

# **AMEREN SOURCING SUPPLIER**

# **Reverse Auction Training Manual**



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#### Login to Oracle and Navigate to Sourcing Supplier Home Page

https://login.ar	neren.com/nidp/idl 🔎 – 🚔 Ameren Cor 🖒 🎯 Ameren Supplier Log In 🛛 ×
Ameren S	
For new Ame	ren Supplier site users, after you log in using your assigned UserID and Password, you will
required to cl	nange your password and then you will be logged out. You will then need to login again with
the changed	password to enter the Ameren Supplier Site.
UserID:	Forgat your
Password:	Password?
If you cannot	sign on with your assigned Ameren UserID or if you encounter other problems, call the
Ameren Serv	ice Desk at 888.985.4862. Suppliers and contractors who have active purchase orders or
contracts froi	n Ameren but who do not have an Ameren UserID can call the same number to request a
UserID. For s	uppliers and contractors who are not currently doing business with Ameren, refer to the Pre-
Qualification	information at www.ameren.com under the <u>Business Partners</u> link.
Terms and Condi	ions
Privacy Statemen	t

Step	Action
1.	Navigate to Ameren's Oracle Login page: https://ebusiness.ameren.com.
	Enter your <b>UserID</b> (email address) and <b>Password</b> .
	Click the Submit button.
	If you have difficulty with login contact the Ameren Supplier Service Desk at 888-985-4862.



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🕀 🛄 AMPOS iSupplier Portal Full Access	1105), Katherine	Card Notification	11/26/2017 has been rejected by Minor		
🕀 🛄 AMPOS Supplier Profile Manager			(SCProcPerf 1105), Katherine A		
	Lanter(CMSptFxED6	AMCCTM Time	Time Card for the weekend period	11/27/2017	7
	P-10 (IP)), Lynne	Card Notification	08/13/2017 has been approved by Lanter		
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	1 10 (11 )), cynne	curu nouncation	(CMSptFxED6 P-10 (IP)), Lynne M		
	Lanter(CMSptFxED6	AMCCTM Time	Time Card for the weekend period	11/27/2017	7
	P-10 (IP)), Lynne	Card Notification	10/08/2017 has been approved by Lanter		

Step	Action
2.	Within the Main Menu click the AMPON Sourcing Supplier responsibility.
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🕀 🛅 AMCCTM Supplier Rate Card User			Previous	1-25	Next 25 @
🕀 🛅 AMCCTM Supplier Reports Users	From	Type	Subject	Sent v	Due
🕀 🛅 AMCCTM Supplier Time Card Super User	Minor(SCProcPerf	Sourcing Publish	You are invited: Auction 1751008 (St. Louis	12/08/2017	12/08/201
🕀 🛄 AMCCTM Time Card Inquiry	1105), Katherine	5	Metro Firm Bid)		
AMPON Sourcing Supplier	Minor(SCProcPerf	AMCCTM Time	Time Card for the weekend period	12/04/2017	
	1105), Katherine	Card Notification	11/26/2017 has been rejected by Minor		
AMPOS iSupplier Portal Full Access	Lantor/CMSntEvED6	AMCCTM Time	Time Card for the weekend period	11/27/2017	
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	Lanter(CMSptFxED6	AMCCTM Time	Time Card for the weekend period	11/27/2017	
	P-10 (IP)), Lynne	Card Notification	08/20/2017 has been approved by Lanter		
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Step	Action
3.	Click the Sourcing link.



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AMCCTM Supplier Time Card Super User     AMCCTM Time Card Inquiry	Minor(SCProcPerf 1105), Katherine	Sourcing Publish	You are invited: Auction 1751008 (St. Louis Metro Firm Bid)	12/08/2	2017	12/08/2
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🖾 🖵 AMPOS Supplier Profile Manager	Lanter(CMSptFxED6 P-10 (IP)), Lynne	AMCCTM Time Card Notification	Time Card for the weekend period 08/20/2017 has been approved by Lanter	11/27/2	2017	

Step	Action
4.	Click the Sourcing Home Page link.
	Sourcing Home Page



## **Review Auction Details & Submit Intent to Participate**

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Your Active	and Draft Resp	onses							
Press Full List to	o view all your co	mpany's responses.							Full List
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Monitor	Unrea Messa	d ages
<u>962241</u>	Active		<u>543975</u>	ENG_Underground Design	RFI	0 seconds		<u>0</u>	
<u>1674257</u>	Active	01CCTMTESTONLY	<u>947977,1</u>	Sys Verification Test	RFQ	0 seconds		<u>0</u>	
<u>1674258</u>	Active		<u>914977</u>	Test RFQ	RFQ	0 seconds		<u>0</u>	
<u>1674259</u>	Active		<u>947980</u>	Sys Verification	RFI	0 seconds		<u>0</u>	
<u>1687262</u>	Active		<u>959975</u>	Test - Quote Response	RFQ	0 seconds		<u>0</u>	
N									
Your Compa	ny s Open Invit	ations							Full List
Suppliar Sita	Nogotist	ion Numbor	Title			т	<b>m</b> 0	Time	
	1681003	ion number	Sample Re	verse Auction: Firm		A	uction	7 min	ites
Out-In Links			F						

Step	Action
1.	On your Negotiations Home Page, within <b>Your Company's Open Invitations</b> section, click the <b>Negotiation Number</b> link to access the Auction.



alp
Go

Step	Action
2.	At the top of the page, review the: Status, Time Left, Open Date, & Close Date.
	Below the Header tab, note the <b>Bid Style</b> . <b>Open</b> indicates, when the Auction is active, you will see the bid <b>Amount</b> for all Suppliers participating. Additional participating Supplier names WILL NOT be displayed.

Actions	Auction: 1681003									
Title Sample Reverse Auction: Firm Bid Services Time Left Open Date 12/13/2017 09:30:00 Close Date   Bid Open sin 23 hours 57 minutes   Header Inc Controls Contract Terms   Buger Minor(SCProcPerf 1105), Katherine Description Outcome Event Standard Purchase Order Event   For Description   Terms   Requirements   Bill-To Address VAR MAR Ship-To Address Payment Terms Carrier Freight Terms Net 30 Carrier Carrier   Requirements   Details Section   No results found.   No results found.   Title   To Supplier Auction Response.pgtX   Yang Description   Category   Last Update By <plast by<="" p="" update=""> Last Update By</plast>							Action	s Acknowledge Pa	rticipation 🔪	GC
Buyer Bid Style Description Minor(SCProc Pert 1105), Katherine Duceme Event Outcome Event Stalard Purchase Order Event Stalard Purchase Order Event   Terms   Bill-To Address Ship-To Address VAR Ship-To Addres	Header Lines Cont	Title Status Time Left <b>trols Contract T</b>	Sample Revo Services Preview Opens in 23 Terms	erse Auction: I hours 57 minu	Firm Bid Ites		Open Date Close Date	12/13/2017 09: 12/13/2017 09:	30:00 45:45	
Terms       Payment Terms       NET 30         Ship-To Address       VAR       Carrier       Carrier       Collect Shipment       Ship-To Address       VAR         FOB       DESTINATION       Freight Terms       Collect Shipment       Collect Shipment       Ship-To Address       VAR         Currency       Auction Currency       USD       Price Precision       Any       VAR         Requirements       VAR       VAR       VAR       VAR       VAR         No results found.       VAR       VAR       VAR       VAR       VAR         Indet to Supplier Detailed instructions tor vertex and action on attachments       VAR       Last Updated By       Last Updated Max       Usage       Update       Detected Max         Sourcing Supplier Auction Response.pptx       File       To Supplier       Eaforga       12/13/201       One-Time       V       Image: Coll Coll Coll Coll Coll Coll Coll Col		Buyer Bid Style Description	Minor(SCPro Open	ocPerf 1105), K	Catherine		Outcome Event	Standard Purcha	ase Order	
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Auction Currency       USD       Price Precision       Any         Requirements       Price Precision       Any         Details Section No results found.       No results found.       No results found.         Note to Suppliers       Detailed instructions for review and action on attachments       Vote to Suppliers       Detailed instructions for review and action on attachments         Title       Type       Description       Category       Last Updated       Usage       Update       Deleter         Sourcing Supplier Auction Response.pptx       File       To Supplier       E87693       12/13/2017       One-Time       2       Image: Complicit Complici	Currency	Bill-To Address Ship-To Address FOB	<u>Var</u> <u>Var</u> <b>Destinatio</b>	N			Payment Terms Carrier Freight Terms	NET 30 Collect Shipment		
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	Sourcing Supplier Auction	Response.pptx	File		To Supplier	E87693	12/13/2017	One-Time	0	Û

Step	Action
3.	Also within the <b>Header</b> tab, in the <b>Notes and Attachments</b> section, review the <b>Note to Suppliers</b> and click the <b>Title</b> link to <b>open</b> and <b>save</b> each attachment. Click the <b>Lines</b> tab. Lines



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Display Rank As <b>1,2,3</b> Ranking <b>Price Only</b>					Cost Factors Buye	e <b>r &amp; Supplier</b> uppliers see their bid price tra e	nsformed
Lines							
Line Item Rev	Category	Unit Quantity	Need-By From	Need-By To	Bost Drice (USI	D) Active Responses	Time Left
1 Sample Auction Line	TRF	USD 1	need by from	need by to	best mee (os	by Active Responses	Time Lerc
Return to Negotiations		Negetiations Asso	comente Herro	Logout Profer	Ad	tions Acknowledge Participa	tion 🗸 Go

Step	Action
4.	Navigate to the <b>Lines</b> tab. Note Display <b>Rank As</b> and <b>Ranking. 1, 2, 3</b> and <b>Price Only</b> indicate the lowest bid amount will be ranked as 1, and the Supplier with this ranking will be awarded when the Auction closes.
	Click the Line link to review line details. Sample Auction Line



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Negotiations > Auction: 1681003 >								
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Step	Action
5.	If a <b>Target Price</b> is displayed, you will be required to submit bids lower than that amount. No Target Price indicates the <b>initial bid</b> can be any amount.
	Click the <b>Return to Auction</b> link. Return to Auction: 1681003



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uction: 1681003	
Title Sample Reverse Auction: Firm Bi Services Status Preview Time Left Opens in 23 hours 57 minutes	d Actions Acknowledge Participation d Open Date 12/13/2017 09:30:00 Close Date 12/13/2017 09:45:45
Teader Lines Controls Contract Terms	
Preview Date 12/13/2017 09:29:58 Close Date 12/13/2017 09:45:45	Open Date <b>12/13/2017 09:30:00</b> Award Date
Response Rules	
Negotiation is restricted to invited suppliers Suppliers are allowed to view other suppliers' contract terms, notes and	attachments
Suppliers are allowed to respond to selected lines	
Suppliers are required to respond with full quantity on each line	
Suppliers are allowed to provide multiple responses	
Buyer may create multiple rounds of negotiations	
Suppliers are required to lower the line price from the best response whether the set response whether the set of the set	ien submitting a revised response: 500 (USD)
Buyer may close the negotiation before the Close Date	
Buyer may manually extend the negotiation while it is open	
Negotiation is allowed to AutoExtend based on the following settings AutoExtend Settings	
Lowest Triggering Response Rank 1 Start Time of Extensions Close Date	Lines to AutoExtend All lines AutoExtend Period 5 Minutes

Step	Action
6.	Navigate to the Controls tab.
	Review Response Rules: * Suppliers are required to lower the line price when submitting a revised response indicates additional must decrease by the minimum amount displayed.
	Review AutoExtend Settings: * Lowest Triggering Response Rank indicates AutoExtend is triggered when a better bid is submitted for current winning bid.
	* Start Time of Extensions & AutoExtend Period: Close Date indicates, when a triggering bid is submitted in the final 5 minutes of the auction, the auction will automatically extend for 5 minutes past the scheduled close time.



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Negotiations >	
Auction: 1681003	
Action Title Sample Reverse Auction: Firm Bid Services Open Dat Status Preview Close Dat Time Left Opens in 23 hours 57 minutes	Acknowledge Participation V Go e 12/13/2017 09:30:00 e 12/13/2017 09:45:45
Header         Lines         Controls         Contract Terms	
Preview Date         12/13/2017 09:29:58         Open Date         12/13/2017           Close Date         12/13/2017 09:45:45         Award Date	09:30:00
Response Rules	
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Suppliers are allowed to view other suppliers contract terms, notes and attachments	
Suppliers are anowed to respond to selected lines Suppliers are required to respond with full quantity on each line.	
Suppliers are allowed to provide multiple responses	
Rever may create multiple rounds of negotiations	
Suppliers are required to lower the line price from the best response when submitting a revised response: 500 (USD)	7
✓ Buyer may close the negotiation before the Close Date	-
Buyer may manually extend the negotiation while it is open	
Negotiation is allowed to AutoExtend based on the following settings AutoExtend Settings	
Lowest Triggering Response Rank     1     Lines to AutoExtend       Start Time of Extensions     Close Date     AutoExtend Period       Number of Extensions     Unlimited	All lines 5 Minutes

Step	Action
7.	When you have completed review of Auction details, confirm <b>Acknowledge Participation</b> is displayed in the <b>Actions</b> field, and click the <b>Go</b> button.



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Negotiations > Auction: 1681003 >								
Acknowledge Participation (Auction 1681003)								
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							Cancel	Apply
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Step	Action
8.	Click the Apply button.
	Apply



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Step	Action
9.	You will be taken back to Auction details.



## Supplier Bidder: Create Bid

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Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Monito	Unre Mes	ad sages				
<u>962241</u>	Active		<u>543975</u>	ENG_Underground Design	RFI	0 second	5	<u>0</u>					
<u>1674257</u>	Active	01CCTMTESTONLY	<u>947977,1</u>	Sys Verification Test	RFQ	0 second	5	<u>0</u>					
<u>1674258</u>	Active		<u>914977</u>	Test RFQ	RFQ	0 second	5	<u>0</u>					
<u>1674259</u>	Active		<u>947980</u>	Sys Verification	RFI	0 second	5	<u>0</u>					
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OUTESTONLY	1681003		Sample Rev	verse Auction: Firm		A	uction	7 mi	nutes				
Quick Links													

Step	Action
1.	On your Negotiations Home Page, within <b>Your Company's Open Invitations</b> section, click the <b>Negotiation Number</b> link to access the Auction.



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Terms							
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currency		Aud	tion Currency	y USD		Price Precision	Any

Step	Action
2.	Click the Actions dropdown and choose Create Bid.
	Create Bid



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Header Lines Controls Contract	Terms		
Buyer Bid Style Description	Minor(SCProcPerf 1105), Katherine Open	Outcome Event	Standard Purchase Order
Terms			
Bill-To Address Ship-To Address FOB	VAR VAR DESTINATION	Payment Terms Carrier Freight Terms	NET 30 Collect Shipment

Step	Action
3.	Click the Go button.
	Go



The following terms and conditions must be accepted before a bid is placed in this auction.	Cancel Accept
DISCLAIMERS Bidder is hereby advised that Ameren is not committed to any course of action as a result of its issuance of this RFP and/or its receipt of a proposal from any bidder in response to it. Further, Ameren reserves the right to: 1. Reject any proposals after the stated submission deadline; 3. Reject any or all proposals, if its od ecides; 4. Negotiate with one or more firms; 5. Award a contract in connection with this RFP at any time; 6. Award only a portion of the contract; or 7. Make no award of any contracts; 8. Maintain current vendor arrangements; 9. Introduce new pricing mechanisms such as unit based or lump sum bidding at any future time; 10. Implement EDI, XML, or other electronic billing processes at any future time. Further, Ameren expects selected bidders to have electronic billing capability. AMEREN EXPLICITLY RESERVES THE RIGHT TO CONTRACT WITH A VENDOR FOR REASONS OTHER THAN THE LOWEST PRICE. AMEREN WILL NOT REIMBURSE ANY BIDDER FOR ANY PROPOSAL PREPARATION COSTS OR OTHER WORK PERFORMED IN CONFIDENTIALITY TERMS The information contained in this RFP (or accumulated through other written or verbal communication) is confidential. It is for proposal purposes only and is not to be disclosed to any party, other than Ameren and its agents, without the express Written consent of the bidder.	
Attachments	
Title Type Description Category Last Updated By Last Updated Usage Upda	ate Delete Publish to Catalog
* La have read and accepted the terms and conditions	

Step	Action
4.	Review Terms and Conditions.
	Click the <b>Select</b> box to indicate <b>I have read and accepted the terms and conditions</b> .



	Sourcing
4	
Ľ	Terms and Conditions
	The following terms and conditions must be accepted before a bid is placed in this auction. Cancel Accept
	DISCLAIMERS Bidder is hereby advised that Ameren is not committed to any course of action as a result of its issuance of this RFP and/or its receipt of a proposal from any bidder in response to it. Further, Ameren reserves the right to: 1. Reject any proposal which does not conform to instructions and specifications which are issued herein; 2. Not accept proposals after the stated submission deadline; 3. Reject any or all proposals, if it so decides; 4. Negotiate with one or more firms; 5. Award a contract in connection with this RFP at any time; 6. Award only a portion of the contract; or 7. Make no award of any contracts; 8. Maintain current vendor arrangements; 9. Introduce new pricing mechanisms such as unit based or lump sum bidding at any future time; 10. Implement EDI, XML, or other electronic billing processes at any future time. Further, Ameren expects selected bidders to have electronic billing capability.
	AMEREN EXPLICITLY RESERVES THE RIGHT TO CONTRACT WITH A VENDOR FOR REASONS OTHER THAN THE LOWEST PRICE. AMEREN WILL NOT REIMBURSE ANY BIDDER FOR ANY PROPOSAL PREPARATION COSTS OR OTHER WORK PERFORMED IN CONNECTION WITH THIS RFP.
	DISCLOSURE AND CONFIDENTIALITY TERMS The information contained in this RFP (or accumulated through other written or verbal communication) is confidential. It is for proposal purposes only and is not to be disclosed or used for any other purpose. Information received in response to this RFP will be held in strict confidence and not disclosed to any party, other than Ameren and its agents, without the express written consent of the bidder.

Step	Action
5.	Click the Accept button.
	Accept



Negotiations       Assessments         Negotiations > Auction: 1681003 >         Create Bid: 2331282 (Auction 1681003)         Cancel       View Auction         Bid By Spreadsheet       Save Draft         Continue								
Negotiations       Assessments         Negotiations > Auction: 1681003 >         Create Bid: 2331282 (Auction 1681003)         Cance!       View Auction         Bid By Spreadsheet       Save Draft         Continue								
Negotiations > Auction: 1681003 >         Create Bid: 2331282 (Auction 1681003)         Cance!       View Auction         Bid By Spreadsheet       Save Draft         Continue								
Create Bid: 2331282 (Auction 1681003)       Cance!       View Auction       Monitor Auction       Bid By Spreadsheet       Save Draft       Continue								
Cance!     View Auction     Monitor Auction     Bid By Spreadsheet     Save Draft     Continue								
Cancel     View Auction     Monitor Auction     Bid By Spreadsheet     Save Draft     Continue       Title     Sample Reverse Auction: Firm Bid Services     Time Left     00:05:50     Close Date     12/13/2017 09:45:45								
Header     Lines       Supplier     I T TEST SUPPLIER 1       Supplier Site     00TESTONLY - TEST ADDRESS, TESTING ONLY, IL 1111, US       Auction Currency     USD       Bid Currency     USD       Price Precision     Any								
Attachments								
Add Attachment								
Title         Type         Description         Category         Last Updated By         Last Updated         Usage         Update         Delete								
No results found.								
Cance!     View Auction     Monitor Auction     Bid By Spreadsheet     Save Draft     Continue								

Step	Action
6.	Click the Lines tab.



Sourcing
Negotiations Assessments
Negotiations > Auction: 1681003 >
Create Bid: 2331282 (Auction 1681003)
Cance!     View Auction     Monitor Auction     Bid By Spreadsheet     Save Draft     Continue       Title     Sample Reverse Auction: Firm Bid Services     Time Left     00:05:22     Close Date     12/13/2017 09:45:45       Header     Lines
Auction Currency USD Bid Currency USD Price Precision Any Proxy Bid Decrement 500 USD
Line Update Ship-To Rank Start Price Best Price Target Price Bid Price Proxy Minimum Unit Target Quantity Bid Quantity Promised Date
1 <u>Sample Auction Li</u> 🖉 VAR No Bid 90,000 85000 USD 1 1
◎ Indicates more information requested. Click the Update icon.
Cance!     View Auction     Monitor Auction     Bid By Spreadsheet     Save Draft     Continue

Step	Action
7.	If a <b>Target Price</b> is displayed, enter any <b>Bid Price</b> lower than that amount. Click the <b>Continue</b> button.



WA.	Sourcing												
Negotia	Negotiations Assessments												
Negotiat	Negotiations > Auction: 1681003 >												
Create	Bid 2331282: Rev	iew an	d Submit	(Auction 16	681003)								
							Cancel	Back	Validate	Save Dra	aft Pr	intable View	sub <u>m</u> it
Heade	er												
Attach	Title     Sample Reverse Auction: Firm Bid Services     Time Left     00:05:20       Supplier     IT TEST SUPPLIER 1     Close Date     12/13/2017 09:45:45       Supplier Site     00TESTONLY     Bid Valid Until       Auction Currency     USD     Reference Number       Bid Currency     USD     Note to Buyer       Price Precision     Auttachments     Kettachments												
Title		Туре	Descr	iption	Catego	ry Last	Updated By		Last Upda	ated	Usage	Update	Delete
No resu	lts found.												
Lines Bid Total (USD) 85,000.00 Proxy Bid Decrement 500(USD)													
	1	Ship-	Best	Start	Target	Bid Price	Proxy	/	Target	Bid	Line	Need-By	Promised
Select I	Line	То	Price	Price	Price	(USD)	Minimum	ı Unit	Quantity	Quantity	Tota	Date	Date
۲	1 Sample Auction	VAR	90,000			85000		USD	1	1	85,000.00		

Step	Action
8.	Click the Submit button.
	Submit



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Negotiations Assessments		
Confirmation Bid 2331283 for Auction 1681003 (Sam	nple Reverse Auction: Firm Bid Services) has been submitted.	
Monitor Auction		
Return to Sourcing Home Page		
	Negotiations Assessments Home Logout Preferences	
Privacy Statement		Copyright (c) 2006, Oracle. All rights reser

Step	Action
9.	A Confirmation message will be displayed indicating your bid was submitted successfully.



#### **Supplier Bidder: Monitor Auction & Update Bid**

As a Sourcing Supplier User, you can monitor negotiations in process to track the status of your responses. In an open auction you can easily monitor real-time activity, such as the rank of your response and the current best price, and take action as necessary. A countdown clock at the top of the page displays the remaining time before the auction closes.

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Negotiations Assessments		
Confirmation Bid 2331284 for Auction 1681003 (Sample Reverse Auction: Firm Bid Services) has been	submitted.	
Return to Sourcing Home Page	Jame Lagarit Disferences	
Privacy Statement	forme Logout Preferences	Copyright (c) 2006, Oracle. All rights reserved.

Step	Action
1.	After submitting your initial bid click the Monitor Auction link.
	Monitor Auction



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Negotiatio	ons Assessme	nts									a Salaharan	
Monitor A	uction: 1681003									AutoRefresh Interva	al 6 secon	ds 🗸 Set
Lines	Create Bid Title Sample Reverse Auction: Firm Bid Services Status Active Time Left 00:08:55 Lines Bid Total (USD) 75,000.00									Create Bid		
	only the lines that	t I am curre	e blu ently losin	g								
Update Bid	Line	Category	Time Left	Rank	Best Price (USD)	Bid Price (USD)	Target Price (USD)	Bid Quantity	Quantity	Your Total Amount (USD)	Need-By Date	Promised Date
1	1 Sample Auction Line	TRE	9 minutes	1	75,000	75,000		1	1	75,000.00		
Return to Sourcing Home Page Create Bid												
Privacy	Statement			N	egotiations	Assessments	Home Logout	Preferences	Help	Convright /	c) 2008 Oracl	e All rights reserved

Step	Action
2.	Click the AutoRefresh Interval dropdown and choose 6 seconds. Click the Set button.
	While noting <b>Time Left</b> , as the page refreshes, monitor changes to <b>Best Price</b> .



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Negotiations Assessments					- Navigator		inco ·	Tionie Logo		
Monitor Auction: 1681003								AutoRefresh Interv	al 6 secon	ds 🗸 Set
Sample Reverse Auction: Firm Bid       Open Date       12/13/2017 09:30:00         Status       Active       Close Date       12/13/2017 09:55:45         Time Left       00:08:41       Close Date       12/13/2017 09:55:45										
Lines										
Display only the lines on which I Display only the lines that I am o	have bid urrently losing	Bid Tot	tal (USD)	75,000.00						
Update Bid Line Categ	Time Dry Left	Be Rank (U	est Price USD)	Bid Price (USD)	Target Price (USD)	Bid Quantity	Quantity	Your Total Amount (USD)	Need-By Date	Promised Date
✓ 1 Sample TRE Auction Line	8 minutes	1 75	5,000	75,000		1	1	75,000.00		
Return to Sourcing Home Page Create Bid										
D: 01.1		Neg	gotiations /	Assessments	Home Logout	Preferences	Help			

Step	Action
3.	When you are ready to submit subsequent bids, click the <b>Update Bid</b> icon or, in this example, click the <b>Create Bid</b> button.           Create Bid



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Negotiations Asse	essment	s										
Negotiations >												
Create Bid: 2331285	(Auctio	n 168100	3)									
Cancel       Revert to Active Bid       View Auction       Monitor Auction       Bid By Spreadsheet       Save Draft       Continue         Title       Sample Reverse Auction: Firm Bid Services       Time Left       00:08:29       Close Date       12/13/2017 09:55:45         Header       Lines       Did Oppraces       Did Oppraces       Did Oppraces       Did Oppraces												
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Line	Update	e Ship-To	o Rank	Start Price E	Best Pri	ce Target Price	e Bid Price Pr	oxy Minimum Unit	Target Quanti	ty Bid Qua	ntity Pror	mised Date
1 Sample Auction Li	1	VAR	1		75,0	00	70000	USD		1	1	
◎ Indicates more information requested. Click the Update icon.												
	C	ancel	Reve	ert to Active	Bid	View Auction	Monitor	Auction Bid I	By Spreadsheet	Save	Draft	Continue

Step	Action
4.	If the <b>Proxy Bid Decrement</b> field is populated, your <b>new Bid Price</b> must be <b>lower than</b> the current displayed, by <b>at least that amount</b> . Update the <b>Bid Price</b> field to apply a new amount, and then click the <b>Continue</b> button.



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Negotiations	Assessme	ents											
Negotiations >													
Create Bid 233	31285: Revi	ew and	Submit (Au	ction 1681	1003)								
						[	Cancel	Back	Validate	Save Dra	aft Prin	table View	Sub <u>m</u> it
Header													
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Title		Type	Descriptio	on	Category	/ Last	Updated B	,	Last Upda	ted	Usage	Update	Delete
No results foun	d.	- //											
Lines													
Proxy Bid Decre	ment <b>500(</b>	(USD)		Bid Tota	I (USD) 7	0,000.00							
Select Line	S	hip- o	Best Price	Start Price	Target Price	Bid Price (USD)	Pro Minimu	cy m Unit	Target Quantity	Bid Quantity	Line N Total D	eed-By P ate D	romised ate
1 Samp     Li	le Auction V	AR	75,000			70000		USD	1	1	70,000.00		

Step	Action
5.	Click the Submit button.
	Submit



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Negotiation	s Assessme	nts										
Negotiations > Create Bid: 2331285 (Auction 1681003) >												
Bid 233	Confirmation Bid 2331285 for Auction 1681003 (Sample Reverse Auction: Firm Bid Services) has been submitted.											
Monitor Aud	ction: 1681003									AutoRefresh Interva	al 30 seco	nds 🗸 Set
												Create Bid
		S Time	Title <u>Sa</u> Se tatus <b>Ac</b> Left <b>00</b>	mple R rvices tive :08:25	everse Aucti	on: Firm Bid			Ope Clos	en Date <b>12/13/201</b> se Date <b>12/13/201</b>	7 09:30:00 7 09:55:45	
Lines												
Display o	nly the lines on nly the lines that	which I hav t I am curre	ve bid ently losin	Bid T	otal (USD)	70,000.00						
Update Bid	ine	Category	Time	Rank	Best Price	Bid Price	Target Price	Bid Quantity	Quantity	Your Total Amount	Need-By	Promised
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Return to Cre	Return to Create Bid: 2331285 (Auction 1681003) Create Bid											
				N	egotiations	Assessments	Home Logou	it Preferences	Help			

Step	Action
6.	You will be taken back to the <b>Monitor Auction</b> page with a <b>Confirmation</b> message displayed, indicating your Bid was submitted successfully. Reset the <b>AutoRefresh Interval</b> to <b>6 Seconds</b> , click the <b>Set</b> button, and continue monitoring the Auction. Click the <b>Create Bid</b> button and follow the previous steps to submit additional bids.



## **Supplier Monitor: Monitor Auction**

As a Supplier, you can monitor negotiations in process to track the status of your responses. In an open auction you can easily monitor real-time activity, such as the rank of your response and the current best price, and take action as necessary. A countdown clock at the top of the page displays the remaining time before the auction closes.

<b>MAME</b>	oren Soi	urcing			Naviga	itor 🔻	📑 Favor	ites 🔻	Home	Logout
Negotiations	Assessmer	its								
Search Open N	legotiations	itle 🔽		Go						
Welcome, TIF	FANY PALLME.									
Your Active	e and Draft R	esponses								
Press Full List	to view all your	company's respons	es.						Full List	
Response Number	Response Status	Supplier Site	Negotiation Number	Title		Туре	Time Left	Monitor	Unread Messages	
2331282	Active	00TESTONLY	<u>1681003</u>	Sample Reverse Auct Firm Bid Services	ion:	Auction	6 minutes		<u>0</u>	
<u>962241</u>	Active		<u>543975</u>	ENG_Underground De	sign	RFI	0 seconds		<u>0</u>	
1674257	Active	01CCTMTESTONLY	947977,1	Sys Verification Test		RFQ	0 seconds	翻	<u>0</u>	
1674258	Active		<u>914977</u>	Test RFQ		RFQ	0 seconds	翻	<u>0</u>	
<u>1674259</u>	Active		<u>947980</u>	Sys Verification		RFI	0 seconds		<u>0</u>	
Vour Comp	anv's Open In	vitations								
Tour compa	any s open m	vicacions							Full List	
Supplier Site	•	Negotiati	on Number		Title	Т	vpe	Time Le	ft	
No results fou	nd.						/			
										1
QUICK LINKS										
Manage	V	iew Responses								
Drafts     Deliverabl     Personal I	es information	<u>Active</u> <u>Disqualified</u> <u>Awarded</u> <u>Rejected</u>								
			Negotiation	is Assessments Hom	ne Log	out Pr	references	Help		

Step	Action
1.	Within Your Active and Draft Responses section, click the Monitor icon for the Negotiation Number associated with your Auction.

Source Source Negotiations Assessments	ing			navigator ▼	🔒 Favori	tes 🔻	Home Logout	Preferences Help			
Negotiations >											
Analyze by Line (Auction 1681003)											
	Title <u>San</u> Ser Time Left <b>6 m</b>	nple Reverse Auc vices <b>inutes</b>	tion: Firm Bid	Status Active Close Date 12/13/2017 09:50:45							
Select Line: Graph Price	Analyze										
Select Line 🔺	Item, Rev	Active Bids	Best Bid	Best Bid Pric	ce (USD)	Best Bid A	mount (USD)	Target Price (USD)			
1 <u>Sample Auction Line</u>		2	2331283		80,000		80,000.00				
Return to Negotiations											
Privacy Statement		Negotiations	Assessments	s Home Logout F	Preferences	Help	Copyright (c)	2006, Oracle. All rights reserved			

Step	Action
2.	You will be taken to the <b>Analyze by Line</b> page. From this page you have two options for monitoring Auction updates.
	First, click the <b>Select</b> circle, and then click the <b>Graph Price</b> button. <b>Graph Price</b>





Step	Action
3.	At the top of the page note <b>Bidding Time Left</b> and <b>Your Last Bid Price</b> .
	Within the graph, the Y axis indicates <b>Price</b> by <b>Bid</b> and the X axis indicates <b>Time</b> by <b>Minute</b> , for each bid submitted.
	Each <b>circle</b> icon on the graph represents a single bid submitted by a <b>competing participant</b> . Each <b>triangle</b> icon represents a single bid placed by <b>your designated bidder</b> . The icon highlighted in <b>green</b> represents the current <b>best bid</b> .
	This page <b>refreshes</b> every <b>15</b> seconds to display updated Auction details.





Step	Action
4.	On the Analyze by Graph page you can click the Return to Analyze by Line link.
	Return to Analyze by Line (Auction 1681003)



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Negotiations As	ssessme	ents											
Negotiations >													
Analyze by Line (	(Auction	168100	3)										
		т	Title	Sample Re Services	verse Auc	tion: Firm Bid				Status Close Date	Active 12/13/2017	09:50:45	
Select Line: Gr	raph Pri	ce A	nalyze	5 minuces									
Select Line 🔺			Item, Re	v Activ	ve Bids	Best Bid	Bes	st Bid Pr	ice (USD)	Best Bid A	mount (USD)	Target I	Price (USD
I Sample A	Auction Li	ine		2		<u>2331283</u>			80,000		80,000.00		
Return to Negotiatio	ons												
				Ne	gotiations	Assessment	s Home	Logout	Preferences	Help			
Privacy Stateme	ent										Copyright (c	2006, Oracle. A	II rights reserv

Step	Action
5.	Alternatively, click the Select circle, and then click the Analyze button.
	Analyze



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Negotiations	Assessments	Austice (C01002) >									
Anglume Lines	Analyze by Line (.	Auction 1681003) >	•								
Title     Sample Reverse Auction: Firm Bid Services     Status     Active       Time Left     5 minutes     Close Date     12/13/2017 09:50:45       Item, Rev     Category     TRE       Description     Sample Auction Line     TRE											
Bids											
Coloct Bido	Target Price (USD) Quantity (USD)	1			Ν	leed-By From Date Need-By To Date					
Select bids:	compare										
Select All Se	lect None	Cumplian City	Cantact	nta	Deels	Duise (UCD)	Rid Quantity (UCD) Duanized Date				
Select Supplic	31	Supplier Site	Contact	2221202	1	Price (05D)	bid Quantity (05D) Promised Date	3			
	T SUPPLIER 1		PALLME TIEFANY	2331282	2	85,000	1				
	1 SOTTELER I	UNLESTONET	TALLIC, THITAN	2331202	2	03,000	1				
Return to Analy	Return to Analyze by Line (Auction 1681003)										
Privacy Stat	ement	Ne	egotiations Assessmer	nts Home l	∟ogout P	references Help	Copyright (c) 2006, Oracle. All rights	reserv			

Step	Action
6.	This page displays a <b>list</b> with each line representing a <b>bid placed by each participant</b> , including the <b>Rank</b> and <b>Price</b> .
	Rank 1 represents the current best bid.



#### **Resubmit Disqualified Bid**

Through the auction process, it is reasonable to expect the occasional error in bid submission. For example, with the intent to enter an amount of \$200,000, a slip of the finger may be missed resulting in a bid amount of \$20,000.

If you submit a bid in error, you can contact the designated Sourcing representative directly and ask to have the bid disqualified. If approved, you and all other participants will receive a notification when the disqualification is completed. You can then take action to submit a new bid while the auction remains open.

It is important to note, disqualification is up to the discretion of the Sourcing representative, dependent upon factors such as the request reason.

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Negotiations	Assossment			III Na	vigator	- Favo	nies 🗸		Home	Logout	Preference	s Heij
negotiations	Assessment		1									
Search Open I	Negotiations   Tit	tle 🔽		GO								
Welcome, TIF	FANY PALLME.											
Proce Full List	to view all your of	sponses							Full List			
Recoonse	Response	company s responses	Negotiation					Une	and			
Number	Status	Supplier Site	Number	Title	Туре	Time Left	Monito	r Mes	sages			
2331282	Draft	00TESTONLY	<u>1681003</u>	Sample Reverse Auct Firm Bid Services	Auction	23 minutes		<u>0</u>				
<u>962241</u>	Active		<u>543975</u>	ENG_Underground Design	RFI	0 seconds		0				
<u>1674257</u>	Active	01CCTMTESTONLY	<u>947977,1</u>	Sys Verification Test	RFQ	0 seconds		<u>0</u>				
1674258	Active		<u>914977</u>	Test RFQ	RFQ	0 seconds		<u>0</u>				
<u>1674259</u>	Active		<u>947980</u>	Sys Verification	RFI	0 seconds		<u>0</u>				
Your Comp	anv's Onen Inv	itations										
Tour comp	any o open and								Full List			
Supplier Site	2	Negotiation	Number	Tit	le	Туре	Time I	eft				
No results fou	ınd.											
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Manage	Vie	w Responses										
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<ul> <li><u>Deliverabl</u></li> <li>Perconal i</li> </ul>	es •	Disqualified Awardod										
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		-										
			Negotiations	Assessments Home	Logout	Preferences	Help					
Privacy Sta	atement								Co	pyright (c)	2006, Oracle.	All rights

Step	Action
1.	Upon notification of bid disqualification, navigate to your <b>Sourcing Supplier Home</b> <b>Page</b> . <b>Response Status</b> will be displayed as <b>Draft</b> .
	Click the <b>Response Number</b> link.



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Negotiations Asse	ssments							
Negotiations >								
Create Bid: 2331282	(Auction 1681	003)						
Header Lines	Title <u>S</u>	ample Reverse Aucti	Cancel View	Auction Monito	Time Left 00 Close Date 12	readsheet Sav :05:22 /13/2017 09:45:4	ve Draft 5	<u>C</u> ontinue
Supplier Supplier Site Auction Currency Bid Currency Price Precision	I T TEST SUPF OOTESTONLY USD USD Any	PLIER 1 - TEST ADDRESS, T	ESTING ONLY, IL :	11111, US Refe	Bid Valid Until (example: 11 erence Number Note to Buyer	/23/2017)		
Attachments								
Add Attachment.	-							
Title	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
NO results found.								
			Cance <u>l</u> View	Auction Monit	or Auction Bid By S	preadsheet Sa	ve Draft	Continue
		Neg	otiations Assess	ments Home Logou	t Preferences Help			

Step	Action
2.	Click the Lines link.



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Negotiations	Asses	sments										
Negotiations >	>											
Create Bid: 23	331282 (/	Auction 1	681003)									
Header Li	nes	Title	<u>Samp</u>	le Reverse Au	Cancel ction: Firm B	View Auctio	n Monit	tor Auction Tim Close	Bid By Spreadshe e Left 00:05:22 Date 12/13/201	et Save 7 09:45:45	Draft	<u>C</u> ontinue
Proxy Bid Decre	Auction Currency USD Bid Currency USD Price Precision Any Proxy Bid Decrement 1000 USD											
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Step	Action
3.	The <b>Bid Price</b> field will be populated with the amount submitted prior to the disqualified bid.
	Update the <b>Bid Price</b> field to enter a <b>new amount</b> , and then click the <b>Continue</b> button.



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Create Bid 239	0285: Re	view and	d Submit (A	uction 175	1008)								
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Header													
Title     Sample Reverse Auction: Firm Bid Services     Time Left     00:05:20       Supplier     IT TEST SUPPLIER 1     Close Date     12/13/2017 09:45:45       Supplier Site     00TESTONLY     Bid Valid Until       Auction Currency     USD     Reference Number       Bid Currency     USD     Note to Buyer       Price Precision     Any     Auttachments													
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Bid Total (USD) 85,000.00 Proxy Bid Decrement 500(USD)													
Select Line		Ship- To	Best Price	Start Price	Target Price	Bid Price (USD)	e Proz ) Minimu	cy m Unit	Target Quantity	Bid Quantity	Line N Total D	eed-By ate mis	ed Date
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Step	Action
4.	Click the Submit button.
	Submit



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Confirmation Bid 2331283 for Auction	1681003 (Sample Reverse Auction: Firm Bid Services) has been submitted.	
Monitor Auction		
Return to Sourcing Home	<u>a Page</u> Negotiations Assessments Home Logout Preferen	ices
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Step	Action
5.	A Confirmation message will be displayed indicating your bid was submitted successfully.
	Click the Monitor Auction link to continue.