

SUPPLIER USER MANUAL

1. Overview of Registration and Qualification Process
2. Registration Process
3. Completion/Modification of Profile Information
4. Completion of Additional Forms necessary for Qualification
5. Category modifications and Category Specific Forms Review
6. Creation of Additional Accounts (subusers)
7. How to respond to an RFI/RFQ
8. How to respond to an Auction

Overview of Registration and Qualification Process

Overview of Registration and Qualification Process



The Supplier clicks on «REGISTRATION» from Mareli eProcurement Genesis Portal, accepts the Registration Conditions and Privacy Policy and enters its main Company data.

Upon clicking on «Save» a new form opens up where General data are required (NDA, CoC, turnover, coverage, relationship with Marelli, etc). At the end of this process the Supplier will indicate the categories of interest from Marelli Category Tree. Further questions may be asked as per category selected.

Marelli reviews the data provided and pre-qualifies the Supplier. Depending on the evaluation made, additional info may be required. The Supplier receives an e-mail that notifies the need to log in to the Portal and compile additional forms.

The Supplier provides the additional data requested, and, whenever applicable, also Category Specific Questions (in some cases category specific questions may be asked during the registration process, in some other cases in a second step)

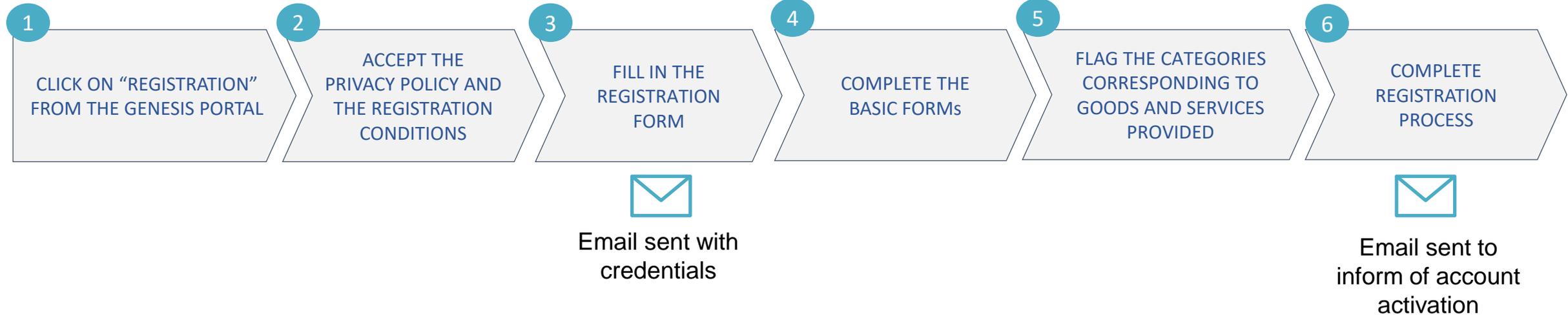
Marelli reviews the additional Supplier data and qualifies the Supplier

Marelli reviews the Supplier category specific data and qualifies the Supplier on the category specific level

 SUPPLIER PERFORMED ACTIVITIES
 MARELLI USER PERFORMED ACTIVITIES

Registration Process

Supplier Registration Process



1. Marelli e Procurement Portal (called Genesis) is available from the following URL:
<https://eprocurement.marelli.com/web/login.html>
2. As first step it is necessary to accept Marelli Privacy Policy and the Portal Registration Conditions. This is done by flagging the two relevant fields.
3. The Registration form consists in two main parts: Company Data and Main Account Data.
4. The Basic Forms consist in a set of general questions such as Company turnover, availability of certifications, relationship with Marelli, etc. The supplier will also be requested to download and sign some documents (eg. Marelli NDA, Marelli Code of Conduct, etc).
5. The categories to be selected are the ones related to Marelli Category Tree (OPEX, CAPEX and DIRECT MATERIALS). The Supplier may navigate the tree or search by keywords through a search engine.
6. Only for some categories, additional category specific questions may be asked. After the completion of such questions, the Supplier will be fully registered.

1

Access Marelli eProcurement Platform from <https://eprocurement.marelli.com/web/login.html> .
Click on "REGISTRATION"



The screenshot shows the Marelli eProcurement Portal login page. At the top, there is a navigation bar with three main sections: LOGIN, SUPPLIER HELPDESK, and REGISTRATION. The REGISTRATION section is highlighted with a blue background. To the right of the navigation bar, there is a LANGUAGE dropdown menu. Below the navigation bar, the page features a large banner with a futuristic cityscape at night. On the left side of the banner, the Marelli logo is displayed. On the right side, the text reads "WELCOME TO MARELLI ePROCUREMENT PORTAL" followed by "Enter your login details to access reserved area". Below this text, there are two input fields labeled "username" and "password", and an "ENTER" button. A link "Forgot username or password" is located below the password field.

Registration Security Check

Close

 To continue, confirm you are not a robot.



Regenerate

Enable Audio

* Validation Value

Confirm

Complete the security check

2

MARELLI 12:27 CET - Central Europe Time



User Agreement

Close

PRIVACY POLICY

The following information describes the management of the internet website: <https://eprocurement.marelli.com> (hereinafter "Website") with regard to the processing of personal data of the users and provides the privacy information notice according to Art. 13 of the General Data Protection Regulation (EU) 2016/679 ("GDPR").
The information is provided solely for the <https://eprocurement.marelli.com> site and not for any other sites which may be consulted by the user via links.

PERSONAL DATA COLLECTED

Personal data ("Data") that may be collected by Marelli Europe S.p.A. ("Company") are the following:

- i. personal data provided in order to be able to use the eProcurement Portal (e.g. name and contact details);
- ii. browsing data (e.g. IP address, location - country -, information on pages visited by the user within the website, access time on the website, navigation time on each page, clickstream analysis. While the Company does not collect this information in order to link it to specific users, it is still possible to identify those users either directly via that information or by using other information collected);
- iii. cookies (i.e. small text files that may be sent to and registered on the user computer by the visited websites, to then be re-sent to those same sites when the user visit them again.

Please refer to the website Cookie Policy for details).

I HAVE READ AND ACCEPT THE PRIVACY POLICY CONDITIONS

- I agree
- I do not agree

Accept the Privacy Policy to proceed

Registration Conditions

ARTICLE 1: DEFINITIONS

1. These Conditions, together with the Documents regulate the access to, function and use of the System, as well as the relations and respective responsibilities of the subjects operating in the System.

In these Conditions, each of the following capitalized terms, whether used in the singular or plural form, shall have the meaning assigned it hereto:

- a) **Account**: the set of data associated with each natural person at the time of registration with the System (i.e. user ID e password).
- b) **Supplier List or List**: a list, classified by product category, of economic operators considered by Marelli as suitable to supply goods and/or services, in view of their specialization, capacity and professional approach.
- c) **Technical Specifications**: document agreed by Marelli and the Supplier that defines the technical, functional, quality and reliability characteristics of a specific product and/or service;
- d) **Code of Conduct**: the code of ethics adopted by Marelli and available for consultation at <https://www.marelli.com/responsible-business/>
- e) **Conditions**: the terms and conditions pursuant to this document, aimed at regulating the access to, function and use of the System by Suppliers;
- f) **Documents**: all documents relating to the regulation of each purchase, including, merely by way of example, the Marelli General Conditions of Purchase, the Technical Specifications, the

 Registration conditions

I HAVE READ AND ACCEPT THE REGISTRATION CONDITIONS

- I agree
- I do not agree

Accept Registration Conditions to proceed. Click "Next"

Next

Supplier Registration – Registration Form

3

12:28 CET - Central Europe Time

Registration Data

Reset Close Save

1 Registration Data 2 Onboarding Pages 3 My Category Selection 4 Registration Confirmation

Organisation Details

* Country
UNITED KINGDOM

* Company Name - For non-Latin alphabet company: provide name in English*

* Company Name - For non-Latin alphabet company: provide name in Local Language

* Organisation Legal Structure

Fiscal Code

* EU VAT Number (e.g. ESA79206003)

DUNS Number (e.g. 813025005)

* Address

* City

* Country / State / Province

* Postal Code

Click "Save" only once all data within the page are completed. Fields marked with * are mandatory.

Complete the Registration Company Data (e.g. Company Name, Legal Structure, Fiscal Id, Address. Etc.).

All suppliers belonging to NON-LATIN speaking countries shall enter their names both in English (first field) and in their language/alphabet (second field)

Provide Dun & Bradstreet code if available

Supplier Registration – Registration Form

Registration Data Reset Close Save

▼ User Details

Title

* Last Name

* First Name

* Email *IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ";" (semicolon) to separate multiple addresses.*

* Telephone

Mobile *(please enter "+" "country code" and "your mobile phone number" with no spaces)*

* Supplier Username: *Choose a username to be used together with the automatically generated password to access the tool*

* Preferred Language

* Time Zone
(GMT 0:00) Western Europe Time, London, Lisbon

Choose a main Contact person and email account to which all eSourcing and Vendor notifications will be sent to

After the completion of this form you will receive an email with a temporary password, so it will be possible to continue the registration process in case you want to interrupt it, by using the username you defined. At the first access you can change the password.

Supplier Registration – Basic Profile Forms

4

13:07 WET - Western Europe Time

Welcome TEST SUPPLIER 59 TEST SUPPLIER 59

Begin Vendor Registration

Cancel Save & Continue

Registration Data Onboarding Pages My Category Selection Registration Confirmation

Quick Navigation

BASIC FORM - Macro-commodity

BASIC FORM - Macro-Commodity

MACRO-COMMODITY

Select of Macro-commodity
OPEX, CAPEX, Direct (only for
eAuctions)

Click here to save and go to
the next form

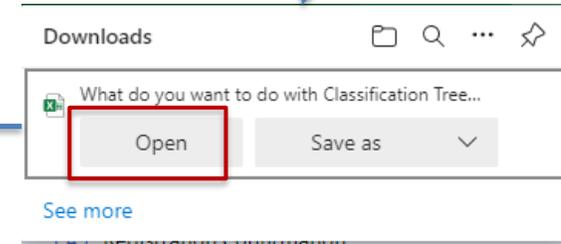
QUESTION DESCRIPTION EDITABLE BY

1 Macro-Commodity of interest * Please select the Main Marelli Supply Area for which you candidate (in order to be able to indicate the appropriate one as per internal Marelli Category Tree division, please download the excel file hereby attached) Supplier

Classification Tree_Marelli_2021_06_23.x...

You may also download the
Marelli Classification tree to
understand better which one
is the Correct Macro
Commodity

CLASS CODE	CLASS NAME	CLASS DESCRIPTION
0	MARELLI INDIRECT SPEND CATEGORY TREE	
0001	OPEX	
IN05	FACILITY MANAGEMENT & SERVICES	
IN0501	FACILITY MANAGEMENT	
IN0588MN	CLEANING SERVICES (EXCLUDING TECHNICAL CLEANINGS)	Offices Cleaning
IN0588MO	TECHNICAL CLEANINGS	Cleaning of production eq
IN0588MQ	GUARDIAN / SURVEILLANCE	Services for protection pe
IN0588MW	PEST/RODENT CONTROL/ SANITATION SERVICES	Rodent clean up, disinfect
IN0588NF	WASTE DISPOSAL	Waste disposal, included
IN0588NG	HAZARDOUS WASTE DISPOSAL	Hazardous waste disposal,
IN0588MB	RENTAL LIFT TRUCK - ALL KIND	Rental of forklift, electric
IN0582CA	FURNITURE	Equipment (desks, chairs,
IN0582AD	EQUIPMENTS USING SERVOSYSTEMS	Compressors, uninterrupt



Supplier Registration – Basic Profile Forms

13:19 WET - Western Europe Time Welcome TEST SUPPLIER 59 TEST SUPPLIER 59

Begin Vendor Registration Cancel **Save & Continue**

Registration Data **2** Onboarding Pages **3** My Category Selection **4** Registration Confirmation

Quick Navigation

- BASIC FORM - Macro-commodity
- BASIC FORM - Country of Legal Entity O...**

BASIC FORM - Country Of Legal Entity OPEX

COUNTRY OF LEGAL ENTITY_OPEX

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Country of Legal Entity	<p>* Please select the Country where is located the Legal Entity of your Company (your answer will lead the selection of the correct Marelli General Terms and Conditions document to be downloaded)</p> <p>Select an Option (Single selection)</p>	Supplier

Select your Legal Entity Country

Based on the selection of the Country of Legal entity, you will be asked to download specific GTC document. You will be required to attach them signed in a following stage.

Begin Vendor Registration Cancel **Save & Continue**

Registration Data **2** Onboarding Pages **3** My Category Selection **4** Registration Confirmation

Quick Navigation

- BASIC FORM - Macro-commodity
- BASIC FORM - Country of Legal Entity OP...
- BASIC FORM - GTC OPEX Headquarter**

BASIC FORM - GTC OPEX Headquarter

GTC - OPEX HEADQUARTER VERSION

GTC - OPEX Headquarter Version

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	GTC Acceptance	<p>* Have you downloaded Marelli GTC document hereby attached?</p> <p>GTC-SERVICES-2020-REV 02.pdf</p>	Supplier

Click here to download GTC

As you can see the Quick Navigation menu, updates based on the selection and progression of the registration process

Supplier Registration – Basic Profile Forms

Begin Vendor Registration Cancel **Save & Continue**

✓ Registration Data
2 Onboarding Pages
 3 My Category Selection
 4 Registration Confirmation

Quick Navigation

- BASIC FORM - Macro-commodity
- BASIC FORM - Country of Legal Entity OP...
- BASIC FORM - GTC OPEX Headquarter
- BASIC FORM - Registration on Info Prov...

BASIC FORM - Registration On Info Provider

REGISTRATION ON INFO PROVIDER
Registration On Info Provider

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Registration on Info Provider	* Are you registered on any Info Provider (e.g. D&B, INFORMA, SERASA EXPERIAN, CIB, CRISIL, ...)?	Supplier

Provide info about your Registration on Marelli certified Info Providers

If you are not rated by any Marelli certified Info Provider, you will be requested to attach Balance Sheet and Income Statement

Begin Vendor Registration Cancel **Save & Continue**

✓ Registration Data
2 Onboarding Pages
 3 My Category Selection
 4 Registration Confirmation

Quick Navigation

- BASIC FORM - Macro-commodity
- BASIC FORM - Country of Legal Entity OP...
- BASIC FORM - GTC OPEX Headquarter
- BASIC FORM - Registration on Info Provi...
- BASIC FORM - Financial documentation ...

BASIC FORM - Financial Documentation (Non-Italian Suppliers)

BASIC FORM - FINANCIAL DOCUMENTATION
BASIC FORM - Financial Documentation (In Case Info Provider Reports Are Not Available)

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Balance Sheet	* Please attach here last 2 years of Certified Financial statements (complete documentation signed by external auditors) including in particular your Balance sheet (report that includes company's assets, liabilities, and owners equity)	Supplier
2	Income Statement	* Please attach here last 2 years of Certified Financial statements (complete documentation signed by external auditors) including in particular your Income statement (statement of revenue & expense, P&L or profit and loss report)	Supplier
3	Auditor Analysis	Please attach here last 2 years of Certified Financial statements (complete documentation signed by external auditors) including in particular Auditors analysis, comments and disclosure, if any	Supplier

Supplier Registration – Basic Profile Forms

Begin Vendor Registration

Cancel

Save & Continue

✓ Registration Data 2 Onboarding Pages 3 My Category Selection 4 Registration Confirmation

Quick Navigation

- BASIC FORM - Macro-commodity
- BASIC FORM - Country of Legal Entity OP...
- BASIC FORM - GTC OPEX Headquarter
- BASIC FORM - Registration on Info Provi...
- BASIC FORM - Info Provider Report
- BASIC FORM - Main Information**

BASIC FORM - Main Information

NDA AND COC

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	NDA Document	* Please attach here the NDA Document in pdf format, signed by a Legal Representative and duly stamped.	+ Attach File Download Template	Supplier
2	CoC Document	* Please attach here the CoC Document in pdf format, signed by a Legal Representative and duly stamped.	+ Attach File Download Template	Supplier

Attach signed NDA & CoC

Download here the official Marelli Template

CERTIFICATIONS

Certifications

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	ISO 9001	* Are you in possession of a valid ISO 9001 certification?	<input type="checkbox"/>	
2	ISO 14001	* Are you in possession of a valid ISO 14001 certification?	<input type="checkbox"/>	
3	ISO 18001	* Are you in possession of a valid ISO 18001 certification?	<input type="checkbox"/>	
4	Other certifications	* Are you in possession of other certifications?	<input type="checkbox"/>	Supplier
5	Other Certificate	Please report here any other certification you are in possession of	<input type="text"/>	Supplier

Declare if you are in possession of some Certifications. Please be aware that you will be requested to attach the Certification Documents in a following stage of the process.

Characters available 2000

Supplier Registration – Basic Profile Forms

Begin Vendor Registration

Cancel

Save & Continue

Quick Navigation

- BASIC FORM - Macro-commodity
- BASIC FORM - Country of Legal Entity OP...
- BASIC FORM - GTC OPEX Headquarter
- BASIC FORM - Registration on Info Provi...
- BASIC FORM - Info Provider Report
- BASIC FORM - Main Information**

MAIN CATEGORY OF INTEREST

Main Area Of Goods And Services That Can Be Provided

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Main Category of Interest	<p>* Please indicate the Main Area of Goods and Services that can be provided (in order to be able to indicate the appropriate one as per internal Marelli Category Tree division, please download the excel file hereby attached)</p> <input type="text"/>	Supplier

Select the main Marelli Commodity of your interest

RELATIONSHIP WITH MARELLI

Relationship With Marelli

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Turnover Dependence (%)	<p>* Please indicate your Company Turnover dependence from Marelli (in percentage)</p> <input type="text"/>	
2	Business Unit	<p>* Please indicate which one of the following Marelli Business Units you are currently supplying</p> <ul style="list-style-type: none"><input type="checkbox"/> AFTER MARKET PARTS & SERVICES<input type="checkbox"/> AUTOMOTIVE LIGHTING<input type="checkbox"/> CABIN COMFORT<input type="checkbox"/> ELECTRONICS<input type="checkbox"/> ePOWERTRAIN<input type="checkbox"/> GREEN TECHNOLOGY SYSTEM<input type="checkbox"/> HOLDING<input type="checkbox"/> INTERIOR EXPERIENCE<input type="checkbox"/> MOTORSPORT<input type="checkbox"/> POWERTRAIN<input type="checkbox"/> RIDE DYNAMICS<input type="checkbox"/> SHOCK ABSORBERS<input type="checkbox"/> SUSPENSION SYSTEMS<input type="checkbox"/> TECHNOLOGY INNOVATION<input type="checkbox"/> THERMAL SOLUTIONS<input type="checkbox"/> None	

Define the current Relationship with Marelli

Supplier Registration – Basic Profile Forms

Begin Vendor Registration

Cancel

Save & Continue

Quick Navigation

- BASIC FORM - Macro-commodity
- BASIC FORM - Country of Legal Entity OP...
- BASIC FORM - GTC OPEX Headquarter
- BASIC FORM - Registration on Info Provi...
- BASIC FORM - Info Provider Report
- BASIC FORM - Main Information**

TURNOVER AUTOMOTIVE SECTOR Turnover Automotive Sector

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Turnover Automotive Sector	* Please indicate last year (N-1) Automotive Industry Sales (%)	Supplier

Define the Turnover in Automotive

COMPANY DIMENSION Company Dimension (Your Legal Entity)

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Total Workforce	* Indicate your Company Total number of Workforce in the Current Year	
2	Last Year (N-1) Total Turnover (€)	* Please indicate last year (N-1) Total Turnover of your Company (€)	

Define your Company Dimension and the Geographical Coverage

COVERAGE Geographical Coverage

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Marelli Regions	* Please select Marelli Regions where you can deliver your products/services (you can verify the distribution in the attached file)	Supplier

- EMEA 1 (South Europe) [Marelli Regions and Countries.xlsx](#)
- EMEA 2 (North Europe)
- ASIA
- LATAM
- NAFTA

Supplier Registration – Basic Profile Forms

Quick Navigation

- BASIC FORM - Macro-commodity
- BASIC FORM - Country of Legal Entity OP...
- BASIC FORM - GTC OPEX Headquarter
- BASIC FORM - Registration on Info Provi...
- BASIC FORM - Info Provider Report
- BASIC FORM - Main Information
- BASIC FORM - South Europe Countries**

BASIC FORM - South Europe Countries

SOUTH EUROPE

QUESTION	DESCRIPTION	RESPONSE
1	Countries of EMEA 1 (South Europe)	<p>* Please select countries where you can deliver your products/services</p> <p> <input type="checkbox"/> France <input type="checkbox"/> Italy <input type="checkbox"/> Morocco <input type="checkbox"/> Spain <input type="checkbox"/> Turkey </p>

Select the County based on th Geographical Coverage

Quick Navigation

- BASIC FORM - Macro-commodity
- BASIC FORM - Country of Legal Entity OP...
- BASIC FORM - GTC OPEX Headquarter
- BASIC FORM - Registration on Info Provi...
- BASIC FORM - Info Provider Report
- BASIC FORM - Main Information
- BASIC FORM - South Europe Countries
- BASIC FORM - North Europe Countries
- BASIC FORM - Group**

BASIC FORM - Group

GROUP DATA

Group Data

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Group	* Does your Company belong to a larger Group?	Supplier

In case your Company belongs to a Group provide additional information

Quick Navigation

- BASIC FORM - Macro-commodity
- BASIC FORM - Country of Legal Entity OP...
- BASIC FORM - GTC OPEX Headquarter
- BASIC FORM - Registration on Info Provi...
- BASIC FORM - Info Provider Report
- BASIC FORM - Main Information
- BASIC FORM - South Europe Countries
- BASIC FORM - North Europe Countries
- BASIC FORM - Group
- BASIC FORM - Group Data**

BASIC FORM - Group Data

GROUP DATA

Group Data

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Name of the Group	<p>* Please provide the Name of the Group your Company belongs to</p> <input type="text"/> <p><small>Characters available 2000</small></p>	Supplier
2	Last Year Group Total Turnover (€)	<p>* Please indicate last year (N-1) Total Turnover of your Group (€)</p> <input type="text"/>	Supplier

Supplier Registration – Basic Profile Forms

Begin Vendor Registration

Cancel

Save & Continue

✓ Registration Data

2 Onboarding Pages

3 My Category Selection

4 Registration Confirmation

Quick Navigation

- BASIC FORM - Macro-commodity
- BASIC FORM - Country of Legal Entity OP...
- BASIC FORM - GTC OPEX Headquarter
- BASIC FORM - Registration on Info Provi...
- BASIC FORM - Info Provider Report
- BASIC FORM - Main Information
- BASIC FORM - South Europe Countries
- BASIC FORM - North Europe Countries

BASIC FORM - Purchase Order Distribution

PURCHASE ORDER DISTRIBUTION METHOD

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Purchase Order Delivery Methods	* Please choose the preferred Method for Purchase Order delivery: select "EMAILPDFATTACH" to receive the Purchase Orders via email, otherwise select "Fax" to receive them via fax.	Supplier

Define the Purchase Order Distribution Method

In case of Email

PURCHASE ORDER DISTRIBUTION EMAIL

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Email Address	* Please define the email address to send the Purchase Order. In case of multiple addresses, please separate them with ",".	Supplier

In case of Fax

PURCHASE ORDER DISTRIBUTION FAX

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Fax Number	* Please define the fax number to send the Purchase Order. Please note that it must be in the following format: INT CODE-AREA CODE-NUMBER.	Supplier

5

Begin Vendor Registration

Cancel

Confirm

✓ Registration Data

✓ Onboarding Pages

3 My Category Selection

4 Registration Confirmation

Enter filter (type to start search)

Search or Navigate the Tree

Collapse All

Expand All

Selected Items: 0

▼ 🏠 Categories

▼ ⚡ 0001 - OPEX

> ⚡ IN05 - FACILITY MANAGEMENT & SERVICES

▼ ⚡ IN10 - TRAVEL & HR / LEGAL / EVENTS / QUALITY

▼ ⚡ IN101 - ADMINISTRATIVE & LEGAL

> ⚡ IN1088MI - FINANC. & ADMN. CONSULTING/SERVICE

> ⚡ IN1088MJ - LEGAL CONSULTANCIES

> ⚡ IN1088MR - INSURANCE POLICY

Supplier Registration – Category Specific Forms

Begin Vendor Registration

Cancel Save & Continue

Registration Data Onboarding Pages 3 My Category Selection 4 Registration Confirmation

Quick Navigation

IN0588MW_01_0_PEST/RODENT CONTR...

IN0588MW_01_0_PEST/RODENT CONTROL/ SANITATION SERVICES

Category linked

PRODUCTS
Products

LABEL	DESCRIPTION	RESPONSE
1 CAT_EHS_IN0588MW_001	* Since in our company (in line with EHS Corporate Policy) the use of chemicals classified for carcinogenicity, germ cell mutagenicity or reproductive toxicity categories 1A, 1B or 2 is prohibited: are you going to use any chemicals in your activities classified for carcinogenicity, germ cell mutagenicity or reproductive toxicity categories 1A, 1B or 2. Hazard statement Code: H350, H351, H340, H341, H360, H361, H362?	<input type="text" value="Supplier"/>

Further additional specific questions might be asked, in case of selection of certain Categories.

6

Registration Confirmation

Close Window Main Page

Registration Data Onboarding Pages My Category Selection 4 Registration Confirmation

The Registration Process is complete. Your account has been activated and an email sent to confirm this. Log in with your Username and Password to access the platform.

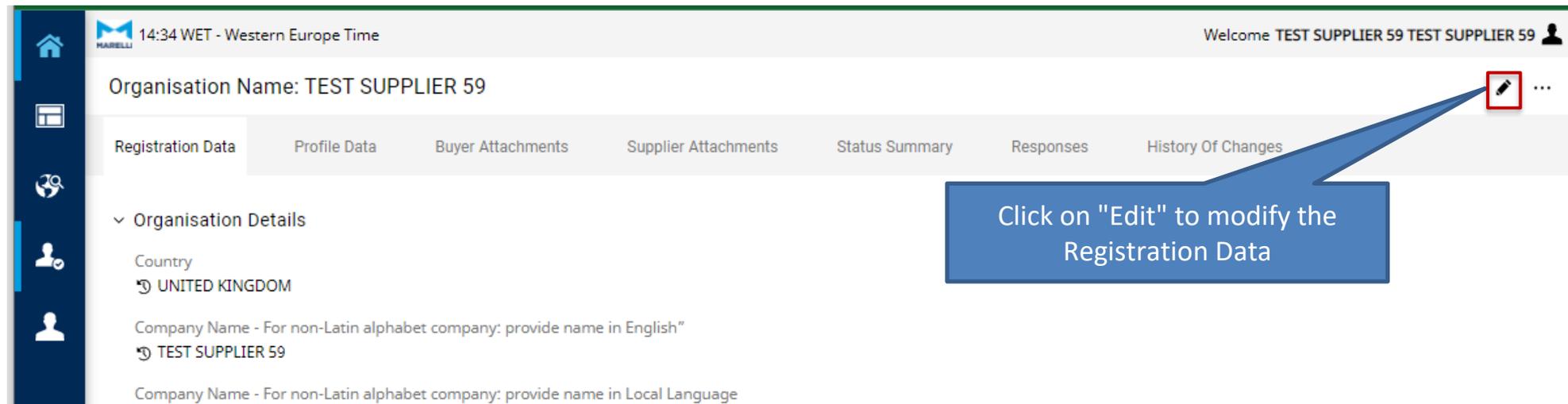
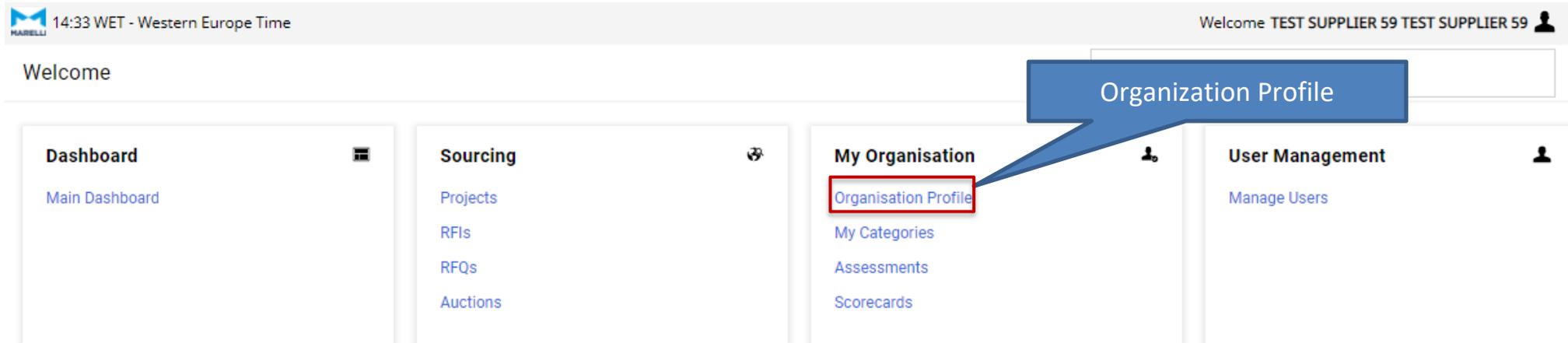
Confirmation of registration process fully completed

Completion/Modification of Profile Information

Completion/Modification of Profile Information

In order to complete change on the Registration Data you need to:

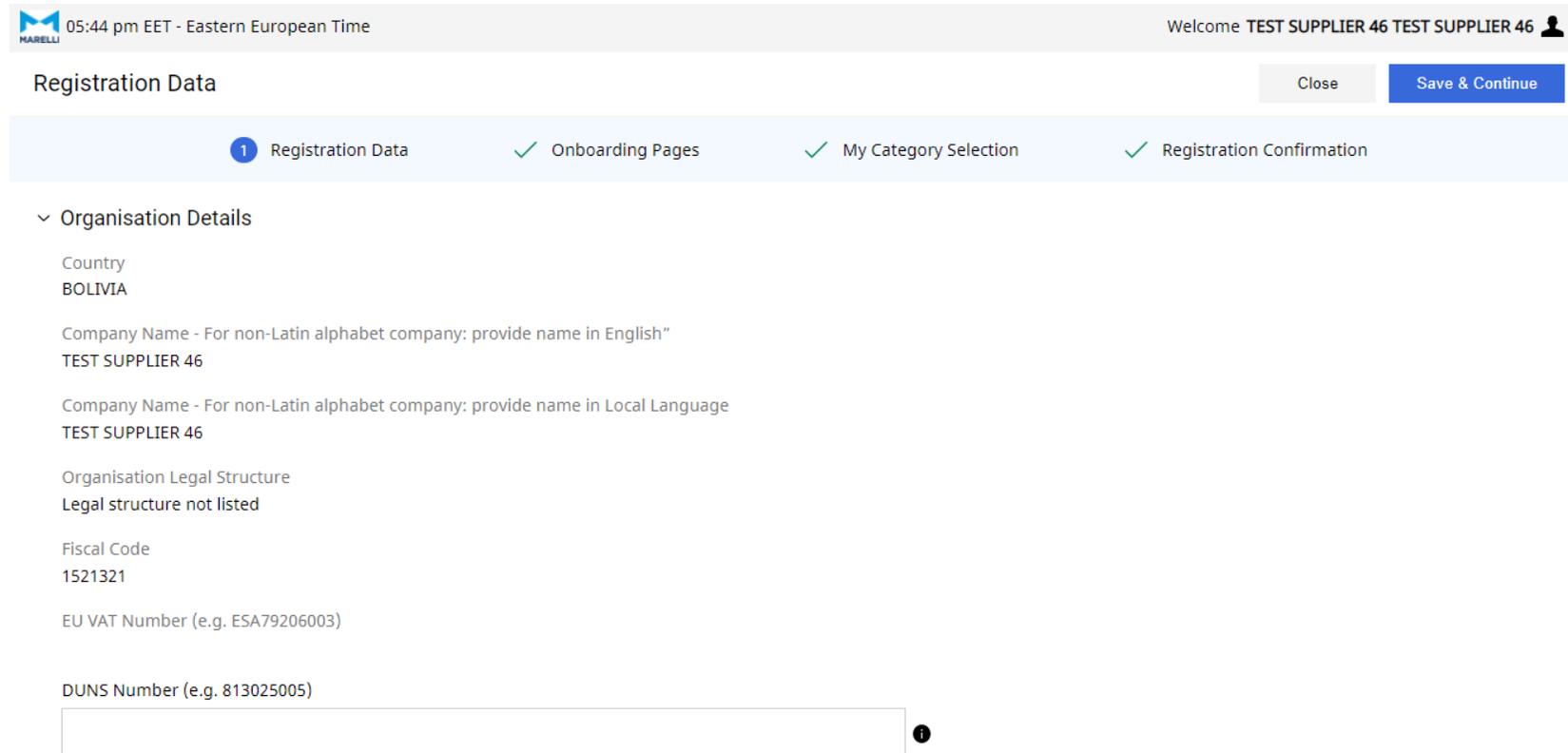
- Log in to the System
- Enter the «Organization Profile» area
- Complete or modify the data



Completion/Modification of Profile Information

In case the registration has been performed by a Marelli user, and/or you have not completed all fields of the registration process, you need to:

- Log in to the System
- You will be then re-directed to the Registration page, where you will be able to adjust your data
- Complete or modify the data
- By clicking on «Save & Continue» you will be able to proceed and finalize the registration (for further details please see previous paragraph).

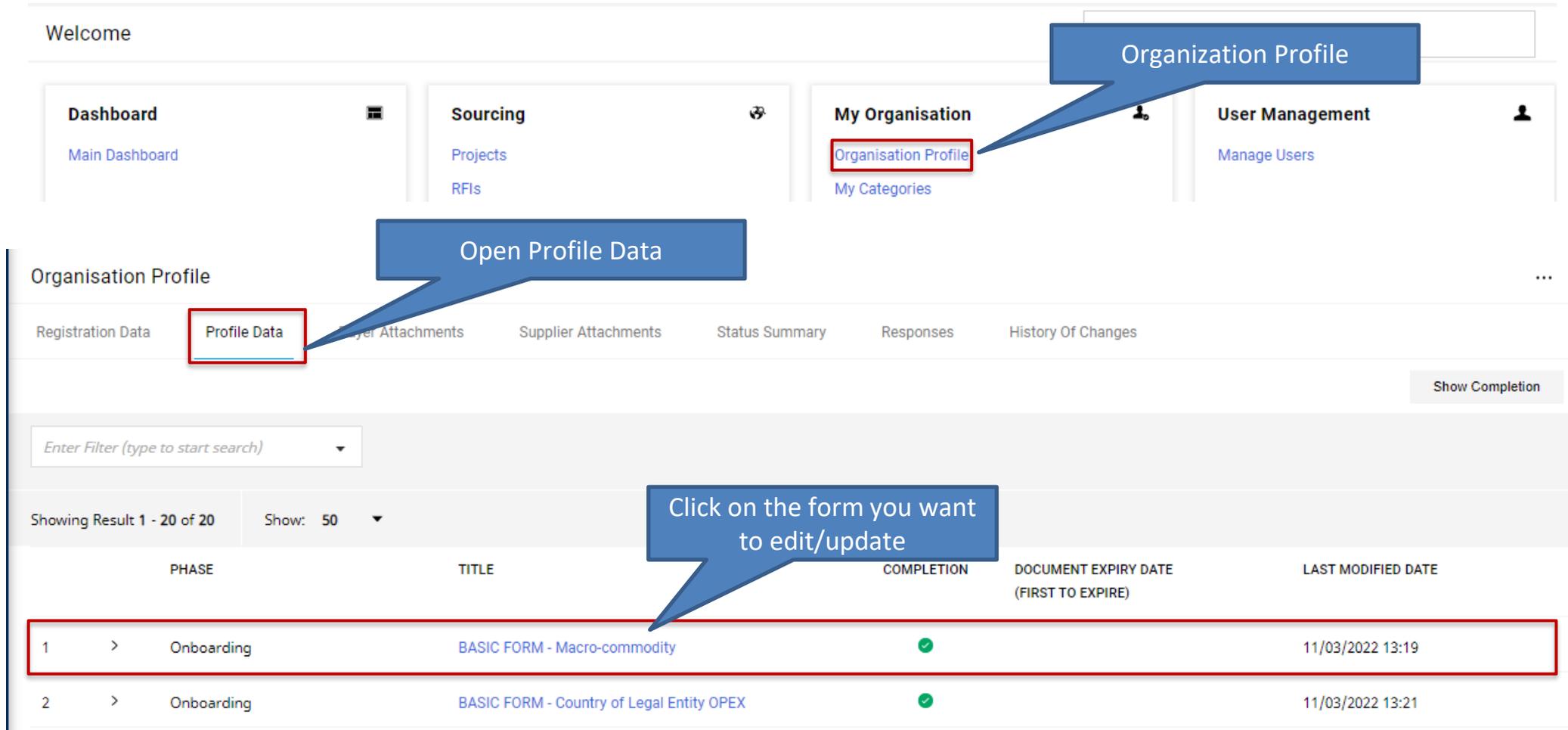


The screenshot shows a web interface for registration. At the top, there is a header with the Marelli logo, the time '05:44 pm EET - Eastern European Time', and a welcome message 'Welcome TEST SUPPLIER 46 TEST SUPPLIER 46' with a user icon. Below the header, the main content area is titled 'Registration Data' and includes a 'Close' button and a blue 'Save & Continue' button. A progress bar below the title shows four steps: '1 Registration Data' (active), 'Onboarding Pages' (checked), 'My Category Selection' (checked), and 'Registration Confirmation' (checked). The 'Organisation Details' section is expanded, showing the following information: Country: BOLIVIA; Company Name - For non-Latin alphabet company: provide name in English: TEST SUPPLIER 46; Company Name - For non-Latin alphabet company: provide name in Local Language: TEST SUPPLIER 46; Organisation Legal Structure: Legal structure not listed; Fiscal Code: 1521321; EU VAT Number (e.g. ESA79206003); and DUNS Number (e.g. 813025005) with an empty input field and an information icon.

Completion/Modification of Profile Information

In order to view the inserted data you need to:

- Log in to the System
- Click on «Organization Profile» area
- Enter the «Basic Profile» Section and click on each form to see the questions and answers you have provided



Organization Profile

Open Profile Data

Click on the form you want to edit/update

	PHASE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE
1	> Onboarding	BASIC FORM - Macro-commodity	✓		11/03/2022 13:19
2	> Onboarding	BASIC FORM - Country of Legal Entity OPEX	✓		11/03/2022 13:21

Completion/Modification of Profile Information

Organisation Profile

← < > QUALIFICATION FORM - GTC Document OPEX Headquarter

QUALIFICATION FORM - GTC Document OPEX Headquarter

▼ GTC DOCUMENT - OPEX HEADQUARTER VERSION
GTC Document - OPEX Headquarter Version

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	GTC Document	* Please attach here the GTC Document in pdf format, signed by a Legal Representative and duly stamped.	(no file attached) 	Supplier

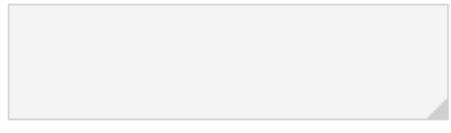
Click on "Edit" to modify the response

Organisation Profile

QUALIFICATION FORM - GTC Document OPEX Headquarter

QUALIFICATION FORM - GTC Document OPEX Headquarter

▼ GTC DOCUMENT - OPEX HEADQUARTER VERSION
GTC Document - OPEX Headquarter Version

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	GTC Document	* Please attach here the GTC Document in pdf format, signed by a Legal Representative and duly stamped.	+ Attach File Download Template 	Supplier

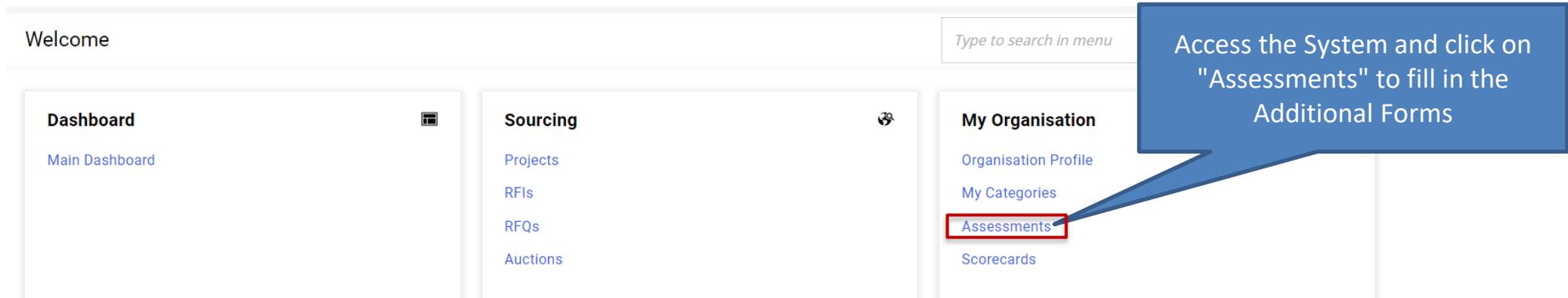
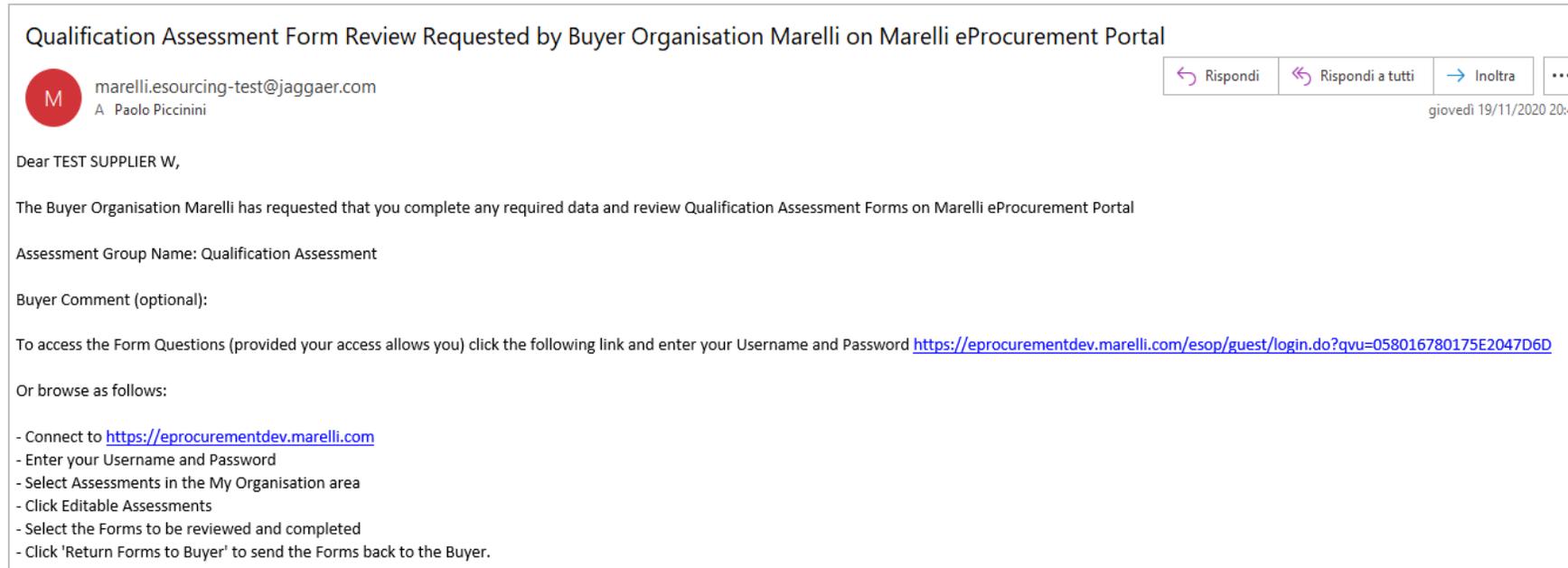
Cancel **Save**

Once you finished editing, click on «Save»

Completion of Additional Forms necessary for Qualification

Completion of Additional Forms necessary for Qualification

Marelli user might require you to fill in additional forms. You will be notified via email about this request. See an example below. Upon receipt of the e-mail, log in to the system from the URL <https://eprocurement.marelli.com> and access the Editable Assessments.



Completion of Additional Forms necessary for Qualification

Assessments

Editable Assessments | Classification Assessments | Qualification Assessments | Ethical Check Assessments | Category Assessments

Enter Filter (type to start search) ▾

Showing Result 1 - 1 of 1

	ASSESSMENT CODE	BUYER ORGANISATION	FIRST CATEGORY	REQUEST RECEIVED ON ↓	EDITABLE FORM COMPLETION	EDITABLE CATEGORY FORM COMPLETION
1	asm_1594	Marelli		14/03/2022 11:30	10%	

From the "Editable Assessments» page, select the displayed form.

Fill in all forms submitted by Marelli: click on the first form to go through all the of them

← Marelli ... [Return Forms To Client](#)

Details

Editable Forms

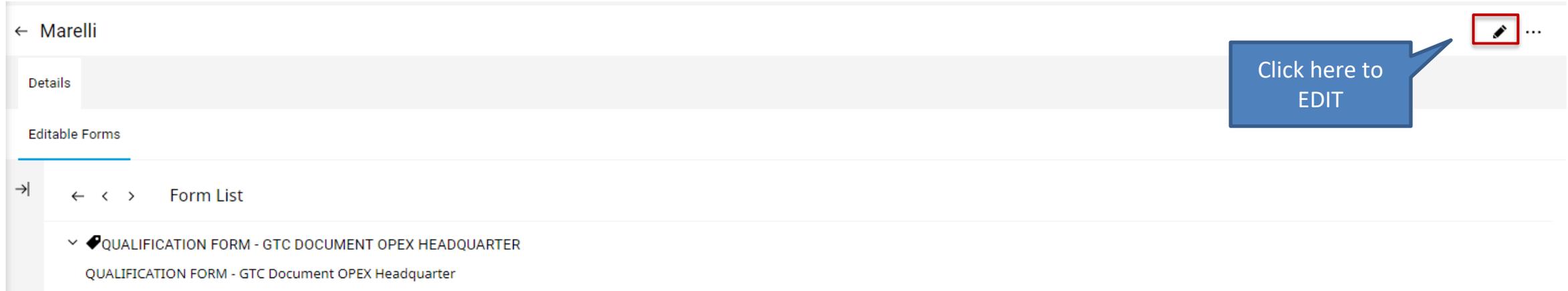
→ Form List Show Completion

Showing Result 1 - 11 of 11

	TYPE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE	FORM EDITING ALLOWED ON	FORMS VIEWED
1	Form	BASIC FORM - Macro-commodity	✓		20/10/2020 22:54	14/03/2022 11:30	No
2	Conditional Form	BASIC FORM - Country of Legal Entity OPEX	✓		20/10/2020 22:55	14/03/2022 11:30	No
3	Conditional Form	QUALIFICATION FORM - GTC Document OPEX Headquarter	✗			14/03/2022 11:30	No
4	Conditional Form	QUALIFICATION FORM - GTC Document CAPEX Headquarter (in addition to OPEX GTC)	✗			14/03/2022 11:30	No
5	Conditional Form	QUALIFICATION FORM - ISO 14001	✗			14/03/2022 11:30	No
6	Conditional Form	QUALIFICATION FORM - ISO 18001	✗			14/03/2022 11:30	No
7	Conditional Form	QUALIFICATION FORM - ISO 9001	✗			14/03/2022 11:30	No
8	Conditional Form	QUALIFICATION FORM - Other Certifications	✗			14/03/2022 11:30	No

Completion of Additional Forms necessary for Qualification

To fill in a form click on the pencil icon on the top right of the monitor.



Once in the edit mode, fill in all the questions. Once you finished click Save & Next to move to the next question or Save & Exit to go back to the main page.



Completion of Additional Forms necessary for Qualification

Marelli Cancel Save & Next Save & Exit

→ Form List

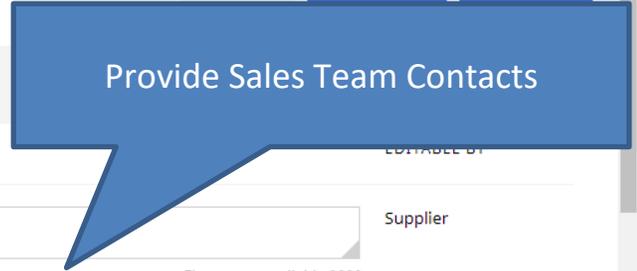
- QUALIFICATION FORM - ISO 14001
 - QUALIFICATION FORM - ISO 14001
 - ISO14001 DOCUMENT
 - ISO14001 Document

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	ISO 14001	<p>* Please attach here a valid ISO 14001 certification</p> <div style="border: 1px solid red; padding: 5px;"><p>+ Attach File</p><p>* Expiring on: dd/MM/yyyy</p></div>	Supplier

Upload all the certificates you declared to possess (ISO 9001/14001 etc.) with their relative expiry date

Completion of Additional Forms necessary for Qualification

Marelli



QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Sales Manager - Name	* Indicate the Name of the Sales Manager	Supplier
2	Sales Manager - Telephone	* Indicate the Telephone number of the Sales Manager	Supplier
3	Sales Manager - E-mail	* Indicate the E-mail of the Sales Manager	Supplier
4	Organization Chart	* Please attach the organization chart of your Company	Supplier
5	Main Category of Interest	* Please indicate the Main Area of Goods and Services that can be provided (in order to be able to indicate the appropriate one as per internal Marelli Category Tree division, please download the excel file hereby attached)	Supplier
6	Marelli Regions	* Please select Marelli Regions where you can deliver your products/services (you can verify the distribution in the attached file)	Supplier

Completion of Additional Forms necessary for Qualification

✓ SHAREHOLDER Please Fill In Info Below, According To The Actual Number Of Your Main Shareholders. In Case Available, Please Indicate Up To The First 4 Ones			
QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	1st Shareholder - Name	* Indicate the 1st Main Shareholder Name	Supplier
2	1st Shareholder - % holding	* Indicate the 1st Main Shareholder holding percentage (%)	Supplier
3	2nd Shareholder - Name	Indicate the 2nd Main Shareholder Name	Supplier
4	2nd Shareholder - % holding	Indicate the 2nd Main Shareholder holding percentage (%)	Supplier
5	3rd Shareholder - Name	Indicate the 3rd Main Shareholder Name	Supplier
6	3rd Shareholder - % holding	Indicate the 3rd Main Shareholder holding percentage (%)	Supplier
7	4th Shareholder - Name	Indicate the 4th Main Shareholder Name	Supplier
8	4th Shareholder - % holding	Indicate the 4th Main Shareholder holding percentage (%)	Supplier
✓ WORKFORCE Workforce			
QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Workforce - Direct Plant Workforce	* Indicate the number of Direct Plant(s) Workforce in the Current Year	Supplier
2	Workforce - Indirect Plant Workforce	* Indicate the number of Indirect Plant(s) Workforce in the Current Year	Supplier

Provide Shareholders Info

Provide Workforce Info

Completion of Additional Forms necessary for Qualification

▼ CONSOLIDATE SALES Consolidate Sales				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Currency	* Please select the currency related to the consolidated sales info	<input type="text"/>	Supplier
2	Consolidated Sales - Current Year (N)	* Indicate the Total Consolidated Sales of Current Year (N) (in Millions, according currency indicated)	<input type="text"/>	Supplier
3	Consolidated Sales - Last Year (N-1)	* Indicate the Total Consolidated Sales of Last Year (N-1) (in Millions, according currency indicated)	<input type="text"/>	Supplier
4	Consolidated Sales - Last Year (N-2)	* Indicate the Total Consolidated Sales of Last Year (N-2) (in Millions, according currency indicated)	<input type="text"/>	Supplier
5	Consolidated Sales - Forecast (N+1)	* Indicate the Total Consolidated Sales Forecast (N+1) (in Millions, according currency indicated)	<input type="text"/>	Supplier
6	Automotive Industry Sales (%) - Current Year (N)	* Indicate the Automotive Industry Sales (%) of Current Year (N)	<input type="text"/>	Supplier
7	Automotive Industry Sales (%) - Last Year (N-1) in €	* Indicate the Automotive Industry Sales (%) of Last Year (N-1)	<input type="text"/>	Supplier
8	Automotive Industry Sales (%) - Last Year (N-2)	* Indicate the Automotive Industry Sales (%) of Last Year (N-2)	<input type="text"/>	Supplier
9	Automotive Industry Sales (%) - Forecast (N+1) in €	* Indicate the Automotive Industry Sales (%) Forecast (N+1)	<input type="text"/>	Supplier
10	Marelli Turnover (%) - Current Year (N)	* Indicate the Turnover made with Marelli (%) in Current Year (N)	<input type="text"/>	Supplier
11	Marelli Turnover (%) - Last Year (N-1)	* Indicate the Turnover made with Marelli (%) in Last Year (N-1)	<input type="text"/>	Supplier
12	Marelli Turnover (%) - Last Year (N-2)	* Indicate the Turnover made with Marelli (%) in Last Year (N-2)	<input type="text"/>	Supplier
13	Marelli Turnover (%) - Forecast (N+1)	* Indicate the Turnover made with Marelli (%) Forecast (N+1)	<input type="text"/>	Supplier

Declare your Turnover Detail

Completion of Additional Forms necessary for Qualification

▼ MAIN CUSTOMERS

For Strictly Confidential Data, Please Type Company Name-Confidential And Insert At Least The Industry (E.G. Automotive)

Provide the information relative to the Main Customers

QUESTION	DESCRIPTION	RESPONSE	
1	1st Main Customer - Company Name	* Indicate the 1st Main Customer Company Name	Supplier
		<input type="text"/>	Supplier
		<small>Characters available 2000</small>	
2	1st Main Customer - % Total Sales	* Indicate the 1st Main Customer Total Sales in %	Supplier
		<input type="text"/>	Supplier
3	2nd Main Customer - Company Name	* Indicate the 2nd Main Customer Company Name	Supplier
		<input type="text"/>	Supplier
		<small>Characters available 2000</small>	
4	2nd Main Customer - % Total Sales	* Indicate the 2nd Main Customer Total Sales in %	Supplier
		<input type="text"/>	Supplier
5	3rd Main Customer - Company Name	* Indicate the 3rd Main Customer Company Name	Supplier
		<input type="text"/>	Supplier
		<small>Characters available 2000</small>	
6	3rd Main Customer - % Total Sales	* Indicate the 3rd Main Customer Total Sales in %	Supplier
		<input type="text"/>	Supplier

▼ COMPANY PRESENTATION

Company Presentation

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Company Presentation	Attach a Company Presentation document	Supplier
		<input type="button" value="+ Attach File"/> <input type="text"/>	

Completion of Additional Forms necessary for Qualification

Marelli Cancel Save & Next Save & Exit

→ Form List

▼ QUALIFICATION FORM - THIRD PARTY PRODUCT LIABILITY AVAILABLE?
QUALIFICATION FORM - Third party product liability available?

▼ THIRD PARTY PRODUCT LIABILITY AVAILABLE?
Third Party Product Liability Available?

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Third party product liability	* Are you in possession of a Third party product liability Insurance?	<input type="text"/>	Supplier

Marelli Cancel Save & Next Save & Exit

→ Form List

▼ QUALIFICATION FORM - THIRD PARTY PRODUCT LIABILITY INFORMATION
QUALIFICATION FORM - Third party product liability information

▼ THIRD PARTY PRODUCT LIABILITY INFORMATION
Third Party Product Liability Information

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Third party product liability - document and expiration date	* Please attach the Insurance document and detail expiration date	<p>+ Attach File <input type="text"/></p> <p>* Expiring on: <input type="text" value="dd/MM/yyyy"/> </p>	Supplier

In case you are in possession of a third party liability, you are requested to provide it

Completion of Additional Forms necessary for Qualification

Marelli Cancel Save & Next Save & Exit

→ Form List

▼ QUALIFICATION FORM - MARELLI CURRENT SUPPLIER?
QUALIFICATION FORM - Marelli current Supplier?

▼ MARELLI CURRENT SUPPLIER
Marelli Current Supplier

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Marelli Supplier	* Are you currently supplying to Marelli?	<input type="checkbox"/>	Supplier

Marelli Cancel Save & Next Save & Exit

→ Form List

▼ QUALIFICATION FORM - MARELLI SUPPLIER ADDITIONAL INFORMATION CLUSTER A, B, C
QUALIFICATION FORM - Marelli Supplier additional information Cluster A, B, C

▼ REVENUE WITH MARELLI PER PLANT AND YEAR
Revenue With Marelli Per Plant And Year

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Revenue per Plant	* Download and reattach the document "Current Business with Marelli" filling in the information marked in "yellow" indicating per each current Plant supplied the related Revenue per Year.	+ Attach File Download Template	Supplier

▼ CONSIGNMENT STOCK
Consignment Stock

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Consignment Stock	* Do you apply Consignment Stock?	<input type="checkbox"/>	Supplier

Declare your current Revenue per Marelli Plant you apply Consignment Stock

Completion of Additional Forms necessary for Qualification

← Marelli

Details

Editable Forms

→ Form List Show Completion

Showing Result 1 - 13 of 13

	TYPE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE	FORM EDITING ALLOWED ON	FORMS VIEWED
1	Form	BASIC FORM - Macro-commodity	✓		20/10/2020 22:54	14/03/2022 11:30	Yes
2	Conditional Form	BASIC FORM - Country of Legal Entity OPEX	✓		20/10/2020 22:55	14/03/2022 11:30	Yes

Return Forms To Client

Once all forms are compiled you can click "Return Forms to Client"

eprocurementdev.marelli.com says

This Action will send all Forms back to the Buyer. The Forms will not be editable anymore, are you sure you want to continue?

OK Cancel



Assessments

Editable Assessments Classification Assessments Qualification Assessments Ethical Check Assessments Category Assessments

Enter Filter (type to start search)

⚠ No Assessments to display

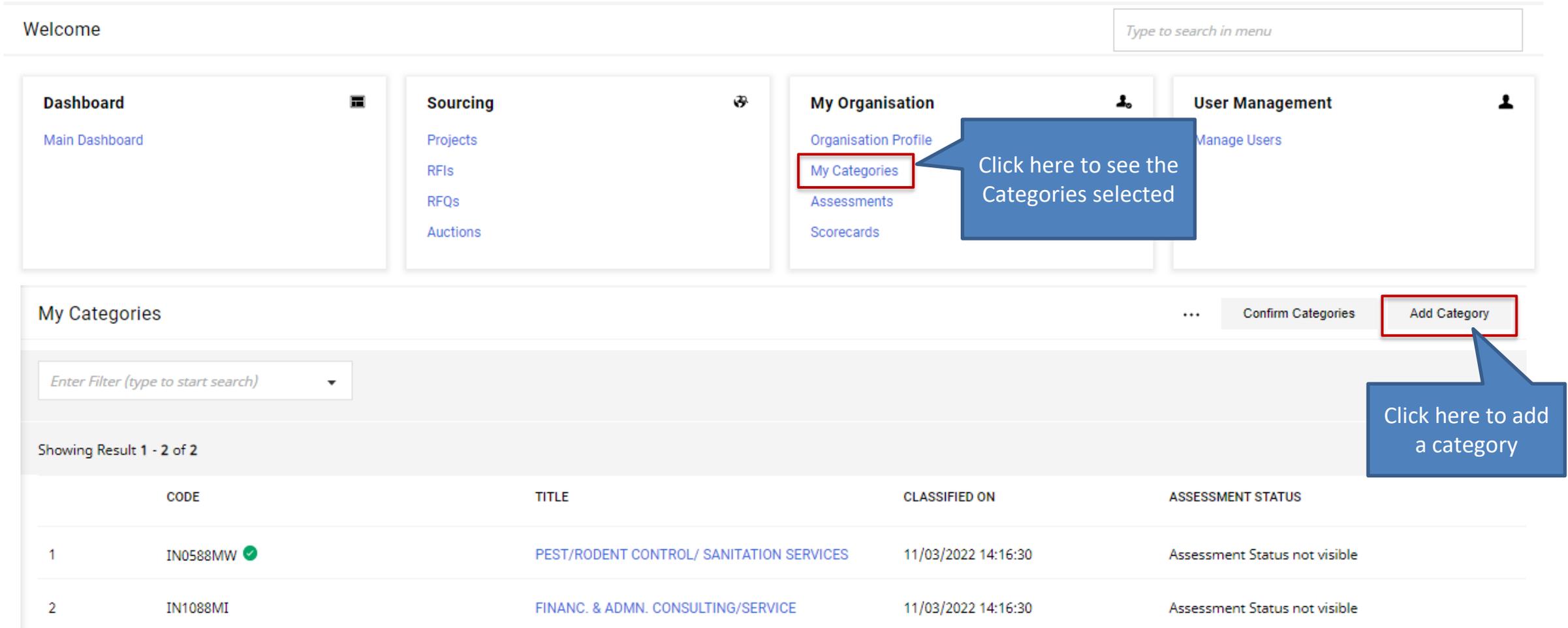
Once the Assessment have been returned to client, you will see this message

Category modifications and Category Specific Forms Review

Addition of Categories

In order to add a Category in your profile:

- Log in to the System
- Click on «My Categories» area
- Click on «Add Category» to open Marelli Category Tree



Welcome

Dashboard 

Main Dashboard

Sourcing 

Projects

RFIs

RFQs

Auctions

My Organisation 

Organisation Profile

My Categories

Assessments

Scorecards

User Management 

Manage Users

My Categories ... Confirm Categories **Add Category**

Showing Result 1 - 2 of 2

	CODE	TITLE	CLASSIFIED ON	ASSESSMENT STATUS
1	IN0588MW 	PEST/RODENT CONTROL/ SANITATION SERVICES	11/03/2022 14:16:30	Assessment Status not visible
2	IN1088MI	FINANC. & ADMN. CONSULTING/SERVICE	11/03/2022 14:16:30	Assessment Status not visible

Addition of Categories

Category Selection

Cancel Confirm

Enter filter (type to start search)

Click "Confirm" once done

Search or Navigate the Tree

Collapse All Expand All

Selected Items: 2

Categories

0001 - OPEX

IN05 - FACILITY MANAGEMENT & SERVICES

IN0501 - FACILITY MANAGEMENT

IN0582AD - EQUIPMENTS USING SERVOSYSTEMS

IN0582AF - STOCKING AND RESTRAINING EQUIPMENTS FOR FLOWING-GAS-IN BULK

Flag the new category

Categories Selected in the Previous Page

Cancel Save

Selection of Specific Categories might require the completion of Additional Forms

Category List:
>MARELLI INDIRECT SPEND CATEGORY TREE>OPEX>ENGINEERING>ENGINEERING>EXT. ENG. SOFTWARE DEVELOPMENT;

IN7089AA/AC_01_0_SECURITY CERTIFICATION AVAILABILITY

SECURITY CERTIFICATION

TITLE	DESCRIPTION	RESPONSE	EDITABLE BY
1	Availability of Security Certification	* Do you have a valid ISO 27001:2013 certification and/or TISAX (Trusted Information Security Assessment Exchange) certification?	Supplier

Additional Forms for Specific Categories

As previously explained, some categories might be linked to certain forms. In the Category list you will notice them, since they have an icon close to the code. If you click on it you can access the form.

Please note that forms linked to categories fully completed cannot be modified.

My Categories ... Confirm Categories Add Category

Enter Filter (type to start search) ▾

Showing Result 1 - 4 of 4

	CODE	TITLE	CLASSIFIED ON	ASSESSMENT STATUS
1	IN0588MW 	PEST/RODENT CONTROL/ SANITATION SERVICES	11/03/2022 14:16:30	Assessment Status not visible
2	IN1088MI	FINANC. & ADMN. CONSULTING/SERVICE	11/03/2022 14:16:30	Assessment Status not visible
3	IN7089AC 	EXT. ENG. SOFTWARE DEVELOPMENT	11/03/2022 15:01:47	Assessment Status not visible
4	IN7090AA	EXT. ENG. MECHANICAL DEVELOPMENT (SPECIALIST SERVICE)	11/03/2022 15:01:32	Assessment Status not visible

Category with Specific Form completed

Category with Specific Form NOT completed

Category without a Specific Form

Deletion of Categories

In order to delete a Category in your profile:

- Log in to the System
- Click on «My Categories» area
- Click on the category code and on the «...»

My Categories ... Confirm Categories Add Category

Enter Filter (type to start search) ▾

Showing Result 1 - 4 of 4

	CODE		CLASSIFIED ON	ASSESSMENT STATUS
1	IN0588MW 	PEST/RODENT CONTROL/ SANITATION SERVICES	11/03/2022 14:16:30	Assessment Status not visible
2	IN1088MI	FINANC. & ADMN. CONSULTING/SERVICE	11/03/2022 14:16:30	Assessment Status not visible

Click on the Category you want to remove

← Classification: >MARELLI INDIRECT SPEND CATEGORY TREE>OPEX>TR...

Category Form

 There are no Questions associated to this Category

[Back to Category list](#)

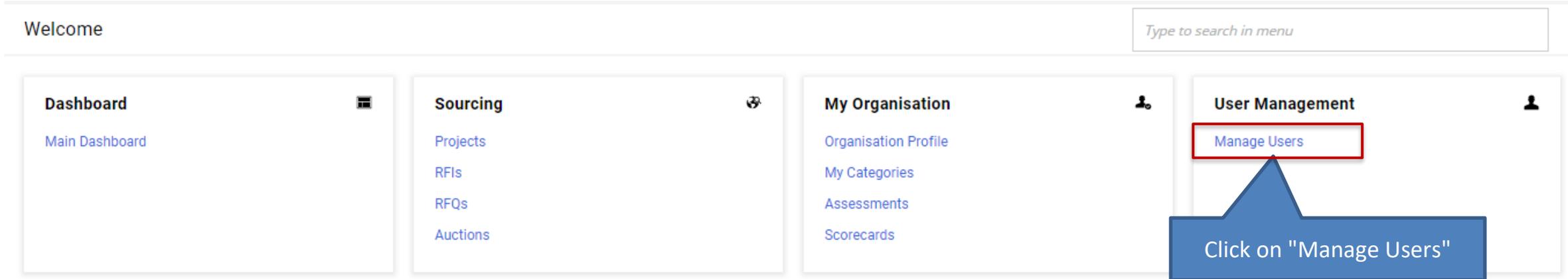
Remove Category

Print

Click on "Remove Category"

Creation of Additional Accounts (subusers)

Additional user accounts can be created by clicking on «Manage Users» from the «User Management» section.



The User Management area is composed by the following sections:

- Users: create and modify the Subuser
- User Roles: create and modify specific roles with relative rights
- Divisions: create and modify the Company Divisions – by default is created a “Division” with the Superuser as Manager
- Default Users: possibility to assign Default Subusers for the Management of certain object such as the RFX

Creation of Additional Accounts

To create a new user to the existing Superuser Account (main contact), click on Create and fill in the Contact form.

Manage Users

Users User Roles D

Enter at least 3 characters Enter Filter (type to start search)

Showing Result 1 - 1 of 1 Show

USER INFO	LAST NAME ↑	FIRST NAME	DIVISION	EMAIL	TELEPHONE	ROLE
1	Super User	TEST SUPPLIER 59	TEST SUPPLIER 59	Division	ebaraldi@jaggaer.com	+

... Import/Update User Role Create

Click on "Create"

Superuser – Main Contact defined during registration process. This user will be always notified.

New User

Cancel

Save

Click "Save" once the form is completed

User Details

* Last Name

* First Name

User Tag for Codes

* Email

* Telephone Number

Mobile Phone Number must start with '+' and contain digits from 0 to 9 (min 8 max 15) with no spaces. The first number can not be 0.

* Division

New User

Cancel

Save

* Division

Department

Role

* Username

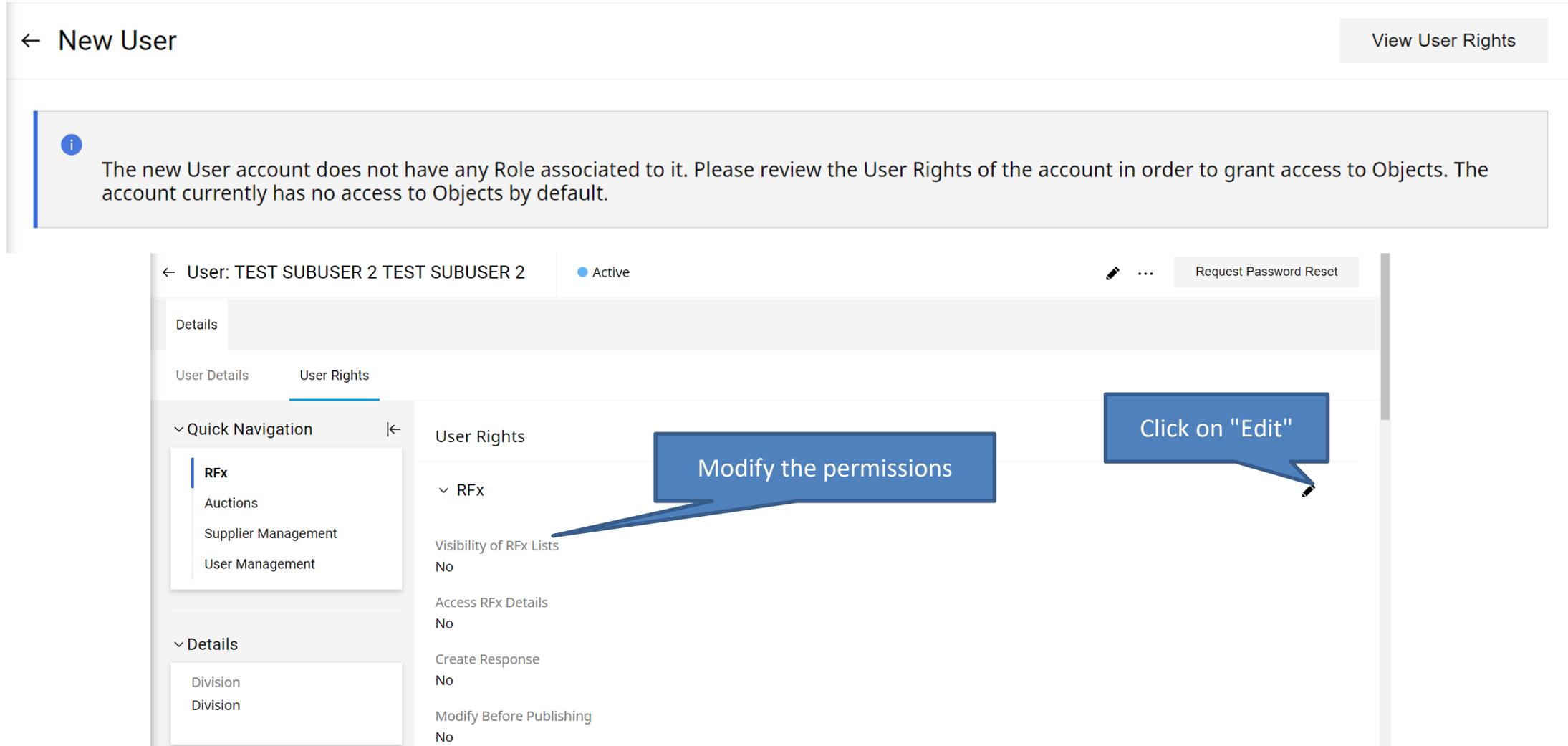
* Preferred Language

* Time Zone

User External Code

Type in email and username. User will receive an email with a temporary password. He/She can access the System by using the username you defined

The additional user account does not have any right associated. Click on «View User Rights» to define the operational activities that the user will be able to perform. Then click on «Edit» to define the permission you want to provide in the different events.



The screenshot displays the 'New User' configuration page. At the top left, there is a back arrow and the text 'New User'. At the top right, there is a 'View User Rights' button. Below this is an information banner with a blue 'i' icon and the text: 'The new User account does not have any Role associated to it. Please review the User Rights of the account in order to grant access to Objects. The account currently has no access to Objects by default.'

The main content area shows the user profile for 'User: TEST SUBUSER 2 TEST SUBUSER 2', which is 'Active'. There are options for 'Request Password Reset' and a menu icon. Below the profile, there are tabs for 'User Details' and 'User Rights', with 'User Rights' being the active tab.

On the left side, there is a 'Quick Navigation' menu with options: 'RFX', 'Auctions', 'Supplier Management', and 'User Management'. Below it is a 'Details' section with 'Division' listed twice.

The 'User Rights' section is expanded to show 'RFX' permissions. The permissions listed are:

- Visibility of RFX Lists: No
- Access RFX Details: No
- Create Response: No
- Modify Before Publishing: No

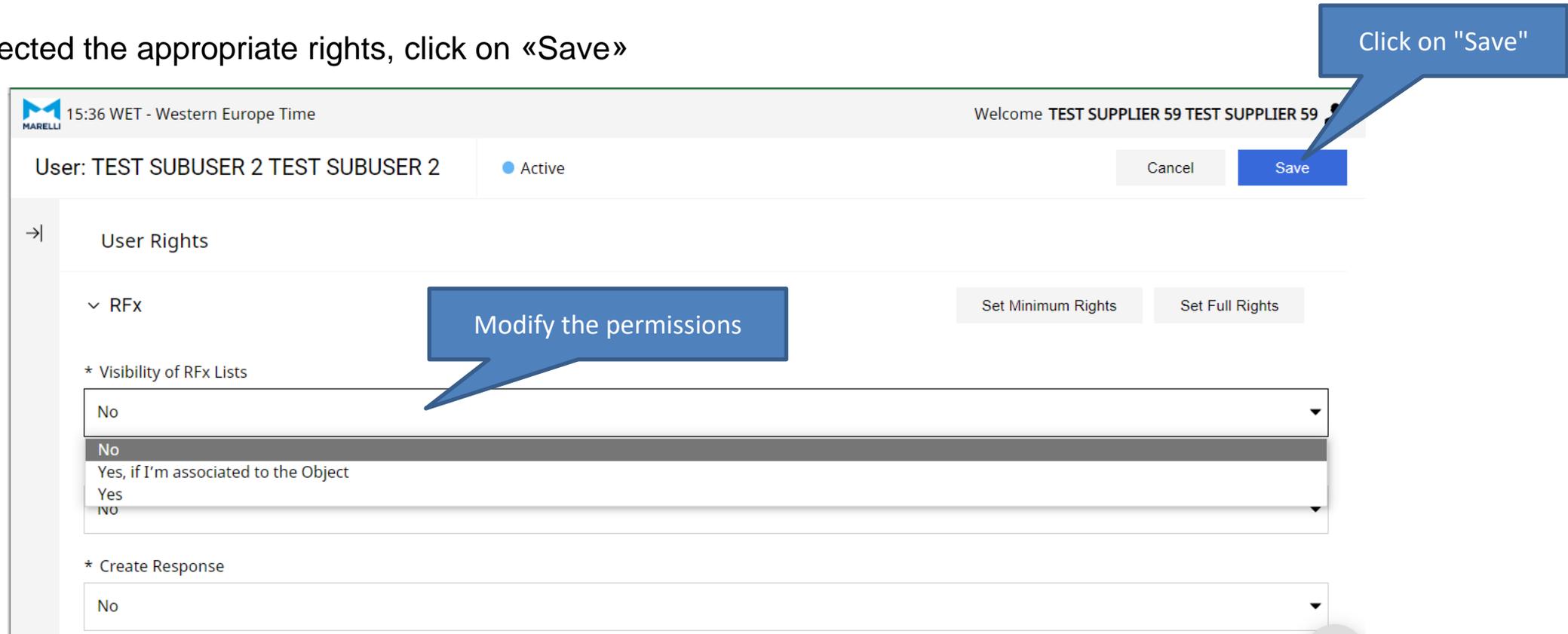
Two blue callout boxes are present: one pointing to the 'RFX' section with the text 'Modify the permissions', and another pointing to the edit icon (pencil) with the text 'Click on "Edit"'. The edit icon is located at the top right of the 'User Rights' configuration area.

Creation of Additional Accounts

RFx and Auction rights can be:

- "no", user does not have that activity
- "if I am associated to the Object", user will see the relevant object / will be able to operate on it only if the Superuser (Main Account) will associate him/her to it or Marelli Buyer will do it,
- "yes", user will always be able to see and to operate on all events.

After having selected the appropriate rights, click on «Save»

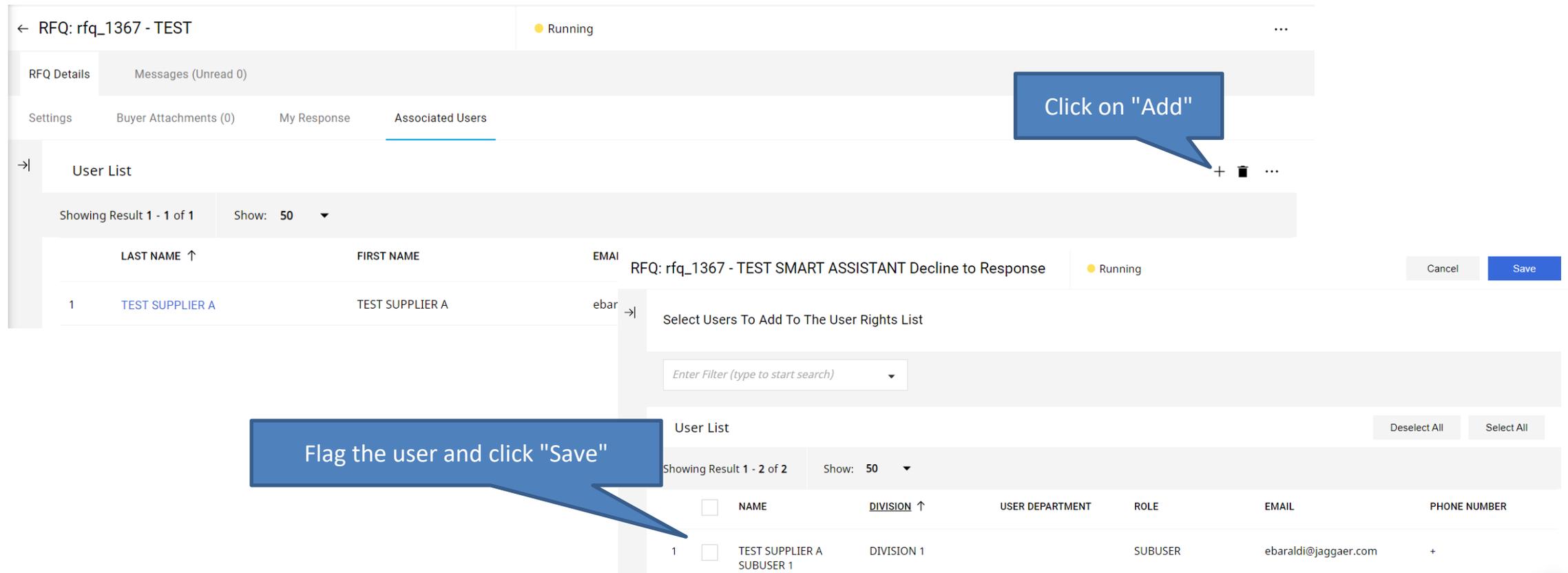


The screenshot shows a web interface for configuring user rights. At the top, it displays the time '15:36 WET - Western Europe Time' and a welcome message for 'TEST SUPPLIER 59 TEST SUPPLIER 59'. Below this, the user is identified as 'User: TEST SUBUSER 2 TEST SUBUSER 2' with an 'Active' status. There are 'Cancel' and 'Save' buttons. The main section is titled 'User Rights' and includes a 'RFx' section with two dropdown menus. The first dropdown is for 'Visibility of RFx Lists' and is currently set to 'No'. A callout bubble points to this dropdown with the text 'Modify the permissions'. The second dropdown is for 'Create Response' and is also set to 'No'. There are 'Set Minimum Rights' and 'Set Full Rights' buttons. Another callout bubble points to the 'Save' button with the text 'Click on "Save"'. The interface also shows a sidebar with a '→' icon and the text 'User Rights'.

Creation of Additional Accounts

In case the account/s created are able to view and operate only if associated to the relevant Object, the Superuser (Main Account), upon receiving notification of a new issued RFx/Auction by Marelli, will need to:

- Access the received RFx/Auction
- Go on the «Associated Users» section
- Click on «Add» and «Select with Search Criteria»
- Flag the user/s he/she wishes to involve. Such users will be able to view and operate as per the rights previously defined



← RFQ: rfq_1367 - TEST Running

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (0) My Response **Associated Users**

→| User List + 🗑️ ⋮

Showing Result 1 - 1 of 1 Show: 50

LAST NAME ↑	FIRST NAME	EMAIL
1	TEST SUPPLIER A	TEST SUPPLIER A

RFQ: rfq_1367 - TEST SMART ASSISTANT Decline to Response Running Cancel Save

Select Users To Add To The User Rights List

Enter Filter (type to start search)

User List Deselect All Select All

Showing Result 1 - 2 of 2 Show: 50

<input type="checkbox"/>	NAME	DIVISION ↑	USER DEPARTMENT	ROLE	EMAIL	PHONE NUMBER
1 <input type="checkbox"/>	TEST SUPPLIER A SUBUSER 1	DIVISION 1		SUBUSER	ebaraldi@jaggaer.com	+

Creation of Additional Accounts

As option, other sections allow you to create an organizational structure for your Company. You can create Divisions and Platform roles, to easily default the grants you previously managed at single user to various accounts. If you proceed in this way, you can go back on the created users and associate them both Department and Role.

Manage Users ... Manage Division Visibility Create

Users User Roles Divisions Default Users

Showing Result 1 - 1 of 1 Show: 50

	DIVISION	DIVISION MANAGER	CREATION DATE
1	Division	TEST SUPPLIER 59 TEST SUPPLIER 59	11/03/2022 13:07:07

Click on «Create»

New Division Cancel Save

▼ Division Details

* Name

Description

Division Tag for Codes

* Division Manager

▼

- TEST SUBUSER 1 TEST SUBUSER 1
- TEST SUBUSER 2 TEST SUBUSER 2

Each Division must have a User Account as Division Manager

Manage Users

... Import/Update Roles Create

Users User Roles Divisions Default Users

Enter at least 3 characters Enter Filter (type to start search) ▼

⚠ The list is empty

Click on "Create"

New Role

Cancel Save

Quick Navigation

- General Settings
- RFX
- Auctions
- Supplier Management
- User Management

User Rights

Set Minimum Rights Set Full Rights

General Settings

* Role

* Shared Role

No

RFX

Set Minimum Rights Set Full Rights

* Visibility of RFX Lists

No

* Access RFX Details

No

* Create Response

No

Define User Role name and grants

Creation of Additional Accounts

As option, if you wish, you can define specific accounts as default users for the various events.

Manage Users Save

Users User Roles Divisions Default Users

Select a Default User for Auctions

	Last Name	First Name	Email
1	---	---	---
2	TEST SUPPLIER 59	TEST SUPPLIER 59	ebaraldi@jaggaer.com
3	TEST SUBUSER 2	TEST SUBUSER 2	ebaraldi@jaggaer.com

Select a Default User for RFIs/RFQs

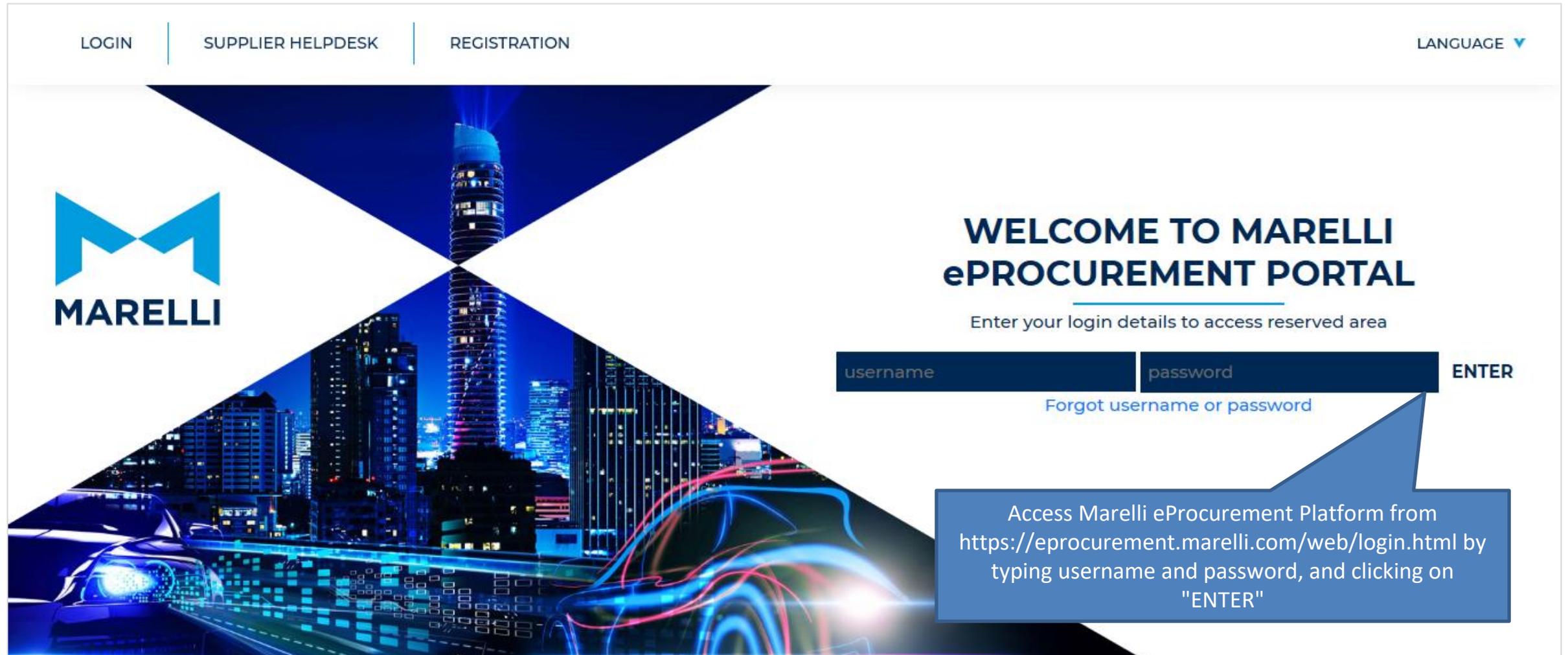
	Last Name	First Name	Email
1	---	---	---
2	TEST SUPPLIER 59	TEST SUPPLIER 59	ebaraldi@jaggaer.com
3	TEST SUBUSER 1	TEST SUBUSER 1	ebaraldi@jaggaer.com

Select a Default User for Scorecard Surveys

	Last Name	First Name	Email
1	---	---	---
2	TEST SUPPLIER 59	TEST SUPPLIER 59	ebaraldi@jaggaer.com

Select Item 1 to not indicate the default user and allow all the Subusers to be invited by Marelli users

How to respond to an RFI/RFQ?



The screenshot shows the login page of the Marelli eProcurement Portal. At the top, there are navigation links for 'LOGIN', 'SUPPLIER HELPDESK', and 'REGISTRATION', along with a 'LANGUAGE' dropdown menu. The main content area features the Marelli logo on the left and a large heading 'WELCOME TO MARELLI ePROCUREMENT PORTAL'. Below the heading, it says 'Enter your login details to access reserved area'. There are two input fields: 'username' and 'password', followed by an 'ENTER' button. A link 'Forgot username or password' is located below the password field. A blue callout box at the bottom right provides instructions on how to access the platform.

LOGIN | SUPPLIER HELPDESK | REGISTRATION | LANGUAGE ▼

WELCOME TO MARELLI ePROCUREMENT PORTAL

Enter your login details to access reserved area

username password ENTER

[Forgot username or password](#)

Access Marelli eProcurement Platform from <https://eprocurement.marelli.com/web/login.html> by typing username and password, and clicking on "ENTER"

How to respond to an RFI/RFQ

Welcome

Type to search in menu

Dashboard

Main Dashboard

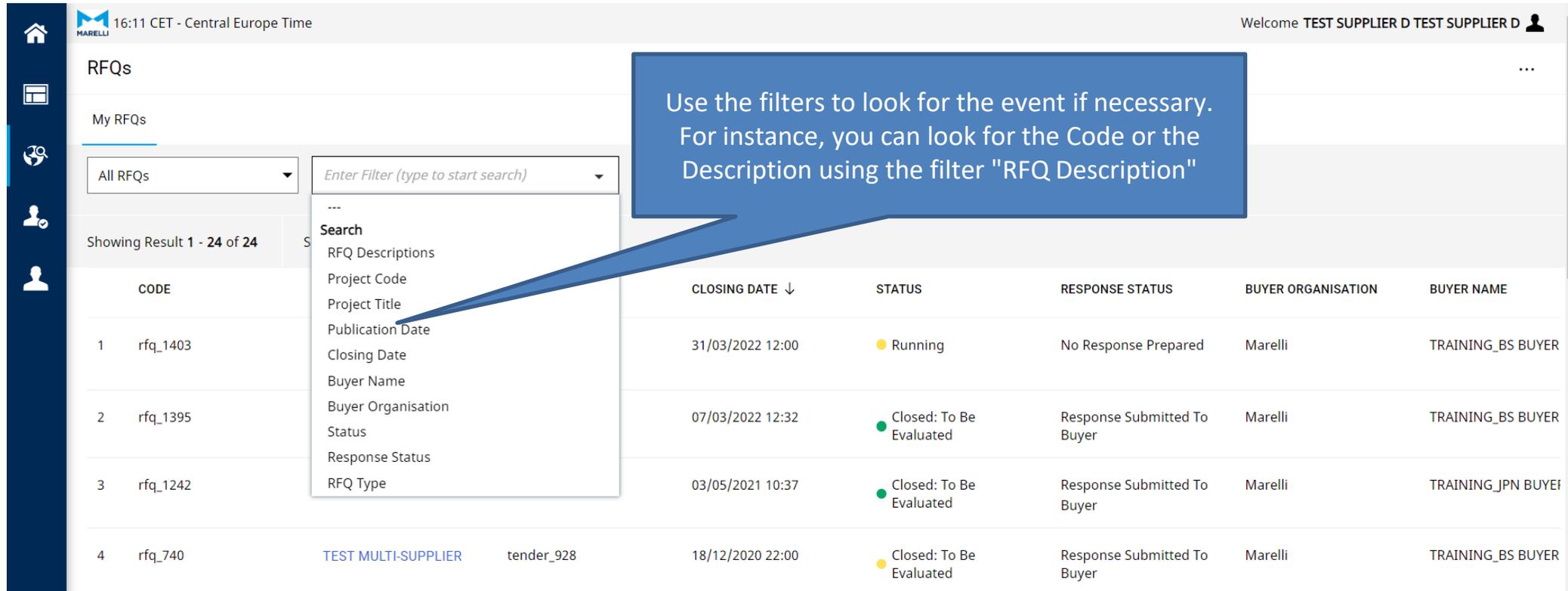
Sourcing

- Projects
- RFIs
- RFQs

Click on RFQs or RFIs to access the event you have been invited to

My Organisation

- Organisation Profile
- My Categories
- Assessments



16:11 CET - Central Europe Time

Welcome TEST SUPPLIER D TEST SUPPLIER D

RFQs

My RFQs

All RFQs

Enter Filter (type to start search)

Showing Result 1 - 24 of 24

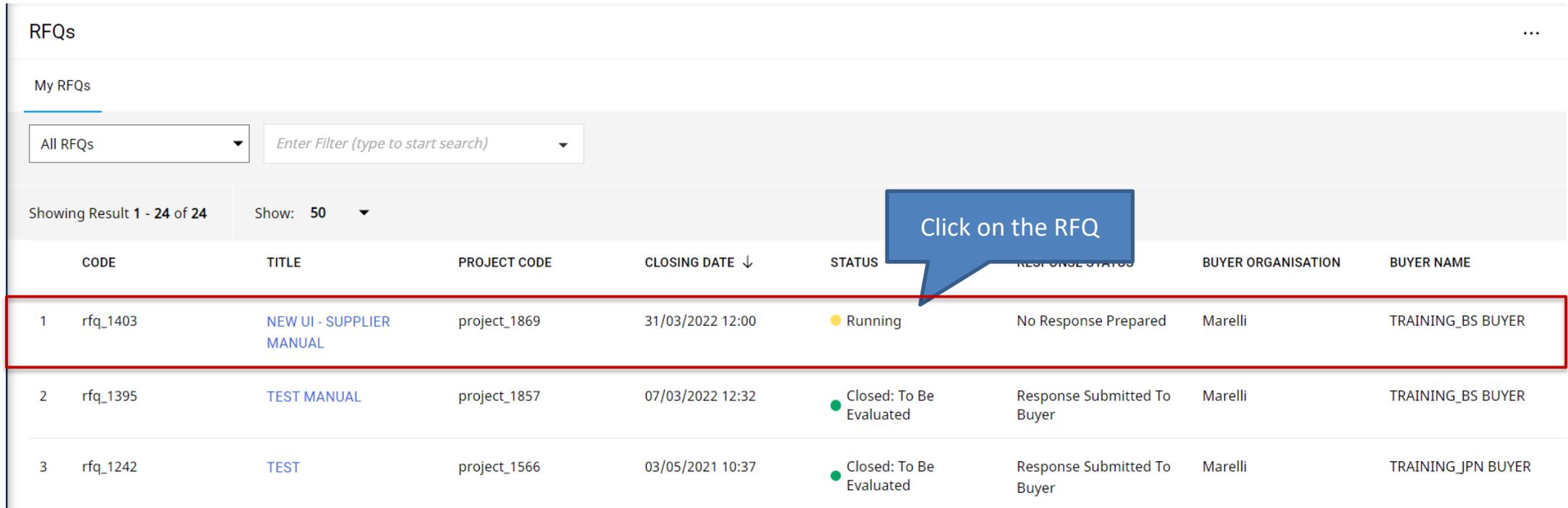
CODE	CLOSING DATE ↓	STATUS	RESPONSE STATUS	BUYER ORGANISATION	BUYER NAME
1 rfq_1403	31/03/2022 12:00	Running	No Response Prepared	Marelli	TRAINING_BS BUYER
2 rfq_1395	07/03/2022 12:32	Closed: To Be Evaluated	Response Submitted To Buyer	Marelli	TRAINING_BS BUYER
3 rfq_1242	03/05/2021 10:37	Closed: To Be Evaluated	Response Submitted To Buyer	Marelli	TRAINING_JPN BUYER
4 rfq_740	18/12/2020 22:00	Closed: To Be Evaluated	Response Submitted To Buyer	Marelli	TRAINING_BS BUYER

TEST MULTI-SUPPLIER tender_928

How to respond to an RFI/RFQ

On "My RFQs" ("My RFIs") page you will see the list of the RFQ (RFI) events for which you have been invited to provide a response.

The initial Response Status will be «No Response Prepared». Event in status "Running " are open to all Suppliers for quotations until the "Closing Date".



RFQs

My RFQs

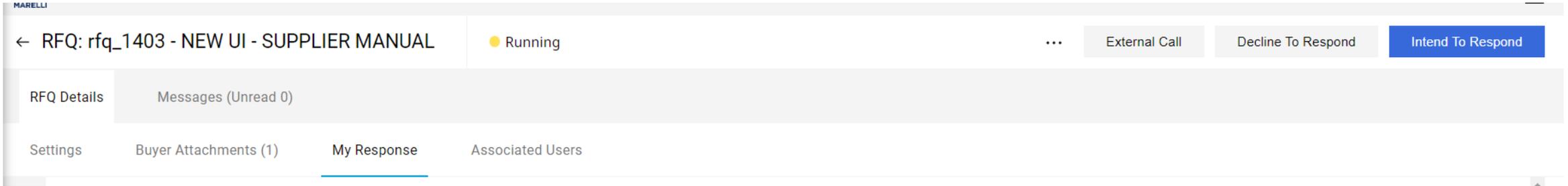
All RFQs

Showing Result 1 - 24 of 24 Show: 50

CODE	TITLE	PROJECT CODE	CLOSING DATE ↓	STATUS	RESPONSE STATUS	BUYER ORGANISATION	BUYER NAME	
1	rfq_1403	NEW UI - SUPPLIER MANUAL	project_1869	31/03/2022 12:00	● Running	No Response Prepared	Marelli	TRAINING_BS BUYER
2	rfq_1395	TEST MANUAL	project_1857	07/03/2022 12:32	● Closed: To Be Evaluated	Response Submitted To Buyer	Marelli	TRAINING_BS BUYER
3	rfq_1242	TEST	project_1566	03/05/2021 10:37	● Closed: To Be Evaluated	Response Submitted To Buyer	Marelli	TRAINING_JPN BUYER

How to respond to an RFI/RFQ

A RFQ page is made by differ section:



RFQ DETAILS

Settings

Lists information related to the RFQ content and closing date

Buyer Attachment

Stores documents that have been uploaded by the Buyer

My Response

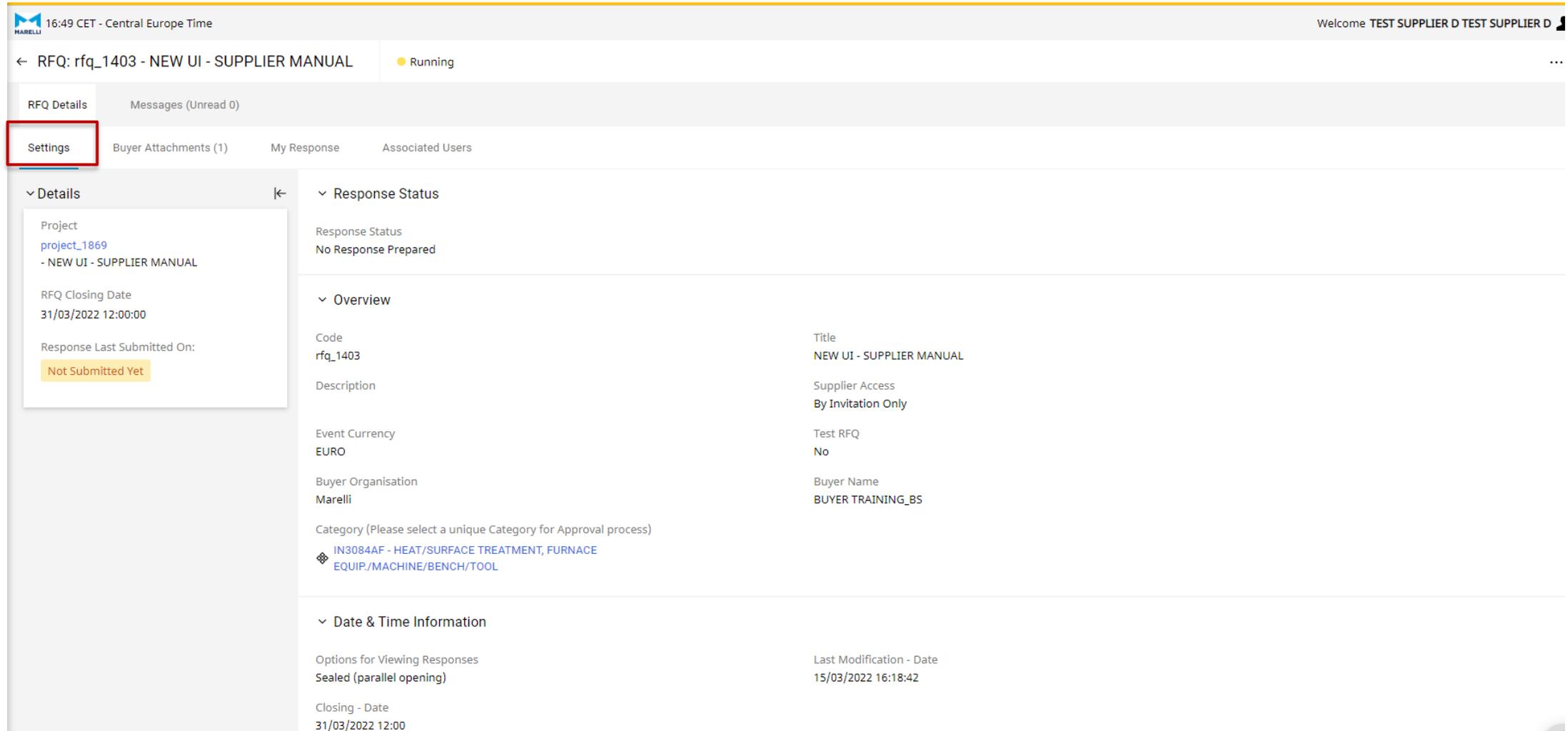
Supplier can reply to RFQ questions

Associated Users

Manage the sub users that can access event

How to respond to an RFI/RFQ

Once inside the event, you can click on "Settings! To check all the RFQ related information like: Closing Date, Currency etc.



The screenshot shows the 'Settings' tab for an RFQ. The 'Details' sidebar on the left contains the following information:

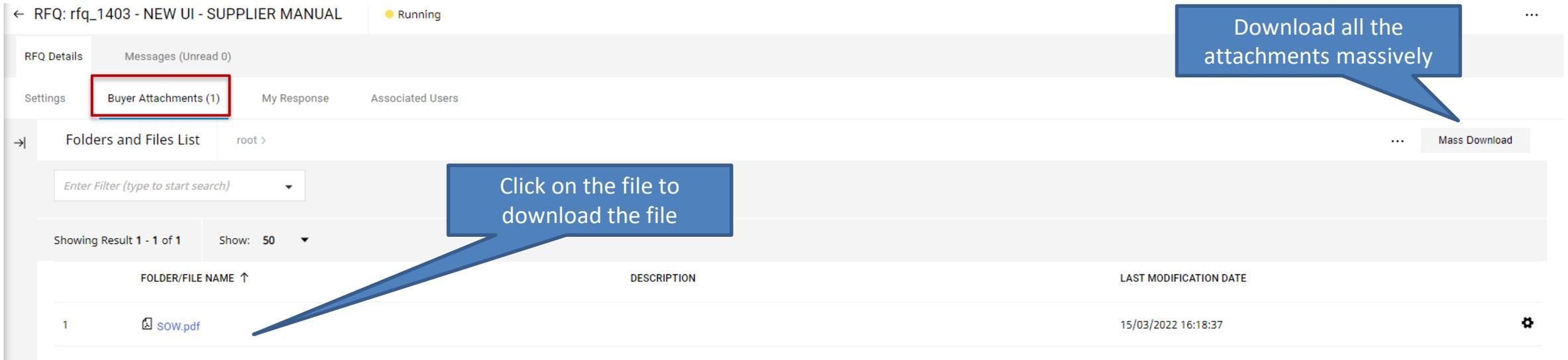
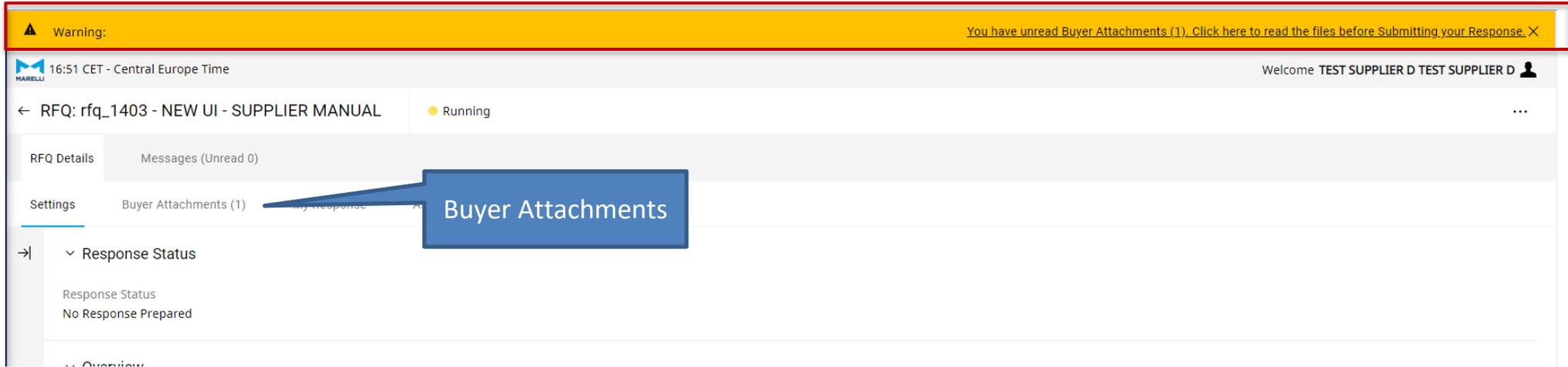
- Project: [project_1869](#) - NEW UI - SUPPLIER MANUAL
- RFQ Closing Date: 31/03/2022 12:00:00
- Response Last Submitted On: Not Submitted Yet

The main content area is divided into several sections:

- Response Status:** Response Status: No Response Prepared
- Overview:**
 - Code: rfq_1403
 - Description: [Empty]
 - Event Currency: EURO
 - Buyer Organisation: Marelli
 - Category (Please select a unique Category for Approval process): [IN3084AF - HEAT/SURFACE TREATMENT, FURNACE EQUIP./MACHINE/BENCH/TOOL](#)
- Date & Time Information:**
 - Options for Viewing Responses: Sealed (parallel opening)
 - Closing - Date: 31/03/2022 12:00
 - Title: NEW UI - SUPPLIER MANUAL
 - Supplier Access: By Invitation Only
 - Test RFQ: No
 - Buyer Name: BUYER TRAINING_BS
 - Last Modification - Date: 15/03/2022 16:18:42

How to respond to an RFI/RFQ

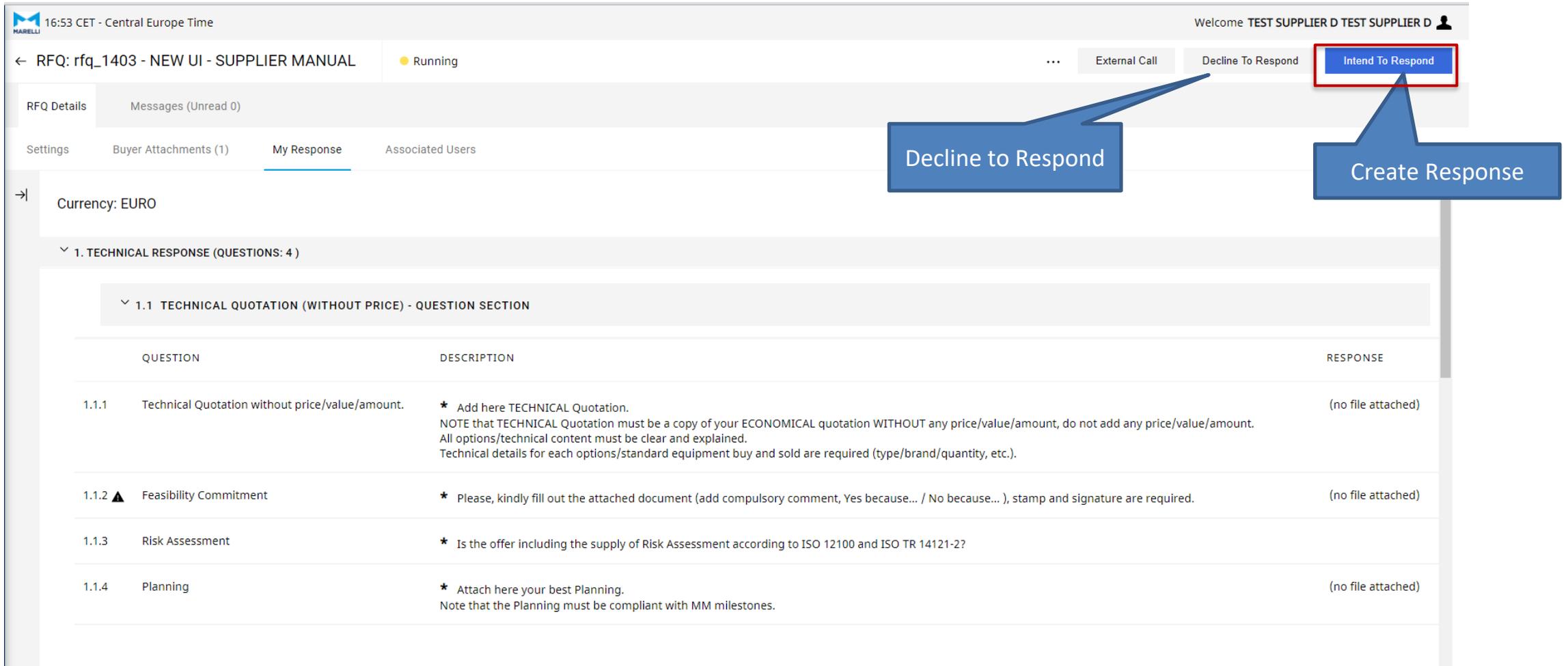
You are advised of the presence of Buyer Attachments. These are the documents that have been uploaded by the Buyer for you to access / complete as part of your response. To download the Attachments, click on the "Buyer Attachments" link



How to respond to an RFI/RFQ

To begin preparing your response, click on the «Create Response» tab on the top right side of the page. This will allow you to answer the questions within the questionnaire.

You can also «Decline to Respond» by providing a reason.



16:53 CET - Central Europe Time

Welcome TEST SUPPLIER D TEST SUPPLIER D

← RFQ: rfq_1403 - NEW UI - SUPPLIER MANUAL ● Running

External Call Decline To Respond Intend To Respond

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (1) My Response Associated Users

→ Currency: EURO

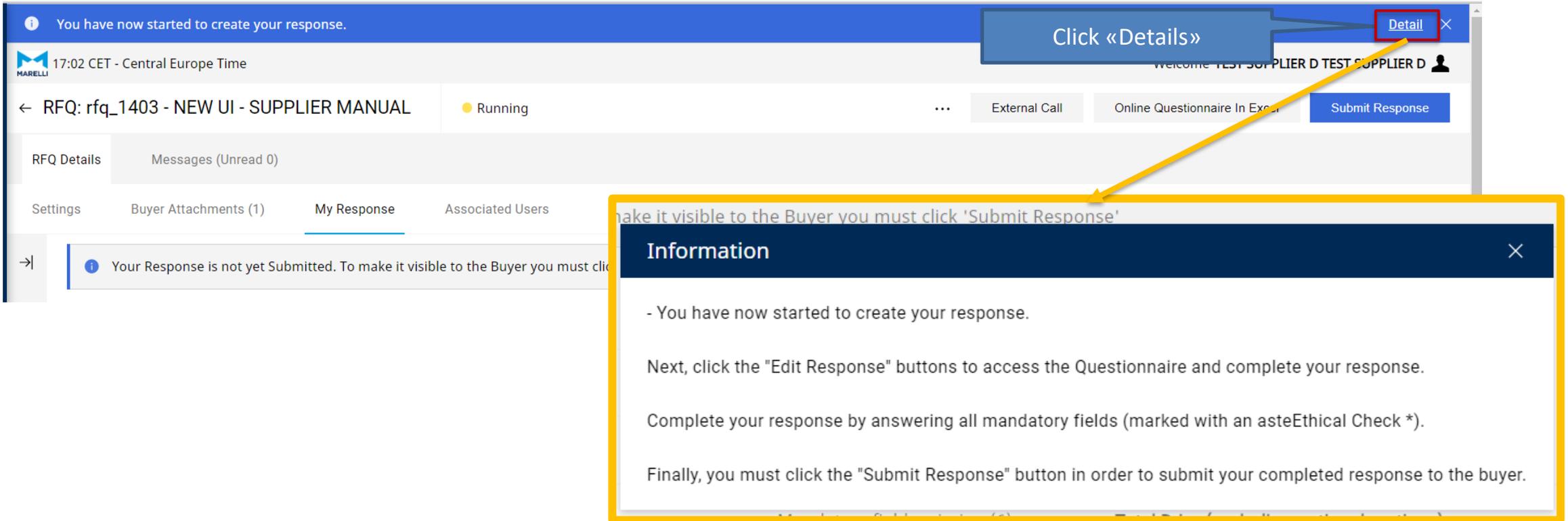
1. TECHNICAL RESPONSE (QUESTIONS: 4)

1.1 TECHNICAL QUOTATION (WITHOUT PRICE) - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
1.1.1	Technical Quotation without price/value/amount. * Add here TECHNICAL Quotation. NOTE that TECHNICAL Quotation must be a copy of your ECONOMICAL quotation WITHOUT any price/value/amount, do not add any price/value/amount. All options/technical content must be clear and explained. Technical details for each options/standard equipment buy and sold are required (type/brand/quantity, etc.).	(no file attached)
1.1.2 ▲	Feasibility Commitment * Please, kindly fill out the attached document (add compulsory comment, Yes because... / No because...), stamp and signature are required.	(no file attached)
1.1.3	Risk Assessment * Is the offer including the supply of Risk Assessment according to ISO 12100 and ISO TR 14121-2?	
1.1.4	Planning * Attach here your best Planning. Note that the Planning must be compliant with MM milestones.	(no file attached)

How to respond to an RFI/RFQ

Make sure you carefully read any information pop-ups that the System provides as you complete and send your response to the Buyer.



The screenshot shows the MARELLI JAGGAER RFI/RFQ response interface. At the top, a blue banner displays the message: "You have now started to create your response." Below this, the breadcrumb navigation shows "RFQ: rfq_1403 - NEW UI - SUPPLIER MANUAL" with a "Running" status indicator. The interface includes tabs for "RFQ Details", "Messages (Unread 0)", "Settings", "Buyer Attachments (1)", "My Response", and "Associated Users". A "Submit Response" button is visible in the top right. A blue callout box points to a "Detail" button with the text "Click «Details»". An information pop-up window is overlaid on the bottom right, titled "Information", with a close button (X). The pop-up contains the following text:

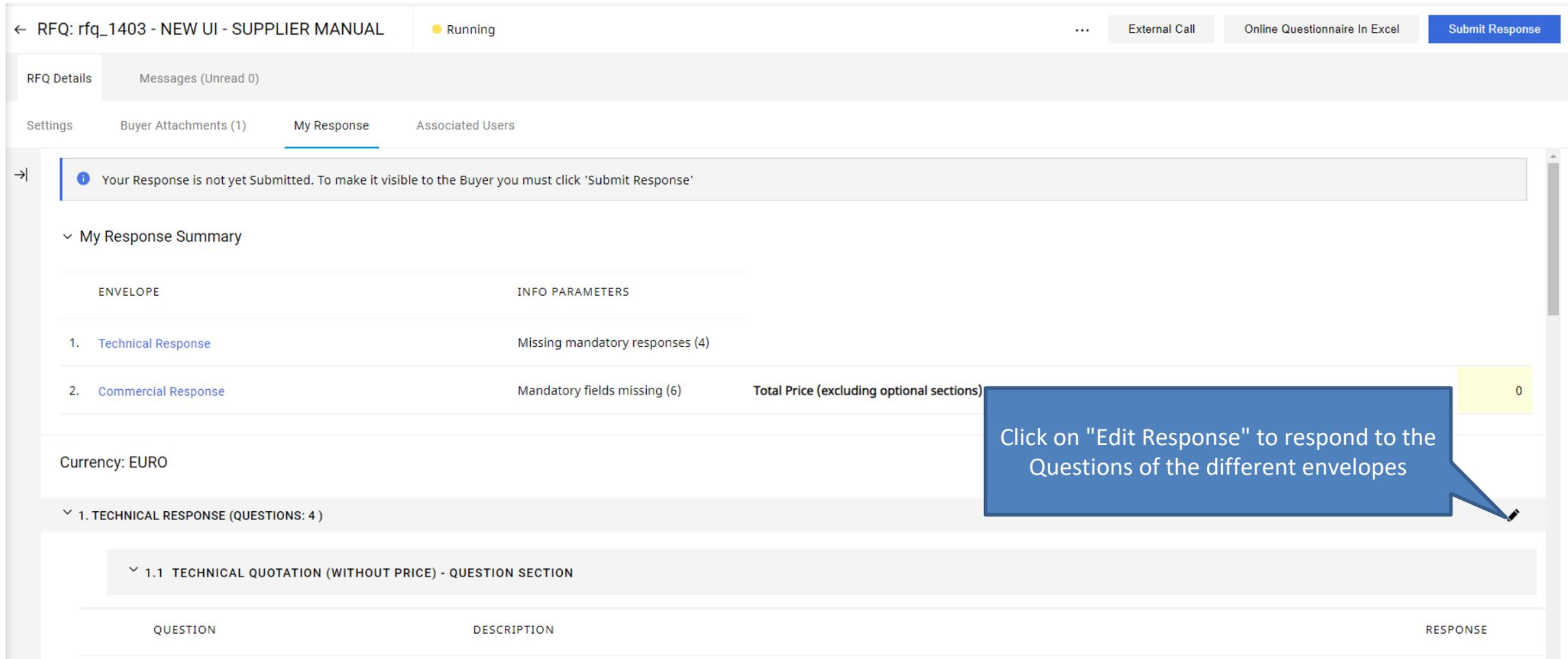
make it visible to the Buyer you must click 'Submit Response'

Information

- You have now started to create your response.
- Next, click the "Edit Response" buttons to access the Questionnaire and complete your response.
- Complete your response by answering all mandatory fields (marked with an asterisk *).
- Finally, you must click the "Submit Response" button in order to submit your completed response to the buyer.

How to respond to an RFI/RFQ

The «Edit Response» tab will allow you to insert responses or modify information you have already inserted if the closing date has not yet passed.



The screenshot shows the 'My Response' tab in a software interface. At the top, there's a navigation bar with 'RFQ: rfq_1403 - NEW UI - SUPPLIER MANUAL', a 'Running' status indicator, and buttons for 'External Call', 'Online Questionnaire In Excel', and 'Submit Response'. Below this, there are tabs for 'RFQ Details', 'Messages (Unread 0)', 'Settings', 'Buyer Attachments (1)', 'My Response', and 'Associated Users'. A message box states: 'Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response''. The 'My Response Summary' section includes a table with columns 'ENVELOPE' and 'INFO PARAMETERS'. It lists two responses: '1. Technical Response' with 'Missing mandatory responses (4)' and '2. Commercial Response' with 'Mandatory fields missing (6)'. A 'Total Price (excluding optional sections)' is shown as '0'. The currency is set to 'EURO'. A blue callout box points to the 'Total Price' field with the text: 'Click on "Edit Response" to respond to the Questions of the different envelopes'. Below the summary, there's a section for '1. TECHNICAL RESPONSE (QUESTIONS: 4)' and a sub-section '1.1 TECHNICAL QUOTATION (WITHOUT PRICE) - QUESTION SECTION'. A table with columns 'QUESTION', 'DESCRIPTION', and 'RESPONSE' is partially visible.

Note: the mandatory questions are highlighted with a red asterisk. These must be completed in order to publish your response.

How to respond to an RFI/RFQ

In Edit Mode you can respond to the questions of Qualification/Technical/Commercial envelopes, which may be:

- Yes/No
- Options list
- Multi choice
- Free Text
- Date
- Numeric
- Attachment

RFQ: rfq_1403 - NEW UI - SUPPLIER MANUAL Running Cancel Save And Continue Save And Return

CODE	DESCRIPTION	UNIT OF MEASUREMENT	QUANTITY	UNIT PRICE	PRICE	COMMENTS
2.1.1	* Indicate the total Amount, DDP MM plant included. Warranty 24 moths Full, parts, labor, travel and accommodation included.	A corpo	1		0	
Section Sub Total					0	

2.2 ECONOMICAL PROPOSAL - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
2.2.1	Warranty * Warranty 24 moths Full, parts, labor, travel and accommodation INCLUDED.	<input type="text"/>
2.2.2	Quotation * Attach here your best economical proposal, including cost breakdown of each station/option/SW/HW, delivery, installation, training, process accompaniment, etc. Stamp and signature are required.	+ Attach File
2.2.3	Cost Breakdown * Attach here your cost breakdown of each station/option/SW/HW.	+ Attach File

Characters available 512

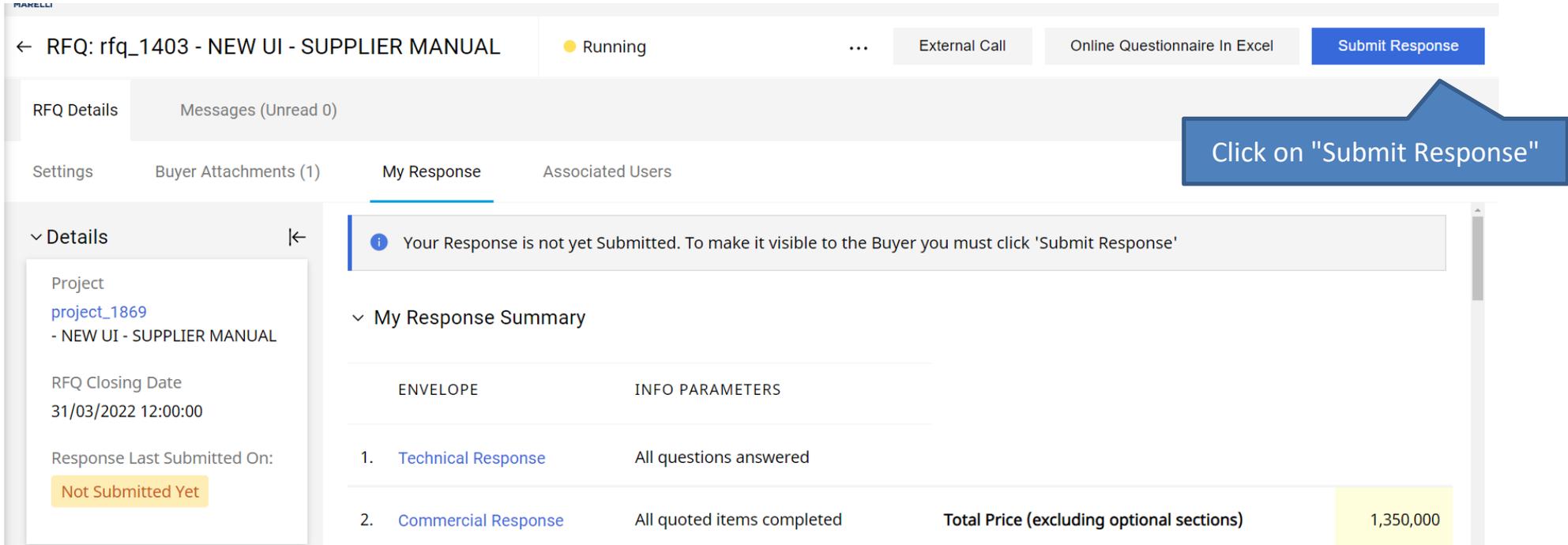
Responses

Click "Save and Return" once finished

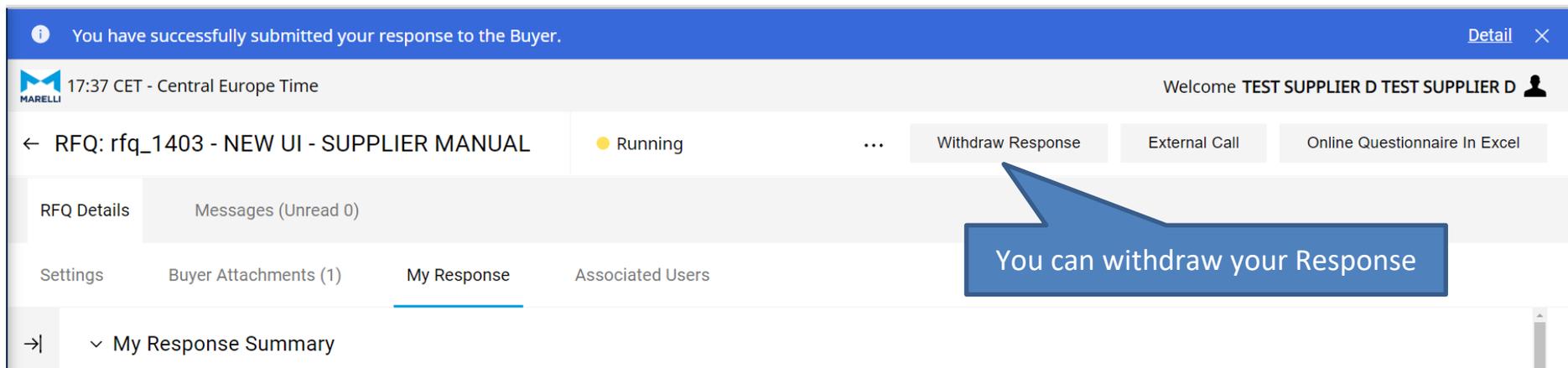
If you wish to upload generic attachments to your response, you can do so by clicking on «Add/View Attachments». If the questionnaire is long, make sure you click on «Save and Continue» regularly in order to avoid losing your work. When complete, click «Save and Return»

How to respond to an RFI/RFQ

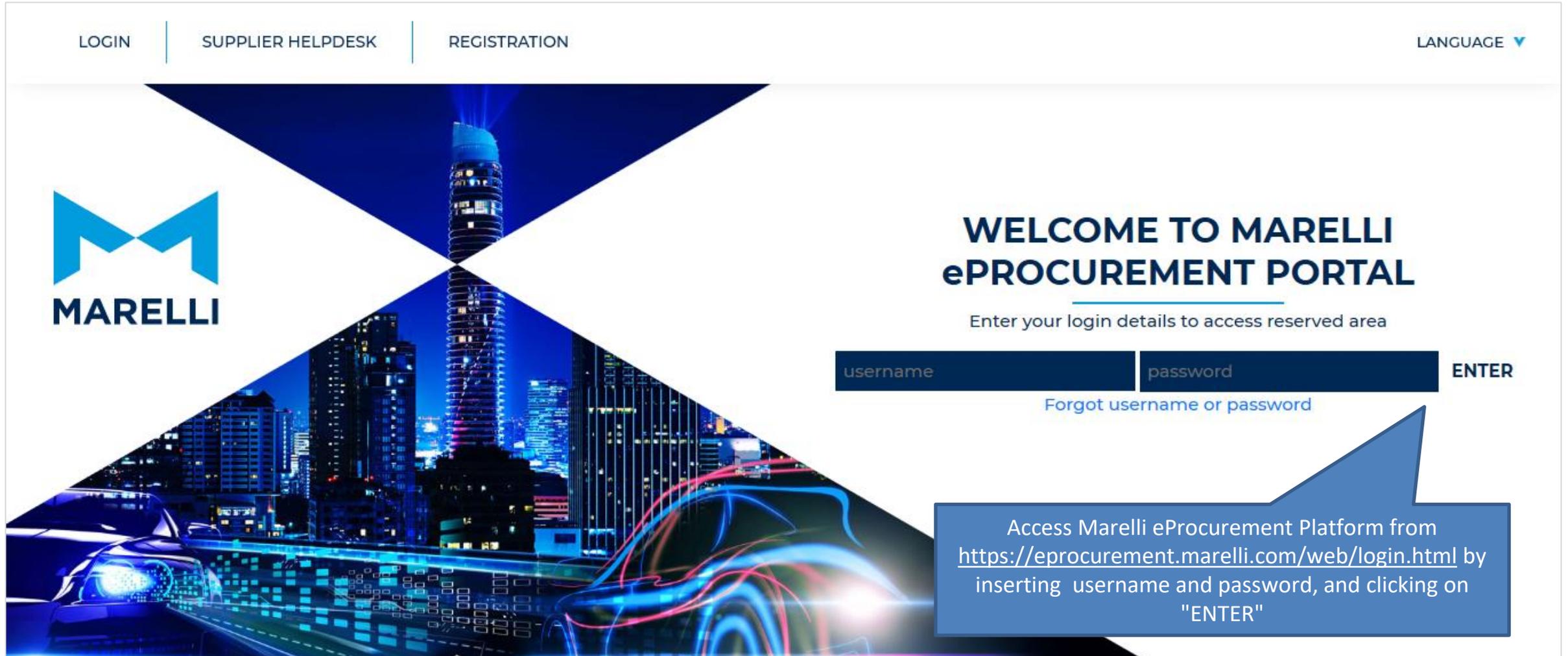
Click on "Submit Response" to publish your offer. A pop-up will advise you that your response has been successfully published.



Note that the time and date of your response submission is visible in the top left hand corner.



How to respond to an Auction?



The screenshot shows the login page of the Marelli eProcurement Portal. At the top, there are navigation links for 'LOGIN', 'SUPPLIER HELPDESK', and 'REGISTRATION', along with a 'LANGUAGE' dropdown menu. The main content area features the Marelli logo on the left and a large 'WELCOME TO MARELLI ePROCUREMENT PORTAL' heading on the right. Below the heading, there is a prompt to 'Enter your login details to access reserved area'. The login form consists of two input fields labeled 'username' and 'password', followed by an 'ENTER' button. A link for 'Forgot username or password' is located below the password field. A blue callout box in the bottom right corner provides instructions on how to access the platform.

LOGIN | SUPPLIER HELPDESK | REGISTRATION | LANGUAGE ▼

WELCOME TO MARELLI ePROCUREMENT PORTAL

Enter your login details to access reserved area

username password ENTER

[Forgot username or password](#)

Access Marelli eProcurement Platform from <https://eprocurement.marelli.com/web/login.html> by inserting username and password, and clicking on "ENTER"

How to respond to an Auction

Welcome

Type to search in menu

Dashboard



Main Dashboard

Sourcing



Projects

RFIs

RFQs

Auctions

My Organisation



Organisation Profile

My Categories

Assessments

Scorecards

Auctions

... Auction Monitor

My Auctions

All Auctions

Enter Filter (type to start search)

Search

- Auction Descriptions
- Department
- Buyer Name
- Project Code
- Project Title
- Buyer Organisation
- Status (Legacy)
- Status

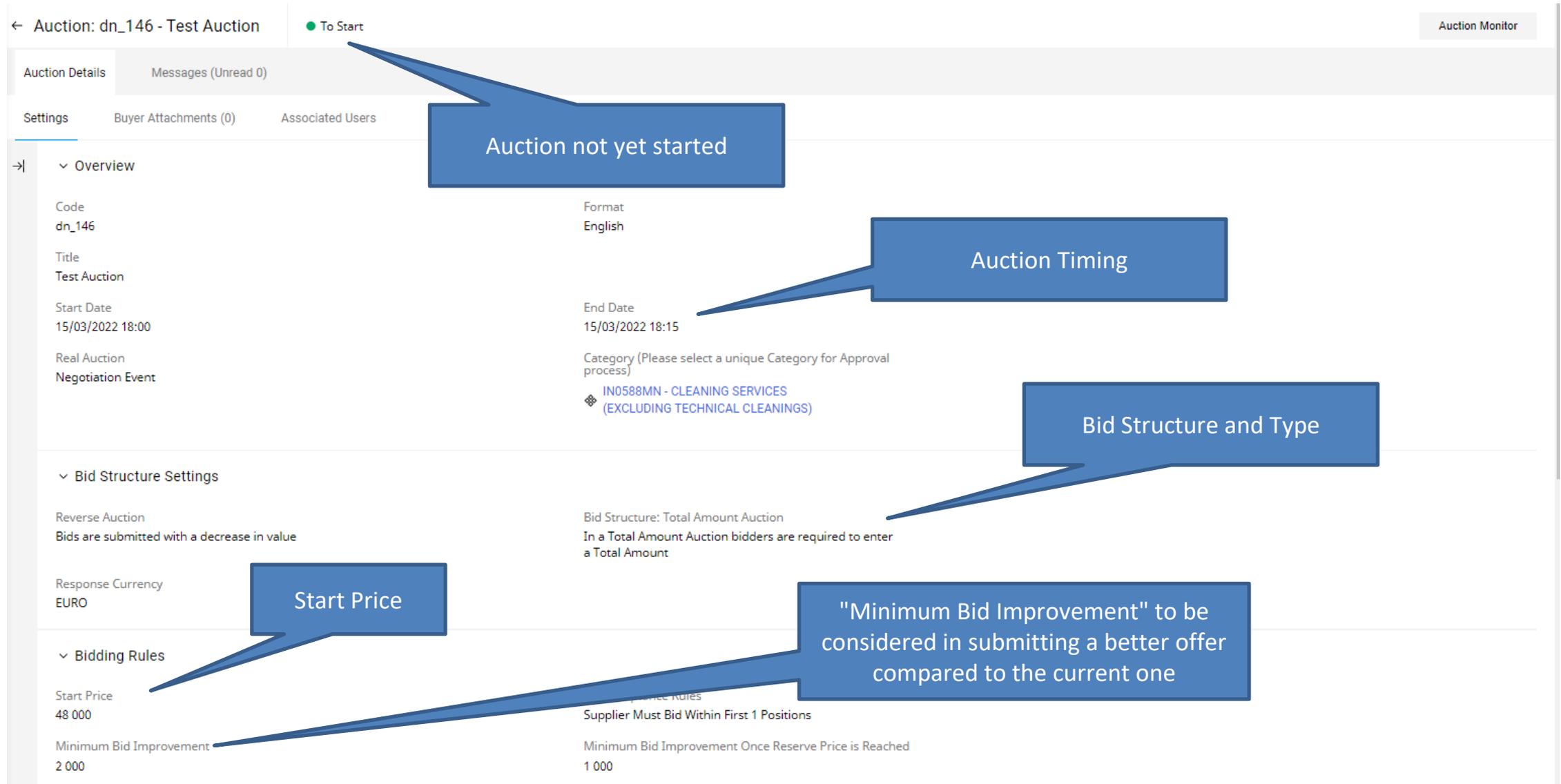
Showing Result 1 - 43 of 43

	CODE		PROJECT CODE	BUYER ORGANISATION	BUYER NAME	FORMAT	START DATE ↓	END DATE	STATUS
1	dn_146		project_1329	Marelli	TRAINING_BS BUYER	English	15/03/2022 18:00	15/03/2022 18:15	● To Star
2	dn_177		project_1761	Marelli	TRAINING_BS BUYER	English	11/10/2021 14:20	26/11/2021 19:25	● Ended
3	dn_175	TRAINING DEMO_UK 2	project_1734	Marelli	TRAINING_BS BUYER	English	14/09/2021 21:40	17/09/2021 17:08	● Ended
4	dn_174	DEMO_JAPAN	project_1679	Marelli	TRAINING_BS BUYER	English	28/06/2021 10:00	28/06/2021 10:15	● Ended

Use the filters to look for the event if necessary. For instance, you can look for the Code or the Description using filter "Auction Description"

How to respond to an Auction

Before the Auction is going to start, analyze in advance carefully each single parameter of the Auction in "Settings" area.



The screenshot shows the 'Settings' page for an auction titled 'Auction: dn_146 - Test Auction'. The page is divided into several sections, with blue callout boxes highlighting key parameters:

- Auction not yet started:** Points to the 'To Start' status indicator at the top right.
- Auction Timing:** Points to the 'End Date' field, which is set to '15/03/2022 18:15'.
- Bid Structure and Type:** Points to the 'Bid Structure' field, which is set to 'Total Amount Auction'.
- Start Price:** Points to the 'Start Price' field, which is set to '48 000'.
- "Minimum Bid Improvement" to be considered in submitting a better offer compared to the current one:** Points to the 'Minimum Bid Improvement' field, which is set to '1 000'.

Other visible parameters include:

- Code: dn_146
- Format: English
- Title: Test Auction
- Start Date: 15/03/2022 18:00
- Real Auction: Negotiation Event
- Category: IN0588MN - CLEANING SERVICES (EXCLUDING TECHNICAL CLEANINGS)
- Reverse Auction: Bids are submitted with a decrease in value
- Response Currency: EURO
- Supplier Must Bid Within First 1 Positions
- Minimum Bid Improvement Once Reserve Price is Reached: 1 000

Pre-Nomination

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

Extension Rules

When Suppliers Enter New Valid Bids

Overtime Interval
Add 3 Minutes

Auction Timing Extension Rules and
Overtime Interval

Supplier Visibility Rules

Information Provided in Monitor

The Auction Monitor will display the information about your Rank
Best Bid Information is visible to all Suppliers

Terms

For Further Information:

Info

Department

Published

BUYER TRAINING_BS 15/03/2022 17:42

Owner

TRAINING_BS BUYER

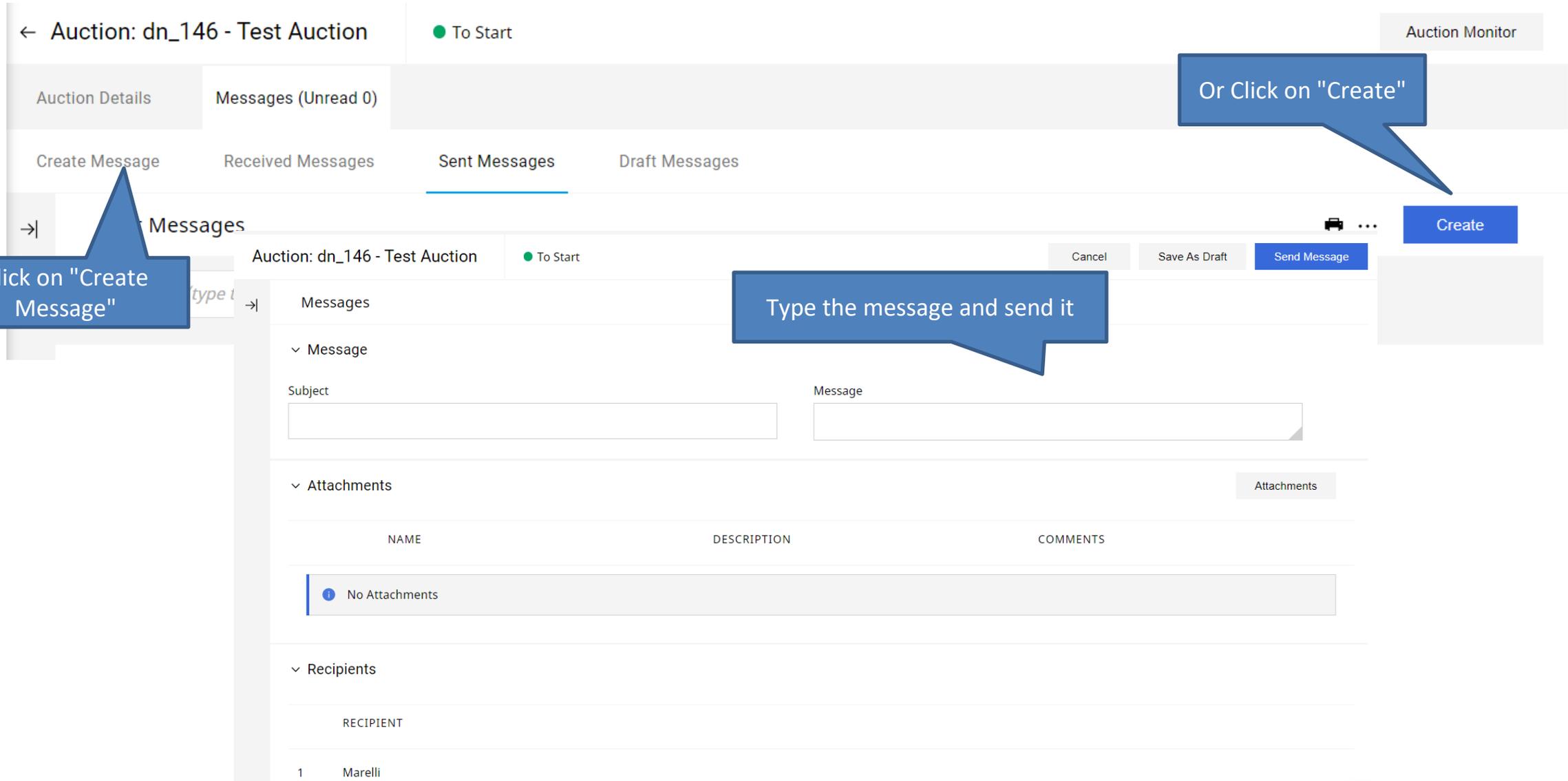
Last Modified

BUYER TRAINING_BS 15/03/2022 17:42

Referent Buyer

How to respond to an Auction

In case you have doubts, do not hesitate to contact the Buyer, through the message Area.



The screenshot shows the 'Auction: dn_146 - Test Auction' interface. At the top, there is a navigation bar with 'Auction Details' and 'Messages (Unread 0)'. Below this, there are tabs for 'Create Message', 'Received Messages', 'Sent Messages', and 'Draft Messages'. The 'Create Message' tab is active, showing a form with fields for 'Subject' and 'Message', and buttons for 'Cancel', 'Save As Draft', and 'Send Message'. A 'Create' button is also visible on the right. Callouts provide instructions: 'Click on "Create Message"' points to the 'Create Message' tab; 'Type the message and send it' points to the 'Message' input field; and 'Or Click on "Create"' points to the 'Create' button. The 'Attachments' section shows 'No Attachments' and the 'Recipients' section shows '1 Marelli'.

← Auction: dn_146 - Test Auction To Start Auction Monitor

Auction Details Messages (Unread 0)

Create Message Received Messages Sent Messages Draft Messages

→ Messages Create

Auction: dn_146 - Test Auction To Start Cancel Save As Draft Send Message

Message

Message

Attachments Attachments

NAME	DESCRIPTION	COMMENTS
No Attachments		

Recipients

RECIPIENT
1 Marelli

How to respond to an Auction

← Auction: dn_146 - Test Auction ● To Start Auction Monitor

Auction Details Messages (Unread 0)

Settings Buyer Attachments (0) Associated Users

Auction in status "Running": bid can be submitted

Click on "Auction Monitor" to participate to the Auction

AUCTION MONITOR

Auction List Loaded

★ 00:02:49 Test Auction

Code	Best Bid	Last Bid	Rank	Reserve Price
dn_146				EUR 48 000

Start Price 48 000 EUR Minimum Bid Decrement 2 000 EUR

Direction Reverse Reserve Price Not Reached

Bidding Rules
You must improve the Best Bid by a Minimum Bid Improvement

My Bid: No Bids

Messages: enter message

EUR 48 000

"Start Price" defaulted as initial bid

"Reserve Price" not yet reached

Decide your Bid Value and click "SUBMIT"

Bidding rules and Bid essential information

How to respond to an Auction

Time left to the closure of the Auction. Based on the settings decided by the Buyer, it might be extended once a new valid bid (by any supplier) has been accepted

Bid = 48 000 EURO
Click 'Confirm' to Submit your Bid

Click on "Confirm" if you want to submit the Bid

AUCTION MONITOR

00:04:55 Test Auction Success Bid Accepted

Code	Best Bid	Last Bid	Rank	Reserve Price
dn_146	48 000 EUR	48 000 EUR <input checked="" type="checkbox"/>	1	

Start Price: 48 000 EUR
Minimum Bid Decrement: 2 000 EUR
Direction: Reverse
Reserve Price: Not Reached
Bidding Rules: You must improve the Best Bid by a Minimum Bid Improvement

My Bid

Bid	Time
<input checked="" type="checkbox"/> 48 000 EUR	01/12/2020 22:56:00

Messages:

Current "Best Bid"

Successful message if your Bid has been accepted

Rank is not always shown: it depends on settings defined by Buyer

My "Last Bid"

Bid Accepted is registered in "My Bid": other supplier's Bid are not visible

How to respond to an Auction

← AUCTION MONITOR

★ 00:04:15 Test Auction

Code	Best Bid	Last Bid	Rank	Reserve Price	
dn_146	48 000 EUR	48 000 EUR ✓	1		EUR enter bid SUBMIT

Start Price
48 000 EUR

Minimum Bid Decrement
2 000 EUR

Direction
Reverse

Reserve Price
Not Reached

Bidding Rules
You must improve the Best Bid by a Minimum Bid Improvement

My Bid

	Bid	Time
✓	48 000 EUR	01/12/2020 22:56:00

Messages:

enter message **Send**

Possibility to enter a message to the Buyer through the chat box

How to respond to an Auction

AUCTION MONITOR

00:04:12 Test Auction

Code	Best Bid	Last Bid	Rank	Reserve Price
dn_146	44 000 EUR	48 000 EUR ✓	2	EUR 48 000

Start Price: 48 000 EUR
Minimum Bid Decrement: 2 000 EUR
Direction: Reverse
Reserve Price: Not Reached
Bidding Rules: You must improve the Best Bid by a Minimum Bid Improvement

My Bid

Bid	Time
48 000 EUR ✓	01/12/2020 22:56:00

Messages:

My Last Bid

Current Best Bid

AUCTION MONITOR

00:03:47 Test Auction

Error
The Bid is too high. Enter a lower Bid

Code	Best Bid	Last Bid	Rank	Reserve Price
dn_146	44 000 EUR	43 000 EUR ⚠	2	EUR 48 000

Start Price: 48 000 EUR
Minimum Bid Decrement: 2 000 EUR
Direction: Reverse
Reserve Price: Not Reached
Bidding Rules: You must improve the Best Bid by a Minimum Bid Improvement

My Bid

Bid	Time
43 000 EUR ⚠ Bid too high	01/12/2020 23:00:10
48 000 EUR ✓	01/12/2020 22:56:00

Messages:

Errors in case of submission are registered in "My Bid" and you will be notified with a message popup.

How to respond to an Auction

AUCTION MONITOR

00:05:47 Test Auction

Code	Best Bid	Last Bid	Rank	Reserve Price
dn_146	39 000 EUR	39 000 EUR ✓	1	✓

Start Price: 48 000 EUR
Direction: Reverse
Bidding Rules: You must improve the Best Bid by a Minimum Bid Improvement

My Bid

Bid	Time
39 000 EUR ✓	01/12/2020 23:01:00
43 000 EUR ⚠ Bid too high	01/12/2020 23:00:10
48 000 EUR ✓	01/12/2020 22:56:00

Messages:

Reserve Price reached

Last Bid is currently the Best Bid

AUCTION MONITOR

Ended Test Auction

Code	Best Bid	Last Bid	Rank	Reserve Price
dn_146	39 000 EUR	39 000 EUR ✓	1	✓

Start Price: 48 000 EUR
Minimum Bid Decrement: 1 000 EUR
Direction: Reverse
Bidding Rules: You must improve the Best Bid by a Minimum Bid Improvement

My Bid

Bid	Time
39 000 EUR ✓	01/12/2020 23:01:00
43 000 EUR ⚠ Bid too high	01/12/2020 23:00:10
48 000 EUR ✓	01/12/2020 22:56:00

Messages:

Auction Ended

Info: Auction Ended The Auction dn_146 Ended You will receive further communication about the Auction final result