

eSales User Guide

The screenshot displays the 'Sales Event Manager' interface. At the top, the breadcrumb trail reads: 'Activity Centre > Sales Event Manager > Overview'. The main header area shows 'Sales Event: Scotland' and 'Status: Closed'. Below this, key details are listed: 'Opening Date: 04/10/2016 10:00', 'Closing Date: 04/10/2016 10:00', 'Access Code: 204GBH2TU', 'Invoiced: 0', 'Responses: 1', and 'Submitted: 0'. A 'View Questionnaire' link and a 'Sales Administrator' role are also visible. The 'Overview' section is divided into three main categories: Documents, Customers, and Bills. The Documents section includes 'View Questionnaire' (checked), 'Edit Evaluation Plan' (checked), and 'Upload Documents' (0). The Customers section includes 'Add Customers' (1) and 'Message Centre' (1). The Bills section includes 'View Bills' (0) and 'Reply Customers' (0). The bottom of the page features a dark green background with a stylized landscape graphic. Logos for 'Forestry Commission Scotland' (Colmisean na Colltearachd Alba), 'Forestry Commission England', and 'Cyfoeth Naturiol Cymru / Natural Resources Wales' are displayed on the left. The 'BiP SOLUTIONS' logo is on the right.

Administration

Activity Centre > Sales Event Manager > Overview

Sales Event: Scotland

Status: Closed

Opening Date: 04/10/2016 10:00

Closing Date: 04/10/2016 10:00

Access Code: 204GBH2TU

Invoiced: 0

Responses: 1

Submitted: 0

View Questionnaire

Sales Administrator

Overview

Documents

Customers

Bills

View Questionnaire

Edit Evaluation Plan

Upload Documents

Add Customers

Message Centre

View Bills

Reply Customers

Admin

Forestry Commission Scotland
Colmisean na Colltearachd Alba

Forestry Commission
England

Cyfoeth Naturiol Cymru
Natural Resources Wales

BiP
SOLUTIONS

Contents

1. Registration	3
2. Logging On	6
3. Activity Centre.....	7
4. Managing User Accounts	8
➤ Setting Email Preferences for Users.....	13
5. Change Password	16
6. Forgotten Password	18
7. Entering a Bid Against A Sale Event	21
➤ Recommended “Best Practice” for Customers with Multiple Bidders	29
8. Activity Log.....	31
9. Message Manager.....	34
10. Notification of Successful / Unsuccessful bids	37
11. Negotiations.....	39
12. Post Sale - Contract View	41
13. Help / Assistance	43
14. Definitions	44

1. Registration

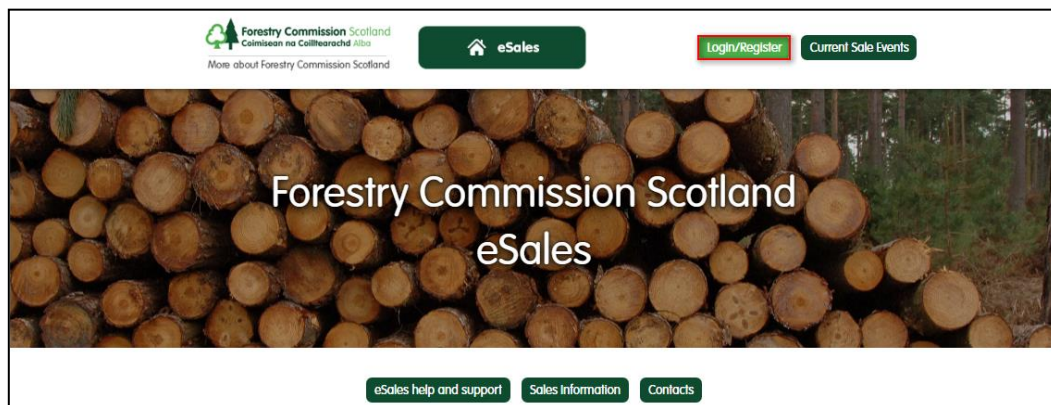
FC Scotland Homepage : <https://esales.forestry.scot>

FC England Homepage : <https://england.etimbersales.net>

NRW Homepage : <https://esales.naturalresources.wales>
<https://esales.cyfoethnaturiol.cymru/>

From the eSales homepage, click

Login/Register



1.1 On the next page click on the **Register as a Business** link to access the Customer registration form. Customers looking to participate in Sales Events must complete this form to create their company's account.

Forestry Commission Scotland
Colmisteann na Coilltearachd Alba

eSales

Login/Register

Enter Details

Personal Details

Fields marked **REQUIRED** are mandatory.

Title **REQUIRED**
Select Title ▼

First Name **REQUIRED** **Last Name** **REQUIRED**

Position **REQUIRED**

Email/Username **REQUIRED**

Confirm Email/Username **REQUIRED**

Password **REQUIRED** **Confirm Password** **REQUIRED**

1.2 The form captures basic information about the user and the user's company including name, address and industry sector.

1.3 Customers will also setup their username and password required to login to the portal at this stage.

1.4 All mandatory fields are marked with a 'required' flag and will have to be completed by Customers in order to complete the registration process.


1.5 The first user registering for a Customer will be designated as "Customer Administrator".


1.6 As "Customer Administrator", you can add or disable user accounts for your account.

1.7 Customers can create additional users with the role of "Customer Administrator" to assist with day to day running of the business. (i.e. flexibility to cover for periods of leave, illness, etc)

NOTE : LINKING USERNAME TO COUNTRIES

- When you register initially, you will be linked to the Country whose Homepage you have registered against.
(e.g. If you register from <https://esales.forestry.scot> you will be linked to Scotland)
- Your username and password will be the same if you wish to log on against another country's eSales service to view a sale or to bid.
(e.g. Go to <https://england.etimbersales.net> for the England eSales service, and click on **Login/Register**)
- When you first try to log in, you will be prompted to accept the terms and conditions for the country before you can access the service ..

Login/Register

 **eSales**

Your account is not currently linked to this Country

Your account does not have portal access and will need to be added.

Do you want to add your username to this Country?

☐ Tick this box to accept [Terms and Conditions](#) REQUIRED

- To have our customer service team add you, please email helpdesk@delta-esourcing.com or phone 0845 270 70 50.

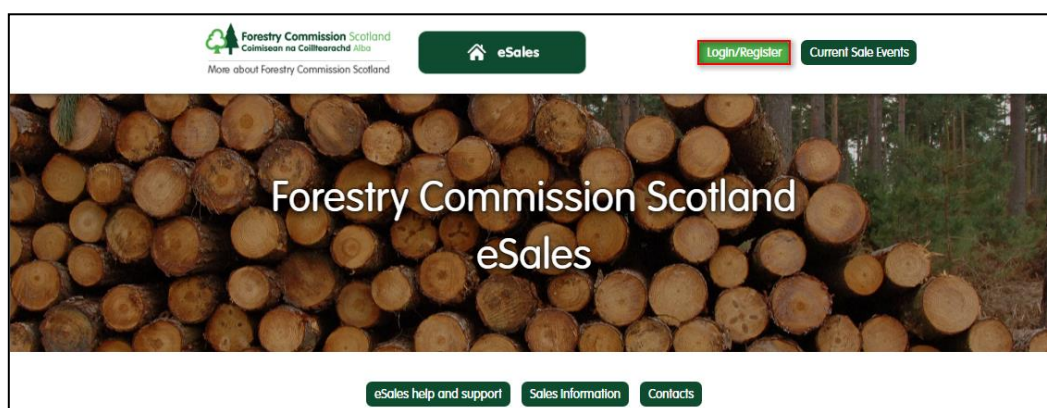
2. Logging On

FC Scotland Homepage : <https://esales.forestry.scot>

FC England Homepage : <https://england.etimbersales.net>

NRW Homepage : <https://esales.naturalresources.wales>
<https://esales.cyfoethnaturiol.cymru/>

2.1 From the Country eSales homepage, click **Login/Register**.

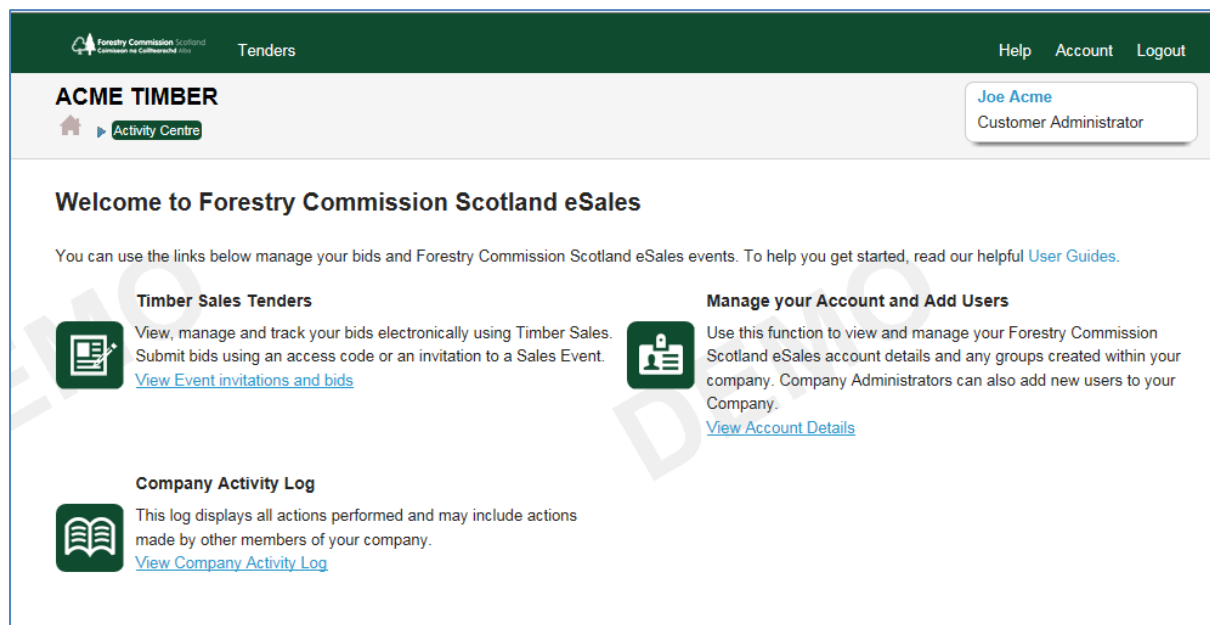


2.2 On the next page enter your username and password and click on **Login**.

The screenshot shows the Forestry Commission Scotland eSales login/register page. On the left, there is a login section with the heading 'Login using your username and password'. It includes a 'Username' field with the text 'joe@acme.com', a 'Password' field with masked characters, and a 'Login' button. On the right, there is a 'Register / Log in' section. It contains a message: 'If you are new to Forestry Commission Scotland ESales, you need to register to be able to bid on timber sales'. Below this, there are links for 'Register as a Business', 'Forgotten Password', and 'Forgotten Password?'.

3. Activity Centre

3.1 After logging into eSales, you will be presented with your user Activity Centre.



3.2 Currently there are three options on the Activity Centre :-

Timber Sales Tenders

The link will take you to the Country sales events you have been invited to or have bid on previously.

Manage Your Account and Add Users

The link will take you to Company and User profiles which will allow you to maintain your own user details and if permitted manage and update user accounts for your Company.

Company Activity Log

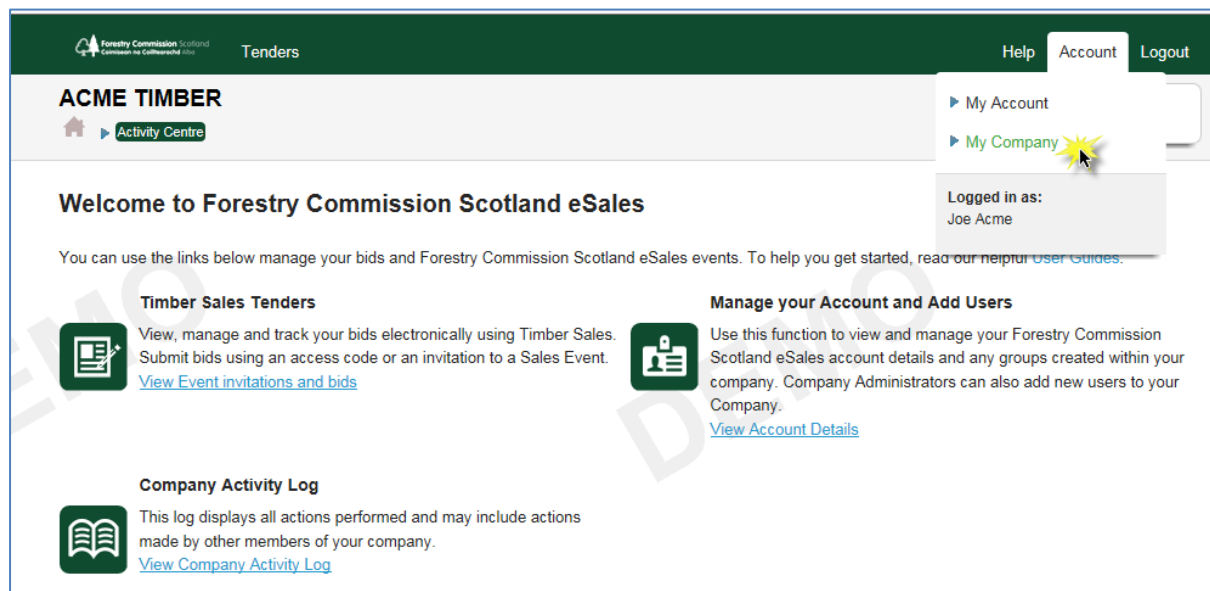
The link will take you to the activity log for your Company and will provide details of when users accessed the eSales service for audit purposes.

3.3 As we develop the eSales platform, additional modules may be added to the Activity Centre.

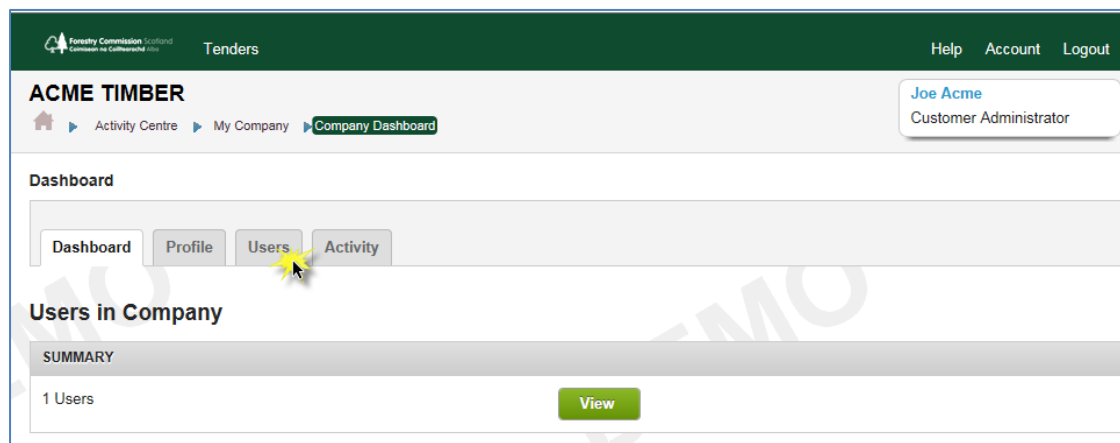
4. Managing User Accounts

4.1 After logging on to ESales, user will be presented with eSales Activity Centre.

4.2 Only Users who have the role of “Customer Administrator” are able to add new User accounts for the Customer.



4.3 Move your cursor to the top right corner of the screen and place cursor over “**Account**”, until the drop down menu appears. Then click on “**My Company**”. This will take you to the following screen ..



4.4 Click on the “**Users**” tab .

Forestry Commission Scotland
Comhairle na Cèilidheachd Alba

Tenders

HelpAccountLogout

ACME TIMBER

Activity CentreMy CompanyUsers & Hierarchy

Joe Acme
Customer Administrator

Users & Hierarchy

DashboardProfileUsersActivity

ACME TIMBER / ACME TIMBER

Use the company structure below to view and manage groups created within your company. Clicking on a group name will display users within that group.

ACME TIMBER

View Group Subscriptions

Users
Users within the ACME TIMBER group.

Username	Enabled	Role
Joe Acme	enabled	Customer Administrator

One item found.

Sub-groups

Invite New Users

Use this function to invite new users to join your company and manage progress of invitations.

Invite New Users

View Pending Invitations

Generate company report

Use this to generate a report on the users and groups within the company and the subscriptions they have

Download Company Report

4.5 Click on the button to

Invite New Users

Forestry Commission Scotland
Comhairle na Cùlraich 2014

Tenders

Help Account Logout

ACME TIMBER

Activity Centre My Company Users & Hierarchy **Invite Users**

Joe Acme
Customer Administrator

Invite new users to your company

Step One Add User Details Step Two Send Invitations Step Three Confirmation

This function allows you to invite other people from your company to register. In doing so you are confirming that they belong to your company.

Email	Name	Role
No users added yet - click the Add Email button		

Add E-mail Next

[Return to Company](#)

4.6 Click on button to **Add E-mail**.

Forestry Commission Scotland
Comhairle na Cùlraich 2014

Tenders

Help Account Logout

ACME TIMBER

Activity Centre My Company Users & Hierarchy **Invite Users**

Joe Acme
Customer Administrator

Invite new users to your company

Step One Invite User Step Two Add Email Step Three Add Message Step Four Confirm

This section will be completed once roles will be defined as that is the information that would be required in help section. Enter email address and role for the user you wish to invite.

User details

Email address:

Role
Select Role

Add E-mail Cancel

4.7 Add a valid Email address. This will be the Username for the new user.

Note : Usernames are **case sensitive** and need to be entered in same case as it is created.

4.8 Select a User role from the list ..

Role

Select Role

Customer Administrator

Customer Viewer

Customer Bidder

Customer Administrator

- Create new user accounts.
- Update or disable user accounts.
- Bid on a Sale Event.
- View own Customer contracts after sale Event is closed.

Customer Bidder

- Bid on a Sale Event.
- View own Customer contracts after sale Event is closed.

Customer Viewer

- View a Sale Event.
- View own Customer contracts after sale Event is closed.

4.9 Then click on button to **Add E-mail** . A confirmation message will appear ..

User: Colin@acme.com has been successfully added to your invitation list. Click 'Next' to send invites.

4.10 You can repeat steps 4.6 to 4.9 to add other new users.

Forestry Commission Scotland
Comhairle na Cùiseachd (Gàidhlig)

Tenders

Help Account Logout

ACME TIMBER

Joe Acme
Customer Administrator

Activity Centre My Company Users & Hierarchy **Invite Users**

Invite new users to your company

Step One Add User Details Step Two Send Invitations Step Three Confirmation

User: Stuart@acme.com has been successfully added to your invitation list. Click 'Next' to send invites.

This function allows you to invite other people from your company to register. In doing so you are confirming that they belong to your company.

Email	Name	Role	
Colin@acme.com		Customer Bidder	Remove E-mail
Steve@acme.com		Customer Viewer	Remove E-mail
Stuart@acme.com		Customer Bidder	Remove E-mail

Add E-mail Next

Return to Company

4.11 When all users have been added, click on **Next** .

Forestry Commission Scotland
Comisean na Coilltearachd Alba

Tenders

Help Account Logout

ACME TIMBER

Joe Acme
Customer Administrator

Activity Centre My Company Users & Hierarchy **Invite Users**

Invite new users to your company

Step One
Add User Details

Step Two
Send Invitations

Step Three
Confirmation

Please enter any additional message you wish to pass onto invitee(s) in the below text box.
Note that the message will be sent on your behalf, and will state your name and e-mail address.

Invitees

Colin@acme.com
Steve@acme.com
Stuart@acme.com

Optional Message

Enter additional message text

Please complete registration details.

Send Invitations **Previous**

4.12 If required, you can enter some free text in the message text box. This text will appear in the Email which is sent to the new user's Email address. Then click on **Send Invitations**.

4.13 An Email is generated and sent to the Email address. The Email will contain a link for the new user to complete their registration detail and accept the terms and conditions.

Forestry Commission Scotland
Comisean na Coilltearachd Alba

Dear Sir/Madam,

You have been invited to register on Forestry Commission eSales service as part of:

Name: Joe Acme
Organisation: ACME TIMBER
Email: joe@acme.com

The sender has added the following message:

Please complete registration details.

end of message

Please [click here](#) to complete your registration details to gain access to Forestry Commission eSales.

User Guides can be found within the [Forestry Commission eSales Help](#) section.

If you require assistance, please do not hesitate to contact the Helpdesk.

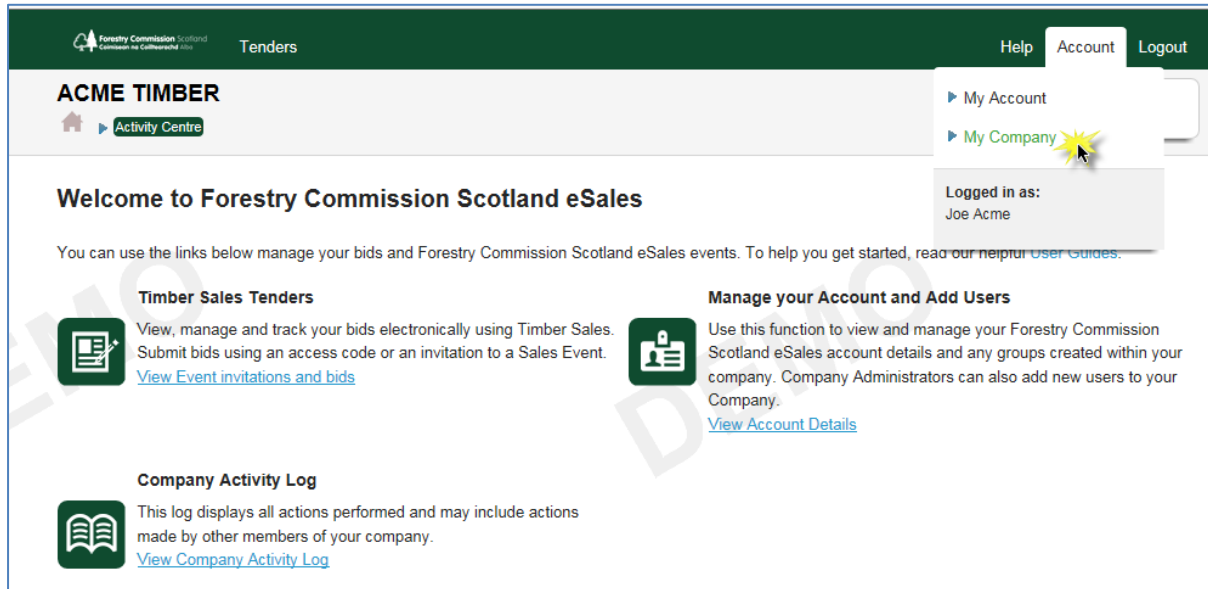
Best regards,

Forestry Commission Scotland eSales Helpdesk

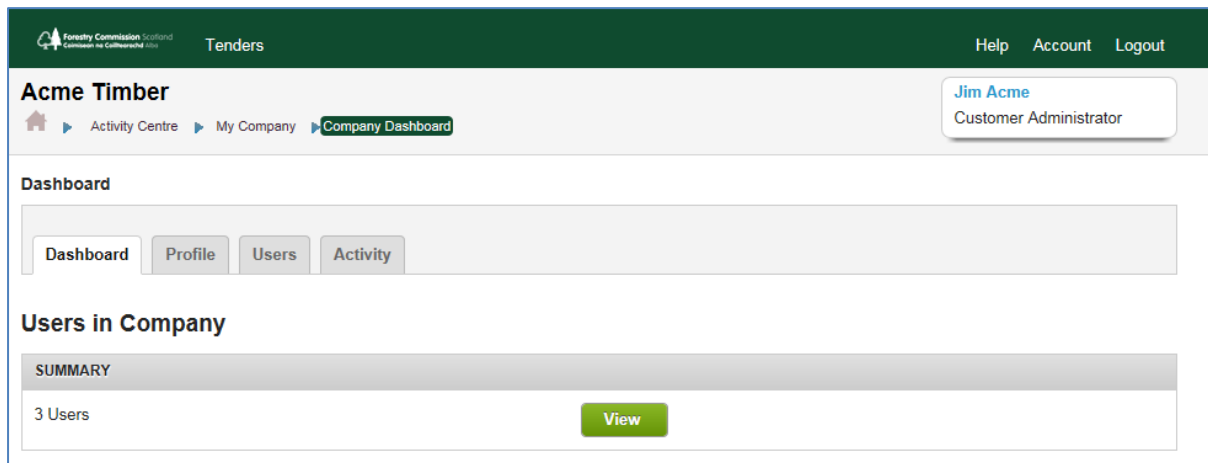
Tel: 0845 270 7050
Email: helpdesk@delta-esourcing.com
Web: <https://forestrycommissionscotland.delta-esourcing.com/delta/mainmenu.html/>

➤ Setting Email Preferences for Users

4.14 After a new user has registered for eSales, the Customer Administrator can set the Email preferences to indicate which system generated messages a user should receive.



4.15 Move your cursor to the top right corner of the screen and place cursor over “**Account**”, until the drop down menu appears. Then click on “**My Company**”. This will take you to the following screen .



4.16 Click on **View**. This will show all Users registered for your Company.

Tenders
Help Account Logout

Acme Timber
Jim Acme
Customer Administrator

Activity Centre My Company **Users & Hierarchy**

Users & Hierarchy

Dashboard Profile **Users** Activity

Acme Timber / Acme Timber

Use the company structure below to view and manage groups created within your company. Clicking on a group name will display users within that group.

... Acme Timber

[View Group Subscriptions](#)

Users
Users within the Acme Timber group.

Username	Enabled	Role
Bob Acme	enabled	Customer Viewer
Jim Acme	enabled	Customer Administrator
Tom Acme	enabled	Customer Bidder

3 items found, displaying all items.

4.17 Click on the Username to edit Email preferences. You will see a section in the User Account details for **Email Details**.

Email Details ?

Receive Emails: ☒ Yes ☐ No

☒ Open Sales Event ☐ Submit/Withdraw ☒ Confirmation of Negotiation ☒ Award Won ☒ Award Lost

☒ Reserve Status ☒ No Award

4.18 You can select which Emails the user will receive.

It is recommended that any user with a “Bidder” role receives all Emails.

Email Type	Description
Open Sales Event	<ul style="list-style-type: none"> When Customer has been invited, Email sent to user to notify of new Sales event opening on eSales for customer to view lot details and submit bids.
Submit / Withdraw	<ul style="list-style-type: none"> Email sent to user during bidding process to confirm that bid(s) have been Submitted on a Sales Event. Email sent to user during bidding process to confirm that bid(s) have been Submitted on a Sales Event. If a Customer has multiple bidders, the user submitting/withdrawing the bid(s) on a sale receives the Email, other users for the Customer are CC'd into the Email notification. User's will receive a single Email for each Submission of Bids or Withdrawal of Bids on an event. The Email will detail all lots and bids.
Confirmation of Negotiation	<ul style="list-style-type: none"> Email sent to user during Award process to confirm that Lot negotiated and a price has been agreed. Email will contain details of Lot and negotiated / agreed price. Email will contain a link for user to click on. After logging into eSales service, this will take them a confirmation page to accept or reject the lot price. <p>Note : Negotiation Email will be sent to the Customer User who submitted the Bids for a sale event. This Email is not CC'd to other users for the Customer.</p>
Award Won	<ul style="list-style-type: none"> Email sent to user during Award process to confirm successful bid for a lot within the sale event, and Lot has been awarded to the Customer.
Award Lost	<ul style="list-style-type: none"> Email sent to user during Award process to inform that bid for a lot within the sale event was unsuccessful.
Reserve Status	<ul style="list-style-type: none"> Email sent to user during Award process to confirm that Customer has been set as a “Reserved” bidder and Seller may choose to negotiate lot with Customer.
No Award	<ul style="list-style-type: none"> Email sent to user during Award process to confirm that Lot has been closed without selection of a winner.

5. Change Password

- 5.1 Move your cursor to the top right corner of the screen and place cursor over “**Account**”, until the drop down menu appears. Then click on “**My Account**”. This will take you to the following screen ..

The screenshot displays the 'User Account Details' page for 'Stuart Acme', a 'Customer Bidder'. The page is divided into several sections:

- User Account Details:** Includes tabs for 'Profile' and 'Activity'. The email 'stuart@acme.com' is shown with a 'Save' button.
- Assign Roles:** Shows the 'Assigned Role' as 'Customer Bidder'.
- User Details:** A form with the following fields:
 - Title:** Dropdown menu with 'Mr' selected.
 - First Name:** Text input with 'Stuart'.
 - Last Name:** Text input with 'Acme'.
 - Email/Username:** Text input with 'stuart@acme.com'.
 - Confirm Email/Username:** Text input with 'stuart@acme.com'.
 - Password:** Text input with masked characters.
 - Confirm Password:** Text input with masked characters.
 - Position:** Text input with 'Bidder'.
 - Telephone:** Text input with '01418834075'.
 - Mobile:** Text input.
- Enter Current Password to Confirm Changes:** A text input field with masked characters, highlighted by a red box.

A 'Save' button is located at the bottom left of the page.

5.2 To change your password ..

- Enter new password in “Password” field.
- Repeat new password in “Confirm Password field.
- Enter your current password in field “Enter Current Password to Confirm Changes”


Note : Passwords are case sensitive and need to be entered in same case as it is created.

5.3 Click on .

5.4 For security, you will be automatically logged out of the system and can log in again with your new password.

6. Forgotten Password

6.1 If you have forgotten your password, you can use the option on the Log In/ Register page.



Forestry Commission Scotland
Colmìsean na Coilltearachd Alba

Login using your username and password

Username

Password

Login

Register / Log in

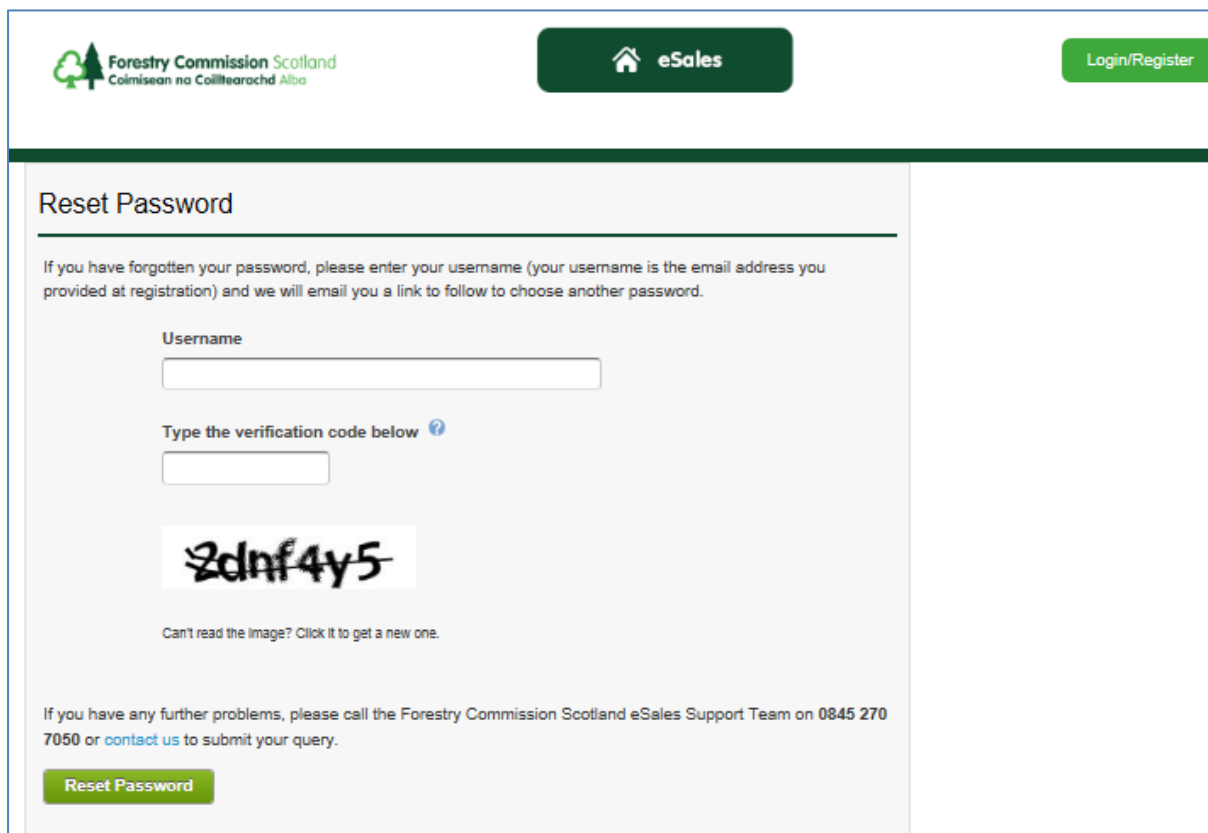
If you are new to Forestry Commission Scotland eSales, you need to register to be able to bid on timber sales

[Register as a Business](#)

Forgotten Password

[Forgotten Password?](#)

6.2 Click on the link [Forgotten Password?](#)



Forestry Commission Scotland
Colmìsean na Coilltearachd Alba

eSales

Login/Register

Reset Password

If you have forgotten your password, please enter your username (your username is the email address you provided at registration) and we will email you a link to follow to choose another password.

Username

Type the verification code below ?


2dnf4y5


Can't read the image? Click it to get a new one.

If you have any further problems, please call the Forestry Commission Scotland eSales Support Team on 0845 270 7050 or [contact us](#) to submit your query.

Reset Password

6.3 Enter your username, type in the verification code, then click on [Reset Password](#).



 eSales

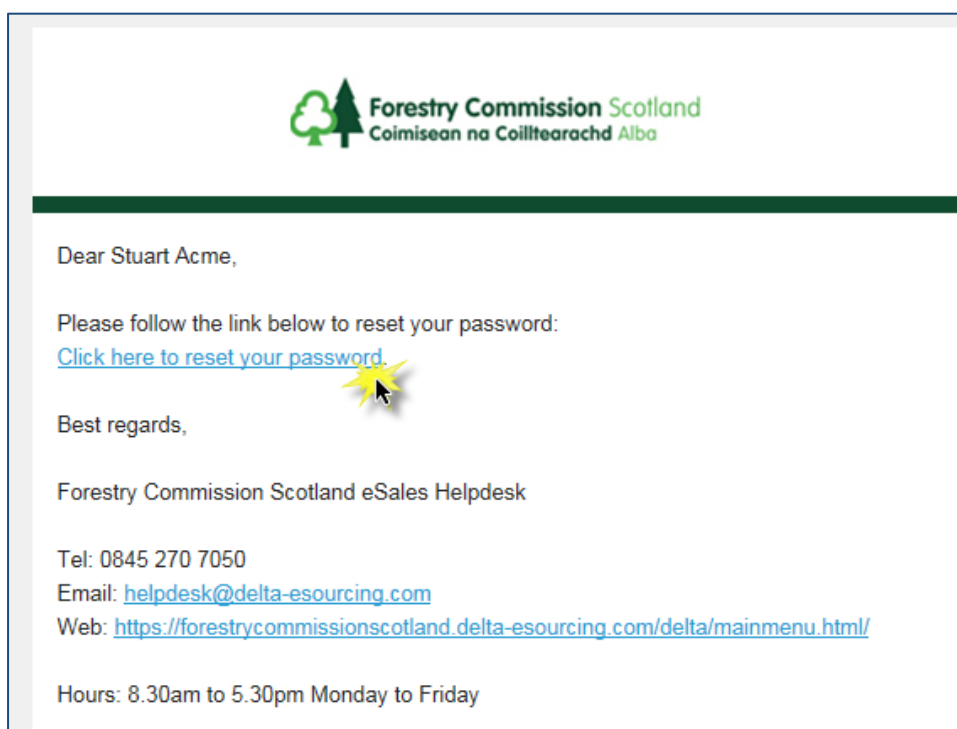
Login/Register

Password Reset


Confirmation Required


Please check your email and follow the link provided to reset your password.

6.4 An Email will be sent to your Email address.



6.5 The Email will contain a link, when you click on it, the following page will open where you can reset your password.



 eSales

Login/Register

Reset Password

If you have forgotten your password, please enter your username (your username is the email address you provided at registration) and we will email you a link to follow to choose another password.

Username

If you have any further problems, please call the Forestry Commission Scotland eSales Support Team on 0845 270 7050 or [contact us](#) to submit your query.

Please enter a new password for your Forestry Commission Scotland eSales Account.

Your password must be at least 8 characters and should contain a mix of different character types.

New Password *

Confirm Password *


Reset Password


6.6 Enter your new password, and confirm new password, then click on

Reset Password

.

Note : Passwords are case sensitive and need to be entered in same case as it is created.



 eSales

Login/Register

Password Reset

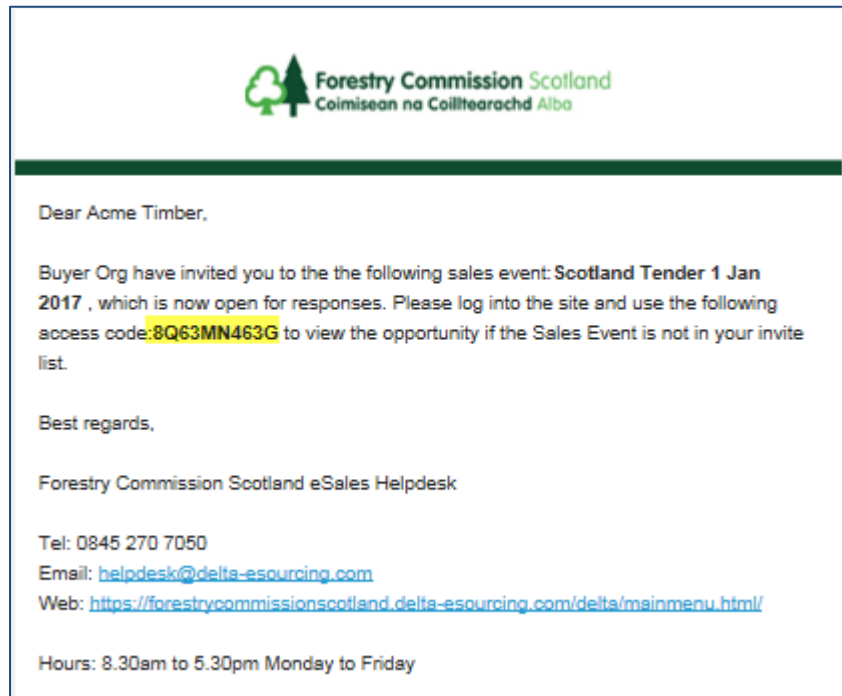
Your password has been successfully reset.

Login

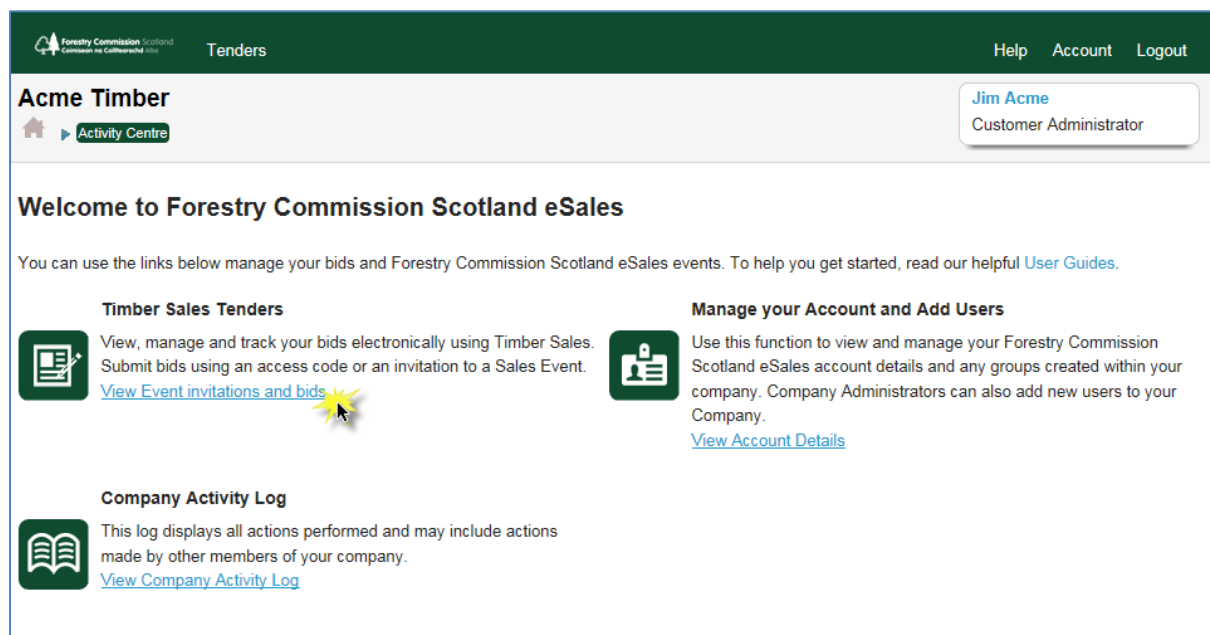
7. Entering a Bid Against A Sale Event

7.1 When a new sale event is published, an Email notification will be sent to all users invited to the sale event by the Country.

Customers with multiple Bidders should see [notes](#) on page 26.



7.2 The Email will contain an access code for the sale event. This code can be used to quickly go to the sale event when you have logged into the country eSales service.



7.3 From the eSales homepage, log into the site and then from the Activity Centre, click on link under Timber Sales Tenders to [View Event Invitations and Bids](#).

Forestry Commission Scotland
Commission for Sustainable Forestry

Tenders

[Help](#)
[Account](#)
[Logout](#)

Acme Timber

Activity Centre
Response Manager

Jim Acme
Customer Administrator

Response Manager

Respond

Please enter an Access Code as per the instructions from the seller then click 'Submit'.
You may have received this directly from the seller or from an advertised sales event.

Please note the helpdesk CANT provide you with an access code. If you have been invited you MUST log in with the same email address the invite was sent to. If you have an access code that doesn't work or have been directed to eSales and no access code was provided, then please provide full details when contacting the helpdesk and we will look into the issue to assist where possible.

Access Code ⓘ

Invites

You have been invited to respond to the opportunities below. Click 'View' to continue.

Name	Status	Opening Date	Closing Date	Access Code	Opportunity Type	
Scotland Tender 1 Jan 2017 Buyer Org	Open	26/11/2016 21:20	01/01/2017 12:30	8Q63MN463G	Sales Event	<input type="button" value="View"/>

One item found.

Responses

The table below shows your responses. Click on the name of a response to work on it, ensuring you have submitted it prior to the deadline.

Opportunity ↕	Opportunity Type ↕	Submitted ↕	Submitted Date ↕	DPS ↕ ⓘ	Status	Closing Date ↕	Owner ↕
Nothing found to display.							

No items found.

7.4 There are 3 sections on this page ..

1. Access Code If you have received an Email informing you that the sale is open. You can use the access code in the Email. Enter it in the field provided and click on to go directly to the sale event.

2. Invites You will see a list of new sales in this section which the Country have invited you to participate and bid.
Click on to see event and lot details.

3. Responses This section will show details of all Events which you have viewed or have bid against. Click on **Event Name** to access the Event.

If Customer has many users, when one user has viewed the event details, the event will appear in this section for other users.

After the event is closed and Seller has completed Winner Selection, you will be able to see details of awarded contracts against a sale event.

Invites

You have been invited to respond to the opportunities below. Click "View" to continue.

Name	Status	Opening Date	Closing Date	Access Code	Opportunity Type	
Scotland Tender 1 Jan 2017 Buyer Org	Open	26/11/2016 21:20	01/01/2017 12:30	8Q63MN463G	Sales Event	View

One item found.


7.5 Click on [View](#) for the event you want to see or bid against.

Forestry Commission Scotland Tenders Help Account Logout

Acme Timber Jim Acme
Customer Administrator

Activity Centre ▶ Response Manager ▶ Response ▶ [Accept Opportunity](#)

View Response



Scotland Tender 1 Jan 2017

Sales Event Information

Access Code: 8Q63MN463G
 Status: Open
 Opening Date: 26/11/2016 21:20
 Closing Date: 01/01/2017 12:30

This page details the opportunity name, status and time limits for response.

To proceed with this opportunity please use the following functions:

Accept: To view the details of the opportunity and complete your response

Decline (invited customers only): You will be removed from this opportunity

Cancel: to return to the Response Manager page

Accept Opportunity

[Accept](#) [Decline](#) [Cancel](#)

7.6 To proceed to see the event and lot details, click on [Accept](#) .

7.7 You will then be presented with the three stage response process.

Tenders

[Help](#)
[Account](#)
[Logout](#)

Acme Timber

[Jim Acme](#)
Customer Administrator

[Activity Centre](#)
[Response Manager](#)
[View Response Status](#)
[Stage One: Overview](#)

Stage One: Overview

Scotland Tender 1 Jan 2017

[Message Centre](#)
[Important - Please Read](#)

Sales Event Information
[Activity Log](#)

Access Code: 8Q83MN463G
Status: Open
Opening Date: 26/11/2016 21:20
Closing Date: 01/01/2017 12:30

Stage One: Overview
Stage Two: Prepare Response
Stage Three: Submit Response
Stage Four: Awarded Lots

In order to respond to this opportunity you should follow our 3 stage process. Download any associated documents from stage 1, review any additional questions the seller may have and upload your own documents in stage 2 and submit your completed response in stage 3.

If you require any technical assistance with the website, please contact the helpdesk on 0845 270 7050 or email helpdesk@delta-esourcing.com. If you require any clarification on the questions or documents that are part of this sales Event please contact the seller directly, using the Message Centre button above. If you need assistance in preparing your response please consult the eSales Account Help section.

Document Title	Document Size	Uploaded Date
Nothing found to display.		

Standard Sales Event Documentation

- [Abbreviations SCO \(Aug 16\)](#)
- [RHCoP SCO \(Aug 16\)](#)
- [BW Symbology SCO \(Aug 16\)](#)
- [Colour Symbology SCO \(Aug 16\)](#)
- [Biosecurity SCO \(Aug 16\)](#)
- [Roads Info SCO \(Aug 16\)](#)
- [Sale information SCO \(Aug 16\)](#)
- [USER TERMS AND CONDITIONS - SCO \(Aug 16\)](#)

Continue to Stage Two

Stage One : Overview

7.8 This tab will show all documents which the Seller has added which are pertinent to the Sale Event. When you have viewed these documents, click on [Continue to Stage Two](#) .

Stage One: Overview

Stage Two: Prepare Response

Stage Three: Submit Response

Stage Four: Awarded Lots

Edit

View

All responses to questions being asked by the awarding authority have been listed below.

1. Standing Sale

2. Felled Sale

Proceed to Stage 3

1. Standing Sale

Volume limit

Volume limit

Characters Remaining: 400

1.1 WEST ARGYLL Seal Life Centre 2

WEST ARGYLL Seal Life Centre 2

Management

Lot No.: 1.01
Contract Start Date: 28/11/2016
Contract End Date: 31/03/2017

Pricing

Unit Of Sale: Tonnes
Quantity: 3247
Bid by: Unit Price

Technical

Product: Clearfell
Point Of Sale: N/A
Species Summary: EL/SS
Stand Mean DBH(cm):N/A

Min Top Diameter (cm): N/A
Length Specified (m): 1.07
Contract No.: F33190

Bid Amount

£

Clarifications

Characters Remaining:

Documents

Below is a list of documents that the seller has uploaded.

Question Document Name

Document Size (bytes)

Uploaded Date

Clarifications

Characters Remaining:

Documents

The seller has not uploaded any documents.

Standard SSWS documentation

Stage Two: Prepare Response

7.9 This section provides the Lot information and contract attachments, including link to standard purchase contract, to allow the Customer to prepare and submit their response to the tender.

7.10 The Lots are presented in two sections :

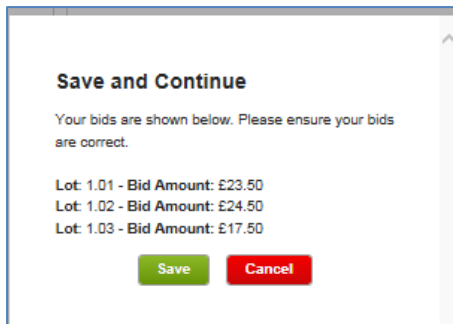
- Standing Sales
- Felled Sales

7.11 To prepare a response, you may enter data into the following fields against the section or a lot.

Volume Limit	There is a volume limit field on each section (Standing Sales & Felled Sales). If necessary, you can enter a volume limit which the Seller will take into consideration when the event closes and lots are awarded.
Bid Amount	Enter a bid amount against the lot(s) you wish to bid for. Unless specified by the Seller, you do not need to bid against each lot in the sale.
Clarifications	If necessary, you can enter comments in this field which the Seller will take into consideration when the event closes and lots are awarded.

7.12 When you have entered your bids against the lots in the **Standing Sales** section, click on **Save and Continue** at the bottom of the page.

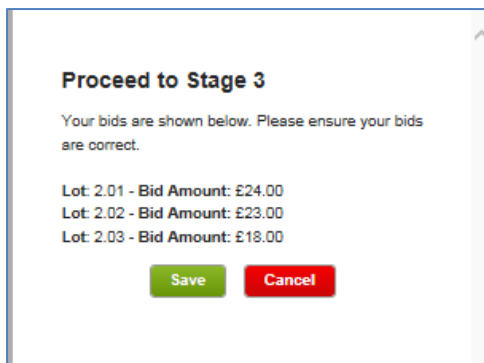
7.13 A dialogue box will open to confirm the bids you have entered on the page.



7.14 Click on **Save**. This will take you to the lots in the **Felled Sales** section.


7.15 When you have entered your bids against the lots in the **Felled Sales** section, click on **Save and Proceed to Stage 3** at the bottom of the page.

7.16 A dialogue box will open to confirm the bids you have entered on the page.



7.17 Click on **Save**. This will take you to the tab **Stage Three : Submit Response**.

Stage Three: Submit Response


Scotland Tender 1 Jan 2017

[Message Centre](#)
[Important - Please Read](#)

Sales Event Information
[Activity Log](#)

Access Code: 8Q63MN463G
Status Open
Opening Date: 26/11/2016 21:20
Closing Date: 01/01/2017 12:30

[Stage One: Overview](#)
[Stage Two: Prepare Response](#)
[Stage Three: Submit Response](#)
[Stage Four: Awarded Lots](#)

Below you will find the status of all sections included in your response. A green tick confirms that all mandatory questions have been completed and the response can be submitted. If any sections have a red cross, more information is required.


To submit your response, click on the 'Submit Response' button. A confirmation box will appear for you to confirm this action.

[Submit Response](#)

Status	Page Title
✓	Standing Sale
✓	Felled Sale

7.18 If all information entered is valid in both sections, this will be indicated with a ✓ against each section.

7.19 To submit your bids, click on [Submit Response](#).


Forestry Commission Scotland
Coimisean na Coilltearachd Alba

Dear Jim Acme,

You have successfully submitted your response to Scotland Tender 1 Jan 2017.
The following are the lots where you have submitted a bid:

Lot No: 1.01 - Bid: £23.50
Lot No: 1.02 - Bid: £24.50
Lot No: 1.03 - Bid: £17.50
Lot No: 2.01 - Bid: £24.00
Lot No: 2.02 - Bid: £23.00
Lot No: 2.03 - Bid: £18.00

Best regards,

Forestry Commission Scotland eSales Helpdesk

Tel: 0845 270 7050
Email: helpdesk@delta-esourcing.com
Web: <https://forestrycommissionscotland.delta-esourcing.com/delta/mainmenu.html/>

7.20 Email confirmation of bids submitted will be sent to the Bidder.
Where a Customer has many Bidders, the Email will be copied to all Bidders.

7.21 To edit bids in your response once already submitted, click on the option in Stage Three.

Withdraw Response

Acme Timber

Tenders Help Account Logout

Jim Acme
Customer Administrator

Activity Centre Response Manager Response **Stage Three: Submit Response**

Stage Three: Submit Response

Scotland Tender 1 Jan 2017

Message Centre Important - Please Read

Sales Event Information Activity Log

Access Code: 8Q63MN463G
Status Open
Opening Date: 26/11/2016 21:20
Closing Date: 01/01/2017 12:30

Response Successfully Submitted

Stage One: Overview Stage Two: View Response **Stage Three: Withdraw Response** Stage Four: Awarded Lots

Withdraw Response

Status	Page Title
✓	Standing Sale
✓	Felled Sale

7.22 Email confirmation of bids withdrawn will be sent to the Bidder.
Where a Customer has many Bidders, the Email will be copied to all Bidders.

Forestry Commission Scotland
Coimisean na Coilltearachd Alba

Dear Jim Acme,

You have successfully withdrawn your response to Scotland Tender 1 Jan 2017.
The following are the lots which have all been withdrawn:

Lot No: 1.01 - Bid: £23.50
Lot No: 1.02 - Bid: £24.50
Lot No: 1.03 - Bid: £17.50
Lot No: 2.01 - Bid: £24.00
Lot No: 2.02 - Bid: £23.00
Lot No: 2.03 - Bid: £18.00

Best regards,

Forestry Commission Scotland eSales Helpdesk

Tel: 0845 270 7050
Email: helpdesk@delta-esourcing.com
Web: <https://forestrycommissionscotland.delta-esourcing.com/delta/mainmenu.html/>

7.23 Return to **Stage Two : Prepare Response** edit the bids, then return to **Stage Three : Submit Response** and click **Submit Response** to re-submit.

7.24 Email confirmation of bids re-submitted will be sent to the Bidder.
Where a Customer has many Bidders, the Email will be copied to all Bidders.

NOTE: Where a Customer has multiple Bidders

- A submission of Bids against a Sale Event is for the Customer, not an individual.
- All Customer Bidders will view the same bid form.
- Any Customer Bidder can submit their bids for a sale event. All Bidders will receive confirmation by Email that Bids on an event have been submitted.
- Any Customer Bidder can withdraw their bids for a sale event. All Bidders will receive confirmation by Email that Bids on an event have been withdrawn.
- It is the Customer's responsibility to ensure that bids have been submitted by the event closing date.
- If a bid submission is Withdrawn and not Re-Submitted by the event closing date, no bids will be recorded or can be retrieved against the sale event.




➤ **Recommended "Best Practice" for Customers with Multiple Bidders**

Option 1

Each bidder logs in separately 'saving' their individual bids but not 'submitting' until all other users have done so for the remaining lots.

Customer users coordinate to ensure 'submit response' is not used until all bidders have input bids.

Example of how this would work in practice below...

1. Acme Timber Bidder "A" logs in and enters bids on lots 1.1 and 1.2 on Sale Event and clicks on  .
2. Acme Timber Bidder "B" logs in. Acme Timber Bidder "B" can see the bids entered and saved by Acme Timber Bidder "A" on the sale event.
3. Acme Timber Bidder "B", enters bids on lots 1.3 and 1.4 on Sale Event and clicks on  .
4. Acme Timber Bidder "C" logs in. Acme Timber Bidder "C" can see the bids entered and saved by Acme Timber Bidder "A" and Acme Timber Bidder "B" on the sale event.
5. Acme Timber Bidder "C", enters bids on lots 1.5 and 1.6 on Sale Event and clicks on  .
6. Email is generated and sent to all Acme Timber Bidders to confirm bids have been submitted on lots 1.1 to 1.6

Option 2


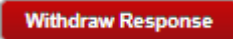



Each bidder logs in, places their bids and submits their responses.

Each subsequent user should then 'Withdraw' the last bidders response to allow them to fill in the bids for their lots.

The previous bidders bids will remain against the lots to be resubmitted.

Customer users coordinate to ensure that the final submission has been made once each user has input their bids.

Example of how this would work in practice below...

1. Acme Timber Bidder "A" logs in and enters bids on lots 1.1 and 1.2 on Sale Event and clicks on .
2. Email is generated and sent to all Acme Timber Bidders to confirm bids have been submitted on lots 1.1 & 1.2
3. Acme Timber Bidder "B" logs in. Acme Timber Bidder "B" clicks on .
4. Email is generated and sent to all Acme Timber Bidders to confirm bids have been withdrawn lots on 1.1 & 1.2
5. Acme Timber Bidder "B", enters bids on lots 1.3 and 1.4 on Sale Event and clicks on .
6. Email is generated and sent to all Acme Timber Bidders to confirm bids have been submitted on lots 1.1 to 1.4.
7. Acme Timber Bidder "C" logs in. Acme Timber Bidder "C" clicks on .
8. Email is generated and sent to all Acme Timber Bidders to confirm bids have been withdrawn lots on 1.1 to 1.4
9. Acme Timber Bidder "C", enters bids on lots 1.5 and 1.6 on Sale Event and clicks on .
10. Email is generated and sent to all Acme Timber Bidders to confirm bids have been submitted on lots 1.1 to 1.6

8. Activity Log

8.1 After logging into eSales, you will be presented with your user Activity Centre.

The screenshot shows the 'Acme Timber' user interface. At the top, there's a green header with the 'Forestry Commission Scotland' logo and 'Tenders' text. On the right, there are links for 'Help', 'Account', and 'Logout'. Below the header, the user's name 'Jim Acme' and role 'Customer Administrator' are displayed. The main content area is titled 'Welcome to Forestry Commission Scotland eSales' and includes a brief introduction. It features four main sections: 'Timber Sales Tenders' with a document icon, 'Manage your Account and Add Users' with a person icon, 'Company Activity Log' with a book icon, and a 'View Company Activity Log' link highlighted by a yellow starburst and a mouse cursor.

8.2 To see detailed activity log for user's in your Customer, click on link to [View Company Activity Log](#).

The screenshot shows the 'Activity Log' page. It has a green header with the 'Forestry Commission Scotland' logo and 'Tenders' text. On the right, there are links for 'Help', 'Account', and 'Logout'. Below the header, the user's name 'Jim Acme' and role 'Customer Administrator' are displayed. The main content area is titled 'Activity Log' and includes a brief introduction. It features a 'Filter Activity Log' dropdown menu and a table with the following data:

Logged On	User	Action	Event	Asset
27/11/2016 14:05:36	jim@acme.com	User logged in	Login date: Sun Nov 27 14:05:36 GMT 2016, IP:217.205.94.62	Consortium , Organisation Group
27/11/2016 12:40:57	jim@acme.com	User logged in	Login date: Sun Nov 27 12:40:57 GMT 2016, IP:217.205.94.62	Consortium , Organisation Group
27/11/2016 11:56:10	jim@acme.com	Response Withdrawn	Response Withdrawn: Scotland Tender 1 Jan 2017 on Sun Nov 27 11:56:10 GMT 2016	Sales Event , Questionnaire Response
27/11/2016 11:38:07	jim@acme.com	Response Submitted	Response Submitted: Scotland Tender 1 Jan 2017 on Sun Nov 27 11:38:07 GMT 2016	Sales Event , Questionnaire Response
27/11/2016 10:45:33	jim@acme.com	Created Response for Sales Event	Created response for tender titled: Scotland Tender 1 Jan 2017	Sales Event , Questionnaire Response

8.3 Details displayed on the log can be filtered using the Filter Activity Log at the top of the page.

Activity Log

Profile

Activity

This log displays all actions performed on this asset and may include actions made by other members of your company.

Filter Activity Log

Keyword

☐ All of these

☒ Any of these

Action

Date Range

Start Date

End Date

Start Time (hh:mm:ss)

00

:

00

:

00

End Time (hh:mm:ss)

00

:

00


:

00

Search

Sale Event – Activity Log

8.4 There is also an Activity Log on each Sale Event.





Acme Timber


[Home](#)
[About Us](#)
[Contact Us](#)


Tenders

[Help](#)
[Account](#)
[Logout](#)


[Activity Centre](#)


[Response Manager](#)



[View Response Status](#)


[Stage One: Overview](#)

Jim Acme

Customer Administrator

Stage One: Overview



Scotland Tender 1 Jan 2017

[Message Centre](#)
[Important - Please Read](#)

Sales Event Information


Access Code: 8Q83MN463G

Status: Open

Opening Date: 26/11/2016 21:20

Closing Date: 01/01/2017 12:30

Activity Log



Stage One: Overview

Stage Two: Prepare Response

Stage Three: Submit Response

Stage Four: Awarded Lots

In order to respond to this opportunity you should follow our 3 stage process. Download any associated documents from stage 1, review any additional questions the seller may have and upload your own documents in stage 2 and submit your completed response in stage 3.


If you require any technical assistance with the website, please contact the helpdesk on 0845 270 7050 or email helpdesk@delta-esourcing.com. If you require any clarification on the questions or documents that are part of this sales Event please contact the seller directly, using the Message Centre button above. If you need assistance in preparing your response please consult the eSales Account Help section.

Document Title	Document Size	Uploaded Date
Nothing found to display.		

Standard Sales Event Documentation

[Abbreviations SCO \(Aug 16\)](#)
[RHCoP SCO \(Aug 16\)](#)
[BW Symbolology SCO \(Aug 16\)](#)
[Colour Symbolology SCO \(Aug 16\)](#)
[BlissSecurity SCO \(Aug 16\)](#)

8.5 Click on the link to [Activity Log](#) at the top of the Event page.

**Scotland Tender 1 Jan 2017**

[Message Centre](#) [Important - Please Read](#)

Sales Event Information

[Activity Log](#)

Access Code: 8Q63MN463G

Status Open

Opening Date: 26/11/2016 21:20

Closing Date: 01/01/2017 12:30

This log displays all actions performed on this asset and may include actions made by other members of your company.

Filter Activity Log

Logged On ↕	User	Action	Event	Asset
27/11/2016 11:56:10	jim@acme.com	Response Withdrawn	Response Withdrawn: Scotland Tender 1 Jan 2017 on Sun Nov 27 11:56:10 GMT 2016	Questionnaire Response
27/11/2016 11:38:07	jim@acme.com	Response Submitted	Response Submitted: Scotland Tender 1 Jan 2017 on Sun Nov 27 11:38:07 GMT 2016	Questionnaire Response
27/11/2016 10:45:33	jim@acme.com	Created Response for Sales Event	Created response for tender titled: Scotland Tender 1 Jan 2017	Questionnaire Response

[Export](#)

3 items found, displaying all items.

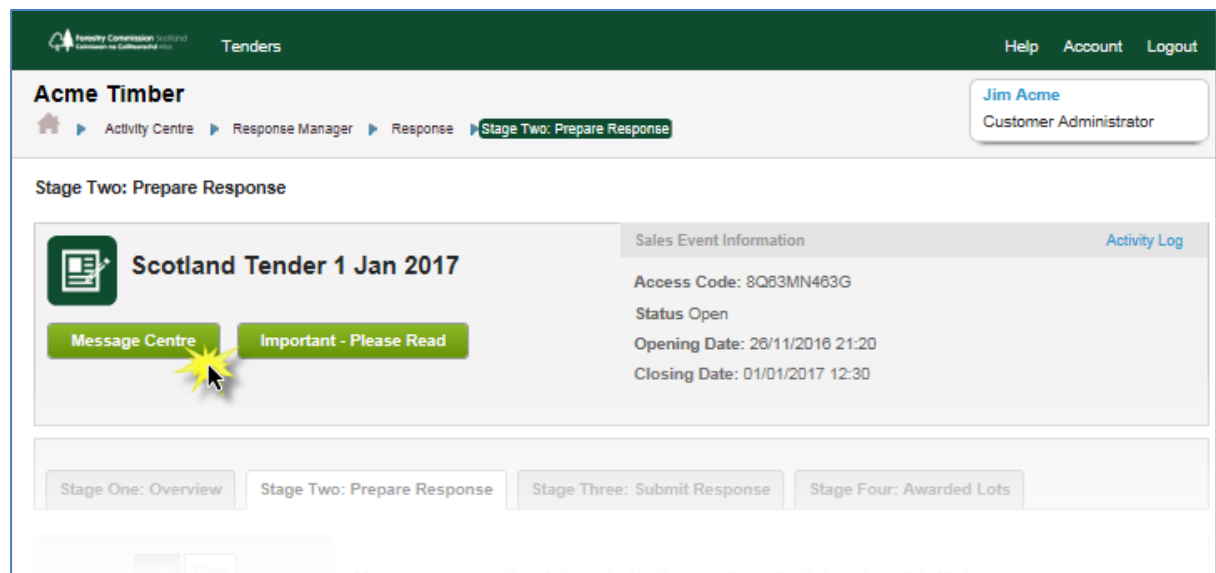
8.6 This page will show all activity for users within your Customer on this sale event.

8.7 If required, this information can be exported to Excel by clicking on [Export](#) .

9. Message Manager

9.1 On every Sale Event, there is a Message Centre.

9.2 This allows the Seller to send all invited Customers any additional information pertinent to the Sale.



9.3 To access the Message Centre, click on **Message Centre** at the top of the screen.

9.4 This will take you to the Event Message Centre, where you will see a history of all messages the Seller has issued to Customers invited to the sale event.

9.5 All Customers will receive an Email which will show the message added to the Message Centre by the Seller. Any documents which the Seller added to the Message will be included with the Email.

Tenders

[Help](#)
[Account](#)
[Logout](#)

Acme Timber

[Activity Centre](#)
[Response Manager](#)
[View Response Status](#)
[Message Centre](#)

Jim Acme

Customer Administrator

Customer Message Centre

Scotland Tender 1 Jan 2017

Message Centre
Important - Please Read

Sales Event Information

Activity Log

Access Code: 8Q63MN463G
Status: Open
Opening Date: 26/11/2016 21:20
Closing Date: 01/01/2017 12:30

Send communications regarding this opportunity to the awarding authority using the email functionality below. You can attach a file to your message if needed to seek clarifications and/or additional information regarding the opportunity. However, please note that this function **MUST NOT** be used to send a tender or PQQ response; it is strictly for messaging purposes only and all communications and attachments are stored within the Message History to form an audit trail.

New Direct Message

Subject:

Message:

Send Email

Cancel

☐

 = Topic

☐

 = Direct

Messages

Search Messages

Type	Created Date	Last Posted	Replies	To/From:	Subject		
Topic	27/11/2016 14:27:06	stuart.balfour@buyer.com 27/11/2016 14:27:06	0	To: All Customers From: stuart.balfour@buyer.com	Lot 1.3	+ more	<div>Enter</div>
Direct	26/11/2016 21:30:07	stuart.balfour@buyer.com 26/11/2016 21:30:07	0	To: mick.red@red.com, jim@acme.com, willie.white@white.com, gary.green@green.com, From: stuart.balfour@buyer.com	Invite to list	+ more	<div>Enter</div>

9.6 To send a new Message relating to the Sale Event to the Seller, the User can enter details in the Subject and Message field in the top block, then click on

Send Email

.

9.7 To view the details of the Message from the Seller, click on

Enter

.

Acme Timber


Activity Centre Response Manager View Response Status **Message Centre**

Jim Acme
Customer Administrator

Message History

Topic: Lot 1.3

☐ = Buyer ☐ = Supplier

Created Date	To/From:	Subject	Message
27/11/2016 14:27:06	To: All Suppliers From: stuart.balfour@buyer.com	Lot 1.3	Revised map attached for Lot 1.3  f32896_location_1.pdf (1.57 MB)

One item found.

Reply **Return To Message Centre**

9.8 To reply to the Seller's message, click on **Reply**.

Acme Timber

Activity Centre Response Manager View Response Status **Message Centre**

Jim Acme
Customer Administrator

Customer Message Centre

New Topic Message

To:
stuart.balfour@buyer.com

Subject:
RE: Lot 1.3

Add Attachment to Email:
 Browse... **Attach**

Please ensure you press 'attach' once you have browsed for the file you want to upload. (5MB limit)

Message:

↩ ↪

B *I* ^{x²} _{x₂}

-

-

$\int x$

Send **Cancel**


9.9 User can enter details in the Subject and Message field in the top block, then click on **Send**.

10. Notification of Successful / Unsuccessful bids

10.1 Following closure of the Sale Event, the Event Owner will consider all bids and select Lot Winners.

10.2 Successful winners will be notified by Email.

Where a Customer has many Bidders, the Email will be copied to all Bidders.

**Forestry Commission Scotland**
Coimisean na Coilltearachd Alba

Dear Jim Acme,

The following bid has been received and is successful:

Sales Event: [Scotland Tender 1 Jan 2017](#)

Lot No: 1.01

Lot Name: WEST ARGVLL Seal Life Centre 2

Contract No: F33190

Unit of Sale: Tonnes

Quantity: 3247

Bid Price: £23.50

Submit Time: 27/11/2016 14:53 GMT

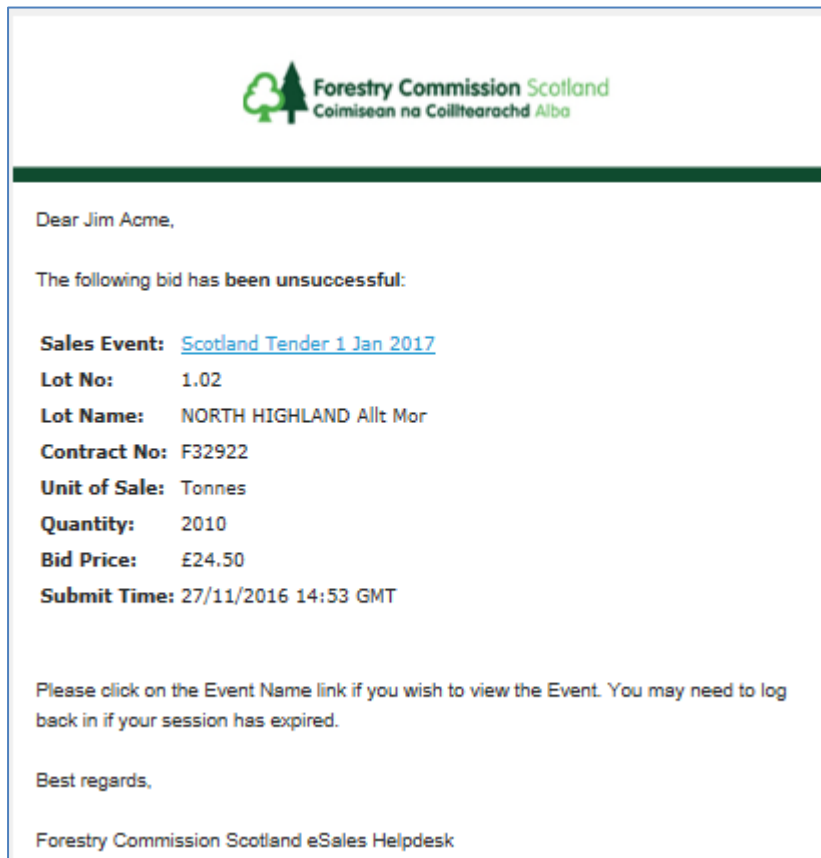
A valid contract for sale now exists between you and Forestry Commission . The terms and conditions of sale will comprise of:

- The Standard Contract, accompanying Schedule[s] and attachments as laid out in the Lot Information and Conditions
- User Terms & Conditions

Full details of your successful bid, and the terms and conditions applicable to the sale can be accessed under Timber Tender Sales and viewing the event details under Responses. Please take the time to download and print these documents for your own use. You may need to log in if your session has expired.

10.3 Unsuccessful winners will be notified by Email.

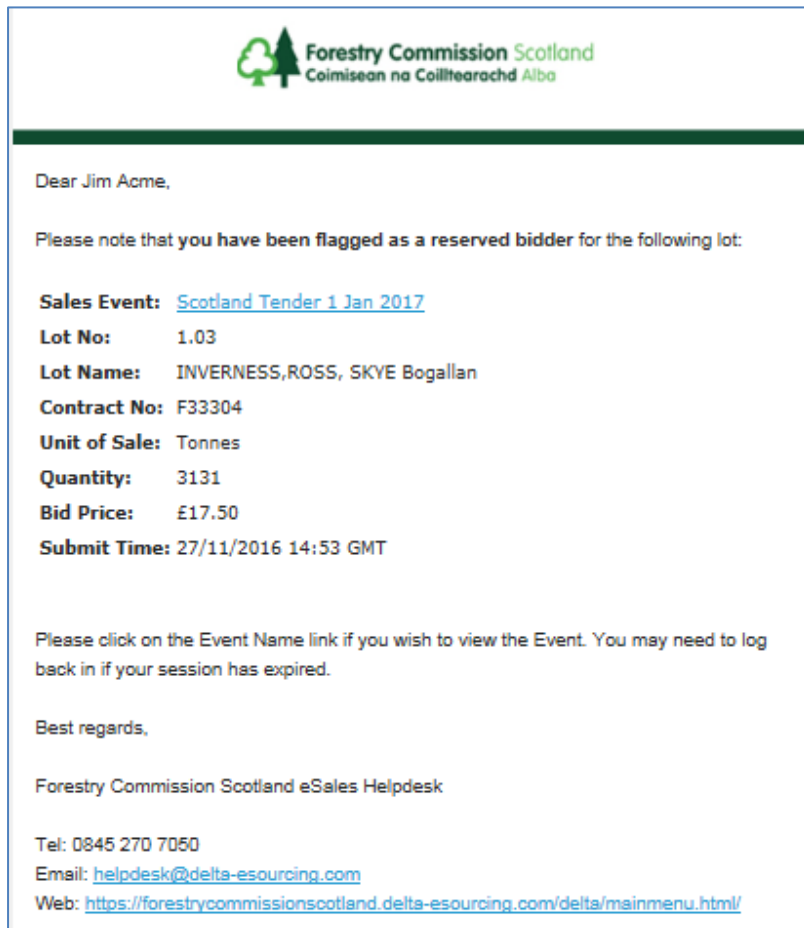
Where a Customer has many Bidders, the Email will be copied to all Bidders.



11. Negotiations

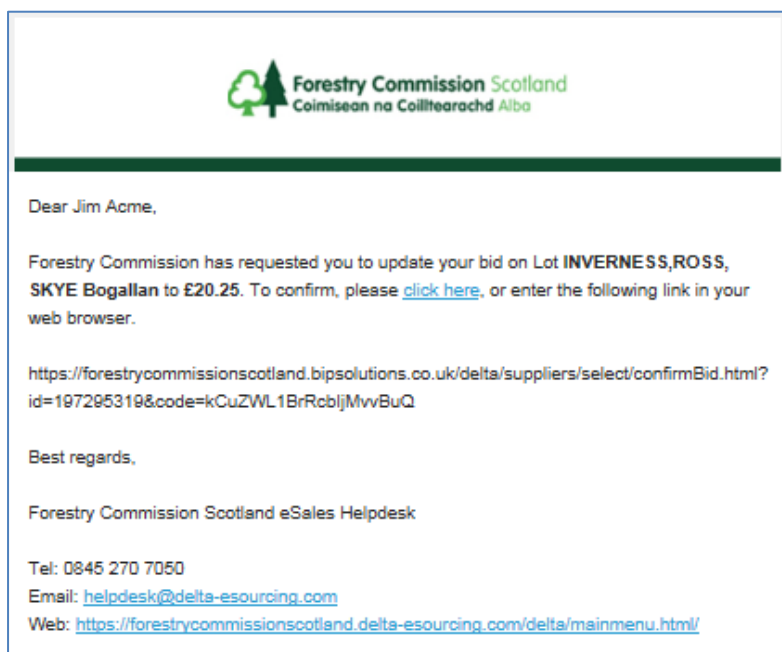
11.1 Where bids have been received which do not meet the Reserve Price, the Seller will normally select the top Bidder(s) as a “Reserved Bidder”.

11.2 An Email to confirm this will be sent to the Customer Bidder who submitted the bids for the Sale event.



11.3 Following formal verbal negotiation and agreement between Seller and Customer, the Seller will enter the agreed negotiated price into eSales.

11.4 An Email will be sent to the Customer Bidder who submitted the bids for the Sale event.



11.5 To conclude the negotiation, the user clicks on the [click here](#) link on the Email. This will take the user to the Log In/Registration page to log into eSales.

11.6 When the user enters username and password the system will take you directly you to the Negotiation page to Confirm or Decline the updated Bid price.

A screenshot of the 'Confirm Bid Request' page in the eSales system. The page has a header with a document icon and the title 'Scotland Tender 1 Jan 2017'. Below this are two green buttons: 'Message Centre' and 'Important - Please Read'. To the right, under 'Sales Event Information', are details like 'Access Code: 8Q83MN463G', 'Status Closed', and opening/closing dates. The main section displays bid details for 'INVERNESS,ROSS, SKYE Bogallan', including lot number, contract number, product, point of sale, unit of sale, quantity, species summary, minimum top diameter, length specified, contract start/end dates, and bid by. At the bottom, a message states 'Buyer Org has requested update to £20.25.' and asks the user to 'Please Confirm or Decline this updated Bid price.' with 'Confirm' and 'Decline' buttons.

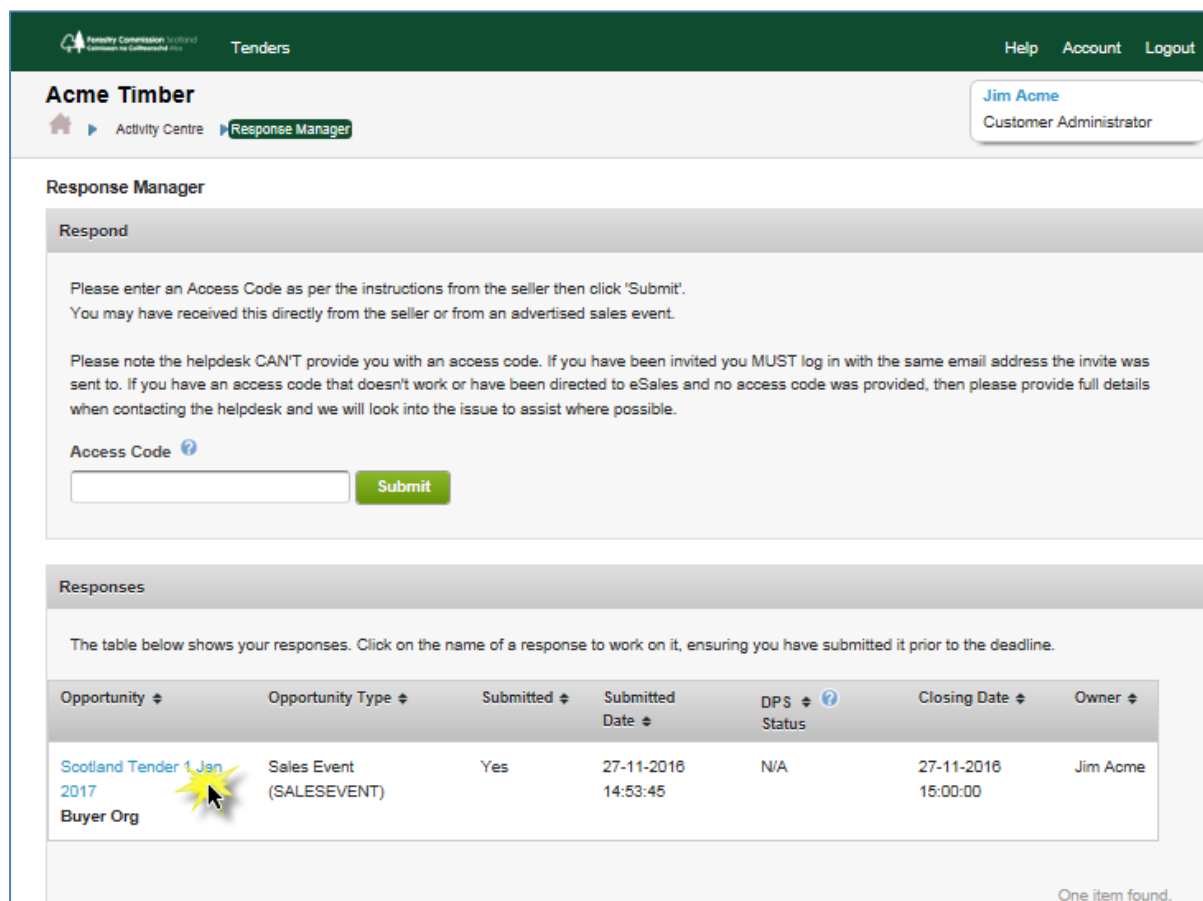
11.7 To accept the updated price click

11.8 To reject the updated price click

12. Post Sale - Contract View

12.1 Following winner selection by the Seller, the successful Customer can return to the sale event to see details of Contracts they have been awarded.

12.2 From Activity Centre, go to **Timber Tender Sales** by clicking on **View Event Invitations and Bids**.



Acme Timber

Home ▶ Activity Centre ▶ **Response Manager**


Jim Acme
Customer Administrator

Response Manager

Respond

Please enter an Access Code as per the instructions from the seller then click 'Submit'.
You may have received this directly from the seller or from an advertised sales event.

Please note the helpdesk CAN'T provide you with an access code. If you have been invited you MUST log in with the same email address the invite was sent to. If you have an access code that doesn't work or have been directed to eSales and no access code was provided, then please provide full details when contacting the helpdesk and we will look into the issue to assist where possible.

Access Code 

12.3 Under **Responses**, select the Sale Event by click on the Event name.

Stage One: Overview

Scotland Tender 1 Jan 2017

[Message Centre](#)
[Important - Please Read](#)

Sales Event Information
[Activity Log](#)

Access Code: 8Q63MN463G
Status Closed
Opening Date: 26/11/2016 21:20
Closing Date: 27/11/2016 15:00

Stage One: Overview
Stage Two: View Response
Stage Three: Withdraw Response
Stage Four: Awarded Lots

In order to respond to this opportunity you should follow our 3 stage process. Download any associated documents from stage 1, review any additional questions the seller may have and upload your own documents in stage 2 and submit your completed response in stage 3.

If you require any technical assistance with the website, please contact the helpdesk on 0845 270 7050 or email helpdesk@delta-esourcing.com. If you require any clarification on the questions or documents that are part of this sales Event please contact the seller directly, using the Message Centre button above. If you need assistance in preparing your response please consult the eSales Account Help section.

Document Title	Document Size	Uploaded Date
Nothing found to display.		

Standard Sales Event Documentation

[Abbreviations SCO \(Aug 16\)](#)
[RHCop SCO \(Aug 16\)](#)
[BW Symbology SCO \(Aug 16\)](#)
[Colour Symbology SCO \(Aug 16\)](#)
[Biossecurity SCO \(Aug 16\)](#)
[Roads Info SCO \(Aug 16\)](#)

12.4 Click on tab for **Stage Four : Awarded Lots**. The page will show the awarded lots for the Customer on the Sale Event .

Stage Four: Awarded Lots

Scotland Tender 1 Jan 2017

[Message Centre](#)
[Important - Please Read](#)

Sales Event Information
[Activity Log](#)

Access Code: 8Q63MN463G
Status Closed
Opening Date: 26/11/2016 21:20
Closing Date: 27/11/2016 15:00

Stage One: Overview
Stage Two: View Response
Stage Three: Withdraw Response
Stage Four: Awarded Lots

WEST ARGYLL Seal Life Centre 2

WEST ARGYLL Seal Life Centre 2

Management
Lot No.: 1.01
Contract Start Date: 28/11/2016
Contract End Date: 31/03/2017

Pricing
Unit Of Sale: Tonnes
Quantity: 3247
Bid by: Unit Price

Technical
Product: Clearfell
Point Of Sale: N/A
Species Summary: EU/SS
Stand Mean DBH(cm):N/A

Min Top Diameter (cm): N/A
Length Specified (m): 1.07
Contract No.: F33190

Bid Amount
£23.50

Clarifications
Not Provided

Documents
Below is a list of documents that the seller has uploaded.

Question Document Name	Document Size (bytes)	Uploaded Date
f32896_location_1.pdf	1647997	26/11/2016 20:37

[Download zip.](#)

Standard SSWS documentation

Links:
Contract Terms
[http://www.forestry.gov.uk/pdf/Standing_Weight_Scot.pdf/\\$FILE/Standing_Weight_Scot.pdf](http://www.forestry.gov.uk/pdf/Standing_Weight_Scot.pdf/$FILE/Standing_Weight_Scot.pdf)

13. Help / Assistance

13.1 For Help & Assistance with the new eSales service, please refer to the relevant page for each country ..

FC Scotland Help page : <https://esales.forestry.scot/help-and-support/>

FC England Help page : <https://england.etimbersales.net/help-and-support/>

NRW Help page : <https://esales.naturalresources.wales/help-and-support/>

<https://esales.cyfoethnaturiol.cymru/help-and-support/>

14. Definitions

“Customer Administrator” means the person responsible for managing Website users of a Business;

“Bid” means a bid for one or more Lots submitted by a Bidder;

“Bid Page” means the detail page describing the Lots in the Event in question;

“Bidding Rules” means the bidding rules which apply to a particular Lot, as indicated on the relevant Bid Page;

“Business” means a company acting in the course of a trade who wishes to register Customers and Registered Viewers to use the Website and the Service;

“Closing Date” means the date and time for cessation of bidding indicated on the Bid Page for the Event in question;

“Customer” means a person who has applied for and successfully registered as a user of the Website who is authorised to submit Tenders and Bids for and on behalf of a Business in order to purchase the Goods from the Seller and who is not a Registered Viewer;

“Event” means the sale of one or more Lots posted by the Seller on the Website, the format of which will be shown on the Bid Page;

“Lot” means an individual quantity of timber listed for sale by the Seller as part of an Event;

“Lot Information and Conditions” means the detailed information and conditions relating to a Lot, including the relevant Purchase Terms and Conditions, which are available against each Lot;

“Purchase Contract” has the meaning given in Condition 5.6;

“Customer Viewer” means a user of the Website who has been registered for and on behalf of a Business solely with rights to access and view the Website, and not as a Customer;

“Seller” means the Forestry Commission England, Forestry Commission Scotland or Natural Resources Wales;

“Service” means the online bidding and purchase service offered on the Website;

“Users” means Businesses, Customers and Registered Viewers;