

## Purchasing Procedure(e-Bidding)

Performed by	Procedure	Department
Off-line(PMS)	<ul style="list-style-type: none"> <li>* Request for Purchasing</li> <li>* Decision of Bidding Type (Off-line or On-line =&gt;Open,Nominative tender ,R/A R/P and Two Phase)</li> </ul>	SKEC Purchasing Dept.
Web Site (On-line Purchasing System)	* Issue the RFQ(Request for Quotation)	SKEC Purchasing Dept.
	<ul style="list-style-type: none"> <li>* Receive the RFQ</li> <li>- On-line Purchasing System on “www.skecebid.com or www.skecebid.co.kr”</li> </ul>	Member
	* Make the Quotation ( 3 Parts : 1) Price List, 2) Commercial Part, 3) Additional Document	
	<ul style="list-style-type: none"> <li>* Submit the Quotation</li> <li>- With your electronic signature</li> <li>- Since nobody can read the Quotation before the bidding close time, please print your Quotation before submit it.</li> </ul>	
	* Open the Quotation (by computer at the bidding close time)	Computer System
Off-line(PMS)	* Evaluation of Quotations including technical evaluation	SKEC Purchasing Dept.
Web Site	* Decide a successful bidder and Notice	SKEC Purchasing Dept.
	<ul style="list-style-type: none"> <li>* Issue the Purchase Order</li> <li>- With Procurement Manager’s of SKEC electronic Signature</li> </ul>	
	<ul style="list-style-type: none"> <li>* Receive the Purchase Order</li> <li>- We need Member’s acceptance(Your electronic Signature)</li> </ul>	Member