# **Quote Automation for suppliers** Suppliers Manual

January 2025



Innovative Lightweighting



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# 1. Objectives



 As suppliers of Nemak you are going to start receiving Request for Quotations through Ariba Supplier Business Network (SBN). For that reason, this manual is created for you to understand the steps you must follow up to send a quote.

#### 2. **RFQ Reception**



There are two different types of notifications you will receive when you get an invitation to quote for Nemak:

- First time you receive an RFQ from Nemak (one time notification), your SBN account is not synchronized yet with the customer site.
- You have already received an RFQ from Nemak.

#### 2.1 First time you receive an RFQ from Nemak



If it is the first time you receive an RFQ or any document through SBN from Nemak, your SBN account is not still enabled in Nemak's site.

You will receive the following notification (only one time)

| equest for Quotation Summary  |   |  |  |
|---|---|--|--|
| Date:   | 10 Dec 2024   | From:  | <buyer name=""></buyer>  |
| Collaboration ID:   |   | Email:   | <contact name=""></contact>  |
| Collaboration Title:  |   | То:  | <supplier name=""></supplier>  |
| Amount:   | \$10.00 USD   | Email:   |  |
| or more information, visit ht   | tps://supplier.ariba.com.   |  |  |
| or more information, visit ht<br>or activate your acco<br>1. Go to https://service.ari  | tps://supplier.ariba.com.   |  |  |
| or more information, visit ht<br>o activate your acco<br>1. Go to https://service.ari<br>2. Enter the following tem   | tps://supplier.ariba.com.   |  |  |
| or more information, visit ht<br>or activate your accc<br>1. Go to https://service.ari<br>2. Enter the following tem<br>Temporary ID:<br>Secure Code:   | tps://supplier.ariba.com. Dunt: iba.com/register iporary log-in information: AN00 aBc1  | 10101010<br>23   |  |
| or more information, visit ht<br>or activate your accco<br>1. Go to https://service.ar<br>2. Enter the following tem<br>Temporary ID:<br>Secure Code:<br>3. Review and accept the   | tps://supplier.ariba.com. Dunt: iba.com/register uporary log-in information: ANOC aBc1 terms of use.  | 23   |  |
| or more information, visit ht<br><b>To activate your acco</b><br>1. Go to https://service.ar<br>2. Enter the following tem<br>Temporary ID:<br>Secure Code:<br>3. Review and accept the<br>lease note that upon re                  | tps://supplier.ariba.com.  Dunt: iba.com/register uporary log-in information: ANOC aBc1 terms of use. eaching the expiration of this document you w   | vi01010100<br>23<br><i>i</i> ll receive an email from SAP Business Network D | iscovery stating that you have won the business. Please disregard this |
| Fo activate your accord<br>To activate your accord<br>1. Go to https://service.ar<br>2. Enter the following tem<br>Temporary ID:<br>Secure Code:<br>3. Review and accept the<br>lease note that upon re<br>otification, the buyer w | tps://supplier.ariba.com.<br>punt:<br>iba.com/register<br>aporary log-in information:<br>ANOC<br>aBc1<br>terms of use.<br>eaching the expiration of this document you w<br>ill be contacting you if you are awarded the b | vill receive an email from SAP Business Network D<br>usiness.                | iscovery stating that you have won the business. Please disregard this |

# 2.1 First time you receive an RFQ from Nemak



#### To activate your account

1. Click on the link to activate the account

| Activate Your Account With Nemak - TEST Now:<br>1. Go to https://service.ariba.com/register<br>2. Enter the following temporary log-in information: |   |
|---|---|
| Temporary ID:   | AN11219280395-T   |
| Secure Code:  | ++0DRen3  |
| 3. Review and accept the terms of use.  |   |
| Use this login information to access your test account. (Th   | his does not replace the login information you use to access your account.) |

2. Enter the temporary ID and Secure code received on the email

| New Account Registration  | 1   |  |  |                             |   |
|---|---|--|--|-----------------------------|---|
| Register your company on SAP Busines<br>continue to send you documents throug<br>Business Network has to offer. | ss Network. Registering takes only a few minutes a<br>gh Quick Enablement. In addition, you can take ac | and enables SAP Business Network to<br>Jvantage of all the services that SAP |  |                             |   |
| Enter the <b>Temporary ID</b> and <b>Secure Co</b>  | <b>de</b> provided in the welcome letter.   | Activate Your Acc<br>1. Go to https://se                                     | ount With Nemak - TEST Now<br>rvice.ariba.com/register | :                           |   |
| Temporary ID:   | AN11219280395-T   | 2. Enter the follow  | ing temporary log-in information:                      |                             | _   |
|   |   |  | Temporary ID:  | AN11219280395-T             |   |
| Secure Code:  | *****   |  | Secure Code:   | ++0DRen3                    |   |
|   |   | 3. Review and acc  | ept the terms of use.                                  |                             | _   |
|   |   | Use this login inform  | ation to access your test account. (                   | This does not replace the l | login information you use to access your account. |

# 2.1 First time you receive an RFQ from Nemak



#### To activate your account

 If you haven't created an Ariba SBN account yet, click on Create New Account

| Yes, I want to create | a new account |
|-----------------------|---------------|
| Create New Account    |               |
|                       |               |

Enter the Company and User account information
 Company information

|                   |                  |                                   | * Indicates  | a required field                           |               |   |
|-------------------|------------------|-----------------------------------|--|--|---------------|---|
| Company Name:*    | TEST SUPPLIER 76 | ]                                 |  |  |               |   |
| Country/Region: * | Mexico [MEX]     | If your company<br>more addresses | has more than one office, enter the main office add<br>such as your shipping address, billing address or oth | ress. You can enter<br>her addresses later |               |   |
| Address:*         | ST BENITO JUAREZ | in your company                   | / profile.   |  |               |   |
|                   | Line 2           | ]                                 | User account information   |  |               |   |
| Municipality: *   | CDMX             | ]                                 |  |  |               |   |
| Postal Code:*     | 01010            |                                   | Name:*   | Juan                                       | Gonzalez      |   |
| City: *           | CDMX             | ]                                 | Email:*  | paula.cuervo.test@vivoco                   | onsulting.com |   |
| State:*           | México [MX-MEX]  |                                   |  | Use my email as my user                    | mame          |   |
|                   |                  |                                   | Username: *  | nemaktest76@vivoconsu                      | lting.com     |   |
|                   |                  |                                   | Password: *  |  |               |   |
|                   |                  |                                   |  |  |               |   |
|                   |                  |                                   | Language:  | English                                    | $\sim$        | ] |
|                   |                  |                                   | Email orders to: *   | paula.cuervo@vivoconsu                     | lting.com     |   |

If you already have an account in Ariba SBN click on Use existing account

| Yes, I want to create a       | a new account            |
|-------------------------------|--------------------------|
| Create New Account            |                          |
| I already have an account (wi | th SAP Business Network) |
| Use Existing Account          |                          |

Enter the Username and Password for your SBN account

#### SAP Ariba M

View all your documents in one SAP Business Network account

SAP Business Network can transfer documents into your company's existing SAP Business Network account. This allows you to view and manage documents easily from your existing account, without having to register a new SAP Business Network account. After you log in, your documents may be temporarily unavailable while the transfer process is completed.

#### Notes:

Fees may apply based on your account type. To see your account type, sign in and go to Company Settings. You have to be the Account Administrator or have the 'Trading Invitation Account Merge' permission to transfer documents into the account.

To get started, log in to your existing supplier account.

| Username: |  |
|-----------|--|
| Password: |  |

#### 2.2 You have already received an RFQ from Nemak



If it is not the first time you receive an RFQ or any document through SBN from Nemak, your SBN account has been already enabled in Nemak's site

The notification you will receive in these cases is the next one

|   | Ind 12/19/2024 12:45 Pr         |
|---|---------------------------------|
| Getting too much email?   | Unsubscribe Manage subscription |
| SAP BUSINESS NETWORK DISCOVERY  |                                 |
| Dear Test supplier31 - TEST,<br>Congratulations! You have been invited by Nemak - TEST to participate in a Quote Automation<br>event. This is a great opportunity to connect with the buyer and potentially win new business.<br>Review the details of this lead and indicate your desire to participate in SAP Business Network<br>Discovery by clicking the View Lead button below. |                                 |
| This RFQ is sent for SAP Business Network organization account ID AN01445529893-T.  |                                 |
| dfsf<br>000 sdfsf<br>Giouzkoa   |                                 |
| Spain   |                                 |
| This Posting is for testing purposes only.  |                                 |
| RFQ   |                                 |
| 6002317318<br>Nemak - TEST  |                                 |
| What: Logistics   |                                 |
| Ship-to or Service Locations Libramiento Arco Vial km 3.8   |                                 |
| bouuu Garcia  |                                 |
| NL  |                                 |
| NL<br>Mexico  |                                 |
| NL<br>Mexico<br>Amount: <b>Unspecified</b> (Est.)   |                                 |

Nemak - TEST has invited you to a new business opportunity: 6002317318

#### 2.2 You have already received an RFQ from Nemak



#### To access to the quote, click on "View Lead"

| This Posting is for testing purposes only.                |
|---|
| RFQ   |
| 6002317318<br>Nemak - TEST                                |
| What: Logistics   |
| Ship-to or Service Locations Libramiento Arco Vial km 3.8 |
| 66000 García  |
| NL  |
| Mexico  |
| Amount: Unspecified (Est.)                                |
| Closes: Friday 20 Dec 2024 5:00 PM PST                    |
| View Lead   |

#### Enter User ID and Password, the click on Log In





Once you enter to your SBN account you can check the RFQ received If you entered through the link on the e-mail, you would see the RFQ immediately when you Log in. Otherwise, you can check the RFQs pending for response following up the next procedure

1. On the Home page, go to Discovery > Matched and Invited Leads





2. On Invited Leads you will see the open RFQs available for quoting

|      |             |      | 6<br>Invited Leads<br>Last 90 days |            | O<br>Matched Leads<br>Last 90 days | O<br>Saved Leads<br>Last 90 days | Responded<br>Last 90 d | Leads             | 72<br>Won Leads<br>Last 90 days | Œ         | 1°1<br>919 |
|------|-------------|------|------------------------------------|------------|------------------------------------|----------------------------------|------------------------|-------------------|---------------------------------|-----------|------------|
| Save | Source      | Туре | Lead ID                            | Title      |                                    | Мах                              | x Opportunity Amount   | Response Deadline | ↑ Customer Name                 | Open Dat  | Actions    |
| Д    | Integration | RFQ  | 22092323                           | 6002317479 | )                                  |                                  | -                      | Jan 9, 2025       | Nemak - TEST                    | Jan 8, 20 |            |
| Д    | Integration | RFQ  | 22102011                           | 6002317490 | )                                  |                                  | -                      | Jan 10, 2025      | Nemak - TEST                    | Jan 9, 20 |            |
| Д    | Integration | RFQ  | 22097238                           | 6002317486 | <b>j</b>                           |                                  | -                      | Jan 10, 2025      | Nemak - TEST                    | Jan 9, 20 |            |
| Д    | Integration | RFQ  | 22097237                           | 6002317485 | i                                  |                                  | -                      | Jan 10, 2025      | Nemak - TEST                    | Jan 9, 20 |            |
| Д    | Integration | RFQ  | 22097224                           | 6002317480 | )                                  |                                  | -                      | Jan 10, 2025      | Nemak - TEST                    | Jan 9, 20 |            |
| Д    | Integration | RFQ  | 22097234                           | 6002317484 | l.                                 |                                  | -                      | Jan 10, 2025      | Nemak - TEST                    | Jan 9, 20 |            |



3. You can also change the filters if you want to check any RFQ that you responded or received before. (optional)

| Title             |   | Lead ID             |             | Туре                           |   | Customers                    |  |
|-------------------|---|---------------------|-------------|--------------------------------|---|------------------------------|--|
| Type input        |   | Type selection      |             | All                            | ~ | Type input                   |  |
|                   |   | Partial match       | Exact match |                                |   |                              |  |
| Open Date         |   | Status              |             | Product and Service Categories |   | Ship-to or Service Locations |  |
| Last 90 days      | ~ | Open                | ~           | Select or type selections      | đ | Select or type selections    |  |
| Response Deadline |   | Min amount Max amou | nt Currency | Humanitarian Relief            |   | Source                       |  |
|                   | ~ |                     | EUR 🗸       | All                            | ~ |                              |  |

4. Click on the Lead ID of the RFQ that you are going to check

| Save | Source      | Туре | Lead ID  | Title      | Max Opportunity Amount | Response Deadline ↑ | Customer Name | Open Dat  | Actions |
|------|-------------|------|----------|------------|------------------------|---------------------|---------------|-----------|---------|
| Д    | Integration | RFQ  | 22092323 | 6002317479 | -                      | Jan 9, 2025         | Nemak - TEST  | Jan 8, 20 |         |

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## 3. RFQ Response

On the RFQ you will find the following information

- 1. Number of the RFQ
- 2. Company that invited you to participate on the RFQ
- 3. Important dates for quoting
  - a. Posted on  $\rightarrow$  Date when the RFQ was created by the buyer Resp.
  - **b.** Open for Bidding on  $\rightarrow$  Date and time when you can start submitting your quote
  - c. Response Deadline  $\rightarrow$  Date and time when the RFQ gets closed, you won't be able to submit your answer after this.
- 4. Details of the quote

| Details                        |   |  |
|--------------------------------|---|--|
|                                |   |  |
| Opportunity Amount:            | Unspecified   |  |
| Response Deadline:             | 10 Jan 2025 7:00 PM CST                             |  |
|                                | (Buyers can close postings early)                   |  |
| Posting ID:                    | 22097224  |  |
| Business Contact:              | Prueba Nemak  |  |
| Posting Type:                  | Request for Quotation (ERP)                         |  |
| Company Public Profile:        | https://discovery.ariba.com/profile/AN01578719496-T |  |
| Match Confidence:              | 0%  |  |
| Product and Service Categories |   | Ship-to or Service Locations                                 |
| Logistics                      |   | Libramiento Arco Vial km 3.8<br>66000 Garcia<br>NL<br>Mexico |





4. Items to quote

| Details |      |                  |   |               |           |                 |                    |                           |                                |
|---------|------|------------------|---|---------------|-----------|-----------------|--------------------|---------------------------|--------------------------------|
|         |      |                  |   |               |           |                 |                    |                           |                                |
|         |      |                  |   |               |           |                 |                    |                           |                                |
| Ur      | nes  | Bid History      |   |               |           |                 |                    |                           |                                |
|         |      |                  |   |               |           |                 |                    |                           |                                |
|         | Item | 5                |   |               |           |                 |                    | View Event Details        | Download RFQ                   |
|         |      |                  |   |               |           |                 |                    |                           |                                |
|         |      | Line Item<br>No. | Name                                    | Buyer Part Id | Commodity | Estimated Price | Quantity           | Deliver by                | Ship-to or Service<br>Location |
|         |      | 00010            | BORDE, ESQUINA DE<br>CARTÓN, 3PULG X 3P | 0000000000    | Logistics | 0.00 EUR        | 70 EA              | 20 Jan 2025               |                                |
|         |      | <u>2</u>         | ULG                                     | 00700345      |           |                 |                    |                           |                                |
|         |      | 00020            | GUIA APOYO VERTICA                      | 0000000000    | Logistics | 0.00 EUR        | 60 EA              | 20 Jan 2025               |                                |
|         |      | <u>.</u>         | 5_0.5_1-040-00135-X                     | 00/00/00      |           |                 |                    |                           |                                |
|         |      | Ouote Sele       | cted                                    |               |           | Not int         | erested in hidding | on a specific line item?  | Click Here                     |
|         |      |                  |   |               |           | Not in          | creace in bloomg   | on a specific title item: | when there.                    |

Once you have checked all the details of the quote you have the next options:

- a. Quote on all the items
- b. Quote on some of the items
- c. Reject all the items on the quote
- d. Reject some of the items on the quote



#### 3.1 Quote on all the items



If you have all the items available to quote you have to follow up the next step:

1. Click on **Quote All** 



#### **3.2 Quote on some of the items**

Rid History



If you have only some of the items available to quote you have to follow up the next steps:

- 1. Go to the items section of the quote
- 2. Select the items that you can quote

| Items    | 5                |  |                       |           |                 |                   | View Event Details          | Download RFQ                   |
|----------|------------------|--|-----------------------|-----------|-----------------|-------------------|-----------------------------|--------------------------------|
|          | Line Item<br>No. | Name   | Buyer Part Id         | Commodity | Estimated Price | Quantity          | Deliver by                  | Ship-to or Service<br>Location |
|          | 00010<br>2       | BORDE, ESQUINA DE<br>CARTÓN, 3PULG X 3P<br>ULG | 000000000<br>00700943 | Logistics | 0.00 EUR        | 70 EA             | 20 Jan 2025                 |                                |
| <b>Z</b> | 00020<br>2       | GUIA APOYO VERTICA<br>L_S/D_F-040-00139-A      | 000000000<br>00700700 | Logistics | 0.00 EUR        | 60 EA             | 20 Jan 2025                 |                                |
|          | Quote Selec      | ted  |                       |           | Not int         | terested in biddi | ng on a specific line item? | Click Here.                    |

3. Click on Quote Selected

| Lines | Bid History      |  |                       |           |                 |                    |                          |                                |
|-------|------------------|--|-----------------------|-----------|-----------------|--------------------|--------------------------|--------------------------------|
|       |                  |  |                       |           |                 |                    |                          |                                |
| Iter  | ns               |  |                       |           |                 |                    | View Event Details       | Download RFQ                   |
|       | Line Item<br>No. | Name   | Buyer Part Id         | Commodity | Estimated Price | Quantity           | Deliver by               | Ship-to or Service<br>Location |
| 0     | 00010<br>2       | BORDE, ESQUINA DE<br>CARTÓN, 3PULG X 3P<br>ULG | 000000000<br>00700943 | Logistics | 0.00 EUR        | 70 EA              | 20 Jan 2025              |                                |
|       | 00020<br>2       | GUIA APOYO VERTICA<br>L_S/D_F-040-00139-A      | 000000000<br>00700700 | Logistics | 0.00 EUR        | 60 EA              | 20 Jan 2025              |                                |
|       | Quote Selec      | ted  |                       |           | Not int         | erested in bidding | on a specific line item? | Click Here.                    |



1. Check the currency in which you are going to quote. By default, the currency that appears selected is the one you have configured in your SBN profile. If a conversion rate appears this means there is a different base currency between your account and our system, please consider this conversion rate as informative only.

You can choose which currency use to answer the quote. Any consecutive document (purchase order, invoice, etc) will use Nemak's default currency and the conversion rate based on the date of that document creation.

| Currencer EUD Euro   | Conversion rate: 1 MXN = 0.04753 EUR |
|----------------------|--------------------------------------|
| Cullency. EUK - Eulo | 1 EUR = 21.03843 MXN                 |

- 2. Complete the information on the quote for each item
  - Some fields are only **informative**, please keep in mind that information to provide your quote
  - Fields marked with an asterisk are **mandatory**, please include an answer in them
  - Open fields without an asterisk are **optional**, you may or may not provide an answer in them

| Line Item<br>No. | Name                                       | Estimated Price | Quantity               | Estimated Sub-total              | Estimated Total Cost |
|------------------|--|-----------------|------------------------|----------------------------------|----------------------|
| 00010<br>2       | BORDE, ESQUINA DE CARTÓN, 3PULG X<br>3PULG | 0.00 EUR        | 70 EA                  | 0.00 EUR                         |                      |
|                  | Your Quote:                                |                 |                        |                                  |                      |
|                  | Price (per unit):* 0.00                    | EUR             | Per (t                 | units):* 1                       |                      |
|                  | Requested<br>Delivery Date: 20 Jan 2025    |                 | Freight charge x Qty F | rice: 0                          |                      |
| s                | Supplier Part ID:                          |                 | Incote                 | erms:                            |                      |
|                  | Buver Part ID: 000000000000000943          |                 | Plant Na               | ame: Nemak Monterrey Planta Admv | э.                   |
|                  | Lead Time(in. 1                            | _               | Fixed amount freight F | Price: 0                         |                      |
|                  | days):                                     |                 | Material Gr            | oup: 32151805                    |                      |
|                  | Shipping Cost: 0.00 EUR                    |                 | B                      | uyer: Hector Tovar               |                      |
|                  | Shin To:                                   |                 |                        |                                  |                      |



3. Comments are optional; however, you can include information in there to explain better what you are quoting



4. You can also include **attachments** to complement your quote, to include attachments:

#### Maximum attachment size: 10MB

a. Click on Choose file



b. Look for the attachment on your local files and select it

| 🥥 Abrir                                      |   |                              |             |
|--|---|------------------------------|-------------|
| $\leftarrow \rightarrow \checkmark \uparrow$ | > Descargas > ~ C                                 | Buscar en Descargas          | م           |
| Organizar 🔻 Nueva ca                         | arpeta  | ≣ ▼                          |             |
| 🔿 Inicio 🛛 I                                 | Nombre  | Fecha de modificación        | Тіро        |
| Calería                                      | Documento_pruebas_RFQ_ITEM_10_UNT.docx            | 8/01/2025 8:51 a.m.          | Docume      |
| Galeria                                      | DOCUMENTO_PRUEBAS_PDF_1.pdf                       | 8/01/2025 8:51 a.m.          | Docume      |
| > g María Paula, CO                          | $\sim$ Al principio de esta semana                |                              |             |
|  | 늘 payload_621961940-download.zip                  | 7/01/2025 5:39 p. m.         | Carpeta     |
| 📔 Documentos 🖈                               | 🖂 RE Confirmación de alcance - Mejoras en SLP     | 7/01/2025 11:39 a.m.         | Elemente    |
| 🛓 Descargas 🔺                                |   |                              |             |
| Nom  | bre de archivo: Documento_pruebas_RFQ_ITEM_10_UNT | All Files (*.*)     Abrir Ca | ∽<br>ncelar |

c. Click on Upload Attachments



d. You can check that your attachments have been uploaded

| Attachment: | Choose File No file chosen Upload Attachments |
|-------------|---|
| [           | Documento_pruebas_RFQ_ITEM_10_UNT.docx Delete |



5. Once you complete quoting on all items, go down on the RFQ and hit on Submit button



6. You have the option to review your quote checking the prices and information you gave per each item

| tems |                  |   |                       |             |                        |          |                   | View Event Details | Download RFQ                   |
|------|------------------|---|-----------------------|-------------|------------------------|----------|-------------------|--------------------|--------------------------------|
|      | Line Item<br>No. | Name  | Buyer Part Id         | Commodity   | Estimated Price        | Qu       | antity            | Deliver by         | Ship-to or Service<br>Location |
|      | 00010<br>2       | BORDE, ESQUINA DE C<br>ARTÓN, 3PULG X 3PUL<br>G | 000000000<br>00700943 | Logistics   | \$0.00 MXN             | 70 E     | A                 | 20 Jan 2025        |                                |
|      |                  | Quoted  |                       |             | \$160.00 MXN           |          |                   |                    |                                |
|      |                  | Quan  | tity: 70 EA           |             | Per (u                 | units):' | 1                 |                    |                                |
|      |                  | Requested Delivery D                            | ate: 20 Jan 202       | 25          | Freight charge >       | Qty      | 0                 |                    |                                |
|      |                  | Buyer Part                                      | ID: 00000000          | 0000700943  | r                      | nce:     |                   |                    |                                |
|      |                  | Lead Time(in da                                 | ays):*1               |             | Plant Na               | ame:     | Nemak Monte<br>a. | errey Planta Admv  |                                |
|      |                  | Shipping C                                      | ost: \$0.00 MXN       | l i         | Fixed amount fre       | eight    | 0                 |                    |                                |
|      |                  | Ship  | To:                   |             | P                      | rice:    |                   |                    |                                |
|      |                  | Comm  | ent: Comment :        | 1           | Material Gr            | oup:     | 32151805          |                    |                                |
|      |                  | Attachma  | manan1 r              | -           | Bu                     | uyer:    | Hector Tovar      |                    |                                |
|      |                  | Audenm  | ent. magena.)         | ang.        |                        |          |                   |                    |                                |
|      |                  | Tax Type Ta:                                    | x Rate Type I         | Description | Taxable Amount Tax (%) | Ba       | se Tax (%)        |                    |                                |
|      |                  |   |                       | No item     | 15                     |          |                   |                    |                                |
|      |                  |   |                       |             |                        |          | Tota              | al Tax: \$0.00 MXN |                                |
|      |                  |   |                       |             |                        |          |                   |                    |                                |



- 7. Also, you can Modify your quote if you need **until the deadline has been reached** for that you can follow up the next steps
  - a. Select the items that you want to modify and click on Edit Quote

| 00020 GUIA APOYO VERTICA    | 0000000000 .  |                                | to 00 MXN         |                     | 00 1 0005                          |
|-----------------------------|---------------|--------------------------------|-------------------|---------------------|------------------------------------|
| L_S/D_F-040-00139-A         | 00700700      | ogisues                        |                   | OU EA               | 20 Jan 2025                        |
| Quoted                      |               |                                | \$180.00 MXN      |                     |                                    |
| Quantity:                   | 60 EA         |                                | Per               | (units):*1          |                                    |
| Requested Delivery<br>Date: | 20 Jan 2025   |                                | Freight charge    | e x Qty<br>Price: 0 |                                    |
| Buyer Part ID:              | 0000000000070 | 00700                          | Plant             | Name: N             | lemak Monterrey Planta Admv        |
| Lead Time(in days):         | *1            |                                | Final amount      | d<br>fanisht        |                                    |
| Shipping Cost:              | \$0.00 MXN    |                                | Fixed amount      | Price: 0            |                                    |
| Ship To:                    |               |                                | Material (        | Group: N            | II-TA                              |
| Comment:                    | Comment 2     |                                |                   | Buyer: H            | lector Tovar                       |
| Attachment:                 | Documento_pr  | uebas_RFQ_ITEM_<br>10_UNT.docx |                   |                     |                                    |
| Tax Type Tax                | Rate Type De  | scription Taxabl               | e Amount Tax (%)  | ) Base              | e Tax (%)                          |
|                             |               | No items                       |                   |                     |                                    |
|                             |               |                                |                   |                     | Total Tax: \$0.00 MXN              |
|                             |               |                                |                   |                     |                                    |
| Edit Quote                  |               |                                | Not interested in | bidding o           | n a specific line item? Click Here |

- b. Perform the modifications needed
- c. Click on Submit to process the changes

| No.   | Name                        |  | Estimated Price   | Quantity              | Estimated Sub           | -total                | Estimated Total Cost |
|-------|-----------------------------|--|-------------------|-----------------------|-------------------------|-----------------------|----------------------|
| 00020 | GUIA APOYO<br>9-A           | VERTICAL_S/D_F-040-0013                          | \$0.00 MXN        | 60 EA                 | \$0.00 MXN              |                       |                      |
|       | Your Quote                  | :  |                   |                       |                         |                       |                      |
|       | Price (per unit):           | 190  | MXN               | I                     | Per (units): <b>* 1</b> |                       | ]                    |
|       | Requested<br>Delivery Date: | 20 Jan 2025                                      |                   | Freight charge x      | Qty Price: 0            |                       | ]                    |
|       | Supplier Part ID:           |  |                   | 1                     | ncoterms:               | _                     |                      |
|       | Buyer Part ID:              | 000000000000700700                               |                   | Pla                   | int Name: Nemak Moi     | nterrey Planta Admva. |                      |
|       | Lead Time(in                | 1  |                   | Fixed amount frei     | ght Price: 0            |                       | ]                    |
|       | Udys).                      | \$0.00 MVN                                       |                   | Mater                 | al Group: MI-TA         |                       |                      |
|       | Shin To:                    | 30.00 MAN  |                   |                       | Buyer: Hector Tova      | BI'                   |                      |
|       | Comment:                    | Comment 2  |                   | 1                     |                         |                       |                      |
|       | Attachment:                 | Choose File No file chosen<br>Upload Attachments |                   |                       |                         |                       |                      |
|       |                             | Documento_pruebas_RFQ_I1                         | EM_10_UNT.docx De | lete                  |                         |                       |                      |
| ٦     | ax Type                     | Tax Rate Type                                    | Description       | Taxable Amount Tax (% | ) Base Tax (%)          | Tax Amount            |                      |
|       |                             |  |                   | No items              |                         |                       |                      |
|       |                             |  |                   |                       |                         | т                     | otal Tax: \$0.00 MXN |

#### 4. RFQ Rejection



Once you have checked the details of the RFQ and if you do not have available all or some of the items of the quote you can:

- Reject all the items of the quote
- Reject some of the items of the quote

On the next slides you will see the procedure to execute these rejections.

#### 4.1 Reject all the items



To reject all the items on the quote you need to follow up the next steps

1. Click on **Not Interested** 



2. Provide a reason why you are rejecting the quote. You can also select the option **Other** and write the reason.

| This posting will be removed from your matches tab and will not appear in your notifications from now on.   |
|---|
| The buyer will be notified of this bid rejection. This cannot be reverted and your organization cannot participate in this RFQ.<br>Please click on Submit to send the rejection message or Cancel to participate in a bid |
| <ul> <li>Wrong product and service category</li> <li>Wrong ship-to or service location</li> <li>Other (Tell us why)</li> </ul>  |
| Do not have availability of the items for the date you are asking for.  |
| Characters left: 680 Cancel Submit  |

This section will be compared from your metabox tables do in a dwall out a sector be a silf at less from a sec

## 4.1 Reject all the items



3. Click on **Submit** 



#### **IMPORTANT:**

Once you have rejected an entire RFQ you will not be able to undo it, the RFQ will no longer appear within those pending to be quoted regardless of whether the deadline date has not been reached.

#### 4.2 Reject some of the items



To reject some of the items on the quote you need to follow up the next steps

- 1. Go to the items section on the quote
- 2. Click on "Not interested in bidding on a specific line item? Click Here."

| ines | Bid History      |  |                       |           |                 |                    |                          |                                |
|------|------------------|--|-----------------------|-----------|-----------------|--------------------|--------------------------|--------------------------------|
| Item | 5                |  |                       |           |                 |                    | View Event Details       | Download RFQ                   |
|      | Line Item<br>No. | Name   | Buyer Part Id         | Commodity | Estimated Price | Quantity           | Deliver by               | Ship-to or Service<br>Location |
|      | 00010<br>2       | BORDE, ESQUINA DE<br>CARTÓN, 3PULG X 3P<br>ULG | 000000000<br>00700943 | Logistics | 0.00 EUR        | 70 EA              | 20 Jan 2025              |                                |
|      | 00020<br>2       | GUIA APOYO VERTICA<br>L_S/D_F-040-00139-A      | 000000000<br>00700700 | Logistics | 0.00 EUR        | 60 EA              | 20 Jan 2025              |                                |
|      | Quote Selec      | ted  |                       |           | Not int         | erested in bidding | on a specific line iten? | Click Here.                    |

3. Select the item(s) not available for quotation

| Lin | e Items De    | tails                  |                   | Part ID Quantity Comments 0000000700943 70 Characters left: 250 0000000700700 60 |                      |  |  |  |  |  |
|-----|---------------|------------------------|-------------------|--|----------------------|--|--|--|--|--|
|     | Line Item No. | Name                   | Buyer Part ID     | Quantity   | Comments             |  |  |  |  |  |
|     | 00010         | BORDE, ESQU LG X 3PULG | 00000000000700943 | 70   | Characters left: 250 |  |  |  |  |  |
|     | 00020         | GUIA APOYO40-00139-A   | 00000000000700700 | 60   | Characters left: 250 |  |  |  |  |  |

#### 4.2 Reject some of the items



4. Enter on the **Comments** section the reason why you are rejecting to quote that item



5. Click on **Submit** 



6. After this you can quote the other items on the quote

|                | bid History      |   |                       |           |                 |  |                    |                               |  |
|----------------|------------------|---|-----------------------|-----------|-----------------|--|--------------------|-------------------------------|--|
| Items          | 1                |   |                       |           |                 |  | View Event Details | Download RFQ                  |  |
| <b>Z</b>       | Line Item<br>No. | Name  | Buyer Part Id         | Commodity | Estimated Price | Quantity   | Deliver by         | Ship-to or Servic<br>Location |  |
|                | 00010<br>2       | BORDE, ESQUINA DE<br>CARTÓN, 3PULG X 3P<br>ULG              | 000000000<br>00700943 | Logistics | 0.00 EUR        | 70 EA  | 20 Jan 2025        |                               |  |
|                | 00020<br>2       | GUIA APOYO VERTICA<br>L_S/D_F-040-00139-A<br>Not Interested | 000000000<br>00700700 | Logistics | 0.00 EUR        | 60 EA  | 20 Jan 2025        |                               |  |
| Quote Selected |                  |   |                       |           | Not int         | Not interested in bidding on a specific line item? Click Here. |                    |                               |  |

#### **5. Reminders**



Before the Quote expires you will receive a reminder to answer the quote.

The message that you are going to receive will be as per below:



We ask you to consider the due-dates like mentioned in our request for quotations.

If you have already submitted your proposal, please disregard this notice.

100

Hector Tovar 8116675789 hector.tovar@nemak.com

6002317279 17.12.2024

**Buyer's contact information** 

Alejandro Guerra M

#### 6. RFQ re-send process



 6002317480
 Open

 This posting is for test purposes only
 Nemak - TEST

 Nemak - TEST
 - The buyer has personally invited you to submit a quote.

 Posted On: 9 Jan 2025
 Open for bidding on: 0 Jan 2025 1-02 AM CST

 Response Deadline: 10 Jan 2025 7:00 PM CST

Once the response deadline has been reached, **and you did not respond the RFQ**, you may receive (or not) another RFQ with the same requirements the next day with a different consecutive number (ex. 600131798 instead of 6002317480).

This will depend on the quote responses received from other vendors.

#### 7. RFQ Closed message



When the deadline is reached and the RFQ is closed, if you have submitted a response, you will receive an email stating that you have been selected as the winning bidder, but this is incorrect! This is a system message that we cannot remove.

#### Please ignore this communication and wait until you receive an official purchase order document. $|\times| \langle \rangle$

Nemak - TEST Has Selected You as the Winner on SAP Business Network Discovery

| S SAP Business Network Discovery  |  | ← Reply     | «¬ Reply all 🔿       | Forward 🔠            |
|---|--|-------------|----------------------|----------------------|
| Getting too much email?   |  | Unsubscribe | Manage subscriptions |                      |
| • Getting too much childin  |  |             | onsussense           | manage subscriptions |
| SAP   | BUSINESS NETWORK DISCOVERY   |             |                      |                      |
|   |  |             |                      |                      |
| Dear Test supplier31 - TEST,  |  |             |                      |                      |
| Congratulations! Nemak - TEST<br>with business on SAP Business N<br>purchase order based your winni<br>information about the project. | Congratulations! Nemak - TEST has selected your company as the winner and awarded you<br>with business on SAP Business Network Discovery. Nemak - TEST may either send you a<br>purchase order based your winning quote or contact you directly to provide you with more<br>information about the project. |             |                      |                      |
| Tit   | le: 6002317493   |             |                      |                      |
| Opportunity Amou  | nt: unspecified (Est.)   |             |                      |                      |
| End Da  | te: Friday 10 Jan 2025 5:00 PM PST   |             |                      |                      |
| Product and Service Categori  | as: Logistics  |             |                      |                      |
| Company Nar   | ie: Nemak - IESI   |             |                      |                      |



# For any questions please contact: supplier.EDIsupport@nemak.com

# **Nemak** Innovative Lightweighting