



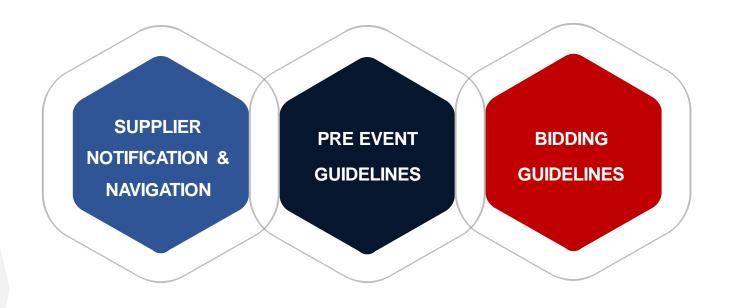
Auction Supplier Training Guide

SAP ARIBA Sourcing

SEPTEMBER - 2018

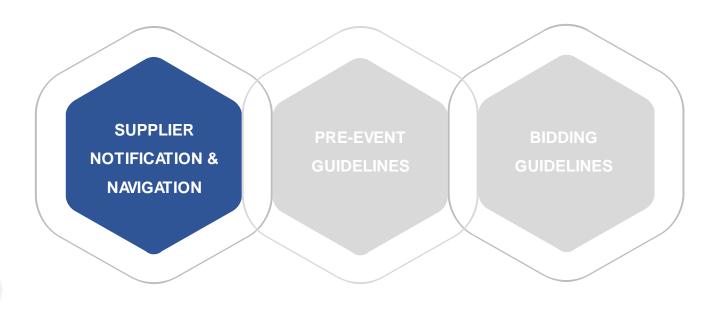
BIDDING AS A SUPPLIER STEP BY STEP GUIDE

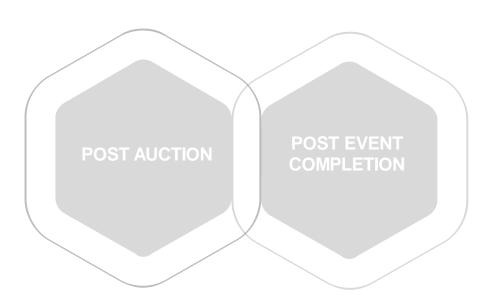
Training Modules



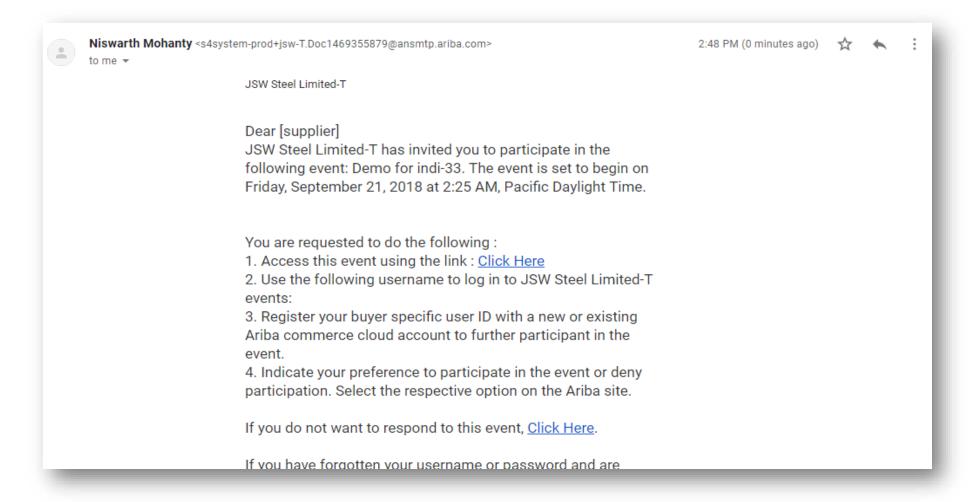


Training Modules





Logging in as a Supplier - Via Email

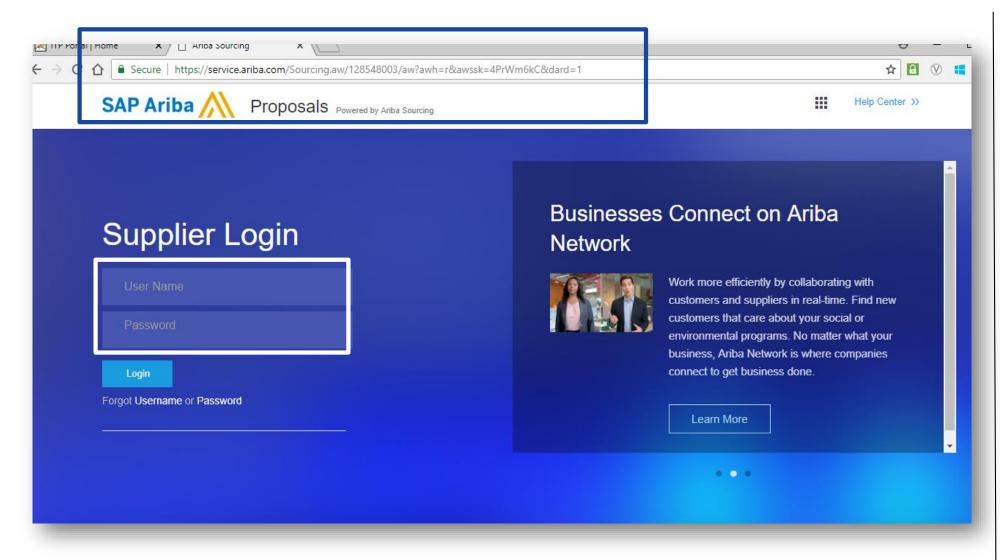


Go to your Registered Mail Id inbox and Click Here option to participate in the Event





Logging in as a Supplier - Via Direct Link

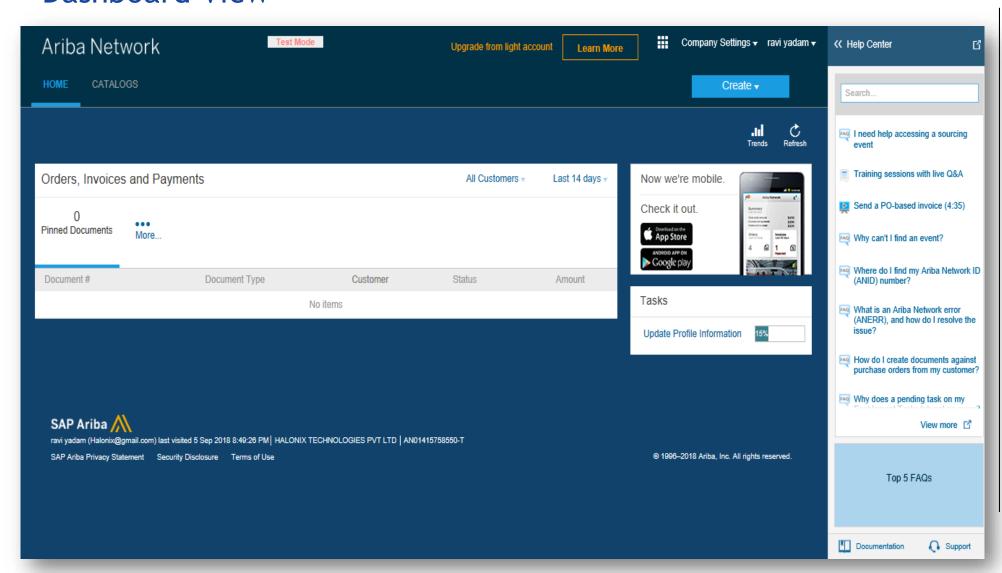


- 1. Open website https://Supplier.ariba.com
- 2. Enter your username and password when you created while registering with JSW





Dashboard View



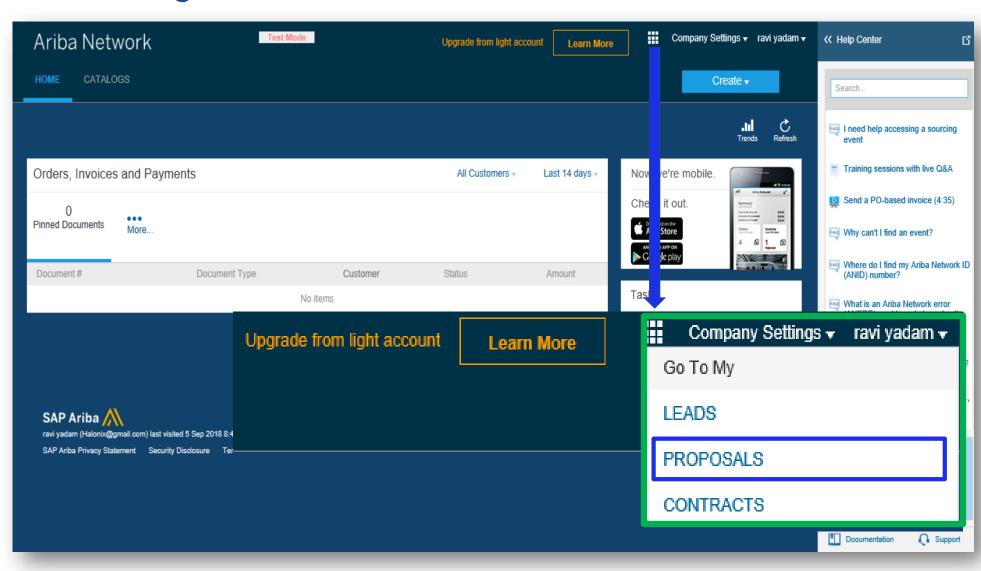
Upon Logging in you can view your own Ariba

Dashboard as shown





Accessing the Event

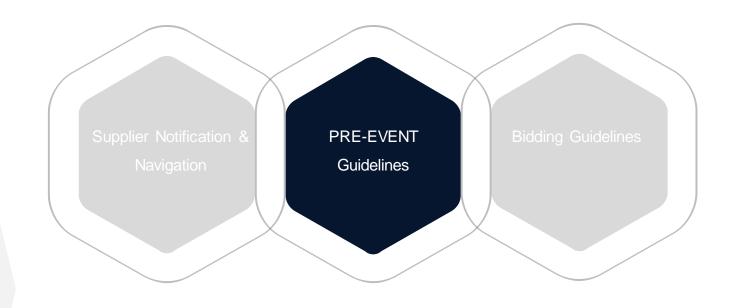


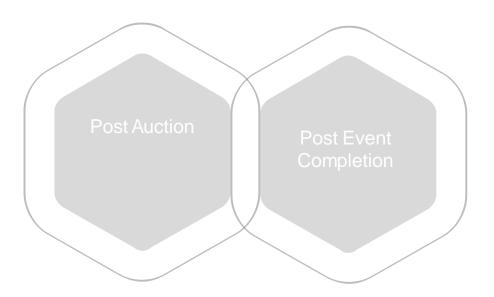
- 1. Click on the icon To drill down and view more options.
- 1. Click on PROPOSALS to view your personalized sourcing events dashboard.
- 2. Proposals house all the events such as Auctions





Training Modules





Accessing the Event

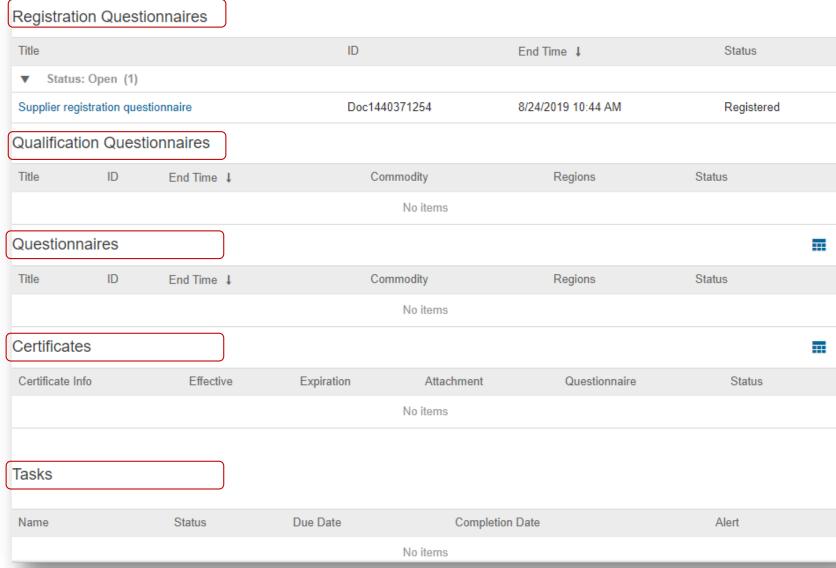
Events			
Title	ID	End Time ↓	Event Type
▼ Status: Completed (3)			^
Demo Auction for Import Suppliers	Doc1447558170	8/31/2018 1:00 PM	Auction
Test auctions for paints-1	Doc1446743617	8/30/2018 4:50 PM	Auction
Test auction for import-Test3	Doc1440449989	8/24/2018 12:30 PM	Auction
▼ Status: Open (1)			
Demo auction for Paints-Test16	Doc1452016773	No time limit	Auction
▼ Status: Pending Selection (20)			
Demo auction for indi-Test18	Doc1452092912	9/5/2018 6:46 PM	Auction
▼ Status: Preview (1)			
Demo Auction for Import test 001	Doc1452811381	9/6/2018 9:30 AM	Auction

Events in the supplier portal are segregated into

- 1. Completed Events that suppliers were invited and are awarded not necessarily the suppliers have won the order
- 2. Open Events that are currently open for bidding
- 3. Pending Selection –
 Events that are
 conducted but award
 decision is still pending
 with the buyers
- 4. Preview Events that are scheduled to be conducted



Accessing the Event

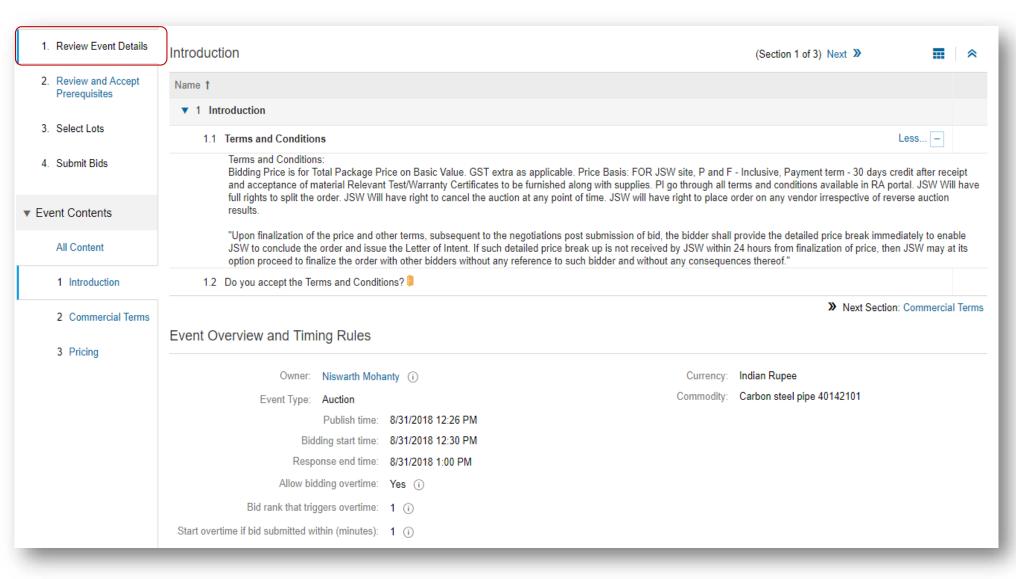


- It also displays the Registration Questionnaires, Qualification Questionnaire and certificates.
- Task tab highlights any specific task that the supplier has to perform for any particular event





Review Event Details

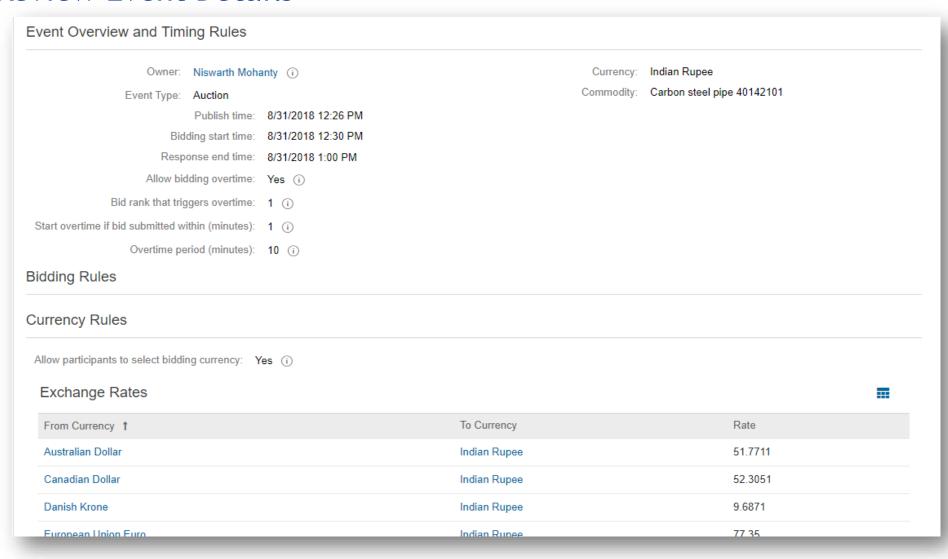


For all the event you are invited you should review the event details to understand the guidelines, Terms and Conditions and Bidder Agreement





Review Event Details



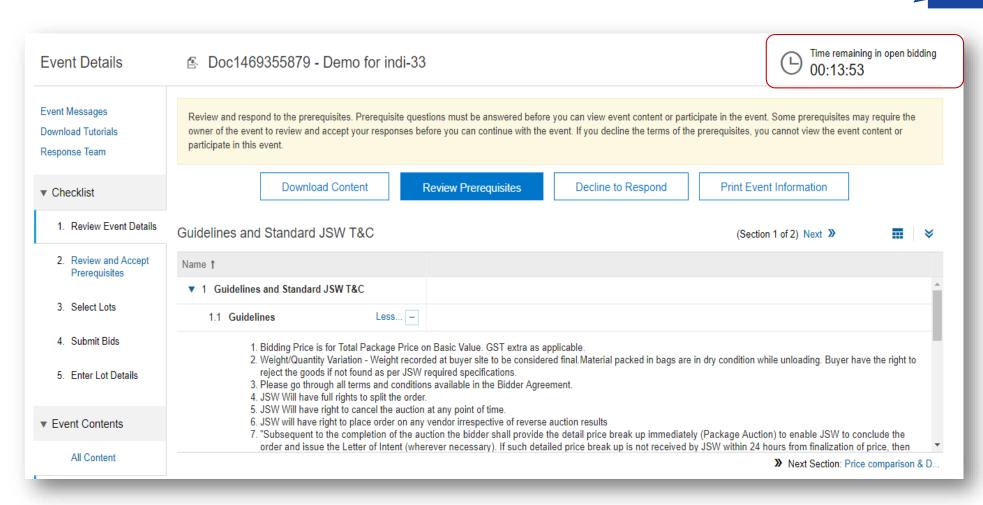
You will be able to view the Bidding Rules set by the buyers





Acceptance of the terms and Conditions by the supplier

Indicates the time remaining for the bid submission/update



Here you can

Download content: In
this all the content gets
downloaded

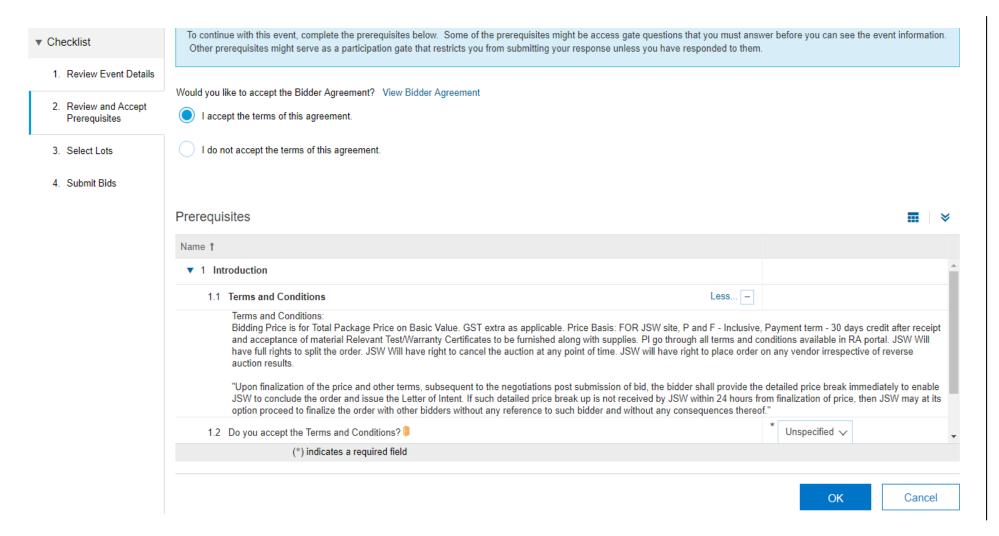
Review Prerequisites: In this you have to accept the terms and conditions of the client.

Decline to Respond: You can decline to respond if you don't want to participate in Event

Print Event Information:
Use this to print the
Details of Entire Event.



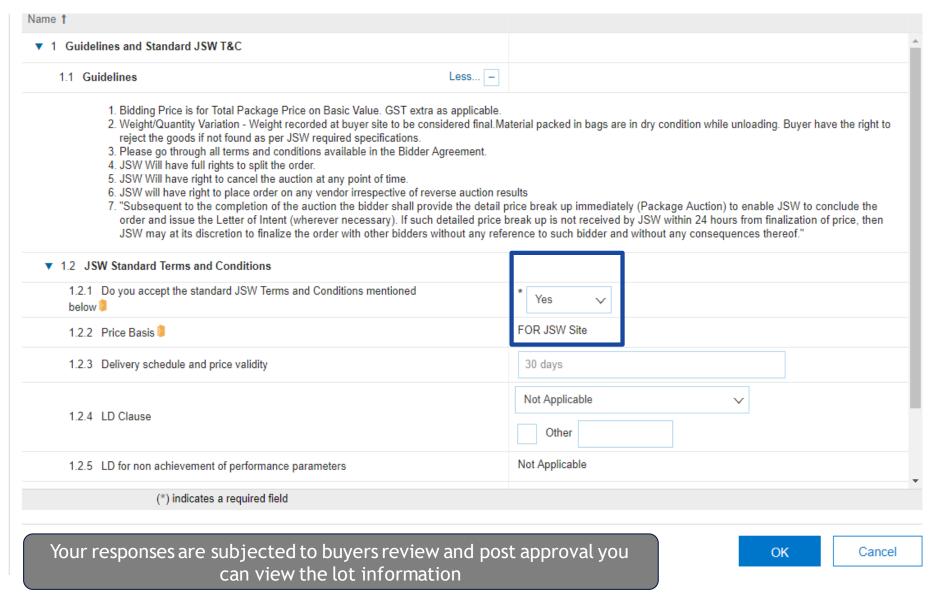
Acceptance of the terms and Conditions by the supplier



Here you can
Review the bidder
agreement and then
accept the terms
and conditions



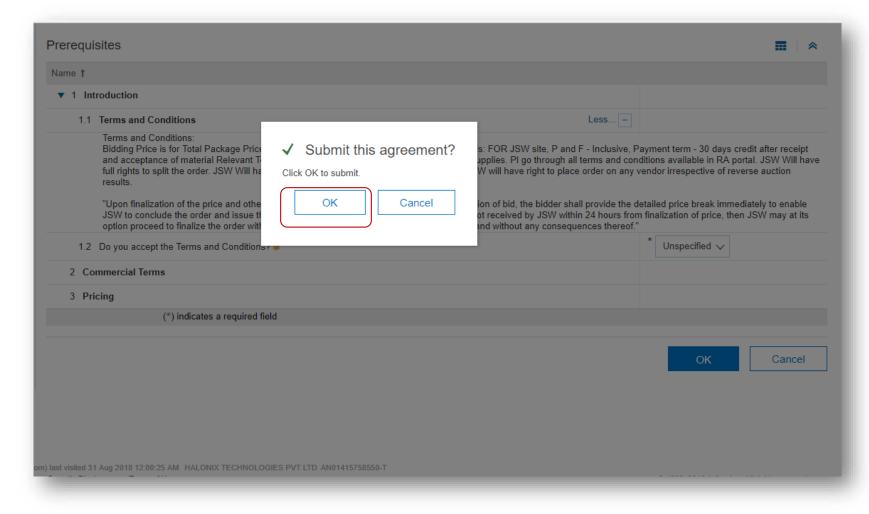
Acceptance of the terms and Conditions by the supplier



- Accept the terms of agreement and Terms & Conditions. Then click ok
- Incase you do not wish to accept the T&C then Click NO
- 3. Incase you wish to deviate, please specify the deviation and select yes with variations



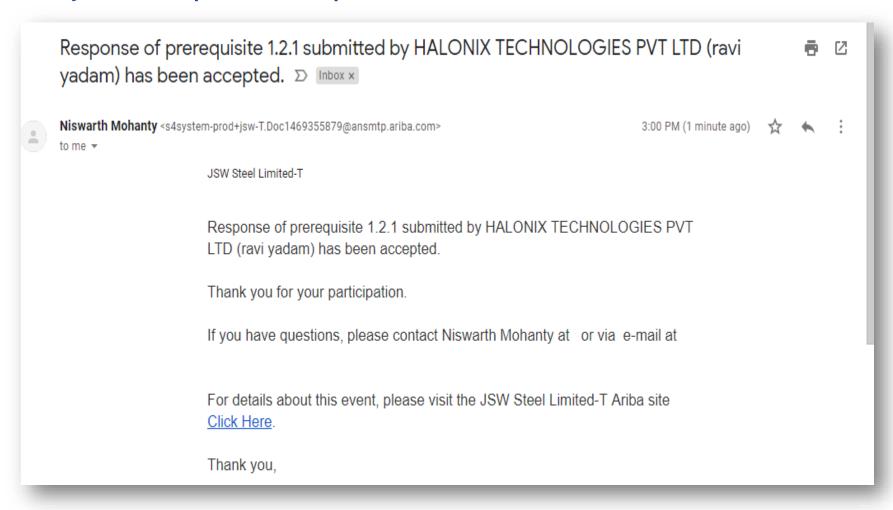
Submit the Agreement



Submit this Agreement by clicking



Buyer Accepts Prerequisite

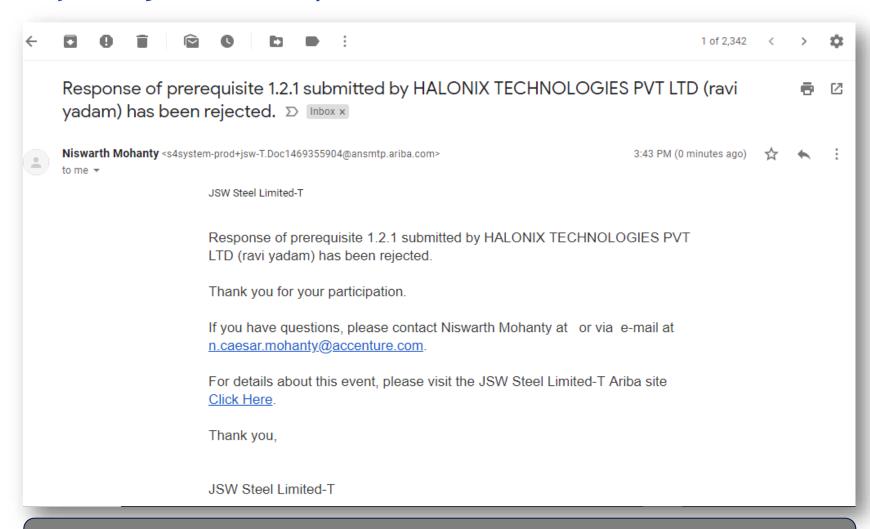


1. Email is received when the buyer accepts the Prerequisites response of Supplier then only he can participate in the event.





Buyer Rejects Prerequisite



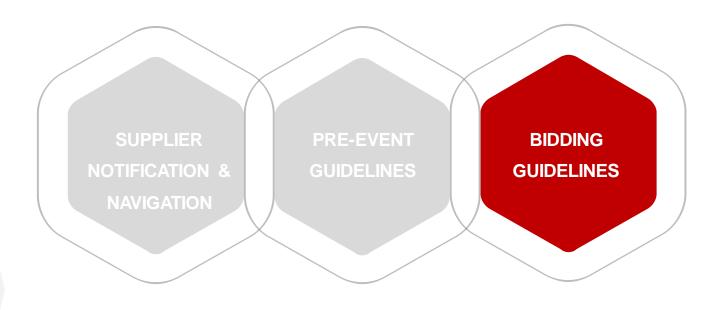
 Email is received when the buyer Rejects the Prerequisites response of Supplier then he cannot participate in the event.

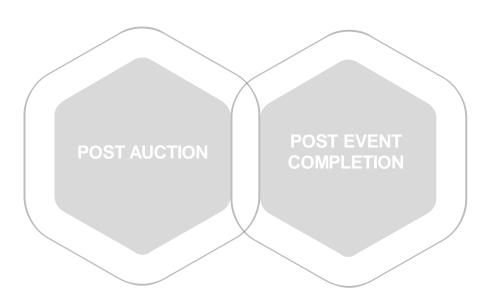


In case your prerequisite response is rejected, you should go back to the event and review the buyers comments and take necessary action

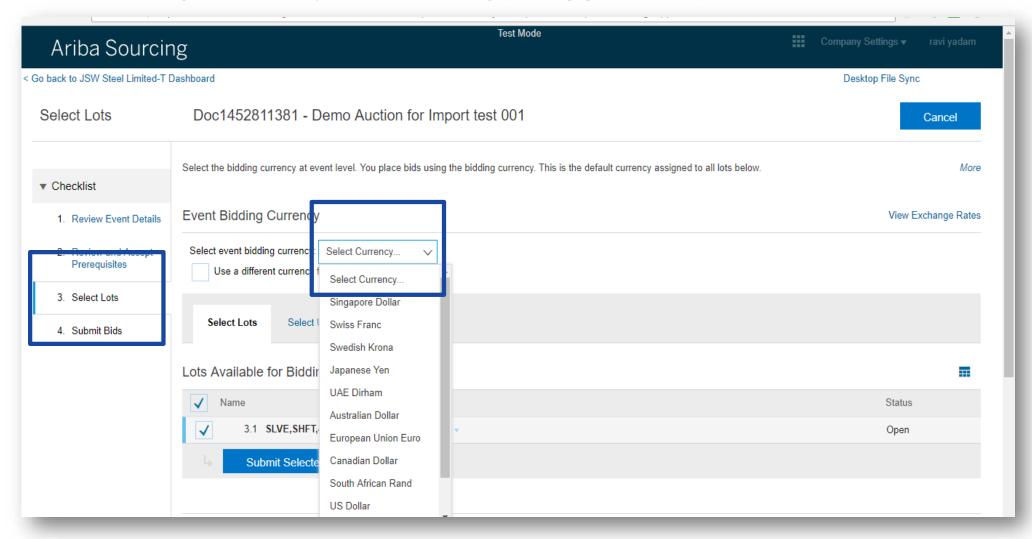


Training Modules





Selecting Currency for bidding(If Applicable)

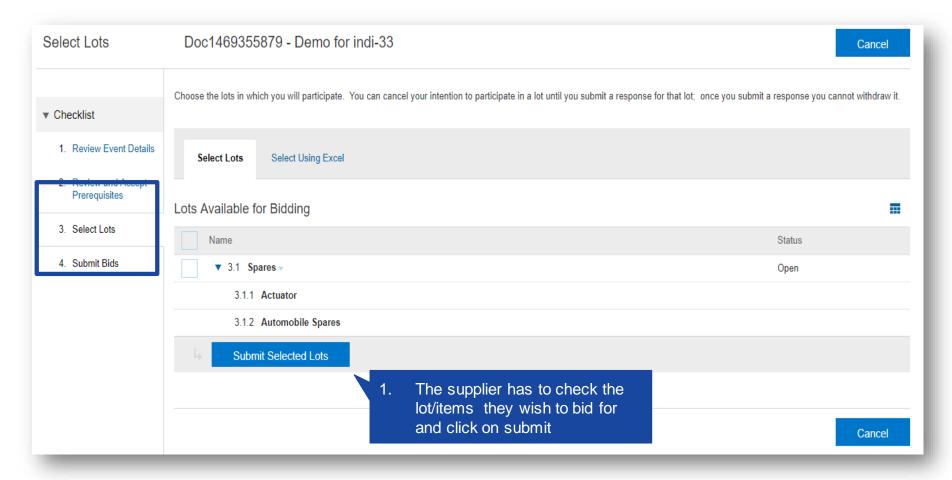


1. Select the currency from the drop down in which you want to bid





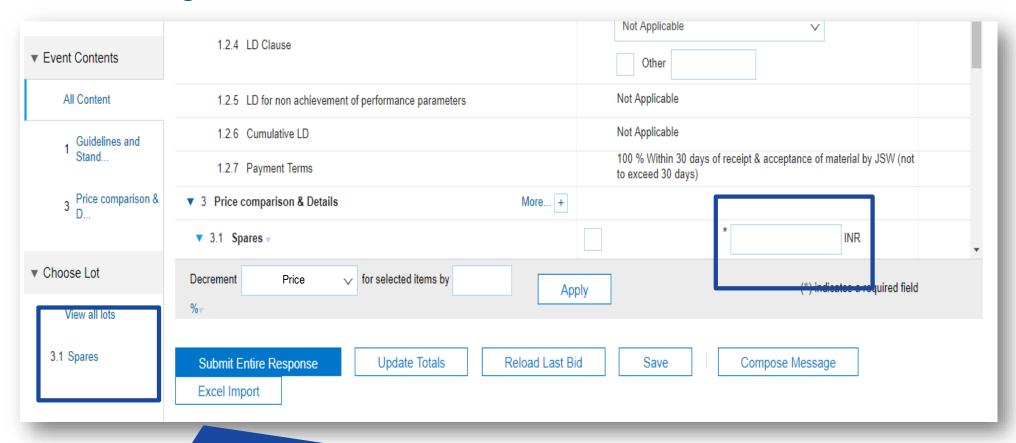
Selecting lot for bidding



Select the lot for which you want to bid and click on submit selected lots.



Submitting the Bid



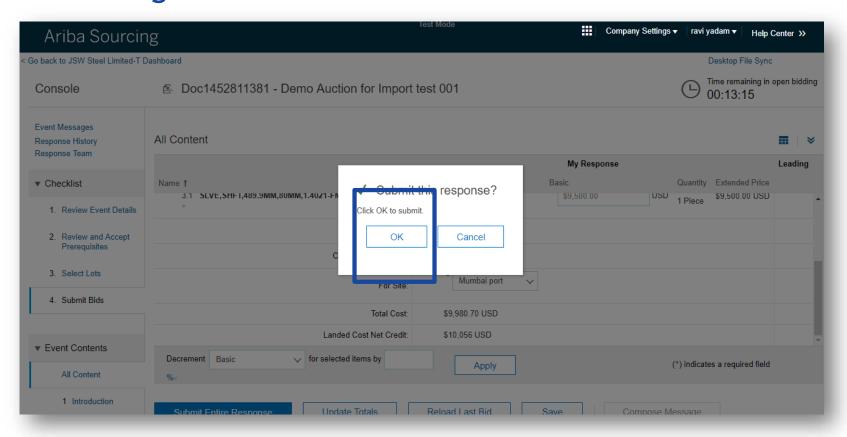
Enter the value in the currency specified and submit the response

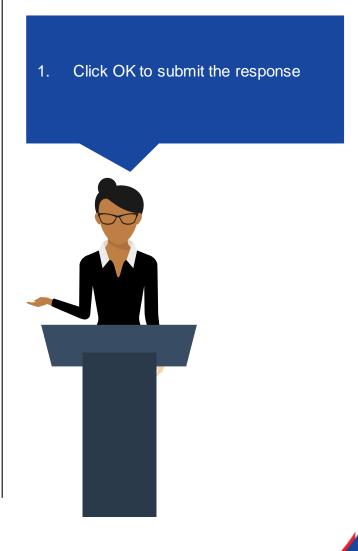


- 1. Update Totals Calculates the total Value including all the price terms
- 2. Reload Last Bid Use this to reload the previous bid before submitting
- 3. Submit Entire Response Final submission of the bid
- 4. Compose Message Message board for the supplier to communicate with the buyers
- 5. Excel Import You can download the content in excel sheet and provide your bids
- 6. Save You can save the prepared bid for your response

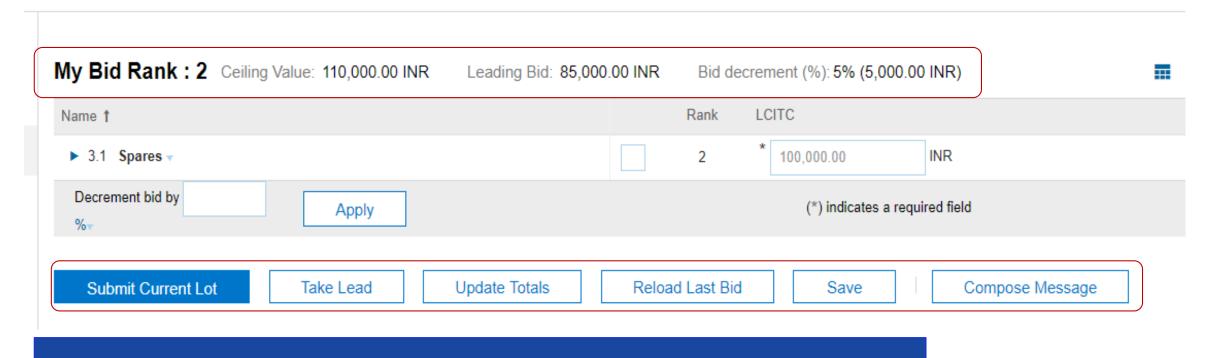


Submitting the Bid









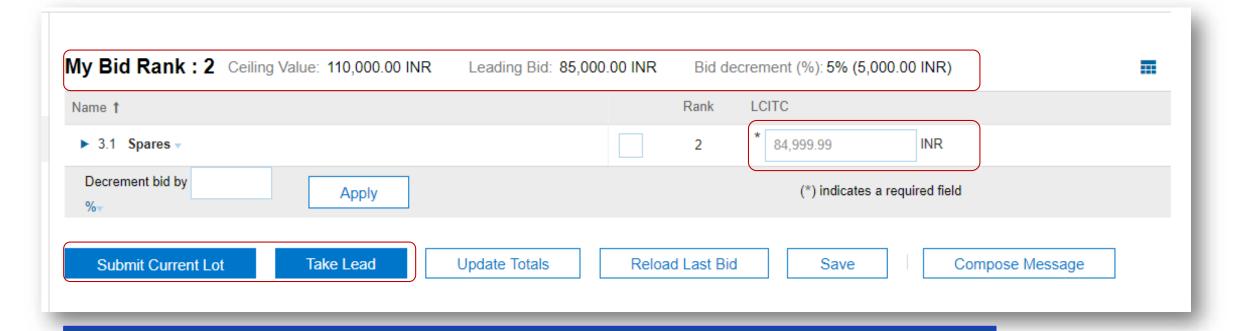
Suppliers can View

- 1) Ceiling Price A ceiling price is the highest price that participants can bid for a line item in a reverse auction
- 2) Bid Rank Your bid rank for a particular Lot
- 3) Leading Bid Value the lead bidder has submitted
- 4) Bid Decrement Percentage/Amount by which you can reduce your own bid
- 5) Take Lead option The system will automatically calculate the price based on the decrement and suggest the best bid

Suppliers can submit their bids from here as well





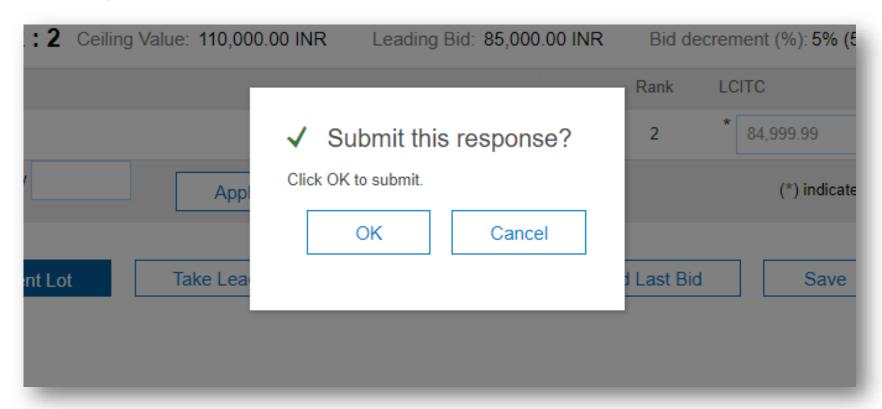


Suppliers can View.

1) Take Lead option - The system will automatically calculate the price based on the leading Bid and suggest the best bid . Suppliers can submit their bids from here as well.

Note: The value will be submitted only if the supplier clicks on the "Submit Current Lot"

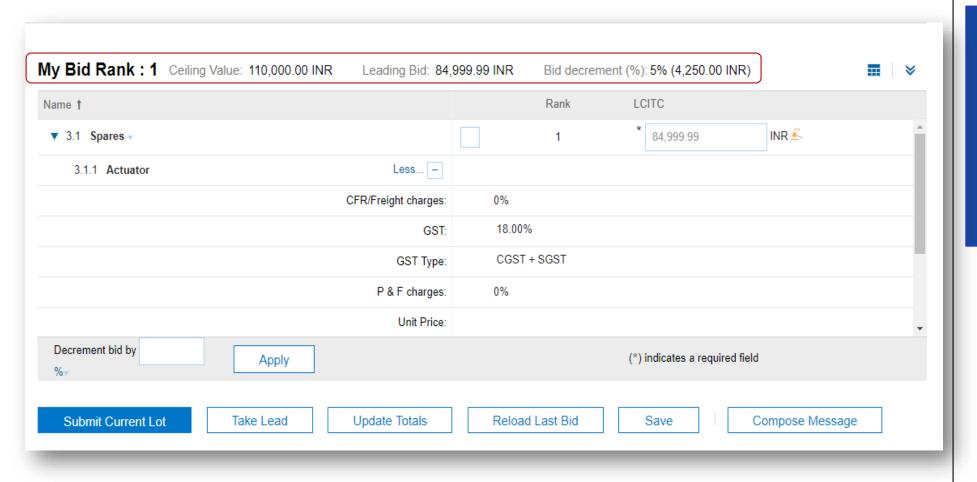




1) Click Ok & Submit the response for taking the lead.





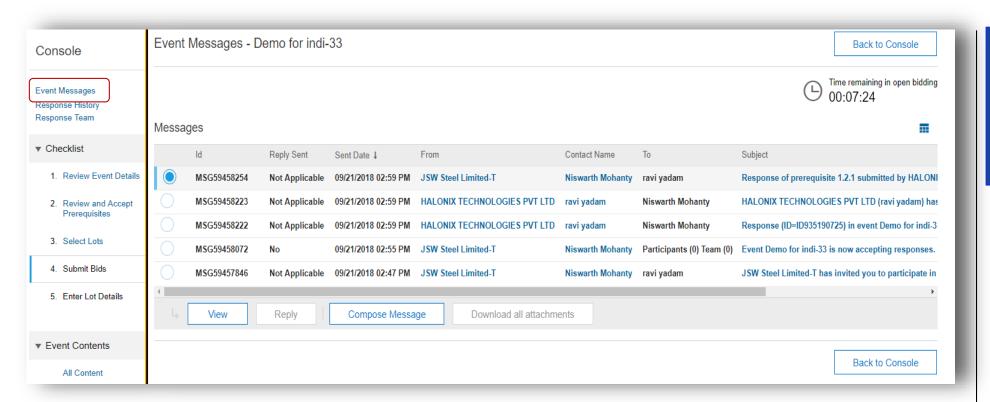


- 1) Your rank is updated to Rank 1
- 2) You can view your latest bid as the leading bid





Composing & Viewing Message

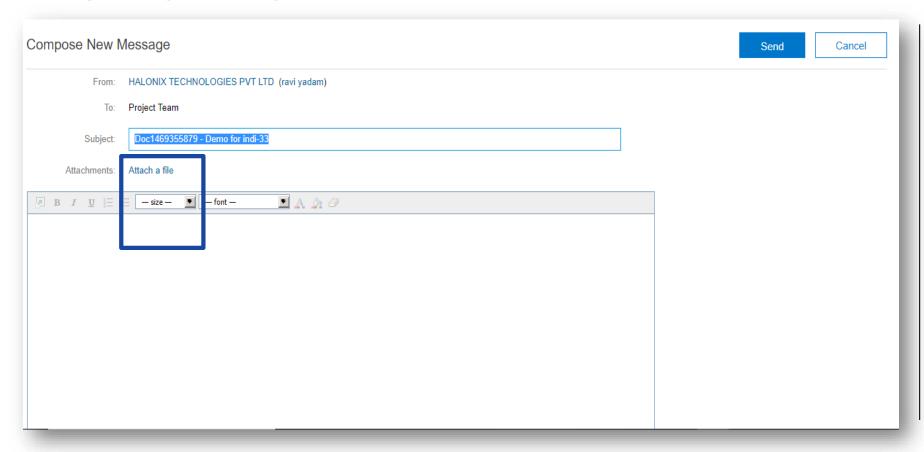


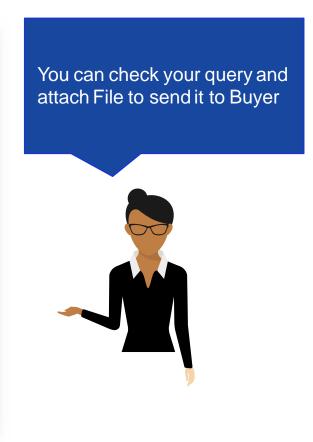
Click On event Messages and view the Messages received from the client or compose a message for any concerns/clarifications





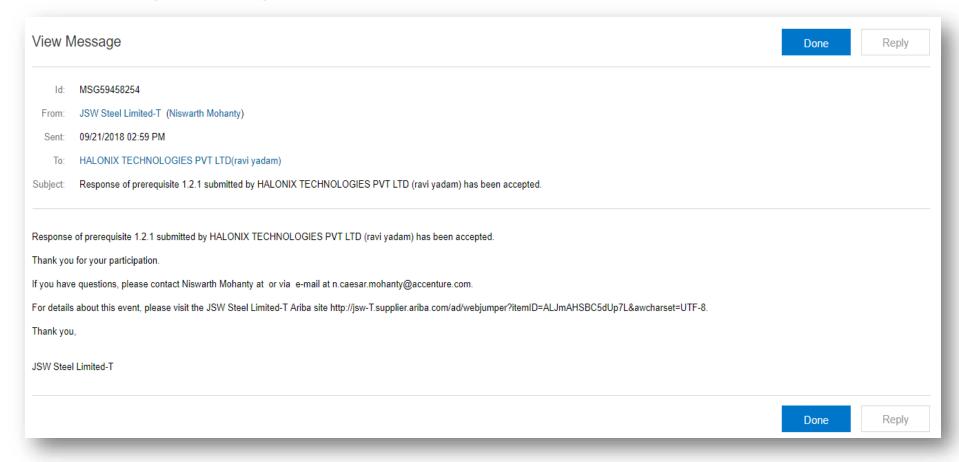
Composing Message







Viewing Message



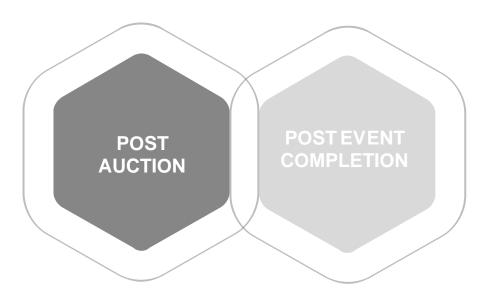
You can reply to messages created by you or sent to you by the buying organization



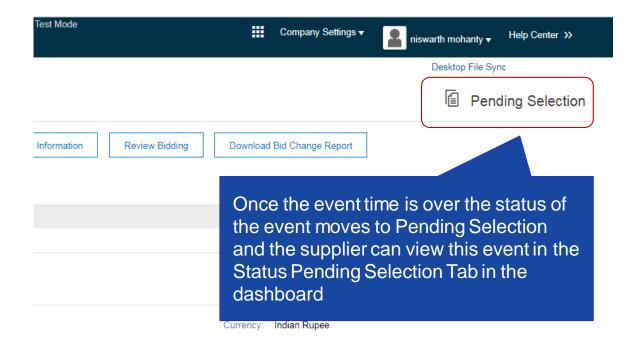


Training Modules





Closing of an Event



Thank you for participating in the Ariba event Doc1459317396 Auction Templates.

The event Auction Templates 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 JSW Steel Limited-T Ariba site Click Here.

A mail is also sent out to the registered contact person stating that the event has closed and is no longer accepting bids.

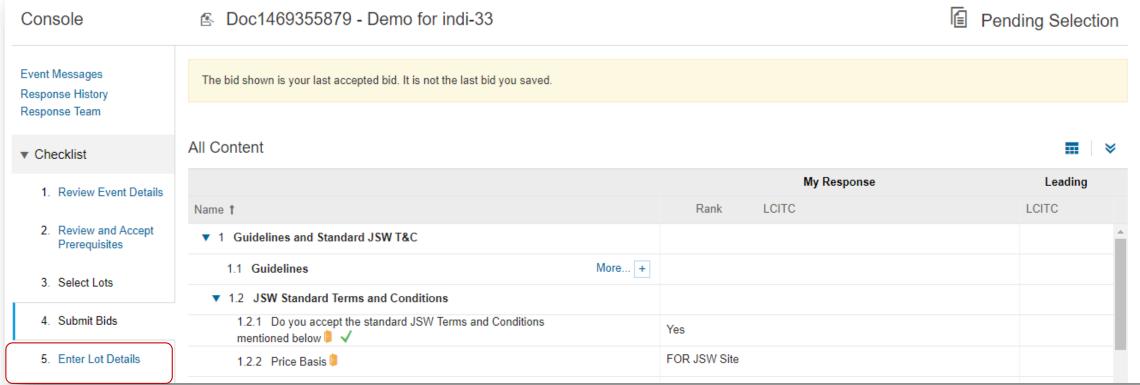




Enter Lot Details

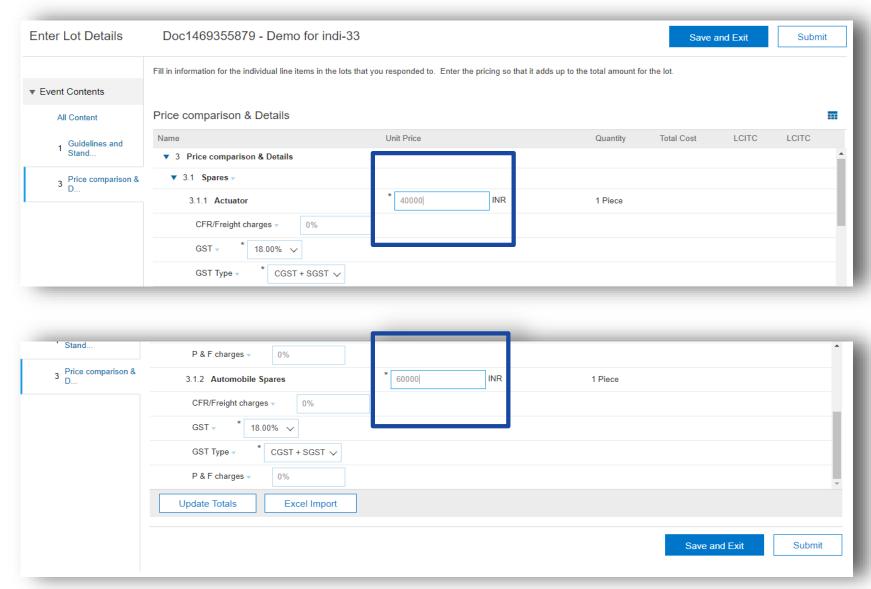
- In certain cases the buyer can conduct the auction on package basis and request you to share the price break up of the line item post auction. Refer below for such cases
- After the Event is completed and is pending selection status with buyer ,Supplier can enter Lot details.







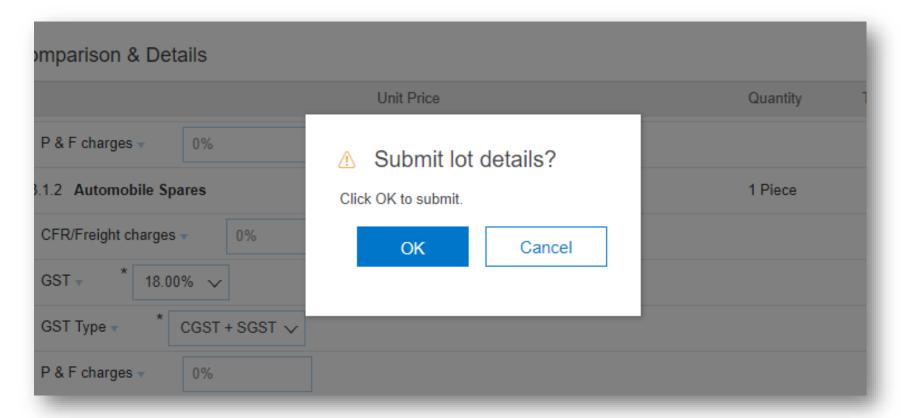
Enter Lot Details







Enter Lot Details



1) Click Ok & Submit the lot Details.





THANK YOU