



RFQ via Portal Process

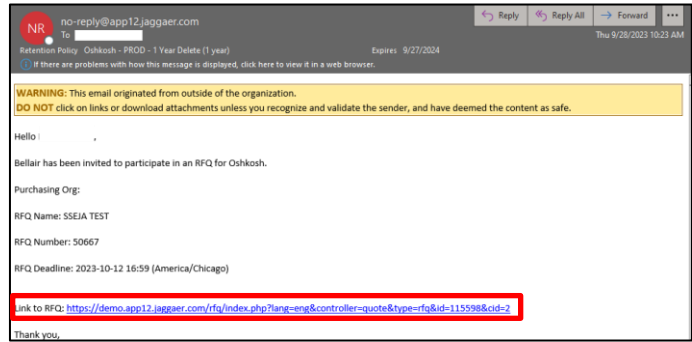
**Introduction**

A new RFQ has been assigned

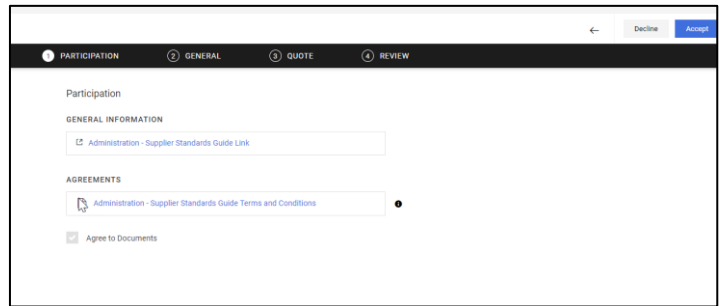
**NPD Supplier Responding to RFQs**

The below instructions begin on the order list screen.

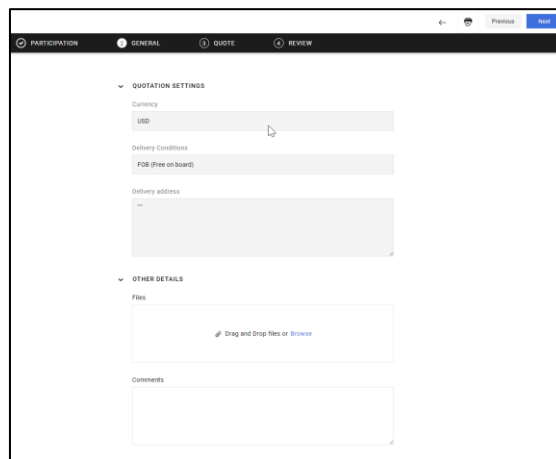
1. 1. In the event that Oshkosh would like to extend an RFQ, you will receive an automated email from the Jaggaer Supplier Portal
2. Click on the link from the invitation email.



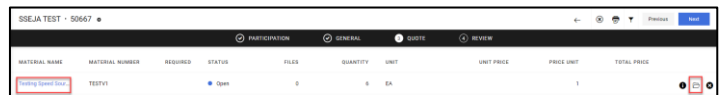
3. Once in the quote, ensure you first accept and have agreed to the Administration – Supplier Standards Guide Terms and Conditions
  - a. Upon Accepting you will be brought into the “General Tab”



4. 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
5. After reviewing, you can proceed by selecting “Next” in the top right corner

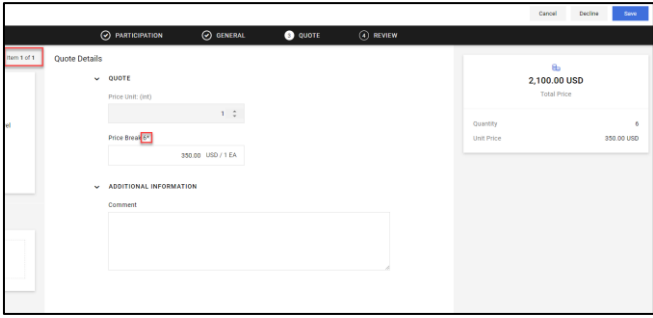
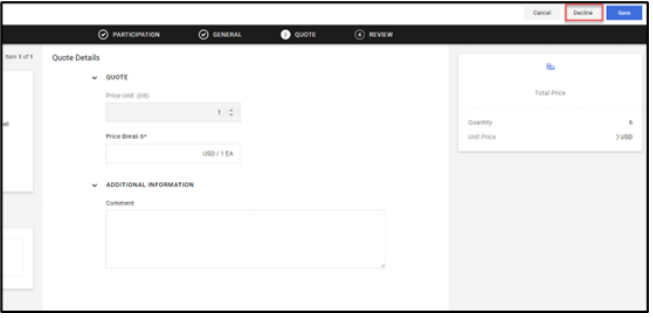
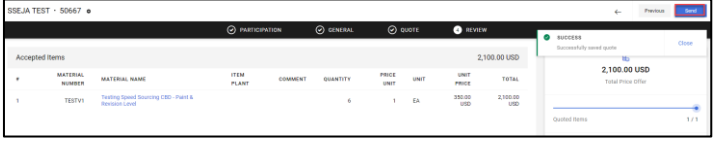
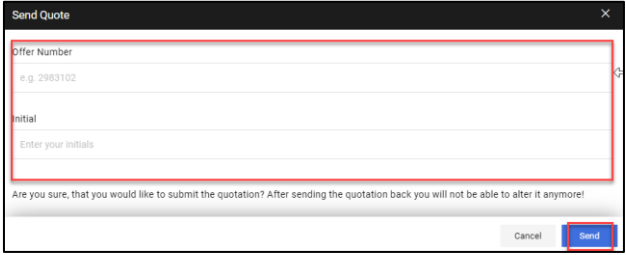
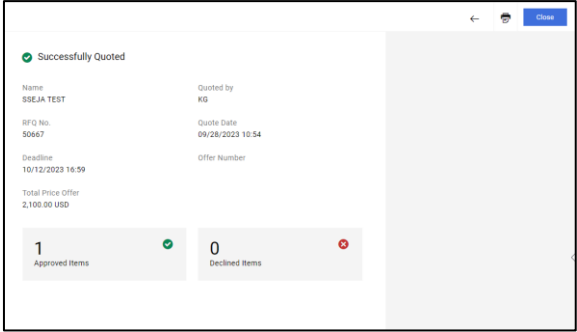


6. On the Quote tab, click on the Material Name or the folder icon to open the Item Details to provide quote.





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<p>7. JAGGAER uses Cost Breakdowns (CBDs) to collect line level details for an RFQ. The CBD will be online fields on the Item Details screen                  Note: Mandatory fields are denoted with an *.</p> <p>8. To provide a quote, simply complete fields on the Item Details screen, then click <b>Save</b>.</p> <p>9. To decline to quote the part, click <b>Decline</b> in the upper right corner of the Item Details Screen.</p> <p>10. If there is more than one quote then after completing all fields on the Quote Details screen and either accepting or declining, next line item will automatically display, and steps 7-9 will be repeated until all quotes are done.</p>	 
<p>11. If everything is good to go on “Review,” you can submit by Clicking on Send</p>	
<p>12. The Send Quote pop out will appear. Enter an Offer Number for your internal reference.</p> <p>13. Sign with your initials or name</p> <p>14. Click <b>Send</b></p>	
<p>15. A confirmation screen will display saying the user has Successfully Quoted</p>	
<p>16. <b>You have successfully quoted</b></p>	