



**TO CHANGE IMAGE:
CLICK ON
« REPLACE IMAGE »**



TiContract User Guide

**Marcos Schulz
eFactory Team**

TiContract User Guide: Index

1. [TiContract Buyer / Shipper Interface](#)
2. [How to create a RFQ Tender](#)
3. [How to create a RFI](#)
4. [How to create a Dutch Auction](#)
5. [Preconditions](#)

1: TiContract Buyer / Shipper Interface: Home display

TICONTRACT [TENDER \(RFQ\)](#) [PRESELECTION \(RFI\)](#) [SUPPLIERS](#) [ADMINISTRATION](#) [REPORTS](#) [HELP](#) marcos.schulz@solvay.com

Dashboard

currently running

type	ID	title	end	current status
sel	filter va	filter value...	select a filter...	

no entries available

[create new preselection/RFI](#) [create new tender](#)

open tasks

2 unanswered questions [show now](#)

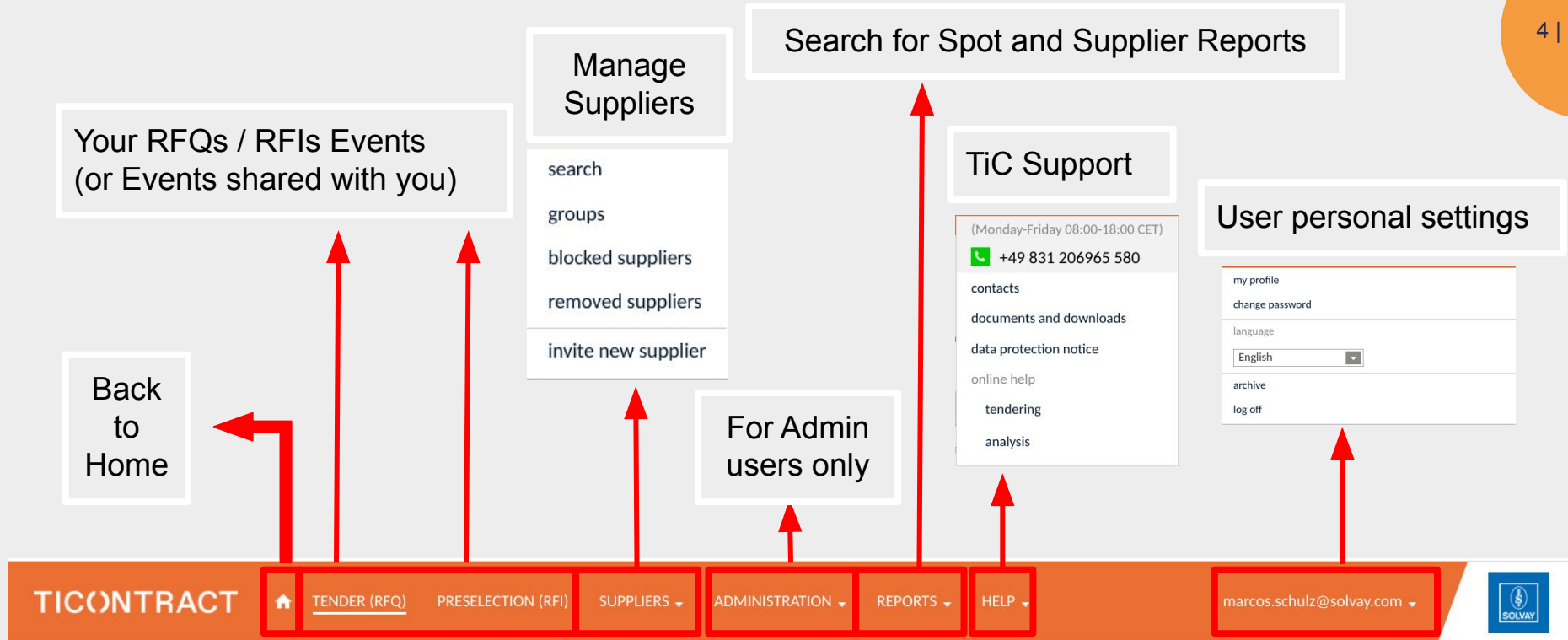
statistic

Your activities of the last 12 months

RFQ RFI



1: Buyer / Shipper Interface: Page header options



RFQs

unpublished | current | finished | archive

templates

1: Buyer / Shipper Interface: Home / Dashboard

The dashboard interface includes the following sections:

- currently running**: A header section for tracking current events.
- statistic**: A section titled "Your activities of the last 12 months" featuring a line chart and summary cards for "open tasks" (2), "unanswered questions" (2), and "RFQs" (16).
- open tasks**: A section for managing pending tasks.
- current news**: A section for the latest news, including "19.01.2020 Release Notes December 2019".
- account information**: A section for user management, including a "key users" table.

user	email	phone	modules
Schulz, Marcos	marcos.schulz@	+49123456789	tendering

1: Buyer / Shipper Interface: RFQs / RFIs

TICONTRACT [TENDER \(RFQ\)](#) [PRESELECTION \(RFI\)](#) [SUPPLIERS](#) [ADMINISTRATION](#) [REPORTS](#) [HELP](#) marcos.schulz@solway.com

RFQs

[unpublished](#) [current](#) [finished](#) [archive](#) [templates](#)

[create new tender](#)

ID	type	options	title	start	end	current status
filter value...	selec	selec	filter value...	select a filter...	select a filt	

no entries available



You have the same view and basic options when managing both RFQs and RFIs, but their creation steps are different.



TICONTRACT [TENDER \(RFQ\)](#) [PRESELECTION \(RFI\)](#) [SUPPLIERS](#) [ADMINISTRATION](#) [REPORTS](#) [HELP](#) marcos.schulz@solway.com

overview preselection/RFI

[unpublished](#) [current](#) [finished](#) [archive](#) [templates](#)

[create new preselection/RFI](#)

ID	type	title	start	end	current status
filter value...	select a f	filter value...	select a filter...	select a filter...	

no entries available

1: Buyer / Shipper Interface: RFQs / RFIs

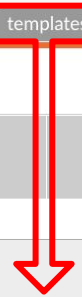
RFQs

unpublished current finished archive templates

create new tender

ID	type	options	title	start	end	current status
<input type="text" value="filter value..."/>	<input type="text" value="selec"/>	<input type="text" value="selec"/>	<input type="text" value="filter value..."/>	<input type="text" value="select a filter..."/>	<input type="text" value="select a filt"/>	

no entries available



Events not yet published (draft mode)

Events that were published and are still ongoing

Events that have already ended

Events moved to the archive

Here you create and select templates for your events



1: Buyer / Shipper Interface: Reading the basic event info

The centered number in black is the total nb of invited Suppliers.

Suppliers that have submitted an offer
Suppliers that have opened the RFQ
Suppliers that have declined
Suppliers that have not yet opened the RFQ

RFQs

unpublished current finished archive templates

move to archive

ID	type	options		title	start	end	final stage
22	Dutch Reverse At		s	Test for Comparison (copy 1)	08.03.2021 16:58 WET Schulz, Marcos	08.03.21	1 0 0 1 2
21	Dutch Reverse At			Test for Comparison	08.03.2021 16:32 WET Schulz, Marcos	08.03.21	1 0 1 0 2
20 (2)	strategic tender			Demo RFP for Guideline (round 2)	03.03.2021 13:52 WET Schulz, Marcos	03.03.21	0 0 0 2 1 2

Second round of this event

Click on the Title or in the eye symbol to enter the event



2. How to create a RFQ Tender

RFQs

unpublished current finished archive templates

create new tender

ID	type	options	title	start	end	current status
filter value...	selec	selec	filter value...	select a filter...	select a filt	

no entries available

Click on the green button to create a brand new event from scratch

TICONTRACT TENDER (RFQ) PRESELECTION (RFI) SUPPLIERS ADMINISTRATION REPORTS HELP

Dashboard

currently running

type	ID	title	end	current status
sel	filter va	filter value...	select a filter...	

no entries available

create new preselection/RFI create new tender

You can do the same from the Home lobby by clicking on the button below:

2. How to create a RFQ Tender: Edit basic settings

The screenshot shows a 'new RFQ' form with the following elements:

- type of tender:** A dropdown menu with 'strategic tender' selected. A red box highlights the dropdown, and a red arrow points from it to step 1.
- options:** A checkbox labeled 'sealed RFQ' with an information icon. A red circle highlights this checkbox, and a red arrow points from it to step 2.
- Buttons:** 'load from a template', 'copy an already existing tender', and a green 'apply' button. A red box highlights these buttons, and a red arrow points from it to step 3.

Below the form, the text 'No explanations needed' is centered. A large red arrow points from the 'type of tender' dropdown to step 1. Another large red arrow points from the 'sealed RFQ' checkbox to step 2. A third large red arrow points from the 'apply' button to step 3.

1. Select the type* of event you wish to create.

2. Flagging this box makes all the responses from suppliers invisible to you during the time of the tender. The offers will be unlocked only when the RFQ ends.

3. Click “apply” to start creating your event

2. How to create a RFQ Tender: choosing your tender type



- **Strategic tender is a RFQ**, where you can have multiple matrices with multiple lanes throughout multiple rounds; That is the topic of this current Chapter 2.
- Price request is almost the same thing as the strategic tender, but with a different name;
- Dutch Reverse Auction is a one-item event where you can predefine how your price is gonna increase from a low rate until one of your suppliers decides to match it for the win. You will learn how to create them in **Chapter 4**.
- Spot-tender is a non-recurrent, one-item kind of RFQ. You have the same setup options, but with just one lane.

2. How to create a RFQ Tender: general information

create new tender

1. general information > 2. preconditions > 3. matrices and rules > 4. suppliers

general information

Edit mode with 4 steps

title

ID

shipper

with preconditions

ends on

base currency

decimal places

time zone region

time zone

transport type

volume (only displayed internally)

Total spend

contract period from

contract ends on

service description

include service description in invitation email

notification at end

tags ⓘ

Please insert tag here and confirm using the "Enter" key.

If you choose not to flag this box you will skip the step 2. and move directly to the Matrices and Rules part.

2. How to create a RFQ Tender: general information part II

Still in the same page you can scroll down to see further settings...

edit tender **1.** general information > **2.** preconditions > **3.** matrices and rules > **4.** suppliers

attachments

add file

add attachments here

notify suppliers without responses on:

set up automatic notifications

access management

full control (7)	viewer (0)	no access (11)
Alves, Ana Bica, Sunil Daayf., Abdou		Casarin, Robson Cesarini, Kelly giagoultsis, nikolas Tribouillard, Anne tsvetkova, vanya zhang, sean

manage accesses to your tender

contact person

1. Schulz, Marcos
(main contact)

main contacts for suppliers

... and once you have everything right you can click on

2. How to create a RFQ Tender: next steps

2. preconditions >

3. matrices and rules >

The topic “Preconditions” will be approached on a specific [chapter](#) of this guide. There you will see how to create questionnaires, setup mandatory fields and K.O criteria for your suppliers to respond before even entering your event. You may set it up to work as a qualifying process.

How to create price tables/rate charts will be in a chapter right after the preconditions. The topic “Matrices and rules” is where you build the core of your tender and is a very important, complex and rich of possibilities environment on TiContract.

2. How to create a RFQ Tender: suppliers

edit tender 1. general information > 2. preconditions > 3. matrices and rules > 4. suppliers

not invited suppliers (3)

invite invite group **Search bar**

	name	supplier info	location		
<input type="checkbox"/>	filter value...	select a filter...	sele	filter	filter value.
<input type="checkbox"/>	Demo Carrier Abdou		BE	1120	Bruxelles
<input type="checkbox"/>	Dummy Supplier		PT	0	Carnaxide
<input type="checkbox"/>	Dummy Supplier #2		PT	0	Carnaxide

invited suppliers (0)

disinvite edit disinvite group more suppliers

	name	supplier info	location		
<input type="checkbox"/>	filter value...	select a filter...	sele	filter	filter value.
no entries available					


Once you have found the contact of your supplier simply flag the box and click on

invite

Your supplier will appear on this window on the right. Once you have all suppliers added you can click on

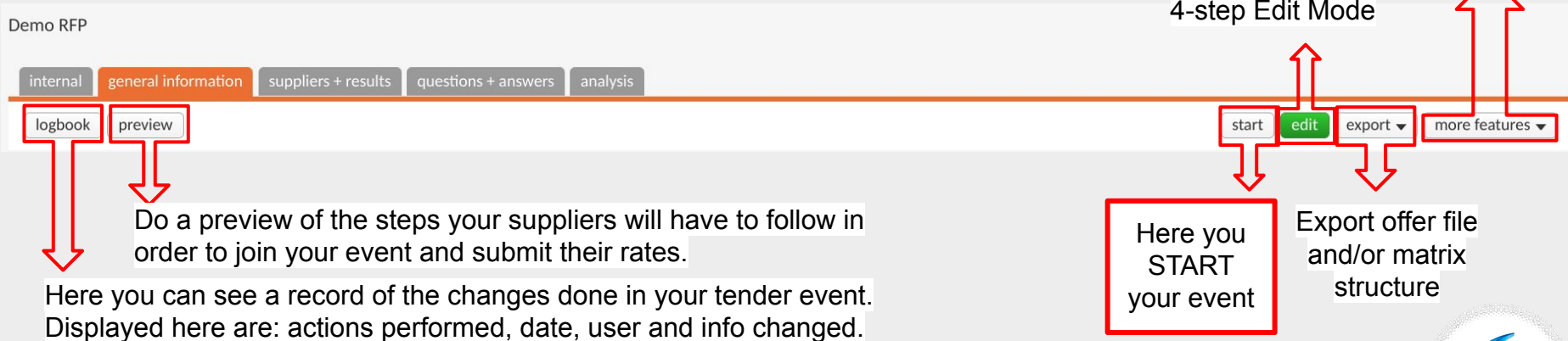
save and close

2. How to create a RFQ Tender: final steps

When you finish the 4 steps and close the RFP editor you will be redirected to the main page. There you may find preview windows containing all the information of your tender, you just have to navigate up and down to check them. Whatever details you want to change you can click on the pencil 

Let's see at last what are the options you have on the headerbar:

Demo RFP



internal general information suppliers + results questions + answers analysis

logbook preview

start edit export more features

plausibility check
copy
delete

Here you START your event

Go back to the 4-step Edit Mode

Export offer file and/or matrix structure

Here TIC will find pending actions and impossible settings on your tender event. This validity check will also run automatically once you click "start"

Do a preview of the steps your suppliers will have to follow in order to join your event and submit their rates.

Here you can see a record of the changes done in your tender event. Displayed here are: actions performed, date, user and info changed.

2. How to create a RFQ Tender: appendix

Your RFP event is now published. It will appear on the tab “current” for the duration of the tender, then it will move automatically to the tab “finished”. For extra details on how to manage an open event, please check chapter #8.

RFQs

unpublished **current** finished archive templates

[create new tender](#)

ID	type	options	title	start	end	current status
<input type="text" value="filter value..."/>	<input type="text" value="selec"/>	<input type="text" value="selec"/>	<input type="text" value="filter value..."/>	<input type="text" value="select a filter..."/>	<input type="text" value="select a filt"/>	
24	strategic tender		Demo RFP	11.03.2021 13:23 WET Schulz, Marcos	1 days 4 hours 12.03.2021 18:	0 0 0 2

You will still be able to change minor details of your RFP. But if you need to edit your RFP in a major way you will be shown the following message:

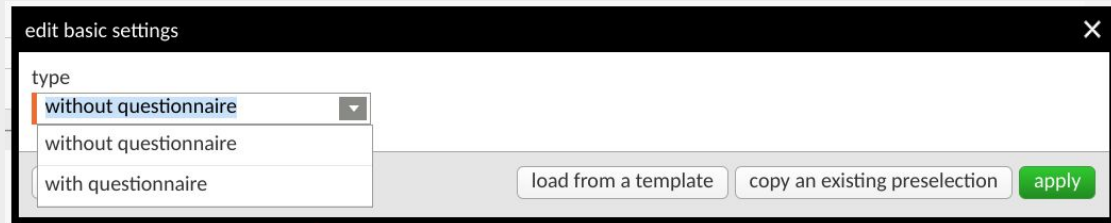
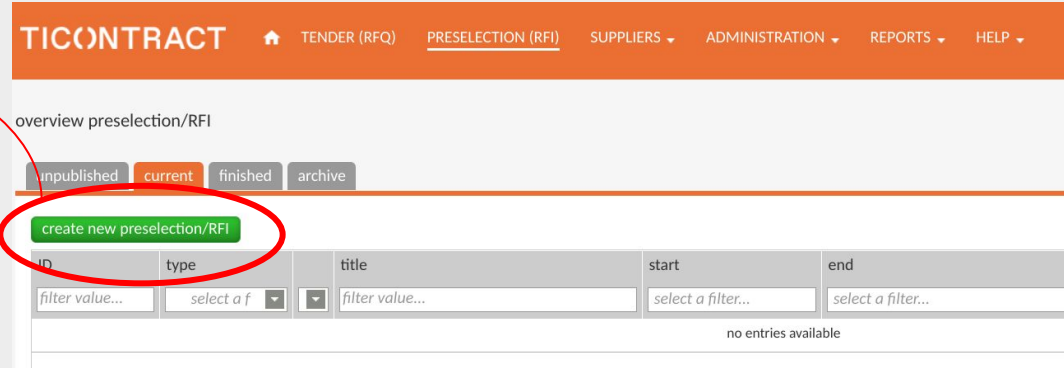
confirm ✕

If you edit a current RFQ, it will be paused. For the suppliers, this RFQ will be specially marked and cannot be edited anymore. You can edit some sections, e.g. access administration, without pausing the RFQ. These sections have a pencil symbol at the corresponding position. Regarding any further changes, you have to notify the affected suppliers when you restart the RFQ.

3. How to create a RFI

By clicking on “create new preselection/RFI” you will be redirected to the “basic settings” of your new RFI.

There you can decide if you want to have a questionnaire or not. You can also load from templates or copy already existing RFIs.



3. How to create a RFI: general information

Follow the same instructions from [Slide 12](#) to fill in the general information. The difference is that for RFIs there are less fields to fill. Since there won't be any pricing tables/rate charts on a RFI the fields "Service description" and "attachments" are now even more important.

The screenshot shows a web form titled "general information" with the following fields and options:

- title**: Text input field.
- ID**: Text input field with a dropdown menu showing "<use serial num".
- shipper**: Dropdown menu with "Solvay SA" selected.
- ends on**: Date and time picker.
- time zone region**: Dropdown menu with "Europe" selected.
- time zone**: Dropdown menu with "Lisbon" selected.
- transport type**: Dropdown menu with "please select" selected.
- service description**: Rich text editor with a toolbar (B, I, ABC, h1, h2, A', A', list, list, -, text templates).
- notification at end**: Rich text editor with a toolbar (B, I, ABC, h1, h2, A', A', list, list, -, text templates).
- include service description in invitation email**: Checkbox, currently unchecked.
- attachments**: "add file" button with a file icon.
- tags**: Text input field with a help icon and the text "Please insert tag here and confirm using the 'Enter' key."
- notify suppliers without responses on:**: Date and time picker followed by an "apply" button.



3. How to create a RFI: inviting suppliers*

If you are creating a RFI without a questionnaire then there is only one left step to do before starting your RFI, which is inviting your suppliers (works the same as for a [RFQ](#)).

create new preselection (RFI) 1. general information > 2. suppliers

not invited suppliers (3)

invite invite group

<input type="checkbox"/>	name	supplier info	location		
	<input type="text" value="filter value..."/>	<input type="text" value="select a filter..."/>	<input type="text" value="sele"/>	<input type="text" value="filter"/>	<input type="text" value="filter value."/>
<input type="checkbox"/>	Demo Carrier Abdou		BE	1120	Bruxelles
<input type="checkbox"/>	Dummy Supplier 🔗		PT	0	Carnaxide
<input type="checkbox"/>	Dummy Supplier #2 [PT	0	Carnaxide

invited suppliers (0)

disinvite disinvite group more suppliers ▼

<input type="checkbox"/>	name	supplier info	location		
	<input type="text" value="filter value..."/>	<input type="text" value="select a filter..."/>	<input type="text" value="sele"/>	<input type="text" value="filter"/>	<input type="text" value="filter value."/>
no entries available					

* If you chose to create a RFI with a questionnaire you will be redirected to the page below showing the same environment of the RFQ “preconditions”.
For the creation of the questionnaire/preconditions see [Chapter 5](#).

create new preselection (RFI) 1. general information > 2. questionnaire > 3. suppliers

[new section](#)

3. How to create a RFI: starting your RFI

The screenshot shows the TICONTRACT web application interface. At the top, there is a navigation bar with the following items: TICONTRACT, a home icon, TENDER (RFQ), PRESELECTION (RFI), SUPPLIERS, ADMINISTRATION, REPORTS, and HELP. On the right side of the navigation bar, the user's email address 'marcos.schulz@solvay.com' and the SOLVAY logo are visible. Below the navigation bar, the page title is 'RFI DEMO 1 (copy 1)'. There are three tabs: 'internal', 'general information' (which is active), and 'suppliers + results'. Below the tabs, there are two buttons: 'logbook' and 'preview'. The main content area is divided into two sections. On the left, there is a 'general' section with a table of information: customer (Solvay SA), start, ends on (17.03.2021 18:00 WET), transport type (FTL road / TL road, LTL road, groupage freight road, parcel service, sea freight FCL, sea freight LCL, sea freight bulk, air freight, warehousing, railroad, short sea shipping, inland waterways, purchasing sea), applications, and reminders. On the right, there is a 'statistic (currently invited suppliers: 2)' section with a legend: 'number of suppliers' (black line), 'interest' (green line), and 'not interested' (red line). A red box highlights the top right corner of the interface, containing three buttons: 'start', 'edit' (which is green), and 'more features' with a dropdown arrow. A red arrow points from this box to a larger, detailed view of the 'more features' dropdown menu.

After checking your dashboard to see if everything is correct you may select some options on the top right:

- START your RFI
- EDIT your RFI (green button)
- RUN CHECK / COPY / DELETE RFI

This block shows a detailed view of the 'more features' dropdown menu. It contains the following options: 'start', 'edit' (highlighted in green), and 'more features' with a dropdown arrow. Below these are three options: 'plausibility check', 'copy', and 'delete'.

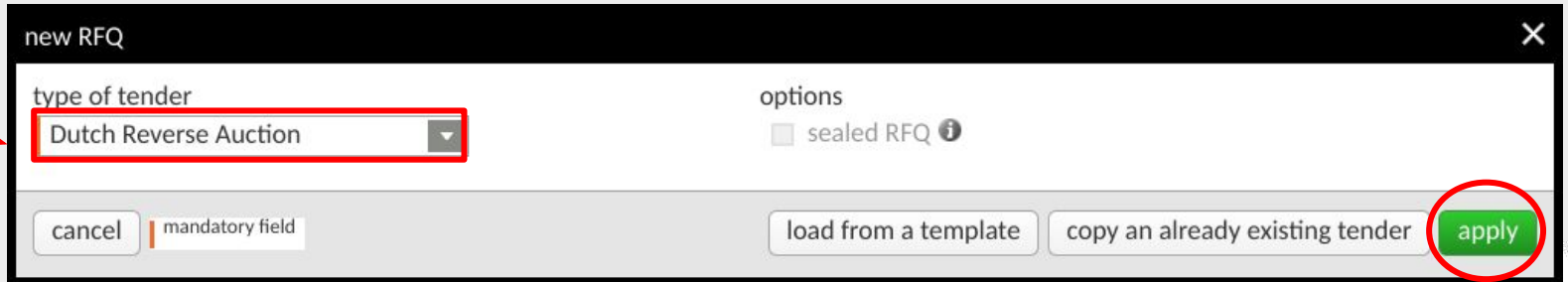


4. How to create a Dutch Reverse Auction

TENDER (RFQ)

create new tender

Creating a Dutch Reverse Auction is very easy and fast. By selecting this option as you follow the same basic steps of creating a RFQ and then clicking on “Apply” you will start a brand new Dutch Reverse Auction.



The screenshot shows a 'new RFQ' dialog box with the following elements:

- type of tender:** A dropdown menu with 'Dutch Reverse Auction' selected. This dropdown is highlighted with a red rectangle.
- options:** A checkbox labeled 'sealed RFQ' with an information icon.
- Buttons:** 'cancel', 'mandatory field', 'load from a template', 'copy an already existing tender', and 'apply'. The 'apply' button is highlighted with a red circle.

Red arrows point from the 'TENDER (RFQ)' text to the 'create new tender' button, and from the 'create new tender' button to the 'Dutch Reverse Auction' dropdown in the dialog box.

4. How to create a Dutch Reverse Auction: general information

You will be asked to fill in the same fields as any other event, but there will be a 3rd step now called “Bid assistant”

create new tender

1. general information > 2. preconditions > 3. Bid assistant > 4. suppliers

general information

title

ID

shipper with preconditions

ends on

base currency decimal places

time zone region time zone

start of the offer phase

transport type

contract period from contract ends on

service description

end message (to the one who ended the auction)

include service description in

The duration of the Auction is controlled by selecting your start and end times here. This is key for your event because this total duration will be split in equal steps so you can have automatic increases on your offer from starting till the reserve (ceiling) prices. Those will be defined in step 3. Bid assistant (next slide).

4. How to create a Dutch Reverse Auction: Bid assistant

create new tender

1.

general information >

2.

preconditions >

3.

Bid assistant >

4.

suppliers

Bid assistant

The bid assistant allows an easy and straightforward implementation of the auction. As measured by the opening bid, the price ceiling and the number of bidding steps, the bid assistant defines the time intervals, as well as the respective price increase of a bidding step. The price increase within a bidding step is always the same. By clicking on save the current bidding steps are displayed.

opening bid in EUR

0,00

€ 1.000,00

determine price ceiling in EUR ⓘ

0,00

€ 1.200,00

Bidding steps (quantity)

0


5

After filling in the fields you can scroll down the page to see the calculations TiContract provided as a result of your inputs.



4. How to create a Dutch Reverse Auction: bidding steps

bidding steps		
bidding step	sum in EUR	Price increase
0 (start offer)	1.000,00 EUR	17.03.2021 16:00 WET
1	1.040,00 EUR	17.03.2021 16:05 WET
2	1.080,00 EUR	17.03.2021 16:10 WET
3	1.120,00 EUR	17.03.2021 16:15 WET
4	1.160,00 EUR	17.03.2021 16:20 WET
5 (price limit)	1.200,00 EUR	17.03.2021 16:25 WET
end		17.03.2021 16:30 WET

If you agree with the setup suggested automatically by TiContract you can move on by clicking on 

Bear in mind that there are limits to what is possible here. **You can not have bidding step smaller than 2 minutes**, as per the example below:

 30

The time intervals between the bidding steps are less than two minutes. Please lower your bidding steps.

4. How to create a Dutch Reverse Auction: inviting suppliers

Now you just have to invite your suppliers following the same steps that were shown in [slide #15](#). Then click on “**save and close**” and your Dutch Auction will be almost ready to go.

create new tender **1.** general information > **2.** preconditions > **3.** Bid assistant > **4.** suppliers

not invited suppliers (3)

invite invite group

<input type="checkbox"/>	name	supplier info	location		
<input type="checkbox"/>	Demo Carrier Abdou		BE	1120	Bruxelles
<input type="checkbox"/>	Dummy Supplier		PT	0	Carnaxide
<input type="checkbox"/>	Dummy Supplier #2		PT	0	Carnaxide

invited suppliers (0)

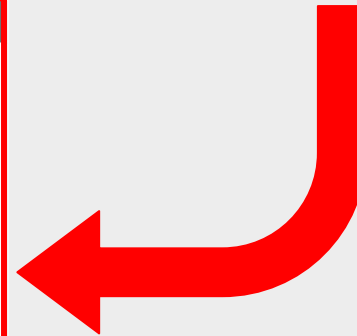
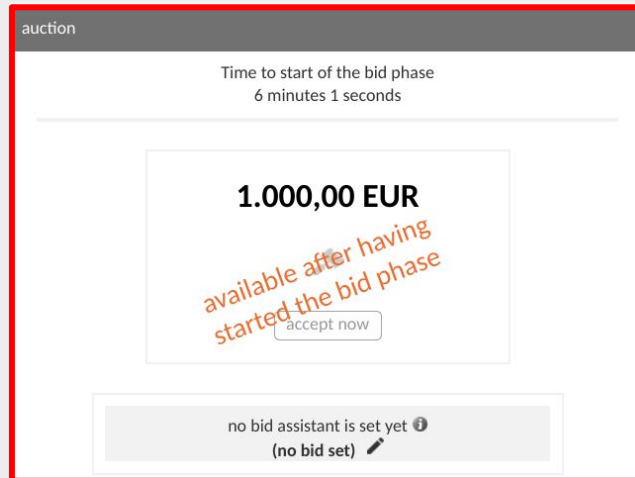
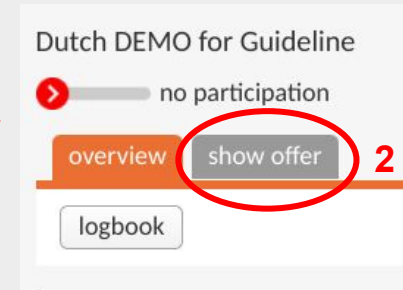
disinvite disinvite group more suppliers ▼

<input type="checkbox"/>	name	supplier info	location		
no entries available					

save and close

4. How to create a Dutch Reverse Auction: how to watch it live

After publishing the event this is where you have to go in order to follow up the event live:



4. How to create a Dutch Reverse Auction: appendix

Once in the preview page you may notice the following button on the right side of the header:

set the bid assistant now

This is to be used by the supplier. There he/she can set up a minimum price entry that will trigger an automatic bid acceptance. When the price bid reaches or overtakes this minimum price set by the supplier then TiContract will force acceptance from his/her side and finish the eAuction with the price submitted by the supplier, e.g. the **€ 1.125,00** (and NOT the predefined step calculated by TiContract).

bid assistant - minimum price entry ✕

Here you can increase the price of the offer acceptance. Entering a minimum price to which you are willing to accept offer is binding with the start of the auction.

[b] There is no automatic allocation when the auction has been ended.

minimum price entry in EUR

5. Preconditions

create new tender

1. general information > 2. preconditions > 3. matrices and rules > 4. suppliers

preconditions

description

attachments

add file

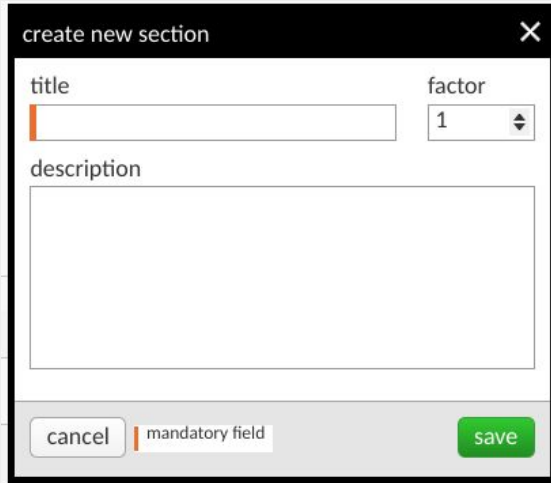
describe the preconditions here - you may start with a welcoming message

add attachments here

new section

To start building your questionnaire click on “new section”

5. Preconditions: sections and questions



The 'create new section' dialog box contains the following fields and controls:

- title**: A text input field with a red vertical bar on the left, indicating it is a mandatory field.
- factor**: A dropdown menu currently set to '1'.
- description**: A large text area for entering the section description.
- cancel**: A button to close the dialog.
- mandatory field**: A label next to the title field.
- save**: A green button to create the section.

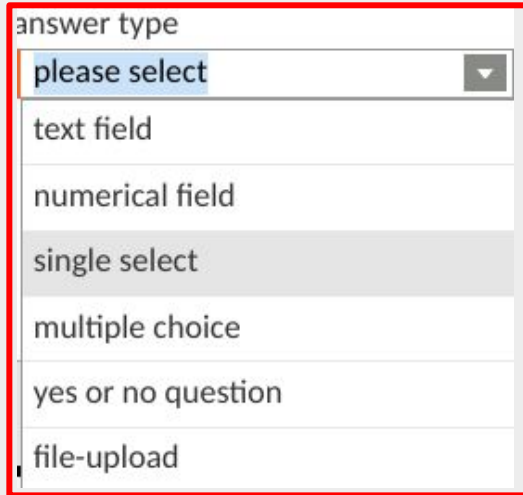
Now you provide the **title** and **description** for the section you are creating. In the **factor** field you can select a score weight for that section. Depending on the kind of feedback you need from your suppliers you can attribute points to each response and then later evaluate the quality of each service/material provided and even set a minimum score in order for them to join the event. Once you click **save** the section will be created as per below. You can always change it again by clicking on the pencil symbol.



The screenshot shows a list of sections. The first section is titled '1 Certifications' and has a description 'xxxxxxx'. Below the description, there is a 'factor' dropdown set to '1' and a green 'new question' button. A red circle highlights a pencil icon in the top right corner of the section card, with a red arrow pointing from the text above to it.

Create questions inside this section by clicking on **new question**

5. Preconditions: types of questions



A screenshot of a dropdown menu titled "answer type". The menu is open, showing several options: "please select" (highlighted in blue), "text field", "numerical field", "single select" (highlighted in grey), "multiple choice", "yes or no question", and "file-upload". The entire menu is enclosed in a red rectangular border.

You can create questions according to the type of answer you expect from your suppliers (left box).

After you write your question (below) you can flag the **mandatory** field box if you need that question to be unavoidable. The **activated** box will always be flagged in your first question, but you can work with that selection if you want to have a second question connected to the first in case the suppliers reply a certain way to the first. IN this case you just unselect this field in the question #2 and follow instructions.



A screenshot of a dialog box titled "add new question". On the left, there is a large text input field labeled "question". On the right, there is a section for "answer type" with a dropdown menu set to "please select". Below this, there are two checkboxes: "activated" (checked) and "mandatory field" (checked). At the bottom left, there is a "cancel" button and a "mandatory field" label. At the bottom right, there is a green "save" button.

5. Preconditions: connecting questions in logical paths

Ex.: you can have a **Yes or No** question #1 asking if the supplier has Ecovadis assessment. Then create a second question (this time **numerical**) where they can insert their score in case they replied “Yes” in #1. See how it looks like (below):

add new question

question
Question #2

answer type
numerical field

unit
Unit Of Measure goes here

activated
 mandatory field

activate, if
1.1 Question #1

value
yes

points
0
1

if value
0
1

cancel | mandatory field

apply

And you can also attribute score values to each numerical answer using those settings on the bottom.

5. Preconditions: K.O criterion setup

If you want to prevent any supplier from entering your event due to a certain response in the preconditions you can simply flag the box on the side of that response (#1). This will trigger a K.O. criteria for the supplier, but they will still be able to enter the event unless you also flag the box on the bottom of the page (#2):

The screenshot displays the configuration for a '1 KO test'. The main question is '1.1 Do you agree? (yes or no question)'. The options are 'yes' and 'no'. The 'points' for 'yes' is 1 and for 'no' is 0. The 'KO criterion' column has a checkbox next to the 'no' option, which is circled in red and labeled '#1'. Below the question, there is a 'factor' dropdown set to '1' and a 'new question' button. A dashed line separates this from the 'settings' section. The settings include a message: 'Supplier can only enter RFQ if the following preconditions are fulfilled:'. Under 'minimum score', the value is '0,00'. A checkbox labeled 'without KO criterion' is checked and circled in red, labeled '#2'. At the bottom, there are buttons for 'back', 'load template', 'mandatory field', 'save', and 'save and continue'.

options	points	KO criterion
yes	1	<input type="checkbox"/>
no	0	<input checked="" type="checkbox"/> #1

factor: 1

new question

new section

settings

Supplier can only enter RFQ if the following preconditions are fulfilled:

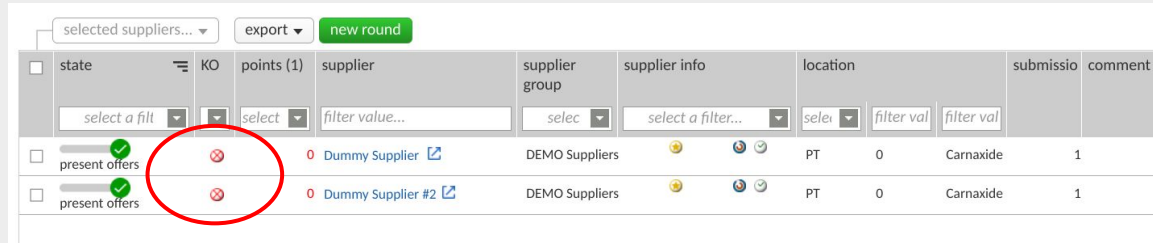
minimum score
0,00





without KO criterion #2

back load template mandatory field save save and continue

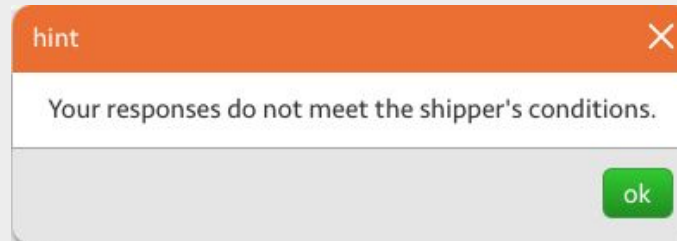
5. Preconditions: K.O criterion - consequences

If you do not flag the option “without K.O. criterion” on the bottom (#2 from the previous slide) your supplier will still be able to enter the event, but it will be flagged with the **K.O symbol below**. That symbol won't have any impact on this offer or on the tender as a whole.



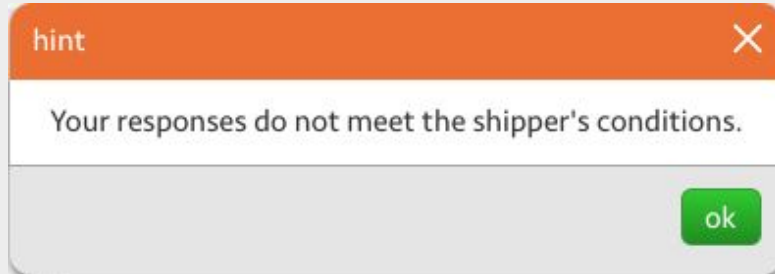
state	KO	points (1)	supplier	supplier group	supplier info	location	submissio	comment
<input type="checkbox"/>		0	Dummy Supplier	DEMO Suppliers		PT 0 Carnaxide	1	
<input type="checkbox"/>		0	Dummy Supplier #2	DEMO Suppliers		PT 0 Carnaxide	1	

When suppliers hit any K.O criteria on your tender and you flag the prohibition option then they will be shown the **message below** and will have to repeat the preconditions responses if they wanna join your tender and access the rate grid or the attachments (they can change and re-submit their responses anytime, but when they succeed submitting responses and finish their offer it won't be editable anymore).



5. Preconditions: minimum score to enter event

There is another way of preventing suppliers from entering your event. You can set up a **minimum score** that they must achieve. This setting works by attributing points to each response. TiContract will add all the points of a given supplier during its preconditions phase and compare with the score you type in the **field below** (bottom of the page).



If they fail to achieve the minimum score they will be shown the same exact message as the K.O.

Finally, when you have all your settings ready make sure you test them in the “preview” button on your event main page.

