SUPPLIER MANUAL – DUTCH E-AUCTION
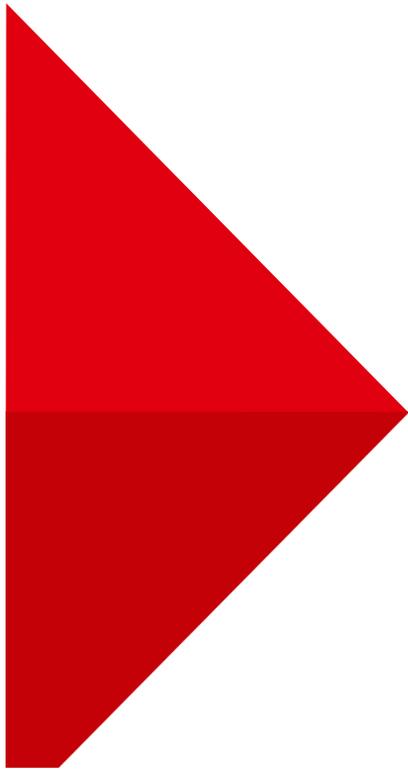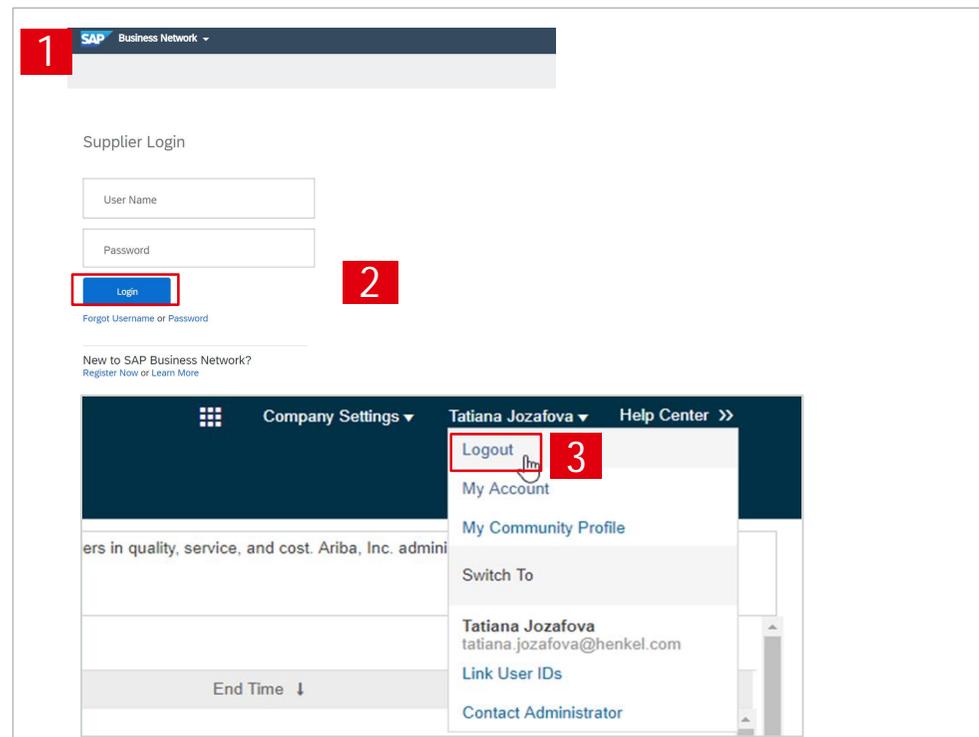
Henkel@SAP Ariba

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**

Henkel

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 – DUTCH 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!

Henkel

SAP ARIBA – DUTCH 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 – DUTCH 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 – DUTCH 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 – DUTCH E-AUCTION
BEFORE BIDDING

1. Before the auction starts, you can see more information about bidding item(s), e.g. starting price and bidding quantity

2. By clicking on the arrow also the bid adjustment value is visible

Doc289678081 - Dutch auction_TJ_27.9.2019

All Content

Name ↑		Price	Quantity	Extended Price
1 Glycerine portfolio	**2a**	€200,000.00 EUR	1 each	€200,000.00 EUR

1

Compose Message

Bidding Rules - 1 Glycerine portfolio ✕

Commodity:	Glycerine B_030
Region:	WE Western Europe
2b Bid adjustment:	€2,000.00 EUR

The amount the bid will be adjusted at each bid adjustment interval.

Henkel

SAP ARIBA – DUTCH E-AUCTION
BIDDING OPENED

1. Once the auction starts, the "Submit Acceptance" button is activated

2. By clicking on the arrow next to "Current price" you will see an overview of subsequent bidding values

3. "Time until next adjustment" is counting down automatically

SAP ARIBA – DUTCH E-AUCTION
SUBMITTING A BID

In the Dutch eAuction, the price is automatically calculated by the system. Once you agree with the incremented price, confirm it by:

1. Select "Submit Acceptance"

2. Select "OK".

SAP ARIBA – DUTCH E-AUCTION
BIDDING CLOSED

1. Once you accept the final price which is most suitable for you, the eAuction is automatically closed for bidding and the event status changes to "Pending selection". No further bids can be posted.

2. The bid shown in the line "Accepted Price" is your successfully submitted bid.

3. You can see the posted bid also under "Bid history" section.

Henkel

SAP ARIBA – DUTCH 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.

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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

Send **3**

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 A ⊘ **2**

Test message

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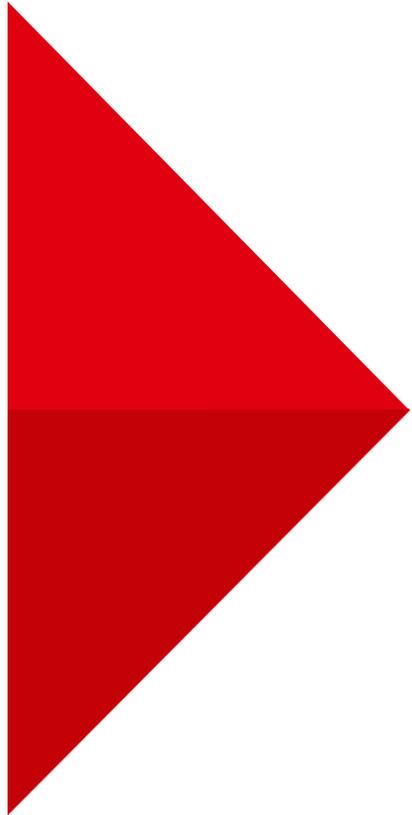## SEND & RECEIVE MESSAGES (2/2)

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