Supplier Response for Cummins RFQ (Supplier Quotation)

Scope and Preceding Activity

The scope of this document is limited to the process of creating Supplier response, when a Supplier receives a RFQ (Negotiation) from Cummins. Supplier will as get email notification.

Preceding Activity can be any of the following

1. RFQ received from Cummins
2. Request from Cummins to quote once again.

It is important that the Supplier has a Cummins Cloud Supplier Portal Login. If not, the Supplier must request, the Cummins Sourcing Manager, to get access to the Supplier Portal.

Policy

Responsibility

Supplier, duly Supported by Sourcing Manager / Sourcing Analyst

Distribution

Users – Suppliers & FYI for Cummins Sourcing Managers / Sourcing Analysts & Other Stakeholders

Actors

Appropriate Supplier Contact who has received the RFQ (Negotiation)

Prior Activity

Access to Cloud Supplier Portal to the Right Supplier Contact.

Start Procedure

Supplier Contact
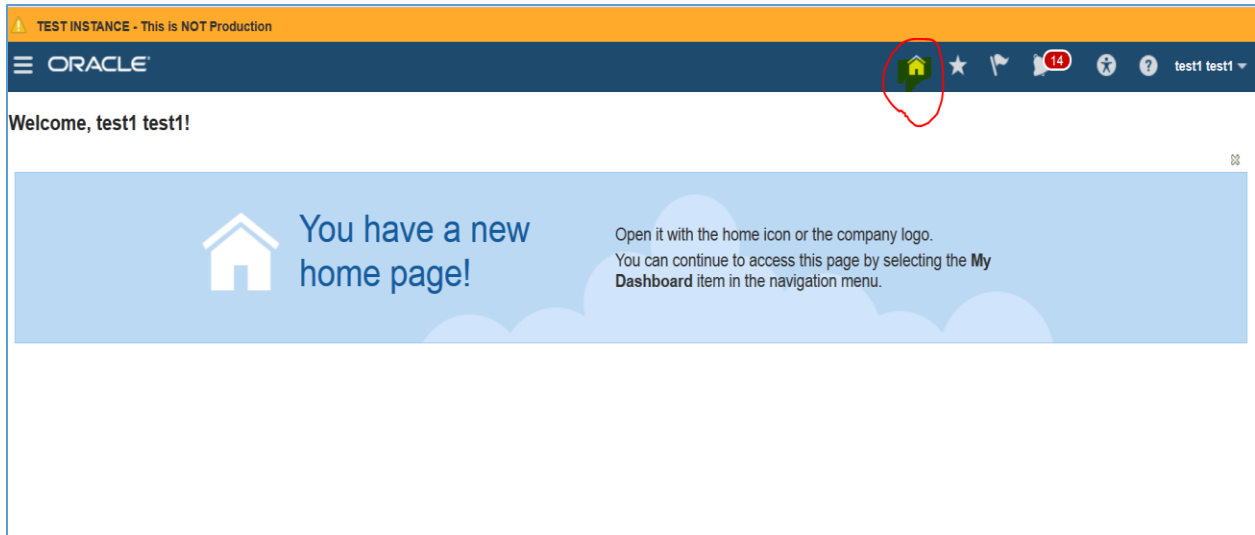
Login to Sourcing Functional Deployment Cloud Environment.

Upon Login this Page will Open. Click the Home Icon, to go to the Home Page.

On the Home Page you will notice the "Bell" Icon at the top, this is the Notification Tab. You can see all your Notifications there from the latest to the oldest.

In the center you can see the Supplier Portal. Tile.

To respond to the RFQ you can either Click the Notifications "Bell Tab" & find the notification about the RFQ received or from the Supplier Portal Tile.

Let us see both Options. First – The Supplier Portal tile.

Go ahead & Click the "Supplier Portal" Tile
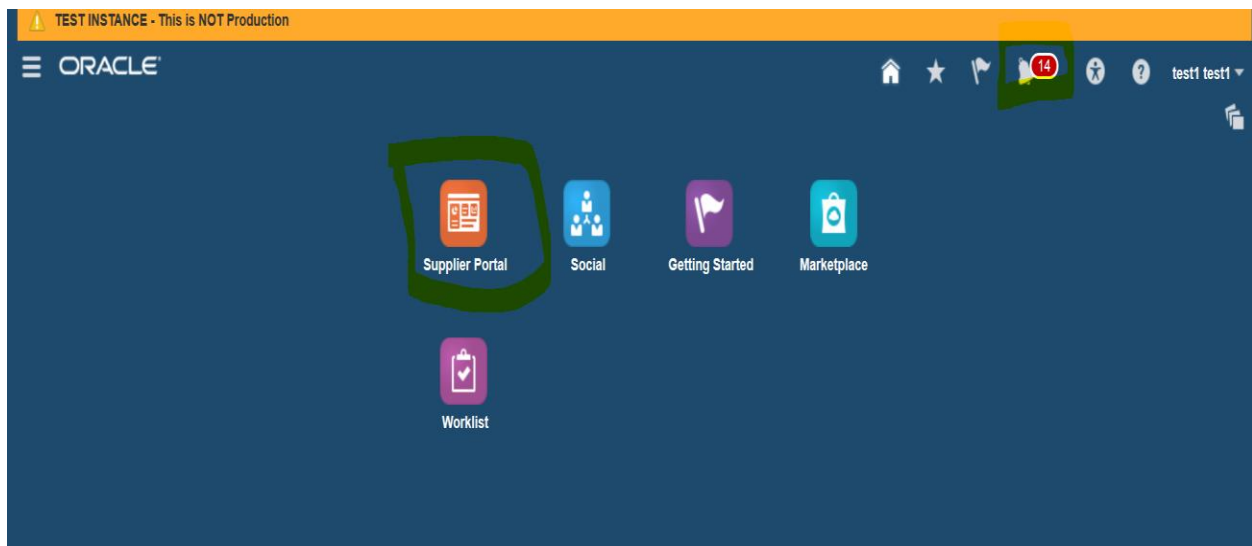
If you click the <mark>Supplier Portal</mark> Tile, Overview Page will open.

* Important – *As of now, Cummins has launched only response to RFQ (Negotiation) functionality. However, the Portal will have many more areas which are not supported at this time. They will come at a later stage.*
* In Oracle Cloud terminology, **RFQ** is called **Negotiations.** You will find both these terms used alternatively in the document.

Given the above let us concentrate on RFQ (Negotiations). Kindly ignore everything else.

You will first see the <mark>"Summary"</mark> Tab

The Summary Tab will have details about the latest activities expected from the users. Refer screenshot below, under MY Tasks, it shows that you have been invited to a certain Negotiation & displays its Title.

If you see further down, under the Watch List.

It shows you status and schedule of various activities expected from you.

RFQs (Negotiations) – closing in the next 7 Days. (Closing means, you must respond to that particular RFQ before that date or else it won't be available for you to Quote.).

Also shows you how many Negotiations are open (available to respond / yet to close) & something that is closing today.

Please **ignore**, the Tabs next to Summary Tab, viz. "<mark>Orders" & Agreements</mark>".

Next Go to the <mark>Negotiations</mark> Tab for further details.

On the Negotiations tab, you will find a lot of Information about the latest as well older Negotiations.

The **Ongoing Negotiations** show the status and history of all the actions that have been happening between you and Cummins with regards to Negotiations (RFQ).

It shows you the response that you have submitted. It also shows you if Cummins has already awarded the business or they are in the process of doing so.

You can view the response history, and other details.

The **Open Negotiations** section shows you the Negotiations, which you have been requested to Quote.
It also shows you the Close date so that you are aware by when you must take action.

The **Completed Negotiations** shows details about older RFQs that Cummins has completed all the actions, like awarding the Quote, etc. This is just FYI.

It is recommended as a good practice to always acknowledge the RFQ by clicking the "Acknowledge Negotiation" button in the center if you are planning to respond to the RFQ at a later date. This will tell the Cummins Sourcing Manager, If & When you are going to Quote.

To do that select the Negotiation Number by Clicking on the Square to the left of the Negotiation Number. This will select that Line (It will turn blue). Then click "Acknowledge Participation"

Tip: If you click the Negotiation Number N101000035, it is a live link, and it will open the RFQ itself.

This Opens a Pop-Up window. You can either say Yes or No about your willingness to submit the Quote. Also, you can add a small note to the Buyer (Cummins Sourcing Manager) letting him know further details such as by when you are going to Quote or if you are declining to Quote the reason for the same. The Cummins Sourcing Manager will get an email based on your response so that he or she is aware of your intentions.

If you intend to respond to the RFQ, please select the RFQ by clicking on the box next to Negotiation Number (which makes the line blue) and click the Create Response button.

Additionally, on the right you will find 2 small Icons

View PDF – Click the same just in case you want to print the PDF copy of the RFQ.
Response Spreadsheet – In case you want to respond by converting the RFQ to excel for ease of response when there are multiple part numbers within and RFQ (This we will see later)

When you Click the Create Response. The RFQ (Negotiation) will be opened in the Response mode, and you can fill in all the details as requested.
Some of the features if this page, will help you through the Process.
Like the **Train Track at the Top.** Which shows you, where you are in the process of completing your Quote. Viz.

Overview – Here you are giving the basic Header details.
Requirements – Here you are responding to the basic Yes/No type of Questions about compliance to various processes, which Cummins expects from its Suppliers.
Lines – Here you will give detailed quote for each part within the RFQ.
Review – This is the last stage of the Quote, where you can review your response before you submit the completed Quote.

On the Overview Page, you can add your

Quotation Number for your reference.
1 > Enter the date, till which the Quote is Valid.
2 > Write a note to the Buyer, if you have something specific to Inform.
3 > Add Attachments, which are generic, and applicable to the Entire RFQ.
Tip-Part Specific attachments are to be done, where you are responding to a particular Part number.

FAQ-> If I want to change the currency in which I respond to the RFQ, how do I do that?

Answer-> You can do that if the SM has created the RFQ allowing for responses in currencies apart from the base currency. If you plan to respond in a currency that is different from the base currency, you must change the response currency.

Click on the response Currency and change it to another currency.

Click OK on the message window that pops up.

Once you are done with adding details to the Overview Tab, as a good practice, click Save. To go to the next tab (Requirements), you can either click the Next button, or click the ball on the train track that denotes the Requirements tab

On the "Requirements" tab, you will have to answer Yes / No Questions about Cummins expectations of the Supplier on certain basic things.

Important - Everything that is marked * is mandatory and must be answered or you cannot submit the Quote.


You can see there are live Links and, if you click any of them, they will take you to the exact location on www.Supplier.Cummins.com where that information is available.

On the above Requirements tab you are expected to:

1 > Answer Yes / No to all Questions from 2 to 6 *
2 > Write comments if you wish to, where applicable
3 > Click the live links, if you have not already reviewed any of the Cummins expectations

4 > If the Cummins Sourcing Manager has instructed you update & submit, "TCO Quote Form" kindly download the same, and attach (upload) along with your Quote.

Once you have updated the <mark>Requirements</mark> Tab, click <mark>Save</mark> & <mark>Next</mark>, as usual to go to the Next tab. alternatively, you can click the ball above the next tab which is Lines.
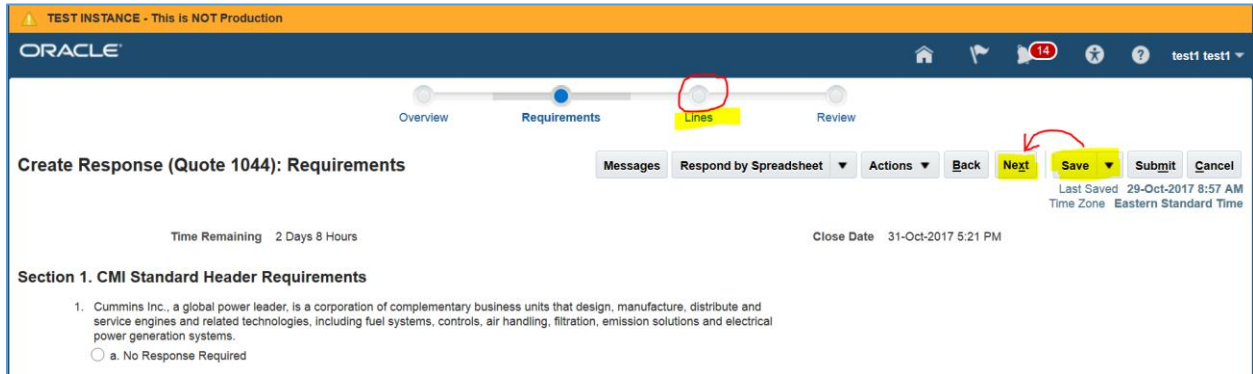
Once on the Lines tab, you will have to enter your Part Specific Quote.

The <mark>Response Price</mark> field is where you will add your total price for the specific Part #.

In the example below, the RFQ has 2 Part numbers for you to Quote.
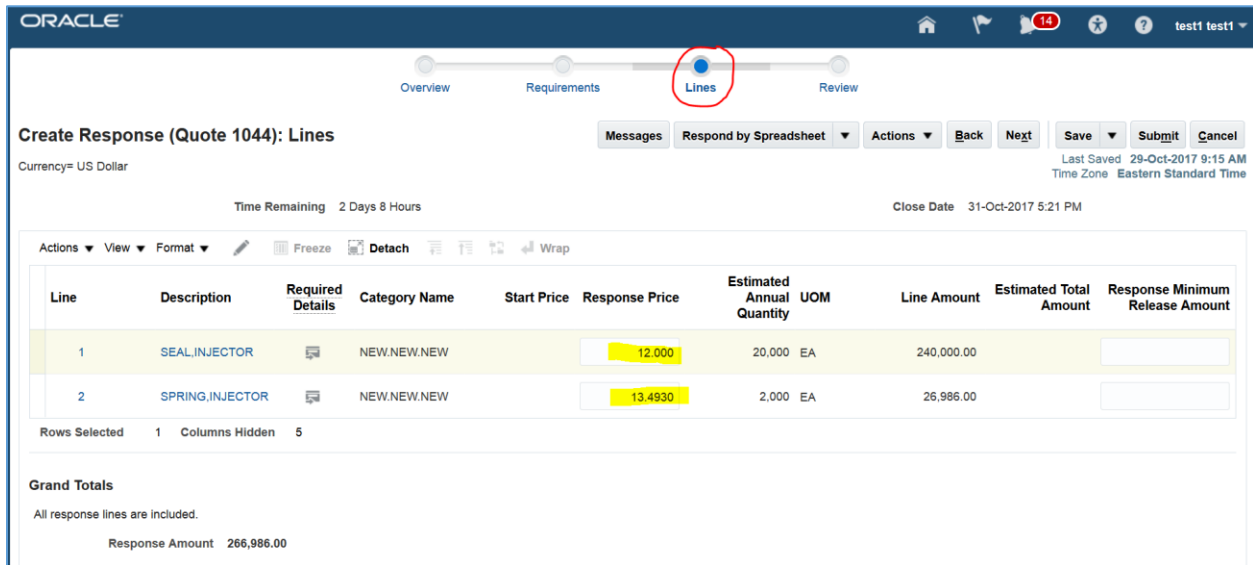
Important – *Giving the Part Price (Response Price), is just the beginning of your journey, on giving the Quote for that specific part #. You will have to furnish, many more details, like MOQ, Lead Time, and other attributes.*

How to do that is explained in the following screen shots.

* The step on the screen shot below is not a must but additional details for your reference.
You can choose your view, by clicking the View, button and managing the Columns

To update further quote details about the Part number.
Select the line, by clicking in the Box next to the Part Description. It will make the line Blue.
Then Click the Pencil icon above to edit/update the details.

The page that opens is represented in **3 screen shots** below. Where you will add all the details.

The **top portion**, you will see the line price that you added earlier.
Also, you can add a Note to the Buyer if you have anything specific to say.
You can add part specific Attachments by clicking the Plus sign.

Clicking the plus sign, will open a Pop-Up screen, click Browse, add attachment and click OK.

In the **Attributes** section – You will see various folder, open folders one by one to answer questions within.

Multiple Screen shots below, show, what you are expected to update in each folder. (Example answers in screenshot ☺)

Important – *Anything that is marked ' *' is a mandatory field, what it means is that, unless and until you respond to the same, system will not allow you to submit the Quote.*
It is expected that you are supposed to respond to all attributes in all the folders. If something is not applicable, and it is not a mandatory field, you can leave it blank or say Not applicable.

Continued…………

In the Packaging you will find a live link "Packaging Data Sheet", this is a new initiative of Cummins, where, it is expected that Suppliers, download the Packaging data sheet, update the same and attach the same to the Quote

▲ 📁 Cost	
📄 Raw Material Cost	7.50
📄 Purchased Parts Cost	1.50
📄 Labor Cost	0.50
📄 Overhead Cost	0.50
📄 Packaging Cost	0.25
📄 Profit	1.25
📄 Transportation Cost	0.50
▶ 📁 Design Ownership / Re-manufacturing Rights	
▶ 📁 Quality	

Continued……………

▲ 📁 Design Ownership / Re-manufacturing Rights		
📄 Design Ownership	*	Cummins Inc
📄 Are re-manufacturing rights for this part applicable?		No
📄 If yes, then who has ownership (control) of those rights to re-manufacturing this product?		Not Applicable
▶ 📁 Quality		

▶ 📁 Cost	
▶ 📁 Design Ownership / Re-manufacturing Rights	
▲ 📁 Quality	
📄 PPAP Required	
📄 PPAP Due Date	30-Dec-2017 📅

Once you have done updating all the details at the top, hit <mark>Save and Close</mark>
And repeat the above for all part numbers within the RFQ.

Above screen shots shows that, if you forget to add details, to a field that was mandatory (marked *), you will get an error message, when you try to save and close. Go to that attribute, update the same, and then again Save and close.

Additionally -There is a Button called, Messages, if you click that, you can send message to your Cummins Sourcing Manager, and he will get an instantaneous email. (Can be used in case you have any doubts etc.)
Once you have updated all the details for all the Part Numbers in the Quote
At the Top hit Save, and Next to go to the final tab, that is "Review"

FAQ-> If I want to look at which plant ship to location I am going to ship the part to, how do I see that information in the RFQ?
Answer-> Yes you could look at the Plant ship to location before you decide to create a response for the RFQ.

To do that you would have to click on the RFQ.

If it's a single plant RFQ the ship to location would be listed in the Additional information. A single plant RFQ is an RFQ where you are shipping all parts to one plant location of Cummins.

If you are responding to a multiple plant RFQ (i.e. you will be shipping parts to the multiple locations of Cummins, at the Additional information it would be listed as MULTIPLE.

RFQ: N501001571   Overview

Currency = US Dollar

Requirements	Synopsis	Outcome Global Blanket Purchase Agreement
Lines		Attachments None

Messages Create Response Actions ▼ Done

Time Zone Eastern Standard Time

Expand All

⊿ General

Schedule

Preview Date   Open Date 17-Jul-2020 10:11 AM

Close Date 17-Jul-2021 10:09 AM   Award Date

Negotiation Controls

Response Visibility Blind

Lines

Rank Indicator 1,2,3...

Ranking Method Price only

Response Rules

View ▼ Format ▼   Freeze Detach Wrap

Rule

✓ Restrict to invited suppliers

✓ Allow multiple responses

✓ Allow response revision

Additional Information

Plant Ship To Location   MULTIPLE

You could see which plants you would be shipping the parts to, by clicking on lines and then clicking on line details (Note: This needs to be only done if it is a multiple plant RFQ you are responding to).

RFQ: N501001571

Currency = US Dollar

Title RFQ multi plant	Open Date 17-Jul-2020 10:11 AM
Status Active	Close Date 17-Jul-2021 10:09 AM
Time Remaining 364 Days 23 Hours	

Messages Create Response Actions ▼ Done

Time Zone Eastern Standard Time

Table of Contents

Overview
Requirements
Lines

Lines

Summary

View ▼ Format ▼   Freeze Detach Wrap

Line	Item	Description	Category Name	Estimated Quantity	UOM	Estimated Total Amount	Start Price	Attachments
1	3990733	COVER,ACCESS HOLE	NEW.NEW...	2,000	EA			

Columns Hidden 4

Line: 1 (RFQ N501001571)

Currency = US Dollar

Item 3990733	Estimated Quantity 2,000	Minimum Release Amount
Revision	UOM EA	Note to Suppliers
Description COVER,ACCESS HOLE	Start Price	
Category Name NEW.NEW.NEW		Attachments None

1: COVER,ACCESS HOLE Messages Done

⊿ Attributes

View ▼ Format ▼   Freeze Detach Wrap

Attribute	Response	Value Type	Target
EBU Plant Ship To Locations			
US.RMT.CDC		Display only	Text
UK.DAR.DEP		Display only	Text

Once you have reviewed all the necessary information, you could click Done button and then either acknowledge participation or create response for the RFQ.
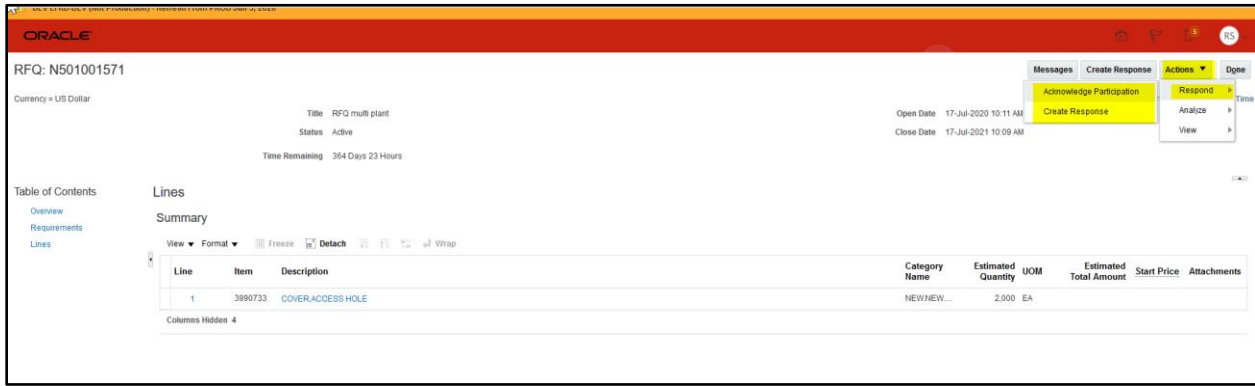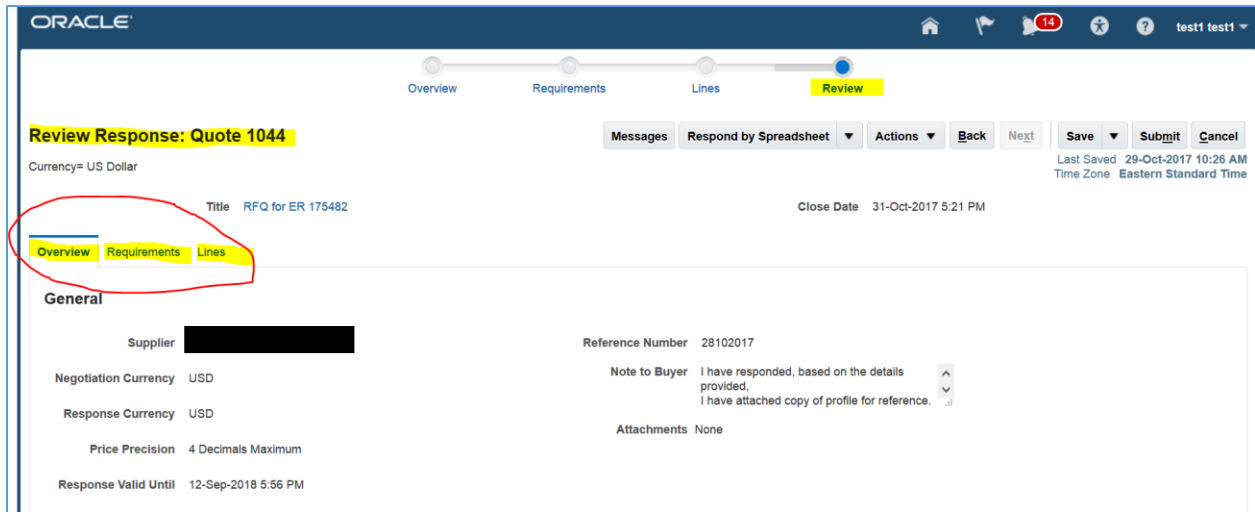
The Review Tab

Gives you an opportunity to review your quote in detail for one last time before you submit the Quote.

On Overview page you can see the header details that you have done.
On the Requirements page you can see what you have updated
On the Lines page you can review, what you have quoted for all the part numbers.

Important – *When you are in Review tab, you cannot edit details, you can only review. During your review, you notice, that you have missed something, either in Overview, or Requirements or on the Lines, you will have to go back to that tab to edit the same.*

Once you have Reviewed everything, and you are completely satisfied, it is time to Submit the Quote.

On the Top Right, you can click the Submit Button
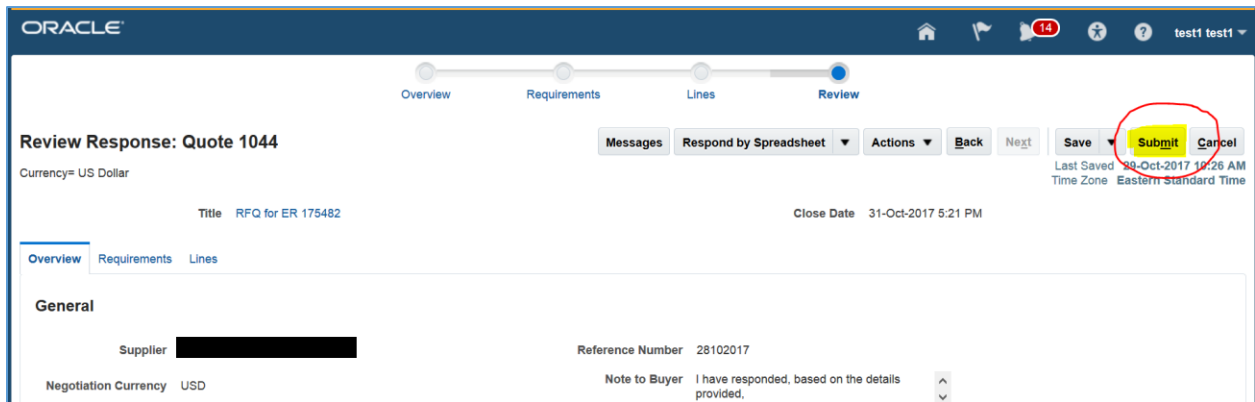
A Pop-up will come up indicating that you have submitted a response to the related RFQ (Negotiation).

The response number that you see in the Pop-up is a system generated number. Don't worry about the same☺.

You have successfully Submitted the Quote well done ☺

Following pages, show, other / alternate features, and methods available for you to Quote.

One Page 2 above, we saw how to get to create a Quote by Clicking the Supplier Portal Tile. Now Let us see how you can do the same from the Notifications in the Bell Icon.

On the Home Page -Click on the Bell Icon, and the Click on the related Notification, of the RFQ.

This will open a Pop-up page. This Pop-up page will have exact same information, as the email notification that you get, when someone from Cummins invites you to quote for a RFQ (Negotiation)
Keep scrolling below to see further details

Invitation

Greetings,

You are receiving this notification from company CUMMINS, INC. because you are identified as a potential supplier for our organization. We are requesting proposals based on the requirements found in the attached file. Within this file you will also find detailed instructions including information such as submission procedures, time frames, and evaluation criteria. Your participation is optional, and your response will be electronically processed through our procurement application.

Please indicate whether you want to participate by following the recommended actions.

If you do not want to receive future notifications, or would like us to redirect this message to another person in your organization, write to us at this e-mail address: GJ456@cummins.com

Thank you.

Deepak Sovani

Additional Invitation Details

Supplier	▉▉▉▉▉▉▉▉▉
Site	
Supplier Contact	test1 test1
Synopsis	RFQ for Existing Item. With Modification.

At the bottom, you will find related links those will direct you to the necessary page. Also, you can download the pdf copy of the RFQ, if you need to.

Let us say, you want to Create a Response (Submit a Quotation). Click the same.

Related Links
- View Negotiation: N101000035
- Acknowledge Participation: N101000035
- Create New Response

Comments

No data to display

Attachments

N101000035_SUPPLIER_US.pdf

And then follow the same steps as mentioned from Page 6 to 16, in this document.

Another feature that is being described below is of **responding to an RFQ via Excel.** Please refer screen shots below that will show you how to respond to a RFQ, (Negotiation).

When you start creating a Quote (Create a Response)

You will see a button, "Respond by Spreadsheet". In the dropdown, you will see 2 options Export & Import.

Click Export to down load RFQ in spreadsheet form so that you can add details.
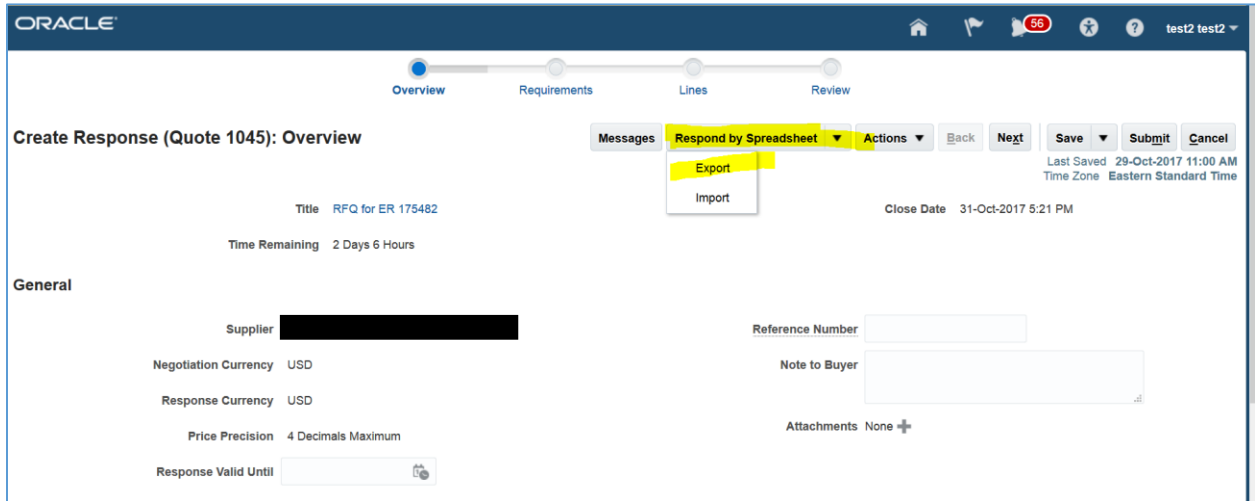
It will show you a Pop-up, chose any and say OK
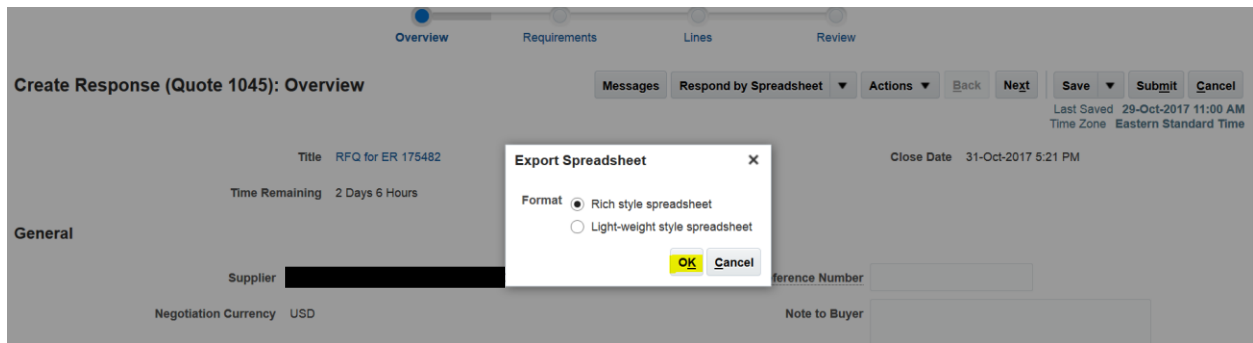
It opens another Pop-up, select open with
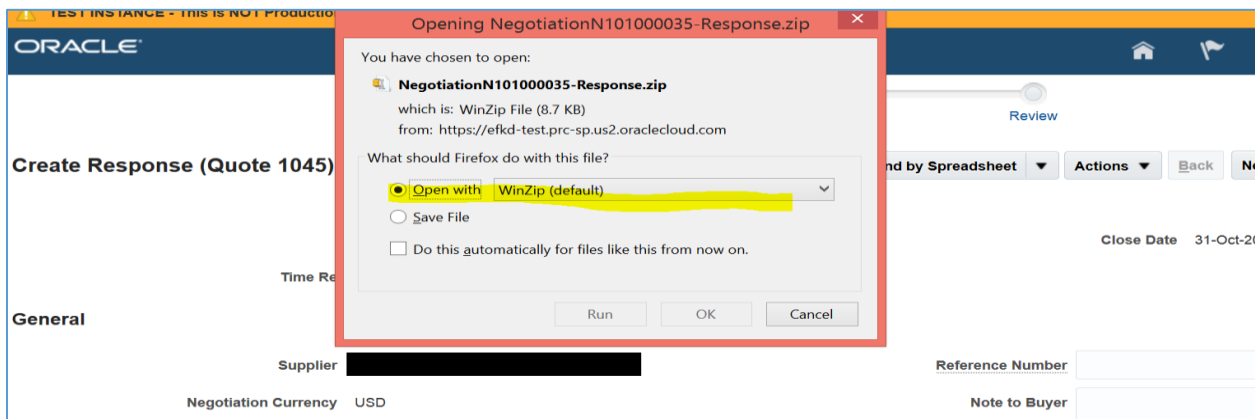
Important - *This process may vary for each individual computer; however, our goal is to reach the Excel spreadsheet that we can use to upload our Quote.*

Extract the file and save to your computer
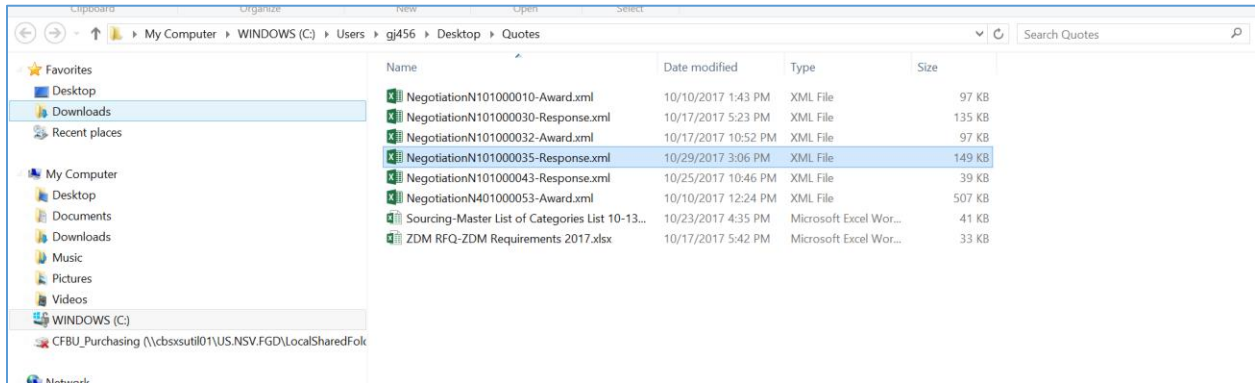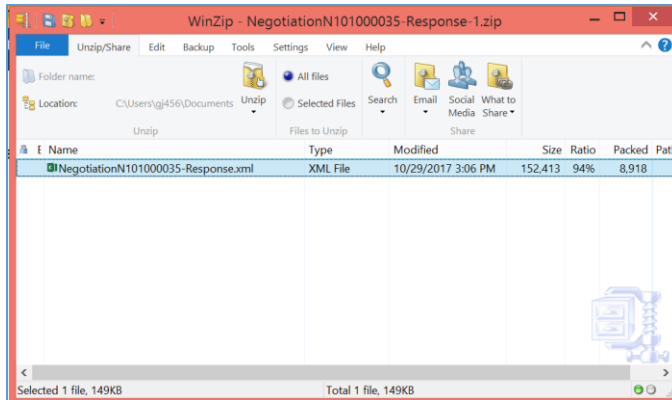
Open the file in Excel. It will show as "NegotiationN101000035-Reponse.xml-Excel"
Important – *Do not change the format for the file. If format is changed it cannot be uploaded.*
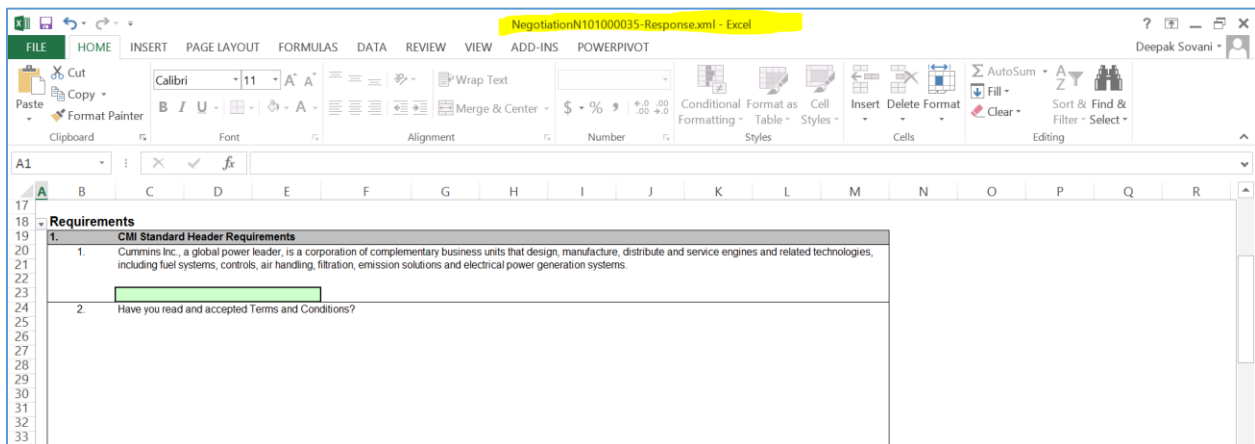
Start Updating the Fields which are in "<mark>Light Green</mark>" & "<mark>Yellow</mark>"

Important Note - *Difference between, the Light Green & Yellow fields is that Yellow fields are Mandatory, you cannot upload the Quote, without answering the same.*
Keep going down to update details.

The file has 2 Tabs

<mark>General & Lines.</mark>
Click the Lines tab after you are done updating the General tab.
The Lines tab is where you will update the Part Number specific details.

Upon Clicking the Lines Tab, you will see Lines one below the other with all the attributes that you need to update the details with. Update details.

Again, Yellow fields are Mandatory & Light Green fields are Optional ☺

Once you are done updating all the details, on all the Part Numbers in the RFQ, you can, save upload the file to the system.

This time, from the dropdown, click Import

At Pop-up shows, you can, click browse, to select the file which you have updated, and upload the same to the system.

End Procedure

Ownership

Deepak Sovani

Version Control

Document Identification / Revision History				
Document Owner		Meghan Steele		
Document Title		Supplier Response to Cummins RFQ		
Version	**Release**	**Revised by**	**Date (MM/DD/YYYY)**	**Description**
Enter the release number here	Enter the release name here	DL or FEs name here	Enter the date of creation or maintenance	Write a description of the change here
001		Deepak	10/28/2017	Original version
Review and Approval				
Name		**Position**		
Meghan Steele		SCC Design Leader for Source		