

# MOL EPROCUREMENT ROLLOUT

Ariba English eAuction  
User manual for Suppliers



2021 September



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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 <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 three people in a meeting and a text block 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 banner, there are three small blue dots. The footer of the page contains the SAP logo, copyright information '© 2021 SAP SE or an SAP affiliate company. All rights reserved.', and links for 'Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

# 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

- ▶ 1. Click on Business Network
- ▶ 2. Click on Proposals & Questionnaires
- ▶ 3. Click on the the eAuction title

The screenshot shows the SAP Business Network user interface. At the top, the 'Business Network' menu is highlighted with a red circle and the number '1'. A dropdown menu is open, with 'Ariba Proposals & Questionnaires' selected, also marked with a red circle and the number '2'. Below the navigation, there is a 'My widgets' section with a 'Company profile' widget showing a 35% completion rate. On the right, an 'Events' table is displayed. The table has columns for Title, ID, End Time, Event Type, and Participated. The last row, 'Bearings\_eAuction', is highlighted with a red box and a red circle with the number '3'. A red arrow points from the 'Ariba Proposals & Questionnaires' menu item to the 'Bearings\_eAuction' row. The 'Event Type' for this row is 'Auction', also highlighted with a red box.

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. 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
- ▶ At the top right corner the counter displays the time remaining 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

**Event Details**

Event Messages  
Download Tutorials

▼ Checklist

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

**1. Review Event Details**

**2. Review and Accept Prerequisites**

**3. Submit Bids**

Ariba Sourcing

Company Settings

Desktop File Sync

Time remaining in open bidding  
00:27:40

Time remaining in preview  
00:01:59

Event Details Doc755509324 - Bearings\_eAuction

Event Messages  
Download Tutorials

▼ Checklist

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.

Review Prerequisites Decline to Respond Print Event Information

1. Review Event Details

**Event Overview and Timing Rules**

2. Review and Accept Prerequisites

3. Submit Bids

Owner: Gábor Dezsényi  
Event Type: Auction

Description:  
Currency: European Union Euro  
Commodity: Network Installation and Support Services 620204  
Regions: 1062 Tifon d.o.o.  
Planned Contract Months: 3  
Planned Contract Effective Date: 05/01/2021

Publish time: 9/20/2021 5:45 PM  
Bidding start time: 9/20/2021 5:50 PM  
Response end time: 9/20/2021 6:20 PM

Specify how lot bidding will begin and end: Parallel

Bid rank that triggers overtime: 1  
Start overtime if bid submitted within (minutes): 3  
Overtime period (minutes): 3

**Bidding Rules**

**Market Feedback**

Participants can see market information: Before first response

Deliver Top (stan@ariba\_test) last visited 20 Sep 2021 8:46:05 AM Start/Use Key: AN01588717131-Y

# 4. EVENT DETAILS & PREREQUISITES

## 4.2 Prerequisites to Participation

The screenshot shows a web interface for 'Event Details'. On the left, a sidebar contains 'Event Messages', 'Download Tutorials', and 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 is titled 'Doc755509324 - Bearings\_eAuction' and contains a blue banner stating 'Prerequisites must be completed prior to participation in the event.' Below this is a text area with 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 19Aug05

At the bottom, there are two radio buttons: the first is selected and labeled 'I accept the terms of this agreement.', and the second is labeled '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.

### PROCEDURE / STEPS

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



4 ✓ Submit this agreement?

Click OK to submit.



# 5. BIDDING

## 5.1 Select Lots / Submit Initial Bids

### PROCEDURE / STEPS

Console Doc755509324 - Bearings\_eAuction

Event Messages  
Response History

▼ Checklist

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

All Content

Name 1

Announcement on contract awarding will take place after the contract evaluation, together with the result of the present evaluation.

Please note that, however the eAuction event is in progress, you can still submit necessary details to Bidders in due time.

If you need any support regarding the usage of the eAuction solution please contact: <aribaopsupport@mol.hu>

We are looking forward to receiving your most competitive bid.

▼ 2 Pricing

Item	Unit	Quantity	Price	Shipping Cost
2.1 Bearing 232/500 RZ K C4	EUR	100 each	1	
2.2 Bearing 62 03 ZZ C2	EUR	100 each		

▼ Choose Lot

Decrement Price for selected items by value Apply

View all lots

2.1 Bearing 232/500 RZ K C4

Submit Entire Response Update Totals Save draft Compose Message Excel Import

1. Place your initial bids for each item / lot (price is meant as unit price)
2. Always provide Shipping Cost (also meant per 1 unit). Insert "0" if Shipping Cost not applicable
3. Use "." before decimals, e.g.: 0.2
4. Click on „Submit Entire Response“
5. Make sure you get "Your response has been submitted" message

1

2

4

✓ Your response has been submitted.

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.

Console Doc755509324 - Bearings\_eAuction

Event Messages  
Response History

✓ Your response has been submitted.

▼ Checklist

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

All Content

Name	Rank	Price	Quantity	Total Cost	Leading
1 Introduction					
▼ 2 Pricing				€38,000.00 EUR	€38,000.00 EUR
2.1 Bearing 232/500 RZ K C4	1	€39.00	100 each		
2.2 Bearing 62 03 ZZ C2	1	€83.00	100 each		€8,400.00 EUR

▼ Event Contents

All Content

Decrement Price for selected items by value Apply (\*) indicates a required field

1 Introduction

2 Pricing

Submit Entire Response Update Totals Retired Last Bid Save draft Compose Message Excel Import



# 5. BIDDING

## 5.2 Submit Further Bids

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 ▾

|

For placing further bids you can either

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

b) use the price cell to insert outright price bid

▶ 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

< Go back to MOL Group - TEST Dashboard

Console [Doc755509324 - Bearings\\_eAuction](#)

The bid shown is your last successfully submitted bid.

**a** My Bid Rank : **1** **b** 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

**d** **e** **f**

Period: All

Total Cost - Bearing 232/500 RZ K C4

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

Choose Lot

View all lots

2.1 Bearing 232/500 RZ K C4

2.2 Bearing 62 03 ZZ C2

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

You can see the following details:

- a)** your current rank
- b)** the leading bid
- c)** your current bid (price, quantity, total cost)
- d)** Bid graph showing the submitted bids (bid and submission time)
- e)** Bid history shows when the last activity of the participants took place
- f)** Red hammer („Best value") appears when you have the leading bid

In this example we see the event from FairTrade Ltd's view.

Bidding takes place anonymously, Bidders can not see each other by name

# 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"

The screenshot displays the Ariba Sourcing interface. On the left, the 'Console' sidebar has 'Event Messages' highlighted. The main 'Messages' table lists several messages, with the first one selected. A 'View Message' dialog is open, showing details for message ID MSG60406263. A 'Respond to Message' dialog is also open, showing the sender as StarLite Kft. and the subject as 'RE: Doc755509324 - Bearings\_eAuction'. The response text area contains a message to the buyer. At the bottom, the 'Reply' and 'Send' buttons are highlighted with red arrows and numbers 3 and 4 respectively.

Id	Reply Sent	Sent Date	From	Contact Name	To	Subject
MSG60406263	No	09/21/2021 02:09 PM	MOL Group - TEST	Gábor Dezsényi	Dénes Tar	Doc755509324 - Bearings_eAuction
MSG60404266	No	09/21/2021 01:33 PM	MOL Group - TEST	Gábor Dezsényi	Dénes Tar	Event Bearings_eAuction has been extended by 40 minutes.
MSG60404265	No	09/21/2021 01:28 PM	MOL Group - TEST	Gábor Dezsényi	Dénes Tar	Event Bearings_eAuction is now resumed.
MSG60404263	No	09/21/2021 12:51 PM	MOL Group - TEST	Gábor Dezsényi	Dénes Tar	Event Bearings_eAuction is now paused.
MSG60406258	No	09/21/2021 12:51 PM	MOL Group - TEST	Gábor Dezsényi	Dénes Tar	Doc755509324 - Bearings_eAuction
MSG60406257	No	09/21/2021 12:47 PM	StarLite Kft.	Dénes Tar	Participants (0) Team (3)	Doc755509324 - Bearings_eAuction
MSG60404260	No	09/21/2021 12:37 PM	MOL Group - TEST	Gábor Dezsényi	Dénes Tar	Event Bearings_eAuction is now resumed.

**View Message**

Id: MSG60406263  
From: MOL Group - TEST (Gábor Dezsényi)  
Sent: 09/21/2021 02:09 PM  
To: StarLite Kft.(Dénes Tar)  
Subject: Doc755509324 - Bearings\_eAuction

Dear StarLite,  
please confirm your Price is meant on DAP Bratislava delivery term.

Kind regards,  
Gábor Dezsényi

**Respond to Message**

From: StarLite Kft. (Dénes Tar)  
To: MOL Group - TEST(Gábor Dezsényi)  
Subject: RE: Doc755509324 - Bearings\_eAuction  
Attachments: Attach a file

Dear Buyer,  
Price is meant on DAP Bratislava delivery term.  
Kind regards,  
Dénes Tar / StarLite

Id: MSG60406263  
Sent: 09/21/2021 02:09 PM  
Subject: Doc755509324 - Bearings\_eAuction

Dear StarLite,  
please confirm your Price is meant on DAP Bratislava delivery term.

Kind regards,  
Buyer.

Buttons: Done, Reply, Send, Cancel