

1. Show interest

When you click „Show interest“ buyers will be able to see that you are interested in this tender. The choice „Show interest“ will be changed to „Wants to bid“, which is the next step in the bidding procedure.

Mälupulkade ostmine
Eesti Raudtee AS

5 days 19:29:56 to Closing date | Tender details | Reminder | Favorite | MerCell Update

Status | Tender | Contracting authority | Make bid | CPV codes

Show interest OR Add to favorites | No match on | Tendering

Description
KUTSE PAKKUMISEL OSALEMISEKS
Tellija: AS Eesti Raudtee (reg. kood 11575838)
Toompuiestee 35, Tallinn 15073
Ostu nimetus: **Mälupulkade ostmine**

Timeline
2017
16. Aug 2:29 PM Publish date

2. Tender tab

The tender tab contains sub-tabs with information about tender.

Mälupulkade ostmine
TEST_PUBLIC2 (Raivo)

6 days 07:28:31 to Closing date | Tender details | Favorite

Status | **Tender** | Contracting authority | Make bid | Communication | CPV codes | Log

Summary | Documents | Qualification demands | Order lines

i If you want to make a bid on this tender, please click "Make bid" above on the left. From here you will get further instructions on how to proceed with bidding.

Delivery Estonia	Bid due date 8/23/2017 10:00 PM
Opening date 8/23/2017 10:00 PM	Publication date 8/17/2017 1:33 PM
Payment conditions Vastavalt lepingule	

Description
KUTSE PAKKUMISEL OSALEMISEKS
Tellija: AS Eesti Raudtee (reg. kood 11575838)
Toompuiestee 35, Tallinn 15073
Ostu nimetus: **Mälupulkade ostmine**
AS Eesti Raudtee kutsub Teid osalema pakkumisel "**Mälupulkade ostmine**"

3. Receive and answer question

To create a new message, click „New message“. Received answers you will find in Inbox.

Mälupulkade ostmine
TEST_PUBLIC2 (Raivo)

6 days 07:27:47 to Closing date | Tender details

Status | Tender | Contracting authority | Make bid | **Communication** | CPV codes | Log

Communication

i The communication module is roughly divided in the same manner as an ordinary e-mail program. The icon bar displays "Inbox", "Drafts", "Sent" and "New Message". When you click on an icon it displays the contents of the folder in the bottom of the screen. In the left part is an overview of the contents of the folder. Click on the message to see the contents of the message.

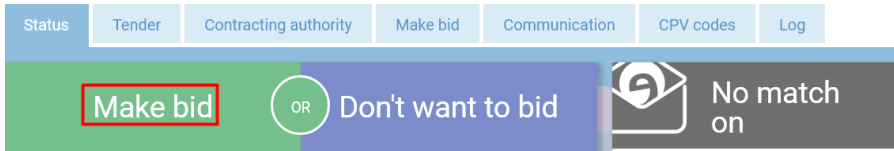
Press the "To" icon, select the recipients. Note: A recipient who has received the message (BCC). Subject field shall be time you press "Send". Buyer is not obligated to answer questions asked after the eventual 'Deadline for questions' deadline.

Folders
+ New message
Inbox

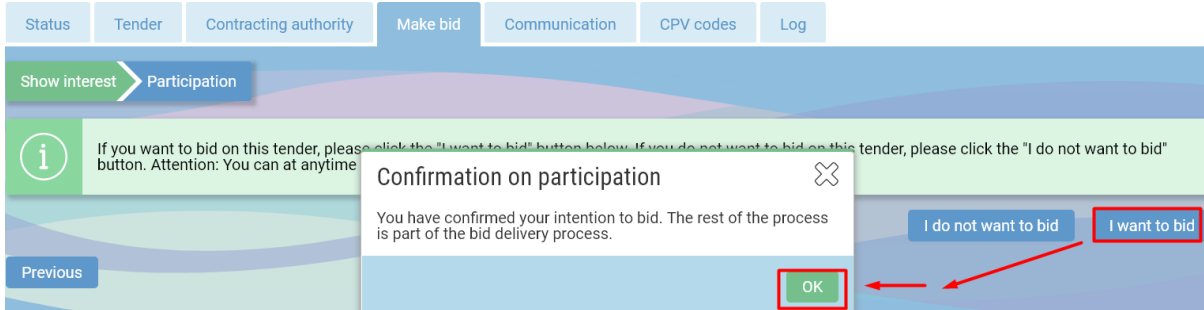
Inbox
Sort by date
No messages

4. Make a bid

To start the delivery of bid, click „Make a bid“.

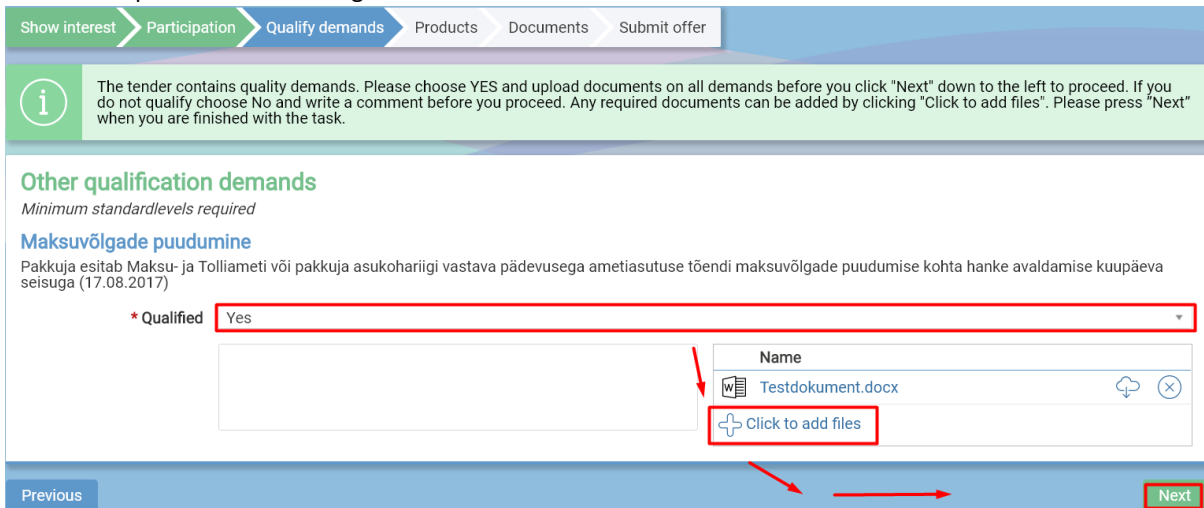


This leads to the „Make bid“ tab where the bid process is located.



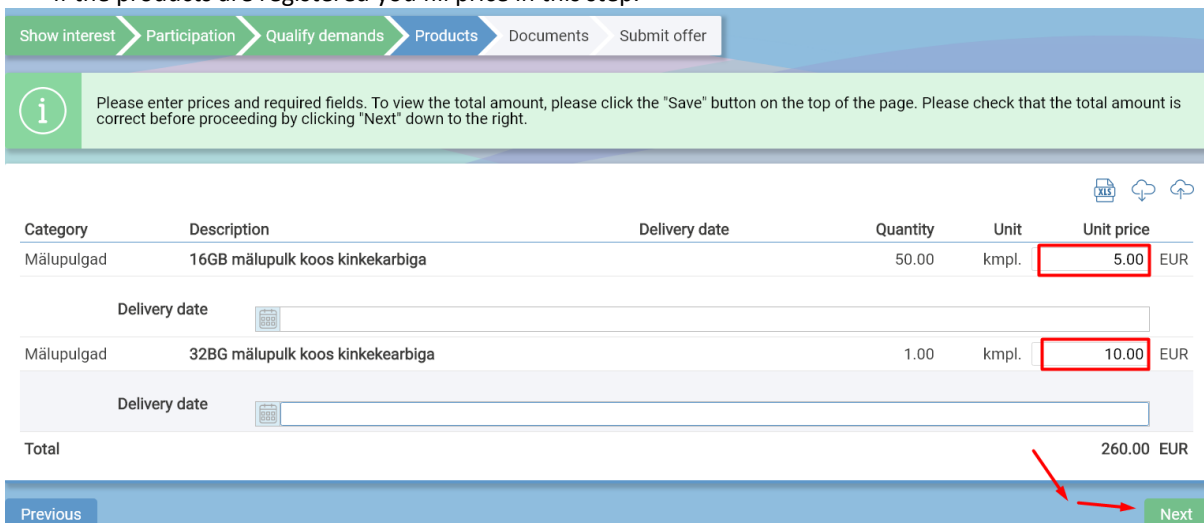
5. Qualification demands.

This step contains answering Qualification demands.



6. Products

If the products are registered you fill price in this step.



7. Documents.

You may upload bid or related documents in this step.

The screenshot shows a progress bar at the top with steps: Show interest, Participation, Qualify demands, Products, Documents (highlighted), and Submit offer. Below the progress bar is an information icon and a text box: "Please add documents related to the bid. Click 'Click to add files' and follow further instructions. When the documents are uploaded, please click 'Next' at the lower right to proceed. If you want to edit a document, please do it locally on your computer. Don't forget to delete the old one." Below this is a table with columns 'Name' and 'Description'. A red box highlights a '+ Add new' button in the 'Name' column. At the bottom, there are 'Previous' and 'Next' buttons, with a red arrow pointing to the 'Next' button.

8. Approve bid/Submit offer

The submission is now ready to be sent. When the „Approve bid“ button is clicked, a confirmation box will appear where you confirm the bid.

The screenshot shows the same progress bar as in step 7, with 'Submit offer' highlighted. Below the progress bar is an information icon and a text box: "Your submission is now ready to be sent. Please check that all files/documents are uploaded. When you click the 'Send bid' button down to the right, a confirmation box will appear where you have to confirm your bid. Attention: You can always create a new bid before Bid Due Date expires." Below this is a form with the following fields: Name (TEST PAKKUJA NR 2), Address (Rävala 15B, 10216 Tallinn, Estonia), Telephone (+372 58 18 91 98), E-Mail (rara@mercell.com), and Enterprise (Unknown: Enterprise has not been set). There is also a 'Comments to buyer' text area. At the bottom, there are 'Previous' and 'Approve Bid' buttons, with a red arrow pointing to the 'Approve Bid' button.

9. New bid

You can always create a new bid before Closing date expires.

The screenshot shows a navigation bar with tabs: Status, Tender, Contracting authority, Make bid, Sent bids, Communication, CPV codes, and Log. Below the navigation bar is a green button labeled 'Make bid' (highlighted with a red box), a circular 'OR' button, and a blue button labeled 'View bid'. To the right is a grey box with a document icon and the text 'No match on'.

10. Overview

An overview of bid delivered is available in „View Bid“ or „Sent bids“ tab.

The screenshot shows the same navigation bar as in step 9. Below the navigation bar is a green button labeled 'Make bid', a circular 'OR' button, and a blue button labeled 'View bid' (highlighted with a red box). To the right is a grey box with a document icon and the text 'No match on'.

Issues relating to the procurement environment, incl. help and support when submitting the offer, please contact your Mercell's consultant or call the general phone at +372 683 6785 (on working days from 9-17) or send an email eessti@mercell.com.