

**fischer Digital Sourcing – RFQ**  
**Request For Quotation**

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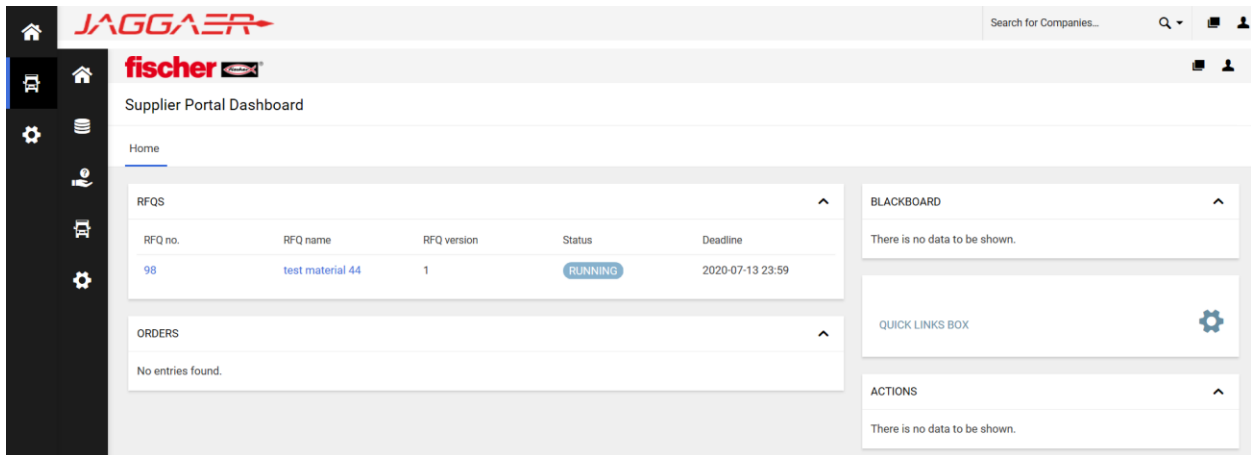
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## 1. Start

You can log into the supplier portal with your personal login data by following this link:  
<https://app11.jaggaer.com/portals/fw/>

On your dashboard you will get an overview about all tenders from fischer. With one glance you also see their status.

In the area RFQs you can choose a request and work on it.



The screenshot shows the 'Supplier Portal Dashboard' for JAGGAER and fischer. The dashboard includes a sidebar with navigation icons and a main content area with several sections:

- RFQS**: A table listing RFQs. The first entry is:
 


RFQ no.	RFQ name	RFQ version	Status	Deadline
98	test material 44	1	RUNNING	2020-07-13 23:59
- ORDERS**: A section stating 'No entries found.'
- BLACKBOARD**: A section stating 'There is no data to be shown.'
- QUICK LINKS BOX**: A section with a gear icon for settings.
- ACTIONS**: A section stating 'There is no data to be shown.'

In addition, you will receive a notification through mail. The contact person who you have assigned to the role "sourcing" will receive this mail.

Fischer Demo: Invitation for RFQ: 98 test material 44 / Einladung zur RFQ: 98 test material 44



David Roller <no-reply@app11.jaggaer.com>

An  Roller, David



EKB-fiwe03-2016.pdf  
29 KB

Dear Mr. Mister Test,

you have been invited to the following RFQ: 98 (1) - test material 44

Deadline for your reply: 2020-07-13 23:59 (Europe/Berlin)

Please reply to the RFQ using the Supplier Portal.

Link: <https://demo.app11.jaggaer.com/rfq/index.php?lang=eng&controller=quote&type=rfq&id=91761&cid=54786>

Please use your portal access data to log in: MisterTest

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

Kind regards

**Roller, David**

Strategic Purchasing

Tel:

E-Mail: [david.roller@fischer.de](mailto:david.roller@fischer.de)

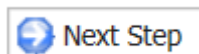
If you click on the link, you will reach the request immediately after your login.

## 2. Check RFQ

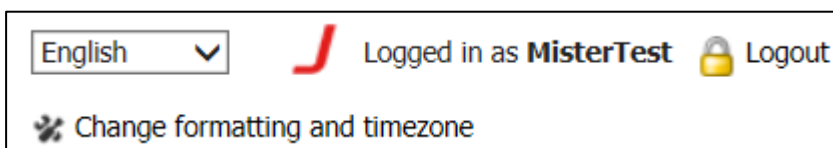
The RFQ is divided in four different tabs.

The tabs are described in detail as follows. When you filled out all tabs you created your offer.

The button „next step“ guides you step by step through the process.



Hint: You can change the language for the request.



In the upper part of the screen, in the blue area, the general data of the RFQ is displayed such as the RFQ name, description, your contact and the deadline. This is visible throughout the whole quoting process.

English
Logged in as
Logout

Change formatting and timezone

RFQ title: test rfg
RFQ External notice: Dear supplier,  
This is a test RFQ with some text to explain how the process works.  
Please always read all additional information carefully.  
Thank you. «»
Deadline: 2021-03-18 23:59
Status: Running
Timezone: Europe / Berlin
Date Format: 2021-02-25 14:34

RFQ No.: 151
Version: 1
Purchaser:
Telephone: N/A
Mobile phone: N/A
Fax: N/A
E-Mail:
Decimal Format: 12.345,68

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.  
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.](#)

No Documents to Read / Agree to!

Next Step
Decline RFQ

## 2.1. Documents

In the tab documents you can find some general documents or links added by fischer which are relevant for the RFQ.

English
Logged in as MisterTest
Logout

Change formatting and timezone

RFQ title: test material 44
RFQ External notice:
Deadline: 2020-07-13 23:59
Status: Running
Timezone: Europe / Berlin
Date Format: 2020-06-29 08:28

RFQ No.: 98
Version: 1
Purchaser: Roller, David
Telephone: N/A
Mobile phone: N/A
Fax: N/A
E-Mail: david.roller@fischer.de
Decimal Format: 12.345,68

1. Documents



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.](#)



No Documents to Read / Agree to!

Next Step
Decline RFQ

## 2.2. General


In the tab “General” you can check the basic data such as delivery and payment conditions and contacts. If necessary correct the demanded information to the request.

English  Logged in as **MisterTest**  Logout

 Decline all positions  Change formatting and timezone

<b>RFQ title:</b>	test material 44	<b>RFQ No.:</b>	98	<b>Purchaser:</b>	Roller, David
<b>RFQ External notice:</b>		<b>Version:</b>	1	<b>Telephone:</b>	N/A
<b>Deadline:</b>	2020-07-13 23:59			<b>Mobile phone:</b>	N/A
<b>Status:</b>	Running			<b>Fax:</b>	N/A
<b>Timezone:</b>	Europe / Berlin			<b>E-Mail:</b>	david.roller@fischer.de
<b>Date Format:</b>	2020-06-29 08:54			<b>Decimal Format:</b>	12.345,68

1. Documents 2. General

 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\*:** Euro 

**Payment Conditions:** KA00 (Payable immediately Due net) 

**Delivery Conditions:** FCA (Free carrier) 

**Delivery address:** 0020,  
Werk Tümlingen,  
Grünmetztetter Str.,  
73439 Metzingen

#### Supplier Information

**Company Name\*:** Test Supplier GmbH

**Person Name\*:** Test Mister

**E-Mail\*:** David.Roller@fischer.de

## 2.3. Quote

In the tab “Quote” you can check the overview of all positions we are requesting. Details for each position can be viewed by clicking “Open Position”

## 3. Register quotation

### 3.1. Quote single positions


Continue on the tab “Quote” to enter the conditions for the requested positions.

Mandatory fields are marked with a star (\*).

Please indicate per position at least the price and the delivery time.



You have the option to add some more information in the comments field or upload a file attachment.

1. Documents 2. General 3. Quote 4. Send Back



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

#### 1 Requested Positions

#	Level	Material Number	Name	Type	Category	eClass	Price breaks	Files	Price	Total Price	Price unit	Unit	Quantity	Required	Info	Comments	TCO	Target price	Menu	Item text	Norm description	Specification 1	Specification 2	Q
1	1	001	Test Item	--	Tests	--	1	--			1.000 1000 (Annual Quantity)	1.000,00	--	--		--	--	--	 Open Position	--	--	--	--	--

<b>Position Information</b>	
Position Number:	1/1
Level:	1
Material Number:	001
Specification 1:	-
Specification 2:	-
Name:	Test Item
Category Number:	-P1020103
Needed Quantity:	<b>1.000,00 1000 (Annual Quantity)</b>
Shipping address:	0020, Werk Tumlingen, Grünmetztetter Str., 72178 Waldachtal, DE
<b>Quote</b>	
Format	Decimal : 1.234,56 Date : YYYY-MM-DD
Price Unit: (int)*	<input type="text" value="1.000"/>
Price Break 1000*:	<input type="text"/> EUR /1.000 1000
Delivery Time*:	<input type="text"/>
Minimum Purchase:	<input type="text"/>
<b>General Field</b>	
Attachments:	 <input type="text"/> <input type="button" value="Durchsuchen..."/> Maximum 128MB 
Comments:	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>

You can decline single positions if you don't want to make an offer for them.

<b>Quote</b>	
Format	Decimal : 1.234,56 Date : YYYY-MM-DD
Price Unit: (int)*	<input type="text" value="1.000"/>
Price Break 551*:	<input type="text"/> EUR /1.000 Pack
Delivery Time*:	<input type="text"/>
Minimum Purchase:	<input type="text"/>
<b>General Field</b>	
Attachments:	 C:\Users\Roller-d\Desktop\ Durchsuchen... Maximum 128MB 
Comments:	<div><div></div></div>
<input type="checkbox"/> If possible, prefill identical fields on the next position? <input type="checkbox"/> If possible, prefill identical fields on all positions?	
<input type="button" value="Save &amp; Next"/> <input type="button" value="Decline &amp; Next"/> <input type="button" value="Back to Overview"/>	

In the last step you can check your input, add a quote number and your sign as an internal identification.

<b>Signatures and Labels</b>	
Quote no.:	<input type="text"/>
Your sign:	<input type="text"/>
<input type="button" value="Send Quote to Customer"/>	

### 3.2. Send back

When you finished filling out all required fields, you can send the quote back to fischer.

<b>Quotation Settings</b>	
Currency:	EUR
Payment Conditions:	KARD (Payable immediately Due net)
Delivery Conditions:	FCA (Free carrier) - 0020, Werk Tümlingen, Grunmetzstr. 1, 72176 Waldachtal, DE
<b>Supplier Information</b>	
Company Name:	Test Supplier GmbH
Person Name:	Test Master
E-Mail:	David.Roller@fischer.de
Telephone:	
Fax:	
Comments:	
<b>Placed quotes</b>	

#	Level	Material Number	Name	Type	Category	eClass	Price breaks	Files	Price	Total Price	Price unit	Quantity	Comments	TCO	Target price	Menu	Item text	Norm description	Specification 1	Specification 2
1	1	001	Test Item	--	Tests	--	1		1,000 1000 for 1,00 EUR	1,00 EUR	1,000	1,000,00 1000	Hello	n/a EUR --						
Total Sum: 1,00 EUR										Total Sum: 1,00 EUR		0,00 EUR								

<b>Signatures and Labels</b>	
Quote no.:	<input type="text"/>
Your sign:	<input type="text"/>
<input type="button" value="Send Quote to Customer"/>	

After checking the quotation, the responsible fischer contact might ask for additional data, a revision of the quotation or will accept the quotation as is. Either way you will be notified via e-mail.

### 4. Message portal

In case of further inquiries, you can use the message portal to contact your fischer contact with reference to the RFQ. This way all communication and information concerning this RFQ will be in one place.

1. Documents	2. General	3. Quote	4. Send Back	Message Portal (0)
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+/- Subject		From
<p><b>To*:</b> Fischerwerke GmbH &amp; Co. KG - Stahl, Lisa</p> <p><b>Subject*:</b> Test Question</p> <p><b>Text*:</b>         Hello fischer team,          Can you please send the labels as well.          Thank you.          Regards          supplier       </p>		
<input type="button" value="Send"/>		