



BIDDER'S MANUAL

Table of contents

Table of contents	2
1. Definitions.....	4
2. Introduction	5
3. Navigation in the System	6
3.1 Basic elements on the user's interface	6
3.2 Header and footer.....	8
3.3 Requests and auctions list.....	9
4. Public zone of the system.....	12
5. Suppliers registration.....	15
6. Login to the system.....	17
6.1 First login to the system	18
7. User's profile	20
7.1 User data	20
7.2 Company	21
7.3 Documents	23
7.4 Email notifications.....	24
7.5 Newsletter.....	25
7.6 Purchasing Categories.....	25
7.7 Account closure.....	26
8. RFX on CONNECT	28
8.1 Accession to the public request	28
8.2 Resign from the request.....	32
8.3 Closed requests	33
9. Preview of request.....	34
9.1 View of RFQ summary	34
9.2 Offer Submission view.....	38
9.2.1 The functionality of the criteria common to all items	40
9.2.2 Ability to download and upload XLS form for making an offer.....	41
9.3 Questions and answers view	43
9.4 Mark RFX as "following process"	48
10. Submission of offers in the request.....	49
10.1 Parallel.....	49
10.2 Gradual.....	55
10.3 Declaration of the Tenderer	55
10.4 Query form Buyer.....	56
11. Auctions on CONNECT Purchasing Platform	59
11.1 Models of the electronic auctions available on CONNECT Purchasing Platform	59
11.2 Attachments to the electronic auction	59
11.2.1 Auction rules	59
11.2.2 Auction parametrization	60
12. Bidder Console of electronic auction.....	62

12.1	Available visibility options	62
12.2	English and dynamic auction	63
12.3	Japanese auction	66
12.4	Dutch auction	67
13.	Submission of the offers.....	68
13.1	English or dynamic auction	68
13.2	Japanese auction	70
13.3	Dutch auction	71
14.	Completion of the auction.....	73
14.1	Downloading of the protocol from the auction	73
15.	Logout from the system	75
16.	List of pictures	76

1. Definitions

System – IT application named CONNECT purchasing platform, implemented in order to support the supplier's selection process.

User – a person, with a login and a password for the account that allows using the system according to assigned roles. Users are employees of the ORLEN Group companies and the employees of suppliers.

Object – separate item in application, the representation of a document, or set of documents. Object has parameters such as: type (Auction, RFX, and Requisition), status, form fields, bookmarks

Bidder/ Supplier – user who submits an offer in the process of supplier's selection that represents an organizational unit of the supplier.

Operator (Buyer) – the Buyer who is responsible for preparing Requests for Proposal (RFP) and e-Auctions on the Purchasing Platform

Request for Proposal (RFP) – an invitation presented to suppliers to take part in the process of the offers submission, in order to provide a specific commodity or service.

Request for information (RFI) – an invitation presented to suppliers in order to collect information about pricing, product specifications, or participation in the purchasing process

Request for Quotation (RFQ) – an invitation presented to suppliers in order to collect information on the price of the product or service.

2. Introduction

The manual is intended for users who submit, on behalf of the supplier, offers in response to the RFX. The document contains the operating instruction and the description of functions available on the CONNECT purchasing platform.

CONNECT purchasing platform enables Bidders for:

- Registration in the system,
- Accession to the RFX,
- Preview of the RFX,
- Saving and submitting of the offer,
- Saving an offer as PDF file
- Asking an operator (Buyer) questions in RFX process,
- answering a question asked by the Operator (Buyer),
- Joining the auction,
- Bids submitting during the auction,
- Communication with an operator via chat,
- Reporting issues in relation to the Connect Purchasing Platform.

3. Navigation in the System

3.1 Basic elements on the user's interface

The user's interface of Purchasing Platform consists of four, basic elements as it is shown on a picture below:

- Header,
- Request and auctions list,
- Requests and auctions search panel,
- Footer.

The screenshot displays the CONNECT purchasing platform interface. The top red header bar contains the logo, navigation links (MAIN PAGE, HELP, CONTACT), a language selector (EN), and user login options (Login: SUPPLIER, MY PROFILE, LOGOUT). Below the header, the main content area is divided into a left sidebar with filters and a central table of requests. The sidebar includes sections for Messages, MY RFX, YOUR CATEGORY RFX, FINISHED RFX, ALL (ACTIVE) RFX, MY AUCTIONS, and various search filters like Request name, Request number, Company, Request status, Purchasing category, and Date of offer submission. The central table lists requests with columns for Request name, Request number, Status, and Date of offer submission. Annotations with green boxes and arrows identify key UI elements: 'Header' points to the top bar, 'Inquiries and auctions search panel' points to the sidebar filters, 'Inquiries and auctions list' points to the request table, and 'Footer' points to the bottom dark bar containing links like Main page, Login, Register, Help, and contact information.

Header

Inquiries and auctions search panel






Inquiries and auctions list

Footer

Picture 1 Elements of user interface


3.2 Header and footer

In the header part a user can find such information as: user's name and surname. Header also has the following functions available:

-  – redirects to user's list of requests (Picture 1);
-  – redirects to public view main web page;
-  – redirects to F.A.Q. view – Frequently Asked Questions;
-  – redirects to contact data of the most important departments and to the contact form;
-  – redirects to notify list generated in the system and list of reported issues.

Moreover, two functions are available in the header: My profile and Logout. After clicking on my profile, user can manage the account (personal data, company's data, password changing, attachments); after clicking on the link Logout, work in the system is finished.

Footer additionally allows the following functions:

- **Register** – registration of a supplier's data
- **Login** – log into the CONNECT purchasing platform;
- **Regulations and instructions** – regulations and instructions to download;
- **Privacy Policy** – redirects to the Privacy Policy which is obligatory on the CONNECT purchasing platform;
- **Dou you need additional help?**  [Write](#) – redirects users to the contact form which helps to ask question service desk consultants.

3.3 Requests and auctions list

There are following menu items:

- **MESSAGES** - List of all current messages. If you don't have any messages, the "Messages" section is hidden.
- **MY RFQ** – request's list with status: **Waiting for offers**, **Auction** and **Paused**. The bidder is taking part of them (selected 'take part in request' button or was invited by the buyer).
- **YOUR CATEGORY RFQ** – request's list, which are compatible with bidder's categories (can be changed in your profile). Here are requests in which you can submit an offer.
- **FINISHED RFQ** – request's list with status: **Offers evaluation**, **Finished** or **Resigned**. The bidder is taking part of them (selected 'take part in request' button or was invited by the buyer). Here you can find previews of submitted offers, without editing them.
- **ALL (ACTIVE) RFQ** – request with status: **Waiting for offers**, **Auction** or **Resigned** (the date of offer submission has not expired yet, so there is an option of re-taking part in RFQ). Here you can find requests in which bidder is already taking part (or was invited by the buyer) and also in which bidder can take part until the deadline of submission.
- **MY AUCTIONS** – auctions' list with status: **Future**, **Open**, **Paused**, **Closed** and **Accepted**. Here are auction to which the bidder was invited by the buyer. From a level of this list there is an option to download a history of an auction (XLS or PDF format) – it is available for an auction with status: **Finished** and **Accepted**.

MESSAGES (1)					
MY RFX					
YOUR CATEGORY RFX					
FINISHED RFX					
ALL (ACTIVE) RFX					
MY AUCTIONS					
Reset criteria					
Request name	Request number	Status		Date of offer submission	
Części do pomp: P-141, P-143, P-191	PKN/2/000069/20	Waiting for offers		2020-07-31 16:00	
Request 1	OPD/2/000121/20	Waiting for offers		2021-04-06 13:59	
Request 2	OPD/2/000462/19	Waiting for offers		2020-06-26 16:00	
Request 3	OPD/2/000299/19	Waiting for offers		2020-07-14 16:00	
Request 4	SERWIS/2/000042/18	Waiting for offers		2023-05-20 16:00	

Picture 2 Requests and auctions list

On the left side of the screen user has a search available, which allows you to narrow the requests or auctions list.

MESSAGES (1)

MY RFX

YOUR CATEGORY RFX

FINISHED RFX

ALL (ACTIVE) RFX

MY AUCTIONS

Reset criteria >

Request name [Clear](#)

Request number [Clear](#)

Company [Clear](#)

Request status [Clear](#)
☐ Waiting for offers
☐ Auction
☐ Paused

Purchasing category [Clear](#)
Select purchasing categories >

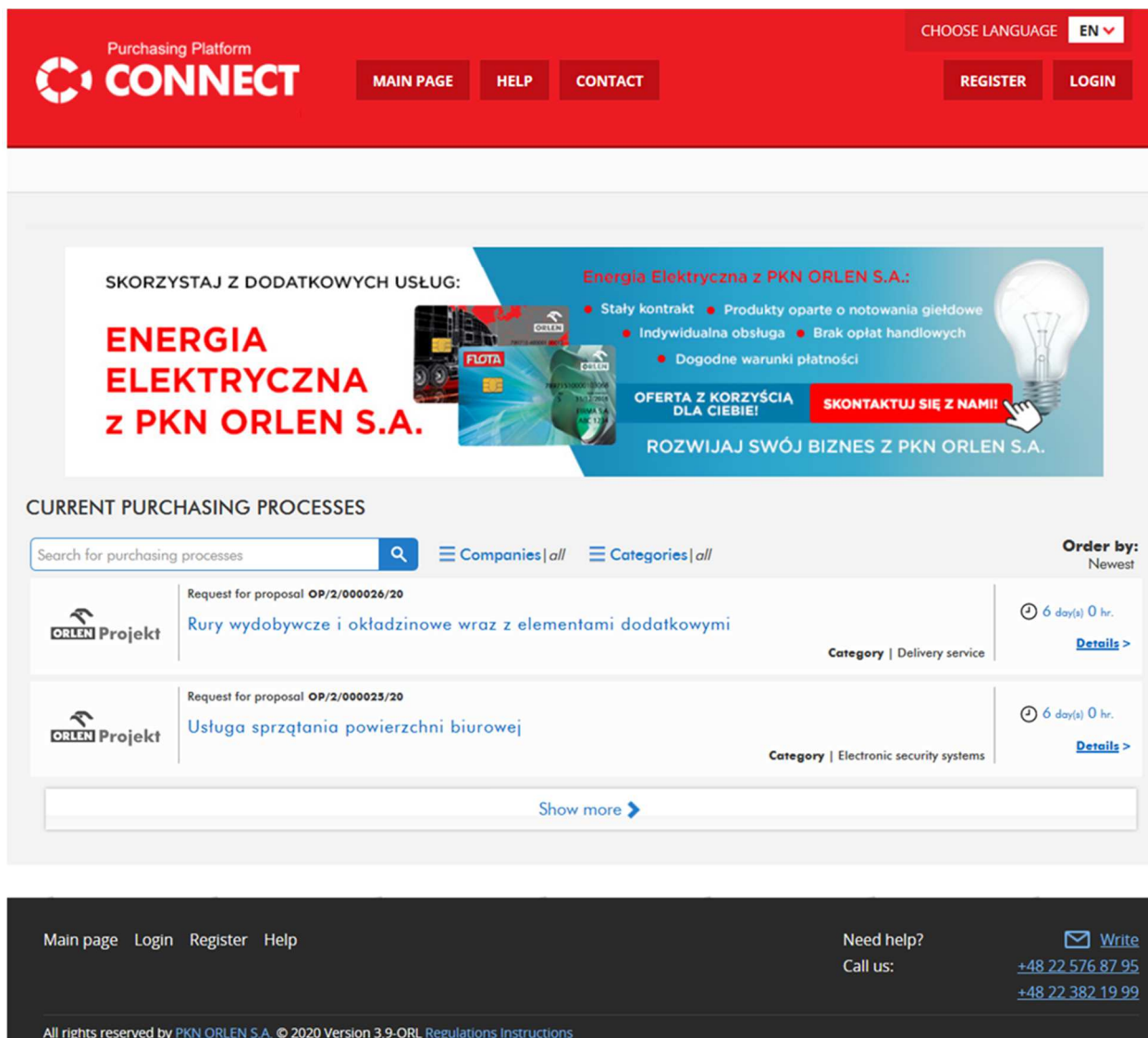
Date of offer submission [Clear](#)
☐ 7 days
☐ Above 7 to 30
☐ More than 30 days

Search >

Picture 3 Requests and auctions search

4. Public zone of the system

Public zone is content available for not logged user. In the public zone, user can watch recently added tenders, requests for proposals, regulations and the procedures of the purchasing process, questions and answers – F.A.Q. and can contact with a consultant (Help Desk).



Purchasing Platform
CONNECT

CHOOSE LANGUAGE **EN**

[MAIN PAGE](#) [HELP](#) [CONTACT](#) [REGISTER](#) [LOGIN](#)

SKORZYSTAJ Z DODATKOWYCH USŁUG:

ENERGIA ELEKTRYCZNA z PKN ORLEN S.A.



- Staly kontrakt
- Produkty oparte o notowania giełdowe
- Indywidualna obsługa
- Brak opłat handlowych
- Dogodne warunki płatności

OFERTA Z KORZYŚCIĄ DLA CIEBIE! **SKONTAKTUJ SIĘ Z NAMI!**

ROZWIJAJ SWÓJ BIZNES Z PKN ORLEN S.A.

CURRENT PURCHASING PROCESSES

Search for purchasing processes [Companies | all](#) [Categories | all](#) **Order by:** Newest

	Request for proposal OP/2/000026/20 Rury wydobywcze i okładzinowe wraz z elementami dodatkowymi	6 day(s) 0 hr. Details >
	Request for proposal OP/2/000025/20 Usługa sprzątnia powierzchni biurowej	6 day(s) 0 hr. Details >

[Show more >](#)

Main page Login Register Help

Need help? [Write](#)
 Call us: [+48 22 576 87 95](#)
[+48 22 382 19 99](#)

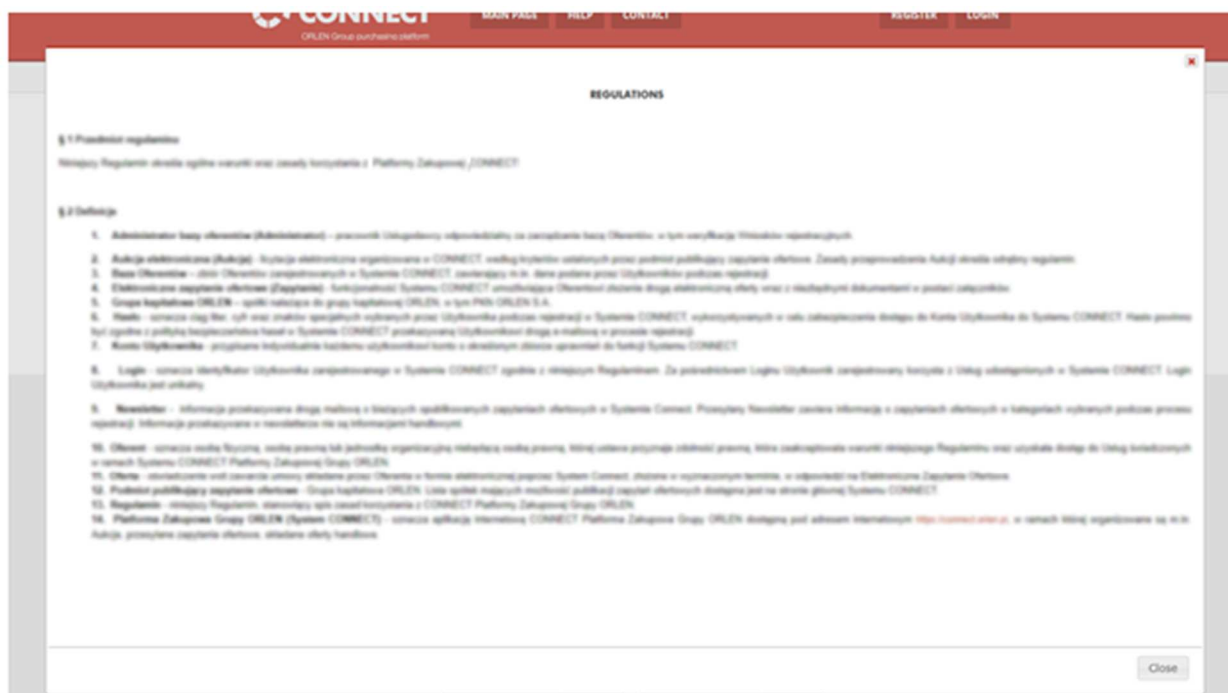
All rights reserved by **PKN ORLEN S.A.** © 2020 Version 3.9-ORL [Regulations](#) [Instructions](#)

Picture 4. Public zone of purchasing platform (from header to footer)

Main page of the public zone presents recently added RFXs. In the public zone there are tenders (request for proposals) open, to which any supplier from outside can join. Moreover, tenders can be found according to: purchasing category in which they are conducted or a company which conducts a given tender.

By clicking on the button See all processes user can see the details of the published request. To join the request, user should click a link: Take part in the purchasing process. That is placed at the bottom part of the page. Next step is a redirection to the login window.

The link: **Regulations**(placed in the footer of the public zone) displays a window (pop-up) with the content of the regulations.



Picture 5. Pop-up with regulations content

The link: **Instructions** (placed in the footer of the public zone) redirects to a page with files to download. The files were located by the operator.

Regulations and instructions

1. [CONNECT Bidders Manual EN.pdf](#)
2. [ANWIL SA - Supplier Notice.pdf](#)
3. [CONNECT problems reporting.pdf](#)

Picture 6. Instructions link


HELP


The link **HELP** (Frequently Asked Questions) redirects to the list of questions asked by Connect users and to responses available in the public zone.

F.A.Q. - Frequently Asked Questions

How can I receive email notifications for new purchasing processes in Connect?	+
I receive too many notifications from Connect. How to turn it off?	+
I forgot my password to the Purchasing Platform, what should I do?	+
Which browser is the best for using the CONNECT ORLEN GROUP Purchasing Platform?	+
I am a supplier and I would like to register a few employees of my company. How can I do it?	+

Picture 7. FAQ list

To read the content, click on the icon .

[I am a supplier and I would like to register a few employees of my company. How can I do it?](#) 

Each employee of a given company can register on the CONNECT purchasing platform by filling in the registration form. Here you can add company's data; then user's data – the form is the same both for users who want to register for the first time and for those who want to be added to the already registered company. In case of any problems with registration, please send required data via contact form in the Contact tab.

Picture 8. Screen of the public answer

5. Suppliers registration

REGISTER

In order to register on the CONNECT user should click **REGISTER** button and fill in registration form creator.

You are registering your company on the Connect Purchasing Platform


VERIFICATION	USER DATA	COMPANY DATA	PURCHASING CATEGORIES	SUMMARY
---------------------	-----------	--------------	-----------------------	---------

Enter the email address that you want to link to the account you are creating

A link will be sent to the provided e-mail address, which will allow you to complete the registration process.

E-mail: *

Enter the code from the picture below: *



[Refresh](#)

Send to e-mail: Link to the next step >

Picture 9. Registration form creator

Send to e-mail: Link to the next step >

User should fill in all required fields and after that click on

A message will be sent to the email by which the user could complete the registration.

On the fifth step of the registration form – Summary there is a legal note: *“I accept the terms of using the CONNECT Purchase Platform”*. Checking the check-box is possible only after reading the regulations - [Preview](#)

[of the Regulations](#). After accepting this note click on **Finish registration >**.

Bidder can register multiple accounts of users under one company. In order to do this, fill a four-step company's registration form, in the first step fill new user data. In the second and third step you should filled once again company data Registration application will be send to an Administrator, who will accept or reject the application. In case of approval user will receive the e-mail address, indicated during registration. E-mail contains login and temporary password to the system.

To complete the registration you must accept the User's Regulations.

☒ * I accept the terms of using the CONNECT Purchase Platform [Preview of the Regulations](#)

INFORMATION CLAUSE

1. Polski Koncern Naftowy ORLEN S.A. with registered office in Plock, ul. Chemików 7, (hereinafter referred to as "PKN ORLEN S.A.") informs that they are your personal data controller. ORLEN's contact phone numbers: +48 24 256 00 00, +48 24 365 00 00, +48 22 778 00 00.
 2. To contact the data protection officer in PKN ORLEN S.A., please use the following e-mail address: daneosobowe@orlen.pl.
 3. Your personal data are processed for the following purposes:
 a. registration of an account in Connect Purchasing PLATFORM,
 b. sending requests for proposals in active procurement and sales procedures,
 c. accepting tenders in procurement and sales procedures,
 d. conducting sales procedures,
 e. conducting sales and purchase auctions,
 f. conclusion and execution of contracts,
 g. examination of complaints and assessment of cooperation,
 h. handling, exercising and defence of mutual claims,
 i. providing legal support in respect to "CONNECT Platforma Zakupowa Grupy ORLEN", including rendering maintenance services of the system.
 4. The legal grounds for your personal data processing by PKN ORLEN S.A. for the purposes specified in sec. 3 above are:
 a. Undertaking activities before conclusion of a contract, performance of a contract, to which you are a party (pertaining to article 6 sec. 1 letter b of Regulation of the European Parliament and the Council (EU) no 2016/679 of 27 April 2016 (GDPR)).
 b. Legitimate interest of PKN ORLEN S.A. (pertaining to article 6 sec. 1 letter f of GDPR), for the purpose of handling, exercising and defence in case of mutual claims;
 5. Your personal data may be disclosed by PKN ORLEN S.A. to cooperating entities (recipients), in particular to entities rendering helpline, archiving, IT, legal services for the purpose identification and gathering of registration data and status of business activity of an enterprise to companies of ORLEN Capital Group
 6. Your personal data will be processed:
 a. until expiry of mutual claims,
 b. throughout the duration of the contract,
 c. until objection to processing is submitted.
 7. Provision of personal data has been and is voluntary, but necessary for account registration in CONNECT Purchasing Platform of ORLEN Group and conclusion and performance of the agreement, and other activities listed in clause 3 above.
 8. You shall have the following rights related to personal data processing:
 a. right to access to your personal data, right to rectify them (correct, supplement e.g. if they are incorrect or incomplete),
 b. right to erase personal data or restrict personal data processing,
 c. right to object to personal data processing,
 d. right to transfer personal data to another controller, that is a right to receive personal data from PKN ORLEN S.A. in a structured, commonly used and machine-readable format. You may transmit those data to another controller or demand that PKN ORLEN S.A. transfers data to another controller. However PKN ORLEN S.A. shall execute this, if such transfer is technically possible. The right to transfer personal data shall be in force only in relation to the data processed under the agreement with you, right to transfer personal data to another controller,
 e. right to object - in cases when PKN ORLEN S.A. processes your personal data due to its legitimate interest.
 9. You have the right to file a complaint to the regulatory office.

How did you hear about the Connect.orlen.pl Purchasing Platform? *


- ☐ Internet search
- ☐ Home page of the ORLEN Group's company
- ☐ Website www.biznes-polska.pl
- ☐ Other website concerning the requests for proposal and tenders
- ☐ Sector website
- ☐ Other source, please specify
- ☐ No answer

Finish registration >

Picture 10. Last step of registration form

6. Login to the system

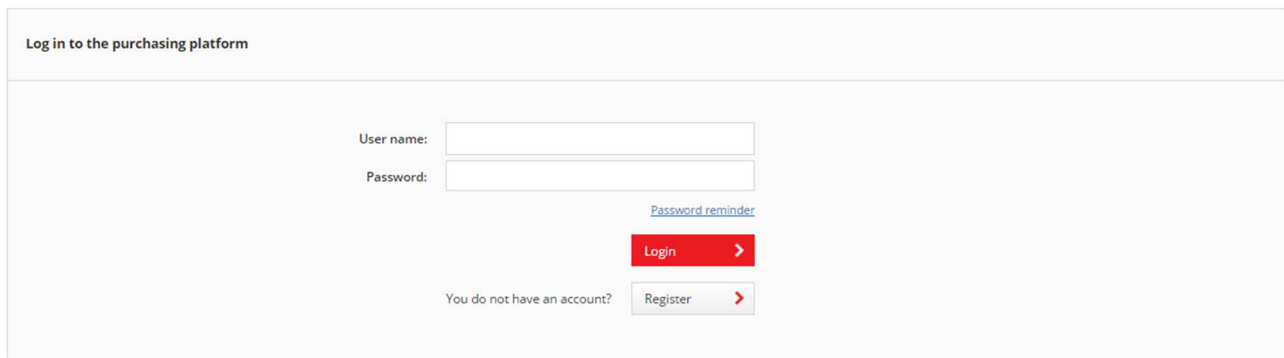


To log into the system, click on the link:  that is placed in the middle part of header of the CONNECT purchasing platform. You must be logged in order to submit an offer.



Picture 10 CONNECT main page

After clicking the Login button there will appear the login screen:



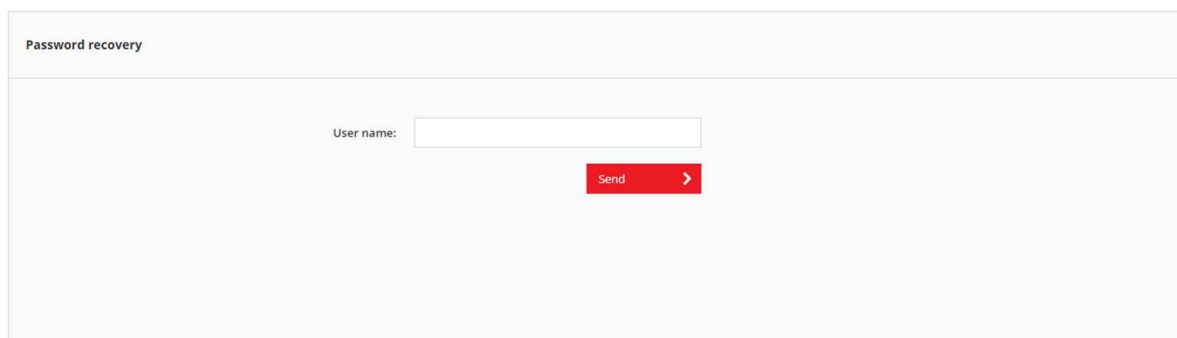
Picture 11 CONNECT login page

While logging, the user has to enter the appropriate data in the fields: “**Login**” and “**Password**” and click on the Login button.

ATTENTION:

In the event of a change in the Regulations of the CONNECT Purchase Platform User, it will be necessary to accept the new regulations. In this case, after logging in to the System, the User will be presented with the content of the regulations, which must be accepted. Acceptance of the regulations will be possible after getting acquainted with its content. **Non-acceptance of the content of the regulations will result in an automatic logout from the System.**

In case when a user doesn't remember his password, he can use the link: “**Forgot your password?**” User has to insert his login and click: **Send**. There will appear a message: **Link to reset your password has been sent.** Then, a link with password change form will be sent to the e-mail address, indicated during registration. This password must be changed during first login into the system.



Password recovery

User name:

Send >


Picture 12 Password recovery

6.1 First login to the system

While first login to the system, the fields: **Login** and **Password** user has to enter data received by e-mail (login and password) and click **Login** button. The login, or user's name, will be used to enter the system each time. The password, sent in the mail, is an initial one and is used only to first logging to the system. The system will ask you to change the password, what should be done by filling the appropriate fields on the screen, visible in the picture below. Then, select the Accept button. The password to the system will be changed and will be used to login each time.

Note, that the password should contain at least 8 characters, including capital and small letters, a special mark (for example: !, @, #, \$, %, ^, &, *). Normally, each password is valid for 30 days after its last change. After this period it has to be re-changed.

New password cannot be the same as the two passwords before. After filling the data click the **Save** button. Password to the system will be changed and will be used to login. Each password expires within 30 days after the last change.

Change password 

Old password:

New password:

Repeat new password:

Save

Cancel

Picture 13 Changing the password to the user account system

NOTICE! Only one session can be open by the user while working in the application. It also means that user can open a few screens within one session and within the same browser.

7. User's profile

Supplier's user after log in has access to user's profile section by clicking **MY PROFILE** button.

There are basic data about company, user, purchasing categories (selected for whole company), and newsletter. There is also place for documents. Profile is divided into 5 sections:

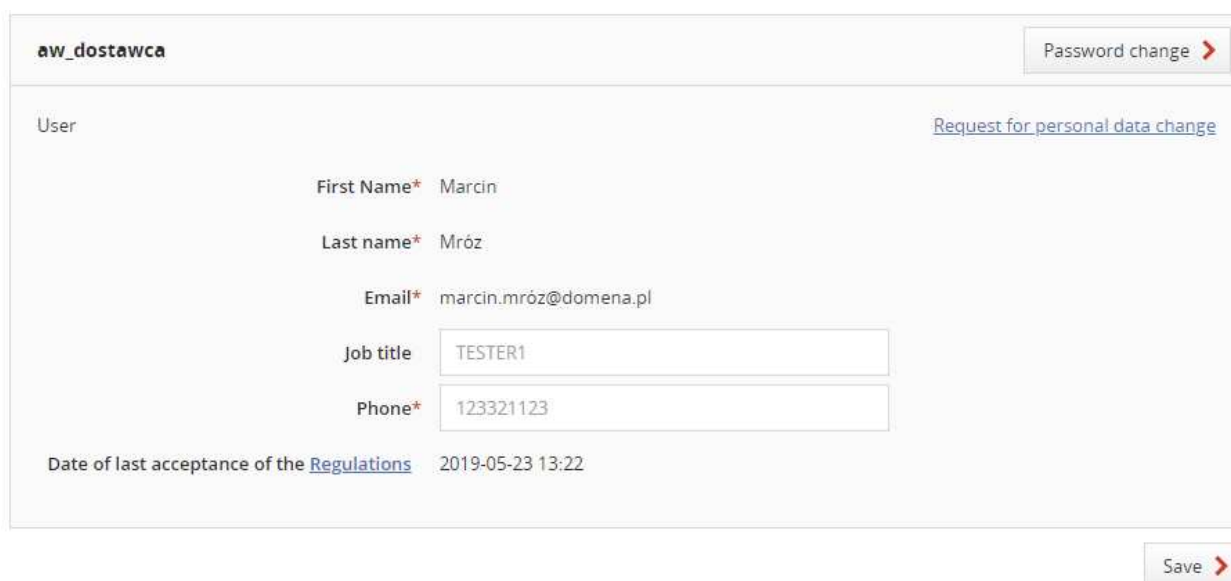
- User data;
- Company data;
- Documents;
- Newsletter;
- Purchasing category.

7.1 User data

This section contains basic information about Bidder – here user can update phone number, job title or change password.

Some of the fields are non-editable and can only be changed from the System Administrator, including: First Name, Last Name, Email.

[“Request for personal data change”](#) link will display a request form for changing personal data.



aw_dostawca
Password change >

User
Request for personal data change

First Name* Marcin

Last name* Mróz

Email* marcin.mróz@domena.pl

Job title TESTER1

Phone* 123321123

Date of last acceptance of the Regulations 2019-05-23 13:22

Save >

Picture 14 My profile – user's data

7.2 Company

In the Company section there is an information about company (General Info about Company and Company Address Data), which can be modified or updated, excluding tax identification number and DUNS number.

In a situation when the following data has been changed:

- Company's Name;
- Company's Address;
- Business Register (KRS, EDG);
- Type of Activity

The system will require an additional approval of changes in Supplier's data. Buyer will be informed about the necessity to approve changes in Supplier's data. While the changed data is not approved, there is no possibility to change any other Supplier's data. The following message: Changes in your company's data are awaiting approval. Until then no further changes are allowed.

Company: Test

Your company contact details

Email*	<input type="text" value="test@test.pl"/>
Official website	<input type="text" value="www.test.pl"/>
Phone*	<input type="text" value="123456789"/>
Fax number	<input type="text" value="123456789"/>

General info about company

Name*	<input type="text" value="Test"/>
Tax Identification Number	NZ 32323323
Additional tax number	
Type of activity*	<input type="text" value="An individual"/> ▼
Legal form	<input type="text" value="joint-stock company"/> ▼
Business register - number	<input type="text"/>
Company short name	<input type="text" value="Test"/>

Company address data

Country*	<input type="text" value="Poland"/> ▼
City*	<input type="text" value="Warszawa"/>
Postal code*	<input type="text" value="11-111"/>
Street*	<input type="text" value="Warszawska"/>
Building number*	<input type="text" value="1"/>
Premises number	<input type="text" value="11"/>
Additional information	<input type="text"/>

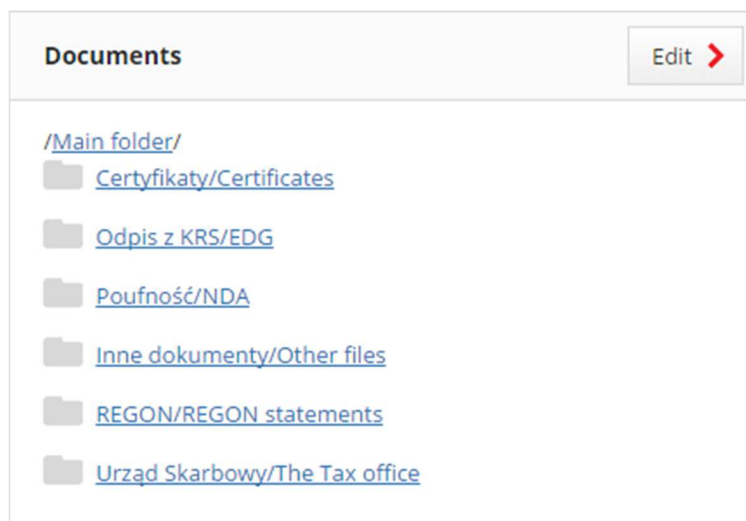
Save >

Picture 15 My profile – company's data

7.3 Documents

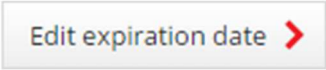
At this section system provides some folders to fill in scan of formal documents:

- Certificates – Certificates held by the Supplier;
- KRS/EDG – registry office files;
- NDA – confidential statements;
- REGON – Certificate of Company identification number;
- The tax office – tax office statements
- Other documents



Picture 16 My profile – Documents

User can add unlimited numbers of folders and subfolders. Folders created by the user can be removed by the user. User creating a new folder indicates the expiration date of the files for a whole folder, which he can

change for and individual files (button: ). Files which are expired will be marked

with a red exclamation mark  .

New folder

Name:

Folder description

Files expiration date*

Save

Cancel

Picture 17 My profile – Documents – New Folder

7.4 Email notifications

In the Email notifications section, the User decides what e-mail notifications regarding purchasing processes they want to receive.

Email notifications

Edit >

☒ I want to receive on my mailbox notifications about purchasing processes, in which I take part or have been invited to.

Area of Request for proposal

- Invitation to request for proposal
- Request for proposal has been paused
- Request for proposal has been resumed

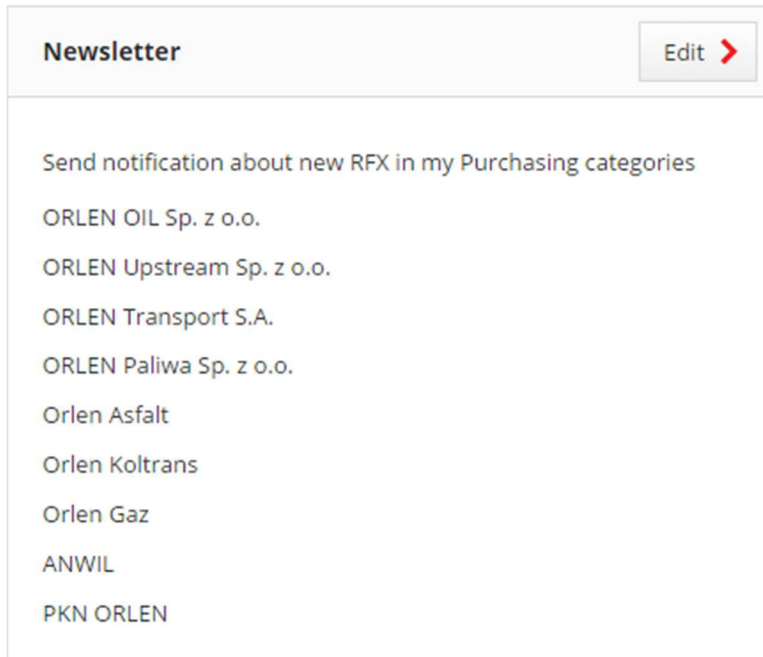
Picture 18. Email notifications section

ATTENTION!

Check the check-box „I want to receive on my mailbox notifications about purchasing processes, in which I take part or have been invited to.” e-mail notifications about purchasing proces will come to your mailbox.

7.5 Newsletter

Bidders can receive e-mail invitations to take part in requests' from the ORLEN Group's companies – which were selected during registration process. Bidders always can update list of selected companies. For this purpose user should choose **Newsletter** section to update it.



Newsletter Edit >

Send notification about new RFX in my Purchasing categories

- ORLEN OIL Sp. z o.o.
- ORLEN Upstream Sp. z o.o.
- ORLEN Transport S.A.
- ORLEN Paliwa Sp. z o.o.
- Orlen Asfalt
- Orlen Koltrans
- Orlen Gaz
- ANWIL
- PKN ORLEN

Picture 19 My profile - Newsletter

7.6 Purchasing Categories

Bidders can receive e-mail notifications about requests' in the purchasing category which was selected during registration process. Bidders always can update list of selected purchasing categories. For this purpose user should choose **Purchasing categories** section to update.

Purchasing categories

Purchasing categories

B.03.008 Investments - construction i...^x

D.05.003 Terminals - construction ind...^x

F.01.003 Gas stations - Enhancement...^x

I.03.004 Repairs - construction indust...^x

I.04.004 Current maintenance - Cons...^x

[rozwiń wszystkie](#)
[zaznacz wszystkie](#)
[odznacz wszystkie](#)

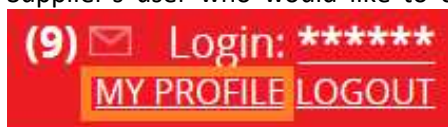
>	<input type="checkbox"/>	A Administration and general purchase
>	<input checked="" type="checkbox"/>	B Investments (production, infrastructure, terminals and pipelines)
>	<input type="checkbox"/>	C IT & Telecommunication
>	<input checked="" type="checkbox"/>	D Logistics
>	<input type="checkbox"/>	E Crude oil
>	<input checked="" type="checkbox"/>	F Gas stations
>	<input type="checkbox"/>	G Energy resources, energy and fuel
>	<input type="checkbox"/>	H Raw materials, chemicals, catalysts and fillers
>	<input checked="" type="checkbox"/>	I Maintenance and repair services
>	<input type="checkbox"/>	J Professional services
>	<input type="checkbox"/>	K Equipment, materials and spare parts
>	<input type="checkbox"/>	L Other

Save >

Picture 20 My profile – Purchasing Categories

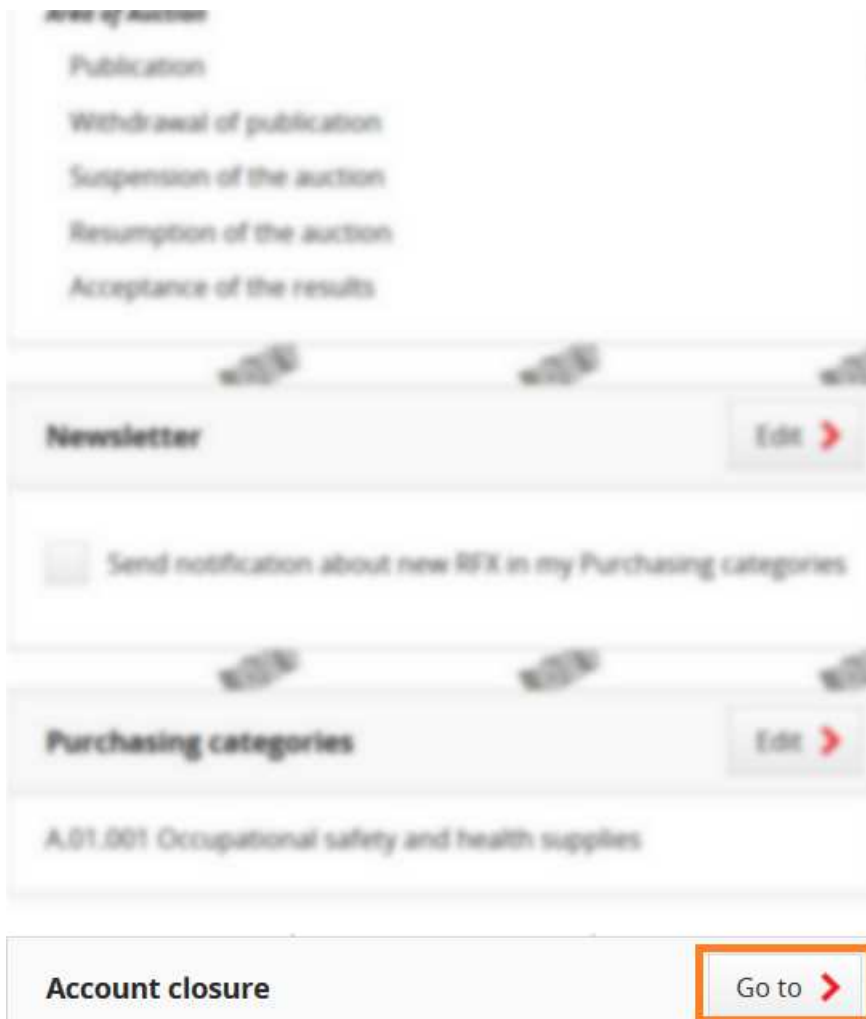
7.7 Account closure

Supplier's user who would like to close the account, should section by clicking **MY PROFILE** button.



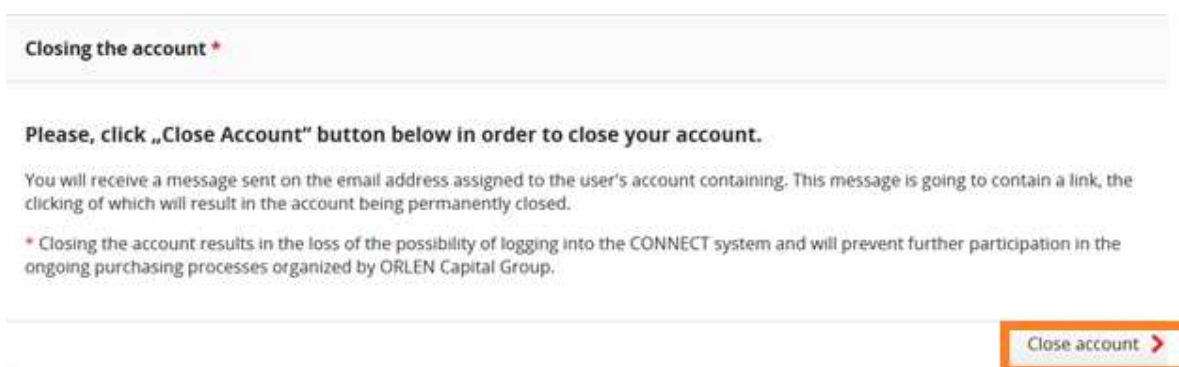
Picture 21. My Profile section

Then find the "Account closure" section in the side menu and click "Go to" button.



Picture 22. Account closure section

Please read the presented content, and then if you are determined to close the account click the “Close account” button.



Picture 23. Account closure button

You will receive a message sent on the email address assigned to the user's account containing. This message is going to contain a link, the clicking of which will result in the account being permanently closed.

Closing the account results in the loss of the possibility of logging into the CONNECT system.

8. RFX on CONNECT

8.1 Accession to the public request

In order to take part in the process of offers submission, Bidder has to login to the system. After successful login, Bidder has to select a list **MY RFQ** or **ALL (ACTIVE) RFQ**. There are public request which can be joined by Bidder to submit an offer.

MESSAGES (1)

MY RFX

YOUR CATEGORY RFX

FINISHED RFX

ALL (ACTIVE) RFX

MY AUCTIONS

Reset criteria

Quick search

Show at the same time...

Request name	Request number	Status	Date of offer submission
Części do pomp: P-141, P-143, P-191	PKN/2/000069/20	Waiting for offers	2020-07-31 16:00
Request 1	OPD/2/000121/20	Waiting for offers	2021-04-06 13:59
Request 2	OPD/2/000299/19	Waiting for offers	2020-07-14 16:00
Request 3	SERWIS/2/000042/18	Waiting for offers	2023-05-20 16:00

Previous

1 - 5

Next

Picture 24 MY RFQ or ALL (ACTIVE) RFQ

Below the RFQ and auctions menu list there is a search which helps in finding a particular request. It allows to search by the following fields:

- Request name;
- Request number;
- Company;
- Request Status (Checkboxes);
- Purchasing category;
- Date of Offer Submission.

Reset criteria >

Request name

Clear

Request number

Clear

Company

Clear

Request status

Clear

☐ Waiting for offers

☐ Auction

☐ Resigned

Purchasing category

Clear

Select purchasing categories >

Date of offer submission

Clear

☐ 7 days

☐ Above 7 to 30

☐ More than 30 days

Search

>

Picture 25 Search

To view the details of request, click on the chosen request name. Then you will see detailed description of the request. If a Tenderer wants to respond to it, he has to click the button:

Take part in purchasing process >

MOLECULAR SIEVE 13 X

Ask buyer a question > MOLECULAR SIEVE 13 X

Company
Biuro SUR Tworzyw Sztucznych1
Buyer
Adam Wrzosek_KUP
Ulica
99999 Miejscewośl
adam.wrzosek@marketplanet.pl
123456

Documents
Buyer did not add document to the RFQ.

Przedmiot oferty

No.	Item name	Quantity
1	Framework Agreement	23 SZT

< Previous 1 - 1 Next >

Take part in purchasing process >

RFQ number ANWIL/2/000124/16

Start date
26-02-2016 09:52
End date
30-04-2016 16:00
Date of asking questions
30-04-2016 16:00

Purchasing categories
(A.01.001) Occupational safety and health supplies

Offers submission
All items
Available currencies
PLN

Go to questions and answers >

Picture 26 Taking part in the purchasing process

Request in which Bidder took part will also be visible in **MY RFQ** until the Date of offers submission will not expire.

Quick search Show at the same time... v

Request name	Request number	Status	Date of offer submission
Części do pomp: P-141, P-143, P-191	PKN/2/000069/20	Waiting for offers	2020-07-31 16:00
Request 1	OPD/2/000121/20	Waiting for offers	2021-04-06 13:59
Request 2	OPD/2/000299/19	Waiting for offers	2020-07-14 16:00
Request 3	SERWIS/2/000042/18	Waiting for offers	2023-05-20 16:00







Picture 27 My RFQ: Requests in which Bidder is taking part are visible on the list

Requests in which Bidder is taking part will still be visible on the list: **All (Active) RFQ**.



Asking a question to Buyer before taking part in the purchasing process will result in taking part in the process,

similarly to clicking a button: **Take part in purchasing process >**. On ask a question form will be visible following statement: **Ask question before participating in RFQ is equivalent to take part. Please select Resign button in case of lack interest.**

On the "MY RFX" list there is a column containing markers informing about the current status of offers and correspondence.


Icon	Message	Description
	No submitted / saved offer	The icon appears when no offer has been submitted or saved.
	Offer saved but not submitted	The icon appears when you save the offer but you do not submit it, or in the case where the offers are submitted gradually - when you move to the stage of submitting commercial offers.
	Offer submitted	The icon will appear when the offer has been successfully submitted.
	Offer submitted. You have also a newer offer that you haven	The icon appears when you have sent an offer to the Buyer and then the sent offer has been modified or changed but not sent to the Buyer.
	Unread inquiry for offer	The icon appears when the Buyer creates a inquiry for your offer.
	Offer corrected	If the Buyer creates a request for your offer, the icon will appear after you have corrected and submitted a new offer. The icon indicates that the new offer has been corrected and correctly submitted.

Picture 28. Status icons of the submitted offer.

Icon	Message	Description
	No new messages	The icon appears when there is no correspondence in the request for proposal with the icon visible or all correspondence has already been read by you.
	A message that you have not yet replied to	The icon appears when there is at least one unread message from the Buyer.

Picture 29. Correspondence status icons.

In addition, you can quickly verify that no person from your company is assigned to a given RFX. This is possible with the

tag  presented on the list "MY RFX".

8.2 Resign from the request

To resign from the request choose the button Resign.

PUMP PARTS: P-141, P-143, P-193

Ask buyer a question >
System notifications >

User assigned to RFX
Me (Supplier Supplier)

Your offer

	Saved offer	Offer submitted
Offer value	PLN	PLN
Offer date		
Offer author		
Offer validity *		

Company
ORLEN SERWIS CZ
Buyer
admin.admin admin.admin Administrator
ul. Prosta 70
00-838 Warszawa
admin.admin@marketplanet.pl
+48 22 2691547
+48 869 569 584

RFQ history

Here you can preview your offers submitted previously. Click on the line you are interested in. You will be redirected to preview of selected offer.

Offer date	Offer validity	Offer author	Offer value	Round	
There is no history in this RFQ. You have not submitted offer yet. Data will be available when you submit offer.					

RFQ description

Ladies and Gentlemen we kindly ask you to submit an offer.

PUMP PARTS P-141, P-143, P-191

Moreover PKN ORLEN S.A. reserves the right to cancel this invitation for tenders and withdraw from negotiations without giving any reason. Bidders are not eligible for any claims against the inviting Party in this connection.

Documents

Line Item 1

- Zalacznik.nr2.txt
- Zalacznik.nr1.txt

[Download all documents](#)

Start date
24-02-2022 02:03

End date
31-03-2022 16:00

Date of asking questions
31-03-2022 16:00

Purchasing categories
(A.01.001) Occupational safety and health supplies

Request round type
Open

Offers submission
All items

Available currencies
PLN

Offer subject

No.	Item name	Quantity
1	P-141	1 SZT
2	P-143	1 SZT

Go to offer submission >

RFQ number CZ/2/000011/22

Resign >

Go to questions and answers >

Picture 30 Resign from the request

After resignation from taking part in the request there is a message visible: **Supplier resigned from request participation. Only preview is possible.** In such case e-mail notifications and notifications on users' accounts concerning given request are not sent. **There is a possibility to take part in the request until the Date of offers submission will not expire** (field: End date).

i **Supplier resigned from request participation.** Only preview is possible.

ANALYSIS OF SPENT METHANATION CATALYST

Ask buyer a question >

System notifications >

Company

PKN Orlen S.A.

Buyer

Jan Kowalski

Chemikow 7

09-400 Plock

jan.kowalski@orientest.pl

+48 582 582 325

Your offer

	Saved offer	Offer submitted
Offer value	PLN	PLN
Offer date		
Offer author		
Offer validity *		

RFQ number **ORLEN/2/000124/16**

Start date
26-02-2016 09:52

End date
30-04-2016 16:00

Date of asking questions
30-04-2016 16:00

Purchasing categories
(A.01.001) Occupational safety and health supplies

Offers submission
All items

Available currencies
PLN

Go to questions and answers >

RFQ history

Here you can preview your offers submitted previously. Click on the line you are interested in. You will be redirected to preview of selected offer.

Offer date	Offer validity	Offer author	Offer value	Round	
There is no history in this RFQ. You have not submitted offer yet. Data will be available when you submit offer.					

Picture 31 View of the request from which Bidder has resigned

Request from which Bidder has resigned will NOT be visible on the list: **MY RFQ**. The request will be visible on the list: **ALL (ACTIVE) RFQ** with the status: Resigned – until the expiration Date of offers submission.

Quick search

Show at the same time... ▼

	Request name	Request number	Status	Date of offer submission
MESSAGES (3)	PUMP PARTS: P-141, P-143, P-191	SERWIS/2/000042/18	Resigned	2023-05-20 16:00

Previous
1 - 6 ▼
Next

MY RFQ

YOUR CATEGORY RFQ

FINISHED RFQ

ALL (ACTIVE) RFQ

MY AUCTIONS

Picture 32 Request from which Bidder has resigned on the list: All (Active) RFQ

8.3 Closed requests

Closed requests are those to which Bidder has been invited by the Buyer. There are on the list: **MY RFQ**.

Quick search

Show at the same time... ▼

	Request name	Request number	Status	Date of offer submission
MESSAGES (3)	PUMP PARTS: P-141, P-143, P-191	PKN/2/000069/20	Waiting for offers	2020-07-31 16:00
MY RFQ	Request 1	OPD/2/000121/20	Waiting for offers	2021-04-06 13:59
YOUR CATEGORY RFQ	Request 2	OPD/2/000462/19	Waiting for offers	2020-06-26 16:00
FINISHED RFQ	Request 3	OPD/2/000299/19	Waiting for offers	2020-07-14 16:00
ALL (ACTIVE) RFQ	Request 4	SERWIS/2/000042/18	Waiting for offers	2023-05-20 16:00
MY AUCTIONS				

Reset criteria >

Picture 33 My RFQ list

9. Preview of request

In order to preview the detail of the request, click the desired request. There will appear a RFX details. Information about the request is included in four below tabs:

- **RFQ summary tab;**
- **Offers submission;**
- **Questions and Answers;**
- **Correspondence.**

9.1 View of RFQ summary

Ask buyer a question >

System notifications >

User assigned to RFX

Me (Supplier Supplier)

Company

ORLEN SERWIS CZ

Buyer

admin.admin admin.admin Administrator

ul. Prosta 70

00-838 Warszawa

admin.adminf@marketplanet.pl

+48 22 2691547

+48 869 569 584

Your offer

	Saved offer	Offer submitted
Offer value	PLN	PLN
Offer date		
Offer author		
Offer validity *		

RFQ history

Here you can preview your offers submitted previously. Click on the line you are interested in. You will be redirected to preview of selected offer.

Offer date	Offer validity	Offer author	Offer value	Round	
There is no history in this RFQ. You have not submitted offer yet. Data will be available when you submit offer.					

RFQ description

Ladies and Gentlemen we kindly ask you to submit an offer.

PUMP PARTS P-141, P -143, P-191

Moreover PKN ORLEN S.A. reserves the right to cancel this invitation for tenders and withdraw from negotiations without giving any reason. Bidders are not eligible for any claims against the inviting Party in this connection.

Documents

Line Item 1

1. [Załącznik nr2.txt](#)

2. [Załącznik nr1.txt](#)

[Download all documents](#)

< Previous

1 - 2

Next >

Offer subject

No.	Item name	Quantity
1	P-141	1 SZT
2	P-143	1 SZT

< Previous

1 - 2

Next >

Go to offer submission >

RFQ number **CZ/2/000011/22**

Start date

24-02-2022 02:03

End date

31-03-2022 16:00

Date of asking questions

31-03-2022 16:00

Purchasing categories

(A.01.001) Occupational safety and health supplies

Request round type

Open

Offers submission

All items

Available currencies

PLN

Resign >

Go to questions and answers >

Picture 34 Request summary

On the view of request summary are details of the request. This section provides with detailed information about the request:

- Company – Purchaser name unit, to which the request is being created;
- Buyers contact data – contact details of the Buyer, being an operator of the request;
- Your offer table – contains offers summary (offer value, offer date, offer author, offer validity) divided between saved offer and submitted offer;
- RFQ history – here is a history of all submitted offers. To download PDF file, click on desired verse;
- RFQ description – a brief description about the request;
- Documents – all documents are visible added by the Buyer (divided by items to which they apply to).
- Items – criteria matched with each item can be seen here.
- User assigned to RFX - The person submitting the offer becomes the person assigned to RFX, if later the offer is corrected by another Supplier User, then the User who was previously assigned to RFX becomes the User observing the process.

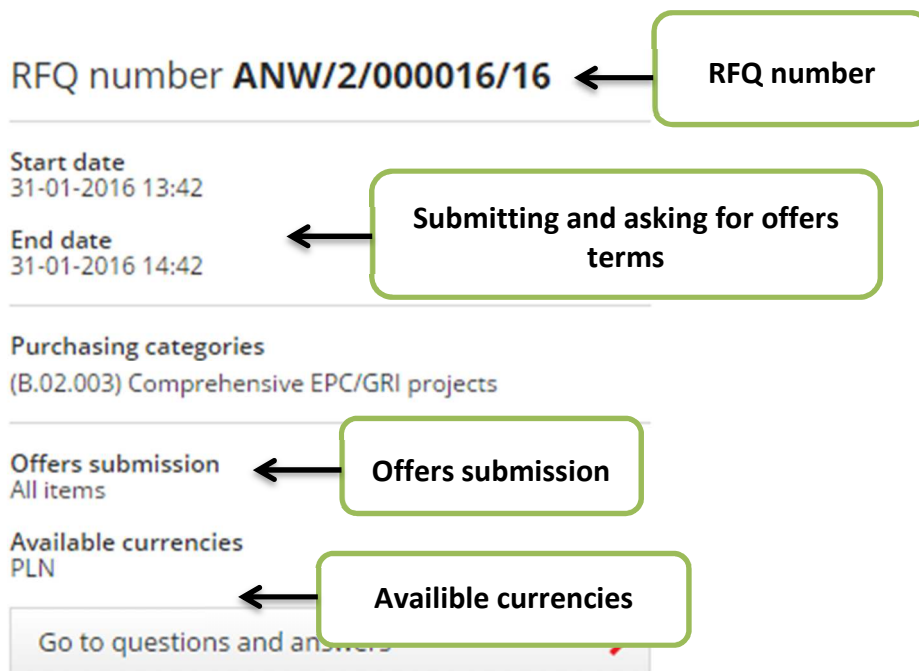
The screenshot shows the RFQ summary page for 'PUMP PARTS: P-141, P-143, P-193'. The page is annotated with green boxes and arrows pointing to specific sections:

- User assigned to RFX**: Points to the top right area where the user is assigned to the RFQ.
- Company and Buyers contact details**: Points to the 'Company' section on the left, which includes contact information for ORLEN SERWIS CZ.
- Your offer table**: Points to the 'Your offer' table, which has columns for 'Saved offer' and 'Offer submitted'.
- RFQ history**: Points to the 'RFQ history' section on the right, which shows a table of RFQs.
- RFQ description**: Points to the 'RFQ description' section, which contains the text of the RFQ.
- Documents**: Points to the 'Documents' section, which lists attached files like 'Zalacznik.n2.txt' and 'Zalacznik.n1.txt'.

The page also includes sections for 'RFQ history', 'RFQ description', 'Documents', and 'Offer subject'.

Picture 35 RFQ summary – Data indication part 1

- RFQ Number on the Purchase Platform CONNECT;
- Dates and times of offer submission – determine period in which Bidders can submit offers;
- Deadline of asking questions – date until which Bidders can ask questions;
- Offers submission – Value **“All items”** means, that the offer is accepted only when it is submitted on all items of the request; value **On chosen positions** means, that Bidder can select positions on which he wants to submit offers; In both cases it is important to fill in all available criteria;
- Available currencies – currencies in which Bidders can submit offers.



Picture 36 RFQ summary – Data indication part 2

9.2 Offer Submission view

Testowe Postępowanie

Ask buyer a question

Your offer

	Saved offer	Offer submitted
Offer value	PLN	PLN
Offer date		
Offer author		
Offer validity *	Enter offer expiration date	

Submit

RFQ number **SERWIS/2/000113/18**

Start date
10-07-2018 16:00

End date
12-07-2018 16:00

Date of asking questions
12-07-2018 16:00

Purchasing categories
(D.03.001) Owned fleet, passenger cars - maintenance & repair products

Offers submission
All items

Download XLS form to offer submission

Upload offer from XLS form

Download all attachments

Download saved offer as PDF

Go to questions and answers

Back to summary

Company
ORLEN Serwis S.A.

Buyer
admin.admin admin.admin
ul. Chemikow 7
09-411 Plock
dsddsdsd@krasnal1e.pl
+48 22 2691547
+48 869 569 584

Declaration of the Tenderer

1. I hold the licences necessary to carry out the activities the tender concerns or I will employ the services of subcontractors holding the necessary licences. I have the necessary knowledge, experience, and economic and technical potential, as well as personnel capable of carrying out the contract.

☐ Yes ☐ No

2. My financial standing guarantees that the works being the subject matter of the contract will be carried out.

☐ Yes ☐ No

[Show all in order to allow editing](#)

Name

[Common criteria](#)

No.	Item name	Quantity	Price	Value	Status	
--	Formal and general criteria	--	--	--	No offer	
1	Zakup tarczy hamulcowych	20 PC	-- --	-- PLN	No offer	
2	Zakup klocek hamulcowych	40 PC	-- --	-- PLN	No offer	

Previous 1 - 2 Next

Testowe Postępowanie

Picture 37 Submit offer view

Submit offer view is displayed after Bidder takes part in the purchasing process. After clicking on:

Go to offer submission



on the summary view will be displayed submit offer view.

The view contains:

- A form which allows to submit an offer in the RFQ;
- The functionality of the criteria common to all items;
- Declaration of the Tenderer;
- Your offer table – contains offers summary (offer value, offer date, offer author, offer validity) divided between saved offer and offer submitted;

ANALYSIS OF SPENT METHANATION CATALYST

Ask buyer a question >

Your offer

	Saved offer	
Offer value	PLN	PLN
Offer date		
Offer author		
Offer validity *	Enter offer expiration date	

Company

PKN Orlen S.A.

Buyer

Jan Kowalski
Chemików 7
09-400 Płock

Jan.Kowalski@orientest.pl

+48 585 585 385

1. I hold the licences necessary to carry out the activities the tenderer is required to perform, as well as the necessary knowledge, experience, and economic and technical potential, as well as the necessary resources to carry out the contract.

☐ Yes
☐ No

2. My financial standing guarantees that the works being the subject of the tender can be carried out by the contractor.

☐ Yes
☐ No

[Show all in order to allow editing](#)

Name

[Common criteria](#)

No.	Item name	Quantity	Price
1	ANALYSIS OF SPENT METHANATION CATALYST - Item #1	10 SZT	--
2	ANALYSIS OF SPENT METHANATION CATALYST - Item #2	55 A15	--

Previous

1 - 2

Next

Picture 38 Submit offer view – data indication part 1

- Ability to download and upload XLS form to submit an offer;
- Save an offer as PDF file;

Marketplanet

Bidder's manual CONNECT

Page - 39

Submit >

RFQ number **SERWIS/2/000113/18**

Start date
10-07-2018 16:00

End date
12-07-2018 16:00

Date of asking questions
12-07-2018 16:00

Purchasing categories
(D.03.001) Owned fleet, passenger cars - maintenance & repair products

Offers submission
All Items

Download XLS form to offer submission
>

Upload offer from XLS form
>

Download all attachments
>

Download saved offer as PDF
>

Go to questions and answers
>

Back to summary
>

**Download an upload
a XLS form to submit
and offer**

**Save offer as PDF
file**

Picture 39 Submit offer view – data indication part 2

9.2.1 The functionality of the criteria common to all items

How does it work? Here are displayed all **the criteria, which are the same for all items**. It allows to insert the same value for all items of the RFQ. What does it mean? We can eg. enter value '36' for Guarantee criterion and entered value '36' will be inserted automatically for all the items. We do not need to do this separately for each item.

In order to insert values for a common criteria click on: Criteria common for all items. After expanding all common criteria will be displayed. In the Value column, you can enter the data that you want to be transferred for all items (eg. 36 for the example described above).

Name				
Common criteria				
Technical criteria Please attach here documents related only to the technical offer. Please do not attach commercial information here.				
Name	Type of criterion	Value / Offer		UOM
Gwarancja (w miesiącach) / Guarantee (in months)	Number	Enter value		--
Termin dostawy / Delivery date	Number	Enter value		--
Koszty transportu / Transport costs	Number	Enter value		PC
Commercial criteria In this place please attached documents associated only with commercial criteria.				
Name	Type of criterion	Value / Offer		UOM
Cena / Price	Price	Enter value	PLN ▼	--
Termin płatności / Payment deadline	Number	Enter value		--
<input type="button" value="Save"/>				


Picture 40 The functionality of the criteria common to all items

What is good to know:

- In common criteria it is allowed to insert a value for chosen criteria **(it is not required to fill all the criteria)**;
- When one of the criteria's values is not valid (example: does not meet the minimum and maximum for an item's criteria) then the other values (filled correctly) should rewrite to RFQ's item.
- Request gradual / II parts – in a stage of technical offers submission, there are visible only technical and formal criteria (if they are added);
- Request gradual / II parts – in a stage of commercial offers submission, there are visible only commercial criteria;
- Functionality in not visible for RFQ, which has only one item and RFQ where offers submission offers takes place on selected items.

9.2.2 Ability to download and upload XLS form for making an offer

In order to download the form to submit an offer select

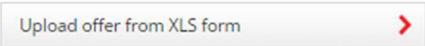


 button.

The generated Excel sheet will be as in a picture below. Only fields marked yellow are editable. Grey fields should not be changed.



Request number	ANW/2/000019/15			
Request name	DKL 09.10.2015.RFX + załączniki			
RFQ attachment(s)	Download all attachments	To the RFQ did not add any attachments.		
Additional questions?	Additional questions?			
	You will be redirected to CONNECT Purchasing Platform where you can download instructions.			
Item ID	18400			
Item name	Pozycja nr 1			
Quantity	1.0000			
Unit	SZT			
Item attachment(s)	Attachment(s) was added to this item. Select 'Download all attachments' at the top of the page to download it.			
ID criterion	Criterion name	Type of criterion	Unit	Value
64563	Wartość/Value	Number		11 500,00
64564	Cena/Price	Price		11 500,00
64565	Gwarancja (w miesiącach)/Guarantee (in months)	Number		36,00
Item ID	18401			
Item name	Pozycja nr 1 kopia			
Quantity	1.0000			
Unit	SZT			
Item attachment(s)	Attachment(s) was added to this item. Select 'Download all attachments' at the top of the page to download it.			
ID criterion	Criterion name	Type of criterion	Unit	Value
64566	Wartość/Value	Number		11 500,00
64567	Cena/Price	Price		11 500,00
64568	Gwarancja (w miesiącach)/Guarantee (in months)	Number		36,00
Item ID	18402			
Item name	Pozycja nr 1 kopia			
Quantity	1.0000			
Unit	SZT			
Item attachment(s)	Attachment(s) was added to this item. Select 'Download all attachments' at the top of the page to download it.			
ID criterion	Criterion name	Type of criterion	Unit	Value
64569	Wartość/Value	Number		11 500,00
64570	Cena/Price	Price		11 500,00
64571	Gwarancja (w miesiącach)/Guarantee (in months)	Number		36,00

Picture 41 XLS form for making offers

Upload filled file to a proper RFQ using a:  button. After that a pop-up window will be shown, from that window it can be selected a file path by clicking: . After selecting a file click the:  button.

Download the offer from XLS form

File path:
 No file chosen

Add Cancel

Picture 42 Uploading an offer for a XLS form

9.3 Questions and answers view

Questions and answers view is used to communicate with the Operator who conducts a given request.

Questions and answers view is shown before Bidder takes part in RFQ and also after taking part in RFQ. With a difference that before asking a question there are only public answers visible made by the Buyer.

When the Bidder clicks the button: in the summary view is show a list all the questions and answers linked to the RFQ. There is visible ingoing and outgoing correspondence. To distinguish new correspondence from the one which was read, there was a various colors applied – unread messages are bolded.

PUMP PARTS: P-141, P-143, P-191

Ask buyer a question >

System notifications >

Company

PKN

Buyer

Jan Kowalski
Domaniewska
11-111 Warszawa

jan.kowalski@marketplanet.pl

+48 22 2691547

+48 869 569 584

Your offer

	Saved offer	Offer submitted
Offer value	PLN	PLN
Offer date		
Offer author		
Offer validity *		

User assigned to RFQ
Me (Supplier)

RFQ number PKN/2/000070/20

Start date
25-06-2020 08:42

End date
30-06-2020 16:00

Date of asking questions
30-06-2020 16:00

Purchasing categories
(A.01.001) Occupational safety and health supplies

Typ rundy zapytania
Open

Offers submission
All items

Available currencies
PLN

Resign >

Close the Questions and Answers section >

Questions and answers

Here you can find correspondence relating to RFQ.

Quick search Show at the same time... v

No.	Sender	Question	Question date	Answer date	
1	Supplier (Supplier)	Question 2	2020-06-25 09:45	No answer	
2	Supplier (Supplier)	Question	2020-06-25 09:45	No answer	

< Previous 1 - 2 v Next >

Picture 43 Questions and Answers view

If there is an unread question or answer from the Buyer, an "exclamation mark" will appear on the "Go to questions and answers" button:

Go to questions and answers ! >

Picture 44 Go to Questions and Answers button.


Question to the Buyer can be send by using the button: which is located in the left upper side of the RFQ's

view. Ask buyer a question >

Question's form consists two, obligatory fields:

Message subject and **Message description**.

Ask buyer a question



Make sure question you want to ask has not been sent earlier.

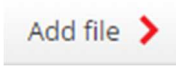


Here write message content


Add file >

Clear


Send

Picture 45 Ask Buyer a question view

Before sending the question to the Buyer, you can add attachments. After clicking a button: , there will be shown a pop-up window, from which a file can be selected and also a file can be added by drag and drop option. After selecting the file click the button: . There can be added more than one file at time. If the wrong file was selected, it can be removed by clicking on the icon: .

After filling the question form it can be send by clicking button: .

Add a file from your computer



Drop file here

Add file >

Selected files



Attached files will be located in the selected folder on the Connect Platform Purchasing.

Attach selected files >


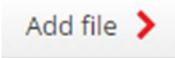
Picture 46 Attaching files to a question view

Questions and answers

Here you can find correspondence relating to RFQ.

No.	Sender	Question	Question date	
1	 Admin Admin (admin.admin)	Functional Requirements	2016-03-17 13:01	

Picture 47 Response received

In case of receiving a question from the Buyer, the message is visible as well on described list. In order to check the details of the question, click the desired row. To make a response expand the question and fill the answer message and click the button: . Adding files to an answer is the same as adding files to a question. Click the button: .

Questions and answers

Here you can find correspondence relating to RFQ.

No.	Sender	Question	Question date	
1	✉ Admin Admin (admin.admin)	Functional Requirements	2016-03-17 13:01	

Picture 48 List containing message from the Buyer

Questions and answers

Here you can find correspondence relating to RFQ.

No.	Sender	Question	Question date	
1	✉ Admin Admin (admin.admin)	Functional Requirements	2016-03-17 13:01	


Question content

Please, add documents about functional requirements.

[Add file](#)

Save >


Picture 49 Screen of answering the question

The question received from the Buyer may include a deadline for replying. If the term is defined, an icon  will be displayed in the "Questions and Answers" section and, after displaying the content of the question, the cut-off date.

Questions and answers

Here you can find correspondence relating to RFQ.

Quick search

Show at the same time... 

No.	Sender	Question	Question date	Answer date	
1	✉ admin	Temat pytania	2019-12-18 13:37	 No answer	

Question content

Tresc pytania

[Add file](#)

Save >




The deadline for replying is: 2019-12-19 00:00

Picture 50 Question and answer section – The deadline for replying

Attention !

It will not be possible to reply after the deadline.

The Buyer may also send an informational message – in such cases Suppliers' answers are not required. This kind of message doesn't have an editable answer field and **Save** button.

No.	Sender	Question	Question date	Answer date	
1	 Buyer (Buyer_3)	Subject	2022-05-12 13:30	 No answer	
Message content Content					

Picture 51. View of a Message from Buyer

9.4 Mark RFX as "following process"

You have the opportunity to mark an inquiry as "following process" so you will receive email notifications about the process - just like the person assigned to RFX.

User assigned to RFX
 Other person from my company (M***** N****)

[Start following this process](#)


Your offer

	Saved offer	Offer submitted
Offer value	19,000.00 PLN	19,000.00 PLN

Picture 52 Mark RFX as "following process".

ATTENTION!

The functionality applies only to processes in which you participate or to which you have been invited. The person submitting the offer becomes the person assigned to RFX, if later the offer is corrected by another Supplier User, then the User who was previously assigned to RFX becomes the User observing the process.

If a marker  appears on the "MY RFX" list, it means that you are following a given process.

ATTENTION!

Being assigned to RFX cannot mark the process as observed.

10.Submission of offers in the request

10.1 Parallel

In the parallel submission of offers, Bidder is obliged to submit offer on the technical and commercial part at the same time.

The offer can be submitted if its status on the position is **No offer** or **Complete**. The system doesn't allow submitting offer for **Incomplete** status.

In order to preview details of the item, click on to the desired row. There will be shown criteria for selected item – divided to technical and commercial criteria. Expanding other item will result in collapsing the first item.


Name						
Common criteria						
No.	Item name	Quantity	Price	Value	Status	
1	Item nr1	1 SZT	11 500,00 PLN	11 500,00 PLN	No offer	
2	Item nr2	1 SZT	11 500,00 PLN	11 500,00 PLN	No offer	
3	Item nr3	1 SZT	11 500,00 PLN	11 500,00 PLN	No offer	

< Previous
1 - 3
Next >

Picture 53 RFQ items – collapsed list

No.	Item name	Quantity	Price	Value	Status	
1	Item nr 1	1 SZT	11 500,00 PLN	11 500,00 PLN	No offer	
Description > Molecular Sieve 13 X Quotations (net price - the cost of delivery included), the specifications of the purchased goods, distribution, etc. acknowledgment country. Must be filed through the purchasing platform CONNECT. Each bidder during the tender preparation may ask further questions via the purchasing platform CONNECT. More information in tab REQUEST.						
Documents to the item 1. Functional description suppliers.doc 2. functional description suppliers 2.doc						
Technical criteria Please attach here documents related only to the technical offer. Please do not attach commercial information here.						
Name		Type of criterion	Value / Offer		UOM	
Gwarancja (w miesiącach)/Guarantee (in months)		Number	36,00		--	
Commercial criteria In this place please attached documents associated only with commercial criteria.						
Name		Type of criterion	Value / Offer		UOM	
Wartość/Value		Number	11 500,00 PLN		--	
Cena/Price		Price	11 500,00 PLN		--	
2	Item nr 2	1 SZT	11 500,00 PLN	11 500,00 PLN	No offer	
3	Item nr 3	1 SZT	11 500,00 PLN	11 500,00 PLN	No offer	

Picture 54 RFQ items – expanded list. Possibility to fill RFQ parameters on criteria

After filling in all required fields, Bidder has to save them by using the button: . Then the status of the position will change to **Completed (Not placed)**.

Bidder has to remember to fill the formal/general criteria besides filling the information on other items. Formal and general criteria should be expanded and filled the necessary data.

No.	Item name	Quantity	Price	Value	Status	
1	Item nr 1	1 SZT	11 500,00 PLN	11 500,00 PLN	No offer	

Description

> Molecular Sieve 13 X Quotations (net price - the cost of delivery included), the specifications of the purchased goods, distribution, etc. acknowledgment country. Must be filed through the purchasing platform CONNECT. Each bidder during the tender preparation may ask further questions via the purchasing platform CONNECT. More information in tab REQUEST.

Documents to the item


- [Functional description suppliers.doc](#)
- [functional description suppliers 2.doc](#)

Technical criteria

Please attach here documents related only to the technical offer. Please do not attach commercial information here.

Name	Type of criterion	Value / Offer	UOM	
Gwarancja (w miesiącach)/Guarantee (in months)	Number	36,00	--	

Picture 55 Formal criteria

Next click the button: . Correctly filled item of formal criteria status will change to: **Completed (Not placed)**.

^ No.	Item name	Quantity	Price	Value	Status	
--	Formal and general criteria	--	--	--	Completed (Not placed)	
1	Item nr 1	5 PC	300,00 PLN	1 500,00 PLN	Completed (Not placed)	

Picture 56. Items with **Completed (Not placed)** status

Before submission of the offer, the Declaration of the Tender has to be completed, to do it please select link: [Show all in order to allow editing](#).

Declaration of the Tenderer

1. I hold the licences necessary to carry out the activities the tender concerns or I will employ the services of subcontractors holding the necessary licences. I have the necessary knowledge, experience, and economic and technical potential, as well as personnel capable of carrying out the contract.

☐ Yes ☐ No

2. My financial standing guarantees that the works being the subject matter of the contract will be carried out.

☐ Yes ☐ No

[Show all in order to allow editing](#)


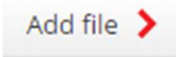

Picture 57 Declaration of the Bidder view – collapsed list

Before offer submission the Offer validity date should be inserted (Your offer table). Please see the picture below. **Offer validity date must be with future date.**

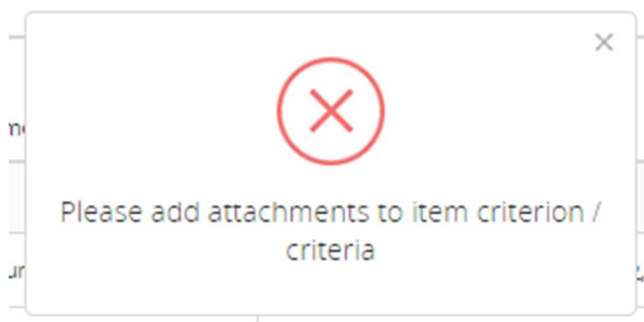
Your offer

	Saved offer	Offer submitted
Offer value	PLN	PLN
Offer date		
Offer author		
Offer validity *	Enter offer expiration date	

Picture 58 Entering the expiry date of offer validity

In order to add a file to an offer, please expand the item and select the attachment icon: . There will be shown a pop-up window, from which it can be selected a path to a file by clicking the button:  , there also can be selected a file from user's profile, which was added earlier and also there is a drag and drop option to select a file. After selecting the files, click the button: **Attach selected files**. There can be added more than one file at a time. In case of selecting a wrong file, it can be deleted by clicking the icon:  . Attachments can be added to formal criteria and to RFQ's item as well.

If there is an asterisk next to the attachment icon  , adding the file to this criterion is obligatory. If Bidder try to save the offer on the item without adding the required file, the following message will appear.



Picture 59 Message during the offer submission on the item with no added attachment



Furthermore, the **attachment icon** will be highlighted in red.

In order to submit an offer fill in all required fields. After completing the form, click on the button:



Confirmation of a properly submitted offer is a message displayed by the system: **The offer was correctly submitted.**



Action completed successfully

The offer was correctly submitted

OK

Picture 60 Submission of the offer by Bidder


When the offer is submitted, items change their status into **Complete**.

^ No.	Item name	Quantity	Price	Value	Status	
..	Formal and general criteria	Complete	
1	Item nr 1	5 PC	300,00 PLN	1 500,00 PLN	Complete	
2	Item nr 2	1 PC	200,00 PLN	200,00 PLN	Complete	

Picture 61. Items after offer submission

Changing the offer at the save stage, the System will inform, that the saved offer is different from the submitted offer (Exclamation mark next submitted offer).

Your offer

	Saved offer	Offer submitted 
Offer value	23,000,529.00 PLN	230,000.00 PLN
Offer date	17-03-2016 14:19:07	17-03-2016 14:15:32
Offer author	JAN MICHALSKI (jan.michalski)	JAN MICHALSKI (jan.michalski)
Offer validity *	23-03-2016	23-03-2016

Picture 62 Changing of the offer on positions

When the **date of offer submitted** and the **date of saved offer** are different OR the **date of offer submitted** is not completed, if Bidder try to leave the offer submission screen, the system will display an message.

The offer was saved. In order to submit the offer, click on the: 'Submit offer'.

Leave site?

Changes you made may not be saved.

[Leave](#) [Cancel](#)

Status	
Complete	

Purchasing category (A.01.001) Occupancy

Offers submission All items

[Download XLS](#)

[Upload offer file](#)

[Download save](#)

[Go to question](#)

[Back to summary](#)

Picture 63 Message informing about leaving the offer submission screen

10.2 Gradual

Gradual submission of offers means that Tender firstly submit offer on the technical part. After evaluation of technical offers made by the Buyer, Bidder can submit offer on the commercial part. Bidder is obliged to complete formal criteria on technical part.

The process of offers submission is the same as in case of parallel submission of offers.

10.3 Declaration of the Tenderer

Declaration of the Tender is a list of requirements that have to be fulfilled by the Tender in order to participate in the purchasing processes conducted by CG Orlen Companies. Its completion is obligatory to submit the offer.

Declaration of the Tenderer

1. I hold the licences necessary to carry out the activities the tender concerns or I will employ the services of subcontractors holding the necessary licences. I have the necessary knowledge, experience, and economic and technical potential, as well as personnel capable of carrying out the contract.
☒ Yes ☐ No
2. My financial standing guarantees that the works being the subject matter of the contract will be carried out.
☒ Yes ☐ No
3. There is no restructuring, liquidation, or bankruptcy proceedings pending with respect to my business.
☒ Yes ☐ No
4. There is no enforcement proceedings pending with respect to my business.
☒ Yes ☐ No
5. I am not in court or arbitration dispute with PKN ORLEN S.A. or any of the members of the ORLEN Group.
☒ Yes ☐ No
6. The employees, members of the governing bodies, and shareholders of the Tenderer are not in any factual or legal relationship with PKN ORLEN S.A. or any of the members of the ORLEN Group and the members of their governing bodies and employees that would give rise to justified doubts as to the impartiality of the supplier selection process under the purchase procedure.
☒ Yes ☐ No
7. The employees, members of the governing bodies, and shareholders of the Tenderer are not in any factual or legal relationship with other entities that I know are participants to the purchase procedure that would affect the selection of the given tender submitted under the purchase procedure in a negative way for PKN ORLEN S.A. or a member of the ORLEN Group.
☒ Yes ☐ No
8. I am authorized to execute legal transactions in accordance with the applicable legal requirements and I am not subject to any economic sanctions in force in Poland or in the European Union.
☒ Yes ☐ No
9. I have no arrears in terms of public imposts (taxes and fees) related to my business.
☒ Yes ☐ No
10. I have read and understood the request for proposals, I accept it without reservations, and I agree to be bound by the terms and conditions and the rules of procedure specified in it.
☒ Yes ☐ No
11. In completing the contract, I will carry out all of the works myself.
☒ Yes ☐ No

[Collapse All](#)

Picture 64 Declaration of the Tenderer – expanded list

10.4 Query form Buyer

Query that is run by the Buyer on the stage of offer evaluation enables Bidders to update or complete their offers.

The range in which Bidder can edit his offer is dependent on the mode of offers submission set by the Buyer. It is also dependent on which stage of the request the query has been started. Two options are possible:

- **Gradual mode of offer submission:**
 - When a query is started on the stage of technical offers evaluation, Bidder can edit his offer on technical part;
 - When a query is started on the stage of commercial offers evaluation, Bidder can edit his offer on commercial part;
- **Parallel mode of offer submission:**
 - Bidder can edit his offer both for technical and commercial part

Query will be displayed as pop-up window when Bidder displays the request. Here Bidder can find information located by the Buyer and there may be attachments if they were added by the leading Buyer. Attachments can be downloaded using the link available in the query window "Download attachments". In order to display the query you should click the link: **Mark query as read**. Then such information about reading the query will be sent to the Buyer and then Bidder can update his offer. However when Bidder uses the option: **Cancel**, information about reading the query cannot be visible for the Buyer and Bidder is not able to edit his offer. It is possible to re-display the pop-up with the content of the query, enter the query in which the query was launched and press the "Display query content" button on the right side of the screen.

Go to offer submission >

RFQ number **OP/2/000075/20**

Start date
06-08-2020 10:42

End date
04-09-2020 15:32

Date of asking questions
04-09-2020 15:32

End date (query)
30-10-2020 15:32

Date of asking question (query)
30-10-2020 15:32

Purchasing categories
(D.01.007) Plastic packaging

Typ rundy zapytania
Open

Offers submission
All items

Available currencies
PLN

Display query content ⓘ >

Go to questions and answers >


Picture 65 "Display query content" section.

The query window and content section is also available after completing the query under the indicated button.

Content of the query is also located in the e-mail which is sent to the Bidder after the query is started by the Buyer. Also the information about query deadline is sent in e-mail.

Query from buyer

Query content


[Download attachments](#)

Query content

Mark query as read Cancel

Picture 66 Query from Buyer

The system also allows you to view the content of previous inquiries and download attachments if they were added to the inquiry. To view the content of previous inquiries (if any), press the "Show previous inquiries" button.



Picture 67 Preview of previous query.

11. Auctions on CONNECT Purchasing Platform

11.1 Models of the electronic auctions available on CONNECT Purchasing Platform

The auction can be conducted depending on its model selected by the organizer, according to an English, Dynamic, Japanese and Dutch rule.

English rule of the auction means that each, subsequent offer submitted by the Bidder must be better from the leading offer.

Dynamic rule of the auction means that each, subsequent offer submitted by the Bidder must be better from his previous offer.

Japanese rule – in a future period of time a system proposes another value of a parameter. The Bidder must accept it to continue his participation in the auction. Each subsequent value is more and more profitable for the auction operator. The winner of the auction is the Bidder who offers the most profitable value of the parameter for the operator.

Dutch rule – means that in a future period of time a system proposes another values of the parameter. Each subsequent value of the biddable parameter is more and more profitable for the Bidders. The winner of the auction is the Bidder who submits the first offer.

11.2 Attachments to the electronic auction

11.2.1 Auction rules

Auction rules define principles of conduction of the electronic auctions on the CONNECT Purchasing Platform.

Auction rules are sent by the Operator to Bidders before participation in the auction, it is also located on the platform. If auction rules are not accepted by the Bidder, he is not able to participate in the auction.

Acceptance of the Auction rules is carried out just before opening the Bidder Console – if the Operator marks such requirement in the system.

Screen of approval is presented on the following picture:

AUCTION RULES/PARAMETRIZATION ACCEPTANCE

Additional information about parametrization:	
Auction rules/ parameterization form:	szablon43.xls

Accept **Cancel**

Picture 68 Auction rules/ Parametrization

To display auction rules, Bidder has to find appropriate auction list (according to the auction status, e.g. future, open, etc.) and click on the black triangle near the particular auction and select Auction rules/ Parametrization:

Auctions list

Auction name (min. 3 characters)

Organisational unit
--Select--

Purchasing category
+

☒ Show more options Clear

Search

Items 1-25 of 82 Show at the same time 25 items

Number	Name	Start date	End date
1884	Computers	2013-06-26 14:48	2013-06-26 16:41
1881	Monitors	2013-06-19 15:30	
1865	Fax	2013-05-28 13:54	

Bidder console
Auction rules/ Parametrization
Auction Summary Protocol
PDF Auction Summary Protocol

Picture 69 Auction rules/ Parametrization on the auctions list

11.2.2 Auction parametrization

Auction parametrization is a kind of a document, where Operator describes all settings concerning the auction which have to be read by the Bidder before the auction starts.




In the parametrization there is such information mentioned as: name and description of the auction; rule of the auction according to which the auction is conducted; dates when the auction starts and ends; information about extensions; values on the particular positions; visibility options or parameters and counting formulas.

Parametrization is sent by the Operator to Bidders by mail; the document can be also attached on the platform – as auction rules. Mostly operator does not attach parametrization to the system.

12. Bidder Console of electronic auction

12.1 Available visibility options

The following options can be displayed on the Bidder Console:

- **Show overall rank**– the system shows a position in the ranking on the whole – the use of multi-positional auctions;
- **Show aggregated variables for the best bid** – if in the template aggregated function has been added (which sums up criteria values and sets the rank by selected variable) then marking this option causes that all parameters of the aggregated (summed up) best offer will be visible;
- **Show item rank** – the system shows position in the rank on the particular auction's position;
- **Show item score**– the system shows results of the bid according to the settled template;
- **Show best bid** – the system shows the leading bid; the option concerns only dynamic or English rule;
- **Show my own history** – the system shows a history of a given Bidder;
- **Show history of all Bidders** – the system shows a history of bids of other Bidders;
- **Show activity on auction item** – when you submit the bid, the system shows an icon , and when you submit a new, the most profitable Bid, the system shows an icon ; the option concerns only dynamic or English rule;
- **Show lead on auction item** – in case when the bid is the leading one, the system shows an icon  on the Bidder's console who submitted this bid; the option concerns only dynamic or English rule;
- **Minutes to show activities** – time of the icons' activity; the option concerns only dynamic or English rule.

Above visibility options are marked in the auction parametrization – Bidder is informed which options are available before auction starts.

Bidder Console enables also to display such options as:

1. The State column

Statuses:

- „Accepted” – means that the offer was accepted by the system,
- „Rejected” – click on the status in order to check the reason of the offer’s rejection.

2. Notification icons – described above

3. Ranking

- informs about which position in the rank takes the last offer of the particular Bidder, or (for multi-positional aggregated auctions) which places takes a total offer of the particular Bidder (Rank column, Aggregated variable line);



Bidder Console

Number: 1838
Name: PK_test
Status: Opened
Bidder counter:

Server Time: 2013-04-18 12:22:25 (UTC 2:00)
Start Time: 2013-04-18 10:47:00 (UTC 2:00)
Close Time: 2013-04-19 12:40:00 (UTC 2:00)
Time Remaining to Close: 57d 00:32:26

Auction extension quantity: 99
Duration of auction extension: 4
Auction extension number: 0

Connection Delay (sec.):
Current: 0.034
Average: 0.045
Maximal: 0.098

	Name	Quantity	Unit	Close time	Auction extension number	Time left	Status	Rank	Value interval	Cena/Price
	position			2013-08-31 16:55:00	0	57d 00:32:	Accepted	1		99 940,00 PLN

Picture 70 Visibility options on the Bidder console

12.2 English and dynamic auction

The Bidder’s console in the English and dynamic auction looks the same and consists of the following elements:

- General information concerning the auction;
- The panel to submit the offers;
- A chat window;
- History of the offers.

a) General information concerning the auction

They are at the top of the Bidder Console and they include:

- The auction’s number, the auction’s name, status (future/opened/closed/accepted),
- Time (of the server, start time, close time and remaining to the end of the auction),

- Extensions (number of auction extension - number 9999 means an infinite number of extensions, the length and the sequence number of the current extension),
- Connection delay (informs about the necessary time in which an offer must be delivered to the system).

Bidder Console			
Number: 1838	Server Time: 2013-04-18 12:22:25 (UTC 2:00)	Auction extension quantity: 99	Connection Delay (sec.):
Name: PK_test	Start Time: 2013-04-18 10:47:00 (UTC 2:00)	Duration of auction extension: 4	Current: 0.034
Status: Opened	Close Time: 2013-04-19 12:40:00 (UTC 2:00)	Auction extension number: 0	Average: 0.045
Bidder counter:	Time Remaining to Close: 57d 00:32:26		Maximal: 0.098

Picture 71 The Bidder's console – general information concerning the auction

b) The panel to submit the offers

It is located in the middle part of the console.

Before bidding, the Bidder sees the following values in the field that has to be fulfilled (depending on the auction's model):

- its own offer from the previous stage of the purchase procedure, that needs to be approved at the time of submitting of the first offer, or
- its own offer from the previous stage of the purchase procedure, which was automatically submitted by the system in the moment of the auction's publication, or
- a bid price, or
- a blank field in which any value can be entered.

Name	Quantity	Unit	Close time	Auction extension number	Time left	Status	Rank	Value interval	Cena/Price
 position			2013-08-31 16:55:00	0	57d 00:29:1		1	 99 940,00 PLN	

Picture 72 The Bidder console- a place to submit the offer

When the auction is opened, after moving the cursor to the field where values are fulfilled, the system displays the value of step (the price step) and the range of possible values (the minimum and the maximum).

99 940,00 PLN

Min.: 0,00 PLN
 Max.: 100 000 000,00 PLN
 Value interval: 20,00 PLN

Picture 73 Bidder console – the value of steps, minimum value, maximum value

The method of the offers submission was described in the Chapter 8 – ‘Submission of the offers’

c) A chat window

Communication between the operator of the Auction Platform and the Bidder is possible via chat. The message sent by the Bidder is visible only for the organizer of the auction.

In order to send a message to the organizer, a Bidder has to write the content of the message in the right window and click on the **“Send a message”** button. The message will be sent to the auction’s operator and will appear in the **“Chat window”**.

Chat
 2012-05-22 10:58:09 (UTC 2:00)from:Auction Operator
 Why the system rejected my bid?

Why the system rejected my bid?

Send Message

Picture 74 The Bidder’s console – a chat window

d) History of the offers

In order to view the submitted offers, the position in the left part of the panel should be selected and the option – Show Bids: **“Accepted”** or **“Best Bids”** should be selected. Depending on the selected option, the system shows a ranking, the values, the time of submission of all offers accepted by the system (historical state) or recent offers of particular Bidders (current state).

Bid History					
Line Item	Bids				
position1	Show Bids <input checked="" type="radio"/> Accepted <input type="radio"/> Best Bids				
position2					
position3					
position4					
position5					
position6					
	Bidder	Score	Rank	Date	Net price
	Me	0	1	2012-05-22 14:45:05	9 999 800
	Other bidder	0	1	2012-05-22 14:42:58	10 000 000

Picture 75 Bidder console – history of the offers

Output variables, such as ranking shown in the option „**Accepted**“, are historical values from the moment of submission of the offer.

Output variables, such as ranking shown in the option „**Best Bids**“, are always actual values in every moment.

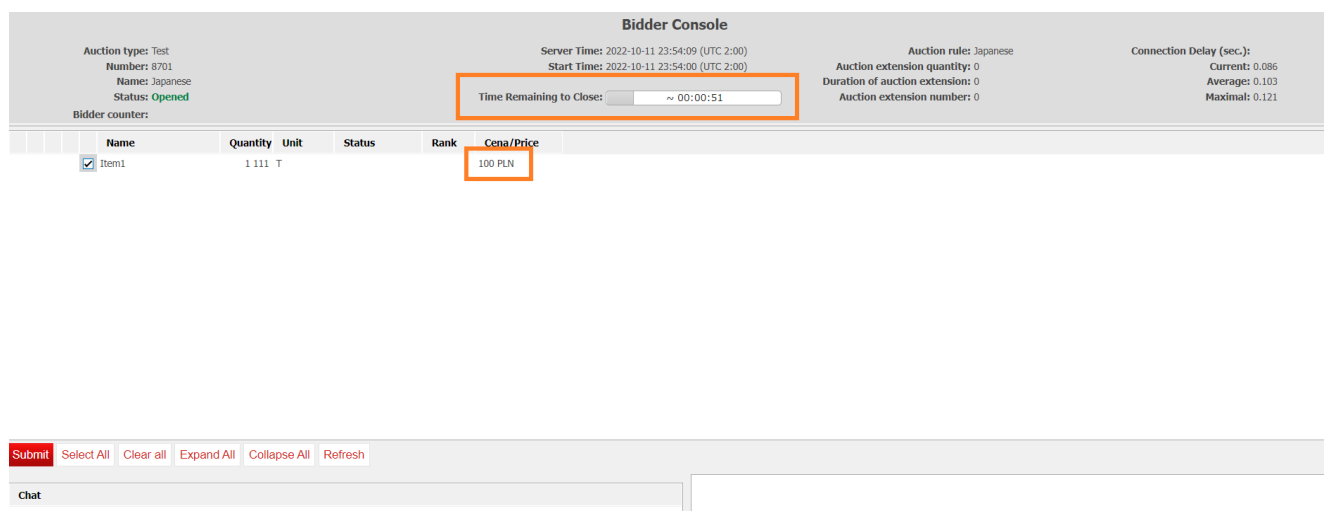
Depending on the auction model chosen by the organizer, the system displays either the history of the offers of all Bidders or the history of his own offers.

12.3 Japanese auction

In Japanese auction there is an additional field: **Time Remaining to Close** where you can see a passing time (grey field – time which passed, white field – time to close a particular period) and a timer showing number of seconds remaining to the end of the period.

On the Bidder console there is also visible a value set by the Operator.

Depending on the configuration of the auction, **Suppliers Counter** field may also appear showing: Number of submitted bids / Number of bidders who appeared in the given time window / Number of bidders invited to the auction;



Bidder Console

Auction type: Test
Number: 8701
Name: Japanese
Status: **Opened**

Server Time: 2022-10-11 23:54:09 (UTC 2:00)
Start Time: 2022-10-11 23:54:00 (UTC 2:00)

Auction rule: Japanese
Auction extension quantity: 0
Duration of auction extension: 0
Auction extension number: 0

Connection Delay (sec.):
Current: 0.086
Average: 0.103
Maximal: 0.121

Time Remaining to Close: ~ 00:00:51

Name	Quantity	Unit	Status	Rank	Cena/Price
<input checked="" type="checkbox"/> Item1	1	111 T			100 PLN

Submit Select All Clear all Expand All Collapse All Refresh

Chat

Picture 76 Bidder console – Japanese auction

Other visibility options, as history of offers and chat window are the same as in case of English and dynamic auctions.

12.4 Dutch auction

Bidder console in case of Dutch auction is the same as in case of Japanese auction.

Auction type: Test

Number: 8700

Name: Dutch

Status: Opened

Bidder counter:

Bidder Console

Server Time: 2022-10-11 23:33:06 (UTC 2:00)

Start Time: 2022-10-11 23:29:00 (UTC 2:00)

Time Remaining to Close: ~ 00:00:54

Auction rules: Dutch

Auction extension quantity: 0

Duration of auction extension: 0

Auction extension number: 0

Connection Delay (sec.):

Current: 0.069

Average: 0.083

Maximal: 0.131

	Name	Quantity	Unit	Status	Rank	Cena/Price
<input checked="" type="checkbox"/>	Item1	1	111	T		20 PLN

Submit
Select All
Clear all
Expand All
Collapse All
Refresh

Chat

Picture 77 Bidder console – Dutch auction

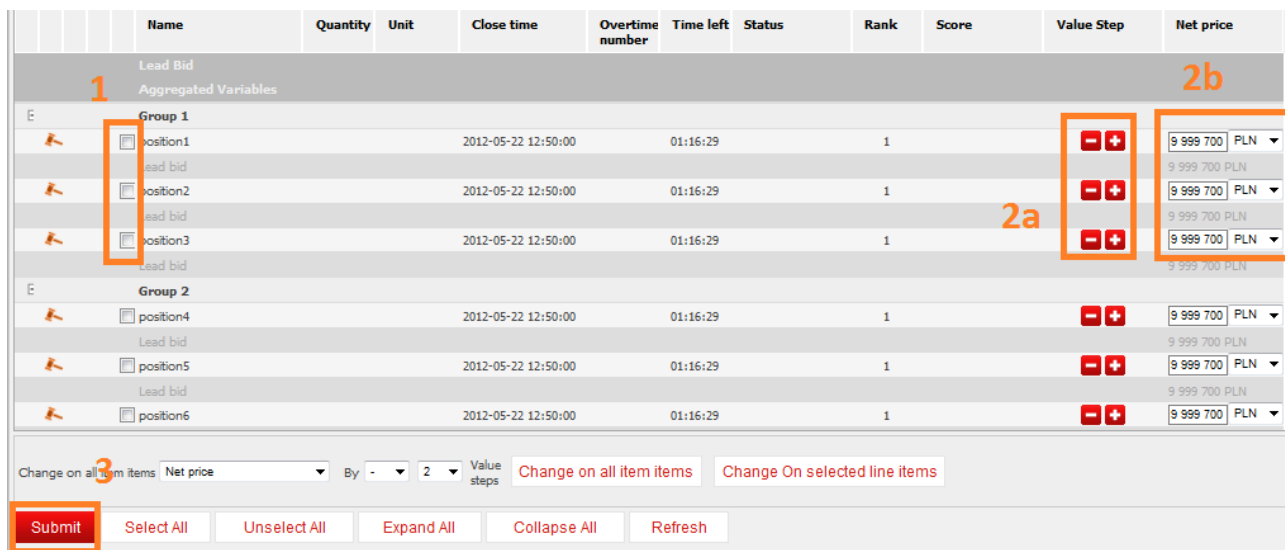
13. Submission of the offers

13.1 English or dynamic auction

Submission of the offers is possible when the status of the action on the Bidder's console changes from „**Future**” to „**Open**”.

In order to submit the offers you should:

1. select the position to the auction by marking ☒ near the chosen item,
2. enter the values by:
 - 2a. using the buttons „-” or „+” after having inserted the cursor in the offer's field;
 - 2b. inserting the value in the offer's field *;
3. click the button „**Submit**”.



	Name	Quantity	Unit	Close time	Overtime number	Time left	Status	Rank	Score	Value Step	Net price
Lead Bid											
Aggregated Variables											
Group 1											
<input checked="" type="checkbox"/>	position1			2012-05-22 12:50:00		01:16:29		1			
	Lead bid										
<input checked="" type="checkbox"/>	position2			2012-05-22 12:50:00		01:16:29		1			
	Lead bid										
<input checked="" type="checkbox"/>	position3			2012-05-22 12:50:00		01:16:29		1			
	Lead bid										
Group 2											
<input checked="" type="checkbox"/>	position4			2012-05-22 12:50:00		01:16:29		1			
	Lead bid										
<input checked="" type="checkbox"/>	position5			2012-05-22 12:50:00		01:16:29		1			
	Lead bid										
<input checked="" type="checkbox"/>	position6			2012-05-22 12:50:00		01:16:29		1			
	Lead bid										

Change on all items Net price By - 2 Value steps

Change on all item items Change On selected line items

Submit Select All Unselect All Expand All Collapse All Refresh

Picture 78 Submission of offers

Additional option for the User is to change bid value on different line items in group at the same time and submit offers on all positions of the auction at the same time. This function is only available by the Organizer approval.

Submission of the offers on all positions in the group:

1. Select the group of items to which you want to suit your offer;
2. Choose “+” or “-” or insert the appropriate value to suit an offer;

- Choose "Change" button;
- Select "Submit".

	Name	Quantity	Unit	Close time	Overtime number	Time left	Status	Rank	Score	Value Step	Net price
Lead Bid											
Aggregated Variables											
E	Group 1										
	position1			2012-05-22 13:42:00		01:17:05		1		- +	10 000 000 PLN
	Lead bid										10 000 000 PLN
	position2			2012-05-22 13:42:00		01:17:05		1		- +	10 000 000 PLN
	Lead bid										10 000 000 PLN
	position3			2012-05-22 13:42:00		01:17:05		1		- +	10 000 000 PLN
	Lead bid										10 000 000 PLN
E	Group 2										
	position4			2012-05-22 13:42:00		01:17:05		1		- +	10 000 000 PLN
	Lead bid										10 000 000 PLN
	position5			2012-05-22 13:42:00		01:17:05		1		- +	10 000 000 PLN
	Lead bid										10 000 000 PLN
	position6			2012-05-22 13:42:00		01:17:05		1		- +	10 000 000 PLN
	Lead bid										10 000 000 PLN
Set value for all items in a group Group 1 - + 9 999 900 Change											
Submit Select All Unselect All Expand All Collapse All Refresh											

Picture 79 Submission of offers on all positions in the group

Submission of the offers on all positions under a single variable:

- Choose a variable on which you want to suit your offer;
- Suit your offer by using "+" or "-";
- Choose "Change on all positions" button or after selecting required positions from the left side of the position's name choose: "Change on selected positions";
- Select "Submit".

	Name	Quantity	Unit	Close time	Overtime number	Time left	Status	Rank	Score	Value Step	Net price
Lead Bid											
Aggregated Variables											
E	Group 1										
	position1			2012-05-22 12:50:00		01:48:15		1		- +	9 999 700 PLN
	Lead bid										9 999 700 PLN
	position2			2012-05-22 12:50:00		01:48:15		1		- +	9 999 700 PLN
	Lead bid										9 999 700 PLN
	position3			2012-05-22 12:50:00		01:48:15		1		- +	9 999 700 PLN
	Lead bid										9 999 700 PLN
E	Group 2										
	position4			2012-05-22 12:50:00		01:48:15		1		- +	9 999 700 PLN
	Lead bid										9 999 700 PLN
	position5			2012-05-22 12:50:00		01:48:15		1		- +	9 999 700 PLN
	Lead bid										9 999 700 PLN
	position6			2012-05-22 12:50:00		01:48:15		1		- +	9 999 700 PLN
	Lead bid										9 999 700 PLN
Change on all item items Net price By 2 Value steps Change on all item items Change On selected line items											
Submit Select All Unselect All Expand All Collapse All Refresh											

Picture 80 Submission of offers on all/selected positions in the auction at the same time

* It may happen that the value of the offer, which we don't plan to submit, is wrongly entered. In order to restore the display of the previous value, refresh the console by using "Refresh values" button on the Bidder's console or by the **F5** on the keyboard).

The Operator may set minimal interval for the variable - it is a minimal acceptable change of value for the variable (compatible with direction set for the variable); for Dynamic auction the interval is validated in comparison with current offer of the Bidder; for English auction it is compared with the bid that is currently leading for the item.

Na aukcji może zostać wyznaczony krok aukcji – oznacza on minimalną liczbę, o jaką dostawca może zmienić swoją ofertę (zgodnie z kierunkiem zmiany ustalonym dla tej zmiennej), aby została ona zaakceptowana; na aukcji dynamicznej krok jest liczony od aktualnej oferty danego dostawcy, natomiast na aukcji angielskiej od oferty prowadzącej na danej pozycji.

Additionally, required multiple interval option may be set – setting this function causes that the Bid can be changed only by a determined step or its multiples.

13.2 Japanese auction

Submission of the offers is possible when the status of the action on the Bidder's console changes from „**Future**” to „**Open**”.

In the time window there will be a passing time visible during which Bidder may decide to submit his offer. On the Bid console there is also a value settled by the Operator visible – if a Bidder decides to bid on the given value, he has to click: **Submit**. His offer will be green highlighted:

Bidder Console					
Auction type: Test Number: 6701 Name: Japanese Status: Opened Bidder counter:		Server Time: 2022-10-11 23:57:16 (UTC 2:00) Start Time: 2022-10-11 23:54:00 (UTC 2:00) Time Remaining to Close: ~ 00:00:44		Auction rules: Japanese Auction extension quantity: 0 Duration of auction extension: 0 Auction extension number: 0	
				Connection Delay (sec.): Current: 0.060 Average: 0.083 Maximal: 0.142	
	Name	Quantity	Unit	Status	Rank
<input type="checkbox"/>	Item1	1 111	T	Accepted	1
					Cena/Price
					40 PLN
<input type="button" value="Submit"/> <input type="button" value="Select All"/> <input type="button" value="Clear all"/> <input type="button" value="Expand All"/> <input type="button" value="Collapse All"/> <input type="button" value="Refresh"/>					
Chat					

Picture 81 Bidder console – Japanese auction (accepted offer)

After a particular time is gone, a new time slot will be open with a new value (favorable for the auction's Operator). The process is repeated – if a Bidder wants to go to the next phase, he has to accept the proposed value.

If a proposed value is unfavorable for a Bidder and he will not submit an offer, then he is excluded from the auction.

13.3 Dutch auction

Submission of the offers is possible when the status of the action on the Bidder's console changes from „**Future**” to „**Open**”.

If in the system the first offer is settled as the last one it means that in a moment of an offer's submission, the auction is automatically closed. If the Bidder wants to submit his offer he should use the button: **Submit**.

Bidder Console
Auction type: Test
Number: 8700
Name: Dutch
Status: Closed
Bidder counter:

Server Time: 2022-10-11 23:35:30 (UTC 2:00)
Start Time: 2022-10-11 23:29:00 (UTC 2:00)
2022-10-11 23:33:28
Time Remaining to Close: ~ 00:00:31

Auction rule: Dutch
Auction extension quantity: 0
Duration of auction extension: 0
Auction extension number: 0

Connection Delay (sec.):
Current: 0.080
Average: 0.083
Maximal: 0.142

Name	Quantity	Unit	Status	Rank	Cena/Price
<input type="checkbox"/> Item1	1 111	T	Accepted	1	20 PLN


Submit
Select All
Clear all
Expand All
Collapse All
Refresh

Picture 82 Bid console – Dutch auction accepted offer/closed auction

Always in a Dutch auction a leading offer is the first submitted offer on a given position. A Bidder can submit only one offer on the position – a checkbox near a position's name will be inactive after submission of the first offer.

14. Completion of the auction

After completion of the auction, the **Closed** status is displayed on the Bidder's console and fields for entering of the offer and the button: **Submit** are inactive and it is not possible to submit any offer.

On the Bidder's console there is a value of the last offer displayed; also the position in the rank from the moment of completion of the auction and the icon of the yellow hammer , if the Bidder completed the auction on the leading position.

Bid Console

Number: 1213
Name: handbook auction
Status: Closed

Server Time: 2013-04-18 12:22:25 (UTC 2:00)
Start Time: 2013-04-18 10:47:00 (UTC 2:00)
Close Time: 2013-04-19 12:40:00 (UTC 2:00)

Number of Extensions: 0
Extension Interval: 0
Extension Number: 0

Connection Delay (sec):
Current: 0.02
Average: 0.09
Maximal: 0.16



Time Remaining to Close:









		Name	Quantity	Unit	Close time	Overtime number	Time left	Status	Rank	Score	Value Step	Net price
Lead Bid												
Aggregated Variables												
E		Group 1										
		<input type="checkbox"/> position1			2012-05-22 11:42:00				1	0,00		9 999 500 PLN ▼
		Lead bid										9 999 500 PLN
		<input type="checkbox"/> position2			2012-05-22 11:42:00				1	0,00		9 999 500 PLN ▼
		Lead bid										9 999 500 PLN
		<input type="checkbox"/> position3			2012-05-22 11:42:00				1	0,00		9 999 500 PLN ▼
		Lead bid										9 999 500 PLN
E		Group 2										
		<input type="checkbox"/> position4			2012-05-22 11:42:00				1	0,00		9 999 700 PLN ▼
		Lead bid										9 999 700 PLN
		<input type="checkbox"/> position5			2012-05-22 11:42:00				1	0,00		9 999 700 PLN ▼
		Lead bid										9 999 700 PLN
		<input type="checkbox"/> position6			2012-05-22 11:42:00				1	0,00		9 999 700 PLN ▼

Picture 83 Bidder Console after completion of the auction

14.1 Downloading of the protocol from the auction

On the My Auctions where the report of the auction course can be downloaded (in the PDF or XLS format).

In order to generate a report, click one of the icons:  . Protocols are available for auctions which status is: Closed or Accepted.

Quick search		Show at the same time ... 				
MY RFQ	 Number	Name	Auction status	Start date	End date	
YOUR CATEGORY RFQ	2324	ANALYSIS OF SPENT METHANATION CATALYST	Closed	2016-02-24 12:03	2016-02-24 15:00	
FINISHED RFQ	2323	Technical Information Package (TIP) Preparation for residue upgrade Options Comparison	Accepted	2016-02-17 12:03	2016-02-17 15:00	
ALL (ACTIVE) RFQ	2322	Verification, calibration of metering instruments	Accepted	2016-02-16 13:58	2016-02-16 14:10	
MY AUCTIONS	2321	Condensing steam turbine - fixed blades stage 4-8	Closed	2016-02-09 17:03	2016-02-09 18:59	
Reset criteria 						

Picture 84 My Auctions list– downloading of the protocol

Report (independently on the format) includes two tabs:

- **‘Bid history’** - contains a list of all, offers submitted by a Bidder, including rejected bids. Ranks shown here are ranks of offers in the moment of their submission.
Offer status informs about the **Accepted** or **Rejected** offer;
- **‘Leading bids’** - contains the list of all, best offers submitted by a Bidder on the auction’s positions. Rank shown here is obligatory in the moment of the auction completion.

15. Logout from the system

In order to log out from the Platform, please click the button: **LOGOUT** in the Header of the Purchase Platform.



Picture 85 Logout of the Platform

16. List of pictures

PICTURE 1 ELEMENTS OF USER INTERFACE	7
PICTURE 2 REQUESTS AND AUCTIONS LIST	10
PICTURE 3 REQUESTS AND AUCTIONS SEARCH	11
PICTURE 4. PUBLIC ZONE OF PURCHASING PLATFORM (FROM HEADER TO FOOTER).....	12
PICTURE 5. POP-UP WITH REGULATIONS CONTENT	13
PICTURE 6. INSTRUCTIONS LINK.....	13
PICTURE 7. FAQ LIST.....	14
PICTURE 8. SCREEN OF THE PUBLIC ANSWER	14
PICTURE 9. REGISTRATION FORM CREATOR	15
PICTURE 10. LAST STEP OF REGISTRATION FORM	16
PICTURE 10 CONNECT MAIN PAGE	17
PICTURE 11 CONNECT LOGIN PAGE.....	17
PICTURE 12 PASSWORD RECOVERY	18
PICTURE 13 CHANGING THE PASSWORD TO THE USER ACCOUNT SYSTEM.....	19
PICTURE 14 MY PROFILE – USER’S DATA	20
PICTURE 15 MY PROFILE – COMPANY’S DATA	22
PICTURE 16 MY PROFILE – DOCUMENTS	23
PICTURE 17 MY PROFILE – DOCUMENTS – NEW FOLDER	24
PICTURE 18. EMAIL NOTIFICATIONS SECTION	24
PICTURE 19 MY PROFILE - NEWSLETTER.....	25
PICTURE 20 MY PROFILE – PURCHASING CATEGORIES	26
PICTURE 21. MY PROFILE SECTION.....	26
PICTURE 22. ACCOUNT CLOSURE SECTION.....	27
PICTURE 23. ACCOUNT CLOSURE BUTTON.....	27
PICTURE 24 MY RFQ OR ALL (ACTIVE) RFQ.....	28
PICTURE 25 SEARCH	29
PICTURE 26 TAKING PART IN THE PURCHASING PROCESS	30
PICTURE 27 MY RFQ: REQUESTS IN WHICH BIDDER IS TAKING PART ARE VISIBLE ON THE LIST.....	30
PICTURE 28. STATUS ICONS OF THE SUBMITTED OFFER.....	31
PICTURE 29. CORRESPONDENCE STATUS ICONS.....	31
PICTURE 30 RESIGN FROM THE REQUEST.....	32
PICTURE 31 VIEW OF THE REQUEST FROM WHICH BIDDER HAS RESIGNED	33
PICTURE 32 REQUEST FROM WHICH BIDDER HAS RESIGNED ON THE LIST: ALL (ACTIVE) RFQ.....	33
PICTURE 33 MY RFQ LIST	33
PICTURE 34 REQUEST SUMMARY	34
PICTURE 35 RFQ SUMMARY – DATA INDICATION PART 1	36
PICTURE 36 RFQ SUMMARY – DATA INDICATION PART 2	37
PICTURE 37 SUBMIT OFFER VIEW.....	38
PICTURE 38 SUBMIT OFFER VIEW – DATA INDICATION PART 1	39
PICTURE 39 SUBMIT OFFER VIEW – DATA INDICATION PART 2.....	40
PICTURE 40 THE FUNCTIONALITY OF THE CRITERIA COMMON TO ALL ITEMS.....	41
PICTURE 41 XLS FORM FOR MAKING OFFERS	42
PICTURE 42 UPLOADING AN OFFER FOR A XLS FORM.....	43
PICTURE 43 QUESTIONS AND ANSWERS VIEW	44
PICTURE 44 GO TO QUESTIONS AND ANSWERS BUTTON.	44
PICTURE 45 ASK BUYER A QUESTION VIEW.....	45
PICTURE 46 ATTACHING FILES TO A QUESTION VIEW	46
PICTURE 47 RESPONSE RECEIVED.....	46
PICTURE 48 LIST CONTAINING MESSAGE FROM THE BUYER	47
PICTURE 49 SCREEN OF ANSWERING THE QUESTION	47
PICTURE 50 QUESTION AND ANSWER SECTION – THE DEADLINE FOR REPLYING	47

PICTURE 51. VIEW OF A MESSAGE FROM BUYER	48
PICTURE 52 MARK RFX AS "FOLLOWING PROCESS".....	48
THE FUNCTIONALITY APPLIES ONLY TO PROCESSES IN WHICH YOU PARTICIPATE OR TO WHICH YOU HAVE BEEN INVITED. THE PERSON SUBMITTING THE OFFER BECOMES THE PERSON ASSIGNED TO RFX, IF LATER THE OFFER IS CORRECTED BY ANOTHER SUPPLIER USER, THEN THE USER WHO WAS PREVIOUSLY ASSIGNED TO RFX BECOMES THE USER OBSERVING THE PROCESS.	48
PICTURE 53 RFQ ITEMS – COLLAPSED LIST	49
PICTURE 54 RFQ ITEMS – EXPANDED LIST. POSSIBILITY TO FILL RFQ PARAMETERS ON CRITERIA.....	50
PICTURE 55 FORMAL CRITERIA.....	51
PICTURE 56. ITEMS WITH COMPLETED (NOT PLACED) STATUS.....	51
PICTURE 57 DECLARATION OF THE BIDDER VIEW – COLLAPSED LIST	51
PICTURE 58 ENTERING THE EXPIRY DATE OF OFFER VALIDITY	52
PICTURE 59 MESSAGE DURING THE OFFER SUBMISSION ON THE ITEM WITH NO ADDED ATTACHMENT	52
PICTURE 60 SUBMISSION OF THE OFFER BY BIDDER	53
PICTURE 61. ITEMS AFTER OFFER SUBMISSION	53
PICTURE 62 CHANGING OF THE OFFER ON POSITIONS	54
PICTURE 63 MESSAGE INFORMING ABOUT LEAVING THE OFFER SUBMISSION SCREEN.....	54
PICTURE 64 DECLARATION OF THE TENDERER – EXPANDED LIST	55
PICTURE 65 "DISPLAY QUERY CONTENT" SECTION.	57
PICTURE 66 QUERY FROM BUYER	57
PICTURE 67 PREVIEW OF PREVIOUS QUERY.	58
PICTURE 68 AUCTION RULES/ PARAMETRIZATION	60
PICTURE 69 AUCTION RULES/ PARAMETRIZATION ON THE AUCTIONS LIST	60
PICTURE 70 VISIBILITY OPTIONS ON THE BIDDER CONSOLE	63
PICTURE 71 THE BIDDER'S CONSOLE – GENERAL INFORMATION CONCERNING THE AUCTION.....	64
PICTURE 72 THE BIDDER CONSOLE- A PLACE TO SUBMIT THE OFFER.....	64
PICTURE 73 BIDDER CONSOLE – THE VALUE OF STEPS, MINIMUM VALUE, MAXIMUM VALUE.....	65
PICTURE 74 THE BIDDER'S CONSOLE – A CHAT WINDOW	65
PICTURE 75 BIDDER CONSOLE – HISTORY OF THE OFFERS	65
PICTURE 76 BIDDER CONSOLE – JAPANESE AUCTION.....	66
PICTURE 77 BIDDER CONSOLE – DUTCH AUCTION	67
PICTURE 78 SUBMISSION OF OFFERS.....	68
PICTURE 79 SUBMISSION OF OFFERS ON ALL POSITIONS IN THE GROUP.....	69
PICTURE 80 SUBMISSION OF OFFERS ON ALL/SELECTED POSITIONS IN THE AUCTION AT THE SAME TIME	69
PICTURE 81 BIDDER CONSOLE – JAPANESE AUCTION (ACCEPTED OFFER)	71
PICTURE 82 BID CONSOLE – DUTCH AUCTION ACCEPTED OFFER/CLOSED AUCTION	72
PICTURE 83 BIDDER CONSOLE AFTER COMPLETION OF THE AUCTION.....	73
PICTURE 84 MY AUCTIONS LIST– DOWNLOADING OF THE PROTOCOL	74
PICTURE 85 LOGOUT OF THE PLATFORM.....	75