

A black and white photograph of two men on the deck of a sailboat. They are looking out at a vast, choppy ocean under a cloudy sky. One man is pointing towards the horizon. The sailboat's rigging and sails are visible on the left side of the frame.

# Quick Reference Guide Sourcing Auction

GEP Smart

# Accessing the Auction Event

Once the buyer organization has invited and has published the auction event, you receive 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: Test Auction for supplier

Event Start Date Time: 10/14/2022 08:19 AM Eastern Standard Time

Event End Date Time: 10/14/2022 08:47 AM Eastern Standard Time

Alternatively, you can directly log in to GEP SMART and access the event from the Sourcing -> Auctions grid.

# Viewing Auction Events

You can view the auction events by clicking **Sourcing** on the header, then click **Auctions**.

The screenshot shows the Straumann Group Sourcing interface. The header includes the logo, navigation tabs (Sourcing, Contract, Supplier, Analytics), a search bar, and utility icons. The main content area is titled 'Documents' and features tabs for 'RFQ', 'AUCTION', 'RFQ TEMPLATES', and 'AUCTION TEMPLATES'. Below the tabs are filter cards for 'All' (60), 'Awarding' (28), 'Draft' (19), 'Awarded' (6), 'Cancelled' (3), 'Live' (1), and 'Not Yet Oper' (1). A table below displays auction events with columns for Auction Name, Auction Number, Event Type, Owner, Created, and Status. Annotations with arrows point to search boxes, sorting icons, a 'Manage Attributes' link, and a 'Filters' link.

Auction Name	Auction Number	Event Type	Owner	Created ...	Statu
<input type="text" value="Search"/>	<input type="text" value="Search"/>		<input type="text" value="Search"/>	<input type="text" value="Search"/>	
<a href="#">Test Auction for supplier 1</a>	0087-Oct/2022	Auction	Vlad-Paul Tanase	10/14/2022	Live
<a href="#">Email log &amp; Audit Test</a>	0088-Oct/2022	Auction	Elias De Ceuster	10/14/2022	Awar
<a href="#">Copy of Monitoring_1665642573586</a>	0086-Oct/2022	Auction	Elias De Ceuster	10/13/2022	Draft

Filter based on status

Search for the required auction event

Apply sorting

Manage the column level attributes in below grid.

Apply additional filters

# NDA & Guidelines Acknowledgement

You may need to first accept the NDA/Guideline set by the buyer organization.

The screenshot shows the Straumann Group Sourcing interface. At the top, there are navigation tabs for 'Sourcing', 'Contract', and 'Supplier'. A search bar is located on the right. The main header indicates the current event is 'TEST AUCTION FOR SUPPLIER (LIVE)' and is closing in 00:24:09. Below the header, there is a section for 'ACKNOWLEDGEMENT(S)' with a 'Download All Documents' link. A warning message states: 'You must acknowledge the below documents set by Straumann before participating in the event'. A table lists the documents to be acknowledged:

<input checked="" type="checkbox"/>	Document Name	Document Status	Timestamp	Attachment(s)
<input checked="" type="checkbox"/>	NDA-1	<span>ⓘ Pending</span>	--	0

Below the table, there is a 'BASIC DETAILS' section with the following information:

- Auction Name: Test Auction for supplier
- Event Description:

At the bottom of the interface, there is a footer with the text: 'Your acceptance indicates that you have read and agree to the terms and clauses set by Straumann'. Below this text are three buttons: 'CANCEL', 'REJECT', and 'ACCEPT'. An orange arrow points from the 'REJECT' button to the 'ACCEPT' button.

Select the NDA/Guideline

Reject the NDA/Guideline

Accept the NDA/Guideline

# The Auction Event

After you accept the NDA/Guidelines, the rest of the Auction document containing the following sections become accessible:

1. **Basic Details:** Basic information regarding the Auction event such as the auction name, description, type, method, category, business unit and region.

✓ BASIC DETAILS			
Auction Name Test Auction for supplier			
Event Description Test			
Auction Type Regular	Auction Method Reverse	Event Currency USD	Author Name Vlad-Paul Tanase
Product/Service B - Manufacturing E...	Managed Segment 0001 - CH01 Zentra...	Region/Country Global	Published On 10/14/2022 08:18 AM

# The Auction Event

2. **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	
<a href="#">IT hardware - sample</a>	Live	10/14/2022 08:19 AM	10/14/2022 08:47 AM	Line	3	

Rows Per Page:  << < 1 > >>  /1

# The Auction Event

3. **Buyer Contact Details:** May contain any supporting documents/files added by the buyer that may aid you while responding to the auction.

✓ BUYER CONTACT DETAILS		
Name	Email Id	Contact Number
Vlad-Paul Tanase	<a href="mailto:vtanase@kpmg.com">vtanase@kpmg.com</a>	--

# The Auction Event

4. **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
<a href="#">Dummie doc.docx</a>	10/11/2022 03:46 AM	Vlad-Paul Tanase	11.37Bytes

Rows Per Page:  << < 1 > >>  /1



# Bidding in a Regular Auction

The bidding activity in an auction event takes place in the Lots tab. You can start bidding once the auction event is live. For example, once an auction event for a regular auction is live, the Lots tab is displayed as shown below:

← TEST AUCTION FOR SUPPLIER (LIVE)
Closing In 00:12:35

IT HARDWARE - SAMPLE
Event Currency USD
LOT CLOSING IN 00:12:35
EXTENSIONS 0

IT hardware - sample  
LIVE

Closing In 00:12:35

RANK --

RANK --
Your Best Bid (USD) 0.0
Best Bid (USD) 0.0

**LINE DETAILS**

	A	B	C	D	E	H	I
	Items	Volume	Unit	Unit Start Price	Total Start Price	* Price (Unit)	SubTotal
1	Desktop Compute...	50.0	Each	1,800.0	90,000.0	1,800.0	90,000.0
2	Keyboard	50.0	Each	80.0	4,000.0	80.0	4,000.0
3	Mouse	50.0	Each	75.0	3,750.0	75.0	3,750.0
<b>Σ</b>					<b>97,750.0</b>	<b>1,955.0</b>	<b>97,750.0</b>

Overall Start Price (USD) 97,750.0
Overall price (USD) 97,750.0
↻
PLACE BID

Enter the price for the lot

Search the required Lot

Click Place Bid

# Bidding in a Dutch Auction

In a Dutch auction you can place only one bid and the bidding for a Dutch auction comes to an end as soon as the winning bid is received.

← TEST DUTCH AUCTION FOR SUPPLIER 1 (LIVE)

ⓘ This is Dutch Auction hence you can place only one bid [Know More](#)

**IT EQUIPMENT**

Event Currency  
USD

STEP CLOSING IN  
**00:00:38**

IT equipment  
**LIVE**
Step Closing in 00:00:38

**LINE DETAILS**

	A <span style="float: right;">▼</span>	B <span style="float: right;">▼</span>
	Items	Volume
<b>1</b>	PC	100.00
<b>2</b>	Mouse	50.00

Unit
Overall price (USD)

Unit
76,505.00

PLACE BID

# Bidding in a Japanese Auction

A Japanese auction starts with a high or low price depending on reverse or forward method. 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

ⓘ This is Japanese Auction. You have to accept bid at every step to continue your participation. [Know More](#)

<input type="text" value="Search Lots"/>	<b>JAPANESE LOT</b>	Event Currency USD	STEP 1 CLOSING IN <b>00:04:50</b>																
Japanese lot <b>LIVE</b>  Step 1 Closing in 00:04:50	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px;"></td> <td style="border-right: 1px solid #ccc;">Last Accepted Price (USD)</td> <td style="border-right: 1px solid #ccc;">0.00</td> </tr> </table>				Last Accepted Price (USD)	0.00													
	Last Accepted Price (USD)	0.00																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: left; padding: 5px;">LINE DETAILS <span style="float: right;">↕</span></th> </tr> <tr> <th style="width: 5%;"></th> <th style="width: 45%; text-align: center;">A <span style="float: right;">▼</span></th> <th style="width: 25%; text-align: center;">B <span style="float: right;">▼</span></th> <th style="width: 25%; text-align: center;">C <span style="float: right;">▼</span></th> </tr> <tr> <th></th> <th style="text-align: left;">Items</th> <th style="text-align: left;">Volume</th> <th style="text-align: left;">Unit Start Price</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><b>1</b></td> <td>Item A</td> <td>100.00</td> <td>10.00</td> </tr> </tbody> </table>				LINE DETAILS <span style="float: right;">↕</span>					A <span style="float: right;">▼</span>	B <span style="float: right;">▼</span>	C <span style="float: right;">▼</span>		Items	Volume	Unit Start Price	<b>1</b>	Item A	100.00	10.00
LINE DETAILS <span style="float: right;">↕</span>																			
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Inch																			

# Bidding in a 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.

ⓘ This is Sealed Auction and hence only one bid can be placed

Search Lots

**SEALED LOT**

Event Currency: USD

LOT CLOSING IN: 01:28:14

EXTENSIONS: 0

Sealed lot  
LIVE

Closing In 01:28:14

LINE DETAILS				
	A	B	C	E
	Items	Volume	Unit	* Price (Unit)
1	Sealed lot	100.00	Inch	0.00
<b>Σ</b>				<b>0.00</b>

SubTotal: 0.00

Overall price (USD): 0.00

**PLACE BID**