

## Registration and bidding on the Logintrade 2.0 platform - tips for Suppliers

### Table of contents

Possibility to make an offer without logging in .....	1
Registration on the platform.....	2
Logging on to the platform .....	2
Bidding after logging in.....	3

### Possibility to make an offer without logging in

On the QEMETICA Logintrade 2.0 purchasing platform, for open enquiries it is possible to submit an offer without registration. Enter the details of the enquiry by clicking on the name of the enquiry, then at the bottom of the details of the enquiry the option "Make an offer" is available (this option will only be available for enquiries where the deadline for the submission of offers has already started and for enquiries where the acceptance of offers has not been completed).

Below are the individual steps to follow:

#### 1. Completing the offer

After selecting the option "Make an offer", the offer wizard appears and all required fields - marked with \* - must be completed.

#### 2. Adding additional information

Additional information can also be added to the offer; a text box is available.

#### 3. Adding annexes to the offer

To add attachments to the offer, click in the "Drop files or click to add from disk" box and then search for files on your computer.

#### 4. Completion of the e-mail address

An email address is required, as an email will be sent to this address with a link to **confirm your bid**.

#### 5. Submission of an offer

Once all the required fields have been filled in, select "Send offer". A link will be sent to the previously indicated e-mail address to confirm the submission of the offer (see section 6 Confirmation of bid).

#### 6 Confirmation of bid

Once an offer has been submitted, an email will be sent to the email address provided to confirm the offer. You must open the email and click on "I confirm offer". Without confirmation, the offer will be available after logging in with the status "in edit" and the buyer will not receive your offer.

## Registration on the platform

Registration must be carried out on QEMETICA's application (link located on the company's website). To register on the platform, select "Create account" in the top right corner, which takes you to the corresponding form. For correct registration, follow the steps below:

### 1. Entering company data

It is necessary to fill in the fields marked with \* with your company's details - without filling them in, you will not be able to complete the registration process correctly.

### 2. Entering contact person data

The details of the person for whom the account is to be registered should then be completed, the name and email address are required to be completed. The e-mail address of the person who is to be granted access to the platform should be provided. A message with the login and password will be sent back to the indicated e-mail address.

### 3. Selection of purchasing categories

You also need to indicate the categories of products and services that your company deals with. Once you have selected the main category, you select the available subcategories by ticking them with the checkbox. Only those categories that are related to your company's business profile should be selected. Based on the categories selected, Merchant will be able to send enquiries targeted at your industry.

### 4 Acceptance of the rules

In order to register correctly, it is necessary to accept the terms and conditions. The details of the terms and conditions can be read by clicking on the linked Buyer's company name in the statement or by selecting "Terms and Conditions" at the top of the page.

### 5 Statements and consents

For the purposes of using the platform, it is required to accept a declaration on the processing of personal data by the buyer's company. Other declarations are not required, but it is advisable to subscribe to them in order to be additionally informed about the publication of proceedings of interest to you.

After successful registration, a message with the login and password for the platform will be sent to the indicated e-mail address.

## Logging on to the platform

After correct registration, it is possible to log in to the QEMETICA purchasing platform. In order to log in to the platform and participate in enquiries (bidding) and auctions, please select the option "Login", located in the top right corner.

### 1. Completion of login and password

The login is the e-mail address to which the account was registered, while the password for the account was sent by e-mail after registration. To log in correctly, click on the green "Log in" button.

### 2. I don't remember my password

If you have forgotten your password, select "Forgot your password?" and then enter your login - this is the email address to which the account was registered. A password change form will then be sent to your email. You should then follow the information in the email you receive.

## **Bidding by logging in**

To submit a bid, go into the details of the enquiry and at the bottom of the screen select 'Make a bid'. If there is no button, check if the deadline for submitting a bid has already started or if it has not ended.

### **1. Completing the offer**

After selecting "Make an offer" in the enquiry, the system takes you to the offer wizard; in the table with the products, you have to fill in the unit price for the individual items and the values for additional criteria (if they have been added to the enquiry by the buyer), e.g. payment term, guarantee, etc.

### **2. Acceptance of formal criteria**

In order to properly submit a bid, you must accept the formal criteria (insofar as the Merchant requires their acceptance), i.e. the conditions for participation in the proceedings.

### **3. Adding additional information**

To add additional information, use the 'Additional information' field. This is a descriptive field.

### **4 Adding annexes to the offer**

To add attachments to an offer, click in the box labeled "Drop files or click to add from disk" after selecting it, a path to the documents on our computer will open. Select the file and click "Open", the file will automatically load into the offer and will be visible in the list above the field to add attachments. If you need to delete, simply click on the bin icon to the right of the attachment name.

### **5. Saving the offer**

The offer can be saved at any time, simply select "Save" at the bottom of the screen. The saved offer can be accessed by entering the details of the enquiry in the second "offer" tab.

### **6 Submitting a bid**

To make an offer, i.e. to send it to the Merchant, select the "Send" button at the bottom of the page.

### **7. Error messages in the bid**

In the event of an incorrectly completed offer, the system will block the dispatch of the offer and indicate (in red) the areas to be completed.

**More information and guidance can be found in the Help Centre after logging on to the platform.**