

RFX EVENTS

Supplier Guide

ENGLISH

TKE MOVE
BEYOND





INTRODUCTION

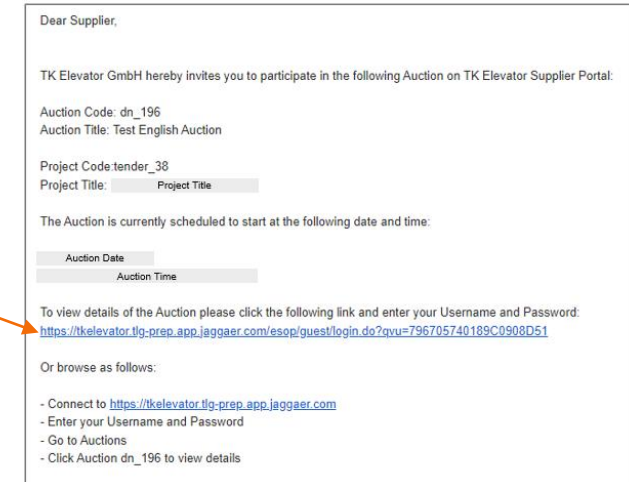
- This guide briefly explains how to participate in a RfX event
- The pre-condition for your participation is a completed registration on Jaggaer Network

- You can participate in the RfX event by following a few steps
 1. [Login to Jaggaer Network](#)
 2. [Enter the Sourcing Overview in your profile](#)
 3. [RfX Overview](#)
 4. [Enter and submit your Response](#)
 5. [Edit your Response if necessary](#)

LOGIN TO JAGGAER

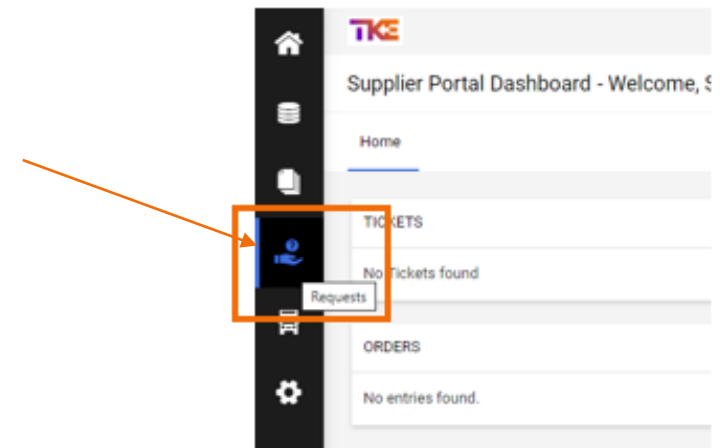
- Either follow the **Link** in the email invitation or **Login** to Jaggaer Network

Follow this link to enter the auction directly



Example of invitation email

- Once you entered the Homepage successfully, click on **Requests**



SOURCING EVENTS OVERVIEW

- You are now seeing the **Sourcing Events Overview**
- On the right side you may find currently running **RfX** and **Auction** events
- Click on the **blue title** of an event to enter it

The screenshot shows the TKE Main Dashboard with the following sections:

- QUICK LINKS**
- STANDARD LINKS**
 - [My Auctions](#)
 - [Projects](#)
 - [My RFIs](#)
 - [My RFQs](#)
 - [Organization Profile](#)
- CUSTOM LINKS**
- MY BID COLLECTORS WITH PENDING RESPONSES**
 - ⚠ You are not allowed to access the content of this Portlet
- NEW MESSAGES (LAST 30 DAYS)**
 - 1 No Unread Messages
- MY RFIS WITH PENDING RESPONSES**
 - 1 No RFIs to display
- MY RFQS WITH PENDING RESPONSES**

TITLE	BUYER ORGANIZATION	TIME TO CLOSE	CLOSING DATE	RESPONSE STATUS
Test RfQ	TK Elevator GmbH	5 days	Start and End Date	Response To Be Submitted To Buyer
- OPEN AND PENDING AUCTIONS**

TITLE	BUYER ORGANIZATION	START DATE	END DATE
Test	TK Elevator GmbH	Start and End Date	

RFX OVERVIEW

- The next page shows the **Details** and **Configuration** of the RfX
- Check out the **Settings** and **Buyer Attachments** if applicable
- Navigate to **My Response** to answer to this event

The screenshot displays the TKE RFX Overview interface. At the top, the TKE logo is on the left, and a user profile icon is on the right. Below the logo, the breadcrumb navigation shows '← RFQ: rfq_119 - Test RfQ' with a 'Running' status indicator. To the right of the breadcrumb are three menu options: '...', 'Online Questionnaire In Excel', and a blue 'Submit Response' button. Below this is a navigation bar with tabs: 'RFQ Details', 'Messages (Unread 0)', 'Settings', 'Buyer Attachments (0)', 'My Response', and 'Associated Users'. The 'My Response' tab is currently selected and highlighted with a blue underline. An orange callout box with the text 'Enter your response here' has an arrow pointing to the 'My Response' tab. Below the navigation bar, there is a message box with an information icon and the text: 'Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response''. Below the message box is a 'My Response Summary' section with a right-pointing chevron. Underneath, the currency is set to 'EUR'. The main content area is titled '1. COMMERCIAL RESPONSE (ITEMS: 1, QUESTIONS: 0)' and contains a sub-section '1.1 PRICE SECTION - PRICE SECTION' with a right-pointing chevron and a pencil icon for editing.

MY RESPONSE - OVERVIEW

- Under **My Response** you will find the list of items and information that is requested in this RfX
- Please be aware that there might be multiple so-called **Sections** which structure the RfX and which can be collapsed for a better overview
- Start to answer by click the EDIT button in each Section (the pencil button)

RFQ: rfq_119 - Test RfQ Running Online Questionnaire In Excel Submit Response

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (0) My Response Associated Users

→ | ⓘ Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

> My Response Summary

Currency: EUR

∨ 1. COMMERCIAL RESPONSE (ITEMS: 1, QUESTIONS: 0)

∨ 1.1 PRICE SECTION - PRICE SECTION

	CODE	DESCRIPTION	UNIT OF MEASUREMENT	QUANTITY	UNIT PRICE	PRICE
1.1.1	Total Price	* Please enter the total price for this RfQ	Each	1		0
Section Sub Total						0

1.2 ADDITIONAL ATTACHMENTS AREA

MY RESPONSE – EDIT AND CONFIRM

- Review the displayed table and enter the necessary information per Line Item (in most cases: give a price indication)
- Repeat this for every item in the table
- Click **Save and Return** to complete this Section

RFQ: rfq_119 - Test RfQ Running Save And Continue Cancel Save And Return

→ | ⓘ Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

Refresh Validate Response

TOTAL PRICE (EXCLUDING OPTIONAL SECTIONS) 0

Currency: EUR

1. COMMERCIAL RESPONSE (ITEMS: 1, QUESTIONS: 0)

1.1 PRICE SECTION - PRICE SECTION

	CODE	DESCRIPTION	UNIT OF MEASUREMENT	QUANTITY	UNIT PRICE	PRICE
1.1.1	Total Price	* Please enter the total price for this RfQ	Each	1	<input type="text"/>	0
Section Sub Total						0

Annotations:

- 3: Save section and return to My Response overview
- 2: Click to refresh the totals and check for errors
- 1: Enter your price for this item here
- First Line Item: Points to the first row of the table.

SUBMIT YOUR FINAL RESPONSE

- Once you completed all sections, you can Submit your Response

The screenshot displays the TKE (Trade Knowledge Exchange) interface for an RFQ (Request for Quote) titled "rfq_119 - Test RfQ". The status is "Running". The interface includes a navigation bar with "RFQ Details", "Messages (Unread 0)", "Settings", "Buyer Attachments (0)", "My Response", and "Associated Users". A "Submit Response" button is highlighted with an orange box. An arrow points from this button to a callout box labeled "Submit response". A message box at the bottom states: "Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'".

UPDATE / CHANGE AN RFX

- If you want to **change information** in a still running RfX, just click the EDIT button in the applicable section and make your changes
- **Confirm** to keep your changes with the respective button
- Finally, **submit** your new response

The screenshot shows the TKE RFX interface for 'RFQ: rfq_119 - Test RfQ' in 'Running' status. A red box highlights the 'Keep Changes' button, with a callout box labeled '1' pointing to it. Other visible elements include 'Discard Changes', 'Refresh', 'Validate Response', and a summary row for 'TOTAL PRICE (EXCLUDING OPTIONAL SECTIONS)' with a value of 52,000. The currency is EUR.

1
Save changes you made

The screenshot shows the TKE RFX interface in 'Edit Mode' with a yellow warning bar: 'Edit Mode: Changes will be saved only when submitted'. A red box highlights the 'Submit Changes' button, with a callout box labeled '2' pointing to it. Other visible elements include 'Undo All Changes', 'My Response Summary', and a table with columns 'ENVELOPE', 'INFO PARAMETERS', and 'Total Price (excluding optional sections)'. The table contains one row for '1. Commercial Response' with a total price of 52,000.

2
Confirm and re-submit your response