

## DSI SUPPLIER MANUAL

QUICK MANUAL

RFQ PURE

June 2026



# RFQ-PURE

# SUPPLIER QUICK MANUAL

## How to use this manual



### Quick Navigation Bar

#### How to use the manual

#### RFQ Overview

#### Basic Quotation Process

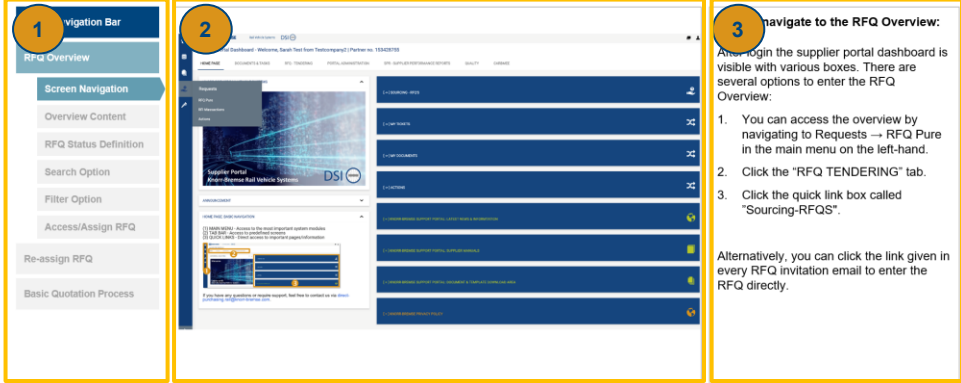
#### Special Functions

Knorr-Bremse Direct Purchasing Rail – DSI Supplier Manual

DSI 

### RFQ Overview Dashboard (1/6)

#### How to navigate to the RFQ Overview



- 1. Quick navigation bar**  
Here you will find the main sections and subsections.  
**Note:** Clicking on a specific bar takes you directly to that page.
- 2. Screenshot with highlighted elements**  
Here you will find the corresponding screen. Relevant content is marked and numbered.
- 3. Explanations/Instructions**  
Here you will find explanations regarding the specific process or screenshots. The numbers in the screenshot are described in detail here.

Alternatively, you can click the link given in every RFQ invitation email to enter the RFQ directly.

KB  **KNORR-BREMSE** [KB JAGGAER Link](#) [Supplier JAGGAER Link](#)

June/2026 13

 Click bars to navigate

### Each page consists of three main elements

#### 1) Quick navigation bar

Here you will find the main sections and subsections.

**Note:** Clicking on a specific bar takes you directly to that page.

#### 2) Screenshot with highlighted elements

Here you will find the corresponding screen. Relevant content is marked and numbered.

#### 3) Explanations/Instructions

Here you will find explanations regarding the specific process or screenshots. The numbers in the screenshot are described in detail here.

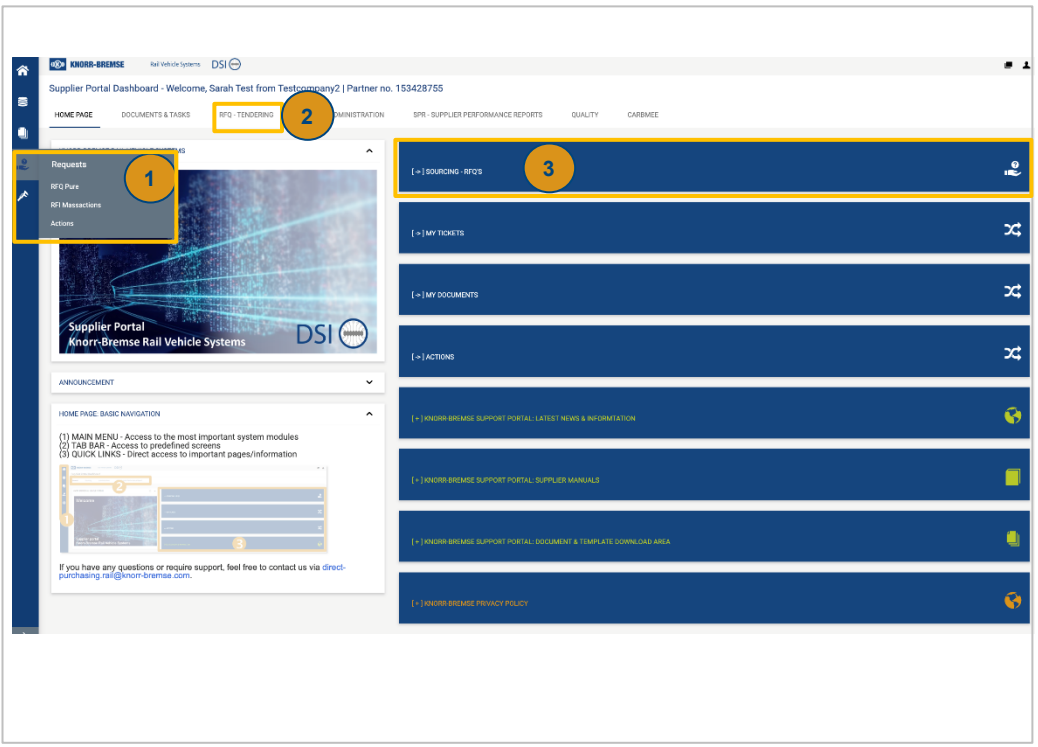
# RFQ Overview Dashboard (1/6)

## How to navigate to the RFQ Overview



|                         |
|-------------------------|
| Quick Navigation Bar    |
| How to use the manual   |
| RFQ Overview            |
| Screen Navigation       |
| Overview Content        |
| RFQ Status Definition   |
| Search Option           |
| Filter Option           |
| Access/Assign RFQ       |
| Basic Quotation Process |
| Special Functions       |

 Click bars to navigate



### How to navigate to the RFQ Overview:

After login the supplier portal dashboard is visible with various boxes. There are several options to enter the RFQ Overview:

1. You can access the overview by navigating to Requests → RFQ Pure in the main menu on the left-hand.
2. Click the “RFQ TENDERING” tab.
3. Click the quick link box called “Sourcing-RFQS”.

Alternatively, you can click the link given in every RFQ invitation email to enter the RFQ directly.

# RFQ Overview Dashboard (2/6)

## What the content of the RFQ Overview is



- Quick Navigation Bar
- How to use the manual
- RFQ Overview
- Screen Navigation
- Overview Content
- RFQ Status Definition
- Search Option
- Filter Option
- Access/Assign RFQ
- Basic Quotation Process
- Special Functions

 Click bars to navigate

1

| RFQ NO. | VERSION | NAME                               | DEADLINE         | QUOTE STATUS | AWARDING STATUS   | RESPONSIBLE PERSON | ITEMS | PURCHASER        |
|---------|---------|------------------------------------|------------------|--------------|-------------------|--------------------|-------|------------------|
| 3047    | 1       | Rejected RFQ                       | 2026-07-15 23:59 | Quoted       |                   | Contact Test       | 1     | Admin Anson      |
| 3046    | 1       | Rejected RFQ                       | 2026-07-15 23:59 | Declined     |                   | Contact Test       | 1     | Admin Anson      |
| 3042    | 1       | Item fields                        | 2026-06-16 23:59 | Declined     |                   | Contact Test       | 1     | Admin Anson      |
| 3036    | 1       | System Test RFQ - Packaging Mat... | 2026-06-17 23:59 | Quoted       |                   | Test Sarah         | 2     | Koch Sarah       |
| 3024    | 1       | Test target price                  | 2026-05-04 23:59 | Expired      |                   | Contact Test       | 1     | Customizing Pure |
| 3018    | 1       | Standard RFQ Test                  | 2026-04-28 23:59 | Quoted       | Partially awarded | Contact Test       | 2     | Admin Anson      |
| 3016    | 1       | Test Standard RFQ                  | 2026-07-18 23:59 | Quoted       | Fully awarded     | Test Mario         | 2     | Admin Anson      |
| 3015    | 1       | Test supplier role                 | 2026-04-28 23:59 | Quoted       | Fully awarded     | Contact Test       | 1     | Admin Anson      |
| 3014    | 2       | Test Supplier View                 | 2026-04-28 23:59 | Quoted       |                   | Contact Test       | 1     | Simon Andreas    |
| 3014    | 1       | Test Supplier View                 | 2026-04-28 23:59 | Quoted       | Not awarded       | Contact Test       | 1     | Simon Andreas    |

2

Display: 10

| RFQ NO. | VERSION | NAME                               | DEADLINE         | QUOTE STATUS | AWARDING STATUS   | RESPONSIBLE PERSON | ITEMS | PURCHASER        |
|---------|---------|------------------------------------|------------------|--------------|-------------------|--------------------|-------|------------------|
| 3047    | 1       | Rejected RFQ                       | 2026-07-15 23:59 | Quoted       |                   | Contact Test       | 1     | Admin Anson      |
| 3046    | 1       | Rejected RFQ                       | 2026-07-15 23:59 | Declined     |                   | Contact Test       | 1     | Admin Anson      |
| 3042    | 1       | Item fields                        | 2026-06-16 23:59 | Declined     |                   | Contact Test       | 1     | Admin Anson      |
| 3036    | 1       | System Test RFQ - Packaging Mat... | 2026-06-17 23:59 | Quoted       |                   | Test Sarah         | 2     | Koch Sarah       |
| 3024    | 1       | Test target price                  | 2026-05-04 23:59 | Expired      |                   | Contact Test       | 1     | Customizing Pure |
| 3018    | 1       | Standard RFQ Test                  | 2026-04-28 23:59 | Quoted       | Partially awarded | Contact Test       | 2     | Admin Anson      |
| 3016    | 1       | Test Standard RFQ                  | 2026-07-18 23:59 | Quoted       | Fully awarded     | Test Mario         | 2     | Admin Anson      |
| 3015    | 1       | Test supplier role                 | 2026-04-28 23:59 | Quoted       | Fully awarded     | Contact Test       | 1     | Admin Anson      |
| 3014    | 2       | Test Supplier View                 | 2026-04-28 23:59 | Quoted       |                   | Contact Test       | 1     | Simon Andreas    |
| 3014    | 1       | Test Supplier View                 | 2026-04-28 23:59 | Quoted       | Not awarded       | Contact Test       | 1     | Simon Andreas    |

### What the content of the RFQ Overview is:

1. Find below the details on the displayed information:

- RFQ NO.**= internal RFQ number
- VERSION** = Version of RFQ
- NAME** = Name of RFQ
- DEADLINE** = Date until quotes can be sent to KBR
- QUOTE STATUS** = Status of RFQ
- RESPONSIBLE PERSON** = the contact in your company who must process the RFQ
- PURCHASER**= Creator/Buyer of the RFQ
- ITEMS** = number of items in the RFQ

2. In the RFQ Overview 10 RFQs are shown by default on the first page. By clicking on the dropdown field, it can be changed up to 100. The settings is saved for the current view.

# RFQ Overview Dashboard (3/6)

## Definition of QUOTE STATUS



### Quick Navigation Bar

How to use the manual

RFQ Overview

Screen Navigation

Overview Content

RFQ Status Definition

Search Option

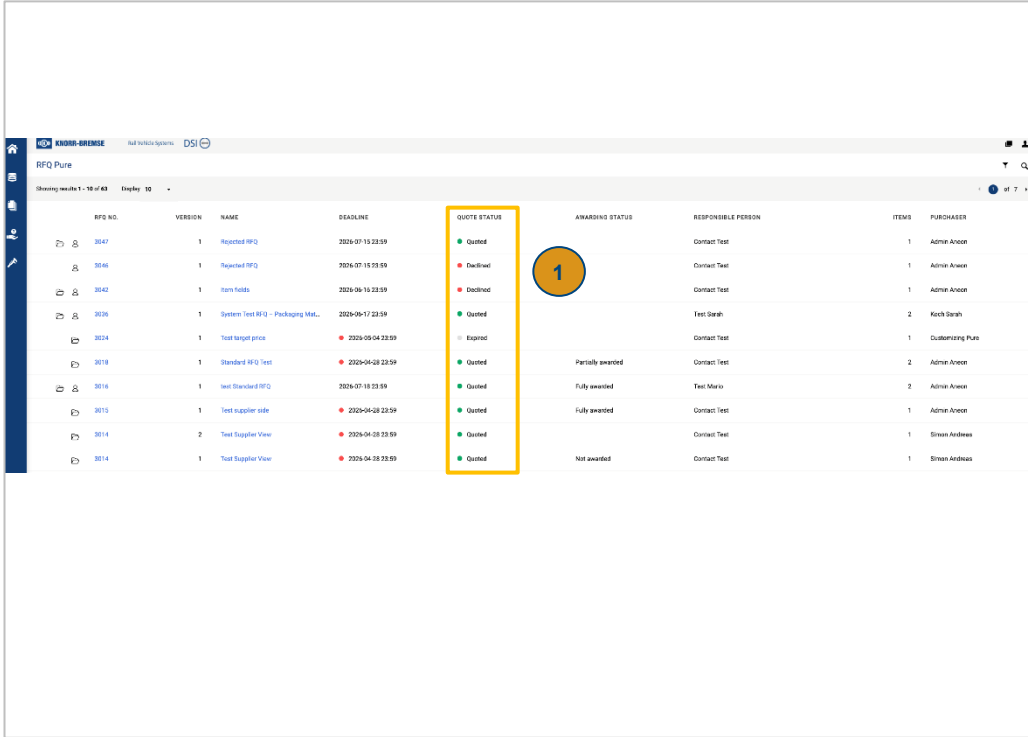
Filter Option

Access/Assign RFQ

Basic Quotation Process

Special Functions

 Click bars to navigate



| RFQ NO. | VERSION | NAME                               | DEADLINE         | QUOTE STATUS | AWARDING STATUS   | RESPONSIBLE PERSON | ITEMS | PURCHASER        |
|---------|---------|------------------------------------|------------------|--------------|-------------------|--------------------|-------|------------------|
| 3047    | 1       | Rejected RFQ                       | 2026-07-15 23:59 | Quoted       |                   | Contact Test       | 1     | Admin Ancon      |
| 3046    | 1       | Rejected RFQ                       | 2026-07-15 23:59 | Declined     |                   | Contact Test       | 1     | Admin Ancon      |
| 3042    | 1       | Item fields                        | 2026-06-16 23:59 | Declined     |                   | Contact Test       | 1     | Admin Ancon      |
| 3036    | 1       | System Test RFQ - Packaging Mat... | 2026-06-17 23:59 | Quoted       |                   | Test Sarah         | 2     | Koch Sarah       |
| 3024    | 1       | Test target price                  | 2026-05-04 23:59 | Expired      |                   | Contact Test       | 1     | Customizing Pura |
| 3018    | 1       | Standard RFQ Test                  | 2026-04-08 23:59 | Quoted       | Partially awarded | Contact Test       | 2     | Admin Ancon      |
| 3016    | 1       | Test Standard RFQ                  | 2026-07-15 23:59 | Quoted       | Fully awarded     | Test Mario         | 2     | Admin Ancon      |
| 3015    | 1       | Test supplier sale                 | 2026-04-08 23:59 | Quoted       | Fully awarded     | Contact Test       | 1     | Admin Ancon      |
| 3014    | 2       | Test Supplier View                 | 2026-04-08 23:59 | Quoted       |                   | Contact Test       | 1     | Simon Andreas    |
| 3014    | 1       | Test Supplier View                 | 2026-04-18 23:59 | Quoted       | Not awarded       | Contact Test       | 1     | Simon Andreas    |

### How the Quote Status is defined:

1. The following quote status exist:

- New – new RFQ, not seen
- In Progress – RFQ seen but not quoted yet
- Quoted – Quote sent back to KBR
- Declined – RFQ declined
- Cancelled – RFQ cancelled by KBR
- Expired – RFQ expired, no quote sent back

# RFQ Overview Dashboard (4/6)

## How to search for an RFQ



Quick Navigation Bar

How to use the manual

RFQ Overview

Screen Navigation

Overview Content

RFQ Status Definition

Search Option

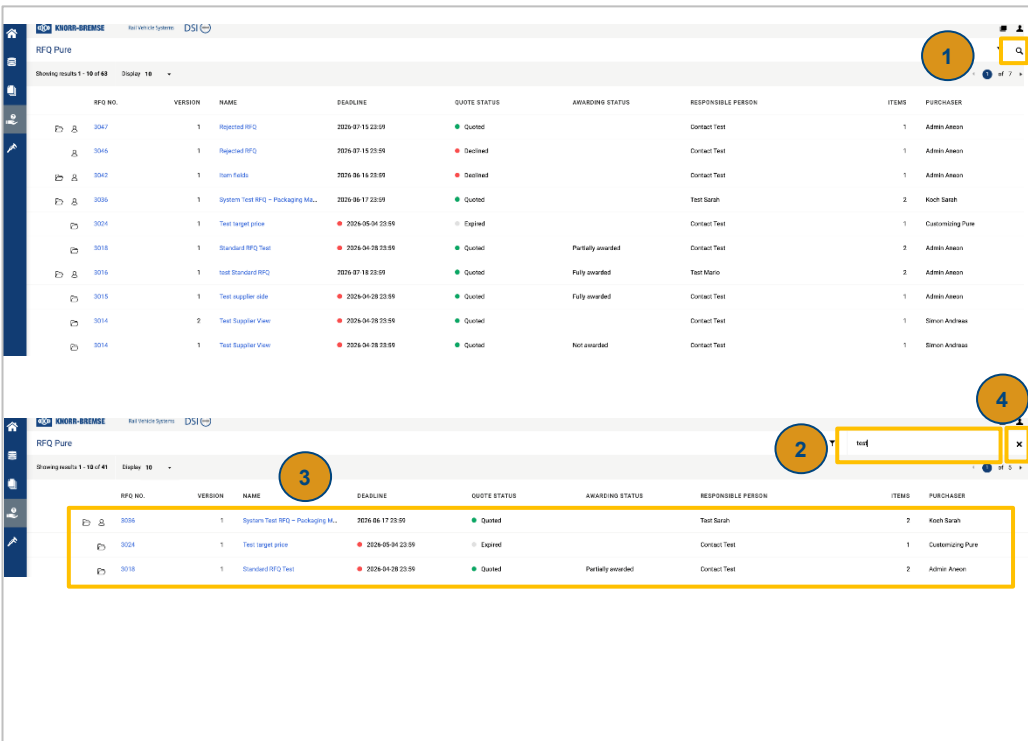
Filter Option

Access/Assign RFQ

Basic Quotation Process

Special Functions

 Click bars to navigate



RFQ Pure

| RFQ NO. | VERSION | NAME                             | DEADLINE         | QUOTE STATUS | AWARDING STATUS   | RESPONSIBLE PERSON | ITEMS | PURCHASER        |
|---------|---------|----------------------------------|------------------|--------------|-------------------|--------------------|-------|------------------|
| 3047    | 1       | Rejected RFQ                     | 2026-07-15 23:59 | Quoted       |                   | Contact Test       | 1     | Admin Aasen      |
| 3046    | 1       | Rejected RFQ                     | 2026-07-15 23:59 | Declined     |                   | Contact Test       | 1     | Admin Aasen      |
| 3043    | 1       | Item Fields                      | 2026-06-16 23:59 | Declined     |                   | Contact Test       | 1     | Admin Aasen      |
| 3036    | 1       | System Test RFQ - Packaging M... | 2026-06-17 23:59 | Quoted       |                   | Test Sarah         | 2     | Koeh Sarah       |
| 3024    | 1       | Test target price                | 2026-05-04 23:59 | Expired      |                   | Contact Test       | 1     | Customizing Pure |
| 3018    | 1       | Standard RFQ Test                | 2026-04-28 23:59 | Quoted       | Partially awarded | Contact Test       | 2     | Admin Aasen      |
| 3016    | 1       | Test Standard RFQ                | 2026-07-18 23:59 | Quoted       | Fully awarded     | Test Mario         | 2     | Admin Aasen      |
| 3015    | 1       | Test supplier side               | 2026-04-28 23:59 | Quoted       | Fully awarded     | Contact Test       | 1     | Admin Aasen      |
| 3014    | 2       | Test Supplier View               | 2026-04-28 23:59 | Quoted       |                   | Contact Test       | 1     | Simon Andreas    |
| 3014    | 1       | Test Supplier View               | 2026-04-28 23:59 | Quoted       | Not awarded       | Contact Test       | 1     | Simon Andreas    |

RFQ Pure

| RFQ NO. | VERSION | NAME                             | DEADLINE         | QUOTE STATUS | AWARDING STATUS   | RESPONSIBLE PERSON | ITEMS | PURCHASER        |
|---------|---------|----------------------------------|------------------|--------------|-------------------|--------------------|-------|------------------|
| 3036    | 1       | System Test RFQ - Packaging M... | 2026-06-17 23:59 | Quoted       |                   | Test Sarah         | 2     | Koeh Sarah       |
| 3024    | 1       | Test target price                | 2026-05-04 23:59 | Expired      |                   | Contact Test       | 1     | Customizing Pure |
| 3018    | 1       | Standard RFQ Test                | 2026-04-28 23:59 | Quoted       | Partially awarded | Contact Test       | 2     | Admin Aasen      |

### How to search for an RFQ:

1. Click the magnifying glass on the upper right corner of the screen to open a search field.
2. Type in your search pattern and press "Enter".
3. Only matching RFQs are displayed.
4. By clicking on the "X" you can remove the filter.

# RFQ Overview Dashboard (5/6)

## How to filter RFQs



### Quick Navigation Bar

How to use the manual

RFQ Overview

Screen Navigation

Overview Content

RFQ Status Definition

Search Option

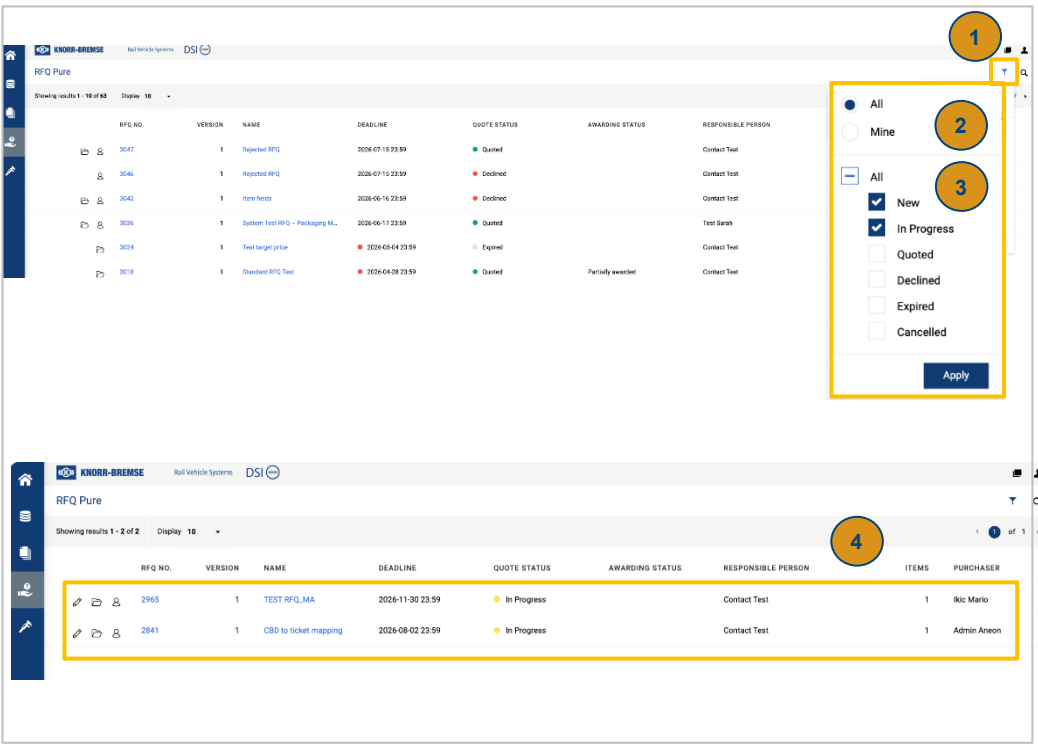
Filter Option

Access/Assign RFQ

Basic Quotation Process

Special Functions

Click bars to navigate



**RFQ Overview Dashboard (5/6)**

Showing results 1 - 10 of 63 Display 10

| RFQ NO. | VERSION | NAME                             | DEADLINE         | QUOTE STATUS | AWARDING STATUS   | RESPONSIBLE PERSON |
|---------|---------|----------------------------------|------------------|--------------|-------------------|--------------------|
| 3047    | 1       | Rejected RFQ                     | 2026-07-15 23:59 | Quoted       |                   | Contact Test       |
| 3046    | 1       | Rejected RFQ                     | 2026-07-15 23:59 | Declined     |                   | Contact Test       |
| 3042    | 1       | Item fields                      | 2026-06-16 23:59 | Declined     |                   | Contact Test       |
| 3036    | 1       | System Test RFQ - Packaging M... | 2026-06-17 23:59 | Quoted       |                   | Test Sarah         |
| 3024    | 1       | Test target price                | 2026-05-04 23:59 | Expired      |                   | Contact Test       |
| 3018    | 1       | Standard RFQ Test                | 2026-04-08 23:59 | Quoted       | Partially awarded | Contact Test       |

**Filter Overlay:**

- 1. Filter icon (top right)
- 2. Filter options: All, Mine, New, In Progress, Quoted, Declined, Expired, Cancelled
- 3. Filter status: All, New, In Progress
- 4. Apply button

**RFQ Overview Dashboard (5/6)**

Showing results 1 - 2 of 2 Display 10

| RFQ NO. | VERSION | NAME                  | DEADLINE         | QUOTE STATUS | AWARDING STATUS | RESPONSIBLE PERSON | ITEMS | PURCHASER   |
|---------|---------|-----------------------|------------------|--------------|-----------------|--------------------|-------|-------------|
| 2965    | 1       | TEST RFQ_MA           | 2026-11-30 23:59 | In Progress  |                 | Contact Test       | 1     | Ilic Mario  |
| 2841    | 1       | CB0 to ticket mapping | 2026-08-02 23:59 | In Progress  |                 | Contact Test       | 1     | Admin Aneon |

### How to filter RFQs:

1. Click the filter icon on the upper right corner of the screen to open the filter options.  
There are two main filter options:
2. You can filter by "Responsible Person", either only the RFQs where you are responsible (Mine), or all RFQs (all)
3. You can also filter by RFQ status (multiple selections possible)
4. Once you press the Apply button, only matching RFQs are displayed.

# RFQ Overview Dashboard (6/6)

## How to access an RFQ / Re-assignment of an RFQ



Quick Navigation Bar

How to use the manual

RFQ Overview

Screen Navigation

Overview Content

RFQ Status Definition

Search Option

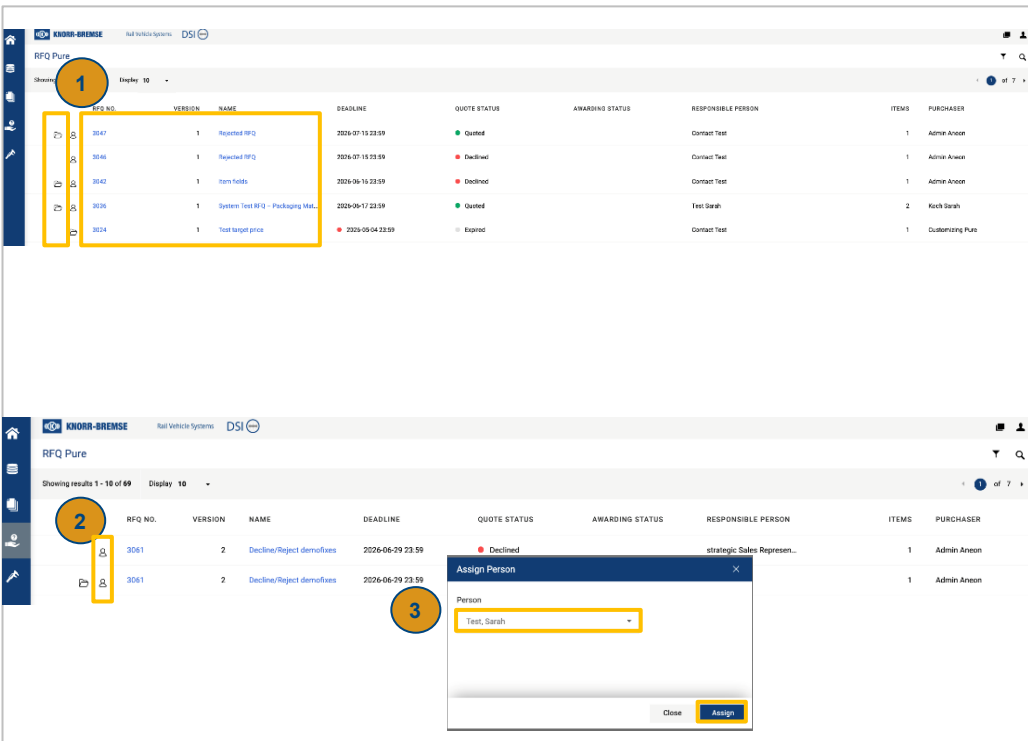
Filter Option

Access/Assign RFQ

Basic Quotation Process

Special Functions

 Click bars to navigate



**RFQ Pure**

| RFQ NO. | VERSION | NAME                               | DEADLINE         | QUOTE STATUS | AWARDING STATUS | RESPONSIBLE PERSON | ITEMS | PURCHASER        |
|---------|---------|------------------------------------|------------------|--------------|-----------------|--------------------|-------|------------------|
| 3047    | 1       | Rejected RFQ                       | 2026-07-15 23:59 | Quoted       |                 | Contact Test       | 1     | Admin Anson      |
| 3046    | 1       | Rejected RFQ                       | 2026-07-15 23:59 | Declined     |                 | Contact Test       | 1     | Admin Anson      |
| 3042    | 1       | Item holds                         | 2026-06-16 23:59 | Declined     |                 | Contact Test       | 1     | Admin Anson      |
| 3036    | 1       | System Test RFQ - Packaging Mat... | 2026-06-17 23:59 | Quoted       |                 | Test Sarah         | 2     | Koch Sarah       |
| 3024    | 1       | Total target price                 | 2026-05-04 23:59 | Expired      |                 | Contact Test       | 1     | Customizing Pure |

Showing results 1 - 10 of 69

**Assign Person**

Person

Close Assign

### How to access an RFQ:

1. RFQs can be accessed by clicking either

- the RFQ number (RFQ NO.)
- the Name (NAME)
- the “Folder” or “Pen” icon to the right of an RFQ.

**Important:** Only if the RFQ is assigned to you, you can enter it. Otherwise, you have to re-assign it:

2. Click the person/silhouette icon
3. In the pop up select the new responsible person and press „Assign“ button



# Basic Quotation Process (1/5)

## General tab: Starting/Header page of an RFQ



### Quick Navigation Bar

How to use the manual

RFQ Overview

Basic Quotation Process

RFQ Starting Page

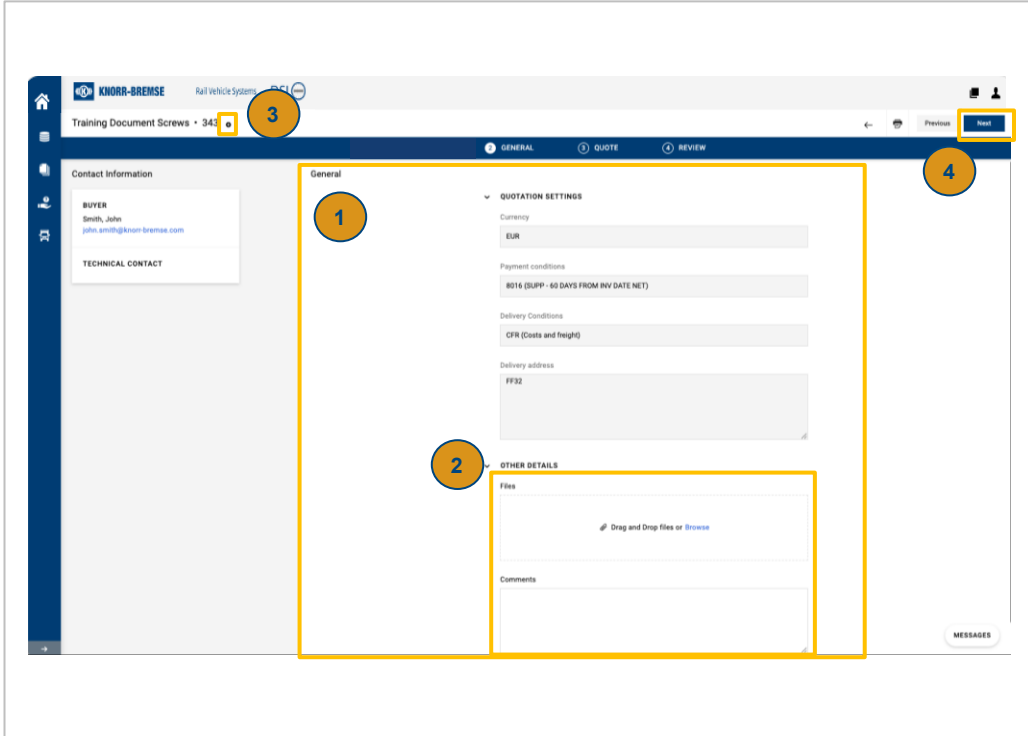
Quotation Item Overview

Enter Quote Details

Quotation Review

Submission Overview

Special Functions



The General tab is the header section of an RFQ. You find general information here.

- In the main section you find basic settings like:
  - Currency valid for this RFQ
  - Payment conditions
  - Delivery conditions
- In “Other details” you can enter a general comment or upload a general document.
 

**Note:** If you want to upload your pdf-printout of your complete offer, that should be the place for it.

**Note:** See “[Special Functions – Supplier Attachments](#)” section for more details about attachments.
- By clicking on ‘+’ symbol, additional information can be checked, for example version, assignment, status, and deadline details.
- To proceed, click “Next” button on top right.

 Click bars to navigate

## Quote tab: Item Overview List



 Click bars to navigate

Click the first Edit symbol  to start quotation process

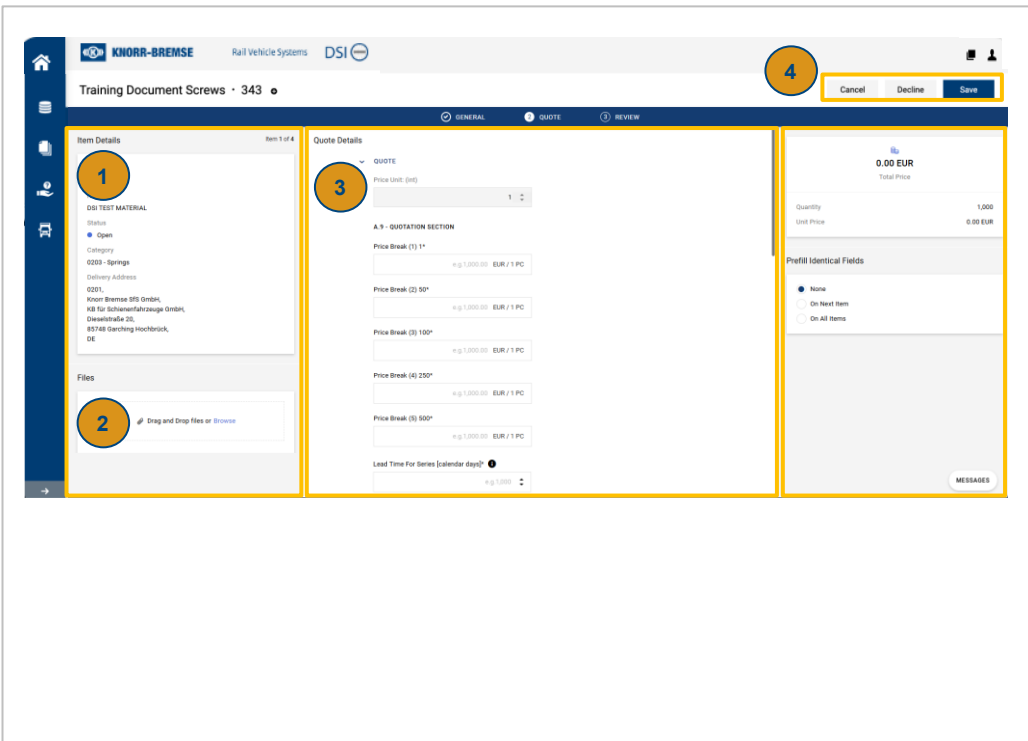
# Basic Quotation Process (3/5)

## Quote tab: Quote Details Entry



- Quick Navigation Bar
- How to use the manual
- RFQ Overview
- Basic Quotation Process
- RFQ Starting Page
- Quotation Item Overview
- Enter Quote Details
- Quotation Review
- Submission Overview
- Special Functions

 Click bars to navigate



### How to quote

1. In the Item Details section you find basic information about this part number.
2. Here you can upload additional files regarding your quotation for this part.
 

*Note: In the "Offer Details" section, you may be asked to download templates and upload them again once completed. Files of this type must not be uploaded here, but rather in the specific upload field within the "Offer Details" section!*
3. The "Quote Details" section is the core part of creating a quote. The content may vary from one RFQ to another, depending on the type of template used by the KB purchaser.
 

*Note: Mandatory fields are marked with an '\*'.  
Note: The 'i' icon provides further details.*
4. Navigation within the Quotation:
  - **Cancel** this entry
  - **Decline** quotation for this part number
  - **Save** entries and proceed (next part number or overview)

# Basic Quotation Process (4/5)

## Review tab:



### Quick Navigation Bar

How to use the manual

RFQ Overview

Basic Quotation Process

RFQ Starting Page

Quotation Item Overview

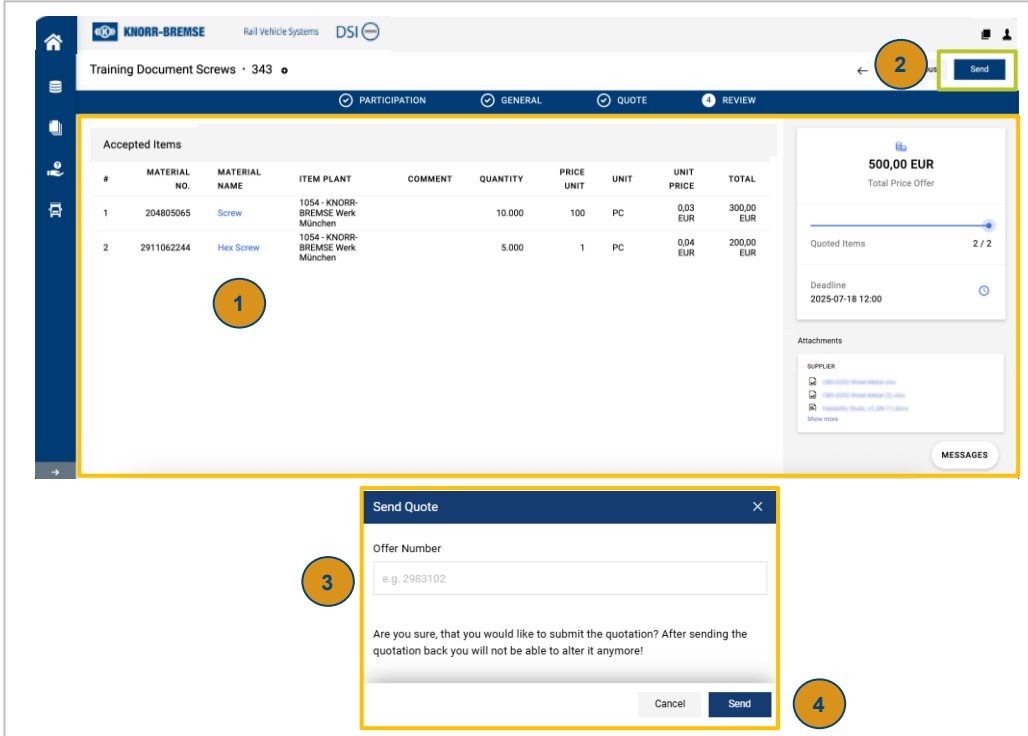
Enter Quote Details

Quotation Review

Submission Overview

Special Functions

Click bars to navigate



Training Document Screws · 343

2

Send

PARTICIPATION GENERAL QUOTE REVIEW

Accepted Items

| # | MATERIAL NO. | MATERIAL NAME | ITEM PLANT                       | COMMENT | QUANTITY | PRICE UNIT | UNIT | UNIT PRICE | TOTAL      |
|---|--------------|---------------|----------------------------------|---------|----------|------------|------|------------|------------|
| 1 | 204805065    | Screw         | 1054 - KNORR-BREMSE Werk München |         | 10.000   | 100        | PC   | 0,03 EUR   | 300,00 EUR |
| 2 | 2911062244   | Hex Screw     | 1054 - KNORR-BREMSE Werk München |         | 5.000    | 1          | PC   | 0,04 EUR   | 200,00 EUR |

1

500,00 EUR  
Total Price Offer

Quoted Items 2 / 2

Deadline 2025-07-18 12:00

Attachments

SUPPLIER

1054 - KNORR-BREMSE Werk München  
1054 - KNORR-BREMSE Werk München  
1054 - KNORR-BREMSE Werk München  
Show more

MESSAGES

Send Quote

Offer Number

e.g. 2983102

Are you sure, that you would like to submit the quotation? After sending the quotation back you will not be able to alter it anymore!

Cancel Send

3

4

### How to review a quote

1. The review tab provides an overview of quotes done.
2. Once you are finished and want to send the RFQ to Knorr-Bremse press the “Send” button.

3. After clicking the “Send” button, a pop up appears. You must **enter your quote** number here.

**Note:** If you do not have an offer number, please enter “XXX”.

4. To finally send the quotation press the “Send” button.

# Basic Quotation Process (5/5)

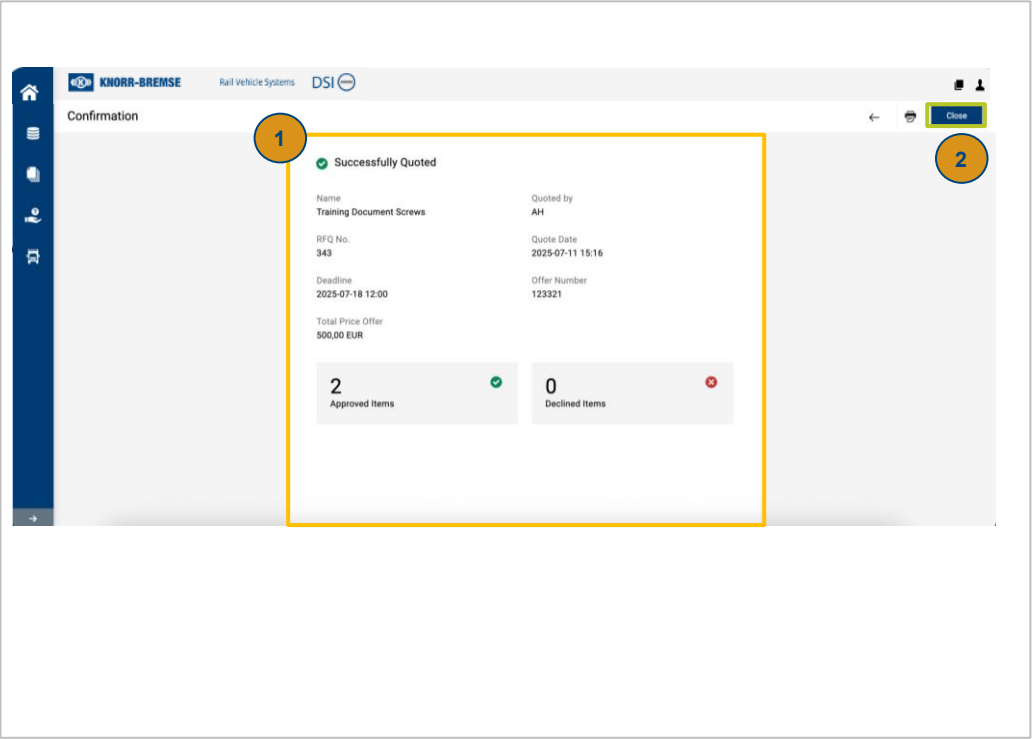
## Quote Confirmation View



### Quick Navigation Bar

- How to use the manual
- RFQ Overview
- Basic Quotation Process
  - RFQ Starting Page
  - Quotation Item Overview
  - Enter Quote Details
  - Quotation Review
  - Submission Overview
- Special Functions

 Click bars to navigate



1. After submitting the quotation, a confirmation summary is displayed.
2. Finally, click "Close" to return to the overview of all RFQs.  
*Note: Registered users will be directed back to the RFQ Overview. One-time-account users will be logged out.*

# SUPPLIER QUICK MANUAL

## Special Functions



### Quick Navigation Bar

How to use the manual

RFQ Overview

Basic Quotation Process

Special Functions

Messaging Overview

Supplier Attachments



#### No Messages

There are no messages in your portal yet

[New Message](#)

#### Files

 Drag and Drop files or [Browse](#)

Here you find instructions on special functions in the RFQ PURE module

This section will be gradually expanded.

 Click bars to navigate

# Messaging (1/3)

## Messaging Overview



### Quick Navigation Bar

How to use the manual

RFQ Overview

Basic Quotation Process

Special Functions

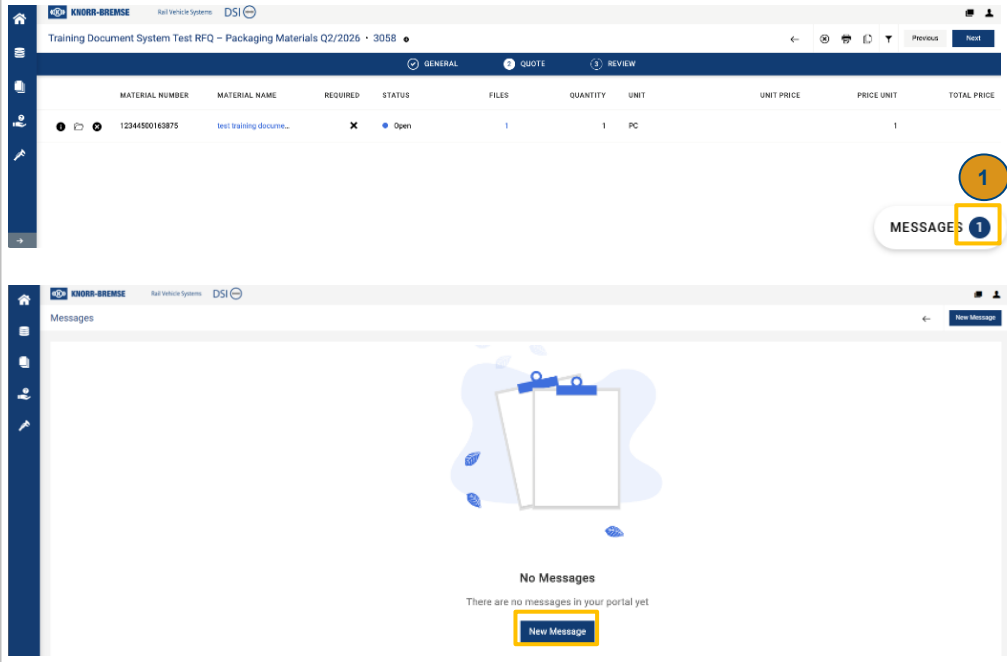
Messaging Overview

Send Message

Receive/Answer Message

Click bars to navigate

### System View



The screenshot displays the Knorr-Bremse Supplier Portal interface. The top navigation bar includes the Knorr-Bremse logo, 'Rail Vehicle Systems', and 'DSI'. The main content area is divided into two sections: 'RFQ Overview' and 'Messages'.

**RFQ Overview:** This section shows a table of RFQs. The table has columns for MATERIAL NUMBER, MATERIAL NAME, REQUIRED, STATUS, FILES, QUANTITY, UNIT, UNIT PRICE, PRICE UNIT, and TOTAL PRICE. A single RFQ is listed with MATERIAL NUMBER 12344500163875, MATERIAL NAME test training docum..., STATUS Open, and QUANTITY 1. The unit is PC. The unit price is 1, and the price unit is 1. The total price is 1.

**Messages:** This section shows a message icon with a '1' inside a yellow circle, indicating one message. Below the icon is a 'MESSAGES' button with a '1' inside a yellow circle.

**No Messages:** This section shows a message icon with a '1' inside a yellow circle, indicating one message. Below the icon is a 'New Message' button with a '1' inside a yellow circle.

### Description

#### Within an active RFQ, you can

- Send a message to KB Buyer.
- Receive/Answer a message from KB Buyer.

1. **Note:** Number Received messages are indicated at bottom right message button.

**Note:** When you receive a message from Knorr-Bremse you will be notified via system email!

To enter the message function, click **MESSAGES** button at bottom right in RFQ Overview or any RFQ Quotation screen.

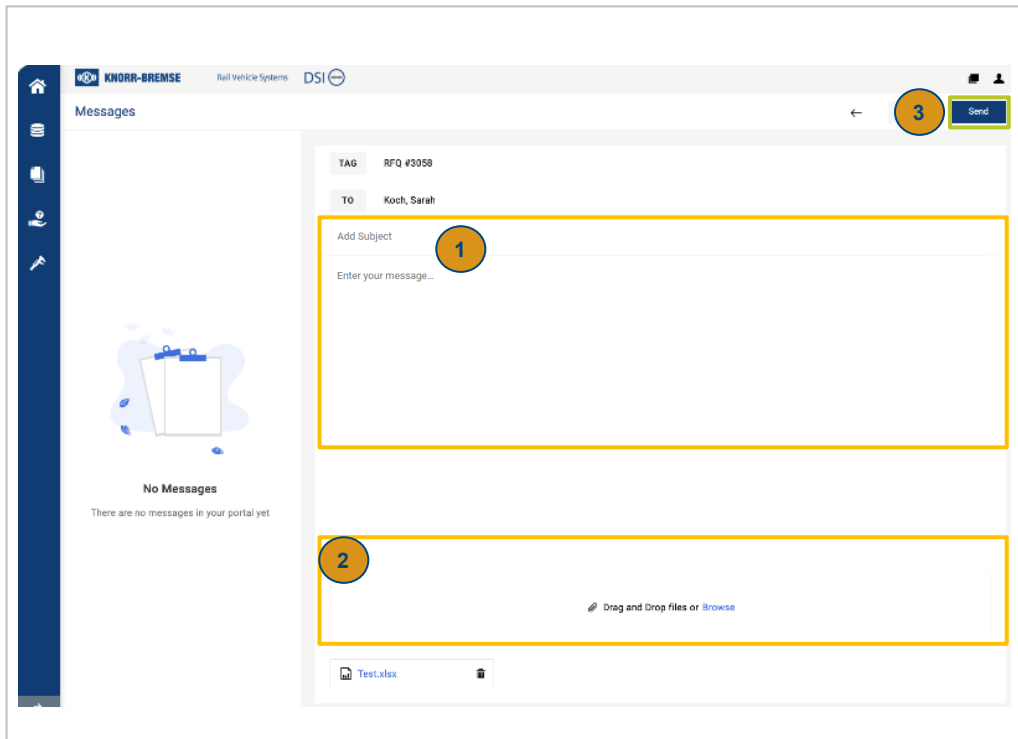
**Note:** Once the RFQ is quoted, finished you can't send messages

## Messaging (2/3)

### How to send a message to Knorr-Bremse



#### Quick Navigation Bar

[How to use the manual](#)[RFQ Overview](#)[Basic Quotation Process](#)[Special Functions](#)[Messaging Overview](#)[Send Message](#)[Receive/Answer Message](#)

#### How to send a message

Click „New Messages“ button to start a new message.

1. Add a subject at „Add Subject“ and your text at „Enter your message“.
2. Optionally, attach a file via drag and drop.
3. Click „Send“ in the upper right corner to send the message.

 Click bars to navigate



## Messaging (3/3)

### How to Receive/Answer a message from Knorr-Bremse



#### Quick Navigation Bar

How to use the manual

RFQ Overview

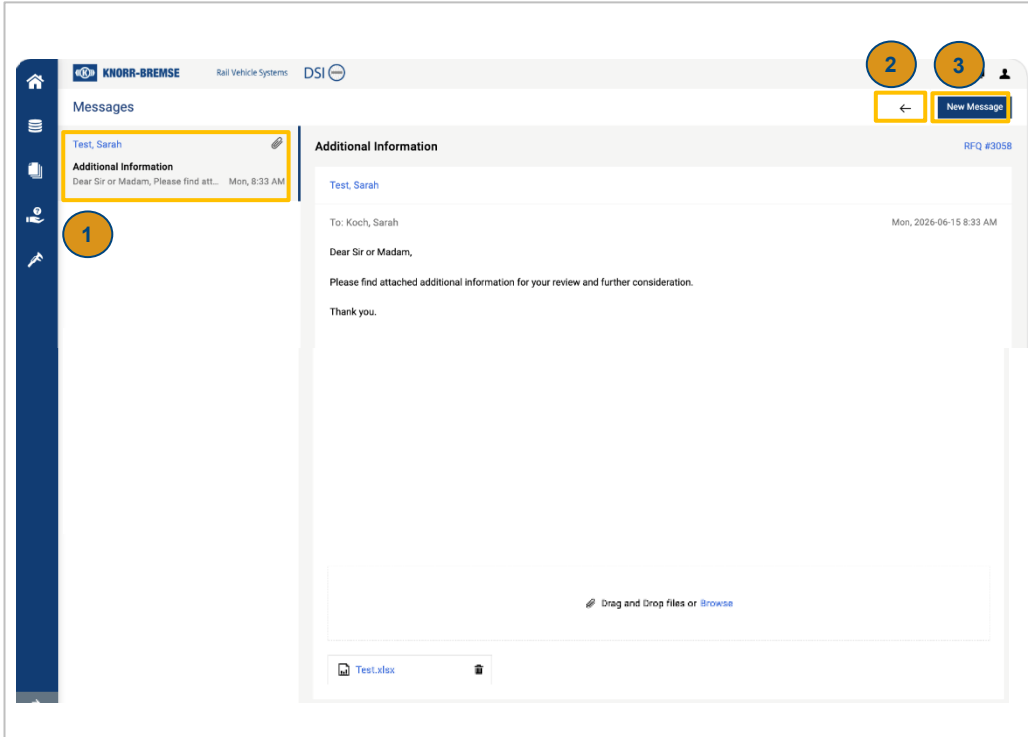
Basic Quotation Process

Special Functions

Messaging Overview

Send Message

Receive/Answer Message



#### How to Receive/Answer a message

1. On the left you find all messages, old and new ones. By clicking it, it opens in the main screen in the middle.

You can

2. Answer to the current message, or
3. Start a new message on a new subject

 Click bars to navigate

# Supplier Attachments (1/3)

## Overall (General) Supplier Attachment



### Quick Navigation Bar

How to use the manual

RFQ Overview

Basic Quotation Process

Special Functions

Messaging Overview

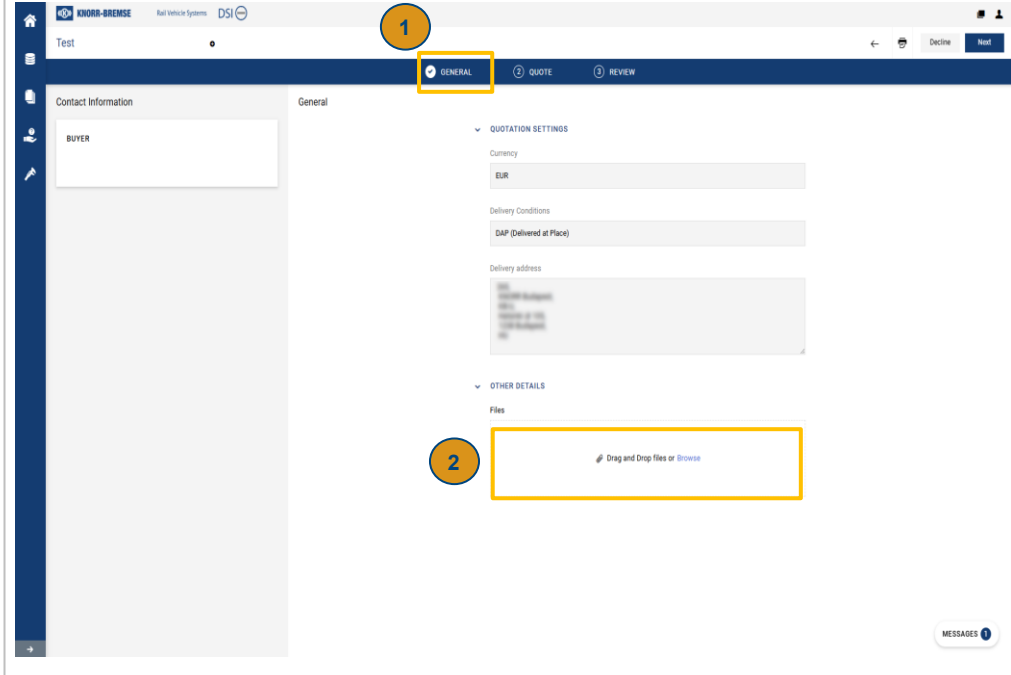
Supplier Attachments

General Attachments

KB-Requested Part  
Specific Attachment

Additional Part  
Specific Attachment

### System View



Test

GENERAL QUOTE REVIEW

Contact Information

BUYER

General

QUOTATION SETTINGS

Currency  
EUR

Delivery Conditions  
DAP (Delivered at Place)

Delivery address

OTHER DETAILS

Files

Drag and Drop Files or Browse

MESSAGES 1

### Description

#### Overall (General) Attachment Type

General attachments you can upload here:

1. On “General” tab of an RFQ
2. You can add one or more attachments via “Drag and Drop” or select from your drive by “Browse” option

**Note:** With this attachment type you can upload additional attachments relying to the RFQ/Quote in general.

**Note:** There **must not** be uploaded part specific attachments!

 Click bars to navigate

# Supplier Attachments (2/3)

## KB-requested Part Specific Attachment



### Quick Navigation Bar

How to use the manual

RFQ Overview

Basic Quotation Process

Special Functions

Messaging Overview

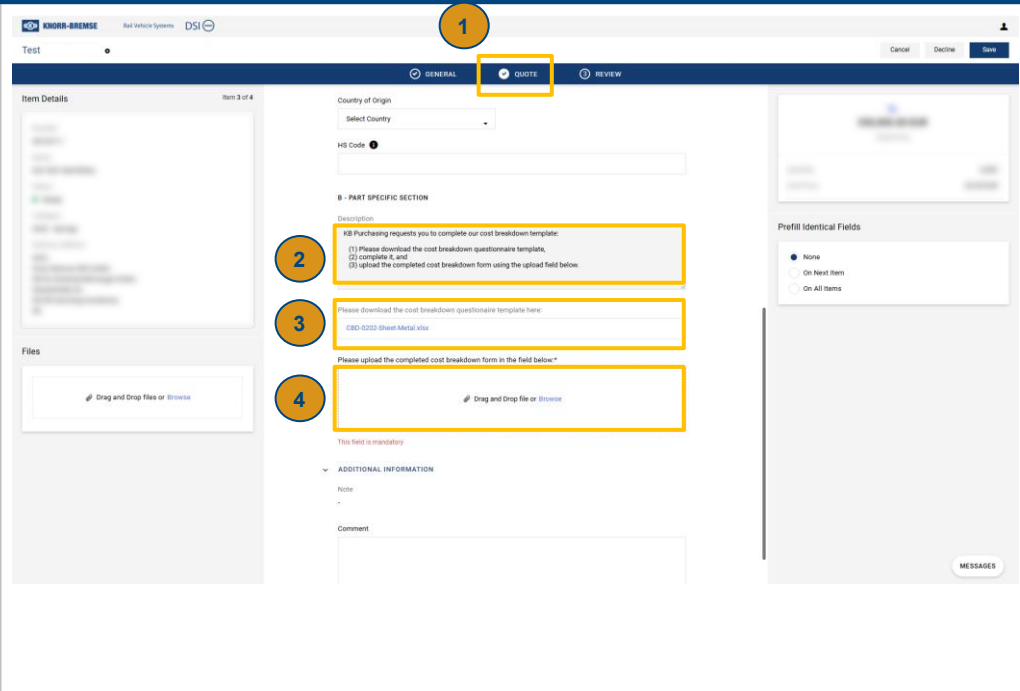
Supplier Attachments

General Attachments

KB-Requested Part Specific Attachment

Additional Part Specific Attachment

### System View



### Description

#### Requested Part Specific Attachment Type

Within the Part Quote section you may be asked to download a KB template and upload it after completion:

1. You find it in “QUOTE” tab of an RFQ
2. You find a short work instruction
3. You find the KB template for download
4. Here you must upload the completed template.

**Note:** Here you can upload **only one single file**. In case KB requests more than one KB-requested part specific attachments you will find several times the work instruction, the download template and upload option!

 Click bars to navigate

# Supplier Attachments (3/3)

## Additional Part Specific Attachment



### Quick Navigation Bar

How to use the manual

RFQ Overview

Basic Quotation Process

Special Functions

Messaging Overview

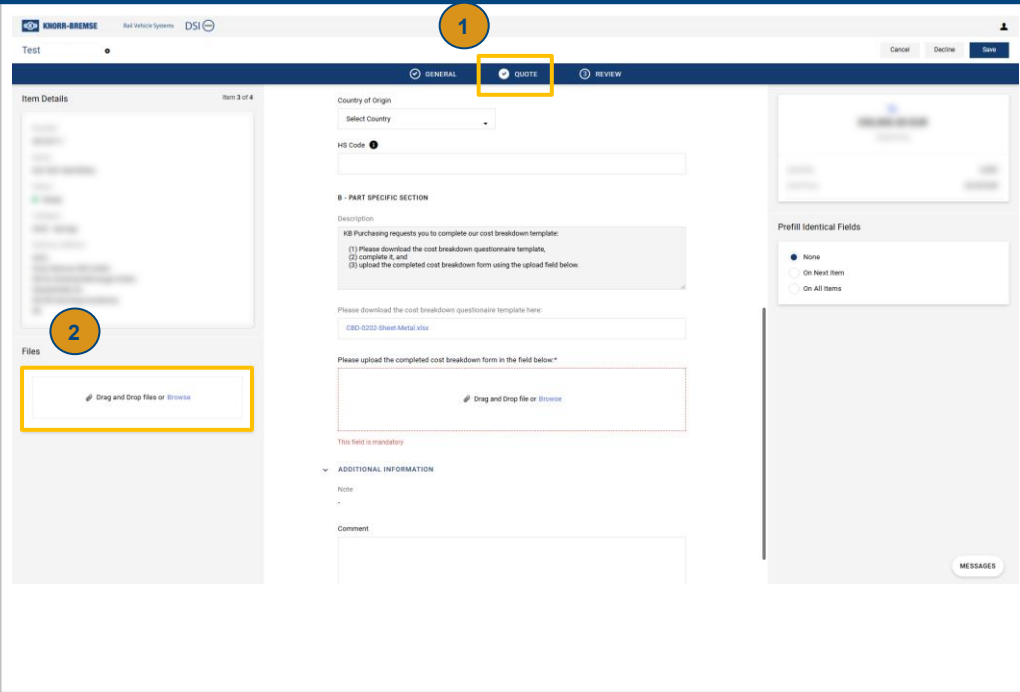
Supplier Attachments

General Attachments

KB-Requested Part Specific Attachment

Additional Part Specific Attachment

### System View



### Description

#### Additional Part Specific Attachment Type

If you want to attach part specific attachments without being requested for it by Knorr-Bremse, this is the way how to do it:

1. You find it in “QUOTE” tab of an RFQ
2. On the right you find an upload option for “Additional Part Specific Attachments”.

 Click bars to navigate