

Supplier Manual Sealed Bid

SE E2E ARIBA Implementation

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1. SEALED BID OVERVIEW

1.1. Introduction

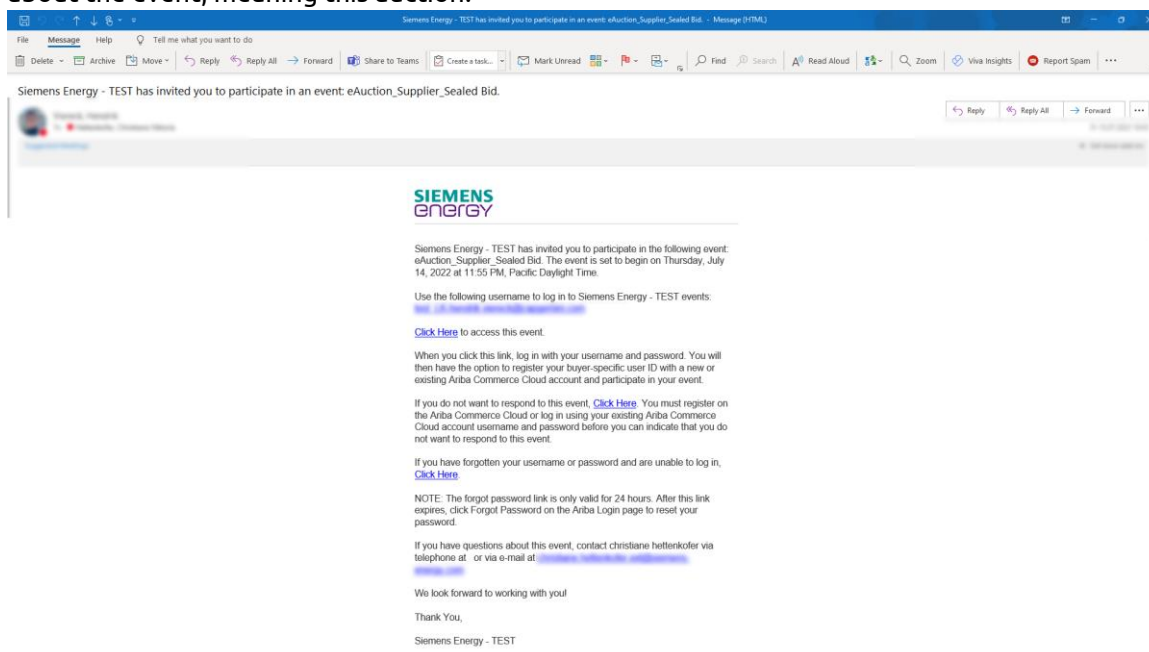
In this manual you will get an overview on **how to participate at a Sealed Bid** auction in ARIBA, what you need to keep in mind when filling out the form and how you can monitor the process in ARIBA.

Learning Goals

- Overview on how to participate at a Sealed Bid 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 Sealed Bid, you will be **automatically informed via email** about the event, meaning this auction.

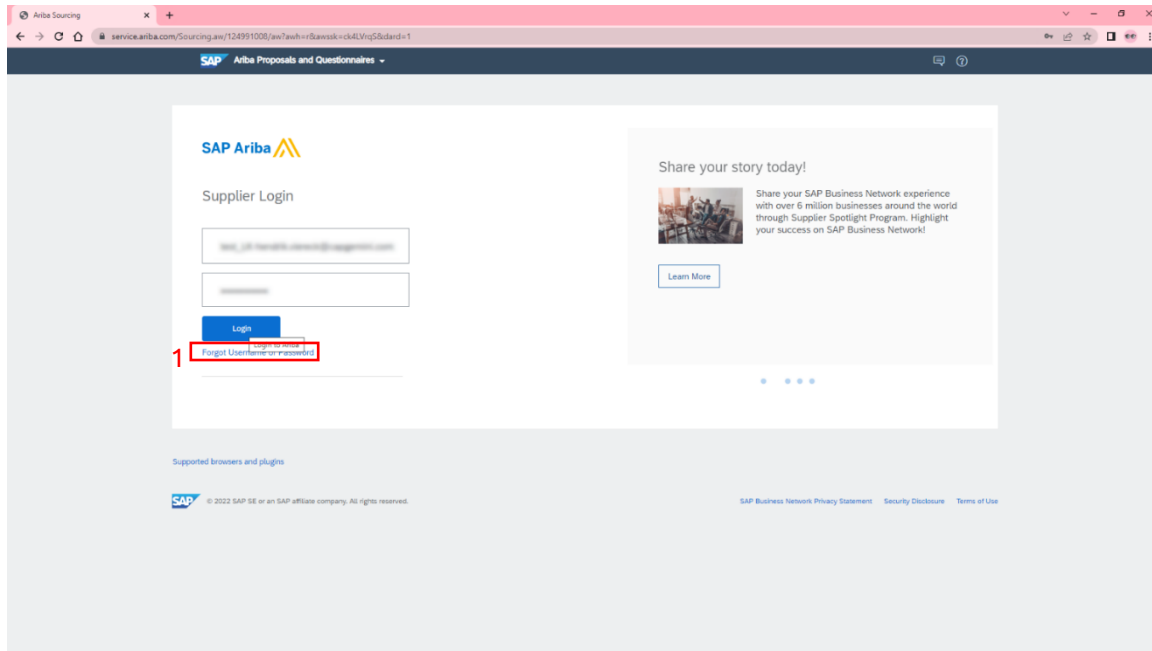


2. NAVIGATE THROUGH SAP ARIBA

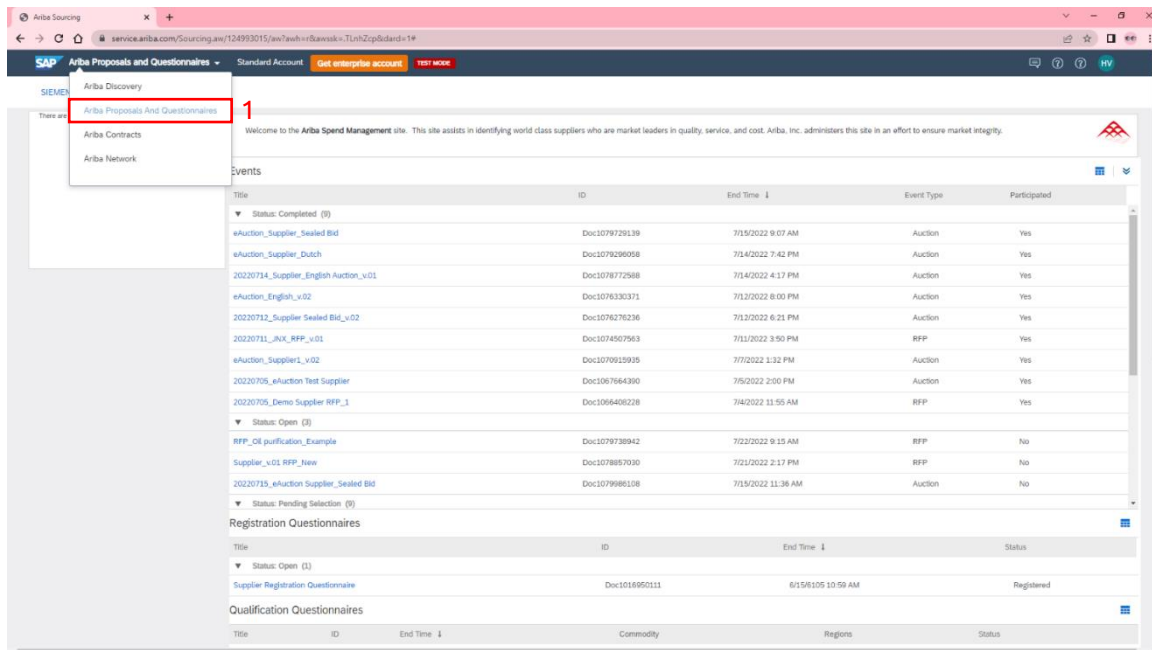
2.1. Login to ARIBA

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

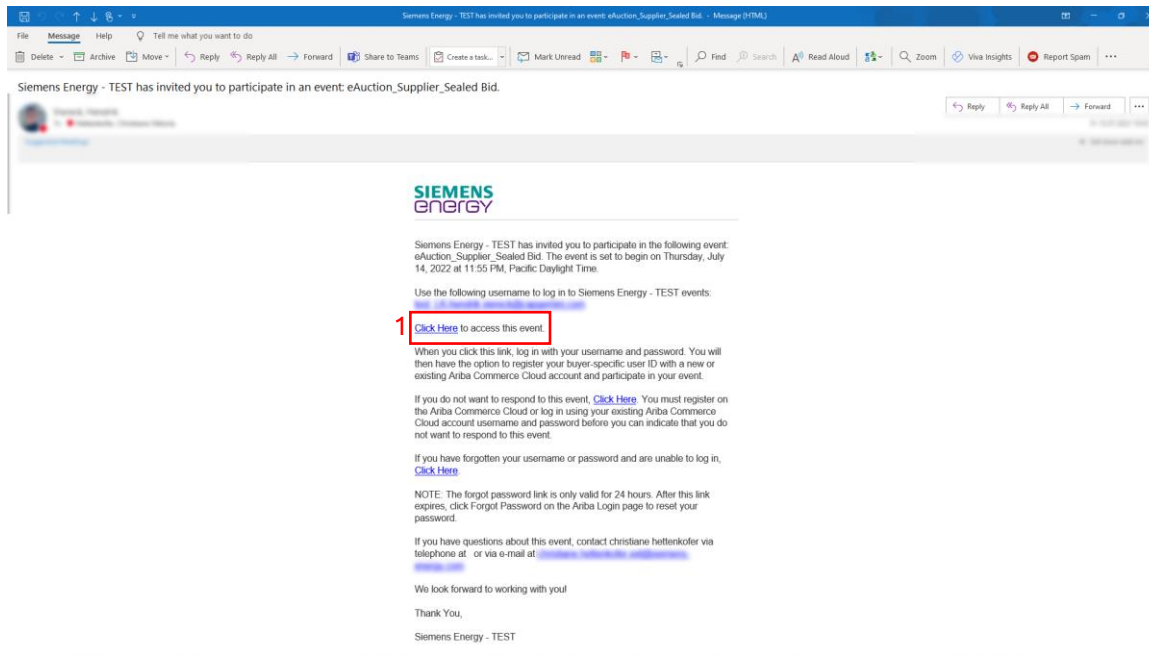
You can **login via the ARIBA Supplier website**, reachable under **service.ariba.com**. In case you have **forgot-ten your username and/or password**, please us the option “forgotten Username/password” (1).



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

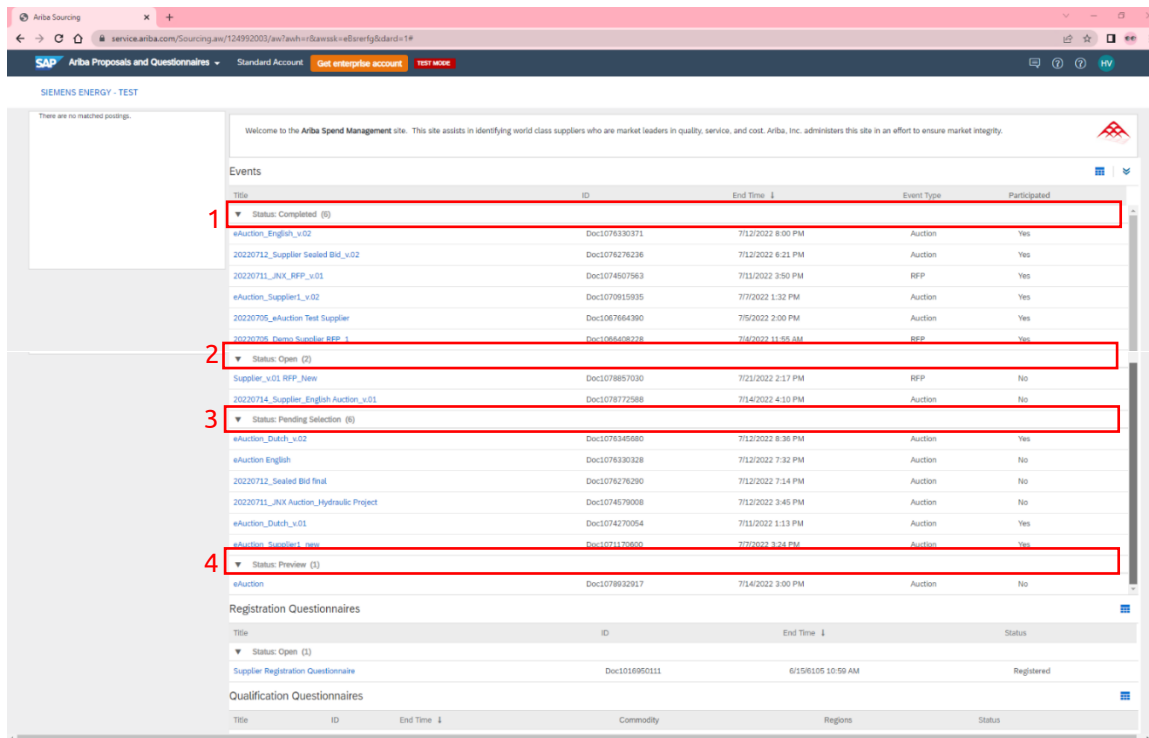


Or you **click directly on the provided link (1) in your received mail**, where you will be directed to the login mask of the ARIBA supplier website. After your successful login you will **get directly to the request**.



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) or "Pending selection" (3) or "Preview" (4).



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).

Title	ID	End Time	Event Type	Participated	
▼ Status: Completed (9)					
eAuction_Supplier_Sealed Bid	Doc1079729139	7/15/2022 9:07 AM	Auction	Yes	
eAuction_Supplier_Dutch	Doc1079296058	7/14/2022 7:42 PM	Auction	Yes	
20220714_Supplier_English Auction_v01	Doc1078772568	7/14/2022 4:17 PM	Auction	Yes	
eAuction_English_v02	Doc1076330371	7/13/2022 8:00 PM	Auction	Yes	
20220712_Supplier_Sealed Bid_v02	Doc1078276236	7/12/2022 6:21 PM	Auction	Yes	
20220711_AIX_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	Doc1087664390	7/5/2022 2:00 PM	Auction	Yes	
20220705_Demo Supplier RFP_1	Doc1096406228	7/4/2022 11:55 AM	RFP	Yes	
▼ Status: Open (3)					
RFP_Oil_purification_Example	Doc1079738942	7/22/2022 9:15 AM	RFP	No	
Supplier_v01_RFP_New	Doc10788957030	7/21/2022 2:17 PM	RFP	No	
20220715_eAuction_Supplier_Sealed Bid	Doc1079986108	7/15/2022 11:38 AM	Auction	No	
▼ Status: Pending Selection (5)					
Registration Questionnaires					
Title	ID	End Time	Status		
▼ Status: Open (1)					
Supplier Registration Questionnaire	Doc1016950111	6/15/6105 10:59 AM	Registered		
Qualification Questionnaires					
Title	ID	End Time	Commodity	Regions	Status

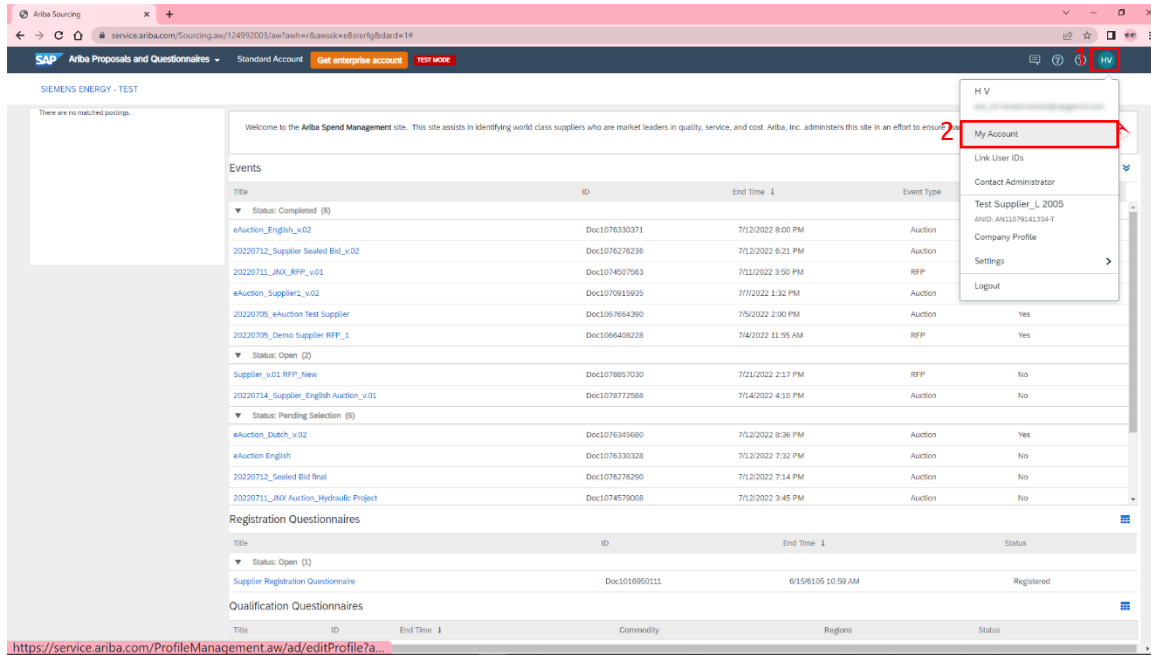
At the bottom of the page there are **other categories for your reference** as well, like: "Registration Questionnaires" (1), "Qualification Questionnaires" (2), "Questionnaires" (3), "Certificates" (4) and Categories within the Supplier Lifecycle Processes (5).

- Registration Questionnaires
- Qualification Questionnaires
- Questionnaires
- Certificates
- Supplier Lifecycle Processes

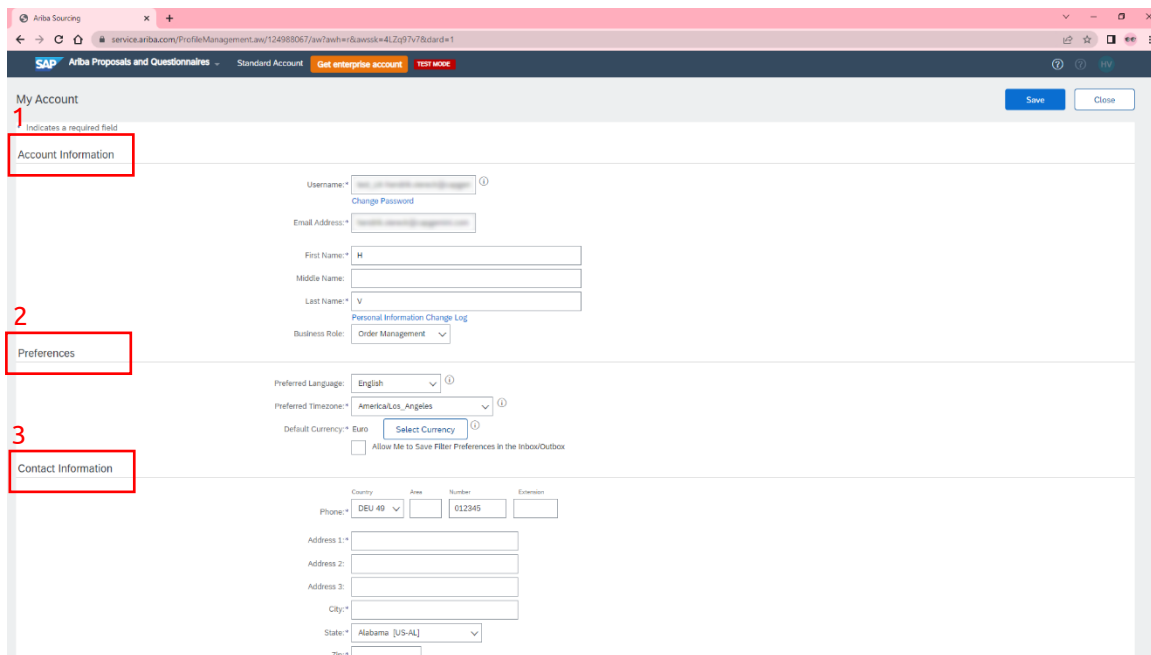
Commodity	Regions	Departments	Owner	Status	Action
All	All	All	Hendrik Vereck	R4B	View

2.3. Profile & User Settings

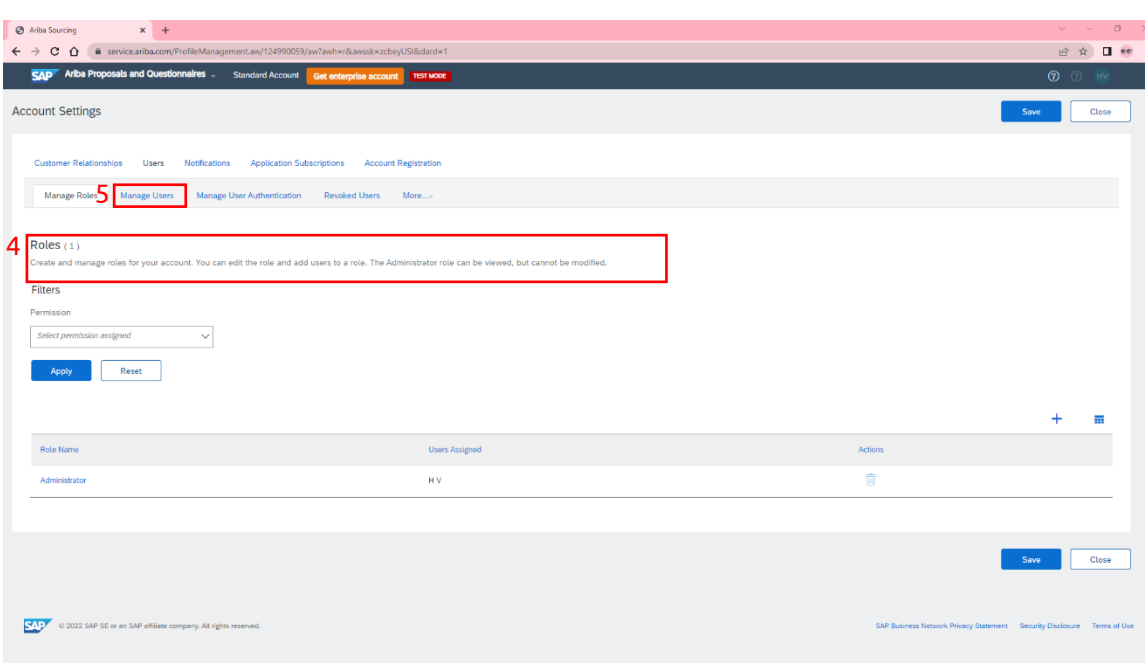
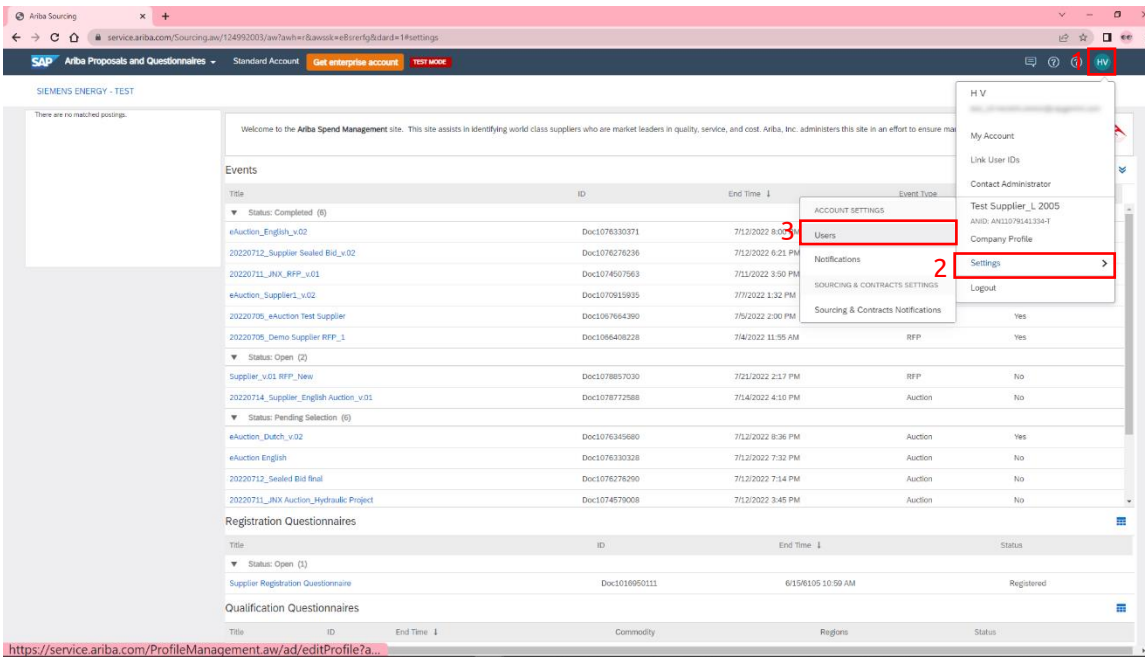
You can **change your basic settings** in ARIBA by clicking on your profile icon (1), followed by “My Account”(2).



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



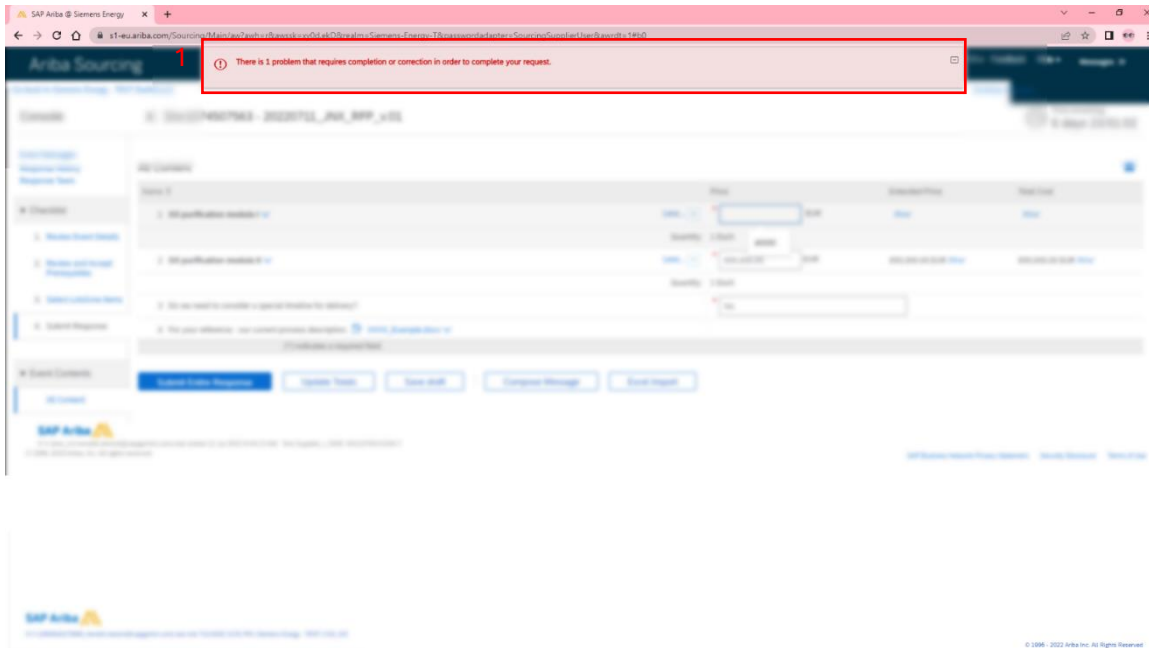
If you click on your profile icon (1), you can click on the section "Settings" (2) and then "Users" (3) to **change your account settings like the role (4) and user settings (5).**



2.4. Trouble Shooting

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

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

3.1 Answering eAuction

Let's switch back to your invitation to a Sealed Bid. 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 ARIBA 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 lists several events, including '20220715_eAuction Supplier_Sealed Bid' which is highlighted with a red box and a red '1' next to it. Other events include 'eAuction_Supplier_Sealed Bid', 'eAuction_Supplier_Dutch', and '20220715_Supplier Sealed Bid_v02'. Below the events table, there are sections for 'Registration Questionnaires' and 'Qualification Questionnaires'.

Here you see all **event details of the Sealed Bid** (1). At the top right corner, you see the **remaining time** (2) until the auction will be closed.

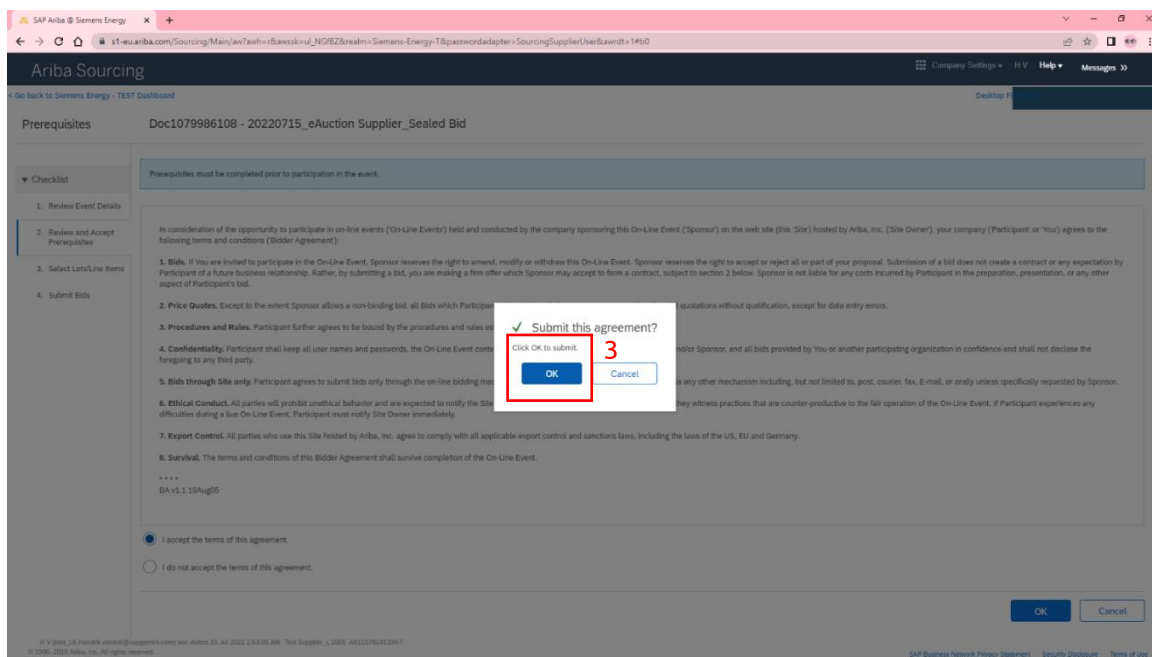
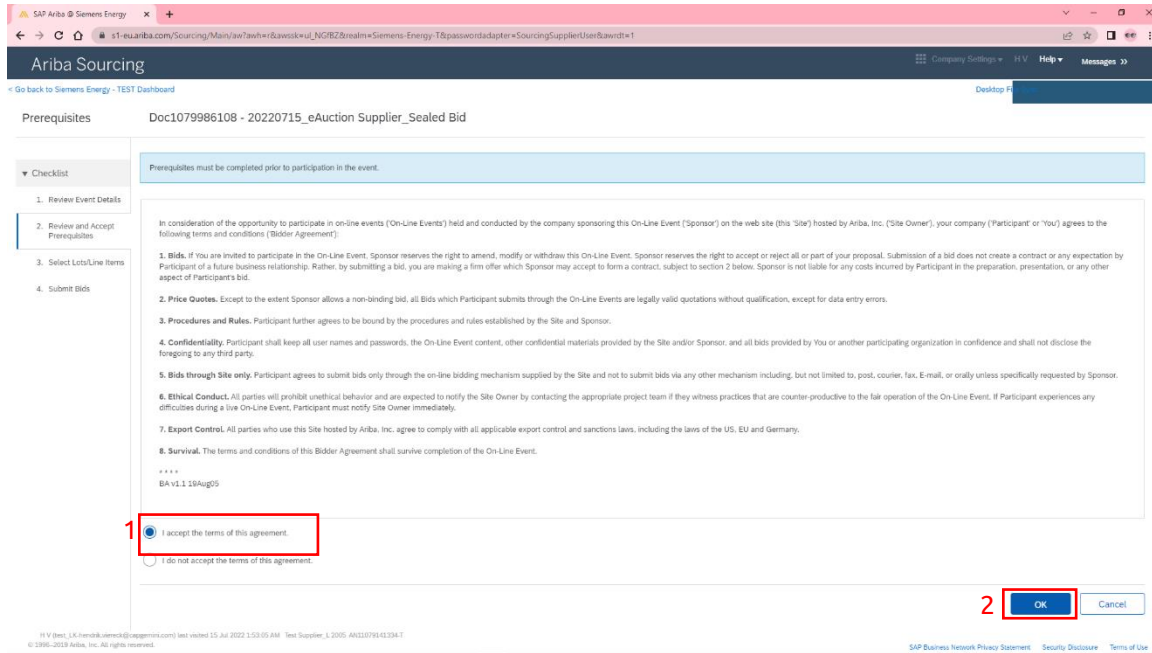
Before you can submit a response or change data in the form it is necessary to review and respond to the **prerequisites**, meaning **terms and conditions**.

To do so, please click on the respective blue button "Review Prerequisites" (3).

The screenshot shows the 'Event Details' page for '20220715_eAuction Supplier_Sealed Bid'. At the top right, a red box labeled '2' highlights a timer showing 'Time remaining in open bidding: 00:42:35'. Below the timer, there are buttons for 'Download Content', 'Review Prerequisites' (highlighted with a red '3'), 'Decline to Respond', and 'Print Event Information'. On the left, a checklist shows '1. Review Event Details' selected. The main content area is titled 'All Content' and contains a table with columns: Name, Price, Quantity, and Extended Price. The table lists 'Preliminary Information' items, including 'Please place your best bid to win the event', 'Following format is applicable', 'Following event type is applicable', and 'eAuction information'. Below the table, there is an 'Event Overview and Timing Rules' section with details like Owner, Event Type, Publish time, and Response end time. At the bottom, there is a 'Bidding Rules' section with 'Show reserve price to all participants: No'.

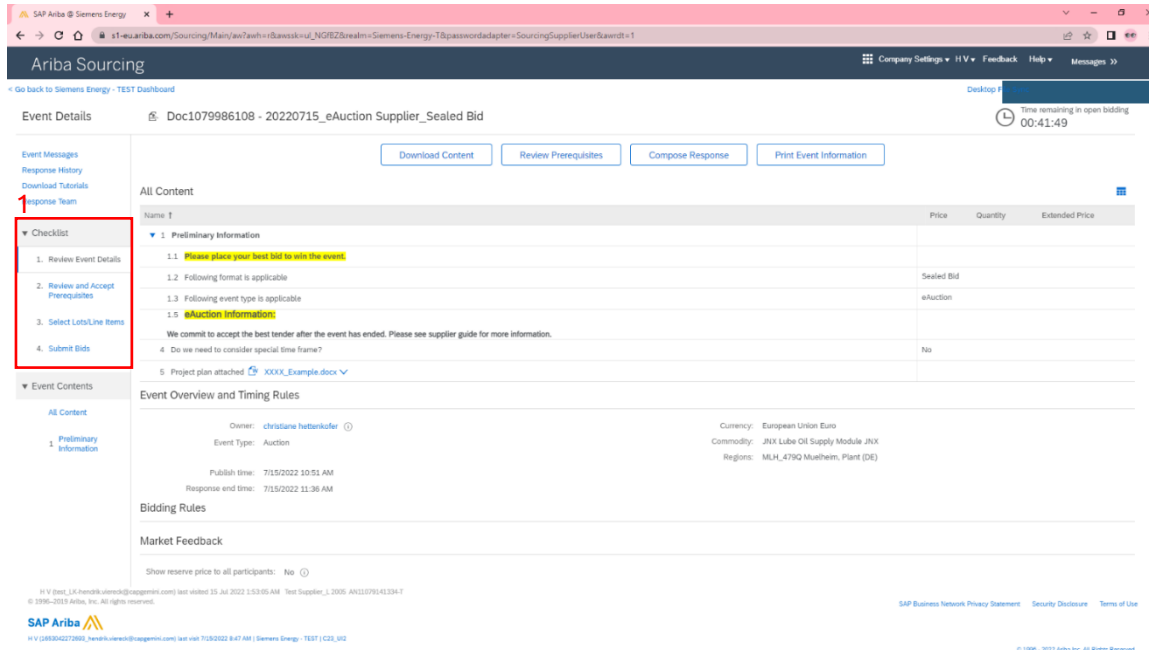
3.2 Review Prerequisites

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).



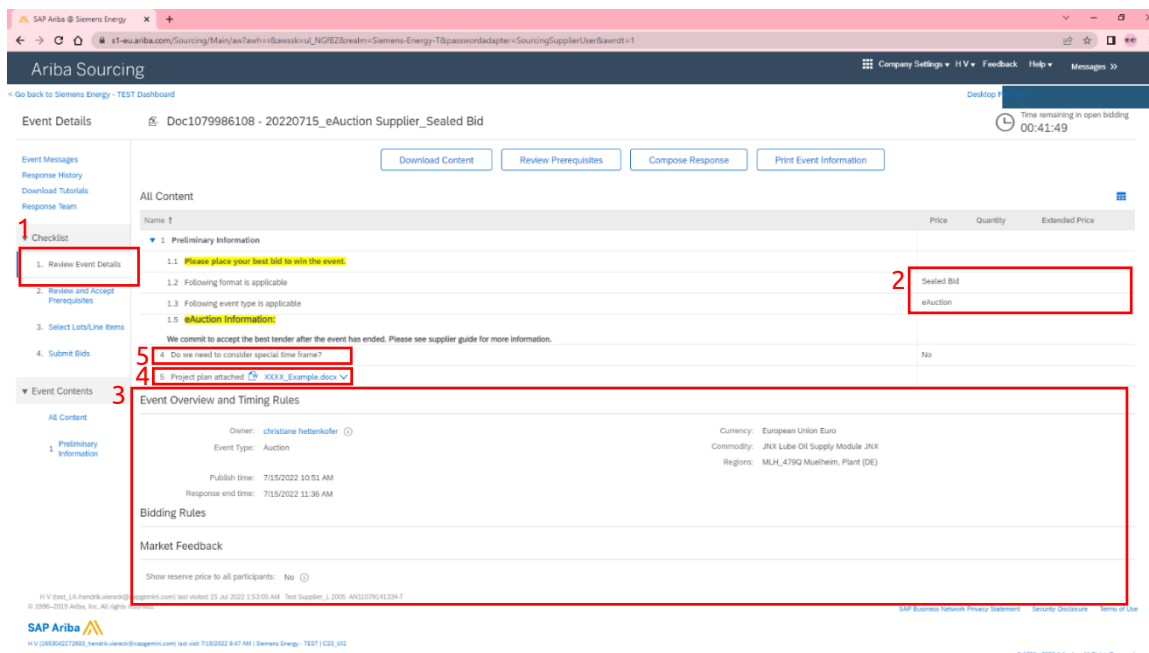
3.3 Checklist

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



3.3.1 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 **Sealed Bid auction** (2). **Timing or bidding rules** have been defined (3), which are relevant for the auction. In this section you see also provided files (4) from the customer or questions to answer (5).



3.3.2 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 Doc1079986108 - 20220715_eAuction Supplier_Sealed Bid

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"):

- 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.
- 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.
- Procedures and Rules.** Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.
- 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.
- 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.
- 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.
- 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 US, EU and Germany.
- 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

If You Email, UK: henrik.alexander@siemens.com | last visited 15 Jul 2022 1:53:05 AM | Test Supplier_L_2005: AN12079141234-7
© 1996-2018 Ariba, Inc. All rights reserved. SAP Business Network Privacy Statement Security Disclosure Terms of Use

3.3.3 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 Doc1079986108 - 20220715_eAuction Supplier_Sealed Bid

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 Select Using Excel

You are required to select all 2 of the lots to which you have been invited. You currently have selected 2 of them.

You are Required to Select All Lots

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

Confirm Selected Lots/Line Items

Cancel

If You Email, UK: henrik.alexander@siemens.com | last visited 15 Jul 2022 1:53:05 AM | Test Supplier_L_2005: AN12079141234-7
© 1996-2018 Ariba, Inc. All rights reserved. SAP Business Network Privacy Statement Security Disclosure Terms of Use

3.4 Submitting Process

3.4.1 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** as well as the respective lots where you are asked to bid.

Under the section „Choose Lot“(3) you can **dive into the respective items** defined by the customer which you are asked to answer or bid.

Please consider the specifically defined value of the **decrement bid** which indicates the **minimum value to undercut** the current quote (4).

The screenshot shows the Ariba Sourcing interface for a sealed bid event. The browser address bar indicates the URL: <https://s1-eu.ariba.com/Sourcing/Main/aw?awh=r&awssk=ul.NGBZ&realm...>

The interface includes a navigation menu on the left with the following sections:

- Event Messages
- Response History
- Response Team
- Checklist
 1. Review Event Details
 2. Review and Accept Prerequisites
 3. Select Lots/Line Items
 4. Submit Bids
- Event Contents
 1. Preliminary Information
- Choose Lot

The main content area displays 'All Content' with a table of items for bidding. The table has columns for Name, Rank, Price, Quantity, and Extended Price. The items listed are:

Name	Rank	Price	Quantity	Extended Price
1.1 Please place your best bid to win the event.				
1.2 Following format is applicable		Sealed Bid		
1.3 Following event type is applicable		eAuction		
1.5 Auction Information				
We commit to accept the best tender after the event has ended. Please see supplier guide for more information.				
2 Oil purification module I		EUR	1 Each	FrV
3 Oil purification module II		EUR	1 Each	FrV
4 Do we need to consider special time frame?		No		
5 Project plan attached XXXX_Example.docx				

At the bottom of the table, there is a field for 'Decrement selected items by' with a value input and an 'Apply' button. A note indicates that (*) indicates a required field.

Below the table, there are several buttons: 'Submit Entire Response', 'Update Totals', 'Reload Last Bid', 'Save draft', 'Compose Message', and 'Excel Import'.

3.4.2 Bidding

To **enter your bid** for respective line items, please click on „View All Lots“ (1) and enter your bid accordingly. Please click on „Update Totals“ (2) to see the calculated extended price as well as the total costs for the items which will be transferred to the customer.

Mandatory fields to fill out are marked with a red asterisk (3).

In case of questions, **you are able to raise your questions** and get in contact with your customer if you click on the respective button “Compose Message” (4). A new mask appears where you can directly type in your text and send it.

The screenshot displays the SAP Ariba Sourcing interface for a sealed bid event. The main content area shows a table of items for bidding:

Name	Rank	Price	Quantity	Extended Price
2 Oil purification module I	<input type="checkbox"/>	<input type="text" value="1"/> *	1 Each	FX
3 Oil purification module II	<input type="checkbox"/>	€40,000.00	1 Each	FX

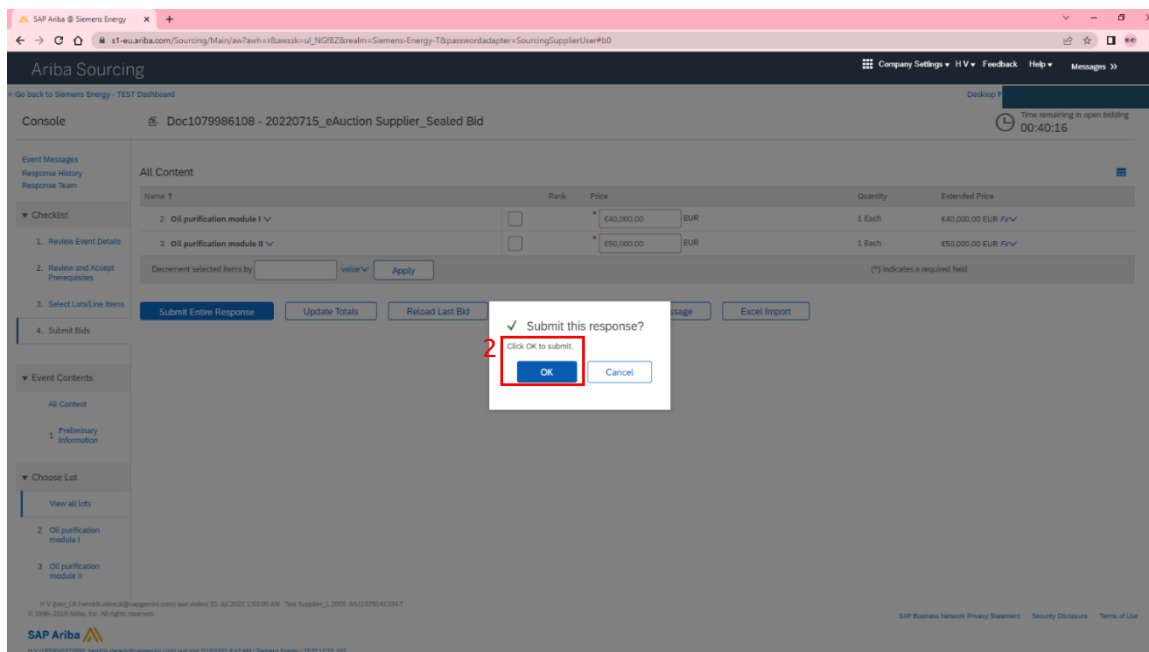
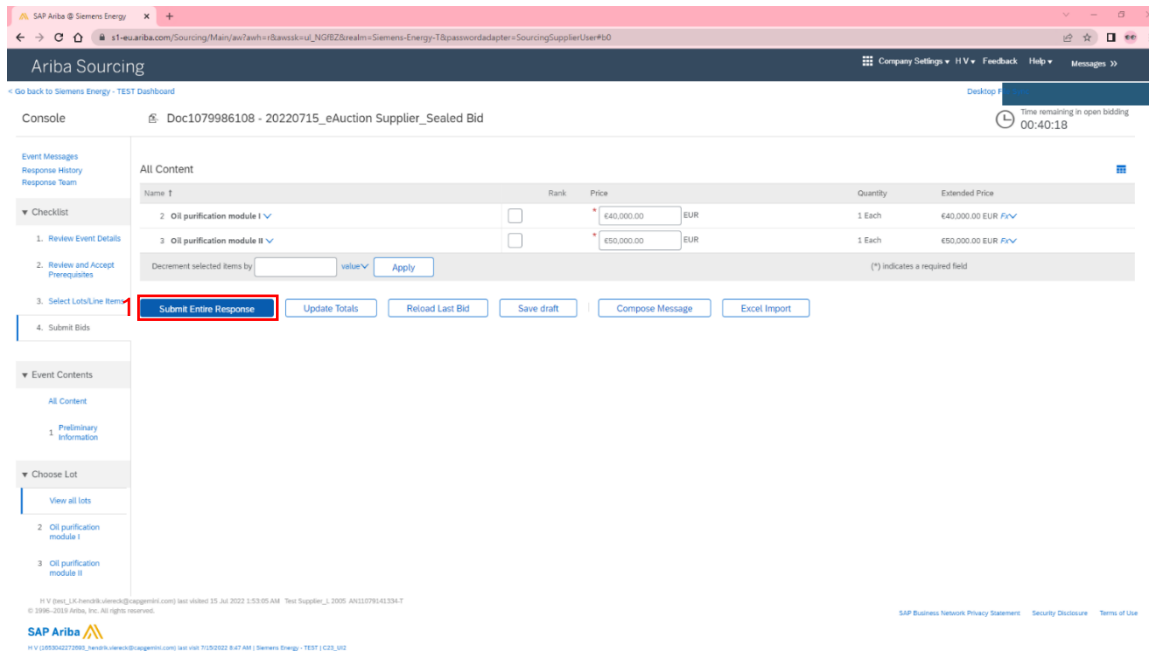
Below the table, there are several buttons: "Submit Entire Response", "Update Totals", "Reload Last Bid", "Save draft", "Compose Message", and "Excel Import".

On the left sidebar, there is a "Choose Lot" section with a "View all lots" button.

At the bottom of the page, there is a footer with the SAP Ariba logo and contact information.

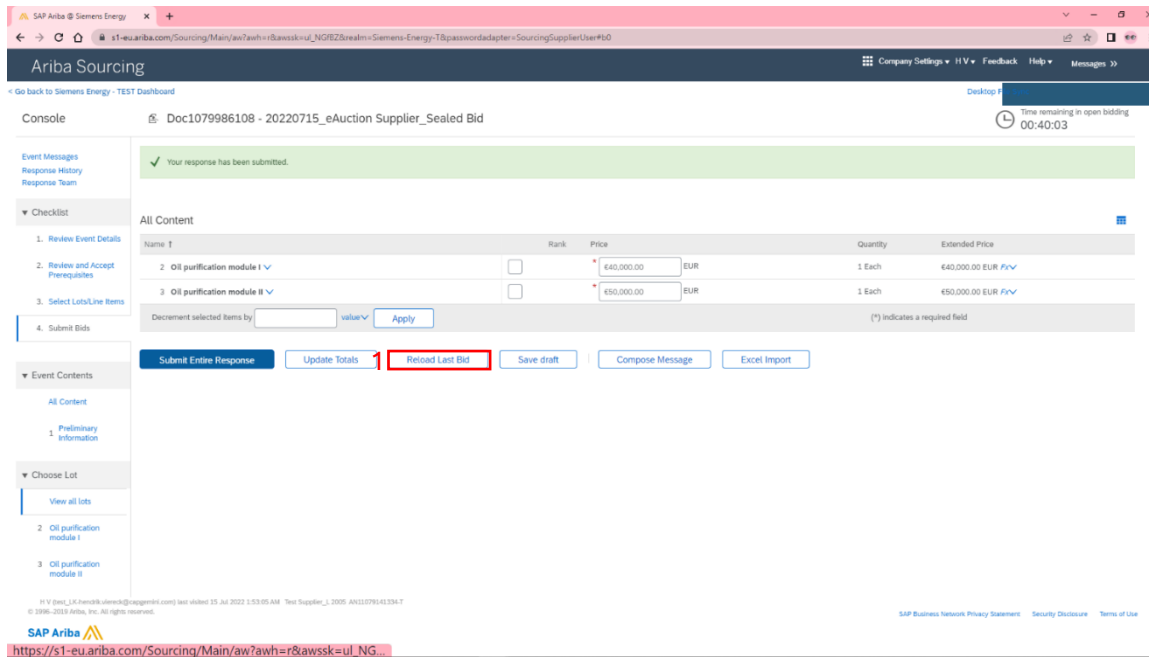
3.4.3 Submit Entire Response

Once you have **filled out the quote**, please click on the button „Submit Entire Response“ (1) to finalize your bid and click on “OK”

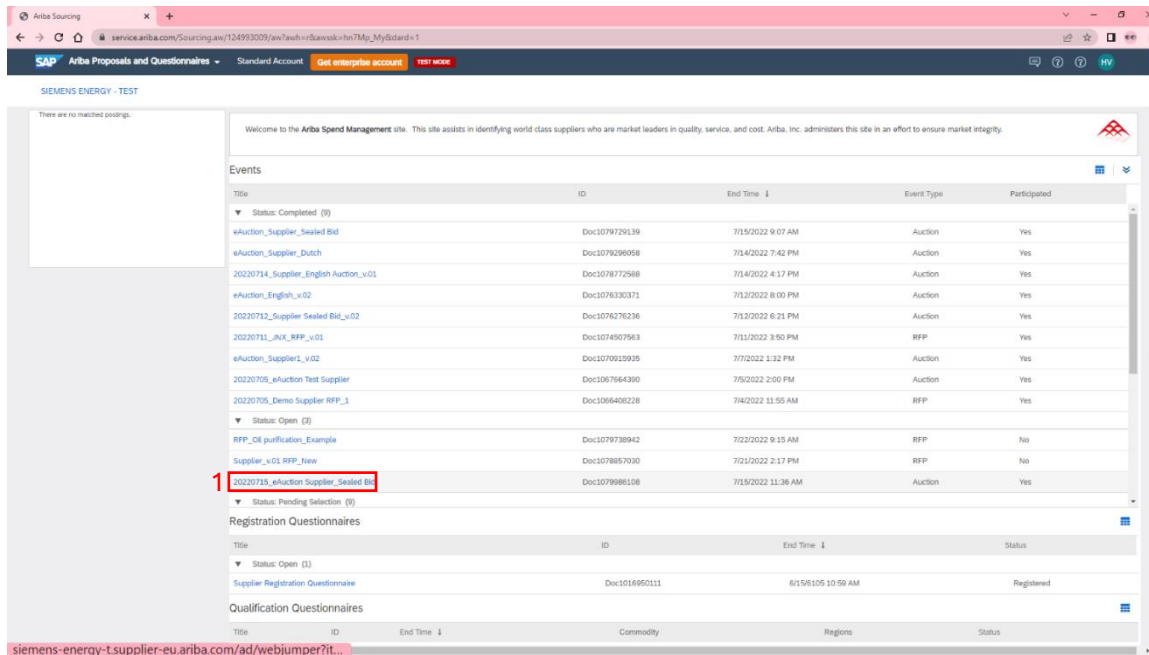


3.4.4 Revise Response

Please note, you can **revise your bid** by clicking on the button “Reload Last Bid”(1), as long as the auction is still live and open.



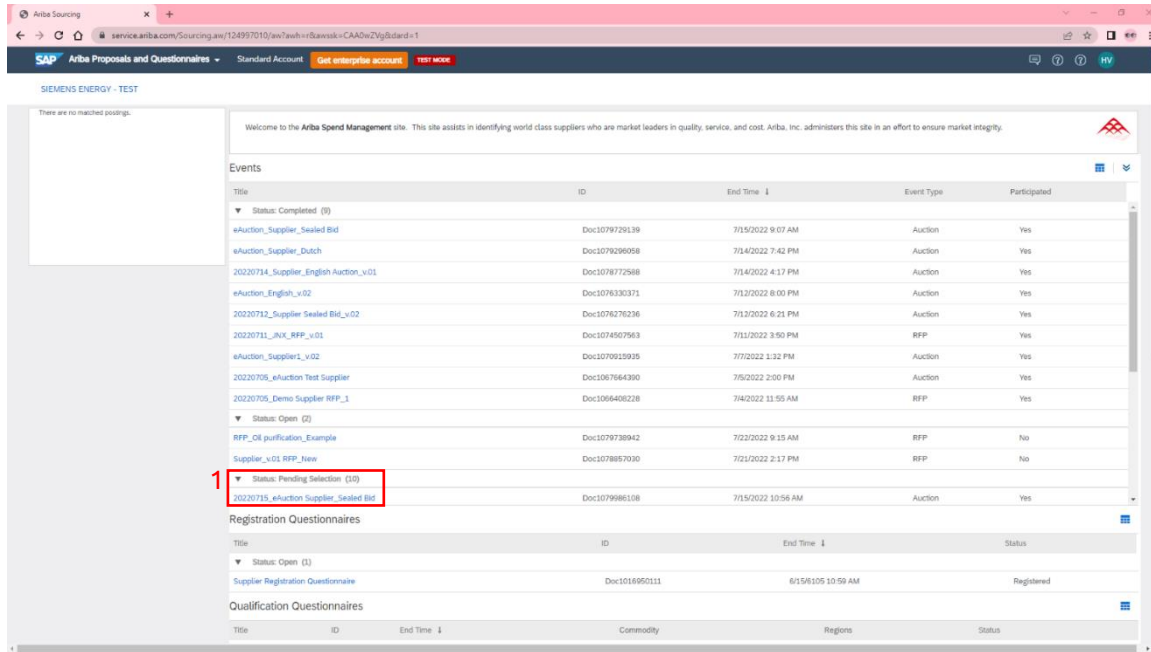
You can also **monitor the event status** of your auction in your dashboard in ARIBA (1).



3.5 Awarding Phase

3.5.1 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.

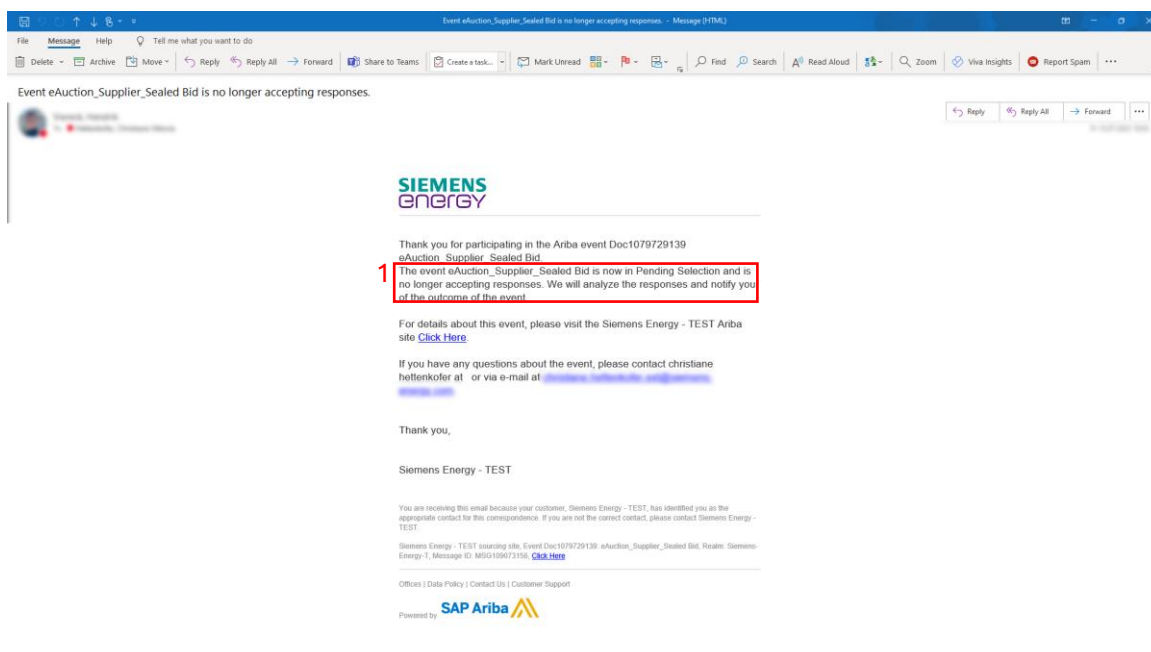


The screenshot shows the ARIBA Sourcing dashboard for 'SIEMENS ENERGY - TEST'. The 'Events' section is expanded to show a list of events. The event '20220713_eAuction Supplier Sealed Bid' is highlighted with a red box and a red '1' next to it. The event details are as follows:

Title	ID	End Time	Event Type	Participated
▼ Status: Completed (9)				
eAuction_Supplier_Sealed Bid	Doc1079729139	7/15/2022 9:07 AM	Auction	Yes
eAuction_Supplier_Dutch	Doc1079296058	7/14/2022 7:42 PM	Auction	Yes
20220714_Supplier_English Auction_v01	Doc1078772588	7/14/2022 4:17 PM	Auction	Yes
eAuction_English_v02	Doc1078330371	7/12/2022 8:00 PM	Auction	Yes
20220712_Supplier Sealed Bid_v02	Doc1078276236	7/12/2022 6:21 PM	Auction	Yes
20220711_INV_RFP_v01	Doc1074507563	7/11/2022 3:50 PM	RFP	Yes
eAuction_Supplier1_v02	Doc1070915935	7/7/2022 1:32 PM	Auction	Yes
20220708_eAuction Test Supplier	Doc1067664390	7/5/2022 2:00 PM	Auction	Yes
20220705_Demo Supplier RFP_1	Doc1069406228	7/4/2022 11:55 AM	RFP	Yes
▼ Status: Open (2)				
RFP_Oil_purification_Example	Doc1079738942	7/22/2022 9:15 AM	RFP	No
Supplier_v01 RFP_New	Doc1078857930	7/21/2022 2:17 PM	RFP	No
▼ Status: Pending Selection (10)				
20220713_eAuction Supplier Sealed Bid	Doc1079986108	7/15/2022 10:56 AM	Auction	Yes

3.5.2 Pending Selection Notification

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



The screenshot shows an email notification from Siemens Energy. The subject is "Event eAuction_Supplier_Sealed Bid is no longer accepting responses." The main body of the email contains a red box with a red '1' next to it, stating: "The event eAuction_Supplier_Sealed Bid is now in Pending Selection and is no longer accepting responses. We will analyze the responses and notify you of the outcome of the event."

For details about this event, please visit the Siemens Energy - TEST Arriba site [Click Here](#).

If you have any questions about the event, please contact christiane.hottenkoler@ariba.com or via e-mail at christiane.hottenkoler@ariba.com.


Thank you,

Siemens Energy - TEST

You are receiving this email because your customer, Siemens Energy - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Siemens Energy - TEST.

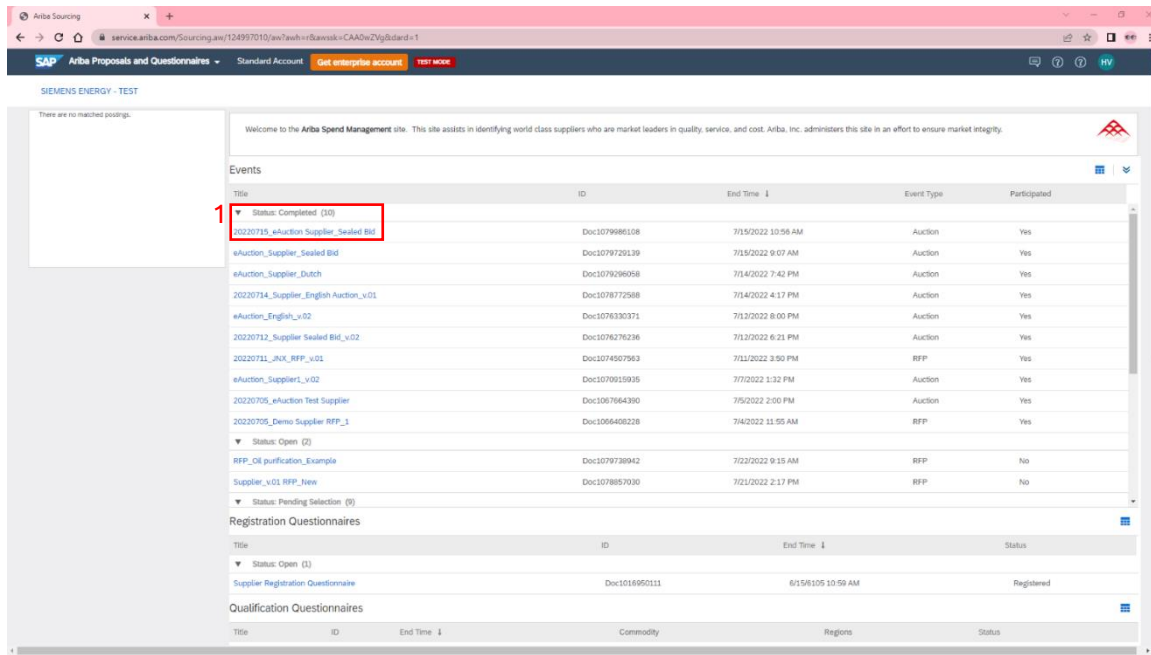
Siemens Energy - TEST sourcing site, Event Doc1079729139: eAuction_Supplier_Sealed Bid, Realm: Siemens-Energy-T, Message ID: MSG109073156, [Click Here](#)

Offices | Data Policy | Contact Us | Customer Support

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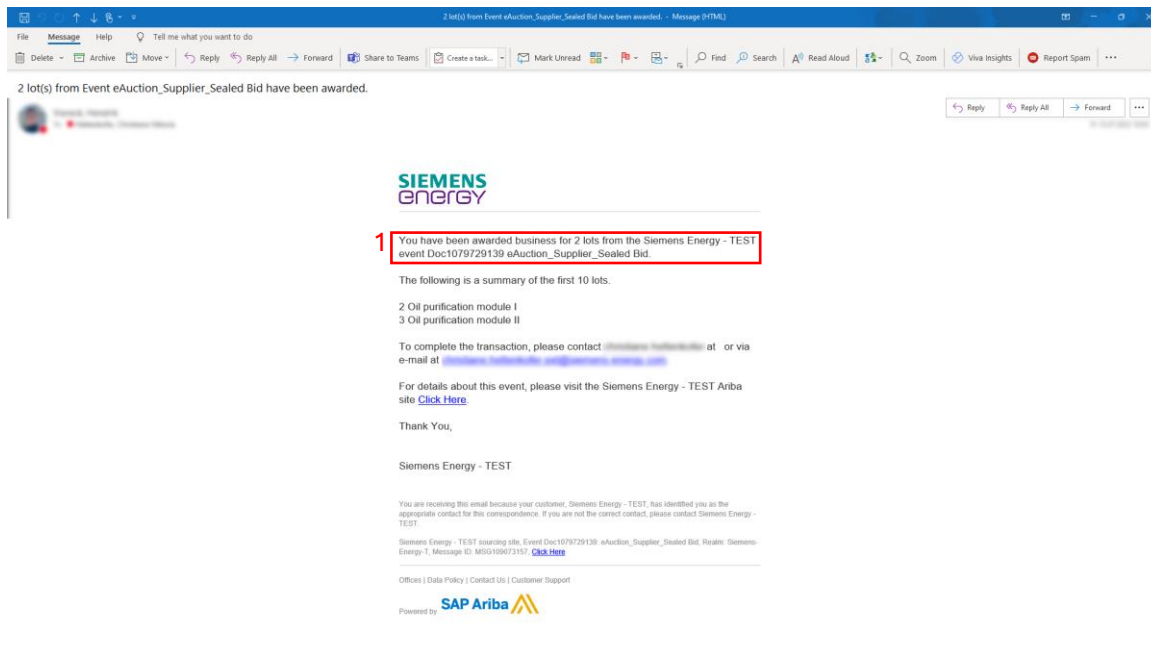
3.5.3 Completion Status

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



3.5.4 Notification

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



3.5.5 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: download the content (1), review the prerequisites for this auction (2), print the event information (3) and review the bidding (4), download the bid change report (5), view the awards (6) and download the award summary report (7).

The screenshot displays the Ariba Sourcing interface for a supplier. The main header shows the event title: "Doc1079986108 - 20220715_eAuction Supplier Sealed Bid". A navigation menu on the left includes sections like "Event Messages", "Checklist", and "Event Contents". The main content area features a checklist with the following items:

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

Below the checklist, there is a table titled "All Content" with columns for Name, Price, Quantity, and Extended Price. The table contains the following items:

Name	Price	Quantity	Extended Price
Preliminary Information			
1.1 Please place your best bid to win the event			
1.2 Following format is applicable	Sealed Bid		
1.3 Following event type is applicable	eAuction		
1.5 Auction Information	We commit to accept the best tender after the event has ended. Please see supplier guide for more information.		
2 Oil purification module I	€40,000.00 EUR	1 Each	€40,000.00 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 special time frame?	No		
5 Project plan attached XXXX_Example.docx			

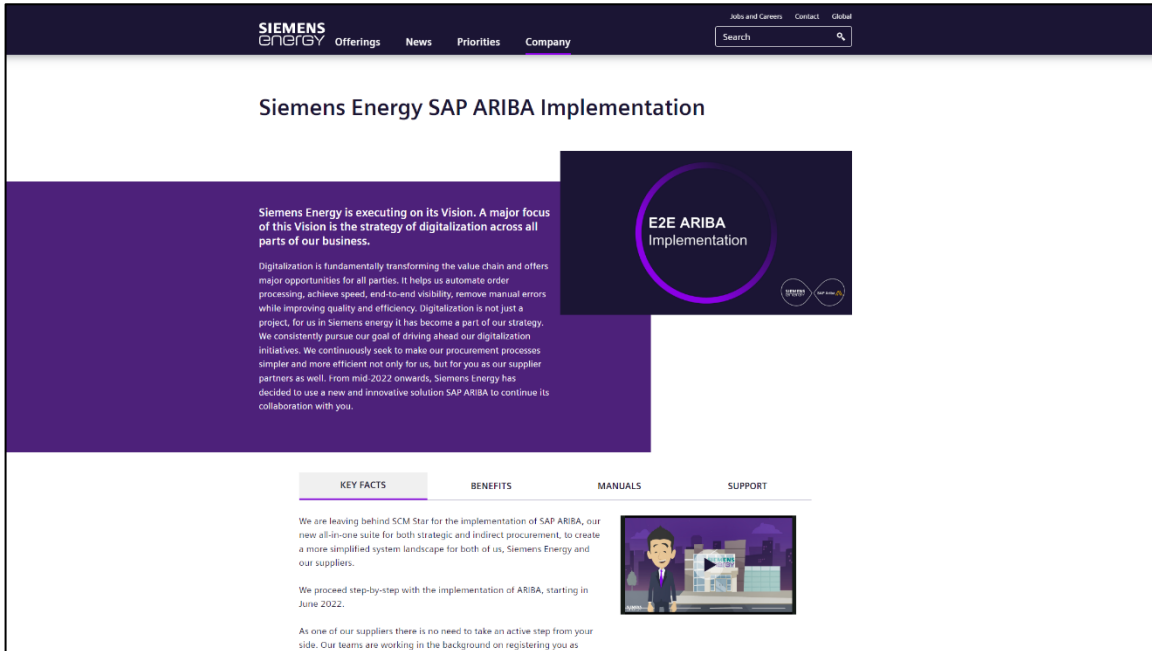
Below the table, there is a section for "Event Overview and Timing Rules" with the following details:

- Owner: christiane hettenkofer
- Event Type: Auction
- Publish time: 7/15/2022 10:51 AM
- Response end time: 7/15/2022 10:56 AM
- Currency: European Union Euro
- Commodity: JHX Lube Oil Supply Module JHX
- Regions: MLH_4790 Muelheim, Plant (DE)

At the bottom, there is a "Bidding Rules" section with "Show reserve price to all participants: No".

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](#).



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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>

July 2022

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