



SCM STAR

SCM STAR **SUPPLIER USER GUIDE**

SIEMENS

This user guide shall enable a supplier user to:

- Access the SCM STAR application (1. and 2.)
- Access the Dashboard and Navigation menu (3.)
- Navigate in the Dashboard (4.)
- Access Projects and Events if invited (5.)
- Access My Organization (6.)
- Access File Sharing (7.)
- Access User Management (8.)
- Manage Users (9.)
- Define Default Users (10.)
- Request support and recover login credentials (11.)
- Log out of SCM STAR (12.)

...for your company's organization in the SCM STAR application. The screenshots used in this supplier guide may vary slightly based on the current implementation status of SCM STAR.

This Supplier Guide is valid as of January 2024.

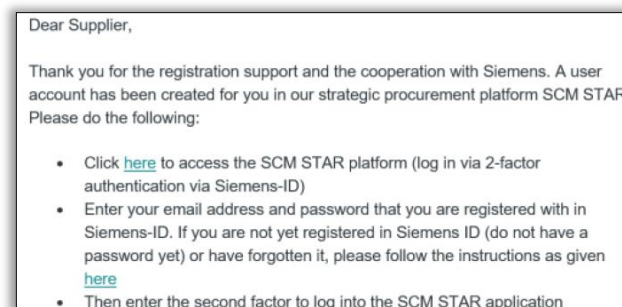
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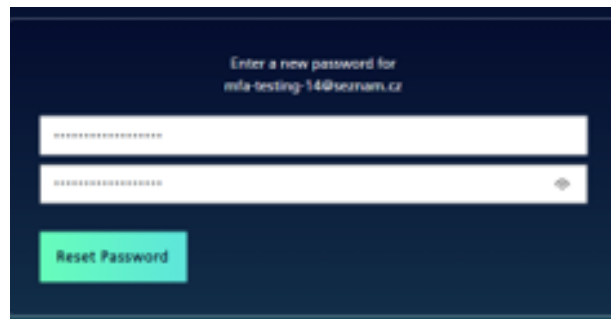
Access SCM STAR – First-Time Login

1. Access SCM STAR application

Once your registration request has been launched by Siemens, you will receive an automatic email with Secured Login:

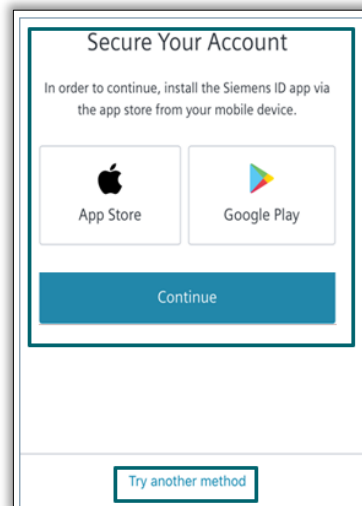


Click on the link in the Registration Confirmation email and the following page opens to set up a password (then click on “Reset Password”)



As a second step, please select your Multi-Factor-Authentication (2nd Factor). You have 3 options how to activate your Multi-Factor-Authentication:

- Guardian app
- SMS
- Google Authenticator



You now need to accept the Terms of Use by clicking on "I agree":

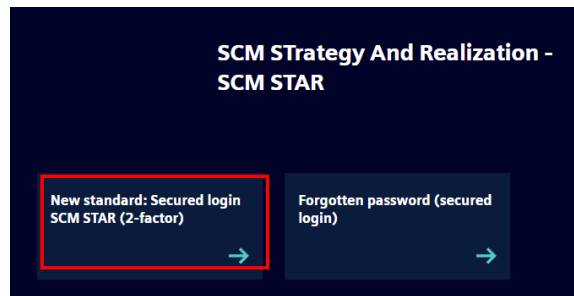
A screenshot of the SCM STAR web portal. The header shows the SCM STAR logo, the time "12:48 WET - Western Europe Time", and a user profile "Welcome Jane Doe". There is a link to "Adobe PDF file". The main content is titled "Terms of Use of the SIEMENS SCM STAR Portal for SIEMENS Suppliers". It contains two sections: "1 Scope" and "2 Registration and password". Below the terms, there is a statement "I have read and agree to the Terms of Use of the SIEMENS SCM STAR Portal for SIEMENS Suppliers" with two radio buttons: "I agree" and "I do not agree". A blue "Next" button is at the bottom.

Once you have agreed, you will be directed to the SCM STAR Main Dashboard.

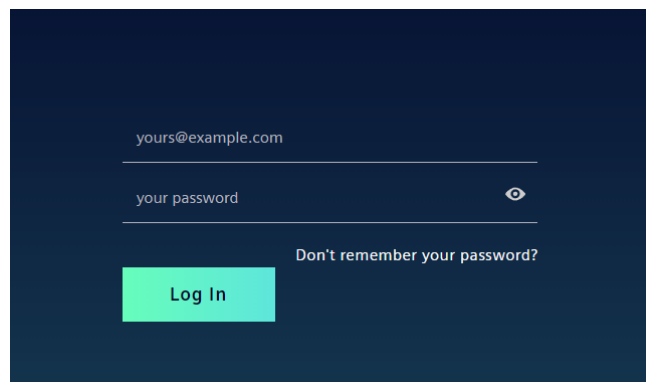
Access SCM STAR – Secured Login

1. Access SCM STAR application – Secured login

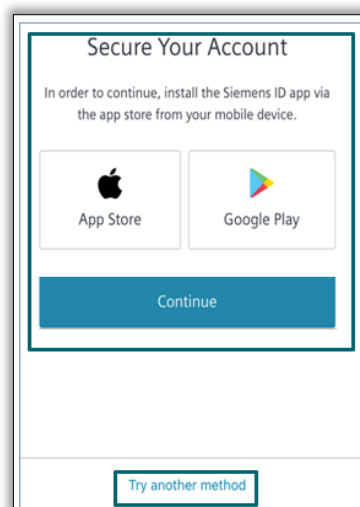
Once Siemens has granted you access to SCM STAR, a Secured Login is possible via the internet page by selecting “Secured login SCM STAR”:



2. The following page opens where you need to enter your email address and password to log in to SCM STAR (via click on “log in”):



As a second step please select your Multi-Factor-Authentication (2nd Factor):



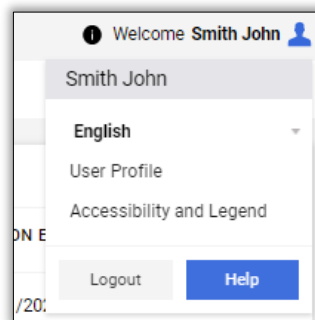
After your successful login you will be directed to the Dashboard.

Dashboard and Navigation Menu

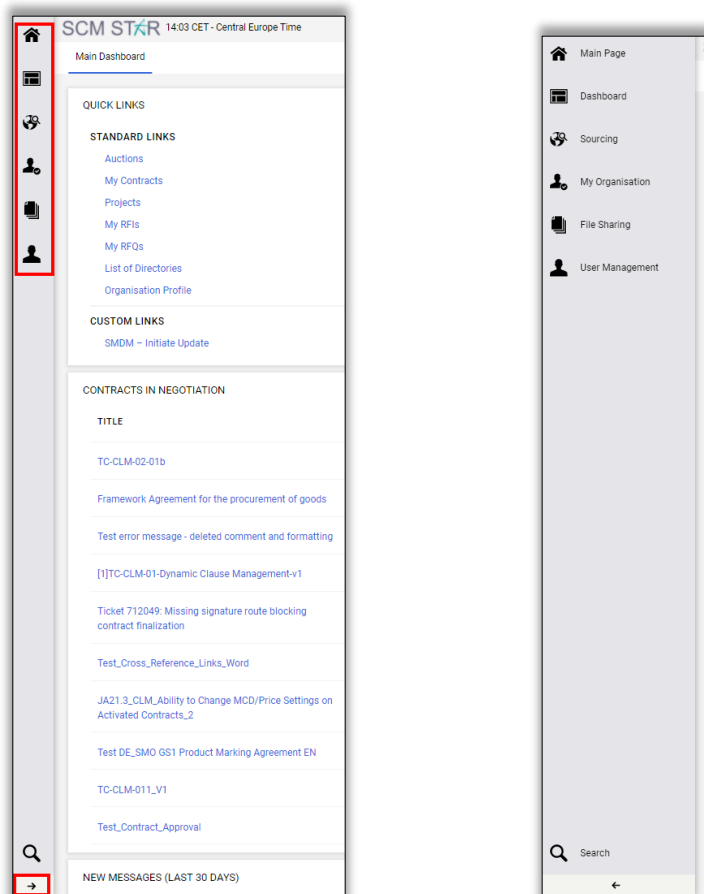
1. Access Dashboard and Navigation menu

The Dashboard is displayed after successful login. **Universal links** are available as follows and the Dashboard and navigation menu have been pre-configured.

- In the upper right corner of the page, you can find icons to log out and to view Accessibility Guidance.
- You can also find links to access your User Profile, to change your language, user details and/or password.



The navigation menu is located **on the left side of each page**. It allows you to **move quickly from one module to another**. To do so, click on a module to expand the menu and then select a link, to be directed to the section you want to access.



2. Navigate in the Dashboard

The Dashboard contains **portlets** that provide an overview of your activities/tasks and gives you access to them. The Dashboard module can be accessed from other modules by clicking the House icon of the Navigation Menu.

The screenshot shows the 'Main Dashboard' with the following sections:

- QUICK LINKS**
- STANDARD LINKS**
 - Auctions
 - My Contracts
 - Projects
 - My RFIs
 - My RFQs
 - List of Directories
 - Organisation Profile
- CUSTOM LINKS**
 - SMDM - Initiate Update
- CONTRACTS IN NEGOTIATION**

TITLE	CONTRACT CODE	END DATE
TC-CLM-02-01b	con_6409	
Framework Agreement for the procurement of goods	con_6872	
Test error message - deleted comment and formatting	con_6348	
[1]TC-CLM-01-Dynamic Clause	con_6442	
- MY ACTIONS LIST**

ACTION NAME	ACTION STATUS	ACTION START DATE	ACTION END DATE
1.1. Enhancement in savings performance of the supplier	Running	14/09/2021	12/01/2022
Test 3	Running	17/06/2021	27/06/2021
Test 1	Running	15/06/2021	25/06/2021
Test 2	Completed	15/06/2021	15/06/2021
Request for acceptance of the Supplier Quality Declaration (SQD)	Completed	26/04/2021	26/04/2021
- RECEIVED ACTION COLLABORATIONS**

ACTION NAME	RECEIVED ON
Test 3	17/06/2021
Test 1	15/06/2021

Portlets can be shifted by drag and drop as needed.

The screenshot shows the 'Main Dashboard' with several portlets. A red box highlights a 'CONTRACTS IN NEGOTIATION' portlet, which contains a table with columns 'CONTRACT CODE' and 'END DATE'. The table lists 'CONTRACTS IN NEGOTIATION' with code 'con_6409' and end date 'con_6872'.

ACTION NAME	ACTION STATUS	ACTION START DATE	ACTION END DATE
1.1. Enhancement in savings performance of the supplier	Running	14/09/2021	12/01/2022
Test 3	Running	17/06/2021	27/06/2021
Test 1	Running	15/06/2021	25/06/2021
Test 2	Completed	15/06/2021	15/06/2021
Request for acceptance of the Supplier Quality Declaration (SQD)	Completed	26/04/2021	26/04/2021

Projects

1. Access Projects and events where you as a supplier are invited

Projects are containers for data objects such as RfIs/RfQs, Auctions and Contracts. You can access Projects and sourcing events via the Navigation Menu, Dashboard, or the Quick Links portlet on the Dashboard.

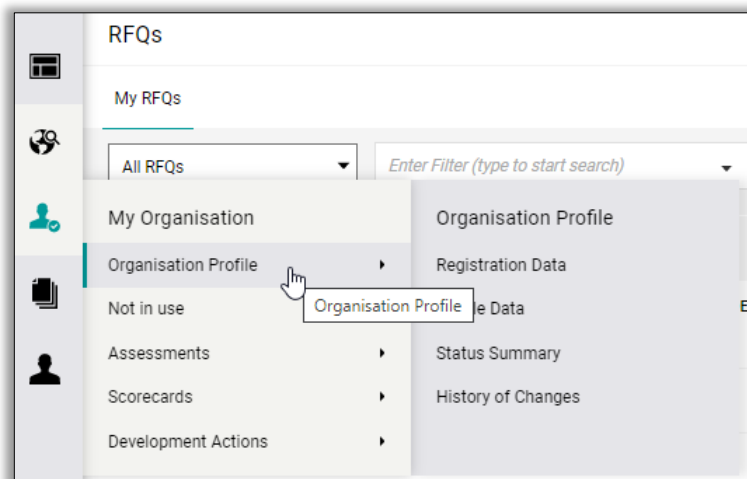
The first screenshot shows a navigation menu with 'Projects' highlighted, leading to 'My Projects'. The second screenshot shows the 'QUICK LINKS' portlet with 'Projects' highlighted in a red box, leading to 'My Projects'.

	RFQ CODE	RFQ TITLE	PROJECT CODE	RFQ CLOSING DATE/TIME	RFQ STATUS	RESPONSE STATUS
1	rfq_7215	RFQ	pro_3024	31/10/2021 12:00	● Closed: To Be Evaluated	No Response Prepared
2	rfq_18834	Test Ability to re-admit uninvited suppliers to Rounds	pro_4500	06/09/2021 17:16	● Closed: To Be Evaluated	No Response Prepared

My Organization

Access My Organization

In this module, you can view and manage your Profile Forms, Category Classifications, Assessments, Scorecards and Development Actions. The module can be accessed from the Navigation Menu or the Dashboard. In the “My Organization” section you will find the registration data of your company.



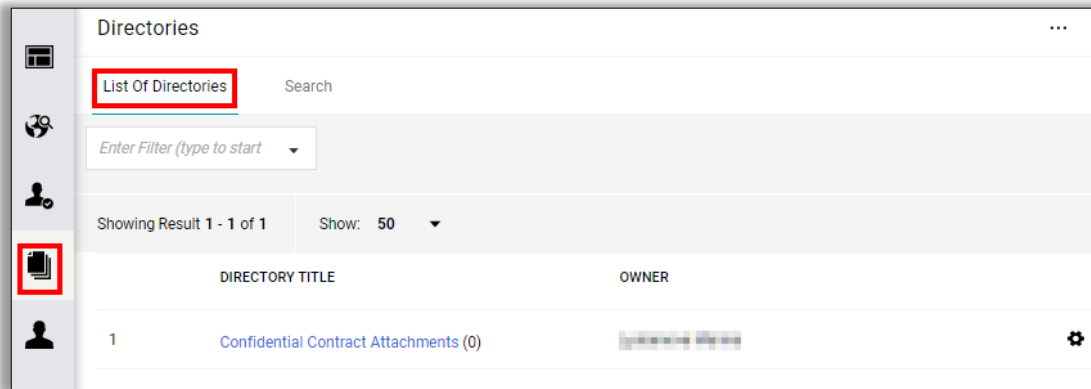
File Sharing

Access to File Sharing

This is a Siemens managed module. If it is activated by Siemens, you will have access to directories and files that have been made available to you.

You can access the module from the Supplier Home page or the Navigation Menu.

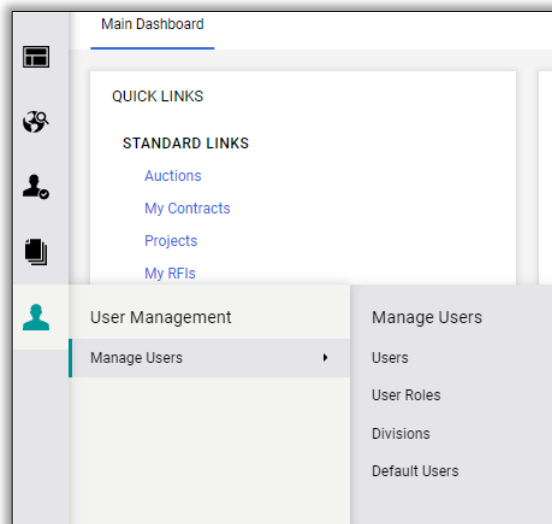
Important: Files can be shared based only on initiation by Siemens users.



Access User Management

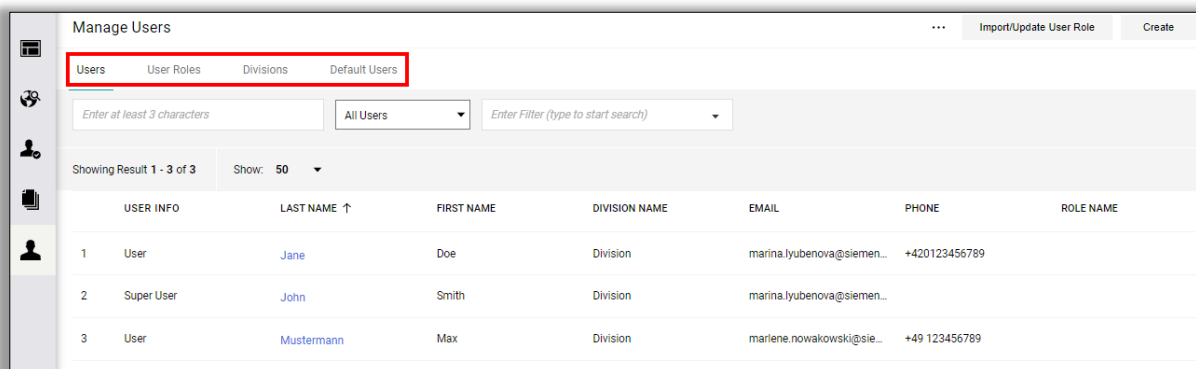
1. Access User Management

This module is only available to users who have the rights to manage users, roles, and divisions within your organization. Only users with the **User Setup and Management** right can create user accounts and manage user rights and roles.



2. Manage Users

The "Manage Users" page shows four different tabs.

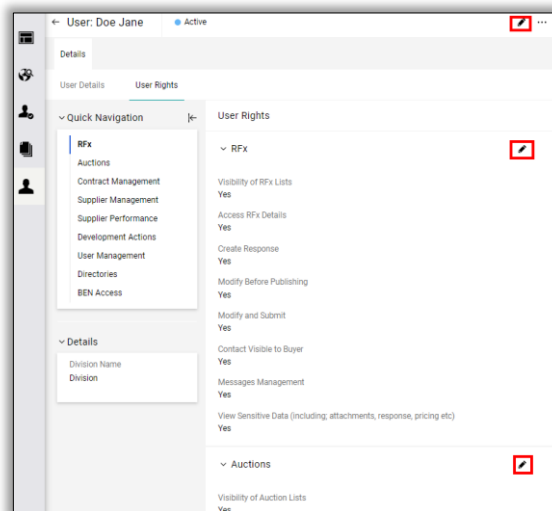


Default Users

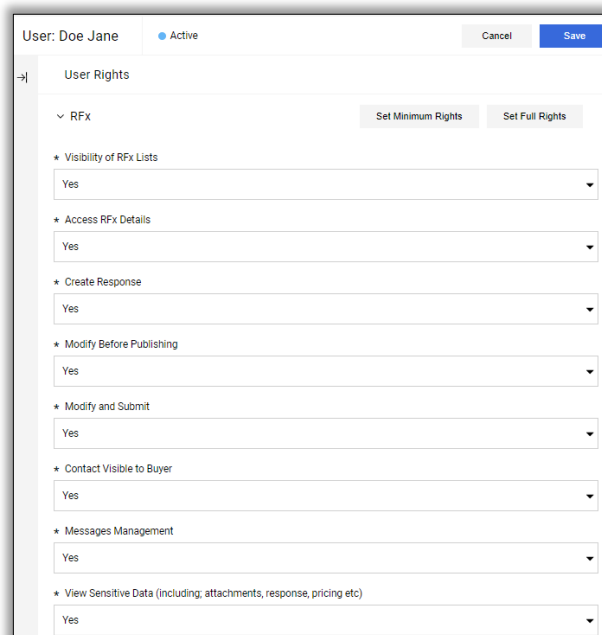
The Default Users page allows you to nominate specific user accounts to receive all email alerts related to RfXs, Auctions, and Scorecard Surveys to which the Organization is invited, and to manage participation in these objects on behalf of the Organization. Prerequisite for **default users** is that **at least one additional user** within your organization has been created.

3. View User Details and Rights

In the **Users** tab, specific users can be selected by clicking on a user. In the default tab **User Details**, the configuration of the user's contact data, role, division, language settings, and username is possible by clicking on the **Edit** icon (pencil) in the right top corner. In edit mode, all mandatory fields are marked with an asterisk.



The rights of the specific user can be administered in the **User Rights** tab. You are able to configure user visibility and access rights for Auctions, RFIs/RFQs, User Management, Supplier Management, Directories (File Sharing – if activated by Siemens), and Contracts. By clicking on the **Edit** button (pencil icon) of the respective functionality, the various rights can be activated or deactivated. User rights can also be packaged into User Roles for quick user rights assignment.



4. Create new supplier user account

Click **Create** to enter the details of the new user. New user accounts can be created on demand by the main contact from supplier side.

USER INFO	LAST NAME	FIRST NAME	DIVISION NAME	EMAIL	PHONE	ROLE NAME
1 User	Jane	Doe	Division	marina.lyubanova@siemens.com	+420123456789	
2 Super User	John	Smith	Division	marina.lyubanova@siemens.com		
3 User	Mustermann	Max	Division	marlene.nowakowski@siemens.com	+49 123456789	

Fill out all mandatory fields (with an asterisk) and choose a username that will be memorable to the new user, e.g. a combination of first initial and last name. Click **Save** to create the new user account.

New User [Cancel] [Save]

▼ User Details

* Last Name

* First Name

Optional user field (max. 8 digits)

* Email

* Siemens user: ARE / Supplier user: phone number

Mobile Number (please enter "+ "country code" and "your mobile phone number" with no spaces)

* Division Name

Department

Role Name

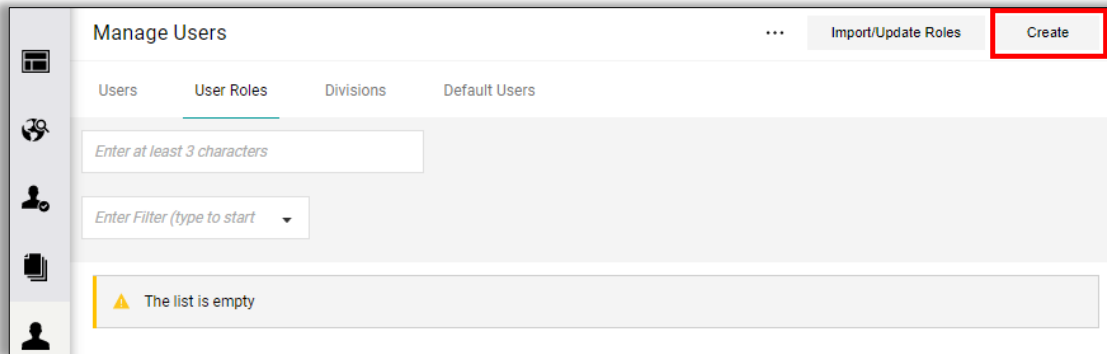
* Choose your Username and check it is not already in use

The new supplier user will receive a system generated email with the login information. By default, no user right is assigned to the newly added user, unless the user was assigned a Role with configured user rights during account creation. The Division was automatically created when you registered on the platform. The first user that registered is automatically appointed as the Division Manager. The setup of further Divisions is described below.

5. Create new user role

In the **User Roles** tab, users with the “**User Setup and Management**” right can group user rights into Roles, to quickly apply to users who require the same access configuration. The rights for each user account can still be manually revised after the role assignment.

Click **Create** to turn the page into edit mode.



Give the User Role a name that is unique within the organization. Decide whether it is a shared role that is visible and selectable by all of your Divisions. You can set full right or restrict them according to modules.

 The screenshot shows the 'New Role' configuration form. On the left, there is a 'Quick Navigation' sidebar with a 'General Settings' section highlighted by a red box. This section includes 'RFx', 'Auctions', 'Contract Management', 'Supplier Management', 'Supplier Performance', 'Development Actions', 'User Management', 'Directories', and 'BEN Access'. The main area is titled 'User Rights' and contains two buttons: 'Set Minimum Rights' and 'Set Full Rights', with the latter highlighted by a red box. Below these buttons, there are several configuration options:

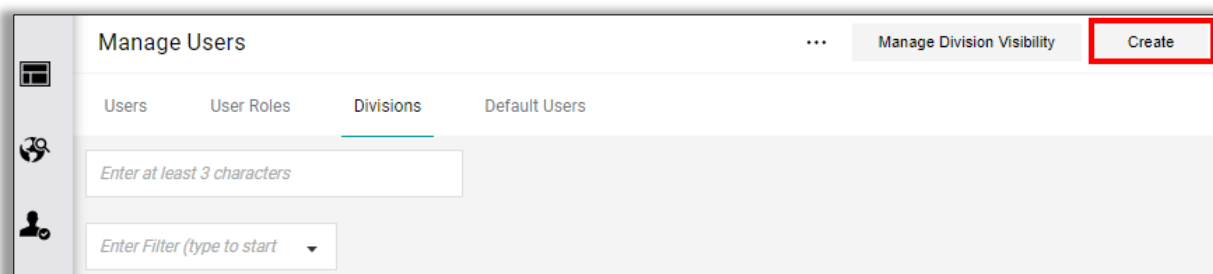
- General Settings:**
 - * Role Name: A text input field.
 - * Shared Role: A dropdown menu currently set to 'No'.
- RFx:**
 - * Visibility of RFx Lists: A dropdown menu currently set to 'No'.
 - * Access RFx Details: A dropdown menu currently set to 'No'.
 - * Create Response: A dropdown menu currently set to 'No'.
 - * Modify Before Publishing: A dropdown menu currently set to 'No'.
 - * Modify and Submit: A dropdown menu currently set to 'No'.
 - * Contact Visible to Buyer: A dropdown menu currently set to 'No'.

Once complete, click **Save** to create the new User Role.

6. Create a Division

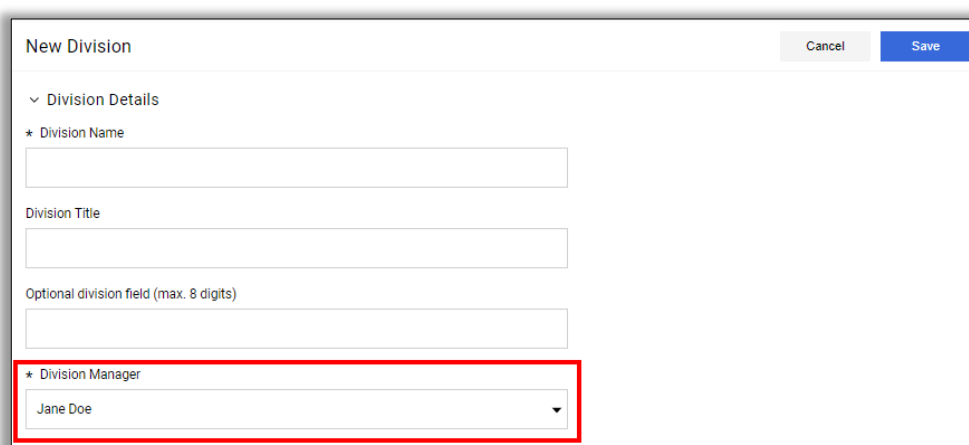
In the **Divisions** tab, users with the “Create and Manage Divisions” right can create Divisions to group users within the organization. Please note that you can only create a new Division if there is a user available to serve as the Division Manager. And each user can **ONLY** serve as the Manager for **ONE** Division. Name the Division and select a user to be the Division Manager.

Click “**Create**” to turn the page into edit mode.



The screenshot shows the 'Manage Users' interface with the 'Divisions' tab selected. The 'Create' button in the top right corner is highlighted with a red box. The interface includes a sidebar with icons for a dashboard, a group of people, and a single person. The main content area has tabs for 'Users', 'User Roles', 'Divisions', and 'Default Users'. Below the tabs are two input fields: 'Enter at least 3 characters' and 'Enter Filter (type to start)'.

Clicking on **Save** will trigger a reset of the Division Manager’s user rights. So please remember to re-define the user rights for the newly appointed Division Manager.



The screenshot shows the 'New Division' form. The 'Division Manager' dropdown menu is highlighted with a red box. The form includes a 'Cancel' button and a 'Save' button. The 'Division Details' section contains the following fields: 'Division Name' (required), 'Division Title', 'Optional division field (max. 8 digits)', and 'Division Manager' (required, with 'Jane Doe' selected).

7. Default users

Default users act like a “Super User” within the supplier organization and are mandatorily involved in the respective activities. If you created at least one additional user within your organization, the Default Users page gives you the possibility to select a default user:

- For RFXs
- For Auctions
- For Scorecard Surveys and Development Plans
- For Contracts

Manage Users Save

Users User Roles Divisions Default Users

Select a Default User for Auctions

	Last Name	First Name	Email
1	---	---	---
2	John	Smith	marina.lyubenova@siemens.com
3	Jane	Doe	marina.lyubenova@siemens.com
4	Mustermann	Max	marlene.nowakowski@siemens.com

Select a Default User for RFIs/RFQs

	Last Name	First Name	Email
1	---	---	---
2	John	Smith	marina.lyubenova@siemens.com
3	Jane	Doe	marina.lyubenova@siemens.com
4	Mustermann	Max	marlene.nowakowski@siemens.com

Select a Default User for Contracts

	Last Name	First Name	Email
1	---	---	---
2	John	Smith	marina.lyubenova@siemens.com
3	Mustermann	Max	marlene.nowakowski@siemens.com

Once completed, click **Save** to define the selected user(s) as default user.

Request Support and Recover Login Credentials

1. User Help Desk

- The User Help Desk is available from Monday to Friday, 07.00 a.m. – 08.00 p.m. CET except for December 25/26 and January 1.
- Supported Languages: English and German

Contact channels are:

E-mail: s2c_support.scm@siemens.com

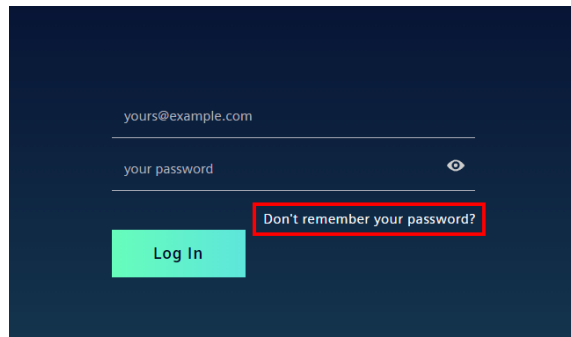
Call-Back Service: +49 (89) 780 52 7450

Contact the User Help Desk for technical questions/requests. For business-specific questions, please contact the respective Siemens user.

2. Secured Login – Password recovery

In case you forgot your password, resubmission can be triggered via the following path:

- Click “Don’t remember your password?”



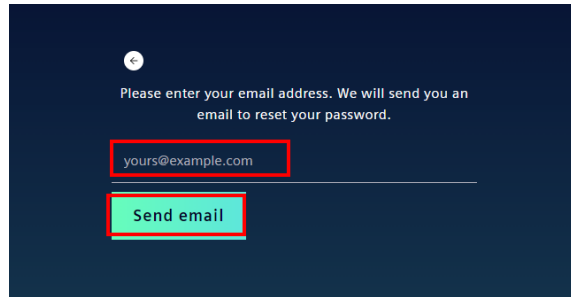
your@example.com

your password

Don't remember your password?

Log In

- You will be redirected to a page to enter your email. Please enter your email and press "send email", further instructions will be provided via email.



Please enter your email address. We will send you an email to reset your password.

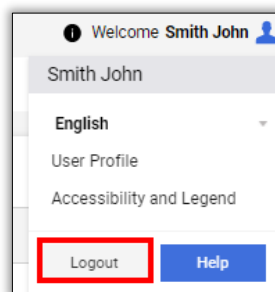
your@example.com

Send email

Log Out

Log out of SCM STAR

To exit SCM STAR, the logout button in the right upper corner shall be used.



You will be redirected to the internet page for Siemens suppliers. Use the internet page for Siemens suppliers as your standard entry point for regularly accessing SCM STAR – further information on SCM STAR can also be checked out here (especially in the Download Center).

