# MOL EPROCUREMENT ROLLOUT

**Ariba English eAuction User manual for Suppliers** 



2021 September





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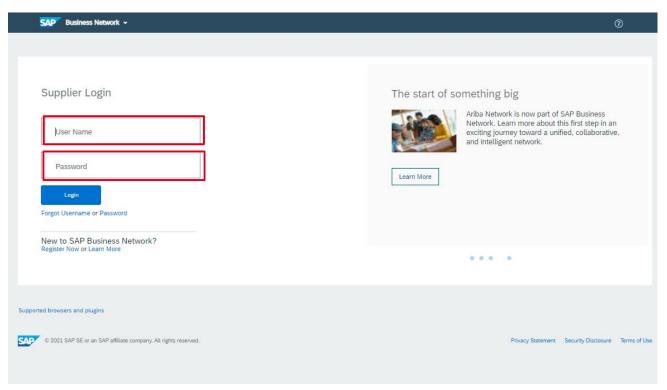
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# 1. LOGIN TO ARIBA NETWORK ACCOUNT

## 1.1 Logging to the Supplier Account on Ariba Network

At first enter your Ariba Network account from the following website <a href="http://supplier.ariba.com">http://supplier.ariba.com</a>



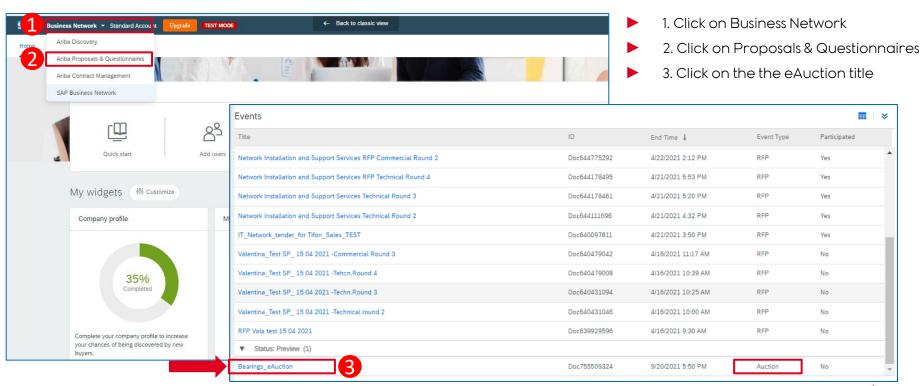
# 2. HOW TO PARTICIPATE

## 2.1 Steps To Take Part in an Event

- PROCEDURE / STEPS
- Enter the event minimum 15 minutes before the bidding start time
- Review and confirm the Online Bidding Terms and Conditions
- Select and confirm the items / lots you intend to submit bid for
- In the 'Pricing' section include your price bid and click on 'Submit Entire Response' button.

# 3. SELECT EVENT

# 3.1 Navigating in the Account / Entering the event



PROCEDURE / STEPS

# 4. EVENT DETAILS & PREREQUISITES

## 4.1 Event Overview and Rules

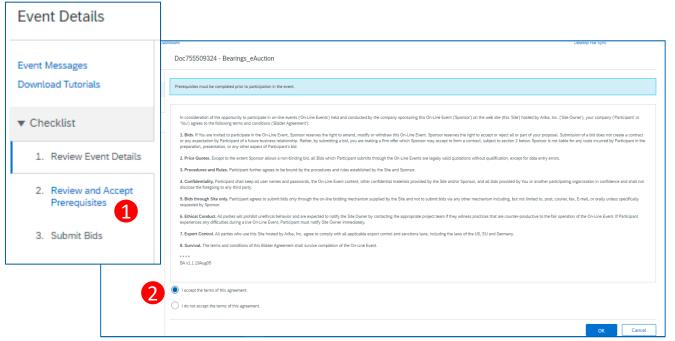
By clicking on the eAuction title the event opens. The first page contains the event details

Dénes Tar (starlite\_test@mol.hu) last visited 20 Sep 2021 8:46:05 AM StarLite Kft. AN01588717131-T

- At the top right corner the counter displays the time remaining until the close of the until the close of the actual phase of eAuction (preview/open bidding/review)
- NOTE: after the set time elapsed it is no longer possible to submit a quote Desktop File Sync Time remaining in open bidding Company Settings ▼ **Ariba Sourcing** Go back to MOL Group - TEST Dashboard **Event Details Event Details** Event Messages 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. **Download Tutorials** Event Messages ▼ Checklist Review Prerequisites Decline to Respond Print Event Information Download Tutorials 1. Review Event Detail Event Overview and Timing Rules 2. Review and Accept Preremuicites Owner: Gábor Dezsényi (i) Description: ▼ Checklist Event Type: Auction Currency: European Union Euro 3. Submit Bids Commodity: Network Installation and Support Services 620204 Regions: 1062 Tifon d.o.o. Planned Contract Months: 3 Review Event Details Planned Contract Effective Date: 05/01/2021 (i) Publish time: 9/20/2021 5:45 PM Bidding start time: 9/20/2021 5:50 PM 2. Review and Accept Response end time: 9/20/2021 6:20 PM Specify how lot bidding will begin and end: Parallel (i) Prerequisites Bid rank that triggers overtime: 1 (i) Start overtime if bid submitted within (minutes): 3 (i) Submit Bids **Bidding Rules** Market Feedback Participants can see market information: Before first response (i)

# 4. EVENT DETAILS & PREREQUISITES

## 4.2 Prerequisites to Participation



## PROCEDURE / STEPS

- 1. Click on Review and Accept Prerequisites'
- 2. Review the Online Biddina Terms and Conditions and click on the upper radiobutton, if the terms are acceptable
- 3. Click OK
- 4. Confirm to submit



Submit this agreement?

Click OK to submit.

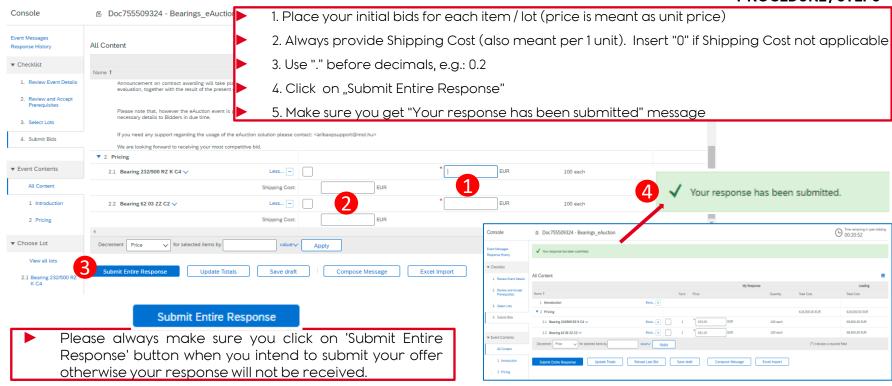
OK

Cancel

# 5. BIDDING

## 5.1 Select Lots / Submit Initial Bids

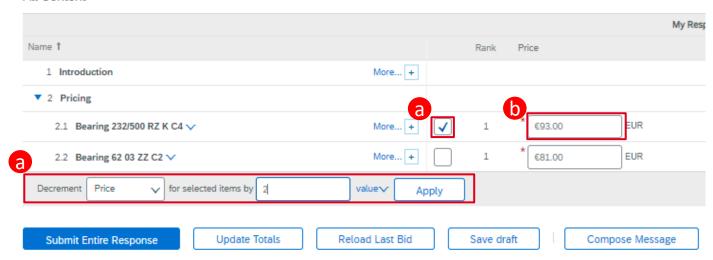
#### PROCEDURE/STEPS



# 5. BIDDING

## 5.2 Submit Further Bids

#### All Content



For placing further bids you can either

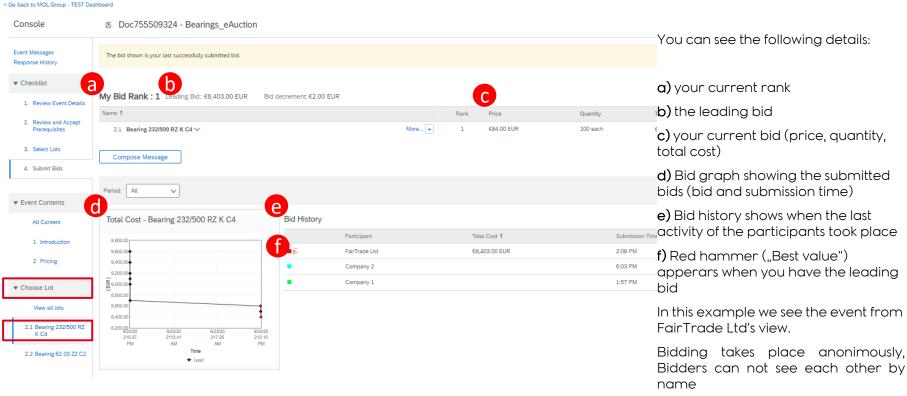
- a) use the "Decrement" function in such case you need to the mark the item you intend to bid for by the tickbox, or
- b) use the price cell to insert outright price bid

Submit Entire Response

Please always make sure you click on 'Submit Entire Response' button when you intend to submit your offer otherwise your response will not be received.

# 5. BIDDING

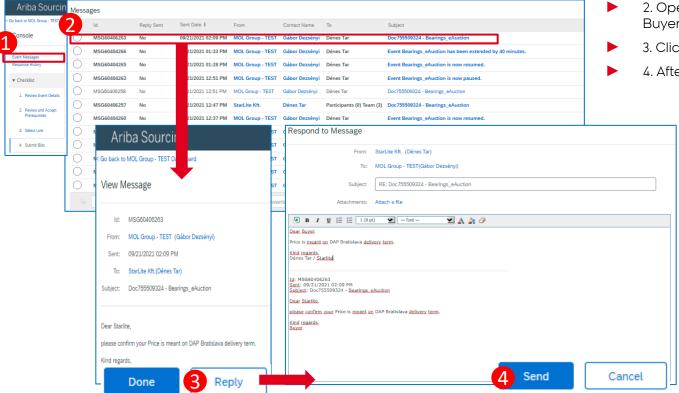
# 5.3 Supplier's Bid Console



You can check the actual state of the bidding procedure by clicking on the respective items under "Choose Lot"

# 6. USE OF MESSAGE BOARD

6.1 Sending Message (Answer) to Buyer



## PROCEDURE/STEPS

- 1. Click "Event Messages" on Console
- 2. Open the message received from Buyer
- 3. Click on the "Reply" button
- 4. After writing answer click on "Send"