

**VOLKSWAGEN AG**

**USER GUIDE**

**- Online RFQs ESL 3 -**

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## 1. Introduction to Online RFQs (ESL3)

The Online RFQs ESL3 application is intended as digital support for the request for quotation (RFQ) process and forms an integral part of the Volkswagen Group Business Platform (KBP - German abbreviation). This medium provides you with online RFQs via the internet.

## 2. General icon overview

The following icons are used at various locations within this application.








-  These parts have status of "NEW", i.e., you have not processed them yet.
-  These parts have status of "NEW\*", i.e., you have already processed them.
-  These parts have status of "Sent", i.e., you have submitted a quotation or sent a rejection for these parts.
-  All mandatory fields in the appropriate area have been completed.
-  Not all mandatory fields have been completed in the appropriate area.
-  This icon denotes a mandatory field that needs to be completed before this part can be sent.
-  This icon shows you that the request for quotation has been versioned.

Table 1: **General icon overview**

Further subdivision-specific icons will be explained in the following sections.

### 3. Online RFQs ESL3 - structure of the homepage

The homepage of the ESL3 application is divided into areas **1** to **3**, which are described hereinafter.

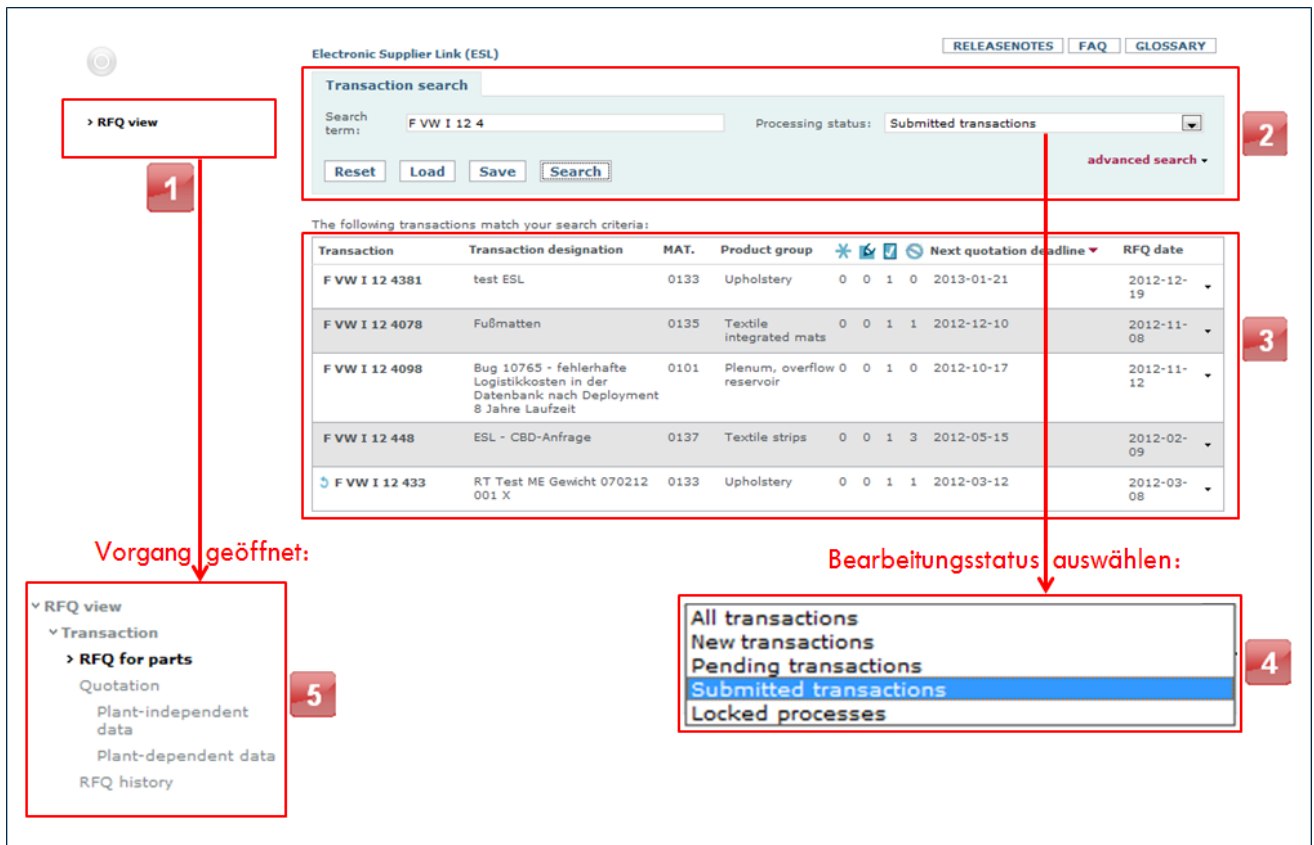


Figure 1: RFQ view

The menu structure in the top-left area (**1** and **5**) is the ESL3 navigation system. Use this to keep track of where you are in the application and to navigate to other areas directly.

Area **2** allows you to perform a simple or advanced search for transactions.

#### 3.1. Simple Search

In the "simple search" you can enter a general search criterion in the "Search term" field. The search term can consist of the following parts, for example:

- Transaction number (complete or partial)
- Transaction designation (complete or partial)
- Material group

etc.

A status can be selected as an additional filter criterion in the "Processing status" field (4). You can save your search criteria, reset values entered to their previous values, or reload the search criteria that you saved last.

Start searching through the transactions in accordance with your search criteria by clicking "Search."

### 3.2. Advanced search

In addition to the "Search term" and "Processing status" search criteria from the "simple search" (see item 3.1 above), you can select the following search criteria from value lists in the "advanced search" (fig. 2):

- Sourcing type
- Brand
- Date (with relative operators and a value range)
- Commodity
- Material group
- Product group

You can also save your search criteria from the "advanced search," reset values entered to their previous values, or reload the search criteria that you saved last.

Start searching through the transactions in accordance with your search criteria by clicking "Search."

The screenshot shows the "Electronic Supplier Link (ESL)" interface. At the top right, there are links for "RELEASENOTES", "FAQ", and "GLOSSARY". The main section is titled "Transaction search" and contains several input fields and dropdown menus. The "Search term" field is empty. The "Processing status" dropdown is set to "Submitted transactions". The "Sourcing type" dropdown is set to "FS". The "Brand" dropdown is set to "AU". The "Date" field is set to "Deadline for quotat" with a calendar icon and the date "2013-12-31". The "Commodity" dropdown is set to "I". The "Material group" dropdown is set to "0133". The "Product group" dropdown is empty. At the bottom left, there are buttons for "Reset", "Load", "Save", and "Search". At the bottom right, there is a link for "simple search".

Figure 2: Advanced search

### 3.3. Search results



All transactions that match your defined search criteria are listed in area .

You then have the option of sorting the listed transactions based on the column headings.

Clicking on a transaction results line, if you are entering the relevant transaction for the first time, takes you to the "Non-disclosure agreement" (NDA) screen (see item 3.4 below) or, if you have already accepted the NDA, directly to the "Transaction/Transaction details" screen (see item 4 below).

### 3.4. Opening the RFQ for the first time – Non-disclosure agreement (NDA)

When you select a new RFQ for the first time in ESL3, a window containing the "Confidentiality agreement for RFQ documents" appears, the so-called non-disclosure

agreement (NDA) (see figure 3). This NDA can be downloaded by clicking the  icon .

After reading the non-disclosure agreement (NDA), you must either acknowledge it by clicking "Accept" in the lower part of the screen () or press the "Reject" button.

If you "Accept" it, you are taken to the "Transaction/Transaction details" screen (see Item 4 below).

If you "Reject" it, you are returned to the transaction overview (see figure 1 above).

F VW I 13 231>>Non-Disclosure Agreement RELEASENOTES  FAQ  GLOSSARY

Please read and accept the current Non-Disclosure Agreement pertaining to the RFQ documents:

**Obligation to maintain secrecy in respect of Request for Quotation Documents**

Edition 03/2012 2

[Download the pdf here](#)


The respective Company of the VW Group requesting for a quotation (in the following referred to as "Requesting Company") places specific information and documents via the present application (ESL3) at the Supplier's disposal. In connection with the RFQ the Supplier (any company opening content files in the respective Request for Quotation (RFQ), provided in ESL3 by the Requesting Company in order to create an offer or to initiate an order, in the following referred to as "Supplier") is asked to submit an offer by using the enclosed "Offerform" based upon the Terms of Purchase for Production Material and the documents enclosed in the RFQ. Therefore, the Requesting Company and the Supplier agree that these information and documents have to be maintained strictly confidential. In the event the Requesting Company and the Supplier are parties to an individual, not solely project-related confidentiality agreement, this individual confidentiality agreement takes precedence over the following terms, even if the Supplier agrees hereto:

1. The Supplier undertakes to maintain strict secrecy concerning the following defined **confidential objects of secrecy**, not to reveal them to third parties, to use them exclusively for the purposes as herein scheduled, and to take all suitable steps to assure secrecy in respect of the confidential objects of secrecy in accordance with the arrangements as set out in this Obligation to maintain secrecy.
2. **Confidential objects of secrecy** comprise in particular all documents and additional information material including vehicles, parts of vehicles and components the Supplier received from the Requesting Company within the scope of that RFQ or in any way including the documents and information within the login area of the vwgroupsupply.com.
3. In particular, the Supplier undertakes:
  - not to provide non-authorized third parties with complete or incomplete information;
  - not to provide non-authorized third parties with access to any news concerning the type and/or purpose of the information;
  - immediately inform the management of the Requesting Company of any significant events where access to information (or attempt to obtain information) by third parties has occurred (e.g. journalists, photographers, etc.).
4. It is understood by the Requesting Company that nothing in this Obligation to maintain secrecy shall restrict from (i) undertaking similar efforts or discussions with third parties, including competitors of the Requesting Company or (ii) using information mentally retained as part of their general skill, knowledge, talent and expertise.
5. Should there be any violation of the obligations assumed by the Supplier in this document, the Requesting Company may ask for compensation for damages. The Requesting Company reserves the right in such case to terminate the relationship without notice and to end the collaboration. At least negligent violation by the Supplier of this undertaking to maintain secrecy shall be assumed where Requesting Company can adduce evidence that confidential objects of secrecy have been removed from the sphere of the Supplier or his subcontractor to that of a third party. The Supplier is entitled to produce evidence refuting this.
6. Should the information (i) become open public knowledge, (ii) be lawfully received from a third party who rightfully acquired it and did not obtain it in violation of any confidentiality agreement, (iii) be provided to a third party without restrictions on disclosure or (iv) in any given case, be required to be disclosed by a court or other governmental agency and reasonable notice was given to Requesting Company, the secrecy obligation ceases.
7. The Supplier shall ensure that all employees of their company assigned to the completion of the RFQ and, as the case may be, the following negotiation and order observe the substance of said agreement in accordance with Data Protection law. The German Federal Data Protection Act shall apply. By means of appropriate written agreements with his employees and auxiliary staff the Supplier shall ensure that said employees and auxiliary staff acknowledge the provisions as set out in this undertaking as being binding on themselves, or shall ensure that they are otherwise bound by the provisions of their contract of employment/contract of service to maintain secrecy.
8. Where the Supplier justifiably has recourse to subcontractors for the purpose of getting all knowledge to create an offer for said RFQ or to participate in the negotiations, or for the purpose of fulfilling its contractual obligations it shall also require such subcontractors to acknowledge in writing a corresponding Obligation to maintain secrecy.
9. In the event the Supplier does not submit an offer or the Supplier's offer does not result in the conclusion of a contract with the Requesting Company, the Supplier is obligated to destroy all the received confidential objects of secrecy.
10. Changes and supplements to this Obligation to maintain secrecy must be in writing. Verbal agreements are null and void.
11. Said Obligation to maintain secrecy will become binding by the online acceptance of the Supplier.
12. Should one of the provisions of this Obligation to maintain secrecy be invalid, the certain term will be understood to be integrated by a valid declaration conveying a similar meaning. The said Obligation to maintain secrecy shall be governed by the Laws of the Federal Republic of Germany, exclusive place of forum shall be the legal domicile of the Requesting Company.

1

Figure 3: Confidentiality agreement

#### 4. Transaction level

When you select a transaction from the results list, the transaction is opened and you are now on the "Transaction/Transaction details" screen. A menu is displayed on the left of this screen. Click on the  icon to the right of each line of the menu to display further menu details for the currently selected transaction.

The transaction level contains information about the transaction, which will be explained in greater detail hereinafter.

#### 4.1. Transaction details

Figure 4 illustrates the "Transaction details" tab. The three tabs "Transaction details," "Cover letter," and "Standards & documents" are framed in area **1** of the transaction level. Section 4.1 only deals with the "Transaction details" tab. The contents of the other two tabs are described thereafter (see sections 4.2 and 4.3 below).

Area **2** of the "Transaction details" tab contains important data for the current transaction, including the commodity, material group, product group, project list, and other details.


Area **3** lists the individual parts for this transaction, indicating the status, the readiness to send, and the quotation due date for the individual parts.

If the transaction contains more than twelve parts, you can use the



functions to navigate to the other parts.

Options "Back to transaction selection," "Reject," and "Submit quotation" are provided for you in area **4**.

When you click a  icon, the application displays more information about the screen area in which the question mark is located. In case **5**, you would be provided with information about the transaction details.

**Transaction details** | Cover letter | Standards & documents

**Transaction**

Transaction number: F VW I 12 2173 | RFQ date: 2012-06-14  
 Inquiry designation: RT Test Preiseinheiten 140612 001 | Earliest deadline for quotations: 2012-08-07  
 Commodity: I | Product group: Upholstery  
 Material group: 0133 | Project list: AU10P165E

**RFQs for parts**


RFQ selection:  All(2)  New(1)  Submitted(1)



Sourcing number	Part number / Part designation	Deadline for quotations	Status	already sent	Changed on	PDF	XML
F VW I 12 2173 001	RTP EXX X14 06 001 / RT Test Preiseinheiten 140612 001	2012-08-07	in queue	Yes (quotation)	2013-01-14		
F VW I 12 2173 002	RTP EXX X14 06 002 / RT Test Preiseinheiten 140612 002	2012-08-07	In process	no	2013-01-14		

Back to transaction selection | Reject | Submit quotations | Download of the documents

Figure 4: Transaction details





Once you have submitted a correctly completed quotation or rejected the RFQ, the status in the *already sent* column changes from the  icon (with "no" underneath) to the  icon (with "yes" underneath, and "quotation" or "rejection" underneath that). Once you have submitted a quotation, you can only resubmit it after making further changes to it.

#### 4.1.1. Status" column

The "Status" column provides you with information about the current status of an individual part.

**New:** You have not processed the part yet, i.e., you have not saved any details for the quotation, neither have you submitted a quotation or a rejection yet.

**In process:** You have already processed the part, e.g., entered and saved initial data. However, you have not submitted a quotation or a rejection yet.



You have submitted this quotation, but it is still being transmitted, i.e., it has not yet reached the target system.

**Sent (quotation)**

You have sent a quotation for this part to the buyer.

**Sent (quotation rejected)**

You have sent a quotation for this part to the buyer. This quotation has been rejected by the buyer internally.

**Sent (Rejection)**

You have sent a rejection for this part to the buyer.

**Sent (Rejection rejected)**

You have sent a rejection for this part to the buyer. This rejection has been rejected by the buyer internally.



This part is blocked and can no longer be processed.

Possible reasons:

Failure to submit an initial quotation on time.

The RFQ is currently being versioned.




This quotation is queued. The buyer has not transferred it yet.



Table 2: Status labels

#### 4.1.2. Column "already sent"

The "already sent" column contains an icon indicating the submission status for each part in the transaction. These status icons are described below.






 nein	Nothing has been sent yet, neither a quotation nor a rejection.
 ja (Angebot)	A quotation has already been sent.
 ja (Ablehnung)	A rejection has already been sent.

**Table 3:** Submission status icons

#### 4.1.3. Submitting quotations

After changing the status of one or more parts of the transaction to ready to submit by completing the relevant fields, you can now submit these parts:

##### 4.1.3.1. Submitting quotations at transaction level

You can submit several quotations simultaneously at transaction level. To do so, press the  button at "Transaction" level. This takes you to a list containing all parts with quotations that are ready to submit (). In this list you can check the boxes on the left for one, several, or all parts () and then click the  button to submit the quotations ().

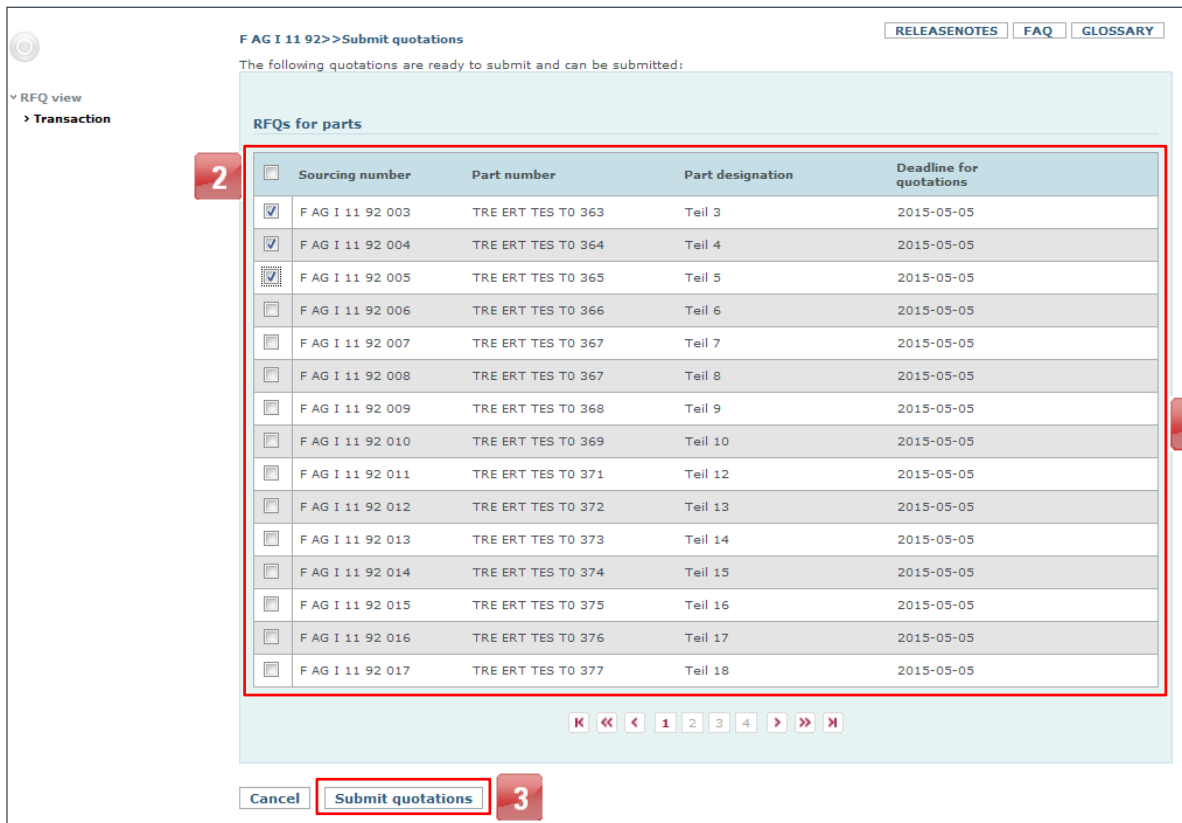


Figure 5: Submitting quotations at transaction level

#### 4.1.3.2. Submitting quotations at part level

If you want to send a single quotation, navigate to the "Quotation" menu item and press the

**Submit quotation**

button.

#### 4.1.4. Rejecting RFQs

If you do not intend to submit a quotation for one or more parts, you can send a rejection.

##### 4.1.4.1. Rejecting RFQs at transaction level

To do this, click the "Reject" button at transaction level. Then you are taken to the "Reject

RFQs" form (figure 6). All parts of the transaction that you can reject are listed here (1).

In this parts table, you can check the boxes on the left to select individual parts or all parts

(2). Below the parts table, there is a list of possible rejection reasons (3). You can now select the appropriate rejection reason from the list (it then applies to all selected parts), before sending the rejection (4).

F VW I 12 2173>>Reject RFQs

RELEASENOTES | FAQ | GLOSSARY

RFQ view  
> Transaction

RFQs for parts

RFQ selection:  \* New

<input checked="" type="checkbox"/>	Part number	Part designation	Deadline for quotations	Status
<input checked="" type="checkbox"/>	RTP EXX X14 06 002	RT Test Preiseinheiten 140612 002	2012-08-07	In process
<input checked="" type="checkbox"/>	RTP EXX X14 06 001	RT Test Preiseinheiten 140612 001	2012-08-07	in queue

Rejection reason

- Not (longer) in the product portfolio
- Material is not worked/Method of production is not used
- Mother/Subsidiary company will offer
- No sufficient capacity or time for offer
- No competitiveness
- Number of pieces too high - Insufficientes capacities
- Number of pieces too low
- Copyright
- Do not want to offer for VW
- No sufficient information - No drawing/parts
- SOP is impracticable

Cancel | **Send rejection**

Figure 6: Rejection form/transaction level

#### 4.1.4.2. Rejecting RFQs at part level

To do this, click the "Reject" button at part level. Then you are then to the "Reject request" form (figure 7). It shows you information for the part for which you want to send a rejection (1). Below this, there is a list of possible rejection reasons (2). You can now select the appropriate rejection reason from the list and then send the rejection (3).

F VW I 12 2173>>001 / RTP EXX X14 06 001 / RT Test Preiseinheit...>>Reject request

RELEASENOTES FAQ GLOSSARY

**RFQ and part information** [?]

Transaction number:	F VW I 12 2173	Performance Specifications date:	
Sourcing number:	F VW I 12 2173 001	RFQ date:	2012-06-14
Part number:	RTP EXX X14 06 001	TBT:	
Part designation:	RT Test Preiseinheiten 140612 001	PVS:	
Part designation language:		Zero series:	
Part version number:	2	SOP:	2013-01-01

**Rejection reason**

- Not (longer) in the product portfolio
- Material is not worked/Method of production is not used
- Mother/Subsidiary company will offer
- No sufficient capacity or time for offer
- No competitiveness
- Number of pieces too high - Insufficient capacities
- Number of pieces too low
- Copyright
- Do not want to offer for VW
- No sufficient information - No drawing/parts
- SOP is impracticable

Cancel Send rejection

Figure 7: Rejection form/part level

## 4.2. Cover letter

A cover letter is sent with each RFQ. It contains the submission deadline as well as general information. You can display the cover letter at "transaction" level by clicking the "Cover letter" tab.

F VW I 12 2173

RELEASENOTES FAQ GLOSSARY

Transaction details **Cover letter** Standards & documents

**Cover letter**

Testfirma QS für das System STAR FTest1 (d)  
Hauptstraße 1F  
38440 Wolfsburg  
DEU

Subject F VW I 12 2173

Dear Sir or Madam

With this Global/Forward Sourcing inquiry you receive our standard offer form, as well as the required technical information such as drawings, technical supply specifications (TL's) and standards. You can find technical information, supply specifications and standards in the application Online Standards which is also provided on the B2B Supplier platform (VWGroupSupply.com).

Please consider the following steps in order to submit a qualified offer and to ensure an efficient process:

- Fill in the attached offer form until the offer deadline and send it back to us online.
- Write the texts for your offer in German or English.
- Please specify the prices for your offer in the currency of your production location.
- In the offer form you will find the contact persons for the submitted inquiry.

We are looking forward to a promising offer for this inquiry.

Best regards

Back to transaction selection

Figure 8: Cover letter

### 4.3. Standards & documents

You can display and download RFQ-relevant data, documents, and information required for each RFQ on the "Standards & documents" tab.

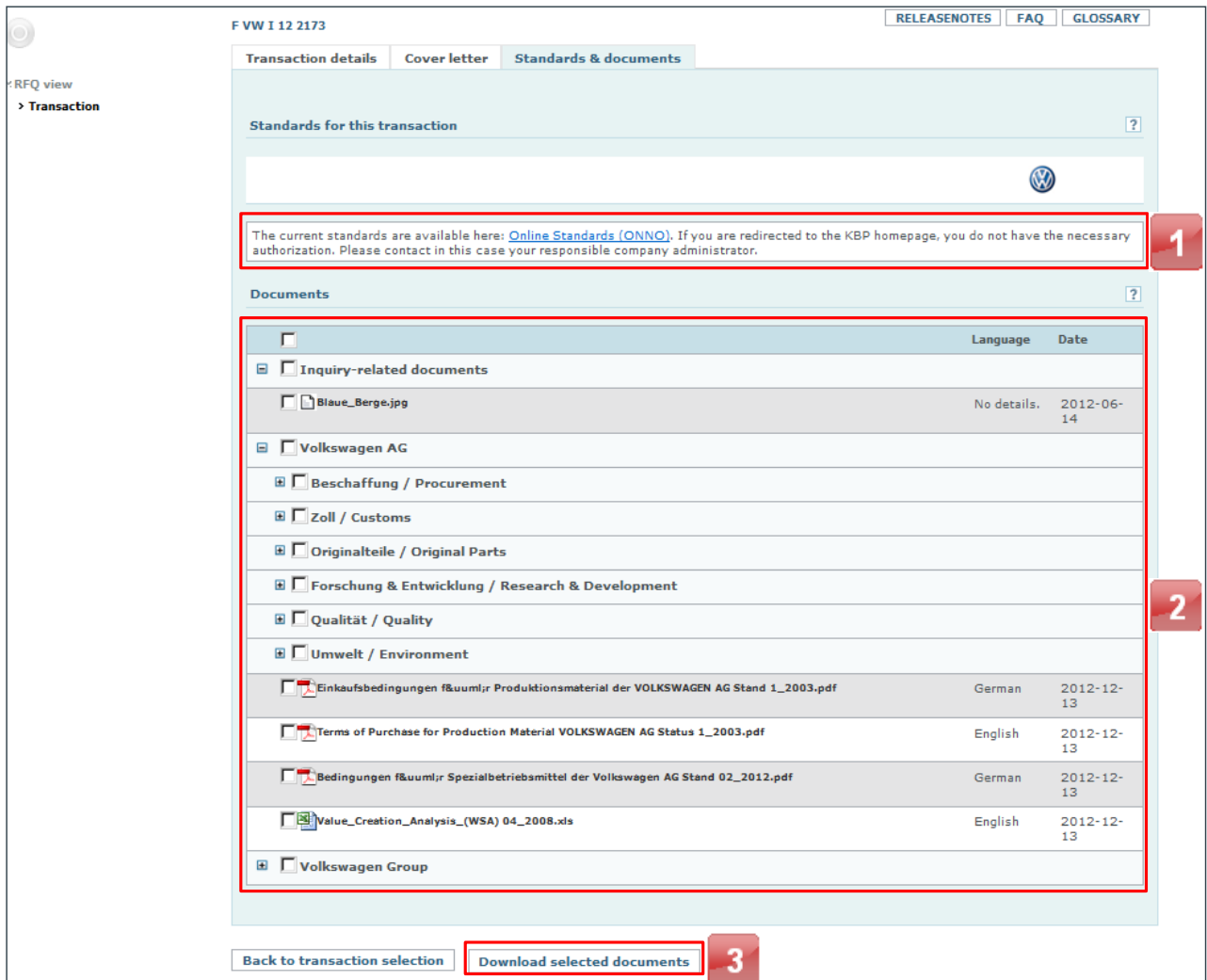





Figure 9: Standards & documents

A link to the standards documents on the Group Business Platform is displayed below 1. Click on the "Procurement/Online standards documents" link to display the applicable standards documents.

All documents that are relevant to the transaction are made available to you in area 2. The documents are displayed in a tree structure. Click on a + icon to open further subfolders; click on the - icon to minimize the list. By clicking the  checkbox to the left of the document name, you can select individual documents and then download them by pressing





the  button to (see ). Alternatively, you can select all documents by clicking the  checkbox above the table and then download them in the same way as described above. Note that this overall selection also includes all subfolders.


## 5. RFQ for parts level



At this level, details relating to the part that you selected are displayed, along with relevant contact persons, the terms and conditions, and part-related documents (on a separate tab).


### 5.1. RFQ details


The RFQ details are shown in figure 10.

Click the arrow icon on the right in the selection list () to select another part. Alternatively, you can use the  and  buttons in area  to scroll between parts.

In area , both elements of the RFQ for parts are framed with the "RFQ details" and "Documents" tabs.

Area  "RFQ and part information" contains part-specific information. The help feature provides you with further explanations about individual items. It can be opened by clicking the respective  icon.

Below this in area  "Contact," you are provided with the contact data for the LEB, Forward and Global Sourcing, Quality, Logistics, and RSO departments, along with names, phone numbers and e-mail addresses.

Area  contains the terms and conditions of the request for quotation.

1 Current part: RTP EXX X14 06 001 | RT Test Preiseinheiten 140612 001

2 Previous part Next part

3 RFQ details Documents

Ready to submit

RFQ and part information

Transaction number:	F VW I 12 2173	Drawing date:	2012-01-31
Sourcing number:	F VW I 12 2173 001	Performance Specifications date:	
Part number:	RTP EXX X14 06 001	RFQ date:	2012-06-14
Part designation:	RT Test Preiseinheiten 140612 001	TBT:	
Part designation language:		PVS:	
Part version number:	2	Zero series:	
Commodity:	I	SOP:	2013-01-01
Material group:	0133	Year with max. requirement:	2013
Product group:	Upholstery	Max. annual requirement:	6000 Qty.
Project list:	AU10P165E	Max. daily requirement:	25 Qty.
		Ø-Annual requirement:	6000 Qty.

4

Contact

Department	Name	Phone	E-mail
LEB (Legal Entity Buyer):	AXSEL KROENINGER	+49-5361-9-22103	extern.axsel.kroeninger@volkswagen.de
Forward Sourcing:	UNIVERSAL StarTest	+49-7531-45716-16	B2B-2nd-Level@volkswagen.de
Quality:	Werner Schulz	+49-5361-9-20826	werner.schulz@volkswagen.de
Logistics:	Thomas Schopp	+49-5361-9-70270	thomas.schopp@volkswagen.de
RSO Regional Sourcing Offices:	Dirk Baeß	+49-5361-9-46263	B2B-2nd-Level@volkswagen.de
Construction	TestKons	030 00001111	

5

Terms

6

Back to transaction Reject RFQ Process quotations

Figure 10: RFQ for parts

## 5.2. Documents

The procedure for viewing and uploading the documents on this tab is the same as for the documents at transaction level (see section "4.3 Standards & Documents" above, area 2) and is not explained again in this section.

F VW I 12 2173>>001 / RTP EXX X14 06 001 / RT Test Preiseinheiten...>>RFQ details

RELEASENOTES FAQ GLOSSARY

Current part: RTP EXX X14 06 001 | RT Test Preiseinheiten 140612 001

Previous part Next part

RFQ details Documents

Documents

<input type="checkbox"/>	Language	Date
<input type="checkbox"/> Supplier documents		
<input checked="" type="checkbox"/> Wasserlilien.jpg	No details,	2012-06-27
<input type="checkbox"/> Inquiry-related documents		
<input type="checkbox"/> Volkswagen AG		
<input type="checkbox"/> Volkswagen Group		

Back to transaction Download selected documents

Figure 11: Documents for RFQ for parts



## 6. Quotation level

The quotation level is the central element of ESL3. This is where you enter your prices and data for a quotation.

F AG I 11 92>>001 / TRE ERT TES T0 361 / Teil 1>>Quotation

RELEASENOTES | FAQ | GLOSSARY

1 Current part: TRE ERT TES T0 361 | Teil 1 2 Previous part Next part

Not ready to submit

RFQ view  
Transaction  
RFQ for parts  
Quotation  
Plant-independent data  
Plant-dependent data  
RFQ history

**Quotation status**

RFQ status: Submitted (refusal)In process Last change date: 2012-07-27 15:20 +0200  
Deadline for quotations: 2015-05-05 23:59 +0200 Last changed by: d900529

**General details**

Quotation valid to: \* 2015-05-31 (YYYY-MM-DD) Concept responsibility quota 0% : \*  Confirmed  Rejected  
Quotation currency: \* EUR  Current prod. cap.: 300 Qty. per year

**Pricing information**

Tool costs		Total
Plant-independent costs	99,000,000.00	99,000,000.00 ✓

Plant	Production location / Delivery location	Volume quoted per year	Ex works price [for 1 pc.]	Logistics costs [for 1 pc.]	Price at point of installation [for 1 pc.]
12 HANNOVER	Testfirma QS für das System STAR FTtest1 (d) / Testfirma QS für das System STAR FTtest1 (d)	500	25.0000	234.0000	259.0000 ✓
13 BRAUNSCHWEIG	Testfirma QS für das System STAR FTtest1 (d) / Testfirma QS für das System STAR FTtest1 (d)	78	25.0000	234.0000	259.0000 ✓
14 KASSEL	Testfirma QS für das System STAR FTtest1 (d) / Testfirma QS für das System STAR FTtest1 (d)	3	25.0000	234.0000	259.0000 ✓
15 EMDEN	Testfirma QS für das System STAR FTtest1 (d) / Testfirma QS für das System STAR FTtest1 (d)	34	25.0000	234.0000	259.0000 ✓
17 SALZGITTER	Testfirma QS für das System STAR FTtest1 (d) / Testfirma QS für das System STAR FTtest1 (d)	32	25.0000	234.0000	259.0000 ✓

Net price reduction in %: 2012\* 2013\* 2014\* 2015 2016 2017 2018  
1.00 0.00 0.00      
The net price reduction is effective as of 01.01. of the year in question.

**Other information**

Remarks by bidder:

Appendices to quotation:

Document title	Size	Added on
Add document		

Back to transaction Copy quotation data Save Submit quotation PDF XML 7

Figure 12: Quotation level

You can use the drop-down list in section **1** or the buttons in section **2** to select another part from the request for quotation.

Area **3** provides you with information regarding the quotation status, including the deadline for quotations, the last change date, and the ID of last person to change the quotation. In the case of a quotation rejection, the rejection reason is displayed here.

You must enter quotation-specific data in area **4**. You must enter a date in the "Quotation valid to" field. Until this date, you are legally bound to the quotation that you submit here. The quotation currency, your current production capacity, and the confirmation or rejection of the design management rate must also be entered here.

Area **5** is divided into three elements. Plant-independent and –plant-specific costs are accepted automatically from subsequent screens and are not entered manually at this stage. However, the net price reductions must be entered manually here.

Under "Other information" (**6**), you have the opportunity to enter notes that are specifically visible to the buyer.

You can also attach your own documents.

Area **7** contains three different buttons:

Click the **Back to transaction** button to return to the transaction overview. The **Copy quotation data** button initiates a copy process, with which you can conveniently transfer entries for one part to another part.

Save the data entered in the system so far by clicking the **Save** button.

The **PDF** button generates a PDF document for the complete quotation.

## 6.1. Plant-independent data

Cost types that are independent of the location of use to be supplied with parts are entered as plant-independent costs.

The "Materials & tools" and, if applicable, "Prototypes" tabs (only for forward sourcing RFQs) in this menu item are labeled with **1** in figure 13 and are explained hereinafter.

### 6.1.1. "Materials & tools" tab

The "Materials & tools" tab contains the material specification data in area **2** and the tool cost breakdown for the quoted volume in area **3**.

If a cost breakdown (CBD) has been requested, the materials and tool costs are populated with the corresponding CBD data whenever you enter and save the CBD data.



You can still edit the materials and tool cost fields in the *Tools* section, even if a CBD has been requested. If these manual entries deviate from any existing CBD data, a message to this effect is displayed after saving. If you then revisit the CBD and enter and save the data, the manual materials and tool cost entries are overwritten again with the CBD data.

Figure 13: Overview of plant-independent data

Click on the respective icon for definitions of the individual fields.

### 6.1.2. "Prototypes" tab

The second tab, "Prototypes," is only visible for forward sourcing RFQs. Depending on the existing data, the tab has the following designation:

- Prototypes
- Design Engineering
- Engineering & prototypes
- Engineering & limited production

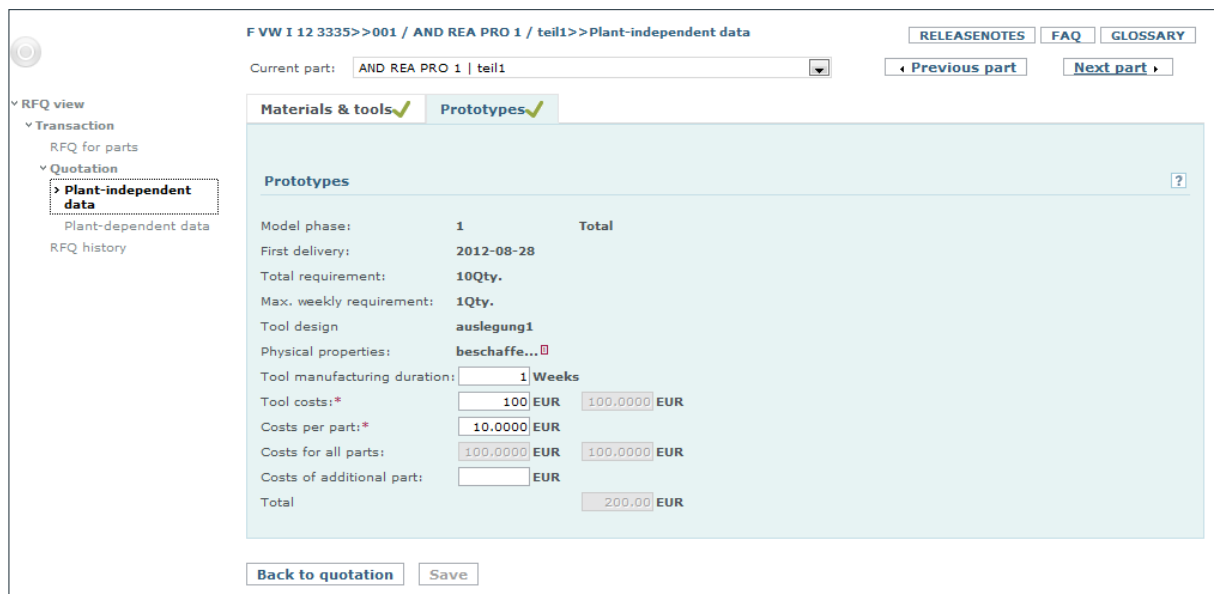


Figure 14: Prototypes

## 6.2. Plant-dependent data

Cost types that are dependent on the location of use to be supplied with parts are entered as plant-dependent costs.

The "Material & manufacturing," "Location & contacts," and "Value-adding process" tabs for this menu item are labeled with **3** in fig. 15 and are explained hereinafter.

### 6.2.1. "Material & manufacturing" tab

Start by selecting the plant to process, either by expanding the selection list (**1**) or using the buttons in area **2**.

Enter the manufacturing costs per part including logistics costs (price at point of installation) in area **4**. Then the application calculates the total costs for the volume you are quoting (price at point of installation (quoted volume per year)).

F AG I 11 92>>001 / TRE ERT TES TO 361 / Teil 1>>12 HANNOVER

RELEASENOTES FAQ GLOSSARY

1 Current plant: 12 HANNOVER Previous plant Next plant 2

Material & manufacturing ✓ Locations & contacts ✓ Value-adding process ✓ 3

Costs per 1 pc. ?

Max. annual requirement: 100,000 pc.  
Max. daily requirement: 417pc.

Ex-works price :\* 25.0000 EUR Quoted volumes per year:\* 500 pc.  
Logistics costs:\* 234.0000 EUR Customs preference status: 2\*  Yes  No

Price at point of installation: 259,0000 EUR Price at point of installation (quoted volumes per year): 129,500,000 EUR

1	RFQ basis:	240	Work days	Per year
		48	Work weeks	Per year
		15	Shifts	Per week
	+/-	15 %	Flexibility	


2 Container type ; Container capacity ; Logistics concept: STA;  
Logistics costs DDP in line with terms of delivery/Performance Specifications

3 If the production location of the goods you supply is in a country with which the European Community has executed a preference agreement, please include a binding statement for each part in your quotation as to whether this part fulfills the prerequisites of the agreement. If you do not demonstrate preference, although the prerequisites are fulfilled, we reserve the right to bill you for the import duties that accrue.

4

Back to quotation Copy quotation data Save

Figure 15: Material & manufacturing

 If a CBD has been requested, you cannot edit the "Ex-works price" field in the *Material & tools* tab. The ex-works price, price at point of installation, and price at point of installation (quoted volumes per year) fields are automatically computed and populated after completing the CBD form.

## 6.2.2. "Locations & contacts" tab

Area **1** is used for maintaining your contact data. This information is important for the buyer. Your company's general contact persons are stored here, as well as contact persons responsible for engineering. This contact data is prefilled by the system and you should check it. If the contact data listed here differs from the actual contact persons, you can click "Change" to correct the data. Then either enter the details of a new contact person manually or select a contact person from the existing list. This list of contact persons is stored in the database.

F AG I 11 92>>001 / TRE ERT TES TO 361 / Teil 1>>12 HANNOVER

RELEASENOTES FAQ GLOSSARY

Current plant: 12 HANNOVER Previous plant Next plant

Material & manufacturing ✓ Locations & contacts ✓ Value-adding process ✓

RFQ view  
 Transaction  
 RFQ for parts  
 Quotation  
 Plant-independent data  
 Plant-dependent data  
 RFQ history

Contact for Volkswagen

Contact	Name	Phone	E-mail	
General info*	Hans	0123456789	ha@ns.de	1 Change
Engineering*	Hans	0123456789	ha@ns.de	Change

Supplier locations

Location	Name	DUNS	Address	
Engineering*	Testfirma QS für das System STAR FTest1 (d)	999997513	Hauptstraße 1F 38440, Wolfsburg, Germany	Change
Production*	Testfirma QS für das System STAR FTest1 (d)	999997513	Hauptstraße 1F 38440, Wolfsburg, Germany	2 Change
Delivery*	Testfirma QS für das System STAR FTest1 (d)	999997513	Hauptstraße 1F 38440, Wolfsburg, Germany	Change

Shift model at production location

Workdays per year\* 220 Work weeks per year\* 40 Shifts per week\* 3 3

Back to quotation Copy quotation data Save

Figure 16: Locations and contacts

The "Supplier locations" section (2) lists the addresses of your locations for engineering, production, and delivery with their respective DUNS numbers.

In area 3, you must enter the shift model to use for the currently selected production location. A plausibility check is performed for workdays and work weeks per year.

### 6.2.3. "Value-adding process" tab

Use the "Value-adding process" tab to enter information about the source of value creation as a percentage of the ex-works price per country for each part and plant (1). Overall, you must allocate 100% across all countries involved in the value chain. The total percentage that you have already allocated is displayed in area 2.

F AG I 11 92>>001 / TRE ERT TES TO 361 / Teil 1>>12 HANNOVER

RELEASENOTES FAQ GLOSSARY

Current plant: 12 HANNOVER Previous plant Next plant

Material & manufacturing ✓ Locations & contacts ✓ Value-adding process ✓

RFQ view  
 Transaction  
 RFQ for parts  
 Quotation  
 Plant-independent data  
 Plant-dependent data  
 RFQ history

**Details on the value-adding process** ?

Define how the value added by your services is distributed over countries and regions.  
 Origin of Value Adding

in % Western-Europe	in % Eastern-Europe	in % Western/Central-Asia	in % Southeast-Asia	in % Africa	in % North-America
<input type="checkbox"/> Belgium	<input type="checkbox"/> Bosnia Herzegovina	<input type="checkbox"/> Israel	<input type="checkbox"/> Indonesia	<input type="checkbox"/> Egypt	<input type="checkbox"/> Canada
<input type="checkbox"/> Denmark	<input type="checkbox"/> Bulgaria	<input type="checkbox"/> Kazakhstan	<input type="checkbox"/> Malaysia	<input type="checkbox"/> Algeria	<input type="checkbox"/> Mexico
80 <input type="checkbox"/> Germany	<input type="checkbox"/> Estonia	<input type="checkbox"/> Saudi Arabia	<input type="checkbox"/> Philippines	<input type="checkbox"/> Libya	<input type="checkbox"/> USA
<input type="checkbox"/> Finland	<input type="checkbox"/> Croatia	<input type="checkbox"/> Turkey	<input type="checkbox"/> Singapore	<input type="checkbox"/> Morocco	<input type="checkbox"/> Sum
20 <input type="checkbox"/> France	<input type="checkbox"/> Latvia	<input type="checkbox"/> Uzbekistan	<input type="checkbox"/> Thailand	<input type="checkbox"/> South Africa	<b>in % Central-America</b>
<input type="checkbox"/> Greece	<input type="checkbox"/> Lithuania	<input type="checkbox"/> U.A.E	<input type="checkbox"/> Vietnam	<input type="checkbox"/> Tunisia	<input type="checkbox"/> Costa Rica
<input type="checkbox"/> Ireland	<input type="checkbox"/> Poland	<input type="checkbox"/> Rest Western/Central Asia	<input type="checkbox"/> Rest Southeast Asia	<input type="checkbox"/> Rest Africa <sup>7</sup>	<input type="checkbox"/> Guatemala
<input type="checkbox"/> Italy	<input type="checkbox"/> Romania	<input type="checkbox"/> Sum	<input type="checkbox"/> Sum	<input type="checkbox"/> Sum	<input type="checkbox"/> Honduras
<input type="checkbox"/> Netherlands	<input type="checkbox"/> Russian Federation	<input type="checkbox"/> Sum	<input type="checkbox"/> Sum	<input type="checkbox"/> Sum	<input type="checkbox"/> Rest Central America
<input type="checkbox"/> Norway	<input type="checkbox"/> Serbia	<b>in % South-Asia</b>	<b>in % East-Asia</b>	<b>in % Oceania</b>	<b>in % South America</b>
<input type="checkbox"/> Austria	<input type="checkbox"/> Slovakia	<input type="checkbox"/> Bangladesh	<input type="checkbox"/> China	<input type="checkbox"/> Australia	<input type="checkbox"/> Argentina
<input type="checkbox"/> Portugal	<input type="checkbox"/> Slovenia	<input type="checkbox"/> India	<input type="checkbox"/> Hong Kong	<input type="checkbox"/> New Zealand	<input type="checkbox"/> Brazil
<input type="checkbox"/> Sweden	<input type="checkbox"/> Czech Republic	<input type="checkbox"/> Iran	<input type="checkbox"/> Japan	<input type="checkbox"/> Rest Oceania <sup>8</sup>	<input type="checkbox"/> Chile
<input type="checkbox"/> Switzerland	<input type="checkbox"/> Ukraine	<input type="checkbox"/> Pakistan	<input type="checkbox"/> South Korea	<input type="checkbox"/> Sum	<input type="checkbox"/> Peru
<input type="checkbox"/> Spain	<input type="checkbox"/> Hungary	<input type="checkbox"/> Sri Lanka	<input type="checkbox"/> Taiwan	<input type="checkbox"/> Rest East Asia <sup>6</sup>	<input type="checkbox"/> Venezuela
<input type="checkbox"/> United Kingdom	<input type="checkbox"/> Belarus	<input type="checkbox"/> Rest South Asia <sup>4</sup>	<input type="checkbox"/> Sum	<input type="checkbox"/> Sum	<input type="checkbox"/> Rest South America <sup>10</sup>
<input type="checkbox"/> Rest Western Europe	1 <input type="checkbox"/> Rest Eastern Europe	<input type="checkbox"/> Sum	<input type="checkbox"/> Sum	<input type="checkbox"/> Sum	<input type="checkbox"/> Sum
100 <input type="checkbox"/> Sum	<input type="checkbox"/> Sum	<input type="checkbox"/> Sum	<input type="checkbox"/> Sum	<input type="checkbox"/> Sum	<input type="checkbox"/> Sum

Already awarded 1000 2

<sup>1</sup> Andorra, Gibraltar, Liechtenstein, Luxembourg, Malta, Monaco, San Marino<sup>2</sup> Albania, Macedonia, Montenegro<sup>3</sup> Armenia, Azerbaijan, Cyprus, Bahrain, Georgia, Iraq, Jordan, Kyrgyzstan, Kuwait, Lebanon, Oman, Qatar, Syria, Tajikistan, Turkmenistan, Yemen<sup>4</sup> Afghanistan, Bhutan, Maldives, Nepal<sup>5</sup> Brunei, Cambodia, Laos, Myanmar, East-Timor<sup>6</sup> Mongolia, North Korea<sup>7</sup> Angola, Ethiopia, Botswana, Ghana, Cameroon, Kenya, Madagascar, Mozambique, Namibia, Nigeria, Republic of Congo, Tanzania, Zimbabwe<sup>8</sup> Melanesia, Micronesia, Polynesia<sup>9</sup> Belize, Dominican Republic, El Salvador, Haiti, Caribbean Islands, Cuba, Nicaragua, Panama, Puerto Rico<sup>10</sup> Bolivia, Ecuador, French Guiana, Guiana, Paraguay, Uruguay

Back to quotation Copy quotation data Save

Figure 17: Value-adding process analysis

Entries for the value-adding process are mandatory; a quotation cannot be submitted without these details.

The value-adding process information is independent of the production location. Changing the production location for a plant does not result in deletion of the value-adding process details.

When you copy the quotation data at plant level (see section 7.1 below), the value-adding process details are copied to the target plant.

## 7. Accepting versioning

A request for quotation can be versioned in the source system. When this system subsequently sends the RFQ to ESL again, you must accept the versioning information for the transaction and for each part individually.

The "Versioning information" screen (fig. 18 to 21) shows all the changes that were made on versioning the request for quotation. You will not be able to process the parts or enter any quotations until all of this versioning information has been accepted individually.

**F VW I 12 2455** RELEASENOTES FAQ GLOSSARY

Transaction details | Cover letter | Standards & documents | **Versioning information**

Please read and accept the following changes to the RFQ package:

**Versioning of the RFQ package**  
 Versioning on: 2013-02-15  
 Reason:

The following changes have been made:

- Vorgang F VW I 12 2455:**
  - designation: Updated from *RT Test Versionierung 041212 001* to *RT Test Versionierung 041212 001 neu*
  - version: Updated from 2 to 3
  - Documents were changed Accept versioning **1**
- F VW I 12 2455 001**  
**RT Test Versionierung 041212 001 neu:**
  - Max. demand p.a.: Updated from 6400 to 12400
  - Max. demand p.d.: Updated from 27 to 52
  - average demand p.a.: Updated from 6400 to 12400
  - Installation site at plant - 15: Added
  - designation (german): Updated from *RT Test Versionierung 041212 001* to *RT Test Versionierung 041212 001 neu* Accept versioning
- F VW I 12 2455 002**  
**RT Test Versionierung 041212 002:**
  - Max. demand p.a.: Updated from 10000 to 17000
  - Max. demand p.d.: Updated from 42 to 71
  - average demand p.a.: Updated from 10000 to 17000
  - Installation site at plant - 17: Added Accept versioning
- F VW I 12 2455 003**  
**RT Test Versionierung 041212 003:**
  - Max. demand p.a.: Updated from 10000 to 18000
  - Max. demand p.d.: Updated from 42 to 75
  - average demand p.a.: Updated from 10000 to 18000
  - Installation site at plant - 18: Added Accept versioning

Figure 18: Versioning information: Accepting the transaction information



First you must accept the changes for the transaction by checking the boxes next to the transaction information (fig. 18, **1**); only then can the versioning information for the parts be accepted.

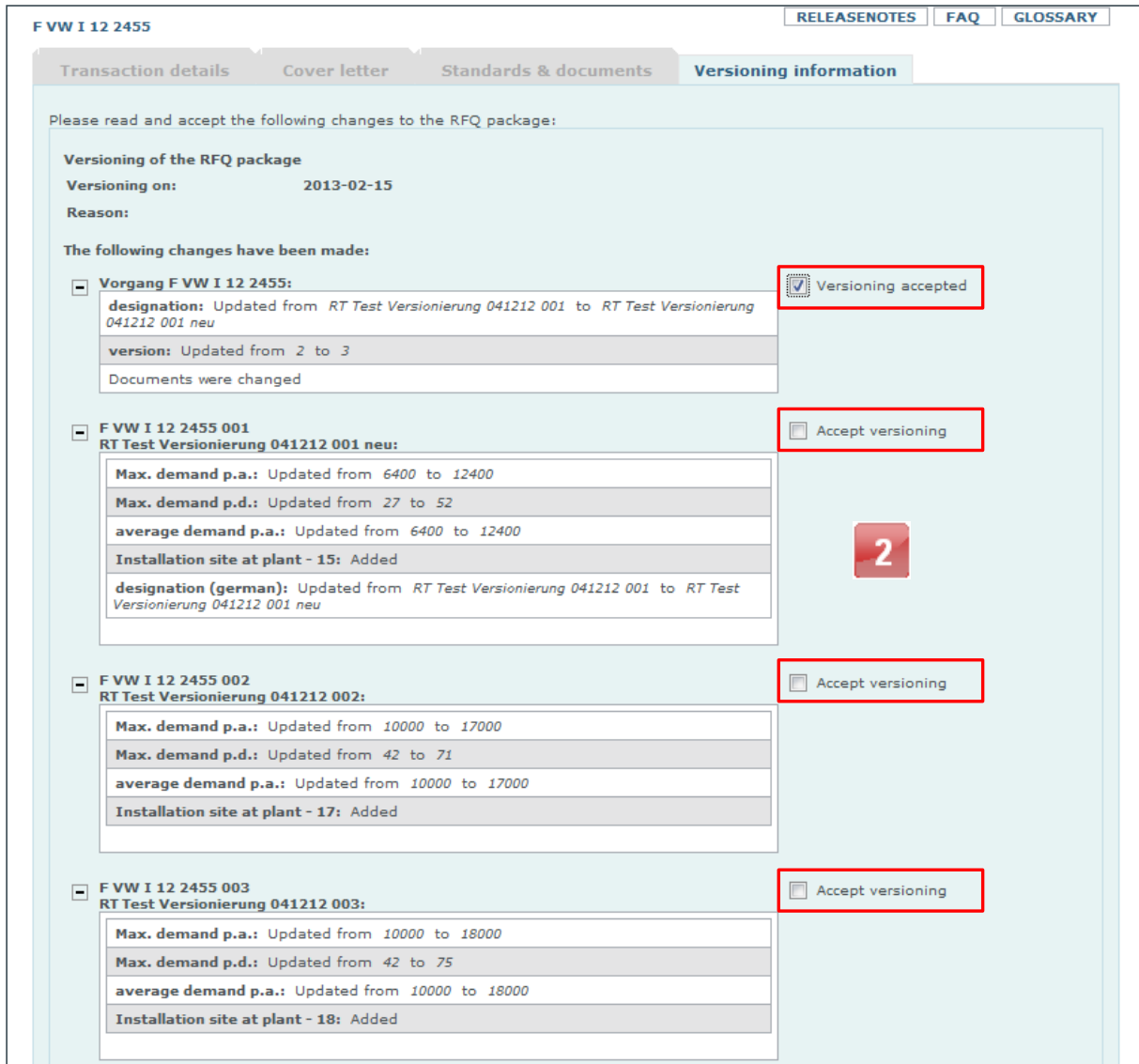


Figure 19: Versioning information: Accepting the parts information

After accepting the versioning information for the transaction, you can then accept the versioning information for the parts by checking the boxes for the parts information (see fig. 19, **2**).

**F VW I 12 2455** RELEASENOTES | FAQ | GLOSSARY

Transaction details | Cover letter | Standards & documents | **Versioning information**

Please read and accept the following changes to the RFQ package:

**Versioning of the RFQ package**  
 Versioning on: 2013-02-15  
 Reason:

The following changes have been made:

- Vorgang F VW I 12 2455:**  Versioning accepted  

<b>designation:</b> Updated from <i>RT Test Versionierung 041212 001</i> to <i>RT Test Versionierung 041212 001 neu</i>
<b>version:</b> Updated from 2 to 3
Documents were changed
- F VW I 12 2455 001**  Versioning accepted  
**RT Test Versionierung 041212 001 neu:**

<b>Max. demand p.a.:</b> Updated from 6400 to 12400
<b>Max. demand p.d.:</b> Updated from 27 to 52
<b>average demand p.a.:</b> Updated from 6400 to 12400
<b>Installation site at plant - 15:</b> Added
<b>designation (german):</b> Updated from <i>RT Test Versionierung 041212 001</i> to <i>RT Test Versionierung 041212 001 neu</i>
- F VW I 12 2455 002**  Versioning accepted  
**RT Test Versionierung 041212 002:**

<b>Max. demand p.a.:</b> Updated from 10000 to 17000
<b>Max. demand p.d.:</b> Updated from 42 to 71
<b>average demand p.a.:</b> Updated from 10000 to 17000
<b>Installation site at plant - 17:</b> Added
- F VW I 12 2455 003**  Accept versioning  
**RT Test Versionierung 041212 003:**

<b>Max. demand p.a.:</b> Updated from 10000 to 18000
<b>Max. demand p.d.:</b> Updated from 42 to 75
<b>average demand p.a.:</b> Updated from 10000 to 18000
<b>Installation site at plant - 18:</b> Added

**3**

**Figure 20:** Versioning information: Transaction and parts information accepted

After you have accepted the transaction and parts information by checking the individual boxes (see fig. 20, **3**), the "Accept" button beneath the parts list is enabled (see fig. 21, **4**).

F VW I 12 2455 RELEASENOTES [FAQ](#) [GLOSSARY](#)

Transaction details [Cover letter](#) [Standards & documents](#) **Versioning information**

Please read and accept the following changes to the RFQ package:

**Versioning of the RFQ package**  
 Versioning on: 2013-02-15  
 Reason:

The following changes have been made:

- Vorgang F VW I 12 2455:**  Versioning accepted
 

<b>designation:</b> Updated from <i>RT Test Versionierung 041212 001</i> to <i>RT Test Versionierung 041212 001 neu</i>
<b>version:</b> Updated from 2 to 3
Documents were changed
  
- F VW I 12 2455 001**  Versioning accepted  
**RT Test Versionierung 041212 001 neu:**

<b>Max. demand p.a.:</b> Updated from 6400 to 12400
<b>Max. demand p.d.:</b> Updated from 27 to 52
<b>average demand p.a.:</b> Updated from 6400 to 12400
<b>Installation site at plant - 15:</b> Added
<b>designation (german):</b> Updated from <i>RT Test Versionierung 041212 001</i> to <i>RT Test Versionierung 041212 001 neu</i>
  
- F VW I 12 2455 002**  Versioning accepted  
**RT Test Versionierung 041212 002:**

<b>Max. demand p.a.:</b> Updated from 10000 to 17000
<b>Max. demand p.d.:</b> Updated from 42 to 71
<b>average demand p.a.:</b> Updated from 10000 to 17000
<b>Installation site at plant - 17:</b> Added
  
- F VW I 12 2455 003**  Accept versioning  
**RT Test Versionierung 041212 003:**

<b>Max. demand p.a.:</b> Updated from 10000 to 18000
<b>Max. demand p.d.:</b> Updated from 42 to 75
<b>average demand p.a.:</b> Updated from 10000 to 18000
<b>Installation site at plant - 18:</b> Added

4

**Figure 21:** Versioning information: Saving acceptance

Click the "Accept" button (see fig. 21, 4) to save all your selected entries and leave the "Versioning information" screen. The accepted parts are now available for further processing.

## 8. Copying

ESL provides you with the option of copying quotation data both from one part to another and from one plant to another.

### 8.1. Copying at part level

To copy the quotation data at part level, use the "Copy quotation data" button on the "Quotation" screen. After pressing this button, you are taken to a menu where you can view the copying rules and select the target parts for your copying process as well as the blocks to copy.

The "Available parts" box only lists those parts for the RFQ that have not been blocked.

The following rules apply to copying at part level:

- All quotation data is copied, apart from the quoted volume.
- The quotation currency is overwritten in the selected target parts.
- In target parts with a CBD request, the ex-works price, materials costs, and production location are not overwritten.
- The CBD data of the source part is not copied.
- The plant-dependent data is overwritten in the target parts only for identical plants.
- The value-adding process details are copied along with the plant-dependent data.

The following data blocks can be selected for copying:

- Plant-independent data
- Plant-dependent data
- Attachments

If you have selected attachments for copying, all attachments in the target parts are overwritten with the attachments from the source part.

**Copy quotation data**

---

**What is copied?**

- All quotation data except the quoted volume are copied.
- The quotation currency is overwritten in the target parts.
- In target parts with CBD request the data ex-works price, costs of materials and location of production are not overwritten.
- The CBD data are not copied.
- The plant-dependent data are overwritten in the target parts only for the identical plants.
- If you select the attachments of the offer for copying (see below), all attachments are overwritten in the target parts.

---

**Where is it copied?**

The quotation data are copied on all selected target parts.

**Available parts:**

TRE ERT TES TO 384/Teil 24
TRE ERT TES TO 361/Teil 1
TRE ERT TES TO 365/Teil 5
TRE ERT TES TO 391/Teil 30
TRE ERT TES TO 428/Teil 55
TRE ERT TES TO 389/Teil 29
TRE ERT TES TO 372/Teil 13
TRE ERT TES TO 387/Teil 27

Select all

>

<

**Selected parts:**

TRE ERT TES TO 371/Teil 12
TRE ERT TES TO 369/Teil 10
TRE ERT TES TO 394/Teil 33

Remove all

---

**Which quotation data would you like to copy in addition to the main data?**

Plant-independent data
  Plant-dependent data
  Attachments

---

**Attention! The quotations of the target parts selected above are overwritten without any further question with the offer data of the source part and cannot be restored subsequently.**

Figure 22: Copy dialog

## 8.2. Copying at plant level

You can also copy quotation data at plant level. There is a "Copy quotation button" on the "Plant-dependent data" screen for this purpose. Clicking the button allows you to copy quotation data from the currently selected source plant to the other plants for the current part. The following rules apply to copying at plant level:

- All plant-dependent quotation data is copied, apart from the quoted volume.

## 9. RFQ history

You can access the RFQ history for each part by selecting the menu item with the same name. The screen is divided into two sections:

The "RFQ and part information" area (1) displays information about the part you have selected.

Area (2) displays the change history for the current part. The "Change by" column indicates the user who made the last change.

G VW I 12 2636>>001 / AND REA VER S3 1 / teil1>>Change history

RELEASENOTES | FAQ | GLOSSARY

**RFQ and part information** ?

Transaction number: **G VW I 12 2636** Performance Specifications date:

Sourcing number: **G VW I 12 2636 001** RFQ date: **2012-07-02**

Part number: **AND REA VER S3 1** TBT:

Part designation: **teil1** PVS:

Part designation language: Zero series:

Part version number: **3** SOP:

The following changes have been made to the request for quotation (RFQ): ?

Date	Part version number	Action	Change by
2012-07-02T17:23+0200	3	<b>Versioning: Change of the inquiry by the purchaser</b>	GSVWI010 StarTest
2012-07-02T17:22+0200	2	<b>Offer sent</b>	D900529
2012-07-02T17:19+0200	2	<b>Inquiry sent at 2012-07-02</b>	

Figure 23: Change history

All changes made when last versioning the RFQ are also displayed on the "History of versionings" tab. The changes for the transaction and for all parts are clearly presented in an overview on one screen (see fig. 24).

The screenshot shows the 'History of versionings' tab for transaction G VW I 13 475. The interface includes a navigation bar with 'Transaction details', 'Cover letter', 'Standards & documents', and 'History of versionings'. A sidebar on the left shows 'RFQ view' and '> Transaction'. The main content area is titled 'The list of the changes after every versioning:' and contains two expandable sections:

- Vorgang G VW I 13 475:**
  - version: Updated from 3 to 4
  - Documents were changed
- G VW I 13 475 001 teil1:**
  - Max. demand p.a.: Updated from 100 to 300
  - Max. demand p.d.: Updated from 0 to 1
  - average demand p.a.: Updated from 100 to 300
  - Installation site at plant - 12: Added

A 'Back to transaction selection' button is located at the bottom of the main content area. At the top right, there are links for 'RELEASENOTES', 'FAQ', and 'GLOSSARY'.

Figure 24: History of versionings tab

