Welcome to the supplier training session





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- Navigate the tool
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How to log into the tool

Locate the welcome kit email

When a supplier contact is registered to Oracle Sourcing, a "Welcome Kit" is sent to the supplier contact email address in series of 2 emails by oracle sourcing team. This welcome kit includes your SSO ID (User Id) and temporary password

The first email includes the SSO ID(User Id) as shown below.

From: ~Corp Oracle Sourcing Support Sent: Tuesday, November 26, 2013 7:32 PM Fo: Dokkara, Swapna (GE Global Operations, consultant) Subject: Oracle Sourcing eAuction-RFx Welcome Kit Sensitivity: Confidential
Hi *****
GE is upgrading from Procuri to Oracle Sourcing for online auction and RFx. This new tool has enhanced functionality that will make it easier for your company to participate in auctions or RFxs.
in order to respond to an RFx or participate in an online auction, we are providing your user ID and password for Oracle Sourcing.
Note: This is not an invitation to an eAuction/RFx. However you will need this information to join an event when you receive an invitation. <u>Please save this</u> communication for future reference.
We have you registered as a contact for TEST SUPPLIER. Your SSO ID to access the application is CSSTEST06
We will be sending your first time password in a separate email.
[Taining material for the Oracle Sourcing eAuction/RFx application are available at <u>http://www.gesupplier.com/html/OracleSourcing.htm</u> (USEr ID)
For more information on the GE Oracle Sourcing eAuction/RFx application or to report a problem, please send an email to mailto:OracleSourcing.Support@ge.com





The second email includes the link and the temporary password



5. After you've successfully entered your SSO credentials you will have immediate access to the Oracle Sourcing tool.

Click the above link which would show the page as below wherein enter your user id and password

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Please login with your NEW password (If Changed) and click on log in. Note: Please make a Note of SSO/ User id and password, it will same for Live Auction as well as for future auction to which you are invited.





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Navigate the tool

• Setting Preferences



After logging into the home page click on <u>Settings</u> seen on the right hand side corner select preferences from dropdown to update the columns followed, click on <u>Apply</u>.

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	Begum, Tasleem	Sourcing Publish	You are invited: Auction 4137872 (E- Auction for the Demolition work at WGE X-ray *Test Auction* Jan 2021)	06-Jan-2021	07-Jan-2021
	Apuri, Akshay Kumar	Sourcing Publish	You are invited: Auction 4131878 (TEST- E-Auction for Outbound Transportation for Adani Lakadia Project)	22-Dec-2020	24-Dec-2020
	Apuri, Akshay Kumar	Sourcing Publish	You are invited: Auction 4119873 (Test Auction: Reverse eAuction for Solar Group Captive)	10-Dec-2020	14-Dec-2020
	Begum, Tasleem	Sourcing Publish	You are invited: Auction 4119872 (China LM-BAO general waste disposal service project *Test * Dec 20 Round 2)	10-Dec-2020	14-Dec-2020
	Apuri, Akshay Kumar	Sourcing Publish	You are invited: Auction 4118872 (TEST AUCTIONReverse eAuction for GEHZ SMF Parts Project_2021)	09-Dec-2020	16-Dec-2020
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	Apuri, Akshay Kumar	Sourcing Publish	You are invited: Auction 4111873 (Test Auction- GEHZ EHS Tempering Furnace Renovation Project_2021)	03-Dec-2020	04-Dec-2020
	Apuri, Akshay Kumar	Sourcing Publish	You are invited: Auction 4108872 (Test Auction - Reverse eAuction for Waste Disposal)	27-Nov-2020	02-Dec-2020
	Begum, Tasleem	Sourcing Publish	You are invited: Auction 4106874 (E-Auction for New Toilet Construction Work at GEBE *Test Auction* Dec 2020)	25-Nov-2020	01-Dec-2020
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Update the details which are highlighted in screen and Click Apply then Home Icon

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 Access the auction : Click on Sourcing Supplier ->Sourcing -> Sourcing Home Page; In case you find Sourcing undefined please change the browser and use Google chrome or Mozilla Fire fox

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View list of auction # participated(Your active and draft response) and invited one (Your company's open invitation)

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• **Review the Auction**: Header, Lines, Control



Header: Check the title, time lines ,bid currency, price precision(No. of digits after the decimal places), Prerequisites



Lines: Click on lines tab and Check the line items

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Controls: Click on controls and find the Information about auction details

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• Acknowledge Participation :

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	Cancy Apply
Will your company participate? • Yes	required & click
O No	"Apply"
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Concepts to place the bid

Bid Decrement – Decrease in bid by a specific minimum price (amount/percentage) with every bid followed after placing the initial bid

Example :-Starting Value: 100 USD - GE will add the supplier starting amount as per guoted on the RFP.

Bid Decrement(PERCENT): 2 %

- Every time suppliers bid, the minimum amount to decrease from the starting price is 98.00 USD

Next Bid to be submitted and accepted by the system: 100 - 2% = 98.00 (Minimum) and less than that...







Example 1:-E-Bid duration: 30 Minutes

Quiet time: 5 minutes

Extension Period: 5 minutes.

Auto- extensions: 3.

The e-Bid will only finish if there are no bids between last 5 minutes. If a bid happens in the 5 minutes before the expected end, the E-Bid will be extended and will then last for 5 Minutes with 3 Auto extensions each...

NOTE: As the auto extension is dynamic in nature, in case no bid is placed during the quite time , no auto extension would get triggered rather the Auction would get closed after the bid duration





How to Create the bid

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To Submit Bid for 1st time

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Click on the lines tab, then place the bid under bid price and click on continue

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After submitting your first bid you will receive confirmation that it has been placed successfully.

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The Monitor Auction screen summarizes the bids you have placed so far and constantly updates to show your rank against other suppliers. Remain on this screen between bids to monitor the

progress of the auction.

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How to use Online Discussion tool

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