

Jaggaer eRFQ Job Aid for Suppliers

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METTLER TOLEDO



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1 Introduction

Using the eRFQ tool for Jaggaer, suppliers can easily communicate and track their bidding process.

Suppliers will be able to:

- View eRFQ and CBD files
- Reply to eRFQs by...
- Providing quotations with cost breakdown as requested
- Declining materials they are unable to quote
- Add attachments (drawings) as needed
- Communicate with buyers and technical support on the eRFQ
- Provide quotation revisions as requested by Mettler Toledo

2 Supplier Navigation, Jaggaer

When logging into the Jaggaer Profile, the supplier will navigate to the “Cockpit” and select the relevant RFQ that they would like to respond to.

RFQs with status “Running” will be available for the supplier to reply.

METTLER TOLEDO
Supplier Portal Dashboard - Welcome, Fabio TEST Herle from Micro PCB AG TEST | Partner no. 200003366

Please fill out remaining profile information

Home Daily Tasks - Quick Links **Cockpit**

ORDERS UNCONFIRMED

Order no.	Line Items	Date created	Status
4504804603	1	2022-03-20 14:03	changed
4504804604	1	2022-03-20 15:36	changed

ORDERS NOT ADVISED FOR ASN

No entries found.

RFQS

RFQ no.	RFQ name	RFQ version	Status	Deadline
4588	Anna's Test RFQ	1	RUNNING	2023-10-25 05:59
3960	This is a test	1	CHECKING	2023-01-14 23:59
3643	TestModules	1	CHECKING	2022-07-20 23:59
2938	asfd	1	CHECKING	2021-11-16 23:59
2808	Test11 GP traini...	1	CHECKING	2021-12-17 08:33
2241	TEST: Test: Defa...	1	CHECKING	2021-09-03 16:40

DOCUMENTS

Name	Document type	Status	Validity	Owner
Test_with Test...	General Supplier...	VALID	2023-10-02 - 20...	Pache, Katharina

Suppliers will also be notified for a request via email with a link direct to the inquiry:

EXTERNAL - Invitation for MT RFQ: TEST: TEST

NR no-reply@app11.jaggaer.com
To michael.guntlin@mt.com
Cc Payne Anna.MTI-CF

Dear Mr. Michael Roland B. Guntlin

METTLER TOLEDO hereby invites you to submit eQuotation to this Request for Quotation (RFQ) for the below-referenced subject.

30091234 - VTS Series Prebury Plate M3 [Weldments_Steel]

RFQ number : 4626

This RFQ includes the following documents:
Annex 1 => MT General Terms & Conditions
Annex 2 => Business Partner Code of Conduct
Annex 3 => REACH & RoHS conformity

Please use the link to deal with the inquiry: <https://app11.jaggaer.com/rfq/index.php?lang=eng&controller=quote&type=rfq&id=1299886&cid=128500>
Username: guntlin_dummy3TEST

For supplier portal access, please use your login credentials.

Your offer, comprising of the documents stated in this RFQ should be submitted to METTLER TOLEDO through JAGGAER Procurement Portal. The step by step instruction about quote submission through JAGGAER Procurement Portal is available in JAGGAER RFQ module_instructions for suppliers, attached with this RFQ. It is advised to use Microsoft Edge or Google Chrome to avoid any compatibility issues with the procurement portal.

Offer deadline: **18-11-2023 5:59 (Europe/Berlin)**

METTLER TOLEDO looks forward to receive your quotation and thanks in advance for your interest in METTLER TOLEDO procurement opportunities. If you have any questions please don't hesitate to contact us.

Yours sincerely,

i. A. Payne, Anna
phone:

3 Supplier Review of eRFQ

- a) The supplier will select the eRFQ they wish to quote on.
- b) The supplier will be navigated to the “Agreements” page. Suppliers will see a list of documents with the following requirements as marked by the eRFQ creator on the Mettler Toledo side.

- **Must Agree:** Supplier must select the check box to indicate agreement to the document.
- **Must Open:** Supplier must click on the link to open the file.

Participation

AGREEMENTS

[🔗 Purchasing - EN - MT General Terms & Conditions](#)

[🔗 Purchasing - EN - Business Partner Code of Conduct](#)

[📄 Purchasing - EN - REACH & RoHS conformity](#)

[📄 TEST DOCUMENT *](#)

* Opening document is required

Agree to Documents

***Document Language will be aligned to chosen language (Limited to English, German, or Chinese)*

- c) Once the supplier has opened any necessary documents, and has selected to agree to the required documents, they will select a final “Accept” button to proceed with the eRFQ.

- d) The next step will navigate to quotation settings. This will allow the supplier to select their currency (If allowed by the creator of the eRFQ). This screen will also show the selected payment conditions/incoterms – or – the supplier’s agreed-upon conditions/incoterms from their profile.

- e) Supplier will then select ‘Next Step’ to navigate to review their available positions for quotation. List will show status as “Open” for materials awaiting quotation and “Required” for materials marked as required by the eRFQ creator.

MATERIAL NUM...	MATERIAL NAME	REQUIRED	STATUS	FILES	QUANTITY	UNIT	UNIT PRICE	PRICE UNIT	TOTAL PRI
30234643	Junction box-AB...		Open	0	10	EA		1	

- f) When selecting a material to quote, the supplier will be faced with either an online quotation (no CBD, or Online CBD) or an offline quotation (offline CBD).

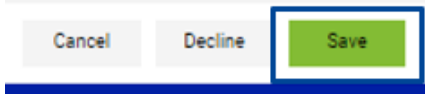
- a. Online Quote: All quotation information will be entered online by the supplier.

- b. Offline CBD: CBD File will need to be exported, completed, and imported.
*Only one file can be imported per material.

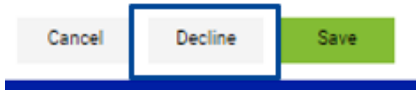
- g) Within each material, the supplier will be able to also import additional files (i.e. drawings) which can be found on the left-hand side of the screen.

- h) For materials being completed online, the supplier will have the opportunity to pre-fill identical fields on the following, or all materials. This will minimize the number of fields that the supplier has to modify per material.

- i) To proceed to the next material, the supplier will select “Save” on the upper right-hand side of the screen.



- j) If a supplier chooses to decline a material, they will instead need to select “Decline”. This will be followed with a pop-up that will prompt the supplier to provide a reason for declining.



- k) Once the supplier has completed the requested and required materials within the eRFQ, they will be navigated to a final summary page. This screen will summarize all materials quoted. Supplier will then be prompted to select “Send”.

#	MATERIAL NUMBER	MATERIAL NAME	ITEM PLANT	COMMENT	QUANTITY	PRICE UNIT	UNIT	UNIT PRICE	TOTAL
1	30234643	Junction box- ABJ005-2mm-stainless steel			10	100,000.00 EUR	EA	1,000,000.00 EUR	1,000,000.00 EUR

- l) An additional pop-up screen will appear where the supplier will enter their offer number and sign the agreement before sending it back to Mettler Toledo.

4 Supplier CBD Module View

a) No Cost Breakdown:

Quote Details

▼ QUOTE

Price Unit: (int)*

Price Break 5*

▼ ADDITIONAL INFORMATION

Item text
English

Comment

- Supplier will only be responsible to provide a pricing integer as well as the associated price break.
- Supplier will only be able to notate any tooling costs, material notes, etc. in the comment field only.

b) Online CBD:

Quote Details

▼ QUOTE

Price Unit: (int)*

Quantity

Price Unit

Price Break 1 4000

Material Specification

Mfr Part Number

Manufacturer

Import (HS) code

Import (HS) code

Country of Origin
Select Country

REACH compliant?
Select Item

RoHS compliant?
Select Item

Minimum Purchase Quantity

Minimum Production Quantity

Delivery Time (in days)
e.g.1.000

ADDITIONAL INFORMATION

Item text

CAD data 34053 zip

Comment

- Online CBD will allow the supplier to complete the cost break down online, without downloading the files.
- Supplier will be limited to the data shown below (i.e. price breaks, tooling costs, etc. would have to be specified in the comments).

c) Offline_detail_CBD:

Choose a language / Sprache wählen		English		Mandatory Supplier Input		Optional Supplier Input		Remarks		
METTLER TOLEDO part:	RFQ number / Rev. / Name	4620	1	TEST: TEST ADDRESSES						
	Material number	64087684								
	Material description	DOOR, IND9U SST								
	Projected Annual demand / Single demand							10		
		Functional Sample	Prototype	Pilot	Quantity 1	Quantity 2	Quantity 3	Quantity 4		
	Released Quantity									
	Order lot size (price breaks)				10					
	Incoterms									
	Place of delivery									
	Quantity unit	EA								
Payment Terms	C360 - Due 15 days 2%, 60 days net									
Price unit / Currency	1						EUR			
Supplier information	Quotation number									
	Validity of quotation									
	Supplier material number									
	Origin									
	Preferential for place of delivery?									
	HS Code (if applicable)									
	Part weight (g)									
Cost	Planned delivery time (calendar days)									
	Planned delivery time first samples (calendar days)									
	Production location (place / country)									
		Functional Sample	Prototype	Pilot	Quantity 1	Quantity 2	Quantity 3	Quantity 4	Remarks	
	Total price (per unit)				10	0.00	0.00	0.00		
	Material costs									
	Production costs									
	Production overhead costs									
	Test- and Inspectioncost									
	Administration overhead costs									
Initial Costs	Packaging costs									
	Margin									
	Transportation costs									
	Do not include any initial cost or part thereof in the price per unit									
	Price tooling	Tooling option 1	Tooling option 2	Tooling option 3	Tooling option 4	Tooling option 5			Remarks	
	Number of cavities									
	Guaranteed lifetime (units)									
	Cycle time (s)									
Manufacturing equipment										
Inspection- and Testequipment										
Various initial cost										

- Offline_detail_CBD will be downloaded by the supplier, completed and then re-uploaded.
- Supplier will be able to provide:
 - Supplier Information
 - Price/unit for Sample, Prototype, Pilot, etc.
 - Price Breaks
 - Breakdown by material, production, inspection, packaging, etc. costs
 - Suppliers can add additional price breaks
 - Tooling Costs

d) Offline_simple_CBD:

Choose a language / Sprache wählen		English						
Input by METTLER TOLEDO		Mandatory Supplier Input			Optional Supplier Input			
METTLER TOLEDO preset	RFQ number / Rev. / Name	4620	1	TEST: TEST ADDRESSES				Remarks
	Material number	64078357						
	Material description	COVER,ENCLOSURE SUN/RAIN SHIELD						
	Projected Annual demand / Single demand				Quantity 1	Quantity 2	Quantity 3	Quantity 4
	Released Quantity	Functional Sample	Prototype	Pilot				
	Order lot size (price breaks)				4			
	Incoterms							
	Place of delivery							
	Quantity unit	PAK						
	Payment Terms	C360 - Due 15 days 2%, 60 days net						
Price unit / Currency	1						EUR	
Supplier information	Quotation number							
	Supplier material number							
	HS Code (if applicable)							
	Planned delivery time (calendar days)							
Cost		Functional Sample	Prototype	Pilot	Quantity 1	Quantity 2	Quantity 3	Quantity 4
	Total price (per unit)				4			
Initial Cost	Do not include any initial cost or part thereof in the price per unit							
		Tooling option 1	Tooling option 2	Tooling option 3	Tooling option 4	Tooling option 5	Remarks	
	Price tooling							
	Various initial cost							

- Offline_simple_CBD will be downloaded by the supplier, completed and then re-uploaded.
- Supplier will be able to provide:
 - Supplier Information
 - Simplified Pricing
 - Supplier can still add additional price breaks
 - Simplified Tooling Costs

e) Offline_standard_CBD:

Choose a language / Sprache wählen		English		Mandatory Supplier Input		Optional Supplier Input			
METTLER TOLEDO preset:	RFQ number / Rev. / Name	4620	1	TEST: TEST ADDRESSES				Remarks	
	Material number	64079874							
	Material description	FAN SPACER, 4IN MUFFIN FAN							
	Projected Annual demand / Single demand								40
		Functional Sample	Prototype	Pilot	Quantity 1	Quantity 2	Quantity 3	Quantity 4	
	Released Quantity								
	Order lot size (price breaks)				40				
	Incoterms								
	Place of delivery	EA							
	Quantity unit	EA							
Payment Terms	C360 - Due 15 days 2%, 60 days net								
Price unit / Currency	1	EUR							
Supplier information	Quotation number								
	Validity of quotation								
	Supplier material number								
	Origin								
	Preferential for place of delivery?								
	HS Code (if applicable)								
	Part weight (g)								
	Planned delivery time (calendar days)								
Planned delivery time first samples (calendar days)									
Production location (place / country)									
Cost		Functional Sample	Prototype	Pilot	Quantity 1	Quantity 2	Quantity 3	Quantity 4	Remarks
	Total price (per unit)				0.00	0.00	0.00	0.00	
	Material costs								
	Material overhead costs								
	Production costs								
Initial Cost	Do not include any initial cost or part thereof in the price per unit								
		Tooling option 1	Tooling option 2	Tooling option 3	Tooling option 4	Tooling option 5	Remarks		
	Price tooling								
	Number of cavities								
	Guaranteed lifetime (units)								
Various initial cost									

- Offline_standard_CBD will be downloaded by the supplier, completed and then re-uploaded.
- Supplier will be able to provide:
 - Supplier Information
 - Pricing Information
 - Including material cost and production cost breakdown.
 - Suppliers can add additional price breaks.
 - Tooling Costs