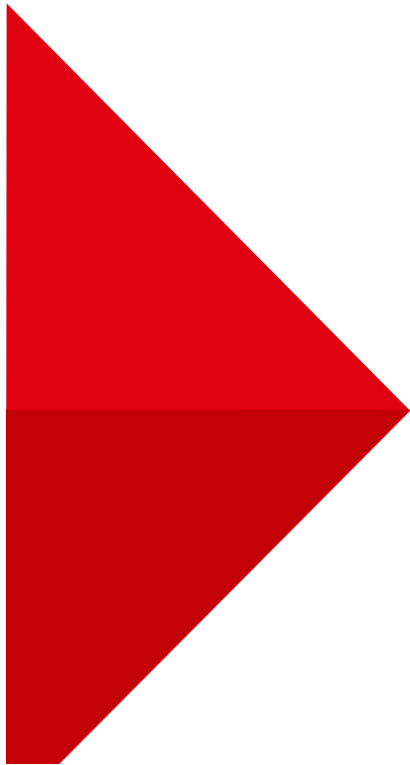




SUPPLIER MANUAL – ENGLISH E-AUCTION

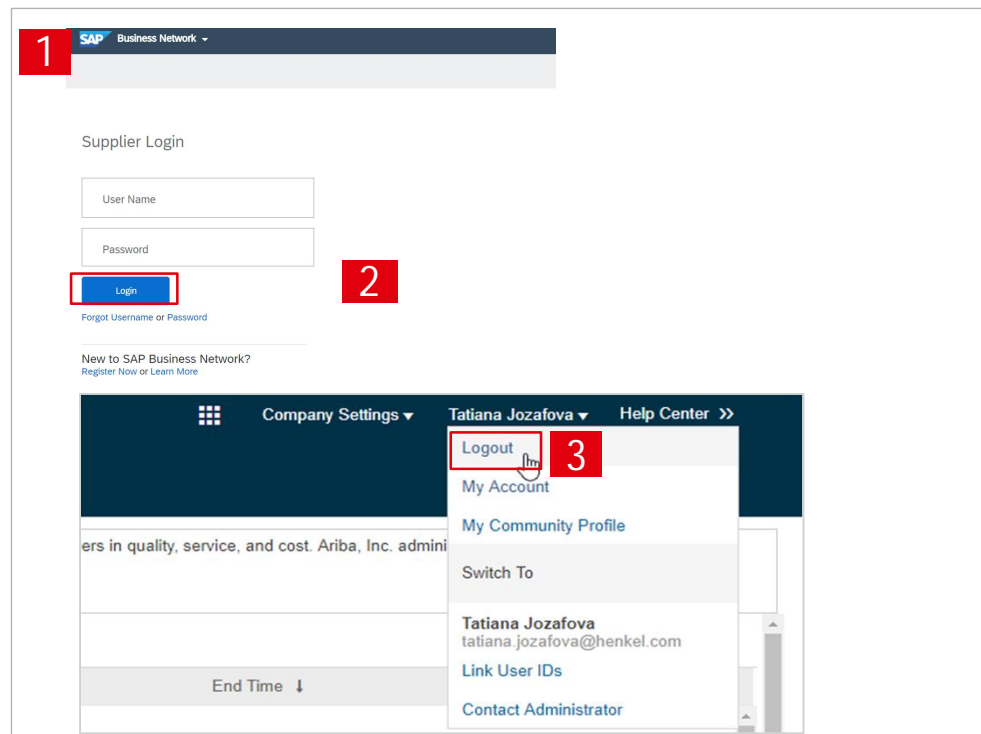
Henkel@SAP Ariba



▶ 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 – ENGLISH 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. It includes fields for 'Country' (USA 1), 'Area', 'Number', 'Extension', 'Address 1-3', 'City', 'State' (Alabama), 'Zip', and 'Country' (United States [USA]). A red box with the number '3' highlights the 'Save' button at the bottom right of the form.

▶ SAP ARIBA – ENGLISH 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 first screenshot shows the SAP Ariba interface with the user profile menu open. The 'Link User IDs' option is highlighted with a red box and a red '1'. The second screenshot shows a form titled 'NO APPROVAL NEEDED' with fields for 'Username' (DEMO@henkel.com) and 'Password'. The 'Link accounts' button is highlighted with a red box and a red '2'. The third screenshot shows the user profile menu with the 'Switch Account' option highlighted with a red box and a red '3'. Below the menu, a list of linked accounts is shown, including 'Tatiana Jozafova' with email addresses 'BIPartners@henkel.com' and 'Dummysupplier3@henkel.com'.

▶ SAP ARIBA – RFI WELCOME PAGE

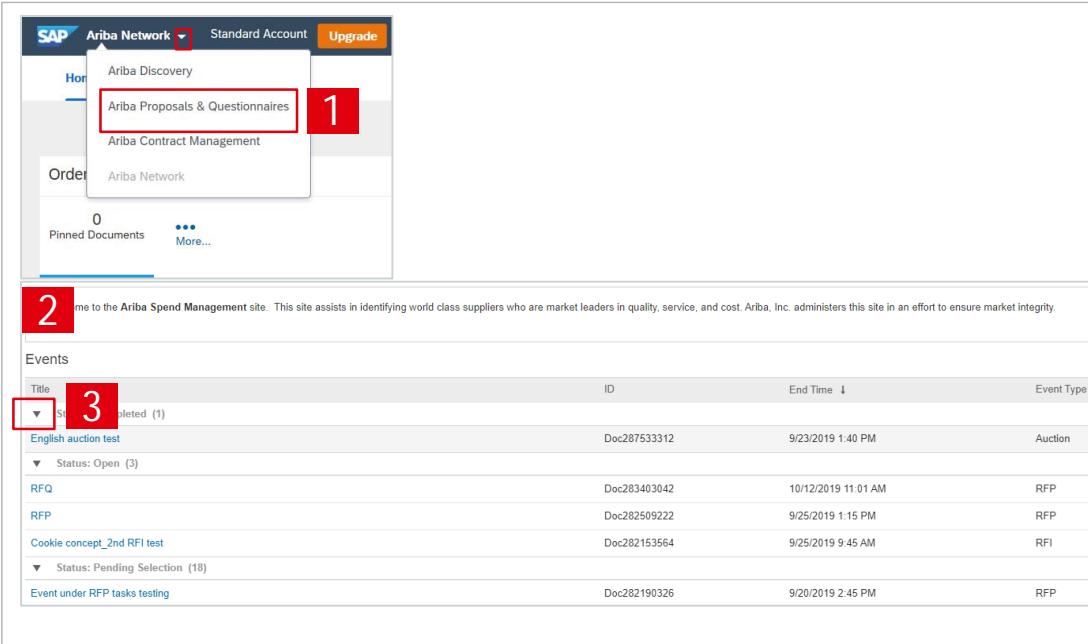
1. To display the list of eSourcing events you are invited for please go to “**Ariba Proposals & Questionnaires**”
2. List of your events is displayed, grouped by the event status:
 - Open
 - Pending selection (Closed)
 - Completed
 - Preview (Not started yet)
3. The events can be hidden/shown by clicking 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 events. 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 'Status: Open (3)' section contains three rows of events: 'English auction test' (Auction), 'RFQ' (RFP), and 'RFP' (RFP). The 'Status: Pending Selection (18)' section contains one row: 'Cookie concept_2nd RFI test' (RFI). The 'Event under RFP tasks testing' row is also visible at the bottom of the table.

Title	ID	End Time	Event Type
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
Event under RFP tasks testing	Doc282190326	9/20/2019 2:45 PM	RFP

▶ SAP ARIBA – ENGLISH E-AUCTION 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 displays the SAP Ariba Network interface. At the top, there is a navigation bar with 'SAP Ariba Network', 'Standard Account', and an 'Upgrade' button. A dropdown menu is open, showing options: 'Ariba Discovery', 'Ariba Proposals & Questionnaires' (highlighted with a red box and the number 1), 'Ariba Contract Management', and 'Ariba Network'. Below the navigation bar, there is a section for 'Pinned Documents' with '0' items and a 'More...' link. A red box with the number 2 highlights a text block: 'Welcome to the Ariba Spend 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.' Below this is an 'Events' section with a table. A red box with the number 3 highlights a dropdown arrow in the 'Status' column header. The table has columns: Title, ID, End Time, and Event Type. The table content is as follows:

Title	ID	End Time	Event Type
English auction test	Doc287533312	9/23/2019 1:40 PM	Auction
▼ Status: Open (3)			
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 – ENGLISH 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**”

The screenshot displays the SAP ARIBA eAuction interface for a document titled "Doc277556878 - Test English eAuction". The interface is divided into several sections:

- Event Messages:** A yellow banner at the top states, "You must decide whether or not you intend to participate in this event." Below this banner are three buttons: "Download Content" (with a red box and number 1), "Intend to Participate" (with a red box and number 2), and "Decline to Participate" (with a red box and number 2). A "Print Event Information" button is also visible.
- Checklist:** A vertical list on the left side includes: "1. Review Event Details", "2. Select Lots", and "3. Submit Bids".
- All Content Table:** A table with columns: Name, Price, Quantity, and Extended Price. It contains one row: "1 Bidding portfolio" with a price of €100,000.00 EUR, a quantity of 1 kilogram, and an extended price of €100,000.00 EUR.
- Event Overview and Timing Rules:** A section containing various event details such as Owner (Tatiana Jozatova), Event Type (Auction), Publish time (9/24/2019 1:16 PM), Bidding start time (9/24/2019 1:30 PM), Response end time (9/24/2019 7:00 PM), and Bidding Rules (Parallel, Allow bidding overtime: Yes, Bid rank that triggers overtime: 1, Start overtime if bid submitted within (minutes): 3, Overtime period (minutes): 3).
- Bidding Rules:** A section at the bottom of the main content area.
- Response Banner:** A yellow banner at the bottom of the interface states, "You have declined to respond. Click on the 'Intend to Respond' button if you are intending to participate in the event." Below this banner are three buttons: "Download Content" (with a red box and number 3), "Intend to Respond" (with a red box and number 3), and "Print Event Information".

▶ SAP ARIBA – ENGLISH 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 English E-Auction interface for document Doc277556878. The main content area shows a table with one lot: '1 Bidding portfolio' with a price of €100,000.00 EUR and a quantity of 1 kilogram. The interface includes sections for 'Event Overview and Timing Rules' and 'Bidding Rules'. A modal window titled 'Lots Available for Bidding' is open, showing a list of lots with checkboxes. The '1 Bidding portfolio' lot is selected, and the 'Confirm Selected Lots' button is highlighted. Red boxes and numbers 1, 2, and 3 indicate the steps: 1. Clicking 'Select Lots', 2. Selecting the lot checkbox, and 3. Clicking 'Confirm Selected Lots'.

Doc277556878 - Test English eAuction Time remaining in open bidding 04:30:36

Download **1** Select Lots Print Event Information

Name	Price	Quantity	Extended Price
1 Bidding portfolio	€100,000.00 EUR	1 kilogram	€100,000.00 EUR

Event Overview and Timing Rules

Owner: Tatiana Jozafova
Event Type: Auction
Publish time: 9/24/2019 1:16 PM
Bidding start time: 9/24/2019 1:30 PM
Response end time: 9/24/2019 7:00 PM
Specify how lot bidding will begin and end: Parallel
Allow bidding overtime: Yes
Bid rank that triggers overtime: 1
Start overtime if bid submitted within (minutes): 3
Overtime period (minutes): 3

Currency: European Union Euro
Commodity: BLISTERFOIL_B_238
Regions: WE Western Europe

Bidding Rules

Market Feedback

Participants can see market information: After first response
Show lead bid to all participants: No

Select Lots Select Using Excel

Lots Available for Bidding

<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	1 Bidding portfolio

3 Confirm Selected Lots

▶ SAP ARIBA – ENGLISH E-AUCTION 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

The screenshot displays the SAP Ariba English eAuction interface for document Doc287993329. The interface is divided into several sections:

- Event Details:** Located at the top, it includes a clock icon and the text "Time remaining in preview 00:07:43", highlighted with a red box and the number 1.
- Navigation Menu:** On the left side, there is a checklist with three items: "1. Review Event Details", "2. Select Lots", and "3. Submit Bids". The "1. Review Event Details" item is highlighted with a red box and the number 2.
- Event Overview and Timing Rules:** This section provides details about the auction, including:
 - Owner: Tatiana Jozafova
 - Event Type: Auction
 - Event Type Icon: A small icon next to the event type, highlighted with a red box and the number 3.
 - Publish time: 9/24/2019 7:45 PM
 - Bidding start time: 9/24/2019 3:04 PM
 - Response end time: 9/25/2019 3:00 PM
 - Specify how lot bidding will begin and end: Parallel
 - Allow bidding overtime: Yes
 - Bid rank that triggers overtime: 1
 - Start overtime if bid submitted within (minutes): 2
 - Overtime period (minutes): 2
- Bidding Rules:** This section includes "Market Feedback" and "Participants can see market information: After first response".
- Table:** A table with columns "Price", "Quantity", and "Extended Price" is visible, showing a bid of €500,000.00 EUR for 1 each lot, with an extended price of €500,000.00 EUR.

▶ SAP ARIBA – ENGLISH E-AUCTION

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

The screenshot displays the SAP ARIBA English eAuction interface for document Doc287993329. The page title is 'Doc287993329 - English eAuction'. In the top right corner, a clock icon indicates 'Time remaining in open bidding' at 05:01:29. Below this, the 'All Content' section shows a table with one row: '1 Bidding portfolio' with a rank of 1, a price of €500,000.00 EUR, and a quantity of 1 each. The extended price is also €500,000.00 EUR. Below the table, there is a 'Decrement bid by' field with a 'value' input and an 'Apply' button. At the bottom of the interface, there are several buttons: 'Submit Entire Response' (highlighted with a red box and a red '1'), 'Calculate Totals', 'Save draft', 'Compose Message', and 'Excel Import'. A red '2' is placed next to the 'Time remaining in open bidding' clock.

Name ↑	Rank	Price	Quantity	Extended Price
1 Bidding portfolio	1	* €500,000.00 EUR	1 each	€500,000.00 EUR

Decrement bid by value: (*) indicates a required field

▶ SAP ARIBA – ENGLISH E-AUCTION

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

Doc287993329 - English eAuction ⌚ Time remaining in open bidding 04:17:51

All Content

Name ↑	Rank	Price	Quantity	Extended Price
1 Bidding portfolio	<input type="checkbox"/>	* 489000 EUR 1	1 each	€500,000.00 EUR

Decrement bid by value- (*) indicates a required field

2

✓ Submit this response?
Click OK to submit.

3

✓ Your response has been submitted. **4a**

All Content

Name ↑	Rank	Price	Quantity	Extended Price
1 Bidding portfolio	<input type="checkbox"/> 4b 1	* €489,000.00 EUR	1 each	€489,000.00 EUR

Decrement bid by value- (*) indicates a required field

▶ SAP ARIBA – ENGLISH E-AUCTION

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

The screenshot shows the SAP ARIBA English eAuction interface for document Doc287993329. The interface includes a table of bidding lines and a form for submitting a response.

Initial State (Top):

- Document: Doc287993329 - English eAuction
- Time remaining: 04:15:47
- Table with columns: Name, Rank, Price, Quantity, Extended Price.
- Row 1: Bidding portfolio, Rank 1, Price 5000 EUR, Quantity 1 each, Extended Price €500,000.00 EUR.
- Form: Decrement bid by 5000, value, Apply button.
- Buttons: Submit Entire Response, Update Totals, Save draft, Compose Message, Excel Import.

Step 1: The "Decrement bid by" field is highlighted with a red box labeled 1.

Step 2: The checkbox in the bidding line is checked and highlighted with a red box labeled 2a. The "Apply" button is highlighted with a red box labeled 2b.

Step 3: The price in the bidding line is updated to 5000 EUR, highlighted with a red box labeled 3.

Step 4: The "Submit Entire Response" button is highlighted with a red box labeled 4.

Step 5: A confirmation dialog "Submit this response?" is shown with "OK" and "Cancel" buttons. The "OK" button is highlighted with a red box labeled 5.

Step 6: A green confirmation message "Your response has been submitted." is shown, highlighted with a red box labeled 6a.

Final State (Bottom):

- Table with columns: Name, Rank, Price, Quantity, Extended Price.
- Row 1: Bidding portfolio, Rank 1, Price €489,000.00 EUR, Quantity 1 each, Extended Price €489,000.00 EUR.
- Form: Decrement bid by, value, Apply button.
- Buttons: Submit Entire Response, Update Totals, Reload Last Bid, Save draft, Compose Message, Excel Import.

Step 6b: The rank in the bidding line is updated to 1, highlighted with a red box labeled 6b.

▶ SAP ARIBA – ENGLISH E-AUCTION 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

The screenshot displays the SAP ARIBA e-auction interface. At the top, it says "All Content". Below this is a table with columns: Name, Rank, Quantity, and Extended Price. The table contains one row: "1 Bidding portfolio" with Rank 1, Quantity 1, and Extended Price €4,990.00 EUR. A red error message box is overlaid on the table, stating: "Improve your bid for Item 1, 'Price' so that it is better than €1,000.00 EUR." The price input field in the table is highlighted with a red box and contains "€4,990.00". Below the table is a "Decrement bid by" field with a "value" dropdown and an "Apply" button. At the bottom, there is a row of buttons: "Submit Entire Response" (highlighted with a red box and a red "2" next to it), "Update Totals", "Reload Last Bid", "Save draft", "Compose Message", and "Excel Import". A red "1" is also present next to the "Quantity" column header.

Name	Rank	Quantity	Extended Price
1 Bidding portfolio	1	1	€4,990.00 EUR

Improve your bid for Item 1, 'Price' so that it is better than €1,000.00 EUR.

Decrement bid by value (*) indicates a required field

▶ SAP ARIBA – ENGLISH E-AUCTION 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”

Doc286474854 - Test EA_TJ_19.9.2019 1 Pending Selection

The bid shown is your last successfully submitted bid.

All Content

Name 1	Price	Quantity	Extended Price	Price
1 Glycerine portfolio	€425,000.00 EUR	1 kilogram	€425,000.00 EUR	€410,000.00 EUR

Compose Message

Choose Lot

- View all lots
- 1 Glycerine portfolio

Price - Glycerine portfolio

Bid History

Participant	Price 1	Submission Time
SPM technical supplier	€425,000.00 EUR	09/19/2019 03:06:59 PM
SPM technical supplier	€445,000.00 EUR	09/19/2019 03:05:39 PM
SPM technical supplier	€450,000.00 EUR	09/19/2019 03:02:55 PM
SPM technical supplier	€480,000.00 EUR	09/19/2019 03:00:19 PM

4

▶ SAP ARIBA – ENGLISH 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.

Doc287993329 - English eAuction ⌚ Time remaining in open bidding 01:02:21

All Content

Name ↑	Rank	Price	Quantity	Extended Price
1 Bidding portfolio -	<input type="checkbox"/>	1 * €2,000.00 EUR	1 each	€2,000.00 EUR

Decrement bid by: value: (*) indicates a required field

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

Compose New Message

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

▶ SAP ARIBA – ENGLISH E-AUCTION

SEND & RECEIVE MESSAGES (2/2)

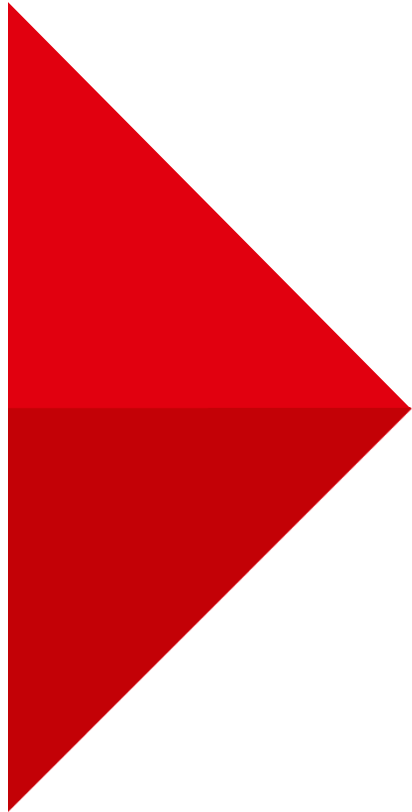
1. To see all messages, select “Event messages” from the panel on the left side
2. The list of messages exchanged during the event is shown
3. To return to the bidding part, select “Back to Console”

The screenshot displays the SAP Ariba English eAuction interface. The top panel is titled "Console" and "Doc287993329 - English eAuction". On the left side, there is a navigation menu with "Event Messages" highlighted and circled in red, with a red box containing the number "1" next to it. Below the menu, there is a "Checklist" section with three items: "1. Review Event Details", "2. Select Lots", and "3. Submit Bids". The main content area shows "All Content" with a "Name" field and a "1 Bidding portfolio" section. There is a "Decrement bid by" field with a "value" dropdown and an "Apply" button. Below this, there are "Submit Entire Response" and "Update Totals" buttons.

The bottom panel is titled "Messages" and contains a table of messages. A red box with the number "2" is next to the "Messages" header. The table has columns for "Id", "Reply Sent", "Sent Date", "From", "Contact Name", "To", and "Subject". The messages are as follows:

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, there are buttons for "View", "Reply", "Compose Message", and "Download all attachments". A red box with the number "3" is next to a "Back to Console" button in the bottom right corner.



THANK YOU

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

