



## RULES

1. A **maxium of 1 offer** by each participant.
2. Your offer must be bases on the following data:
  - Advance base amount: 30 %
  - Time base amount: 12 Meses
  - Currency: Pesos
  - VAT: WITH VAT
3. Offers delivered by other means will not be considered.
4. Each participant is responsable of 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

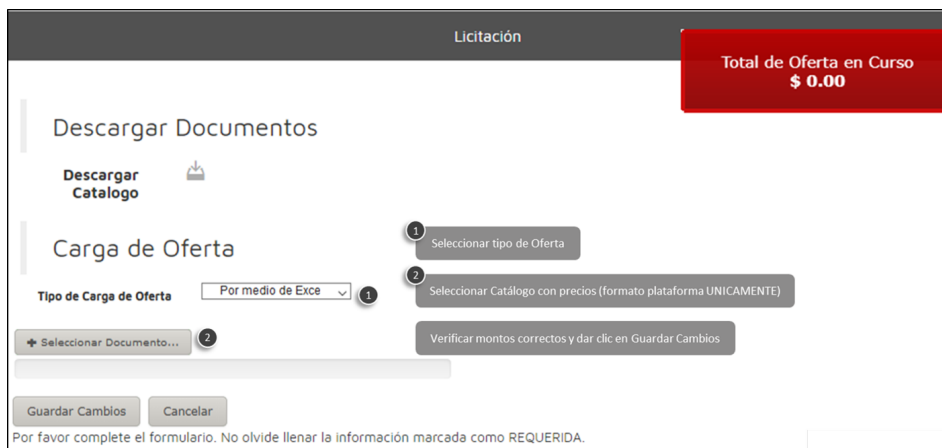
1. **The decision may not only based in the PRICE**, thats why is important to participante in the other criterias.
2. The velocity in **saving the offer** depends in many factors, so that **it can take some seconds**, consider this factor while sending the offer ath al enviar ofertas en los últimos minutos.
3. All the prices of the best competitors will be evaluated and if its necessary **the price** card will be asked once the time ends.
4. The suggestion is that you enter your quote in **the first hours of the event**, so that I you have any problem, we can give the suitable sopport.

## DATES (Time in México)


| EVENTO         | INICIO                       | CIERRE                       |
|----------------|------------------------------|------------------------------|
| <b>Forum</b>   | 17 Febrero, 2022 01:18:00 PM | 17 Febrero, 2022 05:00:00 PM |
| <b>Bidding</b> | 17 Febrero, 2022 05:01:00 PM | 17 Febrero, 2022 06:00:00 PM |

## PERFORM BIDDING

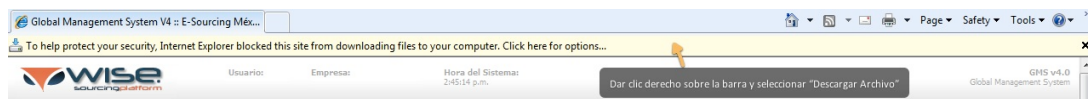
1. Enter the platform throught the following link <https://demo.esmdigital.com.mx/>.
2. Login with the username and password, the information is the welcome email.
3. In the principal menu, give a clic in the Administrator of Projects menu.
4. Enter in the option of Bidding.
5. On the menu options on the right side go into the from the project **PRUEBA 123 EXPLOSION**and the bidding **PRUEBA 123** 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 fin de 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.

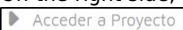


**IMPORTANT NOTE:** Is necessary to verify, if at the moment of clicking the download button the browser did not blocked the pop-up. It may show like a bar at the top of the browser blocking the download. (Figure 2)



**Figure 2**

10. In order to make an offer in the other criterias, is absolutely necessary to make the price offer first.
11. **ADDITIONAL TO THE PRICE**, is possible to make an offer in different criterias such as, Advance percentage y Execution time . This has to be done in the tabs that are shown in the graph.

## ENTER TO THE FORUM

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 Projects. menu
4. Enter in the option of Bidding
5. On the right side, to enter to the from the project **PRUEBA 123 EXPLOSION** and the bidding **PRUEBA 123** through the following icon .
6. We give a clic on the name of the bidding so that the information can show up and on the right side in the column you will find the events that are related from the project in the established dates and hours.
7. Enter to the forum to make the questions, by clicking in the forum icon .
8. To make a question si necessary to make a clic in the tab **New Question** or at the icon , a form will appear with a text box so that you can type the question, once you are done, yo clic on **Save Changes**.

## 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

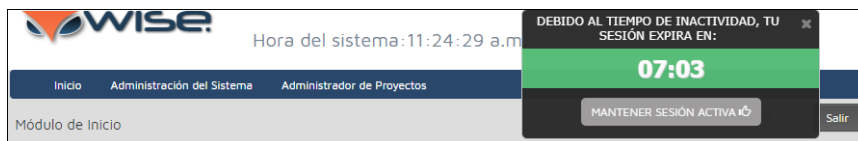
will close automatically..

2. Can I make my offer at the last minute ?

**NO** the recommendation 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 may vary on the internet connection, so the recommendation is to make your offer with anticipation. The suggestion is that at 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 manages an inactivity time of 10 minutes, so it 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 PROJECT

Company: SOCIO ESM  
Contact: JAZARETH PIÑEIRO  
Email: [norberto.alanis@e-sourcing.com.mx](mailto:norberto.alanis@e-sourcing.com.mx)  
Phone: 8119991123

### DOUBTS OF THE PLATFORM AND HOW TO USE IT

SOCIO ESM:  
[ayuda@e-sourcing.com.mx](mailto:ayuda@e-sourcing.com.mx)  
Time: 9:00 a 18:00 hrs.