

SIEMENS

Siemens SCM STAR
User Guide
西门子 SCM STAR
用户指南

ASR 01sup / Respond to an RfX 回复 RfX

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

Supplier: Respond to an RfX

供应商：回复 RfX 指南

General Requirements

一般要求

Pre-requisites:

前期必备:

Prior to this document you will need to:

在使用本文档之前，您需要：

- Have access to the SCM STAR application
- 已经登录 SCM STAR 系统
- Have been invited to respond to an RfX within the SCM STAR application
- 已经被邀请对 SCM STAR 系统中的 RfX（信息/提案书/报价单）作出回复

Objectives:

目标:

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

您可在本用户指南里获得以下内容：

- Access to “My RfX” section
- 进入“ My RfX ” 章节
- Create an RfX Response
- 创建 RfX 回复
- Manage an RfX Response
- 管理 RfX 回复
- Submit a Response to an RfX
- 提交 RfX 回复
- Manage Messages within an RfX
- 管理 RfX 中的信息

Access my RfX

进入我的 RfX

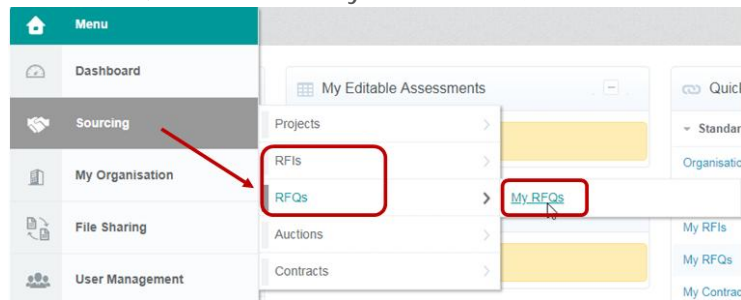
Step Description

步骤说明

Notes

注解

1. In the Navigation menu, browse to Sourcing, then click on RFQs or RFIs to access My RFQs or My RFIs.
在导航菜单中，找到 Sourcing 项目，然后点击 RFQs “报价单请求” 或 “ RFIs 信息请求”。访问 my RFQs “我的报价单请求” 或 my RFIs “我的信息请求”。



On the My RFQs/My RFIs page, you can view your response status for the RfX.

在 “ My RFQs/my RFIs ” 页上，您可以查看您的 RfX 的回复状态。

Click on the RFQ/RFI Title to start managing your response.
点击 RFQ/RFI 标题，以开始管理您的回复。

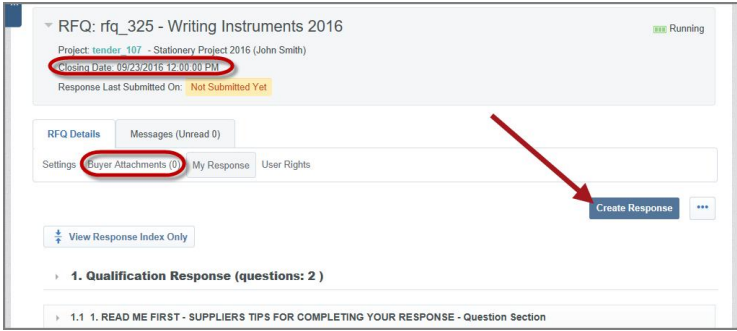
RFQ Code	RFQ Title	Project Code	RFQ Status	RFQ Closing Date/Time	Buyer Organization	Response Status
1	rfq_256 PlayTime Resin RFQ (John Smith)	tender_146	Running	09/22/2016 12:00 PM	Astor	No Response Prepared
2	rfq_254 PlayTime 3D Printer RFQ (John Smith)	tender_144	Running	09/17/2016 12:00 PM	Astor	No Response Prepared

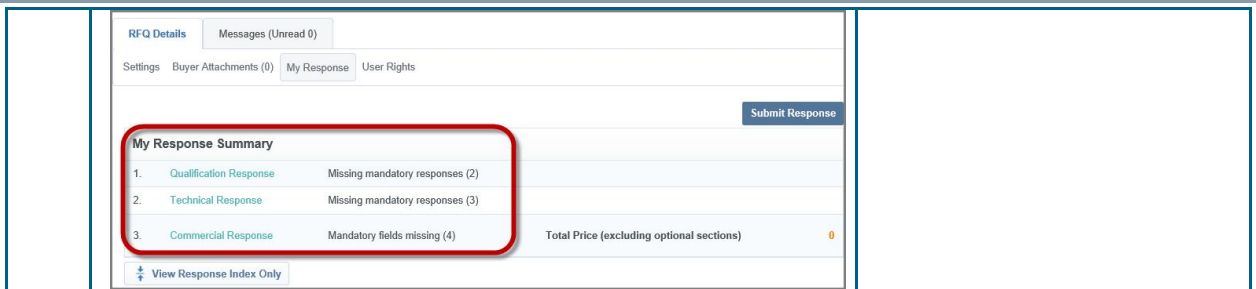
There are 2 ways to create an RfX response in the application:

在系统中有两种方法创建 RfX 回复：

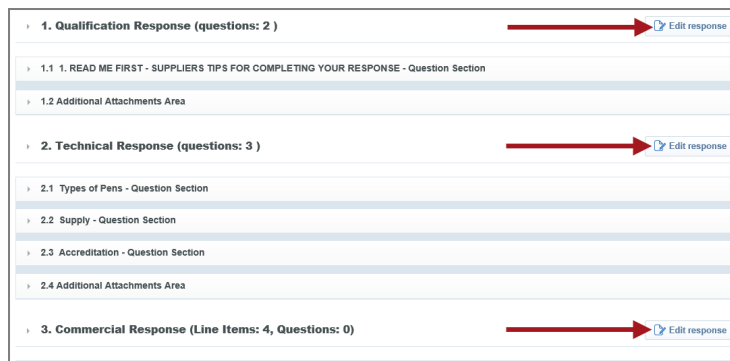
- Online Response: the answers are provided directly online in the application
-在线回复：在系统中直接在线提供答复
- Offline Response: the answers are provided through a specific Excel template
-离线回复：通过特定的 Excel 模板提供答复

Create RfX Response: Online Response 创建 RfX 回复：在线回复

1.	<p>Click on the RFQ/RFI title to access the RfX. You will land in the My Response area. 点击 RFQ/RFI 标题以访问 RfX。界面会自动跳转到 My Response “我的回复” 区域。</p> <p>You can then review the set-up of the RfX. 复查 RfX 的设置。</p> <p>On the RfX Header: The RfX closing date is indicated in the RfX header: The RfX closing date is indicated in the RfX header: 显示了 RfX 的截止日期 Buyer Attachments: Buyers may upload general documents for you to read. You can download them in the Buyer Attachments area. 采购方附件：买方可能会上传一些需您参阅的常规文件。您可以在 Buyer Attachments “采购方附件” 区域进行下载。</p> <p>When ready, click 'Create Response' to start the process. 准备就绪后，点击 Create Response “创建回复” 以启动回复。</p>  <p>The screenshot shows the RfX interface for 'RFQ: rfq_325 - Writing Instruments 2016'. The 'Closing Date' is highlighted in red as '09/23/2016 12:00:00 PM'. The 'Buyer Attachments' section is also highlighted in red. A red arrow points to the 'Create Response' button. Below this, there is a section for '1.1.1. READ ME FIRST - SUPPLIERS TIPS FOR COMPLETING YOUR RESPONSE - Question Section'.</p>	
2.	<p>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. 在 My Response Summary “我的回复摘要” 页面里，您可以根据必填项跟踪自己应答过程的进度。根据 RfX 的结构，您可看到有关质量/技术/商业摘要中的一个、两个或全部三个。</p>	

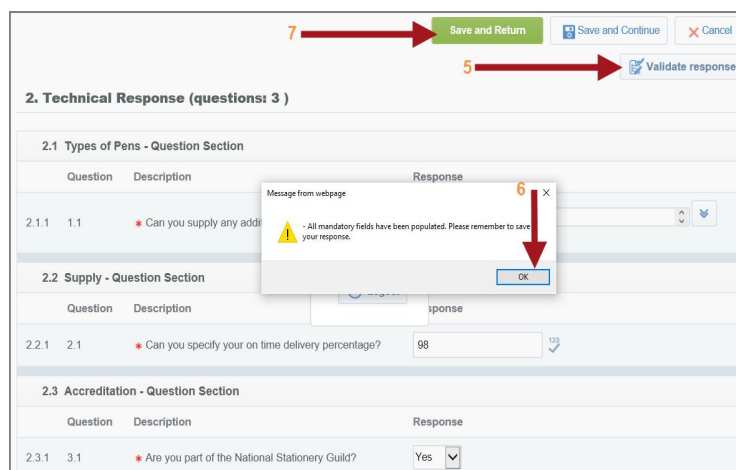


1. Scroll down and click on the 'Edit Response' button to edit your response for each section.
向下滚动并点击 Edit Response “编辑回应”按钮以编辑各个部分的回复。



2. Provide responses to all the mandatory questions (indicated by red asterisk).
请答复所有必填项（标红色星号）。
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.
为确保所有必填项提供的答案均符合格式要求，请点击 Validate Response “有效响应”。系统将自动检测回复并显示检测结果。

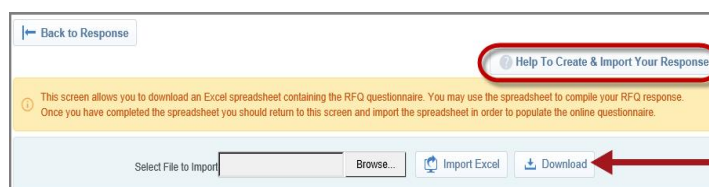
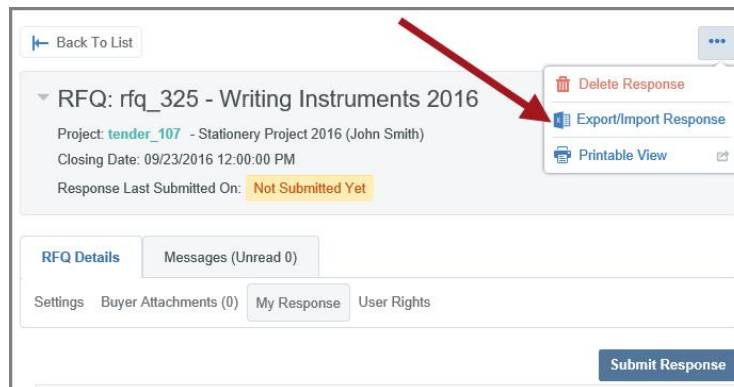
Please remember to save your responses. Click on 'Save and Continue' to save. If you want to access the other sections of the RfX, click on 'Save and Return' to return to the My Response page. From there, you can open and respond to questions in the other sections.
请务必点击“保存并继续”以保存所有答复。若访问 RfX 的其它部分，请点击“保存并返回”以返回到 My Response “我的回复”界面。从那里，可以打开并回答其它部分的问题。



Create RfX Response: Offline Response

创建 RfX 回复：离线回复

1.	<p>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. 离线回复 RfX 时，您需要下载 Excel 格式的回复表格并将其填好。然后将该回复文件在 online RfX 中导入。</p> <ol style="list-style-type: none"> After clicking Create Response, you will see the Export/Import Response option on the upper right corner of the page. 点击 Create Response “创建回复”后，在页面右上角找 Export/Import Response “导出/导入回复”选项。 Click Export/Import Response. 点击 Export/Import Response “导出/导入回复”按钮。 	
2.	<p>Click 'Download' to download the questionnaire in Excel format. 点击 “Download 下载” 以下载 Excel 格式的回复表格。</p>	<p>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. 如果您对问题类型或如何使用 excel 回复表格有疑问，可以点击“帮助”以获得详细解释。</p>
3.	<p>Follow the instructions and complete all the mandatory questions (color coded yellow). 按照说明完成所有必填项（标记为黄色）。</p>	



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							
1 Qualification Envelope							
1.1 1. READ ME FIRST - SUPPLIERS TIPS FOR COMPLETING YOUR RESPONSE							
Question	Note	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	ZW/8/23/16		
2 Technical Envelope							
2.1 Types of Pens							
Question	Description	Response Type	Response Guide	Response			
2.1.1	1.1	Can you supply any additional colours?	Text	Enter plain text	Yes		

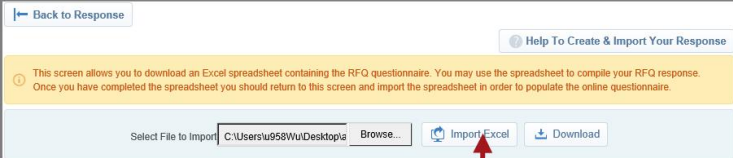
When done, save the file and browse back to the Export/Import Response page.
完成后保存文件并返回到 Export/Import Response “ 导出/导入回复” 页。

4. 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.
点击 Import Excel “ 导入 Excel 表格” 上传填好的回复表格。系统将运行一致性检查，以查看是否存在缺少项、错误回复项（如在数字项中录入文本）或必填项输入不完整。如果所有检查都通过，您可继续操作并保存回复。否则，请先更正被提示的错误项并重新导入回复表格。

5. As always, remember to click 'Save Changes' when you are finished.
一如既往，请在完成后点击 Save Changes “ 保存改变”。

Create RfX Response: Modify your Response

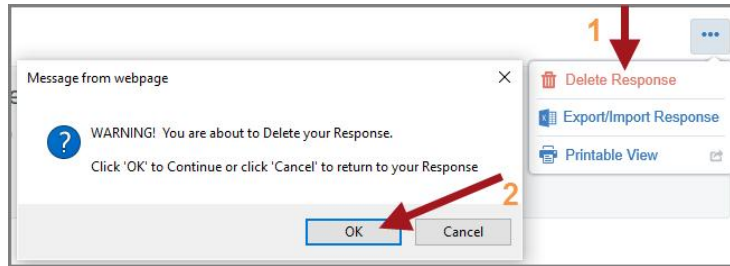
创建 RfX 回复：修改回复

1.	<p>You may edit and re-submit a submitted response, up to the Closing date & Time. 在截止日期和时间之前，您可以修改并重新提交回复。</p> <p>1. To modify responses online, you can edit your responses by turning the questionnaire into edit mode and updating your responses accordingly. 在线修改回复时，需要将回复表格转换为编辑模式并进行更改。</p> 	
2.	<p>To modify responses offline, you need to download the excel questionnaire, update your response, and then import the questionnaire into the system. 离线修改回复时，需要下载 excel 回复表格进行更改，然后将其再次导入系统。</p> 	Remember to Save your responses as you go. 谨记在离开时保存您的回复。

Create RfX Response: Delete your Response

创建 RfX 回复：删除回复

1.	<p>If your current responses are no longer applicable and the RfX closing date/time has not passed, you can delete your responses. 在 RfX 关闭日期/时间前，您可删除不再适用的回复。</p> <p>1. Click the More [...] button, on the upper right corner of the page and then click on 'Delete Response'. 点击页面右上角的更多 [...] 按钮，然后点击 Delete Response “删除回复”。</p>	
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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'.

一经确认，以前录入或导入的所有回复将被删除。在 My Response “我的回复” 界面, 重新选择 Create Response “创建回复” 或 Decline to Respond “拒绝回复”。

Create RfX Response: Withdraw Response 创建 RfX 回复：撤回答复

<ol style="list-style-type: none"> 1. 	<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> <p>如果需要撤回 RfX，必须先删除以往输入的所有答复（请参见删除步骤），然后再继续执行以下操作：</p> <ol style="list-style-type: none"> 1. Find and Click on 'Decline To Respond' in My Response page. 在 My Response 我的回复界面找到并点击 Decline To Respond “拒绝回复”。 	
<ol style="list-style-type: none"> 2. 	<p>Enter a reason and confirm the action. The system will notify the Buyer Organization of the withdraw.</p> <p>输入撤销回复的原因并确认操作。系统将通知买方组织收回邀请。</p>	



Decline To Respond

Enter Decline to Respond Reason Details

Capacity of the year has been reached.

Characters available 512

3. 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.
- 在 RfX 关闭日期之前，您仍然可以提交回复。为此，请点击 My Response “我的回复” 页面上的 Undo Decline “撤销拒绝” 按钮。



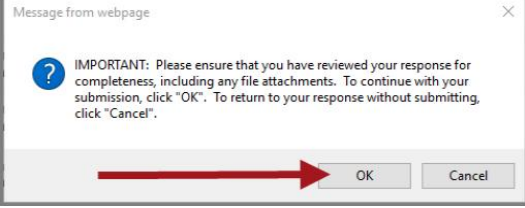
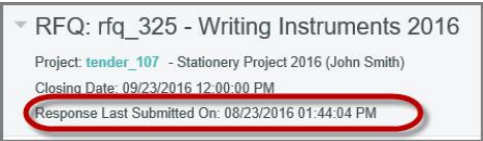
Create RfX Response: Submit Response

创建 RfX 回复：提交回复

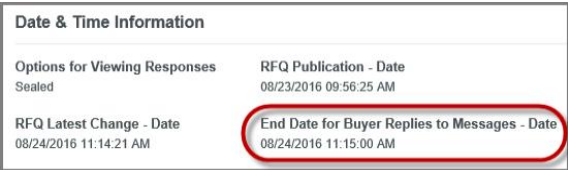
1. Once the RfX questionnaire is completed, you are ready to publish your responses to SIEMENS.
- RfX 回复表格一经完成，您就可以发布给西门子。
- In My Response area, click on the 'Submit Response' button.
- 在 My Response “我的回复” 页面中，点击 Submit Response “提交回复” 按钮。

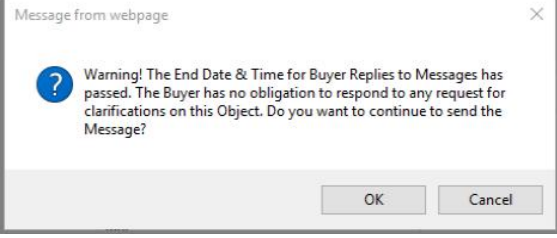

My Response Summary			
1.	Qualification Response	All questions answered No additional attachments	
2.	Technical Response	All questions answered No additional attachments	
3.	Commercial Response	All quoted items completed No additional attachments	Total Price (excluding optional sections) 785,000

2. Once you clicked on the “Submit Response” Button, confirm the action
- 点击 Submit Response “提交回复” 按钮后，确认该项操作。

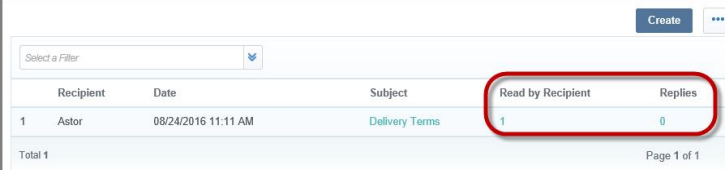
		
<p>3.</p>	<p>You can see in the RfX header that the response status has changed from “Not Submitted yet” to Response Last Submitted on date/time”. 您可以在 RfX 开头看到，回复状态已从 Not Submitted yet “未提交” 更改为 Response Last Submitted on date/time “上次回复提交于日期/时间”。</p> 	

Create RfX Response: Manage Messages 创建 RfX 回复：信息管理

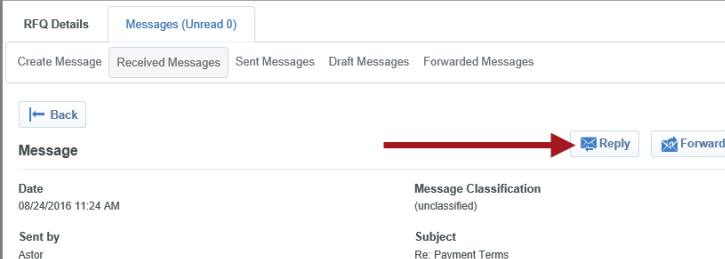
<p>1.</p>	<p>If you ever have questions about the RfX in which you are participating, you can contact the buyer through the Messages area within the RfX. 如果您对所参与的 RfX 有疑问，可以通过 RfX 中的 Messages “信息” 区域与西门子联系。</p> <p>Note: Please pay attention to the date and time indicated in the End Date for Buyer Replies to Messages field on the RfX settings page. The Buyer has no obligation to respond to your message after the date and time noted. 注: 请注意在 “ RfX 设置 ” 页上的 End Date for Buyer Replies to Messages “买方回复信息的截止日期” 字段中指定的日期和时间。指定日期和时间之后，买方不再有义务对您的信息进行回复。</p> 	
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<p>2.</p>	<p>To create and send a Message to Buyer, please follow the following steps :</p> <p>要创建并向买方发送信息，请按照下列步骤操作：</p> <ol style="list-style-type: none"> 1. In the RfX you're working on, select the 'Messages' tab. 在您所处的 RfX 中，点击 Messages “信息” 选项。 2. Then click 'Create Message'. 然后点击 Create Message “创建信息”。 	
<p>3.</p>	<p>On the new page, you can 在新的界面上，您可以</p> <ol style="list-style-type: none"> a. Classify the message if the Buyer organization has the categories configured, e.g. Clarification. 如果买方已配置了类别，则对信息进行分类，如：说明类。 b. Compose a message 键入信息 c. Upload optional attachment to support your message. 上传可选附件以支持您的信息内容。 <p>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. 创建信息时，点击 Send Message “发送信息”。如果您还没有准备好发送，请点击 Save as Draft “保存草稿”。稍后，您可以在 Draft Messages “草稿信息” 区域中检索到此信息。</p>	

		
<p>4.</p>	<p>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.</p> <p>返回到 Messages“ 信息” 页面， 可看到 Sent Messages “已发送信息” 区域。您可以跟踪发送的信息，查看买方是否已读并查看您的答复。要查看买方的答复，请访问 Received Messages “已接收信息” 区域。</p>	
<p>5.</p>	<p>Reply to Buyer Message 回复信息</p> <ol style="list-style-type: none"> In the Received Messages area, click on Reply to compose your message to the Buyer. 在 Received Messages“ 已接收信息” 区域中，点击 Reply “回复” 以将您的信息发送给买方。 When done, click Send Message to send your reply. 完成后，点击 Send Message“ 发送信息” 发送回信。 	
<p>6.</p>	<p>Forward Buyer Message 转发买方信息</p> <ol style="list-style-type: none"> To forward a Buyer Message to recipients outside of the platform, you can do so in the Received 	



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



Date	Message Classification
08/24/2016 11:24 AM	(unclassified)
Sent by	Subject
Astor	Re: Payment Terms

Messages area.

要将买方信息转发给平台之外的收件人，您可以在 Received Messages “已接收信息” 区域中执行此项。

2. Find the message you need, click on 'Forward'.
找到您需要转发的信息，点击 Forward “转发”。
3. Enter the recipient's email address. Use semicolons to separate email addresses and send the message to multiple people.

输入收件人的电子邮箱地址。使用分号分隔电子邮箱地址，可将信息发送给多个收件人。

Click 'Forward' to send the message.

点击 Forward “转发” 以发送该信息。

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

