



SCM STAR

RESPOND TO A REQUEST FOR
INFORMATION ('RFI') IN
SCM STAR

SIEMENS

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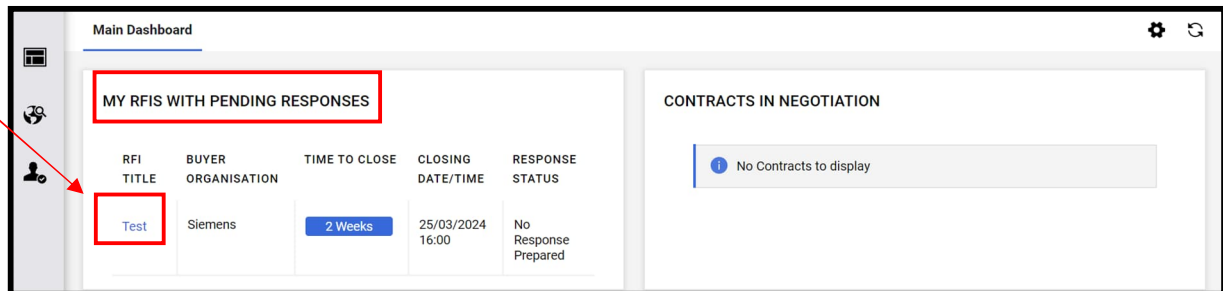
The questionnaire to be answered is conducted as an RFI event in SCM STAR. As pre-requisites to participate, you will need:

The link to the request (from the invitation email).

A login and password – if you have never used SCM STAR before, you will receive a separate email for login and password. Please follow those instructions.

Opening the RFI

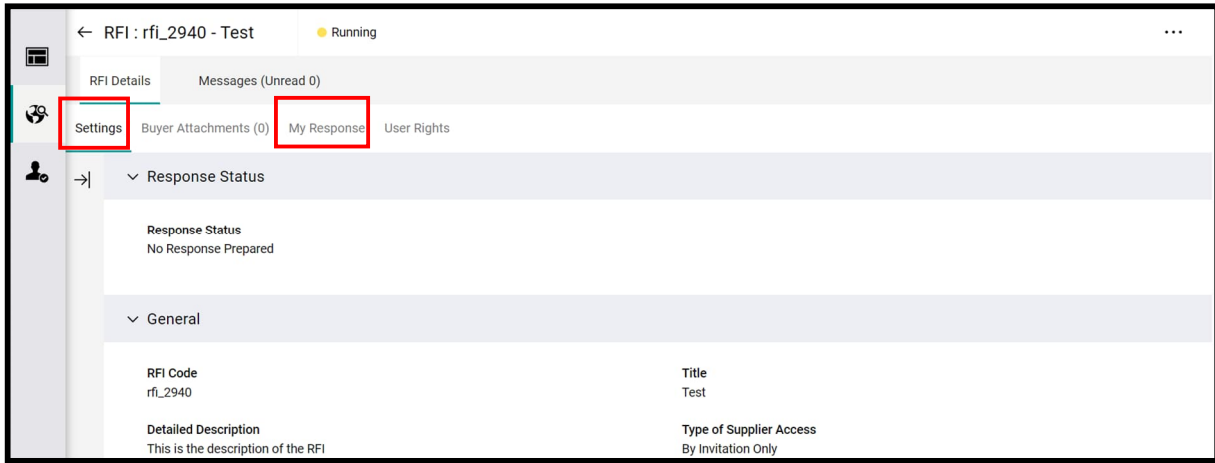
When clicking on the **link from the invitation email**, you will be directed to the corresponding RFI event in SCM STAR. You can also access the event via the **SCM STAR Dashboard** by clicking on the RFI title (see screenshot below) in the RFI section. Either way, you will land in the *My Response* area of the event where you can answer the questionnaire.



Navigation within the RFI

Once in the RFI, the following tabs are of special interest (see screenshot below):

- **RFI Details > Settings**
Here, you will find some general information regarding the RFI, such as the deadline for the RFI and the contact details for the responsible Siemens Buyer. Please email the Siemens Buyer directly (don't use the SCM STAR message functionality in the RFI as it is not activated).
- **RFI Details > My response**
Here, you will find the survey questions.



Responding to the RFI

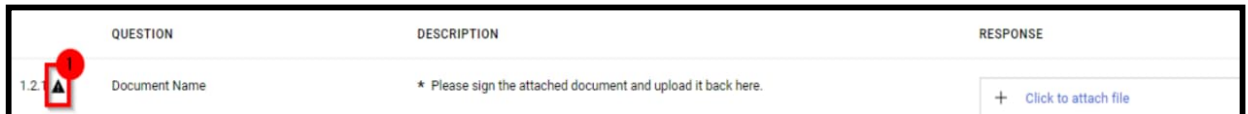
In the **My response** tab, click on **Create response**.



To input answers, click on the **pencil icon**:

Note:

1. If you see a triangle in front of a question, click on the triangle to download the embedded document (then review, fill in data, sign etc)



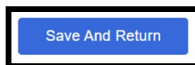
2. You can save a partial response to the questionnaire click on **Save And Continue** button in

the top right corner of the screen.



3. Upon completion of the survey, click on **Save And Return** button in the top right corner of

the screen to close the answer edit view.



4. Now you can submit your answers – click on **Submit Response** button in the top right

corner of the screen.



Once your answers are submitted, a blue confirmation banner appears at the top of the screen.



5. You can modify your responses at any time until the RFI expiry date by clicking on the pencil icon again (see above).

Further support

There is an extensive user guide available on the Siemens Supplier Portal in the [Download center](https://www.siemens.com/global/en/company/about/supply-chain-management/scm-downloadcenter.html) (<https://www.siemens.com/global/en/company/about/supply-chain-management/scm-downloadcenter.html>) where RFI events in SCM STAR are explained in further detail. For technical issues, please contact the SCM STAR supplier support team in the [Siemens Supplier Portal](https://www.siemens.com/global/en/company/about/supply-chain-management/supplier-cockpit.html) (<https://www.siemens.com/global/en/company/about/supply-chain-management/supplier-cockpit.html>).