
Hitachi Sourcing Platform

Supplier eAuction Guidance

1. eAuction Step-By-Step

- a. Sourcing Dashboard
- b. Accessing your Auction
- c. Submitting your Bid

1. Step-by-Step Guidance

External Guidance

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1.1.1 Upon logging in, you will see any pending objects you have with Hitachi from your Dashboard

Main Dashboard

MY BID COLLECTORS WITH PENDING RESPONSES

⚠ You are not allowed to access the content of this Portlet

OPEN AND PENDING AUCTIONS

TITLE	BUYER ORGANISATION	TIME TO START	START DATE	END DATE
Cleaning Auction #2	HITACHI	00:00:23	28/03/2022 18:05	28/03/2022 18:30
Test Auction for widgets	Hitachi Rail Ltd (UK)		25/10/2021 11:00	25/10/2021 18:00

MY ACTIONS LIST

• No Actions to display

SUPPLIER MANAGEMENT AND PERFORMANCE QUICK LINKS

STANDARD LINKS

- Editable Assessments
- Segmentation Assessments
- Qualification Assessments
- Risk Assessments
- Enterprise Scorecards
- Segmentation Scorecards
- Qualification Scorecards
- Risk Scorecards
- Category Assessment Scorecards

MY EDITABLE ASSESSMENTS

• No Assessments to display

NEW MESSAGES (LAST 30 DAYS)

• No Unread Messages

MY RFIS WITH PENDING RESPONSES

• No RFIs to display

MY RFQS WITH PENDING RESPONSES

• No RFQs to display

(1) To participate in an auction click on the Auction

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1.1.1 Upon logging in, Specific terms or standard terms and conditions will be presented that need to be acted on before proceeding further

Specific terms and conditions

The screenshot shows the 'Contract Acceptance' page for specific terms and conditions. It includes a 'Download' button for the 'Supplier Agreement' and a 'Read' button for the 'Terms and Conditions Document'. Below this, there is a section for 'Conditions that you have downloaded and read the Terms and Conditions Document' with a 'Read' button.

(1) Download and review specific Terms and Conditions

(2) Accept terms and conditions

Or Standard terms and conditions

The screenshot shows the 'Contract Acceptance' page for standard terms and conditions. It includes a 'Read' button for the 'Terms of Participation to Event on Hitachi Sourcing Site'. Below this, there is a section for 'I have read and agree to the User Agreement' with a 'Read' button.

(3) Accept terms and conditions

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1.1.2. Viewing the Auctions settings

← Auction: dn_561 - Cleaning Auction #2 Running (3) Note auction status

Auction Details Messages (Unread 0)

Settings Buyer Attachments (0) Associated Users Item List

Overview

Code: dn_561 Format: English

Title: Cleaning Auction #2

Start Date: 28/03/2022 16:05 End Date: 28/03/2022 18:30

Real Auction: Negotiation Event

Bid Structure Settings

Forward Auction: Bids are submitted with an increase in value Bid Structure: Multi Item Auction
In a Multi Item Auction Bidders are required to enter a Unit Price for all configured items

Response Currency: GBP - Pound Sterling

Bidding Rules

Start Price: 10.000 Bid Acceptance Rules: Supplier Must Bid Within First 1 Positions

Minimum Bid Improvement: 5

Awarding

(2) Review the auction settings that have been set by the Buyer under 'Settings' tab

1. Step-by-Step Guidance

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1.1.3. Viewing the Auction Item List available for bidding

← Auction: dn_561 - Cleaning Auction #2 Running

Auction Monitor

Auction Details Messages (Unread 0)

Settings Buyer Attachments (0) Associated Users Item List

(5) Click 'Auction Monitor' to open the auction and begin bidding

REFERENCE	DESCRIPTION	REMARKS	UNIT OF MEASUREMENT	QUANTITY
1	Cleaning Sponges		pieces	5,000
2	Detergent			500
3	Hoover			80

(4) You can view the Auction items that are biddable under the item list

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1.1.4. Submitting your Bid

← AUCTION MONITOR

★ 6 days remaining Cleaning eAuction

Code	Best Bid	Last Bid	Rank
dn_535			

GBP 12,049.2 **SUBMIT**

Start Price: 15,000 GBP
Minimum Bid Decrement: 50 GBP
Direction: Reverse

Bidding Rules
You must improve the Best Bid by a Minimum Bid Improvement

Code	Description	Quantity	Unit Price	Subtotal
	Cleaning Sponges	5,000 pieces	0.6	3,000 GBP
	Detergent	500 pieces	2.1	1,050 GBP
	Hoover	80 pieces	99.99	7,999.2 GBP

My Bid

(6) Input your bid unit prices

(7) Total bid summarizes. When ready to bid click 'Submit'

No Bids

Bid = 12,049.2 GBP - Pound Sterling
Click 'Confirm' to Submit your Bid

Confirm ✓ (8) Confirm your bid **Cancel**

Send

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1.1.5. Submitting your Bid

The screenshot shows the 'AUCTION MONITOR' interface for a 'Lunches Auction'. The top bar displays a timer at 00:29:47. The main table lists auction items with columns for Code, Best Bid, Last Bid, Rank, and Reserve Price. A callout (10) points to the 'Best Bid' and 'Last Bid' columns. A callout (12) points to the 'Reserve Price' column, which has a green checkmark indicating it has been met. Below the table, the 'My Bid' section shows a list of bids with columns for Bid and Time. A callout (11) points to a bid of 9,999 GBP, which is highlighted in red and labeled 'Minimum Improvement not reached'. A callout (11) also points to a bid of 6,550 GBP, which is highlighted in green and labeled 'Flag when the bid exceeds start price or current best bid'. The 'Messages' section on the right contains a text input field and a 'Send' button.

Code	Best Bid	Last Bid	Rank	Reserve Price
dn_550	6,550 GBP	6,570 GBP	1	✓

Bid	Time
6,570 GBP	23/11/2021 15:05:06
6,550 GBP	23/11/2021 15:03:25
9,999 GBP	

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