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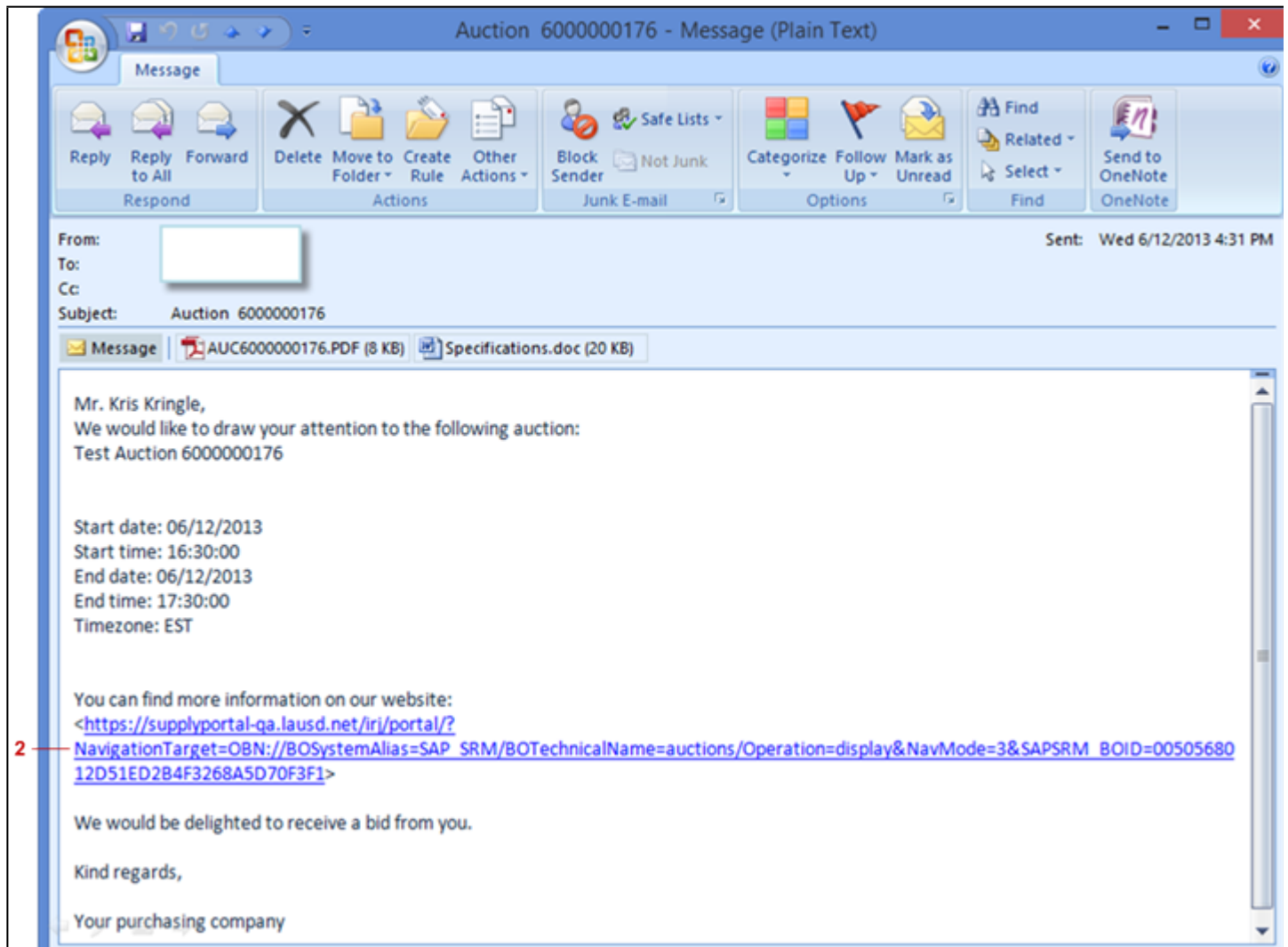| Note Type	Icon	Description
General		Offers additional information such as policy.
Cautionary		Indicates that an action MUST BE completed.
Critical		Indicates that an action MUST NOT BE completed.
Shortcut		Indicates a shortcut to a process.

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Procedure

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

PowerPoint Slide Show - [Presentation1]

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

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3.

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4.   Then click the **Log On** button.

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5.

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

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

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7.   Then click the Details button.

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8.

Review item details and delivery date information.

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

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10.   Click the **Conditions of Participation** link to view the conditions of participation text, if any.

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

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12.

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

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

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

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15.

"Time Remaining" will start only after the Live Auction status changes from "Published" to "Active"
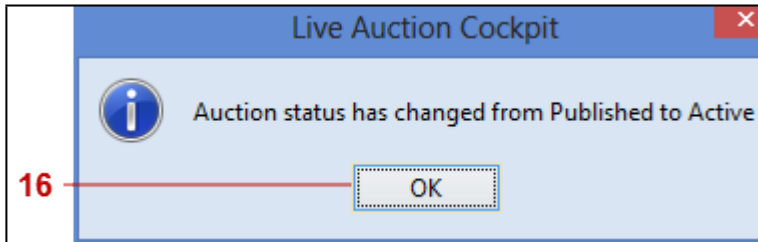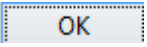
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16. This message appears as soon as the status of the Live Auction changes. Click the [OK] button to acknowledge the status change.

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

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

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20.

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

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

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

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22.   And then click the [Send] button.

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23.

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

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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

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

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26.

Click the ![Details] button any time during the auction to view the item details.

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27.

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

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28.

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

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29.

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

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30.

Repeat the same procedure for submitting subsequent bids untill the Live Auction status changes.
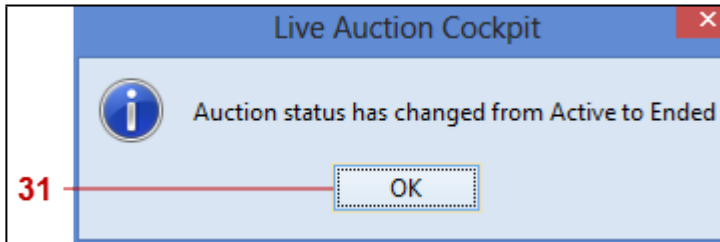
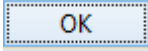# Business Process Procedure

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

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

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33.

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Result

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