

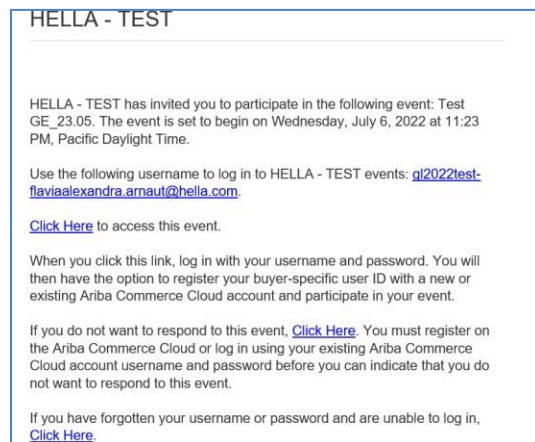
RFQ SUPPLIER GUIDE

Perform RFQ by Supplier

Step 1: Supplier submits answer to Hella

Access link from the email invitation received from Hella

- As supplier invited by Hella to participate to the RFQ process, you will receive the below notification e-mail.
- As per the email content, you will be notified about:
 - ➔ Hella invitation to participate to the RFQ process mentioned in the email body.
 - ➔ You have two option links, depending on your wish:
 1. **Click on the link to not participate**, log into Ariba and **decline participation**
 2. You can **click the link to access the event**, log into Ariba and **submit the RFQ**



Once you have been invited by the Project Owner to participate in the RFQ process on the Sourcing Project and you received the invitation via email, the following steps must be followed to complete the quotation:

Step 2: Open RFP Event in your Supplier record

Events				
Title	ID	End Time ↓	Event Type	Participated
▼ Status: Open (1)				
Test GE_23.05	Doc1018686255	7/7/2023 9:23 AM	RFP	No

Review and respond to the prerequisite, as a mandatory step. Prerequisite questions must be answered before you can view event content or participate in the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

Once you clicked on the link to participate to the event, logged into Ariba, following view will be displayed:

- Click on Review Prerequisites

The screenshot shows the Ariba event interface. On the left, there is a navigation menu with options like 'Event Messages', 'Download Tutorials', 'Response Team', 'Checklist', and 'Event Contents'. The main content area has a yellow banner with instructions: 'Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.' Below the banner are four buttons: 'Download Content', 'Review Prerequisites' (highlighted with a blue box), 'Decline to Respond', and 'Print Event Information'. The 'All Content' section is visible below, showing a table with columns for 'Name' and 'Introduction'.

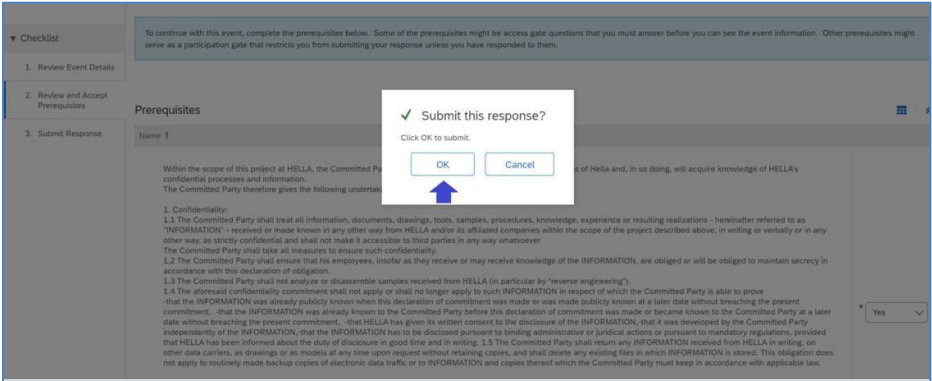
Step 3: NDA Acceptance

Important! Before accessing the event details, you must acknowledge the Hella NDA and you must declare through yes/no if you agree with it.

- If you agree with the Hella NDA, mark “Yes” and press “Ok”. As a result, the content of the RFQ will be displayed so you can input and submit your answer.
- If you do not agree, mark “No”. As a result, the content of the RFQ will not be displayed, so you will not be able to quote.

The screenshot shows the 'Prerequisites' section of the Ariba interface. The left navigation menu is updated to show '2. Review and Accept Prerequisites' and '3. Submit Response'. The main content area is titled 'Prerequisites' and shows a table with columns for 'Name' and 'Introduction'. The table has two rows: '1 Introduction' and '2 NDA' (highlighted with a blue box). Below the table, the text for the NDA prerequisite is displayed: '2.1 Do you accept NDA?'. The text describes the confidentiality and disclosure obligations of the Committed Party. On the right side, there is a dropdown menu for 'Do you accept NDA?' with options 'Yes', 'No', and 'Unspecified'. A blue arrow points to the 'Yes' option, and another blue arrow points to the dropdown menu.

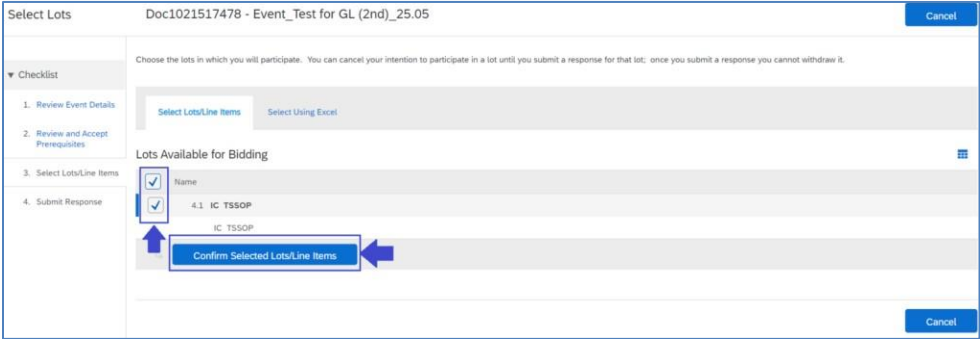
- The NDA answer must be submitted:



Step 4: Lots/Line items confirmation

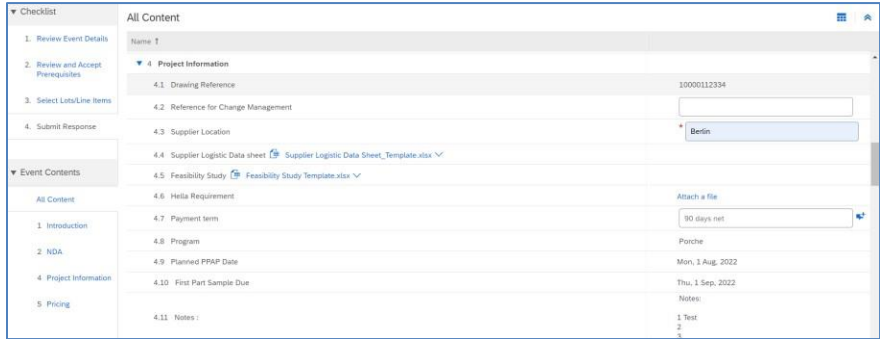
Once prerequisites and NDA have been accepted, below view will be displayed and you must select and click on Confirm Selected Lots to access the PNs in scope for RFQ.

- Select & confirm the lots in which you will participate by using the Confirm Selected Lots/Line Items.



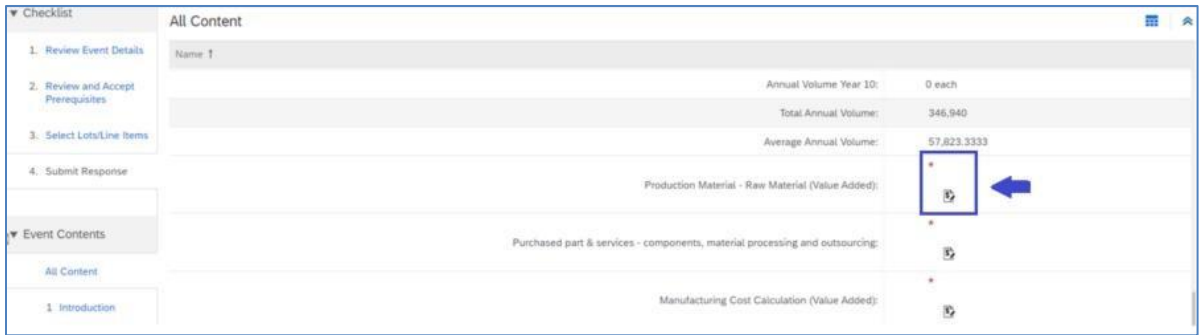
Step 5: Submit Response

You will be redirected to 4. Submit Response section and the mandatory fields marked with * must be completed.

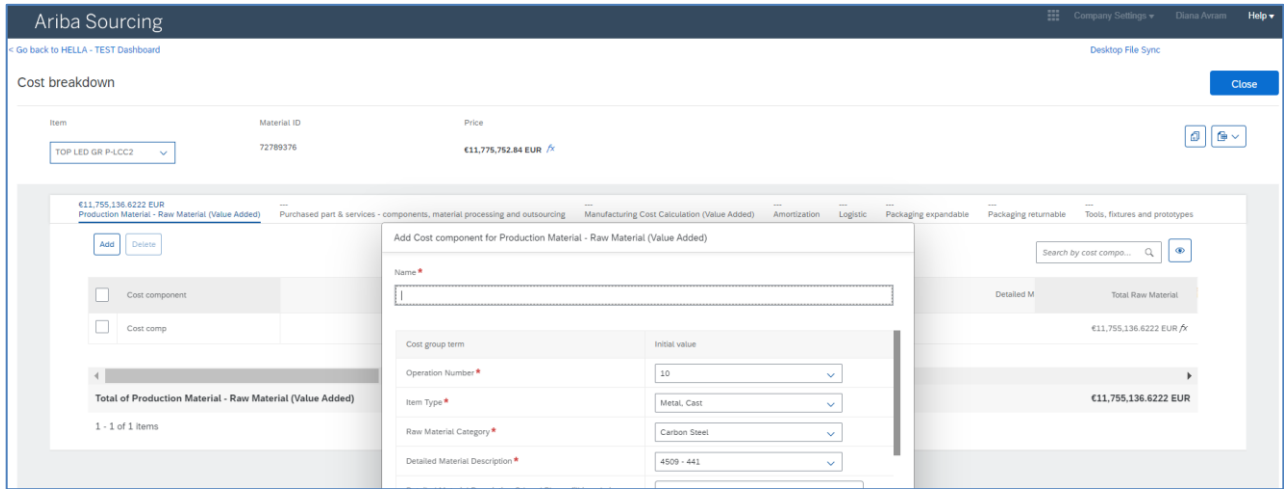


- For all mandatory fields you must input a value, if somehow some of the mandatory fields do not apply to your quote, input value "0". It is important that all mandatory fields to be filled in, so that the system calculates the value for those fields containing a calculation formula.
- If the above recommendation is not followed, the system will signal a message error.
- If any clarification is needed regarding any of the required fields/data to be provided, contact the Hella contact person specified in the RFQ event content.

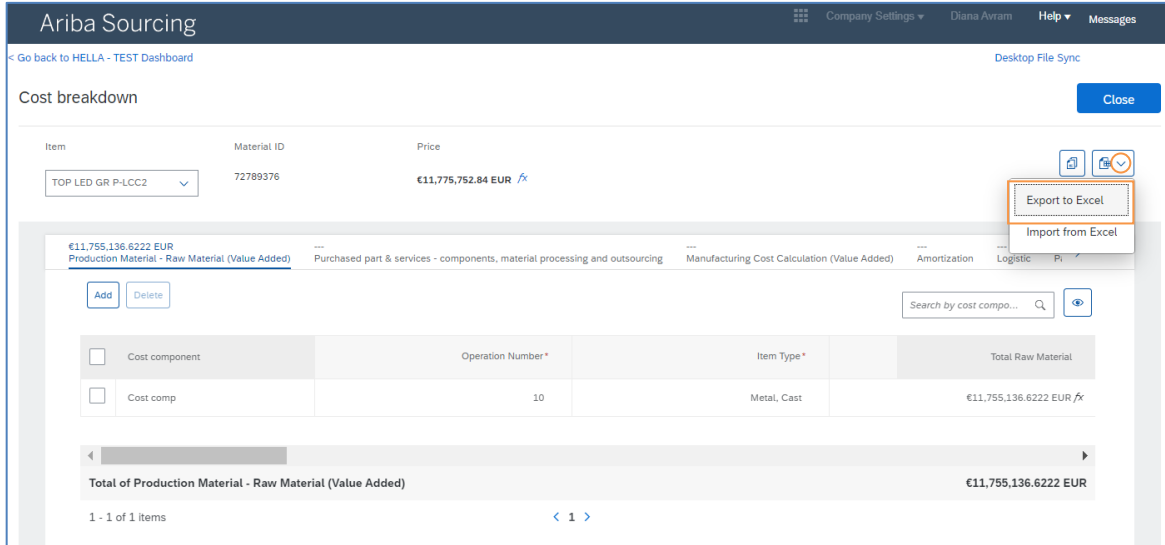
- Assess cost breakdown templated by clicking on  item to access your Excel template



- Fill in one row in *Production Material - Raw Material* chapter manually in Ariba



- Export to Excel your CBD template



- Copy and paste (in the exported excel file) the ID number +Cost Component + number format into each chapter where you want to fill value

Copy:

	A	B	C	D
1	System Id	* Type	* Number	* Item Na
2	Help And Options. Click on the + sign on the left for mo			
6	Terms Help And Options. Click on the + sign on the left;			
	1690152165	Cost Group	1	Production
				Material -
				Material (
13	1690152166	Cost Component	1.1	Production
				Material -
				Material (
				Added)
14				
15				
	Production Material - Raw Ma...			Pur

Paste:

	A	B	C	D	E	F	G
	System Id	* Type	* Number	* Item Name	Descriptio	* Operation	* Pa
					n	Number	num
1							
2	Help And Options. Click on the + sign on the left for more information to fill out the cells						
6	Terms Help And Options. Click on the + sign on the left for more information to fill out th						
	1690015431	Cost Group	1	Purchased part &			
				services -			
13	1690152166	Cost Component	1.1				
14							
15							
30							
31							
	Production Material - Raw Ma...			Purchased part & services - ...			

- In case you want to add a line in the same chapter you should just copy previous line and change the System ID number in a sequence (and also the *Number)

e.g. System ID:

1st row: generated System ID: 1690152166

2nd row: add + 1 on the generated System Id: 1690152166+ 1 = 1690152167

3rd row: add + 1 on the 2nd row System ID: 1690152167+ 1 = 1690152168

The same logic of the System ID creation must be followed & applied on all chapters.

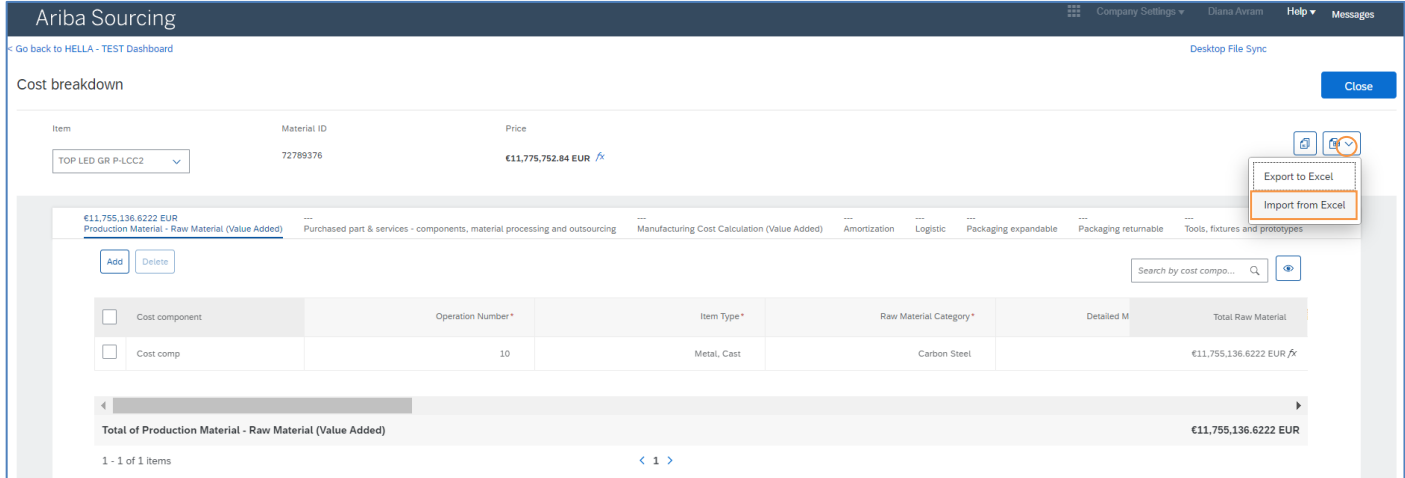
	A	B	C	D
	System Id	* Type	* Number	* Item
1				
2	Help And Options. Click on the + sign on the left f			
6	Terms Help And Options. Click on the + sign on th			
	1690015431	Cost Group	1	Purch
				servic
13	1690152166	Cost Component	1.1	
14				
15	1690152167	Cost Component	1.2	

- You can then fill the content of each chapter you want to add a value for (all fields marked in red, needs to be filled!)
- For a chapter where you do not want to make any entries, you should just keep it blank and should not copy any ID or other values inside

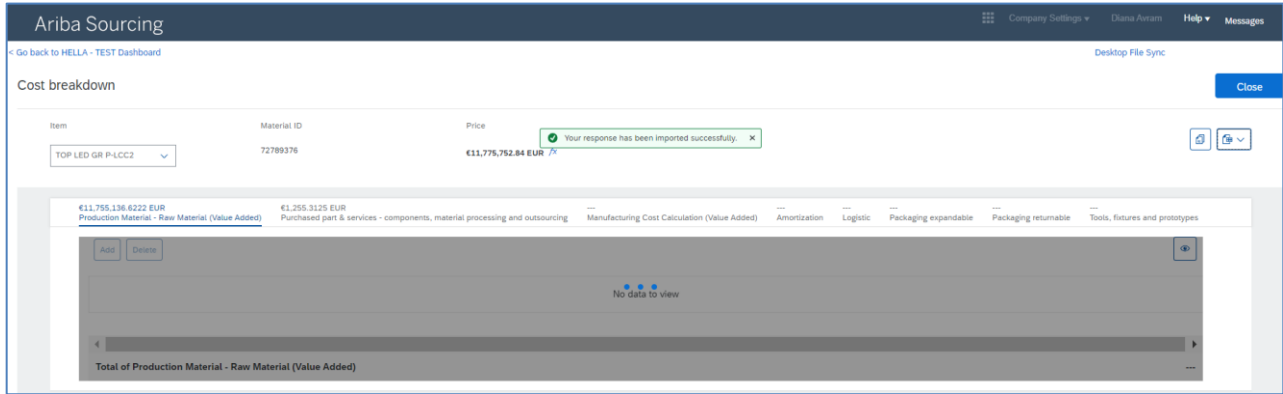
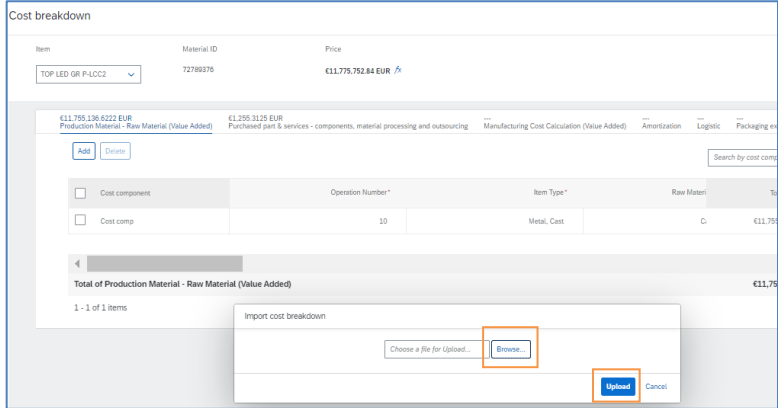
	A	B	C	D	E	F	G
	System Id	* Type	* Number	* Item Name	Descriptio	* Labor	* Nu
					n	Operation	of
						Number	ope
1							
2	Help And Options. Click on the + sign on the left for more information to fill out the cells						
6	Terms Help And Options. Click on the + sign on the left for more information to fill out the terms cells						
	1690015435	Cost Group	1	Manufacturing			
				Cost Calculation			
				(Value Added)			
13							
14							
31							
32							
	Purchased part & services - ...			Manufacturing Cost Calculati...		Amortiza	

- After this is done, you can then save the excel and Import the template again into Ariba

- to import your CBD Excel file after completing it, please click on the Import from Excel button:



- Browse and Upload your CBD Excel template:

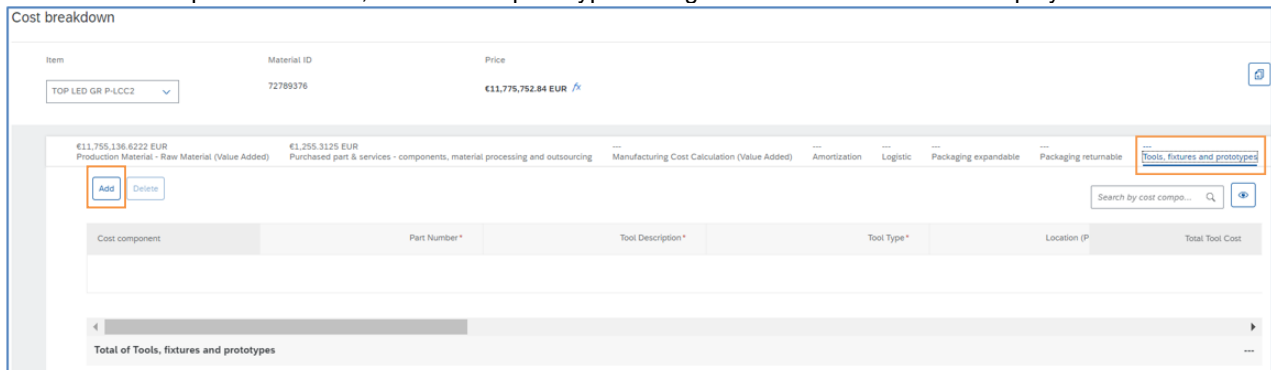


- After template is successfully imported you need to make sure that formulas for each chapter have been calculated. Even though, you do not want to fill a specific chapter, you should enter at least a 0 or even a 1 to let the formula calculate.

Cost breakdown adjustments

e.g.: If no value is displayed on the Tool, fixtures and prototypes section, you have the possibility to manually adjust the data by clicking on the required section:

-add Cost component for Tool, fixtures and prototypes using Add button if no value is displayed



-the following page will be displayed, and you will have the possibility to manually fill in the required values

→ All mandatory fields are marked with *

In the chapter "Manufacturing Cost Calculation (Value Added)": Please make sure, even in case you do not have anything to fill here, the mandatory fields (marked with a star*) should at least have a value of 0,00 inside. **Important!!!:** Even when you have no content to fill, in the fields "OE_Working days/year", "OE_Shifts/day", "OE_Hours/shift", "MBR_ Useful life of machine in years", "Parts/ cycle", "Line utilization percentage", "Manufacturing lot size", "Setup time per lot (hours)" and "Scrap in %" the minimum value by the supplier to fill should have **minimum a value of 1**, in order to calculate the formular for "Total Manufacturing cost per piece" correctly.

In the chapter “**Amortization**”: Please make sure, even in case you do not have anything to fill here, the mandatory fields (marked with a star*) should at least have a value of 0,00 inside.
Important!!!!: Even when you have no content to fill, the field “**Allocation Volume**” should have **minimum a value of 1**, in order to calculate the formular for “**Allocation per part**” correctly.

Cost component	ation Type	Allocation Description	Allocation Sum	Allocation Volume	Allocation per part
<input type="checkbox"/> test	Tooling	test	€0.00 EUR	1	€0.0000 EUR /x
Total of Amortization					€0.00

In the chapter “**Logistic**”: Please make sure, even in case you do not have anything to fill here, the mandatory fields (marked with a star*) should at least have a value of 0,00 inside.
Important!!!!: Even when you have no content to fill, the field “**Parts per box**”, “**Boxes per pallet**” and “**Pallet per truck**” should have **minimum a value of 1**, in order to calculate the formular for “**Total Logistic cost per pc**” correctly.

Cost group term	Initial value
Parts per box*	1
Boxes per pallet*	1
Pallet per truck*	1
Parts per truck	/x
Truck cost*	0 EUR
Transportation Unit price	/x
3rd Party Warehouse / Dutys Description*	0
3rd Party Warehouse / Dutys Unit Price*	0 EUR

In the chapter “**Packaging expandable**”: Please make sure, even in case you do not have anything to fill here, the mandatory fields (marked with a star*) should at least have a value of 0,00 inside.
Important!!!!: Even when you have no content to fill, the field “**Quantity**” should have **minimum a value of 1**, in order to calculate the formular for “**Cost expandable**” correctly.

Cost component	Width*	Height*	Cost per unit*	Quantity*	Cost expandable
<input type="checkbox"/> Test	0	0	€0.0000 EUR	1 each	€0.0000 EUR /x
Total of Packaging expandable					€0.0000 EUR

In the chapter “Packaging returnable”: Please make sure, even in case you do not have anything to fill here, the mandatory fields (marked with a star*) should at least have a value of 0,00 inside.

Important!!!: Even when you have no content to fill, the field “Quantity” should have **minimum a value of 1**, in order to calculate the formular for “Cost returnable” correctly.

Cost component	Width*	Height*	Cost per unit*	Quantity*	Cost returnable
Test	0	0	€0.0000 EUR	1 each	€0.0000 EUR /x
Total of Packaging returnable					€0.0000 EUR

- Double check, if everything is filled correctly

In case you have filled all mandatory fields correctly, in the header above each chapter, there should be a value calculated, at least with 0,00 EUR value. In case you see 3 dots (...) instead of a value, there is an entry missing. Please go back to the chapter and review your entries.

Cost component	Allocation Description	Allocation Sum	Allocation Volume	Allocation per part
Cost component for Amortization		€12.000.00 EUR	346.940	€0.03 EUR /x
Total of Amortization				€0.03 EUR

- Submit the quotation

Once you filled in all your data for the quotation press the button “Update Totals” the formulas and the productivity should be calculated:

Productivity offering year 3:			3%	3%
Productivity offering year 4:			3%	3%
Productivity offering year 5:			0%	0%
Productivity offering year 6:			0%	0%
Productivity offering Year 7:			0%	0%
Productivity offering Year 8:			0%	0%
Productivity offering Year 9:			0%	0%
Productivity offering Year 10:			0%	0%
Year 1 Productivity price with exp packing:			€5.8751 EUR <i>Fx</i> ✓	€5.3641 EUR <i>Fx</i> ✓
Year 2 Productivity price with exp packing:			€5.6988 EUR <i>Fx</i> ✓	€5.2032 EUR <i>Fx</i> ✓
Year 3 Productivity price with exp. packing:			€5.5279 EUR <i>Fx</i> ✓	€5.0471 EUR <i>Fx</i> ✓
Year 4 Productivity price with exp packing:			€5.3620 EUR <i>Fx</i> ✓	€4.8957 EUR <i>Fx</i> ✓
Year 5 Productivity price with exp packing:			€5.3620 EUR <i>Fx</i> ✓	€4.8957 EUR <i>Fx</i> ✓
Year 6 Productivity price with exp packing:			€5.3620 EUR <i>Fx</i> ✓	€4.8957 EUR <i>Fx</i> ✓
Year 7 Productivity price with exp packing:			€5.3620 EUR <i>Fx</i> ✓	€4.8957 EUR <i>Fx</i> ✓
Year 8 Productivity price with exp packing:			€5.3620 EUR <i>Fx</i> ✓	€4.8957 EUR <i>Fx</i> ✓

Event Messages
Response History
Response Team

▼ Checklist

- Review Event Details
- Review and Accept Prerequisites
- Select Lots/Line Items
- Submit Response

Your response to the prerequisites has been submitted.

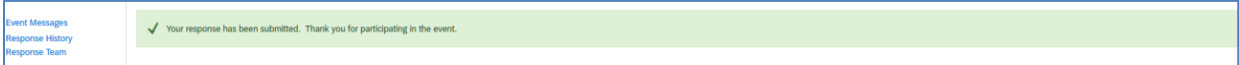
All Content

✓ Submit this response?

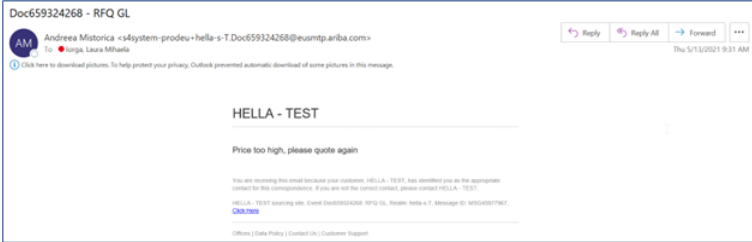
Click OK to submit.

OK Cancel

- The following message will be displayed, and you will be informed that your quotation was successfully submitted:



- An email notification will be sent to Hella informing the Project Owner the response to the RFQ was submitted
- Note: Hella might be asking you for a new quotation after the internal analysis.



In case you receive a notification to quote again, log into Ariba and click on “Revise Response” button.