

# Ariba eAuction Walkthrough

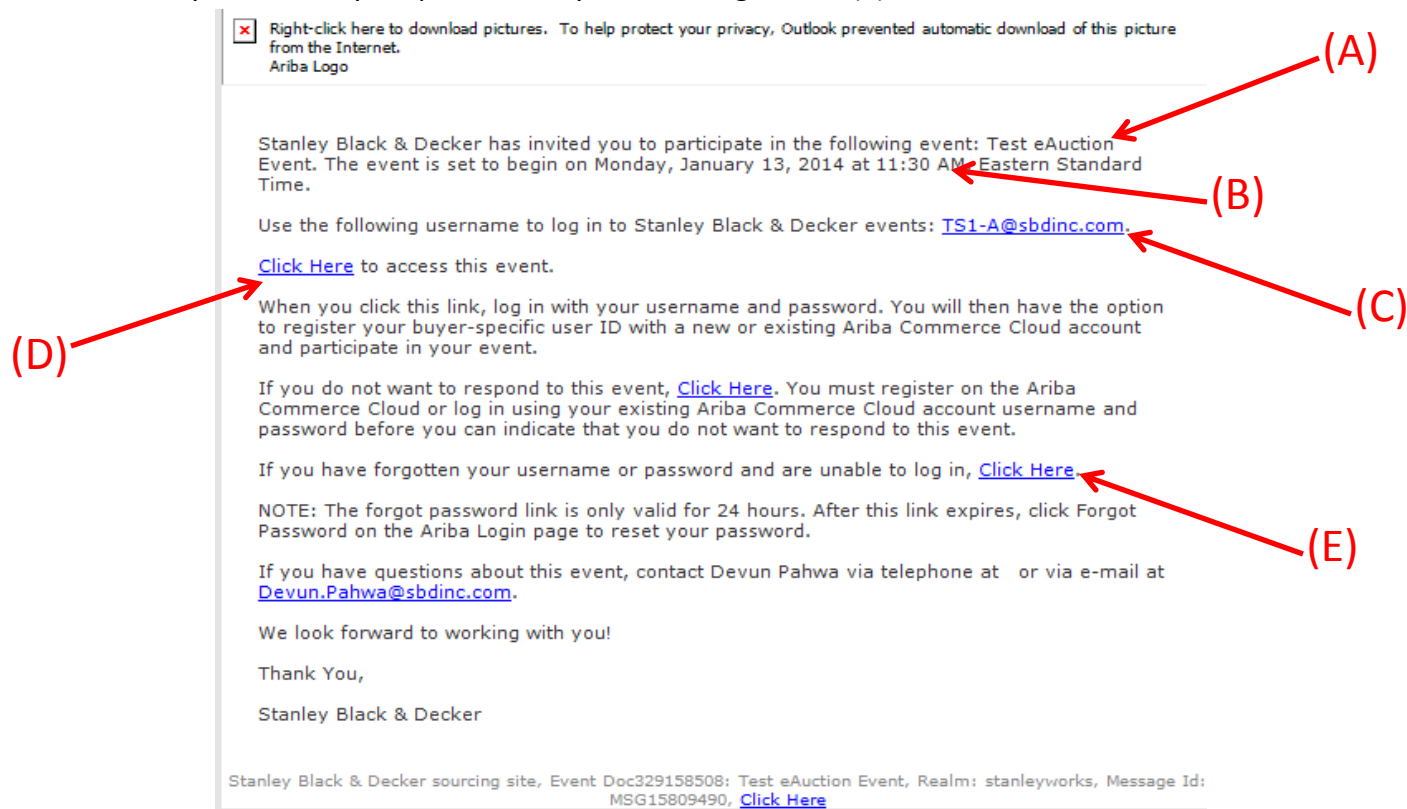
Stanley Black & Decker

# Disclaimer

- This is simply a guide to help you respond to an Ariba eAuction event.
- The following pages contain screenshots, so the links in the images do not direct you to anything if you try to click on them.

# Automated Event Invitations

- When you are invited to an eAuction event you will receive an automated email notification similar to the one below. The e-mail will provide you with:
  - Event Name (A)
  - Event Start Date/Time (B)
  - Your Username (C) [if you do not have an Ariba account registration details will be in the email]
  - Link to Access the Event (D)
  - Link for you to reset your password if you have forgotten it (E)



# Logging into Ariba

- If you use the link within the automated e-mail, you will be directed to the Ariba login page.  
To log in without using the link go to URL: <http://stanleyworks.supplier.ariba.com>
- Enter your Username (A), Password (B), then click on Login (C)
  - Username and Password: set by user when they self registered for account (both case sensitive)

The screenshot shows the Ariba login interface. At the top, there is a navigation bar with links: GO TO MY: LEADS PROPOSALS CONTRACTS ORDERS & INVOICES. Below this is the Ariba logo and the word SOURCING. The main content area is divided into two sections. On the left is the 'Ariba Login' form, and on the right is a promotional banner for 'ARIBA\* SPEND MANAGEMENT' and 'StanleyBlack&Decker'.

**Ariba Login**

(A) → Enter Username

(B) → Enter Password

(C) → Log In

Forgot Username  
Forgot Password

Need help? See [Quick Start](#)

**ARIBA\* SPEND MANAGEMENT**

**StanleyBlack&Decker**

**Register Now!**  
**\$599 until Dec 31st**

**ARIBALive 2014**  
Enabling the Business of Tomorrow...Today

**March 17-19, 2014**  
**The Cosmopolitan of Las Vegas**

# Accessing the Event

- If you use the link within the automated e-mail, you will be taken directly into the event (go to next step).
- If you login without using the link, please click on Proposals (A), then on the Event Name (B) to access the event

**GO TO MY: LEADS PROPOSALS CONTRACTS ORDERS & INVOICES**

Training Supplier1-A Feedback Help Logout

TrainingSupplier1  
AN01011800276, Standard

**(A)** Stanley Black & Decker

**Stanley Black & Decker Requested Profile**

All required customer requested fields have been completed.

[View customer requested fields >](#)

**Public Profile Completeness**

35%

[Enter a short description to reach 45% >](#)

There are no matched postings.

Welcome to The Stanley Works Sourcing 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

**StanleyBlack&Decker**

**Events**

Title	ID	End Time ↓	Event Type
<b>▼ Status: Completed (7)</b>			
Conflict Minerals Stanley Engineered Fastening - Last Opportunity for Declaration	Doc318256006	12/31/2013 1:45 PM	Survey
2013 Q3 North American Flat Steel RFQ R1	Doc309829974	11/26/2013 4:30 PM	RFP
2013 North America Flat Steel RFQ rev 1	Doc287059409	8/12/2013 2:01 PM	RFP
test survey	Doc286469000	8/9/2013 7:59 AM	Survey
test project	Doc285920250	8/6/2013 1:03 PM	RFP
Conflict Minerals Test #1	Doc54728996	6/29/2012 10:15 AM	Survey
Stanley Black Decker Brass 2012 RFQ	Doc46699665	3/21/2012 10:29 PM	RFP
<b>▼ Status: Open (1)</b>			
2013 Global Travel Management RFI	Doc321415317	1/14/2014 4:00 PM	RFP
Test eAuction Event	Doc329158508	1/13/2014 12:00 PM	Auction
<b>▼ Status: Pending Selection (13)</b>			
test rfi	Doc318934530	1/4/2014 10:01 AM	RFI
Test TMC 2	Doc319974517	12/18/2013 4:03 PM	RFP
TEST TMC	Doc319974499	12/18/2013 4:03 PM	RFP
Untitled Sourcing Project test	Doc318199025	12/10/2013 10:59 AM	RFP
Blender Test eAuction	Doc293807486	9/5/2013 3:26 PM	Auction
test 1	Doc265964871	5/28/2013 9:31 PM	RFP
RFP Templates test	Doc266435875	5/23/2013 9:35 PM	RFP
Training Aug 9, 2012	Doc58440531	8/13/2012 11:50 AM	RFP
Sinergy Powder Metal Sourcing Project Americas - Round 2 Testing	Doc38246306	11/29/2011 11:57 AM	RFP
Test for Amy	Doc37998745	10/6/2011 3:34 PM	RFP
Jen Kersch test	Doc38173439	9/30/2011 5:00 PM	RFP
CPG - IPG Template Walkthrough (testing)	Doc34257114	7/7/2011 4:16 PM	RFP

# Review Event Details

- On the first page of the event please notice the following information
  - Time Remaining (A) [this could be of preview or actual event depending on when event is accessed]
  - Event Overview and Rules (B)
- To advance to the next screen click on Review Prerequisites (C)

Event Details

Doc329158508 - Test eAuction Event (A) → Time remaining in preview 00:05:28

Event Messages  
Download Tutorials

▼ Checklist

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

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.

(C) → Review Prerequisites Decline to Respond Print Event Information

### Event Overview and Timing Rules

Owner:	Devun Pahwa	Currency:	US Dollar
Event Type:	Auction	Commodity:	Home Products Home Products
Publish time:	1/13/2014 11:20 AM		
Bidding start time:	1/13/2014 11:30 AM		
Bidding end time:	1/13/2014 12:00 PM		
Specify how lot bidding will begin and end:	Parallel		
Allow bidding overtime:	Yes		
Bid rank that triggers overtime:	3		
Start overtime if bid submitted within (minutes):	2		
Overtime period (minutes):	5		

### Bidding Rules

### Market Feedback

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

# Accept Terms of Agreement

- Click the “I accept the terms of this agreement” option (A), and then click on the “OK” button (B)

## Prerequisites

### Doc329158508 - Test eAuction Event



Prerequisites must be completed prior to participation in the event.

#### Checklist

##### ✓ 1. Review Event Details

##### 2. Review and Accept Prerequisites

##### 3. Submit Bids

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:

- Bids.** If the On-Line Event invites you to submit a bid for a potential transaction, 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.
- 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. All quotations must be valid for a minimum of ninety (90) days.
- Confidentiality.** Participant shall keep all user names and passwords, the RFx, all other materials provided by the Site and/or Sponsor, and all bids provided by itself or another participating organization in confidence and shall not disclose the foregoing to any third party.
- 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.
- Ethical Conduct.** All parties will prohibit unethical behavior and are expected to notify the Site (by contacting the appropriate support number that can be found at the bottom of the home page) if they witness practices that are counter-productive to the fair operation of the On-Line Events.
- LIMITED LIABILITY.** PARTICIPANT HEREBY RELEASES SPONSOR AND THE SITE OWNER FROM ANY LIABILITY ARISING FROM OR CONNECTED WITH ACCESS TO OR USE OF THIS SITE OR THE ON-LINE EVENTS, INCLUDING ANY CONDUCT OF THE SITE OR ANY PARTICIPATING ORGANIZATION IN THE ON-LINE EVENTS, REGARDLESS OF WHETHER SUCH LIABILITY ARISES UNDER CONTRACT, TORT OR ANY OTHER THEORY.
- WARRANTIES.** THIS SITE IS PROVIDED "AS IS." SPONSOR MAKES NO WARRANTIES, EXPRESS OR IMPLIED, AS TO THE OPERATION OF THIS SITE OR THE CONTENT OR PRODUCTS ON THIS SITE, INCLUDING WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE AND/OR NONINFRINGEMENT.

\*\*\*\*\*

(A) → ☒ I accept the terms of this agreement.

☐ I do not accept the terms of this agreement.

(B) →

# Selecting the Items You Will Quote

- Click the “Select Lots” button (A)

The screenshot shows the 'Doc329158508 - Test eAuction Event' interface. A red arrow labeled '(A)' points to the 'Select Lots' button in the top navigation bar. The left sidebar contains a 'Checklist' with four items: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots', and '4. Submit Bids'. Below this is an 'Event Contents' section with links for 'All Content', '1 Introduction', '2 Commercial Terms', '3 Requirements', and '4 Pricing'. The main content area is titled 'Introduction' and contains two paragraphs of text. Below the introduction is an 'Event Overview and Timing Rules' section with various fields and values.

Event Details

Doc329158508 - Test eAuction Event

Time remaining in preview 00:03:40

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

Introduction (Section 1 of 4) [Next >>](#)

Name ↑

1 Introduction

1.1 This Bidding Event outlines the information we require in order for your company (hereinafter called the "Supplier" or "Service Provider") to be considered as a potential Supplier to Stanley Black & Decker, Inc. The term "Supplier" or "Service Provider" as used in this Bidding Event shall mean any person or firm submitting a proposal in response to this Bidding Event. Stanley Black & Decker has developed this Bidding Event to aid in the selection of a Supplier or Service Provider for the items or services described within. Stanley Black & Decker not only desires a supplier or service provider that can effectively provide and/or support the unique requirements listed in this Bidding Event, but also one that can provide a best in class solution at the overall total lowest cost of ownership.

1.2 Stanley Black & Decker, Inc., an S and P 500 Company (SWK), is a worldwide manufacturer and marketer of Hand and Power Tools, hardware, security solutions and specialty hardware products for home improvement, consumer, industrial and professional use and is headquartered in New Britain, Connecticut. With its 162+ year history, Stanley Black & Decker is one of the world's most trusted names, synonymous with high quality, value and innovation.

>> Next Section: [Commercial Terms](#)

Event Overview and Timing Rules

Owner:	<a href="#">Devun Pahwa</a>	Currency:	US Dollar
Event Type:	Auction	Commodity:	Home Products Home Products
Publish time:	1/13/2014 11:20 AM		
Bidding start time:	1/13/2014 11:30 AM		
Bidding end time:	1/13/2014 12:00 PM		
Specify how lot bidding will begin and end:	Parallel		
Allow bidding overtime:	Yes		
Bid rank that triggers overtime:	3		
Start overtime if bid submitted within (minutes):	2		
Overtime period (minutes):	5		



# Selecting the Items You Will Quote

- Select items you will bid on (A), then click on the Submit button (B)

Select Lots

Doc329158508 - Test eAuction Event 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 ...

Select Lots Select Using Excel

▼ Checklist

- ✓ 1. [Review Event Details](#)
- ✓ 2. [Review and Accept Prerequisites](#)
- ✓ 3. **Select Lots**
- 4. [Submit Bids](#)

(A) →

<input checked="" type="checkbox"/> Name	Status
<input checked="" type="checkbox"/> ▼ 4.1 Item 1 ⓘ	Open
Item 1 Description	
4.1.1 Total Material Cost	
4.1.2 Cost of Labor+Overhead+Profit	
<input checked="" type="checkbox"/> ▼ 4.2 Item 2 ⓘ	Open
Item 2 Description	
4.2.1 Total Material Cost	
4.2.2 Cost of Labor+Overhead+Profit	
<input checked="" type="checkbox"/> ▼ 4.3 Item 3 ⓘ	Open
Item 3 Description	
4.3.1 Total Material Cost	
4.3.2 Cost of Labor+Overhead+Profit	

(B) → Submit Selected Lots

Submit Selected Lots Cancel

# Responding to Event

- You are now presented with the main body of the Auction, each event will be unique but most events will consist the following types of sections
  - Introduction (Section 1)
  - Commercial Terms (Section 2)
  - Requirements (Section 3)
  - Pricing (Section 4)
- After reviewing the preceding sections you can enter your quote in the fields in the Pricing Section (A) then click on:
  - Update Totals (B) to see the calculations,
  - Save (C) to keep what you entered, without submitting the response, or
  - Submit Entire Response (D)
- If you have any questions in regards to the event content please click on Compose Message (E) to send a message to the SBD contact running the project

Console

Doc329158508 - Test eAuction Event

Time remaining in open bidding 00:26:48

Event Messages  
Response History

▼ Checklist

- ✓ 1. [Review Event Details](#)
- ✓ 2. [Review and Accept Prerequisites](#)
- ✓ 3. [Select Lots](#)
- 4. **Submit Bids**

▼ Event Contents

[All Content](#)

- 1 [Introduction](#)
- 2 [Commercial Terms](#)
- 3 [Requirements](#)
- 4 [Pricing](#)

▼ Choose Lot

[View all lots](#)

- 4.1 [Item 1](#)
- 4.2 [Item 2](#)
- 4.3 [Item 3](#)

**All Content**

Name ↑	Rank	Price	Quantity	Extended Price	Leading	Extended Price
▼ 4 Pricing				\$210,000.00 USD		
▼ 4.1 Item 1				\$52,500.00 USD		
Item 1 Description						
4.1.1 Total Material Cost		* \$1.00	USD 50,000 each	\$50,000.00 USD		
4.1.2 Cost of Labor+Overhead+Profit		* \$0.05	USD 50,000 each	\$2,500.00 USD		
▼ 4.2 Item 2				\$52,500.00 USD		
Item 2 Description						
4.2.1 Total Material Cost		* \$1.00	USD 50,000 each	\$50,000.00 USD		
4.2.2 Cost of Labor+Overhead+Profit		* \$0.05	USD 50,000 each	\$2,500.00 USD		
▼ 4.3 Item 3				\$105,000.00 USD		
Item 3 Description						
4.3.1 Total Material Cost		* \$2.00	USD 50,000 each	\$100,000.00 USD		

Decrement selected items by  value

\* indicates required field

(A) (B) (C) (D) (E)

# After Submitting Response + Additional Ariba Functions

- Depending on the bidding rules, after submitting your response, you should see your Ranking among the participants (A)
- For any item that you are not in the lead in you may submit a new bid in the same fields as before or you can automatically Take the Lead (B) by clicking the yellow button next to the item you are not in the lead
  - Caution: this will change your quote to the next possible lowest price

Console

Event Messages  
Response History

▼ Checklist

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

▼ Event Contents

All Content

- 1 Introduction
- 2 Commercial Terms
- 3 Requirements
- 4 Pricing

▼ Choose Lot

View all lots

- 4.1 Item 1
- 4.2 Item 2
- 4.3 Item 3

Doc329158508 - Test eAuction Event

Time remaining in open bidding 00:17:35

All Content

Name ↑	Rank	Price	Quantity	Extended Price	Leading
▼ 4.1 Item 1	1			\$100,500.00 USD	\$100,500.00 USD
Item 1 Description					
4.1.1 Total Material Cost		* \$2.00	USD 50,000 each	\$100,000.00 USD	
4.1.2 Cost of Labor+Overhead+Profit		* \$0.01	USD 50,000 each	\$500.00 USD	
▼ 4.2 Item 2	1			\$50,500.00 USD	\$50,500.00 USD
Item 2 Description					
4.2.1 Total Material Cost		* \$1.00	USD 50,000 each	\$50,000.00 USD	
4.2.2 Cost of Labor+Overhead+Profit		* \$0.01	USD 50,000 each	\$500.00 USD	
▼ 4.3 Item 3	2			\$77,500.00 USD	\$60,000.00 USD
Item 3 Description					
4.3.1 Total Material Cost		* \$1.50	USD 50,000 each	\$75,000.00 USD	
4.3.2 Cost of Labor+Overhead+Profit		* \$0.05	USD 50,000 each	\$2,500.00 USD	

Decrement selected items by  value  \* indicates required field

# Additional Functionality

- The following is not required, but gives more visibility to each item:
  - To view one item at a time, click on the item you want to view in detail on the left side (A)
  - On the single item page you will see:
    - Your bid rank for the item (B)
    - Your quote information (C)
    - Action buttons to change your bid (D)
    - Bid History graph showing the changes in price (E), and
    - Bid History Table (F)

Console

Event Messages  
Response History

▼ Checklist

- ✓ 1. [Review Event Details](#)
- ✓ 2. [Review and Accept Prerequisites](#)
- ✓ 3. [Select Lots](#)
- ✓ 4. [Submit Bids](#)

▼ Event Contents

All Content

- 1 [Introduction](#)
- 2 [Commercial Terms](#)
- 3 [Requirements](#)
- 4 [Pricing](#)

▼ Choose Lot

[View all lots](#)

- 4.1 [Item 1](#)
- 4.2 [Item 2](#)
- 4.3 [Item 3](#)

Doc329158508 - Test eAuction Event

Time remaining in open bidding 00:15:10

**My Bid Rank : 1** (B)

Leading Bid: \$59,500.00 USD Bid decrement: \$0.01 USD

Name ↑	Rank	Price	Quantity	Extended Price
▼ 4.3 Item 3	1			\$59,500.00 USD
4.3.1 Total Material Cost		* \$1.16 USD	50,000 each	\$58,000.00 USD
4.3.2 Cost of Labor+Overhead+Profit		* \$0.03 USD	50,000 each	\$1,500.00 USD

Decrement selected items by  value  \* indicates required field

Period: All (D)

**Extended Price - Item 3**

(E)

**Bid History**

Participant	Extended Price ↑	Submission Time
TrainingSupplier2	\$59,500.00 USD	11:43 AM
TrainingSupplier2	\$77,500.00 USD	11:36 AM

(F)

# Ariba Support Numbers

- Support is provided 8:00 pm ET Sunday - 8:00 pm ET Friday

North/South America	+1 412 222 6153
Europe/Middle East/Africa	+44 20 7187 4144
Asia Pacific	+65 6311 4745

The following numbers are toll-free if dialed from the country if these numbers do not work please use one of the main numbers above

Australia	1800 766 694
Brazil	0800 891 3988
China - North	10800 650 0343
China - South	10800 265 0343
France	0800 945 115
Germany	0800 101 1989
Hong Kong	800 900 856
India	000800 650 1193
Indonesia	001803 657 588
Italy	800 124 723
Japan	00531 650 252
Malaysia	1800 80 1448
Mexico	001 866 663 5127
New Zealand	0800 44 6018
Philippines	1800 1651 0376
Portugal	800 780 106
Russia	8 10 8002 4494011
Singapore	1800 311 4600
South Korea	00308 651 1405
Spain	900 801 255
Sweden	020 160 5734
Taiwan	0080 165 1582
Thailand	001800 656 402
The Netherlands	0800 0200 582
United Kingdom	0800 358 3556
United States	1 866 218 2155