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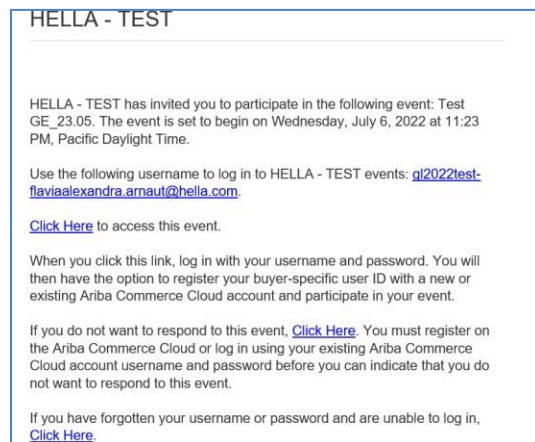
Once you have been invited by the Project Owner to participate in the RFQ process on the Sourcing Project and you received the invitation via email, the fallowing steps must be followed to complete the quotation:

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:

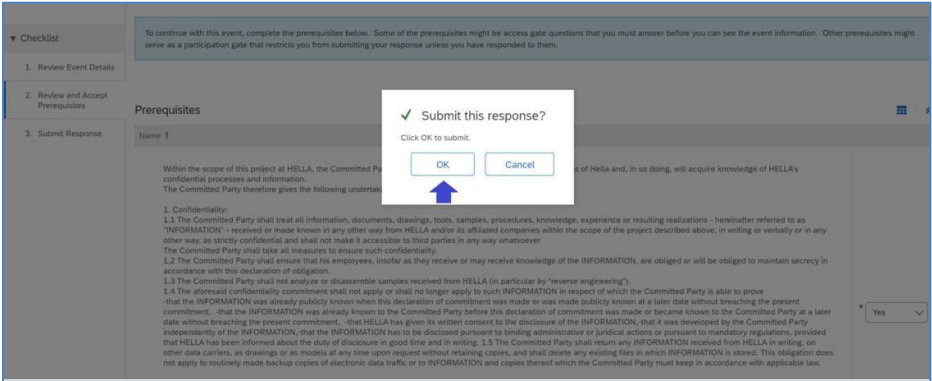- Click on Review Prerequisites

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.
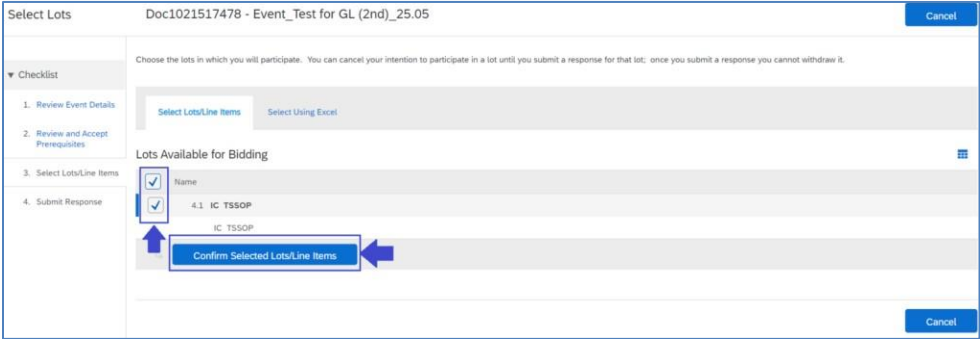
o The NDA answer must be submitted:


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.
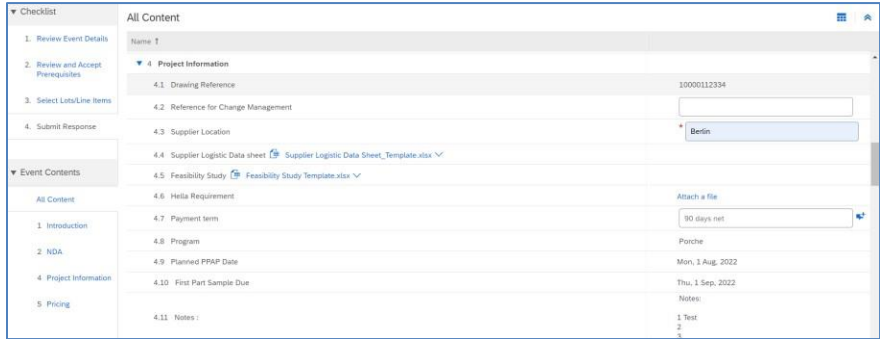
- o For all mandatory fields you must input a value, if somehow some of the mandatory fields do not apply to your quote, input value "0". It is important that all mandatory fields to be filled in, so that the system calculates the value for those fields containing a calculation formula.
- o If the above recommendation is not followed, the system will signal a message error.
- o 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.
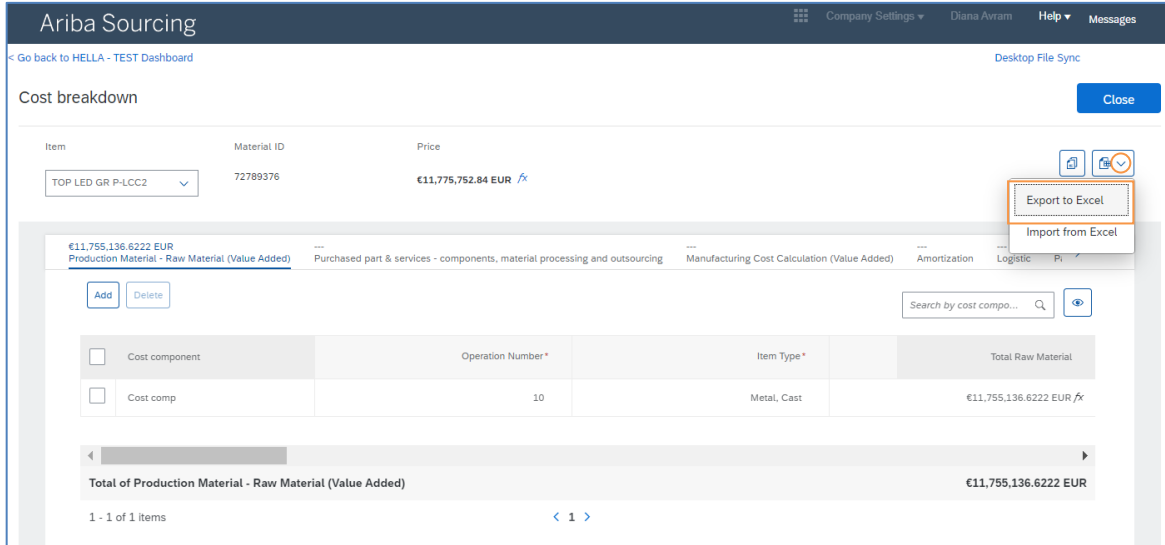
- Assess cost breakdown templated by clicking on ⬚ item to access your Excel template
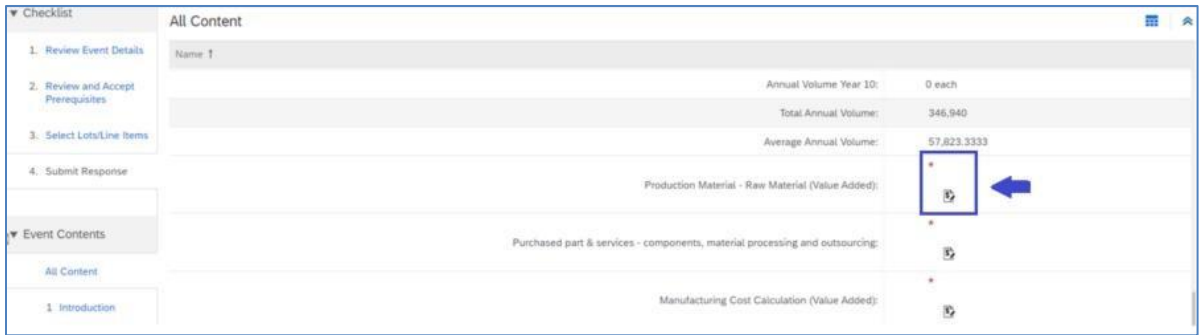
- Fill in one row in *Production Material - Raw Material* chapter manually in Ariba
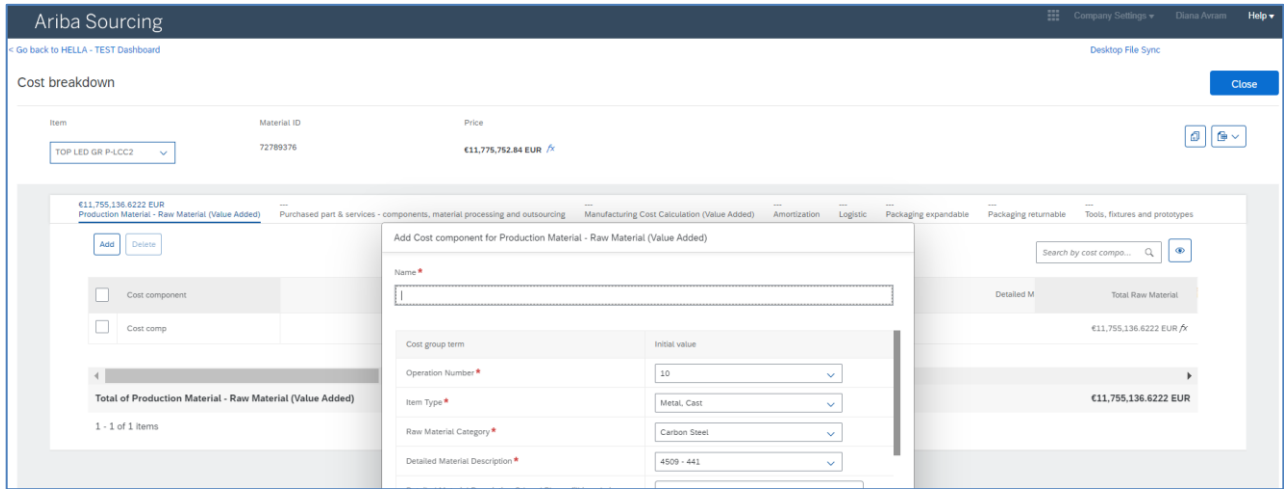
- Export to Excel your CBD template

- 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: Paste:

- 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.*

- 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
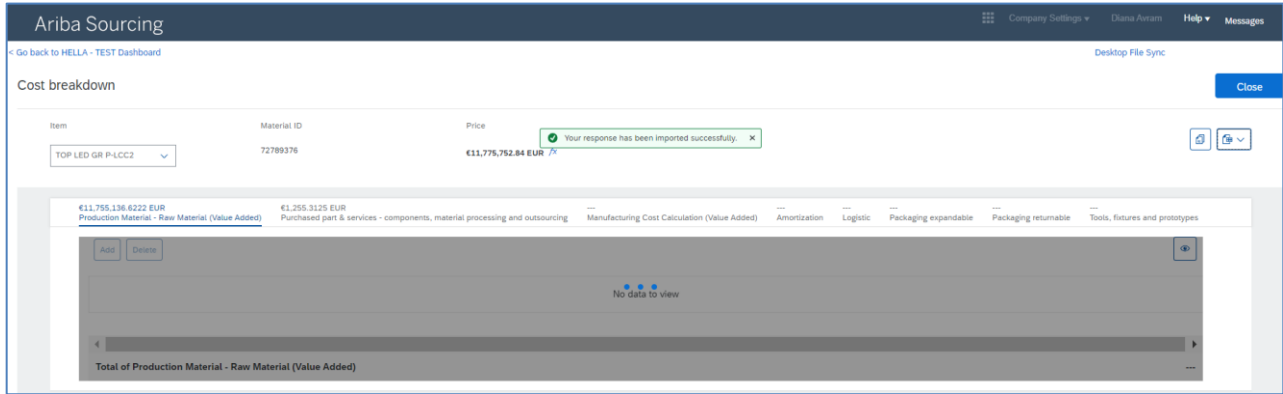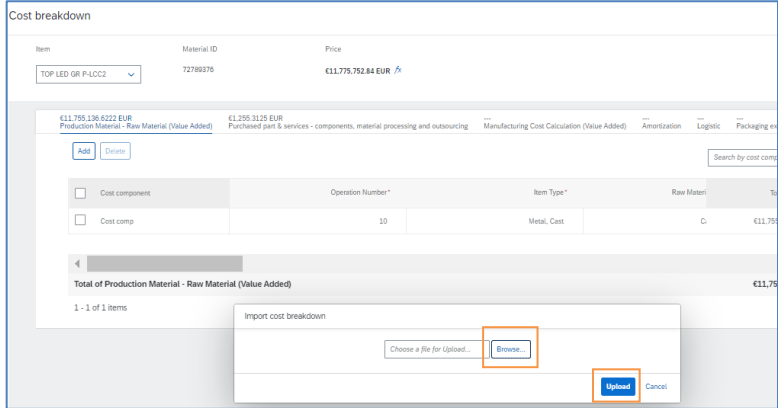

- After this is done, you can then save the excel and Import the template again into Ariba

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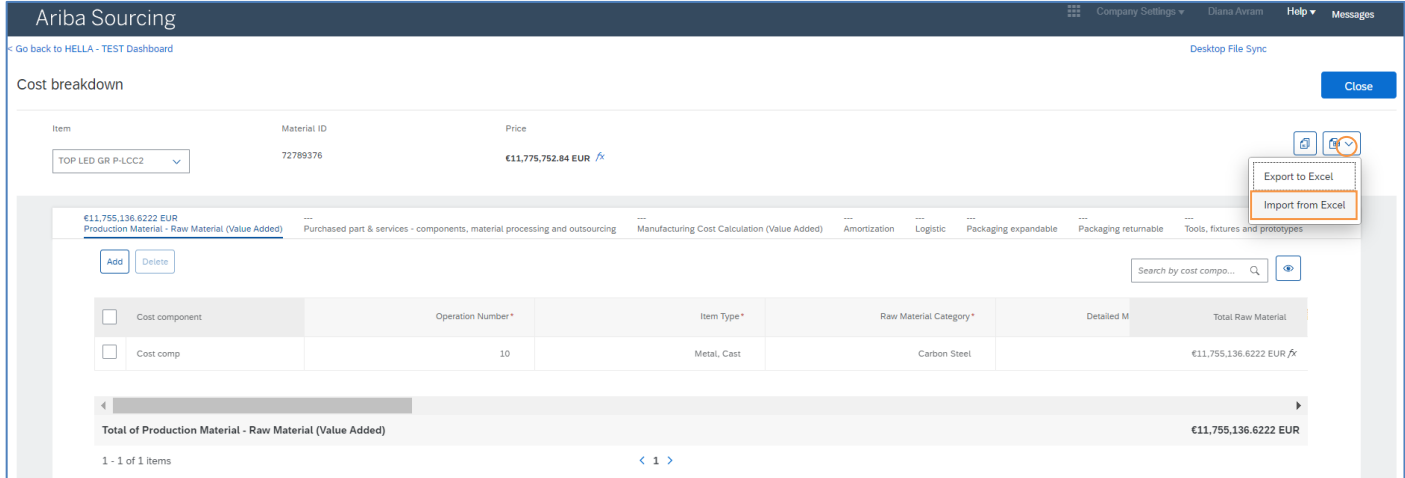
- Browse and Upload your CBD Excel template:

- 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
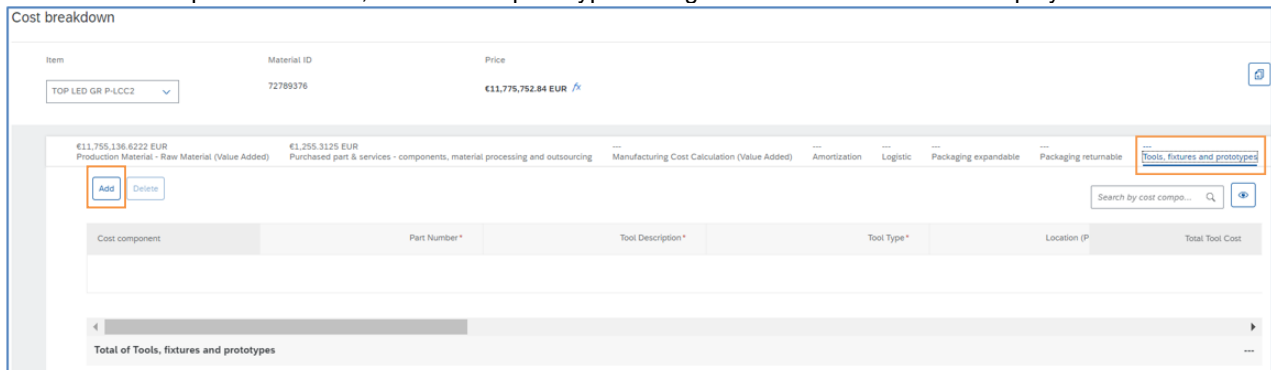
-the following page will be displayed, and you will have the possibility to manually fill in the required values
➔ All mandatory fields are marked with *

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.

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.

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.

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.

- 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.

- 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:

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

Event Messages	✓ Your response has been submitted. Thank you for participating in the event.
Response History	
Response Team	
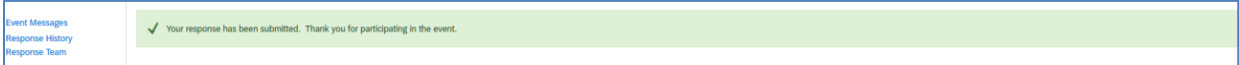
- o An email notification will be sent to Hella informing the Project Owner the response to the RFQ was submitted
- o Note: Hella might be asking you for a new quotation after the internal analysis.
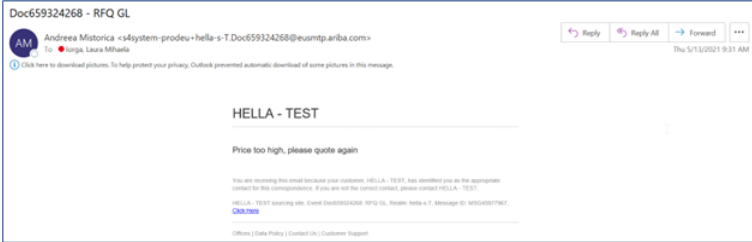
In case you receive a notification to quote again, log into Ariba and click on "Revise Response" button.