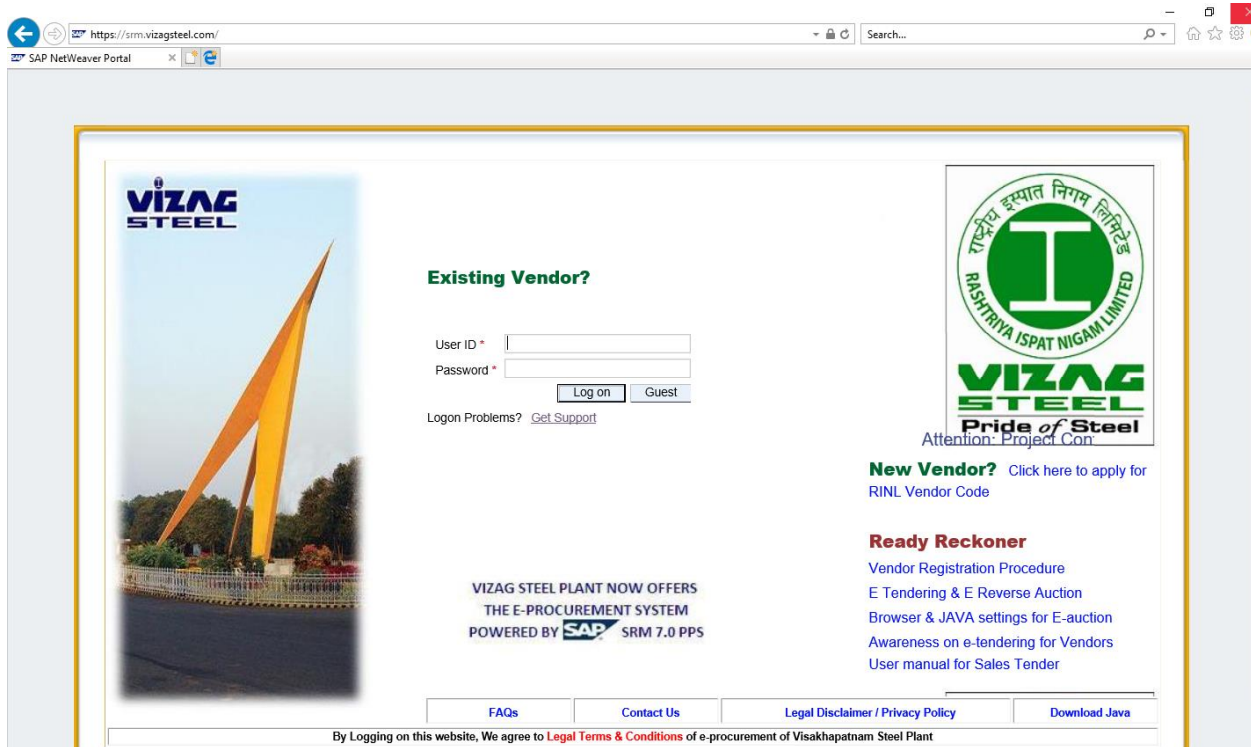


User Manual for Forward eAuction Participation

Logging into the SRM Portal

The SRM portal is at <https://srm.vizagsteel.com>



The SRM portal is available 24 x 7

Supported Browsers: Internet Explorer 9 or 11, Mozilla Firefox, Google Chrome, Opera

Non-supported Browsers: Microsoft Edge, Safari

Note: Java software is not needed for RFx & Auction participation

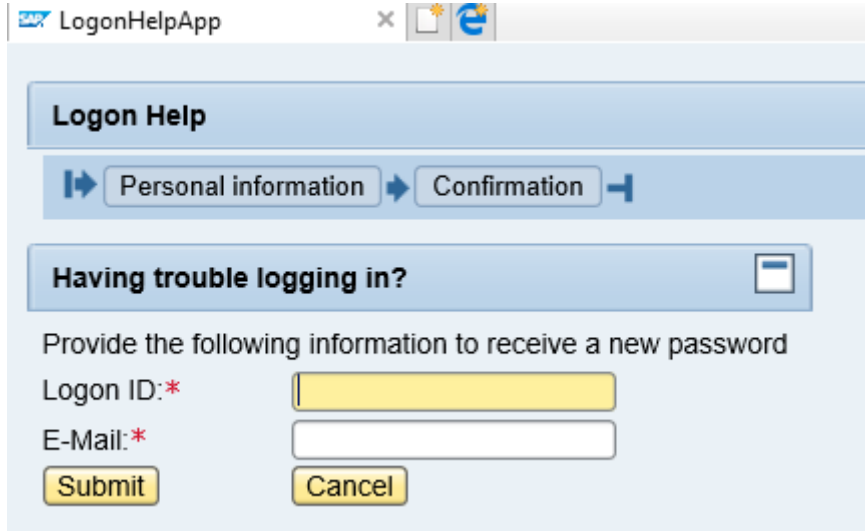
Digital Security Certificate is not required for the time-being

Your Vendor Code is your User ID. You would have received password by email during creation of User ID.

If you have forgotten it or did not receive it due to email server issues or do not know the password, click on “Get Support” link to open Logon Help page.

Enter your User ID & registered email ID

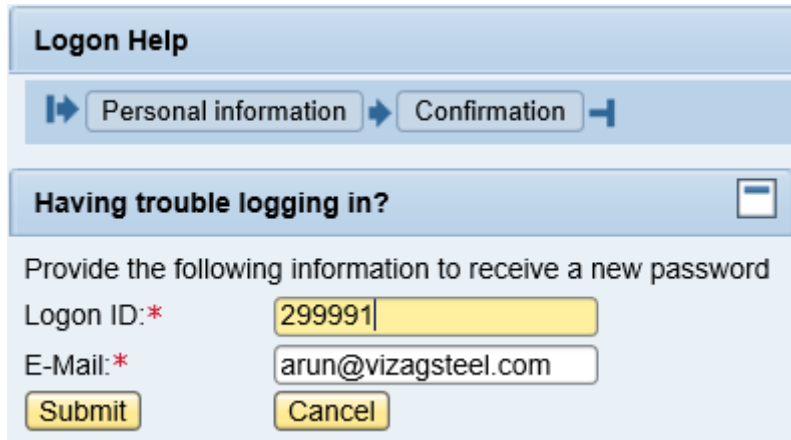
User Manual for Forward eAuction Participation



The screenshot shows a web browser window titled 'LogonHelpApp'. The main heading is 'Logon Help'. Below it is a navigation bar with 'Personal information' and 'Confirmation' buttons. The 'Having trouble logging in?' section is expanded, showing a form with the following fields and buttons:

- Logon ID:* (empty text box)
- E-Mail:* (empty text box)
- Submit button
- Cancel button

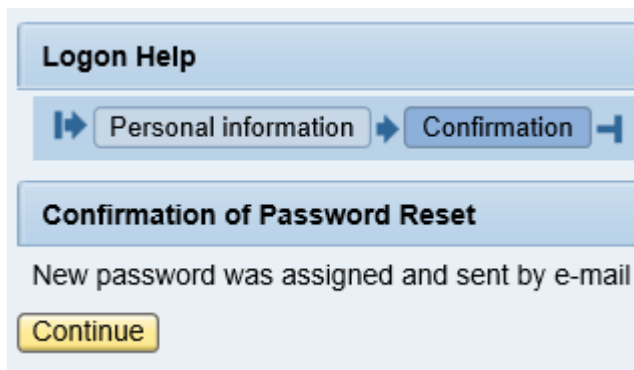
Click on Submit button



The screenshot shows the same 'Logon Help' application window. The 'Having trouble logging in?' section is still expanded, but the input fields are now filled with the following information:

- Logon ID:* (299991)
- E-Mail:* (arun@vizagsteel.com)
- Submit button
- Cancel button

New password will get generated and will be sent to your email.



The screenshot shows the 'Logon Help' application window. The 'Having trouble logging in?' section is collapsed, and a new section titled 'Confirmation of Password Reset' is displayed. The message reads: 'New password was assigned and sent by e-mail'. Below the message is a 'Continue' button.

User Manual for Forward eAuction Participation


From: srmadmin@vizagsteel.com
To: arun@vizagsteel.com
Cc:
Subject: Password reset

Dear Mr. DUMMY VENDOR FOR OPE 299991,
Your password has been reset.
Your new password is mtdhox8%qPcERqYTc*MU

Copy the password received in email and paste in the Password box after typing your User ID.

You have to assign a new / your own password for future logins.

Paste the password received in email in the Old Password box & give your own password twice – in New & Confirm Password box. Click on “Change” button to continue.

 Password has expired

Change Password

| | |
|--------------------|---|
| User ID | <input type="text" value="299991"/> |
| Old Password * | <input type="password"/> |
| New Password * | <input type="password"/> |
| Confirm Password * | <input type="password"/> |
| | <input type="button" value="Change"/> <input type="button" value="Cancel"/> |

User Manual for Forward eAuction Participation

Steps to participate in Auction

Login to the portal.

Upon login, click on “**RFx and Auctions**” tab.

Click on eAuctions - All (or) eAuctions-Published link.

Type-in the Required Auction number in Event Number field,

Event Status = Current Auctions,

keep other fields blank and click on Apply button (Click on Refresh button if details are not displayed in the table below)

The screenshot shows the 'eAuctions - All' search interface. It includes a search form with the following fields: Event Number (9700004254), Event Status (Current Auctions), Creation Date, Deadline Date Flag, Status, My RFx Responses From, and Smart Number. Below the form are 'Apply' and 'Clear' buttons. A navigation bar contains 'View: [Standard View]', 'Display Event', 'Display Bid', 'Live Auction', 'Print Preview', 'Refresh', and 'Export'. Below the navigation bar is a table with the following data:

| Event Number | Event Description | Event Type | Event Status | Start Date | End Date |
|--------------|-------------------------|-------------|--------------|------------|------------|
| 9700004254 | 124376 05.06.2020 14:46 | CRM Auction | Active | 05.06.2020 | 30.07.2021 |

The Auction status will show as **Published** till the start of the Auction; upon start it will show as **Active**

This close-up shows the table header and one row. The 'Event Status' column contains the value 'Published'.

| Event Status | Sta |
|--------------|------|
| Published | 07.1 |

This close-up shows the table header and one row. The 'Event Status' column contains the value 'Active', which is highlighted in yellow.

| Event Type | Event Status |
|-------------|--------------|
| CRM Auction | Active |

User Manual for Forward eAuction Participation

Number: To

Auction Type:

Auction Name:

Status:

Processed Since:

Purchasing Organization:

Product Category:

Start Date:

End Date:

My Auction:

Purchase Group:

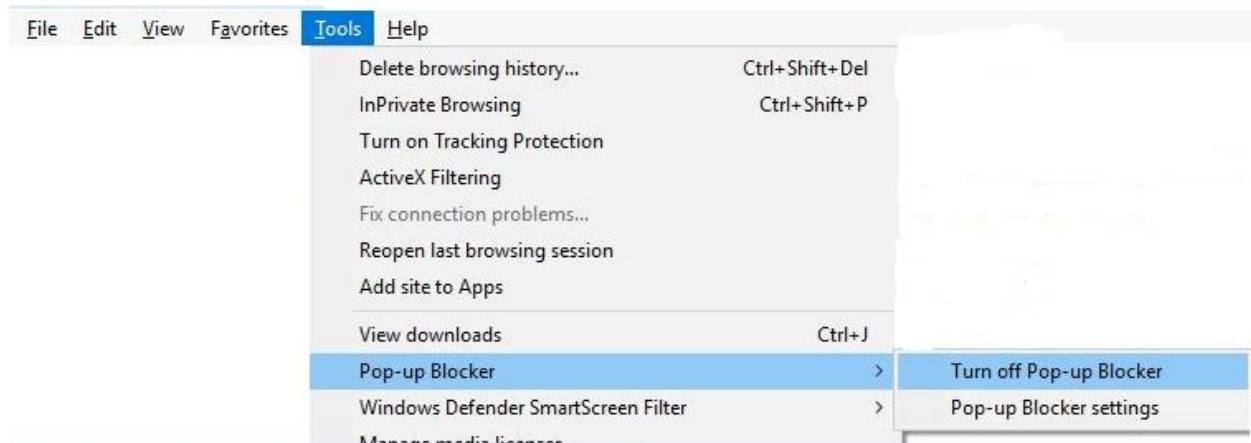
Smart Number:

| Auction Number | Type | Auction Name | Status | Start Date | Start Time | End Date | End time | Bids | P Group | Purchasing Organization |
|----------------------------|-------------|--------------|-----------|------------|------------|------------|----------|------|-----------------------|----------------------------------|
| 9700004227 | CRM Auction | 9920200001 | Published | 10.06.2020 | 11:52:30 | 10.06.2020 | 12:22:30 | 0 | 992-BY PRODUCTS SALES | 2000 SALES PURCHASE ORGANISATION |

Clicking on the Auction Number will open a window to display details about the Auction.

If this window does not open, Pop-up Blocker may be active in your PC/Browser. In Chrome & Firefox Browsers, choose the option 'Always allow pop-up windows for this site' to view Auction details

In Internet Explorer, choose "Turn Off Pop-up Blocker" as shown below:



User Manual for Forward eAuction Participation

Display Auction

Close Live Auction System Information Create Memory Snapshot

363 Days 23:42:56 Remaining Time Auction Number 970000632 Auction Name 118872 08.06.2020 11:17 Auction Owner Ramesh D Status Active Currency INR Start Date 08.06.2020 11:50:00 INDIA

End Date 08.06.2021 11:50:00 INDIA

Auction Information Items Notes and Attachments

Auction Parameters Auction EMD Payment Notes and Attachments

EMD Balance: 59,000.00

Identification

Auction Name: 118872 08.06.2020 11:17

Auction Type: CRM Auction

Currency: INR

Event Parameters

Bid Decrement: Absolute

Bid Validation: Customer-Specific Rule

Sequential End-Time Gap: 0

Dates

Start Date: 08.06.2020 11:50:00

End Date: 08.06.2021 11:50:00

Time Zone: INDIA

Automatic Extensions:

Remaining Time Trigger: 4

Extension Period: 5

Number of Extensions: 9,999


Status and Statistics

Creation Date: 08.06.2020 11:17:44

Created By: 118872

Sales office: BYPRODUCTS

“Live Auction” button will be visible after the start of the Auction. It will not be visible before start time of the auction.

If the Live Auction button is not visible even after the start of the Auction, click on the Refresh icon 

The Auction Parameters tab of Display Auction window displays following information:

1. Start Date & Time of Auction
2. End Date & Time of Auction
3. Bidders' Currency
4. Remaining Time Trigger
5. Extension Period

If any bidder submits bid during the interval defined as Remaining Time Trigger from the end time of the auction, the auction end time extends by the duration defined as Extension Period.

For Example:

If the end time of auction is 11:30:00, remaining time trigger is 2 minutes, extension period is 5 minutes, if any bidder submits a bid between 11:28:01 and 11:29:59, the end time of the auction will become 11:35:00

The items tab of Display Auction window displays the

1. Material Number, Description, Quantity, Start Price & Delta.

User Manual for Forward eAuction Participation

| Line Number | Item Type | Product ID | Description | Lot | Quantity | Unit | Start Price | Delivery Date | Notes | Attachments | Delta |
|-------------|-----------|------------|-----------------------------|-----|----------|------|-------------|---------------|-------|-------------|-------|
| 1 | Material | 2000078 | BRG,BALL,6004 2RS,20MM,42MM | | 5 EA | | 1,000.00 | | 0 / 0 | 0 / 0 | 10.00 |

The 'Delta' is the bid increment.

If the Start Price is 1000 & Delta is 10, then the minimum increment in one bid will be 1010. Maximum increment will be 1100. Bidder can submit bid with bid amount between the minimum & maximum increment.

Bidder can submit any number of bids.

Clicking on the Live Auction button will open the Live Auction Cockpit (LAC) as shown below:

Welcome, Mr. MOCK E-TE... ×

Live Auction Cockpit

Name : 119736 07.06.2019 11:20
Number : 7000000751
Rule Profile : Reverse auction with broken lot, full quantity, anonymous bidding
Currency : INR
Description : -

Requester : ARUN KUMAR S
Start Date : 07.06.2019 11:40:00 GMT+05:30
End Date : 07.06.2019 13:00:00 GMT+05:30
Time Remaining : **01:01:56**
Status : **Active**

| Item | Description | Quantity | Unit | Price Unit | Start Price | Decrement | Rank | My Bid | My Bid Value | Best Bid | Next Valid Bid | Bid Price |
|------|-----------------------------|----------|------|------------|-------------|-----------|------|--------|--------------|----------|----------------|-----------|
| 1 | BRG,BALL,6004 2RS,20MM,42MM | 5.00 | each | 1 | 1,000.00 | - | - | - | - | - | 1,000.00 | |

Total Value of My Bids Total Bid Value

Details Calculation History

Details for Item 1-BRG,BALL,6004 2RS,20MM,42MM

| | | | |
|------------|-------|----------------|----------|
| Quantity | 5.00 | Start Price | 1,000.00 |
| Unit | each | End Price | - |
| Price Unit | 1 | Revision Level | - |
| Decrement | 10.00 | Supplier Text | - |
| Currency | INR | | |

Select your Currency and click on Accept button to open the LAC, if prompted.

'Time Remaining' will be displayed; it will be reducing continuously.

To bid, enter your bid amount in the Bid Price column and press <ENTER> button on keyboard. Bid Value will be shown after multiplying Bid Amount with the Quantity.

This is given to ensure you have not typed wrong bid amount by mistake.

Upon confirming that the Bid Amount/Bid Value is correct, click on Submit button.

User Manual for Forward eAuction Participation

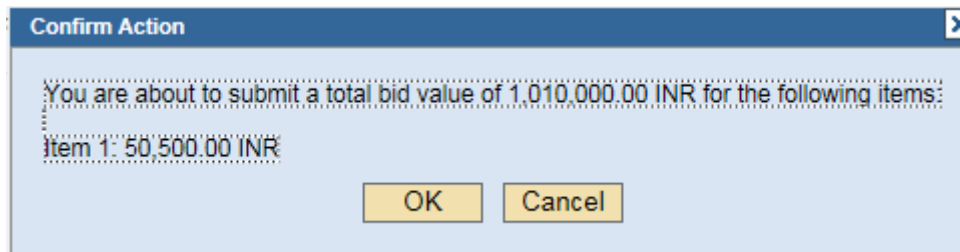
Live Auction Cockpit

Name : 118872 08.06.2020 11:17
Number : 970000632
Rule Profile : Reverse auction with broken lot, full quantity, anonymous bidding
Currency : INR
Description : -

Requester : Ramesh D
Start Date : 08.06.2020 11:50:00 GMT+05:30
End Date : 08.06.2021 11:50:00 GMT+05:30
Time Remaining : 363 Days 23:34:26
Status : Active

| Item | Description | Quantity | Unit | Price Unit | Start Price | Decrement | Rank | My Bid | My Bid Value | Next Valid Bid | Bid Price |
|------|-----------------|----------|------|------------|-------------|-----------|------|-----------|--------------|----------------|-----------|
| 1 | Byproducts test | 20.00 | Bag | 1 | 50,000.00 | 100.00 | 1 | 50,400.00 | 1,008,000.00 | 50,500.00 | 50,500.00 |
| 2 | Byproducts 2 | 40.00 | Bag | 1 | 50,000.00 | 100.00 | 1 | 50,600.00 | 2,024,000.00 | 50,700.00 | |
| 3 | Byproducts3 | 80.00 | Bag | 1 | 50,000.00 | 100.00 | 1 | 50,300.00 | 4,024,000.00 | 50,400.00 | |

System displays a confirmation window as shown below:



Upon clicking 'OK', your bid gets Submitted. **This submit is Final & binding; it cannot be reverted.**

If your Bid is submitted successfully, following activities happen:

1. Rank column shows as 1 [you are the H-1 bidder at present. Otherwise it shows as '-']
2. Bid amount submitted is shown in 'My Bid'
3. Bid Value is shown in 'My Bid Value'
4. Message 'Your bid... has been successfully submitted' is shown in Chat messages box with date & time in blue color.
5. 'Next Valid Bid' is shown as your bid amount + increment. This is the minimum bid amount which system will allow from other vendor now.

If bid amount entered is less than the Next Valid Bid (or Start Price + Increment), error message is displayed in RED colour in messages box.

```
07.06.2019 12:40:35 GMT+05:30 [System]: Bid price too low
07.06.2019 12:40:35 GMT+05:30 [System]: Bid price is too high; bid rejected for the following line item:1
```

If the bid amount is too high [more than Best Bid + ten times increment] error message is displayed:

```
07.06.2019 12:27:42 GMT+05:30 [System]: Your bid for line item 1 has been successfully submitted
07.06.2019 12:39:02 GMT+05:30 [System]: Bid price too high
07.06.2019 12:39:02 GMT+05:30 [System]: Bid price is too high; bid rejected for the following line item:1
```

The bid can be submitted for individual item-wise or for multiple items as required. The conditions mentioned above will be applicable for each item.

User Manual for Forward eAuction Participation

The bidder will be able to view the bids submitted by other bidders in the best bid column, but cannot view the other bidders.

The bidder can view all bids submitted by them in Bid History tab

| Details | Calculation | History | |
|------------------------------------|------------------------------------|-----------|-------------------------------|
| Company | Bidder | Bid Price | Bid Date |
| ASSOCIATED ENGINEERING INDUSTRIES1 | ASSOCIATED ENGINEERI 0000201333 | 50,300.00 | 09.06.2020 12:12:58 GMT+05:30 |
| ASSOCIATED ENGINEERING INDUSTRIES1 | ASSOCIATED ENGINEERI 0000201333 | 50,000.00 | 08.06.2020 12:32:27 GMT+05:30 |

The Time Remaining will blink in Blue. But in last 4 minutes it will blink in Red colour. It is for alert purpose.

Time Remaining : **00:03:48**
Status : **Active**

The Auction status will change to Ended at the end of the auction.

Live Auction Cockpit

Name : 119736 07.06.2019 11:20
Number : 7000000751
Rule Profile : Reverse auction with broken lot, full quantity, anonymous bidding
Currency : INR
Description : -

Requester : ARUN KUMAR S
Start Date : 07.06.2019 11:40:00 GMT+05:30
End Date : 07.06.2019 13:00:00 GMT+05:30
Time Remaining : **00:00:00**
Status : **Ended**

| Item | Description | Quantity | Unit | Price Unit | Start Price | Decrement | Rank | My Bid | My Bid Value | Best Bid | Next Valid Bid |
|------|-----------------------------|----------|------|------------|-------------|-----------|------|--------|--------------|----------|----------------|
| 1 | BRG,BALL,6004 2RS,20MM,42MM | 5.00 | each | 1 | 1,000.00 | 10.00 | 1 | 920.00 | 4,600.00 | 920.00 | 910.00 |

Total Value of My Bids Total Bid Value

| Details | Calculation | History |
|-----------------|------------------------|---------|
| Company | Bidder | |
| MOCK E-TENDER 2 | MOCK E-TENDER 2 299996 | |
| MOCK E-TENDER 2 | MOCK E-TENDER 2 299996 | |

Live Auction Cockpit

Auction status has changed from Active to Ended.

The Dealing Officer will contact the H-1 Bidder for price break-up, etc

All bidders can also contact the Dealing Officer for further information, if any

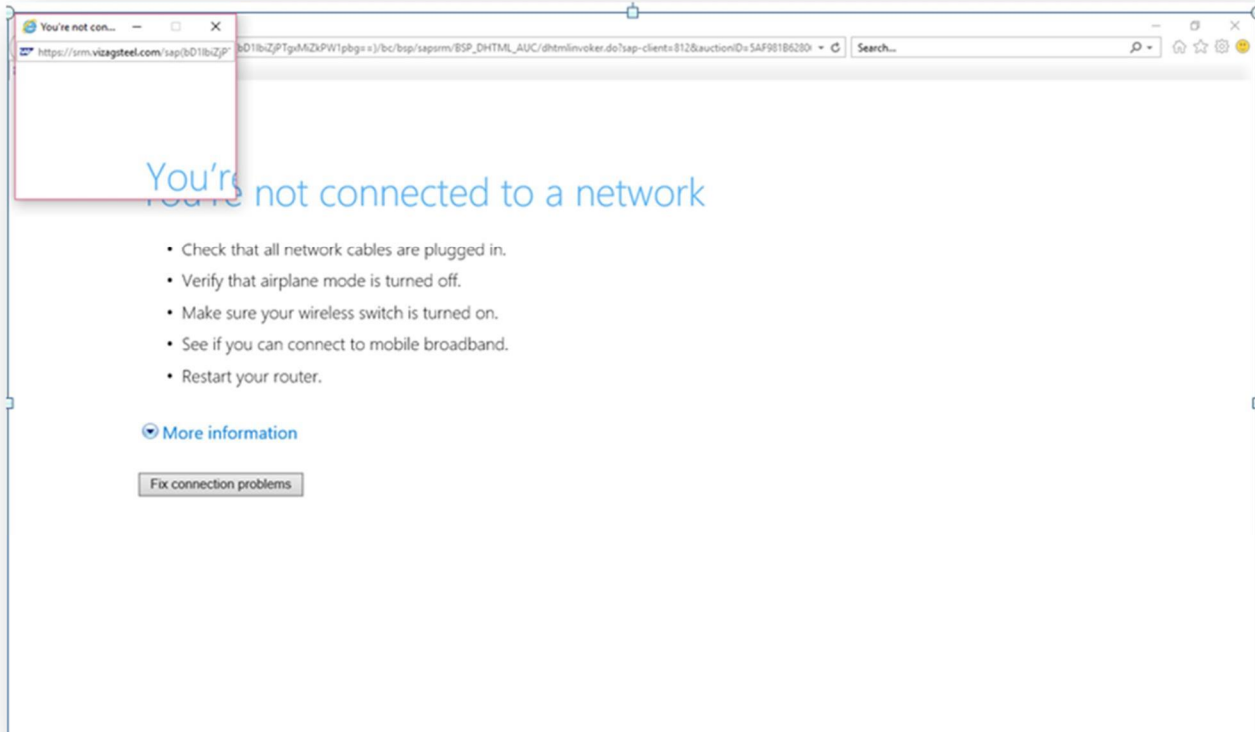
IMPORTANT NOTE:

The Live Auction window will remain same even in the event of disconnection of your PC

User Manual for Forward eAuction Participation

Network/Internet, time remaining will also be ticking. The Rank will also show as #1 if you had submitted a bid for the item before disconnect. The bids submitted by other bidders during the time of disconnect of your PC will not be displayed on your screen. The other bidder might have become H-1 for the item during this time. This will also not appear on your screen.

To avoid this problem, pls click on F5 button [SCREEN REFRESH] on your Keyboard. If your PC's internet connection is working, the auction screen will continue to display. If the connection had got terminated, it will show the following error screen:



Upon reconnecting the internet connection and clicking F5 button, the auction screen will display properly as before.

Bidders may please note this and are advised to Refresh the screen by clicking F5 button in-between the auction and mainly when you are H-1 bidder and during the closing minutes of the Auction.

RINL does not accept responsibility for issues related to non-participation due to internet connection problems at vendor's end. The auction cannot be conducted again due to inability to submit bid by vendor due to above reason.

User Manual for Forward eAuction Participation

The Time Remaining will blink in Red & Black colour during the last 4 minutes. It is for alert purpose.

| | |
|----------------------------------|----------------------------------|
| Time Remaining : 00:03:48 | Time Remaining : 00:35:58 |
| Status : Active | Status : Active |

The Auction status will change to **Ended** at the end of the auction.

Live Auction Cockpit

| | | | |
|----------------|---|------------------|-------------------------------|
| Name : | 119736 07.06.2019 11:20 | Requester : | ARUN KUMAR S |
| Number : | 7000000751 | Start Date : | 07.06.2019 11:40:00 GMT+05:30 |
| Rule Profile : | Reverse auction with broken lot, full quantity, anonymous bidding | End Date : | 07.06.2019 13:00:00 GMT+05:30 |
| Currency : | INR | Time Remaining : | 00:00:00 |
| Description : | - | Status : | Ended |

| Item | Description | Quantity | Unit | Price Unit | Start Price | Decrement | Rank | My Bid | My Bid Value | Best Bid | Next Valid Bid |
|------|-----------------------------|----------|------|------------|-------------|-----------|------|--------|--------------|----------|----------------|
| 1 | BRG,BALL,6004 2RS,20MM,42MM | 5.00 | each | 1 | 1,000.00 | 10.00 | 1 | 920.00 | 4,600.00 | 920.00 | 910.00 |

| | | | | |
|------------------------|----------|-----------------|----------|--------|
| Total Value of My Bids | 4,600.00 | Total Bid Value | 4,600.00 | Submit |
|------------------------|----------|-----------------|----------|--------|

| Details | Calculation | History |
|---------|-----------------|------------------------|
| | Company | Bidder |
| | MOCK E-TENDER 2 | MOCK E-TENDER 2 299996 |
| | MOCK E-TENDER 2 | MOCK E-TENDER 2 299996 |

Live Auction Cockpit

Auction status has changed from Active to Ended

OK

The Dealing Officer will contact the H-1 Bidder for price break-up, etc

All bidders can also contact the purchase Officer for further information, if any

Mock Auction:

Dummy auctions are available in the SRM portal to enable bidders to test their network and PC setup. To view dummy auctions, please login with following User ID & Password:

| User ID | Password |
|---------|-----------|
| 9999991 | RINL12345 |
| 9999992 | VSP12345 |
| 9999993 | VSP12345 |

Note: To participate in real auction, you need to login with your User ID & Password

User Manual for Reverse eAuction Participation

PLEASE NOTE:

In case of disruption in running the auction in the normal manner due to hardware failure in server, network failure, power failure at the server premises, etc the auction will be conducted at a later date & time, as decided by the Dealing Officer. Prior information will be sent to all the bidders of the auction regarding the re-scheduled date & time by email communication. The auction will continue from the last bid price submitted, when the auction was running earlier.

The auction will not be conducted again due PC / Network problem at vendor premises.

~ ~ ~ The End ~ ~ ~