

MOL EPROCUREMENT ROLLOUT

Ariba Japanese eAuction
User manual for Suppliers



2021 September



1. LOGIN TO ARIBA NETWORK ACCOUNT

1.1 Logging to the Supplier Account on Ariba Network

2. HOW TO PARTICIPATE

2.1 Steps To Take Part in an Event

3. SELECT EVENT

3.1 Navigating in the Account / Entering the event

4. EVENT DETAILS & PREPEQUISITES

4.1 Event Overview and Rules

4.2 Prerequisites to Participation

5. BIDDING

5.1 Select Lots

5.2 Submit Bid

6. USE OF MESSAGE BOARD

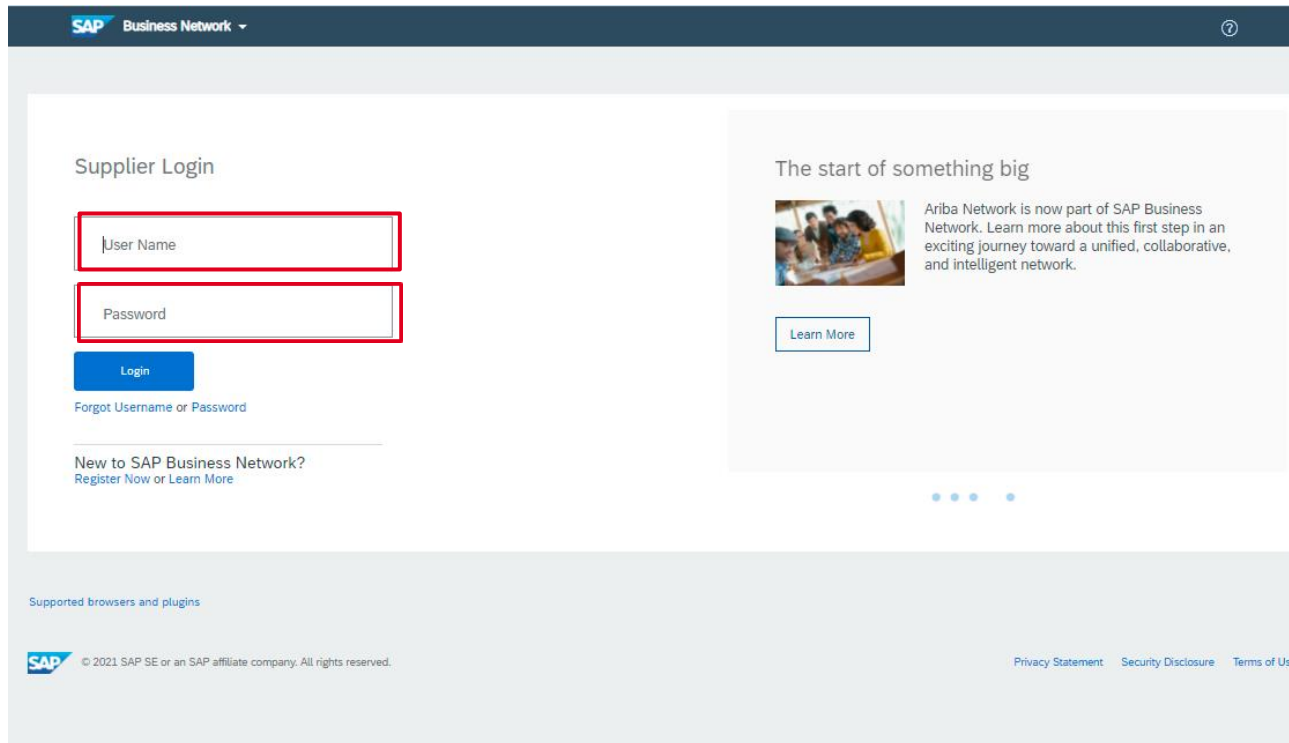
6.1. Sending message (answer) to Buyer

TABLE OF CONTENT

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 page. The header includes the SAP logo and 'Business Network' with a dropdown arrow, and a help icon. The main content area is divided into two sections. On the left, under 'Supplier Login', there are two input fields: 'User Name' and 'Password', both highlighted with red boxes. Below these is a blue 'Login' button, a link for 'Forgot Username or Password', and a section for 'New to SAP Business Network?' with links for 'Register Now' and 'Learn More'. On the right, a promotional banner titled 'The start of something big' features an image of people in a meeting and text 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 page, there is a footer with 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
-  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

The screenshot displays the SAP Business Network user interface. At the top, the navigation bar includes 'Business Network', 'Standard Account', 'Upgrade', and 'TEST MODE'. A dropdown menu is open under 'Business Network', with 'Ariba Proposals & Questionnaires' highlighted. Below the navigation bar, there are icons for 'Quick start' and 'Add users'. On the left, a 'My widgets' section shows a 'Company profile' widget with a 35% completion progress indicator. The main content area is titled 'Events' and contains a table with the following data:

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

Red annotations in the image include: a '1' in a circle pointing to the 'Business Network' dropdown; a '2' in a circle pointing to the 'Ariba Proposals & Questionnaires' menu item; a red arrow pointing from the 'Company profile' widget to the 'Bearings_eAuction' row; and a '3' in a circle pointing to the 'Bearings_eAuction' row. The 'Auction' event type for 'Bearings_eAuction' is also highlighted with a red box.

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

Ariba Sourcing Company Settings ▼ Dénes Tar ▼ Help Center >>

< Go back to MOL Group - TEST Dashboard Desktop File Sync

Event Details Doc763163973 - eAuction_Japanese_TEST Time remaining in preview 00:07:27

Event Messages
Download Tutorials

▼ Checklist

- 1. Review Event Details **Event Overview and Timing Rules**
- 2. Review and Accept Prerequisites
- 3. Submit Bids

[Review Prerequisites](#) [Decline to Respond](#) [Print Event Information](#)

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.

Owner: Project Owner ⓘ
Event Type: Japanese Auction

Description:
Currency: European Union Euro
Commodity: Bearing 111201
Regions: 1062 Tifon d.o.o.
Planned Contract Months: 3
Planned Contract Effective Date: 05/01/2021 ⓘ

Publish time: 9/30/2021 11:25 PM
Bidding start time: 9/30/2021 11:35 PM
End bidding when the number of active participants reaches this value: 0 ⓘ
Bid adjustment interval: 2 Minutes ⓘ

Bidding Rules

Market Feedback

Hide winning message from participants: Yes ⓘ

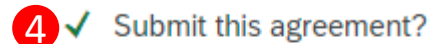
4. EVENT DETAILS & PREREQUISITES

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 box stating 'Prerequisites must be completed prior to participation in the event.' Below this is a 'Bids Agreement' with seven numbered sections. At the bottom, there are two radio buttons: the first is selected and has a red circle with the number '2' next to it, and the second is unselected. At the very bottom right of the main content area are 'OK' and 'Cancel' buttons.

PROCEDURE / STEPS

- ▶ 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



Click OK to submit.



5. BIDDING

5.1 Select Lots

The screenshot shows the Ariba Sourcing interface for event Doc763163973 - eAuction_Japanese_TEST. The 'Select Lots' page is active, displaying a table of 'Lots Available for Bidding'. The table has columns for Name, Reason for not bidding, and Status. One lot, '1.1 Bearing 62 03 ZZ C2', is selected with a checked checkbox. A 'Confirm Selected Lots' button is visible below the table. A 'Cancel' button is at the bottom right.

Name	Reason for not bidding	Status
1.1 Bearing 62 03 ZZ C2		Preview

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

Console Doc763163973 - eAuction_Japanese_TEST

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 Pricing

Choose Lot

- 1.1 Bearing 62 03 ZZ C2

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	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
© 1996-2019 Ariba, Inc. All rights reserved.

SAP Business Network Privacy Statement Security Disclosure Terms of Use

Várakozás a következőre: s1-eu.ariba.com...

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

The screenshot illustrates the bidding process with four numbered steps:

- 1**: A confirmation dialog box asks "Submit this response?" with "OK" and "Cancel" buttons.
- 2**: A green message box states: "You have successfully accepted the current price level. You can wait for the next price change to accept the new price level."
- 3**: A "Next Bidding Values - (Price)" popup window shows a table of future price levels. A red arrow points to the information icon (i) next to the "Current Price" field.
- 4**: A yellow error message box states: "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 interface also displays document details: Doc764971597 - SAL_test Japanese w2 template_v2, with a time remaining of 00:00:29. A checklist on the left includes "Review Event Details", "Review and Accept Prerequisites", "Select Lots", and "Submit Bids".

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

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 illustrates the process of replying to a message in the Ariba Sourcing system. It is divided into two main parts: the message list and the reply dialog.

Message List: A table with columns: Id, Reply Sent, Sent Date, From, Contact Name, To, Subject. The first row is highlighted with a red box and a red arrow pointing to the 'View Message' button.

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: Shows details for 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.

Respond to Message: Shows the reply dialog. From: StarLite Kft. (Dénes Tar). To: MOL Group - TEST(Gábor Dezsényi). Subject: RE: Doc755509324 - Bearings_eAuction. Attachments: Attach a file.

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

Reply Content: Dear StarLite, please confirm your Price is meant on DAP Bratislava delivery term. Kind regards, Buyer.

Buttons: Done, Reply, Send, Cancel. Red arrows indicate the flow from the message list to the 'View Message' button, then to the 'Reply' button, and finally to the 'Send' button.