# Help

**e-drewno**

**TALEX S.A.**
**September 2006**

**version 2.3**

# Table of Contents:

# 1. Introduction

The present document includes a functional documentation for users of **e-drewno** application that can be found at www.e-drewno.pl.

# 2. What **e-drewno** is?

Application **e-drewno** is intended for supporting wood's sale and purchase by the way of auction using the Internet.

The programme provides possibility to purchase different wood assortments offered by PGL LP units by the way of auction. The auction takes place on the Internet only.

A customer registered in the system can participate in any auctions using the Internet, in any forest division.

# 3. Steps that have to be taken to participate in auction

Fig. 1 presents a diagram showing how the e-drewno application works. More details of individual steps are given in further subsections of the document.
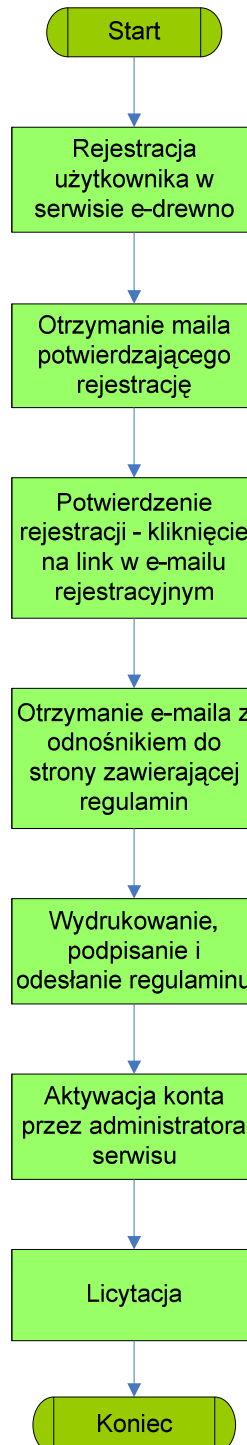


**Fig. 1**

## 4. Bilingualism

The **e-drewno** is a bilingual system. All command buttons, fixed elements of windows and messages are available both in Polish and English. It is possible to switch the languages using key placed in the screen's headline.

In the users data there is a field indicating preferred system's language. **System's language** should be defined during registration at **e-drewno** system (**Registration** button). The default language is Polish.

## 5. Paging

All lists (such as auctions list) consisting of many lines have following paging functions available (Fig. 2):

- 10 lines are displayed on one page by default.

- Following buttons are available: **Next** and **Previous** (10 following or previous lines are displayed).

- There is also **Show without page division** button available which displays the whole list without paging.

- **Divide into pages** button is also available, which divides the list into pages.

| Wszystkie opublikowane aukcje | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Lp. | Nadleśnictwo | Nr aukcji | Gatunek | Sortyment | Gr.handlowa | Data rozpoczęcia licytacji | Data zakończenia licytacji | Masa | Do końca pozostało |
| 1 | Nadleśnictwo Jarocin | 0907000002 | BRZ - brzoza | W0 | W_STANDARD | 2006-09-15 10:28:00 | 2006-09-15 11:28:00 | 200 | 7 min |
| 2 | Nadleśnictwo Jarocin | 0907000003 | BRZ - brzoza | W0 | W_STANDARD | 2006-09-15 10:28:00 | 2006-09-15 11:28:00 | 250 | 7 min |
| 3 | Nadleśnictwo Karczma Borowa | 0908000002 | BRZ - brzoza | W0 | W_WBC0_12 | 2006-09-15 09:37:00 | 2006-09-15 11:37:00 | 500 | 16 min |
| 4 | Nadleśnictwo Karczma Borowa | 0908000003 | BRZ - brzoza | W0 | W_WBC0_12 | 2006-09-15 09:37:00 | 2006-09-15 11:37:00 | 600 | 16 min |
| 5 | Nadleśnictwo Karczma Borowa | 0908000004 | BRZ - brzoza | W0 | W_WC0_12 | 2006-09-15 09:37:00 | 2006-09-15 11:37:00 | 900 | 16 min |
| 6 | Nadleśnictwo Syców | 0919000002 | BRZ - brzoza | W0 | W_STANDARD | 2006-09-15 10:00:00 | 2006-09-15 11:53:00 | 1000 | 32 min |
| 7 | Nadleśnictwo Syców | 0919000003 | SO - sosna | S2b | WS_SLUPY | 2006-09-15 10:00:00 | 2006-09-15 11:53:00 | 5000 | 32 min |
| 8 | Nadleśnictwo Konstantynowo | 0911000001 | SO/MD - sosna/modrzew | S2a | S_CELU_PAP | 2006-09-15 09:48:00 | 2006-09-15 13:48:00 | 1000 | 3 godz |
| 9 | Nadleśnictwo Pniewy | 0917000001 | LES - leszczyna | S2b | W_STANDARD | 2006-09-12 10:41:00 | 2006-09-15 14:41:00 | 100 | 4 godz |
| 10 | Nadleśnictwo Pniewy | 0917000002 | LES - leszczyna | S2b | W_STANDARD | 2006-09-12 10:41:00 | 2006-09-15 14:41:00 | 200 | 4 godz |
| 1 2 Następne >> | | | | | | | | | |
| Pokaż bez podziału na strony | | | | | | | | | |

**Fig. 2**

## 6. Menu *FAQ*

After starting up the auction service a frame **FAQ** is displayed in the left part of the screen (Fig. 3).



**Fig. 3**

Individual tabs of the frame include helpful information on **e-drewno** portal and its rules. Some more information how to use the system can be also found in data included under **Contact** tab.

A detailed description of the programme's functions is available in the right upper corner of the screen, under **Help** tab (Fig. 4).
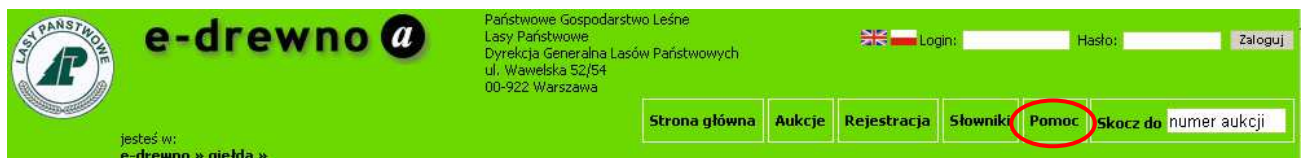


**Fig. 4**

## 7. Menu *Dictionaries*

Dictionaries can be reached by clicking *Dictionaries* button in the right upper corner of the screen (Fig. 5). You can find there: **Dictionary of wood types**, **Dictionary of Trade Groups** and **Dictionary of Conversion Rates for Cordwood** (Fig. 6).
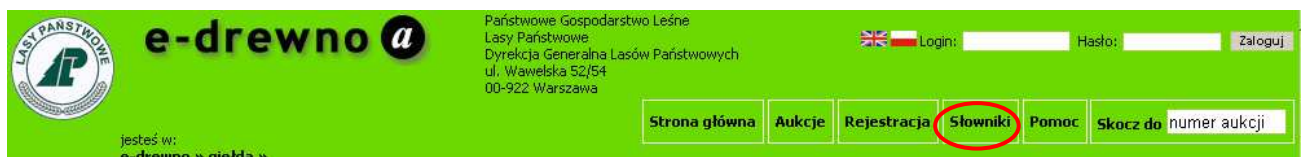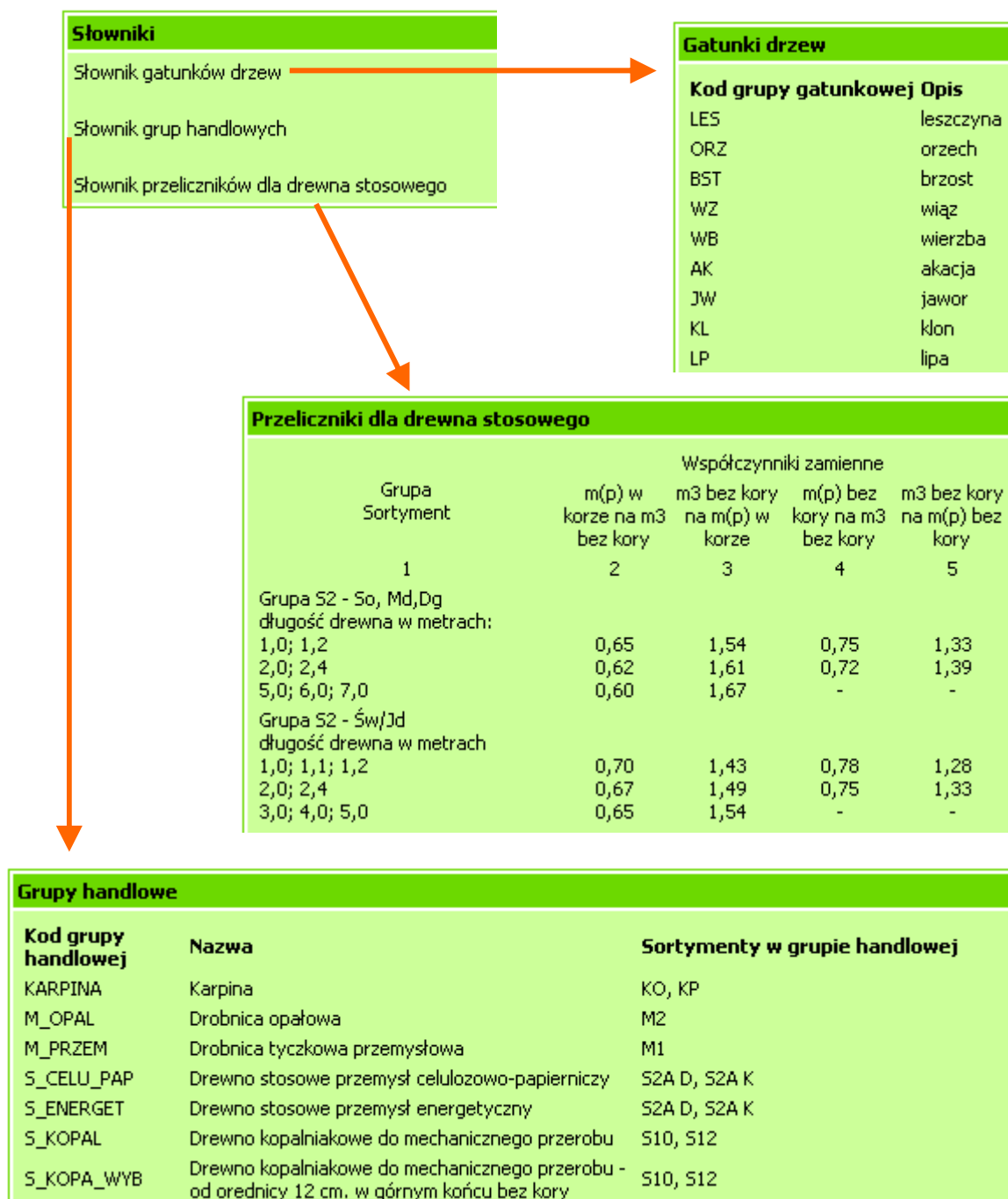


**Fig. 5**

**Fig. 6**

**Słowniki**

Słownik gatunków drzew

Słownik grup handlowych

Słownik przeliczników dla drewna stosowego

**Gatunki drzew**

| Kod grupy gatunkowej | Opis |
|---|---|
| LES | leszczyna |
| ORZ | orzech |
| BST | brzost |
| WZ | wiąz |
| WB | wierzba |
| AK | akacja |
| JW | jawor |
| KL | klon |
| LP | lipa |

**Przeliczniki dla drewna stosowego**

| Grupa Sortyment | Współczynniki zamienne | | | |
|---|---|---|---|---|
| | m(p) w korze na m3 bez kory | m3 bez kory na m(p) w korze | m(p) bez kory na m3 bez kory | m3 bez kory na m(p) bez kory |
| 1 | 2 | 3 | 4 | 5 |
| Grupa S2 - So, Md,Dg długość drewna w metrach: | | | | |
| 1,0; 1,2 | 0,65 | 1,54 | 0,75 | 1,33 |
| 2,0; 2,4 | 0,62 | 1,61 | 0,72 | 1,39 |
| 5,0; 6,0; 7,0 | 0,60 | 1,67 | - | - |
| Grupa S2 - Św/Jd długość drewna w metrach | | | | |
| 1,0; 1,1; 1,2 | 0,70 | 1,43 | 0,78 | 1,28 |
| 2,0; 2,4 | 0,67 | 1,49 | 0,75 | 1,33 |
| 3,0; 4,0; 5,0 | 0,65 | 1,54 | - | - |

**Grupy handlowe**

| Kod grupy handlowej | Nazwa | Sortymenty w grupie handlowej |
|---|---|---|
| KARPINA | Karpina | KO, KP |
| M_OPAL | Drobnica opałowa | M2 |
| M_PRZEM | Drobnica tyczkowa przemysłowa | M1 |
| S_CELU_PAP | Drewno stosowe przemysł celulozowo-papierniczy | S2A D, S2A K |
| S_ENERGET | Drewno stosowe przemysł energetyczny | S2A D, S2A K |
| S_KOPAL | Drewno kopalniakowe do mechanicznego przerobu | S10, S12 |
| S_KOPA_WYB | Drewno kopalniakowe do mechanicznego przerobu - od orednicy 12 cm. w górnym końcu bez kory | S10, S12 |

# 8. Application Instructions

## 8.1. What to do to participate in auction?

In order to take part in any auction one have to be a registered user of the portal. One should have a login and password for the auction service and also a tender guarantee related to given auction must be paid.

If you paid the tender guarantee, were registered by the administrator of the system and no reservations were made against you (e.g. due to being in arrears), you are entitled to take part in auction at once. Otherwise a window informing of reasons of the access deny will be shown.

You can take part in many auctions in different PGL LP units at the same time.

## 8.2. How to register?

In order to register one should click **Rejestracja** button on the home page of the service (Fig. 7).
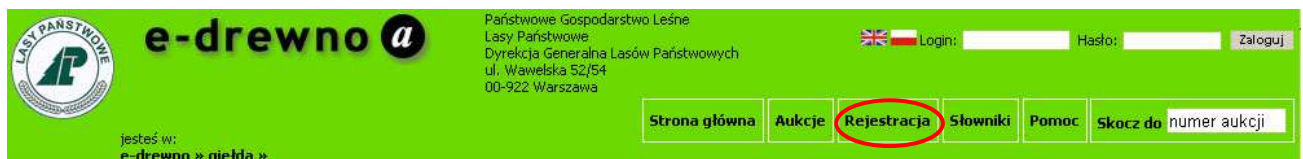


**Fig. 7**

Registration is done using a form that can be found on the web site. The form is shown on Fig. 8. The fields marked with * are mandatory.

**Customer type**

During the registration one have to choose the **Customer type**, i.e. indicate one of the options: **Company** or **Private person**.

If you choose the **Company**, following message will be shown:

„According to the regulations established, registration of companies is done via **Portal Leśno-Drzewny** (www.lasy.gov.pl/drewno). You are kindly invited to report to selected forest division and register. The login and access password for **Portal Leśno-Drzewny** can be also used to log in e-drewno application."

**Basic data**

In the **Basic data** frame one should give a name of a person who will use the portal. It is possible to define a few people from one company using the portal but in such case the users have to be assigned to one company (customer) by the administrator of the portal. In order to do so, you are kindly invited to contact the administrator of your local unit.

Then the local unit has to be indicated. First, the respective regional directorate has to be pointed and next the appropriate forest division included in the list of forest divisions belonging to the directorate that has been already pointed has to be chosen. The forest divisions list includes LP units too.

Then following fields have to be filled in: **Customer's name**, **Place**, **Street**, **Post code**, **Post**, **Province**, **Tax ID (NIP)**, **National number (PESEL)**, **Phone number**, **Fax**, **E-mail** and a check box – **Notify me of any new auctions at e-drewno** (if you want to get information on new auctions by electric mail).

The fields **Tax ID (NIP)** and **National number (PESEL)** have to be filled with unique values.

## User's data

**First and last name** of a person who will operate the auction should be written down in the part of the form titled **User's data**. The field **First and last name** is inactive and the data written down in the fields **Name/First and last name** are copied into it.

Then one should give own **Login** and **Password**. The password has to be entered twice in order to verify its correctness.

**The password must have a minimum of 6 but maximum of 10 characters and at least one numerical.**

In **System's language** choose the language you want to operate the system (you can choose English or Polish). The default language is Polish.

Below the registration form there is an information on processing personal data for marketing purposes. Marking the field is necessary to register in e-drewno portal.

If you want to get information on new auctions to the e-mail address given in the form, you should put a tick against the field **Notify me of any new auctions at e-drewno**.

**Fig. 8**

## Activation of the account

Having filled in the form click **Save** button. The data entered will be sent to a data base operating auctions and if the operation is done correctly a message informing that you were sent an e-mail confirming the registration is shown:

„The customer's data has been registered in the data base. You will receive an email confirming your registration including activation link. Having opened the e-mail you have to clink on the link in order to confirm the registration."

Before the account registered can is activated by the administrator, you will be sent a notification by e-mail (on the address given in the registration form) including a request to confirm the data given in the registration form. In order to confirm you have just to click on a link included in the e-mail.

```
The customer has been registered in e-drewno system. In order to
activate the account it is necessary to confirm the registration by
clicking        on        this        link:        https://www.e-
drewno.pl/test2/stock/?product=stock&module=my_profile&action=activat
ion&hash=27fsSslIl90dKe7E64354i8JqnNF0a87
```

Having clicked the link given, you will see a message in your web browser informing on result of the activation. A request to read, sign and send back the regulations document that can be found at given address will also appear on the screen. The message will be also sent to your e-mail address.

As soon as we receive the regulations document signed by you, the administrator can activate your account enabling you to use the **e-drewno** without any limitations (you can search for and participate in auctions).

After registration you can change your password and e-mail address at any moment. Remaining data (e.g. contact data) can be changed by the administrator of regional directorate only after receiving your updated registration form from the administrator of the forest division.

### 8.3. Log in

In order to log in **e-drewno** portal one should use following fields which are available in the headline of the application (Fig. 9):

- in *Login* field one should write down the login that was given in the registration form,

- in *Password* field one should write down the password that was given in the registration form,

- in *Code* field one should write down the character sequence shown on the picture,
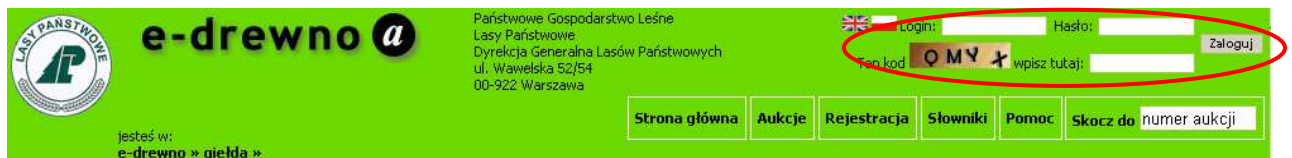
- finally, *Log in* button should be clicked.



**Fig. 9**

### 8.4. Forgot your password?

If you forgot the password necessary to log in, use the button on the left side of the screen on the home page (Fig. 10).
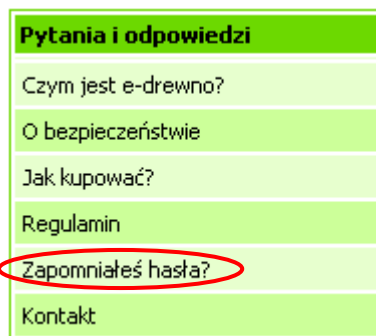


**Fig. 10**

The password will be sent to the e-mail address given by you, as soon as you give your user name (Fig. 11).



**Fig. 11**

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## 8.5. Searching for auctions

If you know the auction's number, you can enter it to **Go to** field (Fig. 12) and press **Enter** key. This way you will be moved to selected auction at once.
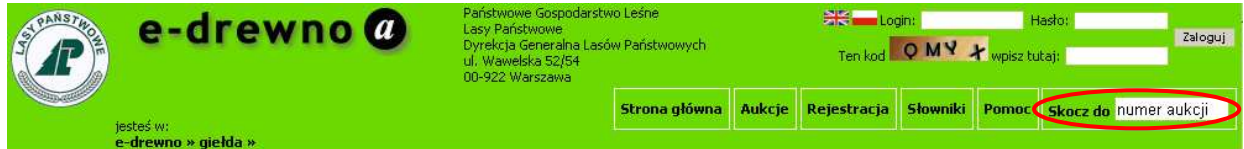


**Fig. 12**

The application gives possibility to search for auctions according to other criteria too. Searching can be done using following fields:

- regional directorate, forest division or LP unit,

- wood type,

- wood assortment (type),

- type – coniferous or deciduous,

- trade group.

On the home page of **e-drewno** portal there is an auction search engine that can be found under **Auctions** button (Fig. 13). After clicking the button on the left side of the screen a window will appear where you can mark the regional directorates in which are the auctions you are interested in (Fig. 14).
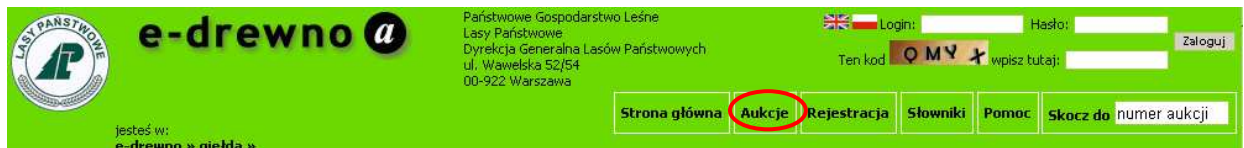


**Fig. 13**

**Fig. 14**

Choosing **Next** button without marking any item results in taking all regional directorates and all forest divisions into consideration during further selection. In such case the step of choosing forest division is passed over. In case one or more regional directorates is chosen, the next step of the searching is pointing the <u>forest divisions or the units</u>, in which are the auctions you are interested in (Fig. 15).

**Fig. 15**

The selection list of regional directorates and forest divisions includes all LP units and not only the ones where any tender was currently announced. Choosing **OK** button will stop the filtering and all auctions in selected organizational units are shown.

Choosing **Next** button results in moving to next selection window. Further step is to choose the types you are interested in (Fig. 16).

**Fig. 16**

Than you can choose assortments or trade groups you are interested in.

If you choose **Assortments** button, a list of assortments will be shown; if you choose **Trade groups**, a list of trade groups will be shown (Fig. 17).

**TALEX** ®S.A.

**Wyszukaj aukcje**

| Wybierz sortymenty |
| --- |
| ☐ M1 |
| ☐ S10 |
| ☐ S2a |
| ☐ S2b |
| ☐ S3b |
| ☐ S4 |
| ☐ W0 |
| ☐ W1+0 |
| ☐ WA+B |
| ☐ WA1 |
| ☐ WA1+W0 |
| ☐ WB1 |
| ☐ WC1 |
| ☐ WD |

[ << Wstecz ] [ OK ]
[ Wyczyść filtr ]

**Wyszukaj aukcje**

| Wybierz grupy handlowe |
| --- |
| ☐ Drewno kopalniakowe do mech. przerobu - od średnicy 12 cm. w g. k. bez kory |
| ☐ Drewno kopalniakowe do mechanicznego przerobu |
| ☐ Drewno opałowe |
| ☐ Drewno specjalne - na słupy |
| ☐ Drewno stosowe przemysł celulozowo-papierniczy |
| ☐ Drewno stosowe przemysł energetyczny |
| ☐ Drewno stosowe przemysł płytowy |
| ☐ Drewno stosowe użytkowe z wyborem do mech. przerobu - od średnicy 12 cm. w g. k. bez kory |
| ☐ Drewno stosowe użytkowe z wyborem do mechanicznego przerobu |
| ☐ Drewno wielkowymiarowe specjalne - okleinowe |
| ☐ Drewno wielkowymiarowe specjalne - sklejkowe |
| ☐ Drewno wielkowymiarowe standard |
| ☐ Drewno wielkowymiarowe z wyborem WA0 3 |
| ☐ Drewno wielkowymiarowe z wyborem WA0 3, WA0 2, WB0 3, WB0 2 |
| ☐ Drewno wielkowymiarowe z wyborem WB0 2, WB0 1, WC0 2, WC0 1 |
| ☐ Drewno wielkowymiarowe z wyborem WC0 2, WC0 1 |
| ☐ Drobnica opałowa |
| ☐ Drobnica tyczkowa przemysłowa |
| ☐ Karpina |
| ☐ Zrębki |
| ☐ Żerdzie |
| ☐ Żerdzie przemysłowe |

[ << Wstecz ] [ OK ]
[ Wyczyść filtr ]

**Fig. 17**

The selection lists of types and assortments include all items possible and not only the ones for which any auction is defined at the moment.

## 8.6. List of auctions

In the main menu of the portal an **Auctions** option (Fig. 13) is available. You can find the auctions you are interested in here. Choosing the button results in showing all auctions published in the Internet – the ones in progress and the ones which are to start (Fig. 18).

| Wszystkie opublikowane aukcje | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Lp. | Nadleśnictwo | Nr aukcji | Gatunek | Sortyment | Gr.handlowa | Data rozpoczęcia licytacji | Data zakończenia licytacji | Masa | Do końca pozostało |
| 1 | Nadleśnictwo Jarocin | 0907000002 | BRZ - brzoza | W0 | W_STANDARD | 2006-09-15 10:28:00 | 2006-09-15 11:28:00 | 200 | 7 min |
| 2 | Nadleśnictwo Jarocin | 0907000003 | BRZ - brzoza | W0 | W_STANDARD | 2006-09-15 10:28:00 | 2006-09-15 11:28:00 | 250 | 7 min |
| 3 | Nadleśnictwo Karczma Borowa | 0908000002 | BRZ - brzoza | W0 | W_WBC0_12 | 2006-09-15 09:37:00 | 2006-09-15 11:37:00 | 500 | 16 min |
| 4 | Nadleśnictwo Karczma Borowa | 0908000003 | BRZ - brzoza | W0 | W_WBC0_12 | 2006-09-15 09:37:00 | 2006-09-15 11:37:00 | 600 | 16 min |
| 5 | Nadleśnictwo Karczma Borowa | 0908000004 | BRZ - brzoza | W0 | W_WC0_12 | 2006-09-15 09:37:00 | 2006-09-15 11:37:00 | 900 | 16 min |
| 6 | Nadleśnictwo Syców | 0919000002 | BRZ - brzoza | W0 | W_STANDARD | 2006-09-15 10:00:00 | 2006-09-15 11:53:00 | 1000 | 32 min |
| 7 | Nadleśnictwo Syców | 0919000003 | SO - sosna | S2b | WS_SLUPY | 2006-09-15 10:00:00 | 2006-09-15 11:53:00 | 5000 | 32 min |
| 8 | Nadleśnictwo Konstantynowo | 0911000001 | SO/MD - sosna/modrzew | S2a | S_CELU_PAP | 2006-09-15 09:48:00 | 2006-09-15 13:48:00 | 1000 | 3 godz |
| 9 | Nadleśnictwo Pniewy | 0917000001 | LES - leszczyna | S2b | W_STANDARD | 2006-09-12 10:41:00 | 2006-09-15 14:41:00 | 100 | 4 godz |
| 10 | Nadleśnictwo Pniewy | 0917000002 | LES - leszczyna | S2b | W_STANDARD | 2006-09-12 10:41:00 | 2006-09-15 14:41:00 | 200 | 4 godz |
| 1 2 Następne >> | | | | | | | | | |
| Pokaż bez podziału na strony | | | | | | | | | |

**Fig. 18**

List of auctions is shown in a table including following columns:

- Forest Division,
- Number of auction,
- Type,
- Assortment,
- Trade group,
- Date of starting auction,
- Date of finishing auction,
- Volume,
- Information: how much time left to the end of auction.

## 8.7. My auctions

The main menu of the portal includes **My auctions** option. Choosing the button results in showing all the auctions you are taking part or took part in.

You are given access to following data connected with the auctions:

- Auctions you are taking part in,
- Auctions won,
- Auctions lost,
- Auctions finished you took part in.

Above mentioned information are presented in a table (Fig. 19).

| Wszystkie aukcje, w których bierzesz udział | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Lp. | Nadleśnictwo | Nr aukcji | Gatunek | Sortyment | Gr.handlowa | Data rozpoczęcia licytacji | Data zakończenia licytacji | Masa | Do końca pozostało |
| 1 | Nadleśnictwo Pniewy | 0917000005 | BRZ - brzoza | W0 | W_STANDARD | 2006-09-11 12:41:00 | 2006-09-13 14:50:00 | 222 | aukcja zakończona |
| 1 | | | | | | | | | |
| Pokaż bez podziału na strony | | | | | | | | | |

**Fig. 19**

## 8.8. Auction

You can take part in auction provided that:

- you are a customer registered in the system (you have your own login and password),
- your tender guarantee was paid and registered in the system,
- the auction has **Active** status.

After log in to the portal you can look through the auctions you are taking part in and also historical information, i.e. the auctions you won or lost.

An exemplary window enabling participation in auction is shown in Fig. 20.

**Fig. 20**

A title of auction's window consists of a name of forest division which calls for bids, **Species** field, **Type** field, **Group** field and sequential auction number, e.g. **Nadleśnictwo** (forest division) **Pniewy, Sosna** (pine)**, WO Sosna** (pine)**, S_uzytkowe (no. 0917000011)**.

### Auction

The window's headline includes following information:

- Date of auction's start and finish,

- How much time left to the end of auction – the information is usually given in black colour, but when the last hour is counted down the colour changes into red. If more than one day left to the end of auction – the time is rounded up and "2 days" are displayed; when the time left is shorter than 1 day, minutes are counted down too and when the time left is shorter than one hour, the time is counted in seconds only.

- Assortment,

- Volume - a subject of the auction,

- Transport volume, i.e. minimum order volume,

- Initial price, i.e. suggested price.

The headline includes **Description** button which opens auction description window and **Back to list of auctions** button which displays list of all auctions again.

Green arrows  are used for moving from one auction you are taking part in to another.

## My purchase offer

The window's part titled **My purchase offer** is used for making further offers. In order to auction, following fields have to be filled in:

- **Volume [m³]** – the volume you want to buy but not smaller that the transport volume,

- **Min. volume [m3]** – the minimal volume you want to buy but not smaller that the transport volume,

- **Price [PLN/m³]** – price for which you want to buy wood,

- **Term of payment** – the term of payment offered by you.

**Term of payment** list is filled with **30 days** by default. The desired value has to be chosen from a list of available terms.

**Corrected price** field is counted automatically basing on the term of payment. The corrected price is calculated according to following algorithm:

| Price offered + price offered * revaluation coefficient / number of days in year * (30 – term of payment offered) |
|---|

There is also an information that your making offer means acceptance of the regulations of e-drewno portal and statement of having no arrears outstanding against any units of LP.

After filling in above mentioned fields **Save my offer** button should be clicked that results in sending your proposal. You can also use **Cancel** button to clear off the fields and give up sending the offer.

The price auctioned is a price of one assortment class that is auctioned only. Prices of remaining classes are calculated in proportion to the prices defined in price lists. **e-drewno** gives opportunity to orientate oneself in prices of the remaining wood classes included in given auction – you can use **Price calculator** button, where you can see prices of the remaining classes calculated basing on the price and price lists defined by you.

## Ranking

Sending new purchase offer results in its appearing in a **Ranking** table.

The **Ranking** table shows current status of auctions: all purchase offers made by the auction's participants sorted and grouped into winning and loosing ones. The table includes following fields:

- **No.** – a place on a list of winning and loosing offers,

- **Customer (login)** – a login of a bidder,

- **Volume [m³]** – a volume won,

- **Price** – a price proposed by a customer,

- **Term** – a term of payment offered,

- **Corrected price** – calculated basing of a price proposed and a term of payment,

- **Data** – date and hour (exact to 1 second) of a purchase offer registration.

The offers made by you included in the **Ranking** table are marked out and a **Change** button is placed next to them.

The table is divided into two parts:

- Winning purchase offers,
- Loosing purchase offers.

If a volume won by a customer is reduced, it will be marked on a list with **R** letter.

**T** symbol appears in the ranking of loosing offers when a volume is smaller that a transport volume that results in the offer being rejected.

You can scroll down the table and see all winning and loosing offers using **Show auction details** button.

### Auction

You can change your purchase offer you already made. In order to do so you have to look for the offer in the **Ranking** table, then click on **Change** button placed in the line where the selected offer is. In the part of window titled **My purchase offer** all the values of the selected offer will be shown and you can also make following changes here:

- Price for higher one,
- Volume for smaller one,
- Term of payment for shorter one.

Having entered new values click on **Change my offer** button to save the new data.

**In case the offer is not included in the winning offers group, all the parameters can be freely changed.**

When writing down the price validation of the field is on – it is possible to add maximum 3 digits before comma. Some auctions only provide opportunity to write down a price consisting of more than three digits before comma, but the administrator places them among **Special auctions**.

If a price entered is 20% higher than the previous offer, such warning is displayed:

„The price entered is more than 20% higher that the previous offer. Press **OK** to accept the price of **CANCEL** to reject it".

As a bidder of the system you will get messages informing of the auction development to the e-mail address given by you in the registration form. You will also get information if your offer drops from the winning ranking or when you offer is on the last position in the winning offer group.

As soon as the auction is finished you will be able to check its results.

You can participate in many auctions at the same time and also make many purchase offers within one auction.

In case of auctions for assortments S3a, S2b, S4, S2a and M1, the screen displayed by the system is slightly different. In such cases the **My purchase offer** includes another line used for making purchase offers (Fig. 21).

**Fig. 21**

The frame gives opportunity to use alternative $m^3p$ measure unit, aside from a standard measure unit – $m^3$. The offer can be entered in one of the lines only and the system will calculate volumes and prices basing on a conversion rate defined in price lists, accordingly.