



# GUIDE TO USING GOODY'S BIDDING SYSTEM

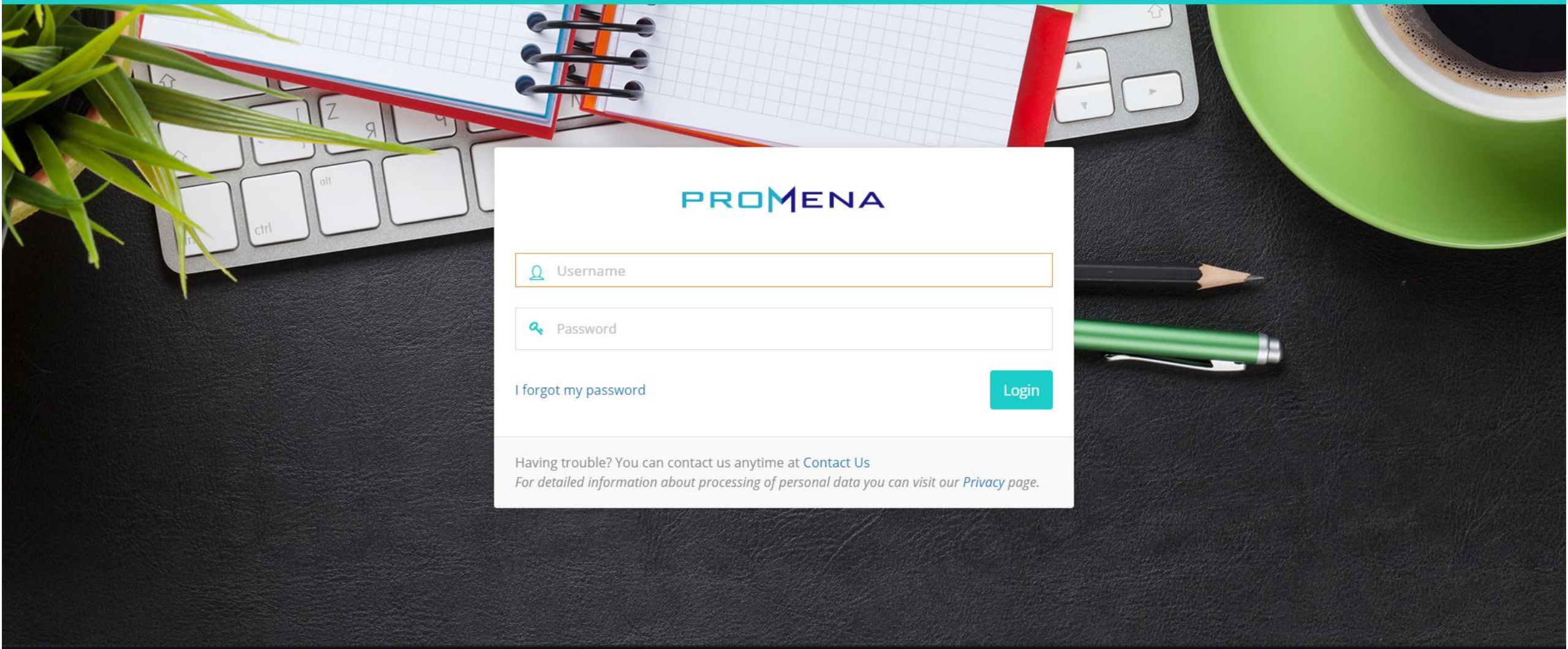
A 5-minutes guide to help you understand the bidding



## 1<sup>ST</sup> STEP

Log in using your registered username (it is your email address) and password.

This will take you to the main page.



# PROMENA

[I forgot my password](#)

Login

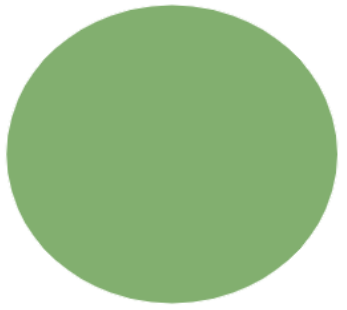
Having trouble? You can contact us anytime at [Contact Us](#)  
For detailed information about processing of personal data you can visit our [Privacy page](#).



Shortcuts & Events Statuses

Event List

Inbox



Online Bidding

Recent Activities

- 38546 - Quarterly Bidding Q2 2019 - Online Bidding - 26.03.2019 12:00:00
- 38124 - KSA Quarterly Bidding - Closed - 24.12.2018 13:00:00
- 38093 - Quarterly Bidding, Q1 2019 - Closed - 26.12.2018 16:26:15
- 37934 - Q1 2019 Final Bid - Closed - 23.12.2018 12:00:00

Calendar

March 2019

Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
20:00 38546 - Quarterly Bidding Q2 2019						
18	19	20	21	22	23	24
38546 - Quarterly Bidding Q2 2019						
25	26	27	28	29	30	31
38546 - Quarterly Bidding Q2 2019						
1	2	3	4	5	6	7



## 2<sup>ND</sup> STEP

Click on e-sourcing events, OR you can find the event on your homepage, click on it.

- Summary
- Documents
- Bidding
- Inbox

General Info

Event Settings

- ▶ **Company Title:** Goody Corporate
- ▶ **Event User:** MOHAMED ISMAIL
- ▶ **Categories:** Goody ME-Inbound, Goody ME-Outbound, Goody KSA - Inbound, Goody KSA - Outbound, North America, ROTW - Rest of the World
- ▶ **Department:**
- ▶ **Currency:** USD - US Dollar

- ▶ **Bid Direction:** Purchasing Event
- ▶ **Competition Settings:** Leading, Ranking
- ▶ **Pre-Bid Phase:** Closed
- ▶ **Start/End Date:** 14/03/2019 20:00 - 26/03/2019 12:00
- ▶ **Automatic Extension:** Open , 10 Minute

General Description

Dear Prospective partner,

We have launched an online bidding starting this quarter using our recently deployed platform. The bidding is based on reverse e-auction style. As we are doing the consolidated (KSA and UAE) bidding on line for first time, we have extended the duration to be from 13 March until 26 March 12:00 PM Dubai time. You should have already received a link from our bidding platform PROMENA to register yourself as our supplier, if you have not registered yet, please let me know immediately. Note that the username you select should be your email address.

Please note the below terms and conditions before participating:

- 1) By registering or participating for the bid, you are accepting all the terms and conditions in this announcement.
- 2) Any bid submitted is legally binding and has to be honored.
- 3) Rates shall be valid until 30 June 2019.
- 4) The rate shall be according to the terms, container type, and container size specified each row in the bid.
- 5) Due to fluctuation in markets demand, forecasts are not accurate, and there might be positive/negative changes in actual movements. As your partners, we strive to provide the most accurate forecast to our knowledge.
- 6) Please provide the transit and free time for each line when filling the bid. There are two columns dedicated for this input for each row. It is mandatory to submit this data to be considered.



## 3<sup>RD</sup> STEP

On the side navigation inside the event click on **Downloads**

First, upload in the documents section as per point 7 in the bid announcement:

- Demurrage
- Detention
- Penalties
- Any other irregular service charges

**OPTIONAL:** download the documents related to the bid. We have already sent those files to you, we kept them here for your reference.

e-Auction

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Summary

Documents

Bidding

Inbox

Documents » You can find event documents below

Add Download

Search:

<input type="checkbox"/>	Action	Name	File Type	Company Name	Upload User	Upload Date
<input type="checkbox"/>		<a href="#">Q2 Bid Details - For Bidders.xlsx</a>	Buyer	Goody	MOHAMED ISMAIL	14.03.2019 19:21:42
<input type="checkbox"/>		<a href="#">Documentation Guidelines to Suppliers for shipments to Jebel Ali.pdf</a>	Buyer	Goody	MOHAMED ISMAIL	14.03.2019 19:24:08
<input type="checkbox"/>		<a href="#">Q2 2019 Bid announcement - final version.pdf</a>	Buyer	Goody	MOHAMED ISMAIL	22.03.2019 18:14:24

Show  Records 1 - 3 / 3 0 row(s) selected

Support





## STEP 5

Click on **Bidding** on the side navigation

This will take you to the main bidding window





## STEP 6

You can enter your bid in this window.

Make sure you selected the right currency

We cannot edit your bid, so verify your entry before uploading





## STEP 6 CONTINUATION

Scroll to the right using the scroll bar at the bottom OR using the scroll button on your mouse, drag right. This will help you to see the rest of the details of the route.

You can refer to the details in the file found in the documents section, and just refer to the route ID.







## STEP 7 (OPTIONAL)

You can also submit the bid through downloading an excel template (refer to page 16), filling the white cells in the excel sheet (refer to page 17) then uploading the sheet (refer to page 18)



File Home Insert Page Layout Formulas Data Review View Fuzzy Lookup Power Pivot Tell me what you want to do...

Clipboard: Paste, Cut, Copy, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color, Font Color

Alignment: Wrap Text, Merge & Center, Text Alignment, Orientation

Number: Currency, Percentage, Thousand Separator, Decimal Places

Styles: Conditional Formatting, Format as Table

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

A1 Route ID

	A	B	C	D	E	F	G	
1	Route ID	Each	Unit of Measure	20 Feet	Currency	Each	Unit of Measure	40 Feet
2	AQA - S14	1	Container		USD	1	Container	
3	AQA - S19	1	Container		USD	2	Container	
4	AQA - S25	1	Container		USD	1	Container	
5	AQA - S8	1	Container		USD	5	Container	
6	JED - S10	0	Container		USD	8	Container	
7	JED - S14	0	Container		USD	16	Container	
8	JED - S16	1	Container		USD	1	Container	
9	JED - S17	0	Container		USD	6	Container	
10	JED - S19	0	Container		USD	161	Container	
11	JED - S20	1	Container		USD	3	Container	
12	JED - S24	0	Container		USD	38	Container	
13	JED - S25	1	Container		USD	4	Container	
14	JED - S31	1	Container		USD	1	Container	
15	JED - S36	0	Container		USD	8	Container	
16	JED - S42	1	Container		USD	1	Container	
17	JED - S43	1	Container		USD	1	Container	
18	JED - S44	1	Container		USD	1	Container	
19	JED - S45	0	Container		USD	25	Container	
20	JED - S45	0	Container		USD	25	Container	
21	JED - S46	0	Container		USD	6	Container	
22	JED - S47	1	Container		USD	1	Container	

Import Bids

- Home
- e-Auction
- Summary
- Documents
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Bidding » You can enter bids and follow the event in real time

90:45:07 Bid Change Current Bid # of Bids Total 11353mins 26/03/2019 12:00 Event End Date

Route ID	20 Feet	40 Feet	Transit time	Free time	POL	Destin.
<input checked="" type="checkbox"/> AQA - S14	\$ - x 1 Container	\$ - x 1 Container			Panjang - IDPNJ	AQABA
<input type="checkbox"/> AQA - S19	\$ - x 1 Container	\$ - x 2 Container			Surabaya, Java - IDSUB	AQABA
<input type="checkbox"/> AQA - S25	\$ - x 1 Container	\$ - x 1 Container			Salerno - ITSAL	AQABA
<input type="checkbox"/> AQA - S8	\$ - x 1 Container	\$ - x 5 Container			Ex-works	AQABA
<input type="checkbox"/> JED - S10	\$ - x 0 Container	\$ - x 8 Container			Ex-works	JEDDAH
<input type="checkbox"/> JED - S14	\$ - x 0 Container	\$ - x 16 Container			Panjang - IDPNJ	JEDDAH



Download Upload Cancel Submit

Upload Bid Template

Support





## STEP 8

The portal will give you feedback on the rate submitted:

- **Green:** You have submitted a winning bid. This will indicate a rank number 1
- **Yellow:** You are at a tie. It will indicate the rank number you are tying with.
- **Red:** There are other winning bids. The portal will show your ranking. You could be at red if you are ranked 2<sup>nd</sup> or even 45<sup>th</sup>
  
- You can review your bid by clicking on the down arrow in the page and submitting, OR by entering a lower number vs the previous one submitted OR you can repeat step 7 by downloading the excel sheet, reviewing the rate with a lower rate and resubmitting. Last method is not recommended because the portal can reject the whole file if there is even one error.





## REMEMBER

**A rate submitted is a binding bid.**

You cannot increase a rate you submitted. As mentioned, this is a reverse auction.

Use the correct Currency.