AUCTION USER MANUAL

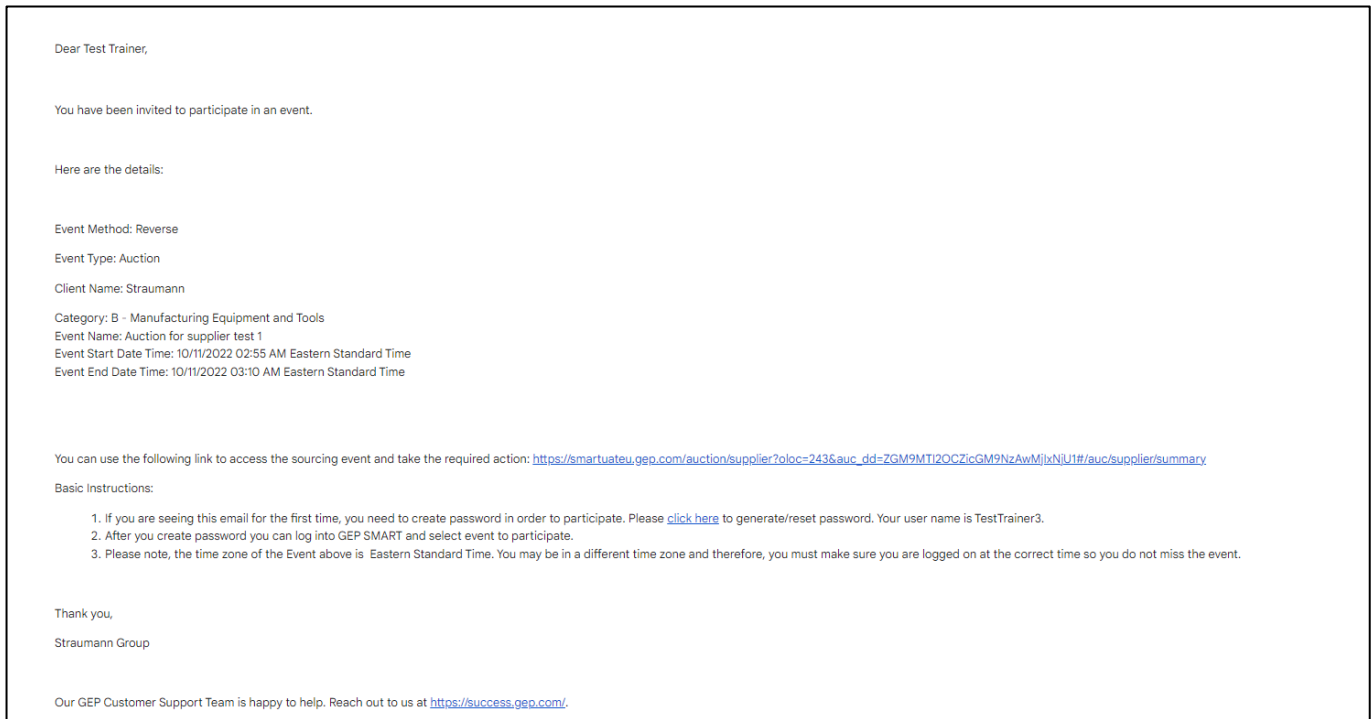## Table of Contents

Chapter 1:   Introduction

GEP SMART Auction enables you, as suppliers, to take part in auction events that are set up by buyers, The end-to-end communication between suppliers and the buyer helps simplify the process of an auction by maintaining discretion on the supplier bids and achieve the best results for both suppliers and buyers.

In other words, Auction is a simple, easy, and effective platform, which gives you the opportunity to work with and negotiate with the buyer organization. Auctions allows you to meet the buyer's requirements while also meeting your budget, in a real-time scenario.

The following guide will help you navigate through the application and make effective use of its various features and capabilities.

Chapter 2: Overview

Once the buyer organization has invited and has published the auction event, you get an invitation in the email. You can access the auction event by using the link provided in the email, as shown:

Dear Test Trainer,

You have been invited to participate in an event.

Here are the details:

Event Method: Reverse

Event Type: Auction

Client Name: Straumann

Category: B - Manufacturing Equipment and Tools
Event Name: Auction for supplier test 1
Event Start Date Time: 10/11/2022 02:55 AM Eastern Standard Time
Event End Date Time: 10/11/2022 03:10 AM Eastern Standard Time

You can use the following link to access the sourcing event and take the required action: https://smartuateu.gep.com/auction/supplier?oloc=243&auc_dd=ZGM9MTI2OCZicGM9NzAwMjIxNiU1#/auc/supplier/summary
Basic Instructions:

    1. If you are seeing this email for the first time, you need to create password in order to participate. Please click here to generate/reset password. Your user name is TestTrainer3.
    2. After you create password you can log into GEP SMART and select event to participate.
    3. Please note, the time zone of the Event above is Eastern Standard Time. You may be in a different time zone and therefore, you must make sure you are logged on at the correct time so you do not miss the event.

Thank you,

Straumann Group

Our GEP Customer Support Team is happy to help. Reach out to us at https://success.gep.com/.

Alternatively, you can directly login to GEP SMART and access the event from the Tasks or Manage sections.

- Under Tasks, you can see auctions requiring your participation.
- Under Manage, you can see all auctions including the ones you have participated in.

2.1   Types of Auctions

Auctions are of four different types: Regular, Dutch, Japanese, and Sealed.

2.1.1   Regular Auction

Also known as an English auction. In this type of auction, you participate in a real time environment and continuously decrease/increase the bid based on real time competition feedback.

For more information on how to bid in a Regular auction, see Bidding in a Regular Auction.

2.1.2   Dutch Auction

A Dutch auction starts with a high or low price depending on reverse or forward method. For more information, see Forward and Reverse.

The Price goes on decrementing/incrementing at regular intervals, until you or one of the bidders accept the price. Whoever bids first/accepts the bid is awarded the auction.

Basically, you can place only one bid in a Dutch auction and the bidding for a Dutch auction comes to an end as soon as the winning bid is received. So, the basic concept of the auction is to not wait too long to bid, as another supplier might beat you to it.

For more information on how to bid in a Dutch auction, see Bidding in a Dutch Auction.

2.1.3   Japanese Auction

A Japanese auction starts with a high or low price depending on reverse or forward method. For more information, see Forward and Reverse.

The Price goes on decrementing/incrementing at regular intervals. You must accept the bid amount specified in each of incrementing/decrementing range to stay in the competition. Unlike the Dutch auction, a Japanese auction continues until there are no more participants left to bid.

For more information on how to bid in a Japanese auction, see Bidding in a Japanese Auction.

2.1.4   Sealed Auction

A Sealed auction is a type of auction in which you place only one bid, during the auction event. Unlike the other auction types in which you can continually place bids with each passing interval, in a sealed auction, there are no multiple interval bids.

The major feature of a sealed auction is that the bid placed by you is not visible to the other suppliers or even the buyer, until the event is complete.

For more information on how to bid in a Sealed auction, see Bidding in a Sealed Auction.

2.2   Event Method

Auction events can be conducted in either forward or reverse. These methods are dependent on the details and type of the auction you are invited in.

2.2.1   Reverse

In the reverse method, bidding starts with the highest possible price and the bid value decreases gradually. The winner of the auction event is the supplier having the lowest bid.
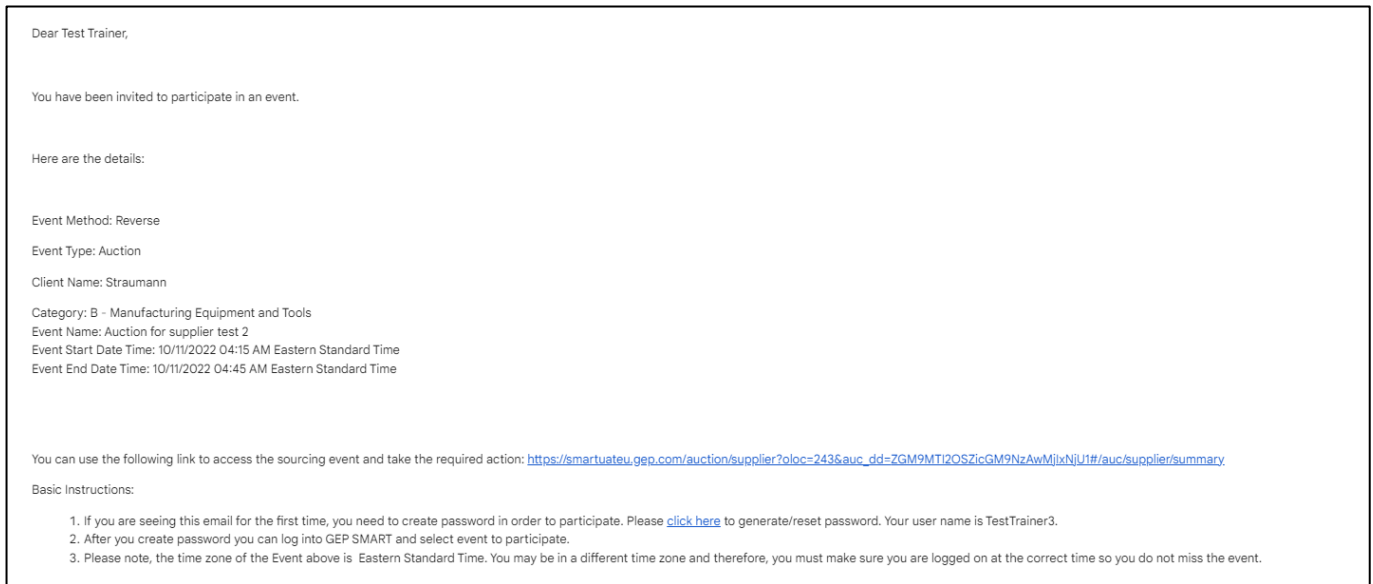
This is a descending-price auction, also known as a Procurement or Buy Offer. In this format, bids must be lower in price than the previous bids to win an auction. This is the most used auction format in Sourcing, where the bidders compete by lowering their prices.

2.2.2 Forward

In the forward method, bidding starts with the lowest possible price and the bid value increases gradually. The winner of the auction event is the bidder having the highest bid.

Chapter 3:   Viewing the Auction Event

Once the buyer organization has invited and has published the auction event, you get an invitation in the email. You can access the auction event by using the link provided in the email, as shown:

Dear Test Trainer,

You have been invited to participate in an event.

Here are the details:

Event Method: Reverse

Event Type: Auction

Client Name: Straumann

Category: B - Manufacturing Equipment and Tools
Event Name: Auction for supplier test 2
Event Start Date Time: 10/11/2022 04:15 AM Eastern Standard Time
Event End Date Time: 10/11/2022 04:45 AM Eastern Standard Time

You can use the following link to access the sourcing event and take the required action: https://smartuateu.gep.com/auction/supplier?oloc=243&auc_dd=ZGM9MTl2OSZicGM9NzAwMjIxNjU1#/auc/supplier/summary

Basic Instructions:

1. If you are seeing this email for the first time, you need to create password in order to participate. Please click here to generate/reset password. Your user name is TestTrainer3.
2. After you create password you can log into GEP SMART and select event to participate.
3. Please note, the time zone of the Event above is Eastern Standard Time. You may be in a different time zone and therefore, you must make sure you are logged on at the correct time so you do not miss the event.

Alternatively, you can directly login to GEP SMART and access the event by clicking **Sourcing** on the header, then clicking **Auction** on the grid below, as follows:
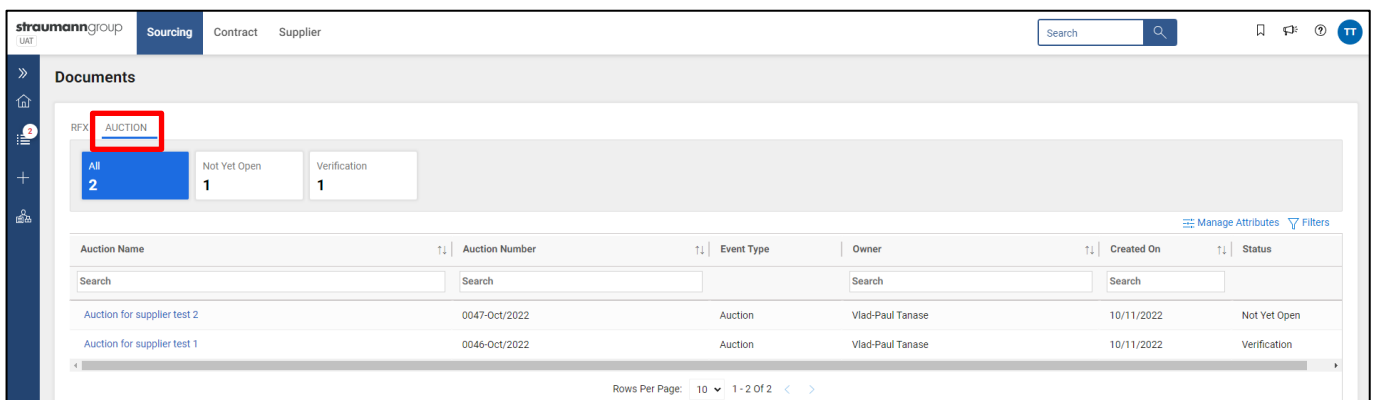
An auction event has the following sections:

- ▪ [Acknowledgement(s)](#)
- ▪ [Basic Details](#)
- ▪ [Guidelines](#)
- ▪ [Lots](#)

■ [Attachments](#)

Note

On first access to the Auction page, you are directed to the NDA and/or the Acknowledgement tab, depending upon the configuration set by the buyer. Initially only this tab is active, and you are required to read through the NDA and/or Acknowledgement and accept it to gain access to the remaining tabs in the auction event.

You can view the time-related information across different sections in the Auction events in a 24-Hour format.

Note

This feature is governed by the **24-Hour Time Format** setting. By default, it is disabled. Since *the availability of this feature/enhancement is based on a configuration, please reach out to your Account Manager for more information.*

3.1   Acknowledgement(s)

Once you follow the link provided in the email notification or after you click to open the event from the GEP SMART home page, the auction event page is displayed. Based on the configuration selected by the buyer, you may need to first accept the NDA/Guidelines set by the buyer organization.

The information in the Acknowledgement(s) section is displayed as follows:

You need to read through the NDA and then accept the acknowledgement below. Click **Accept** or **Reject** as applicable.

Once you accept, you can go through the rest of the sections in the auction event.

3.2   Basic Details

The Basic Details tab displays the basic information regarding the auction event such as the auction type, name, description, category etc.

∨ BASIC DETAILS			
Auction Name Auction for supplier test 6			
Event Description --			
Auction Type Regular	**Auction Method** Reverse	**Event Currency** USD	**Author Name** Vlad-Paul Tanase
Product/Service B - Manufactur...	**Managed Segment** 0001 - CH01 Z...	**Region/Country** Global	**Published On** 10/11/2022 03:41 AM

3.3   Lots

The Lots tab is where the auction takes place, in an event. Details such as the best bid, your best bid, your rank is displayed.

∨ LOTS						↻
Lot Name	↕ Lot Status	▽ Start Date & Time	↕ End Date & Time	↕ Bidding Level	▽ No of Lines	
LED Bulbs	Live	09/29/2020 5:12 PM	09/29/2020 6:37 PM	LINE	1	
Batteries	Live	09/29/2020 5:12 PM	09/29/2020 6:37 PM	LINE	1	
			Rows Per Page: 5 « ‹ 1 › »			/1

Click on the required lot, which will navigate you to the lot bidding page, on which you can start bidding.

3.4   Buyer Contact Details

Contains useful buyer contact information such as Name, Email ID, and Contact Number.

∨ BUYER CONTACT DETAILS		
Name	Email Id	Contact Number
Vlad-Paul Tanase	vtanase@kpmg.com	_

3.5   Attachments

The Attachments tab displays all the attachments and support documents that are uploaded by you and the buyer. The attachments uploaded by the buyer are displayed under the By Buyer section, and the attachments uploaded by you are displayed under the Supplier section.

∨ ATTACHMENT(S)			
ⓘ File(s) contains sensitive information. Please ensure they are downloaded in a secured system.			
BUYER (1) SUPPLIER			
Title	Uploaded On	Uploaded By	File Size
Dummie doc.docx	10/11/2022 03:46 AM	Vlad-Paul Tanase	11.37Bytes
			Rows Per Page: 5 ⊣ ‹ 1 › ⊢ /1

Chapter 4: Bidding in an Auction

The bidding activity in an auction event takes place in the **Lots** section. You can start bidding once the auction event is live.

For example, once an auction event for a regular auction is live, the Lot Bidding page is displayed as shown below:

In an auction event, all the available lots are displayed on the left pane.

To switch between the available lots, you can click the required lot to open it.

4.1 Bidding in a Regular Auction

For an overview on regular auctions, see Regular Auction.

For a Regular auction, the timer is displayed at both the event level and the lot level, as shown below:

To bid in a regular auction:

1) On the navigation pane on the left, click the required lot.

2) For each line item, under the **Price** column, enter a bid amount, and click **Place Bid**.

3) To place another bid, enter the new bid amount under the **Price** column, for the line items, and click **Place Bid**.

✏️	▪ *The new bid should meet the minimum increment or decrement requirement specified under the **Increment** or **Decrement** column.*
Note	▪ *Increment amount is applicable for a forward regular auction.*
	▪ *Decrement amount is applicable for a reverse regular auction.*

During the auction, if and when you are outbid by another supplier, a notification message will be displayed, as shown below:

> ℹ️ **INFORMATION!**
>
> You have been outbid by other supplier.
>
> **OK**

4.1.1   Ranking yourself as 1st

This is an additional feature available only for Regular auctions and is available only if the buyer has configured it for the auction event.

During a Regular auction event, when you are outbid, you can make use of the "Rank me" 1st feature, which will auto-calculate and auto-submit a bid for you to make you the first ranked bidder again.

Click **"Rank me" 1st**, to perform this action.

The bid is auto-calculated and auto-submitted.

4.1.2 Reserve Price

This is an additional feature available only for Regular auctions. The buyer has the ability to set a reserve price for each lot, as shown below:

Depending on the configuration, the reserve price will be displayed to you and / or you will be notified if and when you meet the reserve price.

4.2 Bidding in a Dutch Auction

For an overview on Dutch auctions, see Dutch Auction.

For a Dutch auction (both single and range value), the timer is displayed at the lot level only. The timer is displayed for each step within each lot, during the auction event, as shown below:

Note

*The **Step Closing in** timer for the Dutch auction indicates the amount of time left in the current step.*

To bid in a Dutch auction:

1) On the navigation pane on the left, click the required lot.
2) For a single value Dutch auction:
   a) For each line item, if you agree with the specified bid amount, click **Place Bid**.
   b) The bid value is updated with each new step. If you agree with the new, incremented or decremented, bid amount, click **Place Bid**.
3) For a range value Dutch auction:
   a) For a line item, specify a bid amount in the range provided, and click **Place Bid**.

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b) The bid range value is updated with each new step. If you wish to proceed, specify a new bid amount in the new incremented or decremented range, and click **Place Bid**.

4.3 Bidding in a Japanese Auction

For an overview on Japanese auctions, see Japanese Auction.

For a Japanese auction, the timer is displayed at the lot level only. The timer is displayed for each step within each lot, during the auction event, as shown below:

---

*The **Step Closing in** timer for the Japanese auction indicates the amount of time left in the current step.*

Note

To bid in a Japanese auction:

1) On the navigation pane on the left, click the required lot.
2) During the first step, if you agree with the bid amount specified, click **Accept**.
3) During the next step of the auction, if you agree with the new incremented/decremented bid amount, click **Accept**.
4) If at any point of time during the auction, you do not agree with the specified bid amount, either click **Reject** or wait till the timer runs out for the step. The auction event will end for you, as shown below:

4.4 Bidding in a Sealed Auction

For an overview on Sealed auctions, see Sealed Auction.

Similar to the Regular auction, for a Sealed auction, the timer is displayed both at the event level and at the lot level, as shown below:

To bid in a sealed auction:

1) On the navigation pane on the left, click the required lot.
2) Specify a bid amount under the **Price** column and click **Place Bid**.

4.5 Using Chat

During an auction event, you have the ability to chat with the buyer, if required. This chat functionality provides a one-to-one communication between you and the buyer.

Hovering over the chat icon will indicate if the buyer is online or not, as shown below:

To use the chat functionality:

1) Click the **Chat** icon [icon] on the header.
2) The chat window is displayed as follows:

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Chat

Electronic Items Live	
Batteries Live	
LEDs Live	

Type your message here ➤

CLOSE

3) On the left pane, the different lots available in the event are displayed.

4) Click the required lot, to open the chat associated with it.

5) Enter the required message in the field provided below and click **Send**, as shown below:

Note *The messages that you send to the buyer are not visible to any of the other suppliers taking part in the event.*

4.6 Live Auction Updates

Following are the activities that can occur during the time the auction event is live.

4.6.1 Disqualifications

The buyer has the ability to disqualify you from a lot, in the event. If the buyer decides to disqualify you, an information pop-up is displayed as follows:
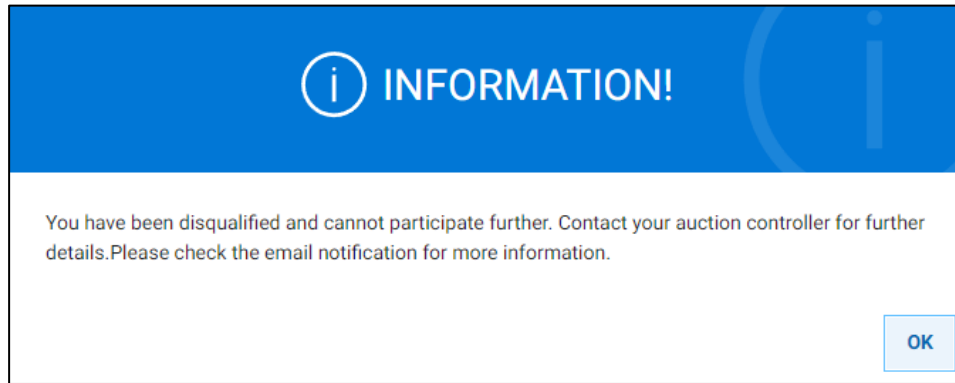
Additionally, you also receive an email notification containing the reason for disqualification specified by the supplier, as shown below:
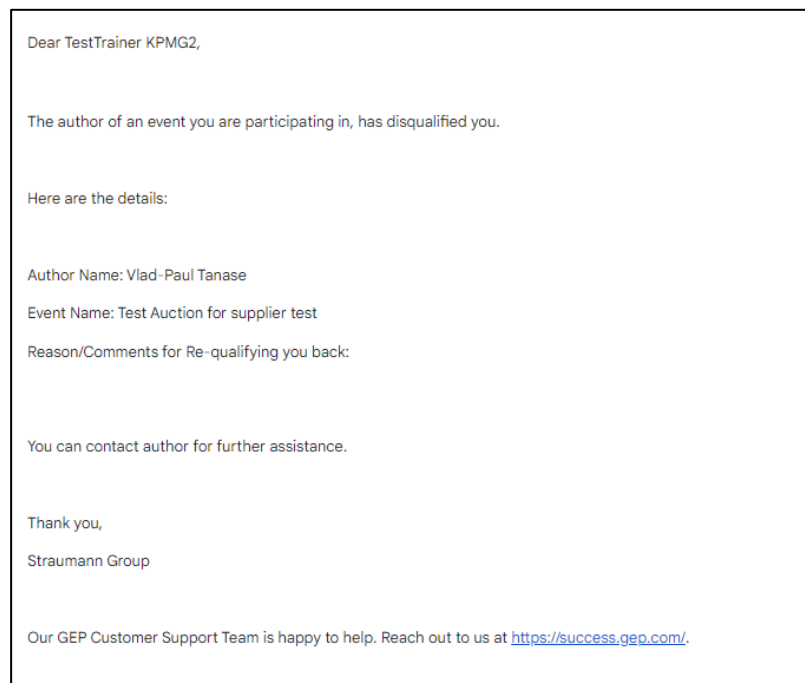
Once you are disqualified from a lot, you cannot take part in the bidding anymore for that lot and the following message is displayed on that lot page:

Note

You can, however, take part in the bidding process once the buyer adds you again to the lot you were disqualified from.

4.6.2   Deletion of a Bid

The buyer has the ability to delete a bid placed during the event, as per his requirement. If the buyer deletes a bid that was placed by you, then you get an information pop-up as shown below:
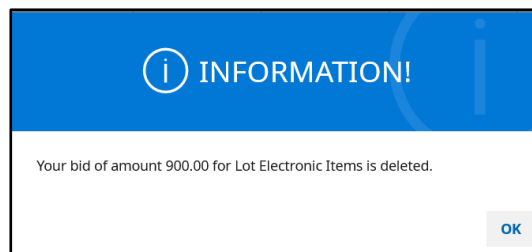
You will also receive an email notification as shown below:

Dear TestTrainer KPMG2,

Your bid for a lot in an event you are participating in, has been deleted.

Here are the details:

Deleted by: Straumann
Bid Amount: 82,750.00
Lot Name: IT hardware - sample
Event Author: Vlad-Paul Tanase

You can use the following link to access the sourcing event and take the required action: https://smartuateu.gep.com/auction/supplier?oloc=243&auc_dd=ZGM9MTI5NyZicGM9NzAwMjlxNjU1#/auc/supplier/summary

Thank you,

Straumann Group

Our GEP Customer Support Team is happy to help. Reach out to us at https://success.gep.com/.

4.6.3   Pausing and Resuming of an Event

When an auction event is paused by the buyer, the timer freezes at the value at which the buyer decided to pause. Also, you get a notification email as shown below:

Dear TestTrainer3

Event Test Auction for supplier test is paused for some time. You will be informed once event is resumed.

Thank you,
Straumann Group

Our GEP Customer Support Team is happy to help. Reach out to us at https://success.gep.com/.

Once the buyer resumes the auction, the timer will continue to count down. You will also get an email notification as shown below:

Event **Test Auction for supplier test** is resumed and will now be closing on **10/11/2022 08:25 AM** at **10/11/2022 08:25 AM** Eastern Standard Time.

4.6.4   Timer Extensions

The buyer has the ability to extend the timer at the lot level or at the event level, as per his requirement. If the buyer extends the timer, you get a notification as shown below:

Also, the number of timer extensions for each lot is displayed as follows:

Chapter 5:   Getting Awarded

After the auction event is complete, if the buyer decides to award you the auction, you receive an email notification as shown below:

Dear TestTrainer KPMG2,

Review of the bid responses is complete for the event Auction for supplier test. You have been selected to supply the items for the same.

You can use the following link to view details of this event and take the required action: https://smartuateu.gep.com/auction/supplier?oloc=243&auc_dd=ZGM9MTI3NCZicGM9NzAwMjIxNjU1#/auc/supplier/summary

The purchase and supply of the items shall be governed by Standard Terms and Conditions, which were included in the event documentation.

Please acknowledge your acceptance of this award letter with Terms and Condition and send confirmation email within one week.

Thank you,
Straumann Group

Also, if the buyer decides to inform you in case you are not awarded the auction, you will receive an email notification as shown below:

Dear Sylvester,

Luminous org would like to sincerely thank you for your interest and participation in the **Dutch Auction (Range)** - **Surplus Goods** event. We have completed a detailed analysis of the responses submitted by all participating suppliers for the event.

Although we regret to inform you that **Luminous org** has decided at this time, to award their business for following Lots to an alternate supplier.

• LEDs and Batteries

The team was however impressed with your professionalism and preparedness, and would like to acknowledge the time and effort that you put in to this event. **Luminous Org** would like to work with you in future and build a mutually beneficial relationship. Thank you again.

Regards,

Luminous org

About GEP SMART

GEP helps global enterprises operate more efficiently and effectively, gain competitive advantage, boost profitability, and maximize business and shareholder value.

Fresh thinking, innovative products, unrivalled domain and subject expertise, and smart, passionate people – this is how GEP creates and delivers unified business solutions of unprecedented scale, power and effectiveness.

With 14 offices and operations centers in Europe, Asia and the Americas, Clark, New Jersey-based GEP helps enterprises worldwide realize their strategic, operational and financial objectives.

Recently named Best Supplier at the EPIC Procurement Excellence Awards, GEP is frequently honoured as an innovator and leading provider of source-to-pay procurement software by top industry and technology analysts, such as Forrester, Gartner, Spend Matters, Paystream and Ardent Partners. GEP also earns top honours in consulting and managed services from the industry's leading research firms, professional associations and journals, including Everest Group on its PEAK Matrices of Procurement Services Providers and Supply Chain Services Providers; NelsonHall on its NEAT Matrix of Global Procurement BPO Service Providers; HfS in its Blueprint Report on Procurement-as-a-Service; and ALM Intelligence in its Vanguard Reports on both Procurement Consulting and Supply Chain Consulting.

To learn more about our comprehensive range of strategic and managed services, please visit www.gep.com. For more about GEP SMART, our cloud-native, unified source-to-pay platform, please visit www.smartbygep.com.