

ZYCUS iSource Surrogate Bidding

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Version	Date	Description
01	22/04/2019	Creation date

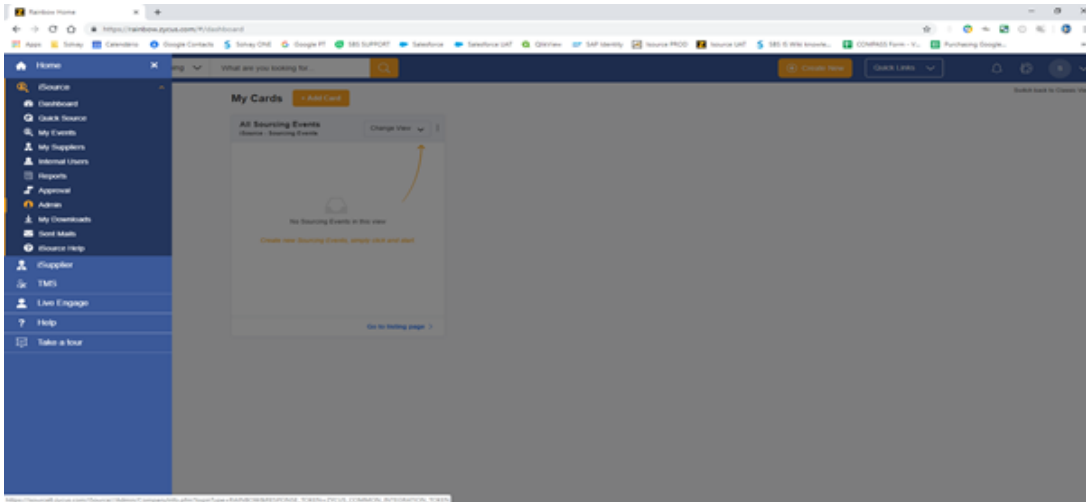
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1. Introduction

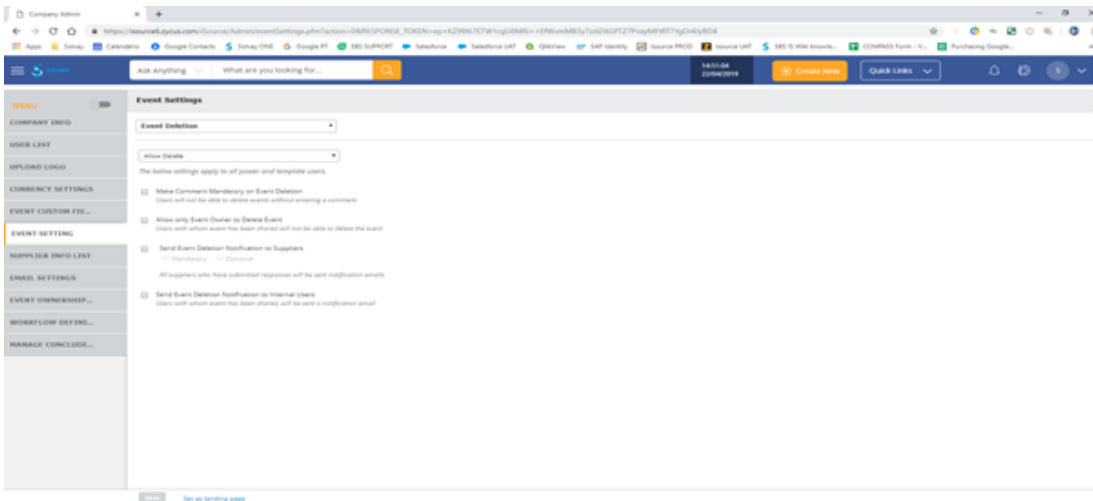
The purpose is to enable and disable the Surrogate Bidding in ZYCUS iSource, which allows the Buyer to place bid on behalf of supplier.

2. How to enable Surrogate Bidding

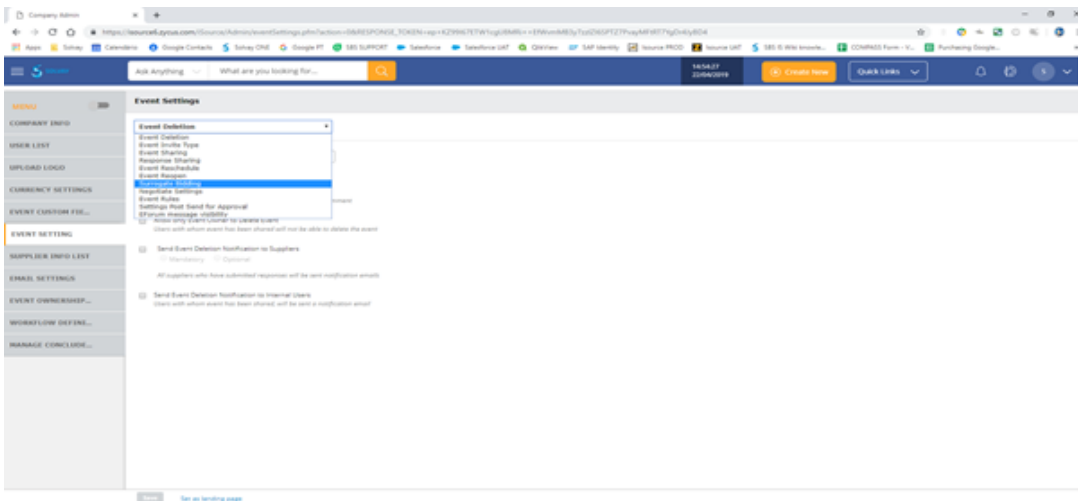
- Go to iSource Menu and select Admin



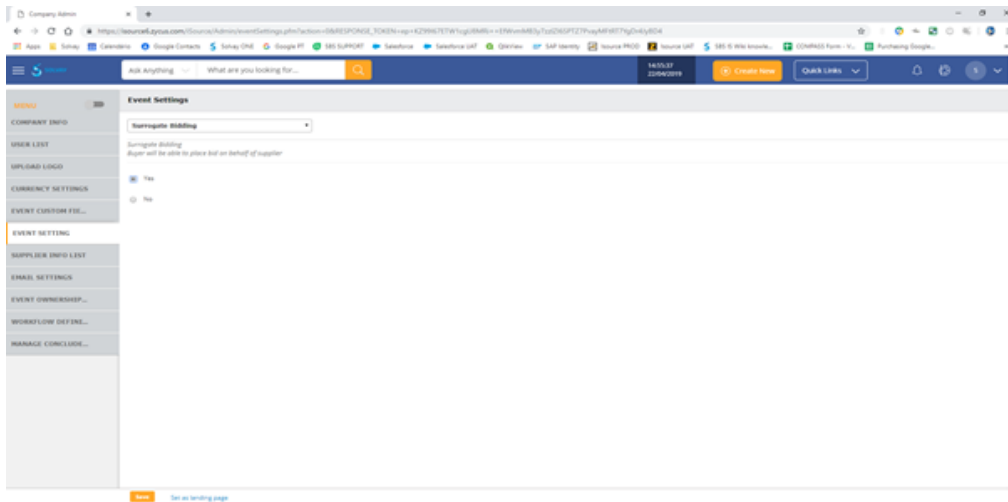
- In Admin Menu select Event Setting



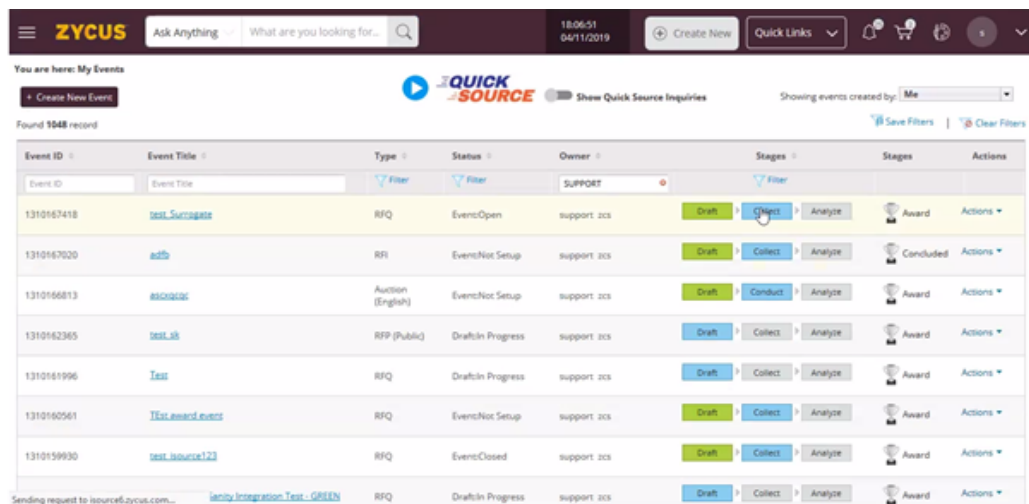
- Now select the Surrogate Bidding



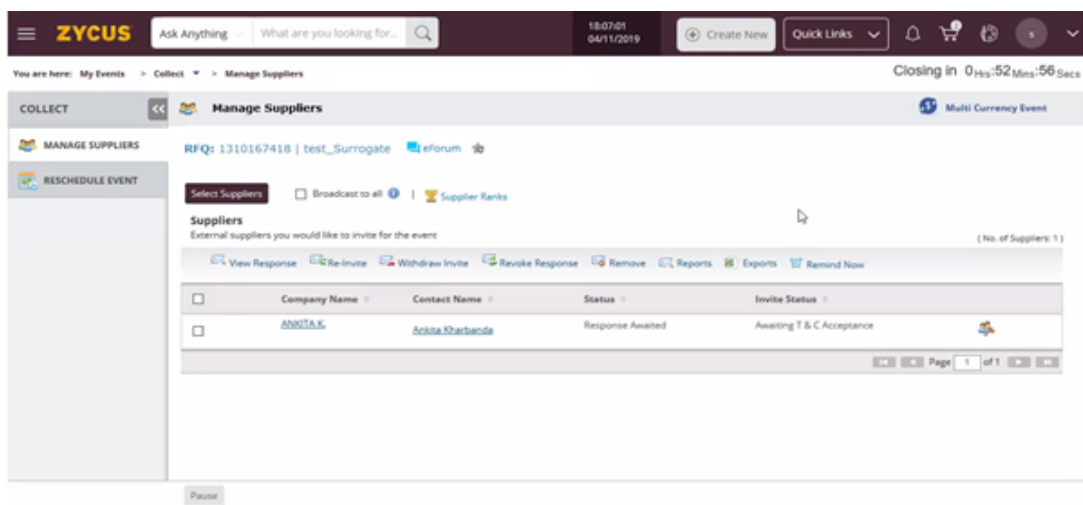
- Now select enable or disable with Yes or No



- Select Event in Collect phase

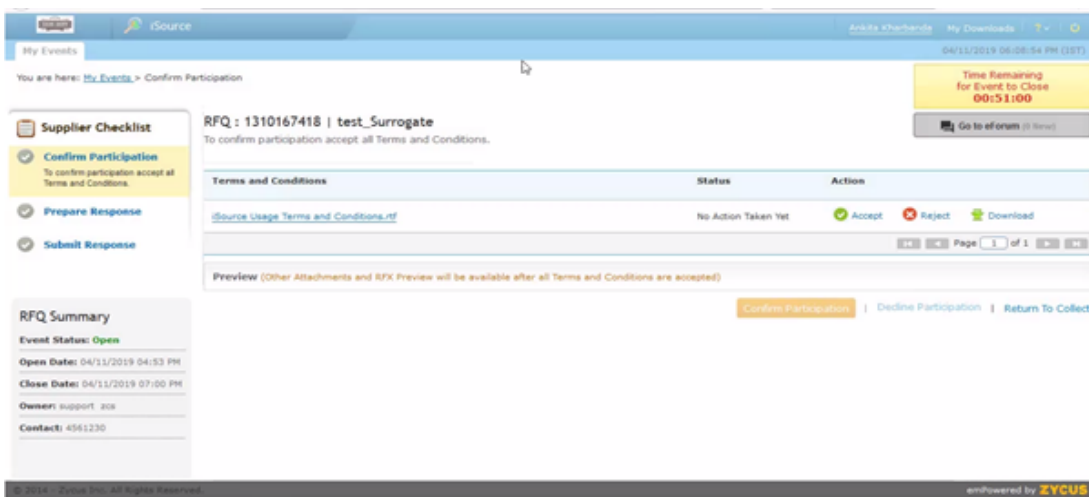
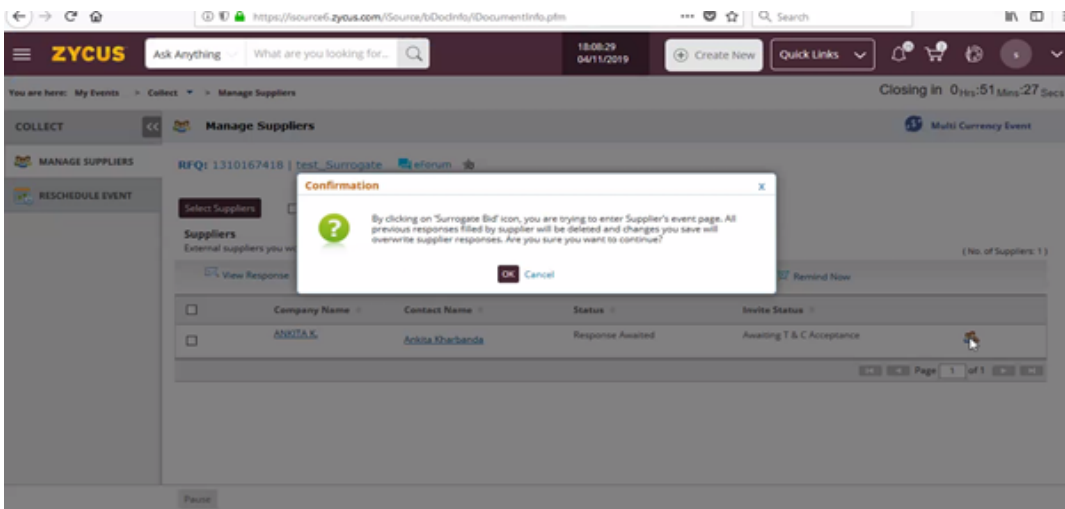


- Now access to surrogate bidding is enabled

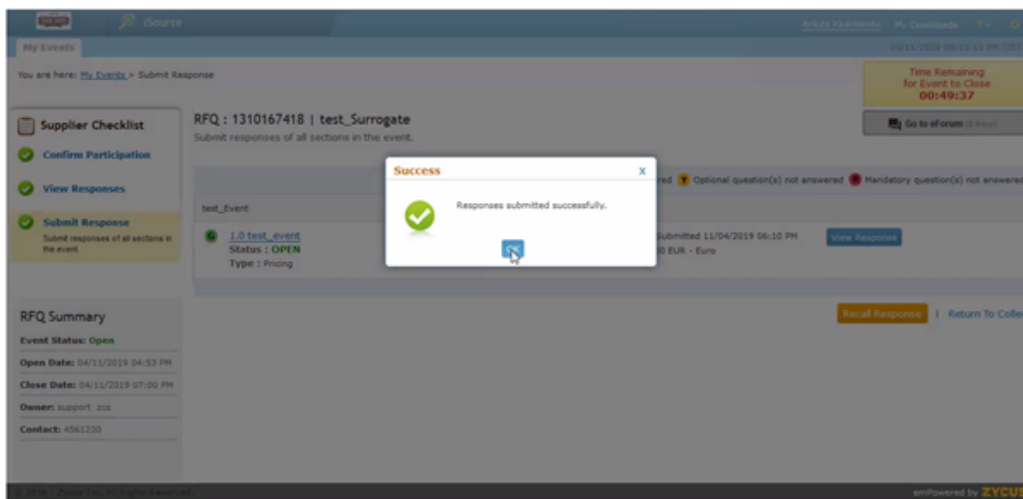


3. How to update information on supplier portal

- Now access to surrogate bidding is enabled and you can access supplier portal



- Submit the responses on behalf of the supplier



- Back to Collect phase you can check that Participation is confirmed

The screenshot shows the ZYCUS 'Manage Suppliers' interface. At the top, there is a navigation bar with the ZYCUS logo, a search bar, and a 'Closing in' timer showing 04/11/2019. Below the navigation bar, the breadcrumb trail reads 'You are here: My Events > Collect > Manage Suppliers'. The main content area is titled 'Manage Suppliers' and includes a 'COLLECT' tab. The interface displays the RFQ number '1310167418 | test_Surrogate' and an 'eForum' link. There are buttons for 'Select Suppliers', 'Broadcast to all', and 'Supplier Ranks'. A section titled 'Suppliers' indicates '(No. of Suppliers: 1)'. Below this, a table lists the supplier details:

<input type="checkbox"/>	Company Name	Contact Name	Status	Invite Status	
<input type="checkbox"/>	ANKITA S	Ankita Kharkande	Response Received	Participation Confirmed	

At the bottom of the table, there is a pagination control showing 'Page 1 of 1'. A 'Pause' button is located at the bottom left of the interface.

4. Conclusion

The objective of this procedure is to allow a user step by step on how to enable surrogate bidding in ZYCUS iSource tool. The modification can be done only by Admin users.