



Submit a bid in a tender


Siempelkamp

Before you can be invited to a tender, you must first be **registered and approved**. If you are not registered on the supplier portal of the Siempelkamp Group yet, please follow the link: <https://siempelkamp.synertrade.com>

- Glossary
- Step 1: Log In
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- Step 4: My Team
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- Step 6: Submission of Bids
- Step 7: Forum for Questions
- Step 8: Submission of bids and deadline for tendering

On the following pages you have the possibility to upload, view and edit different information and data. All pages follow the same general logic. Here you find an explanation of the main elements:

-  Use the green check mark to save your changes. Be sure to do this for each element and BEFORE you click „NEXT“.
-  Use this arrow to reset an action and get back to the old entries.
-  Use this icon to show details.
-  Use this arrow to download documents.
-  Use this arrow to approve documents.

-  Use this icon to reject documents.
-  Use this icon to place values for price sheets and questionnaires.
-  Use this icon to export price sheets and questionnaires to Excel. The structure should not be changed.
-  Use this icon to import the edited price sheets and questionnaires afterwards.

Step 1: Log In



If you are invited to a tender, you will automatically receive an e-mail. There you will be briefly informed about the tender details and will find the link to our platform.



EINLADUNG ZUM PROJEKT "STAHLKOMponentEN (RFX000220)"

Diese E-Mail wurde versendet im Namen von: [REDACTED] E-Mail [REDACTED] Telefon: -

Sehr geehrte/r [REDACTED]

das Projekt **Stahlkomponenten (RFX000220)** wurde für folgende Teilnehmer veröffentlicht: [REDACTED]

Abhängig von ihren jeweiligen Sichtrechten können die Benutzer folgende(s) Anfrageelement(e) bearbeiten: Ausschreibung Phase: Fragebogen List of questions, Abgabefrist: 02/12/2020 09:32 Ausschreibung Phase: Tabelle Angebote Stahlkomponenten, Abgabefrist: 02/12/2020 09:32 Alle Teilnehmer können die/das Anfrageelement(e) bis zum Ablauf der Abgabefrist bearbeiten und veröffentlichen.

Sie können sich auf der Internetplattform **HIER KLICKEN** mit Ihren persönlichen Zugangsdaten einloggen: Login: [REDACTED]

Passwort: Beim ersten Login wird Ihnen das Passwort separat zugesendet. Sofern Sie dieses bereits erhalten haben, benutzen Sie bitte Ihr bestehendes persönliches Passwort.

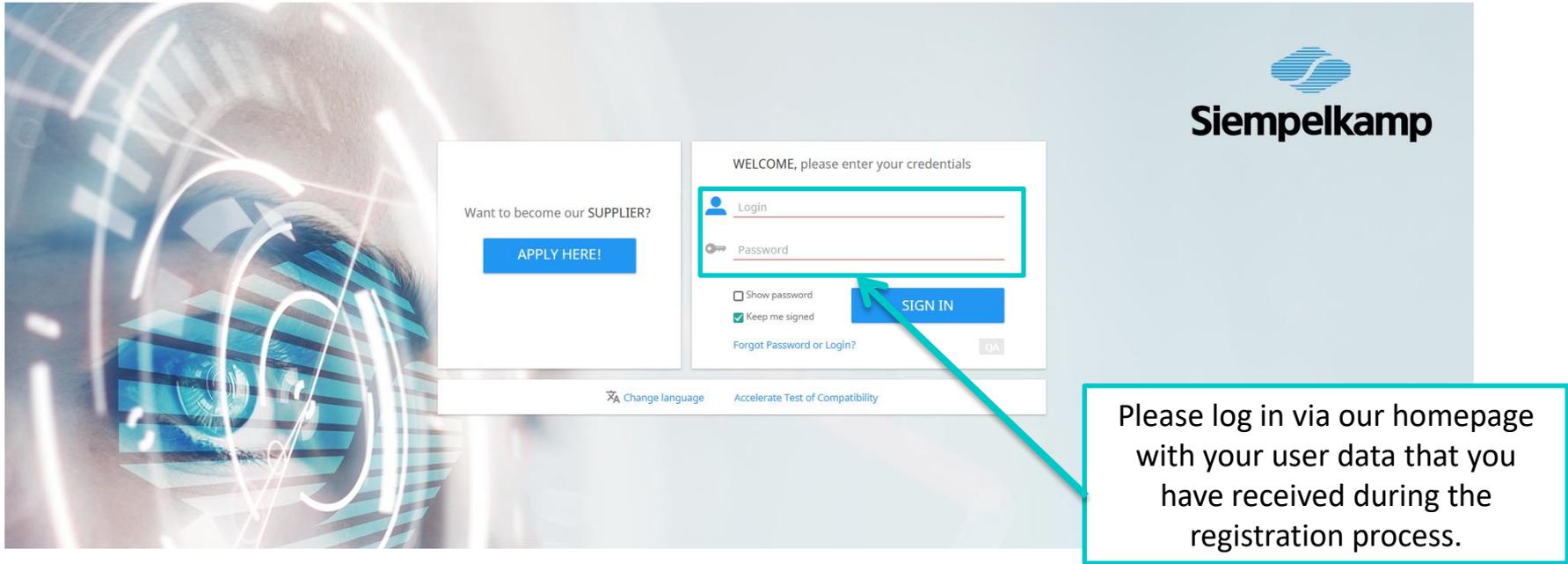
Sollten Sie Ihr Passwort nicht zur Hand haben, so können Sie den "Passwort vergessen" Link auf der Loginseite **HIER KLICKEN** benutzen, um ein neues Passwort zu generieren und an Ihre E-Mail-Adresse senden zu lassen.

[REDACTED] ist verantwortlich für dieses Projekt und beantwortet gerne Ihre Fragen. Bei Fragen bezüglich der Plattformnutzung wenden Sie sich bitte an den Support unter +33 (0)975184485 oder per E-Mail an support@synertrade.com.

Bitte beachten Sie, dass es sich bei dieser E-Mail um eine vom System versendete Information handelt. Bitte antworten Sie nicht auf diese E-Mail.

Diese E-Mail sowie alle angehängten Dateien ist vertraulich und kann auch Informationen, die rechtlich privilegiert sind, enthalten. Es ist ausschließlich für die Verwendung der Einzelperson oder der Rechtseinheit an die sie gerichtet ist, bestimmt. Wenn Sie nicht der beabsichtigte Empfänger dieser E-Mail sind, setzen wir Sie hiermit darüber in Kenntnis. Eine Weitergabe, Vervielfältigung, Verbreitung oder Veröffentlichung der enthaltenen Informationen ist strengstens untersagt, es sei denn, dies ist Ihnen vom Absender erlaubt worden. Wenn Sie nicht der beabsichtigte Empfänger sind, senden Sie diese E-Mail sofort den Absender und löschen dann diese Nachricht aus Ihrem System. Der Absender ist nicht verantwortlich für die ordnungsgemäße Übertragung dieser Informationen noch für jede Verzögerung bei deren Empfang.

Step 1: Login



The screenshot shows the Siempelkamp login interface. On the left, there is a white box with the text "Want to become our SUPPLIER?" and a blue "APPLY HERE!" button. On the right, there is a white box with the heading "WELCOME, please enter your credentials". Below the heading are two input fields: "Login" and "Password", both highlighted with a red border. Below the "Password" field are two checkboxes: "Show password" (unchecked) and "Keep me signed" (checked). A blue "SIGN IN" button is positioned to the right of the "Keep me signed" checkbox. Below the "SIGN IN" button is a link for "Forgot Password or Login?". At the bottom of the login box, there are two links: "Change language" and "Accelerate Test of Compatibility". A red callout box with a red arrow pointing to the "SIGN IN" button contains the text: "Please log in via our homepage with your user data that you have received during the registration process."

Step 2: Welcome Page

 steel components (RFX000223)  Complete Project

End: 23.12.2020 15:10 Remaining time until end: 15 day(s)

Purchasing Manager: [redacted] SBU: Siempelkamp Maschinen- und Anlagenbau GmbH
Phone: - Email: [redacted]

 Documents	 Forum	 List of questions...	 offers steel comp...
All documents downloaded	0 / 0 answered questions	Not submitted	Not submitted

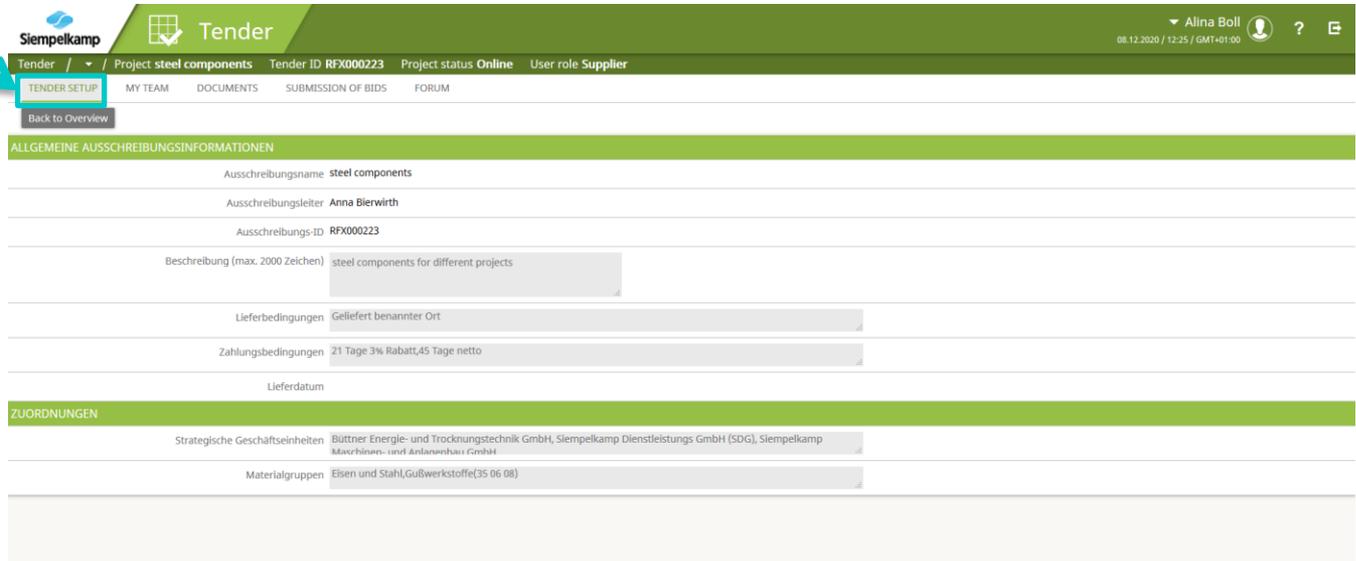
[Refresh](#) Showing 4/4 elements | [Show all tender elements](#)

You can access the tender via the buttons .

On the welcome page you can see an overview of the tenders to which you are invited.

Step 3: Tender details

In the tender setup you will see the general information such as shipping and payment terms which are applicable for this project.



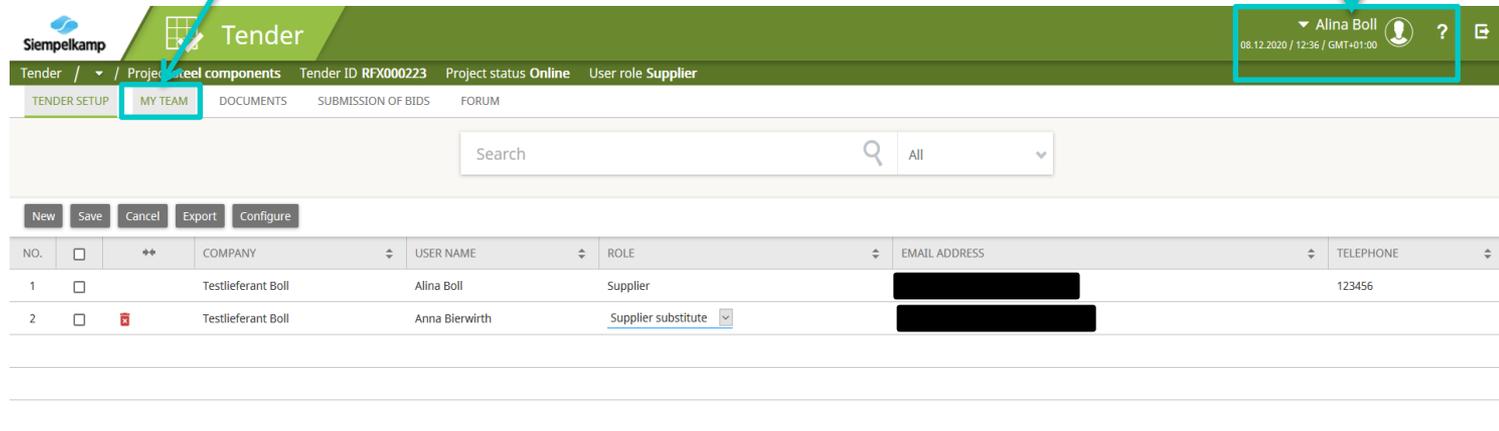
The screenshot displays the 'Tender Setup' page in the Siempelkamp system. The page is titled 'Tender' and shows the following details:

- Navigation:** Tender / Project steel components / Tender ID RFX000223 / Project status Online / User role Supplier
- Menu:** TENDER SETUP (highlighted), MY TEAM, DOCUMENTS, SUBMISSION OF BIDS, FORUM
- Buttons:** Back to Overview
- Section: ALLGEMEINE AUSSCHREIBUNGSMFORMATIONEN**
 - Ausschreibungsname: steel components
 - Ausschreibungsleiter: Anna Bierwirth
 - Ausschreibungs-ID: RFX000223
 - Beschreibung (max. 2000 Zeichen): steel components for different projects
 - Lieferbedingungen: Geliiefert benannter Ort
 - Zahlungsbedingungen: Z1 Tage 3% Rabatt,45 Tage netto
 - Lieferdatum: (empty field)
- Section: ZUORDNUNGEN**
 - Strategische Geschäftseinheiten: Büttner Energie- und Trocknungstechnik GmbH, Siempelkamp Dienstleistungs GmbH (SDG), Siempelkamp Maschinen- und Anlagenbau GmbH
 - Materialgruppen: Eisen und Stahl,Gußwerkstoffe(35 06 08)

Step 4: My Team

Under the tab „My Team“ you can see your contact details. Click on „New“ to add a colleague to the tender.
Please note: You can only add colleagues who are already registered in the system (for adding see the right box).

You can add colleagues under „My Profile“ and then „Company contacts“.



The screenshot shows the 'MY TEAM' tab in the tender management system. The table below lists the team members:

NO.	<input type="checkbox"/>	++	COMPANY	USER NAME	ROLE	EMAIL ADDRESS	TELEPHONE
1	<input type="checkbox"/>		Testlieferant Boll	Alina Boll	Supplier	[REDACTED]	123456
2	<input type="checkbox"/>	<input type="checkbox"/>	Testlieferant Boll	Anna Bierwirth	Supplier substitute	[REDACTED]	

Step 4.1: My Team

New

Invite a member of my team to the project

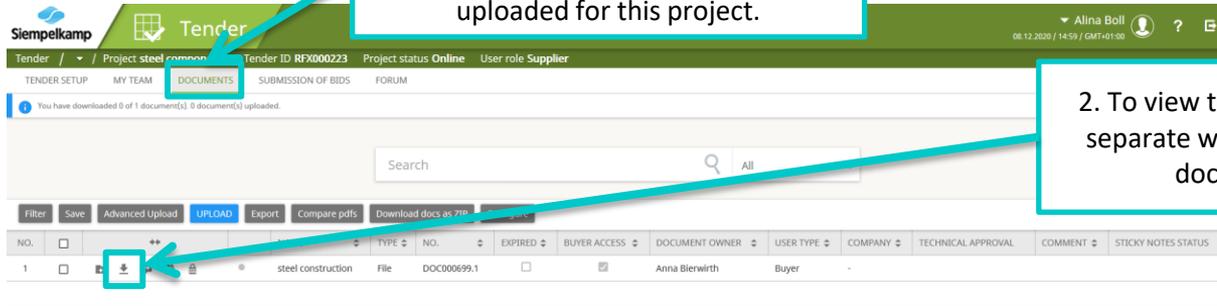
Search All

NO.	<input type="checkbox"/>	USER NAME ▲	COMPANY ▼	EMAIL ADDRESS ▼	TELEPHONE ▼
1	<input type="checkbox"/>	Anna Bierwirth	Testlieferant Boll	<input type="text"/>	<input type="text"/>

If you want to add a colleague, a separate window appears. Here, you can select the previous saved colleagues. Click on „Apply“.

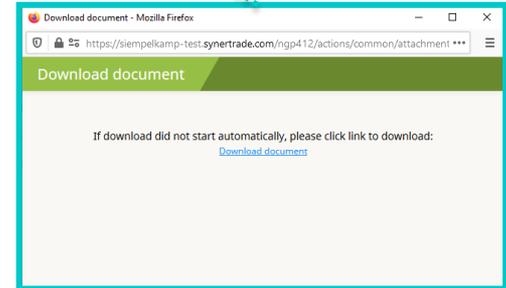
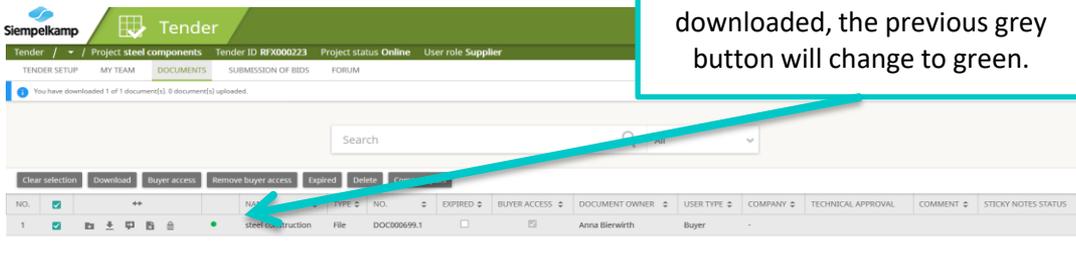
Step 5: Documents

1. Under the tab „Documents“ you can see every document that has been uploaded for this project.

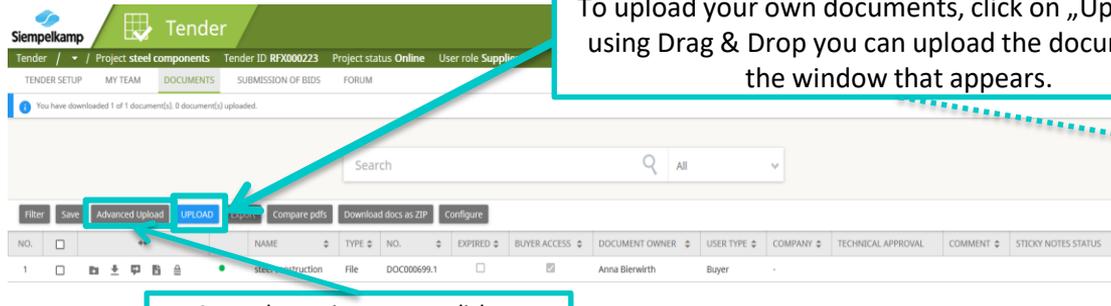


2. To view the documents, click on the arrow, a separate window will open through which the document can be downloaded.

3. When the document was downloaded, the previous grey button will change to green.

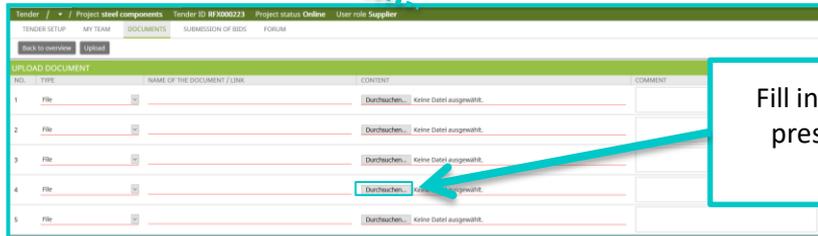
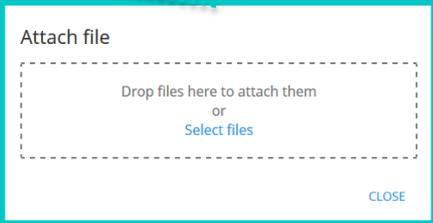


Step 5.1: Upload own Documents



To upload your own documents, click on „Upload“. By using Drag & Drop you can upload the documents in the window that appears.

As an alternative you can click on „Advanced Upload“.

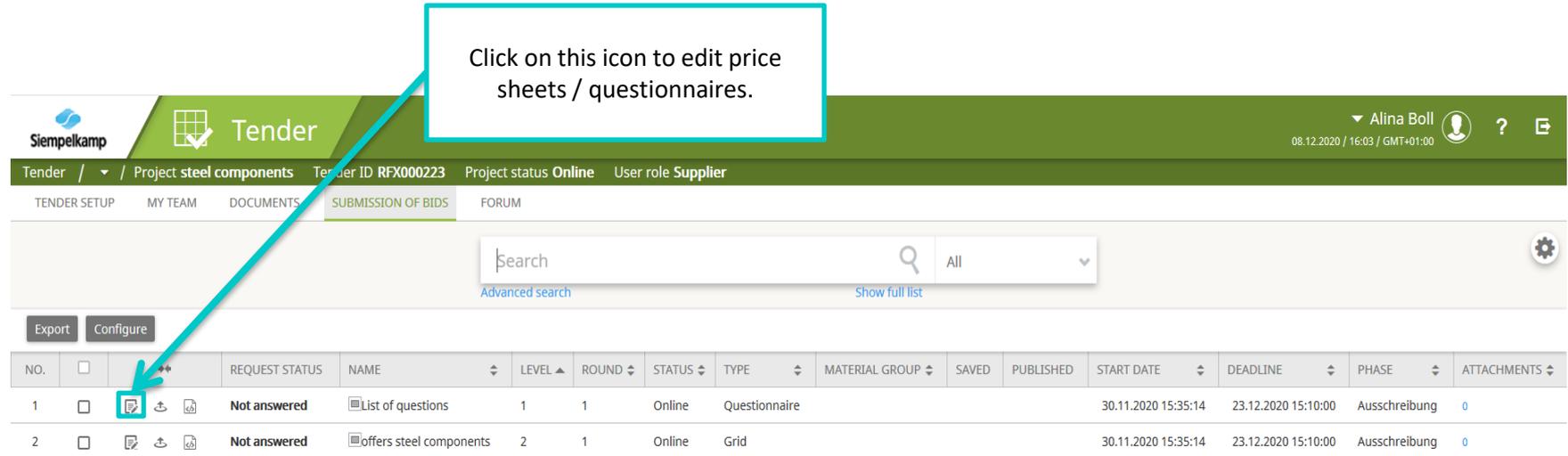


Fill in the mandatory fields and press „Browse“ to select the desired fields.

Step 6: Your offer

You are in the process of submitting a bid. Here, you can see price sheets and questionnaires that have been published for processing by the responsible buyer.

Click on this icon to edit price sheets / questionnaires.

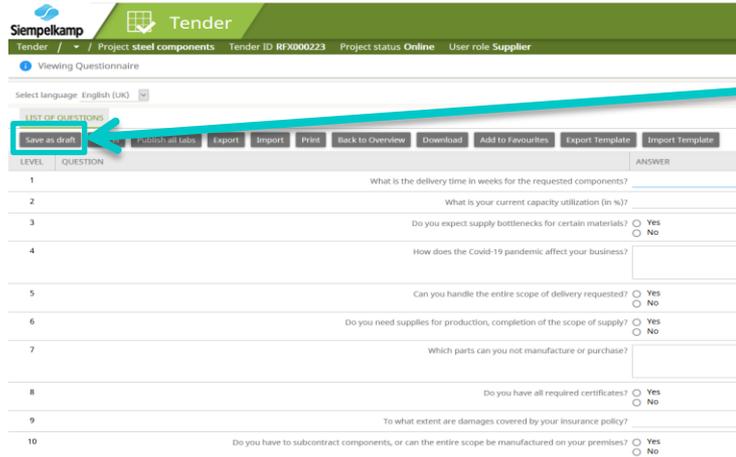


The screenshot shows the Siempelkamp tender submission interface. The header includes the Siempelkamp logo, a 'Tender' title with a grid icon, and user information: 'Alina Boll', '08.12.2020 / 16:03 / GMT+01:00', and navigation icons. The breadcrumb trail is: 'Tender / Project steel components / Tender ID RFX000223 / Project status Online / User role Supplier'. The main navigation tabs are: 'TENDER SETUP', 'MY TEAM', 'DOCUMENTS', 'SUBMISSION OF BIDS' (active), and 'FORUM'. Below the navigation is a search bar with 'Search' text, a magnifying glass icon, and a dropdown menu set to 'All'. There are links for 'Advanced search' and 'Show full list'. Below the search bar are 'Export' and 'Configure' buttons. The main content is a table with columns: NO., checkboxes, icons, REQUEST STATUS, NAME, LEVEL, ROUND, STATUS, TYPE, MATERIAL GROUP, SAVED, PUBLISHED, START DATE, DEADLINE, PHASE, and ATTACHMENTS. The first row is highlighted with a red box around the edit icon. A red arrow points from the callout box to this icon.

NO.	<input type="checkbox"/>		REQUEST STATUS	NAME	LEVEL	ROUND	STATUS	TYPE	MATERIAL GROUP	SAVED	PUBLISHED	START DATE	DEADLINE	PHASE	ATTACHMENTS
1	<input type="checkbox"/>		Not answered	List of questions	1	1	Online	Questionnaire				30.11.2020 15:35:14	23.12.2020 15:10:00	Ausschreibung	0
2	<input type="checkbox"/>		Not answered	offers steel components	2	1	Online	Grid				30.11.2020 15:35:14	23.12.2020 15:10:00	Ausschreibung	0

Step 6.1: Your offer – save as draft

After you have clicked „Edit“, the document opens and can be filled out.



Siempelkamp Tender

Tender / Project: steel components Tender ID: RF0000223 Project status: Online User role: Supplier

1 Viewing Questionnaire

Select language: English (UK)

LIST OF QUESTIONS

Save as draft | Cancel all tabs | Export | Import | Print | Back to Overview | Download | Add to Favourites | Export Template | Import Template

LEVEL	QUESTION	ANSWER
1	What is the delivery time in weeks for the requested components?	
2	What is your current capacity utilization (in %)?	
3	Do you expect supply bottlenecks for certain materials? <input type="radio"/> Yes <input type="radio"/> No	
4	How does the Covid-19 pandemic affect your business?	
5	Can you handle the entire scope of delivery requested? <input type="radio"/> Yes <input type="radio"/> No	
6	Do you need supplies for production, completion of the scope of supply? <input type="radio"/> Yes <input type="radio"/> No	
7	Which parts can you not manufacture or purchase?	
8	Do you have all required certificates? <input type="radio"/> Yes <input type="radio"/> No	
9	To what extent are damages covered by your insurance policy?	
10	Do you have to subcontract components, or can the entire scope be manufactured on your premises? <input type="radio"/> Yes <input type="radio"/> No	

Once you have entered your data, you can first click on „Save draft“. You can still make changes afterwards.

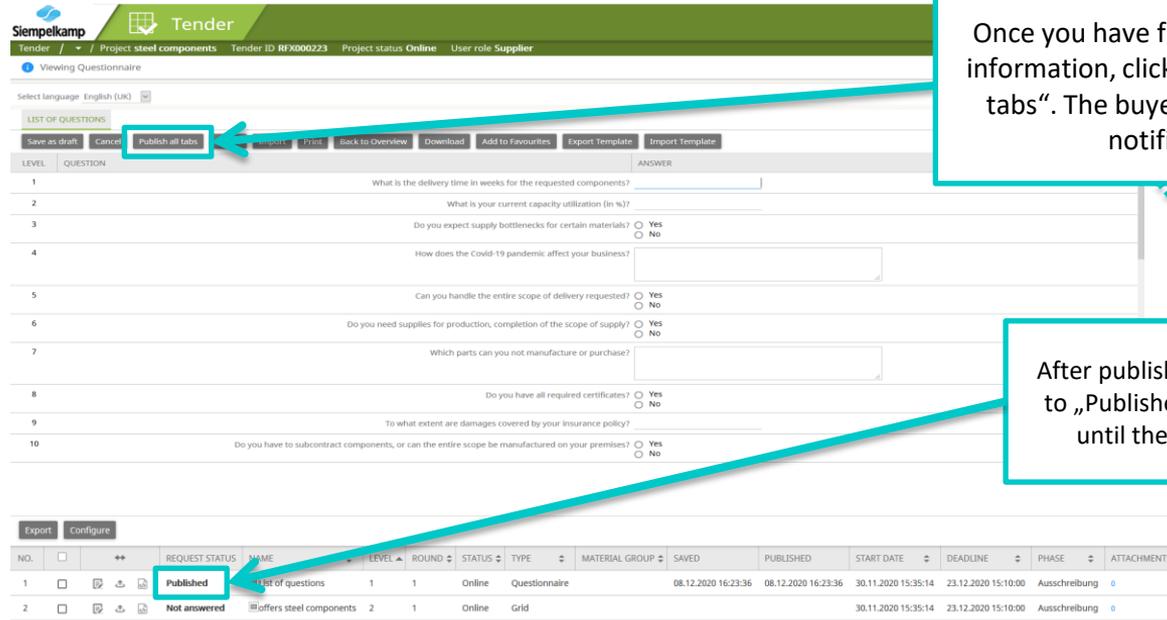
When you saved the draft and go back to the overview, the status changes to „Saved“.

Export Configure

NO.		REQUEST STATUS	NAME	LEVEL	ROUND	STATUS	TYPE	MATERIAL GROUP	SAVED	PUBLISHED	START DATE	DEADLINE	PHASE	ATTACHMENTS
1	<input type="checkbox"/>	Saved	List of questions	1	1	Online	Questionnaire		08.12.2020 16:13:30		30.11.2020 15:35:14	23.12.2020 15:10:00	Ausschreibung	0
2	<input type="checkbox"/>	Not answered	Offers steel components	2	1	Online	Grid				30.11.2020 15:35:14	23.12.2020 15:10:00	Ausschreibung	0

Step 6.2: Your offer – publish

Once you have completed the documents, you can publish and share them with the buyer.



The screenshot shows the 'Viewing Questionnaire' page for a tender. The 'Publish all tabs' button is highlighted with a red box and an arrow. Below the questionnaire, a table shows the status of the questionnaire as 'Published'.

NO.	REQUEST STATUS	NAME	LEVEL	ROUND	STATUS	TYPE	MATERIAL GROUP	SAVED	PUBLISHED	START DATE	DEADLINE	PHASE	ATTACHMENTS
1	Published	List of questions	1	1	Online	Questionnaire		08.12.2020 16:23:36	08.12.2020 16:23:36	30.11.2020 15:35:14	23.12.2020 15:10:00	Ausschreibung	0
2	Not answered	Offers steel components	2	1	Online	Grid				30.11.2020 15:35:14	23.12.2020 15:10:00	Ausschreibung	0

Once you have filled out all the information, click on „Publish all tabs“. The buyer will then be notified.

After publishing all data, the status changes to „Published“. You can still make changes until the tender deadline is reached.

Step 6.3: Your offer

For price sheets there are two options to file and publish the data:

1. You can submit your offers directly via the portal
2. You export the table first, enter the data in Excel and import it afterwards.

1. Option: directly via the portal.

PREISBLATT MIT RABATT UND SKONTO

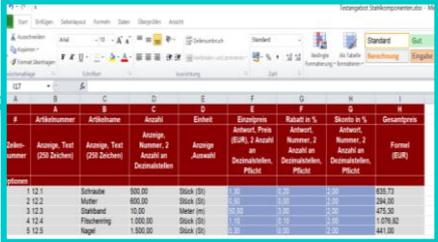
08.12.2020 16:32, Saved by Alina Boll

Back to Overview Save as draft Publish all tabs Cancel Export Add to Favourites

NO.	ACTION	ARTIKELNUMMER	ARTIKELNAME	ANZAHL	EINHEIT	EINZELPREIS (EUR)	RABATT IN %	SKONTO IN %	GESAMTPREIS (EUR)
1	<input type="checkbox"/>	+++12.1	+++screw	500,00	Stück (St)	1,30	0,20	2,00	635,73
2	<input type="checkbox"/>	+++12.2	+++screw nut	600,00	Stück (St)	0,50	0,00	2,00	294,00
3	<input type="checkbox"/>	+++12.3	+++steel band	10,00	Meter (m)	50,00	3,00	2,00	475,30
4	<input type="checkbox"/>	+++12.4	+++hinge hook ring	1.000,00	Stück (St)	1,10	0,10	2,00	1.076,92
5	<input type="checkbox"/>	+++12.5	+++nail	1.500,00	Stück (St)	0,30	0,00	2,00	441,00

5 Records exist Show 20 Records

2. Option: Export the table structure as an Excel file and then import it after you have filed your data. Please note: the structure should not be changed.



NO.	ACTION	ARTIKELNUMMER	ARTIKELNAME	ANZAHL	EINHEIT	EINZELPREIS (EUR)	RABATT IN %	SKONTO IN %	GESAMTPREIS (EUR)
1	<input type="checkbox"/>	+++12.1	+++screw	500,00	Stück (St)	1,30	0,20	2,00	635,73
2	<input type="checkbox"/>	+++12.2	+++screw nut	600,00	Stück (St)	0,50	0,00	2,00	294,00
3	<input type="checkbox"/>	+++12.3	+++steel band	10,00	Meter (m)	50,00	3,00	2,00	475,30
4	<input type="checkbox"/>	+++12.4	+++hinge hook ring	1.000,00	Stück (St)	1,10	0,10	2,00	1.076,92
5	<input type="checkbox"/>	+++12.5	+++nail	1.500,00	Stück (St)	0,30	0,00	2,00	441,00

Siempelkamp Tender

Tender ID RF70000223 Project status Online User role Supplier

TENDER SETUP MY TEAM DOCUMENTS SUBMISSION OF BIDS FORUM

Import complex structure
You can only import from an excel file created from export.
Please ensure that you have saved and closed the excel file you want to import.

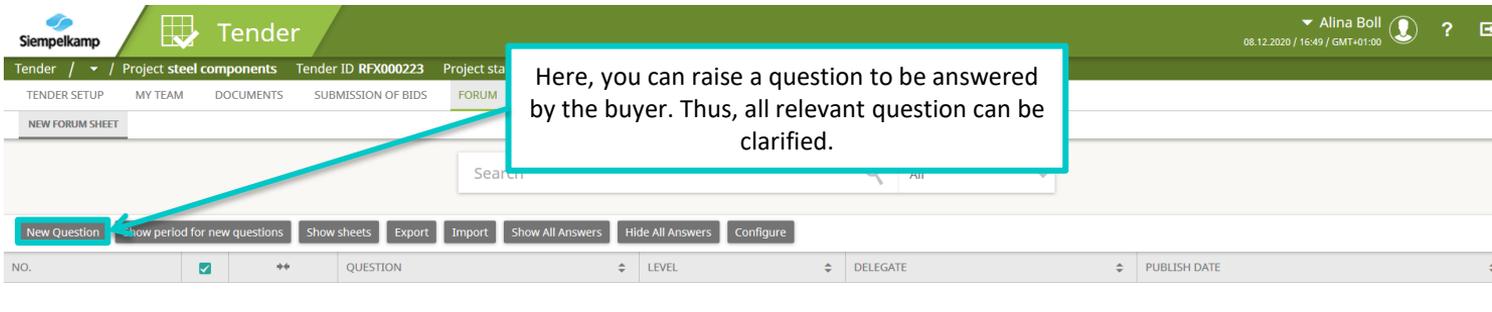
Import Import overview Close

Select a file to upload Durchsuchen... Keine Datei ausgewählt.

The completed and saved price sheet can be uploaded by clicking on „Select file“ and then on „Import“.

Step 7: Forum for Questions

The Forum serves to answer open questions. You can ask a question directly to the buyer at any time. The questions are also seen by other participating suppliers, but in a strictly anonymous way.



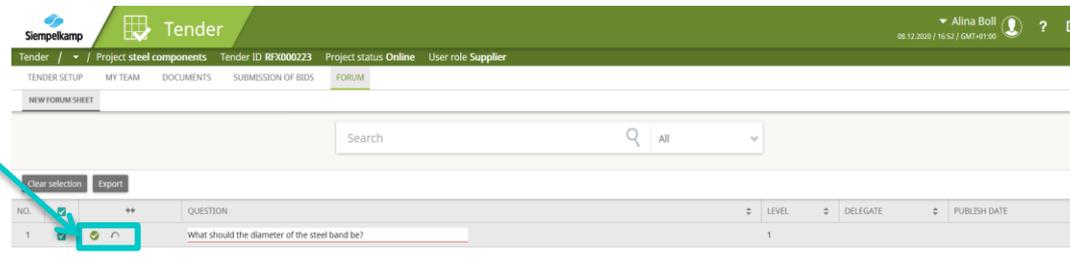
Here, you can raise a question to be answered by the buyer. Thus, all relevant question can be clarified.

New Question

show period for new questions Show sheets Export Import Show All Answers Hide All Answers Configure

NO.	<input checked="" type="checkbox"/>	++	QUESTION	LEVEL	DELEGATE	PUBLISH DATE
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Once you asked your question, click on the green check mark to save it. With the arrow you can reset the action. The question must then be published in the overview.



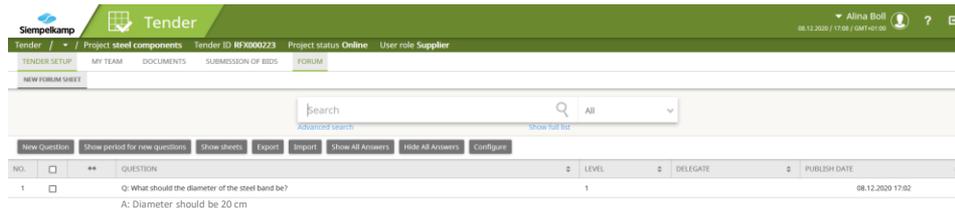
Once you asked your question, click on the green check mark to save it. With the arrow you can reset the action. The question must then be published in the overview.

Clear selection Export

NO.	<input checked="" type="checkbox"/>	++	QUESTION	LEVEL	DELEGATE	PUBLISH DATE
1	<input checked="" type="checkbox"/>		What should the diameter of the steel band be?	1		

Step 7.1: Forum for Questions

If the buyer answers your question in the Forum, you will receive an e-mail.



In the Forum you can now check the answer of the buyer and ask follow-up questions if necessary.

Step 8: Submission of bids and deadline for tendering

After you have submitted your offer and the tender deadline has expired, you will receive a feedback as soon as possible.