SUPPLIER MANUAL – ENGLISH E-AUCTION

Henkel@SAP Ariba

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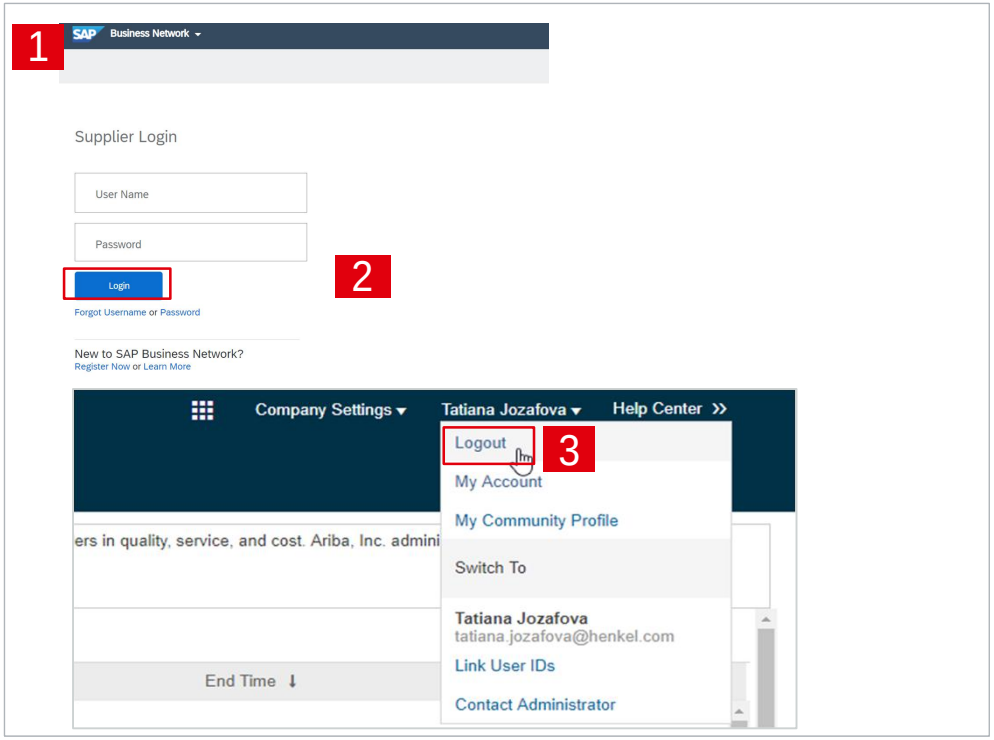
HOW TO LOG IN & LOG OUT

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



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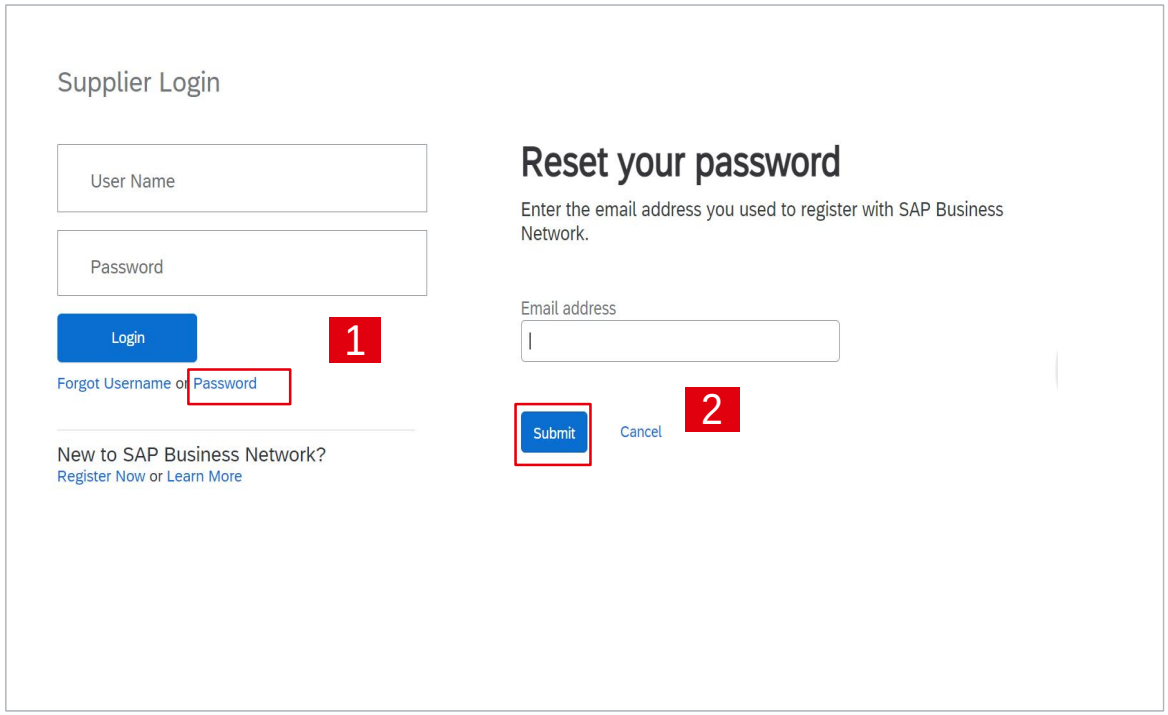
RESETTING USERNAME/ PASSWORD (1/2)

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”



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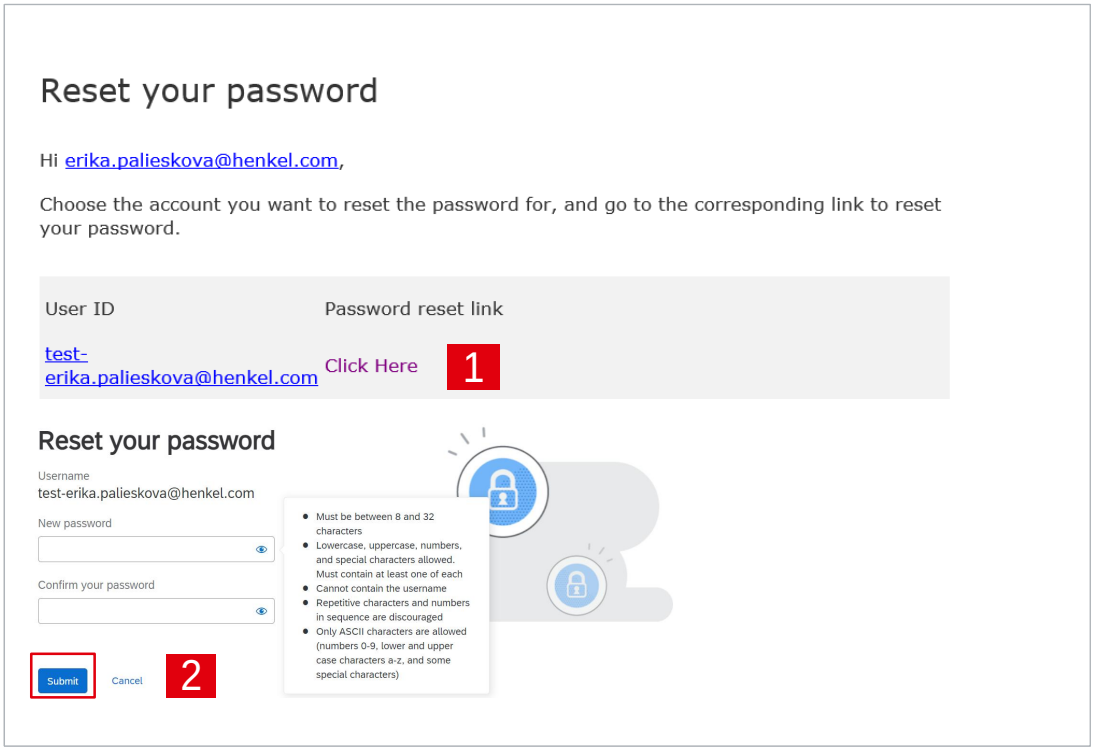
RESETTING USERNAME/ PASSWORD (2/2)

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”



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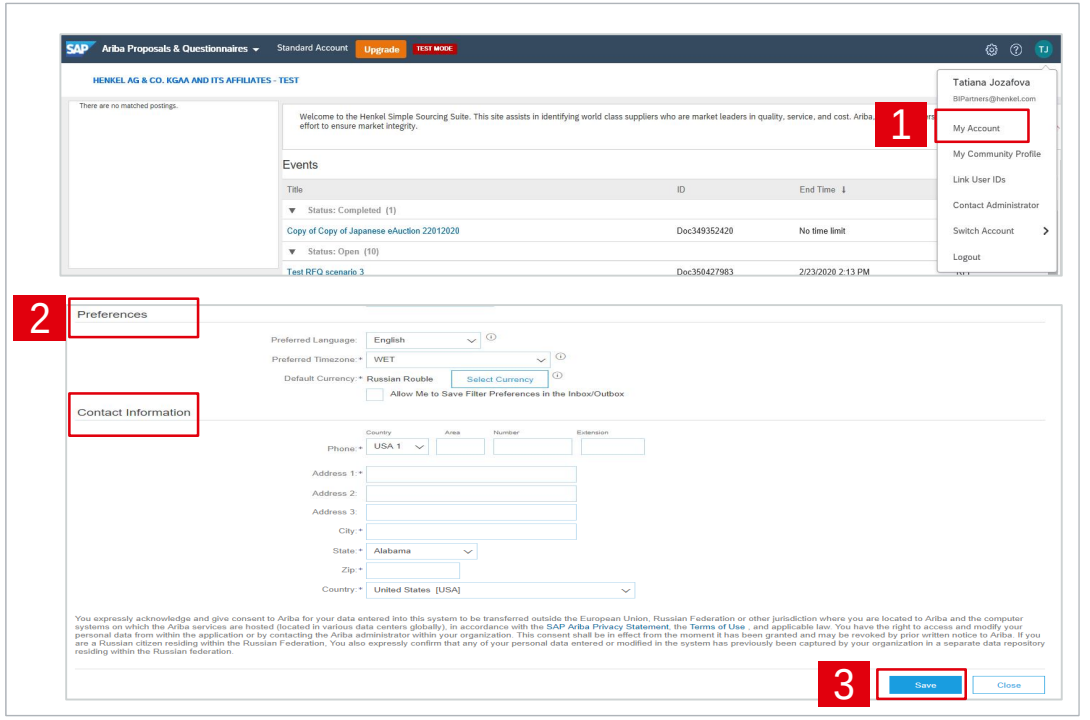
SETTING USER PREFERENCES

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!



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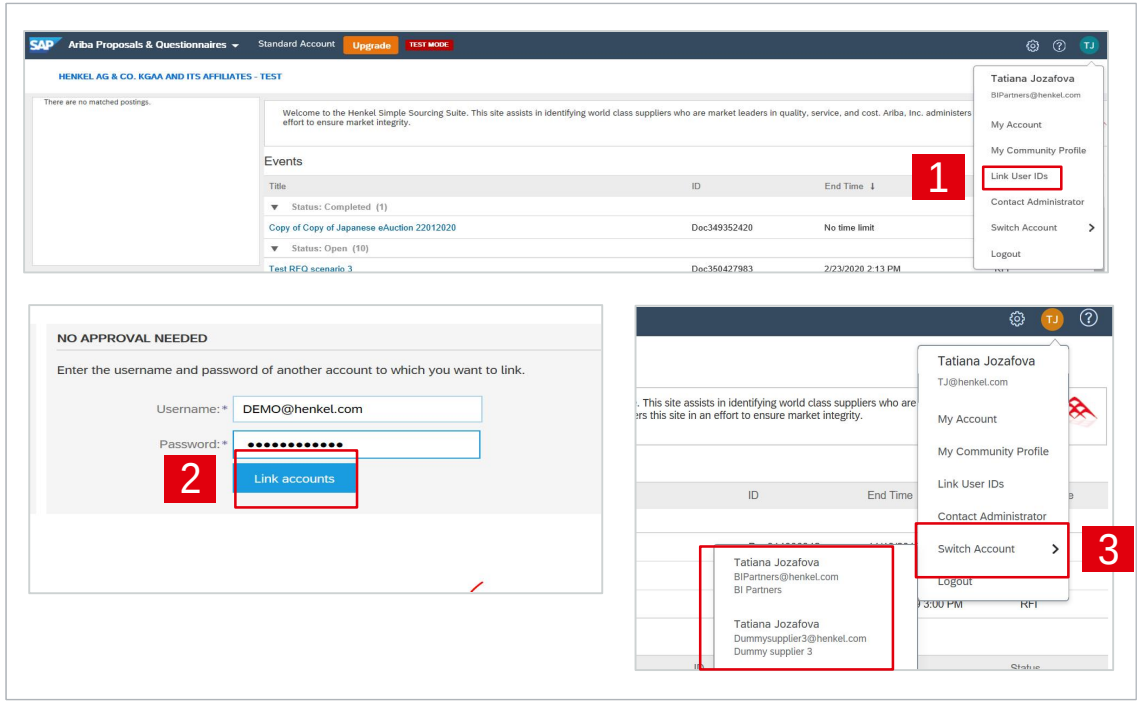
LINK USER ID

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



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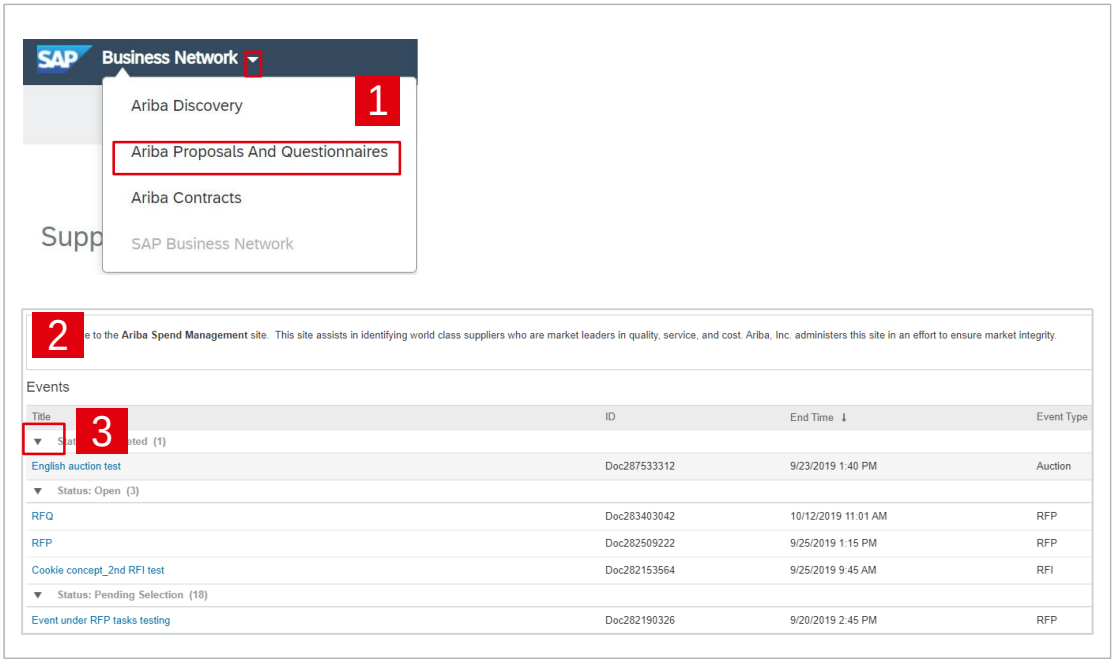
WELCOME PAGE

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



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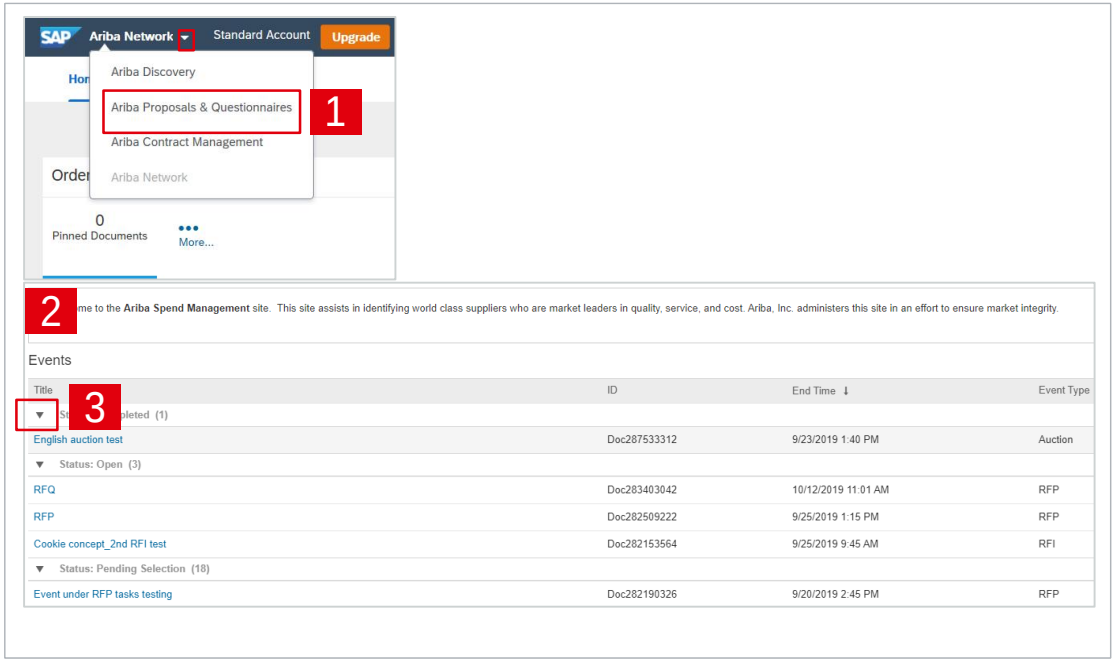

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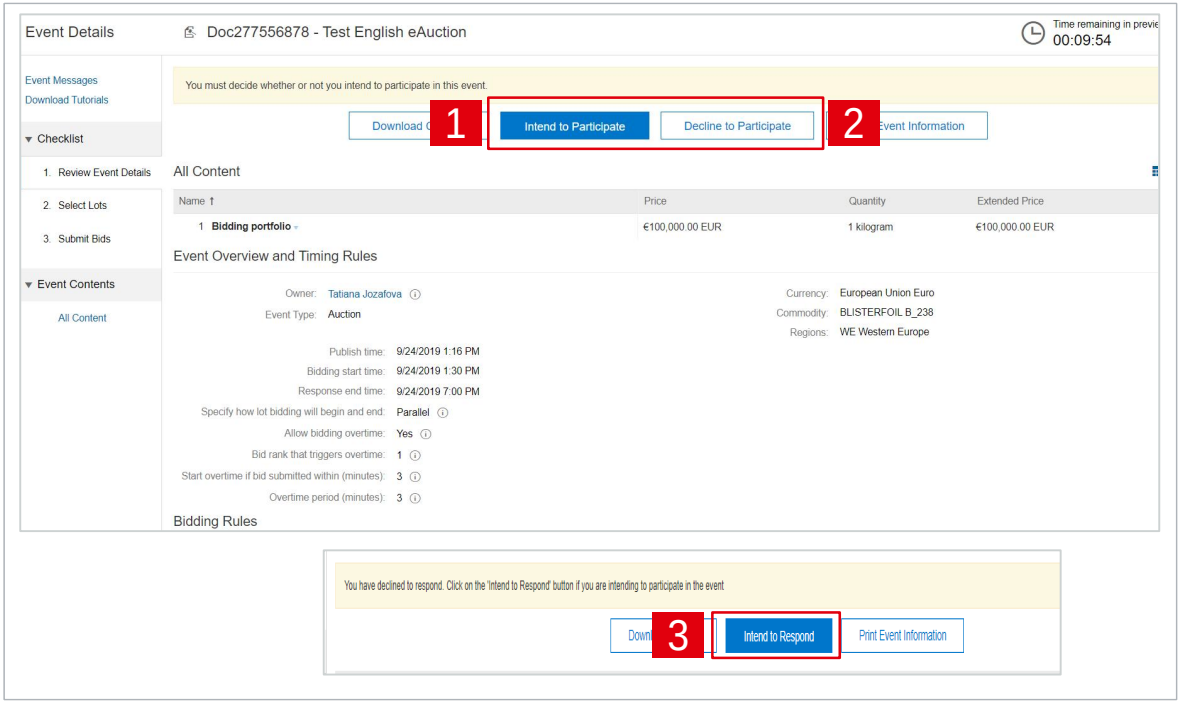
ACCEPT/DECLINE AN INVITATION

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”



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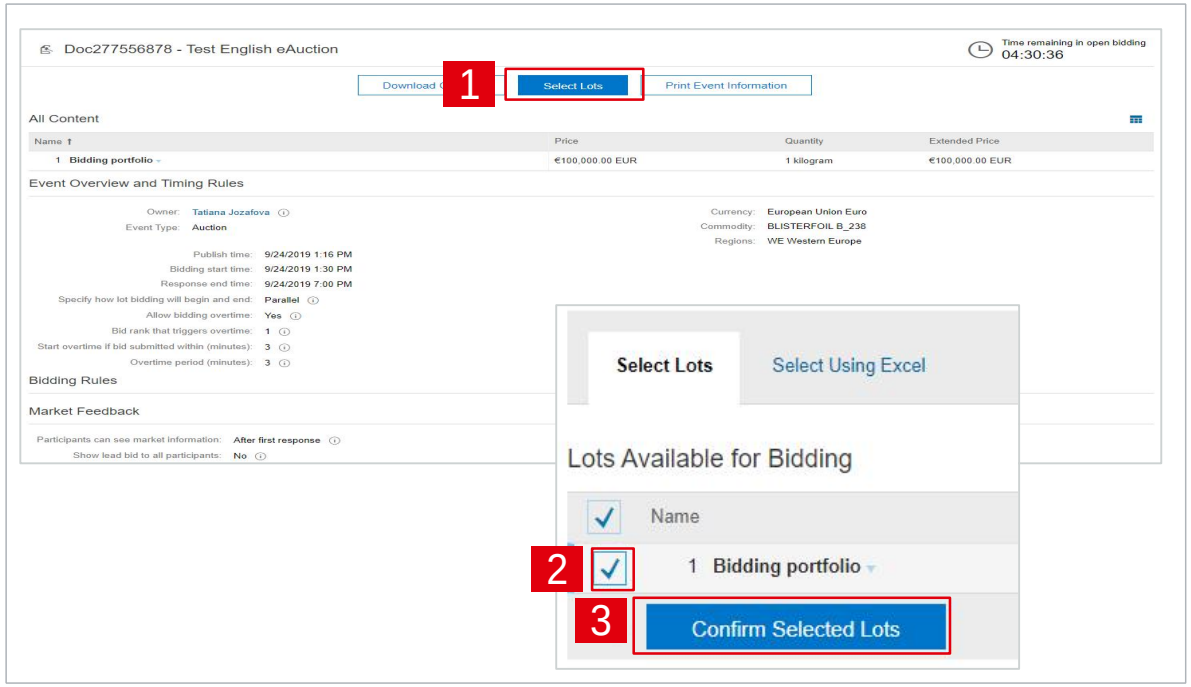
SELECTION OF LOT(S)

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”



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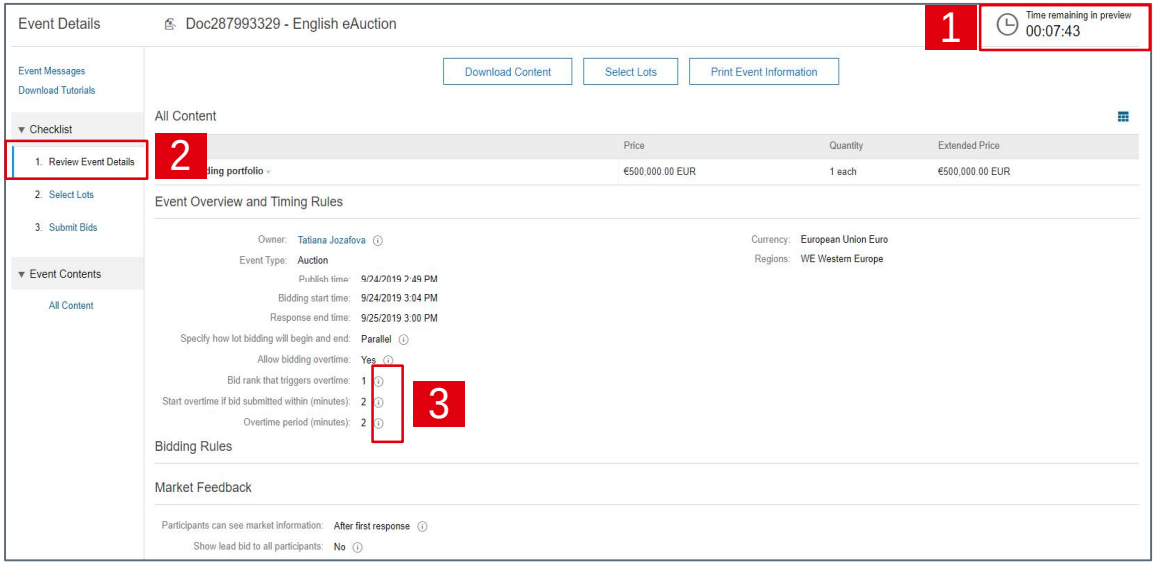
BEFORE BIDDING

1. In the upper right corner you can see “Time remaining in preview”, which indicates the time remaining before the auction bidding is opened

2. To see specific auction bidding rules, select “Review Event Details” from the navigation menu on the left side

3. To see more detailed explanation about specific auction settings, click on the icon behind the term



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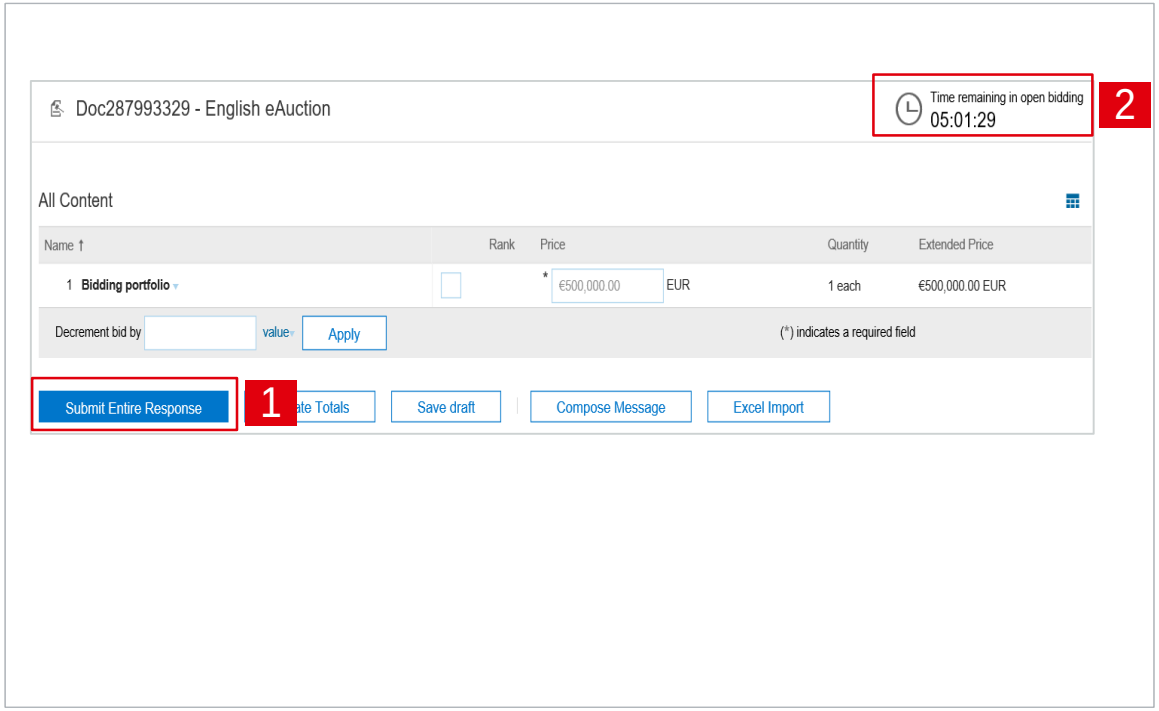
BIDDING OPENED

1. Once the auction bidding starts, the “Submit entire response” button is activated

2. Time remaining in open bidding is counting down in the upper right corner



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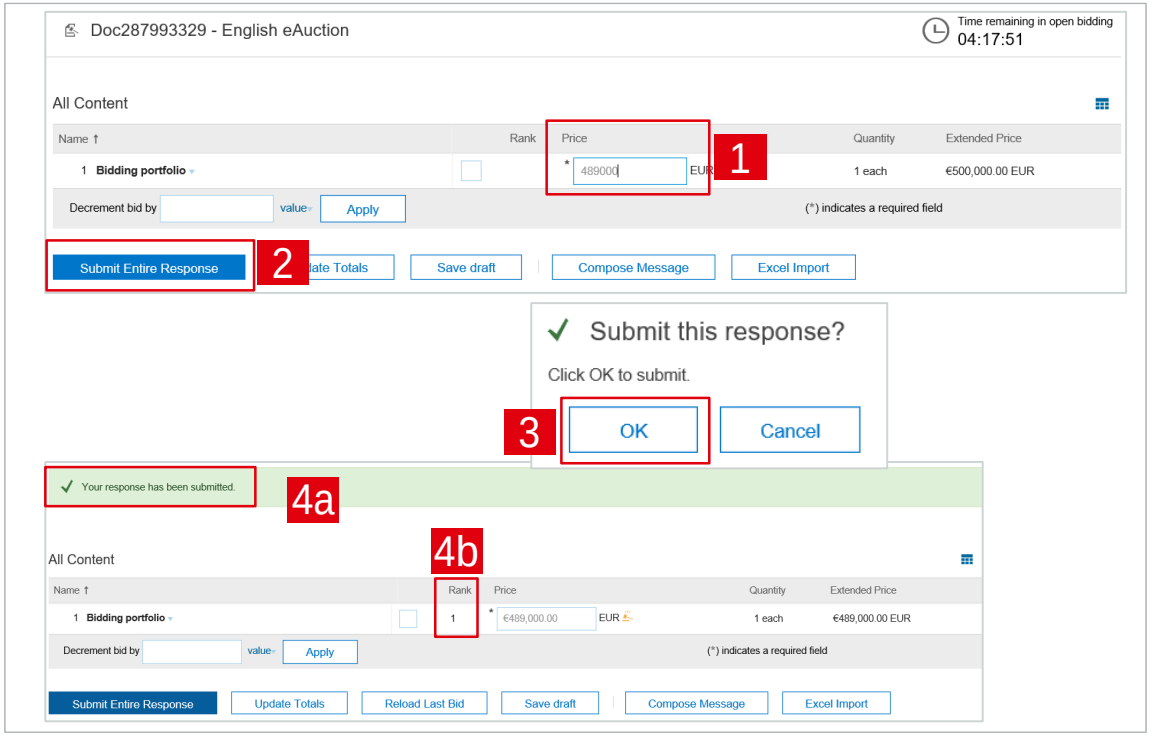
SUBMITTING A BID – OPTION 1

1. Enter new price directly into the field “Price”
2. Select “Submit Entire Response” button
3. Select “OK”
4. Confirmation message that bid has been submitted is shown and the rank (if applicable) is visible



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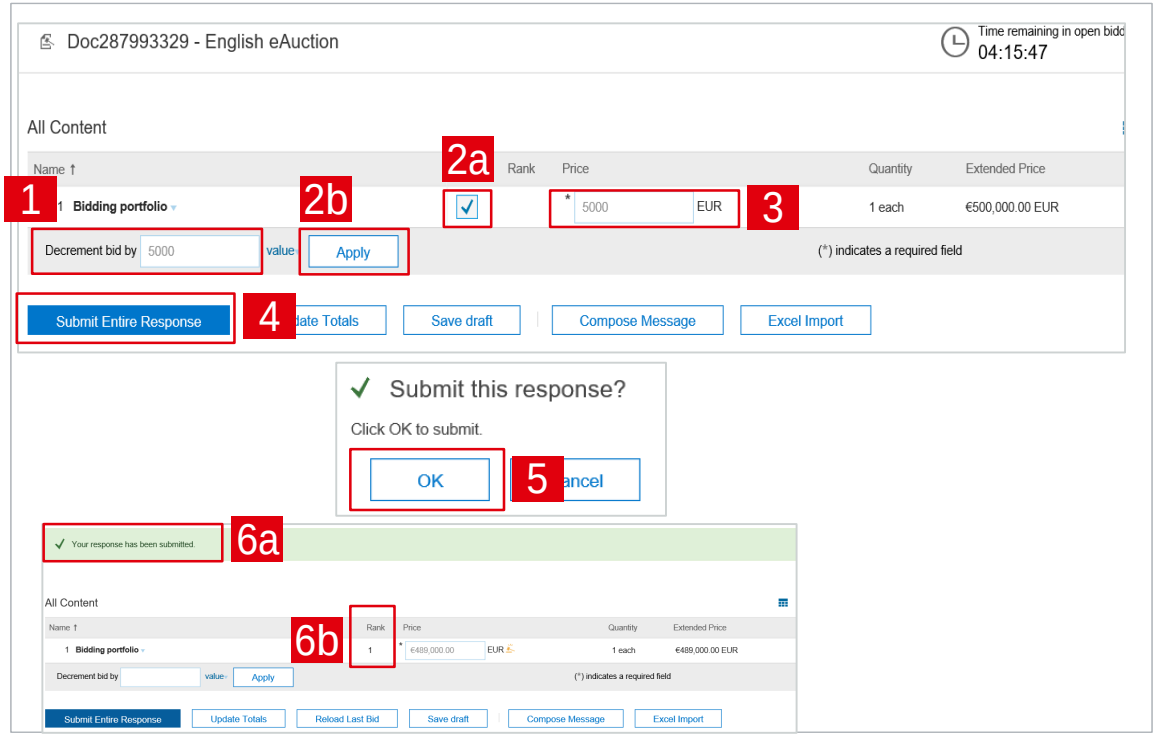
SUBMITTING A BID – OPTION 2

1. Enter decrement amount by which the overall price should be decreased into field “Decrement bid by”
2. Tick the box in bidding line and press “Apply”
3. The price is automatically adjusted
4. To confirm the price, select “Submit Entire Response”
5. Press “OK”
6. Confirmation message that bid has been submitted is shown and the rank (if applicable) is visible



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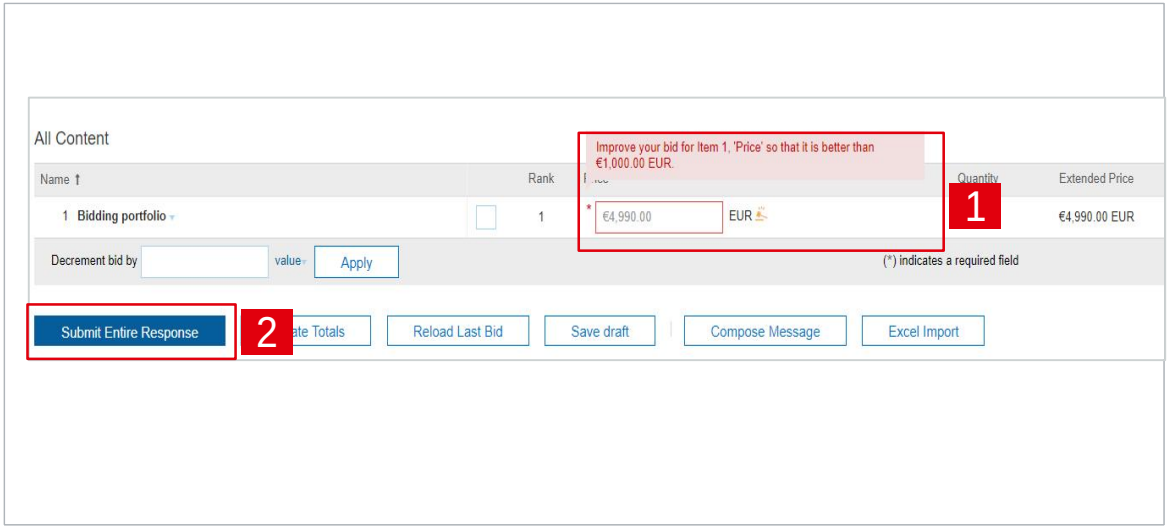
INCORRECT BID

1. In case a bid doesn't meet predefined requirements, an error message pops up and bid cannot be submitted

2. Correct your bid and submit via "Submit Entire Response" button again



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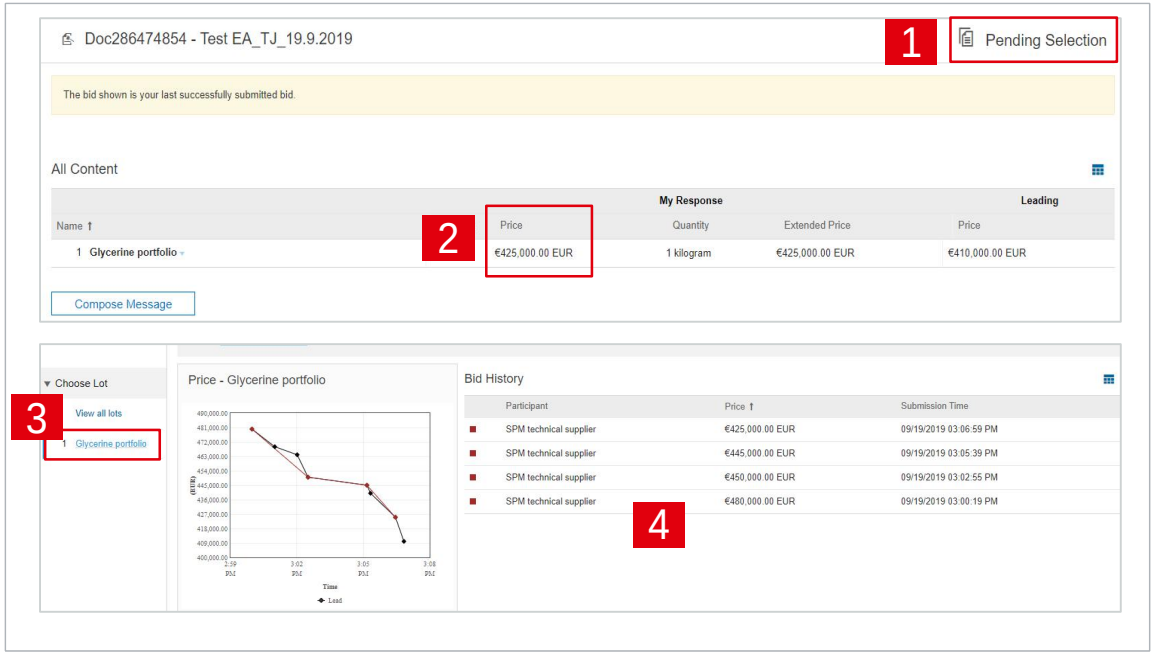
BIDDING CLOSED

1. Once the auction ends, the event status is “Pending selection” and no further bids can be posted

2. The bid shown under field “Price” is your last successfully submitted bid

3. To see a history of all submitted bids, select bidding portfolio under “Choose lot” from the panel on the left side

4. History of all submitted bids and graphical visualization of your bids are displayed under “Bid History”



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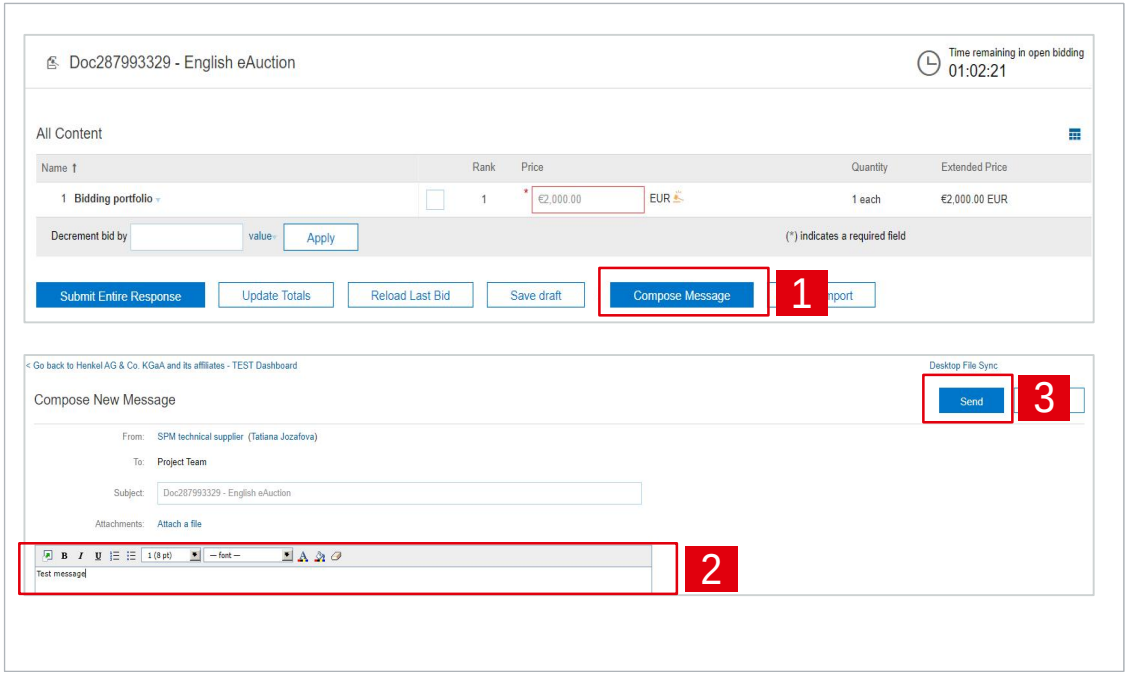
SEND & RECEIVE MESSAGES (1/2)

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.



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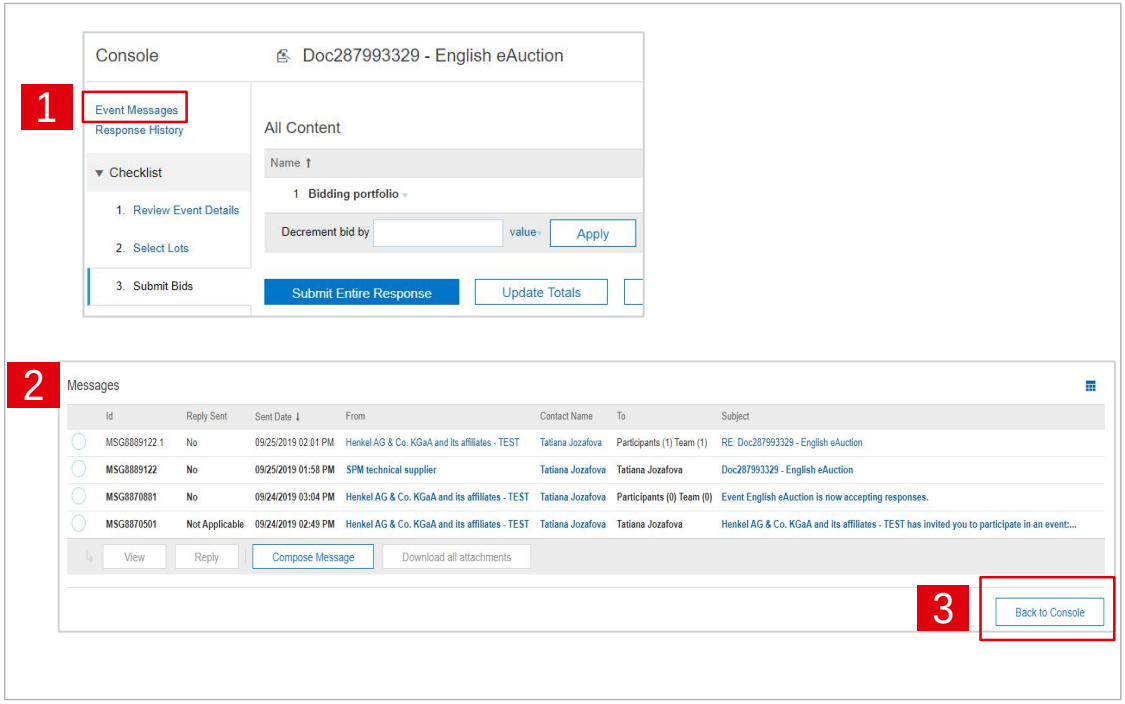
SEND & RECEIVE MESSAGES (2/2)

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”



THANK YOU

For further supporting materials please visit our Henkel@SAP Ariba webpage webpage.