



SCM STAR

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**Contract Lifecycle
Management for
Suppliers**

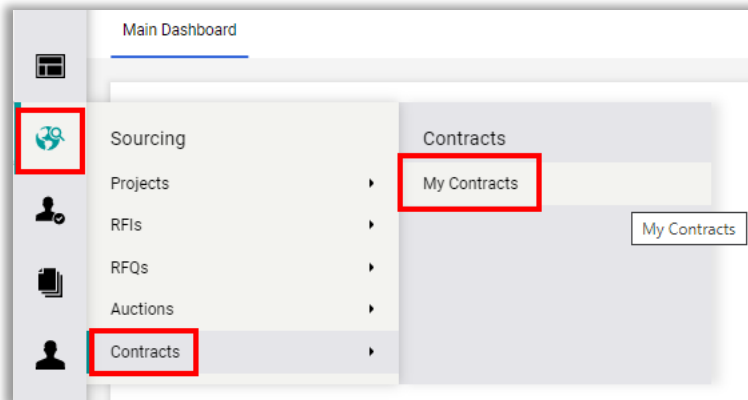
SIEMENS

Contents

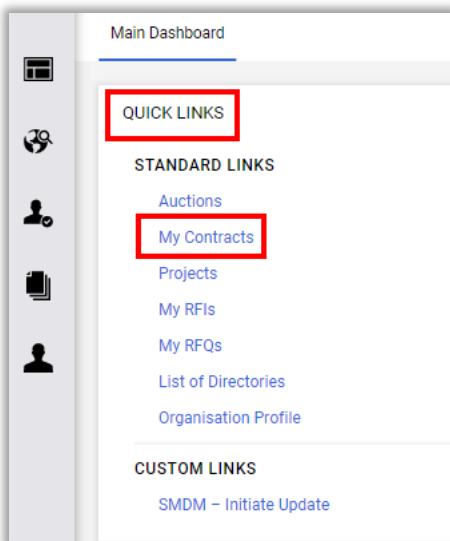
Contract Access and Communication	3
Optional Contract Negotiation Workflow	5
Counter Proposal Upload for Type A (file-based)	7
Counter Proposal Upload for Type B (clause-based)	9
Electronic Signature via DocuSign	12

Contract Access and Communication

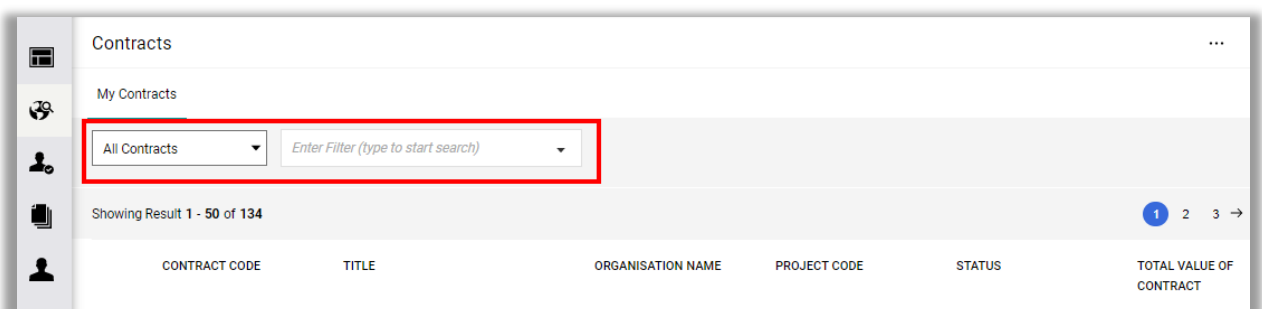
1. You can use the Navigation Menu to see the contracts associated with your account:
Sourcing -> Contracts -> My Contracts.



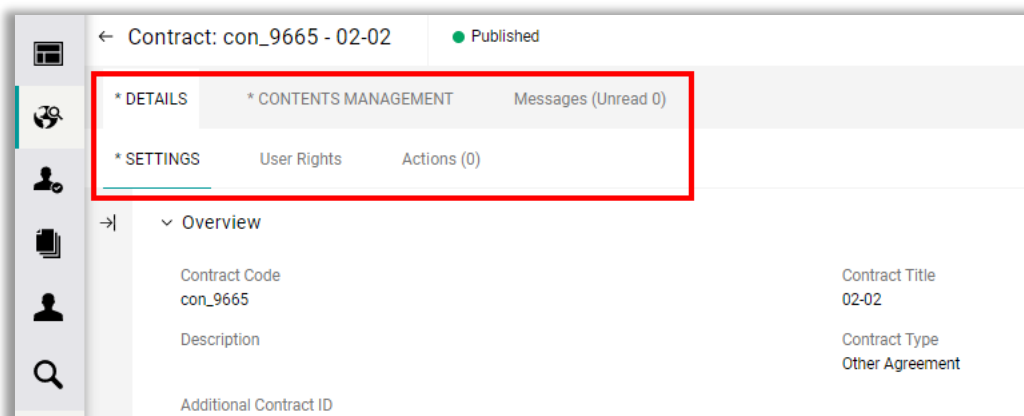
Alternatively, you can use the shortcut **My Contracts** in the **Quick Links** portlet.



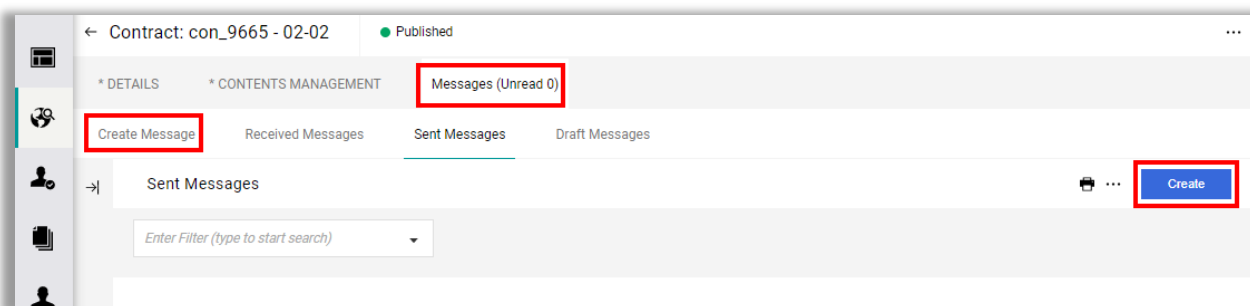
2. In general, you can only see those con-tracts where Siemens has assigned your company as the Main Contractor. Above the contract overview, you have various **filter options**. You can **open** a specific contract by clicking on it anywhere in the respective line.



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)**.

Contract: con_9665 - 02-02 ● Published Cancel Save As Draft Send Message

→ Messages

▼ Message

Subject **1**

Message **2**

▼ Attachments **3**

ATTACHMENT NAME	ATTACHMENT DESCRIPTION	COMMENTS ON ATTACHMENT
No Attachments		

▼ Recipients

RECIPIENT
1 Siemens

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**.

The screenshot shows a popup window titled "Attachments". At the top right, there is a red box around the "Select A File To Upload" button and a blue "Confirm" button. Below the buttons, there are two informational sections. The first section contains a blue circle with an 'i' icon and text about confidentiality and file size limits. The second section contains a blue circle with an 'i' icon and a list of permitted file extensions. Below these sections is a table with columns: #, TYPE, FILE NAME, and SIZE. The table is currently empty. At the bottom of the table area, there is a grey text prompt: "Use the button to Upload or DRAG and DROP into this area".

← Attachments

Select A File To Upload Confirm

Select an attachment to upload. Please note that it is not allowed to upload files classified as "strictly confidential" and that SCM STAR may only be used to transfer technical data classified as AL:N and ECCN:N or ECCN:EAR99. Recipients of any technical data must not be located in Iran, Syria, Cuba, North Korea or Crimea. Please use a secure SharePoint to exchange technical data classified other than AL:N and ECCN:N or EAR99. Please be aware that all uploaded documents are stored in Germany. To facilitate downloading, please keep attachments to a manageable size. The platform allows individual attachments up to a maximum size of 52 MB but it is recommended that you keep attachments to 2MB or less.

File extensions permitted (applies also to zipped files): .doc, .docx, .xls, .xlsx, .ppt, .pptx, .pdf, .jpeg, .png, .gif, .xlsb, .bak, .xml, .zip, .stp, .dwg, .jpg, .rtf, .tif, .xps, .7z, .gaeb, .rvt, .ifc, .csv, .dxf, .x80, .x81, .d81, .p81, .x82, .d82, .p82, .x83, .d83, .p83, .x84, .d84, .p84, .x85, .d85, .p85, .x86, .d86, .p86, .msg, .txt, .jt, .igs, .geo, .step, .qvf, .mpga, .nwd, .part, .iges, .prt, .xlsim, .ecd, .lab, .cdr, .rar

Attachments

#	TYPE	FILE NAME	SIZE
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Use the button to Upload or DRAG and DROP into this area

The screenshot shows the "Contract: con_6329 - Test_Contract_Approval" screen. The top navigation bar includes "DETAILS", "CONTENTS MANAGEMENT", and "Messages (Unread 0)". The main content area is divided into sections. The "MASTER DOCUMENT (Sent To Main Contractor)" section shows "Approved Master Document" with a message "No Approved Master Document Present". Below this is the "Last Proposed Master Document" section, which contains a red box around the "Counter Proposal Document" field, showing "Supplier_counter_proposal_V1.docx (20 KB)". To the right of this field is a red box around a trash icon. At the bottom right of this section are "Upload Counter Proposal" and "Accept/Decline Proposal" buttons. Below the "Last Proposed Master Document" section is the "MCD PROPOSAL" section, which shows "Original Proposal" with a blue "Contract.docx" button. At the bottom right of the screen are "Cancel" and "Save" buttons, with the "Save" button highlighted by a red box.

← Contract: con_6329 - Test_Contract_Approval Published

* DETAILS * CONTENTS MANAGEMENT Messages (Unread 0)

* ADDITIONAL INFORMATION * MASTER DOCUMENT (Sent To Main Contractor)

Approved Master Document

No Approved Master Document Present

Last Proposed Master Document

Counter Proposal Document

Supplier_counter_proposal_V1.docx (20 KB)

Upload Counter Proposal Accept/Decline Proposal

MCD PROPOSAL

Original Proposal Sent To Main Contractor Contract.docx

Approval Type

Main Contractor (Counter Proposal enabled)

Cancel 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**.

Contract: con_6329 - Test_Contract_Approval | Published

* DETAILS * CONTENTS MANAGEMENT Messages (Unread 0)

* ADDITIONAL INFORMATION * MASTER DOCUMENT (Sent To Main Contractor)

Approved Master Document

No Approved Master Document Present

Last Proposed Master Document

Cancel Counter Proposal Replace Counter Proposal **Send Counter Proposal**

MCD PROPOSAL 1

Original Proposal Contract.docx

Approval Type
Main Contractor (Counter Proposal enabled)

Proposal Comment
Dear Supplier,
Please find our proposal attached. Let us know if you have any questions.
Kind regards,
Your Buyer

Counter Proposal Sent to Main Contractor Supplier_counter_proposal_V1.docx

Created on
08/04/2022 16:34:27 by: Smith John

Responded on Main Contractor Comment

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**.

Contract: con_6329 - Test_Contract_Approval | Published Cancel **Send Counter Proposal**

Optional comment that will now be sent with your decision to the buyer

Comment

Characters available 512

MCD PROPOSAL 1

Original Proposal Contract.docx

Approval Type
Main Contractor (Counter Proposal enabled)

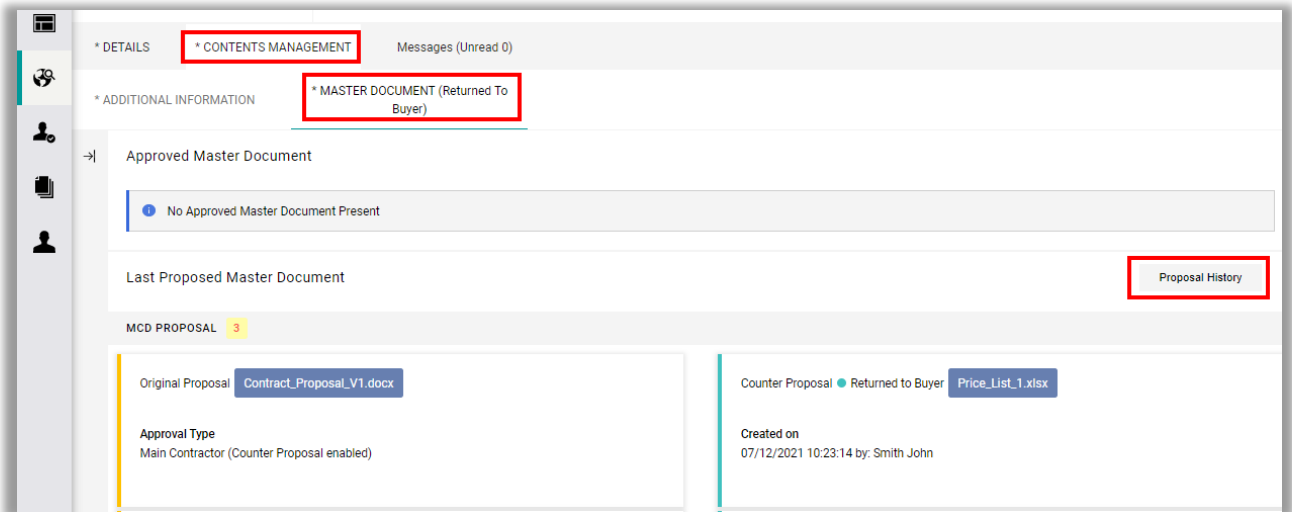
Proposal Comment
Dear Supplier,
Please find our proposal attached. Let us know if you have any questions.
Kind regards,
Your Buyer

Counter Proposal Sent to Main Contractor Supplier_counter_proposal_V1.docx

Created on
08/04/2022 16:34:27 by: Smith John

Responded on Main Contractor Comment

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**.

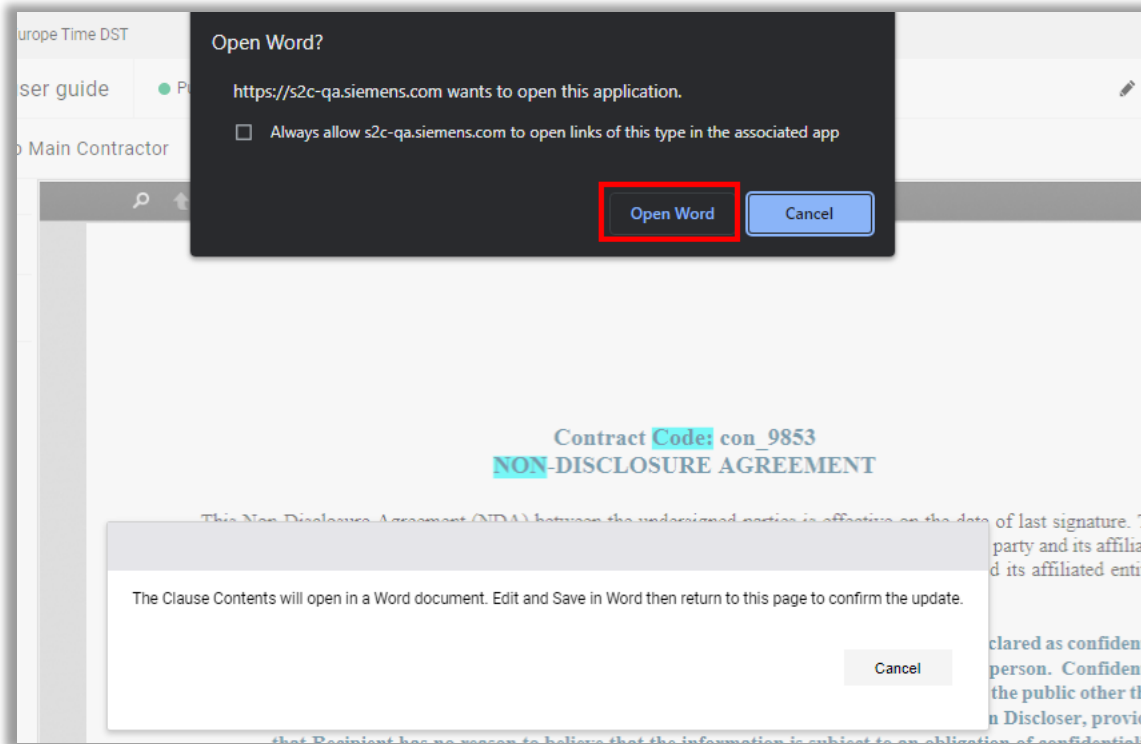


Counter Proposal Upload for Type B (clause-based)

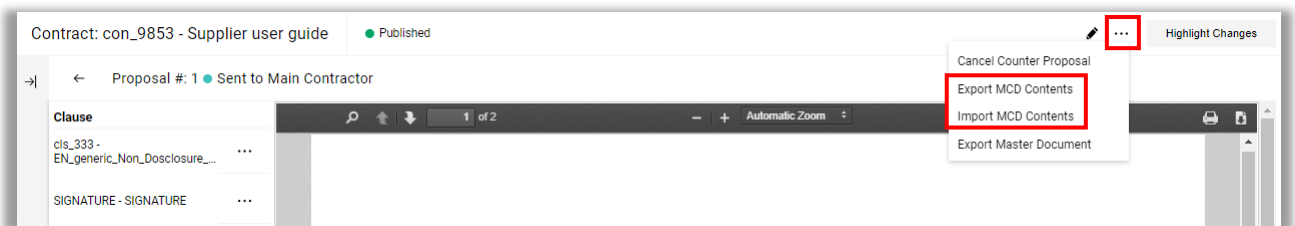
1. If you have selected **Create Counter Proposal** for a Type B contract, you will be taken to a pdf preview of the contract document. You can either select the pencil icon on the top right-hand corner or click on the three dots on the left and then **Edit**.



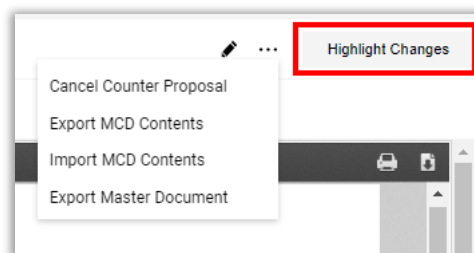
Both options will open MS Word on your computer where you can edit the file. Note that your Word file will be temporarily saved on the provider's server so don't forget to click on the **Save** icon in Word from time to time in case this option is not automatically enabled for you.



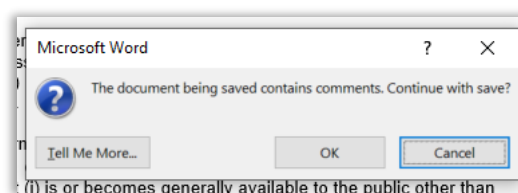
- The editing can be done via an MS Word integration if you have Office365 or Word 2010 or higher. Alternatively, you can download the document, edit it offline and later upload the changed version via **Export/Import MCD Contents**.



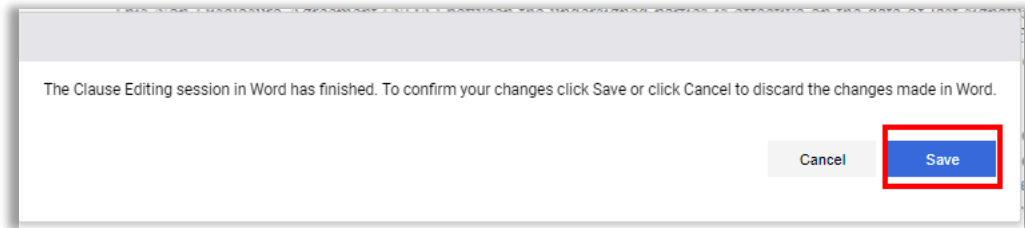
- Highlight Changes** will show any changes made since the previous document version in the preview window.



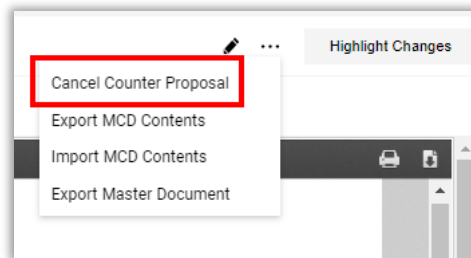
- When you save your changes in the Word document, you will receive a message that it contains comments. Click on OK.



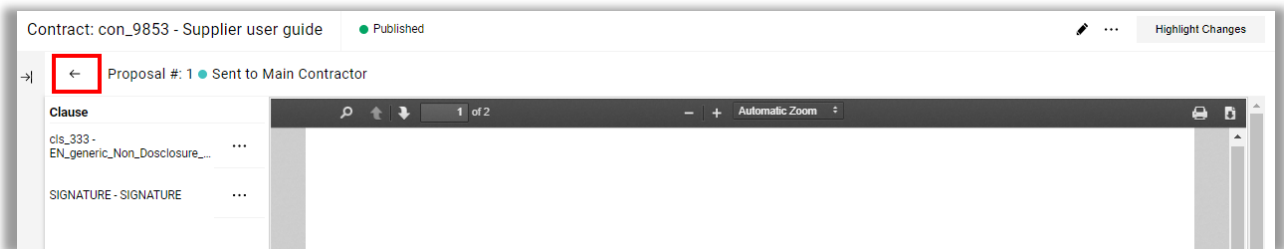
When you are done with your changes, save and close the document first in MS Word (it will automatically be saved to the server) and then click on **Save** in the SCM STAR popup window.



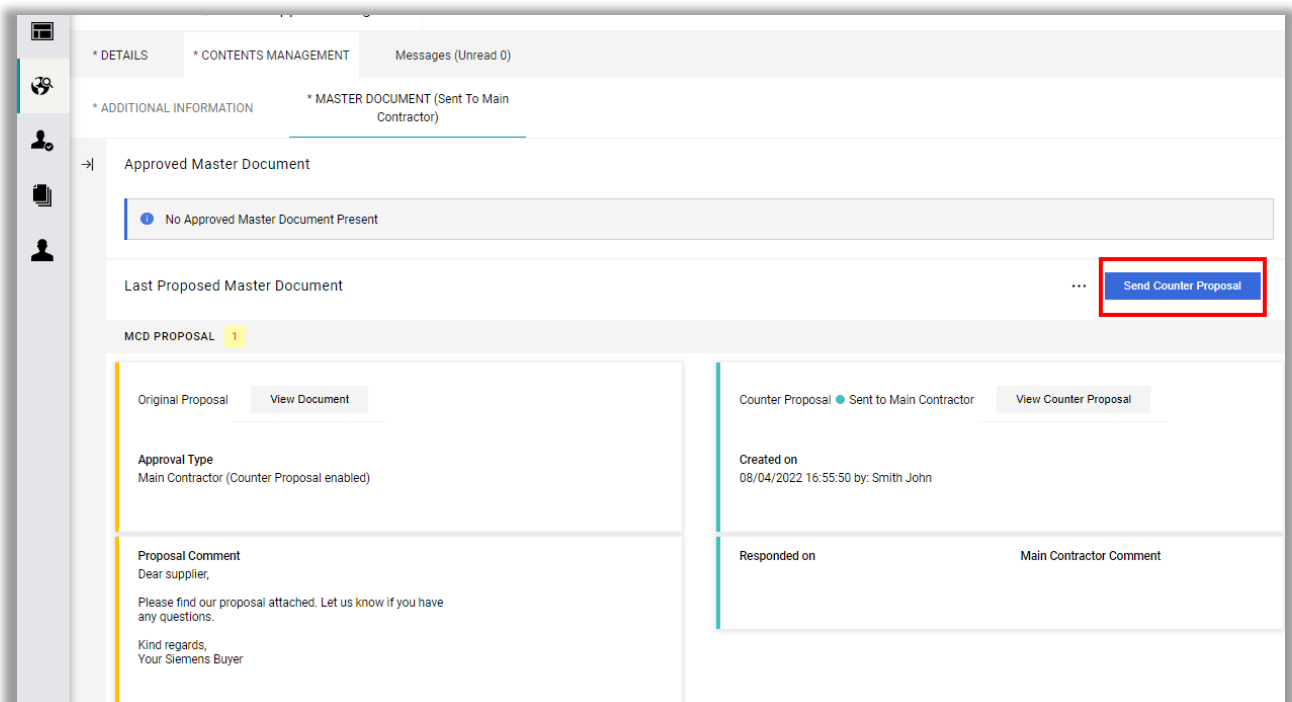
If necessary, you can cancel your counter proposal (via the 3 dots) and then create a new one or go back to the option Accept/Decline Proposal.



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**.

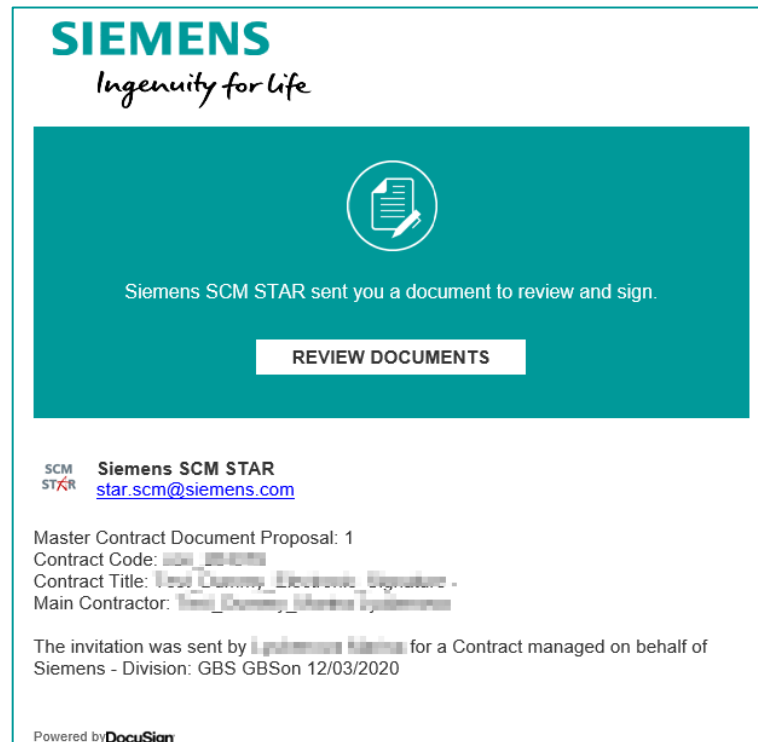
The screenshot displays the SCM STAR interface for a contract titled 'Contract: con_9853 - Supplier user guide'. The status is 'Published'. In the top right corner, there are two buttons: 'Cancel' and 'Send Counter Proposal', with the latter highlighted by a red rectangle. Below the contract header, there is a section for adding a comment, indicated by a blue dot and the text 'Optional comment that will now be sent with your decision to the buyer'. A red rectangle highlights the 'Comment' label above a large text input area. At the bottom right of this area, it says 'Characters available 512'. Below the comment section, there is a tab labeled 'MCD PROPOSAL' with a yellow '1' next to it. The main content area is divided into two columns. The left column shows the 'Original Proposal' with a 'View Document' button, the 'Approval Type' as 'Main Contractor (Counter Proposal enabled)', and a 'Proposal Comment' section containing a sample message: 'Dear supplier, Please find our proposal attached. Let us know if you have any questions. Kind regards, Your Siemens Buyer'. The right column shows the 'Counter Proposal' status as 'Sent to Main Contractor' with a 'View Counter Proposal' button. It also displays the 'Created on' date and time: '08/04/2022 16:55:50 by: Smith John'. At the bottom of the right column, there are fields for 'Responded on' and 'Main Contractor Comment'.

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**.

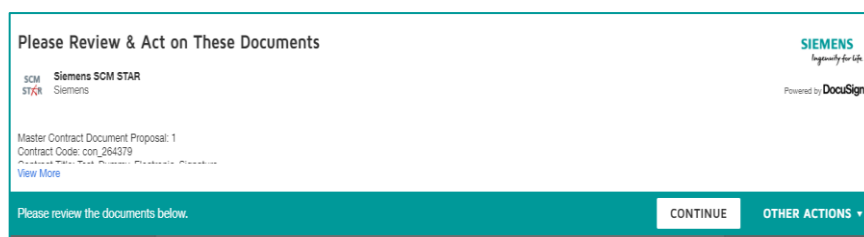
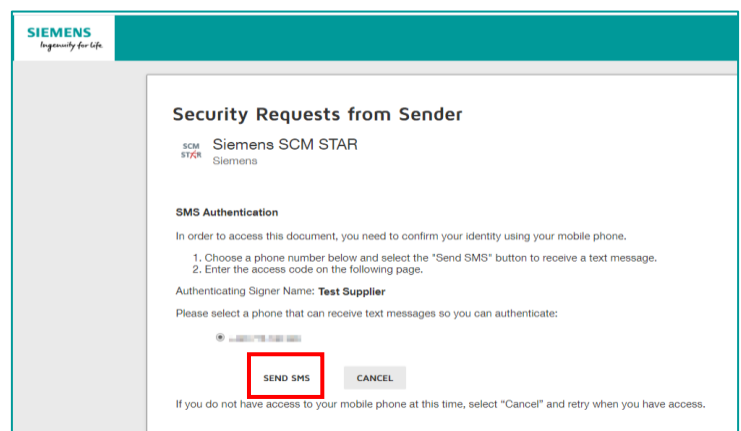
Electronic Signature via DocuSign

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.

Select the sign field to create and add your signature. **FINISH** **OTHER ACTIONS**

DocuSign Envelope ID: 8B40FB32-A643-4F61-A0AA-60A5802F7DAD

Signature Area

Organisation Name: Siemens	Organisation Name: Test_Dummy_Marina Lyubenova
Role/Title: Ms.	Role/Title: Mr.
Name: Marina Lyubenova	Name: Test Supplier
Signature:	Signature: Required - Sign Here

SIGN

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name* **Initials***

Test Supplier TS

SELECT STYLE **DRAW**

PREVIEW

DocuSigned by:
Test Supplier
DC1F7456EC44409...

DS TS

Change Style

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

Done! Select Finish to send the completed document. **FINISH** **OTHER ACTIONS**

DocuSign Envelope ID: 8B40FB32-A643-4F61-A0AA-60A5802F7DAD

Signature Area

Organisation Name: Siemens	Organisation Name: Test_Dummy_Marina Lyubenova
Role/Title: Ms.	Role/Title: Mr.
Name: Marina Lyubenova	Name: Test Supplier
Signature:	Signature: Required - Signature Applied

FINISH

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.

