

Supplier Manual

Participation in e-Auction

2022

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Technical Support:

[SAP Ariba Customer Support for Buyers & Suppliers | SAP Ariba](#)

1. Event Invitation

Step 1:

Open email invitation

It comes if you have been invited to the particular event

Step 2:

Click the access link

Follow the [Click Here](#) link to Log In or get the Ariba Sourcing Account registered

OR

Use the <https://proposals.seller.ariba.com> to login to your Ariba Sourcing account

Welcome John Smith,

Carlsberg Group has registered you on their Ariba Spend Management site and invited you to participate in the following event: eRFP_XYZ_2022. The event starts on Monday, February 14, 2022 at 8:00 AM, Central European Time and ends on Tuesday, February 15, 2022 at 4:00 PM, Central European Time.

[Click Here](#) to access this event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.

NOTE: This link is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link.

If you have questions about this event, contact Carlsberg e-Sourcing Team via telephone at [redacted] or via e-mail at eprocurement@carlsberg.com.

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.

We look forward to working with you!

Thank You,

Carlsberg Group

2. Event Details

Click **Review Prerequisites** to proceed within the RFI or **Decline to Respond** if you refuse to participate

The **countdown clock** shows the time remaining in **preview**

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Go back to Carlsberg Group Dashboard

Company Settings | John Smith | Feedback | Help | Messages

Desktop File Sync

Time remaining in preview: 00:04:39

Event Details: Doc3602223776 - eAuction_Carlsberg Demo_2022

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

Review Prerequisites | Decline to Respond | Print Event Information

Checklist

- 1. Review Event Details
- 2. Review and Accept Prerequisites
- 3. Submit Bids

Event Overview and Timing Rules

Owner: Oksana Petrosiuk

Event Type: Auction

Contract Months: 0

Contract Effective Date: 04/06/2018

Publish time: 7/29/2022 1:14 PM

Bidding start time: 7/29/2022 1:20 PM

Response end time: 7/29/2022 4:20 PM

Specify how lot bidding will begin and end: Parallel

Allow bidding overtime: Yes

Bid rank that triggers overtime: 3

Start overtime if bid submitted within (minutes): 2

Overtime period (minutes): 2

Currency: European Union Euro

Commodity: Technical Service Equipment 9030

Regions: UK UK

Checklist shows the required steps to participate in the RFI

3. Event Participation (Prerequisites)

To be able to proceed with the event, you need to review and accept the **Bidder Agreement** and prerequisite questions.

Once done, click **OK**.

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Prerequisites Doc3602223776 - eAuction_Carlsberg Demo_2022

To continue with this event, complete the prerequisites below. Some of the prerequisites might be access gate questions that you must answer before you can see the event information. Other prerequisites might serve as a participation gate that restricts you from submitting your response unless you have responded to them.

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Submit Bids

Would you like to accept the Bidder Agreement [View Bidder Agreement](#)

I accept the terms of this agreement.

I do not accept the terms of this agreement.

Prerequisites

Name ↑
1 To gain full access to this eAuction, please confirm that you have read, understood and agree to the attached Carlsberg Code of Conduct and eAuction Rules of Engagement. You confirm by clicking "Yes" in the box.
The documents can be found by clicking on the "References" icon below. References
2 WELCOME
Dear Supplier,
It is a great pleasure for Carlsberg Supply Company AG to invite your company to participate in the ...
In case of questions to the offer please contact:
In case of any issues with Ariba platform, please contact:

(*) Indicates a required field

OK Cancel

3. Event Participation (Lots/Line items)

In checklist section 3. **Select Lots/Line Items** select Lots you want to place a bid for and click **Confirm Selected Lots/Line Items**.

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Doc3602223776 - eAuction_Carlsberg Demo_2022

Select Lots

Desktop File Sync

Cancel

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.

Checklist

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

Select Lots/Line Items | Select Using Excel

Lots Available for Bidding

<input checked="" type="checkbox"/>	Name	Status
<input checked="" type="checkbox"/>	5.1 Lot 1	Preview
<input checked="" type="checkbox"/>	5.2 Lot 2	Preview

Confirm Selected Lots/Line Items

Cancel

3. Event Participation (Prebids)

In section **4. Submit Bids** you will be able to see your **Initial Price** if applicable – it can be taken from your response in RFP. You need to submit the prebids, if required, by clicking on **Submit Entire Response** before preview time ending. **Countdown clock** shows when bidding will open.

Console Doc3620225453 - eAuction_Carlsberg Demo_2022 Time remaining in preview 00:07:48

The event owner has requested that you submit a prebid before the end of the preview period. You have not yet submitted a prebid.

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

- All Content
- 2 WELCOME
- 3 General Conditions
- 4 Commercial Terms
- 5 Pricing
- 6 Questions and

All Content

Name ↑	Price	Quantity	Extended Price
3.2 Provision of information Less... [-]			
Carlsberg intend to provide all Suppliers with complete and accurate information about this supply opportunity. If Carlsberg obtains any additional information, including responses to individual Supplier questions that could affect other Suppliers, this information will be made available to all Suppliers through an Ariba-event Update or via the Message Center. If necessary, the Ariba-event Update may include revised versions of any events documents affected by the new information.			
4 Commercial Terms			
▼ 5 Pricing			
5.1 Lot 1 ▾	* €100.00 EUR	10 Each	€1,000.00 EUR
5.2 Lot 2 ▾	* €10.00 EUR	100 Each	€1,000.00 EUR
Less... [-]			
▼ 6 Questions and Support			
- Commercial questions Please direct questions related to tender conditions to:			
Ariba form questions			

(* indicates a required field)

Submit Entire Response | Update Totals | Save draft | Compose Message | Excel Import

3. Auction Bidding – English type

The **Bid Console** appears automatically once the bidding starts. You will be able to see your **initial/ceiling price**, if applicable, **bid decrement** value and **countdown clock** which shows the time remaining for particular lot. Once you submit the first bid, your **Bid Rank** will be shown.

Ariba Sourcing Company Settings ▾ John Smith ▾ Feedback Help ▾ Messages >>

[Go back to Carlsberg Group Dashboard](#) Desktop File Sync

Console Doc3620225462 - eAuction_Carlsberg Demo_2022 🕒 Time remaining for lot 5.1
00:04:19

Event Messages
Response History
Response Team

▼ Checklist

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

✓ Your response has been submitted.

My Bid Rank : 1 **Ceiling Value: €100.00 EUR** **Bid decrement: €5.00 EUR**

Name ↑	Price	Quantity	Extended Price
5.1 Lot 1 ▾	* €100.00 EUR (1) 🏠	10 Each	€1,000.00 EUR

Decrement bid by % ▾ (*) indicates a required field

To submit your bid, click **Submit Current Lot** each time you update the price!

3. Auction Bidding – English type

English auctions have **bidding overtime** period set, which means if any participant submits a bid within last i.e. 2 min of currently opened Lot, its time remaining will be extended. Countdown clock will be updated automatically.

Once the bidding on Lot has ended, it will be prompt to **Review** period for 10 min. Stay online during the Review period in case of possible Lot re-opening due to technical issues, etc. You can communicate your issue within **Compose Message** button.

The event is over when it goes into **Pending Selection** status.

The screenshot displays the Ariba Sourcing interface for an eAuction. The top navigation bar includes 'Ariba Sourcing', 'Company Settings', 'John Smith', 'Feedback', 'Help', and 'Messages'. A secondary bar contains 'Go back to Carlsberg Group Dashboard', 'Desktop File Sync', and a clock icon with the text 'Time remaining in review for lot 5.1 00:06:42'. The main content area shows 'Console' for 'Doc3620225462 - eAuction_Carlsberg Demo_2022'. A yellow message box states 'The bid shown is your last successfully submitted bid.' Below this, 'My Bid Rank : 1' is shown with 'Ceiling Value: €100.00 EUR' and 'Bid decrement: €5.00 EUR'. A table lists bid details for '5.1 Lot 1' with a price of '€95.00 EUR (1)' and a quantity of '10 Each' at an 'Extended Price' of '€950.00 EUR'. A 'Compose Message' button is highlighted with a red circle. A bottom inset shows a 'Pending Selection' status, also highlighted with a red circle. The Carlsberg Group logo is in the bottom right corner.

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Company Settings John Smith Feedback Help Messages

Go back to Carlsberg Group Dashboard Desktop File Sync

Time remaining in review for lot 5.1 00:06:42

Console Doc3620225462 - eAuction_Carlsberg Demo_2022

The bid shown is your last successfully submitted bid.

Event Messages
Response History
Response Team

Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items **Compose Message**

4. Submit Bids

My Bid Rank : 1 Ceiling Value: €100.00 EUR Bid decrement: €5.00 EUR

Name ↑	Price	Quantity	Extended Price
5.1 Lot 1	€95.00 EUR (1)	10 Each	€950.00 EUR

Company Settings John Smith Feedback Help Messages

Desktop File Sync

Pending Selection

Carlsberg Group

3. Auction Bidding – Dutch type

The **Bid Console** appears automatically once the bidding starts. You will be able to see **current price**, **bid adjustment** value and **time until next adjustment** which shows the time remaining for submitting current price level. Price will be increasing with each adjustment.

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Company Settings | John Smith | Feedback | Help | Messages >>

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Console Doc3640642969 - Dutch eAuction_Carlsberg Demo_2022

Event Messages
Response History
Response Team

3.1. Lot 1

Bid adjustment: €2.00 EUR
Current Price: €100.00 EUR
Time until next adjustment: 00:00:22

Quantity: 10 metric ton

Extended Price: €1,000.00 EUR

Submit Acceptance | Update Totals | Save draft | Compose Message

Period: All

Bid History

Participant	Price ↑	Quantity	Submission Time
No items			

Checklist

- Review Event Details
- Review and Accept Prerequisites
- Select Lots/Line Items
- Submit Bids

Event Contents

All Content

Participant who clicks **Submit Acceptance** first, wins the lot and it automatically closes for other participants.

3. Auction Bidding – Japanese type

The **Bid Console** appears automatically once the bidding starts. You will be able to see **current price**, **bid adjustment** value and **time remaining for current item** which shows the time left for submitting current price level. Price will be decreasing with each adjustment.

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Desktop File Sync

Console Doc3641074386 - Japanese eAuction_Carlsberg Demo_2022

Time remaining for item 4.1: 00:00:47

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

4.1. Lot 1

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Bids

Submit Acceptance Compose Message

Floor Value: €0.00 EUR
Current Price: €100.00 EUR

Bid adjustment: €1.00 EUR
Quantity: 1 set

Extended Price: €100.00 EUR

Period: All

Bid History

Participant	Price ↑	Price	Submission Time
No items			

You need to click **Submit Acceptance** on each price level until it is acceptable for you.

THANK

YOU

