SCM STAR

Contract Lifecycle Management for Suppliers

SIEMENS
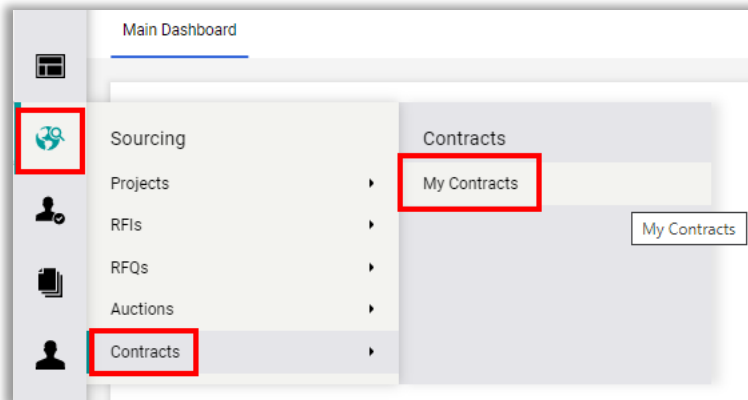
Contents

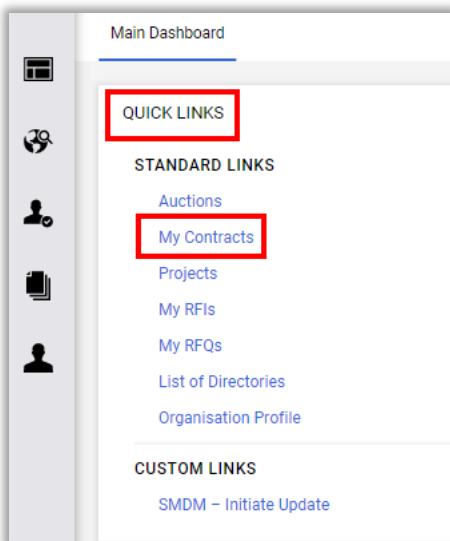# Contract Access and Communication

1. You can use the Navigation Menu to see the contracts associated with your account:
   *Sourcing* -> *Contracts* -> *My Contracts.*

   Alternatively, you can use the shortcut *My Contracts* in the *Quick Links* portlet**.**


2. In general, you can only see those con-tracts where Siemens has assigned your company as the Main Contractor. Above the contract overview, you have various **filter options**. You can **open** a specific contract by clicking on it anywhere in the respective line.
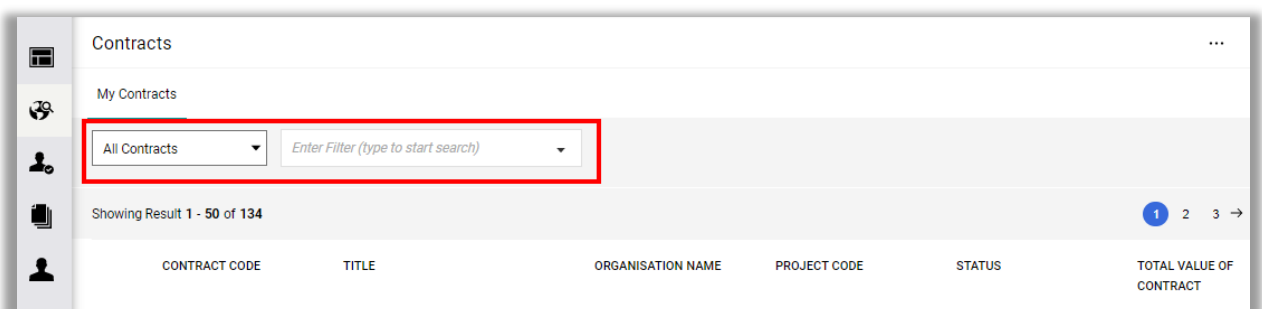
3. The contract status **Published** means that the contract is still in a draft stage. The data in each contract is arranged in tabs with sub-tabs. Click on a sub-tab to see the corresponding content.
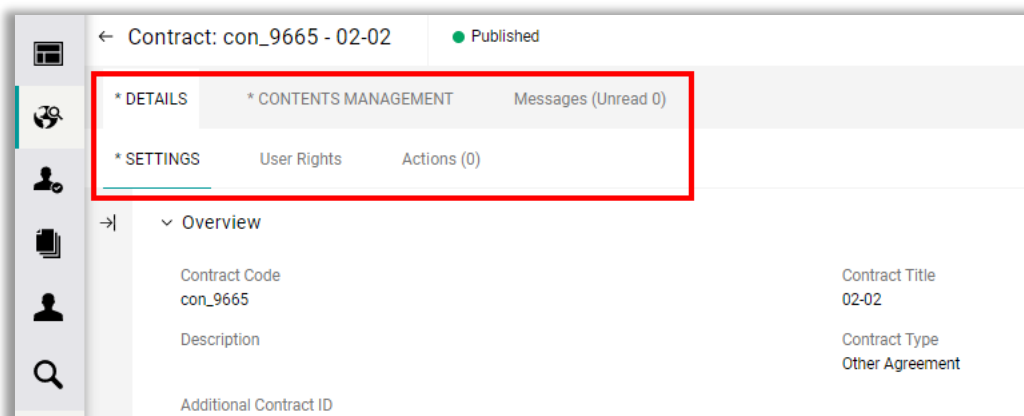
4. If you have any questions or need for clarification at any point in time, you can use the **Messages** tab to communicate with the buyer. In this tab you see all messages to or from the buyer regarding the respective contract. Either party will be notified by email about newly received messages.
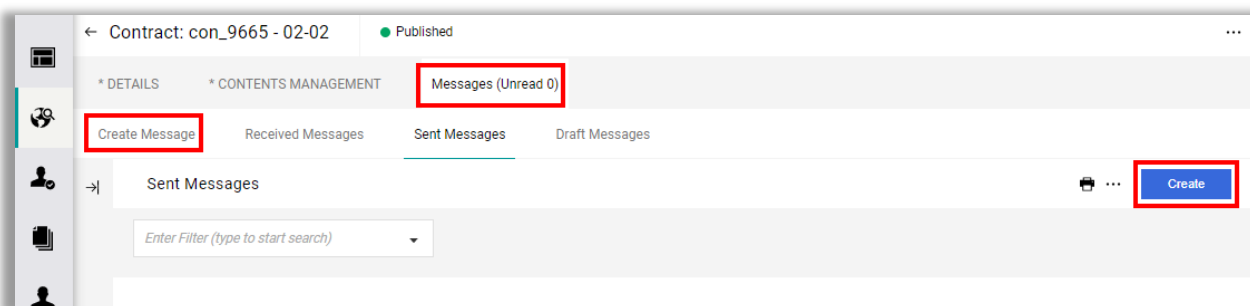
When you create a **Message**, you can include a **Subject (1)**, the actual **Message (2)** text as well as **Attachments (1)**.

Optional Contract Negotiation Workflow

1. The buyer has the option of sending you the drafted legal contract document (*Master Document* or "MCD") for your review and acceptance. Depending on the settings, you might be allowed to send a counter proposal to the buyer. To **view** or download the contract proposal, click on the blue button on the left. This button will either show a file name (Type A) or the text "View Document" (Type B).

    If you want to accept or decline the proposal as it is – or if you do not have the Counter Proposal option – click on **Accept/Decline Proposal**.

    Note: If a buyer asks you to review a contract proposal, you will receive a corresponding email notification.

2. You can add a **Comment**, which will be visible in SCM STAR and included in the email notification to the buyer. Finally, click on **Accept Proposal** or **Decline Proposal**.

If you have selected **Upload Counter Proposal**, the next steps depend on whether you have a Type A or Type B contract:

- Type A: File name is shown

  -> file-based proposal

- Type B: "View Document" is shown

  -> clause-based proposal

Counter Proposal Upload for Type A (file-based)

1. If you have selected **Upload Counter Proposal** for a Type A contract, the screen will extend, thereby allowing you to attach your counter proposal file. In the popup window, you can use the drag & drop function or the blue button to select your file. If needed, you can replace or delete the file via the icons next to the file name. In the end click on **Save**.

2. Click **Send Counter Proposal** to initiate the transmission of your proposal to the buyer. Alternatively, you can cancel your counter proposal (via the 3 dots) and then create a new one or go back to the option **Accept/Decline Proposal**.

3. You can add a **Comment**, which will be visible in SCM STAR and included in the email notification to the buyer. Finally, click the button **Send Counter Proposal**.

4. The buyer can now accept your counter proposal or send you another proposal. In the latter case, the steps will be the same as shown before. All versions and comments will be saved and visible in the **Proposal History**.

Counter Proposal Upload for Type B (clause-based)

1. If you have selected **Create Counter Proposal** for a Type B contract, you will be taken to a pdf preview of the contract document. You can either select the pencil icon on the top right-hand corner or click on the three dost on the left and then **Edit**.

Both options will open MS Word on your computer where you can edit the file. Note that your Word file will be temporarily saved on the provider's server so don't forget to click on the **Save** icon in Word from time to time in case this option is not automatically enabled for you.
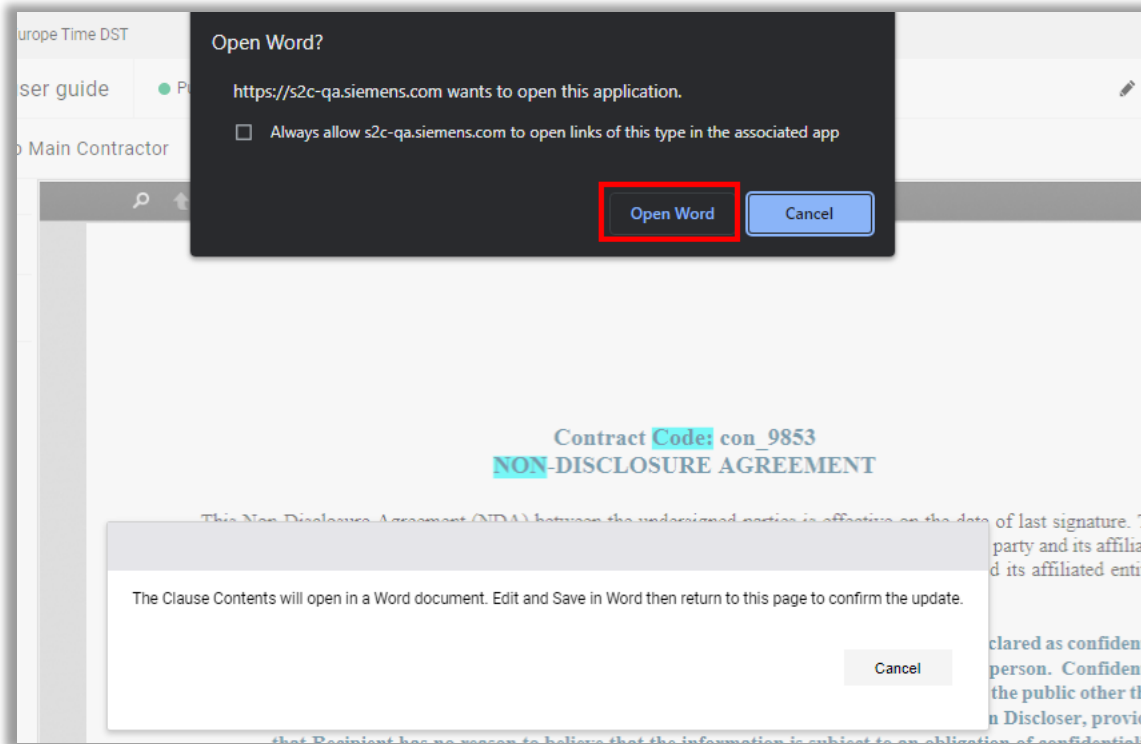
2. The editing can be done via an MS Word integration if you have Office365 or Word 2010 or higher.

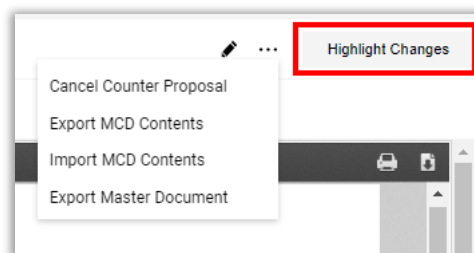   Alternatively, you can download the document, edit it offline and later upload the changed version via **Export/Import MCD Contents**.
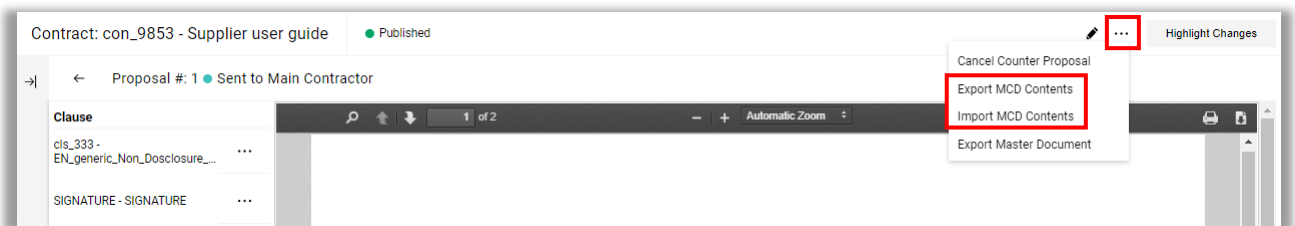
3. **Highlight Changes** will show any changes made since the previous document version in the preview window.

4. When you save your changes in the Word document, you will receive a message that it contains comments. Click on OK.
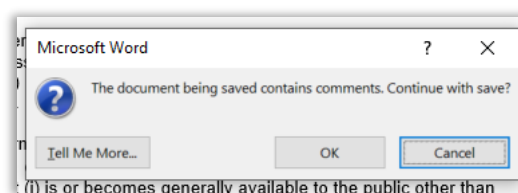
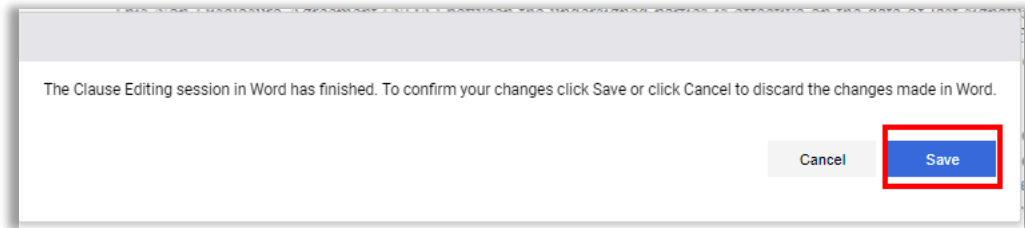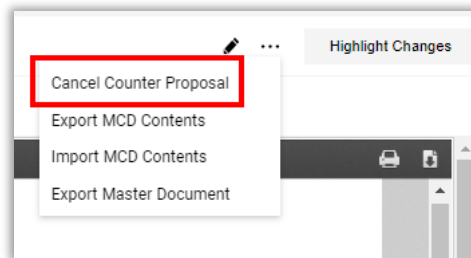When you are done with your changes, save and close the document first in MS Word (it will automatically be saved to the server) and then click on **Save** in the SCM STAR popup window.
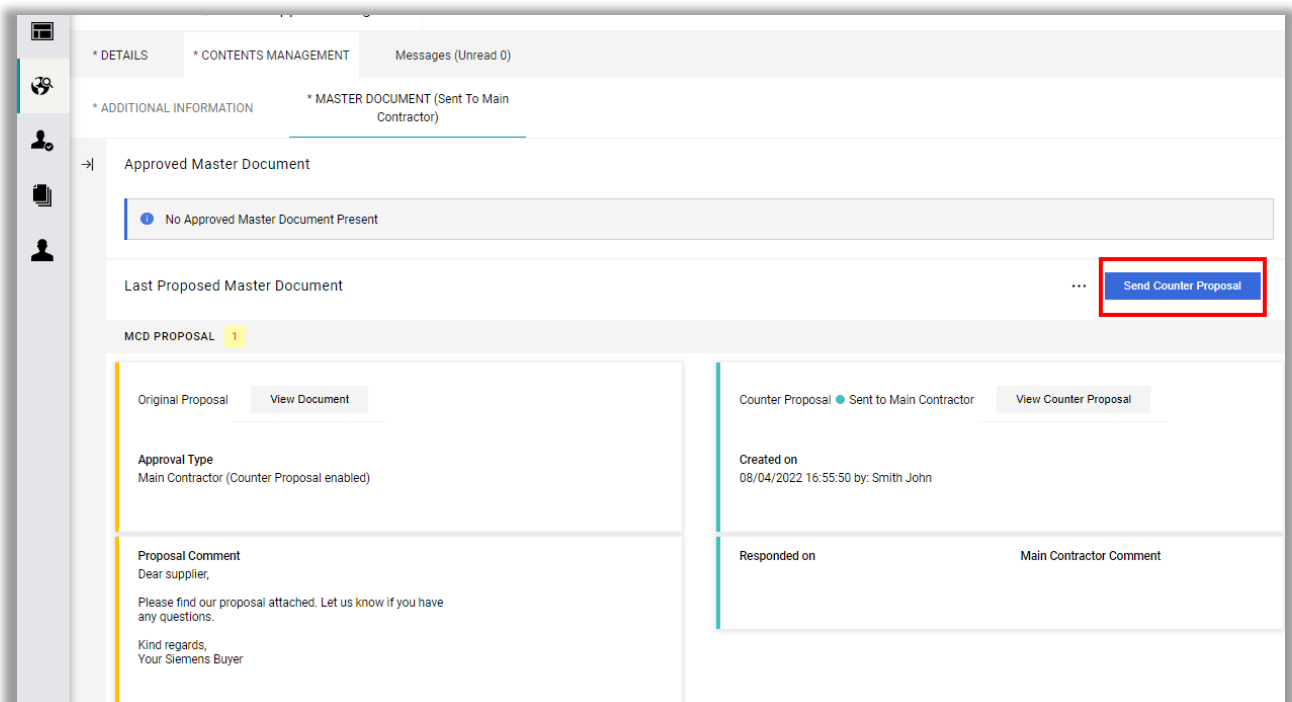

If necessary, you can cancel your counter proposal (via the 3 dots) and then create a new one or go back to the option Accept/Decline Proposal.

5. To send the counter proposal to the Siemens Buyer, first click on the **Back** arrow to return to the Contents Management tab.
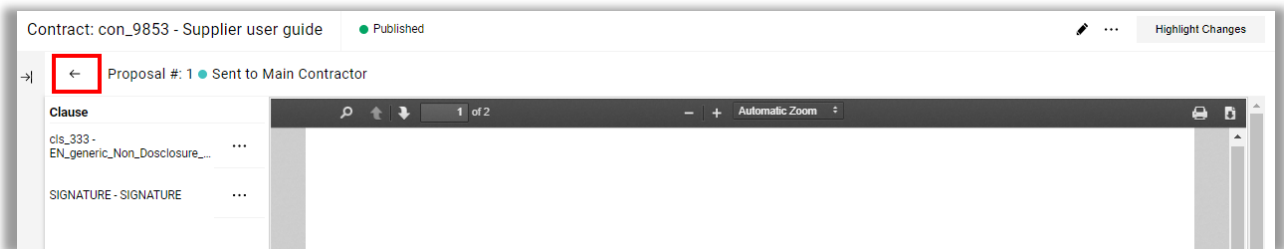
Then, click on **Send Counter Proposal** to initiate the transmission of your proposal to the buyer.

You can add a **Comment**, which will be visible in SCM STAR and included in the email notification to the buyer. Finally, click the button **Send Counter Proposal**.


The buyer can now accept your counter proposal or send you another proposal. In the latter case, the steps will be the same as shown before. All versions and comments will be saved and visible in the **Proposal History**.

Electronic Signature via DocuSign

1. If a Siemens buyer sends you a contract to be signed electronically, you will receive an email from "Siemens SCM STAR via DocuSign" with a direct link to the website on which you can sign the contract.

   Note: Depending on the settings which the buyer has selected in the system, you may have been asked to approve this contract in SCM STAR before electronically signing it. This prior approval is technically not connected to the electronic signature.
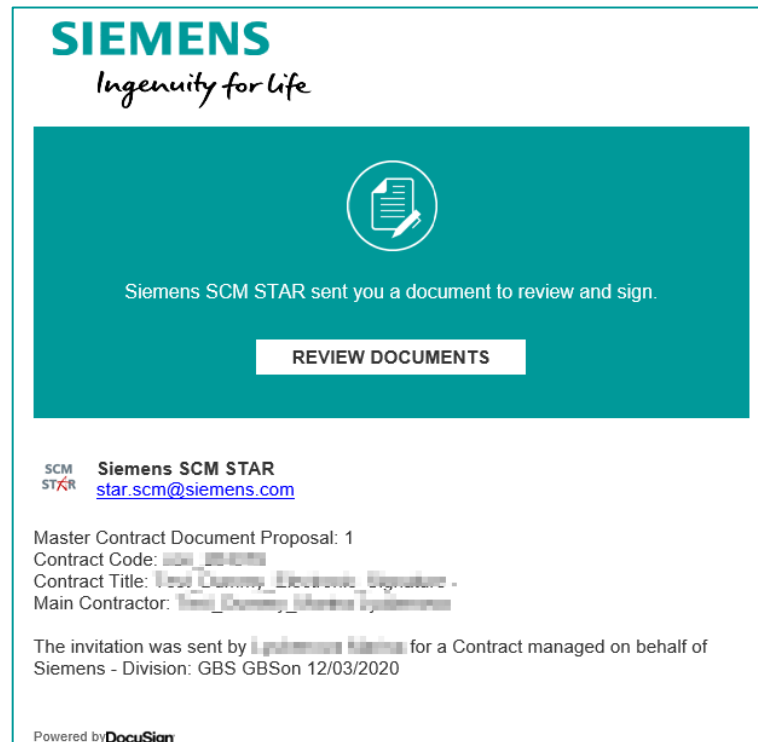
2. By clicking on **REVIEW Documents**, you will be taken to the website where you can start the signing process. Click on **SEND SMS** to receive an authentication text message on your phone, then enter and confirm the code. Click on **CONTINUE** to be taken directly to the signature area, or scroll through the document to review it.
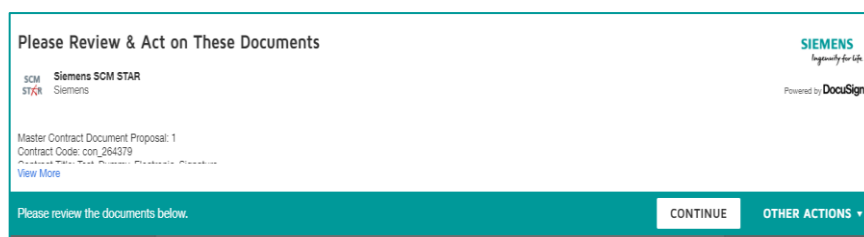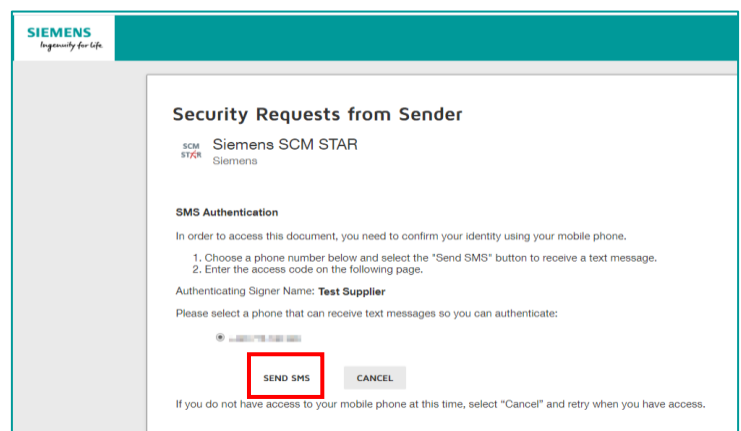
Important: Please contact the buyer in case the phone number shown is not correct or if another signatory shall sign the document for your company.

3. Clicking on **Sign** in the yellow box will allow you to sign the document. You can choose a preconfigured style you like for your signature under **SELECT STYLE** or draw your name (tab **DRAW**). Please note that you cannot change your name or initials. If the contract has one or several annexes, the documents will be shown one after the other in the same screen and a signature click will be needed for each part. Click on **ADOPT AND SIGN** when you are done and then on **FINISH** to complete the signing process.

4. You can download the document signed by you now or access it later. The buyer's signature may not be visible yet at this stage.

5. Once all parties have signed the contract, you will receive another email notifi-cation from **"Siemens SCM STAR via DocuSign".** You can log in directly to the DocuSign webpage and use the link/code received in the email to download and/or print the signed document. Alternatively, you can log in to SCM STAR (if you have an account) and call up the respective contract there.