Standalone SAP Ariba Sourcing – Supplier Event Participation – Reverse Auction

Event participation checklist

Event participation checklist

Keys to successfully participate in events

❑ View event details
- Check the information on the RFX Info, Items, and Rules tabs for the RFX, and on the Description and Rules tabs for each line item. <u>Make sure you read all attachments</u>.

❑ Consider submitting a pre-bid, if pre-bidding is allowed
- The event might require or allow you to submit a bid before the bidding event begins.
- This feature is useful if you will not be available for the event, or if you will be late to the event.

❑ Prepare a price range for all items.
- <u>Decide on bid price for all items in the event.</u>
- <u>Make these decisions before the bidding event begins</u>, especially in situations where the sales decision-makers are not available during the event.

❑ Ask questions
- Ask questions as soon as possible, to give the buying organization enough time to provide a complete answer.

❑ Prepare for an extended bidding event
- A bidding event might extend past the nominal end time if a bid is placed in the last few minutes. This feature gives you time to respond to last-minute bids.
- <u>Check the Bidding Rules section on the Review Event Details page to see if this feature is enabled, and be prepared if an extension occurs.</u>

❑ Verify your company profile and your contact information is up-to-date and correct.
- Ensure that your company profile and your email and phone number is up-to-date, so if needed, the buying organization can reach you during the event.

Reverse Auction Event Participation

Prerequisite

- Your Organization needs to be registered and approved in SAP Ariba Network
- Your User Profile is created and approved by Buyer

Email Invite to participate in Sourcing Event

You will receive an invitation from SAP Ariba regarding Event Participation

Hindustan Zinc Limited - TEST has invited you to participate in an event: Purchase of Cables for Head office. Inbox x

Demo Buyer <s4system-prod+hzl-T.Doc1005932780@ansmtp.ariba.com>
to me

Hindustan Zinc Limited - TEST has invited you to participate in the following event: Purchase of Cables for Head office. The event is set to begin on Friday, 28-Apr-2017 at 02:35, India Standard Time.

Use the following username to log in to Hindustan Zinc Limited - TEST events: test-Demo_Supplier_001@gmail.com.

Click Here to access this event.

When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

If you do not want to respond to this event, Click Here. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

If you have forgotten your username or password and are unable to log in, Click Here.

NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Login page to reset your password.

If you have questions about this event, contact Demo Buyer via telephone at or via e-mail at p.panchal@sap.com.

We look forward to working with you!

Thank You,

Hindustan Zinc Limited - TEST

Use the '**Click Here**' link in the email notification to access the sourcing event.

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Supplier Dashboard

- Event Published will be seen in the Dashboard

Review Prerequisites

Review Prerequisites - Bidder Agreement

Select Lots

- **You still must click Submit Selected Lots to be able to submit bids on required items.**
- Required items or lots appear with a grayed out, display-only check mark in the left column, and these items and lots are automatically included in the selection.

Preview

- Preview Period enables you to go thru the lot structure and item. This will help you to work on the Price when bidding will start

submit auction bids

Select Choose Lot → View all Lots

On Left hand side, navigate to 'Choose Lot' → Select View Lot

Bidding Rules

- Bidding rules are essentially bid-improvement rules: participants are bound by their bids and can only revise them by improving them. Buyers can configure the bidding rules to determine exactly how participants in their events must improve their bids. It is common to specify a common set of bidding rules for all lines and lots in an event with line-item-specific price decrements.

- If your event contains multiple line items, each line item can have different rules and rule parameters such as minimum and maximum quantities

To view Bidding Rules at Line Items

(1) Select Line Item

Console   Doc1005932780 - Purchase of Cables for Head office

Event Messages
Response History
Response Team

All Content

▼ Checklist
1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Bids

▼ Event Contents

Name ↑	Rank	Price
▼ 3 Pricing		
3.1 POWER CABLE,ALUMIN,ARMOURED, 3.5CX35SQMM		
Material Code # 361172035000		
3.2 CABLE CU.COND PVC 7c X 1.5 SQ 1.1K V ARM		
Material Code # 368220709000		

Decrement selected items by [   ] %   Apply

Submit Entire Response   Update Totals   Reload Last Bid   Sa

Bidding Rules - 3.1 POWER CABLE,ALUMIN,ARMOURED, 3.5CX35SQMM

Bid decrement (%):   0.25%
The minimum percentage a participant must lower his or her previous bid.

Protect the lead bid with front buffer of: 0.15%
The front buffer limit creates an area ahead of the lead bid where the system does not allow competing participants to bid. In order to move into the lead, a competing participant must bid at least this percentage ahead of the leading bid.

Protect the lead bid with back buffer of: 0.1%
The back buffer limit ensures that a competitor remains behind the leading bidder by the percentage specified.

Event Participation – Response History

- 'Response History' show the logs on Bid submitted by you or your response Team.

Console

(1) At the top of the Checklist, Click on 'Response History' below Event Messages.

Event Messages
Response History
Response Team

▼ Checklist

1. Review Event Details

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▼ Event Contents

All Content

Response History - Auction for Silca Analyzers Kit

Done

Click on the Name of a response to see details, including the lots and information submitted.

More

Reference Number	Submitted For	Submitted By	Status	Submission Time	Time Created ↓
ID726565363	Test Demo_Supplier_001	Paresh Ariba	Accepted	06/22/2017 03:37:21 PM	06/22/2017 03:37:21 PM

Done

(2) Select Reference Number ID for the Submission Time of your most recent Accepted response..

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After Bidding is closed

Event Purchase of Cables for Head office is no longer accepting responses. Inbox x

Demo Buyer <s4system-prod+hzl-T.Doc1005932780@ansmtp.ariba.com>
to me

Thank you for participating in the Ariba event Doc1005932780 Purchase of Cables for Head office. The event Purchase of Cables for Head office is now in Pending Selection and is no longer accepting responses. We will analyze the responses and notify you of the outcome of the event.

For details about this event, please visit the Hindustan Zinc Limited - TEST Ariba site Click Here.

If you have any questions about the event, please contact Demo Buyer at or via e-mail at p.panchal@sap.com.

Thank you,

Hindustan Zinc Limited - TEST

communicating with buyers

communicating with buyers

- You communicate with buyers by sending and receiving messages.
- If you receive a message while you are online, a popup appears alerting you to the message.
- **Event message board**
    - You can access the message board from the Event Messages link in the event console, which is on the left side of event pages. The message board page enables you to compose and read messages pertaining to the event.
    - Buyers can configure the event message board opening and closing time. When the event message board is closed, you can no longer send or receive messages.
    - We recommend maintaining an accurate email address in your user profile. If your email addresses are incorrect or not up to date, you might not receive automatic notification emails from SAP Ariba Sourcing.
- **Prerequisites**
    - Buyers must configure the event to allow messages between the buyer project team and event participants. If buyers do not allow messages, you can still view automatic event notifications, but you cannot compose new messages or reply to existing messages.

How to compose new event messages

Console   Doc1051259226 - Test-ReverseAuction-Variable-001

Event Messages
Response History
Response Team

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots

4. Submit Bids

My Bid Rank : 2 Bid decrement: 1.00 INR

Name ↑		Price		Quantity
1.1 Item 001 ▾	Less... −	* 12.00	INR	1 each
	Best Extended Price:	ⓘ		
	Best Price:	ⓘ		

Decrement bid by [   ] %▾   Apply   (*) indicates a r

Submit Current Lot   Update Totals   Reload Last Bid   Save | Compose Message

Go to the bottom of the event content area and click the Compose Message button

How to compose new event messages

Compose New Message

From: Demo_Supplier_002 (Demo_Supplier_002-p.panchal@sap.com)

To: Project Team

Subject: Doc1051259226 - Test-ReverseAuction-Variable-001

Attachments: Attach a file

B I U ≣ ≔   1 (8 pt)   — font —   A

best price offered by us against component as per drawing HZL/C/D01/0987

(3) Click on 'Send'

(1) Type the Subject, typically this is a title / short description of your question.

If you would like to attach a file, click Attach a file.

(2) Type your message

Feedback

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View and Reply to Event Messages

Open the Event for Viewing

Console   🖆 Doc1051259226 - Test-ReverseAuction-Variable-001   🕐 Time remaining for lot 1.1 **00:24:02**

Event Messages
Response History
Response Team

(1) Navigate to the event console (the pane on the left of the event page) and click Event Messages

My Bid Rank : 2 Bid decrement: 1.00 INR

Name ↑	Price	Quantity	Extended Price	Final Total

▼ Checklist

Event Messages - Test-ReverseAuction-Variable-001   Back to Console

1. Review Event

(2) Choose a message and click View. SAP Ariba shows the View Message page

🕐 Time remaining for lot 1.1 **00:21:10**

2. Review and Ad
Prerequisites

Messages

(3) To reply to event messages, Choose a message and click Reply.

3. Select Lots

	Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
○	MSG42964816	No	06/21/2017 05:53 PM	Demo_Supplier_002	Demo_Supplier_002-p.panchal@sap.com	Participants (0) Team (4)	Doc10512592
○	MSG42964522	No	06/21/2017 05:45 PM	Hindustan Zinc Limited - TEST	Paresh Ariba	Participants (0) Team (0)	Event Test-R
○	MSG42964322	Not Applicable	06/21/2017 05:39 PM	Hindustan Zinc Limited - TEST	Paresh Ariba	Demo_Supplier_002-p.panchal@sap.com	Hindustan Zi

4. Submit Bids

↳	View	**Reply**	Compose Message	Download all attachments

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Help Center

Help Center

Click on 'Help Center >>'

This will open Help Center in new Browser Page
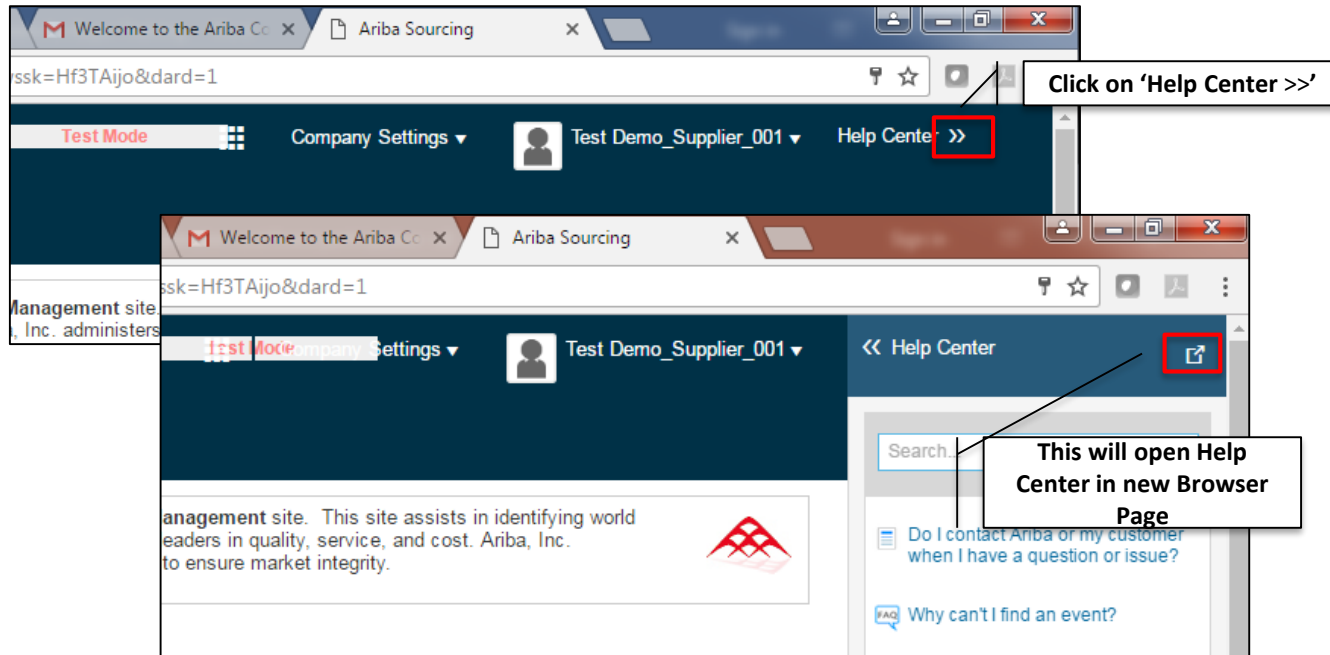
- The help center improves how you get help and offers the ability to collaborate with other help center users. help center users include other suppliers and SAP Ariba employees.

- For further assistance on the Ariba Network (Commerce Cloud) registration / profile update process, click on the help center -> support on the top right side of the page when you are logged in.

- This will open a pop up window, click on

Help Center
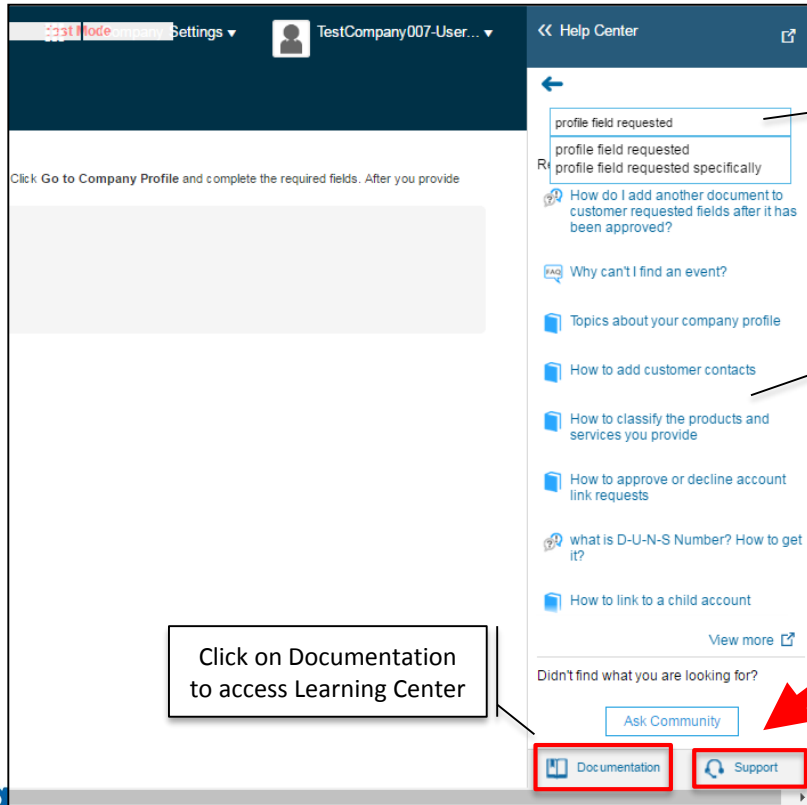
You can search online with your question

Featured Content highlights top questions, new feature announcements, or articles about the latest industry trends

Click on Documentation to access Learning Center

Click on Support incase you need to talk to Ariba Support

Learning Center

Learning Center

Product Documentation

▶ Getting started

▶ Managing your user account

▶ Participating in sourcing events

▶ Administration and Configuration

▶ Working with projects and documents

▶ Completing tasks

▶ Enabling Desktop File Sync

– Cloud integration tools and adapters

Tutorials

– Having trouble logging in (2:03)
– Supplier Basics (3:00)
– Introduction to the dashboard (5:00)
– Responding to prerequisite questions (2:00)
– Participating in events (4:00)
– Responding to RFIs (3:00)
– Responding to RFPs (3:00)
– Participating in auctions (5:00)
– Alternative bidding (5:00)
– Custom Excel bidding (2:00)

Support

Options available

- I Need Help with -> You can search based on the keyword
- Email SAP Ariba Customer Support
- Get Help by Live Chat
- Get help by phone

Below is the phone number for India to reach out to Ariba Network Supplier Support

INDIA

000 800 650 1193

+91 80 3948 2205
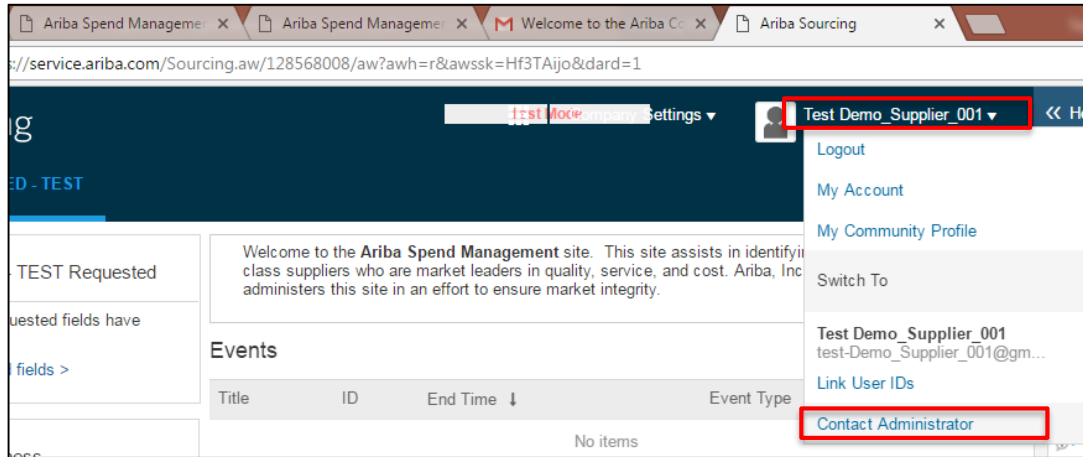
Ariba Customer Helpdesk

Important Notes

- **The Helpdesk is available 8:00 pm ET Sunday - 8:00 pm ET Friday**

- **You can call from your own country number to get support in the relevant language**

- **If there are no speakers in the required language available, you will be asked if you would like to have the call in English**

- **Please provide maximum amount of information and what step you took while facing a problem with Ariba**

- **You are advised to save/record your Service Request number if the issue is not immediately resolved or it needs to be escalated**

Contact Your Account Administrator

The account administrator role is assigned to the individual at your organization who is responsible for setting configuration options, managing customer relationships, subscribing to services, and maintaining the account over time.

The account administrator also serves as your primary point of contact if you need help resetting your password, changing your permissions, or if you have any other questions or problems.

<ins>Thank you</ins>