

# OFFER RFQ'S

## QUICK GUIDE for SUPPLIERS

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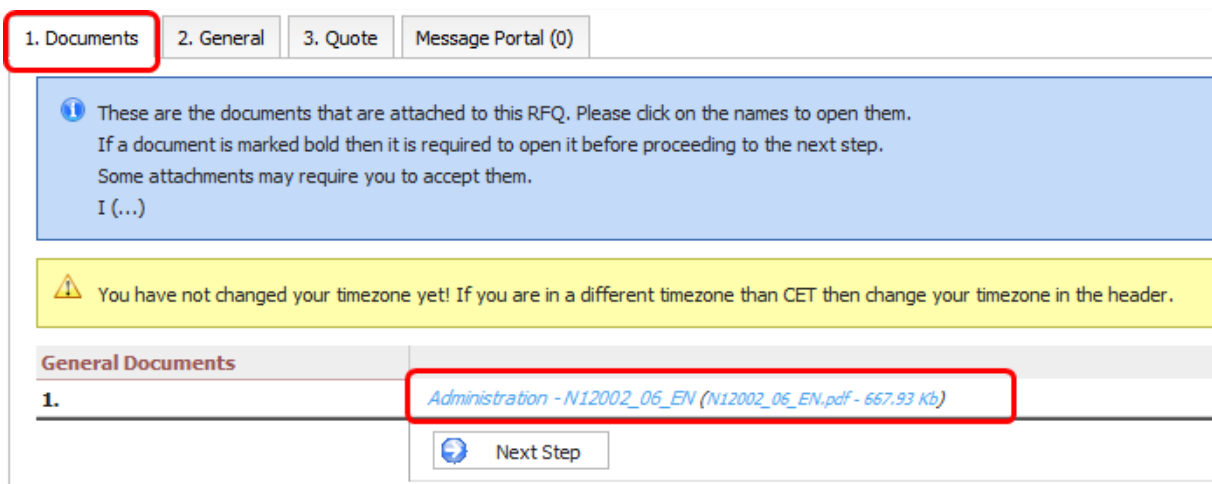
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# 1 Answer RFQs

To respond to an RFQ, you must follow the process in the system tab by tab as described below.

## 1.1 Tab 1: Documents

In Tab 1 of the RFQ „Documents“, all relevant documents the buyer of the RFQ uploaded are listed.

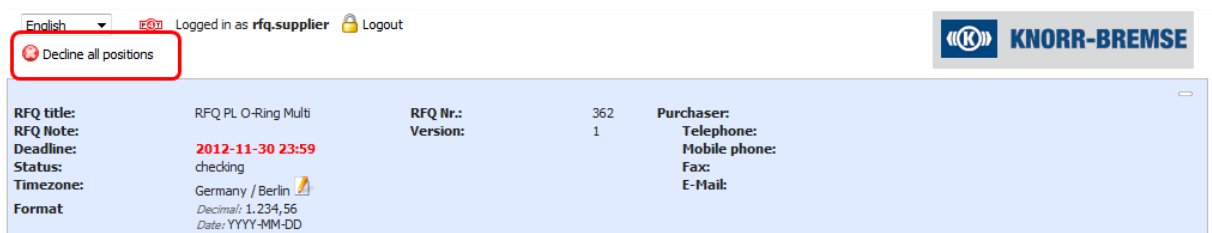


To open a document, please click on the name of the document. The Buyer can decide if you have to open or agree with the conditions of the document to go to the next step. Documents that have to be opened are written bold. Documents that you need to agree with have a check box.

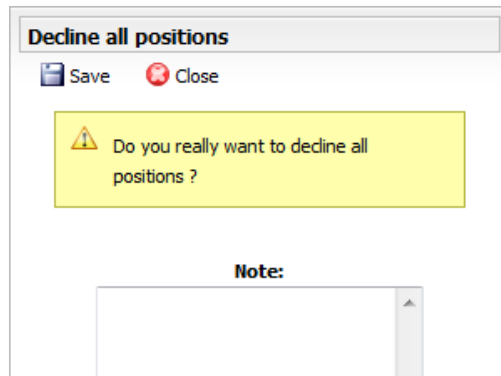
**Note:** These documents rely to the RFQ in general. Specific item-related documents (i.e., drawings) you will find item by item in the tab “3. Quote”.

Once you have already opened and / or agreed with the documents, you are forwarded to the Tab „General“.

If you don't want to make a quotation for this RFQ, you can already decline all positions in this step. Click on the Button “Decline all positions” to inform the Buyer. The Button is also available in all following steps.



When you have clicked on that button, you can send a note to the Buyer to explain, why you declined the RFQ.

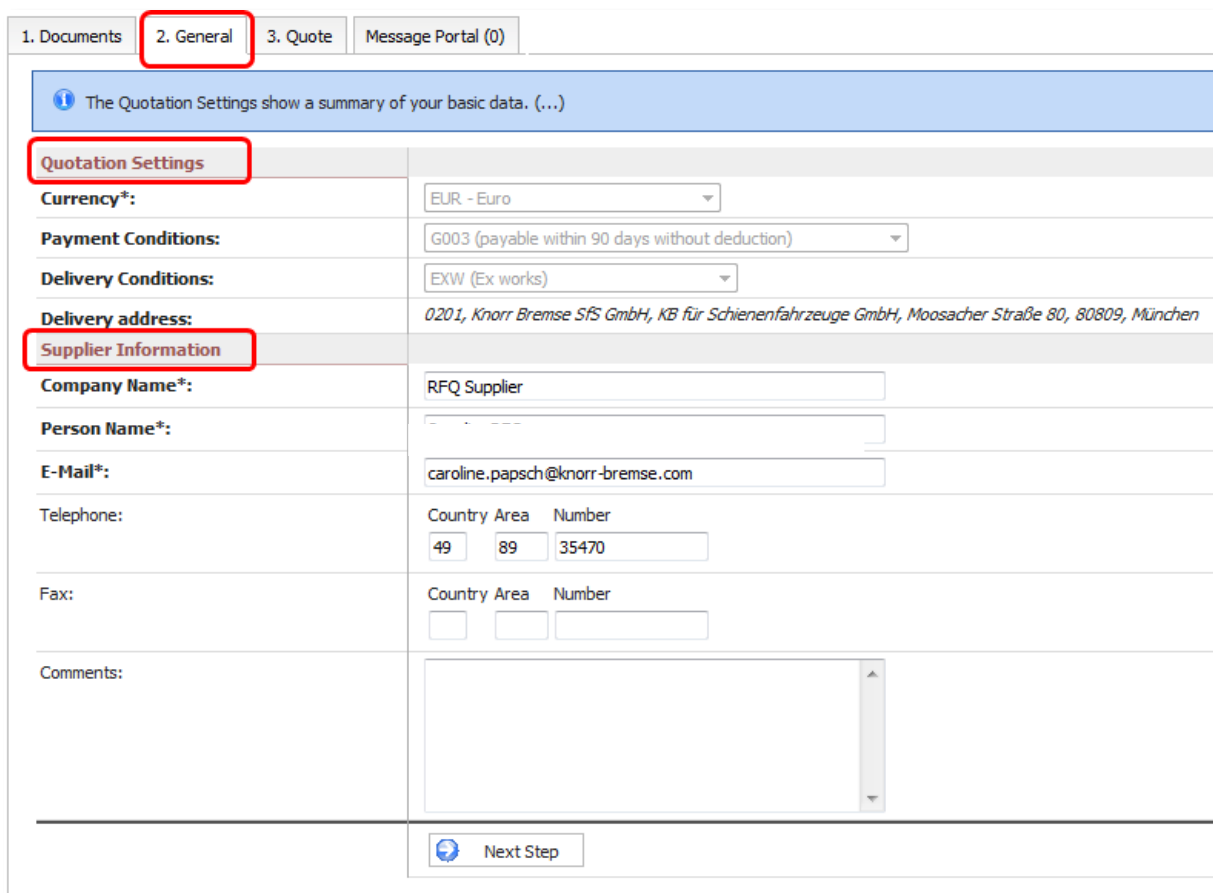


## 1.2 Tab 2: General

In this Tab you can find the Quotation settings and the supplier information.

In „Quotation settings“ the Delivery and Payment conditions are shown. If these are greyed out, they are set on not changeable by the Buyer.

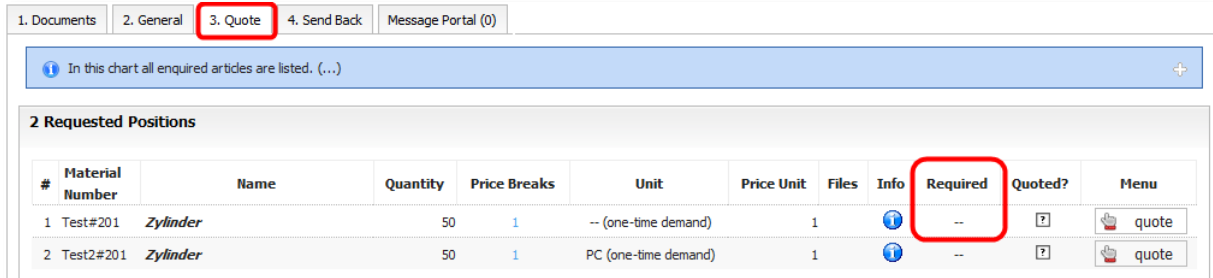
In „Supplier information“ you can see your personal Data. You can change them for this RFQ if necessary.



### 1.3 Tab 3: Quote

In Tab 3 of the RFQ „Quote“ all requested positions of the RFQ are listed.

If the checkbox „required“ is activated, the position is mandatory for this RFQ. This means that you can answer the RFQ only if you quote/decline this position.



#	Material Number	Name	Quantity	Price Breaks	Unit	Price Unit	Files	Info	Required	Quoted?	Menu
1	Test#201	Zylinder	50	1	-- (one-time demand)	1		?	--	?	quote
2	Test2#201	Zylinder	50	1	PC (one-time demand)	1		?	--	?	quote

Two different kinds of quote modes can be handled via the Knorr-Bremse Purchasing platform.

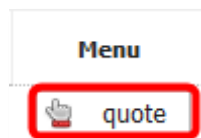
- **Standard / Default**  
Standard-RFQs can contain different positions with individual settings. They can be requested in an online or offline quote mode.
- **Multiposition**  
Multiposition-RFQs usually contain a larger number of positions that are all requested with the same settings. They are always requested in an offline quote mode.

Two different kinds of enquiry structures can be handled via the Knorr-Bremse Purchasing platform.

- **Online:**  
Online enquiry structures are always handled with the standard quote mode. RFQs will be answered completely in Pool4Tool. The supplier will fill in an online form to make a quotation.
- **Offline:**  
Offline enquiry structures are mostly handled with the multiposition quote mode but can also be handled in the standard quote mode. RFQs will be answered with an excel file. The file will be prefilled with the information from Knorr-Bremse and can be downloaded by the supplier. The supplier can quote by completing the information in the excel file and uploading the excel file to pool4tool.

#### 1.3.1 Standard – Online

To make a quote for a position of the standard type, you need to click on „Quote“ in the position overview in the column Menu.



When you have clicked on „quote“, an overview of the position details will be shown.

Below the positions details there are some field with requested information from you. You can answer these questions here and fill in the prices for the position. The structure, kind and

number of questions is depending on the requesting commodity and the kind of products that are requested in this RFQ.

1. Documents	2. General	<b>3. Quote</b>	4. Send Back	Message Portal (0)
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**i** The Position Information shows the basic data of the RFQ and the documents that are linked with this article. (...)

Position Information	
Position Number:	1/2
Material Number:	Test#201
Name:	Zylinder
Needed Quantity:	<b>50 (one-time demand)</b>
Note:	test 1
Shipping address:	0201, Knorr Bremse SFS GmbH, KB für Schienenfahrzeuge GmbH, Moosacher Straße 80, 80809, München
Quote	
Format	Decimal : 1.234,56 Date : YYYY-MM-DD
Price Unit: (int)*	<input type="text" value="1"/>
☐ General Information:	
<b>Scale price*:</b>	<input type="text"/> EUR /1
minimum order quantity:	<input type="text"/>
Supplier material number:	<input type="text"/>
Supplier material name:	<input type="text"/>
<b>Delivery time for sample parts (Arrival at KB goods receipt department)*:</b>	<input type="text"/>
<b>Delivery time for serial parts (Arrival at KB goods receipt department)*:</b>	<input type="text"/>

The requested quantity can be a one-time, yearly or project demand.

The price breaks are selected by the buyer. The requested quantity will be written in the label of the scale prices. For example "Scale price 10" for a quantity of 10. All fields with a \* are mandatory and need to be filled in to answer this position.

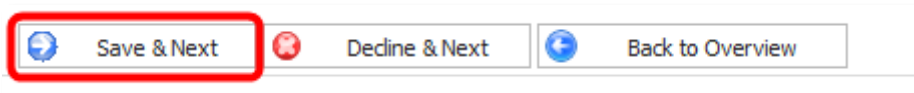
Most positions within one RFQ have the same enquiry structure. For this reason you have the possibility to activate a field at the end of the questionnaire called "If possible, prefill identical fields on the next position?". If activated, all possible answers from the current position will be taken over to the next position and need to be changed only where necessary.

<b>General Field</b>	
Attachments:	<input type="button" value="Durchsuchen..."/> Maximum 40M
Comments:	<div style="border: 1px solid gray; height: 50px;"></div>
<input type="checkbox"/> If possible, prefill identical fields on the next position?	
<input type="button" value="Save &amp; Next"/> <input type="button" value="Decline &amp; Next"/> <input type="button" value="Back to Overview"/>	

You can add an attachment to each position in the RFQ. Please click on Search and select the attachment. The attachment will be uploaded when you save the position.

**Note:** You can add only one attachment to each position. If you like to upload several documents, please upload a zip.-file.

Please click on „Save & Next“ to save the data / upload the attachment and go to the next position. To decline this position please click on „Decline & Next“.

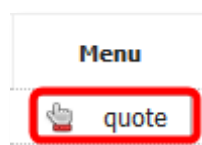


If this was the last position in this RFQ you will be forwarded to Step 4 (See chapter 3.4).

You can stop working on the RFQ at any time and go on later. Already saved data will remain in the system.

### 1.3.2 Standard - Offline

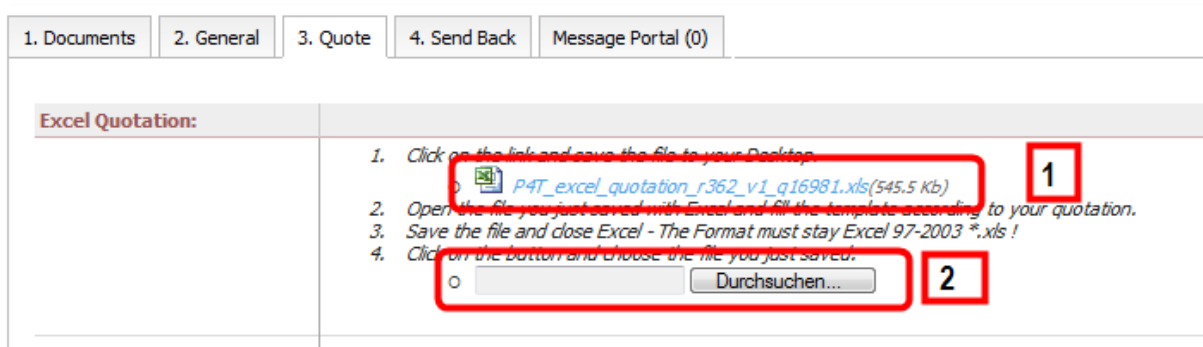
To make a quote for a position of the type standard, you need to click on „Quote“ in the position overview in the column Menu.



In Tab 3 you will find a link for the Offline-Excel-Template. Please click on the name of the file to open and download it (1). Afterwards you can save the file locally and fill in your quote. The File will contain all necessary information about the requested positions and will offer you different fields to make your quote. When you have filled in all necessary information, please upload the document in Tab 3 (2).

**Note:** The fields in the Offline-Excel-file can vary depending on the commodity and will contain information for each requested position.

Please do not upload an Excel-file from another RFQ.



Click on „Save & Next“ to go to the next position.

If you want to decline one of the positions please click on “Decline & Next”. You have the possibility to write down a note for the buyer in the field comment.

If this was the last position of this RFQ, you will be forwarded to Step 4 (Chapter 3.4).

You can stop working on the RFQ at any time and go on later. Already saved data will remain in the system.

### 1.3.3 Multiposition

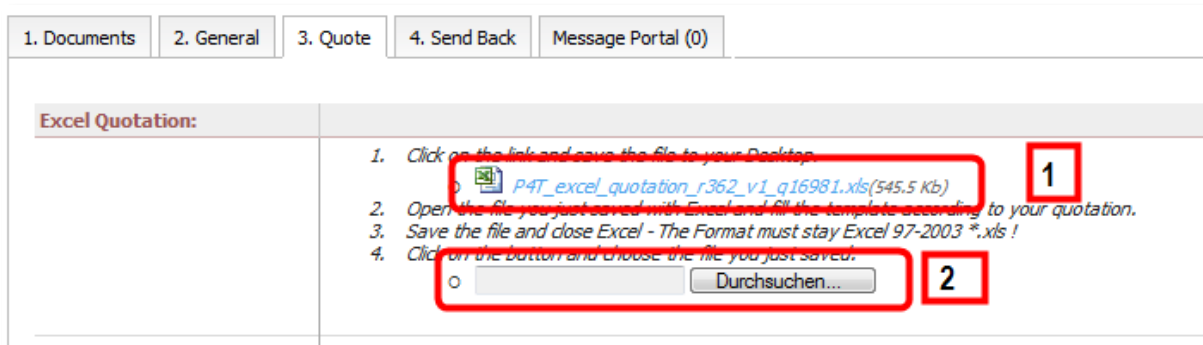
To make a quote with the type multiposition, please click on “Multiposition Quoting” below the position overview.



In Tab 3 you will find a link for the Offline-Excel-Template. Please click on the name of the file to open and download it (1). Afterwards you can save the file locally and fill in your quote. The File will contain all necessary information about the requested positions and will offer you different fields to make your quote. When you have filled in all necessary information, please upload the document in Tab 3 (2).

**Note:** The fields in the Offline-Excel-file can vary depending on the commodity and will contain information for each requested position.

Please do not upload an Excel-file from another RFQ.

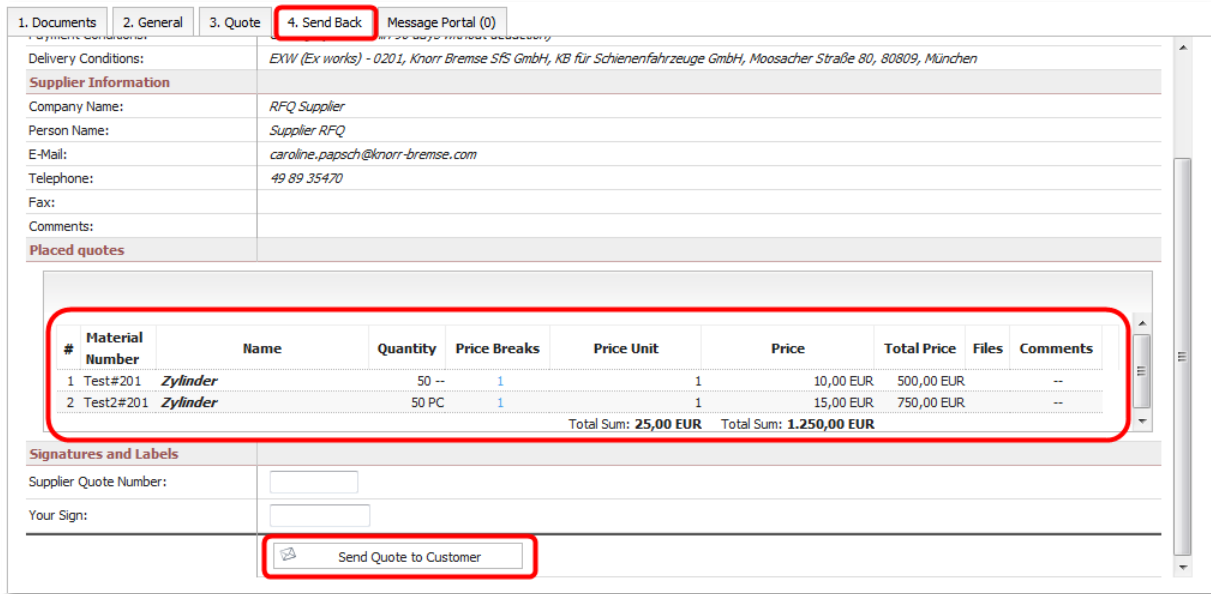


Click on „Save“ to upload the quote.

You can stop working on the RFQ at any time and go on later. Already saved data will remain in the system.

## 1.4 Tab 4: Send back

In Tab 4 „Send back“ an overview of the RFQ with your quote will be shown. To change your quote, please go back to tab 3 “Quote” and change your entries or upload a new file.



1. Documents 2. General 3. Quote **4. Send Back** Message Portal (0)

Delivery Conditions: *EXW (Ex works) - 0201, Knorr Bremse SFS GmbH, KB für Schienenfahrzeuge GmbH, Moosacher Straße 80, 80809, München*

**Supplier Information**

Company Name: *RFQ Supplier*

Person Name: *Supplier RFQ*

E-Mail: *caroline.papsch@knorr-bremse.com*

Telephone: *49 89 35470*

Fax:

Comments:

**Placed quotes**

#	Material Number	Name	Quantity	Price Breaks	Price Unit	Price	Total Price	Files	Comments
1	Test#201	Zylinder	50 --	1	1	10,00 EUR	500,00 EUR	--	--
2	Test2#201	Zylinder	50 PC	1	1	15,00 EUR	750,00 EUR	--	--
Total Sum: <b>25,00 EUR</b>							Total Sum: <b>1.250,00 EUR</b>		

**Signatures and Labels**

Supplier Quote Number:

Your Sign:

You can type in a Supplier-Quote-Number and your sign before you send your quote to the Buyer. Afterwards you can send the RFQ by clicking on “Send Quote to Customer”.

**Note:** You can NOT change you quote after you sent it to the buyer. <sup>1</sup>


On the following screen you can print an overview of your offer for your documents.


## 1.5 Tab 5: Message Portal

You have the possibility to communicate with the responsible Buyer directly in Pool4Tool with the Message Portal. Open the Tab “Message Portal”, type in a subject and the text you want to send and click on “Send”.

<sup>1</sup> If a change is necessary, please contact the responsible buyer. He/She has the possibility to decline your offer to give you the opportunity to make a new offer.



1. Documents	2. General	3. Quote	4. Send Back	<b>Message Portal (0)</b>
<b>+/-</b>	<b>Subject</b>	<b>From</b>	<b>To</b>	
<b>To*:</b> Knorr-Bremse Rail,				
<b>Subject*:</b> Position 1				
If have a question about Position 1...				
<b>Text*:</b>				
				

Afterwards you will get an overview of all messages and answers in the Message Portal. If necessary, you can forward these message per email with the Button .

1. Documents	2. General	3. Quote	4. Send Back	<b>Message Portal (0)</b>	
<b>+/-</b>	<b>Subject</b>	<b>From</b>	<b>To</b>	<b>Date</b>	<b>Menu</b>
	<i>Position 1</i>	<i>RFQ Supplier , RFQ Supplier (rfq.supplier)</i>	<i>Knorr-Bremse Rail , Caroline Papsch - kbdemo (kb-papschc)</i>	<i>2012-12-17 13:42:58</i>	

The responsible Buyer will be informed about the message you sent and will contact you in the message portal or personally. You can also find messages from the Buyer to you or all suppliers in the message portal (e.g. explanations about the requested positions).