



**TATA STEEL**

# Supplier Manual for participation in an e-Auction

Version 1.0 dated January 2021



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## 0 Introduction

This manual is for suppliers participating in electronic auctions (e-Auctions) initiated by Tata Steel via the SAP Ariba platform.

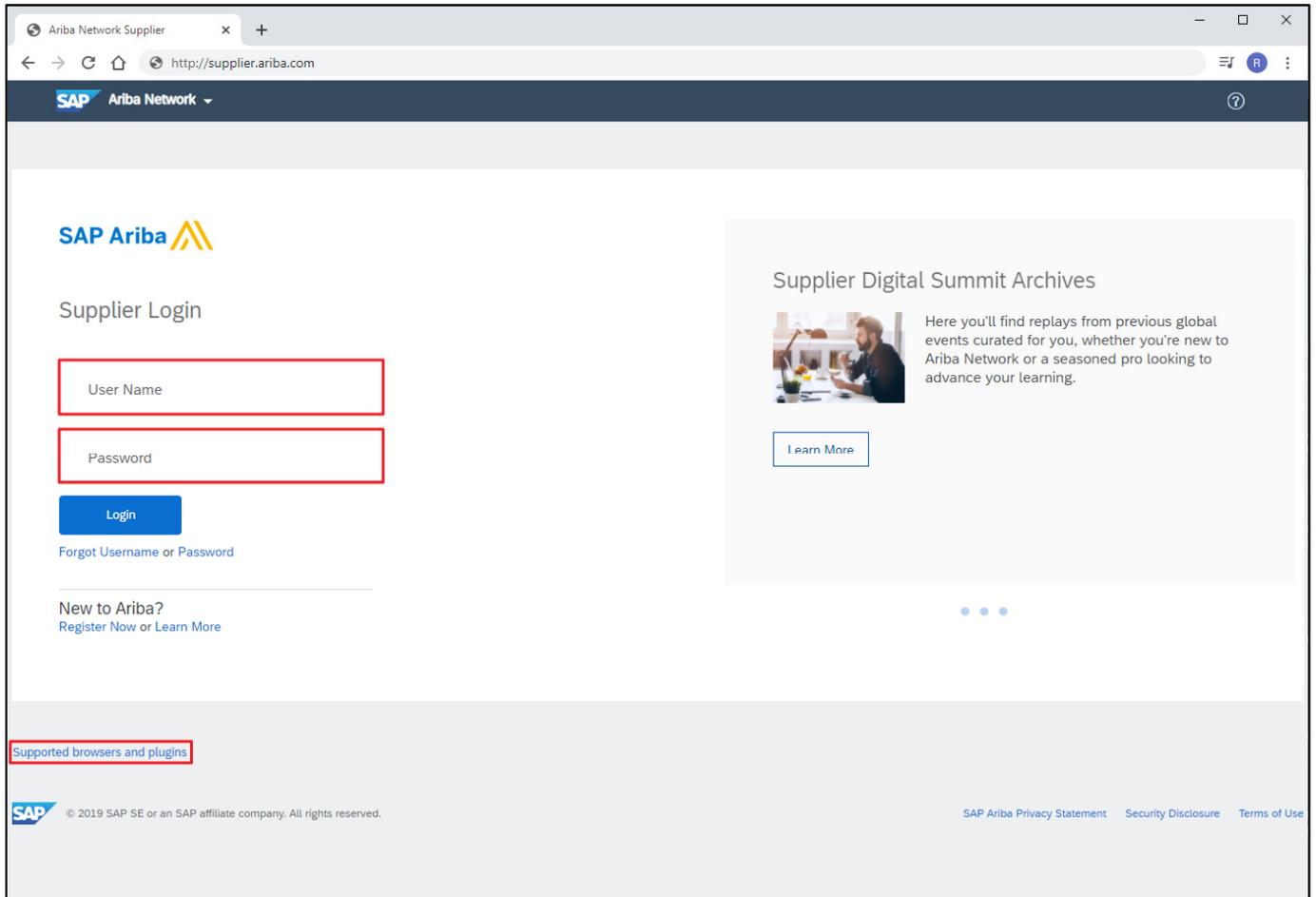
This manual contains a description of the main activities to participate in such an SAP Ariba event.

Note: This manual is meant for participating in e-Auction events initiated by Tata Steel. Supplier registration on the Ariba Network is not taken into account

Note: Suppliers are not bound to any fees when participating in e-Auction events initiated by Tata Steel via the SAP Ariba platform

## 1 Logging into the Ariba Network

First, supplier needs to logon to the SAP Ariba Network via the website <http://supplier.ariba.com>.



After entering username / password combination push on the 'Login' button.

In case of technical issues or when having issue when logging in, please contact the Ariba helpdesk. More information can be found via the 'Help' functionality at the right top.

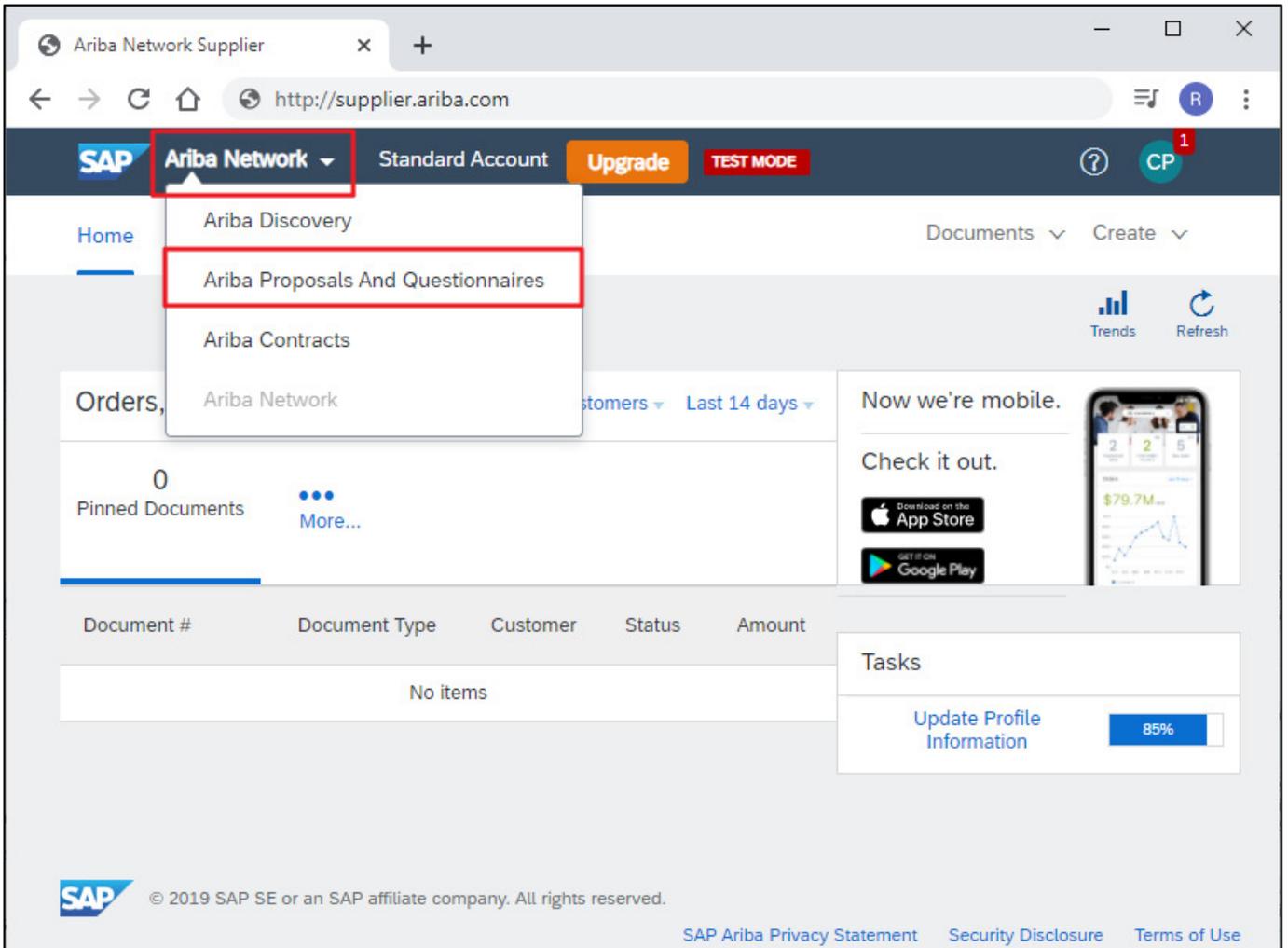
Event support will be provided by SAP Ariba.

At the bottom of the screen there is a link which internet browsers are currently being supported by the SAP Ariba platform.

Additionally the SAP Ariba ADAPT training site can be consulted via [https://support.ariba.com/Adapt/Ariba\\_Network\\_Supplier\\_Training/](https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/)

## 2 Proposals

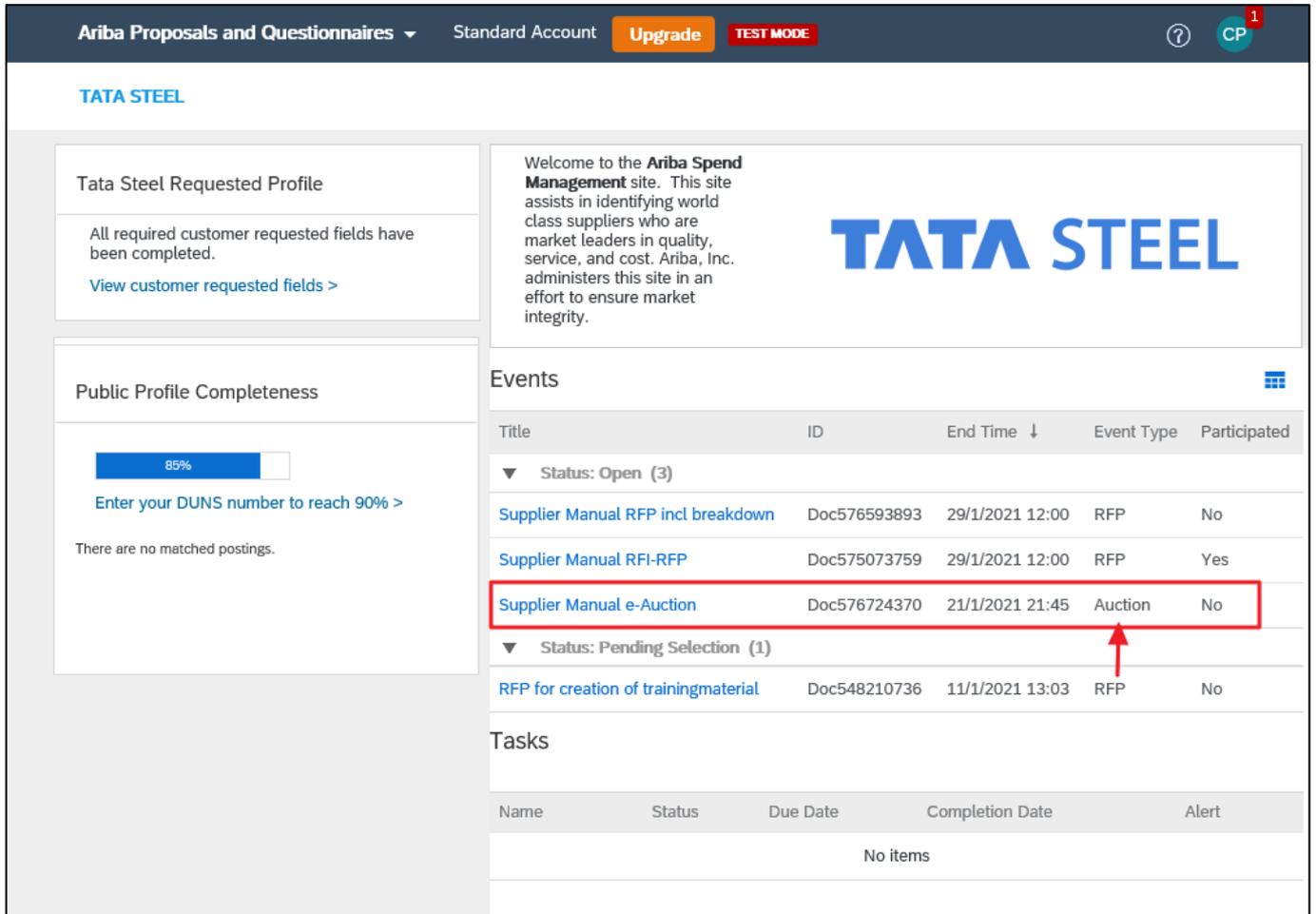
After logging in, click on the triangle next to 'Ariba Network' and select 'Ariba Proposals And Questionnaires' to be redirected to page with events your supplier contact person has been invited to.



The screenshot displays the SAP Ariba Network Supplier interface. The browser address bar shows 'http://supplier.ariba.com'. The top navigation bar includes the SAP logo, 'Ariba Network' (highlighted with a red box), 'Standard Account', 'Upgrade', and 'TEST MODE'. A dropdown menu is open under 'Ariba Network', with 'Ariba Proposals And Questionnaires' (highlighted with a red box) selected. Other menu items include 'Ariba Discovery', 'Ariba Contracts', and 'Ariba Network'. The main content area shows 'Orders, Customers' with a filter for 'Last 14 days'. Below this is a 'Pinned Documents' section with 0 items. A table with columns 'Document #', 'Document Type', 'Customer', 'Status', and 'Amount' is shown, containing 'No items'. On the right, there is a 'Now we're mobile.' section with 'Check it out.' and download links for the App Store and Google Play. Below that is a 'Tasks' section with 'Update Profile Information' at 85% completion. The footer includes the SAP logo, copyright notice '© 2019 SAP SE or an SAP affiliate company. All rights reserved.', and links for 'SAP Ariba Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

### 3 Select event

You now see all the events you've been invite to or already have participated in.



**TATA STEEL**

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

**TATA STEEL**

**Events**

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Open (3)				
Supplier Manual RFP incl breakdown	Doc576593893	29/1/2021 12:00	RFP	No
Supplier Manual RFI-RFP	Doc575073759	29/1/2021 12:00	RFP	Yes
Supplier Manual e-Auction	Doc576724370	21/1/2021 21:45	Auction	No
▼ Status: Pending Selection (1)				
RFP for creation of trainingmaterial	Doc548210736	11/1/2021 13:03	RFP	No

**Tasks**

Name	Status	Due Date	Completion Date	Alert
No items				

The screen is divided in the following sections:

- **Events**

The section 'Events' contains all RFI's, RFP's and e-Auctions that are created by Tata Steel and where you've been invited to. This consists of the following 3 statuses:

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

- **Tasks**

In case Tata Steel has assigned certain tasks / actions to you (contact person) these will be addressed here.

**[Click on the event title to gain access.](#)**



## 4 Event details & prerequisites

When you have clicked on the event description (link) you will be redirected to the event and the first details will be shown.

At the top right corner you see the status of the event, in the screenshot below this reflects the 'time remaining in open bidding'.

**NOTE:** when the due time has been reached, it is **no longer possible** to provide your answer / quote!

### 4.1 Event details

Step 1 in the checklist is to 'Review Event Details'. In the screenshot below these are reflected by the red underlined sections 'Event Overview and Timing Rules', the 'Bidding Rules' and 'Market Feedback. In this manual there is little room to extensively explain all different options, but some are indicated below:

**Event Overview and Timing Rules:** specifies how bidding will begin and end (Parallel, Staggered or Serial), the overtime rules and period settings.

**Bidding rules:** these define subjects like 'traffic light bidding' and the way bid amounts need to be improved.

**Market Feedback:** how and which information will be displayed towards participants in this event.

**Ariba Sourcing** Company Settings Contact Person Help Center

< Go back to Tata Steel Dashboard Desktop File Sync

Event Details Doc576724370 - Supplier Manual e-Auction Time remaining in open bidding 00:56:57

Event Messages Download Tutorials

▼ Checklist

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

Review Prerequisites Decline to Respond Print Event Information

**Event Overview and Timing Rules**

Owner: Rik van der Velden Currency: European Union Euro  
Event Type: Auction Commodity: TRAINING 052036  
Contract Months: 6  
Contract Effective Date: 01/02/2021

Publish time: 21/1/2021 20:42  
Bidding start time: 21/1/2021 20:45  
Response end time: 21/1/2021 21:45

Specify how lot bidding will begin and end: Parallel  
Bid rank that triggers overtime: 1  
Start overtime if bid submitted within (minutes): 2  
Overtime period (minutes): 2

**Bidding Rules**

Create a buffer to protect lead bid: Yes

**Market Feedback**

Participants can see market information: Before first response  
How are participant identities displayed: Yes - generic aliases

Contact Person (test-Ariba-Supplier@outlook.com) last visited 21 Jan 2021 11:42:33 AM Ariba-Supplier - TEST AN01600957996-T  
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## 4.2 Participation

At the top of the screen you are requested to 'Review Prerequisites' or to 'Decline to Respond'

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 PrerequisitesDecline to RespondPrint Event Information

- If you do not intent to take part in this event Tata Steel kindly requests you to click the 'Decline to Respond' button.
- If you do want to participate we kindly request you to click on the 'Review Prerequisites' button.

The next step is to accept the supplier agreement, which describes some guidelines on participating in this digital event. Select the option to accept the terms of this agreement and click 'OK'. If you do not accept the terms of the agreement it is not possible to participate in the event.

After accepting the terms of the agreement, you need to confirm by clicking again on 'OK'.

✓ **Submit this agreement?**

Click OK to submit.

OKCancel

The Tata Steel project owner will now have insight that you will be participating in this event.



## 5 Select Lots

Next step is to select the items/lot for which you want to provide your quote.

In the screen below you can, in case possible, examine the contents of the e-Auction.

Tata Steel also has the possibility to open this content after supplier answering prerequisite questions of entering pre-bids.

Click on 'Select Lots' to continue.

**Ariba Sourcing** Company Settings Contact Person Help Center

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**Event Details** Doc576724370 - Supplier Manual e-Auction Time remaining in open bidding 00:52:45

Download Content Review Prerequisites **Select Lots** Print Event Information

Event Messages Download Tutorials

▼ Checklist

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

▼ Event Contents

All Content

- 1 Introduction
- 2 Pricing

**Introduction** (Section 1 of 2) Next

Name ↑	
▼ 1 Introduction	
1.1 About Tata Steel's European operations	More... +
1.2 About this e-Auction	More... +

Next Section: Pricing

**Event Overview and Timing Rules**

Owner: Rik van der Velden ⓘ Currency: European Union Euro  
Event Type: Auction Commodity: TRAINING 052036  
Contract Months: 6  
Contract Effective Date: 01/02/2021

Publish time: 21/1/2021 20:42  
Bidding start time: 21/1/2021 20:45  
Response end time: 21/1/2021 21:45

Specify how lot bidding will begin and end: Parallel ⓘ  
Bid rank that triggers overtime: 1 ⓘ  
Start overtime if bid submitted within (minutes): 2 ⓘ  
Overtime period (minutes): 2 ⓘ

**Bidding Rules**

Create a buffer to protect lead bid: Yes ⓘ

**Market Feedback**

Participants can see market information: Before first response ⓘ  
How are participant identities displayed: Yes - generic aliases ⓘ



It is also possible to exclude some lots / items in your answer / quote.

Use the checkboxes in front of the items to select them. If you do not want to provide a quote for that specific item/lot Tata Steel kindly requests you to provide a reason for not bidding (if indicated).

Click on 'Confirm Selected Lots' when the selection has been made.

**Ariba Sourcing** Company Settings Contact Person Help Center >>

< Go back to Tata Steel Dashboard Desktop File Sync

### Select Lots Doc576724370 - Supplier Manual e-Auction Cancel

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; [More](#)

**Checklist**

- Review Event Details
- Review and Accept Prerequisites
- Select Lots**
- Submit Bids

**Lots Available for Bidding**

<input checked="" type="checkbox"/>	Name	Status
<input checked="" type="checkbox"/>	2.1 Item lot - Bid at Item level, compete at Lot level	Open
	2.1.1 Item lot - item 1	
	2.1.2 Item lot - item 2	
<input checked="" type="checkbox"/>	2.2 Basket with No Items - Bid at Lot level, compete at Lot level	Open
<input checked="" type="checkbox"/>	2.3 Line item 1	Open

Confirm Selected Lots Cancel

Contact Person (test-Ariba-Supplier@outlook.com) last visited 21 Jan 2021 11:42:33 AM Ariba-Supplier - TEST AN01600957996-T © 1996–2019 Ariba, Inc. All rights reserved. [SAP Ariba Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)

## 6 Providing answers

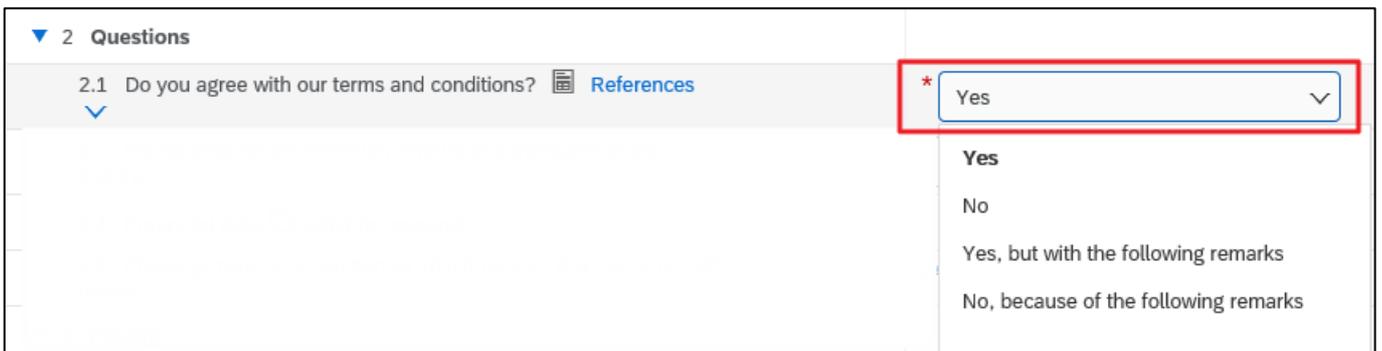
Usually, during e-Auctions, you are only requested to provide a quote for a certain (set of) item(s) or lot(s). It is not regular that (a lot of) questions are asked by Tata Steel, but for completeness the different options are included in this manual.

In case there are no questions, but only quotes are requested, please refer to [chapter 7](#).

\* all examples below are illustrative.

### 6.1 Predefined answers

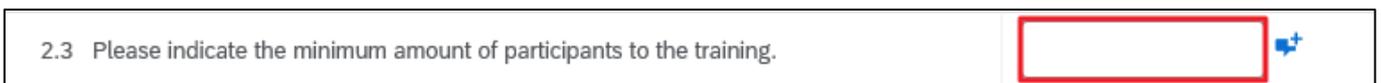
Tata Steel can provide predefined answers. Please select the answer that suits your organisation best.



The screenshot shows a question titled "2.1 Do you agree with our terms and conditions?" with a "References" icon. A dropdown menu is open, showing four options: "Yes", "No", "Yes, but with the following remarks", and "No, because of the following remarks". The "Yes" option is selected and highlighted with a red box.

### 6.2 Open questions

Tata Steel can ask open questions for you to provide your answer. This can either be a number, text or other possibilities.



The screenshot shows a question titled "2.3 Please indicate the minimum amount of participants to the training." followed by a red-bordered text input field and a blue speech bubble icon.

### 6.3 Table questions

Tata Steel can ask table questions, which can be open as well as closed questions. Click on the icon at the link '[Click to respond](#)'.



The screenshot shows a question titled "2.4 Financial data" followed by a red-bordered icon and the text "Click to respond".

Clicking OK will only **save** your Table Section answers. To **submit** your response, you will need to click OK and then click **Submit Entire Response** on the main screen.

Financial data ☰

	2018	2019	2020
Name ↑			
Revenue	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>
Profit	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>

(\*) indicates a required field

## 6.4 Attachments / reference documents

There are 2 options: the first option is that Tata Steel makes an attachment available for supplier as reference document, the other option is to 'attach a file' as an answer to a question.

### 6.4.1 Reference Documents

Tata Steel can make certain reference documents available within the event. By clicking the 'References' link, indicated per line (or question) within the event, the document(s) will become visible.

2.1 Do you agree with our terms and conditions? 📄 References ▼

Reference Documents

 [Tata Steel Terms and Conditions.doc](#)

[Download all attachments](#)

### 6.4.2 Attach a file

The second option is that Tata Steel requests you to provide a file as answer to a question. Clicking on the text 'Attach a file' will open a screen to add the attachment.

2.5 Please provide your solution as attachment in .xlsx, .docx or .pdf format \*Attach a file

Adding the file can be done in 2 ways.

1. The first way is by clicking on the 'Browse' button and selecting a file on your local computer.
2. The second way is to 'drag-and-drop' your file to the indicated area on the screen.



Ariba Sourcing Company Settings Contact Person Help Center

[Go back to Tata Steel Dashboard](#) Desktop File Sync

### Add Attachment

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment:  Browse...

Or drop file here

**OK** Cancel

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## 6.5 Comments (and additional attachments)

Questions that are accompanied by this icon  can be provided with extra comments or attachments. Via this way you can provide clarifications or additional context to your answer.

**NOTE:** (applicable when Tata Steel used the Ariba Scoring & Weighing functionality): attachments and comments added via this functionality will not be included in scoring & weighting functionality.

2.3 Please indicate the minimum amount of participants to the training.  

### Ariba Sourcing

[Company Settings](#) [Contact Person](#) [Help Center](#)

[Desktop File Sync](#)

[Go back to Tata Steel Dashboard](#)

#### Add/Edit Comment

Comment: \*

Attachment: [Attach a file](#)

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## 7 Providing Quotes & the bidding process

When entering the e-Auction event screen, you see that the screen has been built up in different sections.

### 7.1 The bidding console

The screenshot shows the Ariba Sourcing bidding console for a supplier manual e-auction. The interface is divided into several sections:

- Left Navigation:** Includes 'Event Messages', 'Response History', 'Checklist' (with steps: Review Event Details, Review and Accept Prerequisites, Select Lots, Submit Bids), 'Event Contents' (All Content, Introduction, Pricing), and 'Choose Lot'.
- Main Content:** Displays a table of bidding items under the heading 'All Content'. The table has columns: Name, Rank, Price, My Response (Quantity, Extended Price, Total Cost), and Leading Total Cost.
 

Name ↑	Rank	Price	Quantity	Extended Price	Total Cost	Leading Total Cost
<b>1 Introduction</b>						
1.1 About Tata Steel's European operations						
1.2 About this e-Auction						
<b>2 Pricing</b>						
2.1 Item lot - Bid at item level, compete at Lot level	1			€3,250.00 EUR	€3,250.00 EUR	€3,250.00 EUR
2.1.1 Item lot - item 1		€100.00	10 each	€1,000.00 EUR	€1,000.00 EUR	€2,000.00 EUR
2.1.2 Item lot - item 2		€100.00	10 each	€1,000.00 EUR	€1,000.00 EUR	€2,000.00 EUR
2.2 Basket with No Items - Bid at Lot level, compete at Lot level	1			* €450.00 EUR	€450.00 EUR	€450.00 EUR
2.3 Line item 1	1	* €800.00	1 each	€800.00 EUR	€800.00 EUR	€800.00 EUR
- Bottom:** Includes a 'Decrement' dropdown, a 'Price' dropdown, and a field 'for selected items by' with a percentage dropdown and an 'Apply' button. Below this are several action buttons: 'Submit Entire Response', 'Take Lead', 'Update Totals', 'Reload Last Bid', 'Save draft', 'Compose Message', and 'Excel Import'.

The left (red) section contains the items & lots for which you indicated to take part in the bidding process.

The middle (red) section contains 'My Responses'.

This is the section where you will be providing your quotes for the individual items and lots.

As you can see in the example below there are different sorts of lots / items.

- 2.1 This is an item lot, where bids are done at item level, but participants compete at lot level (the accumulated price of items defines the best bid);
- 2.2 Basket with no items, where bids are done at lot level, and participants compete at lot level;
- 2.3 Line item, bids are done for this specific item.

The right (red) section displays the leading bid\* based on the Total Cost of the item.

\* if applicable, the Tata Steel buyer can determine whether to make the leading bid available, or not)

## 7.2 The buttons

On the screen the following buttons are visible:



**‘Submit Entire Response’**: when clicking this button your response will be sent to Tata Steel and the screen will be updated to reflect your latest bid.

**Note**: when participating in an e-Auction, it is possible that you will be entering multiple bids within a relatively short amount of time. **Do not forget** to click ‘Submit Entire Response’ after changing your prices!

**‘Take Lead’**: this button leads you to 2 options for you to take the lead:

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

**‘Update Totals’**: clicking this button triggers a (re)calculation on the totals as provided in the event.

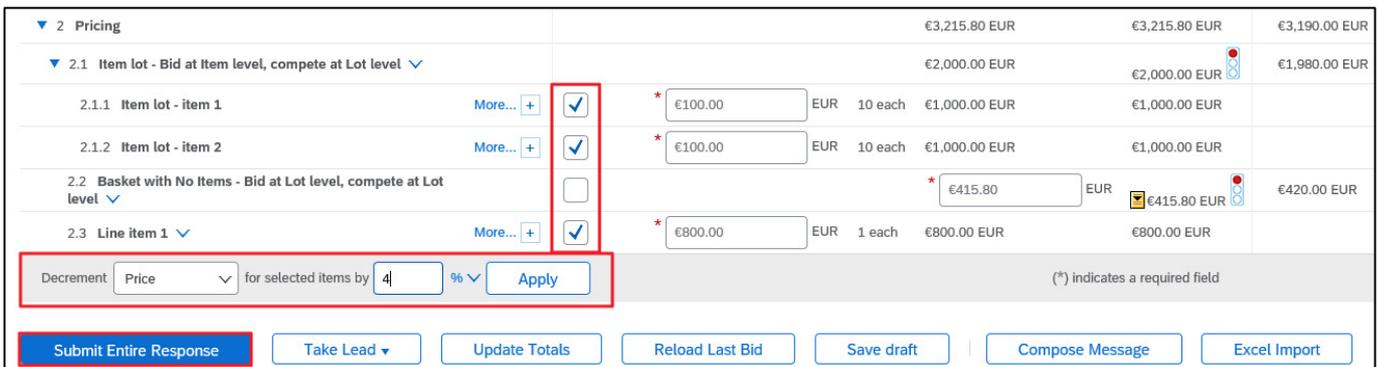
**‘Reload Last Bid’**: you can populate the screen with your most recent bid values.

**‘Save draft’**: clicking this button saves your (draft) response. Please note that your response will **NOT** be sent to Tata Steel.

**‘Compose Message’**: clicking this button gives the possibility to start communicating with the Tata Steel project team responsible for this event, via the Ariba Network.

**‘Excel Import’**: as supplier you can download the content of this event to an Excel spreadsheet. You can then provide your answers in the excel and upload the content to the Ariba event.

In addition to the regular buttons:



▼ 2 Pricing		€3,215.80 EUR	€3,215.80 EUR	€3,190.00 EUR
▼ 2.1 Item lot - Bid at Item level, compete at Lot level ▼		€2,000.00 EUR	€2,000.00 EUR	€1,980.00 EUR
2.1.1 Item lot - item 1	More... + <input checked="" type="checkbox"/>	* €100.00 EUR 10 each	€1,000.00 EUR	€1,000.00 EUR
2.1.2 Item lot - item 2	More... + <input checked="" type="checkbox"/>	* €100.00 EUR 10 each	€1,000.00 EUR	€1,000.00 EUR
2.2 Basket with No Items - Bid at Lot level, compete at Lot level ▼		* €415.80 EUR	€415.80 EUR	€420.00 EUR
2.3 Line item 1 ▼	More... + <input checked="" type="checkbox"/>	* €800.00 EUR 1 each	€800.00 EUR	€800.00 EUR
Decrement <input type="text" value="Price"/> for selected items by <input type="text" value="4"/> % <input type="button" value="Apply"/>		(*) indicates a required field		

You can also make use of the **‘Decrement X for selected items by x %’**.

To make use of this functionality, first enter your selection and click the ‘Apply’ button.

To finish this step, **do not forget** to click the ‘Submit Entire Response’ button!



### 7.3 The icons

In the screenshots shown in this manual you might probably already have seen some icons in the bidding console:



Traffic lights: these define whether or not given quotes are reaching the interesting range for Tata Steel to award the event and thus provides immediate feedback

- Red: not yet interesting
- Amber: becomes interesting
- Green: interesting

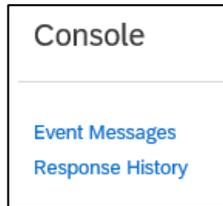
Take lead : there are multiple different colours with the same button. If the colour is 'gold', it means that you currently have the lead bid. The 'silver' button means you're ranked second.

Best bid : This icon means that you're in the lead and have the best bid for that lot or item



## 8 Console

At the 'Console' section at the top left corner some options are shown that can be of help to you.



**'Event Messages'**: here you can find all event related communication (system generated messages as well as 'personal' messages) sent via the Ariba Network. It is not possible to delete messages. It is possible to initiate new messages or reply to sent messages, except system generated messages.

The screenshot shows the Ariba Sourcing console interface. At the top, there is a navigation bar with 'Ariba Sourcing' and links for 'Company Settings', 'Contact Person', and 'Help Center'. Below the navigation bar, there is a breadcrumb trail: '< Go back to Tata Steel Dashboard'. The main heading is 'Event Messages - Supplier Manual e-Auction'. On the right side, there is a 'Back to Console' button and a clock icon indicating 'Time remaining in review 00:13:17'. The main content area is titled 'Messages' and contains a table with the following columns: Id, Reply Sent, Sent Date, From, Contact Name, To, and Subject. The table lists several messages, including system-generated messages from Tata Steel and personal messages from Ariba Supplier. Below the table, there are buttons for 'View', 'Reply', 'Compose Message', and 'Download all attachments'. At the bottom right, there is another 'Back to Console' button. The footer contains copyright information and links to 'SAP Ariba Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

Id	Reply Sent	Sent Date	From	Contact Name	To	Subject
MSG29985139	Not Applicable	21/01/2021 21:45	Tata Steel	Rik van der Velden	Ariba ContactPerson	Event Supplier Manual e-Auction - Lot - Totals has been extended due to a last minute bid...
MSG29985138	Not Applicable	21/01/2021 21:45	Tata Steel	Rik van der Velden	Ariba ContactPerson	Event Supplier Manual e-Auction - Lot - Totals has been extended due to a last minute bid...
MSG29985137	Not Applicable	21/01/2021 21:44	Tata Steel	Rik van der Velden	Ariba ContactPerson	Event Supplier Manual e-Auction - Lot - Totals has been extended due to a last minute bid...
MSG29966095.2	No	21/01/2021 21:19	Tata Steel	Rik van der Velden	Participants (1) Team (1)	RE: Technical challenges?
MSG29966095.1	No	21/01/2021 21:18	AribaSupplier	Ariba ContactPerson	Rik van der Velden	RE: Technical challenges?
MSG29966095	Yes	21/01/2021 21:18	Tata Steel	Rik van der Velden	Ariba ContactPerson	Technical challenges?
MSG29985135	No	21/01/2021 20:45	Tata Steel	Rik van der Velden	Participants (0) Team (0)	*TEST* - Event Supplier Manual e-Auction is now accepting responses.
MSG29985134	Not Applicable	21/01/2021 20:42	Tata Steel	Rik van der Velden	Ariba ContactPerson	*TEST* - Tata Steel has invited you to participate in an event: Supplier Manual e-Auction.

**'Response History'**: all submitted responses and their revisions are shown here.



Ariba Sourcing Company Settings Contact Person Help Center

[Go back to Tata Steel Dashboard](#) Desktop File Sync

### Response History - Supplier Manual e-Auction Done

Click on the Name of a response to see details, including the lots and information submitted. More

Reference Number	Submitted For	Submitted By	Status	Submission Time	Time Created ↓
<a href="#">ID620504388</a>	<a href="#">Ariba ContactPerson</a>	<a href="#">Ariba ContactPerson</a>	Accepted	21/01/2021 21:14:08	21/01/2021 21:14:08
<a href="#">ID620504385</a>	<a href="#">Ariba ContactPerson</a>	<a href="#">Ariba ContactPerson</a>	Replaced	21/01/2021 21:13:55	21/01/2021 21:13:55
<a href="#">ID620504382</a>	<a href="#">Ariba ContactPerson</a>	<a href="#">Ariba ContactPerson</a>	Replaced	21/01/2021 21:13:44	21/01/2021 21:13:44
<a href="#">ID620504379</a>	<a href="#">Ariba ContactPerson</a>	<a href="#">Ariba ContactPerson</a>	Replaced	21/01/2021 21:12:51	21/01/2021 21:12:51
<a href="#">ID620504374</a>	<a href="#">Ariba ContactPerson</a>	<a href="#">Ariba ContactPerson</a>	Replaced	21/01/2021 21:10:41	21/01/2021 21:10:41
<a href="#">ID620504369</a>	<a href="#">Ariba ContactPerson</a>	<a href="#">Ariba ContactPerson</a>	Replaced	21/01/2021 21:10:02	21/01/2021 21:10:02
<a href="#">ID620504364</a>	<a href="#">Ariba ContactPerson</a>	<a href="#">Ariba ContactPerson</a>	Replaced	21/01/2021 21:09:21	21/01/2021 21:09:21
<a href="#">ID620504361</a>	<a href="#">Ariba ContactPerson</a>	<a href="#">Ariba ContactPerson</a>	Replaced	21/01/2021 21:09:10	21/01/2021 21:09:10
<a href="#">ID620504356</a>	<a href="#">Ariba ContactPerson</a>	<a href="#">Ariba ContactPerson</a>	Replaced	21/01/2021 20:57:29	21/01/2021 20:57:29

Done

Contact Person (test-Ariba-Supplier@outlook.com) last visited 21 Jan 2021 11:42:33 AM Ariba-Supplier - TEST AN01600957996-T  
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