

RFQs – Short Guide

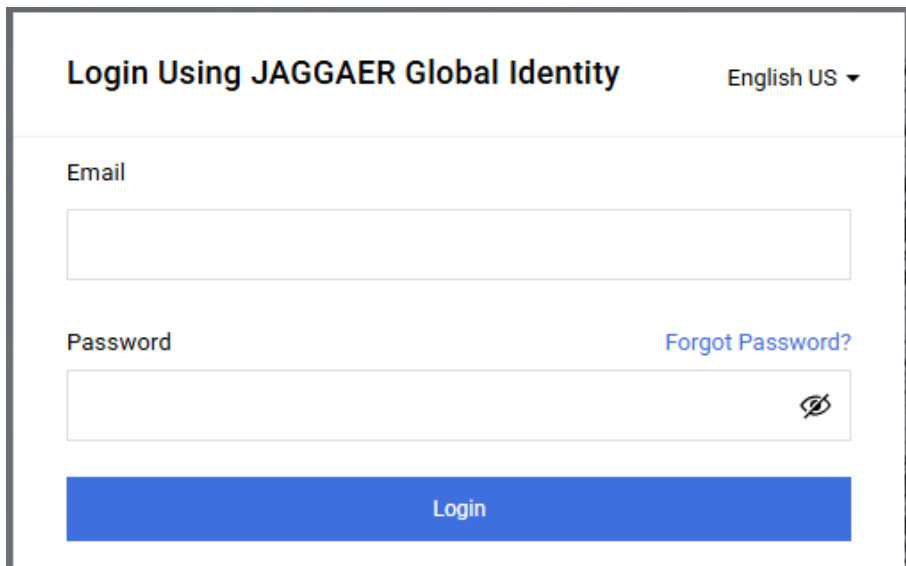
Miba

Version 1.0

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1 How to Access

Follow the link in the notification and access the Jaggaer platform by your user credentials

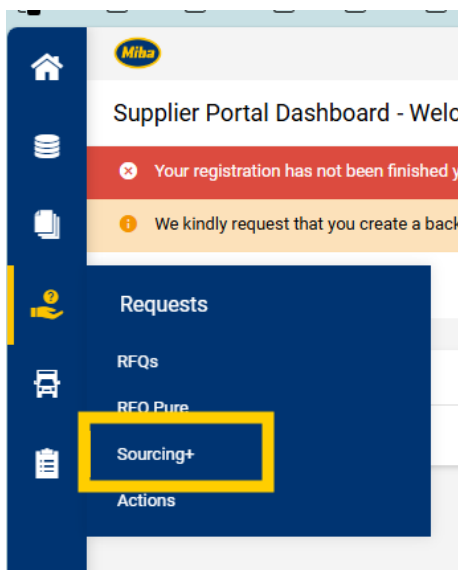


The screenshot shows a login form with the following elements:

- Title: **Login Using JAGGAER Global Identity**
- Language: **English US** (dropdown menu)
- Field: **Email** (text input)
- Field: **Password** (password input with a visibility toggle icon)
- Link: **Forgot Password?**
- Button: **Login** (blue button)

2 How to work on RFQs

Navigate to Sourcing+




Go to RFQs



Welcome

Sourcing




Projects

RFIs

RFQs

Direct RFQs

You will see an overview of all RFQs and their status.
Select the RFQ you want to work on.



RFQs


My RFQs

Filters:

Showing Result 1 - 28 of 28 Show: 50

	CODE	TITLE	PROJECT CODE	CLOSING DATE ↓	STATUS	
1	rfq_154	Smart RFQ	tender_70	23.07.2025 12:00	Running	F
2	rfq_153	Smart RFQ - Musterbestellung	tender_69	16.07.2025 10:38	Closed: Awarded	F
3	rfq_128	Smart RFQ	tender_24	13.07.2025 12:00	Closed: To Be Evaluated	F
4	rfq_116	Smart RFQ	tender_34	12.07.2025 12:00	Closed: To Be Evaluated	F
5	rfq_142	Smart RFQ	tender_58	10.07.2025 13:54	Closed: Awarded	F

State whether or not you intend to respond.



...

Tip: Check the attachment section for further details.

RFQ Details Messages (Unread 0)

Settings **Buyer Attachments (1)** My Response Associated Users

Buyer Attachments (1)

Folders and Files List

Buyer Attachments (1)

Filters: Enter Filter (type to start search)

Showing Result 1 - 1 of 1 Show: 50

	FOLDER/FILE NAME ↑	DESCRIPTION
1	sample item description.xlsx	

Start working on details by clicking the pen icon.

Currency: Euro

1. COMMERCIAL RESPONSE (ITEMS: 2, QUESTIONS: 0)

1.1 ITEMS - PRICE SECTION

	CODE	DESCRIPTION	UNIT OF MEASUREMENT	QUANTITY	UNIT PRICE	PRICE	DELIVERY DATE
1.1.1		* sample item 1	Each	5		0	
1.1.2		* sample item 2	Each	6		0	
Section Sub Total						0	

State prices and delivery dates.

QUANTITY	UNIT PRICE	PRICE	DELIVERY DATE
5	<input type="text"/>	0	dd.MM.yyyy
6	<input type="text"/>	0	dd.MM.yyyy
Section Sub Total			0

Click Save And Return and accept.

jint-miba.tlg-prep.app.jaggaer.com says

The response is about to be saved; the format of your response will be checked and if no errors are found it will be saved.

Click "OK" to save or click "Cancel" to discard any unsaved changes.

IMPORTANT:
In order to make your response visible to the buyer you must submit it.

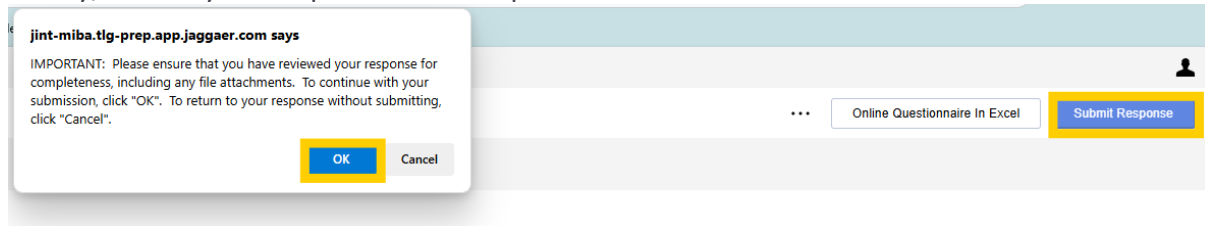
Save And Continue Cancel **Save And Return**

Validate Response Refresh

OK Cancel

TOTAL PRICE (EXCLUDING OPTIONAL SECTIONS)

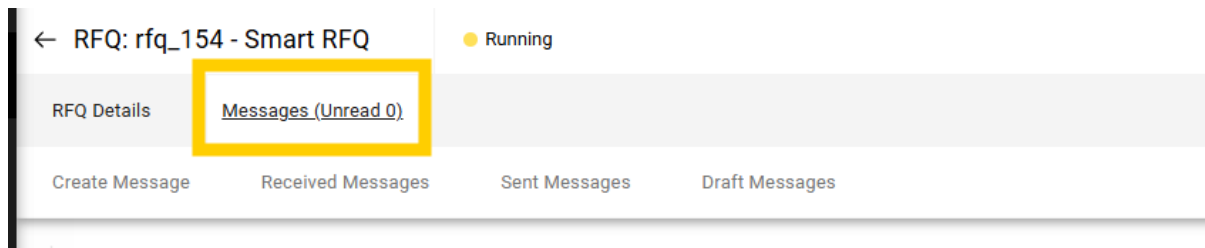
Finally, submit your response and accept.



Miba is now informed about your quote and will decide about awarding.

3 How to communicate with Miba

Navigate to the Message section to create and review messages. This is our preferred way of communication regarding RFQ details.



End of the document