Instructions to participate in eSourcing events

Supplier Profile

Participating in eAuctions

eSourcing Solutions
After you answer any prerequisite questions you can begin bidding.
Cargill might require prebids, which are starting bids provided during the preview phase of the event, before the auction begins.

- To enter your prebids, click Select Lots.
- On the next page choose the lots you want to provide your prices on and click Submit Selected Lots.
• You can return to the selected lots section later, if you want to select additional lots

• Important: After you place a bid on a lot, you can’t deselect the lot
If prebids are required a message will display stating that you must submit them

- If you don’t submit a prebid before the preview stage ends, you will be locked out of the event
- Your bid must be at or below the ceiling price to be accepted
If prebids are enabled, blank boxes display for each lot you selected

- For each lot the buyer determines whether you bid at the item level and compete at the lot level (called unit price) or bid at the lot level and compete at the lot level (called extended price)

- Be sure to verify whether you need to provide a unit price or an extended price and enter it for each lot or line item
If you need help determining the bid amount click the information icon next to the item, to review the bidding rules for that item.

### All Content

<table>
<thead>
<tr>
<th>Name</th>
<th>Extended Price</th>
<th>Quantity</th>
</tr>
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<tbody>
<tr>
<td><strong>1 Introduction</strong></td>
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<td><strong>2 Commercial Terms</strong></td>
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<td><strong>3 Pricing</strong></td>
<td></td>
<td></td>
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<tr>
<td>3.1 Computers</td>
<td>421000 USD</td>
<td>100 each</td>
</tr>
<tr>
<td>3.3 Keyboards</td>
<td>1250 USD</td>
<td>100 each</td>
</tr>
<tr>
<td>3.4 Mice</td>
<td>249 USD</td>
<td>100 each</td>
</tr>
</tbody>
</table>

(*) indicates a required field.
To submit your prebids, click on Submit Entire Response

- If you overbid an item, error displays indicating the values you need to correct
- If you underbid an item, a message displays indicating the underbid – you can either change your prebid or check the box to ignore the warning and submit your prebid
A message displays confirming the prebid was successfully submitted

- You can revise your prebid at any time during the preview stage, by clicking Revise Prebid, entering new prices and resubmitting.
- After the preview period ends, there might be a prebid review period, which gives the buyer time to examine the prebids received.
- You can see how much time it is left for the preview phase in the upper right corner.
- The auctions begins immediately after the prebid review period ends. If there is no such period, it begins at the date and time set by the buyer.
When the auction begins you can start bidding

- If you placed a prebid, you will see it submitted in the market as a live bid. Otherwise you should enter your pricing at this time
- You can enter prices in each lot that is open
- If the buyer uses ceiling or reserved prices, they will display in the bid console for the lot
- **Ceiling Value** is the maximum price you can enter. If you attempt to bid above this price, a message indicates that your bid is too high
- **Reserve Value** is the price below which the buyer determines it might make economic sense to switch the business to a new supplier. You aren’t required to bid below this price
Next to the name of the item is an information icon that displays the bidding rules for the lot

- These rules can vary between items and lots
- Review the rules for all items or lots

Participating in eAuctions
Submitting a bid is similar to submitting a prebid, except only one lot displays at a time

- When you enter the auction, the first sequential lot displays
- To submit a bid for the current lot or item, enter the bid price for it
- If you enter a unit price click Update Totals to view the extended price. The updated total displays in the Extended Price field
To submit your bid click submit current lot

- If your bid is invalid for any reason an error message displays
- Correct the errors and click Submit
After you submit a bid, a message and your current ranking display.
The buyer can also create a line level bid with extended pricing

- In this situation you need to enter only a unit price for the entire lot taking into consideration the quantity involved.
After you submit the bid, use the market feedback to monitor the auction and to determine your ranking

- If you submitted a prebid, market feedback displays on the auction page after the auction goes live
- If the buyer hasn’t allowed the market feedback option, you will be only able to see the your own ranking
The buyer can choose four different forms of participant feedback:

1. The buyer can allow you to see your own ranking
2. The buyer can allow you to see the market leading bid and your own rank – this way you can see the lowest bid in comparison to your own bid
3. Generic aliasing
4. Unique aliasing
After you submit your response and review the feedback, you might want to change your bid to improve your ranking

- You will need to reduce your price with at least the bid decrement amount below the leading bid
- To change your bid you can either type in the new price in the Price field over your previous bid value or use the Decrement bid by field
- Decrement bid by decreases your price by % or monetary amount – to use this enter a decrement and click Apply
Your new bid is calculated and it displays in the Price field.
An easy way to become the new market leader is to click Take Lead

- This button enters the minimum amount required to become the new market leader in the Price field
- *The Take Lead button is only available only in auctions where you are allowed to see the lead bid
- To submit the bid click Submit Current Lot
To return to your last bid click the Reload Last Bid button

- This clears any changes in the bid entry box and displays the last valid bid you submitted
When time is up and no overtime is triggered, the lot goes to review status and no more bids are accepted for the lot.

- The review period gives the participants a final opportunity to call the Help desk with any auction issues or questions.
After the lot reaches review status, you can continue to the next sequential lot

- You can switch to other lots by clicking them on the left side of the page
When the review period for the final lot has ended, the auction displays Pending Selection status

• This status means that the auction can’t be reopened