

Instructions to participate in eSourcing events

Supplier Profile



Participating in eAuctions

eSourcing Solutions

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After you answer any prerequisite questions you can begin bidding

The screenshot shows the Ariba Sourcing interface for an event titled "Doc885088 - IT Auction". The top navigation bar includes the Ariba Sourcing logo, a user profile for Joan Johnson, and a "Company Settings" dropdown. Below the navigation bar, there are links to "Go back to Buyer Organization Dashboard" and "Desk". The main content area is divided into two sections. On the left is a "Checklist" with four items: "1. Review Event Details", "2. Review and Accept Prerequisites", "3. Select Lots", and "4. Submit Bids". The second item is highlighted with a red box and a mouse cursor. On the right is the "Introduction" section, which is the first of three sections. It contains a "Name" field and a "1 Introduction" section. Below the introduction is the "Event Overview and Timing Rules" section, which displays the following information: Owner: Tom Aikman, Event Type: Auction, Publish time: 6/9/2016 11:54 AM, and Currency: US Dollar. At the top right of the main content area, there is a "Time remaining" indicator showing "2 days".

Ariba Sourcing

Go back to Buyer Organization Dashboard

Event Details Doc885088 - IT Auction

Time remaining 2 days

Download Content Review Prerequisites Select Lots Print Event Information

Introduction (Section 1 of 3)

1 Introduction

Event Overview and Timing Rules

Owner: Tom Aikman
Event Type: Auction
Publish time: 6/9/2016 11:54 AM
Currency: US Dollar

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

Cargill might require prebids, which are starting bids provided during the preview phase of the event, before the auction begins

- To enter your prebids, click Select Lots
- On the next page choose the lots you want to provide your prices on and click Submit Selected Lots

Ariba Sourcing

Company Settings | Joan Johnson

< Go back to Buyer Organization Dashboard

Event Details

Doc885088 - IT Auction

Time remaining: 2 day

Download Content | Review Prerequisites | **Select Lots** | Print Event Information

Event Messages | Download Tutorials

▼ Checklist

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

Introduction

(Section 1 of 3)

Name ↑

1 Introduction

Next Section: >>

Event Overview and Timing Rules

Owner: Tom Aikman ⓘ | Currency: US Dollar

Event Type: Auction

Publish time: 6/9/2016 11:54 AM

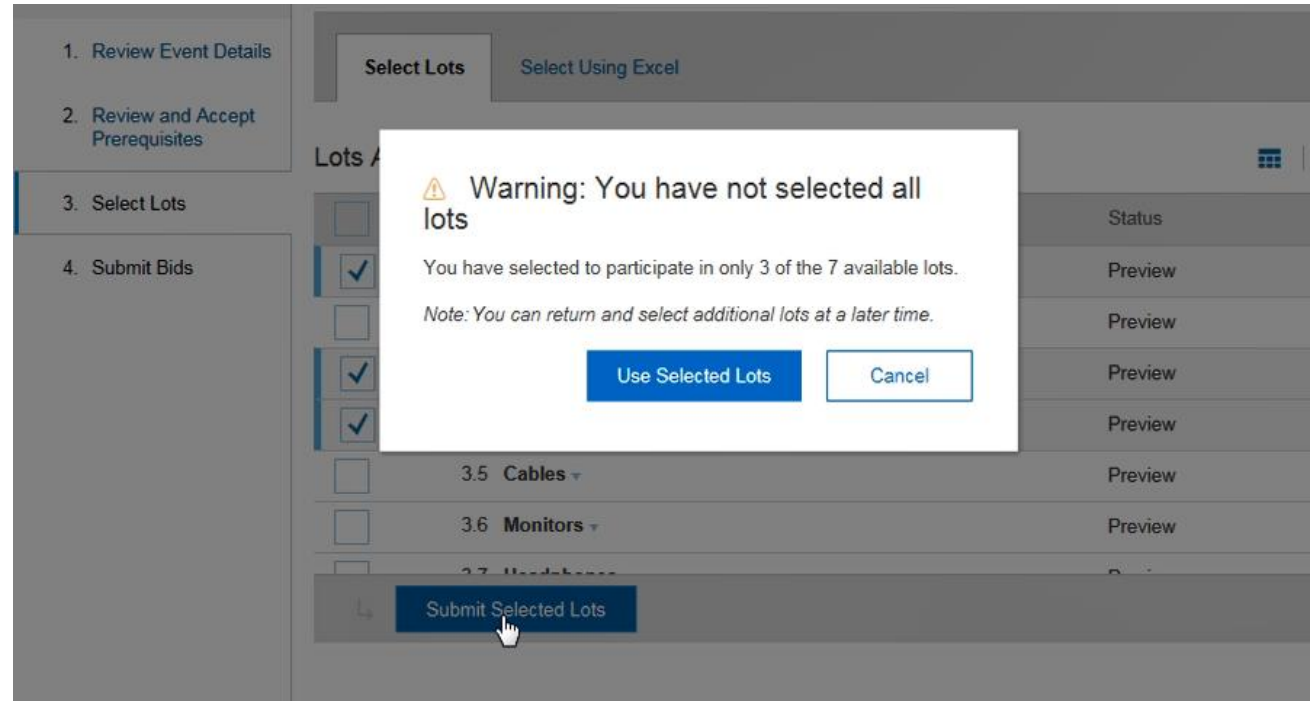
1. Review Event Details | **Select Lots** | Select Using Excel

Lots Available for Bidding

| <input type="checkbox"/> | Name | Status |
|-------------------------------------|------------------|---------|
| <input checked="" type="checkbox"/> | 3.1 Computers ▾ | Preview |
| <input type="checkbox"/> | 3.2 Laptops ▾ | Preview |
| <input checked="" type="checkbox"/> | 3.3 Keyboards ▾ | Preview |
| <input checked="" type="checkbox"/> | 3.4 Mice ▾ | Preview |
| <input type="checkbox"/> | 3.5 Cables ▾ | Preview |
| <input type="checkbox"/> | 3.6 Monitors ▾ | Preview |
| <input type="checkbox"/> | 3.7 Headphones ▾ | Preview |

Submit Selected Lots


- You can return to the selected lots section later, if you want to select additional lots
- Important: After you place a bid on a lot, you can't deselect the lot



If prebids are required a message will display stating that you must submit them

- If you don't submit a prebid before the preview stage ends, you will be locked out of the event
- Your bid must be at or below the ceiling price to be accepted

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

All Content 

| Name ↑ | Extended Price | Quantity |
|--------------------|----------------------------|----------|
| 1 Introduction | | |
| 2 Commercial Terms | | |
| ▼ 3 Pricing | | |
| 3.1 Computers ▼ | * <input type="text"/> USD | 100 each |
| 3.3 Keyboards ▼ | * <input type="text"/> USD | 100 each |
| 3.4 Mice ▼ | * <input type="text"/> USD | 100 each |

(*) indicates a required field

[Submit Entire Response](#) [Update Totals](#) [Save](#) | [Compose Message](#) [Excel Import](#)

If prebids are enabled, blank boxes display for each lot you selected

- For each lot the buyer determines whether you bid at the item level and compete at the lot level (called unit price) or bid at the lot level and compete at the lot level (called extended price)
- Be sure to verify whether you need to provide a unit price or an extended price and enter it for each lot or line item

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

All Content

| Name ↑ | Extended Price | Quantity |
|--------------------|----------------------------|----------|
| 1 Introduction | | |
| 2 Commercial Terms | | |
| ▼ 3 Pricing | | |
| 3.1 Computers ▾ | * <input type="text"/> USD | 100 each |
| 3.3 Keyboards ▾ | * <input type="text"/> USD | 100 each |
| 3.4 Mice ▾ | * <input type="text"/> USD | 100 each |

(*) indicates a required field

Submit Entire Response

Update Totals

Save

Compose Message

Excel Import

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

All Content

| Name ↑ | Extended Price | Quantity |
|--------------------|----------------|----------|
| 1 Introduction | | |
| 2 Commercial Terms | | |
| ▼ 3 Pricing | | |
| 3.1 Computers ▾ | * 421000 USD | 100 each |
| 3.3 Keyboards ▾ | * 1250 USD | 100 each |
| 3.4 Mice ▾ | * 249 USD | 100 each |

(*) indicates a required field

Submit Entire Response

Update Totals

Save

Compose Message

Excel Import

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

If you need help determining the bid amount click the information icon next to the item, to review the bidding rules for that item

All Content

| Name ↑ | Extended Price | Quantity |
|--------------------|----------------|----------|
| 1 Introduction | | |
| 2 Commercial Terms | | |
| ▼ 3 Pricing | | |
| 3.1 Computers ⓘ | * 421000 USD | 100 each |
| 3.3 Keyboards ▼ | * 1250 USD | 100 each |
| 3.4 Mice ▼ | * 249 USD | 100 each |

(*) indicates a required field

Submit Entire Response

Update Totals

Save

Compose Message

Excel Import

| | | |
|-----------------------|---|----------|
| ▼ 3 Pricing | \$301,499.00 USD | |
| 3.1 Computer | Bidding Rules - 3.1 Computers | 100 each |
| 3.3 Keyboard | Bid decrement (%): 5% | 100 each |
| 3.4 Mice ▼ | Protect the lead bid with front buffer of: 5% | 100 each |
| (*) | The front buffer limit creates an area ahead of the lead bid where the system does not allow competing participants to bid. In order to move into the lead, a competing participant must bid at least this percentage ahead of the leading bid. | |
| Submit Entire Respons | Protect the lead bid with back buffer of: 5% | ort |
| | The back buffer limit ensures that a competitor remains behind the leading bidder by the percentage specified. | |
| | Can participants submit tie bids: Allow tie bids for all ranks | |
| | Tie bids are bids that have the same rank. If ties are not allowed, the system will prevent a participant from submitting a bid with the same rank as another participant. If a tied bid rank is specified, such as 3, tied bids are not allowed for first, second and third place. | |
| | Ceiling Value: \$400,000.00 USD | |

To submit your prebids, click on Submit Entire Response

- If you overbid an item, error displays indicating the values you need to correct
- If you underbid an item, a message displays indicating the underbid – you can either change your prebid or check the box to ignore the warning and submit your prebid

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

All Content

| Name ↑ | Extended Price | Quantity |
|--------------------|--------------------|----------|
| 1 Introduction | | |
| 2 Commercial Terms | | |
| ▼ 3 Pricing | 4,422,499.00 USD | |
| 3.1 Computers ▼ | * \$421,000.00 USD | 100 each |
| 3.3 Keyboards ▼ | * \$1,250.00 USD | 100 each |
| 3.4 Mice ▼ | * \$249.00 USD | 100 each |

(*) indicates a required field

Submit Entire Response

Update Totals

Save

Compose Message

Excel Import

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

✓ Submit this response?

Your bid has generated the following warnings:

The value you entered for Item 3.3 (\$1,250.00 USD) improves your previous bid or the ceiling value (\$1,500.00 USD) by more than 10%

The value you entered for Item 3.4 (\$249.00 USD) improves your previous bid or the ceiling value (\$300.00 USD) by more than 10%

Check here to ignore the warnings and submit your bid anyway.

Submit

Cancel

3.4 Mice ▼

\$249.00

USD

(*) indicates a required field

Submit Entire Response

Update Totals

Save

Compose Message

Excel Import

A message displays confirming the prebid was successfully submitted

- You can revise your prebid at any time during the preview stage, by clicking Revise Prebid, entering new prices and resubmitting
- After the preview period ends, there might be a prebid review period, which gives the buyer time to examine the prebids received
- You can see how much time it is left for the preview phase in the upper right corner
- The auctions begins immediately after the prebid review period ends. If there is no such period, it begins at the date and time set by the buyer

✓ Your prebid has been submitted. You will be notified when the event is open for bidding.

Revise Prebid

All Content

| Name ↑ | Extended Price | Quantity |
|--------------------|------------------|----------|
| 1 Introduction | | |
| 2 Commercial Terms | | |
| ▼ 3 Pricing | \$400,499.00 USD | |
| 3.1 Computers ▼ | \$399,000.00 USD | 100 each |
| 3.3 Keyboards ▼ | \$1,250.00 USD | 100 each |
| 3.4 Mice ▼ | \$249.00 USD | 100 each |

Compose Message

Doc916762 - IT Auction 2

Time remaining in preview
1 day 20:04:30

✓ Your prebid has been submitted. You will be notified when the event is open for bidding.

Revise Prebid

All Content

| Name ↑ | Extended Price | Quantity |
|--------------------|------------------|----------|
| 1 Introduction | | |
| 2 Commercial Terms | | |
| ▼ 3 Pricing | \$400,499.00 USD | |
| 3.1 Computers ▼ | \$399,000.00 USD | 100 each |
| 3.3 Keyboards ▼ | \$1,250.00 USD | 100 each |
| 3.4 Mice ▼ | \$249.00 USD | 100 each |

When the auction begins you can start bidding

- If you placed a prebid, you will see it submitted in the market as a live bid. Otherwise you should enter your pricing at this time
- You can enter prices in each lot that is open
- If the buyer uses ceiling or reserved prices, they will display in the bid console for the lot
- **Ceiling Value** is the maximum price you can enter. If you attempt to bid above this price, a message indicates that your bid is too high
- **Reserve Value** is the price below which the buyer determines it might make economic sense to switch the business to a new supplier. You aren't required to bid below this price

Participating in auctions

Doc916762 - IT Auction 2 Time remaining for lot 3.1
23:24:54

My Bid Rank: 1
Ceiling Value: \$400,000.00 USD Leading Bid: \$399,000.00 USD Bid decrement (%): 5% (\$19,950.00 USD)

| Name ↑ | Extended Price | Quantity |
|-----------------|------------------------|----------|
| 3.1 Computers ▾ | * \$399,000.00 USD (1) | 100 each |

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

|

Period: All ▾

Extended Price - Computers Bid History

Doc916762 - IT Auction 2 Time remaining for lot 3.1
23:24:54

My Bid Rank: 1
Ceiling Value: \$400,000.00 USD Leading Bid: \$399,000.00 USD Bid decrement (%): 5% (\$19,950.00 USD)

| Name ↑ | Extended Price | Quantity |
|-----------------|------------------------|----------|
| 3.1 Computers ▾ | * \$399,000.00 USD (1) | 100 each |

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

|



Period: All ▾

Extended Price - Computers Bid History

Next to the name of the item is an information icon that displays the bidding rules for the lot

- These rules can vary between items and lots
- Review the rules for all items or lots


My Bid Rank: 1
Ceiling Value: \$400,000.00 USD Leading Bid: \$399,000.00 USD Bid decrement (%): 5% (\$19,950.00 USD)

| Name ↑ | Extended Price | Quantity |
|---|--|----------|
| 3.1 Computers  | * \$399,000.00 USD (1)  | 100 each |

Decrement bid by % (*) indicates a required field

Period:

My Bid Rank: 1
Ceiling Value: \$400,000.00 USD Leading Bid: \$399,000.00 USD Bid decrement (%): 5% (\$19,950.00 USD)

| Name ↑ | Extended Price | Quantity |
|---|----------------|----------|
| 3.1 Computers  | | 100 each |

Bidding Rules - 3.1 Computers ×

Decrement bid by %

Bid decrement (%): 5% d field

The minimum percentage a participant must lower his or her previous bid.

Protect the lead bid with front buffer of: 5%

The front buffer limit creates an area ahead of the lead bid where the system does not allow competing participants to bid. In order to move into the lead, a competing participant must bid at least this percentage ahead of the leading bid.

Protect the lead bid with back buffer of: 5%

The back buffer limit ensures that a competitor remains behind the leading bidder by the percentage specified.

Can participants submit tie bids: **Allow tie bids for all ranks**

Tie bids are bids that have the same rank. If ties are not allowed, the system will prevent a participant from submitting a bid with the same rank.

Period:

Extended Price

Submitting a bid is similar to submitting a prebid, except only one lot displays at a time

- When you enter the auction, the first sequential lot displays
- To submit a bid for the current lot or item, enter the bid price for it
- If you enter a unit price click Update Totals to view the extended price. The updated total displays in the Extended Price field

Doc927540 - IT Auction 3

Time remaining for lot 3.1
01:14:38

My Bid Rank: 1
Ceiling Value: \$400,000.00 USD Leading Bid: \$399,000.00 USD Bid decrement (%): 5% (\$19,950.00 USD)

| Name ↑ | Extended Price | Quantity |
|-----------------|---------------------------|----------|
| 3.1 Computers ▾ | * \$398,000.00 USD (1) 🏷️ | 100 each |

Decrement bid by % (*) indicates a required field

Period: ▾

Doc927540 - IT Auction 3

Time remaining for lot 3.1
01:14:33

My Bid Rank: 1
Ceiling Value: \$400,000.00 USD Leading Bid: \$399,000.00 USD Bid decrement (%): 5% (\$19,950.00 USD)

| Name ↑ | Extended Price | Quantity |
|-----------------|---------------------------|----------|
| 3.1 Computers ▾ | * \$398,000.00 USD (1) 🏷️ | 100 each |

Decrement bid by % (*) indicates a required field

Period: ▾

My Bid Rank: 1
 Ceiling Value: \$400,000.00 USD Leading Bid: \$399,000.00 USD Bid decrement (%): 5% (\$19,950.00 USD)

| Name ↑ | Extended Price | Quantity |
|-----------------|---------------------------|----------|
| 3.1 Computers ▾ | * \$398,000.00 USD (1) 🇺🇸 | 100 each |

Decrement bid by % (*) indicates a required field

|

Period: ▾

Extended Price - Computers Bid History

My Bid Rank: 1
 Ceiling Value: \$400,000.00 USD Leading Bid: \$399,000.00 USD Bid decrement (%): 5% (\$19,950.00 USD)

| Name ↑ | Extended Price | Quantity |
|-----------------|---------------------------|----------|
| 3.1 Computers ▾ | * \$398,000.00 USD (1) 🇺🇸 | 100 each |

Decrement bid by % (*) indicates a required field

|

Period: ▾

To submit your bid click submit current lot

- If your bid is invalid for any reason an error message displays
- Correct the errors and click Submit

Improve your bid for Item 3.1, 'Extended Price' so that it is better than \$379,050.00 USD.

After you submit a bid, a message and your current ranking display

Doc927540 - IT Auction 3 ⌚ Time remaining for lot 3.1
01:13:50

✓ Your response has been submitted.

My Bid Rank: 1 Ceiling Value: \$400,000.00 USD Leading Bid: \$399,000.00 USD Bid decrement (%): 5% (\$19,950.00 USD)

| None ↑ | Extended Price | Quantity |
|-----------------|---------------------------|----------|
| 3.1 Computers ▾ | * \$378,000.00 USD (1) 🇺🇸 | 100 each |

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

|

The buyer can also create a line level bid with extended pricing

- In this situation you need to enter only a unit price for the entire lot taking into consideration the quantity involved

My Bid Rank: 1
Ceiling Value: \$900.00 USD Reserve Value: \$900.00 USD Leading Bid: \$895.00 USD Bid decrement (%): 3%

| Name ↑ | Price | Quantity | Ext |
|---------------|------------------------|----------|------|
| 3.1 Laptops ▾ | * \$895.00 USD (1) 🏠 🏠 | 100 each | \$89 |

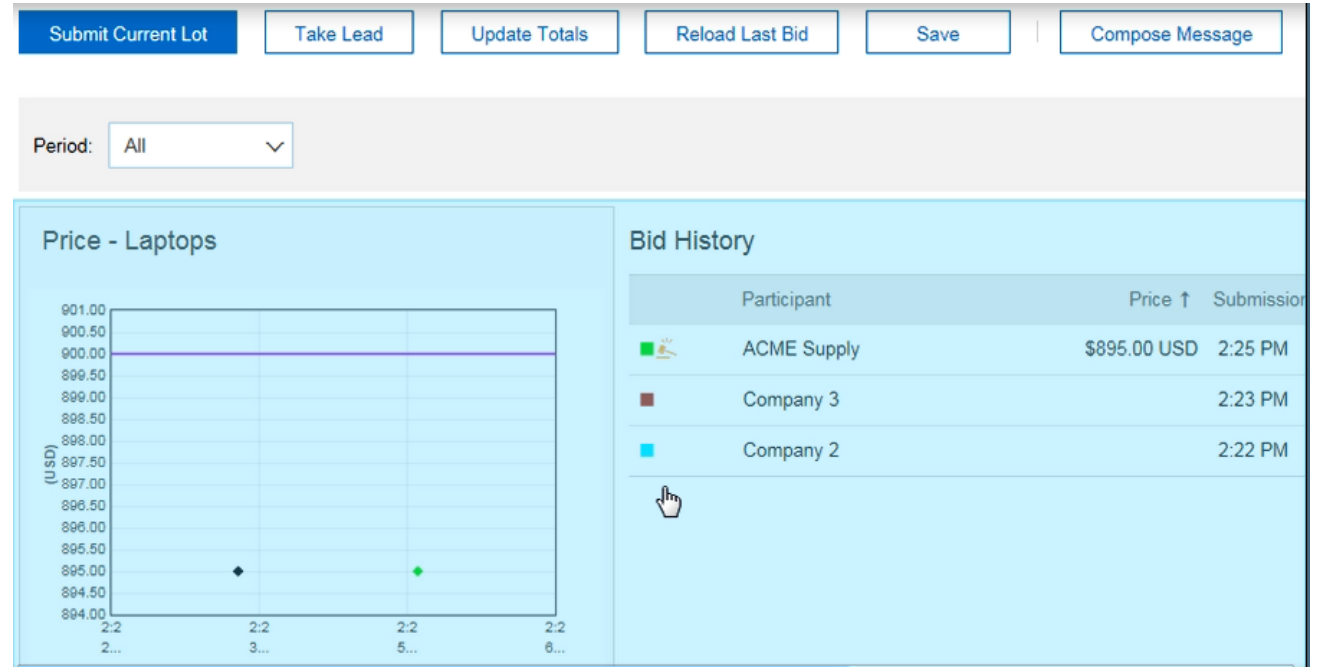
Decrement bid by % ▾ (*) indicates a required field

|

Period: ▾

After you submit the bid, use the market feedback to monitor the auction and to determine your ranking


- If you submitted a prebid, market feedback displays on the auction page after the auction goes live
- If the buyer hasn't allowed the market feedback option, you will be only able to see the your own ranking



The buyer can choose four different forms of participant feedback:

- 1. The buyer can allow you to see your own ranking
- 2. The buyer can allow you to see the market leading bid and your own rank – this way you can see the lowest bid in comparison to your own bid
- 3. Generic aliasing
- 4. Unique aliasing

Bid History

| Participant | Price ↑ | Submission |
|---|--------------|------------|
|  ACME Supply | \$895.00 USD | 2:25 PM |

My Bid Rank: 1 Ceiling Value: \$900.00 USD Reserve Value: \$900.00 USD **Leading Bid: \$895.00 USD** Bid decrement (%): 3%

| Name ↑ | Price | Quantity | Est |
|-------------|------------------|----------|-----|
| 3.1 Laptops | \$895.00 USD (1) | 100 each | \$0 |


Decrement bid by % (*) indicates a required field

Period: All

Price - Laptops

| | | |
|----------|--|--|
| \$0.00 | | |
| \$900.00 | | |
| \$900.00 | | |

Bid History

| Participant | Price ↑ | Submission |
|--|--------------|------------|
|  ACME Supply | \$895.00 USD | 2:25 PM |

Generic aliasing allows you to see all bids in the market, but the number of competitors and their names don't display.

Unique aliasing assigns an alias to all participants, such as Company 1, Company 2, or Company 3. Your company name displays for you, but other participants can't see it.

After you submit your response and review the feedback, you might want to change your bid to improve your ranking

- You will need to reduce your price with at least the bid decrement amount below the leading bid
- To change your bid you can either type in the new price in the Price field over your previous bid value or use the Decrement bid by field
- Decrement bid by decreases your price by % or monetary amount – to use this enter a decrement and click Apply

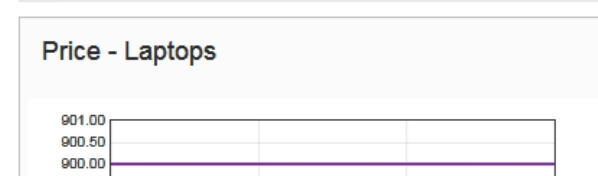
My Bid Rank : 1
Ceiling Value: \$900.00 USD Reserve Value: \$900.00 USD Leading Bid: \$895.00 USD Bid decrement (%): 3% (\$

| Name ↑ | Price | Quantity | Ext |
|---------------|------------------------|----------|------|
| 3.1 Laptops ▾ | * \$895.00 USD (1) 🚚 📦 | 100 each | \$89 |

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

|

Period: All ▾



Bid History

| Participant | Price ↑ | Submission |
|-------------|--------------|------------|
| ACME Supply | \$895.00 USD | 2:25 PM |

My Bid Rank : 1
Ceiling Value: \$900.00 USD Reserve Value: \$900.00 USD Leading Bid: \$895.00 USD Bid decrement (%): 3% (\$

| Name ↑ | Price | Quantity | Ext |
|---------------|------------------------|----------|------|
| 3.1 Laptops ▾ | * \$850.25 USD (1) 🚚 📦 | 100 each | \$85 |

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

|

Period: All ▾

Your new bid is calculated and it displays in the Price field

My Bid Rank : 1
Ceiling Value: \$900.00 USD Reserve Value: \$900.00 USD Leading Bid: \$895.00 USD Bid decrement (%): 3% (\$)

| Name ↑ | Price | Quantity | Ext |
|---------------|--------------------|----------|------|
| 3.1 Laptops ▾ | * \$850.25 USD (1) | 100 each | \$85 |

Decrement bid by % ▾ [Apply](#) (*) indicates a required field

[Submit Current Lot](#) [Take Lead](#) [Update Totals](#) [Reload Last Bid](#) [Save](#) | [Compose Message](#)

An easy way to become the new market leader is to click Take Lead

- This button enters the minimum amount required to become the new market leader in the Price field
- *The Take Lead button is only available only in auctions where you are allowed to see the lead bid
- To submit the bid click Submit Current Lot

My Bid Rank : 1
Ceiling Value: \$900.00 USD Reserve Value: \$900.00 USD Leading Bid: \$895.00 USD Bid decrement (%): 3% (\$)

| Name ↑ | Price | Quantity | Ext |
|---------------|--------------------------|----------|------|
| 3.1 Laptops ▾ | * \$895.00 USD (1) 🇺🇸 🇺🇸 | 100 each | \$89 |

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

|

My Bid Rank : 1
Ceiling Value: \$900.00 USD Reserve Value: \$900.00 USD Leading Bid: \$895.00 USD Bid decrement (%): 3% (\$)

| Name ↑ | Price | Quantity | Ext |
|---------------|--------------------------|----------|------|
| 3.1 Laptops ▾ | * \$850.25 USD (1) 🇺🇸 🇺🇸 | 100 each | \$89 |

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

|

To return to your last bid click the Reload Last Bid button

- This clears any changes in the bid entry box and displays the last valid bid you submitted

✓ Your response has been submitted.

My Bid Rank : 1
Ceiling Value: \$900.00 USD Reserve Value: \$900.00 USD Leading Bid: \$850.25 USD Bid decrement (%): 3% (\$

| Name ↑ | Price | Quantity | Ext |
|---------------|-----------------------|----------|------|
| 3.1 Laptops ▾ | * \$850.25 USD (1) 🇺🇸 | 100 each | \$85 |

Decrement bid by % (*) indicates a required field

When time is up and no overtime is triggered, the lot goes to review status and no more bids are accepted for the lot

- The review period gives the participants a final opportunity to call the Help desk with any auction issues or questions

Doc969748 - IT Auction 6

Time remaining in review for lot 3.1
00:07:16

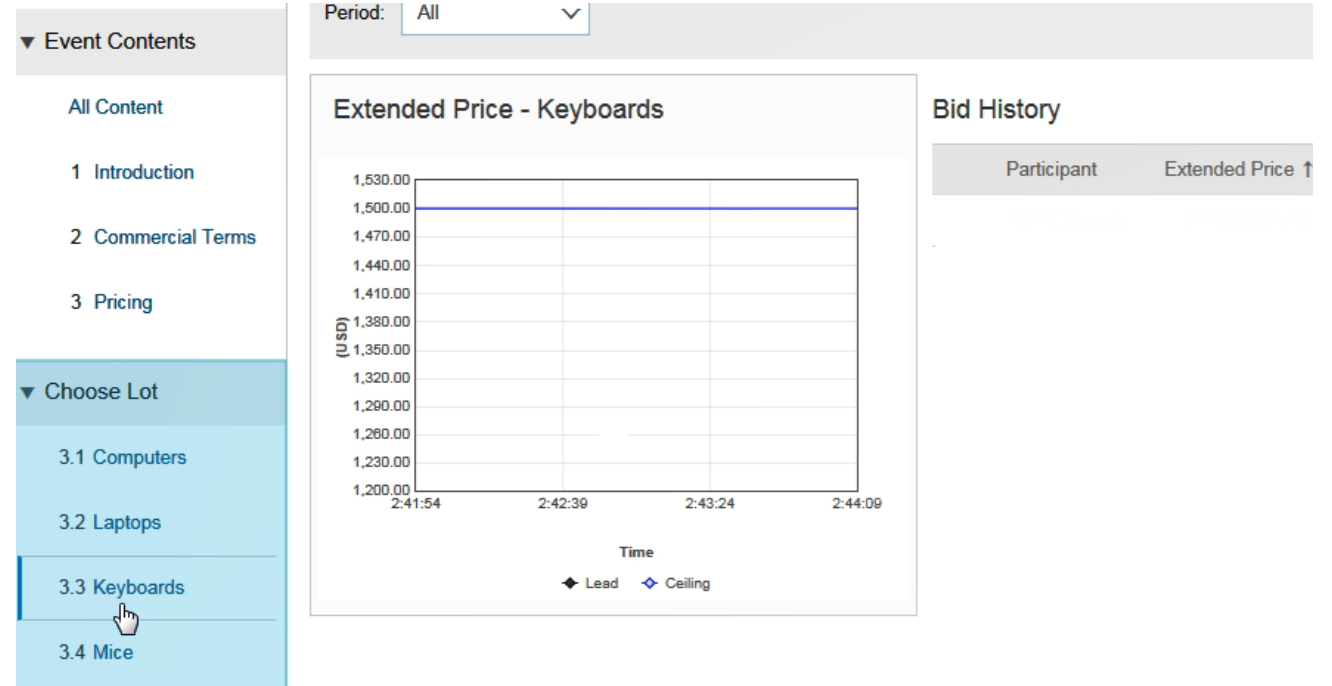
bid shown is your last accepted bid. It is not the last bid you saved.

Ceiling Value: \$900.00 USD Reserve Value: \$900.00 USD Leading Bid: \$850.25 USD Bid decrement (%): 5% (\$42.52 USD)

| ↑ | Price | Quantity | Extended Price |
|---------------|-----------------------|----------|-----------------|
| 3.1 Laptops ▾ | \$850.25 USD (1) 🏠 | 100 each | \$85,025.00 USD |

After the lot reaches review status, you can continue to the next sequential lot

- You can switch to other lots by clicking them on the left side of the page



When the review period for the final lot has ended, the auction displays Pending Selection status

- This status means that the auction can't be reopened

Doc963355 - IT Auction 5 Pending Selection

[Download Content](#) [Review Prerequisites](#) [Print Event Information](#) [Review Bidding](#) [Download Bid Change Report](#)

Content

| Item Name | Price | Quantity | Extended Price |
|--------------------|--------------|----------|-----------------|
| 1 Introduction | | | |
| 2 Commercial Terms | | | |
| ▼ 3 Pricing | | | \$85,025.00 USD |
| 3.1 Laptops ▼ | \$850.25 USD | 100 each | \$85,025.00 USD |

Event Overview and Timing Rules

Owner: Tom Aikman ⓘ Currency: US Dollar
Event Type: Auction
Publish time: 6/21/2016 2:21 PM



Helping the world *thrive*