



## **VENDOR USER GUIDE**

### **OIL & GAS EQUIPMENT / MATERIALS PLATFORM**



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## **INTRODUCTION**

AK Commodities' Platform connects buyers and sellers of Oil and Gas equipment/material

- A secure, simple, independent and compliant online commodity platform
- Data security, transparency and confidentiality throughout bidding process
- User friendly platform protected by password security for each user



## REGISTRATION

Step 1: Open the URL <https://equipment.akcommodities.com/> to access AKCommodities Platform

Step 2: Once the URL is opened, proceed with the user account creation process. Provide the user account information accurately. The accuracy of this information is critical. AKCommodities strongly recommends you to ensure that the information provided is up to date and accurate. All the fields are mandatory.

### Registration Information

Company	
Name	<input type="text"/>
Year of Establishment	<input type="text"/>
License Number	<input type="text"/>
CEO	<input type="text"/>



Number of Employees

Country

Time Zone  
UTC-12:00 ▾

ZIP code

Address

Email

Phone Number

Products/Services

Website  
Leave empty if you don't have a website...

**Step 3:** Upload Brochure of the company, License (only PDF accepted) and Logo of the company (only JPG accepted).

License is visible **ONLY** to the Organizer of the e-Auction.

Brochure

License

Logo

Δεν επιλέχθηκε κανένα αρχείο.



**Step 4:** Add Administrator User. Administrator will have the ability to add more users and manage them.

**User ?**

Name

Designation

Email  
 Send me an email when I log in

Phone Number

Password

Confirm password

**Step 5:** Provide the Social Media of the Company

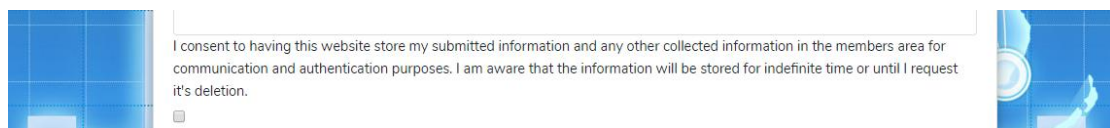
Linkedin  
 Leave empty if you don't have a Linkedin profile...

Facebook  
 Leave empty if you don't have a Facebook profile...

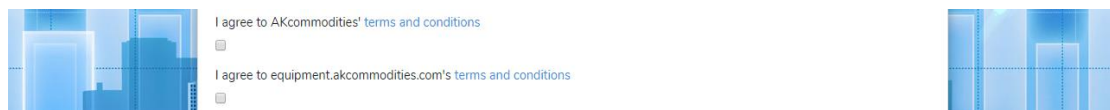
Twitter  
 Leave empty if you don't have a Twitter profile...



**Step 6:** Provide consent to having this website store your submitted information and any other collected information in the member's area for communication and authentication purposes.



**Step 7:** Also read and understand the User Agreement Page and provide consent.



**Step 8:** Press the “Register” button

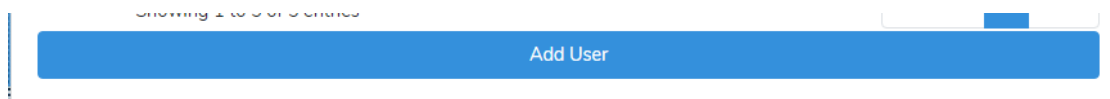
## **MANAGING USERS**

**Step 1:** Log in using the assigned username and password.

**Step 2:** Click Users

Users Request An Auction My Auctions ▾ Auctions From Others ▾

**Step 3:** At the bottom there is the “Add User” button. Press Button “Add User”. Fill in the required fields and then press the Button “Create”





**Step 4:** Fill in the required fields and then press the Button “Create”

https://equipment.akcommodities.com/home/user/create

### Create User

Name

Designation

Email

Phone Number

Password

Confirm password

**Step 5:** The administrator user can manage the Users. Administrator can suspend a user or activate a new user. The administrator can also view all the details of the user.

### AKCommodities LTD's Users

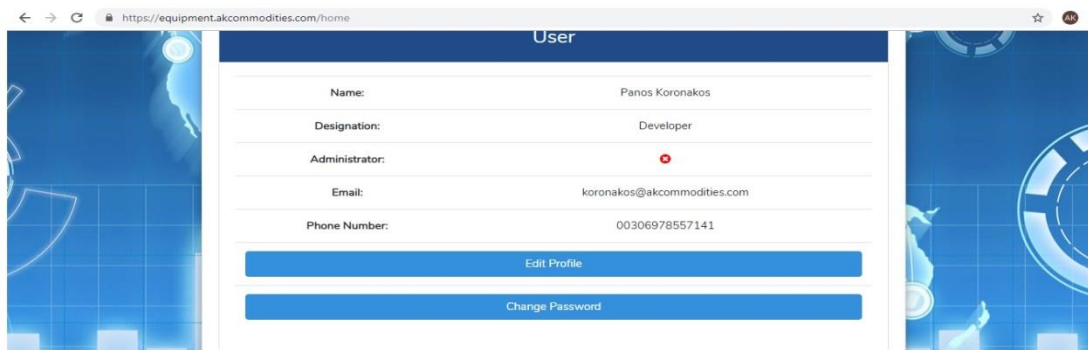
Show 10 entries Search:

Name	Suspend/Activate	View
Anastasios Katsoulakos		<input type="button" value="View"/>
nektaria	<input type="button" value="Suspend"/>	<input type="button" value="View"/>
Nektaria Kefalonika	<input type="button" value="Activate"/>	<input type="button" value="View"/>



## **Important Notice**

The New User will receive an email to verify his/her email. After the Verification of the email, the user MUST CHANGE HIS/HER PASSWORD.

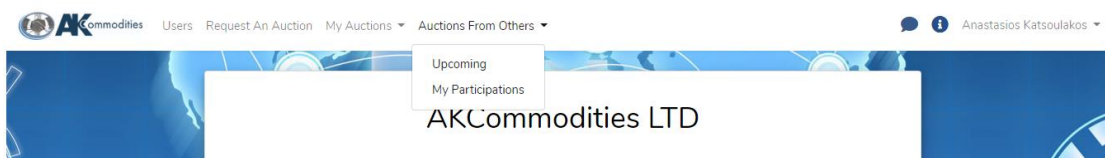


User will press the Button Change Password and will insert the new Password.

## **VENDOR'S PARTICIPATION IN AN E-AUCTION**

**Step 1:** Log in using the assigned username and password.

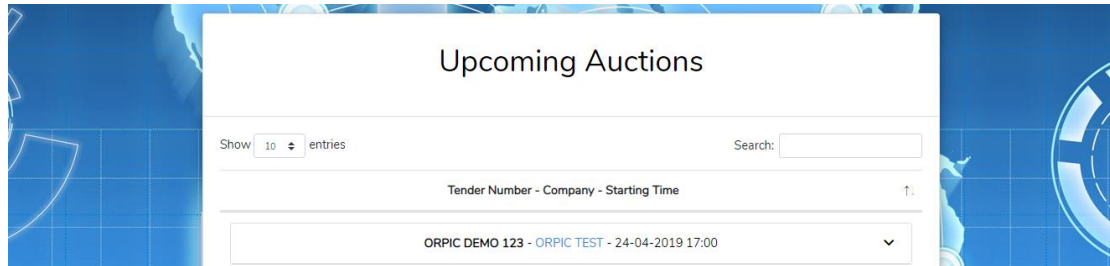
**Step 2:** Click Auctions from others/ Upcoming



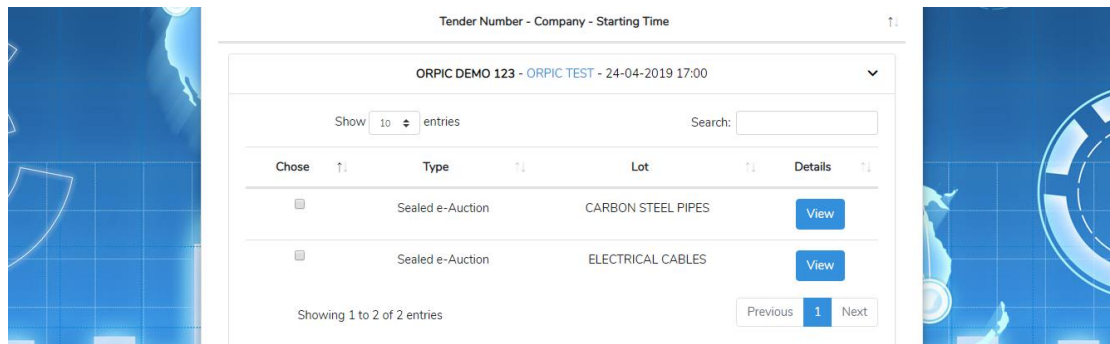




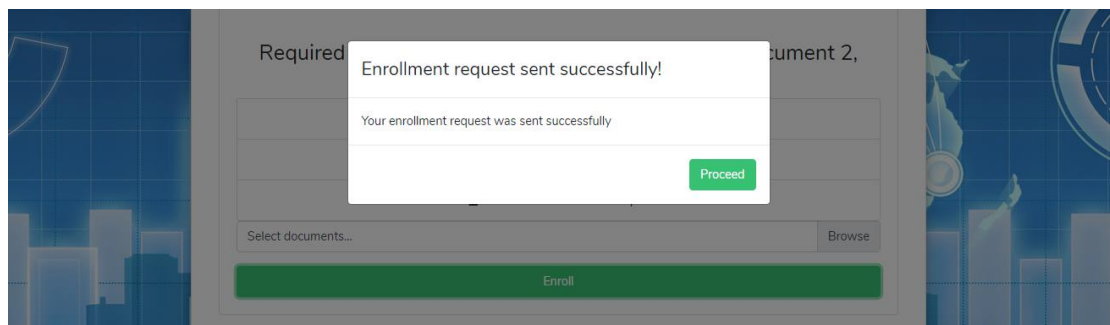
**Step 3:** Press the Arrow to view the lots of the Auction



**Step 4:** Choose the Lot and click View. After viewing the details for each Lot, the user has to choose for which lots is interested by putting a tick in the tick box




**Step 5:** Upload the documents required by the organizer of the auction and then enroll

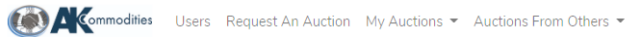


**Step 6:** Wait for the approval from the Auction's organizer.

The User will receive a Notification Message



Notification can be viewed if the user presses the Button 



If the Organizer approves the enrollment, User will view in the notifications the Message “Enrollment Approved”

ORPIC TEST	Enrollment Approved	24-04-2019 13:23	<a href="#">Read</a>
ORPIC TEST	Enrollment Approved	24-04-2019 13:23	<a href="#">Read</a>

If the Organizer of the Auction rejects the enrollment, User will view in the notification the Message “Enrollment Rejected’ and the reason

**Notification**

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**Enrollment Rejected**

**From:** [AKCommodities LTD](#)

**Received at:** 25-04-2019 18:46

Your participation request for [AKCommodities LTD's Carbon steel Pipes auction](#) was rejected due to the following reason:  
WRONG DOCUMENT

## HOW AN APPROVED VENDOR BID

**Step 1:** Click Auctions from Others and then My Participations

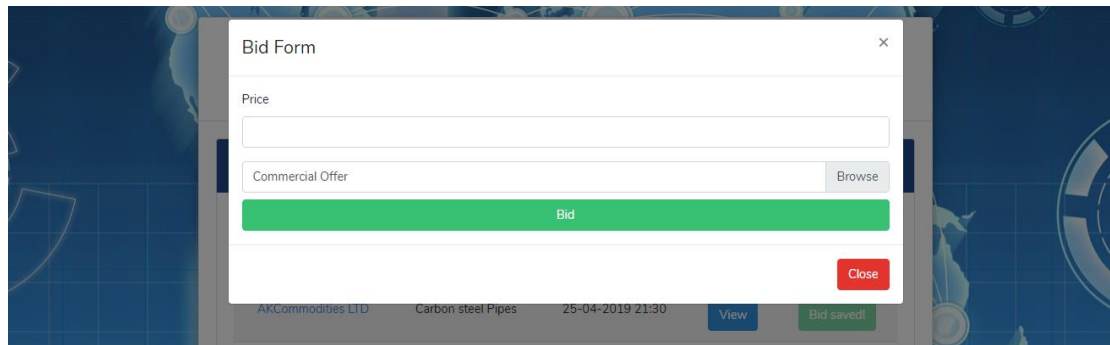


**Step 2:** Choose the Lot and then click Bid

AKCommodities LTD	Electrical Cables	25-04-2019 21:30	<a href="#">View</a>	<a href="#">Bid</a>
AKCommodities LTD	Pressure Gauge	25-04-2019 21:30	<a href="#">View</a>	<a href="#">Bid</a>

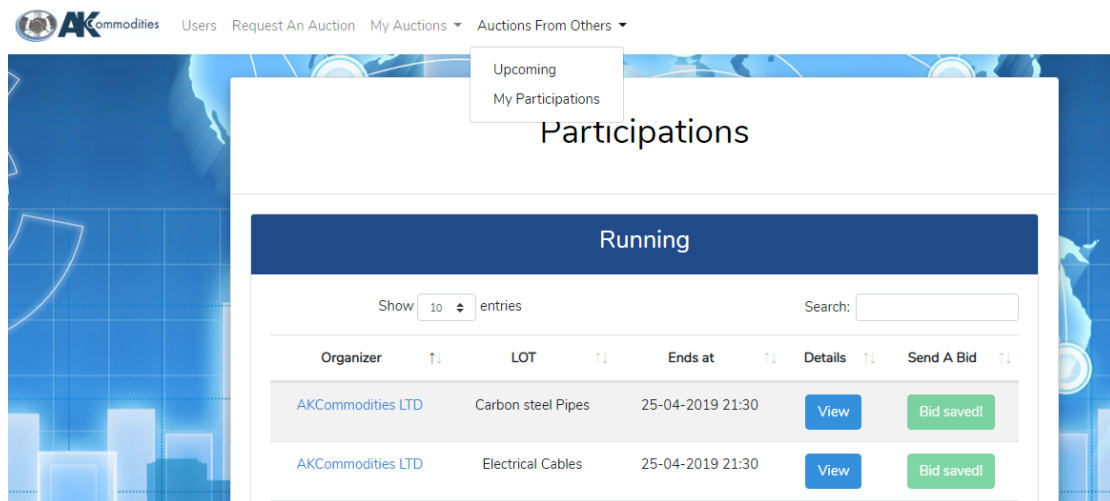


Bid and upload the Commercial Offer

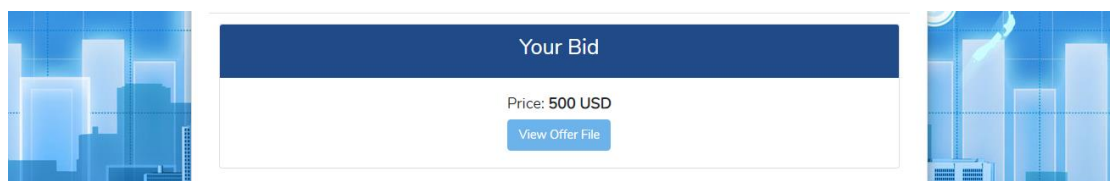


### HOW THE VENDOR CAN SEE ITS BID

Step 1: Click Auctions from Others/My Participations



Step 2: Press View for the LOT that Vendor Bid and scroll down



VENDOR IS WAITING FOR THE ANNOUNCEMENT OF THE RESULTS



## NOTIFICATIONS

**Step 1:** View the notifications. Click the icon 

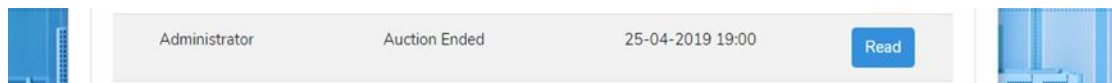


The Bidder receives notifications via the platform for the following actions

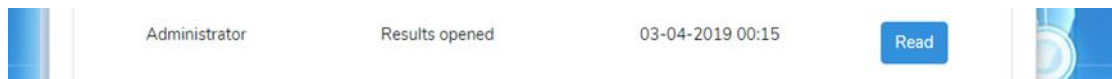
- Enrollment Approved



- Auction Started




- Auction Ended



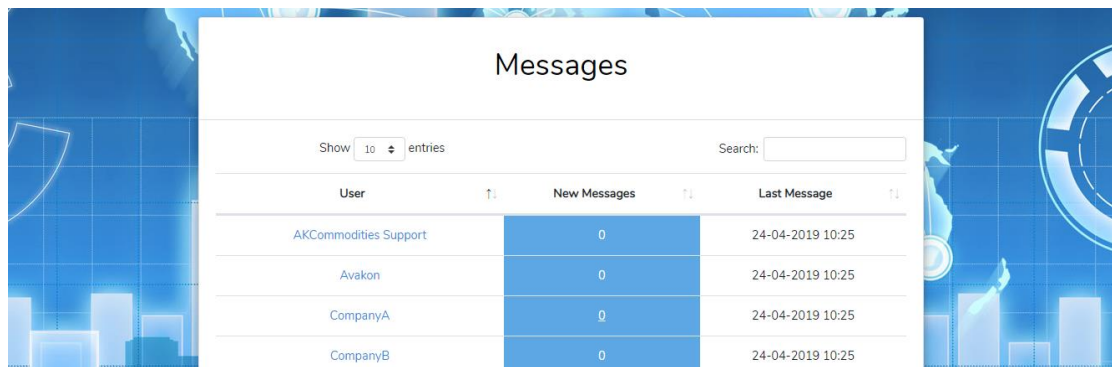
## ONLINE CHAT

**Step 1:** Log in using the assigned username and password.

**Step 2:** Click the icon 

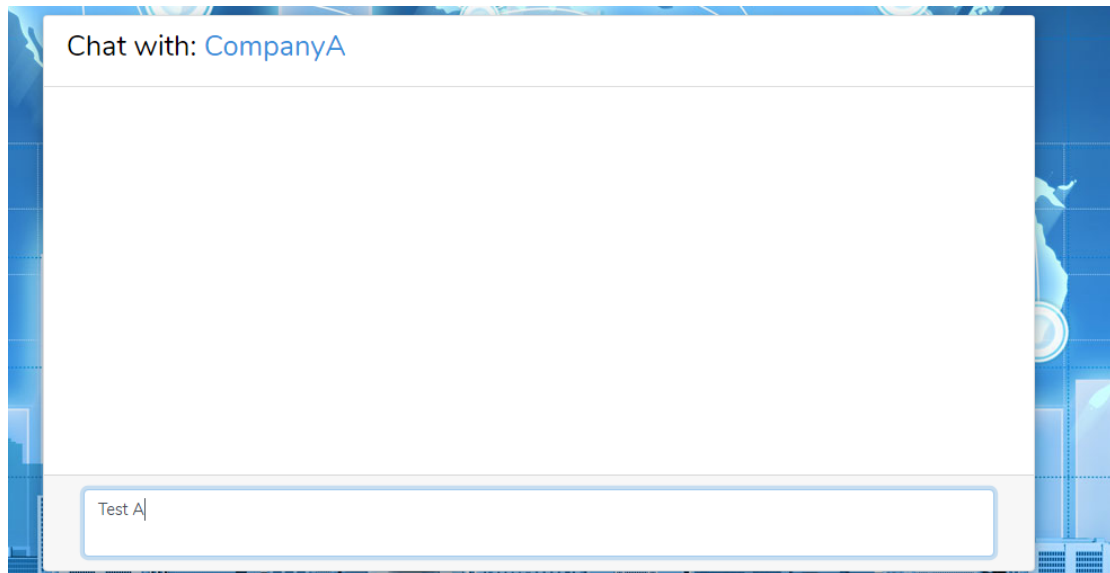


**Step 3:** View the list of the companies and then press New Messages





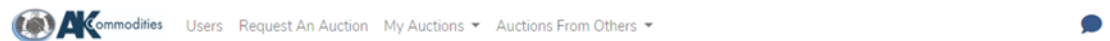
**Step 4:** Type your message and then press Enter (Keyboard)



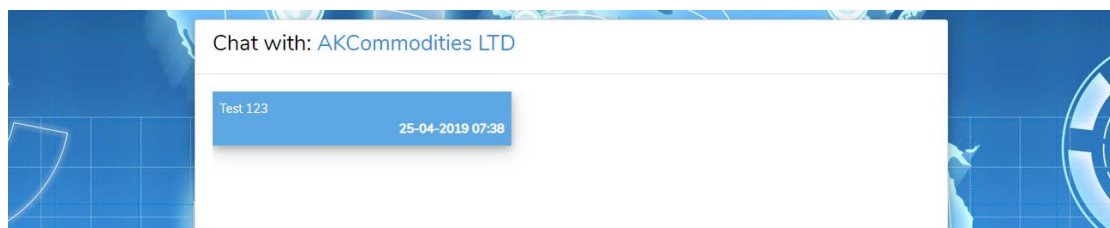
**To view the Messages**

**Step 1:** Log in using the assigned username and password.

**Step 2:** Click the icon



**Step 3:** View the messages that you have received





## **TECHNICAL SUPPORT**

Contact AKCommodities Support

Dial + 44 020 3946 3213

Email: [support@akcommodities.com](mailto:support@akcommodities.com)

Online Chat: Contact with AKCommodities Support

Support Opening Hours: 6:00 AM - 5:00 PM (GMT) (Sunday - Friday)