

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.](#)

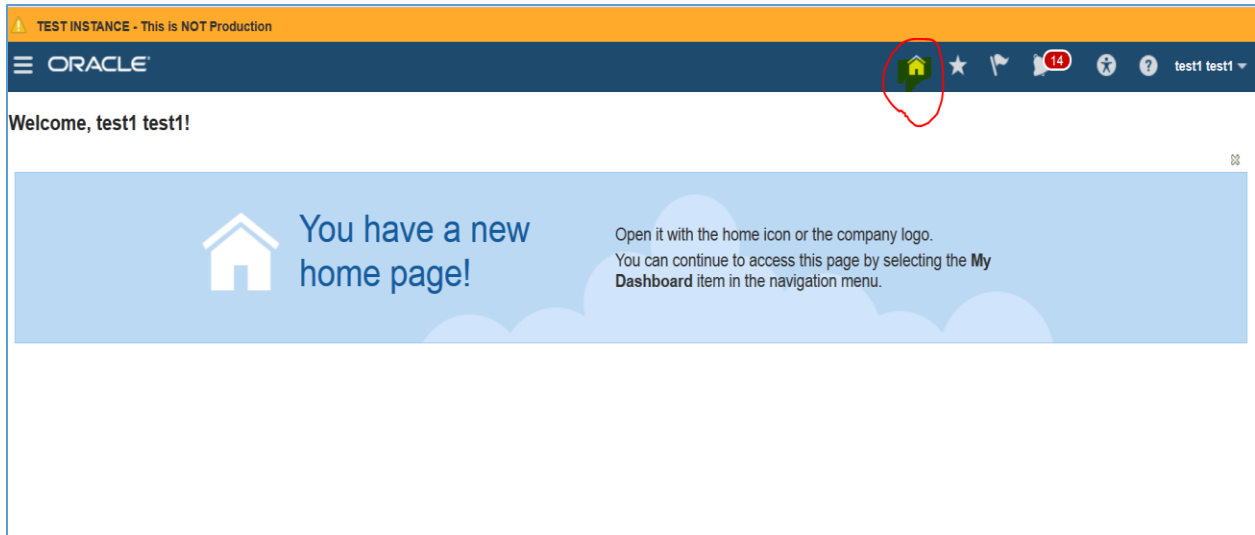
SIGN IN
ORACLE APPLICATIONS CLOUD

Sign In
Enter your single sign-on user ID and password.

Sign In
[Forgot Password](#)

Sign In using my Company's Sign-in
Click to be redirected to your company's single sign-on server for authentication.
Sign In

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



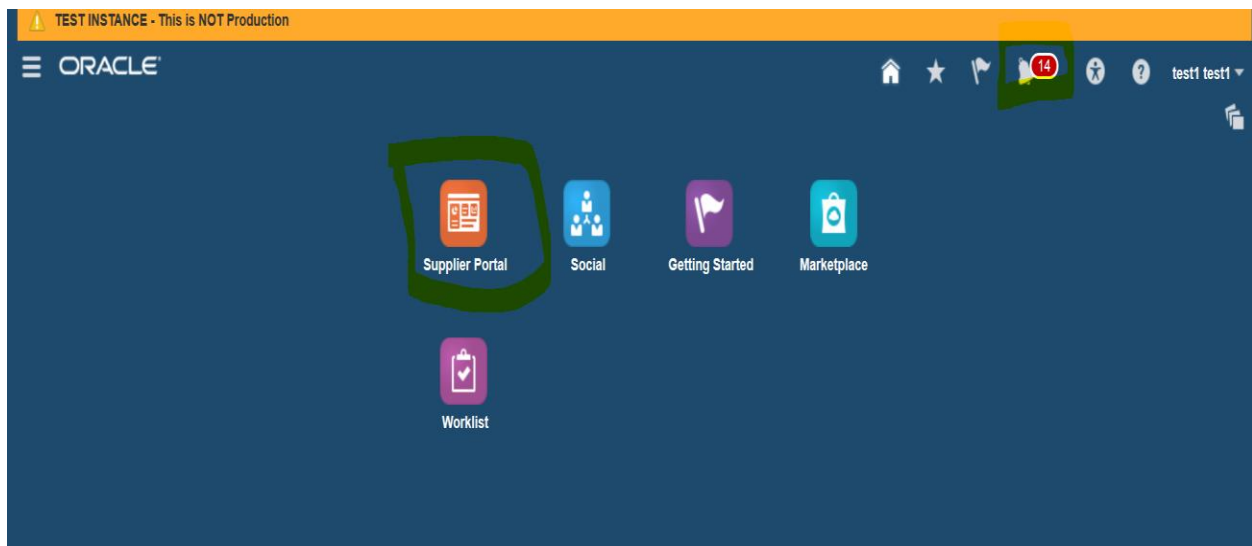
On the Home Page you will notice the "Bell" Icon at the top, this is the Notification Tab. You can see all your Notifications there from the latest to the oldest.

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 **Supplier Portal** 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 **Summary** 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. **Orders & Agreements**.

Next Go to the **Negotiations** 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.

The screenshot displays the Oracle Procurement Cloud interface. At the top, the Oracle logo is visible on the left, and navigation icons (home, flag, notifications with '14', user profile, help) are on the right. The user is logged in as 'test1 test1'. The main navigation bar includes 'Overview', 'Summary', 'Orders', 'Agreements', and 'Negotiations' (which is circled in red). Below this, there are 'Messages' and 'Refresh' buttons, and the time zone is set to 'Eastern Standard Time'.

The 'Ongoing Negotiations' section is active, showing a table with columns: Negotiation, Title, Negotiation Type, Time Remaining, Response, Response Status, Unread Messages, and Recommended Action. The table contains four rows of data, all with 'RFQ' as the negotiation type and 'Pending award' as the response status.

The 'Open Invitations' section is also visible, with columns: Negotiation, Title, Negotiation Type, Supplier Site, Close Date, Will Participate, Unread Messages, View PDF, and Response Spreadsheet. It shows two rows of data.

The 'Completed Negotiations' section is currently empty, with a filter for 'Completed Since' set to '28-Oct-2016 5:03 PM'. The table columns are: Negotiation, Title, Negotiation Type, Close Date, Response, Supplier Site, Award Amount, Purchasing Documents, and Details. A message states 'No data to display'.

Negotiation	Title	Negotiation Type	Time Remaining	Response	Response Status	Unread Messages	Recommended Action
N201000005	new test update	RFQ	0 Seconds	1020	Pending award	0	View Response History
N301000019	Training RFQ	RFQ	0 Seconds	1043	Pending award	0	View Response History
N201000000	Test Afternoon	RFQ	0 Seconds	1009	Pending award	0	View Response History
N201000001	Testing RFQ Spanish	RFQ	0 Seconds	1008	Pending award	0	View Response History

Negotiation	Title	Negotiation Type	Supplier Site	Close Date	Will Participate	Unread Messages	View PDF	Response Spreadsheet
N101000035	RFQ for ER 175482	RFQ		31-Oct-2017 5:2...		0	PDF	Spreadsheet
N401000130	Helen RFQ 26 Oct	RFQ		02-Nov-2017 8:...		0	PDF	Spreadsheet

Negotiation	Title	Negotiation Type	Close Date	Response	Supplier Site	Award Amount	Purchasing Documents	Details
No data to display.								

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.

Negotiation	Title	Negotiation Type	Supplier Site	Close Date	Will Participate	Unread Messages	View PDF	Response Spreadsheet
N101000035	RFQ for ER 175482	RFQ		31-Oct-2017 5:2...		0		
N401000130	Helen RFQ 26 Oct	RFQ		02-Nov-2017 8:...		0		

Negotiation	Title	Negotiation Type	Close Date	Response	Supplier Site	Award Amount	Purchasing Documents	Details
No data to display.								
Columns Hidden 1								

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.

Will Participate Yes No

Note to Buyer: Yes I should be able to send my detailed Quote, by Monday.

OK Cancel

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)

Negotiation	Title	Negotiation Type	Supplier Site	Close Date	Will Participate	Unread Messages	View PDF	Response Spreadsheet
N101000035	RFQ for ER 175482	RFQ		31-Oct-2017 5:2...	Yes	0		
N401000130	Helen RFQ 26 Oct	RFQ		02-Nov-2017 8:...		0		

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.

TEST INSTANCE - This is NOT Production

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Overview Requirements Lines Review

Create Response (Quote 1044): Overview

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 28-Oct-2017 5:56 PM
Time Zone Eastern Standard Time

Title RFQ for ER 175482 Close Date 31-Oct-2017 5:21 PM

Time Remaining 2 Days 23 Hours

General

Supplier [Redacted]

Reference Number 28102017

Negotiation Currency USD

Response Currency USD

Price Precision 4 Decimals Maximum

Response Valid Until 12-Sep-2018 5:56 PM

Note to Buyer I have responded, based on the details provided. I have attached copy of profile for reference.

Attachments None

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.*

The screenshot shows the Oracle Procurement Cloud interface for creating a response to a quote. The page title is "Create Response (Quote 1044): Overview". The breadcrumb navigation includes "Overview", "Requirements", "Lines", and "Review". The "Overview" tab is active. The page contains several fields and sections:

- Title:** RFQ for ER 175482
- Close Date:** 31-Oct-2017 5:21 PM
- Time Remaining:** 2 Days 23 Hours
- General Section:**
 - Supplier:** [Redacted]
 - Reference Number:** 28102017
 - Negotiation Currency:** USD
 - Response Currency:** USD
 - Price Precision:** 4 Decimals Maximum
 - Response Valid Until:** 12-Sep-2018 5:56 PM
 - Note to Buyer:** I have responded, based on the details provided, I have attached copy of profile for reference.
 - Attachments:** None

The page also includes a top navigation bar with the Oracle logo, a home icon, a notification bell with "14", and a user profile icon labeled "test1 test1". A progress bar at the top indicates the current step in the process.

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.

Create Response (Quote 186542): Overview

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 13-Jul-2020 3:18 PM
Time Zone Eastern Standard Time

Title test for John issue - Recurring template
Close Date 13-Jul-2021 3:07 PM

Time Remaining 364 Days 23 Hours

General

Supplier THYSSENKRUPP CRANKSHAFT CO LLC

Negotiation Currency USD

Response Currency USD

Price Precision 4 Decimals Maximum

Response Valid Until 05-nmm-yyy h:mm a

Response Type Primary
Alternate

Reference Number

Note to Buyer

Attachments None

Click OK on the message window that pops up.

Create Response (Quote 186542): Overview

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 13-Jul-2020 3:18 PM
Time Zone Eastern Standard Time

Title test for John issue - Recurring template
Close Date 13-Jul-2021 3:07 PM

Time Remaining 364 Days 23 Hours

General

Supplier THYSSENKRUPP CRANKSHAFT CO LLC

Negotiation Currency USD

Response Currency EUR

Price Precision 4 Decimals Maximum

Response Valid Until 05-nmm-yyy h:mm a

Response Type Primary
Alternate

Reference Number

Note to Buyer

Attachments None

Warning
Any prices that you already entered in the previous currency won't be converted to the new response currency.
OK

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

TEST INSTANCE - This is NOT Production

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Overview Requirements Lines Review

Create Response (Quote 1044): Overview

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 28-Oct-2017 6:15 PM
Time Zone Eastern Standard Time

Title RFQ for ER 175482
Close Date 31-Oct-2017 5:21 PM

Time Remaining 2 Days 23 Hours

General

Supplier

Negotiation Currency USD

Response Currency USD

Price Precision 4 Decimals Maximum

Response Valid Until 12-Sep-2018 5:56 PM

Reference Number 28102017

Note to Buyer I have responded, based on the details provided. I have attached copy of profile for reference.

Attachments None

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.

Overview Requirements Lines Review

Create Response (Quote 1044): Requirements Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 29-Oct-2017 8:57 AM
Time Zone Eastern Standard Time

Time Remaining 2 Days 8 Hours Close Date 31-Oct-2017 5:21 PM

Section 1. CMI Standard Header Requirements

- Cummins Inc., a global power leader, is a corporation of complementary business units that design, manufacture, distribute and service engines and related technologies, including fuel systems, controls, air handling, filtration, emission solutions and electrical power generation systems.
 a. No Response Required
- * Have you read and accepted [Terms and Conditions](#)?
Select Link for Terms and Conditions
 a. Yes
 b. No
Comments
- * Have you read and signed [Supplier Code of Conduct](#)?
Select link to open Supplier Code of Conduct
 a. Yes
 b. No
Comments
- * Have you reviewed the Cummins' [Customer Specific Requirements](#)?
Formally known as the Supplier Handbook
 a. Yes
 b. No
- * Have you already signed the Cummins Warranty Sharing Agreement ?
 a. Yes
 b. No
- * Have you reviewed Cummins' [Shipping and Transportation Guide](#)?
Select link to open Shipping and Transportation Guide
 a. Yes
 b. No
Comments
- Link to [TCO Quote Form](#)
Download the TCO Quote Form and update, attach as needed

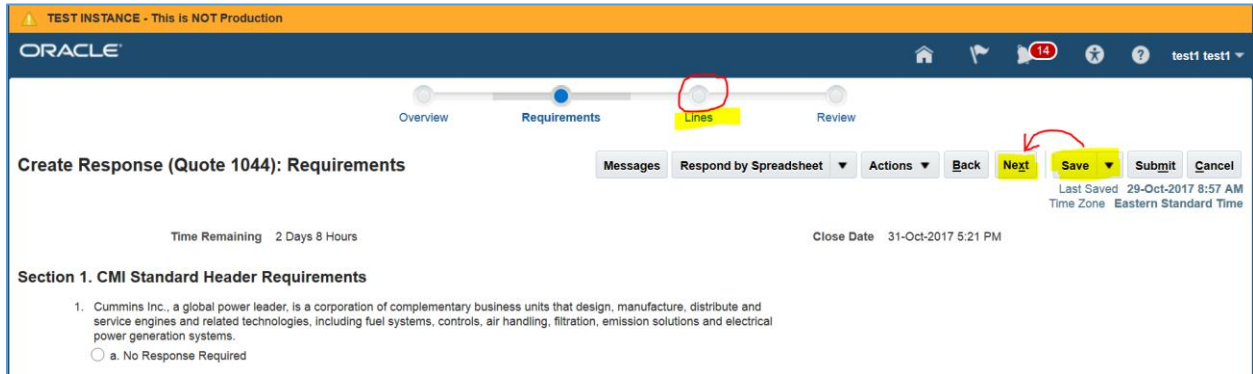
You can see there are live Links and, if you click any of them, they will take you to the exact location on www.Supplier.Cummins.com where that information is available.

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.

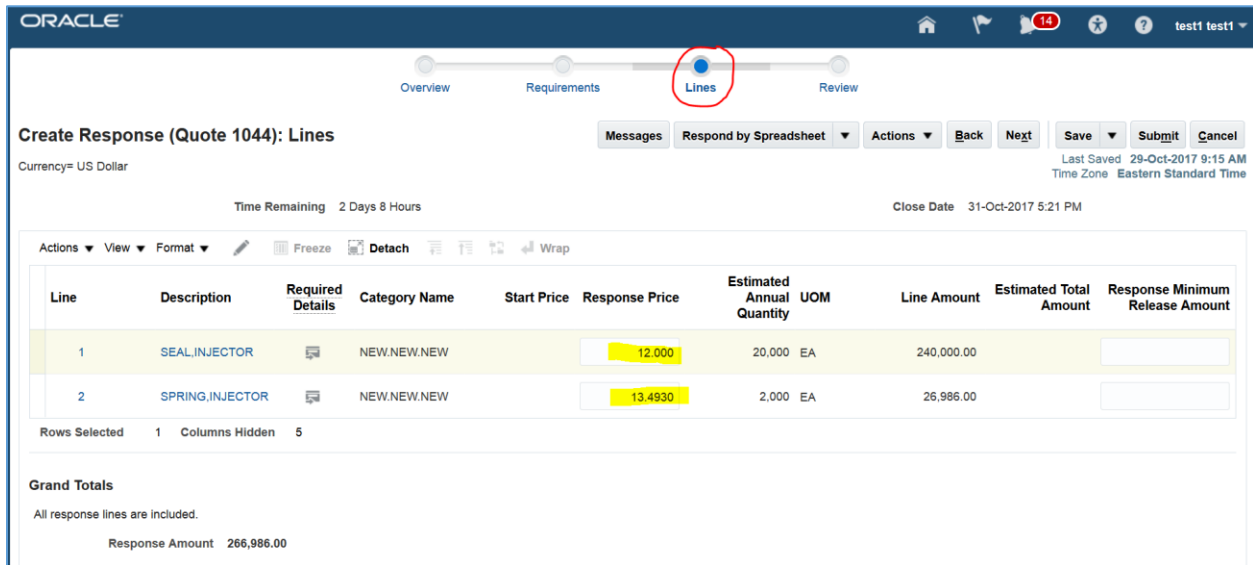
Once you have updated the Requirements Tab, click Save & Next, as usual to go to the Next tab. alternatively, you can click the ball above the next tab which is Lines.



Once on the Lines tab, you will have to enter your Part Specific Quote.

The Response Price 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

The screenshot shows the Oracle 'Create Response (Quote 1044): Lines' interface. The 'View' dropdown menu is open, and the 'Columns' option is selected. The 'Manage Columns...' option is highlighted in yellow. The main table displays two lines with columns for Category Name, Item, Response Price, Estimated Annual Quantity, UOM, and Note to Buyer.

Line	Category Name	Item	Response Price	Estimated Annual Quantity	UOM	Note to Buyer
1	EW.NEW.NEW	3937142	12.0000	20,000	EA	
2	EW.NEW.NEW	3417141	13.4930	2,000	EA	

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 screenshot shows the Oracle 'Create Response (Quote 1044): Lines' interface. Line 1 is selected, highlighted in blue. The pencil icon in the 'View' dropdown menu is highlighted in yellow. The main table displays two lines with columns for Line, Description, Required Details, Category Name, Start Price, Response Price, Estimated Annual Quantity, UOM, Line Amount, Estimated Total Amount, and Response Minimum Release Amount.

Line	Description	Required Details	Category Name	Start Price	Response Price	Estimated Annual Quantity	UOM	Line Amount	Estimated Total Amount	Response Minimum Release Amount
1	SEAL,INJECTOR		NEW.NEW.NEW		12,000	20,000	EA	240,000.00		
2	SPRING,INJECTOR		NEW.NEW.NEW		13,4930	2,000	EA	26,986.00		

Rows Selected: 1 Columns Hidden: 5

Grand Totals
All response lines are included.
Response Amount: 266,986.00

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.

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Lines: Edit Line: 1 (Quote 1044)

Currency= US Dollar

Item 3937142

Close Date 31-Oct-2017 5:21 PM

Revision

Target Minimum Release Amount

Description SEAL, INJECTOR

Response Minimum Release Amount

Category Name NEW,NEW,NEW

Note to Buyer All details updated

Start Price

* Response Price 12.0000

Attachments None +

Estimated Quantity 20,000

UOM EA

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

TEST INSTANCE - This is NOT Production

ORACLE

Lines: Edit Line: 1 (Quote 1044)

Currency= US Dollar

Item 3937142

Close Date 31-Oct-2017 5:21 PM

Attachments

Actions View + X

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	Browse... No file selected.			test1.test1@gm...	29-Oct-2017 5:21 PM

Rows Selected 1 Columns Hidden 1

OK Cancel

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

Attributes		Target Value	Response Value
Attribute			
Delivery			
▶ Taxation and Surcharge			
▶ Yearly Estimated Quantity Projection			
▶ Packaging			
▶ Tooling			
▶ Quantity			
▶ Cost			
▶ Design Ownership / Re-manufacturing Rights			
▶ Quality			

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.

Attributes		Target Value	Response Value
Attribute			
▶ Delivery			
▶ Manufacturing Location	*		Nashville TN
▶ Lead Time in Days - First Time Buy	*		15
▶ Lead Time in Days - Production	*		5
▶ Country of Origin	*		USA
▶ Taxation and Surcharge			
▶ Yearly Estimated Quantity Projection			
▶ Packaging			

Attributes		Target Value	Response Value
Attribute			
▶ Delivery			
▶ Taxation and Surcharge			
▶ Surcharge / Duties			10%
▶ VAT			Not Applicable
▶ Other Taxes			Not Applicable

Attributes		Target Value	Response Value
▶	Delivery		
▶	Taxation and Surcharge		
▶	Yearly Estimated Quantity Projection		
▶	Packaging		
▶	Tooling		
▢	Tool Cost	*	40000
▢	Tool Amortization Cost per Unit		1
▢	Tool Life in Units		40000
▢	Tool Amortization Quantity		40000
▶	Quantity		

Example format: #,##0.###

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

Attributes		Target Value	Response Value
▶	Delivery		
▶	Taxation and Surcharge		
▶	Yearly Estimated Quantity Projection		
▶	Packaging		
▢	Complete and attach Packaging Data Sheet?		Attached

▶	Packaging		
▶	Tooling		
▶	Quantity		
▢	Minimum Order Quantity		500
▢	Packaged or Box Quantity (Fixed Lot Multiplier)		50
▢	Planned Capacity (Units per Year)		60000
▢	Transportation Cost		0.50
▶	Cost		
▶	Design Ownership / Re-manufacturing Rights		
▶	Quality		

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 **Save and Close**
 And repeat the above for all part numbers within the RFQ.

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Lines: Edit Line: 1 (Quote 1044)

Currency= US Dollar

Item 3937142

Close Date 31-Oct-2017 5:21 PM

Revision

Description SEAL_INJECTOR

Category Name NEW.NEW.NEW

Start Price

* Response Price 12.0000

Estimated Quantity 20,000

UOM EA

Attributes

Messages 1: SEAL_INJECTOR

Save Save and Close Cancel

Last Saved 29-Oct-2017 9:36 AM

Target Minimum Release Amount

Response Minimum Release Amount

Note to Buyer All details updated

Attachments Testing Excel Attachment.xlsx

TEST INSTANCE - This is NOT Production

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Lines: Edit Line: 2 (Quote 1044)

Currency= US Dollar

Item 3417141

Close Date 31-Oct-2017 5:21 PM

Revision

Description SPRING_INJECTOR

Category Name NEW.NEW.NEW

Start Price

* Response Price 13.4930

Estimated Quantity 2,000

UOM EA

Attributes

Messages

Save Save and Close Cancel

Last Saved 29-Oct-2017 10:18 AM

Target Minimum Release Amount

Response Minimum Release Amount

Note to Buyer

Attachments None

Error

You must enter a response value for all the required attributes in group Packaging for line 2. (PDN-2085392)

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"

ORACLE

Create Response (Quote 1044): Lines

Currency= US Dollar

Time Remaining 2 Days 7 Hours

Close Date 31-Oct-2017 5:21 PM

Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 29-Oct-2017 10:23 AM
Time Zone Eastern Standard Time

Line	Description	Required Details	Category Name	Response Price	Estimated Annual Quantity	UOM	Note to Buyer	Line Amount
1	SEAL_INJECTOR		NEW.NEW.NEW	12.0000	20,000	EA	All details updated	240,000.00
2	SPRING_INJECTOR		NEW.NEW.NEW	13.4930	2,000	EA		26,986.00

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.

The screenshot shows a search interface for RFQs. At the top, there are search filters for Negotiation, Title, and Negotiation Close By. On the right, there are filters for Invitation Received, Response Submitted, and Negotiation Open Since. Below the filters is a table of search results. The table has columns for Negotiation, Title, Negotiation Type, Time Remaining, Close Date, Your Responses, Will Participate, Unread Messages, View PDF, and Response Spreadsheet. The third row is highlighted in blue and contains the following data:

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
N701001932	test for John issue -- Recurring template	RFQ	361 Days 4 Hours	13-Jul-2021 3:0...	1		0		
N501001571	RFQ multi plant	RFQ	364 Days 23 Ho...	17-Jul-2021 10:...	0		0		
N501001570	RFQ	RFQ	364 Days 23 Ho...	17-Jul-2021 10:...	1		0		

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.

The screenshot shows the details page for RFQ N501001570. The page is titled "Overview" and includes sections for Requirements, Lines, Negotiation Controls, and Response Rules. The "Additional Information" section is highlighted in yellow and contains the text "Plant Ship To Location - UK,DAR,DEP".

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 Lines

Expand All

General

Schedule

Synopsis

Preview Date

Close Date 17-Jul-2021 10:09 AM

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

Outcome Global Blanket Purchase Agreement

Attachments None

Open Date 17-Jul-2020 10:11 AM

Award Date

Time Zone Eastern Standard Time

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

Status Active

Open Date 17-Jul-2020 10:11 AM

Close Date 17-Jul-2021 10:09 AM

Time Remaining 364 Days 23 Hours

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Requirements

Lines

Summary

View Format Freeze Detach Wrap

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

Columns Hidden 4

Line: 1 (RFQ N501001571)

Currency = US Dollar

Item 3990733

Revision

Description COVERACCESS HOLE

Category Name NEWNEWNEW

Estimated Quantity 2,000

UOM EA

Start Price

Minimum Release Amount Note to Suppliers

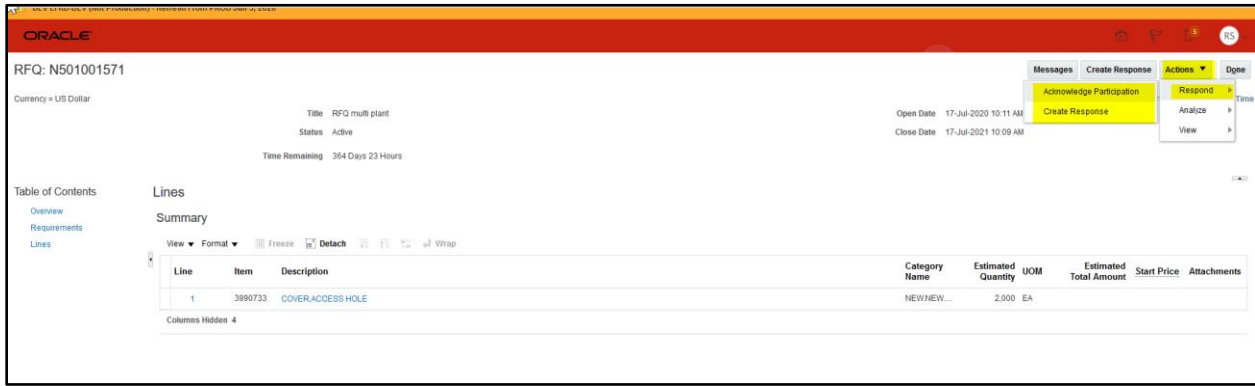
Attachments None

Attributes

View Format Freeze Detach Wrap

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



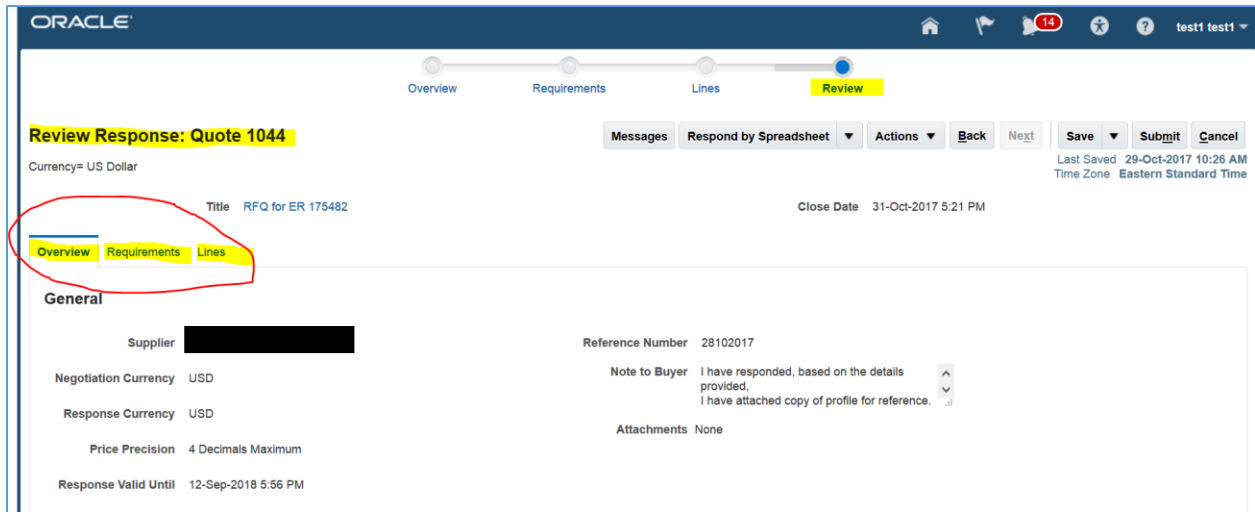
The Review Tab

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

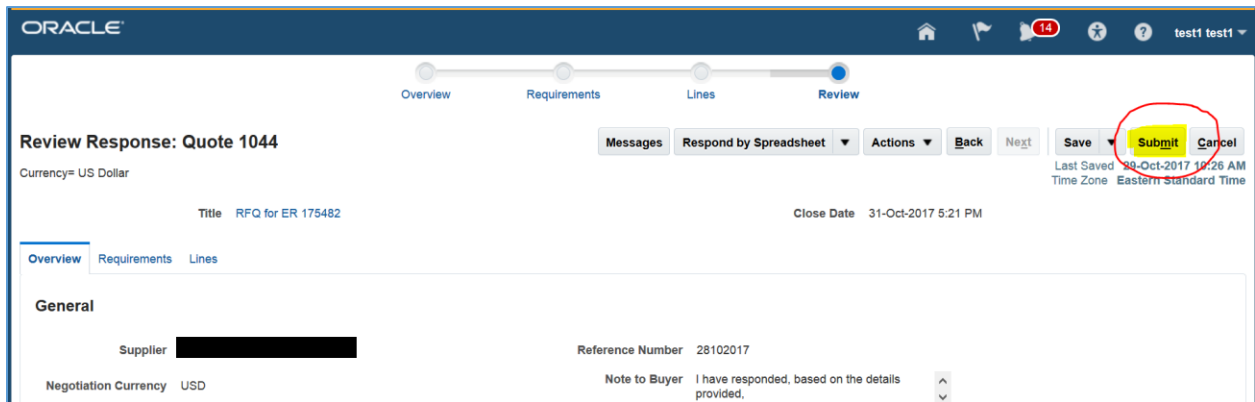
On the **Lines** page you can review, what you have quoted for all the part numbers.



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.

The screenshot shows the Oracle Supplier Portal interface. At the top right, there is a notification bell icon with a red circle around it and a red '4' indicating four notifications. Below the bell icon is a 'Pending Notifications' panel. The panel contains a search bar and a list of notifications. The first notification is highlighted in yellow: 'Action Required: You Are Invited to Negotiation N101000035 (RFQ for ER 175482)' dated 28-Oct-2017. Other notifications include 'FYI: Negotiation N301000019 (Training RFQ) Was Closed' and several 'Action Required: You Are Invited to Negotiation' messages for various RFQs.

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

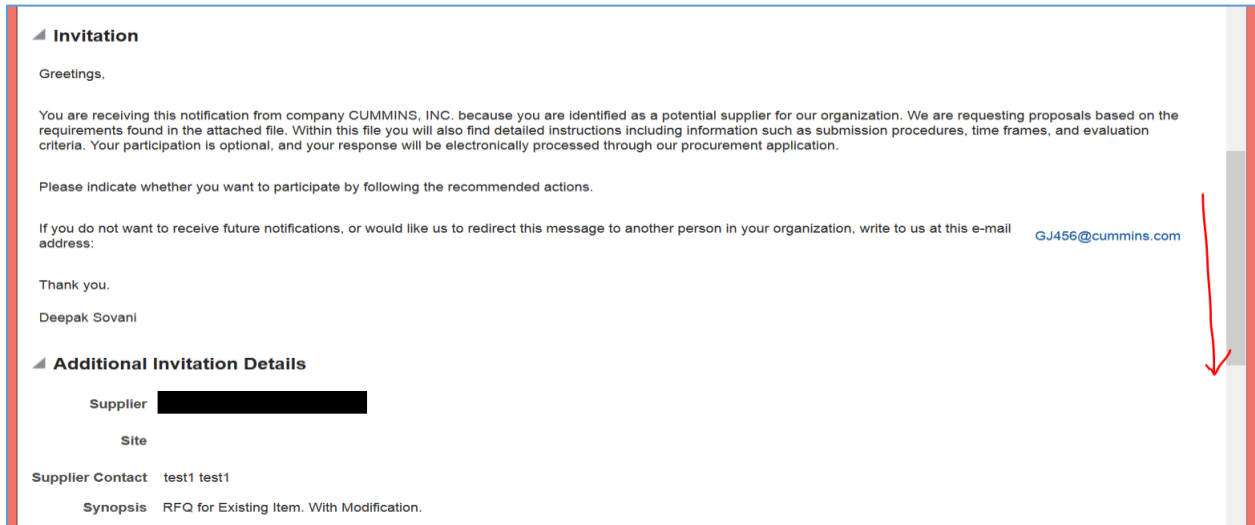
The screenshot shows a pop-up window titled 'You Are Invited to Negotiation N101000035 (RFQ for ER 175482)'. The page displays the following details:

- Assignee:** test1 test1
- Supplier:** [Redacted]
- Preview Date:** [Redacted]
- From:** Deepak Sovani
- Company:** CUMMINS, INC.
- Open Date:** 28-Oct-2017 4:41 PM
- Assigned Date:** 28-Oct-2017 4:41 PM
- Negotiation Title:** RFQ for ER 175482
- Close Date:** 31-Oct-2017 5:21 PM
- Expiration Date:** 31-Oct-2017 5:21 PM
- Negotiation:** N101000035
- Due Date:** 29-Oct-2017 4:41 PM
- Task Number:** 200880

Below the details, there is a 'Recommended Actions' section with two bullet points:

- Communicate your intent to participate in the negotiation. Include a message to the buyer in the provided field.
- Download the negotiation details document attached to this notification.

At the bottom, there is an 'Invitation' section. A yellow arrow on the right side of the page points downwards, indicating the direction to scroll for more information.



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.



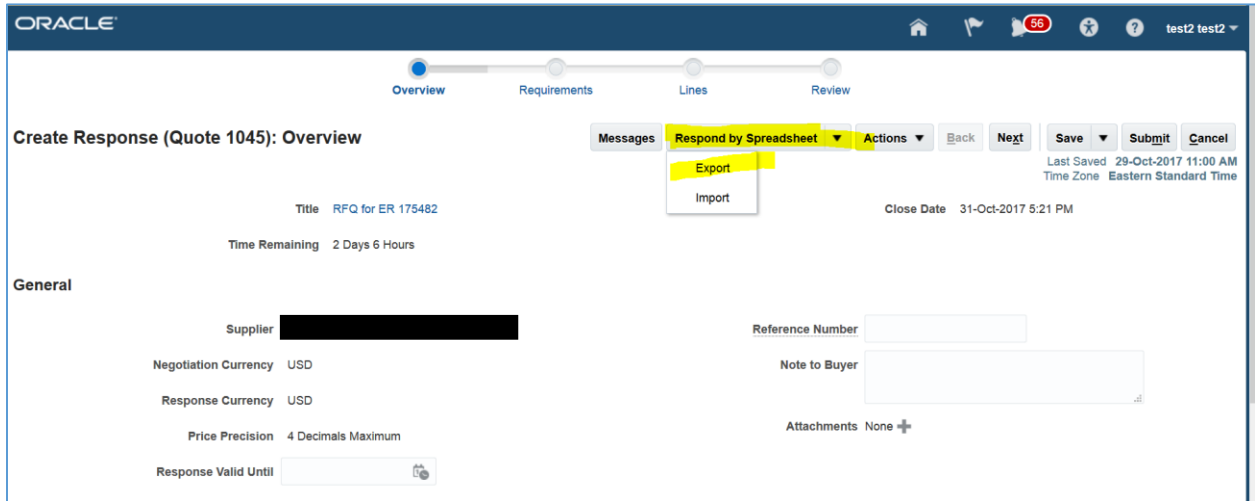
And then follow the **same steps as mentioned from Page 6 to 16, in this document.**

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).

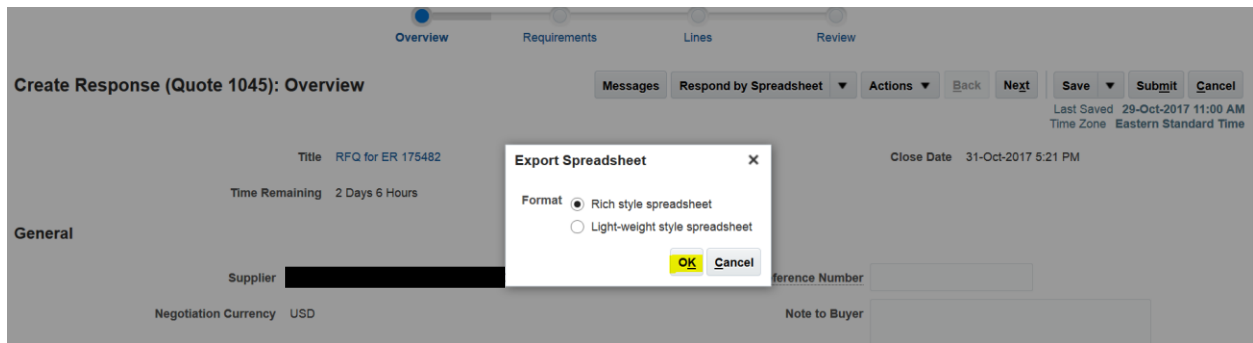
When you start creating a Quote (Create a Response)

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

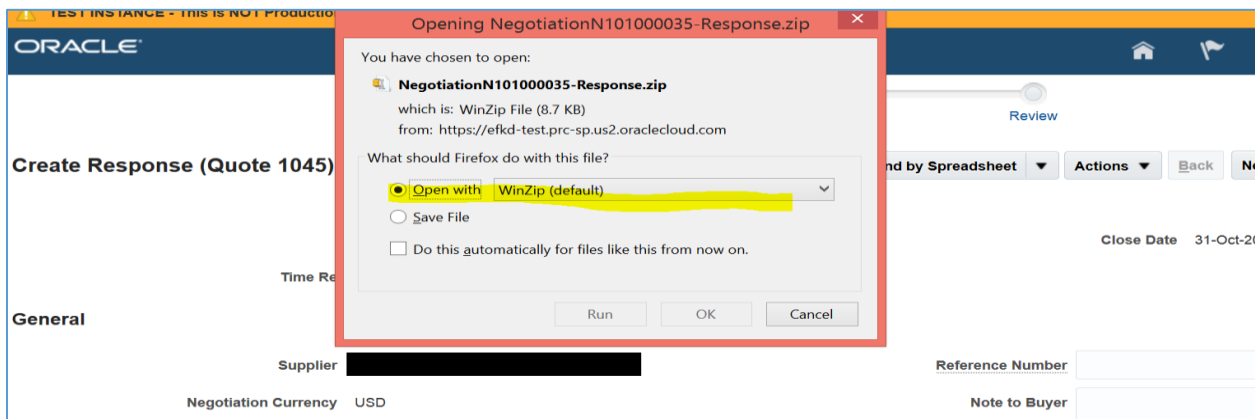
Click Export to download RFQ in spreadsheet form so that you can add details.



It will show you a Pop-up, choose any and say OK

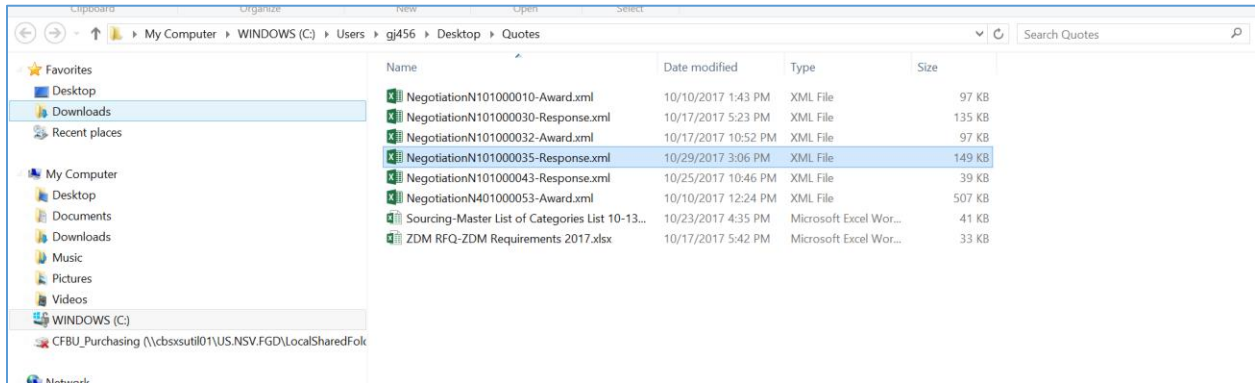
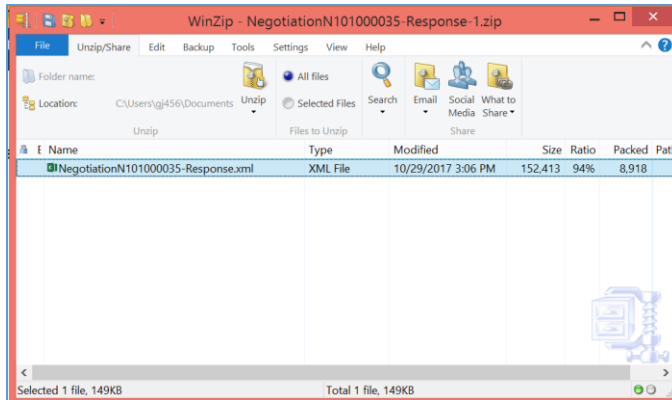


It opens another Pop-up, select open with

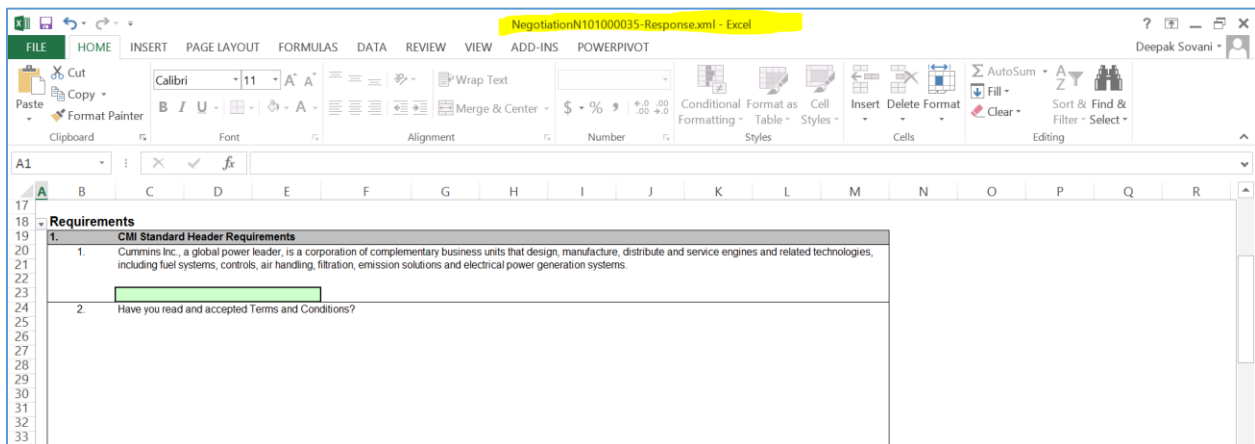


Important - This process may vary for each individual computer; however, our goal is to reach the Excel spreadsheet that we can use to upload our Quote.

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 "Light Green" & "Yellow"

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.

1 RFQ for ER 175482

Negotiation RFQ N101000035	Company CUMMINS, INC.
Close Date 10/31/2017 17:21	Buyer Sovani, Deepak
Negotiation Currency USD	Phone
Response Currency USD	E-Mail CJ456@cummins.com
Price Precision 4	Supplier
	Supplier Site

10 **General**

11 Response Valid Until 12/30/217 Example: 10/29/2017 11:06

12 Reference Number 12345

15 Note to Buyer

16 Update for all Parts

18 **Requirements**

19 1. CMI Standard Header Requirements

20 Cummins Inc., a global power leader, is a corporation of complementary business units that design, manufacture, distribute and service engines and related technologies, including fuel systems, controls, air handling, filtration, emission solutions and electrical power generation systems.

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23 a. No Response Required

24 2. Have you read and accepted Terms and Conditions?

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65 Hint: Select link to open Supplier Code of Conduct

66 a. Yes

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68 Comments

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71 4. Have you reviewed the Cummins' Customer Specific Requirements?

72 Hint: Formally known as the Supplier Handbook

73 a. Yes

74 5. Have you already signed the Cummins Warranty Sharing Agreement ?

75 b. No

76 5.b.1. Are you willing to sign the Cummins Warranty Sharing Agreement?

77 a. Yes

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79 6. Have you reviewed Cummins' Shipping and Transportation Guide?

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The file has 2 Tabs

General & Lines.

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.

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105 Hint: Select link to open Shipping and Transportation Guide

106 b. No

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108 Comments

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111 7. Link to TCO Quote Form

112 Hint: Download the TCO Quote Form and update, attach as needed

113 (Target: No response required)

114 a. No response required

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117 Last Downloaded 10/29/2017 11:06

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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 😊

RFQ for ER 175482

Negotiation RFQ N101000035	Company CUMMINS, INC.
Close Date 10/31/2017 17:21	Buyer Sovani, Deepak
Negotiation Currency USD	Phone
Response Currency USD	E-Mail GJ456@cummins.com
Price Precision 4	Supplier
	Supplier Site

Lines Response Amount (USD) 210,000.00

Line	Item	Revision	Start Price	UOM	Estimated Quantity	Estimated Total Amount	Target Minimum Release Amount	Response Price	Response Minimum Release Amount	Note to Buyer	Target Price	Category Name	Note
1	SEALINJECTOR			EA	20000			10.5000				NEW NEW NEW	

Attribute	Target Value	Response Value
Delivery		
Manufacturing Location		Atlanta
Lead Time in Days - First Time Buy		40 <i>Numeric value only</i>
Lead Time in Days - Production		12 <i>Numeric value only</i>
Country of Origin		USA
Taxation and Surcharge		
Surcharge / Duties		
VAT		
Other Taxes		

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**

ORACLE

Overview Requirements Lines Review

Create Response (Quote 1045): Overview

Messages **Respond by Spreadsheet** Actions Back Next Save Submit Cancel

Title RFQ for ER 175482

Time Remaining 2 Days 6 Hours

Close Date 31-Oct-2017 5:21 PM

Last Saved 29-Oct-2017 11:00 AM
Time Zone Eastern Standard Time

General

Supplier [Redacted]

Negotiation Currency USD

Response Currency USD

Price Precision 4 Decimals Maximum

Response Valid Until [Calendar Icon]

Reference Number [Text Box]

Note to Buyer [Text Area]

Attachments None

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

Create Response (Quote 1045): Overview

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Title RFQ for ER 175482

Time Remaining 2 Days 6 Hours

Close Date 31-Oct-2017 5:21 PM

Last Saved 29-Oct-2017 11:00 AM
Time Zone Eastern Standard Time

Import Response

Importing data will overwrite any existing online data.

* File Name **Browse...** No file selected.

OK Cancel

End Procedure

