eAuction – Quick Guide

1. Each eAuction will be developed and ideally published at least 7 days before the eAuction is due to take place. When the eAuction is published you will receive an email alert (from ProContract) to say that you have been invited to participate in that eAuction, the Schedule 1's (timetables and details) for the Contracts in that eAuction will also be made available to you at that time.

2. Once you have received the email alert you can click on the link provided and it will then take you to the login screen. You then must enter your username, password and memorable information that you use to access your portal account.

3. If you do not want to follow the email link then log in to the portal homepage (www.eastmidstenders.org). The eAuction will be listed under the "**Active Activities**" section. In the example below, there is a project called "Stationery eAuction", click on the **title** underlined in blue to view further information.

Please note that the titles of Transport Operation's eAuctions are likely to be:

"Summer 2016 Phase 1 eAuctions – Leicestershire County Council"

4. You will be presented with the screen shown below. To view the eAuction information click on **Open**, on the right side

5. This will then display the eAuction details. On the right side, near the top, there will be options to Accept or Decline the eAuction invitation. You will need to click on "**Accept auction invitation"** in order to participate in the eAuction.
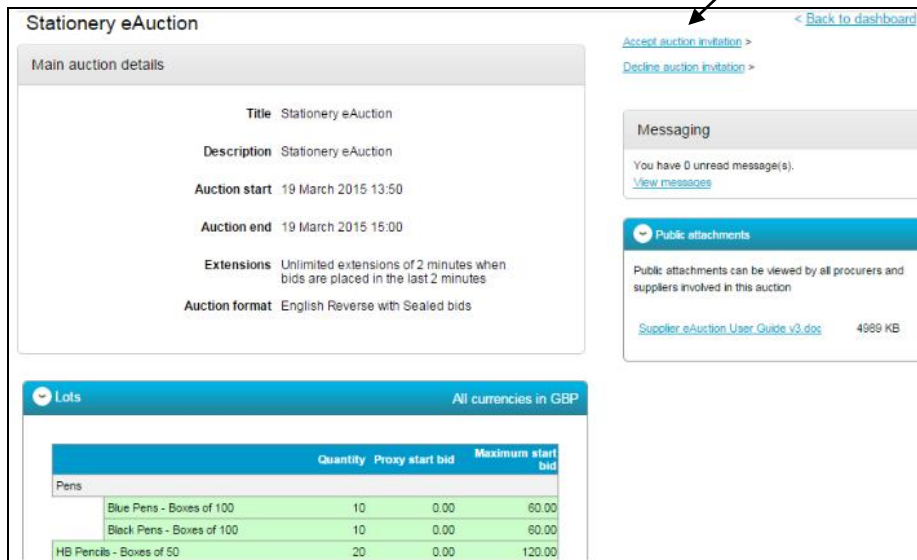
6. This will then take you to the Accept Auction confirmation page where you can continue by clicking "**Yes, I am sure"** or to abort click 'No, I don't want to do this'.
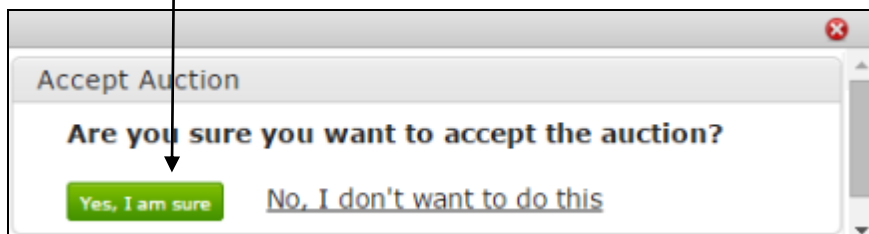
7. You have now confirmed the eAuction, and Transport Operations will be able to see this in the system.

8. On the day of the eAuction, log in and navigate through your recent activities section to reach the eAuction summary page. An example of the eAuction summary page is shown below. Here all of the details required for the auction can be viewed.
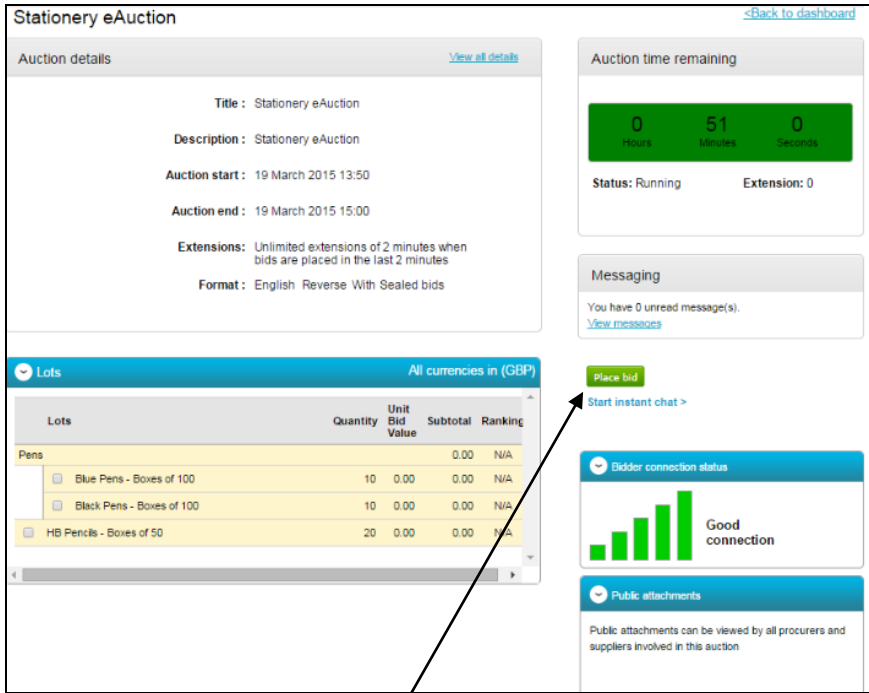
9. To place a bid, select **Place Bid** on the right hand side of the page to enter the amount you would like to offer.

10. Bids can be placed for one or more contracts, in the white bidding box shown below, and then pressing on the **"I am sure, Continue"** button at the bottom.

Place bids

Lots	Qty	Max bid value I can place (GBP)	My current Value (GBP)	New bid value (GBP)	Subtotal (GBP)
Pens					
Blue Pens - Boxes of 100	10	55.00	60.00	20	200.00
Black Pens - Boxes of 100	10	55.00	60.00	20	200.00
HB Pencils - Boxes of 50	20	118.00	120.00	100	2,000.00

I am sure, Continue   Cancel

11. Throughout the eAuction the screens will refresh automatically whenever a bid is submitted by you or another person competing in the eAuction, however, you are advised to refresh your screens throughout the eAuction to force the screen to display the most up to date eAuction information.

12. When you want to bid again, click on **Place Bid** and repeat the same process as above.

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13. Each eAuction event will be scheduled to run for an initial period of 30 minutes, during this time operators will be able to enter their bids for the contracts that they are interested in and compete in a live environment. All of the contracts within the eAuction event will start together and also finish at the same time.

14. The eAuction will come to an end when all bids have been submitted and there is a period of 2 minutes at the end of the event where no bids are submitted on any of the contracts in the eAuction. If a bid is submitted by any operator on any contract in the final 2 minutes, then the eAuction clock will add 2 minutes to the remaining time. This is to stop operators submitting bids in the final few seconds of the eAuction, therefore if a price is submitted 10 seconds before the end then the event time will be reset to 2 minutes and 10 seconds to give other operators the opportunity to respond.

15. Once all bids have been placed and no further bids are placed in the final 2 minutes the clock will count down to 0, and the clock will be replaced to show "Auction complete".

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