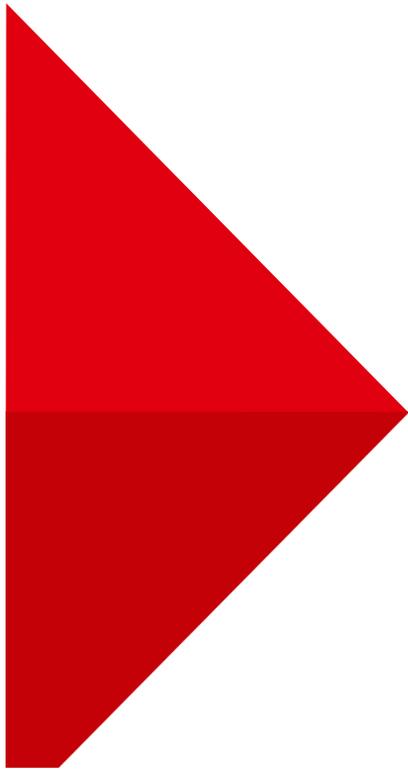




SUPPLIER MANUAL – DUTCH E-AUCTION

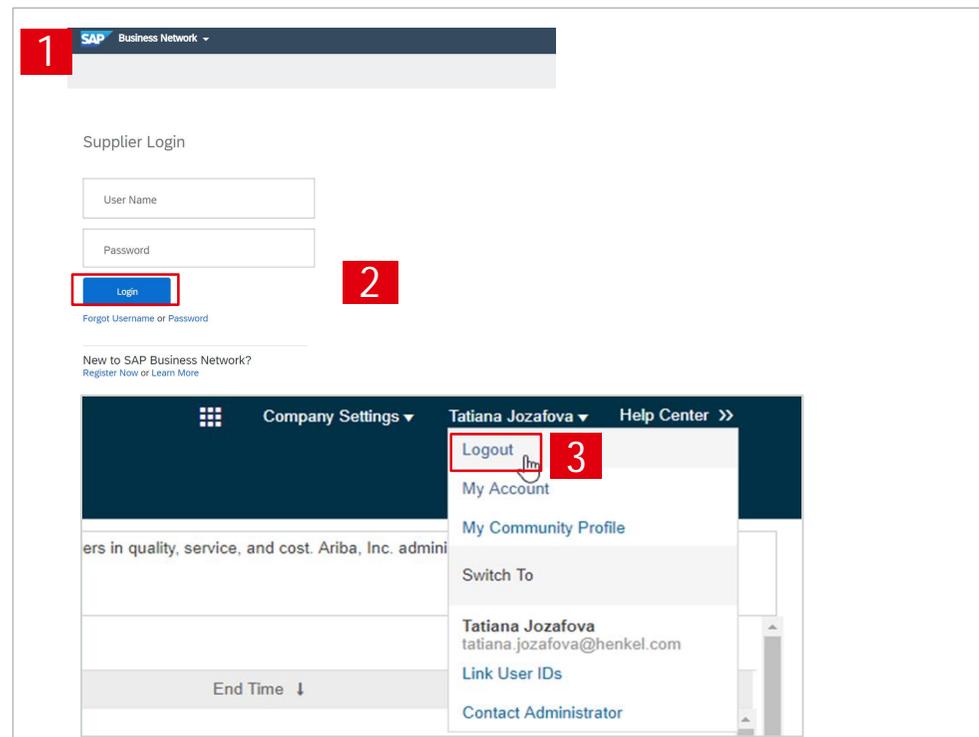
Henkel@SAP Ariba



▶ SAP ARIBA – RFI

HOW TO LOG IN & LOG OUT

1. Open the log in page via: [Link](#)
2. Enter your username & password and click on “Login”
3. To log out: Click your name in top right corner and select “Logout” in drop-down menu



▶ SAP ARIBA – RFI RESETTING USERNAME/ PASSWORD (1/2)

If you have forgotten your username/password, please follow the following steps:

1. Click on **"Password"**
2. Enter in email address you used to register with SAP Business Network and select **"Submit"**

Supplier Login

User Name

Password

Login

Forgot Username or **Password**

New to SAP Business Network?
[Register Now](#) or [Learn More](#)

Reset your password

Enter the email address you used to register with SAP Business Network.

Email address

Submit Cancel

▶ SAP ARIBA – RFI

RESETTING USERNAME/ PASSWORD (2/2)

You will receive an email with a link to reset the password/username:

1. Click on the link „click here“
2. New window will open, type in new password ,confirm and select **“Submit”**

Reset your password

Hi erika.palieskova@henkel.com,

Choose the account you want to reset the password for, and go to the corresponding link to reset your password.

User ID	Password reset link
test-erika.palieskova@henkel.com	Click Here

Reset your password

Username
test-erika.palieskova@henkel.com

New password

Confirm your password

- Must be between 8 and 32 characters
- Lowercase, uppercase, numbers, and special characters allowed. Must contain at least one of each
- Cannot contain the username
- Repetitive characters and numbers in sequence are discouraged
- Only ASCII characters are allowed (numbers 0-9, lower and upper case characters a-z, and some special characters)

SAP ARIBA – DUTCH E-AUCTION

SETTING USER PREFERENCES

You can set your preferences by clicking on your name in the upper right corner:

1. Select **“My Account”**
2. Under **“Preferences”** you can set up preferred language, time zone and currency. Under **“Contact Information”** you can add more details about address, phone, etc.
3. Select **„Save“** to store the changes

Important: Please note that when setting up the tool language, same language has to be set up for your internet browser!

The screenshot shows the SAP Ariba user interface. At the top right, the user's name 'Tatiana Jozafova' is visible. A red box with the number '1' highlights the 'My Account' link in the user menu. Below this, the 'Preferences' section is highlighted with a red box and the number '2'. It contains dropdown menus for 'Preferred Language' (set to English), 'Preferred Timezone' (set to WET), and 'Default Currency' (set to Russian Rouble). Below the preferences is the 'Contact Information' section, also highlighted with a red box and the number '2'. It includes fields for 'Country' (USA 1), 'Area', 'Number', 'Extension', 'Address 1-3', 'City', 'State' (Alabama), 'Zip', and 'Country' (United States [USA]). At the bottom right, a red box with the number '3' highlights the 'Save' button. A 'Close' button is also visible next to it.

▶ SAP ARIBA – DUTCH E-AUCTION LINK USER ID

If you have multiple user accounts, you can link your User IDs:

1. To link your IDs, select under your name “Link user IDs”
2. Enter username and password of another account you want to link and select “Link accounts”
3. If you click on “Switch Account”, you can see all your accounts, which are linked

The screenshots illustrate the following steps:

- Step 1:** In the SAP Ariba user profile menu, the "Link User IDs" option is highlighted with a red box and a red number 1.
- Step 2:** A form titled "NO APPROVAL NEEDED" prompts the user to "Enter the username and password of another account to which you want to link." The username field contains "DEMO@henkel.com" and the password field contains masked characters. The "Link accounts" button is highlighted with a red box and a red number 2.
- Step 3:** After clicking "Link accounts", the user profile menu is shown again. The "Switch Account" option is highlighted with a red box and a red number 3. Below the menu, a list of linked accounts is visible, including "Tatiana Jozafova" with email addresses "BJPartners@henkel.com" and "Dummysupplier3@henkel.com".

▶ SAP ARIBA – RFI WELCOME PAGE

1. To display the list of eSourcing events you are invited for please go to “**Ariba Proposals & Questionnaires**”
2. List of your events is displayed, grouped by the event status:
 - Open
 - Pending selection (Closed)
 - Completed
 - Preview (Not started yet)
3. The events can be hidden/shown by clicking on the arrow. To open a project, click on the project name

The screenshot shows the SAP Business Network interface. At the top, there is a navigation menu with the following items: Ariba Discovery, Ariba Proposals And Questionnaires (highlighted with a red box and labeled '1'), Ariba Contracts, and SAP Business Network. Below the navigation menu, there is a section titled 'Events' with a table of event details. The table has columns for Title, ID, End Time, and Event Type. The table is grouped by status, with expandable sections for 'Status: Open (3)' and 'Status: Pending Selection (18)'. The first event in the 'Open' group is 'English auction test' with ID Doc287533312 and End Time 9/23/2019 1:40 PM. Other events include RFQ, RFP, and RFI. A red box labeled '2' is placed over the 'Status: Open (3)' header, and a red box labeled '3' is placed over the expandable arrow next to it.

Title	ID	End Time	Event Type
▼ Status: Open (3)			
English auction test	Doc287533312	9/23/2019 1:40 PM	Auction
RFQ	Doc283403042	10/12/2019 11:01 AM	RFP
RFP	Doc282509222	9/25/2019 1:15 PM	RFP
Cookie concept_2nd RFI test	Doc282153564	9/25/2019 9:45 AM	RFI
▼ Status: Pending Selection (18)			
Event under RFP tasks testing	Doc282190326	9/20/2019 2:45 PM	RFP

▶ SAP ARIBA – DUTCH E-AUCTION ACCEPT/DECLINE AN INVITATION

1. To participate in an eSourcing event, first click on “**Intend to Participate**” to accept the invitation
2. To decline the invitation, please click on “**Decline to participate**”. Please note that in some cases you may be asked to enter the reason for decline
3. If you previously declined to respond, you can participate in the event by selecting “**Intend to Respond**”

Doc289678081 - Dutch auction_TJ_27.9.2019

You must decide whether or not you intend to participate in this event.

1 **Intend to Participate** Decline to Participate 2 Event Information

All Content

Name 1	Price	Quantity	Extended Price
1 Glycerine portfolio -	€200,000.00 EUR	1 each	€200,000.00 EUR

Event Overview and Timing Rules

Owner: Tatiana Jozafova ⓘ
Event Type: Dutch Auction
Currency: European Union Euro
Commodity: Glycerine B_030
Regions: WE Western Europe

Publish time: 9/27/2019 10:55 AM
Bidding start time: 9/27/2019 1:00 PM
Response end time: 9/27/2019 1:20 PM
Running time for the first lot: 20 Minutes ⓘ
Time between lot closing: 1 Minutes ⓘ
Bid adjustment interval: 2 Minutes ⓘ

You have declined to respond. Click on the 'Intend to Respond' button if you are intending to participate in the event

3 **Intend to Respond** Print Event Information

▶ SAP ARIBA – DUTCH E-AUCTION SELECTION OF LOT(S)

1. In order to select item(s) for which you intend to bid, click **“Select Lots”**
2. New window will open, tick the respective box for the relevant item(s)
3. Select **“Confirm Selected Lots”**

The screenshot displays the SAP ARIBA Dutch Auction interface for document Doc289678081. The interface is divided into several sections:

- Header:** Document ID and title "Doc289678081 - Dutch auction_TJ_27.9.2019". A red box labeled "1" highlights the "Select Lots" button.
- All Content:** A table with columns "Name", "Price", "Quantity", and "Extended Price". It lists one lot: "1 Glycerine portfolio" with a price of €200,000.00 EUR, a quantity of 1 each, and an extended price of €200,000.00 EUR.
- Event Overview and Timing Rules:** A section providing details about the auction event, including owner (Tatiana Jozalova), event type (Dutch Auction), currency (European Union Euro), commodity (Glycerine B_030), and regions (WE Western Europe). It also lists timing rules such as publish time, bidding start time, response end time, and intervals for running time, time between lot closing, and bid adjustment.
- Select Lots:** A section with a "Select Lots" button.
- Lots Available for Bidding:** A table with columns for selection checkboxes, lot name, and status. The lot "1 Glycerine portfolio" is selected, indicated by a checked checkbox and a red box labeled "2".
- Bottom:** A "Confirm Selected Lots" button, highlighted with a red box labeled "3".

▶ SAP ARIBA – DUTCH E-AUCTION BEFORE BIDDING

1. Before the auction starts, you can see more information about bidding item(s), e.g. starting price and bidding quantity
2. By clicking on the arrow also the bid adjustment value is visible

The screenshot displays the SAP ARIBA interface for a Dutch auction. At the top, the document ID 'Doc289678081 - Dutch auction_TJ_27.9.2019' is visible. Below this, the 'All Content' section shows a table with one item:

Name ↑	Price	Quantity	Extended Price
1 Glycerine portfolio 2a	€200,000.00 EUR	1 each	€200,000.00 EUR

A red box labeled '1' highlights the price and quantity columns. A red box labeled '2a' highlights the item name and its dropdown arrow. Below the table is a 'Compose Message' button.

Below the main content, a 'Bidding Rules - 1 Glycerine portfolio' dialog box is open. It contains the following information:

- Commodity: Glycerine B_030
- Region: WE Western Europe
- Bid adjustment: €2,000.00 EUR

A red box labeled '2b' highlights the 'Bid adjustment' field. Below this field, a note states: 'The amount the bid will be adjusted at each bid adjustment interval.'

▶ SAP ARIBA – DUTCH E-AUCTION BIDDING OPENED

1. Once the auction starts, the "Submit Acceptance" button is activated
2. By clicking on the arrow next to "Current price" you will see an overview of subsequent bidding values
3. "Time until next adjustment" is counting down automatically

1. Glycerine portfolio

Bid adjustment: €2,000.00 EUR
Current Price:
Time until next adjustment: 00:01:24

Quantity: 1 each
Extended Price: €200,000.00 EUR

Period:

Bid adjustment: €2,000.00 EUR
Current Price:
Time until next adjustment: 00:00:42

Next Bidding Values - (Price)

Current Bid Value: €202,000.00 EUR

Period	Value
1	€204,000.00 EUR
2	€206,000.00 EUR
3	€208,000.00 EUR
4	€210,000.00 EUR
5	€212,000.00 EUR

▶ SAP ARIBA – DUTCH E-AUCTION SUBMITTING A BID

In the Dutch eAuction, the price is automatically calculated by the system. Once you agree with the incremented price, confirm it by:

1. Select "Submit Acceptance"
2. Select "OK".

The screenshot displays the SAP ARIBA Dutch eAuction interface for document Doc289703021 - Dutch eAuction_TJ_27.9.2019. The main section is titled "1. Glycerine portfolio" and shows a bid adjustment of €2,000.00 EUR, a current price of €210,000.00 EUR, a quantity of 1 each, and an extended price of €210,000.00 EUR. The time until the next adjustment is 00:01:44. A red box highlights the "Submit Acceptance" button, with a red "1" next to it. Below this, a "Period" dropdown menu is set to "All". In the bottom right corner, a confirmation dialog box asks "Submit this response?" with a green checkmark and the instruction "Click OK to submit." A red box highlights the "OK" button in this dialog, with a red "2" next to it. Other buttons visible include "Update Totals", "Save draft", and "Compose Message".

▶ SAP ARIBA – DUTCH E-AUCTION BIDDING CLOSED

1. Once you accept the final price which is most suitable for you, the eAuction is automatically closed for bidding and the event status changes to **"Pending selection"**. No further bids can be posted.
2. The bid shown in the line **"Accepted Price"** is your successfully submitted bid.
3. You can see the posted bid also under **"Bid history"** section.

The screenshot displays the SAP ARIBA Dutch eAuction interface for document Doc289703021. The status is 'Pending Selection'. A green message bar indicates 'Your response has been submitted'. The main section shows '1. Glycerine portfolio' with a bid adjustment of €2,000.00 EUR, an accepted price of €210,000.00 EUR, an accepted quantity of 1 each, and an accepted extended price of €210,000.00 EUR. A 'Compose Message' button is visible. Below this is a 'Period' dropdown set to 'All'. The 'Bid History' section contains a table with the following data:

Participant	Price 1	Quantity	Submission Time
SPM technical supplier	€210,000.00 EUR	1 each	11:30 AM

▶ SAP ARIBA – DUTCH E-AUCTION

SEND & RECEIVE MESSAGES (1/2)

1. To compose a new message, select "Compose message"
2. Type the message text
3. Select "Send"

Important: Please note that once the auction is closed you will not be able to compose any messages.

1. Glycerine portfolio

Bid adjustment: €5,000.00 EUR
Accepted Price: €485,000.00 EUR
Accepted Quantity: 1 each

Compose Message 1

Period: All

< Go back to Henkel AG & Co. KGaA and its affiliates - TEST Dashboard Desktop File Sync

Compose New Message 3

From: SPM technical supplier (Tatiana Jozafova)
To: Project Team
Subject: Doc287993329 - English eAuction
Attachments: Attach a file

Text message 2

▶ SAP ARIBA – DUTCH E-AUCTION SEND & RECEIVE MESSAGES (2/2)

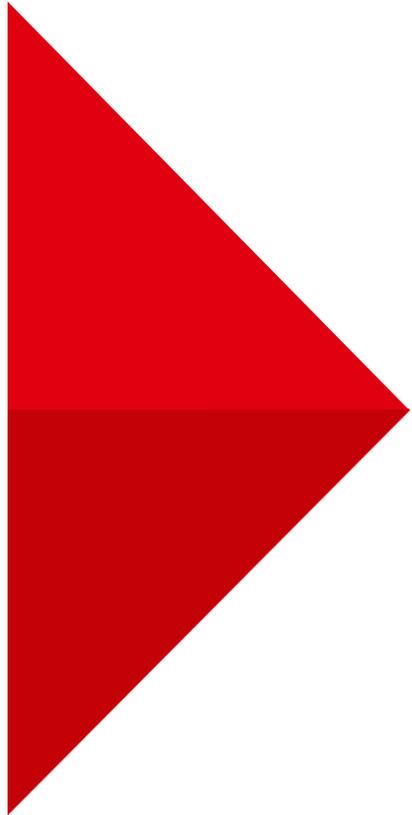
1. To see all messages, select “Event messages” from the panel on the left side
2. The list of messages exchanged during the event is shown
3. To return to the bidding part, select “Back to Console”

The screenshot displays the SAP ARIBA Dutch eAuction interface. The top section is the 'Console' for document 'Doc289703021 - Dutch eAuction_TJ_27.9.2019'. On the left, a sidebar contains 'Event Messages' (highlighted with a red box and '1'), 'Response History', and a 'Checklist' with items: '1. Review Event Details', '2. Select Lots', and '3. Submit Bids'. The main console area shows a yellow message: 'The bid shown is your last successfully submitted bid.' Below this, a section titled '1. Glycerine portfolio' displays 'Bid adjustment: €2,000.00 EUR' and 'Accepted Price: €210,000.00 EUR', with an 'Accepted Quantity: 1 each' and a 'Compose Message' button.

The bottom section is the 'Messages' list, highlighted with a red box and '2'. It contains a table with columns: Id, Reply Sent, Sent Date ↓, From, Contact Name, To, and Subject.

Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
MSG8889122.1	No	09/25/2019 02:01 PM	Henkel AG & Co. KGaA and its affiliates - TEST	Tatiana Jozafova	Participants (1) Team (1)	RE: Doc287993329 - English eAuction
MSG8889122	No	09/25/2019 01:58 PM	SPM technical supplier	Tatiana Jozafova	Tatiana Jozafova	Doc287993329 - English eAuction
MSG8870881	No	09/24/2019 03:04 PM	Henkel AG & Co. KGaA and its affiliates - TEST	Tatiana Jozafova	Participants (0) Team (0)	Event English eAuction is now accepting responses.
MSG8870501	Not Applicable	09/24/2019 02:49 PM	Henkel AG & Co. KGaA and its affiliates - TEST	Tatiana Jozafova	Tatiana Jozafova	Henkel AG & Co. KGaA and its affiliates - TEST has invited you to participate in an event...

Below the table are buttons for 'View', 'Reply', 'Compose Message', and 'Download all attachments'. At the bottom right, a 'Back to Console' button is highlighted with a red box and '3'.



THANK YOU

For further supporting materials please visit our [Henkel@SAP Ariba webpage](#) webpage.

