



sourcingdojo

Sourcing Dojo

RFQs - Participant Guide

A guide covering how to request quotations
from Sourcing Dojo hosts



Sourcing Dojo RFQs Participant User Guide

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Creating an Account

Get Started For Free
Save time and money by using Market Dojo for your sourcing activities!

Already have an account? [Log in here](#) Can't access your account?

CHOOSE YOUR ACCOUNT TYPE

Choose **HOST** if you wish to run, view or score events, typically as a Buyer
 Choose **PARTICIPANT** if you wish to respond or bid in events, typically as a Supplier

<input type="text" value="Name"/>	<input type="text" value="Contact number"/>
<input type="text" value="E-Mail"/>	<input type="text" value="Username"/>
<input type="text" value="Company"/>	<input type="text" value="Country"/>
<input type="text" value="Password"/>	<input type="text" value="Confirm Password"/>

By clicking on 'Get Started' above, you confirm that you accept the [Terms of Service](#)

If you have just been newly invited as a participant, you already have an account; please use the 'Can't access your account?' link above to request a password.

1. You will receive an email invite from the host of the event, click on the link.
2. Complete the signup form – you are a participant.
3. You'll be sent an email requesting to confirm your account. Click on the link and your account setup will then be complete.

Complete these 8 simple fields including username and password

If you've signed up before but forgotten your details, click here

Accepting the Invite

Event invitations -

Auction
ID: 51287 Questionnaire + Qual. Bids + Auction Terms and Conditions Deadline: -

Show all or enter invite code

All Event Invitations are accessible once you have set up your account.

EVENT NAME ⓘ	EVENT OWNER ⓘ	EVENT TYPE ⓘ	NEXT KEY DEADLINE ⓘ
<input style="border: 1px solid #e67e22; padding: 2px 5px;" type="button" value="Accept / Decline"/>	<p>Auction ID: 51283</p> <p>Host: Steve Williams Company: Vext PLC</p>	<p>Questionnaire + Qual. Bids + Auction</p>	<p>Terms and Conditions Deadline: July 25, 2019 10:00 BST</p> <p style="text-align: right;"><input style="border: 1px solid #e67e22; padding: 2px 5px;" type="button" value="Further Actions"/></p>

Once accepted, you will need to visit your Current Events for more details. If declined, you will be requested for feedback to be sent to the Host and this Event will be removed from your invitations and placed in Event History.

If you been given an Invite Code and do not see the Event above, please enter your Invite Code below

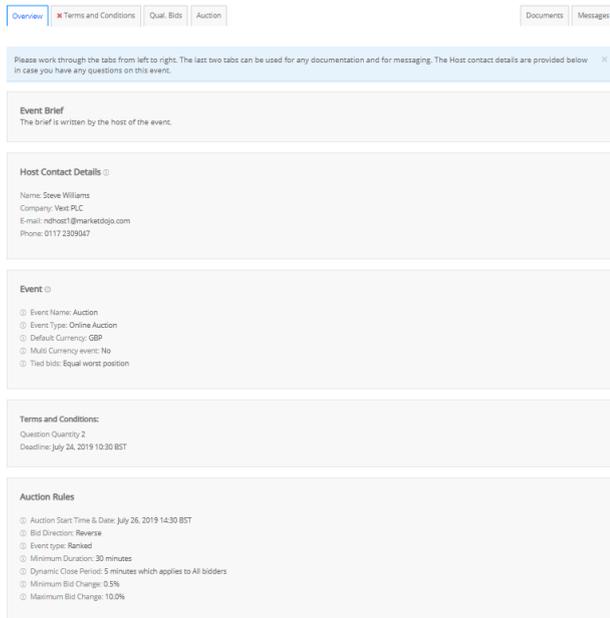
Use the accept/decline button to confirm if you wish to participate in the Auction.

If you are unable to see an event, but have been given an invite code, you can access the event by submitting the invite code.

You can upload documents or message your host from the further actions box.

Overview Tab

The overview tab provides all general information related to the event. Ensure you read this carefully before submitting any bids.



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

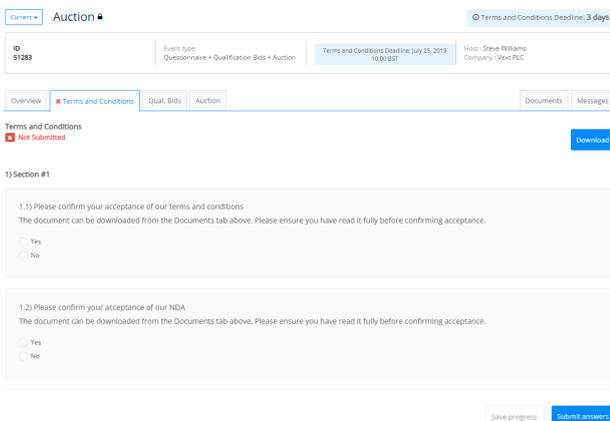
The event section states the type of event and additional details such as currency

Information on any questionnaires will be shown here

This section states the auction start time and rules. Here you can see the minimum and maximum changes that you can make to your bid. A dynamic close period automatically extends the auction by the number of minutes stated if a bid is placed in those last few minutes.

Questionnaires

Sometimes your host may require you to complete a questionnaire as well as participate in the auction. You should answer this in good time and before the deadline.



The questionnaire deadline will show at the top of the page.

Questionnaire tabs are always immediately to the right of the overview tab.

A red 'x' indicates that the questionnaire hasn't been submitted. Once you've submitted, the red 'x' will become a green tick.

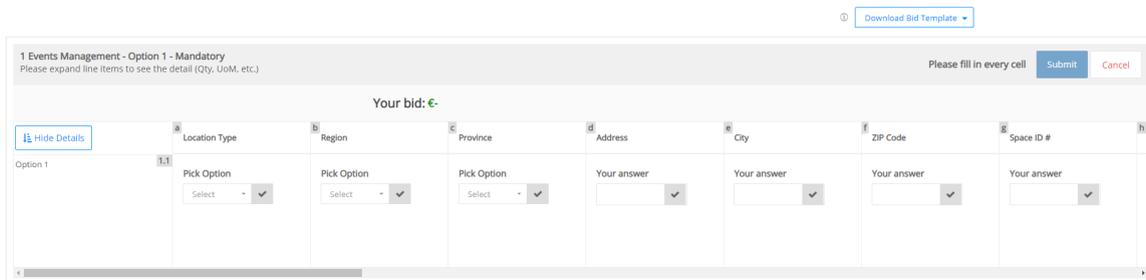
When you have completed all questions, just submit your answers.

RFQs

You can download an Excel template here, fill out the information and then upload. Alternatively, you can enter the prices directly into the software



1. Press the place bid button to enter your bid
2. Complete the information for all cells and enter the value of your bid and click submit, you'll be prompted to confirm the value.



Documents

You can easily see which documents you've downloaded

DOWNLOADED	NAME	VERSION	SIZE	DATE OF UPLOAD	ORIGIN
Uploaded by Host					
✓ Downloaded	Terms_and_Conditions.pdf	2.0	178.68 KB	22 July 2019	Uploaded Here
✗ Not downloaded	NDA.docx	-	11.37 KB	22 July 2019	Uploaded Here
Uploaded by You					
You have not uploaded any documents for your Host to review. Please use 'Add New Document' if you wish to do so.					

[+ Add New Document](#)

1. Any document that your host wants you to access as part of the tender process will be available to you in the Documents tab. You should download and read fully.
2. If there are supplementary documents that you would like your host to see as part of your submission, you can upload them here.

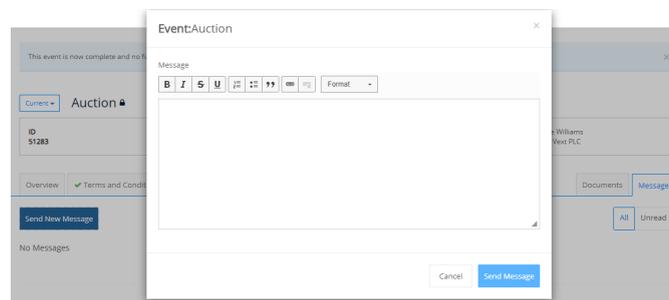
Messages

The messages tab should be used for questions about the auction itself – for technical support use the resources or chat function at the bottom of the screen.



No Messages

1. To contact your host, go to the messages tab.
2. Just click on Send New Message and your question can be submitted.



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/>