MOL EPROCUREMENT ROLLOUT

Ariba Japanese eAuction

User manual for Suppliers

SAP Ariba

2021 September
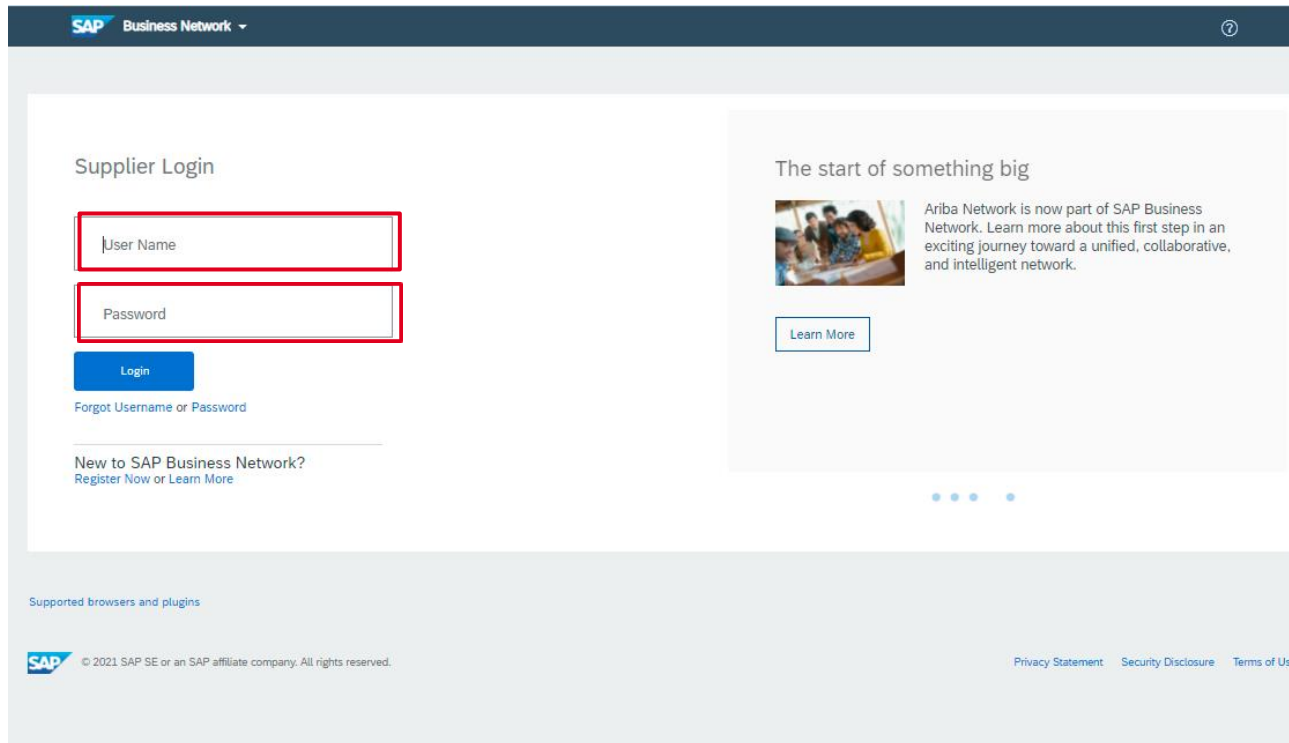
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1. LOGIN TO ARIBA NETWORK ACCOUNT
1.1 Logging to the Supplier Account on Ariba Network

At first enter your Ariba Network account from the following website http://supplier.ariba.com

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

▶ Under 'Submit Bids' accept the current price level by clicking on 'Submit Acceptance' button to get to the next round

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

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 Prerequisites'

► 2. Review the Online Bidding Terms and Conditions and click on the upper radiobutton, if the terms are acceptable

► 3. Click OK
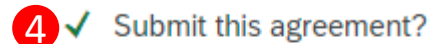
► 4. Confirm to submit

5. BIDDING
5.1 Select Lots

PROCEDURE / STEPS

1. Click on „Select Lots" button

2. Tick the tickbox by the item you intend to bid for

3. Click on „Confirm Selected Lots" button

5. BIDDING
5.2 Submit Bid

When the eAuction starts, the following data / information will be visible on the screen:

a) Item being auctioned

b) The remaining time to accept current price level

c) Amount by which the price decreases

d) Current price level to accept

e) Click on „Submit Acceptance" if you intend to accept the current price level

► ! Please note that if you do not accept the actual price level within the set period, the system will not let you to the next round.

5. BIDDING

5.2 Submit Bid (cont.)

PROCEDURE/STEPS

▶ 1. After clicking on Submit Acceptance a you have to confirm submission.

▶ 2. Open the message received from Buyer

▶ 3. By clicking on the "i" sign you can make the next five price levels visible

▶ 4. You receive message when the auction is over for you

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"

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