

E-Sourcing

User manual Supplier

Document Purchaser
Status: 2020-03-03

Version 1.2

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1 Supplier Role

1.1 Introduction

The Voith SLM & E-Sourcing (SLM for short) system is a company-wide electronic tendering platform. By means of this platform, enquiries including all related commercial and technical information (documents) can be provided easily and in digital form.

It enables the quick evaluation of tenders with regard to the interest in participating and provides constant access to the relevant documents. Furthermore, it provides a good overview of your current enquiries from Voith.

You will always be informed about all necessary activities in the field of eSourcing via e-mail. The subject of the message always contains the text module "VOITH SLM & E-Sourcing". This makes it easier for you to search for a message.

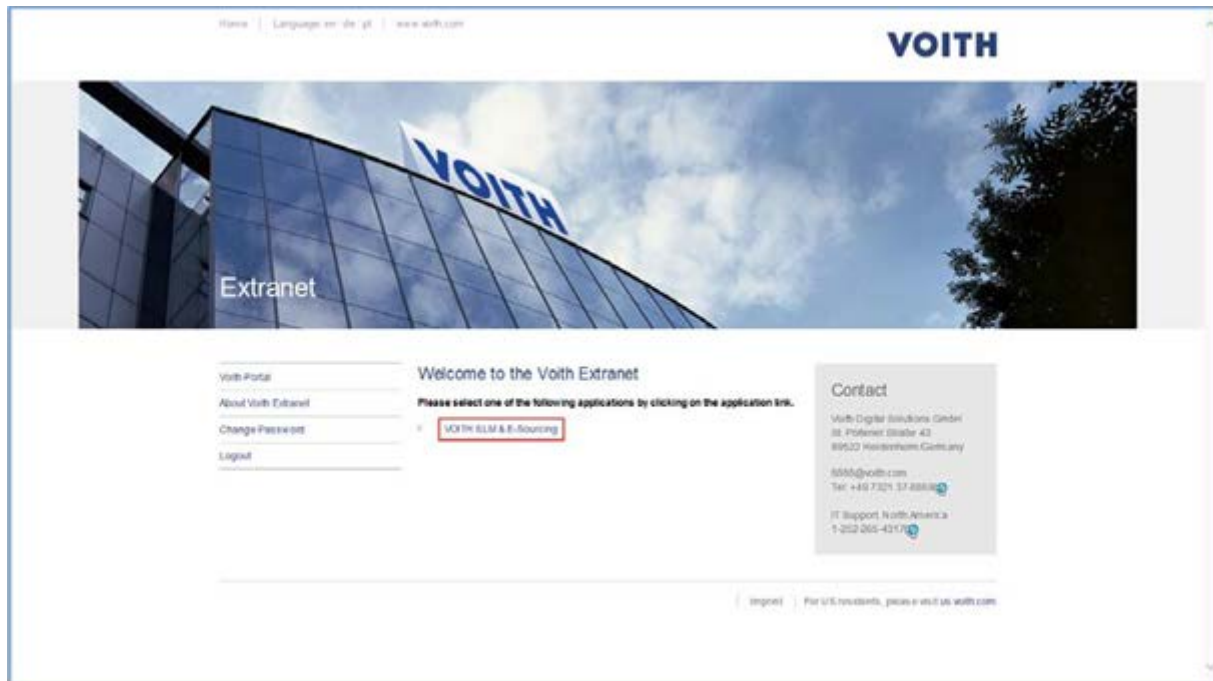
1.2 Login

As soon as your company has been selected by our purchasing department to participate in a tender, your responsible employee will receive the access data for the Voith Extranet by e-mail. If you have not received an e-mail with the access data, but an invitation to tender via the "VOITH SLM & E-Sourcing" system, please use the access data you already know. If you no longer have them, you can request a new password via the Voith Extranet by clicking on "Forgot password? Your user name is the e-mail address we have stored for you.

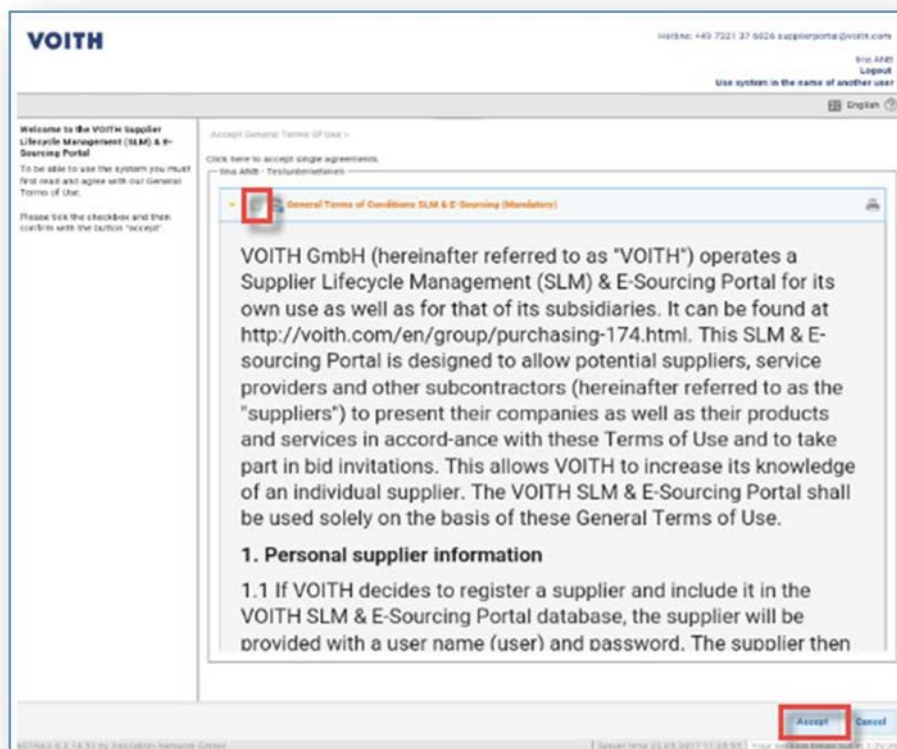
Link to Extranet: login.voith.com/

The screenshot shows the Voith Extranet login interface. At the top, there's a banner with the Voith logo and the word 'Extranet'. Below this, on the left, is a 'Forgot Password' link highlighted with a red box. The main content area has a heading 'Here you can sign in for the Voith Extranet' followed by a paragraph stating it's the central entry point for all Voith collaboration applications and services. Below this, there's a section for registered users with a 'Name (UserID)' field and a 'Password' field, both highlighted with red boxes. A 'Sign in' button is at the bottom of this section. To the right, there's a 'Contact' sidebar with details for Voith Digital Solutions GmbH, including their address, phone number, and email. At the bottom of the page, there's a footer with links for 'Imprint' and 'For US residents, please visit us on voith.com'.

After successful registration please select the application "VOITH SLM & E-Sourcing"



Note: Please note that you must accept our General Terms and Conditions of Use when you first log in and then go to the "Company Data" page. It is imperative that you check the box in the dialog box that opens.



After confirming the terms of use, you will be taken to the SLM homepage.

2 General User Guidance

On the SLM homepage you will get an overview of your current requests and activities.

VOITH TEST Home Events Activities

SLM

Supplier Lifecycle Management (SLM)

Personal settings
 Magdalena Schilmbach (test)
 E-mail: devnull@allocation.net
 E-mail Cc:
 E-mail Bcc:
 Last login:
 Last logout:

Links
 Budgettiefen... NDAs Ratings User account

Proxy/Substitute
 + New

Actual RFQs

- 1. MSC-2002240014: test VPH template**
 Round: 24-Feb-2020 13:00 - 09-Mar-2020 13:00
 Entry: 1 / 1
 [100%] Quotes last round: 1
 Quotes all rounds: 1
- 2. MSC-2002180004: test**
 Round: 18-Feb-2020 10:00 - 03-Mar-2020 10:00
 Entry: 1 / 1
 [100%] Quotes last round: 1
 Quotes all rounds: 1
- 3. MSC-2002180003: Test Rückweg 2**
 Round: 18-Feb-2020 09:00 - 03-Mar-2020 09:00
 Entry: 1 / 1
 [100%] Quotes last round: 1
 Quotes all rounds: 1

Deadlines

<< Jan February 2020 Mar >>

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	31	1	
3	4	5	6	7	8	
10	11	12	13	14	15	1
17	18	19	20	21	22	2
24	25	26	27	28	29	
2	3	4	5	6	7	

Last update: 28-Feb-2020 11:27:46

By clicking on your company name you can view your company data. These are divided into different tabs.

2.1 Company Data

During the initial registration, we ask you to check your company data. Any changes you make are checked and released by the system administrators after a workflow. If you change the company name, legal form or address, please send an official information letter in PDF format by email or by post to our Master Data Management: Voith Global Business Services EMEA GmbH, Master Data Management - me, St. Pöltener Straße 43, 89522 Heidenheim, email: masterdata@voith.com. Please note that fields with a yellow background are mandatory fields which must be filled in.

VOITH TEST Home Events Activities

Budgetlieferant Heidenheim

Company information

Information
VP Quality
Compliance & Sustainability
Documents
General documents
Certificate
SSA panels (complete)
Contact persons

Supplier Budgetlieferant Heidenheim > Company information

Company information

Company Name: Budgetlieferant Heidenheim DUNS: (123456789)

Legal structure: GmbH

Head office:

VAT ID (EU law):

Address: Street: St. Pöltener Straße 42 ZIP code / postal code, City: 89522 Heidenheim an der Bre State / province: Baden - Württemberg Country:

PO-Box: PO-Box PO-Box City PO-Box Postal Code

Company contact details: Phone (general) Fax (general) Emergency phone E-Mail (general): devnull@allocation.net

OK Cancel

ASTRAS 6.4.3.71 by Allocation Network GmbH About us: Support number: +49 7321 37 6626, supplierportal@voith.com Server time 28.02.2020 11:29:10 Your session times out in 1:29:57

2.2 Information

Your company information is important to us and we look forward to receiving further information from you. Information in this area is on a voluntary basis.

VOITH TEST Home Events Activities

Budgetlieferant Heidenheim

Company information

Information
VP Quality
Compliance & Sustainability
Documents
General documents
Certificate
SSA panels (complete)
Contact persons

Supplier Budgetlieferant Heidenheim > Information

Information

Dated: 01/11/2018

Website: www.test.com Employees total (FTE): 150

Year of incorporation/formation: 1990 Employees Administration (FTE):

Sales last FY (m EUR): 188.00 Employees production (FTE):

Export share %: Employees QM (FTE):

Production facilities: Number of employees R&D (FTE):

Reference customers:

Open Street Map: Latitude: Longitude:

OK Cancel

2.3 Compliance & Sustainability

Please note that you will not be able to fill out questionnaires or participate in tenders if you have not answered our questions on the subject of compliance. Please fill in all fields highlighted in yellow. "Please select" is not a valid option here.

VOITH TEST Home Events Activities

Supplier Budgetlieferant Heidenheim > Compliance & Sustainability

Compliance contact

Title: Mr.

First name: Danilo

Last name: Pansutti

Position: -

Phone: -

E-mail: danilo.pansutti@gmail.com

Compliance

Have you established a Compliance Management System within your organisation (e.g. Code of Conduct, guidelines, appointment of Compliance officers)? Yes

Are your employees trained in and sensitized to Compliance topics such as anti corruption, anti-trust law, money laundering etc.? Yes

Is there any litigation pending in which your enterprise, its managing directors or employees are involved in cases concerning corruption, money laundering, fraud, anti-trust, tax evasion or similar cases or has there been such litigation in the last five years? No

2.4 Documents

The tab Documents contains all documents that exist for your company. A distinction is made between general documents and certificates. You can upload additional certificates or documents.

VOITH TEST Home Events Activities

Supplier Budgetlieferant Heidenheim > General documents

Search

Quick search: [] Approved: All Sub type: - Reminder date (start): [] Reminder date (end): [] Participants: []

Status: - Taxonomy (MG/OU): Select criteria Files: All

☐ Show results of my taxonomies (MG/OU) only

Add document **Delete**

Sub type	Name	Created by	Date	Type
No data found				

To upload a new document, select the button "New Document" and then the document type "Document". In the next step, please enter the corresponding "Subtype" and the name of the document and then upload the file.

Add document - Microsoft Edge

<https://testprocurement.apps.voith.com/ngastras/astras.R6/WFE/secure/master/en/GB/-/suppliers/preferences/company/attachment/create?folder=public&uiOpenId=2c95ab38508c082015094831c9c15358&type=attachment>

General Files

General

Attachment type: General documents

Name:

Comment:

Status: Draft

Approved: ☐

Visibility limited to participants: ☐

Document

Sub type:


Download End observation << Back Next >> Finish Cancel

<https://testprocurement.apps.voith.com/ngastras/astras.R6/WFE/secure/master/en/GB/-/suppliers/preferences/company/attachment/create?uiEvent=setFocus&uiEventTarget=%2FuiContentPane%3ABinaries>

General Files

Version displayed: Draft - version 1

Download all Add file Remove file

File name	Type	Size
 No documents are attached. Please click here to attach documents.		

Download End observation << Back Next >> Finish Cancel

If it is a certificate, please switch to the subarea "Certificates" within the documents and select the function "New Document" there as well.

The screenshot shows the 'General' tab of a web form for creating a certificate. The browser address bar displays a URL from teststeprourement.apps.voith.com. The form has three tabs: 'General', 'Certificates', and 'Files'. The 'General' tab is active and contains the following fields:

- Attachment type:** A dropdown menu with 'Certificate' selected.
- Name:** A yellow input field.
- Comment:** A light blue input field.
- Status:** A dropdown menu with 'Draft' selected.
- Approved:** A checkbox.
- Visibility limited to participants:** A checkbox.

At the bottom of the form, there is a navigation bar with buttons: 'Download', 'End observation', '<< Back', 'Next >>', 'Finish', and 'Cancel'.

For a certificate, you must specify the certificate type in the corresponding tab and fill in all yellow mandatory fields. Then click with the "Next" button.

The screenshot shows the 'Certificates' tab of the same web form. The 'Certificates' tab is active, and the 'General' tab is now disabled. The form contains the following fields:

- Certificate type:** A dropdown menu with 'Please choose...' selected.
- Certification is planned on the date stated below:** A checkbox.
- Will not be extended:** A checkbox.
- Certificate number:** A yellow input field.
- Certifier:** A yellow input field.
- Issued date:** A yellow input field.
- Valid until:** A yellow input field.
- Planned until:** A light grey input field.

The navigation bar at the bottom remains the same, with buttons: 'Download', 'End observation', '<< Back', 'Next >>', 'Finish', and 'Cancel'.

In the next tab please upload the certificate.

<https://testeprocurement.apps.voith.com/ngastras/astras.R6/WFE/secure/master/en/GB/-/suppliers/preferences/compan>

General
Certificates
Files

Version displayed
Draft - version 1

Download all
Add file
Remove file

File name	Type	Size
<div> + </div> <p>No documents are attached. Please click here to attach documents.</p>		

Download
End observation
<< Back
Next >>
Finish
Cancel

Then please click on Save. The added certificate is displayed in the overview.

VOITH Start Events Aktivitäten

Lieferant Testunternehmen > Zertifikate

Suche

Schnellsuche: Geprüft: Typ: Erinnerungsdatum von: Erinnerungsdatum bis: Verantwortlicher/Teilnehmer: Zeitraum:

Datum von: Datum bis:

Status: Taxonomie (MG/ORG/REG): Dateien: Gültigkeit:

☐ Nur in meinen Taxonomien (MG/OU/REG) suchen

[Neues Dokument](#) [Löschen](#) 1-3 von 3

Subtyp	Name	Gültig bis	Geplant für	Von	Datum	Typ
VDA 6.1	Zertifikat XY	06.04.2017	31.07.2017	Karin Amshoff	04.04.2017 09:47	Zertifikate
ISO 14001	ISO 14001	31.12.9999		Karin Amshoff	14.02.2017 09:46	Zertifikate
ISO 27001	test gültigkeit	31.12.9999		Karin Amshoff	10.04.2017 12:56	Zertifikate

OK Abbrechen

<https://eprocurement.apps.voith.com/ngastras/astras.R6/WFE/secure/master/de/DE/-/events/list> Impressum Hotline: 588 2321 37 6826 supplierportal@voith.com Serverzeit 29.11.2018 15:48:40 Session-Timeout in 1:29:51

3 Tender

3.1 Open tender

Calls for tenders/inquiries are referred to as events in eSourcing. On the start page under the "Events" tab, you can select an invitation to tender from the list or search specifically for an invitation number or the name of the invitation. Click on the desired event to open it.

VOITH Home Events Activities

Events list

Search for events

Quick search Advanced Search

Name or number: Number: Type: Status: Archived: On-/Offline:

☐ Show results of my taxonomies (MG/OU) only

Events list 1-12 of 12

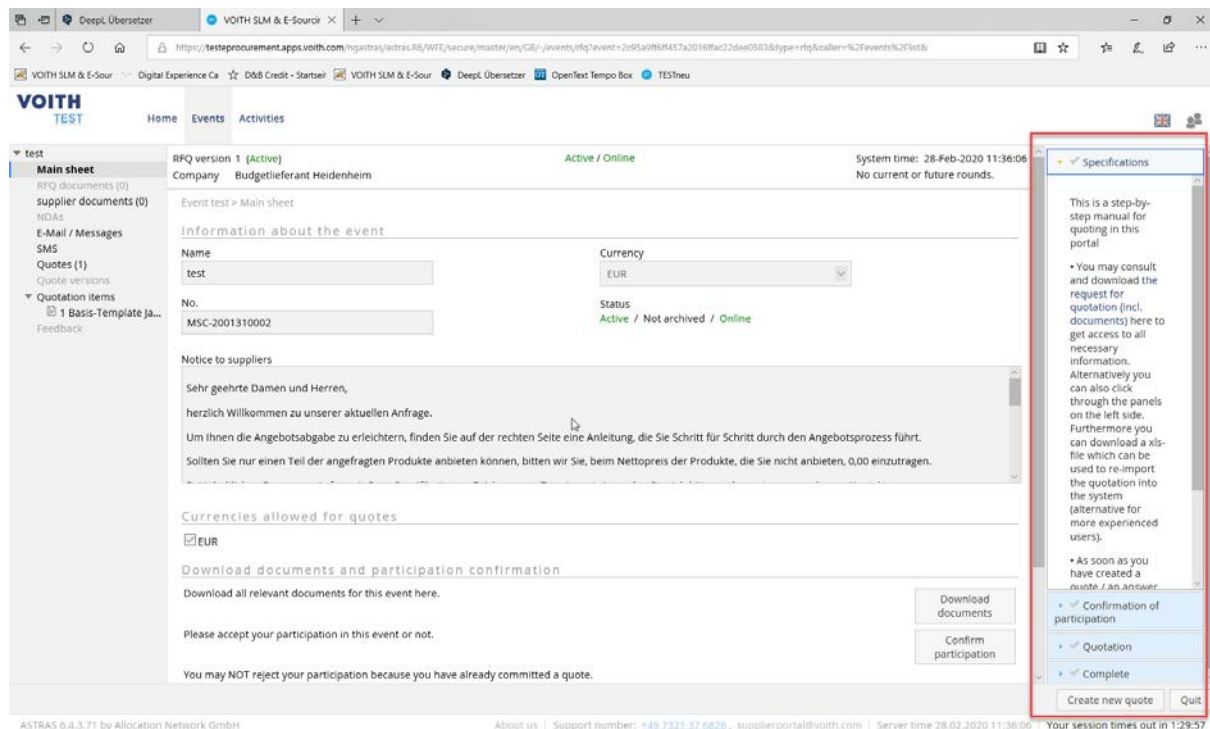
No.	Name	Voith organization	Active	Online	Type
MSC-2002240014	test VPH template	VPC Voith Paper Kunshan [2130]	Active	Online	RFQ
MSC-2002180004	test	VPC Voith Paper Kunshan [2130]	Active	Online	RFQ

Once you have selected an event, you will be taken to its main page. On the right hand side you will find step by step instructions on how to submit your offer for this request.

You can download all relevant documents in total as a ZIP file (button "Download documents"). You can also view and download them individually under the tab Request documents on the left side.

If you have any questions regarding the scope of the tender, you will find the responsible purchaser at the bottom of the page, whom you can contact.

In case of a system-related problem, please contact your regional contact person.



3.2 Accepting or cancelling participation in a request

You can accept or decline your participation either by using the relevant links or by clicking on the buttons in the middle of the page.

[Download documents and participation confirmation](#)

Download all relevant documents for this event here.

Please accept your participation in this event or not.

You may NOT reject your participation because you have already committed a quote.
You may delegate your participation in the event to another user here.

Your contact for all questions re. the event

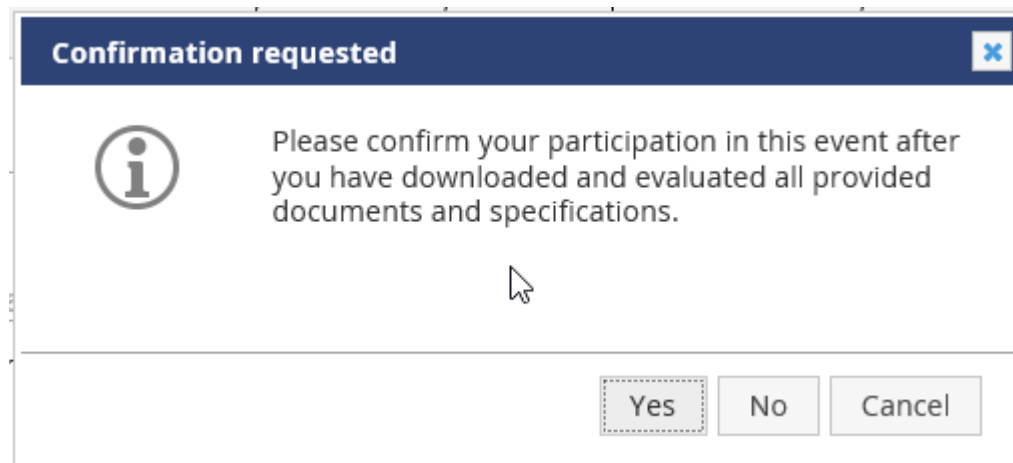
Download documents

Confirm participation

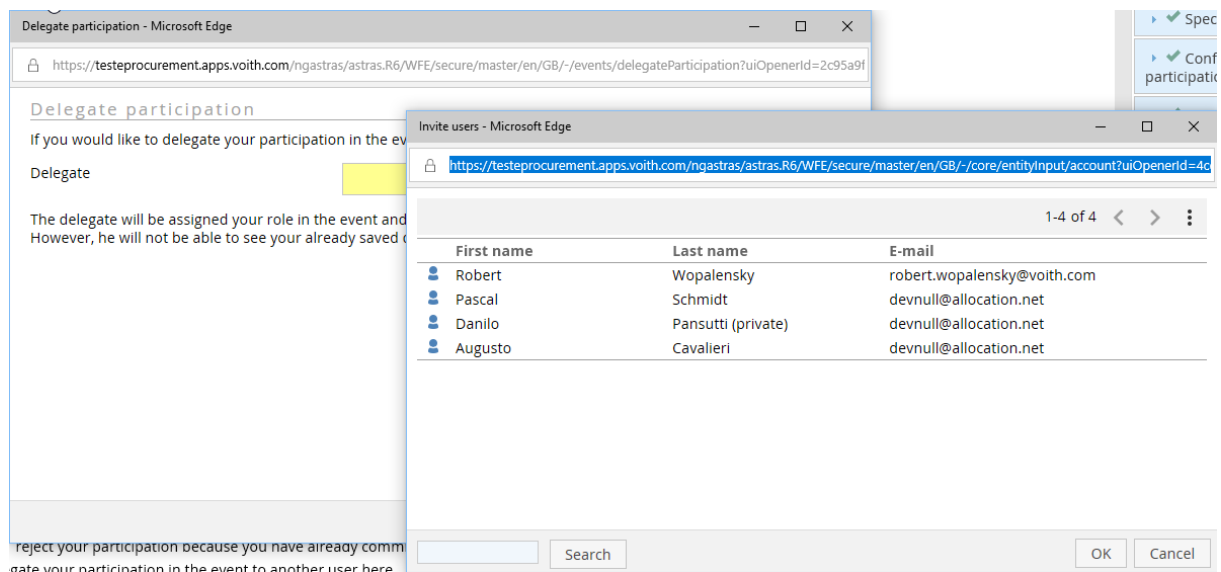
Delegate participation

If a rejection is made, you must store a reason in the system. You can choose from a proposal list and add your own description.

If you want to participate in the event, please select the appropriate function button or follow the instructions on the right side of the screen. A dialog box will appear in which you confirm that the necessary documents and specification have been downloaded.



It is also possible to delegate participation to another employee of your company. To do so, please choose the function "Delegate attendance". You can enter the name of the colleague directly or select him or her from a list of your employees in a dialog box. The delegate then receives your role in the event and can perform all the actions for which you have authorization. Please note that only employees with an active user account can be selected. If you forward your participation to a colleague but cannot find him or her, please send a short email with the contact details of your colleague to supplierportal@voith.com.



3.3 Submit Quote

To submit an offer, first select the corresponding event (list or search function). Then either follow the step-by-step instructions on the right or click directly on the button "Create new offer".

A pop-up window opens. The yellow fields must be filled in, but can be edited individually. Here you can enter your internal offer number or adjust the offer currency. Then confirm with "OK".

In the following you see the offer template defined by the buyer, in which you can enter your offer. Fields highlighted in yellow are mandatory.

For performance reasons, input fields may not be directly visible. Click in the appropriate field to make an entry.

You can also edit and upload your offer via Excel. To do this, you must first create an offer. Then click on the pull-down menu > Export. In the pop-up window, select the option "Short export (offer template)". Please note that if you change the formatting, problems may occur during the upload.

Besides the offer you can upload further documents. If the purchaser requests certain documents, you must upload them before the final bid is submitted.

You upload documents in the tab "Supplier documents" on the left side of the screen. There please click on "New".

A pop-up window will open, where you can search and upload a file on your computer (button "Browse"). The file name is automatically transferred to the "Name" field, but is available for editing.

https://testprocurement.apps.voith.com/ngastras/astras.R6/

Supplier upload

You may upload documents (e.g. drawings, quotations on your letter head) here. This is NOT the right place to import quotes from xls. Please use the "Place quote" section instead.

Name

Comment

File

Durchsuchen... max. 100 MB

OK Cancel

If you do not want to upload any documents, you can now submit a binding offer or save it temporarily for later processing.

Note: The saved offer is not yet binding / valid and will not be taken into account in the offer evaluation. Once you have filled out the offer template and uploaded your documents, please click on the button "Submit binding offer".

VOITH TEST Home Events Activities

test

Main sheet

RFQ documents (2)

supplier documents (0)

NDAs

E-Mail / Messages

SMS

Quotes (0)

Quote versions

Quotation items

1 RFQ-Template

Feedback

RFQ version 1 (Active) Active / Online

Company: Budgetlieferant Heidenheim

Quote: Quote 1 - Budgetlieferant Heidenheim (Schlimbach (test) Magdalena)

Version: 1 - (28-Feb-2020 11:45:05) Quote in process, Currently open

System time: 28-Feb-2020 11:45:06

Current round: 24-Feb-2020 13:00:00

09-Mar-2020 13:00:00

All time specifications in: Europe/Berlin

Event test > RFQ-Template

Actions menu

Position	Material description	BANF number	Buyer Code	delivery date	Material number	Amount of the order in piece	Amount unit	Comment purchaser
1.1	Leitwalze DA610/ND130/LE-BL450	0105318740	C35	2020-05-19T08:00:00	430.260037	1.00	PCE	

Page 1 of 1 Entries 1 REK1313/1

Validate

Save quote temporarily Commit quote Cancel Quit

Specifications

This is a step-by-step manual for quoting in this portal

- You may submit your quote until 09-Mar-2020 13:00:00 (Europe/Berlin).
- You may consult and download the request for quotation (incl. documents) here to get access to all necessary information. Alternatively you can also click through the panels on the left side. Furthermore you can download a xls-file which can be used to re-import the quotation into the system (alternative for more experienced).

Confirmation of participation

Quotation

Complete

4 Contacts

Projektmanager (Systemadministrator):

	Magdalena Schlimbach	(magdalena.schlimbach@voith.com)
(deputy.)	Fabian Bayer	(Fabian.bayer@voith.com)

Implementation Manager

SA	Jonathan Barros	(jonathan.barros@voith.com)
APAC	Zhihong Zhuang	(zhihong.zhuang@voith.com)