



**SUPPLIERS' GUIDE**

**PARTICIPATING IN**

**A DUTCH E-AUCTION**

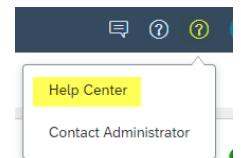
# Content

1. How to get started?
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6. If I win the line item/lot
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## SAP ARIBA SUPPORT

Search and find help or contact information for SAP Ariba by using the **Help Center** in upper right corner of the log-in page:

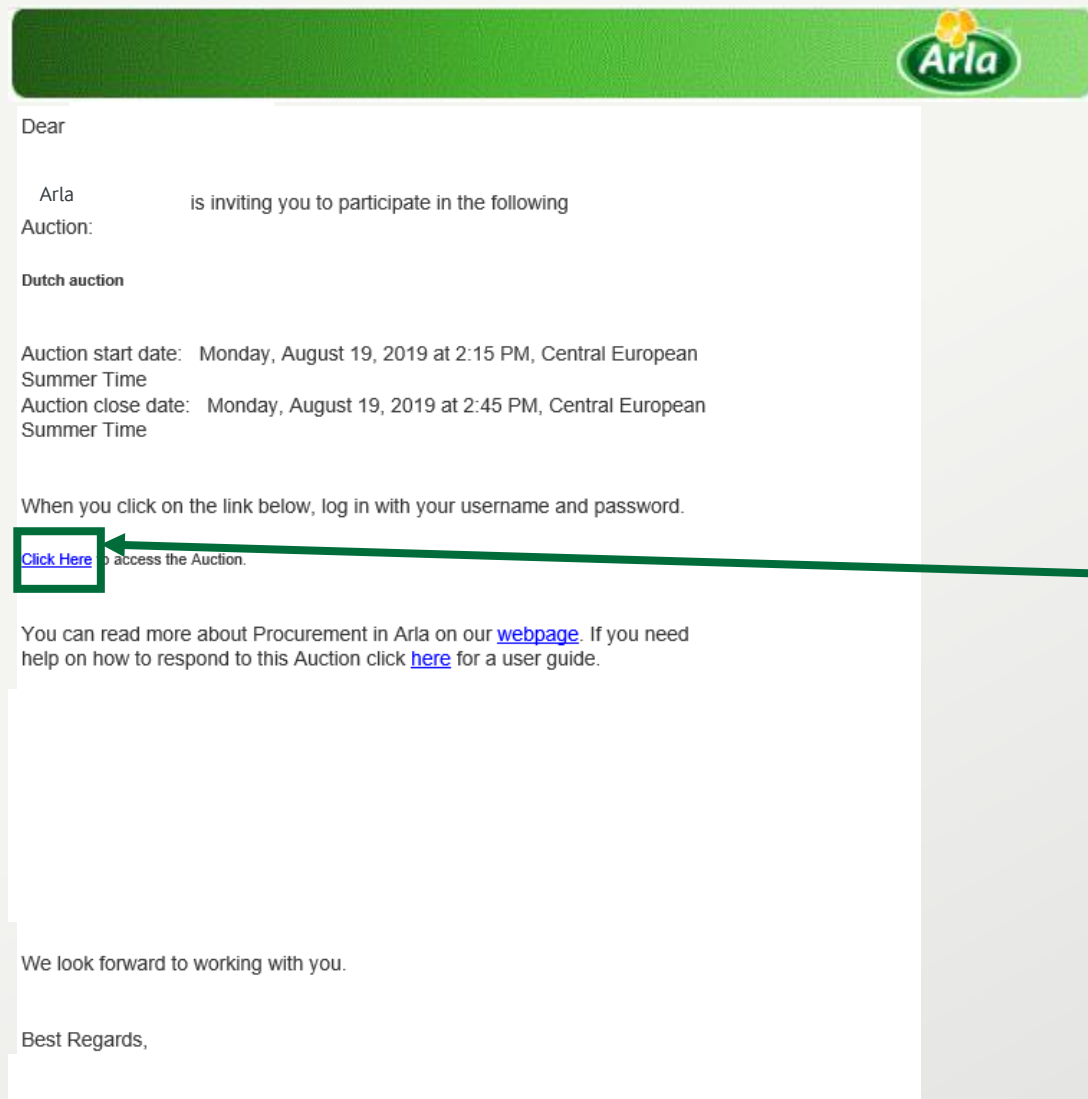


## ARLA SUPPORT HOTLINE

Event.support@arlafoods.com



# 1. How to get started?



## FIRST, GET INVITED

You will receive an e-mail from SAP Ariba, inviting you to participate in the planned e-Auction.

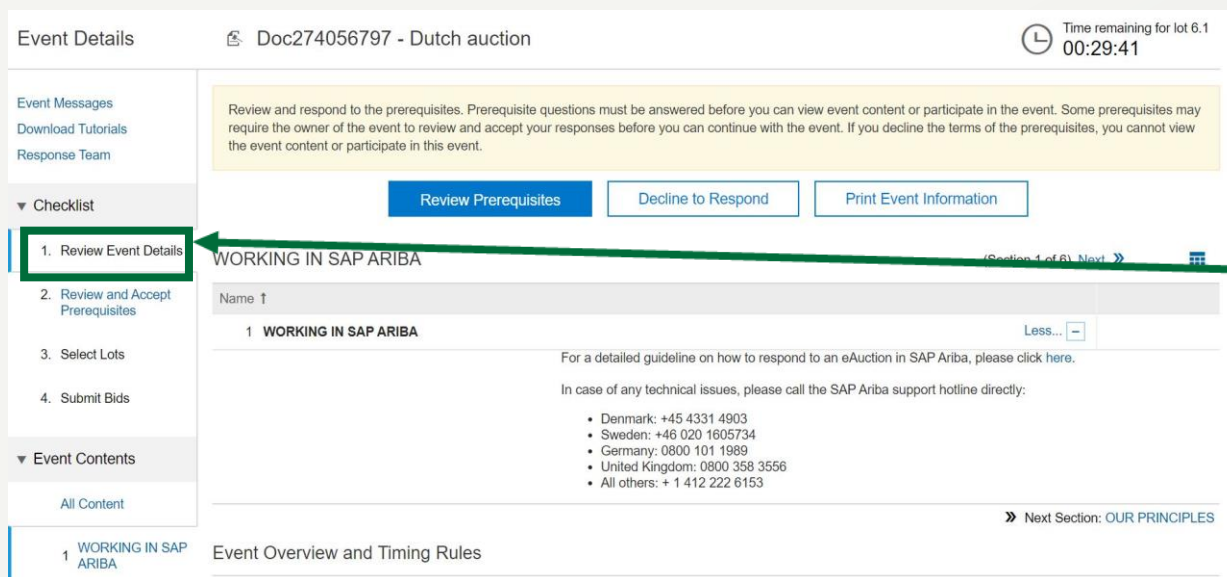
## SECOND, ENTER ARIBA

- access the actual e-Auction by clicking on the link in the e-mail invitation that you received

OR

- login to your Ariba account and find the specific e Auction under 'Events'

# 1. How to get started?



The screenshot displays the SAP Ariba event interface for a Dutch auction. The top header shows 'Event Details', the document ID 'Doc274056797 - Dutch auction', and a timer 'Time remaining for lot 6.1: 00:29:41'. A yellow banner contains instructions about prerequisites. Below this are three buttons: 'Review Prerequisites' (highlighted in blue), 'Decline to Respond', and 'Print Event Information'. On the left, a 'Checklist' menu lists four steps: '1. Review Event Details' (highlighted with a green box and a green arrow pointing to the main content area), '2. Review and Accept Prerequisites', '3. Select Lots', and '4. Submit Bids'. Below the checklist is an 'Event Contents' section with a link to 'All Content'. The main content area is titled 'WORKING IN SAP ARIBA' and includes a search bar, a list item '1 WORKING IN SAP ARIBA', and contact information for SAP Ariba support. A green arrow points from the 'Review Event Details' step in the checklist to the main content area.

Event Details Doc274056797 - Dutch auction Time remaining for lot 6.1 00:29:41

Event Messages  
Download Tutorials  
Response Team

▼ Checklist

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

▼ Event Contents

All Content

1 WORKING IN SAP ARIBA

Event Overview and Timing Rules

Review Prerequisites Decline to Respond Print Event Information

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.

WORKING IN SAP ARIBA

Name ↑

1 WORKING IN SAP ARIBA Less...

For a detailed guideline on how to respond to an eAuction in SAP Ariba, please click [here](#).

In case of any technical issues, please call the SAP Ariba support hotline directly:

- Denmark: +45 4331 4903
- Sweden: +46 020 1605734
- Germany: 0800 101 1989
- United Kingdom: 0800 358 3556
- All others: + 1 412 222 6153

» Next Section: OUR PRINCIPLES

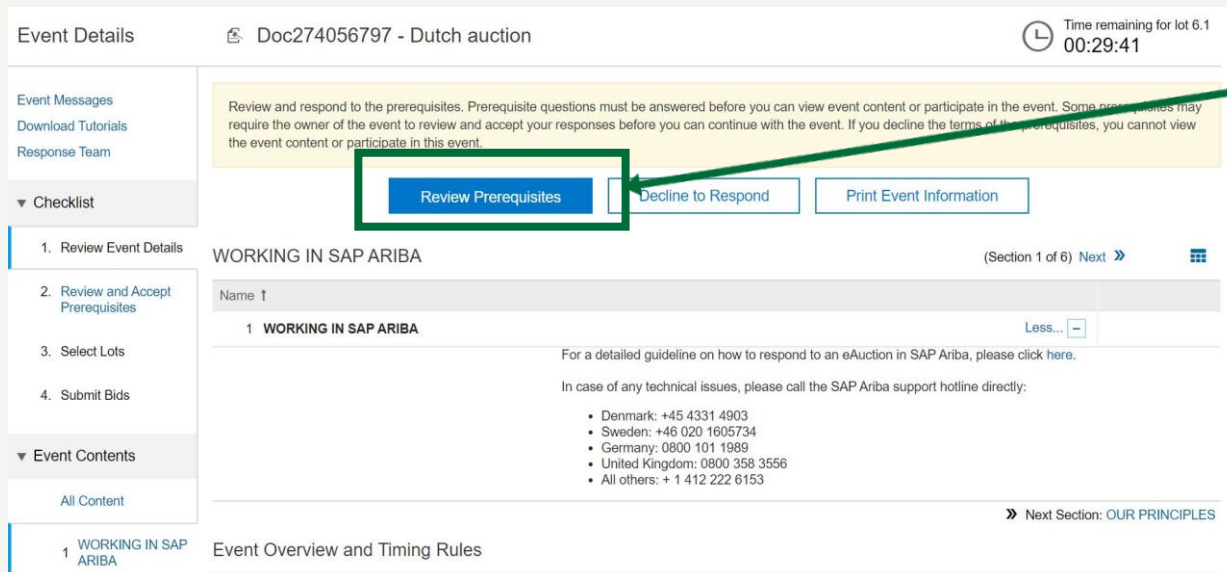
## NEXT, READ THE INFO

Once you have logged in, you should find yourself under '*Review Event Details*'.

**!** To make sure you are in the right place, see the left side menu named '*Checklist*'

## 2. How to accept or decline an invitation

Go to 'Review Event Details' in the left side menu and choose one of the following options:



The screenshot shows the 'Event Details' page for 'Doc274056797 - Dutch auction'. The top right corner displays 'Time remaining for lot 6.1: 00:29:41'. The left sidebar contains a 'Checklist' with items: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots', and '4. Submit Bids'. The main content area has a yellow warning box stating: '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 box are three buttons: 'Review Prerequisites' (highlighted with a green box), 'Decline to Respond', and 'Print Event Information'. The 'Review Prerequisites' button is also pointed to by a green arrow from the text 'a) if you plan to participate in the bidding, click 'Review Prerequisites''.

a) if you **plan** to participate in the bidding, click '**Review Prerequisites**'

b) if you **don't plan** to participate in the bidding, click '**Decline to Respond**'

**! Once you click 'Review Prerequisites', you will be asked to "review and accept prerequisites"**

**! You can see the remaining time being counted down in the top right corner**

### 3. How to review and accept prerequisites

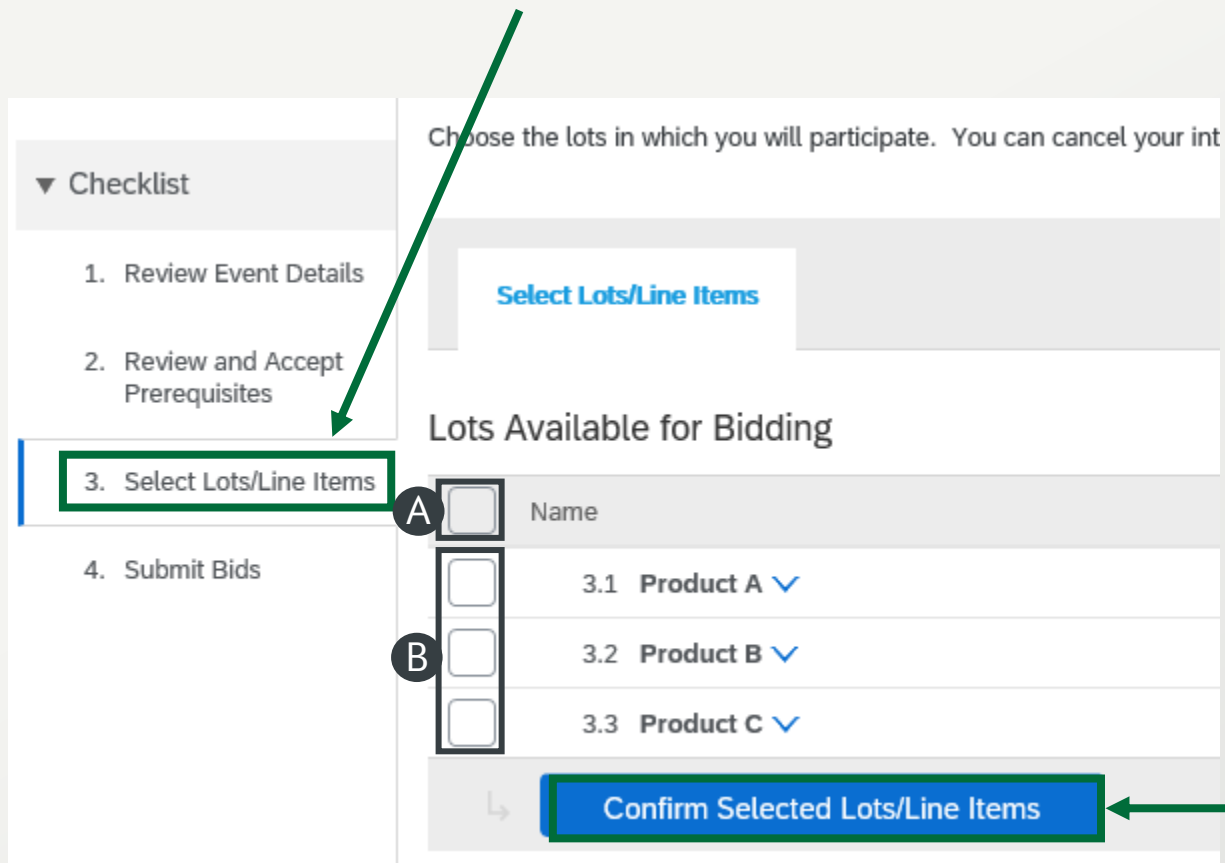
Prerequisites		Doc274056797 - Dutch auction	
▼ Checklist		Prerequisites must be completed prior to participation in the event.	
1. Review Event Details			
2. Review and Accept Prerequisites		ARLA FOODS (hereafter referred to as "AF") intends to conduct terms and conditions (hereafter referred to as "Terms and Conditions") for the Dutch auction. The Participant shall be immediately informed by AF. In case an offer has been deleted due to such reasons, any claims of any kind against AF by the Participant are excluded regardless of the legal basis.	
3. Select Lots		1.0 SCOPE OF THIS AGREEMENT	
4. Submit Bids		1.1 Participant accepts these Terms and Conditions and the request before the start of an eAuction. Participation in an eAuction after the start of an eAuction is not possible.	
		2.0 AUTHORIZATION TO PARTICIPATION	
		2.1 eAuctions are made by invitation with information of the eAuction requirements and who are approved by AF will be invited to participate in the eAuction.	
		3.0 PARTICIPATION	
		3.1 As soon as the Participant has clicked on "Intend to Participate" where the Participant is able to prove that a third party has gained access to the eAuction, the Participant shall be deemed to have accepted the Terms and Conditions and the request before the start of an eAuction.	
		4. BINDING EFFECT OF BIDS	
		4.1 The goods or services described by AF within the eAuction are binding on the Participant.	
		4.2 Bids are legally binding offers with regard to the invitation for bids validity towards AF as if they were stated in written form.	
		4.3 It is not possible to change or withdraw any offer received by the Participant after the start of an eAuction.	
		4.4 The period of commitment for an offer is set forth in the requirements of the eAuction.	
		5.0 BIDDING PROCESS	
		5.1 Participants can only submit bids between the start and end of the eAuction.	
		5.2 Possible bidding period extensions due to individual extensions of the eAuction.	
		5.3 AF may transmit all data necessary for the eAuction (e.g. the eAuction requirements, the Terms and Conditions and the request before the start of an eAuction).	
		6.0 MONITORING	
		6.1 The eAuction shall be monitored by AF. If there are any doubts about a mistake in an offer that has been sent, AF reserves the right to delete such offer in order not to interrupt the process of the eAuction. If an offer is deleted by AF for this reason, the Participant shall be immediately informed by AF. In case an offer has been deleted due to such reasons, any claims of any kind against AF by the Participant are excluded regardless of the legal basis.	
		7. OUTCOME OF THE eAuction	
		7.1 AF will not run an eAuction without the intention of awarding the business completely or partially to one or more best total cost participants. However, AF is not committed to award business to one or more participants. All bids may be rejected.	
		7.2 A Participant's bid may be influenced and recalculated automatically by the system based on factors entered by AF because of different preconditions of the Participant bids.	
		8.0 COST	
		8.1 Participant agrees to bear all its own costs occurring in connection with the eAuction, e.g. costs of communication and working hours.	
		9.0 LIABILITY	
		9.1 The participation of the Participant in an eAuction shall be at the sole responsibility of the Participant. The liability of AF for damage of any kind occurring due to the participation in the eAuction, especially for services interruption, lack of profit, loss of information and data as well as consequential harm caused by any defect is excluded. The liability of AF is also excluded for damage due to virus, Trojan horses, hoax-virus or comparable programmes or the like, as well as programmes, parts of programmes or codes causing the same kind of damage, destruction or shutdown of systems or parts of the systems. The Participant shall take measures against any virus and other destructive data. AF shall also not be liable for damages regardless of the legal basis, due to the use, or inability to use or due to hard- or software mistakes of the eSourcing Tool. The liability of AF for the wrong transmission of data, the manipulation of data by third party, especially though unauthorised access to the networks and systems of AF, or the non-transmission of data is excluded.	
		10.0 FINAL PROVISIONS	
		10.1 Modifications and amendments to the present Terms and Conditions and/or the requirements stated in the eAuction shall not be valid unless made in writing and signed by both Parties.	
		10.2 Any provision of the present Terms and Conditions and/or the requirements stated in the eAuction that is found to be invalid, voidable, unenforceable or contrary to law shall be disregarded in the performance or interpretation of the Terms and Conditions and/or the requirements stated in the eAuction; the rest of the Terms and Conditions and/or the requirements stated in the eAuction shall, however, remain in effect. The provision in question shall be replaced by a valid and enforceable provision that most closely reflects the intent and purpose of the parties as far as is legally permissible.	
		11.0 GOVERNING LAW AND VENUE	
		11.1 These Terms and Conditions and/or the requirements stated in the eAuction shall be governed by and interpreted in accordance with the laws in Denmark and the parties hereby submit themselves to the jurisdiction of the courts in Denmark.	
		11.2 Notwithstanding the above, in the event that the AF company, which is named as the Buyer in the eAuction, is domiciled outside Denmark and the Participant is incorporated outside Denmark, the requirements stated in the eAuction and these Terms and Conditions shall be governed by and interpreted in accordance with the laws in force in the country of the named Buyer and the parties submit themselves to the jurisdiction of the courts in such country.	
		<input checked="" type="radio"/> I accept the terms of this agreement.	
		<input type="radio"/> I do not accept the terms of this agreement.	
		<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Please read the bidder agreement and Click on the “I accept the terms of this agreement” at the bottom of the page and then click “OK” to enter the auction



## 4. How to select items to bid for?

**!** In order to select items for bidding, check the left-side menu to make sure you are on the *'Select Lots/Line items'* page.



The screenshot shows a web interface for selecting lots. On the left is a checklist with four items: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots/Line Items' (highlighted with a green box and an arrow pointing to the main content area), and '4. Submit Bids'. The main content area has a header 'Choose the lots in which you will participate. You can cancel your int' and a button 'Select Lots/Line Items'. Below this is a table titled 'Lots Available for Bidding'. The table has a column for selection (with checkboxes labeled A and B) and a column for 'Name'. The rows are: '3.1 Product A' with a dropdown arrow, '3.2 Product B' with a dropdown arrow, and '3.3 Product C' with a dropdown arrow. At the bottom right is a blue button 'Confirm Selected Lots/Line Items' with a green arrow pointing to it.

	Name
<input type="checkbox"/>	3.1 Product A ▼
<input type="checkbox"/>	3.2 Product B ▼
<input type="checkbox"/>	3.3 Product C ▼

### FIRST, CHOOSE LOTS

You can submit the Lots/Line Items that you wish to bid for in two ways:

**A** Choosing all Line Items at once

→ for this, mark the box in front of the field 'Name'

OR

**B** Choosing by single Line Items

→ for this, mark the box in front of the specific Line item that you wish to submit Lots for, for example 'Product B'

### SECOND, SUBMIT LOTS

When finished, click the 'Confirm Selected Lots/line items button

## 4. How to place a bid?

Console Doc874553381 - Dutch Auction 2 ⌚ Time remaining 00:09:00

Event Messages  
Response History  
Response Team

1 3.2. Product B

3 Bid adjustment: €20.00 EUR

4 Current Price:  EUR Quantity: 1 each Extended Price: €220.00 EUR

5 Time until next adjustment: 00:00:00

6 Submit Acceptance Update Totals Save draft

Compose Message

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Bids

Period: All

Bid History

### GOOD TO KNOW

If the e-Auction runs out without anybody taking the product or service at a certain price, the purchaser will decide upon the next steps.

When the e-Auction starts, the screen will automatically change to the bidding screen.

On the bidding screen, you are able to:

- 1 See the product/service which is currently auctioned
- 2 See the remaining bidding time for the auctioned product/service
- 3 See the amount by which the price will increase
- 4 See the current price
- 5 See the remaining time until the price increases again
- 6 Place your bid when the price has reached an acceptable price level for you

**! Please note that when the first participant accepts the current price level, the bidding will close for all other participants.**



## 5. If multiple lines are auctioned

[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

▼ Choose Lot

3.1 [Product A](#)

■ 3.2 [Product B](#)

3.3 [Product C](#)

### 3.2. Product B

Bid adjustment: €20.00 EUR  
**Current Price:** ⓘ ▼ €260.00 EUR  
Time until next adjustment: 00:00:27

Submit Acceptance

Update Totals

Save draft

Period: 

All ▼

### Bid History

Participant	Price ↑
-------------	---------

On the bidding screen you will see a little mark at the line item being auctioned.

You will automatically jump to the next line if you or another supplier accepts the current price.

## 6. If I win the line item/lot

Console Doc874553381 - Dutch Auction

Event Messages  
Response History  
Response Team

▼ Checklist

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

▼ Choose Lot

- 3.1 Product A
- 3.2 Product B
- 3.3 Product C

1 The bid shown is your last successfully submitted bid.

3.3. Product C

Bid adjustment: €30.00 EUR  
Accepted Price: €330.00 EUR Accepted Quantity: 1 each

Compose Message

Period: All

Bid History

Participant	Price ↑
Arla test Supplier D - Danish DKK	€330.00 EUR

When you are the first one to accept the price, the following will happen:

- 1 You will see a message on the screen saying *“The bid shown is your last successfully accepted bid”*
- 2 You can see the price you have accepted on the screen
- 3 If more line items is being auctioned you will automatically jump to the next line item

## 7. If another supplier wins the line item/lot

When another supplier is the first one to accept the price, the following will happen:

- 1 You will not see any price under “Accepted Price”
- 2 If more line items is being auctioned you will automatically jump to the next line item

Console Doc874553381 - Dutch Auction

Event Messages  
Response History  
Response Team

1

▼ Checklist

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

▼ Event Contents

All Content

- 1 WORKING IN SAP ARIBA
- 2 OUR PRINCIPLES
- 3 PRICING SECTION

▼ Choose Lot

- 3.1 Product A
- 3.2 Product B
- 3.3 Product C

3.2. Product B

Bid adjustment: €20.00 EUR  
Accepted Price: -- Accepted Quantity: -- Accepted Extended Price: --

Compose Message

Period: All

Bid History

Participant	Price ↑	Quantity	Submission Time
No items			

2

[Go back to the start](#)

# Thank you for participating!

*See more information about Procurement in Arla at [www.arla.com/procurement](http://www.arla.com/procurement).*