



A User Guide

# DXN SAP Ariba Sourcing Process



# Sourcing Process



This document provides step-by-step instructions for suppliers to successfully join in **DXN's** sourcing via the SAP Ariba.

The sourcing lifecycle is designed to move from broad information gathering to final selection.

Check your registered email for the invitation link. It is essential to submit all questionnaires within the **allotted time frame** to ensure your sourcing proceeds.

# Sourcing Process



## RFI

(Request for Information)

**Market Discovery.** Used to evaluate supplier capabilities, certifications, and compliance data. This phase is non-competitive and builds your profile.

This phase is non-competitive

## RFP

(Request for Proposal)

**Technical & Commercial.** A detailed deep dive into your solution, including technical questionnaires and initial pricing proposals.

## Auction

**Dynamic Bidding.** A live, real-time competitive event focused on determining the optimal market price through direct interaction.

## The Sourcing Participation Step-by-Step: **RFI/RFP**

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While the procedures for **RFI** and **RFP** events are nearly identical, the **Auction** process involves a few unique steps. Please refer to the specific guides below for each event type.

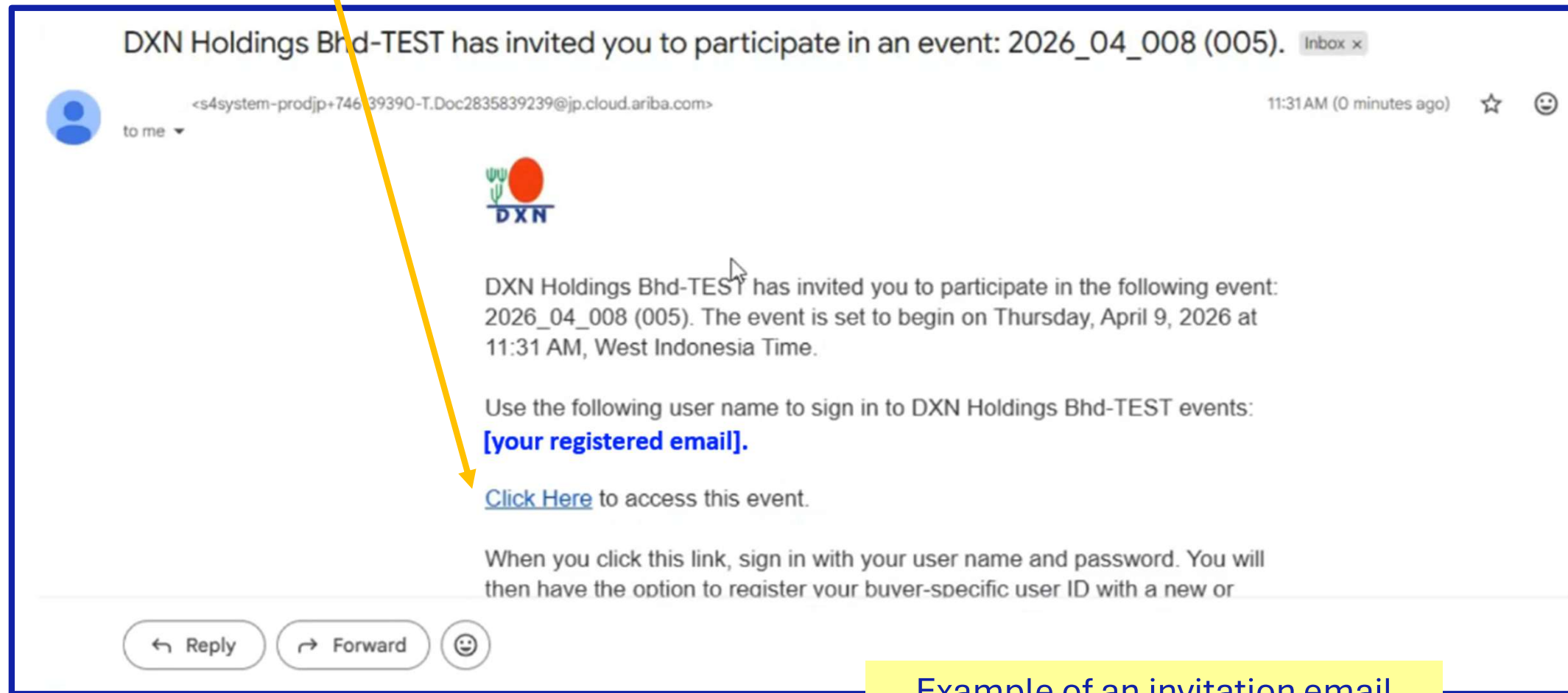
# The Sourcing Participation Step-by-Step: RFI/RFP (1/14)



1

An invitation email.

To join DXN Sourcing (either RFI or RFP or Auction), an invitation email will be sent to your email. Click the '**Click Here**' hyperlink to bring you to the SAP Ariba portal to see the invitation details.



Example of an invitation email

# The Sourcing Participation Step-by-Step: RFI/RFP (2/14)



A screenshot of the SAP Ariba Supplier Login page. The page has a light gray header with the SAP logo and the text 'Ariba Proposals and Questionnaires'. Below the header, the SAP Ariba logo is displayed. The main content area is titled 'Supplier Login' and contains two input fields: 'User Name' and 'Password'. A blue 'Login' button is positioned below the password field, with a link for 'Forgot Username or Password' underneath it. To the right of the login form, there is a promotional banner for a new webinar hub. The banner includes the heading 'Discover our new webinar hub', a small image of a person at a laptop, and the text: 'We've moved our webinars to a fresh page. Visit to register for upcoming sessions and explore our library of on-demand webinars.' A 'Learn More' button is located below the text. At the bottom of the banner, there are five small blue dots, with the first one being slightly larger, indicating the current slide in a carousel.

2

Log in to SAP Ariba using your login credentials.

# The Sourcing Participation Step-by-Step: RFI/RFP (3/14)



Ariba Sourcing interface showing event details for "Doc2835694456 - RFI Event for Raw Materials". The interface includes a navigation menu on the left with options like "Event Messages", "Download Tutorials", and "Response Team". A checklist on the left lists steps: "1. Review Event Details", "2. Review and Accept Prerequisites", "3. Select Lots/Line Items", and "4. Submit Response". The main content area displays "Event Overview and Timing Rules" with fields for "Owner: leonita", "Event Type: RFI", "Publish time: 4/8/2026 12:30 PM", "Due date: 4/8/2026 2:30 PM", and "Allow bidding overtime: No". A yellow box highlights the "Event Type: RFI" field. A blue arrow points from this box to the "Review Prerequisites" button. Other buttons include "Decline to Respond" and "Print Event Information". The top right shows "Round: 1" and "Time remaining 01:57:13".

Example of an RFI Event

**3** Review the Event Details  
Click the **Review the Prerequisite** button.

# The Sourcing Participation Step-by-Step: RFI/RFP (4/14)



## 4

### Review and Accept Prerequisites

To access the event, you must complete the mandatory DXN prerequisites:

#### 4a. Review the Bidder Agreement:

Click the link to read the terms.

#### 4b. Acknowledge Acceptance:

Select the checkbox for "I accept the terms and agreement"

#### 4c. Review DXN T&Cs: Download

the official "DXN Terms and Conditions" via the Reference hyperlink.

#### 4d. Confirm your agreement of DXN T&Cs.

4e. Finalize: Click **OK** to unlock the event content.

4f. Click **OK** to submit the response.

The screenshot shows the 'Prerequisites' page for 'Doc2835694456 - RFI Event for Raw Materials'. The page includes a checklist on the left with four items: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots/Line Items', and '4. Submit Response'. The main content area contains a blue informational box, a question 'Would you like to accept the Bidder Agreement?' with a 'View Bidder Agreement' link (4a), and two radio button options: 'I accept the terms of this agreement.' (4b) and 'I do not accept the terms of this agreement.'. Below this is a table of prerequisites with columns for 'Name' and 'Status'. The table lists items 5.0 through 9.1. Item 7.1 'DXN Group's Terms and Conditions' is highlighted with a blue box (4c) and has a 'References' dropdown menu. A 'Reference Documents' section below it shows 'DXN Terms and Condition.docx' (4d) and a 'Download all attachments' button. At the bottom right, there are 'OK' (4e) and 'Cancel' buttons. A modal dialog box at the bottom left (4f) asks 'Submit this response?' with 'Click OK to submit.' and 'OK' and 'Cancel' buttons.

# The Sourcing Participation Step-by-Step: RFI/RFP (5/14)



The screenshot shows the Ariba Sourcing interface for an RFI event. The top navigation bar includes 'Company Settings', 'Mr. Fox Clear', 'Feedback', 'Help', and 'Messages'. The main header displays 'Event Details' for 'Doc2835694456 - RFI Event for Raw Materials' with a 'Time remaining' of 01:56:14. A navigation bar contains buttons for 'Download Content', 'Review Prerequisites', 'Select Lots' (highlighted with a blue box and the number 5), and 'Print Event Information'. The main content area is titled 'Introduction' and contains two sections: '6.1 Company Information' and '6.2 How to respond to the Auction'. A checklist on the left side of the page shows the current step as '3. Select Lots/Line Items'. The event overview at the bottom lists details such as 'Owner: leonita', 'Event Type: RFI', 'Currency: Malaysian Ringgit', 'Commodity: Direct Material DM', and 'Regions: MY MALAYSIA'.

5

**View the items being sourced.**

Click **Select Lots** button to choose the items you are capable of providing.

# The Sourcing Participation Step-by-Step: RFI/RFP (6/14)



Ariba Sourcing

< Go back to DXN Holdings Bhd-TEST Dashboard Desktop File Sync

Select Lots Doc2835694456 - RFI Event for Raw Materials Cancel

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.

Select Lots/Line Items Select Using Excel

Lots Available for Bidding

<input type="checkbox"/>	Name	Reason for not bidding	Status
<input type="checkbox"/>	1.0 TANGERINE Color: Bright orange to deep, reddish-orange rind. Reddish-orange hues are often preferred in the US market to distinguish them from standard oranges. Shape: Small to medium-sized, generally oblate (flattened at the top and bottom) rather than perfectly round. Rind/Peel: Thin, pebbly (slightly rough), and loosely attached to the flesh, making them highly recognizable as "easy-peelers".	(no value)	Open
<input type="checkbox"/>	2.0 Red Apple	(no value)	Open
<input type="checkbox"/>	3.0 Granny Smith Apple	(no value)	Open
<input type="checkbox"/>	4.0 White Sugar	(no value)	Open

Confirm Selected Lots/Line Items

**Tips:** For large-scale events, utilize the 'Select Using Excel' feature to manage item selections and bid responses via bulk upload. Please see page 35 for further details.

**6** Select the lots/line items.  
Indicate your participation by **ticking the checkbox** next to each item you intend to provide.

# The Sourcing Participation Step-by-Step: RFI/RFP (7/14)



Ariba Sourcing

Go back to DXN Holdings Bhd-TEST Dashboard Desktop File Sync

Company Settings Mr. Fox Clear Help Messages

Select Lots Doc2835694456 - RFI Event for Raw Materials Cancel

Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.

Select Lots/Line Items Select Using Excel

Lots Available for Bidding

<input type="checkbox"/>	Name	Reason for not bidding	Status
<input checked="" type="checkbox"/>	1.0 TANGERINE		Open
<p>Color: Bright orange to deep, reddish-orange rind. Reddish-orange hues are often preferred in the US market to distinguish them from standard oranges. Shape: Small to medium-sized, generally oblate (flattened at the top and bottom) rather than perfectly round. Rind/Peel: Thin, pebbly (slightly rough), and loosely attached to the flesh, making them highly recognizable as "easy-peelers".</p>			
<input checked="" type="checkbox"/>	2.0 Red Apple		Open
<input checked="" type="checkbox"/>	3.0 Granny Smith Apple		Open
<input type="checkbox"/>	4.0 White Sugar	We don't carry a compatible part/material	Open

Confirm Selected Lots/Line Items

7

## Select the lots/line items.

For any items you do not wish to bid on, please **select a reason** from the dropdown menu to explain your non-participation.

# The Sourcing Participation Step-by-Step: RFI/RFP (8/14)



Ariba Sourcing interface for Doc2835694456 - RFI Event for Raw Materials. The interface includes a navigation bar with 'Company Settings', 'Mr. Fox Clear', 'Help', and 'Messages'. A 'Select Lots' section is active, showing a checklist on the left with steps: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots/Line Items (highlighted with '8b'), and 4. Submit Response. The main area displays 'Lots Available for Bidding' with a table:

<input type="checkbox"/>	Name	Reason for not bidding	Status
<input checked="" type="checkbox"/>	1.0 TANGERINE		Open
<input checked="" type="checkbox"/>	2.0 Red Apple		Open
<input checked="" type="checkbox"/>	3.0 Granny Smith Apple		Open
<input type="checkbox"/>	4.0 White Sugar	We don't carry a compatible part/material	Open

Below the table is a 'Confirm Selected Lots/Line Items' button (labeled '8a'). A warning dialog box is overlaid on the right, stating: 'Warning: You have not selected all lots. You have selected to participate in only 3 of the 4 available lots. Note: You can return and select additional lots at a later time.' The dialog has 'Use Selected Lots' and 'Cancel' buttons.

8

## Confirm the selected item(s)

Click 'Confirm Selected Lots/Line Items' (8a) to finalize your choice.

Note: that you can still modify your selection at any time until you submit your final pricing by clicking the 'Select Lots Line items' (8b).

# The Sourcing Participation Step-by-Step: RFI/RFP (9/14)



All Content

Name ↑	Quantity
1.0 TANGERINE	Less... - 200 kilogram

Color: Bright orange to deep, reddish-orange rind.  
Reddish-orange hues are often preferred in the US market to distinguish them from standard oranges.  
Shape: Small to medium-sized, generally oblate (flattened at the top and bottom) rather than perfectly round.  
Rind/Peel: Thin, pebbly (slightly rough), and loosely attached to the flesh, making them highly recognizable as "easy-peelers".

Price: \*  MYR

Supplier Part Id:

Requested Delivery Date: Mon, 15 Jun, 2026

(\*) indicates a required field

[Submit Entire Response](#) [Update Totals](#) [Save draft](#) | [Compose Message](#) [Excel Import](#)

Example of a RFI event

## 9 Enter price for each item requested (RFI)

Enter the unit price (in **Price** column).

# The Sourcing Participation Step-by-Step: RFI/RFP (10/14)



9.0 Tangerine orange   MYR 200 kilogram

Color: Bright orange to deep, reddish-orange rind.  
Reddish-orange hues are often preferred in the US market to distinguish them from standard oranges.  
Shape: Small to medium-sized, generally oblate (flattened at the top and bottom) rather than perfectly round.  
Rind/Peel: Thin, pebbly (slightly rough), and loosely attached to the flesh, making them highly recognizable as "easy-peelers".

Surcharge Amount:	<input type="text"/>	MYR
Discount Amount:	<input type="text"/>	MYR
Tax:	<input type="text"/>	MYR
Requested Delivery Date:	Mon, 15 Jun, 2026	
Material Category:		
Remarks (If any):		
Supplier Part Id:	<input type="text"/>	
Ship To:	Kg. Padang Panjang, Jalan Bukit Wang Jitra, Kedah 06000 Malaysia	

(\*) indicates a required field

Example of a RFP event

9

Enter price for each item requested (RFP)

Enter the unit price (in **Price** column).  
Please enter any applicable surcharge amounts, discounts, or taxes.

# The Sourcing Participation Step-by-Step: RFI/RFP (11/14)



All Content

Name ↑	Quantity
9.0 General questions & requirements	
9.1 Customer Service	
9.1.1 Please give a brief overview of your Help Desk.	<input type="text" value="* we are available 24/7"/>
9.1.2 Do you offer Customer Service 365 day/year?	<input type="text" value="* Unspecified v"/>
9.1.3 Do you offer Customer Service in both English and Malay?	<input type="text"/>

(\*) indicates a required field

[Submit Entire Response](#) [Update Totals](#) [Save draft](#) | [Compose Message](#) [Excel Import](#)

## 10 Answer all additional questions

You may select '**Save Draft**' to preserve your progress and return later.

Should you require assistance, use the '**Compose Message**' feature to contact us directly.

# The Sourcing Participation Step-by-Step: RFI/RFP (12/14)



All Content

Name ↑	Quantity
9.0 General questions & requirements	
9.1 Customer Service	
9.1.1 Please give a brief overview of your Help Desk.	* we are available 24/7
9.1.2 Do you offer Customer Service 365 day/year?	* Unspecified ▾
9.1.3 Do you offer Customer Service in both English and Malay?	*

(\*) indicates a required field

Submit Entire Response | Update Totals | Save draft | Compose Message | Excel Import

✓ Submit this response?  
Click OK to submit.

OK | Cancel

**11** Once all mandatory fields (marked with a red **asterisk \***) are completed, click '**Submit Entire Response**' to finalize your proposal before the submission deadline.

# The Sourcing Participation Step-by-Step: RFI/RFP (13/14)




A screenshot of the Ariba Sourcing web application. The top navigation bar includes 'Ariba Sourcing', 'Company Settings', 'Mr. Fox Clear', 'Feedback', 'Help', and 'Messages'. Below the navigation bar, there is a breadcrumb trail '&lt; Go back to DXN Holdings Bhd-TEST Dashboard' and a 'Desktop File Sync' link. The main content area is titled 'Console' and displays 'Doc2835694456 - RFI Event for Raw Materials' with 'Round: 1' and a 'Time remaining' of '01:53:09'. A green confirmation message with a checkmark icon reads: 'Your revised response has been submitted. Thank you for participating in the event.' Below the message is a blue 'Revise Response' button. On the left side, there is a sidebar with 'Event Messages', 'Response History', 'Response Team', and a 'Checklist' section containing '1. Review Event Details'. The text 'All Content' is visible at the bottom of the main area.


**12** A **confirmation message** will appear on-screen and you can monitor it from the dashboard.

# The Sourcing Participation Step-by-Step: RFI/RFP (14/14)



RFI Event for Raw Materials is no longer accepting responses. Inbox x

 <s4system-prodjp+746139390-T.Doc2835839239@jp.cloud.ariba.com> Thu, Apr 9, 5:35 PM (3 days ago)  
to me ▾



Thank you for participating in the Ariba event Doc2835694456 - RFI Event for Raw Material.  
The event RFI Event for Raw Material is now Pending Selection and is no longer accepting responses. We will analyze the responses and notify you of the outcome of the event.

For details about this event, please visit the DXN Holdings Bhd-TEST Ariba site [Click Here](#).

If you have any question about the event, please contact DXN procurement team at [procurement@dxn2u.com](mailto:procurement@dxn2u.com)

Thank you,  
DXN Holdings Bhd-TEST

**13** After the event expires, the system will no longer accept submissions and you will receive an automated email notification. Please allow time for **DXN** to evaluate all responses and progress to the next stage of the sourcing process.

## The Sourcing Participation Step-by-Step: **Auction**

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While the procedures for **RFI** and **RFP** events are nearly identical, the **Auction** process involves a few unique steps. Please refer to the specific guides below for each event type.

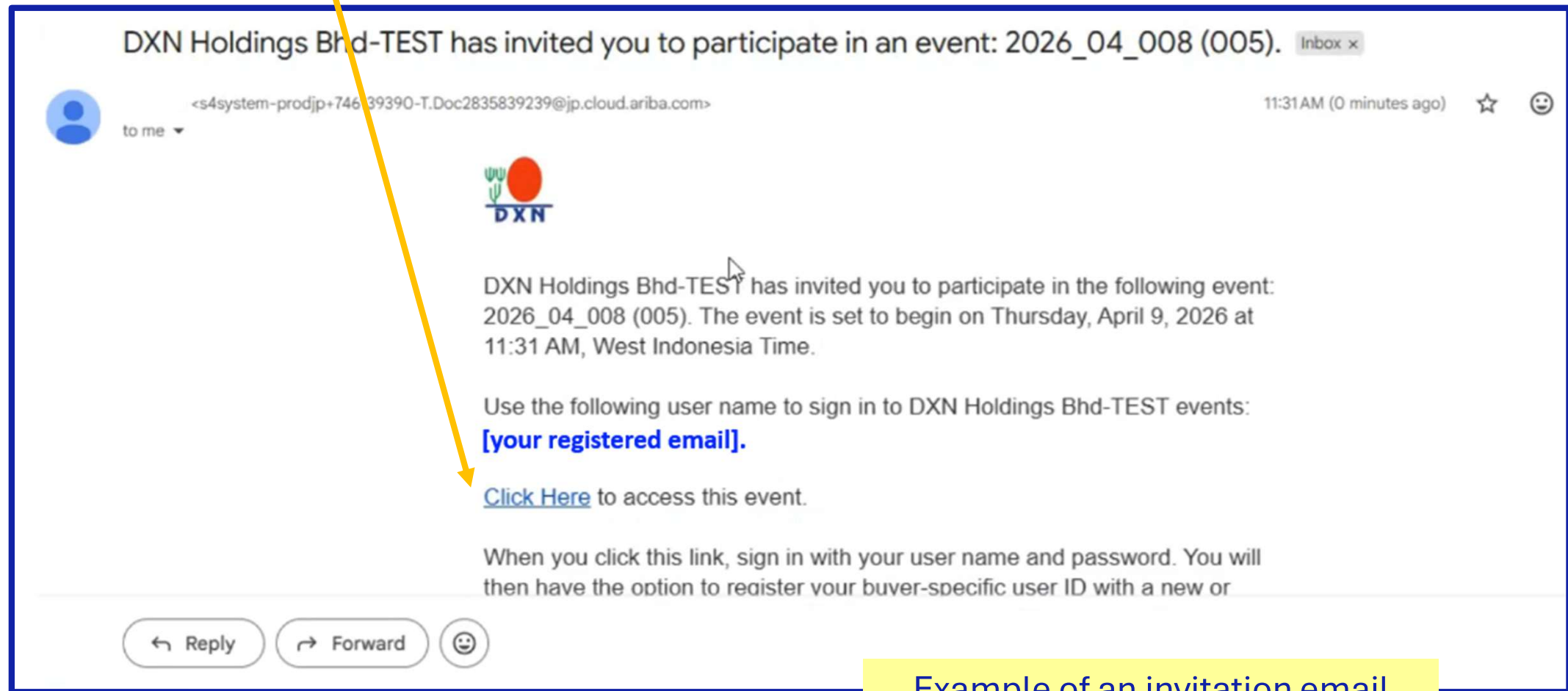
# The Sourcing Participation Step-by-Step: Auction (1/12)



1

An invitation email.

To join DXN Sourcing (either RFI or RFP or Auction), an invitation email will be sent to your email. Click the '**Click Here**' hyperlink to bring you to the SAP Ariba portal to see the invitation details.



Example of an invitation email

# The Sourcing Participation Step-by-Step: Auction (2/12)



A screenshot of the SAP Ariba Supplier Login page. The page has a light gray header with the SAP logo and the text 'Ariba Proposals and Questionnaires' on the left, and a chat icon and a help icon on the right. Below the header, the SAP Ariba logo is displayed. The main content area is titled 'Supplier Login' and contains a form with two input fields: 'User Name' and 'Password'. Below the password field is a blue 'Login' button and a link that says 'Forgot Username or Password'. To the right of the login form is a promotional banner for a new webinar hub. The banner has the heading 'Discover our new webinar hub' and a small image of a person at a laptop. To the right of the image is the text: 'We've moved our webinars to a fresh page. Visit to register for upcoming sessions and explore our library of on-demand webinars.' Below this text is a 'Learn More' button. At the bottom of the banner are five small blue dots, with the first one being slightly larger, indicating the current slide in a carousel.

2

Log in to SAP Ariba using your login credentials.

# The Sourcing Participation Step-by-Step: Auction (3/12)



Event Details Doc2835839239 - 2026\_04\_008 (005) Time remaining for lot 00:08:13

Event Messages  
Download Tutorials

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Submit Bids

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

[Review Prerequisites](#) [Decline to Respond](#) [Print Event Information](#)

Event Overview and Timing Rules

Owner: [leonita](#) ⓘ

Event Type: Auction

Currency: Malaysian Ringgit  
Commodity: Direct Material DM  
Regions: MY MALAYSIA

Publish time: 4/9/2026 11:31 AM  
Response end time: 4/9/2026 5:35 PM

3

Review the Event Details  
Click the **Review the Prerequisite** button.

# The Sourcing Participation Step-by-Step: Auction (4/12)



## 4

### Review and Accept Prerequisites

To access the event, you must complete the mandatory DXN prerequisites:

#### 4a. Review the Bidder Agreement:

Click the link to read the terms.

#### 4b. Acknowledge Acceptance:

Select the checkbox for "I accept the terms and agreement"

#### 4c. Review DXN T&Cs: Download

the official "DXN Term and Condition" via the Reference hyperlink.

#### 4d. Confirm your agreement of DXN T&Cs.

4e. Finalize: Click **OK** to unlock the event content.

4f. Click **OK** to submit the response.

The screenshot shows the 'Prerequisites' page for document 'Doc2835839239 - 2026\_04\_008 (005)'. It features a checklist on the left with three items: 'Review Event Details', 'Review and Accept Prerequisites', and 'Submit Bids'. The main content area includes a blue informational banner, a question 'Would you like to accept the Bidder Agreement?' with two radio button options, and a table of prerequisite items. A 'References' link is highlighted with a callout '4c'. A 'Reference Documents' section shows a document 'DXN Terms and Condition.docx' with a callout '4d'. At the bottom, a 'Submit this response?' dialog box is shown with callouts '4e' and '4f' pointing to the 'OK' button.

# The Sourcing Participation Step-by-Step: Auction (5/12)



The screenshot displays the Ariba Sourcing interface for an auction event. The top navigation bar includes 'Ariba Sourcing', 'Company Settings', 'Mr. Fox Clear', 'Feedback', 'Help', and 'Messages'. Below the navigation, there are links for 'Go back to DXN Holdings Bhd-TEST Dashboard' and 'Desktop File Sync'. The main content area shows 'Event Details' for 'Doc2835839239 - 2026\_04\_008 (005)' with a 'Time remaining for lot 1.0' of '00:07:32'. A row of buttons includes 'Download Content', 'Review Prerequisites', 'Select Lots' (highlighted with a blue box and the number '5'), and 'Print Event Information'. The 'Introduction' section is expanded, showing a checklist with '3. Select Lots/Line Items' highlighted. The 'Event Overview and Timing Rules' section displays details such as 'Owner: leonita', 'Event Type: Auction', 'Currency: Malaysian Ringgit', 'Commodity: Direct Material DM', and 'Regions: MY MALAYSIA'. A yellow callout box at the bottom left contains the number '5' and the text 'View the items being sourced. Click Select Lots button to choose the items you are capable of providing.'

5

View the items being sourced.

Click **Select Lots** button to choose the items you are capable of providing.

# The Sourcing Participation Step-by-Step: Auction (6/12)



Ariba Sourcing interface showing the 'Select Lots' step for document Doc2835839239 - 2026\_04\_008 (005). The interface includes a checklist on the left with the current step '3. Select Lots/Line Items' highlighted. The main area displays 'Lots Available for Bidding' with a table of items. A yellow arrow points from a tip box to the 'Select Using Excel' button.

<input type="checkbox"/>	Name	Reason for not bidding	Status
<input type="checkbox"/>	1.0 TANGERINE	(no value)	Open
<input type="checkbox"/>	2.0 Red Apple	(no value)	Open
<input type="checkbox"/>	3.0 Granny Smith Apple	(no value)	Open
<input type="checkbox"/>	4.0 White Sugar	(no value)	Open

**Tips:** For large-scale events, utilize the 'Select Using Excel' feature to manage item selections and bid responses via bulk upload. Please see page 35 for further details.

**6 Select the lots/line items.**  
Indicate your participation by **ticking the checkbox** next to each item you intend to provide.

# The Sourcing Participation Step-by-Step: Auction (7/12)



Ariba Sourcing

Go back to DXN Holdings Bhd-TEST Dashboard Desktop File Sync

Select Lots Doc2835839239 - 2026\_04\_008 (005) Cancel

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.

Select Lots/Line Items Select Using Excel

Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Bids

Lots Available for Bidding

<input type="checkbox"/>	Name	Reason for not bidding	Status
<input checked="" type="checkbox"/>	1.0 TANGERINE		Open
<small>Color: Bright orange to deep, reddish-orange rind. Reddish-orange hues are often preferred in the US market to distinguish them from standard oranges. Shape: Small to medium-sized, generally oblate (flattened at the top and bottom) rather than perfectly round. Rind/Peel: Thin, pebbly (slightly rough), and loosely attached to the flesh, making them highly recognizable as "easy-peelers".</small>			
<input checked="" type="checkbox"/>	2.0 Red Apple		Open
<input checked="" type="checkbox"/>	3.0 Granny Smith Apple		Open
<input type="checkbox"/>	4.0 White Sugar	<span>We don't carry a compatible part/material</span>	Open

Confirm Selected Lots/Line Items

## 7 Select the lots/line items.

For any items you do not wish to bid on, please **Select a Reason** from the dropdown menu to clarify your non-participation

# The Sourcing Participation Step-by-Step: Auction (8/12)



Ariba Sourcing interface showing the 'Select Lots' step for Doc2835839239 - 2026\_04\_008 (005). The interface includes a checklist on the left, a main area with 'Select Lots/Line Items' and 'Select Using Excel' buttons, and a table of 'Lots Available for Bidding'. A warning message is displayed on the right.

**8b**

**8a**

Name	Reason for not bidding	Status
<input checked="" type="checkbox"/> 1.0 TANGERINE		Open
<input checked="" type="checkbox"/> 2.0 Red Apple		Open
<input checked="" type="checkbox"/> 3.0 Granny Smith Apple		Open
<input type="checkbox"/> 4.0 White Sugar	We don't carry a compatible part/material	Open

**Warning: You have not selected all lots**  
You have selected to participate in only 3 of the 4 available lots.  
*Note: You can return and select additional lots at a later time.*

Use Selected Lots Cancel

## 8 Confirm the selected item(s)

Click '**Confirm Selected Lots/Line Items**' (8a) to finalize your choice.

Note: that you can still modify your selection at any time until you submit your final pricing by clicking the '**Select Lots Line items**' (8b).

# The Sourcing Participation Step-by-Step: Auction (9/12)



Ceiling Value: 100.00 MYR    Leading Bid:    Bid decrement: 5.00 MYR

Name ↑	Price	Quantity	Extended Price	Total Cost
1.0 Tangerine orange ▾	Less... <input type="text"/> * <input type="text"/> MYR	200 kilogram	0.00 MYR	0.00 MYR

Color: Bright orange to deep, reddish-orange rind.  
Reddish-orange hues are often preferred in the US market to distinguish them from standard oranges.  
Shape: Small to medium-sized, generally oblate (flattened at the top and bottom) rather than perfectly round.  
Rind/Peel: Thin, pebbly (slightly rough), and loosely attached to the flesh, making them highly recognizable as "easy-peelers".

Discount Amount:  MYR

Surcharge Amount:  MYR

Requested Delivery Date: Mon. 15 Jun. 2026

Decrement  Price ▾ by  % ▾  (\*) indicates a required field

|

Example of an Auction event

## 9 Enter price for each item requested (Auction)

Enter the unit price (in **Price** column).

If there is any total surcharge amount, discount, tax, etc, please fill in with the total amount.

# The Sourcing Participation Step-by-Step: Auction (10/12)



Ceiling Value: 100.00 MYR    Leading Bid:    Bid decrement: 5.00 MYR

Name ↑	Price	Quantity	Extended Price	Total Cost
1.0 Tangerine orange ▾	Less... <input type="text"/> * <input type="text"/> MYR	200 kilogram	0.00 MYR	0.00 MYR

Color: Bright orange to deep, reddish-orange rind.  
Reddish-orange hues are often preferred in the US market to distinguish them from standard oranges.  
Shape: Small to medium-sized, generally oblate (flattened at the top and bottom) rather than perfectly round.  
Rind/Peel: Thin, pebbly (slightly rough), and loosely attached to the flesh, making them highly recognizable as "easy-peelers".

Discount Amount:  MYR

Surcharge Amount:  MYR

Requested Delivery Date: Mon. 15 Jun. 2026

Decrement  Price ▾ by  % ▾  (\*) indicates a required

|

✓ Submit this response?  
Click OK to submit.

**10** Once all mandatory fields (marked with a red **asterisk \***) are completed, click **'Submit Current lot'** to submit your bid for an item for an auction event.

# The Sourcing Participation Step-by-Step: Auction (11/12)



Doc2835722498 - Auction Event for Event 2026\_04\_008 (005) Time remaining for lot 1.0  
00:06:44

Your bid ID1618586273 is being processed.


Ceiling Value: 100.00 MYR    Leading Bid:    Bid decrement: 5.00 MYR

Name ↑	Price	Quantity	Extended Price	Total Cost
1.0 Tangerine orange ▾	Less... <input type="text" value="90.00"/> MYR	200 kilogram	18,000.00 MYR	18,000.00 MYR

**11a** Upon successful submission, a confirmation message will appear at the top of your screen. This serves as your receipt that your bid has been officially recorded in the system.

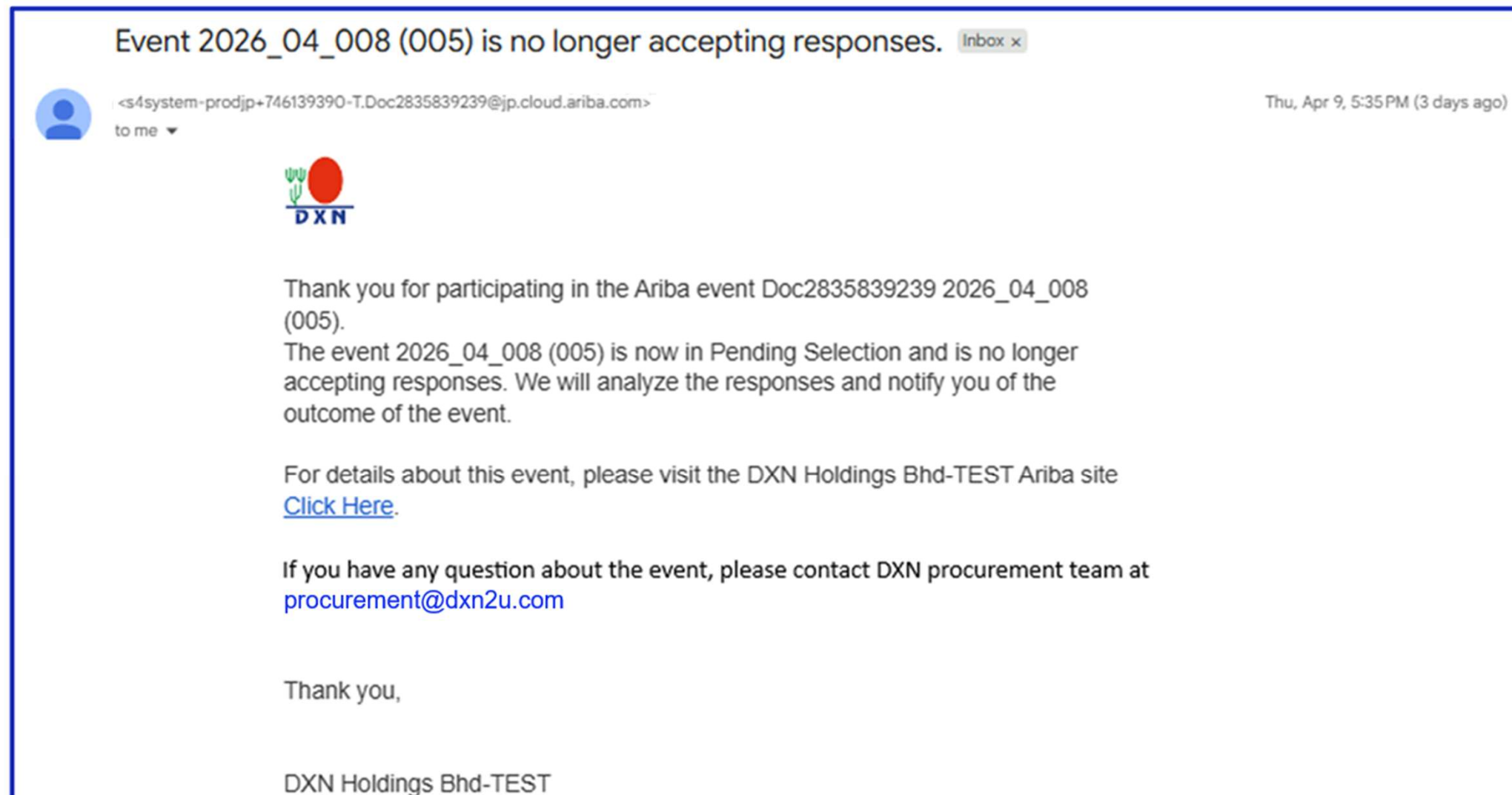
✓ Your response has been submitted.

Ceiling Value: 100.00 MYR    Leading Bid: 90.00 MYR    Bid decrement: 5.00 MYR

Name ↑	Price	Quantity	Extended Price	Total Cost
1.0 Tangerine orange ▾	Less... <input type="text" value="90.00"/> MYR (1) 	200 kilogram	18,000.00 MYR	18,000.00 MYR

**11b** Repeat these steps for any remaining items. If you wish to submit a revised price, you can do so by revisiting **Step 9 and 10** at any time before the event countdown reaches zero.

# The Sourcing Participation Step-by-Step: Auction (12/12)



12

After the event expires, the system will no longer accept submissions and you will receive an automated email notification. Please allow time for **DXN** to evaluate all responses and progress to the next stage of the sourcing process.

## **Pro-Tips for navigating the SAP Ariba portal for Sourcing**

To ensure a smooth experience, here are some essential tips and best practices for navigating the **DXN Sourcing** process.

# Pro-Tips for navigating the SAP Ariba portal for Sourcing: General Tips



Click **Go back to ....** to return to your dashboard.

**Submission Deadline:** Keep an eye on the countdown clock in the right sidebar. This represents your remaining time to complete and submit the event to DXN

The screenshot shows the SAP Ariba Sourcing interface for an RFI event. The top navigation bar includes 'Ariba Sourcing', 'Company Settings', 'Mr. Fox Clear', 'Feedback', 'Help', and 'Messages'. A yellow box highlights a link '< Go back to DXN Holdings Bhd-TEST Dashboard' in the top left. The main content area shows a questionnaire for '1.0 Tangerine orange' with a quantity of '200 kilogram'. A yellow box highlights a 'Less...' button next to the quantity. The right sidebar shows 'Round: 1' and a 'Time remaining' clock at '01:56:38'. A yellow box highlights a maximize button in the top right corner of the questionnaire window. The questionnaire text includes: 'Color: Bright orange to deep, reddish-orange rind. Reddish-orange hues are often preferred in the US market to distinguish them from standard oranges. Shape: Small to medium-sized, generally oblate (flattened at the top and bottom) rather than perfectly round. Rind/Peel: Thin, pebbly (slightly rough), and loosely attached to the flesh, making them highly recognizable as "easy-peelers".' The price is set to '100.00 MYR' and the requested delivery date is 'Mon, 15 Jun, 2026'. A footer note states '(\*) indicates a required field'.

Click here to **maximize** the questionnaires window for a better experience.

# Pro-Tips for navigating the SAP Ariba portal for Sourcing: General Tips to Revise Response



A screenshot of the SAP Ariba Sourcing portal interface. The top navigation bar includes 'Ariba Sourcing', 'Company Settings', 'Mr. Fox Clear', 'Feedback', 'Help', and 'Messages'. Below the navigation bar, there is a breadcrumb trail '&lt; Go back to DXN Holdings Bhd-TEST Dashboard' and a 'Desktop File Sync' link. The main content area displays 'Doc2835694456 - RFI Event for Raw Materials' and 'Round: 1' with a 'Time remaining' of '01:53:09'. A green notification banner states: '✓ Your revised response has been submitted. Thank you for participating in the event.' A blue button labeled 'Revise Response' is visible. On the left, there is a sidebar with 'Event Messages', 'Response History', 'Response Team', and a 'Checklist' section with '1. Review Event Details'. The bottom of the page shows 'All Content' and a small grid icon.

Should you need to correct any submitted information, you may do so while the event is still open. Simply click '**Revise Response**' to unlock your bid and amend your answers.

# Pro-Tips for navigating the SAP Ariba portal for Sourcing: General Tips for Large Scale Events bulk upload (1/7)



The screenshot shows the 'Select Lots' interface in SAP Ariba Sourcing. At the top, the header includes 'Ariba Sourcing', 'Company Settings', 'Fox Stumberg Lee', 'Help', and 'Messages'. Below the header, there's a navigation bar with 'Go back to DXN Holdings Bhd-TEST Dashboard' and 'Desktop File Sync'. The main content area is titled 'Select Lots' and 'Doc2835839239 - 2026\_04\_008 (005)'. A 'Cancel' button is visible in the top right. On the left, a 'Checklist' sidebar shows four steps: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots/Line Items' (which is highlighted), and '4. Submit Response'. The main area contains instructions: 'Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you More'. Below this, there are two buttons: 'Select Lots/Line Items' and 'Select Using Excel'. The 'Select Using Excel' button is highlighted with a yellow box and a blue callout bubble containing the number '1'. Below the buttons is a section titled 'Lots Available for Bidding' with a table. The table has columns for 'Name' and 'Reason for not bidding'. It lists three items: '7.0 TANGERINE', '8.0 Red Apple', and '9.0 Granny Smith Apple'. Each item has a checkbox and a dropdown menu for 'Reason for not bidding' (all set to '(no value)'). Below the table is a 'Confirm Selected Lots/Line Items' button.

**1** For large-scale events, utilize the '**Select Using Excel**' feature to manage item selections and bid via bulk upload.

# Pro-Tips for navigating the SAP Ariba portal for Sourcing: General Tips for Large Scale Events bulk upload (2/7)



Select Lots/Line Items **Select Using Excel**

You have been invited to 4 lot(s). To sign up to participate in some or all of these lots, follow the instructions below.

**Step 1.** Click "Download Content" to download and review your event in an Excel Spreadsheet.  
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

**2** Download Content Download Attachments

**Step 2.** Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

**Step 3.** Locate the saved Excel file on your computer using the Browse button.

Choose File No file chosen  
Or drop file here

**Step 4.** Click **Upload** to import the contents of the Excel file to your event.  
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

Upload

Cancel

2

Click the **Download Content** button, to download the Event requirements.

# Pro-Tips for navigating the SAP Ariba portal for Sourcing: General Tips for Large Scale Events bulk upload (3/7)



Number	Name	Description	Intend To Respond	Reason for not bidding	Currency	Unit of Measure	Ceiling Value	* Price	Quantity	Surcharge Amount	Discount Amount
7	TANGERINE	Color: Bright orange to deep, reddish-orange rind. Reddish-orange hues are often preferred in the US market to distinguish them from standard oranges. Shape: Small to medium-sized, generally oblate (flattened at the top and bottom) rather than perfectly round. Rind/Peel: Thin, pebbly (slightly rough), and loosely attached to the flesh, making them highly recognizable as "easy...	No		MYR	kilogram	20000		200		
8	Red Apple		No		MYR	kilogram	15000		200		
9	Granny Smith Apple		No		MYR	kilogram	9000		100		
10	White Sugar		No		MYR	kilogram	15000		1,500		

**3** Open the downloaded file, and fill in the spreadsheet, especially in sheets: **General Questions & Requirements** and **Other Content**.

# Pro-Tips for navigating the SAP Ariba portal for Sourcing: General Tips for Large Scale Events bulk upload (4/7)



Number	Name	Description	Intend To Respond	Reason for not bidding	Currency	Unit of Measure	Ceiling Value	* Price	Quantity	Surcharge Amount	Discount Amount
7	TANGERINE	Color: Bright orange to deep, reddish-orange rind. Reddish-orange hues are often preferred in the US market to distinguish them from standard oranges. Shape: Small to medium-sized, generally oblate (flattened at the top and bottom) rather than perfectly round. Rind/Peel: Thin, pebbly (slightly rough), and loosely attached to the flesh, making them highly recognizable as "easy."	Yes		MYR	kilogram	20000	80	200		
8	Red Apple		Yes		MYR	kilogram	15000	75	200		
9	Granny Smith Apple		Yes		MYR	kilogram	9000	56	100		
10	White Sugar		No	We don't carry a compatible part/material	MYR	kilogram	15000		1,500		

4

Please complete the **Intend to Respond**, **Reason for Not Bidding** (if applicable), and **Price** columns. These are mandatory fields.

Additionally, ensure you provide details for the **Surcharge Amount**, **Discount Amount**, and any applicable **Tax**.

Note: While the **Price** field requires the per-unit cost, the **Surcharge Amount**, **Discount Amount**, and **Tax** fields must be submitted as **aggregate totals** for the full line item quantity.

5

Save the excel file.

# Pro-Tips for navigating the SAP Ariba portal for Sourcing: General Tips for Large Scale Events bulk upload (5/7)



Select Lots/Line Items **Select Using Excel**

You have been invited to 4 lot(s). To sign up to participate in some or all of these lots, follow the instructions below.

**Step 1.** Click "Download Content" to download and review your event in an Excel Spreadsheet.  
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

[Download Content](#) [Download Attachments](#)

**Step 2.** Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

**Step 3.** Locate the saved Excel file on your computer using the Browse button.

**6**  No file chosen  
Or drop file here

**Step 4.** Click **Upload** to import the contents of the Excel file to your event.  
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

**7**

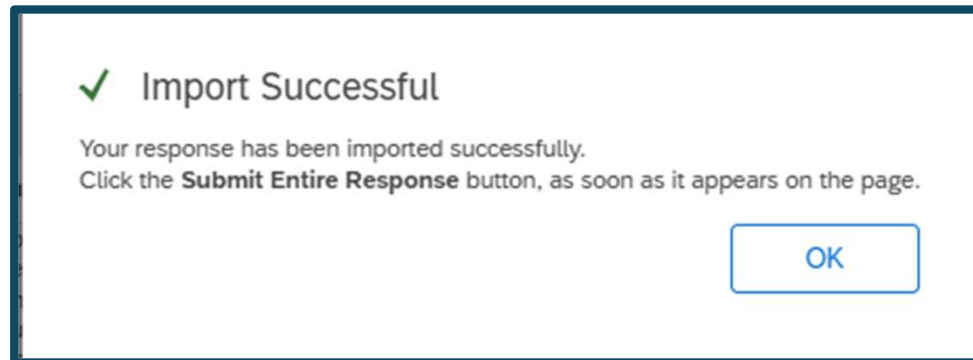
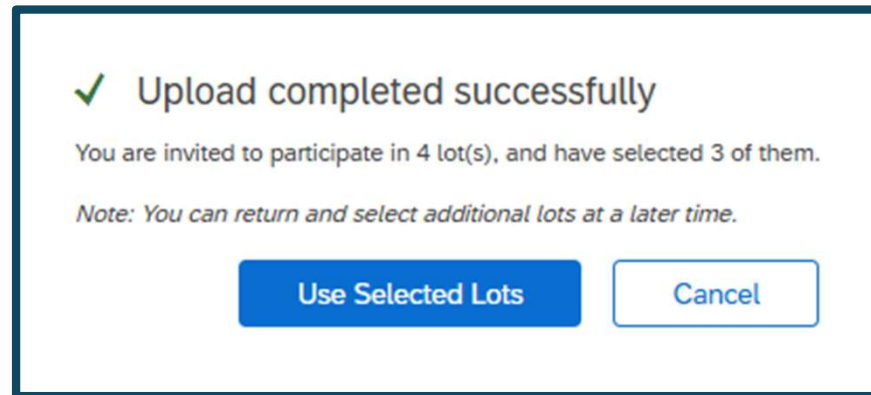
6

Locate the updated file by clicking the **Choose File** button.

7

Click the **Upload** button to import the excel file content to SAP Ariba.

# Pro-Tips for navigating the SAP Ariba portal for Sourcing: General Tips for Large Scale Events bulk upload (6/7)



**8** The system will display a summary notification of the uploaded file, allowing you to verify the number of line items you are participating in.

**9** Select **Use Selected Lots** to proceed with the upload, or click **Cancel** to abort the process. Note: you can re-upload an updated Excel file as many times as needed before the event deadline.

**10** Once the import is complete, a confirmation notification will appear. Click **OK** to proceed to the next step.

# Pro-Tips for navigating the SAP Ariba portal for Sourcing: General Tips for Large Scale Events bulk upload (7/7)



All Content

Name ↑	Price	Quantity	Extended Price (Basic)	Total Cost
5.1.4 What are the hours of your Help Desk?	* Unspecified			
▼ 5.2 Quality				
5.2.1 Do you have a quality manual? If yes, please upload it here.	* Unspecified			
5.2.3 What is your warranty period?	*			
5.2.4 What is your overall reject rate?	*			
▼ 5.3 Service/Delivery Information				
5.3.1 When can you begin servicing our company?	*			
5.3.2 Please indicate which of these locations you currently service. Please use the "Other" field to indicate any additional locations.	* Unspecified			
5.3.3 What percentage of your deliveries are on time?	*			
▼ 6.0 Thank You!				
6.1 We appreciate your time and effort to respond to this RFP.				
7.0 TANGERINE ▼	Less... -	* 80.00 MYR	200 kilogram	16,000.00 MYR
Color: Bright orange to deep, reddish-orange rind. Reddish-orange hues are often preferred in the US market to distinguish them from standard oranges.				
8.0 Red Apple ▼	More... +	* 75.00 MYR	200 kilogram	15,000.00 MYR

(\*) indicates a required field

Submit Entire Response | Update Totals | Save draft | Compose Message | Excel Import

**11** Carefully review all entries for accuracy before submitting the form. Once you have verified your data, continue by following the steps.



## Support & Inquiries

If you have questions regarding the onboarding process or require technical support, please contact our team at:



[procurement@dxn2u.com](mailto:procurement@dxn2u.com)



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