



# **Powell**

# **Sourcing Supplier**

# **Training Guide**

## Document Information and Revision History

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File Name	Sourcing Supplier Training Guide
Original Author(s)	
Current Revision Author(s)	

Version	Date	Author(s)	Revision Notes
1			
2			



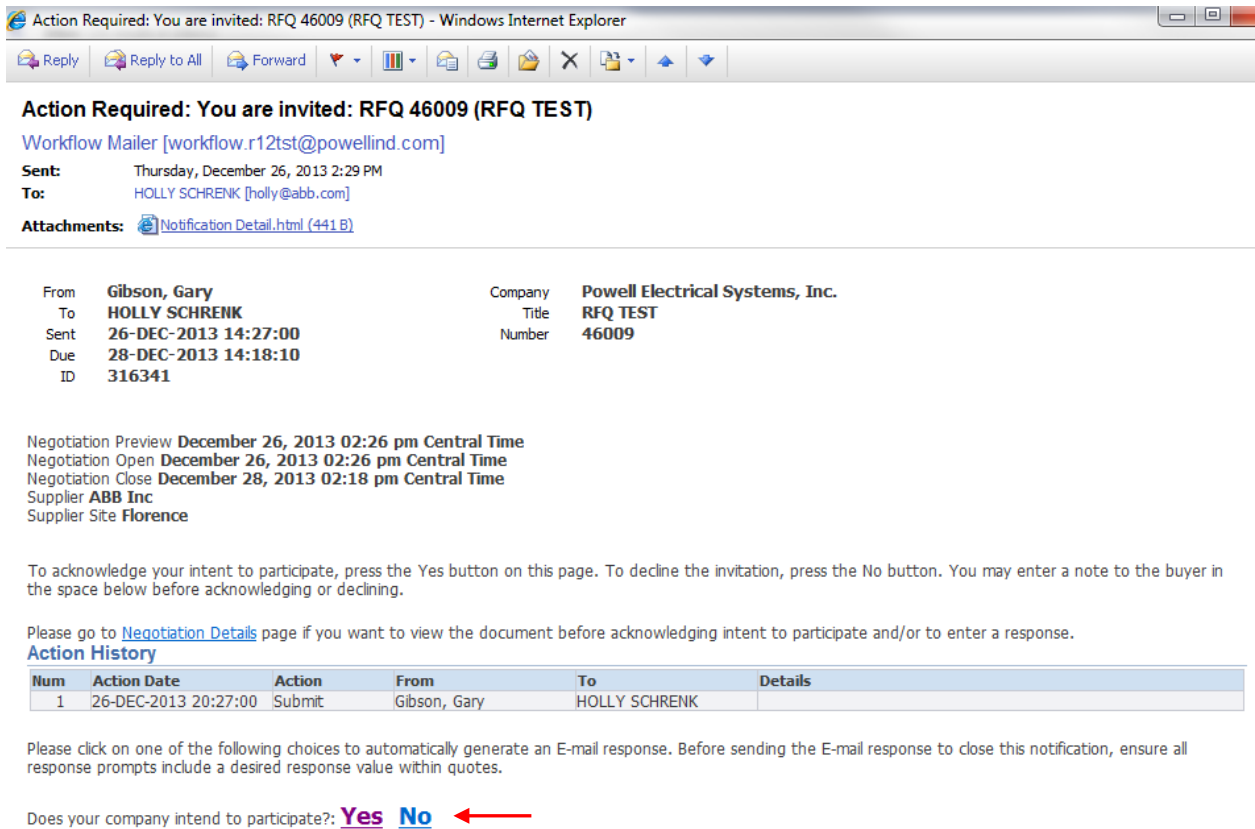
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# 1. Request for Quote Response

<b>Process Flow Step</b>	Enter a response for a Request for Quote.
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You will receive an email informing you that you have been invited participate in a Request for Quote. Click on Yes or No to acknowledge your intent to participate.



**Action Required: You are invited: RFQ 46009 (RFQ TEST)**  
 Workflow Mailer [workflow.r12tst@powellind.com]  
 Sent: Thursday, December 26, 2013 2:29 PM  
 To: HOLLY SCHRENK [holly@abb.com]  
 Attachments: Notification Detail.html (441 B)

From: **Gibson, Gary** Company: **Powell Electrical Systems, Inc.**  
 To: **HOLLY SCHRENK** Title: **RFQ TEST**  
 Sent: **26-DEC-2013 14:27:00** Number: **46009**  
 Due: **28-DEC-2013 14:18:10**  
 ID: **316341**

Negotiation Preview **December 26, 2013 02:26 pm Central Time**  
 Negotiation Open **December 26, 2013 02:26 pm Central Time**  
 Negotiation Close **December 28, 2013 02:18 pm Central Time**  
 Supplier **ABB Inc**  
 Supplier Site **Florence**

To acknowledge your intent to participate, press the Yes button on this page. To decline the invitation, press the No button. You may enter a note to the buyer in the space below before acknowledging or declining.

Please go to [Negotiation Details](#) page if you want to view the document before acknowledging intent to participate and/or to enter a response.

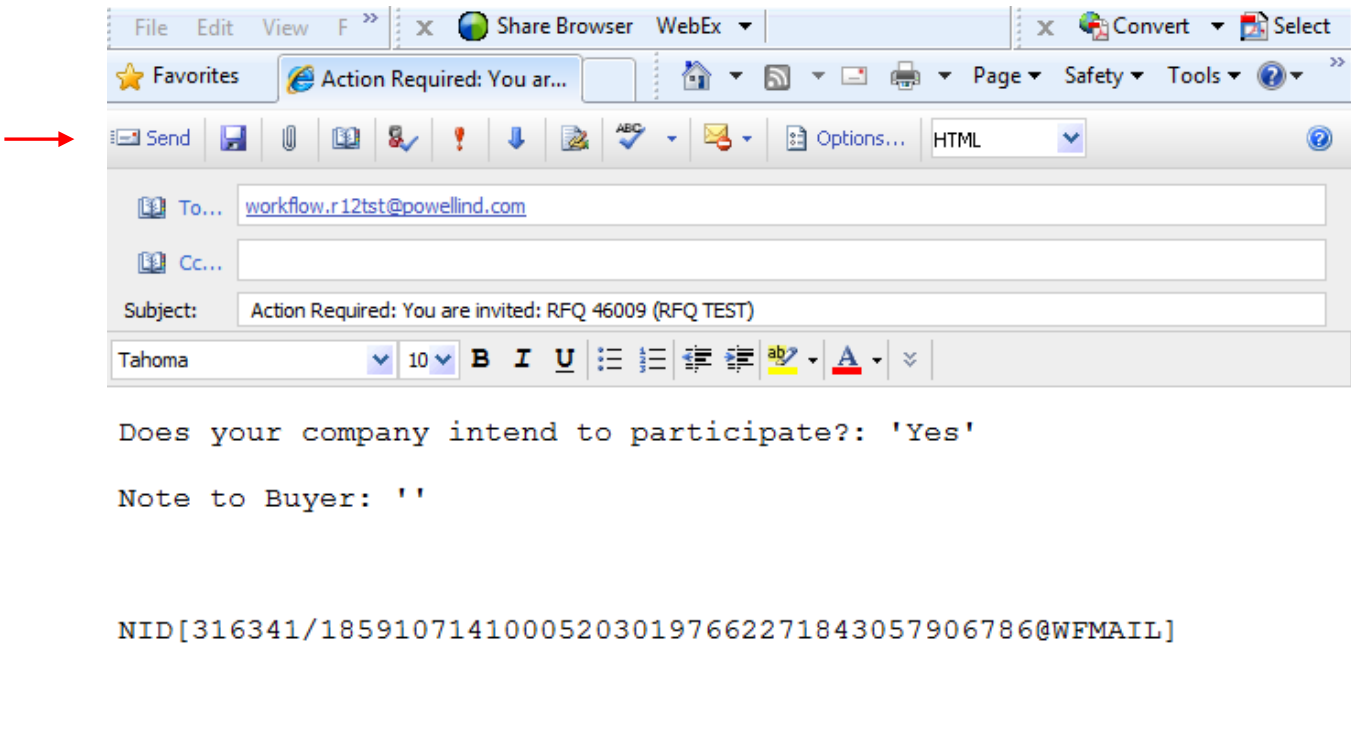
**Action History**

Num	Action Date	Action	From	To	Details
1	26-DEC-2013 20:27:00	Submit	Gibson, Gary	HOLLY SCHRENK	

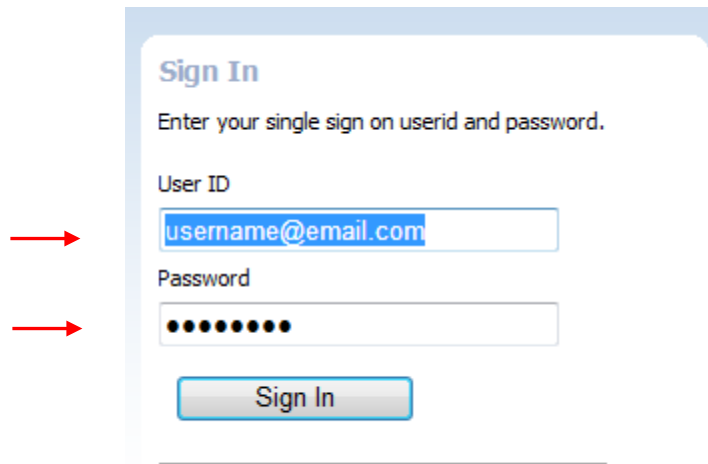
Please click on one of the following choices to automatically generate an E-mail response. Before sending the E-mail response to close this notification, ensure all response prompts include a desired response value within quotes.

Does your company intend to participate?: **Yes** **No** ←

Another email window will open, click on Send to respond.



Go to [https://synergyst.powellind.com/OA\\_HTML/AppsLogin](https://synergyst.powellind.com/OA_HTML/AppsLogin) and login using the credentials provided.



Click on Sourcing Supplier – Powell>Sourcing>Sourcing Home Page



Review the open invitation by selecting the Negotiation Number.

**Your Company's Open Invitations**

Supplier Site	Negotiation Number	Title	Type	Time Left
Wichita Falls	47009	Supplier Training	RFQ	3 days 23 hours

If you did not acknowledge participation via email, you must do so here. Select Acknowledge Participation from the list of Actions and click on Go.

Actions **Acknowledge Participation**

Choose Yes or No. Add any notes to the buyer and click on the Apply button.

Acknowledge Participation (RFQ 47009)

Supplier Site: Wichita Falls

Will your company participate?  Yes  No

Note to Buyer:

Select Create Quote from the list of Actions and click on Go.

Actions **Create Quote**

Select the 'I have read and accepted the Terms and Conditions' checkbox and select the Accept button in the Terms and Conditions window.

Negotiations >

Terms and Conditions

The following terms and conditions must be accepted before a quote is placed in this RFQ.

This RFP (RFQ) is not an offer or a contract and is made with the intent to identify a supplier to deliver results as described herein. Powell Industries, Inc., including all of its various subsidiaries (collectively "Powell"), reserves the right to accept or reject any or all proposals and is not obligated to contract for any of the products/services described herein. Powell may at its sole option determine to revise this RFP (RFQ) at any time. All proposals become property of Powell. The chosen supplier may be required to enter into a formal written agreement with Powell.

**Attachments**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
no results found.									

I have read and accepted the terms and conditions

Enter a Quote Valid Until date. The Reference Number and Note to Buyer fields are optional.

Create Quote: 13004 (RFQ 19005)

Title OSD Transformer - Oil Filled - Project Time Left **12 days 23 hours**  
123456 Close Date **30-Sep-2013 12:42:57**

**Header** **Lines**

Supplier **XYZ Corporation** → Quote Valid Until 31-Mar-2014  
 RFQ Currency **USD** → Reference Number GB-20292  
 Quote Currency **USD** → Note to Buyer  
 Price Precision **Any**

To add supporting documentation, click on the Add Attachment button.

**Attachments**

→

Title	Type	Description	C
No results found.			

Click on the Browse button to search for the file to be attached.

Add Attachment

**Attachment Summary Information**

Title

Description

Category **From Supplier**

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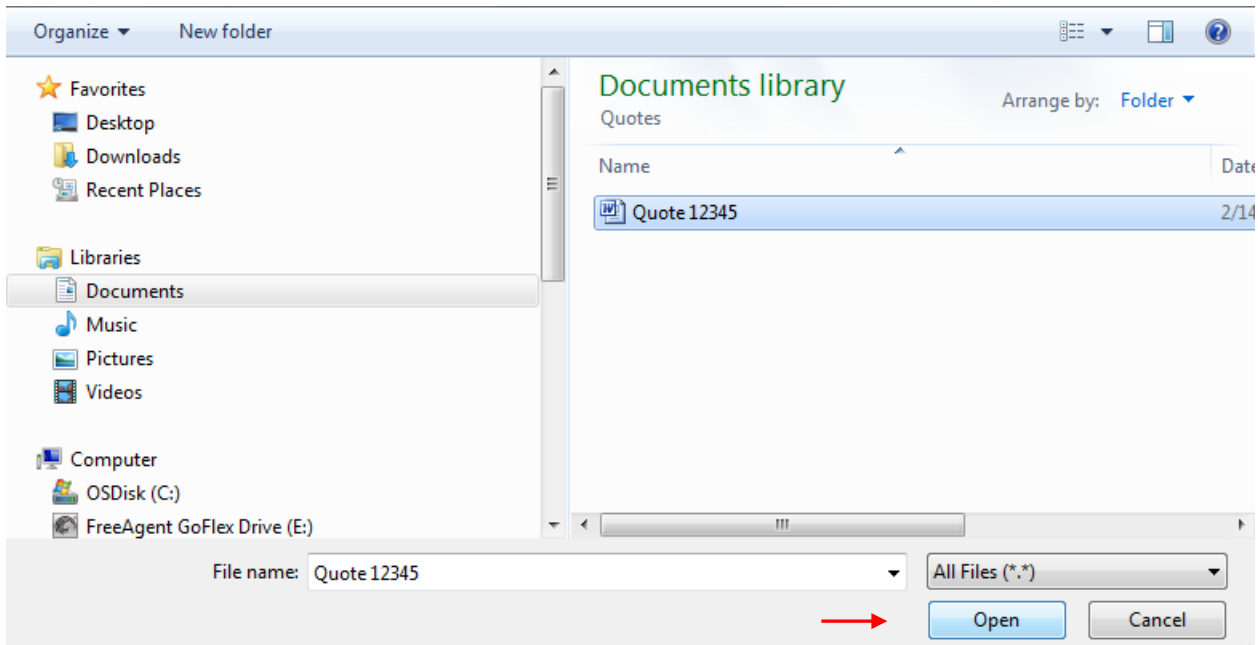
**Define Attachment**

Type  File  →

URL

Text

Once you have selected the file to be uploaded, click on the Open button.



To add additional documents, click on the Add Another button and repeat the steps above. Otherwise, click on the Apply button.

To remove an attachment, click on the Delete icon.



A Warning page will open. Click on the Yes button to proceed.



Complete the Requirements section. If this section does not contain information, you may proceed to the next step.



Click on the Lines tab to navigate to the lines section.



**Negotiations**  
 Negotiations > RFQ: 47009 >  
Create Quote: 31005 (RFQ 47009)

**Header** **Lines**

Enter the unit price in the Quote Price field.

**Header** **Lines**

RFQ Currency **USD**  
 Price Precision **Any**

Line	Update	Rank	Start Price	Target Price	Quote Price	Unit
1 <a href="#">Transformers</a>		Blind			4596	Each

Indicates more information requested. Click the Update icon.

If the Indicates more information requested icon is in the Line field next to the description, click on the Update icon to complete quote.

**Header** **Lines**

RFQ Currency **USD**  
 Price Precision **Any**

Line	Update	Rank	Start Price
1 <a href="#">FUSE HOLDER.FERRA...</a>		Blind	

Indicates more information requested. Click the Update icon.

Complete the Attributes section. If this section does not contain information, you may proceed to the next step.

Group	Attribute	Attribute Type	Target Value	Quote Value
General	Are you performing Receiving Inspection	Required		Yes
General	Have you had any reportable instances?	Required		No
General	If yes, how many?	Required		0

Complete the Cost Factors section. If this section does not contain information, you may proceed to the next step.

Cost Factors			
Cost Factor	Target Value	Quote Value	Pricing Basis
Line Price		125.00	Per-Unit (Each)
AP Freight Cost		25.00	Fixed Amount

If there are price breaks, complete the Price Breaks section by clicking on the Add Another Row button and complete the Quantity, Price or Discount % and Price fields.

Price Breaks						
Ship-To	View Address	Quantity (Each)	Price or Discount %	Agreement Release Quantity	Cumulative	Price
		100	Price Discount %			75.00
<input type="button" value="Add Another Row"/>						

When you have completed all the sections, click on the Apply button.

If there are cost factors, you will see a Quote Price that is different from the Line Price because the system adds the cost factors to each item for that line.

Line Price	Quote Price	Unit
125	125.125	Each

Your Active and Draft Responses								
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
<a href="#">31005</a>	Active	Wichita Falls	<a href="#">47009</a>	Supplier Training	RFQ	3 days 23 hours		0
<a href="#">31006</a>	Active	Wichita Falls	<a href="#">47010</a>	BPD Stairs & Landings - Project <#>	RFQ	3 days 23 hours		0
<a href="#">4001</a>	Active	Wichita Falls	<a href="#">6001</a>	Corporate PO	RFQ	0 seconds		0
<a href="#">11020</a>	Active	Wichita Falls	<a href="#">15050</a>	Powl - Test 147	RFQ	0 seconds		0
<a href="#">2014</a>	Draft	Wichita Falls	<a href="#">4008.1</a>	BPD Transformers – Oil Filled - Project <#>	RFQ	0 seconds		0

Click on the Continue button.

Time Left **3 days 23 hours**  
Close Date **03-Jan-2014 15:27:19**

If the Buyer has requested a single supplier quote, the user receives a warning message that multiple quotes are not allowed. Click on the Submit button to submit the quotation response.

**Warning**  
Buyer has requested for you to submit a single, best quote. Multiple quotes (re-quoting) for this RFQ are not allowed.

Create Quote 13004: Review and Submit (RFQ 19005)

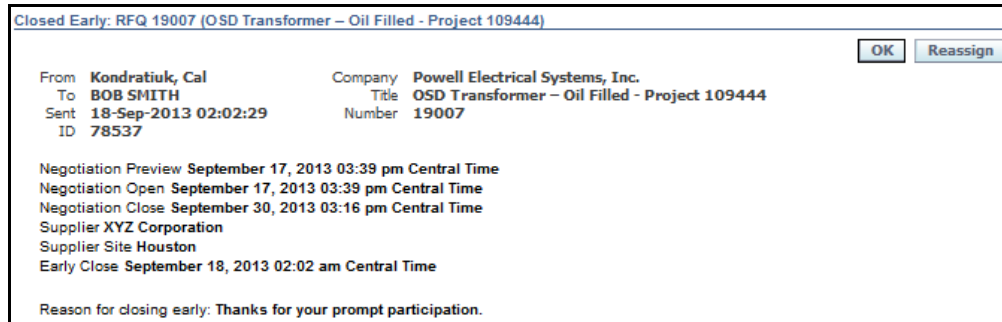
You will receive the following Confirmation. Click on Return to Sourcing Home page.

 **Confirmation**

Quote 31005 for RFQ 47009 (Supplier Training) has been submitted.

[Return to Sourcing Home Page](#)

If the RFQ is closed early, you will receive the following email.



Once the RFQ is completed, you may receive an email notifying you of the award decision.

**FYI: Award Decision: RFQ 47010 (BPD Stairs & Landings - Project <#>)**

[Workflow Mailer \[workflow.r12tst@powellind.com\]](mailto:workflow.r12tst@powellind.com)

**Sent:** Monday, December 30, 2013 4:42 PM

**To:**

**Attachments:**  [Notification Detail.html \(441 B\)](#)

From [redacted] Company **Powell Electrical Systems, Inc.**  
 To [redacted] Title **BPD Stairs & Landings - Project <#>**  
 Sent **30-DEC-2013 16:41:16** Number **47010**  
 ID **319389**

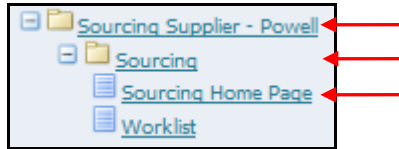
Negotiation Preview **Not specified**  
 Negotiation Open **December 30, 2013 04:09 pm Central Time**  
 Negotiation Close **December 30, 2013 04:37 pm Central Time**  
 Supplier **ABB Inc**  
 Supplier Site **Wichita Falls**  
 Award Date **December 30, 2013 04:41 pm Central Time**  
 Your Quote Number **31006**

Number of line(s) awarded from your quote: **1**  
 Number of line(s) rejected from your quote: **0**

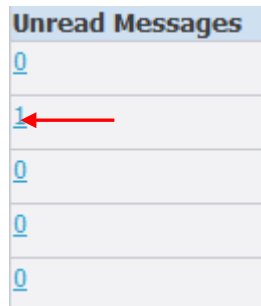
Note to Supplier:

## 2. Viewing Messages

During the RFQ, the Buyer may send the Supplier a message. Once you have logged in, click on Sourcing Supplier – Powell>Sourcing>Sourcing Home Page



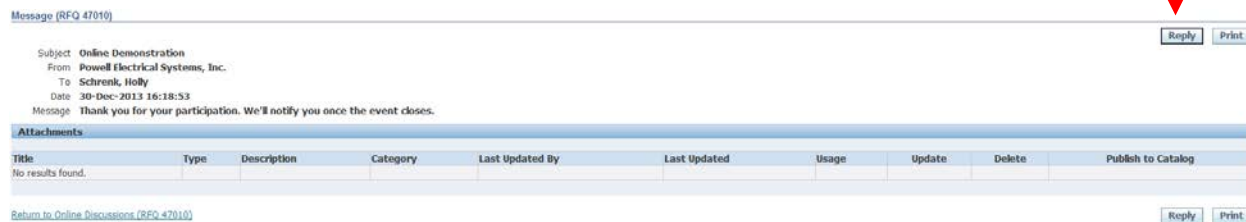
On the Home page, click on any number greater than zero to view the message.



Click on the Message to open and view.



To respond click on the Reply button, otherwise skip the next step.



Delete the original message and type your response in the Message box. Click on the Send button.




Reply To Message (RFQ 47010)  
\* Indicates required field

Send To: Powell Electrical Systems, Inc.  
 Subject: Online Demonstration  
 \* Message: I look forward to hearing from you.

**Attachments**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

Click on the Negotiations tab to return to the Home page.

**Negotiations** 

Negotiations >

**Online Discussions (RFQ 47010)**

Title **BPD Stairs & Landings - Project <#>**  
 Status **Active**  
 Time Left **3 days 23 hours**

**Messages**

Subject ▲	Message
Online Demonstration	<a href="#">I look forward to hearing from you.</a>
Online Demonstration	<a href="#">Thank you for your participation. We'll notify yo...</a>

### 3. Viewing Negotiations

<b>Process Flow Step</b>	View a response for a Sourcing event.
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Once you have logged in, click on Sourcing Supplier – Powell>Sourcing>Sourcing Home Page.



Click on any Response Number or Negotiation Number under your Active and Draft Responses to review any responses you have completed or need to complete.

Your Active and Draft Responses								
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
<a href="#">31005</a>	Active	Wichita Falls	<a href="#">47009</a>	Supplier Training	RFQ	3 days 23 hours		<a href="#">0</a>
<a href="#">31006</a>	Active	Wichita Falls	<a href="#">47010</a>	BPD Stairs & Landings - Project <#>	RFQ	3 days 23 hours		<a href="#">0</a>
<a href="#">4001</a>	Active	Wichita Falls	<a href="#">6001</a>	Corporate PO	RFQ	0 seconds		<a href="#">0</a>
<a href="#">11020</a>	Active	Wichita Falls	<a href="#">15050</a>	Powl - Test 147	RFQ	0 seconds		<a href="#">0</a>
<a href="#">2014</a>	Draft	Wichita Falls	<a href="#">4008.1</a>	BPD Transformers – Oil Filled - Project <#>	RFQ	0 seconds		<a href="#">0</a>

## 4. FAQ and other points to consider

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