

Welcome to

BIDIN**LINE**.com

Bidinline.com Value.

- Save money on each Purchase Order that you create and send to Sellers!
- Save time and increase efficiency in your purchase operations!
- Bid for Purchase Orders under the same conditions as everybody else!
- It takes less than two minutes to Register your company and invite Authorized Employees as a Buyer or Seller!

Start Improving Your Company Performance Today

Steps to Operate within the Platform:Registry

- You first need to register your company and yourself as a **Company Representative** by clicking **Registry**. All data requested with an * is mandatory. If Bidinline.com considers that information without * is important, depending on factors such as country of residence and so forth, it shall be requested at a later time.
- Once you have accepted the **Terms and Conditions** and the **Privacy Notice**, Bidinline.com will verify the submitted information in the previous step, and will respond back within 48 hours with a decision.
- Once you are approved and you access the Platform as a member for the first time by using your email and password, you will be asked to **configure your company** (Buyer, Seller or Both) by filling in the information requested.
- All these steps are common for all Company Representatives operating in the Platform as a Buyer, Seller or Both. Upon completion of these steps you are ready to operate in the Platform depending on your configuration.

Steps to operate in the Platform as a Buyer: Company

- Once you are Signed in, you can select Company and register different Branch offices belonging to the company, by selecting **Branches** in the menu.
- You can also invite and authorize to a certain purchasing levels” **Authorized Employees**” in the menu. They can either belong to HQ or to any Branch. Once registered in the Platform , and after you validate the information filled by them, they can operate in it with the authorized levels provided by you.
- You and your Authorized Employees can create **Purchase Orders (PO)** to the authorized levels defined by you and invite Sellers to bid them. If the value of a PO (Max Accepted Price) is larger than the Authorized level, the Authorized Employee can resend the PO to his/her Company Representative or another Authorized Employee belonging to the company with adequate authorized level to for its publication.

Steps to operate in the Platform as a Seller: Company

- Once you are Signed in, you can select **Company** and register different Branch offices belonging to the company, by selecting **Branches** in the menu.
- You can invite as well as authorize employees to certain purchasing levels in the “**Authorized Employees**” section of the menu. Employees can either belong to HQ or to another Branch. Once registered in the Platform , and after you validate the information filled in the Platform by them, they can operate in it with the authorized levels provided by you.
- If you or an Authorized Employee designated by you are invited to a Purchase Order by a Buyer, after being registered and validated, you will have acces to the PO and you will be able to bid in the area of **Sales**. If the bidding offer submitted by an Authorized Employee is larger than his/her Authorized level, then he/she can send the PO to his/her Company Representative or to another Authorized Employee belonging to the company with enough authorized level for submitting the bid offer.

Steps to operate in the Platform as a Buyer and as a Seller: Company

- The configuration of these types of companies provides the capability to operate in the Platform as a Buyer or as a Seller.
- The approach for selecting Branches and Authorized Employees follows the same steps as in the previous pages.
- You can make both configurations as in previous page with Authorized Employees that can either be Sellers or Buyers, with the approving levels that you give them.
- In case an Authorized Employee is allowed to act as a Buyer, then the Maximum Selling Value must be equal to zero.
- In case an Authorized Employee is allowed to act as a Seller, then the Maximum Buying Value must be equal to zero.
- The rest of the operating approach is the same as stated in previous pages.

Creating a Purchase Order: Buyer's Area

- This is a critical step requiring detail in its creation, in order to have a successful outcome. The Buyer defines:
 - The PO name.
 - Place where services must be rendered or goods need to be delivered.
 - The PO description including amount and material or service type, which can be entered in the form included in the Platform or by attaching a pdf file (or both).
 - A non binding PO (Budget) or a binding PO (Award by comparison or Award by Auction).
 - Comments if he or she believes it is required to solve potential doubts of Sellers.
 - If Comments are selected, the Final Publication Date (FPD) must be entered and means the date up to which Comments are allowed.
 - Acceptance Date for all cases must be introduced and means the date up until the Sellers can accept to bid the PO.
 - Decision Date for the case of a budget (non binding) or award by comparison (binding) which means the time that Sellers can input the price into the Platform (ten seconds before the time) and the Platform resolves the winner in the case of the award by comparison or sends to the Buyer the price included by the Sellers.
 - The Auction Date (AD), if the Award by auction has been selected.
 - The Required Date (RD) of the goods to be delivered or the services to be rendered.
 - The Maximum Accepted Price (MAP) that the Buyer is willing to pay for the PO and if Sellers accept the PO, they must include a Price below MAP.

Creating a Purchase Order (continued).

- After saving the PO, the Buyer has to **Publish** it and send it to Sellers by including their email address. The Buyer may select
 - a Sellers' list previously filled by the Buyer and/or
 - introduce one by one the emails of the different Sellers and/or
 - select Sellers from the Bidinline databaseand finishes the process by clicking Publish.
- Once a Buyer publishes the PO inviting a Seller using the approach above, the Seller shall receive an email for notification purposes.
- If the Seller is not registered in the Platform, he or she must register before accepting the PO and bidding it.
- Before the Decision Date or Auction Date, the Buyer can eliminate or add Sellers to participate in the bidding of a PO.

Bidding a Purchase Order: Seller's Area

- The Seller must enter in the Platform into the Seller's Area and check the Purchase Order list, where the POs that he or she has been invited to bid shall appear. By clicking in the button See, the Seller shall see the description of the PO with the critical dates to include a Price for the PO: The Final Publication Date (if Comments were chosen), Acceptance Date (end date up to which a Seller decides to bid or not to bid a PO), Decision Date (date at which the Platform selects the winning Price or sends the Price to the Buyer).
- Once the PO is opened, the Seller must analyze the contents of it and decide to proceed to bid or not to bid before the Acceptance Date
- Before Accepting the PO, the Seller's Company must pay any invoice due for the success fee of a previous won PO
- After Accepting the PO, in case of a Budget, the Seller must include the budgetary Price for the PO.
- After Accepting the PO, in case of an Award by Comparison, Seller must include a Price that has to be lower or equal than the Maximum Price Accepted
- After Accepting the PO, in case of an Auction, the Seller may include a Delegated Offer that allows the Seller not to be present during the Auction and bid with the Delegated Offer that must be lower or equal than the Maximum Price Accepted. (To include a Delegated Offer for an auction does not prevent the Seller to participate in the Auction)

Bidding a Purchase Order (continued).

- The Price included for any type of PO (binding or not binding) may be modified up to the Decision Date or Auction Date.
- If the Seller's Company can not meet any condition of the PO, then the Seller must decline the PO.
- The Platform shall inform all the participants about the outcome of the PO, right after the Decision Date or at the end of the Auction..

Platform Fees.

Success Fee:

It only applies to a Selling Company when it becomes a bid recipient of a Purchase Order.

Purchase Order Amount	Spanish Customers	Non Spanish Customers
100 Euro or less	3 Euro + VAT	3 Euro
Between 100,01 and 600 Euro	5 Euro + VAT	5 Euro
Between 600,01 Euros and 6,000 Euro	10 Euro + VAT	10 Euro
More than 6,000 Euro	15 Euro + VAT	15 Euro
Auction (any amount)	50 Euro + VAT	50 Euro

- Values for 2018
- All fees are subject to promotions that will be published in the Platform from time to time.
- All payments are due thru the Pay Pal Service.