



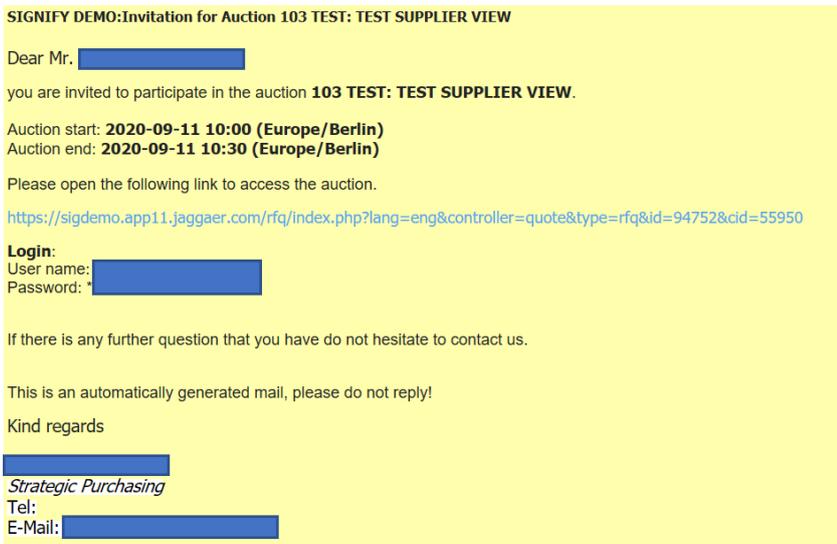
Jaggaer

昕诺飞供应商的电子竞标手册(e-Auction)

MANDO 支持团队

2022

1. 检查您的邮箱（包括垃圾邮件）。您将会看到参加竞标活动的邀请。点击电子邮件中所提供的链接以访问 Jaggaer 平台。

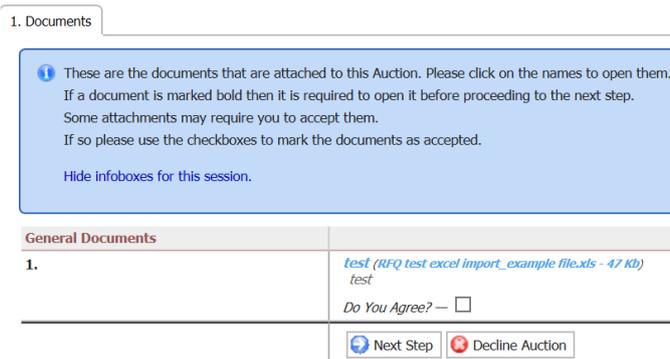


2. 如果您还没激活您的 Jaggaer 帐户，那么您在收到邀请时还会收到**一次性用户帐户 ID 和一次性密码**。如果您已经在 Jaggaer 中注册了您的帐户 - **请使用之前设置的凭据**。

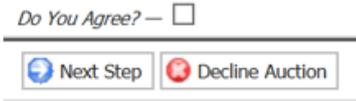


3. 登录后请点击竞标(Auction)。您将会看到附加的文件和发送给您的消息。您也会看到有关在工具中要采取的步骤的信息（蓝色字段）。

注意：当通过 Jaggaer 发送消息时，也会发送通知到您的电子邮件。



4. 勾选 “您同意吗? (Do you agree?)” 旁边的小框然后点击 “下一步(Next Step)” 。



5. 现在你将会看到 General 标签页了。您可以在 General 标签页中看到报价设置。您可以留下您的评论，更新电话号码和传真号码，然后点击下一步(Next Step)。

The screenshot shows a web interface with three tabs: "1. Documents", "2. General", and "Message Portal (0)". The "General" tab is active. A blue information box at the top states: "The Quotation Settings show a summary of your basic data. If values are grayed-out, they are provided for your information and cannot be changed. Your contact details are listed in the Supplier Information. Please check them and correct the data if necessary! Hide infoboxes for this session." Below this is the "Quotation Settings" section with fields for "Currency*" (Euro), "Payment Conditions" (014A (Prepayment)), and "Delivery Conditions" (CIF (Costs, Insurance & freight)). The "Supplier Information" section includes fields for "Company Name*", "Person Name*", "E-Mail*", and "Telephone:" (with sub-fields for Country, Area, and Number). There are also fields for "Fax:" and a "Comments:" text area. A "Next Step" button is at the bottom.

6. 在报价(Quote)的标签页中，您将看到有关竞标开始/结束时间的信息。你可以在下方看到有关竞标主题的信息并提供您的出价。

！ 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。

The screenshot shows the "Quote" tab. At the top, there is a summary of auction details: "Auction title: what the Supplier sees test", "Auction No.: 208", "Initiator: [redacted]", "External notice: [redacted]", "Version: 1", "Telephone: N/A", "Deadline: Auction Start: 2020-11-12 10:00, Auction End: 2020-11-13 12:30", "Mobile phone: N/A", "2csupport@signify.com - Outlook jacking", "Fax: N/A", "E-Mail: [redacted]", "Date Format: 2020-11-13 12:49", "Decimal Format: 12,345,68". Below this is a blue information box: "Underbid: Bidder must bid below his bid. Auction Traffic Lights: Disabled. Minimal Step: Percent 0.25, Maximum Step: Percent 50.00, Tie Bids: Disabled. Automatic Extensions: Disabled". A white box below that says "Auction starts in: 23 hours, 58 minutes, 51 seconds". At the bottom, there is a "Message Admin:" field and a "Post" button. A "Secure bidding" checkbox is checked.

7. 你会在每个项目行中看到一个供你填写价格的空格。

		1	20,00	20,00	20,00 (for 2.00 M) (min 20,00; max 0,00)
Price (per 1 M)*:			10,00	10,00	10,00

如果买家在竞标中启用了“成本明细 (Cost-breakdown)”，那么你将看到多个空格供你填写，其中包括材料成本、机器成本、废料成本、工具成本等。

Positions	My Current Bid	New Bid
test material (20.00)	n/a	-- EUR(for 20.00)
Price (per 1)*:	n/a	<input type="text"/> EUR
Material Cost*:	-	<input type="text"/>
Material Grade*:	-	<input type="text"/>
weight (gr)*:	-	<input type="text"/>
Material price (/kg)*:	-	<input type="text"/>
Surcharge (%)*:	-	<input type="text"/> (%)
RM MOQ (T):	-	<input type="text"/>
Machine Cost:	-	<input type="text"/>
Machine rate (/hour)*:	-	<input type="text"/>
Type machine (tonnage)*:	-	<input type="text"/>
Cycle time (s)*:	-	<input type="text"/>
Setup cost (euro)*:	-	<input type="text"/>
batch size*:	-	<input type="text"/>
Labor ratio (%)*:	-	<input type="text"/> (%)
Labor rate (/hour/FTE)*:	-	<input type="text"/>
Scrap Cost*:	-	<input type="text"/>
Scrap (%)*:	-	<input type="text"/> (%)
Tooling cost*:	-	<input type="text"/>

8. 在您提供出价后，你可以提供评论给买方（如果需要）并点击 **BID 按钮**（在页面的底部）

Packaging Cost*:	-	<input type="text"/>
Comment:	-	<div style="border: 1px solid black; height: 80px;"></div>

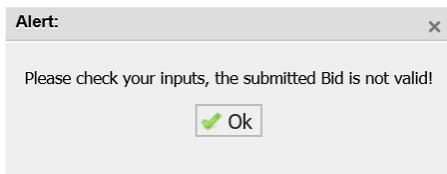
20.00 EUR

9. 系统会询问您是否确定提供出价。

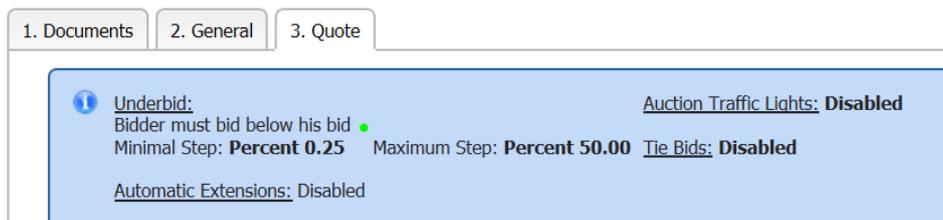
Confirm: ✕

Are you sure?

10. 在提供您的第二个出价时 – 如果出价的值无效（例如：投标人的第二个出价必须低于他的第一个出价 – 但第二个出价和第一个出价相同） – 系统将在弹出窗口中通知您。



11. 投标的规则会显示在蓝色区域中。



12. 您也可以使用实时聊天框向买家发送消息。买家发送的消息也会出现在聊天框中。



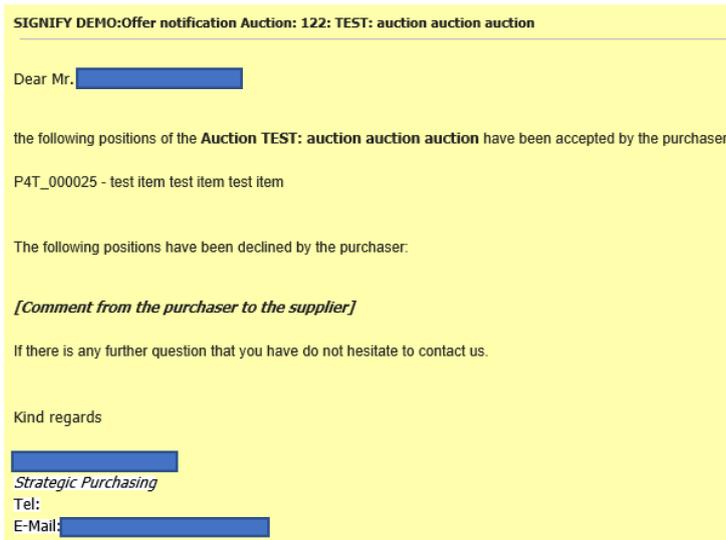
13. 竞标结束后，您将在标签页上方看到通知。



请注意：竞标的开始和结束时间会显示在屏幕的右上角：



14. 昕诺飞买家将会发送竞标结果到您的私人邮箱：



15. 支持

- 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/>
- 如有内容问题，请联系您在昕诺飞的联系人（买家）。