SUPPLIERS' GUIDE

PARTICIPATING IN A JAPANESE E-AUCTION

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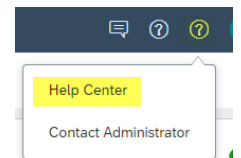
4. How to place a bid?

Need support on technical issues?

ARLA SUPPORT HOTLINE

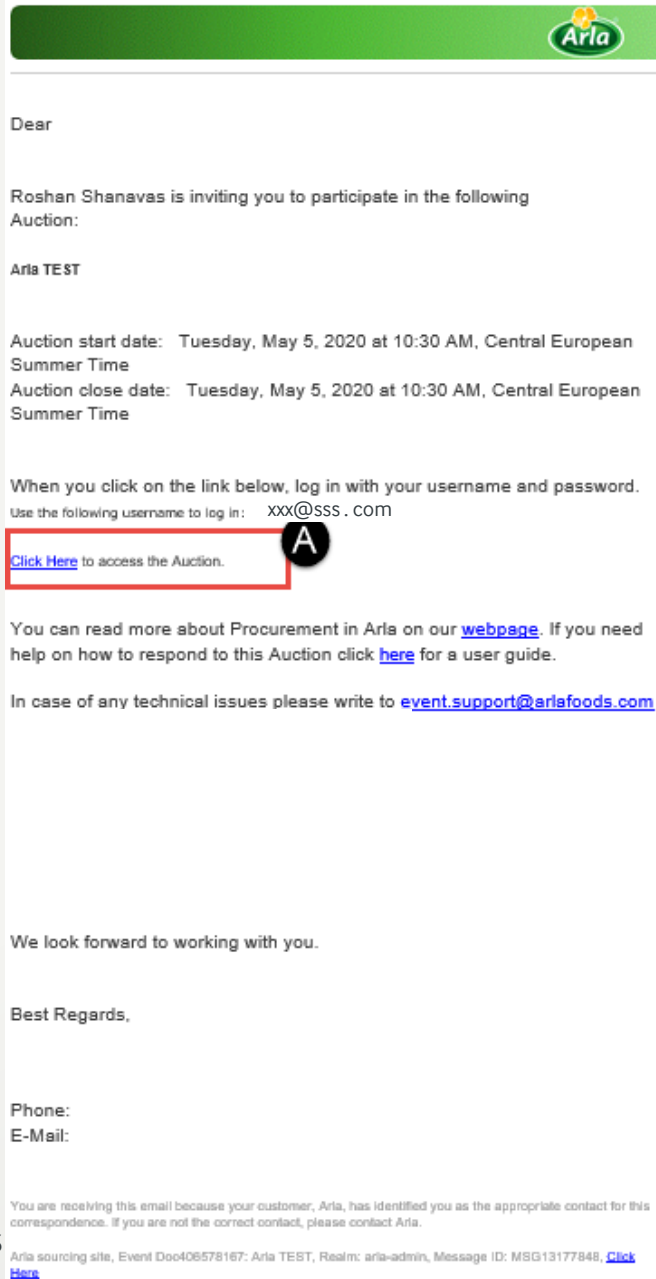Event.support@arlafoods.com

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:

Help Center

Contact Administrator

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?

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:

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

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.**

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:

❶ See the product/service which is currently auctioned

❷ See the remaining bidding time for the current price level

❸ See the current price level that you need to accept

❹ See the amount by which the price will decrease

❺ 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.

Thank you for participating!

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