



Jaggaer


e-Sourcing (Price Management) for Signify Suppliers

MANDO support Team

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

Invitation for RFQ: 839 TEST Purpose - Multipose

 Anna Wojtania <no-reply@app11.jaggaer.com>

- **Click the link provided in the e-mail to get to the Jaggaer platform.**

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

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: [redacted]
 Password: [redacted]

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

Kind regards

[redacted signature]

Strategic Purchasing
 Tel: [redacted]
 E-Mail: [redacted]

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.

3. Log in to Jaggaer application and check the dashboard. RFQ should be in "running" mode.

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.

1. Documents Message Portal (1)

i These are the documents that are attached to this RFQ. 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>Test file (to review with S&S.xlsx - 14.61 Kb)</p> <p>Do You Agree? — <input type="checkbox"/></p>

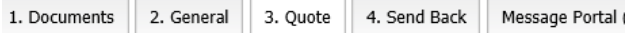
5. **Revise the attached documents and tick the box next to “Do you agree?” and the click on the “Next step”.**

1.	<p>Test file (to review with S&S.xlsx - 14.61 Kb)</p> <p>Do You Agree? — <input checked="" type="checkbox"/></p>
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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**.

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



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.

! 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 (DECIMAL FORMAT).

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

RFQ title:	cost reduction test 2	RFQ No.:	205	Purchaser:	
RFQ External notice:		Version:	1	Telephone:	N/A
Deadline:	2020-11-24 11:26			Mobile phone:	N/A
Status:	Running			Fax:	N/A
Location:	Europe / Berlin			E-Mail:	
c.support@signify.com - Outlook	20-11-13 12:56			Decimal Format:	12.345,68

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

10. Populate the empty fields with information.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
RFQ number	429		Currency	USD										
RFQ name	TEST: Price management test 1		Delivery Conditions	DAP - Delivered at place										
RFQ version			Payment Conditions	D102 - Payment within 30 days after invoicedate										
Supplier name														
Supplier number														
Material Number	Name	Specification 1 (Item)	Category (number)	Category name	Incoterms Location	Plant	Min PO Qty	Standard Purchase Order Quantity	Planned Delivery Time in Days	Quantity	Price Unit of Measure	Per	Price	Comment
						GLOBAL	10	10	30	10000	PCE	1000		
						GLOBAL	10	10	30	10000	PCE	1000		

11. SAVE the file on your computer. Please do **not** change it's name.

12. Go back to the RFQ – Quote Tab.

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

1. Documents | 2. General | 3. Quote | Message Portal (0)

Excel Quotation:

1. Click on the link and save the file to your Desktop.
 - [P4T_excel_quotation_r1011_v1_q2187743.xls\(169 Kb\)](#)
2. Open the file you just saved with Excel and fill the template according to your quotation.
3. Save the file and close Excel - The Format must stay Excel 97-2003 *.xls !
4. Click on the **button** and choose the file you just saved.
 - No file chosen

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

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

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)**.

Signatures and Labels

Quote no.:

Your sign:

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

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



18. Logout

19. After the complete registration to the platform, you can easily access the [Signify Jaggaer platform](#)

20. 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**.