

TATA STEEL



Online e-Auction: **Supplier training**

e-Auction

Guidelines for the online e-Auction event

- Tata Steel will be holding an Electronic Reverse Auction (online e-Auction). This is a competitive bidding event to which multiple candidate suppliers are invited to take part in.
- Tata Steel uses the website of software company SAP Ariba for hosting the online e-Auction, therefore you will receive a link to the online e-Auction event from SAP Ariba prior to the event date.
- Please ensure that you can connect and login to the SAP Ariba e-Auction website **at least 20 minutes** before the start time.
- You are requested to carefully review the details to be fully prepared. All questions will need to be asked before the e-Auction, during the e-Auction event there will be no possibility to ask questions regarding the process and functionalities.

e-Auction

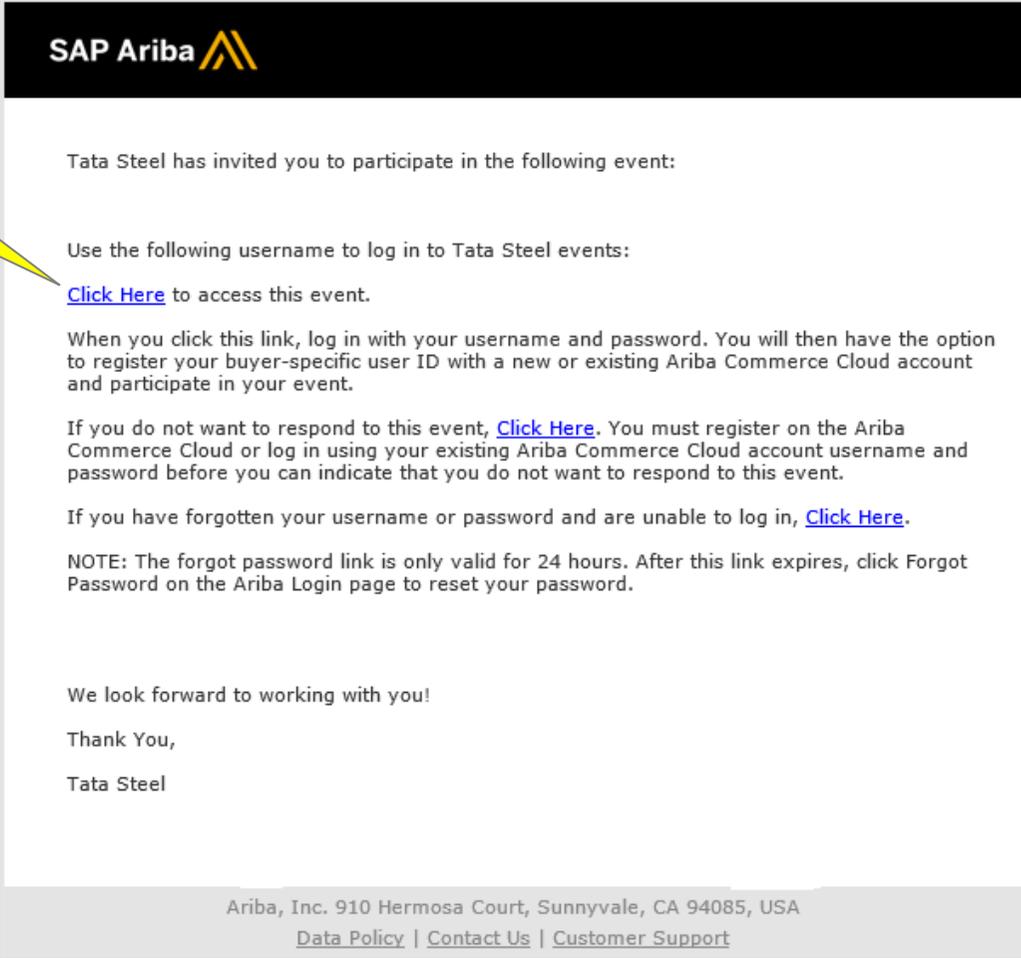
Info on Supplier Training prior to the e-Auction

- You will be invited to participate in an online TRAINING event to familiarise yourself with the SAP Ariba e-Auction website and make sure that you **understand the mechanism of the bidding process**.
- The TRAINING test event will have **fictive sample data** related to Office products, such as pens, pencils and paper. However, the bidding process and functionalities in the training will be equal to the e-Auction event.

Info on Supplier Training prior to the e-Auction

- Click on the link that you received in the e-mail notification inviting you to participate in the TRAINING event.

Click on the link



SAP Ariba

Tata Steel has invited you to participate in the following event:

Use the following username to log in to Tata Steel events:
[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.

We look forward to working with you!

Thank You,
Tata Steel

Ariba, Inc. 910 Hermosa Court, Sunnyvale, CA 94085, USA
[Data Policy](#) | [Contact Us](#) | [Customer Support](#)

Info on Supplier Training prior to the e-Auction

- Log in on the online platform of SAP Ariba

Fill in your username, you can find it in the invitation email

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

Need help? See [Quick Start](#)

Info on Supplier Training prior to the e-Auction

The next slides describe the activities in preparation of the e-Auction

Info on Supplier Training prior to the e-Auction

- Go to the prerequisites of the e-Auction

The screenshot displays the Ariba Sourcing interface for an e-Auction event. The browser address bar shows the URL: <https://s1-eu.ariba.com/Sourcing/Main/aw?awh=r&awssk=ZHGGP62m&realm=tatasteel-T&passwordadapter=SourcingSupplierUser&dard=1>. The page header includes 'Ariba Sourcing', 'Test Mode', 'Company Settings', and 'Help Center'. A navigation bar at the top left has a link to 'Go back to Tata Steel Dashboard', and the top right has 'Desktop File Sync'. The main content area is titled 'Event Details' and shows 'Doc86017904 - Tata Steel - e-Auction TRAINING event (ENG) to'. A clock icon indicates 'Time remaining in preview 00:14:12'. A yellow callout bubble points to the 'Review Prerequisites' button, with the text 'Click on Review Prerequisites.' The event description states: 'The event owner has specified that you must submit a prebid before the event starts. You are not allowed to view the event content or participate in this event. Some prerequisites may require the owner of the event to review and accept your responses before you can participate in this event. If you do not accept the terms of the prerequisites, you cannot view the event content or participate in this event.' Below the description are four buttons: 'Download Content', 'Review Prerequisites', 'Decline to Respond', and 'Print Event Information'. A checklist on the left side of the page lists five steps: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots, 4. Submit Prebid, and 5. Submit Bids. The 'Event Contents' section is expanded to show '1 Introduction'. The 'Introduction' section includes a sub-section '1.1 Please upload a signed version of the e-Auction rules.' and a 'References' link. The 'Event Overview and Timing Rules' section shows: Owner: Joep Schilder, Currency: European Union Euro, Event Type: Auction, Commodity: OFFICE 501816, and Contract Months: 1. A 'Feedback' button is located on the right side of the page.

Info on Supplier Training prior to the e-Auction

- Please read, accept, sign and upload the terms and rules of the e-Auction. This is a mandatory step for participation in the e-Auction.

Ariba Spend Management x

https://s1-eu.ariba.com/Sourcing/Main/aw?awh=r&awssk=ZHGP62m&realm=tatasteel-T&passwordadapter=SourcingSupplierUser&awrdt=1

Ariba Sourcing Test Mode Company Settings Help Center >>

< Go back to Tata Steel Dashboard Desktop File Sync

Prerequisites

Auction TRAINING event (ENG)

info... other prerequisites might serve as a participation gate that restricts you from submitting your response unless you have responded to them.

Would you like to accept the Bidder Agreement? [View Bidder Agreement](#)

I accept the terms of this agreement.

I do not accept the terms of this agreement.

Prerequisites

Name ↑
1 Introduction
1.1 Please upload a signed version of the e-Auction rules. References
2 Pricing

(* indicates a required field)

OK Cancel

Accept the general e-Auction terms if you wish to bid and see the lots/items.

Upload a signed version of the e-Auction rules.

Click on OK to confirm and proceed.

Info on Supplier Training prior to the e-Auction

- You will then see the lots and Items that are part of the auction
- Click on all the lots you intend to bid on and click “Submit Selected Lots” Note: you can only select lots, if you cannot bid on a selection of items within lots.

The screenshot displays the Ariba Sourcing interface for a training event. The browser address bar shows the URL: <https://s1-eu.ariba.com/Sourcing/Main/aw?awh=r&awssk=ZHGP62m&realm=tatasteel-T&passwordadapter=SourcingSupplierUser>. The page title is "Ariba Sourcing" and it is in "Test Mode". The event details are "Doc86017904 - Tata Steel - e-Auction TRAINING event (ENG)".

The main content area is titled "Select Lots" and includes a "Cancel" button. Below this, there is a section "Lots Available for Bidding" with a table of items. The table has columns for "Name" and "Status".

Name	Status
2.1 Ballpoint pens	Preview
2.1.1 Ballpoint pen blue	
2.1.2 Ballpoint pen red	
2.2 Wooden pencils	Preview
2.2.1 Wooden pencil green	
2.2.2 Wooden pencils yellow	
2.3 Paper	Preview

At the bottom of the table, there is a "Submit Selected Lots" button. A "Feedback" button is located on the right side of the table.

Three yellow callout boxes provide instructions:

- Click on Select Lots.
- Click on the lots you intend to bid on.
- Click on Submit Selected Lots

Info on Supplier Training prior to the e-Auction

- Fill in your prebid per item

The screenshot shows the Ariba Spend Management interface for an e-Auction event titled "Doc86017904 - Tata Steel - e-Auction TRAINING event (ENG)". The interface includes a console, event messages, a checklist, and a main content area with a table of items. A yellow banner at the top of the main content area states: "The event owner has specified that you must submit a prebid before the end of the preview period or you will be locked out of this event. You have not yet submitted a prebid." The table lists items with columns for Name, Price, Quantity, and Extended Price. The bottom navigation bar contains buttons for "Submit Entire Response", "Update Totals", "Reload Last Bid", "Save", "Compose Message", and "Excel Import".

Name ↑	Price	Quantity	Extended Price
▼ 1 Introduction			
1.1 Please upload a signed v			
▼ 2 Pricing			
▼ 2.1 Ballpoint pens ▼			
2.1.1 Ballpoint pen blue	€2.10	100,000 each	€210,000.00 EUR
2.1.2 Ballpoint pen red	€2.50	10,000 each	€25,000.00 EUR
▼ 2.2 Wooden pencils ▼			
€490,000.00 EUR			

(*) indicates a required field

Buttons at the bottom: Submit Entire Response, Update Totals, Reload Last Bid, Save, Compose Message, Excel Import.

Callout boxes provide the following instructions:

- "Annual purchasing volume (historical average) is shown here" (points to the 'Quantity' column)
- "Total prebid values are shown here" (points to the 'Extended Price' column)
- "Fill in your Prebid price per unit" (points to the 'Price' input field for item 2.1.1)
- "End by clicking here to submit your prebid" (points to the 'Submit Entire Response' button)
- "Click here to update and calculate the total prebid totals, you do **not** submit a prebid with this button." (points to the 'Update Totals' button)
- "Click here to reload your last saved prebid, you do **not** submit a prebid with this button." (points to the 'Reload Last Bid' button)
- "Click here to save your price, you do **not** submit a prebid with this button." (points to the 'Save' button)
- "Click here to send a message to Tata Steel e-Auction Support" (points to the 'Compose Message' button)

Info on Supplier Training prior to the e-Auction

- Revise your Prebid, if necessary

The screenshot shows the Ariba Sourcing interface for a training event. At the top, a green banner states: "Your prebid has been submitted. You will be notified when the event is open for bidding." Below this, a blue button labeled "Revise Prebid" is highlighted with a yellow callout box that says "Click here to revise your Prebid".

The main content area is titled "All Content" and contains a table with the following data:

Name ↑	Price	Quantity	Extended Price
▼ 1 Introduction			
1.1 Please upload a signed version of the e-Auction rules. References		e-Auction rules ENG.pdf	
▼ 2 Pricing			
▼ 2.1 Ballpoint pens			
2.1.1 Ballpoint pen blue	€1.99 EUR	100,000 each	€199,000.00 EUR
2.1.2 Ballpoint pen red	€2.50 EUR	10,000 each	€25,000.00 EUR
▼ 2.2 Wooden pencils			
			€490,000.00 EUR

On the left side, there is a navigation menu with a "Checklist" section containing five items: "1. Review Event Details", "2. Review and Accept Prerequisites", "3. Select Lots", "4. Submit Prebid", and "5. Submit Bids". The "Event Contents" section is also visible, with "All Content" selected.

At the bottom right, there is a vertical "Feedback" button.

Info on Supplier Training prior to the e-Auction

The next slides describe the activities during the execution of the e-Auction

Info on Supplier Training prior to the e-Auction

- Important information during the e-Auction

The screenshot shows the Ariba Spend Management interface for an e-auction. The browser address bar shows 'https://s1-eu.ariba.com/'. The interface includes a sidebar with 'Event Messages', 'Response History', and a 'Checklist' with steps: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots, 4. Submit Prebid, and 5. Submit Bids. The main area displays 'My Bid Rank : 1' with a 'Ceiling Value: €225,000.00 EUR', 'Leading Bid: €222,000.00 EUR', and 'Bid decrement (%): 1% (€2,220.00 EUR)'. A table lists items: 2.1 Ballpoint pens (€222,000.00 EUR total), 2.1.1 Ballpoint pen blue (€197,000.00 EUR), and 2.1.2 Ballpoint pen red (€25,000.00 EUR). A 'Time remaining for lot 2.1' timer shows 00:09:55. A 'Feedback' button is visible on the right.

Callout 1: Your bid rank for the lot will be shown here.

Callout 2: The ceiling bid value for the lot will be shown here. Your bid value for the lot needs to be equal or lower than this value.

Callout 3: The leading bid for the lot will be shown here.

Callout 4: The minimal step by which you need to improve your own bid in this lot is shown here.

Callout 5: The remaining time for the lot will be shown here.

Info on Supplier Training prior to the e-Auction

- Place bids during the e-Auction

The screenshot shows the Ariba Spend Management interface for an e-Auction event. The browser address bar shows the URL: <https://s1-eu.ariba.com/Sourcing/Main/aw?awh=r&awssk=zTiMoTRk&realm=tatasteel-T&passwordadapter=SourcingSupplierUser&dard=1#b0>. The page title is "Doc86017904 - Tata Steel - e-Auction TRAINING event (ENG)". The console shows "My Bid Rank : 1" and "Ceiling Value: €225,000.00 EUR". A table lists items with their bid prices and quantities. Below the table are buttons for "Submit Current Lot", "Take Lead", "Update Totals", "Reload Last Bid", "Save", and "Compose Message".

Item	Price	Quantity	Extended Price
2.1.1 Ballpoint pen blue	€1.97	100,000 each	€197,000.00 EUR
Ballpoint pen red	€2.50	10,000 each	€25,000.00 EUR

Callouts provide the following instructions:

- You can lower bid prices by percentages % - Select items, fill in a % and click apply to view your new bid price(s).** (Points to the "Decrement selected items by" field)
- Fill in your bid price per unit** (Points to the price input field for the blue pen)
- Click here to submit your bid** (Points to the "Submit Current Lot" button)
- Click here to calculate the unit prices that beat the leading bid, you do not submit a bid with this button.** (Points to the "Take Lead" button)
- Click here to update and calculate the total prebid totals, you do not submit a bid with this button.** (Points to the "Update Totals" button)
- Click here to reload your last saved bid, you do not submit a bid with this button.** (Points to the "Reload Last Bid" button)
- Click here to save your price, you do not submit a bid with this button.** (Points to the "Save" button)

Info on Supplier Training prior to the e-Auction

- Select the next lot during the e-Auction

The screenshot displays the Ariba Spend Management e-Auction interface. The browser address bar shows the URL: <https://s1-eu.ariba.com/Sourcing/Main/aw?awh=r&awssk=zTiMoTRk&realm=tatasteel-T&passwordadapter=SourcingSupplierUser&dard=1#b0>. The interface includes a navigation menu on the left with steps: 1. Introduction, 2. Review and Accept Prerequisites, 3. Select Lots, 4. Submit Prebid, and 5. Submit Bids. The 'Event Contents' section is expanded to show 'Choose Lot' with sub-items: 2.1 Ballpoint pens, 2.2 Wooden pencils, and 2.3 Paper. The main content area shows two lots: 2.1.1 Ballpoint pen blue (€1.75, 100,000 each, €175,000.00 EUR) and 2.1.2 Ballpoint pen red (€2.50, 10,000 each, €25,000.00 EUR). Below the lot list are buttons for 'Submit Current Lot', 'Take Lead', 'Update Totals', 'Reload Last Bid', 'Save', and 'Compose Message'. A 'Period' dropdown is set to 'All'. The 'Extended Price - Ballpoint pens' graph shows a price line starting at approximately €200,000.00 at 10:07 AM and decreasing to approximately €200,000.00 at 10:21 AM. The 'Bid History' table shows two bids from 'Test Supplier 2': one at 10:20 AM for €200,000.00 EUR and another at 10:08 AM for €222,000.00 EUR. A yellow callout bubble points to the 'Choose Lot' section with the text: 'Select the next lots -if applicable- here.' A vertical 'Feedback' button is located on the right side of the interface.

Select the next lots -if applicable- here.

Participant	Extended Price ↑	Submission Time
Test Supplier 2	€200,000.00 EUR	10:20 AM
Test Supplier 2	€222,000.00 EUR	10:08 AM