# **Best Bid Auction Manual - Supplier**





# Receipt of the invitation email

At the Best Bid Auction 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

#### ambon

Zambon Global Procurement - TEST has invited you to participate in the following event: Best Bid Auction 01. The event is set to begin on Wednesday, July 14, 2021 at 2:50 PM, Central European Summer Time.

Click Here for downloading the Reverse Auction Best Bid 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, <u>Click Here</u>. 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,  $\underline{\text{Click}}$   $\underline{\text{Here}}.$ 

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 <u>zambon.buyer1@gmail.com</u>.

We look forward to working with you!

Thank You,

Zambon Global Procurement - TEST



# Content event display (1/2)

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

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Event Details       6: Doc70116773 - Best Bid Auction 01         Event Messages       Deview and respond to the prerequisite, processe before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept you responses before you can continue with the event.         Checklist       Documents to download         I. Review Event Details       Name 1         Prevenue and Accept Prevenue and Prevenue and Accept Prevenue and Accept Prevenue and Accept Prevenue and Prevenue and Prevenue a	Go back to Zambon Global Procu	rement - TEST Dashboard							Deskte	op File Sync		
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Time between lot closing: 15 Minutes ()		Time between lot closing:	15 Minutes ()									

For reviewing the auction prerequisites click «Review prerequisites».



# Content event display (2/2)

To participate in a Best Bid Auction, you can also access the event in the following way:

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





# 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».

Ariba Sourcir	lg	Company Settings	↓liente Beta	Help Center >>
Go back to Zambon Global Procu	ement - TEST Dashboard	Des	ktop File Sync	
Prerequisites	Doc707116773 - Best Bid Auction 01			
▼ Checklist	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 response unless you have responded to them.	might serve as a participation gate that	t restricts you from sul	bmitting your
Review Event Details     Review and Accept     Prerequisites	Prerequisites			
3. Select Lots	Name †			
4. Submit Bids	▼ 1 Documents to download			
	¥ 1.1 Documentation Reverse Auction			
	1.1.1 Auction rules acceptance 9	* Unspecified 🗸		
	2 List of quotations Less	- Unspecified		
	The data entered will be visible as soon as it is sent	Yes		
	(*) indicates a required field			
			ок	Cancel

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



### Event participation (2/5)

For participation in the Best Bid Auction:

- Select all lots
- Click «Confirm Selected Lots»

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So back to Zambon Global Procur	nbon Global Procurement - TEST Dashboard							
Select Lots	Doc707116773 - Best Bid Auction 01							
	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	Select Lots Select Using Excel							
2. Review and Accept Prerequisites								
	Lots Available for Bidding		=					
3. Select Lots	Iame Reason for not bidding	Status						
4. Submit Bids	✓ 2.1 Point 01 ∨	Open						
	✓ 2.2 Point 02 ∨	Scheduled						
	Confirm Selected Lots							
			Cancel					



# 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.

Ariba Sourcir	ng			🗰 🎆 Company Setti	utente Beta ▼ Help Center ≫
< Go back to Zambon Global Procu	rement - TEST Dashboard				Desktop File Sync
Console	🖻 Doc707116773 - Best Bid Auction 01				Time remaining for lot : 00:03:06
Event Messages Response History	Leading Bid: Bid decrement (%): 2%				
nesponse reall	Name †	Quantity	Extended Price		
♥ Checklist	2.1 Point 01 🗸		EUR	2 each	
1. Review Event Details	Decrement bid by 56 V Apply			(*) indicates a required field	
2. Review and Accept Prerequisites	Submit Current Lot Update Totals	Save draft Compose Message			
3. Select Lots					
4. Submit Bids	Period: All 🗸				
▼ Event Contents	Price - Point 01	Bid History			-
All Content		Participant	Price †	Submission Time	
				No items	
1 Documents to download					
2 List of quotations					
	No data to display.				
▼ Choose Lot					
#2.1 Point 01					
2.2 Point 02					



# 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 Contents	Price - Point 01
All Content	
1 Documents to download 2 List of quotations	No data to disolay.
▼ Choose Lot	
2.1 Point 01	
2.2 Point 02	



# Event participation (5/5)

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

Ariba Sourcin	g			Company Setting	Utente Beta <del>▼</del> s ▼	Help Center »		
< Go back to Zambon Global Procurement - TEST Dashboard						Desktop File Sync		
Console	🔄 Doc707116773 - Best Bid Auction 01					Pen	ding Selection	
Event Messages Response History	The bid shown is your last successfully submitted bid.							
Response Team								
▼ Checklist	All Content							
1. Review Event Details				My Response		Le	ading	
2. Review and Accept	Name †		Price	Quantity	Extended Price	Price		
Prerequisites	▼ 2 List of quotations Le	ss –			€340,000.00 EUR			
3. Select Lots	The data entered will be visible as soon as it is sent							
4. Submit Bids	2.1 Point 01 V		€50,000.00 EUR	2 each	€100,000.00 EUR	€3,000.00 EUR		
	2.2 Point 02 V		€80,000.00 EUR	3 each	€240,000.00 EUR	€60,000.00 EUR		
= Event Contents								





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.

Ar	iba Sourc	ing					🗰 🎆 Company Settings 🗸		
< Go back t	Go back to Zambon Global Procurement - TEST Dashboard								
Event	Messages - B	est Bid Aucti	ion 01						
Messa	ges								
	Id	Reply Sent	Sent Date 4	From	Contact Name	То	Subject		
0	MSG52940577	Not Applicable	14/07/2021 15:01	Zambon Global Procurement - TEST	Utente Buyer 1	Utente Beta	Event Best Bid Auction 01 - Lot 2.1 - Point 01 has been extended due to a last minute bid		
0	MSG52940574	Not Applicable	14/07/2021 14:58	Zambon Global Procurement - TEST	Utente Buyer 1	Utente Beta	Event Best Bid Auction 01 - Lot 2.1 - Point 01 has been extended due to a last minute bid		
$\bigcirc$	MSG52940573	Not Applicable	14/07/2021 14:58	Zambon Global Procurement - TEST	Utente Buyer 1	Utente Beta	Event Best Bid Auction 01 - Lot 2.1 - Point 01 has been extended due to a last minute bid		
$\bigcirc$	MSG52940570	Not Applicable	14/07/2021 14:55	Fornitore Beta	Utente Beta	Participants (0) Team (4)	All access prerequisites have been answered and accepted and Fornitore Beta (Utente Beta) is		
0	MSG52844539	Not Applicable	14/07/2021 14:55	Fornitore Beta	Utente Beta	Participants (0) Team (4)	Response (ID=ID770410812) in event Best Bid Auction 01 has been submitted.		
0	MSG52940569	No	14/07/2021 14:50	Zambon Global Procurement - TEST	Utente Buyer 1	Participants (0) Team (0)	Event Best Bid Auction 01 is now accepting responses.		
0	MSG52940568	Not Applicable	14/07/2021 14:42	Zambon Global Procurement - TEST	Utente Buyer 1	Utente Beta	Zambon Global Procurement - TEST has invited you to participate in an event: Best Bid Auction 01.		
L.	View	Reply	Compose N	Download all atta	chments				

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



Console

Event Messages Response History