



SAP ARIBA SUPPLIER NETWORK JAPANESE 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 Spend Management interface. The top navigation bar includes 'SAP Ariba Proposals and Questionnaires', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. The main content area is titled 'TESA - TEST' and contains a 'Home' button and an 'Events' section. The 'Events' section displays a table with columns: Title, ID, End Time, Event Type, and Participated. The table is filtered by 'Status: Open (1)'. The event 'RFP Guided Sourcing Event' with ID 'Doc1133614202' and end time '9/7/2022 2:32 PM' is highlighted with a red box. Other status filters include 'Status: Completed (9)' and 'Status: Pending Selection (64)'.

The screenshot shows the 'Intend to Participate' screen for the event 'Doc1135322176 - Japanese e-Auction'. The top right corner shows a timer 'Time remaining for 00:03:48' and a red circle with the number '2'. A yellow banner at the top states 'You must decide whether or not you intend to participate in this event.' Below the banner are three buttons: 'Intend to Participate' (highlighted with a red box), 'Decline to Participate', and 'Print Event Information'. The 'Event Overview and Timing Rules' section includes the following details: Owner: LeverX Third-Party, Currency: European Union Euro, Event Type: Japanese Auction, Commodity: Facility management 11000000, Publish time: 9/8/2022 11:47 PM, End bidding when the number of active participants reaches this value: 0, Bid adjustment interval: 5 Minutes, and Estimated Award Date: 01/01/1970.

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**

Doc1135322176 - Japanese e-Auction

Time remaining for lot 4.0
00:03:02

Select Lots (1)

Print Event Information

All Content

Name ↑	Price	Quantity	Extended Price
1.0 Please read for guidance			
1.1 During the previous actions:			
Action 1: Confirm e-Auction (On the Select Lots page items) in which you want to bid. By this you confirm your intention to bid. Now, SAP Ariba shows			

Doc1135322176 - Japanese e-Auction

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 cancel your intention to participate in that lot. [More](#)

Select Lots/Line Items

2 available for Bidding

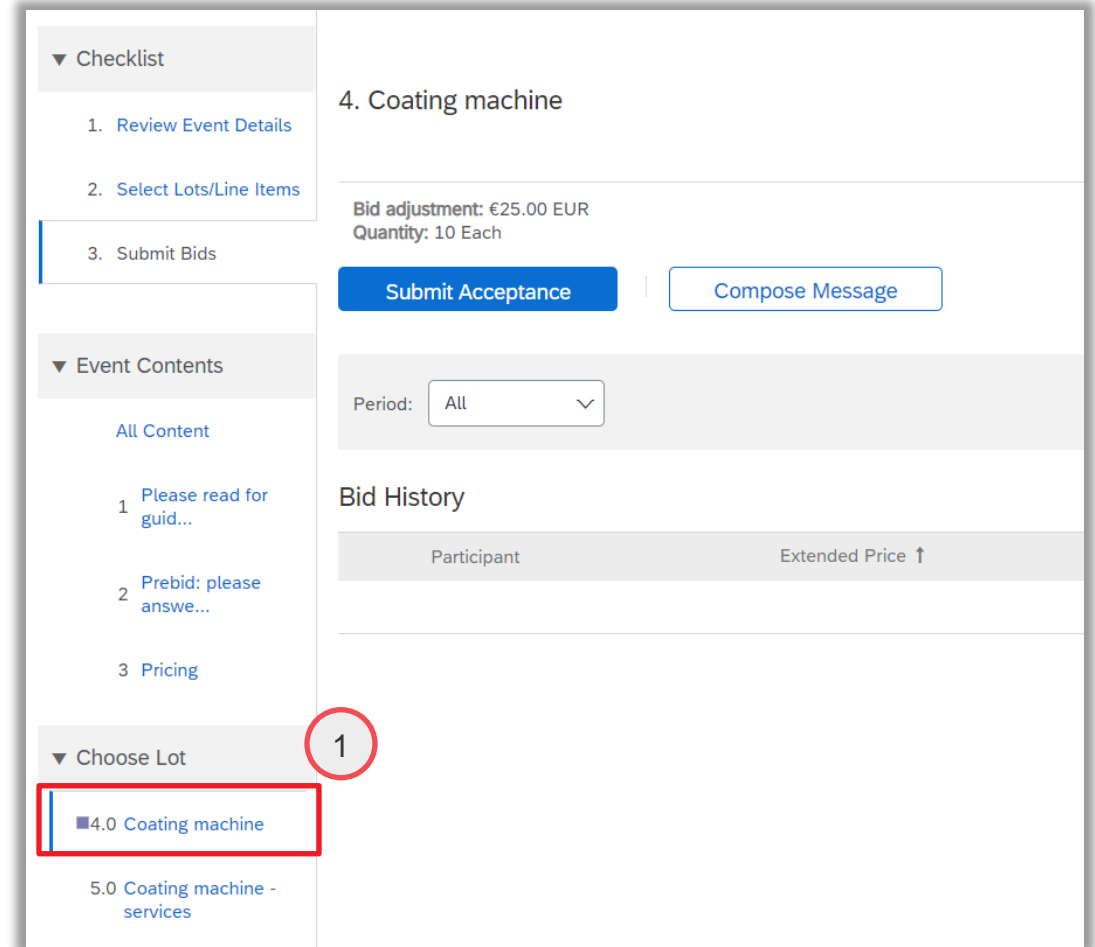
<input checked="" type="checkbox"/>	Name	Reason for not bidding	Status
<input checked="" type="checkbox"/>	4.0 Coating machine		Open
<input checked="" type="checkbox"/>	5.0 Coating machine - services		Scheduled

Confirm Selected Lots/Line Items (3)

1. Once the auction starts, the **Submit Acceptance** button is activated for the first lot.

Japanese e-Auctions always contain more than one item and have serial bidding – an **active lot is highlighted** with a small icon next to it.

2. The second lot will become active once the bidding for the first lot is closed.



The screenshot displays the Tesa e-auction interface. On the left, a sidebar contains a 'Checklist' with three items: '1. Review Event Details', '2. Select Lots/Line Items', and '3. Submit Bids'. Below this is 'Event Contents' with 'All Content' and three numbered items: '1 Please read for guid...', '2 Prebid: please answe...', and '3 Pricing'. At the bottom of the sidebar is 'Choose Lot' with a red box around '4.0 Coating machine' and a red circle with the number '1' next to it. The main content area shows '4. Coating machine' with 'Bid adjustment: €25.00 EUR' and 'Quantity: 10 Each'. It features a blue 'Submit Acceptance' button and a 'Compose Message' button. Below this is a 'Period:' dropdown menu set to 'All'. The 'Bid History' section has a table with columns 'Participant' and 'Extended Price ↑', but it is currently empty.

BIDDING IS OPENED



- 1. Once the auction starts, the **Submit Acceptance** button is activated
- 2. You can see the price level which has to be submitted to avoid elimination in Current price line and bid adjustment value
- 3. Time remaining till next automatic price change is counting down in upper right corner

The screenshot shows the 'Doc1135322176 - Japanese e-Auction' interface. A red box in the top right corner, labeled '3', contains a clock icon and the text 'Time remaining for lot 4.0 00:00:45'. A yellow warning banner states: 'You haven't accepted the current price level. Submit a bid before bidding closes to avoid elimination.' Below this, the item '4. Coating machine' is listed with a dropdown arrow. A red box labeled '2' highlights the bid details: 'Bid adjustment (%): 50% (€2,500.00 EUR)' and 'Quantity: 10 Each'. At the bottom of this section, a blue button labeled 'Submit Acceptance' is highlighted with a red box and labeled '1', and a light blue button labeled 'Compose Message' is next to it. At the very bottom, there is a 'Period: All' dropdown menu.

HOW TO SUBMIT A BID



The price is automatically calculated by the system. To submit a bid:

- 1. Click on **Submit Acceptance**
- 2. Confirm via **OK**
- 3. Confirmation message that a bid has been submitted is shown

Doc1136230310 - Japanese eAuction

You haven't accepted the current price level. Submit a bid before bidding closes to avoid elimination.

4. Coating machine

Floor Value: €0.00 EUR
Current Price: 1

Period:

Submit this response? 2
Click OK to submit.

Bid adjustment (%): 5% (€25.00 EUR)

Doc1136230310 - Japanese eAuction 3

You have successfully accepted the current price level. You can wait for the next price change to accept the new price level.

REVIEW YOUR BIDDING ONCE EVENT IS CLOSED



- 1. Once the auction ends, the event status is **Pending selection** and no further bids can be posted
- 2. The bid shown in the line **Accepted Price** is your last successfully submitted bid
- 3. You can see the overview of all submitted bids under **Bid History** section
- 4. The last submitted price appears at the top of the list

Doc1136230310 - Japanese eAuction Pending Selection

✓ You have successfully accepted the current price level. You can wait for the next price change to accept the new price level.

5. Coating machine - services

Floor Value: €0.00 EUR
Accepted Price: €270.75 EUR
Current Price: €270.75 EUR

Bid adjustment (%): 5% (€13.53 EUR)
Accepted:

Compose Message

Period: All

Bid History

Participant	Price ↑	Price	Submission Time
Copycat Products	€270.75 EUR	€270.75 EUR	4:04 PM
Copycat Products	€285.00 EUR	€285.00 EUR	4:03 PM
Copycat Products	€300.00 EUR	€300.00 EUR	3:54 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	Less... [-]

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
MSG121411029	Not Applicable	09/07/2022 01:42 PM	Copycat Products	CopyCat User	LeverX Third-Party	Response (ID=ID1153705962) i
MSG121352953	No	09/07/2022 01:13 PM	Tesa - TEST	LeverX Third-Party	Thomas Kithler	Event RFP Guided Sourcing Ev
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



tesa® products prove their impressive quality day in, day out in demanding conditions and are regularly subjected to strict controls. All technical information and data mentioned above are provided to the best of our knowledge on the basis of our practical experience. They shall be considered as average values and are not appropriate for a specification. Therefore tesa SE can make no warranties, express or implied, including, but not limited to any implied warranty of merchantability or fitness for a particular purpose. The user is responsible for determining whether the tesa® product is fit for a particular purpose and suitable for the user's method of application. If you are in any doubt, our technical support staff will be glad to support you.