



# RFQ – How to quote in 4 simple steps

## 1. SUPPLIER LOGIN

### A. PERMANENT ACCOUNT

Please login over the web-page. <https://www.pool4tool.com/portal/andritz/>  
On the Welcome dashboard click on the link in the box 'RfQs RUNNING'.

Supplier Portal Dashboard

Your registration is currently being reviewed

Welcome

BLACKBOARD

TICKETS

ACTIONS OPEN

ORDERS NEW

RFQS RUNNING

RFQ no.	RFQ name	Deadline
2898	ERP-Submissions#: LV09062101	2021.06.18 11:59 pm

DOCUMENTS

RECEIVED POS

RFQ

ATTESTATION

MY COMPANY PROFILE

DOCUMENTATION, SUPPORT & HELP

ENGINEERED SUCCESS

### B. SUPPLIER LOGIN – VIA LINK IN E-MAIL

Login via the link in the e-mail.



## 2. PARTICIPTION

Open up the document to review the request and confirm your participation.

Participation

GENERAL INFORMATION

1 ZRFQ\_DOC\_6000567276.PDF \*

\* Opening document is required

## 3. GENERAL

Complete the quotation settings and click on 'Next'

← Previous 2 Next

1 2 GENERAL 3 QUOTE 4 REVIEW

General

✓ QUOTATION SETTINGS

Currency

Euro

Payment Conditions

✓ OTHER DETAILS

Files

Drag and Drop files or [Browse](#)

Product Portfolio.pdf

Comments



## 4. QUOTE

Select the items and complete the quote information. Click on 'Save'. Repeat if multiple items are requested.

Page: 3 (total 6)

ERP-Submissions#: LV10062101 · 2899

MATERIAL NAME	REQUIRED	REGISTRATION ...	FILES	QUANTITY	UNIT	UNIT PRICE	PRICE UNIT	TOTAL PRICE
O-RING	<input checked="" type="radio"/>	Open	0	1	PCE		1	
	<input checked="" type="radio"/>	Open	0	2	PCE		1	
	<input checked="" type="radio"/>	Open	0	5	PCE		1	

ERP-Submissions#: LV10062101 · 2899

Cancel Decline Save

DOCUMENTS GENERAL QUOTE REVIEW

Item Details Item 1 of 3

Quote Details

2

QUOTE

Price Unit: (Int)\* 1,865

QUOTE

Gross Price 1 e.g. 1,000, EUR / 1,865 PCE

Discount In % To Gross Price 2.00

Surcharge In % To Gross Price 2.00

Transport Costs Overall 245.00 EUR

Packaging Overall

0.00 EUR Total Price

Quantity 1

Unit Price 0.00 EUR

Prefill Identical Fields

None

On Next Item

On All Items

MESSAGES

NOTE: By clicking on [Decline](#) you can decline individual items of the quotation.

If the quote contains multiple items, you can copy the data from the first position to the next item.

Prefill Identical Fields

None

On Next Item

On All Items



## 5. REVIEW & SEND

Review the final quotation and click on 'Send'.

Page: 4 (total 6)

ERP-Submissions#: LV10062101 · 2899

← Previous **2** Send

DOCUMENTS GENERAL QUOTE **1** REVIEW

Accepted Items 4.843,53 EUR

#	ITEM	QUANTITY	PRICE UNIT	UNIT	UNIT PRICE	TOTAL
1	[blurred]	1	10	PCE	3,53 EUR	3,53 EUR
2	[blurred]	2	1	PCE	1.000,00 EUR	2.000,00 EUR
3	[blurred]	5	1	PCE	568,00 EUR	2.840,00 EUR

**1** 4.843,53 EUR  
Total Price Offer

Quoted Items 3 / 3

Deadline 2021.06.14 11:59 pm

Attention: The review only shows the gross price excluding additional transport and packaging costs.

Enter the offer number and sign with your name.

Send Quote

Offer Number  
5486123

Sign  
Stephanie Example

Are you sure, that you would like to submit the quotation? After sending the quotation back you will not be able to alter it anymore!

Cancel **Send**

You will then receive a confirmation and can download the quote.

Confirmation ← Close

✔ Successfully Quoted

Name ERP-Submissions#: LV10062101	Quoted by Stephanie Example
RFQ No. 2899	Quote Date 2021.06.10 4:00 下午
Deadline 2021.06.14 11:59 pm	Offer Number 5486124
Total Price Offer 4.843,53 EUR	

**3** Approved Items ✔

**0** Declined Items ✘



## MESSAGES

Page: 5 (total 6)

In case of any questions you can send a message directly to the responsible purchaser via the portal. Select the button 'Messages' visible at the bottom of the screen on all pages.

ANDRITZ

ERP-Submissions#: LV10062101 - 2899

← Previous Next

DOCUMENTS GENERAL QUOTE REVIEW

Contact Information

General

RESPONSIBLE BUYER  
Viiala, Leena  
+358 20 450 6817  
leena.viiala@andritz.com

QUOTATION SETTINGS

Currency  
EUR

Payment Conditions

OTHER DETAILS

Files  
Product Portfolio.pdf

Comments

MESSAGES

Add the subject, your text and any documents required and click on send.

← Discard Send

TAG RFQ #2898

TO Viiala, Leena

Questions to RFQ

Please specify...

Drag and Drop files or Browse



## OVERVIEW

A overview and history of all received RFQs is available in the menu.

Page: 6 (total 6)

The screenshot shows the ANDRITZ logo at the top left. Below it, the text 'RFQ Pure' is displayed. A dropdown menu is open, showing 'Requests' with 'RFQ Pure' highlighted in a yellow box, and 'Actions' below it. The background shows a table with columns 'RFQ NO.' and 'NAME'.

The screenshot shows the ANDRITZ logo at the top left. Below it, the text 'RFQ Pure' is displayed. A dropdown menu is open, showing 'Requests' with 'RFQ Pure' highlighted in a yellow box, and 'Actions' below it. The background shows a table with columns 'RFQ NO.', 'NAME', 'QUOTE STATUS', 'RESPONSIBLE PERSON', 'DEADLINE', and 'ITEMS'. The table has one row of data: RFQ NO. 2898, NAME ERP-Submissions#: LV09062101, QUOTE STATUS Quoted (highlighted in a yellow box), RESPONSIBLE PERSON Example Stephanie, DEADLINE 2021.06.18 11:59 pm, and ITEMS 3.

Alternative: The overview is also directly accessible via the link on the Welcome dashboard.

The screenshot shows the ANDRITZ logo at the top left. Below it, the text 'Supplier Portal Dashboard' is displayed. A blue banner at the top says 'Your registration is currently being reviewed'. Below the banner, there is a 'Welcome' section. On the right side, there is a vertical list of links: 'RECEIVED PO'S', 'RFQ' (highlighted in a yellow box), 'ATTESTATION', and 'MY COMPANY PROFILE'. The background shows a table with columns 'RFQ no.', 'RFQ name', and 'Deadline'.