

# Procurement Platform KGHM Polska Miedź Group SAP Ariba

ELECTRONIC AUCTION - ENGLISH

**Instructions for Suppliers**

# ENGLISH ELECTRONIC AUCTION PROCEDURE – INSTRUCTIONS FOR SUPPLIERS



**1. Training electronic auction:** This is an auction designed to familiarize you with the auction process. It gives you the opportunity to ask questions or clarify any doubts before participating in a live auction. During the training auction, virtual bid amounts are used (rather than actual bids submitted by Suppliers), but the bidding increments are identical to those used in the actual auction.

**2. Actual electronic auction:** This is an auction during which you can adjust your bid, i.e., potentially lower the starting price. During the actual auction, real bid amounts (actual bids submitted by Suppliers) are used, but the bid increment is identical to that used in the training auction.

**Links to the training auction and the actual auction will be provided before they are scheduled to start (via SAP Ariba system email). The training auction and the actual auction are two separate events – they require separate logins.**

**Note:** During the electronic auction, you must be logged in to only one tab in your browser and only one account in the Ariba Network.  
**Browser requirements: List of supported browsers and detailed information on additional browser requirements, see the SAP Ariba Cloud Technical Requirements Guide.**

**Optionally, an invitation to participate in auctions may be sent via Outlook a few days before the scheduled auctions by the auctioneer.**

**The invitation to participate in the auctions will contain information such as:**

- Auction type (English, Japanese, Dutch)
- Training auction and actual auction dates
- A phone number for support during the auction, if needed (this number is ONLY for contact during the auction)
- The auctioneer's phone number (in the email footer) in case of additional questions before the auction

# STEPS IN SAP ARIBA:



## 1. Log in to SAP Ariba Network using your Ariba Network account login and password

Use the supplier login link <https://service.ariba.com/Sourcing.aw> or the link from the SAP Ariba email invitation.

A **SAP Ariba system** email with an invitation and a link to the auction is sent before the auction.

The screenshot shows the SAP Ariba login page. At the top, it says 'SAP Ariba Proposals and Questionnaires'. Below that is the SAP Ariba logo and the text 'Logowanie dostawcy'. There are two input fields: 'Nazwa użytkownika' and 'Hasło'. A blue 'Logowanie' button is at the bottom. Below the button, it says 'Zapomniane nazwa użytkownika lub hasło'.

KGHM zaprasza Cię do uczestnictwa w następującym wydarzeniu: Aukcja elektroniczna szkoleniowa - [Zarejestruj się tutaj](#) ma rozpocząć się dn. czwartek, 31 lipca 2025 godz. 08.00, czas środkowoeuropejski leśni.

Aby zalogować się do wydarzenia KGHM, podaj następującą nazwę użytkownika: [Zarejestruj się tutaj](#)

Aby uzyskać dostęp do wydarzenia, kliknij [Kliknij tutaj](#)

Po kliknięciu tego łącza musisz podać nazwę użytkownika i hasło. Wtedy będziesz mieć możliwość zarejestrowania swojego identyfikatora użytkownika specyficznego dla nabywcy w nowym lub istniejącym koncie Ariba Commerce Cloud i rozpocząć uczestnictwo w wydarzeniu.

Jeśli nie chcesz odpowiadać na to wydarzenie, kliknij [Kliknij tutaj](#). Aby móc zgłosić swój brak zainteresowania tym wydarzeniem, najpierw musisz zarejestrować się w serwisie Ariba Commerce Cloud lub zalogować z podaniem nazwy użytkownika i hasła Ariba Commerce Cloud.

Jeśli nie pamiętasz nazwy użytkownika lub hasła i nie możesz się zalogować, kliknij [Kliknij tutaj](#).

UWAGA: Łącze do resetowania hasła jest ważne tylko przez 24 godziny. Jeśli po wygaśnięciu łącza chcesz zresetować hasło, musisz skorzystać z opcji Nie pamiętam hasła na stronie logowania serwisu Ariba.

Jeśli masz pytania dotyczące wydarzenia, skontaktuj się z podmiotem [Zarejestruj się tutaj](#) lub przez e-mail pod adresem [Zarejestruj się tutaj](#).

Zapraszamy do współpracy!

Z podziękowaniem,

KGHM



The screenshot shows the SAP Ariba system dashboard. At the top, it says 'SAP Ariba Proposals and Questionnaires'. Below that is the KGHM logo and the text 'Witamy w Systemie KGHM SAP Ariba'. There are several sections: 'Profil wymagany przez KGHM', 'Wypełniono wszystkie obowiązkowe pola wymagane przez klienta.', 'Wyświetl pola wymagane przez klienta >', 'Kompletność profilu publicznego', 'Zdarzenia', and 'Wprowadź rodzaj oferowanych towarów i usług - osiągniesz 35% >'. There is a table with columns: 'Identyfikator', 'Czas zakończenia', 'Typ zdarzenia', 'Uczestniczył'. The table has one row with 'Aukcja elektroniczna szkoleniowa' and 'Auction'.

## 2. Select the lot or order items for the auction - you can select all (lot) or only some of the order items you want to bid on.

The screenshot shows the SAP Ariba auction selection page. It has a table with columns: 'Nazwa', 'Opis'. There are two rows in the table. The first row is '1. Sprawdź szczegóły zdarzenia'. The second row is '2. Wybierz partie/pozycje'.

# STEPS IN SAP ARIBA



Before submitting bids for lots or items in the auction, go to the **Event Checklist** in the left panel, click **Select Lots/Items**, select the checkboxes for the lots or items you want to participate in, and then click **Confirm Selected Lots/Items**. SAP Ariba displays the event content along with the selected lots.

**Note:** If the auction configuration specifies that all lots require a response, the Supplier does not need to perform this step (because it is mandatory to submit a bid for all items).

## 3. Confirm participation in the auction

Select the auction name and then the option **I intend to participate**.

The screenshot shows the SAP Ariba interface for an auction. The top navigation bar includes 'Arriba Sourcing' and 'Powrót do pulpitu nawigacyjnego KGHM'. The main header displays 'Szczegóły zdarzenia' and 'Doc[redacted] - Aukcja elektroniczna szkoleniowa- Umowa Wyko...'. A 'Załadaj natychmiastowej pomocy' button is visible. The 'Pozostały czas otwartej licytacji' is 00:23:41. The main content area has a yellow banner with the text 'Musisz zdecydować, czy zamierzasz uczestniczyć w tym zdarzeniu, czy nie.' Below this are four buttons: 'Pobierz treść', 'Zamierzam uczestniczyć' (highlighted with a green box), 'Nie zamierzam uczestniczyć', and 'Drukuj informacje o zdarzeniu'. Below the banner is a table with columns 'Nazwa ↑', 'Cena', 'Ilość', and 'Wartość'. The table contains one row: '1 Wynagrodzenie ryczałtowe za wykonanie Przedmiotu Zamówienia' with a price of 'PLN' and quantity of '1 szt.'.

Depending on the auction settings, you will see the **Confirm** or **View** your initial/opening bid screens. **Initial bids** are starting bids that were entered before the auction began, based on your last bid in the purchasing process (e.g., in the negotiation round preceding the auction).

**Note:** The **Confirm preliminary bid** option will not be visible if the auction configuration specifies that all lots require a response (the supplier does not have to perform this action because it is mandatory to submit a bid for all items). In this case, only the **View preliminary bid** option will be displayed. To accept the auction and continue participating, confirm with the **Done** option.

The screenshot shows the SAP Ariba interface for an auction. The top navigation bar includes 'Powrót do pulpitu nawigacyjnego KGHM'. The main header displays 'Potwierdzenie - Aukcja elektroniczna szkoleniowa- [redacted]'. A 'Gotowe' button is visible. The main content area has a yellow banner with the text 'Właściciel zdarzenia złożył za Ciebie ofertę wstępną. Zapoznaj się z jej zawartością.' Below this are two buttons: 'Pobierz treść' and 'Wyświetl ofertę wstępną' (highlighted with a green box). Below the banner is a table with columns 'Nazwa ↑', 'Cena', 'Ilość', and 'Wartość'. The table contains one row: '1 Wynagrodzenie ryczałtowe za wykonanie Przedmiotu Zamówienia' with a price of 'PLN' and quantity of '1 szt.'.

The screenshot shows the SAP Ariba interface for an auction. The top navigation bar includes 'Powrót do pulpitu nawigacyjnego KGHM'. The main header displays 'Potwierdzenie - Aukcja elektroniczna szkoleniowa- [redacted]'. A 'Gotowe' button is visible. The main content area has a yellow banner with the text 'Właściciel zdarzenia złożył za Ciebie ofertę wstępną. Zapoznaj się z jej zawartością.' Below this are two buttons: 'Pobierz treść' and 'Wyświetl ofertę wstępną'. Below the banner is a table with columns 'Nazwa ↑', 'Cena', 'Ilość', and 'Wartość'. The table contains one row: '1 Wynagrodzenie ryczałtowe za wykonanie Przedmiotu Zamówienia' with a price of 'PLN' and quantity of '1 szt.'.

# STEPS IN SAP ARIBA



## 4. Read the bidding rules

An information icon appears next to each item name. You can click on the information icon to view the bidding rules.

**Bidding rules may vary depending on the item** (in the case of more than one auction item), so it is recommended that you check them all. Each rule has a detailed explanation next to it and an amount.

**Note:** Bid reduction (bid increment) will be visible in the bidding rules, but buffers will only be visible if the auction configuration allows the leading bid to be visible.

Auction rules may also include a condition whereby an offer is accepted by the system only if it exceeds the leading offer by at least the minimum auction step.

A screenshot of the SAP ARIBA auction interface. It shows a table with columns for 'Nazwa' (Name) and 'Opis zdarzenia i reguły czasowe' (Event description and time rules). The first row is highlighted and contains the text '1 Wynagrodzenie ryczałtowe za wykonanie Przedmiotu Zamówienia'. A green circle highlights a small downward arrow icon next to the item name. Below the table, there is a button that says 'Kliknij, aby wyświetlić reguły licytacji dla tej partii' (Click to display bidding rules for this lot).



A screenshot of the 'Reguły licytacji - 1 Wynagrodzenie ryczałtowe za wykonanie Przedmiotu Zamówienia' (Bidding rules - 1 Lump-sum payment for execution of the subject of the order) page. The page lists several bidding rules with their respective amounts in PLN:

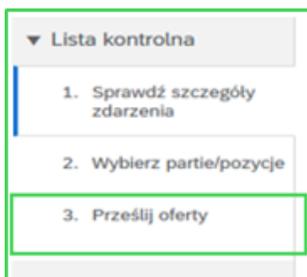
- Towar:** [Redacted]
- Region:** [Redacted]
- Zmniejszenie oferty:** 20000,00 PLN  
Minimalna kwota, o jaką uczestnik musi obniżyć swoją ostatnią ofertę.
- Zabezpiecz ofertę wiodącą przy pomocy bufora górnego:** 500,00 PLN  
Bufor górny to pewien zakres „naprzód” od oferty wiodącej, w ramach którego system nie dopuszcza składania ofert konkurencyjnych. Określenie bufora górnego pozwala określić, jak daleko „naprzód” sięga ten zakres.
- Zabezpiecz ofertę wiodącą przy pomocy bufora dolnego:** 500,00 PLN  
Bufor dolny to pewien zakres „w tył” od oferty wiodącej, w ramach którego system nie dopuszcza składania ofert konkurencyjnych. Określenie bufora dolnego pozwala określić, jak daleko „w tył” sięga ten zakres.
- Wartość podany:** 20000000,00 PLN

# STEPS IN SAP ARIBA



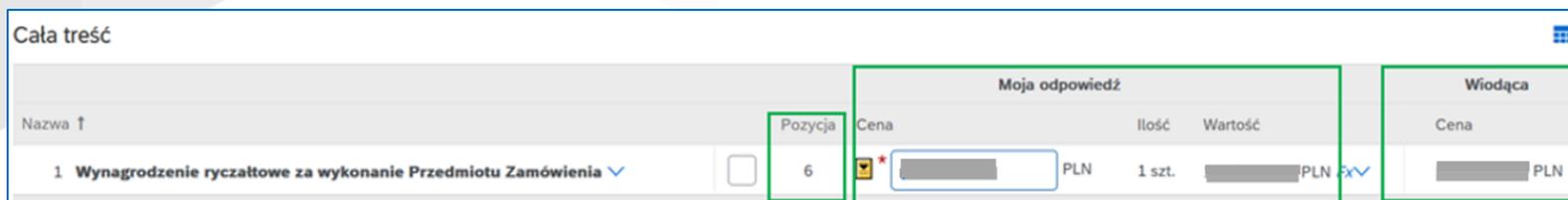
## 5. Submit your bid

A new window with the auction will appear (menu on the left – point 3. Submit bids). SAP Ariba displays information about your bid, which **should be submitted as a starting bid (due to the auction configuration, the starting bid may be submitted automatically, in which case the Supplier does not perform this step).**



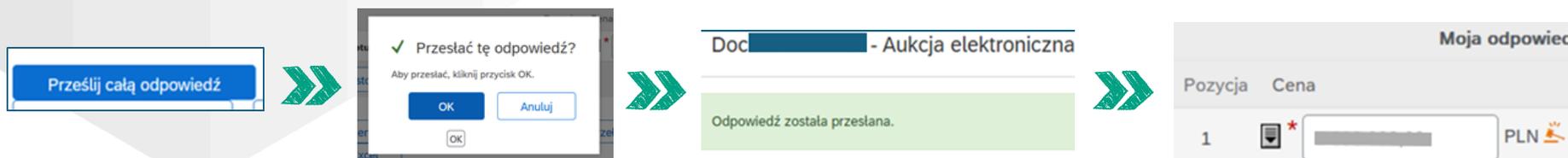
You will see additional information:

- **Position** – you see your rank, i.e., your place in the ranking among other participants
- **My response** – you see your submitted starting bid for the auction
- **Leading** - you see the value of the leading bid (without the company name), i.e., the current lowest bid compared to your bid



Click **Submit entire response** and then click **OK** to submit your response.

After submitting your response, SAP Ariba displays a **green bar** at the top of the page with a message confirming that the system has accepted your bid. If your bid is the leading bid, an icon indicating the status of the auction (orange hammer) will also appear next to your bid



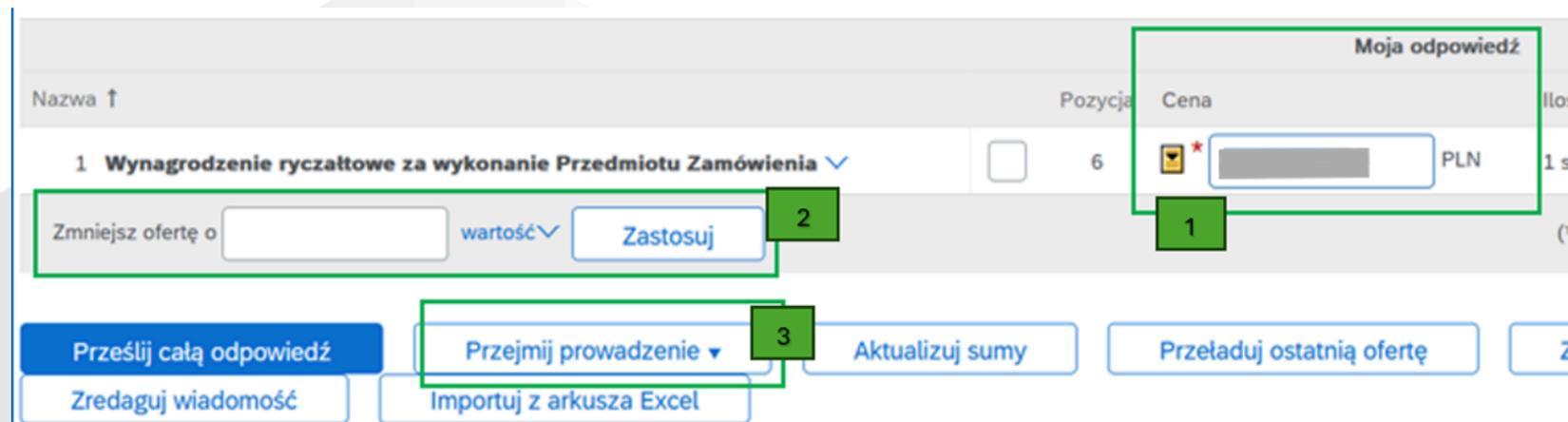
# STEPS IN SAP ARIBA

## 6. Improve your bid

You can change your bid at any time to improve your ranking by lowering your bid by at least one increment (bid reduction).

To change your bid, you can choose **one of three methods**:

- (1) Enter **a new price**
- (2) Reduce your bid by **a certain amount**
- (3) Take **the lead**



The screenshot shows the SAP Ariba bid modification interface. A table lists bid items, with the first item selected. A 'Moja odpowiedź' (My response) pop-up is visible for the selected item, showing a price input field. Below the table, there are three main actions: 'Zmniejsz ofertę o' (Reduce bid by), 'Przejmij prowadzenie' (Take the lead), and 'Prześlij całą odpowiedź' (Submit entire response). Three green boxes with numbers 1, 2, and 3 highlight these actions: 1 points to the price input field in the pop-up, 2 points to the 'Zastosuj' (Apply) button, and 3 points to the 'Przejmij prowadzenie' button.

**Note:** Regardless of the option selected, the task **ALWAYS** ends with the **Submit entire response button**, and SAP Ariba displays **a green bar** at the top of the page with a message confirming that the offer has been accepted by the system.

# STEPS IN SAP ARIBA



**Method 1** Enter the new value in the **Price** field  
(the new price entered must take into account the Bid increment/decrement specified in the auction)

The screenshot shows a table with columns 'Pozycja' and 'Cena'. Row 6 is highlighted with a green box. The 'Cena' field contains a text input box followed by 'PLN'. A small icon with a red asterisk is visible to the left of the input box.

**Method 2** Use the **Decrease bid by...** function, which decreases the bid by **the specified value**

The screenshot shows a table with columns 'Nazwa', 'Pozycja', and 'Cena'. Row 1 is selected with a checkmark in a green circle. Below the table, there is a form with a text input field containing '10000', a dropdown menu labeled 'wartość', and a button labeled 'Zastosuj'.

Enter the amount by which the system should reduce the bid, check the box for the item to which the reduction should be applied (even if there is only one), and then click **Apply**. SAP Ariba calculates your new bid and displays it in the Price field. The reduction value entered must take into account the bid increment/decrement specified in the auction.

**Method 3** Use the **Take the Lead** function

An easy way to become the new leader in the ranking. This function loads the minimum amount required into the **Price** field.

The new price entered must take into account the bid increment/decrement specified in the auction. This option is not available in auctions where the leading bid is not displayed and the event is based only on the ranking.

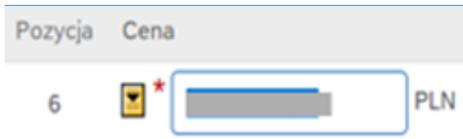
Select the option to take the lead on all or selected positions where you are not in 1st place (the system will apply our selection) and click **Submit entire response**.

The screenshot shows a row of buttons: 'Prześliznij całą odpowiedź', 'Przejmij prowadzenie', 'Aktualizuj sumy', and 'Przeładuj o...'. Below the 'Przejmij prowadzenie' button, a dropdown menu is open, showing two options: 'Przejmij prowadzenie dla wszystkich pozycji' and 'Przejmij prowadzenie tylko dla pozycji, dla których Twoja oferta nie jest wiodąca'.

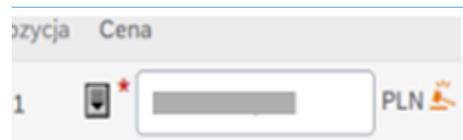
# STEPS IN SAP ARIBA



It is also possible to take the lead on a selected position by clicking the "  \* " icon next to the price position.

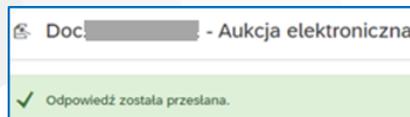
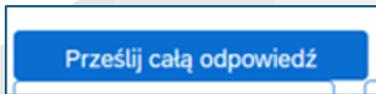


The gold icon means that **you are not** leading in a given position.



The silver icon means that **you are** leading on a given position (+ orange hammer visible).

**Note:** Regardless of the method you choose, this task **ALWAYS** ends with the Submit entire response button, and SAP Ariba displays a green bar at the top of the page with a message confirming that the offer has been accepted by the system.



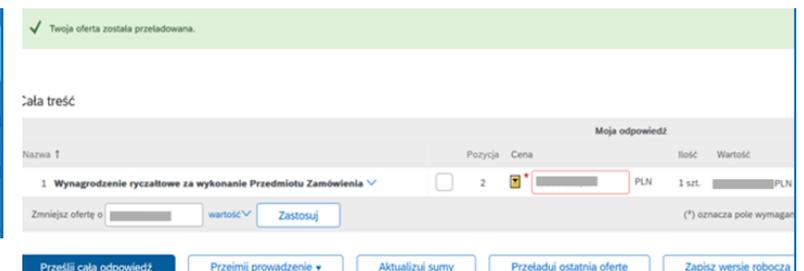
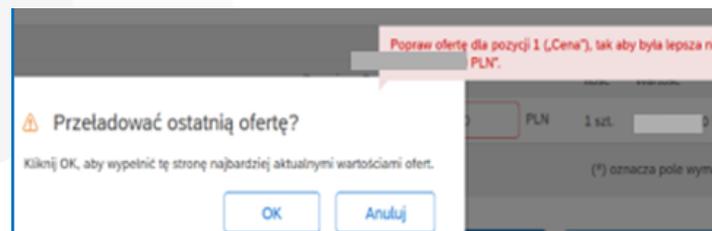
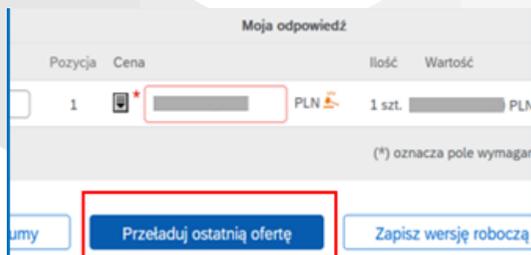
**Note:** If two Suppliers submit Offers of equal value, the actual time of submission will determine their ranking.

## Additional functions:

### Reload Last Bid function:

This function is used if a Supplier enters a value by mistake and wants to withdraw it, or receives error messages and wants to clear all changes in the fields. Reloading will restore the price to the last correctly submitted (confirmed by the system) bid value.

Confirm the step by clicking **OK**, and SAP Ariba will display a green bar at the top of the page with the message: "Your bid has been reloaded."

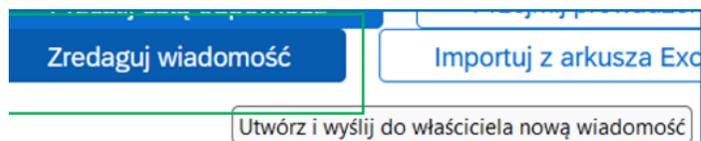


# STEPS IN SAP ARIBA



## Edit Message function:

During the auction, you also have the option to send a message to the auctioneer via the **Edit Message** field.

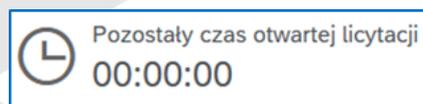


## 7. End of auction

**The auction is only definitively closed** when the 00:00:00 clock disappears and the message **Selection in progress** appears, which is visible to all bidders after the electronic auction has ended.



**A temporary display of zeros on the timer does not mean that the auction has ended.** Depending on the bandwidth of the Internet connection used by the Supplier participating in the auction, there may be minor delays related to refreshing the page in the browser. An unstable or slow Internet connection may prevent you from submitting your bid on time.



**The auction rules specify the overtime period** (e.g., 3 minutes), and bids submitted during the overtime period automatically extend the time to the overtime value (e.g., to a full 3 minutes) **minus the number of seconds** it took to refresh the website and for the SAP Ariba system to accept the bid (this means that a clock showing a time of less than, for example, 3 minutes will be visible). This is standard system behavior. It is not recommended to submit a bid in the last few seconds of an open event, due to the time required to process the bid.



**W przypadku złożenia Ofert jednakowych pod względem wartości o pozycji w rankingu decydować będzie faktyczny czas ich złożenia.**

# STEPS IN SAP ARIBA



## Unfinished auction:

- 1) **Visible clock reading** with time or "00:00:00"
- 2) **Active Price** edit field
- 3) **Active** button **Decrease bid by ...** and **Apply**
- 4) **Active** **Submit entire response** button

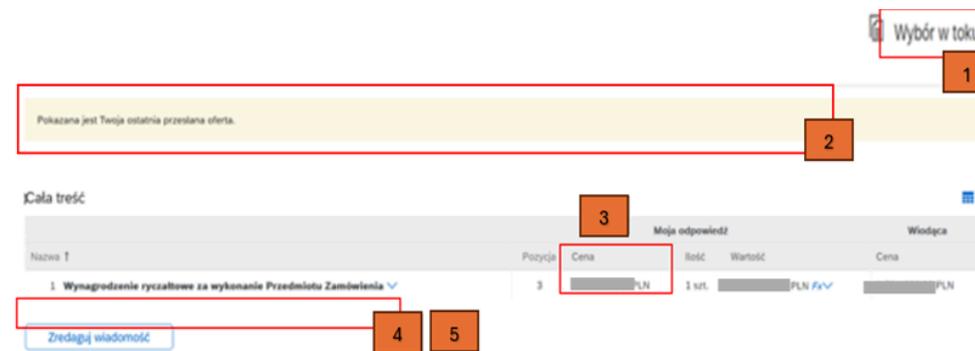
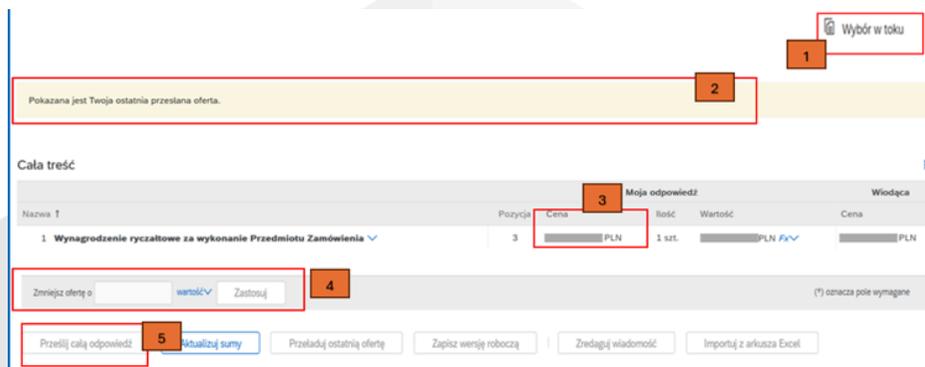
The screenshot shows the SAP ARIBA auction interface. The page title is "Doc1000000000 - Aukcja elektroniczna właściwa - Naprawa oraz...". In the top right corner, there is a clock icon and the text "Pozostały czas otwartej licytacji 00:00:00", which is highlighted with a green box and the number 1. Below this, the main content area is titled "Cała treść". It features a table with columns: "Nazwa ↑", "Pozycja", "Cena", "Ilość", "Wartość", and "Wodęca". The first row of the table is highlighted, showing "1 Oferta" in the "Nazwa" column, "1" in "Pozycja", and "Cena" in "Cena". A green box with the number 2 highlights the "Cena" input field. Below the table, there is a section for "Zmniejsz ofertę o" with an input field, a "wartość" dropdown, and a "Zastosuj" button, highlighted with a green box and the number 3. At the bottom of the interface, there is a row of buttons: "Prześlij całą odpowiedź", "Przejmij prowadzenie", "Aktualizuj sumy", "Przeładuj ostatnią ofertę", "Zapisz wersję roboczą", "Zredaguj wiadomość", and "Importuj z arkusza Excel". The "Prześlij całą odpowiedź" button is highlighted with a green box and the number 4.

# STEPS IN SAP ARIBA

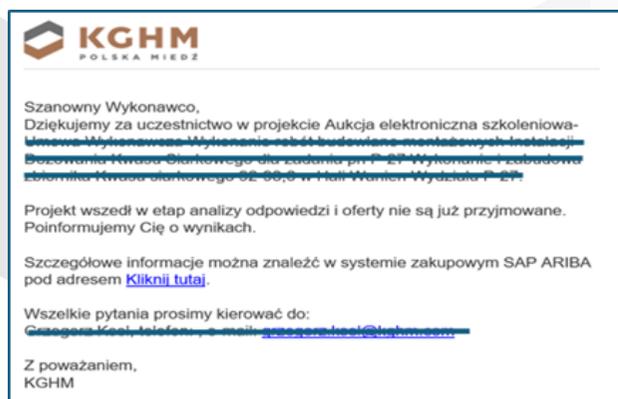


## Completed auction:

- 1) Visible message **Selection in progress** in place of the clock
- 2) A yellow bar with a message confirming that the offer has been accepted by the system is displayed at the top of the page: "Your last offer is shown."
- 3) No option to edit **Prices**
- 4) Inactive - no **Decrease bid by ...** and **Apply** buttons
- 5) Inactive - no **Submit entire response** button



After the auction ends and the message **Selection in progress** appears on the Bidder's console, the system generates an email to the auction participants informing them that the auction has ended.



## Diagnosed potential technical problems with Bidders:

### Problems related to the auction may occur when:

- **Several** browser **windows** with SAP Ariba pages are open.
- **Several users** are connected to the same account (auction rules §13).
- The previous session was not logged out correctly and a new session was opened.
- An inactive link (e.g., from a password reset email) was used to log in.

### To minimize the risk of such problems, we recommend:

- Using individual user accounts – logging in with multiple people on one account can disrupt the proper functioning of the system.
- Updating your browser: [Supported browsers](#). Make sure your browser is updated to the latest version. [Configuring your browser to access SAP Ariba Cloud solutions](#)

**SAP Ariba requirements:** *Both the platform version (Microsoft Windows, MacOS, iOS and iPadOS, Android) and the browser version (Google Chrome, Microsoft Edge, Mozilla Firefox, Safari, Chrome) must be the latest, official, non-beta version with all updates applied to ensure compatibility with SAP Ariba Cloud solutions.*

- Deleting cookies: Regularly clear your browser's cookies and cache.
- Opening a new browser window and logging back into your account: After closing all browser windows, open a new window and log back into your SAP Ariba account.
- Additional browser page refresh. During the auction, you can additionally refresh the page.

### In addition, problems may be caused by:

- Server overload: Bidding in the last seconds of an auction can lead to increased server traffic, which increases processing time.
- Internet connection: An unstable or slow internet connection may prevent you from submitting your bid on time.
- Web browser: Using older versions of browsers or those that are not fully compatible with SAP Ariba may cause technical problems.

**See also:** [SAP Ariba Cloud Solutions and SAP Business Network Technical Requirements | SAP Help Portal](#)

**The Auction Rules contain detailed provisions regarding the rules for using the platform and technical requirements, which every auction participant should read and comply with!**