



Ariba Auction Manual for Vendors

Objective: - This document is prepared with an objective to train vendors for E-Auction on Ariba.

Disclaimer: - [Please click here for Disclaimer](#)

Step 1: - Click on the link in the E-mail in which you have got invitation to participate in the Auction.

Fri 29-04-2022 10:36
Buyer Name, <s4system-prodeu+adani-T.Doc985793260@eusmtp.ariba.com>
Adani - TEST has invited you to participate in an event: **Vendor Name**

To: **Vendor Contact Person**

[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Welcome, **Vendor Name**

Adani - TEST has registered you on their Ariba Spend Management site and invited you to participate in the following event: Auction Templates 28042022. The event starts on Thursday, April 28, 2022 at 10:30 PM, Pacific Daylight Time and ends on Thursday, April 28, 2022 at 11:00 PM, Pacific Daylight Time.

[Click Here](#) to access this event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.

NOTE: This link is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link.

If you have questions about this event, contact **Buyer Name** via telephone at or via e-mail at [Buyer Email id](#)

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.


We look forward to working with you!

Thank You,

Adani - TEST

Step 2: - Sign-in to your account and your home page will appear. Click on the event that is mentioned under “Status: Open” heading

Welcome to the Adani Procurement Management site. This site assists in identifying world class suppliers who are market leaders in quality, service and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.



Events

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Open (1)				
Auction Templates 28042022	Doc985793260	4/29/2022 11:30 AM	Auction	No

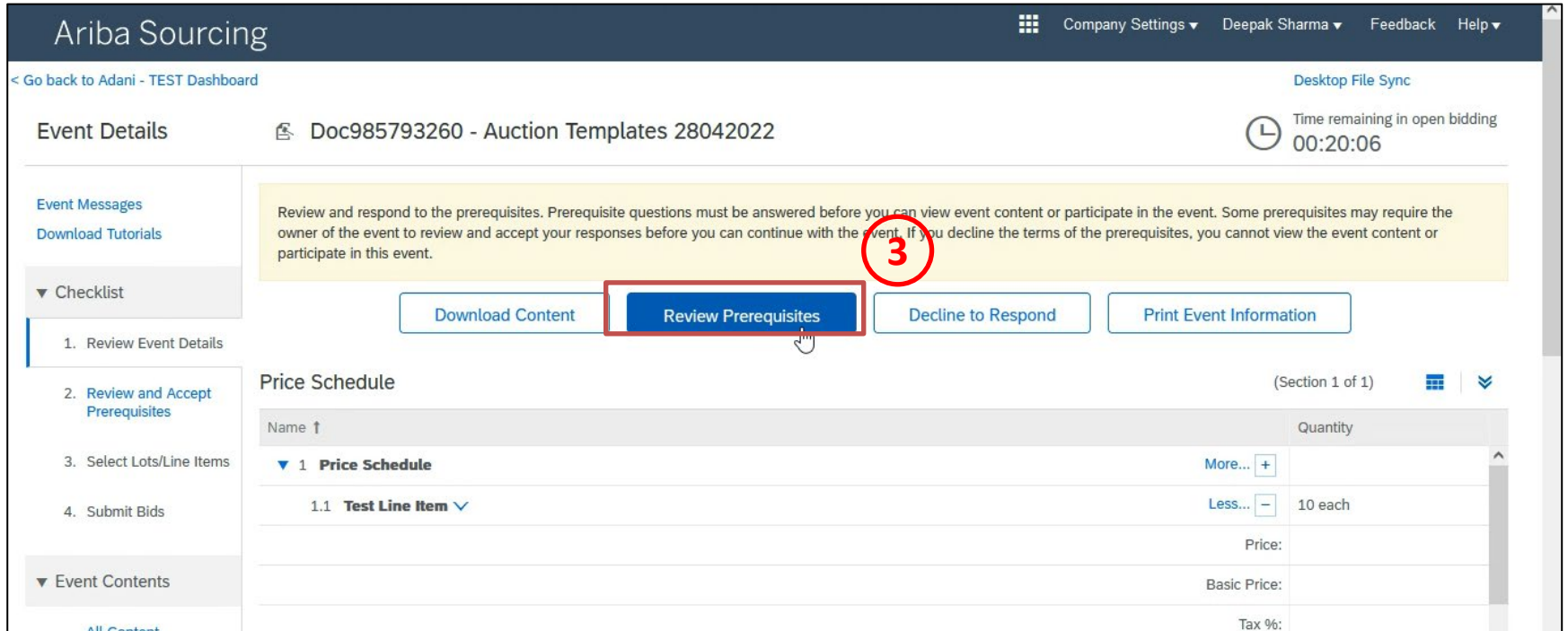
Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Vendor Registration Questionnaire	Doc986836064	4/29/2023 11:00 AM	Invited

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Step 3: - You will be redirected to a Auction bidding page, click on “Review Prerequisites” to review the Auction contents and details



Ariba Sourcing Company Settings ▾ Deepak Sharma ▾ Feedback Help ▾

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Event Details Doc985793260 - Auction Templates 28042022 Time remaining in open bidding 00:20:06

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

Download Content **Review Prerequisites** Decline to Respond Print Event Information

Event Messages
Download Tutorials

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Bids

▼ Event Contents

Price Schedule (Section 1 of 1)

Name ↑	Quantity
▼ 1 Price Schedule More... +	
1.1 Test Line Item ▼ Less... -	10 each
Price:	
Basic Price:	
Tax %:	

You will be redirected to “Auction terms and Conditions” page, read all the content carefully scrolling till bottom of page .

Ariba Sourcing Company Settings ▾ Deepak Sharma Help ▾ Messages >>

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Prerequisites Doc985793260 - Auction Templates 28042022

Prerequisites must be completed prior to participation in the event.

Auction Terms and Conditions

1. **Parties:** These e-auction Terms and Conditions constitute a legally binding agreement between the Participating Bidder and Adani Group (Owner).
2. **Access:** Authorized Bidders can access e-auction platform for the purpose of participating in the e-auction without any charges, provided they comply with the terms of these “e-auction Terms and Conditions” at all the times.
3. **Applicability of Terms and Conditions:** The Participating Bidder acknowledges and agrees that the e-auction Terms and Conditions apply to access to Owner's e-auction platform and participation in the e-auction
4. **Participating Bidder's Acknowledgement and responsibilities:** By accepting invitation to participate in the e-auction, the Participating Bidder acknowledges that:
 - It is their responsibility to familiarize themselves with the e-auction platform, including all e- auction Parameters
 - It is bound by the e-auction Parameters determined by Owner.
 - Has read, understood and will comply with these e-auction Terms and Conditions
 - Has familiarized itself and will be deemed to have satisfied itself of all matters relating to, and all requirements of, the e-auction including the e-auction Parameters and the Scope of Supply.
 - Has examined all information relevant to the risks, contingencies and other circumstances affecting the e-auction and the Scope of Supply;
 - Has had an opportunity to clarify any questions or issues in relation to the Supply Terms
 - Has accepted or rejected Preliminary Bids as required under clause of these e-auction Terms and Conditions.

Step 4: - Click on the checkbox before “I accept the terms of this agreement” if you accept the terms & conditions and click “OK”

26. Notification of acceptance: A Bid is not and will not be deemed to be accepted unless and until Owner notifies the Bidder in writing that the Bid has been accepted.

27. Variation of e-auction Terms and Conditions: Owner in its absolute discretion, may vary, amend or change these e-auction Terms and Conditions at any time prior to the e-auction, including by changing the e-auction Parameters. Owner will notify Participating Bidders of any Rule Change by:

- Posting the amendment on Owner's e-auction Site; or
- By any other method Owner determines.

28. Acceptance of Change: The Participating Bidder's continued accessing and use of Owner's e- auction Site after notification of a Rule Change shall constitute the Bidder's agreement to the Rule Change.

29. Confidentiality: Without limiting the obligations of a Participating Bidder under a Non-Disclosure Agreement:

- All aspects of the e-auction (including a Participating Bidder's participation in the e-auction, these e-auction Terms and Conditions and the contents of any Bid); and
- Any information made available to Participating Bidders in relation to the e-auction, Owner's e- auction Site or otherwise, are strictly confidential and, except for the purpose of participating in an e-auction must not be:
 - Copied or used; or
 - Supplied to any third party (other than a person registered or nominated for registration, as an Authorized Bidder of the Participating Bidder) without the prior written consent of Owner.

30. Governing law and Jurisdiction: These e-auction Terms and Conditions are governed by and must be construed and enforced in accordance with the Indian laws both substantive and procedural. In the event of any dispute arising in relation to these terms and conditions, whether in contract or tort or otherwise, the Indian courts at Ahmedabad, Gujarat shall have exclusive jurisdiction over such dispute.

4

I accept the terms of this agreement.

I do not accept the terms of this agreement.

5

OK

Cancel

Step 5: - Once terms & conditions are accepted, you will be directed to confirms lots available to bidding. Select the items on which bidding is to be done and select currency(if applicable). Then click on “Confirm selected Lots line Items” Vendor has to provide appropriate response against item he/she doesn’t wish to bid.

Select Lots Doc985793260 - Auction Templates 28042022

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Bids

Select the bidding currency at event level. You place bids using the bidding currency. This is the default currency assigned to all lots below.

Event Bidding Currency **6**

Select event bidding currency: **6**

Use a different currency for different lots

[Select Lots/Line Items](#) [Select Using Excel](#)

Lots Available for Bidding

<input type="checkbox"/>	Name	Reason for not bidding
<input type="checkbox"/>	1.1 Test Line Item 7	(no value) 8

[Confirm Selected Lots/Line Items](#)

Step 6: - You will be redirected to bidding screen. Select the line item you want to bid and reduce its price by entering desired amount.

Click Apply then update totals and submit entire response, your response is submitted. Repeat the step to update your bid.

Subsequently, Vendors can also edit price by changing value in Price Tab.

The screenshot shows the 'Auction Templates' interface for document Doc985793260. The main content area displays a table with columns for Name, Rank, and Quantity. A line item '1.1 Test Line Item' is selected, showing a price of \$267.16 USD. Below the table, there is a 'Price' field with a value of \$267.16 and a 'Basic Price' of \$2,672 USD. At the bottom, there are several buttons: 'Submit Entire Response', 'Update Totals', 'Save draft', 'Compose Message', and 'Excel Import'. A sidebar on the left contains a checklist and event contents. Red circles and boxes highlight specific elements: 9 points to the 'More...' button, 10 points to the 'Less...' button, 11 points to the 'Other Charges (Amt):' field, 12 points to the 'Update Totals' button, and 13 points to the 'Event Contents' section.

Name ↑	Rank	Quantity
1 Price Schedule		
1.1 Test Line Item		10 each

Price: * \$267.16 USD

Basic Price: \$2,672 USD

Other Charges (Amt):

Decrement selected items by value ✓

Note: - It is mandatory to click on “Submit Entire Response” for every new bid.

Option: In case you want to return to last amount submitted, Click on “Reload Last

< Go back to Adani - TEST Dashboard Desktop File Sync

Console Doc985793260 - Auction Templates 28042022 ⌚ Time remaining in open bid
00:17:29

Event Messages
Response History

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Bids

▼ Event Contents

- All Content
- 1 Price Schedule

All Content ☰

Name ↑	Rank	Quantity
▼ 1 Price Schedule More... +		
1.1 Test Line Item Less... -	1	10 each
Price:	* \$247.16 USD 🇺🇸	
Basic Price:	\$2,472 USD	
Tax %:		
Other Charges (Amt):		
Tax Amount:	\$0 USD	

Decrement selected items by value▼ Apply (*) indicates a required field

Submit Entire Response Update Totals Reload Last Bid Save draft Compose Message

Excel Import

adani

Growth
with
Goodness

Thank You

