'Sealed bid'

Training manual for bidders

SourcingVision



Version 4

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Login to the sourcing vision system:

Login via e-mail received:

- ✓ The invitation will be received by **e-mail**
- ✓ The invitation will be sent from the system, Therefore **sender's name** will be: system@sourcingvision.com
- ✓ If no invitation has been received, **please check spam box**

There are a few important points to note in the invitation letter:

1. Please confirm your invitation by **clicking on the link**
2. **Schedule of the sealed bid**
3. **Authentication details** for login (User name and password)
4. Login to the system by clicking on the link: https://account.sourcingvision.com/

Email invitation:



Dear supplier,

You are invited to submit proposal for **Project XXX** until Friday, December 31, 2021 at 12:00 p.m.,

Please login to Sourcingvision system with:

https://account.sourcingvision.com/

Username: Israel

Password: Please set a password at the following link Password Reset

Go to 'Sealed Bid' and Click the Tender name.

If you have any question concerning the system, please contact the undersigned or EMAIL: service@mashiktech.com.

Best regards,

Company YYY

Login screen:

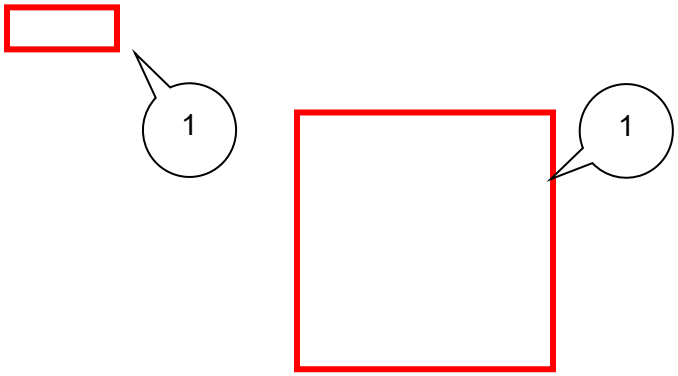
1. Please enter **your username**
2. Please enter **your password**
3. **Check the box** for letting the system store your login information.
4. Click the **Login button**

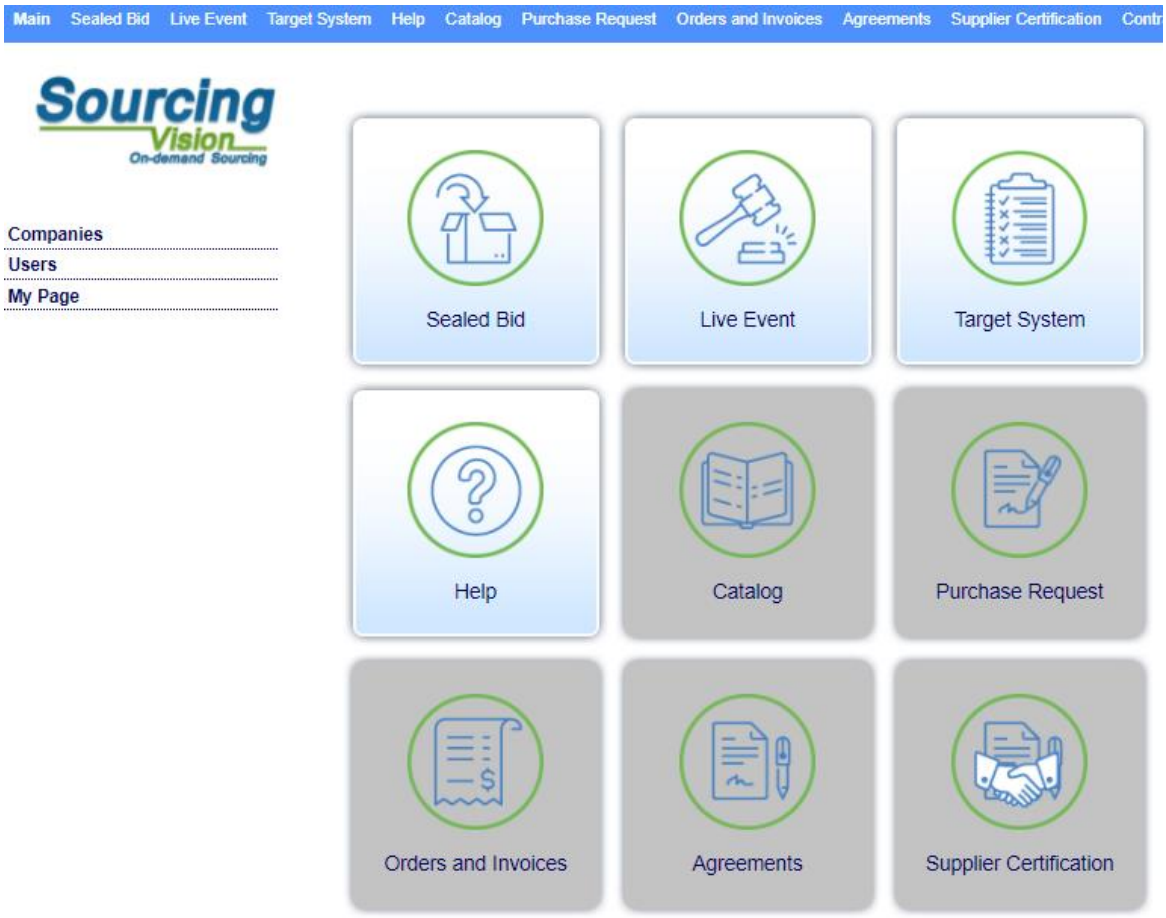


Main screen:

When the following screen will appear:

1. Click on "Sealed Bid" button (2 alternatives)

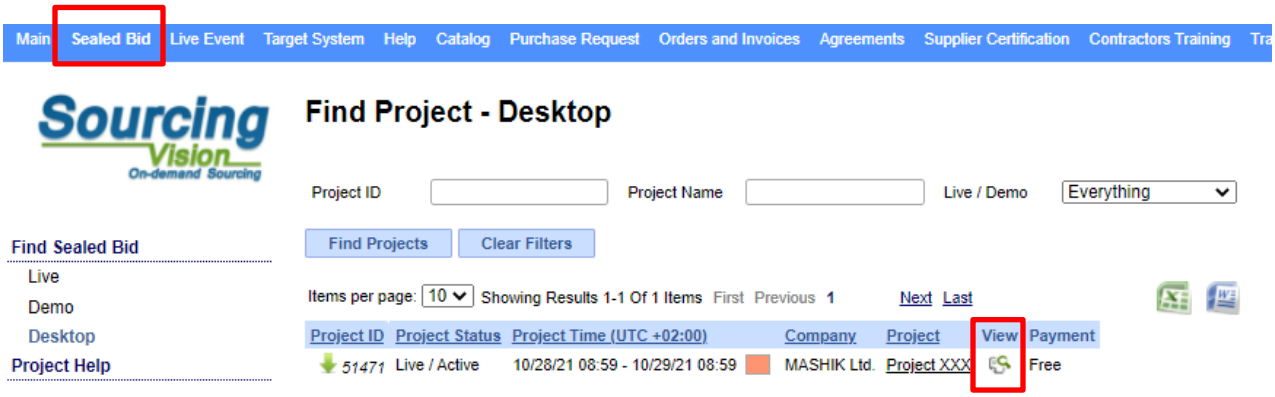




Sealed bid screen:

- If a number of projects appear, you should choose the relevant project as you instructed

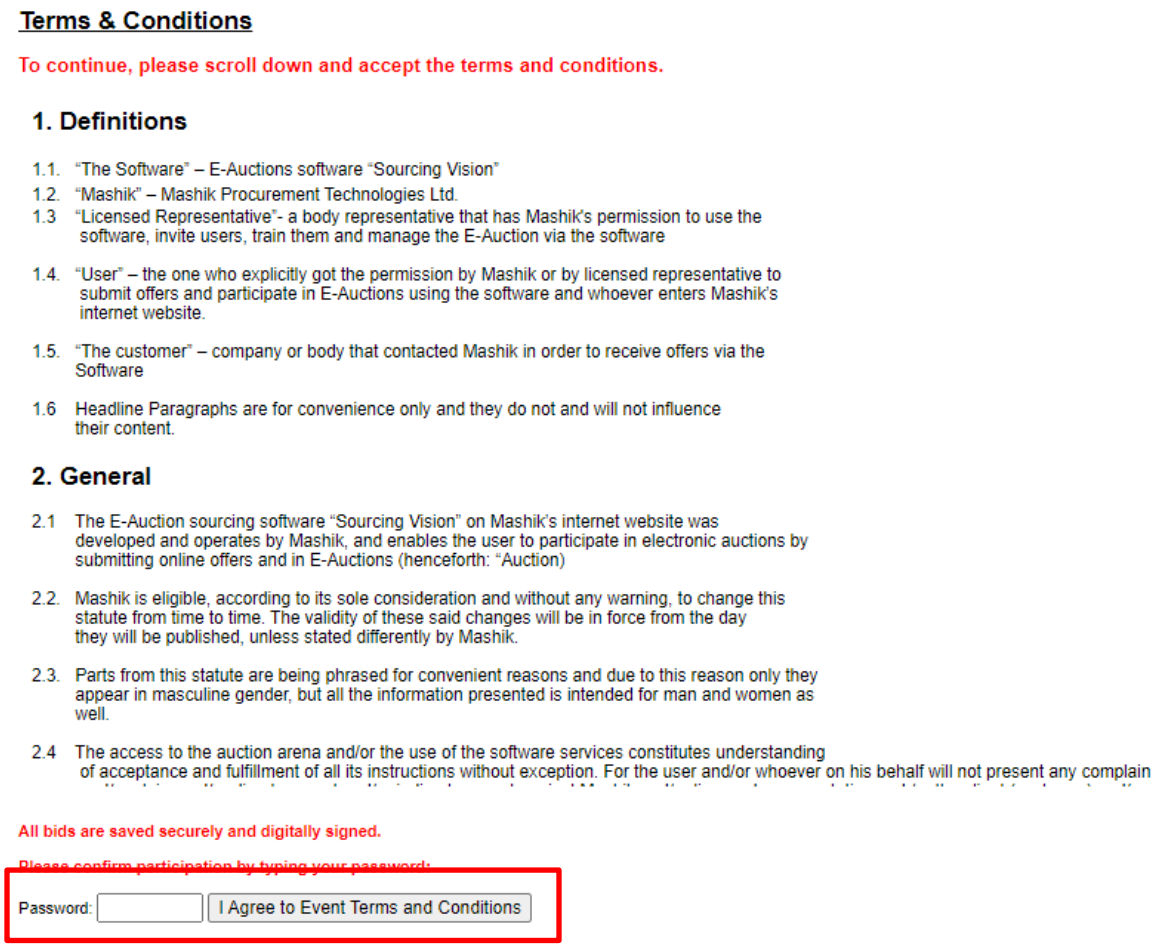
- In order to enter the box and submit a proposal - you must click on the "view" icon as indicated by a red square in the screenshot below



Terms and conditions window:

At this point, the "Terms & conditions" window will automatically open.

1. Read the Participation rules, enter your password in the field provided at the bottom of the screen and click on the "**I agree to event terms and condision**" button**.**



Terms & Conditions

To continue, please scroll down and accept the terms and conditions.

1. Definitions

1.1. "The Software" – E-Auctions software "Sourcing Vision"
1.2. "Mashik" – Mashik Procurement Technologies Ltd.
1.3 "Licensed Representative"- a body representative that has Mashik's permission to use the software, invite users, train them and manage the E-Auction via the software

1.4. "User" – the one who explicitly got the permission by Mashik or by licensed representative to submit offers and participate in E-Auctions using the software and whoever enters Mashik's internet website.

1.5. "The customer" – company or body that contacted Mashik in order to receive offers via the Software

1.6 Headline Paragraphs are for convenience only and they do not and will not influence their content.

2. General

2.1 The E-Auction sourcing software "Sourcing Vision" on Mashik's internet website was developed and operates by Mashik, and enables the user to participate in electronic auctions by submitting online offers and in E-Auctions (henceforth: "Auction)

2.2. Mashik is eligible, according to its sole consideration and without any warning, to change this statute from time to time. The validity of these said changes will be in force from the day they will be published, unless stated differently by Mashik.

2.3. Parts from this statute are being phrased for convenient reasons and due to this reason only they appear in masculine gender, but all the information presented is intended for man and women as well.

2.4 The access to the auction arena and/or the use of the software services constitutes understanding of acceptance and fulfillment of all its instructions without exception. For the user and/or whoever on his behalf will not present any complain

All bids are saved securely and digitally signed.

Please confirm participation by typing your password:

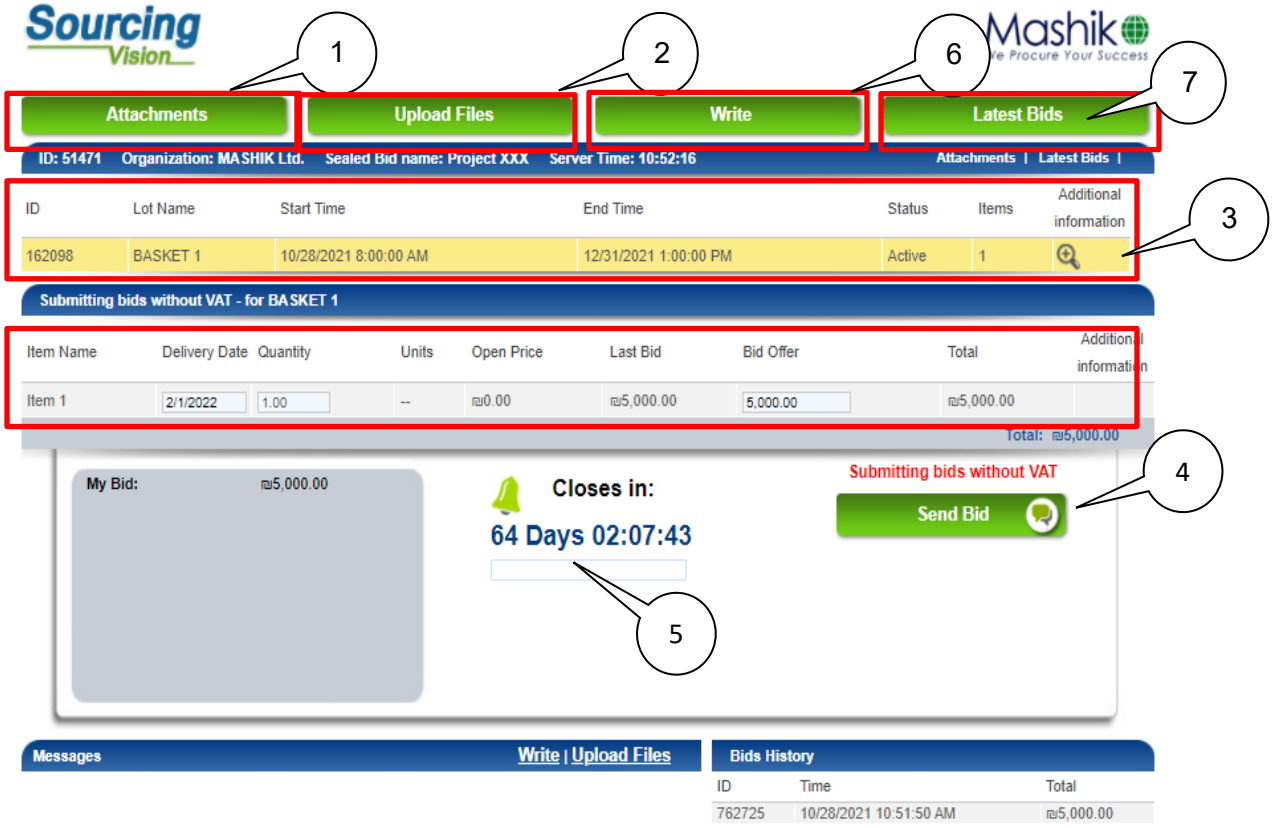
Password: I Agree to Event Terms and Conditions

Bid submission:

A. If you are asked to submit a proposal by **uploading file**, please go to page 9.
B. If you are asked to **submit a bid** in the SV system, please please go to page 10.

Bidder view screen key:

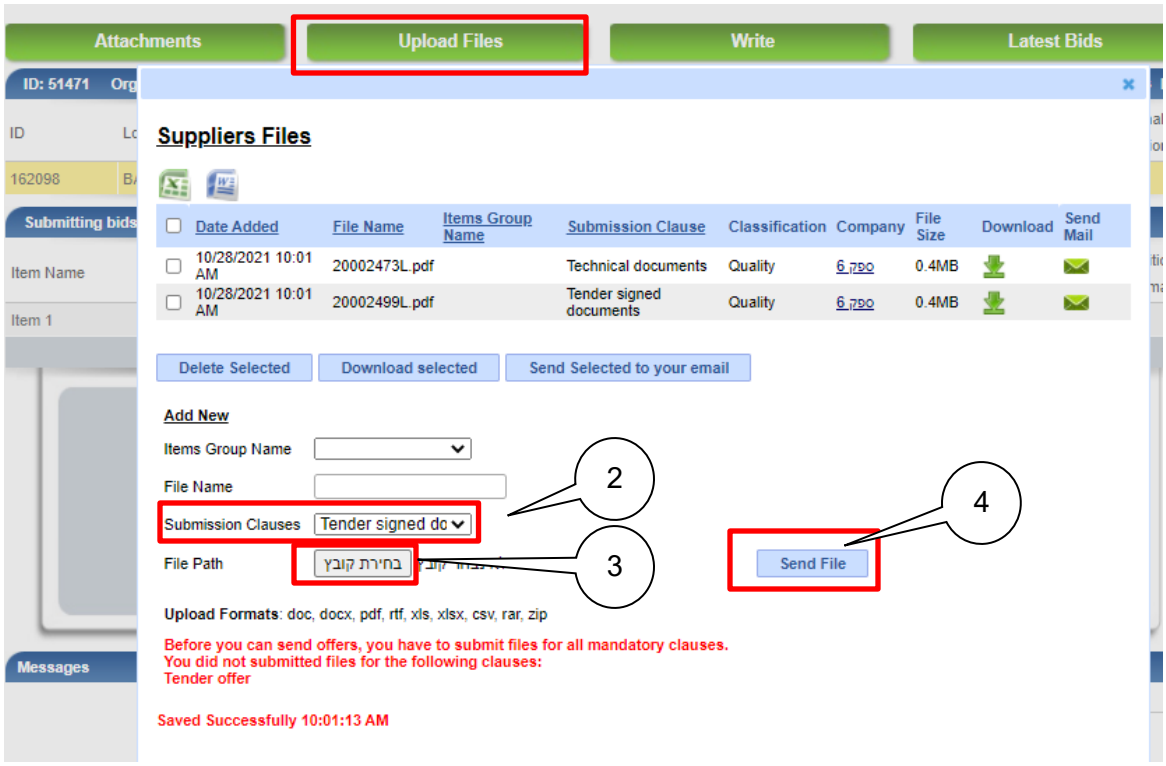
1. Clicking on the "**attachments**" button will allow you to download relevant files (forms, images, promissory notes, etc.).
2. Cliciking on the "**Upload Files**" button will allow you to Upload relevant files (Tender signed documents, tender offer, etc.)
3. Details of the lots (in each sealed bid can be one lot or more)- You can switch between lots by pressing on them. the active lot is the one that appears with yellow background.
4. submit offer- "Send bid" button- allows you to sumbit your bids.
5. Remaining Time to submit bids. Afterwords the sealed box will be closed for bids.
   If the sealed bid is not open yet , the clock will count down the time for oppening.
6. Clicking on one of the buttons allows you to **write** a message to the moderator in the message chat.
7. Clicking on **Latest Bids** button will allow you Print your quote report



How to upload Files:

1. Cliciking on the "**Upload Files**" button will allow you to Upload relevant files (Tender signed documents, tender offer, etc.) **Note:** **Before you can send offers, you have to submit files for all mandatory clauses**
2. Chose the submission Clauses & Give name to your file
3. Choose the file from your computer driver
4. Click on the "send file" button
   Any document that successfully uploads will be displayed in the table above and will be subtracted from the list below (the line in red).



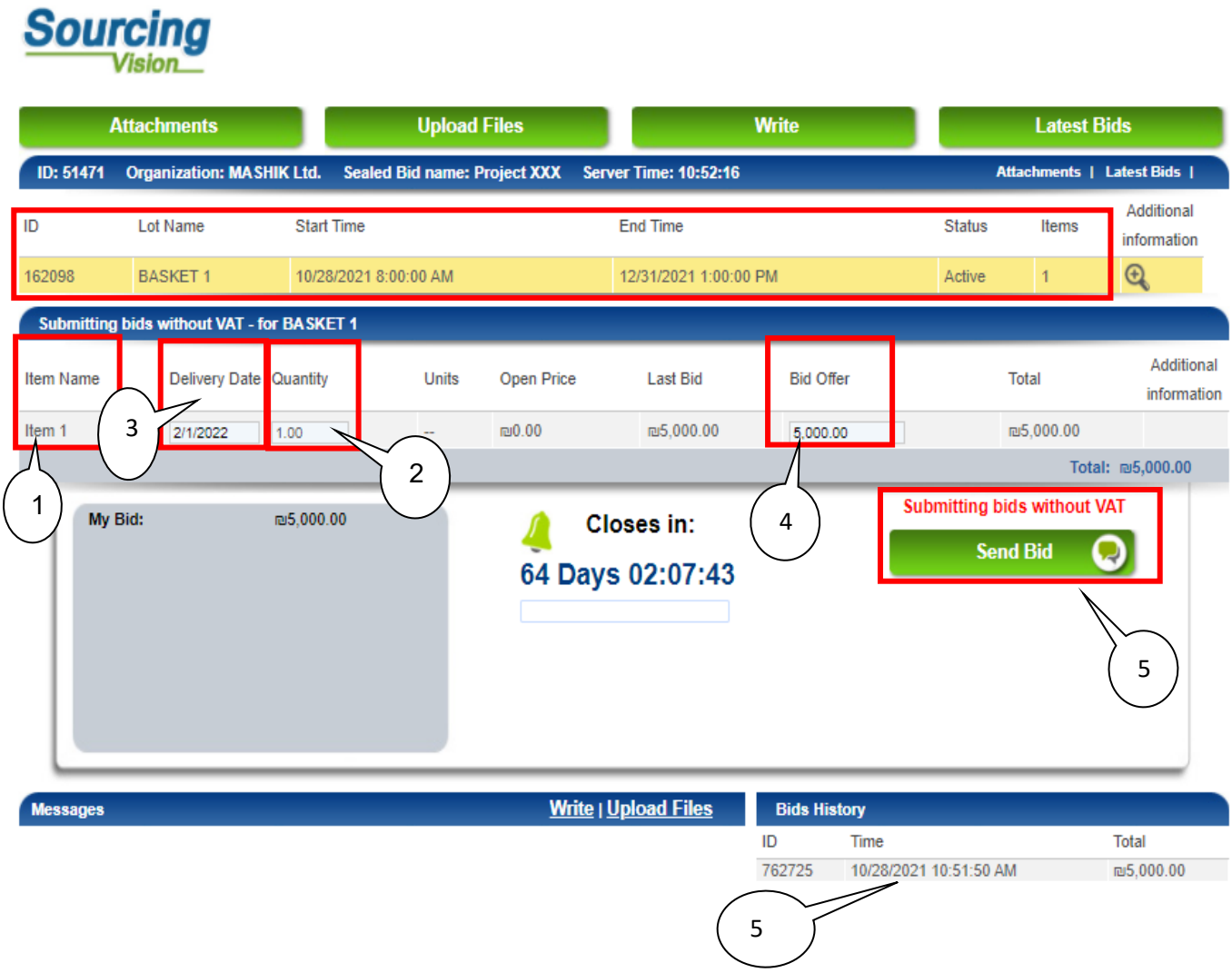

Attachments
Upload Files
Write
Latest Bids
Suppliers Files
Date Added
File Name
Items Group Name
Submission Clause
Classification
Company
File Size
Download
Send Mail
10/28/2021 10:01 AM
20002473L.pdf
Technical documents
Quality
0.4MB
10/28/2021 10:01 AM
20002499L.pdf
Tender signed documents
Quality
0.4MB
Delete Selected
Download selected
Send Selected to your email
Add New
Items Group Name
File Name
Submission Clauses
Tender signed do
File Path
בחירת קובץ
Send File
2
3
4
Upload Formats: doc, docx, pdf, rtf, xls, xlsx, csv, rar, zip
Before you can send offers, you have to submit files for all mandatory clauses.
You did not submitted files for the following clauses:
Tender offer
Saved Successfully 10:01:13 AM
Messages

How to bid:

1. Item names - You must enter bids for all items in the lot.
2. Quantity of items – number of units you are bidding for.
3. Delivery date – you need to fill up delivery date for each item in the lot.
4. Bid entry window. Note: The bid offer is for one unit only. The system will automatically multiply this with the quamtity of that item and show you the total .
5. "Send bid" button- allows you to sumbit your bids
6. After clicking on the " send bid " button, a "Submit bid" window will open.

* Pay attention to the total price shown in this window - this is the price you offer.

7. If the offer is correct and you would like to submit the offer, click the "submit bid" button. If you want to change the offer before submitting it, click "Close Window".



HELP

For technical help please contact:

Tel +972-50-9029376
E-mail: service@mashiktech.com

Good luck!