

SIEMENS

Siemens SCM STAR User Guide

**SLM-SQ-06 / Supplier Qualification - Supplier
Documentation**

[siemens.tld/SCM STAR](https://www.siemens.tld/SCM%20STAR)

Qualification Assessment – Supplier View

General Requirements

Pre-requisites:

Prior to this exercise you will need to:

- Have received a confirmation on account creation in SCM STAR
- Have received a notification email about the qualification

Objectives:

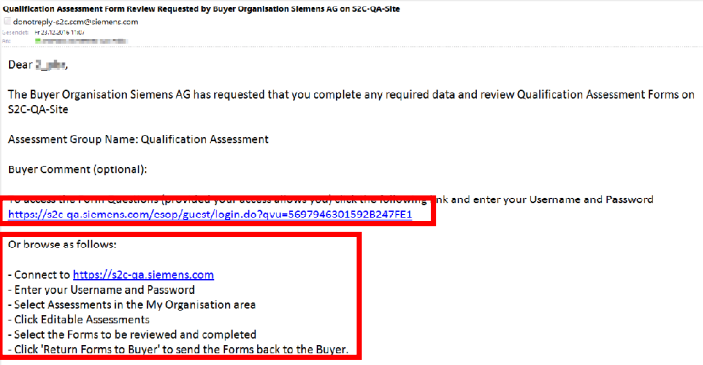
Upon completion of this exercise you should be able to:

- Follow the E-Mail link sent for the qualification
- Log in to SCM STAR as a Supplier
- Access the Qualification Forms and see the Progress Status
- Answer assessment forms and save answers
- Send response to Buyer and create an Assessment Report

Estimated Time:

The estimated time to complete this User Guide is 30 minutes.

Follow E-Mail Link and Log-In

	Step Description	Notes
1.	<p>Process start with receiving an email notification.</p> <p>In the E-Mail a deep link is setup, which directly opens the qualification assessment with the relevant forms and questions after login.</p>  <p>Qualification Assessment Form Review Requested by Buyer Organisation Siemens AG on S2C-QA-Site</p> <p>Dear [Name],</p> <p>The Buyer Organisation Siemens AG has requested that you complete any required data and review Qualification Assessment Forms on S2C-QA-Site</p> <p>Assessment Group Name: Qualification Assessment</p> <p>Buyer Comment (optional):</p> <p>https://s2c.qa.siemens.com/cesop/guest/login.do?au=5697946301592B247FE1 link and enter your Username and Password</p> <p>Or browse as follows:</p> <ul style="list-style-type: none"> - Connect to https://s2c.qa.siemens.com - Enter your Username and Password - Select Assessments in the My Organisation area - Click Editable Assessments - Select the Forms to be reviewed and completed - Click 'Return Forms to Buyer' to send the Forms back to the Buyer. 	

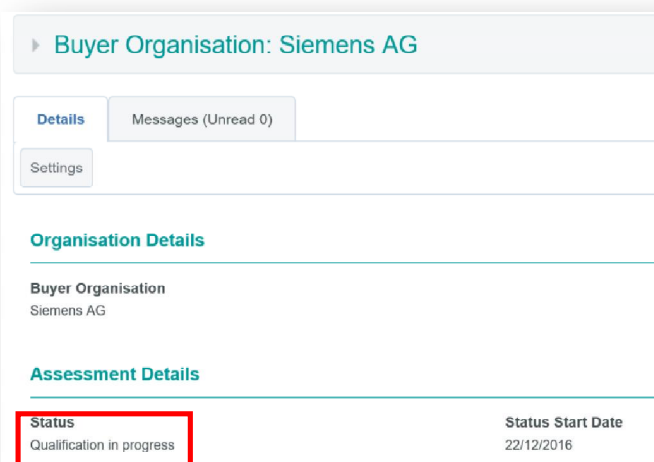
Access Qualification Forms and view Progress Status

	Step Description	Notes								
<p>1.</p>	<div data-bbox="300 551 699 1032"> <table border="1"> <thead> <tr> <th>Buyer Organisation</th> <th>Request Received On</th> <th>Editable Form Completion</th> <th>Editable Category Form Completion</th> </tr> </thead> <tbody> <tr> <td>Siemens AG</td> <td>23/12/2016</td> <td>6%</td> <td></td> </tr> </tbody> </table> </div> <p>The quickest way to access the Qualification forms is using the email deep-link. The navigation is also possible on the dashboard. You will find an overview of the qualification assessments in the portlet “My Editable Assessments”. With click on the Buyer Organization name the assessment will be immediately opened.</p> <p>Within the Menu bar the qualification assessment can be viewed by opening the navigation menu on the left side. Navigate to:</p> <ol style="list-style-type: none"> 1. My Organisation 2. Assessments 3. Editable Assessment <div data-bbox="300 1473 1002 1832"> </div> <p>Select the name of the Buyer Organisation to proceed to the editable forms.</p>	Buyer Organisation	Request Received On	Editable Form Completion	Editable Category Form Completion	Siemens AG	23/12/2016	6%		
Buyer Organisation	Request Received On	Editable Form Completion	Editable Category Form Completion							
Siemens AG	23/12/2016	6%								
<p>2.</p>	<p>In order to view the assessment status, access the</p>									

assessment settings above the editable forms.



The status is visible under the section "Assessment Details".



Answer assessment forms and save answers

1. To answer the assessment forms, choose each of the forms from the Assessment Form overview. The overview also allows to see:

- The Title of each form
- The Status of each form (processing status)
- Which Forms are mandatory and which are optional
- On what date the Buyer allowed Supplier editing
- If the individual form has been viewed

The Supplier Form Status summarizes the processing status of mandatory and optional questions.

	Title	Supplier Form Status		Document Expiry Date (First to Expire)	Last Modification Date	Form Editing Allowed on	Forms Viewed
		Mandatory	Optional				
1	SQ-Code of Conduct (v3.0)	0%	0%			12/01/2017 14:10	Yes
Total 1							Page 1 of 1

Note: The visibility of the forms depends on the invitation from the Buyer to edit individual forms.

2.

After opening one of the forms with click on the name, an overview of the questions of the selected form will appear.

The “Edit” option allows to edit and answer the qualification questions of the selected form.

The screenshot displays the 'Form Information' section of the SCM STAR interface. At the top, there are tabs for 'Details' and 'Messages (Unread 0)'. Below this, there is a section titled 'Editable Forms' with navigation arrows. The 'Form Information' section includes a red-bordered 'Edit' button. Below this, there is a section for 'Editable Forms' with a table showing 'Form Editing' details. The table has columns for 'Current Editing Allowed' and 'Last Editing Stopped'. The 'Current Editing Allowed' column shows '12/01/2017 14:10' and the 'Last Editing Stopped' column shows 'Last Editing Stopped'. The form title is 'Form Title: SQ-Code of Conduct (v3.0)'.

Furthermore it is possible to browse between different forms easily by using the arrows above the field “Form Information”.

3.

Below the form description the form questions begins, where each question can be answered. The following options are possible, depending on the setup of each field:

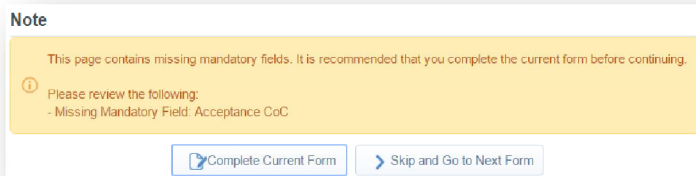
- Text or numeric
- Date
- Multiple Choice or Yes/No
- Attachments

The screenshot displays the 'Response' section of the SCM STAR interface. At the top, there are buttons for 'Save and Continue' and 'Cancel'. Below this, there is a table with columns for 'Title', 'Description', and 'Response'. The table has rows for 'Lista eligible for inheritance: Do you wish to activate the inheritance of the Code of Conduct data?', 'CoC', 'Acceptance List', and 'Comment'. The 'Acceptance List' row has a red asterisk indicating a mandatory field. The 'Comment' row has a character limit of 2000. The 'Response' column shows a dropdown menu with 'English' selected and a file attachment 'CoC_v3_doc.pdf'.

Questions marked with * are mandatory fields which needs to be answered to be able to send the qualification forms back to the buyer.

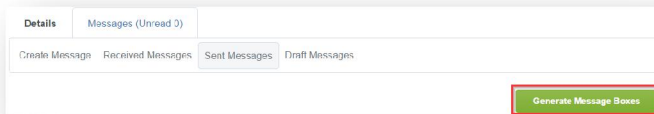
4. In order to save and continue to the other forms, use the **Save and Continue** button on the top right corner.

If a mandatory field is not entered, a notification popup will appear with an alert about the missing fields.



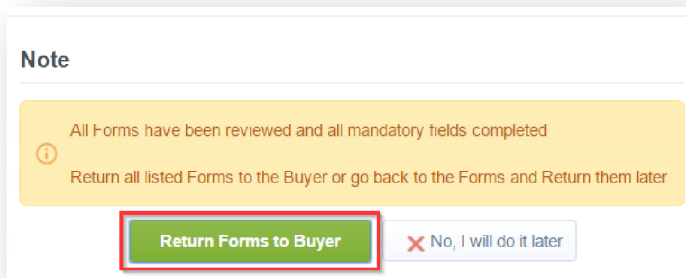
It is possible to skip the form and go to the next if necessary information is currently not available. However it is only possible to send forms back if all mandatory questions are answered.

The Buyer can be contacted over the messaging tool.

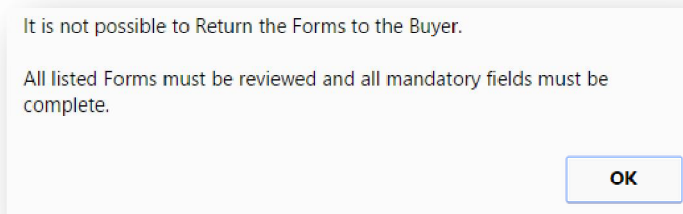


Send answers to Buyer and create Assessment Report

1. Once all mandatory questions are completed, choose the option "Return forms to Buyer" in order to send all back to the Buyer.



Note that this option can only be used if all mandatory fields have been completed, otherwise an error-message appears:



2. Reports can be created and downloaded, which summarizes all the relevant information and activities related to this specific qualification assessment – chose the option “Assessment Report” in the Assessment overview.



Subsequently, a new window will appear where the content of the Assessment Report can be chosen. Either choose all report sections or only the one relevant. To proceed just confirm the selection.



Finally the file format of the Assessment Report can be selected.

