

# Siemens SCM STAR User Guide

ASR / Respond to a Dutch Auction – Version  
1.0

SCM STAR Intranet

## Versioning

| Date       | Version | Content Description  |
|------------|---------|--|
| April 2018 | 1.0     | Initial setup of ASR Respond to a Dutch Auction User Guide |
|            |         |  |

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# 1. Auction Set-up

## 1.1 Access to Dutch Auction

- 1) Expand the navigation menu and select Sourcing → “Auctions” → “Auctions”.

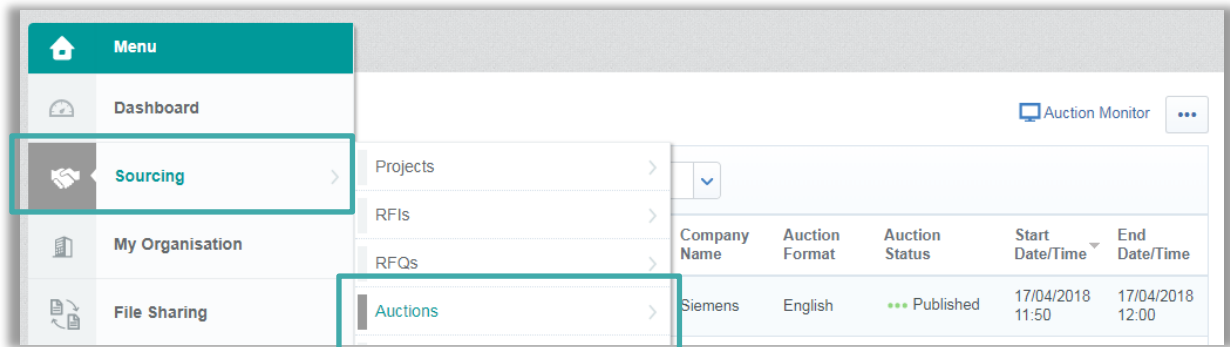


Figure 1-1: SCM STAR Dashboard

In Auctions area, you will see a list of auctions you have been invited to. The title, status, start time, end time, and Buyer Organization will be displayed for each auction.

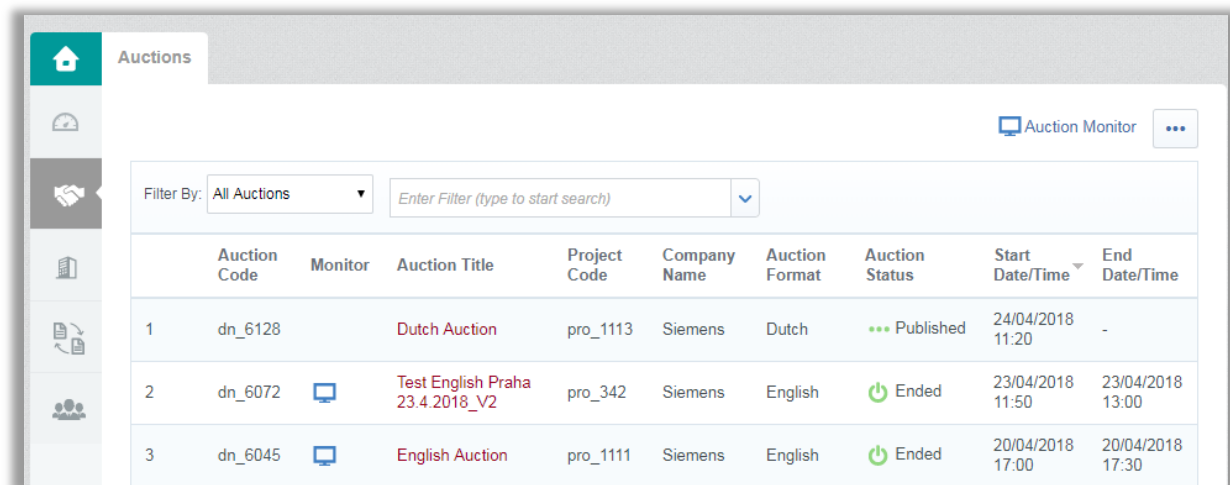


Figure 1-2: Auctions Area

- 2) Or use the Quick Links on the Main Dashboard to access the Auctions.

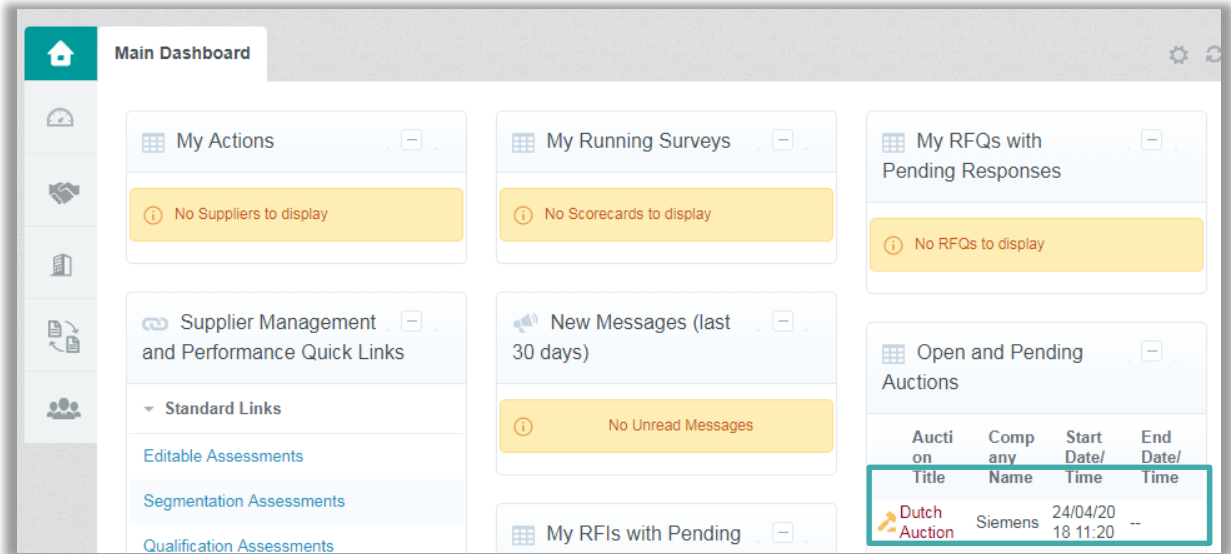


Figure 1-3: Quick Links on Main Dashboard

## 1.2 Auction Settings

Access the Auction Settings and go through the details before the auction starts.

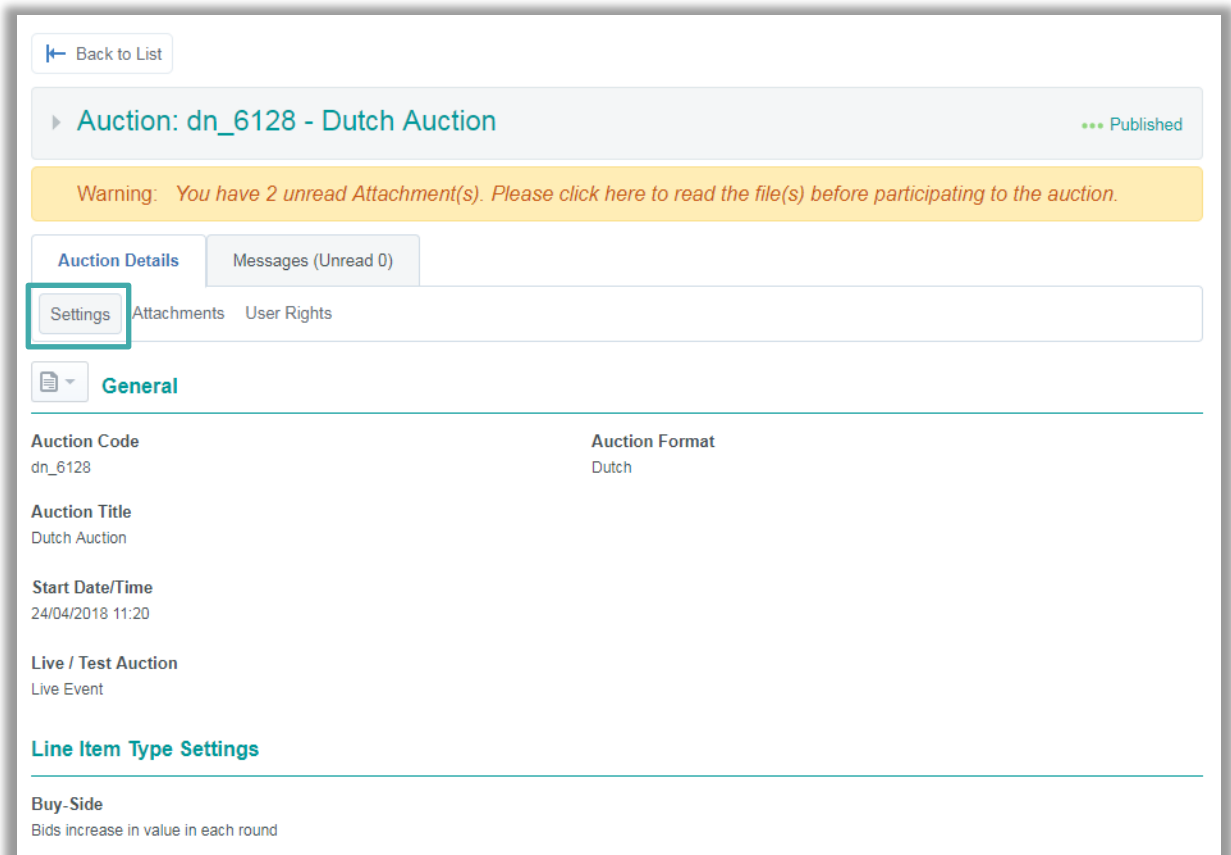


Figure 1-4: Auction Settings

## 1.3 Auction Status

### 1.3.1 Status “Published”

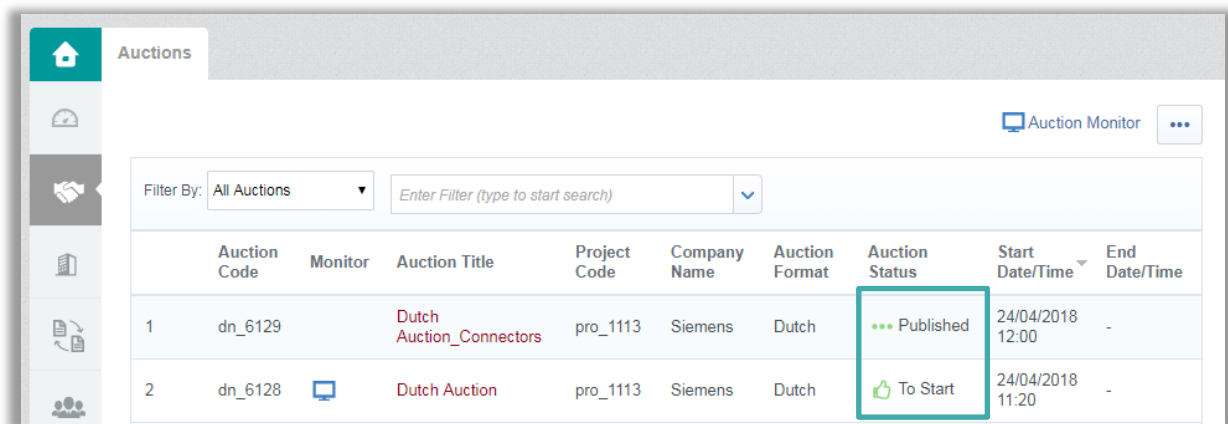
If the Auction has a status “Published”, the Auction Monitor is not available yet.

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.

### 1.3.2 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.




| Auction Code | Monitor   | Auction Title            | Project Code | Company Name | Auction Format | Auction Status | Start Date/Time  | End Date/Time |
|--------------|---|--------------------------|--------------|--------------|----------------|----------------|------------------|---------------|
| 1            |   | Dutch Auction_Connectors | pro_1113     | Siemens      | Dutch          | Published      | 24/04/2018 12:00 | -             |
| 2            |  | Dutch Auction            | pro_1113     | Siemens      | Dutch          | To Start       | 24/04/2018 11:20 | -             |

Figure 1-5: Auction Status

## 2. Auction Monitor

Find the Auction you are invited to, and click on the Auction Monitor icon in the top right corner.

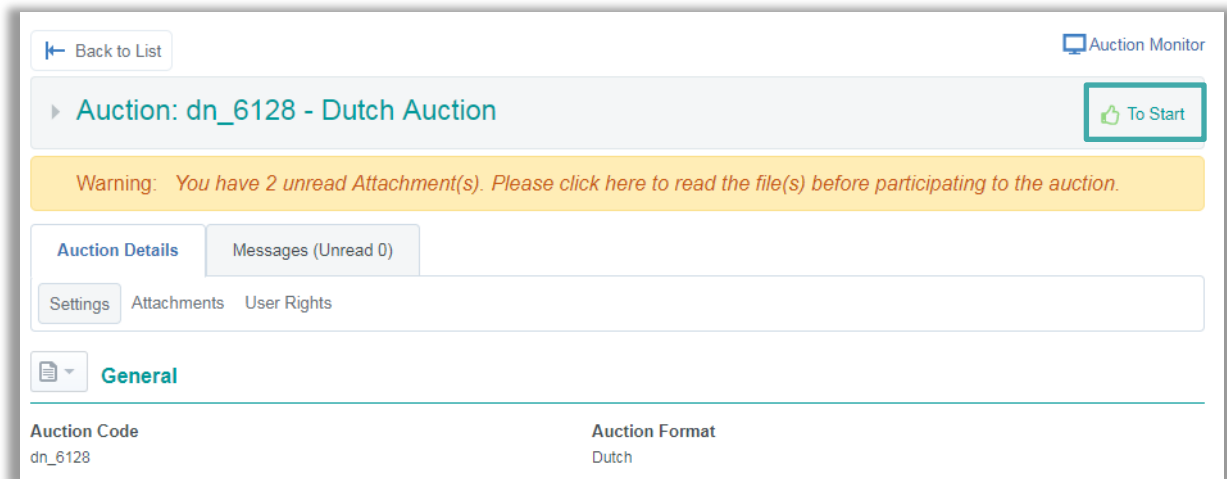


Figure 2-1: Auction Monitor Overview

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.

### 2.1 Select an Auction in Auction Monitor

Select the Auction that you would like to bid on.

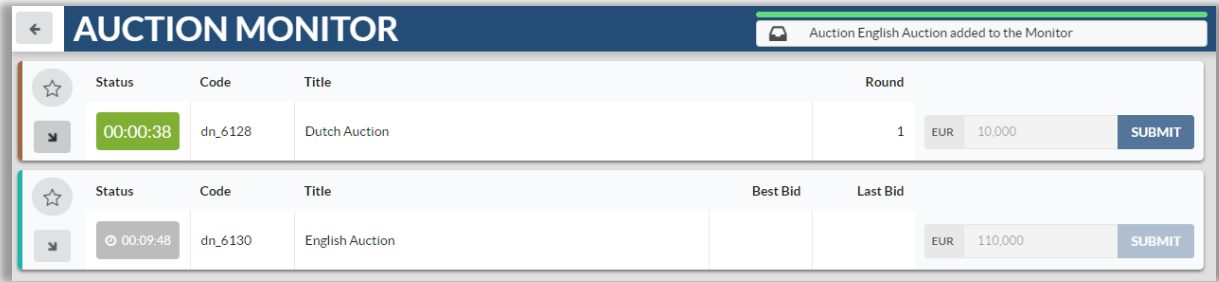


Figure 2-2: Select Auction

You can see your connection strength, Auctions status and Auction Format. You can also star favorite Auctions to keep them at the top of the list.

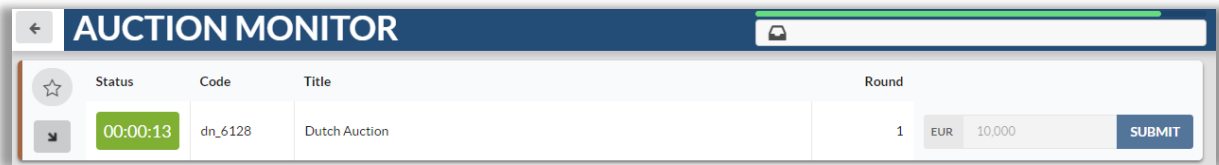


Figure 2-3: Favorite Auctions

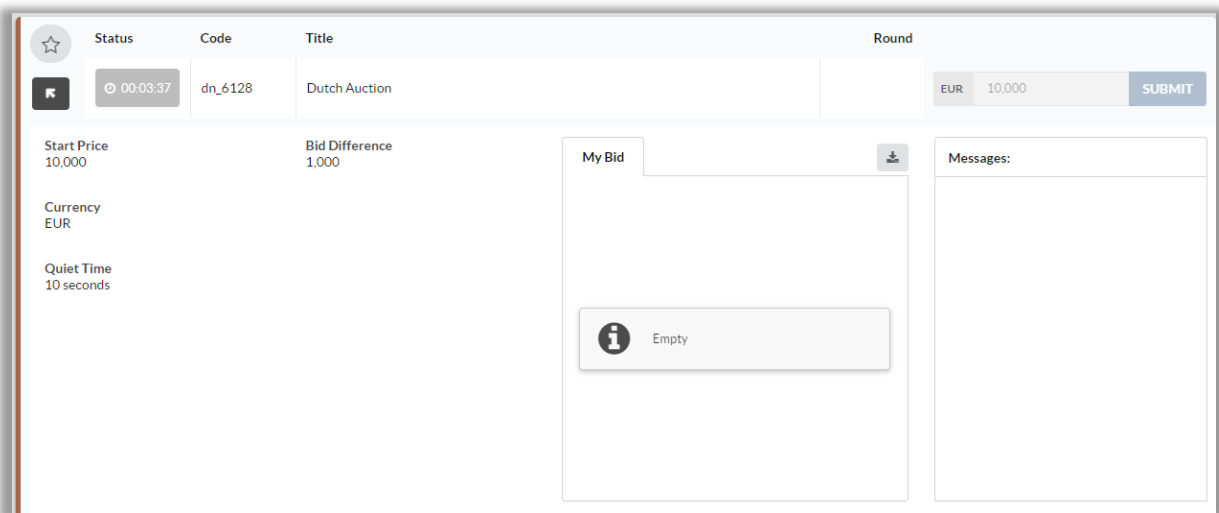


Figure 2-4: Favorite Auctions Overview

To see more details on each individual Auction, click on the icon to expand. The information display will be dependent on the Auction Format and Auction Settings.

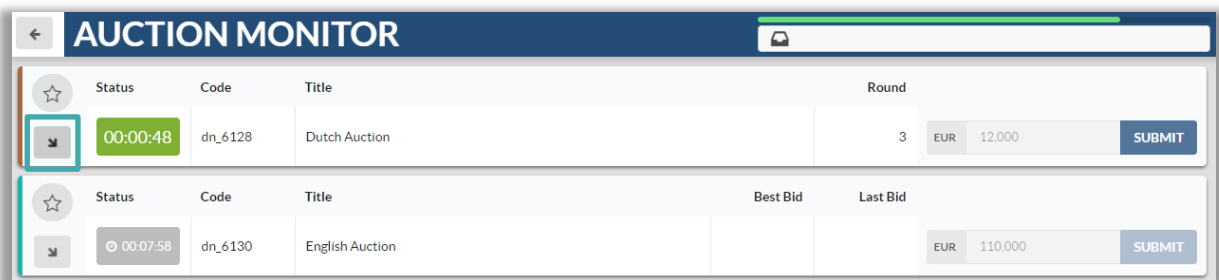


Figure 2-5: Expand Icon

## 2.2 Submit the Bid

If an Auction has not moved to “Running” status yet, the button for bid submission is not available. If the Auction has the Status “Running” and the Quiet Time in the round has not started yet, you can submit your bid by clicking on the blue button “Submit”.

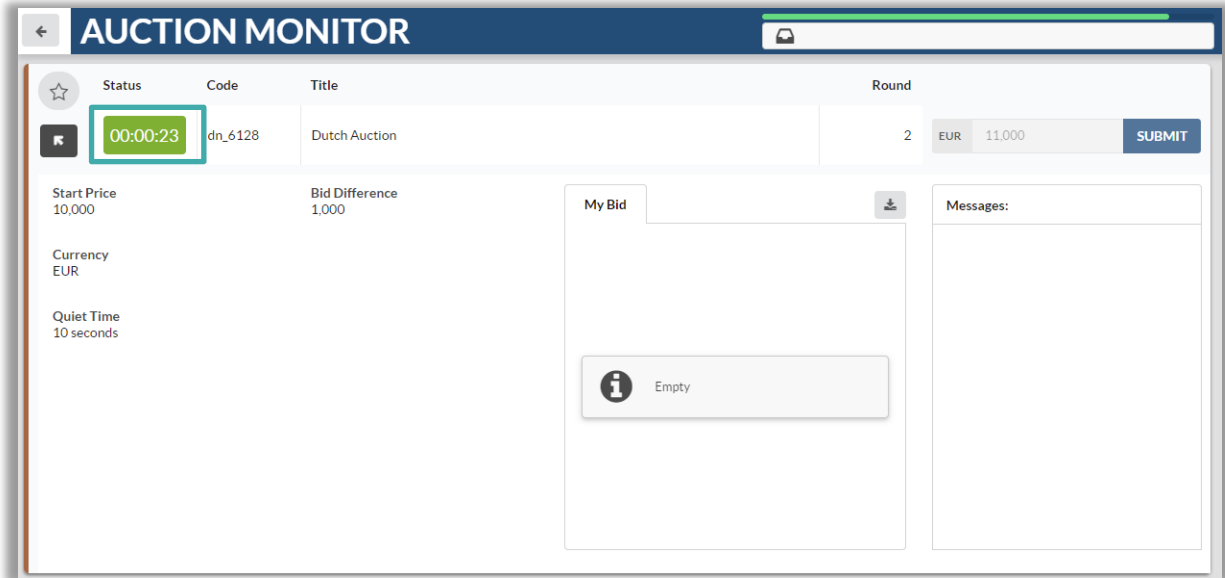


Figure 2-6: Time to Bid

Quiet Time is defined by the buyer for Dutch Auction. It defines an interval at the end of each round, during which the bid cannot be submitted and confirmed. If the Quiet Time is running, the “Submit” button is blocked, the timer turns gray and an hourglass will be displayed.

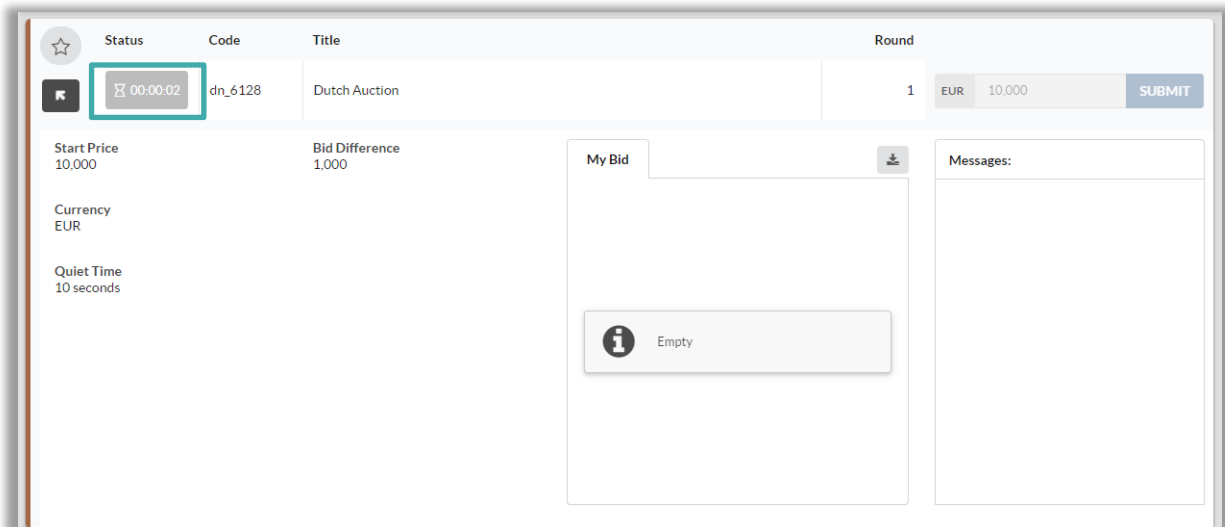
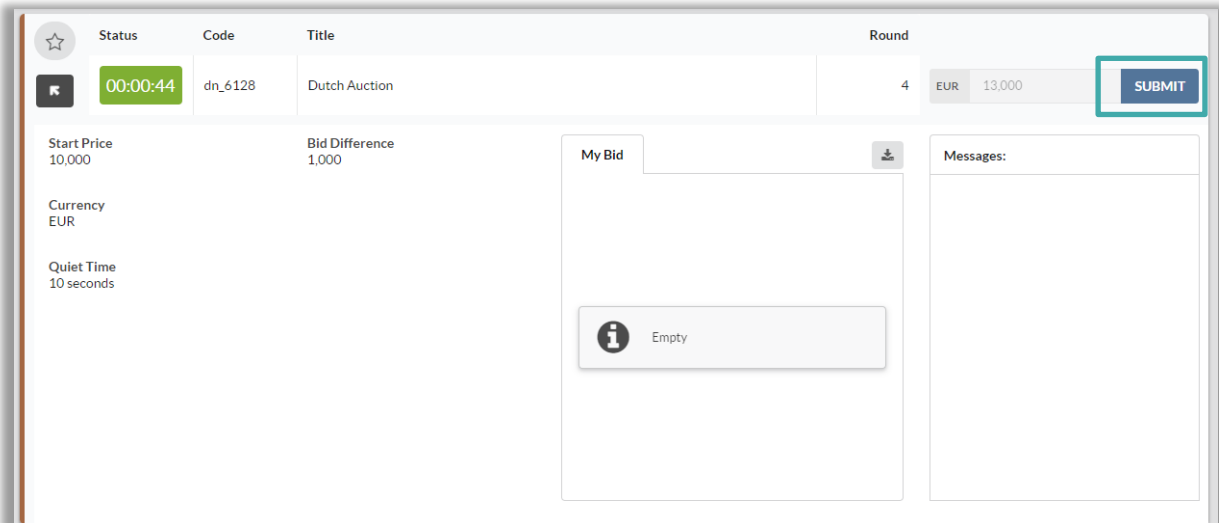


Figure 2-7: Quiet Time

As soon as a price is reached that you are willing to accept, click “Submit” to confirm the current price step.



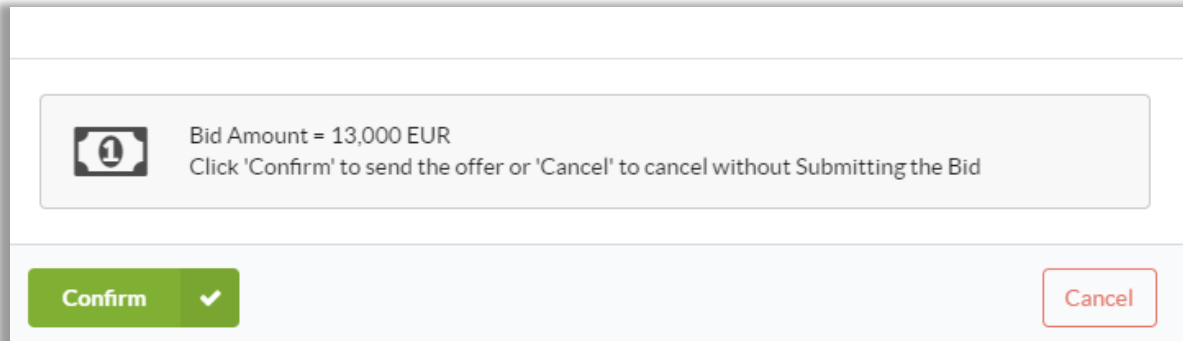


The screenshot shows a web interface for a Dutch Auction. At the top, there is a table with columns: Status, Code, Title, and Round. The 'Status' column contains a green box with '00:00:44'. The 'Code' column contains 'dn\_6128'. The 'Title' column contains 'Dutch Auction'. The 'Round' column contains '4'. To the right of the table, there is a currency selection dropdown set to 'EUR' and a bid amount input field containing '13,000'. A blue 'SUBMIT' button is highlighted with a red box. Below the table, there are sections for 'Start Price' (10,000), 'Bid Difference' (1,000), 'Currency' (EUR), and 'Quiet Time' (10 seconds). There is also a 'My Bid' section with a download icon and an 'Empty' message. A 'Messages:' section is also present.

Figure 2-8: Submit a Bid

## 2.3 Confirm the Bid

Click the “Confirm” button in order to send your new bid or click “Cancel” to delete the entered bid.



The screenshot shows a confirmation dialog box. It contains a message: 'Bid Amount = 13,000 EUR' and 'Click 'Confirm' to send the offer or 'Cancel' to cancel without Submitting the Bid'. Below the message, there are two buttons: a green 'Confirm' button with a checkmark and a red 'Cancel' button.

Figure 2-9: Confirm the Bid

A message will also appear to notify you that the bid is being processed and evaluated by the system.

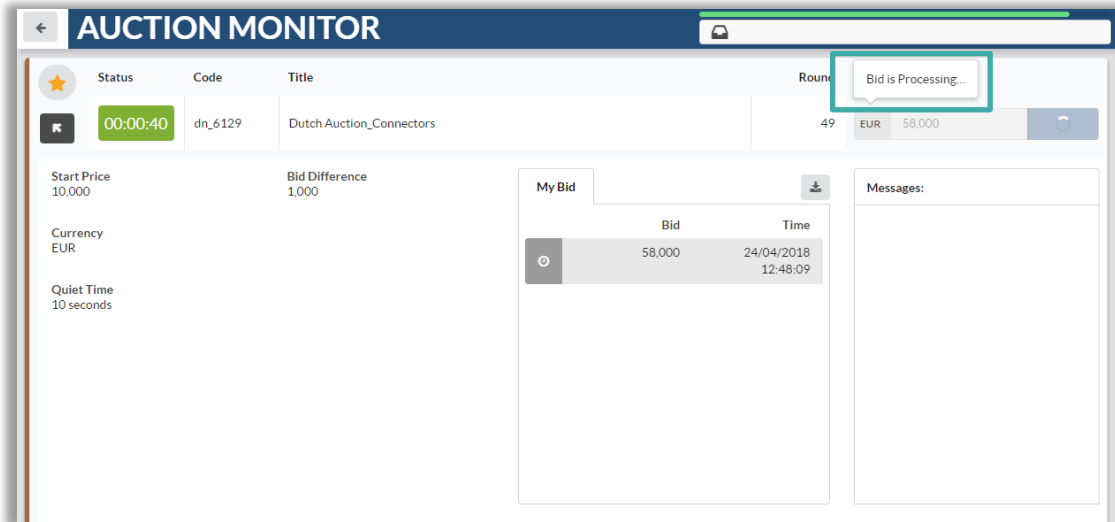


Figure 2-10: Bid is processing

Pop-up messages will also appear to notify you that your bid was successful.

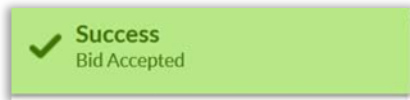


Figure 2-11: Accepted Bid

## 2.4 Auction Ending Rules

### 2.4.1 Round Completion

The Auction ends at Round Completion, if there is one or more bids in the current round received.

Once the bid was submitted and the “Time to bid” and “Quiet Time” have ended, the system informs you (and all competitors) immediately that the auction has ended.

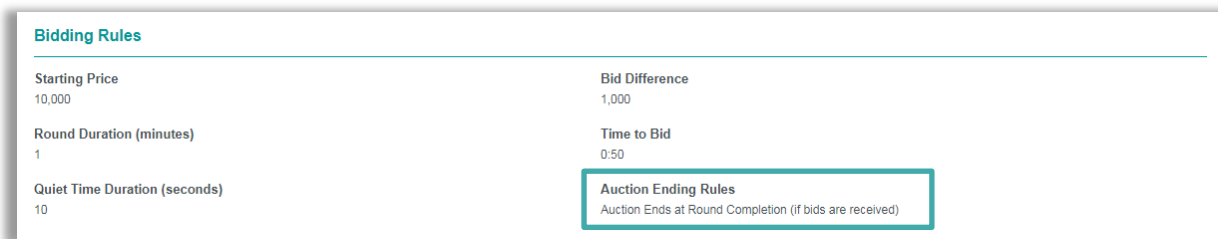


Figure 2-12: Auction Ending Rules

The suppliers who accepted the bid will get the information that the auction has ended with or without concurrent bids, the other ones will get a notification that the auction has ended.

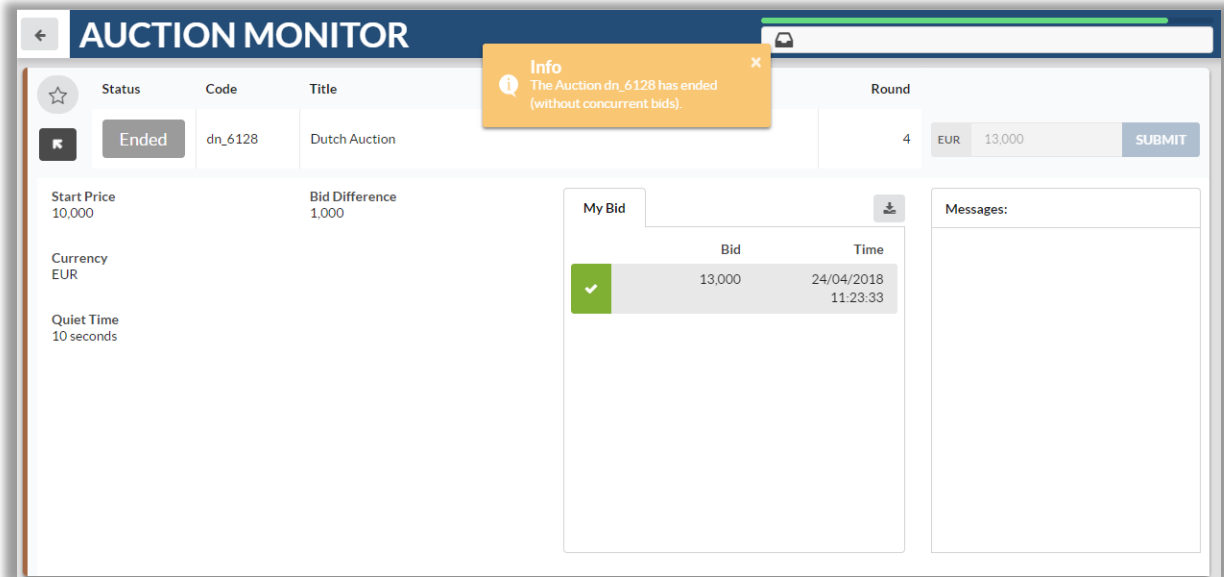


Figure 2-13: Auction Closing Notification

### 2.4.2 Grace Period

Grace Period defines the time period after first submitted bid that gives opportunity to other bidders to confirm the bid in the same round. In this case the Auction might end earlier than at the end of the current round.

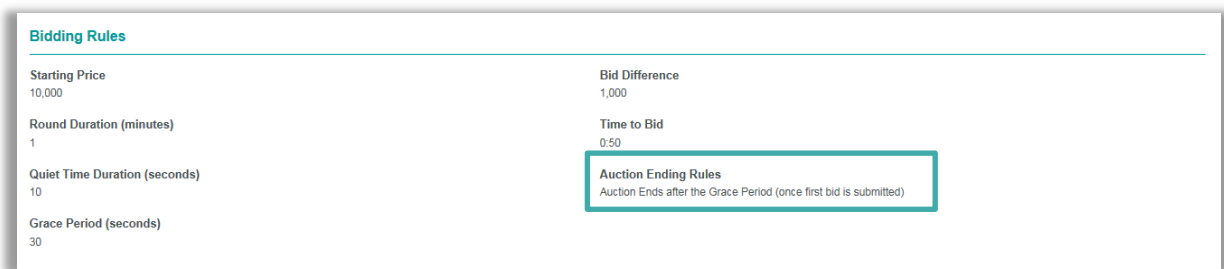


Figure 2-14: Auction Ending Rules with Grace Period

After the event you will be contacted regarding awarding decision or next steps depending on the number of submitted bids.

## 2.5 Messages in Auction Monitor

You will be contacted by Operation Center via “Messages” box, if it is needed. The create Message functionality is disabled for all suppliers.

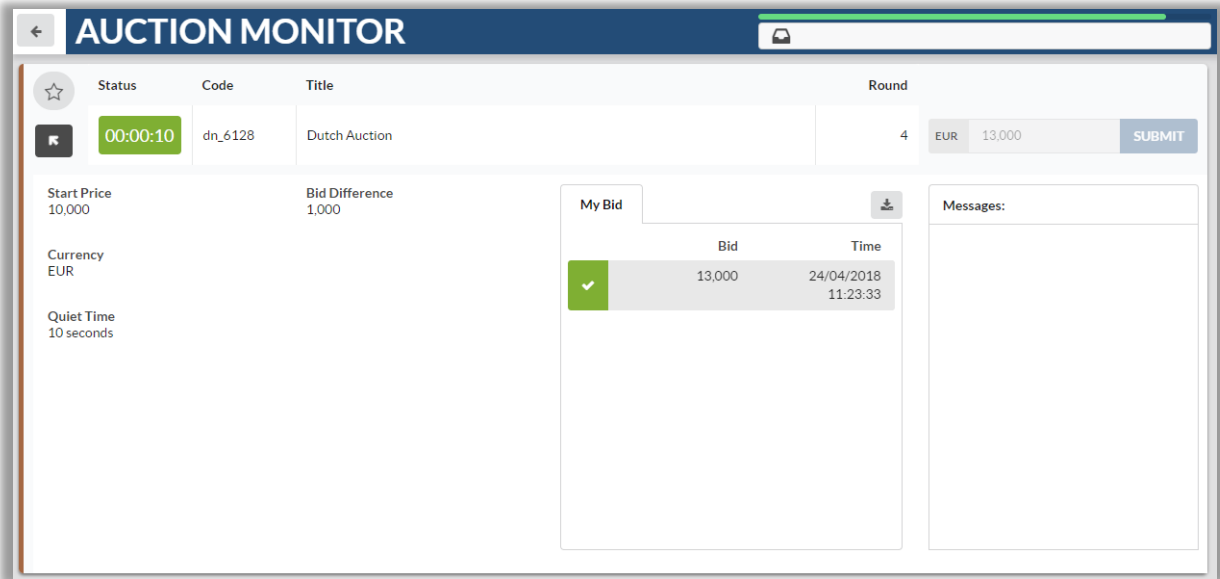


Figure 2-15: Messages in Auction Monitor

## 2.6 Suspended Auction

If it is needed, the Auction can be suspended by Operation Center. You will receive information about next steps.

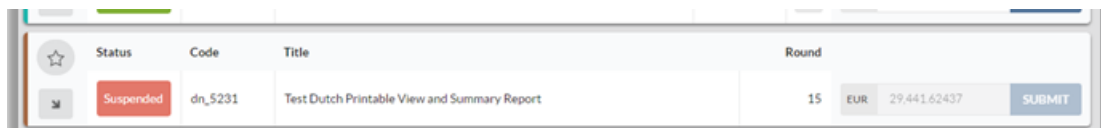


Figure 2-16: Suspended Auction

## 2.7 Manage Auction Messages

In addition the platform offers the possibility to use the messaging area for a direct communication with the buyer in the tool.

To send a message to your buyer, use the Messages functionalities in the tool. Suppliers can read the full message and respond in the Message box, which is linked to individual Auctions. These Messages can't be created, if the Auction has a status "To Start" or "Running".

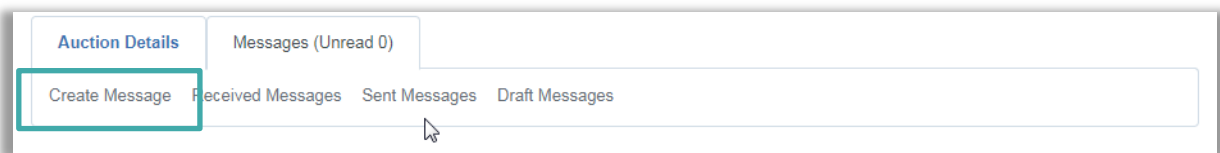


Figure 2-17: Messages Functionalities

- 1) Create and send a message to the buyer.

**Message**

Send Message Save as Draft Cancel

Subject

Message

Attachments

| Attachment Name | Attachment Description | Comments on Attachment |
|-----------------|------------------------|------------------------|
|-----------------|------------------------|------------------------|

Figure 2-18: Create and Send a Message to the Buyer

- Click the “Message” tab in the Auction Details section.
- Click the “New Message” button at the bottom of the tab.
- Type your message into the pop-up text box.
- Click “Send” to send your message to the Buyer.

2) View Received Message

Auction Details Messages (Unread 0)

Create Message Received Messages Sent Messages Draft Messages

Figure 2-19: View Received Message

- Click the “Message” tab in the Auction Details section.
- Click the “Received Message” button at the bottom of the tab.

### 3. Bid History

After the awarding has been performed (status: “Awarded”) you are able to access the so called “Bid History” in the event to review your submitted bids.

| Q | R | Supplier               | Bid    | Contract Currency | Bid Date/Time       |
|---|---|------------------------|--------|-------------------|---------------------|
| 1 |   | Dummy_Supplier_Madlova | 13,000 | EUR               | 24/04/2018 11:23:33 |

Figure 3-1: Bid History

The winning bid is indicated by a trophy symbol.

## 4. Attachments

To see all Attachments uploaded by the buyer, open the tab “Attachments”.

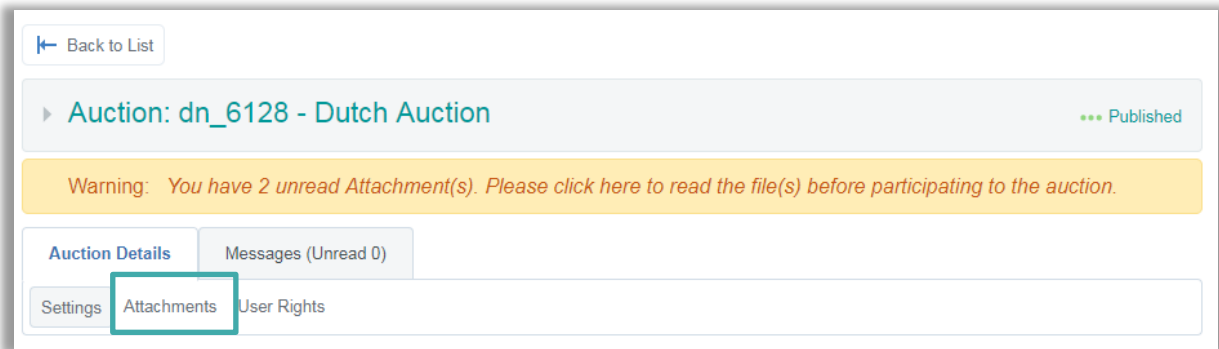


Figure 4-1: Tab Attachments

To see further details click on a symbol on the right side.

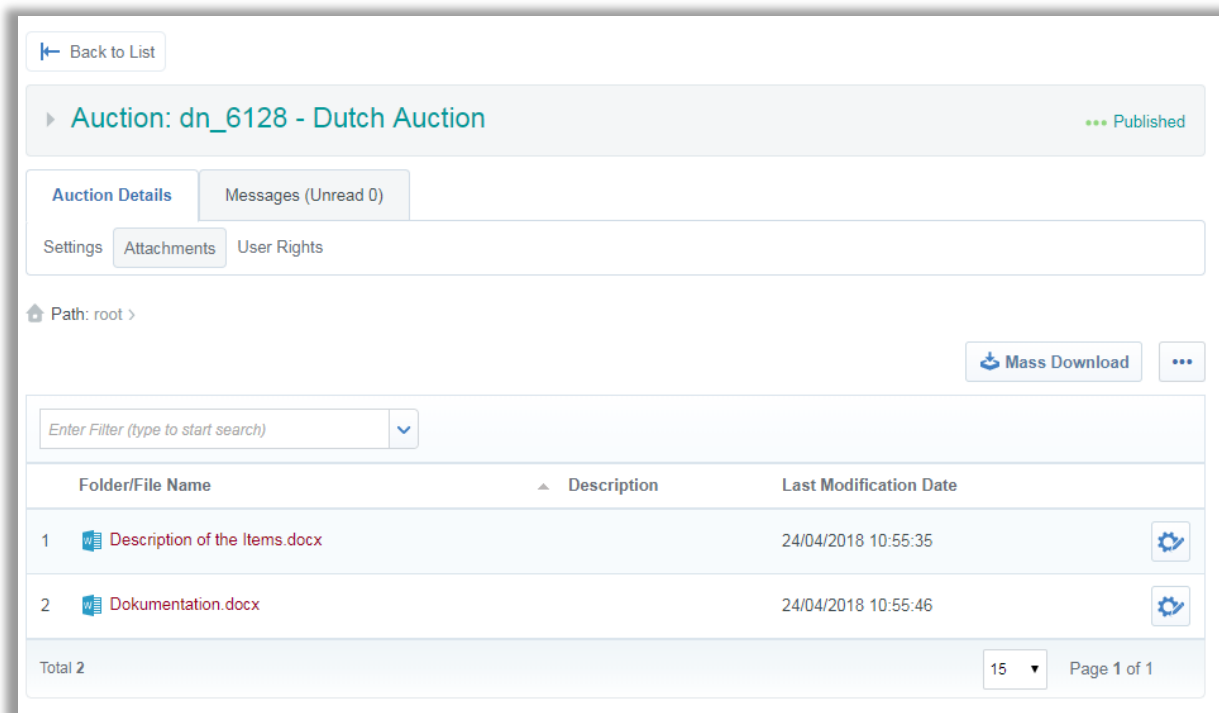


Figure 4-2: Auction Details

Use the functionality “Mass Download” or “Export List” to download all files in one zip folder or to Excel sheet.

The screenshot displays the 'Attachments' tab of an auction details page. At the top, there are navigation tabs: 'Auction Details', 'Messages (Unread 0)', 'Settings', 'Attachments', and 'User Rights'. Below these is a breadcrumb path 'Path: root >'. A search filter box contains the text 'Enter Filter (type to start search)'. To the right of the filter are buttons for 'Mass Download' and 'Export List'. The main content is a table with the following data:

| Folder/File Name                 | Description | Last Modification Date |  |
|----------------------------------|-------------|------------------------|--|
| 1  Description of the Items.docx |             | 24/04/2018 10:55:35    |  |
| 2  Dokumentation.docx            |             | 24/04/2018 10:55:46    |  |

At the bottom left, it says 'Total 2'. At the bottom right, there is a dropdown menu showing '15' and 'Page 1 of 1'.

Figure 4-3: Download Attachments



