



**SUPPLIERS' GUIDE**

**PARTICIPATING IN**

**AN ENGLISH E-AUCTION**

# Content

1. How to get started?
2. How to accept or decline an invitation?
3. How to select items to bid on?
4. How to place the initial bid?
5. How to place the next bid?
6. Additional information on 'Lots' and 'Prebids'



## ARLA SUPPORT HOTLINE

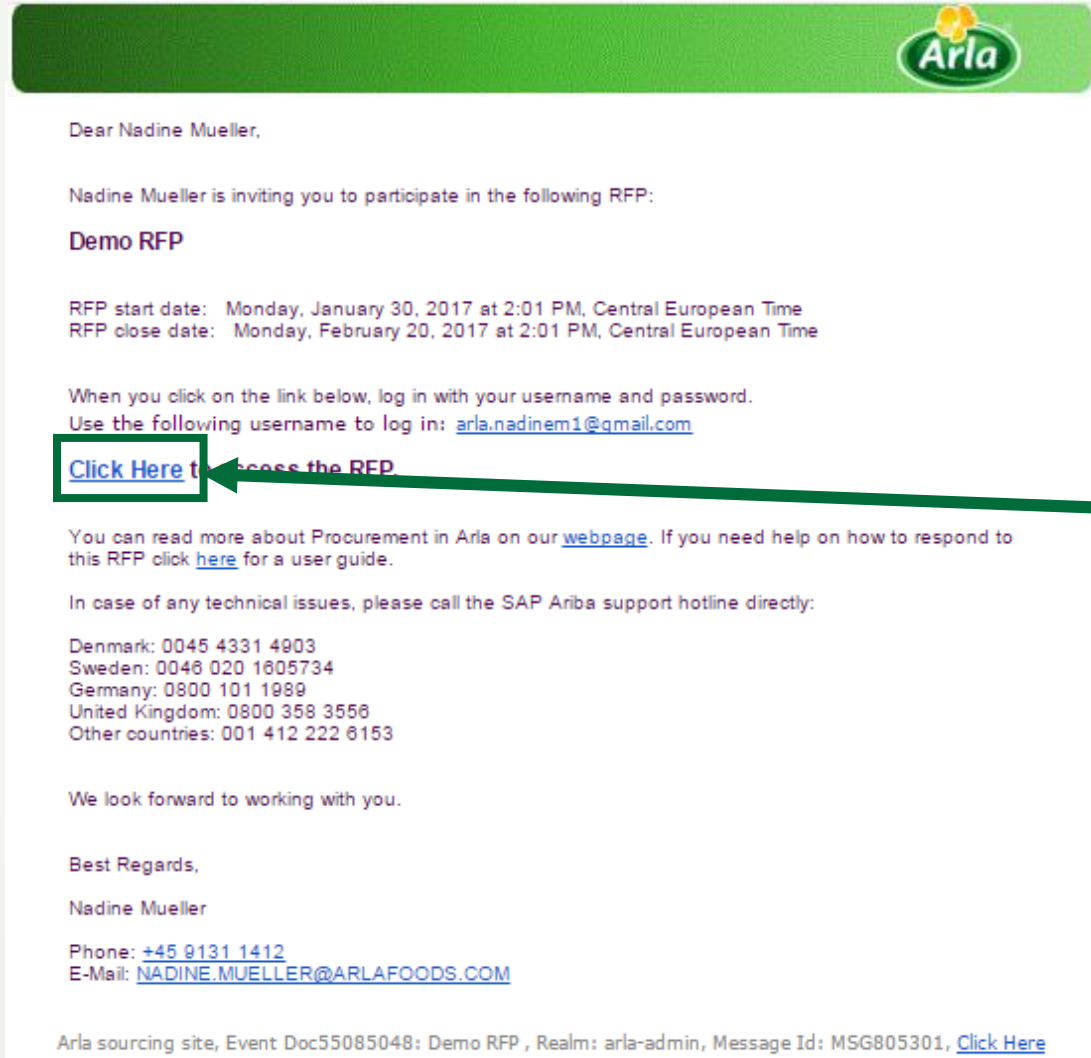
[Event.support@arlafoods.com](mailto:Event.support@arlafoods.com)

## SAP ARIBA SUPPORT HOTLINE

<b>Denmark</b>	+45 4331 4903
<b>Sweden</b>	+46 (0) 20 160 5734
<b>Germany</b>	+49 (0) 800 101 1989
<b>United Kingdom</b>	+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 RFP.

## SECOND, ENTER ARIBA

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

OR

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



# 1. How to get started?

Event Details Doc48857985 - Arla - Demo - RFP

Event Messages  
Download Tutorials  
Response Team

▼ Checklist

- 1. Review Event Details
- 2. Select Lots
- 3. Submit Response

▼ Event Contents

- All Content
- 1 ARLA - REQUEST FOR P...
- 2 PRICING SECTION

You must decide whether or not you intend to participate in this event.

Download Content Intend to Participate Decline to Participate

ARLA - REQUEST FOR PROPOSAL

Name 1

▼ 1 ARLA - REQUEST FOR PROPOSAL

1.1 WELCOME

Arla is inviting you to participate in this Request for Proposal (RFP).

You can find more details about the RFP and contact information in the sections below.

Arla is a cooperative owned by around 12.600 farmers in Denmark, Sweden, Germany, Belgium, Luxemburg and the UK. Because we are fa products the money is split equally between each liter of milk that our owners supply. Our products are sold in more than 100 countries worldwide and with 19.000 employees and a revenue of 10 billion EUR, Arla is the world's

Arla aims to develop strong partnerships with selected suppliers through this competitive RFP and further negotiations. Our goal is to align c and total costs and highest total value/service levels) to Arla.

Event Overview and Timing Rules

Owner: Nadine Mueller ⓘ

Event Type: RFP

Publish time: 12/9/2016 4:24 AM

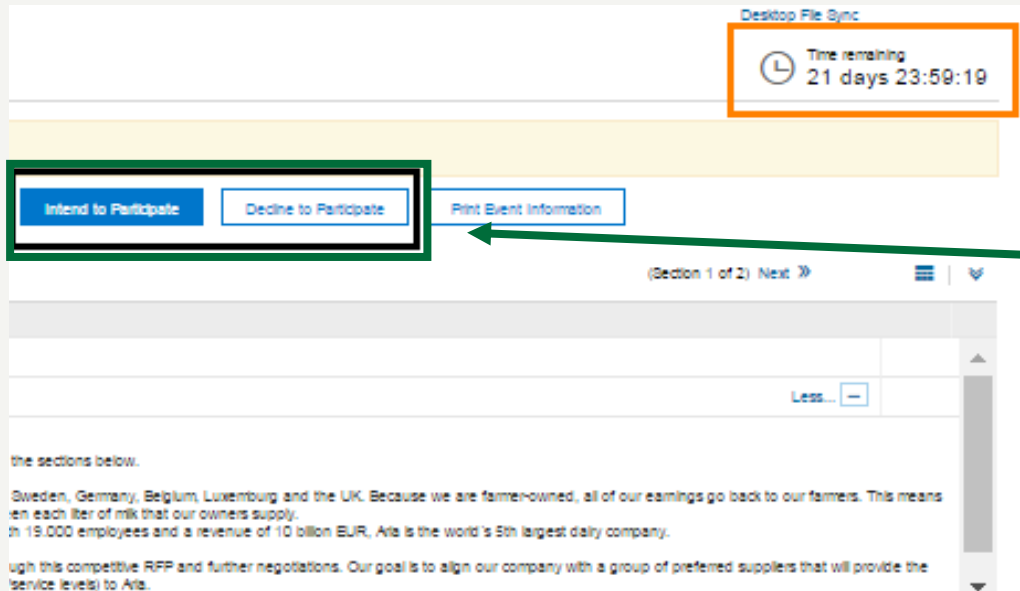
Due date: 10/5/2017 5:24 AM

## 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:

- if you **plan** to participate in the bidding, click **'Intend to Participate'**
- if you **don't plan** to participate in the bidding, click **'Decline to Participate'**

You will be asked to add a short comment.

**! Once you click 'Intend to Participate', you can see and review all details in the RFP**

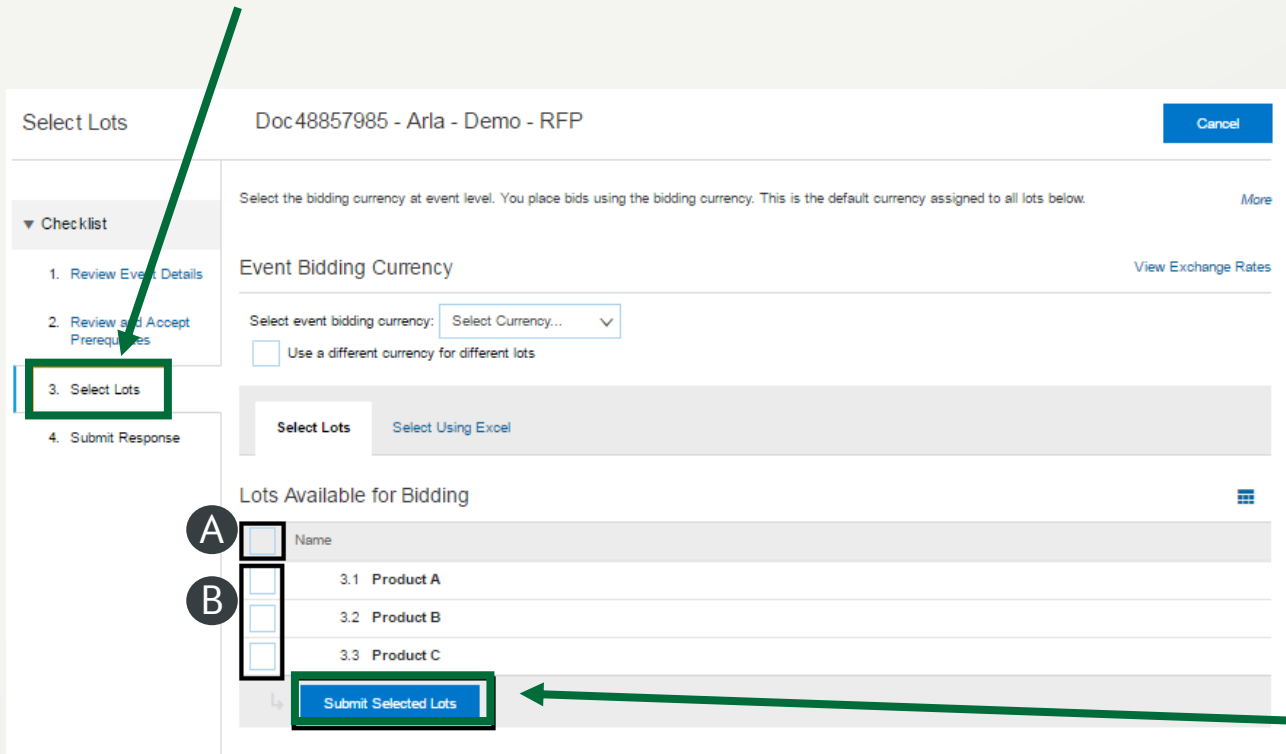
**! You can see the remaining time being counted down in the top right corner**

### GOOD TO KNOW

- Reconsider a declined invitation?** Find the e-Auction again and click on 'Intend to Respond' to choose accept the invitation.
- Reconsider an accepted invitation?** Do not submit a response and you will be excluded from the process.

# 3. 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.



## 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 the initial bid?

**!** In order to start bidding, make sure you are now on the *'Submit Bids'* page listed in the left-side *'Checklist'* menu.

The screenshot shows the eAuction interface for 'Doc49009571 - Arla - eAuction - Demo'. The interface includes a left sidebar with a 'Checklist' menu where '3. Submit Bids' is highlighted. The main area displays a table with columns for Name, Price, Quantity, Extended Price, and Total Cost. A row shows '3.1 Product A' with a quantity of '15 each'. Below the table, there is a 'Decrement bid by' field and an 'Apply' button. At the bottom, there are buttons for 'Submit Current Lot', 'Update Totals', 'Save', and 'Compose Message'. A clock in the top right corner shows 'Time remaining for lot 3.1: 9 days 23:59:08'. Numbered callouts 1-4 point to the 'Submit Bids' menu item, the product name, the price input field, and the 'Submit Current Lot' button respectively.

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 or service which is currently auctioned
- 2 See the remaining bidding time for the auctioned product or service
- 3 Enter a price
- 4 Submit your bid

# 5. How to place the next bid?

Console Doc49009571 - Arla - eAuction - Demo Time remaining for lot 3.1 9 days 23:56:47

Event Messages  
Response History  
Response Team

✓ Your response has been submitted.

1 My Bid Ranking: 1

2 Bid decrement: €100.00 EUR

Name ↑	Price	Quantity	Extended Price	Total Cost
3.1 Product A	Less... - * €5,000.00 EUR	15 each	€75,000.00 EUR	€75,000.00 EUR

Unit Cost:

Decrement bid by %   (\*) indicates a required field

5

Event Contents

- All Content
- 1 ARLA - REVERSE AUCTION
- 2 SCOPE OF THE REVERSE...
- 3 PRICING SECTION

Having submitted your initial bid, the bidding screen will change slightly, but you will remain on the 'Submit Bids' page.

You are now able to:

- 1 See your current ranking
- 2 See the amount you need to lower your next bid
- 3 Enter a new price
- 4 See the new extended price (optional)
- 5 Submit your next bid

## GOOD TO KNOW

When one article line is finished, the screen will automatically change to the next article line.



## 6. Additional information about ‘Lots’ and ‘Prebids’

### WHAT IS A ‘LOT’? HOW DOES IT WORK?

A ‘Lot’ is a **selection of products and services** or so-called Line Items that have been grouped together.

Some e-Auctions are carried through by asking suppliers to place bids on these ‘Lots’ instead of individual items.

In these cases, you can only submit a price for a ‘Lot’ when you **place a bid for all products and services that are included in this pre-set ‘Lot’**.

### WHAT IS A ‘PREBID’? HOW DOES IT WORK?

A ‘Prebid’ is a **bid placed prior to the bidding** start time. ‘Prebids’ are optional.

‘Prebids’ make it possible to **take more time for putting in a first bid**, especially when being invited for an e-Auction with many products and services included in one e-Auction.

You can revise a ‘Prebid’ until the bidding starts. The ‘Prebid’ will **automatically be submitted when the bidding starts** and you will see your bidding rank immediately after.

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).