

# '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](mailto: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:

[click on the link to confirm receiving this message](#)



**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.

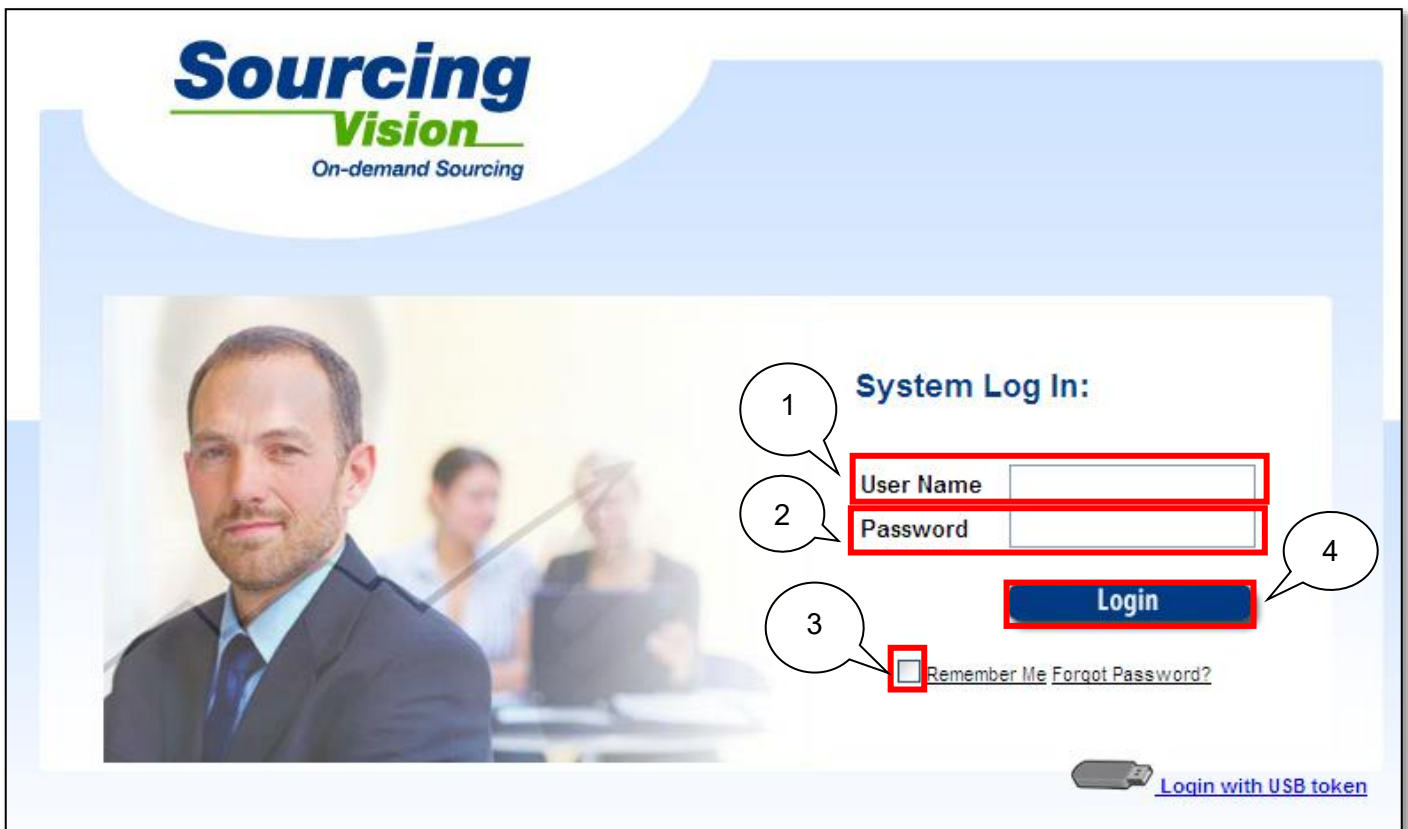
If you have any question concerning the system, please contact the undersigned or EMAIL: [service@mashiktech.com](mailto:service@mashiktech.com).

**Best regards,**

**Company YYY**

**Login screen:**

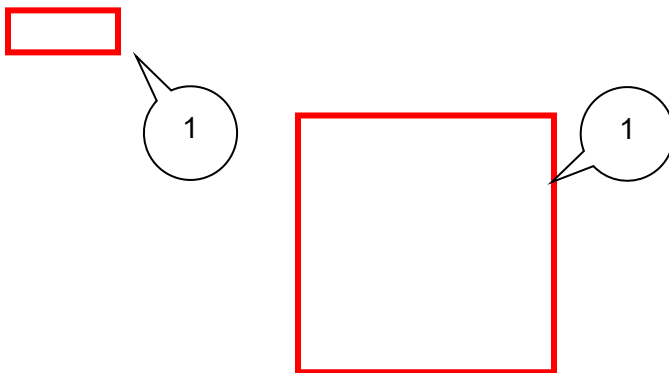
1. Please enter **your username**
2. Please enter **your password**
3. **Check the box** for letting the system store your login information.
4. Click the **Login button**



**Main screen:**

When the following screen will appear:

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

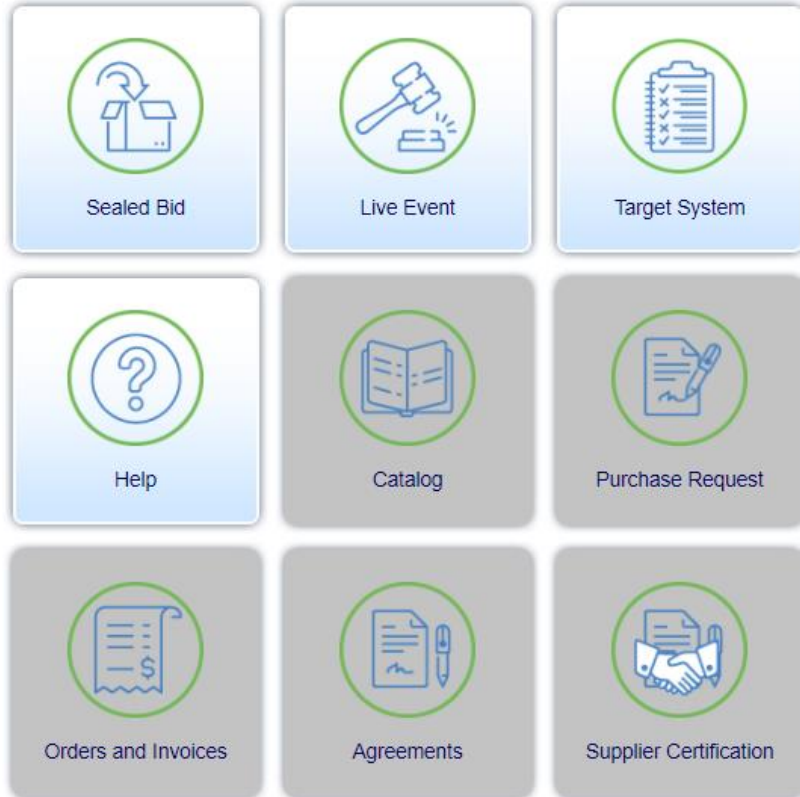




Companies

Users

My Page



### 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




Main **Sealed Bid** Live Event Target System Help Catalog Purchase Request Orders and Invoices Agreements Supplier Certification Contractors Training Tra

**Sourcing**  
*Vision*  
On-demand Sourcing

### Find Project - Desktop

Project ID  Project Name  Live / Demo

Items per page:  Showing Results 1-1 Of 1 Items [First](#) [Previous](#) 1 [Next](#) [Last](#)  

<a href="#">Project ID</a>	<a href="#">Project Status</a>	<a href="#">Project Time (UTC +02:00)</a>	<a href="#">Company</a>	<a href="#">Project</a>	<a href="#">View</a>	<a href="#">Payment</a>
 51471	Live / Active	10/28/21 08:59 - 10/29/21 08:59	 MASHIK Ltd.	<a href="#">Project XXX</a>		Free

## 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 condition" 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:

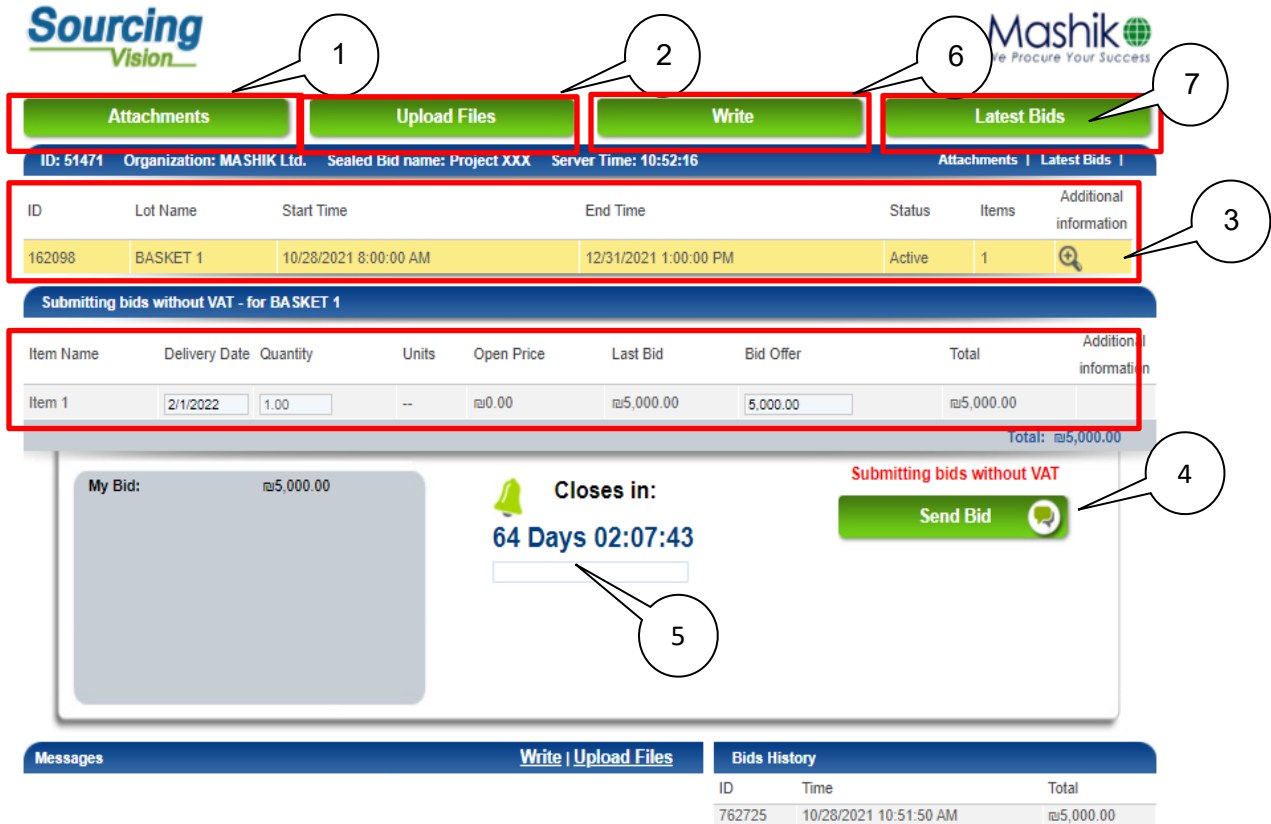
Password:

## **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. Clicking 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 submit your bids.
5. Remaining Time to submit bids. Afterwards the sealed box will be closed for bids. If the sealed bid is not open yet , the clock will count down the time for opening.
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



The screenshot shows the bid submission interface with the following elements:

- 1**: Callout pointing to the **Upload Files** button.
- 2**: Callout pointing to the **Write** button.
- 3**: Callout pointing to the magnifying glass icon in the bid table.
- 4**: Callout pointing to the **Send Bid** button.
- 5**: Callout pointing to the countdown timer.
- 6**: Callout pointing to the **Write** button.
- 7**: Callout pointing to the **Latest Bids** button.

**Table 1: Bid Details**

ID	Lot Name	Start Time	End Time	Status	Items	Additional information
162098	BASKET 1	10/28/2021 8:00:00 AM	12/31/2021 1:00:00 PM	Active	1	

**Table 2: Bid Submission Details**

Item Name	Delivery Date	Quantity	Units	Open Price	Last Bid	Bid Offer	Total	Additional information
Item 1	2/1/2022	1.00	--	₹0.00	₹5,000.00	5,000.00	₹5,000.00	
							Total: ₹5,000.00	

**Table 3: Bids History**

ID	Time	Total
762725	10/28/2021 10:51:50 AM	₹5,000.00

### How to upload Files:

1. Clicking 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

ID: 51471 Org

ID Lc **Suppliers Files**

162098 B

<input type="checkbox"/>	Date Added	File Name	Items Group Name	Submission Clause	Classification	Company	File Size	Download	Send Mail
<input type="checkbox"/>	10/28/2021 10:01 AM	20002473L.pdf		Technical documents	Quality	<a href="#">6.790</a>	0.4MB		
<input type="checkbox"/>	10/28/2021 10:01 AM	20002499L.pdf		Tender signed documents	Quality	<a href="#">6.790</a>	0.4MB		

**Add New**

Items Group Name

File Name

Submission Clauses  2

File Path  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

**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 quantity of that item and show you the total .
  5. "Send bid" button- allows you to submit 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".



Attachments
Upload Files
Write
Latest Bids

ID: 51471 Organization: MASHIK Ltd. Sealed Bid name: Project XXX Server Time: 10:52:16
Attachments | Latest Bids |

ID	Lot Name	Start Time	End Time	Status	Items	Additional information
162098	BASKET 1	10/28/2021 8:00:00 AM	12/31/2021 1:00:00 PM	Active	1	

Submitting bids without VAT - for BASKET 1

Item Name	Delivery Date	Quantity	Units	Open Price	Last Bid	Bid Offer	Total	Additional information
Item 1	2/1/2022	1.00	--	₹0.00	₹5,000.00	₹5,000.00	₹5,000.00	
							<b>Total: ₹5,000.00</b>	

My Bid: ₹5,000.00

**Closes in:**  
**64 Days 02:07:43**

Submitting bids without VAT

Send Bid

Messages
Write | Upload Files
Bids History

ID	Time	Total
762725	10/28/2021 10:51:50 AM	₹5,000.00

## HELP

**For technical help please contact:**

**Tel +972-50-9029376**

**E-mail: [service@mashiktech.com](mailto:service@mashiktech.com)**

**Good luck!**