SCM STAR

English eAuction in SCM STAR Supplier User Guide

SIEMENS

Contents

General Information

The term eAuction can be used as a common name for eBiddings and eAuctions. The response rules are the same for both event types.
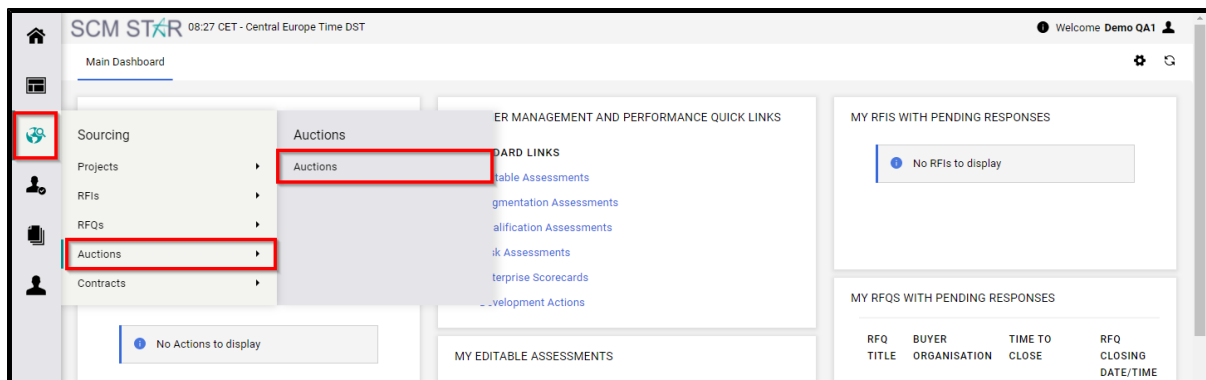
Pre-requisites:

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
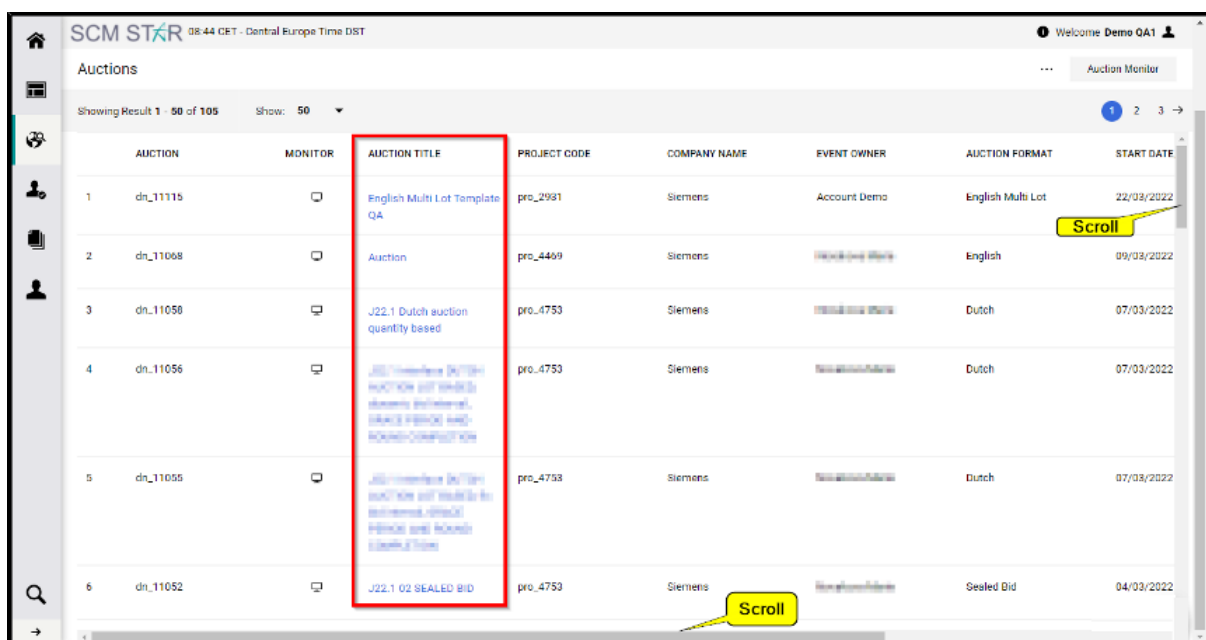
Access to Auction

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.

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.
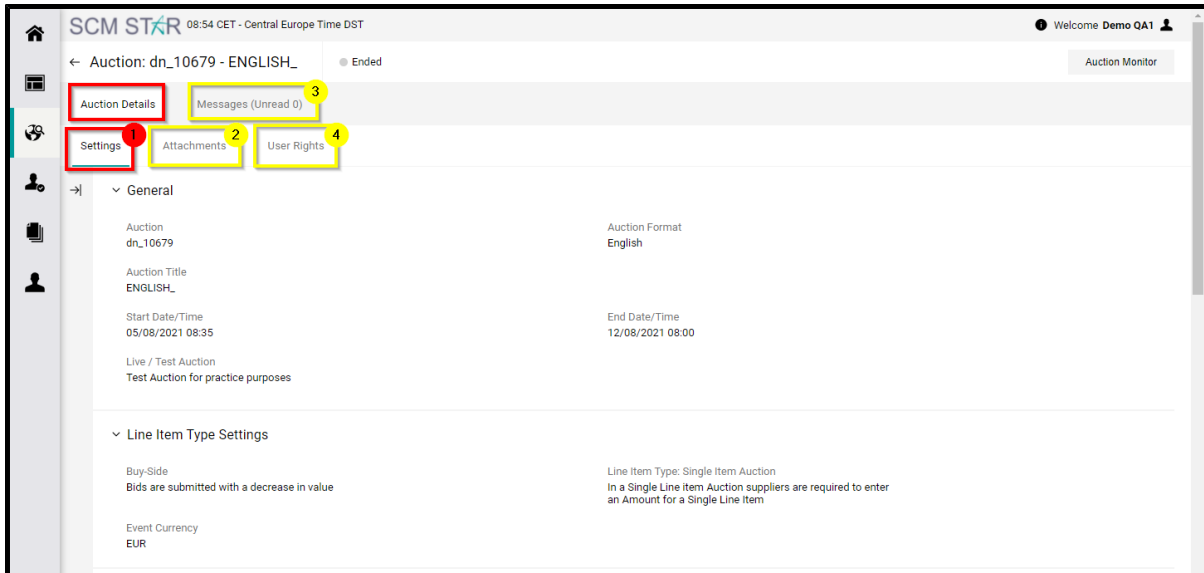
3 - Auction Details

Attachment

Depending on eAuction format there can be several places where the Buyer can upload attachment for you.

1. **Single Line:** There is only the general attachment in the **"Attachments"** tab

2. **Multi Line:** Attachment can be accessed directly in the **"Lot List"**.

3. **Multi Lot:** (A) For **Single Line Lot** the attachments can be accessed directly in the **"Lot List"**. (B) For **Multi Line Lot** attachments can be accessed via link in the **"Lot List"**.

Please note that the buyer can decide to upload all attachment to the general "Attachments" tab including attachments for Multi Line and Multi Lot eAuction.

Attachments for Single Line eAuctions

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.

4 - Yellow Banner

5 - General Attachments

Attachments for Multi Line eAuctions

Access the "**Item List**" and click on the attachment name to download it.

6 - Item List

Attachments for Multi Lot eAuctions
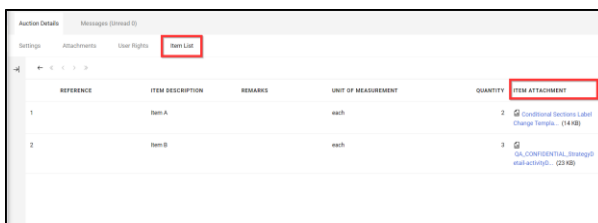
Access the "**Lot List**" tab

1. For **Single Line Lot** click on the attachment name to download it. (You may have to scroll right to see the attachment name.)

2. For **Multi Line Lot** click in the icon "**View the configuration of each Item in the Lot**" and on the next page click on the attachment name to download it.
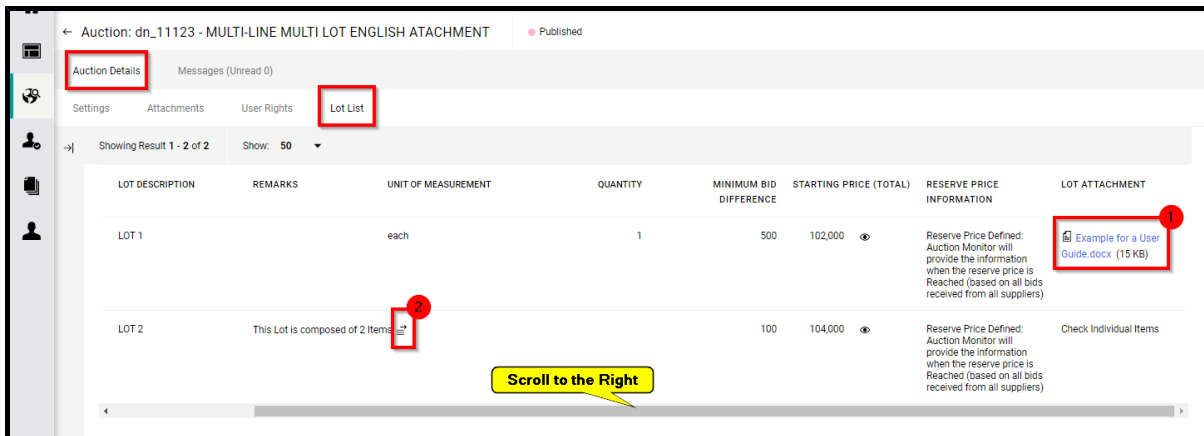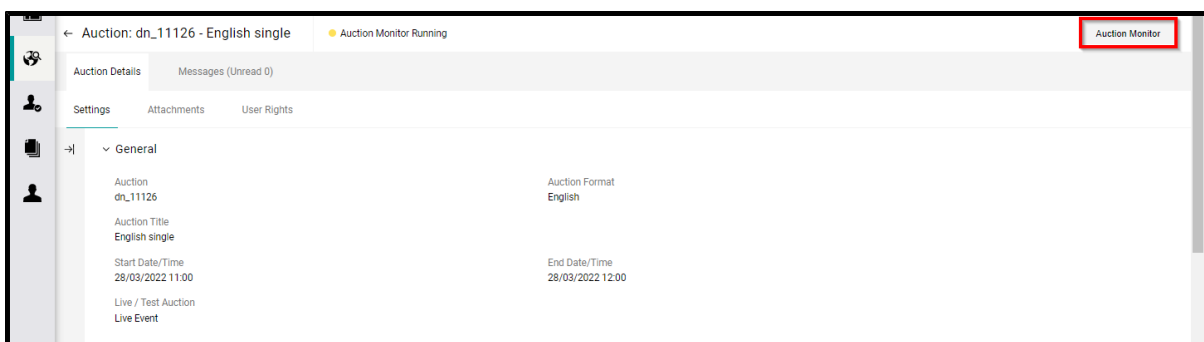

7 - Lot List

8 - View the configuration of each Item in the Lot

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.

9 - 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 English Open eAuction

Bidding Rules

- *In **English Open** suppliers must underbid their last bid by at least minimum bid difference when submitting a new bid.*

- *In this eAuction design, the "Best Bid" is not visible to the suppliers, only their own rank is visible.*

Within the Auction Monitor Suppliers see the following information.

1. **Count Down Clock:** Counts down time until the eAuction end. (For more information see chapter **"Extension Time Rules"**.

2. **Minimum Bid Difference:** This is a minimum amount by which the last bid must be reduced when placing a new bid.

3. **Last Bid:** Displays the last bid that the supplier has placed.

4. **Rank:** Displays the position of the supplier in the event.

5. **Reserve Price:** The Reserve Price is lower than the Individual Starting Price and is relevant for the awarding. If the Reserve Price was not reached or undercut during the Event, 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. When the Reserve Price is not reached it is indicated with a red dot. Once the Reserve Price is reached or undercut from any Participant during the Event the dot will change to green. However, the eAuction continue till because the suppliers can keep bidding and compete between each other until eAuction end. **If you can't see the Reserve Price information, it means that it is not applicable for your event.**

6. **Field to type and Submit the Bid**: This is the place where suppliers write the bid which they wish to place.

10 - Auction Monitor

Place a new bid.

1. Type the new bid into the field.

2. Click the **"Submit"** button.

3. Confirm your bid one more time.

11 - Step 1. and 2.

12 - Step 3. Confirm

Once you have placed your bid 2 options are possible.

1. **Your rank stayed the same:** That means you have not underbid any competitor. And you should try to place more bids to get better rank.

2. **Your rank changed and you have better position:** Depending on the position you might place more bids to get better rank.

Your next bid must be lower by at least minimum bid difference than the previous bid. All your bids will appear in the "My Bid" box. The "My Bid" tab lists all bids submitted, with a clear indication if the bid was accepted or rejected (and the rejection reason).
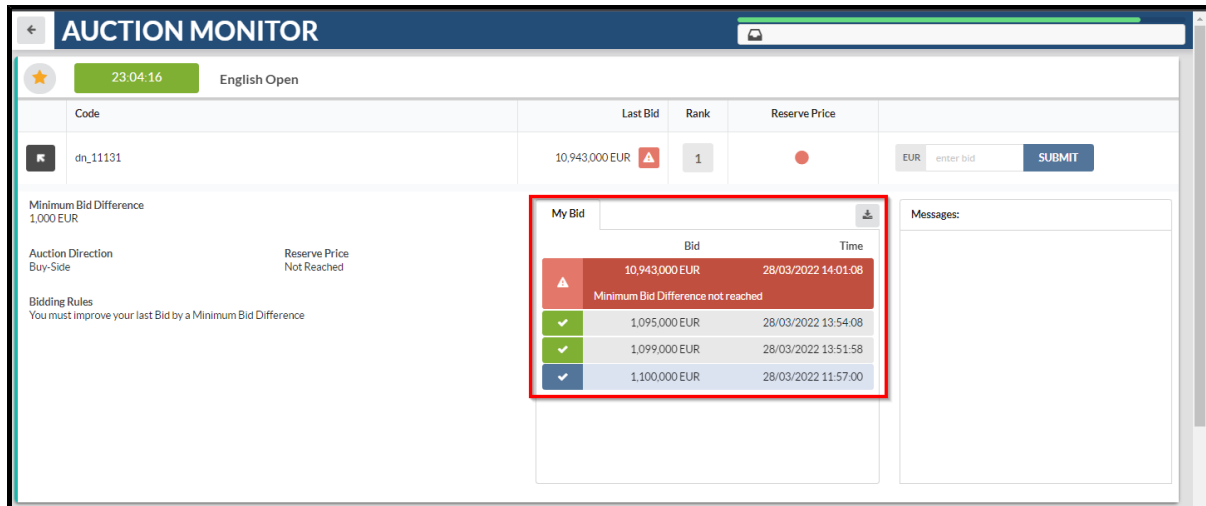

13 - Error Minimum Bid Different not Reached

Awarding of English Open Auction

The following conditions have to be met for a winner to be determined.

1. If applicable Reserve Price must be reached.

2. For eAuction you have to be Rank "1". For eBidding the buyer can determine more potential winners according to a conditions defined in the eAgreement.

Please Note that the awarding rules can defer according to the rules defined in the eAgreement.
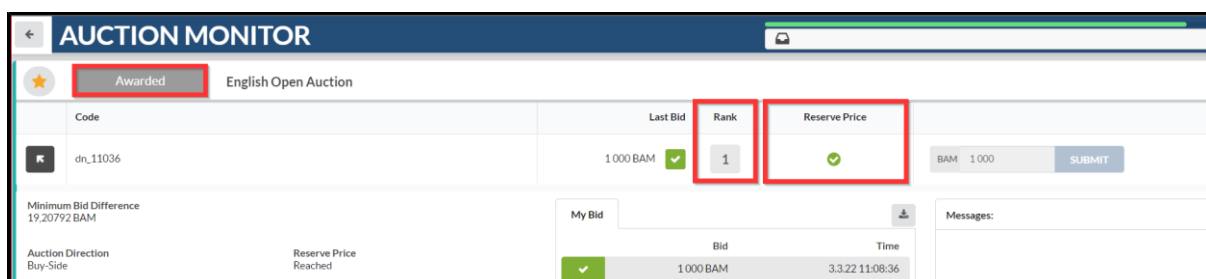
14 - Winner Recognition

Bidding Rules for English Decreasing eAuction

- *Participants must underbid the current best bid in the auction by at least the minimum bid difference when submitting a new bid*

- *In this eAuction setting the Best Bid visible to the suppliers and the rank is normally not visible.*

Within the Auction Monitor Suppliers see the following information.

1. **Count Down Clock:** Counts down time until the eAuction end. (For more information see chapter **"Extension Time Rules"**.

2. **Minimum Bid Difference:** This is a minimum amount by which the best bid must be reduced when placing a new bid.

3. **Last Bid:** Displays the last bid that the supplier has placed.

4. **Best Bid:** Displays the current best bid of the Auction.

5. **Reserve Price:** The Reserve Price is lower than the Individual Starting Price and is relevant for the awarding. If the Reserve Price was not reached or undercut during the Event, 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. When the Reserve Price is not reached it is indicated with a red dot. Once the Reserve Price is reached or undercut from any Participant during the Event the dot will change to green. However, the eAuction continue till because the suppliers can keep bidding and compete between each other until eAuction end. **If you can't see the Reserve Price information, it means that it is not applicable for your event.**

6. **Field to type and Submit the Bid**: This is the place where suppliers write the bid which they wish to place.

15 - Auction Monitor

Place a new bid.

1. Type the new bid into the field.

2. Click the **"Submit"** button.

3. Confirm your bid one more time.

16 - Step 1. and 2.

17 - Step 3. Confirm

Once you have placed your bid **your Last Bid will equal the Best Bid.**

18 - Best Bid = Last Bid

Your new bid must be lower by at least minimum bid difference than the Best Bid. All your bids will appear in the "My Bid" box. The "My Bid" tab lists all bids submitted, with a clear indication if the bid was accepted or rejected (and the rejection reason).
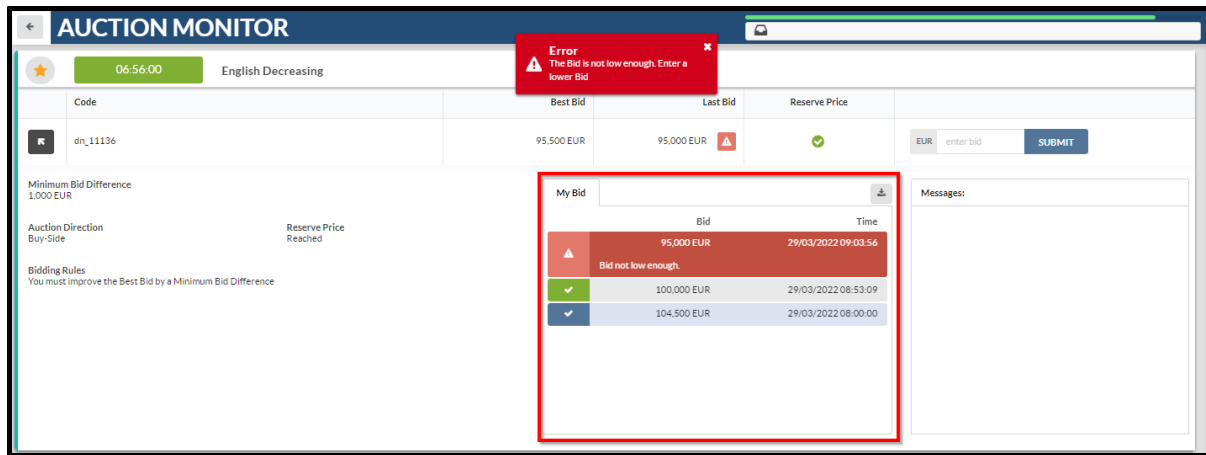
19 - Error Minimum Bid Different not Reached

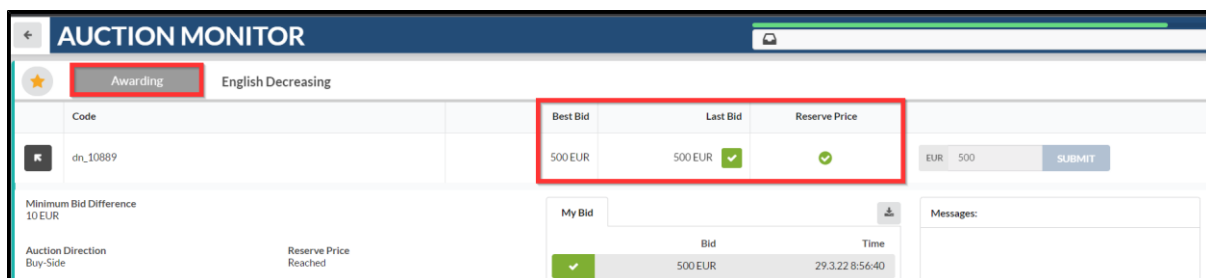## Awarding English Decreasing eAuction

The following conditions have to be met for a winner to be determined.

1. If applicable Reserve Price must be reached.

2. For eAuction your Last Bid must be the same as the Best Bid.

Please Note that the awarding rules can defer according to the rules defined in the eAgreement.

20 - Winner Recognition

Bidding Rules for English Multi Lot eAuction

The Multi Lot eAuction can either be English Open or English Decreasing. Please see above the bidding rules for each design.

During the Multi Lot eAuction suppliers bid in each Lot separately. This means that each Lot can have its own winner and rules such as Minimum Bid Difference and Reserve Price, etc.

When suppliers enter the Auction Monitor all Lots will be displayed in the same window.

Within the Auction Monitor Suppliers see the following information.

1. **Count Down Clock:** Counts down time until the eAuction end. (For more information see chapter **"Extension Time Rules"**.

2. **Collapse Auction:** You have to use this function to access the Lot information such as minimum bid difference.

3. **Rank:** Displays the position of the supplier in the event. / **Best Bid:** Displays the current best bid of the Auction.

4. **Reserve Price:** The Reserve Price is lower than the Individual Starting Price and is relevant for the awarding. If the Reserve Price was not reached or undercut during the Event, there is no winner. **Each Lot has its own Reserve Price.**

5. **Field to type and Submit the Bid**: This is the place where suppliers write the bid which they wish to place. Place a bid for each Lot separately.

21 - Multi Lot eAuction

Minimum Bid Difference: This is a minimum amount by which the best bid must be reduced when placing a new bid. It can be different for each lot therefore the suppliers must use the function "**Collapse Auction**" to access the Lot information.

22 - Minimum Bid Difference

Place a new bid for each Lot separately.

1. Type the new bid into the Lot field.

2. Click the **"Submit"** button.

3. Confirm your bid one more time.

23 - Place a Bid

If the Multi-Lot event is an **English Open Auction**, two options are possible once you have placed your bid:

1. **Your Rank has remained the same:** This means that you have not beaten any competitor in this lot and you should try to place more bids to get a better rank.

2. **Your Rank has changed, and you have a better position:** Depending on the position, you can place more bids.

If the multi-lot event is an **English Decreasing Auction**, your last bid will be the best bid once you have placed your bid.

Awarding Multi Lot eAuction

The following conditions have to be met for a winner to be determined in each Lot.

1. If applicable Reserve Price must be reached.

2. For **English Decreasing Auctions**, for each Lot your Last Bid must be the same as the Best Bid. For **English Open Auctions** you have to have the best Rank in the Lot.

Please Note that the awarding rules can differ according to the rules defined in the eAgreement.

24 - Awarding for Multi Lot eAuction

Bidding Rules for English Multi Line eAuction

The Multi Line eAuction can either be English Open or English Decreasing. Please see above the bidding rules for each design.

Supplier can imagine the Multi line event as lot with more items. During the Multi Line event suppliers bid for each Item separately but at the end only one supplier wins the entire eAuction. The winner is determined based on the total price of all items.

When suppliers enter the Auction Monitor all Items will be displayed in the same window.

Within the Auction Monitor Suppliers see the following information.

1. **Count Down Clock:** Counts down time until the eAuction end. (For more information see chapter **"Extension Time Rules"**.

2. **Collapse Auction:** You have to use this function to access the Lot information such as minimum bid difference.

3. **Rank:** Displays the position of the supplier in the event. / **Best Bid:** Displays the current best bid of the Auction.

4. **Reserve Price:** The Reserve Price is lower than the Individual Starting Price and is relevant for the awarding. If the Reserve Price was not reached or undercut during the Event, there is no winner. **The Reserve Price is applicable for Total Price.**

5. **Minimum Bid Difference:** This is a minimum amount by which the Best Bid or Lats Bid must be reduced when placing a new bid. **The Minimum Bid Difference is applicable for Total Price.**

6. **Field to type a Bid:** This is the place where suppliers write the bid for each item which they wish to place.

7. **Submit the Bid**: Submit the total price of Items.

25 - Auction Monitor

Place a new bid for each Item separately.

1. Type the new bid into the Item fields.

2. Click the **"Submit"** button.

3. Confirm your bid one more time.

26 - Step 1. and 2.

27 - Step 3. Confirm

If the Multi-line event is an **English Open Auction**, two options are possible once you have placed your bid:

1. **Your Rank has remained the same:** This means that you have not beaten any competitor in this event, and you should try to place more bids to get a better rank.

2. **Your Rank has changed, and you have a better position:** Depending on the position, you can place more bids.

If the multi-line event is an **English Decreasing Auction**, your last bid will be the best bid once you have placed your bid.

Awarding Multi Line eAuction
The following conditions have to be met for a winner to be determined in the event.

1. If applicable Reserve Price must be reached.

2. For **English Decreasing Auctions** your Last Bid must be the same as the Best Bid. For **English Open Auctions** you have to have the best Rank.

Please Note that the awarding rules can differ according to the rules defined in the eAgreement.

28 - Awarding for Multi Line eAuction

Manage Messages

If you ever have questions about the eAuction in which you are participating, you can contact the buyer through the Messages area within the eAuction.

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'.**

29 - 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.

30 - 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.

31 - 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.

32 - Received Messages

33 - 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.

34 - 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.

35 - 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.
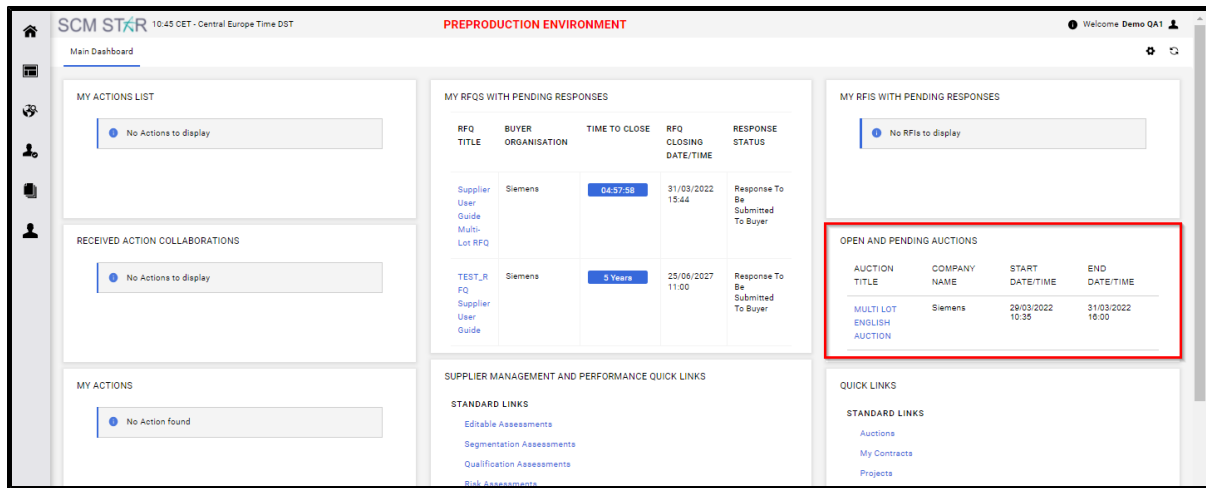
36 - Main Dashboard

Export your Bids

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

2. Please note that for Multi-Line Auctions, the export function only contains the total price. You can see (not download) the bids for Line-Items by clicking on the information icon next to the Total Price.
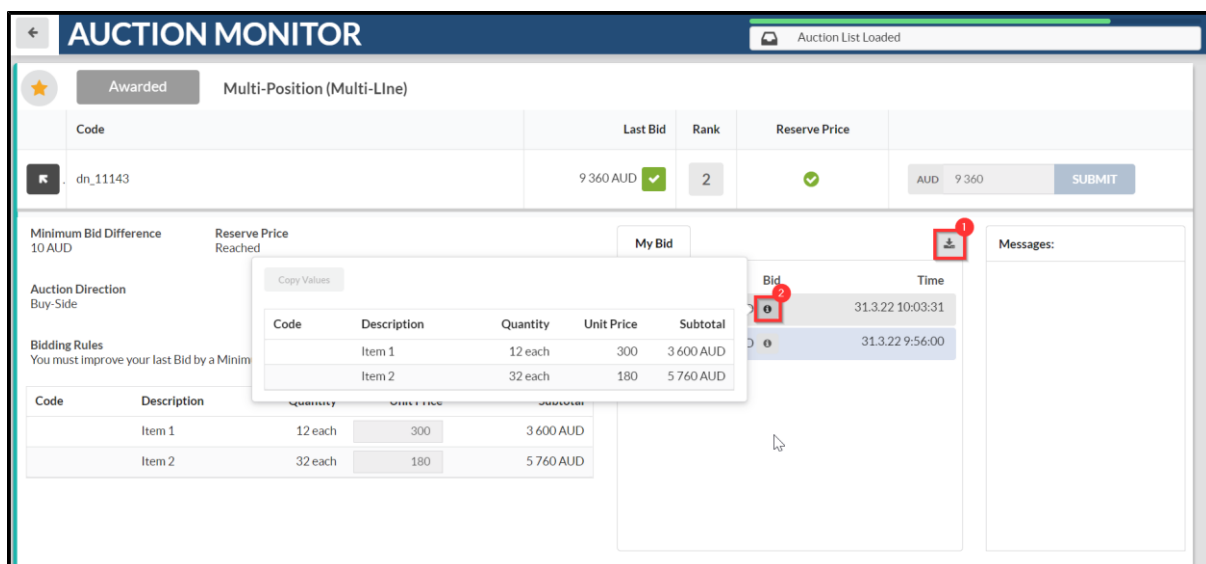
37 - Export Function & Line-Item Information