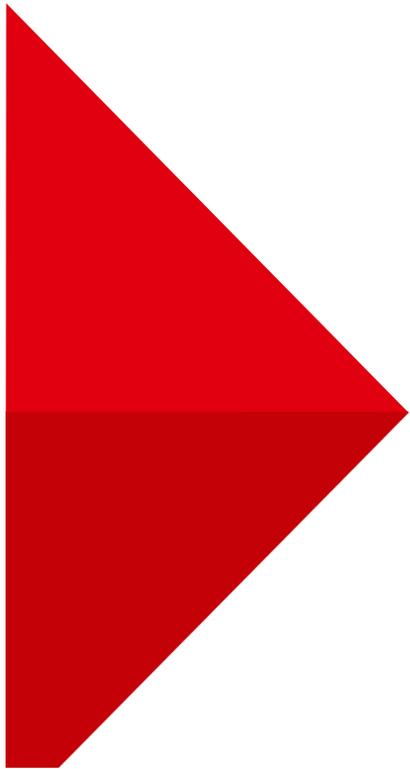# SUPPLIER MANUAL – JAPANESE E-AUCTION
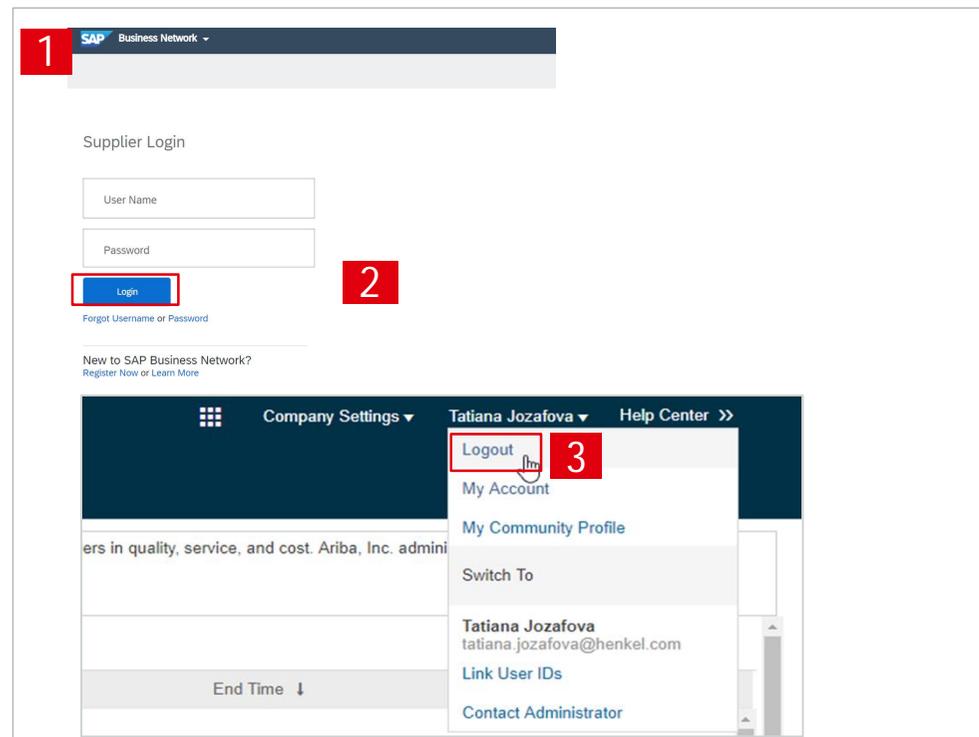
Henkel@SAP Ariba

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

Henkel

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

1

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   **2**

3

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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"

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!

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

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

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"

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"

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

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📑 Doc289629532 - Japanase auction_TJ_27.9.2019

3 🕐 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 ▾

Bid adjustment: €5,000.00 EUR
Current Price: ℹ️ ▾ €500,000.00 EUR   **2**

Quantity: 1 each

[Submit Acceptance]   **1** ...mpose Message

Period: [All ▾]

Henkel

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

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

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.

1. Glycerine portfolio

Bid adjustment: €5,000.00 EUR
Accepted Price: €485,000.00 EUR

Accepted Quantity: 1 each

Compose Message **1**

Period: All

< Go back to Henkel AG & Co. KGaA and its affiliates - TEST Dashboard   Desktop File Sync

Compose New Message   **2** Send   Cancel

From: SPM technical supplier (Tatiana Jozafova)

To: Project Team

Subject: Doc287993329 - English eAuction

Attachments: Attach a file

B I U ≔ ⋮≡   1 (8 pt)   — font —   A   **3**
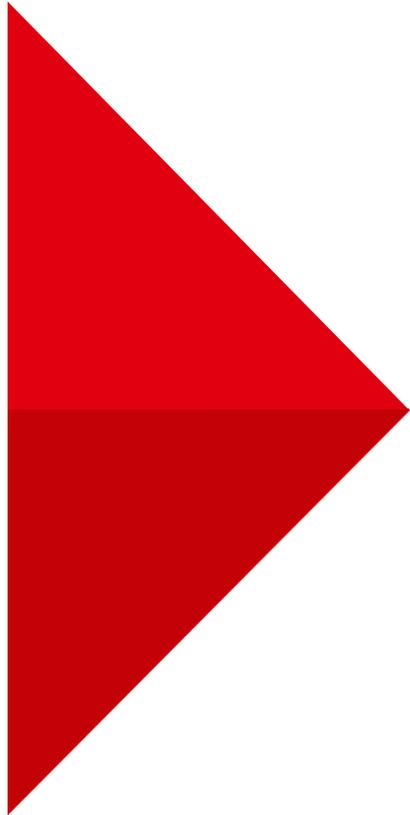
Test message

Henkel

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"

THANK YOU

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

Henkel