Participating in an e-auction

Ariba Supplier Quick Guide

July 2017

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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.

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1. Getting Started - Event Invite
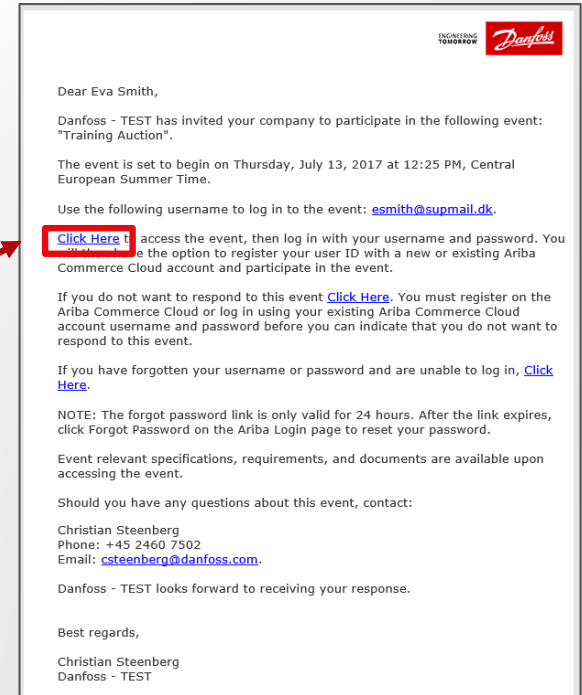
1. **Open invitation email**
   - You will receive an email invitation for the scheduled event.

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.

Dear Eva Smith,

Danfoss - TEST has invited your company to participate in the following event: "Training Auction".

The event is set to begin on Thursday, July 13, 2017 at 12:25 PM, Central European Summer Time.

Use the following username to log in to the event: esmith@supmail.dk.

Click Here to access the event, then log in with your username and password. You will have the option to register your user ID with a new or existing Ariba Commerce Cloud account and participate in the 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 the link expires, click Forgot Password on the Ariba Login page to reset your password.

Event relevant specifications, requirements, and documents are available upon accessing the event.

Should you have any questions about this event, contact:

Christian Steenberg
Phone: +45 2460 7502
Email: csteenberg@danfoss.com.

Danfoss - TEST looks forward to receiving your response.

Best regards,

Christian Steenberg
Danfoss - TEST

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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.

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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]**

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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.

TIP
The countdown clock shows the remaining **preview** time

Initial unit pricing may have been loaded based on your previous RFP response.

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3. Placing your first bid

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.

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3.1 Placing additional bids

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

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. 🔨

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4. Review time

- 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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