

**Request for Quotation on
Endress+Hauser Supplier Portal
Provided by JAGGAER**

Endress + Hauser 

People for Process Automation

Table of Contents

1	General information	3
2	Endress+Hauser platform	4
3	Overview of the RFQ process	5
3.1	Types of RFQs.....	5
4	Information about RFQs & overview	6
5	RFQ and your quotation	8
5.1	First page of RFQ.....	8
5.2	Documents.....	9
5.3	General conditions	10
5.4	Quote.....	11
5.4.1	Position overview.....	11
5.4.2	Position details (to be filled in).....	12
5.5	Send back.....	16
6	Further functions	18
6.1	Messages	18
6.2	Declining and other options	19
6.3	User settings.....	20

1 General information

Please note that the English version is considered as the master document.

2 Endress+Hauser platform

Endress+Hauser is using the Jaggaer platform with its suppliers as a supplier relationship management tool, for document exchange purposes, automatic purchase order management, requests for quotation and much more.

The link for the platform is:

<https://app11.jaggaer.com/portal/eh>

The portal is available in English, German and Chinese (only main functions); you can select the language on the top left.

We suggest you use Google Chrome as a browser for the platform; our experience shows Chrome is faster and some functions are easier.

3 Overview of the RFQ process

RFQ – Request for quotation – are all requests to suppliers in cases where Endress+Hauser requires a price quote for one or more items or services.

3.1 Types of RFQs

There are different types of RFQs, the most common ones are RFQs for...

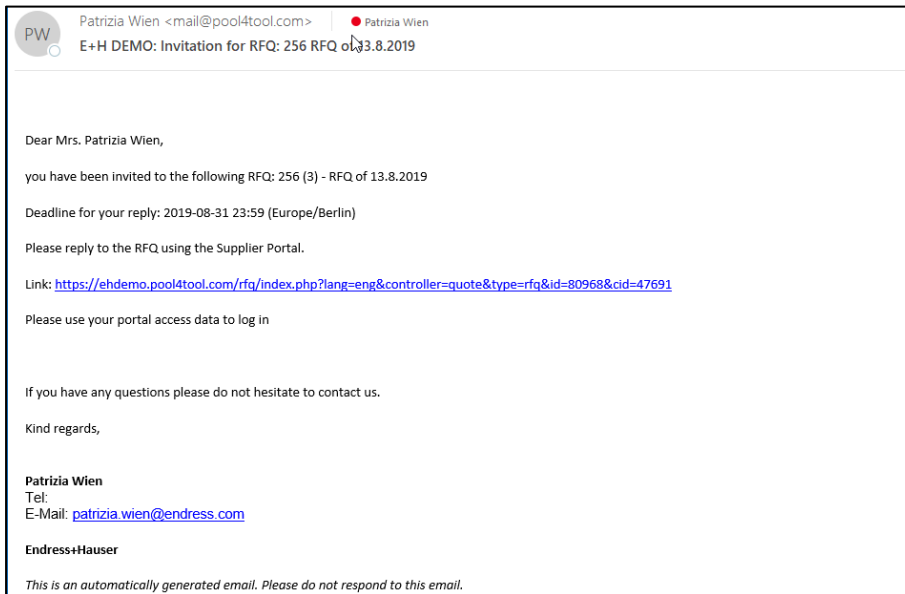
- ...a serial part where we are considering a new or additional supplier
- ...new development part
- ...quantity / time contract
- ...benchmarking, especially for a new supplier, in order to understand their price level and core competences
- ...changes to running parts
- ...others

Up until now, most of the RFQ were sent out by e-mail. In future you will get RFQs via the Jaggaer platform where possible.

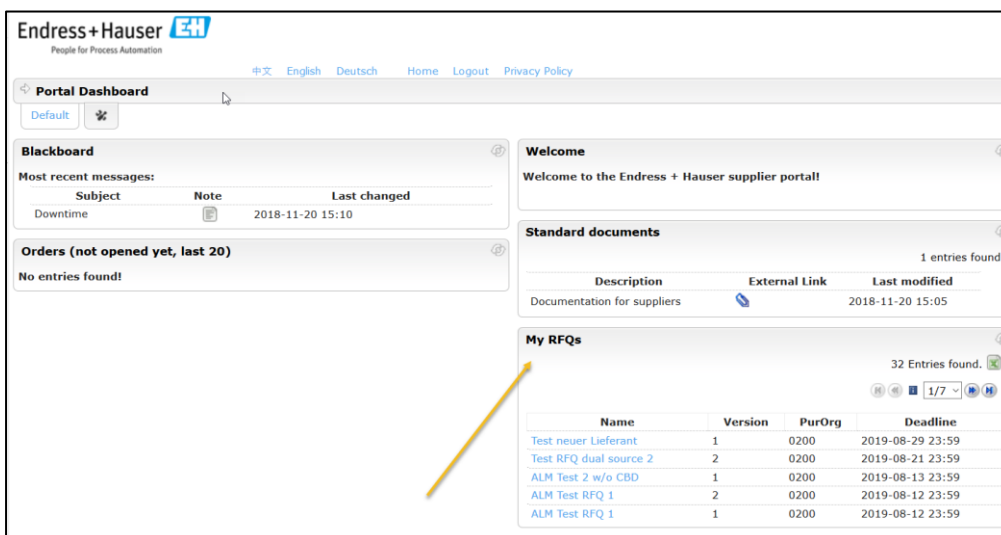
4 Information about RFQs & overview

An e-mail will inform you about an invitation for an RFQ from Endress+Hauser. With the e-mail you will receive a link to access the RFQ directly. It will also be available on your platform if you log in.

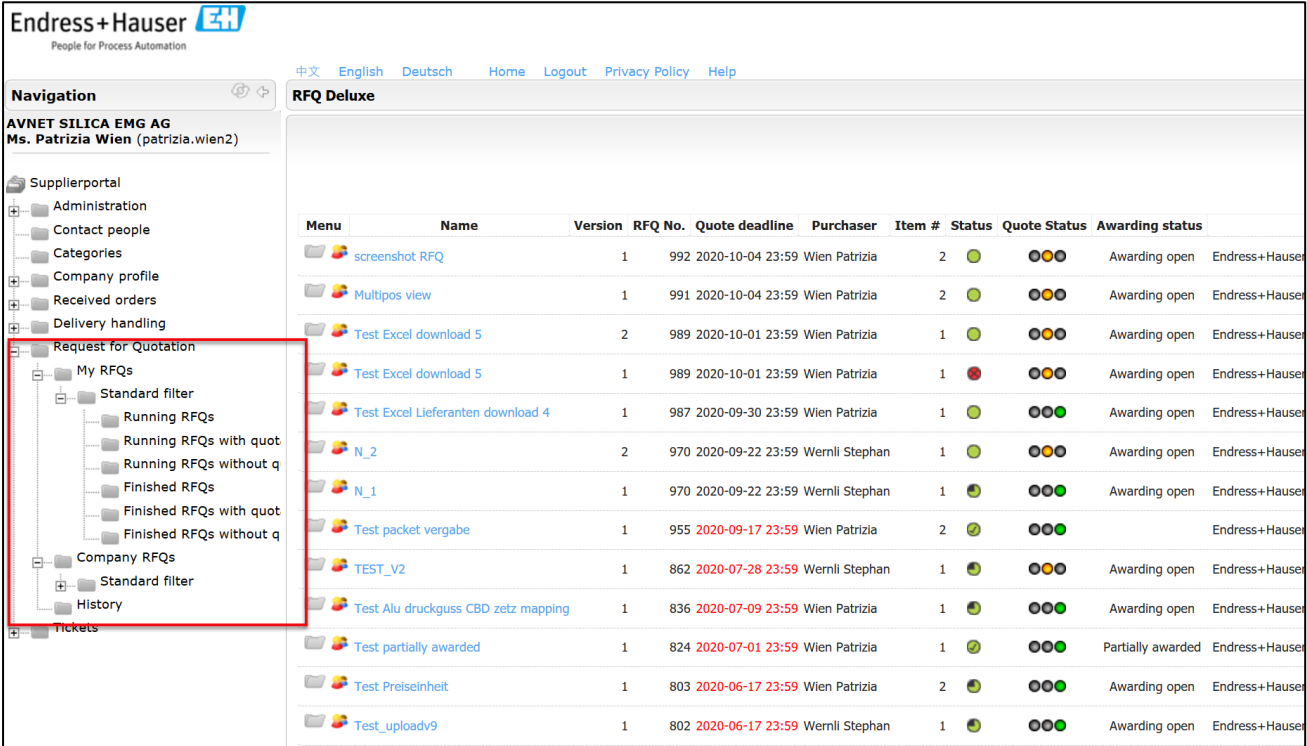
Example of invitation e-mail



Example of the Dashboard



The RFQ will be visible on your portal homepage if Endress+Hauser has sent the request to your e-mail (or the e-mail address of this Jaggaer user). If you are looking for an RFQ sent to somebody else in your company, go to the “company RFQs” tab in the navigation (see next screenshot).



Menu	Name	Version	RFQ No.	Quote deadline	Purchaser	Item #	Status	Quote Status	Awarding status	
📁	screenshot RFQ		1	992 2020-10-04 23:59	Wien Patrizia	2	🟢	🟡🟢🟢	Awarding open	Endress+Hauser
📁	Multipos view		1	991 2020-10-04 23:59	Wien Patrizia	2	🟢	🟡🟢🟢	Awarding open	Endress+Hauser
📁	Test Excel download 5		2	989 2020-10-01 23:59	Wien Patrizia	1	🟢	🟡🟢🟢	Awarding open	Endress+Hauser
📁	Test Excel download 5		1	989 2020-10-01 23:59	Wien Patrizia	1	🔴	🟡🟢🟢	Awarding open	Endress+Hauser
📁	Test Excel Lieferanten download 4		1	987 2020-09-30 23:59	Wien Patrizia	1	🟢	🟡🟢🟢	Awarding open	Endress+Hauser
📁	N_2		2	970 2020-09-22 23:59	Wernli Stephan	1	🟢	🟡🟢🟢	Awarding open	Endress+Hauser
📁	N_1		1	970 2020-09-22 23:59	Wernli Stephan	1	🟢	🟡🟢🟢	Awarding open	Endress+Hauser
📁	Test packet vergabe		1	955 2020-09-17 23:59	Wien Patrizia	2	🟢	🟡🟢🟢		Endress+Hauser
📁	TEST_V2		1	862 2020-07-28 23:59	Wernli Stephan	1	🟢	🟡🟢🟢	Awarding open	Endress+Hauser
📁	Test Alu druckguss CBD zetz mapping		1	836 2020-07-09 23:59	Wien Patrizia	1	🟢	🟡🟢🟢	Awarding open	Endress+Hauser
📁	Test partially awarded		1	824 2020-07-01 23:59	Wien Patrizia	1	🟢	🟡🟢🟢	Partially awarded	Endress+Hauser
📁	Test Preiseinheit		1	803 2020-06-17 23:59	Wien Patrizia	2	🟢	🟡🟢🟢	Awarding open	Endress+Hauser
📁	Test_uploadv9		1	802 2020-06-17 23:59	Wernli Stephan	1	🟢	🟡🟢🟢	Awarding open	Endress+Hauser

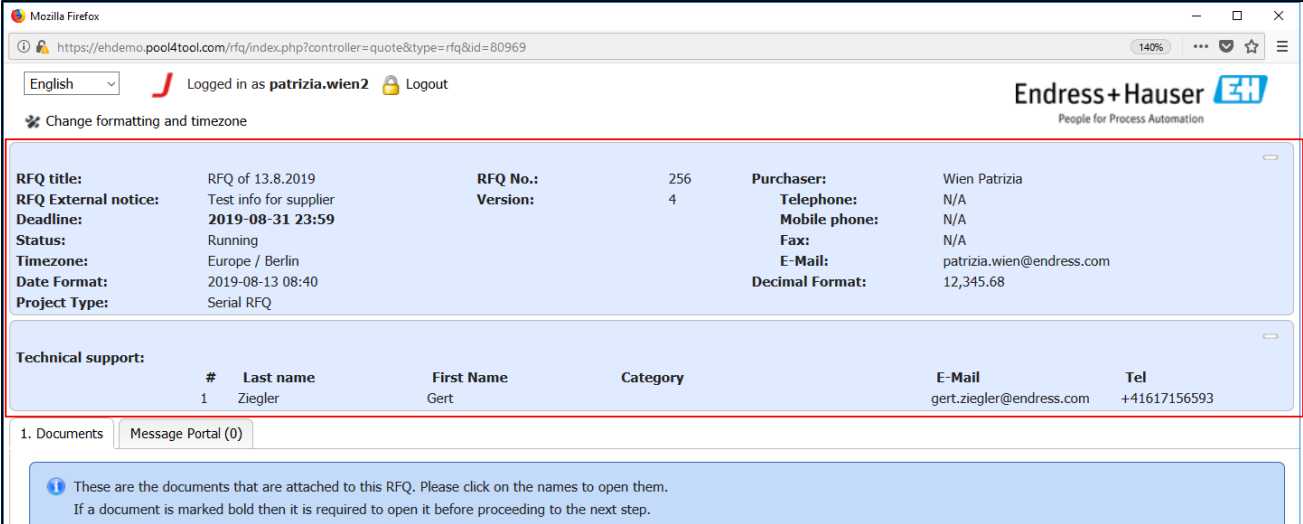
The “awarding status” column (either my RFQs or company RFQs) displays information Endress+Hauser’s decision regarding the quotations. It will indicate one of the following statuses:

- **fully awarded** – all parts are awarded to your company
- **partially awarded** – some of the business is awarded to your company (details in the awarding e-mail)
- **not awarded** – none of the business is awarded (Endress+Hauser has decided for another offer)
- **awarding open** – decision not yet finalized

5 RFQ and your quotation

5.1 First page of RFQ

If you open the RFQ you will find general information at the top.



RFQ title: RFQ of 13.8.2019
 RFQ External notice: Test info for supplier
 Deadline: 2019-08-31 23:59
 Status: Running
 Timezone: Europe / Berlin
 Date Format: 2019-08-13 08:40
 Project Type: Serial RFQ

RFQ No.: 256
 Version: 4

Purchaser: Wien Patrizia
 Telephone: N/A
 Mobile phone: N/A
 Fax: N/A
 E-Mail: patrizia.wien@endress.com
 Decimal Format: 12,345.68

#	Last name	First Name	Category	E-Mail	Tel
1	Ziegler	Gert		gert.ziegler@endress.com	+41617156593

1. Documents | Message Portal (0)

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.

RFQ title: Name of RFQ

External notes: [Additional information about RFQ / project \(if any\)](#)

Deadline: It is possible to send your feedback (quote) to Endress+Hauser until this date



If the deadline has passed, it is no longer possible to submit a quotation – you will need to contact an Endress+Hauser purchase contact person to request a deadline extension.

Status: Status of RFQ - “running” is the status where you can send quotes

Time information (zone and format)

RFQ type: This gives information on what kind of RFQ we have sent to you.

- **RFQ for serial parts** = the RFQ is for serial parts, where we are considering a dual source, transfer or similar. Parts will run in the given quantities from the beginning. In this case, it is difficult to change the design.
- **RFQ for contract** = a price request for a quantity or yearly contract
- **RFQ for a development project** = parts which Endress+Hauser is developing, technical feedback is very important, there might be an additional round with changed designs. It will take longer until the part is running at full quantity. However, the design can be adjusted more easily. The given RFQ quantity is an estimate at this stage and will be easier to specify once the part is fully running in serial phase.

- **Feasibility / Reference price request** = parts / design ideas where we are not sure if it is feasible, also in terms of cost. We would like to get your feedback on this. Rough analysis is sufficient – we do not require a detailed report. If we intend to produce this part, a serial or development RFQ for these parts will follow later after further review loop(s).
- **Package request** = a request where Endress+Hauser is considering the complete package.
- **RFQ for technical special products (TSP)** = parts which are specifically requested by an Endress+Hauser customer; there are often some slight changes to the serial part. Volumes and order frequency are normally low.
- **Benchmark RFQ** = is used for long-term and new suppliers to review competitiveness within Endress+Hauser supplier portfolio.
- **Change request** = a request for a change (often technical) of a running serial part at your company.

Contact details of responsible purchaser: This person is responsible for RFQs, and you can contact him/her anytime with contact details or with messages via the portal (see chapter 6.1)

(If available) an additional contact person: You can see here in which department this person works (quality, technical, logistics, purchasing). This person can be contacted if there are any specialist questions e.g., technical questions for technical person.



Persons from quality, technical or logistics have no access to the details of the RFQ or the message portal. Please **contact these colleagues by e-mail or phone**.



Additional purchasing contact persons have access to the details and can be contacted via the **message portal, by e-mail or phone**.

5.2 Documents

The bottom section of the first page shows general documents added by Endress+Hauser.

Depending on the Endress+Hauser configuration and the importance of a document, will determine whether the document has to be opened, approved, or neither of the above.

- ➔ Look at the document and when you finish, **click on next step**.
- ➔ If there is no document, **click on next step**



If you do not click on “next step” the details on how to proceed with the RFQ will not be visible.

The position documents e.g., drawings, are shown later to provide more information.

Timezone:	Europe / Berlin	E-Mail:	patrizia.wien@endress.com
Date Format:	2019-08-13 08:40	Decimal Format:	12,345.68
Project Type:	Serial RFQ		

Technical support:						
#	Last name	First Name	Category	E-Mail	Tel	
1	Ziegler	Gert		gert.ziegler@endress.com	+41617156593	

1. Documents | Message Portal (0)

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.	Test Doc to be opened& Agree (Jaggaer Test document.pdf - 146.33 kb) Do You Agree? — <input checked="" type="checkbox"/> @ 2019-07-29 21:09:38
2.	E+H homepage «www.endress.com»

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

5.3 General conditions

➔ Please check your general data.

Here you can find all information regarding the conditions. Depending on the Endress+Hauser default settings for this RFQ, it may be possible to change the currency, payment, or delivery conditions.

➔ Then click on Next step.

RFQ title: Test RFQ GK RFQ No.: 148 RFQ Note: Test external Version: 1 Deadline: 2019-02-27 23:59 Status: Running Timezone: Germany / Berlin Date Format: 2019-02-13 13:24		Purchaser: ah-pit admin Telephone: N/A Mobile phone: N/A Fax: N/A E-Mail: imeyer@jaggaer.com Decimal Format: 12,345.68	
---	--	---	--

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

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*:	EUR - Euro
Payment Conditions:	HO18 (Within 14 days 2%, 30 days net)
Delivery Conditions:	EXW (Ex Works)
Delivery address:	Hetersheim
Supplier Information	
Company Name*:	Höckel Präzisionsteile GmbH
Person Name*:	Kraus Gregor
E-Mail*:	gkraus@jaggaer.com
Telephone:	Country Area Number 49 9 0
Fax:	Country Area Number 0 0 0
Comments:	<div style="border: 1px solid #ccc; height: 40px;"></div>

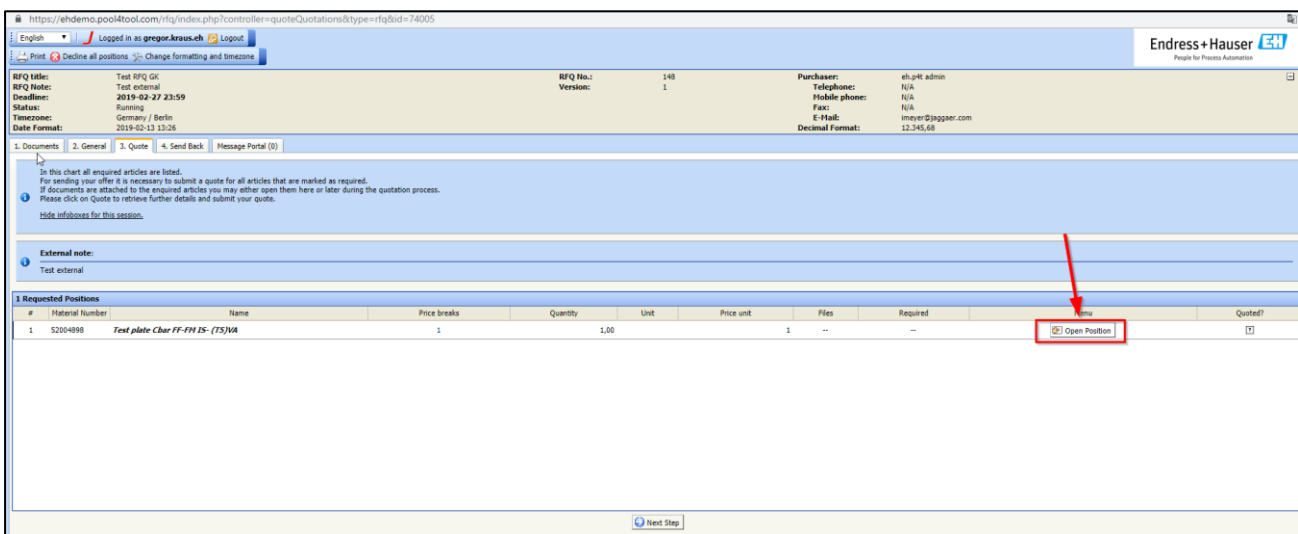
[Next Step](#)

5.4 Quote

5.4.1 Position overview

On the next page “Quote”, you will see all positions for which Endress+Hauser requests a quotation. This overview may look different depending on Endress+Hauser settings. The positions have to be either opened by clicking on “open position” in the (standard view) or, for higher part numbers, fields can be filled in directly in the (multiple view) overview.

Standard:



RFQ Title: Test RFQ GK
RFQ Note: Test external
Deadline: 2019-02-27 23:59
Status: Running
Timezone: Germany / Berlin
Date Format: 2019-02-13 13:26

RFQ No.: 148
Version: 1

Purchaser: eh-p4 admin
Telephone: N/A
Mobile phone: N/A
Fax: N/A
E-Mail: imeyer@gpgoer.com
Decimal Format: 12,345,68

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

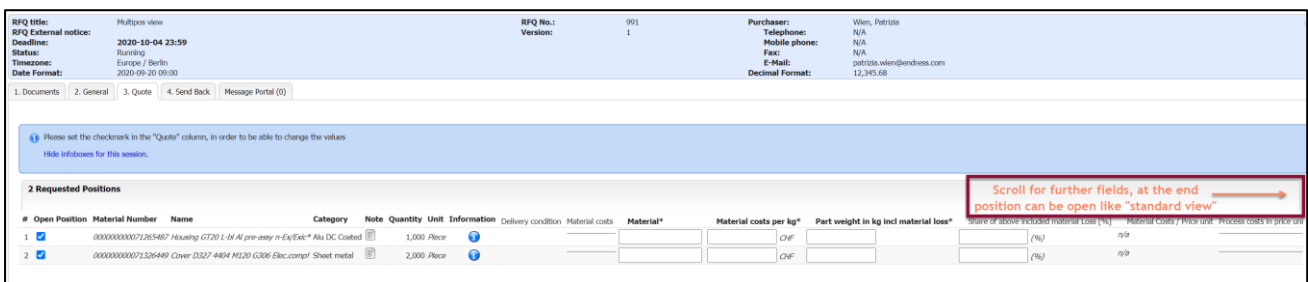
In this chart all enquired articles are listed.
For sending your offer it is necessary to submit a quote for all articles that are marked as required.
If documents are attached to the enquired articles you may either open them here or later during the quotation process.
Please click on Quote to retrieve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

External note:
Test external

#	Material Number	Name	Price breaks	Quantity	Unit	Price unit	Files	Required	Action	Quoted?
1	S2004898	Test plate Char FF-FH IS- (75)VA		1	1,00		1	--	<input type="checkbox"/> Open Position	<input type="checkbox"/>

[Next Step](#)

Multiple:



RFQ Title: Multipos view
RFQ External notice:
Deadline: 2020-10-04 23:59
Status: Running
Timezone: Europe / Berlin
Date Format: 2020-09-20 09:00

RFQ No.: 991
Version: 1

Purchaser: Wien, Petritze
Telephone: N/A
Mobile phone: N/A
Fax: N/A
E-Mail: petritza.wien@endress.com
Decimal Format: 12,345,68

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

Please set the checkbox in the "Quote" column, in order to be able to change the values
[Hide Infos for this session.](#)

#	Open Position	Material Number	Name	Category	Note	Quantity	Unit	Information	Delivery condition	Material costs	Material*	Material costs per kg*	Part weight in kg incl material loss*	Share of above included material loss (%)	Material Costs / Price unit	Process costs in price unit
1	<input checked="" type="checkbox"/>	0000000070265487	Housing GT20 L-NI Al pre-assy n-Ex/Ex* Au DC Coated			1,000	Piece					CHF		(%)	q/q	
2	<input checked="" type="checkbox"/>	0000000071326449	Cover D327 40M M120 G306 Ebcampf Sheet metal			2,000	Piece					CHF		(%)	q/q	

Scroll for further fields, at the end position can be open like "standard view"

Where to find position documents

Position documents e.g., drawings, can be found in this overview or also in position details after clicking on “open position”.







Documents in the position overview:

RFQ title:	screenshot RFQ	RFQ No.:	992	Purchaser:	Wien, Patrizia
RFQ External notice:	Test info for RFQ external note	Version:	1	Telephone:	N/A
Deadline:	2020-10-04 23:59			Mobile phone:	N/A
Status:	Running			Fax:	N/A
Timezone:	Europe / Berlin			E-Mail:	patrizia.wien@endress.com
Date Format:	2020-09-20 10:01			Decimal Format:	12,345.68
Project Type:	RFQ for serial parts				

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

Test info for RFQ external note

2 Requested Positions

#	Material Number	Name	Price breaks	Quantity	Unit	Price unit	Files	Required	Menu	Quoted?
1	000000000071265487	Housing GT20 L-bl AI pre-assy n-Ex/Exic*	1	1,000.00	Piece	1	 (144.32 Kb)	--	 Open Position	
2	000000000071326449	Cover D327 4404 M120 G306 Elec.comp!	1	2,000.00	Piece	1	 (146.33 Kb)	--	 Open Position	

Same documents in position details (after opening the position):

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

Position Information

Position Number: 1/2

Material Number: 000000000071265487

Name: **Housing GT20 L-bl AI pre-assy n-Ex/Exic***

Category Number: M-AL-03

Needed Quantity: **1,000.00 Piece**


Attachments: [FSS_211002767W_V04_supplier.pdf \(144.32 Kb\)](#)

Shipping address: 0200, Endress+Hauser Flowtec AG, Christoph-Merian-Ring 12, 4153 Reinach, CH

Quote

Format: Decimal : 1,234.56
Date : YYYY-MM-DD

Price Unit: (int)* 1

Info to above price unit: 

Delivery condition: -

Material costs:

Material*:

5.4.2 Position details (to be filled in)

Now you must fill out the fields. Depending on the technology and/or item / service Endress+Hauser requests, there are different cost and information fields to fill out. All fields in **bold with a "*"** are mandatory fields and must be filled out.

There are two different types of configurations for the details: web form or Excel download and upload.



In the medium term, Endress+Hauser has decided to work solely with Excel download as it can be more clearly designed, and it offers familiarity, due to its widespread use in companies. Until Excel has been set up for all technology details, both options will still be available and are described below.

5.4.2.1 Web form

In the first section “position information” all details relating to this position can be found. If there are any comments from Endress+Hauser specific to this position, they will also be displayed in this section.

The quote section provides information about the price unit and how to understand it. This is followed by the cost and information fields to be filled out by you. The cost details need to be completed based on the above-mentioned quantity (position information)

- ➔ The form calculates the total costs per part automatically. However, the costs still need to be transferred manually to the corresponding price break field at the end.
- ➔ If there are further quantities requested, add your total price for these as well but there is no need to give cost details for these additional price breaks.
For info: The smallest price break is always shown first, even if this is not the main RFQ quantity which is relevant for CBD.

Attachments and comments can be added at the end of the position details.

If costs are very similar for the next position, you can copy it by ticking one of the boxes before selecting “save and next”.

- ➔ Save & next

At this stage, it will also be possible to decline a position. Please leave a comment, so we can understand your rejection.

RFQ title: screenshot RFQ
 RFQ External notice: Test info for RFQ external note
 Deadline: 2020-10-04 23:59
 Status: Running
 Timezone: Europe / Berlin
 Date Format: 2020-09-20 10:03
 Project Type: RFQ for serial parts

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

Position Information

Position Number: 1/2
 Material Number: 00000000071265487
 Name: Housing GT20 L-BI Al pre-assy n-EV/Exic*
 Category Number: M-AL-03
 Needed Quantity: **1,000.00 Piece**
 Attachments: FSS_211002767W_V04_supplier.pdf (144.32 KB)
 Shipping address: 0300, Endress+Hauser Flowtec AG, Christoph-Merian-Ring 12, 4153 Renach, CH

Quote

Format: Decimal : 1,234.56
 Date : YYYY-MM-DD
 Price Unit: (int)* 1
 Info to above price unit:
 Delivery condition: -

Material costs:

Material*:
 Material costs per kg*: CHF
 Part weight in kg incl material loss*:
 Share of above included material Loss (%): (%)
 Material Costs / Price unit: 0

Process costs in price unit:

Casting*: CHF
 Trimming / Deburring: CHF

Scroll down

Custom information:

Country of Origin*:
 HS Code*:
 Is the good listed in one of the annexes of the Dual Use Regulation?:
 if yes, add Dual Use Nr:
 US Reexport:
 If yes, add ECCN-Nr:
General Field
 Attachments:
 Comments:
Additional information

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

[Save & Next](#) [Decline & Next](#) [Back to Overview](#)

5.4.2.2 Excel form

The first section of the position details contains all information about this position including position documents.

The second section contains a link to download the Excel file. In the Excel file all necessary details are again listed, as well as the requested cost details and necessary information.



- ➔ The Excel file must be filled in with the cost details based on the quantity listed at the beginning of the document, and the price unit.
- ➔ The additional quantities requested are to be filled in, indicating the total price in the given price unit (without cost details).

➔ Afterwards the Excel file can be uploaded again as .xls (**ATTENTION**, not xlsx)

Attachments and comments can be added at the end of the position details.

➔ Save & next

At this stage, it will also be possible to decline a position. Please leave a comment, so we can understand your rejection.

1. Dokumente	2. Allgemein	3. Angebot	4. Zurücksenden	Message Portal (0)
Positions-Information				
Positionsnummer:	1/1			
Materialnummer:	000000000071265487			
Name:	Housing GT20 L-bl Al pre-assy n-Ex/Exic*			
Warengruppen Nummer:	M-AL-03			
Angeforderte Menge:	2,000.00 Stück			
Anhänge:	FSS_211002767W_V04_supplier.pdf (144.32 kb)			
Notiz:	Test externe Info auf Positions level			
Zusätzliche Notiz:	Test supplier text Avnct			
Lieferadresse:	0200, Endress+Hauser Flowtec AG, Christoph-Merian-Ring 12, 4153 Reinach, CH			
Angebot				
Format:	Dezimal : 1,234.56 Daten :))) P00 1)			
Excel-Angebot*:				
<ol style="list-style-type: none"> Klicken Sie auf den Link und speichern Sie die Vorlage auf Ihrem Desktop. <ul style="list-style-type: none">  P4T_excel_quotation_r989_v2_i624403_q79883.xls(77 kb) Öffnen Sie die gerade gespeicherte Vorlage von Ihrem Desktop mit Excel und füllen Sie die Vorlage entsprechend Ihres Angebotes aus. Speichern Sie die Datei und schließen Sie Excel - Das Format muss Excel 97-2003 *.xls bleiben! Klicken Sie auf den Button und wählen Sie die zuvor gespeicherte Datei aus. <ul style="list-style-type: none"> <input type="button" value="Durchsuchen..."/> Keine Datei ausgewählt. Füllen Sie eventuell Bemerkungen im Bereich "Allgemeine Felder" aus und klicken Sie dann auf "Speichern & Weiter". 				
Allgemeine Felder				
Anhänge:	 <input type="button" value="Durchsuchen..."/> Keine Datei ausgewählt. Maximum 128MB			
Bemerkungen:	<div style="border: 1px solid #ccc; height: 40px;"></div>			

Report created

Download file:

P4T_excel_quotation_r989_v2_i624403_q79883.xls (78.5 Kb)

	B	C	D	E	F	G	
1							
2	Request for quotation						
3							
4	Item number / Artikel nummer					71265487	
5	Item name / Artikel name	Housing G120 L-bl Al pre-assy n-Ex/Exic*					
6	Requested Quantity / Menge					2000	
7							
8	Currency / Währung					Swiss franc	
9	Delivery Condition / Lieferkondition					DDP	
10	Additional note / Zusatz Info	Test external info on position level					
11	Supplier specific Info / Lieferanten spezifische Info	Test supplier text Avnet					
12	Unit / Einheit					Piece	
13	Price Unit / Preiseinheit					1	
14							
15							
16	Material costs	Material / Werkstoff					
17	Materialkosten	Material Costs per kg / Materialkosten pro Kg					
18		Part weight in kg incl. material loss / Teilgewicht in Kg inkl. Materialverlust					
19		Share of above included material Loss [%] / Anteil oben einkalkulierten Materialverlust [%]					
20		Material Costs / Materialkosten					
21							
22	Process costs in price unit	Casting / Giessen					
23	Prozesskosten pro Einheit	Trimming / Trimmen					
24		Machining / Mechanisches Bearbeiten					
25		Pretreatment / Vorbehandeln					
26		Powder Coating / Pulverbeschichten					
27		Thread Coating / Gewindebeschichten					
28		Inspection / Prüfen					
29		Manufacturing Costs / Selbstkosten					

	Requisition	Price or Info	Unit
required			
required			Swiss franc
required			Swiss franc
optional			%
automatically	0.000		Swiss franc

	Requisition	Price or Info	Unit
required			Swiss franc
optional			Swiss franc
optional			Swiss franc
optional			Swiss franc
optional			Swiss franc
optional			Swiss franc
optional			Swiss franc
automatically	0.000		Swiss franc

5.5 Send back


In the last step you can check your data for the last time. In addition, you can add your quote number and name.

If you send it back to the customer (Endress+Hauser), it is no longer possible to change the data unless Endress+Hauser rejects the quotation.

➔ Press “send back to customer” and wait until the quote is transmitted.



If you need to change something, contact the purchasing person from Endress+Hauser to “reject” the quote and enable you to make the changes.

English | Logged in as **gregor.kraus.ch** | Logout
Endress+Hauser 

RFQ title: Test RFQ GK

RFQ Note: Test external

Deadline: 2019-02-27 23:59

Status: Running

Timezone: Germany / Berlin

Date Format: 2019-02-13 13:32

RFQ No.: 148

Version: 1

Purchaser: eh-plt-admin

Telephone: N/A

Mobile phone: N/A

Fax: N/A

E-Mail: imeyer@jaggaer.com

Decimal Format: 12.345,68

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

Quotation Settings

Currency: EUR

Payment Conditions: *H018 (Within 14 days 2%, 30 days net)*

Delivery Conditions: *EXW (Ex Works) - Heltersheim*

Supplier Information

Company Name: Heckel Präzisionsteile GmbH

Person Name: Kraus Gregor

E-Mail: gkraus@jaggaer.com

Telephone: 49 9 9

Fax:

Comments:

Placed quotes

#	Material Number	Name	Quantity	Price	Price unit	Total Price	Comments	Files
1	S2004998	Test plate Char 1F-1H IS- (15)HA	1,00	123,00 EUR	1	123,00 EUR	--	
Total Sum: 123,00 EUR						Total Sum: 123,00 EUR		

Signatures and Labels

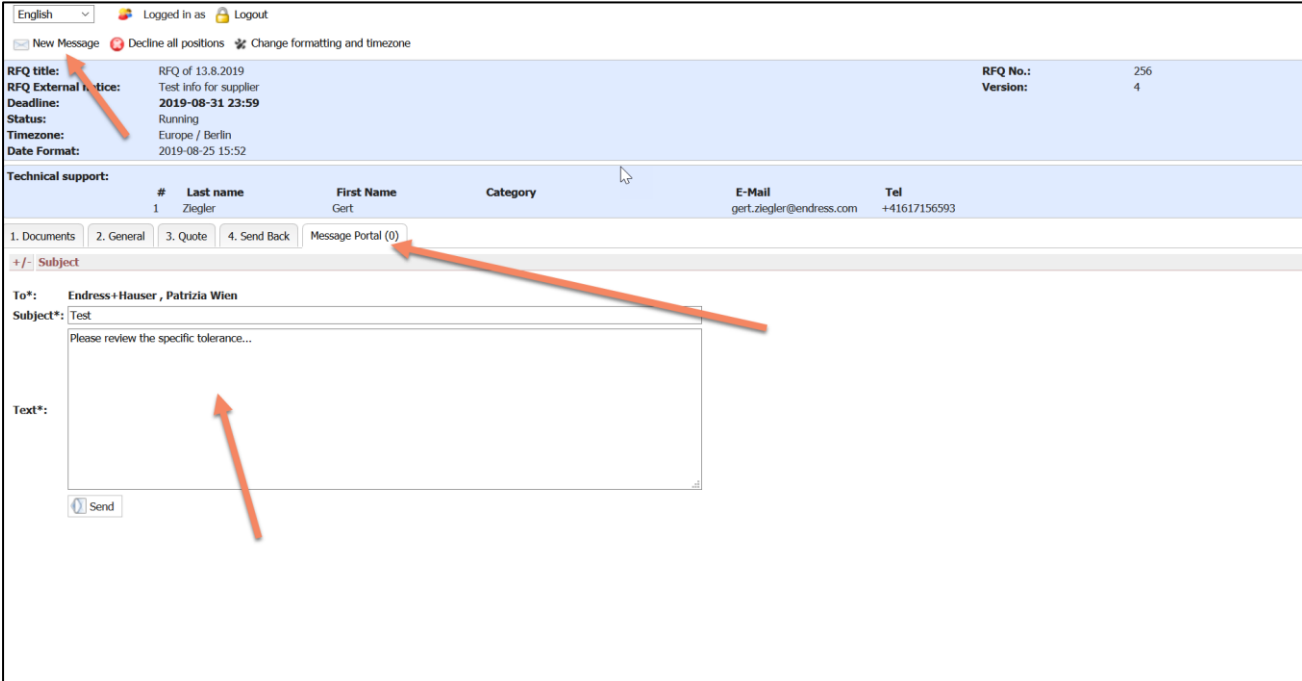
Quote no.:

Your sign:

6 Further functions

6.1 Messages

At any point while the RFQ is active, you can send messages to the responsible purchaser. Go to the “message portal” tab or the “new message” button in the top left corner and use the form. The purchaser will get your message and can reply in the same way.



The screenshot displays the RFQ management interface. At the top, there are navigation options: 'New Message', 'Decline all positions', and 'Change formatting and timezone'. The RFQ details are as follows:

RFQ title:	RFQ of 13.8.2019	RFQ No.:	256
RFQ External notice:	Test info for supplier	Version:	4
Deadline:	2019-08-31 23:59		
Status:	Running		
Timezone:	Europe / Berlin		
Date Format:	2019-08-25 15:52		

Below the details is a table for 'Technical support':

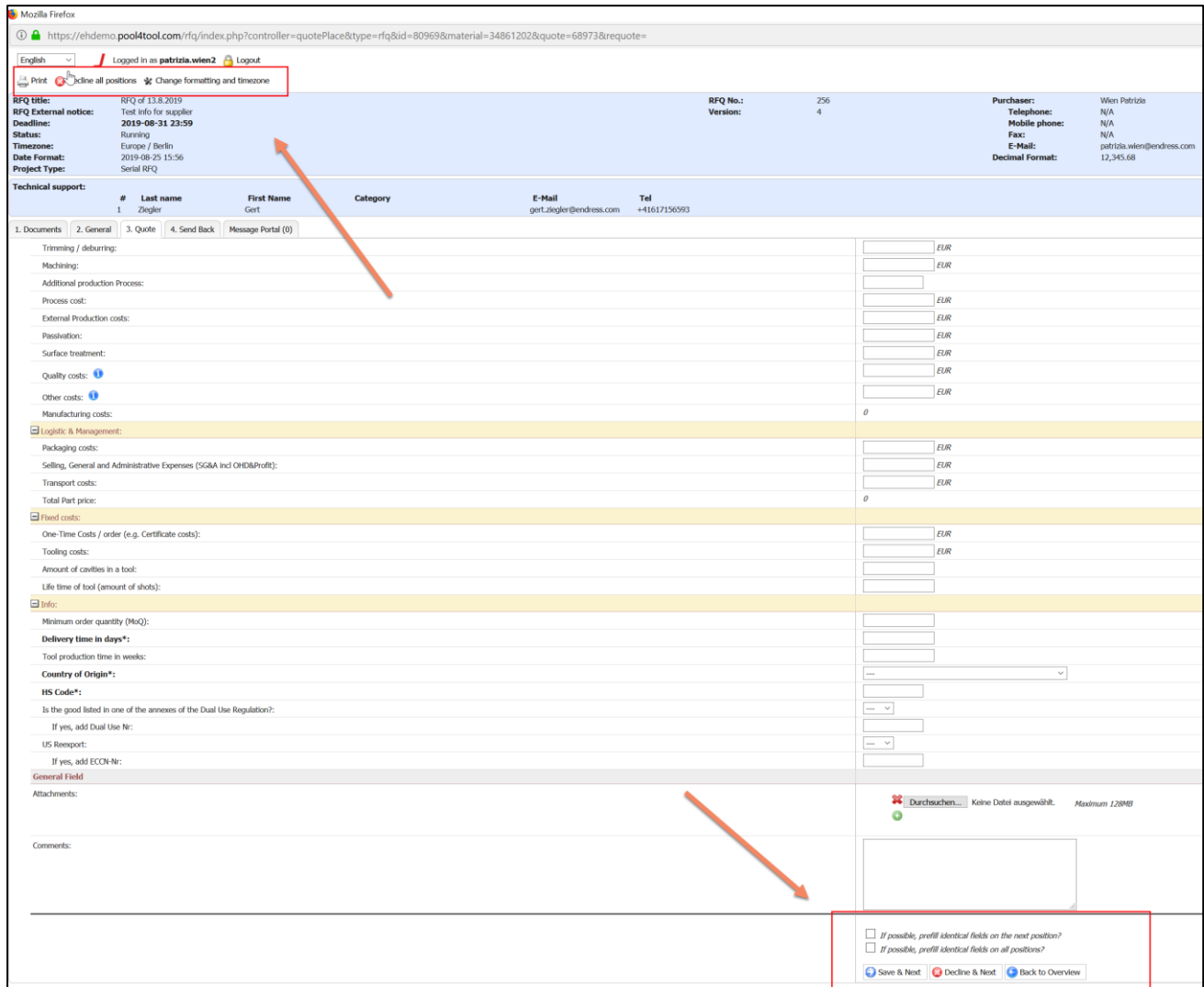
#	Last name	First Name	Category	E-Mail	Tel
1	Ziegler	Gert		gert.ziegler@endress.com	+41617156593

The 'Message Portal (0)' tab is selected. The message composition form is visible with the following fields:

- To*:** Endress+Hauser, Patrizia Wien
- Subject*:** Test
- Text*:** Please review the specific tolerance...

A 'Send' button is located at the bottom left of the form. Red arrows in the original image point to the 'New Message' button, the 'Message Portal (0)' tab, and the 'Text*' input field.

6.2 Declining and other options



The screenshot shows a web browser window with the URL `https://ehdemo.pooltool.com/rfq/index.php?controller=quotePlace&type=rfq&id=80969&material=34861202"e=68973&request=`. The user is logged in as `patrizia.wien2`. The interface displays RFQ details for RFQ 13.8.2019, including external notice, deadline (2019-08-31 23:59), status (Running), and time zone (Europe / Berlin). A table lists technical support contacts, with Gert Ziegler as the primary contact. The main section shows a list of cost items with input fields for values and EUR currency. At the bottom right, a red box highlights the options: `Save & Next`, `Decline & Next`, and `Back to Overview`. Two red arrows point to the `Decline all positions` button in the top left and the `Decline & Next` button at the bottom right.

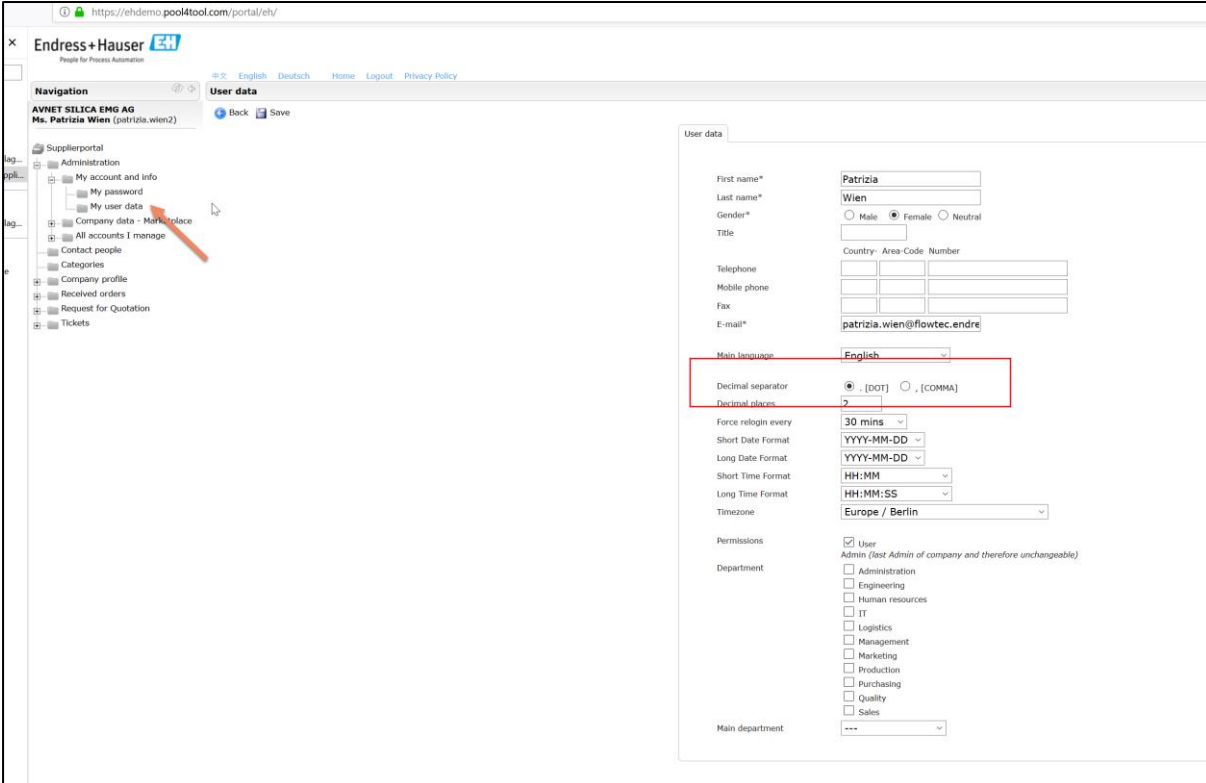
In the top left corner or at the bottom of the position details (in each RFQ item) you have some additional options.

- Decline
- Copy the position cost details to the next position if costs are similar

6.3 User settings



The prices are displayed with a comma for the decimal as default. If you prefer a dot, it can be changed in the account settings.



The screenshot shows the user settings interface for 'AVNET SILICA EMG AG'. The 'User data' section is active, displaying the following information:

- First name*: Patrizia
- Last name*: Wien
- Gender*: Male Female Neutral
- Title: (empty)
- Country: Area-Code Number (empty)
- Telephone: (empty)
- Mobile phone: (empty)
- Fax: (empty)
- E-mail*: patrizia.wien@flowtec.endre
- Main language: English
- Decimal separator: [DOT] [COMMA] (highlighted with a red box)
- Decimal places: 2
- Force relogin every: 30 mins
- Short Date Format: YYYY-MM-DD
- Long Date Format: YYYY-MM-DD
- Short Time Format: HH:MM
- Long Time Format: HH:MM:SS
- Timezone: Europe / Berlin
- Permissions: User
- Admin (best Admin of company and therefore unchangeable)
- Department:
 - Administration
 - Engineering
 - Human resources
 - IT
 - Logistics
 - Management
 - Marketing
 - Production
 - Purchasing
 - Quality
 - Sales
- Main department: ---