

Schaeffler Supplier Manual

Sourcing eRFQ in SupplyOn

SupplyOn, the shared supply chain collaboration platform in the manufacturing industry

Schaeffler/SupplyOn
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1. SupplyOn Sourcing

SupplyOn Sourcing lets you manage your request for information and quotation process efficiently, therefore optimizing sales quality and reducing costs. SupplyOn Sourcing provides you with a structured overview of all requests received and quotations issued. All communication takes place electronically, eliminating media incompatibilities. You have access at all times to full, up-to-date information as needed to submit high-quality quotations. The Business Directory is an integral part of SupplyOn's Sourcing solution. You can store current company data centrally in this supplier directory. All purchasing units at Schaeffler are able to see your corporate data and your complete portfolio of products and services. This means that requests for quotations can be specifically matched to what you have on offer and inappropriate requests are avoided, which saves time and costs. With the Business Directory, all company information is stored in a central directory:

- Master data: Company name, legal form, DUNS number, etc.
- Detailed information: Key figure history, EDI connection capability, etc.
- Attributes: Certificates, number of employees, etc.
- Address/contacts: All relevant addresses and organization contacts
- Categories: Manufacturing capabilities on the basis of material group specific questionnaires
- Company structure: Manufacturing locations, subsidiaries, etc.

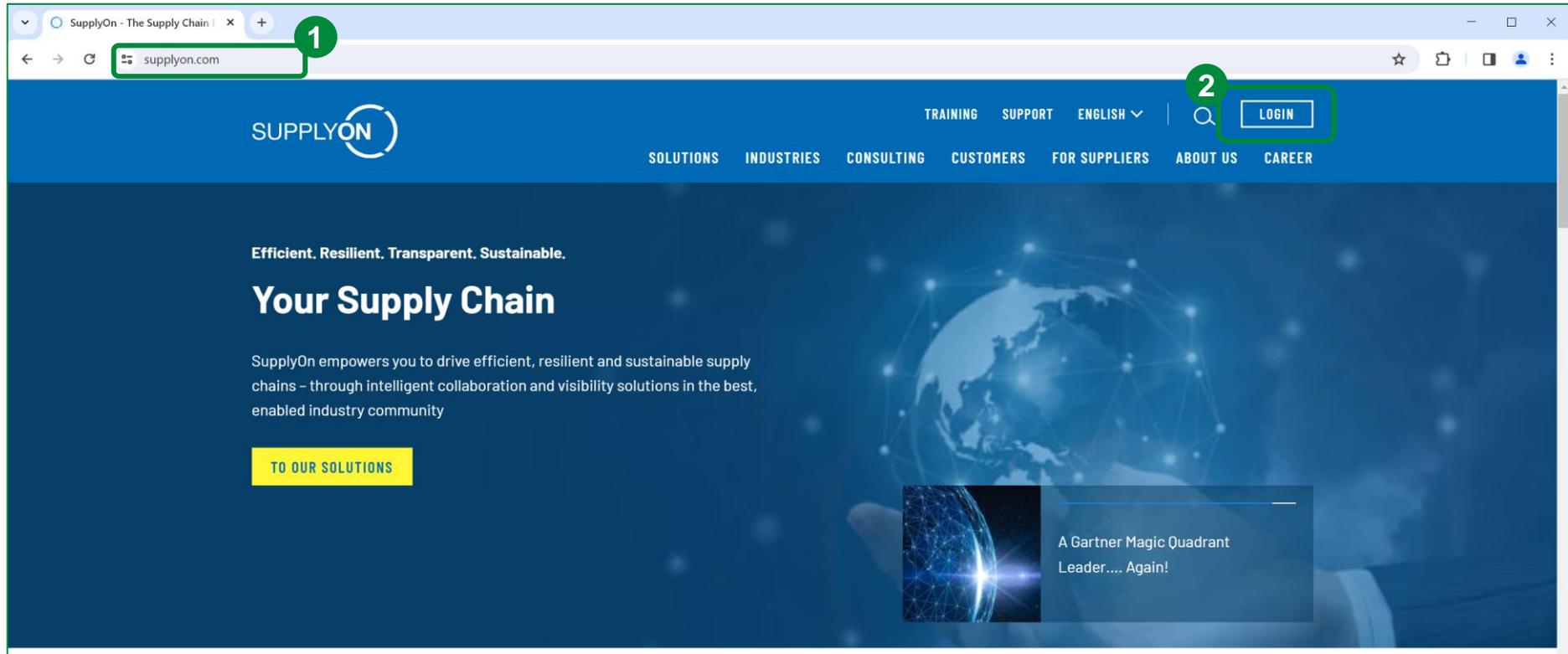
Benefits

- ➔ There are little media incompatibilities because the request for information and quotation is handled electronically from beginning to end.
- ➔ Your company and its entire portfolio of products and services are presented to an attractive audience.
- ➔ You can lower the response to quotation costs and improve the quality of your results due to a simplified, transparent sales processes.

2. SupplyOn Sign in (Registered Suppliers)

SupplyOn Sign in (Registered Suppliers)

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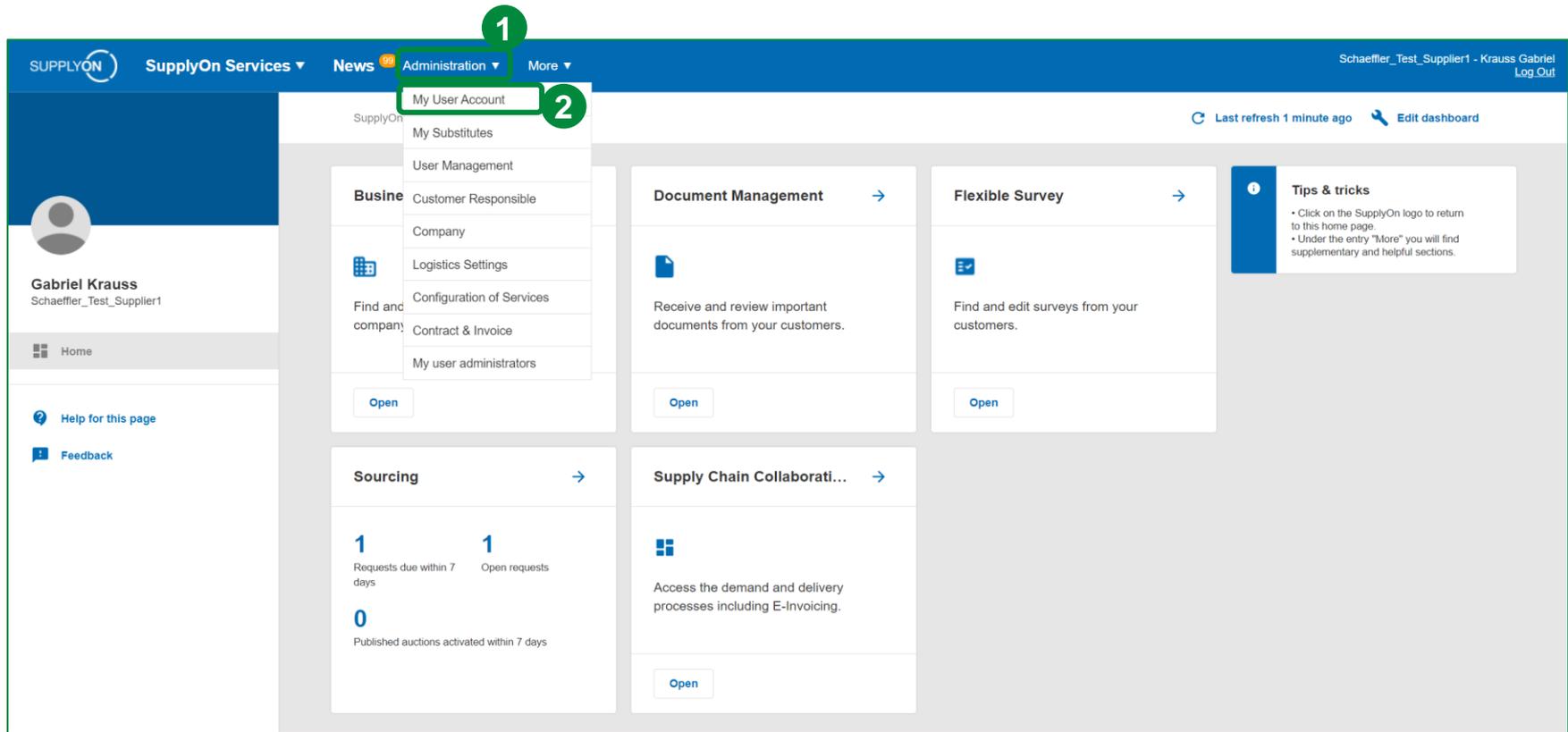
1. Visit the SupplyOn website at: www.supplyon.com
2. Click on "Login".

The screenshot shows the SupplyOn login interface. At the top left is the SupplyOn logo, and at the top right is a 'Contact' link. The main content area is divided into two columns. The left column contains a login form titled 'Login to SupplyOn Services'. It has two input fields: 'User ID*' and 'Password*'. Below each field is a link: 'Forgot user ID?' and 'Forgot password?'. A blue 'Login' button is positioned below the password field. Below the button are three links: 'Login by other identity provider' and 'Login using certificate'. A green box highlights the User ID and Password fields, with a '1' in a circle next to it. Another green box highlights the Login button, with a '2' in a circle next to it. The right column contains an 'FAQ about login problems' section with links for: 'How to reset your password?', 'How to retrieve your user ID?', 'Working without registration', 'Wrong e-mail address?', 'Locked account?', and 'Two-factor authentication - tips and tricks'. Below this is a blue button for 'SupplyOn Support Center'. At the bottom of the right column is a 'Most read' section with links for: 'Change of the administrator', 'Technical requirements for the use of the platform', 'SupplyOn Start', 'User administration of your company', 'I need more roles or rights', and 'Join our Supplier Community'.

1. Fill in your user ID and password.
2. Confirm with “Login“.

3. Initial Setup (Registered Suppliers)

Initial User Setup (Registered Suppliers)



In the landing page of SupplyOn, mouse over the link “Administration” and then click “My User Account” in order to change your account master data.

My SupplyOn | SupplyOn Services | Administration | Log Out | SUPPLYON

trg-Schaeffler seller1 (TRAINING COMPANY) - Seller, Simon

My SupplyOn > My user: My master data

My master data | My roles | My service settings | My substitutes | Privacy settings

4 Save Discard changes

Contact data

User ID*: trg-schaefflersell-rga

1 First name*: Simon

Last name*: Seller

2 Salutation*: Mr.

E-mail*: [masked]

3 Phone*: 202

Language*: English

Mobile phone: [input field]

Street: [input field]

City: [input field]

Zip code: [input field]

State/province: [input field]

Country*: Germany

[Change Password](#)

Every user shall have an own user account. Please do not use shared user accounts and enter always unique contact details (e.g. first or last name).



This is the “My master data” setting tab.

1. Please always check if your name has been entered correctly.
2. Please make sure your e-mail is setup correctly. This e-mail is used for receiving passwords, eRFQ notifications, etc.
3. Please set the language to “English” (optional).
4. Save after the change of data.

In case you do not have an own user please contact your Company Administrator! He is able to create and maintain user accounts.

Initial User Setup (Registered Suppliers)

My SupplyOn | SupplyOn Services | Administration | Log Out | SUPPLYON

trg-Schaeffler seller1 (TRAINING COMPANY) - Seller, Simon

My SupplyOn > My user: My roles [Help and support](#) | [Print](#) | [Message to support](#)

My master data | **My roles** | My service settings | My substitutes | Privacy settings

Expand the groups for a more precise roles assignment. [Expand all](#) | [Collapse all](#)

3 Request Discard changes

Company Administration (partially assigned) [Expand](#)

Contract and Invoice (not assigned) [Expand](#)

Customer Applications (not assigned) [Expand](#)

Logistics and Finances (partially assigned) [Expand](#)

Quality Management (assigned) [Expand](#)

Sourcing and Engineering (partially assigned) **2** [Collapse](#)

Role	Status	Description
<input checked="" type="checkbox"/> BusinessDirectorySupplierStandard	assigned	Editing customized fields.
<input type="checkbox"/> CollFoldersSellerUser	not assigned	Permission to work with collaborations.
<input type="checkbox"/> DMSRegularUser	not assigned	Access to documents in SupplyOn Document Management.
<input checked="" type="checkbox"/> Seller 2	assigned	Bids submission in SupplyOn Sourcing. Note: Please update the settings under "Administration / Customer Responsible" so that the customer is proposed the right users when the RFQ is created.

3 Request Discard changes

To be able to use SupplyOn Sourcing, it needs certain roles managed by your internal SupplyOn administrator.

1. Click on the tab "My roles".
2. Expand the section "Sourcing and Engineering". In order to use the SupplyOn Sourcing service, you need to be assigned to the role "Seller".
3. You can request new roles by clicking on the checkbox next to your required role. Then, click on "Request".

Initial User Setup (Registered Suppliers)

My SupplyOn | SupplyOn Services | Administration | Log Out | SUPPLYON

trg-Schaeffler seller1 (TRAINING COMPANY) - Seller, Simon

My SupplyOn > My user: Service settings

My master data | My roles | My service settings | My substitutes | Privacy settings

Customer responsible settings for corporate group trg-inasellers01: Company: trg-Schaeffler seller1 (TRAINING COMPANY)

Sourcing

Customer responsables with write access are informed about new requests of their customers in SupplyOn Sourcing and are able to process the requests. A comprehensive overview of all customer responsables is available in the Business Directory tab "Contact Persons".

Company	Responsible for customer	Authorization
trg-Schaeffler seller1 (TRAINING COMPANY)	All customers	Write

1 Customer responsible

Rows per page 10

First Previous | Page 1 of 1 | Next Last

Who administrates the customer responsables?

1. Click on the tab “My service settings”.
2. Depending on the different SupplyOn Services you have access to, you can see for example who is a customer responsible for SupplyOn Sourcing. In case you have access to several services, each service will be displayed in a separate tab.
3. Here it is displayed what kind of authorization the customer responsible has.
4. Moreover, you can see “Who administrates the customer responsables?” by clicking on the corresponding link .

Initial User Setup (Registered Suppliers)

The screenshot shows the SupplyOn user interface. At the top, there is a navigation bar with 'My SupplyOn', 'SupplyOn Services', 'Administration', and 'Log Out'. The 'Administration' tab is selected. Below this, the user's profile is shown as 'trg-Schaeffler seller1 (TRAINING COMPANY) - Seller, Simon'. The main content area is titled 'My SupplyOn > My user: My substitutes'. There are several tabs: 'My master data', 'My roles', 'My service settings', 'My substitutes', and 'Privacy settings'. The 'My substitutes' tab is highlighted with a green box and a circled '1'. Below the tabs, there is a section titled 'Change substitution settings:' with 'Save' and 'Discard changes' buttons. A descriptive text states: 'Here you can set which of your colleagues can act as your substitute when using the SupplyOn Services SupplyOn Sourcing, Document Management and Problem Solver. You can create the substitutions for a period or permanently.' Below this text is a table with columns for 'Substitute', 'from', 'until', 'E-mail notification', and 'Sourcing'. The table is currently empty, with the text 'The table has no entries.' below it. A 'Remove' button is located below the table. To the right of the table, there is an 'Add substitutes' button highlighted with a green box and a circled '2'. At the bottom of the section, there are 'Save' and 'Discard changes' buttons.

1. Change to the tab “My substitutes” to set up your colleague(s) as substitute(s) in case of your absence.
2. Click the “Add substitutes” button to add a new substitute.

Initial User Setup (Registered Suppliers)

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User search

1 Training Seller 101 Search Reset search

Name	Sort	Function	Department	E-mail	Company
2 <input checked="" type="checkbox"/> Schaeffler, Training Seller 101 - gu				xx@supplyon.com	trg-Schaeffler seller1 (TRAINING CO.)

3 Users [Select all](#) | [Deselect all](#) Rows per page 20 First Previous | Page 1 of 1 | Next Last

3 OK

1. Search for colleagues.
2. Click the checkbox next to the user.
3. Click "OK".

Initial User Setup (Registered Suppliers)

The screenshot shows the 'My substitutes' configuration page in the SupplyOn system. At the top, there are navigation links: 'My SupplyOn', 'SupplyOn Services', 'Administration', and 'Log Out'. The user is identified as 'trg-Schaeffler seller1 (TRAINING COMPANY) - Seller, Simon'. A message states 'You have added one colleague.' Below this, there are tabs for 'My master data', 'My roles', 'My service settings', 'My substitutes', and 'Privacy settings'. The 'Change substitution settings:' section includes 'Save' and 'Discard changes' buttons. A descriptive text explains that users can set colleagues as substitutes for various services and can create substitutions for a period or permanently. A table lists the current substitution settings:

Substitute	from	until	E-mail notification	Sourcing
<input checked="" type="checkbox"/> Schaeffler_Training Seller 101 - gu	11/20/2016 11:59 PM	11/30/2016 11:59 PM	Yes	<input checked="" type="checkbox"/>

At the bottom of the table, there is a 'Remove' button and another set of 'Save' and 'Discard changes' buttons. Three green circles with numbers 1, 2, and 3 highlight the checkbox, the date/time range, and the 'Save' button respectively.

Search for your substitute colleague(s).

1. Click the checkbox next to the user(s).
2. Set the time frame in which you want to be represented.
3. Click "Save".

4. eRFQ E-mail Notification (Registered Suppliers)

Alle Ungelesen ▾ Neuestes Element ↓

▲ Heute

1 SupplyOn Sourcing
New request "Ring 325" from trg-... 14:25
Dear Mr. Seller,

SupplyOn Sourcing <Sourcing@Mail.SupplyOn.com> 14:25

New request "Ring 325" from trg-Schaeffler buyer (TRAINING COMPANY)

SUPPLYON

Dear Mr. Seller,

the company trg-Schaeffler seller1 (TRAINING COMPANY) in Adorf (D-U-N-S: 999511102) has received a new request from the company trg-Schaeffler buyer (TRAINING COMPANY) (Buyer, Boris).

Name: Ring 325
ID: 569179146
End date: 11/27/2016 11:59 PM CET

2 **Version comment:**

Contact: Boris Buyer

3 [Click here to bid or decline the request](#)

This e-mail was also sent to the following recipients: [Rainer \(TRAININGS COMPANY\)](#), [Dorn](#), [Ersan Eyüp](#), [Training Seller 101 - gu Schaeffler](#), [Training Seller Q 116 Schaeffler](#), [Test Sell117](#), [Training Seller 106 Schaeffler](#), [Philipp Sester](#), [Training Seller 101 - gu](#)

1. For every incoming eRFQ you will receive an e-mail notification. Please make sure your e-mail is setup correctly in the user setting as described in Chapter 3 in order to receive it.
2. With the Version comment the Buyer informs you about changes in the base data or if additional data is needed, e.g. a CPR.
3. Click on the link to bid or decline the eRFQ.

eRFQ E-mail Notification (Registered Suppliers)

SCHAEFFLER

My SupplyOn | [SupplyOn Services](#) | [Administration](#) | [Log Out](#) | SUPPLYON

trg-Schaeffler seller1 (TRAINING COMPANY) - Seller, Simon

My SupplyOn > [Sourcing](#) : All requests > **Ring 325(Active)** [Help and support](#) | [Print](#) | [Message to support](#)

Bid

[Submit bid](#) | [Save as draft](#) | [Decline request](#) | [Back](#) [Discussions](#)

Added colleagues [Collapse](#)

[Forward request to colleagues](#)

Schaeffler_Training_Seller Q 116	Sell117_Test	Seller_Simon	Sester_Philipp
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Request details [Collapse](#)

Request name:	Ring 325	Request ID:	569179146 (Version 1)
Customer:	trg-Schaeffler buyer (TRAINING COMPANY)	Contact:	Buyer Boris
Start Date, Time:	Nov 17, 2016 2:24:08 PM	End date, time:	Nov 27, 2016 11:59:00 PM

Contact information

Engineering (name, e-mail):

Project dates

Sample M2 needed by:	Quantity M2:	Piece
Sample M3 needed by:	Quantity M3:	Piece
Sample M4 needed by*: 11/30/2016	Quantity M4*:	1,000 Piece
Initial Sample Date Supplier:	Delivery date for Tooling:	
Start of Production at Schaeffler (SOP)*: 12/8/2016		

Terms for developing

Download/upload bid

Download
 incl. attachments
[Request \(Excel\)](#)

Upload
[Upload bid](#)

SupplyOn automatically directs you to the eRFQ. Please process the eRFQ as shown in Chapter 7.

5. Start Using Sourcing eRFQ (Registered Suppliers)

Start Using Sourcing eRFQ (Registered Suppliers)

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My SupplyOn | **SupplyOn Services** | Administration | Log Out | SUPPLYON

trg-Schaeffler se | **Sourcing** | - Seller, Simon

My SupplyOn > | Business Directory | Project Management | Action Management | WebEDI / VMI | Search | Reset search

Open requests | Help and support | Print | Message to support | Act as substitute

Advanced Search | Table profiles: SupplyOn default

ID	Request name	Type	Customer	Contact	Status	Changed by	Change date	Time left	Discussions
569179146	Ring 325	RFQ	trg-Schaeffler b...	Buyer, Boris	Active			10 Days, 9 Hrs	
9285253	测试1015	RFQ	trg-United Auto...	Zhu, Yufeng	Active			9 Hrs, 14 Min.	
564550124	RFQ_F-611445.02.0900_2016-11-03	RFQ	trg-Schaeffler b...	Schaeffler, Training...	Active			7 Days, 15 Hrs	
564527045	PA66_GF25- Technyl	RFQ	trg-Schaeffler b...	Schaeffler, Training...	Active			13 Days, 9 Hrs	
564498271	RFQ_F-0123456_Part A	RFQ	trg-Schaeffler b...	Schaeffler, Training...	Active			22 Days, 9 Hrs	

5 requests | Rows per page 10 | First Previous | Page 1 of 1 | Next Last | To the top

1. First click on “SupplyOn Services” and then click “Sourcing”.
2. The “Open request” tab shows all non-processed eRFQs.
3. Select an open eRFQ in the “Open requests” tab and choose a eRFQ from the list below by clicking on the request name to open it.

If you are a registered SupplyOn user, you can skip the following Chapter 6.

6. eRFQ E-mail Notification (Unregistered Suppliers)

Alle Ungelesen ▾ Neuestes Element ↓

▲ Heute

SupplyOn Sourcing
New request from trg-Schaeffler b... 14:26
English version |

SupplyOn Sourcing <Sourcing@Mail.SupplyOn.com> Gast Rebecca 14:26

New request from trg-Schaeffler buyer (TRAINING COMPANY) (Boris Buyer) ▾

SUPPLYON

1 English version | Deutsch | 中文(Chinese)

Dear Sir or Madam,

you received a new request from trg-Schaeffler buyer (TRAINING COMPANY). Boris Buyer requests your bid.

Request name: Ring 325
End date: 11/27/2016 11:59 PM CET

This request was sent to you via SupplyOn. Processing is free of charge for you. Click on the following link to bid or decline:

2 [Link to request](#)

Note: This link will be invalid 180 days after the request end date.

SupplyOn is the leading multi-enterprise business process platform in the automotive and manufacturing industries. For more information about SupplyOn, please visit us: www.supplyon.com

Sehr geehrte(r) Benutzer(in),

You will receive an e-mail notification about an incoming new eRFQ. Your e-mail address is entered by Schaeffler.

1. Choose your language.
2. Click “Link to request” to open this eRFQ.

Welcome to the SupplyOn User registration

You have been invited by "trg-Schaeffler buyer (TRAINING COMPANY)" for the process "Request". In order to use the service, you have to register first. The registration and usage of this service are free of charge.

Please check your personal data.

Your customer already provided the following data for you. Please review it.

Salutation*:	Mr	1
First name*:	Simon	
Last Name*:	Seller	
E-mail:		
Phone*:	0711/123456	
Language*:	English	

Create company master data.

Use this address 2

Company	D.U.N.S. No.	Street	ZIP code	City	Country
---------	--------------	--------	----------	------	---------

1. Enter all contact fields marked with a *.
2. You have the possibility to use an already existing company address (if available).

Enter new address

Company*: 1

D.U.N.S. No.:

Street*:

ZIP code*:

City*:

Country*: ▼

Please confirm the SupplyOn terms and conditions.

SupplyOn terms and conditions:

I have read the [Terms and Conditions of Use](#) and agree. 2

Please define a password.

In order to protect your data in Request, you have to define a password. Use this password combined with the link provided in the invitation e-mail you have received to access Request. Please click the "finish" button to create your user account.

Password*: 3

4

1. Enter all company master data fields marked with a * if there is no company to choose in the section above.
2. Please set the checkmark that you have read the "Terms and Conditions of Use".
3. Define your password (necessary if you want to enter the eRFQ later on).
4. Click on "Finish".

Log Out | My company | My user account SUPPLYON

Language: English | Help and support

Bid

[Submit bid](#) [Save as draft](#) [Decline request](#)

Bid

Request details [Collapse](#) [T](#)

Request name: Ring 325	Request ID: 569179146 (Version 1)	
Customer: trg-Schaeffler buyer (TRAINING COMPANY)	Contact: Buyer, Boris	
Start Date, Time: Nov 17, 2016 2:24:08 PM	End date, time: Nov 27, 2016 11:59:00 PM	

Contact information

Engineering (name, e-mail):

Project dates

Sample M2 needed by:	Quantity M2: Piece	
Sample M3 needed by:	Quantity M3: Piece	
Sample M4 needed by*: 11/30/2016	Quantity M4*: 1,000 Piece	

Initial Sample Date Supplier:

Start of Production at Schaeffler (SOP)*: 12/8/2016

Terms for developing

Payment Terms for developing:

Terms for tooling

Payment Terms for B: 100% after PPAP approval

Download/upload bid

Download

Incl. attachments

▶ [Request \(Excel\)](#)

Upload

▶ [Upload bid](#)

SupplyOn automatically directs you to the eRFQ. Please process the eRFQ as shown in Chapter 7.

7. Check and Reply eRFQ (all Suppliers)

Check and Reply eRFQ (all Suppliers)

The screenshot shows the SupplyOn eRFQ interface. At the top, there are navigation links: My SupplyOn, SupplyOn Services, Administration, and Log Out. The main header displays 'SUPPLYON' and the user's role: 'Srg-Schaeffler seller1 (TRAINING COMPANY) - Seller, Simon'. Below this, there are links for 'My SupplyOn > Sourcing > Open requests > Ring 325(Active)'. The 'Bid' section contains buttons for 'Submit bid', 'Save as draft', 'Decline request', and 'Back'. A 'Discussions' button is also present. The 'Request details' section is highlighted with a green box and a '1' callout. It shows the request name 'Ring 325', customer 'Iro-Schaeffler buyer (TRAINING COMPANY)', and start date 'Nov 17, 2016 3:43:47 PM'. The 'Contact information' section is highlighted with a green box and a '3' callout, showing the contact 'Buyer_Boris'. The 'End date, time' is highlighted with a green box and a '2' callout, showing 'Nov 27, 2016 11:59:00 PM'. The 'Decline request' button is highlighted with a green box and a '5' callout. The 'Discussions' button is highlighted with a green box and a '4' callout. The 'Request details' section also includes 'Request ID: 569179146', 'Contact: Buyer_Boris', and 'End date, time: Nov 27, 2016 11:59:00 PM'. The 'Project dates' section includes 'Sample M2 needed by:', 'Sample M3 needed by:', 'Sample M4 needed by*: 11/30/2016', 'Initial Sample Date Supplier:', and 'Start of Production at Schaeffler (SOP)*: 12/8/2016'. The 'Terms for developing' and 'Terms for tooling' sections are also visible.

1. Here you find the “Request details”. Please read them carefully!
2. Please always consider that a bid can only be placed as long as the end date is valid. If the end date has been exceeded it won’t be able to submit any bid information.
3. Here you find the buyer you can contact
4. If there are now contact details you can start a discussion (explained later in the manual)
5. If you do not want to bid the eRFQ, click “Decline request”.

In case you already know that you are not able to place your bid within the defined time frame, please contact the corresponding buyer at an early stage.

Check and Reply eRFQ (all Suppliers)

The screenshot shows the SupplyOn interface for a bid. At the top, there are navigation links: My SupplyOn, SupplyOn Services, Administration, and Log Out. The main header includes the SupplyOn logo and the text 'trg-Schaeffler seller1 (TRAINING COMPANY) - Seller, Simon'. Below this, there are breadcrumb links: My SupplyOn > Sourcing: Open requests > Ring 325(Active). On the right, there are links for 'Help and support | Print | Message to support' and a 'Discussions' button.

The main content area is titled 'Bid' and contains several sections:

- Added colleagues:** A table with columns for 'Schaeffler, Training Seller Q.116', 'Sell117, Test', 'Seller, Simon', and 'Sester, Philipp'. A 'Forward request to colleagues' button is present.
- Request details:** A table with the following information:

Request name:	Ring 325	Request ID:	569179146
Customer:	trg-Schaeffler buyer (TRAINING COMPANY)	Contact:	Buyer, Boris
Start Date, Time:	Nov 17, 2016 3:43:47 PM	End date, time:	Nov 27, 2016 11:59:00 PM
- Contact information:** Engineering (name, e-mail):
- Project dates:** Sample M2 needed by: Quantity M2: Piece; Sample M3 needed by: Quantity M3: Piece; Sample M4 needed by*: 11/30/2016; Quantity M4*: 1,000 Piece; Initial Sample Date Supplier: Delivery date for Tooling:; Start of Production at Schaeffler (SOP)*: 12/8/2016
- Terms for developing:** Payment Terms for developing:
- Terms for tooling:** Payment Terms for tooling: B: 100% after PPAP approval

A 'Download/upload bid' menu is highlighted with a green box and a red circle containing the number '1'. The menu options are: Download (with a checkbox for 'incl. attachments'), Request (Excel), Upload, and Upload bid.

You can choose between online and offline editing. Both options will be explained in detail on the following pages. Basically:

1. For offline editing you can download the files and upload them again after editing.
2. If you prefer to edit online you can fill out the requested fields directly in this mask.

Check and Reply eRFQ (all Suppliers)

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Supplier response fields Collapse IT

You may answer the request directly in the form or also offline using Excel (see options on the right side).

Supplier Remarks:

Internal offer number*: Offer valid until:

Attachments

Technical Delivery Conditions accepted?: Yes No

Filled Templates and Files requested: No attachments were uploaded.
[Upload](#) | [Manage attachments](#)
CTRL key for multiple upload.

Feasibility Confirmation uploaded? *

Capacity Confirmation uploaded? *

All pertinent/applicable taxes are applied (to the quotation)*:

Tax Clause decline comment:

Item list Collapse IT

[Enter / change bid line items](#)

1 line items are contained in the request. Please click on the link "Enter / change bid line items".

Items [123, 123](#)

	Item Name*	Part Number*	Comments	CPR required?	CPR Base Quantity	Supplier Payment Terms *	Supplier Delivery Location	Lead Time for Tooling (in weeks)	One-Developm
1	123	123		no	Quantity in Year 1	E090 - (New) 90EOM02 - 90 days end of month with payment on the 2nd of the following month	Place defined by suppliers		6

If you confirm the tax clause, please make sure, that your offered price contains all applicable taxes.

The item list shows if a Cost Parameter Request is required (For further information see page 57). For an easy processing of the eRFQ on your local Excel application use the Offline Bid functionality (page 30) .

1. At the bottom of the page you can find the item list.
2. Click on "Enter/ change bid line items" in order to get to the "Items" overview.
3. By navigating to the right you can find the "CPR required" field. There you can see if the CPR is obligatory.

a. Offline Editing

My SupplyOn | SupplyOn Services | Administration | Log Out | SUPPLYON

trg-Schaeffler seller1 (TRAINING COMPANY) - Seller, Simon

My SupplyOn > Sourcing > Open requests > Ring 325(Active) Help and support | Print | Message to support

Bid

Submit bid | Save as draft | Decline request | Back Discussions

Added colleagues

Forward request to colleagues

Schaeffler_Training Seller Q 116 | Sell117_Test | Seller_Simon | Sester_Philipp

Request details

Request name:	Ring 325	Request ID:	569179146
Customer:	trg-Schaeffler buyer (TRAINING COMPANY)	Contact:	Buyer_Boris
Start Date, Time:	Nov 17, 2016 3:43:47 PM	End date, time:	Nov 27, 2016 11:59:00 PM

Contact information

Engineering (name, e-mail):

Project dates

Sample M2 needed by:	Quantity M2:	Piece
Sample M3 needed by:	Quantity M3:	Piece
Sample M4 needed by*: 11/30/2016	Quantity M4*:	1,000 Piece
Initial Sample Date Supplier:	Delivery date for Tooling:	
Start of Production at Schaeffler (SOP)*: 12/8/2016		

Download/upload bid

Download 1

incl. attachments

Request (Excel)

Upload 2

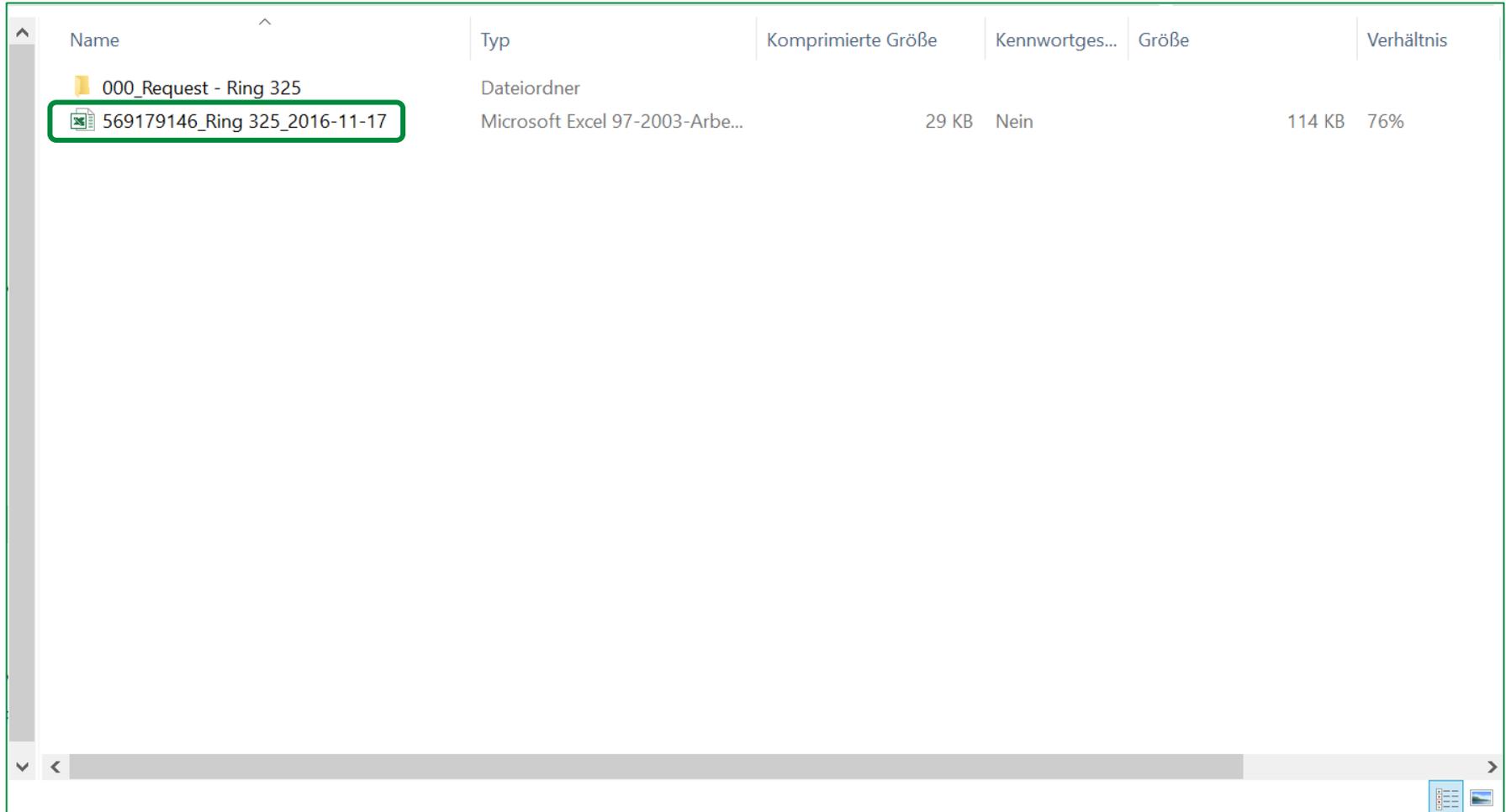
Upload bid

Please do not realize any format changes within the Excel Download file!

This step is not necessary for eRFQ bidding. Please go to Chapter 7 b if you want to skip it.

1. You can use the “Download” function to download the eRFQ as an Excel file. It is important not to change the file name or format.
2. Please upload the Excel file after filling out the eRFQ with all the required information. Please do not realize any format changes.

The offline editing process is described in the following.



Name	Typ	Komprimierte Größe	Kennwortges...	Größe	Verhältnis
000_Request - Ring 325	Dateiordner				
569179146_Ring 325_2016-11-17	Microsoft Excel 97-2003-Arbe...	29 KB	Nein	114 KB	76%

The eRFQ Zip-folder contains an Excel file and a folder including attached eRFQ files.
Open the Excel file.

	A	B	C	D	E	F	G	H	I	
1		Bid for request 'Ring 325' from 'trg-Schaeffler buyer (TRAINING COMPANY)'								
2		Survey details								
3		Request ID	569179146		Request version	3				
4		Version comment								
5		Name	Ring 325		Request type	RFX				
6		Company	trg-Schaeffler buyer (TRAINING		Contacts	Buyer, Boris				
7		Start date/time	Apr 24, 2017 2:22:26 PM		End date/time	Jun 30, 2017 11:59:00 PM				
8		Currency	EUR							
9										
10		Contact information								
11		Project dates								
12		Sample M4 needed by*	13.07.2017		Quantity M4*	1.000	Piece			
13		Start of Production at	08.12.2016							
14		Schaeffler (SOP)*								
15		Terms for developing								
16		Terms for tooling								
17		Payment Terms for tooling B: 100% after PPAP approval								
18		Attachments								
19		Attachments for additional 1 information								
20		Documents required for 2 feedback								
21		Response options								
22		Bid quantity	The customer expects your bid on the requested quantity.							
23		Alternative bid	You cannot enter an alternative bid.							
		Bid header	Items	Ring Version1, 325 1						

The Excel sheet “Bid header” contains the customer name (Schaeffler) and further request descriptions in the area “Survey details”.

	A	B	C	D	E	F	G	H	I
23	Supplier response								
24	Bid type	Regular							
25									
26	Supplier Remarks								
27	Internal offer number*	24859	Offer valid until	24.11.2016					
28	Attachments								
29	Technical Delivery								
30	Conditions accepted?								
31	Filled Templates and Files requested	Please upload the attachments.							
32	Feasibility Confirmation uploaded?*								
33	Please select:	Accept							
34	Capacity Confirmation uploaded?*								
35	Please select:	Accept							
36	Packaging Data Sheet uploaded?*								
37	Please select:	Accept							
38									
39									
40	Items								
41	The customer requests 1 items.								
42	Table of contents								
43	1. Ring Version1 - 325 1								
44	1. Ring Version1 - 325 1 (cost breakdown)								
45									
46									

In the area “Supplier response” all fields highlighted with a colour are supplier input fields and therefore have to be filled in by the appropriate responsible in the selling company. **BLUE** fields are optional input fields and **YELLOW** fields are mandatory.

Num	Item Name	Part Number	CPR required?	CPR Base Quantity	Supplier Payment Terms *	Supplier Delivery Location	Lead Time for Tooling (in weeks)	One-Time Development Costs	One-Time Tooling Costs	Amortized Tooling Cost (incl. in piece price)	Packaging Costs (incl. in piece price)
1	123	123	No	Quantity in Year 1	ED90 - (New) 90EOM02 - 90 days end of month with payment on the 2nd of the following month	Place defined by suppliers	6			6,000	6,000

1

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1 + 2
Are only given in the Project RFQ

For requests regarding cost break down:
Please fill in fields „Supplier Payment Terms“, „Delivery Location“ and „Lead Time for Tooling“.
The other fields are automatically transferred from the next cost break down (next tab).



1. CPR required indicates if filling out a CPR is obligatory.
2. CPR Base Quantity refers to the amount of a year, normally it is the year in which the peak volume is reached.
3. Fill in the required information, especially “Supplier Payment Terms”.
Follow this simple rule: **Yellow** fields are mandatory. **Blue** fields are optional.

SCHAEFFLER

CPR could be skipped

2

4

A	B	C	D	E	F	G	H	I	J	K	L	M
2	Request and line item data											
4	Supplier Name	trg-Schaeffler seller1 (TRAINING COMPANY)				Request Name	Ring 325					
5	Item Name	Ring Version1				SAP Material Number						
6	Part Number	325 1				Request Delivery Location	Herzogenaurach					
7	Quote Currency	EUR				RFQ End Date	11/27/2016					
8	Price Unit	10				Quantity	1000					
9	SOP Schaeffler	08.12.2016				Supplier Delivery Location	Place defined by suppliers					
10	Project Lifetime in Years					Supplier Payment Terms	X038 - Within 90 days Due net					
12	Request quantity and quote details											
14	Information to suppliers: Please fill in all areas marked with "M", if necessary for all requested years.											
15	Pre-production / Sample parts (only if required)											
17		Sample needed by	Quantity	Price per unit	Lead time in weeks							
19	Sample M2											
20	Sample M3											
21	Sample M4	M	30.11.2016	1.000								
22	Price per price unit and year in quote currency (the last stated price is valid for all following years)											
26	Forecast timeline		2023	2024	2025	2026	2027	2028				
28	Forecast quantity per year		500	500								
30	FCA Price	M										
31	DAP Price	M										
32												

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Field legend:
 Purchasing
 Supplier
 System

1. Open the first cost breakdown sheet (Ring Version1, 325 1).
2. Here you can see if it is mandatory to fill out the CPR or if it can be skipped.
3. Fill in the required supplier values.
Follow this simple rule: **YELLOW** fields need to be filled by the supplier. **GREEN** fields were/need to be filled by Schaeffler purchasing, **WHITE** fields are filled automatically.
4. Slide down for more details/information.

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Product Specific Allocation				
Pos.	Designation [e.g. Tooling, Devices, Research & Development, Validation, etc.]	Cost [USD]	Allocation Quantity [L.n.]	Allocation Cost [USD/pcs]
1				0,0000
2				0,0000
3				0,0000
4				0,0000
5				0,0000
6				0,0000
7				0,0000
8				0,0000
Subtotal Allocation Costs [USD/pcs]:				0,0000

One-time Payments			
Pos.	Designation [e.g. Tooling, Devices, Research & Development, Validation, etc.]	Lifetime in Cycles [pcs]	Cost [USD]
1			
2			
3			
4			
5			
6			
7			
Total One-time Payments [USD]:			0,0000

Angebotskopf | Positionen | **Pin, F-392658.09-0009** | ⊕

Subtotal Setup Costs [USD/1 pcs]:	0,0000
Total Scrap Costs [USD/1 pcs]:	0,0070
Subtotal Production Costs [USD/1 pcs]:	0,2580

Overheads						
SG&A		Profit on Material		Profit on Value Add		Allocation Costs
Base 1	[%]	Base 2	[%]	Base 3	[%]	[Allocation Cost/pcs]
0,2580	8,00	0,1090		0,1373	4,00	0,0000
0,0165 [USD/1 pcs]		0,0000 [USD/1 pcs]		0,0055 [USD/1 pcs]		0,0000
Subtotal Overhead Costs [USD/1 pcs]:						0,0210

Base 1= Production Costs, Base 2= Material Costs without sum of Surcharges, Base 3= Sum of Manufacturing Costs and Setup Costs

Terms of Payment and Delivery					
Packaging	Transport	Duty		Payment Terms	
[USD/1 pcs]	[USD/1 pcs]	Base	[%]	[days]	
0,00 %	0,00 %		0,00	60	
Subtotal Terms of Payment and Delivery Costs [USD/1 pcs]:					0,0000

Degree of Filling:

[%]
37 %

1

Total Price [USD/1 pcs] (Price after reduction steps):	0,2789
---	---------------

1. The filling degree at the bottom of the document shows how many fields (in percent) have already been filled out and should reach 50%.

My SupplyOn | [SupplyOn Services](#) | [Administration](#) | [Log Out](#) | SUPPLYON

trg-Schaeffler seller1 (TRAINING COMPANY) - Seller, Simon

My SupplyOn > [Sourcing](#) > [Open requests](#) > [Ring 325\(Active\)](#) [Help and support](#) | [Print](#) | [Message to support](#)

Bid [Discussions](#)

2 [Submit bid](#) [Save as draft](#) [Decline request](#) [Back](#)

Bid

Added colleagues [Collapse](#)

[Forward request to colleagues](#)

Schaeffler_Training Seller Q 116	Sell117_Test	Seller_Simon	Sester_Philipp
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Request details [Collapse](#)

Request name:	Ring 325	Request ID:	569179146
Customer:	trg-Schaeffler buyer (TRAINING COMPANY)	Contact:	Buyer_Boris
Start Date, Time:	Nov 17, 2016 3:43:47 PM	End date, time:	Nov 27, 2016 11:59:00 PM

Contact information

Engineering (name, e-mail):

Project dates

Sample M2 needed by:	Quantity M2:	Piece
Sample M3 needed by:	Quantity M3:	Piece
Sample M4 needed by*: 11/30/2016	Quantity M4*:	1,000 Piece
Initial Sample Date Supplier:	Delivery date for Tooling:	
Start of Production at Schaeffler (SOP)*: 12/8/2016		

Download/upload bid

Download incl. attachments

[Request \(Excel\)](#)

Upload **1**

[Upload bid](#)

1. After the final step, save the Excel document and upload it to the SupplyOn platform by clicking on “Upload bid”.
2. Now you can submit the bid to Schaeffler by clicking on “Submit bid” in the eRFQ area.

b. Online Editing

Documents required for S_296001-1_A4_Herstellbarkeitsbestaetigung-Feasibility_Confirmation.docx (67 KB); S_296001-1_A5_Kapazitaetsbestaetigung-Capacity_Confirmation.docx (55 KB); feedback:

Details

Special Requirements Remarks:

Supplier response fields Collapse

You may answer the request directly in the form or also offline using Excel (see options on the right side).

Supplier Remarks:

Internal offer number: **1**

Offer valid until:

Attachments

Technical Delivery Conditions accepted?: Yes No

Filled Templates and Files requested: No attachments

[Upload](#) | [Manage attachments](#)
You require a Flash Player for your browser to fully use the function. [Click here to install](#)

Feasibility Confirmation uploaded? *

Capacity Confirmation uploaded? *

Packaging Data Sheet uploaded? *

Item list Collapse

[Enter / change bid line items](#)

3 1 line items contained in the request. Please click on the link "Enter / change bid line items".

[Submit bid](#) | [Save as draft](#) | [Decline request](#) | [Discussions](#)

Scroll down to the “Supplier response fields”. If you decided to response to the request online, please fill in all requested information. All fields marked with a * are mandatory and therefore need to be filled in.

1. Please fill in the supplier “Internal offer number”.
2. Please upload the filled documents first and then confirm that the upload was successful and the documents have been attached. Please do not only set the checkmark without filling out and uploading the requested files. Otherwise your bid is invalid.
3. In the area “Item list” you see how many items are part of the request.
4. To be able to see and enter information for the different items please click on “Enter / change bid line items”.

My SupplyOn | [SupplyOn Services](#) | [Administration](#) | [Log Out](#) | SUPPLYON

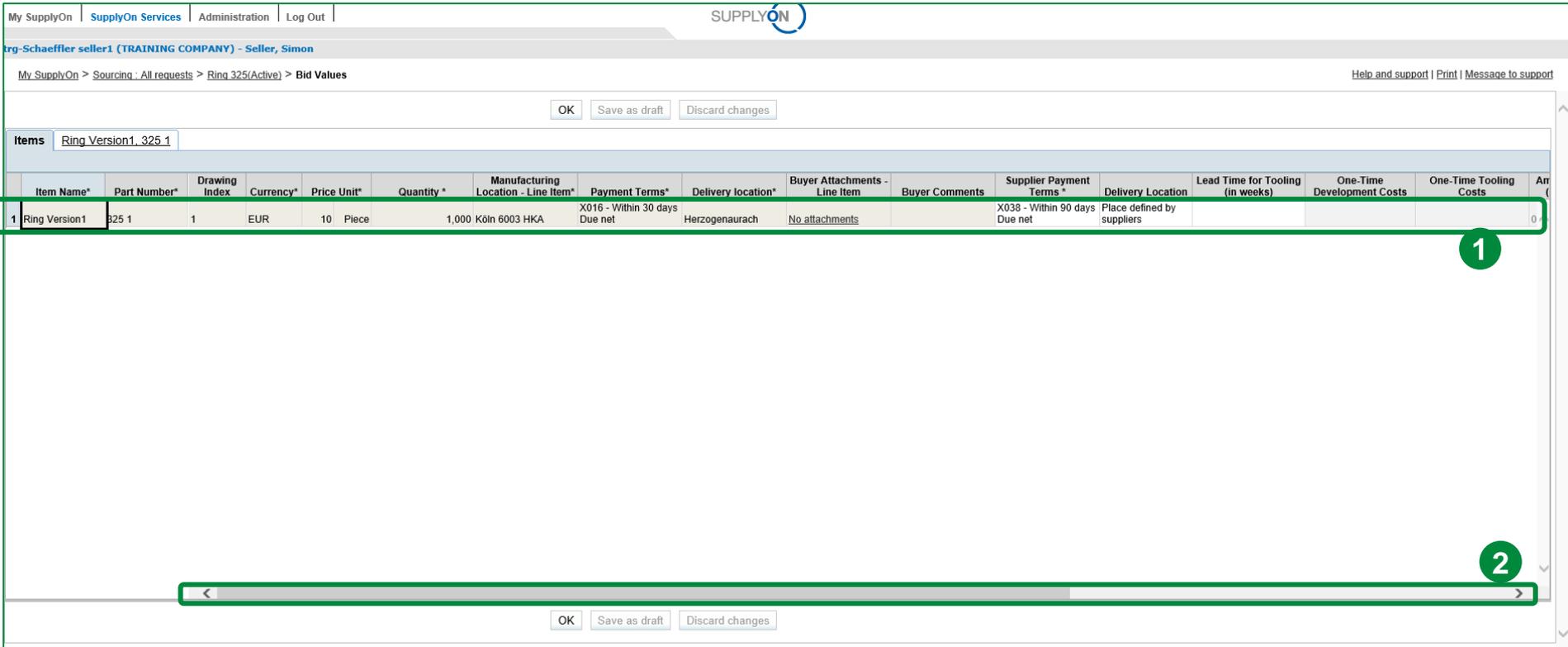
My SupplyOn > [Sourcing](#) : All requests > [Ring 325\(Active\)](#) > **Bid Values** [Help and support](#) | [Print](#) | [Message to support](#)

OK Save as draft Discard changes

Items Ring_Version1_325_1

Item Name*	Part Number*	Drawing Index	Currency*	Price Unit*	Quantity *	Manufacturing Location - Line Item*	Payment Terms*	Delivery location*	Buyer Attachments - Line Item	Buyer Comments	Supplier Payment Terms *	Delivery Location	Lead Time for Tooling (in weeks)	One-Time Development Costs	One-Time Tooling Costs	Arr
1 Ring Version1	325 1	1	EUR	10 Piece	1,000	Köln 6003 HKA	X016 - Within 30 days Due net	Herzogenaurach	No attachments		X038 - Within 90 days Due net	Place defined by suppliers				0

OK Save as draft Discard changes



1. The table shows Item information like “Item Name”, “Part Number”, the “Currency” used for payment, etc. **WHITE** fields are supplier input fields.
2. Scroll to the right or use the arrow keys to display additional supplier input fields.

OK Save as draft Discard changes

Items		123, 123							
Item Name*	Part Number*	CPR required?	CPR Base Quantity	Supplier Payment Terms *	Supplier Delivery Location	Lead Time for Tooling (in weeks)	One-Time Development Costs	One-Time Tooling Costs	Amortized Tooling (incl. in piece)
1	123	no	Quantity in Year	E090 - (New) 90EOM02 - 90 days end of month with payment on the 2nd of the following month	Place defined by suppliers	6			6

OK Save as draft Discard changes

1. CPR required shows if it is necessary to fill out the CPR or if it can be skipped. This field is only available in Project RFQ!
2. The CPR Base Quantity refers to the amount of a year, normally it is the year in which the peak volume is reached.
3. Please insert the required information in the **White** fields, the **light grey** fields will be filled automatically.

The screenshot shows the SupplyOn interface for editing bid values. At the top, there are navigation links: My SupplyOn, SupplyOn Services, Administration, and Log Out. The main header displays 'trg-Schaeffler seller1 (TRAINING COMPANY) - Seller, Simon'. Below this, a breadcrumb trail reads 'My SupplyOn > Sourcing : All requests > Ring 325(Active) > Bid Values'. On the right, there are links for 'Help and support | Print | Message to support'. A control bar contains 'OK', 'Save as draft', and 'Discard changes' buttons. The main content area features a table with the following columns: Item Name*, Part Number*, Buyer Comments, Supplier Payment Terms *, Delivery Location, Lead Time for Tooling (in weeks), One-Time Development Costs, One-Time Tooling Costs, Amortized Tooling Cost (incl. in piece price), Packaging Costs (incl. in piece price), Material Price Base, Operational Weight (kg/pc), Complete Weight (kg/pc), Supplier Manufacturing Location, and Cost Breakdown. A single row is visible for 'Ring Version1, 325 1'. Callout 1 points to the 'Amortized Tooling Cost' and 'Packaging Costs' columns. Callout 2 points to the 'Item Name' and 'Part Number' columns. Callout 3 points to the 'Details' link in the 'Cost Breakdown' column. A mouse cursor is visible over the table area.

Item Name*	Part Number*	Buyer Comments	Supplier Payment Terms *	Delivery Location	Lead Time for Tooling (in weeks)	One-Time Development Costs	One-Time Tooling Costs	Amortized Tooling Cost (incl. in piece price)	Packaging Costs (incl. in piece price)	Material Price Base	Operational Weight (kg/pc)	Complete Weight (kg/pc)	Supplier Manufacturing Location	Cost Breakdown
1 Ring Version1	325 1		X038 - Within 90 days Due net	Place defined by suppliers				0	0					Details

1. Please insert the required information in the **White** fields.
2. Click on the cost breakdown sheet for the first item (Ring Version1, 325 1). The cost breakdown sheet gives Schaeffler detailed information about your prices.
3. Alternatively, you can click on the link “Details” in the column “Cost Breakdown” to open the cost breakdown sheet.

CPR could be skipped 1

Positionen Ring 325, 1

B32:

	A	B	C	D	E	F	G	H	I	J	K
25	Price per price unit and year in quote currency (the last stated price is valid for all following years)										
26	Forecast timeline										
27					2023	2024	2025	2026	2027	2028	2029
28					500	500					
29	Forecast quantity per year										
30											
31	FCA Price										
32											
33	In above stated Price included price details (price per price unit):										
34	Material costs										
35	Amortized Tooling Costs										
36	Alloy surcharge										
37	Scrap surcharge										
38	Manufacturing costs										
39	Overhead costs										
40	Logistics cost (incl. transport and duty)										
41	Packaging costs										
42											
43	Additional information (if requested = "M")					Tooling information (if requested = "M")					
44											
45											
46											

OK Save as draft Discard changes

3

All mandatory input fields are highlighted with a **M**.

1. Indicates if the CPR has to be filled or could be skipped.
2. Insert your data in all supplier input fields (**YELLOW**). Repeat this steps for other cost breakdown sheets, if necessary. Please enter all prices to enable a significant comparison of the two incoterms (FCA and DAP or DDP) and their influence! (DAP or DDP will be selected by Schaeffler)
3. "Save as draft" if you want to change anything later on. Click "OK" if everything is correct.

CPR could be skipped

2 Änderungen verwerfen Mehr ▾

Positionen Ring Version1, 325 1

A1:

		2016	2017	2018	2019	2020	2021	2022	2023
CO2e Emissions Cradle to Gate [kg/unit]	M								
Method of calculation									
Secondary database									
3rd Party Verification									
Attachment(s) available									

My SupplyOn > Purchasing > Sourcing > Templates: Published templates > Create RFQ: Request details > Modify Line Items

Help and support | Print | Message to support

Hint: delete lines by selecting the line with the mouse and clicking on the button "More / Delete marked line".

Item Name*	Part Number*	AP#	Target unit	PPA Target Price	Tooling Target	Total PVO Target	Tooling Achieved [EUR]	Total PVO Achieved [EUR]	CO2e_required by supplier	CO2e Emissions Cradle to Gate [kg/ unit]	Method of calculation	Secondary database	3rd Party Verification	Attachment available

All mandatory input fields are highlighted with a **M**.



1. Please also add the data for the CO2e - carbon footprint. The supplier-specific fields are marked in (**YELLOW**).
2. "Save as draft" if you want to change anything later on. Click "OK" if everything is correct.
3. Depending on the template, you can also find this information directly in the item list as separate fields.

My SupplyOn | [SupplyOn Services](#) | [Administration](#) | [Log Out](#) | SUPPLYON

trg-Schaeffler seller1 (TRAINING COMPANY) - Seller, Simon

My SupplyOn > [Sourcing - Open requests](#) > **Ring 325(Active)**

Bid

2 **1**

Added colleagues

[Forward request to colleagues](#)

Schaeffler, Training Seller Q 116 | Sell117, Test | Seller, Simon | Sester, Philipp

Request details

Request name:	Ring 325	Request ID:	569179146
Customer:	trg-Schaeffler buyer (TRAINING COMPANY)	Contact:	Buyer, Boris

Now you are ready to submit your bid to Schaeffler:

1. Save bid as draft (optional), if you want to change anything before submitting.
2. Click on "Submit bid", if everything is correct and you want to send your bid.

My SupplyOn | [SupplyOn Services](#) | Administration | Log Out | 

trg-Schaeffler seller1 (TRAINING COMPANY) - Seller, Simon

My SupplyOn > Sourcing : Answered requests [Help and support](#) | [Print](#) | [Message to support](#)

You have submitted the bid.

[Act as substitute](#)

ID, name, customer, contact

Advanced Search Table profiles:

ID	Request name	Type	Customer	Contact	Status	Changed by	Change date	Time left	Discussions
569179146	Ring 325	RFQ	trq-Schaeffler buyer (TR...	Buyer, Boris	Active	Seller, Simon	11/17/2016 5:16 PM CET	10 Days, 6 Hrs	
564498547	RFQ F-678456_System_2016-11-03	RFQ	trq-Schaeffler buyer (TR...	Schaeffler, Training Buyer 01	Closed	Schaeffler, Training Buyer 01 (...)	11/3/2016 1:41 PM CET		
564498180	RFQ F-567746_Welle	RFQ	trq-Schaeffler buyer (TR...	Schaeffler, Training Buyer 01	Closed	Schaeffler, Training Buyer 01 (...)	11/3/2016 1:16 PM CET		
564505643	RFQ Z-12345_PartA	RFQ	trq-Schaeffler buyer (TR...	Schaeffler, Training Buyer 02	Closed	Schaeffler, Training Buyer 02 (...)	11/3/2016 1:14 PM CET		
564498378	RFQ F-123456_Part_A	RFQ	trq-Schaeffler buyer (TR...	Schaeffler, Training Buyer 00	Finalized	Schaeffler, Training Buyer 00 (...)	11/3/2016 1:13 PM CET		
558389364	Request_1	RFQ	trq-Schaeffler buyer (TR...	GU, Qinghua	Closed	Jordon, Michael	10/13/2016 5:59 AM CEST		
553251457	Project RFQ V2.2	RFQ	trq-Schaeffler buyer (TR...	Sester, Philipp	Closed	Sester, Philipp (bid for supplier)	9/23/2016 4:14 PM CEST		
552802497	Project RFQ V2.21_template	RFQ	trq-Schaeffler buyer (TR...	Sester, Philipp	Closed	Sester, Philipp (bid for supplier)	9/22/2016 5:10 PM CEST		
551966234	Kangaroo	RFQ	trq-Schaeffler buyer (TR...	Sester, Philipp	Closed	Sester, Philipp (bid for supplier)	9/20/2016 3:23 PM CEST		
492791910	RFQ_Test_George_2016-03-16	RFQ	trq-Schaeffler buyer (TR...	GU, Qinghua	Closed	Jordon, Michael	9/19/2016 10:33 AM CEST		

602 requests Rows per page First Previous | Page of 61 | Next Last

[To the top](#)

Already processed bids are displayed in the “Answered requests” tab (registered suppliers). The tab “All requests” shows both open requests and answered requests in tabular form.

c. Excursus: eRFQ Template Types

Schaeffler can use different templates for eRFQs.

In the previous chapters, we worked with the “Project RFQ” template, which is probably the most complex template (and also explained later on in detail). In the following more templates are displayed and explained.

Please check the attachments, which can be added inside the RFQ by Schaeffler’s Buyers and can contain drawings and other requirements.



Schaeffler uses three different prices within the different eRFQ templates. These prices are based upon different Incoterms. To get a better overview what costs are included in these prices, all prices and appropriate examples are given:

1. *The A-Price:*

This price includes material costs, semi finished product costs, supply costs, sub contract fabrication costs, material surcharges, manufacturing costs, interest costs on circulation inventories, administration and sales costs, research and development costs, profits, costs for terms of payment and discount, etc.

2. *The B-Price FCA (delivery location)*

This price includes the A-Price including logistics relevant costs like (Packing, transaction costs, Consignment stock costs incl. Handling and service costs and transport costs)

3. *The B-Price DAP (delivery location)*

This price includes the B-Price FCA and additionally all other transport and handling costs to the agreed place of delivery according to incoterm all external logistical service costs of the supplier

Request details Collapse

Request name: Ring 325 Request ID: 570633179 (Version 1)

Customer: [trg-Schaeffler buyer \(TRAINING COMPANY\)](#) Contact: [Buyer, Boris](#)

Start Date, Time: Nov 22, 2016 2:41:23 PM End date, time: Dec 22, 2016 11:59:00 PM

Request text:

Attachments: No attachments

[Details](#)

My SupplyOn > Sourcing : Open requests > Ring.325(Active) > Bid Values Help and support | Print | Message to supp

OK Save as draft Discard changes

Items

Level	Item Name*	Currency*	In total*	Quantity *	Price unit*	Description	Payment Terms	Delivery period/date	Delivery Terms	Delivery location	Attachments	Price per price unit*	Total
1	1	Ring 325 1	EUR	Yes	1,000	10 Piece			FCA – Free Carrier		No attachments		

This is the „Basic RFQ“ template. It is used to get a first price estimation about the requested items.

1. The „Basic RFQ“ template has only rudimental request details.
2. It has no attached cost breakdown sheet, which means that you have to enter all necessary information in the items tab. Attachments can also be added.
3. There mandatory supplier input fields are highlighted with a *. Here you only have to enter the price per price unit.
4. This template is a so called lot struture template. This means that it is possible to see the different hierarchy levels for each item.

Excursus: eRFQ Template Types – Project RFQ Simplified Format

SCHAEFFLER

Request details		Collapse 	
Request name:	Ring 325	Request ID:	570630112 (Version 1)
Customer:	trg-Schaeffler buyer (TRAINING COMPANY)	Contact:	Buyer, Boris
Start Date, Time:	Nov 22, 2016 2:30:05 PM	End date, time:	Dec 15, 2016 11:59:00 PM
<u>Contact information</u>			
Engineering (name, e-mail):			
<u>Project dates</u>			
Sample M3 needed by:		Quantity M3:	Piece
Sample M4 needed by*: 12/21/2016		Quantity M4*:	1,000 Piece
Delivery date for Tooling:		Start of Production at Schaeffler (SOP)*:	12/2/2016
<u>Terms for developing</u>			
Payment Terms for developing:			
<u>Terms for tooling</u>			
Payment Terms for tooling:	B: 100% after PPAP approval		
Number of years for allocation:		Number of serial products for allocation:	
<u>Attachments</u>			
Attachments for additional information:	SupplyOn Sourcing Introduction V2.pdf (316 KB)		
	Details		
Documents required for feedback:	S_296001-1_A5_Kapazitaetsbestaetigung-Capacity_Confirmation.docx (55 KB) ; S_296001-1_A4_Herstellbarkeitsbestaetigung-Feasibility_Confirmation.docx (67 KB)		
	Details		
Special Requirements Remarks:	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>		

The “Project RFQ Simplified” has more detailed request information than the “Basic RFQ“. This template has no attached cost breakdown sheet. So the supplier has to enter all relevant information directly in the request on line item level. Nevertheless, the supplier has to provide the FCA and DAP prices for each item.

Excursus: eRFQ Template Types – Project RFQ Simplified Format

SCHAEFFLER

Items												
Item Name*	Part Number*	Drawing Index	Currency*	Price Unit*	Quantity*	Manufacturing Location - Line Item*	Payment Terms*	Delivery location*	Buyer Attachments - LineItem	Buyer Comments	CPR required?	
1 Ring 325			EUR	5	1.000	Aarhus 0022 IDK		tbd		Test_Comment		

All item specific information are requested in the tab “Items“. Here the Price FCA and DAP have to be provided, as well as all other supplier specific fields (white).

Be aware of document and comment which Schaeffler can add.

Request details Collapse 

Request name:	Ring 325	Request ID:	569179146 (Version 2)
Customer:	trg-Schaeffler buyer (TRAINING COMPANY)	Contact:	Buyer, Boris
Start Date, Time:	Nov 17, 2016 3:43:47 PM	End date, time:	Nov 27, 2016 11:59:00 PM

Contact information

Engineering (name, e-mail):

Project dates

Sample M2 needed by:	Quantity M2:	Piece
Sample M3 needed by:	Quantity M3:	Piece
Sample M4 needed by*: 11/30/2016	Quantity M4*:	1,000 Piece
Initial Sample Date Supplier:	Delivery date for Tooling:	
Start of Production at Schaeffler (SOP)*: 12/8/2016		

Terms for developing

Payment Terms for developing:

Terms for tooling

Payment Terms for tooling: B: 100% after PPAP approval

Number of years for allocation:

Number of serial products for allocation:

Attachments

Attachments for additional information: [SupplyOn_Sourcing_Preispflege_Price_Maintenance.pdf \(741 KB\)](#)
[Details](#)

Documents required for feedback: [S_296001-1_A4_Herstellbarkeitsbestaetigung-Feasibility_Confirmation.docx \(67 KB\)](#); [S_296001-1_A5_Kapazitaetsbestaetigung-Capacity_Confirmation.docx \(55 KB\)](#)
[Details](#)

Special Requirements Remarks:

This is the “Project RFQ“ template, which is the most extensive eRFQ of Schaeffler. This eRFQ has an attached cost breakdown sheet consisting of an CBD and an CPR that needs to be filled with additional supplier input regarding the requested items. Here you can find all details about this specific request (e.g. RFQ name, end date, attachments for additional information, etc.).

My SupplyOn > Sourcing : Open requests > test_unified_template_180207(Active) > Bid Values

[Help and support](#) | [Print](#) | [Message to support](#)

Items										
123, 123										
	Item Name*	Part Number*	Buyer Comments	CPR required?	CPR Base Quantity	Supplier Payment Terms *	Supplier Delivery Location	Lead Time for Tooling (in weeks)	One-Time Development Costs	One-Time Tooling Costs
1	123	123		no	Quantity in Year 1	E090 - (New) 90EOM02 - 90 days end of month with payment on the 2nd of the following month	Place defined by suppliers	6		



If „CPR required“ is confirmed, the CPR has to be filled.

All items are displayed in the tab “Items“. The item specific data needs to be provided in the cost breakdown sheet (see following slides). Additionally, all supplier specific fields (white) should be entered.

SCHAEFFLER The Filling Degree of the CPR Sheet is < 50%. Please make sure, that you inserted all required information.

CPR has to be filled

Cost Breakdown (CBD)

Request and line item data

Supplier Name	0	Request Name	
Item Name	0	SAP Material Number	
Part Number	0	Request Delivery Location	
Quote Currency	EUR	RFQ End Date	
Price Unit	900	Quantity	
SAP Schaeffler	80.9L1999	Supplier Delivery Location	
Project Lifetime in Year		Supplier Payment Terms	

Request quantity and quote details
Information to suppliers: Please fill in all areas marked with "M", if necessary for all request
Pre-production / Sample parts (only if required)

	Sample quantity	Quantity	Price per unit	Lead time	
Sample 192					
Sample 193					
Sample 194	M				

Fields are: Purchasing Supplier

Price per price unit and year in quote currency (the first stated price is always the price for year 1)

Forecast time line	1990	1991	1992	1993	1994	1995	1996	1997
Forecast quantity per year								

A-Price M **B-Price (FOA)** M **B-Price (DAP)** M

In above table B-Price includes price details (price per price unit):

Material cost								
Amount of Tooling Cost								
Buyer charge								
Storage charge								
Manufacturing cost								
Overhead cost								
Logistic cost (incl. transport and duty)								
Tooling cost								

Additional information (if requested - "M")

Manufacturing location	M	
Raw material definition		
Export charge (per ton)		
Additional Storage (per ton)		
Material Price Base (per ton)	M	
Input / gross weight (in g/whch)	M	
Delivery net weight (in g/whch)	M	

Tooling information (if requested - "M")

One-Time Tooling Cost	M	
One-Time Development Cost		
Number of condition		
Tool Lifetime (in piece)		
Tool wear cost (per price unit)		

Comments

The Cost Breakdown Sheet is divided into the components CBD (Cost Breakdown) and CPR (Cost Parameter Request).

Items Ring Version1, 325 1										
H69:										
A	B	C	D	E	F	G	H	I	J	K
Request and line item data										
4	Supplier Name						Request Name		Ring 325	
5	Item Name		Ring Version1				SAP Material Number			
6	Part Number		325 1				Request Delivery Location		Herzogenaurach	
7	Quote Currency		EUR				RFQ End Date		11/27/2016	
8	Price Unit		10				Quantity		1,000	
9	SOP Schaeffler		12/8/2016				Supplier Delivery Location		Place defined by suppliers	
10	Project Lifetime in Years						Supplier Payment Terms		X038 - Within 90 days Due net	
Request quantity and quote details										
Information to suppliers: Please fill in all areas marked with "M", if necessary for all requested years.										
Pre-production / Sample parts (only if required)										
			Sample needed by	Quantity	Price per unit	Lead time in weeks				
19	Sample M2									
20	Sample M3									
21	Sample M4		M 11/30/2016	1,000						
Price per price unit and year in quote currency (the last stated price is valid for all following years)										
25	Forecast timeline		2016	2017	2018	2019	2020	2021	2022	2023

This is the “Project RFQ“ CBS. This CBS includes the process step initial sampling (M2). It determines the Quantity Scenarios for each year. Moreover, it is important to know that **YELLOW** fields need input by the supplier and **GREEN** fields have to be filled by Schaeffler. The following actions have to be realized in order to be able to sent the RFQ to Schaeffler.

1. Here you can find all relevant information about the request and the line item data.
2. Please consider that the corresponding quote currency and price unit is always displayed in the request data of the CBS.
3. Please enter your prices and lead times (in weeks) for each sample process (highlighted with a **M**).
4. Scroll down to fill in further information.

Items Ring Version1, 325 1

A1:

	B	C	D	E	F	G	H	I	J	K	L
23	Price per price unit and year in quote currency (the last stated price is valid for all following years)										
25	Forecast timeline	2016	2017	2018	2019	2020	2021	2022			
26	Forecast quantity per year	500	500								
28	A-Price	M									
29	B-Price (FCA)	M									
30	B-Price (DAP)	M									
31	In above stated Price included price details (price per price unit).										
32	Material costs	M									
33	Amortized Tooling Costs	M									
34	Alloy surcharge	M									
35	Scrap surcharge	M									
36	Manufacturing costs	M									
37	Overhead costs	M									
38	Logistics cost (incl. transport and duty)	M									
39	Packaging costs	M									
41	Additional informations (if requested = "M")										
43	Manufacturing location	M									
44	Raw material manufacturer	M									
45	Comments										

OK Discard changes More



All mandatory input fields are highlighted with a **M**.

1. Please enter all price details for the requested quantity scenarios (mandatory input has been highlighted with a **M**).
2. Scroll down to fill in further information.

Excursus: eRFQ Template Types – Project RFQ Overview CPR

Header

CPR has to be filled out

Cost Parameter Request (CPR)

Cost Parameter Request (Version 3.01_Contracting_20.01.2018)

Commodity:		MOT Profile	
Part No. / Drawing No.:	1	Supplier Name:	Schaeffler AG (TRONIG COBLENZ)
Item Name:	W4-123	Supplier Manufacturing Location:	MUC
Quantity in Year 5:	5	Production Hours per Year:	1.000
Incoterms:	FOK	Currency / Price Unit in. (p.u.):	EUR 1
Date:	03.01.2018	Supplier Contact:	Manufacturing
		Schaeffler Contact:	
		Price Reduction Steps:	4 x -4%

CPR No. 123

Material Costs

Material Costs

Pos.	Material Designation (Raw Material / Purchased Parts / General Processes)	Reinforcement (Yes = X)	Quantity (p.u.)	Net Weight per Part (kg)	Gross Weight per Part (kg)	Material Price (Base) (EUR/kg)	(Surcharge) (EUR/kg)	Material Price (EUR/p.u.)	Material Overhead (%)	Scrap Rate (%)	Scrap Cost (EUR)	Material Cost (EUR/p.u.)
1	Material 1		1	0,5000	0,5000	1,0000	0,0000	0,5000				0,5000
Subtotal Material Costs (EUR/p.u.)												1,0000
Subtotal Material Costs (Contract Price)												0,9200

Manufacturing Costs

Manufacturing Costs

Pos.	Manufacturing Steps (Designation)	Material (Material Cost Pkt.) (Tag: Mat 1)	Equipment (Designation)	Net Output / CPC (p.u.)	Parts per Cycle (p.u.)	Working System Level (EUR)	Working System Hourly Rate (EUR/h)	Working System Cost per Part (EUR)	Direct Labor Hourly Rate (EUR/h)	Indirect Labor at Working System (%)	Labor Cost per Part (EUR)	Material Manufacturing Overhead (%)	Scrap Rate (%)	Scrap Cost (EUR)	Manufacturing Step Cost (EUR/p.u.)
1	Manufacturing Step 1			100	1	1000	10	10,0000	10,0000	10%	11,0000	10%			11,0000
Subtotal Manufacturing Costs (EUR/p.u.)															11,0000
Subtotal Manufacturing Scrap Costs (EUR/p.u.)															0,0000

Setup Costs

Setup Costs

Pos.	Manufacturing Steps (Designation)	Manufacturing Lot Size (p.u.)	Setup Time (h)	Setup Labor Hourly Rate (EUR/h)	Working System Hourly Rate (EUR/h)	Setup Cost (EUR)	Material Manufacturing Overhead (%)	Setup Cost (EUR/p.u.)
1	Manufacturing Step 1	100	20,00	10,00	20,00	200,0000	10%	220,0000
Subtotal Setup Costs (EUR/p.u.)								220,0000
Setup Scrap Costs (EUR/p.u.)								0,0000
Subtotal Production Costs (EUR/p.u.)								11,9200

Product Specific Allocation

Product Specific Allocation

Pos.	Designation (e.g. Tooling Devices, Research & Development, Validation, etc.)	Cost (EUR)	Allocation Quantity (p.u.)	Allocation Cost (EUR/p.u.)
1	Research & Development	10000,0000	1	10000,0000
Subtotal Allocation Costs (EUR/p.u.)				10000,0000

One-time Payments

One-time Payments

Pos.	Designation (e.g. Tooling Devices, Research & Development, Validation, etc.)	Lifetime in Cycle (p.u.)	Cost (EUR)
1	Research & Development	1	10000,0000
Total One-time Payments (EUR)			10000,0000

Overheads

S.G.A.		Profit on Material		Profit on Value Added		Allocation Costs
Base 1	(%)	Base 2	(%)	Base 3	(%)	(Allocation Cost/p.u.)
10,0000	10%	10,0000	10%	10,0000	10%	1,000000
Subtotal Overhead Costs (EUR/p.u.)						1,000000

Base 1 = Production Costs, Base 2 = Material Costs without sum of Scrapage, Base 3 = Sum of Manufacturing Overhead Setup Costs

Terms of Payment and Delivery

Penalties (EUR/p.u.)	Transport (EUR/p.u.)	Base	Day	Payment Terms (EUR/p.u.)	
0,0000	0,0000	100%	10	10000,0000	
Subtotal Terms of Payment and Delivery Costs (EUR/p.u.)					0,0000

Degree of Filling:
77%

Degree of Filling

Overheads

Terms of Payment and Delivery

Total Price (EUR/p.u.) (Price after Production Costs) **12,9200**

8. Use Messages

My SupplyOn | [SupplyOn Services](#) | [Administration](#) | [Log Out](#) | SUPPLYON

trq-Schaeffler seller1 (TRAINING COMPANY) - Seller, Simon

My SupplyOn > [Sourcing](#) > [Open requests](#) > [Ring 325\(Active\)](#) [Help and support](#) | [Print](#) | [Message to support](#)

Bid [Submit bid](#) [Save as draft](#) [Decline request](#) [Back](#) Discussions

Bid

Added colleagues [Collapse](#) [+](#)

[Forward request to colleagues](#)

Schaeffler_Training Seller Q 116	Sell117_Test	Seller_Simon	Sester_Philipp
----------------------------------	--------------	--------------	----------------

Request details [Collapse](#) [+](#)

Request name:	Ring 325	Request ID:	569179146
Customer:	trq-Schaeffler buyer (TRAINING COMPANY)	Contact:	Buyer_Boris
Start Date, Time:	Nov 17, 2016 3:43:47 PM	End date, time:	Nov 27, 2016 11:59:00 PM

Contact information

Engineering (name, e-mail):

Project dates

Sample M2 needed by:	Quantity M2:	Piece
Sample M3 needed by:	Quantity M3:	Piece
Sample M4 needed by*: 11/30/2016	Quantity M4*:	1,000 Piece
Initial Sample Date Supplier:	Delivery date for Tooling:	
Start of Production at Schaeffler (SOP)*: 12/8/2016		

Download/upload bid

Download

incl. attachments

▶ [Request \(Excel\)](#)

Upload

▶ [Upload bid](#)

If you have any questions concerning the eRFQ, you have the possibility to send messages and discuss a topic both with individuals like Schaeffler or colleagues and even with a group of people. Feel free to start a "Discussion" by clicking on the highlighted button.

The screenshot shows a web interface titled "Discussions" with a "Help and support" link in the top right. A message box is open, displaying a message composition form. The form has three main sections highlighted with green boxes and numbered 1, 2, and 3:

- 1:** A recipient selection field containing "trq-Schaeffler buyer (TRAINING COMPANY)" with a search icon on the left and a close icon on the right. Below the field is the placeholder text "Recipients (company, name, e-mail)".
- 2:** A text area containing the message content: "Hello Mr. Buyer, We have a question concerning the RFQ." Below the text area are two icons: "Attach file" and "Capture screen". Below the icons is the text: "Please use the Adobe Flash Player to fully display the function. [Install Flash player](#)".
- 3:** A "Send" button located at the bottom left of the message composition area, next to a "Cancel" button.

At the bottom of the interface, there is a "Close" button.

1. In the message box you can either use company, name or e-mail address as search criteria for the target recipients.
2. Then, fill in the message to communicate with your recipients. Additionally, you can attach a file or capture your screen.
3. Click "Send".

Use Messages

SCHAEFFLER

The screenshot shows a 'Discussions' window with a 'Help and support' link in the top right. Below the title bar is a 'Your message' section with a text input field containing the placeholder 'Enter your message here'. The main content area displays a message from November 21, 2016, at 3:08:48 PM. The message subject is 'Request: Ring 325', which is highlighted with a green box and a circled '1'. Below the subject is a shopping cart icon and the text 'Request ID: 569179146'. The recipients are listed as 'trq-Schaeffler buyer (TRAINING COMPANY)' and 'Simon Seller'. Action buttons for 'Reply', 'Add recipient', and 'Mark all as unread' are visible. Below this is a comment from 'Simon Seller, trq-Schaeffler seller1 (TRAINING COMPANY)' with a profile picture. The comment text reads: 'Hello Mr. Buyer, we added the requested document to the attachments. Best Regards Mr. Seller'. Action buttons for 'Reply', 'Mark as unread', and 'Delete' are at the bottom of the comment. At the very bottom of the window, a 'Close' button is highlighted with a green box and a circled '2'.

1. Even after the message is sent, your messages will always stay linked to the eRFQ so that everyone knows which eRFQ is assigned to which conversation.
2. Click "Close".

The screenshot displays the SupplyOn interface with a 'Discussions' window open. The window title is 'Your message' and it contains a text input field for sending a message. Below the input field, a message history is shown, starting with a request for 'Ring 325' (Request ID: 569179146) and a comment from 'Simon Seller' dated November 21, 2016, at 3:08:48 PM. The comment states: 'Hello Mr. Buyer, we added the requested document to the attachments. Best Regards Mr. Seller'. A 'Close' button is located at the bottom of the window. Red callout boxes with numbers 1, 2, and 3 highlight the 'Discussions' icon, the message content, and the 'Close' button respectively.

1. Click on the “Discussions” icon again.
2. SupplyOn displays all messages concerning the eRFQ, including the discussion history.
3. Click “Close”.

My SupplyOn | SupplyOn Services | Administration | Log Out

trg-Schaeffler Seller1 (TRAINING COMPANY) - Seller, Simon

My SupplyOn:Discussions [Help and support](#) | [Print](#) | [Message to support](#)

[SupplyOn Services](#) | [Discussions and notifications](#) | [Notifications](#) | **Discussions (10)**

Filter (companies, contacts) More x Filter

November 22, 2016 12:47:37 PM

Request: Ring 325
Request ID: 569179146

Recipients: [trg-Schaeffler buyer \(TRAINING COMPANY\)](#) [Simon Seller](#)

[Reply](#) [Add recipient](#) [Mark all as unread](#)

November 22, 2016 12:47:37 PM

Comment from [Simon Seller, trg-Schaeffler seller1 \(TRAINING COMPANY\)](#)
Hello Mr. Buyer,
we added the requested document to the attachments.
Best Regards
Mr. Seller

[Reply](#) [Mark as unread](#) [Delete](#)

Seller, Simon

Administration
[My User Data](#)
[Company Master Data](#)
[Company Profile \(Business Directory\)](#)
[Contract and Invoice](#)

SupplyOn news
[Planned maintenance windows](#)
[Release notes \(English\)](#)

Customer Support
[Support by phone](#)

E-mail:
Customer-Support@SupplyOn.com (all services), [AirSupply-](#)

1. In order to see all of the discussions you are participating in, please go to “My SupplyOn”.
2. Then, open the tab “Discussions”.
3. Click on the request name to open the discussion (e.g. “Ring 325”).

9. Update eRFQ (Registered Suppliers)

Update eRFQ (Registered Suppliers)

My SupplyOn **SupplyOn Services** Administration Log Out SUPPLYON

trg-Schaeffler seller1 (TRAINING COMPANY) - Seller, Simon

My SupplyOn > Sourcing : Answered requests

You have submitted the bid.

Open requests **Answered requests** All requests

ID, name, customer, contact Search Reset search

Advanced Search

ID	Request name	Type	Customer	Contact	Status	Changed by	Change date
569179146	Ring 325	RFQ	trg-Schaeffler buyer (TR...	Buyer_Boris	Active	Seller_Simon	11/17/2016 5:16 PM CET
564498547	RFQ_F-678456_System_2016-11-03	RFQ	trg-Schaeffler buyer (TR...	Schaeffler_Training Buyer 01	Closed	Schaeffler_Training Buyer 01 (...)	11/3/2016 1:41 PM CET
564498180	RFQ_F-567746_Welle	RFQ	trg-Schaeffler buyer (TR...	Schaeffler_Training Buyer 01	Closed	Schaeffler_Training Buyer 01 (...)	11/3/2016 1:16 PM CET
564505643	RFQ_Z-12345_PartA	RFQ	trg-Schaeffler buyer (TR...	Schaeffler_Training Buyer 02	Closed	Schaeffler_Training Buyer 02 (...)	11/3/2016 1:14 PM CET
564498378	RFQ_F-123456_Part_A	RFQ	trg-Schaeffler buyer (TR...	Schaeffler_Training Buyer 00	Finalized	Schaeffler_Training Buyer 00 (...)	11/3/2016 1:13 PM CET
558389364	Request 1	RFQ	trg-Schaeffler buyer (TR...	GU_Qinghua	Closed	Jordon_Michael	10/13/2016 5:59 AM CEST
553251457	Project RFQ V2.2	RFQ	trg-Schaeffler buyer (TR...	Sester_Philipp	Closed	Sester_Philipp (bid for supplier)	9/23/2016 4:14 PM CEST
552802497	Project RFQ V2.21 template	RFQ	trg-Schaeffler buyer (TR...	Sester_Philipp	Closed	Sester_Philipp (bid for supplier)	9/22/2016 5:10 PM CEST
551966234	Kangaroo	RFQ	trg-Schaeffler buyer (TR...	Sester_Philipp	Closed	Sester_Philipp (bid for supplier)	9/20/2016 3:23 PM CEST
492791910	RFQ_Test George_2016-03-16	RFQ	trg-Schaeffler buyer (TR...	GU_Qinghua	Closed	Jordon_Michael	9/19/2016 10:33 AM CEST

602 requests Rows per page 10

1. To update a eRFQ go to “SupplyOn Services”, choose the service “Sourcing”.
2. Click on the tab “Answered requests”.
3. Select a eRFQ you want to update. Click on the request name.

Update eRFQ (Registered Suppliers)

SCHAEFFLER

My SupplyOn | [SupplyOn Services](#) | [Administration](#) | [Log Out](#) | SUPPLYON

trg-Schaeffler seller1 (TRAINING COMPANY) - Seller, Simon

My SupplyOn > [Sourcing](#) > [Answered requests](#) > **Ring 325(Active)** [Help and support](#) | [Print](#) | [Mes](#)

Bid

[Add or change bid](#) [Back](#)

Added colleagues [Collapse](#) [T](#)

[Forward request to colleagues](#)

Schaeffler, Training Seller Q 116	Sell117, Test	Seller, Simon	Sester, Philipp
-----------------------------------	---------------	---------------	-----------------

Request details [Collapse](#) [T](#)

Request name: Ring 325	Request ID: 569179146
Customer: trg-Schaeffler buyer (TRAINING COMPANY)	Contact: Buyer, Boris
Start Date, Time: Nov 17, 2016 3:43:47 PM	End date, time: Nov 27, 2016 11:59:00 PM

Contact information

Engineering (name, e-mail):

Project dates

Sample M2 needed by:	Quantity M2: Piece
Sample M3 needed by:	Quantity M3: Piece
Sample M4 needed by*: 11/30/2016	Quantity M4*: 1,000 Piece
Initial Sample Date Supplier:	Delivery date for Tooling:
Start of Production at Schaeffler (SOP)*: 12/8/2016	

Download/upload bid

Download incl. attachments [Request \(Excel\)](#)

Click on the button "Add or change bid".

Update eRFQ (Registered Suppliers)

Supplier response fields Collapse

You may answer the request directly in the form or also offline using Excel (see options on the right side).

Supplier Remarks: Bid updated on 18 November 2016 2

Internal offer number: Offer valid until:

Attachments

Technical Delivery Conditions accepted?: Yes No

Filled Templates and Files requested: [Feasibility Confirmation.PNG \(106 KB\)](#); [Packaging Data Sheet.PNG \(106 KB\)](#); [Capacity Confirmation.PNG \(106 KB\)](#)

[Upload](#) | [Manage attachments](#)
You require a Flash Player for your browser to fully use the function. [Click here to install](#)

Feasibility Confirmation uploaded? *

Capacity Confirmation uploaded? *

Packaging Data Sheet uploaded? *

Item list Collapse

[Enter / change bid line items](#)

1 line items contained in the request. Please click on the link "Enter / change bid line items".

3

1. Then, change your bid with the same approach as in Chapter 7.
2. You could also add Supplier Remarks to inform Schaeffler about any changes.
3. Click "Submit bid".

10. Update eRFQ (Unregistered Suppliers)

The screenshot shows an email interface. On the left is a sidebar with a search bar containing 'Alle Ungelesen' and a dropdown arrow, and a list of items under 'Heute'. The main content area shows an email header from 'SupplyOn Sourcing <Sourcing@Mail.SupplyOn.com>' with the subject 'New request from trg-Schaeffler buyer (TRAINING COMPANY) (Boris Buyer)'. The email body features the SupplyOn logo, a language selection bar with 'English version | Deutsch | 中文(Chinese)', and a message starting with 'Dear Sir or Madam,'. A blue link states 'you received a new request from trg-Schaeffler buyer (TRAINING COMPANY). Boris Buyer requests your bid.' Below this, the request details are listed: 'Request name: Ring 325' and 'End date: 11/27/2016 11:59 PM CET'. A paragraph explains that the request was sent via SupplyOn and is free of charge, with a link to bid or decline. A second language selection bar highlights 'Link to request'. A note states the link is invalid 180 days after the end date. The email concludes with 'SupplyOn is the leading multi-enterprise business process platform in the automotive and manufacturing industries. For more information about SupplyOn, please visit us: www.supplyon.com' and a signature line 'Sehr geehrte(r) Benutzer(in),'. The interface includes a vertical scrollbar on the right and a 'Neuestes Element' dropdown at the top right.

Open the e-mail for the eRFQ you want to update.

1. Choose your language.
2. Click on the link to open the eRFQ.

Login to SupplyOn

Please enter the password you have defined during the registration.

Password: [Forgot password?](#)

1. Please enter the predefined password and click on “Login”.

Update eRFQ (Unregistered Suppliers)

My SupplyOn | [SupplyOn Services](#) | [Administration](#) | [Log Out](#) | SUPPLYON

trg-Schaeffler seller1 (TRAINING COMPANY) - Seller, Simon

My SupplyOn > [Sourcing](#) > [Answered requests](#) > **Ring 325(Active)** [Help and support](#) | [Print](#) | [Mes](#)

Bid

[Add or change bid](#) [Back](#)

Bid

Added colleagues [Collapse](#) [T](#)

[Forward request to colleagues](#)

Schaeffler, Training Seller Q 116	Sell117, Test	Seller, Simon	Sester, Philipp
-----------------------------------	---------------	---------------	-----------------

Request details [Collapse](#) [T](#)

Request name: Ring 325	Request ID: 569179146
Customer: trg-Schaeffler buyer (TRAINING COMPANY)	Contact: Buyer, Boris
Start Date, Time: Nov 17, 2016 3:43:47 PM	End date, time: Nov 27, 2016 11:59:00 PM

Contact information

Engineering (name, e-mail):

Project dates

Sample M2 needed by:	Quantity M2: Piece
Sample M3 needed by:	Quantity M3: Piece
Sample M4 needed by*: 11/30/2016	Quantity M4*: 1,000 Piece
Initial Sample Date Supplier:	Delivery date for Tooling:
Start of Production at Schaeffler (SOP)*: 12/8/2016	

Download/upload bid

Download incl. attachments [Request \(Excel\)](#)

Click "Add or change bid".

Update eRFQ (Unregistered Suppliers)

SCHAEFFLER

My SupplyOn | [SupplyOn Services](#) | Administration | Log Out | SUPPLYON

trg-Schaeffler seller1 (TRAINING COMPANY) - Seller, Simon

My SupplyOn > Sourcing - Open requests > Ring 325(Active)

Bid

Added colleagues

[Forward request to colleagues](#)

Schaeffler, Training Seller Q 116	Sell117, Test	Seller, Simon	Sester, Philipp
---	-------------------------------	-------------------------------	---------------------------------

Request details

Request name:	Ring 325	Request ID:	569179146
Customer:	trg-Schaeffler buyer (TRAINING COMPANY)	Contact:	Buyer, Boris

1. Then, change your bid with the same approach as in Chapter 7.
2. Click “Submit bid” or “Save as draft” (optional).

11. SupplyOn Support

SupplyOn assists you in using its solutions:

User Hotline – available 24/7

- SupplyOn provides its users with a hotline in eight different languages (German, English, French, Spanish, Italian, Portuguese, Korean and Chinese).
- The hotline is available 24/7 and assists you quick and competent, if you have any questions concerning SupplyOn.
- **Telephone:**

from Germany:	0800.78 77 59 66	(landline; free of charge)
	+49 811 99997-0	(mobile; charges of local mobile network operator apply)
from Europe	+800 78775966	(landline; free of charge)
(without Germany):	+49 811 99997-0	(mobile; charges of local mobile network operator apply)
from USA/Canada:	1.866.78 77 59 6	(landline; free of charge)
	+ 49 811 99997-0	(mobile; local mobile provider charges may apply)
from Mexico:	01800.123 32 31	(landline; free of charge)
	+49 811 99997-0	(mobile; charges of local mobile network operator apply)
from China:	4001.203.357	(free of charge, but local network provider charges may apply)
from Korea:	080.648.0880	(free of charge)
from Japan:	0120.778166	(free of charge)
from any other	+800.78 77 59 66	(landline; free of charge)
country:	+49 811 99997-0	(mobile; charges of local mobile network operator apply)
- **E-mail:** Customer-Support@SupplyOn.com
- **Online Help:** SupplyOn provides you with a comprehensive online help, available for all functionalities and for all screens the supplier is currently working in
- **Schaeffler Information Portal:** <http://www.supplyon.com/en/info-portal/schaeffler-introduction?bcid=163&rtid=1>