



eRFQ Quoting Training Manual

Version 3.1

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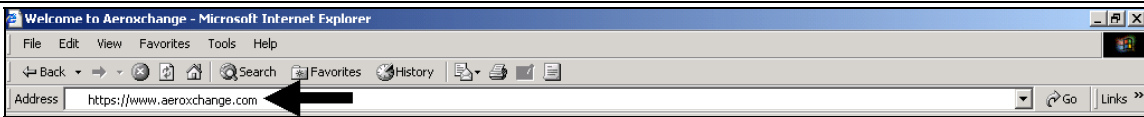
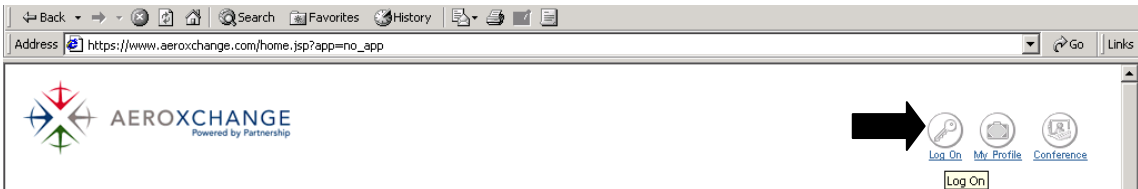
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QUOTE SUBMITTING PROCESS

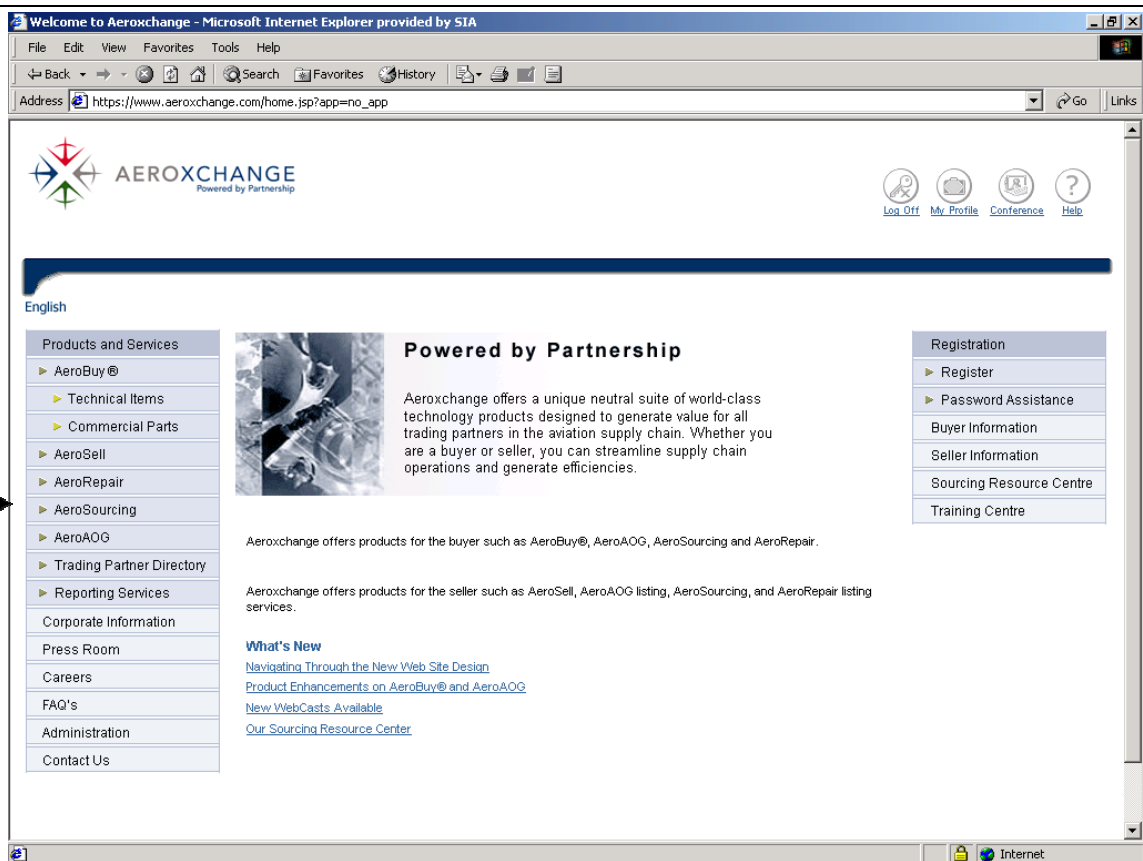
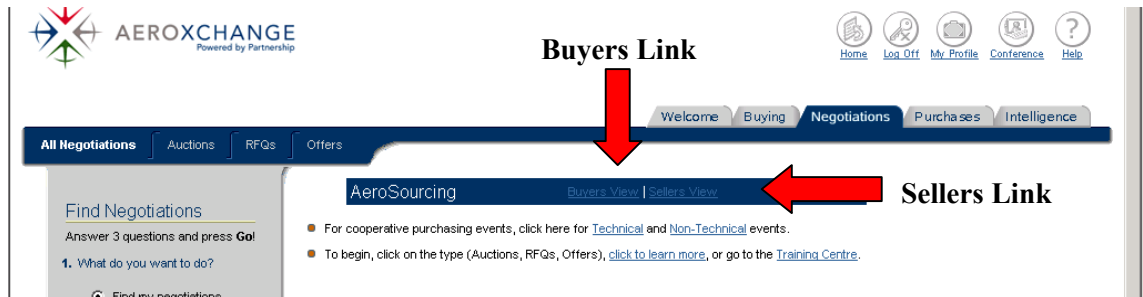
AS A BUYERS/SELLER, YOU CAN REVIEW AND SUBMIT QUOTES TO RFQS POSTED ON AEROXCHANGE BY OTHER BUYERS/SELLERS. IN PRIVATE RFQS, YOU CAN SUBMIT QUOTES TO RFQS TO WHICH YOU HAVE AN INVITATION.

LOG ON TO AEROXCHANGE

STEP	ACTION
	LOG ON TO AEROXCHANGE THROUGH INTERNET BROWSER OR <i>INTERNET LINK ON INVITATION EMAIL</i>
1A	<p>ACCESSING THE SITE THROUGH INVITATION EMAIL.</p> <p><u>PLEASE NOTE THAT THE TIME/ DATES STATED IN THE INVITATION EMAIL IS DEPENDANT ON YOUR PROFILE SETTING.</u></p> <p>Greetings from Aerexchange Ltd. Chris Pte Ltd:</p> <p>This email is to remind you to acknowledge participation for the following RFQ on Aerexchange</p> <p>Buyer: Auctioneer SQ Training RFQ Title: Trial RFQ RFQ Number: 26658 RFQ Open: October 14, 2002 02:21 am CTT RFQ Close: October 15, 2002 12:00 am CTT</p> <p>Invitation ID: 3570</p> <p>To register with Aerexchange, proceed to http://www.aerexchange.com:80/register/regstart.jsp?Affiliate=22614 (If you have already registered on Aerexchange, please do not register again). Please note that there is a lead time associated with the registration process.</p> <p>Once your registration has been approved, you will be able to place a quote on this RFQ by visiting http://www.aerexchange.com:80/auctions/bidViewAuction.jsp?auction_id=26658&app=buying. If you have been invited to a private invitation RFQ, please visit http://www.aerexchange.com:80/auctions/findInvitation.jsp?docType=RFQ&app=buying to find your private invitation.</p> <p>To acknowledge your intent to participate, please go to</p> 
1B	LAUNCH YOUR INTERNET BROWSER.
2	TYPE WWW.AEROXCHANGE.COM IN THE ADDRESS FIELD AND PRESS THE ENTER KEY.
	
3	<p>THE AEROXCHANGE HOME PAGE DISPLAYS. CLICK ON THE LOG ON BUTTON. ENTER YOUR USERNAME AND PASSWORD INTO THE LOGON BOXES. CLICK ON THE GO BUTTON.</p> 

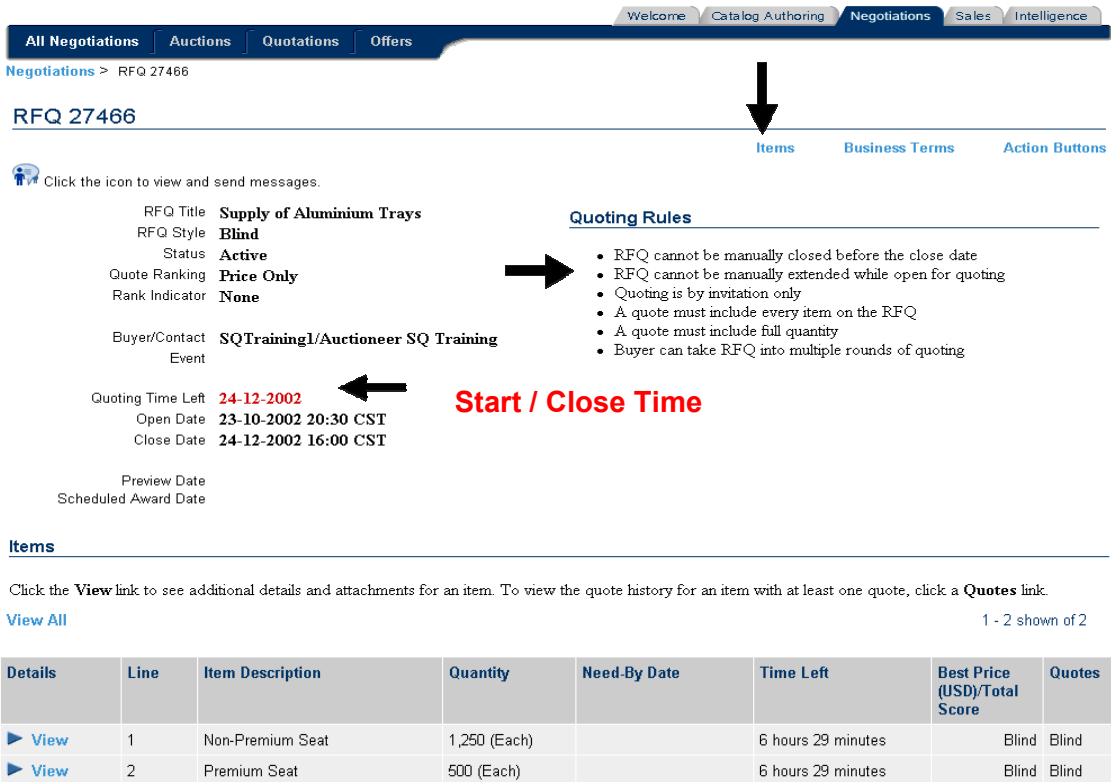
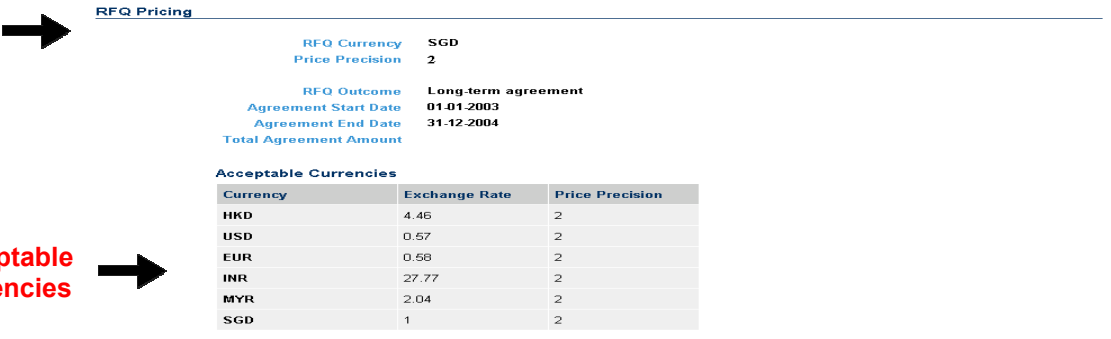
STEP	ACTION
	<div><div>Log In - Microsoft Internet Explorer provided by SIA</div><div><div>File Edit View Favorites Tools Help</div><div>Back Forward Stop Search Favorites History Print</div><div>Address https://www.aerexchange.com/services/login.jsp Go Links</div></div><div><div> AEROXCHANGE Powered by Partnership</div><div> Home  Log On  My Profile  Conference</div></div><div>Please Log On</div><div>New to Aerexchange Ltd.? Click here to register</div><div><div>Already registered? Enter your username & password</div><div><div> * Username <input type="text"/></div><div><div>* Password <input type="password"/></div><div>I forgot my password</div></div><div><div>Log On</div></div></div><div>* Indicates a required field</div><div>If you've already registered and still have questions about your registration status, click here</div></div></div>

LOCATE RFQ

STEP	ACTION
4	CLICK ON THE AEROSOURCING LINK.
	
5	<p>THE AEROSOURCING PAGE DISPLAYS.</p> <p>THERE ARE TWO VIEWS LISTED BUYERS AND SELLERS. IF YOU ARE SELLING ITEMS THEN YOU WILL CLICK THE SELLERS LINK. IF YOU ARE BUYING ITEMS THEN YOU WILL CLICK THE BUYERS LINK.</p>  <p>THERE ARE THREE TYPES OF NEGOTIATIONS: AUCTIONS, QUOTATIONS, AND OFFERS.</p>
6.1	<p>RFQs THAT YOU HAVE BEEN INVITED TO ARE DISPLAYED IN THE YOU'RE INVITED SECTION. FIND THE NEGOTIATION IN WHICH YOU ARE PARTICIPATING IN THE YOU'RE INVITED SECTION. CLICK ON THE RFQ NUMBER LINK IN THE NEGOTIATION COLUMN.</p>

STEP	ACTION
6.2	<p>LOCATING RFQS FOR SUPPLIER PRE-QUALIFICATION EXERCISE</p> <p>SELECT OPTION FIND NEGOTIATIONS SO I CAN PARTICIPATE. CLICK ON GO BUTTON TO DISPLAY RFQS THAT YOU HAVE BEEN INVITED TO PARTICIPATE IN. SELECT THE RFQ THAT YOU WISH TO PARTICIPATE. CLICK ON RESPOND BUTTON TO ACCESS THE RFQ.</p> <p>NOTE: REVIEW THE FIND NEGOTIATIONS INFORMATION TO IDENTIFY DIFFERENT METHODS FOR FINDING THE NEGOTIATION IN WHICH YOU ARE INTERESTED.</p>
	<p>The screenshot shows the AeroSourcing interface. On the left, the 'Find Negotiations' sidebar has three steps. Step 1, 'What do you want to do?', has two radio buttons: 'Find my negotiations' and 'Find negotiations so I can participate'. The second option is selected. Step 2, 'Find what negotiation types?', has a dropdown menu set to 'All Types'. Step 3, 'Search by?', has a dropdown menu set to 'Trading Partner' and a 'Go' button. On the right, the 'Negotiations at a Glance' section shows a table with columns: Negotiation, Type, Created By, Time Left/Close Date, Responses, Monitor, and Unread Messages. The first row is highlighted with an arrow pointing to the '7327 - Interior Seat Fabrics' RFQ. Below the table, there is a section titled 'You're Invited!' with a table of invitations. Arrows indicate the 'Go' button in the sidebar and the 'Respond' button in the 'You're Invited!' table.</p>
	<p>The screenshot shows the 'Results' page. At the top, there is a 'Select negotiation and...' button and 'View Negotiation' and 'Respond' buttons. Below this is a table with columns: Select, Type, Created By, Negotiation, Title, Event, Time Left/Close Date, Responses, and Unread Messages. The first row is highlighted with an arrow pointing to the 'Select' button. The table contains three rows of negotiations. The first row is for 'Test - Wine Menu Inserts II' with a '3 hours 1 minute' time left. The second row is for 'engnms' with a '2 days 15 hours' time left. The third row is for 'Cups' with a '23-06-2003' time left. Below the table, there is a 'Select negotiation and...' button and 'View Negotiation' and 'Respond' buttons. An arrow points to the 'Respond' button.</p>

REVIEW RFQ

STEP	ACTION
7	<p>THE RFQ PAGE DISPLAYS. REVIEW THE RFQ INFORMATION AND QUOTING RULES. EITHER CLICK ON THE ITEMS LINK OR SCROLL DOWN TO THE ITEMS SECTION.</p> <p>NOTE:</p> <ul style="list-style-type: none"> CLICK THE VIEW LINKS TO DISPLAY ADDITIONAL INFORMATION ABOUT ITEMS. THE TIME LEFT AND CLOSE DATE ARE IN RED DENOTING THAT IT IS NOT UPDATING. THE INFORMATION DISPLAYED WAS CAPTURED AS THE PAGE WAS ENTERED.
	 <p>The screenshot shows the RFQ 27466 page. At the top, there are tabs for 'All Negotiations', 'Auctions', 'Quotations', and 'Offers'. Below the tabs, the page title is 'RFQ 27466'. On the right side, there are links for 'Items', 'Business Terms', and 'Action Buttons'. The main content area is divided into two columns. The left column contains RFQ details: RFQ Title 'Supply of Aluminium Trays', RFQ Style 'Blind', Status 'Active', Quote Ranking 'Price Only', Rank Indicator 'None', Buyer/Contact 'SQTraining1/Auctioneer SQ Training', Event, Quoting Time Left '24-12-2002' (in red), Open Date '23-10-2002 20:30 CST', Close Date '24-12-2002 16:00 CST', Preview Date, and Scheduled Award Date. The right column contains 'Quoting Rules' with a list of rules: RFQ cannot be manually closed before the close date, RFQ cannot be manually extended while open for quoting, Quoting is by invitation only, A quote must include every item on the RFQ, A quote must include full quantity, and Buyer can take RFQ into multiple rounds of quoting. Below the details, there is an 'Items' section with a 'View All' link and a table showing 2 items. The table has columns: Details, Line, Item Description, Quantity, Need-By Date, Time Left, Best Price (USD)/Total Score, and Quotes. The first item is 'Non-Premium Seat' with a quantity of 1,250 (Each) and a time left of 6 hours 29 minutes. The second item is 'Premium Seat' with a quantity of 500 (Each) and a time left of 6 hours 29 minutes. Arrows in the original image point to the 'Items' link, the 'Quoting Rules' section, the 'Start / Close Time' text, and the 'View' link in the items table.</p>
8	<p>SCROLL DOWN TO REVIEW THE BUSINESS TERMS INFORMATION. INFORMATION ON RFQ PRICING, SHIPPING AND BILLING IS DISPLAYED. SCROLL TO THE BOTTOM OF THE PAGE.</p>
	 <p>The screenshot shows the 'RFQ Pricing' section. It contains the following information: RFQ Currency 'SGD', Price Precision '2', RFQ Outcome 'Long-term agreement', Agreement Start Date '01-01-2003', Agreement End Date '31-12-2004', and Total Agreement Amount. Below this, there is a table titled 'Acceptable Currencies' with columns: Currency, Exchange Rate, and Price Precision. The table lists the following currencies: HKD (4.46), USD (0.57), EUR (0.58), INR (27.77), MYR (2.04), and SGD (1). Arrows in the original image point to the 'RFQ Pricing' section and the 'Acceptable Currencies' table.</p>

PLACE QUOTES

STEP	ACTION																
9	THE RFQ CREATOR CAN ATTACH DOCUMENT OR TYPE NOTES ABOUT TO THE RFQ IN THE NOTES AND ATTACHMENTS SECTION. CLICK THE PLACE QUOTE BUTTON.																
	<div><div><div>Notes and Attachments</div><div><div><div>➔</div><div><div>Note to Suppliers</div><div>Please see attached files for Product Specifications, Shipping Details etc.</div></div></div></div><div><div>Attachments</div><table><tr><th>Type</th><th>Description</th><th>File/URL</th><th>View</th></tr><tr><td>File</td><td>Annex B - eRFQ Details and Product Specifications</td><td>Annex B - eRFQ Details and Product Specifications.doc</td><td>View</td></tr><tr><td>File</td><td>Annex C - SIA eRFQ Rules</td><td>Annex C - SIA eRFQ Rules.doc</td><td>View</td></tr><tr><td>File</td><td>Annex D - SIA Contract Terms & Conditions for Supply to SIA</td><td>Annex D - SIA Contract Terms & Conditions for Supply to SIA.doc</td><td>View</td></tr></table></div><div><div>↓</div><div><div>Top</div><div><div>Acknowledge Participation</div><div>Place Quote</div><div>View Quote History</div></div></div></div></div></div>	Type	Description	File/URL	View	File	Annex B - eRFQ Details and Product Specifications	Annex B - eRFQ Details and Product Specifications.doc	View	File	Annex C - SIA eRFQ Rules	Annex C - SIA eRFQ Rules.doc	View	File	Annex D - SIA Contract Terms & Conditions for Supply to SIA	Annex D - SIA Contract Terms & Conditions for Supply to SIA.doc	View
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10

THE PLACE FOR QUOTE PAGE DISPLAYS. YOU CAN PROVIDE COMMENTS IN THE **NOTE TO BUYER** BOX OR INCLUDE AN **ATTACHMENT**. SCROLL TO THE **RFQ ITEMS** SECTION.

NOTE:

- ATTACHMENTS CAN CONTAIN ADDITIONAL DESCRIPTIVE INFORMATION ABOUT YOUR BID SUCH AS TECHNICAL SPECIFICATIONS OR ENGINEERING DRAWINGS. THE ATTACHMENT FILE SIZE IS LIMITED TO 4 MB.
- ATTACHMENTS CAN ALSO BE ADDED AT THE ITEM LEVEL. PLEASE SEE THE NEXT PAGE.

Place Quote (RFQ 27466)

Enter quote information for this RFQ and press the **Continue** button below.

RFQ Title	Supply of Aluminium Trays		
RFQ Currency	SGD	Exchange Rate	Price Precision 2 decimals maximum Exchange Rate 0.57
Quote Currency	USD		
Quote Valid Until	23-12-2002	Your Quote Number	
Note to Buyer			
Attach Quote Documents			

RFQ Items

Close Date: 24-12-2002 CST

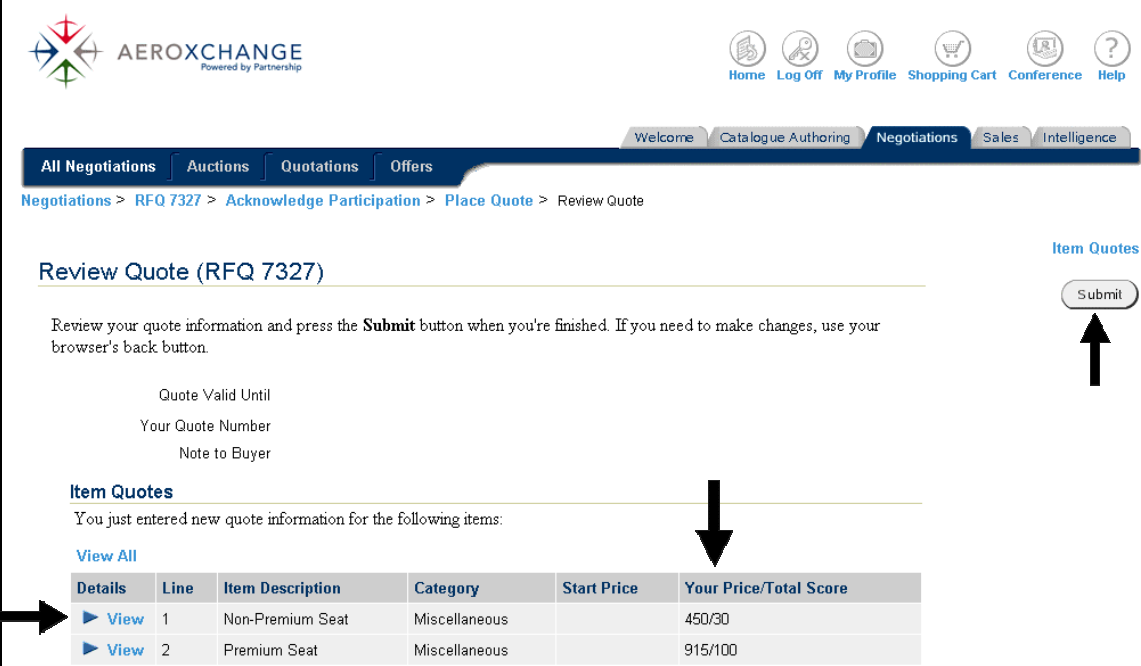
Click an **Item Description** link to see RFQ details and enter additional quote information.

View

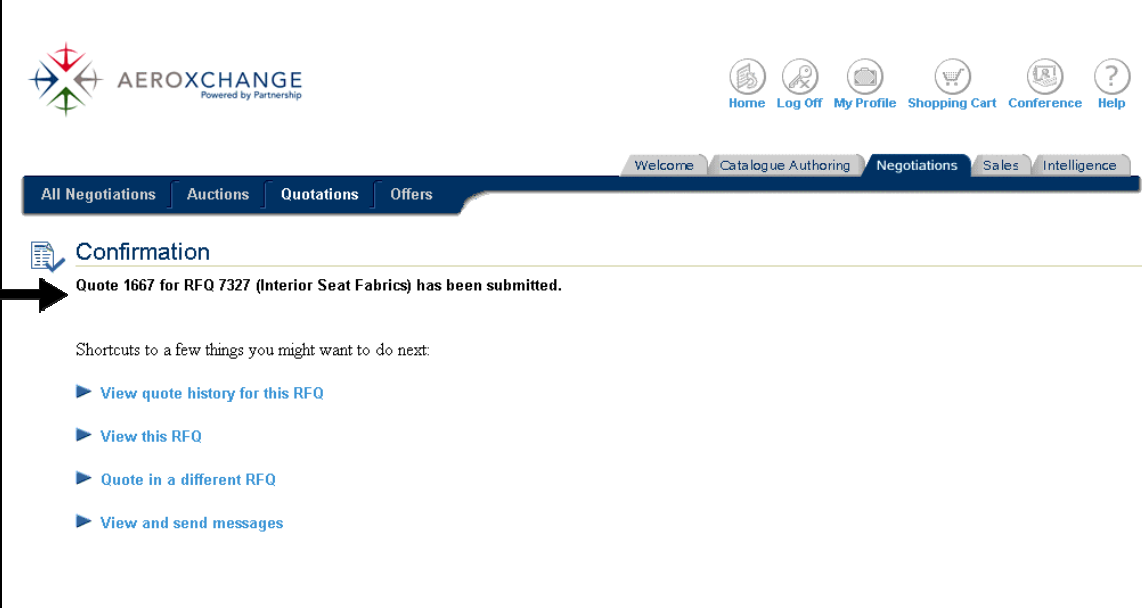
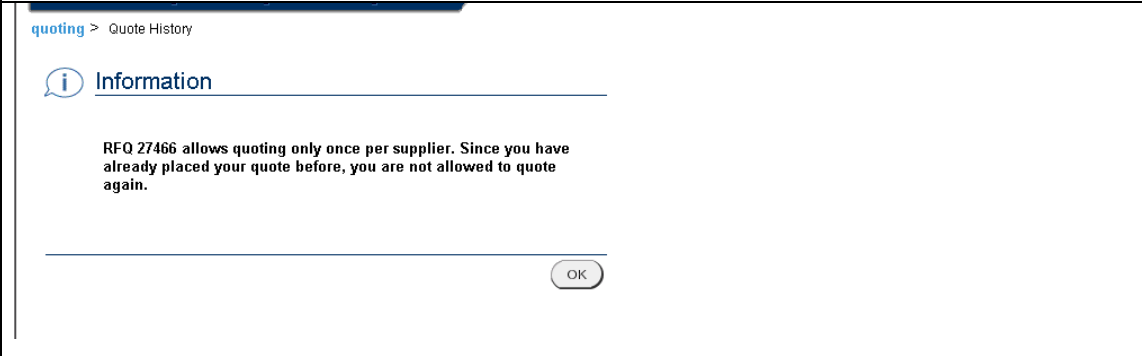
- > A quote must include every item on the RFQ
- > A quote must include full quantity

STEP	ACTION																																																																																				
11	<p>ENTER A VALUE IN THE QUOTE PRICE COLUMN FOR EACH ITEM. THEN SELECT A VALUE FROM THE DROP-DOWN LIST FOR EACH REQUIRED ATTRIBUTE.</p> <p>SCROLL TO THE BOTTOM OF THE PAGE AND CLICK THE CONTINUE BUTTON.</p> <p>NOTE: USE ONLY NUMERIC VALUES FOR PRICES. DO NOT USE A DOLLAR SIGN (\$). USE ONLY THE APPROPRIATE FORMAT FOR DATES.</p>																																																																																				
	<div> <div>View All Categories Go</div> <div> <p>> A quote may include any item(s) on the RFQ > A quote must include full quantity > The lowest Price/Total Score receives the highest rank</p> </div> </div> <div> <p>Hide All * Indicates a required field</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Item Description</th> <th>Category</th> <th>Total Score</th> <th>Rank</th> <th>Start Price</th> <th colspan="3">Quote</th> <th colspan="3">Target</th> </tr> <tr> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>* Price</th> <th>* Quantity</th> <th>Promise Date</th> <th>Price</th> <th>Quantity</th> <th>Need-By Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Non-Premium Seat</td> <td>Miscellaneous</td> <td></td> <td>Blind</td> <td></td> <td></td> <td>1,250 (Each)</td> <td></td> <td></td> <td>1,250 (Each)</td> <td></td> </tr> </tbody> </table> </div> <div> <div> <table border="1"> <thead> <tr> <th>Required Attribute</th> <th>Target Value</th> <th>* Quote Value</th> </tr> </thead> <tbody> <tr> <td>Material (Text)</td> <td>What is the material?</td> <td></td> </tr> </tbody> </table> </div> <div> <p>Ship-To Address 1 st Dallas, TX 75039 United States</p> <p>Additional Attributes Add Attachments</p> </div> <div> <p>For attachments at item level</p> </div> </div> <div> <table border="1"> <thead> <tr> <th>Line</th> <th>Item Description</th> <th>Category</th> <th>Total Score</th> <th>Rank</th> <th>Start Price</th> <th colspan="3">Quote</th> <th colspan="3">Target</th> </tr> <tr> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>* Price</th> <th>* Quantity</th> <th>Promise Date</th> <th>Price</th> <th>Quantity</th> <th>Need-By Date</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>Premium Seat</td> <td>Miscellaneous</td> <td></td> <td>Blind</td> <td></td> <td></td> <td>500 (Each)</td> <td></td> <td></td> <td>500 (Each)</td> <td></td> </tr> </tbody> </table> </div> <div> <div> <table border="1"> <thead> <tr> <th>Required Attribute</th> <th>Target Value</th> <th>* Quote Value</th> </tr> </thead> <tbody> <tr> <td>Material (Text)</td> <td>What is the seat material?</td> <td></td> </tr> </tbody> </table> </div> <div> <p>Ship-To Address 1 st Dallas, TX 75039 United States</p> <p>Additional Attributes Add Attachments</p> </div> </div> <div> <p>Continue Clear Changes Quote By Spreadsheet View RFQ</p> </div> <div> <p>1 - 2 shown of 2</p> </div>	Line	Item Description	Category	Total Score	Rank	Start Price	Quote			Target									* Price	* Quantity	Promise Date	Price	Quantity	Need-By Date	1	Non-Premium Seat	Miscellaneous		Blind			1,250 (Each)			1,250 (Each)		Required Attribute	Target Value	* Quote Value	Material (Text)	What is the material?		Line	Item Description	Category	Total Score	Rank	Start Price	Quote			Target									* Price	* Quantity	Promise Date	Price	Quantity	Need-By Date	2	Premium Seat	Miscellaneous		Blind			500 (Each)			500 (Each)		Required Attribute	Target Value	* Quote Value	Material (Text)	What is the seat material?	
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REVIEW QUOTE

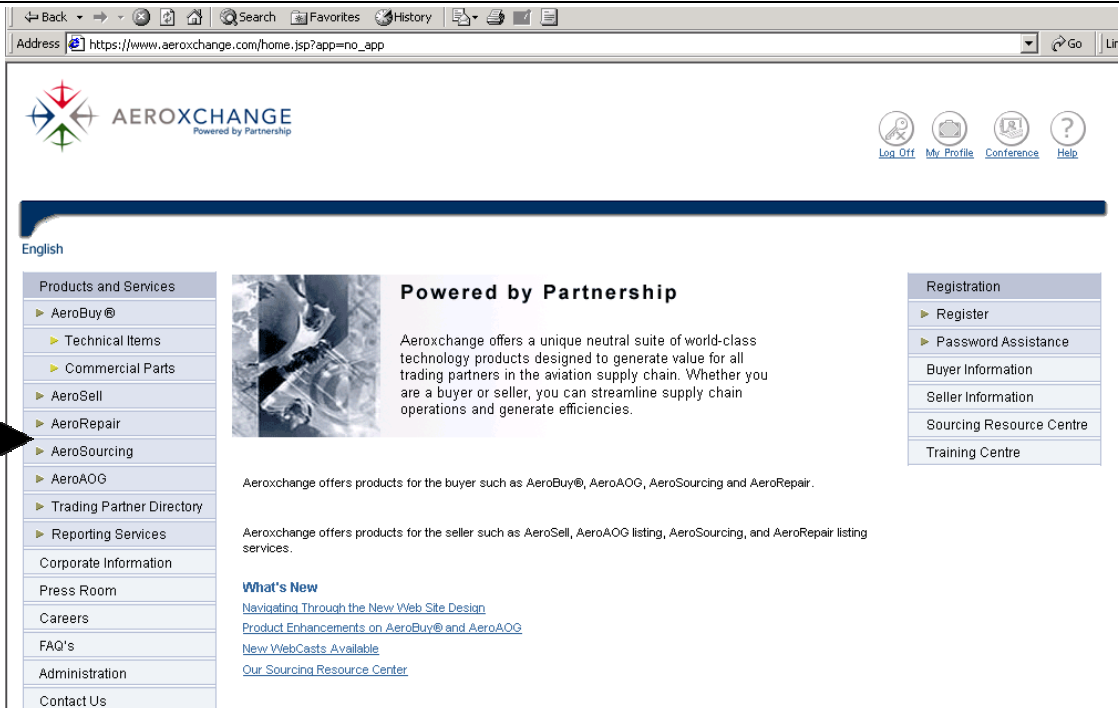
STEP	ACTION																		
12	<p>THE REVIEW QUOTE PAGE DISPLAYS. CAREFULLY REVIEW YOUR QUOTE.</p> <p>NOTE:</p> <ul style="list-style-type: none">– USE THE BROWSER’S BACK BUTTON IF YOU NEED TO CHANGE ANY QUOTE INFORMATION.																		
13	<p>CLICK THE SUBMIT BUTTON.</p> <div><p>The screenshot displays the AEROXCHANGE website interface. At the top, there is a navigation bar with links: Home, Log Off, My Profile, Shopping Cart, Conference, and Help. Below this is a secondary navigation bar with tabs: All Negotiations, Auctions, Quotations, and Offers. The main content area shows the 'Review Quote (RFQ 7327)' page. It includes a breadcrumb trail: Negotiations > RFQ 7327 > Acknowledge Participation > Place Quote > Review Quote. The page title is 'Review Quote (RFQ 7327)'. Below the title, there is a paragraph: 'Review your quote information and press the Submit button when you're finished. If you need to make changes, use your browser's back button.' To the right of this paragraph is a 'Submit' button with an upward-pointing arrow. Below the paragraph, there are fields for 'Quote Valid Until', 'Your Quote Number', and 'Note to Buyer'. Further down, there is a section titled 'Item Quotes' with the text 'You just entered new quote information for the following items:'. Below this text is a 'View All' link. A table follows with columns: Details, Line, Item Description, Category, Start Price, and Your Price/Total Score. The table contains two rows of data. A black arrow points to the 'View' link in the first row. Another black arrow points to the 'Submit' button. A third black arrow points to the 'Details' column header.</p><p>Review Quote (RFQ 7327)</p><p>Review your quote information and press the Submit button when you're finished. If you need to make changes, use your browser's back button.</p><p>Quote Valid Until Your Quote Number Note to Buyer</p><p>Item Quotes</p><p>You just entered new quote information for the following items:</p><p>View All</p><table><tr><th>Details</th><th>Line</th><th>Item Description</th><th>Category</th><th>Start Price</th><th>Your Price/Total Score</th></tr><tr><td>View</td><td>1</td><td>Non-Premium Seat</td><td>Miscellaneous</td><td></td><td>450/30</td></tr><tr><td>View</td><td>2</td><td>Premium Seat</td><td>Miscellaneous</td><td></td><td>915/100</td></tr></table></div>	Details	Line	Item Description	Category	Start Price	Your Price/Total Score	View	1	Non-Premium Seat	Miscellaneous		450/30	View	2	Premium Seat	Miscellaneous		915/100
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View	2	Premium Seat	Miscellaneous		915/100														

BID CONFIRMATION

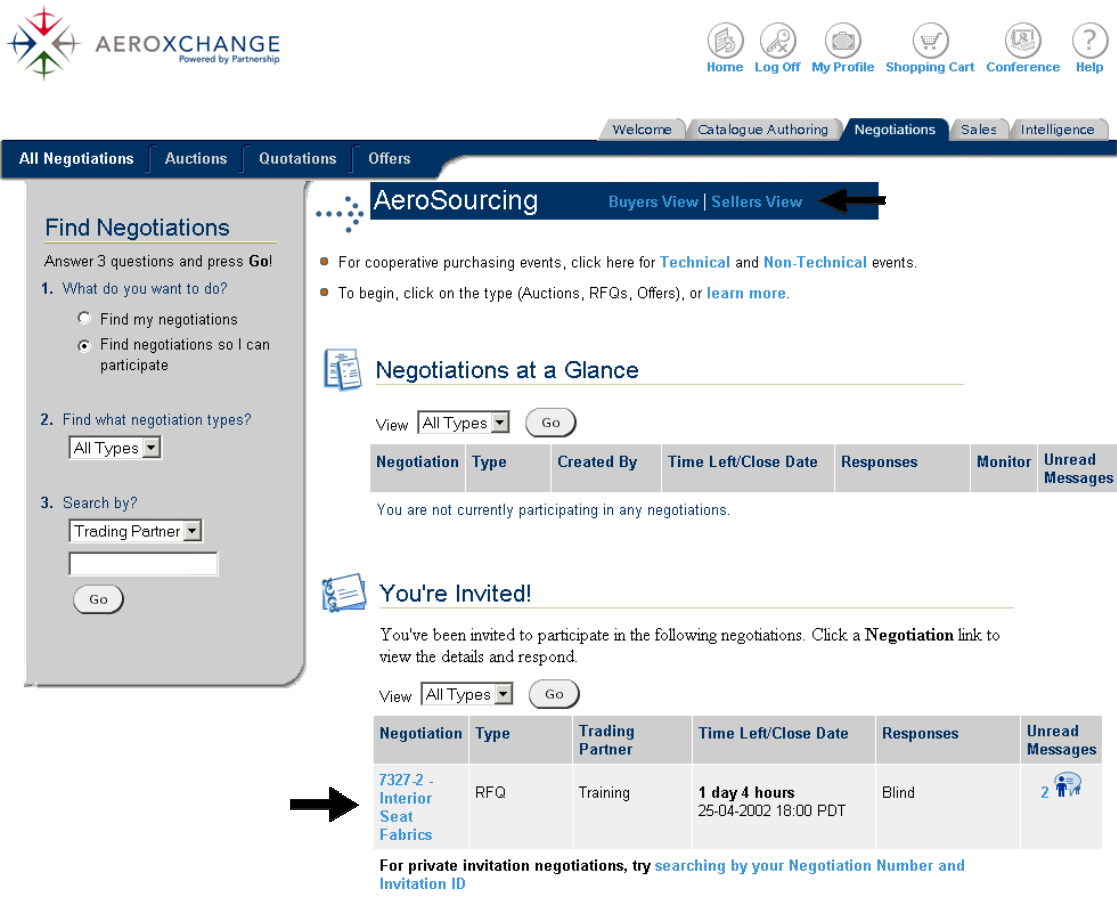
STEP	ACTION
14	<p>THE BID CONFIRMATION PAGE DISPLAYS.</p> <p>NOTE: THE QUOTE NUMBER DISPLAYED IS AUTOMATICALLY GENERATED BY THE SYSTEM.</p>
	 <p>Confirmation</p> <p>Quote 1667 for RFQ 7327 (Interior Seat Fabrics) has been submitted.</p> <p>Shortcuts to a few things you might want to do next:</p> <ul style="list-style-type: none"> ▶ View quote history for this RFQ ▶ View this RFQ ▶ Quote in a different RFQ ▶ View and send messages
15	<p>PLEASE BE REMINDED THAT YOU ARE ALLOWED TO SUBMIT ONLY ONE BEST AND FINAL BID.</p> <p>CAUTION:</p> <p>THE SYSTEM ALLOWS ONE SUBMISSION OF BID (S) PER ERFQ. FOR EXAMPLE, FOR A MULTIPLE LINE ITEM (WHERE BIDDERS CAN SUBMIT BIDS FOR MORE THAN ONE PRODUCT) ERFQ, YOU HAVE TO SUBMIT BIDS FOR ALL THE LINE ITEMS IN A SINGLE ATTEMPT.</p>
16	 <p>quoting > Quote History</p> <p>Information</p> <p>RFQ 27466 allows quoting only once per supplier. Since you have already placed your quote before, you are not allowed to quote again.</p> <p>OK</p>




MULTIPLE ROUND RFQS

YOU MAY BE INVITED TO SUBMIT A QUOTE MULTIPLE TIMES IF THE BUYER ELECTS TO HAVE MULTIPLE ROUNDS FOR AN RFQ. THE FOLLOWING STEPS CAN BE FOLLOWED IF YOU ARE IN ROUND TWO OR LATER IN A MULTIPLE ROUND RFQ.





STEP	ACTION
1	<p>CLICK ON THE AEROSOURCING LINK.</p> <p>NOTE: IN A BUYER'S RFQ, THE SUPPLIERS WILL CLICK ON THE SELLING LINK. IN A SELLER'S RFQ, THE PARTICIPANTS WOULD CLICK ON THE BUYING LINK.</p>
	 <p>The screenshot shows the Aeroexchange website interface. On the left, a navigation menu titled 'Products and Services' lists various options. The 'AeroSourcing' link is highlighted with a black arrow pointing to it. The main content area features a 'Powered by Partnership' banner with a description of the platform's value for trading partners. On the right, there is a 'Registration' section with links for Register, Password Assistance, Buyer Information, Seller Information, Sourcing Resource Centre, and Training Centre. The browser's address bar shows the URL: https://www.aeroexchange.com/home.jsp?app=no_app.</p>

STEP	ACTION
2	<p>THE AEROSOURCING PAGE DISPLAYS.</p> <p>THERE ARE TWO VIEWS LISTED BUYERS AND SELLERS. IF YOU ARE SELLING ITEMS THEN YOU WILL CLICK THE SELLERS LINK. IF YOU ARE BUYING ITEMS THEN YOU WILL CLICK THE BUYERS LINK.</p> <p>THE RFQ IN WHICH YOU PREVIOUSLY SUBMITTED A QUOTE WILL BE LISTED UNDER THE YOUR INVITED! SECTION. CLICK THE RFQS NUMBER.</p> <p>NOTE: THE RFQS NUMBER WILL BE FOLLOWED BY –X WHERE X IS THE ROUND. IN THE EXAMPLE BELOW, RFQ 2556 IS IN ITS SECOND ROUND OF BIDDING SO IT IS NUMBERED 2556-2.</p>

STEP	ACTION
	 <p>The screenshot shows the AEROXCHANGE website interface. At the top, there's a navigation bar with links: Home, Log Off, My Profile, Shopping Cart, Conference, and Help. Below this is a secondary navigation bar with tabs: All Negotiations, Auctions, Quotations, Offers, Welcome, Catalogue Authoring, Negotiations, Sales, and Intelligence. The main content area is divided into a left sidebar and a main panel. The sidebar contains a 'Find Negotiations' section with three steps: 1. What do you want to do? (Find my negotiations or Find negotiations so I can participate), 2. Find what negotiation types? (All Types), and 3. Search by? (Trading Partner). The main panel has a header 'AeroSourcing' with 'Buyers View' and 'Sellers View' tabs. Below this is a 'Negotiations at a Glance' section with a table. The table has columns: Negotiation, Type, Created By, Time Left/Close Date, Responses, Monitor, and Unread Messages. The first row in the table is '7327.2 - Interior Seat Fabrics', which is an RFQ created by 'Training', with a time left of '1 day 4 hours' (25-04-2002 18:00 PDT), 'Blind' responses, and 2 unread messages. A red arrow points to this row. Below the table, there's a note: 'For private invitation negotiations, try searching by your Negotiation Number and Invitation ID'. At the bottom, there's a footer with copyright information and links to Legal Notices and Terms of Use, Privacy Policy, and Contact Us.</p>
3	THE RFQ PAGE DISPLAYS. SCROLL TO THE BOTTOM OF THE PAGE OR CLICK THE ACTION BUTTONS LINK.

STEP	ACTION
	<div><div> AEROXCHANGE <small>Powered by Partnership</small></div><div>Home Log Off My Profile Shopping Cart Conference Help</div><div>Welcome Catalogue Authoring Negotiations Sales Intelligence</div><div>All Negotiations Auctions Quotations Offers</div><div>Negotiations > RFQ 7327-2</div><div><h2>RFQ 7327-2</h2><div>Items Business Terms Action Buttons</div><div> There are 2 unread messages. Click the icon to view and send messages.</div><div><div><div>RFQ Title</div><div>Interior Seat Fabrics</div></div><div><div>RFQ Style</div><div>Blind</div></div><div><div>Status</div><div>Active</div></div><div><div>Quote Ranking</div><div>Multi-Attribute Scoring</div></div><div><div>Rank Indicator</div><div>1,2,3...</div></div><div><div>Buyer/Contact</div><div>Training/First User</div></div><div><div>Event</div><div></div></div><div><div>Quoting Time Left</div><div>1 day 4 hours</div></div><div><div>Open Date</div><div>24-04-2002 09:30 PDT</div></div><div><div>Close Date</div><div>25-04-2002 18:00 PDT</div></div><div><div>Preview Date</div><div></div></div><div><div>Scheduled Award Date</div><div></div></div></div><div><h3>Quoting Rules</h3><ul style="list-style-type: none">• Buyer can close RFQ early• Buyer can manually extend RFQ• Quoting is by invitation only• A quote may include any item(s) on the RFQ• A quote must include full quantity• Buyer can take RFQ into multiple rounds of quoting</div></div></div>
4	<p>CLICK THE PLACE QUOTE BUTTON.</p> <p>NOTE: VIEW ROUND MODIFICATIONS: IF THE RFQ WAS CHANGED BETWEEN ROUNDS, ALL THE CHANGES WILL BE LISTED.</p>
	<div><div></div><div>Top</div><div><div>Acknowledge Participation Place Quote View Quote History</div><div>View Round Modifications</div></div></div>

STEP	ACTION
5	<p>THE PLACE QUOTE PAGE DISPLAYS. SCROLL TO THE RFQ ITEMS SECTION.</p> <p>NOTE: ATTACHMENTS CAN CONTAIN ADDITIONAL DESCRIPTIVE INFORMATION ABOUT YOUR BID SUCH AS TECHNICAL SPECIFICATIONS OR ENGINEERING DRAWINGS. THE ATTACHMENT FILE SIZE IS LIMITED TO 4 MB.</p> <p>NOTE: THE TIME LEFT AND CLOSE DATE ARE IN RED DENOTING THAT IT IS NOT UPDATING. THE INFORMATION DISPLAYED WAS CAPTURED AS THE PAGE WAS ENTERED.</p>
6	<p>THE VALUES YOU QUOTED IN THE FIRST ROUND WILL BE SHOWN. ADJUST THE VALUES FOR THIS ROUND.</p> <p>SCROLL TO THE BOTTOM OF THE PAGE AND CLICK THE SUBMIT QUOTE BUTTON.</p> <p>NOTE: USE ONLY NUMERIC VALUES FOR PRICES. DO NOT USE A DOLLAR SIGN (\$). USE ONLY THE APPROPRIATE FORMAT FOR DATES.</p>

STEP	ACTION																																																																								
	<p>Hide All * Indicates a required field 1 - 2 shown of 2</p> <table border="1"> <thead> <tr> <th rowspan="2">Line</th> <th rowspan="2">Item Description</th> <th rowspan="2">Category</th> <th rowspan="2">Total Score</th> <th rowspan="2">Rank</th> <th rowspan="2">Start Price</th> <th colspan="3">Quote</th> <th colspan="3">Target</th> </tr> <tr> <th>* Price</th> <th>* Quantity</th> <th>Promise Date</th> <th>Price</th> <th>Quantity</th> <th>Need-By Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Non-Premium Seat</td> <td>Miscellaneous</td> <td></td> <td>Blind</td> <td></td> <td>350</td> <td>1,250 (Each)</td> <td><input type="text"/></td> <td></td> <td>1,250 (Each)</td> <td></td> </tr> </tbody> </table> <p>   <table border="1"> <thead> <tr> <th>Required Attribute</th> <th>Target Value</th> <th>* Quote Value</th> </tr> </thead> <tbody> <tr> <td>Material (Text)</td> <td>What is the material?</td> <td><input type="text" value="Leather"/></td> </tr> </tbody> </table> </p> <p> Ship-To Address 1 st Dallas, TX 75039 United States </p> <p> Additional Attributes Add Attachments </p> <table border="1"> <thead> <tr> <th rowspan="2">Line</th> <th rowspan="2">Item Description</th> <th rowspan="2">Category</th> <th rowspan="2">Total Score</th> <th rowspan="2">Rank</th> <th rowspan="2">Start Price</th> <th colspan="3">Quote</th> <th colspan="3">Target</th> </tr> <tr> <th>* Price</th> <th>* Quantity</th> <th>Promise Date</th> <th>Price</th> <th>Quantity</th> <th>Need-By Date</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>Premium Seat</td> <td>Miscellaneous</td> <td></td> <td>Blind</td> <td></td> <td>780</td> <td>500 (Each)</td> <td><input type="text"/></td> <td></td> <td>500 (Each)</td> <td></td> </tr> </tbody> </table> <p>   <table border="1"> <thead> <tr> <th>Required Attribute</th> <th>Target Value</th> <th>* Quote Value</th> </tr> </thead> <tbody> <tr> <td>Material (Text)</td> <td>What is the seat material?</td> <td><input type="text" value="Suede"/></td> </tr> </tbody> </table> </p> <p> Ship-To Address 1 st Dallas, TX 75039 United States </p> <p> Additional Attributes Add Attachments </p>	Line	Item Description	Category	Total Score	Rank	Start Price	Quote			Target			* Price	* Quantity	Promise Date	Price	Quantity	Need-By Date	1	Non-Premium Seat	Miscellaneous		Blind		350	1,250 (Each)	<input type="text"/>		1,250 (Each)		Required Attribute	Target Value	* Quote Value	Material (Text)	What is the material?	<input type="text" value="Leather"/>	Line	Item Description	Category	Total Score	Rank	Start Price	Quote			Target			* Price	* Quantity	Promise Date	Price	Quantity	Need-By Date	2	Premium Seat	Miscellaneous		Blind		780	500 (Each)	<input type="text"/>		500 (Each)		Required Attribute	Target Value	* Quote Value	Material (Text)	What is the seat material?	<input type="text" value="Suede"/>
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7	<p>THE REVIEW QUOTE PAGE DISPLAYS. CAREFULLY REVIEW YOUR QUOTE.</p> <p>NOTE: USE YOUR BROWSER'S BACK BUTTON IF YOU NEED TO CHANGE ANY QUOTE INFORMATION.</p>																																																																								
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STEP	ACTION																		
	<p>Review Quote (RFQ 7327-2)</p> <p>Review your quote information and press the Submit button when you're finished. If you need to make changes, use your browser's back button.</p> <p>Quote Valid Until Your Quote Number Note to Buyer</p> <p>Item Quotes You just entered new quote information for the following items:</p> <table border="1"> <thead> <tr> <th>Details</th> <th>Line</th> <th>Item Description</th> <th>Category</th> <th>Start Price</th> <th>Your Price/Total Score</th> </tr> </thead> <tbody> <tr> <td>View</td> <td>1</td> <td>Non-Premium Seat</td> <td>Miscellaneous</td> <td></td> <td>350/90</td> </tr> <tr> <td>View</td> <td>2</td> <td>Premium Seat</td> <td>Miscellaneous</td> <td></td> <td>700/100</td> </tr> </tbody> </table>	Details	Line	Item Description	Category	Start Price	Your Price/Total Score	View	1	Non-Premium Seat	Miscellaneous		350/90	View	2	Premium Seat	Miscellaneous		700/100
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	<p>THE BID CONFIRMATION PAGE DISPLAYS.</p> <p>NOTE: THE QUOTE NUMBER DISPLAYED IS AUTOMATICALLY GENERATED BY THE SYSTEM.</p>																		
	<p>Confirmation</p> <p>Quote 1675 for RFQ 7327-2 (Interior Seat Fabrics) has been submitted.</p> <p>Shortcuts to a few things you might want to do next:</p> <ul style="list-style-type: none"> View quote history for this RFQ View this RFQ Quote in a different RFQ View and send messages <p>Welcome Catalogue Authoring Negotiations Sales Intelligence</p> <p>Copyright © 1999, 2000 Oracle Corporation. All Rights Reserved. For use under U.S. Pat. # 4,799,156 Legal Notices and Terms of Use Privacy Policy Contact Us</p>																		