

# 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



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](mailto: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](mailto: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 in the event using the link, it is possible to see the event overview.

The screenshot displays the Ariba Sourcing interface for a 'Best Bid Auction' event. The page title is 'Doc707116773 - Best Bid Auction 01'. A yellow banner at the top contains the text: '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.' Below this banner are four buttons: 'Download Content', 'Review Prerequisites' (highlighted with a red box), 'Decline to Respond', and 'Print Event Information'. The left sidebar shows a checklist with four steps: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots', and '4. Submit Bids'. The main content area is divided into two sections: 'Documents to download' and 'Event Overview and Timing Rules'. The 'Documents to download' section shows a table with one document: '1.1.1 Documentation Reverse Auction'. The 'Event Overview and Timing Rules' section provides details such as Owner: 'Utente Buyer 1', Event Type: 'Auction', Currency: 'European Union Euro', and various timing rules like 'Publish time: 14/7/2021 14:42' and 'Bidding start time: 14/7/2021 14:50'.

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:

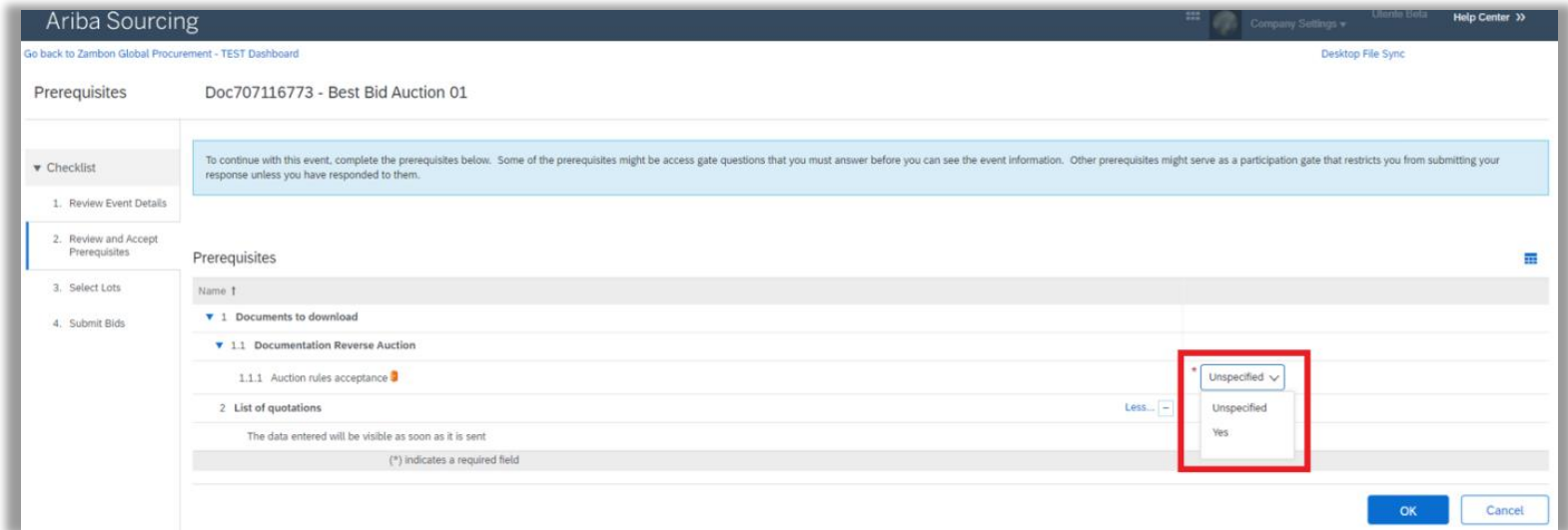
- Log in to the Ariba Supplier Network
- Position yourself and click on the company Zambon S.p.A
- Click on the event number in the «Open» status

The screenshot displays the SAP Ariba Supplier Network interface. The top navigation bar includes 'SAP Ariba Proposals and Questionnaires', 'Account Enterprise', and 'MODALITÀ DI VERIFICA'. The main header shows 'ZAMBON GLOBAL PROCUREMENT - TEST' and 'ALTRO...+'. Below the header, there is a message: 'Benvenuti nel sito di Ariba Spend Management. Questo sito aiuta a identificare fornitori globali leader nel mercato per qualità, servizi e costo. Il sito è amministrato da Ariba, Inc allo scopo di assicurare l'integrità di mercato.' The 'Events' section is expanded, showing a table with the following data:

Title	ID	End Time	Event Type	Participated
► Status: Completed (14)				
▼ Status: Open (9)				
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 Best Bid 0.1	Doc707105994	14/7/2021 15:15	Auction	No
Best Bid Auction 01	Doc707116773	14/7/2021 15:15	Auction	No
RFP Template Tecnica e Commerciale	Doc655165667	Not Available	RFP	No
► Status: Pending Selection (32)				

# 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».



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»

Ariba Sourcing

so back to Zambon Global Procurement - TEST Dashboard

Company Settings | Utilities Beta | Help Center >>

Desktop File Sync

Select Lots Doc707116773 - Best Bid Auction 01 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
4. Submit Bids

Select Lots Select Using Excel

Lots Available for Bidding

<input checked="" type="checkbox"/>	Name	Reason for not bidding	Status
<input checked="" type="checkbox"/>	2.1 Point 01		Open
<input checked="" type="checkbox"/>	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.

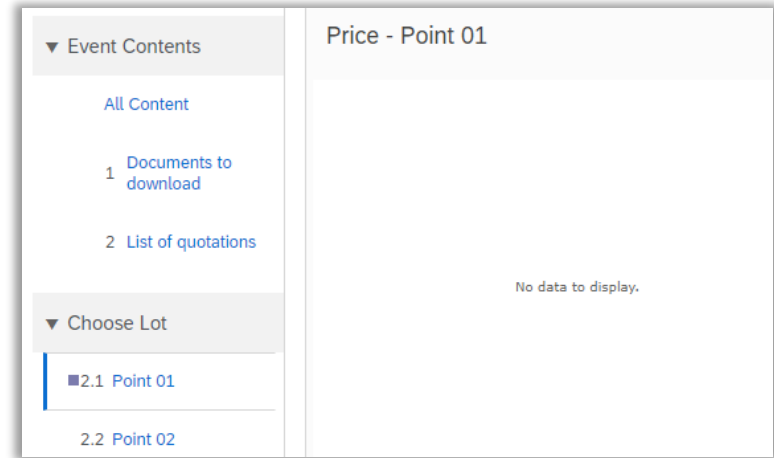
The screenshot displays the Ariba Sourcing interface for a 'Best Bid Auction 01'. The main area shows a bid form for '2.1 Point 01' with a price field set to 'EUR' and a quantity of '2 each'. The 'Submit Current Lot' button is highlighted with a red box. The interface includes a left sidebar with navigation options like 'Event Messages', 'Checklist', and 'Event Contents'. The top navigation bar shows 'Ariba Sourcing', 'Company Settings', 'User Info', and 'Help Center'. The bottom right corner of the interface shows a 'Bid History' table with columns for 'Participant', 'Price', and 'Submission Time', which is currently empty.

# 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)

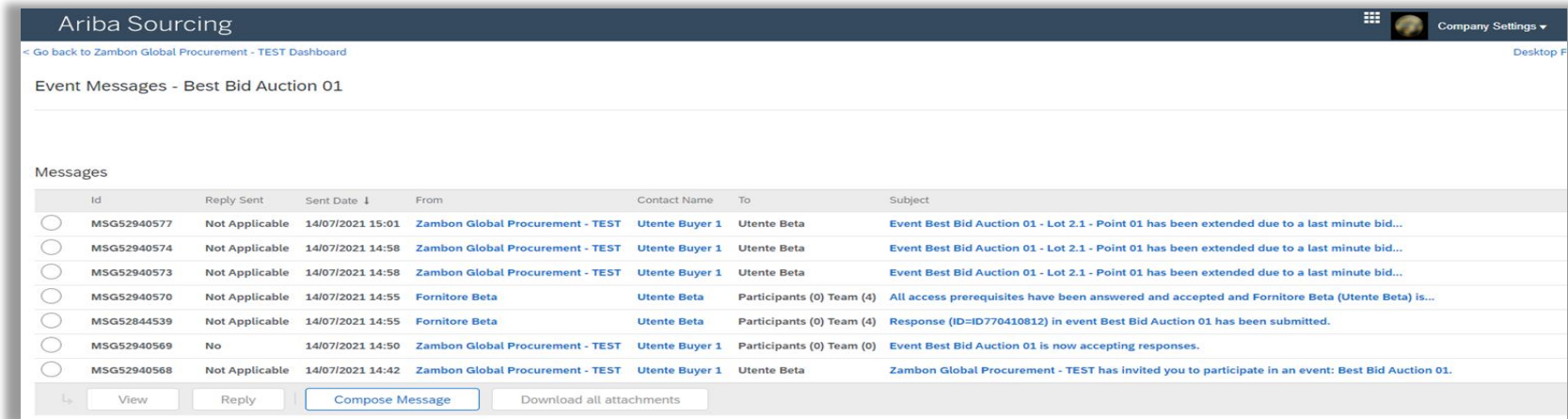
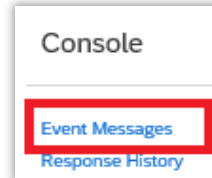
Upon completed all lots, the Auction with Ranking has the «Pending Selection» status and it is complete.

The screenshot displays the Ariba Sourcing interface for a 'Best Bid Auction 01'. The top navigation bar includes 'Ariba Sourcing', 'Company Settings', 'Utente Beta', and 'Help Center'. The main header shows 'Console' and 'Doc707116773 - Best Bid Auction 01' with a 'Pending Selection' status indicator. A message states: 'The bid shown is your last successfully submitted bid.' Below this, a 'Checklist' sidebar lists steps: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots', and '4. Submit Bids'. The main content area, titled 'All Content', contains a table of bid quotations.

Name ↑	Price	My Response		Leading
		Quantity	Extended Price	
▼ 2 List of quotations				
Less... <input type="text"/>				
The data entered will be visible as soon as it is sent				
2.1 Point 01	€50,000.00 EUR	2 each	€100,000.00 EUR	€3,000.00 EUR
2.2 Point 02	€80,000.00 EUR	3 each	€240,000.00 EUR	€60,000.00 EUR

# 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.

A screenshot of the Ariba Sourcing messaging interface. The header shows 'Ariba Sourcing' and 'Company Settings'. Below the header, there is a navigation bar with 'Go back to Zambon Global Procurement - TEST Dashboard' and 'Desktop F'. The main content area is titled 'Event Messages - Best Bid Auction 01'. Below this title, there is a 'Messages' section with a table of messages. The table has columns for 'Id', 'Reply Sent', 'Sent Date', 'From', 'Contact Name', 'To', and 'Subject'. There are seven rows of messages. At the bottom of the table, there are buttons for 'View', 'Reply', 'Compose Message', and 'Download all attachments'.

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