

JAGGAER SUPPLIER USER MANUAL

ACCESS AND MANAGE RFQS IN SUPPLIER PORTAL

THIS USER MANUAL GUIDES THE SUPPLIER ON HOW TO ACCESS, RESPOND TO AND MANAGE REQUESTS FOR QUOTATION (RFQS) IN THE JAGGAER SUPPLIER PORTAL.

1. ACCESS RFQ

If your company is invited to an RFQ the defined contact person will receive an e-mail similar to the below:

JAGGAER: Invitation for RFQ: 639 Demo Case



Dear Mr. Tequila Sunrise,

You have been invited to the following RFQ: 639 (1) - Demo Case
Deadline for your reply: 2025-01-01 23:59 (Europe/Berlin)

Please reply to the RFQ using the Supplier Portal.

Link: https://demo.app11.jaggaer.com/rfq/index.php?lang=eng&controller=quote&type=rfq&id=144705&cid=52226&pp_login=1

Please use your Supplier Portal access data to log in:

Username: tequilasunrise

If you have any questions please do not hesitate to contact us.

Kind Regards,

Buyer Name

Global Purchasing

Kongsberg Automotive

E-Mail: Elisabeth.Althen@ka-group.com

This is an automatically generated e-mail from Jaggaer, which cannot be replied to.

Click on the log-in link in the e-mail.

If you are already logged in to the Portal, you will come directly to the RFQ **Participation** page.

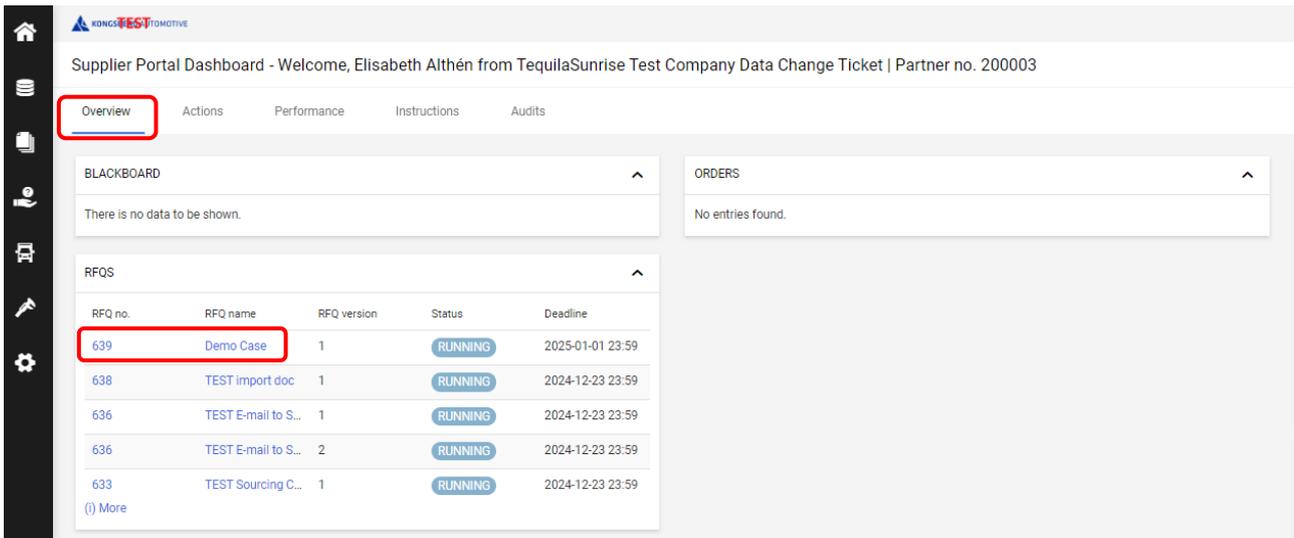
If you are not logged-in you will first come to the Jaggaer log-in page:

<https://app11.jaggaer.com/portal/kongsberg/>

In the log-in page, enter your email address as username. If you do not have an account in the Portal, there is a temporary username and password in the e-mail.

If you have forgotten your password, please see "Jaggaer Supplier User Manual – Log in and-or Reset Password".

You can also access the RFQ directly from the Supplier Portal. When you are logged in, you will see the RFQ in the **Overview** tab in box **RFQS**:



Supplier Portal Dashboard - Welcome, Elisabeth Althén from TequilaSunrise Test Company Data Change Ticket | Partner no. 200003

Overview Actions Performance Instructions Audits

BLACKBOARD
There is no data to be shown.

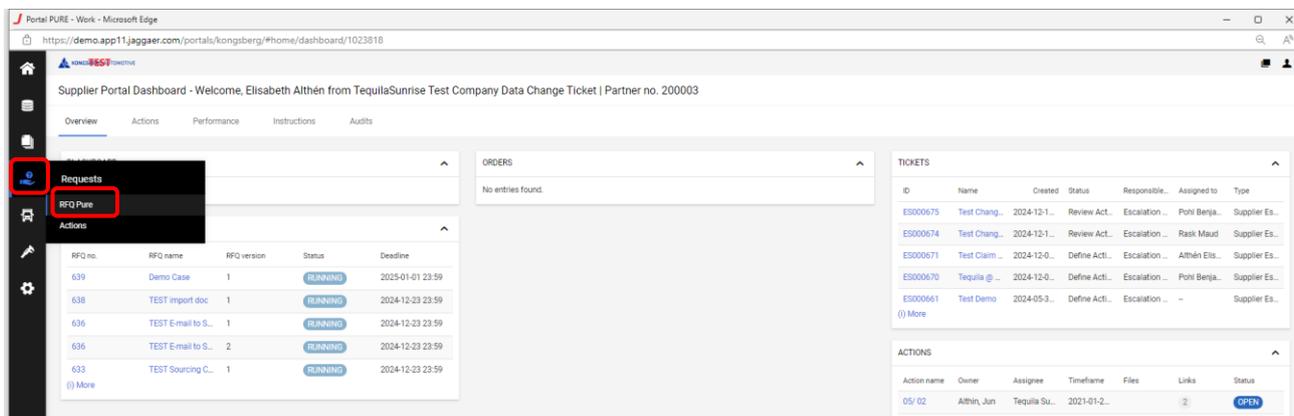
ORDERS
No entries found.

RFQS

RFQ no.	RFQ name	RFQ version	Status	Deadline
639	Demo Case	1	RUNNING	2025-01-01 23:59
638	TEST import doc	1	RUNNING	2024-12-23 23:59
636	TEST E-mail to S...	1	RUNNING	2024-12-23 23:59
636	TEST E-mail to S...	2	RUNNING	2024-12-23 23:59
633	TEST Sourcing C...	1	RUNNING	2024-12-23 23:59

(i) More

The RFQ can also be accessed from the left menu through clicking **Requests** and then **RFQ Pure**:



Portal PURE - Work - Microsoft Edge
https://demo.app11.jaggaer.com/portals/kongsberg/#home/dashboard/1023818

Supplier Portal Dashboard - Welcome, Elisabeth Althén from TequilaSunrise Test Company Data Change Ticket | Partner no. 200003

Overview Actions Performance Instructions Audits

Requests
RFQ Pure

ORDERS
No entries found.

TICKETS

ID	Name	Created	Status	Responsible...	Assigned to	Type
ES000675	Test Chang...	2024-12-1...	Review Act...	Escalation...	Pohi Benja...	Supplier Es...
ES000674	Test Chang...	2024-12-1...	Review Act...	Escalation...	Rask Maud	Supplier Es...
ES000671	Test Claim ...	2024-12-0...	Define Act...	Escalation...	Althén Elis...	Supplier Es...
ES000670	Tequila @ ...	2024-12-0...	Define Act...	Escalation...	Pohi Benja...	Supplier Es...
ES000661	Test Demo	2024-05-3...	Define Act...	Escalation...	-	Supplier Es...

(i) More

ACTIONS

Action name	Owner	Assignee	Timeframe	Files	Links	Status
05/ 02	Althin, Jun	Tequila Su...	2021-01-2...	2		OPEN

Each RFQ has a line in the overview, where you see e.g. number, name, status and deadline.

RFQ Pure

Showing results 1 - 10 of 120 Display 10

RFQ NO.	VERSION	NAME	QUOTE STATUS	RESPONSIBLE PERSON	DEADLINE	ITEMS	DOC.	MESSAGES	
639	1	Demo Case	In Progress	Sunrise Tequila	2025-01-01 23:59	2	5	0	
638	1	TEST import doc	In Progress	Sunrise Tequila	2024-12-23 23:59	6	5	0	
636	2	TEST E-mail to Sourcing commi...	Quoted	Sunrise Tequila	2024-12-23 23:59	1	2	0	
636	1	TEST E-mail to Sourcing commi...	Quoted	Sunrise Tequila	2024-12-23 23:59	1	2	0	
633	1	TEST Sourcing Committee	Quoted	Sunrise Tequila	2024-12-23 23:59	1	2	1	
620	2	Test upload file	In Progress	Sunrise Tequila	2025-01-31 23:59	1	5	0	
622	1	Test Edit document	In Progress	Sunrise Tequila	2025-01-31 23:59	10	5	0	
620	1	Test upload file	In Progress	Sunrise Tequila	2025-01-31 23:59	1	5	0	
619	1	TEST E-mail to support	In Progress	Sunrise Tequila	2025-01-10 23:59	1	5	0	
617	1	Electronics components UI2345	Expired	Sunrise Tequila	2024-12-06 23:59	4	5	1	

Click on the **Pen** icon to access the RFQ.

2. ASSIGN RFQ

From RFQ Pure you can assign the RFQ to another person (who has an account in the Portal) if needed. Click on the **Head** icon on the right side of the line. A box named **Assigning Person** pops up, and here you select the correct person and then click **Assign**.

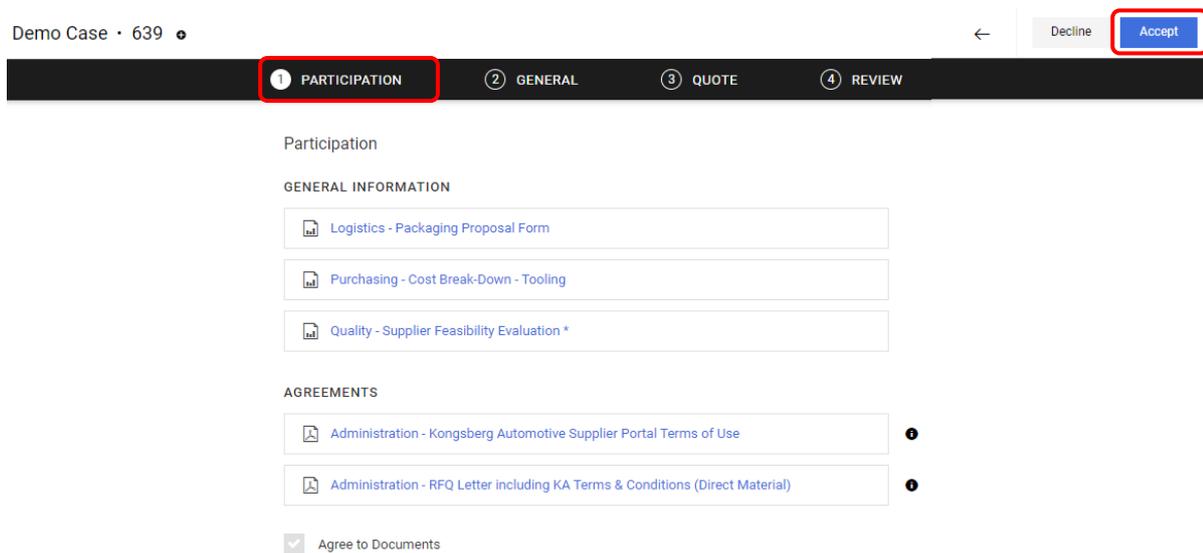
3. RESPOND TO RFQ

The RFQ has four different steps or “pages”.

1. Participation
2. General
3. Quote
4. Review

3.1 PARTICIPATION

In the first page you will see a page similar to the below:



You will need to do the following in order to participate in the RFQ:

- Open the documents marked with * (if any)
 - » This only has to be done the first time you access an RFQ, not in next RFQ if document version is the same
 - » Supplier Feasibility Evaluation shall be downloaded, and then completed and uploaded for each item (for direct material) (see 3.3 QUOTE)
- Accept the documents under “Agreements” through clicking **Accept** in top right corner
 - » You can also decline the whole RFQ by clicking on “Decline” in top right corner

3.2 GENERAL

You will then come to the next tab, **GENERAL**:



Here you will see **Contact Information** on the left side of the page. You may see Buyer, Design Engineer and Supplier Quality Engineer.

Contact Information

BUYER
Althén, Elisabeth
+46 392 38059
Elisabeth.Althen@ka-group.com

TECHNICAL CONTACT
Technical
Ella Engineer
123234
test.test@ka-group.com
Supplier Quality Engineer
Test2 Johnny
01234567
test.test@test.com

In the middle of the page you will see **QUOTATION SETTINGS**

▼ QUOTATION SETTINGS

Currency
Euro ▼

Payment conditions
ZA90 (Within 90 days Due net) ▼

Delivery Conditions
FCA (Free carrier) ▼

Named Place
Sunrise city

Delivery address
2001,
KA Mullsjö,
Kongsberg Automotive,
Fabriksgatan 3-4,
565 33 Mullsjö,
SE

Offer Binding Period
2025-04-02 

In the above case, the supplier can edit **Currency**, **Payment Conditions** and **Delivery Conditions**, but if these fields are grey, it means supplier cannot change these fields.

Supplier can also see the **Delivery Address** and Offer **Binding Period**.

Further down there is one area with **ADDITIONAL INFORMATION**, where there may be a message or information from the Buyer.

Under heading **OTHER DETAILS** you can upload attachments under **Files** and add your general comments/information under **Comments**.

▼ **ADDITIONAL INFORMATION**

Note

You are invited to quote for this new project XYZ123

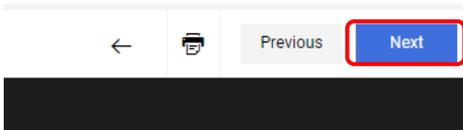
▼ **OTHER DETAILS**

Files

 Drag and Drop files or [Browse](#)

Comments

After having changed/added any information under the **GENERAL** tab, click **Next** in top right corner.



You can also go back to previous page, **PARTICIPATION**, through clicking **Previous**.

3.3 QUOTE

In the next tab **QUOTE** you will find the area for submitting your quotation:

Demo Case · 639

 Previous Next

#	MATERIAL NUMB...	MATERIAL NAME	CATEGORY	REQUIRED	STATUS	FILES	QUANTITY	UNIT	UNIT PRICE	PRICE UNIT	TOTAL PRICE
1	P4T_000109	Test demo part	HP Aluminium Cas...	✓	● Open	1	10.000,00	Each		1	
2	1001000111	Bracket	HP Aluminium Cas...	✗	● Open	1	10.000,00	Each		1	

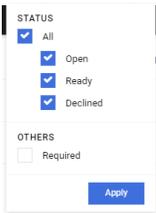
At the top right side of the page you have a menu:



Through this menu you can do the following:

-  Go back to RFQ Overview in Supplier Portal (where all RFQs are visible)
-  Decline the whole RFQ
-  Print the RFQ
-  Download the RFQ as a zip file

Filter on certain items in the RFQ based on below selections:



STATUS

- All
- Open
- Ready
- Declined

OTHERS

- Required

Apply

Below the top menu, you find all the items which are part of the RFQ:

#	MATERIAL NUMB...	MATERIAL NAME	CATEGORY	REQUIRED	STATUS	FILES	QUANTITY	UNIT	UNIT PRICE	PRICE UNIT	TOTAL PRICE
1	P4T_000109	Test demo part	HP Aluminium Cas...	<input checked="" type="checkbox"/>	Open		1	10.000,00	Each	1	
2	1001000111	Bracket	HP Aluminium Cas...	<input checked="" type="checkbox"/>	Open		1	10.000,00	Each	1	

There is one line for each item in the RFQ. You can see the following information for each item:

- > Material Number
- > Material Name
- > Category
- > Required (must quote or not)
- > Status (Open or Quoted)
- > Files (linked)
- > Quantity
- > Unit (of measure)
- > Price Unit (price per)

On the right side of each line, you can see a menu for each item:



If you click on an icon in that menu, you can:

-  See the documents (drawings/specifications) linked to the item, and also the delivery address:



Bracket

FILES

CUSTOMER

 00 - A TEST DOCUMENT.pdf

DETAILS

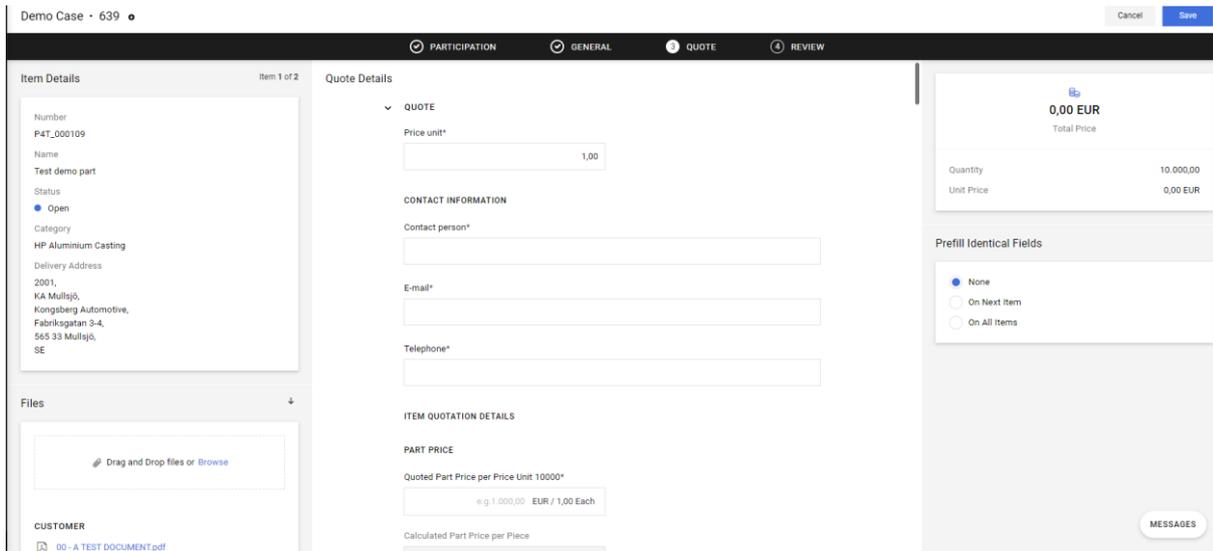
Shipping address
2001,
KA Mullsjö,
Kongsberg Automotive,
Fabriksgatan 3-4,
565 33 Mullsjö,
SE

Close

 Open the item, so quotation can be submitted for that item

 Decline to quote a specific item. If this icon is not shown for a line, it means that item is "Required" meaning you must quote this specific item in order to submit your quotation at all.

To open an item, you can click on the **Material Name**, or the **Open Item** icon . When an item opens you come to the below page:



At the top right side of the page you have the below menu:



Here you can:

- > **Cancel** and come back to the overview
- > **Decline** to quote the item (unless it is **Required**)
- > **Save** the quote, which is recommended to do regularly as you complete the quote

On the left side you see the **Item Details**, and in which item you are right now (here Item 1 of 2).

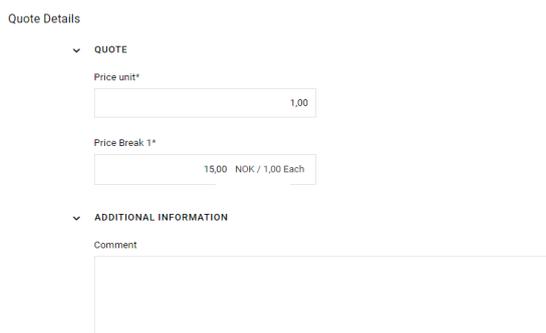
Further down you find **Files**, where there may be drawings/specifications linked, and where you can/shall upload your item related documents (e.g. Supplier Feasibility Evaluation).

In the middle of the screen, you find **Quote Details**. Under **QUOTE** you may have fields for **CONTACT INFORMATION**, which are to be filled out.

Below you find fields for **ITEM QUOTATION DETAILS**. At the top you see the Price unit (Price per, e.g 1 or 100 etc.). Below that field, there are different fields depending on if the Buyer has selected any Cost-Break Down (CBD) or not.

NO CBD SELECTED

If no CBD is selected, you will only have a one field for **Price Break 1**, and potentially additional fields for **Price Break 2** etc. to complete:



You can also add comments and additional information under area **ADDITIONAL INFORMATION** and **Comments** below. Then click **Save** in top right corner.

CBD SELECTED

If a CBD is selected by the Buyer, you will have to complete the CBD. The first field **Quoted Part Price per Price Unit** needs to be manually completed, but below that field you will find the fields for the CBD.

Gray fields are calculated, and white fields are to be completed by supplier, e.g. Raw material cost, purchased parts cost, labour cost etc. **Transport, duties** is the last field in the CBD.

This will sum up to the **Calculated Part Price per Piece** (always price per 1), which is the base for the price you put in **Quoted Part Price per Price Unit** field (which can be per1, 100 etc.).

ITEM QUOTATION DETAILS

PART PRICE

Quoted Part Price per Price Unit 10000*

Calculated Part Price per Piece

Total cost

Production costs

Material costs

Direct material cost*

Raw material costs*

Purchased parts*

Below the CBD there may be additional fields depending on what the Buyer has selected:

LONG TERM PRICES PER PIECE

If the Buyer has selected that the supplier can add Long Term Prices, specific fields for this are visible. The gray fields are calculated, and the white fields are to be completed by the supplier.

It is possible to add price reductions for 3 years. If you offer additional price reductions, pls add that information in the **Comment** field further down.

Supplier is to fill out the reduction percentage (**LTA Reduction Year +x (%)**) and the start date for each reduction (**LTA Start Date Year +x**), see below:

LONG TERM PRICES PER PIECE

LTA Price Year +1

LTA Reduction Year +1 (%)

LTA Start Date Year +1



LTA Price Year +2

LTA Reduction Year +2 (%)

LTA Start Date Year +2



LTA Price Year +3

LTA Reduction Year +3 (%)

LTA Start Date Year +3



PART CONDITIONS

There may be fields for **Delivery Lead Time (Days)** and **Minimum Order Quantity**, which are to be completed by supplier.

PART CONDITIONS

Delivery Lead Time (Days)



Minimum Order Quantity



PAYMENT SPLIT TOOLS/EQUIPMENT

Fields for payment split for tools/equipment which KA orders from supplier may be visible and are possible for supplier to edit.

PAYMENT SPLIT TOOLS/EQUIPMENT

Installment 1: At Purchase Order

Installment 2: At First Off-Tool (FOT) Parts

Installment 3: At PPAP Approval

NON-RECURRING EXPENSES

In this area, there are fields for supplier to define any non-recurring expenses, such as development costs, tooling/equipment cost etc.

The field **Non-Recurring Expenses – Total** is summarizing the NRE costs below.

The white fields are to be completed by the supplier, depending on the type of cost.

Non-Recurring Expenses - Total ⓘ

NRE Cost 1 Description

NRE Cost 1

Lead Time (Weeks)

Tool Lifetime (No of Shots) (if appl.)

No of Cavities (if appl.)

Tool Capacity (pcs/w) (if appl.)

No of shifts/day and days/week for Capacity (if appl.)

At the bottom of the page there is a heading **ADDITIONAL INFORMATION**, where supplier can complete the **Comment** field with item related information.

On the right side of the page you will see an overview showing the quantity/volume for the item, the quoted unit price and the total value for this item.


50.000,00 EUR
Total Price

Quantity	10.000,00
Unit Price	5,00 EUR

Below this box, you will find the option to **Prefill Identical Fields**. This can be done only **On Next Item**, or **On All Items**. This can be useful if items are similar, and just part of the data needs to be updated for each item.

Prefill Identical Fields

None

On Next Item

On All Items

When you have completed all information for the first item, click on **Save** in top right corner.

Cancel
Decline
Save

Then you will automatically come to the next item and, depending on if Buyer selected CBD or not for this item, there are different fields to complete.

When the last item is completed, you click **Save** in top right corner.

3.4 REVIEW

You will come to the last step in the **REVIEW** page:

Demo Case - 639 ← Previous Send

PARTICIPATION
GENERAL
QUOTE
REVIEW

Accepted Items									120.000,00 EUR
#	MATERIAL NUMBER	MATERIAL NAME	ITEM PLANT	COMMENT	QUANTITY	PRICE UNIT	UNIT	UNIT PRICE	TOTAL
1	P4T_000109	Test demo part	2001 - KA Mullsjö		10.000,00	1,00	Each	7,00 EUR	70.000,00 EUR
2	1001000111	Bracket	2001 - KA Mullsjö		10.000,00	1,00	Each	5,00 EUR	50.000,00 EUR


120.000,00 EUR
Total Price Offer

Quoted Items 2 / 2

Deadline 🕒
2025-01-01 23:59

Attachments

SUPPLIER

📎 00 - A TEST AGREEMENT.docx

📎 00 - A TEST DOCUMENT - Copy.docx

BUYER

00 - A TEST DOCUMENT.pdf

00 - A TEST DOCUMENT.pdf

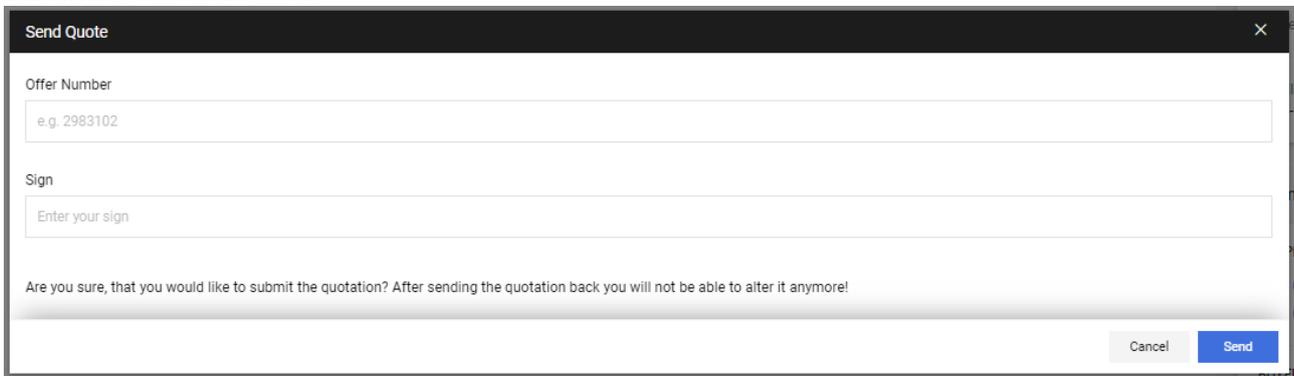
On the right side you will see the total value of the quoted items and the number of quoted items, as well as all documents attached by both the Buyer and the supplier.

In the top right corner, you have the menu where you can click on:

←
Previous
Send

- > **Arrow** to come back to the overview over all RFQs/Quotes
- > **Previous** to come back to the previous step Quote
- > **Send** to submit the quotation to customer

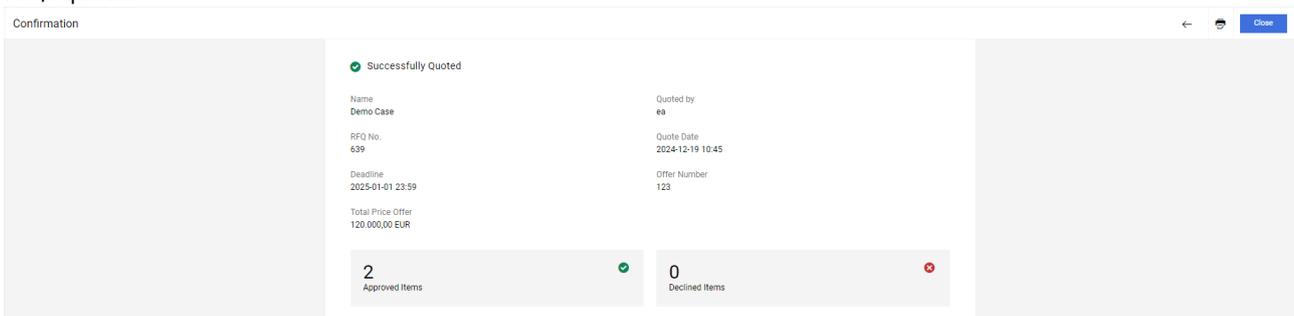
After clicking Send, the below box shows up where you can add **Offer Number** and the **Signature** of the submitter. Then click **Send**.



The 'Send Quote' dialog box contains the following elements:

- Offer Number:** A text input field with the placeholder text 'e.g. 2983102'.
- Sign:** A text input field with the placeholder text 'Enter your sign'.
- Confirmation:** A message that reads: '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!'.
- Buttons:** 'Cancel' and 'Send' buttons at the bottom right.

A **Confirmation** that you have **Successfully Quoted** will show up on the screen, with a summary over the RFQ/quote.



The 'Confirmation' dialog box displays the following information:

- Status:** Successfully Quoted (indicated by a green checkmark).
- Name:** Demo Case
- RFQ No.:** 639
- Deadline:** 2025-01-01 23:59
- Total Price Offer:** 120 000,00 EUR
- Quoted by:** ea
- Quote Date:** 2024-12-19 10:45
- Offer Number:** 123
- Summary:** 2 Approved Items (with a green checkmark) and 0 Declined Items (with a red cross).
- Navigation:** Back arrow, printer icon, and 'Close' button in the top right corner.

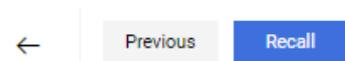
In this Confirmation page you can click on the following in the top right corner menu:

- > **Arrow** to come back to RFQ/Quote overview
- > **Printer** to print the summary page
- > **Close** to come back to the Review step



In the Review step you can click on the following in the top right corner menu:

- > **Arrow** to come back to RFQ/Quote overview
- > **Previous** to go back to the Quote step
- > **Recall** to recall you quote for updating (only possible before deadline)



4. RFQ OVERVIEW

In **RFQ Pure** in the Portal you can see an overview all RFQs/Quotes handled through Portal, and the Status of these RFQs. The different Statuses are:

- > **In Progress:** Deadline not passed
- > **Quoted:** Supplier has submitted quotation
- > **Expired:** Deadline is passed

RFQ Pure

Showing results 1 - 10 of 120 Display 10

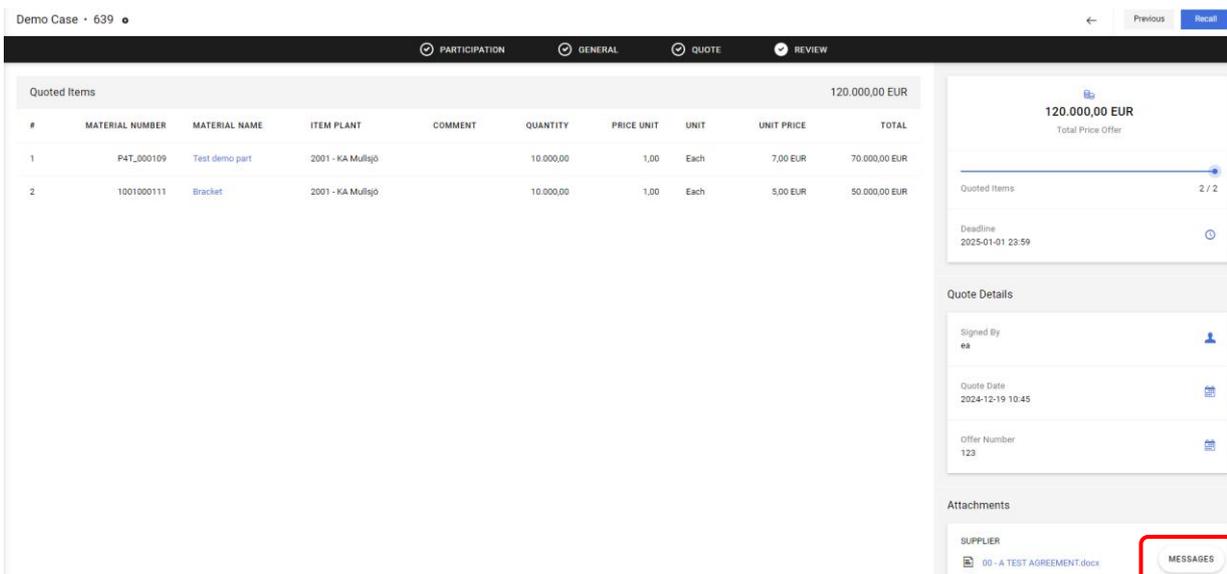
RFQ NO.	VERSION	NAME	QUOTE STATUS	RESPONSIBLE PERSON	DEADLINE	ITEMS	DOC.	MESSAGES
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638	1	TEST import doc	In Progress	Sunrise Tequila	2024-12-23 23:59	6	5	0
636	2	TEST E-mail to Sourcing commi...	Quoted	Sunrise Tequila	2024-12-23 23:59	1	2	0
636	1	TEST E-mail to Sourcing commi...	Quoted	Sunrise Tequila	2024-12-23 23:59	1	2	0
633	1	TEST Sourcing Committee	Quoted	Sunrise Tequila	2024-12-23 23:59	1	2	1
620	2	Test upload file	In Progress	Sunrise Tequila	2025-01-31 23:59	1	5	0
622	1	Test Edit document	In Progress	Sunrise Tequila	2025-01-31 23:59	10	5	0
620	1	Test upload file	In Progress	Sunrise Tequila	2025-01-31 23:59	1	5	0
619	1	TEST E-mail to support	In Progress	Sunrise Tequila	2025-01-10 23:59	1	5	0
617	1	Electronics components U12345	Expired	Sunrise Tequila	2024-12-06 23:59	4	5	1

From here you can open all RFQs/Quotes and Edit those which are not submitted or expired

5. MESSAGES

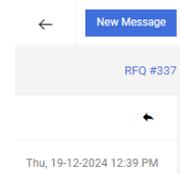
There is a **Message** function in the RFQ module, which is recommended to use for communication with the Buyer on all topics related to an RFQ. In **RFQ Pure** you can see if there is any message related to an RFQ under heading **MESSAGES** (see picture above).

When you go into an RFQ, the message function is available in the lower right corner of the page:



When clicking on **MESSAGES** you will come to a screen, where you see the available messages (sent and received) on the left side. If you click on a message it will show up in the middle of the screen. In the top right corner menu you can:

- Go back to Overview (**arrow** icon)
- Create a **New Message**
- See the **RFQ no** that the message is related to
- **Reply** to the message through the Arrow icon
- See that **date and time** when the message was received



If you reply to a message, or if you create a New Message, you need to add **Subject** and **Message**. You can also attach file(s). Click **Send** when ready. The receiver will get an email notification, with a link to access the message.