Sourcing Instruction: Auction Topics
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1 Monitoring an Auction

Once a bid is submitted, monitoring the auction is recommended on the Monitor Auction page. Follow the direction below to monitor an auction:

1. You can access the Monitor Auction page directly through the auction. Open the auction and select Monitor Auction from the actions menu then click Go.

2. You can also access the Monitor Auction page after submitting a bid. Click on the Monitor Auction link on the bid confirmation message to access the monitor auction page.

3. Once you have accessed the Monitor Auction page, your line item rank will be shown.

Note: You have the option to only monitor lines that you have bid, and lines that you are currently losing.
4. To set the monitor auction page to refresh automatically, simply select the **AutoRefresh Interval** for how often you want the page to refresh, and click **Set**.

![Monitor Auction: 116337](image)

**Note:** The **AutoRefresh** will default to 30 seconds

5. To create a new bid from the **Monitor Auction** page, click the **Create Bid** button.

![Monitor Auction: 116337](image)

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### 2 Power Bidding

After you submit your first bid, Power Bidding can be used. The Power Bidding functionality automatically decreases each line item by the amount or percentage you specified when creating a bid. Follow the direction below to setup Power Bidding:

**Note:** You will only see the Power Bidding option after you submit a quote.

1. Access the Auction and click the **Create Bid** action then **Go**.

![Auction: 116337](image)

2. Once on the **Lines** tab of the **Create Bid** page, look for the **Power Bid** field.

![Create Bid: 610015 (Auction 116337)](image)
Note: Power Bids are entered as percentages (%)

3. Once you have entered your **Power Bid**, click **Recalculate** to automatically decrease the **Bid Price** on all lines.

4. After you click **Recalculate**, the **Bid Price** will be decreased by the amount indicated in the **Power Bid**.

**Note:** You can always change the **Bid Price** and **Power Bid** percentage.
3 Proxy Minimum

Proxy Minimum allows you to set a price decrement and a minimum price in which the system automatically rebids whenever a competing bid is received. We do not recommend utilizing this feature for all auctions. Follow the directions below to setup Power Bidding:

Note: Not all Auctions with have the Proxy Minimum functionality enabled.

1. Access the Auction and click the Create Bid action then Go.

2. Once on the Lines tab of the Create Bid page, look for the Proxy Bid Decrement field.

Note: If you do not see this field, the buyer on the Auction did not allow Proxy Bidding for this event.

3. The Proxy Bid Decrement is set by the Buyer and will either be an amount or percentage.  
a. If you see a currency, the Proxy Bid Decrement is an amount.
b. If you see the percentage “%” sign this indicates that the **Proxy Bid Decrement** is percent decremented.

4. You do NOT need to use **Proxy Bidding**. The **Proxy Bid Decrement** will default to the value entered by the buyer. If you do not wish to use proxy bidding functionality, simply delete the value from the **Proxy Bid Decrement** field.

5. If you choose to use **Proxy Bidding**, enter the amount/percent you wish for your bid to decrease by each time a competing bid is entered in the **Proxy Bid Decrement** field.

**Note:** You cannot enter a **Proxy Bid Decrement** that is lower than the value entered by the Buyer. You may delete the value all together.
6. Enter your **Proxy Minimum**. The proxy minimum is the lowest price you are willing to bid. Proxy bidding will stop automatically bidding on your behalf once your proxy minimum is hit.

7. Each time a competing bid (any bid that is lower than yours) is entered into the system and you have entered a **Proxy Bid Decrement**, the system will automatically submit a new bid on your behalf. The bid will be lower by whatever you entered as the decrement (for example, .5% or $1). The system will continue to lower your bid as competing bids come in until you have reached the proxy minimum set.

## 4 Support

If you have questions or need more information on a specific Auction, please reach out to your Bechtel Buyer.

For navigation help and technical support, email the Procurement Helpdesk at procweb@Bechtel.com