



SUPPLIERS' GUIDE

PARTICIPATING IN

A DUTCH E-AUCTION

Content

1. How to get started?
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ARLA SUPPORT HOTLINE

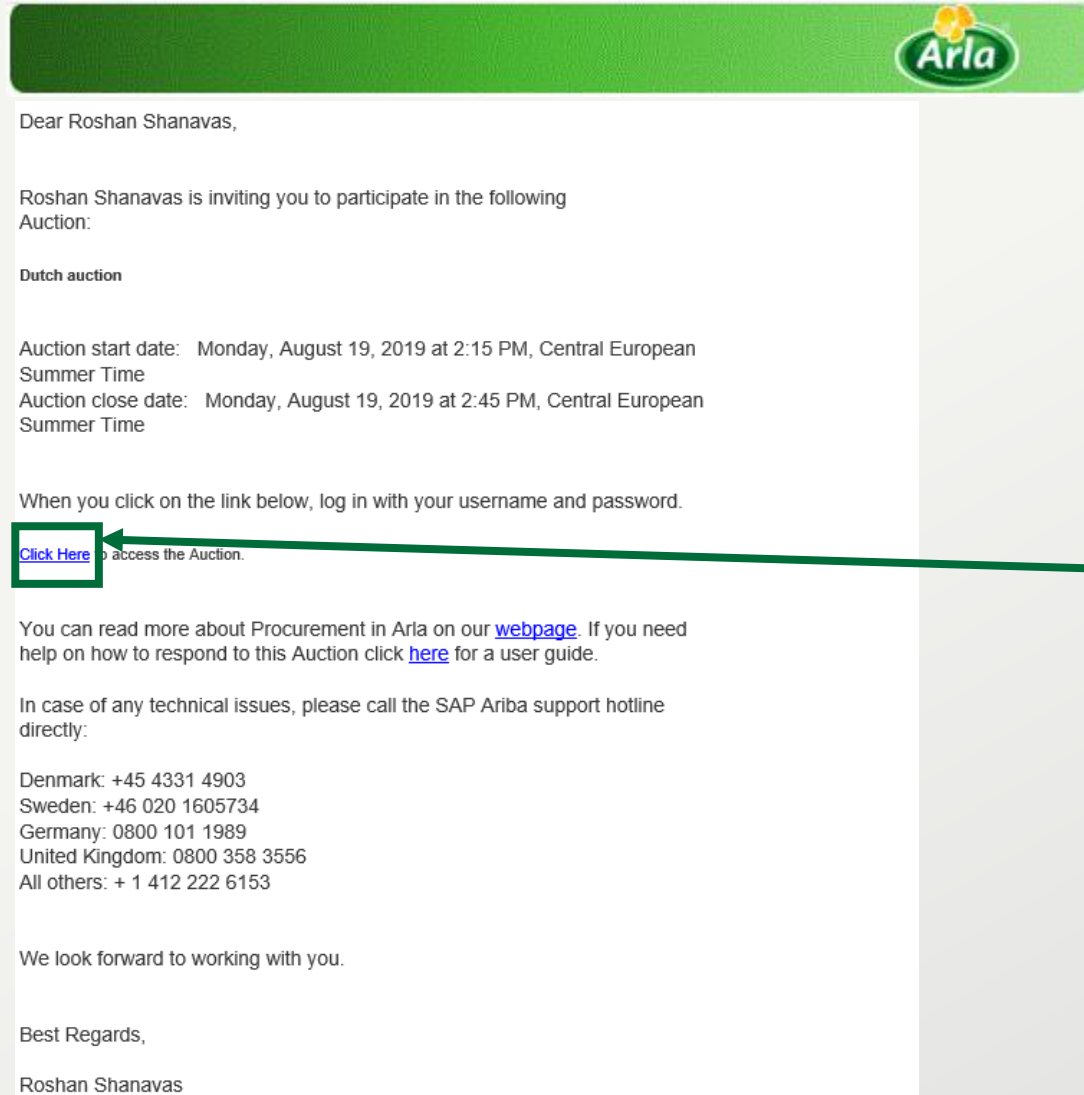
Event.support@arlafoods.com

SAP ARIBA SUPPORT HOTLINE

Denmark	+45 4331 4903
Sweden	+46 (0) 20 160 5734
Germany	+49 (0) 800 101 1989
United Kingdom	+44 (0) 800 358 3556

All other countries +45 4331 4903

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?

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 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.

Review Prerequisites Decline to Respond Print Event Information

WORKING IN SAP ARIBA (Section 1 of 6) Next >

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'. At the top right, a clock icon indicates 'Time remaining for lot 6.1' at '00:29:41'. A yellow warning box 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, three buttons are visible: 'Review Prerequisites' (highlighted with a green box and an arrow), 'Decline to Respond', and 'Print Event Information'. The main content area shows 'WORKING IN SAP ARIBA' with a 'Name 1' field and a 'Less...' dropdown. Below this, there is a link to a detailed guideline and contact information for SAP Ariba support: Denmark (+45 4331 4903), Sweden (+46 020 1605734), Germany (0800 101 1989), United Kingdom (0800 358 3556), and All others (+ 1 412 222 6153). The bottom of the page shows 'Event Overview and Timing Rules'.

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

The screenshot shows a web interface for reviewing prerequisites. On the left, a checklist highlights '2. Review and Accept Prerequisites'. The main content area contains a detailed agreement text. At the bottom, there are two radio buttons: 'I accept the terms of this agreement.' (which is selected and highlighted with a green box) and 'I do not accept the terms of this agreement.'. To the right of these buttons are 'OK' and 'Cancel' buttons, with the 'OK' button also highlighted by a green box. A green arrow points from the 'OK' button to the explanatory text below the image.

Prerequisites Doc274056797 - Dutch auction

Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots

4. Submit Bids

ARLA FOODS (hereafter referred to as "AF") intends to conduct terms and conditions (hereafter referred to as "Terms and Conditions") for the eAuction.

1.0 SCOPE OF THIS AGREEMENT

1.1 Participant accepts these Terms and Conditions and the requirements before the start of an eAuction. Participation in an eAuction after the start of an eAuction is not allowed.

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.

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 is bound to participate in the eAuction.

4. BINDING EFFECT OF BIDS

4.1 The goods or services described by AF within the eAuction are binding.

4.2 Bids are legally binding offers with regard to the invitation for 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 AF.

4.4 The period of commitment for an offer is set forth in the requirements.

5.0 BIDDING PROCESS

5.1 Participants can only submit bids between the start and end of the bidding period.

5.2 Possible bidding period extensions due to individual extensions.

5.3 AF may transmit all data necessary for the eAuction (e.g. the requirements).

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.

I accept the terms of this agreement.

I do not accept the terms of this agreement.

OK 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'* page.

Select Lots Doc48857985 - Arla - Demo - RFP Cancel

▼ Checklist

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

Select the bidding currency at event level. You place bids using the bidding currency. This is the default currency assigned to all lots below. [More](#)

Event Bidding Currency [View Exchange Rates](#)

Select event bidding currency:

Use a different currency for different lots

Select Lots [Select Using Excel](#)

Lots Available for Bidding

<input type="checkbox"/>	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 'Submit Selected Lots' button

4. How to place a bid?

The screenshot shows an e-auction interface for 'Doc49009577 - Arla - Demo - Dutch Auction'. The interface includes a console, event messages, a checklist, and event contents. The main bidding area displays the product '2.1 Product A' with a current price of €50.00 EUR, a bid adjustment of €50.00 EUR, and a remaining time of 00:09:04. The interface also shows a 'Submit Acceptance' button and a 'Bid History' table with no items.

1. Product name: 2.1 Product A

2. Time remaining for lot: 00:09:04

3. Current Price: €50.00 EUR

4. Time until next adjustment: 00:00:04

5. Bid adjustment: €50.00 EUR

6. Submit Acceptance button

Checklist items: 1. Review Event Details, 2. Select Lots, 3. Submit Bids (highlighted)

Event Contents: 1. ARLA - DUTCH AUCTION, 2. PRICE SECTION

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 current price
- 4 See the remaining time until the price increases again
- 5 See the amount by which the price will increase
- 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.

Go back to the start

Thank you for participating!

See more information about Procurement in Arla at www.arla.com/procurement.

