

MOL EPROCUREMENT ROLLOUT

Ariba Japonská eAukcia
Užívateľská príručka pre
dodávateľov



2021 December



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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>

SAP Business Network

Supplier Login

User Name


Password

Login

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The start of something big



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.

[Learn More](#)

Supported browsers and plugins

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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 „Submit Bids“ prijmite aktuálnu cenovú hladinu kliknutím na tlačidlo „Submit Acceptance“, a dostanete sa do ďalšieho kola.

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' dropdown menu is open, with 'Ariba Proposals & Questionnaires' selected. Below this, the 'Events' section is visible, containing a table of upcoming events. The event 'Bearings_eAuction' is highlighted with a red box and a red arrow pointing to it, indicating the final step in the navigation process.

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 area containing the following text:

In consideration of the opportunity to participate in on-line events (On-Line Events) held and conducted by the company sponsoring this On-Line Event (Sponsor) on the web site (this 'Site') hosted by Ariba, Inc. ('Site Owner'), your company ('Participant' or 'You') agrees to the following terms and conditions ('Bidder Agreement'):

- 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.

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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

POSTUP / KROKY

1. Kliknite na tlačidlo „Select Lots”
2. Zaškrtnite zaškrťavacie políčko pri položke ktorú chcete dražiť
3. Click na tlačidlo „Confirm Selected Lots”

The screenshot shows the Ariba Sourcing interface for an auction. The top navigation bar includes 'Company Settings', 'Dénies Tar', and 'Help Center'. The main content area is titled 'Select Lots' and shows a table of 'Lots Available for Bidding'. The table has columns for 'Name', 'Reason for not bidding', and 'Status'. One lot is listed: '1.1 Bearing 62 03 ZZ C2'. The 'Select Lots' button is highlighted with a red circle '1'. The 'Confirm Selected Lots' button is highlighted with a red circle '3'. A red box on the right contains the instructions for the steps.

5. AUKCIA

5.2 Predloženie ponuky

a 1.1. Bearing 62 03 ZZ C2

b Bid adjustment: €1.00 EUR
Accepted Price: €74.00 EUR
Current Price: €73.00 EUR

c Submit Acceptance

d Submit Bids

e Submit Acceptance

You haven't accepted the current price level. Submit a bid before bidding closes to avoid elimination.

1.1. Bearing 62 03 ZZ C2

Bid adjustment: €1.00 EUR
Accepted Price: €74.00 EUR
Current Price: €73.00 EUR

Accepted Quantity: 1 each
Quantity: 1 each

Submit Acceptance

Compose Message

Lot Details

Name 1

1.1 Bearing 62 03 ZZ C2

(*) indicates a required field

Period: All

Bid History

Participant	Price T	Quantity	Submission Time
StarLite Kft.	€74.00 EUR	1 each	11:38 PM

Dénes Tar (starlite_test@mol.hu) last visited 30 Sep 2021 2:36:45 PM StarLite Kft. AN01588717131-T
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Várakozás a következőre: s1-eu.ariba.com...

Po spustení eAukcie sa na obrazovke zobrazia nasledujúce údaje/informácie:

- a) Položka v aukcii
- b) Zostávajúci čas na akceptovanie aktuálnej cenovej ponuky
- c) Suma, o ktorú sa cena zníži
- d) Aktuálna cenová ponuka na akceptovanie
- e) Kliknite na „Submit Acceptance“ ak chcete prijať aktuálnu cenovú ponuku

► ! Upozorňujeme, že ak neakceptujete aktálnu cenovú ponuku v stanovenom termíne, systém vás nepostí do ďalšieho kola.

5. AUKCIA

5.2 Predloženie ponuky (pokr.)

POSTUP / KROKY

- ▶ 1. Po kliknutí na Submit Acceptance musíte potvrdiť odoslanie
- ▶ 2. Otvorte správu prijatú od Nákupcu
- ▶ 3. Kliknutím na znak "i" môžete zobrazit ďalších päť cenových ponúk
- ▶ 4. Keď aukcia pre vás skončí, dostanete správu

The screenshot illustrates the auction submission process. It features a 'Submit this response?' dialog box (1) with 'OK' and 'Cancel' buttons. A green notification bar (2) states: 'You have successfully accepted the current price level. You can wait for the next price change to accept the new price level.' A 'Next Bidding Values - (Price)' window (3) is open, showing a table of future bid values and a 'Submit Acceptance' button. A yellow error bar (4) at the bottom reads: 'You are not allowed to submit an acceptance. Bidding is either closed, not started at your price level or you haven't submitted an acceptance at the previous price levels.' The main interface shows bid details for '1.1. L1' and '2.1. L1'.

1 Submit this response?
Click OK to submit.

2 Doc764971597 - SAL_test Japanese w2 template_v2
Time remaining for item 1.1
00:00:29
You have successfully accepted the current price level. You can wait for the next price change to accept the new price level.

3 Next Bidding Values - (Price)
Bid adjustment: €1.00 EUR
Accepted Price: €75.00 EUR
Current Price: €75.00 EUR
Current Bid Value: €75.00 EUR
Submit Acceptance

Period	Value
1	€74.00 EUR
2	€73.00 EUR
3	€72.00 EUR
4	€71.00 EUR
5	€70.00 EUR

4 You are not allowed to submit an acceptance. Bidding is either closed, not started at your price level or you haven't submitted an acceptance at the previous price levels.

1.1. Line Item 1
Bid adjustment: €1.00 EUR
Accepted Price: €75.00 EUR
Accepted Quantity: 1 each
Accepted Extended Price: €75.00 EUR
Compose Message
Period: All

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 illustrates the steps for replying to a message in the Ariba Sourcing system. It shows the 'Event Messages' section in the sidebar, a list of messages, a 'View Message' dialog, and a 'Respond to Message' form. The 'Reply' button is highlighted with a red circle and arrow, and the 'Send' button is also highlighted with a red circle and arrow.

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