



Jaggaer

Request for Quotation (RFQ) Manual for Signify Suppliers

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Jaggaer

e-Sourcing (RfQ) 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



- **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



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)

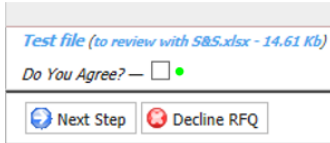
i These are the documents that are attached to this RFQ. Please click on the names to open them.
 If a document is marked bold then it is required to open it before proceeding to the next step.
 Some attachments may require you to accept them.
 If so please use the checkboxes to mark the documents as accepted.

[Hide infoboxes for this session.](#)

General Documents	
1.	<p><i>Test file (to review with SBS.xlsx - 14.61 Kb)</i></p> <p>Do You Agree? <input type="checkbox"/></p>

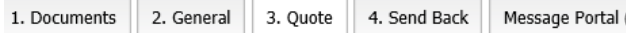
Next Step
Decline RFQ

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

7. Check the Tabs. All 5 tabs are visible, and you can navigate around them.



8. In the Quote tab provide the price bids per item you might have different screens (depending on **Standard** or **Multipos** type or RFQ items).

a) If **Standard Quote mode** was chosen, then as a Supplier, you will need to **Open each position** and add the price.

! 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).

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



Position Information	
Position Number:	1/2
Material Number:	
Name:	
Category Number:	4L2000
Needed Quantity:	1,00 PCE
Shipping address:	
Quote	
Format:	Decimal : 1.234,56 Date : YYYY-MM-DD
Price Unit: (int)*	1
Price Break 1*:	EUR / 1 PCE
General Field	
Attachments:	<input type="text"/> <input type="button" value="Browse..."/> Maximum 128MB
Comments:	<div style="border: 1px solid gray; height: 40px;"></div>
<input type="checkbox"/> If possible, prefill identical fields on the next position? <input type="checkbox"/> If possible, prefill identical fields on all positions?	
<input type="button" value="Save & Next"/> <input type="button" value="Decline & Next"/> <input type="button" value="Back to Overview"/>	

b) If a **Multipos Quote mode** was chosen, then as a Supplier, you will see the option **“Quote”** at the bottom of the page.

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

i In this chart all enquired articles are listed.
For sending your offer it is necessary to submit a quote for all articles that are marked as required.
If documents are attached to the enquired articles you may either open them here or later during the quotation process.
Please click on Quote to retrieve further details and submit your quote.
[Hide infoboxes for this session.](#)

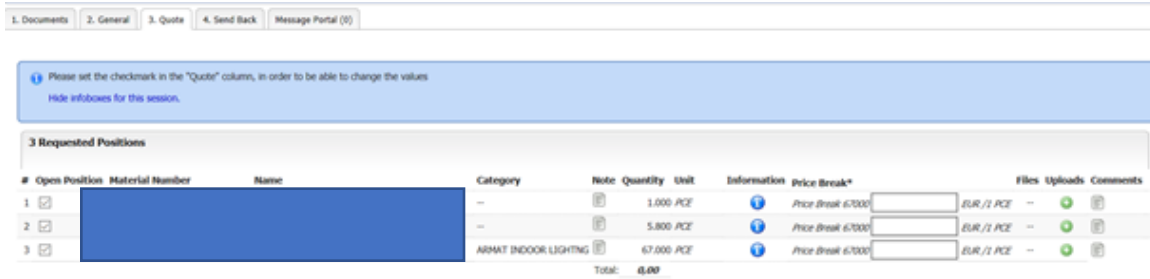
3 Requested Positions

#	Material Number	Name	Price breaks	Price unit	Unit	Quantity	Files	Required	Menu	Quoted?
1			1		1 PCE	1.000,00	--	--	Open Position	<input type="checkbox"/>
2			1		1 PCE	5.800,00	--	--	Open Position	<input type="checkbox"/>
3			1		1 PCE	67.000,00	--	--	Open Position	<input type="checkbox"/>

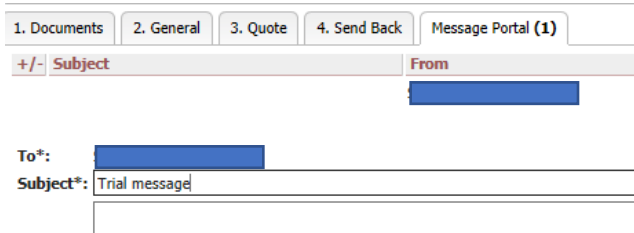
When you, as Supplier, click on it, you can just put the prices in the line.

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

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9. If you wish to send a message to the customer, please go to **Messages Portal** tab, click on **Compose a message** and click **Send**.



10. If you wish to send a quotation, move to tab **4.Send Back**, Add quote number (if any), sign the quote and click **Send the quote to the customer**.



11. You will have pop up notification "**Are you sure...**". Click **OK**.

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



13. Logout

14. If you have already registered, 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

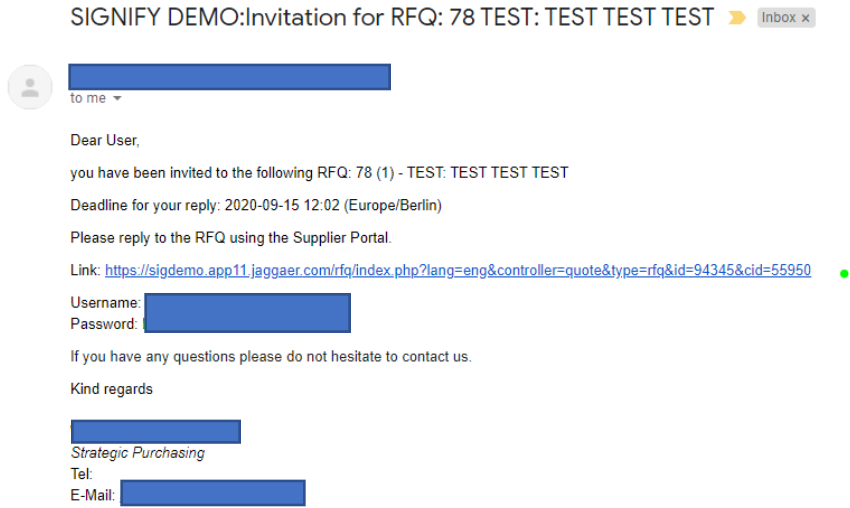
- In case of tool **technical** support needed (like login failures) you can contact the **Jaggaer Support Team**. <https://www.jaggaer.com/service-support/supplier-support/>
- In case of **content** questions, please reach out to your **contact person** (buyer) in **Signify**.



Jaggaer

Annual Negotiations/Numerous Positions RfQ for Signify Suppliers

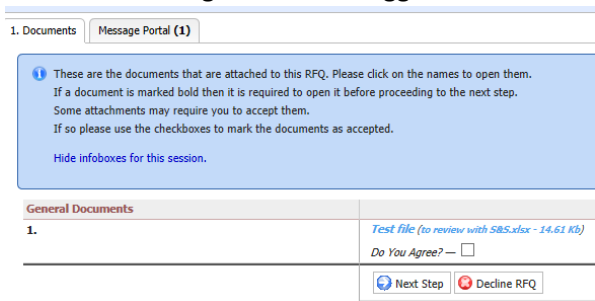
1. Check your mailbox (including SPAM). You should see an invitation to participate in a Request for Quotation (RfQ) event.
Click the link provided in the e-mail to get to the Jaggaer platform.



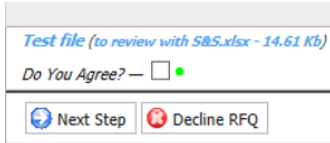
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If you have already registered your account in Jaggaer – please use the credentials set up previously.
3. Log in to Jaggaer application and check the dashboard. RFQ should be in **"running"** mode.

RFQ no.	RFQ name	RFQ version	Status	Deadline
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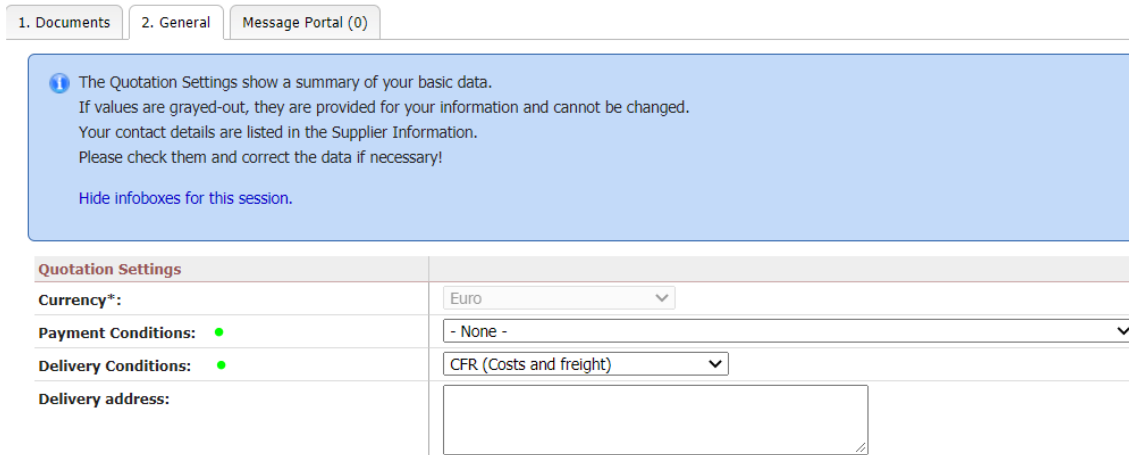
4. Click on the RFQ. You should be able to see the documents attached and Messages sent to you.
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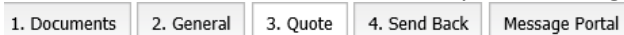
5. Review the attached documents then **Tick the box** next to **“Do you agree?”** and the **click on the “Next step”**.



6. **General** tab should now be open for you. You should see quotation settings in **General** tab.
If the Buyer has decided that the Supplier might choose the Payment and Delivery conditions those fields should be editable.
 You can leave your comments and **click Next step.**



7. Check the Tabs. **All 5 tabs are visible**, and you can navigate around them.



8. Click on the **OFFICE CLIP** icon to download the pricing request attached by the Buyer.
Edit the file as per requirement and save it on your desktop.



9. Click on **OPEN POSITION** button

10. Provide "1" as PRICE UNIT.

11. Provide **the TOTAL negotiation package's price** in the PRICE BREAK field.

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RFQ External notice:		Version:	1	Telephone:	N/A
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Status:	Running			Fax:	N/A
Timezone:	Europe / Berlin			E-Mail:	[Redacted]
c.support@signify.com - Outlook	20-11-13 12:56			Decimal Format:	12.345,68

12. Attach the file (NEGO LIST edited by you previously) by clicking on CHOOSE FILE.

RFQ title:	Annual Negotiations RFQ - TEST 2	RFQ No.:	
RFQ External notice:		Version:	
Deadline:	2020-11-16 13:33		
Status:	Running		
Timezone:	Europe / Berlin		
Date Format:	2020-11-02 14:15		

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

TRUE INTRODUKES FOR THIS SESSION.

Position Information

Position Number: 1/1

Material Number: [Redacted]

Name: [Redacted]

Needed Quantity: **1,00 PCE**

Attachments: RFQ test excel import_example file - Copy.xls (50.5 kb)

Quote

Format: Decimal : 1.234,56
Date : YYYY-MM-DD

Price Unit: (int)* ●

Price Break 1*: ● EUR /1 PCE

General Field

Attachments: ● No file chosen *Maximum 128MB*

Comments:

If possible, prefill identical fields on the next position?
 If possible, prefill identical fields on all positions?

13. Click on **SAVE & NEXT** at the bottom of the page.

14. Provide the Quotation number and your Signature, then click SEND QUOTE TO CUSTOMER

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

Telephone:
Fax:
Comments:

Placed quotes

#	Material Number	Name	Price	Total Price	Quantity	Comments
1			2,00 EUR	2,00 EUR	1,00 PCE	--
			Total Sum: 2,00 EUR	Total Sum: 2,00 EUR		

Signatures and Labels

Quote no.:

Your sign:

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