

Handbook for Suppliers

v03

Release v03
February 2022

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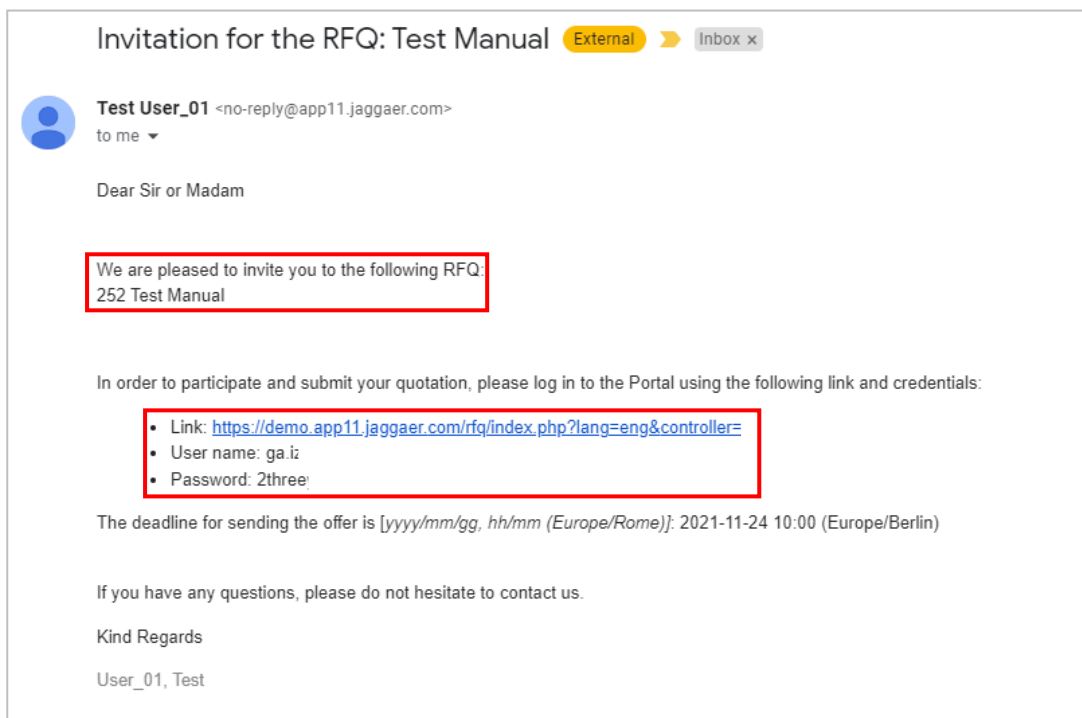
1. WELCOME

The purpose of this handbook is to familiarize users with tasks performed in the JAGGAER Direct supplier portal in order to respond to Request for Quotation (RFQ) and Auctions.

2. INVITATION EMAIL FOR THE RFQ

Once buyers create the RFQ and invite suppliers, the supplier will receive an email containing:

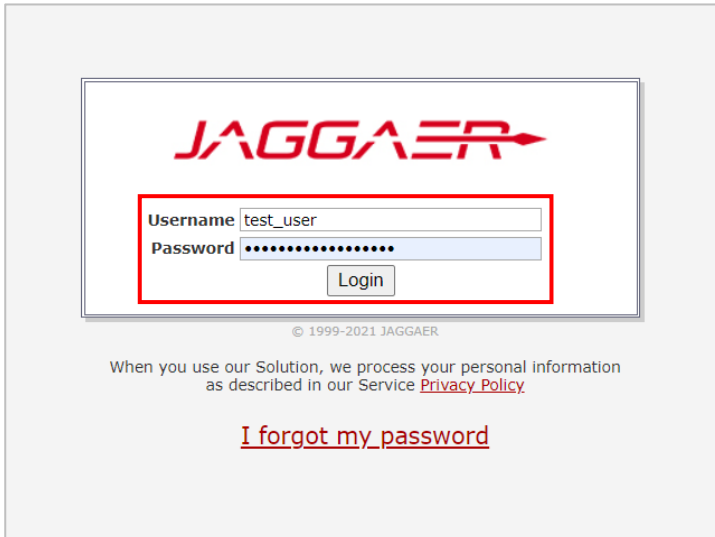
- The name of the RFQ
- Link to access the portal
- Credentials to access (one-time account)



Username and Password are specific to each individual RFQ, so each invitation received will be different.

3. ACCESS TO THE PORTAL

The link in the invitation email leads to the page where credentials can be inserted to access the portal.



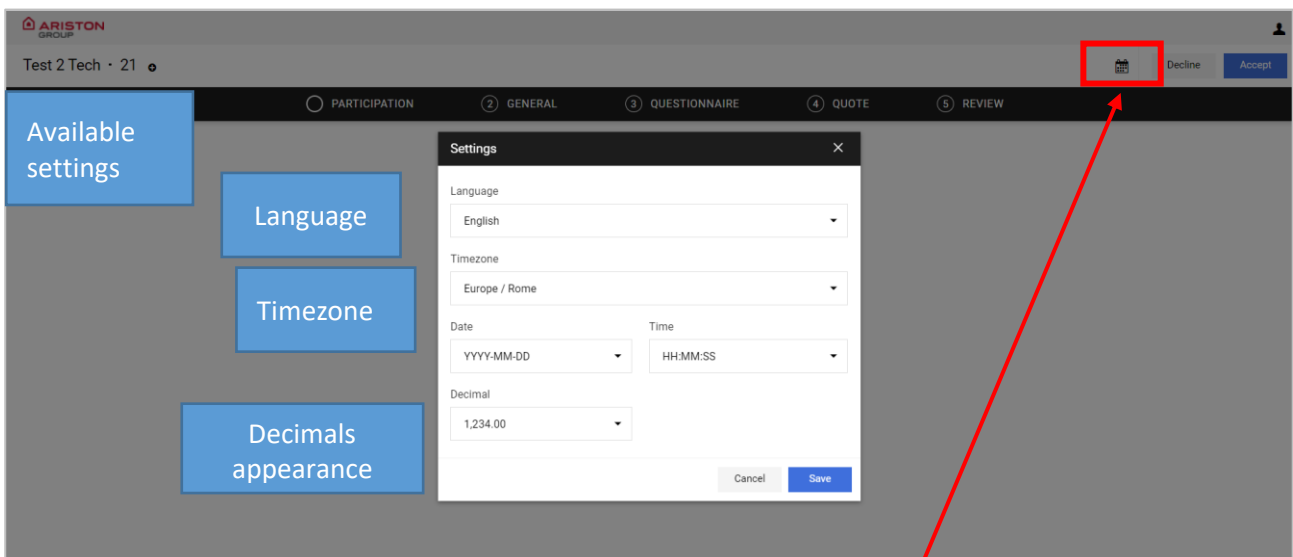
The image shows the JAGGAER login page. At the top is the JAGGAER logo in red. Below it is a login form with a red border. The form contains two input fields: 'Username' with the text 'test_user' and 'Password' with masked characters. A 'Login' button is positioned below the password field. Below the login form, there is a copyright notice '© 1999-2021 JAGGAER' and a privacy policy link: 'When you use our Solution, we process your personal information as described in our Service [Privacy Policy](#)'. At the bottom, there is a link: '[I forgot my password](#)'.

Enter Username and Password received in the invitation email and click on Login button.

It is not possible to access the platform with two users simultaneously.
In this case, use different browsers or the incognito tab of your browser.

4. QUOTE THE RFQ

Once access the portal, there is the possibility to adjust settings, timezone and Decimal appearance



The image shows the Ariston Supplienet portal interface. At the top, there is a header bar with the Ariston Group logo, the text 'Test 2 Tech · 21', and a user profile icon. Below the header, there is a navigation bar with tabs: 'PARTICIPATION', 'GENERAL', 'QUESTIONNAIRE', 'QUOTE', and 'REVIEW'. A 'Settings' modal window is open, showing options for 'Language' (English), 'Timezone' (Europe / Rome), 'Date' (YYYY-MM-DD), 'Time' (HH:MM:SS), and 'Decimal' (1,234.00). A red box highlights the 'Settings' icon in the top right corner of the portal, with a red arrow pointing to it. On the left side of the modal, there are blue boxes labeled 'Available settings', 'Language', 'Timezone', and 'Decimals appearance'.

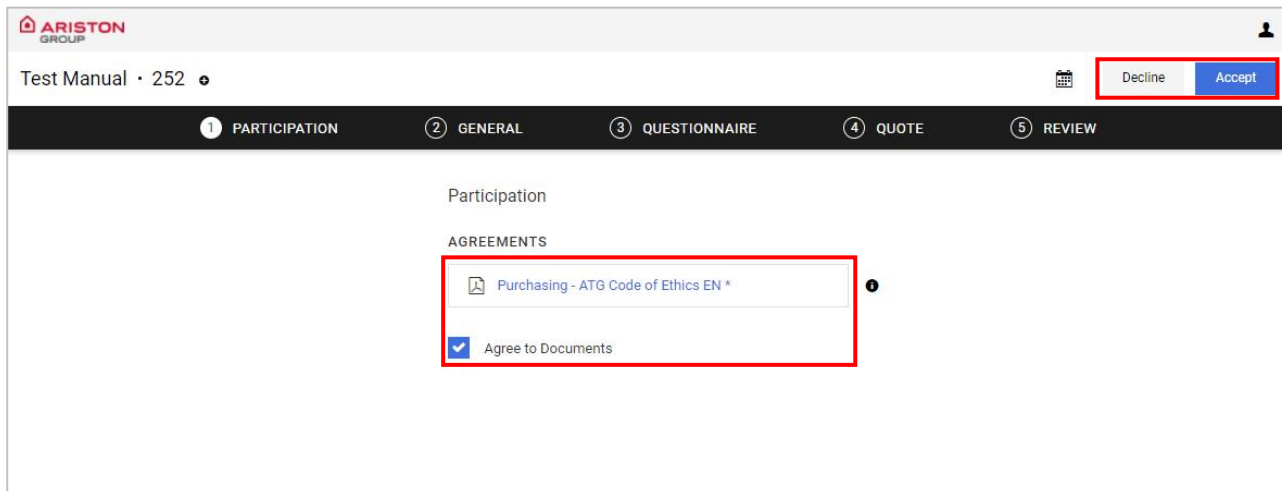
Click on Save to go through the tabs illustrated in the following paragraphs.
In any other moment these settings are available via calendar icon.

4.1. Participation

In this tab the RFQ can be decline or accept by clicking on Decline or Accept button.

Here all the RFQ header documents are displayed. In some cases, the documents may be marked as "must view" or "must agree", in particular:

- Documents marked as "must view" must be downloaded before moving to the next step in the RFQ process.
- Documents marked as "must agree" must be accepted selecting a checkbox before moving to the next step in the RFQ process.

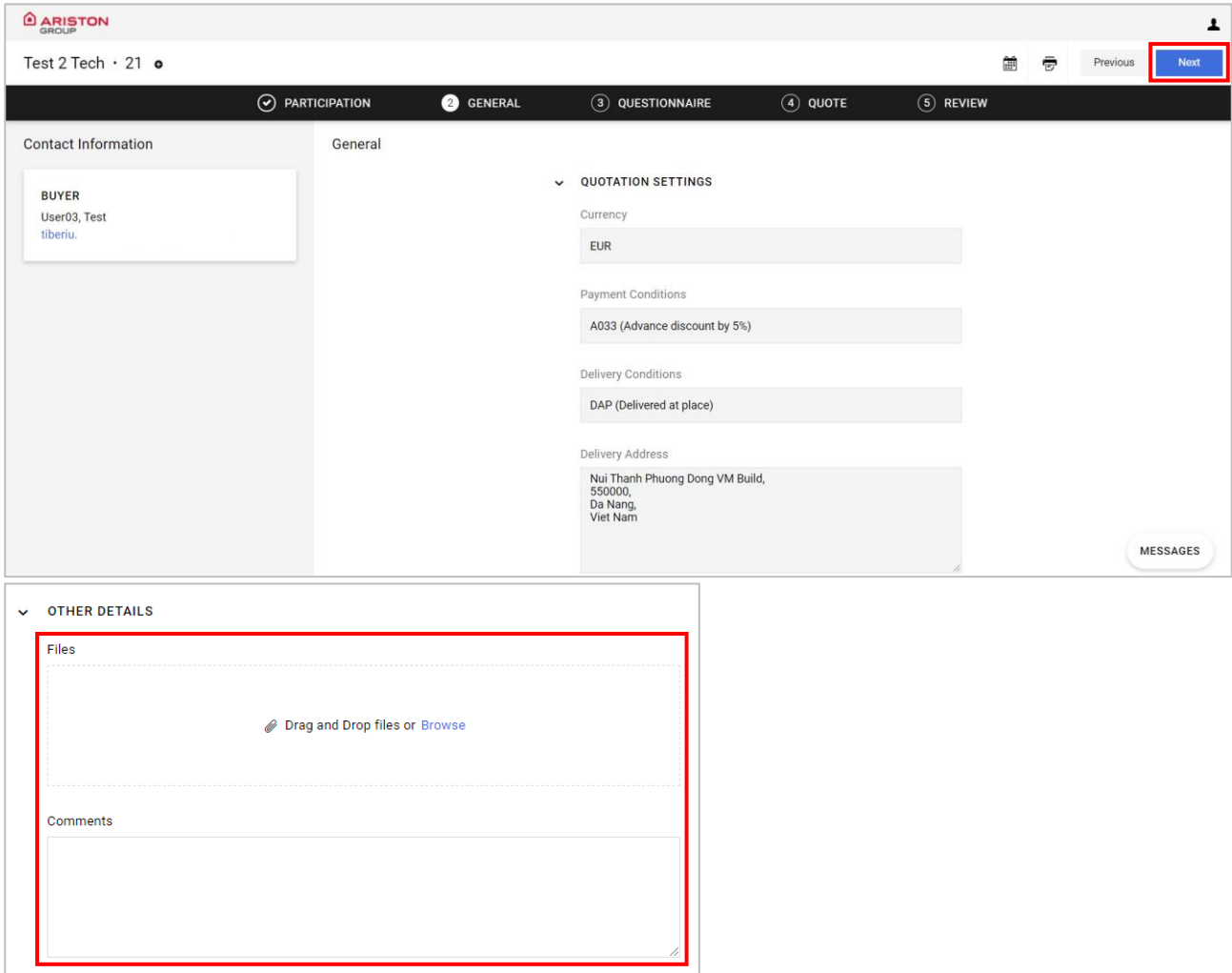


The screenshot shows the 'Participation' tab in the Supplienet interface. At the top, there's a header bar with the Ariston Group logo and a user profile icon. Below the header, a breadcrumb trail shows 'Test Manual · 252'. To the right of the breadcrumb, there are 'Decline' and 'Accept' buttons. A navigation bar below the header contains five tabs: '1 PARTICIPATION', '2 GENERAL', '3 QUESTIONNAIRE', '4 QUOTE', and '5 REVIEW'. The 'PARTICIPATION' tab is active. The main content area is titled 'Participation' and contains a section 'AGREEMENTS'. Within this section, there is a document entry 'Purchasing - ATG Code of Ethics EN *' with a document icon and a red circle icon to its right. Below this entry is a checkbox labeled 'Agree to Documents', which is currently checked.

Note: If you have already opened the RFQ and viewed and/or agreed to all documents that require these actions, you will be able to move through the process without viewing or agreeing again, provided the documents have not changed.

4.1. General information

In this tab, all the header data, quotation settings, and supplier information are displayed. This information can be validated here.



It is also possible to add comment and/or attachment with drag and drop function in “Files” box or with “Browse” button in the same box to search file in your PC.

Click on the Next button to move on the next tab.

4.2. Questionnaire

In this tab, if questionnaire is present, it is displayed and could be filled.

The questionnaire should include mandatory (marked with *) and optional questions to be answered.

ARISTON GROUP

Test Manual · 252

Previous Next

PARTICIPATION GENERAL 3 QUESTIONNAIRE 4 QUOTE 5 REVIEW

Questionnaire

Year Of Establishment *

Website Address

Type Of Company (Trader / Distributor Vs. Producer)*

Select Item

Type Of Ownership (Public Vs. Private)*

Select Item

Number Of Production Sites / Number Of Representative Offices /
Number Of Foreign Offices Or Production Sites (Specify The Location)

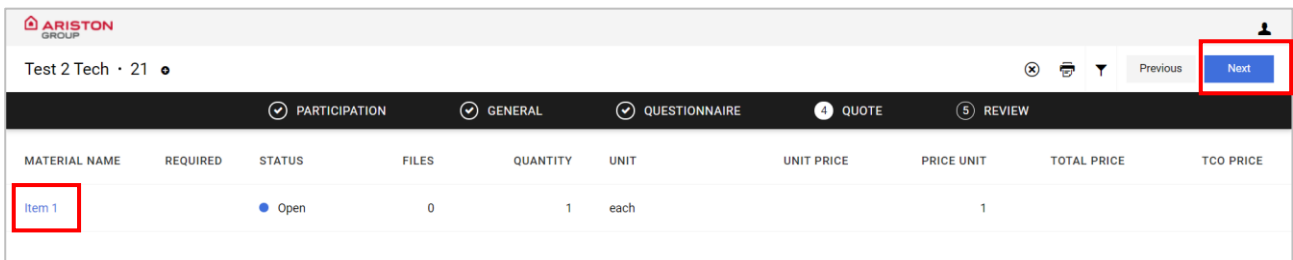
Click on the Next button to move on the next tab.

4.3. Quote

In the Quote tab, all the RFQ items are listed and it is possible to submit quotes for the items by clicking on Material Name.

Quotes may be made online or, if the CBD includes an Excel spreadsheet, the spreadsheet can be downloaded and items quoted there.

It is possible to quote or decline each item. When declining an item, a reason must be entered by the supplier.

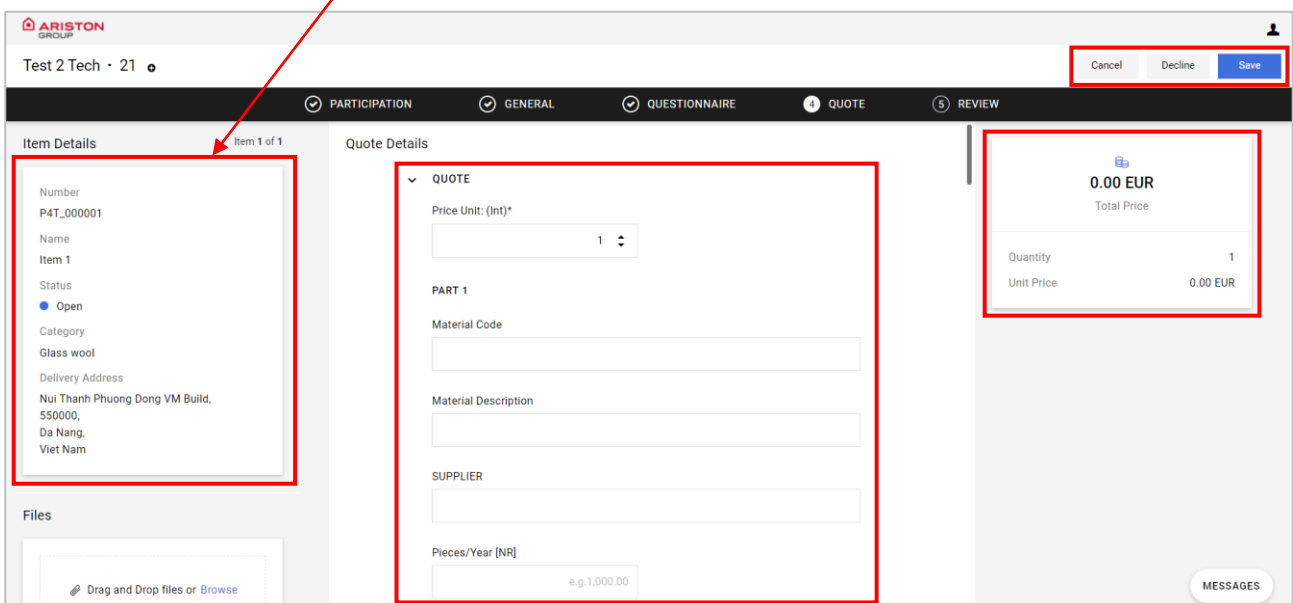


MATERIAL NAME	REQUIRED	STATUS	FILES	QUANTITY	UNIT	UNIT PRICE	PRICE UNIT	TOTAL PRICE	TCO PRICE
Item 1		Open	0	1	each		1		

4.3.1. Online Quotes

The following information is displayed per item:

- Item number
- Item name
- Requested quantity
- Delivery address
- All fields of the CBD that were set visible
- Attachments
- Remarks



Item Details

Number
P4T_000001

Name
Item 1

Status
Open

Category
Glass wool

Delivery Address
Nui Thanh Phuong Dong VM Build,
550000,
Da Nang,
Viet Nam

Files

Drag and Drop files or [Browse](#)

Quote Details

QUOTE

Price Unit: (Int)*
1

PART 1

Material Code

Material Description

SUPPLIER

Pieces/Year [NR]
e.g. 1,000.00

0.00 EUR
Total Price

Quantity
1

Unit Price
0.00 EUR

MESSAGES

For the first displayed item, enter the quote information required in the fields.

Prefill Identical Fields

☒ None

☐ On Next Item

☐ On All Items

Use the box “Prefil Identical Fields” to copy the same information on next item or on all items of the RFQ.

If you are quoting the item, enter the information in the fields and then click **Save**.

If you are declining the item, click **Decline**.

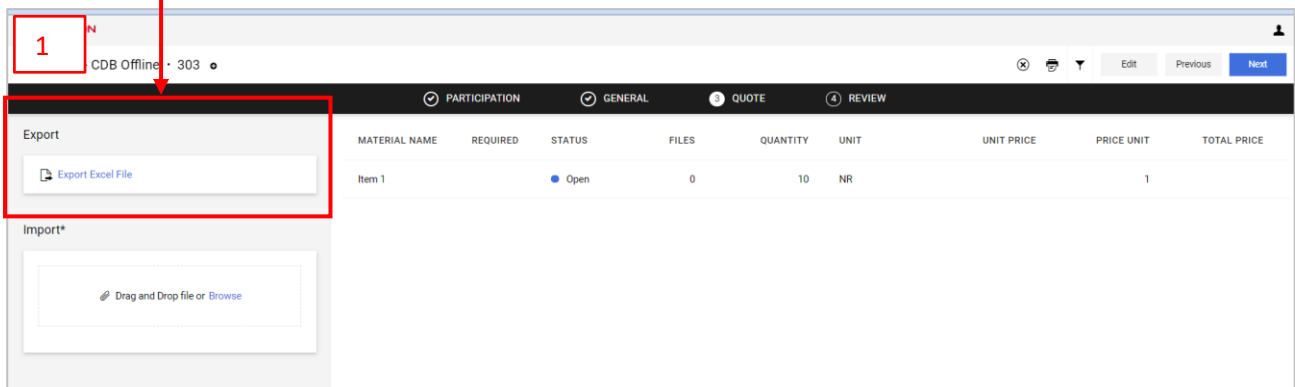
To cancel and return to the previous step, click **Cancel**.

Repeat the steps above for each item.

4.3.2. Offline Quotes

- **Standard** - If an Excel sheet has been provided in the CBD, the supplier has to download this Excel sheet to be able to quote for every item and then upload it again to the system after filling out all the required data.

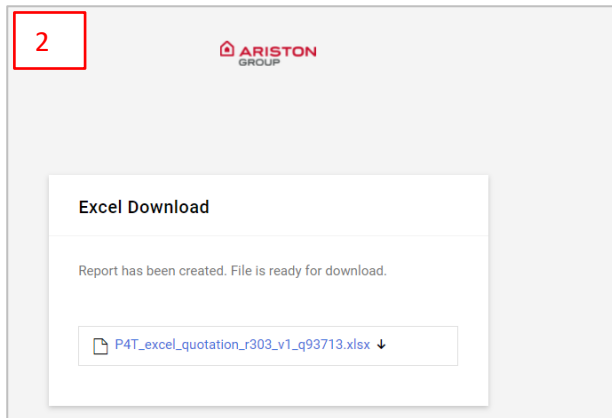
1st step: Export excel file



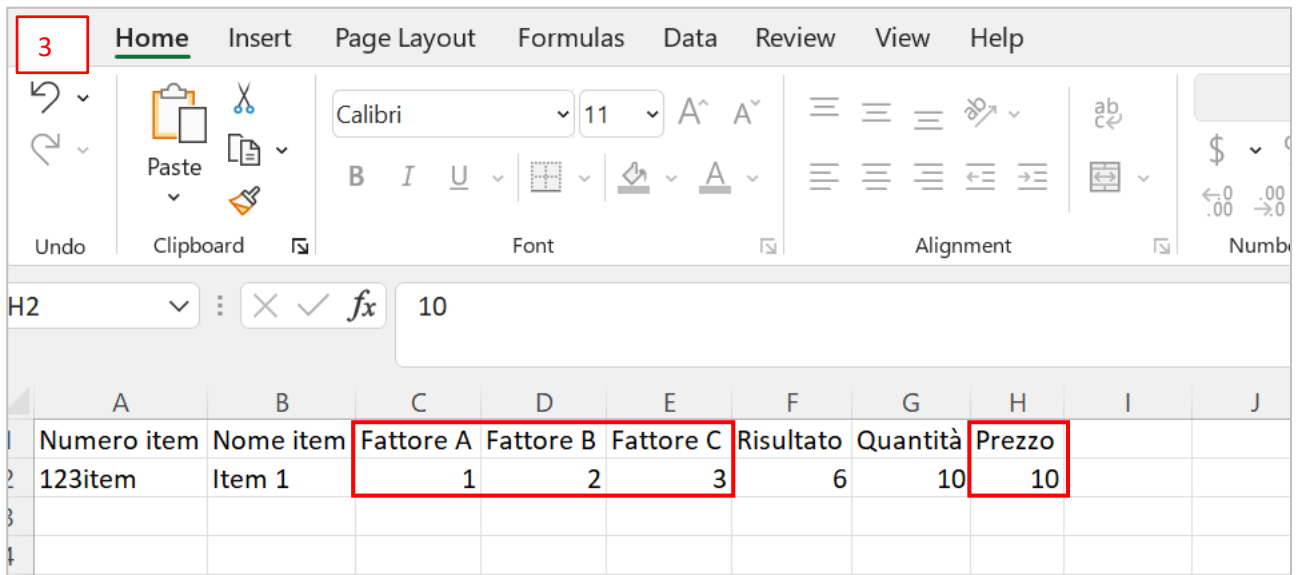
The screenshot shows the 'CDB Offline - 303' interface. A red box highlights the 'Export Excel File' button in the 'Export' section. A red arrow points from the text '1st step: Export excel file' to this button. The interface also shows an 'Import*' section with a 'Drag and Drop file or Browse' button. The main table displays item details for 'Item 1'.

MATERIAL NAME	REQUIRED	STATUS	FILES	QUANTITY	UNIT	UNIT PRICE	PRICE UNIT	TOTAL PRICE
Item 1		Open	0	10	NR		1	

2nd step: Download excel file.

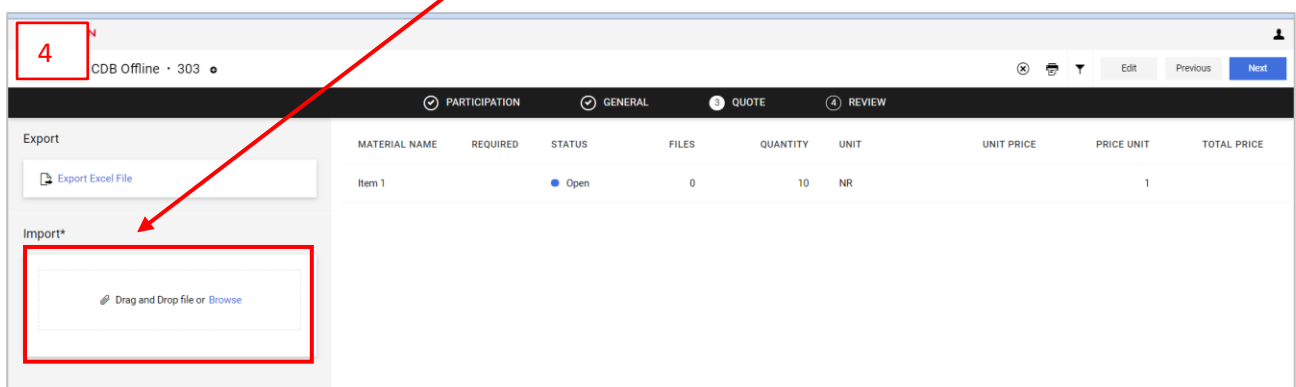


3rd Step: in the downloaded excel file, fill all the available field NOTE that only the available fields are editable, others are not modifiable:

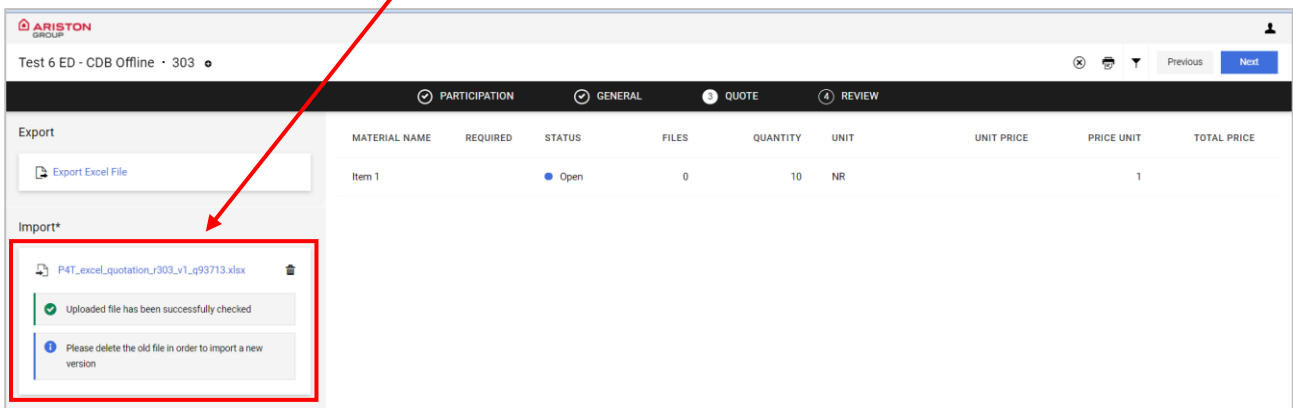


Save excel file.

4th Step: upload saved file in the available field



Here after an example of the file uploaded



Test 6 ED - CDB Offline · 303

EXPORT GENERAL QUOTE REVIEW

Export

Export Excel File

Import*

P4T_excel_quotation_r303_v1_q93713.xlsx

Uploaded file has been successfully checked

Please delete the old file in order to import a new version

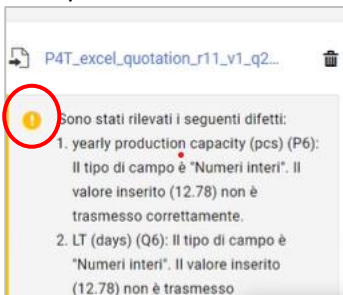
MATERIAL NAME	REQUIRED	STATUS	FILES	QUANTITY	UNIT	UNIT PRICE	PRICE UNIT	TOTAL PRICE
Item 1		Open	0	10	NR		1	

If the uploaded file is correct, than a green dot will appear.

If some **data is not correct** than a **warning message will appear**, in this case:

1. Change data in excel file according to the indication in the warning message: they will appear in yellow and do not block the upload of the file

Example



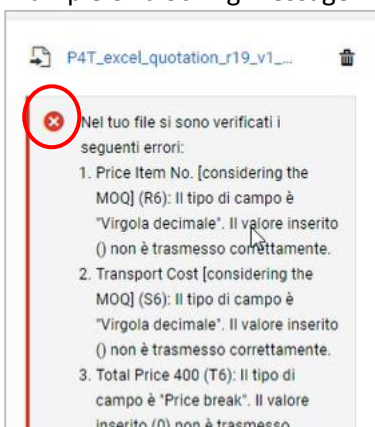
P4T_excel_quotation_r11_v1_q2...

Sono stati rilevati i seguenti difetti:

1. yearly production capacity (pcs) (P6): Il tipo di campo è "Numeri interi". Il valore inserito (12.78) non è trasmesso correttamente.
2. LT (days) (Q6): Il tipo di campo è "Numeri interi". Il valore inserito (12.78) non è trasmesso

2. Blocking (red) message: they will appear in RED and DO NOT ALLOW the upload of the file, in this case:
 - a. Delete the old file
 - b. Upload the correct file

Example of blocking message

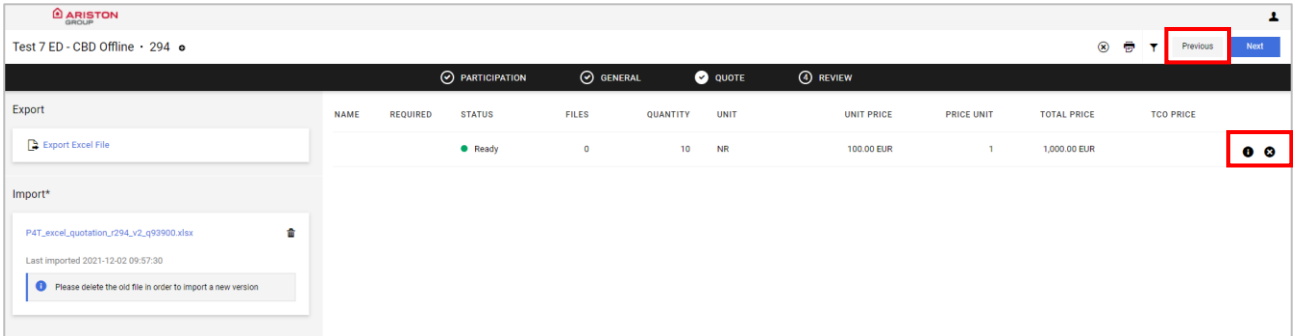


P4T_excel_quotation_r19_v1_...

Nel tuo file si sono verificati i seguenti errori:

1. Price Item No. [considering the MOQ] (R6): Il tipo di campo è "Virgola decimale". Il valore inserito () non è trasmesso correttamente.
2. Transport Cost [considering the MOQ] (S6): Il tipo di campo è "Virgola decimale". Il valore inserito () non è trasmesso correttamente.
3. Total Price 400 (T6): Il tipo di campo è "Price break". Il valore inserito (0) non è trasmesso

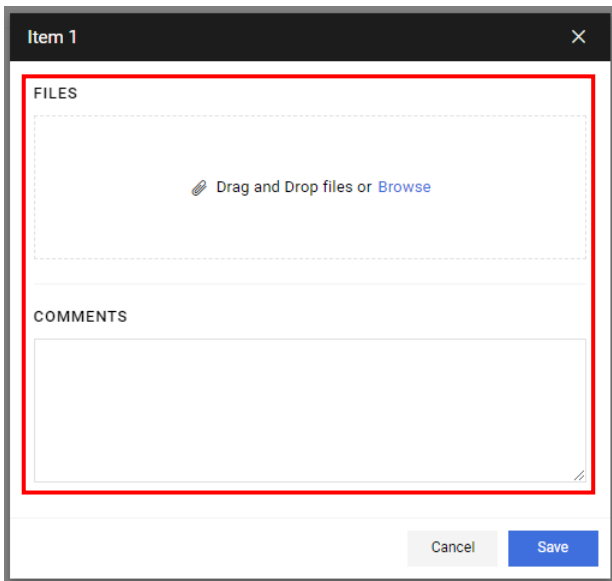
Once completed click on Next button to confirm.



Once clicked on Next button, if you need to upload an attachment related to a specific item, click on Previous button to go back to Quote tab.



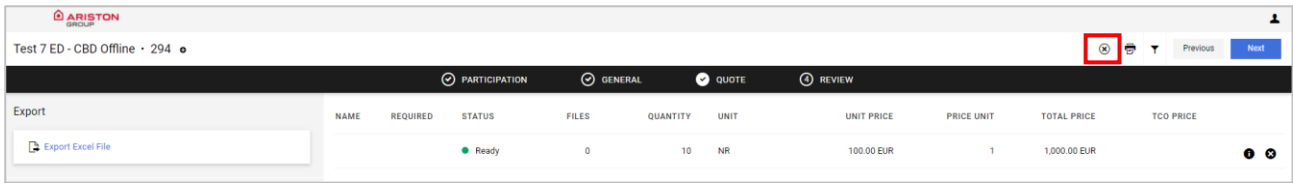
Click on “i” (information button) and the following pop up will appear.



It is possible to add comment and/or attachment with drag and drop function in “Files” box or with “Browse” button in the same box to search file in your PC, click on Save button to confirm.



Click on “X” button to decline a single item.

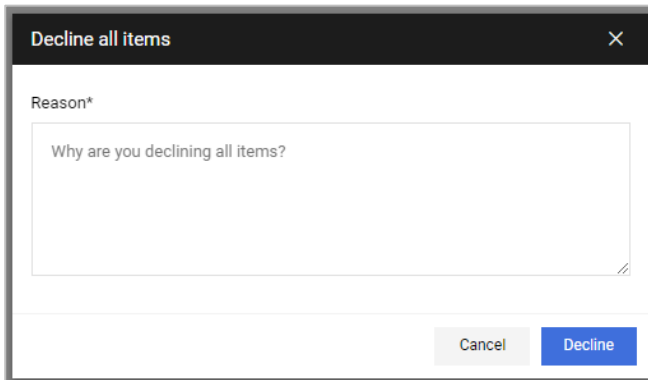


Test 7 ED - CBD Offline - 294

Export

NAME	REQUIRED	STATUS	FILES	QUANTITY	UNIT	UNIT PRICE	PRICE UNIT	TOTAL PRICE	TCO PRICE
		Ready	0	10	NR	100.00 EUR	1	1,000.00 EUR	

Alternatively select the "X" button highlighted in the previous figure to decline all items in the RFQ, the following popup will be shown.



Decline all items

Reason*

Why are you declining all items?

Cancel Decline

Enter a mandatory reason and click the **Decline** button to confirm.

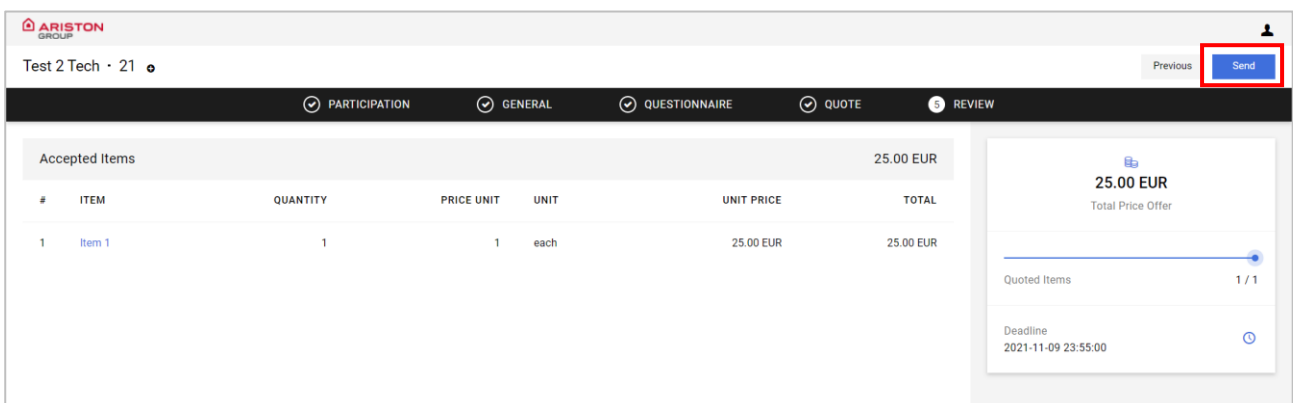
Click on the Next button to move on the Review tab.

- **Multi Item** - If an Excel sheet has been provided in the CBD, the supplier can download this Excel sheet for the quotation of the RFQ (all requested items are provided within one Excel sheet) and then upload it to the system again after filling it out.

Repeat steps form 1 to 4 as the example above

4.4. Send back quote and review

Review the items for accuracy and the last step is the submission of the quote back to the buyer.



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Previous Send

PARTICIPATION GENERAL QUESTIONNAIRE QUOTE REVIEW

Accepted Items 25.00 EUR

#	ITEM	QUANTITY	PRICE UNIT	UNIT	UNIT PRICE	TOTAL
1	Item 1	1	1	each	25.00 EUR	25.00 EUR

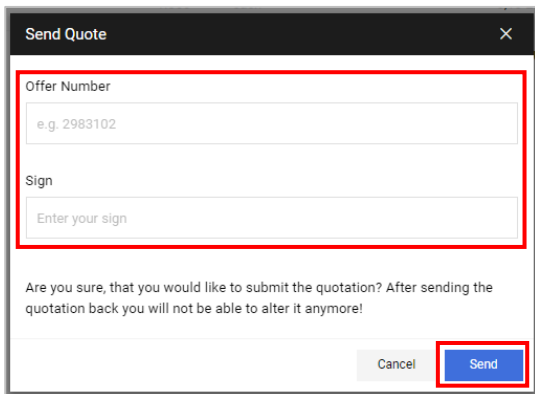
25.00 EUR
Total Price Offer

Quoted Items 1 / 1

Deadline 2021-11-09 23:55:00

Click on Send button to go on the following steps.

NB. Once the quotations have been sent cannot be changed without the reference Buyer support.



Send Quote

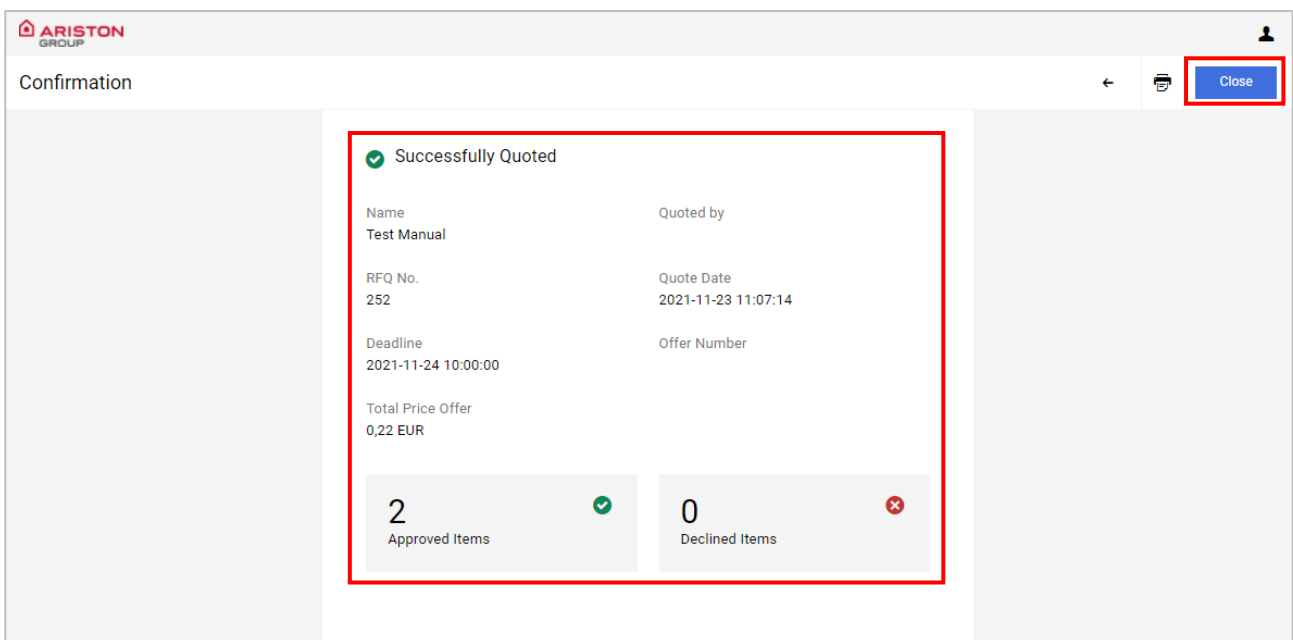
Offer Number
e.g. 2983102

Sign
Enter your sign

Are you sure, that you would like to submit the quotation? After sending the quotation back you will not be able to alter it anymore!

Cancel Send

1. In the **Offer Number** field, enter the number for the quote.
2. In the **Sign** field, enter your initials (as the supplier user who is processing the quote).
3. Click **Send**. The buyer receives a notification that the RFQ has been submitted.
4. The confirmation page will be shown in order to recap the quotation done.



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Confirmation

← ⓘ Close

✓ Successfully Quoted

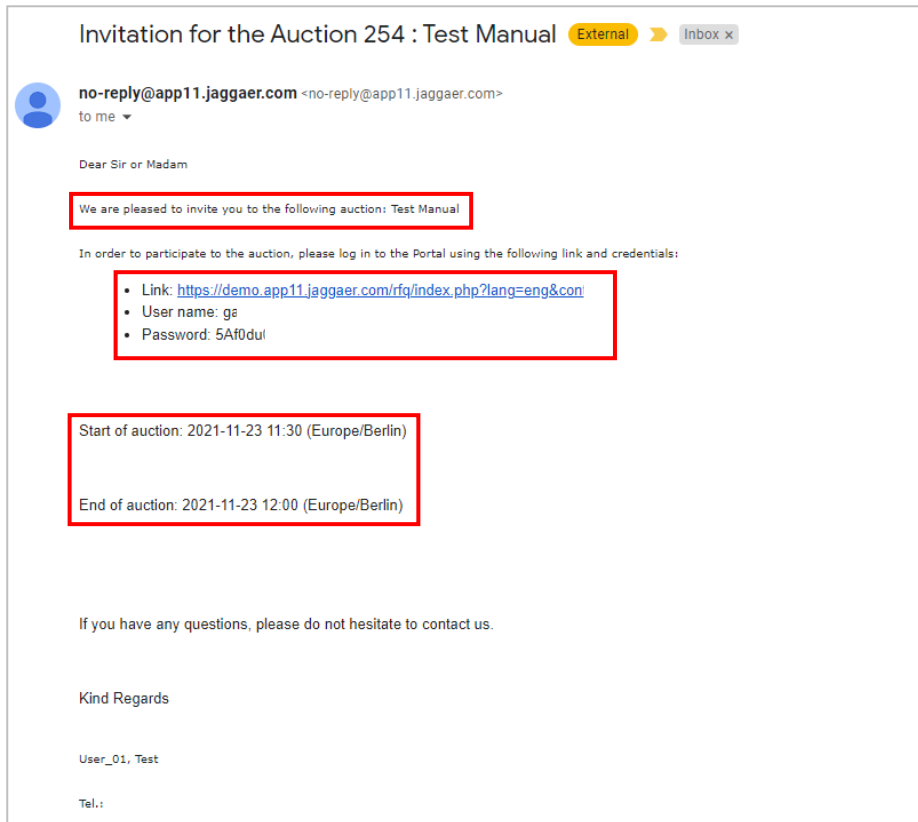
Name Test Manual	Quoted by
RFQ No. 252	Quote Date 2021-11-23 11:07:14
Deadline 2021-11-24 10:00:00	Offer Number
Total Price Offer 0,22 EUR	

2 Approved Items	0 Declined Items
---------------------	---------------------

5. INVITATION EMAIL FOR THE AUCTION

Once buyers create the Auction and invite suppliers, the supplier will receive an email containing:

- The name of the RFQ
- Link to access the portal
- Credentials to access (one-time account)
- Auction duration information



Username and Password are specific to each individual RFQ, so each invitation received will be different.

6. QUOTE THE AUCTION

The link in the invitation email leads to the page where credentials can be inserted to access the portal.

Enter Username and Password received in the invitation email and click on Login button.

6.1. Documents

Once access the portal the documents tab will be shown.

The upper box shows all the auction details.

Here all the Auction header documents are displayed. In some cases, the documents may be marked as "must view" or "must agree", in particular:

- Documents marked as "must view" must be downloaded before moving to the next step in the RFQ process.
- Documents marked as "must agree" must be accepted selecting a checkbox before moving to the next step in the Auction process.

English Logged in as **ga.izio.76** Logout

Change formatting and timezone

ARISTON GROUP

Auction title:	Test Manual	Auction No.:	254	Initiator:	User_01, Test
External notice:		Version:	1	Telephone:	N/A
Deadline:	Auction Start: 2021-11-23 11:30:00 Auction End: 2021-11-23 12:00:00			Mobile phone:	N/A
Status:	Running			Fax:	N/A
Timezone:	Europe / Berlin			E-Mail:	tiberiu.jordache@bearingpoint.com
Date Format:	2021-11-23 11:20:32			Decimal Format:	12.345,68

1. Documents

These are the documents that are attached to this Auction. Please click on the names to open them.
If a document is marked bold then it is required to open it before proceeding to the next step.
Some attachments may require you to accept them.
If so please use the checkboxes to mark the documents as accepted.
[Hide infoboxes for this session.](#)

General Documents

1. **Purchasing - ATG Code of Ethics EN (1_ATG Code of Ethics 2019_EN.pdf - 543 Kb)**
Do You Agree? ☒ © 2021-11-04 11:05:08

In this tab the Auction can be decline (clicking on Decline Auction button) or accepted (clicking on Nest Step button).

6.2. General

Once documents has ben accepted General tab will be shown.

In this tab all the header data, quotation setting, supplier information are displayed and can be filled or validated.

In this tab, if questionnaire is present, it is also displayed and could be filled.

The questionnaire should include mandatory (marked with *) and optional questions to be answered.

English Logged in as ga.izio.76 Logout

Change formatting and timezone

Auction title: Test Manual

External notice: Auction Start: 2021-11-23 11:30:00
Auction End: 2021-11-23 12:00:00

Deadline: Running

Status: Europe / Berlin

Timezone: 2021-11-23 11:21:34

Auction No.: 254

Version: 1

Initiator: User_01, Test

Telephone: N/A

Mobile phone: N/A

Fax: N/A

E-Mail: tiberiu.iordache@bearingpoint.com

Decimal Format: 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: A031 (Advanced 2,5% discount)

Delivery Conditions: CFR (Costs & freight)

Delivery address:

Supplier Information

Company Name*: bBold srl

Person Name*: Gara Maurizio

E-Mail*: davide.casiraghi@techedgegroup.com

Telephone:

Fax:

Comments:

Once mandatory field are filled click on Next Step button to go on the following tab.

6.3. Quote

In the quote tab it is possible to see the Auction starting countdown (if it is not started yet) and all the Auction items are listed.

English Logged in as ga.izio.76 Logout

Print Toggle Auction Settings Change formatting and timezone

Auction title: Test Manual

External notice: Auction Start: 2021-11-23 11:30:00
Auction End: 2021-11-23 12:00:00

Deadline: Running

Status: Europe / Berlin

Timezone: 2021-11-23 11:23:15

Auction No.: 254

Version: 1

Initiator: User_01, Test

Telephone: N/A

Mobile phone: N/A

Fax: N/A

E-Mail: tiberiu.iordache@bearingpoint.com

Decimal Format: 12.345,68

1. Documents 2. General 3. Quote

Auction starts in: 5 minutes, 59 seconds

Secure bidding ☒

Positions	Rank	My Current Bid	New Bid
TERMST.COTHEM BTS450 TRI (1,00 each)	n/a	n/a	0,00 EUR(for 1,00 each)
Price (per 1000 each)*:		n/a	EUR

Clicking on "Toggle Auction Setting" button it is possible to see more Auction details information as shown in the following screen.

English Logged in as ga.izio.76 Logout

Print **Toggle Auction Settings** Change formatting and timezone

ARISTON GROUP

Auction title:	Test Manual	Auction No.:	254	Initiator:	User_01, Test
External notice:		Version:	1	Telephone:	N/A
Deadline:	Auction Start: 2021-11-23 11:30:00 Auction End: 2021-11-23 12:00:00			Mobile phone:	N/A
Status:	Running			Fax:	N/A
Timezone:	Europe / Berlin			E-Mail:	tiberiu.iordache@bearingpoint.com
Date Format:	2021-11-23 11:23:15			Decimal Format:	12.345,68

1. Documents 2. General 3. Quote

Type: English Dynamic

Underbid:
Not Specified
Minimal Step: **Absolut 1,00** Maximum Step: **Absolut 10,00** Tie Bids: **Disabled**

Automatic Extensions: Disabled

Auction Traffic Lights:
● ● ● within 5,00 Percent
● ● ● within 25,00 Percent

Auction type should be different and defined as follow:

- **English Dynamic Auction**
 - Possibility to submit multiple bids. For submissions of subsequent bids, the prices must be reduced /increased.
 - The participant with the lowest bid wins the auction.
- **English Ticker Auction**
 - Definition of the start price and bid steps by the purchaser.
 - Each bid step must be confirmed by all bidders – if a participant does not approve, they will be excluded from the auction.
 - The auction ends when no more steps are confirmed or a defined number of bidders are remaining.
- **Dutch Ticker Auction**
 - Definition of start price and bid steps by the purchaser.
 - The participant submits only one bid.
 - The auction ends automatically after the bid submission.
- **Hong Kong Ticker Auction**
 - Hong Kong Ticker and English Ticker are very similar. The difference is that, in a Hong Kong Ticker auction, once a defined number of participants is reached, the auction goes on until the last supplier has submitted the final bid.

Once the Auction is started, countdown shows the remaining time before closing.

English Logged in as ga.izio.76 Logout

Print Toggle Auction Settings Change formatting and timezone

ARISTON GROUP

Auction title: Test Manual **Auction No.:** 254 **Initiator:** User_01, Test

External notice: **Version:** 1 **Telephone:** N/A

Deadline: **Auction Start:** 2021-11-23 11:30:00 **Mobile phone:** N/A





Status: Running **Fax:** N/A

Timezone: Europe / Berlin **E-Mail:** tiberiu.jordache@bearingpoint.com

Date Format: 2021-11-23 11:30:02 **Decimal Format:** 12.345,68

1. Documents 2. General 3. Quote

Auction ends in: **29 minutes, 31 seconds**

Positions	Rank	My Current Bid	New Bid
<div>  TERMST.COTHERM BTS450 TRI (1,00 each)  </div>	--	n/a	<div> 1,00 EUR(for 1,00 each) </div> <div> <input type="text" value="1000"/> EUR </div>
Price (per 1000 each)*:		n/a	<input type="text"/>
Macrocategory:		-	<input type="text"/>
MOQ:		-	<input type="text"/>
Plant:		-	<input type="text"/>
Format:		-	<input type="text"/>
Number of pages:		-	<input type="text"/>
Cover: number of colours:		-	<input type="text"/>
Paper type:		-	<input type="text"/>
Number of colours:		-	<input type="text"/>
Binding:		-	<input type="text"/>
Price Unit:		-	<input type="text"/>
Period_Start_Date:			
Period_End_Date:			
<input type="button" value="Bid"/>			
<div>  RMF 1500/220+SUPP. ANODO (1,00 each)  </div>	--	n/a	-- EUR(for 1,00 each)

Secure bidding ☒

For each items displayed it is possible to fill mandatory field (marked with *) and then click on Bid button to submit.

Confirm:

Are you sure?

A confirmation popup will be shown, click on Ok to confirm or Cancel to delete.

For each item positions (if selected by the Buyer during Auction creation) it is possible to see ranking (with number or traffic light depending on Buyer side settings) and current bid information.

Repeat the steps above for each items.

Auction title: Test Manual **Auction No.:** 254 **Initiator:** User_01, Test


External notice: **Version:** 1 **Telephone:** N/A

Deadline: **Auction Start:** 2021-11-23 11:30:00 **Mobile phone:** N/A


Status: Running **Fax:** N/A

Timezone: Europe / Berlin **E-Mail:** tiberiu.jordache@bearingpoint.com

Date Format: 2021-11-23 12:00:01 **Decimal Format:** 12.345,68

 The Auction is no longer running!

1. Documents 2. General 3. Quote

 The auction has ended, no more bids will be accepted!

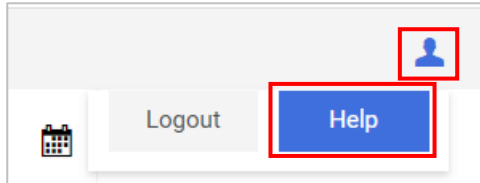
Once deadline has reached the system informs that the auction has ended and no ore bids will be accepted.

7. ONLINE HELP

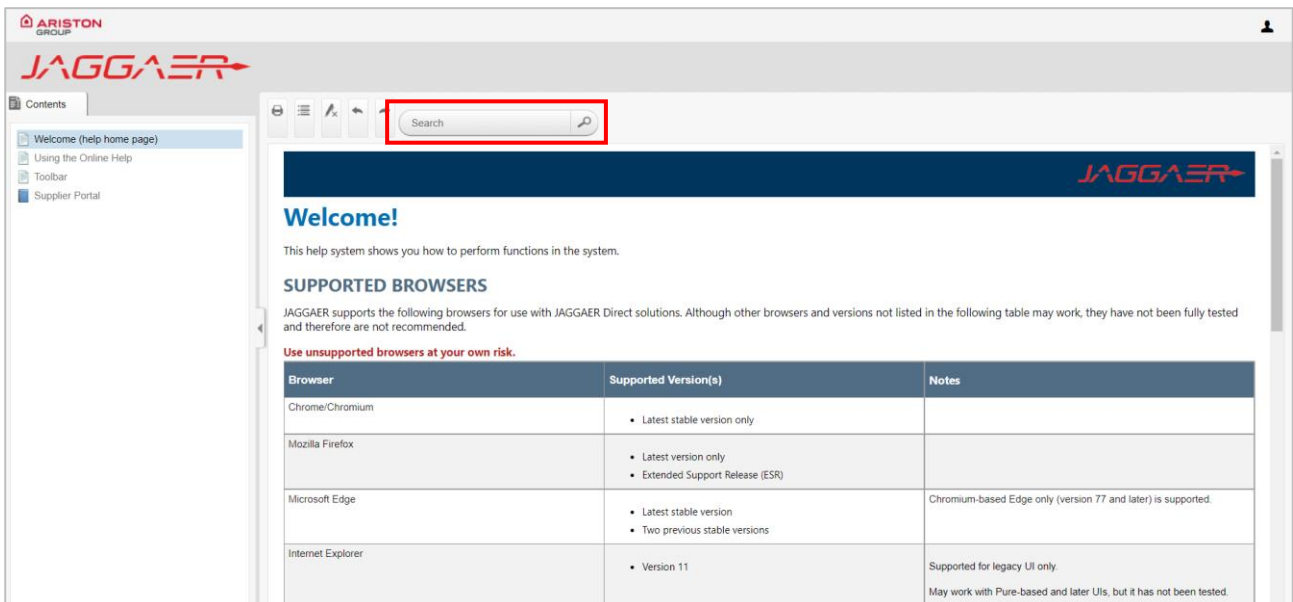
JAGGAER Direct offers multilingual online help for understand modules and instructional steps.

To access the online help:

1. Click the user icon in the toolbar, then click the Help button in the dropdown.



2. The Support Portal help opens in a new tab.
3. Enter a search term you would like to view more information on (i.e. "RFQ") and click Search. A list of available help pages is displayed.
4. Click on a link from the list of results to view the help page.



WELCOME!

This help system shows you how to perform functions in the system.

SUPPORTED BROWSERS

JAGGAER supports the following browsers for use with JAGGAER Direct solutions. Although other browsers and versions not listed in the following table may work, they have not been fully tested and therefore are not recommended.

Use unsupported browsers at your own risk.

Browser	Supported Version(s)	Notes
Chrome/Chromium	<ul style="list-style-type: none"> Latest stable version only 	
Mozilla Firefox	<ul style="list-style-type: none"> Latest version only Extended Support Release (ESR) 	
Microsoft Edge	<ul style="list-style-type: none"> Latest stable version Two previous stable versions 	Chromium-based Edge only (version 77 and later) is supported.
Internet Explorer	<ul style="list-style-type: none"> Version 11 	Supported for legacy UI only May work with Pure-based and later UIs, but it has not been tested.