



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

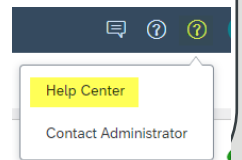
Event.support@arlafoods.com



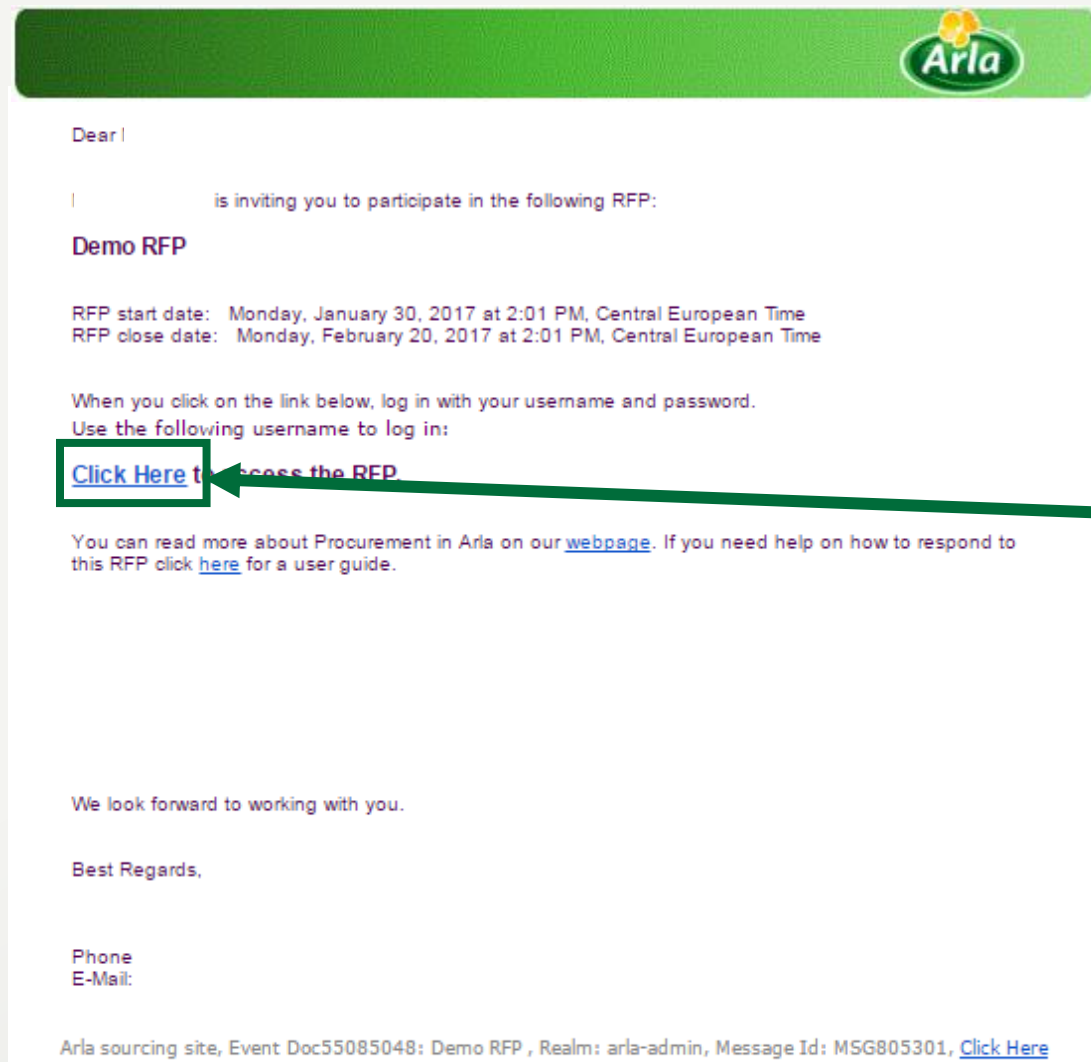
Need support on technical issues?

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 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

ARLA - REQUEST FOR PROPOSAL

Name ↑

▼ 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 farmers, 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 largest dairy cooperative.

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

Event Overview and Timing Rules

Owner: Corby

Event Type: RFP

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

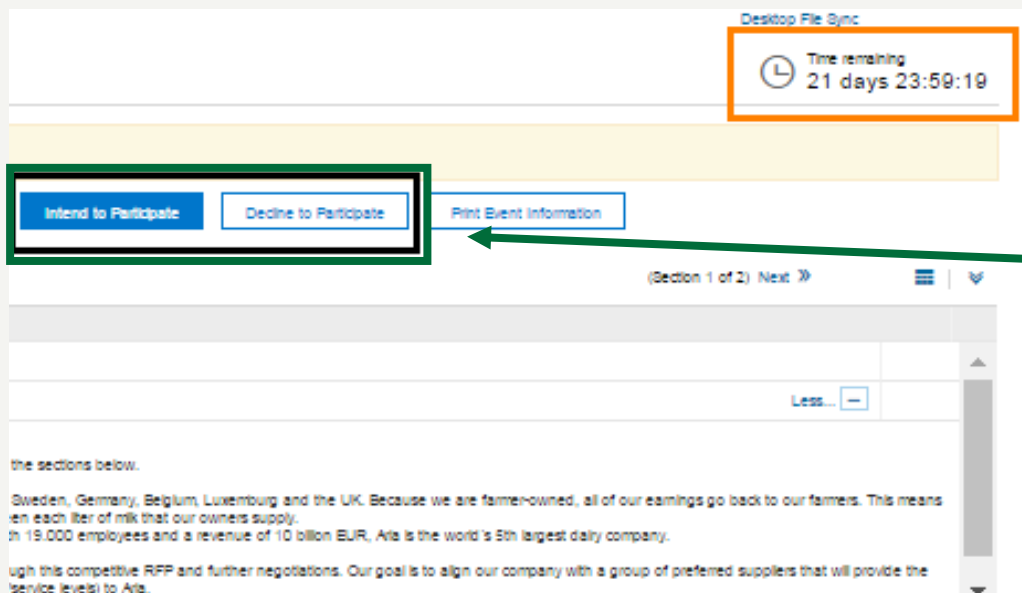
Due date: 10/5/2017 5:24 AM

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

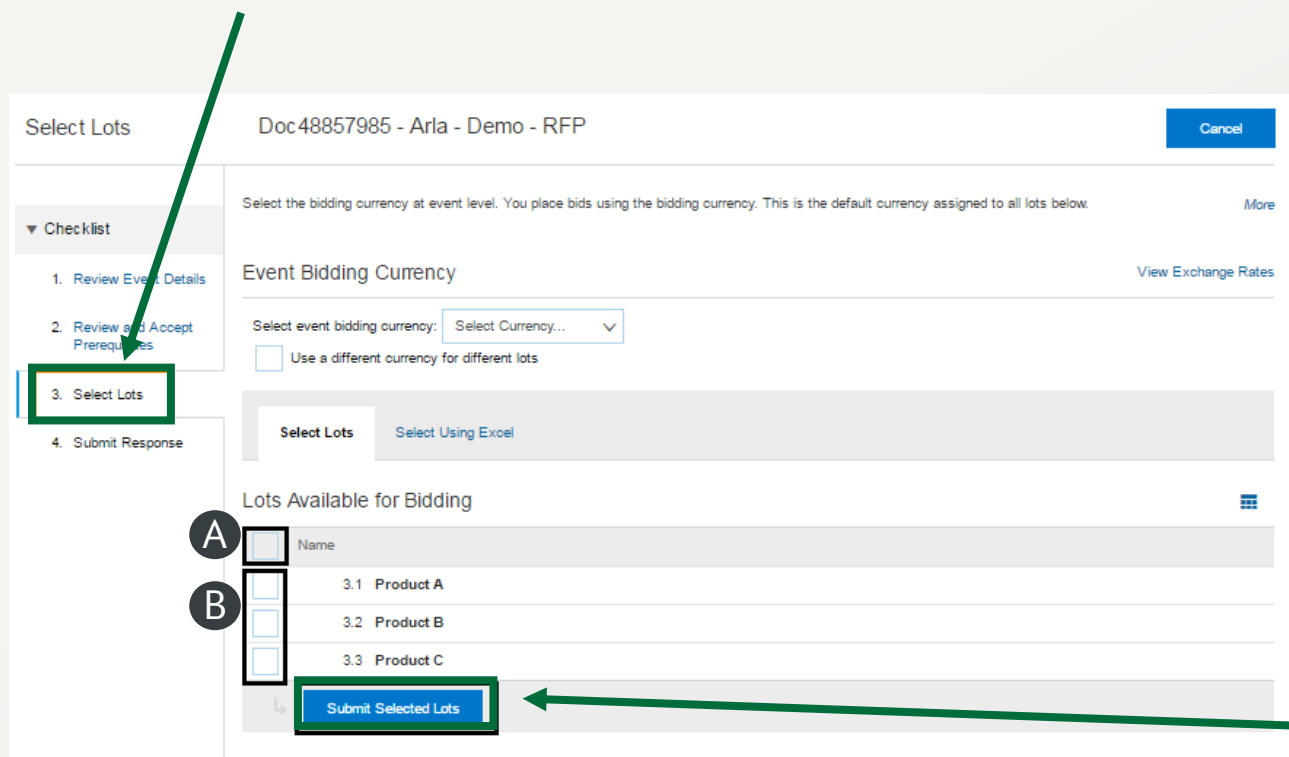
! You can see the remaining time being counted down in the top right corner

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.



The screenshot shows the 'Select Lots' page for document Doc48857985 - Arla - Demo - RFP. On the left, a checklist has '3. Select Lots' highlighted with a green box and a green arrow pointing to it. The main content area includes a 'Cancel' button, a section for 'Event Bidding Currency' with a dropdown menu, and a table titled 'Lots Available for Bidding'. The table has columns for 'Name' and checkboxes. Three items are listed: '3.1 Product A', '3.2 Product B', and '3.3 Product C'. A green box labeled 'A' highlights the first checkbox, and a green box labeled 'B' highlights the checkboxes for the other two items. At the bottom, a green box highlights the 'Submit Selected Lots' button, with a green arrow pointing to it from the right.

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 Arla eAuction interface. On the left, a 'Checklist' menu is visible with three items: '1. Review Event details', '2. Select Lots', and '3. Submit Bids'. A green arrow points from the '3. Submit Bids' item to the main content area. The main content area has a header with 'Doc49009571 - Arla - eAuction - Demo' and a clock icon labeled '2' showing 'Time remaining for lot 3.1 9 days 23:59:08'. Below the header, there is a table with columns: Name ↑, Price, Quantity, Extended Price, and Total Cost. The first row shows '3.1 Product A' (callout 1), 'Less: *' (callout 3), and '15 each'. Below the table, there is a 'Decrement bid by' field and an 'Apply' button. At the bottom, there is a 'Submit Current Lot' button (callout 4) and other buttons: 'Update Totals', 'Save', and 'Compose Message'.

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

▼ Checklist

1. Review Event Details
2. Select Lots
3. Submit Bids

▼ Event Contents

All Content

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

✓ Your response has been submitted.

1 My Bid Rank: 1

2 Bid decrement: €100.00 EUR

Name ↑	Price	Quantity	Extended Price	Total Cost
3.1 Product A ▼	3 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

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.