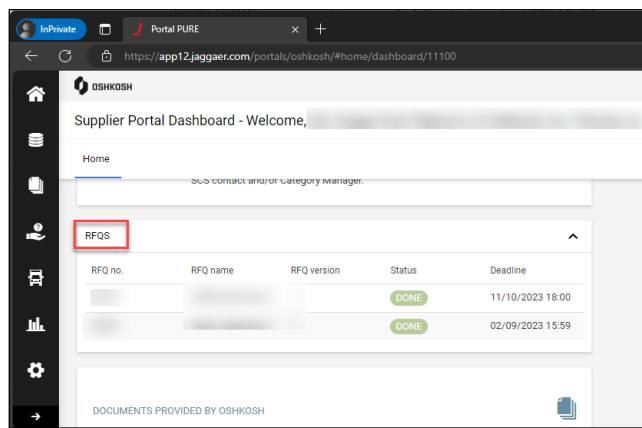




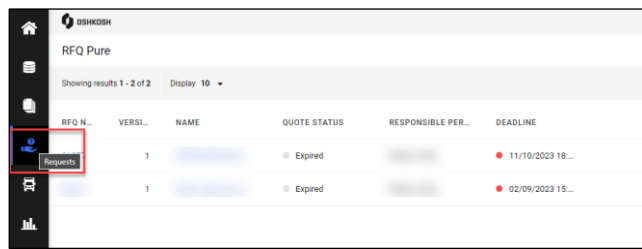
RFQ via Portal Process

Navigating to RFQs

Supplier Dashboard (Homescreen)



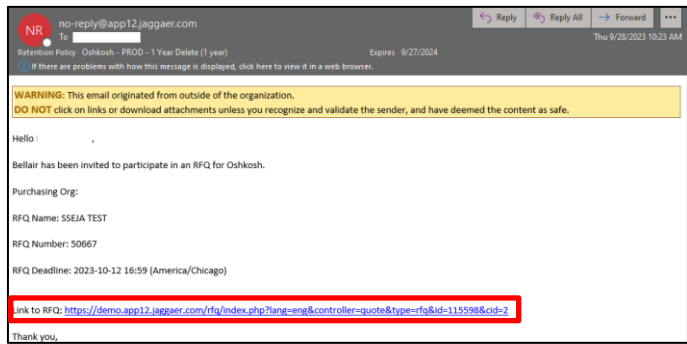
The Requests Tab from the left Navigation Panel



Responding to RFQs

The below instructions begin with invite link received via email. Note these can be responded to by navigating to them as listed above as well.

1. 1. In the event that Oshkosh would like to extend an RFQ, you will receive an automated email from the Jaggaer Supplier Portal
2. Click on the link from the invitation email.





RFQ via Portal Process

<p>3. Once in the quote, ensure you first accept and have agreed to the Administration – Supplier Standards Guide Terms and Conditions</p> <ol style="list-style-type: none"> a. Upon Accepting you will be brought into the “General Tab” 	
<p>4. Within General you can review high level details such as:</p> <ol style="list-style-type: none"> a. Currency b. Payment Conditions c. Delivery Conditions d. Delivery Address e. Additional Documentation (linked files) f. Comments <p>5. After reviewing, you can proceed by selecting “Next” in the top right corner</p>	
<p>6. On the Quote tab, click on the Material Name or the folder icon to open the Item Details to provide quote.</p>	
<p>7. JAGGAER uses Cost Breakdowns (CBDs) to collect line level details for an RFQ. The CBD will be online fields on the Item Details screen Note: Mandatory fields are denoted with an *.</p> <p>8. To provide a quote, simply complete fields on the Item Details screen, then click Save.</p> <p>9. To decline to quote the part, click Decline in the upper right corner of the Item Details Screen.</p> <p>10. If there is more than one quote then after completing all fields on the Quote Details screen and either accepting or declining, next line item will automatically display, and steps 7-9 will be repeated until all quotes are done.</p>	



RFQ via Portal Process

<p>11. If everything is good to go on “Review,” you can submit by Clicking on Send</p>	
<p>12. The Send Quote pop out will appear. Enter an Offer Number for your internal reference. 13. Sign with your initials or name 14. Click Send</p>	
<p>15. A confirmation screen will display saying the user has Successfully Quoted</p>	
<p>16. You have successfully quoted</p>	