

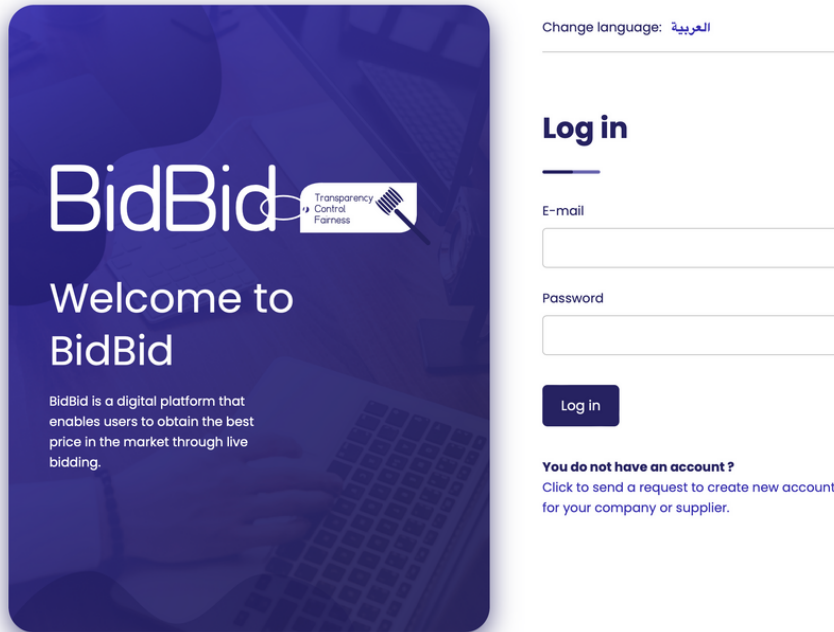
# BidBid User Guide

For Companies

1

## MAKER

Go To **WWW.BIDBID.TECH** And Log In  
Enter Your E-mail And Password As A Maker



Change language: العربية

### Log in

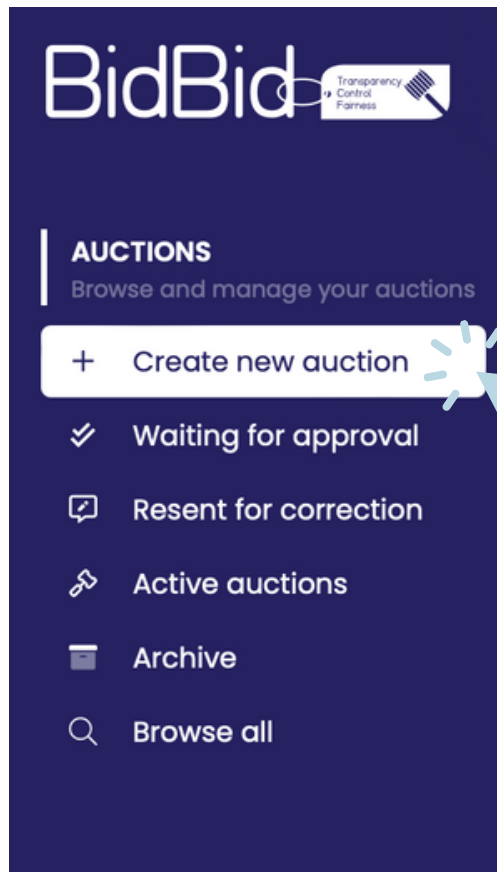
E-mail

Password

Log in

**You do not have an account ?**  
Click to send a request to create new account for your company or supplier.

On The Left Side, Click on “Create New Auction”



## BidBid

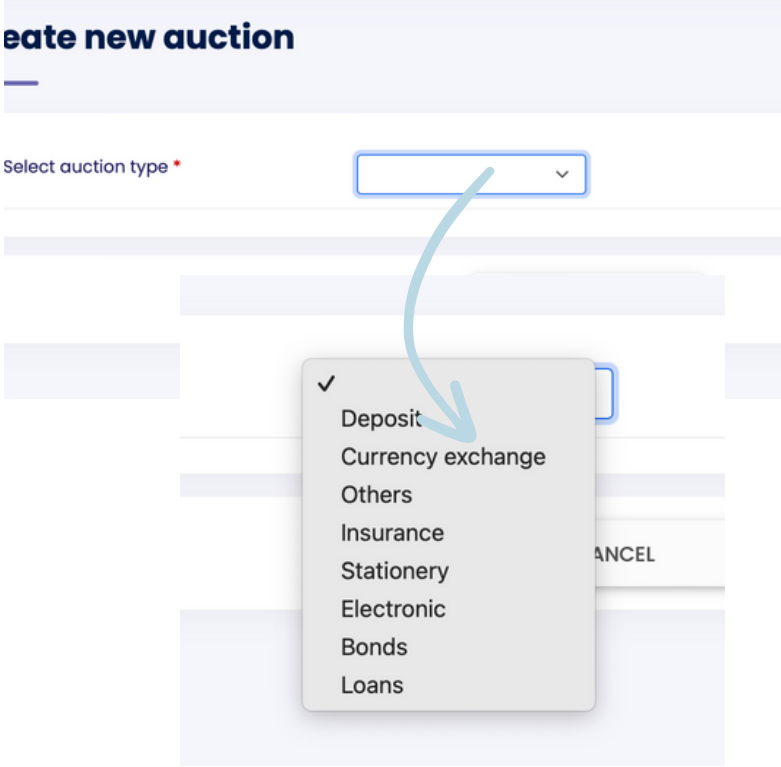
Transparency  
Control  
Fairness

### AUCTIONS

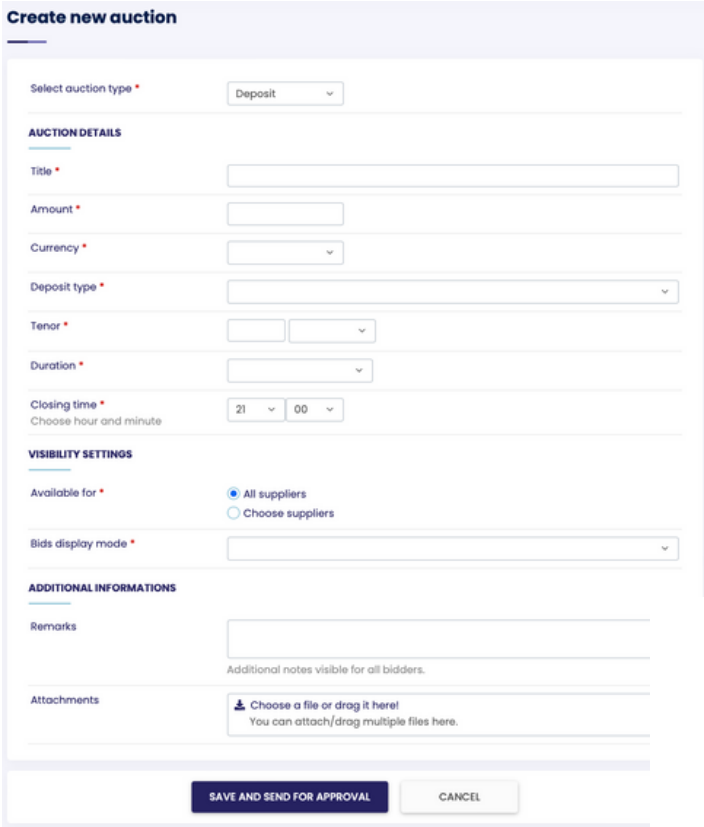
Browse and manage your auctions

- + Create new auction
- ✓ Waiting for approval
- 🗉 Resent for correction
- 🔗 Active auctions
- 📁 Archive
- 🔍 Browse all

# From The Drop Down Choose Your Auction Type



# Enter Your Auction Details.



- **You Have The Ability To Choose The Amount, Currency That You Prefer, And The Duration Of The Auction With Closing Time.**

Select auction type \*

---

**AUCTION DETAILS**

---

Title \*

---

Bidding currency \*

---

Duration \*

---

Closing time \*    
Choose hour and minute

- **You Have The Ability To Choose Specific Supplier Or To All Your Suppliers**

#### VISIBILITY SETTINGS

Available for \*

- All suppliers  
 Choose suppliers

- **You Have The Ability To Choose The Auction Display Mode From The Three Options.**

#### VISIBILITY SETTINGS

Available for \*

- All suppliers  
 Choose suppliers

Bids display mode \*



- ✓ Semi open: Only rate is visible to all bidders
- Fully open: Rates and names are visible to all bidders
- Confidential: Bidders can't see other bidders name or rates

- **You Can Easily Add A Remark To The Suppliers. And Attach Up To Five Files With Any Format.**

#### ADDITIONAL INFORMATION

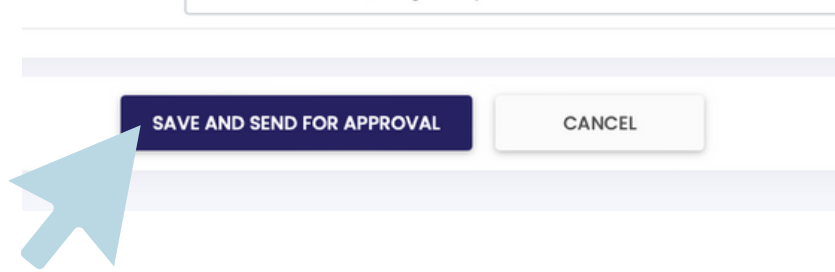
Remarks

Additional notes visible for all bidders.

Attachments

 Choose a file or drag it here!  
You can attach/drag multiple files here.

Then Click On “Save and send for Approval” , The Request Will Go To The Approver Within Your Company.



The Request Will Go To The Approver Within Your Company.

## Bid: Laptops

General informations and details about selected bid

Edit bid

DETAILS

BIDDERS

INTERNAL COMMUNICATION HISTORY

Current status **Waiting for approval**

### SUMMARY

Title	Laptops
Type	Electronic
Bidding currency	OMR
Duration	7 days
Remarks	
Attachments	

### ADDITIONAL INFO

Created by	Company maker 0.1
Created date	2024-01-29 13:04

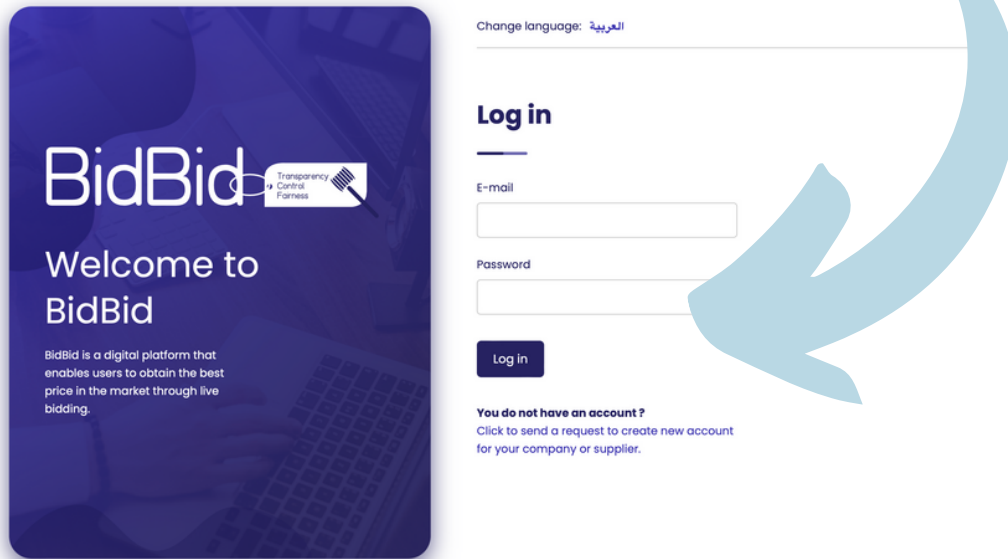
1

## CHECKER

**As An Approver**

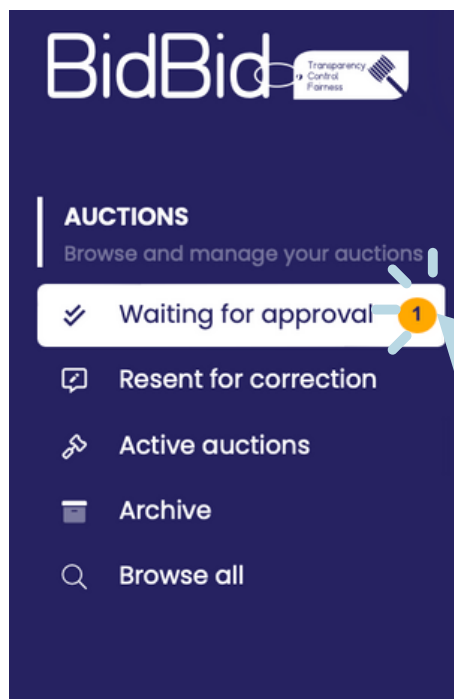
**Go To [WWW.BIDBID.TECH](http://WWW.BIDBID.TECH) And Log In.**

**Enter Your E-mail Or Log In From The Link That Has Been Sent To You From BidBid.**



**On The Left Side Of The Page**

**Click On “ Waiting For Approval” To Approve Your Company’s Auction.**



Click on “ Details”.

## Auctions waiting for approval

[Export to .xlsx](#)

Created date	Author	Title	Type	Details
2024-01-23 11:39	Company maker 0.1	Laptops	Electronic	<a href="#">DETAILS</a>



You Have The Ability To Review The Auction, And You Have An Option To Accept, Send For Correction Or Reject.

✓ Accept and publish
↻ Send for correction
✗ Reject

DETAILS
BIDDERS
INTERNAL COMMUNICATION HISTORY

Current status **Waiting for approval**

**SUMMARY**

Title	Laptops
Type	Electronic
Bidding currency	OMR
Duration	7 days
Remarks	
Attachments	

**ADDITIONAL INFO**

Created by	Company maker 0.1
Created date	2024-01-23 11:39



- On Any Action You Choose, Add An Internal Comment For Quality And Audit Purposes. If Required.

### Accept and publish

Are you sure you want to accept this bid and make it visible for invited suppliers?

Start date **2024-01-23 11:40**

Closing date **2024-01-30 21:00**

#### INTERNAL COMMENTS

Here you can add extra notes. This is internal information and this comment will not be visible for bidders.

I accept and publish this bid

CONFIRM

CANCEL

**After You Accept And Publish The Auction, The Clock Will Start counting-down. And An Email Will Be Sent To Your Suppliers To Easily Participate In Your Auction.**

- You Have The Ability To See The Live Bidding**

### Bid: Laptops

General informations and details about selected bid

Remaining time

07:08:11:48

Days Hours Minutes Seconds

DETAILS

BIDDERS

INTERNAL COMMUNICATION HISTORY

Auction available for

All suppliers

Bids display mode

Semi open: Only rate is visible to all bidders

#### ATTACHMENTS

File name

Upload date

Uploaded by

+ Add new files

#### BIDDERS

Name

Bid sent date

Version

Offer

- After The Bidders Submitted Their Bids, You Will Be Able To Export The The Bidders List To Compare Between Them Easily.**


	Bid sent date	Version	Offer		
	2023-09-26 08:31	1.0	10.000 OMR	DETAILS	CHOOSE A WINNER
	2023-09-26 08:31	1.0	12.000 OMR	DETAILS	CHOOSE A WINNER
<a href="#">Export list to .xlsx</a>					

**After The Auction Ends, You Have To Choose One Of The Bidders As A Winner. An Email Will Be Sent Automatically To Notify The Winner And The Other Suppliers.**

Bid sent date	Version	Offer	
2023-09-26 08:31	1.0	10,000 OMR	<a href="#">DETAILS</a> <a href="#">CHOOSE A WINNER</a>
2023-09-26 08:31	1.0	12,000 OMR	<a href="#">DETAILS</a> <a href="#">CHOOSE A WINNER</a>

[Export list to .xlsx](#)

**You Are Able To See All The Previous Auctions With Details And Export It To Excel For Performance And Audit Trail.**



Change language: العربية
Company 1  
Your role: Company Bids Maker
Company 1

### Active auctions

All approved and published auctions visible for invited bidders

[Export to .xlsx](#)

State	Author	Title	Type	Details	Start date	Closing date	
Closed	Company 1	test insurance	Insurance		2023-09-11 07:46	2023-09-18 17:00	<a href="#">DETAILS</a>
Closed	Company 1	1 m call deposit	Deposit	1,000,000.000 OMR	2023-09-17 08:21	2023-09-24 14:00	<a href="#">DETAILS</a>
Closed	Company 1	medical insurance	Insurance		2023-09-17 12:20	2023-10-17 17:00	<a href="#">DETAILS</a>
Closed	Company 1	test2	Currency exchange	60,000.000 OMR → USD	2023-08-21 07:10	2023-08-21 09:20	<a href="#">DETAILS</a>
Closed	Company 1	5 phone	Others		2023-08-23 10:53	2023-08-23 14:00	<a href="#">DETAILS</a>
Closed	Company 1	Car	Others		2023-08-31	2023-09-07	<a href="#">DETAILS</a>

# **BidBid** **User Guide**

For Suppliers

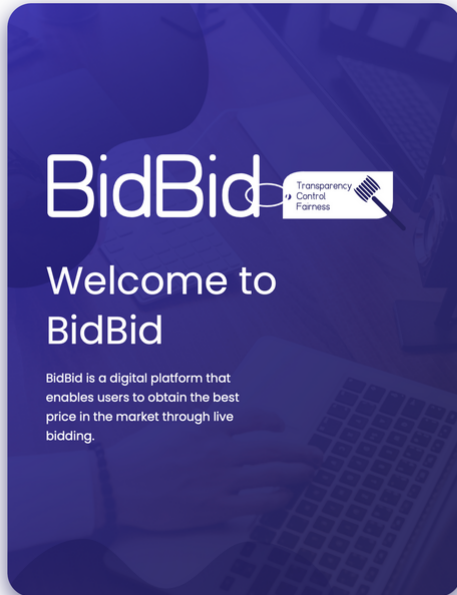
1

## MAKER

As A Supplier Maker

Go To [WWW.BIDBID.TECH](http://WWW.BIDBID.TECH) And Log In

Enter Your E-mail And Password Or Log In From The Link That Has Been Sent To You From BidBid.



Change language: العربية

### Log in

E-mail

Password

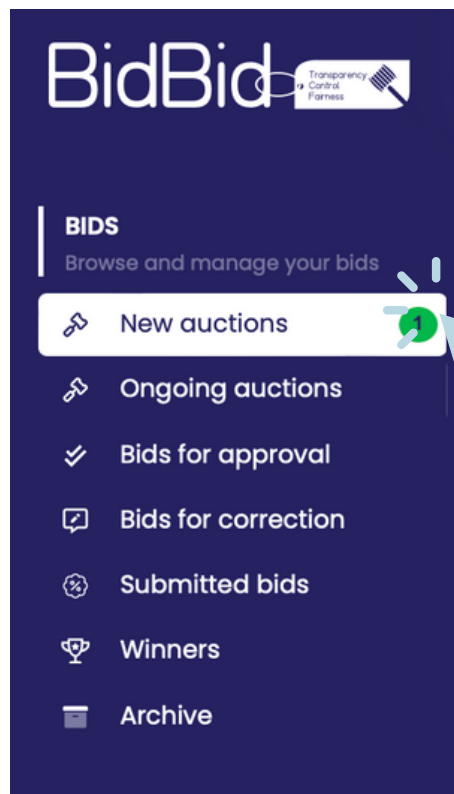
Log in

You do not have an account?

Click to send a request to create new account for your company or supplier.

On The Left Side Of The Page .

Click On "New Auction" To Check The Auctions That You Can Participate In As A Supplier



## You Can Easily Review The Auction Details. Then Go To “Your Bid” To Enter Your Bid Information

### Auction details

General informations and details about selected auction.

Remaining time

07:08:17:46

Days Hours Minutes Seconds

AUCTION DETAILS

YOUR BID

OTHER BIDDERS

Title	Laptops
Start date	2024-01-23 11:41
Closing date	2024-01-30 21:00
Status	Open

#### DETAILS

Type	Electronic
Bidding currency	OMR

#### COMPANY INFO

## Then Click on “ Add Your Bid”

### Auction details

General informations and details about selected auction.

AUCTION DETAILS

YOUR BID

OTHER BIDDERS

#### YOUR CURRENT BID

You have not submitted a bid.

+ ADD YOUR BID

### Enter Your Bid Details.

- You Have The Ability To Send A Remark To The Company Who Created The Auction
- You Have The Ability To Send A Comment To Your Approver
- You Are Able To Add Up To 5 Files.

Then Click on “ Save And Send For Approval”.


**Enter your bid**

---

**AUCTION SUMMARY**

Company	1
Title	Laptops

**YOUR BID**

Amount *	<input type="text"/>	OMR
Attachments	 Choose a file or drag it here! You can attach/drag multiple files here.	
Remarks to 1	<input type="text"/>	

**INTERNAL NOTES**

<input type="text"/>
----------------------

This is internal information and this comment will not be visible for the company or other bidders.

**SAVE AND SEND FOR APPROVAL**    **CANCEL**

**After The First Bid Got Approved By The Checker, You Have The Ability To Rebid On The Same Auction.**

### Auction details

General informations and details about selected auction.

Remaining time  
**01 : 06 : 18 : 29**  
Days Hours Minutes Seconds

**AUCTION DETAILS** YOUR BID OTHER BIDDERS

#### YOUR CURRENT BID

Amount	50,000 OMR Fifty OMR
Remarks to 1	
Attachments	
Version	1.0
Publication date	2024-01-23 11:47
Created by	Supplier Maker

[Show more details »](#)

**+ PREPARE NEW BID**

**Rebid Easily By Entering The New Bid Information. Then Click on “ Save And Send For Approval”.**

### Enter your bid

#### AUCTION SUMMARY

Company	1
Title	Laptops

#### YOUR BID

Amount *	<input type="text"/> OMR
Attachments	Choose a file or drag it here! You can attach/drag multiple files here.
Remarks to 1	<input type="text"/>

#### INTERNAL NOTES

This is internal information and this comment will not be visible for the company or other bidders.

**SAVE AND SEND FOR APPROVAL** CANCEL



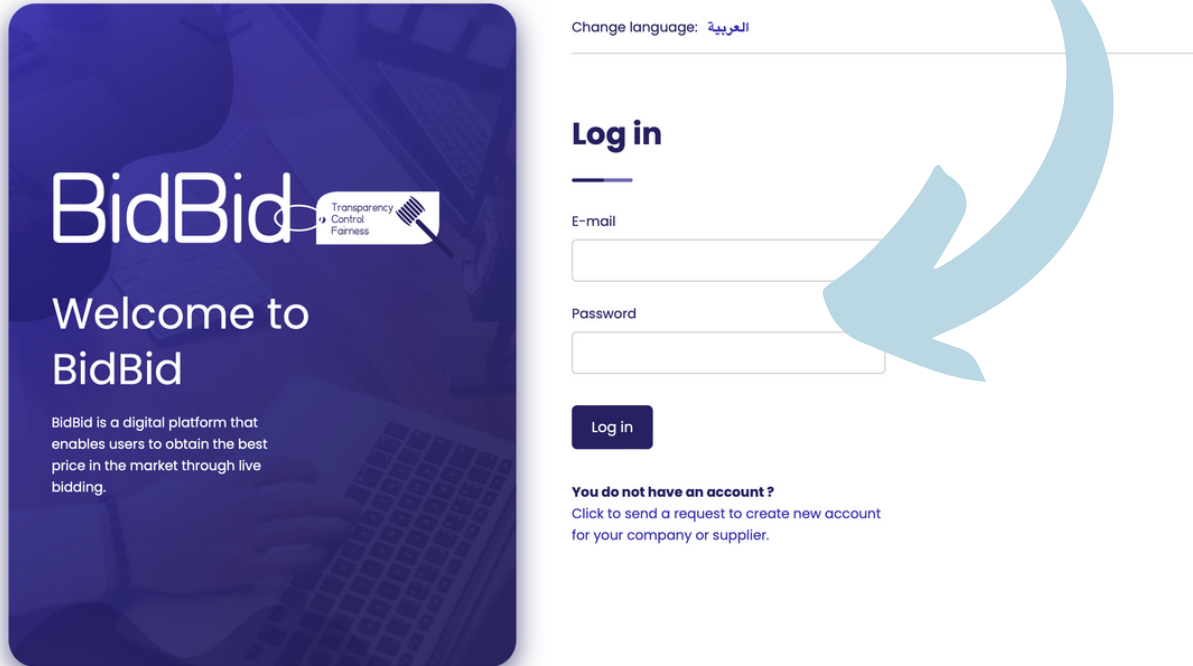
1

## CHECKER

As A Bid Approvar

Go To **WWW.BIDBID.TECH** And Log In

Enter Your E-mail And Password r Log In From The Link That Has Been Sent To You From BidBid.



Change language: العربية

### Log in

E-mail

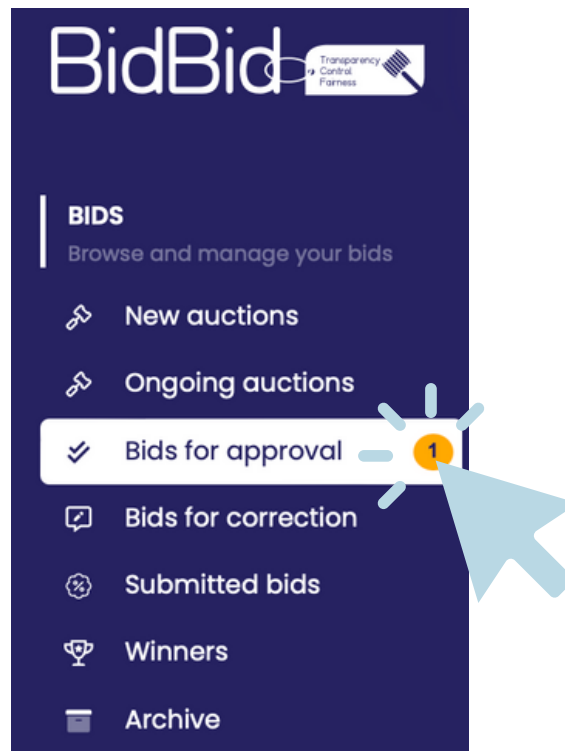
Password

Log in

**You do not have an account ?**  
Click to send a request to create new account for your company or supplier.

On The Left Side Of The Page

Click On “ Bids For Approval” To Approve Your Company’s Bid



**You Can Easily Review The Auction Details, And Your Company's Bid.**

**You Have The Ability To Accept, Send For Correction Or Reject**

**Auction details**  
General informations and details about selected auction.

Remaining time  
**07:08:**  
Days Hours M

**AUCTION DETAILS** | YOUR BID

**NEW BID IN PREPARATION**

Version: 1.0  
Current status: **Waiting for approval**

Amount: 50,000 OMR  
Fifty OMR

Remarks to 1

**INTERNAL COMMUNICATION HISTORY**

Date	Action	User	Comments
2024-01-23 11:43	Sent for approval	Supplier Maker	

- **On Any Action You Make, You Can Add An Internal Comment For Quality And Audit Purposes. If Required.**

**Are you sure you want to accept this bid and send it to auction ?**

**INTERNAL COMMENTS**

Here you can add extra notes. This is internal information and will not be visible for the company.

I accept and submit this bid

**Once The Company Choose The Winner, You Will Receive An Email Notifying You Whether Your Bid Has Been Selected Or Not.**