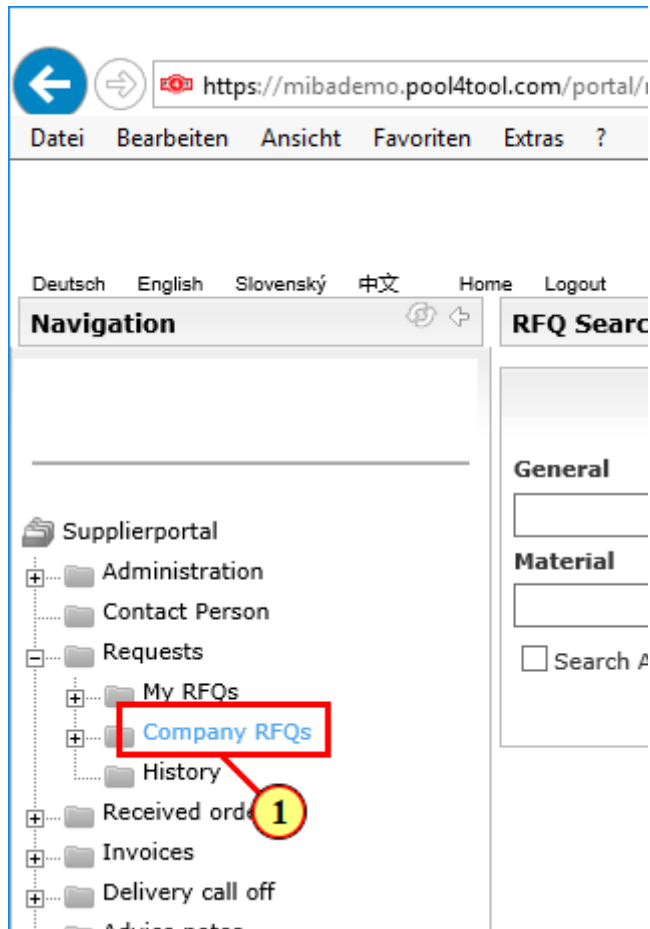
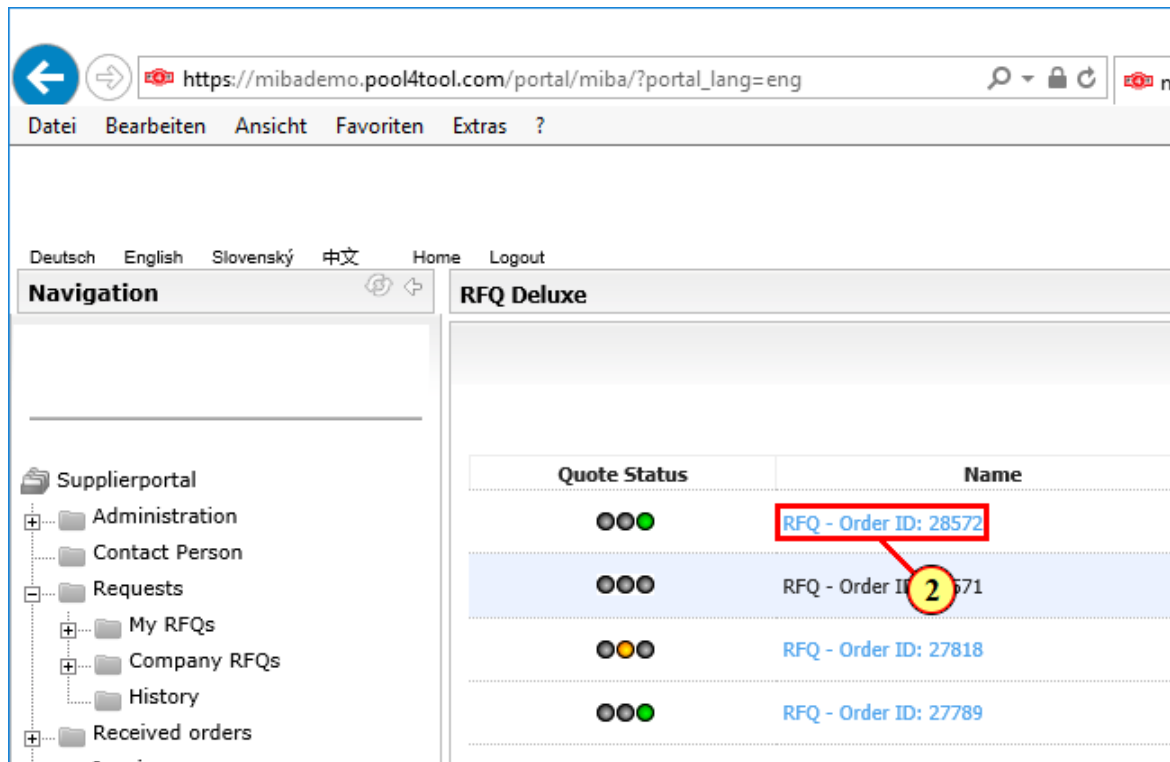


1 How to work on RFQs




(1) Within **Company RFQs** you find an overview of all requests from Miba.







Quote Status	Name
●●●	RFQ - Order ID: 28572
●●●	RFQ - Order ID: 28571
●●●	RFQ - Order ID: 27818
●●●	RFQ - Order ID: 27789

(2) The most recent RFQ is always on top of the list. In addition you see whether the RFQ has already been processed and until when the RFQ is due.

For every RFQ from Miba you will also receive a separate e-mail with a link. Clicking on the link will take you directly to the respective RFQ.

 <https://mibademo.pool4tool.com/rfq/index.php?contr>


English   Logged in as **portal.736741** 

 Change formatting and timezone

RFQ title:	RFQ - Order ID: 28571
RFQ Note:	Freetext
Deadline:	2017-09-07 14:30
Status:	Running
Timezone:	Germany / Berlin
Date Format:	2017-08-28 07:37



Technical support:	
#	Last name
1	


1. Documents Message Portal (0)

 These are the general conditions that are attached to
 If a document is marked bold then it is required to op
 Some attachments may require you to accept them.
 If so please use the checkboxes to mark the documen

If you have any further questions about POOL4TOOL,
1268 (9:00 AM to 5:00 PM EST), Asia: **+65-656 280**
 You may also contact the support by mail at support@

[Hide infoboxes for this session.](#)

 Next Step
  Decline RFQ



(3) In order to participate in the RFQ click **Next step**. Otherwise press the button **Decline RFQ**; an e-mail will be generated and sent to Miba automatically.

<https://mibademo.pool4tool.com/rfq/index.php?controller=quoteGeneral&t>

1

1. Documents | 2. General | Message Portal (0)

1 The Quotation Settings show a summary of your basic data.
 If values are grayed-out, they are provided for your information and cannot be changed.
 Your contact details are listed in the Supplier Information.
 Please check them and correct the data if necessary!

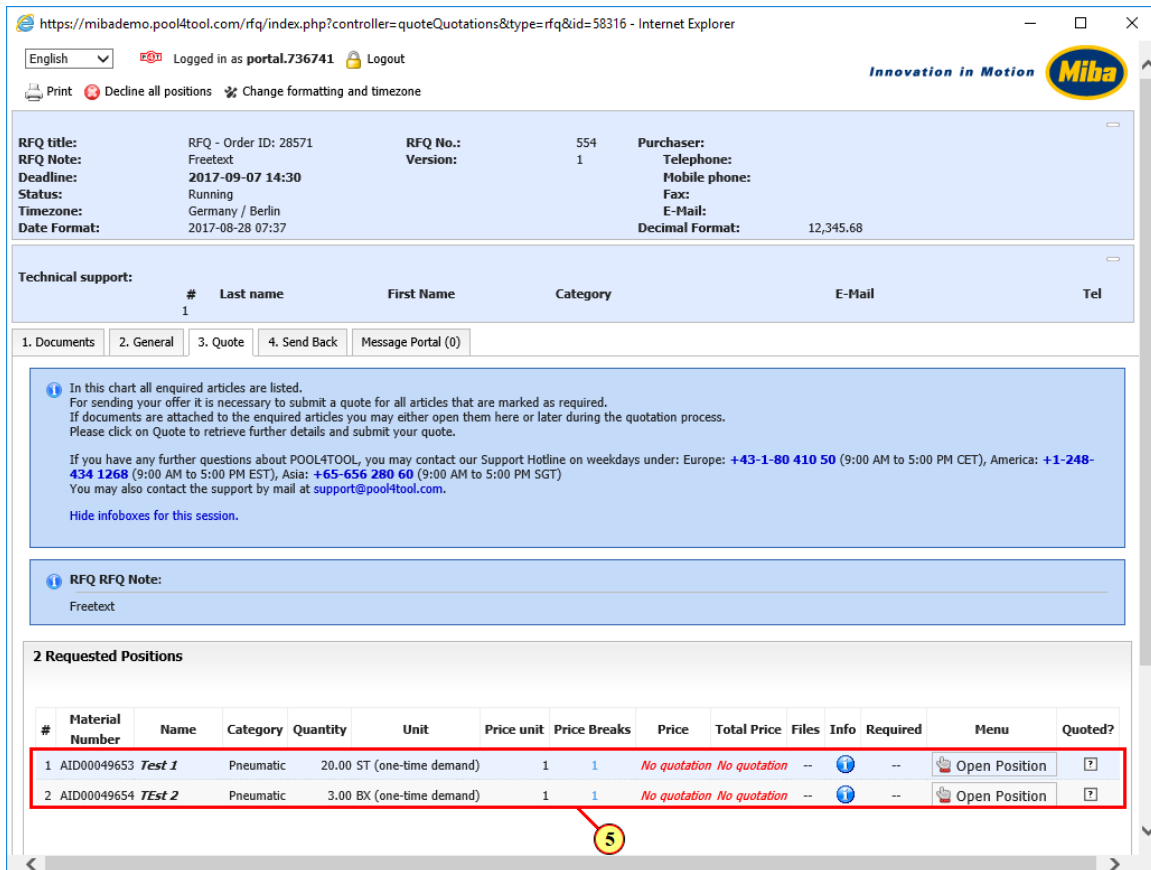
If you have any further questions about POOL4TOOL, you may contact our Support Team at **434 1268** (9:00 AM to 5:00 PM EST), Asia: **+65-656 280 60** (9:00 AM to 5:00 PM EST).
 You may also contact the support by mail at support@pool4tool.com.

[Hide infoboxes for this session.](#)

Quotation Settings	
Currency*:	CNY - Chinese Yuan
Payment Conditions:	Z0017 (Within 14 days 3% discount or w
Delivery Conditions:	CFR (Costs & freight)
Delivery address:	Suzhou
Supplier Information	
Company Name*:	<input type="text"/>
Person Name*:	<input type="text"/>
E-Mail*:	<input type="text"/>
Telephone:	Country Area Number <input type="text"/> <input type="text"/> <input type="text"/>
Fax:	Country Area Number <input type="text"/> <input type="text"/> <input type="text"/>
Comments:	<input style="width: 100%; height: 100%;" type="text"/>

[Next Step](#) **4**

(4) Click **Next Step**.



The screenshot shows the Miba RFQ portal interface. At the top, there's a navigation bar with the Miba logo and the text "Innovation in Motion". Below this, there's a header section with the following details:

- RFQ title: RFQ - Order ID: 28571
- RFQ Note: Freetext
- Deadline: 2017-09-07 14:30
- Status: Running
- Timezone: Germany / Berlin
- Date Format: 2017-08-28 07:37
- RFQ No.: 554
- Version: 1
- Purchaser: (blank)
- Telephone: (blank)
- Mobile phone: (blank)
- Fax: (blank)
- E-Mail: (blank)
- Decimal Format: 12,345.68

Below the header, there's a "Technical support" section with a table of support contacts. Further down, there are tabs for "1. Documents", "2. General", "3. Quote", "4. Send Back", and "Message Portal (0)".

The main content area contains a blue information box with the following text:

In this chart all enquired articles are listed. For sending your offer it is necessary to submit a quote for all articles that are marked as required. If documents are attached to the enquired articles you may either open them here or later during the quotation process. Please click on Quote to retrieve further details and submit your quote.

If you have any further questions about POOL4TOOL, you may contact our Support Hotline on weekdays under: Europe: +43-1-80 410 50 (9:00 AM to 5:00 PM CET), America: +1-248-434 1268 (9:00 AM to 5:00 PM EST), Asia: +65-656 280 60 (9:00 AM to 5:00 PM SGT). You may also contact the support by mail at support@pool4tool.com.

Hide infoboxes for this session.

Below this, there's an "RFQ RFQ Note" section with a "Freetext" input field.

The "2 Requested Positions" section contains a table with the following data:




#	Material Number	Name	Category	Quantity	Unit	Price unit	Price Breaks	Price	Total Price	Files	Info	Required	Menu	Quoted?
1	AID00049653	Test 1	Pneumatic	20.00	ST (one-time demand)	1	1	No quotation	No quotation	--	?	--	Open Position	?
2	AID00049654	Test 2	Pneumatic	3.00	BX (one-time demand)	1	1	No quotation	No quotation	--	?	--	Open Position	?

A red box highlights the two rows in the table, and a yellow circle with the number "5" points to the "Open Position" button in the second row.

(5) See here an overview of the items requested by Miba. Click on **Open Position** to quote.

1 The Position Information shows the basic data of the RFQ and the doc. The fields of the category quote may be filled with your offer and further. Your part prices will be automatically converted if the price unit will be. You also may upload files at the end of this page. If you decline an RFQ you are kindly asked to state a reason in the Comments. Please note that fields marked with * are mandatory and need to be filled. If you have any further questions about POOL4TOOL, you may contact support@pool4tool.com. You may also contact the support by mail at support@pool4tool.com.

[Hide infoboxes for this session.](#)




Position Information	
Position Number:	1/2
Material Number:	AID00049653
Name:	Test 1
Category Number:	PART00004
Needed Quantity:	20.00 ST (one-time demand)
Shipping address:	Miba Precision Components (China) Co., Ltd.
Quote	
Format	Decimal : 1,234.56 Date : YYYY-MM-DD
Price Unit: (int)*	1
Price Break 20*:	100 x CNY /1 ST
General Field	
Attachments:	   <input type="text"/> Du
Comments:	<div style="border: 1px solid gray; height: 40px;"></div>
Additional information	
Test	<input type="checkbox"/> If possible, prefill identical fields on this RFQ <input type="checkbox"/> If possible, prefill identical fields on all RFQs
<input type="button" value="Save & Next"/> <input type="button" value="Decline & Next"/>	

(6) Enter a price for the chosen price unit.

Please consider the requested currency and the used decimal separator.

i The Position Information shows the basic data of the RFQ and the doc. The fields of the category quote may be filled with your offer and further. Your part prices will be automatically converted if the price unit will be. You also may upload files at the end of this page. If you decline an RFQ you are kindly asked to state a reason in the Comments. Please note that fields marked with * are mandatory and need to be filled. If you have any further questions about POOL4TOOL, you may contact support. You may also contact the support by mail at support@pool4tool.com.

[Hide infoboxes for this session.](#)

Position Information	
Position Number:	1/2
Material Number:	AID00049653
Name:	Test 1
Category Number:	PART00004
Needed Quantity:	20.00 ST (one-time demand)
Shipping address:	Miba Precision Components (China) Co., Ltd.
Quote	
Format	Decimal : 1,234.56 Date : YYYY-MM-DD
Price Unit: (int)*	1
Price Break 20*:	100 x CNY / 1 ST
General Field	
Attachments:	 <input type="text"/> Du 
Comments:	<div style="border: 1px solid gray; height: 50px;"></div>
Additional information	
Test	<input type="checkbox"/> If possible, prefill identical fields on this line <input type="checkbox"/> If possible, prefill identical fields on all lines <input type="button" value="Save & Next"/>  <input type="button" value="Line & Next"/>

(7) Click **Save & Next**.

Training Library - How to work on RFQs

d=58316 - Internet Explorer

RFQ No.:	554	Purchaser:	
Version:	1	Telephone:	
		Mobile phone:	
		Fax:	
		E-Mail:	
		Decimal Format:	12,345.68

Category E-Mail

on weekdays under: Europe: **+43-1-80 410 50** (9:00 AM to 5:00 PM CET), America: **+1-248-434 1268** (9:00 AM to 5:00 PM EST), Asia: **+65-656 280 60** (9:00 AM to 5:00 PM SGT)

CNY

20017 (Within 14 days 3% discount or within 60 days net)

CFR (Costs & freight) - Suzhou

Category	Quantity	Price unit	Price Breaks	Price	Total Price	Files
Pneumatic	20.00 ST	1	1	100.00 CNY	2,000.00 CNY	
Pneumatic	3.00 BX	1	1	200.00 CNY	600.00 CNY	
				Total Sum: 300.00 CNY	Total Sum: 2,600.00 CNY	

8

(8) Check the prices once more in the overview.

https://mibademo.pool4tool.com/rfq/index.php?controller=quoteSendback&type=rfq&id=58316 - Internet Explorer

Print Decline all positions Change formatting and timezone

RFQ title:	RFQ - Order ID: 28571	RFQ No.:
RFQ Note:	Freetext	Version:
Deadline:	2017-09-07 14:30	
Status:	Running	
Timezone:	Germany / Berlin	
Date Format:	2017-08-28 07:39	

Technical support:			
#	Last name	First Name	Category
1			

1. Documents 2. General 3. Quote 4. Send Back Message Portal (0)

1 On this page your basic data and your quotes are summarised.
If you would like to adjust your offers you may re-quote at step 3. Quote.

If you have any further questions about POOL4TOOL, you may contact our Support Hotline on weekdays under: Europe: **+43-1-80 410 50**
You may also contact the support by mail at support@pool4tool.com.

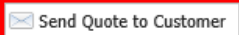
[Hide infoboxes for this session.](#)

Quotation Settings	
Currency:	CNY
Payment Conditions:	Z0017 (Within 14 days 3% discount or within 60 a
Delivery Conditions:	CFR (Costs & freight) - Suzhou

Supplier Information	
Company Name:	
Person Name:	
E-Mail:	
Telephone:	
Fax:	
Comments:	

Placed quotes			
#	Material Number	Name	Category
1	AID00049653	Test 1	Pneumatic
2	AID00049654	Test 2	Pneumatic

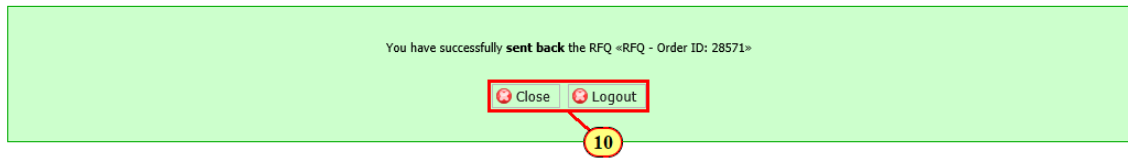
Signatures and Labels	
Supplier Quote Number:	<input type="text"/>
Your Sign:	<input type="text"/>

 **9**

(9) Once you click on **Send Quote to Customer** you will not be able to alter anything.

quoteSent&type=rfq&id=58316 - Internet Explorer

it



(10) Click **Close** to get back to the main page or choose **Logout** to leave the system.



Should you have any additional questions that are not answered in this tutorial please watch the further tutorials or contact the Pool4Tool Support.

- idsupport@jaggaer.com
- Europe: +43 1 80 410 50
- USA: +1 248 244 0851 210
- China: +65 856 280 60 (Singapore)