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## Business Process Procedure

Respond to Live Auction

Transaction Code: NA

### Purpose

Use this procedure to directly respond to a reverse auction for the procurement of related goods, services or fixed or operational assets.

### Trigger

Perform this procedure when required to respond to a live auction.

### Prerequisites

- Login Credentials

### Menu Path

Use the following menu path(s) to begin this transaction:

- Vendor Portal Link ➔ Respond to RFx ➔ SAP Bidding Engine (live auction)

### Transaction Code

NA

### Helpful Hints

- xxxx within a document represents a variable which may consist of a name, number, etc.
- In the field description tables, **R** indicates the action is required, **O** indicates the action is optional, and **C** indicates the action is conditional.
- The following notes maybe used throughout this work instruction:







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## Business Process Procedure

Respond to Live Auction

Transaction Code: NA

Note Type	Icon	Description
General		Offers additional information such as policy.
Cautionary		Indicates that an action <b>MUST BE</b> completed.
Critical		Indicates that an action <b>MUST NOT BE</b> completed.
Shortcut		Indicates a shortcut to a process.



## Business Process Procedure

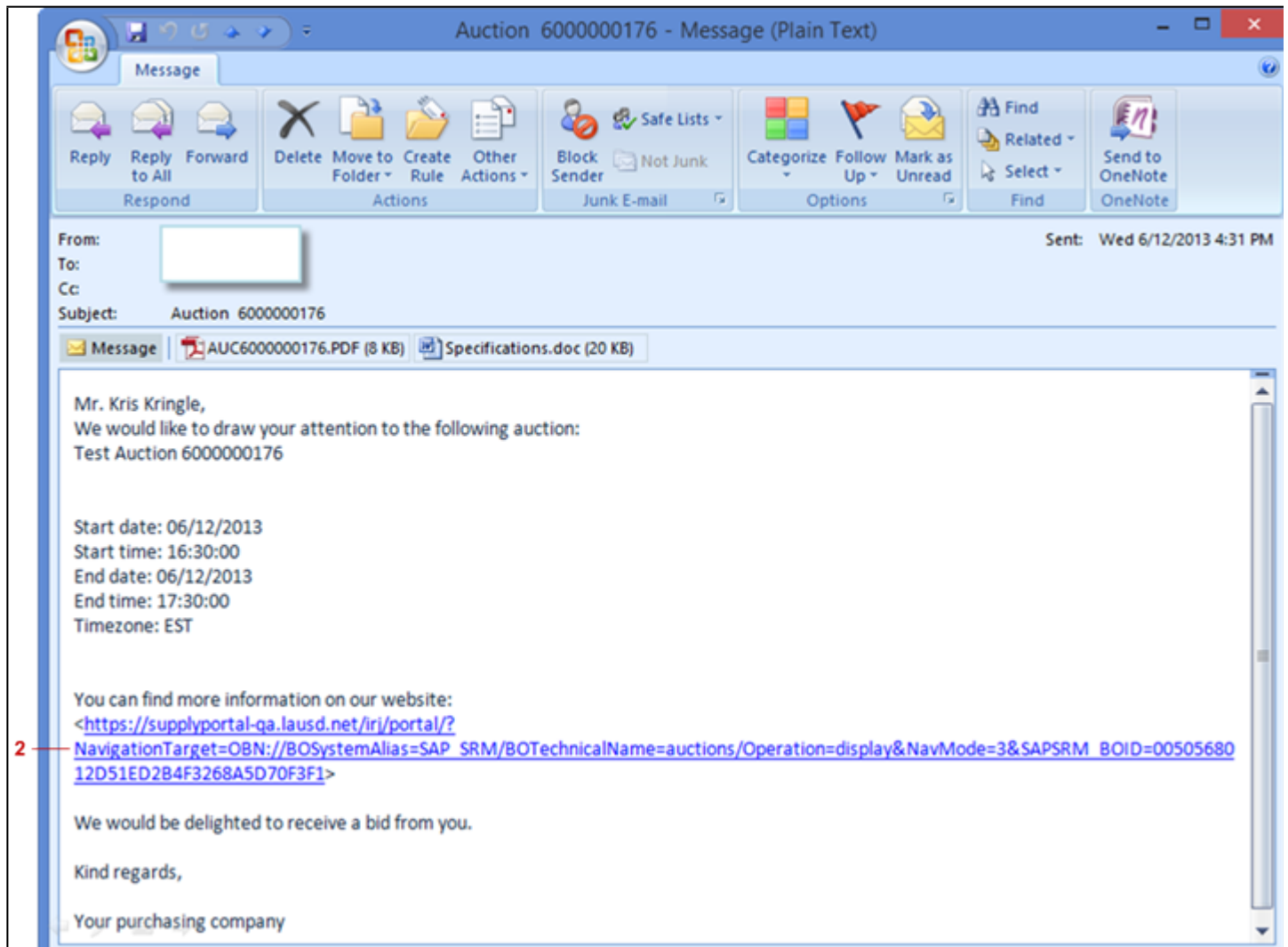
Respond to Live Auction

Transaction Code: NA

### Procedure

1. Start the transaction using the menu path or transaction code.

#### PowerPoint Slide Show - [Presentation1]



2. Click the hyperlink or copy and paste the link into your web browser (Internet Explorer 9 or Mozilla Firefox)  
<[https://supplyportal-ga.lausd.net/irj/portal/?NavigationTarget=OBN://BOSystemAlias=SAP\\_SRM/BOTechnicalName=auctions/Operation=display&NavMode=3&SAPSRM\\_BOID=0050568012D51ED2B4F3268A5D70F3F1](https://supplyportal-ga.lausd.net/irj/portal/?NavigationTarget=OBN://BOSystemAlias=SAP_SRM/BOTechnicalName=auctions/Operation=display&NavMode=3&SAPSRM_BOID=0050568012D51ED2B4F3268A5D70F3F1)>



## Business Process Procedure

Respond to Live Auction

Transaction Code: NA

### SAP NetWeaver Portal - Mozilla Firefox

A screenshot of a Mozilla Firefox browser window displaying the SAP NetWeaver Portal login page. The browser's address bar shows the URL: https://supplyportal-qa.lausd.net/irj/portal/?NavigationTarget=OBN://BOSystemAlias=SAP\_SRM/BOTechnicalNan. The page content includes a header "Business Tools for Schools" and a login form with fields for "User" and "Password", and a "Log On" button. Below the login form, there is a note: "Logon Problems? [Get Support](#)" and a disclaimer: "\* Note: All required information must be provided and match LAUSD's records in order to generate a new password. If the requested information is unknown, please contact LAUSD's Procurement's Prequalification / Vendor Services Unit at (562) 654-9404 for assistance." The SAP logo is visible in the bottom right corner of the page content. The browser's menu bar (File, Edit, View, History, Bookmarks, Tools, Help) and toolbar (Most Visited, Getting Started, Web Slice Gallery, cricket, Movies, office, University Graduate Sc..., Torrents site, Unido, Sbx - SAP NetWeaver ...) are also visible.

3.



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### SAP NetWeaver Portal - Mozilla Firefox

A screenshot of a Mozilla Firefox browser window displaying the SAP NetWeaver Portal login page. The browser's address bar shows the URL: https://supplyportal-qa.lausd.net/irj/portal/?NavigationTarget=OBN://BOSystemAlias=SAP\_SRM/BOTechnicalNan. The page content includes a header "Business Tools for Schools" and a login form with fields for "User" (containing "9a2z") and "Password" (containing "\*\*\*\*\*"). A "Log On" button is positioned to the right of the password field. Below the login form, there is a link for "Logon Problems? Get Support" and a note: "\* Note: All required information must be provided and match LAUSD's records in order to generate a new password. If the requested information is unknown, please contact LAUSD's Procurement's Prequalification / Vendor Services Unit at (562) 654-9404 for assistance." The SAP logo is visible in the bottom right corner of the page. A red line with the number "4" points to the "Log On" button.

4. Then click the [Log On](#) button.



## Business Process Procedure

Respond to Live Auction

Transaction Code: NA

### Display Auction - SAP NetWeaver Portal - Mozilla Firefox

The screenshot displays the SAP NetWeaver Portal interface for displaying an auction. The browser window title is "Display Auction - SAP NetWeaver Portal - Mozilla Firefox". The URL is <https://supplyportal-qa.lausd.net/irj/portal?NavigationTarget=navurl%3A%2F%2F399b37c5d98e49f084ed17500b953d3c&&CurrentWindowId=WID1371067583310&NavMode=3&Prev>. The page title is "Display Auction".

**Auction Bidder Data**

<b>0 Days 01:00:00</b> Remaining Time	<b>Auction Number</b> 6000000176	<b>Auction Name</b> Test Auction	<b>Auction Owner</b> Gemma Ilejay	<b>Status</b> Published	<b>Currency</b> USD
	<b>Start Date</b> 12.06.2013 13:30:00 PST	<b>End Date</b> 12.06.2013 14:30:00 PST			

Buttons: Close, Print Preview, Refresh, Live Auction

**Auction Information** | Items | Notes and Attachments

**Auction Parameters** | Notes and Attachments

**Identification**

Auction Name:	Test Auction
Auction Type:	English Auction
Product Category:	
Currency:	USD

**Organization**

Purchasing Organization:	LAUSD Purchasing Organization
Purchasing Group:	Joann Rel

**Dates**

Start Date:	06/12/2013	13:30:00
End Date:	06/12/2013	14:30:00
End of Binding Period:		
Valid From / To:		
Time Zone:	PST	

**Event Parameters**

Bid Decrement:	Absolute
Bid Validation:	New bid must beat overall best bid
Target Value:	0.00 USD
Follow On Document:	Purchase Order or Contract
Hide Bid Monitoring Until First Valid Bid:	<input type="checkbox"/>
Tied Rank Possible:	<input type="checkbox"/>
Proxy Bidding Allowed:	<input type="checkbox"/>
Sequential Line Items:	<input type="checkbox"/>
Sequential Initial Duration:	0
Sequential End-Time Gap:	0
<b>Automatic Extensions:</b>	
Remaining Time Trigger:	5
Extension Period:	10
Number of Extensions:	2

5.



Review the Start Date & time and End Date & time information.



## Business Process Procedure

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Transaction Code: NA

### Display Auction - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the SAP NetWeaver Portal interface for displaying an auction. The browser window title is "Display Auction - SAP NetWeaver Portal - Mozilla Firefox". The URL is <https://supplyportal-qa.lausd.net/irj/portal?NavigationTarget=navuri%3A%2F%2F399b37c5d98e49f084ed17500b953d3c&&CurrentWindowId=WID1371067583310&NavMode=3&Prev>. The page title is "Display Auction".

**Auction Bidder Data**

<b>0 Days 01:00:00</b> Remaining Time	<b>Auction Number</b> 6000000176 Currency USD	<b>Auction Name</b> Test Auction Start Date 12.06.2013 13:30:00 PST	<b>Auction Owner</b> Gemma Ilejay End Date 12.06.2013 14:30:00 PST	<b>Status</b> Published
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Buttons: Close, Print Preview, Refresh, Live Auction

6. Click the **Items** tab to access Item details.

**Auction Information** | **Items** | Notes and Attachments

Auction Parameters | Notes and Attachments

Here you can add documents, or edit internal and supplier notes. Changes are accepted automatically.

**Notes**

Clear Filter Settings

Category	Description
Conditions of Participation	Only bidders whose evidence of insurance has been accep...
Auction Text	-Empty-

**Attachments**

Add Attachment Edit Description Versioning Delete Create Profile Filter Settings

Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
Standard Attachment	Specifications	Specifications.docx	1		<input type="checkbox"/>	docx	16	BUYER02	06/11/2013

Buttons: Close, Print Preview, Refresh, Live Auction

6. Click the **Items** tab to access Item details.







## Business Process Procedure

Respond to Live Auction

Transaction Code: NA

### Display Auction - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows a web browser window titled "Display Auction - SAP NetWeaver Portal - Mozilla Firefox". The address bar shows the URL: <https://supplyportal-qa.lausd.net/irj/portal?NavigationTarget=navurl%3A%2F%2F399b37c5d98e49f084ed17500b953d3c&&CurrentWindowId=WID1371067583310&NavMode=3&Prev>. The page title is "Display Auction".

Below the browser window, there is a table with the following data:

Line Number	Item Type	Product ID	Description	Lot	Quantity	Unit	Start Price	Bid Decrement Amount	Delivery Date	Notes	Attachments
1	Material		Test item		100	EA	10.00	1.00	06/20/2013	0.0	0.0

Below the table, there is a section titled "Item 1 : Test item" with a sub-section "Item Data". The "Item Data" section contains the following information:

**Identification**

Item Type: Material  
Product ID:   
Description: Test item  
Product Category: 00500 ABRASIVES

**Currency, Values and Pricing**

Quantity / Unit: 100 EA  
Price Per Unit: 1 each  
Start Price: 10.00 USD  
Bid Decrement: 1.00 USD

**Service and Delivery**

Delivery Date / Time: 06/20/2013 00:00:00

At the bottom of the page, there are buttons for "Close", "Print Preview", "Refresh", and "Live Auction".

8.



Review item details and delivery date information.



## Business Process Procedure

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### Display Auction - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the SAP NetWeaver Portal interface for displaying an auction. The browser window title is "Display Auction - SAP NetWeaver Portal - Mozilla Firefox". The URL is <https://supplyportal-qa.lausd.net/irj/portal?NavigationTarget=navurif%3A%2F%2F399b37c5d98e49f084ed17500b953d3c&&CurrentWindowId=WID1371067583310&NavMode=3&Prev>. The page title is "Display Auction".

Key information displayed includes:

- Remaining Time: 0 Days 01:00:00
- Auction Number: 6000000176
- Auction Name: Test Auction
- Auction Owner: Gemma Ileyay
- Status: Published
- Currency: USD
- Start Date: 12.06.2013 13:30:00 PST
- End Date: 12.06.2013 14:30:00 PST

Buttons available: Close, Print Preview, Refresh, Live Auction.

Navigation tabs: Auction Information, **Items**, Notes and Attachments.

**Item Overview** table:

Line Number	Item Type	Product ID	Description	Lot	Quantity	Unit	Start Price	Bid Decrement Amount	Delivery Date	Notes	Attachments
1	Material		Test item		100	EA	10.00	1.00	06/20/2013	0/0	0/0

**Item 1 : Test item** details:

- Item Type: Material
- Quantity / Unit: 100 EA
- Price Per Unit: 1 each

9. Click the **Notes and Attachments** tab to access notes and attachments from the LAUSD buyer.



## Business Process Procedure

Respond to Live Auction

Transaction Code: NA

### Display Auction - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the SAP NetWeaver Portal interface for displaying an auction. The browser window title is "Display Auction - SAP NetWeaver Portal - Mozilla Firefox". The URL is <https://supplyportal-qa.lausd.net/irj/portal?NavigationTarget=navurl%3A%2F%2F399b37c5d98e49f084ed17500b953d3c&&CurrentWindowId=WID1371067583310&NavMode=3&Prev>. The page title is "Display Auction".

**AUCTION BIDDER DATA**

<b>0 Days 01:00:00</b> Remaining Time	<b>Auction Number</b> 6000000176	<b>Auction Name</b> Test Auction	<b>Auction Owner</b> Gemma Ilejay	<b>Status</b> Published	<b>Currency</b> USD
	<b>Start Date</b> 12.06.2013 13:30:00 PST	<b>End Date</b> 12.06.2013 14:30:00 PST			

Buttons: Close, Print Preview, Refresh, Live Auction

Navigation tabs: Auction Information, Items, Notes and Attachments

**Notes**

Buttons: Add, Clear, Filter Settings

Assigned To	Category	Text Preview
Document ...	<a href="#">Conditions of Participation</a>	Only bidders whose evidence of insurance has been accep...

**Attachments**

Buttons: Add Attachment, Edit Description, Versioning, Delete, Create Qualification Profile, Filter Settings

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
Document Header	Standard Attachment	<a href="#">Specifications</a>	Specifications.docx	1		<input type="checkbox"/>	docx	16	BUYER02	06/11/2013

Buttons: Close, Print Preview, Refresh, Live Auction

Footer: javascript:void(0);

10. Click the [Conditions of Participation](#) link to view the conditions of participation text, if any.



## Business Process Procedure

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Transaction Code: NA

### Display Auction - SAP NetWeaver Portal - Mozilla Firefox

The screenshot displays the SAP NetWeaver Portal interface for displaying an auction. The main window is titled "Display Auction - SAP NetWeaver Portal - Mozilla Firefox" and shows the URL: <https://supplyportal-qa.lausd.net/irj/portal?NavigationTarget=navurl%3A%2F%2F399b37c5d98e49f084ed17500b953d3c&&CurrentWindowId=WID1371067583310&NavMode=3&Prev>. The page title is "Display Auction".

The main content area is titled "Auction Bidder Data" and includes the following information:

- Remaining Time: 0 Days 01:00:00
- Auction Number: 6000000176
- Auction Name: Test Auction
- Auction Owner: Gemma Ilejay
- Status: Published
- Currency: USD
- Start Date: 12.06.2013 13:30:00 PST
- End Date: 12.06.2013 14:30:00 PST

Buttons for "Close", "Print Preview", "Refresh", and "Live Auction" are visible below the auction information.

The "Notes and Attachments" tab is active, showing a list of notes and attachments. A dialog box titled "Show Conditions of Participation" is open, displaying the text: "Conditions of Participation: Only bidders whose evidence of insurance has been accepted by the District may participate". A red arrow labeled "11" points to the "Cancel" button in the dialog box.

The attachments table below the dialog box is as follows:

Document	Category	Specifications	Specifications.docx	1	docx	16	BUYER02	06/11/2013
Document Header	Standard Attachment	Specifications	Specifications.docx	1	docx	16	BUYER02	06/11/2013

11. After reading the message, click the **Cancel** button to close the window.



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### Display Auction - SAP NetWeaver Portal - Mozilla Firefox

The screenshot displays the SAP NetWeaver Portal interface for a live auction. The browser window title is "Display Auction - SAP NetWeaver Portal - Mozilla Firefox". The URL is <https://supplyportal-qa.lausd.net/irj/portal?NavigationTarget=navurl%3A%2F%2F399b37c5d98e49f084ed17500b953d3c&&CurrentWindowId=WID1371067583310&NavMode=3&Prev>. The page title is "Display Auction".

**Auction Bidder Data**

<b>0 Days 01:00:00</b> Remaining Time	<b>Auction Number</b> 6000000176	<b>Auction Name</b> Test Auction	<b>Auction Owner</b> Gemma Ilejay	<b>Status</b> Published	<b>Currency</b> USD
	<b>Start Date</b> 12.06.2013 13:30:00 PST	<b>End Date</b> 12.06.2013 14:30:00 PST			

Buttons: Close, Print Preview, Refresh, Live Auction

Navigation tabs: Auction Information, Items, Notes and Attachments

**Notes**

Buttons: Add, Clear, Filter Settings

Assigned To	Category	Text Preview
Document ...	<a href="#">Conditions of Participation</a>	Only bidders whose evidence of insurance has been accep...

**Attachments**

Buttons: Add Attachment, Edit Description, Versioning, Delete, Create Qualification Profile, Filter Settings

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
Document Header	Standard Attachment	<a href="#">Specifications</a>	Specifications.docx	1		<input type="checkbox"/>	docx	16	BUYER02	06/11/2013

Buttons: Close, Print Preview, Refresh, Live Auction

12.



To display any attached files, click the file name [[Specifications](#)] link.



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### Display Auction - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the SAP NetWeaver Portal interface for displaying an auction. The browser title is "Display Auction - SAP NetWeaver Portal - Mozilla Firefox". The URL is <https://supplyportal-qa.lausd.net/irj/portal?NavigationTarget=navurl%3A%2F%2F399b37c5d98e49f084ed17500b953d3c&&CurrentWindowId=WID1371067583310&NavMode=3&Prev>. The page title is "Display Auction".

**Auction Bidder Data**

<b>0 Days 01:00:00</b> Remaining Time	<b>Auction Number</b> 6000000176	<b>Auction Name</b> Test Auction	<b>Auction Owner</b> Gemma Ilejay	<b>Status</b> Published	<b>Currency</b> USD
	<b>Start Date</b> 12.06.2013 13:30:00 PST	<b>End Date</b> 12.06.2013 14:30:00 PST			

Buttons: Close, Print Preview, Refresh, **Live Auction**

Navigation tabs: Auction Information, Items, **Notes and Attachments**

**Notes**

Buttons: Add, Clear, Filter Settings

Assigned To	Category	Text Preview
Document ...	<a href="#">Conditions of Participation</a>	Only bidders whose evidence of insurance has been accep...

**Attachments**

Buttons: Add Attachment, Edit Description, Versioning, Delete, Create Qualification Profile, Filter Settings

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
Document Header	Standard Attachment	<a href="#">Specifications</a>	Specifications.docx	1		<input type="checkbox"/>	docx	16	BUYER02	06/11/2013

Buttons: Close, Print Preview, Refresh, **Live Auction**

JavaScript error: javascript:void(0);

13. Noting the start date and time of the Live Auction, click the **Live Auction** button.



## Business Process Procedure

Respond to Live Auction

Transaction Code: NA

### Live Auction Cockpit - Mozilla Firefox

14. Click the **Accept** button to accept the Conditions of Participation.



## Business Process Procedure

Respond to Live Auction

Transaction Code: NA

### Welcome, Mr. Will Henry Live Auction Cockpit - Mozilla Firefox

Live Auction Cockpit

Name: Test Auction  
Number: 6000000176  
Rule Profile: Reverse auction with broken lot, full quantity, anonymous bidding  
Description:

Currency: USD  
Requester: Gemma Ilejay  
Start Date: 06/12/2013 1:30:00 PM PDT  
End Date: 06/12/2013 2:30:00 PM PDT  
Time Remaining: --:-- (Published)

Item	Description	Quantity	Unit	Price Unit	Start Price	Decrement	Rank	My Bid	My Bid Value	Best Bid	Next Valid Bid	Bid Price
1	Test Item	100	each	1	10.00	1.00	-	-	-	-	-	10.00

Total Value of My Bids  
Total Bid Value: Submit

Details  
History  
Charts  
Calculation

Bid  
Price (USD)  
Time

Bid Volume  
Volume  
Time

Chat and System Messages  
Participating Bidders 3  
Purchaser Status Offline  
Display Time Stamp All Messages

Send

15.



"Time Remaining" will start only after the Live Auction status changes from "Published" to "Active"





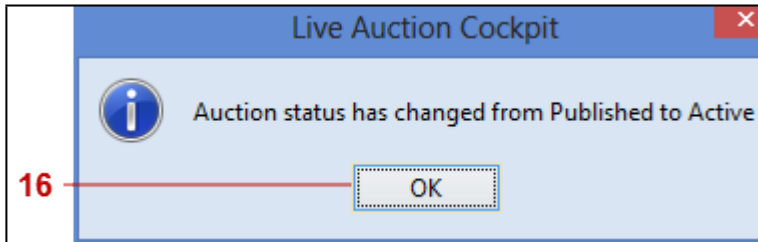
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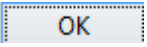
## Business Process Procedure

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Transaction Code: NA

### Live Auction Cockpit



16. This message appears as soon as the status of the Live Auction changes. Click the  button to acknowledge the status change.



## Business Process Procedure

Respond to Live Auction

Transaction Code: NA

### Welcome, Mr. Will Henry Live Auction Cockpit - Mozilla Firefox

17. As required, complete/review the following fields:

Field	R/O/C	Description
Bid Price	R	A price at which a supplier (i.e., bidder) is willing to offer a good. <b>Example:</b> 10



## Business Process Procedure

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### Welcome, Mr. Will Henry Live Auction Cockpit - Mozilla Firefox

The screenshot displays the SAP Live Auction Cockpit interface. At the top, the browser window title is "Welcome, Mr. Will Henry Live Auction Cockpit - Mozilla Firefox". The address bar shows the URL: [https://sapqpx-2tb.lausd.net:8010/sap/bD11biZjPTIoMCZkPW1pbg=\)/bc/bsp/saprm/bsp\\_java\\_applet/appletinvok](https://sapqpx-2tb.lausd.net:8010/sap/bD11biZjPTIoMCZkPW1pbg=)/bc/bsp/saprm/bsp_java_applet/appletinvok). The page title is "Live Auction Cockpit".

Key information displayed includes:

- Name: Test Auction
- Number: 600000176
- Currency: USD
- Requester: Gemma Iejay
- Start Date: 06/12/2013 1:30:00 PM PDT
- End Date: 06/12/2013 2:30:00 PM PDT
- Time Remaining: 00:57:25 (Active)
- Description: Reverse auction with broken lot, full quantity, anonymous bidding

A table lists the auction items:

Item	Description	Quantity	Unit	Price Unit	Start Price	Decrement	Rank	My Bid	My Bid Value	Best Bid	Next Valid Bid	Bid Price
1	Test Item	100	each	1	10.00	1.00	-	-	-	-	10.00	10

Below the table, there are two summary sections:

- Total Value of My Bids**: A field with a "Submit" button.
- Total Bid Value**: A field with a "Submit" button.

Two charts are displayed:

- Bid**: A line chart showing Price (USD) vs Time for item 1: Test Item.
- Bid Volume**: A line chart showing Volume vs Time for item 1: Test Item.

At the bottom, there is a "Chat and System Messages" section with the message: "06/12/2013 1:30:02 PM PDT [System]: Auction status has changed from Published to Active".

A red line labeled "18" points to the "Submit" button in the "Total Bid Value" section.

18. After entering a Bid Price, click the **Submit** button.



## Business Process Procedure

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Transaction Code: NA

### Welcome, Mr. Will Henry Live Auction Cockpit - Mozilla Firefox

19. Click the  button to confirm the total bid value.



## Business Process Procedure

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### Welcome, Mr. Will Henry Live Auction Cockpit - Mozilla Firefox

The screenshot shows the SAP Live Auction Cockpit interface in a Mozilla Firefox browser. The browser title is "Welcome, Mr. Will Henry Live Auction Cockpit - Mozilla Firefox". The address bar shows the URL: [https://sapqxx-2tb.lausd.net:8010/sap\(bD1IbiZjPTkxMCZkPW1pbG==\)/bc/bsp/sapsrm/bsp\\_java\\_applet/appletinvok](https://sapqxx-2tb.lausd.net:8010/sap(bD1IbiZjPTkxMCZkPW1pbG==)/bc/bsp/sapsrm/bsp_java_applet/appletinvok). The page title is "Live Auction Cockpit".

Key information displayed:

- Name: Test Auction
- Number: 6000000176
- Currency: USD
- Rule Profile: Reverse auction with broken lot, full quantity, anonymous bidding
- Description:
- Requester: Gemma Ilejay
- Start Date: 06/12/2013 1:30:00 PM PDT
- End Date: 06/12/2013 2:30:00 PM PDT
- Time Remaining: 00:55:58 (Active)

Item	Description	Quantity	Unit	Price Unit	Start Price	Decrement	Rank	My Bid	My Bid Value	Best Bid	Next Valid Bid	Bid Price
1	Test item	100	each	1	10.00	1.00	1	10.00	1,000.00	10.00	9.00	

Summary statistics:

- Total Value of My Bids: 1,000.00
- Total Bid Value:

Charts:


- Bid**: Price (USD) vs Time. The chart shows a single bid at 10.00 USD at 1:00 PM.
- Bid Volume**: Volume vs Time. The chart shows a single bid at 100 units at 1:00 PM.

Chat and System Messages:

- Participating Bidders: 3
- Purchaser Status: Online
- Display Time Stamp:
- All Messages:

System messages:

- 06/12/2013 1:30:02 PM PDT [System]: Auction status has changed from Published to Active
- 06/12/2013 1:32:53 PM PDT [System]: Your bid for line item 1 has been successfully submitted

20.  Monitor this field for the next "Best Bid" value from a competitor and then respond.



## Business Process Procedure

Respond to Live Auction

Transaction Code: NA

### Welcome, Mr. Will Henry Live Auction Cockpit - Mozilla Firefox

21. As required, complete/review the following fields:

Field	R/O/C	Description
Chat	O	Communication with Purchaser <b>Example:</b> Can I offer the same item with different Manufacturer



## Business Process Procedure

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Transaction Code: NA

### Welcome, Mr. Will Henry Live Auction Cockpit - Mozilla Firefox

Live Auction Cockpit

Name: Test Auction  
Number: 600000176  
Rule Profile: Reverse auction with broken lot, full quantity, anonymous bidding  
Description: Reverse auction with broken lot, full quantity, anonymous bidding

Currency: USD  
Requester: Gemma Iejay  
Start Date: 06/12/2013 1:30:00 PM PDT  
End Date: 06/12/2013 2:30:00 PM PDT  
Time Remaining: 00:51:42 (Active)

Item	Description	Quantity	Unit	Price Unit	Start Price	Decrement	Rank	My Bid	My Bid Value	Best Bid	Next Valid Bid	Bid Price
1	Test item	100	each	1	10.00	1.00	2	10.00	1,000.00	9.00	8.00	

Total Value of My Bids: 1,000.00      Total Bid Value:      Submit

Details  
History  
Charts  
Calculation

Chat and System Messages  
Participating Bidders: 3      Purchaser Status: Online       Display Time Stamp      All Messages

06/12/2013 1:30:02 PM PDT [System]: Auction status has changed from Published to Active  
06/12/2013 1:32:53 PM PDT [System]: Your bid for line item 1 has been successfully submitted

Send

22. And then click the  button.



## Business Process Procedure

Respond to Live Auction

Transaction Code: NA

### Welcome, Mr. Will Henry Live Auction Cockpit - Mozilla Firefox

The screenshot shows the SAP Live Auction Cockpit interface in a Mozilla Firefox browser window. The browser title is "Welcome, Mr. Will Henry Live Auction Cockpit - Mozilla Firefox". The address bar shows the URL: [https://sapqxx-2tb.lausd.net:8010/sap\(bD1IbiZjPTkxMCZkPW1pbG==\)/bc/bsp/saprm/bsp\\_java\\_applet/appletinvok](https://sapqxx-2tb.lausd.net:8010/sap(bD1IbiZjPTkxMCZkPW1pbG==)/bc/bsp/saprm/bsp_java_applet/appletinvok). The page title is "Live Auction Cockpit".

Key information displayed includes:

- Name: Test Auction
- Number: 6000000176
- Currency: USD
- Rule Profile: Reverse auction with broken lot, full quantity, anonymous bidding
- Description:
- Requester: Gemma Ilejay
- Start Date: 06/12/2013 1:30:00 PM PDT
- End Date: 06/12/2013 2:30:00 PM PDT
- Time Remaining: 00:50:27 (Active)

Item	Description	Quantity	Unit	Price Unit	Start Price	Decrement	Rank	My Bid	My Bid Value	Best Bid	Next Valid Bid	Bid Price
1	Test item	100	each	1	10.00	1.00	2	10.00	1,000.00	9.00	8.00	

Summary statistics:

- Total Value of My Bids: 1,000.00
- Total Bid Value:

Charts:

- Bid**: Price (USD) vs Time. Shows a single bid at 10.00 USD.
- Bid Volume**: Volume vs Time. Shows a single bid at 100 units.

Chat and System Messages:

- Participating Bidders: 3
- Purchaser Status: Online
- Display Time Stamp:
- All Messages:

System messages:

- 06/12/2013 1:30:02 PM PDT [System]: Auction status has changed from Published to Active
- 06/12/2013 1:32:53 PM PDT [System]: Your bid for line item 1 has been successfully submitted
- 06/12/2013 1:38:17 PM PDT [Will Henry]: Can I offer the same item with different Manufacturer
- 06/12/2013 1:38:56 PM PDT [Purchaser Broadcast]: No

23.



Repeat the same procedure to send additional questions to the buyer.





## Business Process Procedure

Respond to Live Auction

Transaction Code: NA

### Welcome, Mr. Will Henry Live Auction Cockpit - Mozilla Firefox

24. As required, complete/review the following fields:

Field	R/O/C	Description
Bid Price	R	A price at which a supplier (i.e., bidder) is willing to offer a good. <b>Example:</b> 7.5



## Business Process Procedure

Respond to Live Auction

Transaction Code: NA

### Welcome, Mr. Will Henry Live Auction Cockpit - Mozilla Firefox

The screenshot shows the SAP Live Auction Cockpit interface in Mozilla Firefox. The browser title is "Welcome, Mr. Will Henry Live Auction Cockpit - Mozilla Firefox". The address bar shows the URL: [https://sapqxs-2tb.lausd.net:8010/sap/bD11biZjPTIoMCZkPW1pbg=\)/bc/bsp/sapsrm/bsp\\_java\\_applet/appletinvok](https://sapqxs-2tb.lausd.net:8010/sap/bD11biZjPTIoMCZkPW1pbg=)/bc/bsp/sapsrm/bsp_java_applet/appletinvok). The page title is "Live Auction Cockpit".

Key information displayed includes:

- Name: Test Auction
- Number: 600000176
- Currency: USD
- Requester: Gemma Ileyay
- Start Date: 06/12/2013 1:30:00 PM PDT
- End Date: 06/12/2013 2:30:00 PM PDT
- Time Remaining: 00:49:03 (Active)

A table lists the auction items:

Item	Description	Quantity	Unit	Price Unit	Start Price	Decrement	Rank	My Bid	My Bid Value	Best Bid	Next Valid Bid	Bid Price
1	Test item	100	each	1	10.00	1.00	2	10.00	1,000.00	9.00	8.00	7.50

A confirmation dialog box titled "Live Auction Cockpit" is open, asking: "You are about to submit a total bid value of 750.00 USD for the following items: Item 1: 750.00 USD. This operation cannot be undone. Do you want to continue?" with "Yes" and "No" buttons. A red line labeled "25" points to the "Yes" button.

Other interface elements include a "Total Bid Value: 750.00" field with a "Submit" button, a "Bid Volume" chart, and a "Chat and System Messages" section at the bottom.

25. After clicking submit button, click the **Yes** button to confirm the total bid value.




## Business Process Procedure

Respond to Live Auction

Transaction Code: NA

### Welcome, Mr. Will Henry Live Auction Cockpit - Mozilla Firefox

26

26. Click the  **Details** button any time during the auction to view the item details.




## Business Process Procedure

Respond to Live Auction

Transaction Code: NA

### Welcome, Mr. Will Henry Live Auction Cockpit - Mozilla Firefox

27

27. Click the  History button at any time during the auction to view the history of bid responses.



## Business Process Procedure

Respond to Live Auction


Transaction Code: NA

### Welcome, Mr. Will Henry Live Auction Cockpit - Mozilla Firefox

The screenshot displays the SAP Live Auction Cockpit interface. At the top, the browser title is "Welcome, Mr. Will Henry Live Auction Cockpit - Mozilla Firefox". The address bar shows the URL: [https://sapqxs-2tb.lausd.net:8010/sap\(bD1IbiZjPTIoMCZkPW1pbg=\)/bc/bsp/sapsrm/bsp\\_java\\_applet/appletinvok](https://sapqxs-2tb.lausd.net:8010/sap(bD1IbiZjPTIoMCZkPW1pbg=)/bc/bsp/sapsrm/bsp_java_applet/appletinvok). The main header area displays "Live Auction Cockpit" and the SAP logo. Below this, auction details are shown: Name: Test Auction, Number: 6000000176, Currency: USD, Requester: Gemma Iejay, Start Date: 06/12/2013 1:30:00 PM PDT, End Date: 06/12/2013 2:30:00 PM PDT, and Time Remaining: 00:48:26 (Active). A table lists the auction items:

Item	Description	Quantity	Unit	Price Unit	Start Price	Decrement	Rank	My Bid	My Bid Value	Best Bid	Next Valid Bid	Bid Price
1	Test item	100	each	1	10.00	1.00	1	7.50	750.00	7.50	6.50	

Summary statistics at the bottom of the table area: Total Value of My Bids: 750.00, Total Bid Value: [blank], and a Submit button. On the left side, there is a navigation menu with buttons for Details, History, Charts, and Calculation. The Charts button is highlighted with a red circle and the number 28. Below the menu are two charts: "Bid" (Price in USD vs Time) and "Bid Volume" (Volume vs Time). At the bottom, there is a "Chat and System Messages" section with a list of messages and a Send button.

28. Click the  Charts button at any time during the auction to view the charts.



## Business Process Procedure

Respond to Live Auction

Transaction Code: NA

### Welcome, Mr. Will Henry Live Auction Cockpit - Mozilla Firefox

Live Auction Cockpit

Name: Test Auction  
Number: 600000176  
Rule Profile: Reverse auction with broken lot, full quantity, anonymous bidding  
Description:

Requester: Gemma Iejay  
Start Date: 06/12/2013 1:30:00 PM PDT  
End Date: 06/12/2013 2:30:00 PM PDT  
Time Remaining: 00:48:20 (Active)

Item	Description	Quantity	Unit	Price Unit	Start Price	Decrement	Rank	My Bid	My Bid Value	Best Bid	Next Valid Bid	Bid Price
1	Test Item	100	each	1	10.00	1.00	1	7.50	750.00	7.50	6.50	

Total Value of My Bids: 750.00      Total Bid Value:      Submit


Details: Currency USD, Bid Price, Unit each, Price Unit 1, Quantity 100, Total Bid Price for Selected Item

29 Calculation

Chat and System Messages: Participating Bidders 3, Purchaser Status Online, Display Time Stamp checked, All Messages dropdown

06/12/2013 1:30:02 PM PDT [System]: Auction status has changed from Published to Active  
06/12/2013 1:32:53 PM PDT [System]: Your bid for line item 1 has been successfully submitted  
06/12/2013 1:38:17 PM PDT [Will Henry]: Can I offer the same item with different Manufacturer  
06/12/2013 1:38:56 PM PDT [Purchaser Broadcast]: No  
06/12/2013 1:39:55 PM PDT [Will Henry]: Ok, Thank You.  
06/12/2013 1:41:00 PM PDT [System]: Your bid for line item 1 has been successfully submitted

Send

29. Click the  Calculation button any time during the auction to view calculation details.



## Business Process Procedure

Respond to Live Auction

Transaction Code: NA

### Welcome, Mr. Will Henry Live Auction Cockpit - Mozilla Firefox

The screenshot displays the SAP Live Auction Cockpit interface. At the top, the browser title is "Welcome, Mr. Will Henry Live Auction Cockpit - Mozilla Firefox". The address bar shows the URL: [https://sapqxx-2tb.lausd.net:8010/sap\(bD1IbiZjPTkxMCZkPW1pbg=\)/bc/bsp/sapsrm/bsp\\_java\\_applet/appletinvok](https://sapqxx-2tb.lausd.net:8010/sap(bD1IbiZjPTkxMCZkPW1pbg=)/bc/bsp/sapsrm/bsp_java_applet/appletinvok). The main header area includes the SAP logo and the title "Live Auction Cockpit".

Key information displayed includes:

- Name: Test Auction
- Number: 6000000176
- Currency: USD
- Requester: Gemma Ilejay
- Start Date: 06/12/2013 1:30:00 PM PDT
- End Date: 06/12/2013 2:30:00 PM PDT
- Time Remaining: 00:00:00 (Active)
- Rule Profile: Reverse auction with broken lot, full quantity, anonymous bidding
- Description:

Item	Description	Quantity	Unit	Price Unit	Start Price	Decrement	Rank	My Bid	My Bid Value	Best Bid	Next Valid Bid	Bid Price
1	Test Item	100	each	1	10.00	1.00	1	7.50	750.00	7.50	6.50	

Summary statistics:

- Total Value of My Bids: 750.00
- Total Bid Value:

Navigation options: Details, History, Charts, Calculation.

Chat and System Messages:

- Participating Bidders: 3
- Purchaser Status: Offline
- Display Time Stamp:
- All Messages:

Message log:

- 06/12/2013 1:30:02 PM PDT [System]: Auction status has changed from Published to Active
- 06/12/2013 1:32:53 PM PDT [System]: Your bid for line item 1 has been successfully submitted
- 06/12/2013 1:38:17 PM PDT [Will Henry]: Can I offer the same item with different Manufacturer
- 06/12/2013 1:38:56 PM PDT [Purchaser Broadcast]: No
- 06/12/2013 1:39:55 PM PDT [Will Henry]: Ok, Thank You.
- 06/12/2013 1:41:00 PM PDT [System]: Your bid for line item 1 has been successfully submitted

30.



Repeat the same procedure for submitting subsequent bids until the Live Auction status changes.



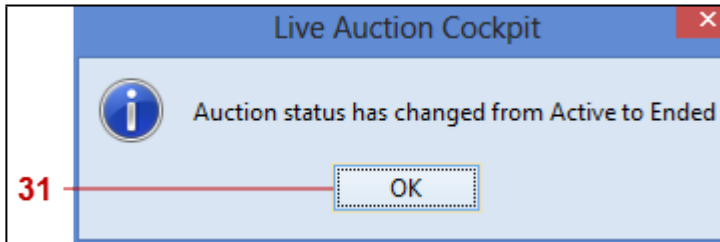
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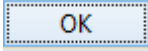
## Business Process Procedure

Respond to Live Auction

Transaction Code: NA

### Live Auction Cockpit



31. This message appears as soon as the time for the Live Auction has expired. Click the  button to acknowledge the status change.





## Business Process Procedure

Respond to Live Auction

Transaction Code: NA

### Welcome, Mr. Will Henry Live Auction Cockpit - Mozilla Firefox

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Welcome, Mr. Will Henry Live Auction Cockpit - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Welcome, Mr. Will Henry Live Auction C...

https://sapqpx-2tb.lausd.net:8010/sap/bD1IbiZjPTIoMCZkPW1pbg=)/bc/bsp/sapsrm/bsp\_java\_applet/appletinvok

### Live Auction Cockpit

Name: Test Auction      Requester: Gemma Iejay  
Number: 600000176      Currency: USD      Start Date: 06/12/2013 1:30:00 PM PDT  
Rule Profile: Reverse auction with broken lot, full quantity, anonymous bidding      End Date: 06/12/2013 2:30:00 PM PDT  
Description:      Time Remaining: 00:00:00 (Ended)

Item	Description	Quantity	Unit	Price Unit	Start Price	Decrement	Rank	My Bid	My Bid Value	Best Bid	Next Valid Bid	Bid Price
1	Test Item	100	each	1	10.00	1.00	1	7.50	750.00	7.50	6.50	

Total Value of My Bids: 750.00      Total Bid Value:      Submit

Details      Currency: USD  
History      Bid Price  
Charts      Unit: each  
Calculation      Price Unit: 1  
                    Quantity: 100  
                    Total Bid Price for Selected Item

Chat and System Messages      Participating Bidders: 3      Purchaser Status: Offline       Display Time Stamp      All Messages

06/12/2013 1:30:02 PM PDT [System]: Auction status has changed from Published to Active  
06/12/2013 1:32:53 PM PDT [System]: Your bid for line item 1 has been successfully submitted  
06/12/2013 1:38:17 PM PDT [Will Henry]: Can I offer the same item with different Manufacturer  
06/12/2013 1:38:56 PM PDT [Purchaser Broadcast]: No  
06/12/2013 1:39:55 PM PDT [Will Henry]: Ok, Thank You.  
06/12/2013 1:41:00 PM PDT [System]: Your bid for line item 1 has been successfully submitted  
06/12/2013 2:30:35 PM PDT [System]: Auction status has changed from Active to Ended

Send

32. Click the "Close" button  to exit the Live Auction window.



## Business Process Procedure

Respond to Live Auction

Transaction Code: NA

### Display Auction - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the SAP NetWeaver Portal interface for displaying an auction. The browser window title is "Display Auction - SAP NetWeaver Portal - Mozilla Firefox". The URL is <https://supplyportal-qa.lausd.net/irj/portal?NavigationTarget=navurl%3A%2F%2F399b37c5d98e49f084ed17500b953d3c&&CurrentWindowId=WID1371067583310&NavMode=3E>.

**Auction Bidder Data**

<b>0 Days 00:00:00</b> Remaining Time	<b>Auction Number</b> 6000000176	<b>Auction Name</b> Test Auction	<b>Auction Owner</b> Gemma Ilejay	<b>Status</b> Ended	<b>Currency</b> US
	<b>Start Date</b> 12.06.2013 13:30:00 PST	<b>End Date</b> 12.06.2013 14:30:00 PST			

Buttons: Close, Print Preview, Refresh, Live Auction

Navigation tabs: Auction Information, Items, Notes and Attachments

**Auction Parameters** | Notes and Attachments

Identification	Event Parameters
Auction Name: Test Auction	Bid Decrement: Absolute
Auction Type: English Auction	Bid Validation: New bid must beat overall best bid
Product Category:	Target Value: 0.00 USD
Currency: USD	Follow On Document: Purchase Order or Contract
<b>Organization</b>	Hide Bid Monitoring Until First Valid Bid: <input type="checkbox"/>
Purchasing Organization: LAUSD Purchasing Organization	Tied Rank Possible: <input type="checkbox"/>
Purchasing Group: Joann Rel	Proxy Bidding Allowed: <input type="checkbox"/>
<b>Dates</b>	Sequential Line Items: <input type="checkbox"/>
Start Date: 06/12/2013 13:30:00	Sequential Initial Duration: 0
End Date: 06/12/2013 14:30:00	Sequential End-Time Gap: 0
End of Binding Period:	<b>Automatic Extensions:</b>
Valid From / To:	Remaining Time Trigger: 5
Time Zone: PST	Extension Period: 10
	Number of Extensions: ?

Footer: javascript:void(0);

33.



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## Business Process Procedure

Respond to Live Auction

Transaction Code: NA

### Result

You have successfully responded to a reverse auction for the procurement of goods, services or fixed or operational assets.