

Bidding in an Event

January 2015



Bidding in an Event

- The following slides walk through how a supplier will bid in an event.
- The **Basic Steps** are as follows and are detailed in screenshots on subsequent slides
 - 1.) Review and Accept the Bidder Agreement
 - 2.) Select Lots
 - 3.) Submit Bids
- The next action that needs to be taken will always be highlighted in yellow
- * **Please Note** – The basic steps of bidding in an event will always be the same, but feedback that you see and event content could differ from one event to the next. *

Review and Accept the Agreement

Event Details
Doc51663 - BJW TEST 1 Jan 22 15
Tim

Review the bidder agreement. Accept the terms of the agreement if you agree to them and want to participate in this event. Decline the terms if you do not want to participate in this event.

Download Content
Review Agreement
Decline to Respond
Print Event Information

Pricing

Name ↑	Price	Quantity
▼ 1 Pricing		
1.1 Test Item 1 ⓘ		1 each

Event Overview and Timing Rules

Owner: Brent Wilson	Currency: US Dollar
Event Type: Auction	
Publish time:	1/22/2015 12:46 PM
Bidding start time:	1/22/2015 1:00 PM
Bidding end time:	1/22/2015 1:20 PM
Specify how lot bidding will begin and end: ⓘ	Parallel
Allow bidding overtime: ⓘ	Yes
Bid rank that triggers overtime: ⓘ	1
Start overtime if bid submitted within (minutes): ⓘ	2
Overtime period (minutes): ⓘ	2

First, you must click on the Review Agreement button.

Note that it is yellow, as is the message indicating this is the next step at the top of the page.

1/22/2015

Enter Classification HERE

3

Review and Accept the Agreement

Bidder Agreement

▼ Checklist

- ✓ 1. Review Event Details
- 2. Review and Accept Agreement**
- 3. Select Lots
- 4. Submit Bids

Doc51663 - BJW TEST 1 Jan 22 15

 You must accept the bidder agreement to participate in the event.

In consideration of the opportunity to participate in on-line events ('On-Line Events') held and conducted by the company sponsoring this On-Line Event ('Sponsor') on the web site (this 'Site') hosted by Ariba, Inc. ('Site Owner'), your company ('Participant' or 'You') agrees to the following terms and conditions ('Bidder Agreement'):

- 1. Bids.** If You are invited to participate in the On-Line Event, Sponsor reserves the right to amend, modify or withdraw this On-Line Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future business relationship. Rather, by submitting a bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid.
- 2. Price Quotes.** Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the On-Line Events are legally valid quotations without qualification, except for data entry errors.
- 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. Survival.** The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

BA v1.1 19Aug05

Click I Accept
Then, click OK

I accept the terms of this agreement.
 I do not accept the terms of this agreement.

OK Cancel

Submit Selected Lots

Select Lots

Doc51663 - BJW TEST 1 Jan 22 15

Choose the lots in which you will participate. You can cancel your intention to

Select Lots Select Using Excel

Lots Available for Bidding

<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	1.1 Test Item 1 i

Submit Selected Lots

Check items on which you are bidding - Note - This might be automatically checked, depending on the set-up of your event. Then, click Submit Selected Lots

Submitting your bid

The screenshot shows a web application interface for submitting a bid. On the left is a 'Console' sidebar with a checklist. The main area displays a table of bid items. A red box highlights the 'Submit Entire Response' button. Another red box highlights the 'Price' field in a table row, with a callout box providing instructions: 'Enter your price in the Price field' and 'Then, hit the yellow Submit Entire Response button'.

Console

- Event Messages
- Response History
- Checklist
 - ✓ 1. Review Event Details
 - ✓ 2. Review and Accept Agreement
 - ✓ 3. Select Lots
 - 4. Submit Bids**
- Event Contents

Doc51663 - BJW TEST 1 Jan 22 15

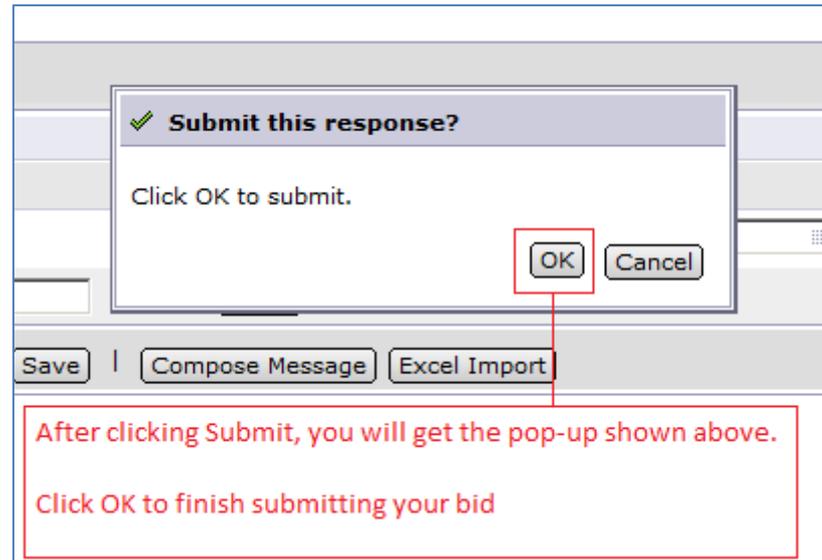
All Content

Name ↑	Rank	Price
1 Pricing		
1.1 Test Item 1 ⓘ	<input type="checkbox"/>	* 1000 x USD

Decrement selected items by value

Enter your price in the Price field
Then, hit the yellow Submit Entire Response button

Submitting your bid



Submitting your bid

Doc51663 - BJW TEST 1 Jan 22 15

✓ Your response has been submitted.

All Content

Name ↑		Rank	Price
▼ 1 Pricing			
1.1 Test Item 1 ⓘ	<input type="checkbox"/>	1	* \$1,000.00 USD ⚙

Decrement selected items by value

After successfully submitting your bid, you will see the confirmation message in green at the top of the screen advising your response has been submitted.

Additionally, if you are participating in an event that shows you your rank, you would see that in the column next to your bid.

Additional Notes

 Doc51663 - BJW TEST 1 Jan 22 15

All Content

Name ↑	Rank	Price
▼ 1 Pricing		
1.1 Test Item 1 	<input type="checkbox"/> 1	* \$1,000.00 USD 
Decrement selected items by <input style="width: 100px;" type="text"/> value Apply		
Submit Entire Response Update Totals Reload Last Bid Save Compose Message Excel Import		

Your bid could be lowered and a new bid submitted by following the same submission process, as long as time remained in Open Bidding.

The **Decrement selected items by** field acts only as a calculator. If you put a number in that field and hit apply, it would subtract that from your last bid to show you the calculation. The bid would not be submitted, it is only a calculation. You would still need to submit the bid, if you wanted, with the yellow Submit button.

The **Save** button only saves the bid locally, it does not submit the bid

The **Compose Message** button allows you to send a message to the buyer, which is sent both through the event and via e-mail