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Document-Info

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Date:	08.07.2014	


0. Change history

Date	Dep.	Name	Short description
27.10.2016	OI-1	Irene Herdt	Small adjustments on the translation

1 Login

You receive a hyperlink via Mail. By clicking on this hyperlink you can login into PWO RFQ Web-portal

Ausschreibung 7000000898
Helena Hiedelmann <helena.hiedelmann@progress-werk.de>
Gesendet: Do 26.06.2014 17:16
An: Hiedelmann, Helena

Nachricht  BID7000000898.PDF (12 KB)

Herrn Bidder 07,
Wir möchten Sie gerne auf folgende Ausschreibung hinweisen:
Bidder_07 7000000898

Abschlussfrist für Anträge:
Abgabefrist: 30.06.2014 00:00:00

Weitere Informationen finden Sie auf unserer Website:
[Anmelden](http://s01pwo.de.pwo.ag:8020/nwbc/srm/~canvas;window=app/obn/qte.displayrfx/?sap-client=010&SAPSRM_BOID=0050568806BA1ED3BFA891E0A362A41B)

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

Mit freundlichen Grüßen

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

2 RFQ for Raw material

2.1 Display RFQ

Supplier Relationship Management

• RFx and Auctions

After you have logged in successfully, click on „RFx and Auctions“ on the left, in order to go to the RFQ overview.

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

Active Queries

eRFxs **All (9)** Published (0) Ended (0) Completed (0)

eRFxs - All

Show Quick Criteria Maintenance

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

Event Number	Event Description	Event Status	Event Type
7000003936	Kopie von 7000003764	Published	Raw Materials
7000003933	Kopie von 7000003906	Published	Purchase Part
7000003906	Kopie von 7000003905	Published	Purchase Part

In this view all RFQ's are listed, which have been released by PWO. Here, you can select between "All", "Published", "Ended", and "Completed".

Active Queries

eRFxs **All (9)** Published (0) Ended (0) Completed (0)

eRFxs - All

Show Quick Criteria Maintenance

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

Event Number	Event Description	Event Status	Event Type	End Date
7000003936	Kopie von 7000003764	Published	Raw Materials	04.09.2016
7000003933	Kopie von 7000003906	Published	Purchase Part	31.08.2016
7000003906	Kopie von 7000003905	Published	Purchase Part	25.08.2016
7000003905	Kopie von 7000003904	Published	Purchase Part	26.08.2016
7000003904	Kopie von 7000003897	Published	Purchase Part	26.08.2016
7000003897	Kopie von 7000003892	Published	Purchase Part	25.08.2016

In order to simplify the search, you can use different filter. Therefore, click on the column description and select a certain categorie, such as *End Date*.

Active Queries
eRFxs All (9) Published (0) Ended (0) Completed (0)

eRFxs - All
Show Quick Criteria Maintenance

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
7000003936	Kopie von 7000003764	Published	Raw Materials	Sort in Ascending Order	No Bid Created
7000003933	Kopie von 7000003906	Published	Purchase Part	Sort in Descending Order	Withdrawn

With the **Quick Criteria Maintenance** you can limit the the search by select certain selection criteria, e.g. Deadline of Date Flag.

Active Queries
eRFxs All (9) Published (0) Ended (0) Completed (0)

eRFxs - All
Hide Quick Criteria Maintenance

Event Number: To

Event Status:

Creation Date: To

Deadline Date Flag: **Next 7 Days**

Status:

Response Timeframe:

Apply Clear

In order to get to a certain RFQ, click on the blue highlighted Event Number.

Active Queries
eRFxs All (9) Published (0) Ended (0) Completed (0)

eRFxs - All
Show Quick Criteria Maintenance

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

Event Number	Event Description	Event Status	Event Type
7000003936	Kopie von 7000003764	Published	Raw Materials
7000003933	Kopie von 7000003906	Published	Purchase Part

Within the Print Preview you can see all RFQ information on one page. Therefore, click on the button **Print Preview** in the upper bar.

SAP Trainings document

SRM RFQ - RFQ Web-Portal for supplier of Raw Material



Display RFx :

[Print Preview](#) | [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:

1. RFQ Information

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

Display RFx :

[Print Preview](#) | [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

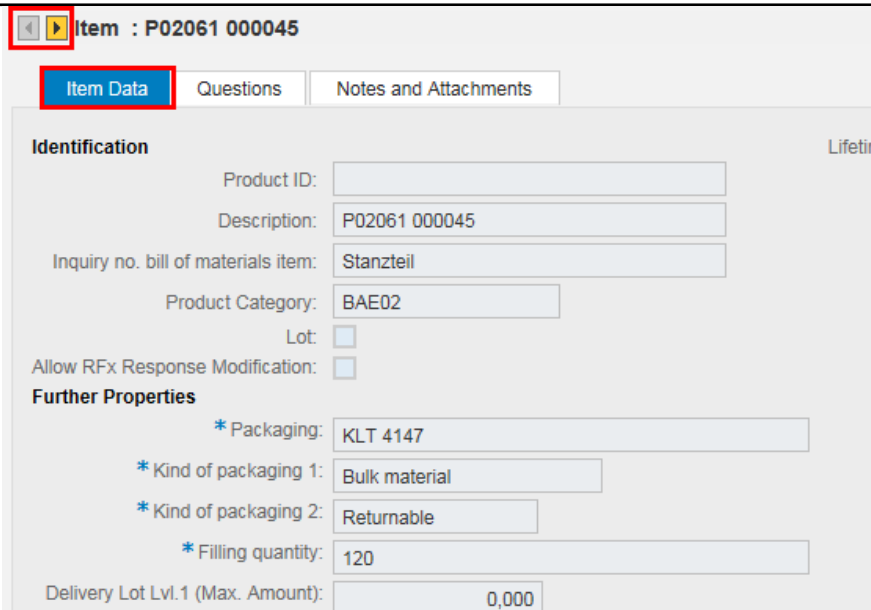
2. Item data

- > Details about the individual items
- > Notes about the individual items
- > Questions about the individual items

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	Product Category
1	Stanzteil		Material	P02061 000045		<input type="checkbox"/>	<input type="checkbox"/>	BAE02
2	Stanzteil		Material	P02062 000045		<input type="checkbox"/>	<input type="checkbox"/>	BAE02



Item : P02061 000045

Item Data Questions Notes and Attachments

Identification Lifetim

Product ID:

Description: P02061 000045

Inquiry no. bill of materials item: Stanzteil

Product Category: BAE02

Lot:

Allow RFx Response Modification:

Further Properties

* Packaging: KLT 4147

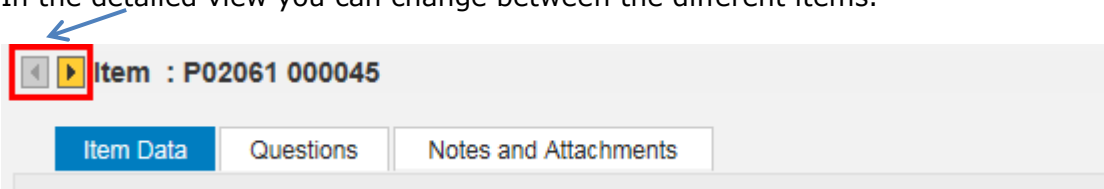
* Kind of packaging 1: Bulk material

* Kind of packaging 2: Returnable

* Filling quantity: 120

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

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



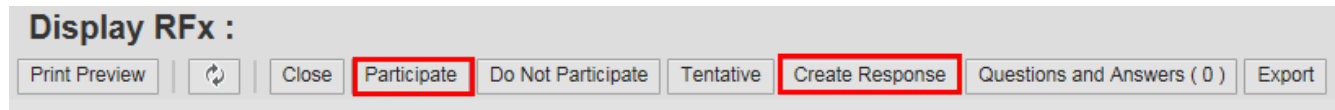
Item : P02061 000045

Item Data Questions Notes and Attachments

2.2 Submit a quotation (response)

2.2.1 Participate / Do not participate on the RFQ

If you want to participate on the RFQ after checking all RFQ information, you have to click on Participate". This way Purchasing receives the information, that you will submit a quotation to the RFQ. Then, you have to click on Create Response in order to submit your quotation to PWO.



Display RFx :

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

If you don't want/can't participate on the RFQ, it is desirable, that you enter the reason for your decision under Questions and answer and only then deny the RFQ by clicking on the button Do Not Participate.

SAP Trainings document

SRM RFQ - RFQ Web-Portal for supplier of Raw Material



Display RFx :

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

RFx Number 7000003905 RFx Name Kopie von 7000003904 RFX Status Published RFx Start Date
RFx Version Type Active Version

Questions and Answers

Display Time Stamps

Time Stamp	Sender	To	Message
25.08.2016 15:12...	Mr. Oliver Taus...	To Purchaser	rejection because of capacity problems

2.2.2 Terms of payment and Incoterms

The terms of payment and Incoterms are basically defined and agreed values

RFx Information Items Notes and Attachments Summary Tracking

Basic Data Questions Notes and Attachments

Event Parameters

Business Contact: Telephone: 07802-84

Currency:

Terms of Payment:

Incoterm:

Status and Statistics

Created On:

Created By:

2.2.3 Price and Delivery time

All white fields are input fields.

The most important information are Price and Delivery time, which are defined as mandatory fields. Please fill out these fields.

2.2.4 Questions/Notes and Attachments

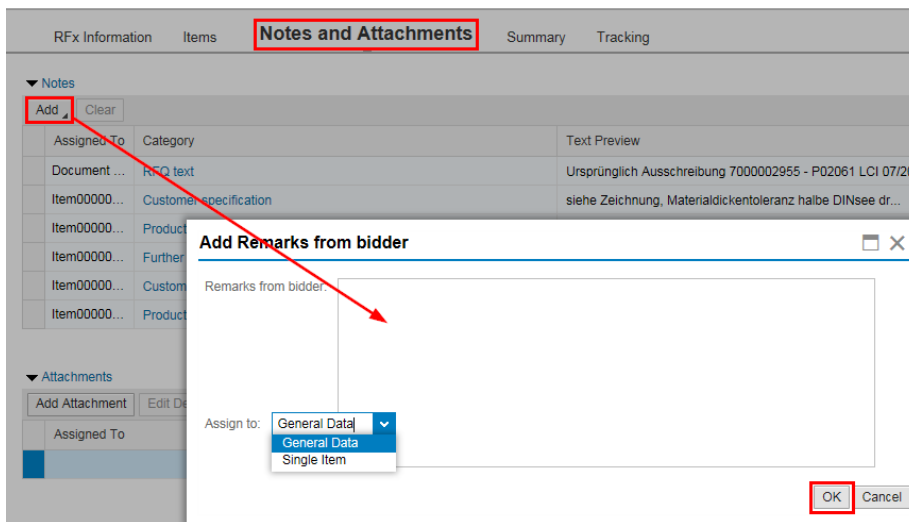
If PWO has defined a question, it has to be answered accordingly.

Questions can be asked on header level as well as on item level.



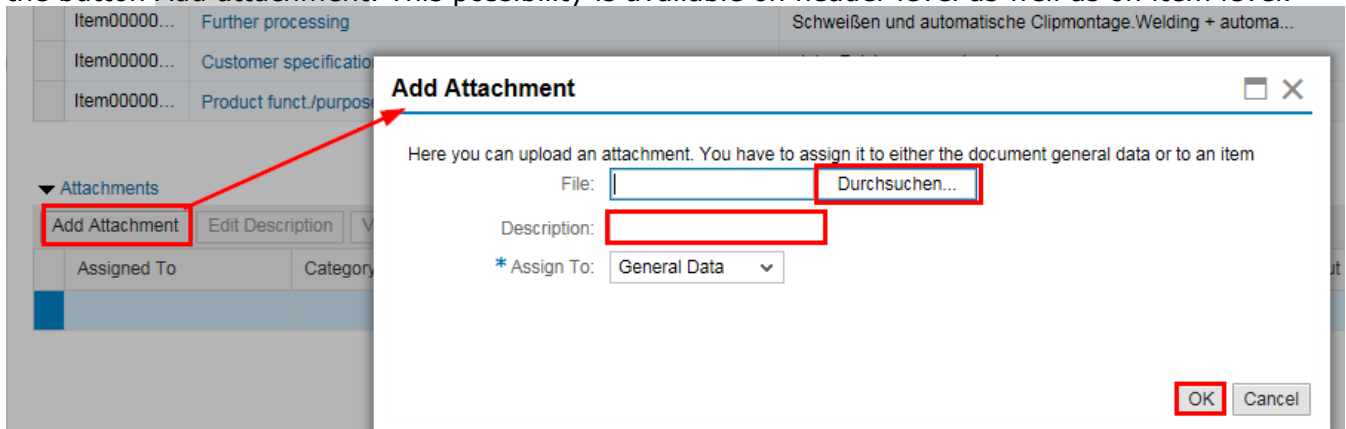
The screenshot shows a dialog box titled "Details for Item P02062 000046" with tabs for "Item Data", "Questions", and "Notes and Attachments". The "Questions" tab is active, showing a table with columns: Question, Reply, Comment, and Weighting. A question is listed with the text "*warum:" and radio buttons for "Ja" and "Nein" (selected). The comment field contains "nicht möglich" and the weighting is "0,00".

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.



The screenshot shows the "Notes and Attachments" tab in the SAP RFQ interface. A table lists notes with columns: Assigned To, Category, and Text Preview. A modal dialog "Add Remarks from bidder" is open, showing a text area for "Remarks from bidder" and a dropdown menu for "Assign to:" with options "General Data", "General Data", and "Single Item". The "OK" button is highlighted with a red box.

You can also add attachments to your quotation, e.g. drawing proposal etc. this can be done with the button Add attachment. This possibility is available on header level as well as on item level.



The screenshot shows the "Attachments" section of the SAP RFQ interface. A modal dialog "Add Attachment" is open, with instructions: "Here you can upload an attachment. You have to assign it to either the document general data or to an item". It includes fields for "File:" (with a "Durchsuchen..." button), "Description:", and "* Assign To:" (dropdown menu set to "General Data"). The "OK" button is highlighted with a red box.

2.2.5 Save, check and submit quotation (response)


Generally, you can always just save a RFQ by clicking on the button **Save**.

Create RFX Response


Submit | Read Only | Print Preview | Check | Close | **Save** | Export | Import | Questions and Answers (1)

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

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

 RFX response is complete and contains no errors

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

 RFX response 8000003928 submitted


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](#)


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
7000003933	Kopie von 7000003906	Published	Purchase Part	31.08.2016	Submitted	8000003928

If error-messages  with this sign occur, you have to clearance them at first, by reentering the missing information. Otherwise it is not possible to send the quotation, but to save. Error-messages with a yellow exclamation mark are only informative and don't have to be corrected necessarily.

Create RFX Response

Create RFX Response | Print Preview | **Check** | Close | Save | Export

 Payment term 062 does not exist

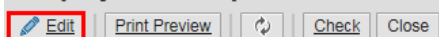
 Line : '0' in the price field means that you are offering the item for free

2.3 Display and edit quotation (response)

The saved quotations can be looked up under the given quotation number, which can be looked up in the RFQ overview.

Submitted quotation 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:



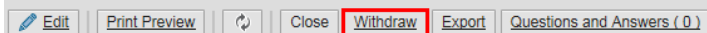
If the quotation already has been accepted by PWO, you can't change the quotation anymore.

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

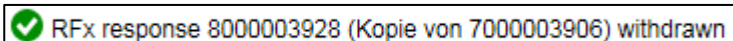
2.4 Withdraw from quotation (response)

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:



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