

Sourcing Dojo

Participant Process Guide

A guide covering how to use Sourcing Dojo as a participant to eAuctions.



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Introduction

In essence this is the User Guide for the Sourcing Dojo software from the participants perspective, except it is more related to the process rather than the software. We are so confident that the software itself with the efficient structure, clear process flow and thorough information help buttons will be so easy to use that you won't need a page-by-page screenshot guide. Therefore we haven't provided one. Instead, this guide outlines the process flow and key hints and tips to ensure the event is a great success for you.

Getting Started

Register as a Participant

The first step is to register as a Participant on our website. If you are currently reading this guide then the chances are you have already registered, in which case skip to Section 1.3. However if you haven't registered, please go to www.marketdojo.com and on the top right corner, click on the 'Sign Up' link. Fill in all your details and agree to the Terms and Conditions and you are done. Please note that registration does not cost a penny, and we do not ask you for any payment details, ever.

Read our guides

Once the registration has been successfully carried out you will be taken to the Sourcing Dojo Participants Dashboard - the centrepiece for carrying out your activities within Sourcing Dojo. One of the first areas to go to is the 'Guides' section. Within here you will find a host of useful, and free, documents, such as 'Psychology of Online Negotiation Events' and 'Jargon'. We update these all the time, so be sure to check from time to time.

Manage your invitations

Within the Manage Invitations area you can do one of three things. One, you have an invitation waiting for you on-screen to which you can reply. Two, you don't have an on-screen invitation but you have received an invite code that you can enter here. Three, you have no on-screen invites and no invite codes, in which case this section has no further use to you. If you have an on-screen invitation, there may be an Event Brief to detail a little more about the nature and requirements of the Event. At the very least, you will have an understanding of the Event name, which should hopefully represent the product or service being tendered, and the monetary value of the Event. If at this point you are unsure whether you wish to take part, you can send the Host a message to probe for more information. Once you have made your informed decision, either accept or decline the Event. If accepted, the Event will now be waiting for

you in the Current Events area (and you can go to Section 2 of this guide). If declined, the Event will disappear and you will have to contact the Host if you ever wish to take another look. If you have an invite code that you wish to enter, then do so on the Manage Invitations screen. Once you submit the invite code, the Sourcing Dojo software will show the Event in question or it will give you the feedback that the Event is closed or it will provide feedback that the invite code is not valid. If the invite code is not valid or is linked to an historic Event, there are no further actions you can take. If the invite code brings up a live Event, then you can follow through with your acceptance of the invite as per the second paragraph above.

Before your event

Check the Current Events Summary

From your Participants Dashboard you can access and view all Events that you have accepted an invitation to. The Current Event Summary outlines your status within each Event. If you are awaiting acceptance by the Host, or have been declined by the Host, you will not have permission to view the Event documentation. You can send the Host a message to help reconcile the situation or inquire as to any delay. Any Event to which you have been accepted or you declined yourself, you can access the Event until it is completed and then closed. The Summary is a useful way to keep track of multiple Events. From the Current Events Summary you can go to a particular Event. Each Event has five sections to it: the Event Settings, the Documents Summary, the Message Board, the Lot Summary, and the Online Negotiation Event. For any Event, it is essential to check out each of these Event areas before making your next decision. Each of these areas are described in the rest of this guide.

Check the Event Settings

The Event Settings are defined by the Host and are designed to make life on Sourcing Dojo as transparent as possible for all involved, from clear naming and timescales of the Event, through to clear Online Negotiation rules. By keeping it all transparent, it ensures that nobody has any advantages - it is all like-for-like. Use the info buttons alongside each setting to get a more detailed explanation. Each setting is important, so it is a good idea to be familiar with what each setting implies.

Download the Event documents

Once you have an understanding of how the software will technically run the Event, the next hugely important sources of information are the Event documents. Created and uploaded by the Hosts, these should provide the full detail behind the product or service that will enable you to accurately provide a quote. The Sourcing Dojo Hosts are aware that the more detail and clarity they are able to give to the participants, the less risk a participant has to price into the quotes. The documents ought to have information on the service levels, what exactly the bid entails and what is included, the timescales, the commercial and payment terms, the delivery terms and any other applicable pieces of information. Each

document is uploaded as a separate item, and can therefore be downloaded as a separate item. The download is tracked by the Sourcing Dojo software so that the Host is able to remind a participant if a document has not been downloaded. If you feel that the documents are insufficient, then please let the Host know at your earliest convenience via the Message Board (Section 2.4) so that they can prepare additional information, be it photos or anything else.

Post your messages

If you have any need at all to contact the Host, then the Message Board is a great way of doing so. This could be to request more detail or clarity on a certain point or it could be to ask for an extension to the bid deadline. The Message Board will also give you an alert when a message arrives from the Host. By keeping all Event communication in one place, it will help you throughout the process to know where to refer to for information.

Qualification Bids

View the Lot Summary

The Lot Summary is used for two purposes. Firstly you can view the Lots that the Event consists of to give an idea of the structure of the Event and to give you a view of which Lots you are capable and interested in bidding on. Some Events may only have one Lot, whereas others may have many Lots, depending on how the Host wishes to structure the Event. As a participant, you do not have to bid on all Lots, although the Host may look more favourably upon participants that are able to provide a greater coverage. On certain occasions a Host may create an additional Lot that consists of a grouping of some of the previous Lots. For example Lot 1 may be 'Pens', Lot 2 'Paper' and Lot 3 'Pens & Paper'. The reason for this is that the Host would like to give participants the opportunity to bid on their key strengths, hence splitting up the Lots, but would also like to give participants the opportunity to consolidate deliveries, overheads etc. by grouping items together. We usually find that the bid values on the separate Lots does not equal the bid value on the grouped Lot, so usually it does offer the Host something to consider as part of the award stage. The second aspect of the Lot Summary is to submit a Qualification Bid, as described below.

Submit a qualifying bid

The Lot Summary enables you to submit your Qualification Bid, which is your entry bid per Lot. The bid is only accepted by the Sourcing Dojo software if it meets the Qualification Price nominated by the Host - hence the qualification aspect. The bid is designed for you to let the Host know that you are interested in the Lot, that you are fully capable of meeting the Host's requests and that you agree to meet the initial price level expected by the Host (think of the reserve price function on eBay). You submit a Qualification Bid on each Lot in turn. When you click 'Place Bid' you will be entering a price per Unit of Measure (UoM). The UoM will be stated and could be Each, per Lot, per Kilogram, per Tonne, per Litre,

etc. You will also be informed of the quantity of UoM's that the Lot consists of so that you know the total Lot Value. For example, take a Lot named 'Salt'; if the UoM was per Kilogram and the quantity was 50, the Lot is for 50 Kilograms of salt. The price you enter is per UoM, which in this case is per Kilogram, so if you enter £10 as your opening bid, then the overall Lot value is £10 x 50 Kg = £500. The Sourcing Dojo software does this calculation for you and displays the result. If you are happy with the final valuation then submit the bid, otherwise cancel that submission and start again. If you do not wish to place a bid at all on any given Lot, then click 'Reject Lot'. Once you click submit, the Sourcing Dojo software checks that the bid meets the qualifying price level. If it does then the bid is accepted. If not, then you will be informed of the approximate percentage that you will need to adjust your price by in order to meet the qualifying price level. You may continue to adjust your Qualification Bid until either it is accepted or you no longer wish to make a further bid, in which case you should reject the Lot. It is always a good idea to either submit a bid or reject the Lot for all the Lots in an Event so that the Host knows your final indications and doesn't need to bother you with messages or phone calls. If you wish to completely decline the Event at this stage, within the Lot Summary screen you can 'Turn Down Event'. Once turned down the Host will be made aware of your position. You will continue to have access to the Event until it is completed, although you cannot enter the Online Negotiation stage. In rare circumstances where declining the Event was done in mistake or you have had a rethink, then you will need to message the Host in order to be re-invited. Once you have successfully downloaded and read the documents, made and had a few questions answered, and placed some successful Qualification Bids on a handful of Lots, you will have every chance of being invited by the Host to take part in the Online Negotiation Event - the main stage of the Sourcing Dojo Event process.

The Online Negotiation

Place your bids

Once the countdown to the start of the Online Negotiation Event reaches the final hour, you can access the Online Negotiation Event. Until the countdown reaches zero and the Event starts, all you can do at this point is become familiar with the layout and the Lots. The 'Submit New Bid' button will be greyed out, unless it is for a Lot that you have already rejected, in which case you will see 'Lot Rejected'. Of particular importance is the 'New Bid Range', which dictates what new Lot values you must enter a new bid to be accepted. Once the Online Negotiation Event has begun, you will receive an on-screen message to confirm this and the clock will begin to count down. You can now place bids. Placing a new bid is done in the same way as you placed the Qualification Bid, except you can no longer reject the Lot. For the Ranked Event, you will see your position in the Event relative to the other participants. In order to improve your ranking you will need to further improve your bid. After submitting a new bid, if your ranking does not change, this means the other participant(s) is offering a better price. However, if your ranking does improve, then you know you have outbid someone. Alternatively, for the Open Event, you will be able to see what the leading bid is for any given Lot, and you will have to bid within a new range based on this leading bid. If your bid is successful, then you are straight into the top position for the Event and all other participants must seek to compete against your bid.

Review your position

Throughout the Event, many actions are ongoing. Keep a close eye on your positions within each Lot and also on the clock. The dynamic close function usually operates during the Event, which prevents other participants from placing a last second winning bid, as all that will happen is that the clock restarts to 5 or so minutes remaining, giving you ample time to review the position and make a revised offer. You can also make use of the graphs which will plot your progression within a given Lot throughout the Event. It may prove interesting to see how your position has moved over time to help you strategically place the next bid. Note that the Message Board continues to function during the Online Negotiation Event, so if you have any further questions at any point then you can place these. As the Host is most likely online as well, your questions should be answered very promptly.

Post Negotiation

Note your final status

Completion of the Online Negotiation Event will be signalled by an on-screen message. You will have access to the Event for a maximum of three days or until the Host deems that the Event is complete, if that comes sooner. Therefore it is important that you make a note of your final bids, in case the Host would like you to submit an offline version of your bids. We strongly urge Hosts never to ask for a further price change, so the final bid that you have placed in the Event should be the final bid that the Host will receive from you.

Await next steps

The Sourcing Dojo software and guides ask the Hosts to give every participant the feedback that they deserve for putting time and resources into the Event. The feedback should be a minimum of a thank you and an initial response as to whether you are successful or not for the final selection process. Typically the Host will want to speak and maybe meet with at least two or three participants from the Event. Sourcing Dojo is not involved in the actual selection and award process, so any further actions that occur during that are between the Host and participant directly. The Host may also wish to see a signed bid, based on the final bid submission in the Event, hence why Section 5.1 above is important. As part of this, the Host may also wish to see further breakdowns on your bid, such as delivery cost, labour cost, raw material cost, currency exchange rate, whatever it may be. Again, this is between you and the Host, so we shall leave this to you!

Close the deal

We recommend to the Host that they make the criteria for award of the contract and the final selection process clear in their documentation so there is no misunderstanding. The Sourcing Dojo Event is usually run on a 'Host's Choice' basis, which means that the Host has the final say as to which participant

or participants are successful. This means that it is not always the participant that leads the Event that is chosen. Continue to prove yourself to the Host after the Event, by being prompt, efficient, co-operative and eager to please. This will give you a great chance of being successful. The Host may often select more than one overall participant, subject to the variety and quantity of the Lots. This means you may not be awarded everything that you bid on, although in some cases it could be that you are awarded more Lots than you actually lead in the Event. Certain Hosts may require a sample or a trial period prior to final award. Once again, this is outside of the Sourcing Dojo process, but we also feel this is a wise move so that all parties feel completely comfortable with committing to the full transaction. Whatever the requirement by the Host at this last hurdle, all of us at Market Dojo hope that you are successful and that the Sourcing Dojo Event has been an efficient and fruitful alternative to the traditional negotiation process. Once you've been involved in one Event with us, the next one should be even easier. Good luck!