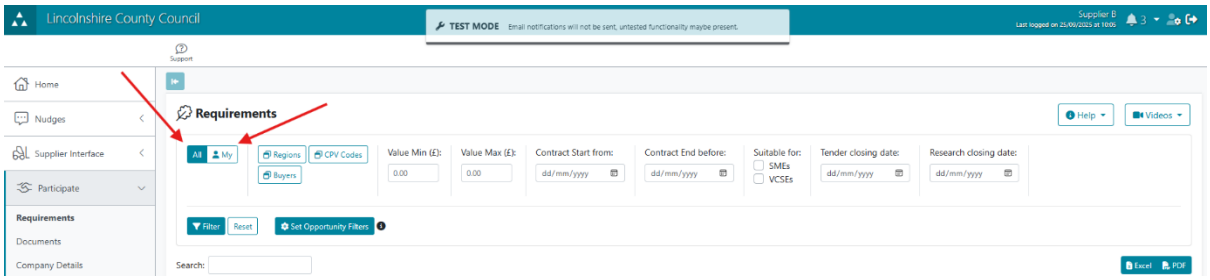
Participating in an EAuction on Panacea

You will also receive email notification that you have been invited to participate.

Step 1 – Locate Contract(s)

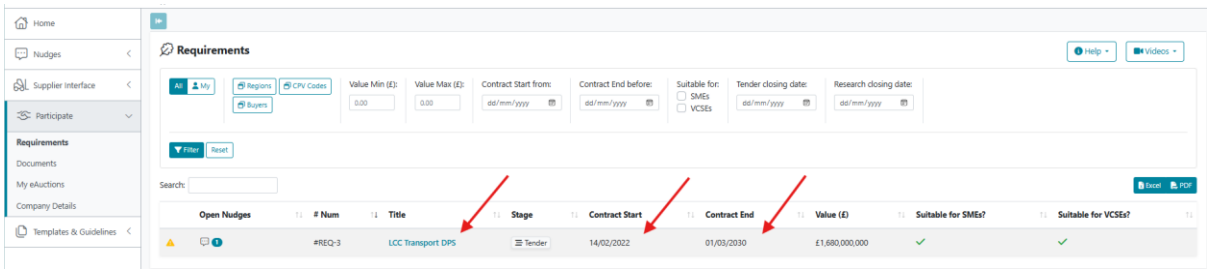
Log into Panacea, your home page is the same as the “Requirements Tab” From here you will get a list of all current batches which you are able to bid on.

From the picture illustrated below you can see there is a ‘MY’ and ‘ALL’ button. ‘ALL’ will show all the batches currently available to bid on, whereas ‘MY’ will show only those you have opted to participate in.



The title will give an overview of the area within the tender.

The contract start and end date will detail the earliest contract start date and latest end date within the batch.

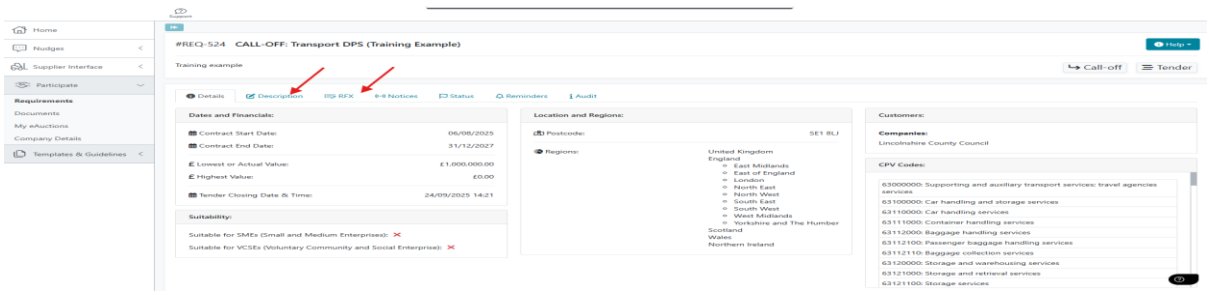


Step 2 – Batch details

To access the batch, click the contract title. This will take you to the page shown below. Here there are two tabs which will provide more information.

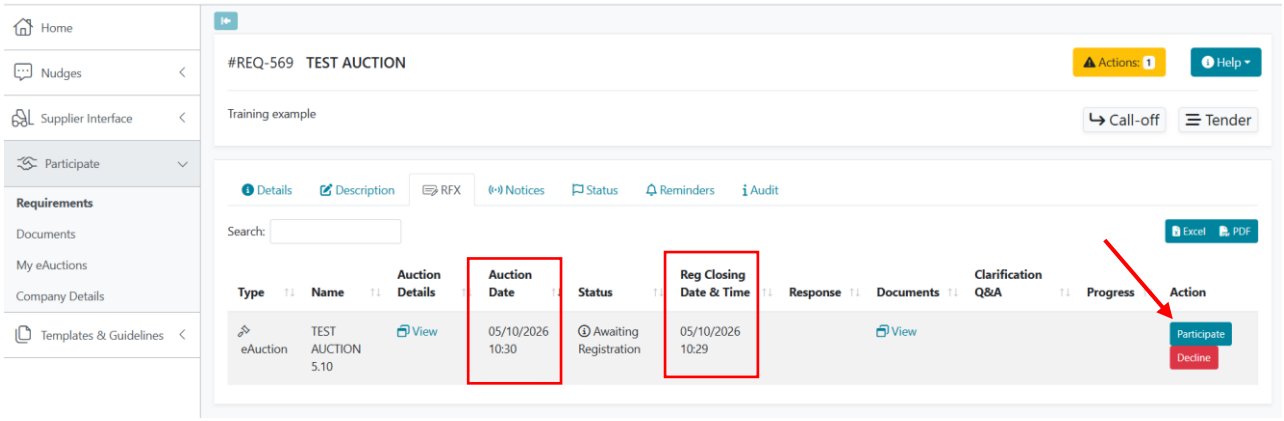
The first is ‘Description’, this will give you a general overview of the contracts within the tender.

To find the full route sheet, click on the ‘RFX’ tab.

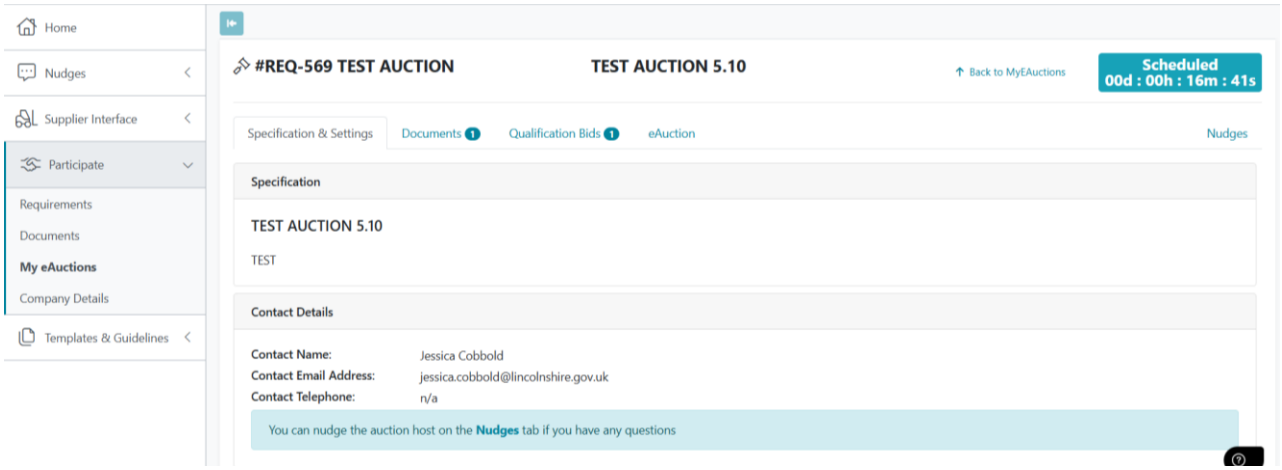


Once you click on RFX tab, scroll across to ‘documents’ and click ‘View’ below it to download the route sheet.

If you wish to participate in the EAuction, you must click ‘participate” on the left of the screen. You can also see the Auction start date and time and when registration to participate closes.

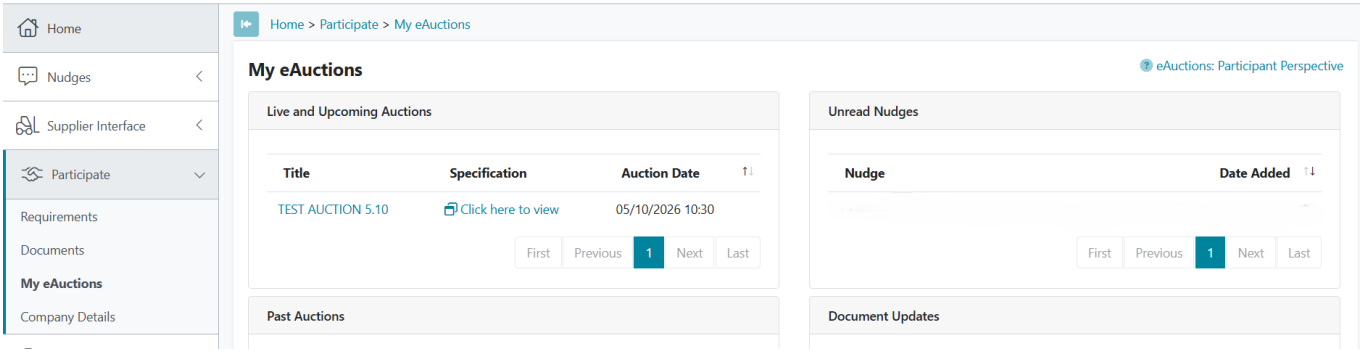


Once you have selected to ‘participate” you will be able to view the auction specifications, the document route sheet and also submit any qualification bids.



Step 3 – Joining the EAuction and placing bids

Once you have clicked to participate in the EAuction is can now be found in the left hand menu under “My EAuctions”



You can enter the EAuction here on the date it is due to go live – please ensure you are available for the start time.

Once the EAuction goes live you will can begin submitting bids – click place bid and enter the price you wish to submit.

