



Standalone SAP Ariba Sourcing – Supplier Event Participation –
Reverse Auction

Event participation checklist

Event participation checklist

Keys to successfully participate in events

- View event details
 - Check the information on the RFX Info, Items, and Rules tabs for the RFX, and on the Description and Rules tabs for each line item. Make sure you read all attachments.
- Consider submitting a pre-bid, if pre-bidding is allowed
 - The event might require or allow you to submit a bid before the bidding event begins.
 - This feature is useful if you will not be available for the event, or if you will be late to the event.
- Prepare a price range for all items.
 - Decide on bid price for all items in the event.
 - Make these decisions before the bidding event begins, especially in situations where the sales decision-makers are not available during the event.
- Ask questions
 - Ask questions as soon as possible, to give the buying organization enough time to provide a complete answer.
- Prepare for an extended bidding event
 - A bidding event might extend past the nominal end time if a bid is placed in the last few minutes. This feature gives you time to respond to last-minute bids.
 - Check the Bidding Rules section on the Review Event Details page to see if this feature is enabled, and be prepared if an extension occurs.
- Verify your company profile and your contact information is up-to-date and correct.
 - Ensure that your company profile and your email and phone number is up-to-date, so if needed, the buying organization can reach you during the event.

Reverse Auction Event Participation


Prerequisite

- Your Organization needs to be registered and approved in SAP Ariba Network
- Your User Profile is created and approved by Buyer

Email Invite to participate in Sourcing Event

You will receive an invitation from SAP Ariba regarding Event Participation

Hindustan Zinc Limited - TEST has invited you to participate in an event: Purchase of Cables for Head office. Inbox x

 **Demo Buyer** <s4system-prod+hzl-T.Doc1005932780@ansmp.ariba.com>
to me ▾

Hindustan Zinc Limited - TEST has invited you to participate in the following event: Purchase of Cables for Head office. The event is set to begin on Friday, 28-Apr-2017 at 02:35, India Standard Time.

Use the following username to log in to Hindustan Zinc Limited - TEST events: [test-Demo_Supplier_001@gmail.com](#).

[Click Here](#) to access this event.

When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

If you have forgotten your username or password and are unable to log in, [Click Here](#).

NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Login page to reset your password.

If you have questions about this event, contact Demo Buyer via telephone at or via e-mail at p.panchaj@sap.com.

We look forward to working with you!

Thank You,

Hindustan Zinc Limited - TEST

Use the 'Click Here' link in the email notification to access the sourcing event.

Supplier Dashboard

Ariba Sourcing Test Mode Company Settings Test Demo_Supplier_001 Help Center >>

HINDUSTAN ZINC LIMITED - TEST

Hindustan Zinc Limited - TEST Requested Profile

All required customer requested fields have been completed.

[View customer requested fields >](#)

Public Profile Completeness

35%

Enter a short description to reach 45% >

There are no matched postings.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time ↓	Event Type
▼ Status: Open (1)			
Purchase of Cables for Head office	Doc1005932780	No time limit	Auction

Tasks

Name	Status	Alert
No items		

Click on Event with Status : Open

- Event Published will be seen in the Dashboard

Review Prerequisites

< Go back to Hindustan Zinc Limited - TEST Dashboard Desktop File Sync

Event Details Doc1005932780 - Purchase of Cables for Head office ⌚ Time remaining in preview
00:02:35

Event Messages
Download Tutorials
Response Team

Checklist

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

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

Event Overview and Timing Rules

Owner: Demo Buyer ⓘ
Event Type: Auction

Describe the event in detail:
Description:

Publish time: 4/28/2017 2:31 AM
Bidding start time: 4/28/2017 2:45 AM
Response end time: 4/28/2017 3:05 AM

Specify how lot bidding will begin and end: Parallel ⓘ

Bid rank that triggers overtime: 3 ⓘ
Start overtime if bid submitted within (minutes): 3 ⓘ
Overtime period (minutes): 3 ⓘ
Estimated Award Date: 04/29/2017 ⓘ

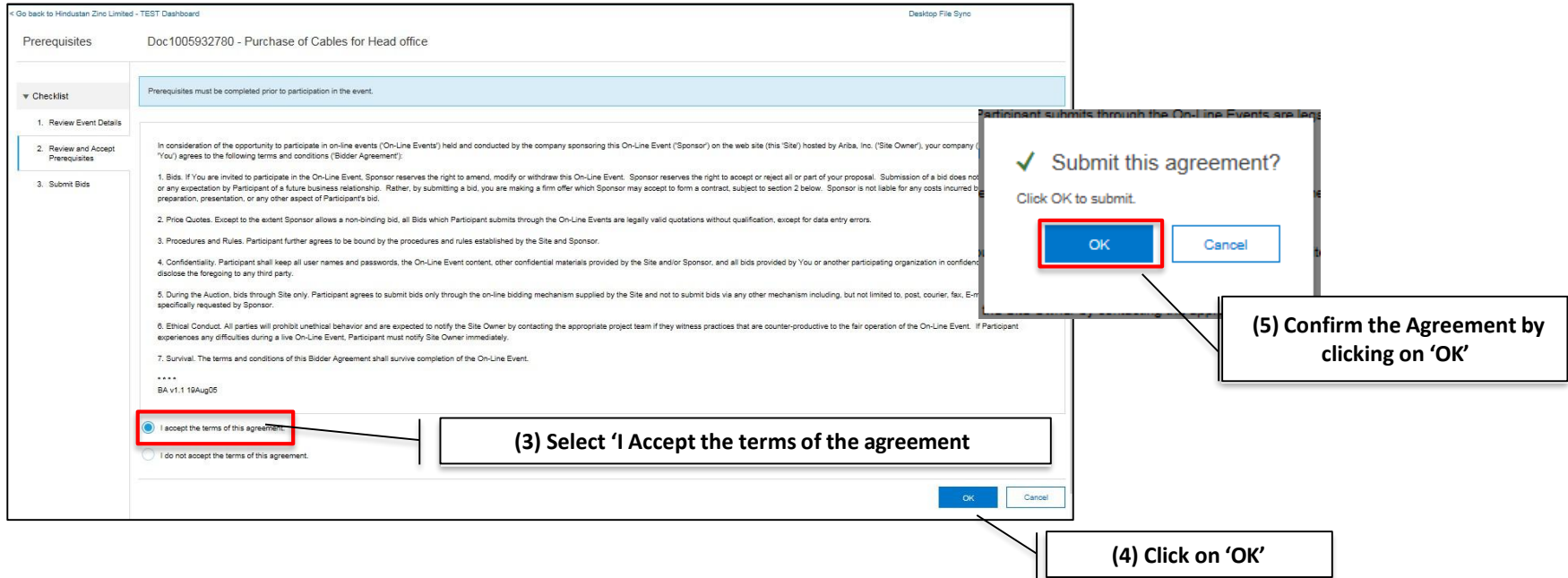
Bidding Rules

Create a buffer to protect lead bid: Yes ⓘ

(2) Click on Review Prerequisites

(1) Review Event Overview and Timing Rules area which has bidding rules and overtime rules set by the buyer.

Review Prerequisites - Bidder Agreement



Go back to Hindustan Zinc Limited - TEST Dashboard Desktop File Sync

Prerequisites Doc1005932780 - Purchase of Cables for Head office

Prerequisites must be completed prior to participation in the event.

▼ Checklist

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

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 ('You') agrees to the following terms and conditions ('Bidder Agreement'):

1. 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 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 preparation, presentation, or any other aspect of Participant's bid.
2. 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.
3. Procedures and Rules. Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.
4. 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.
5. During the Auction, 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 any other mechanism specifically requested by Sponsor.
6. 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.
7. Survival. The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

....
BA v1.1 19Aug06

I accept the terms of this agreement.

I do not accept the terms of this agreement.

OK Cancel

Participant submits through the On-Line Events are legally valid quotations without qualification, except for data entry errors.

Submit this agreement?
Click OK to submit.

OK Cancel

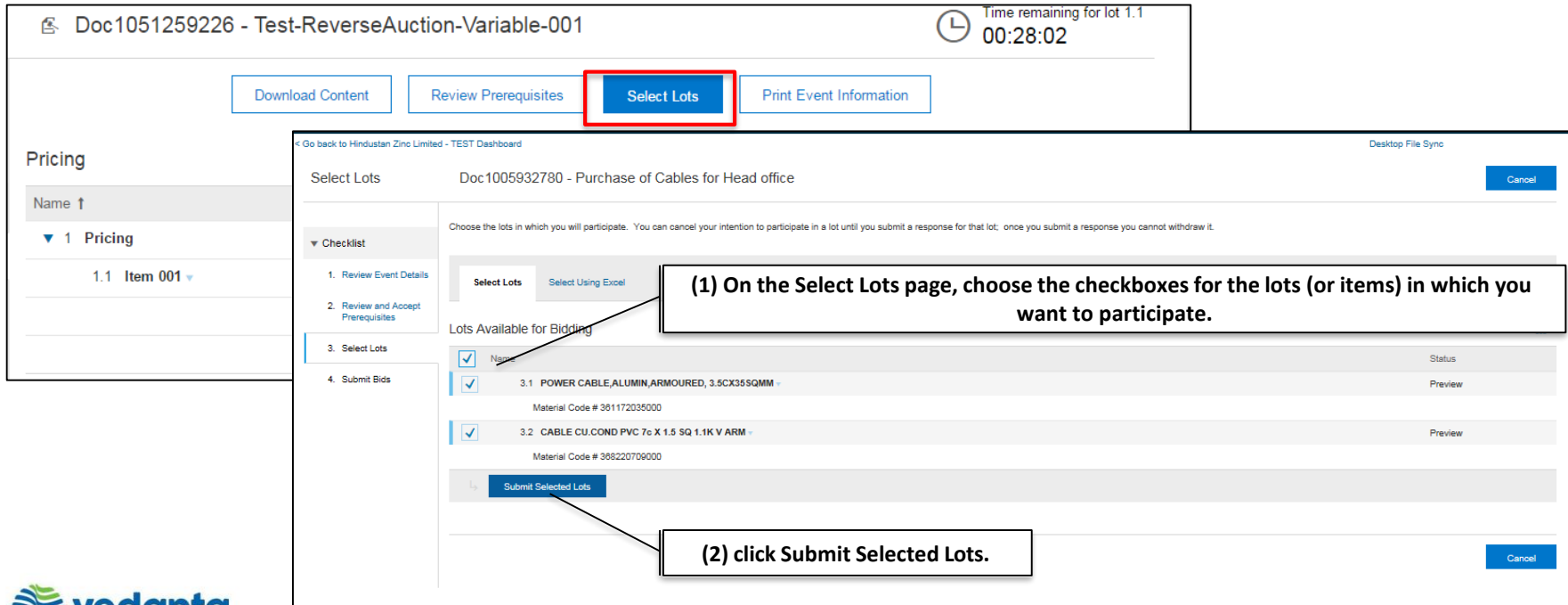
(3) Select 'I Accept the terms of the agreement'

(4) Click on 'OK'

(5) Confirm the Agreement by clicking on 'OK'

Select Lots

- You still must click **Submit Selected Lots** to be able to submit bids on required items.
- Required items or lots appear with a grayed out, display-only check mark in the left column, and these items and lots are automatically included in the selection.



Doc1051259226 - Test-ReverseAuction-Variable-001

Time remaining for lot 1.1 00:28:02

Download Content Review Prerequisites **Select Lots** Print Event Information

Pricing

Name ↑

▼ 1 Pricing

1.1 Item 001 ▼

< Go back to Hindustan Zinc Limited - TEST Dashboard Desktop File Sync

Select Lots Doc1005932780 - Purchase of Cables for Head office Cancel

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot: once you submit a response you cannot withdraw it.

▼ Checklist

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

Select Lots Select Using Excel

Lots Available for Bidding

<input checked="" type="checkbox"/>	Name	Status
<input checked="" type="checkbox"/>	3.1 POWER CABLE,ALUMIN,ARMOURED, 3.5CX35SQMM Material Code # 381172035000	Preview
<input checked="" type="checkbox"/>	3.2 CABLE CU.COND PVC 7c X 1.5 SQ 1.1K V ARM Material Code # 388220709000	Preview

Submit Selected Lots Cancel

(1) On the Select Lots page, choose the checkboxes for the lots (or items) in which you want to participate.

(2) click Submit Selected Lots.

Preview

- Preview Period enables you to go thru the lot structure and item. This will help you to work on the Price when bidding will start

< Go back to Hindustan Zinc Limited - TEST Dashboard Desktop File Sync

Console Doc1005932780 - Purchase of Cables for Head office Time remaining in preview 00:00:09

Event Messages
Response History
Response Team

▼ Checklist

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

▼ Event Contents

All Content

- 1 Introduction
- 2 Commercial Terms
- 3 Pricing

All Content ☰

Name 1	Price	Quantity	Extended Price	Total Cost
▶ 1 Introduction				
▼ 2 Commercial Terms				
2.1 Incoterms			FOR Destination	
2.2 Delivery			08 to 10 Week	
▼ 3 Pricing				
3.1 POWER CABLE,ALUMIN,ARMOURED, 3.5CX35SQMM	Less.. -	100 each		
Material Code # 361172035000				
3.2 CABLE CU.COND PVC 7c X 1.5 SQ 1.1K V ARM	Less.. -	100 each		
Material Code # 388220709000				

Compose Message

submit auction bids

Go back to Hindustan Zinc Limited - TEST Dashboard Desktop File Sync

Console Doc1005932780 - Purchase of Cables for Head office Time remaining in open bidding 00:18:22

Event Messages
Response History
Response Team

▼ Checklist

- Review Event Details
- Review and Accept Prerequisites
- Select Lots
- Submit Bids

▼ Event Contents

All Content

- Introduction
- Commercial Terms

All Content

Name ↑	Rank	Price	Quantity	Extended Price	Total Cost
▶ 1 Introduction					
▶ 2 Commercial Terms					
2.1 Incoterms					
FOR Destination					
2.2 Delivery					
08 to 10 Week					
▶ 3 Pricing					
3.1 POWER CABLE,ALUMIN,ARMOURED, 3.5CX35SQMM	More... +	<input type="checkbox"/>	* 120.25 INR	100 each	12,025.00 INR
3.2 CABLE CU.COND PVC 7c X 1.5 SQ 1.1K V ARM	More... +	<input type="checkbox"/>	* 89.50 INR	100 each	8,950.00 INR

Decrement selected items by % (*) indicates a required field

Submit Entire Response
Update Totals
Save
Compose Message
Excel Import

Submit this response

Click OK to submit.

OK
Cancel

Console Doc1005932780 - Purchase of Cables for Head office Time remaining in open bidding 00:17:41

Event Messages
Response History
Response Team

▼ Checklist

All Content

✔ Your response has been submitted.

(3) Check for "Extended Price" / "Total Cost".

(1) Enter a unit price of an item

(2) Click on 'Update Total' to view the extended price or Total Cost

(5) Click OK to submit your response

(4) Click on 'Submit Entire Response'

(6) Message to acknowledge Bid has been submitted

Select Choose Lot → View all Lots

Go back to Hindustan Zinc Limited - TEST Dashboard Desktop File Sync

Console Doc1005932780 - Purchase of Cables for Head office Time remaining in open bidding 00:17:06

Event Messages
Response History
Response Team

All Content

Name 1	Rank	Price	Quantity	Extended Price	Total Cost
▼ 3 Pricing					
3.1 POWER CABLE,ALUMIN,ARMoured, 3.5CX35SQMM -	More...	<input type="checkbox"/>	1 *	<input type="text" value="120.25"/> INR	100 each 12,025.00 INR 12,025.00 INR
3.2 CABLE CU.COND PVC To X 1.5 SQ 1.1K V ARM -	More...	<input type="checkbox"/>	1 *	<input type="text" value="89.50"/> INR	100 each 8,950.00 INR 8,950.00 INR

Decrement selected items by % (*) indicates a required field

4. Submit Bids

▼ Event Contents

- All Content
- 1 Introduction
- 2 Commercial Terms
- 3 Pricing

▼ Choose Lot

-
- 3.1 POWER CABLE,ALUMIN,ARMoured, 3.5CX35SQMM
- 3.2 CABLE CU.COND PVC To X 1.5 SQ 1.1K V ARM

On Left hand side, navigate to 'Choose Lot' → Select View Lot

Bidding Rules

- Bidding rules are essentially bid-improvement rules: participants are bound by their bids and can only revise them by improving them. Buyers can configure the bidding rules to determine exactly how participants in their events must improve their bids. It is common to specify a common set of bidding rules for all lines and lots in an event with line-item-specific price decrements.
- If your event contains multiple line items, each line item can have different rules and rule parameters such as minimum and maximum quantities

To view Bidding Rules at Line Items

Console

Doc1005932780 - Purchase of Cables for Head office

Event Messages
Response History
Response Team

▼ Checklist

- Review Event Details
- Review and Accept Prerequisites
- Select Lots
- Submit Bids

▼ Event Contents

All Content

Name 1	Rank	Price
<p>▼ 3 Pricing</p> <p>3.1 POWER CABLE,ALUMIN,ARMOURED, 3.5CX35SQMM</p> <p>Material Code # 381172035000</p> <p>3.2 CABLE CU.COND PVC 7c X 1.5 SQ 1.1K V ARM</p> <p>Material Code # 388220709000</p> <p>Decrement selected items by <input type="text"/> % <input type="button" value="Apply"/></p> <p><input type="button" value="Submit Entire Response"/> <input type="button" value="Update Totals"/> <input type="button" value="Reload Last Bid"/> <input type="button" value="Sa"/></p>		

(1) Select Line Item

Bidding Rules - 3.1 POWER CABLE,ALUMIN,ARMOURED, 3.5CX35SQMM

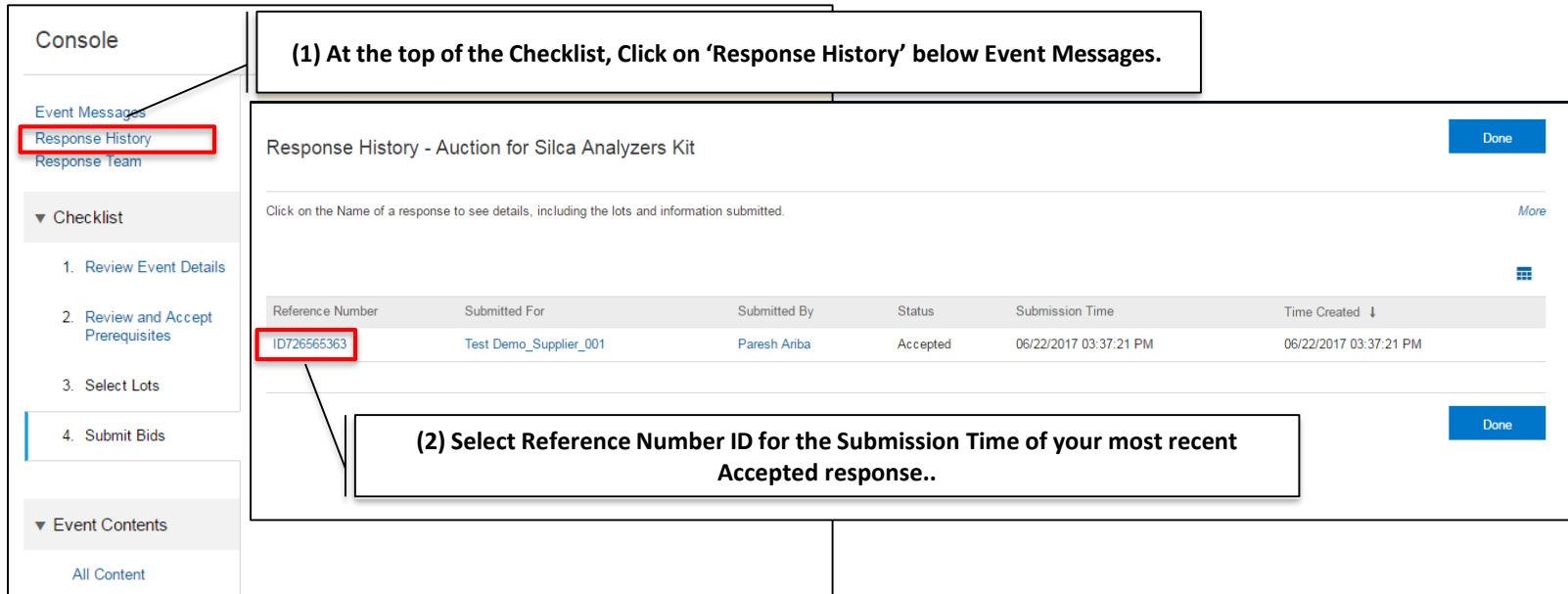
Bid decrement (%): **0.25%**
 The minimum percentage a participant must lower his or her previous bid.

Protect the lead bid with front buffer of: **0.15%**
 The front buffer limit creates an area ahead of the lead bid where the system does not allow competing participants to bid. In order to move into the lead, a competing participant must bid at least this percentage ahead of the leading bid.

Protect the lead bid with back buffer of: **0.1%**
 The back buffer limit ensures that a competitor remains behind the leading bidder by the percentage specified.

Event Participation – Response History

- 'Response History' show the logs on Bid submitted by you or your response Team.



(1) At the top of the Checklist, Click on 'Response History' below Event Messages.

Response History - Auction for Silca Analyzers Kit Done

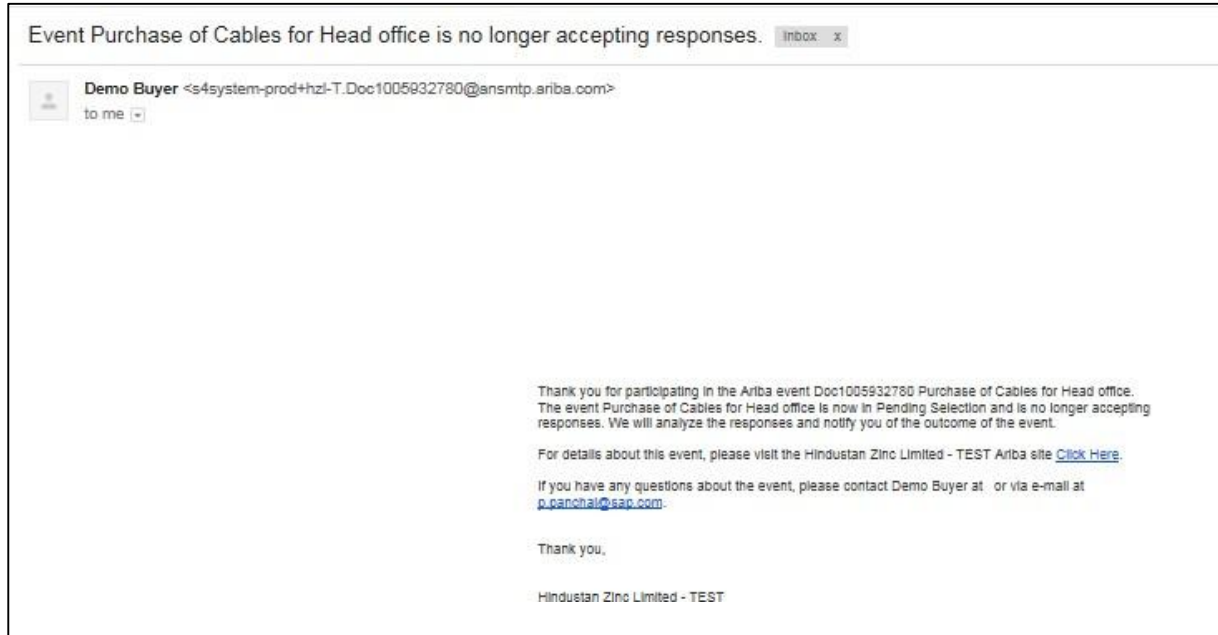
Click on the Name of a response to see details, including the lots and information submitted. More

Reference Number	Submitted For	Submitted By	Status	Submission Time	Time Created ↓
ID726565363	Test Demo_Supplier_001	Paresh Arba	Accepted	06/22/2017 03:37:21 PM	06/22/2017 03:37:21 PM

(2) Select Reference Number ID for the Submission Time of your most recent Accepted response..

Done

After Bidding is closed




communicating with buyers

communicating with buyers

- You communicate with buyers by sending and receiving messages.
- If you receive a message while you are online, a popup appears alerting you to the message.
- **Event message board**
 - You can access the message board from the Event Messages link in the event console, which is on the left side of event pages. The message board page enables you to compose and read messages pertaining to the event.
 - Buyers can configure the event message board opening and closing time. When the event message board is closed, you can no longer send or receive messages.
 - We recommend maintaining an accurate email address in your user profile. If your email addresses are incorrect or not up to date, you might not receive automatic notification emails from SAP Ariba Sourcing.
- **Prerequisites**
 - Buyers must configure the event to allow messages between the buyer project team and event participants. If buyers do not allow messages, you can still view automatic event notifications, but you cannot compose new messages or reply to existing messages.

How to compose new event messages

Console  Doc1051259226 - Test-ReverseAuction-Variable-001

Event Messages
Response History
Response Team

▼ Checklist

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

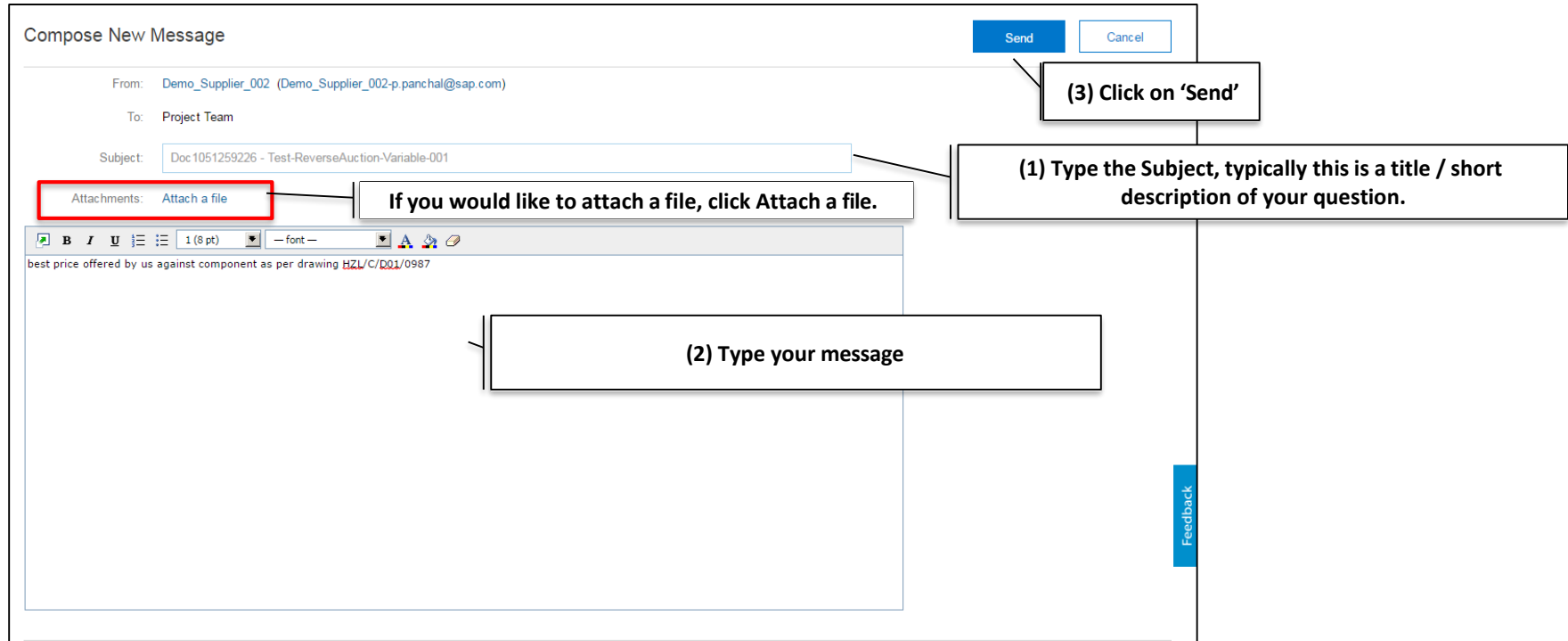
My Bid Rank : 2 Bid decrement: 1.00 INR

Name ↑	Price	Quantity
1.1 Item 001 ▼	Less... <input type="text" value="12.00"/> INR	1 each
	Best Extended Price: <input type="text" value=""/>	<input type="text" value=""/>
	Best Price: <input type="text" value=""/>	<input type="text" value=""/>

Decrement bid by % (*) indicates a r

Go to the bottom of the event content area and click the Compose Message button

How to compose new event messages



The screenshot shows the 'Compose New Message' interface. At the top right, there are 'Send' and 'Cancel' buttons. The 'From' field is 'Demo_Supplier_002 (Demo_Supplier_002-p.panchal@sap.com)', 'To' is 'Project Team', and 'Subject' is 'Doc1051259226 - Test-ReverseAuction-Variable-001'. The 'Attachments' section has an 'Attach a file' button highlighted with a red box. A callout box points to this button with the text: 'If you would like to attach a file, click Attach a file.' The main text area contains the text 'best price offered by us against component as per drawing HZL/C/D01/0987'. A callout box points to this area with the text: '(2) Type your message'. At the bottom right, there is a vertical 'Feedback' button. A callout box points to the 'Send' button with the text: '(3) Click on 'Send''. A large callout box at the top right contains the text: '(1) Type the Subject, typically this is a title / short description of your question.'

View and Reply to Event Messages

Open the Event for Viewing

Console

Doc1051259226 - Test-ReverseAuction-Variable-001

Time remaining for lot 1.1
00:24:02

Event Messages

Response History

Response Team

My Bid Rank : 2 Bid decrement: 1.00 INR

(1) Navigate to the event console (the pane on the left of the event page) and click Event Messages

Name ↑	Price	Quantity	Extended Price	Final Total
--------	-------	----------	----------------	-------------

▼ Checklist

1. Review Event

2. Review and Approve Prerequisites

3. Select Lots

4. Submit Bids

Event Messages - Test-ReverseAuction-Variable-001

Back to Console

(2) Choose a message and click View. SAP Ariba shows the View Message page

Time remaining for lot 1.1
00:21:10

Messages

(3) To reply to event messages, Choose a message and click Reply.

Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
MSG42964816	No	06/21/2017 05:53 PM	Demo_Supplier_002	Demo_Supplier_002-p.panchal@sap.com	Participants (0) Team (4)	Doc10512592
MSG42964522	No	06/21/2017 05:45 PM	Hindustan Zinc Limited - TEST	Paresh Ariba	Participants (0) Team (0)	Event Test-R
MSG42964322	Not Applicable	06/21/2017 05:39 PM	Hindustan Zinc Limited - TEST	Paresh Ariba	Demo_Supplier_002-p.panchal@sap.com	Hindustan Zi



View

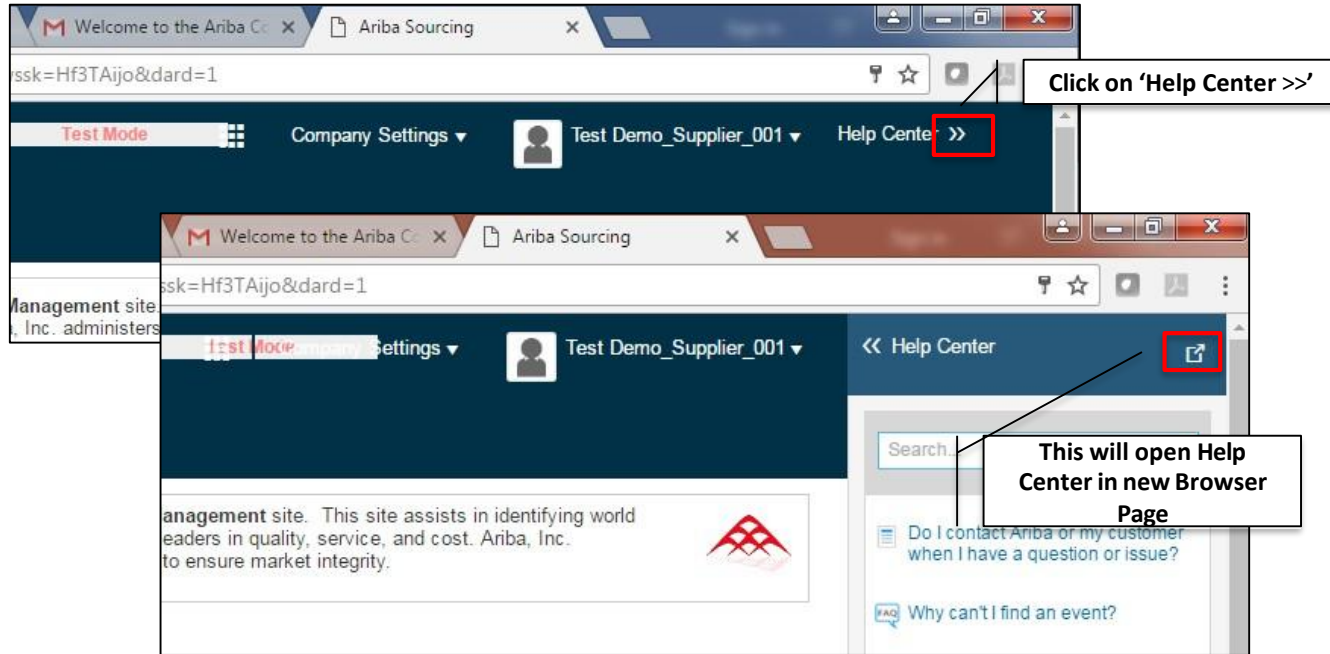
Reply

Compose Message

Download all attachments

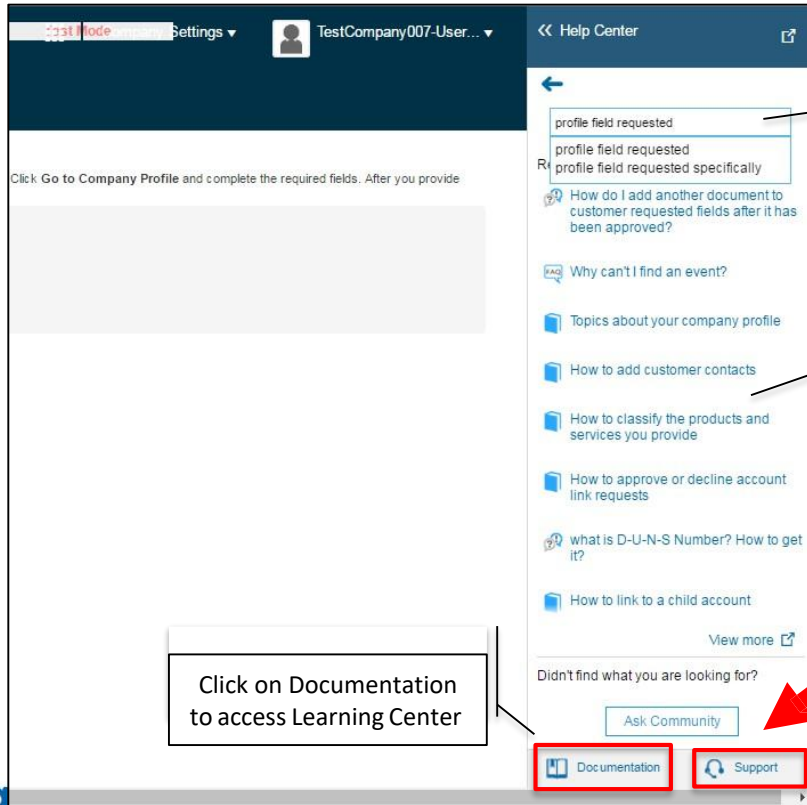
Help Center

Help Center



- The help center improves how you get help and offers the ability to collaborate with other help center users. help center users include other suppliers and SAP Ariba employees.
- For further assistance on the Ariba Network (Commerce Cloud) registration / profile update process, click on the help center -> support on the top right side of the page when you are logged in.
- This will open a pop up window, click on

Help Center



The screenshot shows the Help Center interface. At the top, there is a navigation bar with a search bar containing "profile field requested", a "Settings" dropdown, and a user profile "TestCompany007-User...". Below the navigation bar, there is a main content area with a search bar and a list of search results. The search results include "profile field requested", "profile field requested", "profile field requested specifically", "How do I add another document to customer requested fields after it has been approved?", "Why can't I find an event?", "Topics about your company profile", "How to add customer contacts", "How to classify the products and services you provide", "How to approve or decline account link requests", "what is D-U-N-S Number? How to get it?", and "How to link to a child account". At the bottom of the page, there are two buttons: "Documentation" and "Support". A red arrow points to the "Support" button.

You can search online with your question

Featured Content highlights top questions, new feature announcements, or articles about the latest industry trends

Click on Documentation to access Learning Center

Click on Support incase you need to talk to Ariba Support

Learning Center

Learning Center

Product Documentation

- ▶ Getting started
- ▶ Managing your user account
- ▶ Participating in sourcing events
- ▶ Administration and Configuration
- ▶ Working with projects and documents
- ▶ Completing tasks
- ▶ Enabling Desktop File Sync
 - Cloud integration tools and adapters

Tutorials

- Having trouble logging in (2:03)
- Supplier Basics (3:00)
- Introduction to the dashboard (5:00)
- Responding to prerequisite questions (2:00)
- Participating in events (4:00)
- Responding to RFIs (3:00)
- Responding to RFPs (3:00)
- Participating in auctions (5:00)
- Alternative bidding (5:00)
- Custom Excel bidding (2:00)

Support

Ariba Exchange User Community Test Demo_Supplier_001 [Logout](#)

Search... [Home](#) | [Learning](#) | [Support](#)

Support Center

I need help with [Update](#)

- Is there a phone # for support?
- phone number
- contact customer support via phone
- How can I reach Customer Service? I need a phone number. Harold
- Dear Team, I am not getting the documents of [Event Name]David.C (Phone Number)

Can't find what you are looking for? Let us help you.

Choose your communication preference:

- Email SAP Ariba Customer Support
- Get help by live chat**
- Get help by phone

[Ask Community](#)

Common Troubleshooting Tags

- Supplier account login
- Event participation
- Search invoices
- Invoice status
- Sourcing event for suppliers
- Cookies
- My account
- Search purchase orders
- Contact account administrator
- Spotlight
- Account navigation
- Invoice rejection messages
- Event content
- Browser configuration
- Proposals

Options available

- I Need Help with -> You can search based on the keyword
- Email SAP Ariba Customer Support
- Get Help by Live Chat
- Get help by phone

Below is the phone number for India to reach out to Ariba Network Supplier Support

INDIA

000 800 650 1193

+91 80 3948 2205

Call Us - Support Phone Numbers

Where are you located?	India
India	000800 650 1193 +91.80.3948.2205

Ariba Customer Helpdesk

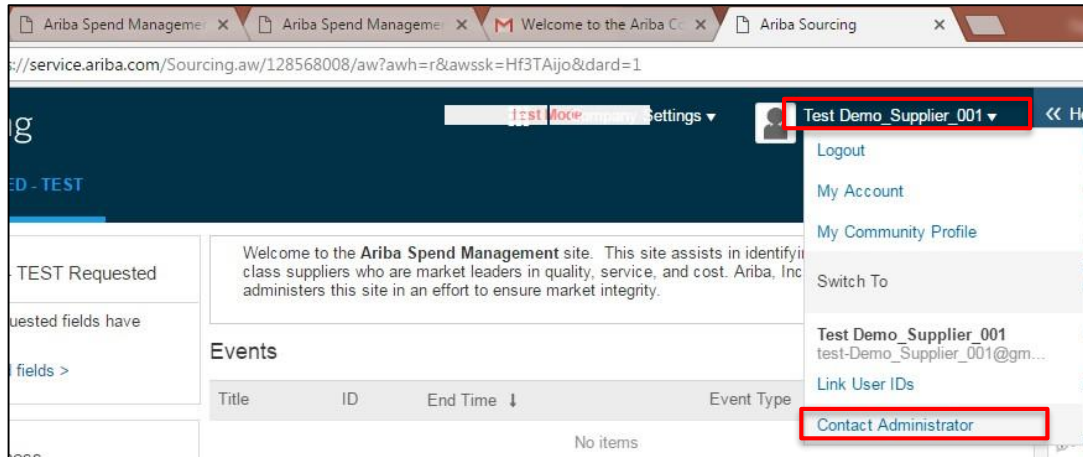
Important Notes

- The Helpdesk is available 8:00 pm ET Sunday - 8:00 pm ET Friday
- You can call from your own country number to get support in the relevant language
- If there are no speakers in the required language available, you will be asked if you would like to have the call in English
- Please provide maximum amount of information and what step you took while facing a problem with Ariba
- You are advised to save/record your Service Request number if the issue is not immediately resolved or it needs to be escalated

Contact Your Account Administrator

The account administrator role is assigned to the individual at your organization who is responsible for setting configuration options, managing customer relationships, subscribing to services, and maintaining the account over time.

The account administrator also serves as your primary point of contact if you need help resetting your password, changing your permissions, or if you have any other questions or problems.



Contact Your Account Administrator

The account administrator role is assigned to the individual at your organization who is responsible for setting configuration options, managing customer relationships, subscribing to services, and maintaining the account over time. The account administrator also serves as your primary point of contact if you need help resetting your password, changing your permissions, or if you have any other questions or problems.

Account Administrator Information

Name: Test Demo_Supplier_001
 Email Address: aribasupplierdemouser@gmail.com
 Office Phone: +91 () 123456789
 Fax:

[Done](#)

Thank you