

# Supplier Manual Dutch Auction

SE E2E ARIBA Implementation

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# 1. Dutch Auction overview

## 1.1. Introduction

In this module you will get an overview on **how to participate at a Dutch Auction** in ARIBA, **what you need to keep** in mind when filling out the form and **how you can monitor the process** in ARIBA.

### Learning Goals

- Overview on how to participate at a Dutch Auction in ARIBA
- What to keep in mind when filling out the form
- How to monitor the process in ARIBA

## 1.2. Invitation to eAuction

Once you have been selected as participant for an auction, you will be **automatically informed via email** about the event, meaning this auction.

The screenshot shows an email interface with the following content:

Siemens Energy - TEST has invited you to participate in an event: eAuction\_Supplier\_Dutch.

**SIEMENS ENERGY**

Siemens Energy - TEST has invited you to participate in the following event: eAuction\_Supplier\_Dutch. The event is set to begin on Thursday, July 14, 2022 at 10:30 AM, Pacific Daylight Time.

Use the following username to log in to Siemens Energy - TEST events:  
[\[Redacted\]](#)

[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 [\[Redacted\]](#) via telephone at [\[Redacted\]](#) or via e-mail at [\[Redacted\]](#).

We look forward to working with you!

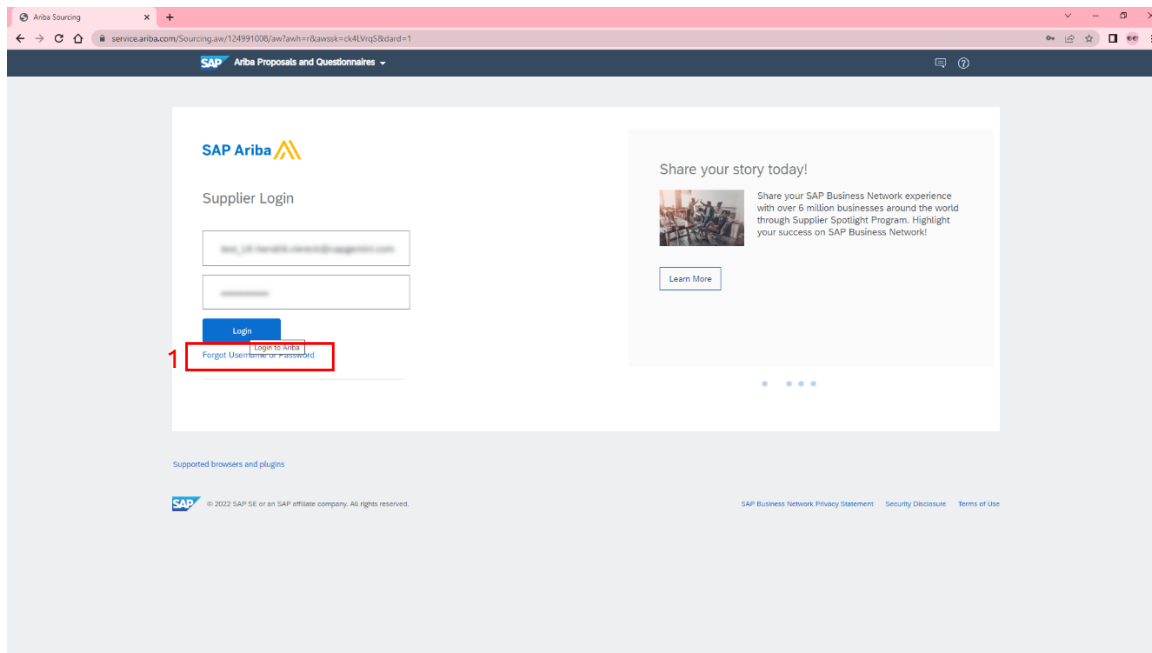
Thank You,  
 Siemens Energy - TEST

## 2. Navigate through SAP Ariba

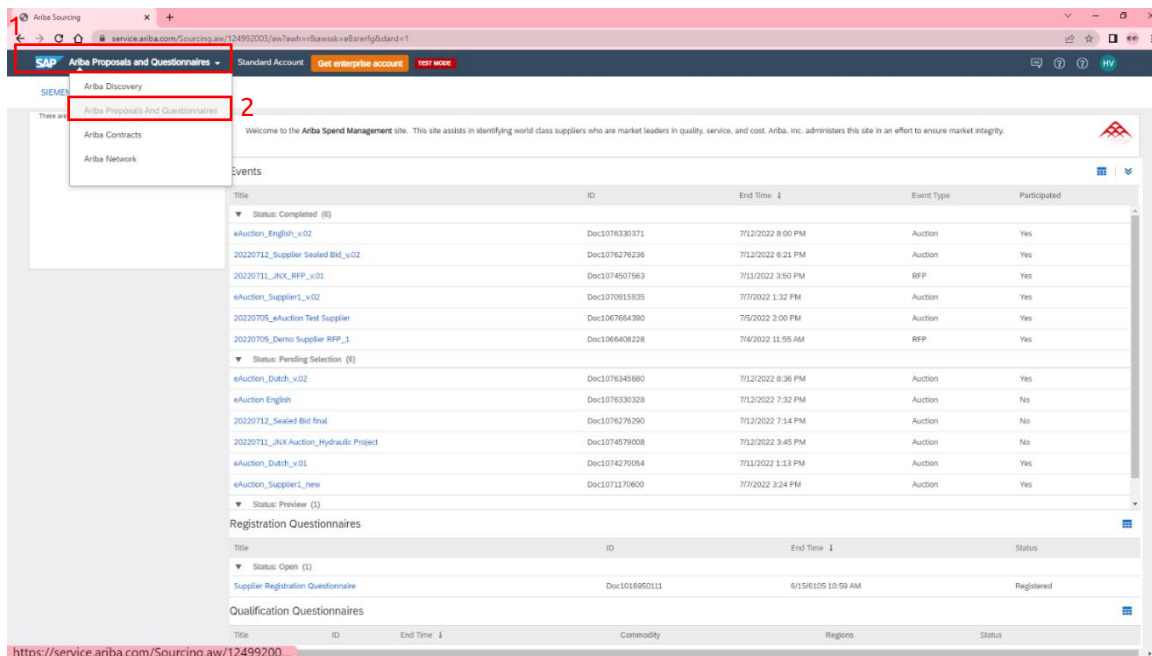
### 2.1. Login to ARIBA

There are two ways for you to login to your ARIBA profile:

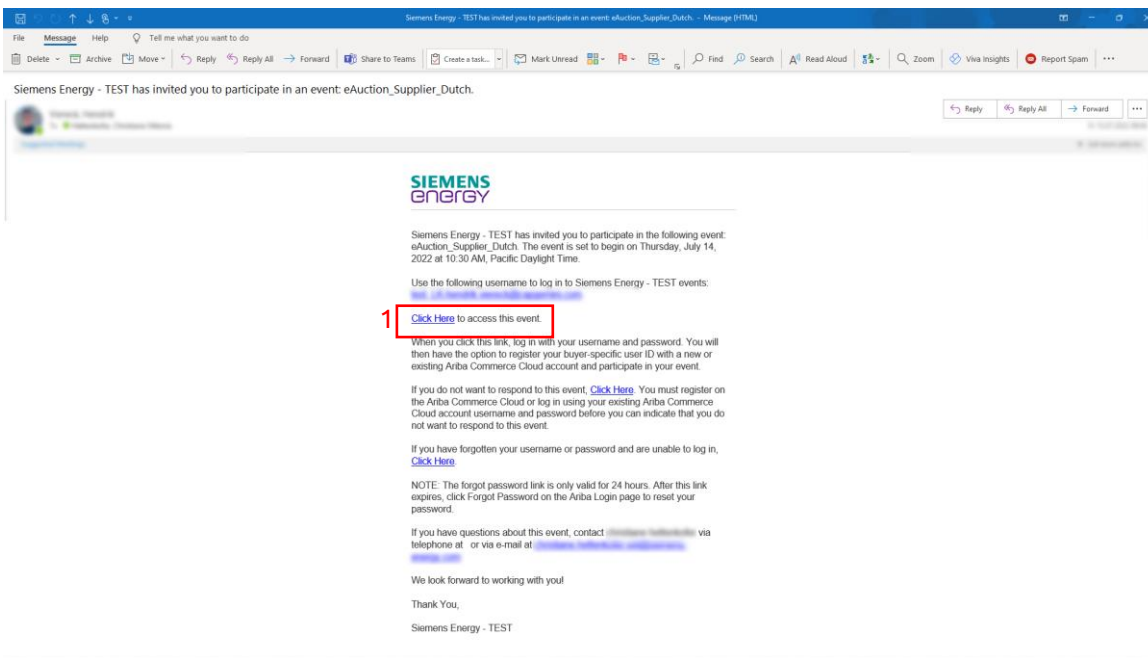
You can login via the **ARIBA Supplier website**, reachable under **service.ariba.com**. In case you have **forgot-ten your username and/or password**, please us the option “forgotten Username/password” (1).



Then you need to click on the tab “Proposals & Questionnaires” (1) in the dropdown on the top of the page.



Or you **click directly on the provided link (1) in your received mail**, where you will be directed to the login mask of the ARIBA supplier website. After your successful login you will **get directly to the request**.



## 2.2. Dashboard Overview

Before we focus on the auction form, we will give you an overview of the dashboard in your ARIBA profile. Here you see all events, for example eAuctions, where you have been invited for with the respective status: "Completed" (1), "Open" (2), "Pending selection" (3) or "Preview" (4).

Title	ID	End Time	Event Type	Participated
<b>1</b> Status: Completed (8)				
eAuction_English_v02	Doc1076330371	7/12/2022 8:50 PM	Auction	Yes
20220712_Supplier Sealed Bid_v02	Doc1076276236	7/12/2022 9:21 PM	Auction	Yes
20220711_JNIX_RFP_v01	Doc1074507563	7/11/2022 3:50 PM	RFP	Yes
eAuction_Supplier1_v02	Doc1070915935	7/7/2022 1:32 PM	Auction	Yes
20220705_eAuction Test Supplier	Doc1067664390	7/5/2022 2:00 PM	Auction	Yes
20220705_Demo Supplier RFP_1	Doc1066408228	7/6/2022 11:55 AM	RFP	Yes
<b>2</b> Status: Open (2)				
Supplier_v01_RFP_New	Doc1078857030	7/21/2022 2:17 PM	RFP	No
20220714_Supplier_English Auction_v01	Doc1078772588	7/14/2022 4:10 PM	Auction	No
<b>3</b> Status: Pending Selection (8)				
eAuction_English_v04	Doc1076348586	7/12/2022 8:30 PM	Auction	Yes
eAuction_English	Doc1076330328	7/12/2022 7:32 PM	Auction	No
20220712_Sealed Bid final	Doc1076276290	7/12/2022 7:14 PM	Auction	No
20220711_JNIX Auction_Hydraulic Project	Doc1074579008	7/12/2022 3:45 PM	Auction	No
eAuction_Dutch_v01	Doc1074270054	7/13/2022 1:13 PM	Auction	Yes
eAuction_Supplier1_new	Doc1071170600	7/7/2022 3:24 PM	Auction	Yes
<b>4</b> Status: Preview (1)				
eAuction	Doc1078932917	7/14/2022 3:00 PM	Auction	No

In the column "Event Type" (1) you see the respective details, for example if it is an auction or not. Directly next to this column, is the end time (2) of every single auction listed.

Please note the start time which is indicated and defined in the eAgreement. In the column "Participated" (3) you see at a first glance, if you participated at an event, for example RfP or auction, or not. In case you want to customize your dashboard, you can do this by clicking on the respective icon at the top of the table (4).

The screenshot shows the 'Events' table in the Arriba Sourcing interface. Red boxes highlight the following elements:

- 2**: The 'End Time' column header.
- 1**: The 'Event Type' column header.
- 3**: The 'Participated' column header.
- 4**: A table icon in the top right corner of the table.

Title	ID	End Time	Event Type	Participated
▼ Status: Completed (7)				
eAuction_Supplier_English_Auction_v01	Doc107872588	7/14/2022 4:17 PM	Auction	Yes
eAuction_English_v02	Doc1076330371	7/12/2022 8:00 PM	Auction	Yes
20220712_Supplier Selected Bid_v02	Doc1076278236	7/12/2022 9:21 PM	Auction	Yes
20220711_INV_RFP_v01	Doc1074507563	7/11/2022 3:50 PM	RFP	Yes
eAuction_Supplier_L_v02	Doc1070915935	7/7/2022 1:32 PM	Auction	Yes
20220705_eAuction Test Supplier	Doc1067664390	7/5/2022 2:00 PM	Auction	Yes
20220705_Demo Supplier RFP_1	Doc1068409228	7/4/2022 11:55 AM	RFP	Yes
▼ Status: Open (1)				
Supplier_v01_RFP_New	Doc1078857030	7/21/2022 2:17 PM	RFP	No
▼ Status: Pending Selection (8)				
eAuction	Doc1078932617	7/14/2022 4:05 PM	Auction	No
eAuction_Previous	Doc1078897070	7/14/2022 2:50 PM	Auction	No
eAuction_Dutch_v02	Doc1076345680	7/12/2022 8:36 PM	Auction	Yes
eAuction_English	Doc1076330328	7/12/2022 7:32 PM	Auction	No

At the bottom of the page there are other categories for your reference as well, like: "Registration Questionnaires" (1), "Qualification Questionnaires" (2), "Questionnaires" (3), "Certificates" (4) and Categories within the Supplier Lifecycle Processes (5).

The screenshot shows the bottom section of the Arriba Sourcing interface with red boxes highlighting the following categories:

- 1**: Registration Questionnaires table.
- 2**: Qualification Questionnaires table.
- 3**: Questionnaires table.
- 4**: Certificates table.
- 5**: Supplier Lifecycle Processes table.

Title	ID	End Time	Commodity	Regions	Status
No Items					
▼ Status: Open (1)					
Supplier Registration Questionnaire	Doc1018950111	8/15/2025 10:59 AM			Registered

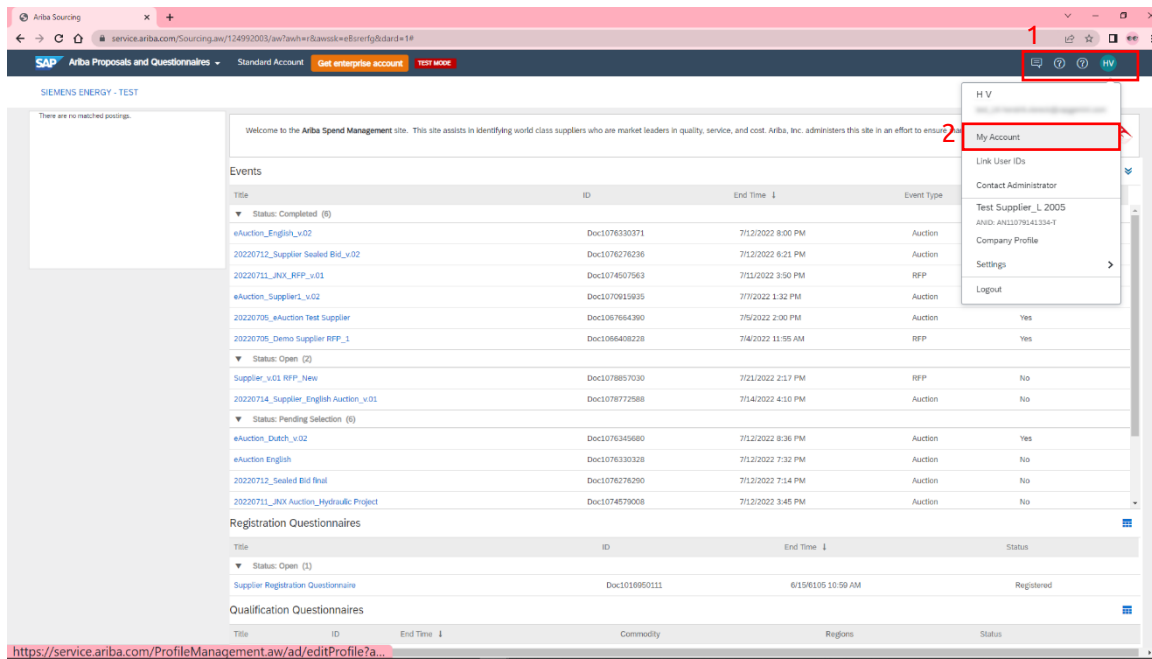
Title	ID	End Time	Commodity	Regions	Status
No Items					
▼ Status: Completed (3)					
Sustainability Self Assessment	Doc1018338389	5/23/2022 5:09 PM	(no value)	(no value)	Approved
Contractor Safety	Doc1018338373	5/23/2022 1:15 PM	(no value)	(no value)	Approved
Cyber Security	Doc1018495005	5/23/2022 12:56 PM	(no value)	(no value)	Approved

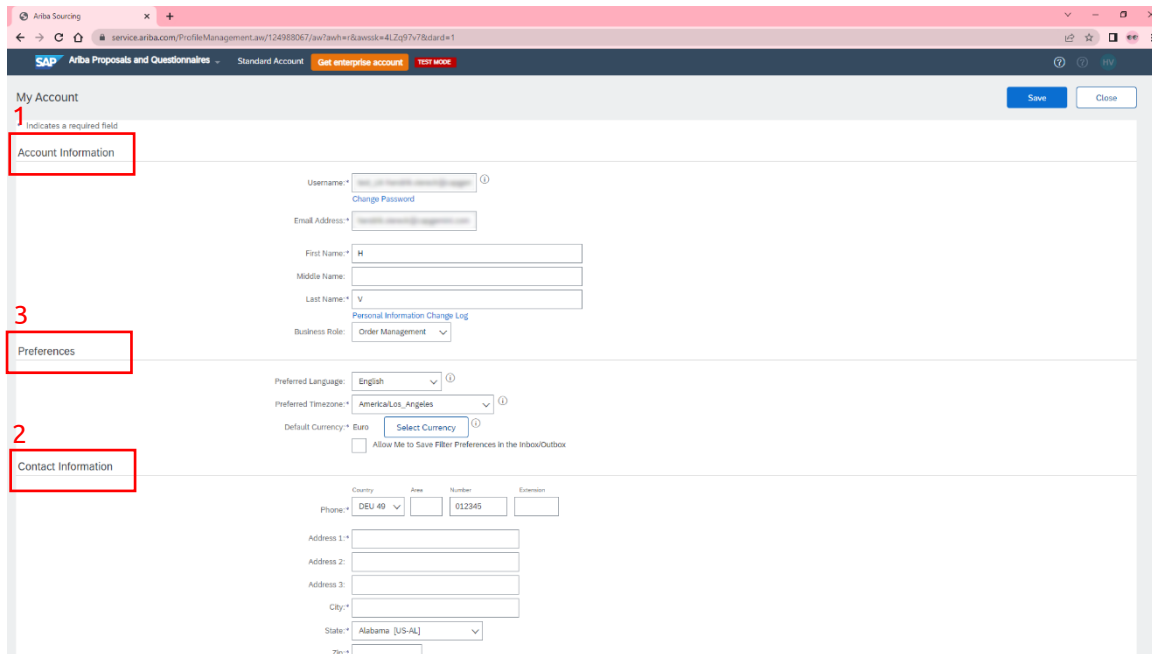
Commodity	Regions	Departments	Owner	Status	Action
All	All	All	Hendrik Viereck	R4B	View

## 2.3. Profile & User Settings

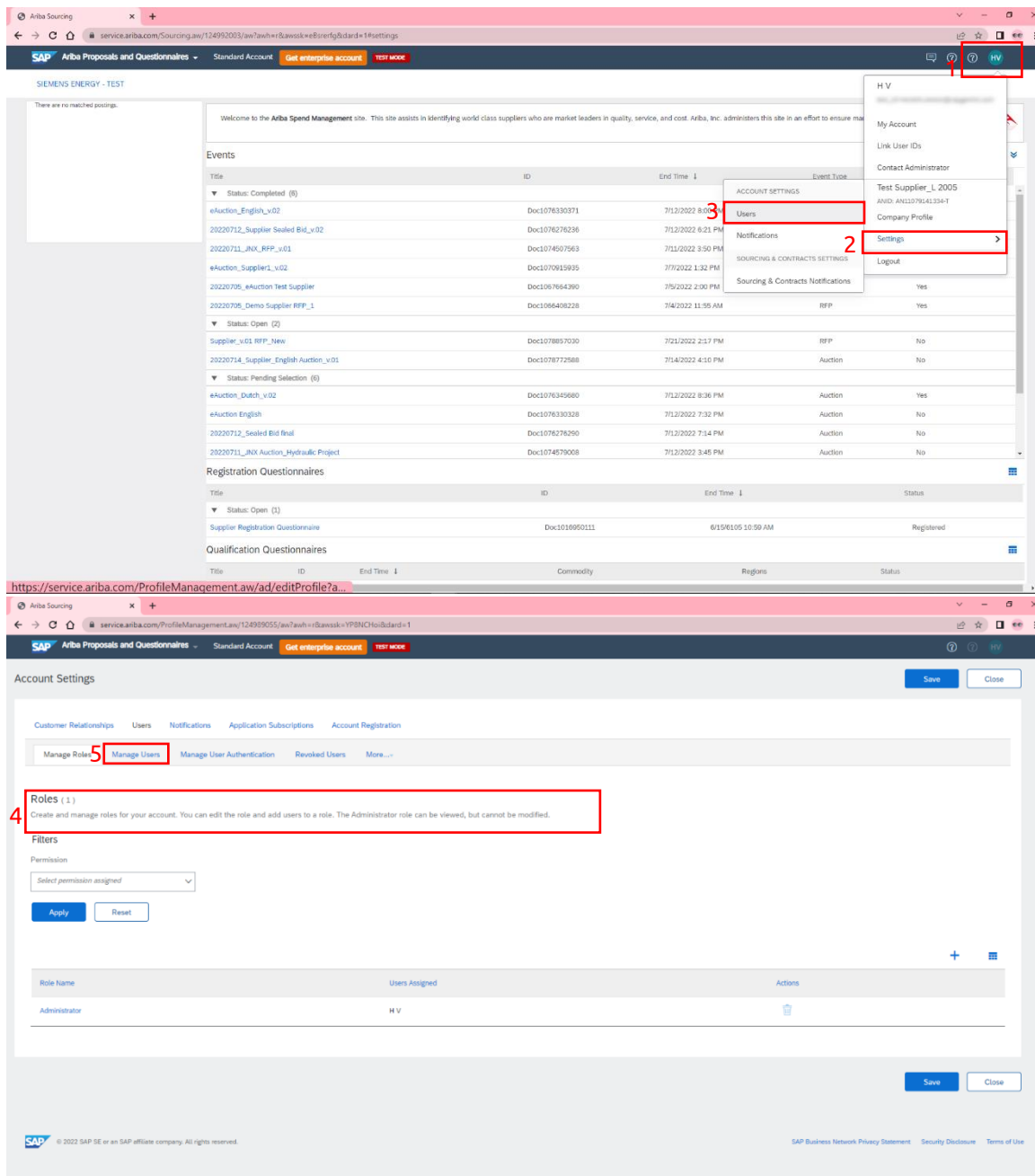
You can **change your basic settings** in ARIBA by clicking on your **profile icon (1)**, followed by **“My Account”(2)**.



All your **account (1)** and **contact information(2)**, also your **language settings (3)**, are listed which you can edit.



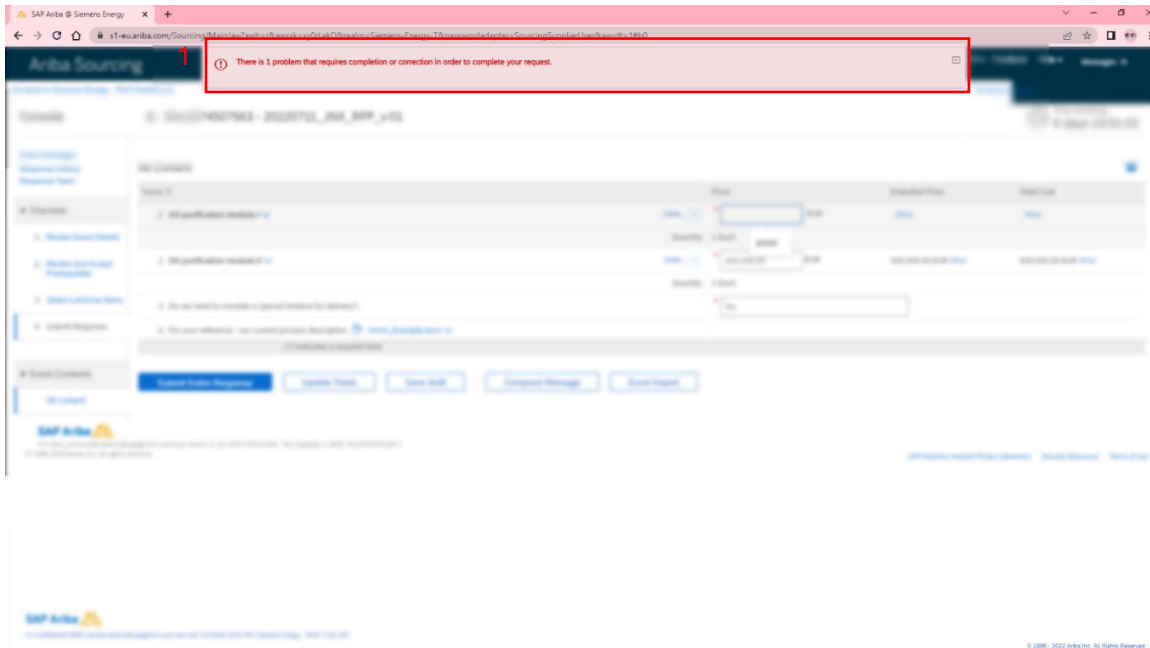
If you click on the section "Settings" under your profile icon (1), you can also **change the role (4) and user settings (5)** by clicking on the section "Users" (2).



## 2.4. Trouble Shooting

You may get **error messages (1)**, at the top of your page while filling out the form.

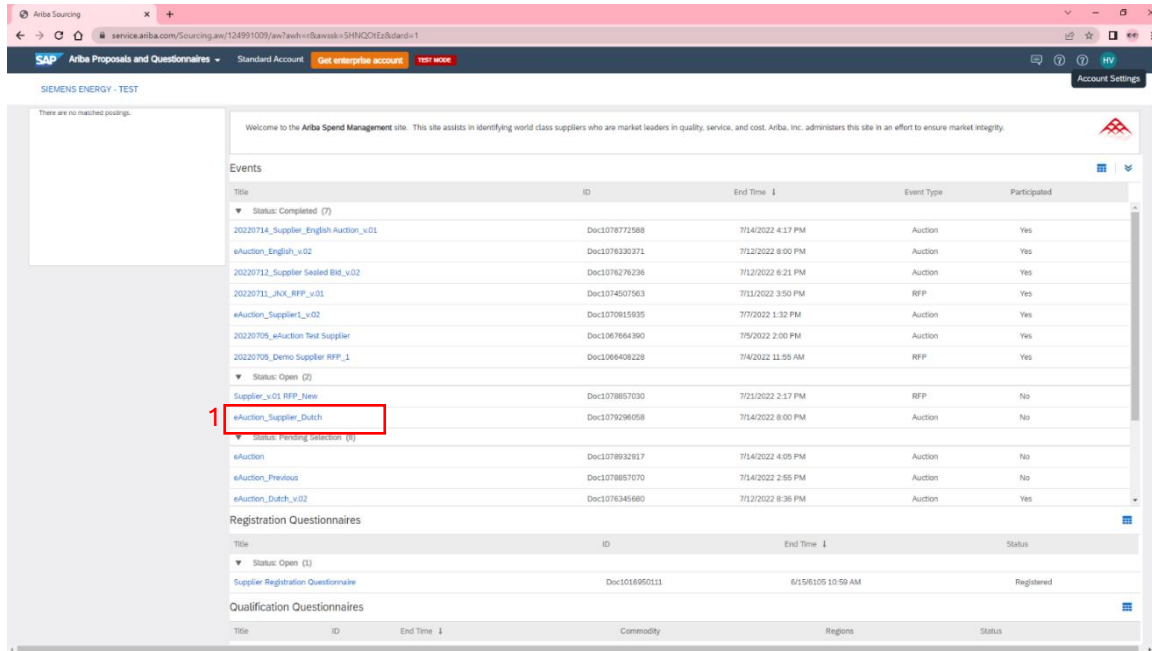
Please **read them carefully**, as ARIBA will tell you exactly **which information is missing or incorrectly entered**. Please go to the corresponding place and **change the fields accordingly**. The error messages should disappear. The mask and thus all information for the event are filled out correctly.



## 3. AUCTION PROCESS

### 3.4 Answering eAuction

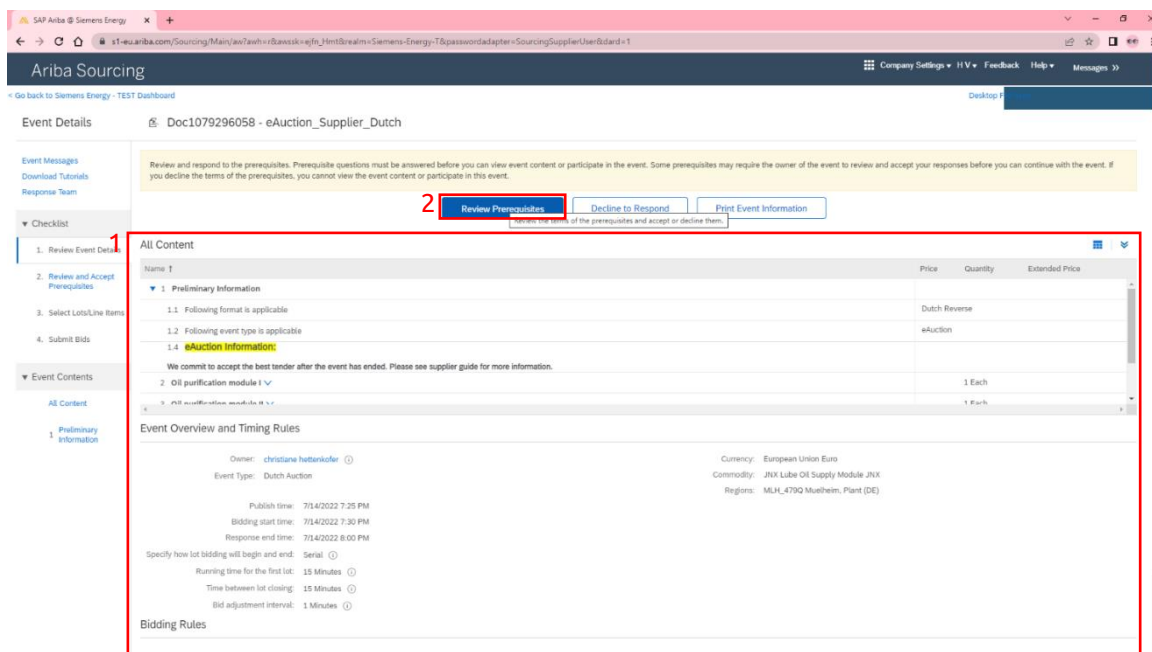
Let's switch back to your invitation to a Dutch auction. Once you click on the respective button in the e-mail, or if you click on your open auction in the dashboard (1), you will be directed to the **response form** of the event in ARIBA.



The screenshot shows the Arriba Sourcing dashboard for Siemens Energy. The main section is titled 'Events' and contains a table with columns: Title, ID, End Time, Event Type, and Participated. The table is filtered by 'Status: Completed (7)'. The event 'eAuction\_Supplier\_Dutch' is highlighted with a red box and a red '1' next to it. Below the 'Completed' section, there is a 'Status: Open (2)' section, and the event 'eAuction\_Supplier\_Dutch' is also listed there. The 'Registration Questionnaires' and 'Qualification Questionnaires' sections are also visible.

Here you see all **event details of the auction (1)**. If the auction is already open, you see the **remaining time** until the auction will be closed.

Before you can submit a response or change data in the form it is necessary to review and respond to the **prerequisites**, meaning **terms and conditions**. To do so, please click on the respective blue button "Review Prerequisites" (2).

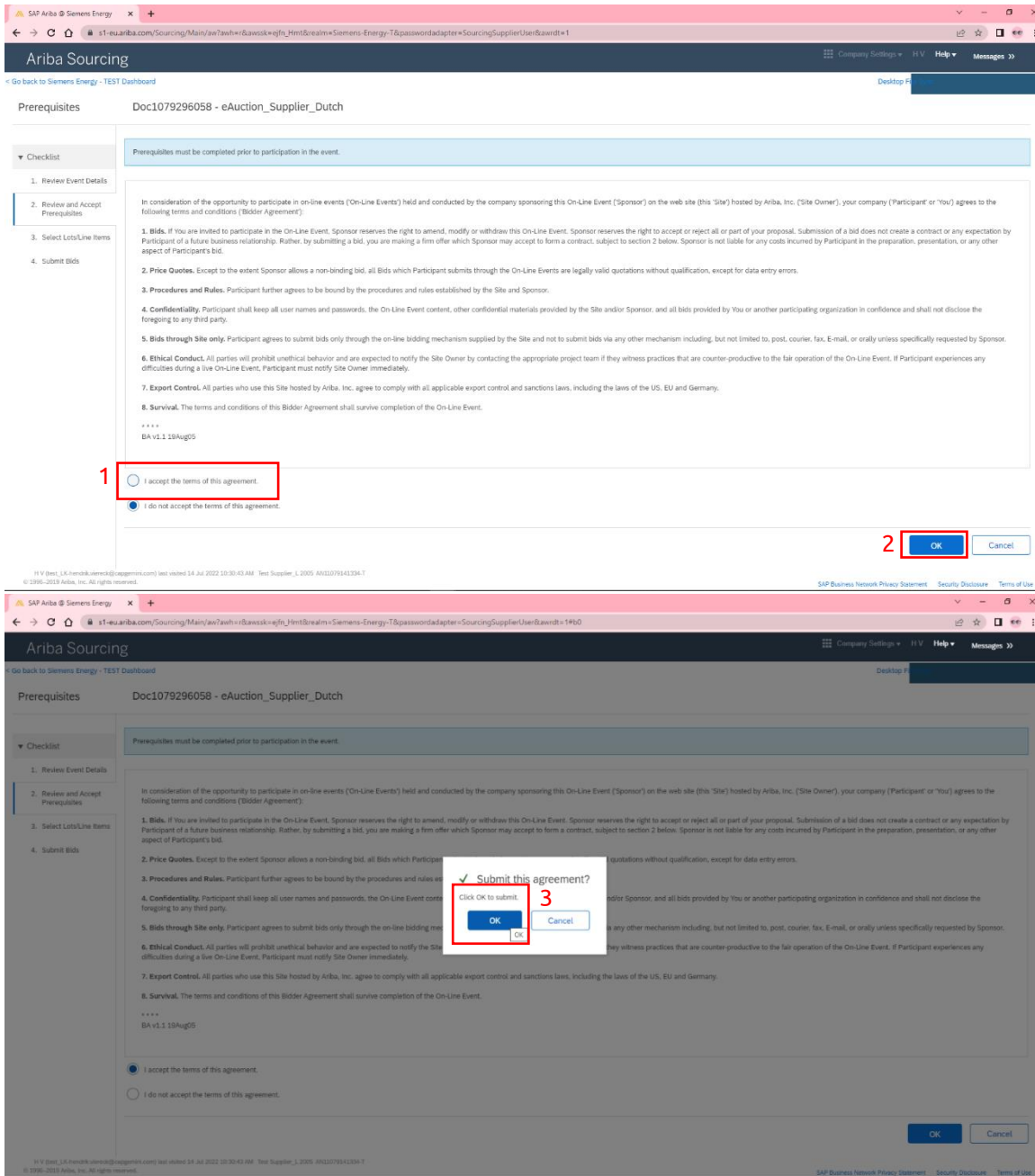


The screenshot shows the 'Event Details' page for 'eAuction\_Supplier\_Dutch' (Doc1079296058). The page includes a 'Checklist' on the left with steps: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots/Line Items, 4. Submit Bids. The 'Event Contents' section is expanded to show 'All Content'. The 'Event Overview and Timing Rules' section is also visible, showing details like Owner, Event Type, Publish time, Bidding start time, Response end time, and Bidding Rules. The 'Review Prerequisites' button is highlighted with a red box and a red '2' next to it.

## 3.5 Review Prerequisites

Please read the prerequisites and **accept the terms of agreement (1)**. To proceed, please click on the button "OK" (2) followed by "Submit this Agreement" (3).

Please note, if you decline to respond on the prerequisites, you are not allowed to participate at the auction.



## 3.6 Checklist

After accepting the prerequisites, you can **start filling out all necessary information** regarding the Dutch auction in ARIBA. On the left side of the mask, you see the section **checklist (1)**.

The screenshot shows the Arriba Sourcing interface for event Doc1079296058 - eAuction\_Supplier\_Dutch. On the left, a 'Checklist' is visible with four items: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots/Line Items, and 4. Submit Bids. The main area displays 'All Content' with a table of items:

Name	Price	Quantity	Extended Price
1.2 Following event type is applicable			
1.4 <b>eAuction Information:</b> We commit to accept the best tender after the event has ended. Please see supplier guide for more information.	eAuction		
2 Oil purification module I		1 Each	
3 Oil purification module II		1 Each	
4 Do we need to consider a time slot?			
5 Project plan attached: XXXX_Example.docx			

Below the table, 'Event Overview and Timing Rules' are listed, including Owner (christiane hettenkofer), Event Type (Dutch Auction), Currency (European Union Euro), and various timing rules like Publish time, Bidding start time, and Response end time.

### 3.6.1 Review Event Details

Under the first section "Review Event Details" (1) you see the **summary of all details of the auction** and further information about the auction format, in this case a **Dutch auction**. **Timing or bidding rules (2)** have been defined, which are relevant for the auction. In this section you can also see **attached files from the customer (3) or questions (4)**.

The screenshot shows the Arriba Sourcing interface for event Doc1079296058 - eAuction\_Supplier\_Dutch. The 'Checklist' on the left has item 1, 'Review Event Details', highlighted with a red box. The main area displays 'All Content' with a table of items:

Name	Price	Quantity	Extended Price
1.2 Following event type is applicable			
1.4 <b>eAuction Information:</b> We commit to accept the best tender after the event has ended. Please see supplier guide for more information.	eAuction		
2 Oil purification module I		1 Each	
3 Oil purification module II		1 Each	
4 Do we need to consider a time slot?			
5 Project plan attached: XXXX_Example.docx			

Below the table, 'Event Overview and Timing Rules' are listed, including Owner (christiane hettenkofer), Event Type (Dutch Auction), Currency (European Union Euro), and various timing rules like Publish time, Bidding start time, and Response end time.

## 3.6.2 Review and Accept Prerequisites

Under “Review and Accept Prerequisites” (1) you see the **terms of conditions summarized (2) which you have accepted in the previous step.**

Prerequisites Doc1079296058 - eAuction\_Supplier\_Dutch

Checklist 2

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

You accepted the prerequisites, which permits you to participate in this event.

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 ("Participant" or "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 a contract or 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 the 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. 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 orally unless 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. Export Control.** All parties who use this Site hosted by Ariba, Inc. agree to comply with all applicable export control and sanctions laws, including the laws of the U.S., EU and Germany.
- 8. Survival.** The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

\*\*\*\*  
BA v1.1 19Aug05

I accept the terms of this agreement.

Done

H:\V\_Eval\_LK\_HendrikAlema@siemens.com) last visited 14 Jul 2022 10:30:43 AM Test Supplier\_1 2005 49112079141234-T © 1996-2023 Ariba, Inc. All rights reserved. SAP Business Network Privacy Statement Security Disclosure Terms of Use

## 3.6.3 Select Lots/Line Items

The section “Select Lots/Line items” (1) **contains the defined lots and line items of the auction which have been defined by the customer.**

You are required to **select all items** to which you have been invited. This is already prefilled, and you only have to confirm by clicking on the respective button “confirm selected lots/line items” (2).

Select Lots Doc1079296058 - eAuction\_Supplier\_Dutch

Checklist 1

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

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.

Select Lots/Line Items

Lots Available for Bidding

<input checked="" type="checkbox"/>	Name	Status
<input checked="" type="checkbox"/>	2 Oil purification module I	Open
<input checked="" type="checkbox"/>	3 Oil purification module II	Scheduled

2 Confirm Selected Lots/Line Items

Cancel

H:\V\_Eval\_LK\_HendrikAlema@siemens.com) last visited 14 Jul 2022 10:30:43 AM Test Supplier\_1 2005 49112079141234-T © 1996-2023 Ariba, Inc. All rights reserved. SAP Business Network Privacy Statement Security Disclosure Terms of Use

## 3.7 Submitting Process

### 3.7.1 Submit Bid

Once you click on the fourth section „Submit Bids“ (1), two new categories appear on the left side of the mask. You see the „Event Contents“ (2) with **preliminary information about the auction** where you are asked to bid. Also questions to answer or attachments from the customer are visible in this table.

The screenshot shows the SAP Ariba Sourcing interface for a Dutch Auction. On the left, a checklist is visible with four steps: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots/Line Items, and 4. Submit Bids. Step 4 is highlighted with a red box and labeled '1'. Below the checklist, the 'Event Contents' section is expanded, showing 'All Content' and 'Preliminary Information', which is also highlighted with a red box and labeled '2'. The main area displays a table of bid items with columns for Name, Price, Quantity, and Extended Price. The items include 'Oil purification module I' and 'Oil purification module II'. A question 'Do we need to consider a time slot?' is also present with a 'No' response. At the bottom, there are buttons for 'Submit Entire Response', 'Update Totals', 'Save draft', and 'Compose Message'.

Name	Price	Quantity	Extended Price
<b>1 Preliminary Information</b>			
1.1 Following format is applicable	Dutch Reverse		
1.2 Following event type is applicable	eAuction		
1.4 <b>eAuction information:</b>			
We commit to accept the best tender after the event has ended. Please see supplier guide for more information.			
2 Oil purification module I	€40,300.00 EUR	1 Each	€40,300.00 EUR P/V
3 Oil purification module II	€50,000.00 EUR	1 Each	€50,000.00 EUR P/V
4 Do we need to consider a time slot?			<input type="text" value="No"/>
5 Project plan attached: XXXX_Example.docx			

## 3.7.2 Bidding

Once the auction is live and open, you can start bidding and monitor it directly live in the system. There you see a flashing icon for each item (1).

You see the relevant fields transparently in your mask: "current price", "time until next price step", the defined "quantity" (2).

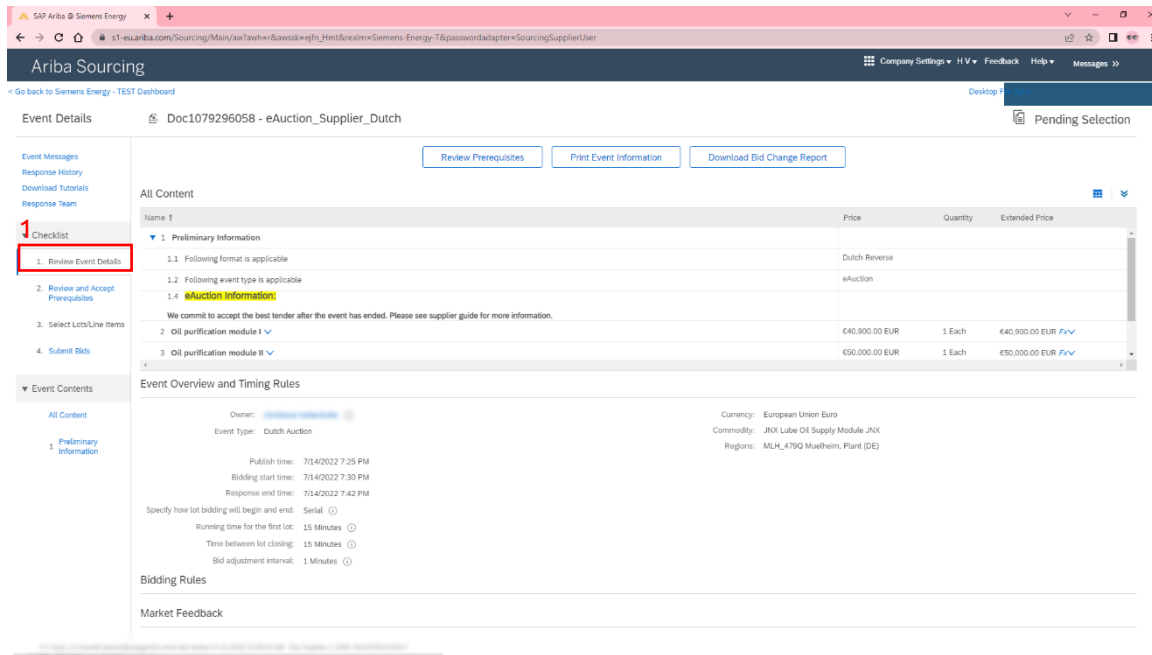
Once the first participant accepts the current price step within the predefined time, the auction is over and completed.

To bid, you just need to click on "Submit Acceptance" (3) if you accept the current price. In this case, we do have two items to bid, we only show one (oil purification module I).

The screenshot shows the Ariba Sourcing interface for a Dutch auction. The main content area displays the item details for '2. Oil purification module I'. A red box highlights the 'Current Price' field (€440,900.00 EUR), the 'Quantity' (1 Each), and the 'Time until next adjustment' (00:00:43). Below this, the 'Submit Acceptance' button is highlighted with a red box and labeled '3'. On the left sidebar, under 'Choose Lot', the item 'Oil purification module I' is highlighted with a red box and labeled '1'. The interface also shows a checklist on the left with steps: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots/Line Items, and 4. Submit Bids. The 'Bid History' table is empty, showing 'No items'.

The screenshot shows the Ariba Sourcing interface after the 'Submit Acceptance' button is clicked. A confirmation dialog box is displayed in the center, asking 'Submit this response?' with 'Click OK to submit.' and 'OK' and 'Cancel' buttons. The background interface is dimmed, showing the same item details as the previous screenshot. The 'Submit Acceptance' button is now disabled, and the 'Update Totals' button is visible. The 'Bid History' table remains empty.

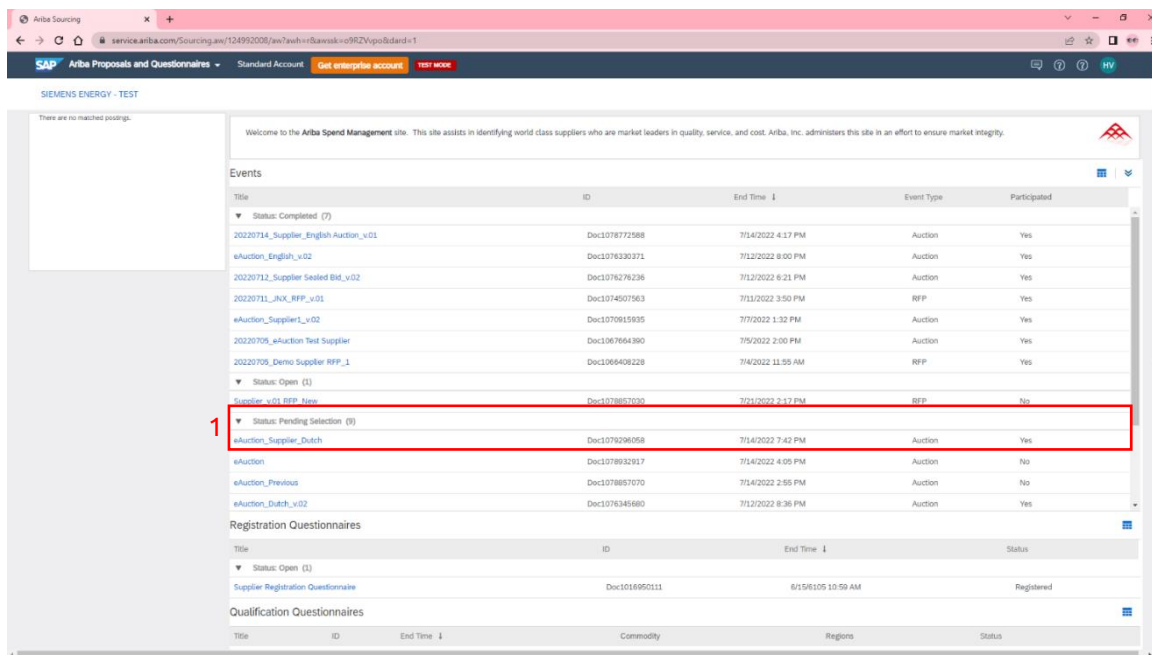
Once you click on “Review Event Details” (1), you see the summary of the auction. You also get notifications via email for each step.



## 3.8 Awarding Phase

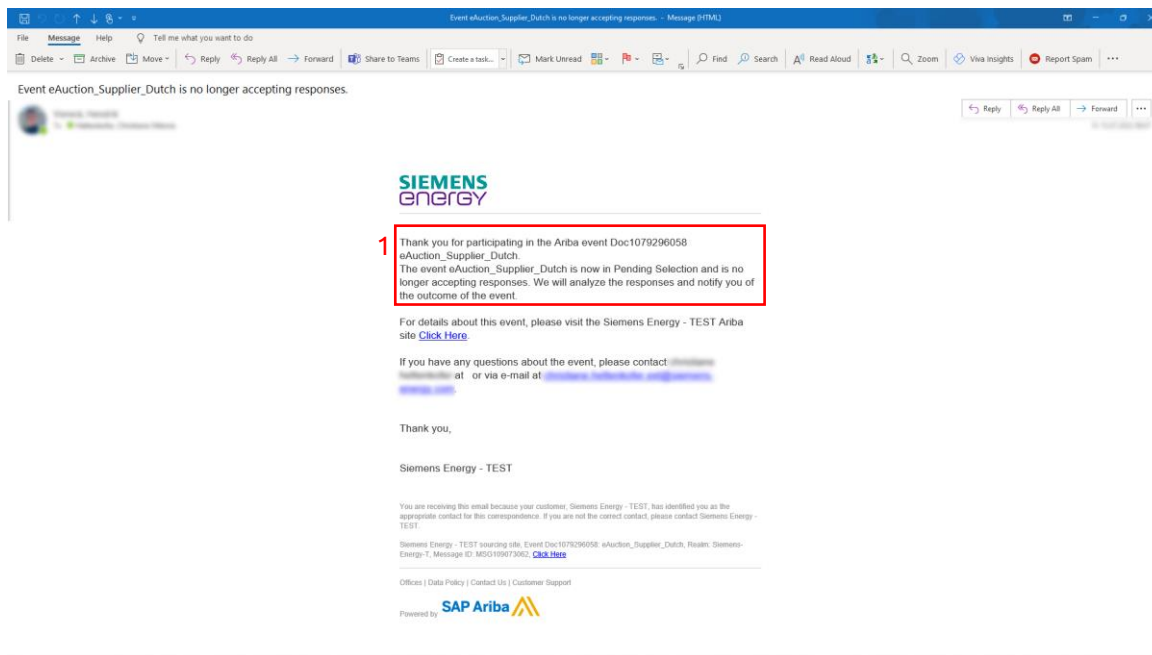
### 3.8.1 Pending Selection

After the event has been terminated, the status will be changed to **pending selection** (1). You can see this in your ARIBA dashboard accordingly under the respective section.



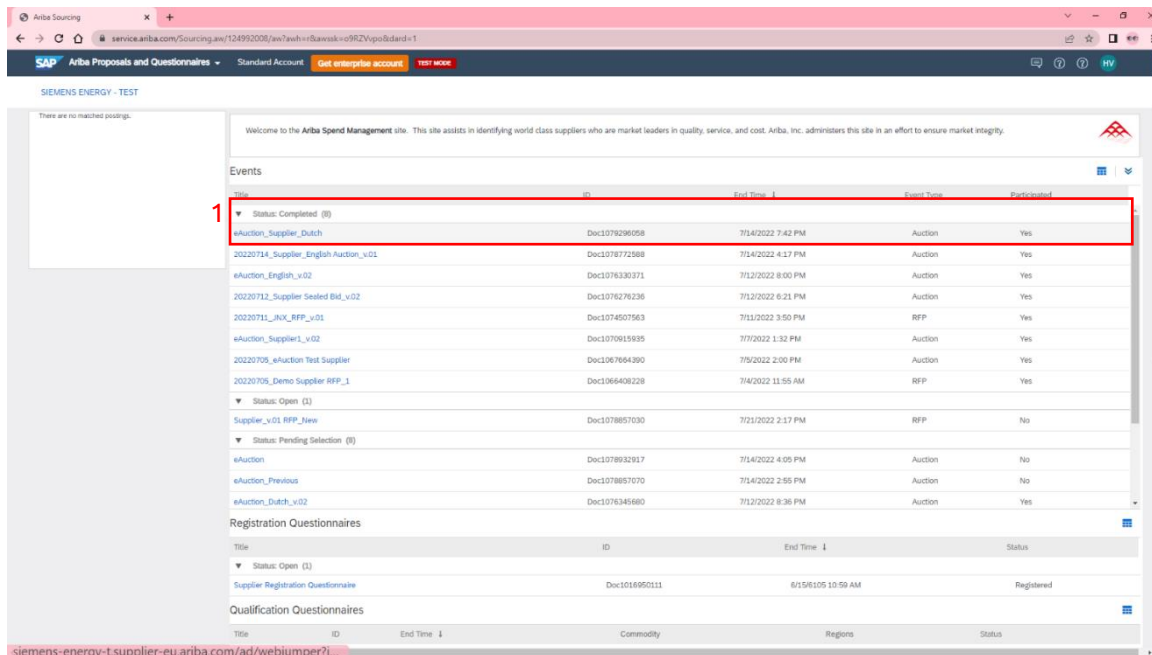
## 3.8.2 Pending Selection Notification

You also get a **notification via email that there are no further responses accepted (1)** anymore which means that the **auction has been closed**.



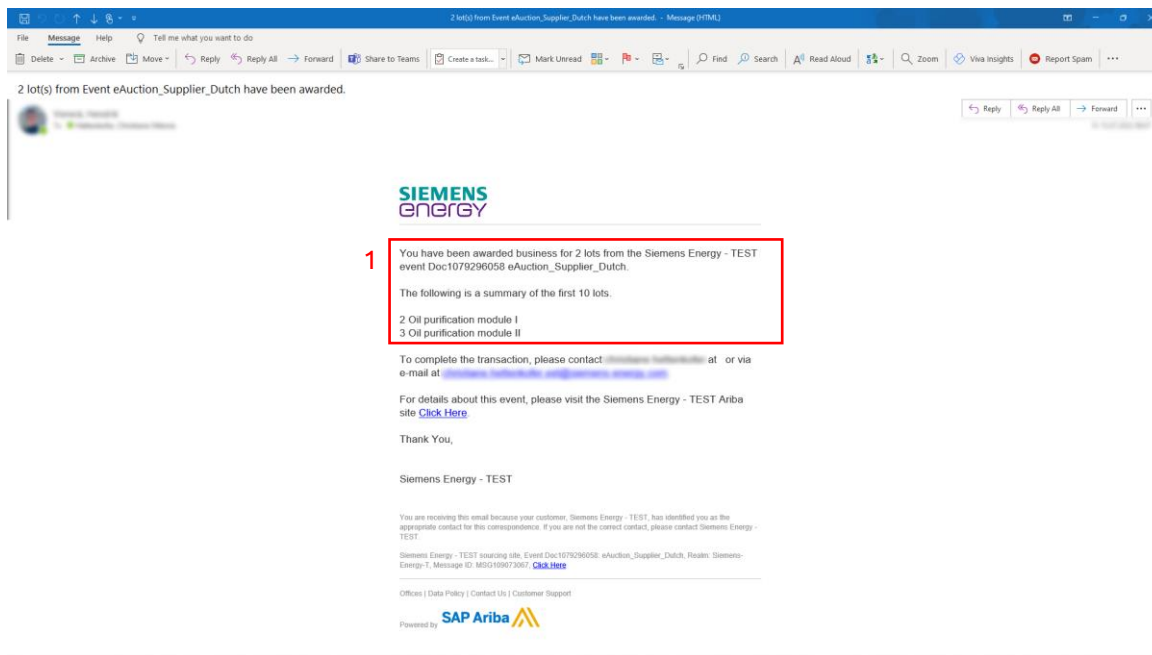
## 3.8.3 Completion Status

You can **monitor the auction in your dashboard until the awarding phase has been completed**. The status will be shown then as **“completed”(1)**.



## 3.8.4 Notification

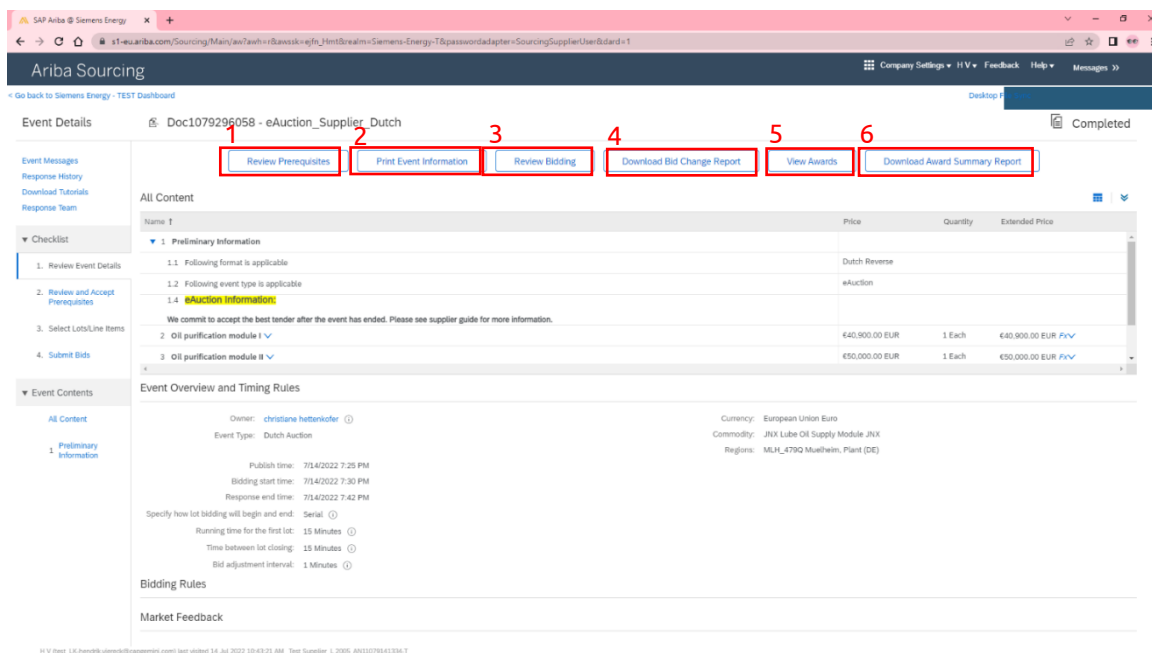
Depending on the settings of the client, **you may receive a message (1) indicating if you have won the auction (1) and get the award or if you did not win the auction.**



## 3.8.5 Monitoring

In your ARIBA profile you can always click on the event to see the summary of your bid at a first glance. You can now: In your ARIBA profile you can always click on the event to see the summary of your bid at a first glance.

You can now: review the prerequisites for this auction (1), print the event information (2), review the bidding (3), download the bid change report (4), view the awards (5), and download the award summary report (6).



## 4. FURTHER INFORMATION – SUPPLIER COCKPIT WEBSITE

In case of questions, kindly reach out to the **Siemens Energy supplier cockpit website**, where you also get information regarding the possibilities for support. You can access the page by clicking on this [Link](#).

**SIEMENS ENERGY** Offerings News Priorities Company Jobs and Careers Contact Global Search

### Siemens Energy SAP ARIBA Implementation

Siemens Energy is executing on its Vision. A major focus of this Vision is the strategy of digitalization across all parts of our business.

Digitalization is fundamentally transforming the value chain and offers major opportunities for all parties. It helps us automate order processing, achieve speed, end-to-end visibility, remove manual errors while improving quality and efficiency. Digitalization is not just a project, for us in Siemens energy it has become a part of our strategy. We consistently pursue our goal of driving ahead our digitalization initiatives. We continuously seek to make our procurement processes simpler and more efficient not only for us, but for you as our supplier partners as well. From mid-2022 onwards, Siemens Energy has decided to use a new and innovative solution SAP ARIBA to continue its collaboration with you.

#### E2E ARIBA Implementation

KEY FACTS BENEFITS MANUALS SUPPORT

We are leaving behind SCM Star for the implementation of SAP ARIBA, our new all-in-one suite for both strategic and indirect procurement, to create a more simplified system landscape for both of us, Siemens Energy and our suppliers.

We proceed step-by-step with the implementation of ARIBA, starting in June 2022.

As one of our suppliers there is no need to take an active step from your side. Our teams are working in the background on registering you as

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For more information, please visit our website:

<https://www.siemens-energy.com/global/en/company/about/supply-chain-management/supplier-cockpit.html>

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