

# MOL EPROCUREMENT ROLLOUT

Ariba Anglická eAukcia

Užívateľská príručka pre  
dodávateľov



2021 December



## 1. PRIHLÁSENIE DO ÚČTU ARIBA NETWORK

1.1 Prihlásenie do dodávateľského účtu Ariba Network

## 2. AKO SA ZÚČASTNIŤ

2.1 Kroky potrebné pre zúčastnenie sa na Udalosti

## 3. VYBERTE UDALOSŤ

3.1 Navigácia v účte / Vstup do udalosti

## 4. PODROBNOSTI & PREDPOKLADY UDALOSTI

4.1 Prehľad a pravidlá udalosti

4.2 Predpoklady účasti

## 5. AUKECIA

5.1 Vyberte položky / Predložte počiatočné ponuky

5.2 Predkladanie ďalšej ponuky

5.3 Konzola ponúk dodávateľa

## 6. VYUŽITIE TABULE SPRÁV

6.1 Odoslanie správy (odpovede) Nákupcovi

# OBSAH

# 1. PRIHLÁSENIE DO ÚČTU ARIBA NETWORK

## 1.1 Prihlásenie do dodávateľského účtu Ariba Network

Najskôr sa prihláste do svojho Ariba Network účtu na nasledujúcej stránke <http://supplier.ariba.com>

The screenshot shows the SAP Business Network Supplier Login interface. At the top, there is a dark blue header with the SAP logo and 'Business Network' text. The main content area is divided into two sections. On the left, under the heading 'Supplier Login', there are two input fields: 'User Name' and 'Password', both highlighted with red rectangular boxes. Below these fields is a blue 'Login' button. Underneath the button, there is a link for 'Forgot Username or Password'. At the bottom of this section, there is a link for 'New to SAP Business Network? Register Now or Learn More'. On the right, there is a promotional banner titled 'The start of something big'. It features a small image of people in a meeting and text stating 'Ariba Network is now part of SAP Business Network. Learn more about this first step in an exciting journey toward a unified, collaborative, and intelligent network.' Below the text is a 'Learn More' button. At the bottom of the page, there is a footer with the SAP logo, copyright information, and links for 'Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

## 2. AKO SA ZÚČASTNIŤ

### 2.1 Kroky potrebné na zúčastnenie sa na Udalosti

- POSTUP / KROKY
- ▶ Vstúpte do Udalosti minimálne 15 pred začatím zadávania ponuky
- ▶ Prečítajte si a potvrdte Online Bidding Terms and Conditions
- ▶ Vyberte a potvrdte položky / časti, na ktoré chcete predložiť ponuku
- ▶ V časti "Pricing" uveďte svoju cenovú ponuku a kliknite na tlačidlo "Submit Entire Response".

# 3. VYBERTE UDALOSŤ

## 3.1 Navigácia v účte / Vstup do udalosti

### POSTUP / KROKY

- ▶ 1. Kliknite na Business Network
- ▶ 2. Kliknite na Proposals & Questionnaires
- ▶ 3. Kliknite na názov eAukcie

The screenshot displays the Business Network user interface. At the top, the 'Business Network' menu is highlighted with a red circle '1'. A dropdown menu is open, with 'Ariba Proposals & Questionnaires' selected, indicated by a red circle '2'. Below this, the 'Events' section is visible, containing a table of upcoming events. The event 'Bearings\_eAuction' is highlighted with a red circle '3', and its 'Auction' event type is also highlighted with a red box. A red arrow points from the 'Auction' box back to the 'Bearings\_eAuction' row.

Title	ID	End Time ↓	Event Type	Participated
Network Installation and Support Services RFP Commercial Round 2	Doc644775292	4/22/2021 2:12 PM	RFP	Yes
Network Installation and Support Services RFP Technical Round 4	Doc644178495	4/21/2021 5:53 PM	RFP	Yes
Network Installation and Support Services Technical Round 3	Doc644178461	4/21/2021 5:20 PM	RFP	Yes
Network Installation and Support Services Technical Round 2	Doc644111696	4/21/2021 4:32 PM	RFP	Yes
IT_Network_tender_for Tifon_Sales_TEST	Doc640097811	4/21/2021 3:50 PM	RFP	Yes
Valentina_Test SP_ 15 04 2021 -Commercial Round 3	Doc640479042	4/16/2021 11:17 AM	RFP	No
Valentina_Test SP_ 15 04 2021 -Techn.Round 4	Doc640479008	4/16/2021 10:39 AM	RFP	No
Valentina_Test SP_ 15 04 2021 -Techn.Round 3	Doc640431094	4/16/2021 10:25 AM	RFP	No
Valentina_Test SP_ 15 04 2021 -Technical round 2	Doc640431046	4/16/2021 10:00 AM	RFP	No
RFP Vala test 15 04 2021	Doc639929596	4/16/2021 9:30 AM	RFP	No
▼ Status: Preview (1)				
Bearings_eAuction	Doc755509324	9/20/2021 5:50 PM	Auction	No

# 4. PODROBNOSTI & PREDPOKLADY UDALOSTI

## 4.1 Prehľad a pravidlá udalosti

- ▶ Kliknutím na názov eAukcie sa udalosť otvorí. Prvá strana obsahuje podrobnosti o udalosti
- ▶ V pravom hornom rohu počítadlo zobrazuje čas zostávajúci do ukončenia aktuálnej fázy eAukcie (ukážka / prihadzovanie / kontrola)
- ▶ POZNÁMKA: Po uplynutí nastaveného času už nie je možné zaslať cenovú ponuku

The screenshot displays the Ariba Sourcing interface for an event titled "Bearings\_eAuction" (Doc755509324). The page is divided into several sections:

- Event Details:** Shows the event name and document ID.
- Event Messages:** Includes a message about prerequisites: "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."
- Checklist:** A sidebar on the left lists three steps: "1. Review Event Details", "2. Review and Accept Prerequisites", and "3. Submit Bids". The first step is highlighted with a red box.
- Buttons:** "Review Prerequisites", "Decline to Respond", and "Print Event Information".
- Event Overview and Timing Rules:** A section containing event metadata such as Owner (Gábor Dezsényi), Event Type (Auction), Description, Currency (European Union Euro), and Planned Contract Effective Date (05/01/2021). It also lists timing rules like Publish time, Bidding start time, and Response end time.
- Bidding Rules:** A section detailing bidding parameters like "Specify how lot bidding will begin and end" (Parallel) and "Bid rank that triggers overtime" (1).
- Market Feedback:** A section at the bottom indicating "Participants can see market information: Before first response".

Additional UI elements include a "Desktop File Sync" button and two countdown timers in the top right corner: "Time remaining in open bidding" (00:27:40) and "Time remaining in preview" (00:01:59).

# 4. PODROBNOSTI & PREDPOKLADY UDALOSTI

## 4.2 Predpoklady účasti

The screenshot shows a web interface for an event. On the left, a sidebar titled 'Event Details' contains a 'Checklist' with three items: '1. Review Event Details', '2. Review and Accept Prerequisites', and '3. Submit Bids'. A red circle with the number '1' is next to the second item. The main content area shows a document titled 'Doc755509324 - Bearings\_eAuction'. A light blue banner states 'Prerequisites must be completed prior to participation in the event.' Below this is a scrollable text area containing the following terms and conditions:

- Bids.** If You are invited to participate in the On-Line Event, Sponsor reserves the right to amend, modify or withdraw this On-Line Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future business relationship. Rather, by submitting a bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid.
- Price Quotes.** Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the On-Line Events are legally valid quotations without qualification, except for data entry errors.
- Procedures and Rules.** Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.
- Confidentiality.** Participant shall keep all user names and passwords, the On-Line Event content, other confidential materials provided by the Site and/or Sponsor, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.
- Bids through Site only.** Participant agrees to submit bids only through the on-line bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by Sponsor.
- Ethical Conduct.** All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness practices that are counter-productive to the fair operation of the On-Line Event. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately.
- Export Control.** All parties who use this Site hosted by Ariba, Inc. agree to comply with all applicable export control and sanctions laws, including the laws of the US, EU and Germany.
- Survival.** The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

\*\*\*\*  
BA v1.1 19Aug09

At the bottom of the form, there are two radio buttons:  I accept the terms of this agreement. and  I do not accept the terms of this agreement. A red circle with the number '2' is next to the first radio button. At the bottom right of the form are 'OK' and 'Cancel' buttons.

### POSTUP / KROKY

- ▶ 1. Kliknite na „Review and Accept Prerequisites“
- ▶ 2. Prečítajte si Online Bidding Terms and Conditions a kliknite na horný prepínač, ak sú podmienky prijateľné
- ▶ 3. Kliknite OK
- ▶ 4. Potvrďte submit



4 ✓ Submit this agreement?

Click OK to submit.



# 5. AUKCIA

## 5.1 Vyberte položky / Predložte počiatkové ponuky

POSTUP / KROKY

1. Umiestnite svoje počiatkové ponuky pre všetky položky / jednu a viac položiek (cena je myslená ako jednotková cena)

2. Vždy uveďte prepravné náklady (tiež za jednu jednotku). Ak sa náklady na dopravu neuplatňujú vložte „0“.

3. Použite "." pred desatinné miesta, napr.: 0.2

4. Kliknite na „Submit Entire Response“

5. Uistite sa, že ste dostali správu „Your response has been submitted“.

▶ Vždy sa uistite, že ste klikli na tlačidlo „Submit Entire Response“ keď máte v úmysle odoslať svoju ponuku, inak vašu odpoveď nedostaneme.

	Rank	Price	Quantity	Total Cost	Loading
All Content					
Name 1					
- 1. Introduction					
- 2. Pricing					
2.1 Bearing 232/500 RZ K C4	1	€33.00	100 each	€33,000.00 EUR	€33,000.00 EUR
2.2 Bearing 62 03 ZZ C2	1	€83.00	100 each	€8,300.00 EUR	€8,300.00 EUR



# 5. AUKCIA

## 5.2 Predkladanie ďalšej ponuky

All Content

Name ↑		Rank	Price	My Resp
1 Introduction	More... +			
▼ 2 Pricing				
2.1 Bearing 232/500 RZ K C4 ▾	More... + <b>a</b>	<input checked="" type="checkbox"/>	1 <b>b</b> * €93.00 EUR	
2.2 Bearing 62 03 ZZ C2 ▾	More... +	<input type="checkbox"/>	1 * €81.00 EUR	

**a** Decrement Price ▾ for selected items by  value ▾

|

Pre zadávanie ďalších ponúk môžete byť

- a) Použiť funkciu “Decrement” – v takom prípade je potrebné označiť zaškrtnuté políčko pri položke ktorú chcete dražiť, alebo
- b) Použite bunku s cenou na vloženie priamej cenovej ponuky

► Vždy sa uistite, že ste klikli na tlačidlo „Submit Entire Response“, keď chcete odoslať vašu ponuku, inak vašu odpoveď nedostaneme.

# 5. AUKCIA

## 5.3 Kontrola ponúk dodávateľa

< Go back to MOL Group - TEST Dashboard

Console Doc755509324 - Bearings\_eAuction

The screenshot shows an auction dashboard for 'Bearings\_eAuction'. A yellow banner at the top states 'The bid shown is your last successfully submitted bid.' Below this, a 'My Bid Rank' section shows 'Rank: 1', 'Leading Bid: €8,403.00 EUR', and 'Bid decrement: €2.00 EUR'. A table lists the bid: '2.1 Bearing 232/500 RZ K C4' with Rank 1, Price €84.00 EUR, and Quantity 100 each. A 'Compose Message' button is visible. The 'Event Contents' sidebar on the left has 'Choose Lot' and '2.1 Bearing 232/500 RZ K C4' highlighted with red boxes. A 'Total Cost' graph shows a price curve over time. A 'Bid History' table lists participants: FairTrade Ltd (€8,403.00 EUR, 2:08 PM), Company 2 (6:03 PM), and Company 1 (1:57 PM). Annotations a-f are placed on the interface: 'a' on the Checklist, 'b' on the My Bid Rank, 'c' on the bid table, 'd' on the Event Contents sidebar, 'e' on the Bid History table, and 'f' on the Bid History table.

Event Messages  
Response History

▼ Checklist

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

Event Contents

All Content

1. Introduction
2. Pricing

▼ Choose Lot

View all lots

2.1 Bearing 232/500 RZ K C4

2.2 Bearing 62 03 ZZ C2

The bid shown is your last successfully submitted bid.

**a** My Bid Rank: **b** 1 Leading Bid: €8,403.00 EUR Bid decrement: €2.00 EUR **c**

Name ↑	Rank	Price	Quantity
2.1 Bearing 232/500 RZ K C4	1	€84.00 EUR	100 each

Compose Message

Period: All

**d** Total Cost - Bearing 232/500 RZ K C4 **e**

Bid History

Participant	Total Cost ↑	Submission Time
FairTrade Ltd	€8,403.00 EUR	2:08 PM
Company 2		6:03 PM
Company 1		1:57 PM

**f**

Aktuálny stav aukčného konania si môžete skontrolovať kliknutím na príslušné položky v časti „Choose Lot“

Môžete vidieť nasledujúce podrobnosti:

- a) Vašu aktuálnu úroveň
- b) Vedúcu ponuku
- c) Vaša aktuálna ponuka (cena, množstvo, celková cena)
- d) Graf ponúk zobrazujúci predložené ponuky (ponuka a čas predloženia)
- e) História ponúk ukazuje, kedy sa uskutočnila posledná aktivita účastníkov
- f) Červené kladivo („Najlepšia ponuka“) sa zobrazí, keď máte vedúcu ponuku.

V tomto príklade vidíme udalosť z pohľadu FairTrade Ltd.

Aukcia prebieha anonymne, účastníci aukcie si nemôžu navzájom vidieť meno.

# 6. VYUŽITIE TABULE SPRÁV

## 6.1 Odoslanie správy (odpovede) Nákupcovi

POSTUP / KROKY

- ▶ 1. Kliknite na “Event Messages” na konzole
- ▶ 2. Otvorte správu prijatú od nákupcu
- ▶ 3. Kliknite na tlačidlo “Reply”
- ▶ 4. Po napísaní odpovede kliknite na “Send”

The screenshot displays the Ariba Sourcing interface. On the left sidebar, the 'Event Messages' option is highlighted with a red box and a red circle containing the number 1. The main area shows a list of messages with columns for Id, Reply Sent, Sent Date, From, Contact Name, To, and Subject. The first message is highlighted with a red box and a red circle containing the number 2. A red arrow points from this message to a detailed view of the message. In this view, the 'Reply' button is highlighted with a red box and a red circle containing the number 3. Another red arrow points from the 'Reply' button to the 'Respond to Message' form. In this form, the 'Send' button is highlighted with a red box and a red circle containing the number 4. The form includes fields for 'From', 'To', and 'Subject', and a text editor with a rich text toolbar. The 'Done', 'Reply', 'Send', and 'Cancel' buttons are visible at the bottom of the form.