

Auction with Ranking Manual - Supplier



Receipt of the invitation email

At the Auction with Ranking event publication, the supplier receives an invitation email.

The invitation email contains the direct access link to the event:

- The supplier enters the credentials if it has already an Ariba Network account
- The supplier starts the registration if it has not an Ariba Network account



Zambon Global Procurement - TEST has invited you to participate in the following event: Auction 0.1. The event is set to begin on Friday, July 16, 2021 at 2:30 PM, Central European Summer Time.

[Click Here](#) for downloading the Reverse Auction with ranking event manual.

Use the following username to log in to Zambon Global Procurement - TEST events: fornitore.beta@gmail.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 Ariba Commerce Cloud account and participate in your event.

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

If you have forgotten your username or password and are unable to log in, [Click Here](#).

NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Login page to reset your password.

If you have questions about this event, contact Utente Buyer 1 via telephone at or via e-mail at zambon.buyer1@gmail.com.

We look forward to working with you!

Thank You,

Zambon Global Procurement - TEST

Content event display (1/2)

Once completed the access to the event using the link, it is possible to see the event overview.

The screenshot displays the Ariba Sourcing interface for an event titled "Doc715642077 - Auction with Ranking". The page is divided into several sections:

- Event Details:** Shows the event title and a "Time remaining in preview" of 00:03:26.
- Warning Message:** A yellow banner states: "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."
- Action Buttons:** Below the warning, there are four buttons: "Download Content", "Review Prerequisites" (highlighted with a red box), "Decline to Respond", and "Print Event Information".
- Documents to download:** A section titled "Documents to download" (Section 1 of 2) with a "Next" button. It lists "1.1 Documentation Reverse Auction" and "1.1.1 Auction rules acceptance".
- Event Overview and Timing Rules:** A section providing details about the event:
 - Owner: Utente Buyer 1
 - Event Type: Auction
 - Currency: European Union Euro
 - Commodity: Marketing investigación 1045
 - Regions: ITA001 Italy Manufacturing Plant - Vicenza
 - Service Contract Start date: 26/07/2021
 - Publish time: 26/7/2021 11:48
 - Bidding start time: 26/7/2021 12:00
 - Response end time: 26/7/2021 12:10
 - Specify how lot bidding will begin and end: Serial
 - Running time for the first lot: 5 Minutes

For reviewing the auction prerequisites click «Review prerequisites».

Content event display (2/2)

To participate in an Auction with Ranking, you can also access to the event in the following way:

- Log in to the Ariba Supplier Network
- Click on the company Zambon S.p.A
- Click on the event number in the «Open» status

The screenshot displays the SAP Ariba Spend Management interface. At the top, the navigation bar includes 'SAP Ariba Proposals and Questionnaires', 'Enterprise Account', and 'TEST MODE'. Below this, the page title is 'ZAMBON GLOBAL PROCUREMENT - TEST'. A message states 'There are no matched postings.' The main content area features a welcome message and an 'Events' section. The 'Events' section is expanded to show a table of events. The table has columns for Title, ID, End Time, Event Type, and Participated. The event 'Auction with Ranking' is highlighted with a red box. Below the table, there is a link for 'RFP Template Tecnica e Commerciale'.

Title	ID	End Time	Event Type	Participated
► Status: Completed (14)				
▼ Status: Open (9)				
Test rimozione fornitore	Doc709606577	18/8/2021 11:08	RFP	Yes
RDO Tecnica 4	Doc706157062	12/8/2021 11:34	RFP	No
RDO Tecnica 3	Doc706157016	12/8/2021 11:26	RFP	No
RDO Tecnica 2	Doc706141248	12/8/2021 11:17	RFP	No
RDO Tecnica	Doc706065144	12/8/2021 10:51	RFP	No
Test visibilità contenuto	Doc696791838	30/7/2021 16:13	RFP	No
Evento test notifiche aggiornamento	Doc696323963	30/7/2021 10:45	RFP	No
Auction with Ranking	Doc715642077	26/7/2021 12:10	Auction	No
RFP Template Tecnica e Commerciale	Doc655165667	Not Available	RFP	No

Event participation (1/5)

If you decide to participate at the Auction, fill question 1.1.1 with "«YES»" from the drop-down menu and click «OK».

The screenshot shows the Ariba Sourcing interface for a prerequisite task. The breadcrumb trail is "Go back to Zambon Global Procurement - TEST Dashboard". The page title is "Prerequisites" for "Doc715642077 - Auction with Ranking". A blue instruction box states: "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." A checklist on the left shows four steps: 1. Review Event Details, 2. Review and Accept Prerequisites (selected), 3. Select Lots, and 4. Submit Bids. The main content area lists prerequisites under the heading "Prerequisites". The first prerequisite is "1 Documents to download", which is expanded to show "1.1 Documentation Reverse Auction". Under "1.1", there is a question "1.1.1 Auction rules acceptance" with a dropdown menu. The dropdown menu is open, showing three options: "Unspecified", "Unspecified", and "Yes". The "Yes" option is highlighted. Below the dropdown, there is a "Less..." link. At the bottom of the prerequisite list, there is a note: "The data entered will be visible as soon as it is sent" and a footnote: "(*) indicates a required field". The interface includes "OK" and "Cancel" buttons at the bottom right.

After that, click again «OK» in the pop up that will appear.

Event participation (2/5)

For participation in the Auction with Ranking:

- Select all lots
- Click «Confirm Selected Lots»

The screenshot shows the Ariba Sourcing interface for an auction. The page title is 'Ariba Sourcing' and the breadcrumb is 'Go back to Zambon Global Procurement - TEST Dashboard'. The current step is 'Select Lots' for 'Doc715642077 - Auction with Ranking:'. A 'Cancel' button is in the top right. Below the title, there are instructions: '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.' There are two buttons: 'Select Lots' and 'Select Using Excel'. A 'Checklist' on the left shows four steps: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots (current), and 4. Submit Bids. Below the checklist is a table titled 'Lots Available for Bidding' with columns for 'Name', 'Reason for not bidding', and 'Status'. The table contains two rows: '2.1 Lot 1' with status 'Open' and '2.2 Lot 2' with status 'Scheduled'. Both rows have a checked checkbox in the first column. A 'Confirm Selected Lots' button is located below the table, highlighted with a red box. Another 'Cancel' button is in the bottom right corner.

	Name	Reason for not bidding	Status
<input checked="" type="checkbox"/>	2.1 Lot 1		Open
<input checked="" type="checkbox"/>	2.2 Lot 2		Scheduled

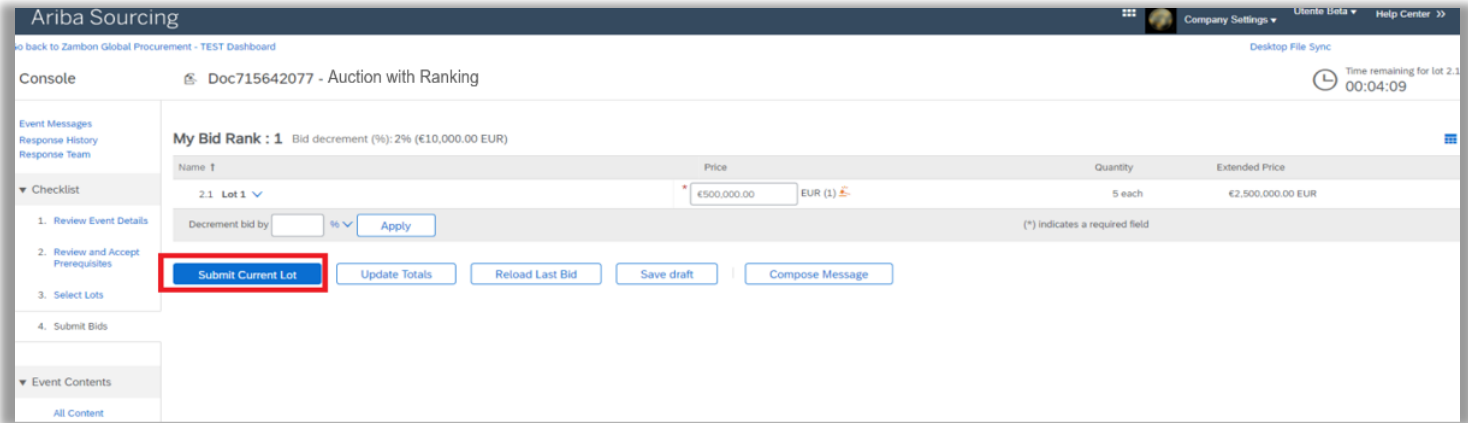
Event participation (3/5)

After the confirmation of the lots, the quotation takes place in real time.

For quoting:

- Enter an amount in the «Price» field.
- Click «Submit Current Lot».

A lot can be quoted several times until it reaches the deadline indicated by the buyer during the event creation phase.



The screenshot displays the Ariba Sourcing interface for an auction. The main header shows 'Ariba Sourcing' and navigation links for 'Company Settings', 'User Profile', and 'Help Center'. The console area indicates the document ID 'Doc715642077 - Auction with Ranking' and a 'Time remaining for lot 2.1' of '00:04:09'. The 'My Bid Rank' is shown as '1' with a bid decrement of '2%' (€10,000.00 EUR). A table lists the lot details:

Name	Price	Quantity	Extended Price
2.1 Lot 1	€500,000.00 EUR (1)	5 each	€2,500,000.00 EUR

Below the table, there is a 'Decrement bid by' field with a percentage dropdown and an 'Apply' button. At the bottom, a row of buttons includes 'Submit Current Lot' (highlighted with a red box), 'Update Totals', 'Reload Last Bid', 'Save draft', and 'Compose Message'. A sidebar on the left contains a 'Checklist' with steps: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots', and '4. Submit Bids'. The 'Event Contents' section is also visible at the bottom left.

Event participation (4/5)

A price quotation is done individually for each lot. Each lot has a specific duration created by the buyer during the event creation phase.

When the first lot is expired, the next lot will be opened automatically for quotation. The lot in progress is highlighted by a flashing icon close to the lot name.

Upon the first lot is completed, the flashing icon will be displayed next to the name of the following lot and so on until the completion of all lots.



Event participation (5/5)

Upon completed all lots, the Auction with Ranking has the «Pending Selection» status and it is complete.

The screenshot displays the Ariba Sourcing interface for an auction with ranking. The top navigation bar includes the Ariba Sourcing logo, user information (Ulenko Bofa), and links for Company Settings and Help Center. The main header shows the document ID 'Doc715642077' and the auction title 'Auction with Ranking', with a 'Pending Selection' status indicator.

The left sidebar contains navigation options: Event Messages, Response History, Response Team, Checklist, and Event Contents. The Checklist section is expanded, showing four steps: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots, and 4. Submit Bids. The Event Contents section shows 'All Content' and two items: '1 Documents to download' and '2 List of quotations'.

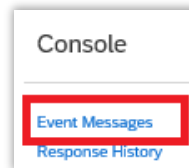
The main content area displays a message: 'The bid shown is your last successfully submitted bid.' Below this is the 'All Content' section, which contains a table of quotations. The table has columns for Name, Price, Quantity, and Extended Price. The data is as follows:

Name	Price	Quantity	Extended Price
2 List of quotations	Less...		€3,700,000.00 EUR
The data entered will be visible as soon as it is sent			
2.1 Lot 1	€500,000.00 EUR (1)	5 each	€2,500,000.00 EUR
2.2 Lot 2	€600,000.00 EUR (1)	2 each	€1,200,000.00 EUR

Below the table is a 'Compose Message' button.

Messaging

To view the list of messages received about the event, click the "Event Messages" button. This section provides a summary of all messages exchanged with Zambon or received about the event, for example following an update of the event.



Messages ☰

Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
<input type="radio"/> MSG54870256	No	27/07/2021 10:51	Zambon Global Procurement - TEST	Utente Buyer 1	Participants (0) Team (0)	Event Event 01 is no longer accepting responses.
<input type="radio"/> MSG54878212	Not Applicable	27/07/2021 10:30	Forniture Beta	Utente Beta	Participants (0) Team (4)	Response (ID=ID781953536) in event Event 01 has been submitted.
<input type="radio"/> MSG54870246	Not Applicable	27/07/2021 10:26	Forniture Beta	Utente Beta	Participants (0) Team (4)	All access prerequisites have been answered and accepted and Forniture Beta (Utente Beta) is...
<input type="radio"/> MSG54878209	Not Applicable	27/07/2021 10:26	Forniture Beta	Utente Beta	Participants (0) Team (4)	Response (ID=ID781953535) in event Event 01 has been submitted.
<input type="radio"/> MSG54870245	Not Applicable	27/07/2021 10:21	Zambon Global Procurement - TEST	Utente Buyer 1	Utente Beta	Zambon Global Procurement - TEST has invited you to participate in an event: Event 01.

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- Click «Compose Message» if you wish to contact Zambon.
- Click «Back to Console» to return to the main screen.