



RULES

1. Your offer must be based on the following data:
 - Currency: Pesos
 - Unit TAX: Yes
 - Global Tax: No
2. Offers delivered by other means will not be considered.
3. Each participant is responsible for his offer, please make sure to check your offer before you send it.
In case of an error in your offer, you may be disqualified.



STRATEGY

1. The velocity in **saving the offer** depends in many factors, so that **it can take some seconds**, consider this factor while sending the offer at the end of the event.
2. The suggestion is that you enter your quote in **the first hours of the event**, so that if you have any problem, we can give the suitable support.

DATES (Time in México)

EVENTO	INICIO	CIERRE
Bidding	13 Agosto, 2021 12:35:00 PM	13 Agosto, 2021 03:00:00 PM

PERFORM BIDDING

1. Enter the platform through the following link <https://demo.esmdigital.com.mx/>.
2. Login with the username and password, the information is the welcome email.
3. In the principal menu, give a clic in the Administrator of Purchases menu.
4. Enter in the option of Bidding.
5. On the menu options on the right side go into the to the purchase **Subasta comercial** and the bidding **subasta comparativa offLine** in the following icon 
6. We make a clic in the name bidding so that the information can show up and in the right side the column of option you can find icons.
7. Enter through the icon of bidding that its in the right side .
8. Accept the participation agreement (By typing the username and selecting the options that it will appear, then Save Changes).
9. Select the option to upload the Excel in the offer load type (like shown in figure 1).

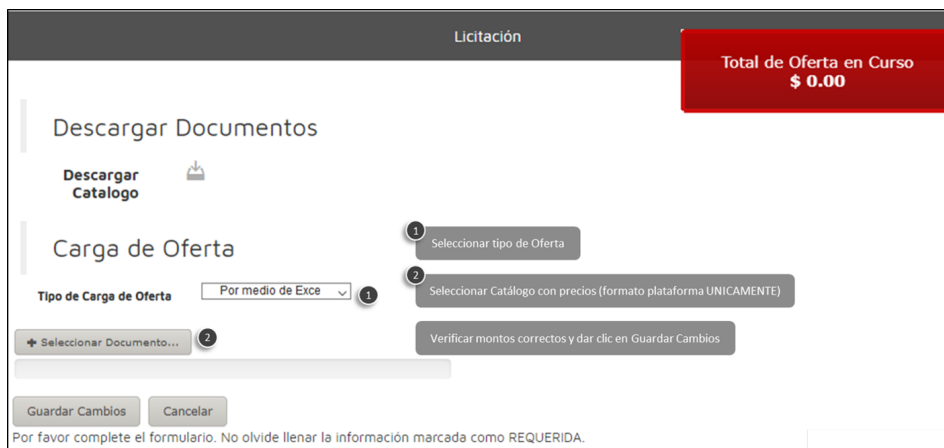



Figure 1

- To make your offers you have the option::
 - a. **upload by Excel** : You can use the Excel that was in the invitation email or you can download by clicking the following icon .
- The version of the product catalog that is valid is **1**, it is shown in the upper right side of the catalog in the Excel. It is very important that the version number is the one mentioned in here, otherwise the platform will not let you upload your offer.
- The platform will only accept files (.xls) Format 2003-2007.
- Once the prices unit are uploaded in the Excel y the changes are saved, this same catalog will be uploaded in the following option **Select Document** shown as in figure 1.

IMPORTANT NOTE: Is necessary to verify, if at the moment of clicking the download button the browser did not blocked the pop-up. It may show like a bar at the top of the browser blocking the download. (Figure 2)

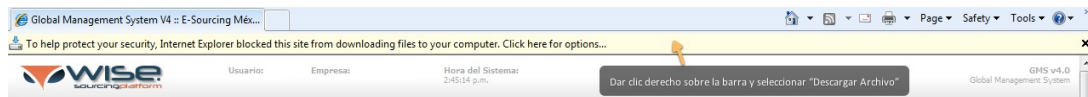


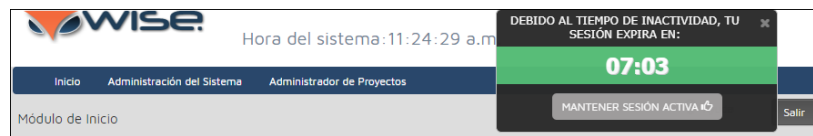
Figure 2

FAQ

1. Can I visualize the others offers?
No, in this case, this is one shot, you will only make one offer and non of the participants can visualize the number, the module bidding will close automatically..
2. Can I make my offer at the last minute ?
NO the recomendation is that you take your time and make it as soon as you get the complete information, is important to take in account that the time to save the offer muy vary on the internet connection, so the recommendation is to make your offer with anticipation. The suggestion is that al least 1 hour before the closing time you make the offer, so that if you have an inconvenient the technical support can help before you get disqualified.

IMPORTANT NOTE

This system manage an inactivity time of 10 minutes, so is important to refresh your session by clicking in the button **Keep session alive** when it appears in the browser.



ESSENTIAL TECHNICAL REQUIREMENTS

1. Internet connection.
2. Browser Updated
 - Google Chrome (RECOMMENDED).
 - Mozilla Firefox (RECOMMENDED).
 - Internet Explorer

TECHNICAL REVISION BEFORE YOU PARTICIPATE

If your company has a technology / infrastructure department and/ or any regulations/blocked webpages about the use of the Internet, you must take in consideration the following:

- Firewall qualification or a proxy to go to internet.
- Qualification of port 80.
- Whitelist of the domain, <http://www.e-sourcing.com.mx>, wise.mx in Firewall, Proxy y email server.

TECHNICAL SUPPORT AND HELP

DOUBTS OF CATALOG, MATERIALS, DELIVERYS, DETAILS FROM THE PURCHASE

Company: E-Sourcing México

Contact: adolfo

Email: amanuel@e-sourcing.com.mx

Phone: 1234444

DOUBTS OF THE PLATFORM AND HOW TO USE IT

E-Sourcing México:

ayuda@e-sourcing.com.mx

Time: 9:00 a 18:00 hrs.