How to make an offer in an auction sourcing event

Elekta organises sourcing events to gather information and/or prices for goods and services Elekta wants to purchase. Later, our company can choose the best supplier and start cooperation. To participate in the purchasing event, the Elekta buyer must send you an invitation to participate.

STEPS

Note that you must be invited by the Elekta buyer to a sourcing event to place an offer. The Coupa Supplier Portal should not be used to promote your company or initiate a business relationship with Elekta.

1. When Elekta sends you an invitation to a sourcing event, you will receive it by email. Simply open email and read a short information from a buyer. There are two actions you can take:

   1) **I intend to Participate** - to indicate that your company is interested in participating in this event

   2) **View Event** – to open the details of the event where you can post your offer

Both buttons will take you to the Coupa Supplier Portal, where you can get more information about the event, read Terms and Conditions, and post an offer on behalf of your company.
2. Before you can place your offer, you can check:
   1) **Timmer** presenting the time until the next phase/end of the event
   2) **Elekta buyer message**
   3) **Participation declaration** - Section where you can submit your intention to participate in the event
   4) **Terms and Conditions** that must be accepted before submitting an offer. To accept T&C, select **Yes** and click on the **Send to Event Owner** button.
   5) **Buyer attachments** – if added

To be able to submit an offer, click on **Enter Response** on the lower right corner. If the button is greyed out, you must accept **Terms and Conditions** first (4).
3. Elekta can collect your offer in up to 3 sections:

1) **Attachments** - you may be asked to read and/or upload the requested file

2) **Forms** - you may be asked to complete survey regarding your company/offer

3) **Items and Lots** – you may be asked to submit your prices for listed items and/or services

To send your offer to the buyer, click on the **Accept bid / Send Response to Buyer** button.

4. Depending on the auction type, you may see different settings. There are 3 types of auction Elekta can lead:

1) **English Reverse Auction** – It is a classic auction where suppliers outbid themselves and offer lower prices.
2) **Dutch Reverse Auction** – In this auction, the system proposes the lowest price and gradually increases it over a set period. You can accept the bid and win the auction, or wait for the price to increase. The first supplier to accept the price wins the auction (this does not mean, that supplier will be selected).

Example: The auction starts with price of 600 PLN, increment amount 200 PLN, increase price period is 1 min, with 4 steps. **(Step 1: 600 PLN, Step 2: 200 PLN, Step 3: 800 PLN, Step 4: 1000 PLN)**

**Step 1:**

<table>
<thead>
<tr>
<th>Item</th>
<th>My Capacity</th>
<th>Expected Qty</th>
<th>Current Bid Price</th>
<th>Current Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coffee</td>
<td>100.00 (Each)</td>
<td>x</td>
<td>6.00</td>
<td>600.00 PLN</td>
</tr>
<tr>
<td>Tea</td>
<td>100.00 (Each)</td>
<td>x</td>
<td>6.00</td>
<td>600.00 PLN</td>
</tr>
</tbody>
</table>

Total: 1,200.00 PLN

**Step 2**

<table>
<thead>
<tr>
<th>Item</th>
<th>My Capacity</th>
<th>Expected Qty</th>
<th>Current Bid Price</th>
<th>Current Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coffee</td>
<td>100.00 (Each)</td>
<td>x</td>
<td>8.00</td>
<td>800.00 PLN</td>
</tr>
<tr>
<td>Tea</td>
<td>100.00 (Each)</td>
<td>x</td>
<td>8.00</td>
<td>800.00 PLN</td>
</tr>
</tbody>
</table>

Total: 1,600.00 PLN

**Step 3 (a supplier accepted a bid)**

<table>
<thead>
<tr>
<th>Item</th>
<th>My Capacity</th>
<th>My Price</th>
<th>Price x Expected Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coffee</td>
<td>100.00 (Each)</td>
<td>10.00</td>
<td>1,000.00 PLN</td>
</tr>
<tr>
<td>Tea</td>
<td>100.00 (Each)</td>
<td>10.00</td>
<td>1,000.00 PLN</td>
</tr>
</tbody>
</table>

Total: 2,000.00 PLN **You won**
3) **Japanese Reverse Auction** - In this auction, the system proposes the highest price and gradually decreases it over a set period. **Important:** You should keep accepting new prices, until it is no longer attractive for you. If you do not accept the price, you will be removed from the next stages of the auction.

If one or more of suppliers remain in the event (depends on the setup), they will win the auction (this does not mean, that supplier will be selected).

**Example:** The auction starts with price of 3900 PLN, decrement amount 400 PLN, decrease price period is 1 min, with 3 steps. *(Step 1: 3900 PLN, Step 2: 3500 PLN, Step 3: 3100 PLN)*