Request for quotation

1. Arrival of enquiry / Login

The invitation for a new RFQ is sent per mail with the following information:

- Login data (username & password)
- Deadlines
- Direct link

You can either log in with the received data or with a fixed account (registration) and the username and password which were already send by registration.

2. Tab 1: Documents

In the upper part you can see all details concerning the project (client, name of the project…). In tab 1 all relevant documents of the RFQ are listed and can be watched by clicking on them.

If you are not able to quote or no article can be offered, there is the opportunity to decline the participation with the button “Decline RFQ” (an explanation in a notice box is possible).

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3. Tab 2: General

With the Button “Next Step” is it possible to reach the 2nd Tab “General”; here you have to check your business data once again and if necessary change them under “Supplier Information”.
In this tab you will also find the delivery- and payment terms for the quotation.
If you want to attach a document to your RFQ, choose “Upload file”.

4. Tab 3: Quotation

Click again “Next Step” at the end of the page and you get to the tab “Quote”.

Here you have the possibility to submit offers in two ways:

a) Use Excel for quoting
b) Direct at the system

a) Use Excel for quoting

At the bottom side in the center you can open the download / upload page for the Excel – template by using the button „quote“.

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Attention: The name of the file can, but the columns, lines and sheets can't be changed! Only the first sheet of the Excel file will be uploaded, that means our Excel - Import table is not in sheet 1, the quotation cannot be uploaded successfully.
Afterwards you get the following instructions in order to upload the file again.

a) Direct at the system:

At the right side you can open the details for each item by using the button „quote". Afterward you can quote your item on this page.

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5. Tab 4: Return

At that point you can choose freely between the 4 areas “Documents / General / Quote / Send Back” und you have the opportunity to fill in a number of the quotation and your initials.
With the button “Send quote to customer” your quotation is returned to the purchaser and cannot be modified anymore.

If you have any queries, please contact Mrs. Natascha Zeitler:
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