Welcome to Scanmarket!

This guide describes how to access an e-sourcing event hosted on Scanmarket and how to submit the information requested by the event organizer. The fields and settings may differ between events.
depending on the scope. If something is not clear, please use the “Messaging” at the bottom of the event to post a question to the Event organizer.

Invitation and access to the event

Suppliers do not need to register any account or access to Scanmarket to take part in sourcing events.

You will receive an invitation to the sourcing event through an email from Scanmarket. Click on the link provided, you will enter to the event, you will see few tabs subject to the event type, eg “Specifications” and “Bid list”.

Below is the sample of email invitation for the new sourcing event:

```html
Dear Mr Patrick (Pandan),

You are hereby invited to participate in our event. In order to access the event, please click on the following link:

e-Auction for CLEANROOM - KULIM

You will then have full access to the event.

The actual bidding period runs in the time from 15/07/2020 02:15:00 EAT to 15/07/2020 03:15:00 EAT.

Please note that the link below contains your security access and unique login to the system. Therefore, be aware not to forward this link!

If you have any questions you may contact the event organizer via event "Messaging"

Best regards

Siewhui Ooi
Jabil

If the link does not work properly you may copy the following line to the address line of your browser and click "Enter" on your keyboard:

https://jabil.scanmarket.com/nip?actions=auction&ide=52d6966&vref=2Rh6y5fiz

Please be aware that it is not possible to respond to this mail.

Powered by
SCANMARKET
```
Acceptance Prior to Event

We would like to invite supplier to review and accept the T&C prior to enter the event.

Scanmarket T&C

Dear Supplier,

Kindly review and respond to this T&C prior to enter this event. Thanks.

Click to view:
Jabil_ScanMarket_FULA 2019 06.14.docx

I accept  I reject
Specifications

When the event is open, you will find Specification tab to explain about the event. The setup may differ between events types.

<table>
<thead>
<tr>
<th>Specifications</th>
<th>Bid list</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event help</td>
<td>Click to view: Description of event. Click to view: Demo</td>
</tr>
<tr>
<td>Type</td>
<td>Cherry Picking Auction</td>
</tr>
<tr>
<td>Status</td>
<td>Active - In progress</td>
</tr>
<tr>
<td>Test event</td>
<td>○ Live event ○ Test event</td>
</tr>
<tr>
<td>Event Manager</td>
<td>Sowhui Ooi</td>
</tr>
<tr>
<td>Event id</td>
<td>376325</td>
</tr>
<tr>
<td>Headline</td>
<td>eAuction for CLEANROOM - KULIM</td>
</tr>
<tr>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>Comments</td>
<td>Please read all the information provided on the Specifications tab including all attachments. 1. &quot;Specification&quot; - Please find the call for proposal documentation with the specification, pics and other presentation attached. On this sheet you also can upload all docs you would like to use as supportive material. 2. &quot;Bid list&quot; - Please fulfil the bid list - in best estimation for that cost element at this phase. 3. &quot;Finalize participation&quot; - Once bid is finalize, you may click this button, and it will lock and you can not modify it anymore. 4. &quot;Quick call&quot;, is for technical support. &quot;Messaging&quot;, is allow you to communicate for any event specific needs or clarification.</td>
</tr>
<tr>
<td>Links</td>
<td></td>
</tr>
<tr>
<td>Attached files</td>
<td>Cleanroomspecification.xlsx</td>
</tr>
<tr>
<td>Supplier files</td>
<td>Attech files</td>
</tr>
<tr>
<td>Delivery terms</td>
<td>Fee On Board (FOB)</td>
</tr>
<tr>
<td>Delivery address</td>
<td>56, Hilli Sungai Kluang 1, Bayan Lepas Industrial Park, PHASE 4, 11900 Penang, Malaysia.</td>
</tr>
<tr>
<td>Payment terms</td>
<td>STD 90 Days NET</td>
</tr>
<tr>
<td>Sequential start</td>
<td>No</td>
</tr>
<tr>
<td>Start of event</td>
<td>15/07/2020 02:15:00</td>
</tr>
<tr>
<td>End of event</td>
<td>15/07/2020 05:15:00</td>
</tr>
<tr>
<td>Currency</td>
<td>US Dollar</td>
</tr>
</tbody>
</table>

Jabil will provide attachment for reference. If you are required to provide info, use this supplier files to update attachment.

All the basic term and delivery address been stated here, quote the best price base on this terms.
Attachment

“Supplier files”, this allow you to upload your attachment. You may click at “Attach Files” paperclip icon:

And it will prompt a window for you to upload your file, there is a reminder that max of file size is 200MB each.

Once complete, the file name will appear below the “Attach files” as below:
Bid List

If the event is not open yet, you will find the countdown clock show that “Time until event start” as below, and “Excel Bidding” function is gray off and not available yet as below.

Once the event start, you will see the countdown change to “remaining time”. And all the feature will active and available for input as below.
“Excel Bidding” is a feature to provide convenient to supplier make bulk upload for the price, instead of update on the screen one by one. Follow the step 1-3, will allow you to upload the list.

“Bid extension”, in Scanmarket all the new bid within the last 2 minutes of the remaining time, the auction event will be extended with “X” minutes. This “X” is subject to the event organizer.

“Leading Bid” indicator show in traffic light color, for green is indicate leading bid, and red is non leading bid.

“Start Price” is the Ceiling Price.

“My Bid” is your past best bid.

“Position” is to provide you visibility of your ranking in this auction competition.

“Next Bid” is a system propose price according to predefined rules by event organizer. You may also manual key in your bid if you plan to bid lower or different than the propose price.

“Submit” allow you to update your best price.

“Bid Confirmation” will prompt to reconfirm your bid price. If you agree, just click on “OK”.

Bid confirmation

Please confirm your bid of:
USD 48,755.00

The total bid for Clean Room: KLM is USD 48,755.00
The total bid for the event is USD 48,755.00

OK Cancel
Partial Quantity Support

There could be situation you not able to supply required quantity. And if you find “Bid List” provide “My Quantity” column for update, it means event organizer allow you to support partially. Then, you can update it accordingly.

Error Message

If supplier manual update the price which is not align to event organizer predefine rules, there will be error message prompt that your input price “cannot exceed” the predefine rules. And you need to resubmit a lower bid than the stated price.

Proxy Bidding

Proxy bidding is an option of solution for the live auction event, mainly overcome the unstable internet connection problem. You can click on “P” to activate this function, and update “My Proxy Bid”, which mean your very best price, then the system will automatically place bids for you and ensure you are number 1 until the system has reached the proxy bid price.
If you enter “My Proxy Bid” as USD45,000, and click on “P”, there will be a “Bid Confirmation” as below for your proxy bid:

```
Bid confirmation

Please confirm your proxy bid of:
USD 45,000.00
The total proxy bid is USD 45,000.00.
```

If you are leading, you will see green light and position at #1. As long your proxy bid “P” icon still active, P with green color, and system will continue to manage your proxy bidding on behalf.

If don’t want to use proxy bid, you can click on “P” and turn off “P” and enter the price as normal. It means you just need to click on “Submit” after enter the price, it will just resume to normal bidding. You will see the “P” without in green color. System will still suggest you best price for next bid, which follow the predefine rule set by event organizer.

You will see the bid confirmation message, it say “Please confirm your bid of”. And not mentioned about “proxy bid” anymore.

```
Bid confirmation

Please confirm your bid of:
USD 49,501.25
The total bid for Clean Room- KLM is USD 49,501.25
The total bid for the event is USD 49,501.25
```

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Questionnaire

For the RFQ, if we need additional information other than price, there will be questionnaire to collect more information from you. You may answer on the screen, or download the excel file to make update then, import the excel file again.
Communication

Messaging

This feature available at the bottom of the page, you can use this as a tool to contact the event organizer to inquire relate to the event specific matters.

You may key in your message as normal, and hit “send”. If you like to copy yourself for a mail, you may select “Copy to my email”.

Language

If you have preference on other language than what been used in current event, you may use Messaging to inform event organizer to switch to your prefer language.

Delete Bid

If you submit wrong bid for e-auction event, you can inform event organizer via “Messaging”. Event organizer can help to delete your latest bid, and you may update a new one after the correction.

If you request event organizer to notify you for the bid deletion acceptance, you may see a message in Scanmarket prompt for your acceptance as below:
History Report

Scanmarket allow you to export history report, the “report” button is at the bottom of the event page:

- Messaging
- Report

There are sheet selections for you to choose, “All” or “Bids”, “Messaging” and “supplier Files”.

After you hit generate, it will bring you to “eRFX and eAuction reports” as below, you may click download for the detail.

You will find the historical report in 3 worksheet, “Bids”, “Messaging” and “Supplier files”
Technical Support

If you encounter technical issue, you may inform Scanmarket via Quick Call, it’s at the top right of your event page.

Fill up your name, country, and phone no. for Scanmarket representative to approach you for solution.

Please standby with below information which may require by Scanmarket technical support:

1) Customer name-Jabil
2) Event #
3) Problem description