

# Participating in an e-auction

Ariba Supplier Quick Guide

July 2017

# Content

1. Getting Started.
2. How to accept or decline the invitation.
3. Placing your first bid.
4. Review time.

**Need technical support?**



## **SAP Ariba Support**

Denmark:	+45 4331 4903
Germany:	0800 101 1989
US:	+1 866 218 2155
China:	10800 650 0343

*Other countries:*  
See full country listing under **Help Center > Support** on the Ariba site.

# 1. Getting Started - Event Invite

## 1. Open invitation email

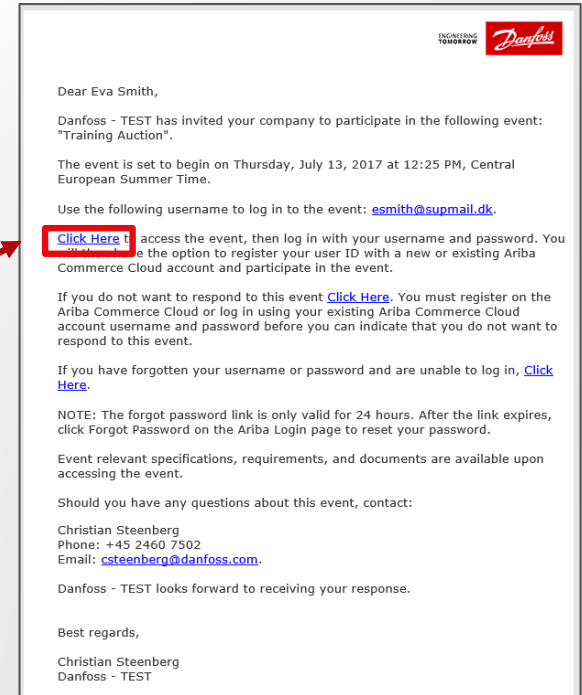
- You will receive an email invitation for the scheduled event.

## 2. Access the event

- Follow the [Click Here](#) link to access the event.

Or

- Login to your Ariba account and find the event under Events.



# 2. How to Accept or Decline the Invitation

Checklist step “1. Review Event Details” provides you with two options:

1. If you plan to participate in the event click **[Review Prerequisites]**.
  - Then accept the prerequisites like Bidder Agreement and NDA.
2. If you do not plan to bid in the event click **[Decline to Respond]**. You will be asked to submit a short comment.

Ariba Sourcing

Test Mode Company Settings

Go back to Danfoss - TEST Dashboard

Event Details Doc81003559 - Training Auction

Desktop File Sync

Time remaining in preview 1 day 00:04:15

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

Checklist

- 1. Review Event Details
- 2. Review and Accept Prerequisites
- 3. Submit Bids

Event Contents

All Content

Name ↑

No items

Event Overview and Timing Rules

Owner: Christian Steenberg

Event Type: Auction

Publish time: 7/12/2017 12:15 PM

Bidding start time: 7/13/2017 12:25 PM

Response end time: 7/13/2017 12:35 PM

Specify how lot bidding will begin and end: Serial

Running time for the first lot: 10 Minutes

Time between lot closing: 10 Minutes

Allow bidding overtime: Yes

Bid rank that triggers overtime: 1

Start overtime if bid submitted within (minutes): 5

Overtime period (minutes): 5

Currency: Danish Krone

Commodity: Pressed parts 6090

# 2.1 Select Lots

Once you have accepted prerequisites you should be at "3. Select Lots" on the checklist.

1. Select the Lot(s)
2. Click [**Submit Selected Lots**]

Ariba Sourcing

Test Mode Company Settings Eva Smith Help Center

Go back to Danfoss - TEST Dashboard Desktop File Sync

Select Lots Doc81003559 - Training Auction [Cancel](#)

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit [More](#)

**Select Lots** [Select Using Excel](#)

**Checklist**

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

**Lots Available for Bidding**

Name	Status
3.1 Fruit	Preview
3.1.1 Apples	
3.1.2 Pears	
3.1.3 Grapes	

[Submit Selected Lots](#) [Cancel](#)

## 2.2 Preview time and Initial pricing

- You are now ready to participate in the event.
- Initial unit pricing may have been defined based on your response from the RFP round.
- You will be able to place bids once the event is Open.
- The countdown clock shows you when the event starts.

The screenshot displays the Ariba Sourcing interface for a 'Training Auction' (Doc81072346). The interface includes a top navigation bar with 'Ariba Sourcing', 'Test Mode', 'Company Settings', and user information 'Eva Smith'. A 'Desktop' indicator is visible. A 'Console' section shows the auction details. A 'Checklist' on the left lists steps: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots, and 4. Submit Bids. The 'Event Contents' section shows 'All Content' and 'Pricing' (Section 3 of 3). The 'Pricing' table is highlighted with a yellow box and contains the following data:

Name	Unit Price	Quantity	Extended Price	Total Cost
3 Pricing			175.00 DKK	175.00 DKK
3.1 Fruit			175.00 DKK <i>Fx</i>	175.00 DKK <i>Fx</i>
3.1.1 Apples	10.00 DKK	5 Piece	50.00 DKK <i>Fx</i>	50.00 DKK <i>Fx</i>
3.1.2 Pears	8.00 DKK	10 Piece	80.00 DKK <i>Fx</i>	80.00 DKK <i>Fx</i>
3.1.3 Grapes	3.00 DKK	15 Piece	45.00 DKK <i>Fx</i>	45.00 DKK <i>Fx</i>

A 'Compose Message' button is located below the pricing table. A yellow callout box points to the 'Unit Price' column, stating: 'Initial unit pricing may have been loaded based on your previous RFP response.' Another yellow callout box points to a 'Time remaining in preview' clock showing '00:05:03', with a 'TIP' note: 'The countdown clock shows the remaining preview time'.

# 3. Placing your first bid

The screenshot shows a web-based auction interface for a training auction. The main content area displays a table of items for bidding. A red box labeled '1' highlights the bid input fields for 'Apples', 'Pears', and 'Grapes'. A blue box labeled '2' highlights the 'Submit Current Lot' button. A yellow box labeled '3' highlights a countdown clock in the top right corner showing '00:09:36' remaining for lot 3.1. Below the table, there is a 'Decrement selected items by' section with an 'Apply' button. On the left, a 'Checklist' shows steps: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots, and 4. Submit Bids. Below the checklist, there are buttons for 'Submit Current Lot', 'Update Totals', 'Save', and 'Compose Message'. At the bottom, there is a 'Choose Lot' section with '3.1 Fruit' selected. A 'Bid History' table is empty, showing 'No items'. A 'GOOD TO KNOW' callout box states: 'You will not be able to see the bid graph before you place a bid.' The graph area shows 'Extended Price - Fruit' with a y-axis from 174.80 to 175.20 and an x-axis for time from 12:44:09 to 12:48:24. A blue line is visible at the 175.00 price level.

Name	Unit Price	Quantity	Extended Price	Total Cost
3.1 Fruit			175.00 DKK <i>Fx</i>	175.00 DKK <i>Fx</i>
3.1.1 Apples	10.00	5 Piece	50.00 DKK <i>Fx</i>	50.00 DKK <i>Fx</i>
3.1.2 Pears	8.00	10 Piece	80.00 DKK <i>Fx</i>	80.00 DKK <i>Fx</i>
3.1.3 Grapes	3.00	15 Piece	45.00 DKK <i>Fx</i>	45.00 DKK <i>Fx</i>

The **Bidding Screen** will be shown automatically when the Event starts.

On the bidding screen, you are able to:

- 1 Enter a bid.
- 2 Submit your bid.
- 3 Countdown Clock shows the remaining time for the Event.

# 3.1 Placing additional bids

Console Doc81072346 - Training Auction Time remaining for lot 3.1 00:05:01

1 Ceiling Value (Extended Price): 175.00 DKK Leading Bid: 171.50 DKK Bid decrement (%): 0.3% (0.53 DKK)

Name	Unit Price	Quantity	Extended Price	Total Cost
3.1 Fruit			175.00 DKK <i>Fx</i>	175.00 DKK <i>Fx</i>
3.1.1 Apples	10.00 DKK	5 Piece	50.00 DKK <i>Fx</i>	50.00 DKK <i>Fx</i>
3.1.2 Pears	8.00 DKK	10 Piece	80.00 DKK <i>Fx</i>	80.00 DKK <i>Fx</i>
3.1.3 Grapes	3.00 DKK	15 Piece	45.00 DKK <i>Fx</i>	45.00 DKK <i>Fx</i>

2

3

4

Submit Current Lot Take Lead Update Totals Reload Last Bid Save Compose Message

Event Messages Response History

Checklist

- Review Event Details
- Review and Accept Prerequisites
- Select Lots
- Submit Bids

Event Contents

All Content

- Introduction
- Commercial Terms
- Pricing

Choose Lot

3.1 Fruit

Period: All

Extended Price - Fruit

Bid History

Participant	Extended Price	Submission Time
Demo Supplier	175.00 DKK	12:47 PM

**GOOD TO KNOW**  
You will be able to see your own bid and the leading bid on the bid graph.

- 1 During the event you will be able to see the leading bid. Notice that the bid decrement is 0.3%.
- 2 You can place additional lower bids to improve your bid.
- 3 Some auctions offer the **[Take Lead]** button to place a bid for rank 1.
- 4 You must press **[Submit Current Lot]** before your bid is received by Ariba.



## TIP

Do not wait to place bids to the very last seconds of the event, as you will risk running out of time.



# 3.2 Leading bid indicator

The screenshot displays a procurement auction interface for 'Doc81072346 - Training Auction'. The console shows a ceiling value of 175.00 DKK and a leading bid of 170.60 DKK. A table lists items: Apples (9.76 DKK), Pears (7.80 DKK), and Grapes (2.92 DKK). A bid graph shows the extended price over time, with a green line for the leading bid and a blue line for the ceiling. A bid history table shows three bids from 'Demo Supplier' at 170.60 DKK, 171.20 DKK, and 175.00 DKK. A 'GOOD TO KNOW' callout states: 'You will be able to see your own bid and the leading bid on the bid graph.'

Name	Unit Price	Quantity	Extended Price	Cost
3.1 Fruit			170.60 DKK	170.60 DKK
3.1.1 Apples	9.76	5 Piece	48.80 DKK	48.80 DKK
3.1.2 Pears	7.80	10 Piece	78.00 DKK	78.00 DKK
3.1.3 Grapes	2.92	15 Piece	43.80 DKK	43.80 DKK

Participant	Extended Price	Submission Time
Demo Supplier	170.60 DKK	12:52 PM
Demo Supplier	171.20 DKK	12:51 PM
Demo Supplier	175.00 DKK	12:47 PM

- 1 The leading bid is always shown on top of the event.
- 2 The golden hammer will be shown if you have the leading bid and rank will be indicated with (1).
- 3 You can see your bid history in the Bid History section. New bids are indicated with the green hammer.

# 4. Review time

Console Doc81072346 - Training Auction 🕒 Time remaining in review for lot 3.1  
00:09:17

The bid shown is your last accepted bid. It is not the last bid you saved.

Ceiling Value (Extended Price): 175.00 DKK    Leading Bid: 170.60 DKK    Bid decrement (%): 0.3% (0.52 DKK)

Name ↑	Unit Price	Quantity	Extended Price	Total Cost
3.1 Fruit			170.60 DKK <i>Fx</i>	170.60 DKK <i>Fx</i>
3.1.1 Apples	9.76 DKK	5 Piece	48.80 DKK <i>Fx</i>	48.80 DKK <i>Fx</i>
3.1.2 Pears	7.80 DKK	10 Piece	78.00 DKK <i>Fx</i>	78.00 DKK <i>Fx</i>
3.1.3 Grapes	2.92 DKK	15 Piece	43.80 DKK <i>Fx</i>	43.80 DKK <i>Fx</i>

Compose Message

Period: All

### Extended Price - Fruit

Time (PM)	Price (DKK)	Type
12:46	175.00	Ceiling
12:48	171.50	Lead
12:51	170.60	Lead
12:53	170.60	Lead

### Bid History

Participant	Extended Price ↑	Submission Time
Demo Supplier	170.60 DKK	12:52 PM
Demo Supplier	171.20 DKK	12:51 PM
Demo Supplier	175.00 DKK	12:47 PM

- Once the event has completed it will be in **Review** for 10 min.
- If participants have faced technical issues the event may be re-opened by Ariba.
- Stay online while the event is in Review.
- The event is over when it goes into "Pending Selection" state.



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