

MOL EPROCUREMENT ROLLOUT

Ariba Dutch eAuction

User manual for Suppliers



2021 October



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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>

The screenshot shows the SAP Business Network Supplier Login interface. At the top, there is a dark blue header with the SAP logo and 'Business Network' text. The main content area is divided into two sections. On the left, under the heading 'Supplier Login', there are two input fields: 'User Name' and 'Password', both highlighted with red rectangular boxes. Below these fields is a blue 'Login' button. Underneath the button, there is a link for 'Forgot Username or Password'. At the bottom of this section, there is a link for 'New to SAP Business Network? Register Now or Learn More'. On the right, there is a promotional banner titled 'The start of something big'. It features a small image of three people in a meeting and a text block 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 banner, there are three small blue dots. The footer of the page contains 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
- ▶ The price will going upwards during the live e-auction with pre-defined steps. Once a supplier accept the price first the e-auction will stop.
- ▶ Accept a price by clicking on 'Submit Acceptance' button

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' selected. Below this, the 'Events' section is visible, containing a table of upcoming events. A red arrow points from the 'Ariba Proposals & Questionnaires' menu item to the 'Events' section. Another red arrow points from the 'Events' table to the 'Bearings_eAuction' entry, which is highlighted with a red box. A third red circle with the number '3' is placed over the 'Bearings_eAuction' entry.

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. 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 first supplier accepts the price it is no longer possible to submit a quote

Ariba Sourcing Company Settings Dénés 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

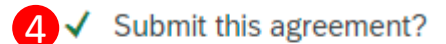
4. EVENT DETAILS & PREREQUISITES

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 list of seven terms and conditions. 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

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

Event Details Doc785261553 - e-Auction_Dutch_trainingmaterial

Time remaining in previous 00:21:24

Event Messages Download Tutorials

Introduction and Event Information

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots

4. Submit Bid

▼ Event Contents

All Content

1. Introduction and Ev...

2. Picking

1.1. Introduction and Event Information

1.1.1. Clear invitation...

1.1.2. How to respond to the Dutch e-Auction...

1.2. Please be informed that the Ind...

1.3. All content (incl. your submitted...

Event Overview and Timing Rules

Owner: Internal Proc

Event Type: Dutch Auction

Publication: 10/25/2023 1

Bidding start time: 10/25/2023 1

Response end time: 10/25/2023 1

Running time for the first lot: 40 Minutes |

Time between lot closing: 40 Minutes |

Bid adjustment interval: 1 Minutes |

Bidding Rules

Market Feedback

Select Lots Doc785261553 - e-Auction_Dutch_trainingmaterial

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

2.1 Item 1

2.2 Item 2

Confirm Selected Lots

Home	Reason for not bidding	Status
<input checked="" type="checkbox"/>		Preview
<input checked="" type="checkbox"/>		Preview

5. BIDDING

5.2 Submit Bid

Console

Doc783851242 - e-Auction

e

00:26:31

Event Messages
Response History

2.1. Item 1

Dutch E-Auction Supplier Manual Item 1

▼ Checklist

1. Review Ev

Bid adjustment: €200.00 EUR

Current Price: €10.400.00 EUR

Time until next adjustment: 00:01:00

Quantity: 10 each

Total Cost: €104,000.00 EUR

2. Review and Accept Prerequisites

Submit Acceptance

Update Totals

Save draft

Compose Message

3. Select Lots

Period: All

4. Submit Bids

Bid History

Participant

Price ↑

Quantity

No items

▼ Event Contents

All Content

1 Introduction and Eve...

2 Pricing

▼ Choose Lot

2.1 Item 1

2.2 Item 2

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

- a) Bid adjustment (Price increasing amount)
- b) The current price
- c) Time until next adjustment (time until next - increased- price)
- d) Click on „Submit Acceptance“ if you intend to accept the current price level
- e) Time remaining from the live e-auction

► ! Please note that if you do accept the actual price level, the auction will stop and your accepted price will be the binding offer at the item.

5. BIDDING

5.3 Additional information

Console Doc783851242 - e-Auction ⌚ Time remaining for lot 2.1 00:26:05

Event Messages
Response History **a** 2.1. Item 1

▼ Checklist

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

▼ Event Contents

All Content

1. Introduction and Eve...
2. Pricing

▼ Choose Lot

a 2.1. Item 1
2.2. Item 2

Dutch E-Auction Supplier Manual Item 1

Next Bidding Values - (Price) **b**

Current Bid Value: €10,400.00 EUR

Period	Value
1	€10,600.00 EUR
2	€10,800.00 EUR
3	€11,000.00 EUR
4	€11,200.00 EUR
5	€11,400.00 EUR

Quantity: 10 each **c**

Total Cost: €104,000.00 EUR **d**

Quantity Submission Time

No Items

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

- a) Which item you are submitting for
- b) Next Bidding values (by clicking on the arrow next to Current Price)
- c) Quantity
- d) Total Cost (Quantity*Unit price)

6. REVIEW

6.1 Review phase

Console

Doc783851242 - e-Auction

Time remaining in review for lot 2.1
00:09:07

Event Messages
Response History

The bid shown is your last successfully submitted bid.

▼ Checklist

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

a 2.1. Item 1

Dutch E-Auction Supplier Manual Item 1

Bid adjustment: €200.00 EUR
Accepted Price: €11,800.00 EUR

Accepted Quantity: 10 each

Accepted Total Cost: €118,000.00 EUR

f Compose Message

Period: All

▼ Event Contents

All Content

- 1 Introduction and Event...
- 2 Pricing

Bid History

Participant	Price	Quantity	
e Marinn Test Supplier	b €11,800.00 EUR	c 10 each	d 10:24 AM

▼ Choose Lot

2.1 Item 1

2.2 Item 2

In the Review Phase, the following data/ information will be available on the screen:

- a) Which item you are review
- b) Winning/final price
- c) Quantity
- d) Submission Time
- e) Winner supplier (only if it is You!)
- f) Compose message (where You can send message to MOL/Procurement)

7. USE OF MESSAGE BOARD

7.1 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	21/2021 01:33 PM	MOL Group - TEST	Gábor Dezsényi	Dénes Tar	Event Bearings_eAuction has been extended by 40 minutes.
MSG60404265	No	21/2021 01:28 PM	MOL Group - TEST	Gábor Dezsényi	Dénes Tar	Event Bearings_eAuction is now resumed.
MSG60404263	No	21/2021 12:51 PM	MOL Group - TEST	Gábor Dezsényi	Dénes Tar	Event Bearings_eAuction is now paused.
MSG60406258	No	21/2021 12:51 PM	MOL Group - TEST	Gábor Dezsényi	Dénes Tar	Doc755509324 - Bearings_eAuction
MSG60406257	No	21/2021 12:47 PM	StarLite Kft.	Dénes Tar	Participants (0) Team (3)	Doc755509324 - Bearings_eAuction
MSG60404260	No	21/2021 12:37 PM	MOL Group - TEST	Gábor Dezsényi	Dénes Tar	Event Bearings_eAuction is now resumed.

Reply Dialog: A 'Respond to Message' window with fields for From, To, Subject, and Attachments. Below the fields is a rich text editor with a toolbar. The text in the editor reads: "Dear Buyer, Price is meant on DAP Bratislava delivery term. Kind regards, Dénes Tar / Starlite". At the bottom of the dialog are buttons for 'Done', 'Reply', 'Send', and 'Cancel'. A red arrow points from the 'Reply' button in the message list to the 'Reply' button in the dialog.