

SAP Training document

SRM RFQ -

RFQ Web-Portal for Supplier of Purchased Parts / Subcontracting

培训文档: PWO 供应商报价管理系统 (采购件/外协加工)



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Document-Info

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|---------------|-------------------|--|
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| Date: | 08.07.2014 | |

0. Change history / 文档变更记录

| Date | Dep. | Name | Short description |
|----------|-------|--------------|--|
| 15.02.16 | PU | König/Doll | General revision |
| 27.10.16 | PU/OI | M.Jin / Y.Wu | Translation to Chinese / 中文翻译 |
| 27.10.16 | OI | Irene | Update wording Quotation (Response) in 2.x |
| 31.10.16 | OI43 | Y.Wu | Review Chinese translation according to English ver update |
| | | | |
| | | | |
| | | | |
| | | | |

1 Login into PWO RFQ WEB-Portal / 登录 PWO RFQ 网站

1.1 Login via Hyperlink

Hyperlink for Login: 链接

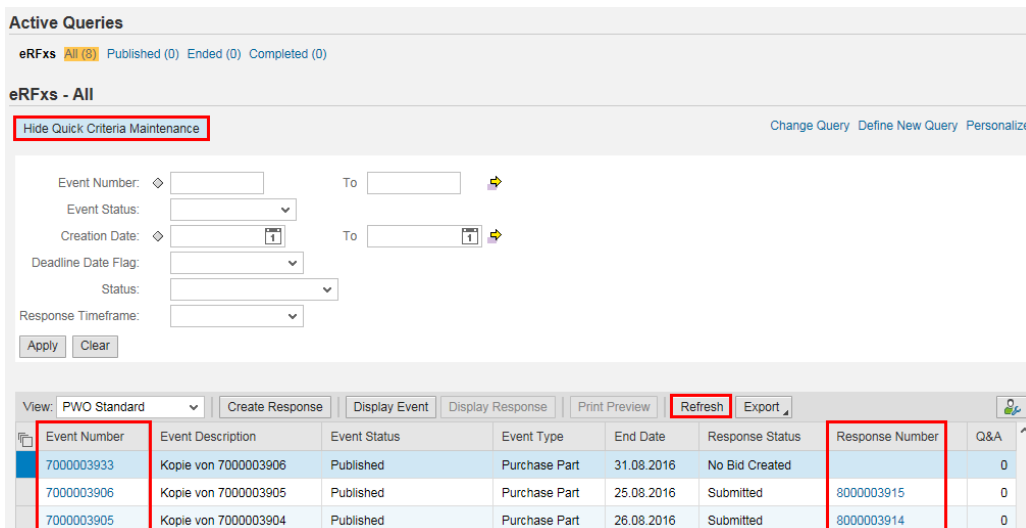
<https://portal.progress-werk.de/nwbc/srm>

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

登录后显示之前的 RFQ 一览

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

注意: 点击 **Refresh** 可以看到最新的 (下图)



The screenshot shows the 'Active Queries' interface. At the top, there are filters for 'eRFxs' (All (8), Published (0), Ended (0), Completed (0)). Below this is the 'eRFxs - All' section with a 'Hide Quick Criteria Maintenance' button. Search filters include Event Number, Event Status, Creation Date, Deadline Date Flag, Status, and Response Timeframe. At the bottom, there is a table of RFQs with columns: Event Number, Event Description, Event Status, Event Type, End Date, Response Status, Response Number, and Q&A. The 'Refresh' button in the toolbar is highlighted in red. The table contains three rows of data:

| 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...

在“Quick Criteria Maintenance”中可以根据条件筛选，如根据 RFQ 号码、状态等

1.2 Login via Link from E-Mail (related to a certain RFQ) / 通过邮件连接登录系统 (通过某个 RFQ)



The email content is as follows:

Ausschreibung 7000003125
 Erstellt: SAP Batch-Benutzer

Sehr geehrte(r) Herr Koch

Wir möchten Sie gerne auf folgende Ausschreibung hinweisen:
 P03529_000048 7000003125

Abschlussfrist für Anträge:
 Abgabefrist: 22.02.2016 00:00:00

Bitte tragen Sie Ihre Angebotsdaten direkt in unserer Online-Plattform ein!

Weitere Informationen finden Sie auf unserer Website:
 Anmelden

Wir würden uns freuen, ein Angebot von Ihnen zu erhalten.

Mit freundlichen Grüßen

Progress-Werk Oberkirch AG
 Industriestraße 8,
 DE-77704 Oberkirch
 Germany

By clicking on the link you jump directly to the concerned RFQ. 通过点击链接将直接连接到 RFQ

2 RFQ for Purchased Parts / Subcontracting / 采购件/外协加工的 RFQ

2.1 Display RFQ / 显示 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).

通过点击蓝色的 RFQ 号码, 进入显示 RFQ 视图 (请在你的浏览器中允许弹出窗口)

| 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".

通过左上角的你可以观察当前在阅览模式 "Display RFx" 还是编辑模式 "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**.

通过打印预览 "Print Preview" 可以将 RFQ 的信息完整显示

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**.

当你阅读完 RFQ 内容后, 请通过以下按钮回复采购, 你是否参与, **Participate** 参与, **Do Not Participate** 不参与, **Tentative** 待定。如果你拒绝参与, 请在 **Questions and Answers** 中备注原因。

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

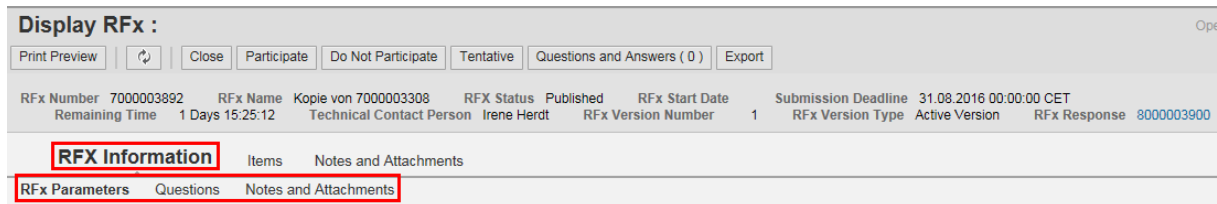
RFX Information Items Notes and Attachments

RFX Parameters Questions Notes and Attachments

View RFQ details: / 显示 RFQ 详细信息

1. RFQ information / RFQ 的信息

- > header data of the RFQ which concern all items 标头信息
- > Notes and Attachments on header level (e.g. Standard specifications) 标头的备注附件 (如一些基本标准)
- > Questions on header level 标头的问题



Display RFx :

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

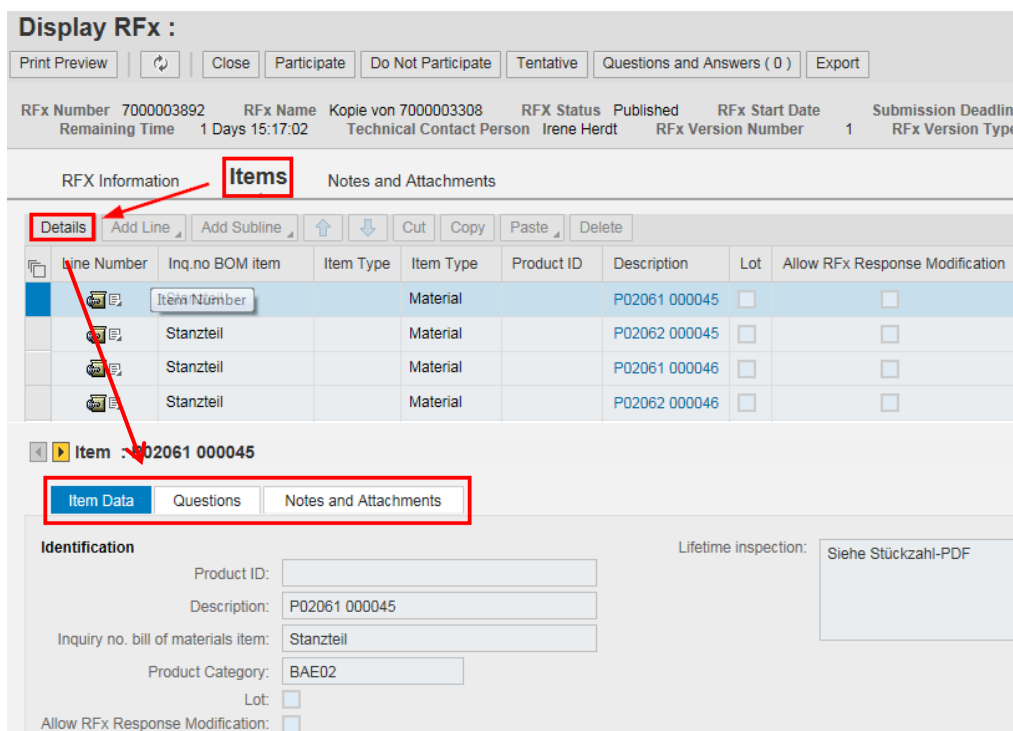
RFx Number 700003892 RFx Name Kopie von 700003308 RFx Status Published RFx Start Date Submission Deadline 31.08.2016 00:00:00 CET
 Remaining Time 1 Days 15:25:12 Technical Contact Person Irene Herdt RFx Version Number 1 RFx Version Type Active Version RFx Response 800003900

RFx Information Items Notes and Attachments

RFx Parameters Questions Notes and Attachments

2. Item data / 项目数据

- > Click on the button **Details** to display the item data 点 Details 按钮显示项目
- > Notes and attachments for the individual items (e.g. Drawing, 3D-Data) 点 Notes and Attachment 显示项目下的单独附件 (如 3D 图档)
- > Questions to the individual items 点 Questions 显示相关问题



Display RFx :

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

RFx Number 700003892 RFx Name Kopie von 700003308 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 ↑ ↓ 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

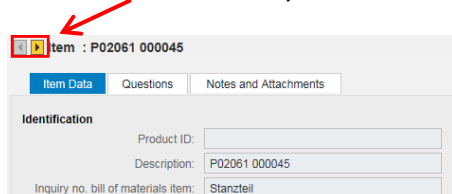
Item Data Questions Notes and Attachments

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. 可以翻页。



Item : P02061 000045

Item Data Questions Notes and Attachments


Identification

Product ID:
 Description: P02061 000045
 Inquiry no. bill of materials item: Stanzteil

2.2 Create a quotation (response) / 创建报价

In order to create a quote you have to click on the button **Create Response**.
 点创建回复 Create Response 按钮

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". 通过左上角的 "Create RFX Response" 说明现在的状态

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 / 付款条款和交易条件

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.
 在基础数据 Basic Data 中, 可选项有付款条件 Terms of Payment, 交易条件 Incoterm。


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 | Incoterm: **DAP**  Oberkirch, Germany

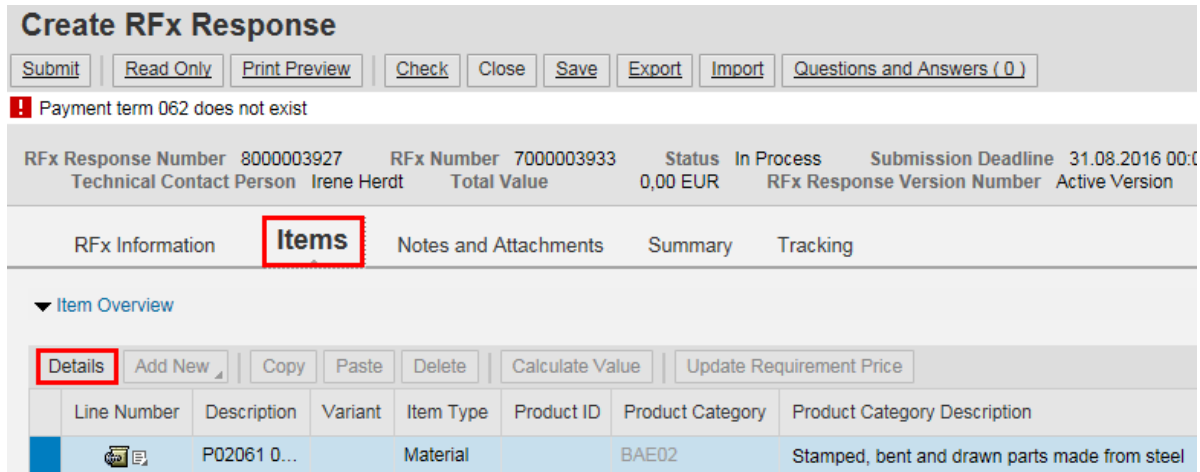
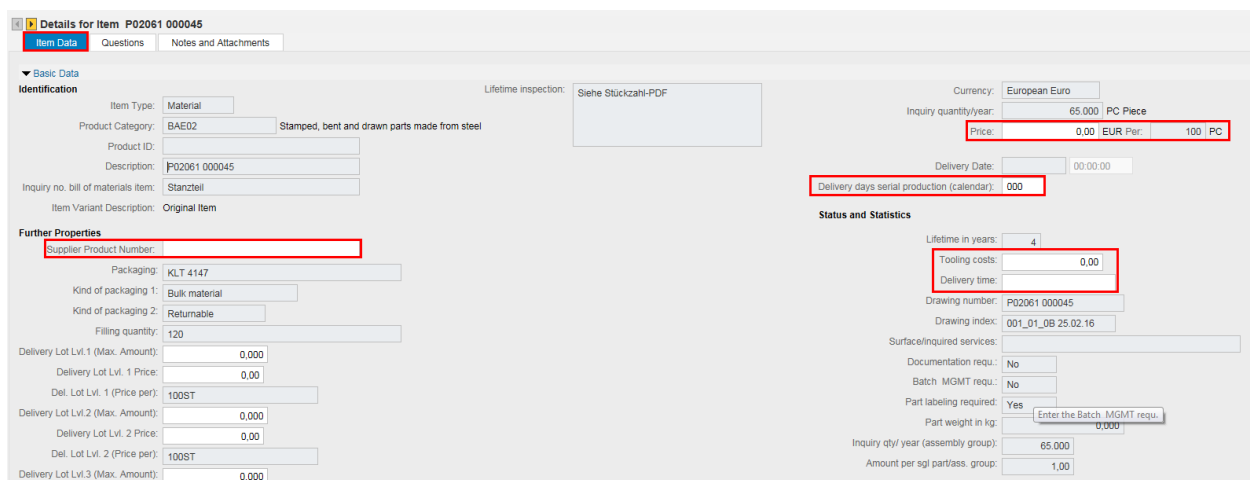
Currency: European Euro | **Status and Statistics**

Terms of Payment: **062**  | Created On: 29.08.2016 11:33:50 CET

Created By: Ms. Kerstin Krummenauer

2.2.2 Price and delivery time / 报价和送达时间

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.
 如下空格必须填写:
 单位价格 Price Per xxx PC、量产情况下的交货期 Delivery days serial production(calendar), 模具费用
 Tooling cost、交货期 Delivery time。

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 in the field "Price" (per 100 PC)**)

由于批量 lots 的不同, 我们希望你填写明细。系统会自动根据右上角 Price per xxx PC 填写最小起定量价格。

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

如果没有最小起定量, 请在右边填写价格。

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

在货期 delivery days 请输入量产后的物流送达天数

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

在到货期 delivery time 你需要根据模具制造、量产许可 PPAP 等的日期来输入

2.2.3 Questions / Notes and Attachments / 问题 / 备注和附件

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.

如果配伟奥已经指定了问题 Questions，那么请回答。问题可以针对标头或单项。

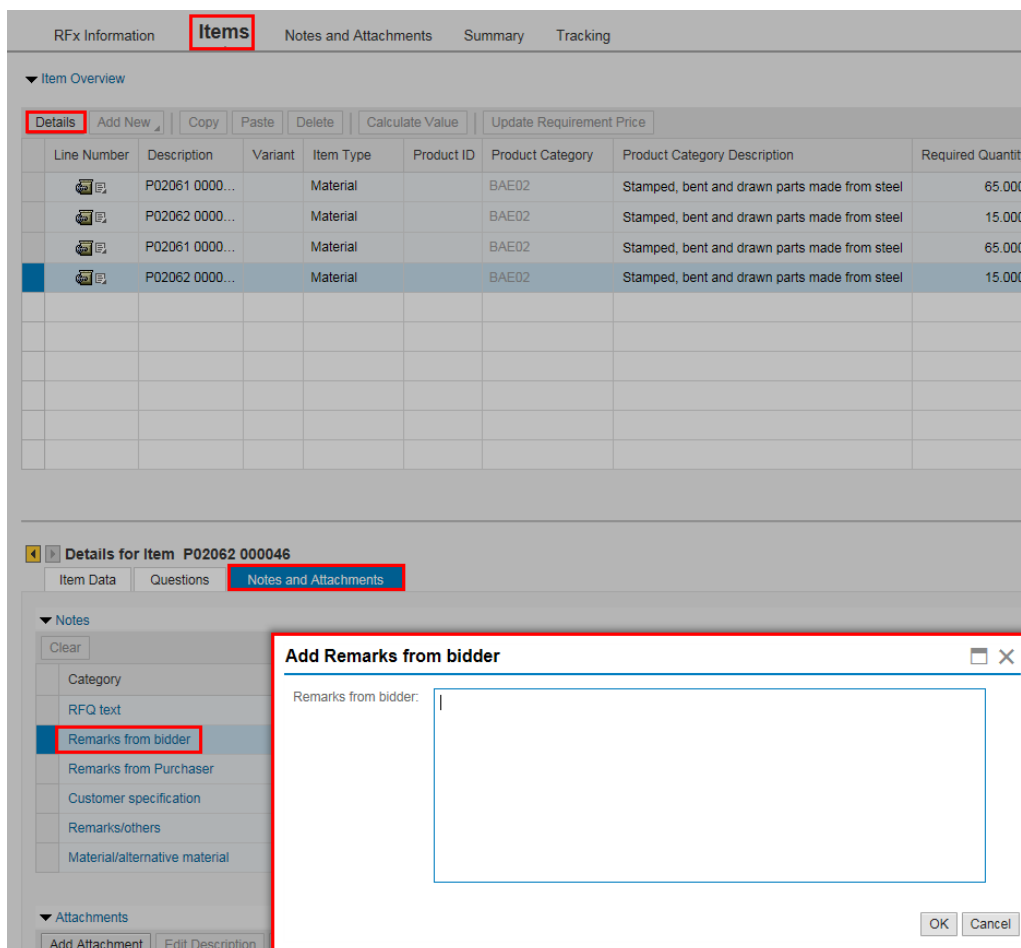


Moreover it is possible to create remarks to your RFQ. You can create them under the tab "Notes". This possibility is available on header level as well as on item level.

此外，你可以针对 RFQ 创建备注信息，点击备注“Notes”。备注可以针对标头或单项。

[Example 应用举例]

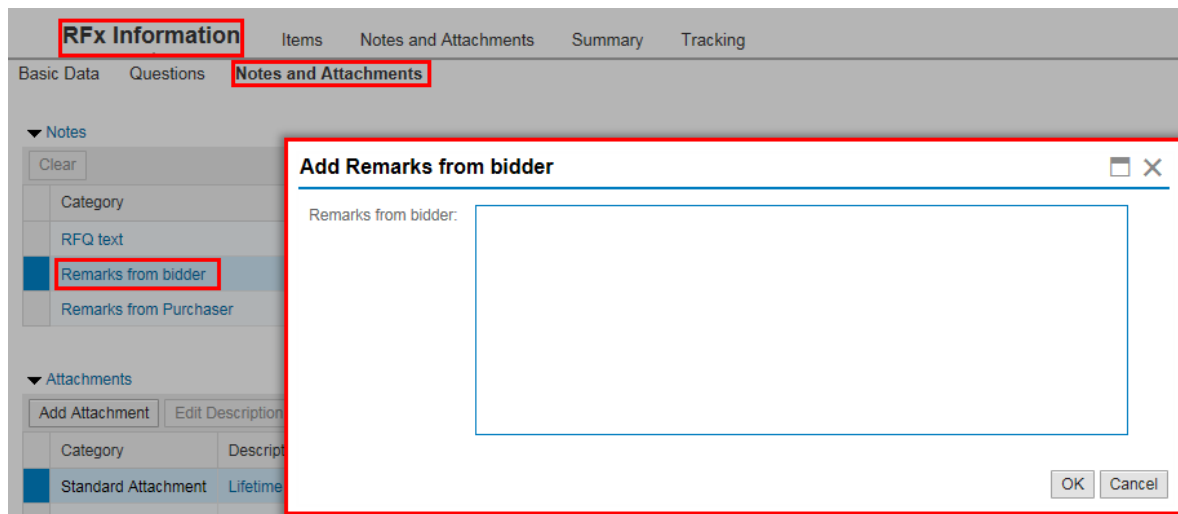
Item level / 单项:



The screenshot shows the SAP RFQ interface. The 'Items' tab is selected, displaying a table of items. The 'Notes and Attachments' sub-tab is active, showing a list of note categories. The 'Remarks from bidder' category is selected, and a dialog box is open for adding remarks.

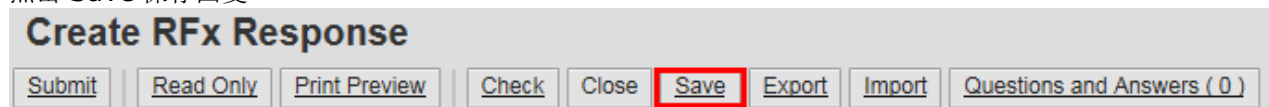
| Line Number | Description | Variant | Item Type | Product ID | Product Category | Product Category Description | Required Quantity |
|-------------|----------------|---------|-----------|------------|------------------|---|-------------------|
| 1 | P02061 0000... | | Material | BAE02 | BAE02 | Stamped, bent and drawn parts made from steel | 65.000 |
| 2 | P02062 0000... | | Material | BAE02 | BAE02 | Stamped, bent and drawn parts made from steel | 15.000 |
| 3 | P02061 0000... | | Material | BAE02 | BAE02 | Stamped, bent and drawn parts made from steel | 65.000 |
| 4 | P02062 0000... | | Material | BAE02 | BAE02 | Stamped, bent and drawn parts made from steel | 15.000 |

Header level / 标头:



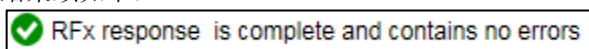
2.2.4 Save, check and submit quotation (response) / 保存, 检查, 发送报价

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



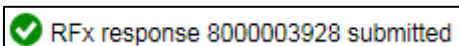
By clicking on **Save** you don't submit a quotation to PWO yet. The RFQ is saved only.
仅仅点击保存 Save, 报价尚未发送到 PWO。

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.
完成报价文档编辑后, 请点击检查 Check。系统会检查一些基本项, 如果没有报错则可以保存并准备发送给 PWO, 检查结果须如下:



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

点击 **Submit** (提交) 发送报价给 PWO。当你的报价被提交后, 系统显示如下信息:



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

注意: Submit 按钮仅在“Create a RFX Response”, 或者编辑“Edit RFX”状态下可用。

SAP Training document
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Subsequently, the quotation number is displayed to your created Quotation in the RFQ overview.
接下来, 在一览“eRFxs – All” 上将显示已发送报价文档号。

eRFxs - All

Show Quick Criteria Maintenance [Change Query](#) [Define New Query](#) [Personalize](#)

View: PWO Standard

| 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) / 显示和编辑报价

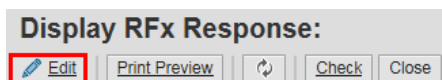
All saved quotations can be looked up under the given RFQ number, which can be looked up under the RFQ overview.

所有已保存的报价可以根据 RFQ 号码被搜索到。

| 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 |

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".

已经发送报价具有法律效应, 如果你希望变更, 必须在 PWO 接受它之前。在显示模式下点击 Edit 编辑。



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!

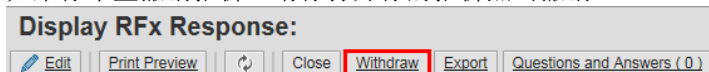
如果报价已经被 PWO 接受, 你不能修改。

注意: 接受报价不等同于下采购订单。

2.4 Withdraw from quotation (response) / 撤销报价

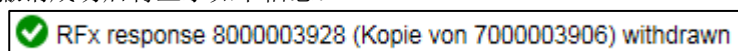
If you want to withdraw completely from your quotation, you have to open the quotation and click on the button „Withdraw“.

如果你希望撤销报价, 请你打开你的报价点击撤销 “Withdraw”



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

撤销成功后将显示如下信息:



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

同样的, 必须 PWO 接受之前。