## I.- DATES
**(Time of México)**

| EVENT | STARTS | ENDS |
|---|---|---|
| Site visit | 28 Octubre, 2021 09:00:00 AM | 28 Octubre, 2021 09:30:00 AM |
| Forum | 28 Octubre, 2021 01:00:00 PM | 28 Octubre, 2021 02:00:00 PM |
| Cotización de Volumen | 28 Octubre, 2021 02:00:00 PM | 28 Octubre, 2021 02:30:00 PM |

## II.- ENTER TO THE FORUM AND MAKE THE VOLUME QUOTE

1. Enter to the platform with the following link **https://demo.esmdigital.com.mx/**.
2. Type your user and password that was given in the welcome email.
3. In the menu, enter the option of Project Administrator.
4. Enter the Reverse Auction menu
5. In the right side it exists a menu of options, go to to the project **PRUEBA PARA SYASA** and the auction **PRUEBA** in the following icon ▶ Acceder a Proyecto
6. We clic the name of the auction so that the information may show up and at the right side in the column option you will find the icons related to the events to to the project in there stablished times.
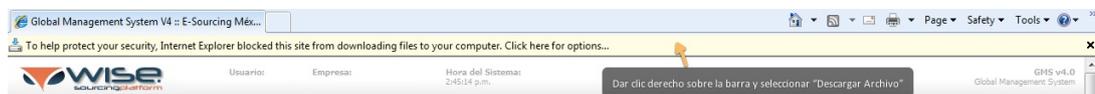
## FORUM

7. Enter to the forum to ask questions, this can be done by clicking the forum icon 🖵.
8. We click on the icon ⊞, and fill the field with the question and then clic con Save Changes.

## MAKE VOLUME QUOTE

9. Enter to **Volume Quote** to register your volume and price quote of the concepts, this can me made giving a clic in the icon 📈.
10. Before you can make the volume quote, first you must accept the terms and conditions shown in screen. This can be done by typing the registered email and accepting the options, then clic the **Save Changes**.
11. To make your volume quote you will have two options:
    a. **Manual**: the quantities can be typed in the product catalog that its shown in the bottom of the screen.
    b. **By Excel**: scan use the document in excel that was send by email or you can download the catalog in an Excel format by clicking the following icon 📥.

    ***IMPORTANT NOTE:*** *is necessary to verify at the moment to download the catalog that the browser is not blocking the downloads. A bar will be displayed in the browser.*

The **catalog version** of products the will be use is the number **1**, it is shown in the top right in the Excel Catalog. Is important to use the version that was mentioned, otherwise the platform will no let you make the volume quote.

Once the quantities are in the Excel and saved, you can upload the document in the option **Select Document**, as shown in the Figure 1.
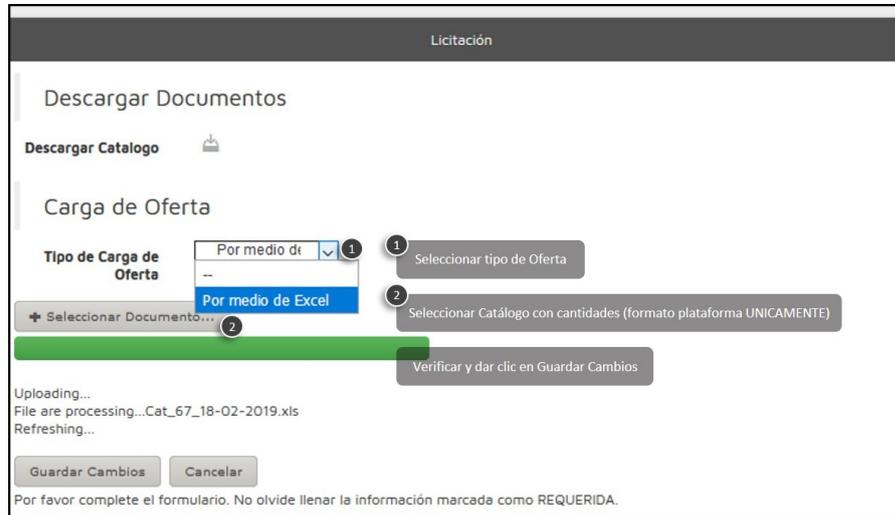


**Figura 1**

12. Once the quantities are in the platform by any of the options, you will have to save your changes by clicking in the button that it is in the end of the form on the left **Save Changes** .

13. There will be only one volume quote, so the Auction module will close automatically after clicking the Save Button. After making the quote, the council of Proyectos will evaluate all the quotes. If necessary and a decision of the responsables of del Proyecto, a feedback will be made before starting the economic proposal.

14. We inform you that once this volume quote ends, you will be notified by email of the steps to follow.

## III.- FREQUENTLY ASK QUESTION

1. Can I visualize the others offers ?
**NO**, in this moment, the only option is to make your volume quote and the Auction module will close automatically .

2. Can I made my quote at the last second ?
**NO** its not recomended, the time that it can take to save your offer may vary it depends on many factors, so the recomendation is to make your your quote with anticipation, the recomendation is one hour before the closure time, so if you have any inconvinient technical support may help you before you are disqualified.

## IMPORTANT NOTE

The system has an inactivity time of 10 minutes, you must refresh the session with the buton **Keep session alive** when the platform asks for it



**Figura 2**

## ESSENTIAL TECHNICAL REQUIREMENTS

1. Internet connection, broadband.

2. Updated internet browser
   - Google Chrome (RECOMMENDED).
   - Mozilla Firefox (RECOMMENDED).
   - Internet Explorer 10 or superior.

**TECHNICAL REVISION BEFORE YOU PARTICIPATE/h2> If your company has a TI department or something similar or any regulations/limitations about the use of the internet, please review the following:**

- **Enabling Firewall or Proxy to access the Internet.**
- **Enabling port 80.**
- **Whitelist of the domain,http://www.e-sourcing.com.mx, wise.mx in Firewall, Proxy and email servers.**

# TECHNICAL SUPPORT AND HELP

DOUBTS ABOUT CATALOG, MATERIALES, DELIVERIES, DETAILS FROM THE PROJECT
**Company: SOCIO JESS**
**Contact: JESSICA**
**Email: JGARZA@E-SOURCING.COM.MX**
**Phone: 3939393**

DOUBTS ABOUT THE USE OF THE PLATFORM
**E-Sourcing México:**
**ayuda@e-sourcing.com.mx**
**TIME: 9:00 to 18:00 hrs.**