

# Siemens SCM STAR User Guide

ASR / Respond to a Sealed Bid Auction –  
Version 1.0

SCM STAR Intranet

## Versioning

Date	Version	Content Description
April 2018	1.0	Initial setup of ASR Respond to a Sealed Bid Auction User Guide

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# 1. Auction Set-up

## 1.1 Access to Sealed Bid Auction

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

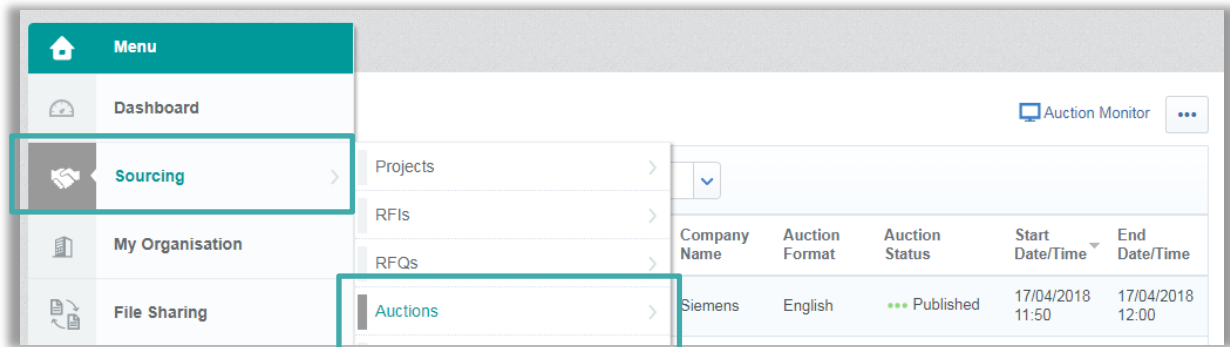


Figure 1.1: SCM STAR Dashboard

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.

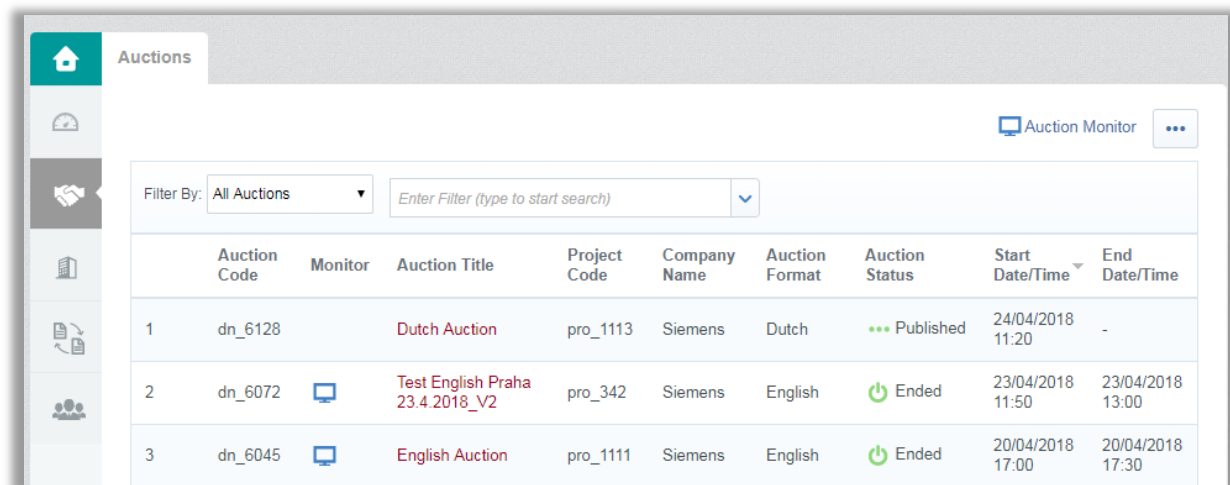


Figure 1.2: Auctions Area

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

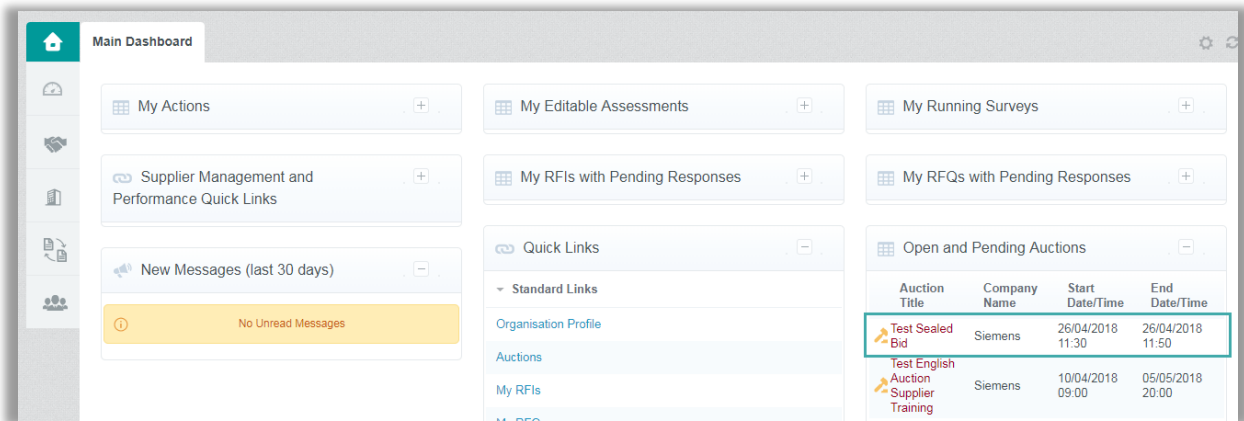


Figure 1.3: Quick Links on Main Dashboard

## 1.2 Auction Settings

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

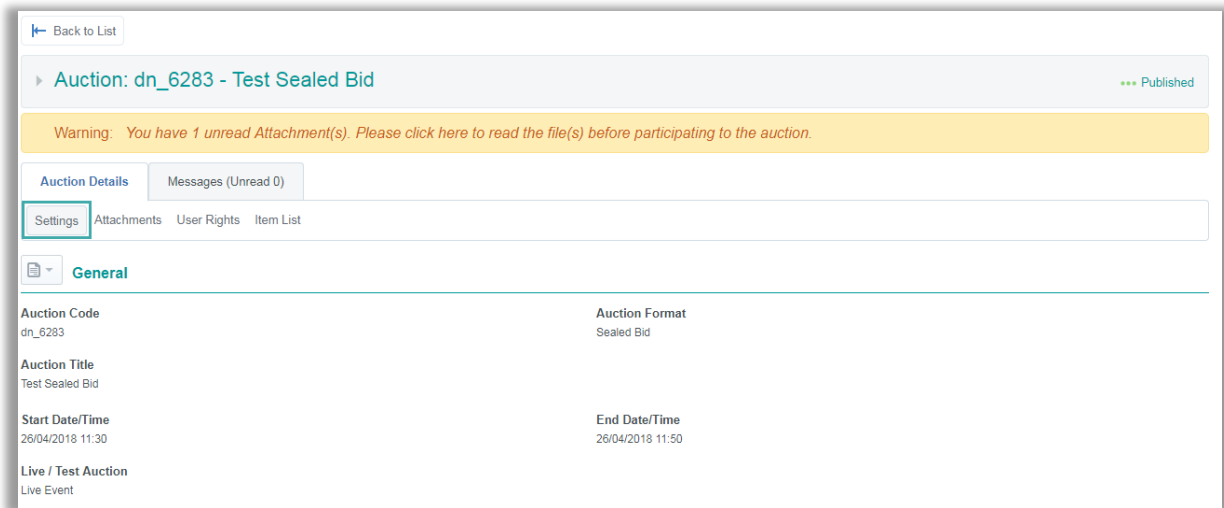


Figure 1.4: Auction Settings

## 1.3 Auction Status

### 1.3.1 Status “Published”

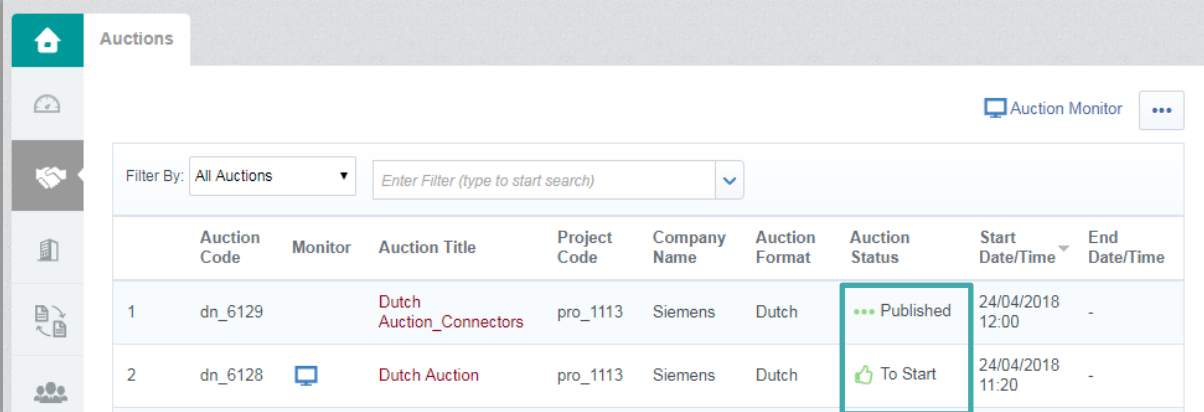
If the Auction has a status “Published”, the Auction Monitor is not available yet.

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.



The screenshot shows the 'Auctions' page in the SCM STAR system. It features a sidebar with navigation icons and a main content area with a filter and a table. The table lists two auctions, with the first one having a 'Published' status highlighted by a red box.


	Auction Code	Monitor	Auction Title	Project Code	Company Name	Auction Format	Auction Status	Start Date/Time	End Date/Time
1	dn_6129		Dutch Auction_Connectors	pro_1113	Siemens	Dutch	Published	24/04/2018 12:00	-
2	dn_6128		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.

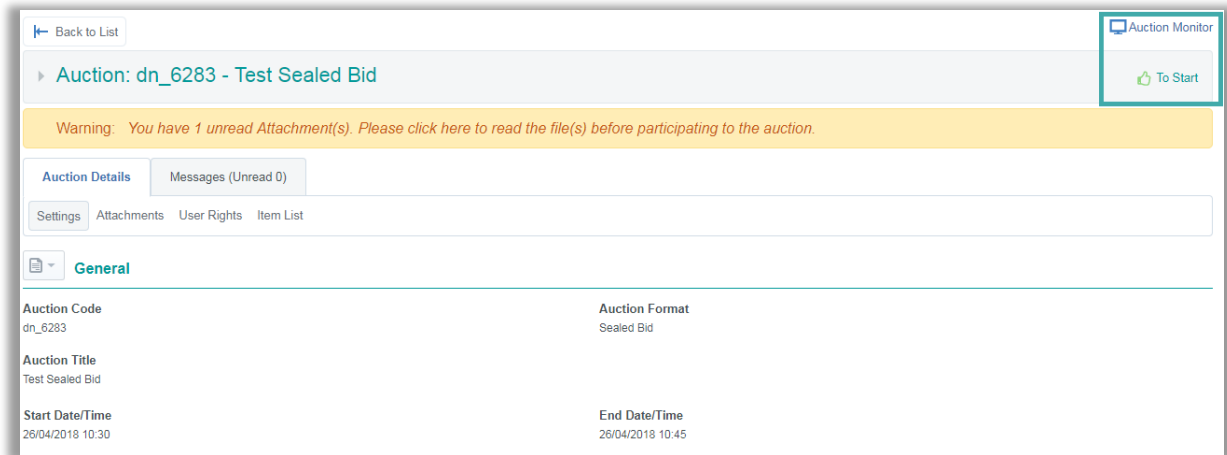


Figure 2.1: Access to Auction Monitor

The Auction Monitor icon will not be displayed in the Monitor column for Auctions with status “Published”.

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.

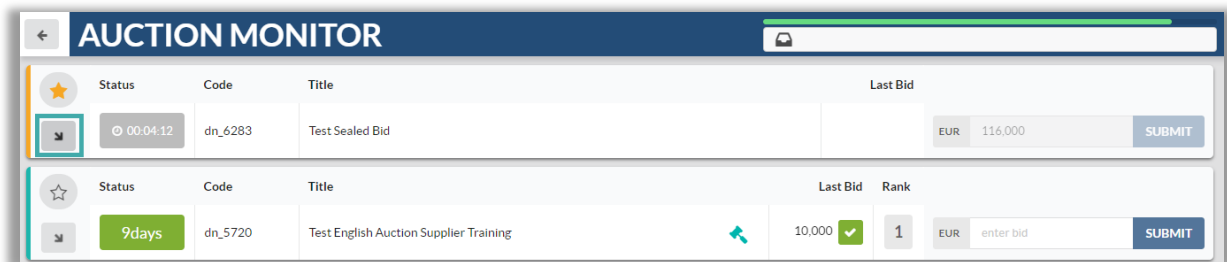


Figure 2.2: Select Auction

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.

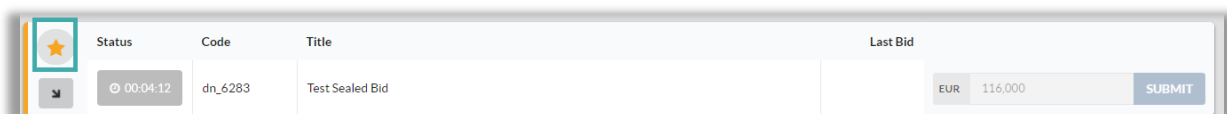


Figure 2.3: Favorite Auctions

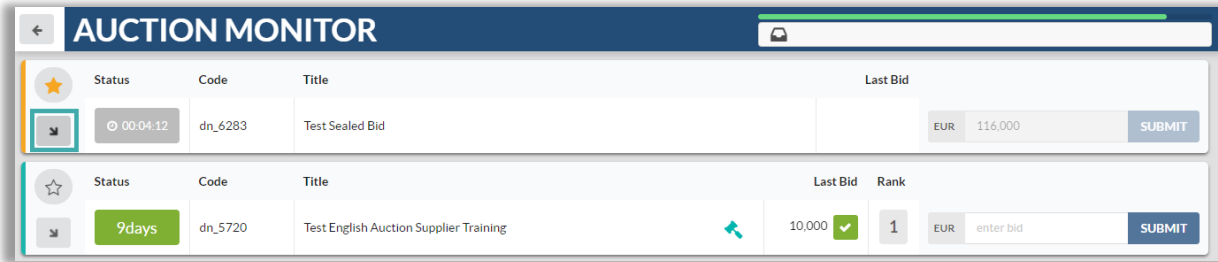


Figure 2.4: Expand Icon

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.

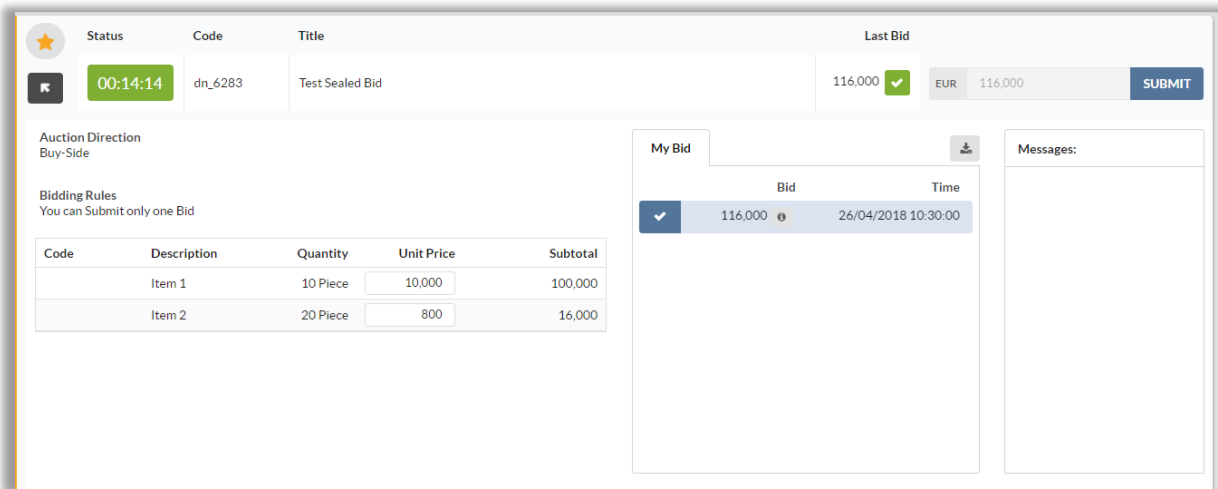


Figure 2.5: Auction Overview

## 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”, you can submit your bid by entering the prices into the respective field(s).

During a sealed bid auction, you have only one opportunity to submit a bid. After the bid submission and confirmation, your price will not be editable anymore.

In case the scope of the event is only a total price, enter your bid into the price field on the left side from the “Submit” button.

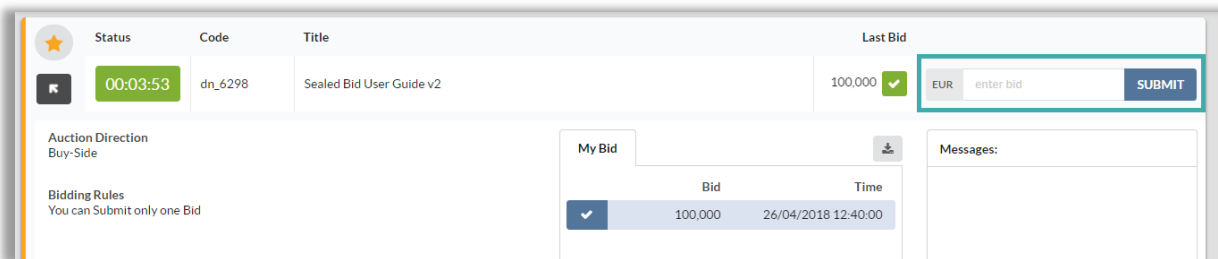


Figure 2.6: Enter and submit bid – single item

In case the settings require a cost structure or more items, enter the unit prices into the active “Uni Price” fields. The values will be automatically multiplied by the quantity. Go to the top right corner and click on the blue “Submit” button.

The screenshot shows the 'My Bid' section of the SCM STAR interface. At the top, there is a 'Last Bid' section with a value of 116,000 and a green checkmark, and a 'SUBMIT' button. Below this, there is a table with columns: Code, Description, Quantity, Unit Price, and Subtotal. The table contains two rows: Item 1 (10 Piece, 5,000, 50,000) and Item 2 (20 Piece, 790, 15,800). The 'Unit Price' field for Item 2 is highlighted with a blue border. To the right of the table, there is a 'My Bid' section with a dropdown arrow, a bid value of 116,000, and a time of 26/04/2018 10:30:00. Below this, there is a 'Messages' section.

Figure 2.7: Enter and submit bid – Multiple items

## 2.3 Confirm the Bid

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

The screenshot shows a dialog box titled 'My Bid'. Inside the dialog, there is a message: 'Bid = 65,800 EUR. Click 'Confirm' to Submit your Bid'. Below the message, there are two buttons: 'Confirm' (with a green checkmark) and 'Cancel' (with a red border).

Figure 2.8: Confirm the Bid

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

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

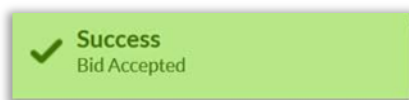


Figure 2.9: Accepted Bid

Your bid will appear in the table “My Bid” and is visible only to you during the auction. Your starting price is marked with blue, your new bid with green color.



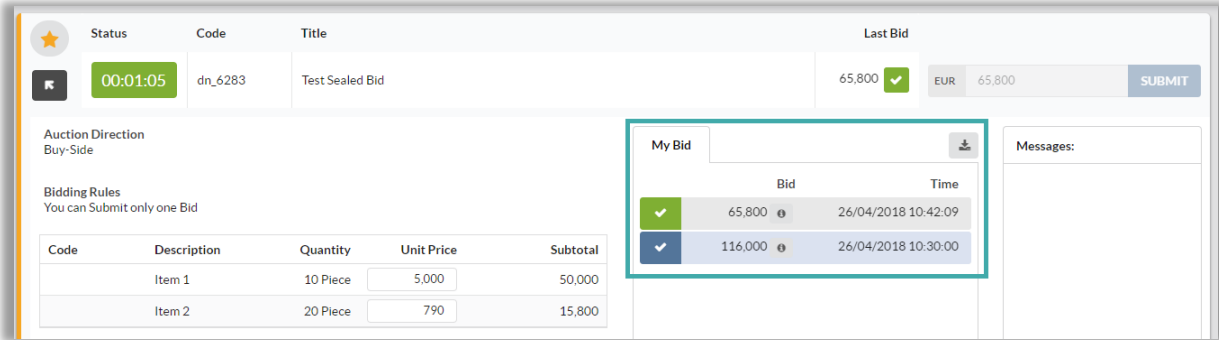


Figure 2.10: My Bid List

## 2.4 Auction Closing Notification

When the auction has ended, you will receive a pop-up notification. You will no longer be able to submit a bid.

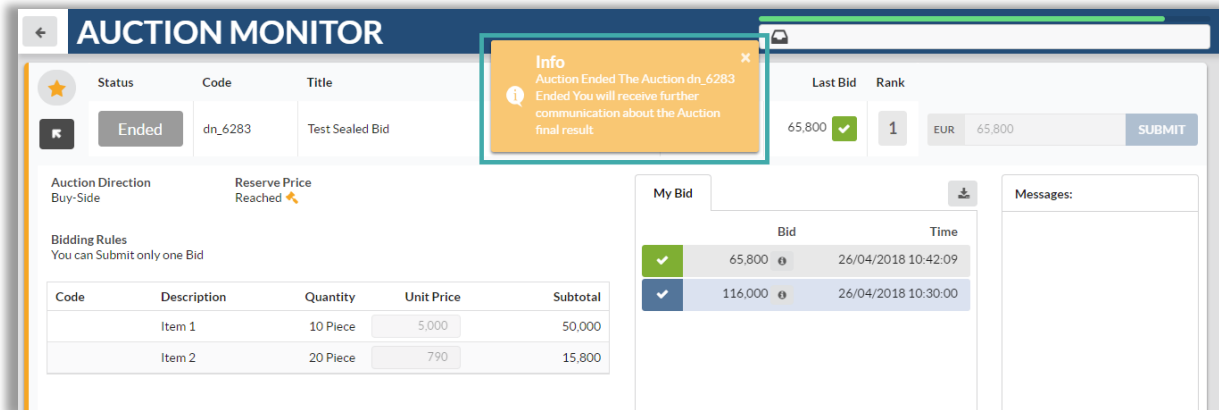


Figure 2.11: Auction Closure

Depending on the settings, after the auction you can see your rank and/or best auction bid.

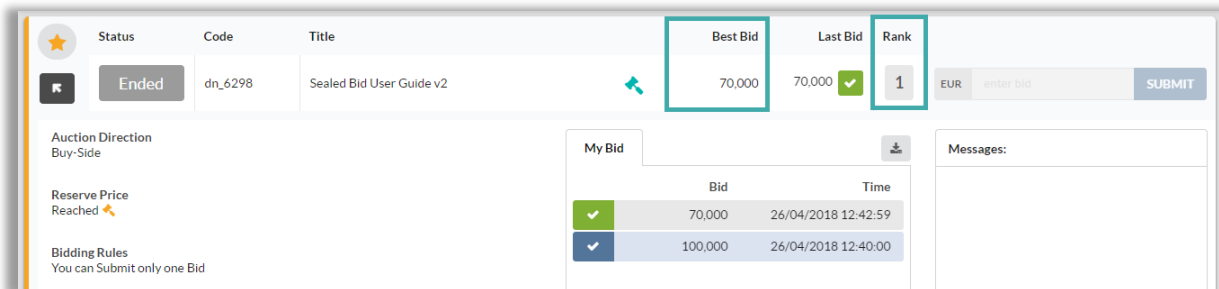


Figure 2.12: Visibility after auction end

Exit the Auction Monitor or continue to bid on other running lots or Auctions.

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.

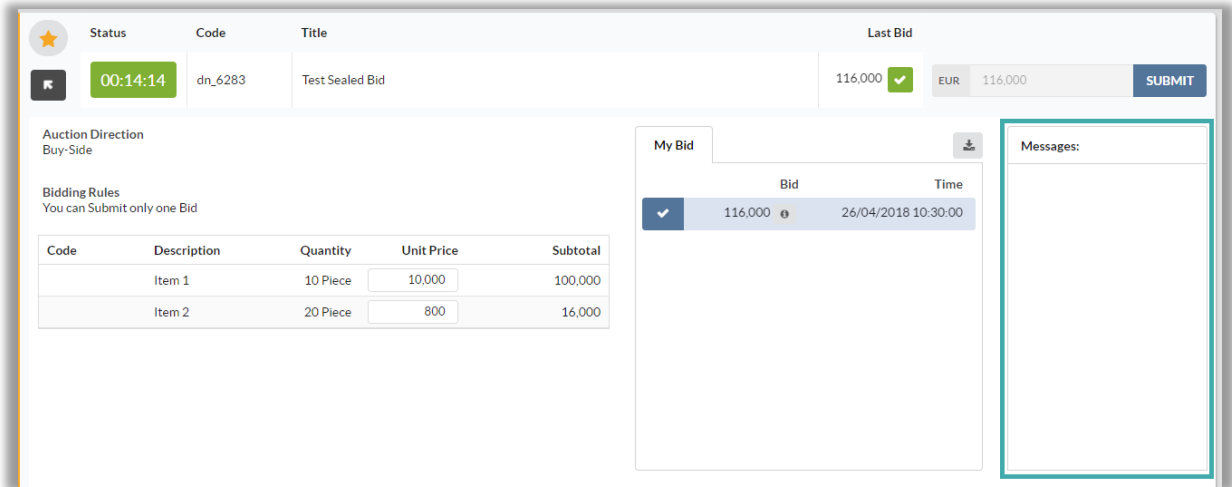


Figure 2.13: Messages in Auction Monitor

## 2.6 Suspended Auction

If it is needed (e.g. in case of emergency topics), the Auction can be suspended by Operation Center. You will receive information about next steps.

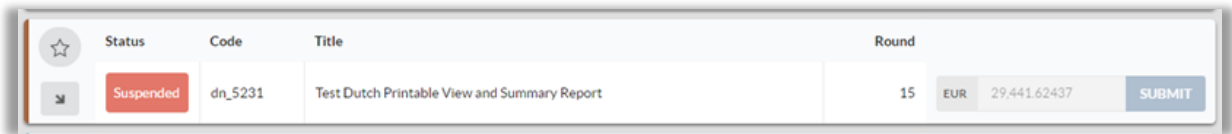


Figure 2.14: Suspended Auction

### 3. 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".

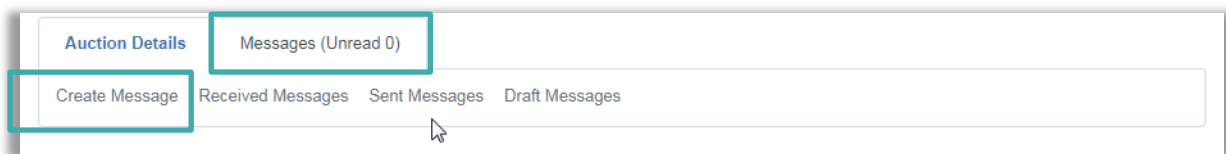


Figure 3.1: Messages Functionalities

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

Figure 3.2: 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

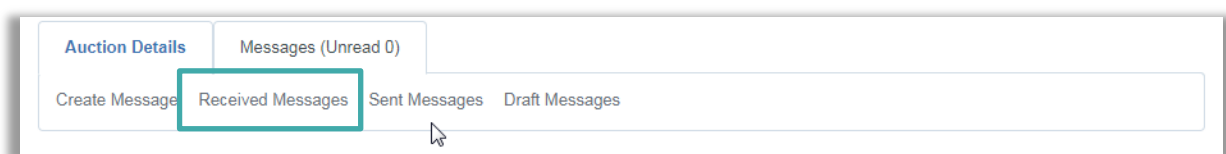
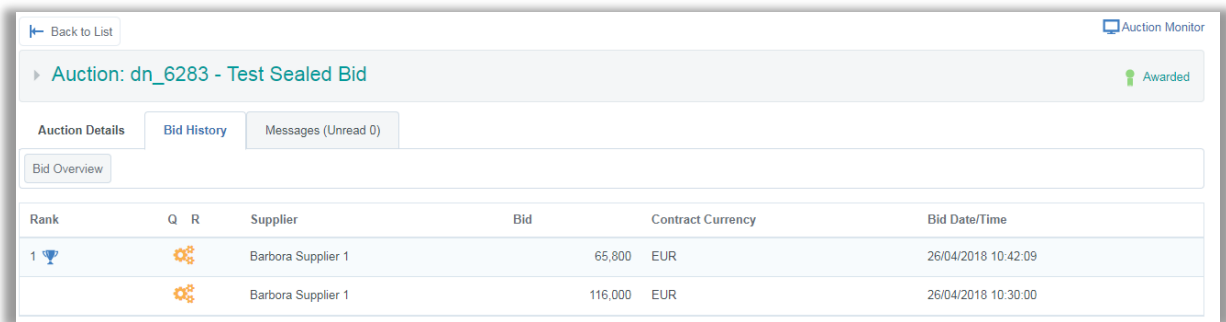


Figure 3.3: View Received Message

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

## 4. 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 bid and starting price.



Rank	Q R	Supplier	Bid	Contract Currency	Bid Date/Time
1 🏆	🔧	Barbora Supplier 1	65,800	EUR	26/04/2018 10:42:09
	🔧	Barbora Supplier 1	116,000	EUR	26/04/2018 10:30:00

Figure 4.1: Bid History

The winning bid is indicated by a trophy symbol.

## 5. Attachments

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

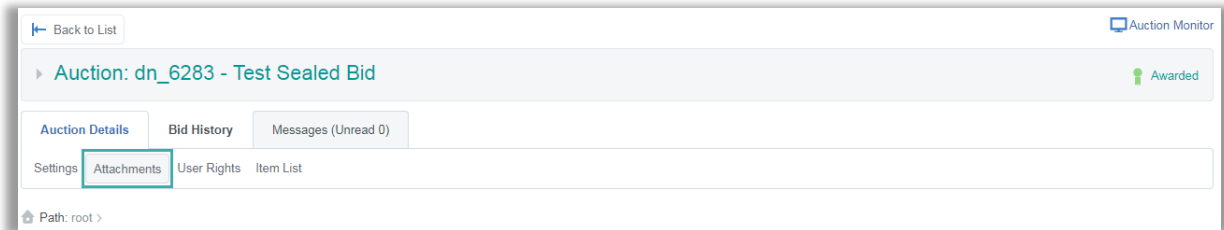


Figure 5.1: Tab Attachments

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

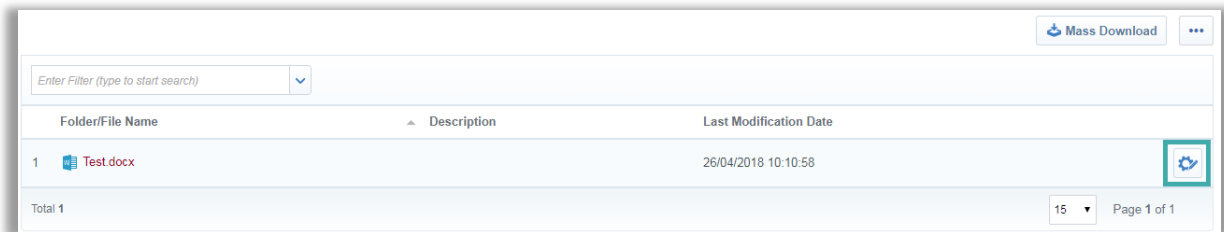


Figure 5.2: Attachment Details

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

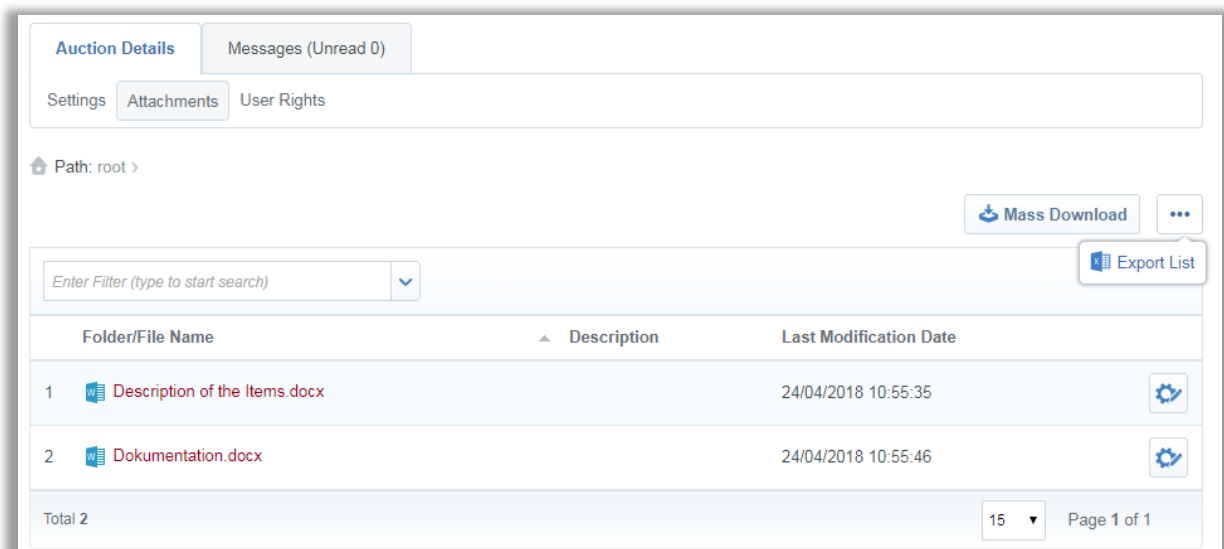


Figure 5.3: Mass Download

