Jaggaer

e-Sourcing (Price Management) for Signify Suppliers
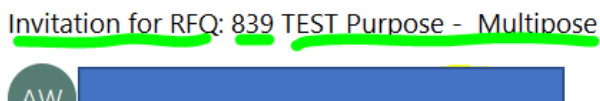
昕诺飞供应商的价格管理询价活动(RFQ)

MANDO 支持团队

2022

1. Check your mailbox (including SPAM). You should see an invitation to participate in a Request for Quotation (RfQ) event. The e-mail header will consist of:
   - SUBJECT: Invitation for RFQ / RFQ number / RFQ title
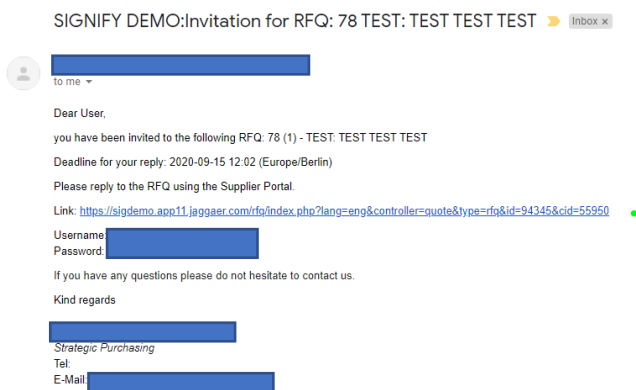   - SENDER: Name of the inviting Signify buyer + no-reply e-mail address

请检查您的邮箱（包括垃圾邮件）。您将会看到参与询价活动的邀请 (RfQ) 。

电子邮件标题将包括：
   - **标题**: Invitation for RFQ / RFQ number / RFQ title
   - **发件人：** 邀请者 Signify 买家姓名 + no reply 电子邮件地址

Invitation for RFQ: 839 TEST Purpose - Multipose

- Click the link provided in the e-mail to get to the Jaggaer platform.
  请点击电子邮件中所提供的链接以访问 Jaggaer 平台。

SIGNIFY DEMO:Invitation for RFQ: 78 TEST: TEST TEST TEST   Inbox ×

to me ▾

Dear User,

you have been invited to the following RFQ: 78 (1) - TEST: TEST TEST TEST

Deadline for your reply: 2020-09-15 12:02 (Europe/Berlin)

Please reply to the RFQ using the Supplier Portal.

Link: https://sigdemo.app11.jaggaer.com/rfq/index.php?lang=eng&controller=quote&type=rfq&id=94345&cid=55950

Username:
Password:

If you have any questions please do not hesitate to contact us.

Kind regards

Strategic Purchasing
Tel:
E-Mail:

2. In case you don't have an active Jaggaer account yet, together with the invitation you have also received the one-time user account ID and one-time password.
   If you have already registered your account in Jaggaer – please use the credentials set up previously.
   如果您还没激活您的 Jaggaer 帐户，那么您在收到邀请时还会收到**一次性用户帐户 ID** 和**一次性密码**。
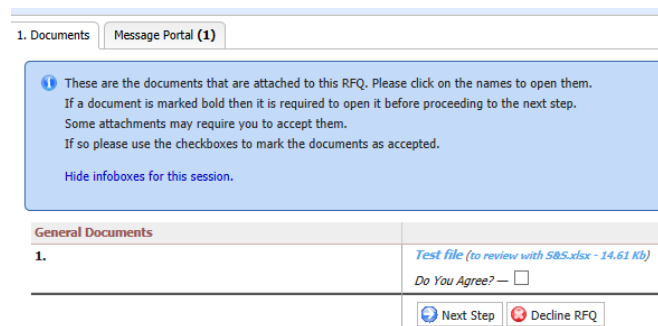   如果您已经在 Jaggaer 中注册了您的帐户 - **请使用之前设置的凭据**。

3. Log in to Jaggaer application and check the dashboard. RFQ should be in "running" mode.
   登录到 Jaggaer 应用程序并检查仪表板 (Dashboard)。 RFQ 应处于"运行" (Running) 模式。

RFQS

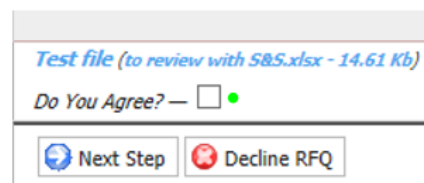| RFQ no.	RFQ name	RFQ version	Status	Deadline
7	TEST: RFQ Anna test 13-07-2...	1	RUNNING	2020-07-27 23:59

4. Click on the RFQ. You should be able to see the documents attached and Messages sent to you.
Note: when a message is sent via Jaggaer a notification should also be sent to your e-mail.

点击询价(RFQ)。您将能够看到附加的文件和发送给您的消息。
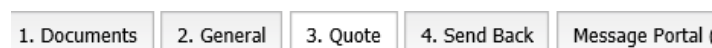
注意：当通过 Jaggaer 发送消息时，通知也会被发送到您的电子邮件。

5. Revise the attached documents and tick the box next to "Do you agree?" and the click on the "Next step".

阅读所附文件并勾选"您同意吗？" (Do you agree?) 旁边的小框。然后点击 "下一步" (Next Step)。

6. General tab should now be open for you. You should see quotation settings in General tab. You can leave your comments and click Next step.

现在您将能够看到 General 的标签页。您也可以在 General 的标签页中看到报价设置。 您可以留下您的意见，然后点击下一步 (Next Step)。

7. Check the Tabs. All tabs are visible, and you can navigate around them.

检查标签页。所有 5 个标签页都可看见后，您就可以浏览它们。

8. At the bottom of the Quote Tab you should notice QUOTE button. Please click it.
Please do not click on any of the individual positions.

在 Quote 标签页的底部，您将会看到 QUOTE 的按钮。请点击这个按钮。

请**不要**点击单个物品行中的 OPEN POSITION。

! NOTE: Please pay attention at the values separator and <u>use the correct ones</u> (either <u>dots and a coma</u> OR <u>comas and a dot</u>).

This information can be found on the top of the page, below the Buyer's e-mail (DECIMAL FORMAT).

Please note you can adjust the decimal format via Account Settings (chapter 1).

！注意：请注意值分隔符并使用正确的分隔符（句点作为小数分隔符或逗号作为小数分隔符）。

此信息可在页面顶部，买方电子邮件下方找到（Decimal Format）。你也可以在账户设置中更改值分

隔符。

9. Click the link to download the excel file, following the displayed instruction.

   按照显示的说明，点击链接下载 excel 文件。

10. Populate fields in yellow.

您只需要填写**黄色**的部分。你可以因某些情况等原因修改绿色的部分。请不要修改其他的信息。

11. SAVE the file on your computer. Please do not change its name.

将文件保存到您的桌面上。**请不要更改它的名称。**

12. Go back to the RFQ – Quote Tab.

返回到 Quote 的标签页。

13. Click Choose file and upload the Excel file you saved on your computer.
Then click Save & Next.

点击选择文件（Choose File）并上传您保存在桌面上的 Excel 文件。

然后点击保存并下一步(Save & Next)。

14. You will be automatically redirected to the SEND BACK tab.

您将被自动重定向到发送(Send Back)的标签页。

15. Add quote number (if any provided by Signify), sign the quote by typing your name and click Send the quote to the Signify (bottom of the page).

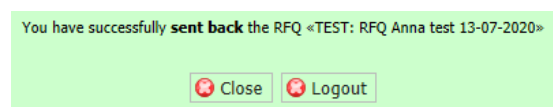添加报价单编号(Quote no.)并输入您的姓名 （Your sign），然后点击"将报价单发送给客户(Send Quote to Customer)" （页面底部）。

Signatures and Labels	
Quote no.:	234567
Your sign:	
	✉ Send Quote to Customer

16. You will have pop up notification "**Are you sure…". Click OK if yes.**

您将会看到弹出通知"您确定…"(Are you sure...)。请点击确定(OK)。

17. You will see a notification that your action was successful.

您将看到一条通知表明您的操作已成功。

You have successfully **sent back** the RFQ «TEST: RFQ Anna test 13-07-2020»

❌ Close ❌ Logout

18. Logout

登出

19. Support 支持

- In case of tool **technical** support needed (like login failures) you can contact the **Jaggaer Support Team**. https://www.jaggaer.com/service-support/supplier-support/
  如果需要技术支持 （如登录失败），您可以联系 Jaggaer 支持团队
  https://www.jaggaer.com/service-support/supplier-support/

- In case of **content** questions, please reach out to your **contact person** (buyer) in **Signify**.
  如有 内容 问题， 请 联系 您 在 昕 诺 飞 的 联系人 （买家）。