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**Document-Info**

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Date:	08.07.2014	

**0. Change history**

Date	Dep.	Name	Short description
15.02.16	PU	König/Doll	General revision
27.10.16	OI-1	Irene Herdt	Small adjustments on the translation

## 1 Login into PWO RFQ WEB-Portal

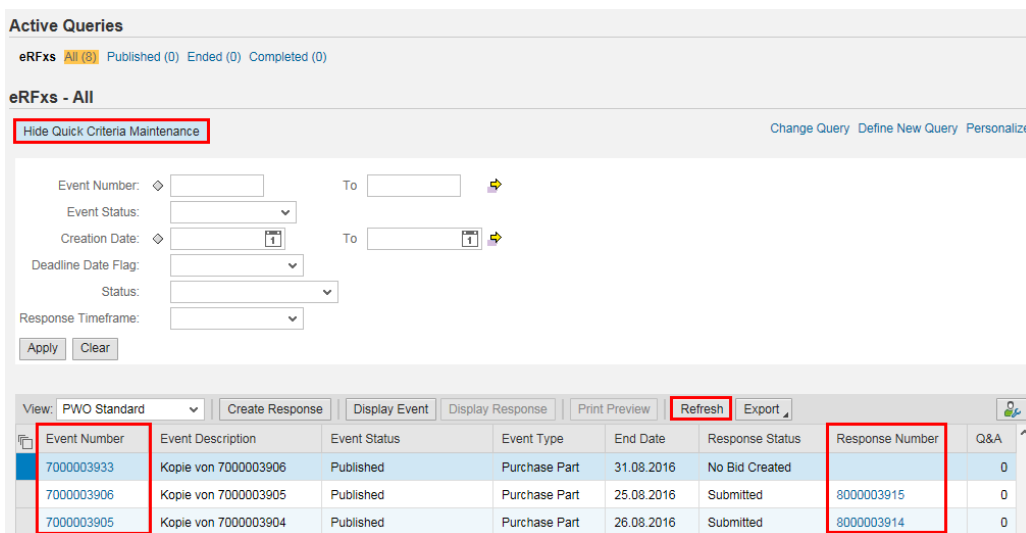
### 1.1 Login via Hyperlink

Hyperlink for Login:

<https://portal.progress-werk.de/nwbc/srm>

After you have logged in successfully, a screen will be open where you can see the overview over all previous RFQs.

**Attention:** In order to see the most current view, click on **Refresh** at first.



The screenshot shows the 'Active Queries' section of the PWO RFQ WEB-Portal. It includes a search filter area with fields for Event Number, Event Status, Creation Date, Deadline Date Flag, Status, and Response Timeframe. Below the filters is a table of RFQs with columns for Event Number, Event Description, Event Status, Event Type, End Date, Response Status, Response Number, and Q&A. The 'Refresh' button is highlighted in red, and the 'Response Number' column is also highlighted in red.

Event Number	Event Description	Event Status	Event Type	End Date	Response Status	Response Number	Q&A
7000003933	Kopie von 7000003906	Published	Purchase Part	31.08.2016	No Bid Created		0
7000003906	Kopie von 7000003905	Published	Purchase Part	25.08.2016	Submitted	8000003915	0
7000003905	Kopie von 7000003904	Published	Purchase Part	26.08.2016	Submitted	8000003914	0

By the function of **Quick Criteria Maintenance** the search can be limited accordingly; i.a. Event Number/- status etc...

### 1.2 Login via Link from E-Mail (related to a certain RFQ))



The screenshot shows an email notification for an RFQ. The subject is 'Ausschreibung 7000003125'. The email is addressed to 'Sehr geehrte(r) Herr Koch'. It contains information about the RFQ, including the deadline for applications (22.02.2016 00:00:00) and a link to the online platform. The link is highlighted in red and reads: 'Weitere Informationen finden Sie auf unserer Website: <font color="0000FF">Anmelden</font>'. The email is from Progress-Werk Oberkirch AG.

By clicking on the link you jump directly to the concerned RFQ.

## 2 RFQ for Purchased Parts / Subcontracting

### 2.1 Display RFQ

By clicking on the blue highlighted RFQ Number you go directly to the display mode of the RFQ. (since the RFQ will be opened in a separate window/tab it can be necessary to deactivate your Pop-Up-Blocker).

Event Number	Event Description	Event Status	Event Type
7000003933	Kopie von 7000003906	Published	Purchase Part
7000003906	Kopie von 7000003905	Published	Purchase Part

In the upper left corner you can see the current mode you are in at the moment, e.g. "Display RFX" and "Edit RFX".

**Display RFX :**

Print Preview | Refresh | Close | Participate | Do Not Participate | Tentative | Create Response | Questions and Answers ( 0 ) | Export

RFx Number 7000003933    RFx Name Kopie von 7000003906    RFX Status Published    RFx Start Date    Submission Deadline 31.08.2016 00:00:00 CET  
 Remaining Time 1 Days 12:27:08    Technical Contact Person Irene Herdt    RFx Version Number 1    RFx Version Type Active Version

**RFX Information**    Items    Notes and Attachments

RFx Parameters    Questions    Notes and Attachments

In the Print Preview you have all RFQ information in an overview. Therefore, click on the button Print Preview.

**Display RFX :**

Print Preview | Refresh | Close | Participate | Do Not Participate | Tentative | Questions and Answers ( 0 ) | Export

RFx Number 7000003892    RFx Name Kopie von 7000003308    RFX Status Published    RFx Start Date    Submission Deadline 31.08.2016 00:00:00 CET  
 Remaining Time 1 Days 15:25:12    Technical Contact Person Irene Herdt    RFx Version Number 1    RFx Version Type Active Version    RFx Response 8000003900

**RFX Information**    Items    Notes and Attachments

RFx Parameters    Questions    Notes and Attachments

After you have checked the content of the RFQ we ask you to tell the purchaser, whether you participate on the RFQ. Please click the appropriate button. Moreover, in case of a rejection, please enter the reason via the button Questions and Answers.

**Display RFX :**

Print Preview | Refresh | Close | Participate | Do Not Participate | Tentative | Questions and Answers ( 0 ) | Export

RFx Number 7000003892    RFx Name Kopie von 7000003308    RFX Status Published    RFx Start Date    Submission Deadline 31.08.2016 00:00:00 CET  
 Remaining Time 1 Days 15:25:12    Technical Contact Person Irene Herdt    RFx Version Number 1    RFx Version Type Active Version    RFx Response 8000003900

**RFX Information**    Items    Notes and Attachments

RFx Parameters    Questions    Notes and Attachments

# SAP Training document

## SRM RFQ - RFQ Web-Portal for Supplier of Purchased Parts / Subcontracting



### View RFQ details:

#### 1. RFQ information

- > header data of the RFQ which concern all items
- > Notes and Attachments on header level (e.g. Standard specifications)
- > Questions on header level

**Display RFx :**

Print Preview | Refresh | Close | Participate | Do Not Participate | Tentative | Questions and Answers ( 0 ) | Export

RFx Number 7000003892    RFx Name Kopie von 7000003308    RFx Status Published    RFx Start Date    Submission Deadline 31.08.2016 00:00:00 CET  
 Remaining Time 1 Days 15:25:12    Technical Contact Person Irene Herdt    RFx Version Number 1    RFx Version Type Active Version    RFx Response 8000003900

**RFx Information**    Items    Notes and Attachments

RFx Parameters    Questions    Notes and Attachments

#### 2. Item data

- > Click on the button **Details** to display the item data
- > Notes and attachments for the individual items (e.g. Drawing, 3D-Data)
- > Questions to the individual items

**Display RFx :**

Print Preview | Refresh | Close | Participate | Do Not Participate | Tentative | Questions and Answers ( 0 ) | Export

RFx Number 7000003892    RFx Name Kopie von 7000003308    RFx Status Published    RFx Start Date    Submission Deadline  
 Remaining Time 1 Days 15:17:02    Technical Contact Person Irene Herdt    RFx Version Number 1    RFx Version Type

RFx Information    **Items**    Notes and Attachments

**Details** | Add Line | Add Subline | Up | Down | Cut | Copy | Paste | Delete

Line Number	Inq.no BOM item	Item Type	Item Type	Product ID	Description	Lot	Allow RFx Response Modification
	Item Number		Material	P02061 000045		<input type="checkbox"/>	<input type="checkbox"/>
	Stanzteil		Material	P02062 000045		<input type="checkbox"/>	<input type="checkbox"/>
	Stanzteil		Material	P02061 000046		<input type="checkbox"/>	<input type="checkbox"/>
	Stanzteil		Material	P02062 000046		<input type="checkbox"/>	<input type="checkbox"/>

Item : P02061 000045

**Item Data**    Questions    Notes and Attachments

**Identification**

Product ID:

Description: P02061 000045

Inquiry no. bill of materials item: Stanzteil

Product Category: BAE02

Lot:

Allow RFx Response Modification:

Lifetime inspection: Siehe Stückzahl-PDF

In the detailed view you can change between the different items.

Item : P02061 000045

**Item Data**    Questions    Notes and Attachments

**Identification**

Product ID:

Description: P02061 000045

Inquiry no. bill of materials item: Stanzteil

**SAP Training document**  
**SRM RFQ -**  
**RFQ Web-Portal for Supplier of**  
**Purchased Parts / Subcontracting**



## 2.2 Create a quotation (response)

In order to create a quotation you have to click on the button **Create Response**.

**Display RFx :**

Print Preview | | Close | Participate | Do Not Participate | Tentative | **Create Response** | Questions and Answers ( 0 ) | Export

RFx Number	7000003933	RFx Name	Kopie von 7000003906	RFx Status	Published	RFx Start Date		Submission Deadline	31.08.2016 00:00:00 CET
Remaining Time	1 Days 12:27:08	Technical Contact Person	Irene Herdt	RFx Version Number	1	RFx Version Type	Active Version		

In the upper left corner you can see the current mode you are in at the moment, e.g. "Create RFx Response".

**Create RFx Response**

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Questions and Answers ( 0 )

**!** Payment term 062 does not exist

RFx Response Number	8000003927	RFx Number	7000003933	Status	In Process	Submission Deadline	
Technical Contact Person	Irene Herdt	Total Value	0,00 EUR	RFx Response Version Number			

### 2.2.1 Terms of payment and Incoterms

The terms of payment and Incoterms are basically defined and agreed values. If no terms of payment have been negotiated yet our standard values are valid.

**RFx Information** | Items | Notes and Attachments | Summary | Tracking

**Basic Data** | Questions | Notes and Attachments

**Event Parameters**

Business Contact: Dollm.-StanzT,KunststT,GummiT,Magn.,Filz | Telephone: 07802-84

Currency: European Euro

Terms of Payment: **062**

Incoterm: **DAP** Oberkirch, Germany

**Status and Statistics**

Created On: 29.08.2016 11:33:50 CET

Created By: Ms. Kerstin Krummenauer

# SAP Training document

## SRM RFQ - RFQ Web-Portal for Supplier of Purchased Parts / Subcontracting



### 2.2.2 Price and delivery time

All white fields are input fields. Following fields have to be filled out:

Price, Delivery days, tool costs respectively frame costs with related delivery time and delivery lot.

### Create RFx Response

**!** Payment term 062 does not exist

RFx Response Number	8000003927	RFx Number	7000003933	Status	In Process	Submission Deadline	31.08.2016 00:00
Technical Contact Person	Irene Herdt	Total Value	0,00 EUR	RFx Response Version Number	Active Version		

RFx Information
**Items**
Notes and Attachments
Summary
Tracking

▼ **Item Overview**

Line Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description
1	P02061 0...		Material	BAE02		Stamped, bent and drawn parts made from steel

**Details for Item P02061 000045**

**Basic Data**

**Identification**

Item Type: Material

Product Category: BAE02 Stamped, bent and drawn parts made from steel

Product ID: P02061 000045

Description: P02061 000045

Inquiry no. bill of materials item: Stanzteil

Item Variant Description: Original Item

**Further Properties**

Supplier Product Number:

Packaging: KLT 4147

Kind of packaging 1: Bulk material

Kind of packaging 2: Returnable

Filling quantity: 120

Delivery Lot Lvl.1 (Max. Amount): 0,000

Delivery Lot Lvl. 1 Price: 0,00

Del. Lot Lvl. 1 (Price per): 100ST

Delivery Lot Lvl.2 (Max. Amount): 0,000

Delivery Lot Lvl. 2 Price: 0,00

Del. Lot Lvl. 2 (Price per): 100ST

Delivery Lot Lvl.3 (Max. Amount): 0,000

Lifetime Inspection: Siehe Stückzahl-PDF

Currency: European Euro

Inquiry quantity/year: 65.000 PC Piece

Price:  EUR Per:  PC

Delivery Date: 00:00:00

Delivery days serial production (calendar):

**Status and Statistics**

Lifetime in years: 4

Tooling costs:

Delivery time:

Drawing number: P02061 000045

Drawing index: 001\_01\_06 25.02.16

Surface/inquired services:

Documentation requ.: No

Batch MGMT requ.: No

Part labeling required: Yes

Part weight in kg:  Enter the Batch: MGMT requ.

Inquiry qty/ year (assembly group): 65.000

Amount per sgl part/ass. group: 1,00

In case of differential pricing with different delivery lots, we ask you to enter your price for each Lot (the price of the smallest lot size will be entered automatically as new price in the field "Price" (per 100 PC)).

If no lot sizes are defined we ask you to enter your price into the field "Price" (per 100 PC).

With the delivery days (field "Delivery days serial production (calendar)") you can define the calendar days for the shipment of the serial parts.

With the delivery time you define the period (days) for the frame production respectively tool production + PPAP.

# SAP Training document

## SRM RFQ - RFQ Web-Portal for Supplier of Purchased Parts / Subcontracting



### 2.2.3 Questions / Notes and Attachments

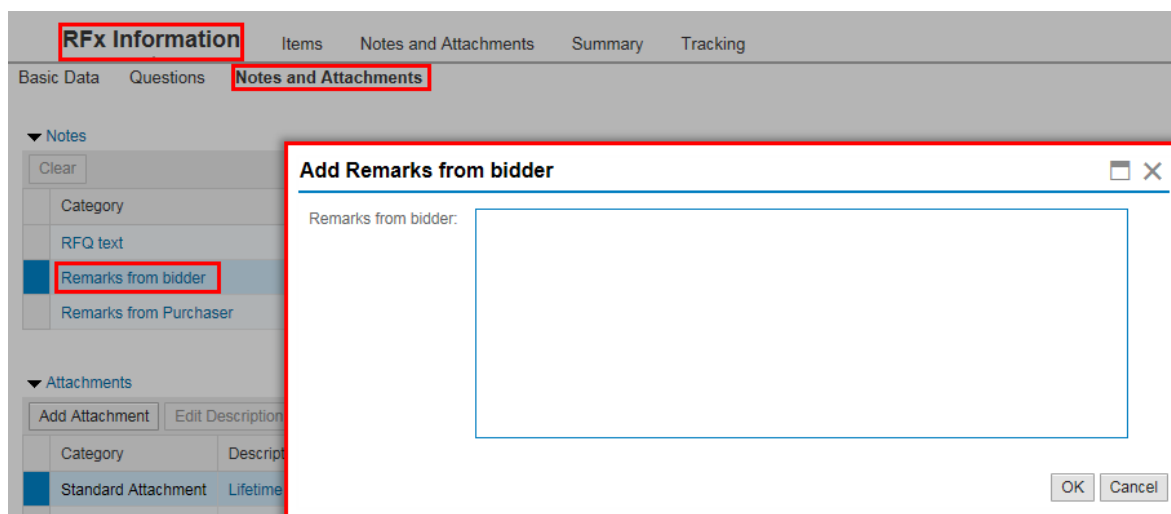
If PWO has defined a question it has to be answered accordingly. Questions can be asked on header level as well as on item level.

Moreover it is possible to create remarks to your quotation. You can create them under the tab "Notes". This possibility is available on header level as well as on item level.

#### Item level:

Line Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity
☰	P02061 0000...		Material		BAE02	Stamped, bent and drawn parts made from steel	65.000
☰	P02062 0000...		Material		BAE02	Stamped, bent and drawn parts made from steel	15.000
☰	P02061 0000...		Material		BAE02	Stamped, bent and drawn parts made from steel	65.000
☰	P02062 0000...		Material		BAE02	Stamped, bent and drawn parts made from steel	15.000

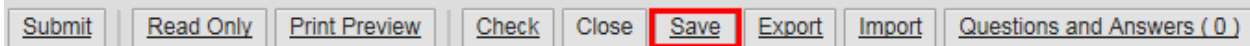
Header level:



**2.2.4 Save, check and submit quotation (response)**

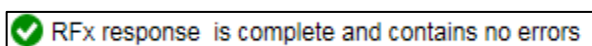
In general, you can always pre-create your quotation and save it with click on the button **Save**.

**Create Rfx Response**

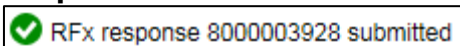


By clicking on **Save** you don't submit a quotation PWO yet. The quotation is saved only.

As soon as you have entered all your data/information, click on **Check**. When the data entries are correct and error-free, you can save the quotation and send it to PWO.



**When you want to submit your quotation to PWO, you have to click on **Submit**. As soon as the quotation has been sent the following message occurs:**



Attention: In order to be able to click on **Submit**, you have to be in the mode „Create a Rfx Response“ or „Edit Rfx“.

Subsequently, the quotation number is displayed to your created quotation in the RFQ overview.

eRFxs - All

Show Quick Criteria Maintenance Change Query Define New Query Personalize

View: PWO Standard Create Response Display Event Display Response Print Preview Refresh Export

Event Number	Event Description	Event Status	Event Type	End Date	Response Status	Response Number	Q&A
7000003933	Kopie von 7000003906	Published	Purchase Part	31.08.2016	No Bid Created		0
7000003906	Kopie von 7000003905	Published	Purchase Part	25.08.2016	Submitted	8000003915	0



### 2.3 Display and edit quotation (response)

All saved quotations can be looked up under the given RFQ number, which can be looked up under the RFQ overview.

View:	Create Response	Display Event	Display Response	Print Preview	Refresh	Export	
Event Number	Event Description	Event Status	Event Type	End Date	Response Status	Response Number	Q&A
7000003933	Kopie von 7000003906	Published	Purchase Part	31.08.2016	No Bid Created		0
7000003906	Kopie von 7000003905	Published	Purchase Part	25.08.2016	Submitted	8000003915	0

Submitted quotations are binding. If you want to adjust your quotation afterwards, you can do this only as long as PWO has not accepted the quotation, yet. In order to change the quotation click on the Button "edit".

**Display RFx Response:**

If the quotation already has been accepted by PWO, you can't change the quotation anymore.


**Note:** the acceptance does not comply with a placing of order!

### 2.4 Withdraw from quotation (response)

If you want to withdraw completely from your quotation, you have to open the quotation and click on the button „Withdraw“.

**Display RFx Response:**

As soon as the quotation has been withdrawn the following message occurs:

 RFx response 8000003928 (Kopie von 7000003906) withdrawn

Here, you can also withdraw your quotation only as long as PWO has not accepted the quotation yet.