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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/
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.

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. Pöltenener Straße 43, 89522 Heidenheim, email: masterdata@voith.com. Please note that fields with a yellow background are mandatory fields which must be filled in.
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.

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.

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.

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

In the next tab please upload the certificate.
Then please click on Save. The added certificate is displayed in the overview.
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.

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.

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".


**New quote**

The name of the quote will be used for future reference, e.g. to edit or commit a quote.

- **Quote name-number**: Quote 1
- **Quote type**: Quote
- **Currency of quote**: CNY
- **Create copy of quote**: -

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.
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".
4 Contacts

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