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Best choice.

Request for Quotation (RFQ)

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Option 1: Access via E-Mail

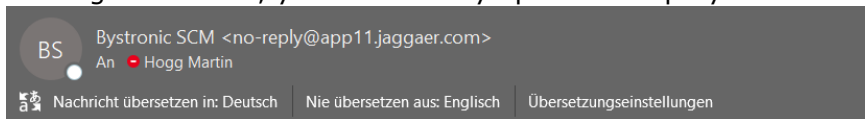
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Option 2: Show inquiries and quote via the portal

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Option 1 – Access via E-Mail

1. With every new Bystronic-Inquiry you receive an E-Mail with a link to the RFQ. By clicking on the link, you can directly open the Inquiry.



Dear Mr. Martin Englisch

Herewith you receive an inquiry from Bystronic.
Please use the link to open the inquiry and to create the quotation.

Link: <https://app11.jaggaer.com/rfq/index.php?lang=eng&controller=quote&type=rfq&id=1134049&cid=157021>

Offer deadline: 24.10.2022 23:59:00 (Europe/Berlin)

Please log on with your personal user data (username and password).

Please find the guide how you can create your quotation here: [Useguide](#)

If you have any questions please don't hesitate to contact us.

Yours sincerely,

Best Regards

Bystronic Group

This message was automatically generated by the supplier platform

2. Please use the already existing login that you are able to review the RFQ and enter your quotation.

The image shows a login page for 'Bystronic'. The word 'Bystronic' is written in a large, bold, black font at the top. Below it are two input fields: 'Username' with the text 'martin.englisch2' and 'Password' with a series of dots. A 'Login' button is positioned below the password field. At the bottom of the page, there is a copyright notice '© 1999-2022 JAGGAER' and a privacy policy notice: 'When you use our Solution, we process your personal information as described in our Service [Privacy Policy](#)'. Below that is a link that says 'I forgot my password'.

➔ **If you have forgotten your password, please click on «I forgot my password» to create a new one**

➔ If you are not registered yet, you can use the "one-time login" in the email or contact einkauf.laser@bystronic.com to receive the registration invitation.

3. please check the basic data of the request and click "Next".

Bystronic

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GENERAL QUOTE REVIEW

Contact Information

BUYER
Hogg, Martin
martin.hogg@bystronic.com

General

QUOTATION SETTINGS

Currency
Swiss franc

Exchange rates
1 CHF = 1 CHF

Payment conditions*
CH30 (Within 30 days without deduction)

Delivery Conditions
DAP (Delivered at place)

OTHER DETAILS

Comments

MESSAGES

4. Open the inquiry with a click on the folder

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GENERAL QUOTE REVIEW

MATERIAL NAME	REQUIRED	STATUS	FILES	QUANTITY	UNIT	UNIT PRICE	PRICE UNIT	TOTAL PRICE
Plate (1)		Open	0	1	PC		1	

5. Please fill in the form with your quotation and click "Save".

The screenshot shows the 'Bystronic' interface for RFQ-Englisch_V2. The 'QUOTE' step is active. The 'Quote Details' section is highlighted with a red box and contains the following fields:

- QUOTE**
 - Price Unit: (int)*: 1
 - Price per unit for a purchase quantity of: 1*: e.g. 1.000,00 CHF / 1 PC
 - Delivery time in days*: e.g. 1.000
- ADDITIONAL COSTS (FOR A PURCHASE QUANTITY OF 50 PIECES):**
 - Not permitted with DDP and DAP: e.g. 1.000,00
 - Packaging: e.g. 1.000,00
 - Administration costs: e.g. 1.000,00
- ADDITIONAL INFORMATION**
 - Comment: [Text area]

On the right side, a summary box shows a Total Price of 0,00 CHF. A 'Messages' button is located at the bottom right of the interface.

→ If you have any queries, you can use the "Messages" button to communicate with Bystronic.

6. To send the quotation to Bystronic, click on the button "Send" and then enter your offer number and your mark.

The screenshot shows the 'Bystronic' interface for RFQ-Englisch_V2 in the 'REVIEW' step. The 'Accepted Items' table is as follows:

#	ITEM	QUANTITY	PRICE UNIT	UNIT	UNIT PRICE	TOTAL
1	Plate ()	1	1	PC	50,00 CHF	50,00 CHF

The 'Send' button is highlighted with a red box. A summary box on the right shows a Total Price Offer of 50,00 CHF and a Deadline of 2022-10-24 23:59.

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

- Offer Number: 1234
- Sign: M.E.
- Confirmation message: "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, Send

Variante 2 - Display inquiries via portal and submit offer

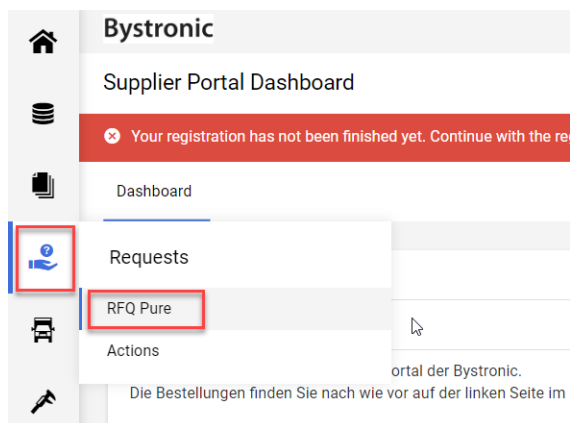
You always have the option of displaying all Bystronic inquiries in the portal and submitting your quotation via it.

1. Please access the portal at the following link:
<https://app11.jaggaer.com/portals/bystronic>
2. Please use the already existing login that you are able to review the RFQ and enter your quotation.

→ If you have forgotten your password, please click on «I forgot my password» to create a new one

→ If you are not registered yet, you can use the "one-time login" in the email or contact einkauf.laser@bystronic.com to receive the registration invitation.

3. Via the menu on the left side, all requests can be displayed:



4. now an overview of all inquiries appears. With the folder a request can be opened and the offer can be submitted (see above variant 1 "point 3").



The screenshot shows the Bystronic RFQ Pure interface. The header includes the Bystronic logo, the text 'RFQ Pure', and a search icon. Below the header, it indicates 'Showing results 1 - 2 of 2' and 'Display 10'. The main content is a table with the following columns: RFQ NO., VERSION, NAME, QUOTE STATUS, RESPONSIBLE PERSON, DEADLINE, and ITEMS. Two rows are visible, both with a status of 'In Progress' and a deadline of '2022-10-24 23:59'. The first row has RFQ NO. 5, VERSION 1, and NAME 'RFQ-Englisch_V2' (highlighted with a red box). The second row has RFQ NO. 4, VERSION 1, and NAME 'RFQ-Englisch'. Each row has a '1' in the ITEMS column and a small icon for editing or deleting.

RFQ NO.	VERSION	NAME	QUOTE STATUS	RESPONSIBLE PERSON	DEADLINE	ITEMS
5	1	RFQ-Englisch_V2	In Progress	Englisch Martin	2022-10-24 23:59	1
4	1	RFQ-Englisch	In Progress	Englisch Martin	2022-10-24 23:59	1

After receipt of all offers, they will be examined accordingly and the award decision will be made. This decision will be communicated to you by mail.