

SCM STAR

Dutch eAuction in SCM STAR SUPPLIER USER GUIDE



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General Information

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.

ñ	SCM STAR	8:27 CET - Centra	I Europe Time DST		Welcome Der	mo QA1 💄
_	Main Dashboard					8 G
				ER MANAGEMENT AND PERFORMANCE QUICK LINKS	MY RFIS WITH PENDING RESPONSES	
₽	Sourcing		Auctions	PARD LINKS	No RFIs to display	
	Projects	*	Auctions	table Assessments		
	RFQs			gmentation Assessments alification Assessments		
	Auctions	•		ik Assessments		
	Contracts	۲		terprise Scorecards	MY RFQS WITH PENDING RESPONSES	
	O No Action	ons to display			RFQ BUYER TIME TO RFQ	
	No Actic	ons to display		MY EDITABLE ASSESSMENTS	RFQ BUYER TIME TO RFQ TITLE ORGANISATION CLOSE CLO DAT	SIN

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.

S	SCM STXR 08:44 GET - Dantral Europe Time DST • Welcome Demo QA1 1								
-	Auctions							Auction Monitor	
s	Showing Result 1 - 50 of 105	Show: 50 💌						1 2 3 →	
₽	AUCTION	MONITOR	AUCTION TITLE	PROJECT CODE	COMPANY NAME	EVENT OWNER	AUCTION FORMAT	START DATE	
	1 dn_11115	D	English Multi Lot Template QA	pro_2931	Siemens	Account Demo	English Multi Lot	22/03/2022	
	2 dn_11068	Ū	Auction	pro_4469	Siemens	Produce Mark	English	09/03/2022	
	3 dn_11058		J22.1 Dutch auction quantity based	pro_4753	Siemens	renders with	Dutch	07/03/2022	
	4 dn_11056	Ģ	JECTIONAL DUTING NOTION EXTENDED deserts Extintenal, EARCEPTING MID NOMECOMPLETION	pro_4753	Siemens	Term genous distances	Dutch	07/03/2022	
	5 dn_11055	D	Jameska Miler sociole simeska ku batered Albat Historia sel kovo sankultee	pro_4753	Siemens	Second Second Second	Dutch	07/08/2022	
2	6 dn_11052	Ţ	J22.1 02 SEALED BID	pro_4753	Siemens	Noral conclusion	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.

ŝ	SCM STAR 08:54 CET - Central Europe Time DST		🜒 Welcome Demo QA1 💄 🌷
	← Auction: dn_10679 - ENGLISH_ ● Ended		Auction Monitor
	Auction Details Messages (Unread 0)		
\$	Settings Attachments 2 User Rights 4		
7.	→ v General		
۲	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	
	Blos are submitted with a decrease in value	in a Single Line item Auction suppliers are required to enter an Amount for a Single Line Item	
	Event Currency EUR		

Settings

The settings of the Dutch eAuction may be different, so it is necessary to look up the exact settings of your event in the eAgreement.

Access the Auction Settings and go through the details before the auction starts.

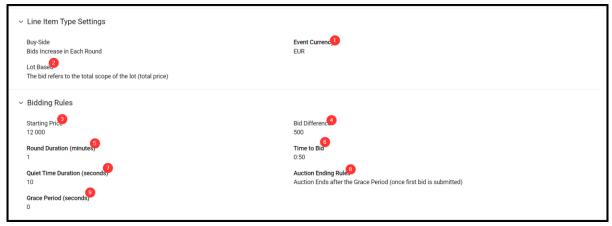
- 1. **Event Currency:** The currency in which supplier places the bid.
- 2. Lot Based: A bid represents the total price for the lot defined.
- 3. **Starting Price:** The Starting Price is defined by Siemens and visible after the Event was published. The Starting Price equals the price level at the start of the Event.
- 4. **Bid Difference:** The Bid Difference is defined by Siemens and visible after the Event was published. There are two types of increment:
- **Fixed Interval (Number):** The **fixed** amount by which the price level rises whenever the Round Duration expires.
- **Dynamic Interval:** The **dynamic** amount by which the price level rises whenever the Round Duration expires. The dynamic amount is only visible in the eAuction Monitor.

5. **Round Duration:** Defines the total duration of a round consisting of Time to Bid and Quiet Time. A bid can only be placed during the Time to Bid (Round Duration minus Quiet Time). If no participant has placed a bid, the price level is increased by one Bid Difference after the Round Duration has expired (unless the Reserve Price is not reached)

- 6. Time to Bid: Time interval during which the bid can be placed.
- 7. **Quiet Time Duration:** Time interval at the end of a round where no bid can be placed.

8. Auction Ending Rules: Defines if the eAuction ends at Round Completion or in the Grace Period. For more information, please see chapter "Auction Ending Rules".

9. **Grace Period**: Describes duration of Grace Period if applicable. For more information, please see chapter "Auction Ending Rules".



4 - Settings

Attachment

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 buyer 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 STAR 10:10 CET - Central Europe Time DST	🕑 Welcome Demo QA1 上
	← Auction: dn_11126 - English single ● Published	
\$	Auction Details Messages (Unread 0)	
1.	Settings Attachments User Rights	
	→ v General	l 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

5 - Yellow Banner

â	SCM ST	2 10:10 CET - Central Europe Time	DST			🕑 Welcome Demo QA1 💄
	← Auction: dn_	11126 - English single	Published			
	Auction Details	Messages (Unread 0)				
\$	Settings At	tachments User Rights				
1.	→ Folders a	and Files List root >				Mass Download
۹	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	٥
	2	Example for a User Guide.	docx		28/03/2022 10:06:45	٥

6 - General Attachments

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 concerning bids and Rank will be empty. If the Auction has the Status "Running", you can submit your bids.

	← Auction:	dn_11126 - English single	 Auction Monitor Running 		Auction Monitor
\$	Auction Detail:	Messages (Unread 0)			
1.	Settings	Attachments User Rights			
	→	eral			
Ŧ	Aucti dn_1			Auction Format English	
		on Title sh single			
		Date/Time 8/2022 11:00		End Date/Time 28/03/2022 12:00	
	Live / Live F	Test Auction Event			_

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 Dutch eAuction

Bidding Rules

- In the Dutch Auction prices are automatically increased by a predefined amount (a price step) in a particular time difference.
- The supplier who first submits a bid before the reserve price is reached wins the auction.
- If no one places a bid before the reserve price is reached, the auction has no winner (event can continue with a tiebreak round in the form of Sealed Bid via the message function)
- **Reserve Price:** The Reserve Price is higher than the Starting Price and is not disclosed to the Participants. If the Reserve Price is met, the Event is automatically closed after the Round Duration has expired. The Reserve Price is relevant for the awarding. If the Reserve Price

was reached, 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.

Within the Auction Monitor Suppliers see the following information.

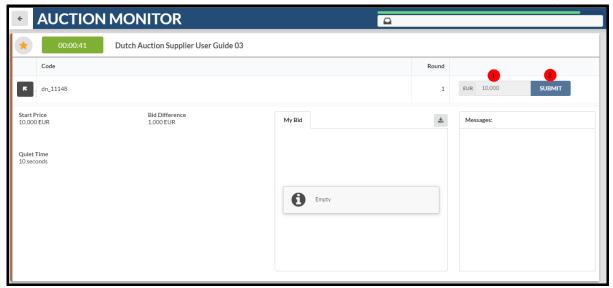
- 1. **Count Down Clock:** Counts down time until the round end.
- 2. **Collapse Auction:** You have to use this function to access the eAuction information such as bid difference.
- 3. **Start Price:** The Starting Price is defined by Siemens and visible after the Event was published. The Starting Price equals the price level at the start of the Event.
- 4. Current Price: Represent the price level of the current round.
- 5. Round: Represent the number of the current round.
- 6. **Bid Difference:** The Bid Difference is the amount by which the price level rises whenever the Round Duration expires. The Bid Difference is defined by Siemens and visible after the Event was published
- 7. Quiet Time (Seconds): Time interval at the end of a round where no bid can be placed.
- 8. SUBMIT Button: This is the place where suppliers confirm the bid which they wish to place.

	N MONITOR		2	_
00:00:18	Dutch Auction Supplier User Guid	le		
Code			Round	
dn_11144			7 EUR 16,000 SUBMI	
Start Price 10,000 EUR	Bid Difference 1,000 EUR	My Bid	± Messages:	
Quiet Time 10 seconds				
		Empty		

8 - Auction Monitor

Submit your bid

- 1. Wait until the current price reaches the value at which you wish to place the bid.
- 2. Click the **"Submit"** button.
- 3. Confirm your bid one more time.



9 - Step 1. and 2.

	MONITOR			
00:00:45	Dutch Auction Supplier User (Guide 03		
Code			Round	
K . dn_11148				EUR 11.000 SUBMIT
Start Price 10.000 EUR Quiet Time 10 seconds		My Bid smount = 11,000 EUR 'Confirm' to send the offer or 'Cancel' to cancel with		Messages:
	Confirm 🗸		Cancel	

10 - Step 3. Confirm

Auction Ending Rules

The rules for the end of the auction can be different, so it is necessary to look up the exact settings of your event in the eAgreement. Here are the possibilities:

- eAuction ends at Grace Period (0)
- eAuction ends at Round Completion
- eAuction ends with Concurrent Bids (no direct Winner)
- eAuction ends without a Winner (Reserve Price was reached)

eAuction ends at Grace Period (0)

When the eAuction ends at the Grace Period "0" it will immediately end after the first Bid was submitted and no concurrent bids are possible. The First supplier who submits the bid is the winner of the event.

AUCTION MONITOR					۵		
	Awarding	Dutch Auction Supplier User Guide 03	Info The Auction dn_ (without concur	11148 has ended rent bids).			
	Code				Round		
ĸ	. dn_11148				9	EUR 18,000 SUBMIT	
Start F 10,000		Bid Difference 1,000 EUR	My Bid		*	Messages:	
			_	Bid	Time		
Quiet 10 sec	Time onds		~	18,000 EUR	04/04/2022 12:55:46		
1							

11 - eAuction Ends at Grace Period

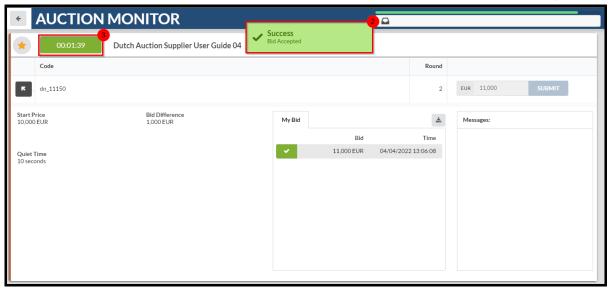
eAuction ends at Round Completion

When the eAuction ends at the Round Completion it will not immediately end after the first Bid was submitted. The Auction ends once the bid was submitted and the "Time to bid" and "Quiet Time" have ended. The system informs you (and all competitors) immediately that the auction has ended at Round Completion.

Concurrent bids are possible, it means that more suppliers can confirm the same price step. If only one supplier submitted the bid, this supplier will be the winner of the event. At Round Completion the system will inform the participants if concurrent bids occurred or if the eAuction ended without concurrent bid.

	MONITOR			
00:01:00	Dutch Auction Supplier Us	er Guide 04		
Code			Round	
R . dn_11150			1	EUR 10,000 SUBMIT
Start Price 10,000 EUR	Bid Difference 1,0 ^{en crip}	Муви	*	Messages:
Quiet Time 10 seconds		Bid Amount = 10,000 EUR Click 'Confirm' to send the offer or 'Cancel' to cancel without Submitting the Bid		
	Confirm		Cancel	

12 - Submit the Bid



13 - Time Left until Round Completion

÷	AUCTION	MONITOR			4		
*	Awarding	Dutch Auction Supplier User Guide 04	Info The Auction dn, (without concur	_11150 has ended rrent bids).			
	Code				Round		
R.	. dn_11150				2	EUR 11,000	SUBMIT
Start P 10,000		Bid Difference 1,000 EUR	My Bid		*	Messages:	
				Bid	Time		
Quiet 1 10 seco			× .	11,000 EUR	04/04/2022 13:06:08		
10 sect	Jhas						

14 - eAuction Ends at Round Completion

eAuction ends with Concurrent Bids (no direct Winner)

Concurrent bids occur when two suppliers confirm the same price step. In that case there is no direct winner and the buyer can ask the participants to proceed Tie-Break. This means that suppliers can place their best and final offer via the message function within the event. **See chapter** "Manage Messages".

*	AUCTION	MONITOR			a	
+	Ended	Dutch Auction Supplier User Guide 05		bids). The initiator		
	Code		will contact you f	for further details.	Round	
ĸ	dn_11152				1	EUR 10.000 SUBMIT
Start P 10,000		Bid Difference 1,000 EUR	My Bid		*	Messages:
				Bid	Time	
Quiet			~	10,000 EUR	04/04/2022 13:28:05	
10 seco	onds					

15 - eAuction has Ended with Concurrent Bids

eAuction ends without a Winner (Reserve Price was reached)

When the eAuction ends without no winner, it means the **reserve price has been reached** and the "Time to bid" and "Quiet Time" have ended, the system informs you (and all competitors) immediately that the auction has ended without a winner. In that case there is no direct winner and the buyer can ask the participants to proceed Tie-Break. This means that suppliers can place their best and final offer via the message function within the event. **See chapter "Manage Messages".**

+ AU	CTION MONIT	OR			Δ				
•	Ended Dutch Auction	on Supplier User Guide 06	Info The Auction dn_ (reserve price ha	R 11154 has ended is been reached).					
Code					Round				
▶. dn_111	54				2	EUR 11,000 SUBMIT			
Start Price 10,000 EUR Quiet Time 10 seconds		Difference 20 EUR	My Bid	Empty	<u>ــــــــــــــــــــــــــــــــــــ</u>	Messages:			

16 - Reserve Price has been Reached

Manage Messages

This message function can be used to send your offer for the Tie-Break round or for asking questions about the eAuction in which you are participating. You can contact the buyer through the Messages area.

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)	
\$	Create Message Received Messages Sent Messages Draft Messages	
7.	→ Sent Messages	Create
۹	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.

Auc	ction: dn_11129 - English Multi line	Ended			Cancel Save As Draft	Send Message
→I	Messages					
	✓ Message					
	Subject		Message			
_						
	 Attachments 					Attachments
	ATTACHMENT	NAME	ATTACHMENT DESCRIPTION	COMMENTS ON ATTACH	MENT	
	No Attachments					
	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.

•	← Auction Lin129 - English Multi line ● Ended Auction M Auction Details Craste Message Received Message Draft Message Draft Message								
1.	→l	Sent Mes						.	Create
Ŧ		Showing Resul	t 1 - 1 of 1 RECIPIENT	DATE	[SUBJECT	READ BY RECIPIENT	REPLIES	

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.

	← Auction: dn_11129 - English Multi line ● Ended Auct								Auction Monitor	
	Auct	ion Details	Messages (Unread 1)							
\$	Crea	te Message	Received Messages Sent Mess	ages Draft Messages						
1.	→I	Received	Messages						e	Create
٠		Enter Filter (1	ype to start search) 👻							
Ŧ		Showing Resul	: 1 - 1 of 1							
			SENDER	DATE	SUBJECT		OPENED BY ME	OPENED	REPLIED	
		1	Siemens	31/03/2022 10:25	Re: sent message					

20 - Received Messages

	← /	Auction: dn_11129 - English Multi line Ended	Auction Monitor
	Au	iction Details Messages (Unread 0)	
\$	Cre	eate Message Received Messages Sent Messages Draft Messages	
1.	≯	← Messages	Reply
۹		✓ Message	
Ŧ		Date Sent by 31/03/2022 10:25 Siemens	
		Sent from User Subject Marie Novakova Re: sent mess	30
		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.

MONITOR				
Dutch Auction Supplier User Guide 04				
			Round	
			2	EUR 11,000 SUBMIT
Bid Difference 1,000 EUR	My Bid		*	Messages:
		Bid	Time	
	~	11,000 EUR	04/04/2022 13:06:08	1
				1
				1
				1
				1
	Bid Difference	Dutch Auction Supplier User Guide 04 Bid Difference 1,000 EUR My Bid	Dutch Auction Supplier User Guide 04	Dutch Auction Supplier User Guide 04 Round Bid Difference 1,000 EUR My Bid Bid Time

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.

Dear supplier,
This email is to inform you that Siemens GBS invites you to participate in the following auction in S2C-QA-Site:
Auction Code: dn_11141 Auction Title: ENGLISH MULTI LINE Auction Start: 31 Mar, 2022 09:14 CET - Central Europe Time DST) Auction Initiator: Law Auterial scope: PG - ABC - Copper Raw Material, Wire Rod
To view details of the auction, please click the following link and enter your login credentials; you will then automatically be redirected: https://s2c-qa.siemens.com/esop/guest/login.do?qvu=04141830017FDED2162E
Alternatively, you can browse as follows: - Log In to S2C-QA-Site - Go to Auctions - Click auction dn_11141 to view details.

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	PREPRODUCTION	ENVIRONMENT						Welcome Demo	QA1	ł
Main Dashboard									•	C
MY ACTIONS LIST	MY RFQS WITH PENDI	NG RESPONSES			MY RFIS WITH P	ENDING RESPONSI	ES			
No Actions to display	RFQ BUYER TITLE ORGANIS	TIME TO CLOSE ATION	RFQ CLOSING DATE/TIME	RESPONSE STATUS	No RF	Ts to display				
	Supplier Siemens User Guide	04:57:58	31/03/2022 15:44	Response To Be Submitted To Buyer						
RECEIVED ACTION COLLABORATIONS	Multi- Lot RFQ				OPEN AND PEND	ING AUCTIONS				
No Actions to display	TEST_R Siemens FQ	5 Years	25/06/2027 11:00	Response To Be Submitted	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		
MY ACTIONS	SUPPLIER MANAGEME	SUPPLIER MANAGEMENT AND PERFORMANCE QUICK LINKS								
No Action found	STANDARD LINKS Editable Assessme	115			STANDARD LIN	KS				
	Segmentation Asse Qualification Asses				My Contracts					
	Qualification Asses	omento			Projects					

24 - Main Dashboard

Export your Bids

Within the eAuction-Monitor you will find an export function to download your bid.

*	AUCTION	MONITOR						
+	Awarded	Dutch Auction Supplier User Guide 04						
	Code					Round		
ĸ	dn_11150					2	eur 11,000	SUBMIT
Start P 10,000		Bid Difference 1,000 EUR	My Bid			*	Messages:	
				Bid		Time		
Quiet			~	11,000 EUR	04/04/2022	13:06:08		
10 sec	onds							

25 - Export Function & Line-Item Information