
**GUIDE TO SUBMIT QUOTES
IN ARIBA**

Ariba E-Sourcing System

Here are the instructions as to how you actually place your bid in the ARIBA e-sourcing tool:

Login

1. Click on the link in the similar to the example below which you will find in our e-mail invitation.
2. The user id shown in the letter will be used when logging on to the system in the future so please note it down.

U0034226727 MAERSK Ull Water - Tender for Framework Agreement – Inoumi Filters (MOU Ref. U27-SMS-1-11). The event is set to begin on Monday, June 27, 2011 at 12:33 PM, India Standard Time.

For details, including detailed documents, please follow the instructions below:

1. Access [Click Here](#).
2. Log on using your user name (chirag) and password.
3. View the event details and if you choose to participate in the event, you must Review and Accept the agreement.

If you have questions about the event, please contact Chirag Shah via telephone at +91 22 33409851 or via e-mail at Chirag.Shah@maersk.com.

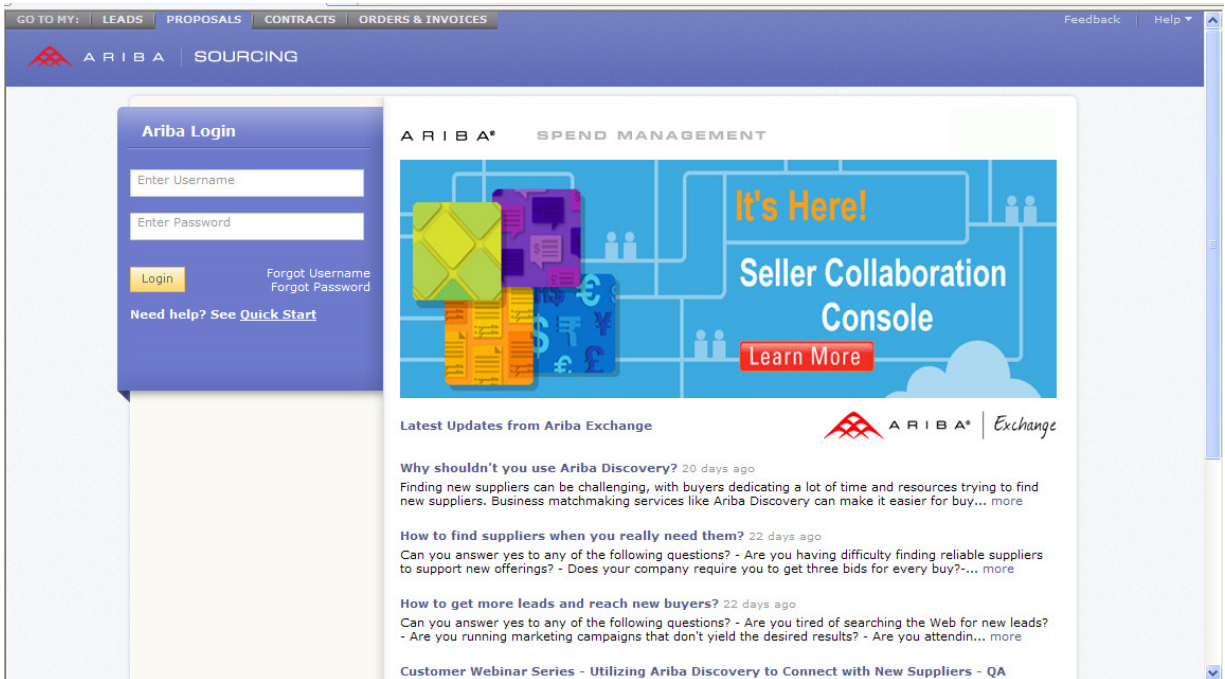
If you are unable to log in because you have forgotten your password please click on the following link to reset your password. This URL is only valid for 30 days.
[Click Here](#)

NOTE: If clicking the above link does not take you to the password reset screen, copy and paste the URL into your browser's address bar. If the URL spans multiple lines, copy all lines and ensure there are no spaces between the parts that you paste together.

We look forward to working with you!

A.P. Moller - Maersk

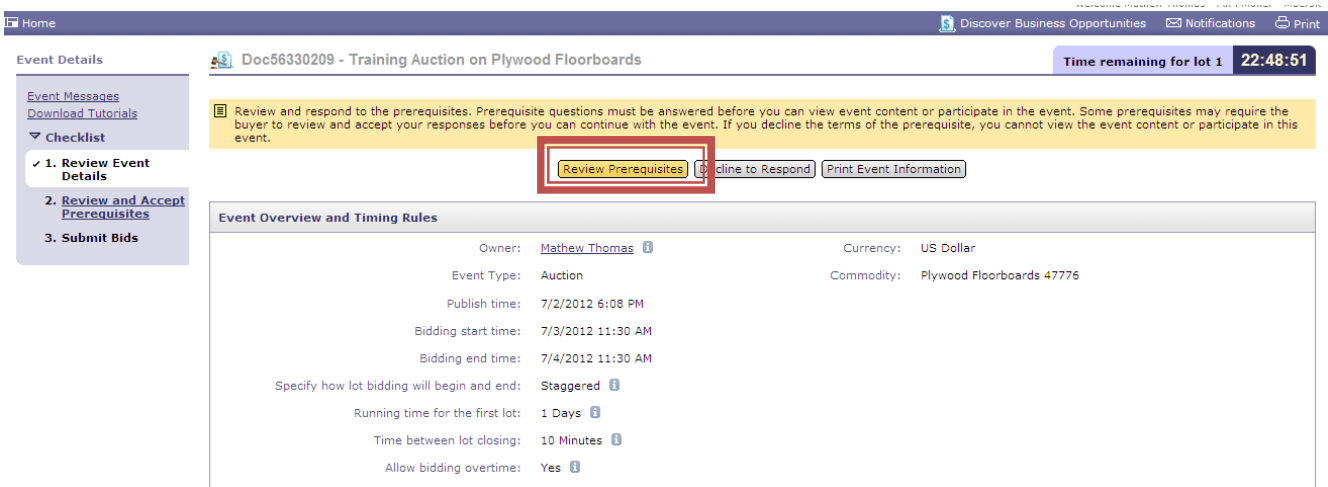
Login using the User id and Password



Review Event Details

The system will always try and guide you in the right direction. The yellow button will indicate the next step you will need to go through in the process.

1. Read the instructions carefully
2. Click on the **“Review Prerequisites”** link in the Checklist on the left hand side.



The screenshot displays the MAERSK E-Auction interface for a training auction. The top navigation bar includes 'Home', 'Discover Business Opportunities', 'Notifications', and 'Print'. The main header shows 'Event Details' for 'Doc56330209 - Training Auction on Plywood Floorboards' with a 'Time remaining for lot 1' of 22:48:51.

A yellow banner contains the following text: '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 buyer to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisite, you cannot view the event content or participate in this event.' Below this banner are three buttons: 'Review Prerequisites' (highlighted with a red box), 'Decline to Respond', and 'Print Event Information'.

The 'Event Overview and Timing Rules' section lists the following details:


Owner:	Mathew Thomas	Currency:	US Dollar
Event Type:	Auction	Commodity:	Plywood Floorboards 47776
Publish time:	7/2/2012 6:08 PM		
Bidding start time:	7/3/2012 11:30 AM		
Bidding end time:	7/4/2012 11:30 AM		
Specify how lot bidding will begin and end:	Staggered		
Running time for the first lot:	1 Days		
Time between lot closing:	10 Minutes		
Allow bidding overtime:	Yes		

Review and Accept Agreement

Click **"I Accept the terms of this agreement"** and Click OK.

▼ Checklist

- ✓ 1. Review Event Details
- 2. Review and Accept Prerequisites
- 3. Submit Response

 Prerequisites must be completed prior to participation in the event.

In consideration of the opportunity to participate in on-line events ('On-Line Events') held and conducted by the company sponsoring this On-Line Event ('Sponsor') on the web site (this 'Site') hosted by Ariba, Inc. ('Site Owner'), your company ('Participant' or 'You') agrees to the following terms and conditions ('Bidder Agreement'):

- 1. Bids.** If You are invited to participate in the On-Line Event, Sponsor reserves the right to amend, modify or withdraw this On-Line Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future business relationship. Rather, by submitting a bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid.
- 2. Price Quotes.** Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the On-Line Events are legally valid quotations without qualification, except for data entry errors.
- 3. Procedures and Rules.** Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.
- 4. Confidentiality.** Participant shall keep all user names and passwords, the On-Line Event content, other confidential materials provided by the Site and/or Sponsor, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.
- 5. Bids through Site only.** Participant agrees to submit bids only through the on-line bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by Sponsor.
- 6. Ethical Conduct.** All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness practices that are counter-productive to the fair operation of the On-Line Event. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately.
- 7. Survival.** The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

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I accept the terms of this agreement.
 I do not accept the terms of this agreement.


OK

Cancel

Click **"OK"** to submit

▼ Checklist

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- 3. Submit Response

 Prerequisites must be completed prior to participation in the event.

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Submit this agreement?

Click OK to submit.

OK

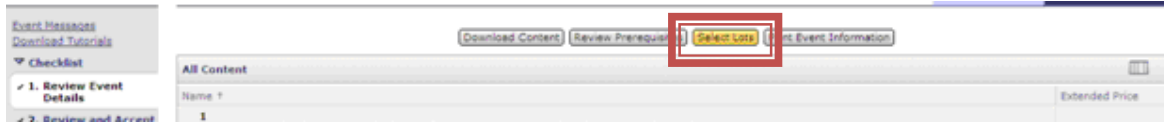
Cancel

I accept the terms of this agreement.
 I do not accept the terms of this agreement.

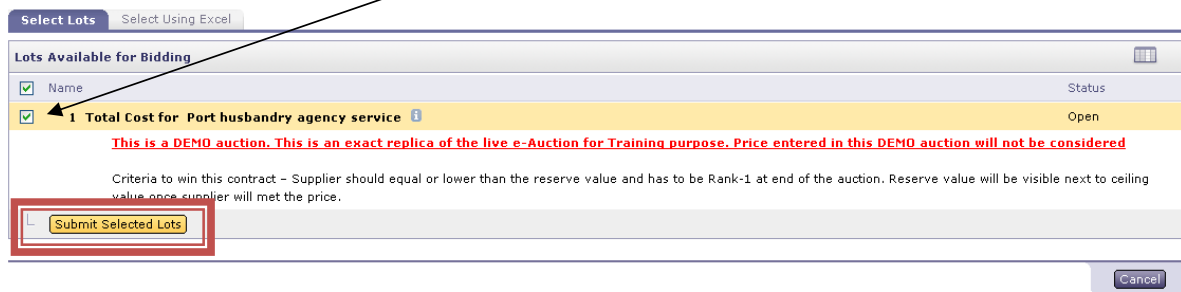
OK

Cancel

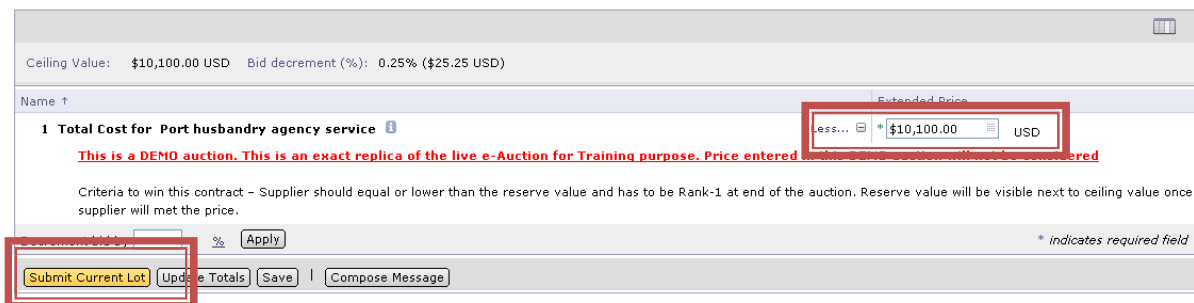
Click **“Select Lots”**



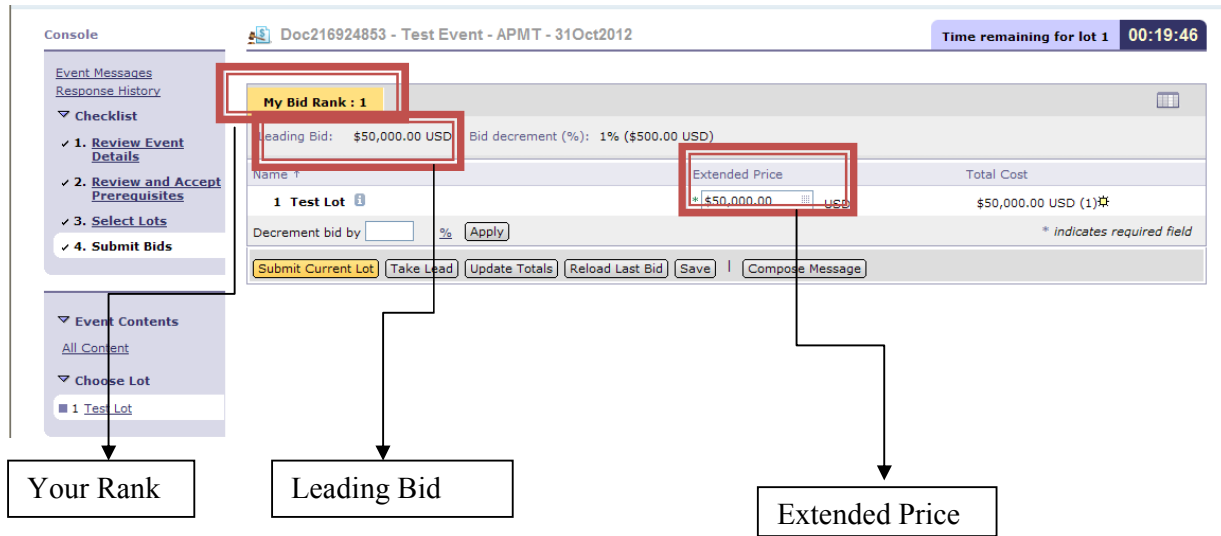
Select the Lots (tick the white box) and click **Submit Selected Lots**



Enter the Price box and click on **Submit Current Lot**.



Try to be at **RANK NO 1** to win the auction

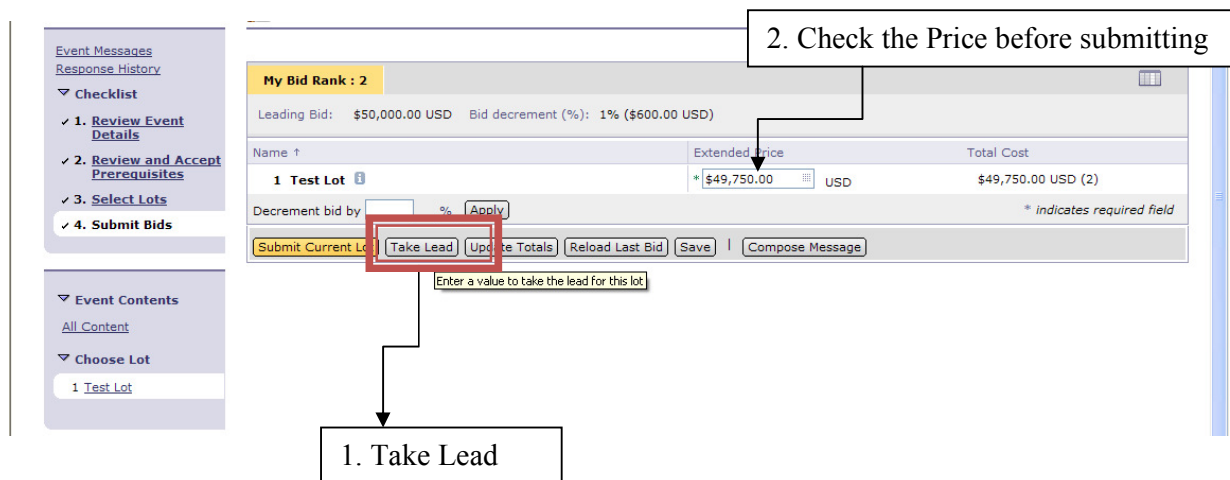


The screenshot shows the auction interface with the following elements:

- My Bid Rank : 1** (highlighted in a red box)
- Leading Bid: \$50,000.00 USD** (highlighted in a red box)
- Extended Price: \$50,000.00 USD** (highlighted in a red box)
- 1 Test Lot** (highlighted in a red box)
- Submit Current Lot** button (highlighted in a yellow box)
- Take Lead** button (highlighted in a red box)

Arrows point from the highlighted elements to labels: 'Your Rank' (from 'My Bid Rank : 1'), 'Leading Bid' (from 'Leading Bid: \$50,000.00 USD'), and 'Extended Price' (from 'Extended Price: \$50,000.00 USD').

In case you are not at rank 1 and if you wish to reduce your price less than Leading Bid to be at Rank 1 then click the Take Lead button, check the price in the Extended Price box and then click the Submit Current Lot button.



The screenshot shows the auction interface with the following elements:

- My Bid Rank : 2** (highlighted in a yellow box)
- Leading Bid: \$50,000.00 USD** (highlighted in a yellow box)
- Extended Price: \$49,750.00 USD** (highlighted in a yellow box)
- 1 Test Lot** (highlighted in a yellow box)
- Take Lead** button (highlighted in a red box)

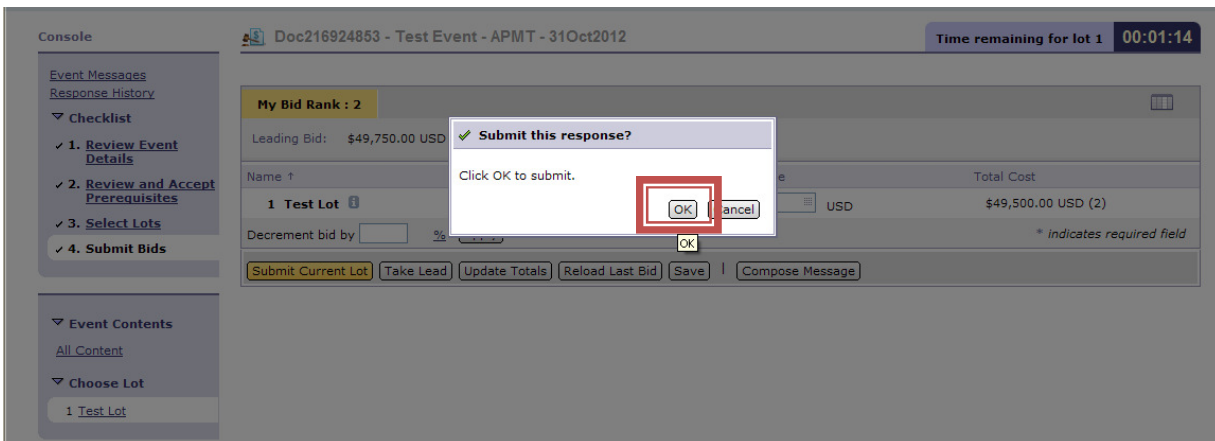
Arrows point from the highlighted elements to labels: '1. Take Lead' (from 'Take Lead' button) and '2. Check the Price before submitting' (from 'Extended Price: \$49,750.00 USD').

Once Confirmed, Click Submit Current Lot



The screenshot shows the MAERSK E-Auction interface. On the left is a navigation sidebar with a checklist: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots, and 4. Submit Bids. The main area displays 'My Bid Rank : 2' with a leading bid of \$49,750.00 USD and a bid decrement of 1% (\$500.00 USD). A table shows the bid details for '1 Test Lot' with an extended price of \$49,500.00 USD and a total cost of \$49,500.00 USD (2). Below the table, the 'Submit Current Lot' button is highlighted with a red box. Other buttons include 'Take Lead', 'Update Totals', 'Reload Last Bid', 'Save', and 'Compose Message'. A timer at the top right indicates 'Time remaining for lot 1 00:01:21'.

Click Ok to Submit



This screenshot shows the same MAERSK E-Auction interface as the previous one, but with a confirmation dialog box overlaid. The dialog box has a green checkmark and the text 'Submit this response?' and 'Click OK to submit.'. The 'OK' button in the dialog is highlighted with a red box. The background interface is dimmed, showing the same bid details and navigation elements.

Please Note: In case you are not at Rank 1 and do not wish to reduce the price less than the Leading Bid/rank 1, simply enter the best value you can offer in the price box and click Submit Current Lot and then click OK to confirm/submit.

Criteria to win this contract – Supplier has to be Rank-1 at end of the auction

Re-log on to the System

1. Go to <http://apmm.supplier.ariba.com>
2. Log on using the assigned user name given in the invitation e-mail and by entering your password.
1. Continue as described in the previous sections