Supplier guidelines

Participation in e-auctions on the SAP Ariba platform

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Introduction

The guideline describes the main activities to participate in such an SAP Ariba event

SAP Ariba Sourcing helps buyers create and run events in which they exchange business information with companies like yours. Depending on the type of information buyers want to collect, they create different types of events using SAP Ariba Sourcing.

Auctions

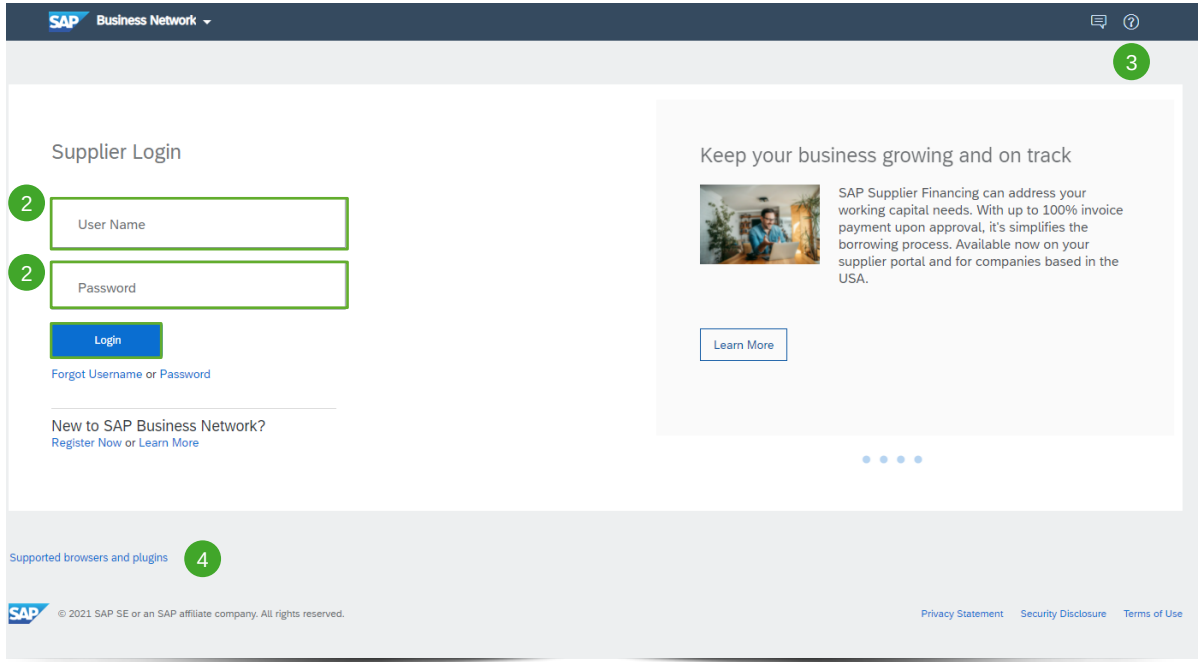
Auctions are directly competitive and allow the real-time exchange of information. Buyers typically schedule auctions carefully to ensure that all participants can participate at the same time.

Auctions in SAP Ariba are mainly reverse auctions. A reverse auction is a real–time online event during which you submit competitive bids for specific goods and/or services. Since auctions require a lot of preparation to be successful, buyers typically prepare for them by running information-collecting events (RFIs and RFPs) beforehand.

Free of charge

Suppliers are not charged when participating in an auction event, initiated by Umicore via the SAP Ariba platform.

Log in on the SAP Ariba Network



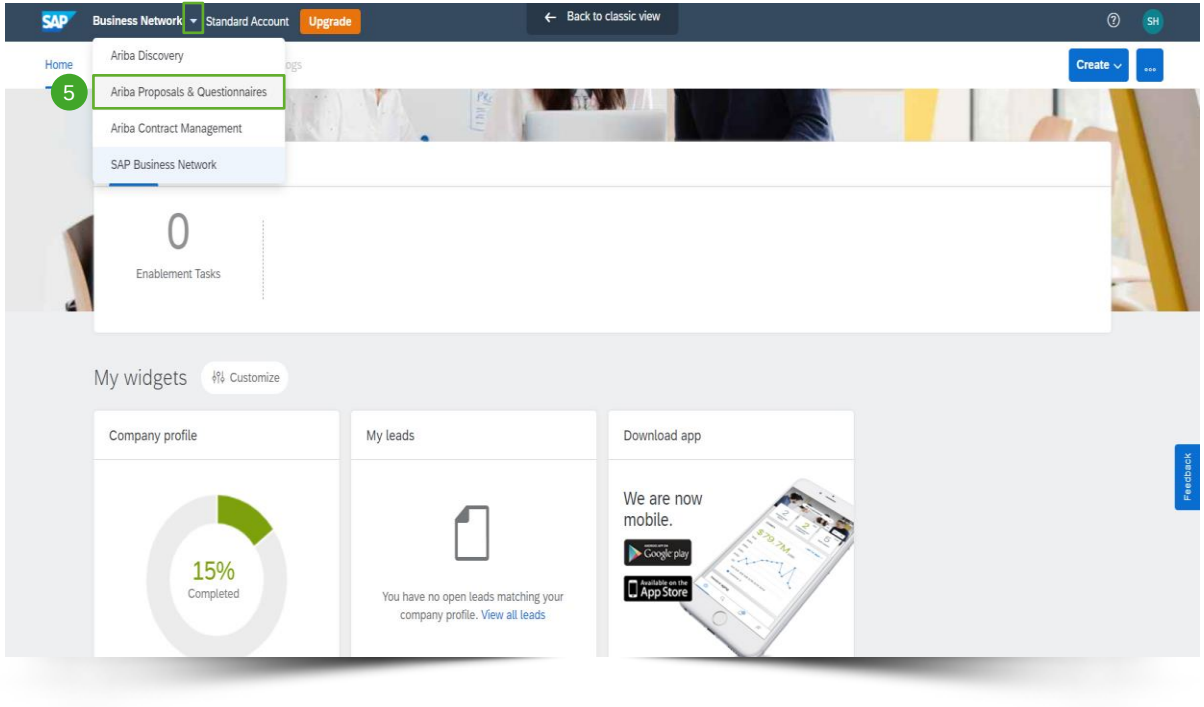
1. Browse to http://supplier.ariba.com.
2. After completing **User Name** and **Password**, click on the **Login** button.

Please refer to our **Account creation guidelines**, in case your company doesn't have an SAP Ariba account yet.

Login difficulties

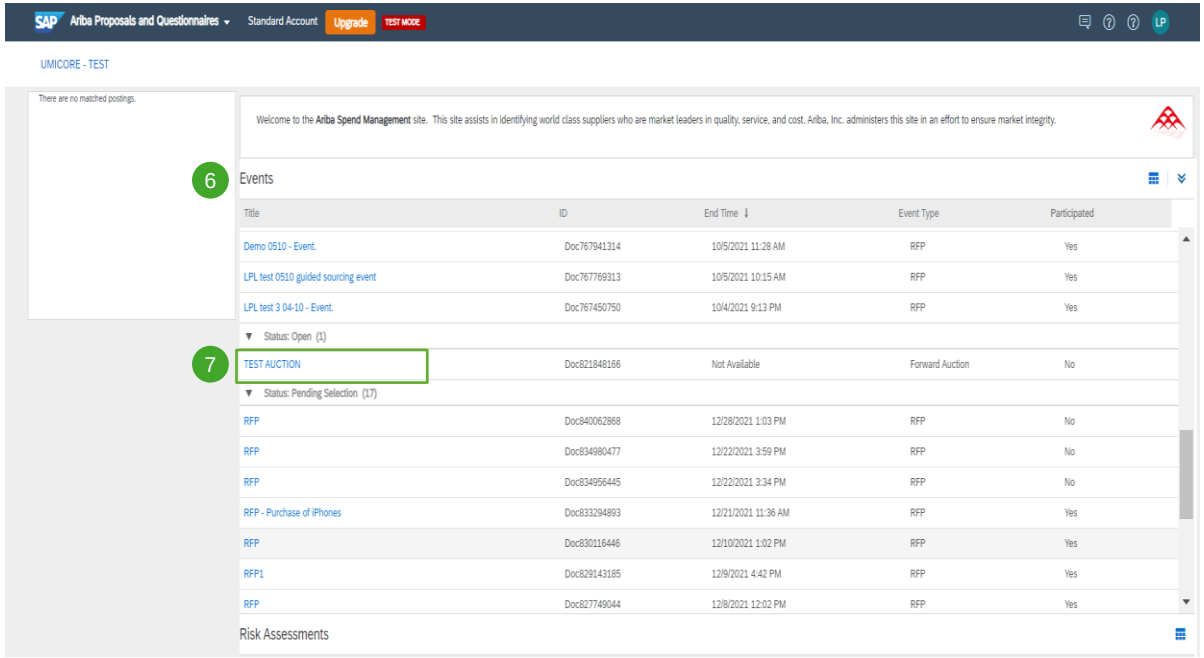
3. In case of technical issues or problems with the login procedure, please contact the SAP Ariba Helpdesk by clicking on the **question mark** at the top right corner.
4. Click on **Supported browsers and plugins**, to check your compatibility.

Navigate to proposals



5 After logging in, click on the small triangle next to Business Network and select **Ariba Proposals And Questionnaires** to be redirected to the page of events for which your company has been invited to.

Select event

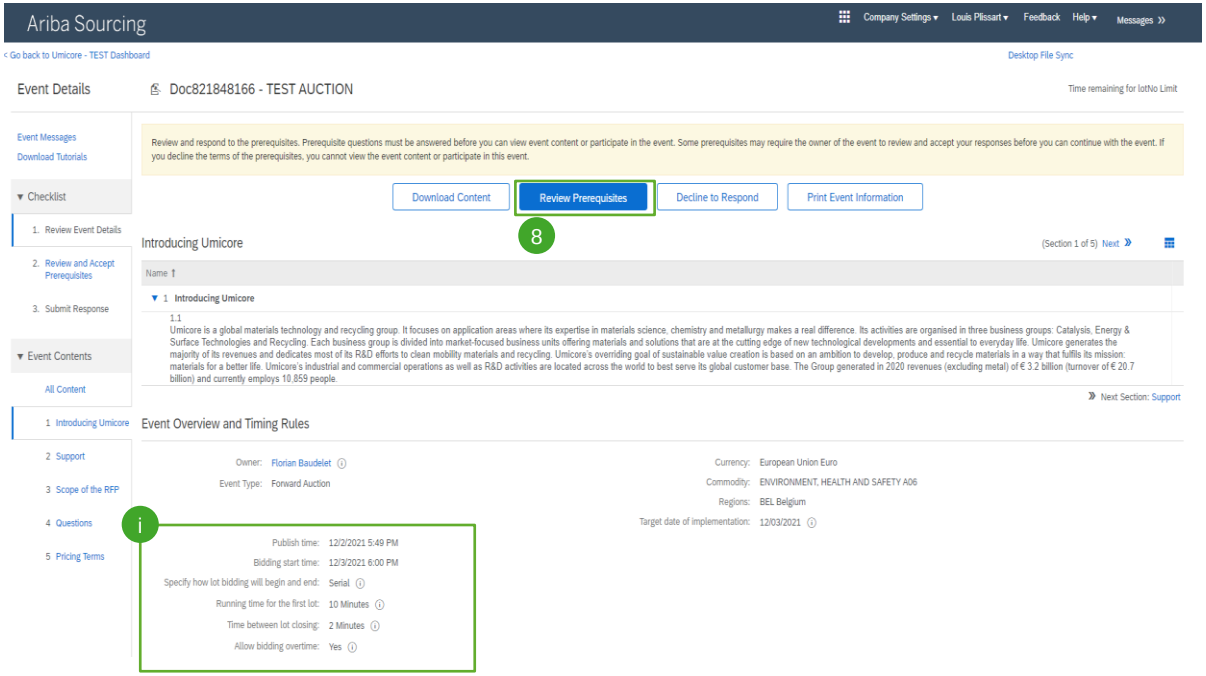


6 The **Events** section contains all RFI's, RFP's and e-Auctions that are created by Umicore and where you've been invited to. An event can have three statuses:

- *Completed*: the RFx is completed and awarded, closed or cancelled;
- *Open*: the RFx is currently ongoing;
- *Pending Selection*: the due time of the RFx has been reached and supplier quotes (and proposals) to the RFx are being analyzed before awarding.

7 Click on the **event title** to go to the dedicated event page to gain more details on the specific event.

Review and respond to prerequisites



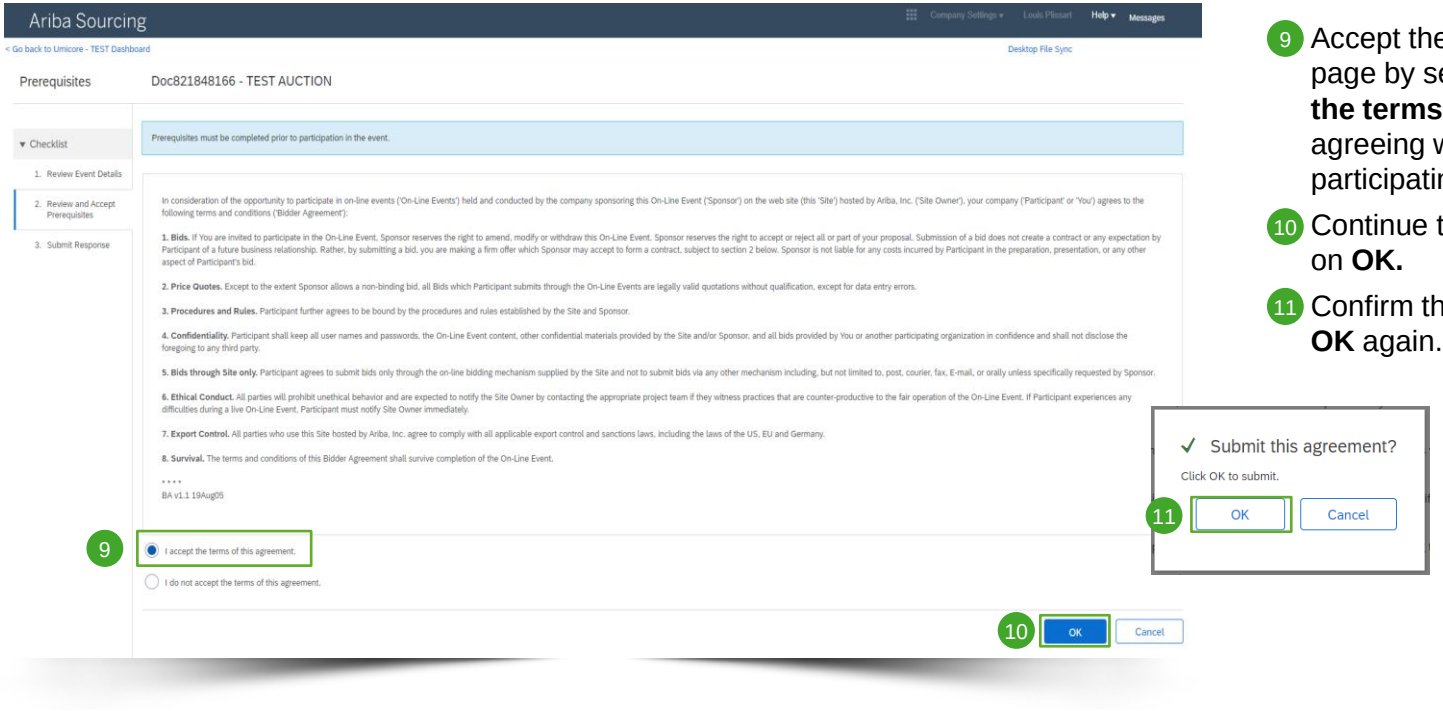
8 In order to participate in an event, you will need to review and accept the prerequisites. Do this by clicking on **Review Prerequisites**.

Additional information:

i In case your company doesn't want to participate, please click on **Decline** to notify Umicore.

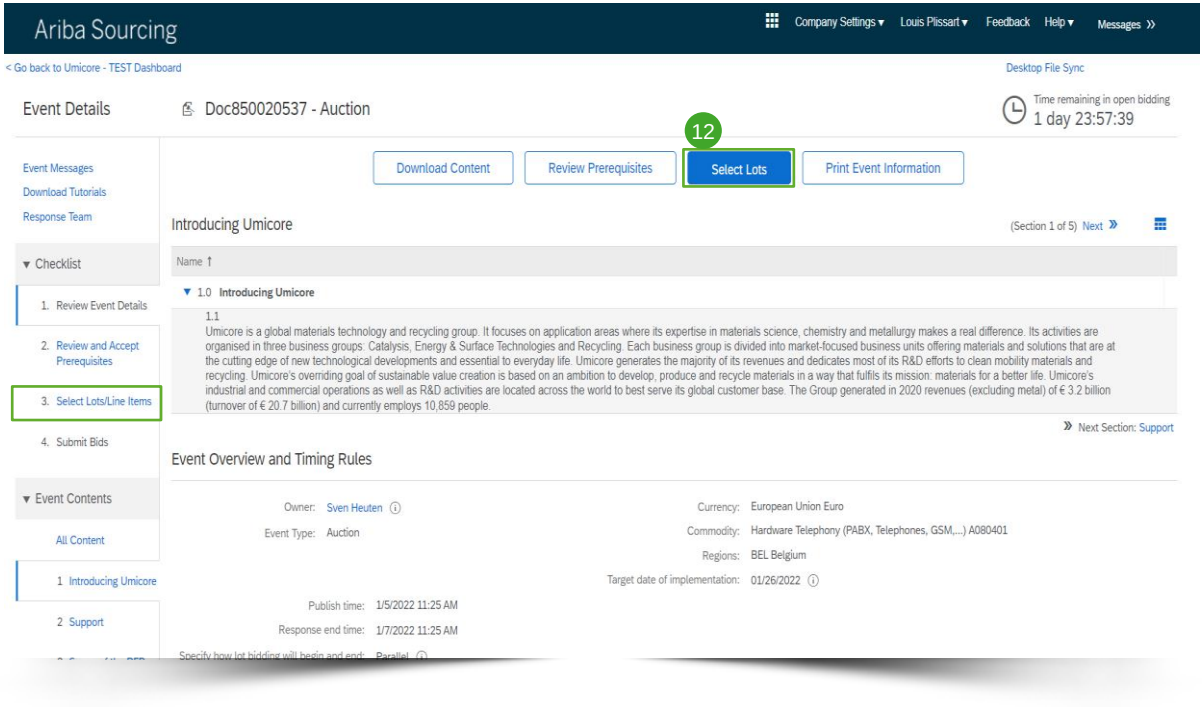
i Additional information on bidding start time, running time for the first lot etc. can also be found on this page

Review and respond to prerequisites



9. Accept the terms and conditions on the page by selecting the option **I agree the terms of this agreement**. Not agreeing will prevent you from participating in the event.
10. Continue to the next page by clicking on **OK.**
11. Confirm the pop-up screen, by clicking **OK** again.

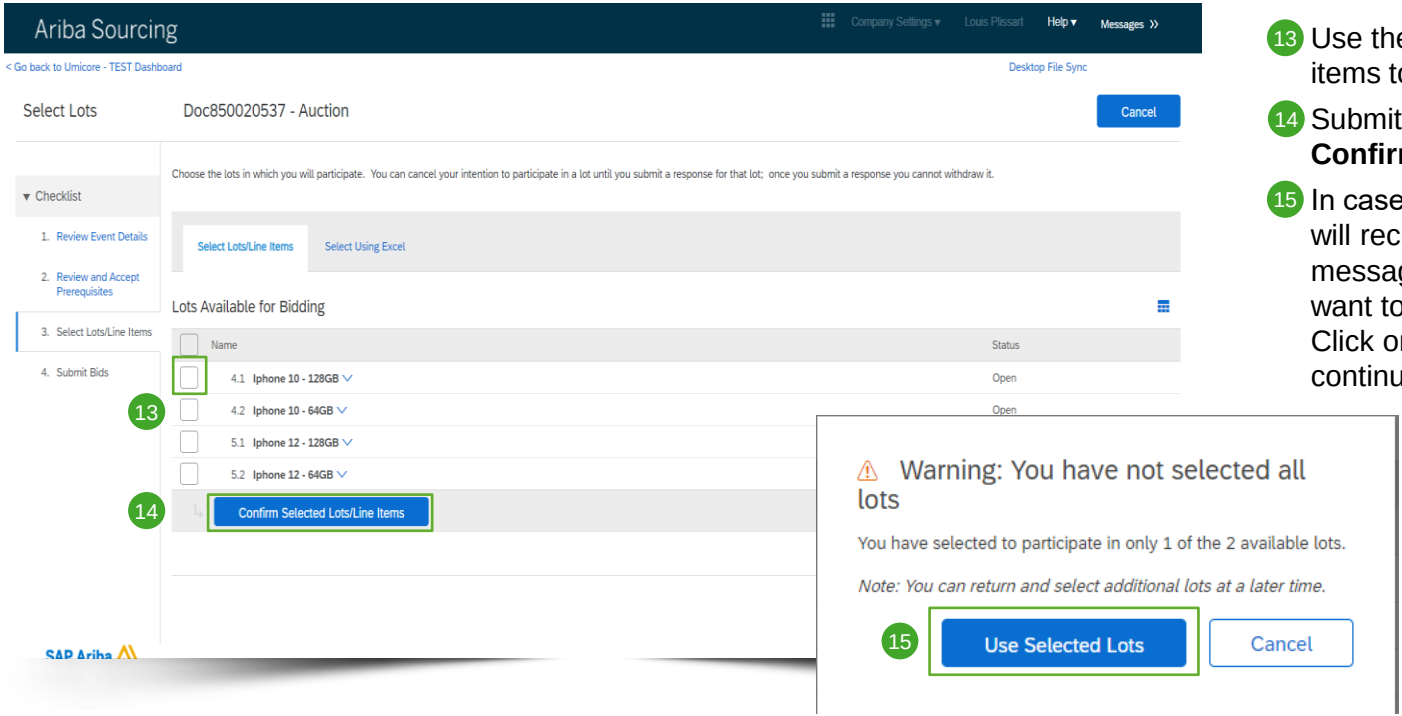
Select lots



In most events, the request is split in lots. Lots refer to product items Umicore is requesting pricing information of. As a supplier, you have the option to select the items/lots for which you would like to provide a quote.

12 Click on the blue button **Select lots** at the top of your page or click in the left navigation panel on **select lots/line items.**

Select lots

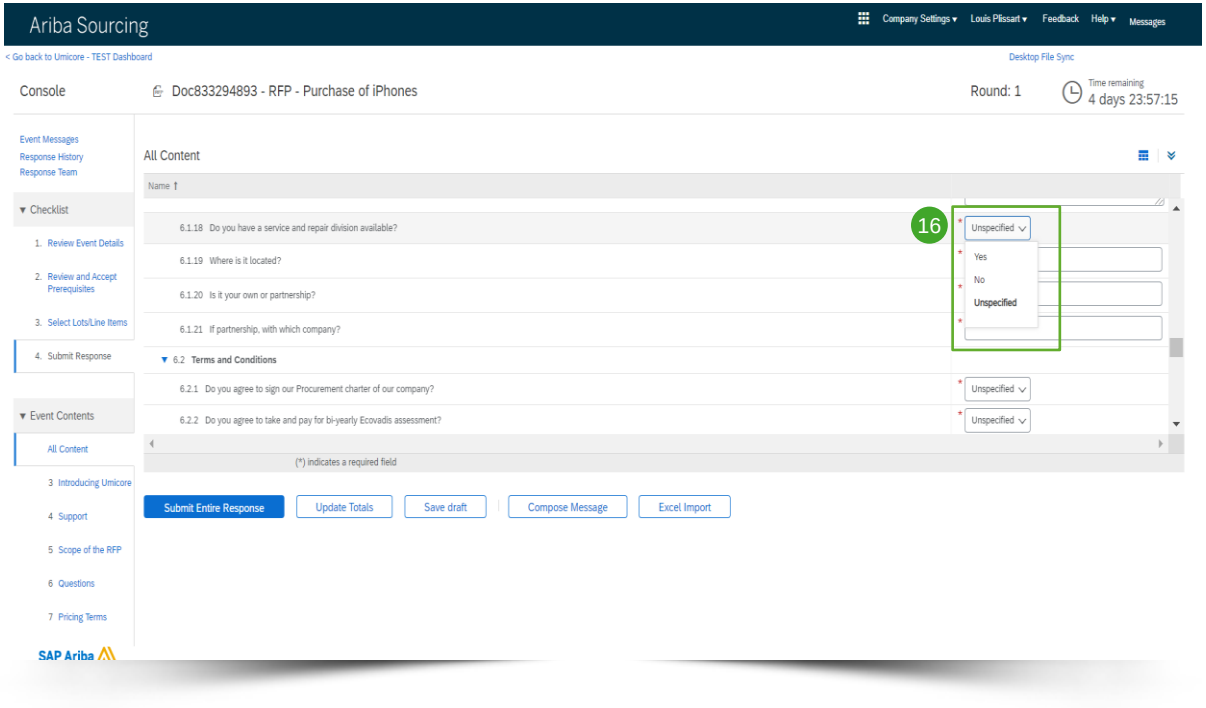


13 Use the checkboxes in front of the lots / items to select them.

14 Submit your answer by clicking on **Confirm Selected Lots/Line Items.**

15 In case you didn't select all the lots, you will receive an additional pop-up message to make sure that you do not want to participate in one or more lots. Click on **Use Selected Lots** to continue.

Provide answers



Usually, during e-Auctions, suppliers are only requested to provide a quote for a certain (set of) item(s) or lot(s).

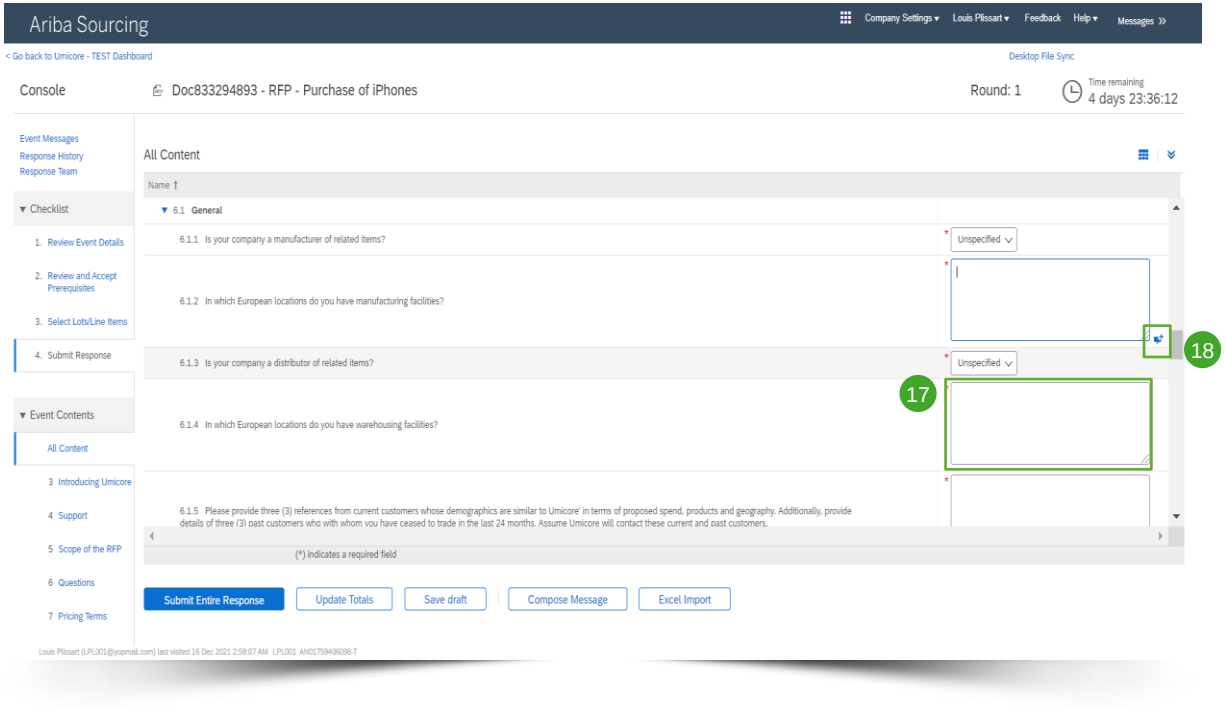
Information gathering via questions isn't commonly used in e-Auctions. However, for completeness all the different options are included in this manual.

In case there are no questions available in the e-Auction, please skip to the next section "bidding".

Predefined answers

16 Predefined answers makes use of a dropdown functionality.
You will only be able to answer with one of the available options in the dropdown list.

Provide answers

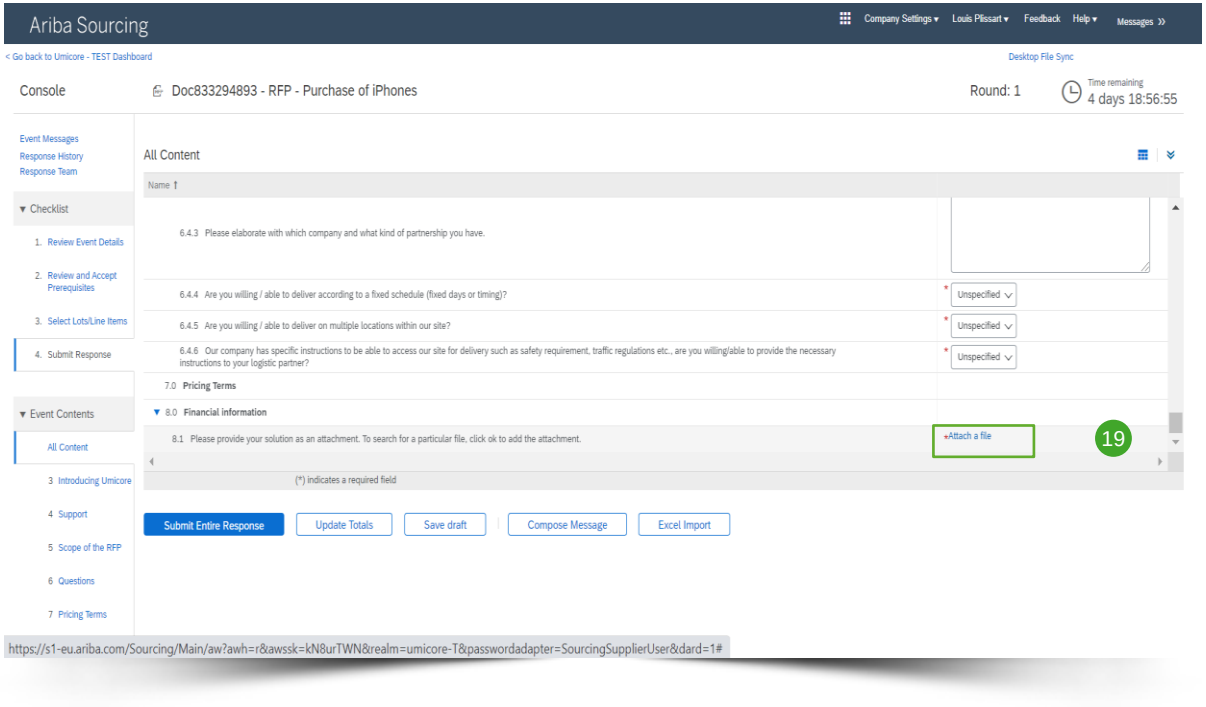


Open questions

17 Open questions can be answers by providing your input in the free text field (can include numbers, special characters etc.).

18 In some situations, Umicore will allow you to include attachments for a specific open question. If this is the case, it will be highlighted by the blue text balloon icon.

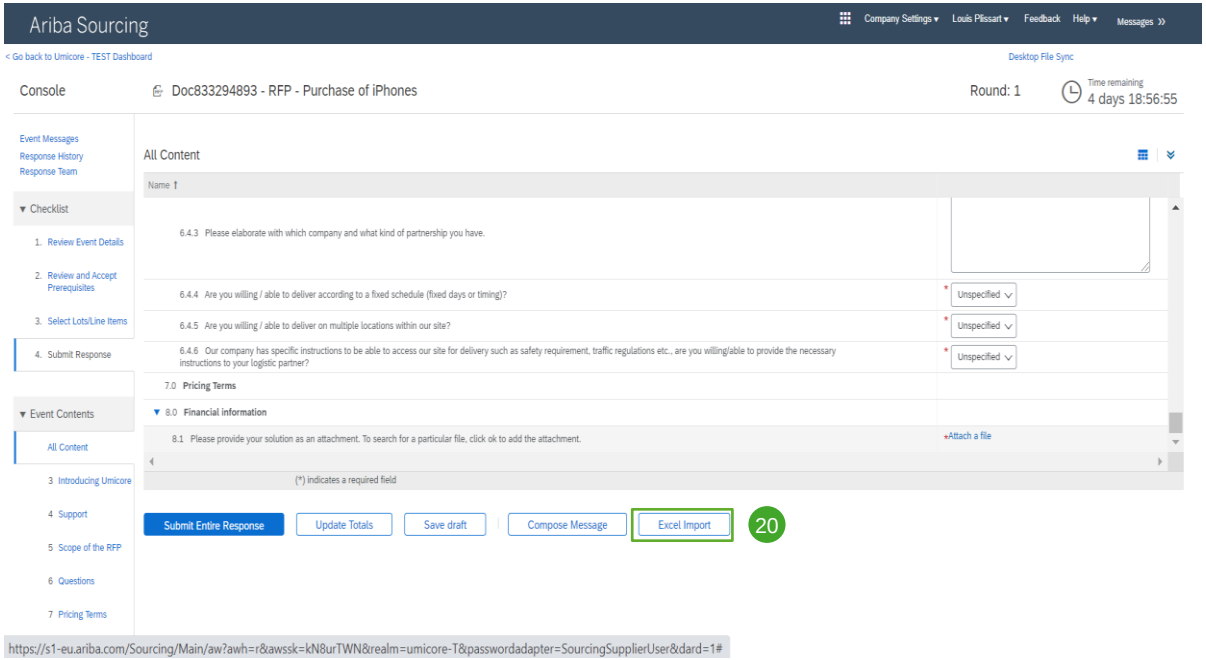
Provide answers



Attachments

19 Some questions will only require you to upload an attachment. Click on **Attach a file** and select the document you would like to upload.

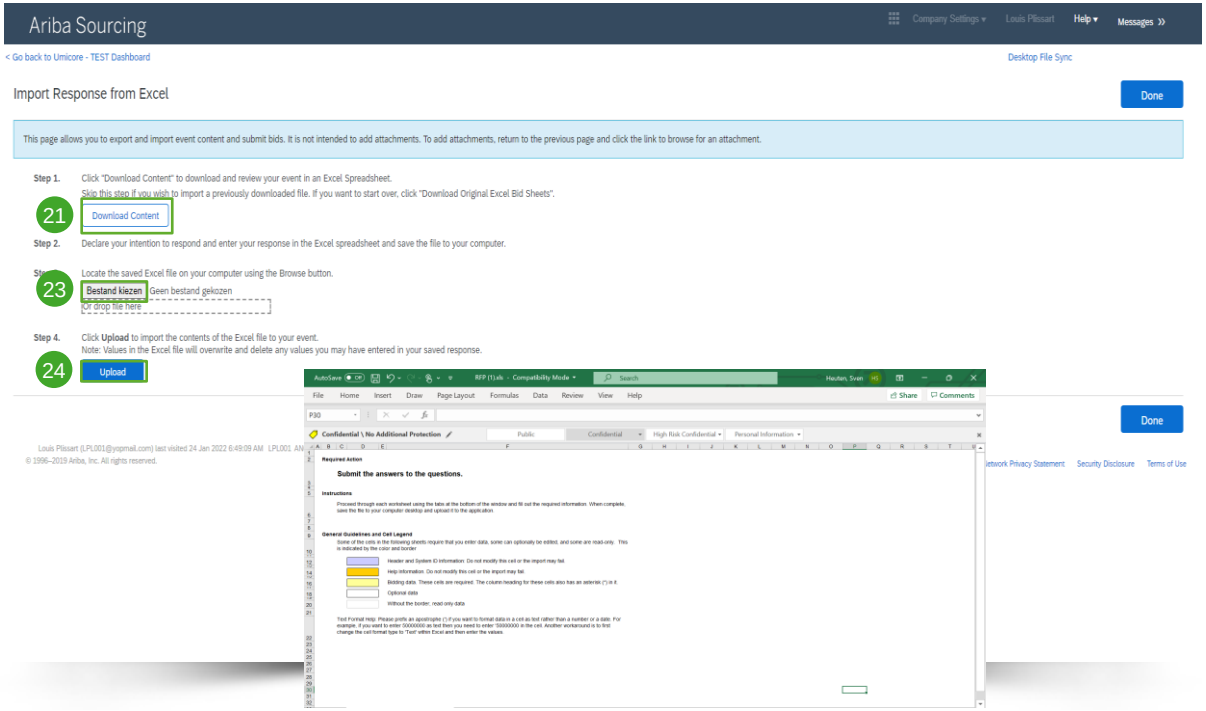
Provide answers



Excel import

20 If you prefer working in Excel, you can download the content of an RFx to a spreadsheet. You can then provide your answers in the spreadsheet and re-upload the content to the Ariba event. In order to use this feature, click on the **Excel Import button**.

Provide answers



Excel import

21 Click **Download Content** to download and review your event in an Excel Spreadsheet. Skip this step if you wish to import a previously downloaded file.

22 Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

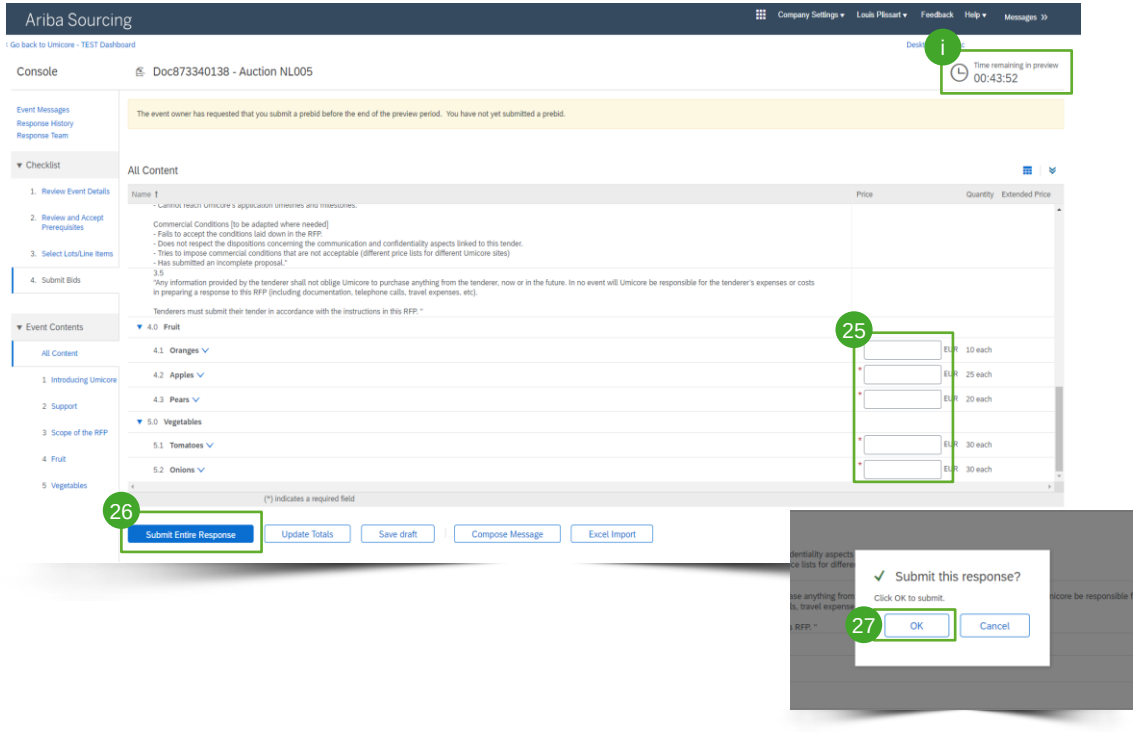
23 Locate the saved Excel file on your computer using the **Choose file** button.

24 Click **Upload** to import the contents of the Excel file to your event.

i Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

i Note: It is not intended to add attachments in the Excel. To add attachments, return to the previous page and click the link to browse for an attachment.

Pre-bidding



Often in case of an e-Auction, pre-bidding is will be allowed. During this phase, you can enter your **starting prices** for the selected lots before the actual auction start.

25 Enter your starting prices for the selected lots

26 Submit entire response

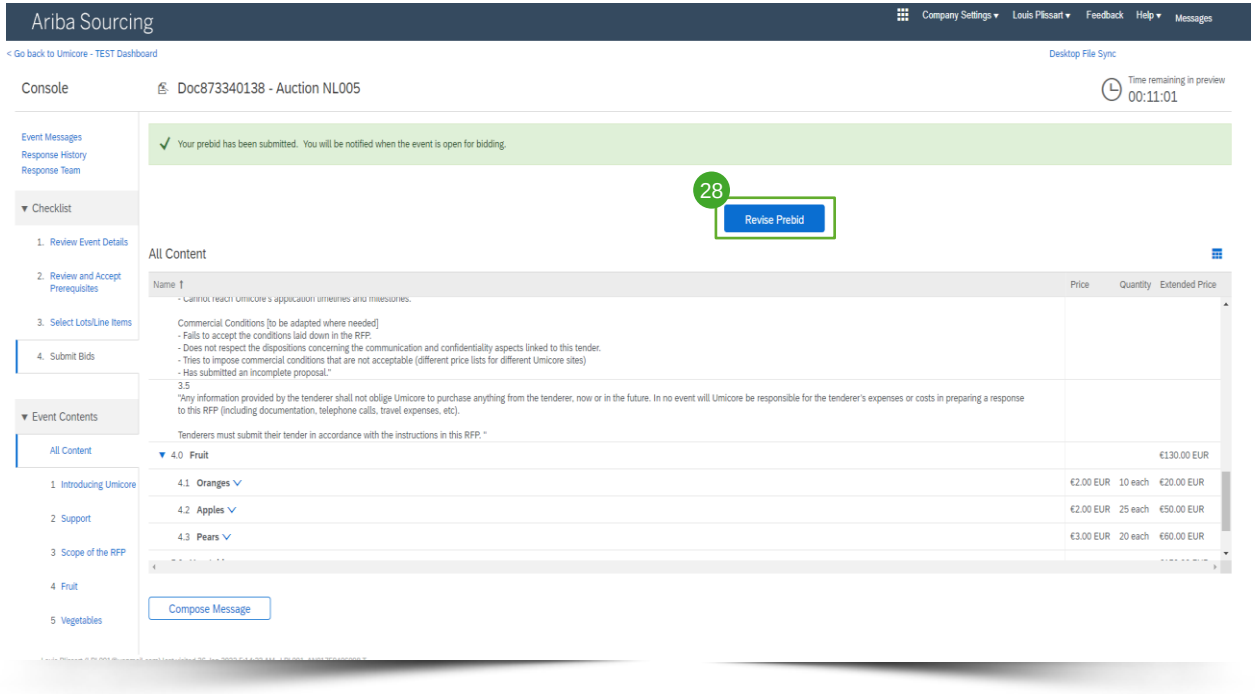
27 To sumbit, click on OK. This will be required every time you submit your bid

<u>Additional information</u>

i Please note that once official bidding start, you are not able to offer a higher price than you entered as a starting price. This starting price is defined as a “Ceiling Value”.

i Check the time remaining in the pre-bid at any time in the top right corner

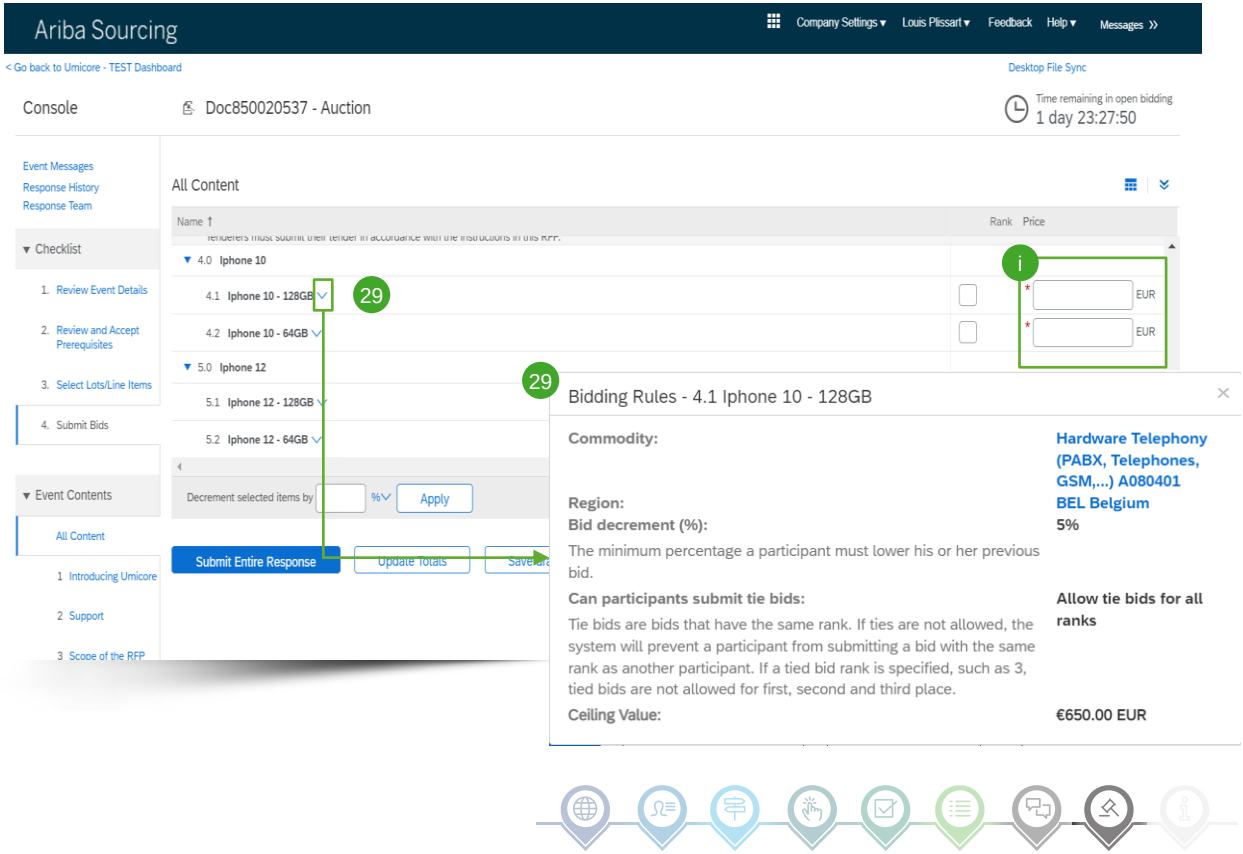
Pre-bidding



If everything worked correctly, the green bar appears at the top of the page and your defined starting prices will appear.

28 During the pre-bid period you can revise your perbid if preferred

Bidding



In the e-Auction event content, you will be able to see all the items and lots for which you have indicated to take part in the bidding process.

29 In case pre-bidding was allowed and you entered starting prices, these will be displayed here

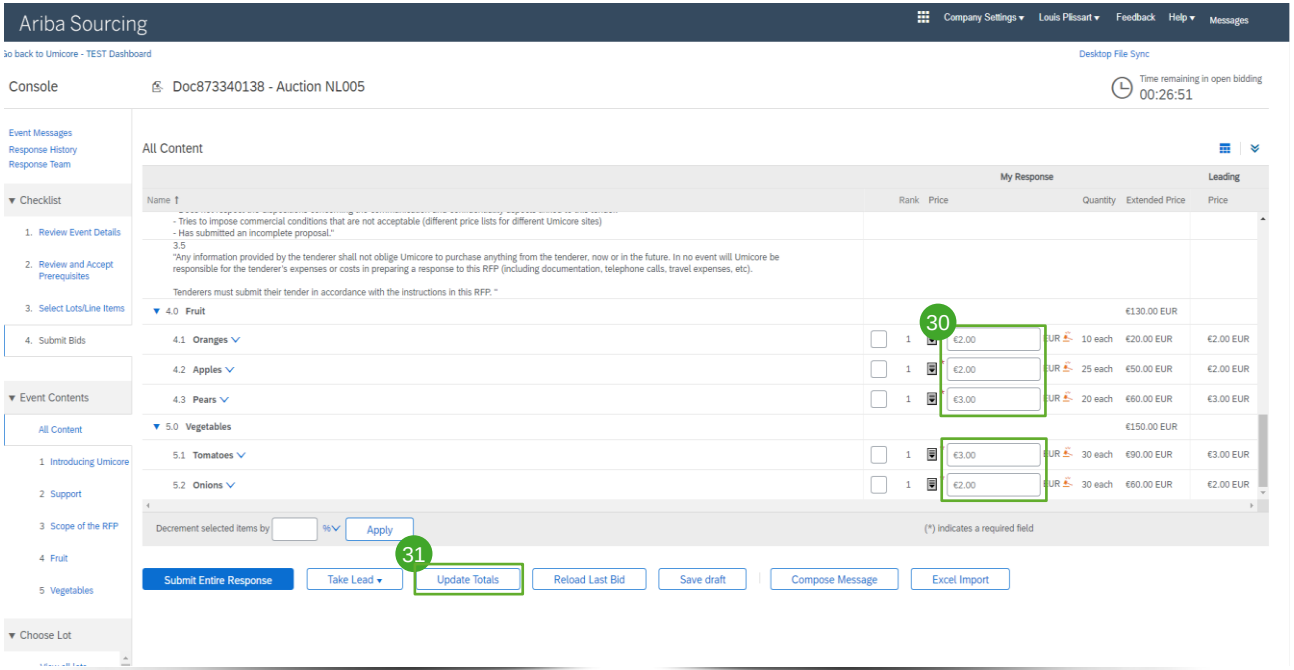
- Click on the downward facing arrow, next to each item, to view the bidding rules.

<u>Additional information</u>

i As long as the event is open for bidding, you are able to (re)submit your response as many times as you want. Please take into account that the item bidding rules can oblige you to lower your previous bid by x%.

i For more information on revising your bid, see the section on “Revising your response” in this bidding section.

Bidding



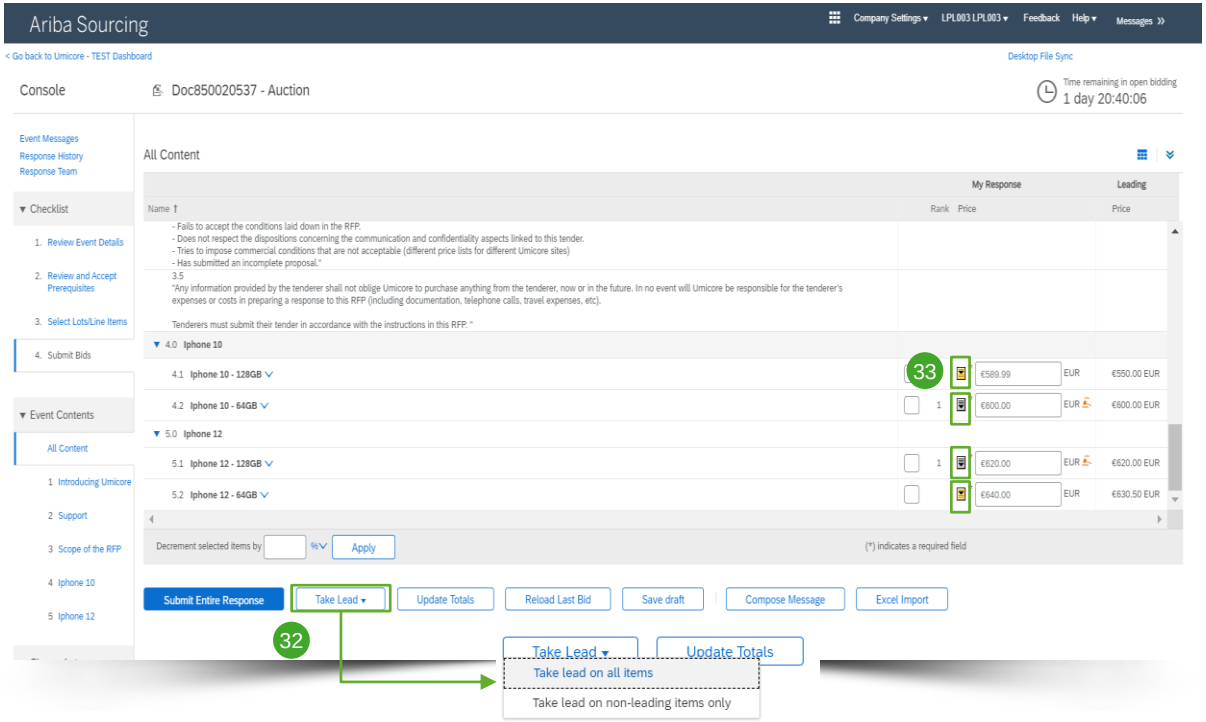
In order to update your bid, you can either (1) manually provide updated pricing information, (2) take the lead or (3) decrement by a % or nominal value. Each method is explained in the below slides.

Provide pricing information

30 Provide pricing information in the input boxes.

31 Use the **Update Totals** button to make sure that your prices are formatted correctly. This feature will also automatically calculate the total prices for all items and lots combined.

Bidding



Taking the lead

32 When you click on the button **Take Lead**, you will have the option to:

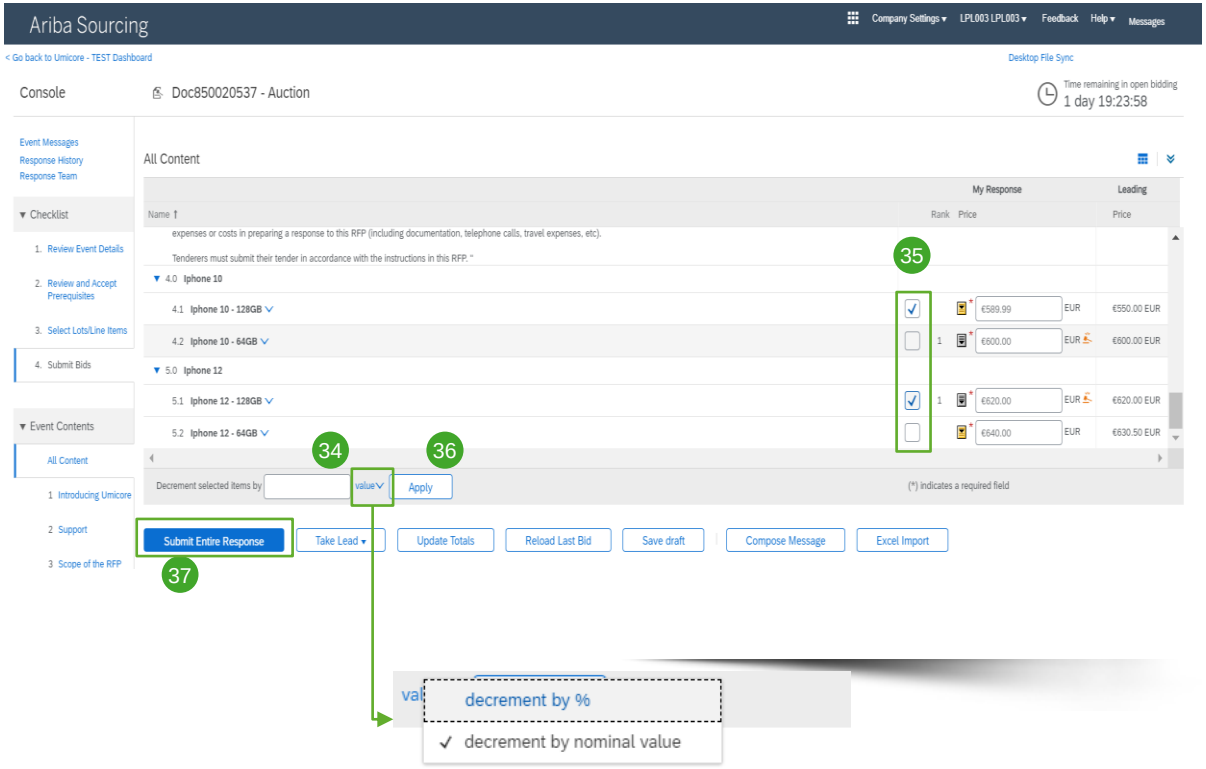
- Take lead on all items
- Take lead on non-leading items only

Please be aware, that when you select **Take lead on all items**, your bid for a leading item will also be lowered with the minimum bid decrement.

33 You can also take the lead per item by clicking on the gold/silver downwards facing arrow on each item row.

Items with a leading bid are indicated with the icon, next to the item price.

Bidding



Decrement items by a % or nominal value

34 When submitting a (new) bid, you can ask the system to decrease the prices with a %-amount or nominal value for the selected items.

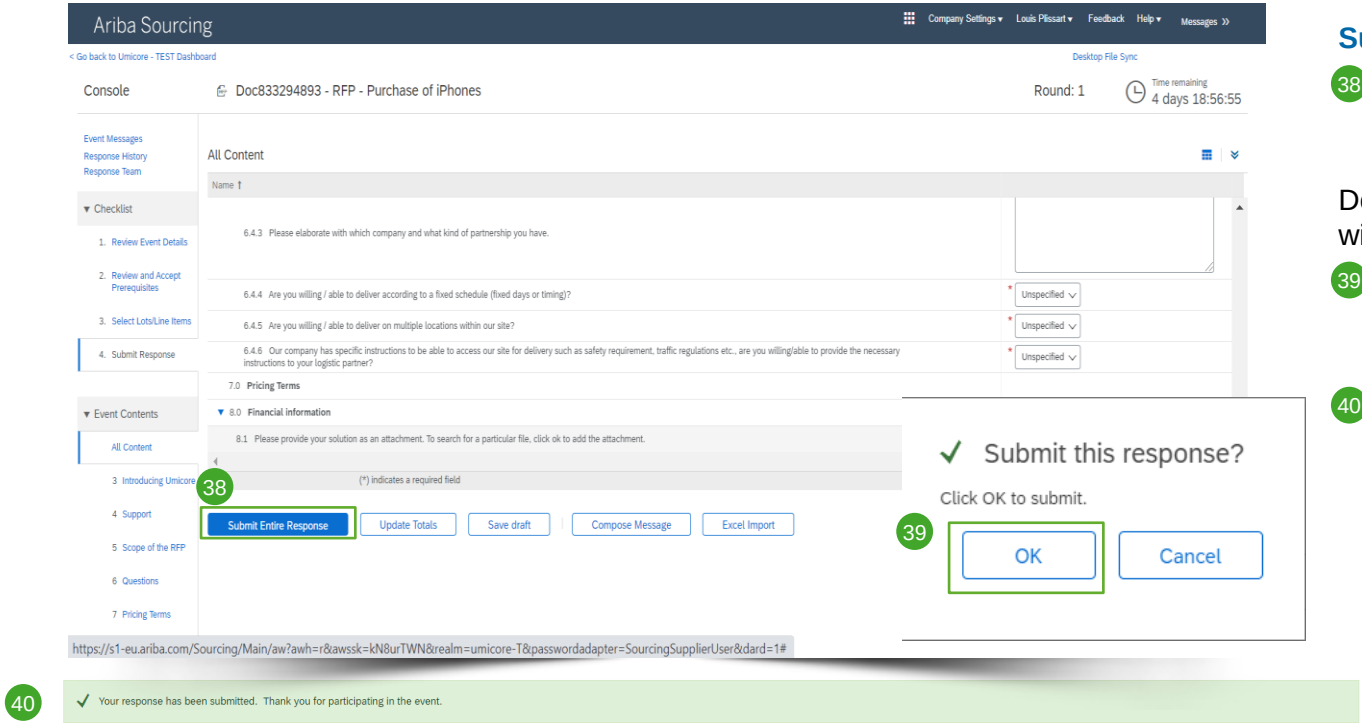
35 Select the items for which you would like to calculate the new price.

36 Hit the **Apply** button.

! Please make note that if you are revising a bid, you need to decrease your price with at least the minimal bid decrement percentage (see slide 17 for more info).

37 Once you are ready with your (renewed) bid, click on the **Submit Entire Response** button.

Bidding



Submitting your response

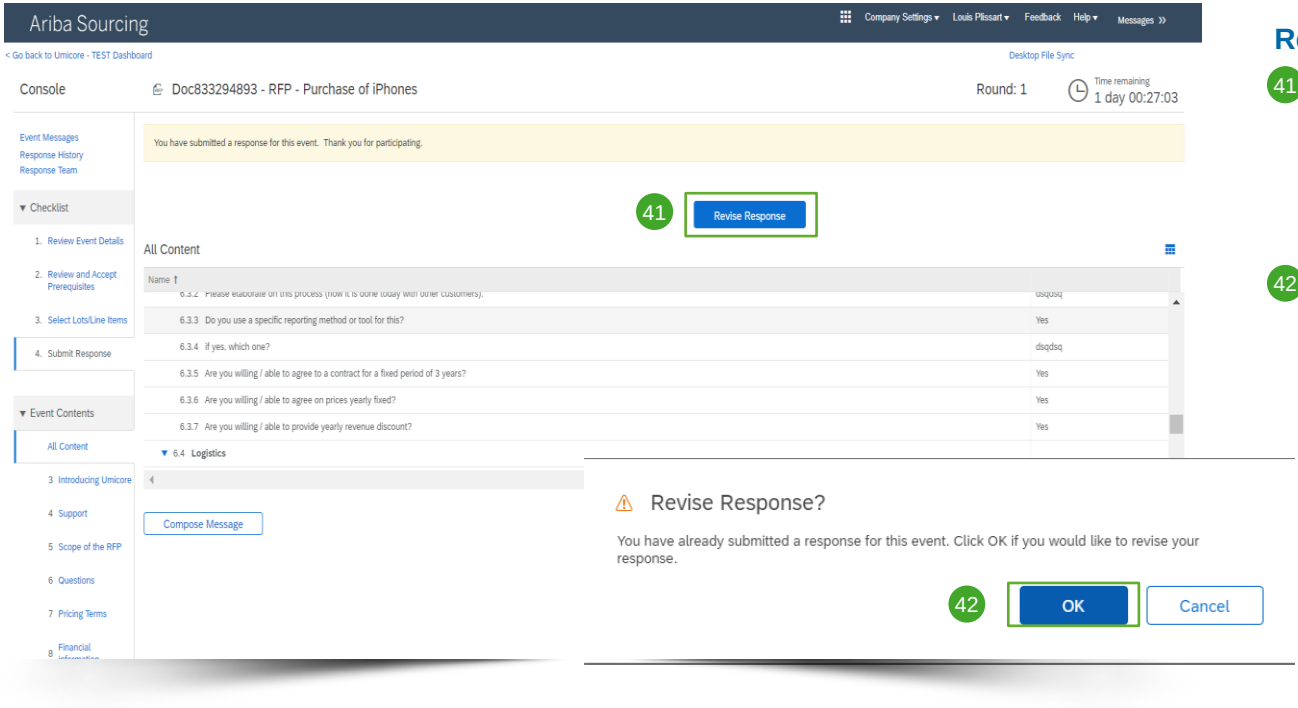
38 Once you have provided your responses, click on the **Submit Entire Response** button.

Do remember that all questions marked with an **asterisk** "*****" are mandatory

39 Click on OK to confirm that you would like to submit your responses.

40 You will receive a confirmation note, highlighted in green, once the responses have been submitted successfully.

Bidding

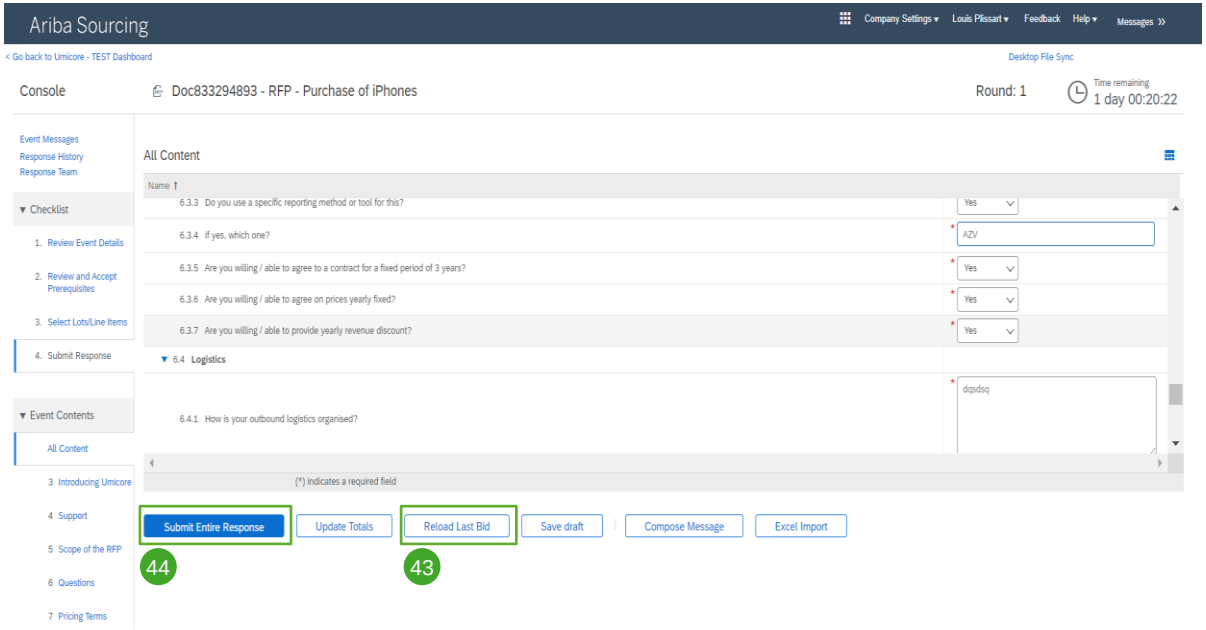


Revising your response

41 You can change your response until the status of the event changes to Pending Selection. Click on **Revise Response,** to update your answers.

42 Confirm your intent for revision by clicking **OK** on the pop-up screen.

Bidding



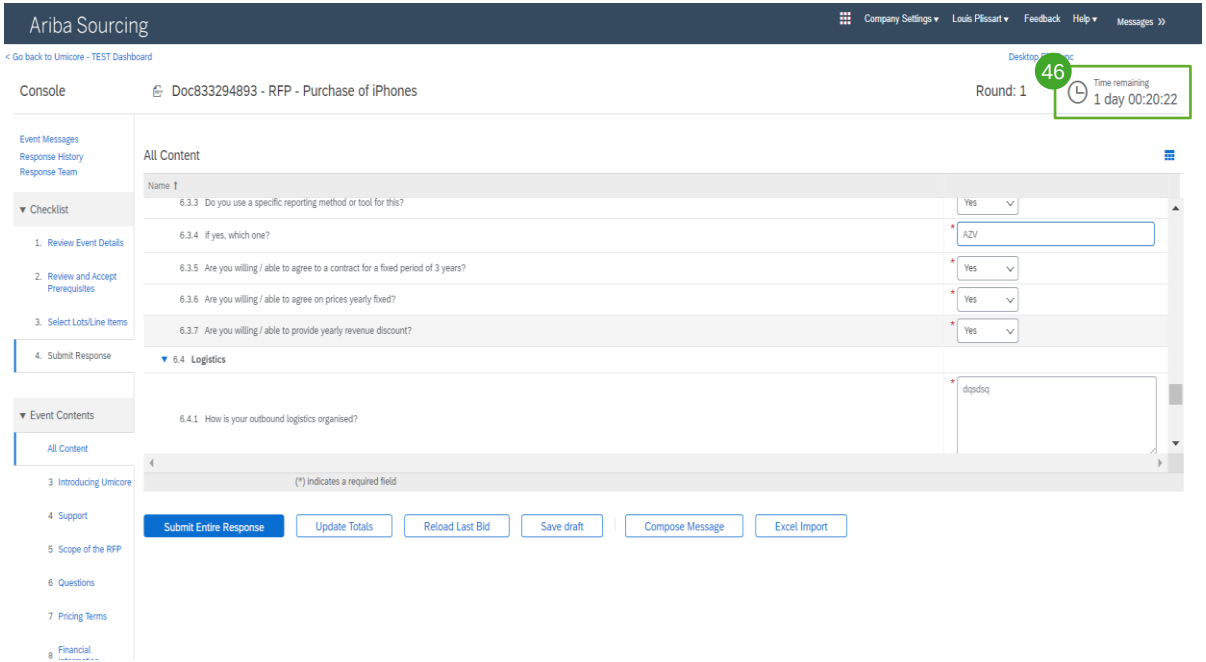
Revising your response

43 *Optional* - In case you would like to undo your changes and reset to the answers from the latest submitted bid, click on **Reload Last Bid.**

44 Once you have adjusted your response, click on **Submit Entire Response.**

45 You will get a notification that your bid has successfully been resubmitted.

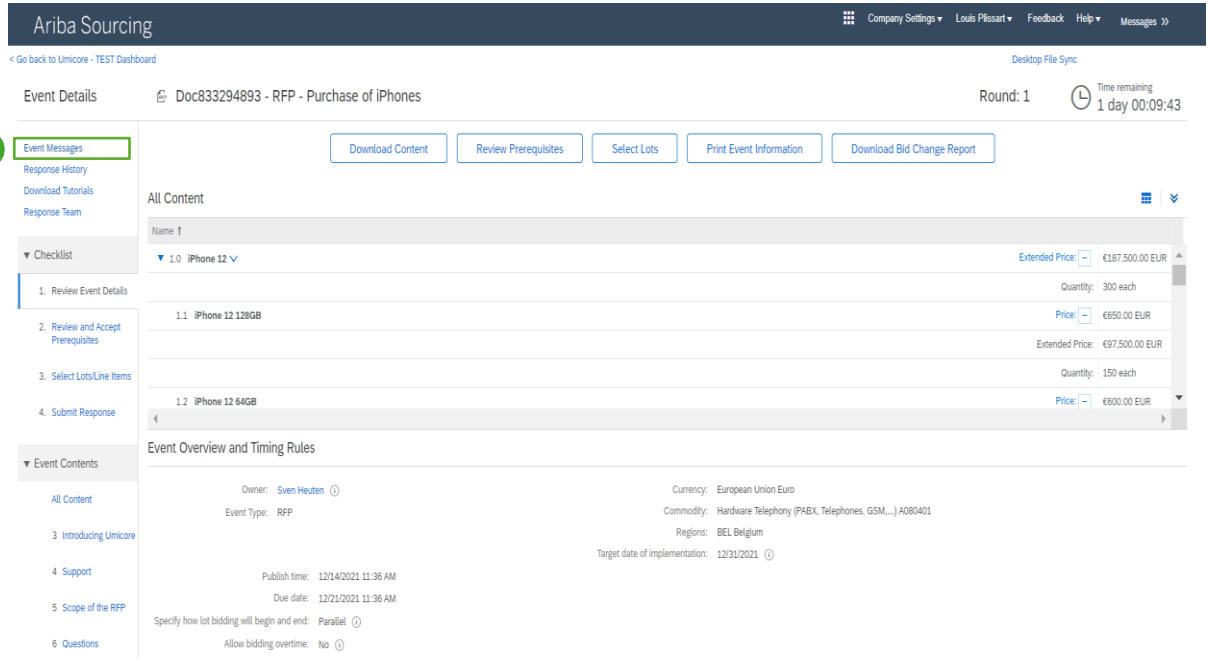
Bidding



Time

46 Remaining time in each lt will be displayed at the top of the window. Please always bear the time in mind.

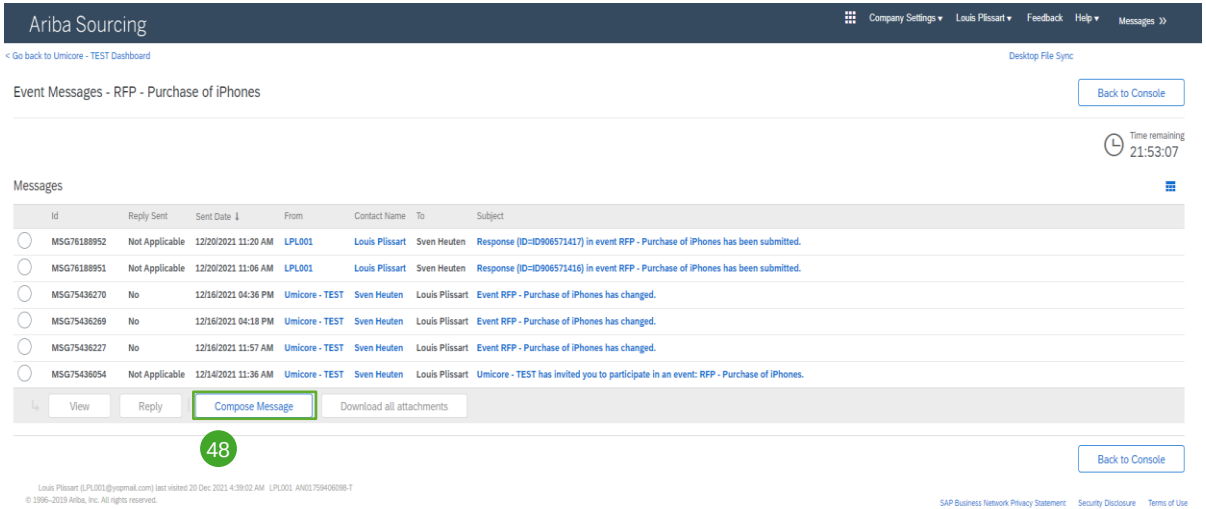
Event communication



Event messages

47 Instead of communication via email, SAP Ariba supports sending direct messages over the platform via Event messages. Event messages can be viewed and composed by clicking in the left navigation pane on **Event Messages.**

Event communication



Event messages

48 If you have any question or in case you need clarification for this specific event from your buyer, please click on the **Compose Message** button and submit your question.

Once the respective buyer has answered, his/her reply will show up in the event messages sections.

For additional information:

- Please consult our SAP Ariba supplier zone
- Reach out to your Umicore contact person
- Send an email to our Ariba support team

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materials for a better life