



Excel RFQ Process

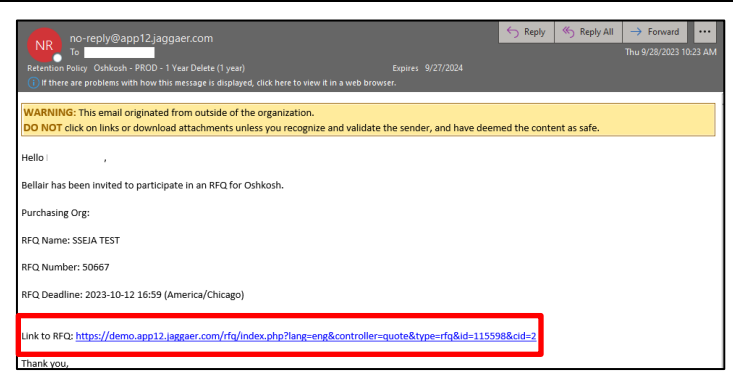
Introduction

In some instances, an RFQ initiator will choose to receive quotations via Excel.

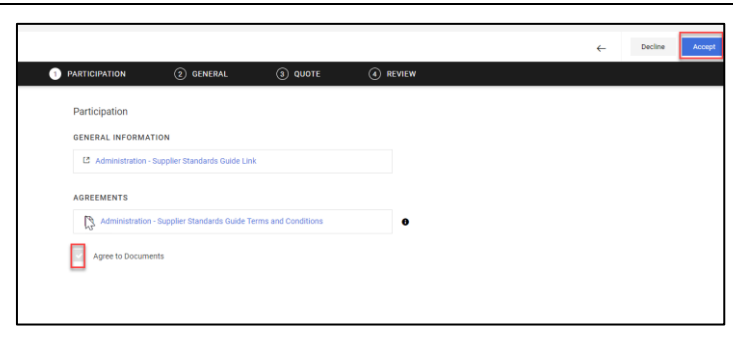
Responding to RFQs

The below instructions begin with invite link via email.

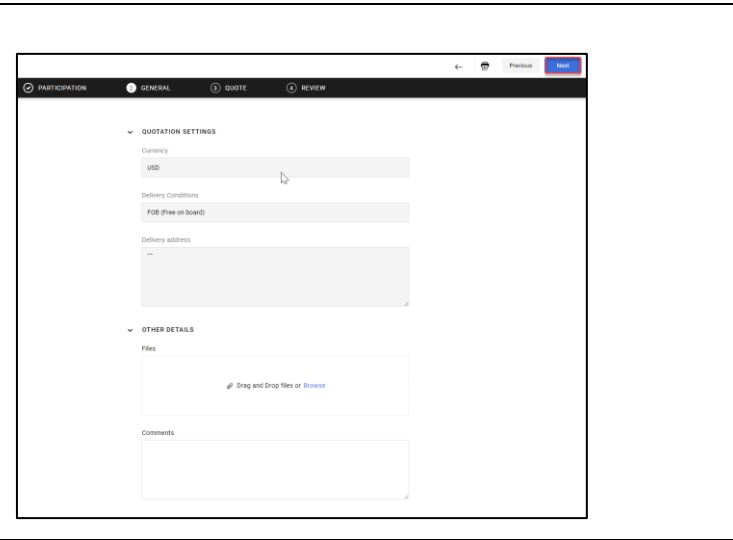
1. In the event that Oshkosh would like to extend an RFQ, you will receive an automated email from the Jaggaer Supplier Portal. Click the link at the bottom to enter



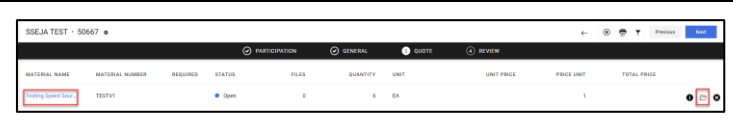
2. Once in the quote, ensure you first accept and have agreed to the Administration – Supplier Standards Guide Terms and Conditions
 a. Upon Accepting you will be brought into the “General Tab”



3. Within General you can review high level details such as:
 a. Currency
 b. Payment Conditions
 c. Delivery Conditions
 d. Delivery Address
 e. Additional Documentation (linked files)
 f. Comments
 4. After reviewing, you can proceed by selecting “Next” in the top right corner

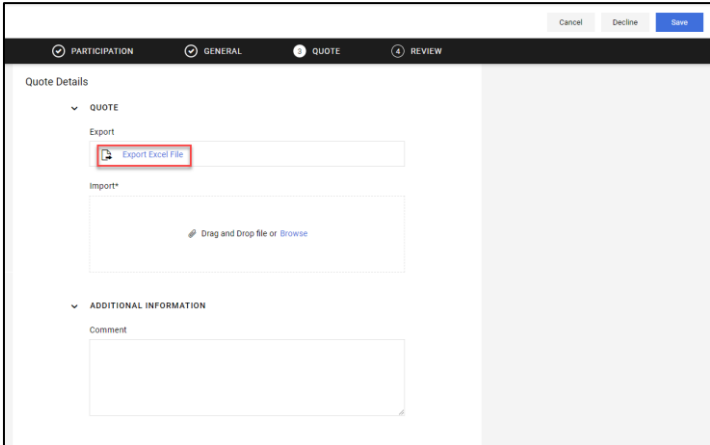
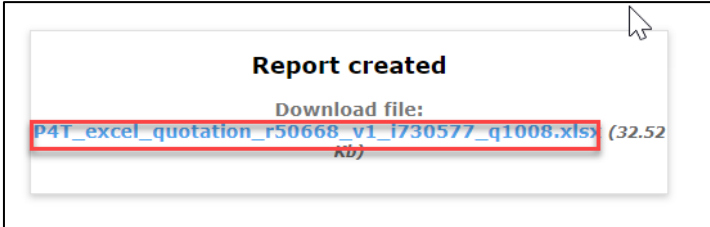

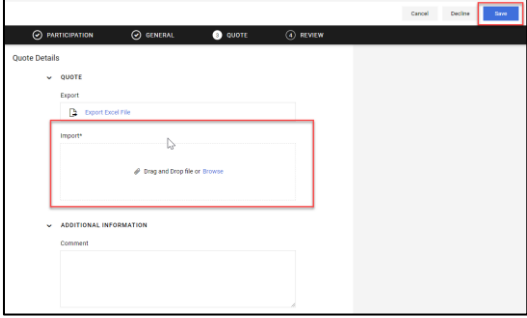


5. On the Quote tab, click on the Material Name or the folder icon to open the Item Details to provide quote.





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<p>6. To fill out this CBD, click under Export to download.</p> <p>7. A new tab will open with a link to the file. Click this link to finish the download, then open the spreadsheet.</p>	 
<p>8. Enable editing in order to work on this file.</p> <ul style="list-style-type: none"> a) Grey cells will be filled out with supplier pricing information b) Yellow cells are mandatory supplier information <p>9. Once finished filling out the information save the file.</p>	
<p>10. To import the file and accept the quote, click inside of the box labeled Import and select the spreadsheet to reupload.</p> <p>11. To decline to quote the part, click Decline in the upper right corner of the Item Details Screen.</p>	



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<p>12. The system will process your quote and alert you of any errors.</p> <p>13. If you want to upload a new version, click the icon to delete the existing version and return to Step 8.</p>	
<p>14. After completing all fields and uploading the CBD spreadsheet, click Save. If there are additional parts to quote, the next line item will automatically display, and steps 10-12 will be repeated.</p>	
<p>15. If everything is good to go on "Review," you can submit by clicking on Send.</p>	
<p>16. A Send Quote pop out will appear. Enter an Offer Number for your internal reference.</p> <p>17. Sign with your initials or name</p> <p>18. Click Send.</p>	
<p>19. A confirmation screen will display saying the user has Successfully Quoted</p>	
<p>20. You have successfully Quoted</p>	