



Dear Suppliers,

I am writing to inform you about changes within the companies of the Wikov Group in our invitation to tender system. On 01/08/2015 we started making invitations to tender using the PROebiz system. Despite the suggestion implied by the names in the guide and the PROebiz system that this is some type of e-auction, this is not in fact the case. Rather it is a classic system for managing tender invitations, which until recently we were doing by email. We are now moving over to this new system, which allows us to standardise our record-keeping of tender invitations, offers a transparent record of selection procedures, a unified form of invitations, and the opportunity to work with invitations more simply.

Currently we are fine-tuning how the system will operate, so that come September this year we will be able to rely on it entirely. Since this tender invitation management system is really easy for you to operate as users, we do not expect you to experience any problems entering proposals for our company.

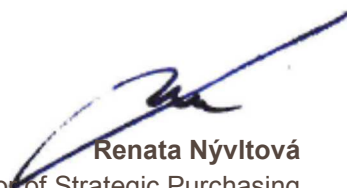
In our tender invitations, we will therefore only be using this system, which means we shall only be considering bids submitted through this tender invitation module. Tenders sent to us in any form other than through the PROebiz system will not be accepted by our company.

Work with this procurement format is very simple and intuitive. You can find a straightforward guide on the website <https://pilot.proebiz.com/dokumenty/pozvanka/pozvanka.php?id=57f0976f58ff8e9188435dfff2d472ad&jazyk=en#1>.

If this guide still leaves you feeling perplexed, or if you want to talk through the matter with us, we are happy to do everything we can to help – so please don't hesitate to get in touch!

We are confident that this change will lead to our mutual satisfaction and that, before we know it, the system will become second nature and indeed enjoyable to use.

Warmest regards,



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