



# ProcureForce Training

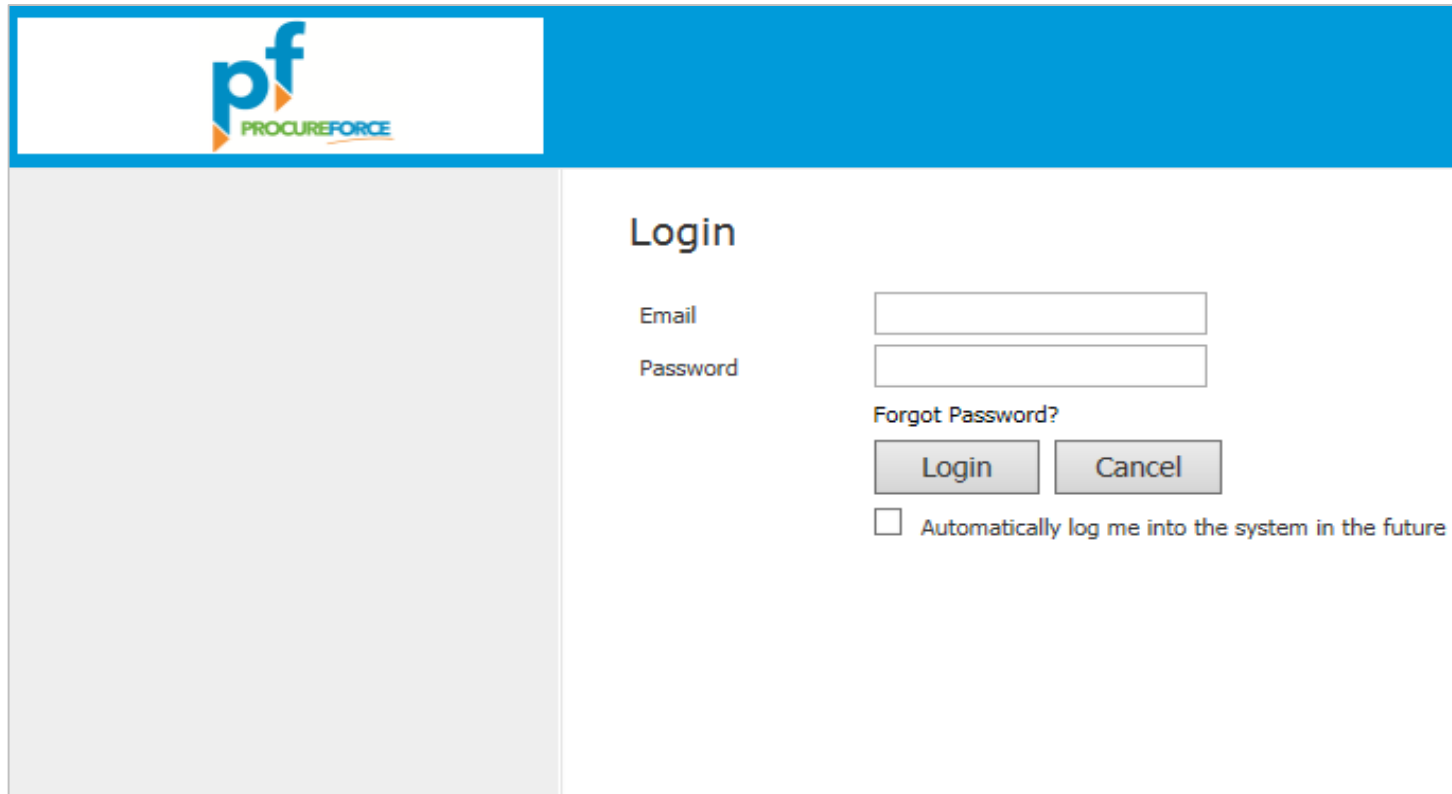
Tech Support:  
[pfhelp@apurchasingd.com](mailto:pfhelp@apurchasingd.com)  
(734) 927-0836 ext. 103



# Before you Start

- ▶ Have your ProcureForce user-id and password available
  - ▶ Access <http://litens.procure-force.com/>
  - ▶ Login credential is:
    - ▶ Username: Your email address
    - ▶ Password: Sent in email

# Set up your screen



**pf**  
PROCUREFORCE

## Login

Email

Password

[Forgot Password?](#)

Automatically log me into the system in the future

Open your internet browser (Internet Explorer, Google Chrome, etc.) and copy and paste the site web address from slide 2 into your browser.

You should have been given a login email and password, input your email and password and click the Login button.

- If you were not given an email and password, contact your administrator.
- All first time users are asked to reset your password (except for administrators).



# Supplier Dashboard

Once you login, you will be directed to the Supplier home page. The home page displays the **Supplier Dashboard**.

The **Dashboard** contains two items. The first is a bar graph called, “**Supplier On-Time Quote Performance**”, which contains information regarding the timeliness of your responses to Requests For Quotes (RFQs). The second is a work list called, “**Supplier Workload Management**” and contains a list of your current OPEN RFQs.

The screenshot displays the Supplier Dashboard interface. At the top left is the 'pf PROCUREMENT' logo and a search bar. Below the logo is a navigation menu with three items: 'Your Dashboard', 'View Open RFQs', and 'View Quoted RFQs'. The main content area is divided into two sections:

- Supplier On-Time Quote Performance:** A bar chart showing the number of quotes received in different time categories. The y-axis ranges from 0 to 6. The x-axis categories are: On-time or Before (6), 1-2 Days Late (1), 3-10 Days Late (2), 11-20 Days Late (0), and >20 Days Late (1).
- Supplier Workload Management:** A table listing open RFQs. It includes a search bar, a 'Show 10 entries' dropdown, and a table with columns: RFQ Number, Buyer, Quotes Due, and Number of Parts. The table shows 3 entries.

RFQ Number	Buyer	Quotes Due	Number of Parts
Open 8881	Johanna Mason	8/18/2017 12:00:00 AM	1
Open 9769	Tarah Engelbrecht	2/2/2018 12:00:00 AM	1
Open 9852	Tarah Engelbrecht	3/16/2018 12:00:00 AM	2



# Accessing an RFQ

To access open RFQs, click on the “View **Open RFQs**” heade. This page will display a list of all RFQs which have been issued to you through the system but you have not yet submitted a quote for. It also displays the **RFQ Number**, **RFQ Description**, the **Buyer** who issued the RFQ, the **RFQ Status**, and **Quote Due date**.

To open and begin quoting a RFQ, click on “**Open**” next to the RFQ number. You will navigate to the parts list screen containing the part numbers included in this RFQ

RFQ Number	RFQ Description	Buyer	RFQStatus	Quotes Due
5442.2	Test RFQ	Adam Thor	Awaiting Quote	02/09/2017
5426.3	Test RFQ	NPM NPM	Awaiting Quote	02/20/2017



# Accessing an RFQ

The RFQ Parts List contains **all the parts** included in the RFQ.

Note: In certain cases a buyer may request quotes reflecting various % of the total Annual Part Volume therefore. In this scenario, the part list will include the same part with varying volumes percentages. You may be asked to quote for example on 25%, 50%, 75%, or 100% of the total part volume.

To access the part quote details and begin the quoting process, click **"Edit"** on the line item with the part number and volume percentage in which you would like to quote.

## Supplier Quote for RFQ: 5442.2 - Test RFQ

Drag a column header to this area to group by it										Search:
	Part Name	Part Number	Design Level	%	Last Modified	Quotes Due	Quoting	Bid		
Edit	TI Adam Training Test Part	1111-2222	A	100		02/09/2017	Yes	Base	Create Alt Bid	
Edit	Fastener	1984-AA	A	100		02/09/2017	Yes	Base	Create Alt Bid	
Edit	Fastener - LH	1985-AA	A	100		02/09/2017	Yes	Base	Create Alt Bid	

1

Page 1 of 1 (3 items)

Submit Quote to Buyer Close



# Preparing a Quote

The Quote Details screen is where you will begin your quote. Located at the top of the Quote Details screen is specific part information including:

- Part Number
- Part Name
- Design Level
- Unit of Measure
- Commodity Class
- Commodity Code
- Release Status
- Samples Required By Date
- Production Required By Date
- Year 1 Production Year
- Tool Capacity Required Volumes
- Annual Required Volumes

Note: the **Tooled Capacity Required** volumes and **Anticipated Annual Requirements** volumes reflects the total volume of all plants and programs in which this part is assigned.

If the part is assigned to more than one plant or program the **Plant drop down** menu will display as "All" and the **Program drop down** menu will display as "All". To view annual volumes specific to a plant and program select the desired plant and program from the drop down menus and the volumes will change accordingly.

Quote Details: Fastener, 1984-AA, A(100%)

RFQ Number: 5442.2 - Test RFQ | Breakdown Template: TI Formal Quote, 8 | Supplier: Test Supplier 1

Part Details		RFQ Attached Records		Supplier Attached Records		Remarks	
Plant	All Plants						
Program	All Programs						
<b>Tooled Capacity Required:</b>							
2017	2018	2019	2020	2021			
		360000	360000	360000			
<b>Anticipated Annual Requirements:</b>							
2017	2018	2019	2020	2021			
		220000	220000	220000			

Part Information
Part Number: 1984-AA
Part Name: Fastener
Design Level: A
Unit of Measure: Each
Commodity Class: Metallics
Commodity Code: Met-Fasteners,Clamps,Springs & Electric Clips
Release Status: Preliminary Price Confirmation
Samples Required By:
Production Required By:
Year 1: 2019

Do you wish to quote?  Yes  No

Percentage: 100

Currency: United States Dollar

Piece Price EXW: 0.0000 Information cannot be directly entered into this field, cost field is automatically linked to the cost breakdown below

Piece Price DDP: 0.0000 Information cannot be directly entered into this field, cost field is automatically linked to the cost breakdown below

Tooling Cost: Information cannot be directly entered into this field, cost field is automatically linked to the cost breakdown below

Tooling Production Capacity:

Tooling Lead Time (in weeks):

Sample Lead Time (in weeks):

Production Lead Time (in weeks):

Supplier Comments:



# Buyer Remarks

Before beginning work on your quote, review the Remarks tab which may include quotation instructions from the buyer.

Click the **Remarks** tab to see the Buyer remarks on the RFQ. Examples of remarks may include, notes on assumed raw materials, tooling cost, or packaging information. When finished, click on the **Part Details** tab to start preparing your quote.

Quote Details: Fastener, 1984-AA, A(100%)

RFQ Number: 5442.2 - Test RFQ | Breakdown Template: TI Formal Quote, 8 | Supplier: Test Supplier 1

Part Details | RFQ Attached Records | Supplier Attached Records | **Remarks**

Do you wish to quote?

Yes  No

Percentage

100

Currency

United States Dollar

Piece Price EXW

0.0000

Information cannot be directly entered into this field, cost field is automatically linked to the cost breakdown below

Piece Price DDP

0.0000

Information cannot be directly entered into this field, cost field is automatically linked to the cost breakdown below

Tooling Cost:

Information cannot be directly entered into this field, cost field is automatically linked to the cost breakdown below

Tooling Production Capacity:

Tooling Lead Time (in weeks):

Sample Lead Time (in weeks):

Production Lead Time (in weeks):

Supplier Comments:





# Preparing a Quote

The first action you must take in the quoting process is answering the question **“Do you wish to quote?”** **The system checks the “Yes” circle as default.** If you DO NOT wish to quote on this part, click the “No” Circle and leave the quote by navigating to the bottom of the screen and pressing save and close.

Note: the volume **“Percentage”** field is fixed based on which scenario you chose in slide 6.

If the buyer allows quoting in various currencies, the **“Currency”** drop down menu will be activated and allow you to pick which currency you would like to quote. The buyer may not allow quoting in other currencies, in this case the buyer will set the default currency.

**Fill in your Non-Delivered pricing in this case Ex-Works , Delivered pricing in this case DDP, and Tooling Cost as well as timing information in the fields provided.** The pricing entered here is the official pricing the buyer will use as your quote.

Note: Required fields are identified using cream colored input boxes.

Quote Details: Fastener, 1984-AA, A(100%)

RFQ Number: 5442.2 | Test RFQ | Breakdown Template: TI Formal Quote, 8 | Supplier: Test Supplier 1

Part Details		RFQ Attached Records		Supplier Attached Records		Remarks	
Plant	<input type="text" value="All Plants"/>						
Program	<input type="text" value="All Programs"/>						
<b>Tooled Capacity Required:</b>							
2017	2018	2019	2020	2021			
<input type="text"/>	<input type="text"/>	<input type="text" value="360000"/>	<input type="text" value="360000"/>	<input type="text" value="360000"/>			
<b>Anticipated Annual Requirements:</b>							
2017	2018	2019	2020	2021			
<input type="text"/>	<input type="text"/>	<input type="text" value="220000"/>	<input type="text" value="220000"/>	<input type="text" value="220000"/>			
Do you wish to quote? <input checked="" type="radio"/> Yes <input type="radio"/> No							
Percentage	<input type="text" value="100"/>						
Currency	<input type="text" value="United States Dollar"/>						
Piece Price EXW	<input type="text" value="0.0000"/>	Information cannot be directly entered into this field, cost field is automatically linked to the cost breakdown below					
Piece Price DDP	<input type="text" value="0.0000"/>	Information cannot be directly entered into this field, cost field is automatically linked to the cost breakdown below					
Tooling Cost:	<input type="text"/>	Information cannot be directly entered into this field, cost field is automatically linked to the cost breakdown below					
Tooling Production Capacity:	<input type="text"/>						
Tooling Lead Time (in weeks):	<input type="text"/>						
Sample Lead Time (in weeks):	<input type="text"/>						
Production Lead Time (in weeks):	<input type="text"/>						
Supplier Comments:	<input type="text"/>						

**Part Information**

Part Number: 1984-AA  
 Part Name: Fastener  
 Design Level: A  
 Unit of Measure: Each  
 Commodity Class: Metallics  
 Commodity Code: Met-Fasteners,Clamps,Springs & Electric Clips  
 Release Status: Preliminary Price Confirmation  
 Samples Required By:  
 Production Required By:  
 Year 1: 2019



# Preparing a Quote – Linked Fields

NOTE: The following fields: **“Piece Price ExW, Piece Price DDP and Tooling Cost”** fields may be directly linked to a cost breakdown field (cost breakdowns will be explained in slide 12-13).

For Example the customer may decide to link the Selling Price calculation cell in the cost breakdown to the Piece Price EXW field here. In this case, you are not allowed to input directly into this field. You will see a message display saying, “Information cannot be directly entered into this field, cost field is automatically linked to the cost breakdown below”. Continue for further explanation.

Quote Details: Fastener, 1984-AA, A(100%)

RFQ Number: 5442.2 - Test RFQ | Breakdown Template: TI Formal Quote, 8 | Supplier: Test Supplier 1

Part Details	RFQ Attached Records	Supplier Attached Records	Remarks
Plant: All Plants			
Program: All Programs			
<b>Tooled Capacity Required:</b>			
2017	2018	2019	2020
		360000	360000
			360000
<b>Anticipated Annual Requirements:</b>			
2017	2018	2019	2020
		220000	220000
			220000

**Part Information**

Part Number: 1984-AA  
 Part Name: Fastener  
 Design Level: A  
 Unit of Measure: Each  
 Commodity Class: Metallics  
 Commodity Code: Met-Fasteners,Clamps,Springs & Electric Clips  
 Release Status: Preliminary Price Confirmation  
 Samples Required By:  
 Production Required By:  
 Year 1: 2019

Do you wish to quote?  Yes  No

Percentage: 100

Currency: United States Dollar

Piece Price EXW: 0.0000

Information cannot be directly entered into this field, cost field is automatically linked to the cost breakdown below

Piece Price DDP: 0.0000

Information cannot be directly entered into this field, cost field is automatically linked to the cost breakdown below

Tooling Cost:

Information cannot be directly entered into this field, cost field is automatically linked to the cost breakdown below

Tooling Production Capacity:

Tooling Lead Time (in weeks):

Sample Lead Time (in weeks):

Production Lead Time (in weeks):

Supplier Comments:



# Preparing a Quote

Quote Details: Fastener, 1984-AA, A(100%)

RFQ Number: 5442.2 - Test RFQ | Breakdown Template: TI Formal Quote, 8 | Supplier: Test Supplier 1

Part Details	RFQ Attached Records	Supplier Attached Records	Remarks	
Plant: All Plants				
Program: All Programs				
<b>Tooled Capacity Required:</b>				
2017	2018	2019	2020	2021
		360000	360000	360000
<b>Anticipated Annual Requirements:</b>				
2017	2018	2019	2020	2021
		220000	220000	220000

**Part Information**

Part Number: 1984-AA  
 Part Name: Fastener  
 Design Level: A  
 Unit of Measure: Each  
 Commodity Class: Metallics  
 Commodity Code: Met-Fasteners,Clamps,Springs & Electric C  
 Release Status: Preliminary Price Confirmation  
 Samples Required By:  
 Production Required By:  
 Year 1: 2019

If the buyer decides to display a **Target Price** and/or a **Target Tooling** Price it will display here otherwise it will be blank.

Included in the Quote Details tab is a **Supplier Comments** section. Include any comments you would like to add to your quote for the buyer to review.

Do you wish to quote?  Yes  No

Percentage: 100

Currency: United States Dollar

Piece Price EXW: 0.0000 Information cannot be directly entered into this field, cost field is automatically linked to the cost breakdown below

Piece Price DDP: 0.0000 Information cannot be directly entered into this field, cost field is automatically linked to the cost breakdown below

Tooling Cost:  Information cannot be directly entered into this field, cost field is automatically linked to the cost breakdown below

Tooling Production Capacity:

Tooling Lead Time (in weeks):

Sample Lead Time (in weeks):

Production Lead Time (in weeks):

Target Price:  USD

Target Tooling Cost:  USD

Supplier Comments:



# Preparing a Quote – Filling in a Cost Breakdown

A **Cost Breakdown** may be attached to the part Quote Details section. If so, additional cost information will be requested as seen here. Complete the cost breakdown fields with the necessary information. If no cost breakdown is attached, this section will be blank.

For assistance on each field, tool tips can be included for each field. If a field label is bolded, float your mouse pointer over the label and the tool tips will appear.

Note: Required fields are identified as yellow highlighted fields.

Please contact the **buyer** for questions regarding Cost Breakdown content.

Quote Details		
Design Feasibility	<input type="text" value="select or add new"/>	
Total Raw Material Costs - Metals	<input type="text" value="0.0000"/>	<input type="checkbox"/> I wish to provide no detail
Total Raw Material Costs - Resins or Chemicals	<input type="text" value="0.0000"/>	<input type="checkbox"/> I wish to provide no detail
Total Purchased Components / Outside Services Cost	<input type="text" value="0.0000"/>	<input type="checkbox"/> I wish to provide no detail
Total Basics Operations Costs	<input type="text" value="0.0000"/>	<input type="checkbox"/> I wish to provide no detail
Total Additional Operations Costs	<input type="text" value="0.0000"/>	<input type="checkbox"/> I wish to provide no detail
Total Assembly Costs	<input type="text" value="0.0000"/>	<input type="checkbox"/> I wish to provide no detail
<b>Raw Mat'l, Purch Comp / Services &amp; Opt Costs Total</b>	<b>0.0000</b>	
SG&A % Markup on RM & Op Cost (as decimal)	<input type="text"/>	
<b>SG&amp;A Cost</b>	<b>0.0000</b>	
Profit % Markup on RM & Op Cost Total (as decimal)	<input type="text"/>	
<b>Profit Cost</b>	<b>0.0000</b>	
Packaging Cost	<input type="text"/>	
<b>EX Works Price</b>	<b>0.0000</b>	
Freight & Duty Delivered to Receiving Plant	<input type="text"/>	
<b>DDP Price</b>	<b>0.0000</b>	
Tooling Cost	<input type="text" value="0.0000"/>	<input type="checkbox"/> I wish to provide no detail
Cost Reduction Calculations		
2nd Yr LTA % (as decimal)	<input type="text"/>	
<b>2nd Yr Price</b>	<b>0.0000</b>	
3rd Yr LTA % (as decimal)	<input type="text"/>	
<b>3rd Yr Price</b>	<b>0.0000</b>	
4th Yr LTA % (as decimal)	<input type="text"/>	
<b>4th Yr Price</b>	<b>0.0000</b>	
5th Yr LTA % (as decimal)	<input type="text"/>	
<b>5th Yr Price</b>	<b>0.0000</b>	



# Preparing a Quote – Filling in a Cost Breakdown

- Fields which require additional cost details are indicated with an arrow symbol seen [here](#). Click the arrow symbol and a **Breakout Details** window will appear.
- Complete the fields in the table and save and close. The total costs indicated in the breakout details table will automatically carryover to the cost breakdown screen.
- **Blue highlighted fields in the Cost Breakdown** are system calculated fields. You cannot input numbers into these fields.
  - Certain calculated fields may be linked to the Non-Delivered Price, Delivered Price, or Tooling Cost above see in slide 10.
- **Blank fields** are user input fields.
- **Yellow highlighted fields** are required.

Once you finish filling out the cost breakdown fields click the “Save” button. Note: In order for the cost breakdown to save and update calculations, all required fields must have allowed values. An error message will display if you have missed any required fields.

For example numeric fields cannot have characters such as letters inputted.

**Quote Details**

Design Feasibility select or add new

Total Raw Material Costs - Metals	0.0000	<input type="checkbox"/>	I wish to provide no detail
Total Raw Material Costs - Resins or Chemicals	0.0000	<input type="checkbox"/>	I wish to provide no detail
Total Purchased Components / Outside Services Cost	0.0000	<input type="checkbox"/>	I wish to provide no detail
Total Basics Operations Costs	0.0000	<input type="checkbox"/>	I wish to provide no detail
Total Additional Operations Costs	0.0000	<input type="checkbox"/>	I wish to provide no detail
Total Assembly Costs	0.0000	<input type="checkbox"/>	I wish to provide no detail
<b>Raw Mat'l, Purch Comp / Services &amp; Opt Costs Total</b>	<b>0.0000</b>		
SG&A % Markup on RM & Op Cost (as decimal)			
<b>SG&amp;A Cost</b>	<b>0.0000</b>		
Profit % Markup on RM & Op Cost Total (as decimal)			
<b>Profit Cost</b>	<b>0.0000</b>		

**Breakout Details**

The field you clicked is requesting more detail. The total of the line items on this screen will be saved back to the field you clicked on.

Ferrous/Non Ferrous Spec/Description	Blank Dimension - Thickness (inch)	Blank Dimension - Width (inch)	Blank Dimension - Length (inch)	Raw Material Cost / lb	Total Material Weight / Scrap Weight / lb	Scrap Price / lb	Finished Part Weight / Total Raw Material Cost
6062-T6 Alu							0.0000 / 0.0000
							Total: 0.0000

Buttons: Add New Row, Save And Close, Save, Cancel



# Preparing a Quote – Copy From Existing Quote

In an effort to save quoting time, users have the ability to **copy cost breakdown details from a previous quote to the current quote**. This feature is very helpful when for example you are quoting two parts which are very similar in terms of process and pricing. So instead of re-entering the same cost breakdown information twice, you can use the Copy From Existing Quote feature to copy the cost breakdown information from the first quote to the second.

To do this click on the Copy From Existing Quote button.

NOTE: the quote from which you are copying from must contain the same cost breakdown version as the current part you want to copy to. You cannot copy cost breakdown information from two different cost breakdowns.

The screenshot shows a web form for preparing a quote. It is divided into three main sections:

- Tooling Capacity Detail:** Contains input fields for Pieces per Hour, Pieces per Day, Pieces per Week, and Pieces per Year.
- Manufacturing Process:** Contains input fields for Hours per Shift, Shifts per Day, Days per Week, and Weeks per Year.
- Additional Information:** Contains input fields for Prototype PP Cost, Prototype Tooling Cost (with a value of 0.0000), Supplier Manufacturing Location, Supplier Shipping Location, Pieces per Carton, and Minimum Order Quantity. There is also a checkbox labeled "I wish to provide no detail".

At the bottom of the form, there are three buttons: "Save", "Copy From Existing Quote", and "Close". The "Copy From Existing Quote" button is highlighted with a red rectangular box. A black line points from the text box on the left to this button.



# Preparing a Quote – Copy From Existing Quote

You will be directed to the Copy Quote screen which contains 3 drop down menus; RFQ, Part, and Quote.

First select which **RFQ** you would like to copy the cost breakdown information from (the screen will refresh). Now select the **Part** from which you would like to copy from (the screen will refresh). Finally select the **Quote** from which you would like to copy from and click the Copy Quote Information button.

All the cost breakdown information from the quote you selected will be inputted into your current quote. You can then edit your cost breakdown as desired and save and update your calculations.

Note: you can only copy previously submitted quotes which include the same Cost Breakdown as in the current quote.

## Copy Cost Breakdown Information; RFQ: 5448 - Test RFQ

Copy Previously Entered Quote Cost Breakdown Information

RFQ

-- Select RFQ --

Part

-- Select Part --

Quote

Cancel

Copy Quote Information



# Preparing a Quote – RFQ Attached Records

To see if there are files or links attached to the RFQ click the “**RFQ Attached Records**” tab. If there are attached files, a list will appear with all attached files and links. Click the “**download**” link next to the name of the file in which you wish to download and view. When downloading an attachment, a standard open file window will appear asking you if you want to open or save the file. Click open to view the file. Example, a buyer may attach a part drawing or tooling document.

If the attachment is a Link, your internet browser will appear prompting you to link to the attached web address. Click on the link to access the website link. Example, a buyer may attach an internet ftp site address in which you can access part drawings.

NOTE: there may be more than 1 page of attachments, if there are you will notice numbers on the bottom right hand of the screen. Click on the number to navigate to the desired page. **There is only page of parts in this example, if there were more this box would have “1234...” in it**

Quote Details: AT - Test part, 1111-2222-3, A(100%)

RFQ Number: 5443 - Test RFQ 2 | Breakdown Template: TI Preliminary Quote, 5 | Supplier: ALT 1 Test Supplier 1

Part Details	RFQ Attached Records	Supplier Attached Records	Remarks
Attached Records			
Drag a column to this area to group by it.			
	Attachment Name	Uploaded By	
download	RFQ Test Attachment	System Administrator	
download	RFQ Test Link	System Administrator	
1			





# Preparing a Quote – Supplier Attached Records

A buyer/manager may allow a supplier to attach records of your own to the quote for the buyer to review. If the buyer allows this you will see a **“Supplier Attached Records”** tab. If the buyer does not allow this option, the tab will not be available.

Click on the **“Browse”** button, a standard file search window will appear, find and select the file you want to attach from your records. Once you select a file, the file path will be present in the **“File to Upload”** field. Name the file in the **“Name”** field then click the **“Upload File”** button to attach the file. The system will take time to upload the file depending on the size of the file, please wait for the file upload to be complete. Repeat to attach multiple files.

To attach a web address link to this part, check the **“Link to External File”** radio button and type in the link web address in the **“Link:”** field. Name the link in the **“Name”** field and then click the **“Link to File”** button.

Note: an Attached Records table will display after your first attachment indicating all attached files on your quote. If you would like to delete any attachment after you've uploaded it, click on the delete link.

Scroll to bottom of screen and Save.

Quote Details: AT - Test part, 1111-2222-3, A(100%)

RFQ Number: 5443 - Test RFQ 2 | Breakdown Template: TI Preliminary Quote, 5 | S

Part Details   RFQ Attached Records   **Supplier Attached Records**   Remarks

Upload File to Server

File to Upload:

Name:

Link to External File

Link:

Name:

**Attached Records**

Drag a column to this area to group by it.   Search:

		Attachment Name	Uploaded By	Uploaded On
download	delete	Supplier Test Attachment	Test Supplier	2/9/2017 2:41:42 PM

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# Preparing a Quote – Supplier Attached Records

A buyer/manager may allow a supplier to attach records of your own to the quote for the buyer to review. If the buyer allows this you will see a **“Supplier Attached Records”** tab. If the buyer does not allow this option, the tab will not be available.

Click on the **“Browse”** button, a standard file search window will appear, find and select the file you want to attach from your records. Once you select a file, the file path will be present in the **“File to Upload”** field. Name the file in the **“Name”** field then click the **“Upload File”** button to attach the file. The system will take time to upload the file depending on the size of the file, please wait for the file upload to be complete. Repeat to attach multiple files.

To attach a web address link to this part, check the **“Link to External File”** radio button and type in the link web address in the **“Link:”** field. Name the link in the **“Name”** field and then click the **“Link to File”** button.

Note: an Attached Records table will display after your first attachment indicating all attached files on your quote. If you would like to delete any attachment after you've uploaded it, click on the delete link.

Scroll to bottom of screen and Save.

Quote Details: AT - Test part, 1111-2222-3, A(100%)

RFQ Number: 5443 - Test RFQ 2 | Breakdown Template: TI Preliminary Quote, 5 | S

Part Details   RFQ Attached Records   **Supplier Attached Records**   Remarks

Upload File to Server

File to Upload:

Name:

Link to External File

Link:

Name:

**Attached Records**

Drag a column to this area to group by it.   Search:

		Attachment Name	Uploaded By	Uploaded On
download	delete	Supplier Test Attachment	Test Supplier	2/9/2017 2:41:42 PM

1   Page 1 of 1 (1 items)



# Preparing a Quote – Replaced Part Information

In some cases the current part in which you are quoting may be replacing a part already in the customer system. If the current part is replacing another part AND the buyer chooses to display the replaced part information to suppliers, a “**Replaced Part Information**” tab will appear as seen here. Click on the tab to view the replaced part information. If this does not apply, the tab will not have any information included in it. If the buyer chooses not to display this information to suppliers this tab will not be present in the RFQ part details screen.

Example: the part currently quoted is PN – 1000AB. PN – 1000AB replaced PN – 1000AA. If the buyer chooses to display this information to suppliers the part information for PN – 1000AA would be displayed here.

Part Details   RFQ Attached Records   Supplier Attached Records   **Replaced Part Information**   Remarks

Drag a column to this area to group by it.   Search:

Part Name	Part Number	Design Level	ReleaseStatus	Price	Price Date	Currency
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Page 1 of 0 (0 items)



# Preparing a Quote – Creating an Alternate Bid

Once you have completed your first part quote you can create alternate bids on the same part if desired.

After you have saved a “Base” bid you will notice the link, “[Create Alt Bid](#)” on the parts list screen. You can re-quote the same part with an alternate bid by clicking on this link which will take you to the quote details of that part. All cost information inputted from the based bid will be carried over to the Alternate bid. Edit the Alternate bid and save.

For example, you may want to give an alternate bid with different raw material assumptions. The buyer will be able to view both the original quote and any alternate bids in their quote analysis.

Supplier Quote for RFQ: 5426.3 - Test RFQ

Drag a column to this area to group by it.											Search:
	Part Name	Part Number	Design Level	%	Last Modified	Quotes Due	Quoting	Bid			
Edit	CRS TYPE A .029 X 1.973 X COIL	10002	A	100	02/08/2017	02/20/2017	No	Base			
Edit	C-clip	234988-2	2	100	02/06/2017	02/20/2017	Yes	Base		Create Alt Bid	
Edit	plastic cap	12345679	A	100		02/20/2017	Yes	Base		Create Alt Bid	

Submit Quote to Buyer Close

Page 1 of 1 (3 items)



# Preparing a Quote – Creating an Alternate Bid

After you have created an alternate bid and saved and closed the quote, you will notice on the part list screen that there is a **new line item** indicating the alternate bid you just quoted.

Note: you can create as many Alternate bids as you like on any part. Also note you can delete any Alternate bid by clicking “Delete” on the alternate bid row in which you want to delete.

## Supplier Quote for RFQ: 5426.3 - Test RFQ

Drag a column to this area to group by it. Search:

	Part Name	Part Number	Design Level	%	Last Modified	Quotes Due	Quoting	Bid	
Edit	CRS TYPE A .029 X 1.973 X COIL	10002	A	100	02/08/2017	02/20/2017	No	Base	
Edit	C-clip	234988-2	2	100	02/06/2017	02/20/2017	Yes	Base	Create Alt Bid
Edit	C-clip	234988-2	2	100	02/09/2017	02/20/2017	Yes	Alternate 1	Delete
Edit	plastic cap	12345679	A	100		02/20/2017	Yes	Base	Create Alt Bid

1 Page 1 of 1 (4 items)



# Submitting a Quote

Repeat the quoting process for all parts and volume % scenarios in the RFQ for which you wish to quote.

Parts that you have completed a quote have a **Quoting Status** of “Yes”. Parts in which you indicated you do not wish to quote by selecting the “No” radio button on the quote details screen will have a status of “No”. Remember Quoting statuses are defaulted to “Yes”.

**If you wish to No Quote the entire RFQ, you must still submit the RFQ to the buyer with quoting statuses of “No” for all parts. Not responding to a quote is NOT considered a No Quote. It will represent that you are late to respond to an RFQ.**

When you are finished quoting on the RFQ click the “**Submit Quote to Buyer**” button. A window will appear asking you if you would like to submit the quote, click “Yes” to submit or “Cancel” to exit the screen and Not submit the quote. If you click “Yes”, your quote is now submitted, and will be taken out of your Open RFQs list and inserted into your “Quoted RFQs” list.

## Supplier Quote for RFQ: 5426.3 - Test RFQ

Drag a column to this area to group by it. Search:

	Part Name	Part Number	Design Level	%	Last Modified	Quotes Due	Quoting	Bid	
Edit	CRS TYPE A .029 X 1.973 X COIL	10002	A	100	02/08/2017	02/20/2017	No	Base	
Edit	C-clip	234988-2	2	100	02/06/2017	02/20/2017	Yes	Base	Create Alt Bid
Edit	C-clip	234988-2	2	100	02/09/2017	02/20/2017	Yes	Alternate 1	Delete
Edit	plastic cap	12345679	A	100		02/20/2017	Yes	Base	Create Alt Bid

1 Page 1 of 1 (4 items)



# Submitting a Quote

If you wish to edit your quote after you've already submitted the quote and the RFQ has not yet ended, contact the buyer who sent you the RFQ. The buyer name and contact information will be in the RFQ notification email sent to you regarding this RFQ. If the RFQ has not already ended, the buyer will be able to re-send you the RFQ so you can make your edits and resubmit.

Note: in the scenario above if the buyer resends you the RFQ for edit, the RFQ number will increment. So if the RFQ # was RFQ: 100, it will then increment to RFQ: 100.1.

## Supplier Quote for RFQ: 5426.3 - Test RFQ

Drag a column to this area to group by it.										Search: <input type="text"/>
	Part Name	Part Number	Design Level	%	Last Modified	Quotes Due	Quoting	Bid		
Edit	CRS TYPE A .029 X 1.973 X COIL	10002	A	100	02/08/2017	02/20/2017	No	Base		
Edit	C-clip	234988-2	2	100	02/06/2017	02/20/2017	Yes	Base		Create Alt Bid
Edit	C-clip	234988-2	2	100	02/09/2017	02/20/2017	Yes	Alternate 1		Delete
Edit	plastic cap	12345679	A	100		02/20/2017	Yes	Base		Create Alt Bid

1

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# Reviewing a Submitted Quote

To see the history of the RFQ's in which you have submitted a quote, click the **“View Quoted RFQs”** header.

A list of all your submitted RFQs will display. To review an already submitted RFQ click **“Open”** next to the RFQ number you would like to review.

Search...

- Your Dashboard
- View Open RFQs
- View Quoted RFQs**

## Supplier RFQs - Quoted

Drag a column to this area to group by it.

	RFQ Number	RFQ Description	Buyer	Date Quoted	Quotes Due
Open	5431	KJGKG	T Engelbrecht	02/07/2017	02/07/2017
Open	5442.4	Test RFQ	Adam Thor	02/08/2017	02/09/2017
Open	5443	Test RFQ 2	Adam Thor	02/08/2017	02/09/2017

1

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# Reviewing a Submitted Quote

The RFQ you've chosen will now be open, showing a list of the parts included in the submitted RFQ.

To review a specific part in the quoted RFQ, click on “[View Quote](#)” next to the part and it will take you to the details of the part quote.

Note: There is a **message** at the bottom of the screen reminding the user that this quote has already been submitted and may only be viewed. Once you submit a quote and the RFQ has ended you cannot edit it and send again.

## Supplier Quote for RFQ: 5431 - KJGKG

Drag a column to this area to group by it.								Search: <input type="text"/>
	Part Number	Part Name	Design Level	%	Last Modified	Quoting	AlternateBid	
<a href="#">View Quote</a>	2345678	plastic cap	A	100	02/07/2017	Yes	No	

1

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You have already submitted this bid and may only view its contents.

Close