



The manual for submitting the participant's bid into the eAuction hall in the PROebiz eAuction software interface

The abridged manual will guide you through the process of filling in and sending the application, logging in, and submitting the bid into the eAuction hall. Should you have further questions, feel free to contact our HOUSTON PROebiz:

Telephone:

CZ: +420 597 587 111

E-mail: houston@proebiz.com

SK: +421 220 255 999

Web: <http://proebiz.com/en/houston>

PL: +48 222 139 900

EN (GSM): +420 724 081 932

Invitation to the eAuction

You have received the Invitation to the participation in the eAuction in the eAuction system PROebiz. As the first step, please, read the Invitation text (Terms and conditions and Subject of the eAuction) carefully. That will appear after clicking on the relevant link in the e-mail. In order to obtain the access key and log in to the eAuction, it is necessary to fill in the application. The application form can be found in the section "Registration", under the button "Here". All the fields that are marked in red - the so-called mandatory data must be filled in the application.

Dear Mr/Ms,

This is an invitation to take part in the eAuction which was announced by PROebiz.
You can find the content, terms and conditions of the eAuction here:

<https://manually.proebiz.com/pozvanka.php?idx=a99420d9ef6e801d7f246df71468d730&jazyk=en>

Administrator of eAuction:
Jiří Špalek
PROebiz

Phone:

E-mail: spalek@proebiz.com

Add your company to BASE - THE SHARED CATALOG OF SUPPLIERS connected with PROebiz eAuction system!
More information at: <https://base.proebiz.com/>



Invitation to take part in the e-auction for PROebiz

Office supplies

- Invitation
- Subject of e-auction
- Criteria
- Multicriteria evaluation
- Schedule
- Contacts
- Registration**
- Rules
- Instruction for use

Registration

To take part in e-auction it is necessary to fill in a registration form, which you can find **HERE**.

The key will be sent to registered participants according to the schedule.

Before you fill in the Application, please check if your browser settings are correct. You can see more information in the part **Instruction for use**.

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E-Auction registration for
Office supplies,
 which takes place on 05/23/2014

Company name/Physical person's name* :	<input type="text" value="Office depot"/>
Street :	<input type="text" value="Florianova 2461"/>
City :	<input type="text" value="Hostivice"/>
Post Code :	<input type="text" value="253 01"/>
Country* :	<input type="text" value="Czech Republic"/>
ID/VATIN* :	<input type="text" value="123456789"/>
Company ID :	<input type="text"/>
Bank account number :	<input type="text"/>
WWW :	<input type="text" value="www."/>
* please enter this information.	

Contact person responsible for communication with administrator

Contact person responsible for communication with administrator* :	<input type="text" value="Miroslav Holec"/>
Position :	<input type="text"/>
Phone number for communication with administrator during the e-auction. (form +000 123 456 789) :	<input type="text" value="+420 800 771 772"/>
Fax number for communication with administrator during the e-auction. (form +000 123 456 789) :	<input type="text" value="+420 800 154 321"/>
Mobil number for communication with administrator during the e-auction. (form +000 123 456 789)* :	<input type="text" value="+420 777 178 848"/>
E-mail contact details for sending the key* :	<input type="text" value="info@officedepot.com"/>
* please enter this information.	

Access data

Login** :	<input type="text" value="office01"/>	(min. 8 characters long)
Password** :	<input type="password" value="••••••••"/>	(min. 8 characters long)
Password confirmation** :	<input type="password" value="••••••••"/>	
** please enter this information. Acceptable characters: alphabet letters (without diacritical marks), numbers and special characters .,~_		

After the successful sending of the completed application, the promoter's administrator will receive an e-mail confirming the acceptance of the application. The participant will subsequently obtain an access key consisting of ten characters. That is necessary for logging in to the eAuction hall along with the access name and password that the participant chose while filling in the application.

Logging in to the eAuction Hall

eAuction hall can be found on the Internet address mentioned in the Invitation or the e-mail containing the access key (commonly - <http://nameofcompany.proebiz.com>). Please, open the address in your Internet browser. Enter the access name, password and access key into the blue field in the lower right corner and click on OK.



