



HBIS SERBIA

CUSTOMERS INSTRUCTIONS

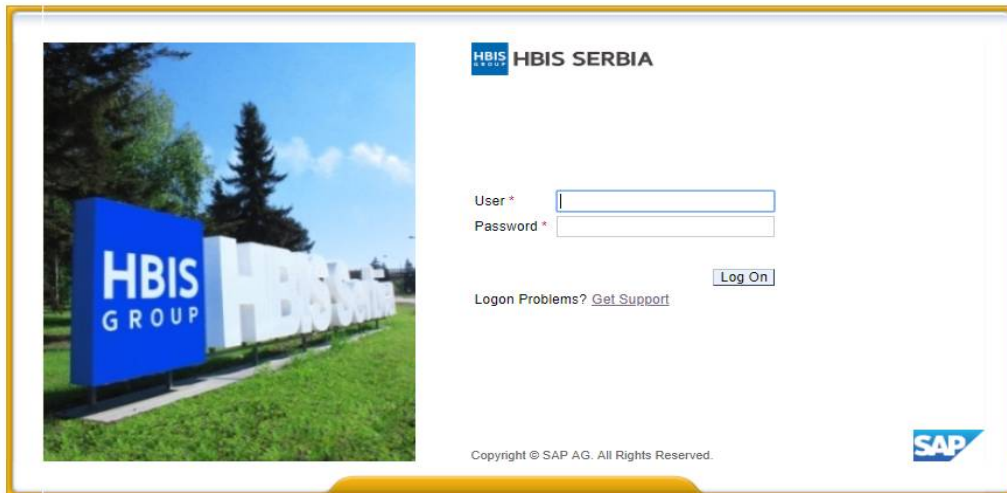
*Sale Auctions –
Process of Offer Submission*

SAP Sourcing, Atos

Navigation through the system

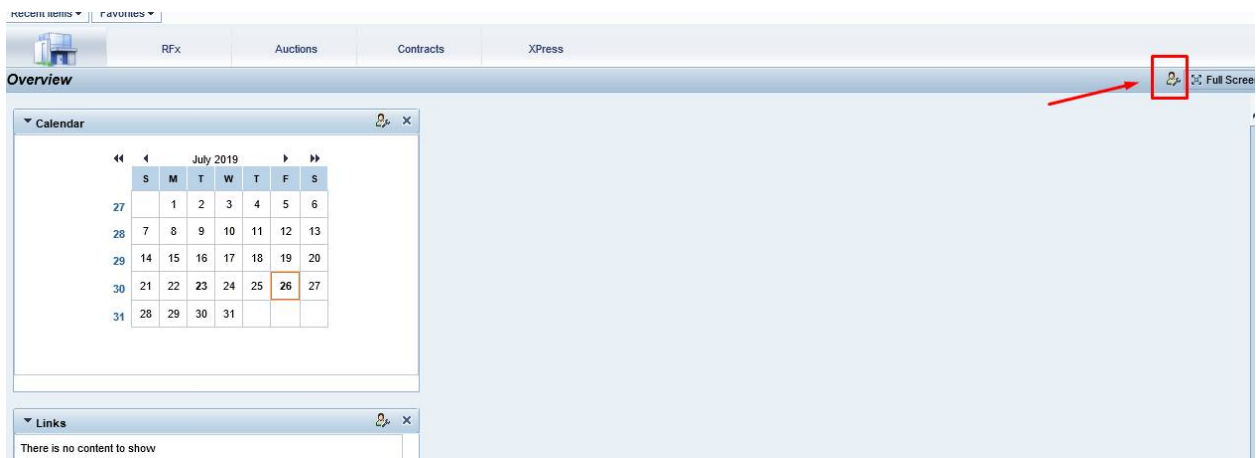
As one of the selected Customers you have received an email with information that you've been chosen to participate in a sale auction and that you can submit your offer via SAP Sourcing portal for customers.

Click on the link in the email, and a view like shown below will appear. Enter your user name and password (from the previously received email).



The login page for HBIS SERBIA. It features a large image of an HBIS GROUP sign on the left. On the right, there is a login form with fields for 'User *' and 'Password *', a 'Log On' button, and a link for 'Logon Problems? Get Support'. The SAP logo is in the bottom right corner, and the copyright notice 'Copyright © SAP AG. All Rights Reserved.' is at the bottom center.

After having logged, a following view opens. If you are logged into the system for the first time, it is necessary to adjust the view, in order to have most of information in one place, when logged.



It is necessary to “un-check” the listed fields. By clicking the button Done, in the upper left corner, you are returning to the previous view, where views that are not hidden any more, appear.

Recent Items ▾ Favorites ▾

RFx Auctions Contracts XPress

Back Overview > Home

Personalize Workbench Page : Home

Done Save Cancel Undo Document ▾

Page Title:

Description:

* Layout:
WARNING: If you change your layout to fewer columns, your channel configurations will change columns. If you want to change them back, you will have to do it manually.

Channel Configurations:

<input type="checkbox"/>	Display Name	Hide	Wide Channel
▼ Column 1			
<input type="checkbox"/>	Calendar	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Links	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Supplier Setup	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Tech Support and Training	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Global Discussions	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Help Center	<input type="checkbox"/>	<input type="checkbox"/>
▼ Column 2 (Wide Column)			
<input type="checkbox"/>	Events	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Supplier Alerts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	New Discussions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Active Auctions, RFxs, and XPress Requests	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Awarded Auctions, RFxs, and XPress Requests	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Active Agreements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Public Events	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	External Reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Current Scorecards	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

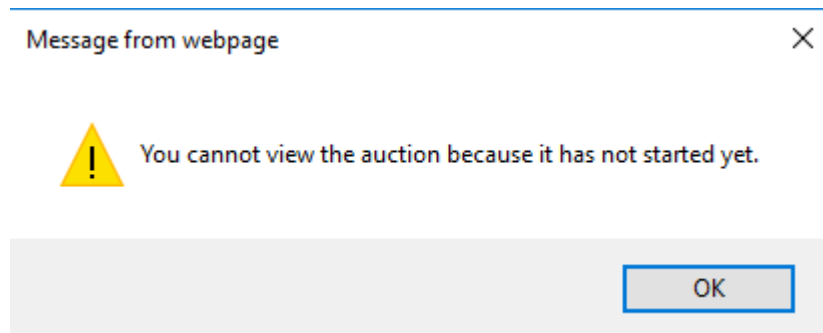
Page 1 of 1 Go ▾ ▾ Displaying 1-15 of 15 records.

The screenshot shows the SAP Sourcing Overview page. The main navigation bar includes 'RFx', 'Auctions', 'Contracts', and 'XPress'. The 'Overview' tab is selected. On the left, there is a 'Calendar' widget showing a calendar for July 2019, with the 26th highlighted. Below the calendar are 'Links' and 'Supplier Setup' sections. The 'Supplier Setup' section indicates 'You are the primary contact' and lists links for 'Change My Password', 'View or Modify My Supplier Information', 'Manage User Accounts', and 'Supplier Account Status Report'. The main content area is divided into several sections: 'Events for 26.07.2019', 'Supplier Alerts', and 'Public Events'. The 'Events for 26.07.2019' section lists three events with their titles and active dates. The 'Supplier Alerts' section lists seven alerts with their creation dates and message texts. The 'Public Events' section is currently empty.

Title	Active Dates
AUC-HBS000004-07-26-2019: DSI SKIMMER IRON: Datum aukcije	26.07.2019 10:32 - 26.07.2019 10:57
AUC-HBS000002-07-26-2019: Iz šablona ZAUOCR: Datum aukcije	26.07.2019 08:36 - 26.07.2019 08:51
AUC-HBS000001-07-26-2019: DSI SKIMMER IRON: Datum aukcije	26.07.2019 08:20 - 26.07.2019 10:40

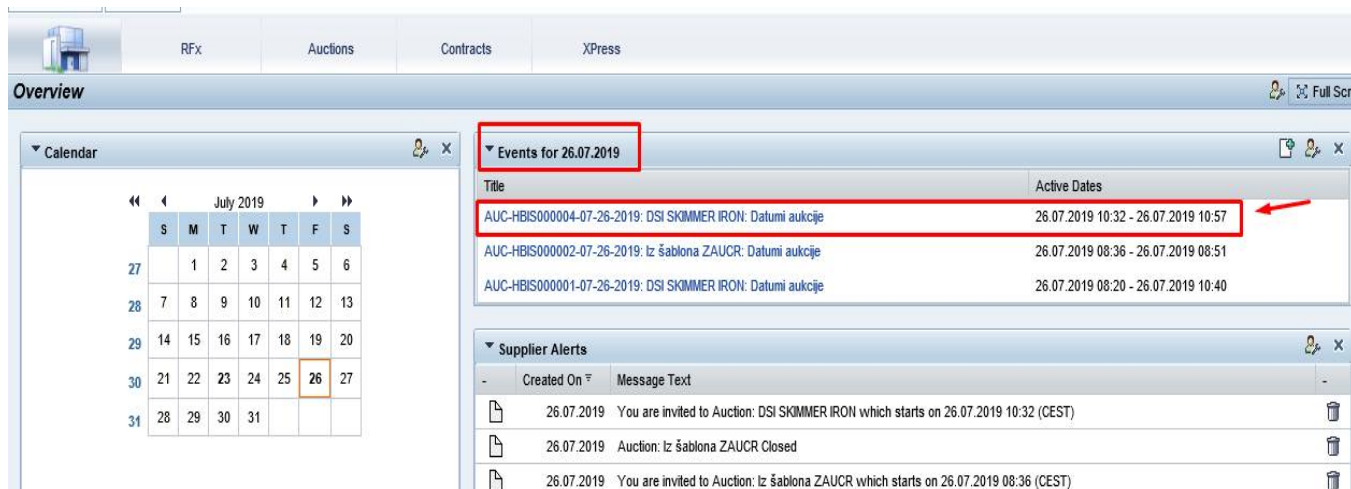
Created On	Message Text
26.07.2019	You are invited to Auction: DSI SKIMMER IRON which starts on 26.07.2019 10:32 (CEST)
26.07.2019	Auction: Iz šablona ZAUOCR Closed
26.07.2019	You are invited to Auction: Iz šablona ZAUOCR which starts on 26.07.2019 08:36 (CEST)
26.07.2019	Pozvani ste na aukciju: DSI SKIMMER IRON koja počinje 26.07.2019 08:20 (CEST)
23.07.2019	Aukcija: DSI skimmer iron 2 zatvorena
23.07.2019	Podneli ste najbolju ponudu DSI SKIMMER IRON u aukciji: DSI skimmer iron
23.07.2019	Aukcija: DSI skimmer iron zatvorena

In the part *Supplier Alerts*, the information about auction inquiry occurs on a day, when auction organizer approves it to be sent. At that point, it is not possible to see anything else, but the info about date and time when auction starts. If you try to see that information, the following window with a warning will pop up:



Previous view of the auction

The auction can be seen first when date and time placed in the information come. When it is time to open the auction to which you've been invited to, it will appear in the part *Events*:



The screenshot shows the SAP Sourcing Overview page. On the left is a calendar for July 2019, with the 26th highlighted. On the right, the 'Events for 26.07.2019' section is expanded, showing a table of events. The first event, 'AUC-HBIS000004-07-26-2019: DSI SKIMMER IRON: Datumi aukcije', is highlighted with a red box and a red arrow. Below this, the 'Supplier Alerts' section is also expanded, showing three alerts related to the auction.

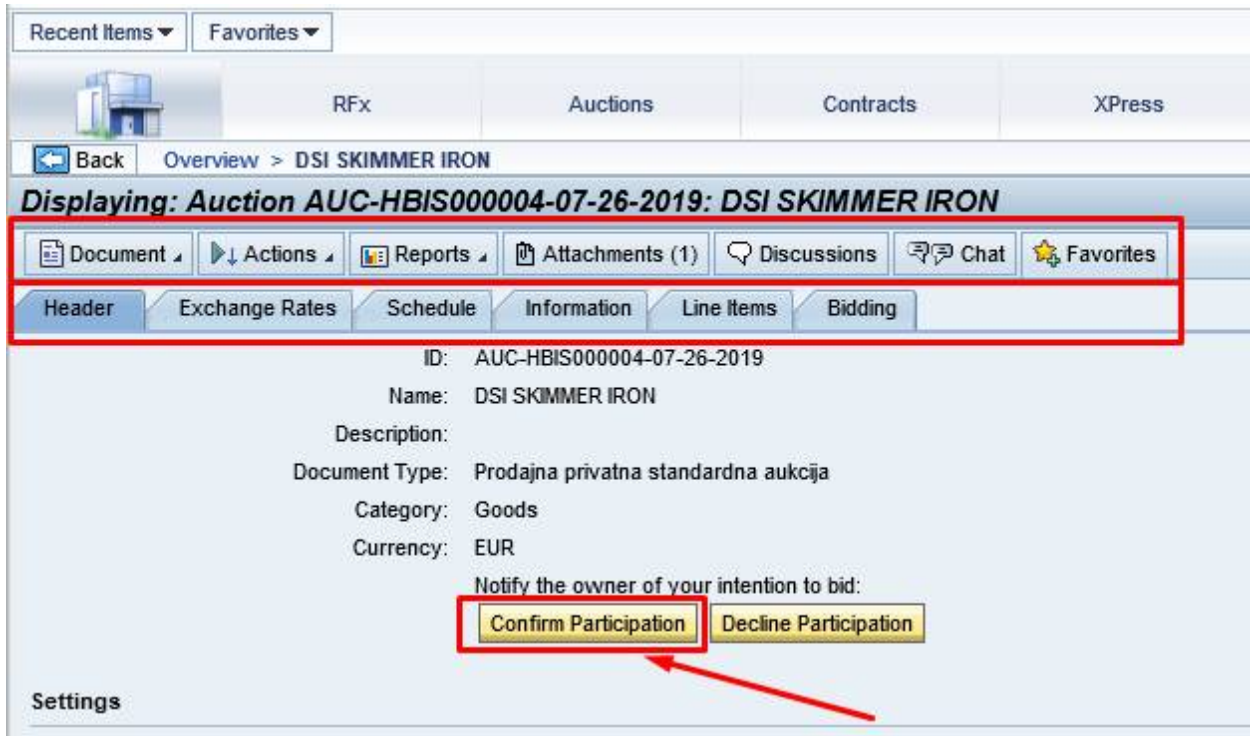
Title	Active Dates
AUC-HBIS000004-07-26-2019: DSI SKIMMER IRON: Datumi aukcije	26.07.2019 10:32 - 26.07.2019 10:57
AUC-HBIS000002-07-26-2019: Iz šablona ZAUCR: Datumi aukcije	26.07.2019 08:36 - 26.07.2019 08:51
AUC-HBIS000001-07-26-2019: DSI SKIMMER IRON: Datumi aukcije	26.07.2019 08:20 - 26.07.2019 10:40

Created On	Message Text
26.07.2019	You are invited to Auction: DSI SKIMMER IRON which starts on 26.07.2019 10:32 (CEST)
26.07.2019	Auction: Iz šablona ZAUCR Closed
26.07.2019	You are invited to Auction: Iz šablona ZAUCR which starts on 26.07.2019 08:36 (CEST)

By clicking on the mentioned auction a toolbar view opens and it contains the following tabs:

- Header – general data about the sale – Auction
- Exchange rates– alternative currencies which can be used for submitting the offer
- Schedule – time schedules within which the auction will take place
- Information – Information needed for submitting the offer
- Line items – information about the auction subject, with description and quantities by line item
- Bidding – tab for auction and submission of bids

The Header tab contains, besides data on auction, also a button for confirmation of participation in the auction. In order to participate in the auction, it is necessary to click the button *Confirm Participation*.



Recent Items ▾ Favorites ▾

RFx Auctions Contracts XPress

Back Overview > DSI SKIMMER IRON

Displaying: Auction AUC-HBIS000004-07-26-2019: DSI SKIMMER IRON

Document ▾ Actions ▾ Reports ▾ Attachments (1) Discussions Chat Favorites

Header Exchange Rates Schedule Information Line Items Bidding

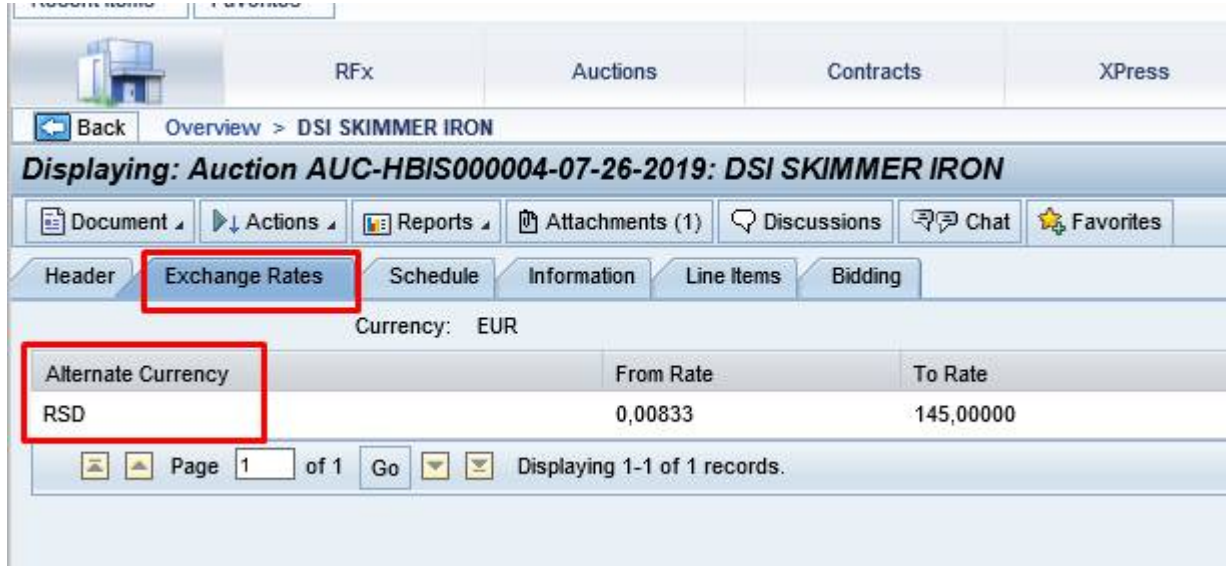
ID: AUC-HBIS000004-07-26-2019
 Name: DSI SKIMMER IRON
 Description:
 Document Type: Prodajna privatna standardna aukcija
 Category: Goods
 Currency: EUR

Notify the owner of your intention to bid:

Confirm Participation Decline Participation

Settings

The following tab is *Exchange rates*, where a list of exchange rates is given, in which the offers can be submitted.



RFx Auctions Contracts XPress

Back Overview > DSI SKIMMER IRON

Displaying: Auction AUC-HBIS000004-07-26-2019: DSI SKIMMER IRON

Document ▾ Actions ▾ Reports ▾ Attachments (1) Discussions Chat Favorites

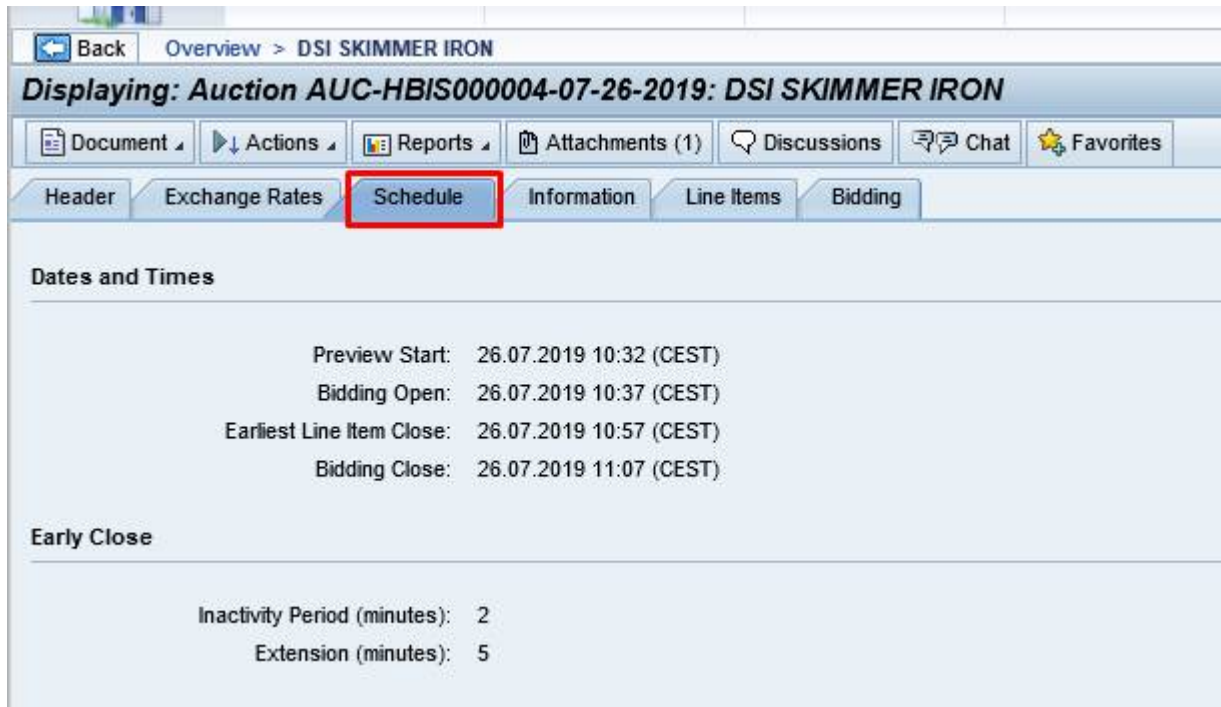
Header **Exchange Rates** Schedule Information Line Items Bidding

Currency: EUR

Alternate Currency	From Rate	To Rate
RSD	0,00833	145,00000

Page 1 of 1 Go Displaying 1-1 of 1 records.

The next tab is *Schedule*, where times within which the Auction takes place are shown. Depending on the situation within the Auction, the times can be changed.



Back Overview > DSI SKIMMER IRON

Displaying: Auction AUC-HBIS000004-07-26-2019: DSI SKIMMER IRON

Document Actions Reports Attachments (1) Discussions Chat Favorites

Header Exchange Rates **Schedule** Information Line Items Bidding

Dates and Times

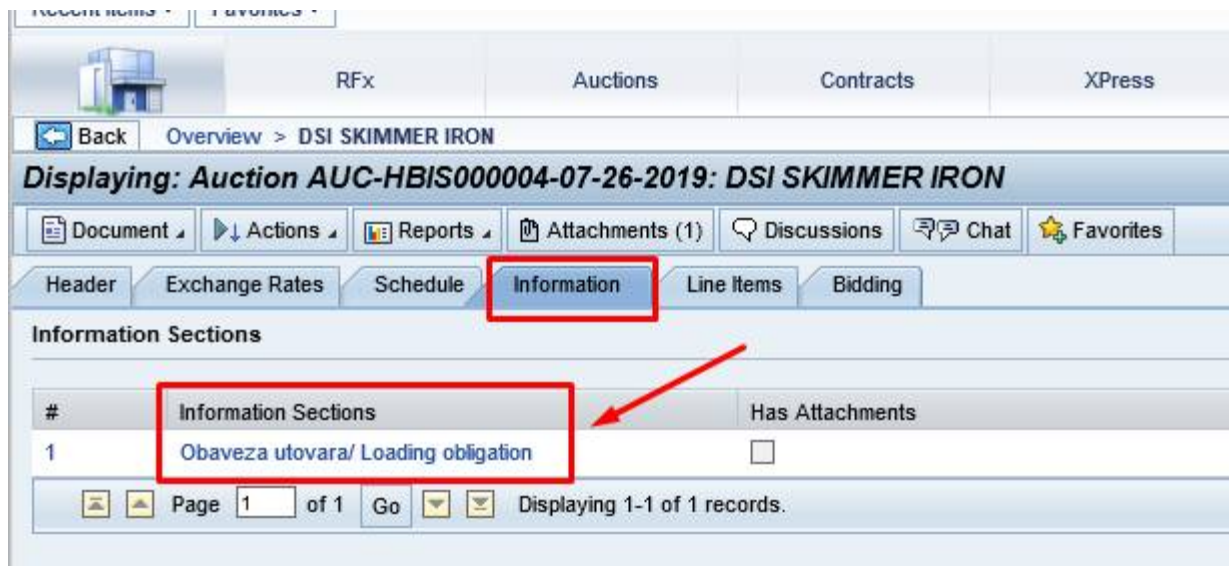
Preview Start: 26.07.2019 10:32 (CEST)
 Bidding Open: 26.07.2019 10:37 (CEST)
 Earliest Line Item Close: 26.07.2019 10:57 (CEST)
 Bidding Close: 26.07.2019 11:07 (CEST)

Early Close

Inactivity Period (minutes): 2
 Extension (minutes): 5

Within the *Early closing* section, time intervals *Inactivity period* and *Extension* are listed. The first time interval *Inactivity period* refers to time before expiry of the time quoted in *Earliest Line Item Close* field where, if an offer is submitted, the time is automatically extended for the time quoted in the field *Extension*. This is possible to repeat until the time quoted in the field *Bidding Close* expires.

The next tab is *Information*, where all the info by the seller are posted, which are needed in order to submit the correct offer. Each individual information is opened by clicking each line.



RFx Auctions Contracts XPress

Back Overview > DSI SKIMMER IRON

Displaying: Auction AUC-HBIS000004-07-26-2019: DSI SKIMMER IRON

Document Actions Reports Attachments (1) Discussions Chat Favorites

Header Exchange Rates Schedule **Information** Line Items Bidding

Information Sections

#	Information Sections	Has Attachments
1	Obaveza utovara/ Loading obligation	<input type="checkbox"/>

Page 1 of 1 Go Displaying 1-1 of 1 records.

By clicking the mentioned information, a following view with description made by the seller is opened.

The screenshot shows the 'Obaveza utovara/ Loading obligation' view in SAP Sourcing. The breadcrumb trail is: Overview > Auction: DSI SKIMMER IRON > Obaveza utovara/ Loading obligation. The title bar reads: 'Displaying: Info Section in Auction AUC-HBIS000004-07-26-2019: DSI SKIMMER IRON : Obaveza utovara/ Loading obligation'. Below the title bar is an 'Attachments' button and an 'OK' button. The main content area displays the following information:

Title: Obaveza utovara/ Loading obligation
 Content: Obaveza utovara u slučaju navedenog pariteta EXW pada na teret kupca, odnosno HBIS nema obavezu obezbeđenja utovara dobara koje su predmet prodaje

Below this, a note states: 'Loading obligation for stated incoterm EXW is buyer obligation, ie HBIS has no obligation of loading goods which are auction objects.'

The *Line item* tab contains information about the auction subject, quantity that is being sold, parity, grade of offer improvement, incoterm location. By clicking the Line item – Description, an additional field is opened, where the first price offered by line item can be seen.

The screenshot shows the 'Line Items' tab in SAP Sourcing. The breadcrumb trail is: Overview > DSI SKIMMER IRON. The title bar reads: 'Displaying: Auction AUC-HBIS000004-07-26-2019: DSI SKIMMER IRON'. Below the title bar are buttons for Document, Actions, Reports, Attachments (1), Discussions, Chat, and Favorites. The 'Line Items' tab is selected, and the 'Default Incoterm' is EXW. The 'View' is set to 'Basic View', 'Group By' is 'Display Group', 'Show Only' is 'Show All', 'Sort By' is 'Line #', and 'Detail Pane' is 'On'. The table below shows the line items:

ID	Line #	Item Type	Product ID	Description	Quantity	Bid Improvement
1	1.1	Material	DSI SKIMMER IRON	DSI SKIMMER IRON	1,000,00 T	3,00 EUR / TO

A red box highlights the 'Description' column, and a red arrow points to it. Below the table, the 'Attachments' button is visible. The bottom section of the screen shows the 'General' and 'Product Specifications' tabs. The 'General' tab displays the following information:

General
 ID: 1
 Line #: 1.1
 Status: Open for bidding
 Line Item Group: Default Line Item Group
 Item Type: Material
 Product ID: DSI SKIMMER IRON
 Material: DSI SKIMMER IRON
 Description: DSI SKIMMER IRON

The 'Product Specifications' tab displays the following information:

Product Specifications
 Quantity: 1,000,00 T
 Unit Start Price: 140,00 EUR
 Unit Bid Improvement: Min: 3,00 EUR
 Category: Goods
 Location:
 Plant:

The 'Delivery Address' tab is also visible at the bottom.

The last tab is *Bidding*. This is the main view of the Auction, i.e. place where the bidding itself is done. Besides the other information, this tab provides a view of the current stage at which the auction is, the remaining time until the mentioned stage expires, starting line item price, as well as other information about the subject of the auction.

Displaying: Auction AUC-HBIS000004-07-26-2019: DSI SKIMMER IRON

Document | Actions | Reports | Attachments (1) | Discussions | Chat | Favorites

Header | Exchange Rates | Schedule | Information | Line Items | **Bidding**

Event Contact: Bidding Start Time: 26.07.2019 10:37 (CEST) **Current Phase: Bid** Current Auction Time: 26.07.2019 10:47 (CEST)
 Telephone: Bidding End Time: 26.07.2019 10:57 (CEST) **Time Remaining in 0:09:48 Phase:** Supplier Status: Active

Sort By: Line #

Bid on Selected Items | Enter Incoterm Location

ID	Line #	Status	Start Time	End Time	Product ID	Description	Incoterm Location	Rank	My Last Bid	Quantity Filled	Extended Price
1	1.1	Open	26.07.2019 10:37 (CEST)	26.07.2019 10:57 (CEST)	DSI SKIMMER IRON	DSI SKIMMER IRON				SEALED /1,000,00 T	

Page 1 of 1 Go Displaying 1-1 of 1 records.

Line Item Details

Select a Line Item: 1.1

Line Item Number: 1.1
 Product ID: DSI SKIMMER IRON
 Start Price: 140,00 EUR / TO
 Bid Improvement: 3,00 EUR / TO

Event Message Board for AUC-HBIS000004-07-26-2019: DSI SKIMMER IRON

All Buy-Side Users

Message to Purchasers: All Buy-Side Users View History

Send

If you click any button for making a bid, the system shall show the following message until the date and time of the auction start comes:

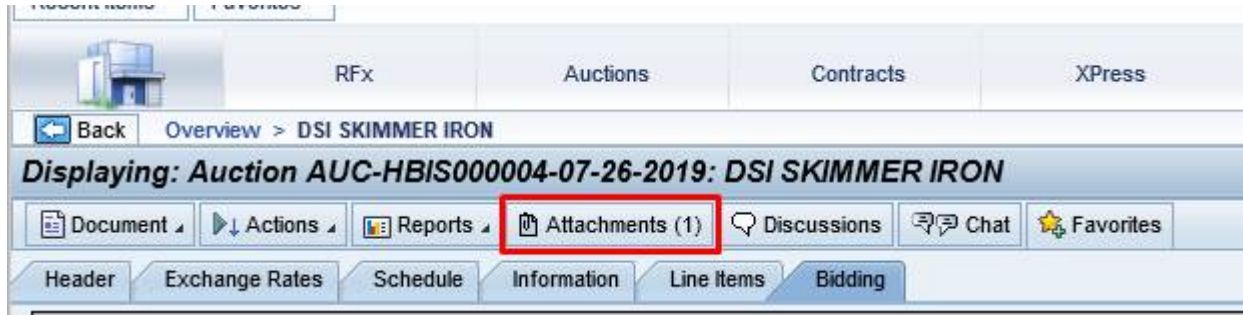
Message from webpage X

You cannot enter the Incoterm location because the auction is not in pre-bid or bid phase.

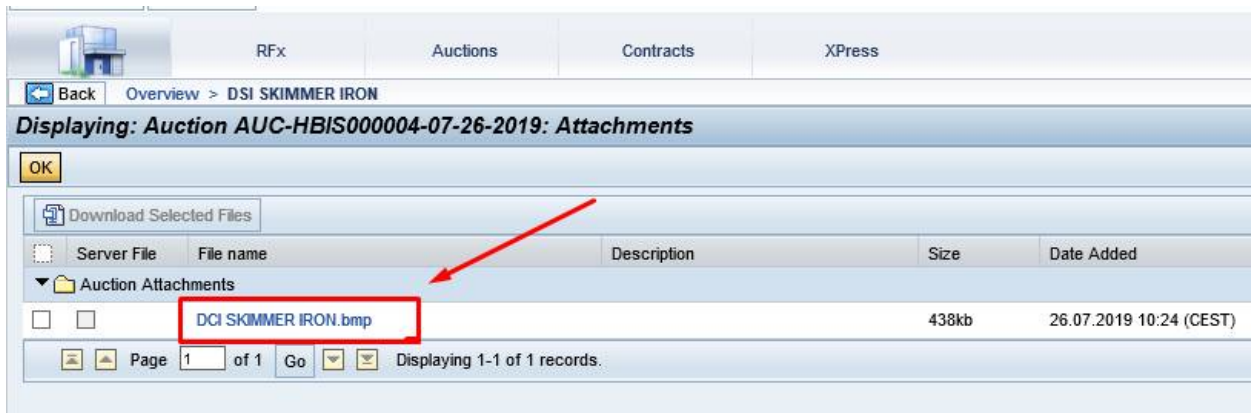
OK

Until the beginning of the auction quoted under the Schedule tab, in the part *Bidding open* the system will inform you that Auction is not in the “bidding” stage and that no filling out of any data is allowed.

Toolbar contains, besides the rest of the buttons, also a button *Attachments*. Here, the seller can attach documentation for everyone’s insight. It can contain photos, drawings, schemes... any document needed for making a bid.



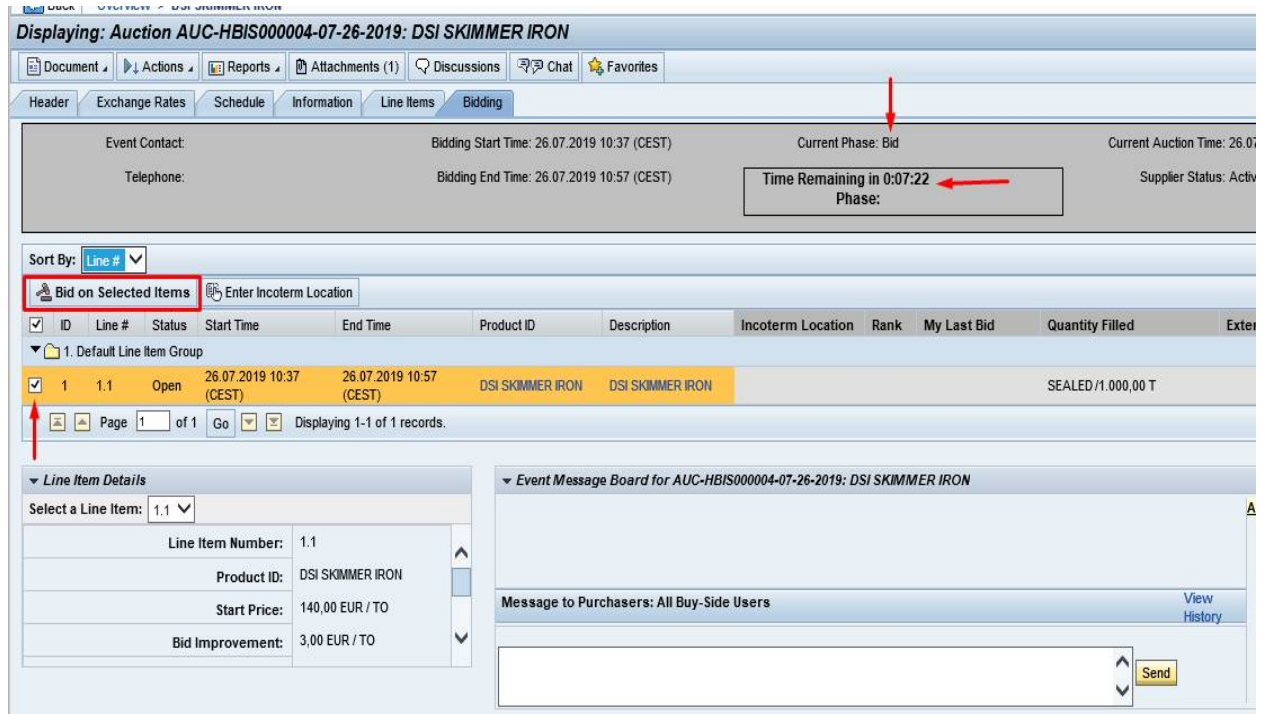
By clicking the button Attachments a new window opens, containing documents left by the seller for everybody's insight.



By clicking the mentioned attachment (link), the document is downloaded.

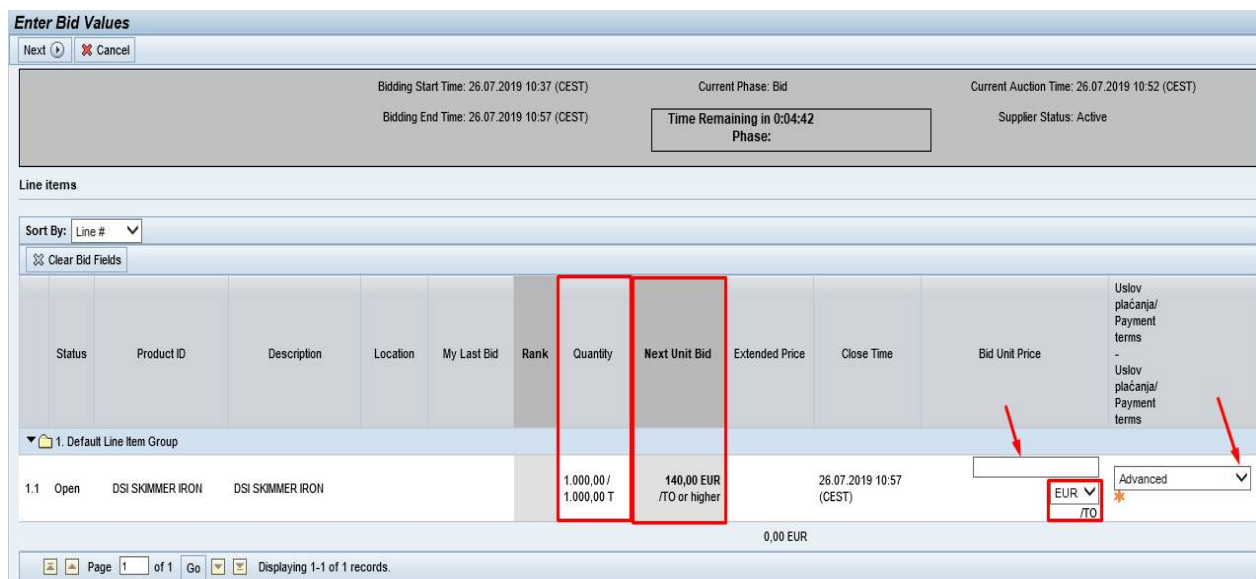
Auction - bidding

When auction is opened for bidding, entering of offers is then allowed. Before any price or remark entry, it is obligatory to enter Incoterm location. Also, if there are more Line items, the Customer submitting an offer can submit offers only for selected items, by checking those.



The screenshot shows the SAP Sourcing Auction Interface for auction AUC-HBIS000004-07-26-2019: DSI SKIMMER IRON. The interface includes a header with navigation tabs (Document, Actions, Reports, Attachments, Discussions, Chat, Favorites) and a sub-header with tabs (Header, Exchange Rates, Schedule, Information, Line Items, Bidding). The main area displays auction details: Event Contact, Bidding Start/End Times, Current Phase (Bid), Current Auction Time, and Time Remaining (0:07:22). A red arrow points to the 'Time Remaining' box. Below this, there is a 'Sort By' dropdown set to 'Line #'. A red box highlights the 'Bid on Selected Items' button. Below the button, a table lists line items. The first line item is selected (checked). A red arrow points to the 'Bid on Selected Items' button. Below the table, there is a 'Line Item Details' section with fields for Line Item Number, Product ID, Start Price, and Bid Improvement. To the right, there is an 'Event Message Board' with a message to purchasers and a 'Send' button.

By clicking the button *Bid on Selected Items*, the following window opens, where quantity (if entering of partial quantities is allowed), price and payment conditions are entered.



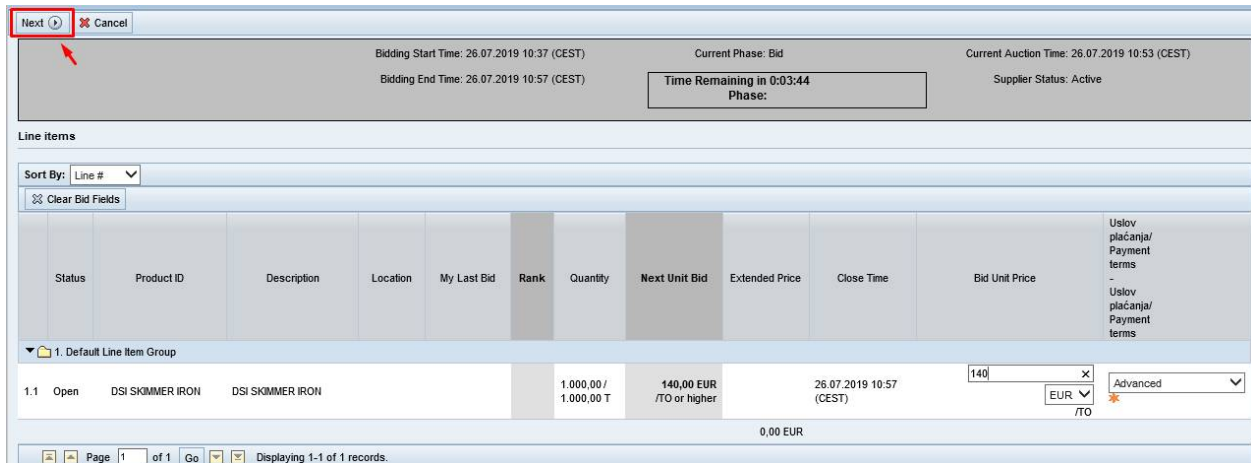
The screenshot shows the 'Enter Bid Values' window. It includes a header with 'Next' and 'Cancel' buttons. The main area displays auction details: Bidding Start/End Times, Current Phase (Bid), Current Auction Time, and Time Remaining (0:04:42). Below this, there is a 'Line Items' section with a 'Sort By' dropdown set to 'Line #'. A red box highlights the 'Quantity' and 'Next Unit Bid' columns in the table. The first line item is selected. To the right of the table, there is a 'Bid Unit Price' field with a dropdown menu set to 'EUR' and a 'Payment terms' dropdown menu set to 'Advanced'. A red arrow points to the 'Payment terms' dropdown menu. Below the table, there is a 'Page' indicator showing 'Page 1 of 1' and a 'Go' button.

A standard value of payment terms is defined, but it can be changed in accordance with the drop – down menu.

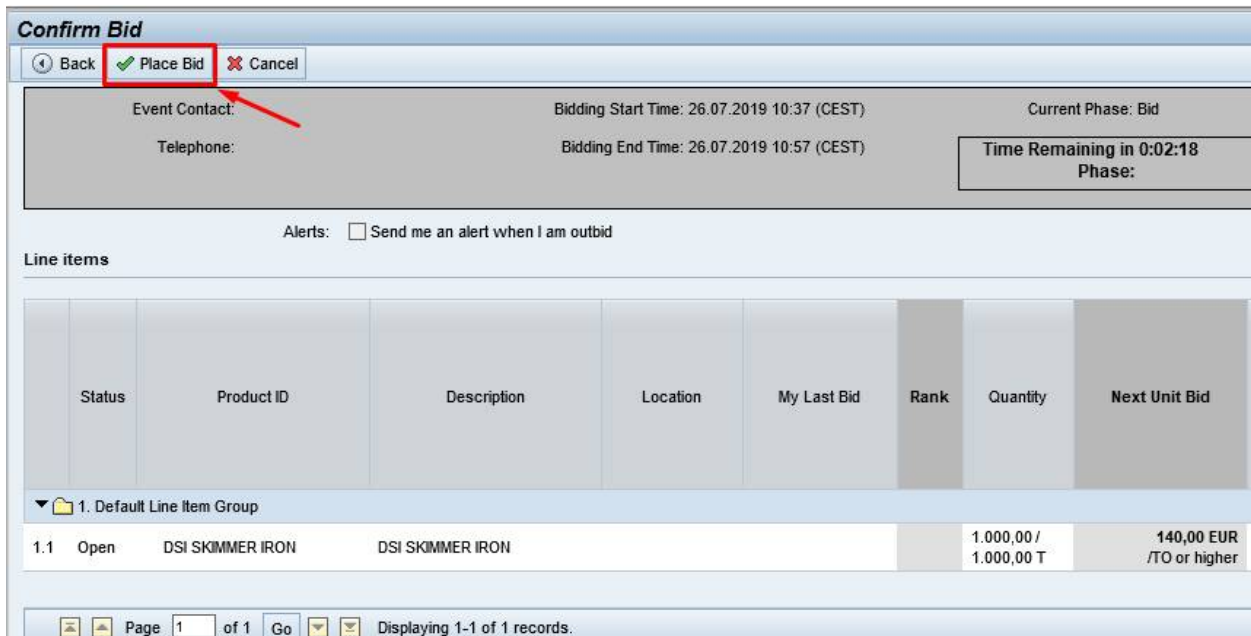
In the mentioned window selection of currency in which the offer will be submitted, is selected. Unit price for Line item for which the offer is made is entered into the Bid unit price. Field *Next unit bid* contains the minimal price that needs to be entered.

Additional remark: During and after auctions the system does not count the quoted payment manner when ranking the best bid, i.e. the information on payment manner does not affect the systemic bid ranking.

When currency has been chosen, all has been checked and the price entered, in order to continue, it is necessary to click on the button Next.



The screenshot shows the 'Next' button highlighted with a red box and a red arrow pointing to it. The interface includes a header with bidding start and end times, current phase, and auction time. Below this is a table of line items with columns for Status, Product ID, Description, Location, My Last Bid, Rank, Quantity, Next Unit Bid, Extended Price, Close Time, Bid Unit Price, and Uslov plaćanja/ Payment terms. A line item for 'DSI SKIMMER IRON' is visible with a quantity of 1,000.00 and a next unit bid of 140.00 EUR. The bottom of the screen shows a pagination bar indicating 'Page 1 of 1' and 'Displaying 1-1 of 1 records'.



The screenshot shows the 'Confirm Bid' window. The 'Place Bid' button is highlighted with a red box and a red arrow pointing to it. The window includes a header with event contact, telephone, bidding start and end times, current phase, and time remaining. Below this is a table of line items with columns for Status, Product ID, Description, Location, My Last Bid, Rank, Quantity, and Next Unit Bid. A line item for 'DSI SKIMMER IRON' is visible with a quantity of 1,000.00 and a next unit bid of 140.00 EUR. The bottom of the screen shows a pagination bar indicating 'Page 1 of 1' and 'Displaying 1-1 of 1 records'.

The field *Total price* is automatically filled out and after that it is necessary to click the button *Place Bid*. If anything is wrong, a following message pops up:

Enter Bid Values

! This document has error(s). View below for more details.

Next

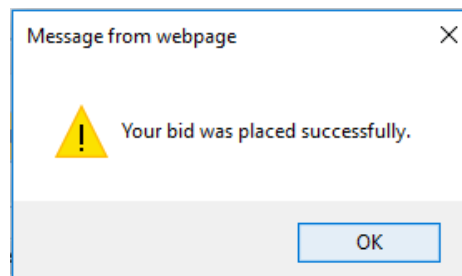
Bidding Start Time: 26.07.2019 10:37 (CEST) Co
 Bidding End Time: 26.07.2019 10:57 (CEST) Time R

You must have a valid bid for at least one line item. If bid is calculated by formula, make sure that you've entered all formula operands.

Line items

Sort By: Line #

If everything is ok, the following message pops up:



After having submitted the offer, the system automatically returns the view to the Bid and now, the bidder, besides the rest of information, can see its rank and total price.

Displaying: Auction AUC-HBIS000004-07-26-2019: DSI SKIMMER IRON

Document Actions Reports Attachments (1) Discussions Chat Favorites

Header Exchange Rates Schedule Information Line Items **Bidding**

Event Contact: Bidding Start Time: 26.07.2019 10:37 (CEST) Current Phase: Bid Current Auction Time: 26.07.2019 10:55 (CEST)
 Telephone: Bidding End Time: 26.07.2019 11:02 (CEST) Time Remaining in 0:06:49 Phase: Supplier Status: Active

Sort By: Line #

ID	Line #	Status	Start Time	End Time	Product ID	Description	Incoterm Location	Rank	My Last Bid	Quantity Filled	Extended Price
1	1.1	Open	26.07.2019 10:37 (CEST)	26.07.2019 11:02 (CEST)	DSI SKIMMER IRON	DSI SKIMMER IRON		1	140,00 EUR /TO	1.000,00 T /1.000,00 T	140.000,00 EUR

Page 1 of 1 Go Displaying 1-1 of 1 records.

Line Item Details
 Select a Line Item: 1.1
 Line Item Number: 1.1
 Product ID: DSI SKIMMER IRON
 Start Price: 140,00 EUR / TO
 Bid Improvement: 3,00 EUR / TO

Event Message Board for AUC-HBIS000004-07-26-2019: DSI SKIMMER IRON
 All Buy-Side Users
 Message to Purchasers: All Buy-Side Users View History

After expiration of a period when the auction is opened, there is a stage Close Pending. At this point, it is possible that administrator opens the auction again and enters a new deadline for bid submission.

Displaying: Auction AUC-HBIS000004-07-26-2019: DSI SKIMMER IRON

Document | Actions | Reports | Attachments (1) | Discussions | Chat | Favorites

Header | Exchange Rates | Schedule | Information | Line Items | Bidding

Event Contact: Bidding Start Time: 26.07.2019 10:37 (CEST) **Current Phase: Close Pending** Current Auction Time: 26.07.2019 10:37 (CEST)
 Telephone: Bidding End Time: 26.07.2019 11:02 (CEST) **Time Remaining in 9:58:48 Phase:** Supplier Status: Active

Sort By: Line #

Bid on Selected Items | Enter Incoterm Location

ID	Line #	Status	Start Time	End Time	Product ID	Description	Incoterm Location	Rank	My Last Bid	Quantity Filled	Extended
1	1.1	Close Pending	26.07.2019 10:37 (CEST)	26.07.2019 11:02 (CEST)	DSI SKIMMER IRON	DSI SKIMMER IRON		1	140,00 EUR /TO	1,000,00 T / 1,000,00 T	140,000 T

Page 1 of 1 Go Displaying 1-1 of 1 records.

Line Item Details
 Select a Line Item: 1.1
 Line Item Number: 1.1
 Product ID: DSI SKIMMER IRON
 Start Price: 140,00 EUR / TO
 Bid Increment: 3,00 EUR / TO

Event Message Board for AUC-HBIS000004-07-26-2019: DSI SKIMMER IRON

Message to Purchasers: All Buy-Side Users [View History](#)

When Close pending stage expires, the auction is closed.

The end of the auction

After having awarded the auction, if its has been awarded to a Customer, s/he will get an email notification, as well as a notification through *Supplier Alerts* channel, as shown in the picture below.

RFx | Auctions | Contracts | XPress

Overview

Calendar

Events for 26.07.2019

Title	Active Dates
AUC-HBIS000005-07-26-2019: DSI SKIMMER IRON: Datum aukcije	26.07.2019 11:09 - 26.07.2019 11:09
AUC-HBIS000004-07-26-2019: DSI SKIMMER IRON: Datum aukcije	26.07.2019 10:32 - 26.07.2019 11:02
AUC-HBIS000002-07-26-2019: Iz šablona ZAUCR: Datum aukcije	26.07.2019 08:36 - 26.07.2019 11:02
AUC-HBIS000001-07-26-2019: DSI SKIMMER IRON: Datum aukcije	26.07.2019 08:20 - 26.07.2019 11:02

Supplier Alerts

Created On	Message Text
26.07.2019	You have submitted a winning bid on DSI SKIMMER IRON in Auction: DSI SKIMMER IRON
26.07.2019	Auction: DSI SKIMMER IRON Closed
26.07.2019	You are invited to Auction: DSI SKIMMER IRON which starts on 26.07.2019 10:32 (CEST)
26.07.2019	Auction: Iz šablona ZAUCR Closed