



SAP Ariba – Auction Training (Supplier Guide)

Tabreed & Group Entities

August 2023

Auction Event Participation

Tabreed & Group Entities - TEST has invited you to participate in Auction Templates.

Project Details:

Description:

Commodity:Information Technology - IT Hardware

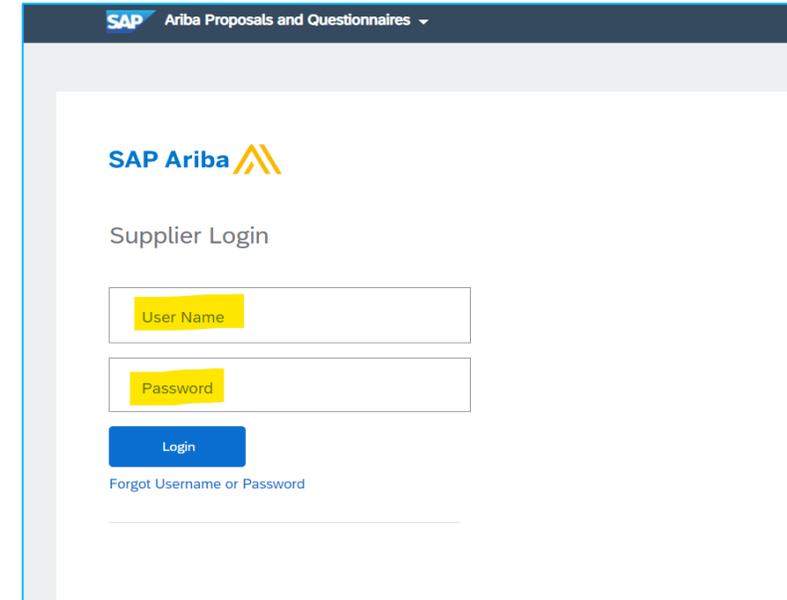
Department:National Central Cooling Company PJSC

Region:ARE

The event is set to begin on Monday, May 8, 2023 at 11:36 PM, Pacific Daylight Time.

The event is set to end on Monday, May 8, 2023 at 11:46 PM, Pacific Daylight Time

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



SAP Ariba Proposals and Questionnaires

SAP Ariba

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

- Once you are invited to participate in the Auction event, you will be notified through an email.
- Click on “**Click Here**” displayed in blue on the email content and you will be directed to the supplier login page.
- Input your User Name and Password & click on **Login**.

Auction Event Participation

The screenshot shows the SAP Ariba Spend Management interface. At the top, there is a navigation bar with 'SAP Ariba Proposals and Questionnaires', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. Below this, the page title is 'TABREED & GROUP ENTITIES - TEST'. A message on the left states 'There are no matched postings.' The main content area features a welcome message and the Tabreed logo. Under the 'Events' section, a table lists auction events. The 'Status: Open (1)' filter is selected, and the 'Auction Templates' event is highlighted.

Title	ID	End Time ↓	Event Type	Participated
Auction Templates	Doc208766385	5/9/2023 12:16 PM	Auction	No

The screenshot shows the prerequisite review page. A yellow banner at the top contains instructions: '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.' Below the banner are four buttons: 'Download Content', 'Review Prerequisites' (highlighted with a red border), 'Decline to Respond', and 'Print Event Information'. The 'All Content' section shows a table with columns for 'Name †', 'Price', 'Quantity', and 'Extended Price'. The first row is '1 Please accept tabreed's Bidder Agreement for Auction' with 'Agree' and 'Default' options. Below this are sections for '2 Introduction', '3 Commercial Terms', and '4 Pricing'. At the bottom, there is a link for 'Event Overview and Timing Rules'.

Name †	Price	Quantity	Extended Price
1 Please accept tabreed's Bidder Agreement for Auction	Agree	Default	Disagree

- On the top left corner, ensure to select “**Ariba Proposals and Questionnaires**”.
- Under the **Events** section, click on the Event under “**Status: Open**”.
- The prerequisite page will be displayed.
- **Review Prerequisites** and Click on **Agree**.

Auction Event Participation

- The Prerequisites tab will open.
- Under the Prerequisite section, click on the Bidder Agreement for Tabreed Terms and Conditions PDF Document. Read and provide the response as **Agree/Disagree**.
- Accept the bidder agreement and click on **OK**.

Doc208793618 - Auction Templates

To continue with this event, complete the prerequisites below. Some of the prerequisites might be access gate questions that you must answer before you can see the event information. Other prerequisites might serve as a participation gate that restricts you from submitting your response unless you have responded to them. In some cases, your responses to the prerequisites require buyer review before you can continue with the event or submit a response.

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 Please accept tabreed's Bidder Agreement for Auction  References ↓	* Agree ▾
2 Introduction	
3 Commercial Terms	
4 Pricing	

(*) indicates a required field

Auction Event Participation

Doc208793618 - Auction Templates ⌚ Time remaining in open bidding
00:55:53

[Download Content](#) [Review Prerequisites](#) [Select Lots](#) [Print Event Information](#)

All Content ☰ | ⌵

Name ↑	Price	Quantity	Extended Price
1 Please accept tabreed's Bidder Agreement for Auction 🍌 ✓ 📄 References ▾	Agree		
▼ 2 Introduction			
2.1 Introduction			
▼ 3 Commercial Terms			
3.1 comercial			
▼ 4 Pricing			

- Once the prerequisite response is accepted by the buyer.
- You will get an option to select lots
- Click on **Select Lots**.
- Select the available lots for bidding and click on confirm selected lots/line items.
- If Lots are not selected, then you will not be able to participate in the line items bidding.

Doc208793618 - Auction Templates 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; once you submit a response you cannot withdraw it.

[Select Lots/Line Items](#) [Select Using Excel](#)

Lots Available for Bidding ☰

<input checked="" type="checkbox"/>	Name	Status
<input checked="" type="checkbox"/>	4.1 Laptop ▾	Open

[Confirm Selected Lots/Line Items](#)

Auction Rules

- Before participating in the Auction Event, make sure to understand the rules that have been set for the Current Event.
- In Order to view the rules, click on **Review Event Details** on the left of the screen as displayed.

Event Details Doc215277904 - Tabreed Auction Demo

Time remaining in open bidding 00:16:47

Download Content Review Prerequisites Select Lots Print Event Information

All Content

Name	Price	Quantity	Extended Price
1 Please accept tabreed's Bidder Agreement for Auction	Agree		
2 Introduction			
2.1 Introduction			
3 Commercial Terms			
3.1 comercial			
4 Pricing			

Event Overview and Timing Rules

Owner: Shivakumar Sharma
Event Type: Auction
Publish time: 8/8/2023 14:56
Bidding start time: 8/8/2023 15:00
Response end time: 8/8/2023 15:30

Currency: UAE Dirham
Commodity: Information Technology - IT Services MIS-002
Regions: ARE United Arab Emirates

Event Overview and Timing Rules

Owner: Shivakumar Sharma
Event Type: Auction
Publish time: 8/8/2023 14:56
Bidding start time: 8/8/2023 15:00
Response end time: 8/8/2023 15:30

Specify how lot bidding will begin and end: Parallet
Allow bidding overtime: No
Estimated Award Date: 27/08/2023

Currency: UAE Dirham
Commodity: Information Technology - IT Services MIS-002
Regions: ARE United Arab Emirates

Bidding Rules

Create a buffer to protect lead bid: Yes

Project Owner Actions

Market Feedback

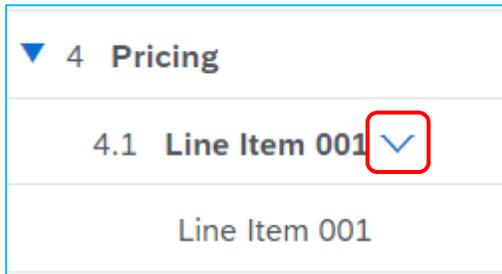
Participants can see market information: Before first response
Show lead bid to all participants: No

- Date of Auction
- Publish Time
- Bidding start time
- Response end time
- Currency

Line Item Bidding Rules

- Hover the line Item and click on the **blue arrow** to see the complete details of the Line Item Bidding Rules as displayed:

- *Bid Decrement*
- *Front Buffer*
- *Back buffer*
- *No Tie Bids*



A screenshot of the 'All Content' page. The page is organized into sections: 'Name ↑', '3 Commercial Terms', and '4 Pricing'. Under '4 Pricing', there are three items: '4.1 Line Item 001', 'Line Item 001', and '4.2 Line Item 001'. A dropdown menu is open for '4.1 Line Item 001', showing the following bidding rules:

Bidding Rules - 4.1 Line Item 001	
Bid decrement:	2,000.00 AED
The minimum amount a participant must lower his or her previous bid.	
Protect the lead bid with front buffer of:	5,000.00 AED
The front buffer is an area ahead of the lead bid where the system does not allow competing participants to bid. Specify the front buffer limit to determine how far out in front of the leading bid this buffer extends.	
Protect the lead bid with back buffer of:	5,000.00 AED
The rear buffer is an area behind the lead bid where the system does not allow competing participants to bid. Specify the rear buffer limit to determine how far behind the leading bid the rear buffer extends.	
Can participants submit tie bids:	No tie bids
Tie bids are bids that have the same rank. If ties are not allowed, the system will prevent a participant from submitting a bid with the same rank as another participant. If a tied bid rank is specified, such as 3, tied bids are not allowed for first, second and third place.	

Other Tabreed Auction Rules are:-

The Bid with the lowest commercial value shall be considered as Lead bid

Overtime will be triggered depending on the rule defined in the project timing bidding rules

All offers submitted should be excluding 5% VAT

Bidder shall submit the final lump sum value considering all the bills and associated activities in order to fulfill the requirements of the project as mentioned in the SOW

Bidder can submit their PDF commercial offer and Excel BOQ once they have reached their best bid amount and have decided not to further go below the provided bid

Auction Event Participation

All Content

Name	Rank	Price	Quantity	Extended Price	Leading
1 Please accept tabreed's Bidder Agreement for Auction References		Agree			
▼ 2 Introduction					
2.1 Introduction		* Introduction to supplier			
▼ 3 Commercial Terms					
3.1 commercial		* Commercial terms			
▼ 4 Pricing					
4.1 Laptops	<input type="checkbox"/>	* 1000 AED	100 each		

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

My Response

Rank	Price
Agree	
* Introduction to supplier	
* Commercial terms	
	* 1,000.00 AED

✓ Submit this response?

Click OK to submit.

- Once the Lots are selected, the bidding page will open
- Enter the required data marked with (*)
- Provide the bidding price and click on **Submit Entire Response**
- Click on **OK** to submit

Auction Event Participation

All Content ☰

Name ↑	My Response			Leading	
	Rank	Price	Quantity	Extended Price	Price
1 Please accept tabreed's Bidder Agreement for Auction References ↓	Agree				
▼ 2 Introduction					
2.1 Introduction	*	<input type="text" value="Introduction to supplier"/>			
▼ 3 Commercial Terms					
3.1 comercial	*	<input type="text" value="Commercial terms"/>			
▼ 4 Pricing				100,000.00 AED	
4.1 Laptops ▼	<input type="checkbox"/>	1 <input type="text" value="900"/> AED	100 each	100,000.00 AED	1,000.00 AED

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

- You can overview and monitor other submissions based on your rank. If you want to revise your response while the bid is open. You can make the required changes in the fields and click on **Submit Entire Response**
- The system will also display your rank based on your bidding

