
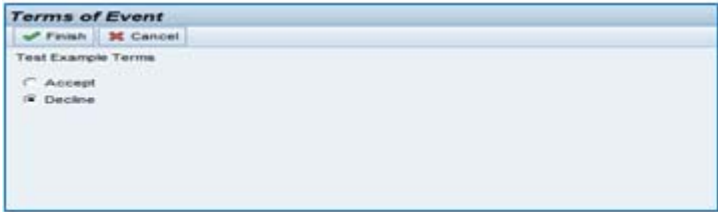
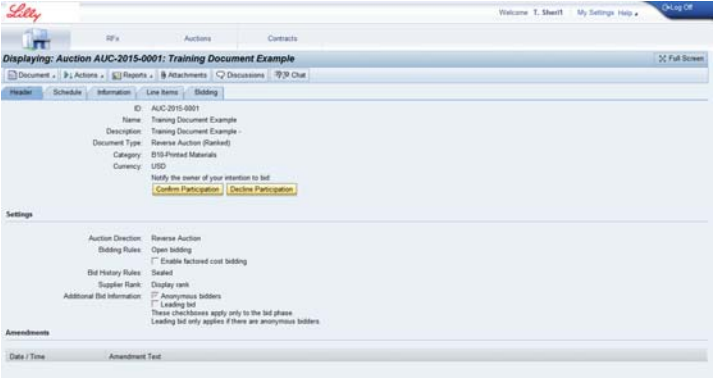

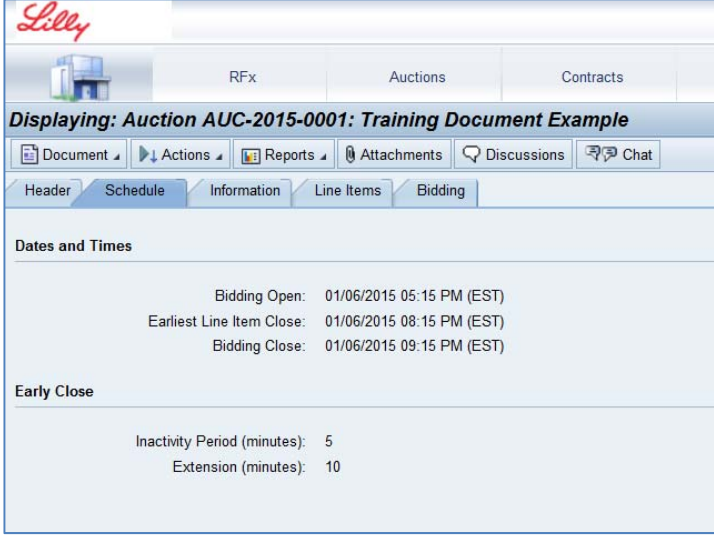


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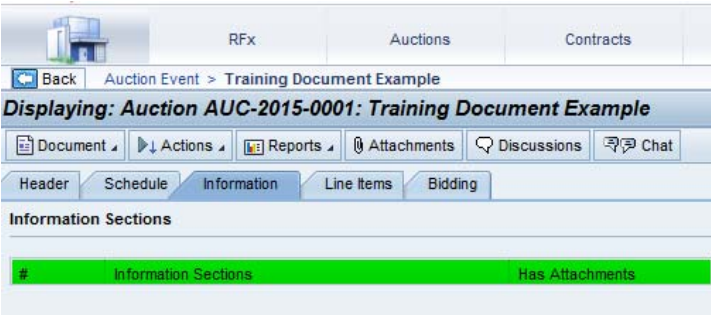
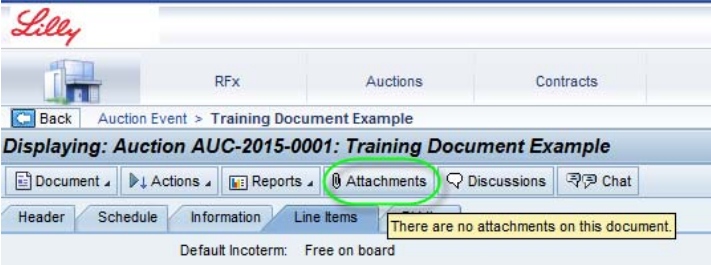
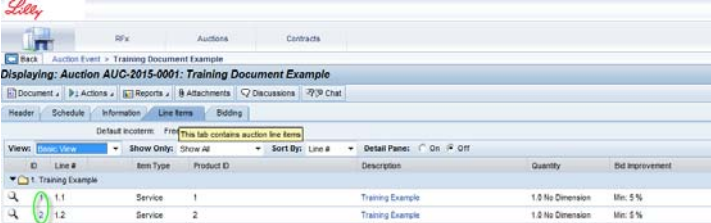
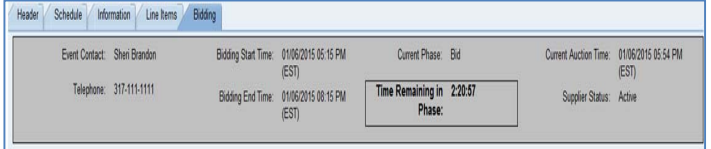
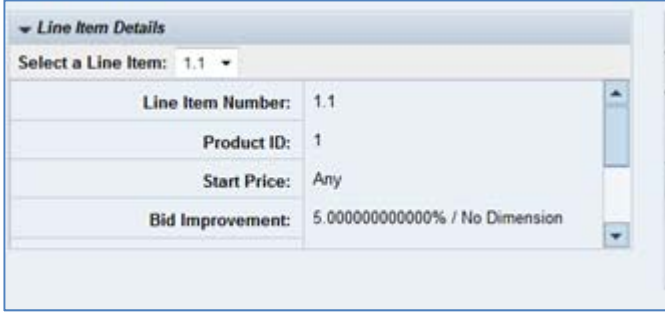
This job aid provides steps on [How to Participate in an Auction](#) in SAP Sourcing to Eli Lilly and Company.

#	Description of Steps	Visual
1.	Access SAP Sourcing module v9.0 via the link provided in the email invitation to review the Auction.	<p>Dear Supplier,</p> <p>You are invited to participate in a Eli Lilly and Company auction: AUC-2015-0001, Training Document Example.</p> <p>The auction is scheduled to start on 00/00/2000 05:15 PM (EST).</p> <p>To view information about this auction, please click on the link: https://sourcing-q.lilly.com/sourcing/fsvendor/auction/ss/univ/auction_summary.-2147482747:816?rqaction=load&hook=auction_load&123allow_redirect=false.</p> <p>TO CONFIRM PARTICIPATION, follow these steps:</p> <ol style="list-style-type: none"> 1. Click on the link: https://sourcing-q.lilly.com/sourcing/fsvendor/auction/ss/univ/auction_summary.-2147482747:816?rqaction=load&hook=auction_load&123allow_redirect=false. 2. Click on Confirm Participation button.
2.	Enter the Username and Password provided from Eli_Lilly_Procurement.com	
3.	Review Terms and Conditions > Click Accept or Decline under Terms of Event > then select Finish	


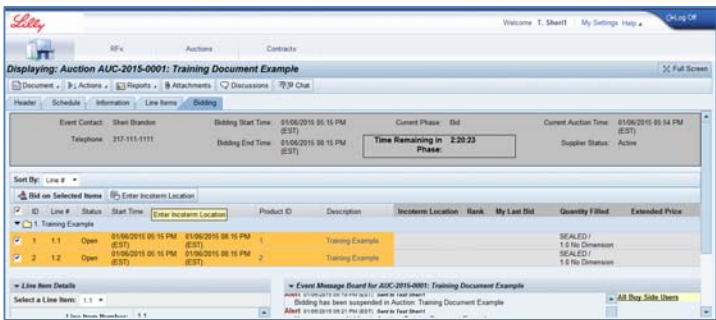
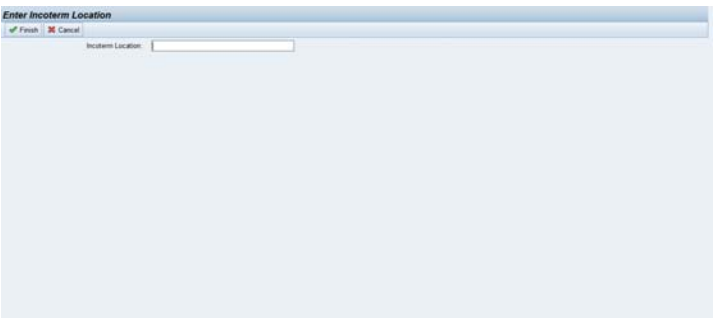
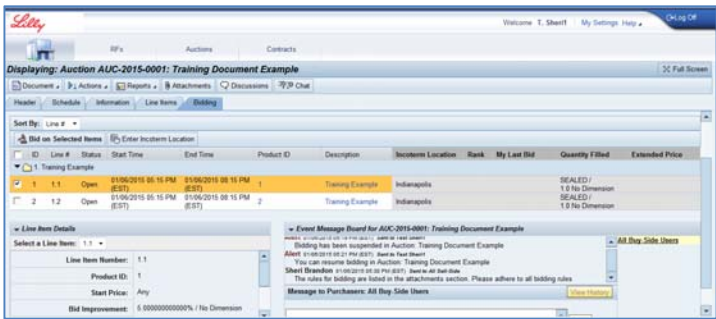
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<p>4.</p>	<p>Select the participation option for your company by clicking Confirm Participation or Decline Participation > Then select Finish.</p>	
<p>5.</p>	<p>On the Header Tab > Review Auction information.</p> <p><i>Note: Review any amendments to Event, if applicable.</i></p>	
<p>6.</p>	<p>On the Schedule tab > Review Schedule Items for Auction timing and participation.</p>	

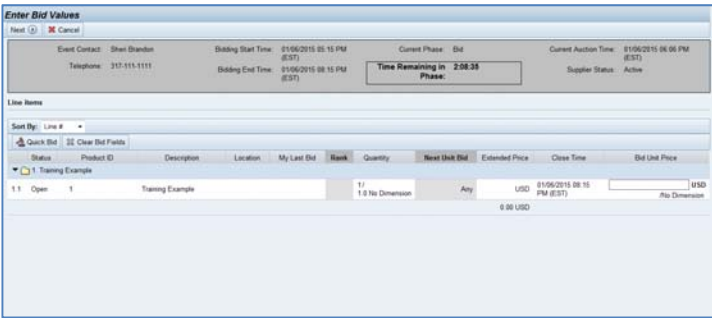
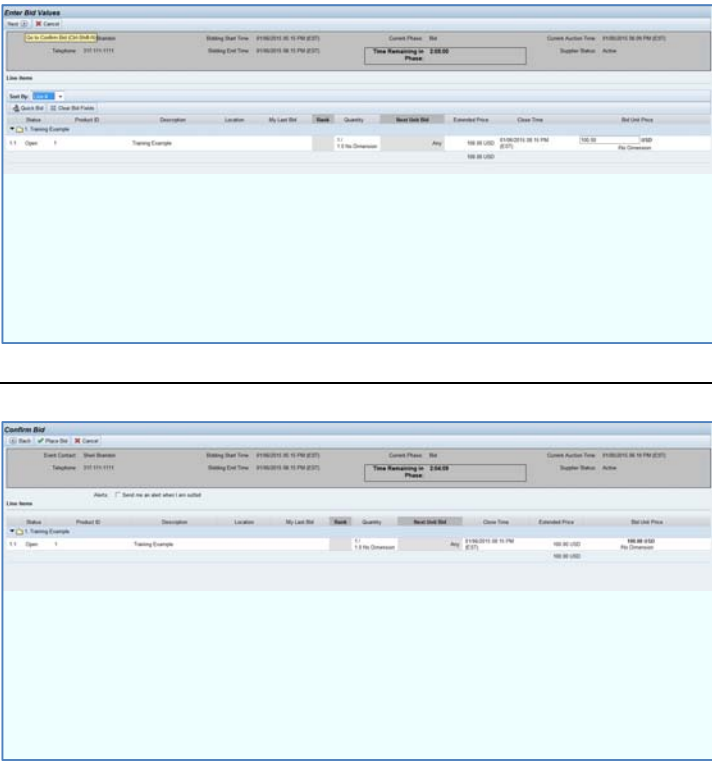
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<p>7.</p>	<p>Select Information tab > Click each topic in the Information Sections to review the materials related to the Auction.</p>	
<p>8.</p>	<p>Click the Attachment(s) tab to download all materials > Review all documents prior to the Auction.</p>	
<p>9.</p>	<p>On the Line Item tab > Review items listed for bidding information > Click the Number or Description for each line item to review the detail prior to live Auction.</p>	
<p>10.</p>	<p>Go to the Bidding tab, when bidding time begins > Review the grey section for timeline and contact information during event > Then review the Line Item Details section for starting price and bid improvement information.</p> <p>Note: Keep an eye on the Time Remaining in Phase – This is the time clock for the event.</p>	 

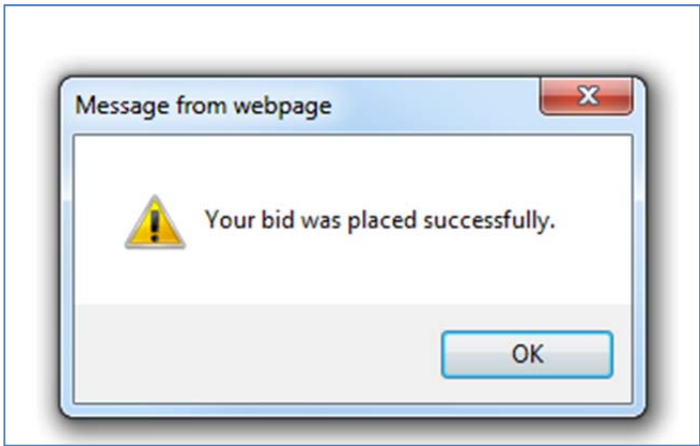
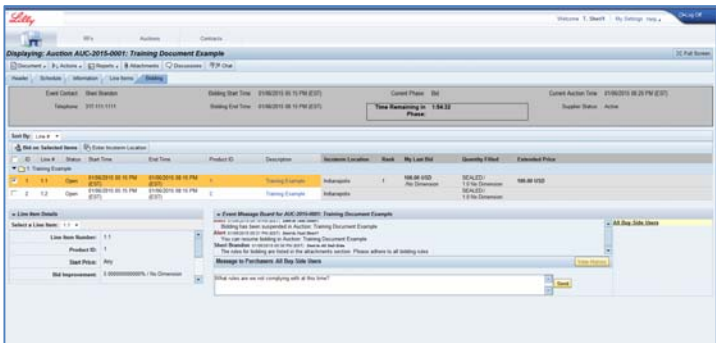
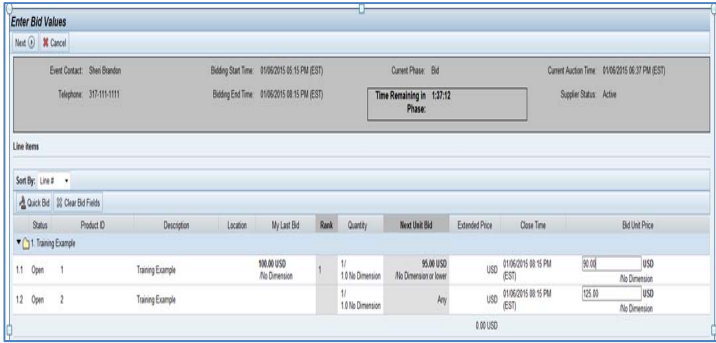

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<p>11. Send and receive messages during the Auction using the Event Message Board. To send a message > Type the in Message to Purchaser section > Click Send.</p>	
<p>12. On the Bidding Tab, enter and confirm Incoterm Location – Select Enter Incoterm Location></p>	
<p>13. Enter the Incoterm location > Select Finish.</p> <p><i>Note: Type in the applicable location. Example used is Indianapolis.</i></p>	
<p>14. Select the Line Items to bid on by placing a checkmark next to each item > Click Bid on Selected Items</p>	

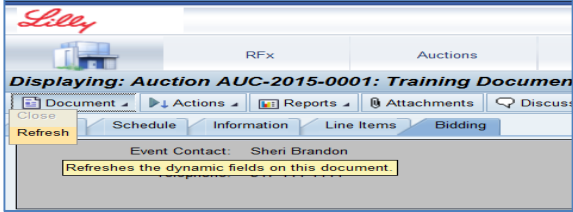

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<p>15.</p>	<p>Enter bid values in Bid Unit Price section for each line item</p>	
<p>16.</p>	<p>Review and Confirm bid values > Click Next > Select Place Bid</p>	

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17.	Click Ok to the system confirmation of bid acceptance	
18.	<p>Repeat Steps 14-16 to submit additional bidding values. Repeat this process until Time Remaining in Phase is 00:00:00</p> <p><i>Note: It will tell you what the denomination requirements are in order to successful meet the criteria for bidding</i></p>	 
19.	<p>When Time in Phase reaches 00:00:00 the Auction has ended. Logout of SAP Sourcing.</p>	

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20.	Supplier will receive an email confirm receipt by Eli Lilly and Company for receipt of Auction bid at Event closing.	<p>Dear Supplier,</p> <p>Eli Lilly and Company's auction: AUC-2015-0001, Training Document Example has closed. No additional bids will be accepted at this time. You will receive a separate notification if you are a winning bidder.</p> <p>If you have any questions, please contact the event owner, John Doe, by phone at or e-mail at johndoe@lilly.com.</p>
Tips During Auction Event:		
21.	<p>To refresh your event to preview times, bid changes, chat notices – Click Document > Refresh</p> <p>Note: Using your browser refresh will interrupt your session. * This is important to perform every 30 seconds*</p>	
22.	<p>To review Bid Reports, select Reports > Choose the desired reporting option</p>	
23.	<p>To Review Reports in the Auction Monitor – Select Actions > Auction Monitor > Run the program</p> <p>Note: This view during Auctions will allow your company to maintain a visual of where you stand in the bidding process versus the competition.</p>	