User Manual

Supplier Response to RFQ- Submission of Quotation

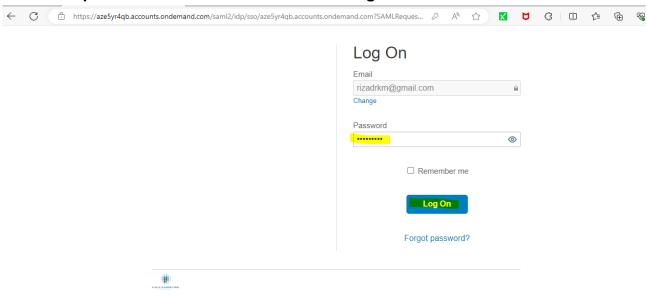# **Contents**

In this Process, Supplier Receives the RFQ invitation from the procurement Team and in response the suppliers will be able to submit their quotations. The following manual walks through the steps in detail
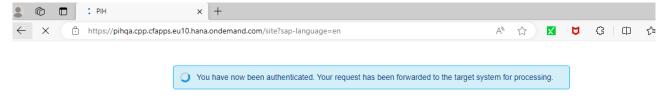
1.   Login into Supplier Portal
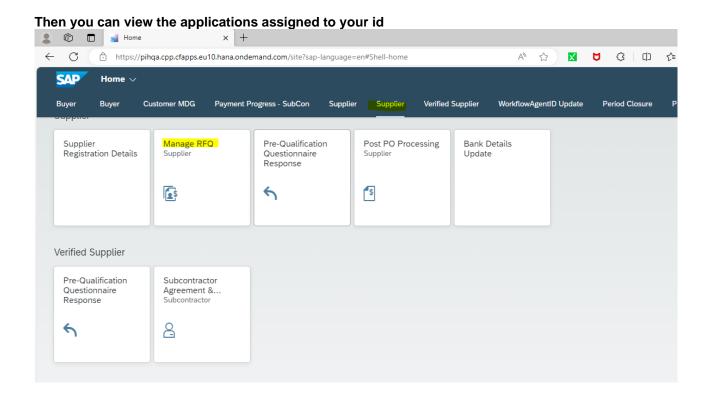
1.1.   Input valid email and Click on Continue button.

1.2.   Input the Password and click on the Logon button.

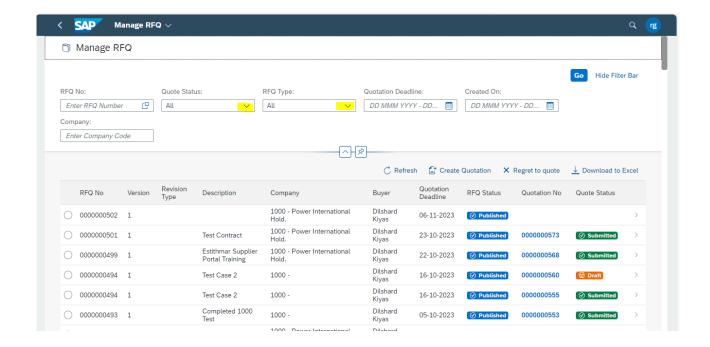## 1.3. Once click on the Logon button you can see the following screen.
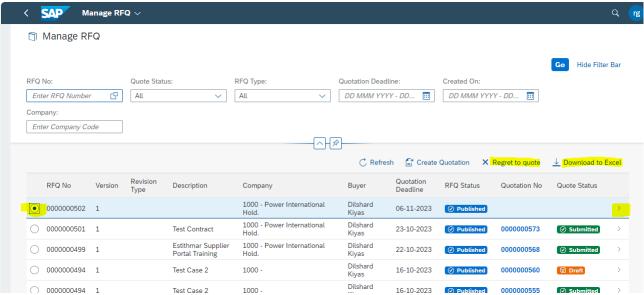

Then you can view the applications assigned to your id

2.   Supplier RFQ View

2.1.   RFQ View

Once after Logon Click on Manage RFQ Supplier app to view the RFQs.

2.2.   Once after clicking the app, you can view all RFQ s related to your supplier ID, here you can use filter options (E.g.: Quote Status, RFQ type etc..) to find related RFQ.
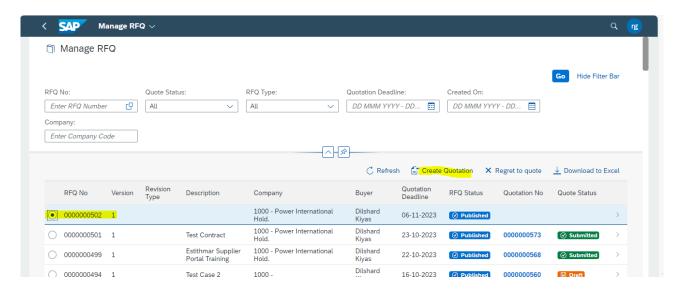
2.3. **View the RFQ by selecting the RFQ radio button and click on arrow (>) button as shown below to view the details.**

You can also download all the RFQ by using the Download to Excel button.

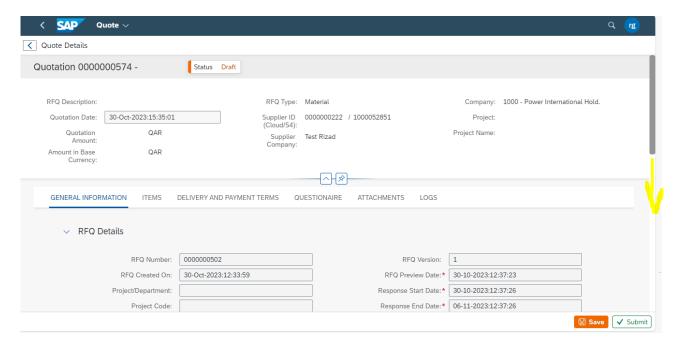If you don't want to respond to this RFQ select the option Regret to quote

3. Supplier Response - Creation of Quotation

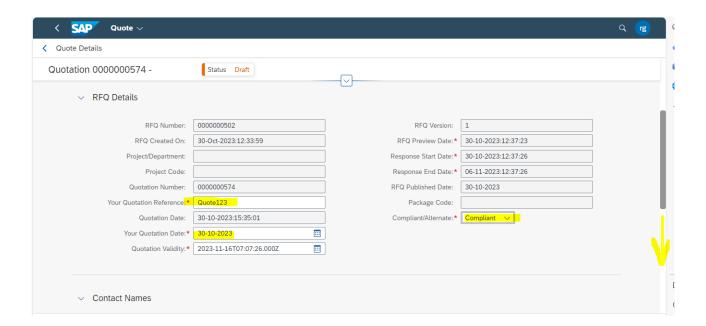3.1. To Create the Quotation, select the required RFQ and Click on Create Quotation button.

3.2. Filling of GENERAL INFORMATION

3.2.1. **Once after click on Create Quotation, the screen will navigate to RFQ details- View all the details and scroll down to fill the General Information**
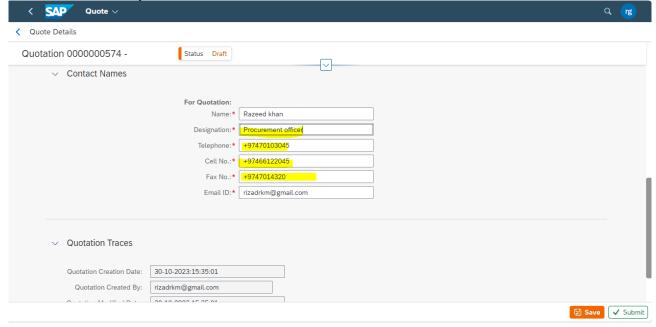

3.2.2. **Fill in the RFQ details like Your Quotation Reference, Your quotation Date, compliant alternate and click on scroll down to fill other details.**
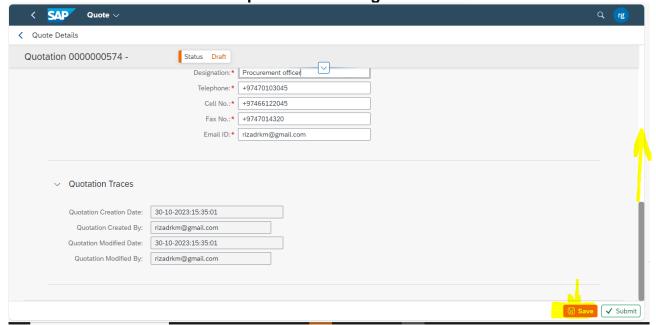
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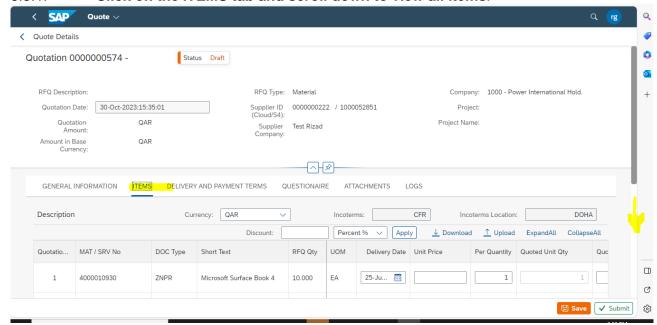### 3.2.3.   Fill required details in Contact Names Section

Now Click on Save and Scroll up to fill remaining fields.
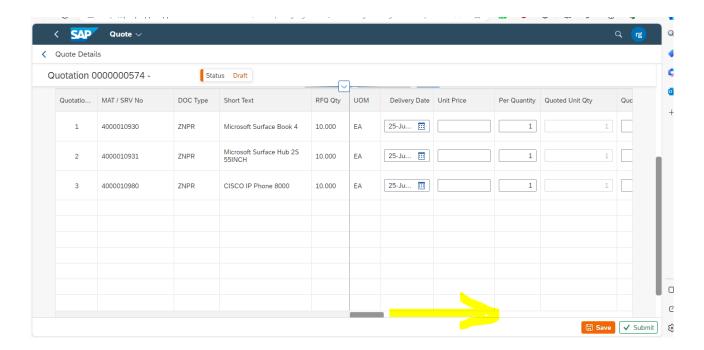

3.3.   Filling of ITEMS section

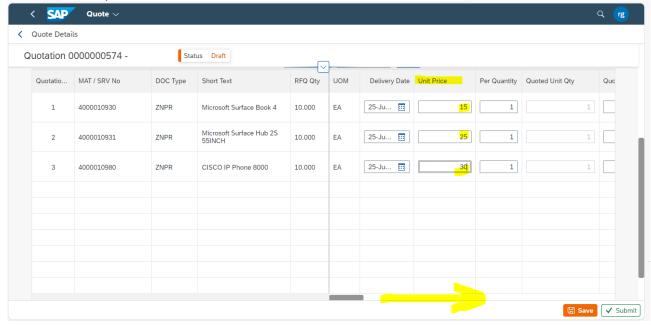### 3.3.1.   Click on the ITEMS tab and scroll down to view all items.

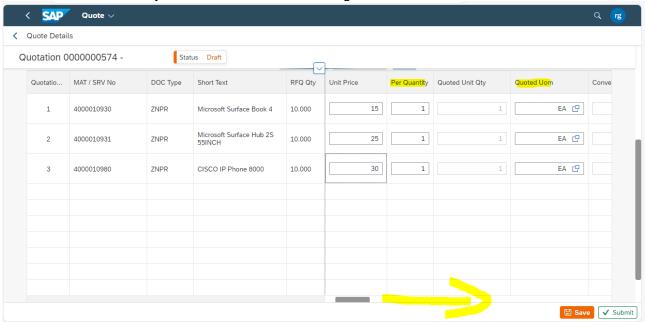Now you can view all items, use horizontal scroll bar to fill in the details as shown below.
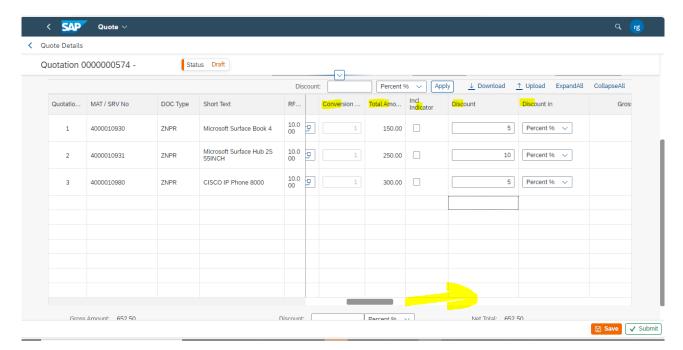
3.3.2.　　　Input the Unit Price and use horizontal scroll bar to fill in the details as shown below.
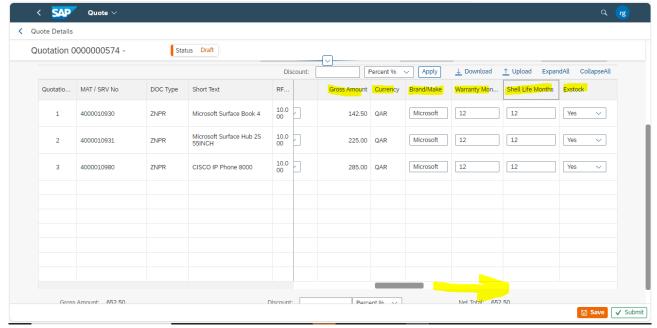
3.3.3.   Check and input the values(if required) in Per Quantity and Quoted UOM and scroll horizontally to view and fill the remaining fields
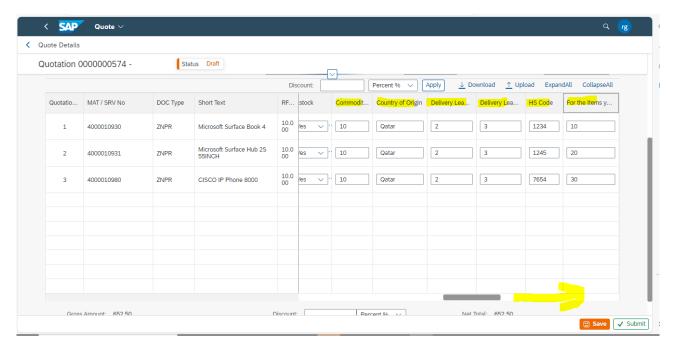

3.3.4.   Check and input the values (if required) for the following fields.
- Conversion Factor with RFQ UOM
- Total Amount (Calculated field no need to input)
- Incl Indicator check box.
- Discount
- Discount in   Then scroll horizontally to view and fill the remaining fields.
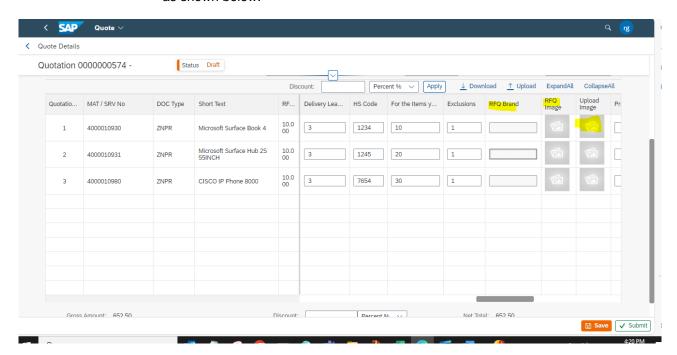
3.3.5.   Check and input the values (if required) for the following fields.
- Gross Amount (Calculated field no need to input)
- Currency
- Brand / Make
- Warranty Months
- Shell life Months
- Ex Stock and scroll horizontal. Then scroll horizontally to view and fill the remaining fields.
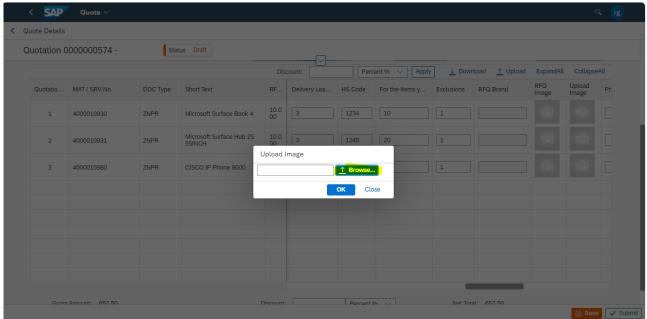

3.3.6.   Check and input the values (if required) for the following fields.
- Commodity Price Index
- Country of Origin
- Delivery Lead Time Days Production
- Delivery Lead Time Days Freight
- HS Code
- For the Items you are Pricing, then scroll horizontally to view and fill the remaining
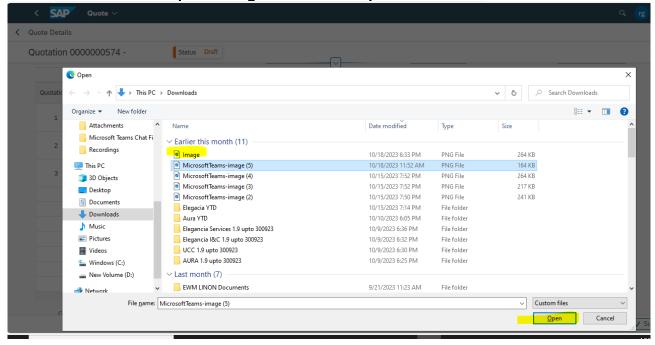
3.3.7.   Check and input the values (if required) for the following fields and upload the image.

- Exclusions field.
- Check the given RFQ Brand (Cross Check no need to fill)
- Check the given RFQ Image (Cross Check no need to fill)
- And then click on Upload Image (Please upload image if you have) for first line item as shown below.
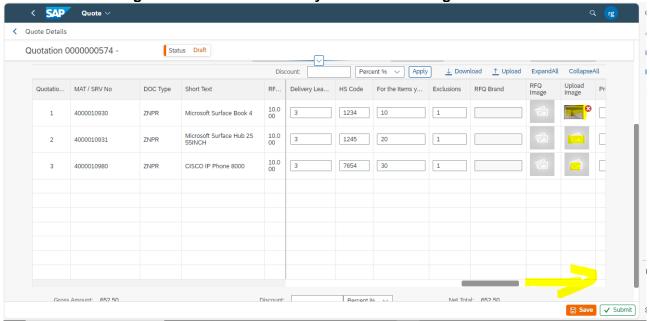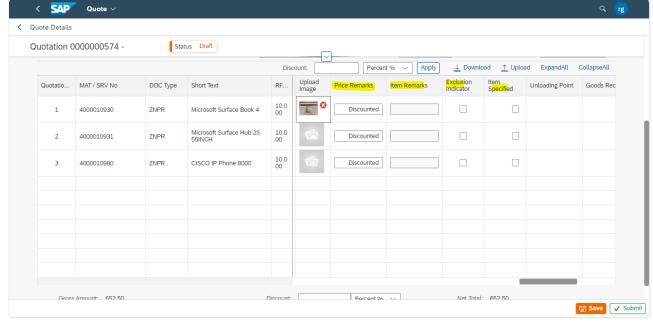
3.3.7.1. Click on Browse

3.3.7.2. Select required Image and click on Open button.

3.3.7.3. **You can view the uploaded image, if you want to add images for remaining items, please follow the above steps for each line item wise to upload the image. Then scroll horizontally to view remaining fields.**

3.3.8. **Check and input the values (if required) for the following fields.**
- Price Remarks
- Item Remark
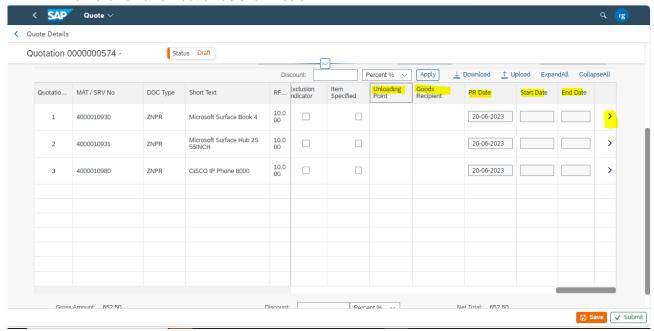- Exclusion Indicator Check box.
- Item Specified check box

3.3.9. **View the predefined data(No need to fill any information) and Adding of Additional details to Line item.**
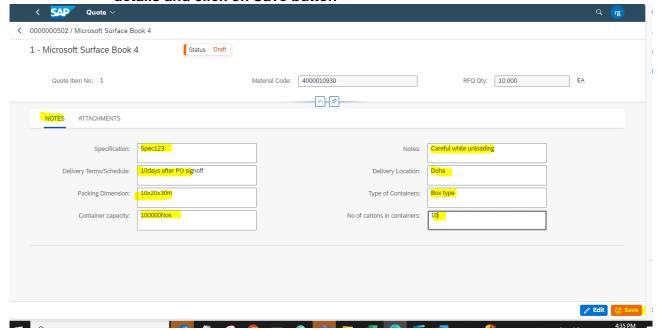
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- Unloading Point
- Goods Recipient
- PR Date
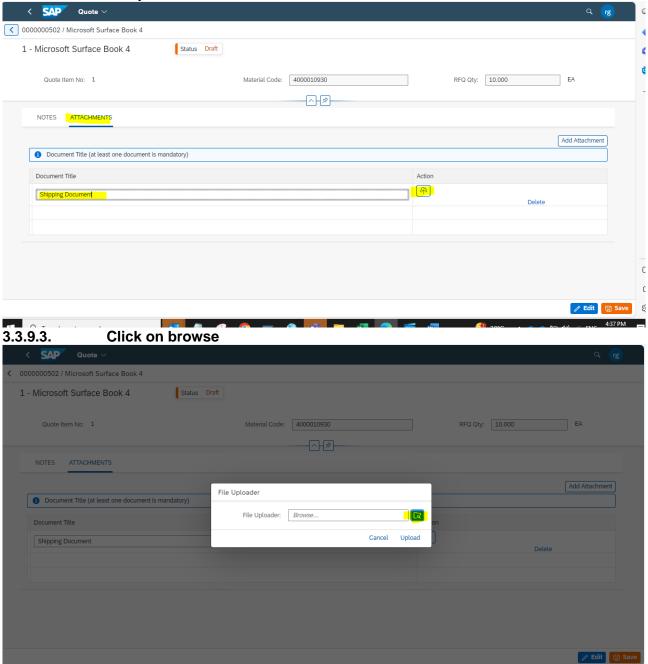- Start Date
- End Date

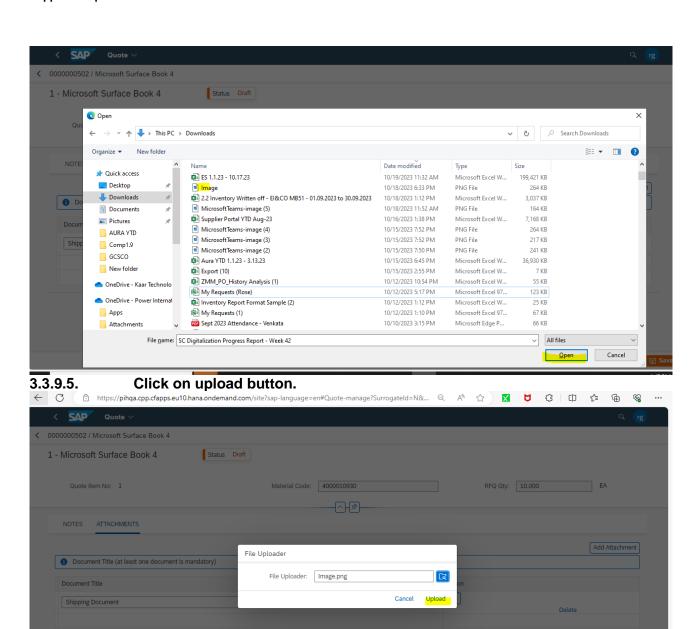now click on arrow button as shown below

3.3.9.1.   Once you click on you can view below screen with NOTES section, fill the details and click on Save button
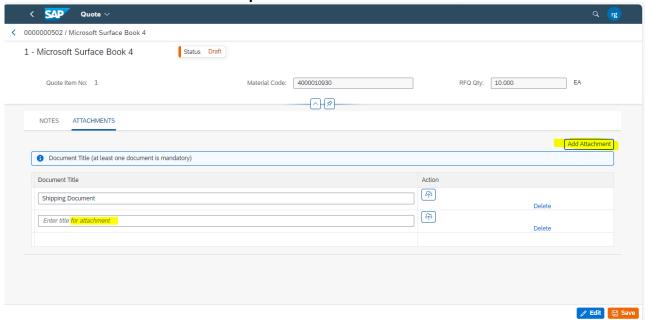
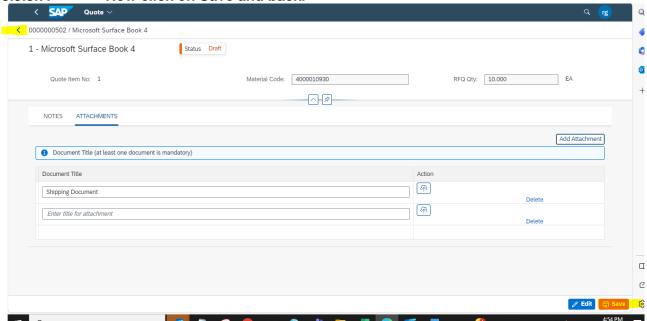**3.3.9.2.   Now Click on attachments section and provide the Document title and click on upload button as shown below.**

3.3.9.3.   Click on browse

3.3.9.4.   Select required file and click on open button.

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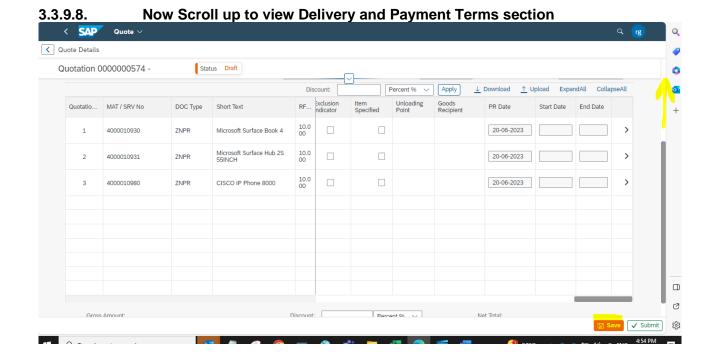### 3.3.9.5.   Click on upload button.

3.3.9.6. Click on add attachment button if you want to add one more attachment and follow the above steps to attach the another attachment
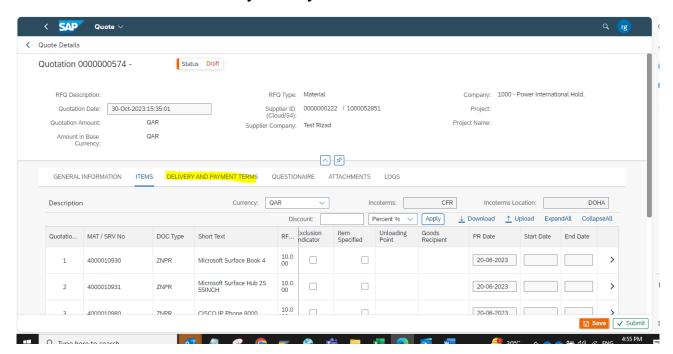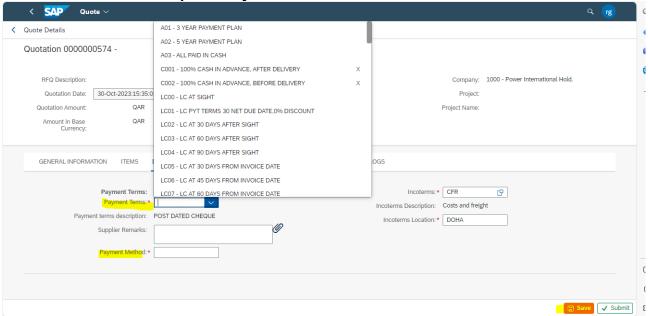

3.3.9.7. Now click on Save and back.

3.3.9.8. Now Scroll up to view Delivery and Payment Terms section

3.4. Filling of Delivery and Payment Terms section
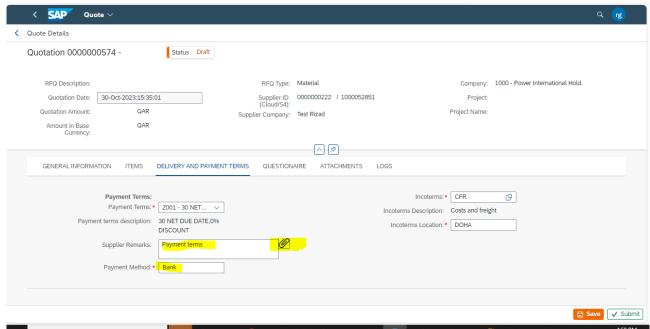
3.4.1. Now Click on Delivery and Payment Terms tab
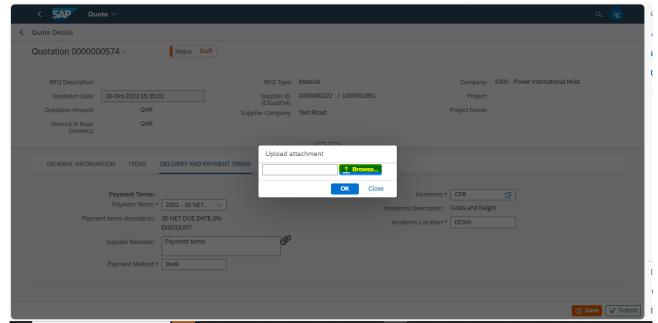
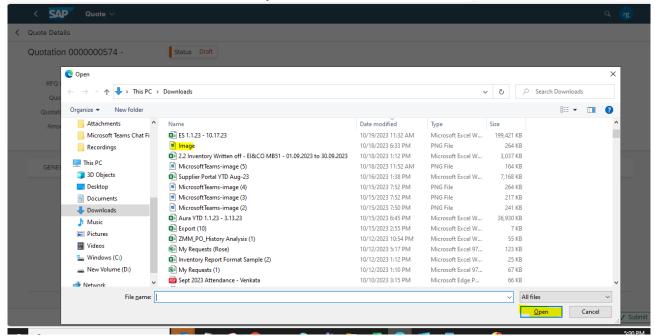### 3.4.2.   Select the required Payment term.

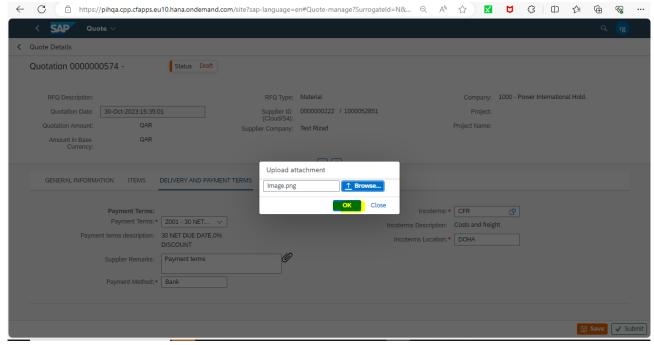### 3.4.3.   Now Enter Supplier Remarks and Payment Method and Click on attachment button.
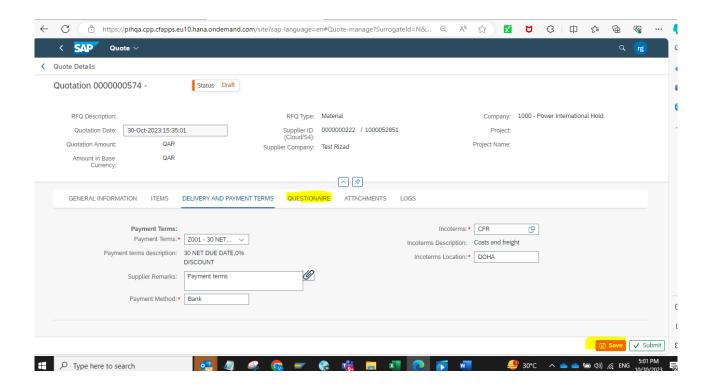
3.4.4. Click on Browe to add attachment.

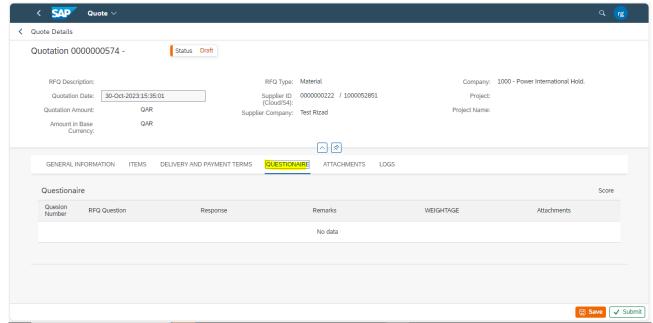### 3.4.5. Select file and click on Open Button

3.4.6.   Click on the OK button.

3.5.   View Questionary section.

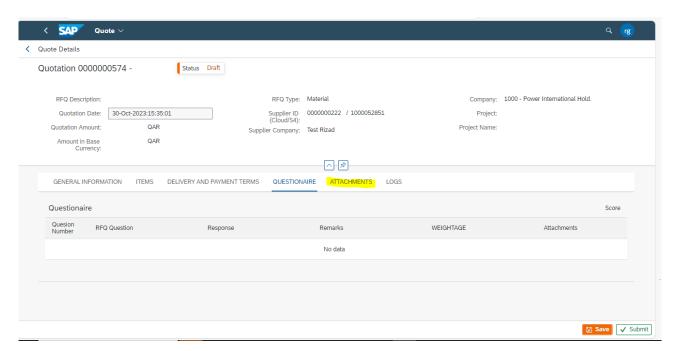### 3.5.1.   Now Click on Save button and click on Questionary tab.

3.5.2. View the available Relevant Data
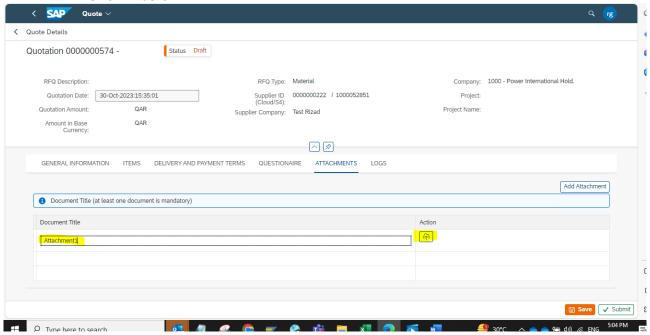

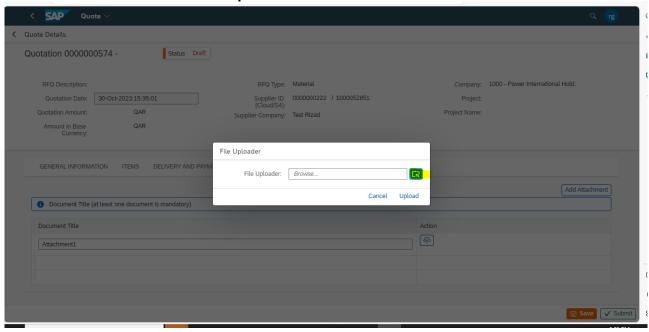## 3.6. Filling ATTACHMENTS section

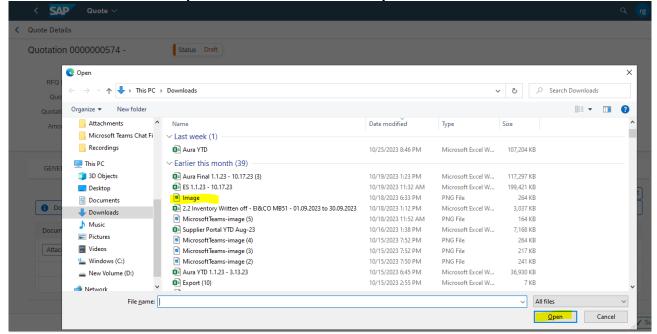### 3.6.1. Now click on the Save button and Click on ATTACHMENTS tab.

3.6.2. Input the Document title and click on Tree button to upload the attachment as shown below.
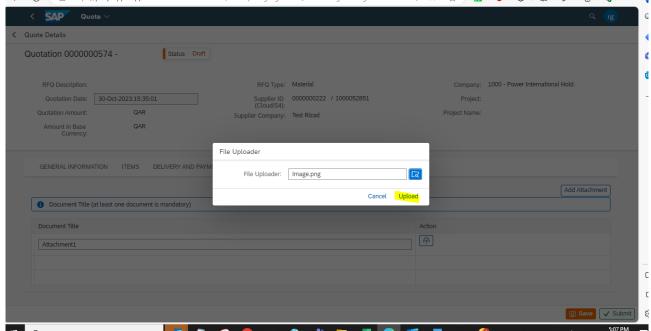

3.6.3. Click on the search option to add the attachment.

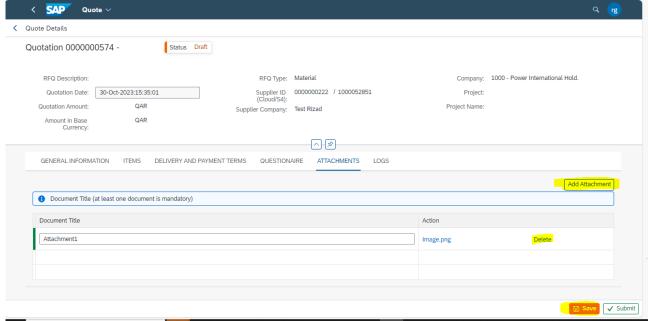### 3.6.4. Select the required file and click on the Open button.
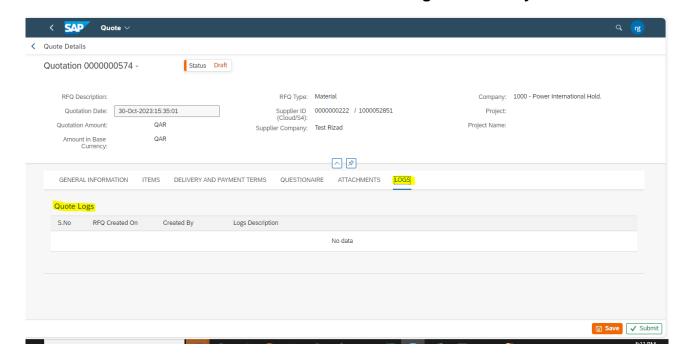

3.6.5. Click on the upload button.

3.6.6. **Click on the Add Attachment button, if you want to add any other attachments required to attach.**

Also, provision provided to delete any attachment.

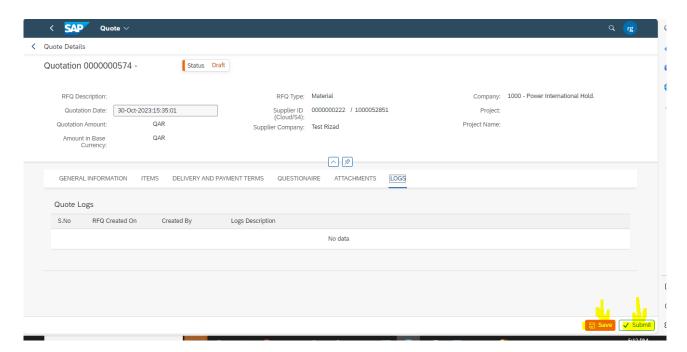**After attaching the files click on Save Button**

3.7. **View LOG section to view the Log details if any.**

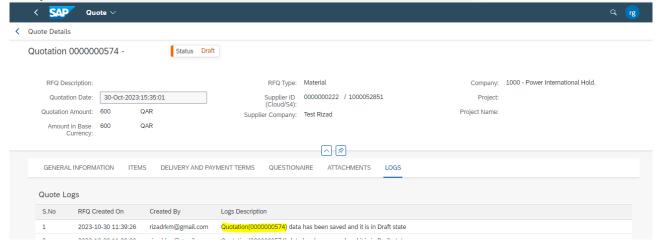**3.7.1.** **Now Click on LOG section to view the Log details if any**
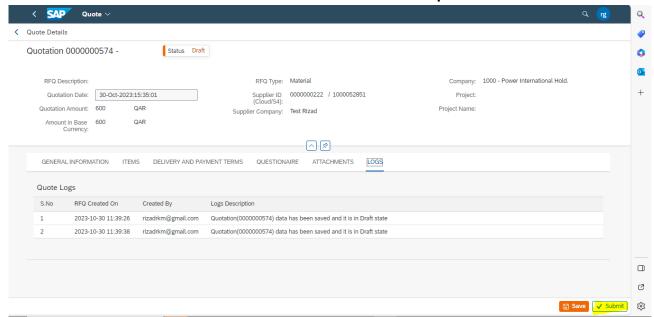
4. Submit the Quotation

4.1. Now Click on Save button to submit the Quotation

Now you can see the Quotation reference number.

4.2. Now Click on Submit button to final Submission of quotation

You can view quote submission in Log details.