

# **Coupa | Supplier Quick Reference Guide eAuction**

January, 2021



**SPEX**

## Supplier Quick Reference Guide for Coupa | Content



### Getting you on the road

Get familiar with our Coupa project and eAuction types



Click here



### Getting yourself set-up

Read more about how login to Coupa



### Participating in the eAuction

Get familiar how to participate in an eAuction



### English Reverse Auction

Find more information on how you can enter bids in a English Reverse Auction



### Dutch Reverse Auction

Find more information on how you can enter bids in a Dutch Reverse Auction



### Japanese Reverse Auction

Find more information on how you can enter bids in a Japanese Reverse Auction



## Getting you on the road



### Exciting news for NPM Purchasing\*

Starting November 4<sup>th</sup> Schaeffler will launch a new NPM Purchasing Platform (Coupa) with the aim for Purchasing to become more customer centric and user friendly in line with efficiently working together with their business counterparts. We strive for:

- **Intuitive and state-of-the-art system** for requestor and purchaser
- High potential for **self-service**
- **Real-time tracking of supplier** activities in Coupa
- **Global standards and aligned processes**
- **Efficiency and effectiveness in decisions** based on transparency & data

\* **Non Production Material** = Indirect materials or indirect requirements include all goods and services that are required for the ongoing operation of a company but are not a direct component of the end products.



### Coupa – working on one global platform

As a supplier you will find all the relevant information and access all necessary documents within one place. This will enable you to bid and interact with Schaeffler more effectively.



### Definition of auction types

#### English reverse auction

Similar to the classic reverse auction except that there is an obligation for a supplier to take the lead – each bid must be lower than the current lowest bid. The auction ends when the leading bid remains unbeaten for a specified of time. Both this and the classic auction tend to work well where there are a larger number of suppliers bidding – the suppliers can see other bids and this creates a more competitive environment than providing quotes and negotiating in isolation.

#### Dutch reverse auction

The buyer sets a low starting bid and at pre-determined intervals the price increases until one supplier accepts that price. There is less transparency in this type of auction as a supplier cannot see the number of competitors or any activity until the first bid is placed and the auction ends.

This type of event can work well where there are less suppliers (as there is no knowledge or visibility of what others are doing and therefore no pressure on moving with the pack) and also where a quick event is required (as it ends after the first bid).

#### Japanese reverse auction

A Japanese auction is a version of a clock auction. In the buying setting, the price starts high and is decreased by a preset amount over time. Each participant has to accept the call-out price in each step, otherwise they are out. The last participant to bid wins the item.

## Getting yourself set-up

Once you have been asked to participate in an eAuction you will receive an invitation via E-Mail.

The E-Mail will contain the Link to sign in into the system.

To continue please click on the link and proceed with the following steps.



Business Partner invitation for Sourcing Event: USA - Consulting - 122020 #854 (prod)

Schaeffler Group <do\_not\_reply@schaeffler-test.coupahost.com>  
an schaefflercoupatest+user104 ▼

**SCHAEFFLER** Business Partner invitation for Sourcing Event: USA  
- Consulting - 122020 #854 (prod)

Powered by  coupa



You have been invited as an internal Business Partner for Sourcing Event: USA - Consulting - 122020 #854 (prod) - Created by Bruce Willis - End date: Friday, 18 December 2020 01:24 PM CET.

You can view the event details and any supplier response activity by clicking the link below.

<https://schaeffler-test.coupahost.com/quotes/requests/854>

Click Link

## Getting yourself set-up


- 1 Please log-in with your username and selected password



1

**SCHAEFFLER**

**Schaeffler Group**

Powered by  **coupa**

Sign In

Username

Password

[Forgot username or password?](#)

**Sign In**

Participating in the eAuction

You will be taken to the Schaeffler Coupa page where you will see the events you are asked to bid on via eAuction.

1 Please click on the event to continue



Welcome to your Sourcing Response Portal!

Schaeffler Group has invited you to the sourcing event: **USA - Consulting - 122020**. If you intend to participate, review the event timeline and accept the terms and conditions of the event, if applicable. Click the "My Responses" tab to provide your response, which may include Attachments, Forms and Items and Lots.

All Sourcing Events

View All Advanced Search						
Event #	Event Name	Start Date	End Date	Status	Type	# Responses
1 854	USA - Consulting - 122020	03/12/2020	18/12/2020	Auction	RFQ	0

## Participating in the eAuction

Now you are on the event page.

- 1 In the top right corner you will see how long the event will be open
- 2 Depending on the event you might be asked to accept Terms & Conditions
- 3 **Please note:**  
**Only after** accepting the Terms & Conditions are sent to event owner you **are able to participate in the eAuction**

The screenshot shows the Schaeffler eAuction interface. At the top, the Schaeffler logo is on the left, and a user profile 'LUKE JR. WALKER' with a bell icon is on the right. Below the header, the event title 'USA - Consulting - 112... - Event #822' is marked as 'Active'. A green arrow labeled 'Event time' points to a red-bordered box containing a timer '48 : 05' with 'days' and 'hrs' labels. This box is marked with a red circle and the number '1'. Below the timer, the 'Event Info' section contains an invitation from the Schaeffler Group to a sourcing event, a note about reviewing the event timeline, and a signature from Bruce. A question 'Do you intend to participate in this event?' is followed by a checkbox labeled 'I intend to participate in this event'. Below this is a section for 'Accept Terms and Conditions' with a link to a document. A green arrow labeled 'Accept' points to a red-bordered box containing the question 'Do you accept these Terms and Conditions?' with 'Yes' and 'No' radio buttons. This box is marked with a red circle and the number '2'. To the right of this box is a blue button labeled 'Send to Event Owner', marked with a red circle and the number '3'.

Participating in the eAuction

- 1
- After accepting the Terms & Conditions please click on “Enter Response” to continue to view event details. This will allow you to participate in the eAuction.

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Event Information & Bidding Rules

Event will end at the Event End Time.

**Your responses are viewable by buyer once submitted**

**Buyer may choose to award individual line items**

Buyer Attachments

**T** Dear Ladies and Gentlemen,

If you would like to participate in this sourcing event, we kindly ask you to review, complete and sign the requested forms.

Click the "My Responses" button to provide your response, including attachments, forms and conditions.

In case of questions please don't hesitate to contact us via this platform.

Kind regards

Schaeffler Group

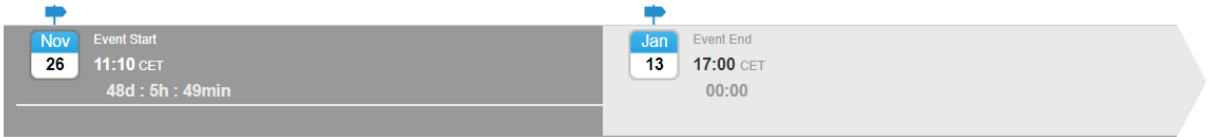
Event Ends

48 : 05

days hrs

[Coupa\\_Schaeffler\\_Supplier\\_Quick\\_Refe...](#)

Timeline



Click to enter bid

Enter Response 1

Participating in a English Reverse Auction



Now you will be able to enter your bids. If you have participated in the RfQ before, you will see your entered bids as starting price.

Please enter your price and click “Submit Bids”.

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LUKE WALKER



USA - Consulting - 122020 - Event #854 Bidding in Progress

Bidding Countdown 14 : 23 days hrs

Event Info My Response

Items and Lots

Cancel Submit Bids

Name	Expected Qty	My Price	Price x Expected Qty
Items Not In Lots (2 items)			
Senior Consultant	10 (Days)	800.00	8,000.00 EUR
Manager	5 (Hours)	2,500.00	12,500.00 EUR
Total		20,500.00 EUR	

Participating in a English Reverse Auction

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Total			20,500.00 EUR

After you have entered your bid you can see your rank within the eAuction.

You can re-submit bids as long as the eAuction is still running. Please check the Bidding Countdown.

Name	Expected Qty	My Price	Price x Expected Qty
Items Not In Lots (2 items)			
Senior Consultant	10 (Days)	800.00	8,000.00 EUR
Manager	5 (Hours)	2,500.00	12,500.00 EUR
Total			20,500.00 EUR

Your Rank Is 1 of 1

Your Rank Is 1 of 1

Your Rank Is 1 of 1

Three options exist regarding which information about the rank/ best price. Depending on the eAuction setting your view will vary.

## Participating in a English Reverse Auction

After you have entered your bid, please fill in the questionnaire. All fields marked with \* are mandatory.

Please note: the questionnaire may vary depending on the eAuction.

Once you have filled all your information click “Submit Response”.



Please complete

Event Ends 48 : 05 days hrs

### 2. Company Information Questionnaire Sourcing

Please answer the questions below.

#### Basic Information

\* Supplier Name

\* Street

House Number

Postal Code

\* City

\* Country  x v

\* Language  x v

DUNS Number

#### Supplier contact information

\* First Name

\* Surname

Function  v

\* Phone Number

\* E-Mail

Export to ExcelImport from ExcelLoad HistorySubmit Response

Participating in a Dutch Reverse Auction



- In the **My Responses** page, you see the list of items, the expected quantity, the changing call-out price (current bid price) and the resulting cost for each item as well as the total cost of all items at the current interval.
- You also see a clock indicating time to next change of the price, the time between price changes is stated in the **Event Information & Bidding Rules** section in the **Event Info** page.
- By clicking the **Accept bid** button at the bottom right in the Items and Lots section, you accept the total cost and the auction is ended.

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USA - Consulting - 122020 - Event #855

Bidding in Progress

Time left in increment

01:54

minssecs

Event Info

My Response

Items and Lots

Click the Accept bid button to accept the current Dutch auction total.

Name	Expected Qty	Current Bid Price	Current Total Price
Items Not In Lots (2 items)			
Senior Consultant	10 (Days)	1,000.00 EUR	10,000.00 EUR
Manager	5 (Hours)	2,200.00 EUR	11,000.00 EUR
Total			21,000.00 EUR

Accept bid

You will confirm bid on the next page

Export to Excel

Load History

Participating in a Dutch Reverse Auction



If you would like to accept the bid at this price:

Please click “Accept bid” and then “Submit”.

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LUKE WALKER

USA - Consulting - 122020 - Event #855 Bidding in Progress

Time left in increment 01:54 mins secs

Event Info My Response

Items and Lots

Click the Accept bid button to accept the current Dutch auction total.

Name	Expected Qty		Current Bid Price	Current Total Price
Items Not In Lots (2 items)				
Senior Consultant	10 (Days)	x	1,000.00 EUR	10,000.00 EUR
Manager	5 (Hours)	x	2,200.00 EUR	11,000.00 EUR
Total			21,000.00 EUR	Accept bid

Submit bid

Are you sure you want to submit bid? This will make you a winner and end the auction. This cannot be undone.

Cancel Submit

Participating in a Dutch Reverse Auction



Once you have submitted your bid the system will show you that you have won the eAuction.

Items and Lots

Name	Expected Qty		My Price	Price x Expected Qty	
Items Not In Lots (2 items)					
Senior Consultant	10 (Days)	x	1,000.00 EUR	10,000.00 EUR	
Manager	5 (Hours)	x	2,200.00 EUR	11,000.00 EUR	
Total				21,000.00 EUR	You won

Participating in a Japanese Reverse Auction

USA - Consulting - 122020 - Event #902 Bidding in Progress

Event Info

My Response

Time left in the current step 01:12 mins secs Step 1

Items and Lots

Click Agree to Price button to accept the current price and stay in auction.

Name	Expected Qty		Current Bid Price	Current Total Price
Items Not In Lots (2 items)				
Senior Consultant	10 (Days)	x	1,000.00 EUR	10,000.00 EUR
Manager	5 (Hours)	x	2,200.00 EUR	11,000.00 EUR
Total			21,000.00 EUR	

Agree to Price

Agree to this price to stay in auction

Export to Excel

Load History

As soon as the bidding phase starts, the clock starts ticking and the start prices are changed as established in the item specifications.


You will see the list of items, the expected quantity, the changing call-out price, and the resulting total cost for each item as well as the total cost of all items at the current interval.

You also see a clock indicating time to next change of the price, the time between price changes is stated in the Event Information & Bidding Rules section in the Event info page.

Each participant has to accept the total cost at each step. By clicking the **Agree to Price** button, you accept the total cost and remains active in the auction. Not accepting, closes the auction for you.

**Thank you!**

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Thank you for participating in our eAuction.  
Schaeffler will get back to you as soon with  
more details.

In case of any specific information related to your eAuction,  
please reach out the Schaeffler event owner through the  
Coupa messaging function.

