Systems Guidance, Support & Help

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1. Introduction

1.1 Most of the timber sold by Forestry Commission Scotland is sold electronically through our eSales system. If you would like to purchase commercial timber (includes sawlogs, round fencing, small roundwood, firewood and woodfuel, hardwood and softwood) then please follow the instructions below on how to register. This is a straightforward process that should only take a few minutes.

1.2 The first user registering on behalf of a Company will be given the role of "Company Administrator". All other users for the Company will be created by the user with "Company Administrator" role.

1.3 There is a facility on the main ESales page which will display details of "Current Sales Events". Anyone who wishes to see these details can do so, without registering for the system.

Only users who intend to bid should register for the ESales system.

1.4 Please register at least 1 week before the first sale you intend to bid on. Your registration will last until you decide to end it.

2.User Requirements

2.1 The ESales system has been developed to be as accessible as possible to users. All you need to be able to participate is:

- A PC or Smart Device (Tablet, Mobile Phone, etc)
- An eMail account
- A web browser. (i.e.Chrome, Firefox, Safari, or Microsoft Internet Explorer 9+,etc.)
- Adobe Acrobat Reader – To be able to read PDF documents

Each of the browsers listed, and Acrobat reader, are available free from their respective sites.

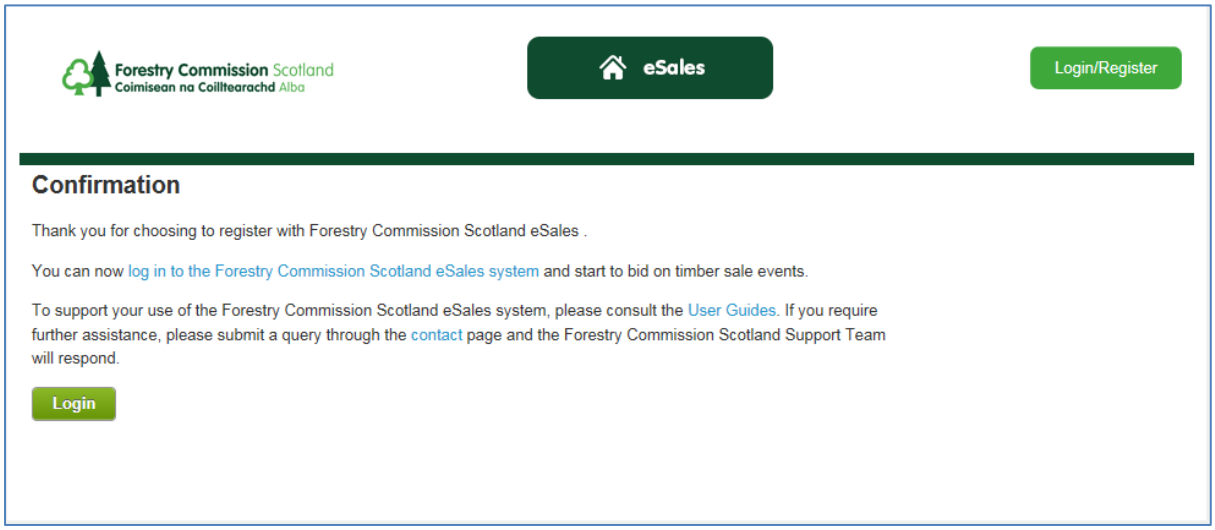
3.How to Register

- Go to https://esales.forestry.scot/
- In the top right of screen, click on Login/Register
- Click Register as a Business
- Fill in the General Information Form

Read Terms & Conditions then check box to accept the "Terms & Conditions"

Click Register

The following screen will appear ..



You can now click on Login to access Forestry Commission Scotland eSales.

4.User Roles

4.1 Company Bidder

A bidder can participate in timber sales events, and has full access to sale event information, results and contract documentation.
Bidders have:

- the ability to bid and purchase timber
- access to sale event details including maps and contract documentation.
- full event search facilities
- access to sale results and price information

4.2 Company Administrator

The first user (Bidder) registered for a Company, will by default be set as the Company Administrator. The Company Administrator can create, update or close user accounts for other company users.
The role of Company Administrator can be assigned to another user.
There will be only one account designated as Company Administrator for each company.
Company Administrator has:

- the ability to create new user accounts for their Company
- the ability to amend or close user accounts for their Company
- the ability to bid and purchase timber
- access to sale event details including maps and contract documentation.
- full event search facilities
- access to sale results and price information

4.3 Company Viewer

A viewer has full access to sale event information, results and contract documentation, but cannot bid.
Viewers have:

- access to sale event details including maps and contract documentation.
- full event search facilities
- access to sale results and price information
- automatic notification of sales events to which their company is invited and access to company contract documentation

Note : There is an option to see details of all current sale events by using the Current Sale Events option on the eSales Homepage.
This can be accessed by anyone who is not registered for eSales or associated with a company.

5. Forgotten Password

There is a password reminder facility on the Login / Register page.

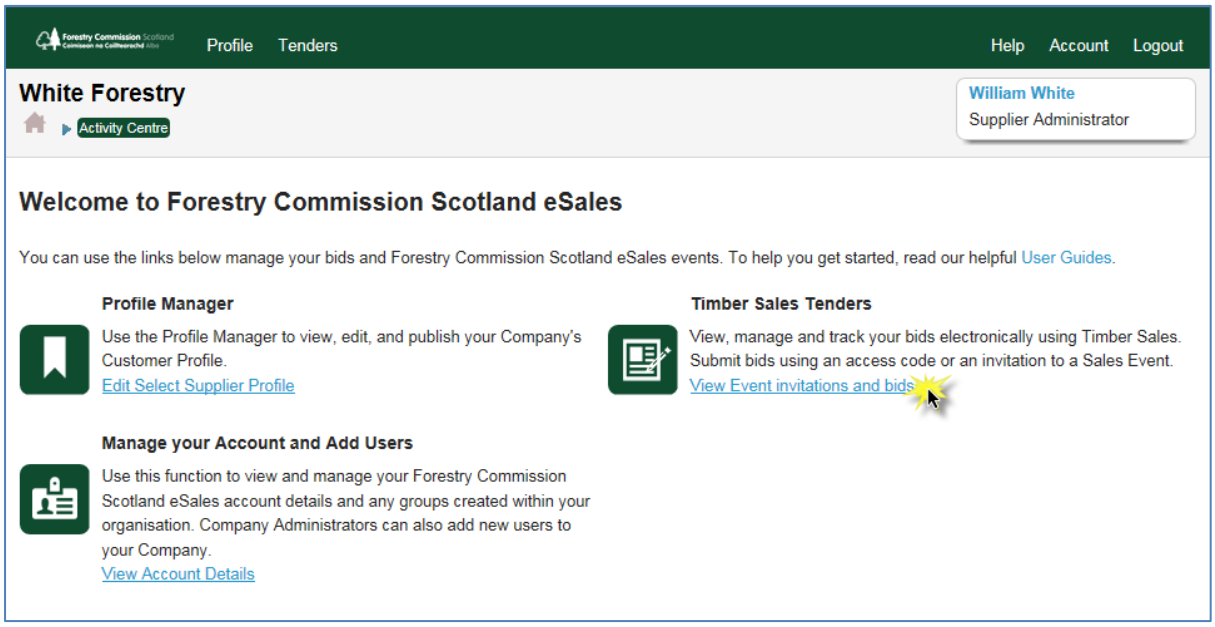
Just enter your email address and you will be sent an email with your password automatically.

6. Buying Timber

6.1 Following Registration, you will have access to Forestry Commission Scotland's ESale service.

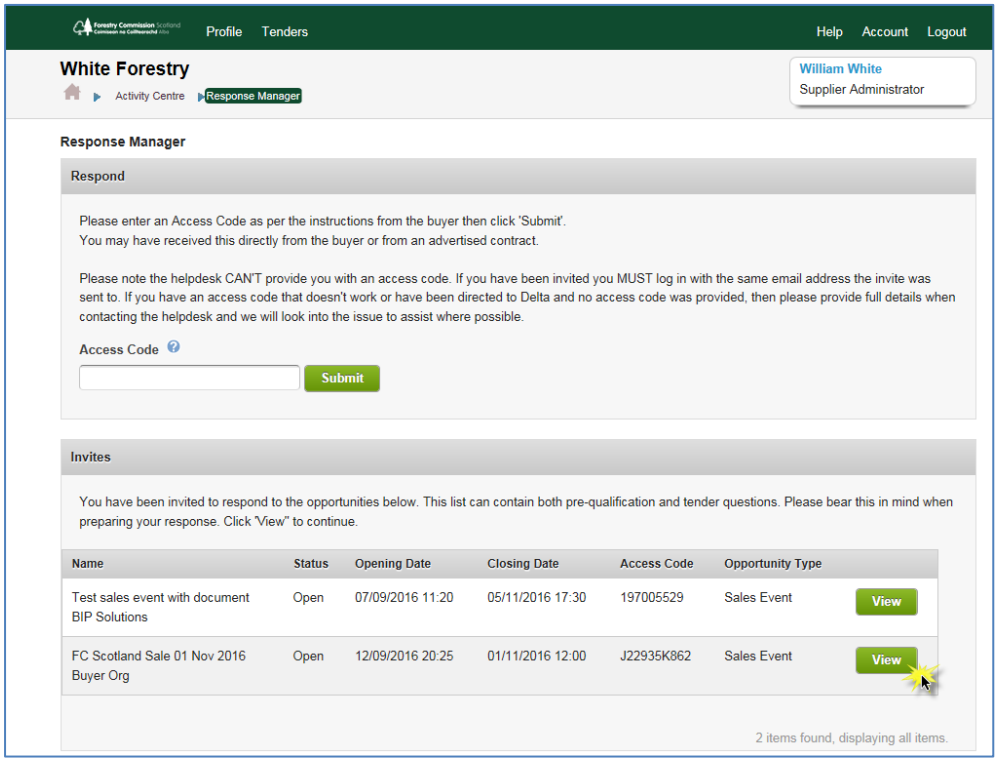
When you log in, you will see an option for **Timber Sales Tenders**.

Click on the option View Event Invitations and bids

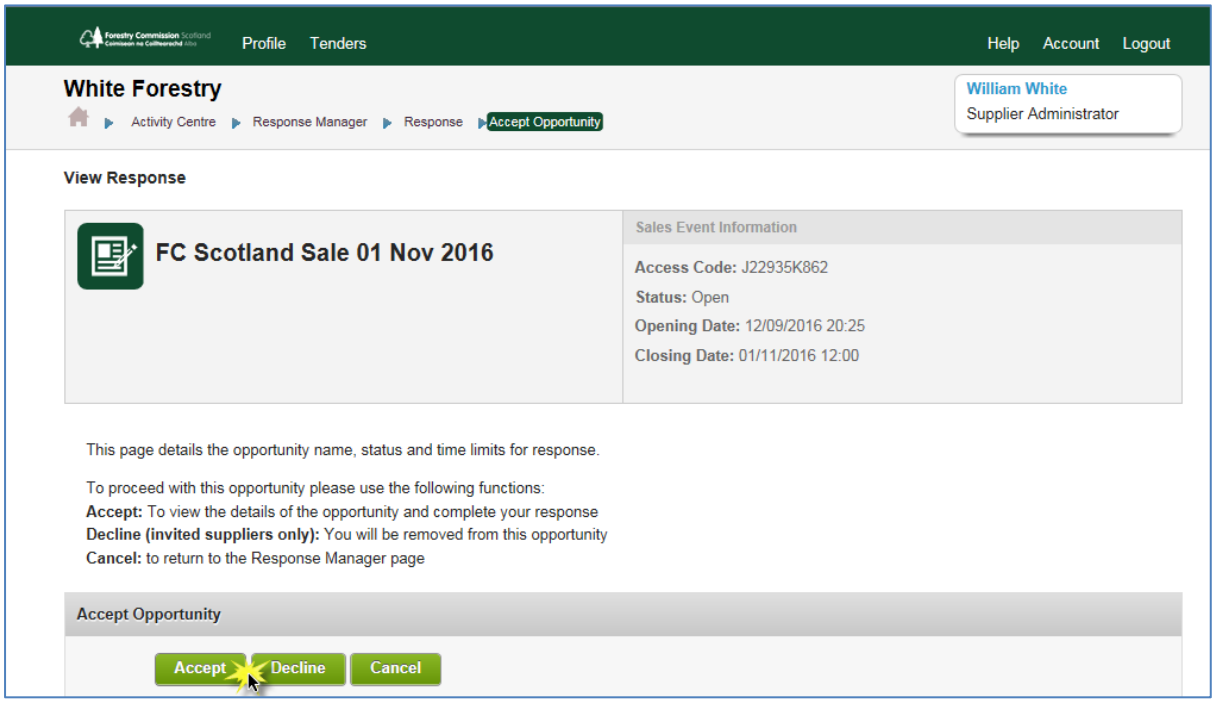


6.2 The following page will open, it will show all events which Forestry Commission Scotland have invited your username to participate in.

To see details of the event, click on View.



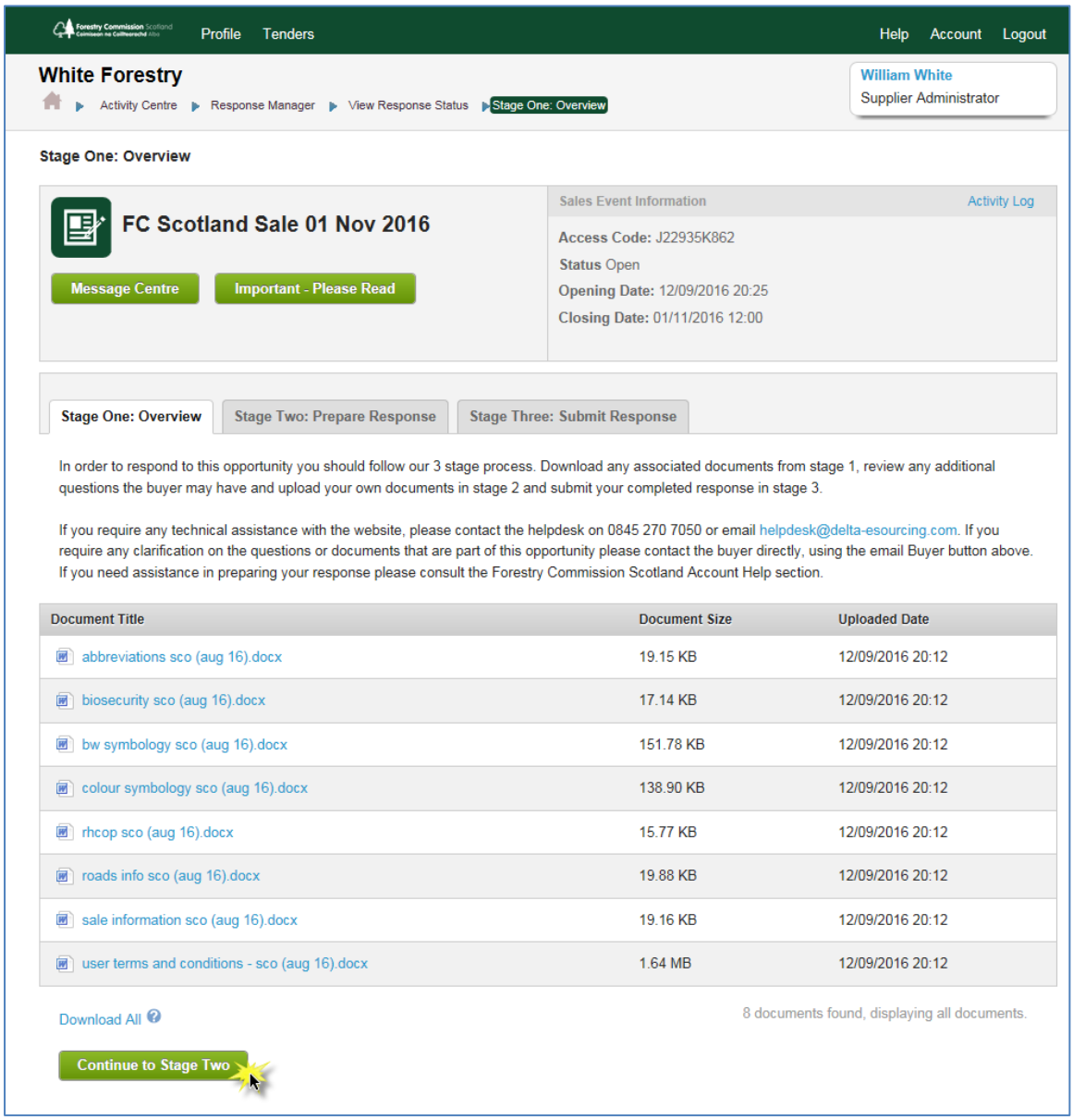
6.3 The next screen will open. To progress to the event and lot details, click on the Accept button.



6.4 Stage One details of the event are displayed. This includes links to important documents which are relevant to the sale. Please take time to download and read the event information.

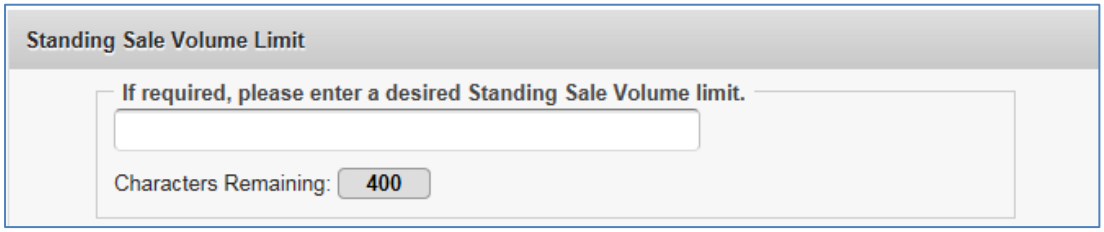
When ready to progress, click on

button.

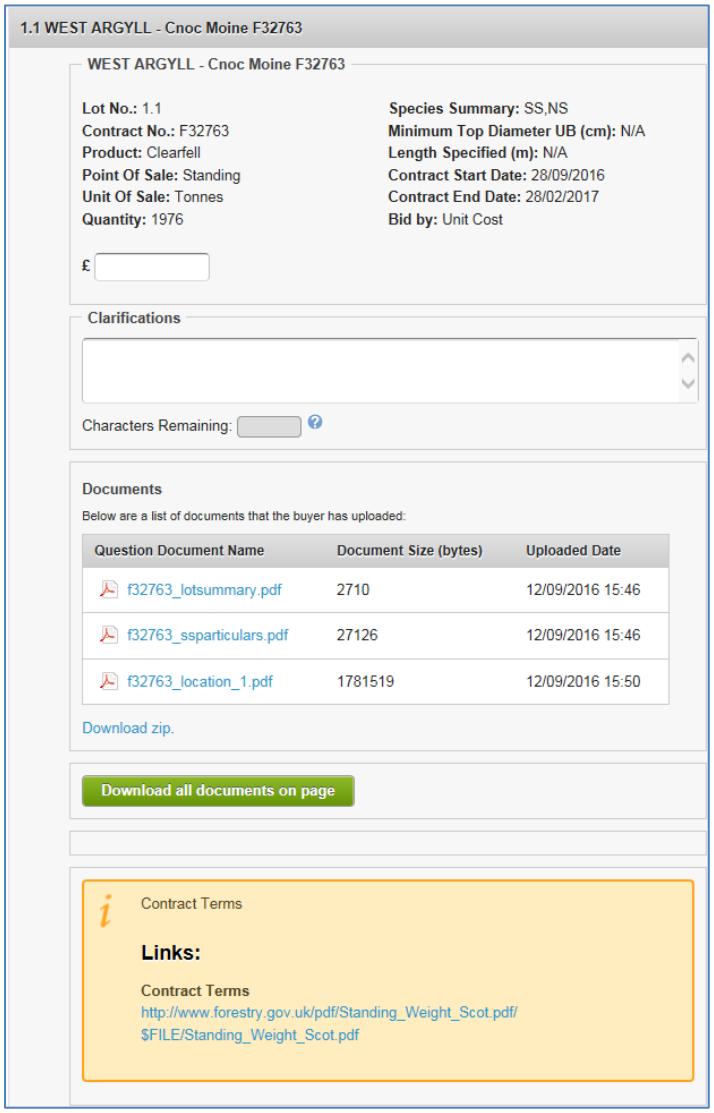


6.5 Stage Two, shows individual Lot details, split into two sections .. “Standing Sales” & “Roadside”.

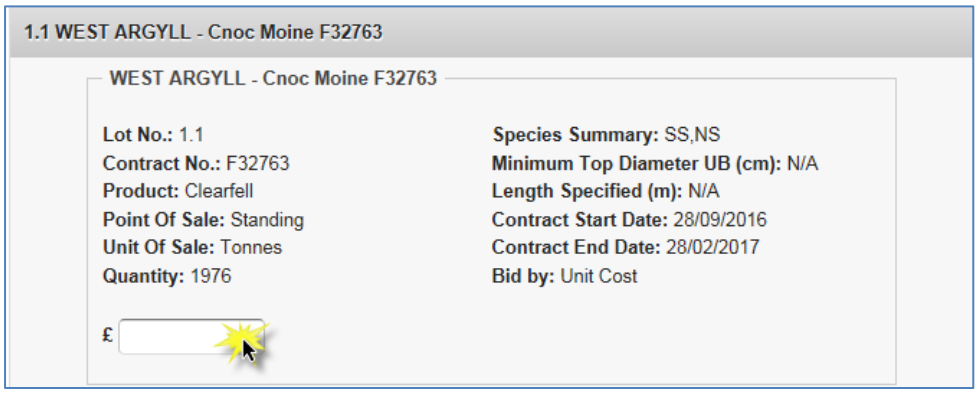
At the top of each section, there is the opportunity to enter a preferred Volume limit. Where possible, when awarding lots, this limit will be taken into account by Forestry Commission Scotland.



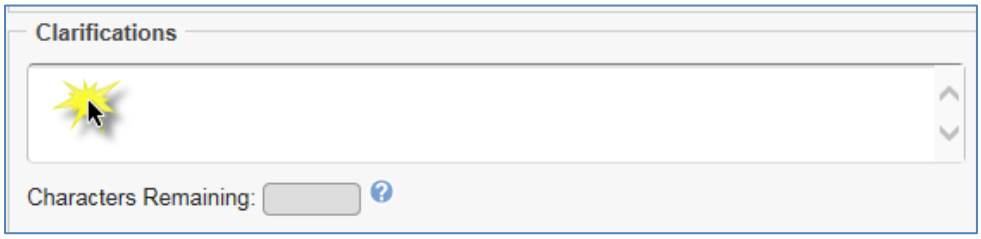
6.6 Each Lot will display summary information, and will have a series of links to relevant contract documents and contract maps.



6.7 If desired, a bid can be entered in available field.

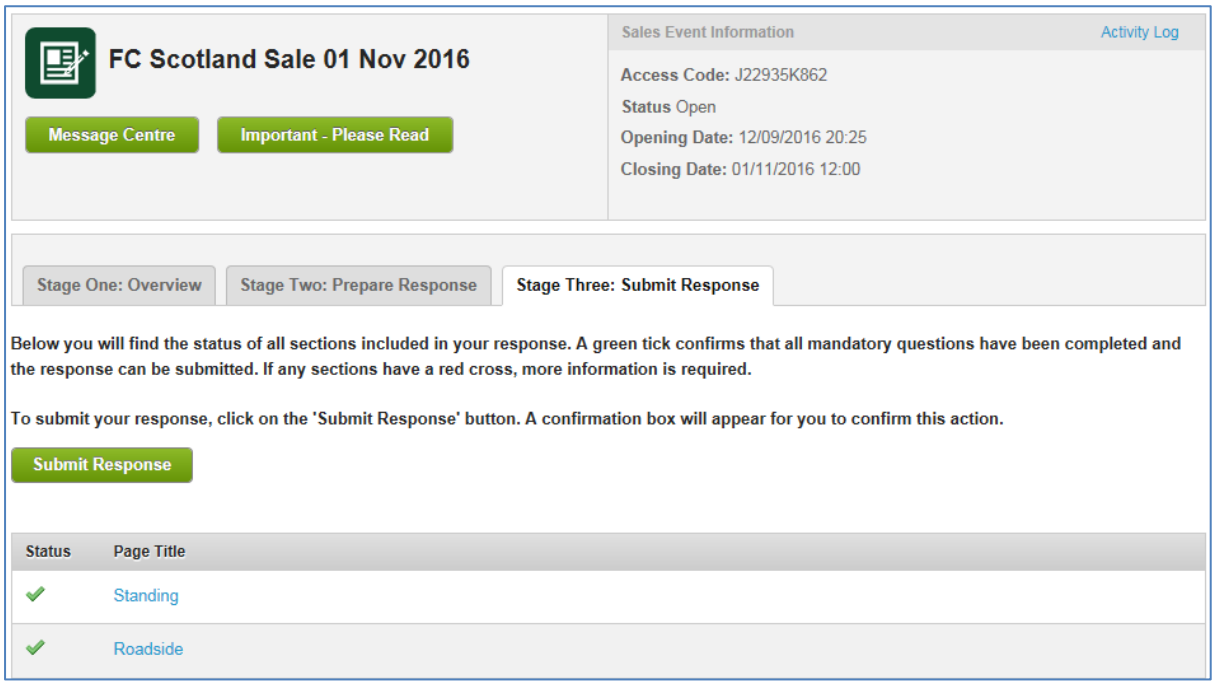


6.8 Contract clarifications can be entered in the field provided.



6.9 When all desired bids have been entered for both Standing Sales lots and Roadside lots, click on Save and Proceed to Stage 3 button.

6.10 Following screen appears. To submit all bids entered, click Submit Response button.



6.11 This will generate an email to user's email account which will summarise all bids which have been submitted on the sale event.

6.12 Prior to the event closing, User can return to the sale event move to Stage 3 of the event and click on the

button.

NOTE : This will withdraw bids on all lots in the event. All original bids will be present in the bid form. User can then amend any of their original bids and click on

button again.

6.14 Following event Closure, emails will be sent to confirm to users if their bids for lots have been successful or unsuccessful. These will be issued on an individual lot basis.

6.15 Full User Guide is available within the ESales service.

Event Formats

Our e-sales system currently uses the following sale format

- **Tender**
  The format of our electronic tenders is the same as the conventional paper tenders that customers may have been familiar with. The academic description of this type of sale is a 'simultaneous, first-price, sealed-bid auction.
  - **Simultaneous** – All lots are presented for bidding at the same time (rather than one after another)
  - **First Price** – The winner pays the price they've bid for the particular lot
  - **Sealed-bid** – Bids are confidential and cannot be viewed by anyone, other than the bidder, before the event closes. Winners and winning bid prices are not published following the sale.

Contacts

For FC Scotland contacts, please click here.