



Media RATE CARD Manual

Version 1 (April 2023)



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1. Making a purchase by the Counterparty

1.1. Selection of the item category by the Counterparty

After logging in, the contractor indicates a product category that includes products specified for a given category:



1.2. Selection of a specific subcategory by the Counterparty

After selecting the category, the Counterparty has the option of selecting subcategories of specific products, which makes it possible to locate the desired product faster.



Picture 1. Screenshot showing subcategory selection for an example category i.e. Media

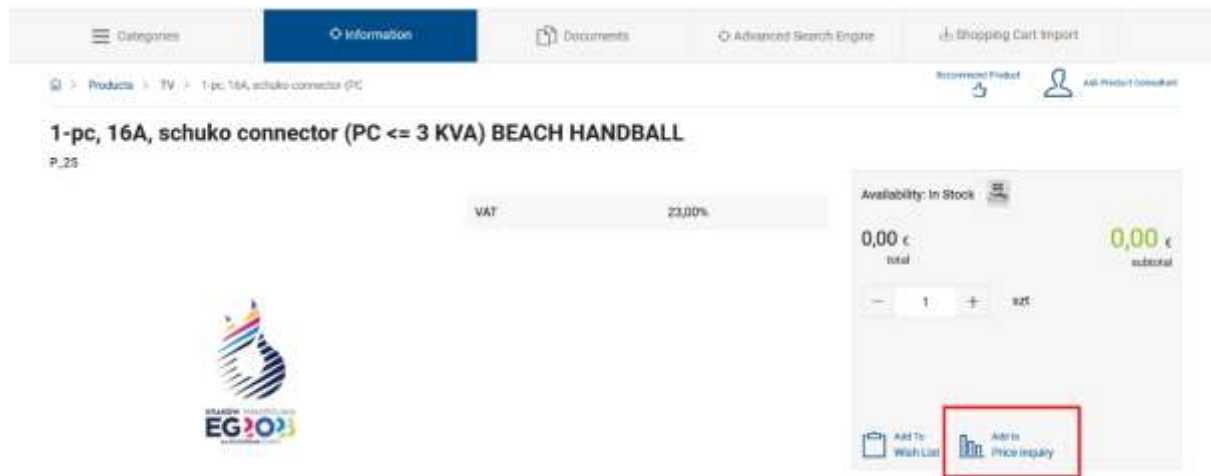
1.3. Selection of a specific product by the Counterparty

The next step is to select the products in the right quantity, the availability of which may be limited. After completing this step, the customer can continue shopping or proceed to checkout.



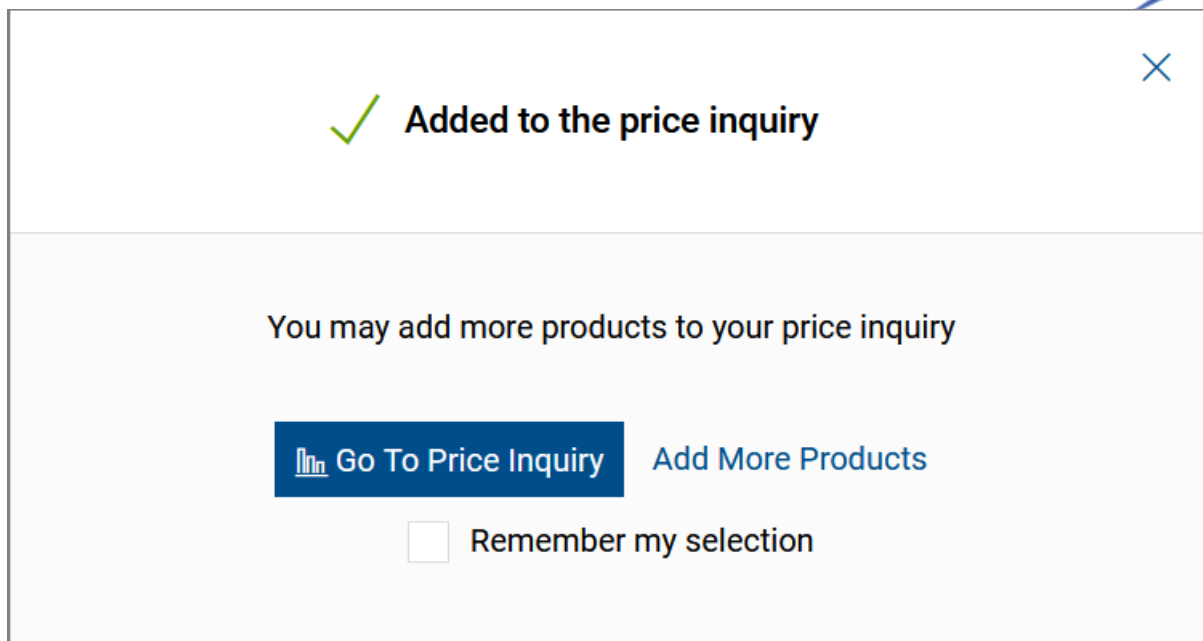
Picture 2. A screenshot of an example product

The next step after selecting a product is to specify the quantity of the product and add it to the price inquiry.



Picture 3. A screenshot of the product and the listed tile for adding the product to the price inquiry

After adding a product to the price inquiry, the customer has 2 options - go to the price inquiry if all products of interest have been added or add other products if the customer intends to continue shopping.

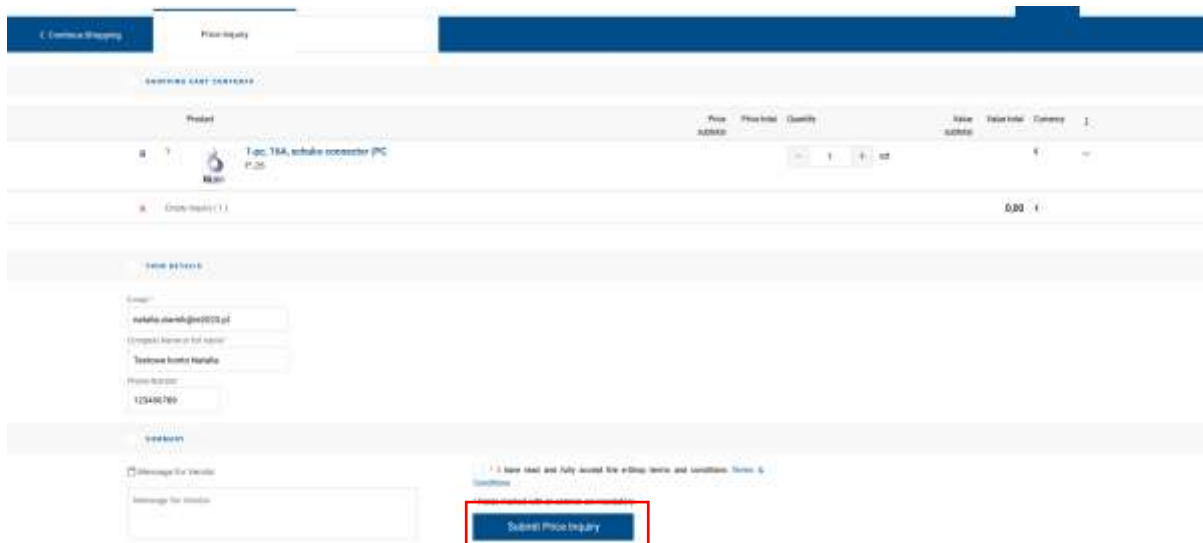


Picture 4. Screenshot of the pop-up window after adding a product to a quote request

1.4. Finalization of the inquiry

The final stage is the finalization of the order by the Counterparty, during which he has the option of correcting the previously provided data for invoicing, indicating the place of delivery and its date, as well as the method of payment.

To finalize, it is necessary to check the boxes about reading the regulations and about the right to withdraw from the contract. After completing the above-mentioned steps, it will be possible to place an order by clicking the “Submit Price Inquiry” button.



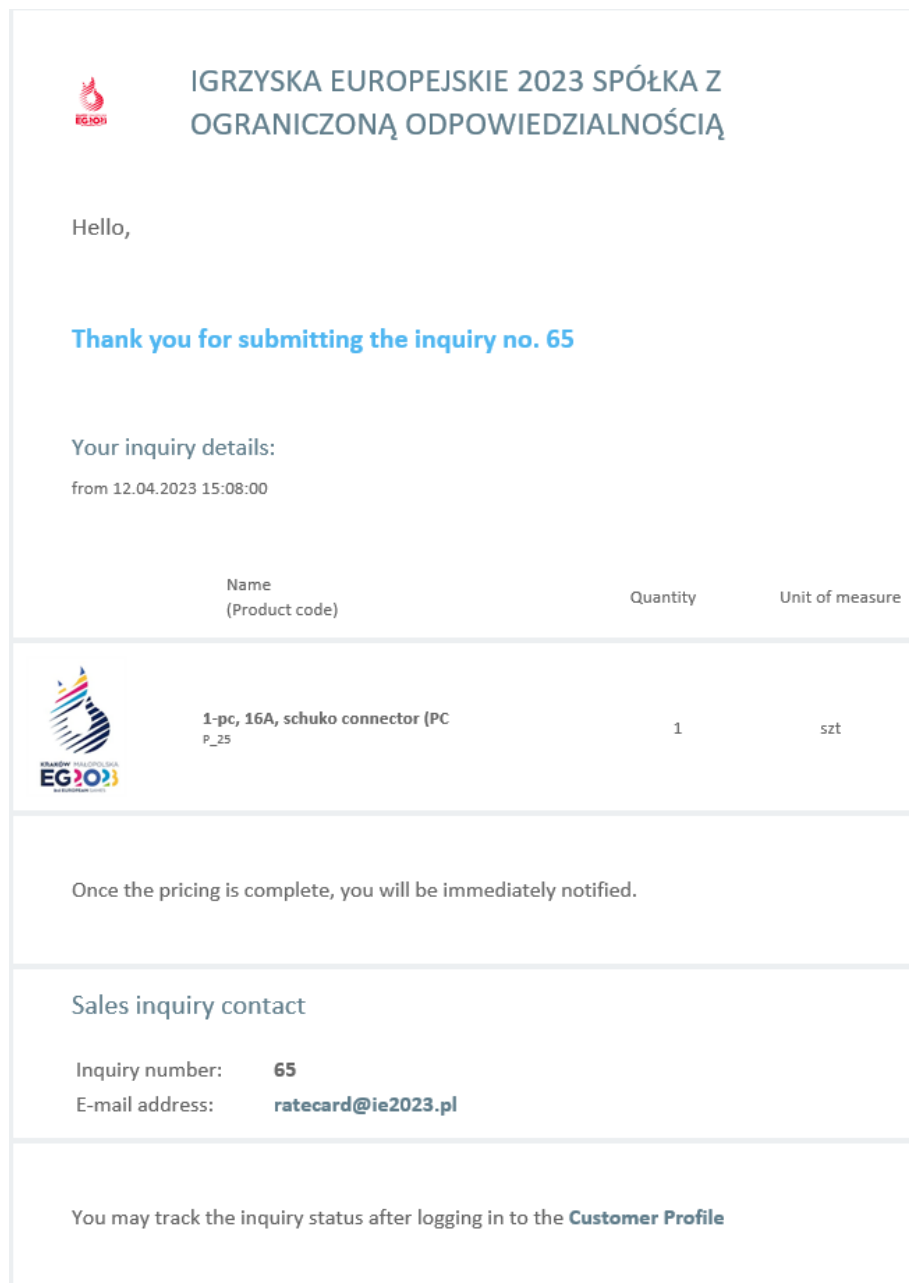
Picture 5. Screenshot of the screen seen during checkout

1.5. Presentation of order confirmation

After placing the order, the Counterparty should see a message confirming the order and receive an e-mail with confirmation of the order.



Picture 6. Screenshot of order confirmation displayed on ratecard.ie2023.com



Picture 7. A screenshot of the e-mail confirming the contractor's submission of an inquiry

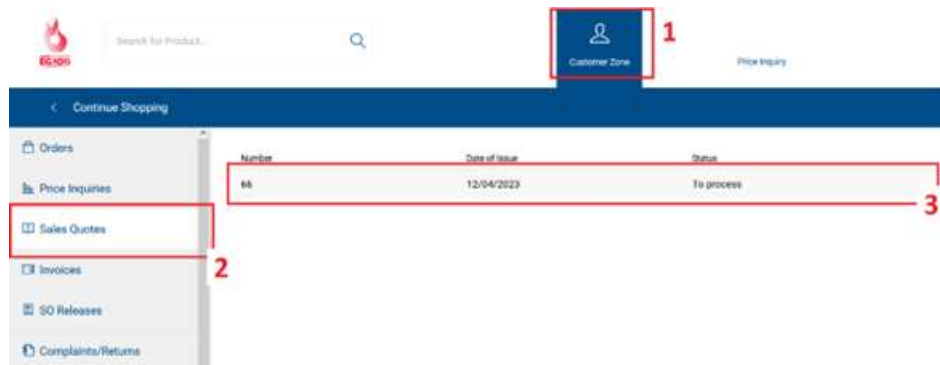
1.6. Receiving an offer for a submitted price inquiry

After submitting an inquiry, it is analyzed by the Rate Card team, which confirms the possibility and scope of its implementation. After checking the above factors, the team sends the offer to the contractor, who can accept or reject it. All information on the details of the order is included in the content of the offer.

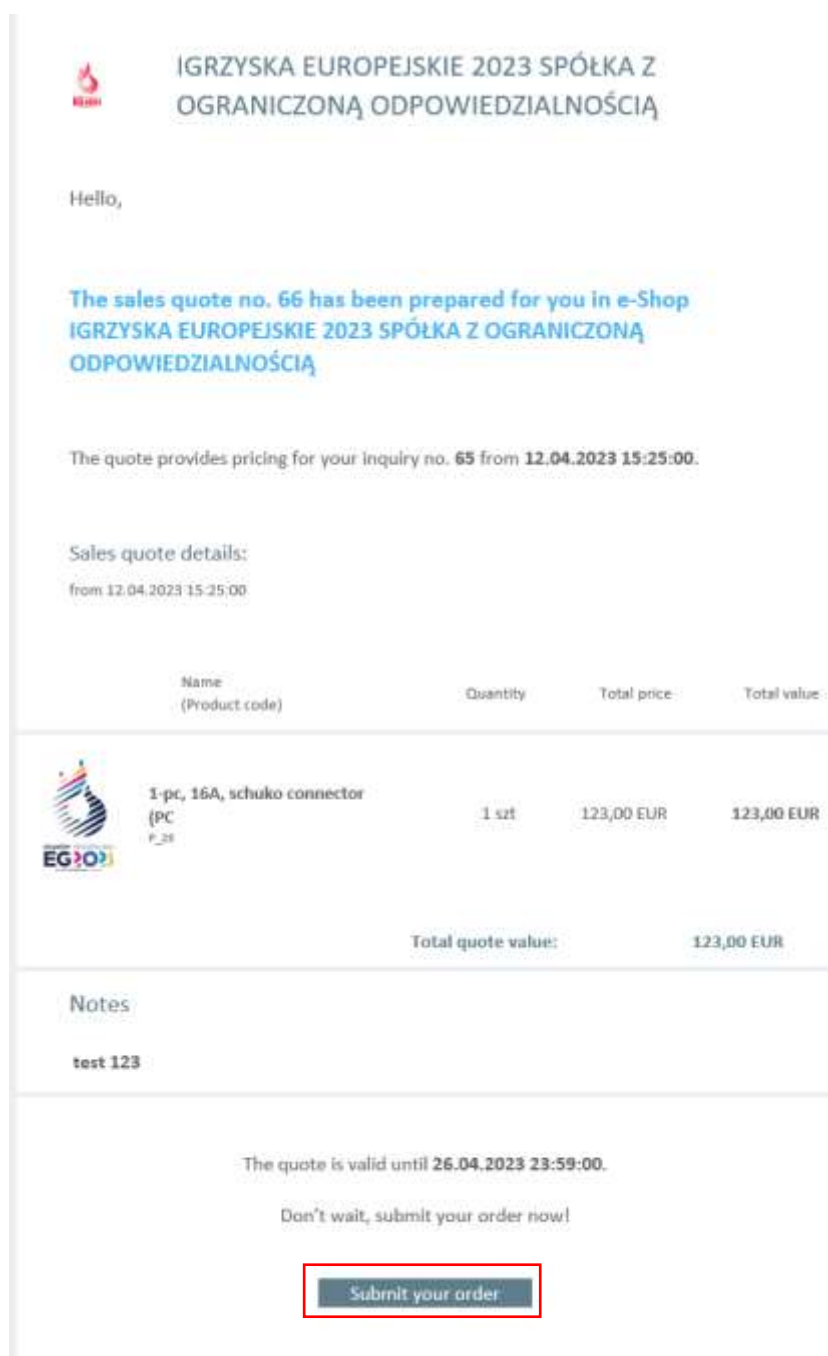
The offer can be displayed by the customer in two ways:

- by clicking on the link in the email
- by entering the Customer Zone->Sales Quotes->Adequate offer

Making a purchase by the Counterparty



Picture 8. A screenshot of the Customer Panel with the relevant steps

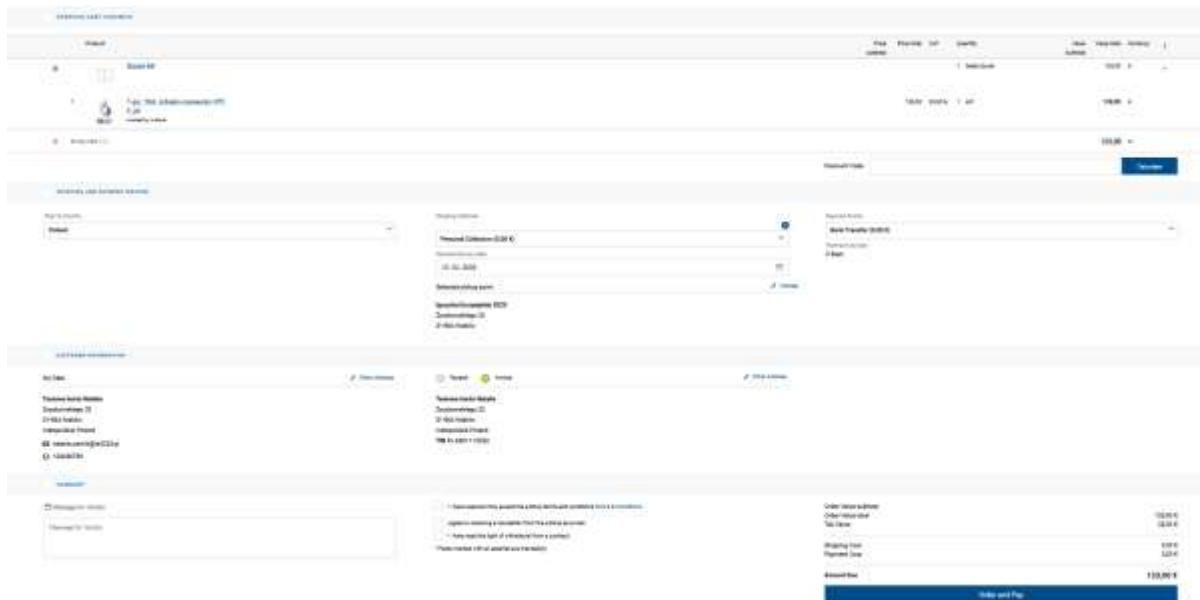


Picture 9. An e-mail message containing a sales offer with a link directing to the implementation of the presented offer



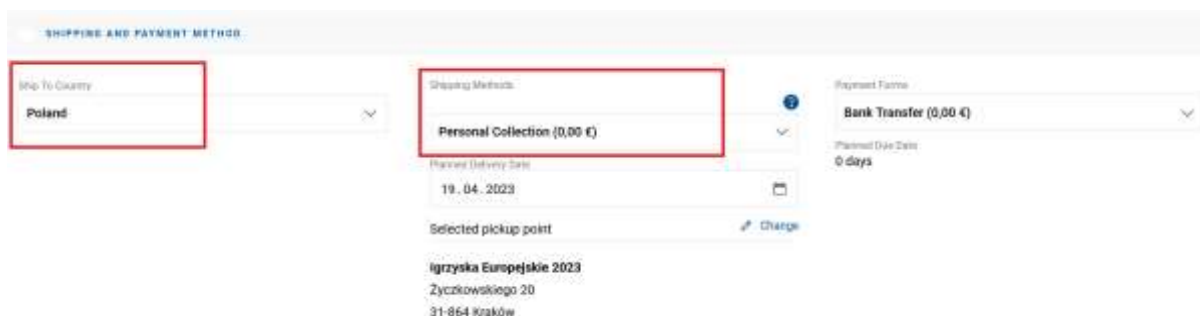
1.7. Realization of the sale offer

After receiving the e-mail, the customer should press the "Order and Pay" button. Next step to do will be pressing it, it will be transferred to the site with the already prepared sale offer.



Picture 10. A screenshot of an offer added to the cart during the checkout stage

If not selected, always pick shipping to “Poland” and in Shopping Methods, pick “Personal Collection”.



Picture 11. A screenshot of an shipping and payment method stage

1.8. Order confirmation

After placing the order, the customer receives an order confirmation visible on the screen and also receives it by e-mail.



Selected Cart: Cart 1

Continue Shopping

Thank you for placing the order!

The message with order details will be sent within 15 minutes to the e-mail address specified in the order. If you haven't received the message, please check your spam folder.

Order Number:	31
Date	12/04/2023
Order Status	Expecting confirmation from e-Shop
Product Quantity	1

Order Value subtotal	184,00 €
Order Value total	226,94 €
Tax Value	42,44 €

Shipping Cost	0,00 €
Payment Cost	0,00 €

Amount Due	226,94 €
-------------------	-----------------

Consents

I have read and fully accept the e-Shop terms and conditions [Terms & Conditions](#)

I have read the right of withdrawal from a contract.

Picture 12. Screenshot containing order confirmation

2. Invoicing

2.0. Receiving order confirmation

First thing that will happen after making an order will be receiving order confirmation on the e-mail address assigned to the account.


Thank you for placing the order!
The message with order details will be sent within 15 minutes to the e-mail address specified in the order. If you haven't received the message, please check your spam folder.

Order Number	33
Date	12/04/2023
Order Status	Expecting confirmation from e-Shop
Product Quantity	1
Order Value subtotal	
Order Value total	1 845,00 €
Tax Value	345,00 €
Shipping Cost	0,00 €
Payment Cost	0,00 €
Amount Due	1 845,00 €

Consents
I have read and fully accept the e-Shop terms and conditions [Terms & Conditions](#)
I have read the right of withdrawal from a contract.

Picture 13 Screenshot containing order confirmation

However client can only continue after receiving an automatically generated email (approximate waiting time for email is about 15 minutes after making an order). With data provided in email client should be able to make the payment although we strongly advice to wait for pro-forma invoice (term will be explained in following point).






**IGRZYSKA EUROPEJSKIE 2023 SPÓŁKA Z
OGRANICZONĄ ODPOWIEDZIALNOŚCIĄ**

Hello,

Thank you for placing the order no. 34

Your order details:
from 12.04.2023 17:57:59

Name (Product code)	Quantity	Total price	Total value
 1-pc, 16A, schuko connector (PC P_23	4	1,23	4,92
 Comfort car (Toyota Corolla, Seat Arana, Toyota C-HR or similar) TKA:22044	1	1,23	1,23
 1-pc, 16A, schuko connector (PC P_23	4	1,23	4,92
Order total including VAT:		11,07 EUR 5,87 EUR	
Shipping cost:		0,00 EUR	
Payment cost:		0,00 EUR	
Amount due:		11,07 EUR	

You may find the details of your order and its current processing status by clicking the [link](#).

Delivery and payment

Shipping method: **Personal Collection (Collection up to 0 working days)**
Payment method: **Bank Transfer (Payment date: 2023-04-12)**

You have selected a bank transfer payment. Please send the payment into our bank account.

Name: **Powszechna Kasa Oszczędności Bank Polski S.A. [EUR]**
Account number: **PL 52 1020 2892 0000 5702 0825 3876**
SWIFT code: **BPKOPLPW**
Bank transfer title: **Order no. 34**

You have selected the option of personal collection at a pickup point.

You may collect your order at:

Name: **Igrzyska Europejskie 2023,**
Street: **Życzkowskiego 20**
City: **Kraków**
Zip code: **31-864**

Picture 14 Screenshot containing e-mail with order confirmation which already consists all necessary data to process to payment

2.1. Receiving pro-forma invoice

Within 24 hours from receiving order confirmation client will receive pro-forma invoice. Pro-forma invoice is **not proof of payment** but an accountant tool provided to maintain clarity and ease associated with payments.

Vendor:
 IGRZYSKA EUROPEJSKIE 2023 SPÓŁKA Z OGRANICZONĄ
 ODPOWIEDZIALNOŚCIĄ
 ul. prof. Michała Życzkowskiego 20
 31-864 Kraków
 TIN: PL 6762610220
 Phone: 729 055 132

Document Number: FPF/2/2023
 Date of Issue: 2023-04-11
 Date Delivered/Rendered: 2023-04-11

Pro Forma Invoice

Customer: Damian Dąbrowski PRIV Jakaś 66 66-666 krk PL TIN: PL 6666666666	Recipient: Damian Dąbrowski PRIV Jakaś 66 66-666 krk PL TIN: PL 666-666-66-66
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No.	Item/Service Name	CN Code/ PCGS	Quantity	UOM	Subtotal Price [EUR]	VAT	Subtotal Value [EUR]
1.	Electrical extension cord for the socket in the room		1	szt	1 000 000,00	23%	1 000 000,00
2.	Raw space ARCHERY		1	szt	200,00	23%	200,00
3.	Odbiór osobisty		1	szt	0,00	8%	0,00
4.	1-ph, 16A, CEE mono connector (PC <= 3 KVA) ARTISTIC SWIMMING		1	szt	150,00	23%	150,00
5.	1-ph, 16A, CEE mono connector (PC <= 3 KVA) IBC		1	szt	150,00	23%	150,00
6.	Raw space ARTISTIC SWIMMING		1	szt	150,00	23%	150,00
7.	Personal Collection		1	szt	0,00	8%	0,00

Payment Form	Due Date	VAT	Subtotal Value [PLN]	VAT Amount [PLN]	Total Value [PLN]
gotówka	2023-04-11	Including: 23%	4 689 246,03	1 078 526,59	5 767 772,62
		8%	0,00	0,00	0,00
		Total:	4 689 246,03	1 078 526,59	5 767 772,62

Exchange Rate: 1 EUR = 4.6862 PLN

Total to be Paid: 1 230 799,50 EUR

Say Total: one m two hundred thirty thou. seven hundred ninety nine EUR 50/100

Maciej Ostrowski Signature of a person authorized to issue the invoice	Date of collection	Signature of a person authorized to collect the invoice
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(D) Printed with the use of Comarch ERP Optima system

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Picture 15 Example of pro-forma invoice

2.2. Payment process

After receiving pro-forma invoice client has 5 working days to process payment. All necessary data would be provided in pro-forma invoice.

2.3. Receiving an invoice

Within 5 days from payment client will receive an invoice which **is proof of payment.**

Vendor:
 IGRZYSKA EUROPEJSKIE 2023 SPÓŁKA Z OGRANICZONĄ
 ODPOWIEDZIALNOŚCIĄ
 ul. prof. Michała Życzkowskiego 20
 31-864 Kraków
 TIN: PL 6762610220
 Phone: 729 055 132

Powszechna Kasa Oszczędności Bank Polski S.A. [EUR]: PL 52 1020 2892 0000 5702 0825 3876, SWIFT: BPKOPLPW

Document Number: FWEW/1/04/2023
 Date of Issue: 2023-04-11
 Date Delivered/Rendered: 2023-04-11

VAT Invoice

Customer: Damian Dąbrowski PRIV jakaś 66 66-666 krk PL TIN: PL 6666666666	Recipient: Damian Dąbrowski PRIV jakaś 66 66-666 krk PL TIN: PL 666-666-66-66
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No.	Item/Service Name	CN Code/ PCGS	Quantity	UOM	Subtotal Price [EUR]	VAT	Subtotal Value [EUR]
1.	1-pc, 16A, schuko connector (PC <= 3 KVA) BEACH HANDBALL		1	szt	150,00	23%	150,00
2.	1-ph, 16A, CEE mono connector (PC <= 3 KVA) ARTISTIC SWIMMING		1	szt	150,00	23%	150,00
3.	Personal Collection		1	szt	0,00	8%	0,00

Payment Form	Due Date	Amount to be Paid	VAT	Subtotal Value [PLN]	VAT Amount [PLN]	Total Value [PLN]
bank transfer	2023-04-18	369,00 EUR	Including: 23%	1 405,86	323,35	1 729,21
			8%	0,00	0,00	0,00
			Total:	1 405,86	323,35	1 729,21

Exchange Rate: 1 EUR = 4.6862 PLN

Total to be Paid: 369,00 EUR
 Say Total: three hundred sixty nine EUR 00/100
 Remaining: 0,00 EUR

Paid: 369,00 EUR

_____ Maciej Ostrowski Signature of a person authorized to issue the invoice	_____ Date of collection	_____ Signature of a person authorized to collect the invoice
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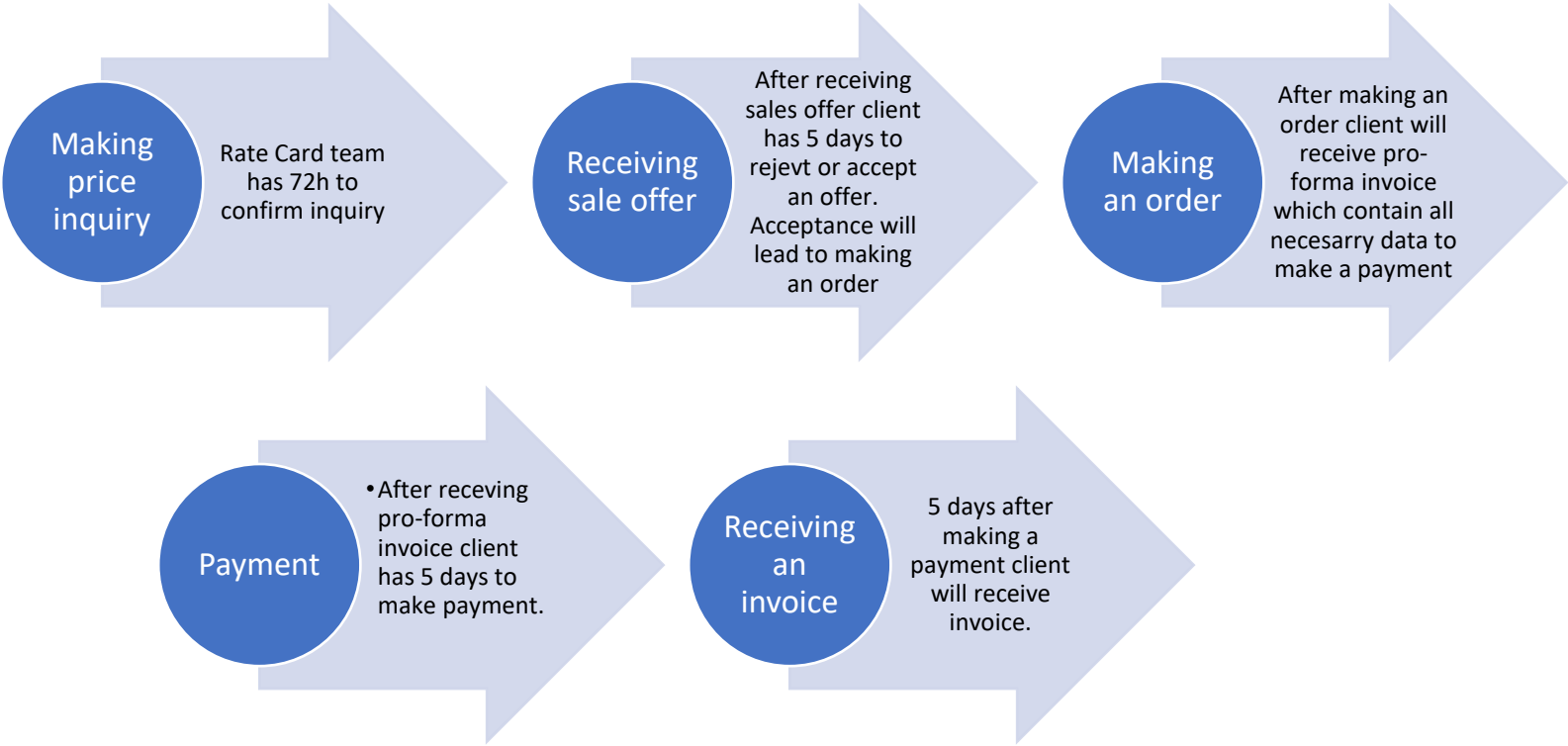
Picture 16 final invoice

3. Deposit

European Games 2023 will charge 30% refundable deposit from every order. Value which should be bank transferred will be sent to the client within 5 days from making a final order. Deposit is refundable in case of returning the product without any damages&losses. If deposit will not cover all damages&loses EG2023 will charge the client with remaining amount (difference between damage&loss value and deposit).

4. Pricing and timeline

Deadline for making orders is set for 29th of May,
Games-time Order Period: orders shall incur a 30% increase of the standard price (except “fork&knife” service – the price is constant, regardless the order period).





KRAKÓW MAŁOPOLSKA
EG2023
3rd EUROPEAN GAMES

Organising Committee