



**SUPPLIERS' GUIDE**

**PARTICIPATING IN A**

**JAPANESE E-AUCTION**

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## 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
<b>All other countries</b>	+45 4331 4903

# 1. How to get started?



Dear Roshan Shanavas,

Roshan Shanavas is inviting you to participate in the following Auction:

Arla TEST

Auction start date: Tuesday, May 5, 2020 at 10:30 AM, Central European Summer Time

Auction close date: Tuesday, May 5, 2020 at 10:30 AM, Central European Summer Time

When you click on the link below, log in with your username and password.

Use the following username to log in: [ROSSH@arlafoods.com](mailto:ROSSH@arlafoods.com).

[Click Here](#) to access the Auction.

A

You can read more about Procurement in Arla on our [webpage](#). If you need help on how to respond to this Auction click [here](#) for a user guide.

In case of any technical issues please write to [event.support@arlafoods.com](mailto:event.support@arlafoods.com) or call the SAP Ariba support hotline directly:

Denmark: +45 4331 4903

Sweden: +46 020 1805734

Germany: 0800 101 1989

United Kingdom: 0800 358 3556

All others: + 1 412 222 8153

We look forward to working with you.

Best Regards,

Roshan Shanavas

Phone:

E-Mail: [ROSHAN.MUHAMMED.SHANAVAS@ARLAFOODS.COM](mailto:ROSHAN.MUHAMMED.SHANAVAS@ARLAFOODS.COM)

You are receiving this email because your customer, Arla, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Arla.

Arla sourcing site, Event Doo406578167: Arla TEST, Realm: arla-admin, Message ID: MSG13177848, [Click Here](#)

## 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'. At the top right, a clock icon indicates 'Time remaining in review for lot 1.1' at '00:05:46'. A yellow banner contains instructions: '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 are three buttons: 'Review Prerequisites' (highlighted in blue), 'Decline to Respond', and 'Print Event Information'. On the left, a 'Checklist' section lists five steps: '1. Review Event Details' (highlighted with a red box and a circled 'A'), '2. Review and Accept Prerequisites', '3. Select Lots', '4. Submit Bids', and '5. Enter Lot Details'. Below the checklist is the 'Event Contents' section with 'All Content' and '1 PRICING SECTION' (highlighted with a circled 'A'). The main content area shows a table for the 'PRICING SECTION' with columns 'Name' and 'Extended Price'. It lists '1.1 Product Lot A' with an extended price of '1,000,000.00 DKK'. Below the table is the 'Event Overview and Timing Rules' section, which includes: Owner: Aske Lorenzen, Event Type: Japanese Auction, Currency: Danish Krone, 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, and Bid adjustment interval: 2 Minutes.

## 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 or prerequisites, 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 PRICING SECTION	
1.1 Product Lot A	1,000,000.00 DKK

Event Overview and Timing Rules

Owner: Aske Lorenzen (i) 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 (i)  
Bid adjustment interval: 2 Minutes (i)

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

The screenshot shows a web interface for reviewing prerequisites. On the left is a checklist with four items: '1. Review Event Details', '2. Review and Accept Prerequisites' (highlighted with a red box), '3. Select Lots', and '4. Submit Bids'. The main content area contains the text of the prerequisites, including sections for 'SCOPE OF THIS AGREEMENT', 'AUTHORIZATION TO PARTICIPATION', 'PARTICIPATION', 'BINDING EFFECT OF BIDS', 'BIDDING PROCESS', and 'MONITORING'. At the bottom of the page, there are two radio buttons: 'I accept the terms of this agreement.' (selected and highlighted with a red box and callout A) and 'I do not accept the terms of this agreement.'. To the right of these buttons is a blue 'OK' button (highlighted with a red box and callout B) and a grey 'Cancel' button.

A

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

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:

- 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.**

The screenshot shows an eAuction interface for 'Doc280545107 - eAuction - Japanese'. At the top right, a timer shows 'Time remaining for lot 1.1: 00:02:46' with a callout '2'. A yellow warning banner at the top states: 'You haven't accepted the current price level. Submit a bid before bidding closes to avoid elimination.' Below this, a checklist on the left includes '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots', '4. Submit Bids', and '5. Enter Lot Details'. The main area shows '1.1. Product Lot A' with callout '1'. It displays 'Floor Value: 0.00 DKK', 'Current Price: 1,000,000.00 DKK' with callout '3', and 'Bid adjustment: 100.00 DKK' with callout '4'. The 'Extended Price' is also 1,000,000.00 DKK. A 'Submit Acceptance' button with callout '5' and a 'Compose Message' button are visible. Below is a 'Lot Details' section with a 'Name' field and a 'Period' dropdown set to 'All'. At the bottom, a 'Bid History' table is empty, showing 'No items'.



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).