



Auction / e-Momarasah User Guide For Bidders

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Agenda

In this guide, we will show you how to participate in e-Momarasah (online Price Negotiation) hereinafter “Auction”:

- Type of Auctions
- Access My Auctions
- Launch and View Auction Monitor
- Enter and Submit Bids
- Modify Bids
- Manage Auction Messages
- Manage Final Bids

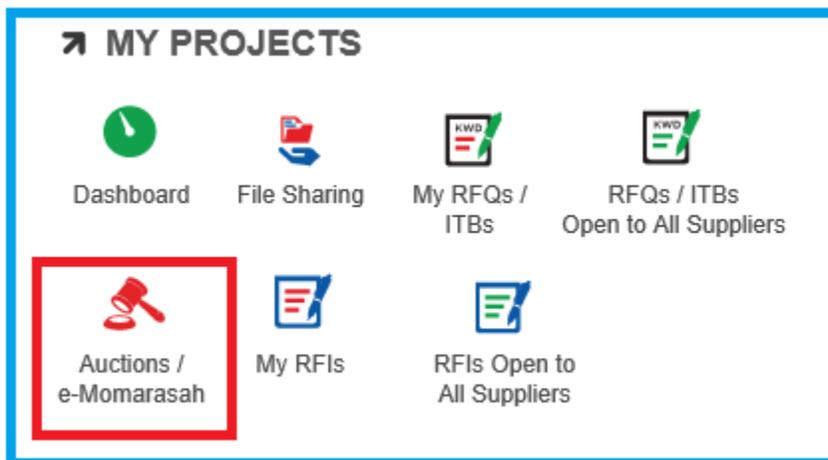
Type of Auctions

English Auction:

Reverse: Bidding starts with a higher price, and is decreased as lower bids are solicited, until either the auction is closed or no lower bids are received.

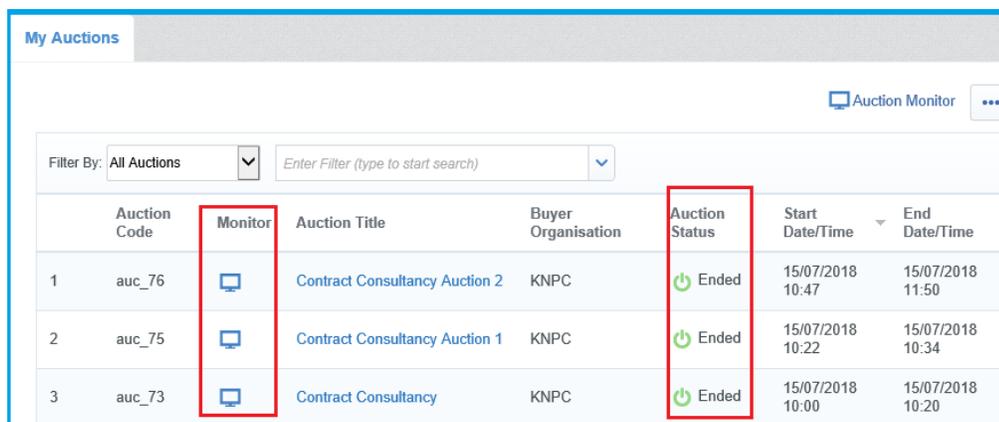
Access My Auctions

1. Log in to the platform.
2. Select **Auctions -> My Auctions**.



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3. In **My Auctions** area, you will see a list of auctions you've been invited to. The title, status, start time, end time, and Buyer Organization will be displayed for each auction.



Auction Code	Monitor	Auction Title	Buyer Organisation	Auction Status	Start Date/Time	End Date/Time
1 auc_76		Contract Consultancy Auction 2	KNPC	 Ended	15/07/2018 10:47	15/07/2018 11:50
2 auc_75		Contract Consultancy Auction 1	KNPC	 Ended	15/07/2018 10:22	15/07/2018 10:34
3 auc_73		Contract Consultancy	KNPC	 Ended	15/07/2018 10:00	15/07/2018 10:20

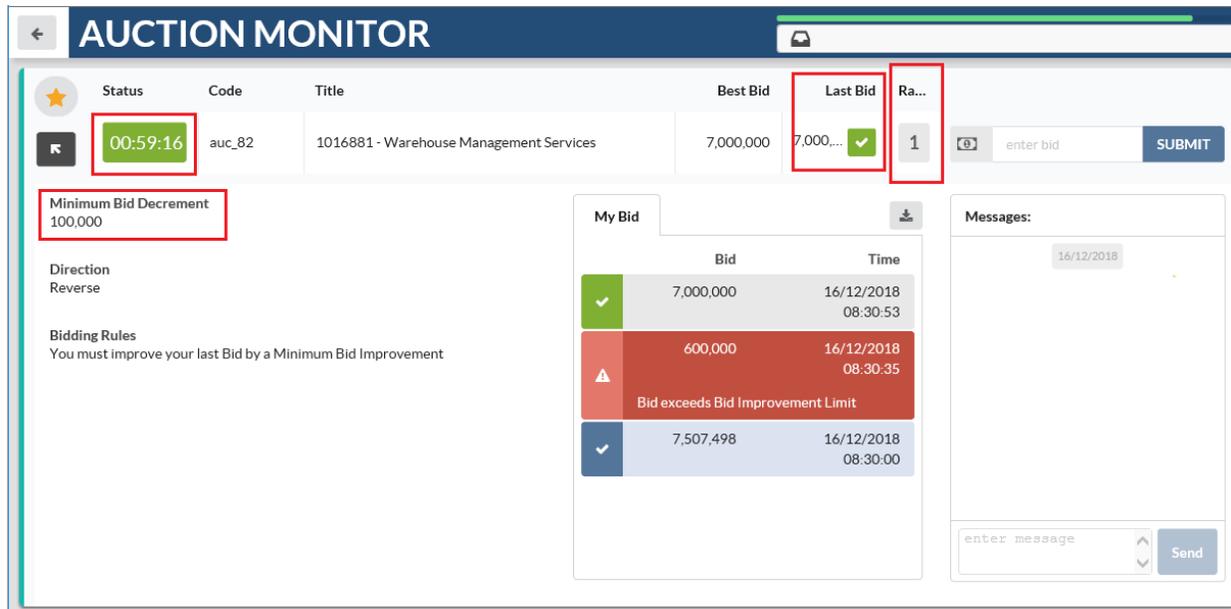
Note: The Auction monitor icon will only appear in the Monitor column for Auctions with a **Running, Suspended, or Ended** status.

Launch Auction Monitor

- Find the Auction you're invited to, and click on the Auction Monitor icon. A new window will pop up and ask you to choose how you want to view the auction.
- Choose the **Java** option. To launch the Auction Monitor, please make sure you are running the auction in:
 - Internet Explorer 9.0 or above.
 - Java 1.8 or higher
- Click **Enter** to confirm selection. The Auction Monitor will load.

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View Auction Monitor



The screenshot shows the 'AUCTION MONITOR' interface. At the top, there is a table with columns: Status, Code, Title, Best Bid, Last Bid, and Ra... (Rank). The first row shows a status of '00:59:16' (highlighted with a red box), code 'auc_82', title '1016881 - Warehouse Management Services', best bid of '7,000,000', last bid of '7,000,000' with a green checkmark (highlighted with a red box), and rank '1'. Below the table, there is a 'Minimum Bid Decrement' of '100,000' (highlighted with a red box). The 'My Bid' section shows a list of bids with columns 'Bid' and 'Time'. The first bid is '7,000,000' at '16/12/2018 08:30:53' with a green checkmark. The second bid is '600,000' at '16/12/2018 08:30:35' with a red warning triangle and the message 'Bid exceeds Bid Improvement Limit'. The third bid is '7,507,498' at '16/12/2018 08:30:00' with a green checkmark. The 'Messages' section is empty.

Time Remaining: Countdown of Bidding, Time on the lot selected

Your Current Bid: Your current Total Bid Price.

Your Current Rank: Your current rank compared to other Bidder's price for that lot.

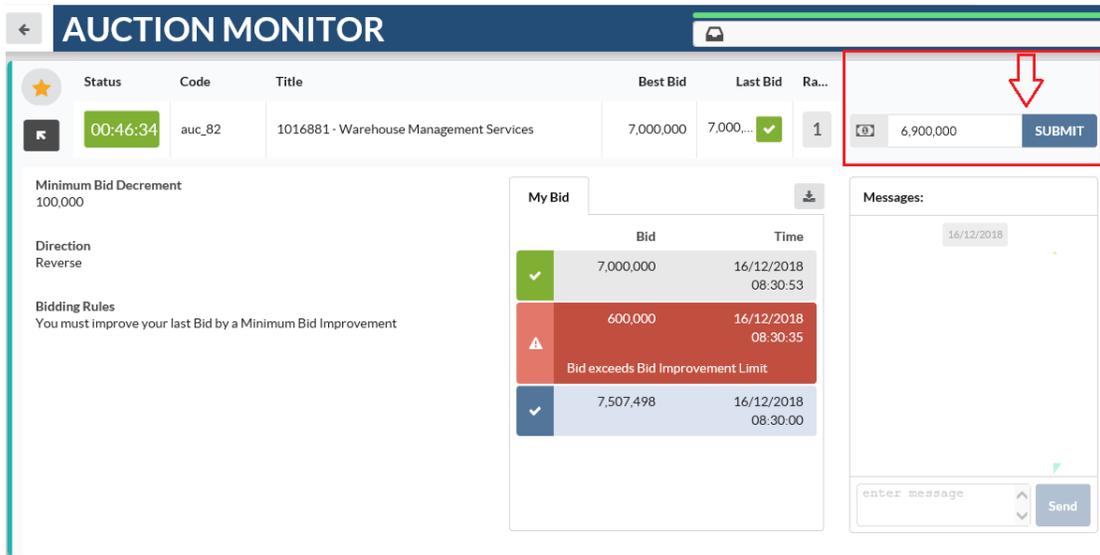
Minimum Bid Decrement: Minimum allowable reduction in bid price to enter a new bid

Note: Maximum Bid Decrement is maximum allowable reduction in bid price to enter new bid as advised in the RULES OF PARTICIPATION attached to Invitation letter for participating in e-Momarasah/Auction (online Price Negotiation)

Enter and Submit Bids

- Click into the **Price** box and enter your bid compliant with the Minimum Bid Decrement displayed in the Auction Details.
 - Your each new bid should always be lower than the previous bid.
- Click the "**Submit**" button in order to submit your new bid.

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AUCTION MONITOR

Status	Code	Title	Best Bid	Last Bid	Ra...
00:46:34	auc_82	1016881 - Warehouse Management Services	7,000,000	7,000,000 ✓	1

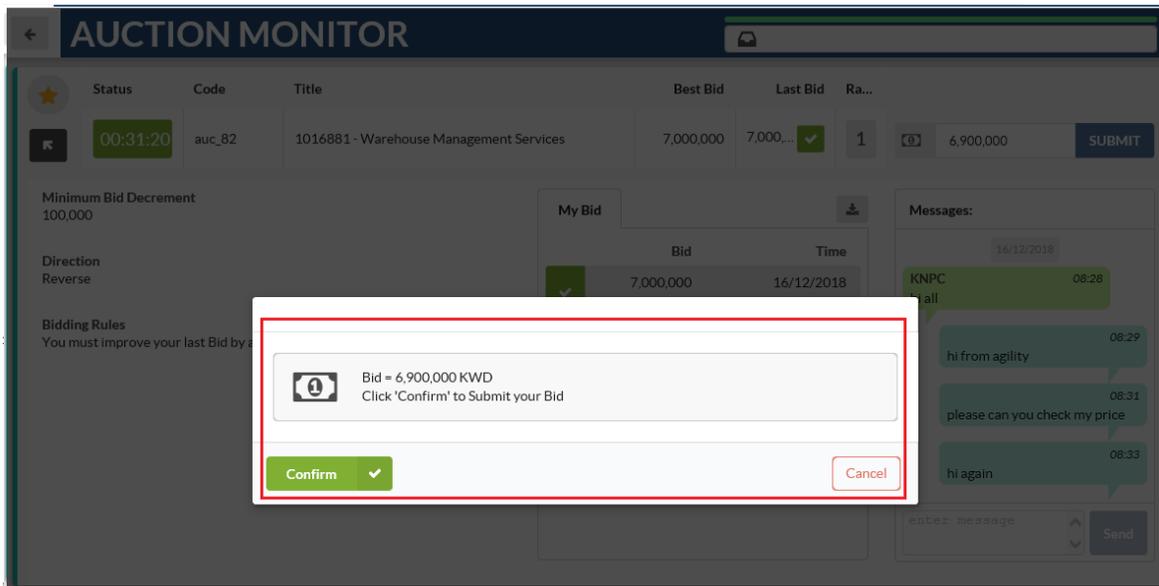
Minimum Bid Decrement: 100,000
 Direction: Reverse
 Bidding Rules: You must improve your last Bid by a Minimum Bid Improvement

My Bid

Bid	Time
7,000,000 ✓	16/12/2018 08:30:53
600,000 ⚠	16/12/2018 08:30:35
Bid exceeds Bid Improvement Limit	
7,507,498 ✓	16/12/2018 08:30:00

Messages: 16/12/2018
 enter message [Send]

- Once you have clicked “**Submit**”, a pop-up box will ask if you want to confirm your bid submission.



AUCTION MONITOR

Status	Code	Title	Best Bid	Last Bid	Ra...
00:31:20	auc_82	1016881 - Warehouse Management Services	7,000,000	7,000,000 ✓	1

Minimum Bid Decrement: 100,000
 Direction: Reverse
 Bidding Rules: You must improve your last Bid by

My Bid

Bid	Time
7,000,000 ✓	16/12/2018

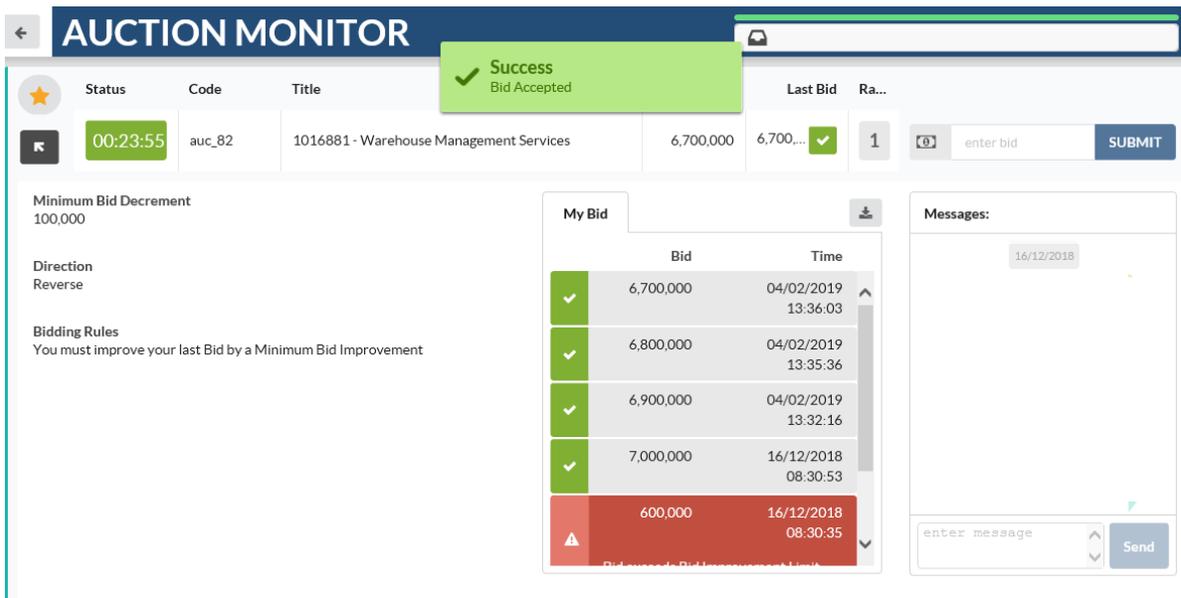
Messages: 16/12/2018
 KNPC hi all 08:28
 hi from agility 08:29
 please can you check my price 08:31
 hi again 08:33
 enter message [Send]

Bid = 6,900,000 KWD
 Click 'Confirm' to Submit your Bid

Confirm ✓ Cancel

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- Click **“Confirm”**. Once the new bid is submitted, a pop-up will notify you that the bid has been successfully accepted.



The screenshot shows the 'AUCTION MONITOR' interface. A green notification box at the top center reads 'Success Bid Accepted'. Below this, a table displays auction details:

Status	Code	Title	Last Bid	Ra...
00:23:55	auc_82	1016881 - Warehouse Management Services	6,700,000	6,700,000 ✓

Additional information on the left includes:

- Minimum Bid Decrement: 100,000
- Direction: Reverse
- Bidding Rules: You must improve your last Bid by a Minimum Bid Improvement

The 'My Bid' section shows a list of bids:

	Bid	Time
✓	6,700,000	04/02/2019 13:36:03
✓	6,800,000	04/02/2019 13:35:36
✓	6,900,000	04/02/2019 13:32:16
✓	7,000,000	16/12/2018 08:30:53
⚠	600,000	16/12/2018 08:30:35

The bottom row of the 'My Bid' table is highlighted in red, indicating a bid that does not meet the minimum bid decrement requirement. A message box on the right contains the date '16/12/2018' and a 'Send' button.

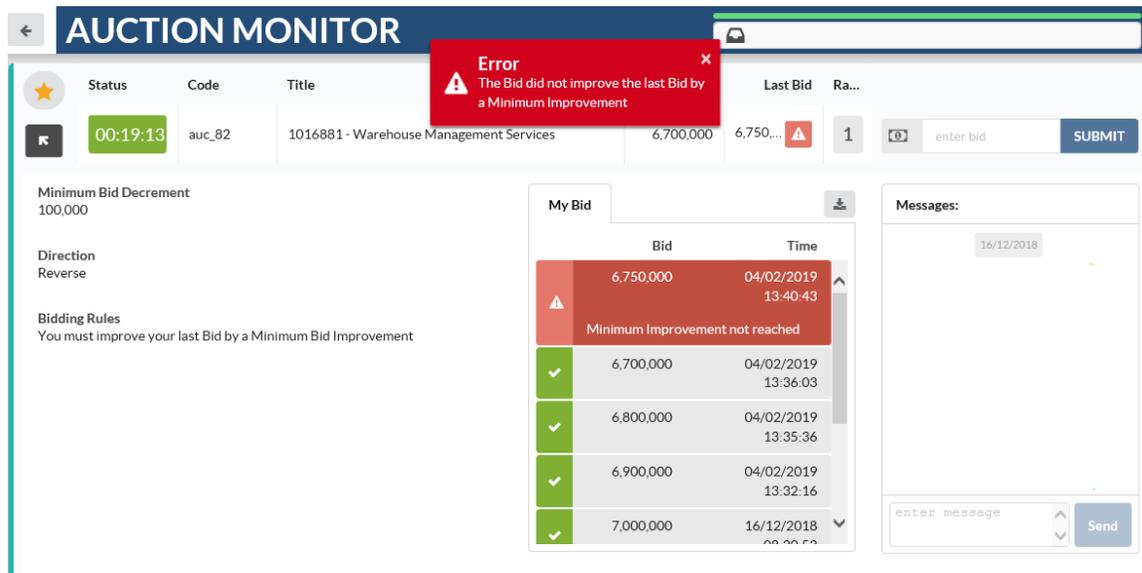
Modify Bids

Modify Bids that are Incompliant with Minimum Bid Decrement

Reduction in bid value must meet the requirement set in the Minimum Bid Decrement field. In case your bid is too high or too low to be accepted:

- The notification in RED appears to inform you that the bid is not low enough or is too low.

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AUCTION MONITOR

Error
The Bid did not improve the last Bid by a Minimum Improvement

Status	Code	Title	Last Bid	Ra...
00:19:13	auc_82	1016881 - Warehouse Management Services	6,750,000	1

Minimum Bid Decrement: 100,000

Direction: Reverse

Bidding Rules: You must improve your last Bid by a Minimum Bid Improvement

My Bid

Bid	Time
6,750,000	04/02/2019 13:40:43
6,700,000	04/02/2019 13:36:03
6,800,000	04/02/2019 13:35:36
6,900,000	04/02/2019 13:32:16
7,000,000	16/12/2018 00:00:00

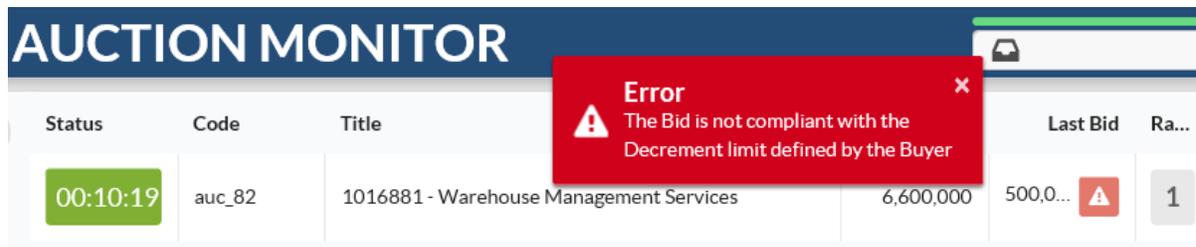
Minimum Improvement not reached

Messages:

16/12/2018

enter message

- Update your price so the bid value is decreased by the amount indicated in the Minimum Bid Decrement field.



AUCTION MONITOR

Error
The Bid is not compliant with the Decrement limit defined by the Buyer

Status	Code	Title	Last Bid	Ra...
00:10:19	auc_82	1016881 - Warehouse Management Services	6,600,000	1

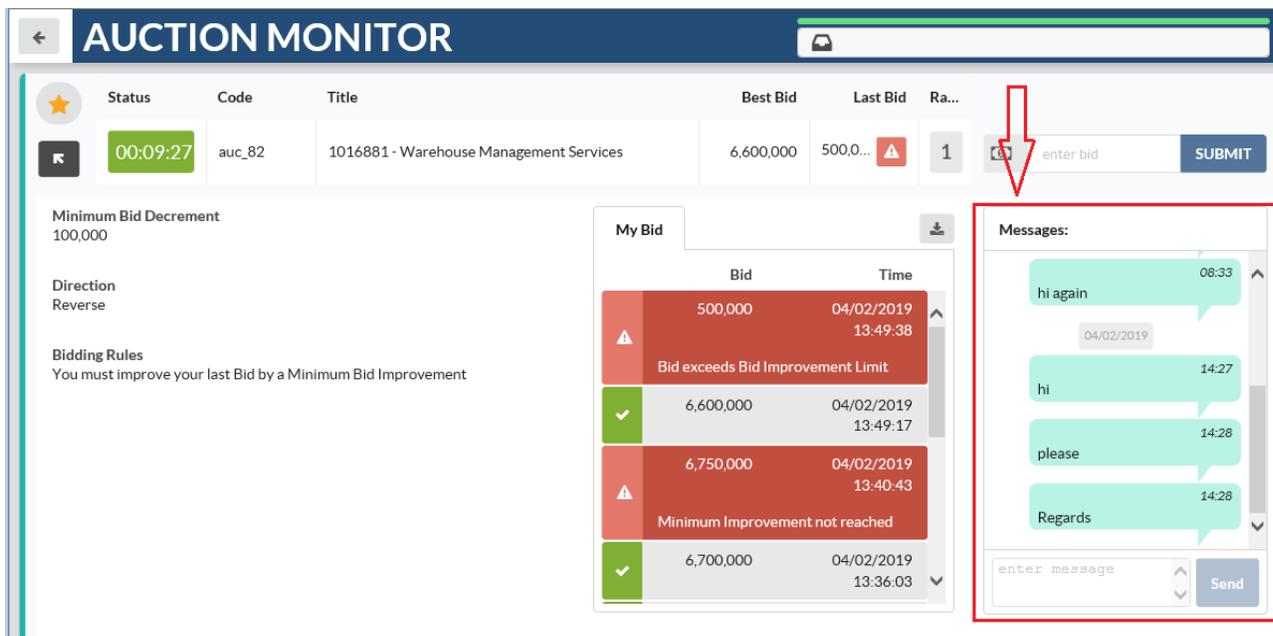
Manage Auction Messages

Create and Send Messages to the Buyer

To communicate with the Buyer Organization during the Auction, you can use the Message feature within the Auction Monitor

- From **"Message"** tab, type your message into the box.
- Click **"Send"** to send your message to the Buyer

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The screenshot shows the 'AUCTION MONITOR' interface. At the top, there is a navigation bar with a back arrow and the title 'AUCTION MONITOR'. Below this, a table displays auction details:

Status	Code	Title	Best Bid	Last Bid	Ra...
00:09:27	auc_82	1016881 - Warehouse Management Services	6,600,000	500,000	1

Below the table, there is a 'My Bid' section with a table of bid history:

	Bid	Time
⚠	500,000	04/02/2019 13:49:38
Bid exceeds Bid Improvement Limit		
✓	6,600,000	04/02/2019 13:49:17
⚠	6,750,000	04/02/2019 13:40:43
Minimum Improvement not reached		
✓	6,700,000	04/02/2019 13:36:03

On the right side, there is a 'Messages' section with a chat interface. A red arrow points to the 'enter bid' input field. The chat messages are:

- 08:33: hi again
- 04/02/2019
- 14:27: hi
- 14:28: please
- 14:28: Regards

At the bottom of the chat, there is an input field 'enter message' and a 'Send' button.

View Received Messages

When the Buyer Replies or sends you a message during an Auction, it will be displayed in the messaging area, review the message to return to the Auction Monitor.

Manage Final Bids

Bid Overtime Interval

This is a time extension that's added to the auction end time by '**Three**' minutes in the final minutes of the auction. The setting is indicated in the Date & Time Settings section of the Auction Details page



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Reverse Auction
Auction: auc_83 - 1016881 - Warehouse Management Services

[Back to List](#) [Cancel Auction](#)
In a Total Amount Auction Bidders are required to enter a Total Amount

Response Currency
KWD

Bidding Rules

Start Price
9,481,220

Minimum Bid Improvement
100,000

Pre-Bid
7,507,498

Awarding

Manual Awarding
Auction is manually Awarded by the Buyer
Buyer defined a Reserve Price for this Auction
Auction Monitor will provide the information when Reached (based on all bids received from all suppliers)

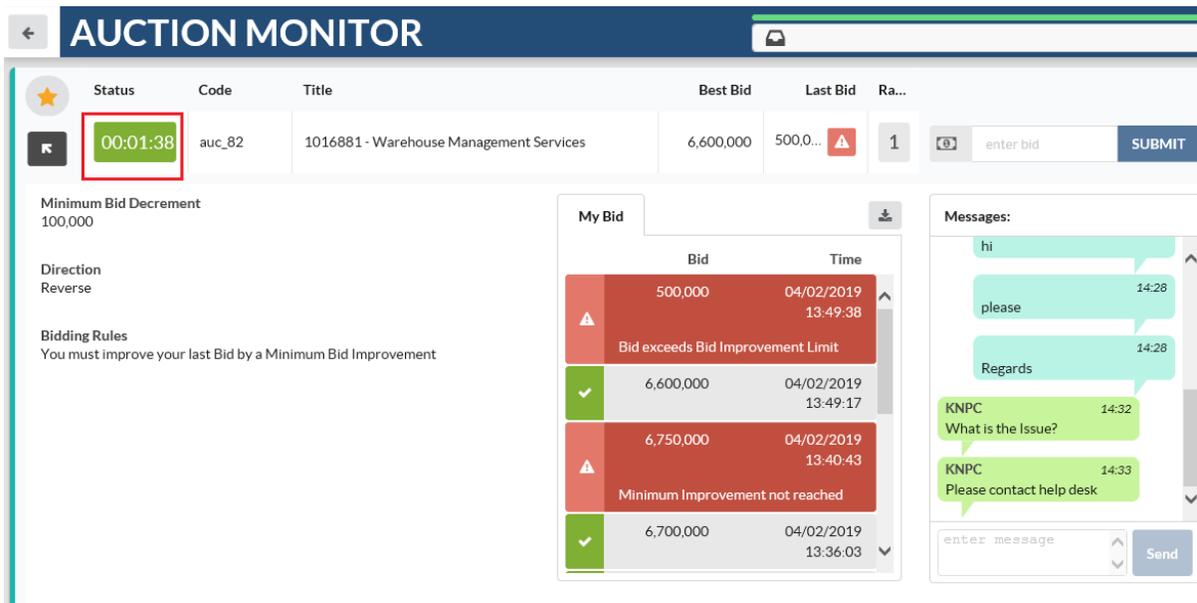
Overtime Management

Auction Extension Rules
When Suppliers Enter New Valid Bids

Overtime Interval
Add 3 Minutes

The countdown of an auction with Overtime Interval set to “Add 3 minutes” is shown here.

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The screenshot shows the 'AUCTION MONITOR' interface. At the top, there is a navigation bar with a back arrow and a search icon. Below this is a table with columns: Status, Code, Title, Best Bid, Last Bid, and Ra... The table contains one row with a status of '00:01:38' (highlighted with a red box), code 'auc_82', title '1016881 - Warehouse Management Services', best bid '6,600,000', and last bid '500,0...'. To the right of the table is a 'SUBMIT' button.

Below the table, there are several sections:

- Minimum Bid Decrement:** 100,000
- Direction:** Reverse
- Bidding Rules:** You must improve your last Bid by a Minimum Bid Improvement
- My Bid:** A table showing bid history with columns 'Bid' and 'Time'.

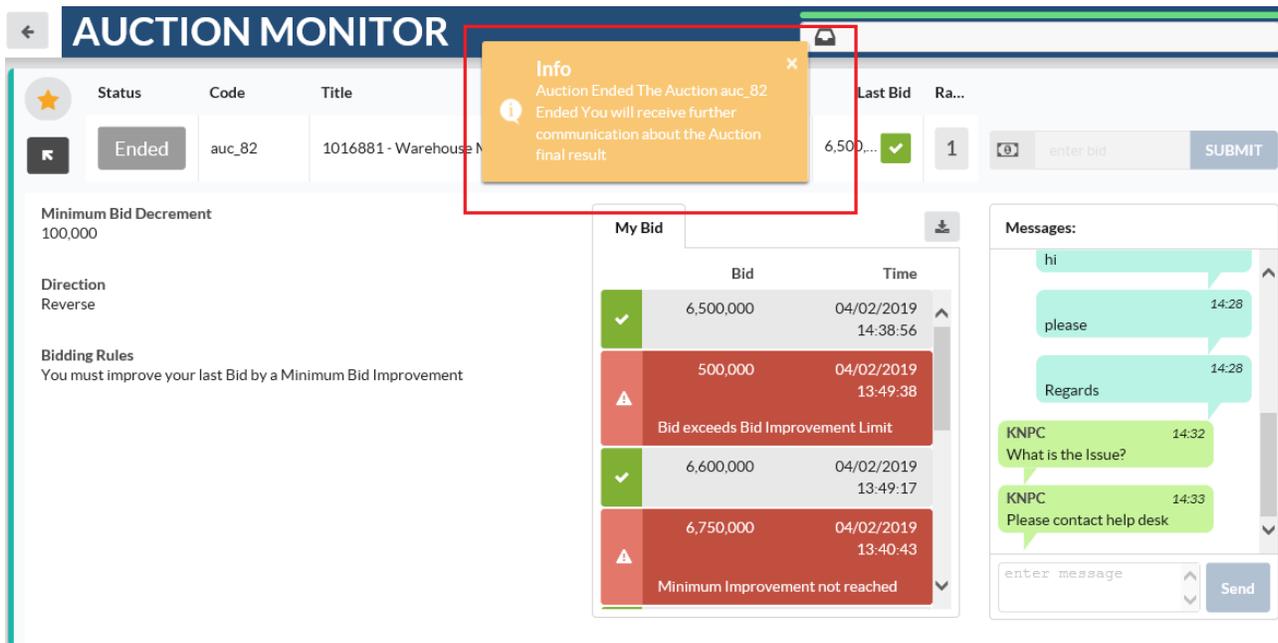
Bid	Time
500,000	04/02/2019 13:49:38
Bid exceeds Bid Improvement Limit	
6,600,000	04/02/2019 13:49:17
6,750,000	04/02/2019 13:40:43
Minimum Improvement not reached	
6,700,000	04/02/2019 13:36:03
- Messages:** A chat window showing messages from the user and KNPC.
 - User: hi (14:28)
 - User: please (14:28)
 - User: Regards (14:28)
 - KNPC: What is the Issue? (14:32)
 - KNPC: Please contact help desk (14:33)

Once the Time Remaining is less than 3 minutes and you enter a bid, 3 additional minutes would be added to the remaining bid time. Notice the Time Remaining changed from 1:38 to 4:38 after bid was entered.

Auction Closing Notification

When the auction has ended, you will receive a pop-up notification that "Auction Ended" (The Auction auc_82 Ended You will receive further communication about the Auction final result)

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Info
 Auction Ended The Auction auc_82 Ended You will receive further communication about the Auction final result

Status	Code	Title	Last Bid	Ra...
Ended	auc_82	1016881 - Warehouse M	6,500,000	1

Minimum Bid Decrement: 100,000

Direction: Reverse

Bidding Rules: You must improve your last Bid by a Minimum Bid Improvement

My Bid	Bid	Time
✓	6,500,000	04/02/2019 14:38:56
⚠	500,000	04/02/2019 13:49:38
Bid exceeds Bid Improvement Limit		
✓	6,600,000	04/02/2019 13:49:17
⚠	6,750,000	04/02/2019 13:40:43
Minimum Improvement not reached		

Messages:

- hi 14:28
- please 14:28
- Regards 14:28
- KNPC 14:32: What is the Issue?
- KNPC 14:33: Please contact help desk

enter message [Send]

Need help with Auctions or resolving other technical issues?

Contact the Buyer Organization via the Auction Monitor – Messages tab or send an email or call CWP helpdesk.