

Sealed Bid in SCM STAR SUPPLIER USER GUIDE

SCM STAR



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General Information

The term eAuction can be used as a common name for eBiddings and eAuctions. The response rules are the same for both event types.

Pre-requisites:

Prior to this exercise you will need to:

- Have access to the SCM STAR application
- Have been invited to respond to an eAuction within the SCM STAR application

Access to Auction

1. In the Navigation menu, browse to Sourcing, then click on Auctions and again Auctions.

Â	SCM STAR OF	8:27 CET - Central B	Europe Time DST		1 Welcome Demo QA1 💄
	Main Dashboard				<i>a</i>
	Sourcing		Auctions	ER MANAGEMENT AND PERFORMANCE QUICK LINKS	MY RFIS WITH PENDING RESPONSES
1 ,	Projects	[Auctions	DARD LINKS Table Assessments	No RFIs to display
	RFQs			gmentation Assessments alification Assessments ak Assessments	
Ŧ	Contracts	,		terprise Scorecards	MY RFQS WITH PENDING RESPONSES
	No Actic	ons to display		MY EDITABLE ASSESSMENTS	RFQ BUYER TIME TO RFQ TITLE ORGANISATION CLOSE CLOSING DATE/TIME

1 - Sourcing - Auctions - Auctions

On the Auctions page, you can view your eAuction/eBidding where you have been invited. For the Auction Status information scroll first a little bit down then to right.

2. Click on the Auction title to start managing your response.

â	SCM		- Dentral Europe Time D	ŝT				Welcome	2 Demo QA1 🛓 🌷
	Auctio	ons						A.	ection Monitor
	Showing	Result 1 - 50 of 105	Show: 50 💌						1 2 3 →
8 9		AUCTION	MONITOR	AUCTION TITLE	PROJECT CODE	COMPANY NAME	EVENT OWNER	AUCTION FORMAT	START DATE
1.	1	dn_11115	Ū	English Multi Lot Template QA	pro_2931	Siemens	Account Demo	English Multi Lot	22/03/2022
•	2	dn_11068	0	Auction	pro_4469	Siemens	Hockow Bara	English	09/03/2022
	3	dn_11058	7	J22.1 Dutch auction quantity based	pro_4753	Siemens	renders with	Dutch	07/03/2022
	4	dn_11056	ņ	JE/Trimeleus D/Teri NOTION EST INNELS deserts Estimienti, INNEL PERIOS INIO NOREL COMPLETION	pro4753	Siemens	Term and the second data as	Dutch	07/03/2022
	5	dn_11055	D	JERTINETER DUTOT EXCTOR EXTERNED IN BRITERIUS OFFICE PERCE AND ROAD EXHILTER	pro_4753	Siemens	Served and Advances	Dutch	07/03/2022
٩	6	dn_11052	Ģ	J22.1 02 SEALED BID	pro_4753	Siemens	Non-phase children	Sealed Bid	04/03/2022
→	4								

2 - Auction Area

eAuction Status

Status "Published"

If the Auction has a status "Published", the Auction Monitor is not available yet.

As soon as an Auction is published, you will receive an email notification. From that time on you are able to view the event details in SCM STAR. This includes the auction settings, attachments provided by the buyer, auction items (in multi-item auctions).

In "Published" status the buyer is able to edit the event settings, which triggers an email notification to all invited suppliers.

Status "To Start"

This status identifies Auctions that are about to start the Running phase. The Auction automatically enters "To Start" status 20 minutes before the Start Time. At this phase, the Auction settings are in read-only mode. When the status changes to "To Start", the "Auction Monitor" symbol appears, and the Auction Monitor is now accessible.

Status "Auction Monitor Running"

The "Auction Monitor" is accessible and you can now place your bids.

eAuction Details

Access the eAuction Settings and go through the details before the eAuction starts.

You can then review the set-up of the eAuction.

- 1. **Settings**: In eAuction Settings Page you can see information such as eAuction format, start and end date, responsible buyer name and if applicable also additional terms like payment terms, delivery date, etc.
- 2. **Buyer Attachments:** Buyers may upload general documents for you to read. You can download them in the Attachments area. See chapter attachment for more information.

- 3. **Messages:** Function to communicate with a buyer. See chapter "Messages" for more information.
- 4. **User Rights:** Here you can see a list of your colleagues who are also invited to this eAuction and therefore should have access to it.

â	SCM STAR 08:54 CET - Central Europe Time DST		🚯 Welcome Demo QA1 上 🌷
	← Auction: dn_10679 - ENGLISH_ ■ Ended		Auction Monitor
	Auction Details Messages (Unread 0)		
8	Settings Attachments 2 User Rights 4		
1.	→ ✓ General		
١	Auction dn_10679	Auction Format English	
1	Auction Title ENGLISH_		
	Start Date/Time 05/08/2021 08:35	End Date/Time 12/08/2021 08:00	
	Live / Test Auction Test Auction for practice purposes		
	✓ Line Item Type Settings		
	Buy-Side Bids are submitted with a decrease in value	Line Item Type: Single Item Auction In a Single Line item Auction suppliers are required to enter an Amount for a Single Line Item	
	Event Currency EUR		_

3 - Auction Details

Attachment

Depending on eAuction format there can be several places where the Buyer can upload attachment for you.

- 1. Single Line: There is only the general attachment in the "Attachments" tab
- 2. Multi Line: Attachment can be accessed directly in the "Item List".

Please note that the buyer can decide to upload all attachment to the general "Attachments" tab including attachments for Multi Line eAuction.

Attachments for Single Line eAuctions

When you first access the eAuction with the buyer attachments, you will see a banner that notifies you that you have not seen the Buyer Attachments yet.

- 1. Click on the "Attachments" tab
- 2. Click on the attachment name to downloaded

You can use the "Mass Download" function to download all the attachment at the same time.

Â	Warning:	You have 2 unread Attachment(s). Please click here to read the file(s) before participating to the auction.
=	SCM ST	Welcome Demo QA1 上
	← Auction: dn_11126 - English single ● Published	
\$	Auction Details Messages (Unread 0)	
1.	Settings Attachments User Rights	
١	→	l
Ŧ	Auction dn_11126	Auction Format English
	Auction Title English single	
	Start Date/Time 28/03/2022 11:00	End Date/Time 28/03/2022 12:00
	Live / Test Auction Live Event	
	> Line Item Type Settings	
	✓ Bidding Rules	
0	Bid Acceptance Rules Supplier Must Bid Within First 1 Positions	Minimum Bid Difference 1,000

4 - Yellow Banner

合	SCM ST	R 10:10 CET - Central Europe Time DST		Welce	ome Demo QA1 💄
	← Auction: dn_	11126 - English single • Publishe	ed		
	Auction Details	Messages (Unread 0)			
\$	Settings At	User Rights			
1.	→ Folders	and Files List root >		Ma	ass Download
٩	Enter Filter	(type to start search) 🗸			
Ŧ	Showing Res	ult 1 - 2 of 2 Show: 50 💌			
		FOLDER/FILE NAME 个	DESCRIPTION	LAST MODIFICATION DATE	
	1	Example for a User Guide - 02.docx		28/03/2022 10:07:32	\$
	2	Example for a User Guide.docx		28/03/2022 10:06:45	•

5 - General Attachments

Attachments for Multi Line eAuctions

Access the "Item List" and click on the attachment name to download it.

	← ,	Auction: d	ln_11129 - Eng	lish Multi line	Published				
	Au	uction Details	Messages ((Unread 0)					
\$	Se	ttings	Attachments	User Rights	Item List				
1 .	→		REFERENCE	п	EM DESCRIPTION	REMARKS	UNIT OF MEASUREMENT	QUANTITY	ITEM ATTACHMENT
١		1		It	em 1		each	10	Example for a User Guide.docx (15 KB)
1		2		It	em 2		each	10	Example for a User Guide.docx (15 KB)
		3		It	em 3		each	5	Example for a User Guide - 03.docx (15 KB)

6 - Item List

Access eAuction Monitor

Find the Auction you are invited to and click on the Auction Monitor icon in the top right corner.

If an Auction has not yet moved to "Running" status, fields to submit the bid will be inactive. If the Auction has the Status "Running", you can submit your bids.



7 - Auction Monitor

The Auction Monitor icon will only appear in the Monitor column for Auctions with status:

- To Start
- Running
- Suspended
- Ended
- Awarding
- Awarding Suspended
- Awarded
- Partially Awarded
- Not Awarded

The Auction Monitor can be accessed earliest 20 minutes before the event's starting time.

Bidding Rules for Sealed Bid eAuction

Bidding Rules

- In a Sealed Bid eAuction suppliers have only one chance to submit their best and final price offer.
- Depending on the eAuction setup, either Rank or Best-Bid are visible after the event ends.

• If applicable, Reserve Price information (reached/not reached) is also visible after the event ends.

Within the Auction Monitor Suppliers see the following information.

- 1. Count Down Clock: Counts down time until the eAuction end.
- 2. Last Bid: Displays the last bid that the supplier has placed.
- 3. Field to type the Bid: This is the place where suppliers write the bid which they wish to place.
- 4. Submit button: Confirm your bid which you want to place.
- **Rank:** Displays the position of the supplier in the event. / **Best Bid:** Displays the current best bid of the Auction. **Visible after eAuction ends.**
- Reserve Price: Visible after eAuction ends. The Reserve Price is lower than the Individual Starting Price and is relevant for the awarding. If the Reserve Price was not reached or undercut during the Event, there is no winner. In this case, Siemens has the right to determine the winner or to identify the winner by a follow-up negotiation. When the Reserve Price is not reached it will be indicated with a red dot. If the Reserve Price is reached or undercut from any Participant, the dot will be green. If you can't see the Reserve Price information, it means that it is not applicable for your event.

AUCTION MONITOR				
00:20:38 Sealed Bid Supplier User Guide 01				
Code			Last Bid	
an_11160			105,000 EUR 🔽	EUR 105,000 SUBMIT
Auction Direction Buy-Side	My Bid		*	Messages:
Bidding Rules	_	Bid	Time	
Tou can submit only one blu	~	105,000 EUR	06/04/2022 11:28:00	

8 - Auction Monitor

Place a new bid.

- 1. Type the new bid into the field.
- 2. Click the **"Submit"** button.
- 3. Confirm your bit one more time.

÷	AUCTION	N MONITOR				
	00:18:53	Sealed Bid Supplier User Guide 01				
	Code				Last Bid	
ĸ	dn_11160				105,000 EUR 🗸	EUR 95,000 SUBMIT
Aucti Buy-S	ion Direction		My Bid		*	Messages:
Biddi	ing Rules			Bid	Time	
You ca	an Submit only one Bid		~	105,000 EUR	06/04/2022 11:28:00	

9 - Step 1. and 2.

*	AUCTION MONITOR						
*	00:17:54 Sealed Bid Supplier User Guide 01						
	Code	Last Bid					
ĸ	dn_11160	105,000 EUR	EUR 95,000 SUBMIT				
Auct Buy-S	ion Direction Side		ssages:				
Bidd You c	Bidding Rules You can Submit only one Bid Bid = 95,000 EUR Click 'Confirm' to Submit your Bid						
	Confirm	Ca	ncel				

10 - Step 3. Confirm

After eAuction ends you will see your Rank / Best Bid and if the Reserve Price was reached or not.

Your bid must be lower or same as your previous bid. All your bids will appear in the "My Bid" box. The "My Bid" tab list contains all submitted bids, with a clear indication if the bid was accepted or rejected (and the rejection reason).

*	AUCTION	NMONITOR			Auction List Loaded	
	00:10:08	Sealed Bid Supplier User Guide 01				
	Code				Last Bid	
ĸ	dn_11160				107,000 EUR 🛕	EUR 106,000 SUBMIT
Aucti Buy-Si	ion Direction ^{ide}		My Bid		*	Messages:
Biddi You ca	i ng Rules In Submit only one Bid			Bid	Time	
	,		▲ Th	107,000 EUR e Bid did not improve	06/04/2022 11:48:09 e the last Bid	
			~	106,000 EUR	06/04/2022 11:28:00	
						1

11 - Error Message

Awarding of Sealed Bid eAuction

The following conditions have to be met for a winner to be determined in the event.

- 1. If applicable Reserve Price must be reached.
- 2. Depending on eAuction set -up rules, either you have to have the best Rank, or your Last Bid must be the same as the Best Bid.

Please Note that the awarding rules can differ according to the rules defined in the eAgreement.

AUCTION MONITOR	Auction List Loaded		
Awarded Sealed Bid		2 0	
Code	Last Bid	Rank Reserve Price	
K dn_10746	2 000 EUR 🗸	1	EUR 2000 SUBMIT
Auction Direction Buy-Side	My Bid	*	Messages:
Reserve Price	Bid	Time	
Reached	✓ 2 000 EUR	6.4.22 <u>11:39:39</u>	
Bidding Rules You can Submit only one Bid	✓ 4 000 EUR	0.4.22 11:27:00	

12 - Winner Recognition

Bidding Rules for Sealed Bid Multi Line eAuction

Supplier can imagine the Multi line event as lot with more items. During the Multi Line event suppliers bid for each Item separately but at the end only one supplier wins the entire eAuction. The winner is determined based on the total price of all items.

When suppliers enter the Auction Monitor all Items will be displayed in the same window.

Within the Auction Monitor Suppliers see the following information.

- 1. **Count Down Clock:** Count down time until the eAuction end.
- 2. **Collapse Auction:** You have to use this function to access the Lot information such as minimum bid difference.
- 3. Last Bid: Submitted total sum of all items.
- 4. **Field to type a Bid:** This is the place where suppliers write the bid for each item which they wish to place.
- 5. Submit the Bid: Submit the total price of Items.
- **Rank:** Displays the position of the supplier in the event. / **Best Bid:** Displays the current best bid of the Auction. **Visible after eAuction ends.**
- **Reserve Price:** The Reserve Price is lower than the Individual Starting Price and is relevant for the awarding. If the Reserve Price was not reached or undercut during the Event, there is no winner. **The Reserve Price is applicable for Total Price, and it is visible after eAuction ends**. The reserve price may not be applicable for your event therefore is necessary that you check the eAgreement.

+ Al	JCTION	MONITO	DR						
•	00:57:20	Sealed Bid Sipplie	r User Guide						
Code							Last Bid		
2 dn_11	157					60	00,000 EUR	600,	000 SUBMIT
Auction Dire Buy-Side	ection				My Bid		*		Messages:
Bidding Rule	S					Bid	Time		
You can Submit	only one Bid		4		~	600,000 EUR	06/04/2022 10:40:00		
Code	Description	Quantity	Unit Price	Subtotal		0			
	ITEM 1	1 each	200,000	200,000 EUR					
	ITEM 2	1 each	200,000	200,000 EUR					
	ITEM 3	1 each	200,000	200,000 EUR					

13 - Auction Monitor

Place a new bid for each Item separately.

- 1. Type the new bid into the Item fields.
- 2. Click the **"Submit"** button.
- 3. Confirm your bid one more time.

*	AUCTION	MONITO	DR						
	00:48:00 S	ealed Bid Sipplie	er User Guide						
	Code						Last Bid		_
R	. dn_11157					6	00,000 EUR 🔽	EUR 50	200,000 SUBMIT
Auct Buy-S	ion Direction ^{ide}				My Bid			*	Messages:
Bidd	ing Rules					Bid		Time	
You ca	an Submit only one Bid				✓ ⁶⁰	0,000 EUR 0	06/04/2022 1	10:40:00	
Code	Description	Quantity	Unit Price	Subtotal					
	ITEM 1	1 each	170,000	170,000 EUR					
	ITEM 2	1 each	170,000	170,000 EUR					
	ITEM 3	1 each	160,000	160,000 EUR					

14 - Step 1. and 2.

AUCTION M	ONITOR							
🗙 00:47:12 Seale	ed Bid Sipplier User Guide							
Code		Last Bid						
K dn_11157		600,000 EUR	EUR 500,000 SUBMIT					
Auction Direction Buy-Side			🛓 Messages:					
Bidding Rules You can Submit only one Bid	Bid = 500,000 EUR Click 'Confirm' to Submit your Bid							
Code Description								
	Confirm 🖌	Can	cel					
	1 each 160,000 160,000 EUR							

15 - Step 3. Confirm

After eAuction ends you will see your Rank / Best Bid and if the Reserve Price was reached or not.

Awarding Multi Line eAuction

The following conditions have to be met for a winner to be determined in the event.

- 1. If applicable Reserve Price must be reached.
- 2. Depending on eAuction set -up rules, either you have to have the best Rank, or your Last Bid must be the same as the Best Bid.

Please Note that the awarding rules can differ according to the rules defined in the eAgreement.

+ AU	ICTION M	ONITOR					Auction List Loaded			
*	Awarded Sea	aled Bid						1		
Code						Last Bid Rank	Reserve Price			
K dn_110	078				86 200	EUR 🖌 🚺	٢	EUR	86 200 SUBMIT	
Auction Direct Buy-Side	tion Reser Reach	rve Price ned			My Bid			*	Messages:	
Bidding Rules	t only one Pid				_	Bid	Ti	me		
Code	Description	Quantity	Unit Price	Subtotal	~	86 200 EUR 0	6.4.22 11:03 6.4.22 10:40	00		
	Artikel 1	22 each	800	17 600 EUR	_					
	Artikel 2	98 each	200	19 600 EUR						
	Artikel 3	98 each	500	49 000 EUR						

16 - Awarding for Multi Line eAuction

Manage Messages

If you ever have questions about the eAuction in which you are participating, you can contact the buyer through the Messages area within the eAuction.

Please note: The Messaging function is not available when the eAuction is in the status **"To Start"** and **"Auction Monitor Running**".

To create and send a Message to Buyer, please follow the following steps.:

- 1. In the eAuction select the 'Messages' tab.
- 2. Then click on 'Create Message'.

	← Auction: dn_11129 - English Multi line © Ended	Auction Monitor
	Auction Details Messages (Unread 0)	
3	Create Message Received Messages Sent Messages Draft Messages	
1.	→ Sent Messages	Create
٠	Enter Filter (type to start search)	
Ŧ		

17 - Create Message Tab

On the new page, you can

- a. Compose a message
- b. Upload optional attachment to support your message.

When the message is created, click 'Send Message'. If you're not ready to send it, click 'Save as Draft'. Then you can retrieve the message later in the Draft Messages area.

Auct	ion: dn_11129 - English Multi line	Ended			Cancel Save As Dra	t Send Message
→l	Messages					
	v Message Subject		Message			
	 Attachments 					Attachments
	ATTACHMENT N	IAME	ATTACHMENT DESCRIPTION	COMMENTS ON ATTAC	HMENT	
	No Attachments					

18 - Send Message

Back on the **Messages** tab, a **Sent Messages** area will be displayed. You can keep track of messages sent, see if they were read by the Buyer and see the message replies. To view Buyer replies, please access the **Received Messages** area.

	← Au	uction: dn_1	1129 - English Multi line	Ended						Auction Monitor
	Auct	ion Details	Messages (Unread 0)							
Create Message Received Messages Sent Messages Draft Messages										
1.	→	Sent Mes	sages						e ··	Create
۹	Enter Fiber (type to start search)									
1		Showing Resul	t 1 - 1 of 1		r	_				
			RECIPIENT	DATE			SUBJECT	READ BY RECIPIENT	REPLIES	
		1	Siemens	31/03/2022 10:23			sent message	0	0	

19 - Sent Message

Reply to Buyer Message

- 1. In the **Received Messages** area, click on **Reply** to compose your message to the Buyer.
- 2. When done, click **Send Message** to send your reply.

	←A	uction: dn_1	1129 - English Multi line	Ended					Auction Monitor
	Auc	tion Details	Messages (Unread 1)						
\$	Crea	ite Message	Received Messages Sent Mess	ages Draft Messages					
1.	→	Received	Messages					e	Create
۹		Enter Filter (t	ype to start search) 🔹						
1		Showing Result	t 1 - 1 of 1						
			SENDER	DATE	SUBJECT	OPENED BY ME	OPENED	REPLIED	
		1	Siemens	31/03/2022 10:25	Re: sent message				



_	← Auction: dn_1	1129 - English Multi line		Auction Monitor
	Auction Details	Messages (Unread 0)		
3 9	Create Message	Received Messages Sent Messages Draft M	lessages	
1.	→ ← Mes	ages		e Reply
۹	✓ Message			
Ŧ	Date 31/03/202	10:25	Sent by Siemens	
	Sent from Marie Nova	ser cova	Subject Re: sent message	
	Message Answer			

21 - Reply

Messages in the Auction Monitor

The Message field in the Auction Monitor is used only by the technical team to display important information to the suppliers. This message function is not active for the suppliers, this means that suppliers can't reply to the messages.

*	AUCTION M	10NITOR					Auction List Loaded				
25	00:00:15	ENGLISH MULTI LINE									
	Code			Best Bid		Last Bid	Reserve Price				
ĸ	dn_11141			100,500 EUR	100	.500 EUR 🔽	•	EUR 100,500	SUBMIT		
Minimur 500 EUR	m Bid Difference	Reserve Price Not Reached			My Bid			*	Messages:		
Auction	Direction				_		Bid	Time			
Buy-Side	e				×	100,500	EUR 0	31/03/2022 10:03:49			
Bidding You mus	Rules it improve the Best Bid by a Mir	imum Bid Difference			~	110,000	EUR 0	31/03/2022 09:14:00			
Code	Description	Quantity	Unit Price	s Subtotal							
	Item 1	10 each	900	9,000 EUR							
	Item 2	10 each	4,400	44,000 EUR							
	Item 3	5 each	9,500	47,500 EUR							
									I		

22 - Messages Field

Tips for Suppliers

Access the eAuction

When you are invited to an eAuction, you will receive an email notification. The email contains a deep link that allows you to access the event directly.

The email contains additional useful information such as the name of the buyer and eAuction start day and time information.



23 - eAuction Invitation

All new events to which you have not submitted a response will appear in Widgets on the Main Dashboard.

The Widgets contain links via which you can access the events.

SCM STAR 10:45 CET - Central Europe Time DST	PREPROD	UCTION ENVIR	ONMENT						• Welcome Demo	QA1	1
Main Dashboard										•	1
MY ACTIONS LIST	MY RFQS W	TH PENDING RESP	PONSES			MY RFIS WITH PE	NDING RESPONSI	ES			
No Actions to display	RFQ TITLE	BUYER ORGANISATION	TIME TO CLOSE	RFQ CLOSING DATE/TIME	RESPONSE STATUS	0 No RFI	s to display				
	Supplier User Guide	Siemens	04:57:58	31/03/2022 15:44	Response To Be Submitted To Buyer						
ECEIVED ACTION COLLABORATIONS No Actions to display	Multi- Lot RFQ	2				OPEN AND PENDI	NG AUCTIONS				
No Actions to display	TEST_R FQ	Siemens	5 Years	25/06/2027 11:00	Response To Be	AUCTION	COMPANY NAME	START DATE/TIME	END DATE/TIME		
	Supplier User Guide				To Buyer	MULTI LOT ENGLISH AUCTION	Siemens	29/03/2022 10:35	31/03/2022 16:00		
MYACTIONS	SUPPLIER N	IANAGEMENT AND	PERFORMANCE Q	UICK LINKS		QUICK LINKS					
No Astion found	STANDARI	LINKS				STANDARD LINK	(S				
Vo Action found	Editable Assessments Auctions										
	Segmen	My Contracts									
	Qualific	ation Assessments				Projecta					

24 - Main Dashboard

Export your Bids

- 1. Within the eAuction-Monitor you will find an export function to download your bids.
- 2. Please note that for Multi-Line Auctions, the export function only contains the total price. You can see (not download) the bids for Line-Items by clicking on the information icon next to the Total Price.

4			<u>د </u>				Auction L	ist Loaded	
*	Awarded Mult	i-Position (Mu	lti-Llne)						
	Code				Last Bio	l Rank	Reserve Price		
к.	dn_11143			93	60 AUD 🗸	2	0	AUD 936	0 SUBMIT
Minimun 10 AUD	n Bid Difference Reserve Reached	Price			МуВ	id		±	Messages:
Auction Buy-Side	Direction	Copy Values					Time		
Duy Side		Code	Description	Quantity Ur	it Price	Subtotal	_	31.3.22 10:03:31	
Bidding F	Rules	Item 1		12 each	300	3 600 AUD	0 0	31.3.22 9:56:00	
Tou muse	t improve your last bld by a Minim		Item 2	32 each	180	5 760 AUD			
Code	Description	Quantity	Onicifice	Jubiotai					
	Item 1	12 each	300	3 600 AUD			N		
	Item 2	32 each	180	5 760 AUD			1/2 ³		

25 - Export Function & Line-Item Information