

Supplier Relationship Management System (SRM)

Reverse Auction Process

USER MANUAL

for

BUYERS

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HCL Infosystems Ltd.

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1. Introduction

If the Buyer decides to get better deal from Suppliers, in terms of Price, for the products he is planning to purchase for his organisation, he will proceed for Reverse Auction activity, after Bidding Process is completed .

The Bid published earlier should be converted to Reverse Auction .

For a supplier to participate in the Reverse Auction Process in HCL SRM system, supplier has to be created as a Bidder first. Only a registered and approved / accepted supplier in SRM system or an existing vendor with a valid HCL Vendor Code can be created as a Bidder in SRM system.

User ID and password is provided to the supplier in advance for participating in the Bidding & Reverse Auction Process.

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2. System Requirement for SRM – Reverse Auction Process

Buyer's /User's computer system should be installed with the following for using SRM Module-Reverse Auction Process:

- a) Windows XP or Windows 7 Operating system;
- b) Internet Explorer (IE) ver. 6 or 7 or 8;
- c) Java version 1.6 update 23 (specifically required for Reverse Auction Process).

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3. Reverse Auction (RA) Process -- Process Steps...

Step 1: To create a Reverse Auction ,**Buyer** to enter the SRM URL: <http://procurement.hclinsys.com/irj/portal> , choose SRM Enterprise Portal and login using the buyer login & password provided to them.

[For testing in Quality Sever , to create a Reverse Auction ,buyer has to login to the IE portal and login to the site: <http://srmqas.hclinsys.com:50100/irj/portal> with the login & password provided.]

Step 2: In Strategic purchasing option, select the desired RFX, then choose option : **Convert to Auction** .

Else, buyer can select option: **Create Auction** and create a new auction directly w/o any RFX ref.

Step 3: In the Reverse Auction, Buyer needs to specify:

- a) Auction Start date & time,
- b) Auction Closure date & time,
- c) Select the Bidders for Auction from the suppliers Internal directory / or as approved at the end of Bidding Process.
- d) Specify the Currency,
- e) Starting Price(for auction) itemwise,
- f) Reference Price (last purchase price) itemwise,
- g) Reserve Price itemwise (Beyond which Auction Bid will not be considered for selection/not valid),
- h) Decrement value for consecutive Bids.

Note: There can be some advantage provided w.r.t Cost to some bidders (existing Vendors with good past business history with HCL), i.e to take care of quality & Price-Performance issue.

Once RA doc. is ready, Save & publish it.

Buyer can monitor the Reverse Auction progress from his login in SRM Portal.

Step 4: Once Reverse Auction published, an e-mail will be sent in auto mode to the Bidders with the RA no. & Login URL info, RA starting date and time.

Step 5: To participate in the Reverse Auction process , selected **Bidders** to login to HCL Website – www.hclinfosystems.com –Groupsites—HCL SRM→ [SRM Enterprise Portal option](#) using the Bidder/user login & Password provided to them.

Bidders will login on the SRM URL link provided on the e-mail and access Live Auction Cockpit and participate in the RA process.

At this time, Buyer can monitor the Progress status of the RA, using graph /charts also.

Step 6: Bidders will Submit their RA Responses in the Price range provided.

Step 7: Once the RA deadline is reached, it is closed for further Response submission.

Step 8: The best Response is accepted/awarded by Buyer & sent for further approval by his Manager.

Step 9: The approving manager can finally accept or Reject the Reverse Auction Responses.

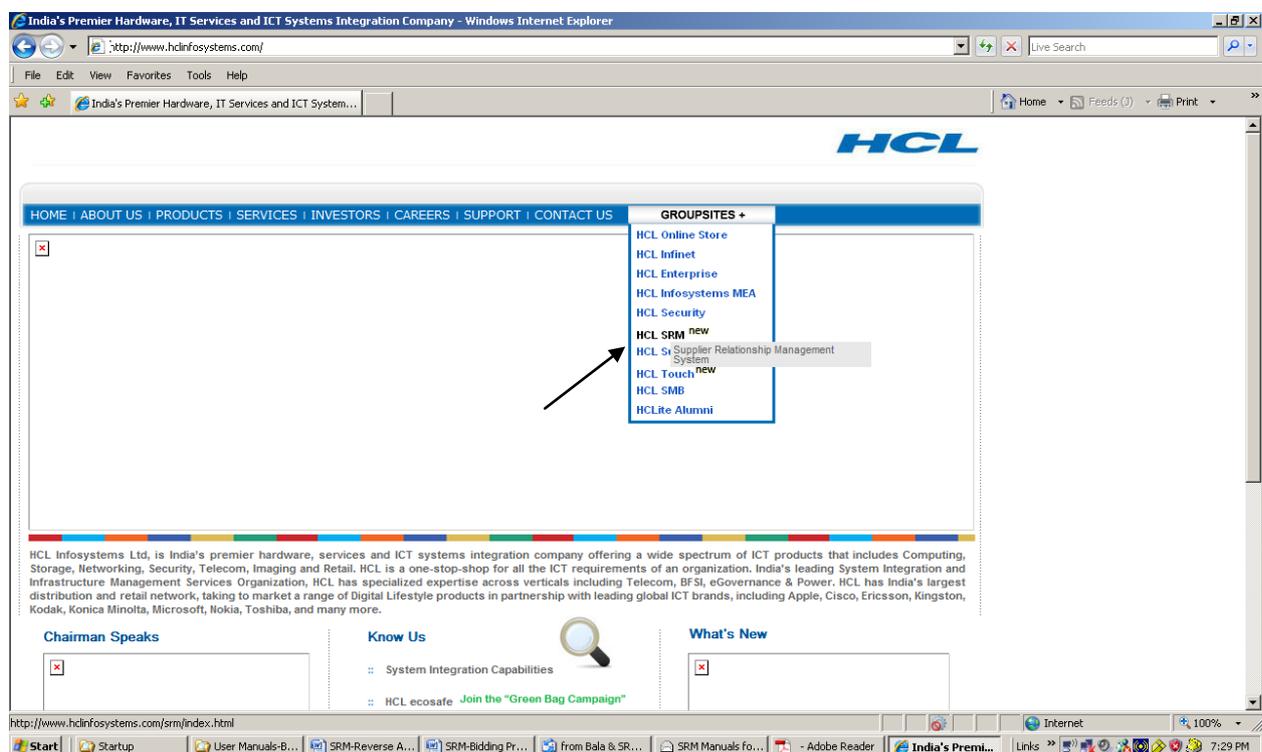
Step 10: The price which is finalised & accepted, can be used in MM system(ECC6) for Creating Contract or Purchase order .

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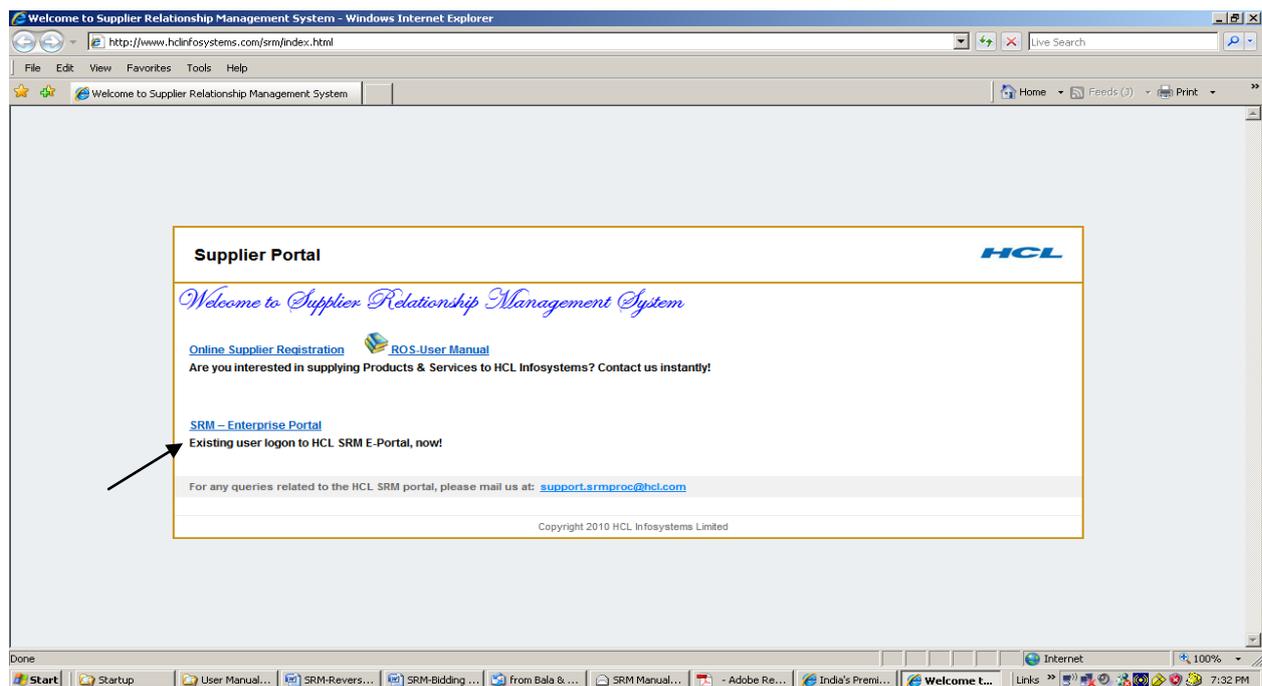
4. How to access the SRM portal for Reverse Auction Process...

To create a Reverse Auction in SRM system, buyer has to access the SRM Enterprise portal using the URL link: <http://www.procurement.hclinsys.com/irj/portal>.

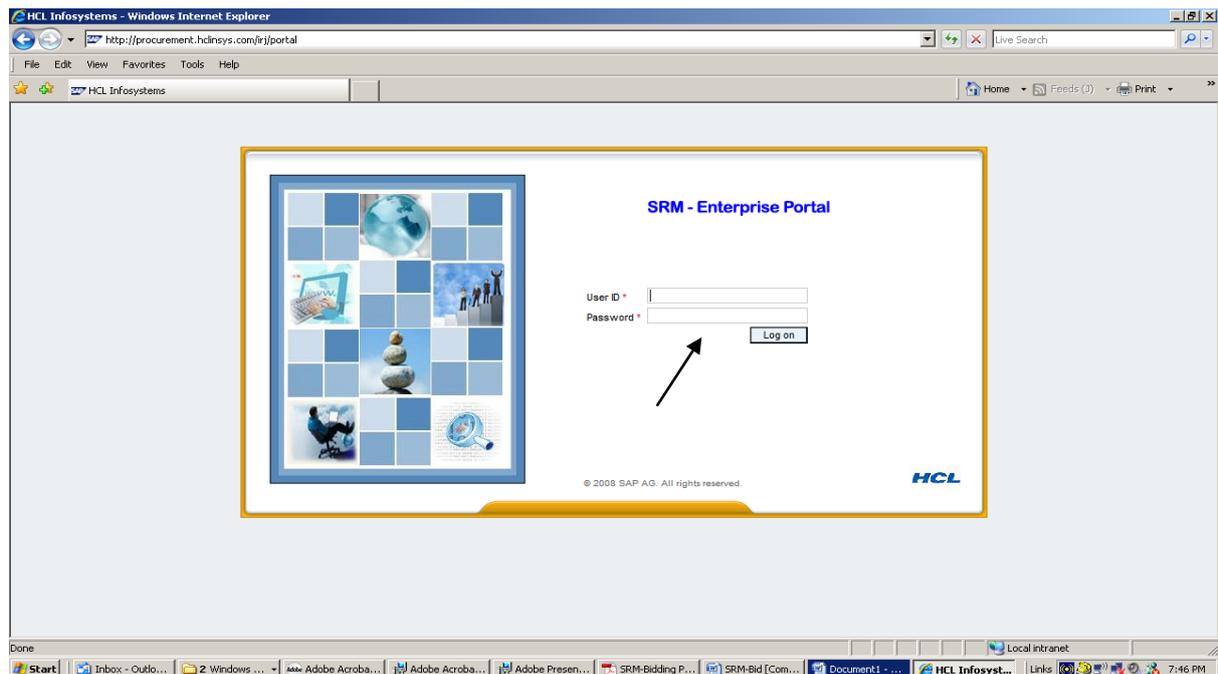
To access the Reverse auction document published by HCL buyer, supplier has to access the HCL Infosystems Website: www.hclinfosystems.com -->GROUPSITES-->HCL SRM → SRM Enterprise portal.



Select HCL SRM under GROUPSITES option and enter the Supplier Portal screen.



Select SRM-Enterprise Portal ...



Login using the User ID and Password received from HCL.

Once the Bidder enters the Supplier Screen, Bidder has to search for / locate the published RA /eAuction mentioned in the e-mail intimation received from HCL (details given in the next section)

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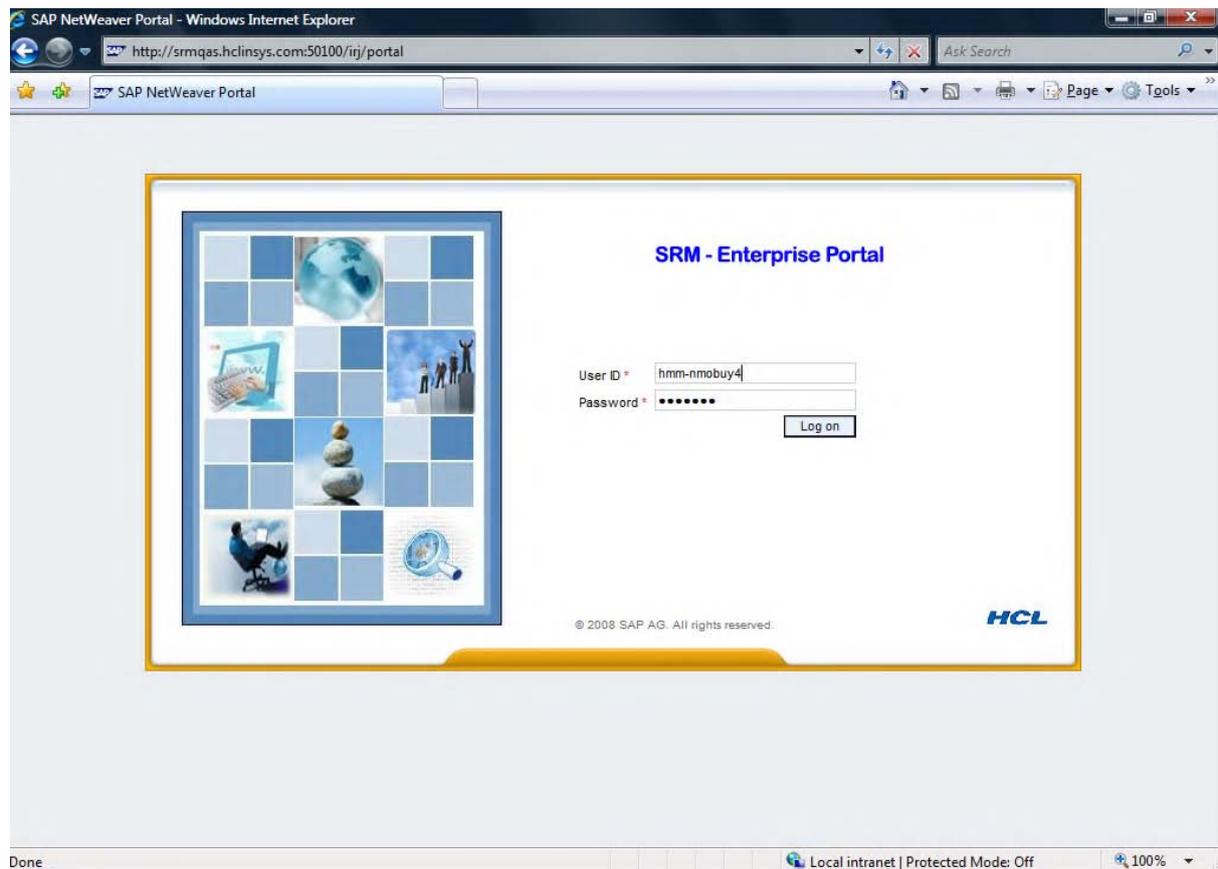
5. Reverse Auction Process details (with Screen-shots)

For a Supplier to carry out Reverse Auction related activities in HCL SRM System, he has to be created as a Bidder .

a) Create a Reverse Auction

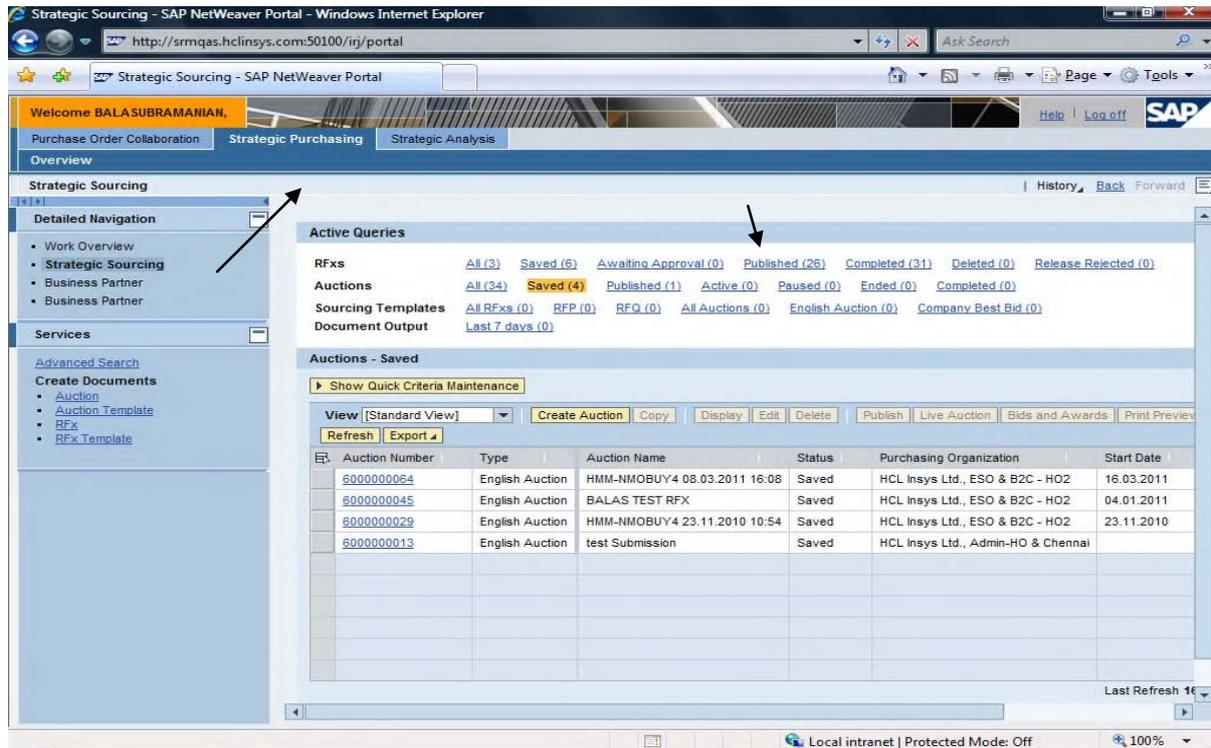
Note: This activity is to be carried out by Buyers.

5.1 Login to SRM portal using URL: <https://procurement.hclinsys.com/irj/portal>



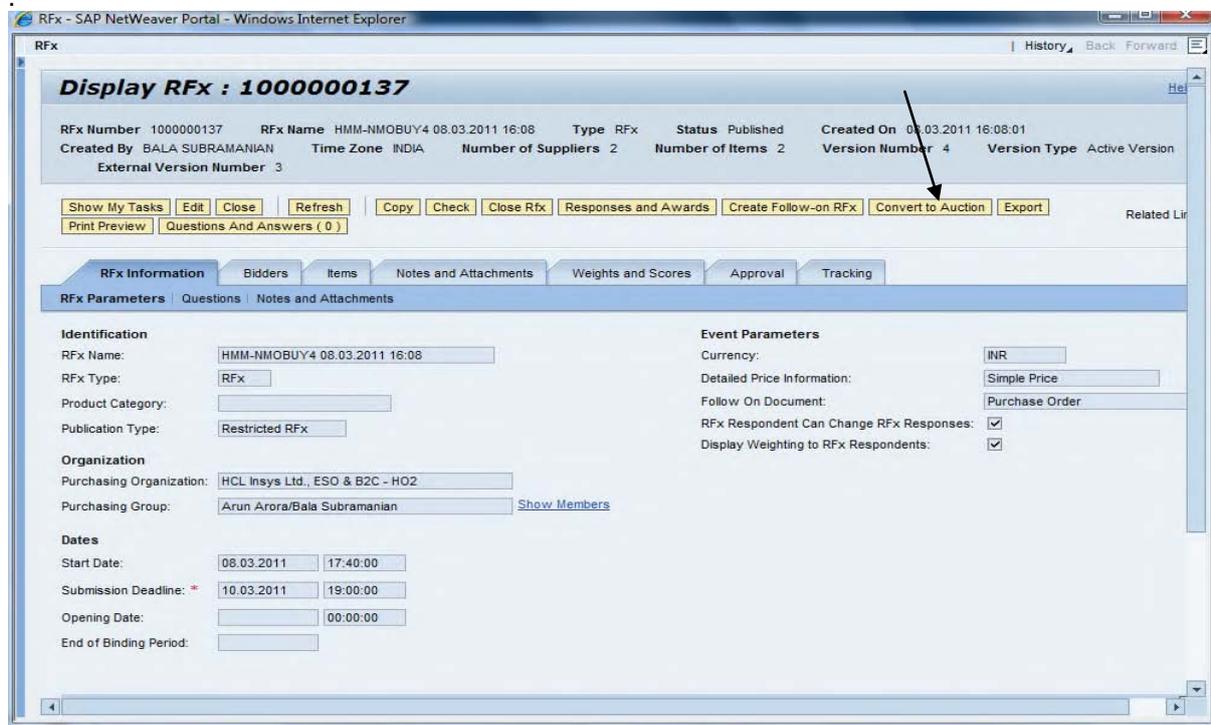
Enter your User ID & Password to get into SRM Portal.

5.2 Select option Strategic Purchasing. Select the Published Bid.



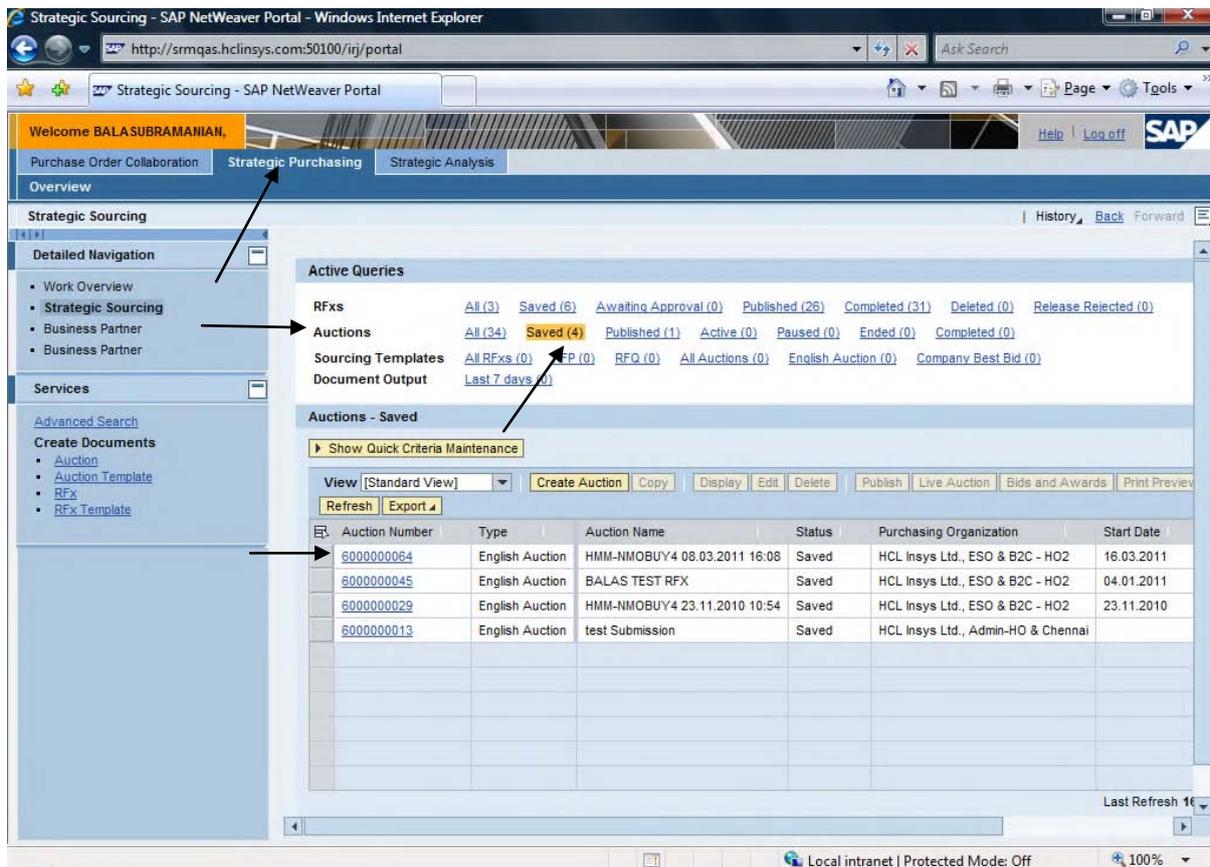
Select the Bid from the list of RFxs.

5.3 Buyer has to click Convert to Auction in the RFx if he decides to go for Reverse Auction as per below mentioned screen shot.



Click Convert to Reverse Auction Button and Save.

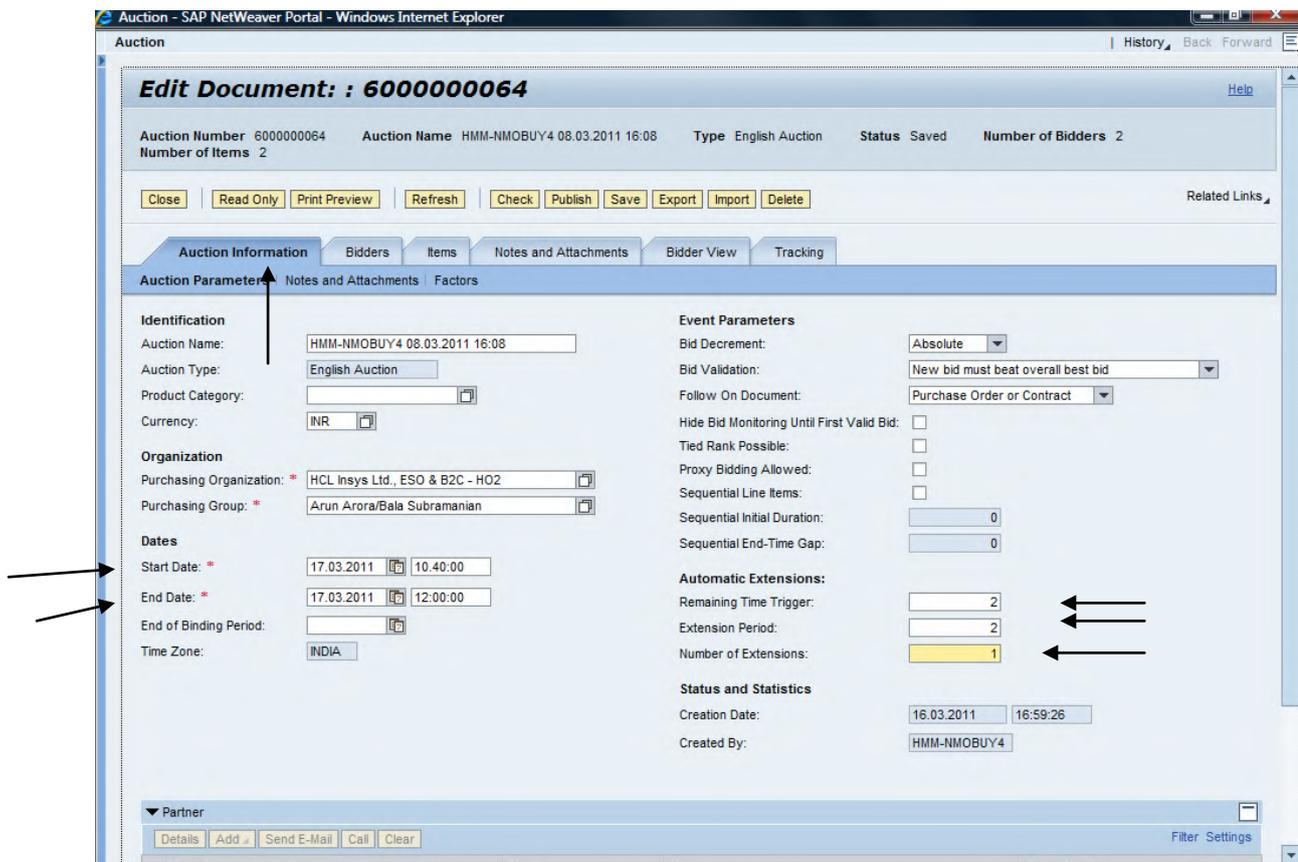
5.4 Select the Saved Auction.



Click Strategic Purchasing Tab.

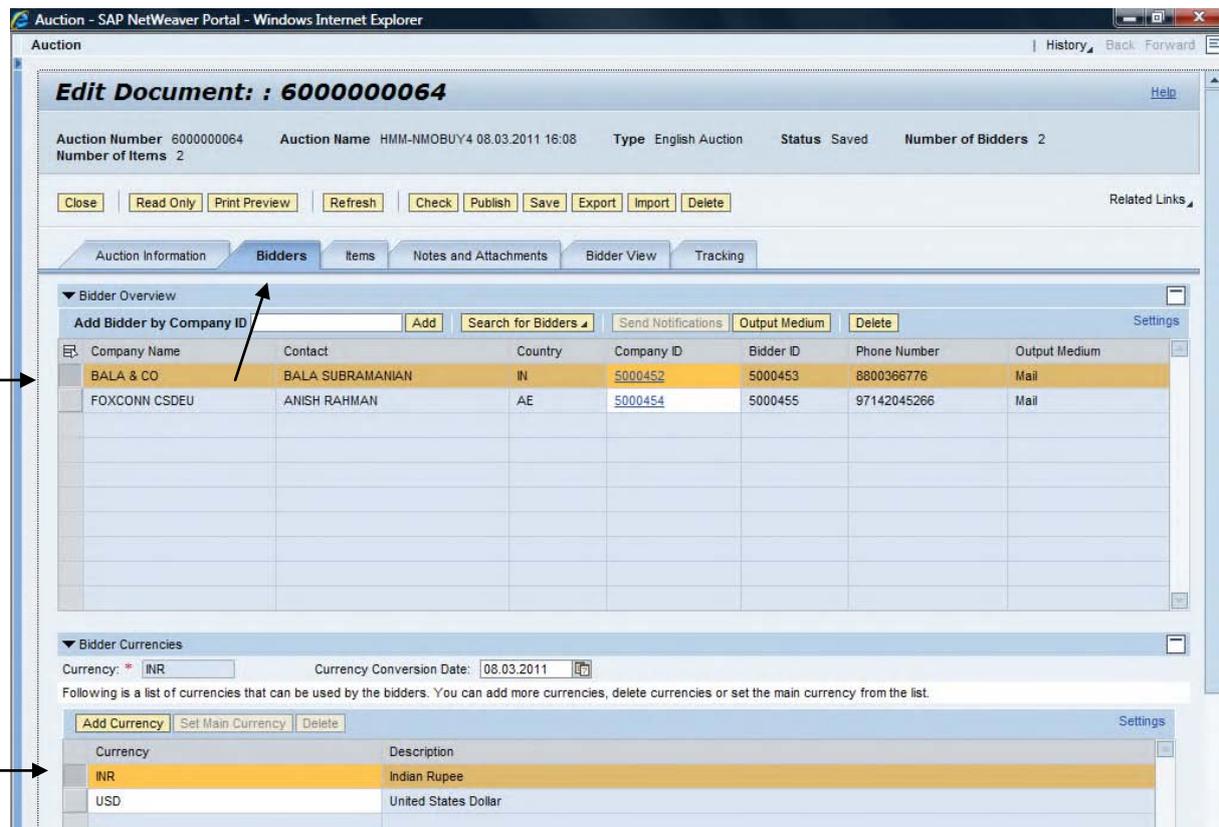
Go to Auctions in Active Queries Heading and Click Saved option to view the Auction No.
Click Auction no. to view the required details and Edit the Document.

5.5 Go to *Auction Information* option



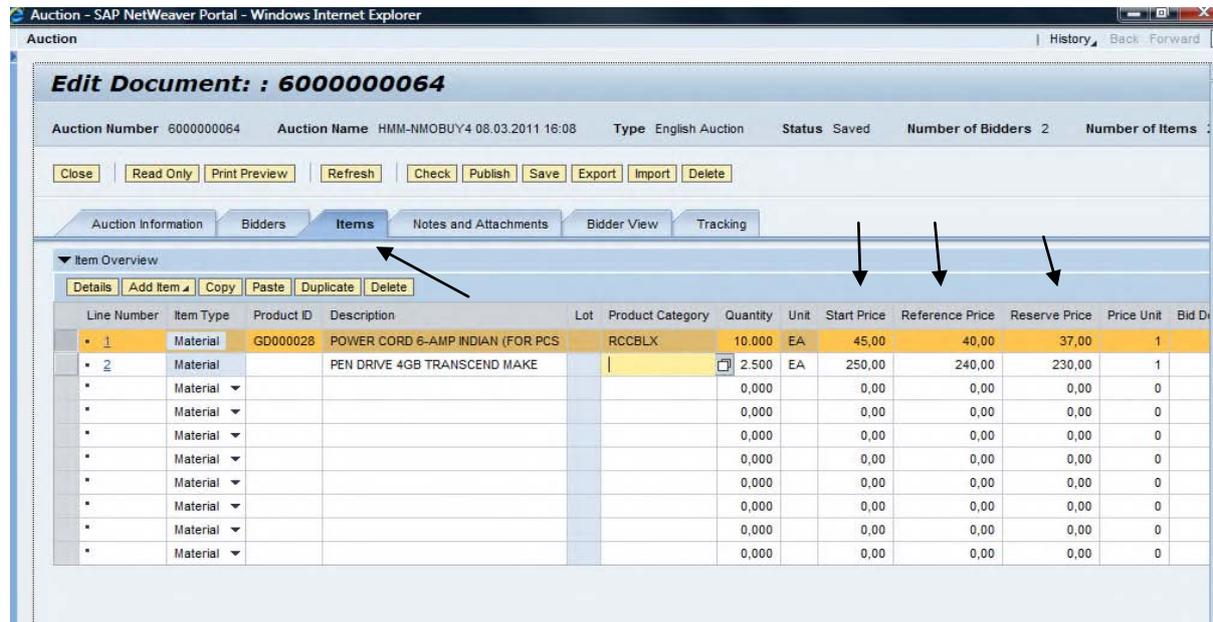
- Fill the Start Date & Time
- Fill the End Date & Time
- Fill Remaining Time Trigger as required.
- Fill the Extension Period as required
- Fill the Number of Extensions as required.

5.6 Select Bidders Option..

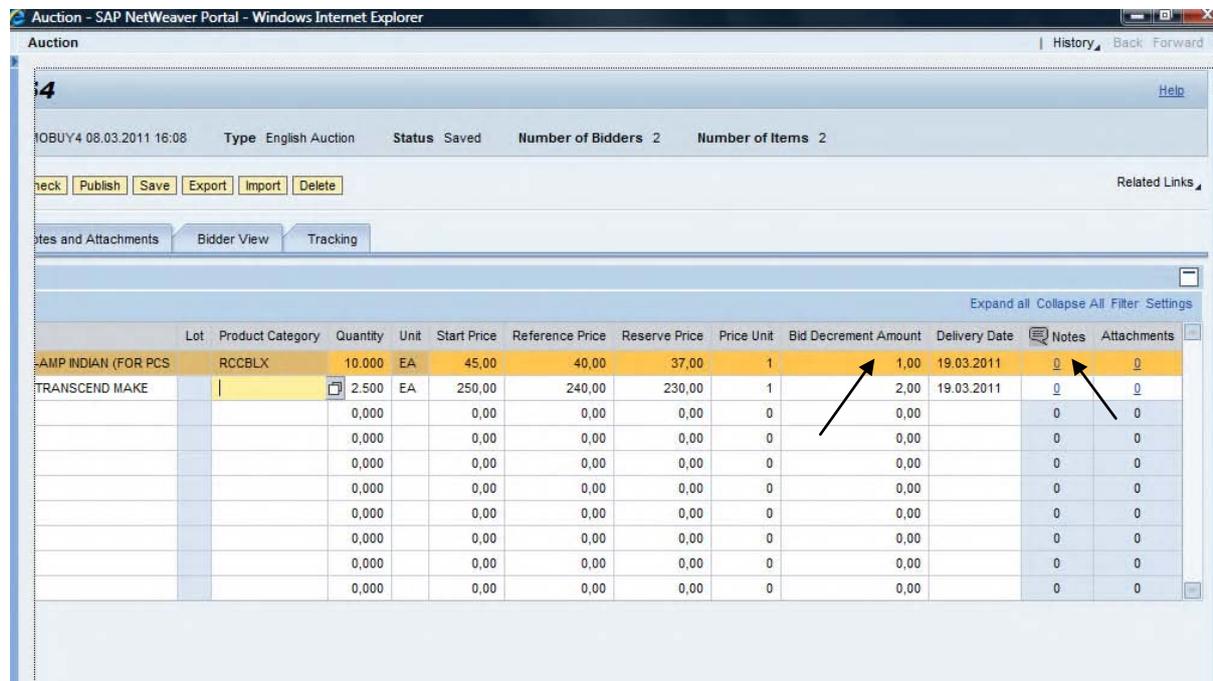


Select the Bidders for Reverse Auction.
Add Currency and give the option to bidder to quote.

5.7 Select the *Items* Option..

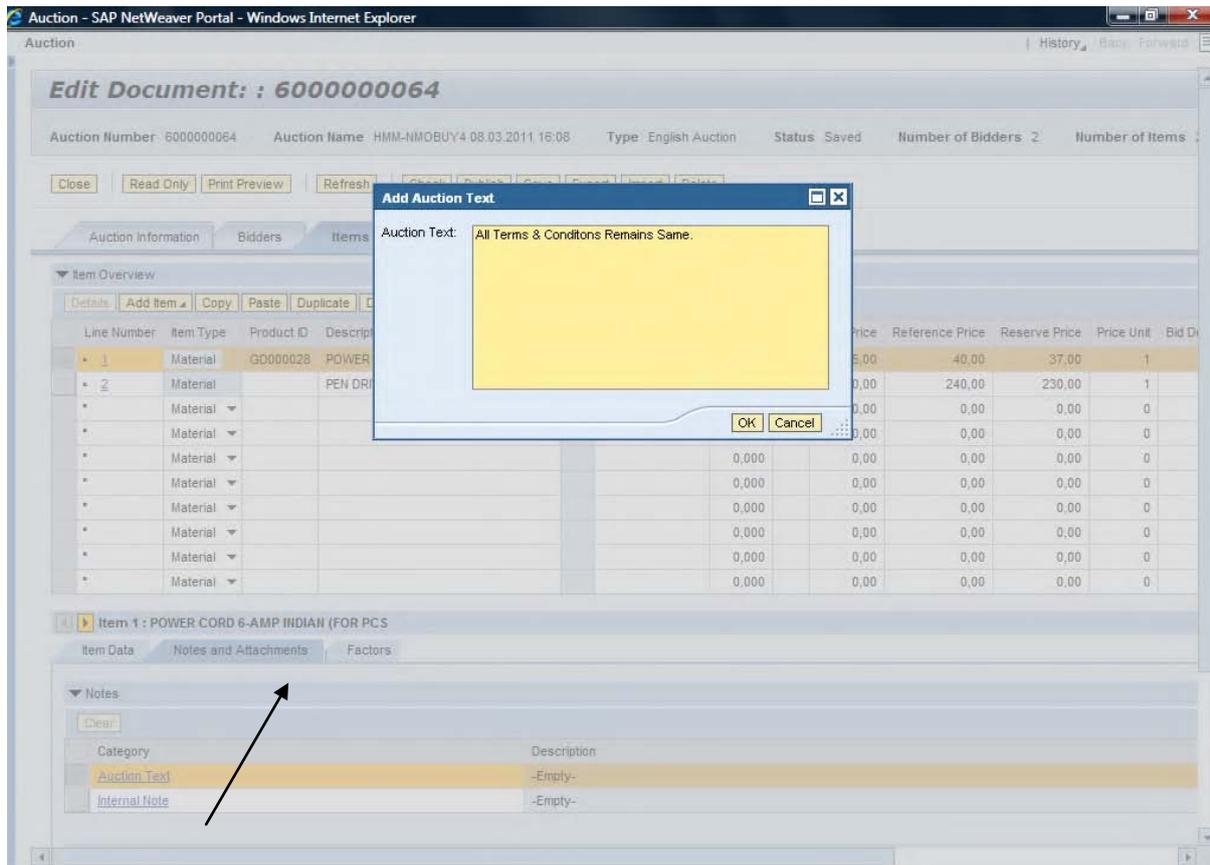


Click Items Tab
 Enter Start Price, (Lowest Quote Received from Bidder)
 Enter Reference Price (Last Purchase Price)
 Enter Reserve Price (Target Price)



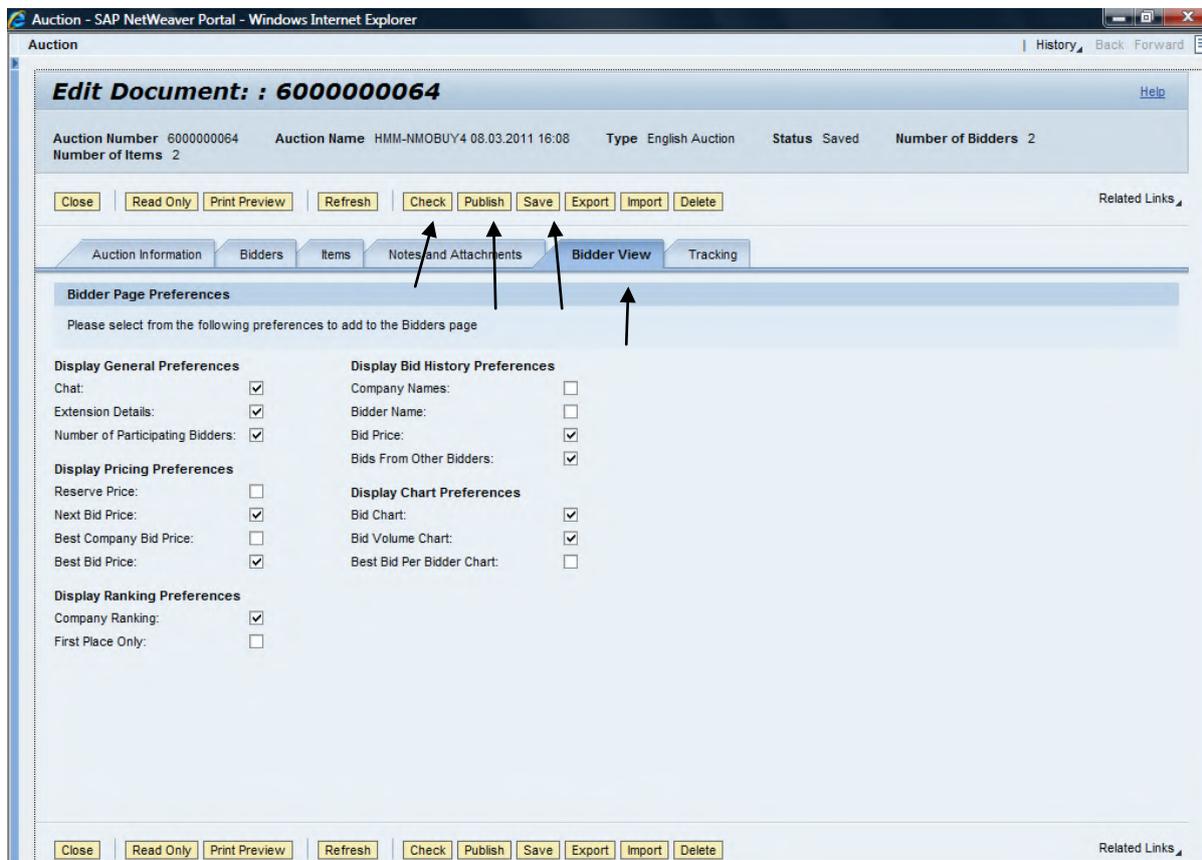
Enter Bid Decrement Amount (Based on the Product Price Bid Decrement price to be Fixed)

5.8 Click Notes to enter any notes.



Click Auction Text to enter the Auction Text which will be viewable by bidders.

5.9 Click **Bidder View** Tab



Tick the Check Box as ticked above (As Recommended) for viewing the details in the Auction History or Chart.

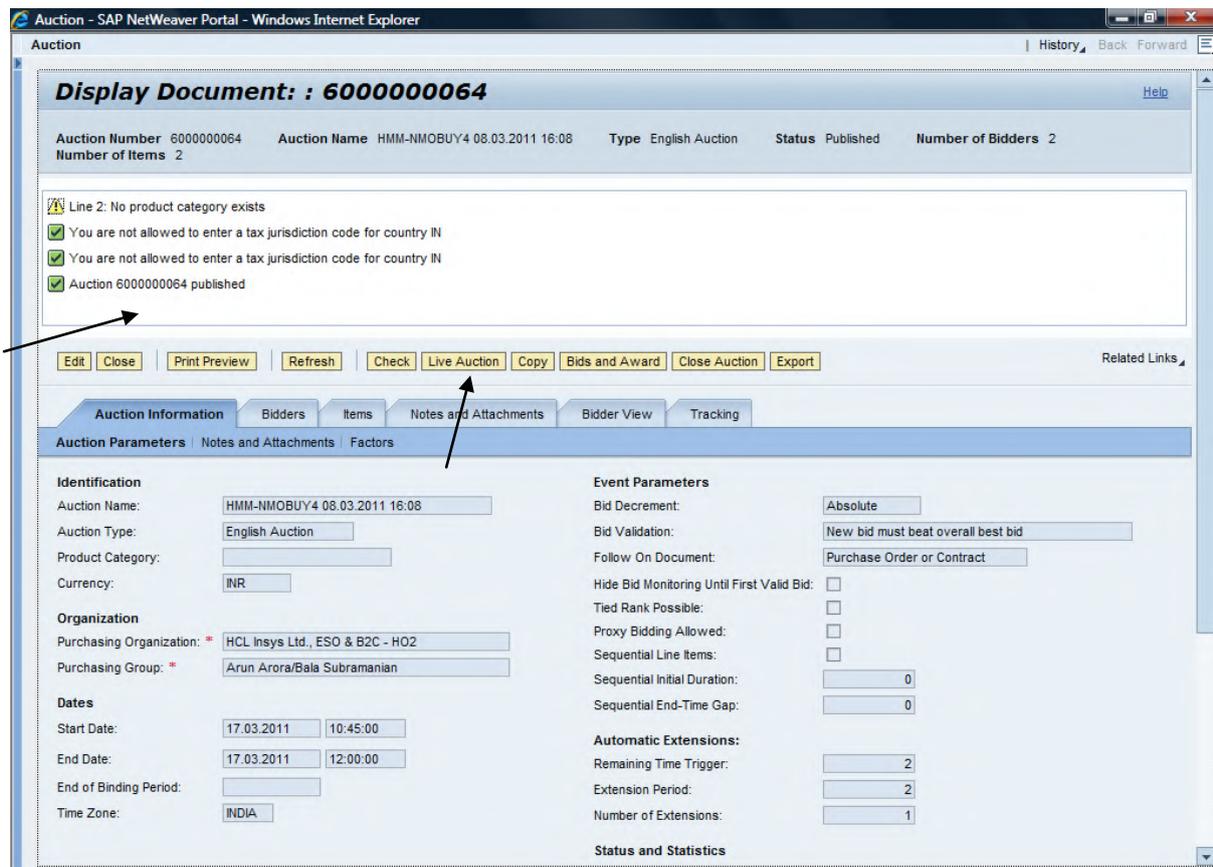
Click **Check** option to find any error in data entered.

If any message appears in red the same to be corrected.

If all message highlighted in Green, **Save** the Auction.

Click **Publish** Button to post the Reverse Auction.

5.10 Now Reverse Auction Published. Select **Live Auction** now when the Auction starts.



Click *Live Auction* to enter into *Live Auction Cockpit*.

5.11 View the Live Auction Cockpit.

When Live Auction Cockpit of Buyer is opened, you can view the bidder quoting price.

The screenshot displays the SAP Live Auction Cockpit interface. At the top, it shows the browser address bar and the SAP logo. The main content area is titled "Live Auction Cockpit" and includes a header with auction details: Name (HMM-NIMBUY4 08.03.2011 16:08), Number (600000064), Currency (INR), Requester (BALA SUBRAMANIAN), Start Date (03/17/2011 10:45:00 AM IST), End Date (03/17/2011 12:00:00 PM IST), and Time Remaining (01:13:27 (Active)).

Below the header is a table with the following columns: Item, Description, Quantity, Unit, Price Unit, Start Price, Reserve Price, Decrement, Best Bid, Reference Price, Savings, and Savings (%). The table contains two rows of data:

Item	Description	Quantity	Unit	Price Unit	Start Price	Reserve Price	Decrement	Best Bid	Reference Price	Savings	Savings (%)
1	POWER CORD 6-AMP INDIAN (F...	10,000	each	1	45.00	37.00	1.00	-	40.00	-	-
2	PEN DRIVE 4GB TRANSCEND M...	2,500	each	1	250.00	230.00	-	292.89	240.00	-132,225.00	-22.04

Below the table, there are summary statistics: Total Costs (732,225.00), Total Savings (-132,225.00), and Savings (%) (-22.04). The interface also includes a navigation pane on the left with options for Details, History, Charts, and Factors. At the bottom, there is a "Participants" section with a list of participants: All Broadcast (0/2), BALA & CO (0/1), and FOXCONN CSDEU (0/1). An arrow points to the "Participants" section. To the right of the participants list is a "Chat and System Messages" area with a message: "03/17/2011 10:45:51 AM IST [System]: Auction status has changed from Published to Active".

Once the Selected Bidder is logged in, the **Participants** Tag changes to Green.

Buyer can **Chat** with Bidder parallelly during Reverse Auction.

If you want to chat with particular supplier, click the supplier and you can chat with the particular supplier.

If you want to chat with all participants click **All Broadcast**.

5.12 **Details** Option View

Live Auction Cockpit

Name: HMM-NMOBUY4 08.03.2011 16:08 Requester: BALA SUBRAMANIAN
 Number: 600000064 Currency: INR Start Date: 03/17/2011 10:45:00 AM IST
 Rule Profile: Reverse auction with broken lot, full quantity, anonymous bidding End Date: 03/17/2011 12:00:00 PM IST
 Description: Pls. send the complete Technical Spec. for both Product. Time Remaining: 00:53:19 (Active)

Item	Description	Quantity	Unit	Price Unit	Start Price	Reserve Price	Decrement	Best Bid	Reference Price	Savings	Savings (%)
1	POWER CORD 6-AMP INDIAN (F...	10,000	each	1	45.00	37.00	1.00	35.00	40.00	50,000.00	12.5
2	PEN DRIVE 4GB TRANSCEND M...	2,500	each	1	250.00	230.00	2.00	245.00	240.00	-12,500.00	-2.08

Raw Prices Normalized Prices Total Costs: 962,500.00 Total Savings: 37,500.00 Savings (%): 3.75

Details Item: 1
 Description: POWER CORD 6-AMP INDIAN (FOR PCS)
 Quantity: 10,000
 Unit: each
 Price Unit: 1
 Currency: INR
 Start Price: 45.00
 Reserve Price: 37.00
 Decrement: 1.00
 Reference Price: 40.00
 Revision Level

Participants
 All(Broadcast) (1/2)
 BALA & CO (1/1)
 BALA SUBRAMA
 FOXCONN CSDEU (0/)

Chat and System Messages Display Time Stamp All Messages

03/17/2011 10:45:51 AM IST [System]: Auction status has changed from Published to Active
 03/17/2011 10:59:16 AM IST [BALA SUBRAMANIAN]: Hello...
 03/17/2011 11:00:59 AM IST [BALA SUBRAMANIAN To BALA SUBRAMANIAN]: Hi Swati
 03/17/2011 11:01:08 AM IST [BALA SUBRAMANIAN To BALA SUBRAMANIAN]: Pls. send you best price

Done Local intranet | Protected Mode: Off 100%

Click Details Tab to View the Details Item.

5.13 **History** option

The screenshot displays the SAP Live Auction Cockpit interface. At the top, it shows the auction details: Name (HMM-NIMBUY4 08.03.2011 16:08), Number (600000064), Currency (INR), Requester (BALA SUBRAMANIAN), Start Date (03/17/2011 10:45:00 AM IST), End Date (03/17/2011 12:00:00 PM IST), and Time Remaining (00:58:48 (Active)).

Item	Description	Quantity	Unit	Price Unit	Start Price	Reserve Price	Decrement	Best Bid	Reference Price	Savings	Savings (%)
1	POWER CORD 6-AMP INDIAN (F...	10,000	each	1	45.00	37.00	1.00	35.00	40.00	50,000.00	12.5
2	PEN DRIVE 4GB TRANSCEND M...	2,500	each	1	250.00	230.00	2.00	245.00	240.00	-12,500.00	-2.08

Summary statistics: Total Costs: 962,500.00, Total Savings: 37,500.00, Savings (%): 3.76.

Company	Bidder	Bid Price	Bid Date
BALA & CO	BALA SUBRAMANIAN	35.00	03/17/2011 10:59:06 AM IST

The interface also includes a 'History' button, a 'Chat and System Messages' window, and a 'Participants' list. The chat window shows messages from the system and the bidder, including a request for the best price.

Click History to view the price quoted by bidder
 You can Chat to the bidder parallelly for any clarification
 Based on the bidder quoted price, the Percentage of Saving is calculated from Reference Price.

5.14 **Charts** option

5.15 Click Item 2 and follow the same process

The screenshot displays the SAP Live Auction Cockpit interface. At the top, the browser address bar shows the URL: `http://srmqas.hclinsys.com:50100/srm/appleInvoker?auctionID=E04FC0A3BCF91EF1A82100155D983310&sapClien`. The page title is "Live Auction Cockpit".

Auction Details:

- Name: HMM-NMOBUY4 08.03.2011 16:08
- Number: 6000000064
- Currency: INR
- Requester: BALA SUBRAMANIAN
- Start Date: 03/17/2011 10:45:00 AM IST
- Rule Profile: Reverse auction with broken lot, full quantity, anonymous bidding
- End Date: 03/17/2011 12:00:00 PM IST
- Description: Pls. send the complete Technical Spec. for both Product.
- Time Remaining: 00:41:44 (Active)

Item List:

Item	Description	Quantity	Unit	Price Unit	Start Price	Reserve Price	Decrement	Best Bid	Reference Price	Savings	Savings (%)
1	POWER CORD 6-AMP INDIAN (F...	10,000	each	1	45.00	37.00	1.00	32.00	40.00	80,000.00	20
2	PEN DRIVE 4GB TRANSCEND M...	2,500	each	1	250.00	230.00	2.00	240.00	240.00	0.00	0

Summary: Total Costs: 920,000.00; Total Savings: 80,000.00; Savings (%): 8

Bidder List:

Company	Bidder	Bid Price	Bid Date
BALA & CO	BALA SUBRAMANIAN	240.00	03/17/2011 11:10:18 AM IST
BALA & CO	BALA SUBRAMANIAN	245.00	03/17/2011 10:59:06 AM IST
FOXCONN CSDEU	ANISH RAHMAN	292.89	03/10/2011 5:26:18 PM IST

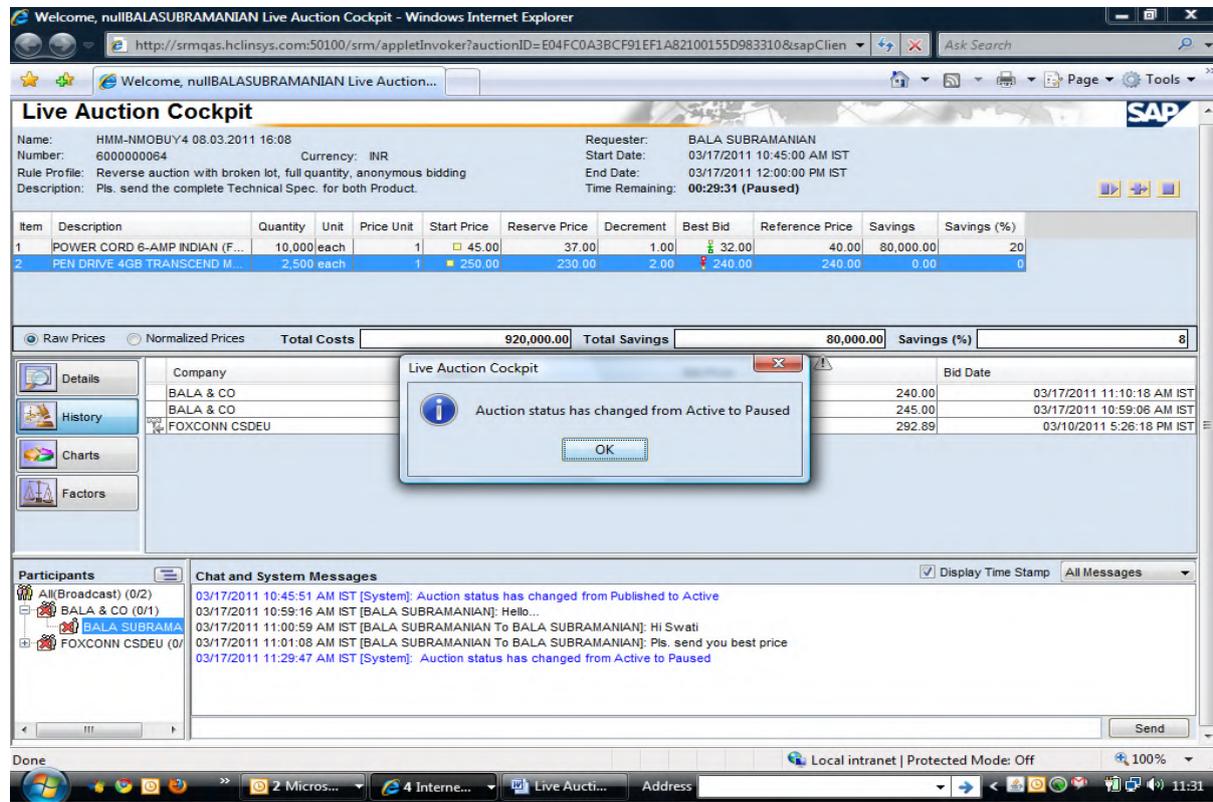
Participants: All (Broadcast) (1/2), BALA & CO (1/1), BALA SUBRAMA, FOXCONN CSDEU (0/)

Chat and System Messages:

- 03/17/2011 10:45:51 AM IST [System]: Auction status has changed from Published to Active
- 03/17/2011 10:59:16 AM IST [BALA SUBRAMANIAN]: Hello...
- 03/17/2011 11:00:59 AM IST [BALA SUBRAMANIAN To BALA SUBRAMANIAN]: Hi Swati
- 03/17/2011 11:01:08 AM IST [BALA SUBRAMANIAN To BALA SUBRAMANIAN]: Pls. send you best price

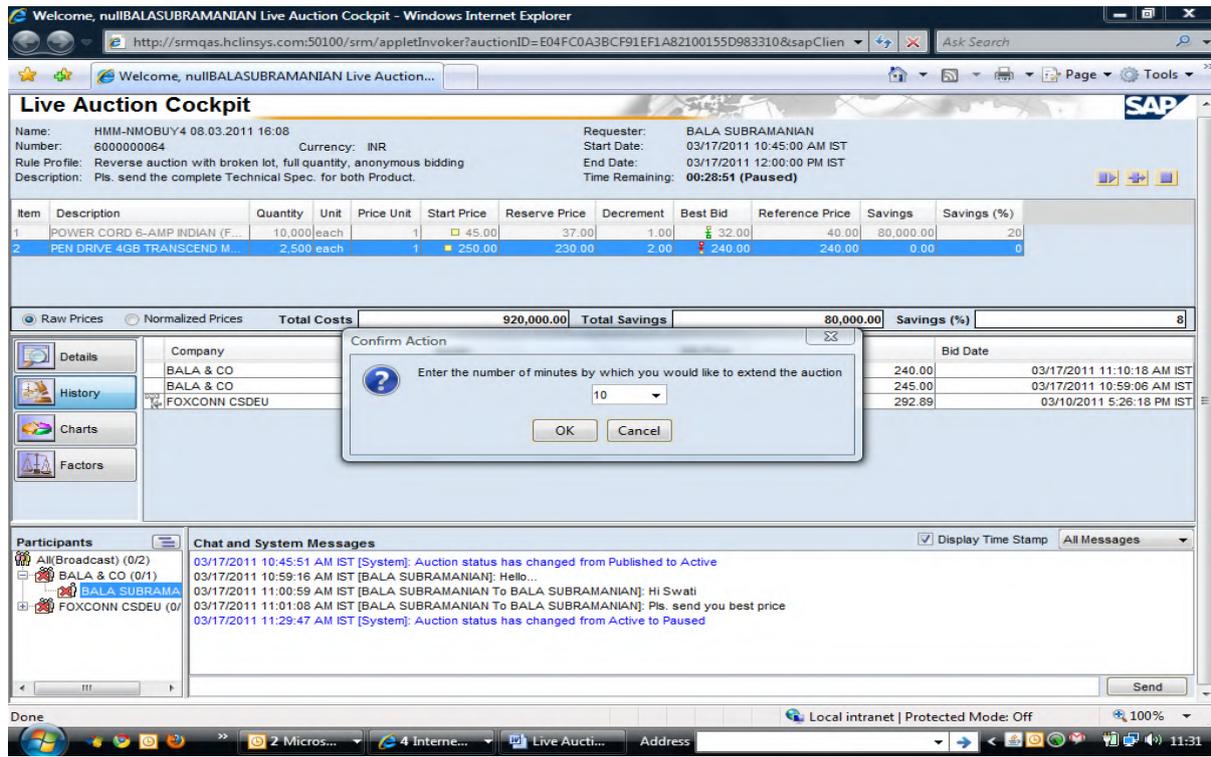
5.16 Pause Option .

Click Paused Button to Pause the Bidder to Post the Price.



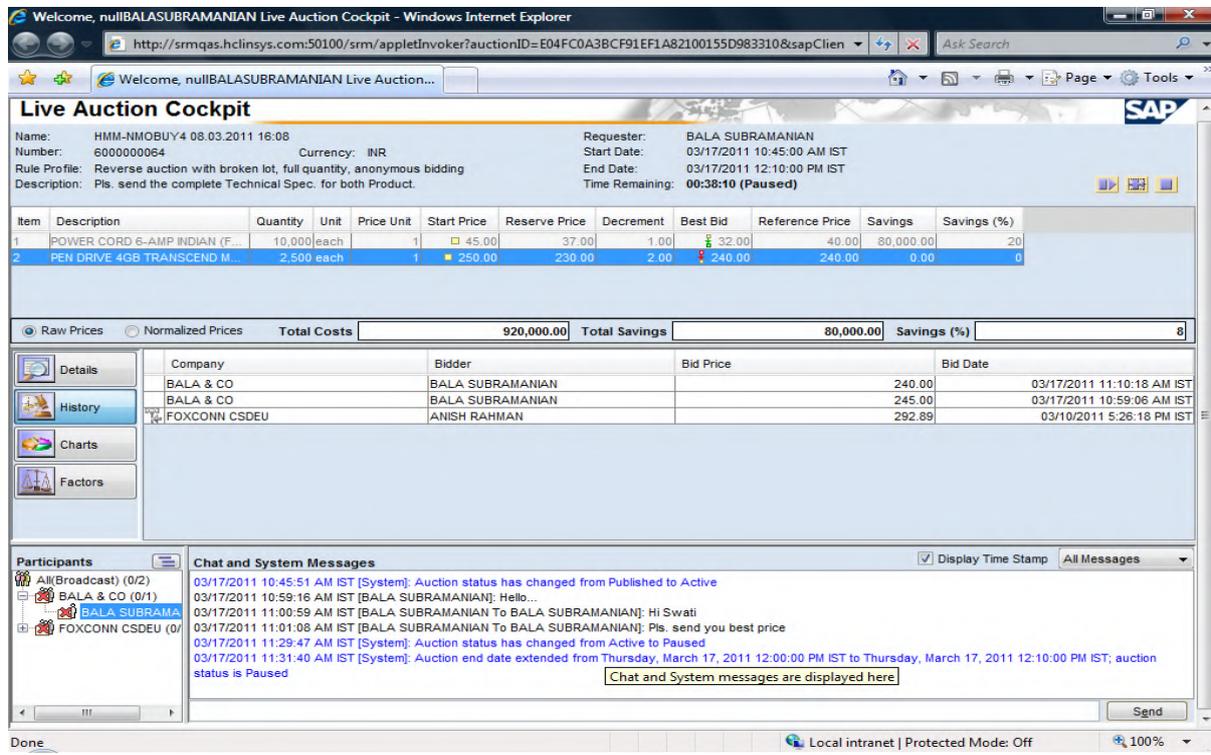
Note : Time will be running even if you click Pause.

5.17 **Extend Option** - Click Extend Button to extend the Timing of Reverse Auction.



Enter the required time and press O.K.

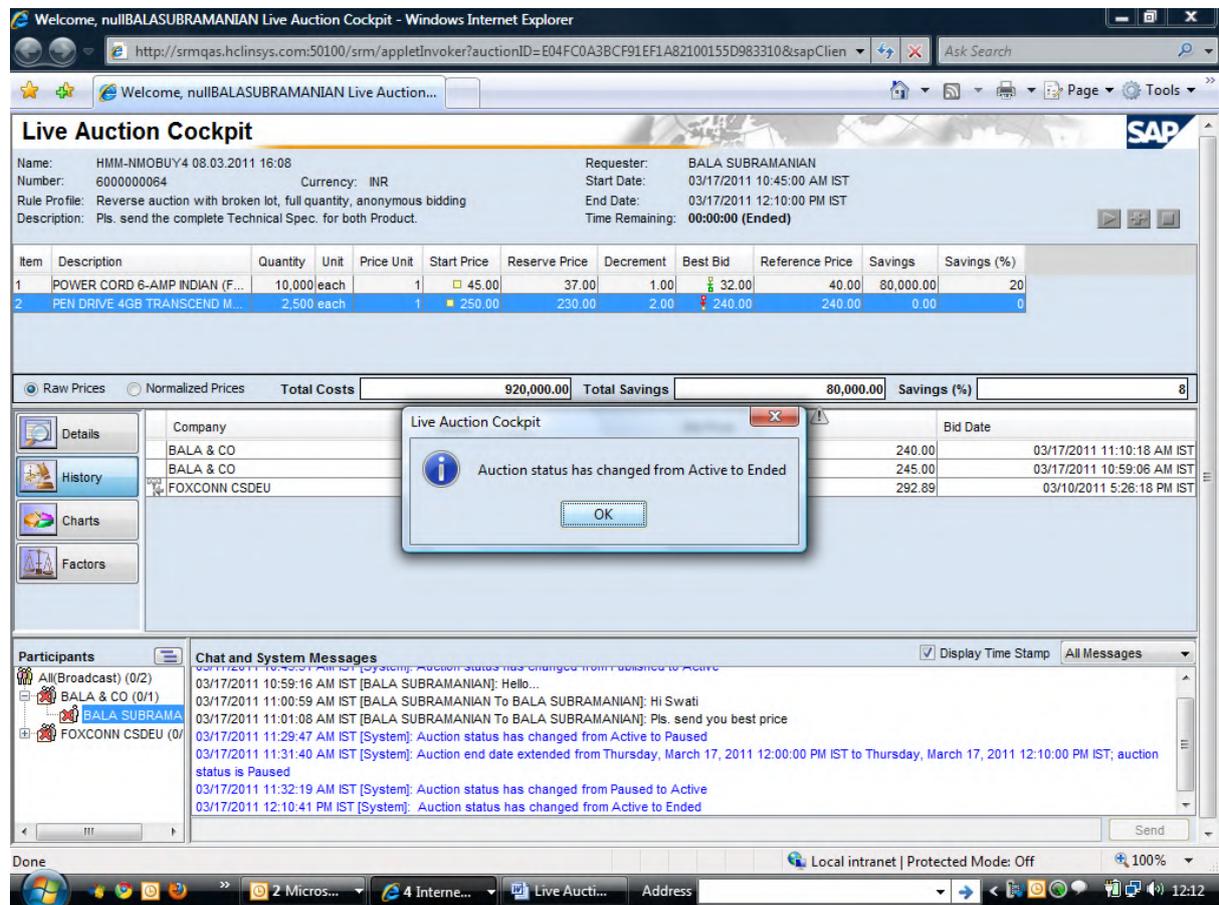
Note : Time Remaining 00:28:51



After Extending the Timing the time increased to 10 Min

Note : Time Remaining Now 00:38:51.

5.18 When the End time arrives, Auction status changes from Active to Ended.



Press O.K. and close the Live Cockpit Window.

Buyer will evaluate and compare the Reverse Auction Prices and decide to release an Purchase order to the best Party..

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6. How external suppliers contact HCL for Support ...

For any issues, external suppliers can contact HCL at support.srmproc@hcl.com . This e-mail ID is available in our HCL Website –www.hclinfosystems.com –Groupsites---HCL SRM –Supplier Portal screen.

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7. How Buyers/ Internal HCL users get support on SRM system

For any SRM system related issues or requirements, Buyers need to log the issues at HCL Intranet in RRC Module – **Rapid Resolution Centre** – Choose Helpdesk option :**SAP Support-SRM** , raise a Ticket & get the issue resolved.

*****END*****