

Create a Bid for an Auction

Purpose

A Vendor will use this procedure to assist with navigating around an Auction once it has become active.

Trigger

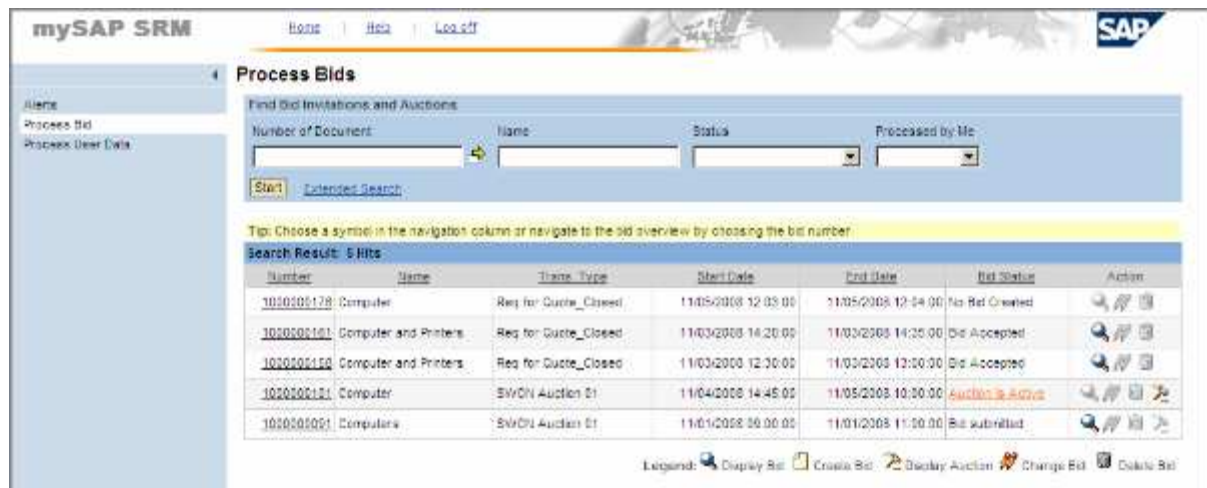
Perform this procedure when an Auction has become active.

Prerequisites

- Vendor has been registered as a Southwest One vendor
- An Auction has been created and is currently active
- Vendor has been added to the Auction as a Bidder

Procedure

1. Start the bid processing transaction by logging in to the Supplier Portal with ID and password, then selecting the 'My Services' tab.



The screenshot shows the SAP SRM 'Process Bids' interface. It includes a search bar with fields for 'Number of Document', 'Name', 'Status', and 'Processed by Me'. Below the search bar is a table with 5 hits. The table columns are: Number, Name, Trans. Type, Start Date, End Date, Bid Status, and Action. The data rows are as follows:

Number	Name	Trans. Type	Start Date	End Date	Bid Status	Action
1020200178	Computer	Req for Quote_Closed	11/05/2008 12:00:00	11/05/2008 12:54:00	No Bid Created	[Icons]
1020200181	Computer and Printers	Req for Quote_Closed	11/03/2008 14:20:00	11/03/2008 14:25:00	Bid Accepted	[Icons]
1020200180	Computer and Printers	Req for Quote_Closed	11/03/2008 12:30:00	11/03/2008 12:30:00	Bid Accepted	[Icons]
1020200184	Computer	SWON Auction B1	11/04/2008 14:48:00	11/05/2008 10:30:00	Auction is Active	[Icons]
1020200189	Computers	SWON Auction B1	11/01/2008 00:00:00	11/01/2008 11:00:00	Bid submitted	[Icons]

Legend: [Icons] Display Bid [Icon] Create Bid [Icon] Display Auction [Icon] Change Bid [Icon] Delete Bid

The relevant bid invitations and auctions are being displayed here.

- Click link [Auction is Active](#) under 'Bid Status' (e.g. 1000000101) to open the auction.


- Click the Auction Items control.

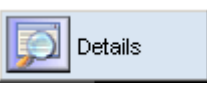
Item	Description	Quantity	Unit	Price/Unit	Start Price	Discount	Plan	Company Plan	My Bid	My Bid Value	Best Bid	Company Best Bid	Next Valid Bid	Bid Price
1	Computer	100	each	1	2,500.00	10.00	-	-	-	-	2,490.00	-	2,500.00	

- As required, enter your bid into the 'Bid Price' field.

Item	Description	Quantity	Unit	Price/Unit	Start Price	Discount	Plan	Company Plan	My Bid	My Bid Value	Best Bid	Company Best Bid	Next Valid Bid	Bid Price
1	Computer	100	each	1	2,500.00	10.00	-	-	-	-	2,490.00	-	2,500.00	2480

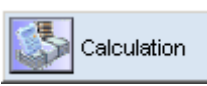
- Click the Submit button .

6. Click the Yes button  to confirm your entry.

7. Click the Details check box  to display details of the auction item.

8. Click the History check box  to view the bid history.

9. Click the Charts check box  to display a graphical overview.

10. Click the Calculation check box .

11. Click the Control bar to send a message to the purchaser.

Vendor writes a message to purchaser here Send

Live Auction Cockpit

Name: Computer Requester: Mr. SAVERI Purchaser OT
Number: 100000101 Currency: GBP Start Date: 11/04/2008 2:45:00 PM GMT
Rule Profile: Reverse auction with broken lot, full quantity, anonymous bidding End Date: 11/05/2008 10:00:00 AM GMT
Description: Time Remaining: 08:27:58 (Active) 

Item	Description	Quantity	Unit	Price Unit	Start Price	Description	Plan	Company Plan	My Bid	My Bid Value	Best Bid	Company Best Bid	Next Valid Bid	Bid Price
1	Computer	100 each			2,500.00	10.08	1	1	2,490	249,000.00	2,490.00	2,490.00	2,490.00	


Total Value of My Bids: 248,000.00 Total Bid Value: - Submit

 Details Currency: GBP
 History Bid Price:
 Charts Unit: each
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

[Purchaser: Broadband] to all
[System]: Your bid for line item 1 has been successfully submitted
[Andy Pandy]: Vendor writes a message to purchaser here

Send

12. Click the Auction Details button  to view details of the auction.