



SCM STAR

Dutch eAuction 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
Settings	5
Attachment	5
Access eAuction Monitor	6
Bidding Rules For Dutch eAuction	7
Auction Ending Rules	9
eAuction ends at Grace Period (0)	10
eAuction ends at Round Completion	10
eAuction ends with Concurrent Bids (no direct Winner)	11
eAuction ends without a Winner (Reserve Price was reached)	12
Manage Messages	12
Messages in the Auction Monitor	14
Tips for Suppliers	14
Access the eAuction	14
Export your Bids	15

General Information

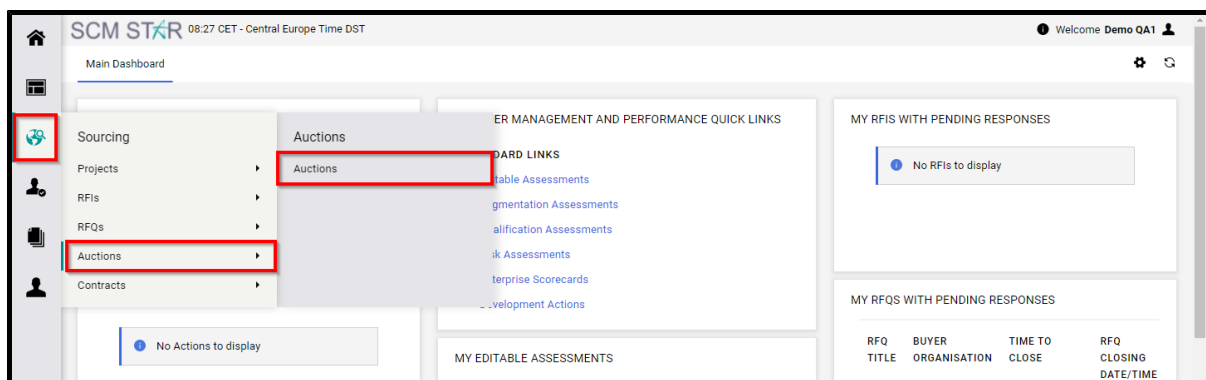
Pre-requisites:

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

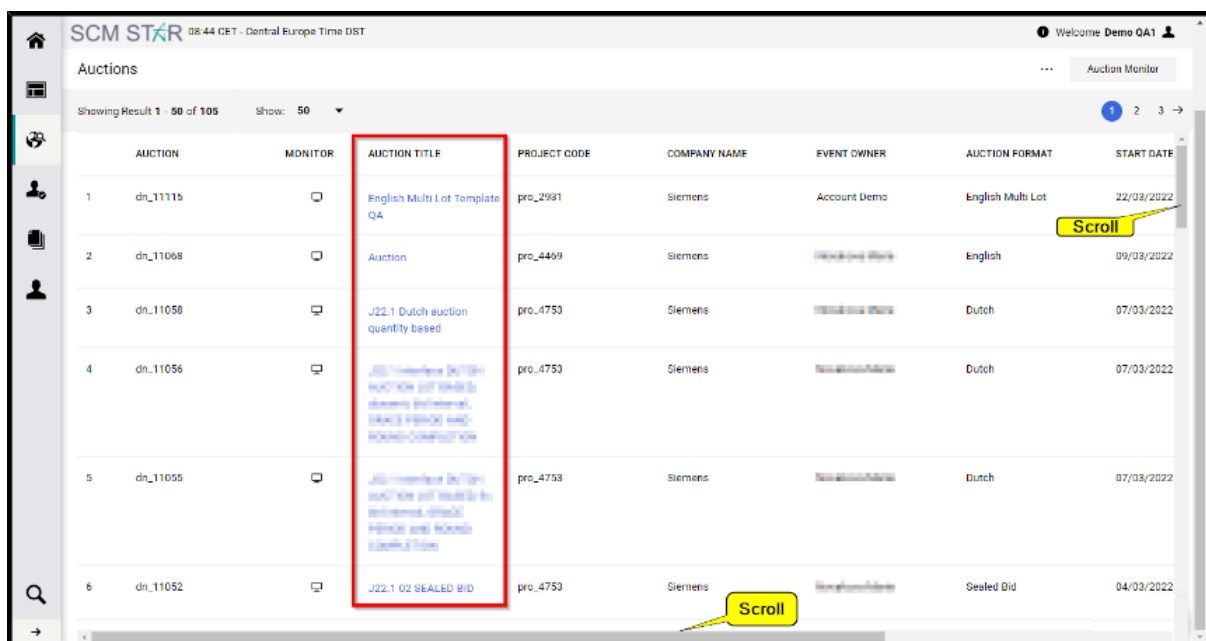
1. In the Navigation menu, browse to Sourcing, then click on Auctions and again Auctions.



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.



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"

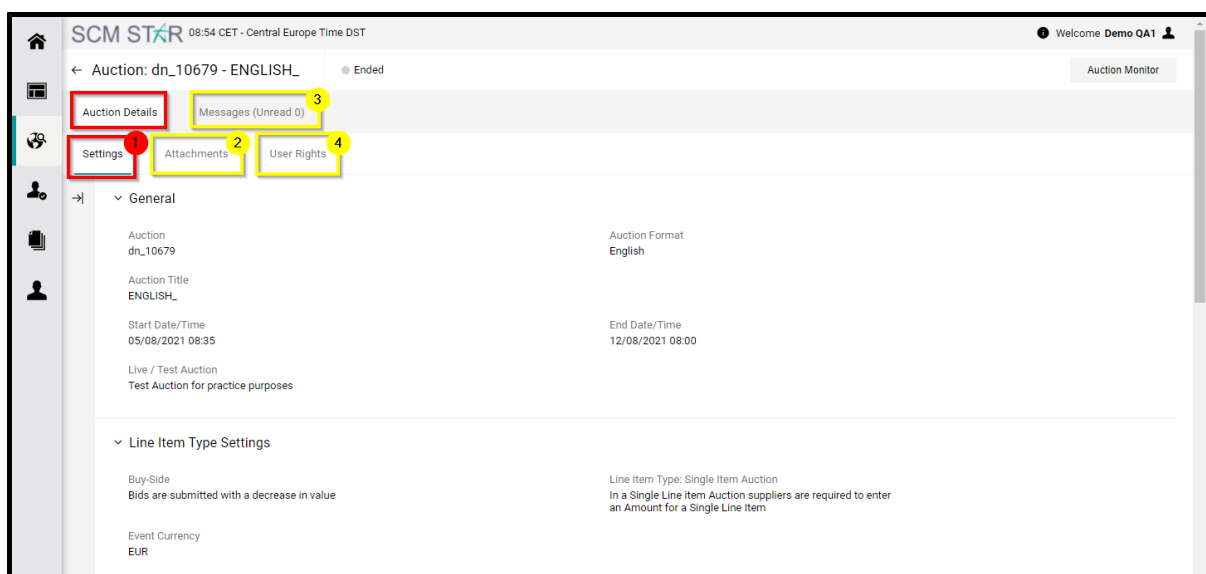
The "Auction Monitor" is accessible and you can now place your bids.

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

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".

The screenshot shows the 'Line Item Type Settings' and 'Bidding Rules' sections of an auction configuration interface. Red numbered callouts (1-9) are placed over the settings to correspond with the list above:

- 1:** Event Currency (set to EUR)
- 2:** Lot Based (checked, with description: 'The bid refers to the total scope of the lot (total price)')
- 3:** Starting Price (set to 12 000)
- 4:** Bid Difference (set to 500)
- 5:** Round Duration (minutes) (set to 1)
- 6:** Time to Bid (set to 0:50)
- 7:** Quiet Time Duration (seconds) (set to 10)
- 8:** Auction Ending Rules (set to 'Auction Ends after the Grace Period (once first bid is submitted)')
- 9:** Grace Period (seconds) (set to 0)

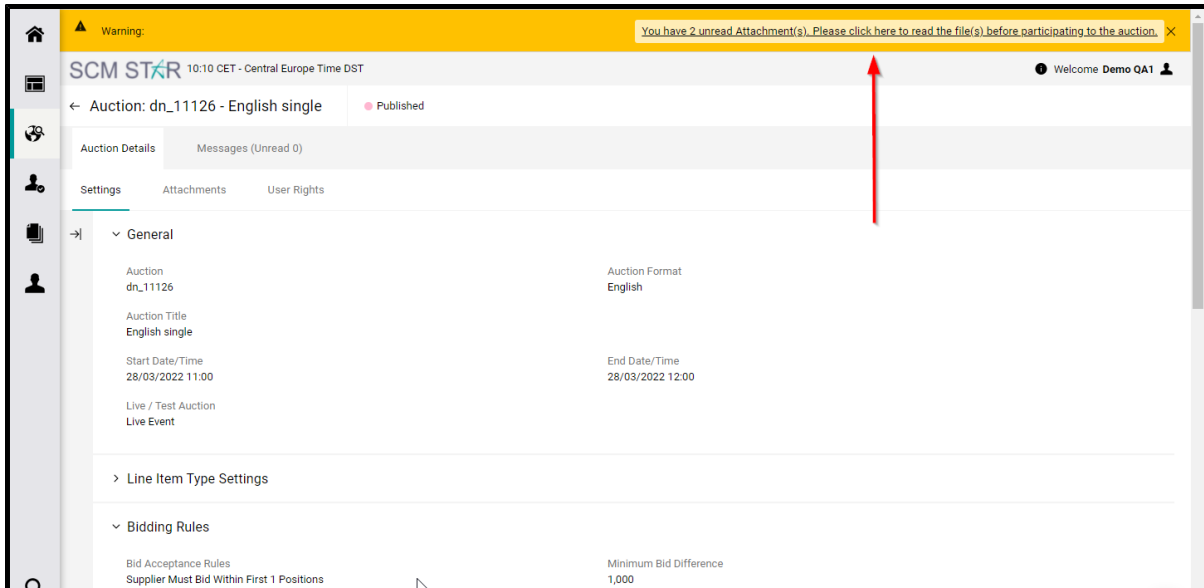
4 - Settings

Attachment

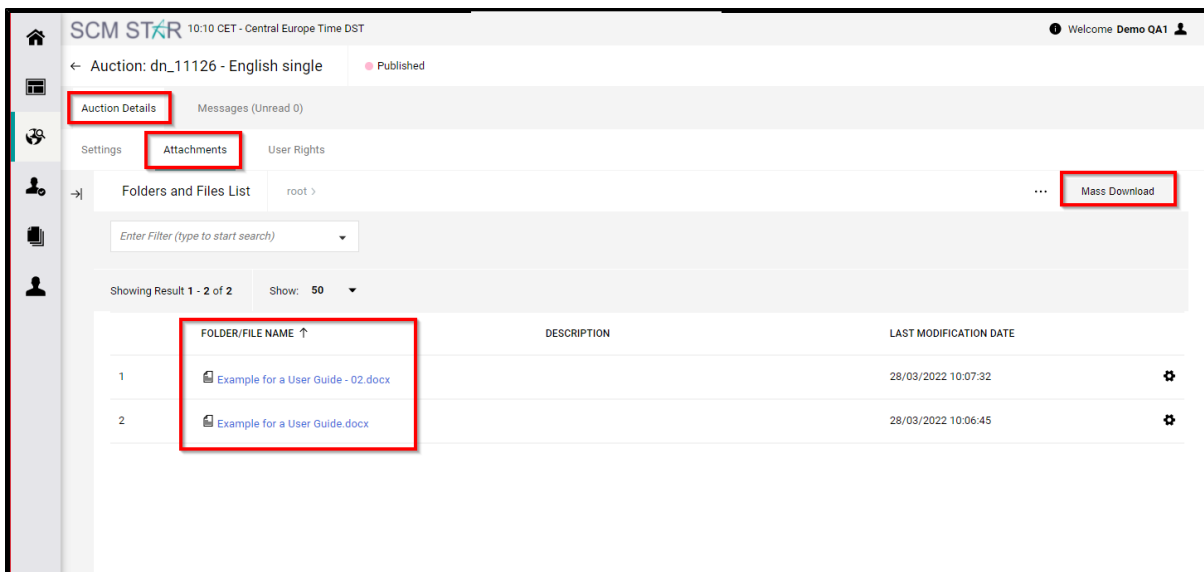
When you first access the eAuction with the buyer attachments, you will see a banner that notifies you that you have not seen the Buyer Attachments yet.

1. Click on the buyer Attachments tab
2. Click on the attachment name to download

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



5 - Yellow Banner

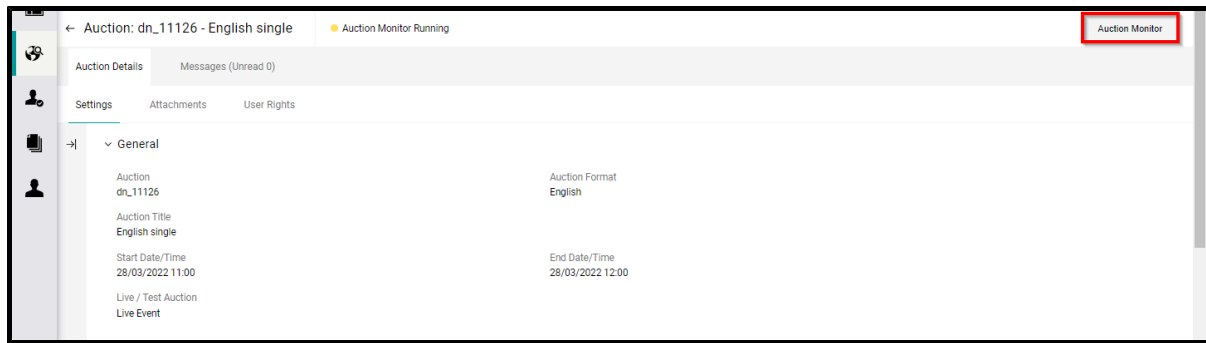


6 - General Attachments

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.



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

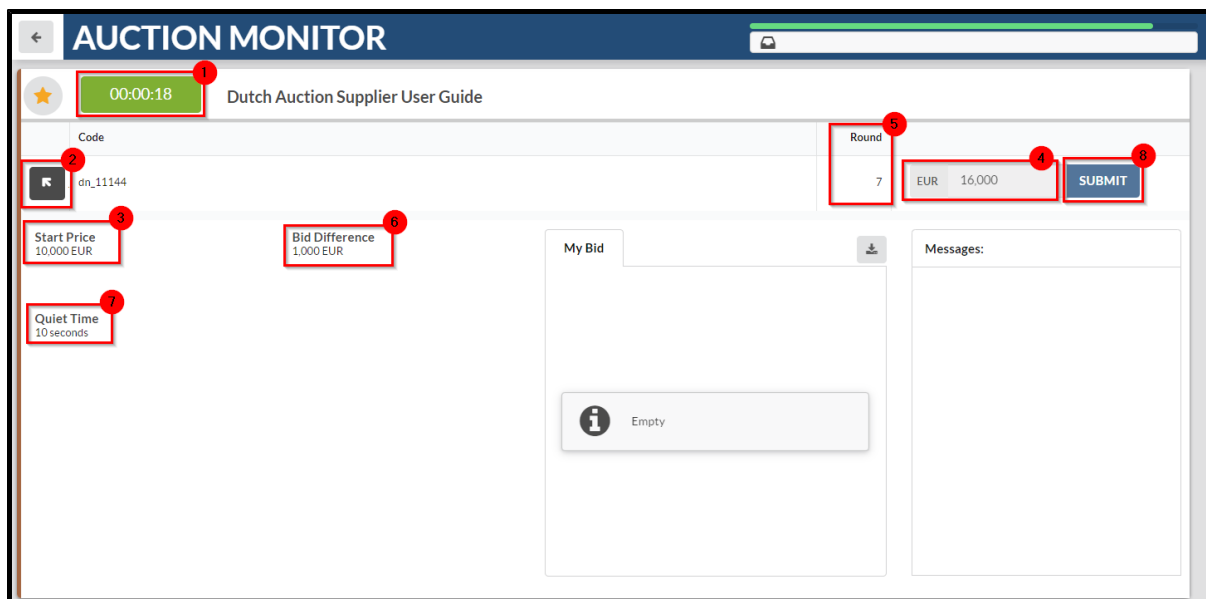
Bidding Rules

- *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.



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.

10 - Step 3. Confirm

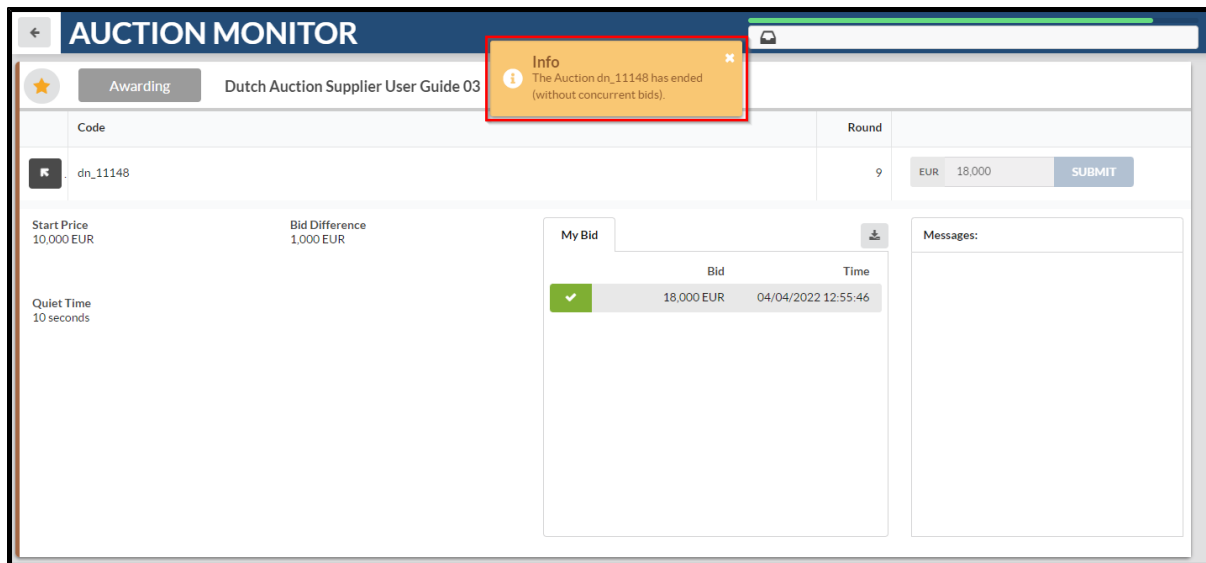
Auction Ending Rules

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.

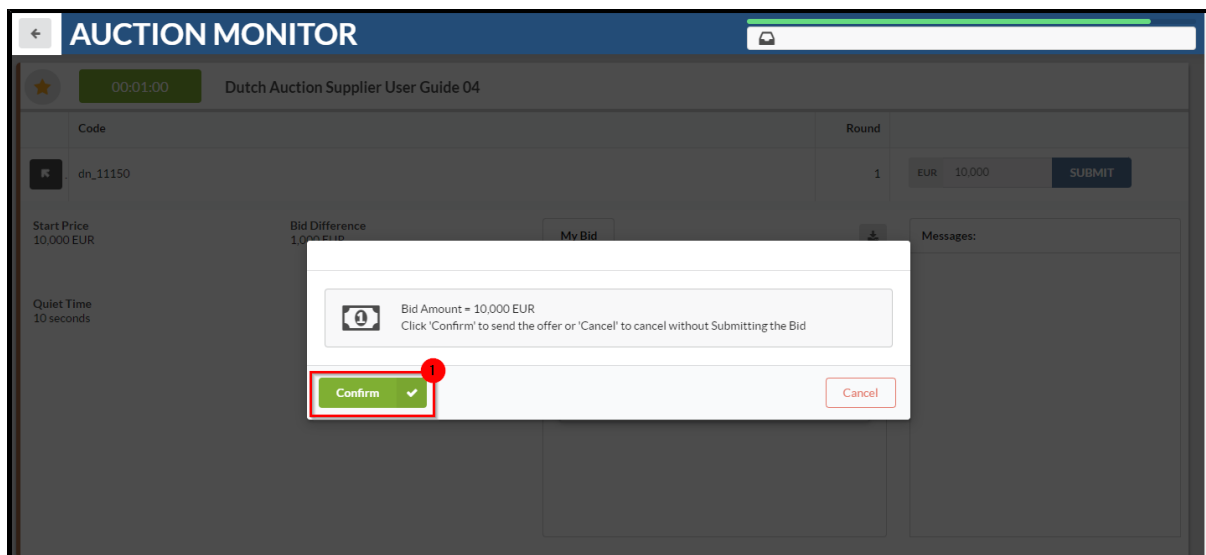


11 - eAuction Ends at Grace Period

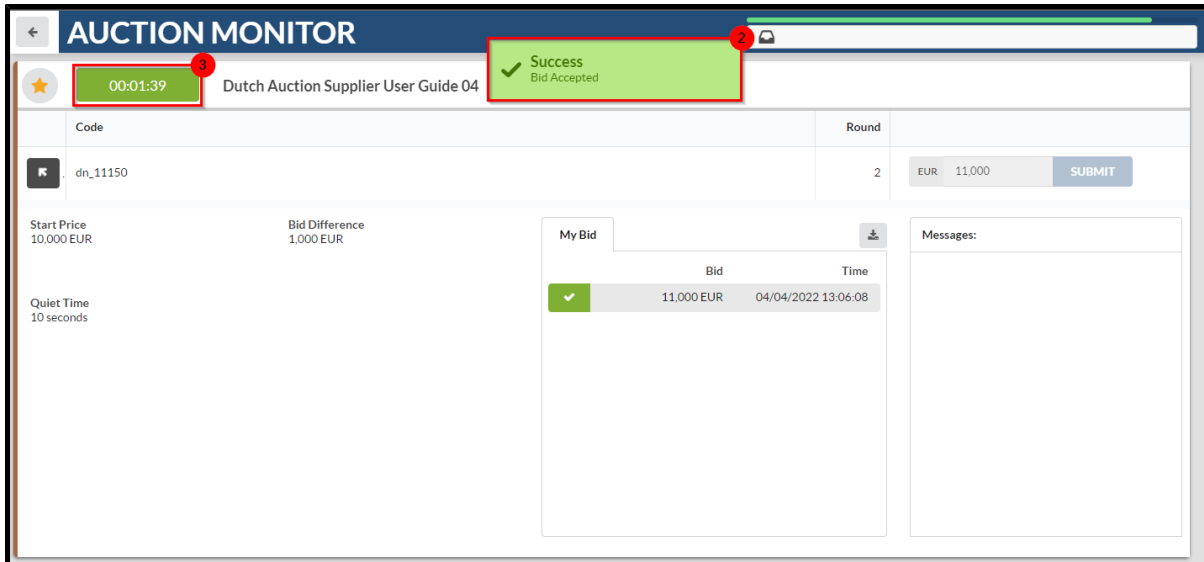
eAuction ends at Round Completion

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.

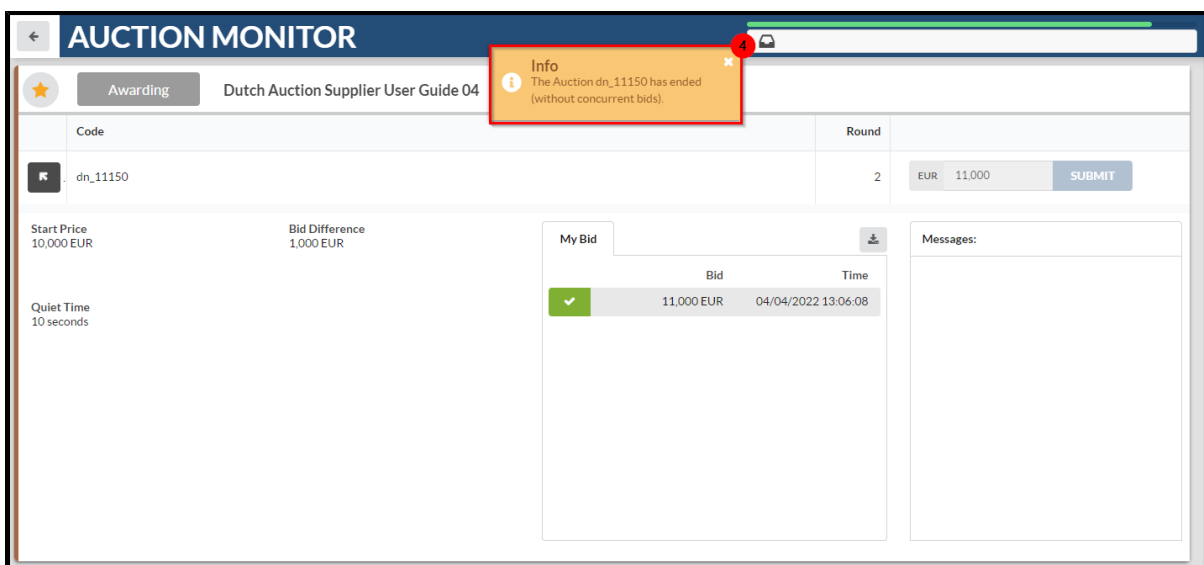
Concurrent bids are possible, it means that more suppliers can confirm the same price step. If only one supplier submitted the bid, this supplier will be the winner of the event. At Round Completion the system will inform the participants if concurrent bids occurred or if the eAuction ended without concurrent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



12 - Submit the Bid



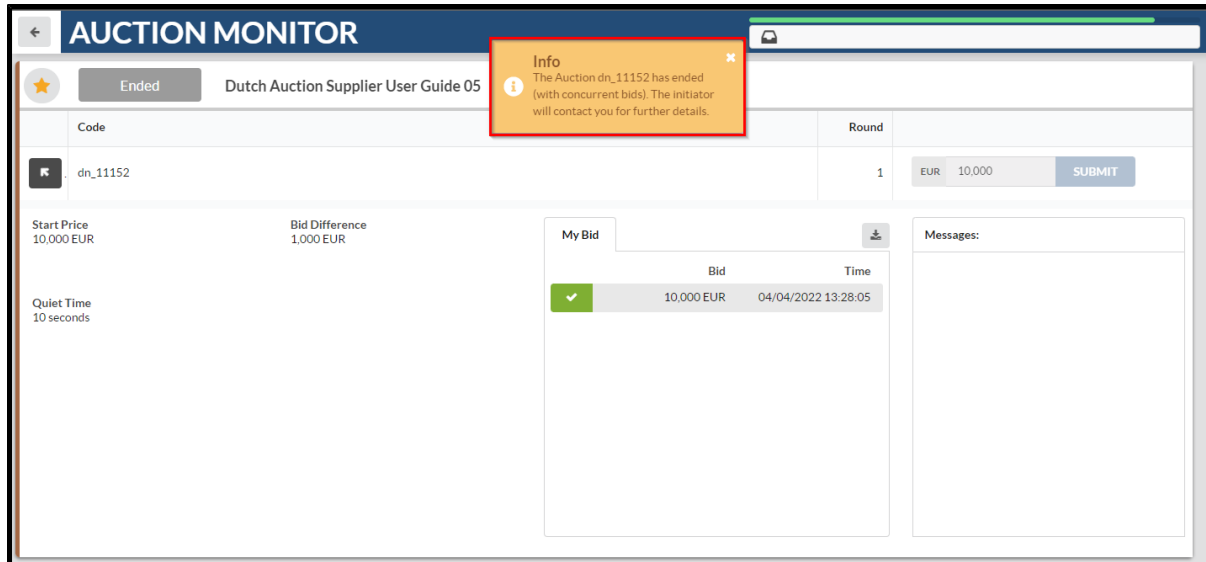
13 - Time Left until Round Completion



14 - eAuction Ends at Round Completion

eAuction ends with Concurrent Bids (no direct Winner)

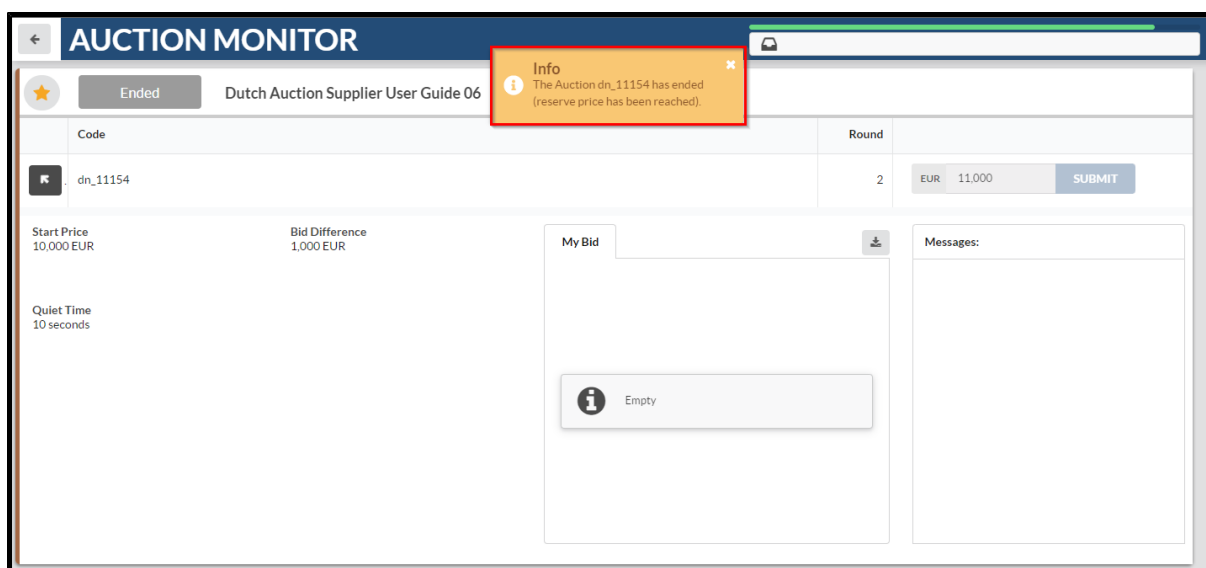
Concurrent bids occur when two suppliers confirm the same price step. In that case there is no direct winner and the buyer can ask the participants to proceed Tie-Break. This means that suppliers can place their best and final offer via the message function within the event. **See chapter "Manage Messages".**



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"**.



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'.

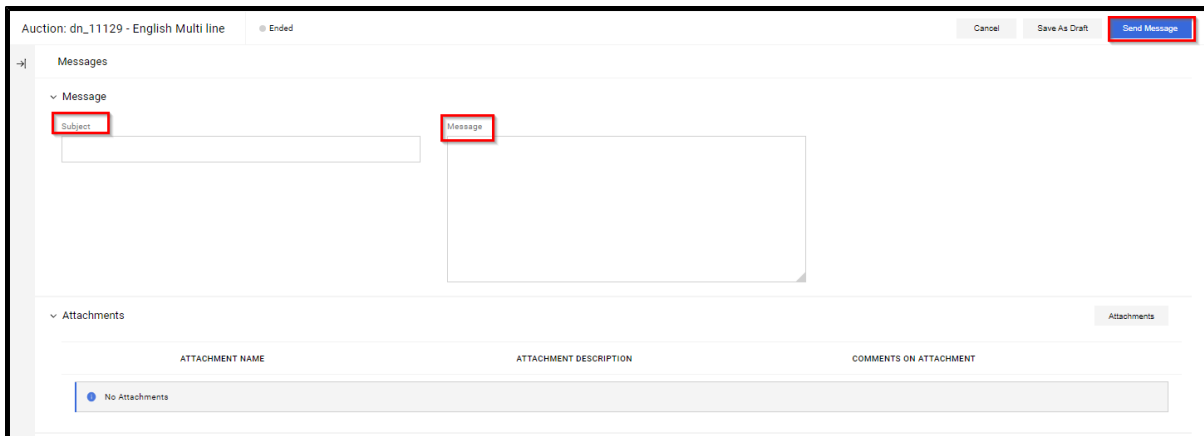


17 - Create Message Tab

On the new page, you can

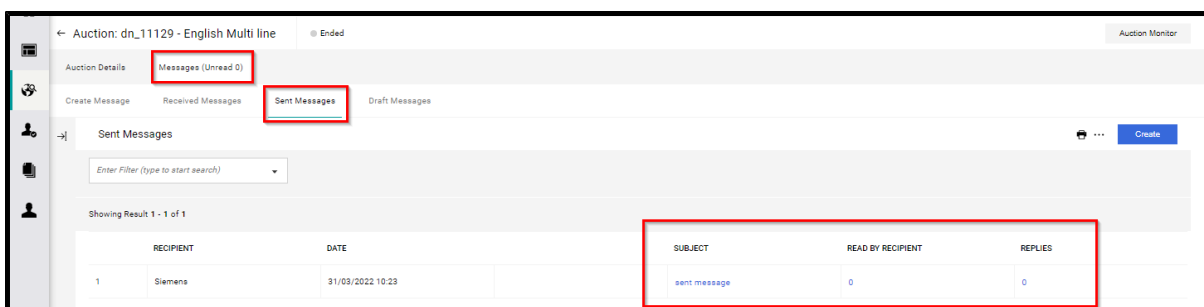
- a. Compose a message
- b. Upload optional attachment to support your message.

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

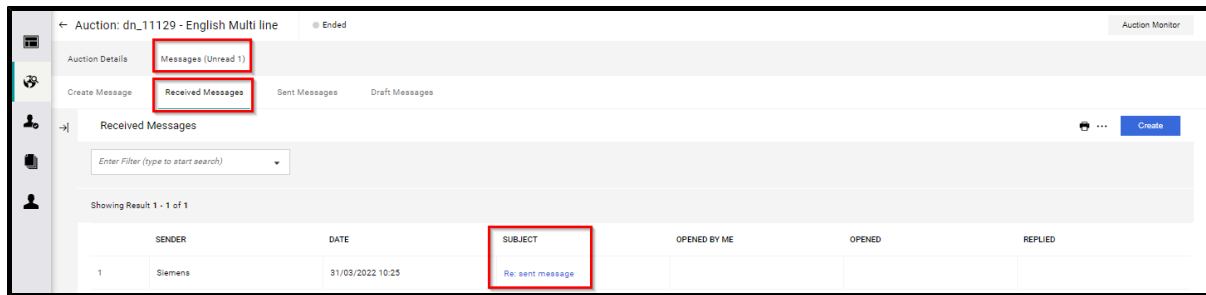
Back on the **Messages** tab, a **Sent Messages** area will be displayed. You can keep track of messages sent, see if they were read by the Buyer and see the message replies. To view Buyer replies, please access the **Received Messages** area.



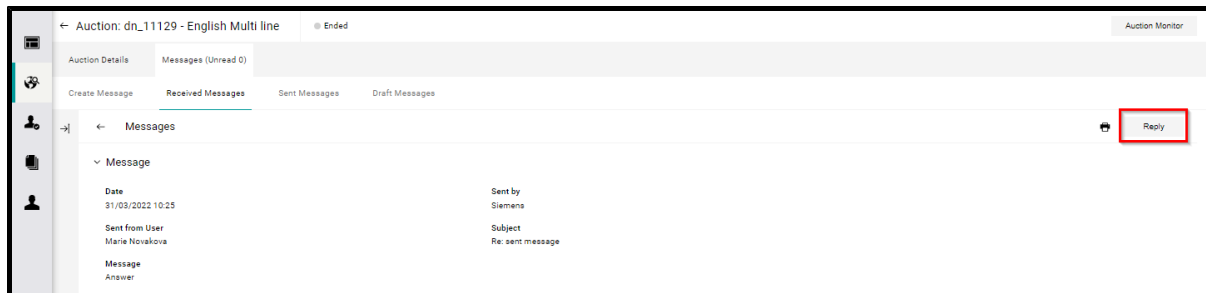
19 - Sent Message

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.



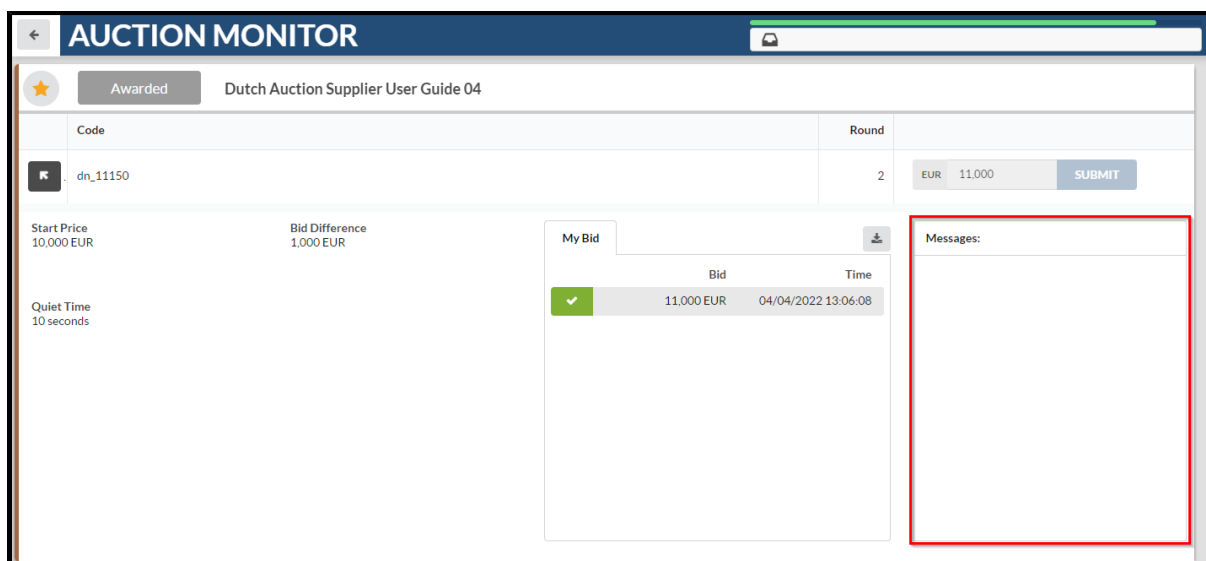
20 - Received Messages



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.



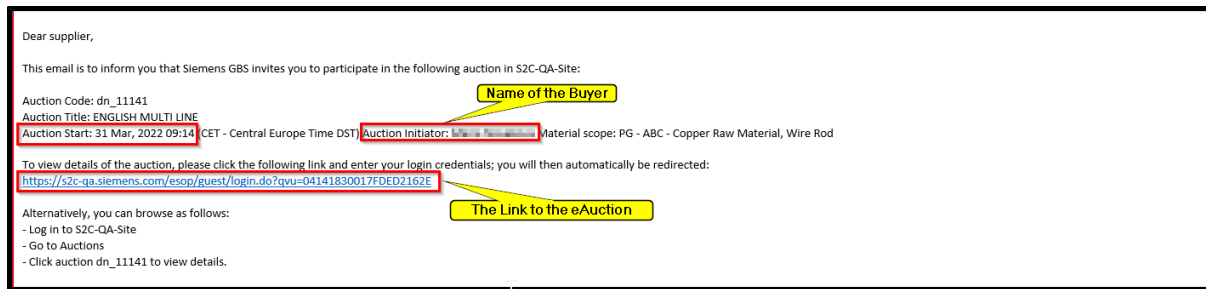
22 - Messages Field

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.

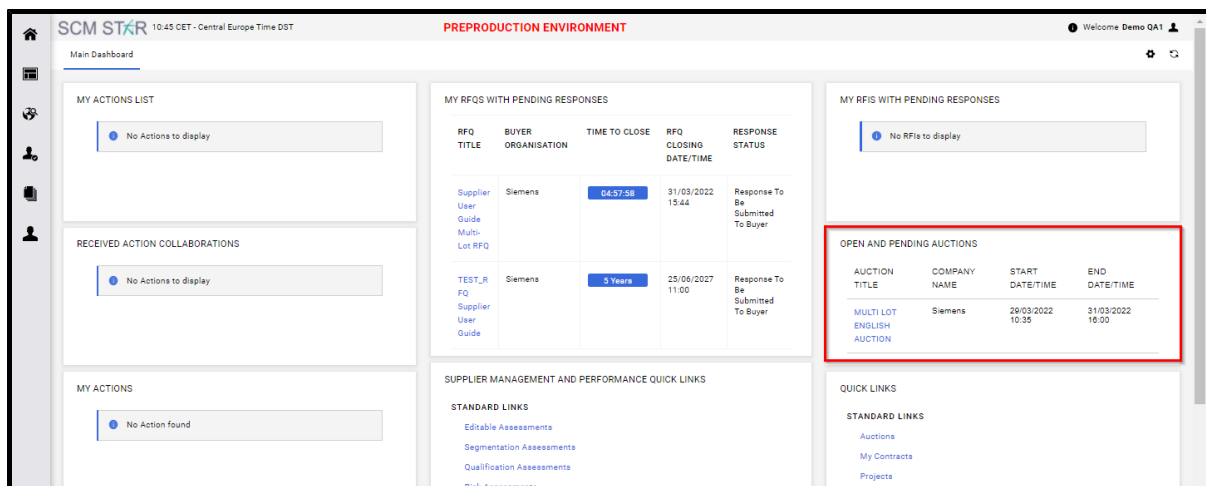
The email contains additional useful information such as the name of the buyer and eAuction start day and time information.



23 - eAuction Invitation

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

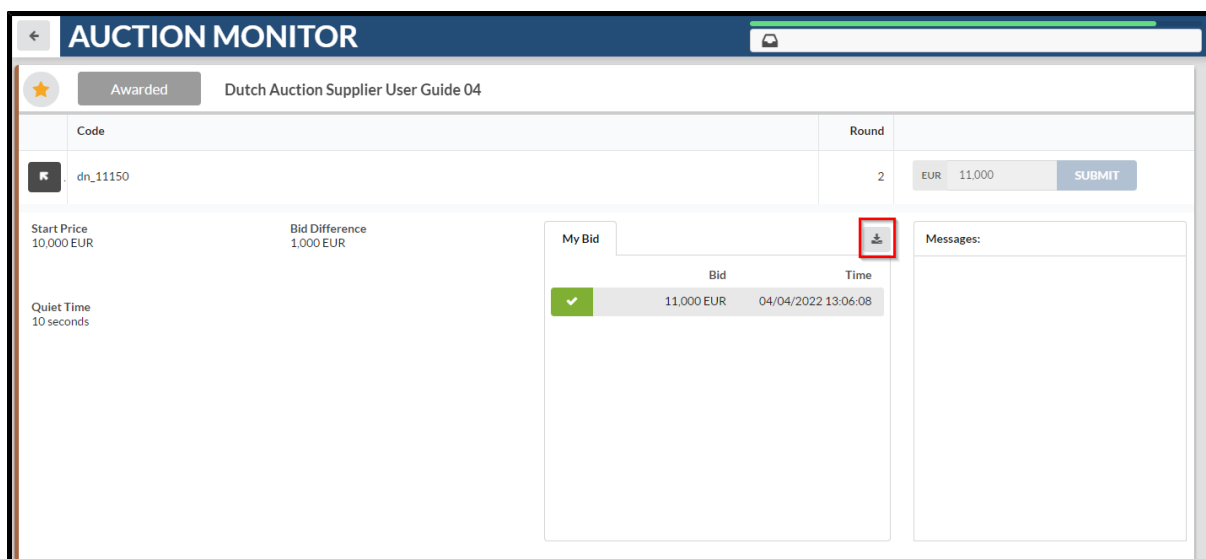
The Widgets contain links via which you can access the events.



24 - Main Dashboard

Export your Bids

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



25 - Export Function & Line-Item Information