Continental Supplier Manual

Sourcing for
Engineering Services (ES) in SupplyOn

SupplyOn, the shared supply chain collaboration platform in the manufacturing industry

Continental/SupplyOn
08/13/2019

Agenda

1. **SupplyOn Sourcing: Your Advantages**

2. **SupplyOn sign in**

3. **Initial User Setup**

4. **Start Using Sourcing RFQ**

5. **RFQ Email Notification**

6. **Check and Reply RFQ**
   - **Online Editing & Document Upload**

7. **Update Offer**

8. **SupplyOn Support**

1. SupplyOn Sourcing

SUPPLYON

SupplyOn: Your Advantages

SupplyOn Sourcing allows you to manage your request for information (RFI) and quotation (RFQ) process for Continental efficiently by optimizing sales quality and reducing costs. This is ensured by a structured overview of all requests received and quotations issued. The electronic communication via SupplyOn Sourcing eliminates media incompatibilities and provides you access to up-to-date information. This ensures to submit high-quality quotations.

A supplemental Service to Sourcing is Business Directory. Here, you can store your company data centrally. Thereby, all of your customers procurement units are able to see your corporate data including your portfolio of products and services. Thus all requests for quotations can be specifically matched to your portfolio and unfitting requests are avoided. This saves you time and money. The following information are stored in Business Directory:

- Master data: Company name, legal form, DUNS number, etc.
- Detailed information: Key figure history, EDI connection capability, etc.
- Attributes: Certificates, number of employees
- Address/contacts: All relevant addresses and organization contacts
- Categories: Manufacturing capabilities on the basis of material group specific questionnaires
- Company structure: Manufacturing locations, subsidiaries, etc.

Benefits

➲ There are only limited media incompatibilities because the RFI and RFQ is handled digitally end to end.

➲ Your company including the entire portfolio of products and services is presented attractively.

➲ You can lower the response to quotation costs and improve the quality of your results due to a simplified, transparent sales process.
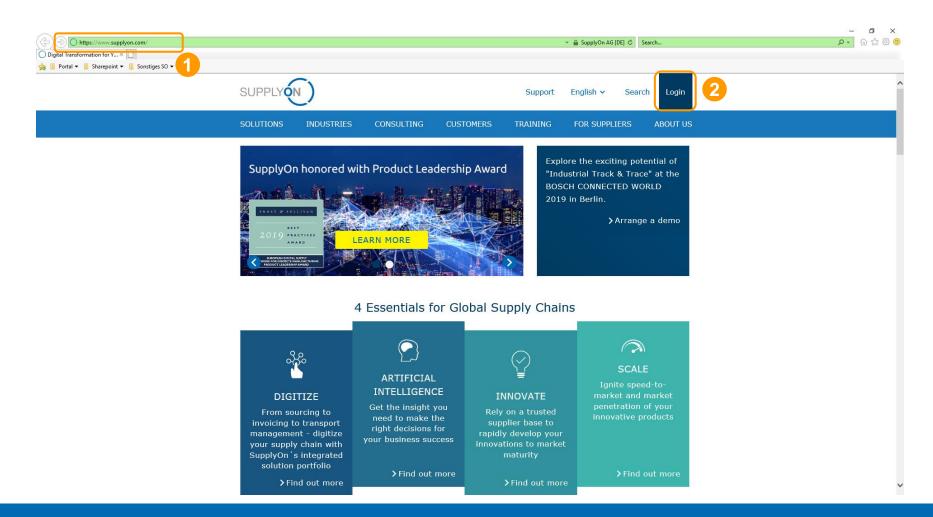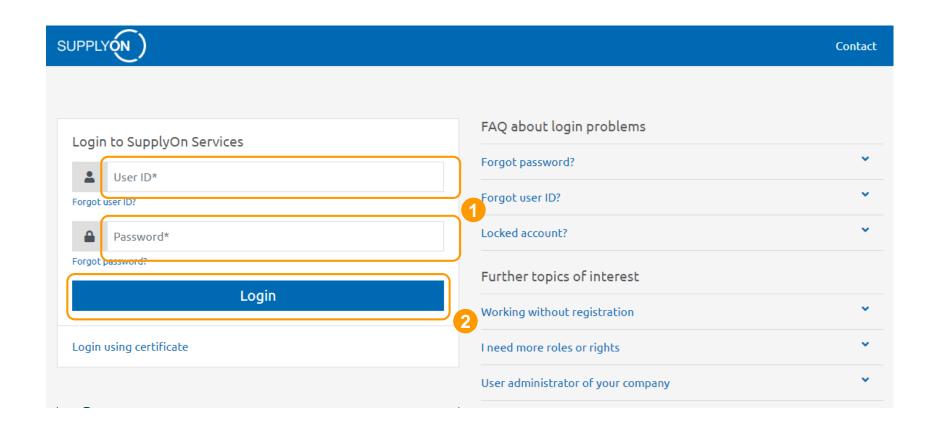
2. SupplyOn sign in

SupplyOn sign in

1. Visit the SupplyOn website at: www.supplyon.com
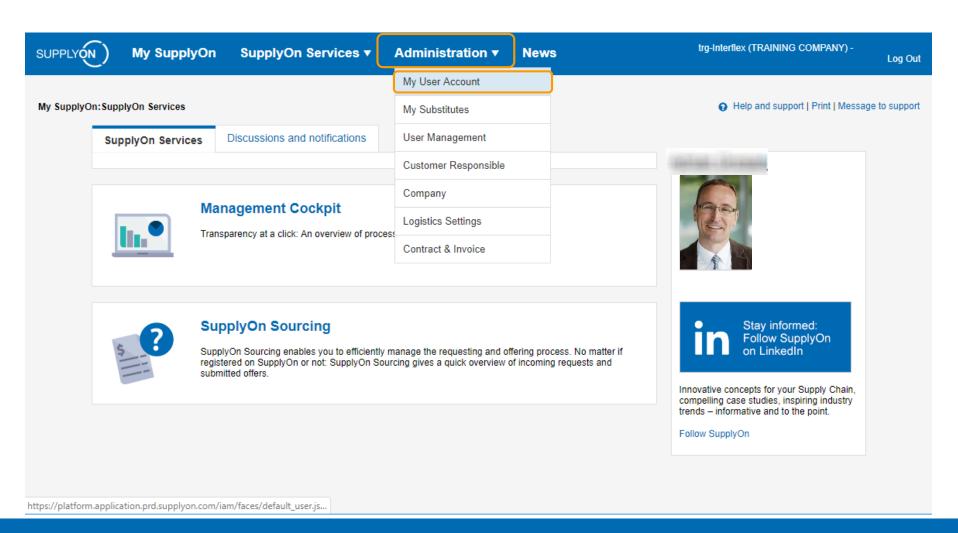2. Click on "Login".

SupplyOn sign in

1. Fill in your Username and Password.
2. Confirm with "Login".
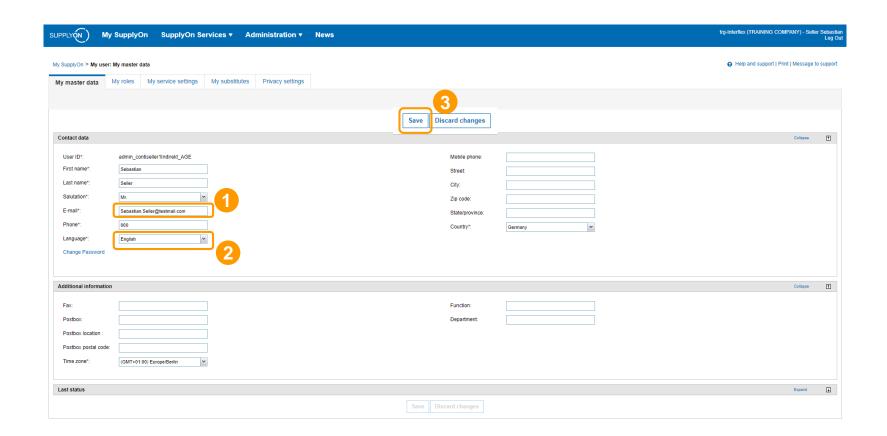
3. Initial User Setup

Initial User Setup

On the landing page of SupplyOn, mouse over the link "Administration" and then click "My User Account" in order to change your account master data.
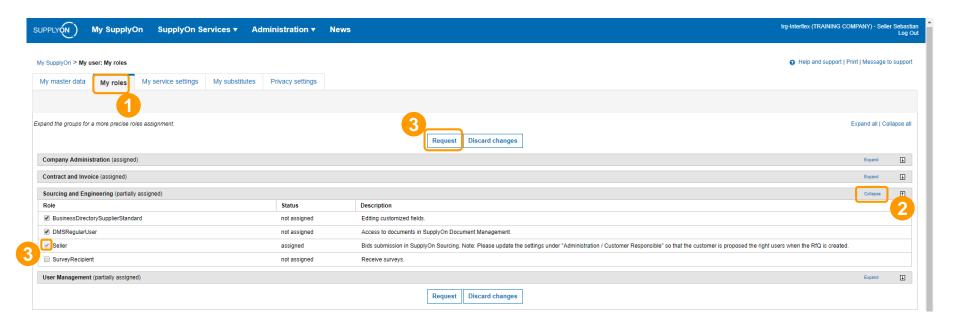
Initial User Setup

This is the "My master data" setting tab to set your user data:
1. Please make sure your email is setup correctly. This email is used for receiving passwords, RFQ notifications, etc.
2. Please set the language to "English" (optional) or to your preferred language.
3. Save after change.
Please make sure that you have all your contact persons data up to date in SupplyOn at all times. If there are changes in the company name or DUNS number please notify by creating a change request.

Initial User Setup

To use SupplyOn Sourcing you require certain roles managed by your internal SupplyOn administrator. To request a role:
1. Click on the tab "my roles".
2. Expand the section "Sourcing and Engineering". In order to use the SupplyOn Sourcing service, you need to be assigned to the role "Seller".
3. You can request new roles by clicking on the checkbox next to your required role. Then click on "Request".

Initial User Setup

1. Change to the tab "My substitutes" to set up your colleague(s) as substitute(s) in case of your absence.
2. Click the "Add substitutes" button to add a new substitute.

Initial User Setup

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1. Search for your substitiute colleagues.
2. Click the checkbox next to the user.
3. Click "OK".

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Initial User Setup

Search for your substitute colleague(s).
1. Set the time frame in which you want to be represented.
2. Click "Save".

| | SupplyOn Intern

4. Start Using Sourcing RFQ

Start Using Sourcing RFQ

1. First click on "SupplyOn Services" and then click "Sourcing".
2. The "Open request" tab shows all non-processed RFQs.
3. Select an open RFQ by clicking on the "Open requests" tab. Then choose a RFQ from the list below and click on the request name to open it.

5. RFQ Email Notification

RFQ Email Notification

1. For every incoming RFQ you will receive an email notification.
Please make sure your email is setup correctly in the user setting as described in Chapter 3 in order to receive it.
2. Click on the link to bid or decline the RFQ.

RFQ Email Notification

1. If a non-disclosure agreement is required, download the attachment and read it carefully.
2. Check the box to accept the non-disclosure agreement.
3. Enter the information about the person who authorized the non disclosure agreement.
4. Open the request.

RFQ Email Notification

SupplyOn automatically directs you to the RFQ. Please process the RFQ as shown in Chapter 6.
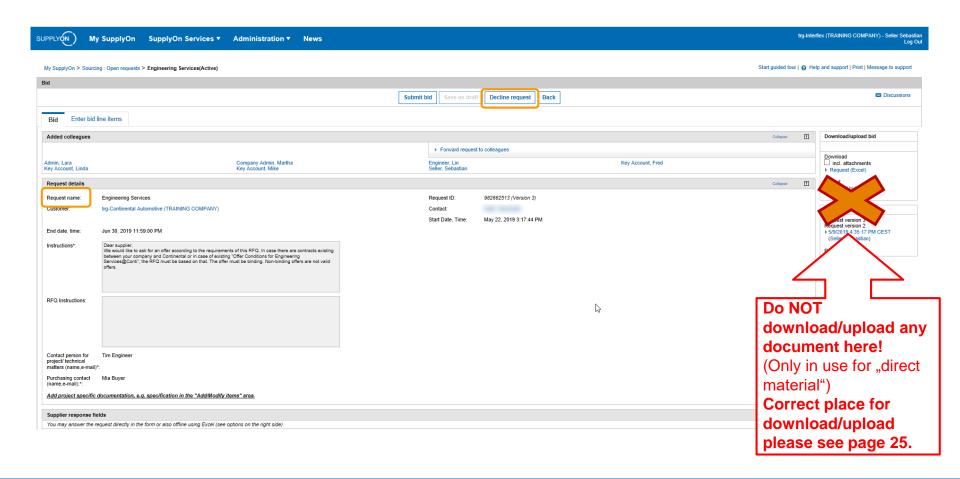
6. Check and Reply RFQ

Check and Reply RFQ

Here you find the request details. Please read them carefully. Pay special attention to the customer Instructions and the RFQ Instructions. If you do <u>not</u> want to bid the RFQ, click "Decline request".
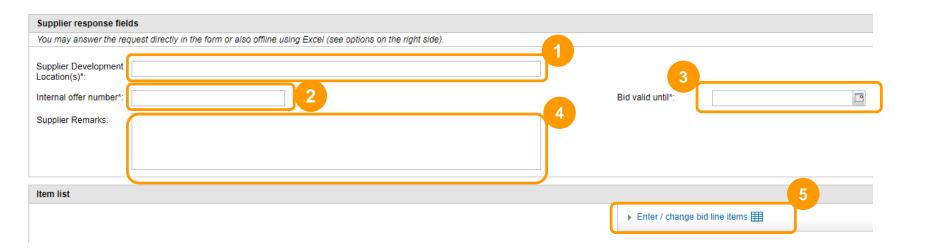Please enter all your quotations **directly into the system** by completing the template. It is highly important that all the requested data are in the system.
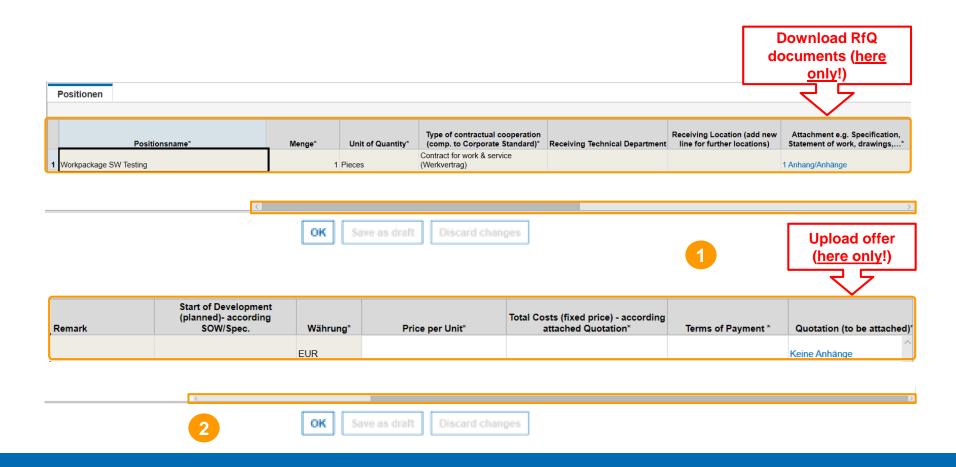
Online Editing & Document Upload

Online Editing & Document Upload

Scroll down to the "Supplier response fields".
1. Fill in the Supplier Development Location.
2. Fill in the supplier internal offer number.
3. Enter the expiry date for the offer.
4. Enter a comment regarding the bid, if necessary.
5. Enter the item list.

Online Editing & Document Upload

Download RfQ documents (here only!)

Positionen

	Positionsname*	Menge*	Unit of Quantity*	Type of contractual cooperation (comp. to Corporate Standard)*	Receiving Technical Department	Receiving Location (add new line for further locations)	Attachment e.g. Specification, Statement of work, drawings,…*
1	Workpackage SW Testing	1	Pieces	Contract for work & service (Werkvertrag)			1 Anhang/Anhänge

OK   Save as draft   Discard changes

1

Upload offer (here only!)

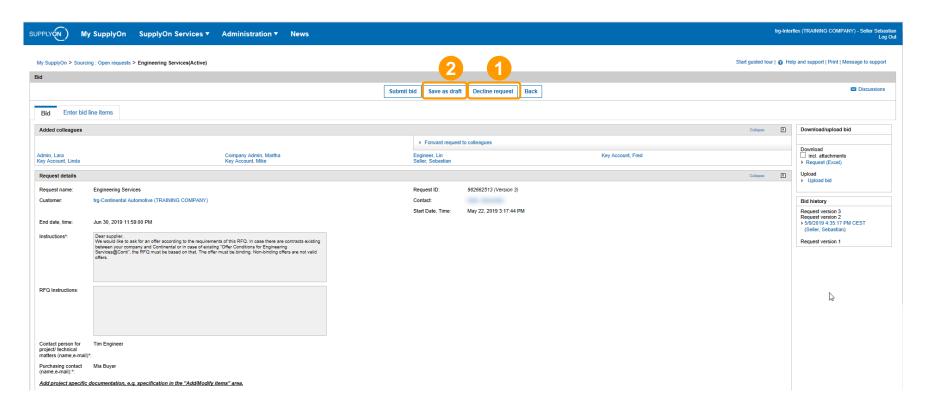| Remark	Start of Development (planned)- according SOW/Spec.	Währung*	Price per Unit*	Total Costs (fixed price) - according attached Quotation*	Terms of Payment *	Quotation (to be attached)*
		EUR				Keine Anhänge

OK   Save as draft   Discard changes

2

1. The table shows Item information like Item Name, Part Number, the Currency used for payment, etc. White fields are supplier input fields.
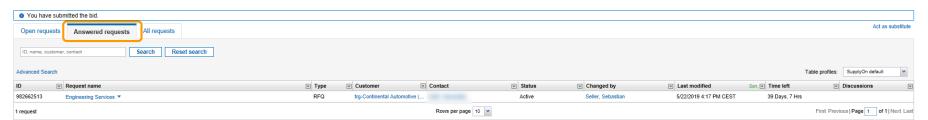2. Scroll to the right to display additional supplier input fields.

Online Editing & Document Upload

Now you are ready to submit your bid to your customer:
1. Save bid as draft (optional), if you want to change anything before submitting.
2. Click on "Submit bid" if everything is correct and you want to send your bid.

Online Editing & Document Upload

Already processed bids are displayed in the "Answered requests" tab .
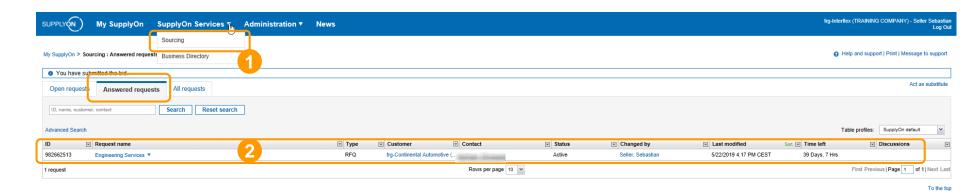The tab "All requests" shows both open requests and answered requests in tabular form.

7. Update Offer

Update Offer

1. To update a RFQ go to "SupplyOn Services", choose the service "Sourcing" and click on the tab "Answered requests".
2. Select a RFQ you want to update. Click on the request name.

Update Offer

Click on the button "Add or change bid".

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1. Then change your bid with the same approach as in Chapter 6.
2. You could also add Supplier Remarks to inform your customer about any changes.
3. Click "Submit bid".

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8. SupplyOn Support

SUPPLY**ON**

Support

SupplyOn assists you in using its solutions:

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<table>
<tr><td>

**User hotline –
available 24/7**

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- SupplyOn provides its users with a hotline in eight different languages (German, English, French, Spanish, Portuguese, Japanese, Korean and Chinese).

- The hotline is available 24/7 and assists you quick and competent, if you have any questions concerning SupplyOn.

> **Telephone - free of charge and around the clock**
>
> from Germany: 0800.78775966
> from the USA and Canada: 1.866.787.7596
> from Mexico: 01.800.123.3231
> from China*: 4001.203.357 - available from 07:00am to 08:00pm CNST
> from Japan: 0120.778166 - available from 08:00am to 05:00pm JST
> from Korea: 080.648.0880 - available from 08:00am to 05:00pm KST
>
> from all other countries: +800.78775966
>
> Note: If you have any dial-in problems, please call +49.811.99997-0
> * toll-free but local access fees may apply

- **E-mail:**
  Customer-Support@SupplyOn.com or Asia-Support@SupplyOn.com

- **Online Help:**
  SupplyOn provides you with a comprehensive online help, available for all functionalities and for all screens the supplier is currently working in

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