



K-ELECTRIC ARIBA IMPLEMENTATION

Training Manual - Responding to Auctions

About this tool/enabler

Objective and benefits

This user manual provides guidance for Responding to auctions on SAP Ariba as configured for K-Electric.

Document details

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Introduction

This user manual provides guidance for performing the document subject procedure on SAP Ariba as configured for K-Electric.

Trigger

User will be responding to auctions

Menu Path

Use the create menu path(s) as guided later in the document to begin this transaction.

Objectives and Assumptions

1. The training document is intended to guide the user through a process flow of the subject activity with sample data, it is kept as close to actual as possible, with inclusion of multiple selection screens wherever possible.
2. The training document is to be used as a reference when running the actual transactions in the SAP Ariba Production system, however actual data values are required for input according to the specific nature of the business task at hand.
3. The training document is intended mainly to be distributed to the SAP Ariba Users (Power Users / End Users / Suppliers) who have attended the instructor led training sessions in order to grasp a holistic approach and view of the overall business process and requirements. An isolated approach to use it without background to-be business process knowledge might not always work.
4. The training document defines an activity flow which is to be understood and executed with the essential coherence of the relevant Standard Operating Procedure (S.O.P.) accordingly, as decided and agreed during the SAP Ariba system finalization. Please consult your relevant Power User / Relevant Help Desk support personnel for the same.
5. Assisted guidance from the relevant Power Users / Helpdesk / Trainers might be needed for the first-time users in order to grasp the broader background understanding and concept embedded in SAP system according to the nature and complexity of the scenario at hand.
6. The users are encouraged to ask further questions / do exploration within their defined area of work.
7. A single training document might be covering various inter-connected business scenarios and business tasks performed in routine business operations.

Specific applicability is to be judged according to the nature of business requirement.

8. Remember, the Help button is your friend in SAP Ariba. Try pressing it and you would be supported with instant SAP Ariba help and field definitions.

SOURCING PROJECT OVERVIEW

A collaboration on how to source items or services within a certain time frame, in defined stages with specific deliverables.

In Ariba, a sourcing project includes tasks, documents and team members.

TASK: Activities necessary to complete the project. A task has an owner and a due date

TEAM: A group of individuals designated to work on the project and complete tasks

DOCUMENTS: Electronic files related to the project. These can be used as reference material, sent to external parties, submitted for approval / review etc.

A document can be any type of file except .exe

SOURCING EVENT: Used to collect information and pricing from suppliers. The types of Sourcing Events are:

- Request for Information (RFI)
- Request for Proposal (RFP)
- Auction (price decreases over time)
- Forward Auction (price increases over time)

Ariba supports two main types of sourcing projects:

1) Full Projects:

A full project can be created from any available template, including templates your company has created to manage different business processes or types of events. Full projects can contain multiple sourcing events.

2) Quick Projects:

A quick project is a single sourcing event such as an RFI, RFP, or auction that is created from a default Ariba template.

User Steps for Responding to Auctions

- The tab opens the Bid Console of the Project.

Title	ID	End Time	Event Type	Participated
RFI Template test 5	Doc151799730	7/25/2019 3:15 PM	RFI	Yes
▼ Status: Open (2)				
RFP for Air Conditioner and Laptop	Doc155962045	5/9/2020 2:55 PM	RFP	Yes
Auction for Air Conditioner	Doc155962065	5/9/2020 2:55 PM	Auction	No
▼ Status: Pending Selection (25)				
cost test 02	Doc155960857	5/8/2020 8:09 PM	RFP	Yes
PROCUREMENT OF BOXES - PR 1100098765	Doc155877421	5/2/2020 10:05 PM	RFP	No
Auction ac	Doc155581026	4/22/2020 9:25 AM	Auction	No
RFP Test	Doc155568503	4/20/2020 12:00 AM	RFP	No
Project Auction Test	Doc155564766	4/19/2020 8:10 PM	Auction	No
Auction for Turbine	Doc155564281	4/19/2020 7:00 PM	Auction	Yes

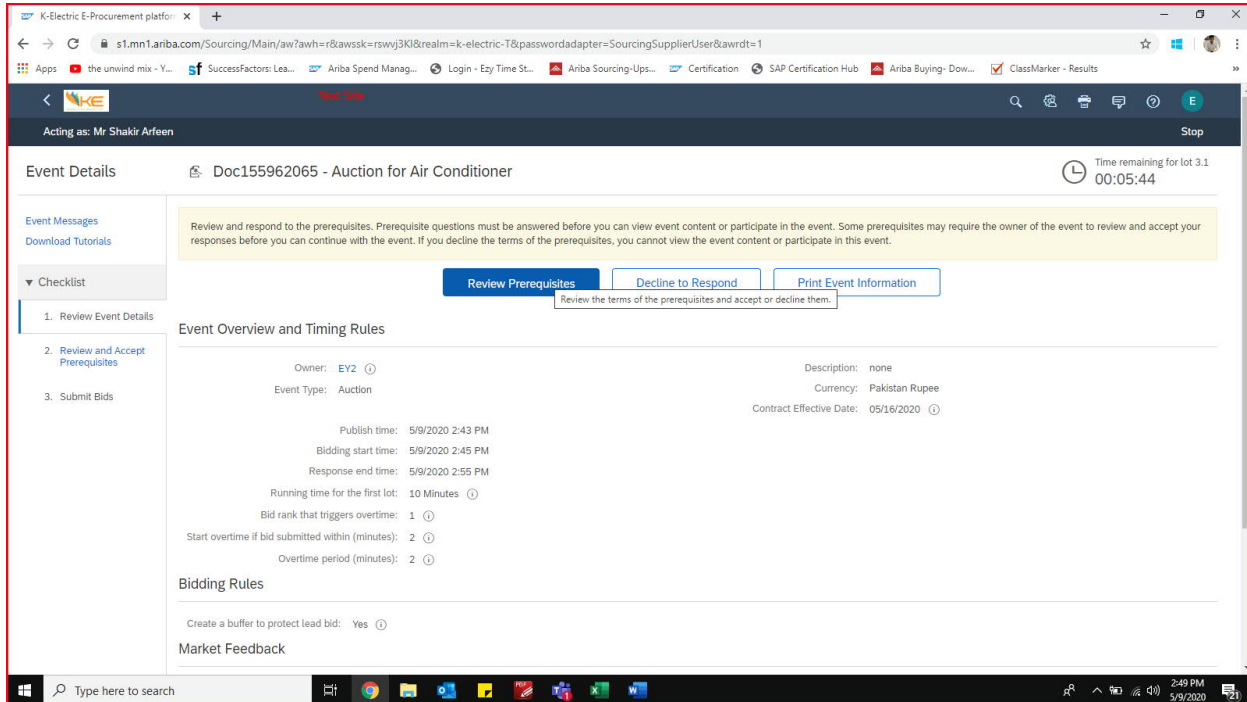
Title	ID	End Time	Commodity	Regions	Status
▼ Status: Completed (1)					
Supplier registration questionnaire	Doc150313887	4/17/2020 12:39 PM	(no value)	(no value)	Registered

Title	ID	End Time	Commodity	Regions	Status
No Items					

Title	ID	End Time	Commodity	Regions	Status
No Items					

- The list displays the tasks relevant to the supplier. You may navigate to find the task you are going to respond.

- In this case we are choosing “Auction for Conditioner”

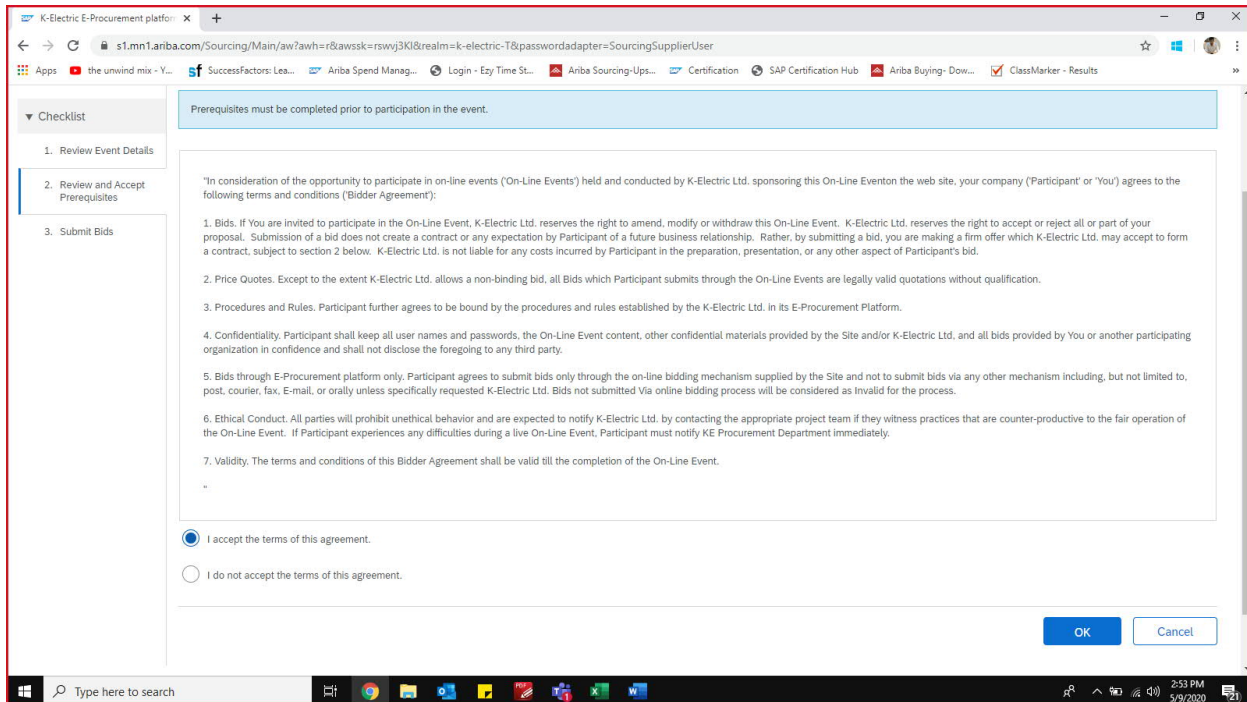


The screenshot shows the 'Event Details' page for 'Doc155962065 - Auction for Air Conditioner'. The user is acting as 'Mr Shakhir Arfeen'. The page includes a checklist with three steps: 1. Review Event Details, 2. Review and Accept Prerequisites (current step), and 3. Submit Bids. The 'Event Overview and Timing Rules' section displays the following information:

- Owner: EY2
- Event Type: Auction
- Description: none
- Currency: Pakistan Rupee
- Contract Effective Date: 05/16/2020
- Publish time: 5/9/2020 2:43 PM
- Bidding start time: 5/9/2020 2:45 PM
- Response end time: 5/9/2020 2:55 PM
- Running time for the first lot: 10 Minutes
- Bid rank that triggers overtime: 1
- Start overtime if bid submitted within (minutes): 2
- Overtime period (minutes): 2

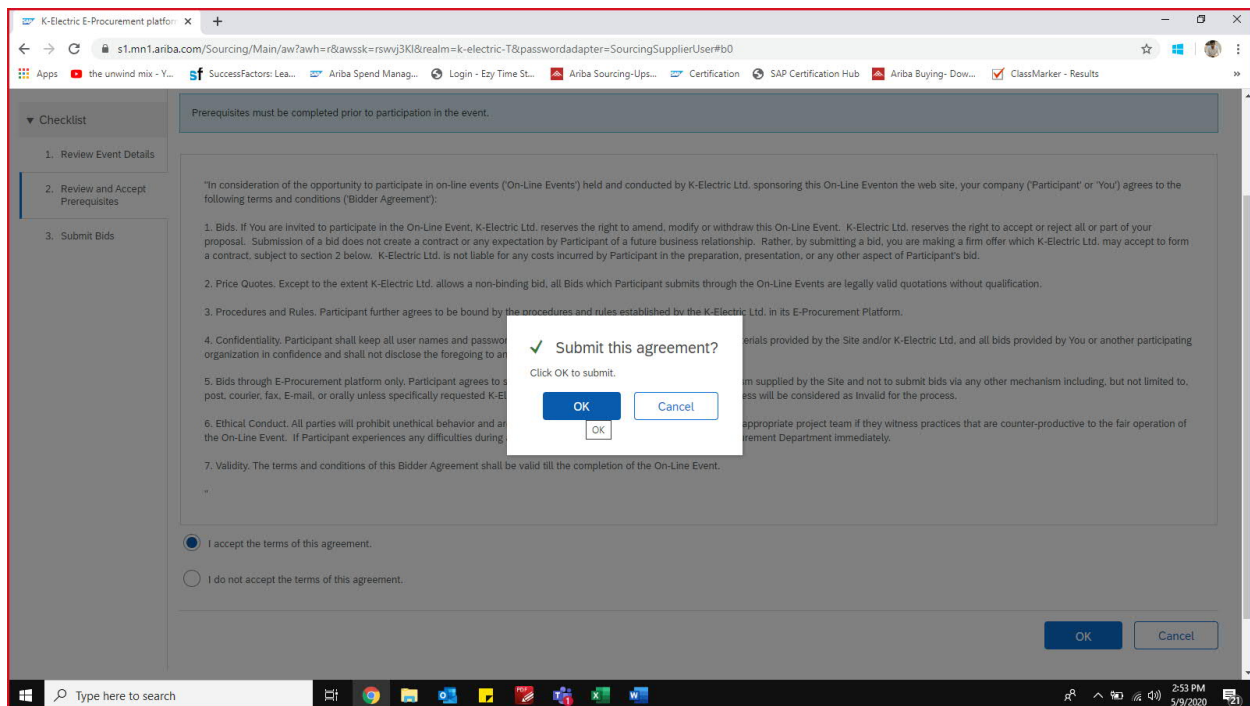
The 'Bidding Rules' section indicates 'Create a buffer to protect lead bid: Yes'. The 'Market Feedback' section is also visible.

- Click on “Review Prerequisites” to proceed

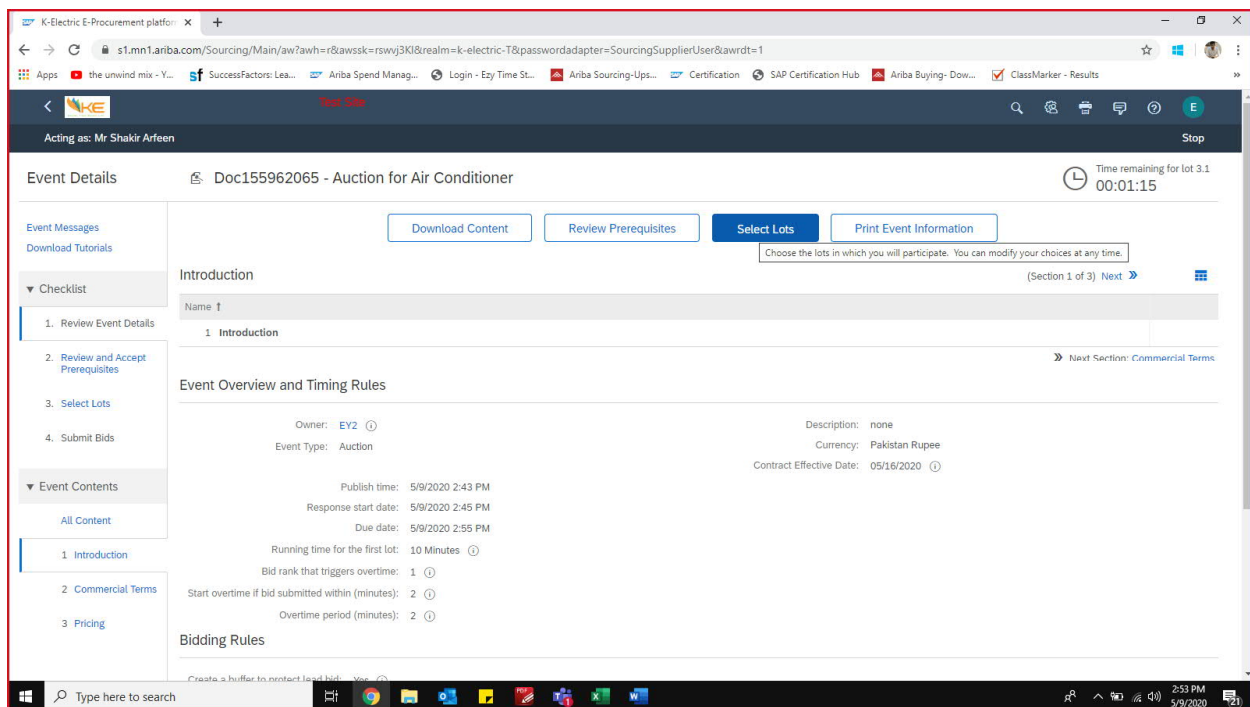


The screenshot shows the 'Review and Accept Prerequisites' step. A blue banner at the top states: 'Prerequisites must be completed prior to participation in the event.' Below this, the 'Bidder Agreement' is displayed, detailing the terms and conditions for participating in the on-line event. The agreement includes sections on Bids, Price Quotes, Procedures and Rules, Confidentiality, Bids through E-Procurement platform only, Ethical Conduct, and Validity. At the bottom, there are two radio buttons for accepting or declining the terms, with 'I accept the terms of this agreement.' selected. 'OK' and 'Cancel' buttons are located at the bottom right.

- You may read the terms of the agreement before accepting it.
- Click on to proceed



► Click OK to confirm agreement acceptance.



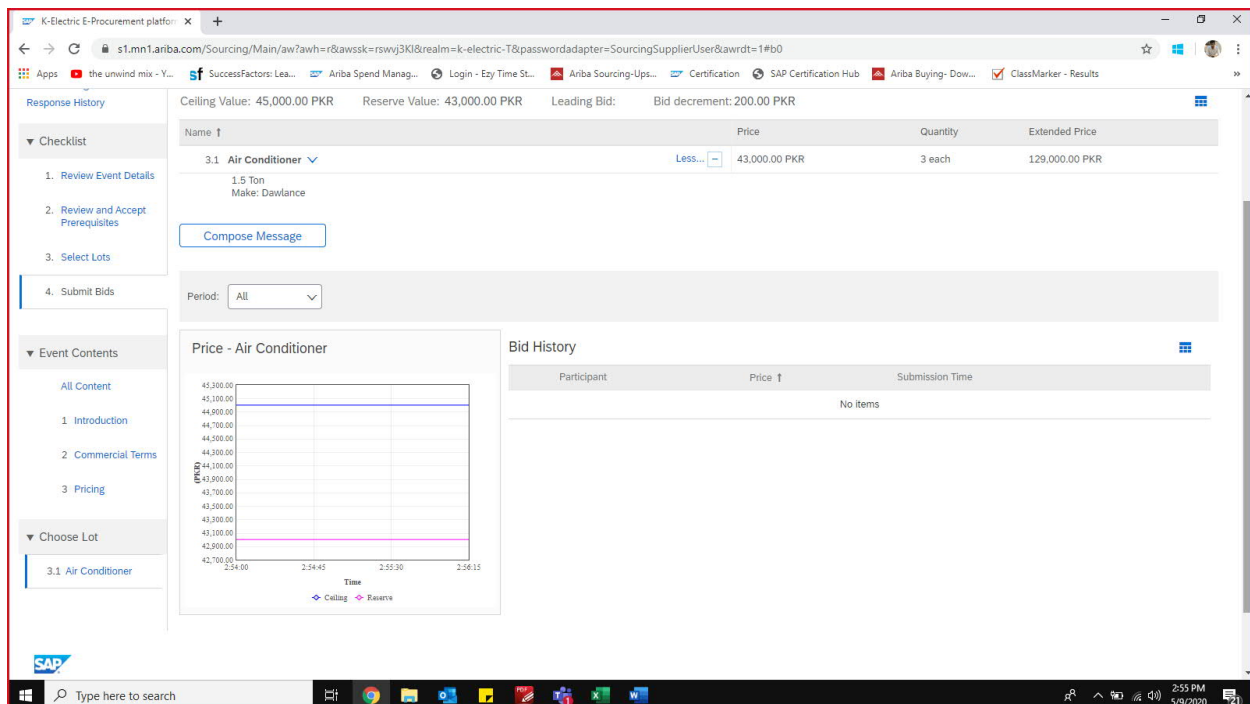
► Click on "Select Lots" to select the lots on which you will be responding to

The screenshot shows the 'Select Lots' page for an auction titled 'Doc155962065 - Auction for Air Conditioner'. The page includes a checklist on the left with steps: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots (current step), and 4. Submit Bids. The main area shows 'Lots Available for Bidding' with a table containing one lot: '3.1 Air Conditioner' (1.5 Ton, Make: Dawlance) with a status of 'Open'. Below the table is a 'Confirm Selected Lots' button. The top navigation bar shows the user is acting as 'Mr Shakir Arfeen'.

- ▶ Select Lots on which you wish to respond
- ▶ Click "Confirm Selected Lots" to proceed.

The screenshot shows the 'Console' page for the same auction. It displays the 'Event Messages' and 'Response History' sections. The 'Checklist' on the left shows steps: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots (current step), and 4. Submit Bids. The main area shows the 'Price - Air Conditioner' section with a table for bidding. The table has columns: Name, Price, Quantity, and Extended Price. The current lot is '3.1 Air Conditioner' (1.5 Ton, Make: Dawlance) with a quantity of '3 each'. The price field is set to '43000' PKR. Below the table is a 'Submit Current Lot' button. The top navigation bar shows the user is acting as 'Mr Shakir Arfeen'.

- ▶ Enter the "Price" on which you wish to supply.
- ▶ Click on "Submit Current Lot" to submit the price you have selected.



- ▶ The top right corner of the screen shows the time which is remaining for the current event. During that time, a supplier can edit his or her bid, if needed.
- ▶ These are however, defined in the bidding rules set by buyers.
- ▶ Once the time is over, no further responses will be catered.
- ▶ The buyer will evaluate all the bids as per their requirements and award the event/material accordingly.
- ▶ After this awarding process, a supplier will receive an email of the decision made.