

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:

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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Note Type	lcon	Description
General	f	Offers additional information such as policy.
Cautionary		Indicates that an action MUST BE completed.
Critical		Indicates that an action MUST NOT BE completed.
Shortcut	4	Indicates a shortcut to a process.

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Procedure

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

PowerPoint Slide Show - [Presentation1]

	Auction 600000176 - Message (Plain Text) – 🗆	×										
	Message	0										
	Image: Constraint of the constraint											
	From: Sent: Wed 6/12/2013 4:31 To: Cc: Subject: Auction 6000000176 Subject: Auction 6000000176 PDE /8 KBi Image: Specifications.doc /20 KBi											
2	Subject: Auction 6000000176 Subject: Aucconcontrol for the following auctions.doc (20 KB) Mr. Kris Kringle, We would like to draw your attention to the following auction: Test Auction 6000000176 Start date: 06/12/2013 Start time: 16:30:00 End date: 06/12/2013 End time: 17:30:00 Timezone: EST You can find more information on our website: < <u>https://supportal-ga.lausd.net/iri/portal/2</u> NavigationTarget=08N://BOSystemAlias=SAP_SRM/BOTechnicalName=auctions/Operation=display&NavMode=3&SAPSRM_BOID=00505680 12D51ED284F3268A5D70F3F1> We would be delighted to receive a bid from you. Kind regards,											

2. Click the hyperlink or copy and paste the link into your web browser (Internet Explorer 9 or Mozilla Firefox) <<u>https://supplyportal-qa.lausd.net/irj/portal/?</u> <u>NavigationTarget=OBN://BOSystemAlias=SAP_SRM/BOTechnicalName=auctions/Operation=display&NavMode=3&SAPSRM_BOID=C</u> <u>12D51ED2B4F3268A5D70F3F1</u>>



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SAP NetWeaver Portal - Mozilla Firefox

SAP NetWe	eaver Portal - Mozilla Firefox -	o x
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227 SAP NetWeaver Portal +		
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	Business Tools for Schools	
	User * Password *	
	Logon Problems? Get Support	
CATHO OF EDUCATION	* 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.	
	Copyright © SAP AG. All Rights Reserved.	



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SAP NetWeaver Portal - Mozilla Firefox

	SAP NetWeaver Portal - N	Mozilla Firefox	- 0	×
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4		Log On		
	Note: All rec	rs? Get Support quired information must be provided and match LAUSD's records in		
	AD OF EDUCE	rate a new password. If the requested information is unknown, at LAUSD's Procurement's Prequalification / Vendor Services Unit at the for assistance.		
	(006) 004-044	re na obalisative.		
	Copyright @ SJ	AP AG. All Rights Reserved.		

4. Then click the Log On button.



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Display Auction - SAP NetWeaver Portal - Mozilla Firefox

6	Display Auction - SAP NetWeaver Portal - Mozilla Firefox –											
	https://supplyportal-qa.lausd.n	et/irj/portal?NavigationTarget=navurl%3A9	62F%2F399b37c5d98e49f084ed17500b953d3c&&CurrentW	indowld=WID1371067583310&NavMode=	:3&Prev1 🏠							
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	0 Days 01:00:00 Auct Remaining Time	tion Number 6000000176 Auction Start Date 12.06.2013 13:30:00 PST	Name Test Auction Auction Owner Gemma Ileja; End Date 12.06.2013 14:30:00 PST	y Status Published Currenc	y USD							
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	Auction Parameters	es and Allaciments			_							
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	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								
	Organization		Hide Bid Monitoring Until First Valid Bid:									
	Purchasing Organization: *	LAUSD Purchasing Organization	Tied Rank Possible:									
	Purchasing Group: *	Joann Rel	Proxy Bidding Allowed:									
	Dates											
	Start Date:	06/12/2013 13:30:00	Sequential Line Items:									
	End Date:		Sequential Initial Duration:	0								
	End Date:	06/12/2013 14:30:00	Sequential End-Time Gap:	0								
	End of Binding Period:		Automatic Extensions:									
	Valid From / To:	-	Remaining Time Trigger:	5								
	Time Zone:	PST	Extension Period:	10								
			Number of Extensions:	2								
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	C				>							

5.

6

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



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Display Auction - SAP NetWeaver Portal - Mozilla Firefox

	Display Auction - SAP NetWeaver Portal - Mozilla Firefox	- 0 ×												
	https://supplyportal-qa.lausd.net/irj/portal?NavigationTarget=navurl%3A%2F%2F399b37c5d98e49f084ed17500b953d3c8x8cCurrentWindowld=WID1371067583310	&NavMode=3&Prevħ 🧹												
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	0 Days 01:00:00 Remaining Time Auction Number 6000000176 Auction Name Test Auction Start Date 12:06:2013 13:30:00 PST Auction Owner Gemma Ilejay Status Published End Date 12:06:2013 14:30:00 PST													
	Close Print Preview Refresh Live Auction													
0	Auction Information Items Notes and Attachments													
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	Here you can add documents, or edit internal and supplier notes. Changes are accpeted automatically.													
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	Close Print Preview Refresh Live Auction													

6. Click the Items tab to access Item details.



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Display Auction - SAP NetWeaver Portal - Mozilla Firefox

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A	uction B	idder	Data									He	elp
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	• 1	Material		Test item		100	EA	10.00	1.00	06/20/2013	0/0	0/0	

7. Then click the Details button.



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Description:	Test item			1	:	Start Pri	ce:	10.00 U	JSD			
Product Categor	00500		ABRASIVES		1	Bid Dec	rement	1.00 L	JSD			
						Service	and Delivery					
						Delivery	Date / Time:	06/20/2013 00:00:00				

Display Auction - SAP NetWeaver Portal - Mozilla Firefox

8.



Review item details and delivery date information.



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Display Auction - SAP NetWeaver Portal - Mozilla Firefox

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



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Display Auction - SAP NetWeaver Portal - Mozilla Firefox

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	Close Print Preview Refresh Live Auction												
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10. Click the Conditions of Participation link to view the conditions of participation text, if any.



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Display Auction - SAP NetWeaver Portal - Mozilla Firefox

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



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Display Auction - SAP NetWeaver Portal - Mozilla Firefox

2	Display Auction - SAP NetWeaver Portal - Mozilla Firefox	- 8	×							
1	https://supplyportal-qa.lausd.net/irj/portal?NavigationTarget=navurl%3A%2F%2F399b37c5d98e49f084ed17500b953d3c8&CurrentWindowld=WID1371067583310&NavN	/lode=3&Pri	evt 🏠							
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	Close Print Preview Refresh Live Auction									
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12.



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



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Display Auction - SAP NetWeaver Portal - Mozilla Firefox

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	Auction B	dder Data									ł
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13. Noting the start date and time of the Live Auction, click the Live Auction button.



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Live Auction Cockpit - Mozilla Firefox

6		Live Auction Cockpit - Mozilla Firefox		- 4	5	×
1	Ele Edit View History Bookmarks Tools Help					
1	Live Auction Cockpit +					
	♦ ♦ https://sapqsx-2tb.lausd.net.8010/sap(bD11biZjPTk)	MCZkPW1pbg==)/bc/bsp/sapsrm/bsp_java_applet/appletir 🏫 🛡 C	🔀 🕶 Google	٩	÷	1
		Terms and Conditions				
	Conditions of Participation					
	Only bi may pa	Iders whose evidenace of insurance has been accepted by the District ticipate				
Ì	Bid Currency USD					
_		Accept Decline				
j	avascript:document.disclaimerForm.submit()					

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



Respond to Live Auction

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

۷					1	Welcome,	Mr. W	/ill Hen	ry Live Aucti	ion Co	ckpit - Mozill	a Firefox		-	8	×
Eile	<u>E</u> dit <u>V</u> iew	Higtory	<u>B</u> ookr	marks <u>T</u> oo	ls <u>H</u> elp											
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tem	Description	Quantity	Unit	Price Unit	Start Price	Decrement	Rank	My Bid	My Bid Value	Best Bi	d Next Valid Bi	Bid Price				
1	Test item	100	each	1	10.00	1.00	- (-	-	10.	00				
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	Details					Bid							Bid Volume			
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15.



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



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Live Auction Cockpit



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



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

—				Welcome,	Mr. W	/ill Hen	ry Live Aucti	on Cock	pit - Mozilla	Firefox		- 0
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Live Auction	on Cocl	kpit						1		K.	X Arays	SA
Name: Test Au Number: 600000 Rule Profile: Revers Description:	uction 0176 e auction with	n broken lot, ful	Currency: I quantity, ano	USD nymous biddir	ng		Requ Start End Time	uester: 1 Date: Date: Remaining:	Gemma llejay 06/12/2013 1:3 06/12/2013 2:3 00:57:25 (Acti	0:00 PM PDT 0:00 PM PDT ve)		Ģ
item Description	Quantity Ur	nit Price Unit	Start Price	Decrement	Rank	My Bid	My Bid Value	Best Bid	Next Valid Bid	Bid Price		
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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.
		Example: 10



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

	🕹 Eile	<u>E</u> dit <u>V</u> iew /elcome, M	Higtory Will Henr	<u>B</u> ook y Live	marks <u>I</u> oc Auction C	ols <u>H</u> elp	Welcome,	Mr. V	Vill Hen	ry Live Aucti	on Cock	pit - Mozilla	Firefox		- 8 ×
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18. After entering a Bid Price, click the **Submit** button.



Respond to Live Auction

Transaction Code: NA

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

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



Respond to Live Auction

Transaction Code: NA

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

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20.

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



Respond to Live Auction

Transaction Code: NA

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

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

Field	R/O/C	Description
Chat	0	Communication with Purchaser
		Example: Can I offer the same item with different Manufacturer



Respond to Live Auction

Transaction Code: NA

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

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22. And then click the Send button.



Respond to Live Auction

Transaction Code: NA

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

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23.

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



Respond to Live Auction

Transaction Code: NA

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

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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.
		Example: 7.5



Respond to Live Auction

Transaction Code: NA

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

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



Respond to Live Auction

Transaction Code: NA

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

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Click the Details

button any time during the auction to view the item details.



Respond to Live Auction

Transaction Code: NA

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

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History

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



Respond to Live Auction

Transaction Code: NA

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

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Click the Charts

button at any time during the auction to view the charts.



Respond to Live Auction

Transaction Code: NA

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

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29.

Click the

Calculation

button any time during the auction to view calculation details.



Respond to Live Auction

Transaction Code: NA

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



Respond to Live Auction

Transaction Code: NA

Live Auction Cockpit





Respond to Live Auction

Transaction Code: NA

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

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



Respond to Live Auction

Transaction Code: NA

Display Auction - SAP NetWeaver Portal - Mozilla Firefox

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	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
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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.