



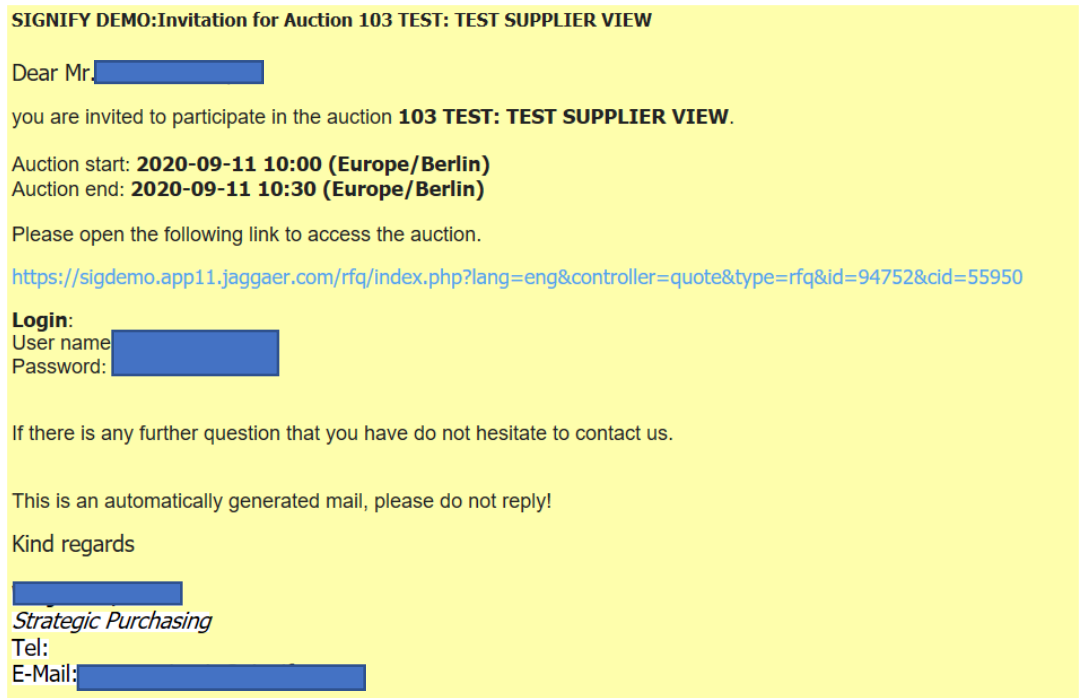
Jaggaer

e-Sourcing (Auctions) for Signify Suppliers

MANDO support Team

2022

1. Check your mailbox (including SPAM). You should see an invitation to participate in an **Auction event**. Click the link provided in the e-mail to get to the Jaggaer platform.



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.



- After logging in click on the Auction. You should be able to see the documents attached and Messages sent to you. You will see also information on the steps to be taken provided directly in the tool (**blue fields**).
Note: when a message is sent via Jaggaer a notification should also be sent to your e-mail.

1. Documents

i These are the documents that are attached to this Auction. Please click on the names to open them.
 If a document is marked bold then it is required to open it before proceeding to the next step.
 Some attachments may require you to accept them.
 If so please use the checkboxes to mark the documents as accepted.
[Hide infoboxes for this session.](#)

General Documents	
1.	<p><i>test (RFQ test excel import_example file.xls - 47 Kb)</i> <i>test</i></p> <p>Do You Agree? — <input type="checkbox"/></p>
<p>Next Step Decline Auction</p>	

- Tick the box next to “Do you agree?” and the click on the “Next step”.

Do You Agree? —

[Next Step](#) [Decline Auction](#)

- General** tab should now be open for you. You should see quotation settings in **General** tab.

You can leave your comments, update the phone number and fax number and click **Next step**.

1. Documents | 2. General | Message Portal (0)

i 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.](#)

Quotation Settings	
Currency*:	Euro <input type="text"/>
Payment Conditions:	014A (Prepayment) <input type="text"/>
Delivery Conditions:	CIF (Costs, insurance & freight) <input type="text"/>
Delivery address:	
Supplier Information	
Company Name*:	<input type="text"/>
Person Name*:	<input type="text"/>
E-Mail*:	<input type="text"/>
Telephone:	Country Area Number <input type="text"/> <input type="text"/> <input type="text"/>
Fax:	Country Area Number <input type="text"/> <input type="text"/> <input type="text"/>
Comments:	<input style="height: 40px;" type="text"/>
<p>Next Step</p>	

6. In the **Quote tab** you will see an information on the **Auction start / ending time**.

Below – information on the subject of the Auction and the brackets to provide your bid.

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

This information can be found on the top of the page, below the Buyer’s e-mail.

Auction title: what the Supplier sees test	Auction No.: 208	Initiator: [Redacted]
External notice:	Version: 1	Telephone: N/A
Deadline: Auction Start: 2020-11-12 10:00 Auction End: 2020-11-13 12:30		Mobile phone: N/A
Timezone: Europe / Berlin		Fax: N/A
Date Format: 2020-11-13 12:49		E-Mail: [Redacted]
		Decimal Format: 12,345,000

1. Documents 2. General 3. Quote

Underbid: Bidder must bid below his bid
 Minimal Step: **Percent 0.25** Maximum Step: **Percent 50.00** Tie Bids: Disabled
Automatic Extensions: Disabled

Auction Traffic Lights: Disabled

Auction starts in: **23 hours, 58 minutes, 51 seconds**

Message Admin:

Secure bidding

7. You will see a field for you to fill in the prices per each item line.

	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	<input type="text" value="10,00"/>
			<input type="button" value="Bid"/>	

If the buyer has enabled “Cost-breakdown” in the auction, then you will see more than 1 field for you to fill in, which include material cost, machine cost, scrap cost, tooling cost etc.

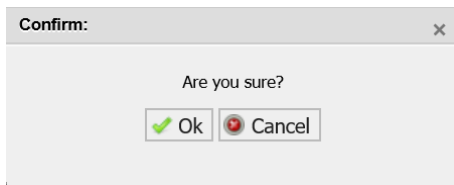
Positions	My Current Bid	New Bid
test material (20.00)	n/a	-- EUR(for 20.00)
Price (per 1 M)*:	n/a	<input type="text"/> EUR
Material Cost*:	-	<input type="text"/>
Material Grade*:	-	<input type="text"/>
weight (gr)*:	-	<input type="text"/>
Material price (/kg)*:	-	<input type="text"/>
Surcharge (%)*:	-	<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. After you provide the bid prices, provide the comment for the buyer (if needed) and click on the **BID button**.

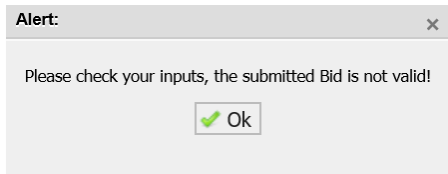
Packaging Cost*:	-	<input type="text"/>
Comment:		
<input type="button" value="Bid"/>		

20.00 EUR

9. The system will ask you if you are sure to provide the bid.



10. When providing your second bid – if any of the fields have an invalid value (example case: Bidder is obliged to place a second bid lower than his first – but the second bid is the same) – the system will inform you in a pop-up message.



11. The General rules of the bid should also be displayed in the **BLUE FIELD**.

1. Documents

2. General

3. Quote

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

12. You can also send message to the buyer during the auction using the live chat box. The message sent by buyer will also appear here in the chat box.

Message Admin:

13. After the auction ends you will see a notification above the tabs.

The screenshot shows a notification interface. At the top, a yellow banner with a warning icon says "The Auction is no longer running!". Below this are three tabs: "1. Documents", "2. General", and "3. Quote". A blue box contains an information icon and the text: "Underbid: Bidder must bid below his bid. Minimal Step: **Percent 0,25** Maximum Step: **Percent 50,00** Tie Bids: **Disabled**. Auction Traffic Lights: **Disabled**. Automatic Extensions: Disabled". At the bottom, another yellow banner with a warning icon says "The auction has ended, no more bids will be accepted!".

Please note: The Action Start and End time are **always displayed in the right upper corner** of the screen:

The screenshot shows a light blue panel with the following details: "Auction title: TEST: auction auction auction" with a mouse cursor icon; "External notice:"; "Deadline: **Auction Start: 2020-09-18 13:30**, **Auction End: 2020-09-18 15:51**"; "Status: Checking"; "Timezone: Europe / Berlin"; "Date Format: 2020-09-21 10:10".

14. You will be informed of the Auction result in an e-mail sent by the Signify Buyer to your private mailbox:

The screenshot shows an email notification with a yellow background. The subject line is "SIGNIFY DEMO:Offer notification Auction: 122: TEST: auction auction auction". The body of the email starts with "Dear Mr. [redacted]". It then states: "the following positions of the Auction TEST: auction auction auction have been accepted by the purchaser: P4T_000025 - test item test item test item". It continues: "The following positions have been declined by the purchaser: [Comment from the purchaser to the supplier]". It ends with: "If there is any further question that you have do not hesitate to contact us.", "Kind regards", "[redacted signature]", "Strategic Purchasing", "Tel:", "E-Mail: [redacted]".

13. Logout

14. After completing the registration you can easily access the [Signify Jaggaer platform](#) (advised: please add to bookmarks)

15. Please also visit the [Supplier Support Portal by Jaggaer](#) to find out more about the tool.

16. Support

- 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/>
- In case of **content** questions, please reach out to your **contact person** (buyer) in **Signify**.