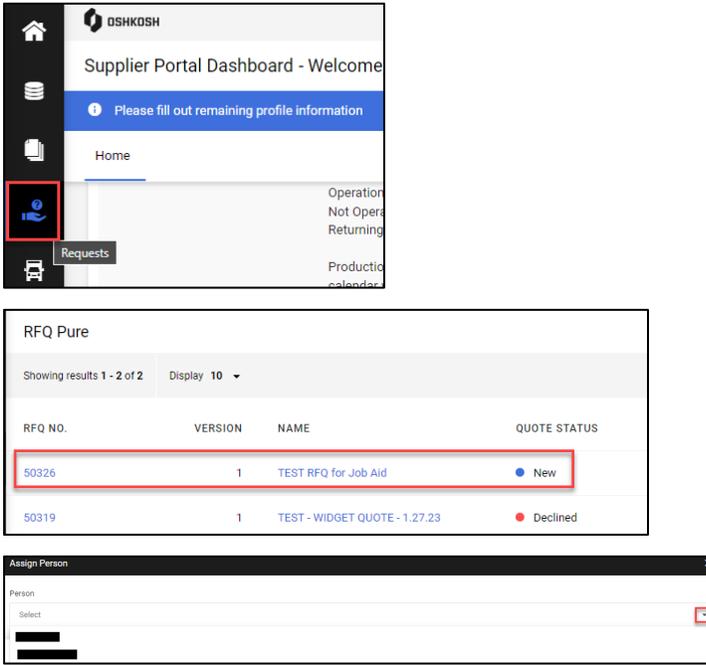## Section Title

RFQ invitations are sent to suppliers via JAGGAER. Suppliers will receive an email notification with the link to the RFQ. Response is to be submitted in JAGGAER.

New RFQ Process	Pages 1-6
RFQ Additional Details • RFQ Changes • Award Communication	Page 7

Instructions

A new RFQ has been assigned

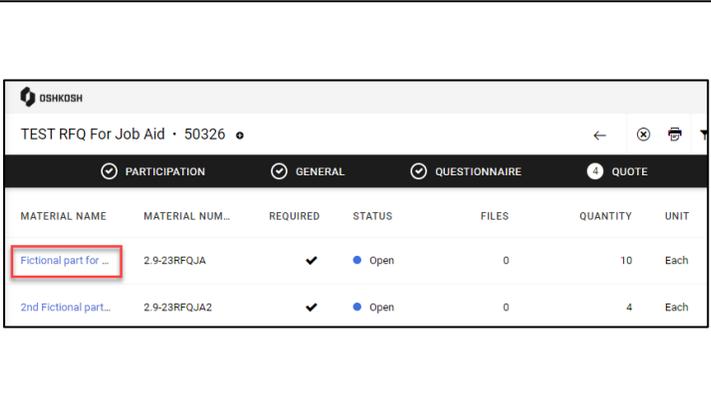|	
1. In the event that Oshkosh would like to extend an RFQ, you will receive an automated email from the Jaggaer Supplier Portal	
2. Click on the link from the invitation email to go to the quote or you can access via the "Requests" option from the left menu if already in Jaggaer a. If accessing through requests tab, you will see all RFQ's, ensure you select the desired RFQ b. If you would like to assign to another user, you can select the ![icon] icon on the far-right side of the quote line. This will bring up a drop-down window where you can select any applicable user	

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RFQ Process

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. The next section is the Questionnaire
   a. You will not be able to proceed until Complete all required fields, indicated by asterisks (*)
      i. Terms and Conditions
      ii. Certified Cost or Pricing Data
      iii. Certification Regarding Payments to Influence Federal Transactions
      iv. Debarred Sub-Contractors
      v. Cost Accounting Standards
      vi. Counterfeit Parts
      vii. BSC
      viii. Quote valid until
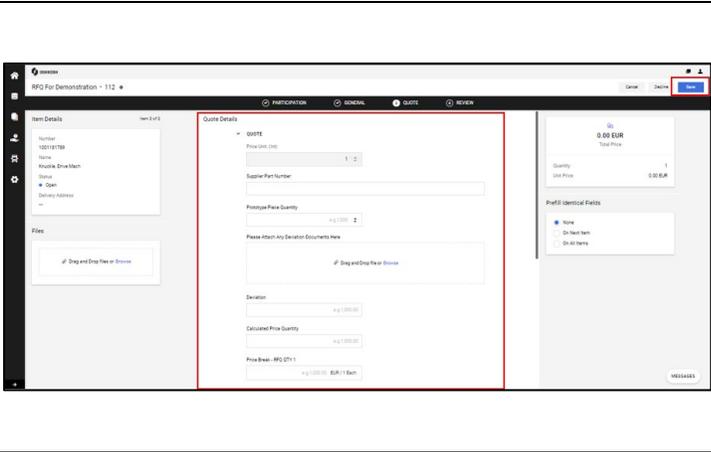   b. Finish by selecting "Next" in the top right corner

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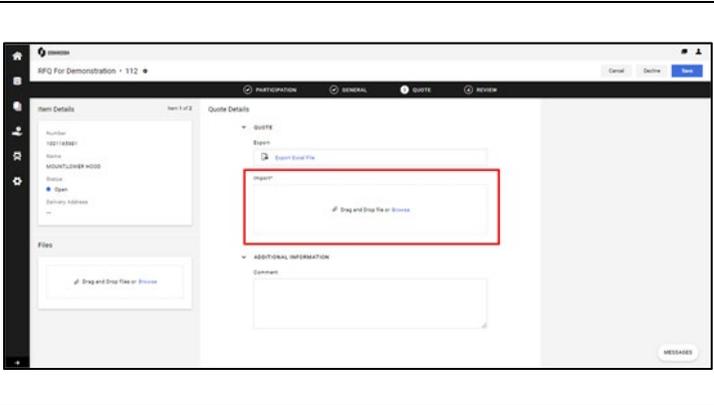|	
7. On the Quote tab, click on the **Material Name** to open the Item Details to provide quote.	
8. JAGGAER uses Cost Breakdowns (CBDs) to collect line level details for an RFQ. The CBD may be online fields on the Item Details screen, or it may be a downloadable spreadsheet. *Note*: The layout will vary based on the CBD Oshkosh has selected. Mandatory fields are denoted with an *****. 9. To provide a quote, simply complete fields on the Item Details screen, then click **Save**.	
10. If the CBD is a spreadsheet, click to download. 11. A new tab will open with a link to the file. Click this link to finish the download, then open the spreadsheet.	
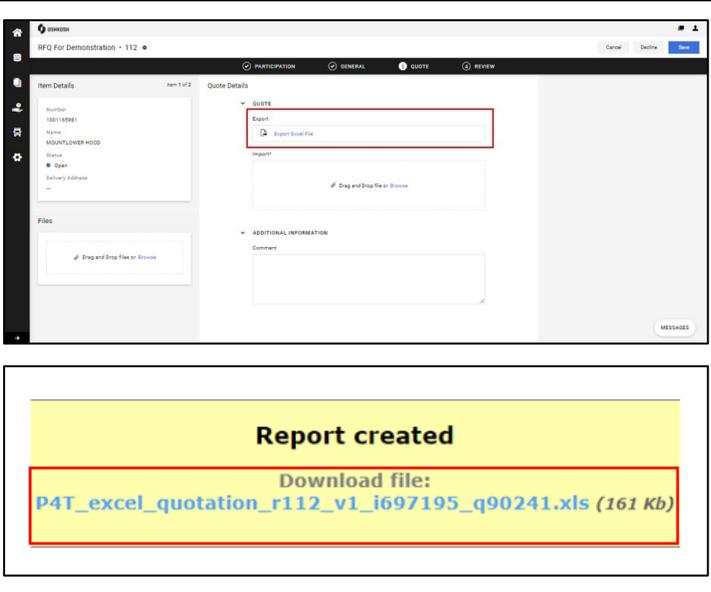
|	
12. Instructions will be found in the **Instructions** tab of the spreadsheet. Please follow these in filling out all fields, then save and close the spreadsheet. a) Green cells contain locked formulas and cannot to be altered. b) Yellow cells are input fields and must be completed.	
13. Click inside of the box labeled **Import** and select the spreadsheet to reupload.	
14. The system will process your quote and alert you of any errors. 15. If you want to upload a new version, click the 🗑 icon to delete the existing version and return to Step 12.	

16. To decline to quote the part, click **Decline** in the upper right corner of the Item Details Screen.
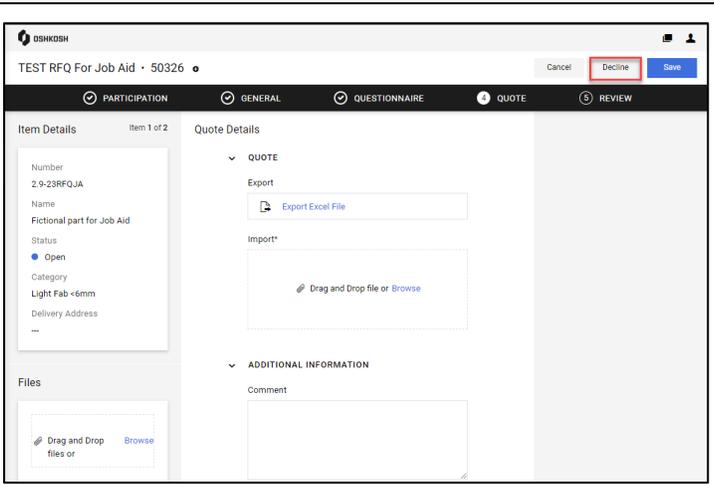
17. After completing all fields on the Quote Details screen and uploading the CBD spreadsheet if necessary, click **Save**. If there are additional parts to quote, the next line item will automatically display, and steps 7-15 will be repeated.
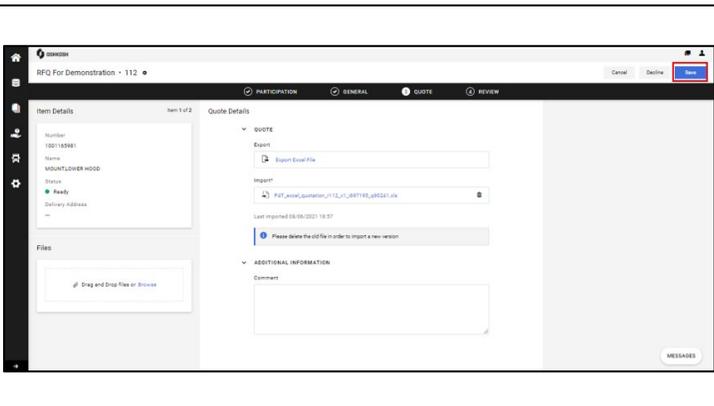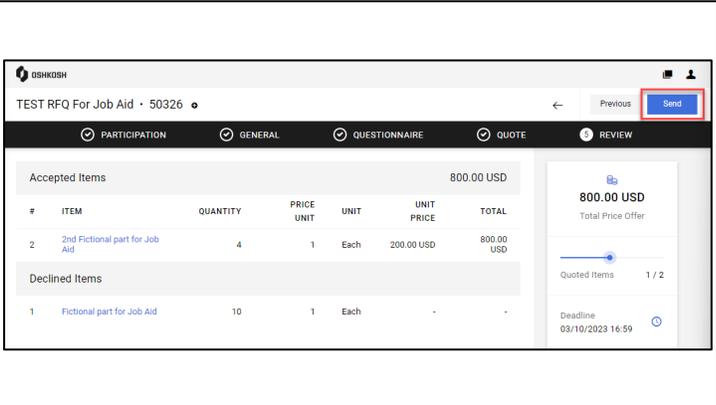

18. When you are ready to proceed with the quotation; select "Next" from the top right corner to advance to "Review" tab
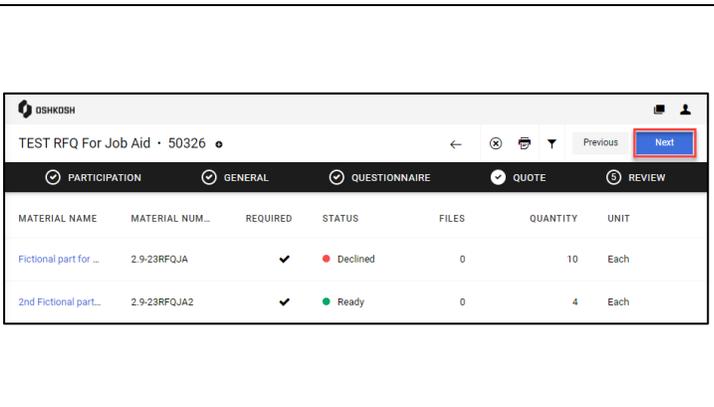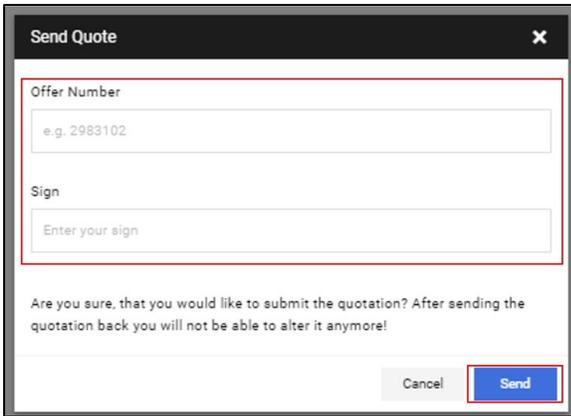
RFQ Process

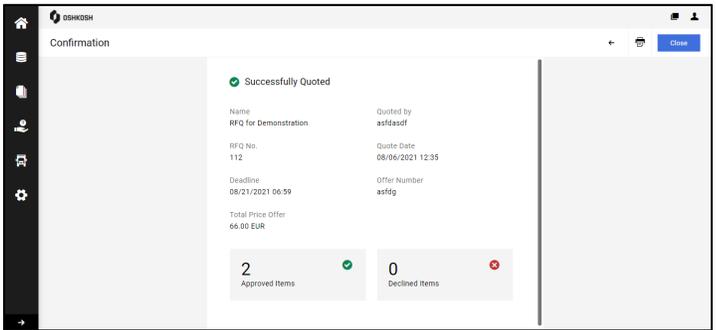|	
19. If everything is good to go on "Review," you can submit by Clicking on Send	
20. The Send Quote pop out will appear. Enter an **Offer Number** for your internal reference. 21. **Sign** with your initials or name 22. Click [Send]	
23. A confirmation screen will display saying the user has **Successfully Quoted**.	

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Additional Details

RFQ Changes and Awarding Decisions Communication

1. Only RFQ's in a status of "New" or "In Process" can be edited
   a. In the event you do want to revise your quote after you submitted it, as long as the parts have not already been awarded, the buyer is able to reject your quotation and you will be sent a new link
      i. You can also access the quote through the requests tab and the status should show as "New" after the buyer "Rejects"
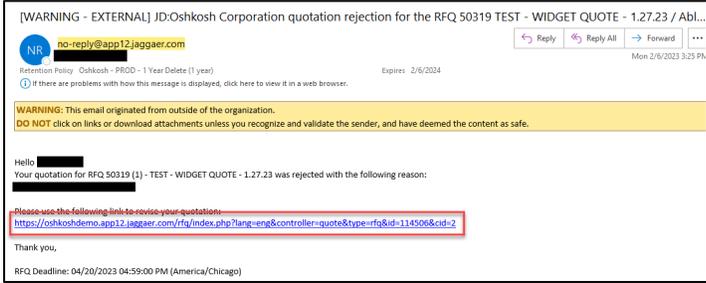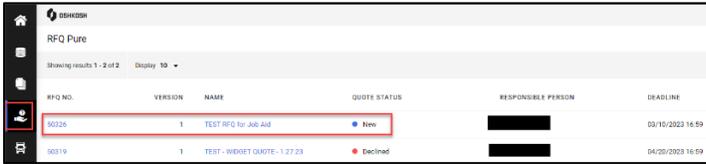
2. When you go back into the quote, the first three sections: Participation, General, and Questionaire, will all remain populated from the initial quote submission
   a. You are able to make updates to one or all items within the RFQ
   b. Once Complete select "Next" in the top right to continue to Review
   c. After Reviewing, click send to complete the changes or previous to go back to Quote screen to make additional changes
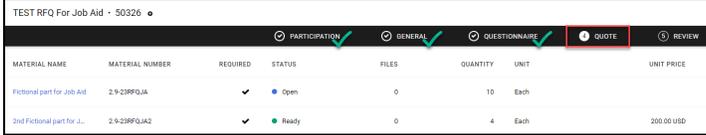
3. Award decisions will be communicated via email; regardless of Awarded or Declined.
   a. *Note*: Defense awarding will still be communicated via email. They will not be shown in the supplier portal
   b. *Note*: All other segments will be notified via email and shown within the portal.

4. End Job Aid