



# e-Sourcing Supplier Guide

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## Welcome to Scanmarket!

This guide describes how to access an e-sourcing event hosted on Scanmarket and how to submit the information requested by the event organizer. The fields and settings may differ between events

depending on the scope. If something is not clear, please use the “Messaging” at the bottom of the event to post a question to the Event organizer.

## Invitation and access to the event

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Suppliers do not need to register any account or access to Scanmarket to take part in sourcing events.

You will receive an invitation to the sourcing event through an email from Scanmarket. Click on the link provided, you will enter to the event, you will see few tabs subject to the event type, eg “Specifications” and “Bid list”.

Below is the sample of email invitation for the new sourcing event:



**JABIL**

Dear Mr Patrick (Pandan),

You are hereby invited to participate in our event. In order to access the event, please click on the following link:  
[e-Auction for CLEANROOM - KULIM](#)

You will then have full access to the event.

The actual bidding period runs in the time from 15/07/2020 02:15:00 EAT to 15/07/2020 03:15:00 EAT.

Please note that the link below contains your security access and unique login to the system. Therefore, be aware not to forward this link!

If you have any questions you may contact the event organizer via event "Messaging"

We look forward to your participation.

Best regards  
Siowhui Ooi  
Jabil

\*\*\*

If the link does not work properly you may copy the following line to the address line of your browser and click "Enter" on your keyboard:  
<https://jabil.scanmarket.com/p.aspx?action=auCTION&id=3264960&vc=2Rhilq511z>

Please be aware that it is not possible to respond to this mail.

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Powered by  
**SCANMARKET**

*Note: A blue callout box in the image points to the link and contains the text: "Just click on the link to access to the event."*

# Acceptance Prior to Event

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We would like to invite supplier to review and accept the T&C prior to enter the event.

» Acceptance prior to event

Scanmarket T&C

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Dear Supplier,

Kindly review and response to this T&C prior to enter to this event. Thanks.

Click to view:

[Jabil\\_ScanMarket\\_EULA 2019.06.14.docx](#)

I accept

I reject

# Specifications

When the event is open, you will find Specification tab to explain about the event. The setup may differ between events types.

Remaining time: **00:40:11**

Count down for remaining time.

Self-explanation is provided in wording description and also video demo

Specifications	Bid list
Event help	Click to view: <a href="#">Description of event</a> . Click to view: <a href="#">Demo</a>
Type	Cherry Picking Auction
Status	Active - In progress <input type="radio"/> Live event <input checked="" type="radio"/> Test event
Event Manager	Siowhui Ooi
Event id	376325
Headline	e-Auction for CLEANROOM - KULIM
Description	
Comments	<p>Please read the all the information provided on the Specifications tab including all attachments.</p> <p>1."Specification" • Please find the call for proposal documentation with the specification, pics and other presentation attached. • On this sheet you also can upload all docs you would like to use as supportive material.</p> <p>2." BID list" • Please fulfill the bid list - in best estimation for that cost element at this phase.</p> <p>3. "Finalize participation". • Once bid is finalize, you may click this button, and it will lock and you can not modify it anymore.</p> <p>4. "Quick call", is for technical support. "Messaging", is allow you to communicate for any event specific needs or clarification.</p>
Links	
Attached files	<a href="#">Cleanroomspecification.xlsx</a>
Supplier files	Attach files
Delivery terms	Free On Board (FOB)
Delivery address	56, Hilir Sungai Keluang 1, Bayan Lepas Industrial Park PHASE 4, 11900 Penang, Malaysia.
Payment terms	STD 90 Days NET
Sequential start	No
Start of event	15/07/2020 02:15:00
End of event	15/07/2020 03:15:00
Currency	US Dollar

Jabil will provide attachment for reference. If you are required to provide info, use this supplier files to update attachment.

All the basic term and delivery address been stated here, quote the best price base on this terms.

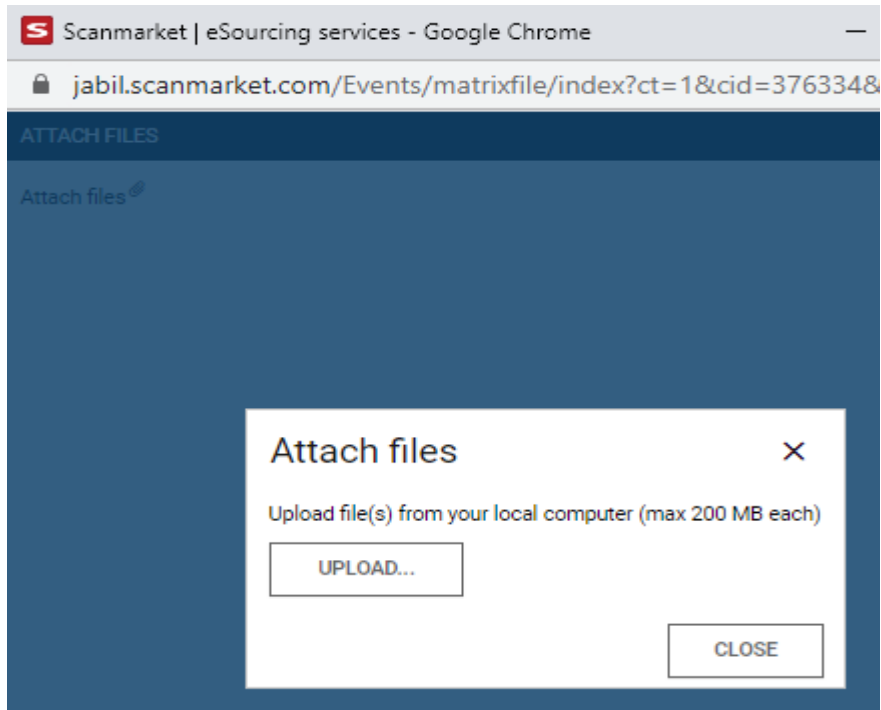
## Attachment

“Supplier files”, this allow you to upload your attachment. You may click at “Attach Files” paperclip icon:

Supplier files


Attach files 

And it will prompt a window for you to upload your file, there is a reminder that max of file size is 200MB each.



Once complete, the file name will appear below the “Attach files” as below:

Supplier files

Attach files   
Item\_specifications\_2.png

# Bid List

If the event is not open yet, you will find the countdown clock show that “Time until event start” as below, and “Excel Bidding” function is gray off and not available yet as below.

»Details for e-Auction for CLEANROOM - KLM

Time until event start **00:07:04**

Specifications
Bid list

Instructions for Excel bidding:

Step 1: Please click here to generate an Excel file for this event

Step 2: Complete the file and save it on your computer using Excel 2007 or a later version. It is important that you do not change the file format.

Step 3: Find your file here and upload it after the event starts. Browse...

This is a list of the products lines included in the auction. Please note that bids should be submitted according to the units described.

These [Terms and Conditions](#) apply for participation in this event. When a bid is submitted within the last 2 minutes of the remaining time, the auction will be extended with 3 minutes.

No	Product	Unit	Quantity	Start price	Best bid	My bid	My total bid	Position
1	Clean Room- KLM	lot	1	50,000.00				
Event bid total in USD				50,000.00				

Messaging
Report

Gray off due to event not yet start.

Once the event start, you will see the countdown change to “remaining time”. And all the feature will active and available for input as below.

»Details for e-Auction for CLEANROOM - KLM

Remaining time: **05:13:43**

Specifications
Bid list

Instructions for Excel bidding:

Step 1: Please click here to generate an Excel file for this event

Step 2: Complete the file and save it on your computer using Excel 2007 or a later version. It is important that you do not change the file format.

Step 3: Find your file here and upload it to the event Browse...

This is a list of the products lines included in the auction. Please note that bids should be submitted according to the units described.

These [Terms and Conditions](#) apply for participation in this event. When a bid is submitted within the last 2 minutes of the remaining time, the auction will be extended with 3 minutes.

● ● indicates the leading bid. ○ ● indicates a non-leading bid.

No	Product	Unit	Quantity	Start price	Best bid	My bid	My total bid	Position	Next bid
1	Clean Room- KLM	lot	1	50,000.00	49,000.00	49,000.00	49,000.00	● ●	<input style="width: 50px;" type="text" value="48,755.00"/> <span style="border: 1px solid #ccc; padding: 2px 5px;">Submit</span>
Event bid total in USD				50,000.00			49,000.00		

Messaging
Report

Excel Bidding

Bid extension triggering standard at last 2mins

Bid extension 3 mins to provide new bid opportunity

System propose best price

“Excel Bidding” is a feature to provide convenient to supplier make bulk upload for the price, instead of update on the screen one by one. Follow the step 1-3, will allow you to upload the list.

“Bid extension”, in Scanmarket all the new bid within the last 2 minutes of the remaining time, the auction event will be extended with “X” minutes. This “X” is subject to the event organizer.

“Leading Bid” indicator show in traffic light color, for green is indicate leading bid, and red is non leading bid.

“Start Price” is the Ceiling Price.

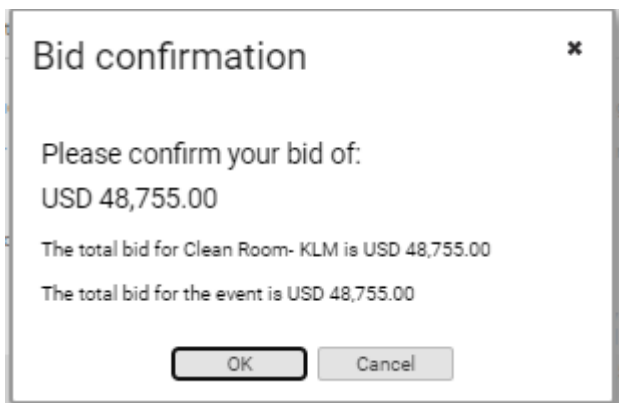
“My Bid” is your past best bid.

“Position” is to provide you visibility of your ranking in this auction competition.

“Next Bid” is a system propose price according to predefined rules by event organizer. You may also manual key in your bid if you plan to bid lower or different than the propose price.

“Submit” allow you to update your best price.

“Bid Confirmation” will prompt to reconfirm your bid price. If you agree, just click on “OK”.



## Partial Quantity Support

There could be situation you not able to supply required quantity. And if you find “Bid List” provide “My Quantity” column for update, it means event organizer allow you to support partially. Then, you can update it accordingly.

1 RFQ Item A&B (partial)								
No	Product	Quantity	Unit	My quantity	Start price	My bid	Currency	My line total
1.1	Item A	10	ea	<input type="text" value="10.00"/>	USD 5,000.00	<input type="text"/>	USD	
1.2	Item B	10	ea	<input type="text" value="10.00"/>	USD 10,000.00	<input type="text"/>	USD	

## Error Message

If supplier manual update the price which is not align to event organizer predefine rules, there will be error message prompt that your input price “cannot exceed” the predefine rules. And you need to resubmit a lower bid than the stated price.

**Specifications** **Bid list**

Instructions for Excel bidding:

Step 1: Please click here to generate an Excel file for this event

Step 2: Complete the file and save it on your computer using Excel 2007 or a later version. You do not change the file format.

Step 3: Find your file here and upload it.

This is a list of the products lines in the auction. The units described are the units you are bidding on. If the remaining time, the auction will be extended with 3 minutes.

● indicates the leading bid. ● indicates a non-leading bid.

No	Product	Unit	Quantity	Start price	Best bid	My bid	My total bid	Position	Next bid
1	Clean Room- KLM	lot	1	50,000.00	49,000.00	49,500.00	49,500.00	2 ●	<input type="text" value="48,755.00"/> <input type="button" value="Submit"/>

Error message

The bid in the field "Clean Room- KLM" cannot exceed USD 48,755.00

## Proxy Bidding

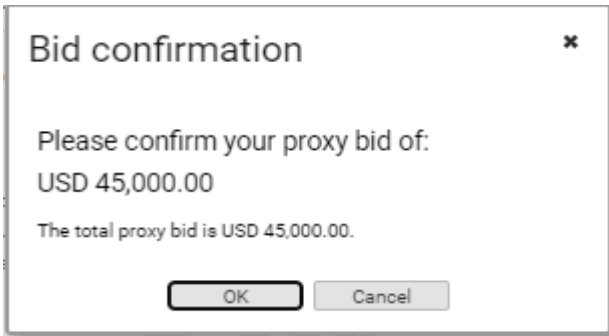
Proxy bidding is an option of solution for the live auction event, mainly overcome the unstable internet connection problem. You can click on “P” to activate this function, and update “My Proxy Bid”, which mean your very best price, then the system will automatically place bids for you and ensure you are number 1 until the system has reached the proxy bid price.

This event has proxy bidding enabled. This means you are able to enter a bid value that you are able to accept. The system will keep you on first place as long as nobody else submits a better bid or proxy bid. In order to enable your proxy bid for a product click the **P** button.

No	Product	Unit	Quantity	Start price	Best bid	My bid	My total bid	Position	Next bid	My Proxy bid
1	Clean Room- KLM	lot	1	50,000.00		<input type="text" value="50,000.00"/>			<input type="button" value="Submit"/>	<input type="text"/> <input type="button" value="P"/>
				Event bid total in USD	50,000.00					



If you enter “My Proxy Bid” as USD45,000, and click on “P”, there will be a “Bid Confirmation” as below for your proxy bid:



If you are leading, you will see green light and position at #1. As long your proxy bid “P” icon still active, P with green color, and system will continue to manage your proxy bidding on behalf.

● ● indicates the leading bid. ○ ● indicates a non-leading bid.

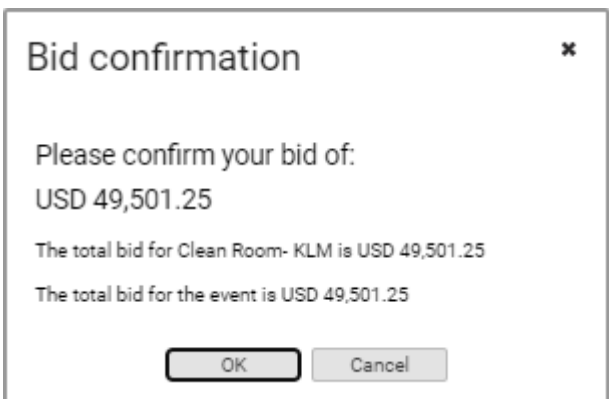
This event has proxy bidding enabled. This means you are able to enter a bid value that you are able to accept. The system will keep you on first place as long as nobody else submits a better bid or proxy bid. In order to enable your proxy bid for a product click the P button.

No	Product	Unit	Quantity	Start price	Best bid	My bid	My total bid	Position	Next bid		My Proxy bid
1	Clean Room-KLM	lot	1	50,000.00	50,000.00	50,000.00	50,000.00	1 ● ●	49,750.00	Submit	45,000.00 <input type="text"/> P

If don't want to use proxy bid, you can click on “P” and turn off “P” and enter the price as normal. It means you just need to click on “Submit” after enter the price, it will just resume to normal bidding. You will see the “P” without in green color. System will still suggest you best price for next bid, which follow the predefine rule set by event organizer.

No	Product	Unit	Quantity	Start price	Best bid	My bid	My total bid	Position	Next bid		My Proxy bid
1	Clean Room-KLM	lot	1	50,000.00	49,750.00	49,750.00	49,750.00	2 ○ ●	49,501.25	Submit	<input type="text"/> P

You will see the bid confirmation message, it say “Please confirm your bid of”. And not mentioned about “proxy bid” anymore.





# Questionnaire

For the RFQ, if we need additional information other than price, there will be questionnaire to collect more information from you. You may answer on the screen, or download the excel file to make update then, import the excel file again.

RFQ for CLEANROOM - KLM

SPECIFICATIONS	<b>QUESTIONNAIRE</b>	BID LIST
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Offline questionnaire response is **enabled** on this event

 1. Download Excel file	2. Fill out and save file	 3. Import Excel file
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1	Section 1
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1.1 How long is the lead time to complete the clean room

- < 1 weeks
- 1-2 weeks
- 2-3 weeks
- 3-4 weeks

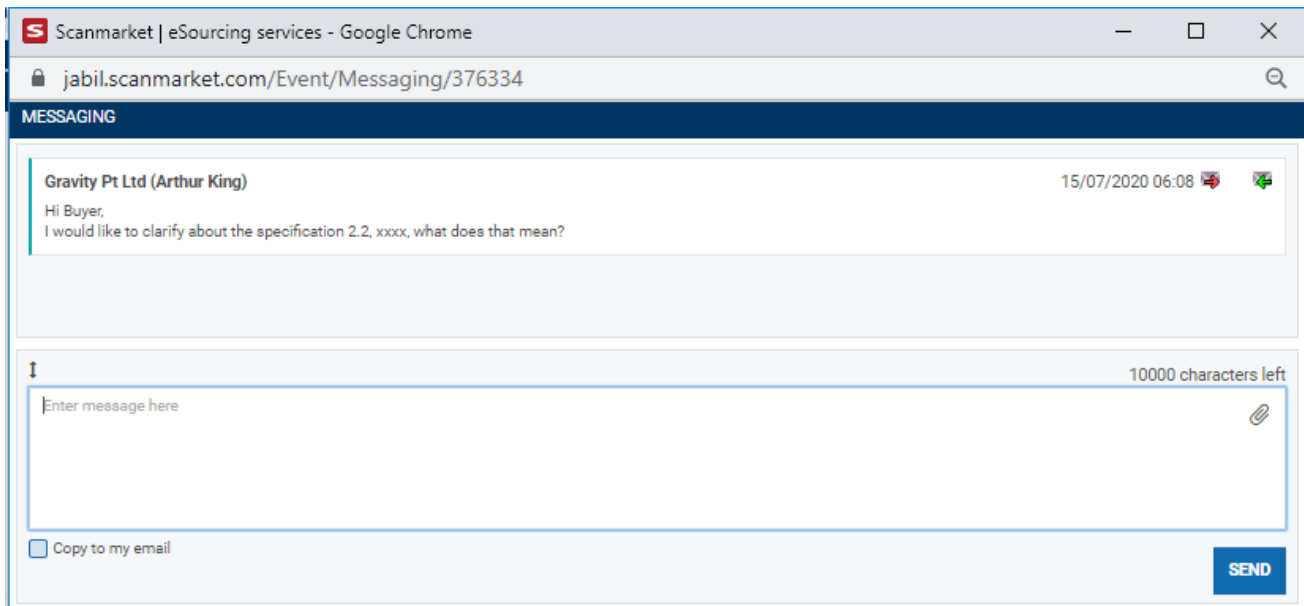
MESSAGING	REPORT	FINALIZE PARTICIPATION
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# Communication

## Messaging

This feature available at the bottom of the page, you can use this as a tool to contact the event organizer to inquire relate to the event specific matters.

You may key in your message as normal, and hit “send”. If you like to copy yourself for a mail, you may select “Copy to my email”.



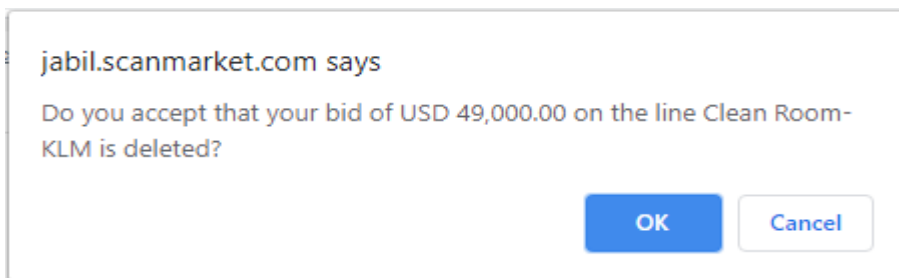
## Language

If you have preference on other language than what been used in current event, you may use Messaging to inform event organizer to switch to your prefer language.

## Delete Bid

If you submit wrong bid for e-auction event, you can inform event organizer via “Messaging”. Event organizer can help to delete your latest bid, and you may update a new one after the correction.

If you request event organizer to notify you for the bid deletion acceptance, you may see a message in Scanmarket prompt for your acceptance as below:

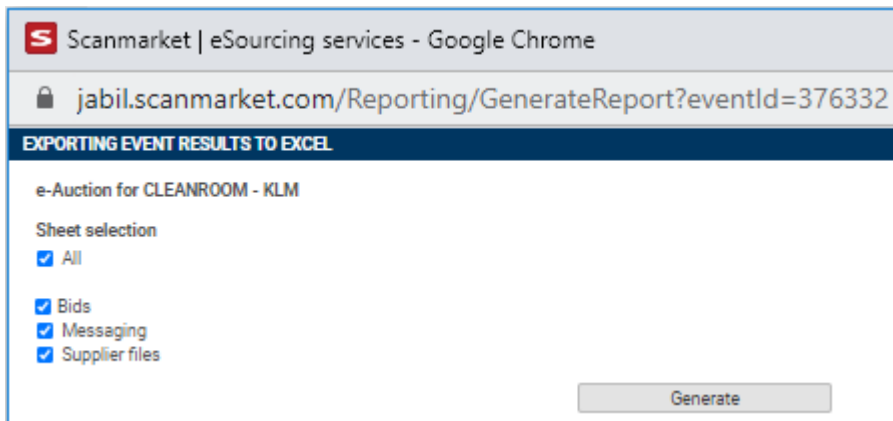


# History Report

Scanmarket allow you to export history report, the “report” button is at the bottom of the event page:



There are sheet selections for you to choose, “All” or “Bids”, “Messaging” and “supplier Files”.



After you hit generate, it will bring you to “eRFx and eAuction reports” as below, you may click download for the detail.

ERFX AND EAUCION REPORTS						
ID	REPORT TYPE	STATUS	DATE	FILE SIZE	DOWNLOAD	REMOVE
365776	e-Auction for CLEANROOM - KLM	Completed	15/07/2020 08:56	8KB		

You will find the historical report in 3 worksheet, “Bids”, “Messaging” and “Supplier files”

e-Auction for CLEANROOM - KLM			
Lot/Product Line	Unit	Quantity	Pandan (Mr Patrick)
1. Clean Room- KLM	lot	1.00	49,000.00
Total Clean Room- KLM			<b>49,000.00</b>
<b>Total all products</b>			<b>49,000.00</b>

Navigation tabs: **Bids** | Messaging | Supplier files

# Technical Support

If you encounter technical issue, you may inform Scanmarket via Quick Call, it's at the top right of your event page.



Fill up your name, country, and phone no. for Scanmarket representative to approach you for solution.

### Quick Call

If you need technical assistance, please enter your direct contact details and Scanmarket will contact you.

NAME

COUNTRY

PHONE NO.

**CALL ME**

Please standby with below information which may require by Scanmarket technical support:

- 1) Customer name-Jabil
- 2) Event #
- 3) Problem description

