Supplier Manual

Participation in e-Auction

2022

Carlsberg Group

Content

Technical Support:

SAP Ariba Customer Support for Buyers & Suppliers | SAP Ariba

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1. Event Invitation

Step 1:

Open email invitation

It comes if you have been invited to the particular event

Step 2:

Click the access link

Follow the **Click Here** link to Log In or get the Ariba Sourcing Account registered

OR

Use the https://proposals.seller.ariba.com to login to your Ariba Sourcing account

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Welcome John Smith,

Carlsberg Group has registered you on their Ariba Spend Management site and invited you to participate in the following event: eRFP_XYZ_2022. The event starts on Monday, February 14, 2022 at 8:00 AM, Central European Time and ends on Tuesday, February 15, 2022 at 4:00 PM, Central European Time.

Click Here to access this event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.

NOTE: This link is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link.

If you have questions about this event, contact Carlsberg e-Sourcing Team via telephone at|or via e-mail at eprocurement@carlsberg.com.

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.

We look forward to working with you!

Thank You,

Carlsberg Group

2. Event Details

Click Review Prerequisites to proceed within the RFI or Decline to Respond if you refuse to participate

The countdown clock shows the time remaining in preview

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Company Settings ▾   John Smith ▾   Feedback   Help ▾   Messages ≫

Go back to Carlsberg Group Dashboard

Desktop File Sync

Event Details   📑 Doc3602223776 - eAuction_Carlsberg Demo_2022

🕐 Time remaining in preview
00:04:39

Event Messages
Download Tutorials
Response Team

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.

Review Prerequisites   Decline to Respond   Print Event Information

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Submit Bids

Event Overview and Timing Rules

Owner:	Oksana Petrosiuk ⓘ
Event Type:	Auction
Contract Months:	0 ⓘ
Contract Effective Date:	04/06/2018 ⓘ
Publish time:	7/29/2022 1:14 PM
Bidding start time:	7/29/2022 1:20 PM
Response end time:	7/29/2022 4:20 PM
Specify how lot bidding will begin and end:	Parallel ⓘ
Allow bidding overtime:	Yes ⓘ
Bid rank that triggers overtime:	3 ⓘ
Start overtime if bid submitted within (minutes):	2 ⓘ
Overtime period (minutes):	2 ⓘ

Currency:	European Union Euro
Commodity:	Technical Service Equipment 9030
Regions:	UK UK

Bidding Rules

Checklist shows the required steps to participate in the RFI

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3. Event Participation (Prerequisites)

To be able to proceed with the event, you need to review and accept the **Bidder Agreement** and **prerequisite questions**.

Once done, click OK.

3. Event Participation (Lots/Line items)

In checklist section 3. Select Lots/Line Items select Lots you want to place a bid for and click Confirm Selected Lots/Line Items.

3. Event Participation (Prebids)

In section 4. Submit Bids you will be able to see your Initial Price if applicable – it can be taken from your response in RFP. You need to submit the prebids, if required, by clicking on Submit Entire Response before preview time ending. Countdown clock shows when bidding will open.

Console   🖆 Doc3620225453 - eAuction_Carlsberg Demo_2022

Time remaining in preview
00:07:48

Event Messages
Response History
Response Team

The event owner has requested that you submit a prebid before the end of the preview period. You have not yet submitted a prebid.

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Bids

▼ Event Contents

All Content

2 WELCOME

3 General Conditions

4 Commercial Terms

5 Pricing

6 Questions and

Name ↑	Price	Quantity	Extended Price
3.2 **Provision of information**	Less... −		
Carlsberg intend to provide all Suppliers with complete and accurate information about this supply opportunity. If Carlsberg obtains any additional information, including responses to individual Supplier questions that could affect other Suppliers, this information will be made available to all Suppliers through an Ariba-event Update or via the Message Center. If necessary, the Ariba-event Update may include revised versions of any events documents affected by the new information.			
4 **Commercial Terms**			
▼ 5 **Pricing**			€2,000.00 EUR
5.1 **Lot 1** ⌄	* €100.00 EUR	10 Each	€1,000.00 EUR
5.2 **Lot 2** ⌄	* €10.00 EUR	100 Each	€1,000.00 EUR
▼ 6 **Questions and Support**	Less... −		
- **Commercial questions** Please direct questions related to tender conditions to:			

(*) indicates a required field

Submit Entire Response   Update Totals   Save draft | Compose Message   Excel Import

3. Auction Bidding – English type

The Bid Console appears automatically once the bidding starts. You will be able to see your initial/ceiling price, if applicable, bid decrement value and countdown clock which shows the time remaining for particular lot. Once you submit the first bid, your Bid Rank will be shown.

To submit your bid, click Submit Current Lot each time you update the price!

3. Auction Bidding – English type

English auctions have bidding overtime period set, which means if any participant submits a bid within last i.e. 2 min of currently opened Lot, its time remaining will be extended. Countdown clock will be updated automatically.

Once the bidding on Lot has ended, it will be prompt to Review period for 10 min. Stay online during the Review period in case of possible Lot re-opening due to technical issues, etc. You can communicate your issue within Compose Message button.

The event is over when it goes into Pending Selection status.

3. Auction Bidding – Dutch type

The Bid Console appears automatically once the bidding starts. You will be able to see current price, bid adjustment value and time until next adjustment which shows the time remaining for submitting current price level. Price will be increasing with each adjustment.

Participant who clicks Submit Acceptance **first**, wins the lot and it automatically closes for other participants.

3. Auction Bidding – Japanese type

The Bid Console appears automatically once the bidding starts. You will be able to see current price, bid adjustment value and time remaining for current item which shows the time left for submitting current price level. Price will be decreasing with each adjustment.

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Console   📇 Doc3641074386 - Japanese eAuction_Carlsberg Demo_2022   🕐 Time remaining for item 4.1
00:00:47

Event Messages
Response History
Response Team

You haven't accepted the current price level. Submit a bid before bidding closes to avoid elimination.

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Bids

▼ Event Contents

All Content

1 Introduction

4.1. Lot 1   ˅

Floor Value: €0.00 EUR
Current Price: ℹ ˅ €100.00 EUR

Bid adjustment: €1.00 EUR
Quantity: 1 set

Extended Price: €100.00 EUR

Submit Acceptance | Compose Message

Period: All ˅

Bid History   ⊞

Participant	Price ↑	Price	Submission Time
		No items	

You need to click Submit Acceptance on each price level until it is acceptable for you.

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THANK YOU

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