

OVERVIEW Audience: External Suppliers

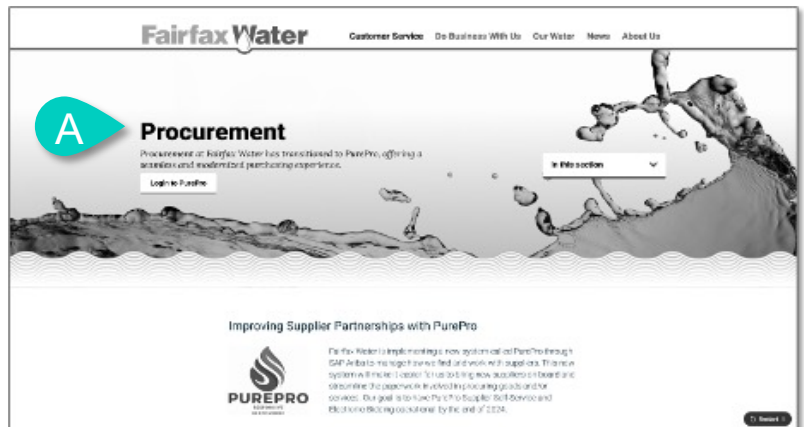
- The purpose of this Quick Reference Guide (QRG) is to demonstrate how to find and respond to a Reverse Auction: **It is a real-time online sourcing event where suppliers compete against each other by submitting progressively lower bids for specific goods or services.**

Quick Steps

- Respond to Reverse Auction with Fairfax Water
 - from our Website
 - from an Email Invitation (most likely)
 - from the SAP Business Network (SBN)
- Initial Responses to the Reverse Auction
- Reverse Auction Dashboard

Step 1.1: Respond to Reverse Auction from our Website

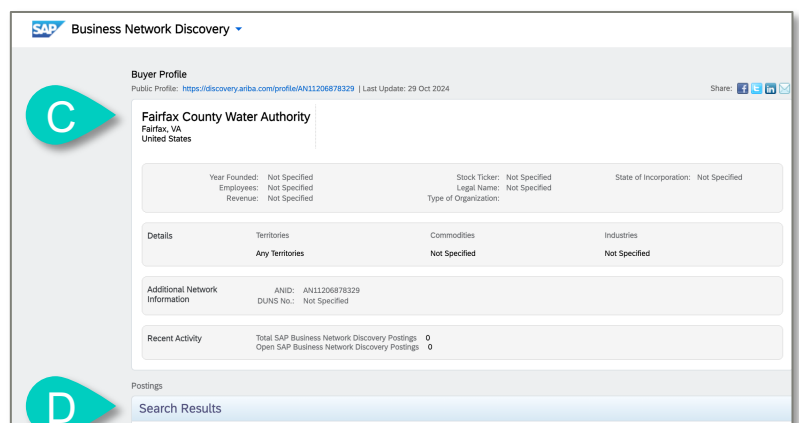
- Open your web browser and navigate to <https://www.fairfaxwater.org/procurement>
- Locate and Click on the Business Opportunity Listing Link
- This should direct you to the Fairfax Water Ariba Discovery Buyer Profile.
- The Buyer Profile will show list all Business Opportunity Listings (searchable) at the bottom of the page.



Business Opportunity Listing

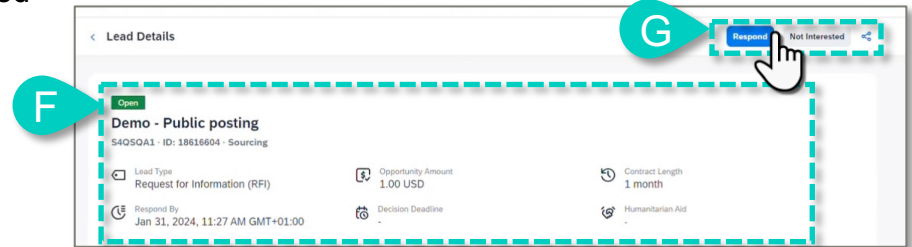
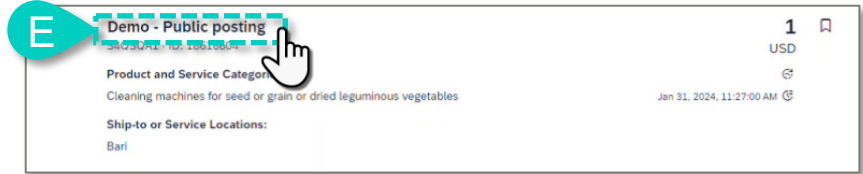
Explore current opportunities through your updated Ariba Discovery Buyer Profile.

B [Solicitation Opportunities](#)



Step 1.1: Respond to Reverse Auction from our Website Continued

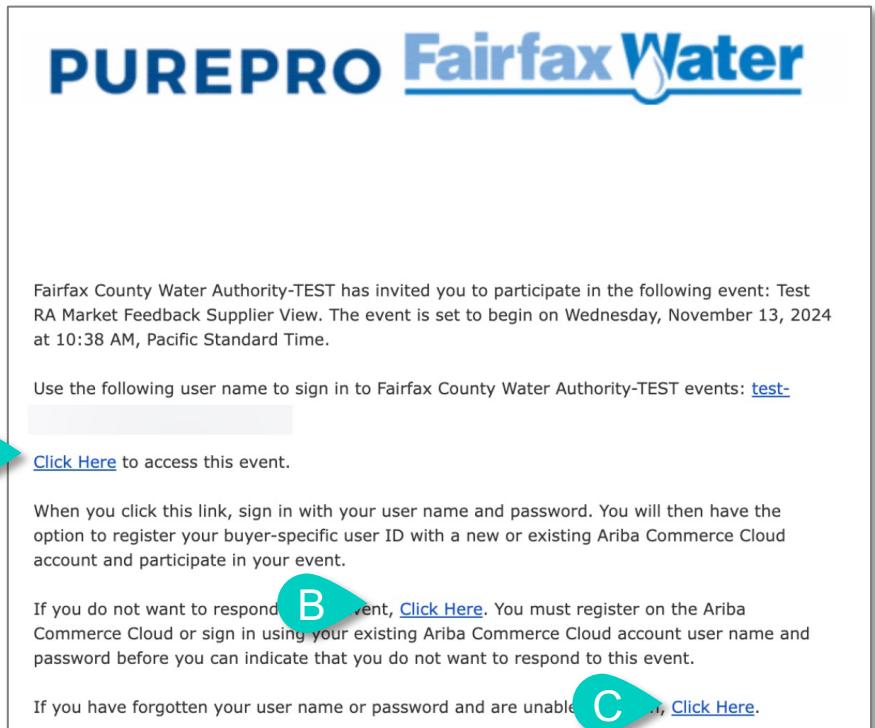
- E. Click on the name of the Reverse Auction to see more information.
- F. Reviewed the content of the Reverse Auction.
- G. Click on 'respond' button or 'not interested' button in the right-hand corner of the screen if wish to accept or decline the opportunity.



Step 1.2: Respond to Reverse Auction from an Email

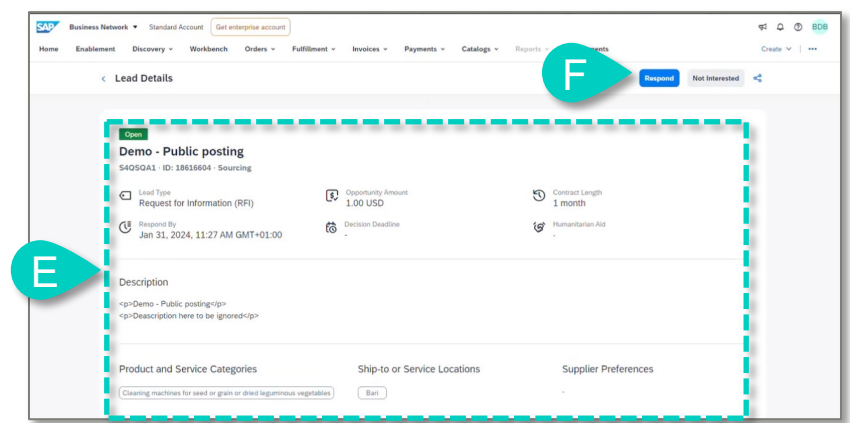
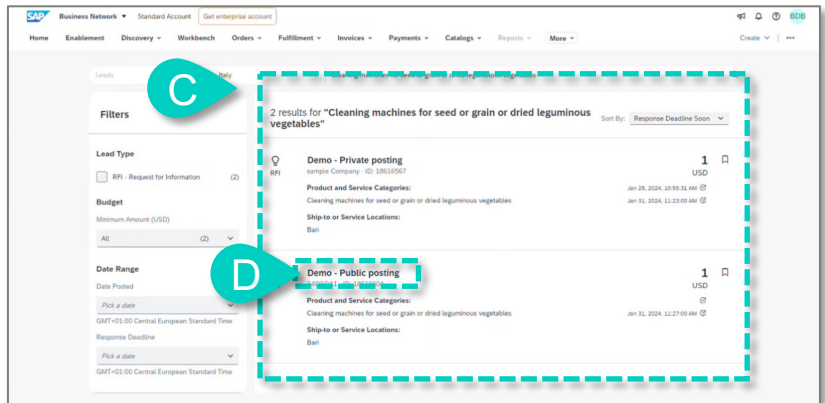
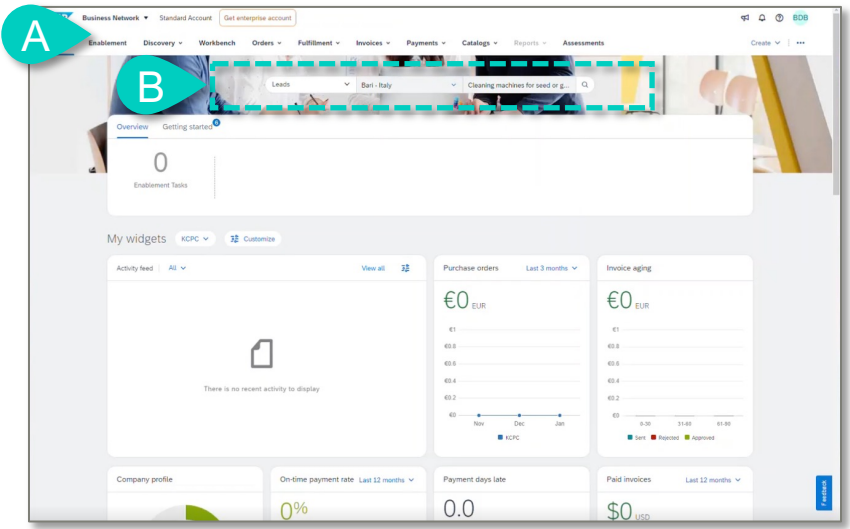
When invited by Fairfax Water to participate in a Sourcing Event, Suppliers will **receive an automated email notification** with links to access and participate in the Reverse Auction.

- A. Click here to Access the Reverse Auction.
- B. If you do not want to decline the event, click here, an SAP Business Network account is needed to indicate you do not want to decline participation in the event
- C. If you have forgotten your SAP Business Network Username and password or unable to sign into your SBN Account, use the link to assist with that process.



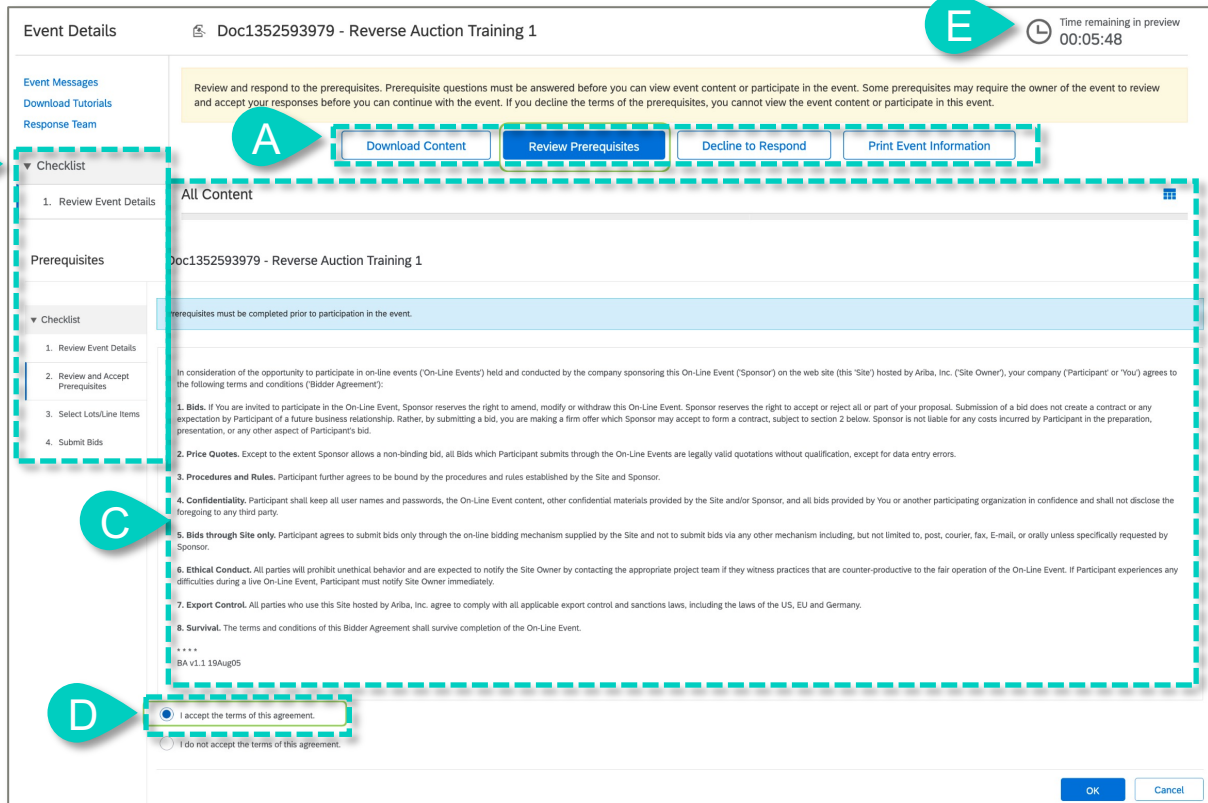
Step 1.3: Respond to Reverse Auction from the SBN

- A. Open your web browser and navigate to the [SAP Business Network \(SBN\) platform](#), log in or create your SBN account.
- B. Use the search bar at the top of the page to search for Leads by country and/or region, or by name.
- C. Review search results or refine search.
- D. Click on the Reverse Auction name you wish to expand or respond to.
- E. Look through opportunity details
- F. Click Respond to engage with the Reverse Auction.



Step 2: Initial Responses to the Reverse Auction

Upon logging-in and opening the event in Ariba, Suppliers can view **all details associated with the Reverse Auction** before taking the actions needed to respond.



A. Action Buttons to:

- **Download Content:** Allows the supplier to download any relevant documents or attachments associated with the Reverse Auction.
- **Review Prerequisites:** This button directs the supplier to review and accept any prerequisites or agreements necessary to participate in the Reverse Auction. These might include Non-Disclosure Agreements (NDAs), Supplier Code of Conduct, Other legal or contractual requirements.
- **Decline to Respond:** Allows the supplier to formally decline the invitation to participate in the Reverse Auction, sending a notification to the Fairfax Water
- **Print Event Information:** Provides the supplier with the option to print a hard copy of the event details, including any attachments or documents, for reference or further review.

B. Navigate the Reverse Auction Checklists from the Sidebar.

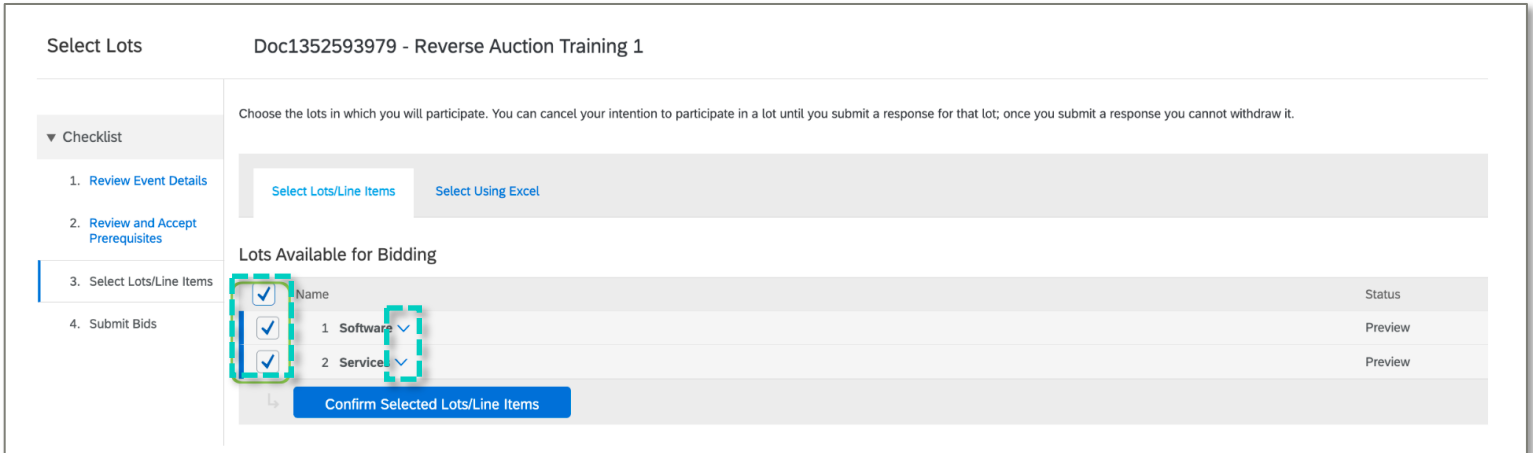
C. Review Reverse Auction Prerequisites/ Event Details.

D. Accept the Terms and Conditions of the Reverse Auction.

E. Countdown to keep track of the time remaining before the Reverse Auction closes for **initial bid submissions**.

Step 2: Initial Responses to the Reverse Auction (continued)

The **"Select Lots/Line Items"** feature allows you to **specify which specific products or services** you are interested in bidding on for the Reverse Auction



Select Lots Doc1352593979 - Reverse Auction Training 1

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.

Checklist

- Review Event Details
- Review and Accept Prerequisites
- Select Lots/Line Items
- Submit Bids

Select Lots/Line Items Select Using Excel

Lots Available for Bidding

	Name	Status
<input checked="" type="checkbox"/>	1 Software	Preview
<input checked="" type="checkbox"/>	2 Service	Preview

Confirm Selected Lots/Line Items

A. Lot and Line-Item Selection:

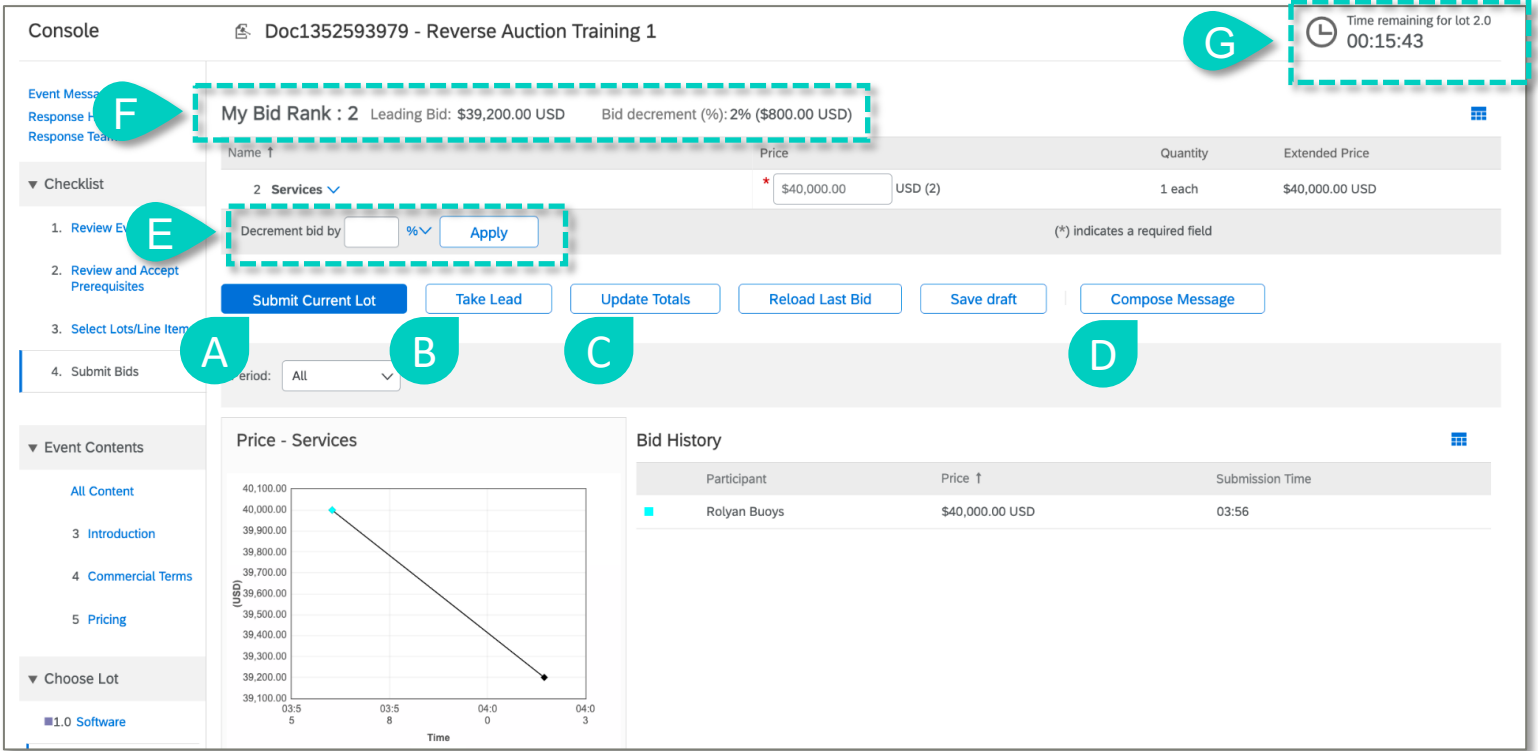
- **Lots:** These are groups of related line items, often used to bundle products or services with similar characteristics.
- **Line Items:** These are individual items or services within a lot. They can represent specific products, services, or even tasks.

- Review the detailed descriptions of each lot and line item and select the specific lots or line items you are interested in bidding on.
- This selection process can be done individually or by using filters to quickly identify relevant items.
- Once the desired lots and line items are selected, confirm by **clicking 'Submit Current Lot', which will take you to the Reverse Auction Dashboard**

(see next page for Reverse Auction Dashboard Navigation)

Step 3: Reverse Auction Dashboard

The Reverse Auction Dashboard provides real-time visibility into the auction. **Track your bid rank, analyze bid data, and monitor the event timeline to make informed decisions and optimize outcomes.**



The screenshot shows the 'Reverse Auction Training 1' dashboard. Key features highlighted with callouts are:

- A:** Submit Current Lot button
- B:** Take Lead button
- C:** Update Totals button
- D:** Compose Message button
- E:** Decrement bid by input field and Apply button
- F:** My Bid Rank summary box showing leading bid and bid decrement
- G:** Time remaining for lot 2.0 timer

The dashboard also displays a table for '2 Services' with a price of \$40,000.00 USD, a quantity of 1 each, and an extended price of \$40,000.00 USD. A 'Bid History' table shows a bid from 'Rolyan Buoys' at \$40,000.00 USD at 03:56. A 'Price - Services' chart shows a price decrease from approximately \$40,000.00 to \$39,200.00 over time.

- A. Submit Current Lot:** This action finalizes the supplier's bid for the current lot, making it irrevocable.
- B. Take Lead:** This action allows a supplier to take the lead in the auction by submitting a more competitive bid.
- C. Update Totals:** This function ensures that the total bid amount is accurate and up-to-date, reflecting any changes made to the bid.
- D. Compose Message:** Allows Suppliers to communicate with Fairfax Water throughout the event as needed.
- E. Decrement by:** This function enables suppliers to incrementally lower their bids in response to competition.
- F. My Bid Rank:** After submitting the bid your rank will show - each time a response is submitted you will be able to see the change and impact on rank.
- G. Time Remaining:** This function enables suppliers to incrementally lower their bids in response to competition for specific lots.

This concludes the Quick Reference Guide for Navigating Reverse Auctions with Fairfax Water