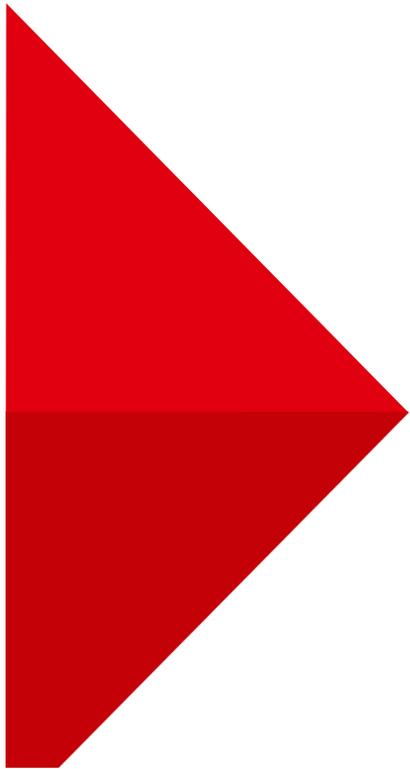




# SUPPLIER MANUAL – JAPANESE E-AUCTION

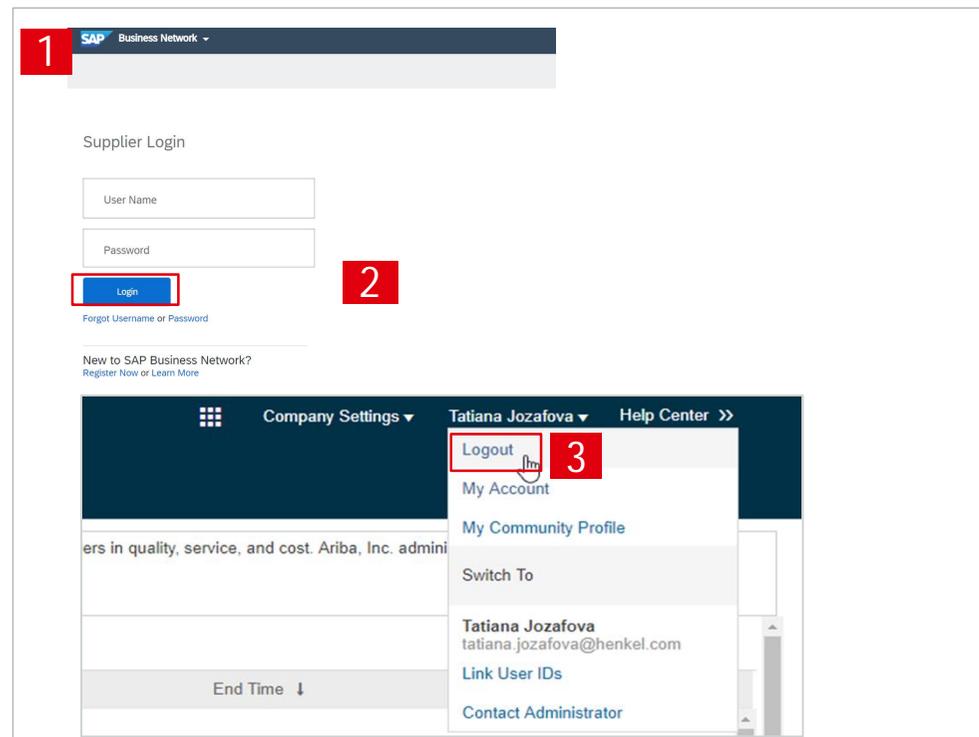
Henkel@SAP Ariba



# ▶ SAP ARIBA – RFI

## HOW TO LOG IN & LOG OUT

1. Open the log in page via: [Link](#)
2. Enter your username & password and click on “Login”
3. To log out: Click your name in top right corner and select “Logout” in drop-down menu



# ▶ SAP ARIBA – RFI

## RESETTING USERNAME/ PASSWORD (1/2)

If you have forgotten your username/password, please follow the following steps:

1. Click on **"Password"**
2. Enter in email address you used to register with SAP Business Network and select **"Submit"**

Supplier Login

User Name

Password

Login

Forgot Username or **Password**

New to SAP Business Network?  
[Register Now](#) or [Learn More](#)

### Reset your password

Enter the email address you used to register with SAP Business Network.

Email address

**Submit** Cancel

# ▶ SAP ARIBA – RFI

## RESETTING USERNAME/ PASSWORD (2/2)

You will receive an email with a link to reset the password/username:

1. Click on the link „click here“
2. New window will open, type in new password ,confirm and select **“Submit”**

**Reset your password**

Hi [erika.palieskova@henkel.com](mailto:erika.palieskova@henkel.com),

Choose the account you want to reset the password for, and go to the corresponding link to reset your password.

User ID	Password reset link
<a href="mailto:test-erika.palieskova@henkel.com">test-erika.palieskova@henkel.com</a>	<a href="#">Click Here</a> <b>1</b>

**Reset your password**

Username  
test-erika.palieskova@henkel.com

New password

Confirm your password

[Submit](#) [Cancel](#) **2**

- Must be between 8 and 32 characters
- Lowercase, uppercase, numbers, and special characters allowed. Must contain at least one of each
- Cannot contain the username
- Repetitive characters and numbers in sequence are discouraged
- Only ASCII characters are allowed (numbers 0-9, lower and upper case characters a-z, and some special characters)

# SAP ARIBA – JAPANESE E-AUCTION

## SETTING USER PREFERENCES

You can set your preferences by clicking on your name in the upper right corner:

1. Select **“My Account”**
2. Under **“Preferences”** you can set up preferred language, time zone and currency. Under **“Contact Information”** you can add more details about address, phone, etc.
3. Select **„Save“** to store the changes

Important: Please note that when setting up the tool language, same language has to be set up for your internet browser!

The screenshot shows the SAP Ariba user interface. At the top right, the user's name 'Tatiana Jozafova' is displayed with a dropdown menu. A red box labeled '1' highlights the 'My Account' option in this menu. Below the menu, the 'Preferences' section is visible, with a red box labeled '2' highlighting the 'Preferences' heading. The 'Preferences' section includes fields for 'Preferred Language' (set to English), 'Preferred Timezone' (set to WET), and 'Default Currency' (set to Russian Rouble). Below this is the 'Contact Information' section, also highlighted with a red box labeled '2'. At the bottom right of the page, a red box labeled '3' highlights the 'Save' button.

Title	ID	End Time
▼ Status: Completed (1)		
Copy of Copy of Japanese eAuction 22012020	Doc349352420	No time limit
▼ Status: Open (10)		
Test RFQ scenario 3	Doc350427983	2/23/2020 2:13 PM

# ▶ SAP ARIBA – JAPANESE E-AUCTION LINK USER ID

If you have multiple user accounts, you can link your User IDs:

1. To link your IDs, select under your name "Link user IDs"
2. Enter username and password of another account you want to link and select "Link accounts"
3. If you click on "Switch Account", you can see all your accounts, which are linked

The first screenshot shows the SAP Ariba interface with the user profile menu open. The 'Link User IDs' option is highlighted with a red box and a red '1' next to it.

The second screenshot shows a form titled 'NO APPROVAL NEEDED' with the text 'Enter the username and password of another account to which you want to link.' The 'Link accounts' button is highlighted with a red box and a red '2' next to it.

The third screenshot shows the user profile menu with the 'Switch Account' option highlighted with a red box and a red '3' next to it. Below the menu, a list of linked accounts is visible, including 'Tatiana Jozafova' with email addresses 'BJPartners@henkel.com' and 'Dummysupplier3@henkel.com'.

# ▶ SAP ARIBA – RFI WELCOME PAGE

1. To display the list of eSourcing events you are invited for please go to **"Ariba Proposals & Questionnaires"**
2. List of your events is displayed, grouped by the event status:
  - Open
  - Pending selection (Closed)
  - Completed
  - Preview (Not started yet)
3. The events can be hidden/shown by clicking on the arrow. To open a project, click on the project name

The screenshot shows the SAP Business Network interface. At the top, there is a navigation menu with the following items: Ariba Discovery, Ariba Proposals And Questionnaires (highlighted with a red box and labeled '1'), Ariba Contracts, and SAP Business Network. Below the navigation menu, there is a section titled 'Events' with a table of event details. The table has columns for Title, ID, End Time, and Event Type. The table is grouped by status, with expandable sections for 'Status: Open (3)' and 'Status: Pending Selection (18)'. The first event in the 'Open' group is 'English auction test' with ID Doc287533312 and End Time 9/23/2019 1:40 PM. The first event in the 'Pending Selection' group is 'Cookie concept\_2nd RFI test' with ID Doc282153564 and End Time 9/25/2019 9:45 AM. A red box labeled '2' is placed over the introductory text above the table, and a red box labeled '3' is placed over the expandable arrow for the 'Status: Open (3)' group.

Title	ID	End Time	Event Type
▼ Status: Open (3)			
English auction test	Doc287533312	9/23/2019 1:40 PM	Auction
RFQ	Doc283403042	10/12/2019 11:01 AM	RFP
RFQ	Doc282509222	9/25/2019 1:15 PM	RFP
Cookie concept_2nd RFI test	Doc282153564	9/25/2019 9:45 AM	RFI
▼ Status: Pending Selection (18)			
Event under RFP tasks testing	Doc282190326	9/20/2019 2:45 PM	RFP

# ▶ SAP ARIBA – JAPANESE E-AUCTION ACCEPT/DECLINE AN INVITATION

1. To participate in an eSourcing event, first click on **“Intend to Participate”** to accept the invitation
2. To decline the invitation, please click on **“Decline to participate”**. Please note that in some cases you may be asked to enter the reason for decline
3. If you previously declined to respond, you can participate in the event by selecting **“Intend to Respond”**

Doc288674539 - Japanese eAuction\_TJ\_25.9.2019 Time remaining in preview 12:18:14

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

**1**   **2**

All Content

Name 1	Price	Quantity
1 Glycerine portfolio -	€500,000.00 EUR	1 each

Event Overview and Timing Rules

Owner: Tatiana Jozafova ⓘ  
Event Type: Japanese Auction  
Currency: European Union Euro  
Commodity: Glycerine B\_030  
Regions: NA North America

Publish time: 9/27/2019 8:48 AM  
Bidding start time: 9/27/2019 9:15 PM  
Response end time: 9/27/2019 9:15 PM  
End bidding when the number of active participants reaches this value: 100000 ⓘ  
Bid adjustment interval: 1 Minutes ⓘ

Bidding Rules

Market Feedback

You have declined to respond. Click on the 'Intend to Respond' button if you are intending to participate in the event

**3**

# ▶ SAP ARIBA – JAPANESE E-AUCTION SELECTION OF LOT(S)

1. In order to select item(s) for which you intend to bid, click **"Select Lots"**
2. New window will open, tick the respective box for the relevant item(s)
3. Select **"Confirm Selected Lots"**

The screenshot displays the SAP ARIBA Japanese eAuction interface for document Doc288674539. The top section shows the document title and a 'Select Lots' button highlighted with a red box and the number 1. Below this, the 'All Content' table lists one lot: '1 Glycerine portfolio' with a price of €500,000.00 EUR. The 'Event Overview and Timing Rules' section provides details such as Owner (Tatiana Jozafova), Event Type (Japanese Auction), Currency (European Union Euro), Commodity (Glycerine B\_030), and Regions (NA North America). The bottom section, titled 'Lots Available for Bidding', contains a table with a checkbox for the '1 Glycerine portfolio' lot, which is checked and highlighted with a red box and the number 2. Below the table, the 'Confirm Selected Lots' button is highlighted with a red box and the number 3.

Name 1	Price
1 Glycerine portfolio	€500,000.00 EUR

Name	Reason for not bidding	Status
<input checked="" type="checkbox"/> 1 Glycerine portfolio		Preview

# ▶ SAP ARIBA – JAPANESE E-AUCTION BIDDING OPENED

1. Once the auction starts, the "Submit Acceptance" button is activated
2. You can see the price level which has to be submitted to avoid elimination in "Current price" line and bid adjustment value
3. Time remaining till next automatic price change is counting down in upper right corner

The screenshot displays the SAP Ariba Japanese E-Auction interface. At the top, the document ID "Doc289629532 - Japanese auction\_TJ\_27.9.2019" is shown. In the upper right corner, a red box labeled "3" highlights the "Time remaining for item 1" timer, which shows "00:00:53". Below this, a yellow warning banner states: "You haven't accepted the current price level. Submit a bid before bidding closes to avoid elimination." The main item is "1. Glycerine portfolio" with a quantity of "1 each". A red box labeled "2" highlights the pricing information: "Bid adjustment: €5,000.00 EUR" and "Current Price: €500,000.00 EUR". Below the pricing, a blue button labeled "Submit Acceptance" (highlighted with a red box and "1") and a "Compose Message" button are visible. At the bottom, there is a "Period: All" dropdown menu.

# ▶ SAP ARIBA – JAPANESE E-AUCTION SUBMITTING A BID

The price is automatically calculated by the system. To submit a bid:

1. Select **“Submit Acceptance”**
2. Confirm via **“OK”**
3. Confirmation message that a bid has been submitted is shown
4. New line **“Accepted price”** appears in the overview

Doc289629532 - Japanese auction\_TJ\_27.9.2019 Time remaining for item 1 00:00:53

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

1. Glycerine portfolio ✓ Submit this response?

Bid adjustment: €5,000.00 EUR  
Current Price: €500,000.00 EUR

**1** Submit Acceptance Compose Message **2** OK Cancel

Click OK to submit.

Period: All

Doc289629532 - Japanese auction\_TJ\_27.9.2019 Time remaining for item 1 00:00:10

**3** ✓ You have successfully accepted the current price level. You can wait for the next price change to accept the new price level.

1. Glycerine portfolio

Bid adjustment: €5,000.00 EUR  
**4** Accepted Price: €500,000.00 EUR  
Current Price: €500,000.00 EUR

Accepted Quantity: 1 each  
Quantity: 1 each

Compose Message

# ▶ SAP ARIBA – JAPANESE E-AUCTION BIDDING CLOSED

1. Once the auction ends, the event status is “Pending selection” and no further bids can be posted
2. The bid shown in the line “Accepted Price” is your last successfully submitted bid
3. You can see the overview of all submitted bids under “Bid History” section
4. The last submitted price appears at the top of the list

Doc289629532 - Japanese auction\_TJ\_27.9.2019 1 Pending Selection

✓ Thank you for your participation in this event. Bidding is now closed.

1. Glycerine portfolio

Bid adjustment: €5,000.00 EUR  
2 Accepted Price: €485,000.00 EUR Accepted Quantity: 1 each

Compose Message

Period: All

3 Bid History

Participant	Price ↑	Quantity	Submission Time
SPM technical supplier	<span style="border: 1px solid red; padding: 2px;">4</span> €485,000.00 EUR	1 each	10:10 AM
SPM technical supplier	€490,000.00 EUR	1 each	10:09 AM
SPM technical supplier	€495,000.00 EUR	1 each	10:08 AM
SPM technical supplier	€500,000.00 EUR	1 each	10:07 AM

# ▶ SAP ARIBA – JAPANESE E-AUCTION

## SEND & RECEIVE MESSAGES (1/2)

1. To compose a new message, select "Compose message"
2. Type the message text
3. Select "Send"

Important: Please note that once the auction is closed you will not be able to compose any messages.

The screenshot displays the SAP ARIBA Japanese E-Auction interface. The top section shows the auction details for "1. Glycerine portfolio" with a bid adjustment of €5,000.00 EUR and an accepted price of €485,000.00 EUR. The accepted quantity is 1 each. A red box highlights the "Compose Message" button, labeled with a red "1". Below this, a "Period" dropdown menu is set to "All".

The bottom section shows the "Compose New Message" form. The "From" field is "SPM technical supplier (Tatiana Jozafova)", the "To" field is "Project Team", and the "Subject" field is "Doc287993329 - English eAuction". The "Attachments" field is "Attach a file". A red box highlights the "Send" button, labeled with a red "2". The "Text message" field is highlighted with a red box, labeled with a red "3".

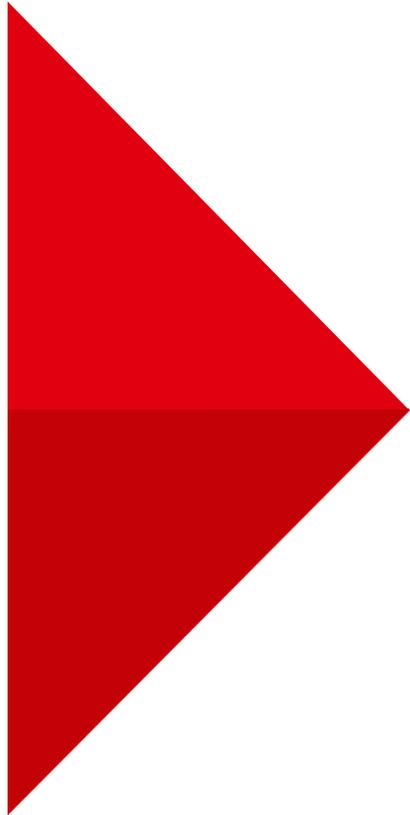
# ▶ SAP ARIBA – JAPANESE E-AUCTION SEND & RECEIVE MESSAGES (2/2)

1. To see all messages, select “Event messages” from the panel on the left side
2. The list of messages exchanged during the event is shown
3. To return to the bidding part, select “Back to Console”

The screenshot displays the SAP ARIBA console for a Japanese auction event. The interface is divided into several sections:

- Console Header:** Shows the event ID "Doc289629532 - Japanese auction\_TJ\_27.9.2019".
- Left Panel (Step 1):** A sidebar menu with "Event Messages" highlighted in a red box. Below it are "Response History" and a "Checklist" containing "1. Review Event Details", "2. Select Lots", and "3. Submit Bids".
- Main Content Area (Step 2):** Displays a green confirmation message: "Thank you for your participation in this event. Bidding is now closed." Below this is a section for "1. Glycerine portfolio" with details: "Bid adjustment: €5,000.00 EUR" and "Accepted Price: €485,000.00 EUR". A "Compose Message" button is visible.
- Messages Table (Step 3):** A table listing messages with columns for Id, Reply Sent, Sent Date, From, Contact Name, To, and Subject. The table contains four rows of message data.
- Bottom Panel (Step 3):** A row of action buttons including "View", "Reply", "Compose Message", and "Download all attachments". A "Back to Console" button is highlighted in a red box.

Red boxes with numbers 1, 2, and 3 are overlaid on the interface to indicate the steps described in the list to the left.



# THANK YOU

For further supporting materials please visit our [Henkel@SAP Ariba webpage](#) webpage.

