MOL EPROCUREMENT ROLLOUT

Ariba English eAuction

User manual for Suppliers

SAP Ariba

2021 September

MOLGROUP

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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

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

► 1. Click on Business Network

► 2. Click on Proposals & Questionnaires

► 3. Click on the the eAuction title

Business Network ▼ Standard Account | Upgrade | TEST MODE | ← Back to classic view

- Ariba Discovery
- Ariba Proposals & Questionnaires
- Ariba Contract Management
- SAP Business Network

Quick start | Add users

My widgets | ⚙ Customize

Company profile

35% Completed

Complete your company profile to increase your chances of being discovered by new buyers.

Events

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 -Tehcn.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 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

4. EVENT DETAILS & PREREQUISITES

4.2 Prerequisites to Participation

► 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

5. BIDDING
5.1 Select Lots / Submit Initial Bids

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

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
5.2 Submit Further Bids

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

▶ 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

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.

My Bid Rank : 1 Leading Bid: €8,403.00 EUR Bid decrement: €2.00 EUR

Name ↑		Rank	Price	Quantity	T
2.1 Bearing 232/500 RZ K C4 ⌄	More... +	1	€84.00 EUR	100 each	€

Compose Message

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

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") apperars when you have the leading bid

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

Bidding takes place anonimously, 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"