



SCM STAR

Sealed Bid in SCM STAR **SUPPLIER USER GUIDE**

SIEMENS

Contents

General Information	3
Access to Auction	3
eAuction Status	4
Status "Published"	4
Status "To Start"	4
Status "Auction Monitor Running"	4
eAuction Details	4
Attachment	5
Attachments for Single Line eAuctions	5
Attachments for Multi Line eAuctions	6
Access eAuction Monitor	7
Bidding Rules For Sealed Bid eAuction	7
Awarding of Sealed Bid eAuction	10
Bidding Rules For Sealed Bid Multi Line eAuction	10
Awarding Multi Line eAuction	12
Manage Messages	13
Messages in the Auction Monitor	15
Tips for Suppliers	15
Access the eAuction	15
Export your Bids	16

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.

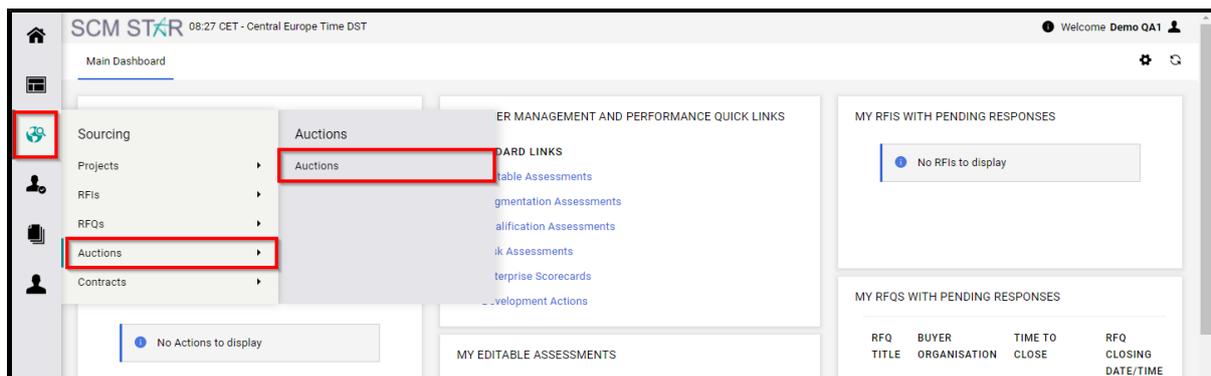
Pre-requisites:

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.



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.

AUCTION	MONITOR	AUCTION TITLE	PROJECT CODE	COMPANY NAME	EVENT OWNER	AUCTION FORMAT	START DATE
1	dn_11115	English Multi Lot Template QA	pro_2991	Siemens	Account Demo	English Multi Lot	22/03/2022
2	dn_11068	Auction	pro_4469	Siemens	Account Demo	English	09/03/2022
3	dn_11050	J22.1 Dutch auction quantity based	pro_4753	Siemens	Account Demo	Dutch	07/03/2022
4	dn_11056	J22.1 02 SEALED BID	pro_4753	Siemens	Account Demo	Dutch	07/03/2022
5	dn_11055	J22.1 02 SEALED BID	pro_4753	Siemens	Account Demo	Dutch	07/03/2022
6	dn_11052	J22.1 02 SEALED BID	pro_4753	Siemens	Account Demo	Sealed Bid	04/03/2022

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.

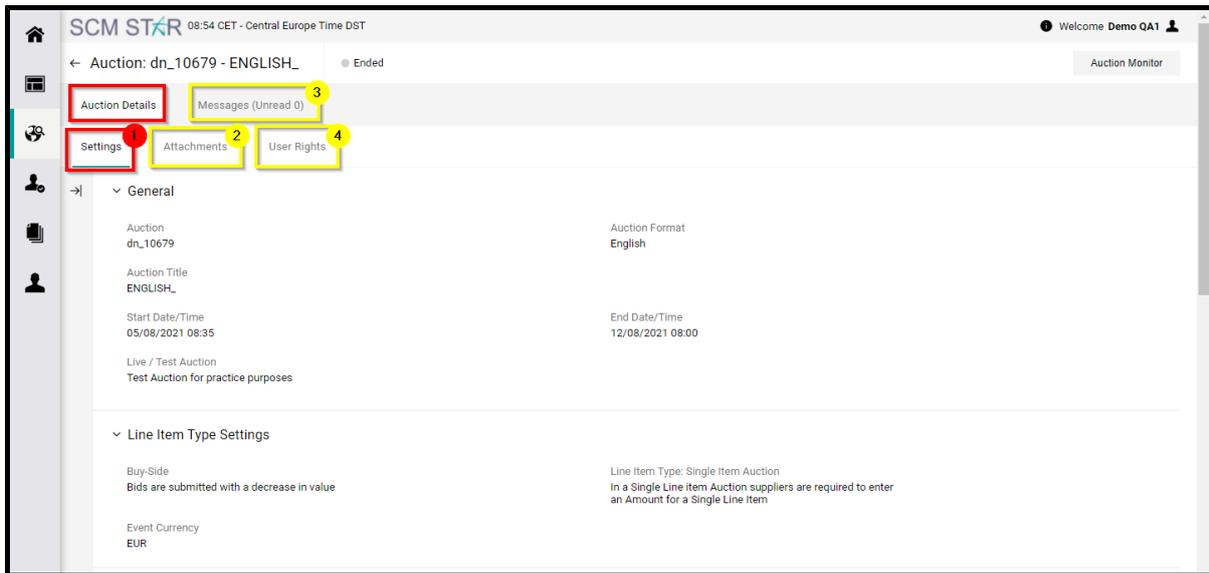
eAuction Details

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.



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**".

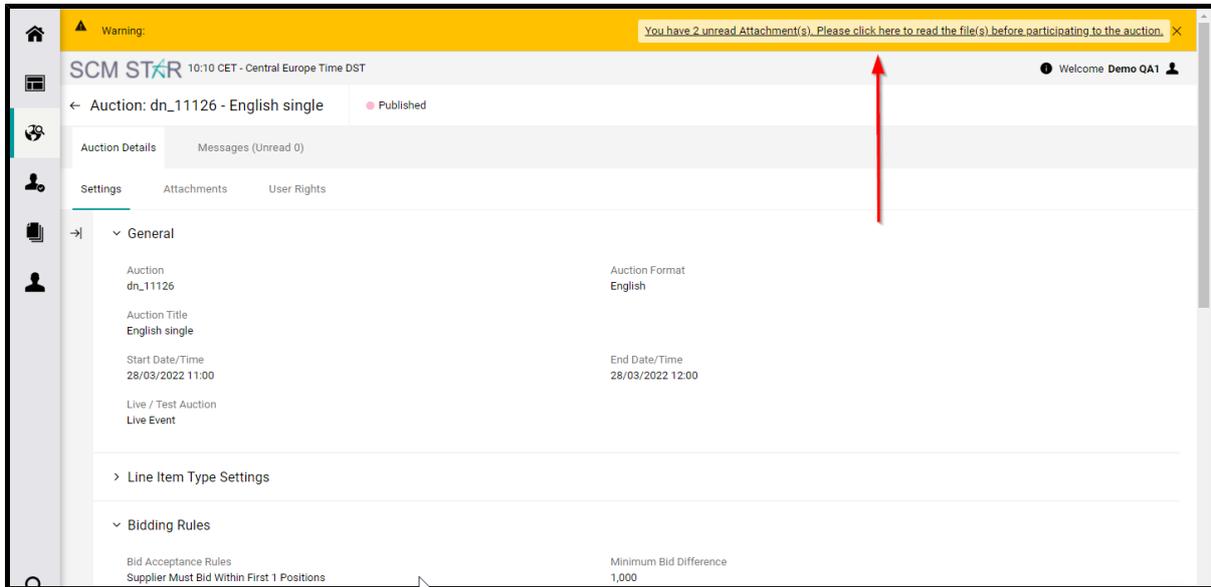
Please note that the buyer can decide to upload all attachment to the general "Attachments" tab including attachments for Multi Line eAuction.

Attachments for Single Line eAuctions

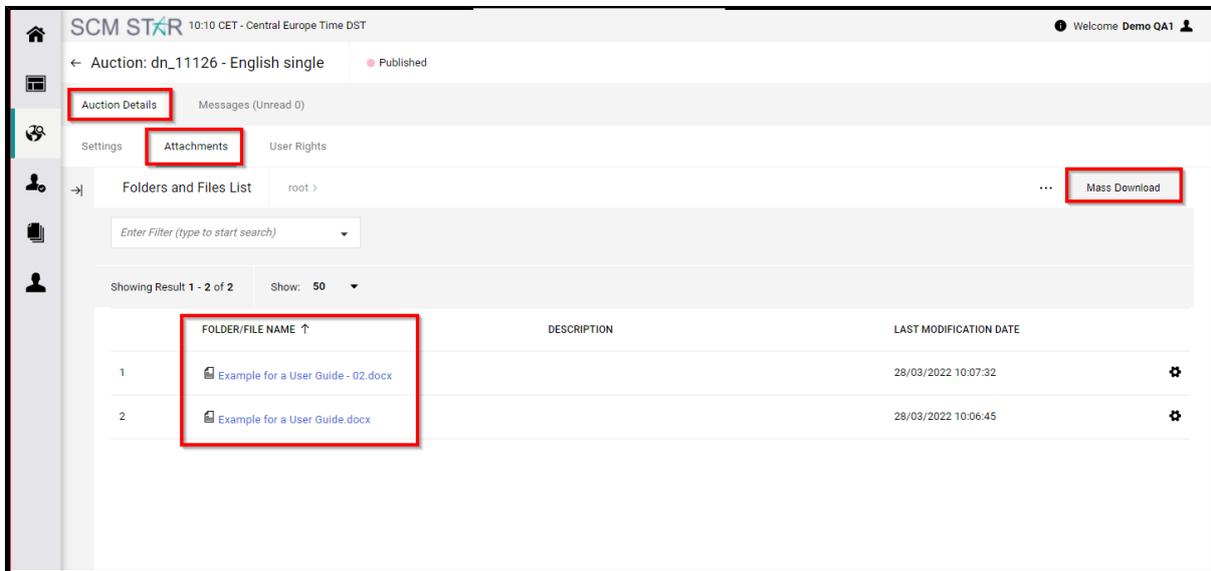
When you first access the eAuction with the buyer attachments, you will see a banner that notifies you that you have not seen the Buyer Attachments yet.

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.



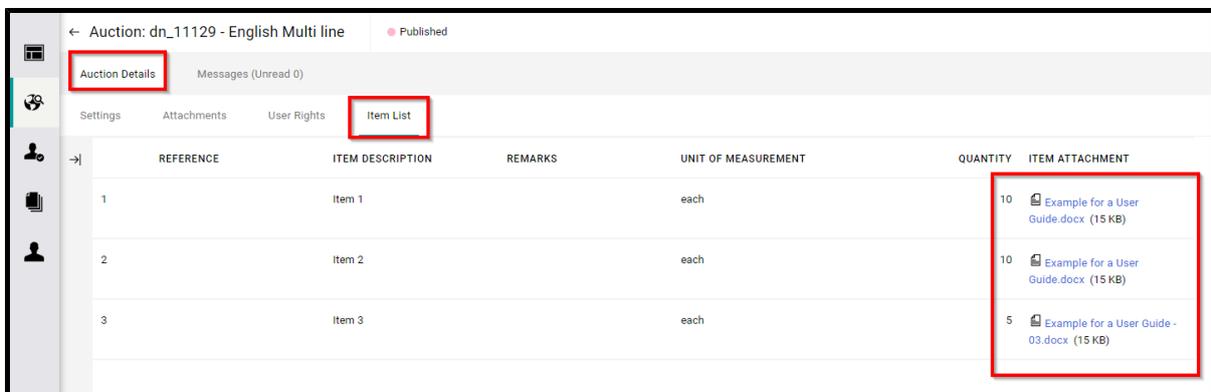
4 - Yellow Banner



5 - General Attachments

Attachments for Multi Line eAuctions

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

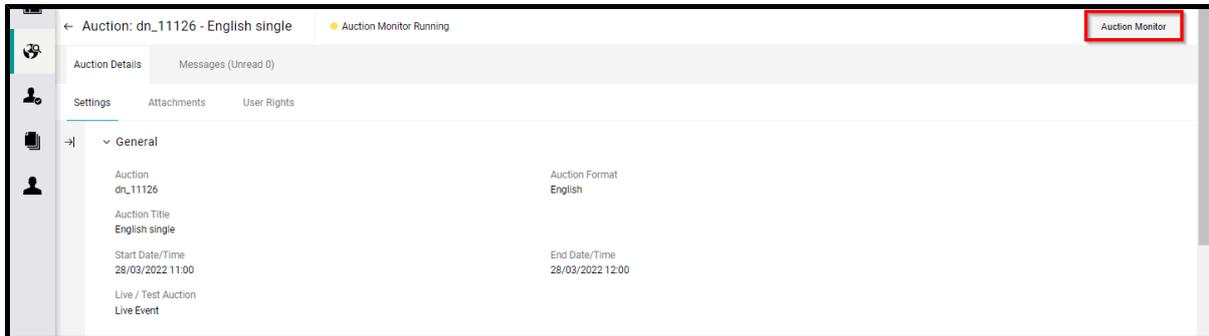


6 - Item List

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

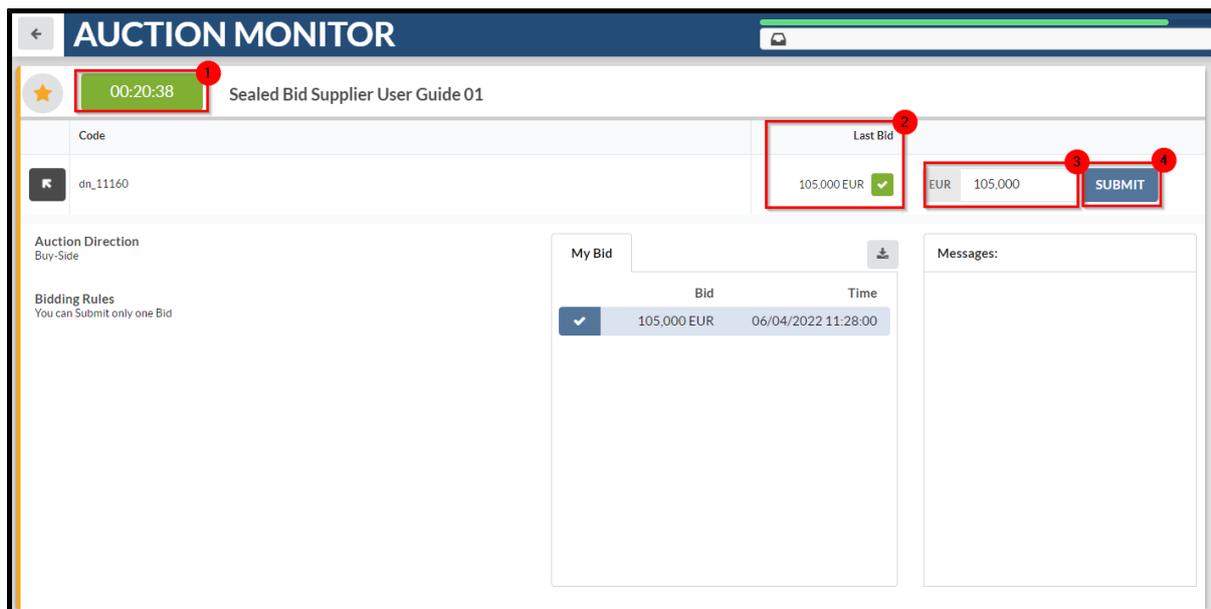
Bidding Rules

- *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.

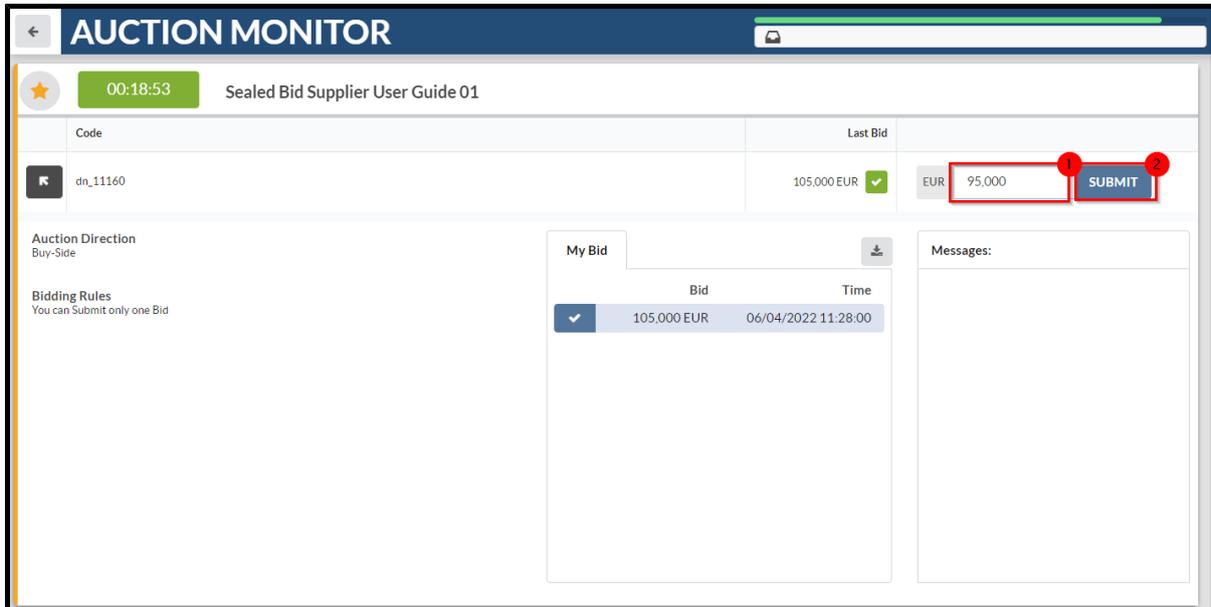
1. **Count Down Clock:** Counts down time until the eAuction end.
 2. **Last Bid:** Displays the last bid that the supplier has placed.
 3. **Field to type the Bid:** This is the place where suppliers write the bid which they wish to place.
 4. **Submit button:** Confirm your bid which you want to place.
- **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.**



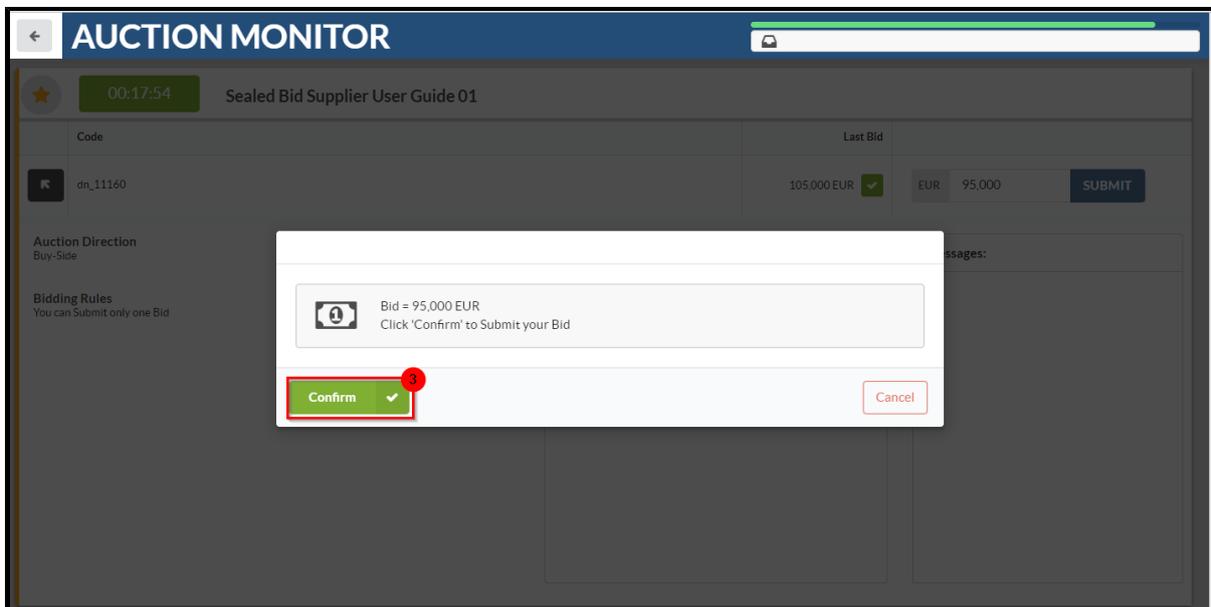
8 - Auction Monitor

Place a new bid.

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

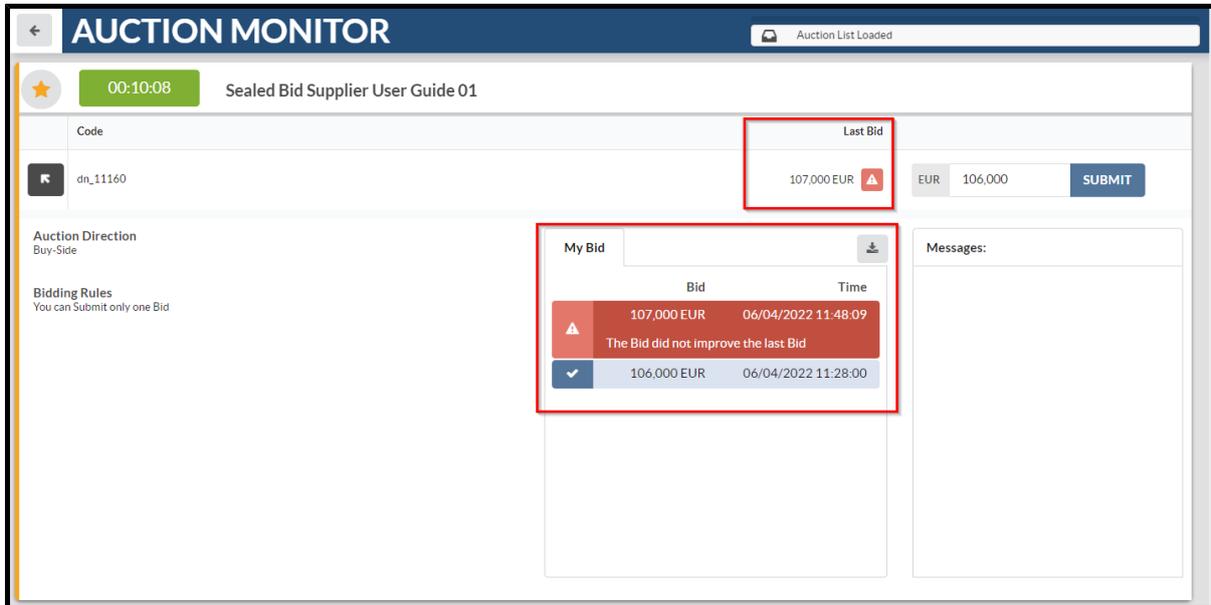


9 - Step 1. and 2.



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).



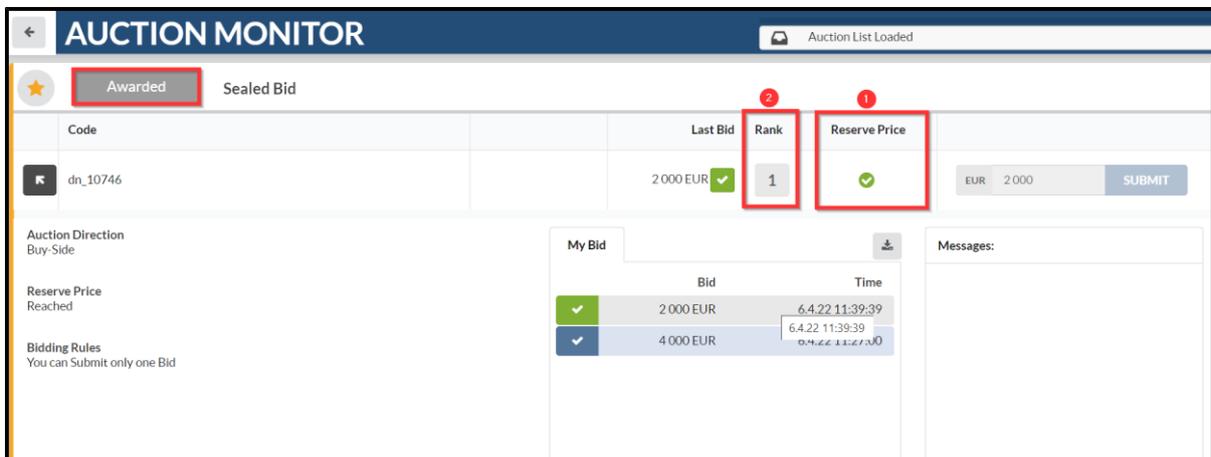
11 - Error Message

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.



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.

The same as for single line events the supplier has one chance to place the bid.

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.

AUCTION MONITOR

00:57:20 Sealed Bid Supplier User Guide

Code dn_11157

Last Bid 600,000 EUR ✓ EUR 600,000 SUBMIT

Auction Direction Buy-Side

Bidding Rules You can Submit only one Bid

Code	Description	Quantity	Unit Price	Subtotal
	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

My Bid

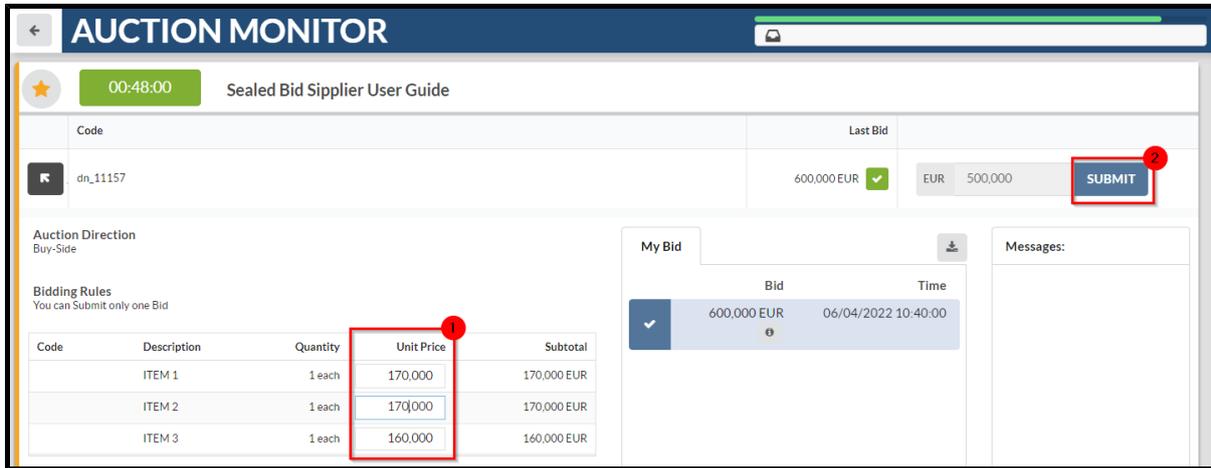
Bid	Time
600,000 EUR	06/04/2022 10:40:00

Messages:

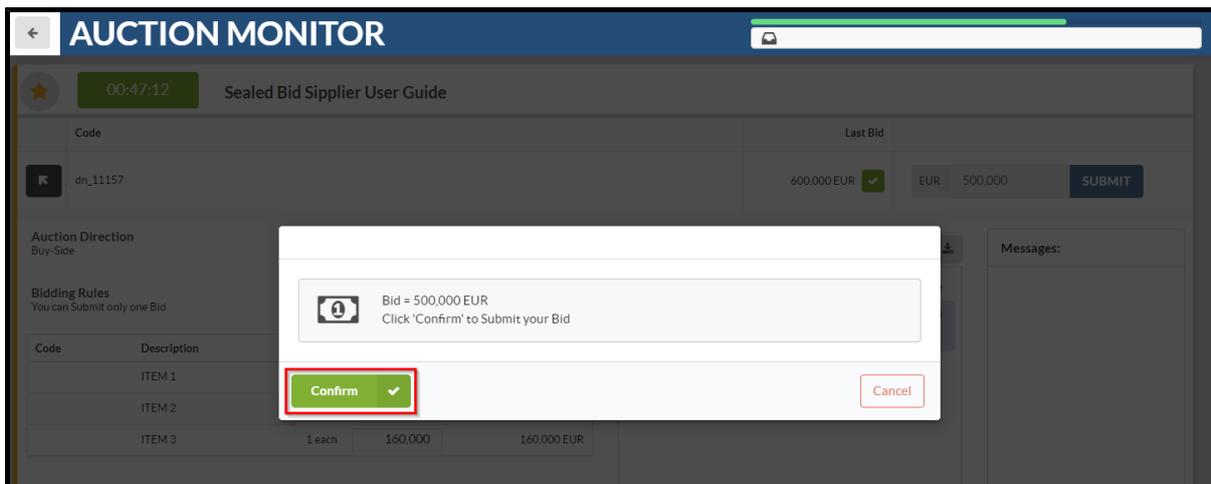
13 - Auction Monitor

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.



14 - Step 1. and 2.



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.

AUCTION MONITOR Auction List Loaded

★ Awarded Sealed Bid

Code: dn_11078

Last Bid: 86 200 EUR ✓ Rank: 1 Reserve Price: 86 200 EUR ✓

Auction Direction: Buy-Side Reserve Price Reached

Bidding Rules: You can Submit only one Bid

Code	Description	Quantity	Unit Price	Subtotal
	Artikel 1	22 each	800	17 600 EUR
	Artikel 2	98 each	200	19 600 EUR
	Artikel 3	98 each	500	49 000 EUR

My Bid

Bid	Time
86 200 EUR ✓	6.4.22 11:03:53
187 536 EUR ✓	6.4.22 10:40:00

Messages:

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 Details Messages (Unread 0)

Create Message Received Messages Sent Messages Draft Messages

Sent Messages

Enter Filter (type to start search)

Create

17 - Create Message Tab

On the new page, you can

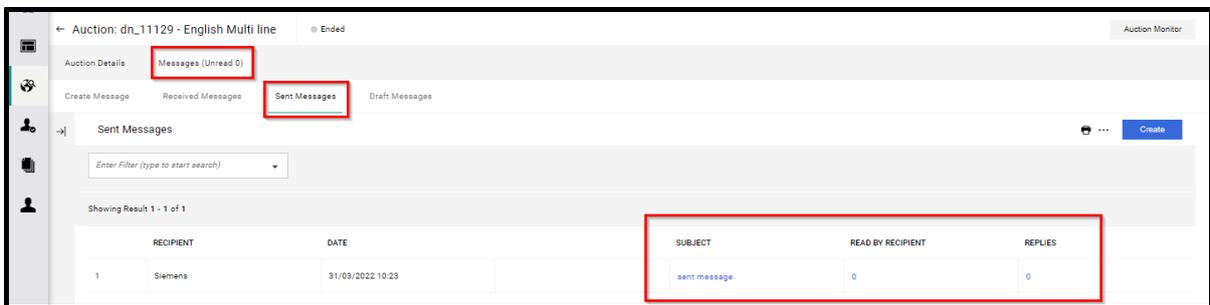
- a. Compose a message
- b. Upload optional attachment to support your message.

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.



18 - Send Message

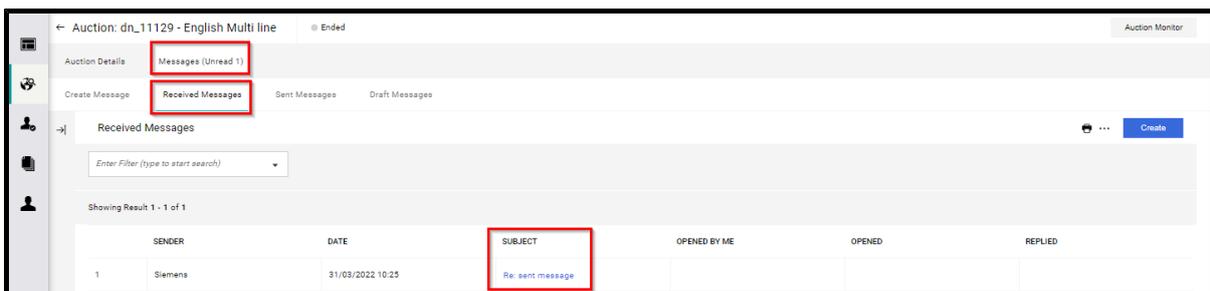
Back on the **Messages** tab, a **Sent Messages** area will be displayed. You can keep track of messages sent, see if they were read by the Buyer and see the message replies. To view Buyer replies, please access the **Received Messages** area.



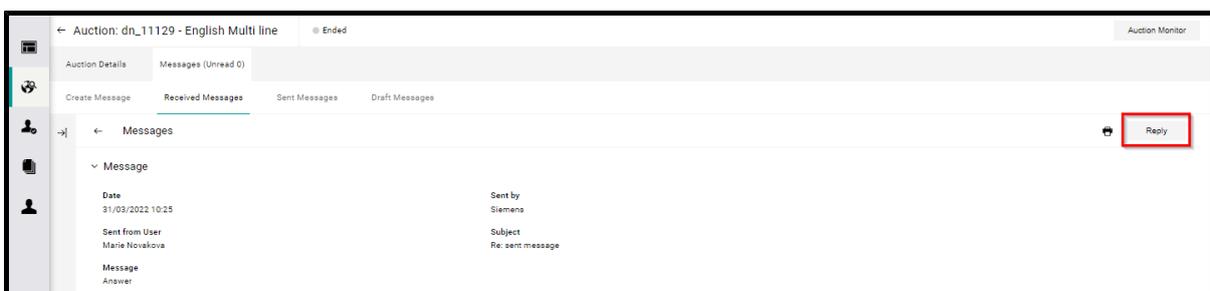
19 - Sent Message

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.



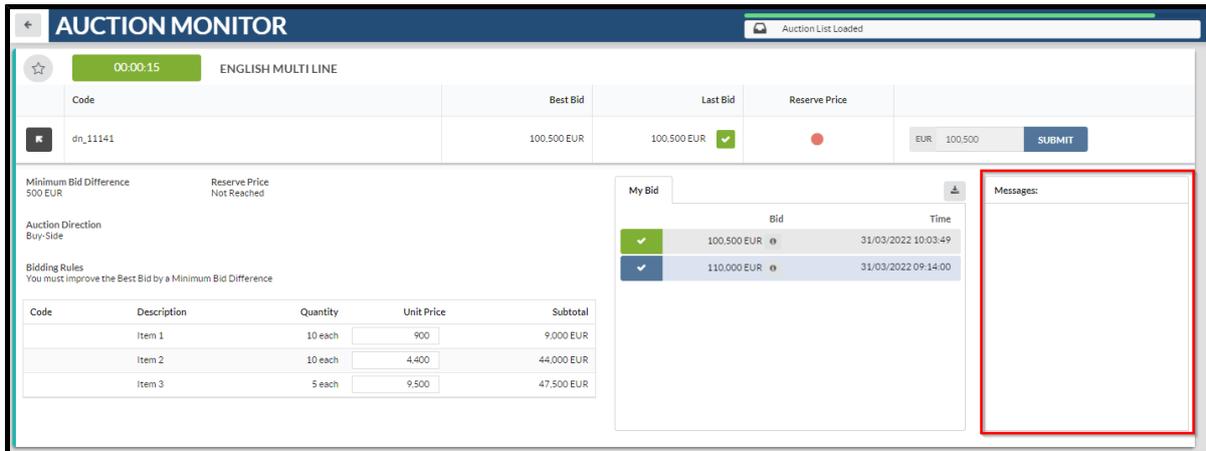
20 - Received Messages



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.



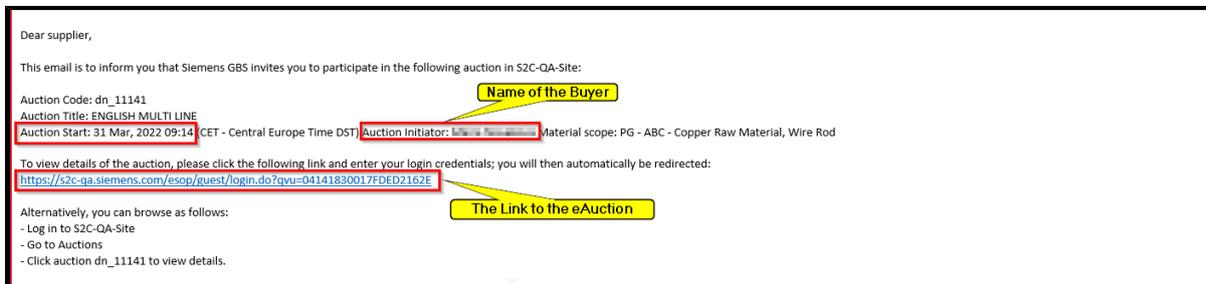
22 - Messages Field

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.

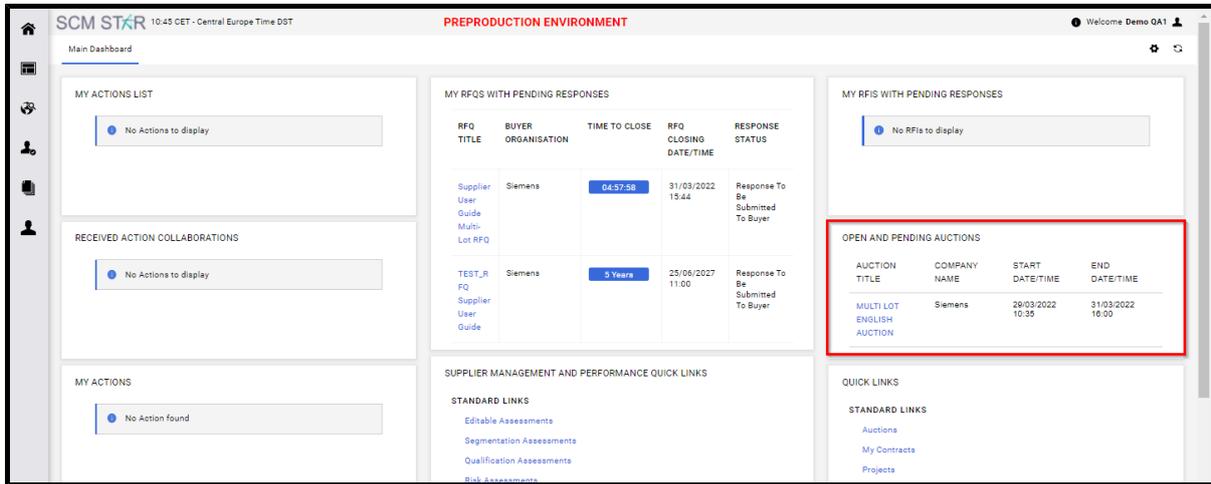
The email contains additional useful information such as the name of the buyer and eAuction start day and time information.



23 - eAuction Invitation

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

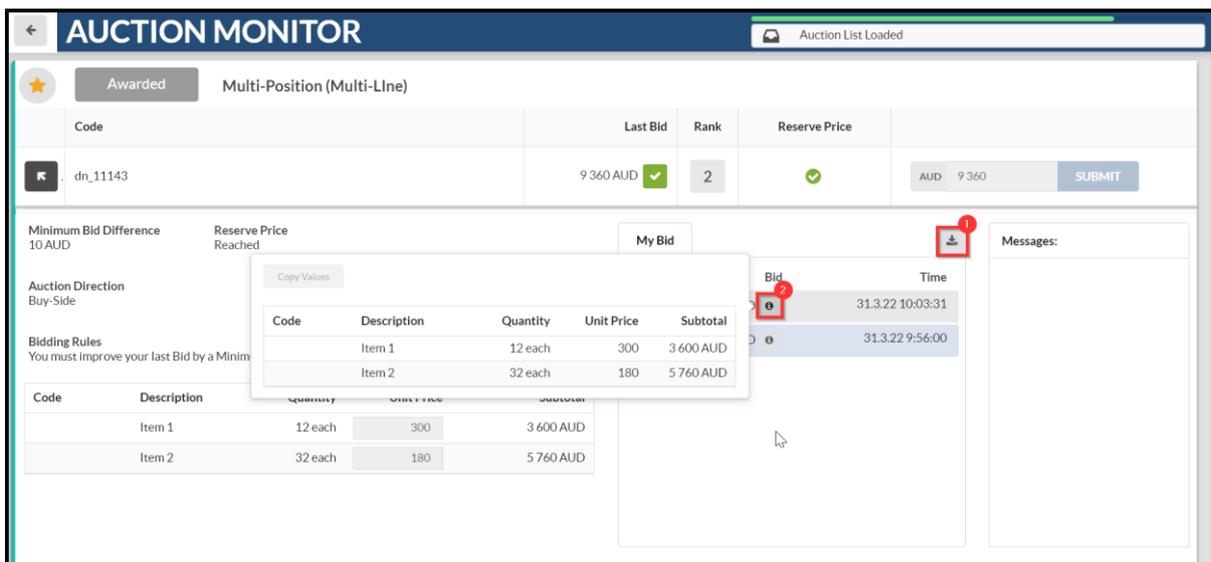
The Widgets contain links via which you can access the events.



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.



25 - Export Function & Line-Item Information