

eAUCTION Participation

In advance of the LIVE eAuction all Invited Suppliers will receive an email invitation to a TRAINING Auction. Please use this document to acquaint yourself with the bidding process prior to the LIVE event.

- The eAuction requires Java [™] Plug-in version 1.5 or later.
- Download Java (if required) from www.java.com – choose the “free Java download” and follow on-screen prompts
- Navigate to www.localgovsourcing.co.uk
- Enter your **Username** and **Password** and click on ‘Enter’
- This takes you to the Supplier reserved area
- Click on ‘**Auctions**’
- Click directly on the **Auction Monitor icon** (Fig.1) for one of the relevant routes in which you are participating.

Fig.1



- Select Java [™] version and click ‘**Enter**’
- This will launch the ‘**Auction Monitor**’ through which you will be able to place bids online.
- To place a bid – choose the route that you would like to place a bid for; enter your bid in the **Enter Bid Value** column (1) and click **Submit Bid** (2) (Fig.2)

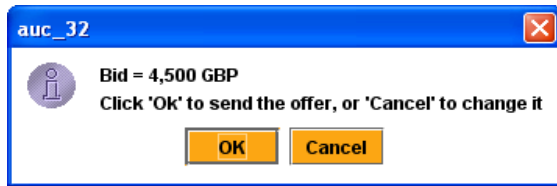
Fig.2

Enter Bid Value	
0	Submit Bid
0	Submit Bid
0	Submit Bid

Arrows labeled '1' and '2' point to the 'Enter Bid Value' column and the 'Submit Bid' buttons respectively.

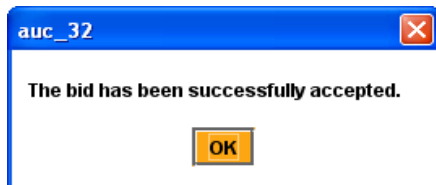
- You will need to confirm your bid (Fig.3). Review the bid you have placed and click **OK** to submit the bid. N.b Upon issuing a bid, the system will request absolute confirmation from the operator prior to committing the bid to the eAuction. **Bids, once confirmed, are considered binding and cannot be withdrawn.**

Fig.3



- A successful bid will prompt the following confirmation (Fig.4)

Fig.4



- During the Training eAuction period, please direct any operational questions to the BravoSolution helpdesk on:

Phone: **0800 368 4850** (selecting **Option 1**) (8:00 – 18:00, Mon-Fri)

Email: help@bravosolution.co.uk