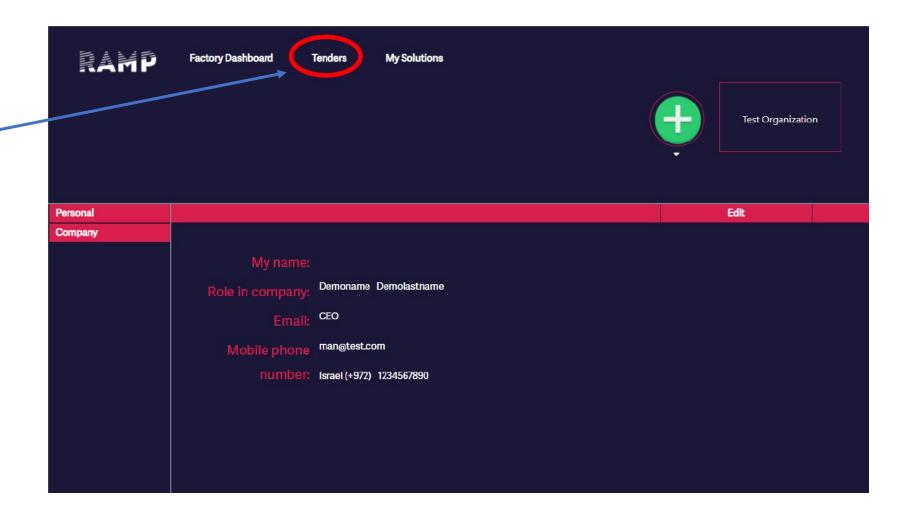


Robotics and Automation MarketPlace

Starter's guide

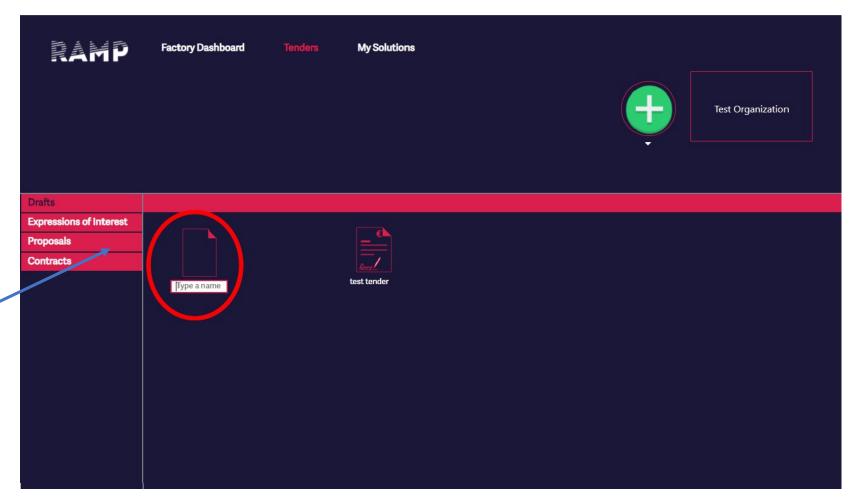


The 'Tenders'
navigation item gives
access to the Tender
tool





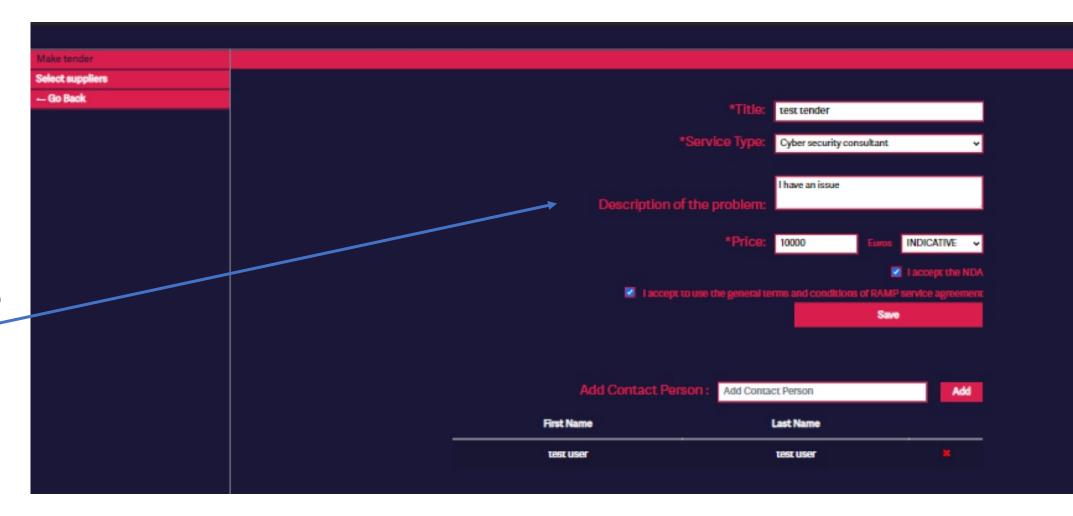
To start drafting the tender, a new name has to be entered in the appropriate field. After writing the tender name, user has to press 'Enter' in order to create the new tender draft



After the tender draft has been created, the user may access the tender details by clicking on the tender icon. There are two main steps:

- 1. Make tender: Fill in the details of the tender
- 2. Select suppliers: Invite the suppliers who will have access to the tender, and will be able to submit offers.

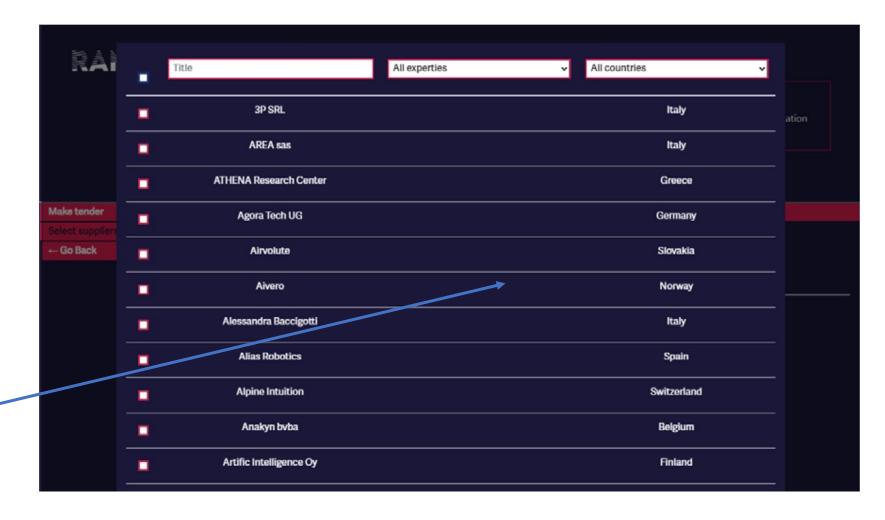




In the first step the tender details have to be filled in

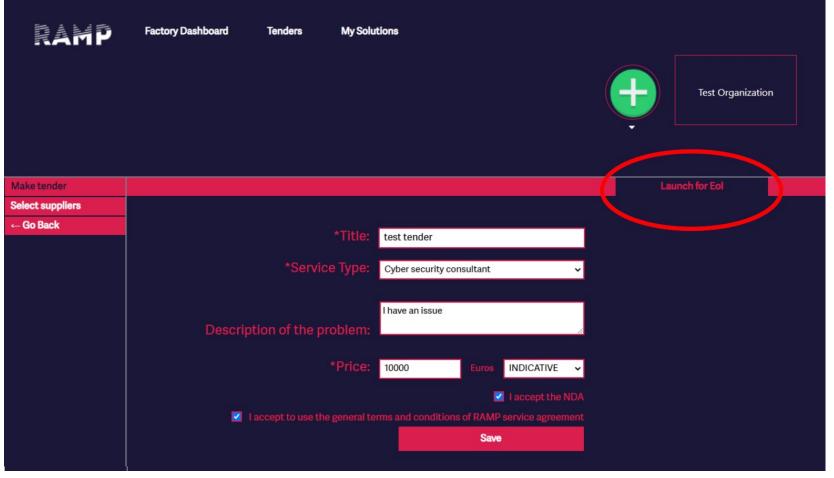


By clicking 'Add or remove suppliers' (previous Image) a window appears which allows the user to add or remove the suppliers who will be invited. Suppliers' list can be filtered by name, expertise or country.





After the tender has been launched, selected suppliers will receive an email notification that they have been invited. The tender moves on the 'Expressions of Interest' page in the 'Tender' tool

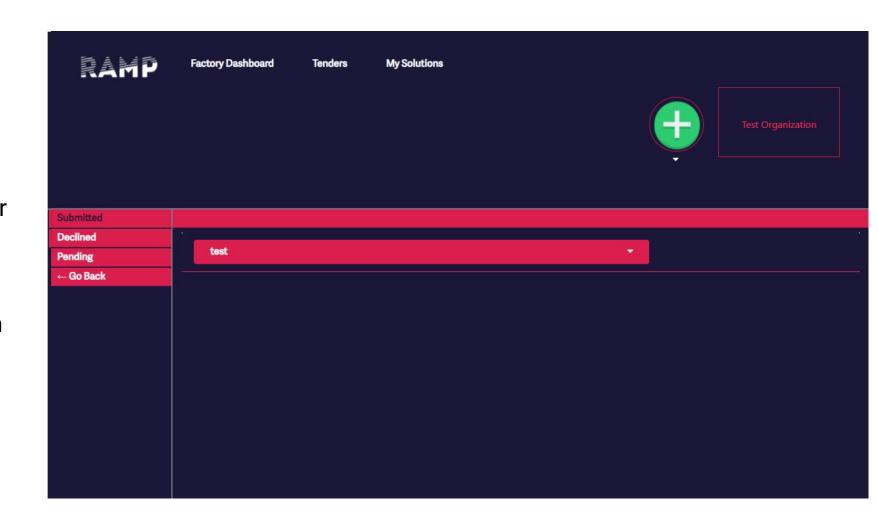


The Expressions of Interest represents the stage where suppliers have expressed their interest in participating in a tender, along with a summary of the service they propose to provide. From the interested suppliers, the Manufacturing SME is able to select one or more to continue in the detailed proposal stage.



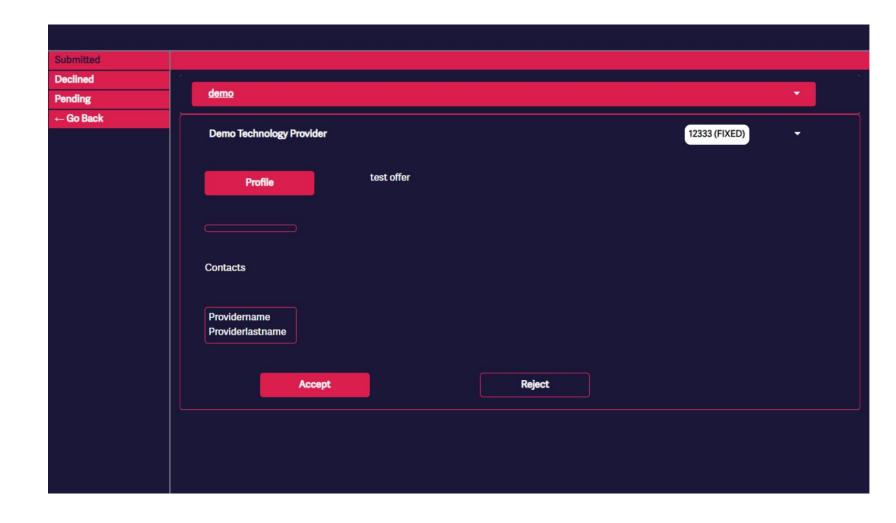
There are three screens to view the suppliers' responses:

- Submitted: Suppliers who have been invited and expressed interest and have provide a summary of their service.
- Declined: Suppliers who have been invited, but declined to participate in the tender.
- Pending: Suppliers who have been invited but have not responded yet (accepting or declining the invitation).





For each submitted Expression of Interest, the Manufacturing SME may either accept it, and then a collaboration with the said supplier will be initiated at the 'Proposals' stage or reject it. On both occasions, the supplier will be notified with an email.





Expressions of Interest that have been accepted move on to the 'Proposals' stage. The Manufacturing SME and the selected supplier have access to a common collaboration space, where the details of the service to be provided need to be defined

