

# Lieferanten Manual Sealed Bid

SE E2E ARIBA Implementation

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# 1. ÜBERBLICK SEALED BID

## 1.1. Einleitung

In diesem Handbuch erhalten Sie einen Überblick darüber, wie Sie **an einer Sealed Bid Auktion in ARIBA teilnehmen**, was Sie beim **Ausfüllen des Formulars** beachten müssen und wie Sie den **Prozess in ARIBA überwachen** können.

### 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. Einladung zu einer eAuction

Sobald Sie als Teilnehmer für eine Sealed Bid Auktion ausgewählt wurden, werden Sie **automatisch per E-Mail über das Event, d.h. diese Auktion, informiert**.

Siemens Energy - TEST has invited you to participate in an event: eAuction\_Supplier\_Sealed Bid. - Message (HTML)

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

**SIEMENS energy**

Siemens Energy - TEST has invited you to participate in the following event: eAuction\_Supplier\_Sealed Bid. The event is set to begin on Thursday, July 14, 2022 at 11:55 PM, Pacific Daylight Time.

Use the following username to log in to Siemens Energy - TEST events:  
[http://10.10.10.10:101010/siemens-energy.com](#)

[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 Arriba 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 Arriba Commerce Cloud or log in using your existing Arriba 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 Arriba Login page to reset your password.

If you have questions about this event, contact christiane.heltenkofer via telephone at [+1 415 924 4444](#) or via e-mail at [christiane.heltenkofer@siemens-energy.com](mailto:christiane.heltenkofer@siemens-energy.com).

We look forward to working with you!

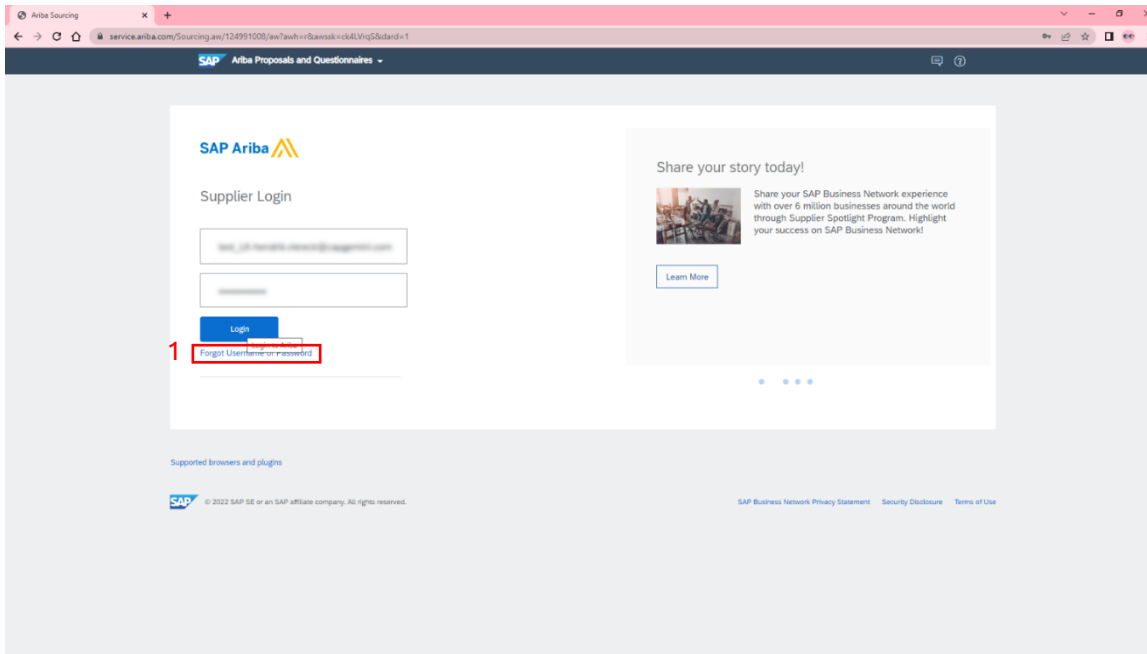
Thank You,  
 Siemens Energy - TEST

## 2. NAVIGATION DURCH SAP ARIBA

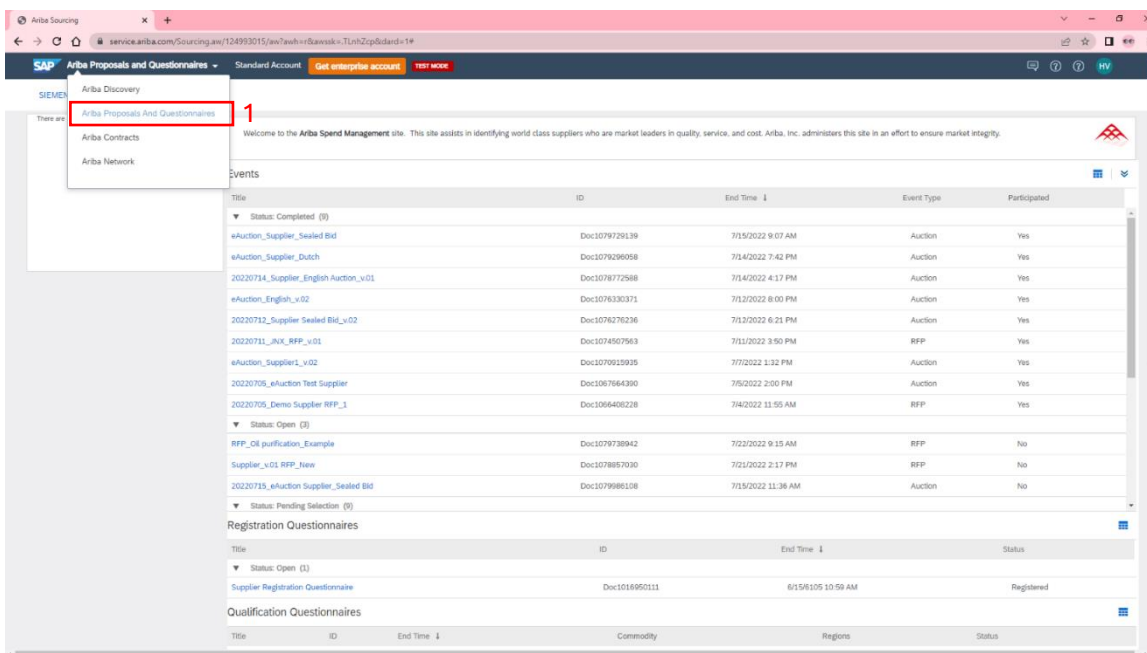
### 2.1. ARIBA Login

Sie haben zwei Möglichkeiten, sich bei Ihrem **ARIBA-Profil** anzumelden:

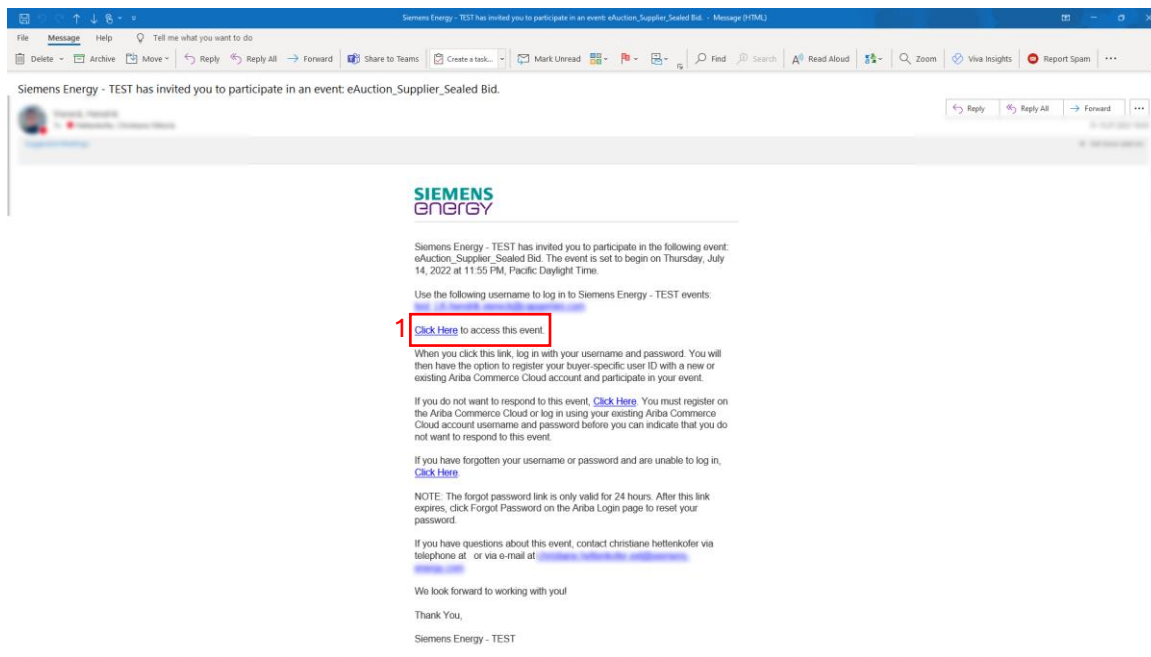
Sie können sich über die **ARIBA-Lieferanten-Website** anmelden, die Sie unter **service.ariba.com** erreichen. Sollten Sie Ihren **Benutzernamen und/oder Ihr Passwort vergessen** haben, nutzen Sie bitte die Option "Benutzername/Passwort vergessen" (forgotten Username/password) (1).



Klicken Sie dann auf den Reiter "Angebote & Fragebögen" (Proposals & Questionnaires) (1) in der Dropdown-Liste oben auf der Seite.



Oder Sie **klicken direkt auf den bereitgestellten Link (1) in Ihrer Einladungsmail**, welcher Sie zur ARIBA Login-Maske weiterleitet. Nach erfolgreichem Login **gelangen Sie direkt zur Anfrage**.



## 2.2. Dashboard Überblick

Bevor wir uns mit dem Auktionsformular vertraut machen, geben wir Ihnen einen **Überblick über das Dashboard in Ihrem ARIBA-Profil**. Hier sehen Sie alle Events, zum Beispiel eAuctions, zu denen Sie eingeladen wurden, mit dem jeweiligen Status:

Abgeschlossen“ (Completed) (1), “Offen“ (Open) (2), “Ausstehende Auswahl“ (Pending selection) (3) und “Vorschau“ (Preview) (4).

Arriba Sourcing

service.ariba.com/Sourcing/aw/124952003/aw?awh=0awastk=0e0arerg0dard=1f

SIEMENS ENERGY - TEST

Welcome to the Arriba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Arriba, Inc. administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time	Event Type	Participated
1 Status: Completed (6)				
eAuction_English_v02	Doc1079333374	7/12/2022 8:30 PM	Auction	Yes
20220712_Supplier Sealed Bid_v02	Doc1078276236	7/12/2022 6:21 PM	Auction	Yes
20220711_JNIX_RFP_v01	Doc1074507563	7/11/2022 3:50 PM	RFP	Yes
eAuction_Supplier1_v02	Doc1079615935	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	Doc1086408228	7/4/2022 11:55 AM	RFP	Yes
2 Status: Open (2)				
Supplier_v01_RFP_new	Doc1078857030	7/21/2022 2:17 PM	RFP	No
20220714_Supplier_English Auction_v01	Doc1078772586	7/14/2022 4:10 PM	Auction	No
3 Status: Pending Selection (6)				
eAuction_Dutch_v02	Doc1079345680	7/12/2022 8:30 PM	Auction	Yes
eAuction_English	Doc1078330328	7/12/2022 7:32 PM	Auction	No
20220712_Sealed Bid final	Doc1078276290	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	7/11/2022 1:13 PM	Auction	Yes
eAuction_Supplier1_new	Doc1071170860	7/7/2022 3:24 PM	Auction	Yes
4 Status: Preview (1)				
eAuction	Doc1079932917	7/14/2022 3:00 PM	Auction	No

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
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In der Spalte "Event Art" (Event Type) (1) sehen Sie die **jeweiligen Details, zum Beispiel ob es sich um eine Auktion handelt oder nicht**. Direkt neben dieser Spalte ist den **"Endzeitpunkt"** (End Time) (2) jeder einzelnen Auktion aufgeführt.

Bitte beachten Sie, dass die **Startzeit** im eAgreement angegeben und definiert ist. In der Spalte "Teilgenommen" (Participated) (3) sehen Sie auf den ersten Blick, ob Sie an einem Event, z.B. RFP oder Auktion, teilgenommen haben oder nicht.

Falls Sie Ihr Dashboard personalisieren möchten, können Sie dies tun, indem Sie auf das entsprechende Symbol am oberen Rand der Tabelle klicken (4).

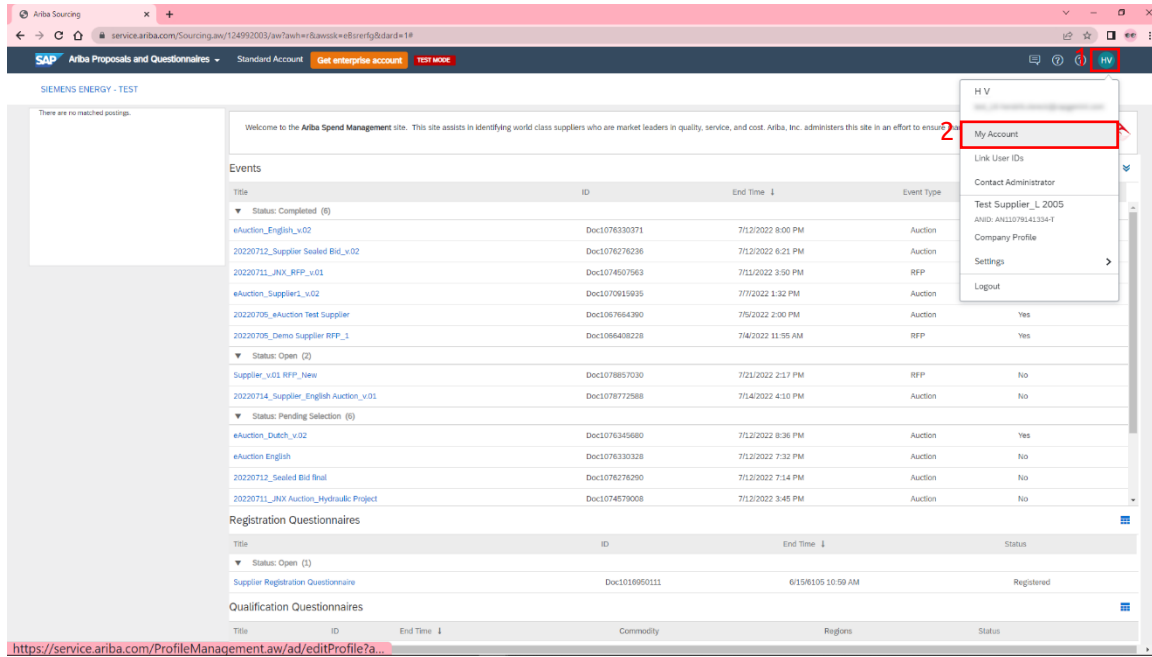
Title	ID	End Time	Event Type	Participated	
▼ Status: Completed (9)					
eAuction_Supplier_Sealed Bid	Doc1079726139	7/15/2022 9:07 AM	Auction	Yes	
eAuction_Supplier_Dutch	Doc1079296058	7/14/2022 7:42 PM	Auction	Yes	
20220714_Supplier_English Auction_v01	Doc1078772588	7/14/2022 4:17 PM	Auction	Yes	
eAuction_English_v02	Doc1078330371	7/13/2022 8:00 PM	Auction	Yes	
20220712_Supplier Sealed Bid_v02	Doc1076276236	7/12/2022 6:23 PM	Auction	Yes	
20220711_AUK_RFP_v01	Doc1074507563	7/11/2022 3:50 PM	RFP	Yes	
eAuction_Supplier_v02	Doc1070015935	7/7/2022 1:32 PM	Auction	Yes	
20220705_eAuction Test Supplier	Doc1067664300	7/5/2022 2:00 PM	Auction	Yes	
20220705_Demo Supplier RFP_1	Doc1066406228	7/4/2022 11:55 AM	RFP	Yes	
▼ Status: Open (3)					
RFP_Oil_purification_Example	Doc1079738942	7/2/2022 9:15 AM	RFP	No	
Supplier_v01_RFP_New	Doc1078857020	7/2/2022 2:17 PM	RFP	No	
20220715_eAuction Supplier_Sealed Bid	Doc1079986108	7/15/2022 11:36 AM	Auction	No	
▼ Status: Pending Selection (5)					
<b>Registration Questionnaires</b>					
Title	ID	End Time	Status		
▼ Status: Open (1)					
Supplier Registration Questionnaire	Doc1016950111	6/15/6105 10:59 AM	Registered		
<b>Qualification Questionnaires</b>					
Title	ID	End Time	Commodity	Regions	Status

Am Ende der Seite finden Sie auch **andere Kategorien**, z. B.: "Registrierungsfragebögen" (Registration Questionnaires) (1), "Qualifizierungsfragebögen" (Qualification Questionnaires) (2), "Fragebögen" (Questionnaires) (3), "Zertifikate" (Certificates) (4) und Kategorien innerhalb der Prozesse des Lieferantenlebenszyklus (Supplier Lifecycle Processes) (5).

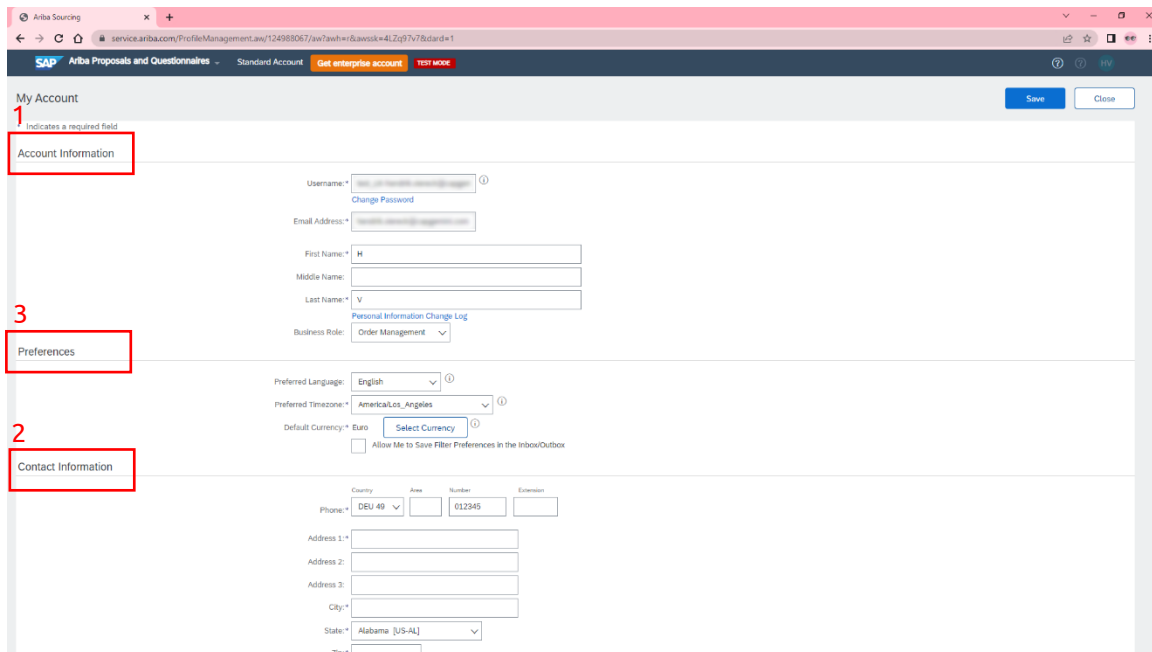
20220715_eAuction Supplier_Sealed Bid	Doc1079986108	7/15/2022 11:36 AM	Auction	No	
▼ Status: Pending Selection (5)					
<b>1 Registration Questionnaires</b>					
Title	ID	End Time	Commodity	Regions	Status
▼ Status: Open (1)					
Supplier Registration Questionnaire	Doc1016950111	6/15/6105 10:59 AM	Registered		
<b>2 Qualification Questionnaires</b>					
No items					
<b>3 Questionnaires</b>					
Title	ID	End Time	Commodity	Regions	Status
▼ 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
<b>4 Certificates</b>					
No items					
<b>5 Supplier Lifecycle Processes</b>					
<b>Qualification</b>					
Commodity	Regions	Departments	Owner	Status	Action
All	All	All	Hendrik Vliereck	R4B	View
<b>Tasks</b>					
Name	Status	Due Date	Completion Date	Alert	
No items					

## 2.3. Profil & Grundeinstellungen

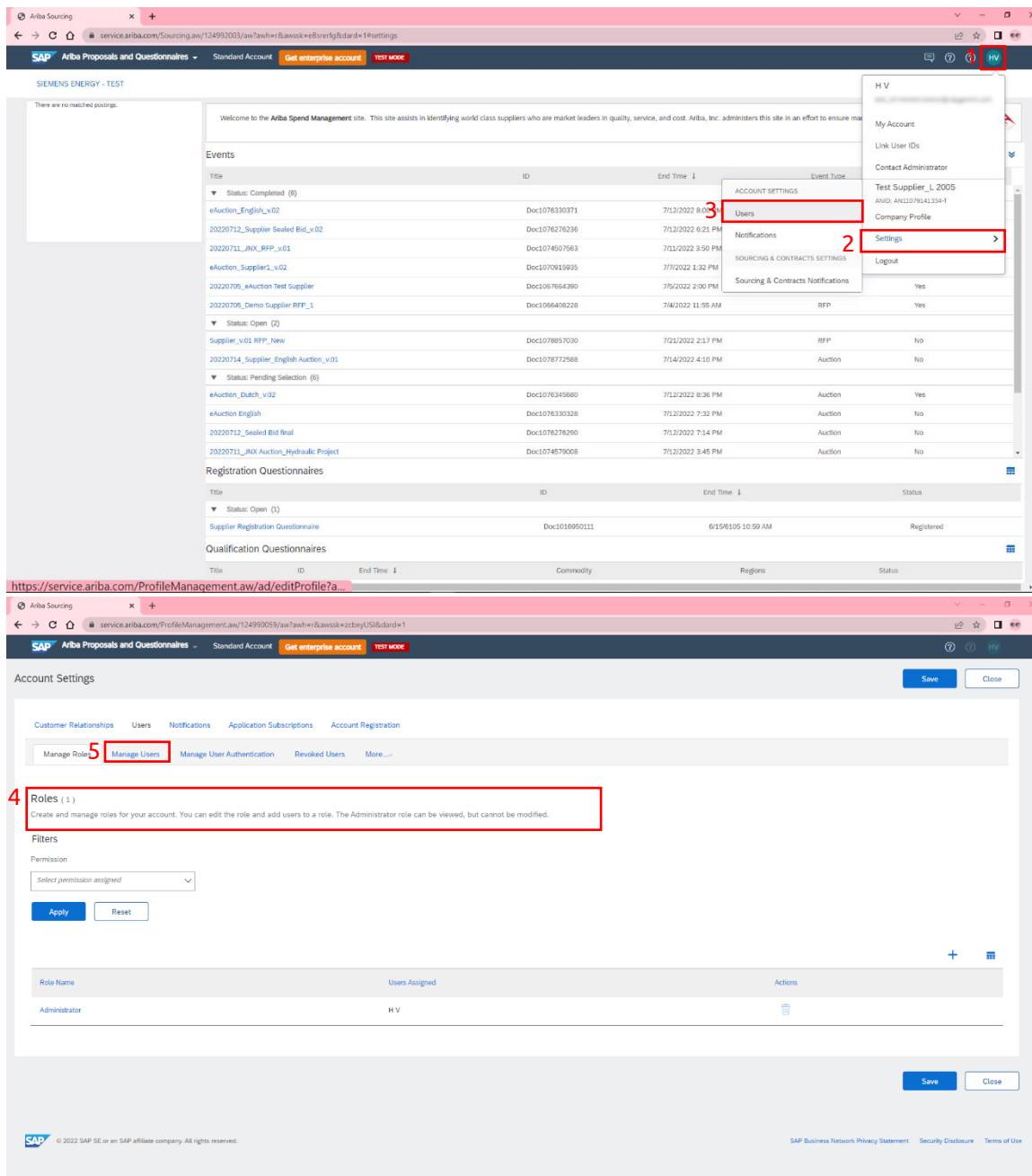
Sie können Ihre **Grundeinstellungen in ARIBA ändern**, indem Sie auf Ihr **Profilsymbol (1)** und dann auf **“Mein Account“ (My Account) (2)** klicken.



Hier können Sie alle Ihre **Konto- (1) und Kontaktinformationen (2)** sowie Ihre **Spracheinstellungen (3)** bearbeiten.



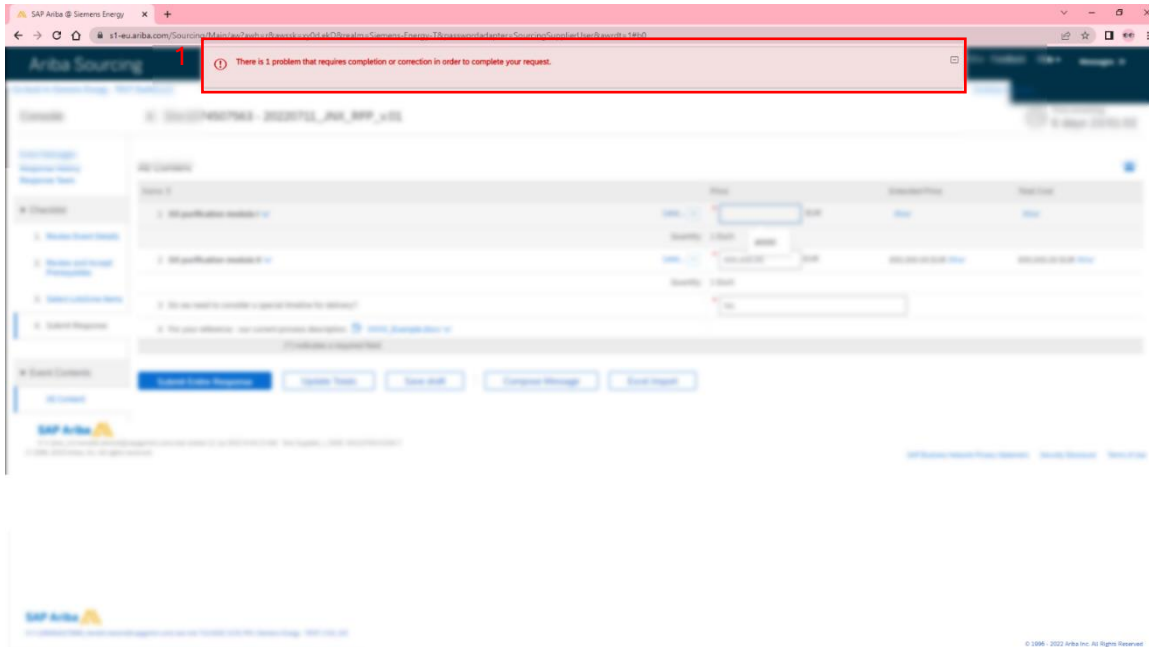
Wenn Sie auf "Einstellungen" (Settings) (2) unter Ihrem Profilsymbol (1) klicken, können Sie unter dem Reiter "Nutzer" (Users) (2) auch die **Rollen- (4) und Benutzereinstellungen (5) ändern.**



## 2.4. Fehlermeldungen

Möglicherweise erhalten Sie beim Ausfüllen des Formulars **Fehlermeldungen** (1), die oben auf der Seite angezeigt werden.

Bitte **lesen Sie diese aufmerksam**, denn ARIBA teilt Ihnen genau mit, **welche Informationen fehlen oder falsch eingegeben wurden**. Bitte gehen Sie zu der angegebenen Stelle und **ändern Sie die Felder** entsprechend. Die Fehlermeldungen sollten verschwinden, wenn das Formular und damit alle Angaben zum Event korrekt ausgefüllt sind.



## 3. AUKTIONSPROZESS

### 3.1. Teilnahme an einer Auktion

Kehren wir zu Ihrer Einladung zur Sealed Bid zurück. Wenn Sie auf die entsprechende Schaltfläche in der E-Mail oder auf Ihre offene Auktion im Dashboard (1) klicken, werden Sie **zum Antwortformular des Events** in ARIBA weitergeleitet.

The screenshot shows the Ariba Sourcing interface for Siemens Energy. The 'Events' section contains a table with the following data:

Title	ID	End Time	Event Type	Participated	
▼ Status: Completed (9)					
eAuction_Supplier_Sealed Bid	Doc:1079129139	7/15/2022 9:07 AM	Auction	Yes	
eAuction_Supplier_Dutch	Doc:1079296058	7/14/2022 7:42 PM	Auction	Yes	
20220714_Supplier_English Auction_v01	Doc:1078772588	7/14/2022 4:17 PM	Auction	Yes	
eAuction_English_v02	Doc:1076330371	7/12/2022 8:00 PM	Auction	Yes	
20220712_Supplier Sealed Bid_v02	Doc:1076276236	7/12/2022 6:21 PM	Auction	Yes	
20220711_JAN_RFP_v01	Doc:1074507563	7/11/2022 3:50 PM	RFP	Yes	
eAuction_Supplier1_v02	Doc:1070915935	7/7/2022 1:32 PM	Auction	Yes	
20220705_eAuction Test Supplier	Doc:1067864390	7/5/2022 2:00 PM	Auction	Yes	
20220705_Demo Supplier RFP_1	Doc:1066408228	7/4/2022 11:55 AM	RFP	Yes	
▼ Status: Open (3)					
RFP_Oil_purification_Example	Doc:1078738942	7/21/2022 9:15 AM	RFP	No	
Supplier_v01 RFP-How	Doc:1078897030	7/21/2022 2:17 PM	RFP	No	
20220715_eAuction Supplier_Sealed Bid	Doc:1079986108	7/15/2022 11:38 AM	Auction	No	
▼ Status: Pending Selection (0)					
Registration Questionnaires					
▼ Status: Open (1)					
Supplier Registration Questionnaire	Doc:1016950111	6/15/2022 10:59 AM		Registered	
Qualification Questionnaires					
Title	ID	End Time	Commodity	Regions	Status

Hier sehen Sie alle **Eventdetails des Sealed Bid** (1). Wenn die Auktion bereits geöffnet ist, können Sie die **verbleibende Zeit** (2) bis zur Beendigung der Auktion sehen.

Bevor Sie eine Antwort abgeben oder Daten im Formular ändern können, müssen Sie die **Geschäftsbedingungen** lesen und akzeptieren. Klicken Sie dazu bitte auf die entsprechende blaue Schaltfläche "Vereinbarungen überprüfen" (Review Prerequisites) (3).

The screenshot shows the 'Event Details' page for Doc:1079986108 - 20220715\_eAuction Supplier\_Sealed Bid. The page includes a 'Checklist' on the left with the following steps:

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

The 'All Content' section contains the following information:

Name	Price	Quantity	Extended Price
1. 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 eAuction 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		1 Each	
3 Oil purification module II		1 Each	

The 'Event Overview and Timing Rules' section shows:

- Owner: christiane.helberkofer
- Event Type: Auction
- Publish time: 7/15/2022 10:51 AM
- Response end time: 7/15/2022 11:38 AM
- Currency: European Union Euro
- Commodity: J8X Lubo Oil Supply Module J8X
- Regions: MLH\_4790 Muelheim\_Plant (DE)

The 'Bidding Rules' and 'Market Feedback' sections are also visible.

## 3.2. Nutzungsbedingungen

Bitte lesen Sie die Nutzungsbedingungen und akzeptieren Sie diese (1). Um fortzufahren, klicken Sie bitte auf die Schaltfläche "OK" (2), gefolgt von "Diese Vereinbarung einreichen" (Submit this Agreement) (3).

Prerequisites Doc1079986108 - 20220715\_eAuction Supplier\_Sealed Bid

Prerequisites must be completed prior to participation in the event.

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

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

1  I accept the terms of this agreement.  
 I do not accept the terms of this agreement.

2

11 V (Dev, UK) (ariba.com) last visited 25 Jul 2022 1:53:05 AM Test Supplier, 1 2005: ARI1079142394 F © 2006-2023 Ariba, Inc. All rights reserved. SAP Business Network Privacy Statement Security Disclosure Terms of Use

Prerequisites Doc1079986108 - 20220715\_eAuction Supplier\_Sealed Bid

Prerequisites must be completed prior to participation in the event.

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

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- 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.
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- Survival.** The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

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

1  I accept the terms of this agreement.  
 I do not accept the terms of this agreement.

2

3  Submit this agreement?  
Click OK to submit.

11 V (Dev, UK) (ariba.com) last visited 25 Jul 2022 1:53:05 AM Test Supplier, 1 2005: ARI1079142394 F © 2006-2023 Ariba, Inc. All rights reserved. SAP Business Network Privacy Statement Security Disclosure Terms of Use

### 3.3. Checkliste

Nachdem Sie die Nutzungsbedingungen akzeptiert haben, können Sie damit beginnen, **alle notwendigen Informationen zur Sealed Bid Auktion in ARIBA auszufüllen**. Auf der linken Seite der Ansicht sehen Sie den Abschnitt Checkliste (Checklist) (1).

#### 3.3.1. Event Details

Unter dem ersten Abschnitt "Überprüfung der Eventinformationen" (Review Event Details) (1) sehen Sie eine **Zusammenfassung aller Details der Auktion** und weitere Informationen über das Auktionsformat, in diesem Fall eine **Sealed Bid Auktion** (2). Es wurden **Zeit- oder Bietregeln** (Event Overview and Timing Rules) (3) definiert, die für die Auktion relevant sind. In diesem Abschnitt können Sie auch vom Kunden angehängte Dateien (4) oder Fragen (5) sehen.

### 3.3.2. Nutzungsbedingungen einsehen und akzeptieren

Unter "Überprüfung und Akzeptieren der Nutzungsbedingungen" (Review and Accept Prerequisites) (1) sehen Sie die **Nutzungsbedingungen zusammengefasst (2)**, die Sie im vorherigen Schritt akzeptiert haben.

The screenshot shows the Ariba Sourcing interface for a sealed bid. The breadcrumb trail is: Home > SAP Ariba > Siemens Energy > TEST Dashboard > Prerequisites > Doc1079986108 - 20220715\_eAuction Supplier\_Sealed Bid. The main content area is titled 'Prerequisites' and contains a checklist on the left and a large text area on the right. The checklist has four items: 1. Review Event Details, 2. Review and Accept Prerequisites (highlighted with a red box and a '2'), 3. Select Lots/Line Items, and 4. Submit Bids. The main text area contains the following text:

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.

**B. Survival.** The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

\*\*\*\*  
BA v1.1 19Aug25

I accept the terms of this agreement.

Done

### 3.3.3. Einzelposten auswählen

Der Abschnitt "Wähle Einzelposten" (Select Lots/Line items) (1) **enthält die vom Kunden festgelegten Einzelposten der Auktion.**

Sie müssen **alle Einzelposten auswählen**, zu denen Sie eingeladen worden sind. Diese sind bereits vorausgefüllt, und Sie müssen sie nur noch durch Klicken auf die entsprechende Schaltfläche "Bestätige ausgewählte Einzelposten" (Confirm selected lots/line items) (2) akzeptieren.

The screenshot shows the Ariba Sourcing interface for a sealed bid. The breadcrumb trail is: Home > SAP Ariba > Siemens Energy > TEST Dashboard > Select Lots > Doc1079986108 - 20220715\_eAuction Supplier\_Sealed Bid. The main content area is titled 'Select Lots' and contains a checklist on the left and a table of lots on the right. The checklist has four items: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots/Line Items (highlighted with a red box and a '1'), and 4. Submit Bids. The main text area contains the following text:

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
2 Oil purification module I	Open
3 Oil purification module II	Open

Confirm Selected Lots/Line Items

Cancel

## 3.4. Einreichungsphase

### 3.4.1. Einreichen eines Gebots

Sobald Sie auf den vierten Abschnitt "Gebote einreichen" (Submit Bids) (1) klicken, erscheinen zwei neue Kategorien auf der linken Seite der Ansicht.

Sie sehen den "Event Inhalte" (Event Contents) (2) mit **vorläufigen Informationen über die Auktion**, für die Sie bieten sollen. Auch zu beantwortende Fragen oder Anhänge des Kunden sind in dieser Tabelle sichtbar.

Unter der Rubrik "Einzelposten wählen" (Choose Lot) (3) können Sie in die jeweiligen **vom Kunden definierten Posten springen**, auf die Sie antworten oder bieten sollen.

Bitte beachten Sie den speziell definierten Wert des **Abwärtsgebots, der den Mindestwert zum Unterbieten** des aktuellen Angebots angibt (4).

The screenshot shows the SAP Ariba Sourcing interface for a sealed bid event. The main content area is titled "All Content" and lists several items for bidding. The items are:

Name	Rank	Price	Quantity	Extended Price
1.1 Preliminary Information				
1.2 Oil purification module I		EUR	1 Each	Fix
1.3 Oil purification module II		EUR	1 Each	Fix
1.4 Do we need to consider special time frame?		No		

At the bottom of the main content area, there is a "Decrement selected items by" field with a value of "value" and an "Apply" button. The "Submit Entire Response" button is highlighted with a red box and labeled "3". The "Decrement selected items by" field and "Apply" button are highlighted with a red box and labeled "4".

## 3.4.2. Bieten

Um Ihr **Gebot für die jeweiligen Positionen einzugeben**, klicken Sie bitte auf "Alle Einzelposten anzeigen" (View All Lots) (1) und geben Sie Ihr Gebot entsprechend ein. Klicken Sie bitte auf "Summen aktualisieren" (Update Totals) (2), um den errechneten Zuschlagspreis sowie die Gesamtkosten für die Positionen zu sehen, die an den Kunden übertragen werden.

Pflichtfelder, die Sie ausfüllen müssen, sind mit einem roten Sternchen (3) gekennzeichnet.

Bei Fragen können Sie **mit Ihrem Kunden in Kontakt treten**, indem Sie auf den entsprechenden Button "Nachricht verfassen" (Compose Message) (4) klicken. Es erscheint eine neue Maske, in die Sie direkt Ihren Text eingeben und absenden können.

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

Name	Rank	Price	Quantity	Extended Price
2 Oil purification module I			1 Each	FX✓
3 Oil purification module II		€40,000.00	1 Each	FX✓

The interface also features 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 bottom action bar contains buttons: Submit Entire Response, Update Totals, Reload Last Bid, Save draft, Compose Message, and Excel Import. The footer includes the SAP Ariba logo and copyright information.

### 3.4.3. Vollständiges Gebot einreichen

Wenn Sie das **Angebot ausgefüllt haben**, klicken Sie bitte auf die Schaltfläche „Vollständiges Angebot abgeben“ (Submit Entire Response) (1), um Ihr Gebot abzuschließen und klicken Sie auf "OK" (2).

The first screenshot shows the SAP Ariba Sourcing interface for a sealed bid. The 'Submit Entire Response' button is highlighted with a red box and labeled '1'. The interface displays a table of items for bidding:

Name	Rank	Price	Quantity	Extended Price
2 Oil purification module I	<input type="checkbox"/>	* €40,000.00 EUR	1 Each	€40,000.00 EUR Fx✓
3 Oil purification module II	<input type="checkbox"/>	* €50,000.00 EUR	1 Each	€50,000.00 EUR Fx✓

The second screenshot shows the same interface, but with a confirmation dialog box overlaid. The dialog box contains the text 'Submit this response?' and 'Click OK to submit.' The 'OK' button is highlighted with a red box and labeled '2'.

### 3.4.4. Gebot überarbeiten

Ihr Gebot wurde abgegeben. Sie können während der Laufzeit der Auktion so oft Sie wollen neue Gebote abgeben. Bitte beachten Sie, dass Sie Ihr **Gebot durch Klicken auf die Schaltfläche "Letztes Gebot neu laden" (Reload Last Bid) (1) revidieren können, solange die Auktion noch läuft und offen ist.**

The screenshot shows the Ariba Sourcing interface for a bid submission. The main content area displays a table with the following items:

Name	Rank	Price	Quantity	Extended Price
2 Oil purification module I		€40,000.00 EUR	1 Each	€40,000.00 EUR Fix
3 Oil purification module II		€50,000.00 EUR	1 Each	€50,000.00 EUR Fix

Below the table, there are several buttons: "Submit Entire Response", "Update Totals", "Reload Last Bid" (highlighted with a red box), "Save draft", "Compose Message", and "Excel Import".

Sie können den **Ereignisstatus Ihrer Auktion** in Ihrem Dashboard in ARIBA **monitoren (1).**

The screenshot shows the Ariba Sourcing Events dashboard. The main content area displays a table with the following events:

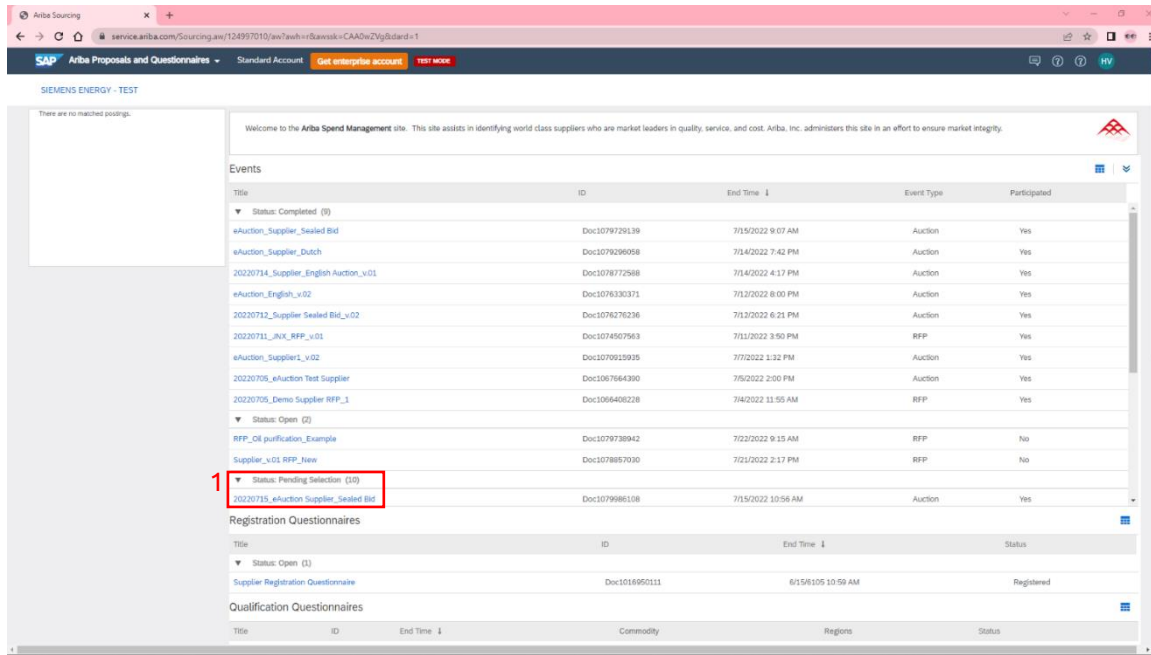
Title	ID	End Time	Event Type	Participated
▼ Status: Completed (9)				
eAuction_Supplier_Sealed Bid	Doc1079729139	7/15/2022 9:07 AM	Auction	Yes
eAuction_Supplier_Dutch	Doc1079296058	7/14/2022 7:42 PM	Auction	Yes
20220714_Supplier_English Auction_v01	Doc1078772588	7/14/2022 4:17 PM	Auction	Yes
eAuction_English_v02	Doc1076330371	7/17/2022 8:00 PM	Auction	Yes
20220712_Supplier Sealed Bid_v02	Doc1076276236	7/12/2022 6:21 PM	Auction	Yes
20220711_JAVX_RFP_v01	Doc1074507563	7/11/2022 3:50 PM	RFP	Yes
eAuction_Supplier1_v02	Doc1070915939	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	Doc1066406228	7/4/2022 11:55 AM	RFP	Yes
▼ Status: Open (3)				
RFP_Oil_purification_Example	Doc1079738942	7/27/2022 9:15 AM	RFP	No
Supplier_v01 RFP_new	Doc1078857030	7/21/2022 2:17 PM	RFP	No
20220715_eAuction Supplier Sealed Bid	Doc1079986108	7/15/2022 11:38 AM	Auction	Yes
▼ Status: Pending Selection (0)				
Registration Questionnaires				
▼ Status: Open (1)				
Supplier Registration Questionnaire	Doc1016950111	6/15/2025 10:59 AM		Registered
Qualification Questionnaires				
▼ Status: Open (0)				

The event '20220715\_eAuction Supplier Sealed Bid' is highlighted with a red box and a '1' next to it.

## 3.5. Vergabephase

### 3.5.1. Ausstehende Auswahl

Nach **Beendigung des Events** wird der **Status auf "ausstehende Auswahl"** (pending selection) (1) **geändert**. Dies können Sie in Ihrem ARIBA-Dashboard unter dem jeweiligen Abschnitt sehen.

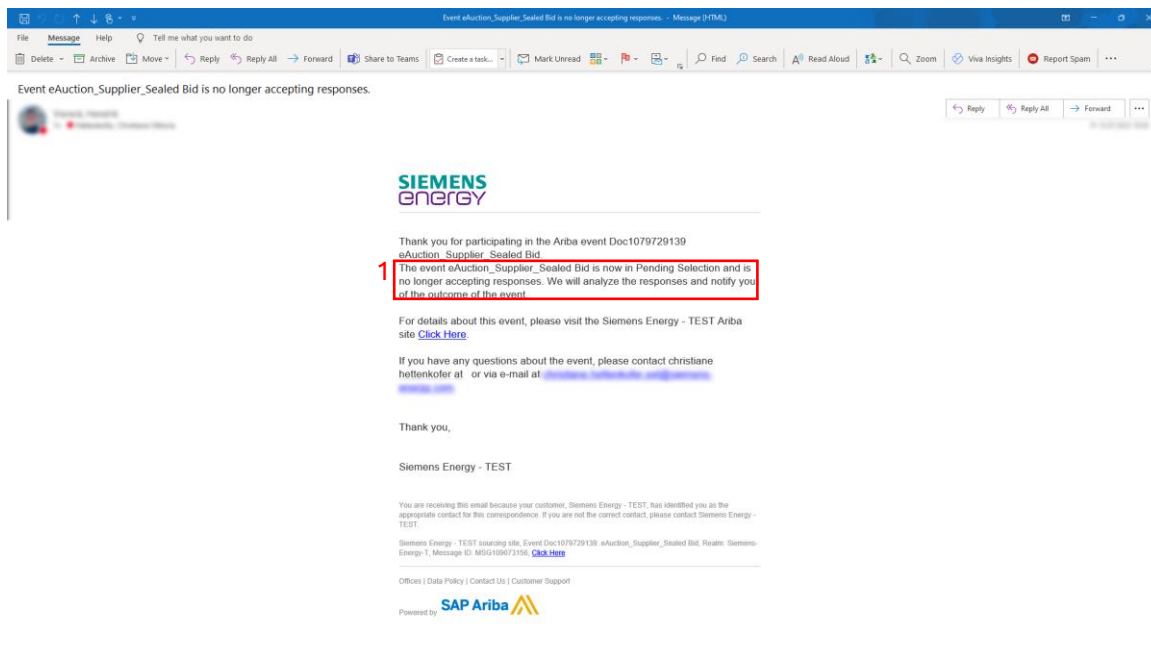


The screenshot shows the ARIBA Sourcing dashboard for Siemens Energy - TEST. The 'Events' section displays a table of events with columns for Title, ID, End Time, Event Type, and Participated. The event '20220715\_eAuction\_Supplier\_Sealed Bid' is highlighted with a red box and a red '1' next to it, indicating its status is 'Pending Selection (10)'. Below the events table, there are sections for 'Registration Questionnaires' and 'Qualification Questionnaires'.

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	Doc1079296958	7/14/2022 7:42 PM	Auction	Yes
20220714_Supplier_English Auction_v01	Doc1078772508	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_AUK_RFP_v01	Doc1074507563	7/11/2022 3:50 PM	RFP	Yes
eAuction_Supplier1_v02	Doc1070015935	7/7/2022 1:32 PM	Auction	Yes
20220709_eAuction Test Supplier	Doc1067664300	7/9/2022 2:00 PM	Auction	Yes
20220705_Demo Supplier RFP_1	Doc1066406228	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	Doc10788957030	7/21/2022 2:17 PM	RFP	No
▼ Status: Pending Selection (10)				
20220715_eAuction_Supplier_Sealed Bid	Doc1079986108	7/15/2022 10:56 AM	Auction	Yes

### 3.5.2. Benachrichtigung zur ausstehenden Auswahl

Sie erhalten eine **Benachrichtigung per E-Mail**, sobald **keine weiteren Antworten** mehr angenommen werden (1). Das bedeutet die Auktion ist beendet.



The screenshot shows an email notification from Siemens Energy. The subject is 'Event eAuction\_Supplier\_Sealed Bid is no longer accepting responses.' The email body contains the following text:

Thank you for participating in the Ariba event Doc1079729139  
eAuction\_Supplier\_Sealed Bid

1 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 Ariba site [Click Here](#).

If you have any questions about the event, please contact christiane.heltenkoler at or via e-mail at [christiane.heltenkoler@siemens-energy.com](mailto:christiane.heltenkoler@siemens-energy.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.

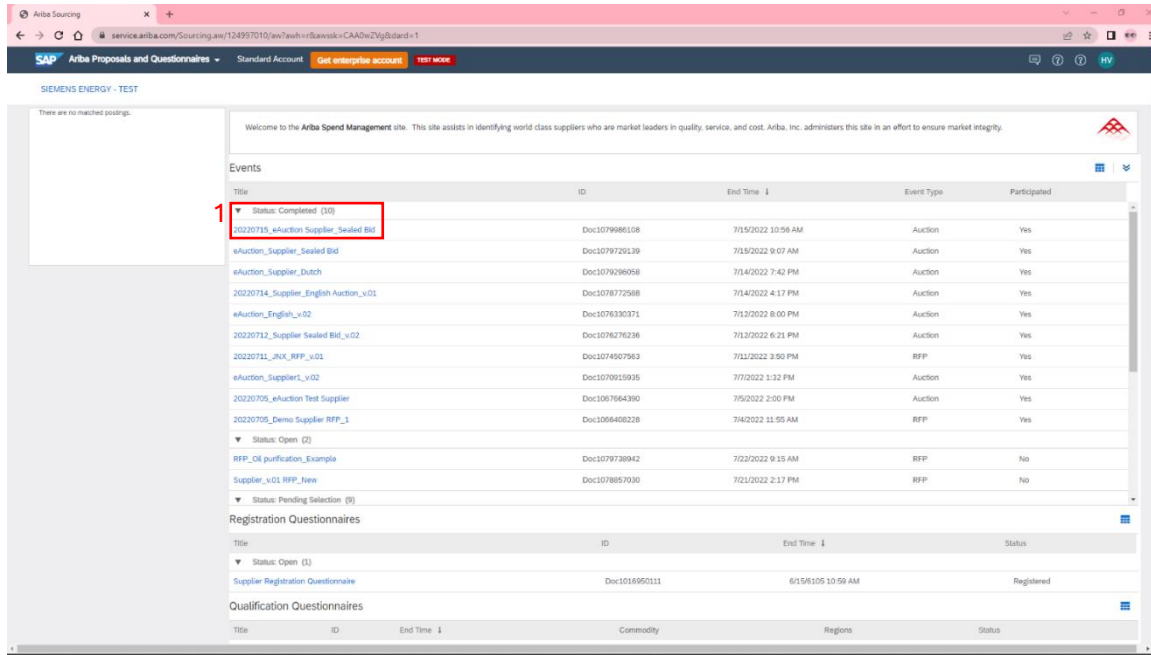
Siemens Energy - TEST sourcing site, Event Doc1079729139: eAuction\_Supplier\_Sealed Bid, From: Siemens Energy - TEST, Message ID: MS0189073156, [Click Here](#)

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Powered by [SAP Ariba](#)

### 3.5.3. Status "abgeschlossen"

Sie können den **Status der Auktion in Ihrem Dashboard verfolgen, bis die Zuschlagsphase abgeschlossen ist**. Der Status wird dann als "abgeschlossen" (completed) (1) angezeigt.



Ariba Sourcing

service.ariba.com/Sourcing/aw/124997010/aw?whr=&navsk=&CAA0wZVg5tad=1

SAP Ariba Proposals and Questionnaires - Standard Account [Get enterprise account](#) TEST MODE

SIEMENS ENERGY - TEST

There are no matched postings.

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time	Event Type	Participated
▼ Status: Completed (10)				
1 20220715_eAuction_Supplier_Sealed Bid	Doc1079986108	7/15/2022 10:58 AM	Auction	Yes
eAuction_Supplier_Sealed Bid	Doc1079729139	7/15/2022 9:07 AM	Auction	Yes
eAuction_Supplier_Dutch	Doc1079326058	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	Doc1076330371	7/12/2022 8:00 PM	Auction	Yes
20220712_Supplier Sealed Bid_v02	Doc1076276236	7/12/2022 6:21 PM	Auction	Yes
20220711_nAuk_RFP_v01	Doc1074507963	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	Doc1066406228	7/4/2022 11:55 AM	RFP	Yes
▼ Status: Open (2)				
RFP_Oil_purification_Example	Doc1079738942	7/27/2022 9:15 AM	RFP	No
Supplier_v01_RFP_new	Doc1078857030	7/22/2022 2:17 PM	RFP	No
▼ Status: Pending Selection (9)				

Registration Questionnaires

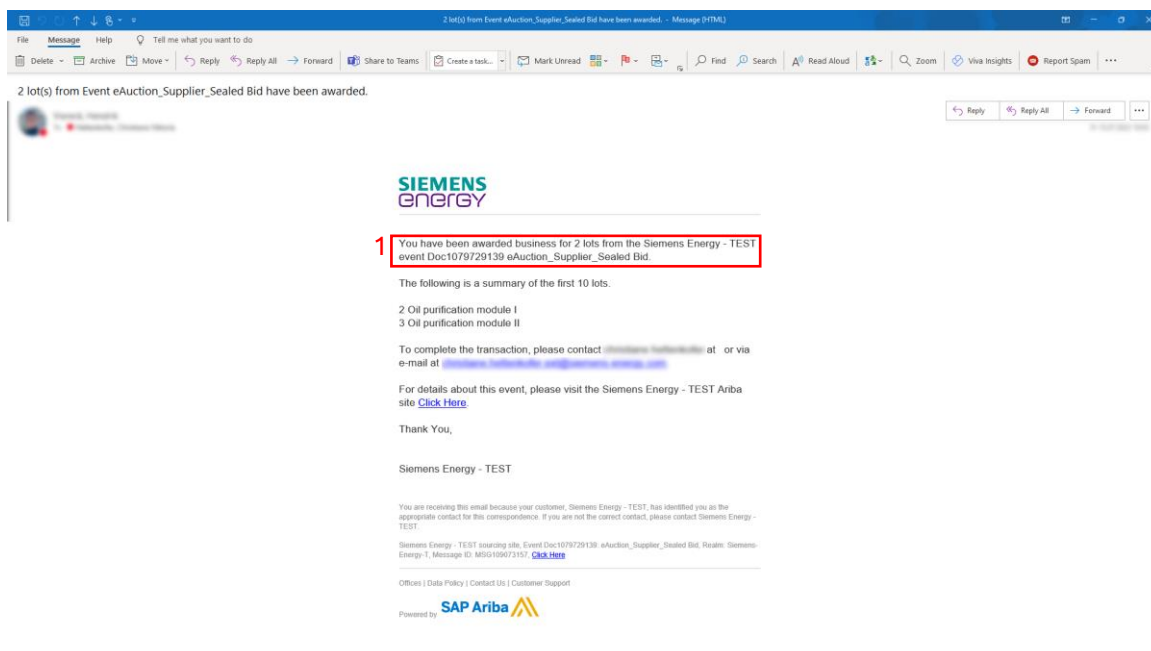
Title	ID	End Time	Status
▼ Status: Open (1)			
Supplier Registration Questionnaire	Doc1016950111	6/15/6105 10:59 AM	Registered

Qualification Questionnaires

Title	ID	End Time	Commodity	Regions	Status
-------	----	----------	-----------	---------	--------

### 3.5.4. Benachrichtigung

Je nach Einstellungen des Kunden erhalten Sie **eine Nachricht (1)**, ob Sie die Auktion gewonnen und den Zuschlag erhalten haben oder ob Sie die Auktion nicht gewonnen haben.



2 lot(s) from Event eAuction\_Supplier\_Sealed Bid have been awarded. - Message (HTML)

File Message Help Tell me what you want to do

Delete Archive Move Reply Reply All Forward Share to Teams Create a task... Mark Unread Print Attachments Find Search Read Aloud Zoom Viva Insights Report Spam

2 lot(s) from Event eAuction\_Supplier\_Sealed Bid have been awarded.

Reply Reply All Forward

**SIEMENS energy**

1 You have been awarded business for 2 lots from the Siemens Energy - TEST event Doc1079729139 eAuction\_Supplier\_Sealed Bid.

The following is a summary of the first 10 lots.

2 Oil purification module I  
3 Oil purification module II

To complete the transaction, please contact [business\\_support@siemens-energy.com](mailto:business_support@siemens-energy.com) or via e-mail at [business\\_support@siemens-energy.com](mailto:business_support@siemens-energy.com)

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

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, From: Siemens Energy - TEST, Message ID: MSG109073157, [Click Here](#)

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## 3.5.5. Zusammenfassung des Angebots

In Ihrem ARIBA-Profil können Sie jederzeit auf das Event klicken, um die **Zusammenfassung Ihres Angebots** auf einen Blick zu sehen.

Sie können jetzt: Den Inhalt herunterladen (download the content) (1), die Vereinbarungen für diese Auktion ansehen (Review Prerequisites) (2), die Event Informationen drucken (Print Event Information) (3), die Gebotsabgabe überprüfen (Review Bidding) (4), den Bericht über Gebotsänderungen herunterladen (Download Bid Change Report) (5), die Vergabe ansehen (View Awards) (6), und eine Zusammenfassung über die Zuschläge herunterladen (Download Award Summary Report) (7).

The screenshot displays the Ariba Sourcing interface for an event titled "Proc1079986108 - 20220715\_eAuction Supplier- Sealed Bid". The event status is "Completed". The main content area shows a table of items with columns for Name, Price, Quantity, and Extended Price. The items listed are:

Name	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	€40.000.00 EUR	1 Each	€40.000.00 EUR Pn✓
3 Oil purification module II	€50.000.00 EUR	1 Each	€50.000.00 EUR Pn✓
4 Do we need to consider special time frame?			No
5 Project plan attached XXXX_Example.docx			

The interface also includes a sidebar with a checklist and a main content area with sections for "Event Overview and Timing Rules", "Bidding Rules", and "Market Feedback".

## 4. WEITERE INFORMATIONEN – LIEFERANTEN WEBSITE

Bei Fragen besuchen Sie bitte unsere **Siemens Energy Lieferanten Website**. Hier erhalten Sie auch Informationen zu den Supportmöglichkeiten. Die Seite erreichen Sie ganz einfach über diesen [Link](#).

The screenshot shows the Siemens Energy website page for SAP ARIBA Implementation. The page features a dark blue header with the Siemens Energy logo and navigation links (Offerings, News, Priorities, Company). A search bar is located in the top right corner. The main content area is titled "Siemens Energy SAP ARIBA Implementation" and includes a large purple banner with text about digitalization and a circular graphic labeled "E2E ARIBA Implementation". Below the banner, there are four tabs: KEY FACTS, BENEFITS, MANUALS, and SUPPORT. The KEY FACTS tab is active, displaying text about the transition from SCM Star to SAP ARIBA and the implementation timeline starting in June 2022. A small video player icon is visible next to the text.

**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

## Published by

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Procurement  
Otto-Hahn-Ring 6  
81739 Munich  
Germany

For more information, please visit our website:

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

August 2022

[siemens-energy.com](https://www.siemens-energy.com)

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