

**SIEMENS**

# Siemens SCM STAR User Guide

**ASR 01sup / Respond to an RfX**

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

# Supplier: Respond to an RfX

## General Requirements

### **Pre-requisites:**

Prior to this document you will need to:

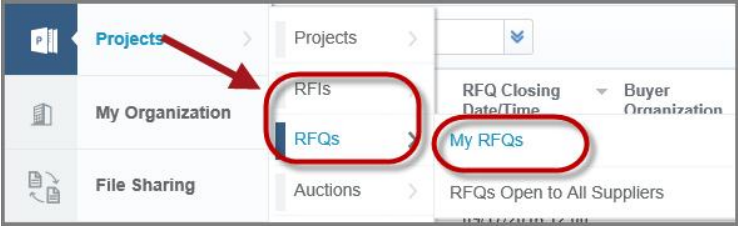
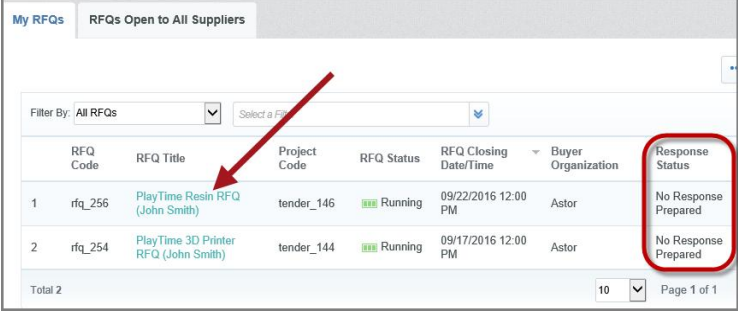
- Have access to the SCM STAR application
- Have been invited to respond to an RfX within the SCM STAR application

### **Objectives:**

At the completion of this user guide you should know the topics:

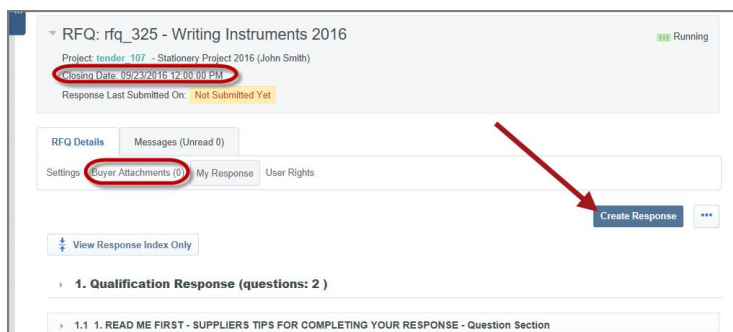
- Access to "My RfX" section
- Create an RfX Response
- Manage an RfX Response
- Submit a Response to an RfX
- Manage Messages within an RfX

## Access my RfX

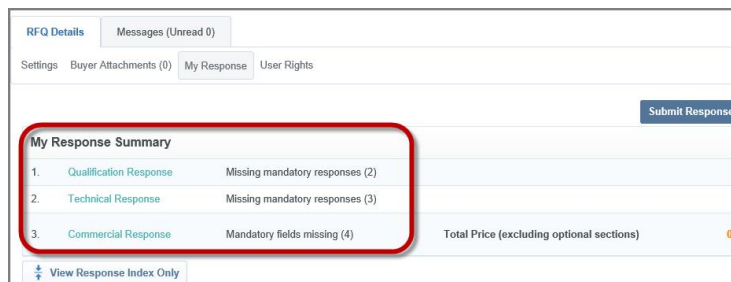
Step Description	Notes																					
<p>1. In the Navigation menu, browse to Projects, then click on RFQs or RFIs to access My RFQs or My RFIs.</p>  <p>On the My RFQs/My RFIs page, you can view your response status for the RfX.</p> <p>Click on the RFQ/RFI Title to start managing your response.</p>  <table border="1" data-bbox="293 913 1034 1227"> <thead> <tr> <th>RFQ Code</th> <th>RFQ Title</th> <th>Project Code</th> <th>RFQ Status</th> <th>RFQ Closing Date/Time</th> <th>Buyer Organization</th> <th>Response Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>PlayTime Resin RFQ (John Smith)</td> <td>tender_146</td> <td>Running</td> <td>09/22/2016 12:00 PM</td> <td>Astor</td> <td>No Response Prepared</td> </tr> <tr> <td>2</td> <td>PlayTime 3D Printer RFQ (John Smith)</td> <td>tender_144</td> <td>Running</td> <td>09/17/2016 12:00 PM</td> <td>Astor</td> <td>No Response Prepared</td> </tr> </tbody> </table> <p>There are 2 ways to create an RfX response in the application:</p> <ul style="list-style-type: none"> <li>- Online Response: the answers are provided directly online in the application</li> <li>- Offline Response: the answers are provided through a specific Excel template</li> </ul>	RFQ Code	RFQ Title	Project Code	RFQ Status	RFQ Closing Date/Time	Buyer Organization	Response Status	1	PlayTime Resin RFQ (John Smith)	tender_146	Running	09/22/2016 12:00 PM	Astor	No Response Prepared	2	PlayTime 3D Printer RFQ (John Smith)	tender_144	Running	09/17/2016 12:00 PM	Astor	No Response Prepared	
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## Create RfX Response: Online Response

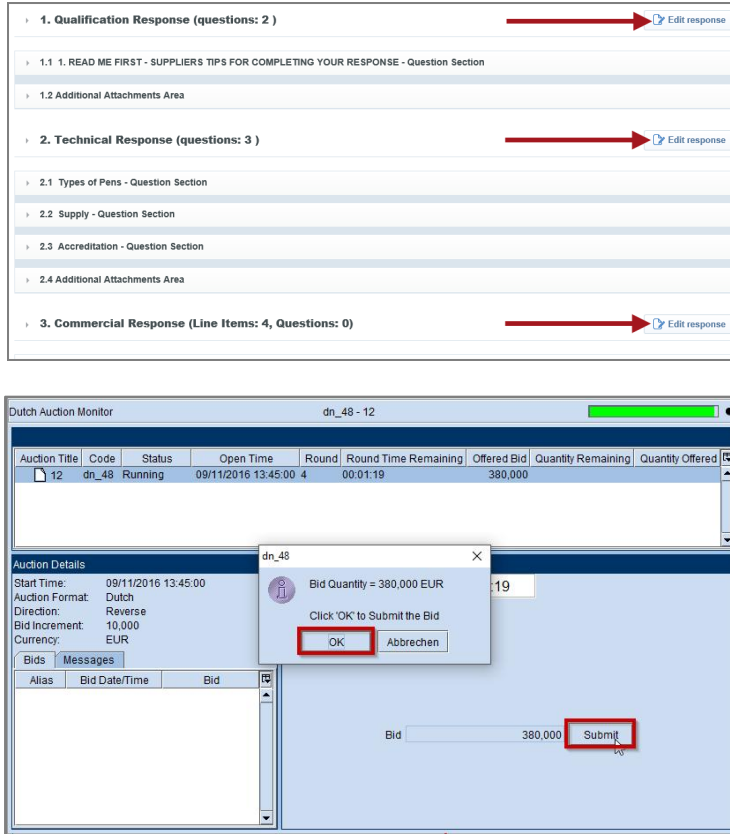
1. Click on the RFQ/RFI title to access the RfX. You will land in the My Response area.  
You can then review the set-up of the RfX.  
On the RfX Header: The RfX closing date is indicated  
Buyer Attachments: Buyers may upload general documents for you to read. You can download them in the Buyer Attachments area.  
When ready, click 'Create Response' to start the process.



2. Notice the My Response Summary section. It helps you keep track of your response progress based on the mandatory questions answered. Depending on the RfX structure, you might see only one, two or all three sections of the Quality/Technical/Commercial Response Summary.

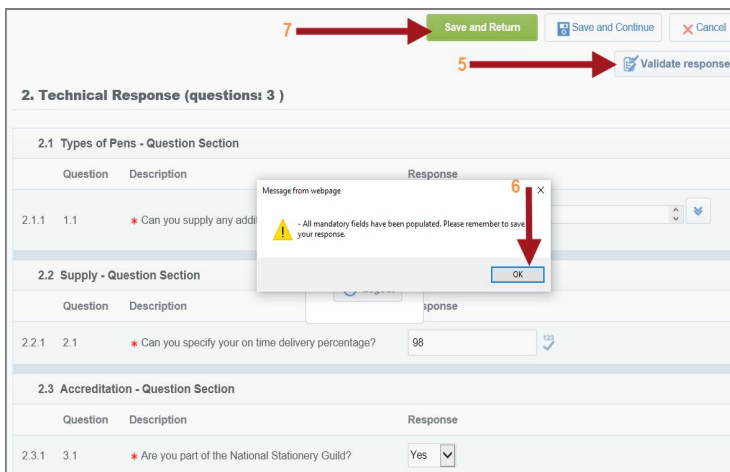


1. Scroll down and click on the 'Edit Response' button to edit your response for each section.



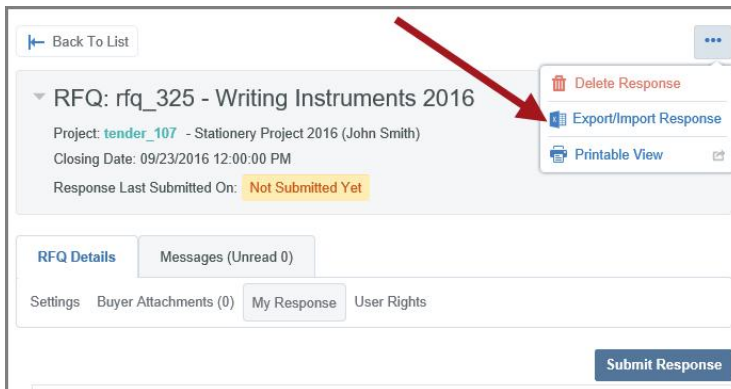
2. Provide responses to all the mandatory questions (indicated by red asterisk). To ensure all mandatory questions are answered and the responses provided are in compliance with the format required, click Validate Response. The system will check the responses and show you the results.

Please remember to save your responses. Click on 'Save and Continue' to save. If you want to access the other sections of the RfX, click on 'Save and Return' to return to the My Response page. From there, you can open and respond to questions in the other sections.

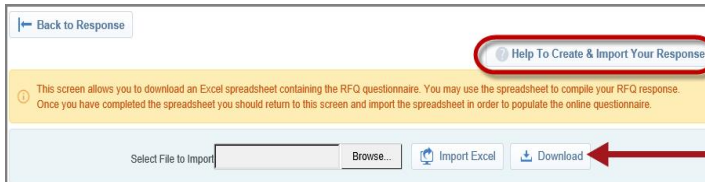


## Create RfX Response: Offline Response

1. If you wish to respond to the RfX offline, you can download the questionnaire in Excel format, complete it offline, then import the file to populate the online RfX with your answers.
  1. After clicking Create Response, you will see the Export/Import Response option on the upper right corner of the page.
  2. Click Export/Import Response.



2. Click 'Download' to download the questionnaire in Excel format.



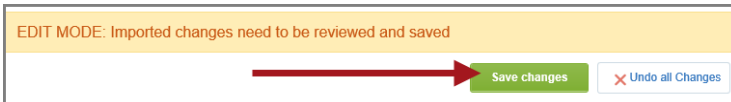
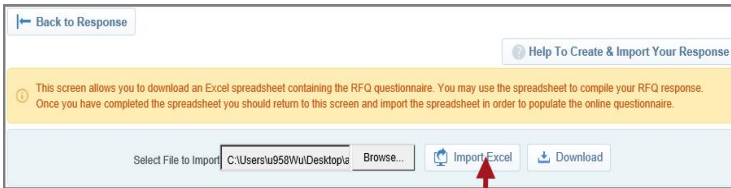
If you have any questions regarding the types of questions and how to work with the excel questionnaire, you can click on 'Help To Create & Import Your Response' to get detailed instructions.

3. Follow the instructions and complete all the mandatory questions (color coded yellow).

D	E	F	G	H	I	J	K
NOTE: PLEASE DO NOT ADD OR REMOVE ANY WORKSHEETS, CELLS, ROWS OR COLUMNS FROM THE EXCEL RESPONSE SPREADSHEET, OR EDIT ANY FORMULAE							
RFQ Response Questionnaire for: rfq_325							
COLOUR LEGEND							
Response Optional							
Response Mandatory							
Ignored During Import							
Questionnaire Information							
<b>1 Qualification Envelope</b>							
<b>1.1 READ ME FIRST - SUPPLIERS TIPS FOR COMPLETING YOUR RESPONSE</b>							
Note		Note Details					
Question	Description	Response Type	Response Guide	Response			
1.1.17	CONFIRMATION REQUIRED	Please confirm that you have read and understood these instructions.	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box.	Yes		
1.1.18	CONFIRMATION REQUIRED	Name/ Date:	Text	Enter plain text			
<b>2 Technical Envelope</b>							
<b>2.1 Types of Pens</b>							
Question	Description	Response Type	Response Guide	Response			
2.1.1	1.1	Can you supply any additional colours?	Text	Enter plain text	Yes		

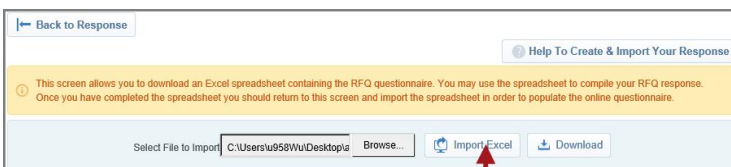
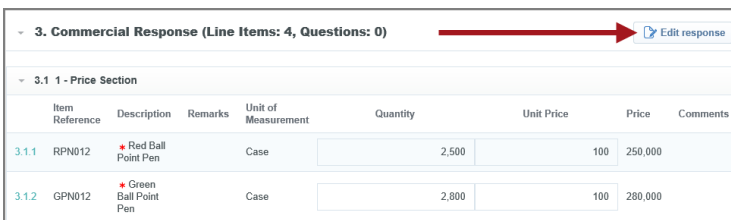
When done, save the file and browse back to the Export/Import Response page.

<p>4.</p>	<p>Click 'Import Excel' to upload the completed Excel questionnaire. The system will run a compliance check to see if there are missing rows, incompliant responses (e.g. texts entered in a numeric field) or missing mandatory responses. If all checks pass, you can proceed to save your responses. If not, please correct the errors indicated in the system message and re-import the questionnaire.</p>	
<p>5.</p>	<p>As always, remember to click 'Save Changes' when you are finished.</p>	

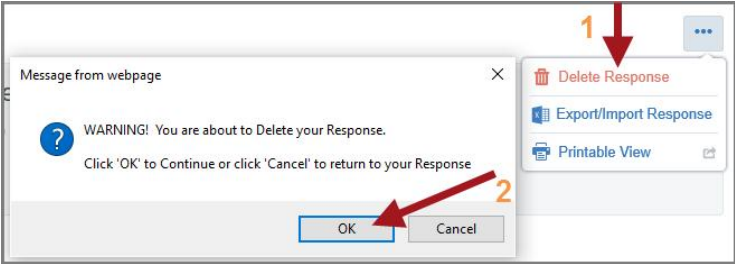


## Create RfX Response: Modify your Response

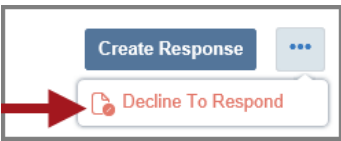
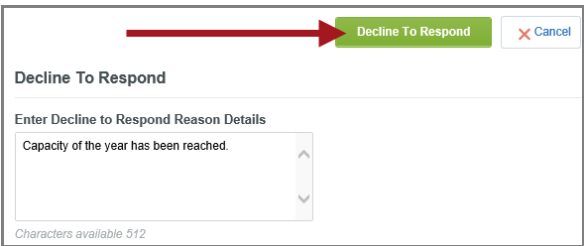
<p>1.</p>	<p>You may edit and re-submit a submitted response, up to the Closing date &amp; Time.</p> <ol style="list-style-type: none"> <li>To modify responses online, you can edit your responses by turning the questionnaire into edit mode and updating your responses accordingly.</li> </ol>	
<p>2.</p>	<p>To modify responses offline, you need to download the excel questionnaire, update your response, and then import the questionnaire into the system.</p>	<p>Remember to Save your responses as you go.</p>



## Create RfX Response: Delete your Response

<p>1.</p>	<p>If your current responses are no longer applicable and the RfX closing date/time has not passed, you can delete your responses.</p> <ol style="list-style-type: none"> <li>1. Click the More [...] button, on the upper right corner of the page and then click on 'Delete Response'.</li> </ol>  <ol style="list-style-type: none"> <li>2. Once confirmed, all of your previous responses will be deleted. You will return to the My Response page, where you will have the options to 'Create Response' or 'Decline to Respond'.</li> </ol>	
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## Create RfX Response: Withdraw Response

<p>1.</p>	<p>If you would like to withdraw from the RfX, you must delete all of the responses entered previously (see steps above), then proceed with the following:</p> <ol style="list-style-type: none"> <li>1. Find and Click on 'Decline To Respond' in My Response page.</li> </ol> 	
<p>2.</p>	<p>Enter a reason and confirm the action. The system will notify the Buyer Organization of the withdraw.</p> 	



3.	<p>But you can still submit responses at any time until the RfX Closing date. To do so, use the Undo Decline feature on My Response page.</p>	
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## Create RfX Response: Submit Response

1.	<p>Once the RfX questionnaire is completed, you are ready to publish your responses toSIEMENS. In My Response area, click on the 'Submit Response' button.</p>	
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| 2. | Once you clicked on the "Submit Response" Button, confirm the action |  |
| 3. | You can see in the RfX header that the response status has changed from "Not Submitted yet" to Response Last Submitted on date/time". |  |

Version 1

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## Create RfX Response: Manage Messages

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

Note: Please pay attention to the date and time indicated in the End Date for Buyer Replies to Messages field on the RfX settings page. The Buyer has no obligation to respond to your message after the date and time noted.

Date & Time Information	
Options for Viewing Responses Sealed	RFQ Publication - Date 08/23/2016 09:56:25 AM
RFQ Latest Change - Date 08/24/2016 11:14:21 AM	<b>End Date for Buyer Replies to Messages - Date</b> 08/24/2016 11:15:00 AM

Message from webpage

Warning! The End Date & Time for Buyer Replies to Messages has passed. The Buyer has no obligation to respond to any request for clarifications on this Object. Do you want to continue to send the Message?

OK Cancel

2. To create and send a Message to Buyer, please follow the following steps :

1. In the RfX you're working on, select the 'Messages' tab.
2. Then click 'Create Message'.

RFQ Details **Messages (Unread 0)**

Create Message Received Messages Sent Messages Draft Messages Forwarded Messages

- 3.
- a. Classify the message if the Buyer organization has the categories configured, e.g. Clarification.
  - b. Compose a message
  - c. 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.

- 4.
- 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.

Recipient	Date	Subject	Read by Recipient	Replies
1 Astor	08/24/2016 11:11 AM	Delivery Terms	1	0

- 5.
- 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.

6. Forward Buyer Message
1. To forward a Buyer Message to recipients outside of the platform, you can do so in the Received Messages area.
  2. Find the message you need, click on 'Forward'.
  3. Enter the recipient's email address. Use semicolons to separate email addresses and send the message to multiple people.
- Click 'Forward' to send the message.

Forward Message

Forward Cancel

Recipient  
z.wu@bravosolution.com; zoewu96@gmail.com

Subject  
Fw: Re: Payment Terms

Message  
Message related to the RFQ rfq\_325 with Title Writing Instruments 2016, forwarded by Z.W (Supplier ZW) test

