Supplier Relationship Management System (SRM)

Reverse Auction Process

USER MANUAL

for

BUYERS

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Created by: SRM Core Team - HCL

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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:

<u>http://procurement.hclinsys.com/irj/portal</u>, 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 – <u>www.hclinfosystems.com</u> –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: <u>http://www.procurement.hclinsys.com</u> /irj/portal.

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

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HCL Infosystems Ltd, is India's premier hardware, services and ICT systems integration company offering a wide spectrum of ICT products that includes Computing, Storage, Networking, Security, Telecom, Imaging and Retail. HCL is a one-stop-shop for all the ICT requirements of an organization. India's leading System Integration and Infrastructure Management Services Organization, HCL has specialized expertise across verticals including Telecom, BFSI, eGovernance & Power. HCL has India's largest distribution and retail network, taking to market a range of Digital Lifestyle products in partnership with leading global ICT brands, including Apple, Cisco, Ericsson, Kingston, Kodak, Konica Minolta, Microsoft, Nokia, Toshiba, and many more.		
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Select HCL SRM under GROUPSITES option and enter the Supplier Portal screen.



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SRM – Enterprise Portal Existing user logon to HCL SRM E-Portal, now!		
For any queries related to the HCL SRM portal, please mail us at: support.srmproc@hcl.com		
Copyright 2010 HCL Infosystems Limited		

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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: <u>https://procurement.hclinsys.com/irj/portal</u>

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



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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.

Display RFx	: 10000	000137		1	
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Show My Tasks Edit Print Preview Questio	Close Ref	resh Copy Chec	Close Rfx Responses and A	wards Create Follow-on RFx Convert to Auctio	Export Relate
RFx Information	Bidders	Items Notes and A	ttachments Weights and Sci	ores Approval Tracking	
RFx Parameters Ques	tions Notes and	Attachments			
Identification				Event Parameters	
RFx Name:	HMM-NMOBUY4	08.03.2011 16:08		Currency:	INR
RFx Type:	RFx			Detailed Price Information:	Simple Price
Product Category:				Follow On Document:	Purchase Order
Publication Type:	Restricted RFx			RFx Respondent Can Change RFx Responses:	
Organization				Display Weighting to RFx Respondents:	
Purchasing Organization:	HCL Insys Ltd., I	ESO & B2C - HO2			
Purchasing Group:	Arun Arora/Bala	Subramanian	Show Members		
Dates					
Start Date:	08.03.2011	17:40:00			
Submission Deadline: *	10.03.2011	19:00:00			
Opening Date:		00:00:00			
End of Binding Period:					
End of Binding Period:					

Click Convert to Reverse Auction Button and Save.

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5.4 Select the Saved Auction.

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		600000013	English Auction	test Submission	Saved	HCL Insys Ltd., Admin-HO & Chenna	ai
							Last Refresh

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

Auction Number 60000	00064 Auction Name HMM-NMOBUY4 08.03.2011	16:08 Type English Auction Status	Saved Number of Bidders 2	
Number of Items 2				
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Auction Type:	English Auction	Bid Validation:	New bid must beat overall best bid	-
Product Category:	D	Follow On Document:	Purchase Order or Contract	
Currency:	INR 🗇	Hide Bid Monitoring Until First Valid Bid:		
Organization		Tied Rank Possible:		
Purchasing Organization: *	HCL Insys Ltd., ESO & B2C - HO2	Proxy Bidding Allowed:		
Purchasing Group: *	Arun Arora/Bala Subramanian	Sequential Line Items:		
	1 (M)	Sequential Initial Duration:	0	
Dates		Sequential End-Time Gap:	0	
Start Date: *	17.03.2011	Automatic Extensions:		
End Date: *	17.03.2011 😰 12:00:00	Remaining Time Trigger:	2	
End of Binding Period:		Extension Period:	2	
Time Zone:	INDIA	Number of Extensions:	1	
		Status and Statistics		
		Creation Date:	16.03.2011 16:59:26	
		Created By:	HMM-NMOBUY4	

Fill the Start Date & Time

Fill the End Date & Time

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Fill the Number of Extensions as required.

5.6 Select *Bidders* Option..

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▼ Bidder Overview	4						
Add Bidder by Company ID	Add	Search for Bidders 4	Send Notification	S Output Medium	Delete		-
E Company Name	Contact	Country	Company ID	Bidder ID	Phone Number	Output Medium	
BALA & CO	BALA SUBRAMANIAN	IN	5000452	5000453	8800366776	Mail	
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Select the Bidders for Reverse Auction.

Add Currency and give the option to bidder to quote.



5.7 Select the *Items* Option...

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Click Items Tab

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

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IP INDIAN (FOR PCS	Lot	Product Category RCCBLX	Quantity 10.000	Unit EA	Start Price 45,00	Reference Price 40,00	Reserve Price 37,00	Price Unit	Bid Decrement Amount	Delivery Date 19.03.2011	Notes	Attachment
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IP INDIAN (FOR PCS ANSCEND MAKE	Lot	Product Category RCCBLX	Quantity 10.000 2.500 0,000	Unit EA EA	Start Price 45,00 250,00 0,00	Reference Price 40,00 240,00 0,00	Reserve Price 37,00 230,00 0,00	Price Unit 1 1 0	1,00 2,00 0,00	Delivery Date 19.03.2011 19.03.2011	Notes	Attachment
IP INDIAN (FOR PCS ANSCEND MAKE	Lot	Product Category RCCBLX	Quantity 10.000 2.500 0,000 0,000	Unit EA EA	Start Price 45,00 250,00 0,00 0,00	Reference Price 40,00 240,00 0,00 0,00	Reserve Price 37,00 230,00 0,00 0,00	Price Unit 1 1 0 0	Bid Decrement Amount 1,00 2,00 0,00 0,00	Delivery Date 19.03.2011 19.03.2011	Notes <u>0</u> 0 0	Attachment <u> 0</u> 0 0 0 0 0 0 0 0 0
IP INDIAN (FOR PCS ANSCEND MAKE	Lot	Product Category RCCBLX	Quantity 10.000 2.500 0,000 0,000 0,000	EA EA	Start Price 45,00 250,00 0,00 0,00 0,00	Reference Price 40,00 240,00 0,00 0,00 0,00	Reserve Price 37,00 230,00 0,00 0,00 0,00 0,00	Price Unit 1 1 0 0	Bid Decrement Amount 1,00 2,00 0,00 0,00 0,00	Delivery Date 19.03.2011 19.03.2011	Notes Notes O O O O	Attachment 0 0 0 0 0 0 0 0 0
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Enter Bid Decrement Amount (Based on the Product Price Bid Decrement price to be Fixed)

5.8 Click Notes to enter any notes.

Auction Number	600000064 Auctio	n Name HMM-NMOBUY	08.03.2011 16:08 Type English Auc	tion 5	itatus Saved	Number of Bid	iders 2 Ni	umber of I	tei
Close Read	Only Print Preview	Refresh Add Auction	Text						
Auction Infor	mation Bidders	Items Auction Text:	All Terms & Conditons Remains Same.						
▼ Item Overview									
Cietain Add b	em 🖌 Copy Paste Du	plicate C							
Line Number	Item Type Product ID	Descript			Price	Reference Price	Reserve Price	Price Unit	
• 1	Material GD000028	POWER			5,00	40,00	37,00	1	
• 2	Material	PEN DRI			0,00	240,00	230,00	1	
*	Material 👻		-		0,00	0,00	0,00	0	
	Material 💌			OK	Cancel	0,00	0,00	0	
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r	Material 🔻			0,000	0,00	0,00	0,00	0	
*	Material 👻			0,000	0,00	0,00	0,00	0	
	Material 💌			0,000	0,00	0,00	0,00	0	
Item 1 : Pi	OWER CORD 6-AMP INDIA	N (FOR PCS							
item Data	Notes and Attachments	Factors							
▼ Notes	4								
	/								
Category	/		Description						
-									

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



5.9 Click Bidder View Tab

Auction Number 60000006 Number of Items 2	64 Auctio	on Name HMM-NMOBUY4 08.03.2011	16:08 Type English Auction	Status Saved	Number of Bidders 2	
Close Read Only Prin	nt Preview	Refresh Check Publish S	ave Export Import Delete			Related Link
Auction Information	Bidders	Items Notes and Attachments	Bidder View Tracking			
Bidder Page Preferences		/				
Please select from the follow	ving preference	es to add to the Bidders page	' T			
Display General Preference	s	Display Bid History Preference	ces			
Chat:	~	Company Names:				
Extension Details:	~	Bidder Name:				
Number of Participating Bidders	s: 🗸	Bid Price:				
Display Pricing Preferences	s	Bids From Other Bidders:				
Reserve Price:		Display Chart Preferences				
Next Bid Price:	~	Bid Chart:	>			
Best Company Bid Price:		Bid Volume Chart:	>			
Best Bid Price:	~	Best Bid Per Bidder Chart:				
Display Ranking Preference	2					
Company Ranking:						
First Place Only:						

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.

			History _ Back Forw
Display Docu	ment: : 6000000064		Help
Auction Number 6000000 Number of Items 2	064 Auction Name HMM-NMOBUY4 08.03.	.2011 16:08 Type English Auction Status	Published Number of Bidders 2
Line 2: No product categor	y exists		
You are not allowed to ent	er a tax jurisdiction code for country IN		
You are not allowed to ent	er a tax jurisdiction code for country IN		
Auction 600000064 publis	shed		
2 and a second second second			
Edit Close Print Pre	view Refresh Check Live Auction	Copy Bids and Award Close Auction Export	Related Lini
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Auction Information	Bidders Items Notes and Attach	Intents Bidder View Tracking	
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Auction Information Auction Parameters Not Identification Auction Name: Auction Type:	HMM-NMOBUY4 08:03:2011 16:08	Event Parameters Bid Decrement: Bid Validation:	Absolute New bid must beat overall best bid
Auction Information Auction Parameters Not Identification Auction Name: Auction Type: Product Category:	HMM-NMOBUY4 08:03:2011 16:08	Event Parameters Bid Decrement: Bid Validation: Follow On Document:	Absolute New bid must beat overall best bid Purchase Order or Contract
Auction Information Auction Parameters Not Identification Auction Name: Auction Type: Product Category: Currency:	INR	Event Parameters Bid Decrement: Bid Validation: Follow On Document: Hide Bid Monitoring Until First Valid Bid:	Absolute New bid must beat overall best bid Purchase Order or Contract
Auction Information Auction Parameters Not Identification Auction Name: Auction Type: Product Category: Currency:	INR	Event Parameters Bid Decrement: Bid Validation: Follow On Document: Hide Bid Monitoring Until First Valid Bid: Tied Rank Possible:	Absolute New bid must beat overall best bid Purchase Order or Contract
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Auction Information Auction Parameters Not Identification Auction Name: Auction Type: Product Category: Currency: Organization Purchasing Organization:	HIMM-NMOBUY4 08.03.2011 16:08 English Auction INR HCL Insys Ltd., ESO & B2C - HO2	Event Parameters Bid Decrement: Bid Validation: Follow On Document: Hide Bid Monitoring Until First Valid Bid: Tied Rank Possible: Proxy Bidding Allowed: Sequential Line Items:	Absolute New bid must beat overall best bid Purchase Order or Contract
Auction Information Auction Parameters Not Identification Auction Name: Auction Name: Auction Type: Product Category: Currency: Organization Purchasing Organization: * Purchasing Group: *	Bioders items Notes and Attach es and Attachments Factors HMM-NMOBUY4 08.03.2011 16:08 English Auction INR HCL Insys Ltd., ESO & B2C - HO2 Arun Arora/Bala Subramanian	Event Parameters Bid Decrement: Bid Validation: Follow On Document: Hide Bid Monitoring Until First Valid Bid: Tied Rank Possible: Proxy Bidding Allowed: Sequential Line Items: Sequential Initial Duration:	Absolute New bid must beat overall best bid Purchase Order or Contract
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Auction Information Auction Parameters Not Identification Auction Name: Auction Name: Auction Type: Product Calegory: Currency: Organization Purchasing Organization: Purchasing Group: Dates Start Date: End of Binding Period: Time Zone:	Dioders items Notes and Attach es and Attachments Factors HMM-NMOBUY4 08.03.2011 16:08 English Auction INR HCL Insys Ltd., ESO & B2C - HO2 Arun Arora/Bala Subramanian 17.03.2011 10:45:00 17.03.2011 12:00:00	Event Parameters Bid Decrement: Bid Validation: Follow On Document: Hide Bid Monitoring Unti First Valid Bid: Tied Rank Possible: Proxy Bidding Allowed: Sequential Line Items: Sequential Line Items: Sequential Initial Duration: Sequential Initial Duration: Sequential End-Time Gap: Automatic Extensions: Remaining Time Trigger: Extension Period:	Absolute New bid must beat overall best bid Purchase Order or Contract
Auction Information Auction Parameters Not Identification Auction Name: Auction Type: Product Category: Currency: Organization Purchasing Organization: * Purchasing Group: * Dates Start Date: End Date: End of Binding Period: Time Zone:	Inducers Items Notes and Attach es and Attachments Factors HMM-NMOBUY4 08.03.2011 16:08 English Auction INR HCL Insys Ltd., ESO & B2C - HO2 Arun Arora/Bala Subramanian 17.03.2011 10:45:00 ITO.3.2011 12:00:00	Interior Didder View Tracking Event Parameters Bid Decrement: Bid Decrement: Bid Validation: Follow On Document: Hide Bid Monitoring Until First Valid Bid: Tied Rank Possible: Proxy Bidding Allowed: Sequential Line Items: Sequential Initial Duration: Sequential End-Time Gap: Automatic Extensions: Remaining Time Trigger: Extension Period: Number of Extensions:	Absolute New bid must beat overall best bid Purchase Order or Contract

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.

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em Descri	ription	Quantity U	Unit Price Unit	Start Price	Reserve Price	Decrement	Best Bid	Reference Price	Savings	Savings (%)		
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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

-	IIBALASUB	RAMANIA	N Live Auc	tion C	ockpit - Wi	ndows Inte	rnet Explorer						
	http://s	mqas.hclir	nsys.com:	50100/s	rm/appleti	nvoker?auc	tionID=E04F0	COA3BCF91EF1A	32100155D98	33310&sapClien	• • ×	Ask Search	م م
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Descriptio	n		Quantity	Unit	Price Unit	Start Price	Reserve Pri	ce Decrement	Best Bid	Reference Price	Savings	Savings (%)	
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A Prices Details History Charts Factors	Norma Item Descr Quan Unit Price Curre Start I Reser Refer Refer Revis	iption ity Unit ncy Price ve Price ment ence Price on Level	Total POWER Cl 10,000 each 1 INR 45.00 37.00 1.00 40.00	ORD 6-	AMP INDIAN	(FOR PCS	962,500.00	Total Savings		37,50	0.00 Saving	38 (%)	3.76
ticipants		Chat and	System I	Messa	aes						V	Display Time Stan	All Messages -
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m	•												Send

Click Details Tab to View the Details Item.



5.13 History option

Welcome, nullBAL	ASUBRAMANIAN	N Live Auction (Cockpit - Wi	ndows Inter	net Explorer						
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ame: HMM-NMC umber: 60000000 ule Profile: Reverse a escription: Pls. send	DBUY4 08.03.201 064 auction with broke the complete Tech	1 16:08 Currenc <u>:</u> en lot, full quantity nnical Spec. for b	y: INR r, anonymous both Product.	bidding		Requester: Start Date: End Date: Time Remaining:	BALA SUE 03/17/2011 03/17/2011 00:58:48 (J	BRAMANIAN 1 10:45:00 AM IST 1 12:00:00 PM IST Active)			
m Description		Quantity Unit	Price Unit	Start Price	Reserve Price	ce Decrement	Best Bid	Reference Price	Savings	Savings (%)	
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Raw Prices 🔘 N	Normalized Prices	Total Cost	s		962,500.00	Total Savings		37,50	0.00 Savin	gs (%)	3.75
Details	Company			Bidder			Bid Price		*	Bid Date	
Detans	BALA & CO			BALA SUBP	RAMANIAN				35.0	D	03/17/2011 10:59:06 AM IST
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rticipants	Chat and	System Messa	ages							Display Time Si	amp Airmessages •
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Click History to view the price quoted by bidder

You can Chat to the bidder parallely 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

	ALASUBRAMANIA	N Live Auction	Cockpit - Wi	ndows Interr	net Explorer						
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m Description		Quantity Unit	Price Unit	Start Price	Reserve Price	ce Decrement	Best Bid	Reference Price	Savinos	Savinos (%)	
POWER CORD	6-AMP INDIAN (F	10.000 each	1	45.00	37	.00 1.00	¥ 32.00	40.00	80.000.00	20	
PEN DRIVE 4GE	TRANSCEND M	2,500 each	1	250.00	230	0.00 2.00	240.00	240.00	0.00	0	
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5.16 Pause Option .

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

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lame: HMM-NMOBUY4 08.03.201 lumber: 600000064 tule Profile: Reverse auction with brok lescription: Pls. send the complete Tec	1 16:08 Currency: en lot, full quantity, a hnical Spec. for both	INR nonymous bidding n Product.	Reg Star End Time	uester: BALA St t Date: 03/17/20 Date: 03/17/20 e Remaining: 00:29:31	JBRAMANIAN 11 10:45:00 AM IST 11 12:00:00 PM IST (Paused)				•
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Note : Time will be running even if you click Pause.



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

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Enter the required time and press O.K. Note : Time Remaining 00:28:51

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After Extending the Timing the time increased to 10 Min Note : Time Remaining Now 00:38:51.

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

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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 <u>support.srmproc@hcl.com</u>. 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*****

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