



SOURCING AUCTION USER MANUAL

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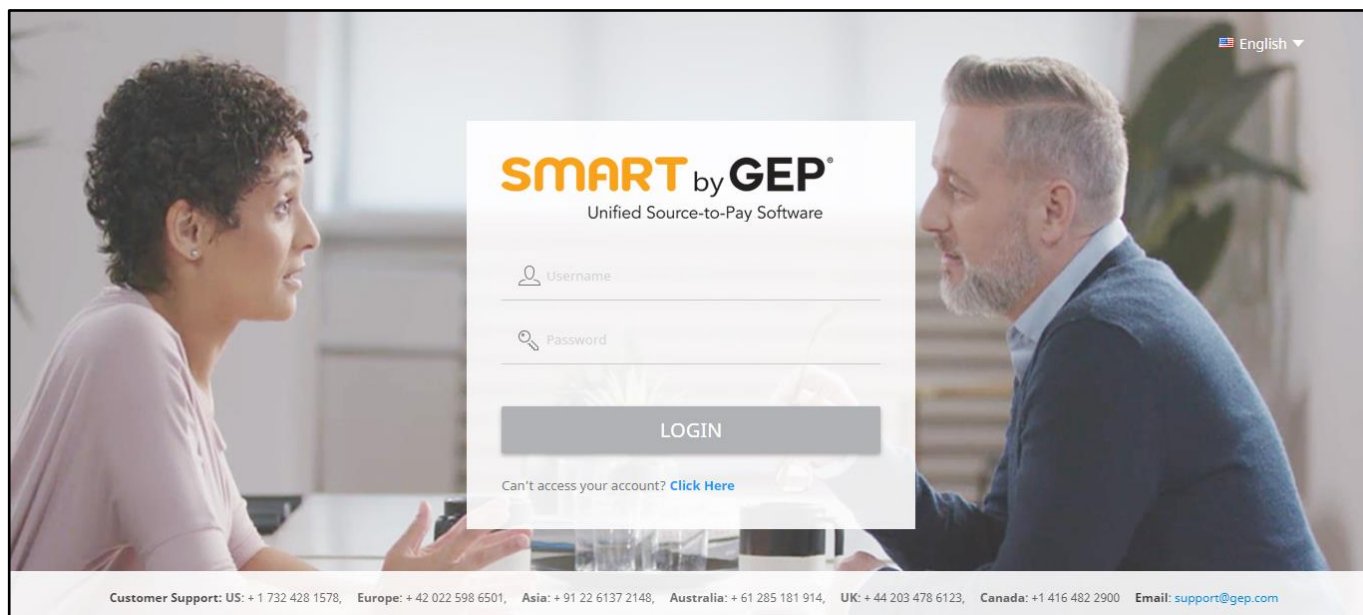
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Chapter 1: Getting Started

The SMART by GEP® e-procurement software platform enables you to automate and manage your sourcing and procurement tasks. You can access SMART by GEP® on any device such as a PC, laptop, tablet, or mobile phone.

1.1 Logging in to SMART by GEP®

- 1) To log into SMART by GEP®, in your browser, open the following URL: <https://smart.gep.com>.



- 2) In **Username** and **Password**, type your username and password.
- 3) Click **Login**.

1.1.1 Recovering Username and Password

If you are facing any trouble accessing your account, click the **Click Here** link below the **Login** button. The options to recover your password and username are displayed, as follows:

To recover your password, under the **Forgot Password** tab, specify your username and click **Submit**. A link to reset the password is then sent to your registered Email address.

To recover your username, under the **Forgot UserName** tab, specify your Email and click **Submit**. Your username is then sent to your registered Email address.



Note

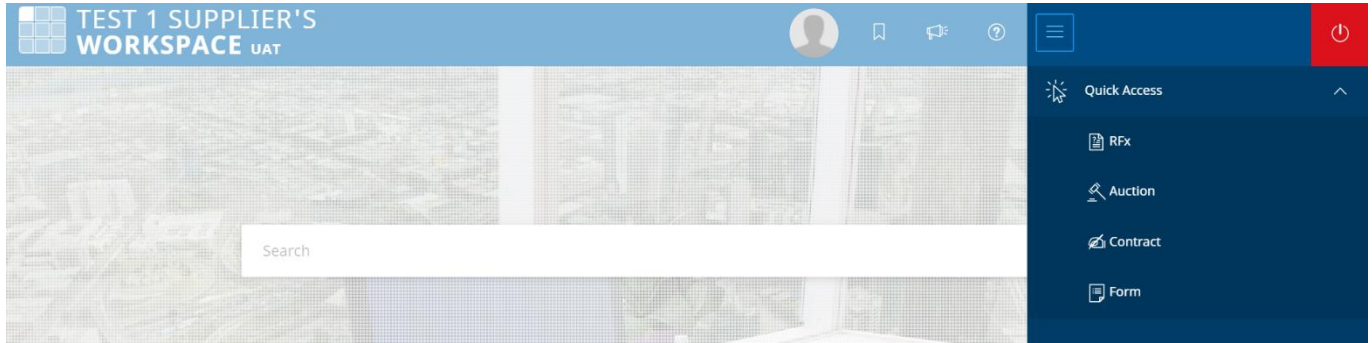
If your account is locked, please contact your administrator to unlock your account.

1.2 Logging out of SMART by GEP®

- 1) On the Home page, in the upper-right corner of the page, click



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2) Click .

Chapter 2: Introduction

SMART by GEP 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.

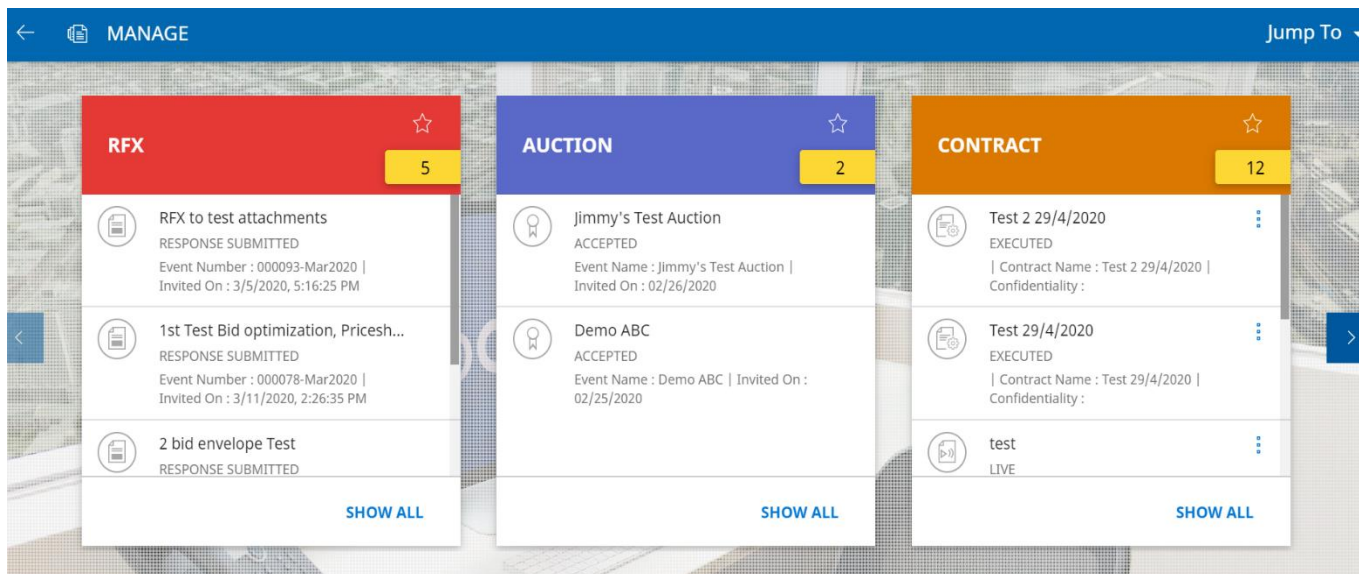
In other words, Auction is a simple, easy, and effective platform, which gives you the opportunity to work with and negotiate with the buyer organization. Auctions allow you to meet the buyer's requirements while also meeting your budget, in a real-time scenario.

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

Chapter 3: Overview

Once you are invited by a buyer, you can take part in different type of auctions.

To access the Auctions landing page, click on **Manage**, and then click **Auctions** ('Show All' to view all auctions).



On the Auction landing page, you can view all the auctions that you have been invited for and the auctions that you have been a part of, earlier.

MANAGE - AUCTION	
	Jimmy's Test Auction ACCEPTED Event Name : Jimmy's Test Auction Invited On : 02/26/2020 Event Number : 0014-Feb/2020 Auction Type : Regular Event Status : Completed
	Demo ABC ACCEPTED Event Name : Demo ABC Invited On : 02/25/2020 Event Number : 0011-Feb/2020 Auction Type : Regular Event Status : Completed

3.1 Types of Auctions

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

3.1.1 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](#).

3.1.2 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 bidder accepts 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](#).

3.1.3 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](#).

3.1.4 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](#).

3.2 Event Method

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

3.2.1 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 in order to win an auction. This is the most commonly used auction format in Sourcing, where the bidders compete by lowering their prices.

3.2.2 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.

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Chapter 4: 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 Sylvester Smith,
 You have been invited to participate in a Regular - Auction by Gep for **ENERGY & UTILITIES** category.
 Event Name: **Auction - Surplus materials**
 Auction Type: **Regular**
 Event Start Date Time: **9/9/2016 2:15:00 AM Eastern Standard Time**
 Event End Date Time: **9/13/2016 2:15:00 AM Eastern Standard Time**
[Click Here](#) to access the sourcing event or copy paste following link in your browser window.
 Event link : <https://Smartuat.gep.com/Events/PartnerEvent/SupplierEvent?dd=ZGM9MjU0NDk1JmJwYz0v0&oloc=103&cc=q5OnWG64tmTwxDjSKupvA==&b=0&md=bT0v0>

Basic Instruction:

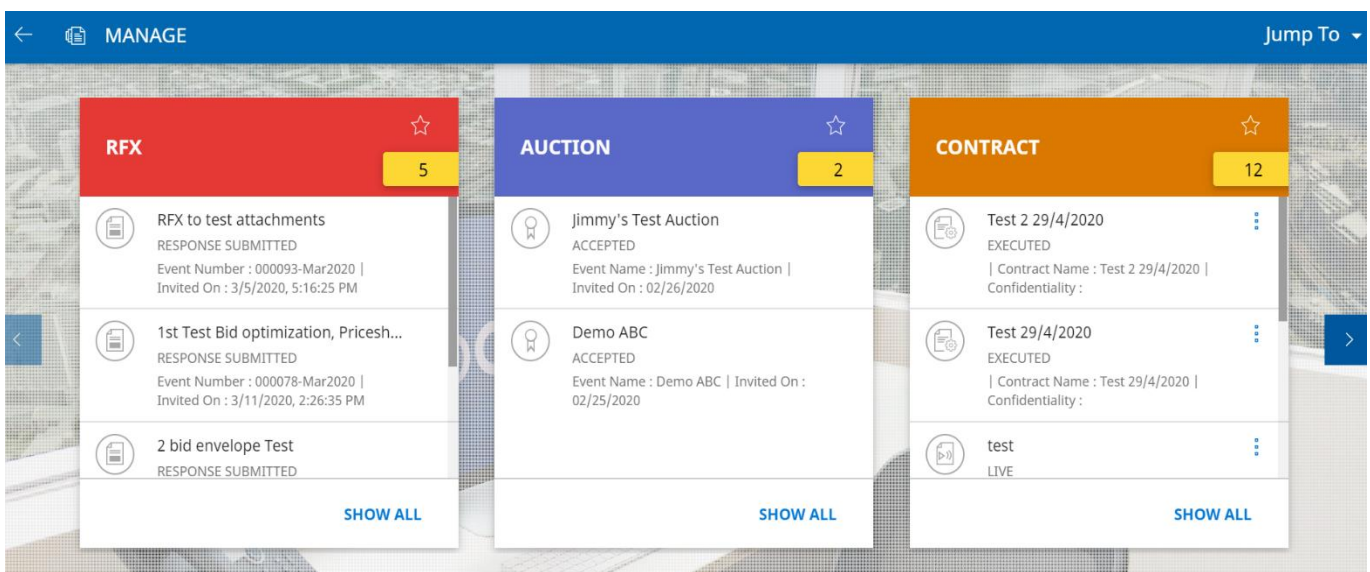
1. If you are seeing this email for the first time, you need to create password in order to participate. Please [click here](#) to generate/reset password. Your user name is SylSmith.
2. After you create password you can log into SMART and select event to participate.
3. Please note, the time zone of 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.

If you have any questions please contact us on support@gep.com or call our helpline number mentioned below. Our customer support team would help you to get started.

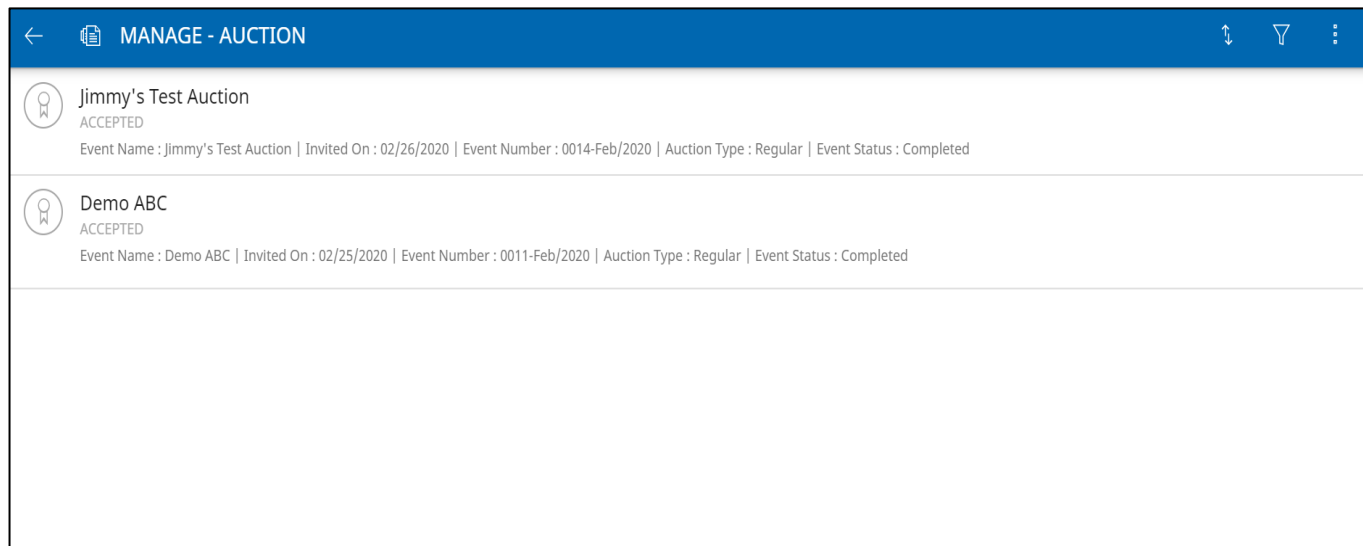
Helpline :
 USA: +1 732 428 1578
 Asia: +91 22 61 372 148
 Europe: +42 022 59 86 501

Alternatively, you can access an auction event as follows:

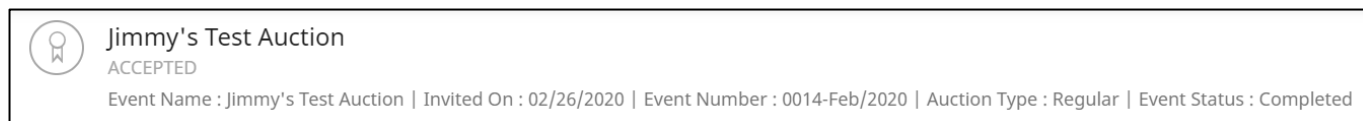
- 1) To access the event from your SMART by GEP home page:
 - a) Locate the required auction event in the **Tasks** section.
 - b) Click the event to **View Event**.
- 2) To access the event from the Auction landing page:
 - a) On the SMART by GEP home page, click on **Manage**, and then click **Auctions** ('Show All' to view all auctions)..



b) On the Auction landing page, locate and click the required auction event.



On the Auctions landing page, each auction is displayed in the form of a card, as shown below:



The Card displays the name of the event, the status of the event, auction number, date and time created on, name of the owner of the event

An auction event has the following tabs:

- [Non-Disclosure Agreement \(NDA\) / Acknowledgement](#)
- [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.

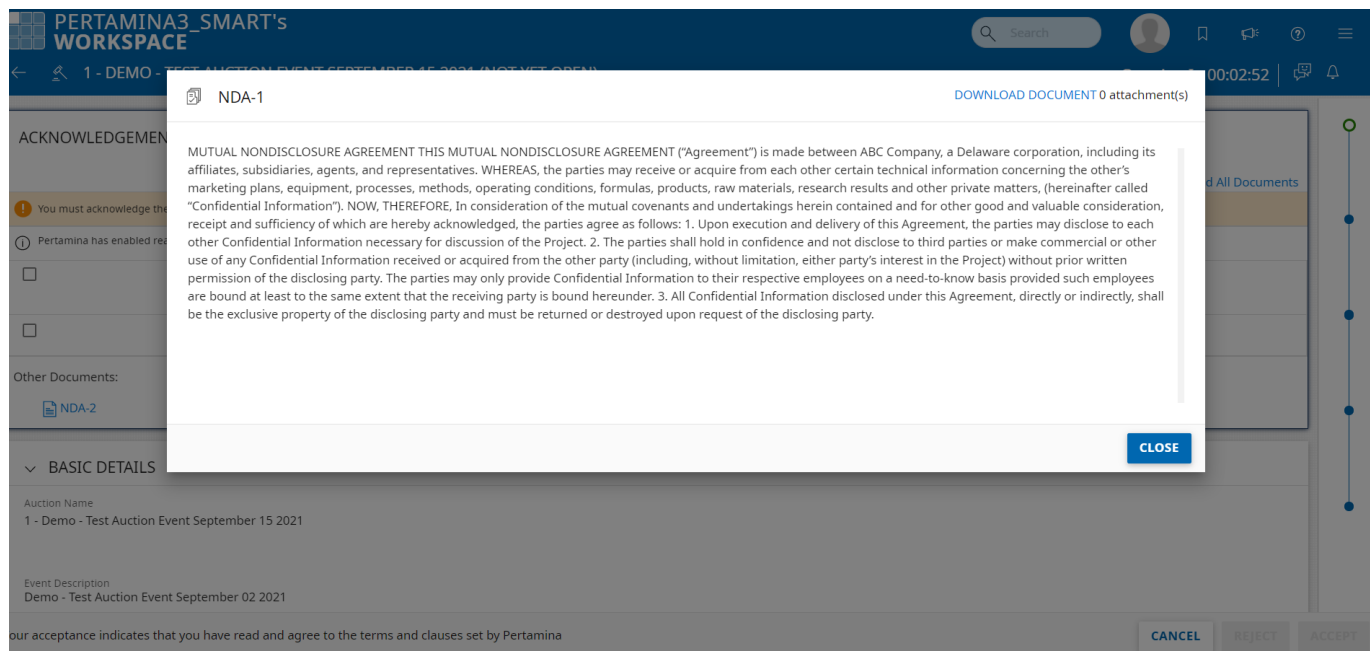
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4.1 Non-Disclosure Agreement (NDA) / Acknowledgement

Once you follow the link provided in the email notification or after you click to open the event from the SMART by GEP home page, the auction event page is displayed. Based on the configuration selected by the buyer, initially you can only see either NDA with an acknowledgement or just the Acknowledgement tab. It is only after you accept the Acknowledgement, that you can access the rest of the auction event.

4.1.1 NDA

The information in the NDA tab is displayed as follows:



You need to read through the NDA and then accept the acknowledgement below. Select the **check box** against the NDA and click on **ACCEPT**.

4.1.2 Acknowledgement

Click **Accept** at the right end on the note, which reads "Your acceptance indicates that you have read and agree to the terms and clauses set y Pertamina", to accept the acknowledgement.

4.1.3 Declining a Non-Disclosure Agreement (NDA) / Acknowledgement

If you wish to decline the NDA:

- 1) Click **Reject**.

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DEMO - TEST AUCTION EVENT SEPTEMBER 15 2021 (LIVE)
Closing In 00:55:05

ACKNOWLEDGEMENT(S)
Download All Documents

! You must acknowledge the below documents set by Pertamina before participating in the event

! Pertamina has enabled read only access to this event. You may go through the event contents before you confirm your participation for the event.

☒	Document Name	Document Status	Timestamp	Attachment(s)
☒	Test	Pending	--	0

BASIC DETAILS

Auction Name
Demo - Test Auction Event September 15 2021

Event Description
Demo - Test Auction Event September 02 2021

Auction Type Auction Method Event Currency Author Name

Your acceptance indicates that you have read and agree to the terms and clauses set by Pertamina

CANCEL
REJECT
ACCEPT

2) Provide a comment stating the reason for rejecting and click **REJECT**.

REJECTION COMMENTS

Rejection Comments

0/400

CANCEL
REJECT

3) Similarly, if you wish to reject the acknowledgement, you can do so by clicking the **REJECT** button, and then provide a reason for the same.

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2 - DEMO - TEST AUCTION EVENT SEPTEMBER 15 2021 (NOT YET OPEN)

Opening In 00:05:18 |

ACKNOWLEDGEMENT(S)

Download All Documents

You must accept the invitation set by Pertamina in order to participate in the event

Pertamina has enabled read only access to this event. You may go through the event contents before you confirm your participation for the event.

BASIC DETAILS

Auction Name

2 - Demo - Test Auction Event September 15 2021

Event Description

Demo - Test Auction Event September 02 2021

Auction Type

Regular

Auction Method

Reverse

Event Currency

IDR

Author Name

Buyer NexGen_005

Product/Service

Material Gr...

Managed Segment

SAP A.G.

Region/Country

Indonesia

Published On

09/16/2021 12:06 AM

I accept the invitation for this event from Pertamina

CANCEL
REJECT
ACCEPT

4.2 Basic Details

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

To view the basic details, click the **Basic Details** tab.

BASIC DETAILS

Auction Name

Demo - Test Auction Event September 15 2021

Event Description

Demo - Test Auction Event September 02 2021

Auction Type

Regular

Auction Method

Reverse

Event Currency

IDR

Author Name

Buyer NexGen_005

Product/Service

Material Gr...

Managed Segment

SAP A.G.

Region/Country

Indonesia

Published On

09/15/2021 11:41 PM

4.3 Lots

The Lots section is where the auction takes place, in an event. To view the lots information, click the **Lots** section.

LOTS						
Lot Name	Lot Status	Start Date & Time	End Date & Time	Bidding Level	No of Lines	
Lot A (Item Level Bidding FV)	Live	09/15/2021 11:40 PM	09/16/2021 12:38 AM	Line	4	
Lot B Material - Item Level Bidding RO	Live	09/15/2021 11:40 PM	09/16/2021 12:38 AM	Line	4	
Lot C (Lot Level Bidding LB)	Live	09/15/2021 11:40 PM	09/16/2021 12:38 AM	Lot	4	
Lot D (Lot Level Bidding RO)	Live	09/15/2021 11:40 PM	09/16/2021 12:38 AM	Lot	4	
				Rows Per Page:	5	/1

There can be multiple lots up for an auction during the event. To understand how to switch between different lots, see [Switching Between Lots](#).

Depending on the configuration set by the buyer, you can view real-time information regarding the Bid Details and the Live Graph, while taking part in the auction event, as shown below. Details such as the best bid, your best bid, your rank is displayed based on configurations set for the auction event.

PERTAMINA3 SMART's

WORKSPACE

←

🔍

DEMO - TEST AUCTION EVENT SEPTEMBER 15 2021 (LIVE)

🔍 Search

🔖

🔄

☰

Closing In 00:16:08

🔔

🔍 Search Lots

Lot A (Item Level Bidding FV)
LIVE

Closing In 00:16:08

RANK 2

Lot B Material - Item Level Bidding RO
LIVE

Closing In 00:16:08

RANK --

Lot C (Lot Level Bidding LB)
LIVE

Closing In 00:16:08

RANK --

Lot D (Lot Level Bidding RO)
LIVE

Closing In 00:16:08

RANK --

LOT A (ITEM LEVEL BIDDING FV)

RANK 2

Your Best Bid (IDR)
39,000.00

Best Bid (IDR)
36,000.00

Reserve Price Status
Not Met

🔔 1/1 Buyer Organization has enabled reserve price for this Lot. As per your placed bid you will be notified if you have met reserve price or not

1	Item Rank	Best Bid	Items	Volume	Unit	Unit Start Price	Total Start Price	Decrement	Last Bid	* Price (Unit)	SubTotal
2	2	9,000.00	Item A1	100.00	Each	100.00	10,000.00	2.00	100.00	100.00	10,000.00
3	2	9,000.00	Item A2	100.00	Each	100.00	10,000.00	3.00	100.00	100.00	10,000.00
4	2	9,000.00	Item A3	100.00	Each	100.00	10,000.00	2.00	100.00	100.00	10,000.00
5	2	9,000.00	Item A4	100.00	Each	100.00	10,000.00	3.00	90.00	90.00	9,000.00
Σ							40,000.00			390.00	39,000.00

Overall Start Price (IDR)
40,000.00

Overall price (IDR)
39,000.00

🔄

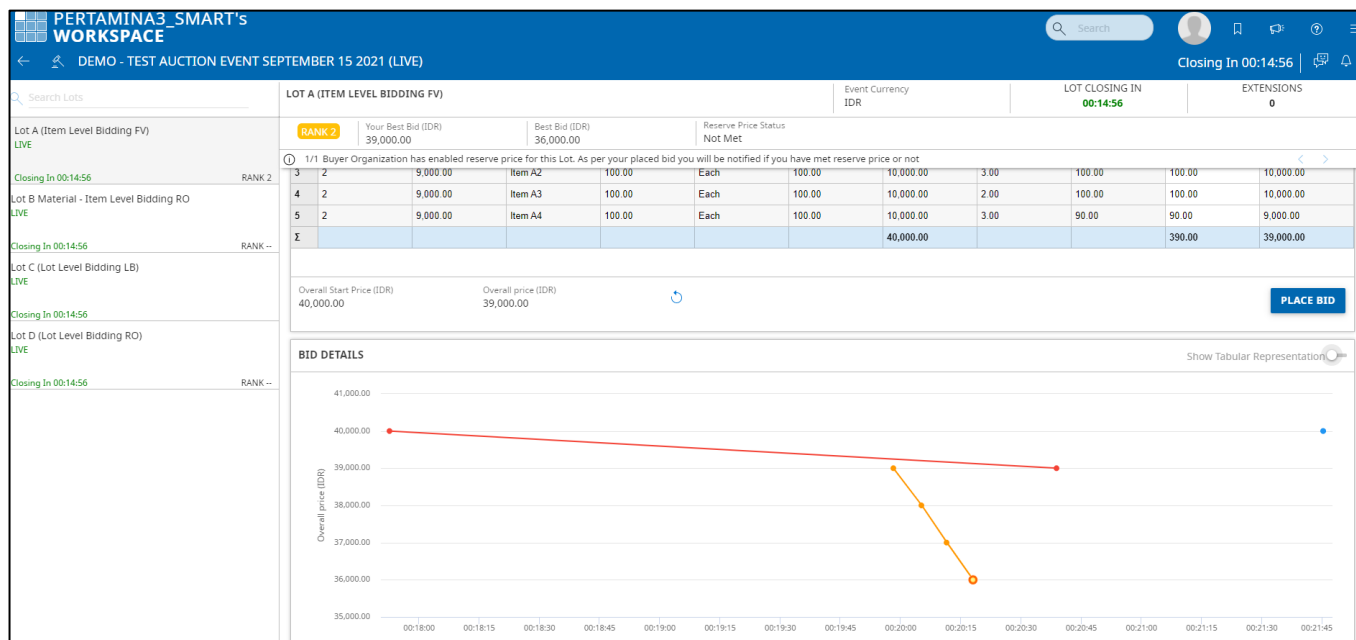
PLACE BID

BID DETAILS

Show Tabular Representation

Supplier Name	Lowest Bid	Time
Bidder3	IDR 40,000.00	09/16/2021 12:21:45 AM
Test Supplier3 Smart	IDR 39,000.00	09/16/2021 12:20:38 AM
Bidder2	IDR 36,000.00	09/16/2021 12:20:18 AM

Rows Per Page: 10 / 1



A lot can have multiple line items, each capturing information for a specific item type. As a supplier, during an auction event, you will be entering the bid amount for each line item, under the **Price** column. For more information, see [Bidding in an Auction](#).

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4.4 Attachments

The Attachments section 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 Buyer tab, and the attachments uploaded by you are displayed under the Supplier tab.

To upload an attachment, click the **Upload Document(s)** , under the **Supplier** section.

ATTACHMENT(S)			
File(s) contains sensitive information. Please ensure they are downloaded in a secured system.			
BUYER (5)		SUPPLIER	
Title	Uploaded On	Uploaded By	File Size
390-0200000647 - Supplier Summary.xlsx	09/15/2021 12:33 PM	Ahmad Dardiri	21.19Bytes
Bidder List (8-20-2021 05:37:23 PM).pdf	09/15/2021 12:33 PM	Ahmad Dardiri	98.68Bytes
390-0200000647 - Priceshet (download).xlsx	09/15/2021 12:33 PM	Ahmad Dardiri	162.84Bytes
390-0200000647 - Priceshet.xlsx	09/15/2021 12:33 PM	Ahmad Dardiri	179.56Bytes
Bidder List (8-20-2021 05:32:57 PM).pdf	09/15/2021 12:33 PM	Ahmad Dardiri	97.88Bytes
Rows Per Page: 5 1 / 1			

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Chapter 5: Bidding in an 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 details is displayed as shown below:

PERTAMINA3 SMART's WORKSPACE

DEMO - TEST AUCTION EVENT SEPTEMBER 15 2021 (LIVE)

Search Lots

Lot A (Item Level Bidding FV) LIVE

Closing In 00:16:08

Lot B Material - Item Level Bidding RO LIVE

Closing In 00:16:08

Lot C (Lot Level Bidding LB) LIVE

Closing In 00:16:08

Lot D (Lot Level Bidding RO) LIVE

Closing In 00:16:08

LOT A (ITEM LEVEL BIDDING FV)

RANK 2

Your Best Bid (IDR) 39,000.00

Best Bid (IDR) 36,000.00

Reserve Price Status Not Met

1/1 Buyer Organization has enabled reserve price for this Lot. As per your placed bid you will be notified if you have met reserve price or not

Item Rank	Best Bid	Items	Volume	Unit	Unit Start Price	Total Start Price	Decrement	Last Bid	* Price (Unit)	SubTotal
2	9,000.00	Item A1	100.00	Each	100.00	10,000.00	2.00	100.00	100.00	10,000.00
3	9,000.00	Item A2	100.00	Each	100.00	10,000.00	3.00	100.00	100.00	10,000.00
2	9,000.00	Item A3	100.00	Each	100.00	10,000.00	2.00	100.00	100.00	10,000.00
5	9,000.00	Item A4	100.00	Each	100.00	10,000.00	3.00	90.00	90.00	9,000.00
Σ						40,000.00			390.00	39,000.00

Overall Start Price (IDR) 40,000.00

Overall price (IDR) 39,000.00

PLACE BID

BID DETAILS

Show Tabular Representation

Supplier Name	Lowest Bid	Time
Bidder3	IDR 40,000.00	09/16/2021 12:21:45 AM
Test Supplier3 Smart	IDR 39,000.00	09/16/2021 12:20:38 AM
Bidder2	IDR 36,000.00	09/16/2021 12:20:18 AM

Rows Per Page: 10 / 1

To know more about navigating the **Lots** tab, see [Viewing Lots](#).

5.1 Switching Between Lots

In an auction event, all the available lots are displayed on the left pane in the Lots tab, as shown below. To switch between the available lots, you can click the required lot to open it.

PERTAMINA3 SMART's WORKSPACE

DEMO - TEST AUCTION EVENT SEPTEMBER 15 2021 (LIVE)

Search Lots

Lot A (Item Level Bidding FV) LIVE

Closing In 00:16:08

Lot B Material - Item Level Bidding RO LIVE

Closing In 00:16:08

Lot C (Lot Level Bidding LB) LIVE

Closing In 00:16:08

Lot D (Lot Level Bidding RO) LIVE

Closing In 00:16:08

LOT A (ITEM LEVEL BIDDING FV)

RANK 2

Your Best Bid (IDR) 39,000.00

Best Bid (IDR) 36,000.00

Reserve Price Status Not Met

1/1 Buyer Organization has enabled reserve price for this Lot. As per your placed bid you will be notified if you have met reserve price or not

Item Rank	Best Bid	Items	Volume	Unit	Unit Start Price	Total Start Price	Decrement	Last Bid	* Price (Unit)	SubTotal
2	9,000.00	Item A1	100.00	Each	100.00	10,000.00	2.00	100.00	100.00	10,000.00
3	9,000.00	Item A2	100.00	Each	100.00	10,000.00	3.00	100.00	100.00	10,000.00
2	9,000.00	Item A3	100.00	Each	100.00	10,000.00	2.00	100.00	100.00	10,000.00
5	9,000.00	Item A4	100.00	Each	100.00	10,000.00	3.00	90.00	90.00	9,000.00
Σ						40,000.00			390.00	39,000.00

Overall Start Price (IDR) 40,000.00

Overall price (IDR) 39,000.00

PLACE BID

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5.2 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:

PERTAMINA3 SMART's WORKSPACE

DEMO - TEST AUCTION EVENT SEPTEMBER 15 2021 (LIVE)

Search Lots

LOT B MATERIAL - ITEM LEVEL BIDDING RO

Event Currency: IDR

LOT CLOSING IN: 00:39:29

EXTENSIONS: 4

1/1 Buyer Organization has enabled reserve price for this Lot. As per your placed bid you will be notified if you have met reserve price or not

	A	B	C	D	E	F	G	H	I
	Items	Volume	Unit	Unit Start Price	Total Start Price	Decrement	Last Bid	* Price (Unit)	SubTotal
1	PUSH PINS	100.00	Each	150.00	15,000.00	4.00	0.00	150.00	15,000.00
2	BLADE CUTTER	100.00	Each	150.00	15,000.00	5.00	0.00	150.00	15,000.00
3	CUTTER	100.00	Each	150.00	15,000.00	4.00	0.00	150.00	15,000.00
4	Pipes 4 Inches	100.00	Each	150.00	15,000.00	5.00	0.00	150.00	15,000.00
Σ					60,000.00			600.00	60,000.00

Overall Start Price (IDR): 60,000.00

Overall price (IDR): 60,000.00

PLACE BID

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**.

PERTAMINA3 SMART's WORKSPACE

DEMO - TEST AUCTION EVENT SEPTEMBER 15 2021 (LIVE)

Search Lots

LOT B MATERIAL - ITEM LEVEL BIDDING RO

Event Currency: IDR

LOT CLOSING IN: 00:39:29

EXTENSIONS: 4

1/1 Buyer Organization has enabled reserve price for this Lot. As per your placed bid you will be notified if you have met reserve price or not

	A	B	C	D	E	F	G	H	I
	Items	Volume	Unit	Unit Start Price	Total Start Price	Decrement	Last Bid	* Price (Unit)	SubTotal
1	PUSH PINS	100.00	Each	150.00	15,000.00	4.00	0.00	150.00	15,000.00
2	BLADE CUTTER	100.00	Each	150.00	15,000.00	5.00	0.00	150.00	15,000.00
3	CUTTER	100.00	Each	150.00	15,000.00	4.00	0.00	150.00	15,000.00
4	Pipes 4 Inches	100.00	Each	150.00	15,000.00	5.00	0.00	150.00	15,000.00
Σ					60,000.00			600.00	60,000.00

Overall Start Price (IDR): 60,000.00

Overall price (IDR): 60,000.00

PLACE BID

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



Note

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

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

The screenshot shows the PERTAMINA3 SMART's WORKSPACE interface. A notification message is displayed in the center: "INFORMATION! You have been outbid by other supplier." The background shows the auction event details for "LOT A (ITEM LEVEL BIDDING FV)" with a closing time of 01:10:47. The interface includes a search bar, a list of lots, and a table of line details.

5.2.1 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 screenshot shows the PERTAMINA3 SMART's WORKSPACE interface. The "Rank me 1st" button is highlighted with a red box. The interface displays the auction event details for "LOT B MATERIAL - ITEM LEVEL BIDDING RO" with a closing time of 00:28:25. The interface includes a search bar, a list of lots, and a table of line details.

Item Rank	Items	Volume	Unit	Unit Start Price	Total Start Price	Decrement	Last Bid	* Price (Unit)	SubTotal
2	PUSH PINS	100.00	Each	150.00	15,000.00	4.00	150.00	150.00	15,000.00
3	BLADE CUTTER	100.00	Each	150.00	15,000.00	5.00	150.00	150.00	15,000.00
4	CUTTER	100.00	Each	150.00	15,000.00	4.00	150.00	150.00	15,000.00
5	Pipes 4 Inches	100.00	Each	150.00	15,000.00	5.00	120.00	120.00	12,000.00
Σ					60,000.00			570.00	57,000.00

SOURCING AUCTION USER MANUAL

The bid is auto-calculated and auto-submitted as shown below:

PERTAMINA3 SMART's WORKSPACE

← DEMO - TEST AUCTION EVENT SEPTEMBER 15 2021 (LIVE) Closing In 01:06:06 | EXTENSIONS 4

Search Lots

LOT B MATERIAL - ITEM LEVEL BIDDING RO

Event Currency: IDR | LOT CLOSING IN: 00:26:06 | EXTENSIONS: 4

RANK 1 Your Best Bid (IDR): 45,080.00 | Reserve Price (IDR): 36,000.00 | Reserve Price Status: Not Met

1/1 Buyer Organization has enabled reserve price for this Lot. As per your placed bid you will be notified if you have met reserve price or not

LINE DETAILS

	A	B	C	D	E	F	G	H	I	J
	Item Rank	Items	Volume	Unit	Unit Start Price	Total Start Price	Decrement	Last Bid	* Price (Unit)	SubTotal
1	1	PUSH PINS	100.00	Each	150.00	15,000.00	4.00	112.70	112.70	11,270.00
2	1	BLADE CUTTER	100.00	Each	150.00	15,000.00	5.00	112.70	112.70	11,270.00
3	1	CUTTER	100.00	Each	150.00	15,000.00	4.00	112.70	112.70	11,270.00
4	1	Pipes 4 Inches	100.00	Each	150.00	15,000.00	5.00	112.70	112.70	11,270.00
Σ						60,000.00			450.80	45,080.00

Overall Start Price (IDR): 60,000.00 | Overall price (IDR): 45,080.00

BID DETAILS Show Tabular Representation

Supplier Name: _____ Lowest Bid: _____ Time: _____

Successfully Place Bid of 45080 IDR. You have not met reserve price set by buyer.

IDR 45,080.00 | 09/16/2021 12:51:54 AM

Rows Per Page: 10 | 1 | /1

RANK ME 1ST **PLACE BID**

5.2.2 Reserve Price

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

PERTAMINA3 SMART's WORKSPACE

← DEMO - TEST AUCTION EVENT SEPTEMBER 15 2021 (LIVE) Closing In 00:28:25 | EXTENSIONS 4

Search Lots

LOT B MATERIAL - ITEM LEVEL BIDDING RO

Event Currency: IDR | LOT CLOSING IN: 00:28:25 | EXTENSIONS: 4

RANK 2 Your Best Bid (IDR): 57,000.00 | Reserve Price (IDR): 36,000.00 | Reserve Price Status: Not Met

1/1 Buyer Organization has enabled reserve price for this Lot. As per your placed bid you will be notified if you have met reserve price or not

LINE DETAILS

	A	B	C	D	E	F	G	H	I	J
	Item Rank	Items	Volume	Unit	Unit Start Price	Total Start Price	Decrement	Last Bid	* Price (Unit)	SubTotal
1	2	PUSH PINS	100.00	Each	150.00	15,000.00	4.00	150.00	150.00	15,000.00
2	2	BLADE CUTTER	100.00	Each	150.00	15,000.00	5.00	150.00	150.00	15,000.00
3	2	CUTTER	100.00	Each	150.00	15,000.00	4.00	150.00	150.00	15,000.00
4	2	Pipes 4 Inches	100.00	Each	150.00	15,000.00	5.00	120.00	120.00	12,000.00
Σ						60,000.00			570.00	57,000.00

Overall Start Price (IDR): 60,000.00 | Overall price (IDR): 57,000.00

BID DETAILS Show Tabular Representation

Supplier Name: _____ Lowest Bid: _____ Time: _____

RANK ME 1ST **PLACE BID**

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

SOURCING AUCTION USER MANUAL

5.3 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:

1 - DUTCH AUCTION - TEST (LIVE)

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

Search Lots

Laptop
LIVE
Step Closing in 00:00:45

LAPTOP

Event Currency
IDR

STEP CLOSING IN
00:00:45

LINE DETAILS	
A	B
1 Items	Volume
2 Laptop 5450	100.00
3 Laptop 5460	100.00

Overall price (IDR)
200,000.00

PLACE BID



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**.

1 - DUTCH AUCTION - TEST (LIVE)

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

Search Lots

Laptop
LIVE
Step Closing in 00:00:45

LAPTOP

Event Currency
IDR

STEP CLOSING IN
00:00:45

LINE DETAILS	
A	B
1 Items	Volume
2 Laptop 5450	100.00
3 Laptop 5460	100.00

Overall price (IDR)
200,000.00

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**.



In Dutch auction, you are allowed to place only one bid. The auction comes to an end when there is single bid placed in Lot

Note

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

Search Lots

Laptop
LIVE
Step Closing in 00:00:28

LAPTOP

Event Currency
IDR

STEP CLOSING IN
00:00:28

LINE DETAILS	
A	B
1 Items	Volume
2 Laptop 5450	100.00
3 Laptop 5460	100.00

Unit
Each

Overall price (IDR)
230,000.00

PLACE BID

- 3) For a range value Dutch auction:

- a) For a line item, specify a bid amount in the range provided, and click **Bid**.

PERTAMINA3 SMART'S
WORKSPACE

Search

DUTCH AUCTION - RANGE VALUE (LIVE)

Timeline has been revised for one or more Lots [Know More](#)

Search Lots

Laptop
LIVE
Step Closing in 00:00:47

LAPTOP

Your Best Bid (IDR)
0.00

Event Currency
IDR

STEP CLOSING IN
00:00:47

LINE DETAILS						
A	B	C	D	E	F	G
1 Items	Volume	Unit	Range From	Range To	* Price (Unit)	SubTotal
2 Laptop 5450	100.00	Each	1,000.00	1,100.00	1,000.00	100,000.00
3 Laptop 5460	100.00	Each	1,000.00	1,200.00	2,000.00	200,000.00
Σ						0.00

Overall price (IDR)
200,000.00

PLACE BID

- 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**.

SOURCING AUCTION USER MANUAL

DUTCH AUCTION - RANGE VALUE (LIVE)

Timeline has been revised for one or more Lots [Know More](#)

Search Lots

Laptop
LIVE
Step Closing in 00:00:47

LAPTOP

Your Best Bid (IDR)
0.00

Event Currency
IDR

STEP CLOSING IN
00:00:47

	A	B	C	D	E	F	G
	Items	Volume	Unit	Range From	Range To	* Price (Unit)	SubTotal
2	Laptop 5450	100.00	Each	1,200.00	1,300.00	1,200.00	120,000.00
3	Laptop 5460	100.00	Each	1,200.00	1,400.00	1,200.00	120,000.00
Σ						2,400.00	240,000.00

Overall price (IDR)
240,000.00

PLACE BID

5.4 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:

PERTAMINA3 SMART'S WORKSPACE

1 - JAPANESE AUCTION - TEST (LIVE)

Search Lots

Laptop
LIVE
Step 3 Closing in 00:00:49

LAPTOP

Last Accepted Price (IDR)
19,500.00

Event Currency
IDR

STEP 3 CLOSING IN
00:00:49

1/1 You have accepted the bid amount of IDR 19,500.00 for this lot

	A	B	C
	Items	Volume	Unit Start Price
2	Lapto 5450	1.00	10,000.00
3	Lapto 5450	1.00	10,000.00

Unit Each

Current Step Price (IDR)
19,000.00

REJECT **ACCEPT**



Note

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

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**.

SOURCING AUCTION USER MANUAL

- 3) During the next step of the auction, if you agree with the new incremented/decremented bid amount, click **Accept**.

PERTAMINA3 SMART's WORKSPACE

1 - JAPANESE AUCTION - TEST (LIVE)

Timeline has been revised for one or more Lots [Know More](#)

Search Lots

Laptop LIVE

Step 3 Closing in 00:00:49

LAPTOP

Event Currency IDR

STEP 3 CLOSING IN 00:00:49

Last Accepted Price (IDR) 19,500.00

1/1 You have accepted the bid amount of IDR 19,500.00 for this lot

LINE DETAILS			
	A	B	C
1	Items	Volume	Unit Start Price
2	Lapto 5450	1.00	10,000.00
3	Lapto 5450	1.00	10,000.00

Unit Each

Current Step Price (IDR) 19,000.00

REJECT 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:

1 - JAPANESE AUCTION - TEST (COMPLETED)

Timeline has been revised for one or more Lots [Know More](#)

Search Lots

Laptop COMPLETED

LAPTOP

Event Currency IDR

LOT COMPLETED

Last Accepted Price (IDR) 0.00

LINE DETAILS			
	A	B	C
1	Items	Volume	Unit Start Price
2	Lapto 5450	1.00	10,000.00
3	Lapto 5450	1.00	10,000.00

Unit Each

REJECT ACCEPT

5.5 Bidding in a Sealed Auction

For an overview on Sealed auctions, see [Sealed Auction](#).

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

SOURCING AUCTION USER MANUAL

PERTAMINA3 SMART'S WORKSPACE

1- SEALED AUCTION - TEST (LIVE)

Closing In 01:23:40

Search Lots

Laptop 1
LIVE

Closing In 01:23:40

RANK --

LAPTOP 1

Event Currency: IDR

LOT CLOSING IN: 01:23:40

EXTENSIONS: 0

RANK -- Reserve Price Status: Not Met

1/1 Buyer Organization has enabled reserve price for this Lot. As per your placed bid you will be notified if you have met reserve price or not

LINE DETAILS	A	B	C	D	E
	Items	Volume	Unit	* Price (Unit)	SubTotal
2	Laptop 5450	1.00	Each	0.00	0.00
3	laptop 5460	1.00	Each	0.00	0.00
Σ				0.00	0.00

Overall price (IDR): 0.00

PLACE BID

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**.

PERTAMINA4 SMART'S WORKSPACE

1- SEALED AUCTION - TEST (LIVE)

Closing In 01:20:54

Search Lots

Laptop 1
LIVE

Closing In 01:20:54

RANK --

LAPTOP 1

Event Currency: IDR

LOT CLOSING IN: 01:20:54

EXTENSIONS: 0

RANK -- Reserve Price Status: Not Met

1/1 Buyer Organization has enabled reserve price for this Lot. As per your placed bid you will be notified if you have met reserve price or not

LINE DETAILS	A	B	C	D	E
	Items	Volume	Unit	* Price (Unit)	SubTotal
2	Laptop 5450	1.00	Each	100.00	100.00
3	laptop 5460	1.00	Each	100.00	100.00
Σ				100.00	100.00

Overall price (IDR): 100.00

PLACE BID

5.6 Using Chat

During an auction event, you can 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:

PERTAMINA4 SMART's WORKSPACE

1- SEALED AUCTION - TEST (LIVE) Closing In 01:20:54

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

Search Lots

Laptop 1 LIVE Closing In 01:20:54 RANK --

LAPTOP 1 Event Currency IDR LOT CLOSING IN 01:20:54 EXTENSIONS 0

RANK -- Reserve Price Status Not Met

1/1 Buyer Organization has enabled reserve price for this Lot. As per your placed bid you will be notified if you have met reserve price or not

LINE DETAILS					
	A	B	C	D	E
	Items	Volume	Unit	* Price (Unit)	SubTotal
2	Laptop 5450	1.00	Each	100.00	100.00
3	laptop 5460	1.00	Each	100.00	0.00
Σ				100.00	100.00

Overall price (IDR) 100.00

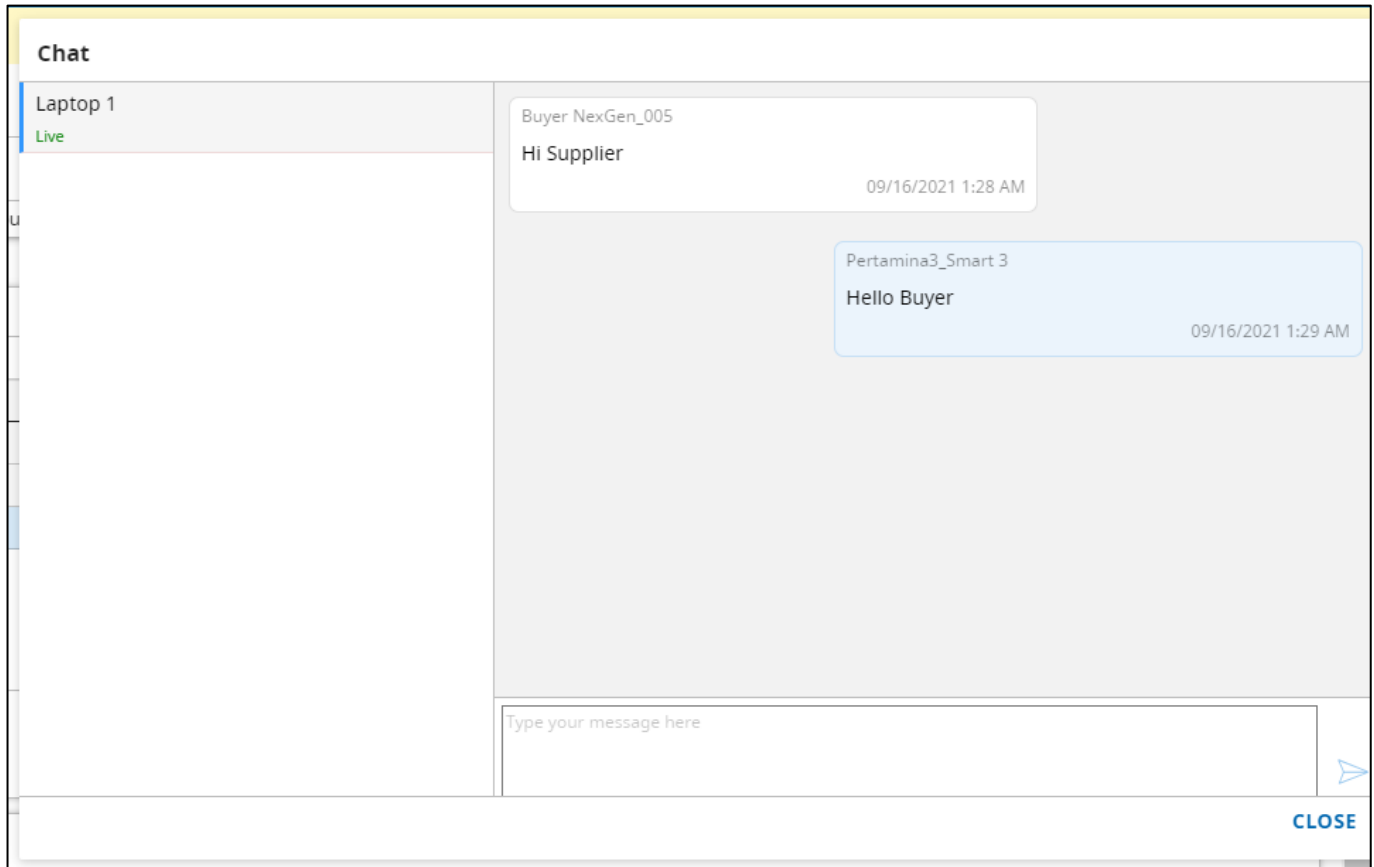
PLACE BID

To use the chat functionality:

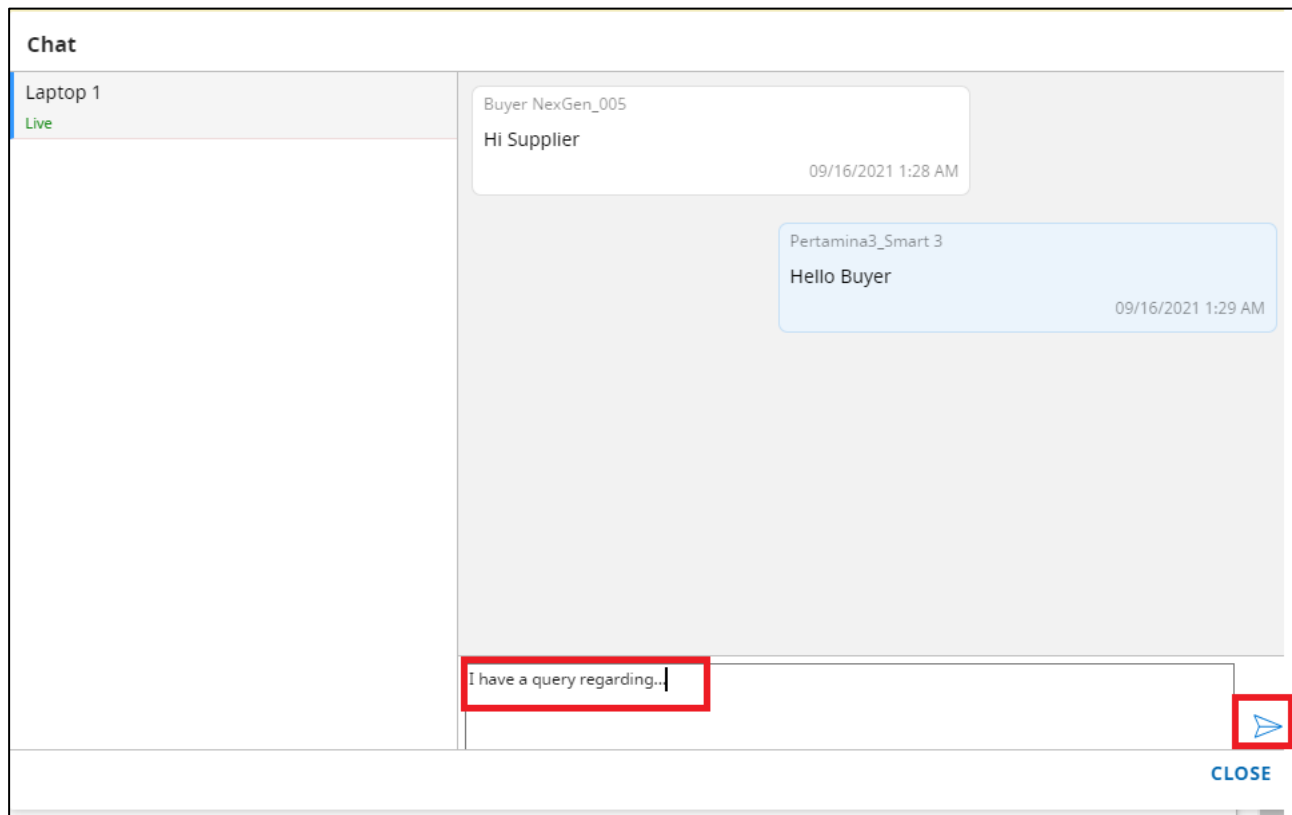


- 1) Click the **Chat** icon.
- 2) The chat window is displayed as follows:

SOURCING AUCTION USER MANUAL



- 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.

5.7 Live Auction Updates

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

5.7.1 Disqualifications

The buyer can disqualify you from a lot, in the event. If the buyer decides to disqualify you, an information pop-up is displayed as follows:

SOURCING AUCTION USER MANUAL

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:

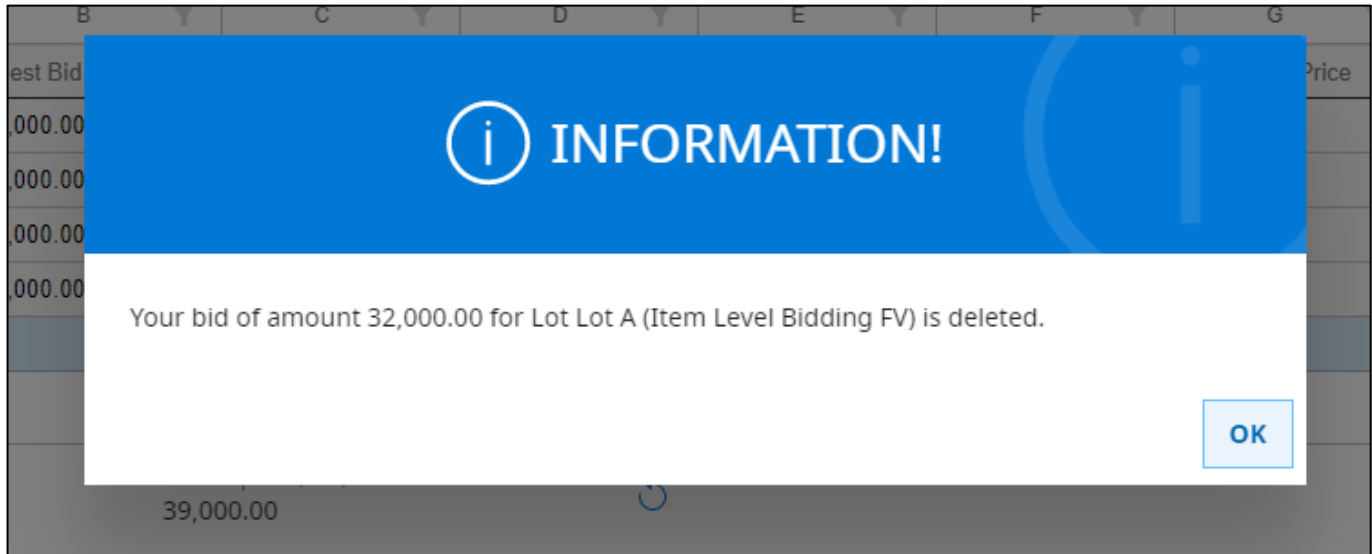


Note

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

5.7.2 Deletion of a Bid

The buyer can 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:



5.7.3 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:

Event 2 - Demo - Test Auction Event September 15 2021 is paused for some time. You will be informed once event is resumed.

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

Event 1- Sealed Auction - Test is resumed and will now be closing on **9/16/2021 at 2:46 AM.**

5.7.4 Timer Extensions

The buyer can 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:

Closing In 00:16:32 |

Notification Center

Lot A (Item Level Bidding FV) Live	Lot : Lot A (Item Level Bidding FV) is extended by 3 minutes 09/16/2021 1:43 AM
Lot B Material - Item Level Bidding RO Completed	Lot : Lot A (Item Level Bidding FV) is extended by 10 minutes 09/16/2021 12:37 AM
Lot C (Lot Level Bidding LB) Completed	Lot : Lot A (Item Level Bidding FV) is extended by 10 minutes 09/16/2021 12:37 AM
Lot D (Lot Level Bidding RO) Completed	



Note

In case of timer extension at a lot level, the timer extension notification is displayed irrespective of which lot you are viewing in the auction event.

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

PERTAMINA3_SMART's WORKSPACE
Search
Closing In 00:17:28 |

DEMO - TEST AUCTION EVENT SEPTEMBER 15 2021 (LIVE)

LOT CLOSING IN 00:17:28

EXTENSIONS 9

Search Lots

Lot A (Item Level Bidding FV)
LIVE
Closing In 00:17:28

Lot B Material - Item Level Bidding RO
COMPLETED

Lot C (Lot Level Bidding LB)
COMPLETED

Lot D (Lot Level Bidding RO)
COMPLETED

LOT A (ITEM LEVEL BIDDING FV)

RANK 2
Your Best Bid (IDR)
39,000.00

Best Bid (IDR)
31,000.00

Reserve Price Status
Not Met

1/1 Buyer Organization has enabled reserve price for this Lot. As per your placed bid you will be notified if you have met reserve price or not

LINE DETAILS												
	A	B	C	D	E	F	G	H	I	J	K	
	Item Rank	Best Bid	Items	Volume	Unit	Unit Start Price	Total Start Price	Decrement	Last Bid	* Price (Unit)	SubTotal	
1	2	8,000.00	Item A1	100.00	Each	100.00	10,000.00	2.00	100.00	100.00	10,000.00	
2	2	8,000.00	Item A2	100.00	Each	100.00	10,000.00	3.00	100.00	100.00	10,000.00	
3	2	8,000.00	Item A3	100.00	Each	100.00	10,000.00	2.00	100.00	100.00	10,000.00	
4	2	7,000.00	Item A4	100.00	Each	100.00	10,000.00	3.00	90.00	90.00	9,000.00	
Σ							40,000.00			390.00	39,000.00	

Overall Start Price (IDR)
40,000.00

Overall price (IDR)
39,000.00

PLACE BID

Chapter 6: 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 **Pertamina1_NexGen 1**,

Congratulations! The review of the bid responses is complete for the **Test Demo Auction for SHU and PTPL Team** and you have been selected to supply the items for the same.

[Click Here](#) to view details of this event.

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 1 week.

Thanks,

Buyer NexGen_005

Pertamina

Email : nshaikh@gep.com

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 SMART by GEP

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

Fresh thinking, innovative products, unrivaled 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 honored 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 honors 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.

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