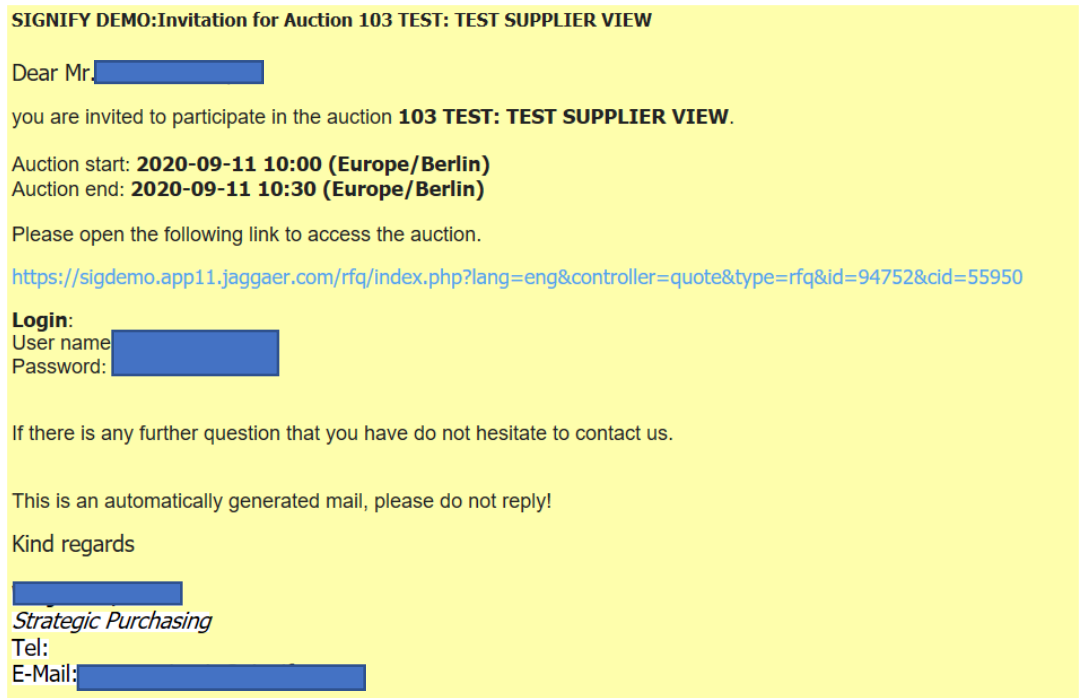# Signify

# **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.

**SIGNIFY DEMO:Invitation for Auction 103 TEST: TEST SUPPLIER VIEW**

Dear Mr.▮▮▮▮▮▮▮▮▮

you are invited to participate in the auction **103 TEST: TEST SUPPLIER VIEW**.

Auction start: **2020-09-11 10:00 (Europe/Berlin)**
Auction end: **2020-09-11 10:30 (Europe/Berlin)**

Please open the following link to access the auction.

https://sigdemo.app11.jaggaer.com/rfq/index.php?lang=eng&controller=quote&type=rfq&id=94752&cid=55950

**Login**:
User name▮▮▮▮▮▮▮▮▮
Password:

If there is any further question that you have do not hesitate to contact us.

This is an automatically generated mail, please do not reply!

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.**

**Username** ｜ ************ ｜
**Password** ｜ •••••••••••• ｜
Login

© 1999-2020 JAGGAER

When you use our Solution, we process your personal information as described in our Service Privacy Policy

I forgot my password

3. 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.



4. **Tick the box** next to "**Do you agree?**" and the click on the "**Next step**".



5. **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**.

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 brakcets to provide your bid.
**! NOTE: <span style="color:red">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>).</span>**
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: | |
|---|---|---|---|---|---|---|
| External notice: | | | Version: | 1 | Telephone: | N/A |
| Deadline: | **Auction Start: 2020-11-12 10:00** | | | | Mobile phone: | N/A |
| | **Auction End: 2020-11-13 12:30** | | | | | |
| 2c.support@signify.com - Outlook | ecking | | | | Fax: | N/A |
| Timezone: | Europe / Berlin | | | | E-Mail: | |
| Date Format: | 2020-11-13 12:49 | | | | Decimal Format: | 12.345,08 |

1. Documents  2. General  3. Quote

> (i) 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

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

Message Admin: [                    ] Post

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 | 10,00 |
| | | | | 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.
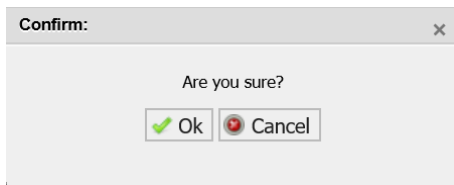
| Positions ● | My Current Bid ● | New Bid ● |
|---|---|---|
| ⊟ test material (20.00 ) — 📄 🔄 | n/a | -- EUR(for 20.00 ) |
| Price (per 1 )*: | n/a | [     ] EUR |
| Material Cost*: | - | [     ] |
| Material Grade*: | - | [     ] |
| weight (gr)*: | - | [     ] |
| Material price (/kg)*: | - | [     ] |
| Surcharge (%)*: | - | [     ] (%) |
| RM MOQ (T): | - | [     ] |
| Machine Cost: | - | [     ] |
| Machine rate (/hour)*: | - | [     ] |
| Type machine (tonnage)*: | - | [     ] |
| Cycle time (s)*: | - | [     ] |
| Setup cost (euro)*: | - | [     ] |
| batch sice*: | - | [     ] |
| Labor ratio (%)*: | - | [     ] (%) |
| Labor rate (/hour/FTE)*: | - | [     ] |
| Scrap Cost*: | - | [     ] |
| Scrap (%)*: | - | [     ] (%) |
| Tooling cost*: | - | [     ] |

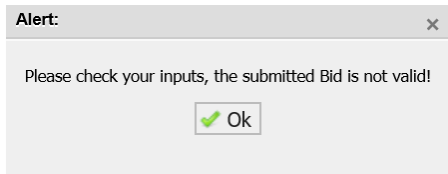8. After you provide the bid prices, provide the comment for the buyer (if needed) and click on the **BID button.**



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 that 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 dispalyed in the **BLUE FIELD.**



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.

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



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



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



**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.

Classified

**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**.