



SUPPLIERS' GUIDE

PARTICIPATING IN A

JAPANESE E-AUCTION

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4. How to place a bid?

ARLA SUPPORT HOTLINE

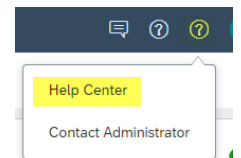
Event.support@arlafoods.com



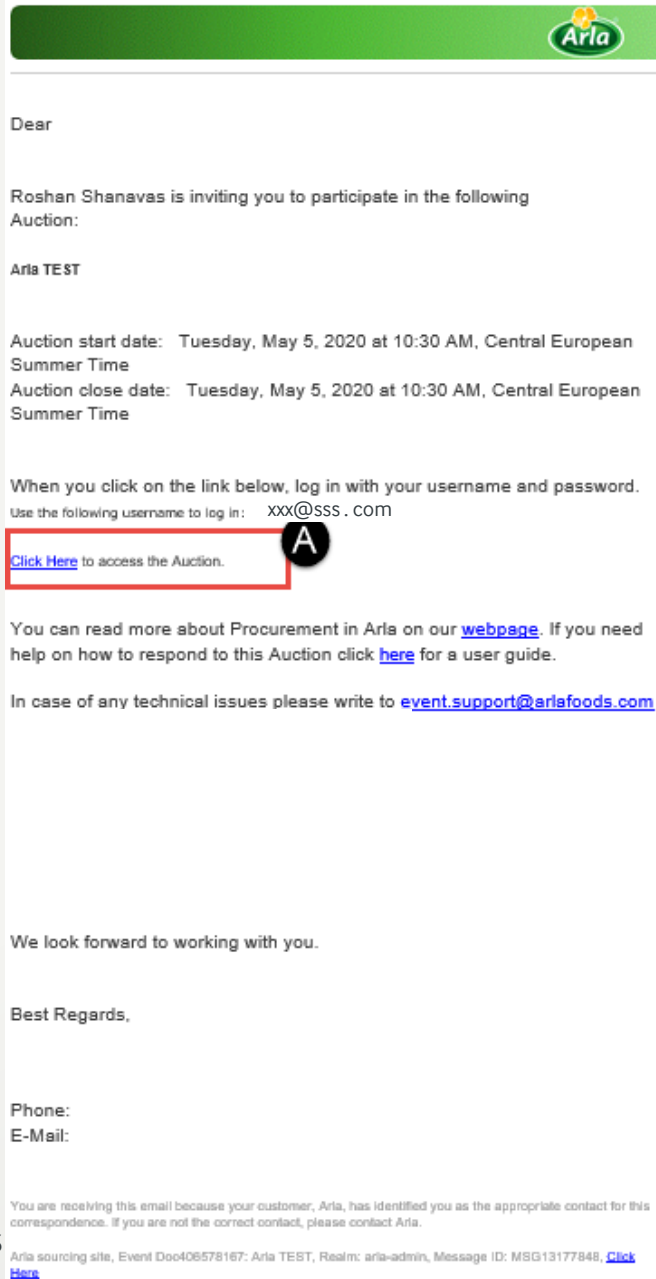
Need support on technical issues?

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:



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

- A • 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 'Event Details' page for 'Doc280430796 - Arla - eAuction - Japanese'. A sidebar on the left contains a 'Checklist' section with five items: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots', '4. Submit Bids', and '5. Enter Lot Details'. The first item is highlighted with a red box and a black circle containing the letter 'A'. The main content area shows a yellow banner with prerequisite information, buttons for 'Review Prerequisites', 'Decline to Respond', and 'Print Event Information', and a table for the 'PRICING SECTION' with one item, '1.1 Product Lot A', priced at 1,000,000.00 DKK. Below this is the 'Event Overview and Timing Rules' section, which includes details about the owner (Aske Lorenzen), event type (Japanese Auction), currency (Danish Krone), and various timing rules like publish time, bidding start time, response end time, and bid adjustment interval.

Event Details Doc280430796 - Arla - eAuction - Japanese Time remaining in review for lot 1.1 00:05:46

Event Messages
Download Tutorials

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots

4. Submit Bids

5. Enter Lot Details

▼ Event Contents

All Content

1 PRICING SECTION

Review Prerequisites Decline to Respond Print Event Information

PRICING SECTION (Section 1 of 1)

| Name ↑ | Extended Price |
|-----------------------|------------------|
| ▼ 1 PRICING SECTION | |
| ▶ 1.1 Product Lot A ▼ | 1,000,000.00 DKK |

Event Overview and Timing Rules

Owner: Aske Lorenzen ⓘ Currency: Danish Krone

Event Type: Japanese Auction

Publish time: 4/9/2019 10:09

Bidding start time: 4/9/2019 10:10

Response end time: 4/9/2019 10:12

End bidding when the number of active participants reaches this value: 0 ⓘ

Bid adjustment interval: 2 Minutes ⓘ

Bidding Rules

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

Event Details Doc280430796 - Arla - eAuction - Japanese Time remaining in review: 00:05:46

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 accept your responses before you can continue. If you decline the terms and conditions, you cannot view the event content or participate in this event.

A Review Prerequisites **B** Decline to Respond Print Event Information

PRICING SECTION (Section 1 of 1)

| Name ↑ | Extended Price |
|-------------------|------------------|
| 1.1 Product Lot A | 1,000,000.00 DKK |

Event Overview and Timing Rules

Owner: Currency: Danish Krone

Event Type: Japanese Auction

Publish time: 4/9/2019 10:09
Bidding start time: 4/9/2019 10:10
Response end time: 4/9/2019 10:12

End bidding when the number of active participants reaches this value: 0
Bid adjustment interval: 2 Minutes

Bidding Rules

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

- 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

Checklist

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

Prerequisites must be completed prior to participation in the event.

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

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

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

4. BINDING EFFECT OF BIDS

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

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

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

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 eAUCATION

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 unhallowed 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

A

"I accept the terms of this agreement" at the bottom of the page and then click

B

"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,

C click the 'Submit Selected Lots' button

4. How to place a bid?

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 current price level
- 3 See the current price level that you need to accept
- 4 See the amount by which the price will decrease
- 5 Place your bid if you would like to accept current price level

! Please note that if you don't accept the current price level, you will be left out of the eAuction.

Console Doc280545107 - eAuction - Japanese

Time remaining for lot 1.1
00:02:46

You haven't accepted the current price level. Submit a bid before bidding closes to avoid elimination.

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

1.1. Product Lot A

Floor Value: 0.00 DKK
Current Price: 1,000,000.00 DKK
Bid adjustment: 100.00 DKK
Extended Price: 1,000,000.00 DKK

Submit Acceptance Compose Message

Lot Details

Name ↑

1.1 Product Lot A

(*) indicates a required field

Period: All

Bid History

| Participant | Extended Price ↑ | Submission Time |
|-------------|------------------|-----------------|
| No items | | |

[Go back to the start](#)

Thank you for participating!

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