

# Supplier Quick Reference Guide

## Supplier Response

**Overview:** – Suppliers receive email invitations to participate in RFQ's.

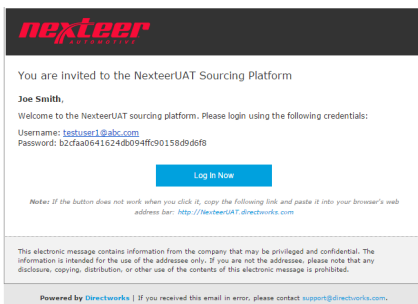
To respond, Click the Link button  in the email message and login to Directworks.

**Note:** For help logging in, click the [Trouble logging in?](#) link or the [Directworks Support](#) link on the **Login** screen window.

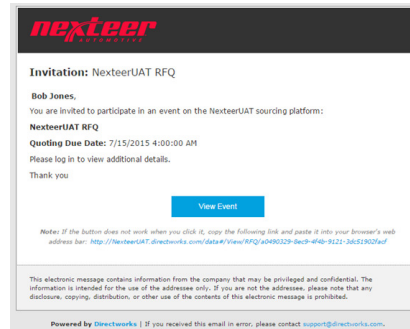
### Initial Invitation and Login Credentials

For your first invitation to quote, you will receive an email containing your log in credentials.

You will be prompted to change the temporary password during this first login.

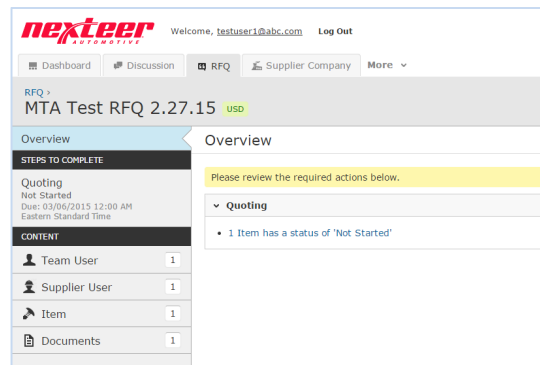


Future invitation emails will take you directly to the RFQ after logging in.

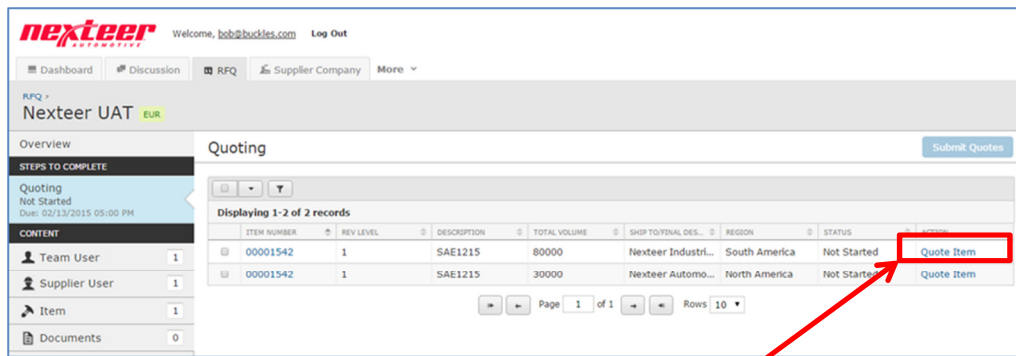


### Submitting a Quote

Once logged in, if navigating to the site from the email invitation, you are navigated to the RFQ Overview. This page tells you how many quotes are requested of you by the buyer and their completion status.



By clicking the hyperlink in the main area of the page, you are able to view a listing of the specific items available to quote.



To begin quoting, click the "Quote Item" link to the right of the item number.

## Supplier Quick Reference Guide

The quote details will be displayed .  
If you only want to view only the required fields, select the “show only required fields” check box .

**Note:** Required fields are indicated by a \* next to the field description.

To view the Item details, click the Show Item Info button

[Show Item Info](#)

This displays the details for the item including, item number, description, rev level, volumes, ship to location, and more.

Conversely, clicking the Hide button will hide the information.

Quoting >  
Quote Item '00001821 / Unknown / Nexteer Automotive - Plt01 - 128132896 Saginaw, MI - Michigan United States / NA'

QUOTING DETAILS  show only required fields

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ITEM INFORMATION Hide

▼ General Information

Item Number  
00001821

Item Description  
BAR, STEEL, SAE 1141 M

Item Alt Number

Revision #  
Unknown

Total Volume  
140000

Quoting >  
Quote Item '00001821 / Unknown / Nexteer Automotive - Plt01 - 128132896 Saginaw, MI - Michigan United States / NA'

QUOTING DETAILS  show only required fields Return to Quoting

▼ Commercial Terms

Do you agree to Nexteer's General Terms & Conditions? \*

Do you agree with Nexteer's Supplier Requirements? \*

INCO Terms \*

Do you accept Title Transfer Our Plant (TTOP)? \*

Payment Terms \*

▼ Raw Material

**1 row below is incomplete.** Please complete all required fields (yellow) and correct invalid fields (red).

Raw Materials				
	Raw Material Description *	Gross Material Weight (Shot Weight) *	Blank Size (L, W, H) or (L, Diameter) *	Net Material Weight
1	Raw Materials			

[Add New Row](#)

▼ Purchased Components and Outside Processing

**1 row below is incomplete.** Please complete all required fields (yellow) and correct invalid fields (red).

Purchased Components and Outside Processing					
	Item, Material or Process Description *	Quantity Per Assembly *	Unit of Measure *	Cost / UoM *	Supplier S
1					USD

[Add New Row](#)

Complete the quote by populating the fields or selecting from the question options.

Once all the required fields are completed any yellow warning messages disappear.

Upon completing the quote, click the Return to Quoting button.

**Note:** As you are quoting, the application automatically saves your information.

Field successfully autosaved.

Quoting

[Submit Quotes](#)

Displaying 1-1 of 1 records

ITEM NUMBER	REV LEVEL	DESCRIPTION	TOTAL VOLUME	SHIP TO/FINAL	REGION	STATUS	ACTION
00001821	Unknown	BAR, STEEL, ...	140000	Nexteer Auto...	NA	Ready to Submit	<a href="#">Quote Item</a>

Page 1 of 1 Rows 10

The Ready to Submit is displayed when all items requested by the buyer are quoted..

When you are ready to submit the quote to the customer, click the Submit Quotes button.

**Note:** Once you have submitted the quote, you can no longer make changes. Contact your buyer if you need to modify your quote.