Electronic auctions
Manual for the conduct of auctions - Supplier

Bologna, May 2023

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CHAPTER 1
Guide to conducting an Auction in English

Access

Once you have logged into Hera_Pro, click on "Auctions" within the Sourcing section to view the list of current Auctions you are invited to participate in

Display Auction

Under "My Auctions" you can view a list of all the Auctions to which you have been invited, current and past; you can then select the row corresponding to the Auction in question

Auction Homepage

Within the Auction Homepage you can view:
- Details, information and rules set by the Buyer during configuration;
- Possible Auction Attachments;
- Users Associated with the Procedure

Auction Homepage

If the option is enabled by the Buyer, an Area is available to create messages, view received messages, drafts, and those sent directly to Hera

At this point, click on "Auction Monitor" in the upper right corner to enter the area and place your bid

Auction Monitor

← MONITOR ASTA

00:02:28   Test Asta

	Codice		Migliore Offerta	Ultima Offerta	Posizio...

A23_23   Time remaining to closing

View Base Price; enter your bid and click "Enter"

EUR ⓘ 5.000   INSERISCI

Prezzo Base
5.000 EUR

Offerta Minima Decremento
100 EUR

Modalità di svolgimento Asta
Inversa

Regole per Offrire
Devi migliorare la Migliore Offerta con un Miglioramento minimo

Summary of basic information

Mia Offerta ⬇

ⓘ   Nessuna Offerta

Area where messages can be exchanged with Hera quickly and functionally

Messaggi:

Inserisci un messaggio   Invia

1   **2**

Entering a Bid

If the bid meets the rules set by the Buyer, the bid is accepted and displayed; in this case the Auction is reversed so it proceeds downward

Auction Monitor

In this case, you are no longer in first position because another vendor has offered a better price before the deadline of the Auction

Auction Deadline

After the time limit has passed, the Auction ends

Winning bid

After the Buyer has selected the auction winner, if your bid was the selected one, a trophy symbol will be displayed in the Status column and you will receive an award confirmation email

CHAPTER 2

Guide to conducting a Multilot Auction in English
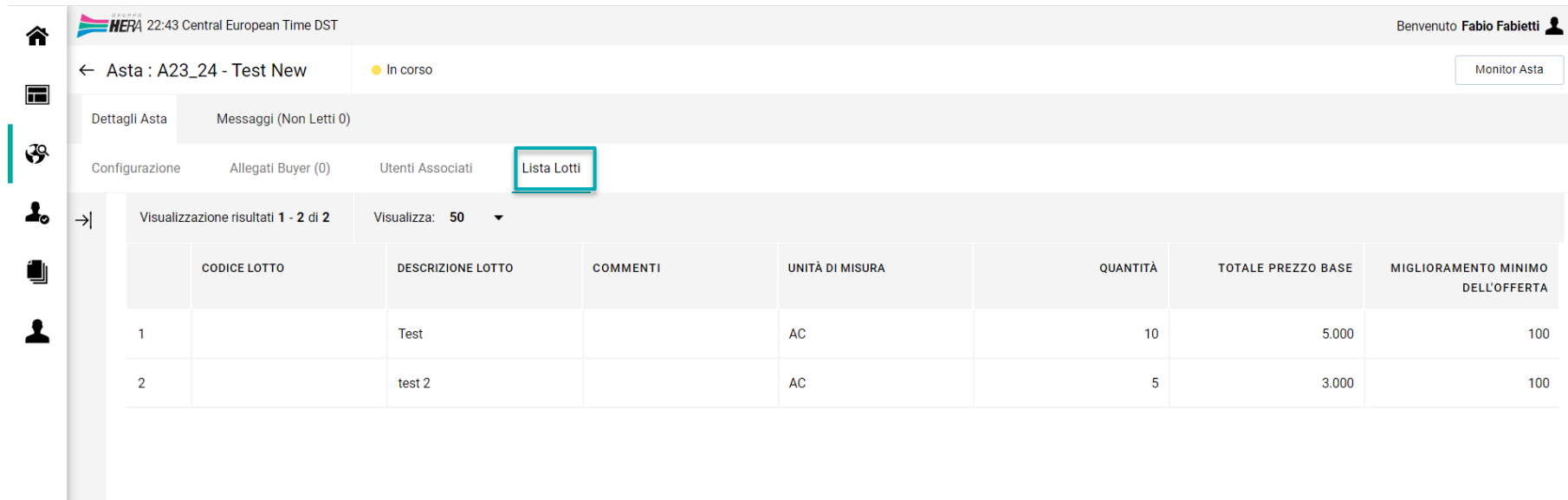
Auction Homepage

The conduct of a Multilot Auction is very similar to the case in the previous chapter

GRUPPO**HERA**

Auction Homepage

Presence of the new "Lots List" Tab within the "Auction Details" Page to view all details of individual lots configured by the Buyer
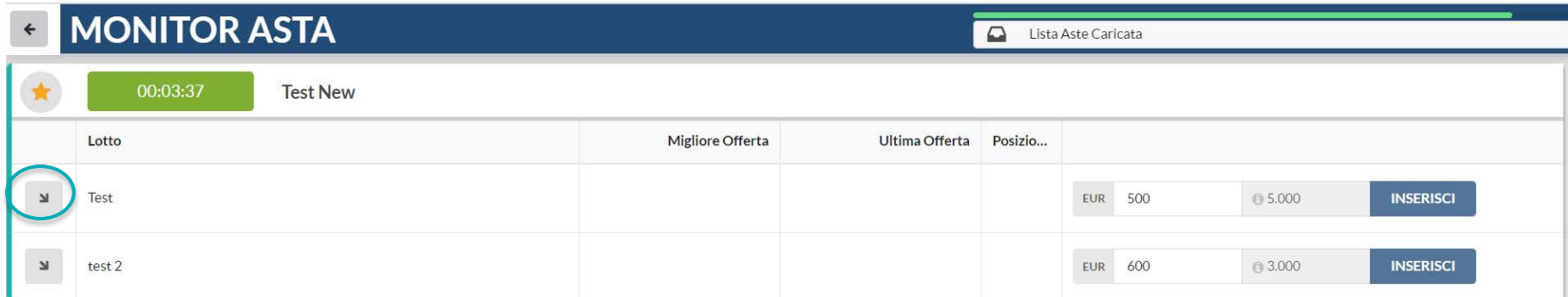
Auction Monitor

Display of Lots within the Auction Monitor

Click on the arrow to open the individual Lot and enter your bid

Auction Monitor

Winning bid

In this case, after the deadline and the selection of the bid, since the Lots are independent of each other, the winner may be chosen for even just one lot of the tender

Thank you for reading