



sourcingdojo

# Sourcing Dojo

## Participant User Guide

A guide covering how to sign-up and place bids using Sourcing Dojo software



# Sourcing Dojo Participant User Guide

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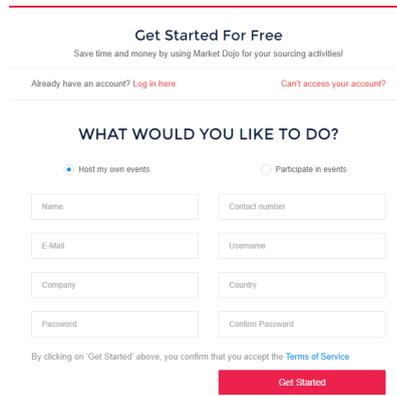
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## Creating an Account

### 1. Sign up as a host (www.marketdojo.com)

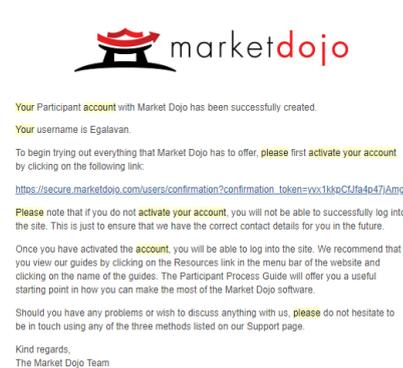
8 simple fields including username and password.

“Can’t access account” link for any issues



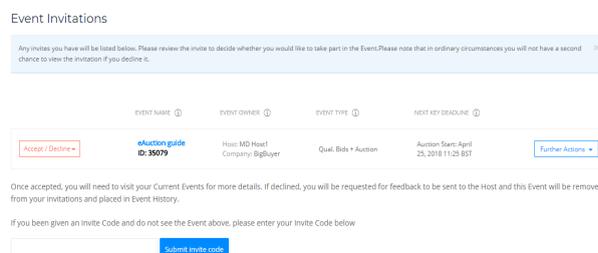
### 2. Confirm Account

You’ll be sent an email requesting to confirm your account. Click on the link to confirm



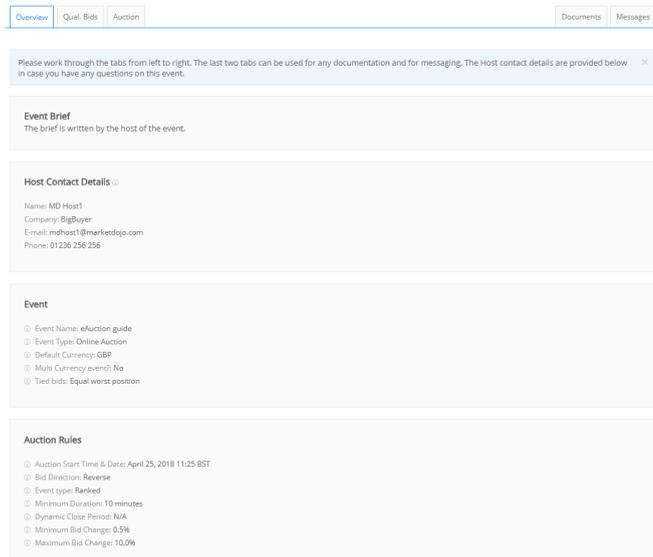
### 3. Confirm Account

Accepting the invite – use the accept/decline button to confirm if you wish to participate in the eAuction.



## Overview Tab

The overview tab provides all general information related to the event.



The brief is written by the host of the event and gives more information on the eAuction

The host contact details are provided for any non technical questions. You can also use the messages tab.

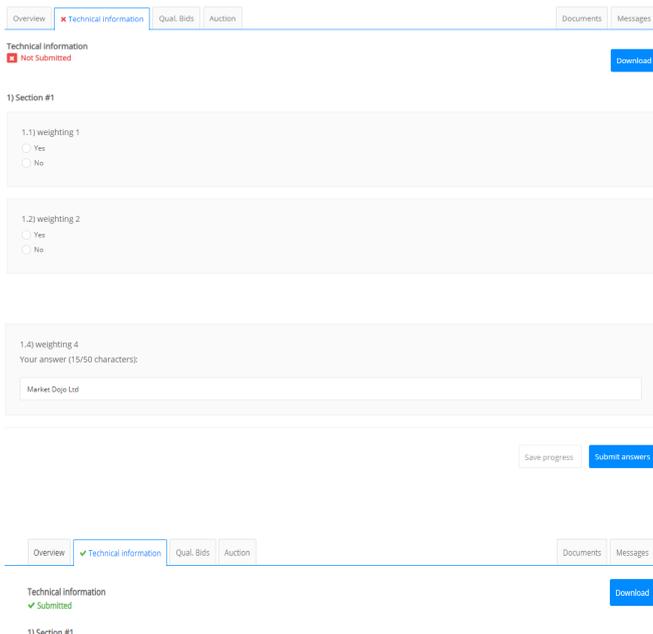
More general information on the event including type of event, e.g.. eAuction, currency, and more

The auction specific rules;

- Time
- Type of auction
- Duration
- Dynamic close = extension period
- Bid change- how much you can reduce a bid by

## Questionnaire Tab

The questionnaire tabs are always immediately to the right of the overview tab. A red 'x' indicates that the questionnaire hasn't been submitted. There can be multiple questionnaires in an event. Complete the questions that the host has asked,



questions can be:

- Yes/No, Pick one from a list, Multiple choice
- One line text, Paragraph text
- Document upload
- Date
- Table question

Once you have completed all questions, press the submit answers to submit your response. You need to submit all questionnaires separately.

Once you have submitted a questionnaire, the red 'x' will turn to a green tick to indicate it has been submitted.

## Qualification Bids

The qualification bids tab allows you to submit one initial bid per lot before the eAuction begins. That bid will get taken forward as your starting bid for the eAuction

Information is provided for the lot name, quantity and unit of measure. The unit of measure is multiplied by the quantity.

### 1. Press the place bid button to submit your bid

Current ▾ eAuction guide 🔒
🕒 Auction Start: 05:28

ID <b>35079</b>	Event type Qualification Bids + Auction	Auction Start: April 25, 2018 11:25 BST	Host : MD Host1 Company : BigBuyer
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Overview
Qual. Bids
Auction
Documents
Messages

LOT #	LOT NAME	QUANTITY X UNIT OF MEASURE (UOM)	YOUR PRICE PER UOM	TOTAL LOT VALUE PLACED	BID STATUS
1	Item 1	1,000 x Each	£100.00	£100,000.00	Bid Received
2	Item 2	10,000 x Each	-	-	<input type="button" value="✓ Place Bid"/> <input type="button" value="✗ Reject Lot"/>

### 2. Enter the value of your bid – you'll be prompted to confirm the value.

Current ▾ eAuction guide 🔒
🕒 Auction Start: 05:55

ID <b>35079</b>	Event type Qualification Bids + Auction	Auction Start: April 25, 2018 11:25 BST	Host : MD Host1 Company : BigBuyer
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Overview
Qual. Bids
Auction
Documents
Messages

LOT #	LOT NAME	QUANTITY X UNIT OF MEASURE (UOM)	YOUR PRICE PER UOM	TOTAL LOT VALUE PLACED	BID STATUS
1	Item 1	1,000 x Each	£100.00	£100,000.00	Bid Received
2	Item 2	10,000 x Each	<div style="display: flex; align-items: center;"> <span>£</span> <input style="width: 80px; border: 1px solid #ccc;" type="text"/> </div>	£	<input type="button" value="✓ Submit"/> <input type="button" value="✗ Cancel"/>

## The eAuction

Your bid was successfully submitted.

Current eAuction guide Auction Start: 01:45

ID: 35079 Event type: Qualification Bids - Auction Auction Start: April 25, 2018 11:25 BST Host: MD Host Company: BigBuyer

Overview Qual Bids Auction Documents Messages

Live auction feed

The Live Auction Feed will provide real-time notifications of messages and changes to the auction settings. Currently you have no notifications.

LOT #	LOT NAME	QUANTITY & UNIT OF MEASURE (UOM)	BID RANGE	YOUR BID PER UOM	TOTAL LOT VALUE PLACED	YOUR RANK	ENTER NEW BID
1	Item 1	1,000 x Each	-	No Bids	-	-	Bidding Has Not Started
2	Item 2	10,000 x Each	-	No Bids	-	-	Bidding Has Not Started

Live auction feed

The Live Auction Feed will provide real-time notifications of messages and changes to the auction settings. Currently you have no notifications.

LOT #	LOT NAME	QUANTITY & UNIT OF MEASURE (UOM)	BID RANGE	YOUR BID PER UOM	TOTAL LOT VALUE PLACED	YOUR RANK	ENTER NEW BID
1	Item 1	1,000 x Each	€90.00 - €99.50	€	€		<input type="button" value="Submit"/> <input type="button" value="Cancel"/>
2	Item 2	10,000 x Each	-	€200.00	€2,000,000.00	1	<input type="button" value="Place Bid"/> <input type="button" value="OK"/>

The Auction tab shows how much time remains until the eAuction begins.

The process for placing a bid is exactly the same as entering a qualification bid. Once the eAuction begins, you'll see a rank which indicates your position.

1. Press the place bid button to submit your bid
2. Enter the value of your bid – this needs to be within the bid range.
3. You'll be asked to confirm your bid
4. Your rank will be displayed accordingly based on your latest bid.
5. You can place as many bids as you like providing they are within the bid range, during a ranked eAuction.

## Support & Resources



### Phone us Anytime

Reach a dedicated account manager by phone: either by landline, skype or mobile. No switchboards at Market Dojo.



### Live Chat

We're the only provider to include in software live chat for both you and your suppliers. Average answer time is 9 seconds.



### Email

All emails go through our support portal for real-time updates. 95% of the time your problem is solved there and then.



### Tutorials & Guides

We have a wealth of guides from picking the right strategy to video tutorials on each feature of the tool

Use the Help icon to access our Support and Resources section:

<https://www.marketdojo.com/support/>