

SAP ARIBA SOURCING SUPPLIER USER GUIDE

HOW TO RESPOND TO REVERSE AUCTIONS

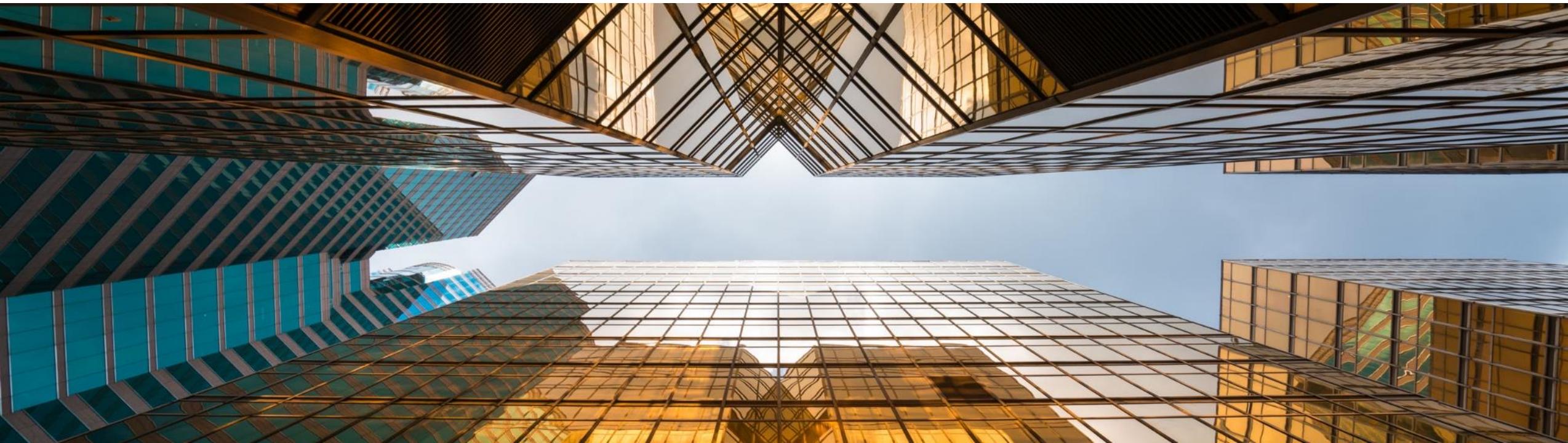


OVERVIEW

1 INTRODUCTION AND
BACKGROUND

2 HOW TO RESPOND TO REVERSE
AUCTIONS

INTRODUCTION AND BACKGROUND



INTRODUCTION AND BACKGROUND

- Crystal Ventures Limited (CVL), its subsidiaries and affiliates use SAP Ariba to manage its supplier management, sourcing and contract management processes.
- The solution automates the way Suppliers transact and interact with the CVL Group.
- This has improved and simplified engagements with our valued suppliers, resulting in a better supplier experience.
- SAP Ariba is used to exchange electronic sourcing and contract documents, and enables Suppliers to self-register and maintain their supplier profile data.
- This manual covers the supplier transactions on how to respond to Reverse Auctions, which are managed on the SAP Ariba Sourcing system.

INTRODUCTION TO THE SAP BUSINESS NETWORK

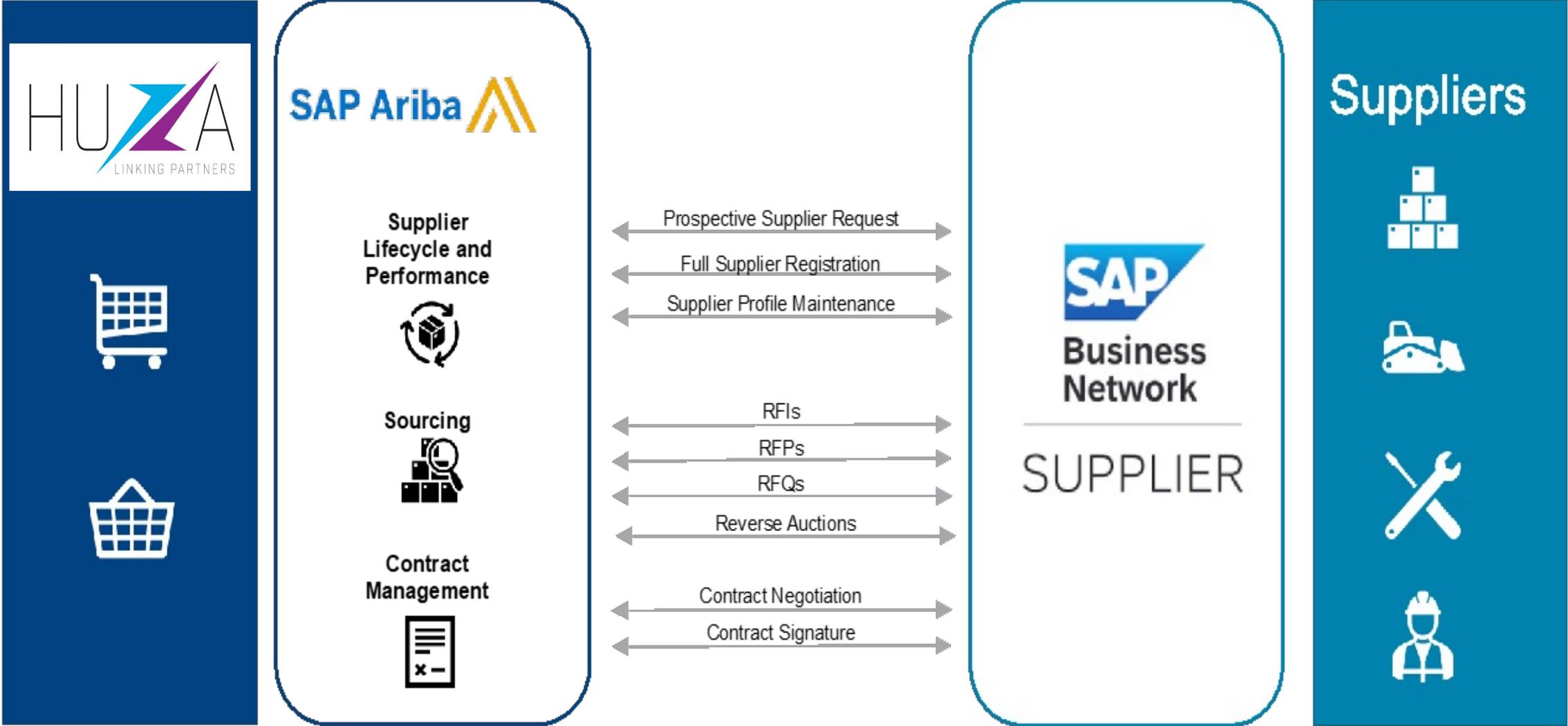


The **SAP Business Network** connects suppliers with customers, enabling them to do business together.

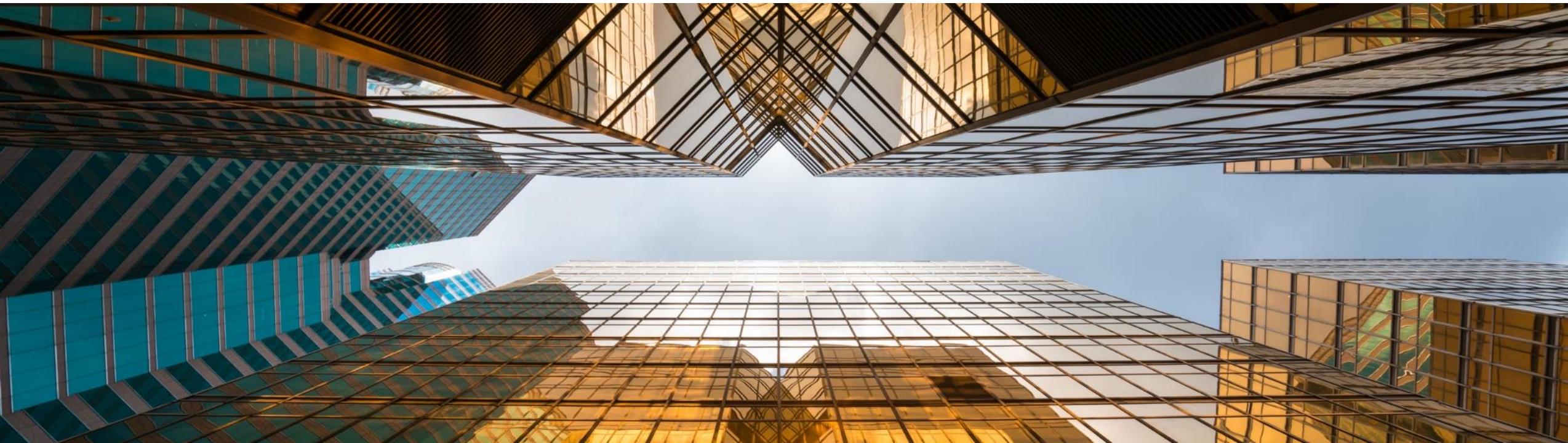
CVL uses the SAP Business Network to collaborate with suppliers, enabling effective sourcing of goods and services, supplier registration and contract management.

The SAP Business Network is the **new method for suppliers to transact** and exchange procurement information with CVL and its subsidiaries , including RFQs, RFIs, RFPs and Reverse Auctions.

CVL SAP ARIBA SOLUTION OVERVIEW



HOW TO RESPOND TO REVERSE AUCTIONS



OVERVIEW

A HIGH LEVEL SOURCING
PROCESS FLOW

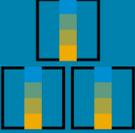
B HOW TO RESPOND TO A REVERSE
AUCTION

C HOW TO COMPOSE A MESSAGE
TO YOUR CVL BUYER

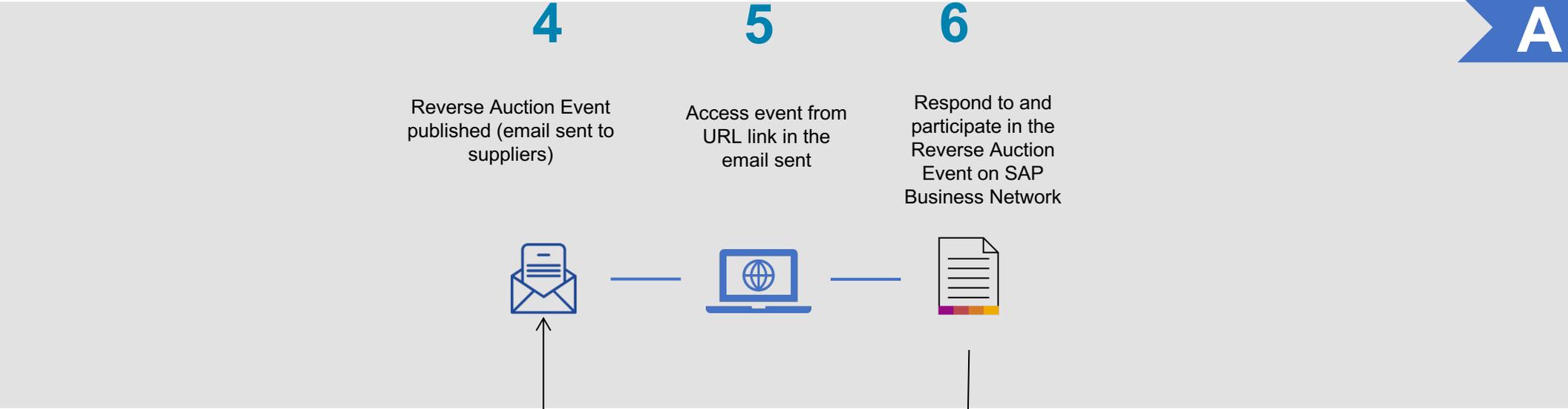
D HOW TO DECLINE A RESPONSE
TO A SOURCING EVENT

HIGH-LEVEL REVERSE AUCTION PROCESS FLOW

Suppliers

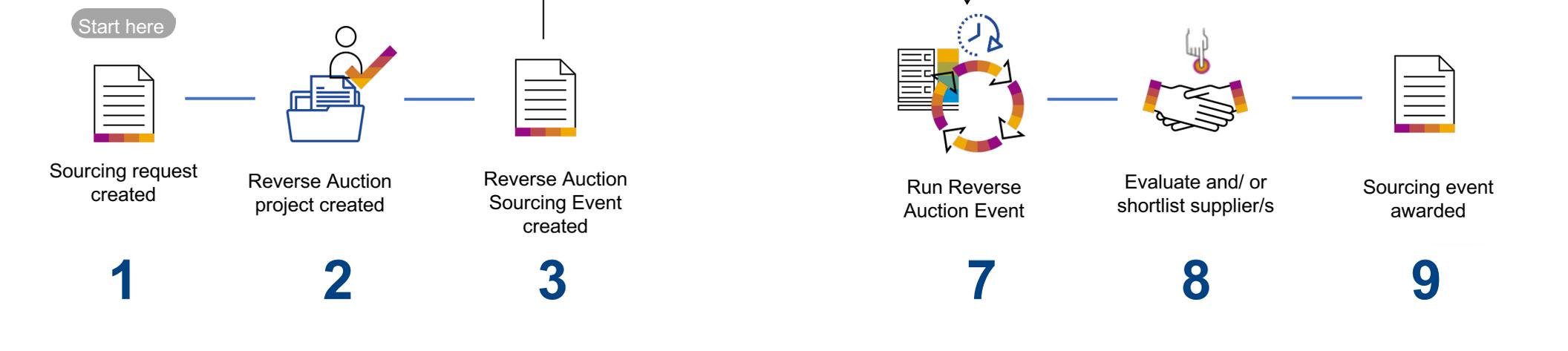


SAP Business Network





SAP Ariba SLP



OVERVIEW

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HOW TO RESPOND TO A REVERSE AUCTION

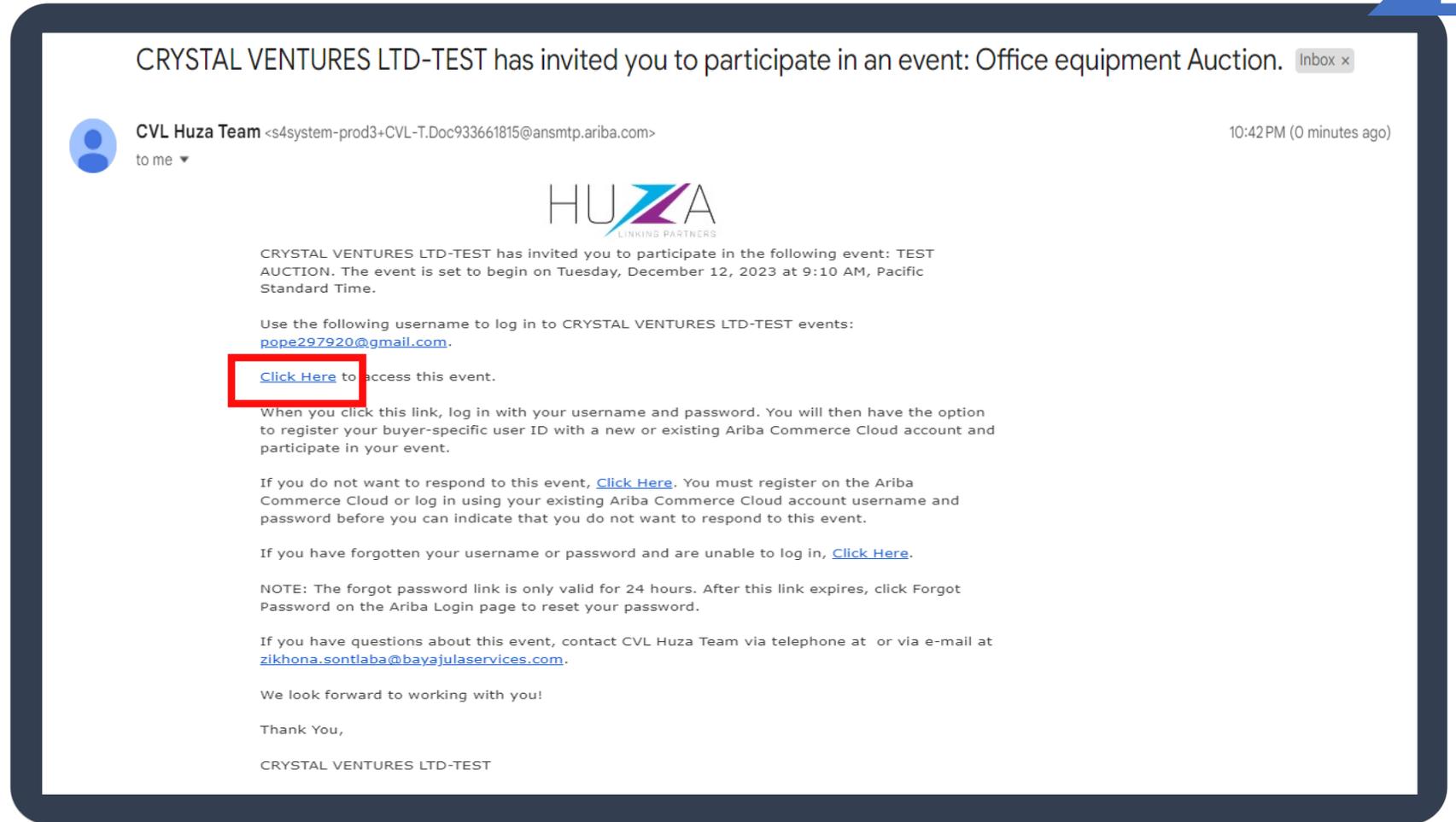
B

1. You will receive an invitation email notification with the subject: **“CRYSTALL VENTURES LTD has invited you to participate in event”**.

Important note:

Please read the content of the invitation carefully. It will contain information guiding you on the next steps required to respond to the RFP.

Click **“Click Here”** to access the event.



CRYSTAL VENTURES LTD-TEST has invited you to participate in an event: Office equipment Auction. Inbox x

 **CVL Huza Team** <s4system-prod3+CVL-T.Doc933661815@ansmtp.ariba.com> to me ▾ 10:42 PM (0 minutes ago)



CRYSTAL VENTURES LTD-TEST has invited you to participate in the following event: TEST AUCTION. The event is set to begin on Tuesday, December 12, 2023 at 9:10 AM, Pacific Standard Time.

Use the following username to log in to CRYSTAL VENTURES LTD-TEST events: pope297920@gmail.com.

[Click Here](#) to access this event.

When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

If you have forgotten your username or password and are unable to log in, [Click Here](#).

NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Login page to reset your password.

If you have questions about this event, contact CVL Huza Team via telephone at or via e-mail at zikhona.sontlaba@bayajulaservices.com.

We look forward to working with you!

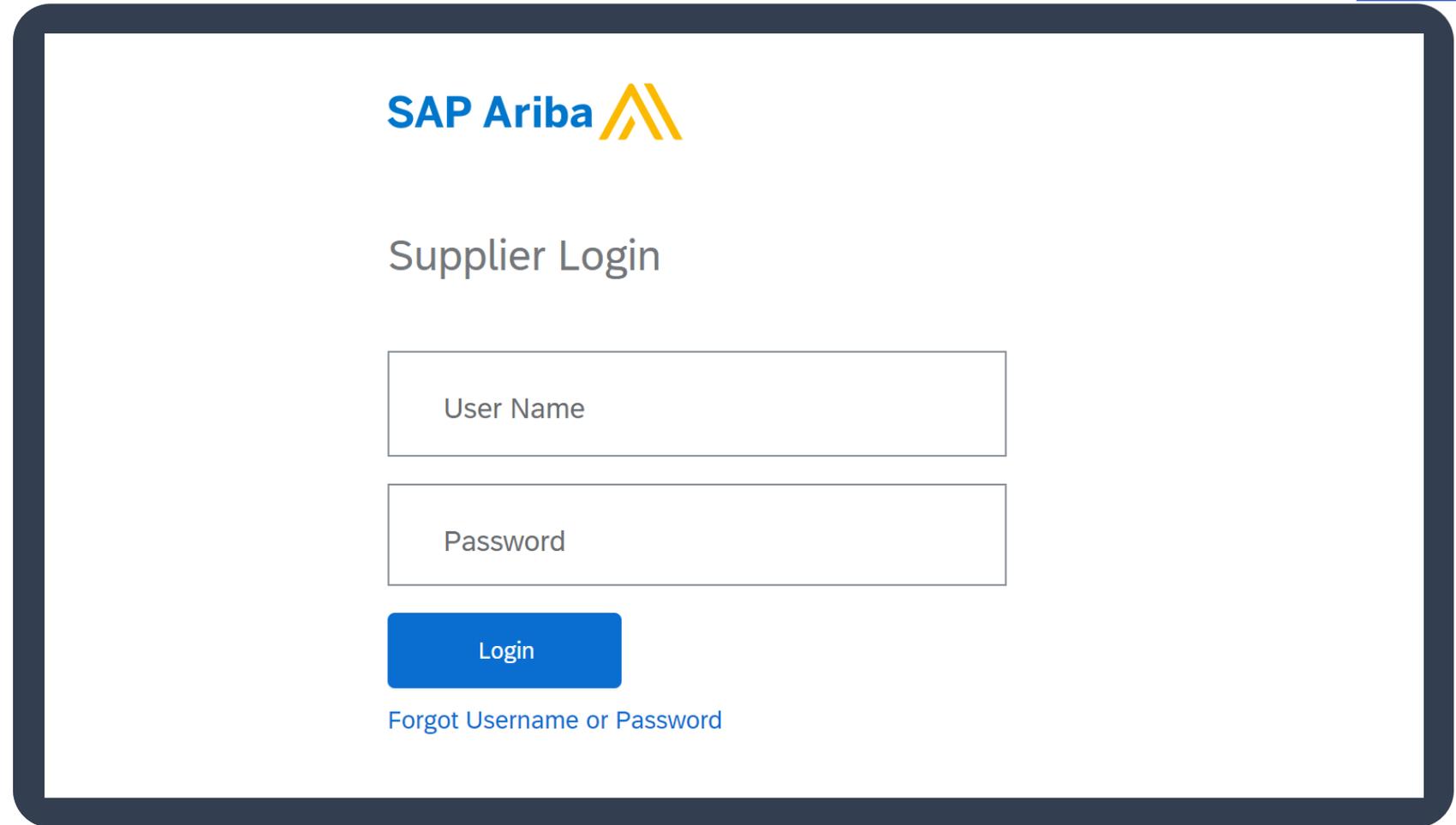
Thank You,

CRYSTAL VENTURES LTD-TEST

HOW TO RESPOND TO A REVERSE AUCTION

B

2. You will be redirected to the SAP Ariba Supplier Login Page
 - A. Enter your **username**
 - B. Enter your **password**
 - C. Click on the “**Login**” button



SAP Ariba 

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

HOW TO RESPOND TO A REVERSE AUCTION

B

3. Once logged the supplier will be able to view the reverse auction event.

To start responding, click **“Review Prerequisites”**.

The screenshot displays a web interface for a reverse auction event. At the top, there is a navigation bar with a link to the dashboard and a 'Desktop File Sync' option. The main header shows 'Event Details' for 'Doc933661815 - Office equipment Auction' and a timer indicating '7 days 23:34:39' remaining. A yellow warning box contains instructions about prerequisites. Below this, four buttons are visible: 'Download Content', 'Review Prerequisites' (highlighted with a red border), 'Decline to Respond', and 'Print Event Information'. The left sidebar contains a checklist with four steps: 'Review Event Details', 'Review and Accept Prerequisites', 'Select Lots/Line Items', and 'Submit Bids'. The 'Event Contents' section is expanded to show 'All Content'. The main content area displays a table with columns for 'Name', 'Price', 'Quantity', and 'Extended Price'. Under the '1.0 Terms of Reference (Scope and Deliverables)' section, item '1.1' is listed with a detailed description of the expected scope of work.

< Go back to CRYSTAL VENTURES LTD-TEST Dashboard Desktop File Sync

Event Details Doc933661815 - Office equipment Auction Time remaining in open bidding
7 days 23:34:39

Event Messages
Download Tutorials
Response Team

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Bids

▼ Event Contents

All Content

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

Download Content **Review Prerequisites** Decline to Respond Print Event Information

Name ↑	Price	Quantity	Extended Price
▼ 1.0 Terms of Reference (Scope and Deliverables)			
1.1			
Expected Scope of Work:			
Describe the scope of work that the supplier is bidding for, for Example given below: <i>As the industry is growing "Inyange" would like to extend its business in "Milk Powder" production and intends to hire a consulting services. "The consulting services ("the services") include Topographic survey, geotechnical study, architectural and structural study detailed technical study estimated for 4 months implementation period and expected start date of assignment being 30th of August 2023". Use reference Document to attach if further required</i>			

HOW TO RESPOND TO A REVERSE AUCTION

B

4. Review the prerequisites and accept the terms of agreement.

Click “**I accept the terms of this agreement**”, then click “**OK**”.

Prerequisites must be completed prior to participation in the event.

3. Procedures and Rules. Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.

4. Confidentiality. Participant shall keep all user names and passwords, the On-Line Event content, other confidential materials provided by the Site and/or Sponsor, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.

5. Bids through Site only. Participant agrees to submit bids only through the on-line bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by Sponsor.

6. Ethical Conduct. All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness practices that are counter-productive to the fair operation of the On-Line Event. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately.

7. Export Control. All parties who use this Site hosted by Ariba, Inc. agree to comply with all applicable export control and sanctions laws, including the laws of the US, EU and Germany.

8. Survival. The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

BA v1.1 19Aug05

I accept the terms of this agreement

I do not accept the terms of this agreement.

HOW TO RESPOND TO A REVERSE AUCTION

B

5. If you do not agree with the terms of agreement, **click “I do not accept the terms of this agreement”** and click **“OK”**.

The screenshot shows a web form with two radio button options. The first option is "I accept the terms of this agreement." and the second option is "I do not accept the terms of this agreement." The second option is selected and highlighted with a red box. To the right of the options are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red box. Below the form is a confirmation dialog box with a green checkmark and the text "Submit this agreement?". Below this text is the instruction "Click OK to submit." and two buttons: "OK" and "Cancel". The "OK" button in the dialog box is highlighted with a red box.

6. Click **“OK”** to submit the agreement

HOW TO RESPOND TO A REVERSE AUCTION

B

Now you can start responding to the Auction Sections

7. There are several sections that must be completed to ensure the successful submission of your event.

- **Section 1** - Terms of Reference (Scope and Deliverables)
- **Section 2** - Instruction to Bidders

Name ↑	My Response				Leading
	Rank	Price	Quantity	Extended Price	Price
▶ 1.0 Terms of Reference (Scope and Deliverables)					
▶ 2.0 Instructions to Bidders					
3.0 Desktops ▾	<input type="checkbox"/>	* <input type="text"/>	RWF	40 each	
4.0 Laptops ▾	<input type="checkbox"/>	* <input type="text"/>	RWF	40 each	

Decrement selected items by % ▾ (*) indicates a required field

|

HOW TO RESPOND TO A REVERSE AUCTION

B

8. Complete the **Instruction to Bidders** section.

Enter the prices of your products/services and click on "Update Totals".

Click on "**Submit Entire Response**" to submit your bid.

Note:

*All fields marked with * are mandatory and must be completed. Make sure you have completed all sections and uploaded all the required supporting documentation.*

My Response					Leading
Name ↑	Rank	Price	Quantity	Extended Price	Price
▶ 1.0 Terms of Reference (Scope and Deliverables)					
▶ 2.0 Instructions to Bidders					
3.0 Desktops ▾	<input type="checkbox"/>	* 4,000	RWF 40 each	160,000 RWF	
4.0 Laptops ▾	<input type="checkbox"/>	* 3,800	RWF 40 each	152,000 RWF	

Decrement selected items by % ▾ (*) indicates a required field

|

HOW TO RESPOND TO A REVERSE AUCTION



- 9. To decrement your prices insert a decrement percentage and click on Apply then **Submit Entire Response**

My Response					Leading
Name ↑	Rank	Price	Quantity	Extended Price	Price
▶ 1.0 Terms of Reference (Scope and Deliverables)					
▶ 2.0 Instructions to Bidders					
3.0 Desktops ▾	<input type="checkbox"/>	* 3,920	RWF 40 each	156,800 RWF	
4.0 Laptops ▾	<input type="checkbox"/>	* 3,724	RWF 40 each	148,960 RWF	

Decrement selected items by % ▾ (*) indicates a required field

|

HOW TO RESPOND TO A REVERSE AUCTION



10. After submitting your bid your rank will show, each time you submit a response you will be able to see your current rank.

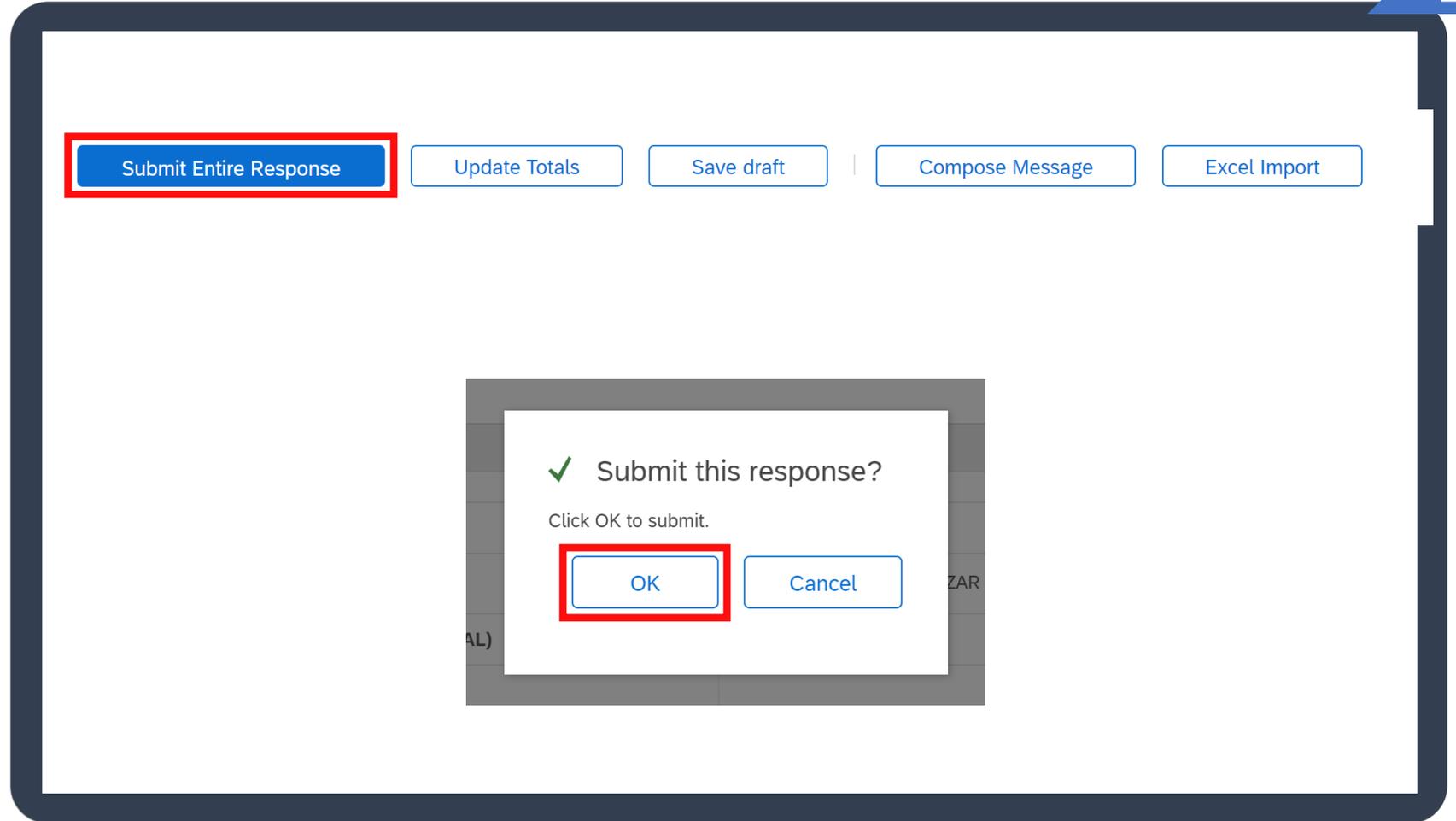
My Response						Leading
Name ↑		Rank	Price	Quantity	Extended Price	Price
▶ 1.0 Terms of Reference (Scope and Deliverables)						
▶ 2.0 Instructions to Bidders						
3.0 Desktops ▾	<input type="checkbox"/>	2	<input type="text" value="5,000"/> RWF	100 each	500,000 RWF	4,600 RWF
4.0 Laptops ▾	<input type="checkbox"/>	2	<input type="text" value="4,500"/> RWF	100 each	450,000 RWF	4,000 RWF

Decrement selected items by % ▾ (*) indicates a required field

HOW TO RESPOND TO A REVERSE AUCTION

B

11. Once you are satisfied with your responses or Auction is closing, click **“Submit Entire Response”**.
12. Click **“OK”** to confirm the submission of your response.



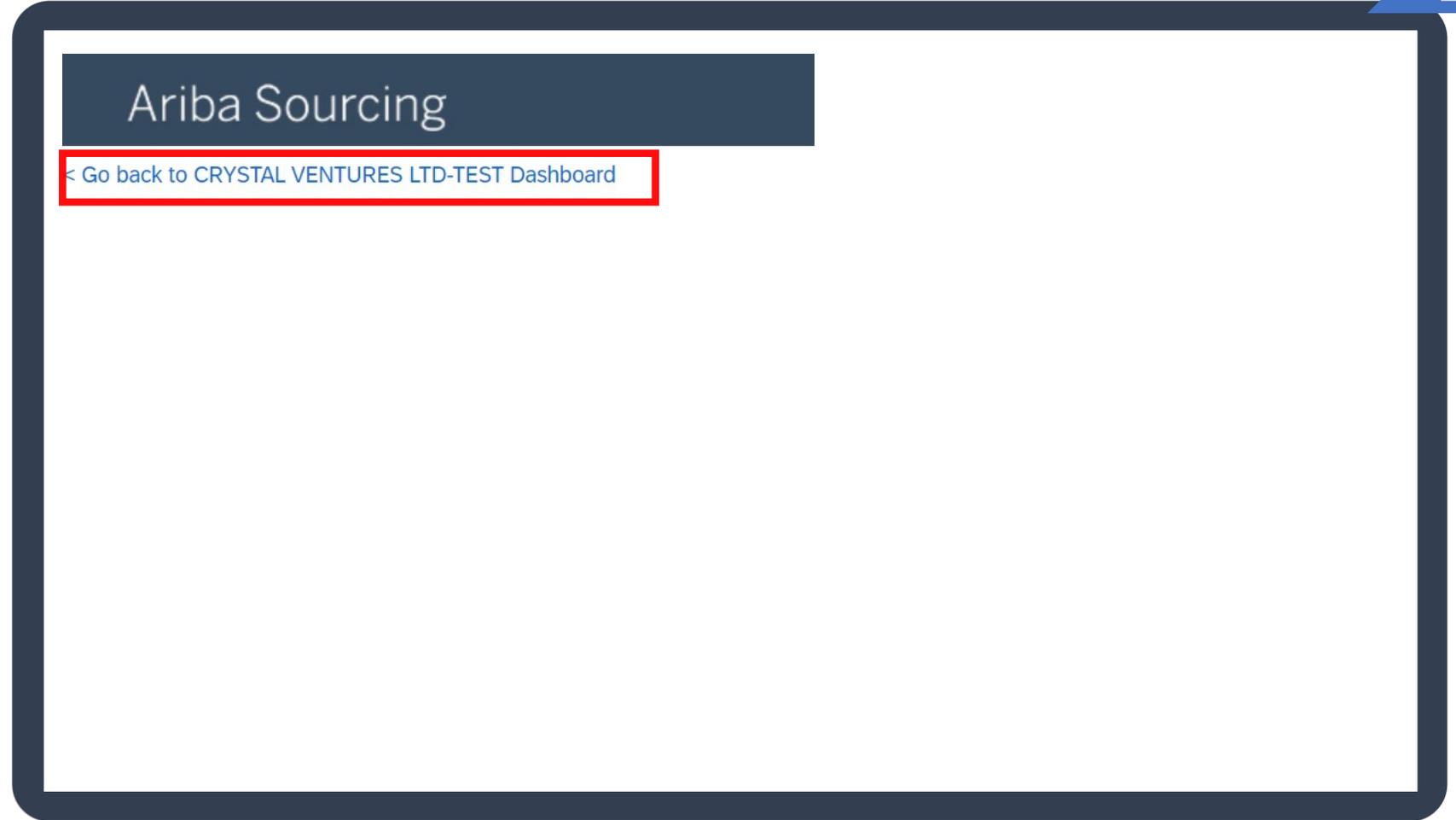
HOW TO RESPOND TO SOURCING EVENTS

B

13. Click **“Go back to Crystal Ventures LTD”** to return to your home page.
14. The participation status of the event will reflect as **“Yes”**.

Note:

CVL will review your submitted bid and revert back to you via e-mail to confirm whether you have succeeded or lost the bid.



OVERVIEW

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HOW TO COMPOSE A MESSAGE TO THE CVL BUYER



3. When the message screen opens, write your message. When finished, click **“Send”**.

Note:

Attachments can also be added if need.

*Just click **“Attach a file”** to do so.*

< Go back to CRYSTAL VENTURES LTD-TEST Dashboard

Desktop File Sync

Compose New Message

From: Mercury (Pty) Ltd (John Pope)

To: Project Team

Subject: Doc933661815 - Office equipment Auction

Attachments: **Attach a file**

3 → **Send** Cancel

Note:

CVL will respond to your message if required.

*You can access the response by clicking **“Event messages”** in the menu bar on the left of your screen.*

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HOW TO DECLINE RESPONDING TO A SOURCING EVENT

D

1. If you do not intend to participate in the event, click the **“Click Here”** link in the event invitation e-mail received from CVL.

Note:

Please read through the content of the invitation to fully understand next steps, whether you intend to participate or not.

2. Log in to the SAP Business Network and access the event.
Click **“Decline to Respond”**.

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

< Go back to CRYSTAL VENTURES LTD-TEST Dashboard Desktop File Sync

Event Details Doc933661815 - Office equipment Auction 🕒 Time remaining in open bidding
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Event Messages
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▼ Checklist

1. Review Event Details All Content

Download Content Review Prerequisites Decline to Respond Print Event Information

HOW TO DECLINE RESPONDING TO A SOURCING EVENT



3. Please provide a reason for declining to participate in the free text box area on your screen.

Click “OK”.

Reason for Declining to Respond

Declining to respond will temporarily remove your accessibility to this event. If you decide to respond to this event later, click the 'Intend to Respond' button for this event. Please enter the reason for declining (limited to 500 characters).

We cannot meet your current requirement and looking forward to participating in any future events.

OK Cancel

Note:

*Your reason for not participating should be limited to **500 characters** - please be brief and to the point.*

HOW TO DECLINE RESPONDING TO A SOURCING EVENT



4. Your event participation status will be updated to **“Declined”**.

▼ Status: Open (7)				
RFP for Colors 12-12-2023	Doc933366324	1/1/2024 6:47 PM	RFP	Declined

THANK YOU

