

NOC 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:

E Categories		Information	Documents	Advanced Search Engine	⊎ Shopping Cart Import
EFs/IFs (1)		û → Products			
Media (16)	>	EFs/IFs	Media	NOC	TV
NOC (42)	>				
TV (1337)	>				Complaints and Returns About Us Contact
		Advanced Search Home Page	Informations		

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.

< Back		Ca > Products > Media ↓ S Na			iorting interview (A-Z)	
Cracow Media Centre (16)	>	Cracow Media Centre	Krynica Media Centre	Tarnow Media Centre	Zakopane Media	
Krynica Media Centre (16)	>		ia jiioa moala oonao		Centre	
Tarnow Media Centre (16)	>					
Zakopane Media Centre (16)	>	Media				^

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 <u>which may be limited</u>. After completing this step, the customer can continue shopping or proceed to checkout.



1-pc, 16A, sc	huko connector (PC <= 3 KV	A) BEACH HAN	OBALL		
P_20	total	szt		Total (total)	
	0,00 €		1 +	0,00 €	

Picture 2. A screenshot of an example product

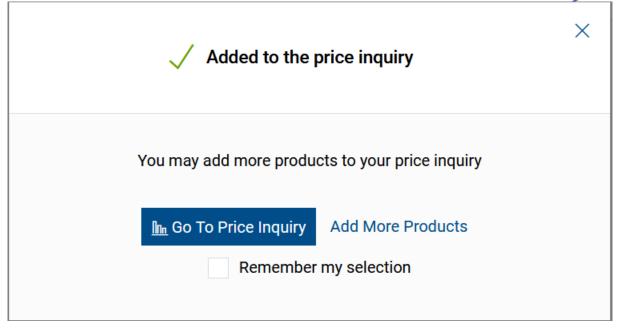
The next step after selecting a product is to specify the quantity of the product and add it to the price inquiry.

Categories	♦ Information	Documents	⇔ Advanced Search Engine	山 Shopping Cart Import	
	chuko connector (PC			Recommend Product	sk Product Consultant
1-pc, 16A, schuko co P_25	1-pc, 16A, schuko connector (PC <= 3 KVA) BEACH HANDBALL P_25				
		VAI 23,1	0,00 tot		0,00 ¢ subtotal

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 abovementioned steps, it will be possible to place an order by clicking the "Submit Price Inquiry" button.

Continue Shopping Price Inquiry		
SHOPPING CART CONTENTS		
Product	Price Price total Quantity subtotal	Value Value total Currency : subtotal
1 -pc, 16A, schuko connector (PC P_25 Esori	- 1 + szt	€ ↓
Empty Inquiry (1)		0,00 €
YOUR DETAILS		
E-mail *		
natalia.ziamik@ie2023.pl		
Company Name or full name*		
Testowe konto Natalia		
Phone Number		
123456789		
SUMMARY		
Message for Vendor	I have read and fully accept the e-Shop terms and conditions Terms & Conditions	
Message for Vendor	Submit Price Inquiry	

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.

< Continue Shopping	Price Inquiry					
Thank you for submitting your inqui	ry!					
The message with price inquiry details will be sent within 15 minutes to the e-mail address specified in the inquiry. If you haven't received the message, please check your spam folder.						
Inquiry Number Date Inquiry Status Product Quantity	65 12/04/2023 Awaiting pricing 1					
You will be notified by e-mail once t	he product pricing is prepared.					
Welcome to visit us again!						
Customer Profile Login Pass Informations	word Reminder Privacy Policy Terms & C	nditions Shipping Payments Complain	s and Returns About Us Contact Advanced © Comarch SA 2023. All rights	Search Home Page reserved Powered by Cormarch e-Sklep®		

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



icioni	IGRZYSKA EUROPEJSKIE 2023 SPÓŁKA Z OGRANICZONĄ ODPOWIEDZIALNOŚCIĄ					
Hello,						
Thank y	you for submitting the inquiry no.	65				
	uiry details: .2023 15:08:00					
	Name (Product code)	Quantity	Unit of measure			
EG202	1-pc, 16A, schuko connector (PC P_25	1	szt			
Once the	pricing is complete, you will be immediatel	y notified.				
Sales in	quiry contact					
Inquiry n E-mail ac						
You may	track the inquiry status after logging in to th	he Customer Profile				

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

Search for Product.	Q		요 1 mer Zone Price Inquiry	
< Continue Shopping				
C Orders	Number	Date of issue	Status	
he Price Inquiries	66	12/04/2023	To process	3
II Sales Quotes				
C3 Invoices	2			
🖾 SO Releases				
Complaints/Returns				

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

i diopi	IGRZYSKA EUROPEJSKIE 2023 SPÓŁKA Z OGRANICZONĄ ODPOWIEDZIALNOŚCIĄ					
Hello,						
IGRZY	iles quote no. 66 has bee SKA EUROPEJSKIE 2023 S WIEDZIALNOŚCIĄ)		
The quote provides pricing for your inquiry no. 65 from 12.04.2023 15:25:00.						
Sales quote details: from 12.04.2023 15:25:00						
	Name (Product code)	Quantity	Total price	Total value		
EG?O?	1-pc, 16A, schuko connector (PC P_25	1 szt	123,00 EUR	123,00 EUR		
		Total quote value:		123,00 EUR		
Notes						
test 12	3					
The quote is valid until 26.04.2023 23:59:00 . Don't wait, submit your order now! Submit your order						

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.

SHOPPING CART CONTENTS				
Product			Price Price total VAT Quantity subtotal	Value Value total Currency
R Quote 66			1 Sales Quote	122,00 ¢
1 Loc. 16A, schuko connector (PC P_35 B(60) Availative trade			123,00 23,00 % 1 sat	123,00 ¢
Empty Cart (1)				123,00 <
			Discount Code	Calculate
EMIPPING AND PAYMENT METHOD				
Die Statung Ander V Softwart andersander Softwart andersander	Starty starting	€ ↓ Dasp ↓ Dasp	rgupurtem beh hande (98 6) Perulah dan G rg	v
ZURINARY				
C Message for Vendor	I have taal and hitly salved the 4 bines tamins and sandthore "tomis & Conditions I says to secting a resultant inform the object as a remail. I have take the digit of hitlings and a context. Hitles makes with an address an mundarity		Order Value subtrati Order Value trati Tax Value Shipping Cost Payment Cost	122,00 € 22,00 € 0,00 € 0,00 €
			Amount Due	123,00 €
			Order and Pay	

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".

SHIPPING AND PAYMENT MET	HOD				
Ship To Country Poland	~	Shipping Methods	0	Payment Forms Bank Transfer (0,00 €)	~
Folanu	Ŷ	Personal Collection (0,00 €)	~	Planned Due Date 0 days	· ·
		Planned Delivery Date 19.04.2023		0 days	
		Selected pickup point	🖉 Change		
		Igrzyska Europejskie 2023 Życzkowskiego 20 31-864 Kraków			

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.



Making a purchase by the Counterparty

Thank you for placing the order!

Selected Cart: Cart 1

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 Date Order Status Product Quantity	31 12/04/2023 Expecting confirmation from e- Shop
Order Value subtotal Order Value total	1 184,50 € 226,94 €
Tax Value Shipping Cost	220,04 € 42,44 € 0,00 €
Payment Cost Amount Due	0,00 € 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-
Product Quantity	Shop
rioudor quantity	1
	·
Order Value subtotal	
	1 845 00 6
Order Value total	1 845,00 €
Tax Value	345,00 €
Shipping Cost	0,00 €
	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 <u>ð</u> OGRANICZONĄ ODPOWIEDZIALNOŚCIĄ Hello, Thank you for placing the order no. 34 Your order details: from 12.04.2023 17:37:59 Name Quantity Total price Total value (Product code) 1-pc, 16A, schuko connector (PC 4 1,23 4,92 P. SI EG tot Comfort car (Toyota Corolla, Seat Arona, Toyota C-HR or 1 1,23 1,23 similar) TRAILER EG tot 1-pc, 16A, schuko connector (PC 4 1,23 4,92 EG ?O? Order total: including W/T: 11,07 EUR 3,17 EUR 0.00 EUR Shipping cost: 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. Powszechna Kasa OszczędnościBank Polski S.A. [EUR] Name: 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: Igrzyska Europejskie 2023, Name: Życzkowskiego 20 Street: 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

Pro Forma Invoice							Document Number: FPF/2/2023 Date of Issue: 2023-04-11		
						Date Delivered/F	Rendered: 2023-04-11		
Cust	omer:		R	ecipient:					
Damia	in		Da	imian					
Dąbro	wski			(browski					
PRIV				IV					
jakaś				kaś 66					
66-66	6 krk			-666 krk					
PL TINK	L 6666666666		PL TIN: PL 666-666-66						
1414. 6	2 000000000			N. PL 000-00	00-00-00				
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		
	1-ph, 16A, CEE mono connector			szt	150,00	23%	150,00		
5.	(PC <= 3 KVA) IBC			521	150,00	2370	150,00		
6.	Raw space		1	szt	150,00	23%	150,00		

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

Date of collection

1 szt

Exchange Rate: 1 EUR = 4.6862 PLN

Total to be Paid: 1 230 799,50 EUR

8%

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

0,00

Signature of a person authorized to collect the invoice

Maciej Ostrowski Signature of a person authorized to issue the invoice

(D) Printed with the use of Comarch ERP Optima system

ARTISTIC SWIMMING Personal Collection

7.



Page 1/1

0,00

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.

					IGRZYSKA EUROPE	ODPC ul. prof. Michała TI	Vendor: A Z OGRANICZONA DWIEDZIALNOŚCIA Życzkowskiego 20 31-864 Kraków N: PL 6762610220 hone: 729 055 132
Powszechna Kasa Oszczę	dnościBank Polski S.A.	[EUR]: PL 52 1020 289	2 0000 5702 0825	3876, SW	IFT: BPKOPLPW		
	_				Docu	ment Number: F\	
VAT Invoic	e						of Issue: 2023-04-11 endered: 2023-04-11
Customer:			Recipier	nt:			
Damian			Damian				
Dąbrowski			Dąbrowsk	i			
PRIV			PRIV				
jakaś 66			jakaś 66	ı.			
66-666 krk PL			66-666 ki PL	к			
TIN: PL 6666666666			TIN: PL 6	66-666-6	6-66		
No. Item/Service Nam		chi o-de / poos	0		c. h. l. n.:	VAT	c.hl.v.h.
	1e	CN Code/ PCGS	Quantity UOM		Subtotal Price [EUR]	VAT	Subtotal Value [EUR]
then areing bervice Hall							
1. 1-pc, 16A, schuko co (PC <= 3 KVA) BEACH HANDBALL	onnector		1 szt		150,00	23%	150,00
 1-pc, 16A, schuko co (PC <= 3 KVA) 	io connector		1 szt 1 szt		150,00	23%	150,00
 1-pc, 16A, schuko cc (PC <= 3 KVA) BEACH HANDBALL 1-ph, 16A, CEE mon (PC <= 3 KVA) 	io connector						
 1-pc, 16A, schuko cc (PC <= 3 KVA) BEACH HANDBALL 1-ph, 16A, CEE mon (PC <= 3 KVA) ARTISTIC SWIMMIN 3. Personal Collection Payment Form	io connector G Due Date	Amount to be	1 szt 1 szt	VAT	150,00 0,00 Subtotal Value [PLN]	23% 8% VAT Amount [PLN]	150,00 0,00 Total Value [PLN]
 1-pc, 16A, schuko cc (PC <= 3 KVA) BEACH HANDBALL 1-ph, 16A, CEE mon (PC <= 3 KVA) ARTISTIC SWIMMIN 3. Personal Collection Payment Form	io connector	Amount to be 369,00	1 szt 1 szt	23%	150,00 0,00 Subtotal Value [PLN] 1 405,86	23% 8% VAT Amount [PLN] 323,35	150,00 0,00 Total Value [PLN] 1 729,21
 1-pc, 16A, schuko cc (PC <= 3 KVA) BEACH HANDBALL 1-ph, 16A, CEE mon (PC <= 3 KVA) ARTISTIC SWIMMIN 3. Personal Collection Payment Form	io connector G Due Date		1 szt 1 szt Paid EUR Including:		150,00 0,00 Subtotal Value [PLN] 1 405,86 0,00	23% 8% VAT Amount [PLN] 323,35 0,00	150,00 0,00 Total Value [PLN] 1 729,21 0,00
 1-pc, 16A, schuko cc (PC <= 3 KVA) BEACH HANDBALL 1-ph, 16A, CEE mon (PC <= 3 KVA) ARTISTIC SWIMMIN Personal Collection 	io connector G Due Date		1 szt 1 szt	23%	150,00 0,00 Subtotal Value [PLN] 1 405,86	23% 8% VAT Amount [PLN] 323,35	150,00 0,00 Total Value [PLN] 1 729,21
 1-pc, 16A, schuko cc (PC <= 3 KVA) BEACH HANDBALL 1-ph, 16A, CEE mon (PC <= 3 KVA) ARTISTIC SWIMMIN 3. Personal Collection Payment Form	io connector G Due Date		1 szt 1 szt Paid EUR Including:	23%	150,00 0,00 Subtotal Value [PLN] 1 405,86 0,00	23% 8% VAT Amount [PLN] 323,35 0,00 323,35	150,00 0,00 Total Value [PLN] 1 729,21 0,00
 1-pc, 16A, schuko cc (PC <= 3 KVA) BEACH HANDBALL 1-ph, 16A, CEE mon (PC <= 3 KVA) ARTISTIC SWIMMIN 3. Personal Collection Payment Form	io connector G Due Date		1 szt 1 szt Paid EUR Including:	23%	150,00 0,00 Subtotal Value [PLN] 1 405,86 0,00 1 405,86	23% 8% VAT Amount [PLN] 323,35 0,00 323,35	150,00 0,00 Total Value [PLN] 1 729,21 0,00 1 729,21 : 1 EUR = 4,6862 PLN
 1-pc, 16A, schuko cc (PC <= 3 KVA) BEACH HANDBALL 1-ph, 16A, CEE mon (PC <= 3 KVA) ARTISTIC SWIMMIN 3. Personal Collection Payment Form	io connector G Due Date		1 szt 1 szt Paid EUR Including:	23%	150,00 0,00 Subtotal Value [PLN] 1 405,86 0,00 1 405,86	23% 8% VAT Amount [PLN] 323,35 0,00 323,35 Exchange Rate:	150,00 0,00 Total Value [PLN] 1 729,21 0,00 1 729,21 : 1 EUR = 4,6862 PLN 369,00 EUR
 1-pc, 16A, schuko cc (PC <= 3 KVA) BEACH HANDBALL 1-ph, 16A, CEE mon (PC <= 3 KVA) ARTISTIC SWIMMIN 3. Personal Collection Payment Form	io connector G Due Date		1 szt 1 szt Paid EUR Including:	23%	150,00 0,00 Subtotal Value [PLN] 1 405,86 0,00 1 405,86	23% 8% VAT Amount [PLN] 323,35 0,00 323,35 Exchange Rate: to be Paid: 5 Total: three hundred s	150,00 0,00 Total Value [PLN] 1 729,21 0,00 1 729,21 : 1 EUR = 4,6862 PLN 369,00 EUR
 1- 1-pc, 16A, schuko cc (PC <= 3 KVA) BEACH HANDBALL 2- 1-ph, 16A, CEE mon (PC <= 3 KVA) ARTISTIC SWIMMIN 3. Personal Collection Payment Form bank transfer Paid: 369,00 EUR	io connector G Due Date		1 szt 1 szt Paid EUR Including:	23%	150,00 0,00 Subtotal Value [PLN] 1 405,86 0,00 1 405,86	23% 8% VAT Amount [PLN] 323,35 0,00 323,35 Exchange Rate: to be Paid: 5 Total: three hundred s	150,00 0,00 Total Value [PLN] 1 729,21 0,00 1 729,21 : 1 EUR = 4,6862 PLN 369,00 EUR

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).

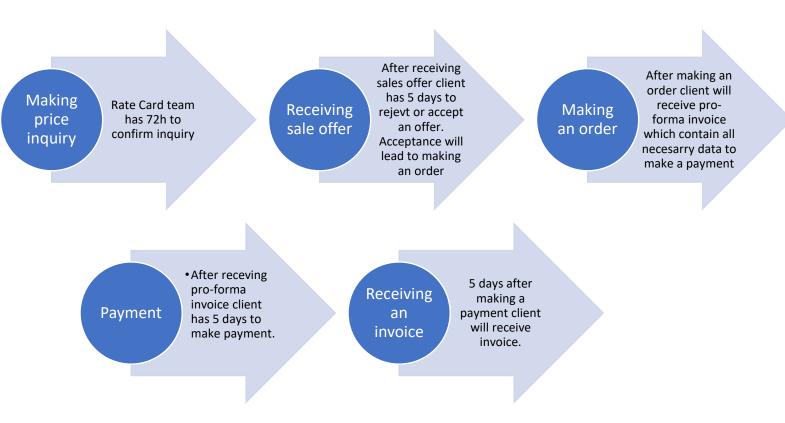




4. Pricing and timeline

Deadline for making orders is set for 12th 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).









Organising Commitee