

eAuction Supplier Training

Access the Auction

Log into Emptoris <https://sourcing.hmrc.gov.uk/sso/jsp/login.jsp>

On the view RFx(s) screen, locate the auction you have been invited to participate in and click on the View/Respond RFx. In this example the auction we are bidding on is SM-2014-Auction Training-AA-123.

RFx Name	RFx Unique Id	Summary RFx	Acceptance	Select	RFx Type	RFx Style	Status	Time Remaining	Open Time BST
BAK-2014-Debt Market Integrator (TND) - 484	BAK-2014-Debt Market Integrator (TND) - 484			View/Respond to RFx	New				03/06/2014 11:09
SM-2014-Auction Training-AA-123	SM-2014-Auction Training-AA-123			View/Respond to RFx	New			2 hrs 14 min	10/06/2014 08:44 10a
zPS-2014-Tax-Free Childcare Support Services - PIN	zPS-2014-Tax-Free Childcare Support Services - PIN			View/Respond to RFx	RFI				06/06/2014 16:20

Accept invitation

Click the green Accept button to submit your responses; or click the red Decline button to reject the invitation

- Acceptance is an acknowledgement of your participation; this acknowledgement will automatically propagate to other invited users within your organization, it is not necessary for them to accept this invitation
- Declining the invitation is on behalf of your organisation not an individual user, upon rejection all access to the event is revoked

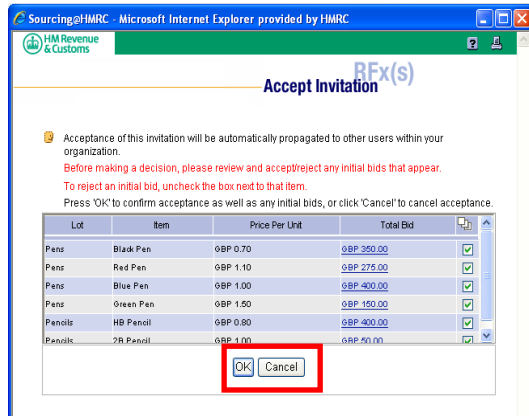
You will not have the ability to place bids until you click the green Accept button

Auction Open Time: 10/06/2014 08:44 BST
Auction Close Time: 10/06/2014 11:00 BST
Current Time: 10/06/2014 08:53 BST
Status: Open

Click "Accept" to participate in the Auction Auction Remaining Time: 2hr 6m 46s [Accept](#) [Decline](#)

Event / Lot / Item	Quantity	Min. Bid Change	Currency	My Link Cost
SM-2014-Auction Training-AA-123			GBP	
Pens			GBP	
Black Pen	500	0.50%	GBP	GBP 0.70
Red Pen	250	0.50%	GBP	GBP 1.10
Blue Pen	400	0.50%	GBP	GBP 1.00
Green Pen	100	0.50%	GBP	GBP 1.50
Penpils			GBP	
HB Penpil	500	0.50%	GBP	GBP 0.80
2B Penpil	50	0.50%	GBP	GBP 1.00

After accepting / declining the invitation a pop-up will appear showing your starting bids, these are the bids that you submitted in your proposal (ITT). If you are happy that these bids are correct the click OK. If you do not agree with these bids then click cancel and contact the Lead Buyer.



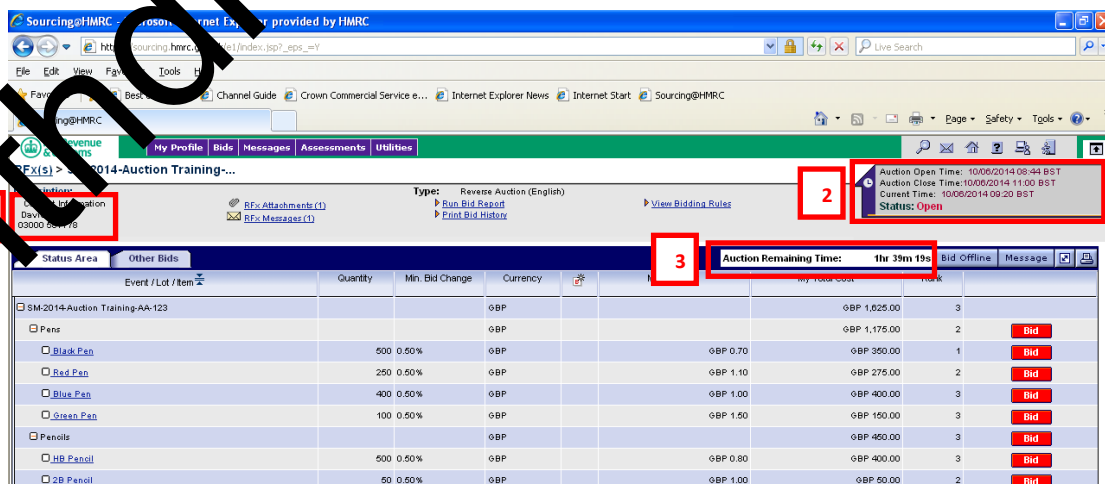
Page Structure

1 - Lead Buyer Contact Details

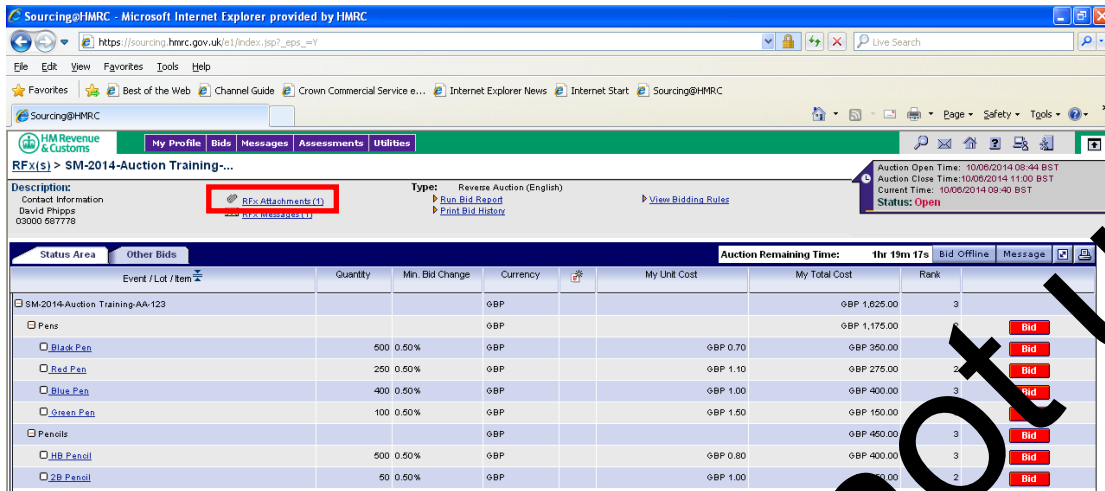
2 - Auction Clock

- Open date and time, current time
- Close time
- Status - Pending status allows you to review and accept the Reverse Auction, but not place any bids
 - Open status means bidding has started and you can place responses
 - Closed status then you cannot place any responses

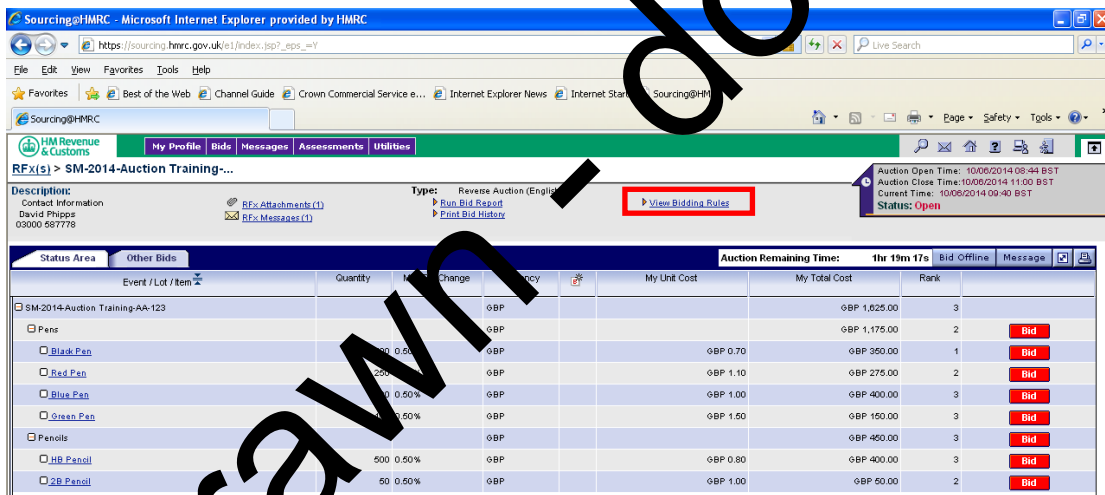
3 - Remaining time tells you the time left until the event closes



RFX Attachments – If the buyer has added any attachments regarding the auction then they can be found here. Click on the link to view.



View Bidding Rules – This includes information on the Auction Dynamics. Click on the link to view



A screen like below will appear showing the Auction Dynamics



- **Auction is extended if new bid is** – the type of bid that will extend an auction (if submitted within the Grace Period)
- **Grace Period** – auction extended if bid is placed when Auction Remaining Time is less than this time
- **Extension Time** – auction Remaining Time will be reset to this time
- **Minimum Bid Change (%)** – the minimum % your bid can be reduced by

Example of the above

- Auction is extended if new bid is – Any bid
- Grace Period – 5 minutes
- Extension Time – 5 minutes
- Minimum Bid Change (%) – 0.5%

In the example above, any bid placed when the Auction Remaining Time is less than 5 minutes, then the Auction Remaining Time will be reset to 5 minutes. Each bid placed must be at least 0.5% less than your current bid, this applies to each item in the auction.

Click on the item name to review the full details of the item

The screenshot shows the Sourcing@HMRC interface. The main table lists items for auction. The 'Black Pen' item is highlighted with a red box. A red arrow points from this item to a detailed view window below.

Event / Lot / Item	Quantity	Min. Bid Change	Currency	My Unit Cost	My Total Cost	Rank	
SM-2014-Auction Training-AA-123			GBP		GBP 1,625.00	3	
<input type="checkbox"/> Black Pen	500	0.50%	GBP	GBP 0.70	GBP 350.00	1	<input type="button" value="Bid"/>
<input type="checkbox"/> Blue Pen	250	0.50%	GBP	GBP 1.10	GBP 275.00	2	<input type="button" value="Bid"/>
<input type="checkbox"/> Orange Pen	400	0.50%	GBP	GBP 1.00	GBP 400.00	3	<input type="button" value="Bid"/>
<input type="checkbox"/> Red Pen	100	0.50%	GBP	GBP 1.50	GBP 150.00	3	<input type="button" value="Bid"/>
<input type="checkbox"/> Silver Pen	500	0.50%	GBP	GBP 0.80	GBP 400.00	3	<input type="button" value="Bid"/>
<input type="checkbox"/> Yellow Pen	50	0.50%	GBP	GBP 1.00	GBP 50.00	2	<input type="button" value="Bid"/>

The 'View Item' window displays the following details for the 'Black Pen' item:

- Parent: N/A - Standard Item
- Item Type: Standard Item
- Category: Office Supplies
- Lot: Pens
- Name: Black Pen
- Minimum Desired Quantity: 500
- Minimum Bid Change Percentage: 0.50
- Attachment: Attachments(0)

Withdrawn - do not use

There are usually 3 levels in an auction and these are shown below

Event / Lot / Item	Quantity	Min. Bid Change	Currency	My Unit Cost	My Total Cost	Rank
SM-2014-Auction Training-AA-123			GBP		GBP 1,825.00	3
Pens			GBP		GBP 1,175.00	2
Black Pen	500	0.50%	GBP	GBP 0.70	GBP 350.00	1
Red Pen	250	0.50%	GBP	GBP 1.10	GBP 275.00	2
Blue Pen	400	0.50%	GBP	GBP 1.00	GBP 400.00	3
Green Pen	100	0.50%	GBP	GBP 1.50	GBP 150.00	3
Pencils			GBP		GBP 450.00	3
HB Pencil	500	0.50%	GBP	GBP 0.80	GBP 400.00	3
2B Pencil	50	0.50%	GBP	GBP 1.00	GBP 50.00	2

- 3 – Item Level
- 2 - Lot Level
- 1 – Event Level

Your ranking is shown next to each level. The award will go to the **one** supplier who is ranked 1st at the **Event Level**. You do not need to be first at Lot or Item Level just **Event Level**. In the example below the supplier is ranked 3rd at the **Event Level**.

Event / Lot / Item	Quantity	Min. Bid Change	Currency	My Unit Cost	My Total Cost	Rank
SM-2014-Auction Training-AA-123			GBP		GBP 1,825.00	3
Pens			GBP		GBP 1,175.00	2
Black Pen	500	0.50%	GBP	GBP 0.70	GBP 350.00	1
Red Pen	250	0.50%	GBP	GBP 1.10	GBP 275.00	2
Blue Pen	400	0.50%	GBP	GBP 1.00	GBP 400.00	3
Green Pen	100	0.50%	GBP	GBP 1.50	GBP 150.00	3
Pencils			GBP		GBP 450.00	3
HB Pencil	500	0.50%	GBP	GBP 0.80	GBP 400.00	3
2B Pencil	50	0.50%	GBP	GBP 1.00	GBP 50.00	2

Place a Bid

You can place bids at either Lot or Item Level. If you bid at Lot Level then you can change the bids of multiple items within that Lot. If you bid at Item Level, you can only change the bid of the item you have selected.

To place a bid click on the Bid button next to either the lot or item you wish to change. In the example below we will change our bid(s) against items in the Pens Lot.

Sourcing@HMRC - Microsoft Internet Explorer provided by HMRC

https://sourcing.hmrc.gov.uk/.../index.jsp?_eps_...Y

HM Revenue & Customs

My Profile | Bids | Messages | Assessments | Utilities

RFX(s) > SM-2014-Auction Training...

Description: Contact Information: David Phipps, 03000 687778

Type: Reverse Auction (English)

Auction Open Time: 10/08/2014 08:44 BST
 Auction Close Time: 10/08/2014 11:30 BST
 Current Time: 10/08/2014 11:00 BST
 Status: Open

Status Area	Other Bids	Auction Remaining Time: 29m 19s						Bid Offline	Message
Event / Lot / Item	Quantity	Min. Bid Change	Currency	My Unit Cost	My Total Cost	Rank			
SM-2014-Auction Training-AA-123			GBP		GBP 1,825.00	3			
Pens			GBP		GBP 1,175.00	2	<input type="button" value="Bid"/>		
Black Pen	500	0.50%	GBP	GBP 0.70	GBP 350.00	1	<input type="button" value="Bid"/>		
Red Pen	250	0.50%	GBP	GBP 1.10	GBP 275.00	2	<input type="button" value="Bid"/>		
Blue Pen	400	0.50%	GBP	GBP 1.00	GBP 400.00	3	<input type="button" value="Bid"/>		
Green Pen	100	0.50%	GBP	GBP 1.50	GBP 150.00	3	<input type="button" value="Bid"/>		
Pencils			GBP		GBP 450.00	3	<input type="button" value="Bid"/>		
HB Pencil	500	0.50%	GBP	GBP 0.80	GBP 400.00	3	<input type="button" value="Bid"/>		
2B Pencil	50	0.50%	GBP	GBP 1.00	GBP 50.00	2	<input type="button" value="Bid"/>		

The Bidding Area then appears at the bottom of the screen.

Sourcing@HMRC - Microsoft Internet Explorer provided by HMRC

https://sourcing.hmrc.gov.uk/.../index.jsp?_eps_...Y

HM Revenue & Customs

My Profile | Bids | Messages | Assessments | Utilities

RFX(s) > SM-2014-Auction Training...

Description: Contact Information: David Phipps, 03000 687778

Type: Reverse Auction (English)

Auction Open Time: 10/08/2014 08:44 BST
 Auction Close Time: 10/08/2014 15:00 BST
 Current Time: 10/08/2014 13:43 BST
 Status: Open

Status Area	Other Bids	Auction Remaining Time: 1hr 17m 3s						Bid Offline	Message
Event / Lot / Item	Quantity	Min. Bid Change	Currency	My Unit Cost	My Total Cost	Rank			
SM-2014-Auction Training-AA-123			GBP		GBP 1,825.00	3			
Pens			GBP		GBP 1,175.00	2	<input type="button" value="Bid"/>		
Black Pen	500	0.50%	GBP	GBP 0.70	GBP 350.00	1	<input type="button" value="Bid"/>		
Red Pen	250	0.50%	GBP	GBP 1.10	GBP 275.00	2	<input type="button" value="Bid"/>		
Blue Pen	400	0.50%	GBP	GBP 1.00	GBP 400.00	3	<input type="button" value="Bid"/>		
Green Pen	100	0.50%	GBP	GBP 1.50	GBP 150.00	3	<input type="button" value="Bid"/>		
Pencils			GBP		GBP 450.00	3	<input type="button" value="Bid"/>		
HB Pencil	500	0.50%	GBP	GBP 0.80	GBP 400.00	3	<input type="button" value="Bid"/>		
2B Pencil	50	0.50%	GBP	GBP 1.00	GBP 50.00	2	<input type="button" value="Bid"/>		

Bidding Area									
Lot/Item	Quantity	Currency	Price per Pen*	FOR HMRC USE ONLY	Price Per Unit (formula)*	Placeholder*	Min. Bid Change		
Lot Name: Pens									
Black Pen	500	GBP	0.70		0.70	1.00	0.50%		
Red Pen	250	GBP	1.10		1.10	1.00	0.50%		
Blue Pen	400	GBP	1.00		1.00	1.00	0.50%		
Green Pen	100	GBP	1.50		1.50	1.00	0.50%		

Place a Bid – Input New Bid

In this example you can lower the bid(s) by entering the new bid(s) in the Price per Pen field, against any of the items that are displayed (the bid(s) must be lower or equal to the Minimum Bid Change (%))

Event / Lot / Item	Quantity	Min. Bid Change	Currency	My Unit Cost	My Total Cost	Rank	Bid	Message
SM-2014-Auction Training-AA-123			GBP		GBP 1,625.00	3		
Pens			GBP		GBP 1,175.00	2		
Black Pen	500	0.50%	GBP	GBP 0.70	GBP 350.00	1		Bid
Red Pen	250	0.50%	GBP	GBP 1.10	GBP 275.00	1		Bid
Blue Pen	400	0.50%	GBP	GBP 1.00	GBP 400.00	3		Bid
Green Pen	100	0.50%	GBP	GBP 1.50	GBP 150.00	3		Bid
Pencils			GBP		GBP 450.00	3		
HB Pencil	500	0.50%	GBP	GBP 0.80	GBP 400.00	3		Bid
2B Pencil	50	0.50%	GBP	GBP 1.00	GBP 50.00	2		Bid

Lot/Item	Actions	Status	Quantity	Currency	Price per Pen*	FOR HMRC USE ONLY	Price Per Unit (formula)*	Placeholder*	Min. Bid Change
Lot Name: Pens									
Black Pen			500	GBP	0.50		0.50	1.00	0.50%
Red Pen			250	GBP	1.10		1.10	1.00	0.50%
Blue Pen			400	GBP	1.00		1.00	1.00	0.50%
Green Pen			100	GBP	1.50		1.50	1.00	0.50%

Once you have changed your bid(s) click on the Submit Bid(s) button

Lot/Item	Actions	Status	Quantity	Currency	Price per Pen*	FOR HMRC USE ONLY	Price Per Unit (formula)*	Placeholder*	Min. Bid Change
Lot Name: Pens									
Black Pen			500	GBP	0.50		0.50	1.00	0.50%
Red Pen			250	GBP	1.10		1.10	1.00	0.50%
Blue Pen			400	GBP	1.00		1.00	1.00	0.50%
Green Pen			100	GBP	1.40		1.40	1.00	0.50%

A pop window will appear like below, the window shows the name of the item(s), the bid(s) you have entered (Price per Unit) and the Total Bid.

* Total Bid is the Price Per Unit multiplied by the quantity. In the example below we have changed our bids against the Black Pen and Green Pen Items.

If you are happy to submit this new bid(s) then click OK, otherwise click Cancel.

Item	Bid Type	Price Per Unit	Total Bid*	Submit
Black Pen	Revised Bid	0.50 GBP	250.00 GBP	<input checked="" type="checkbox"/>
Green Pen	Revised Bid	1.40 GBP	140.00 GBP	<input checked="" type="checkbox"/>

OK Cancel

* Total Bid = Item Quantity * Price Per Unit + One Time Charge

The new bid icon, which appears each time a new bid is submitted (by any supplier) this icon stays visible for 2 minutes

Event / Lot / Item	Quantity	Min. Bid Change	Currency	My Unit Cost	My Total Cost	Rank
SM-2014-Auction Training-AA-123			GBP		GBP 832.00	3
Pens			GBP		GBP 633.00	
Black Pen	500	0.50%	GBP	GBP 0.35	GBP 175.00	
Red Pen	250	0.50%	GBP	GBP 0.88	GBP 220.00	
Blue Pen	400	0.50%	GBP	GBP 0.07	GBP 28.00	
Green Pen	100	0.50%	GBP	GBP 1.10	GBP 110.00	
Pencils			GBP		GBP 300.00	
HB Pencil	500	0.50%	GBP	GBP 0.50	GBP 250.00	
2B Pencil	50	0.50%	GBP	GBP 1.00	GBP 50.00	

Place a Bid – Minimum Bid Change

You can get the system to calculate and lower your bid by the Minimum Bid Change. To do this Click on the yellow triangle next to the item you wish to change.

Lot/Item	Actions	Status	Quantity	Currency	Price	FOR HMRC USE ONLY	Price Per Unit (formula)*	Placeholder*	Min. Bid Change
Lot Name: Pens									
Black Pen	▲		500	GBP	0.70		0.70	1.00	0.50%
Red Pen	▲		250	GBP	1.10		1.10	1.00	0.50%
Blue Pen	▲		400	GBP	1.00		1.00	1.00	0.50%
Green Pen	▲		100	GBP	1.50		1.50	1.00	0.50%

In this example the bid in the Price per Pen field will be reduced by 0.5%. Once you have changed your bid(s) click on the Submit Bid(s) button.

Lot/Item	Actions	Status	Quantity	Currency	Price per Pen*	FOR HMRC USE ONLY	Price Per Unit (formula)*	Placeholder*	Min. Bid Change
Lot Name: Pens									
Black Pen	▲	Click 'Submit...'	500	GBP	0.69		0.69	1.00	0.50%
Red Pen	▲		250	GBP	1.10		1.10	1.00	0.50%
Blue Pen	▲		400	GBP	1.00		1.00	1.00	0.50%
Green Pen	▲	Click 'Submit...'	100	GBP	1.49		1.49	1.00	0.50%

A pop-up window will appear like below, the window shows the name of the item(s), the bid(s) you have entered (Price per Unit) and the Total Bid. The Total Bid is the Price Per Unit multiplied by the quantity. In the example below we have changed our bids against the Black Pen and Green Pen Items.

If you are happy to submit this new bid(s) then click OK, otherwise click Cancel.

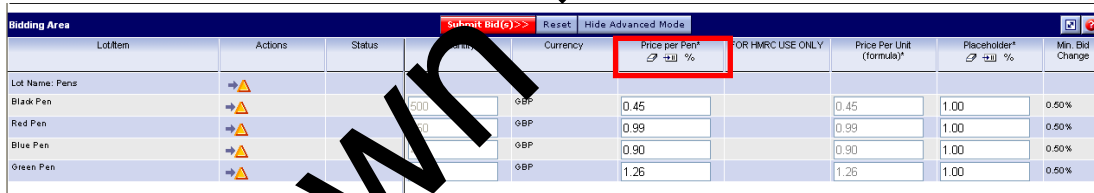


Place a Bid – Advanced Mode

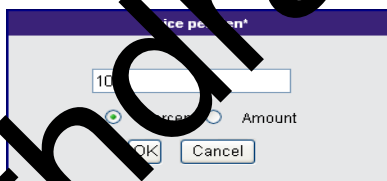
You can use the Advanced Mode to reduce your bid(s) by a % or a figure. Click on the Advanced Mode button



Three icons will appear under the Price per Pen field



Click on the % icon and a pop screen like below will appear.



Click on either the Percent or Amount radio button, enter the figure and then click OK. In this example the supplier enters 10 in the box and clicks on the Percent radio button then clicks OK, the bids for all the items in the Bidding Area will be reduced by 10%.

Once you have changed your bid(s) click on the Submit Bid(s) button.

Lot/Item	Actions	Status	Quantity	Currency	Price per Unit £ \$ ¥ %	FOR HMRC USE ONLY	Price Per Unit (formula)*	Placeholder* £ \$ ¥ %	Min. Bid Change
Lot Name: Pens									
Black Pen			500	GBP	0.40		0.40	1.00	0.50%
Red Pen			250	GBP	0.89		0.89	1.00	0.50%
Blue Pen			400	GBP	0.81		0.81	1.00	0.50%
Green Pen			100	GBP	1.13		1.13	1.00	0.50%

A pop window will appear like below, the window shows the name of the item(s), the bid(s) you have entered (Price per Unit) and the Total Bid. The Total Bid is the Price Per Unit multiplied by the quantity. In the example below we have changed our bids against all items in the Pens Lot. If you are happy to submit this new bid(s) then click OK, otherwise click Cancel.

Item	Bid Type	Price Per Unit	Total Bid*	Submit
Black Pen	Revised Bid	0.40 GBP	200.00 GBP	<input checked="" type="checkbox"/>
Red Pen	Revised Bid	0.89 GBP	222.50 GBP	<input checked="" type="checkbox"/>
Blue Pen	Revised Bid	0.81 GBP	324.00 GBP	<input checked="" type="checkbox"/>
Green Pen	Revised Bid	1.13 GBP	113.00 GBP	<input checked="" type="checkbox"/>

OK Cancel

* Total Bid = Item Quantity * Price Per Unit + One Time Charge

Once you have submitted a bid(s), either by entering a bid, using the Minimum Bid Change button, or the Advanced Mode, the main screen will refresh and update your ranking. Again the award will go to the one supplier who is ranked 1st at the Event Level. You do not need to be first at Lot or Item Level just Event Level.

In the example below our ranking at the Pens Lot level has changed we are now 1st, but our ranking at Event Level is still 3rd. So if the auction ended now, this supplier would not get the Award.

Area	Event / Lot / Item	Quantity	Min. Bid Change	Currency	My Unit Cost	My Total Cost	Rank	
	2014 Auction Training-AA-123			GBP		GBP 1,515.00	3	
<input type="checkbox"/>	Black Pen	500	0.50%	GBP	GBP 0.50	GBP 250.00	1	Bid
<input type="checkbox"/>	Red Pen	250	0.50%	GBP	GBP 1.10	GBP 275.00	2	Bid
<input type="checkbox"/>	Blue Pen	400	0.50%	GBP	GBP 1.00	GBP 400.00	3	Bid
<input type="checkbox"/>	Green Pen	100	0.50%	GBP	GBP 1.40	GBP 140.00	3	Bid
<input type="checkbox"/>	Pencils			GBP		GBP 450.00	3	Bid
<input type="checkbox"/>	HB Pencil	500	0.50%	GBP	GBP 0.80	GBP 400.00	3	Bid
<input type="checkbox"/>	2B Pencil	50	0.50%	GBP	GBP 1.00	GBP 50.00	2	Bid

So we have changed our bid on HB Pencil item to £0.50 and submitted that bid. You can now see that our ranking at Event Level is 1st, so if the auction ended now this supplier would get the Award.

Do not wait until last seconds of event to submit bids, with Internet latency issues, the bid may not be accepted

Recommend to submit all bids with at least 30 seconds remaining on the clock

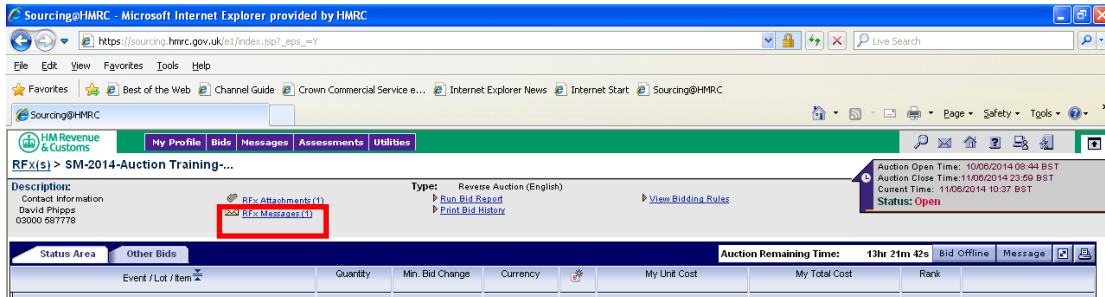
Even if the clock reaches zero, the event can not be considered closed until the event status changes to Closed

Send and Receive messages

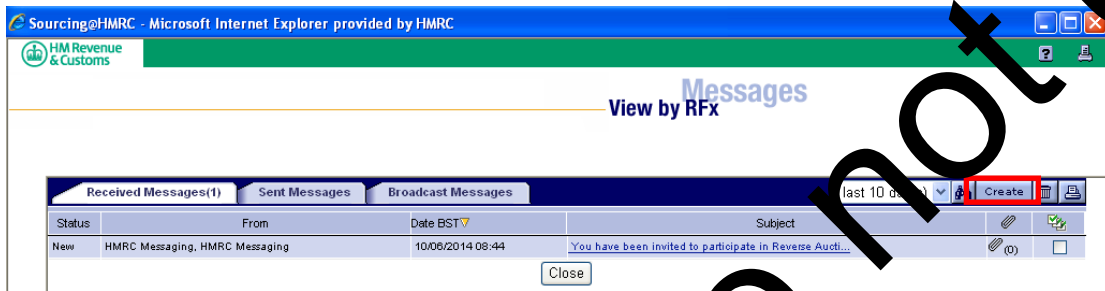
To enable collaborate with other members of the buyer organisation, Sourcing Portfolio provides a built in messaging solution

A blinking message icon means the buyer has sent you a message

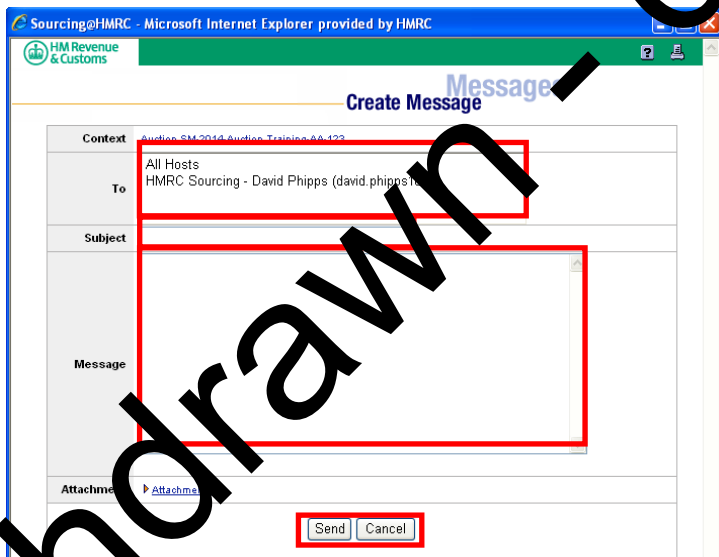
To create a message, click the RFX Messages link



Click on the Create button



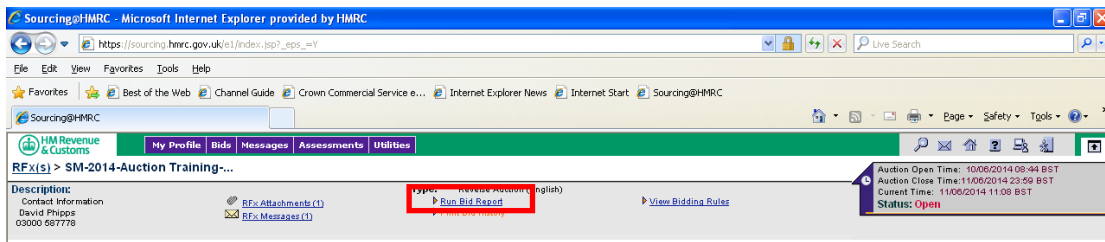
In the Create Message window; select a recipient, type a subject and message. Click the Send button



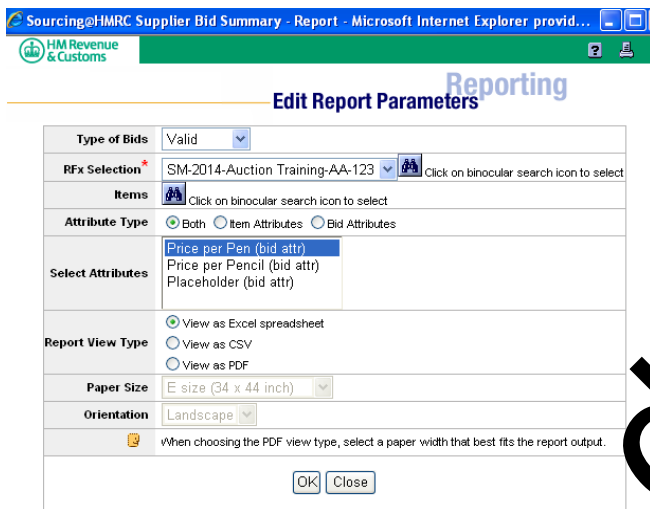
Create a Report

The Bid report gives the supplier a view of their bids as they will be seen by the buyer.

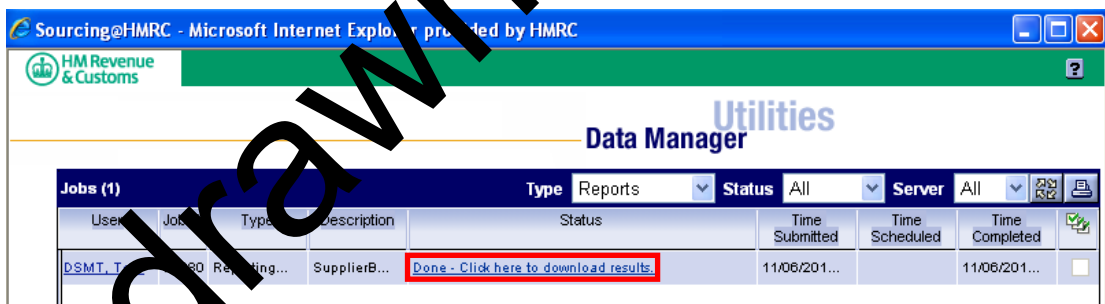
Click on the Run Bid Report link



Select the Items and Attributes (Item or Bid fields) for which the report is to be run (optional). Choose the Export format required (Excel, CSV or PDF). Click OK



The report request has now been sent to the Data Manager. When the report has finished running, click on "Done - Click here to download results"



Click to save the exported report to your local machine

