

A hand in a dark suit jacket points towards the right, set against a background of a city skyline at sunset. The sky is a mix of orange and blue, and the city lights are visible in the distance.

# SAP Ariba Supplier Network English E-Auction Participation

September 2022

INTERNAL  
USE ONLY

CONFIDENTIAL  
INFORMATION

# OPEN E-AUCTION AND START BID PREPARATION



1. Find an event (RFP, RFI, e-Auction) you were invited to and **click on its name** to open it.

**NOTE:** Events where you can bid will be shown in **Status: Open** section.

2. Click on **Intend to Participate** button to start your bid preparation.

**NOTE:** If you don't want to participate in the event you can click **Decline to Participate** button to notify responsible purchaser.

The screenshot shows the SAP Ariba Proposals and Questionnaires interface. The user is logged in as 'Standard Account' and is in 'TEST MODE'. The page title is 'TESA - TEST'. The main content area displays a table of events. The 'Status: Open (1)' section is expanded, and the 'RFP Guided Sourcing Event' is highlighted with a red box. The event details are: ID: Doc1133614202, End Time: 9/7/2022 2:32 PM, Event Type: RFP, and Participated: No. A red circle with the number '1' is in the top right corner.

Title	ID	End Time ↓	Event Type	Participated
▶ Status: Completed (9)				
▼ Status: Open (1)				
RFP Guided Sourcing Event	Doc1133614202	9/7/2022 2:32 PM	RFP	No
▶ Status: Pending Selection (64)				

The screenshot shows the 'Ariba Sourcing' interface. The user is logged in as 'Thomas Kithler'. The page title is 'Ariba Sourcing'. The main content area displays the 'Event Details' for 'Doc1134629074 - English e-Auction event'. The event is an 'Auction' type. The 'Intend to Participate' button is highlighted with a red box. A red circle with the number '2' is in the top right corner.

Event Details: Doc1134629074 - English e-Auction event

You must decide whether or not you intend to participate in this event.

[Intend to Participate](#) [Decline to Participate](#) [Print Event Information](#)

Event Overview and Timing Rules

Owner: LeverX Third-Party ⓘ

Event Type: Auction

Publish time: 9/8/2022 1:34 PM

Response end time: 9/8/2022 2:04 PM

Specify how lot bidding will begin and end: Parallel ⓘ

Allow bidding overtime: No ⓘ

Bidding Rules

Currency: European Union Euro

Commodity: Facility management 11000000

# SELECT LOTS YOU WANT TO BID ON



- 1. In order to select item(s) for which you intend to bid, click **Select Lots**
- 2. New window will open, tick the respective box for the relevant item(s)
- 3. Select **Confirm Selected Lots/Line Items**

Doc1134629074 - English e-Auction event Time remaining in open bidding 00:23:48

Download Content **Select Lots** Print Event Information

All Content

Name ↑	Price	Extended Price	Quantity
1.0 Please read for guidance <span>Less... -</span>			

This section will provide you all required information on how to participate in this e-Auction.

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Doc1134629074 - English e-Auction event 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 [More](#)

Select Lots/Line Items Select Using Excel

Lots available for Bidding

<input checked="" type="checkbox"/>	Name	Status
<input checked="" type="checkbox"/>	3.0 Polyester 1 cat	Open
	3.1 Polyester 1 cat	
<input checked="" type="checkbox"/>	4.0 Polyester 2 cat	Open
	4.1 Polyester 2 cat	

Confirm Selected Lots/Line Items

# REVIEW E-AUCTION RULES BEFORE BIDDING



- 1. In the upper right corner you can see **Time remaining in preview**, which indicates the time remaining before the auction bidding is opened
- 2. To see specific auction bidding rules, select **Review Event Details** from the navigation menu on the left side
- 3. To see more detailed explanation about specific auction settings, click on the icon behind the term

The screenshot displays the 'Event Details' page for 'Doc1134629092 - GS English e-Auction event'. In the top right corner, a clock icon indicates 'Time remaining in preview' at 00:06:41, highlighted with a red box and a circled '1'. Below this, a yellow banner states 'You must decide whether or not you intend to participate in this event.' Three buttons are visible: 'Intend to Participate' (blue), 'Decline to Participate' (white with blue border), and 'Print Event Information' (white with blue border). On the left navigation menu, under the 'Checklist' section, '1. Review Event Details' is highlighted with a red box and a circled '2'. The main content area is titled 'Event Overview and Timing Rules' and lists the following details: Owner: LeverX Third-Party (with an information icon), Event Type: Auction, Currency: European Union Euro, Commodity: Facility management 11000000, Publish time: 9/8/2022 2:51 PM, Bidding start time: 9/8/2022 3:00 PM, and Response end time: 9/8/2022 3:30 PM. At the bottom, two settings are listed: 'Specify how lot bidding will begin and end: Parallel (with an information icon)' and 'Allow bidding overtime: No (with an information icon)'. The 'Parallel' setting is highlighted with a red box and a circled '3'.

# SUBMITTING A BID: OPTION 1



Once the auction bidding starts, the **Submit entire response** button is activated

- 1. **Time remaining in open bidding** is counting down in the upper right corner
- 2. Enter new price directly into the field **Price**
- 3. Select **Submit Entire Response** button
- 4. Select **OK** in the confirmation popup (not shown)

Console Doc1134629074 - English e-Auction event

Time remaining in open bidding 00:14:39

Event Messages  
Response History

▼ Checklist

- 1. Review Event Details
- 2. Select Lots/Line Items
- 3. Submit Bids

▼ Event Contents

All Content

1 Please read for guid...

2 Introduction

▼ Choose Lot

View all lots

3.0 Polyester 1 cat

4.0 Polyester 2 cat

All Content

My Response

Name ↑	Rank	Price	Extended Price	Quantity	Leading
contact person, you can use the button "Compose Message" to get in touch.					
▼ 2.0 Introduction					
2.1 Company information		Less... [-]			
tesa is one of the world's leading manufacturers of technical adhesive tapes and self-adhesive system solutions (more than 7,000 products) for industrial and professional customers as well as end consumers. Since 2001, tesa SE (4,917 employees) has been a wholly owned affiliate of Beiersdorf AG (whose products include NIVEA, Eucerin, and la prairie). Please find more information about tesa on our website: <a href="https://www.tesa.com/en/about-tesa/facts-figures">https://www.tesa.com/en/about-tesa/facts-figures</a>					
2.2 Project information		Less... [-]			
[please describe the project and the scope of the tender process]					
▼ 3.0 Polyester 1 cat				10,000 Each	
3.1 Polyester 1 cat	<input type="checkbox"/>	* 20 EUR		10,000 Each	
▼ 4.0 Polyester 2 cat				5,000 Each	
4.1 Polyester 2 cat	<input type="checkbox"/>	* 12 EUR		5,000 Each	

Decrement selected items by 4 Apply (\*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

# SUBMITTING A BID: OPTION 2



1. Enter decrement amount by which the overall price should be decreased into field **Decrement bid by / Decrement selected items by**
2. Tick the box in bidding line and press **Apply**
3. The price is automatically adjusted
4. To confirm the price, select **Submit Entire Response**
5. Select **OK** in the confirmation popup (not shown)

Console Doc1134629092 - GS English e-Auction event Time remaining in open bidding 00:20:50

Event Messages  
Response History

Checklist

1. Review Event Details
2. Select Lots/Line Items
3. Submit Bids

Event Contents

All Content

Name ↑	My Response			Leading	
	Rank	Price	Extended Price	Quantity	Extended Price
2.1 Company information					
2.2 Project information					
3.0 Polyester 1 cat				10,000 Each	€176,900.00 EUR
3.1 Polyester 1 cat		€17.69	EUR	10,000 Each	€176,900.00 EUR
4.0 Polyester 2 cat				5,000 Each	€53,000.00 EUR
4.1 Polyester 2 cat		€10.60	EUR	5,000 Each	€53,000.00 EUR

Decrement selected items by 4 %V Apply

Submit Entire Response Update Totals Reload Last Bid Save draft Compose Message Excel Import

(\*) indicates a required field

# BID VALIDATION MESSAGE



- 1. In case a bid doesn't meet predefined requirements, an error message pops up and bid cannot be submitted
- 2. Correct your bid and submit via **Submit Entire Response** button again

The screenshot shows a web interface for an e-auction event. At the top, a red notification bar contains a warning icon and the text: "Improve your bid for Item 4, 'Extended Price' so that it is better than €55,872.00 EUR." A circled "1" is placed over this message. Below the notification, the page title is "Doc1134629074 - English e-Auction event" and a timer shows "Time remaining in open bidding 00:04:30".

The main content area is titled "All Content" and contains a table with columns: "Name", "Rank", "Price", "Extended Price", "Quantity", and "Leading". The table lists several items, including "Polyester 1 cat" and "Polyester 2 cat". The "Price" column for item 4.1 "Polyester 2 cat" has a red box around the input field containing "€1,152.00 EUR", with a circled "2" next to it. A red box also surrounds the "Submit Entire Response" button at the bottom left of the interface.

Name	Rank	Price	Extended Price	Quantity	Leading
1.3 If you want to contact your tesa contact person, you can use the button "Compose Message" to get in touch.					
2.0 Introduction					
2.1 Company information		More... +			
2.2 Project information		More... +			
3.0 Polyester 1 cat					
3.1 Polyester 1 cat	<input type="checkbox"/>	* €19.20 EUR		10,000 Each	€192,000.00 EUR
4.0 Polyester 2 cat					
4.1 Polyester 2 cat	<input type="checkbox"/>	* €1,152.00 EUR		5,000 Each	€57,600.00 EUR

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

# REVIEW EVENT WHEN BIDDING IS CLOSED

1. Once the auction ends, the event status is **Pending selection** and no further bids can be posted
2. The bid shown under field **Price** is your last successfully submitted bid
3. To see a history of all submitted bids, select bidding portfolio under **Choose lot** from the panel on the left side
4. History of all submitted bids and graphical visualization of your bids are displayed under **Bid History**

The screenshot displays the Tesa e-auction console for event Doc1134629074. The status is 'Pending Selection'. The 'All Content' table lists items with their respective prices. A red box highlights the 'Price' column in the table. Below the table, there is a 'Choose Lot' panel with a red box around it, and a 'Bid History' table showing two bids from 'Copycat Products'. A red box highlights the 'Bid History' table. A red arrow points from the 'Bid History' table to the 'Bid History' section. A red box highlights the 'Bid History' section. A red box highlights the 'Bid History' section. A red box highlights the 'Bid History' section.

Name ↑	Rank	Price	Extended Price	Quantity	Extended Price
2.0 Introduction					
2.1 Company information					
2.2 Project information					
3.0 Polyester 1 cat			€192,000.00 EUR	10,000 Each	€192,000.00 EUR
3.1 Polyester 1 cat		€19.20 EUR	€192,000.00 EUR	10,000 Each	€192,000.00 EUR
4.0 Polyester 2 cat			€57,600.00 EUR	5,000 Each	€57,600.00 EUR
4.1 Polyester 2 cat		€11.52 EUR	€57,600.00 EUR	5,000 Each	€57,600.00 EUR

Participant	Extended Price ↑	Submission Time
Copycat Products	€192,000.00 EUR	1:57 PM
Copycat Products	€200,000.00 EUR	1:54 PM



# SEND & RECEIVE MESSAGE



1. To compose a new message, select **Compose message**
2. Type the message text
3. Select **Send**

**Important:** Please note that once the event is closed you will not be able to compose any messages.

# SEND & RECEIVE MESSAGE



1. To see all messages, select **Event messages** from the panel on the left side
2. The list of messages exchanged during the event is shown. To return to the bidding part, select **Back to Console**

Console Doc1133614202 - RFP Guided Sourcing Event 1

[Event Messages](#)  
[Response History](#)  
[Response Team](#)

▼ Checklist

1. [Review Event Details](#)
2. [Select Lots/Line Items](#)

All Content

Name ↑	Price
▼ 1.0 Introduction	
1.1 Company information <a href="#">Less...</a>	

tesa is one of the world's leading manufacturers of technical adhesive tapes and self-adh...  
than 7,000 products) for industrial and professional customers as well as end consumers...  
employees) has been a wholly owned affiliate of Beiersdorf AG (whose products include...

Messages 2

Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
<input type="radio"/> MSG121411029	Not Applicable	09/07/2022 01:42 PM	Copycat Products	CopyCat User	LeverX Third-Party	Response (ID=ID1153705962) i...
<input type="radio"/> MSG121352953	No	09/07/2022 01:13 PM	Tesa - TEST	LeverX Third-Party	Thomas Kithler	Event RFP Guided Sourcing Ev...
<input type="radio"/> MSG121352951	Not Applicable	09/07/2022 01:02 PM	Tesa - TEST	LeverX Third-Party	Thomas Kithler	Tesa - TEST has invited you to...

View Reply [Compose Message](#) Download all attachments

[Back to Console](#)



**THANK YOU**

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