

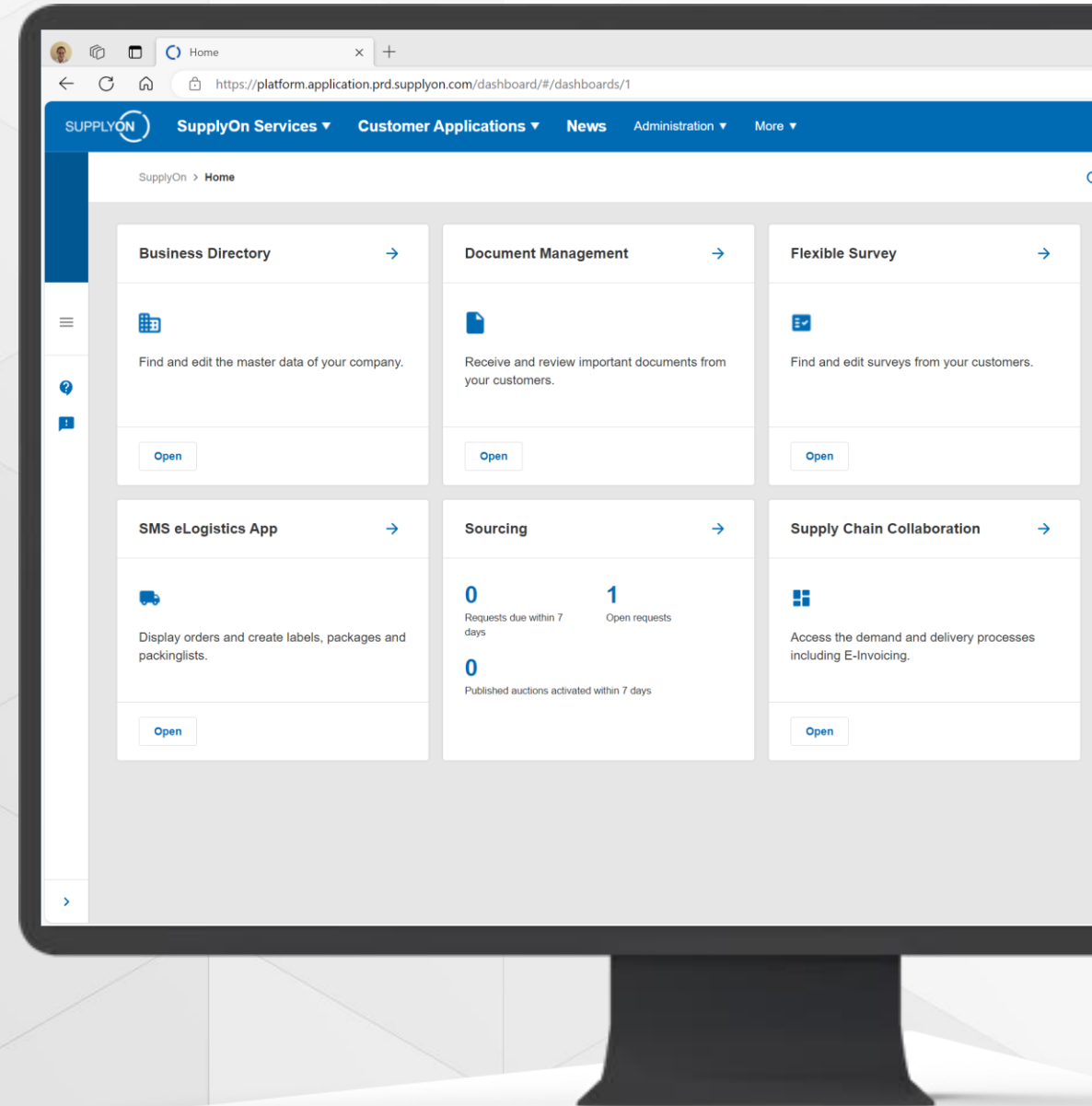


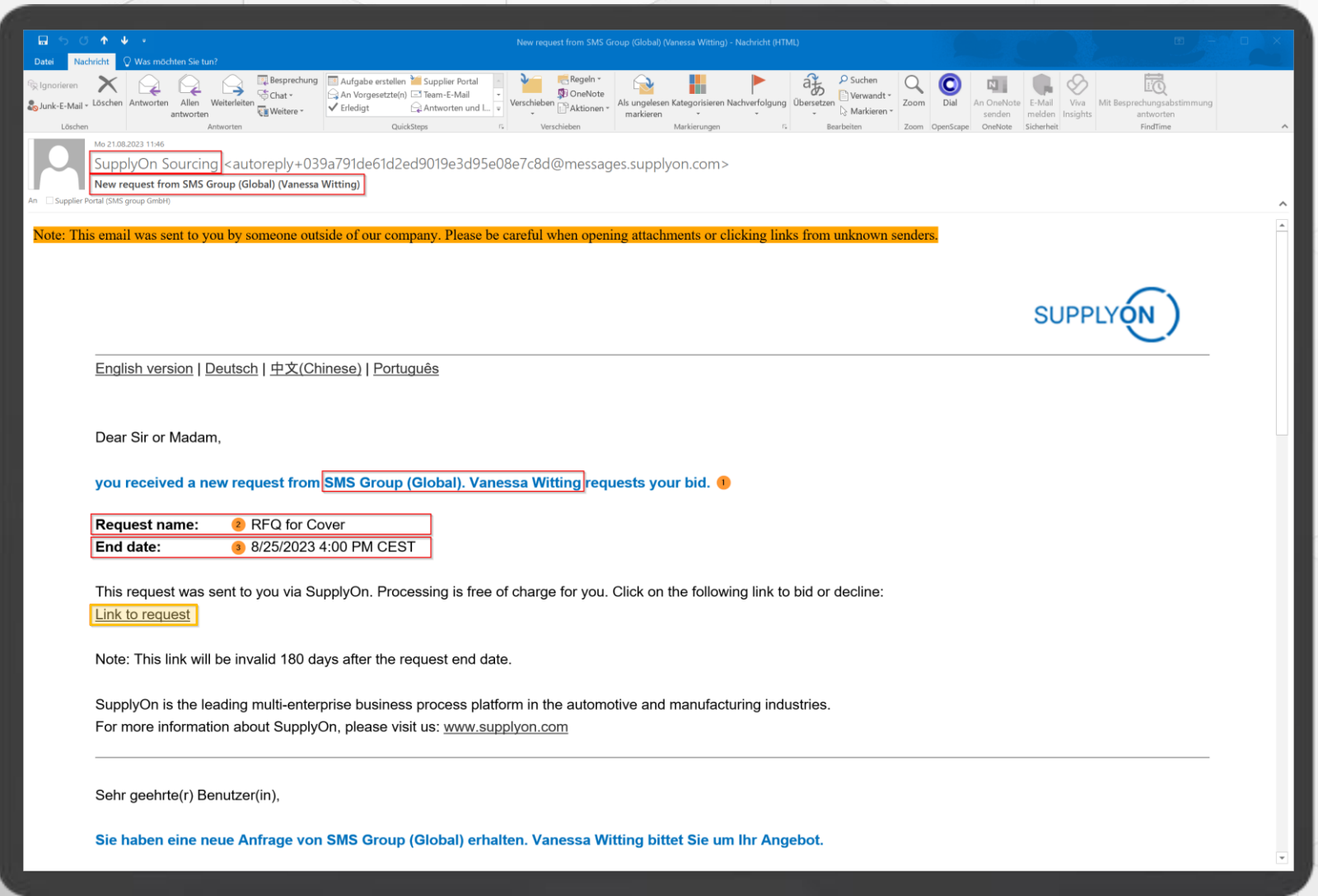
# CLICK-GUIDE



*Please click on the orange boxes to navigate through the application.*

## How to create a bid in sourcing as a supplier





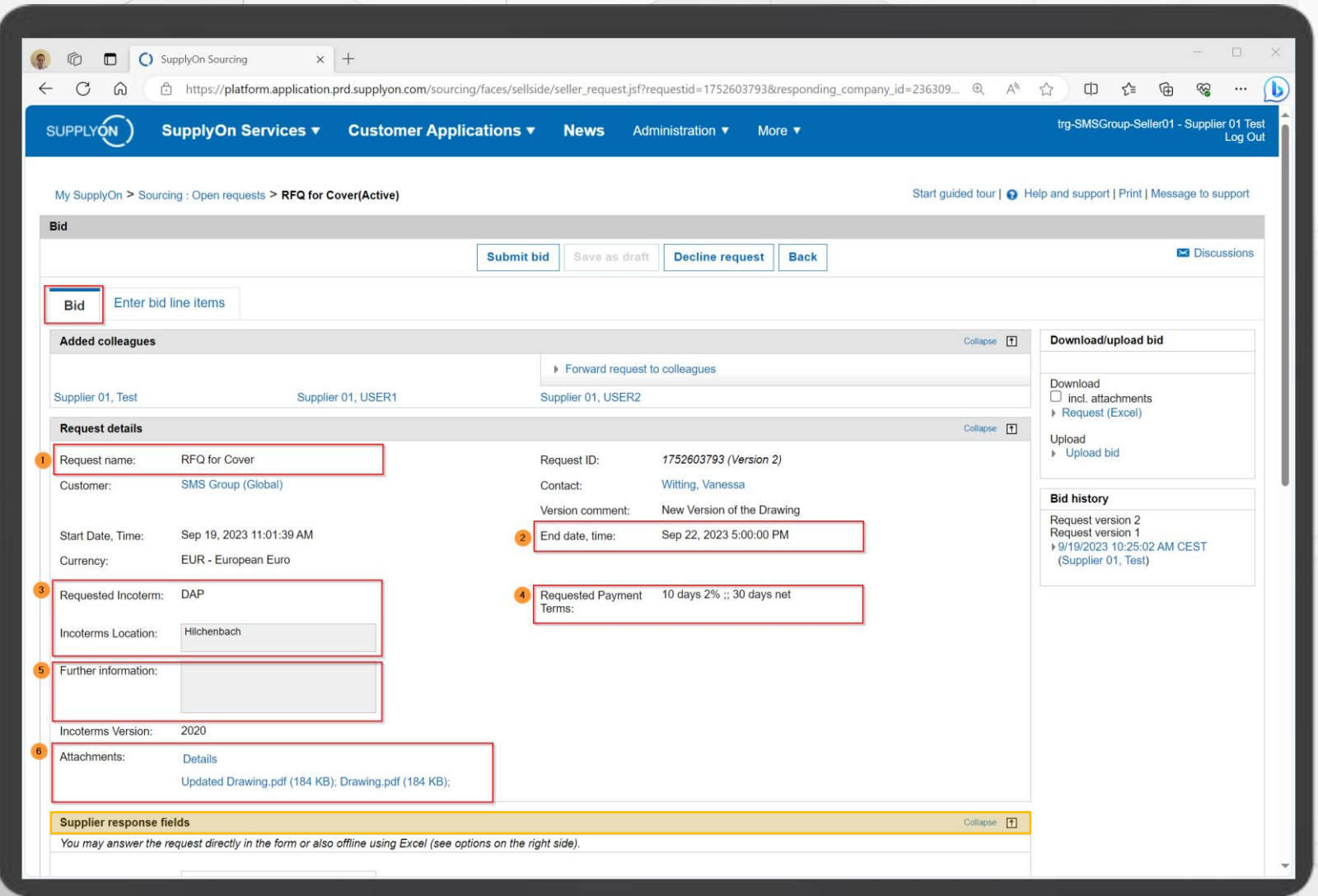
## E-Mail Notification from SupplyOn Sourcing

You have received an email from SupplyOn Sourcing with a new request.

In the email you will see:

1. request name
2. contact person
3. quotation deadline

Click on the link to bid or decline.



## View request details

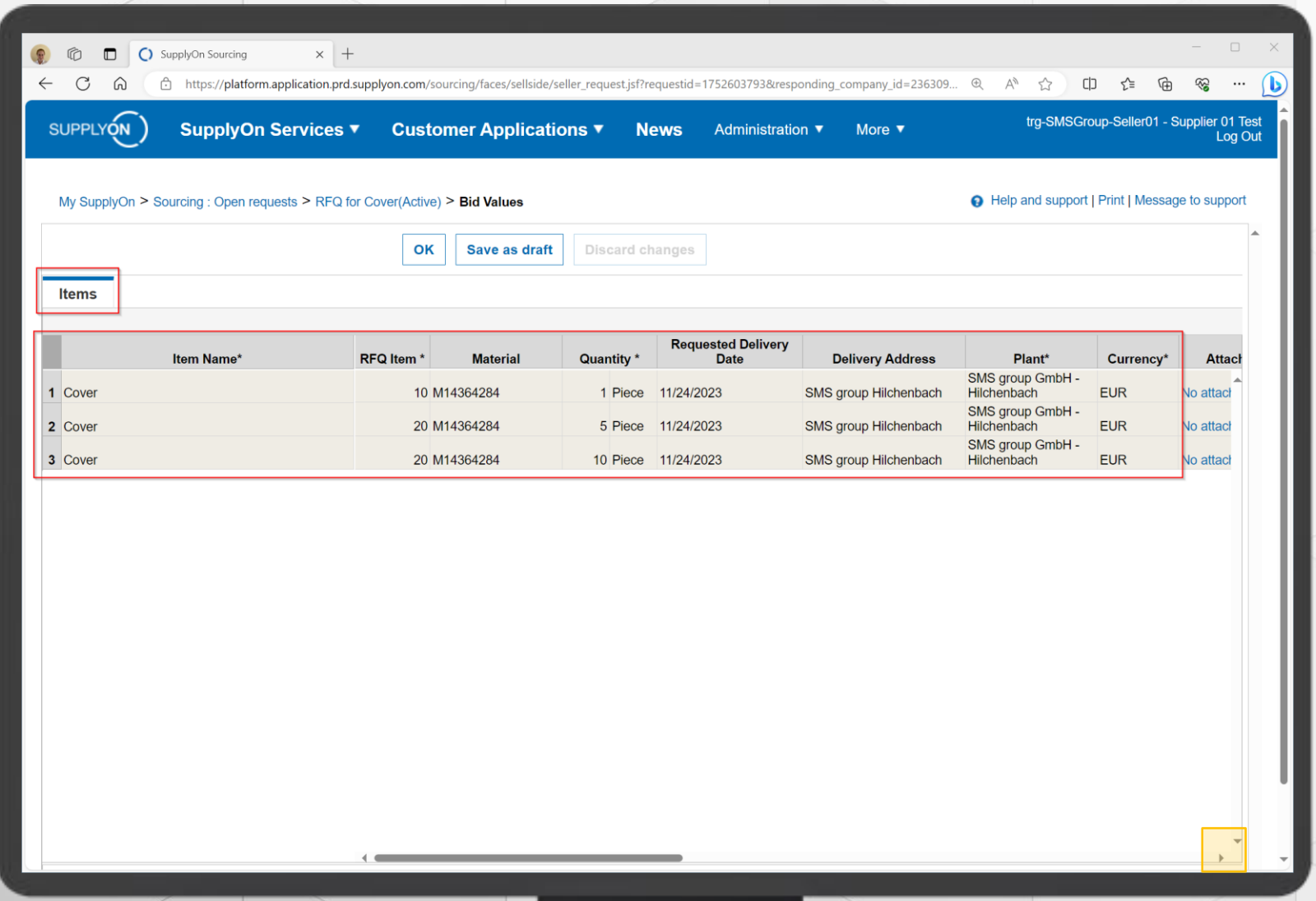
You start in the RFQ in the tab "Bid". Please read here all the request details that the SMS group provided to you.

1. Request Name
2. End date (Quotation Deadline)
3. Requested Incoterms
4. Requested Payment Terms
5. Further information
6. Attachments for the request

## Create a bid

Within the supplier response fields, fill in all required fields, marked with a star.

1. Quotation Number
2. How long the bid is valid
3. Bid with the above request incoterms (customer incoterms) or enter supplier individual incoterms
4. Provide here your quoted incoterms
5. Bid with the above request payments (customer payments) or enter supplier individual payment terms
6. Provide here your quoted payment terms
7. Enter here Guarantee & Warranty
8. Provide here additional costs
9. Use free text field for quotation remark
10. Upload documents



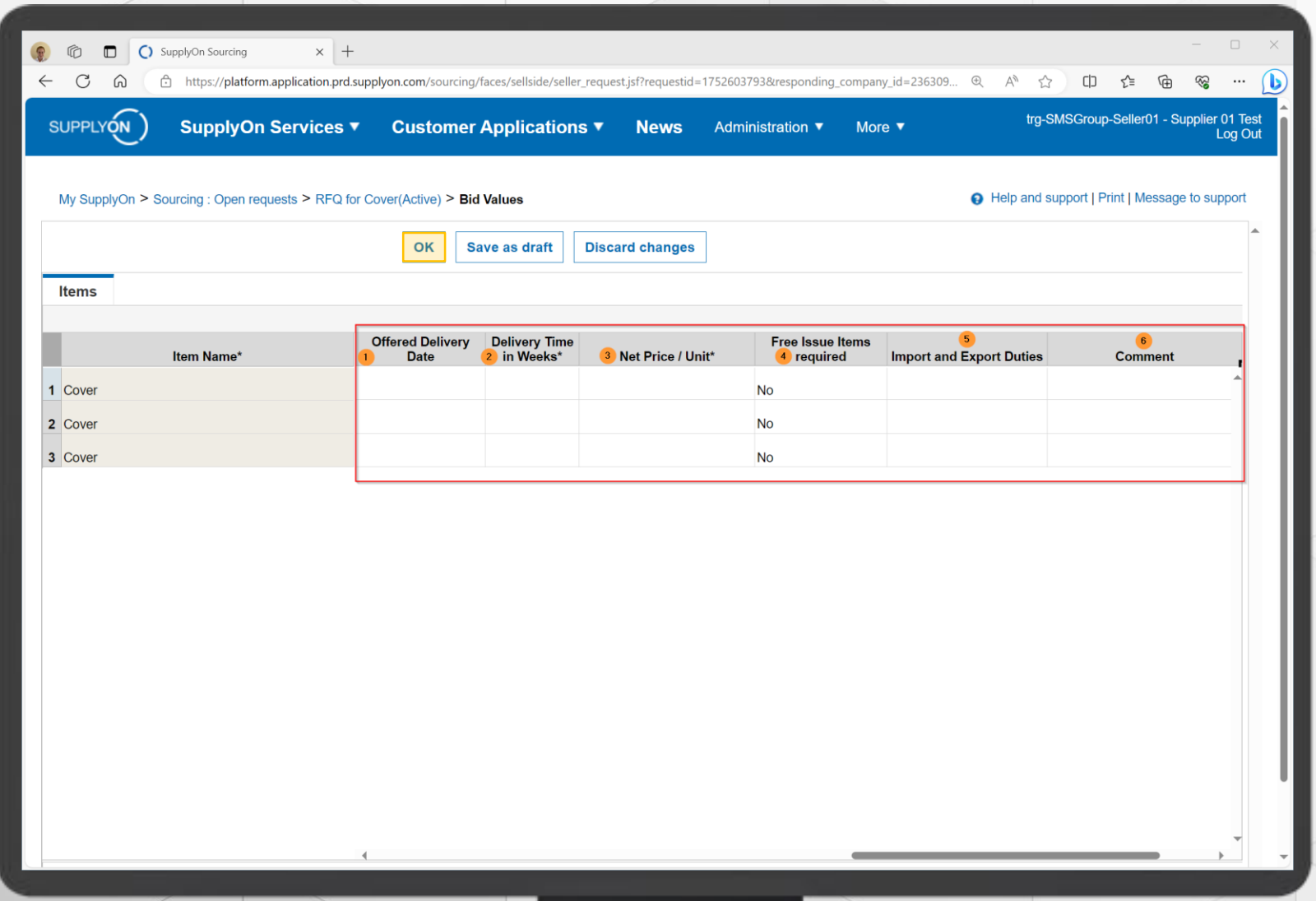
OK Save as draft Discard changes

Items

	Item Name*	RFQ Item *	Material	Quantity *	Requested Delivery Date	Delivery Address	Plant*	Currency*	Attach
1	Cover	10	M14364284	1 Piece	11/24/2023	SMS group Hilchenbach	SMS group GmbH - Hilchenbach	EUR	No attach
2	Cover	20	M14364284	5 Piece	11/24/2023	SMS group Hilchenbach	SMS group GmbH - Hilchenbach	EUR	No attach
3	Cover	20	M14364284	10 Piece	11/24/2023	SMS group Hilchenbach	SMS group GmbH - Hilchenbach	EUR	No attach

### Enter bid line items

Please read in the tab “Enter bid line items” all item details that the SMS group provided to you.



### Enter bid line items

Within the supplier response fields, fill in all required fields, marked with a star.

- 1. Offered Delivery Date
- 2. Delivery Time in Weeks
- 3. Net Price / Unit
- 4. Free Issue Items required (yes/no)
- 5. Import and Export Duties
- 6. Comment (free text field on line item)



**Bid for request "RFQ for Cover" from 'SMS Group (Global)'**

Survey details			
Request ID	1752603793	Request version	1
Name	RFQ for Cover	Request type	RFQ
Company	SMS Group (Global)	Contacts	Witting, Vanessa
Start date/time	Sep 19, 2023 10:01:37 AM	End date/time	Sep 22, 2023 5:00:00 PM
Currency	EUR		
Requested Incoterm	DAP	Requested Payment Terms	10 days 2% ;; 30 days net
Incoterms Location	Hilchenbach		
Incoterms Version	2020		
Attachments	1		
Response options			
Bid quantity	The customer expects your bid on the requested quantity.		
Alternative bid	You cannot enter an alternative bid.		
Supplier response			
Bid type	Regular		
Your Quotation No.*		Application of Payment terms*	
Bid valid until		Guarantee / Warranty Surcharge (Freight)	
Reasons for cancellation of the request		Surcharge (Others)	
Application of Incoterms*		Surcharge (Packaging)	
Quoted Incoterm			
Quoted Incoterms Version			
Quoted Incoterms Location			
Offered Payment Terms			
Alternative Payment Terms			
Quotation remark	Please attach files in the application.		
Attachments			
Items			

The customer requests 3 items.

Table of contents

- 1. Cover
- 2. Cover
- 3. Cover

**Download/upload bid**

Download **1**

incl. attachments

▶ Request (Excel)

Upload **4**

▶ Upload bid

**Upload bid**

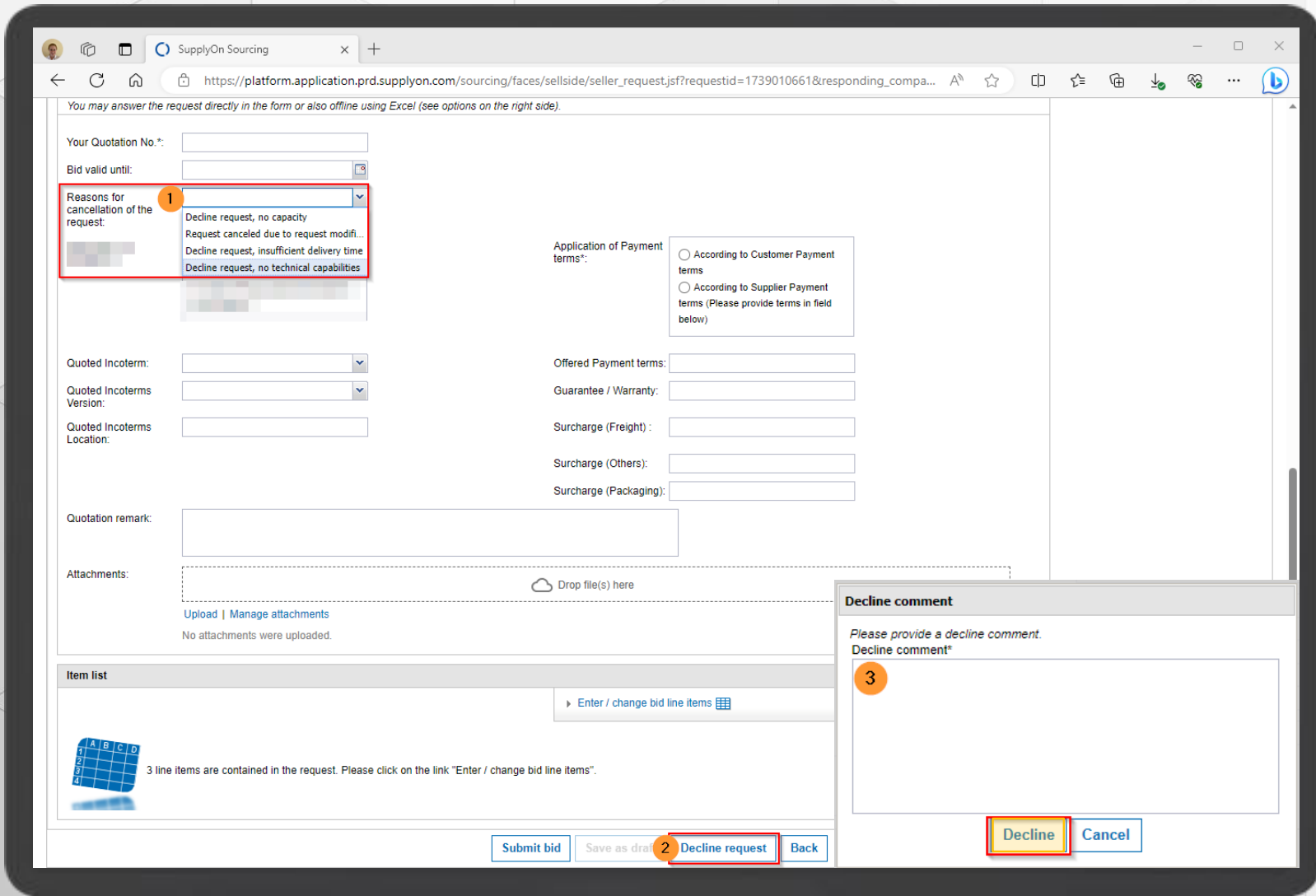
Regular bid: 1752603793\_RFQ for Cover\_2023-09-19.xls

Submit bid immediately

### Alternative: Down- and upload a bid

You can download the request to create your bid in Microsoft Excel with a click here and download all attachments the SMS provided to you.

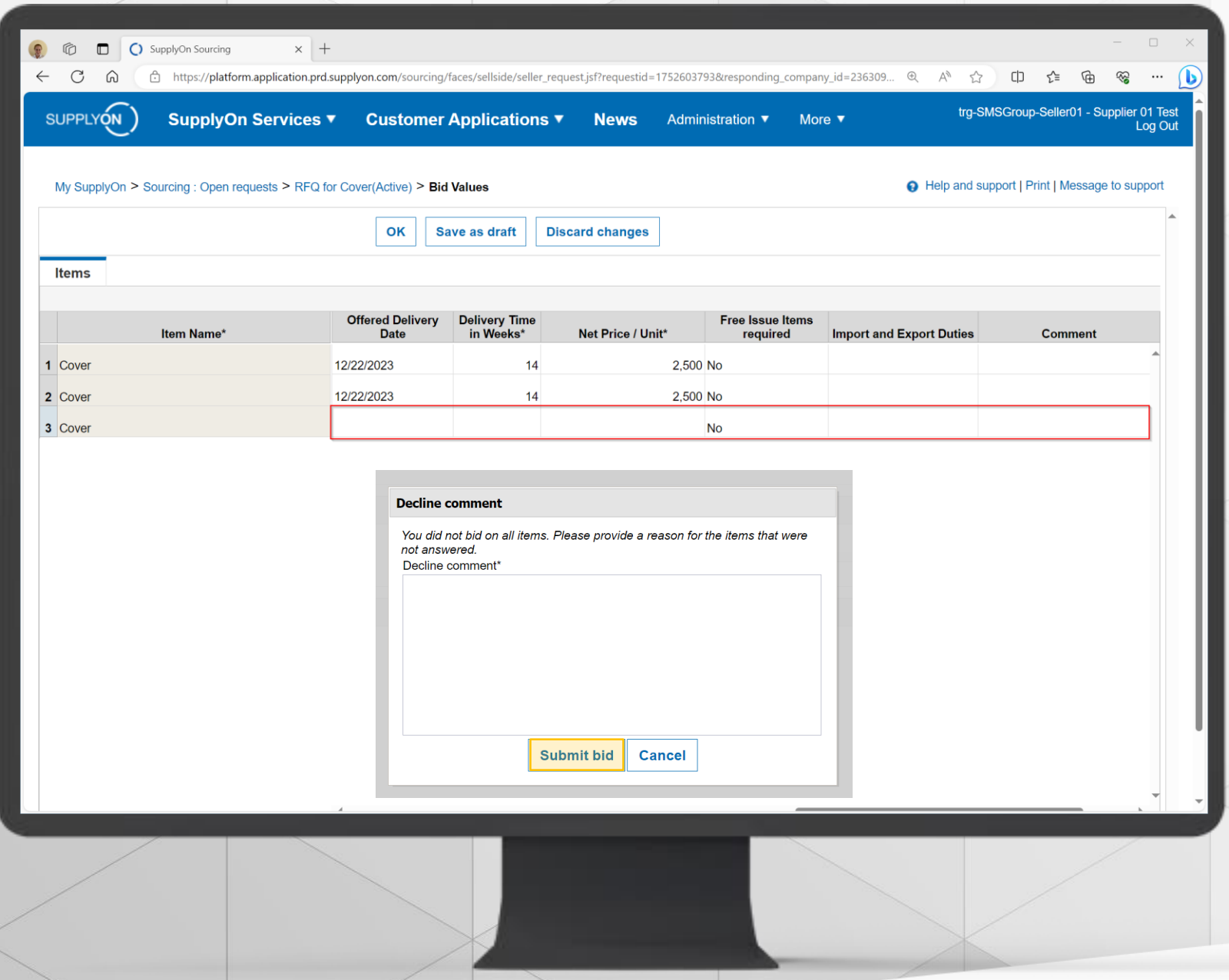
1. Download the bid incl. attachments
2. Work in the excel sheet & save it (please do not rename the excel sheet)
3. Bid header & Items (yellow fields must be completed, bright blue fields are optional)
4. Upload bid and submit bid immediately



## How to decline a request

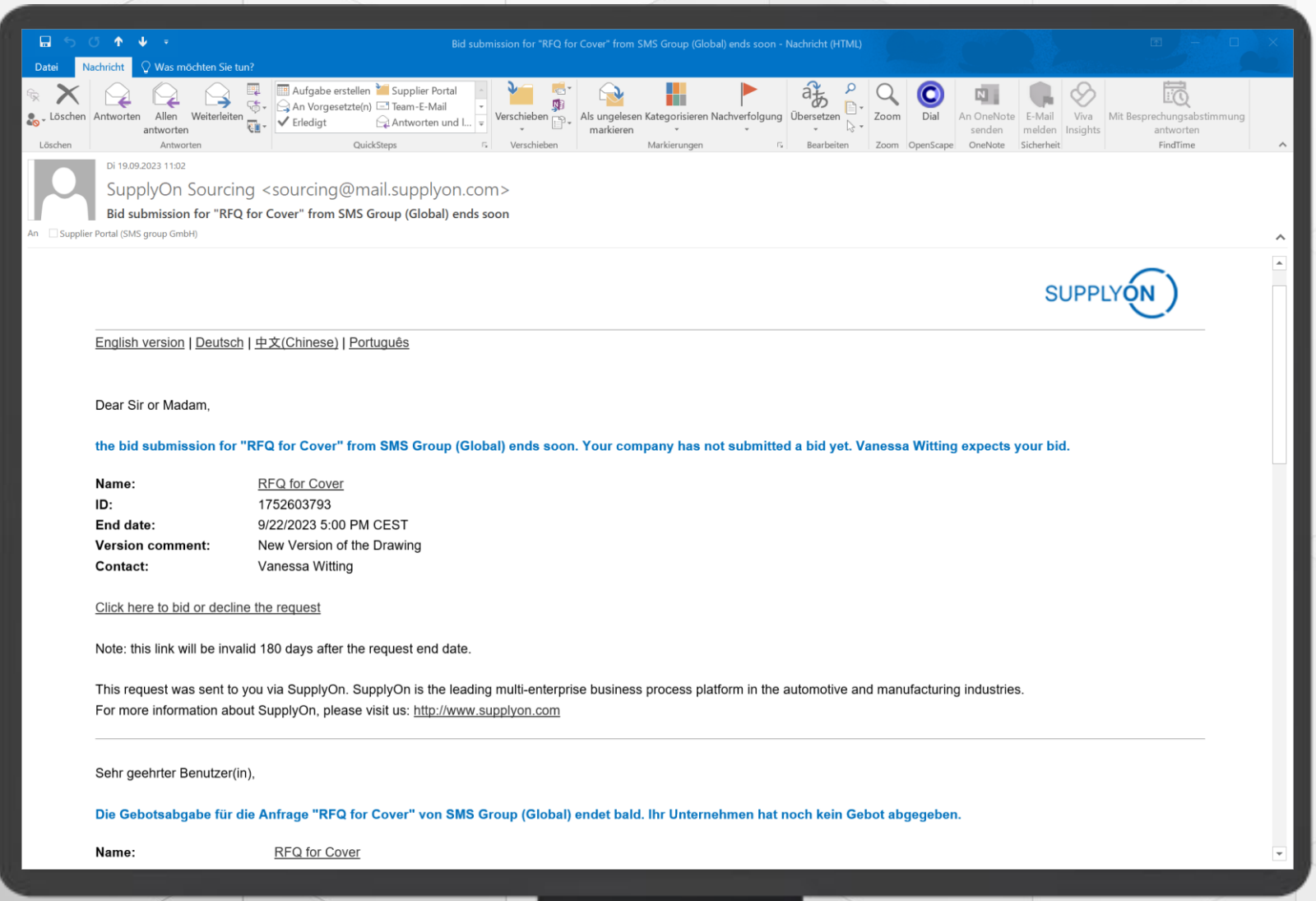
- If you do not have the opportunity to submit a bid you can decline the request.
- 1. Reasons for cancellation of the request:** please select one of the reasons from the dropdown menu
  - 2. Decline the request**
  - 3. Provide a decline comment please**
  - 4. Decline the request**





### How to decline individual items in the request

1. If you only want to cancel individual items in the request skip the item and do not enter any information here
2. If you want to submit the offer, you will be informed that you have not submitted an offer for all items & please enter a reason here in the free text field.



### Handling with RFQ versions

- Due to drawing changes, additional documents or positions, it is possible that the SMS group creates a new version of the request.
- You will receive a new email notification that a version of the request is available. You can also find a version comment here
- If you click on the link again here, you can view the new documents, reconfirm your offer or make changes.