



Directworks User Guide

Nexteer Users

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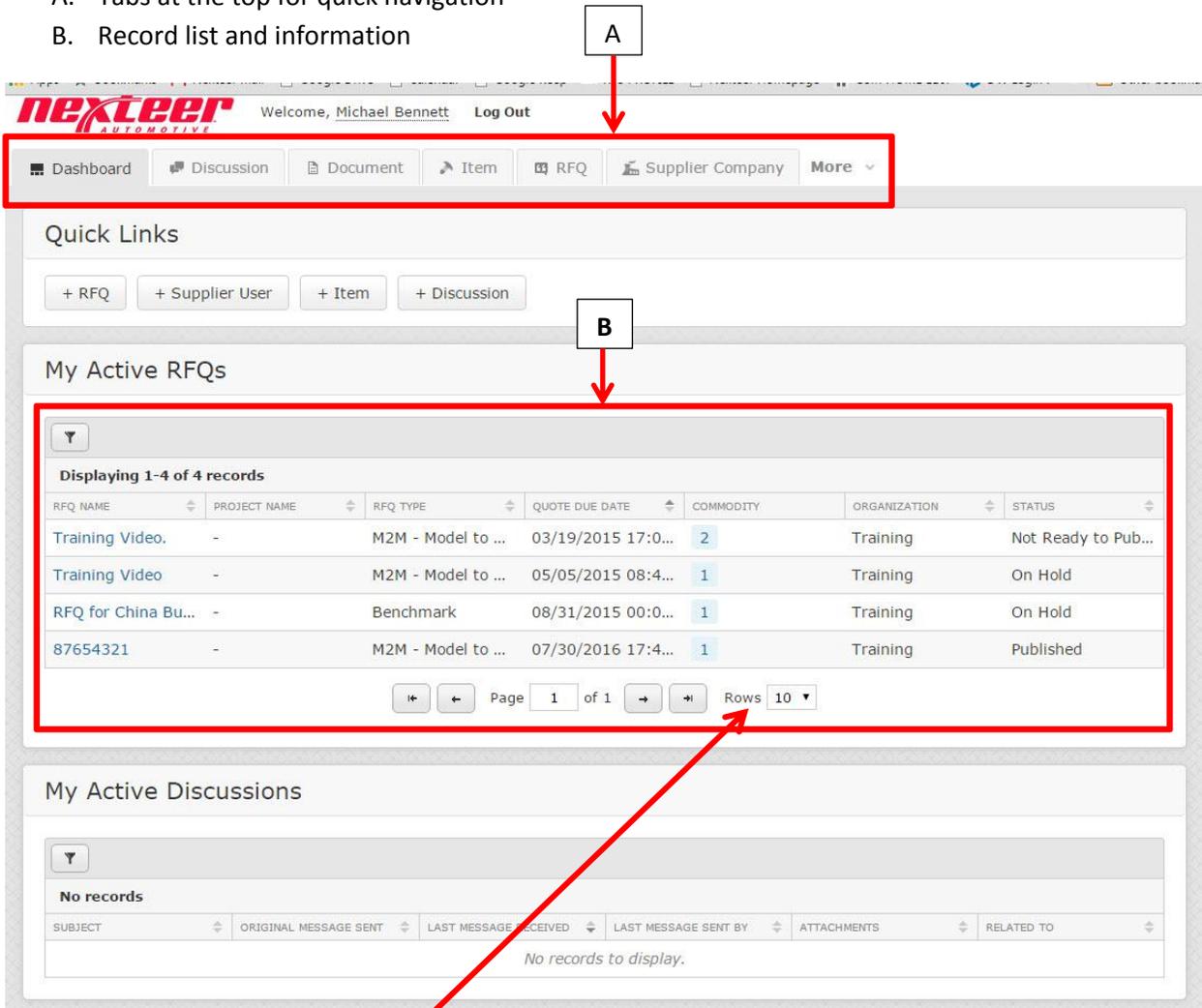
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General Navigation

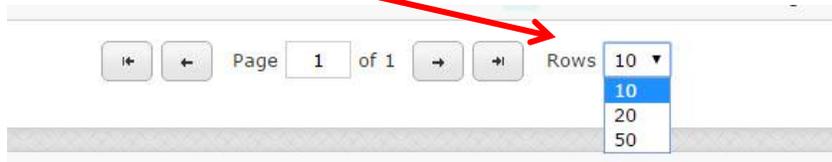
Dashboard

When a user first logs into Directworks, they are logged onto the dashboard. The dashboard will show you your active RFQs and Discussions (if any). Every page will have the following format:

- A. Tabs at the top for quick navigation
- B. Record list and information



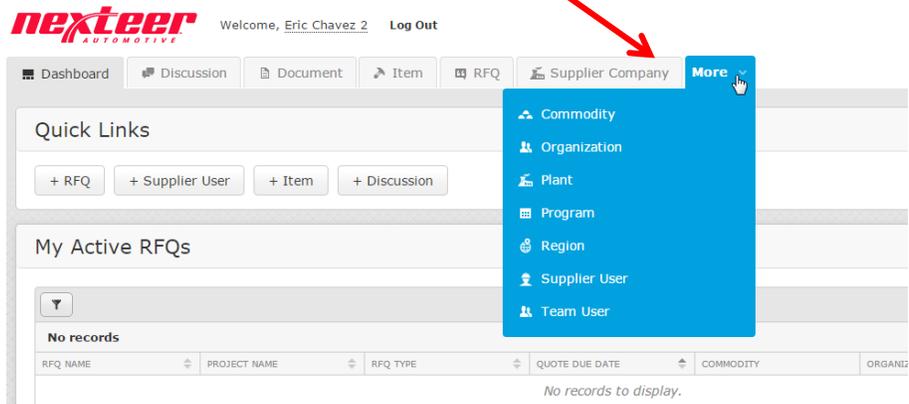
If you want to see more records in the record list you can change the number of rows that are shown by selecting a value from the dropdown.



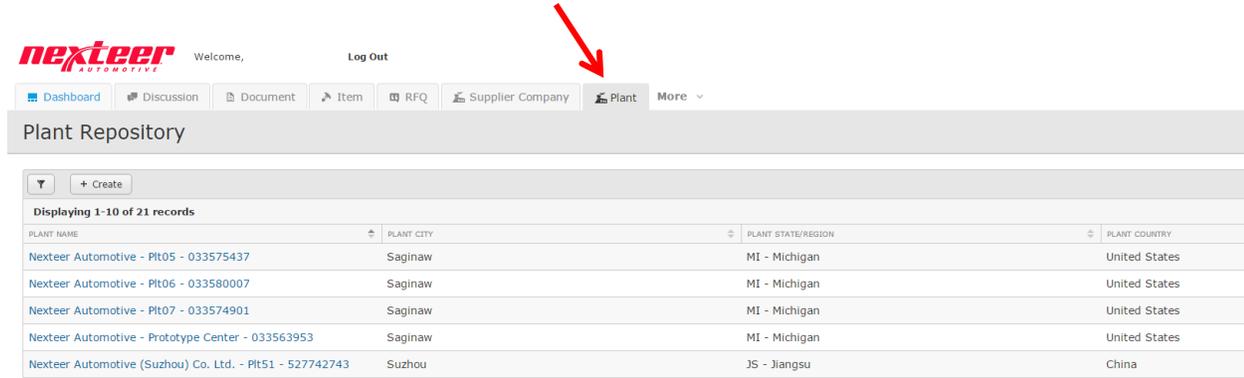
If you need to view other information such as Supplier Users, click on the “More” tab to see a listing of other information available. To access this information, click on the content you want to see.

Content Available:

- Commodity View
- Organization
- Plants
- Programs
- Regions
- Supplier Users
- Team (Nexteer) Users.



When you click on one of the items, this will open a new view and add the tab at the top.



Quote Details

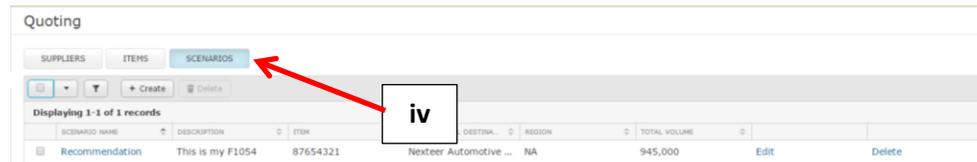
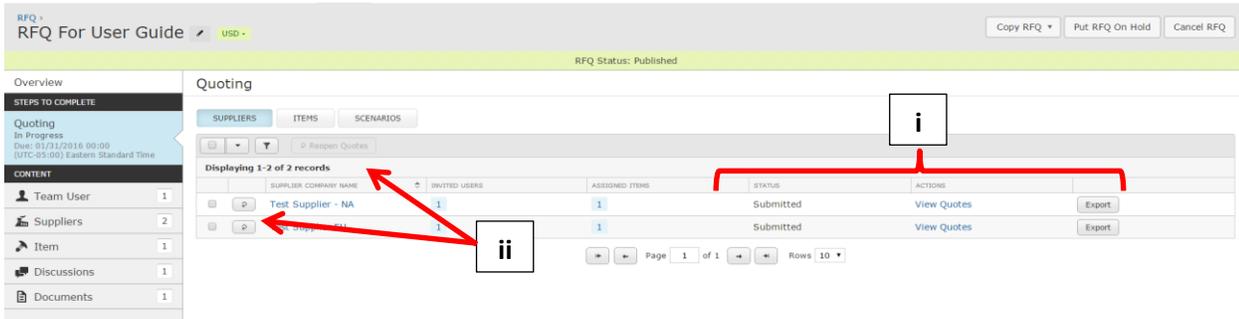
When you go into a quote you are taken to the quote overview section. This is in the following format

- Overview: This will give some general information and also what steps still need to be performed or what the status is.
- This will also show the status of the content.
- You can compare quotes from this screen.



Quoting Information: To see this information click on the quoting box under the Steps to Complete header on the left. This will show what suppliers you have added to the RFQ and their quoting status. You will also use this to:

- i. View the suppliers quote status, view specific quotes, export supplier quotes
- ii. Re-open supplier quotes
- iii. See the parts added and some of the details
- iv. Create Scenarios & Print the F1054 Form

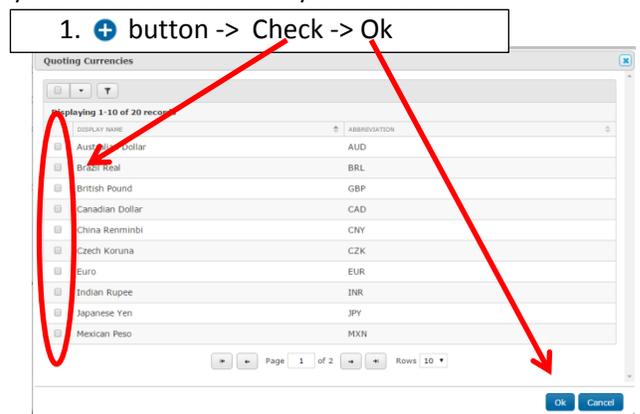
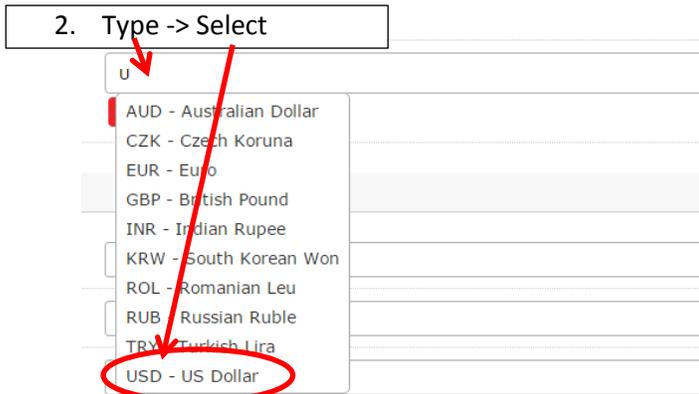


Form Lookups

When you are in a form creating/editing an item you may see some fields for looking up items. They will look like this image:

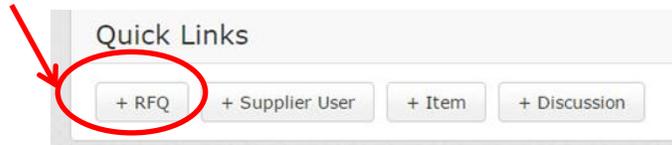


There are two ways to enter/pick data. The first is you can start typing (might have to wait a second) and select from the list that shows below where you are typing and then you can click on the one you want. The second way is to click the plus icon next to the field. This will bring up the values screen where you can check which ones you want and click Ok.:



Creating Your RFQ

To create a RFQ click on the “+ RFQ” button located either at the top of your screen, or if you have a larger screen at the right. This will open up the RFQ Header creation screen. You can also click on the RFQ Tab and click the + Create Button.



RFQ Header Information

Once on the RFQ header, you will need to complete the form. Note, any field with a * is a required field. Once completed, click the Create button at the bottom of the form.

RFQ Header Fields:

RFQ Name: the title of the RFQ, and will show to the supplier.

RFQ Description: Additional information about the quote. The supplier does NOT see this.

Type: Quote Type – Model to Model (M2M), Early Sourcing, Resourcing, etc.

RFQ Currency: the reporting currency of the Quote**.

Hide Program from Supplier: Yes or No. Choose Yes if you do not want the supplier to see the Program Name.

Quote Template: used to select the type of breakdown the supplier will fill in, right now only Basic is available.

Quoting Due Date: when the suppliers need to submit their quote by.

Quoting Due Date Time Zone: Pick the timezone you want the quote date / time to be associated with.

Allow Quote Submission Past the Due Date: This should ALWAYS be No – it is also defaulted to No.

Sourcing Date: the date you plan to complete sourcing by. This is NOT seen by the supplier, but it will show on the F1054 form.

Quoting currencies: Choose which currency(ies) you want the supplier to quote in. This can be 1 or more**.

Launch Leader: Type in the Launch Leader from the PMD record this RFQ is for. This is for and shows on the F1054.

AQE: Type in the AQE from the PMD record this RFQ is for. This is for and shows on the F1054.

Regional Commodity Buyer: Type in the Regional Commodity Buyer, if it is you, type in your name. This is for and shows on the F1054.

ECM or Regional Director: Type in the ECM or if not an ECM part the Regional Director. This is for and shows on the F1054.

Commodity: Always choose Unassigned.

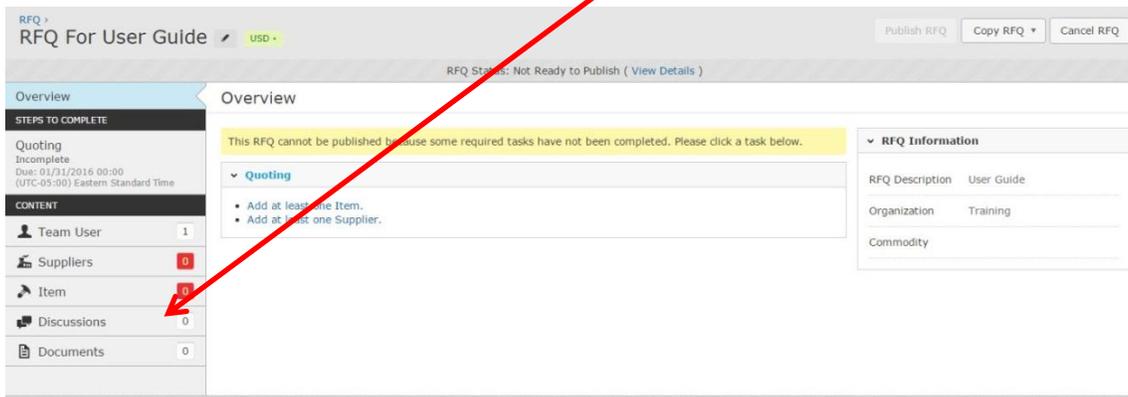
Organization: Always choose Commercial.

A screenshot of the 'Create RFQ' form in the Nexteer Automotive system. The form is titled 'Create RFQ' and is divided into several sections: 'General Information', 'Step Details: Quoting', 'Event Team', and 'Associations'. The 'General Information' section includes fields for 'RFQ Name *', 'RFQ Description', 'Type *' (with a dropdown menu), 'RFQ Currency *' (with a dropdown menu), and 'Hide Program Names from Supplier *' (with a dropdown menu). The 'Step Details: Quoting' section includes fields for 'Quoting Template *' (with a dropdown menu), 'Quoting Due Date *', 'Quoting Due Date Time Zone *' (with a dropdown menu), 'Allow Quote Submissions Past The Due Date *' (with a dropdown menu), and 'Sourcing Date *'. The 'Event Team' section includes fields for 'Launch Leader', 'AQE', 'Regional Commodity Buyer', and 'ECM or Regional Director'. The 'Associations' section includes a field for 'Organization *' (with a dropdown menu). At the bottom right of the form, there are 'Create' and 'Discard' buttons.

** This indicates fields that currently cannot be changed once published, future updates will allow this to be changed after it is published.

RFQ Details (Part Information)

There are two different ways to add part information to your RFQ: Importing and Manual Entry. To enter in the part information, go into the RFQ and click on the **Items** tab on the left portion of the RFQ Overview screen.



Please see either Importing Part Details or Manual Entry of Part Details for adding parts.

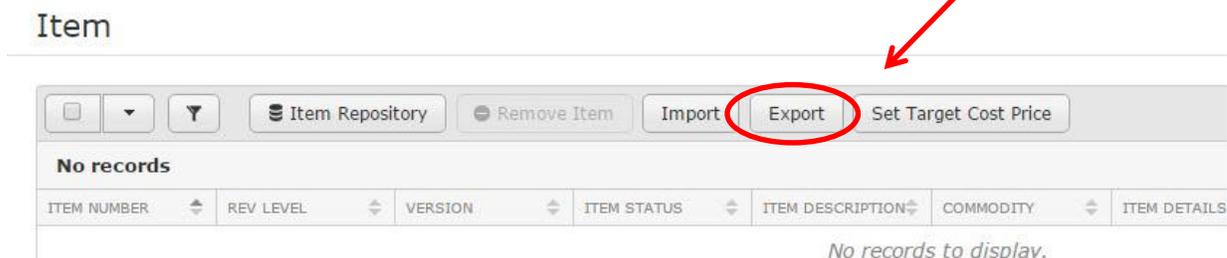
Importing Part Details

1. The easiest way to add part details is to import the information from a PMD record. In PMD, once you are in the part record, click the Export button.

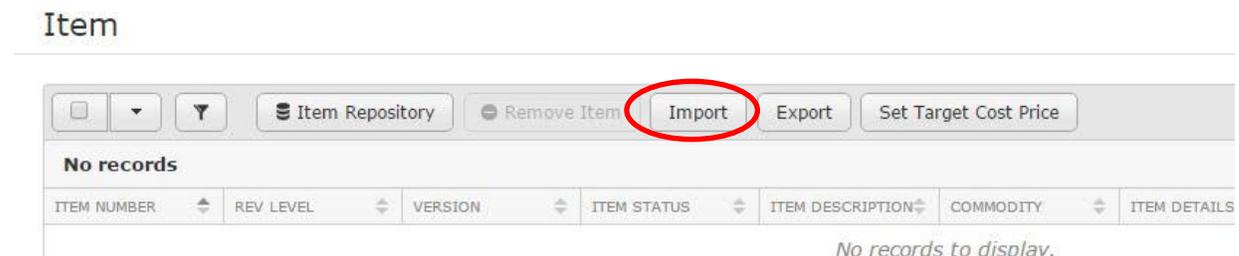


2. Once you have exported the file; either save the file to a new location, or if you are in Chrome look in your "Downloads" folder.

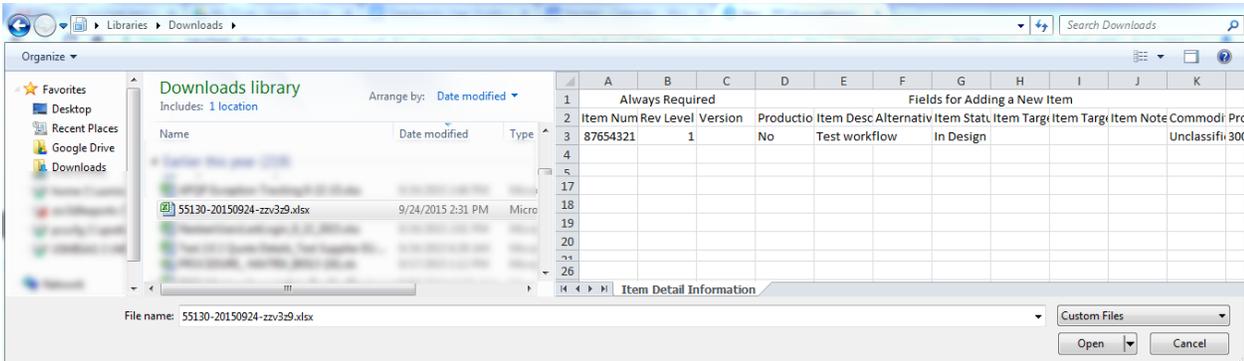
If you do not have a PMD Record you may download a blank template using the Export button in the Item section.



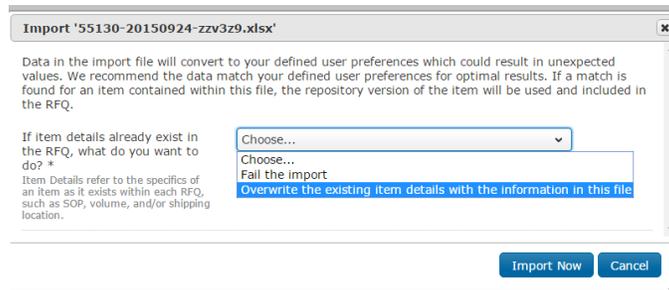
3. Once you have a complete import file or saved it from PMD, go into the Item section click on the Import button.



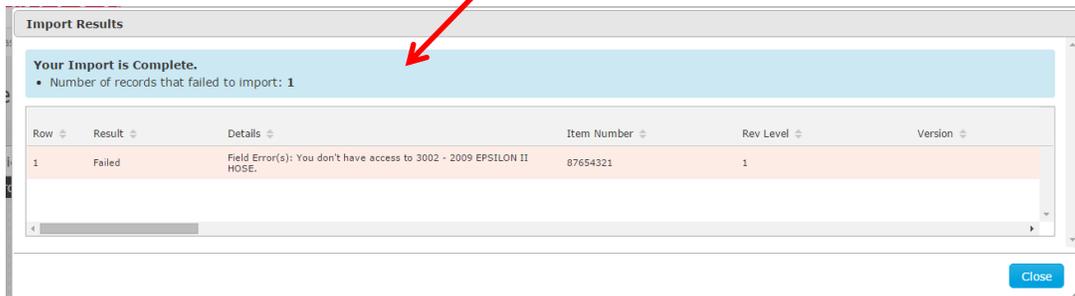
Select the file you either downloaded or created.



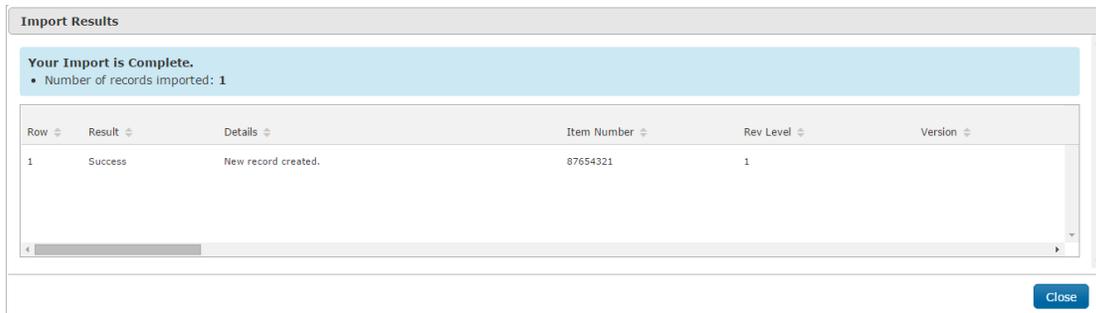
4. Choose Overwrite the Existing Item details. Note: If you had imported this information before or manually entered the information, this import data will overwrite the existing data. If you do not choose overwrite the file will not import.

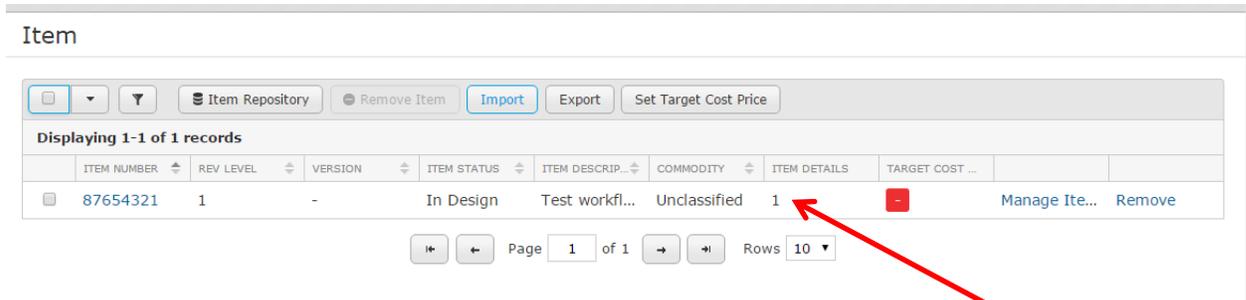


5. If the import fails you will receive a Failed screen and the details of the issue will be stated. The most common failures are that there is no Cost Book for the Piece Price, the PPAP Due Date is blank, The volume is not fully filled in all 10 years (if no volume for out years 0 need to be entered), or the All using plants in PMD is blank.

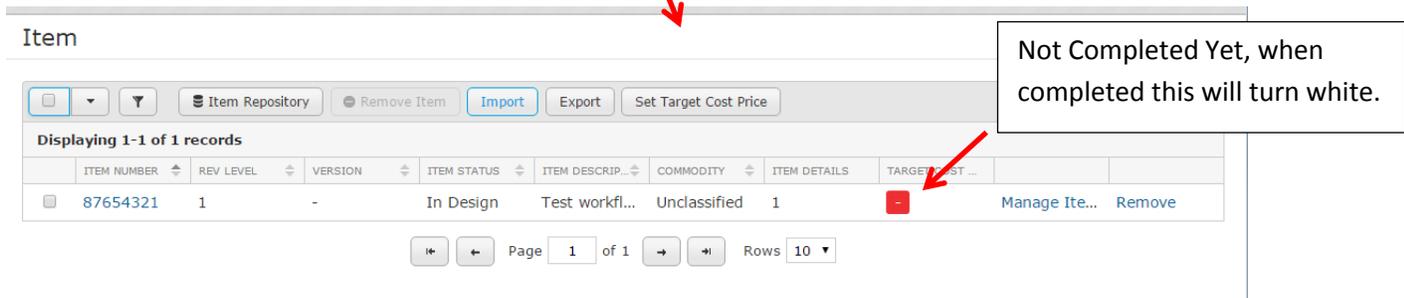


If there are no issues with the import file, you will get a success record.

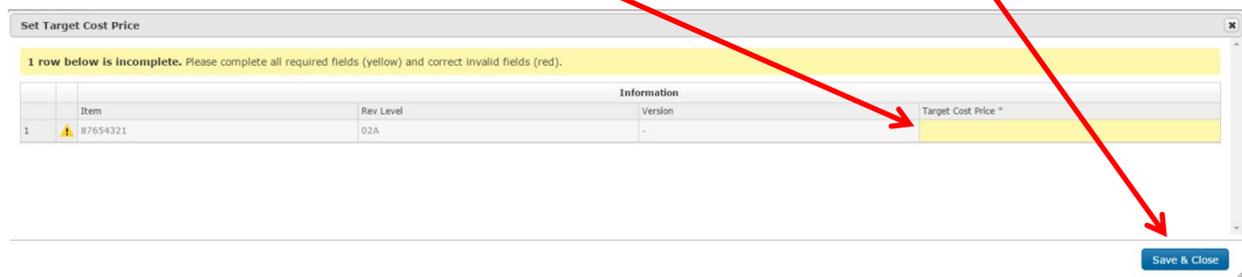




- If all the data was imported correctly, you should see the Item Details with a number and be white. If item details section is red, you will need to review the item details by clicking on the Mange Item Details link next to the Remove button on the right.
- Once the import has been successful you will need to add the Target Cost (this is NOT seen by the supplier). You will also see that the Target Cost area is red, indicating this hasn't been completed yet. Click on the Set Target Cost Price button to enter in the Target Cost(this should be the same as the cost book value)



- Enter in the total cost price for all the listed parts. Once done click the Save & Close button.

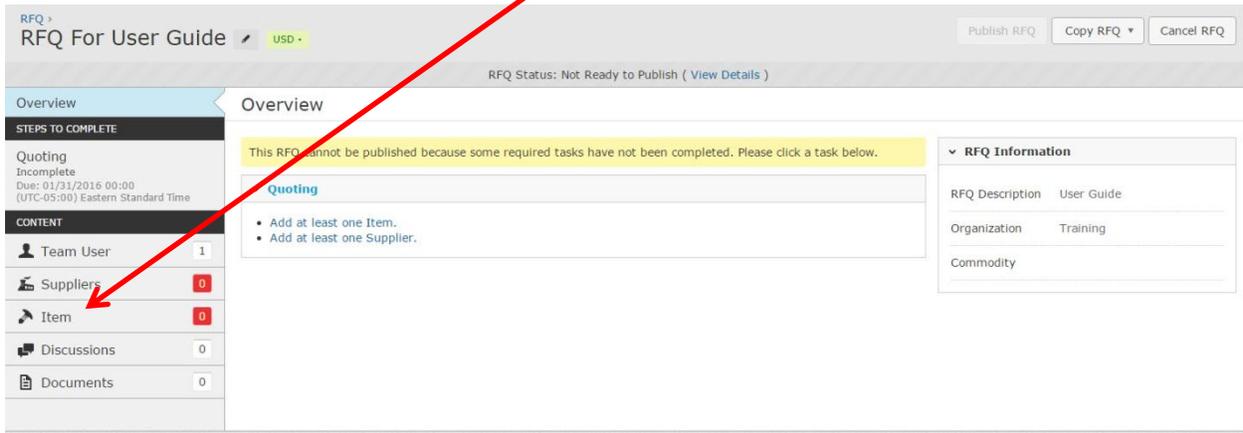


You have now completed the required information for the Item(s).

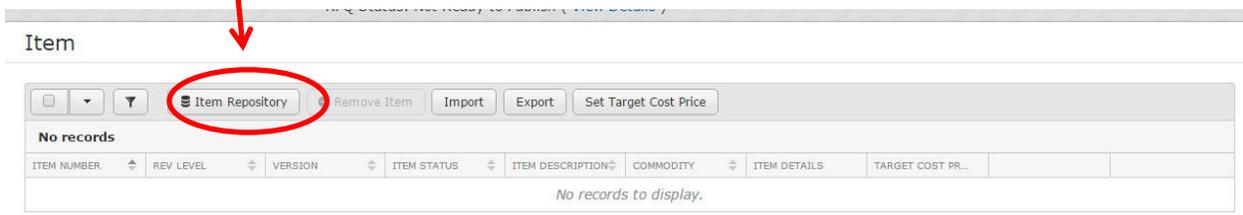
Manual Entry of Part Details

This section will walk you through how to manually enter part data onto your RFQ.

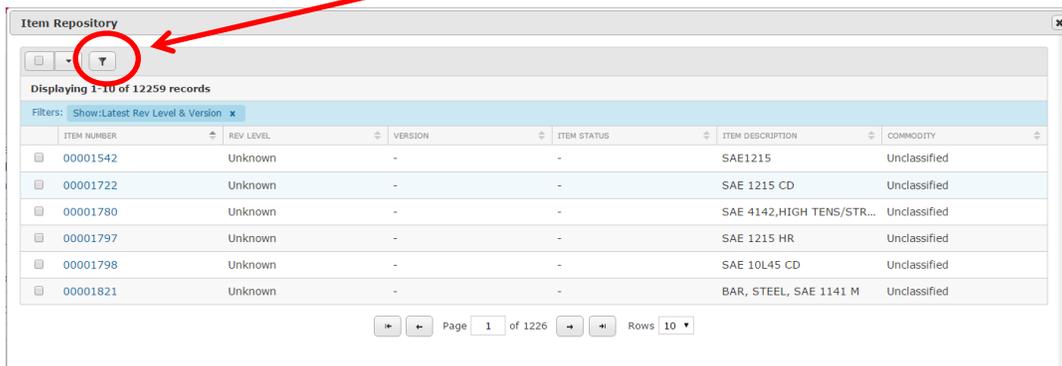
1. On the RFQ Overview screen, click on the Item Tab.



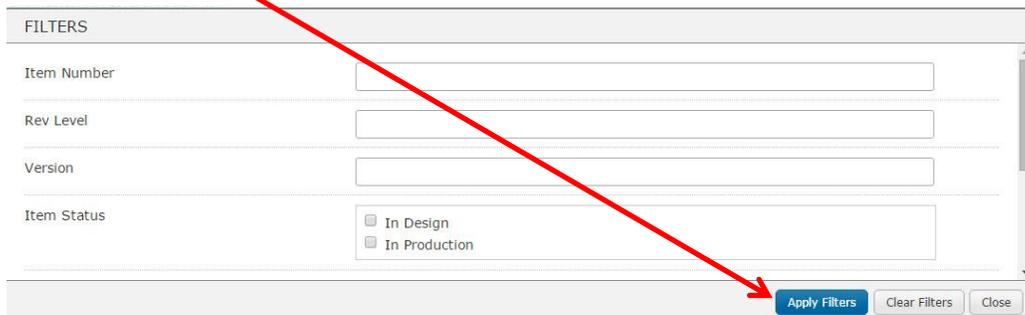
2. On the Item details screen you will need to add the part number. To do this, click on the Item Repository button.



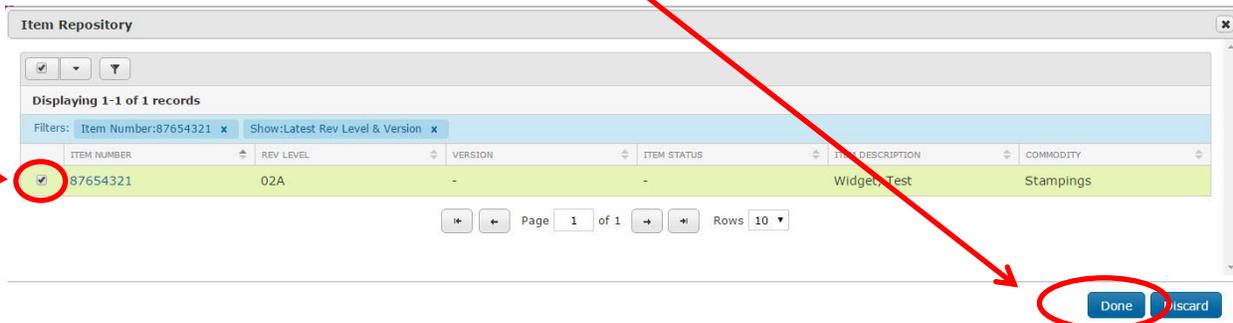
3. You will now see a listing of all the parts. Filter the list by clicking on the filter button.



4. You can filter by part (item) number, rev level or any of the other fields on the filter screen. Once you have your criteria in the box click the Apply Filters button.

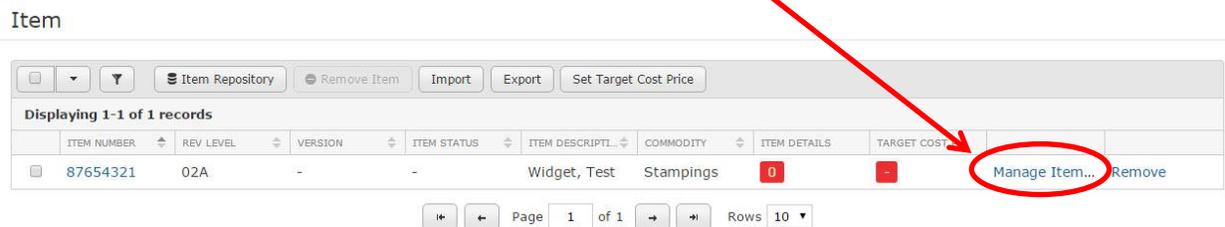


5. Select/Check the part you want to add. If you have more than one part you may click on the filter again and follow steps 3, 4, and 5.
6. Once you have the part(s) checked, click the Done button.



You have added the part(s). You must now complete the details for each part that you have added. You will see that the Item Details column shows there are 0 item details and the value is highlighted red. Once you have completed the details for the part this will show the number of details (ship to plants and other details) per item and will turn white.

7. Click on the Mange Item Details link to start filling in the details.

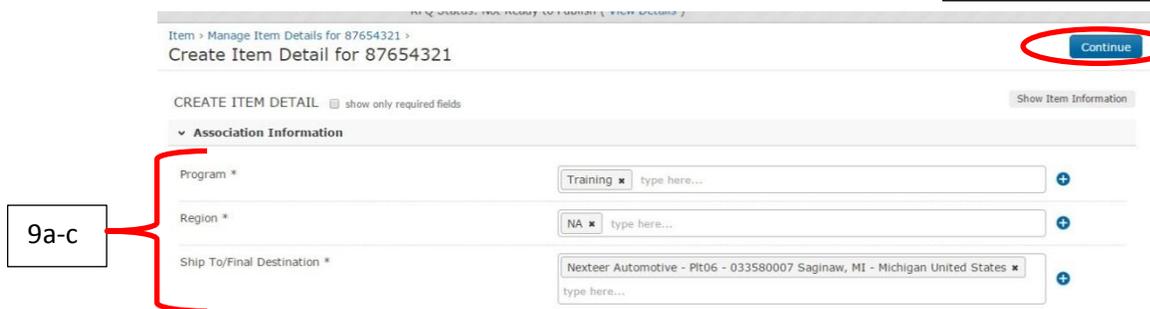


8. Since this is a new detail record, click the "+ Create Item Detail for RFQ" button.



9. Fill in the following, then click the Continue Button:
 - a. Pick the Program that this is associated with. If the program does not exist, please email gsm.systems@nexteer.com to have it added, or you can just pick the program name "Total Program Volume".
 - b. The region of the Nexteer Plant that the supplier will ship this part to.
 - c. The Nexteer Plant that the supplier will ship this part to.

Continue when the form is complete



10. You will now need to fill in the details that pertain to this Part & Nexteer Plant.

11. When the information is completed, including the volume breakdown (you will see that the volume details have a green checkmark), you are now ready to click the Done button.

Green checkmark means all volume information is completed.

12. If all the information is filled in, when you click the done button, the Item Details number will be filled in and will have a white background.

Not Completed Yet, when completed this will turn white.

Note: You will see that the Target Cost area is red, indicating this hasn't been completed yet.

13. Click on the Set Target Cost Price button to enter in the Target Cost (this should be the same as the cost book value).

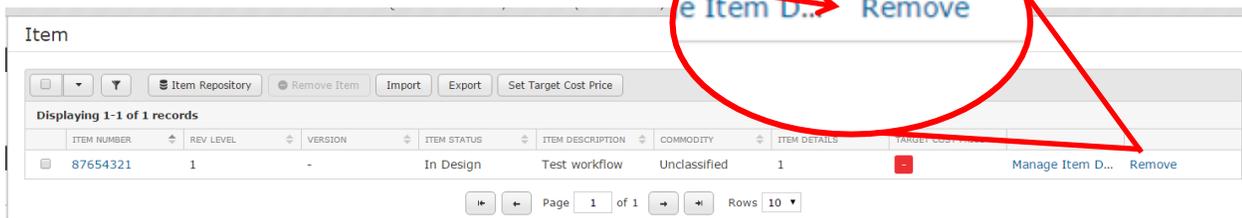
14. Enter in the total cost price for all the listed parts. Once done, click the Save & Close button.

You have now completed the required information for the Item(s).

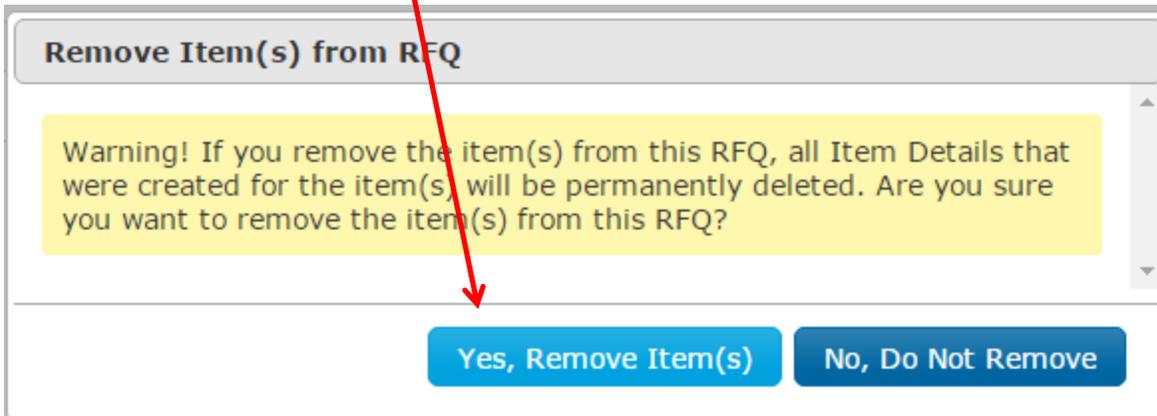
Removing Parts from the RFQ

Until you publish your RFQ, you have the ability to remove a part (item) you have added.

To remove the part, click on the Remove link.



Confirm that you want to remove the parts.



Adding Supplier Users to the RFQ

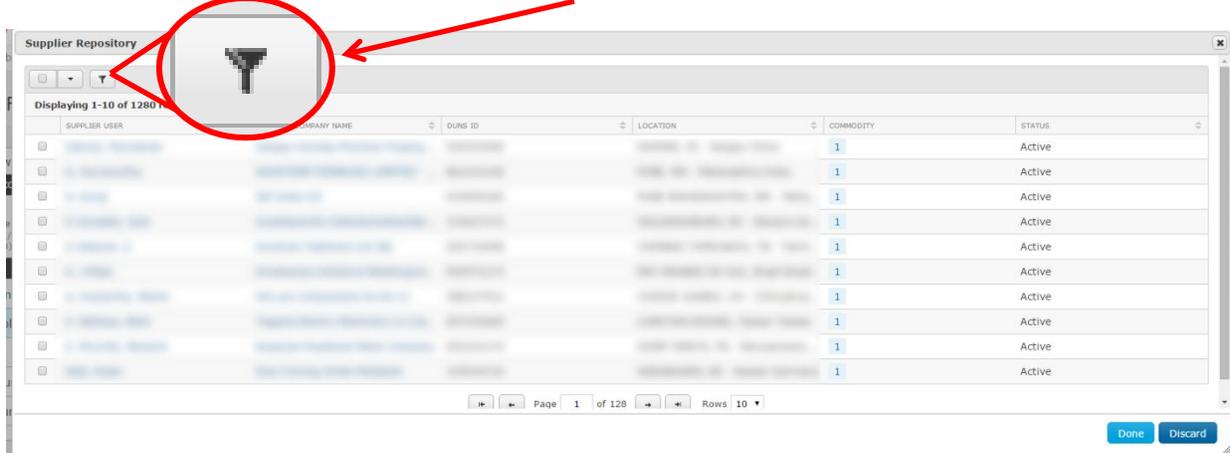
In order to submit your quote, you need to add what supplier(s) and supplier user(s) will be quoting this RFQ. Directworks will add the supplier to the RFQ when you add the supplier user. To add the supplier user first click on the Suppliers Tab.



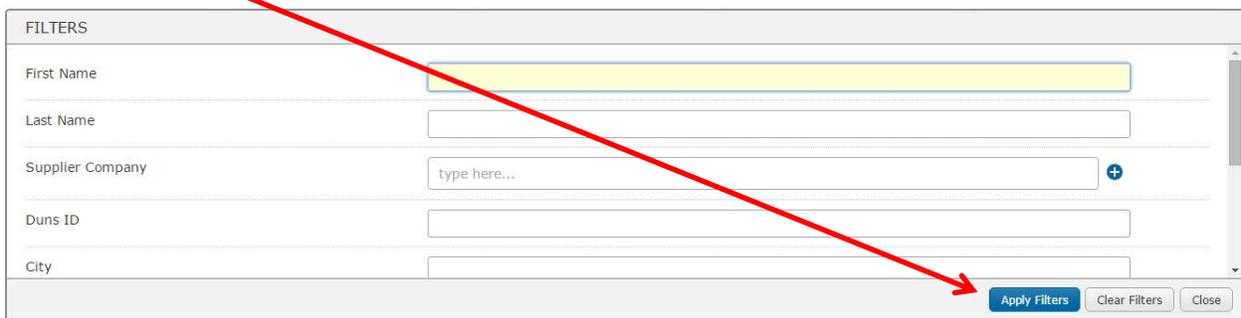
1. On the supplier tab, click on the Supplier Repository button.



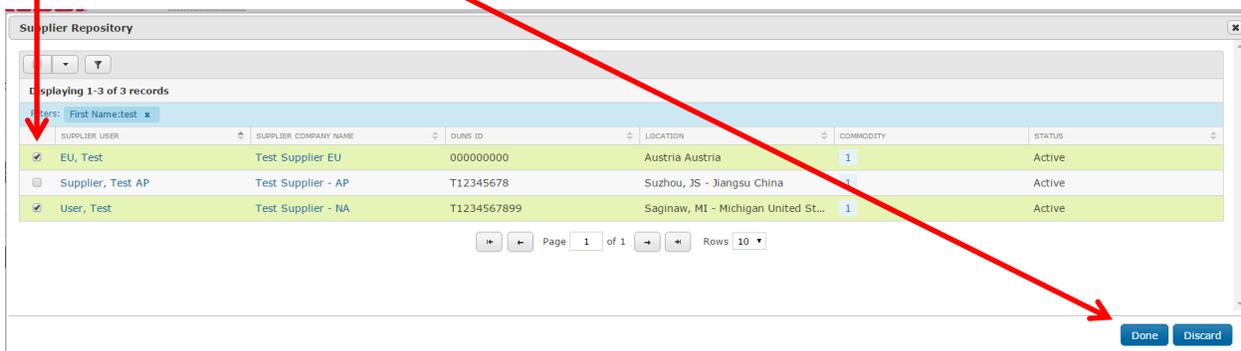
- This will bring up the full list of supplier users. Use the filter button to filter on your supplier contact(s).



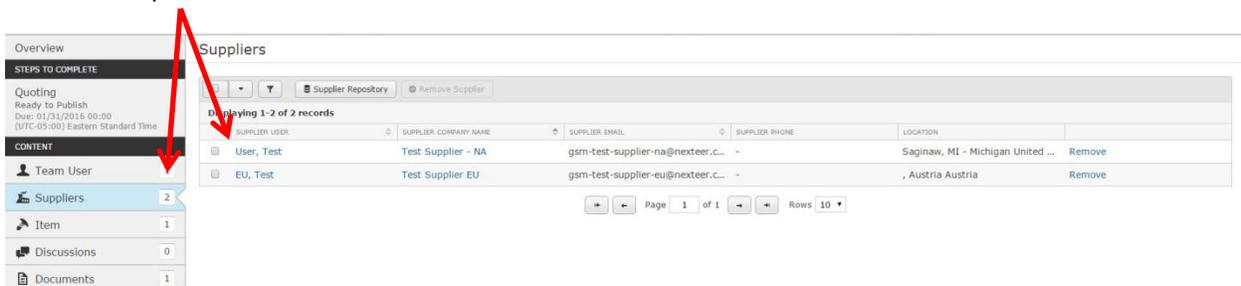
- Use the fields in the filter to find the Supplier contact (Company and Duns might return the best results), then click the Apply Filters.



- Check the supplier contact(s) you want to add. Note: If you have more supplier contact to add, just re-filter and check all the ones that you want to bid. This will keep the previous checked contacts included. When you are done adding all the necessary contacts, click the Done button.



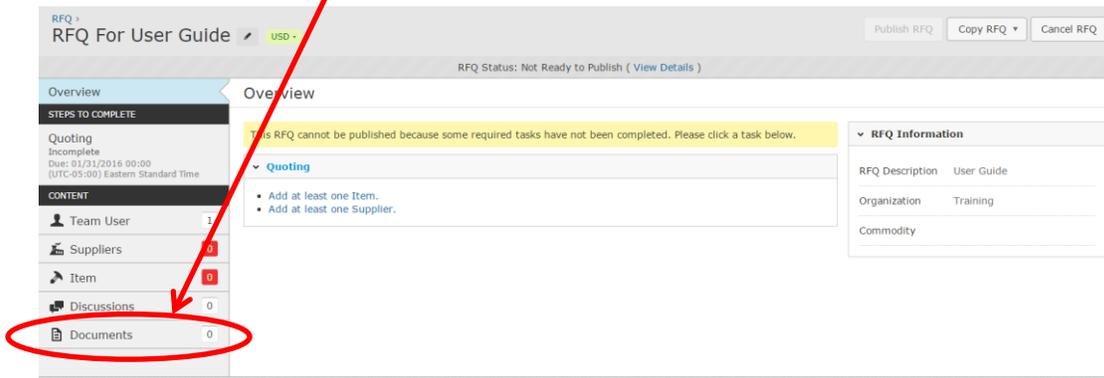
All the contacts you have checked will now show in the Suppliers list and the Suppliers tab will show how many contacts you have added.



Adding Documents

Many times you may want to add a document, such as a drawing or other information, to the RFQ. Note: this is not a requirement for publishing the RFQ.

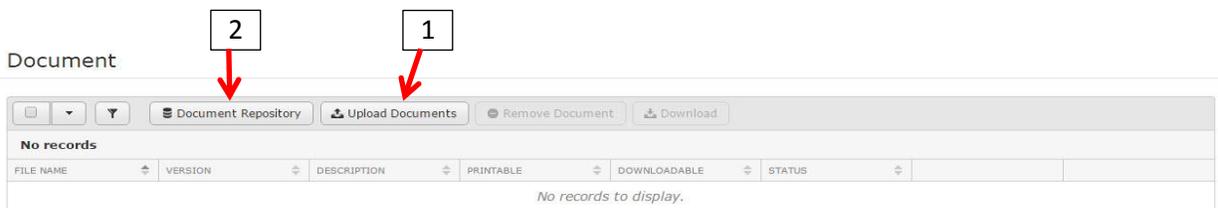
To add a document, click on the Documents tab.



This will take you to the document screen. You can add a document two different ways. The first way is to Upload your document (which is most likely the way you will attach documents). The second way is to attach the document from the Document Repository (public documents available to all Nexteer users).

This guide will only walk you through uploading a document (from your computer).

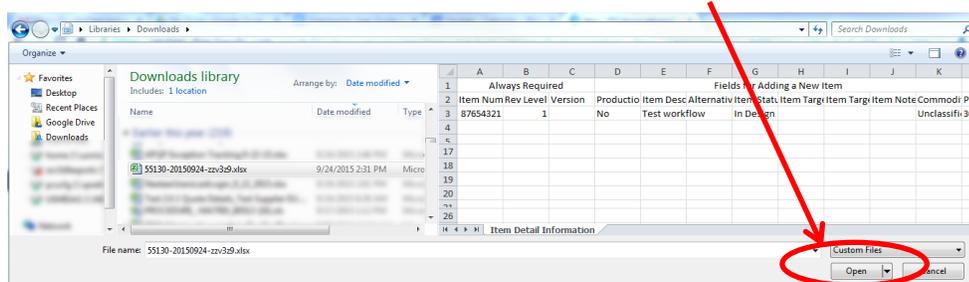
1. To upload your document, click on the Upload Documents button, indicated by the 1 below.



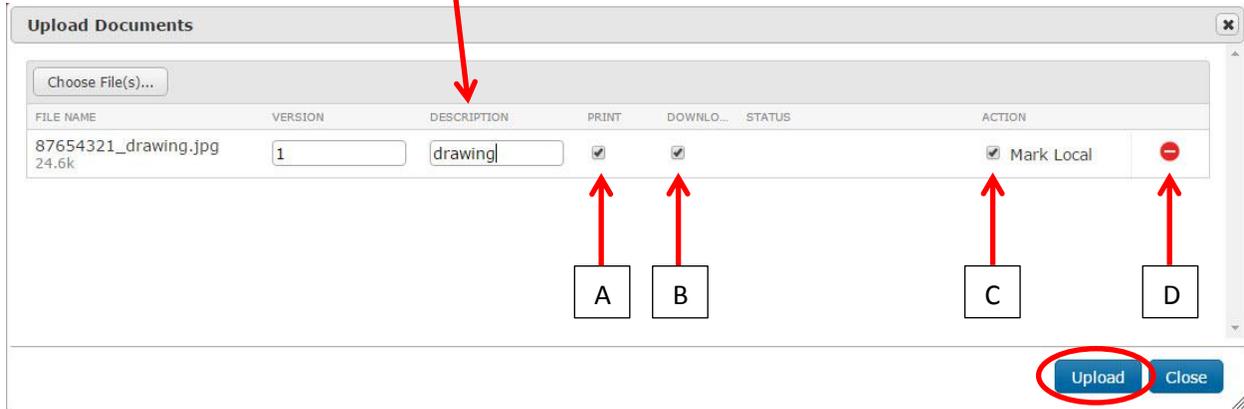
2. Next you will need to choose your file(s). To do that, click on Choose File(s) button.



3. Find the files on your computer, and select it/them. To select more than one, you can hold down the ctrl key and click on each file you want to add. Once the file(s) is/are selected click the Open Button.

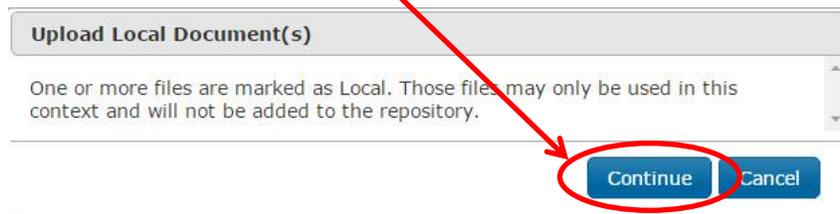


- It is a good idea to add a description so the supplier understands what that attachment is, choose the options below, then click the Upload button.



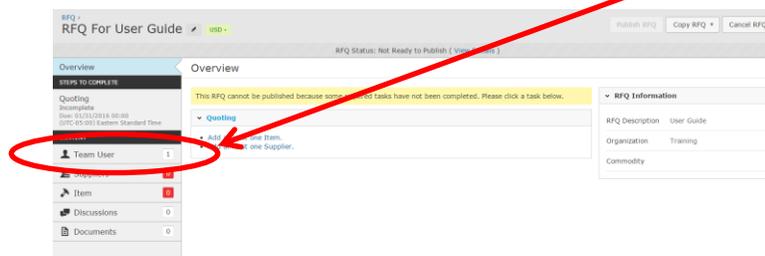
You have several options at this point for uploading a document.

- Can the Supplier Print the document (if you want them to print, leave it as default: checked).
 - Can the Supplier Download the document (if you want them to download it, leave it as default: checked).
 - Mark the document as Local (not add it to the public document repository, **ALWAYS leave this checked**).
 - Remove the document.
- Once you click the upload button, because you have left the Mark Local checked (as we want you to), you will receive the below message. Click the Continue button.

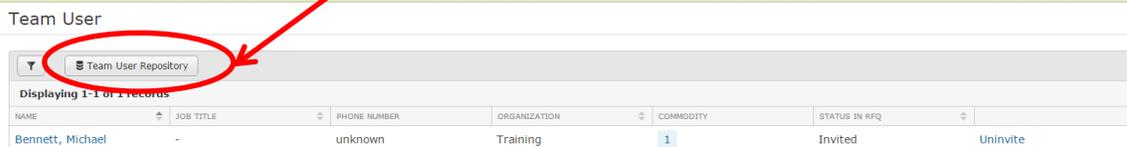


Adding Team Users

If you need other people to be able to **edit** your RFQ, you can add them as a team user. By default all Nexteer users should have access to the RFQ to view it. To add a user, click on the Team User tab on the RFQ



- On this screen, click on the Team User button. Use the filter  to find you user(s), check any user you want to have edit rights, once done click the Done button. If you are unsure how to use the filter and add users see the Adding Supplier Users section, as it is the same type of process.



Publishing the RFQ

Once you have added your part(s), supplier users, and any documents you are ready to publish. You will also be able to tell because the background colors of all items will be white, the RFQ Status at the top will say “Ready to Publish”, and the Publish button is now active.

The screenshot shows the Nexteer RFQ interface. At the top, the status is "Ready to Publish". A red arrow points to the "Publish RFQ" button. Another red arrow points to the "Item" section, which contains a table of items. A red circle highlights the "Item" row in the table, and a red arrow points to it with the text "All items have a white background".

ITEM NUMBER	REV LEVEL	VERSION	ITEM STATUS	ITEM DESCRIPTION	COMMODITY	ITEM UNITS	TARGET COST PRICE	Manage Item Det...	Remove
87654321	02A	-	-	Widget, Test	Stampings		1.100		

To publish your RFQ, click the Publish RFQ button.

The screenshot shows a "Confirm Publish" dialog box. It contains the text: "Are you sure you want to publish this RFQ? After you publish, the RFQ will be available to the invited suppliers." Below the text are two buttons: "Yes: Publish RFQ" and "No: Do Not Publish". A red arrow points to the "Yes: Publish RFQ" button.

Click the “Yes: Publish RFQ” button in the confirmation box.

Your RFQ is now published. Note: all supplier users added to the RFQ will receive an email invite to this RFQ. If they did not get an email, check the email address in the Supplier User repository, If the email is correct, have the Supplier check their Spam/Junk folder or have their IT trust this email address:

notification@messages.directworks.com

The screenshot shows the Nexteer RFQ interface after publication. The status is "Published". A red arrow points to the "Published" status. The interface shows a table of suppliers and their quoting status.

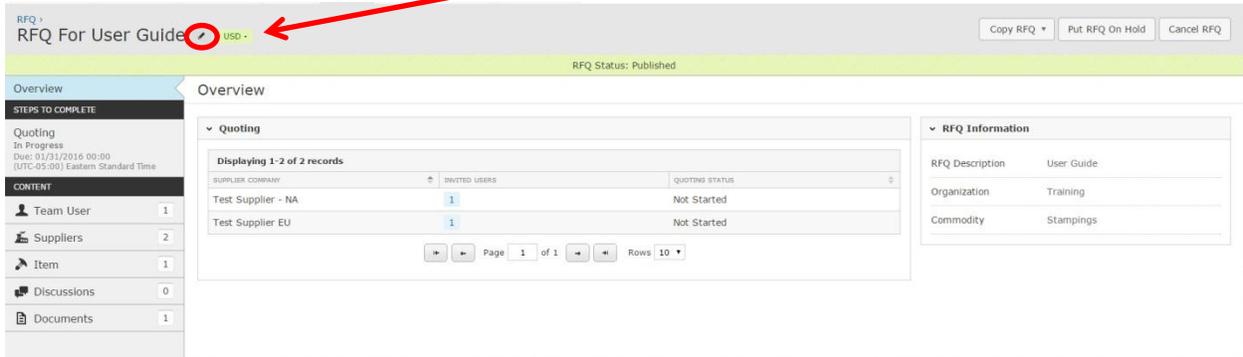
SUPPLIER COMPANY	INVITED USERS	QUOTING STATUS
Test Supplier - NA	1	Not Started
Test Supplier EU	1	Not Started

A note on Suppliers responding to RFQs: Suppliers should enter 0 in the breakdowns fields if they don't have it or are unwilling to provide the details. This information will be shown on the F1054 so you will be responsible for explaining why the supplier did not provide breakdown details.

Post Publish RFQ Actions

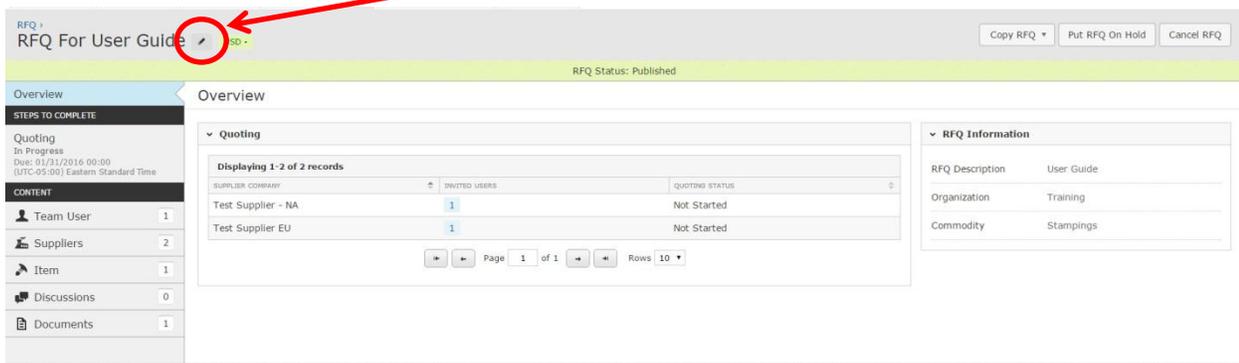
Editing Information

Once you publish the RFQ, you may need to edit some of the information. To edit the RFQ header details (see the RFQ header creation section for more details), click on the pencil icon  after the RFQ name at the top by the currency. To edit the part details, go into the Item tab.

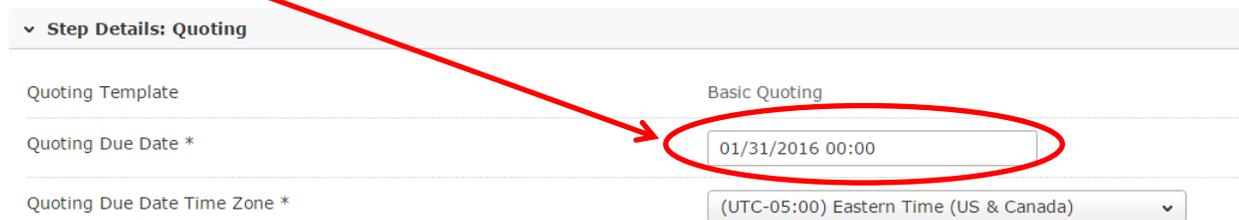


Extending Quote Due Dates

If you need to extend the Quote Due Date for your suppliers, click on the pencil icon  after the RFQ name at the top by the currency.



On the Edit screen, go down to the “Step Details: Quoting” section and change the Due Date to the new date you want to extend it to.



Click on the save button to commit the change(s) entered.

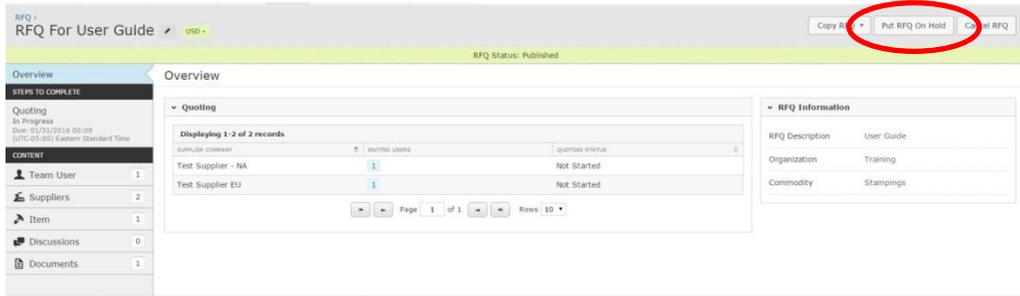


On-Hold for additional editing

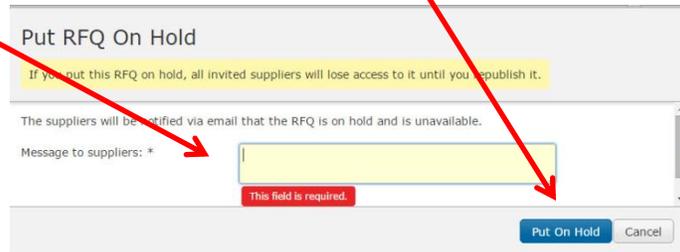
This will allow you to edit the part details (cost book, SOP, PPAP Date, Volumes, anything on the Manage Details -> Details Page).

If you need to make any of the above changes, you will need to put the RFQ on hold.

1. To put the RFQ on hold, navigate to your RFQ and on the main page, click on the "Put RFQ On Hold" button.



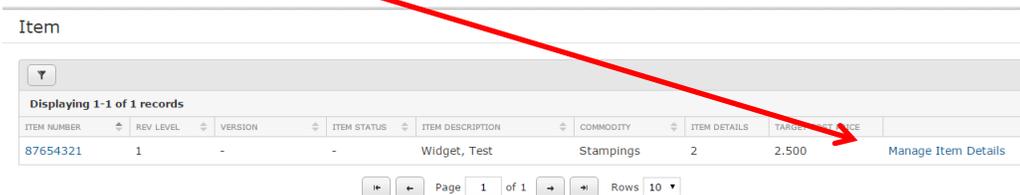
2. Enter in your reason for putting the RFQ on hold and click the "Put On Hold" Button. Note, a message will go out to the suppliers that the quote is "unavailable".



3. Click on the Item tab on the RFQ.



4. Click on the Manage Item Details link



5. Click on the Edit link.

SHIP TO/FINAL DESTINATION	REGION	TOTAL VOLUME	STATUS	
Nexteer Automotive - Plt03 - 0...	NA	18,000	Complete	Edit

6. Edit any of the details that need changing and click the Save button at the top right. Note: If you change the volumes this will re-open all the submitted quotes.

Item > Manage Item Details for 87654321 >
Edit Item Detail for 87654321

[Save](#) [Discard](#)

Editing Volume Details will force any submitted quotes to be reopened when republished. Suppliers will be notified via email and asked to resubmit their quotes.

Copying a Quote

If you need to copy a quote, you can do two different types of copies (with quotes and without quotes). If you copy with quotes all of the content will be brought over, including the supplier responses, but not the discussions (if any). Note: Some fields such as the **currency fields will not be editable**.

Copying the RFQ without quotes will copy the content, but not the quotes nor the discussions. This will allow you to change **ANY** of the RFQ data.

With quotes

To copy with quotes, go into the RFQ screen and click on the Copy RFQ, and click on With Quotes.

RFQ >
RFQ For User Guide USD

RFQ Status: Published

Copy RFQ With Quotes Without Quotes

RFQ Information

SUPPLIER COMPANY	INVITED USERS	QUOTING STATUS
Test Supplier - NA	1	Not Started
Test Supplier EU	1	Not Started

This will bring up the RFQ header (with some additional information)

If this is the first time doing a “copy with quotes” for this RFQ (or sub-sequent copied RFQs that have a project already associated to it) you will be asked to provide a Project Name. If you already have a project name associated to your RFQ this will be pre-populated and will not be able to change it.

Copy "87654321"

Provide a name and due date for the new RFQ. All data from the original RFQ will be copied, except for discussions. Upon creating the RFQ, you will have the opportunity to edit the information prior to publishing it to suppliers.

Project Information

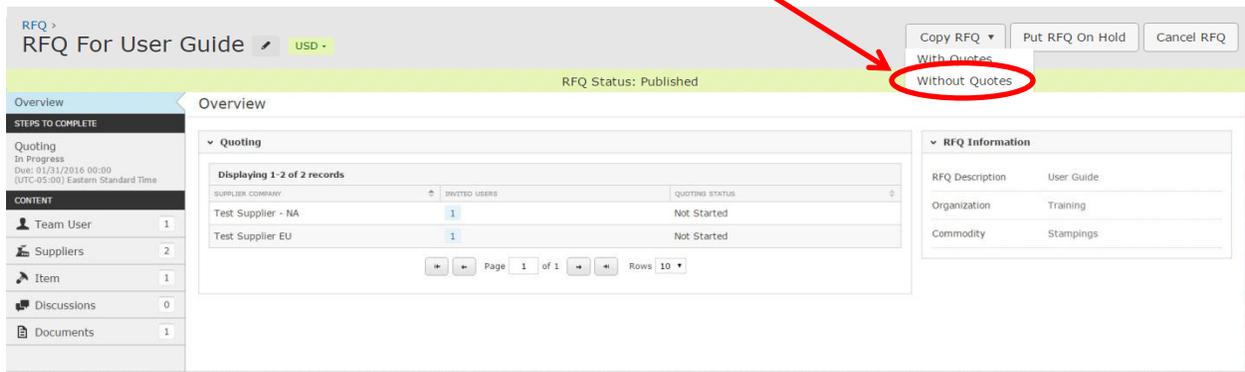
Project Name *

Once you enter that, change any of the RFQ header information. Note: You will not be able to change the RFQ or the Supplier Quoting currencies. Click the Create RFQ button in the bottom right of the screen when the form is complete.

[Create RFQ](#) [Cancel](#)

Without Quotes

If you need a similar RFQ as a previous one and don't want to start from the beginning, or you need to change the either the RFQ currency or the quoting currencies, you can copy the RFQ Without Quotes.

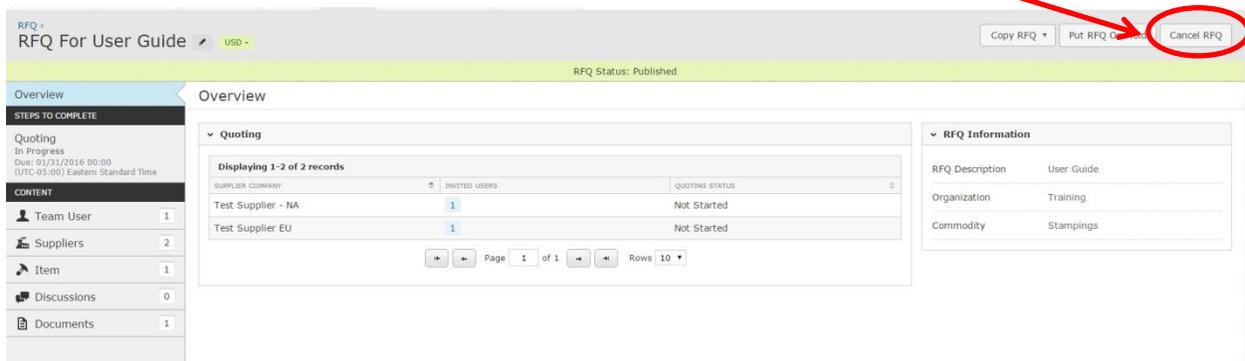


This will then bring up the RFQ header screen, pre-populated from the original RFQ, for you to modify. See the RFQ Header section of this guide for more details on the available fields and what they are used for. When you are done making your changes click the Create RFQ button.



Cancelling the RFQ

If it is determined that you no longer need the RFQ, either business direction changed, part is no longer being quoted, or some other reason, you can cancel the RFQ. To cancel the RFQ, click the Cancel RFQ Button.



It will then ask you to put in a reason for cancellation.

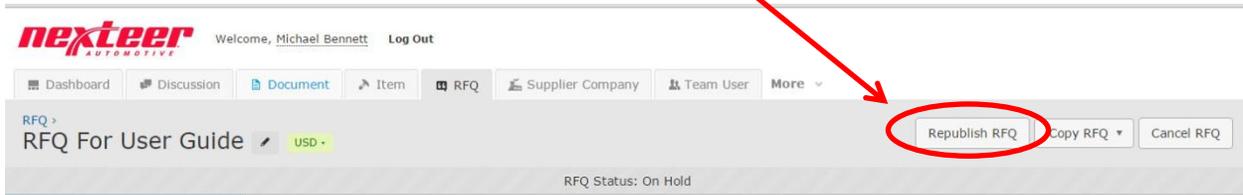


Enter in the reason and click the Cancel RFQ button.

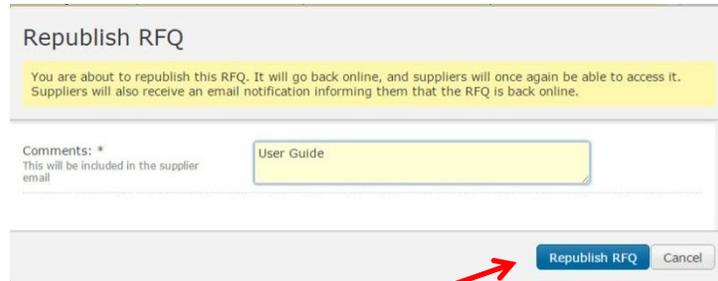
Note: The invited supplier users will be notified that the RFQ has been cancelled (if it has been published).

Republishing an On-Hold RFQ

If you put your RFQ On-Hold for changing details or some other reason, you will need to republish the RFQ before the supplier can submit their quotes again. To republish, click the “Republish RFQ” button at the top.



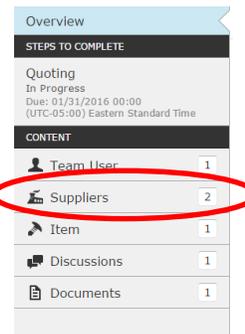
A box will now pop up for you to enter in any comments for the supplier. Suggested comments should be a summary of the changes you made to the RFQ.



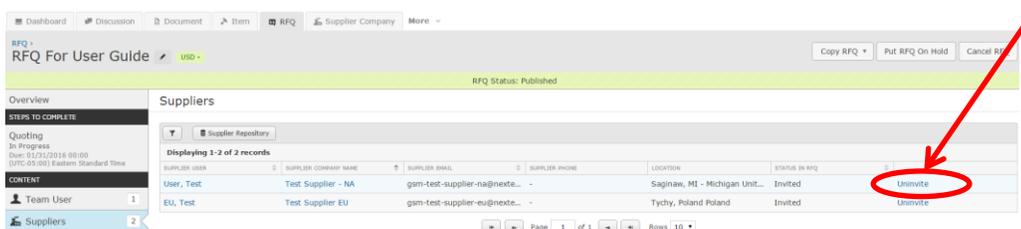
Once you have entered in the comments, click the Republish RFQ button. This will then send an email to all **invited** supplier users that the event is now available.

Uninviting Supplier Users (Contacts)

If you need to uninvite a supplier user, either because they were incorrectly added, left the company, or you are doing down selecting, you can do so by going into the RFQ Suppliers tab.



Once on the supplier screen, click the Uninvite link on the supplier user that you want to uninvite.



Acknowledge that you want to remove the user by clicking the “Yes, Uninvite this Supplier” button.



Note: The supplier **will** receive an email stating they have been removed from the RFQ.

Re-inviting Supplier Users

If you have uninvited a supplier, but now need to re-invite them. You follow the same process as uninviting them, but you will now see the re-invite option on the suppliers tab RFQ page.



The screenshot shows the 'Suppliers' tab for an RFQ titled 'RFQ For User Guide'. The RFQ status is 'Published'. A table lists two suppliers: 'Test Supplier - NA' and 'Test Supplier EU'. The 'Test Supplier - NA' row has a 'Re-Invite' button circled in red. A red arrow points from the top right of the page to this button.

SUPPLIER USER	SUPPLIER COMPANY NAME	SUPPLIER EMAIL	SUPPLIER PHONE	LOCATION	STATUS IN RFQ	
User, Test	Test Supplier - NA	gsm-test-supplier-na@nexte...	-	Saginaw, MI - Michigan Unit...	Uninvited	Re-Invite
EU, Test	Test Supplier EU	gsm-test-supplier-eu@nexte...	-	Tychy, Poland Poland	Invited	Uninvite

Acknowledge that you want to re-invite the user by clicking the “Yes, Re-invite this Supplier” button.



The dialog box is titled 'Confirm Supplier Invitation'. It contains the text: 'By re-inviting this user, he/she will gain access to this RFQ again and be notified via email. Are you sure you want to re-invite this supplier to the RFQ?'. At the bottom, there are two buttons: 'Yes, Re-invite this Supplier' (highlighted in red) and 'No, Keep Supplier Uninvited'.

Note: The supplier will receive an email stating they have been reactivated on the RFQ.

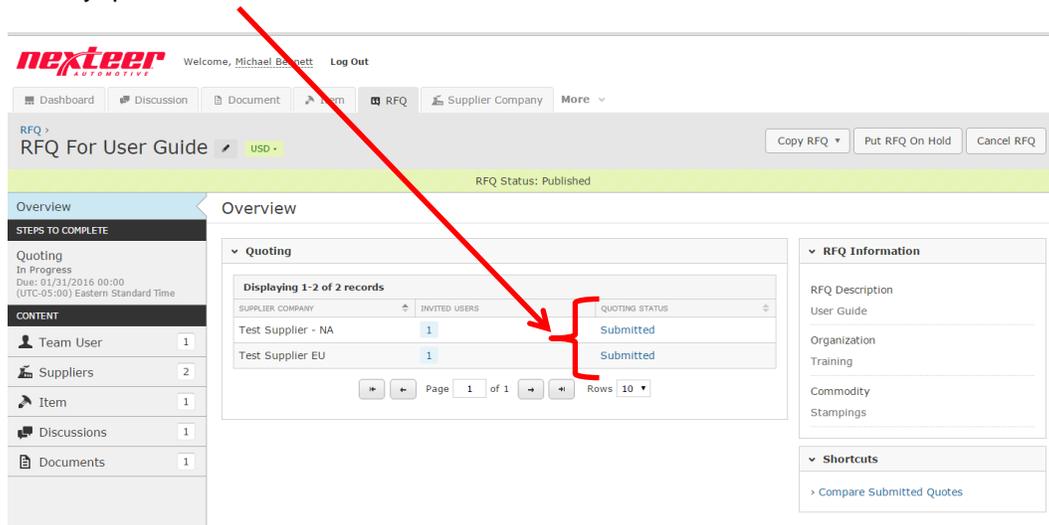
Quote Review

Reviewing Quotes

As suppliers start submitting their quotes into Directworks, you have access to view them.

A note on Suppliers responding to RFQs: suppliers should enter 0 in the breakdown fields if they don't have it or are unwilling to provide the details. This information will be shown on the F1054, so you will be responsible for explaining why the supplier did not provide breakdown details.

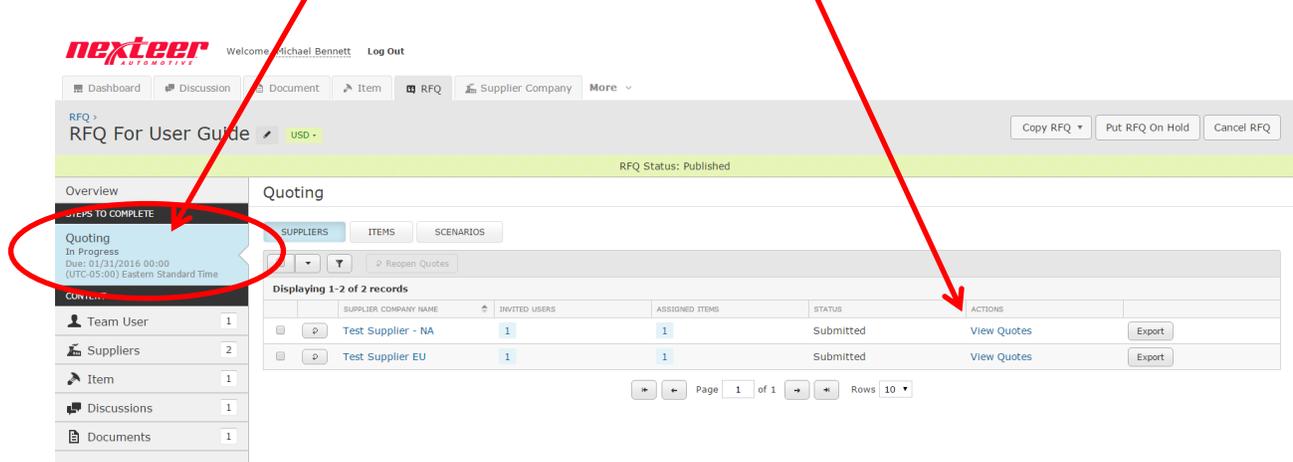
When you go into your RFQ, you will be taken to the Overview page, on this page you can see if the suppliers have submitted any quotes or not.



The screenshot shows the 'Overview' page for the RFQ 'RFQ For User Guide'. The RFQ status is 'Published'. A table under the 'Quoting' section shows two suppliers: 'Test Supplier - NA' and 'Test Supplier EU'. Both have a 'Submitted' status. A red arrow points to the 'Submitted' status of the 'Test Supplier - NA' row.

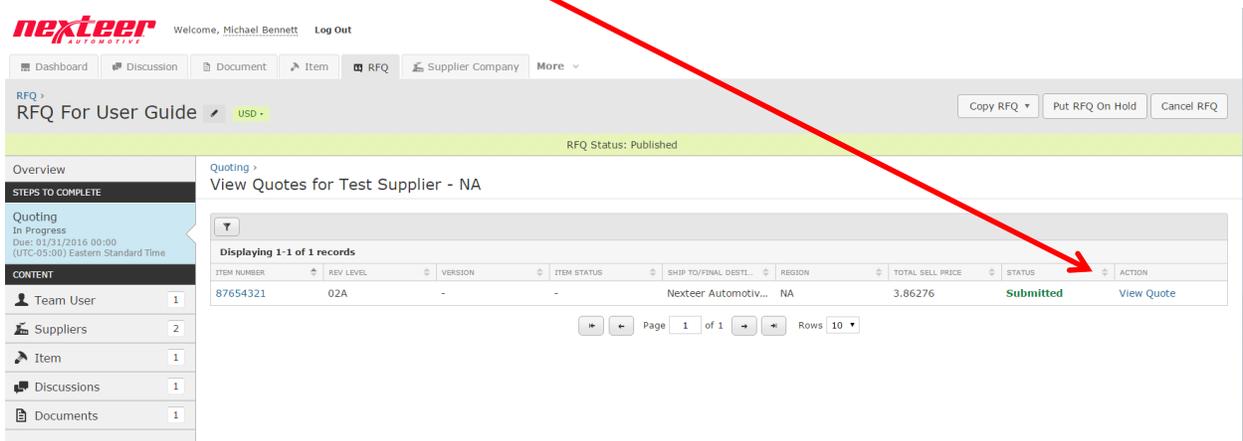
SUPPLIER COMPANY	INVITED USERS	QUOTING STATUS
Test Supplier - NA	1	Submitted
Test Supplier EU	1	Submitted

If you want to view the quotes, click on the Quoting section of the RFQ and click on the "View Quotes" link.

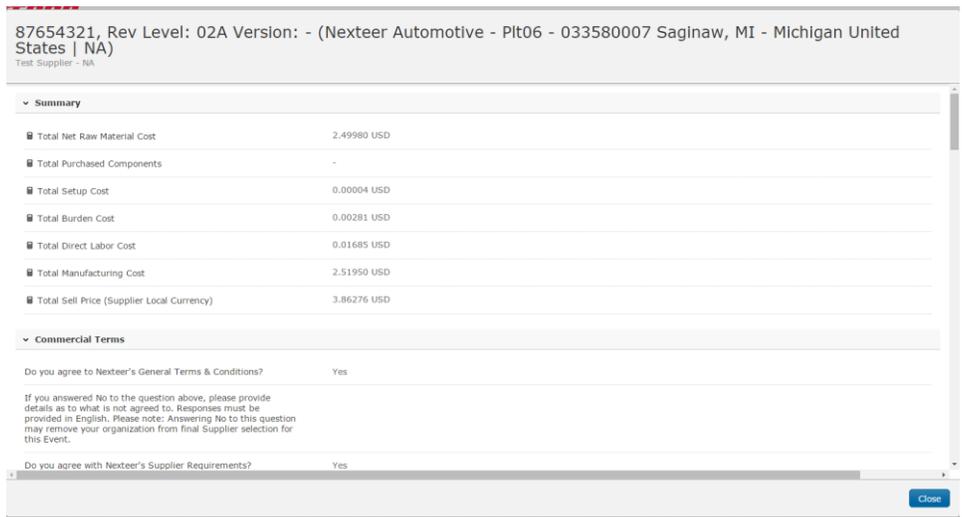


This will take you to the parts list to view the individual quotes for any parts that you have added to the RFQ.

Click on the View Quote link on the line of the part to see the actual quote from the selected supplier.



The below image is the quote screen. If you see that the summary (at the top) is missing some data and the supplier says they cannot submit the quote, it might be because they haven't put in the breakdown. If you need to export the quote, see the section on exporting the quotes.



Exporting Supplier Quotes

If you need to export the quotes for viewing or analysis, you first need to go into the RFQ and click on the Quoting section of the RFQ. On the Quoting page, you have the option to export any submitted quotes by clicking on the Export button. This will download the quote into an excel document.

The screenshot shows the 'RFQ For User Guide' page in the 'Quoting' section. The 'STEPS TO COMPLETE' sidebar on the left has 'Quoting' highlighted with a red circle. The main table displays two suppliers: 'Test Supplier - NA' and 'Test Supplier EU', both with a status of 'Submitted'. Each row has a 'View Quotes' link and an 'Export' button. A red arrow points from the 'Export' button to the right.

Comparing Quotes

If you want to compare supplier quotes within Directworks, go into the RFQ. Once on the main "Overview" page click on the Compare Submitted Quotes link under the Shortcuts frame on the right side.

The screenshot shows the 'RFQ For User Guide' page in the 'Overview' section. The 'Shortcuts' section on the right sidebar contains a link for 'Compare Submitted Quotes'. A red arrow points from this link to the dialog box in the next screenshot.

This will bring up a screen for you to select your data. You must pick your item/part (only one), and select the suppliers that you want compare. Once you have selected your data, click the Compare Quotes button.

The dialog box is titled 'Compare Submitted Quotes'. It has two main sections: 'Choose Item: *' and 'Choose Supplier(s) to Compare: *'. The 'Choose Item' section contains a text box with the selected item: '87654321, Rev Level: 02A Version: - (Nexteer Automotive - Pt06 - 033580007 Saginaw, MI - Michigan United States | NA)'. The 'Choose Supplier(s) to Compare' section contains two selected suppliers: 'Test Supplier - NA' and 'Test Supplier EU'. At the bottom right, there is a blue 'Compare Quotes' button and a grey 'Cancel' button. A red arrow points from the 'Compare Quotes' button to the right.

This will bring up a side by side comparison of the quotes. If you need to add or remove suppliers, click the Adjust Suppliers button and select/de-select the suppliers.

The screenshot shows the 'Compare Quotes' interface for RFQ 87654321. It features a table comparing costs for 'Test Supplier - NA (USD)' and 'Test Supplier EU (USD)'. A red arrow points to the 'Adjust Suppliers' button located in the top left of the quote comparison section.

Item: 87654321, Rev Level: 02A Version: - (Nexteer Automotive - Pit06 - 033580007 Saginaw, MI - Michigan United States NA)	Test Supplier - NA (USD)	Test Supplier EU (USD)
Summary		
Total Net Raw Material Cost	2.49980	2.57225
Total Purchased Components	0.00000	0.00000
Total Setup Cost	0.00004	0.00002
Total Burden Cost	0.00281	0.00248
Total Direct Labor Cost	0.01685	0.01145
Total Manufacturing Cost	2.51950	2.58620
Total Sell Price (Supplier Local Currency)	3.86276	3.92956
Commercial Terms		
Do you agree to Nexteer's General Terms & Conditions?	Yes	Yes
Do you agree with Nexteer's Supplier Requirements?	Yes	Yes
Manufacturing DUNS Number	987654321	987654321
INCO Terms	FCA - Free Carrier	FCA - Free Carrier
Named Place	Saginaw	Saginaw

Re-opening Quotes

If a supplier has submitted a quote and needs to adjust the information, you will need to re-open the quote.

There are 2 ways to re-open a quote. The first is individually, by clicking on the reopen icon  next to the supplier name.

The screenshot shows a list of submitted quotes. A red circle highlights the 'Reopen Quotes' button at the top of the list. Another red circle highlights the individual 'Reopen' icons (circular arrows) next to the 'Test Supplier - NA' and 'Test Supplier EU' entries. Red arrows point from these icons to a box labeled '2nd way'.

SUPPLIER COMPANY NAME	INVITED USERS	ASSIGNED ITEMS	STATUS	ACTIONS
Test Supplier - NA	1	1	Submitted	View Quotes Export
Test Supplier EU	1	1	Submitted	View Quotes Export

The second way is to check which supplier(s) you want to re-open and click the “Reopen Quotes” button at the top of the supplier listing.

Once you have selected your supplier(s) and clicked the reopen quotes button, or individually click the reopen icon, you will need to confirm the reopening of the quote. You must first enter in a reason for re-opening and then click the Reopen Quotes and Send Emails button.

Confirm Reopen Quotes

Only the suppliers with submitted or declined quotes will be reopened. Please enter a reason for reopening which will apply to the supplier quotes being reopened. Affected suppliers will be notified automatically via email.

Reason for reopening: *

Reopen Quotes and Send Emails Cancel

Note: this will email the supplier a new invitation to re-submit their quote.

Quoting Rounds

If you need to go into round of negotiations, you have 2 different methods to do this in Directworks. The first is to uninvite supplier users and then reopen the quotes for the specific suppliers you want to have additional rounds with. See the sections pertaining to these activities above.

The second way is to copy the RFQ **with quotes**. This will then group the RFQs together in a project for linkage.

Recommendation

Once your suppliers have finalized their quotes, and you are ready to recommend a supplier, you will need to create a scenario and also print the F1054 form. See the instructions below for how to perform these steps.

Creating Scenarios

In order to recommend a supplier you must first create a scenario. To create a scenario, click on the Quoting section of the RFQ. One the quoting page, click on the Scenarios button.

RFQ For User Guide USD RFQ Status: Published

Copy RFQ Put RFQ On Hold Cancel RFQ

Overview

STEPS TO COMPLETE

Quoting In Progress Due: 03/31/2016 00:00 (UTC-05:00) Eastern Standard Time

Team User 1

Suppliers 2

Quoting

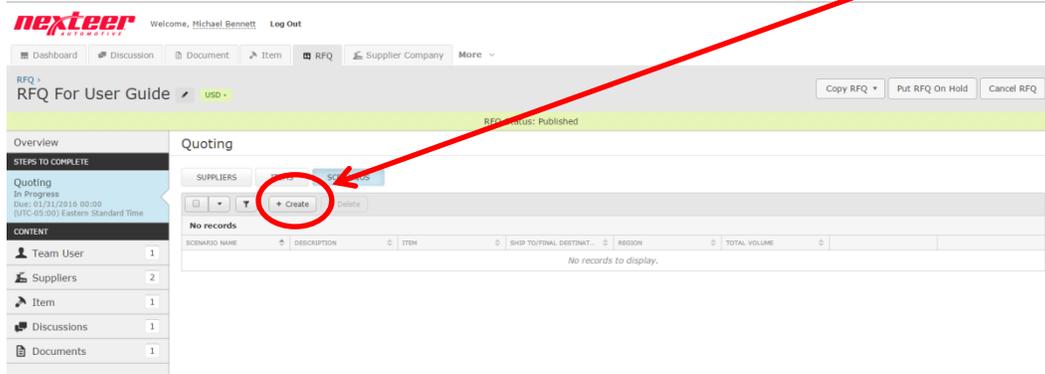
SUPPLIERS ITEMS SCENARIOS

Reopen Quotes

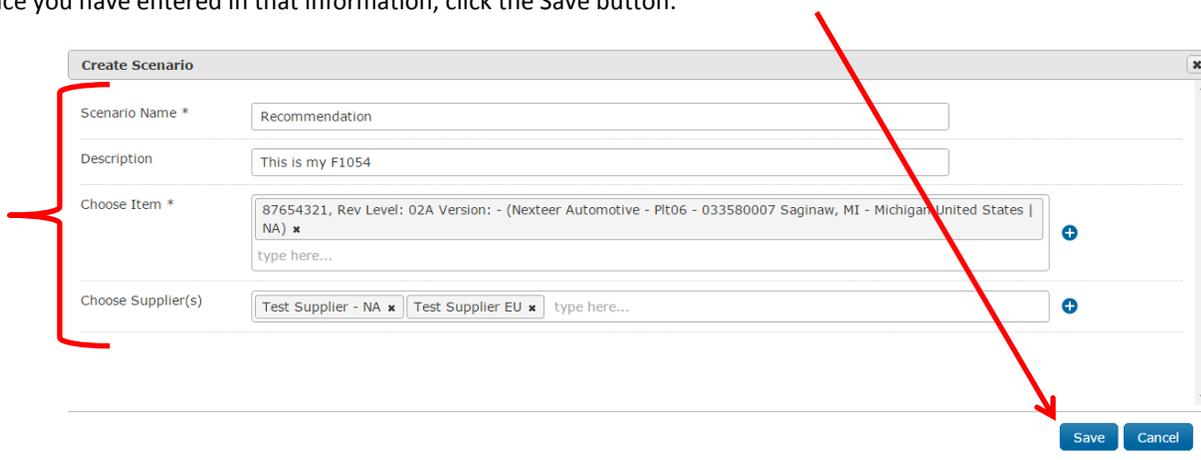
Displaying 1-2 of 2 records

	SUPPLIER COMPANY NAME	INVITED USERS	ASSIGNED ITEMS	STATUS	ACTIONS
	Test Supplier - NA	1	1	Submitted	View Quotes Export
	Test Supplier EU	1	1	Submitted	View Quotes Export

This screen will list any scenarios you have created. You may create more than one scenario for analysis or you will need to create one scenario for each part you have on the RFQ. To create a new scenario, click the + Create button.

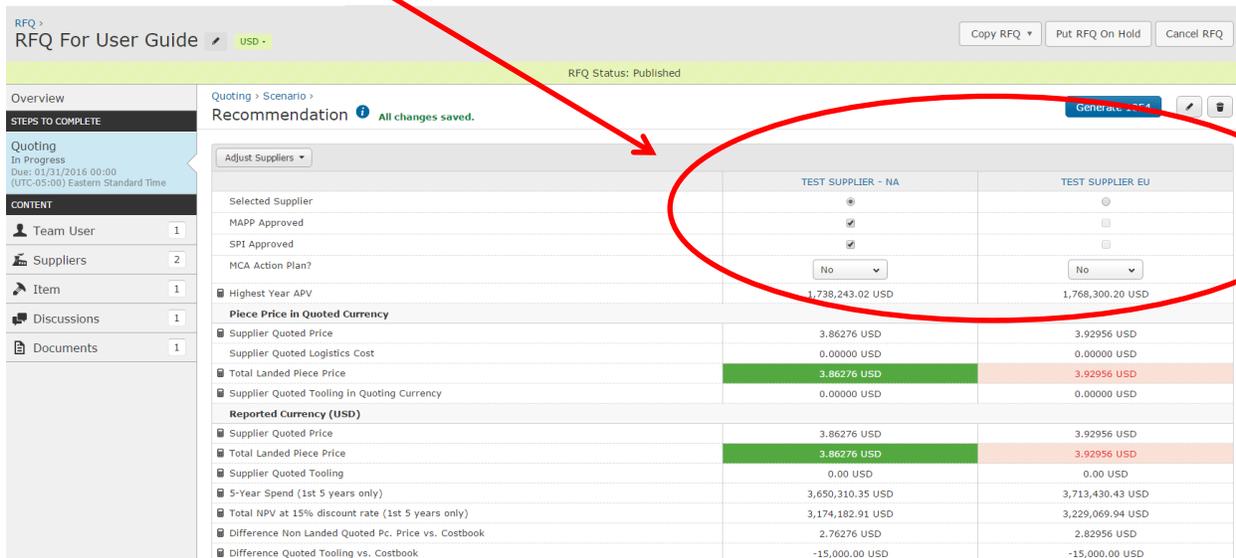


On the next screen, enter in the scenario name, a description (if desired), choose your part (item), and choose the suppliers. Once you have entered in that information, click the Save button.



This will bring up the suppliers for you to:

A: select the supplier for recommendation and specify if the MAPP (Manufacturing Assessment Process Plan) and SPI (Supplier Packaging Information) are approved, and any MCA (Manufacturing Capability Assessment) action plans open for that recommended supplier.



B: add additional information such as logistic costs, currency risk %, price fluctuation potential, and comments for each supplier.

Additional Information	
Nexteer Logistics Cost	USD 0.75
Nexteer FX Risk Factor %	USD 0.00
Est. Supplier Tooling Amt Recoverable from Customer	USD 0.00
Price Fluctuation Potential	<input type="checkbox"/>
Spend Value	USD
Comments	Test BR adds a new line This is a third line.
Down Select	xxxx xxxxxxxx x x xxx xxx xx x xxx xxx
Final Recommendation	xxxx xxxxxxxx x x xxx xxx xx x xxx xxx
Miscellaneous	
Productivity	Edit

C: add productivity (price down %) for the supplier. To add % price downs click on the edit button on the productivity line that the supplier is giving price downs. This will bring up a screen for you to enter in the % for any of the years the supplier is giving productivity.

Productivity
Test Supplier - NA

10 rows below are incomplete. Please complete all required fields (yellow) and correct invalid fields (red).

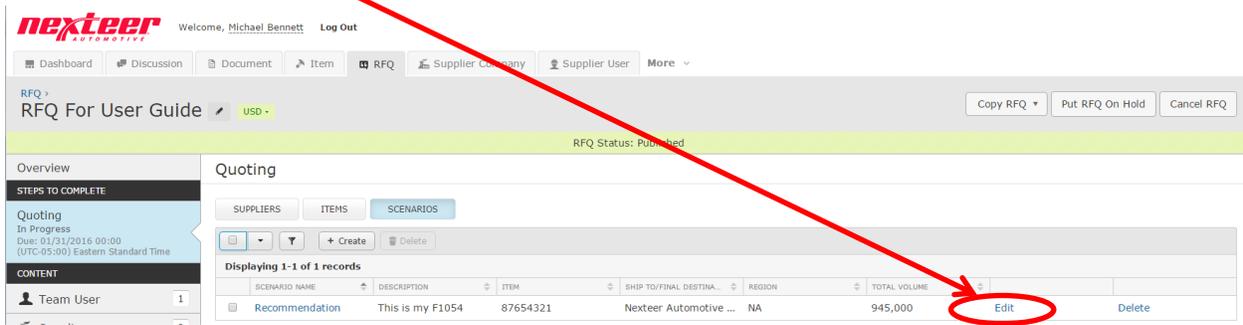
Productivity		
Year	% Reduction *	Sell Price
1		3.86276
2		3.86276
3		3.86276
4		3.86276
5		3.86276
6		3.86276
7		3.86276
8		3.86276
9		3.86276
10		3.86276

[Close](#)

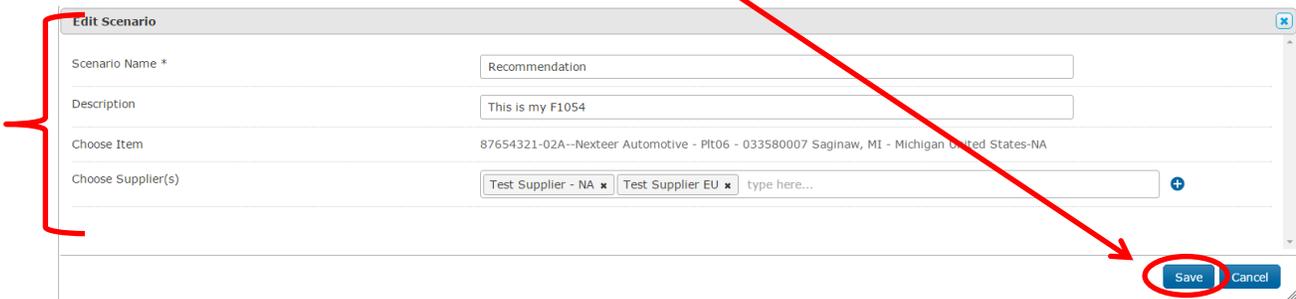
When you are done entering in the %, click the Close button. Repeat this step for each supplier you have price downs for.

Editing Scenario – Header Information

If you need to edit the scenario information such as name, description or suppliers, go into the scenario section on the RFQ and click the Edit link.

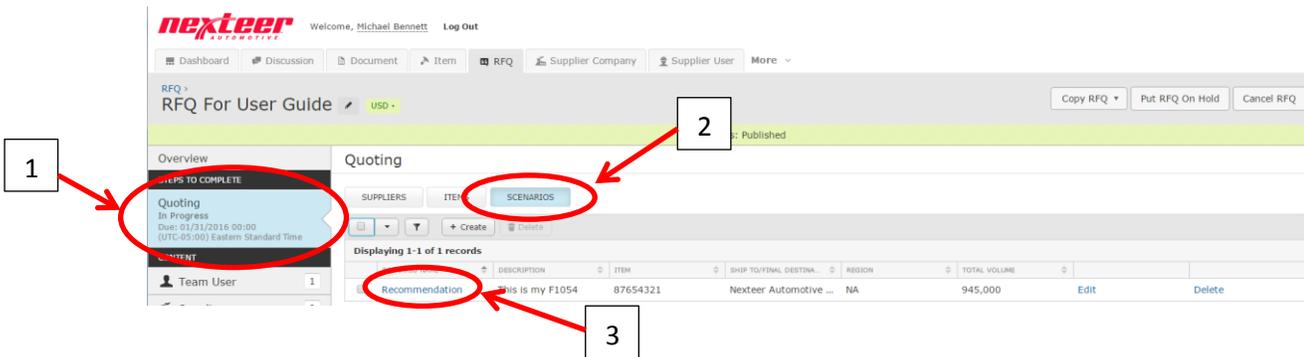


Edit any of the information that needs changing and click the save button.

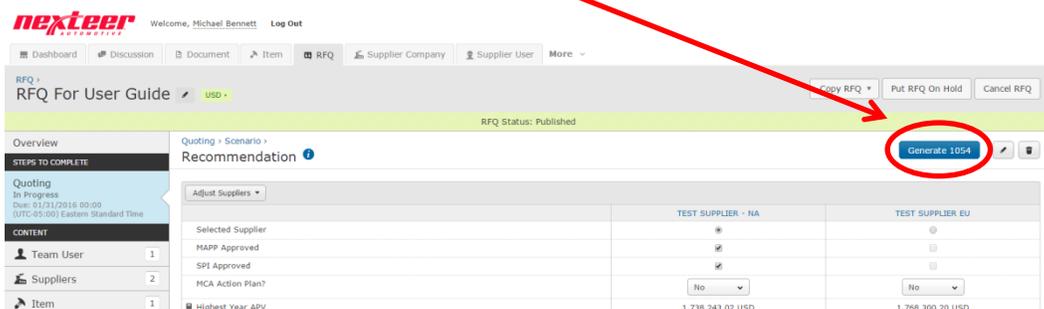


F1054 Generation and Printing

Once you have the scenario created, you may now generate the F1054 form for signatures. To get to the place to print the F1054 form, you must first (1) go to the Quoting section of the RFQ, (2) click on the Scenarios button, and (3) click on the name of the scenario you want to create the F1054 form for.



This will take you to the scenario. You can make any adjustments you need to make. When you are ready to create the F1054 form, click on the Generate 1054 button. Note: you can reprint the F1054 at any time with any changes you have made.



This will bring up the F1054 form for you to view. To print this, click the Print button.

1054 Report

87654321-02A-Nexteer Automotive - PIT06 - 033580007 Saginaw, MI - Michigan United States-NA

Programs: Training

Item Number: 87654321

Item Description: Weight Test

Rev Level: 02A

Currency of Sale: US Dollar

RFQ Name:

Launch Leader: ACE

Regional Buyer:

ECM or Regional Director:

RFQ For User Guide:

Sourceing Date: 10/29/2015

Sourceing Type: M2M - Model to Model

SOP Date: 06/30/2016

PPAP Date: 04/27/2016

1st Yr Vol: 450,000

2nd Yr Vol: 15,000

3rd Yr Vol: 15,000

4th Yr Vol: 450,000

5th Yr Vol: 15,000

6th Yr Vol: 0

7th Yr Vol: 0

8th Yr Vol: 0

9th Yr Vol: 0

10th Yr Vol: 0

Reporting Currency: USD - US Dollar

Cost Book Piece Price: 1,10000 US Dollar

Cost Book Tooling: 15,000 00000 US Dollar

Selected Supplier: Test Supplier - NA Duns ID: T1234567899 MAPP Approved: Yes SPI Approved: Yes

Award	Supplier	Piece Cost in Quoted Currency					Supplier Quoted Tooling in Quoted Currency	Est. Supplier Tooling Amt Recoverable from Customer	Reported Currency					Inco Terms	Payment Terms	Price Fluctuation Potential (Y/N)	Comments			
		Supplier Quoted Price	Supplier Quoted Logistics Cost	Nexteer Logistics Cost	Nexteer Pk Risk Factor	Total Landed Piece Price			Supplier Quoted Price	Total Landed Price	Supplier Quoted Tooling	5 Year Spend (1st 5 yr Only)	Total NPV at 15% Discount Rate (1st 5 yrs only)					Non Landed Quoted Piece Price vs Costbook	Quoted Tooling vs Costbook	
x	Test Supplier -NA	USD	3.86276	0.00000	0.75	0.00	4.61276	0.00	0.00	3.86276	4.61276	0.00	4,359,060.35	3,790,487.26	2,76276	-15,000.00	FCA - Free Carrier	47 days Weekly	N	Test BR adds a new line.
	Test Supplier EU	USD	3.92956	0.00000	0.75	0.00	4.67956	0.00	0.00	3.92956	4.67956	0.00	4,422,190.43	3,845,374.26	2,82956	-15,000.00	FCA - Free Carrier	47 days Weekly	N	XXXX XXXXXXXX X X XXX XXX XX X XXX XXX

Award	Minority Owned?	Supplier	Supplier Address	Current Supplier (Y/N)	New Business (Y/N)?	Country (Mfg. Location)	Quality Certificate Expiration Date	Quality Certificate Status	Agree to TFC?	Agree to Nexteer Standards?	Required PPAP Submission from Kickoff	Supplier Quoted Leadtime for PPAP Submittal (in weeks)	Quality Assessment MCA (score)	MCA Action Plan	Nexteer Global Spend w/ Supplier % of Supplier's Annual Revenue (USD)	Annual Supplier Revenue (USD)	Yesth Score	Quality Score	Cost Management Score	Delivery Score	Response (Current Month's Score)	6 Month Score
x		Test Supplier -NA	3900 E. Holland Rd. PL 119 Saginaw, MI, Michigan 48601 United States	No		US			Yes	Yes	04/27/2016	8		No	0.00	0.00						
		Test Supplier EU	Austria Austria	No		US			Yes	Yes	04/27/2016	8		No	0.00	0.00						

Selection Justification: **Highest Year APV: 1,738,243.02**

Down Select: **Approvals:** Comply with Delegation of Authority Policy for Annual Dollar Spend and Tooling Cost

Final Recommendation: **Regional Commodity Buyer:** _____

Test **Commercial Manager of Buyer:** _____

BR adds a new line

Close

Printing the 1054 Form

When printing the 1054 form, we ask that users define the following Print options for optimal results:

- Landscape mode
- Allow background colors (under + more settings)

Print

Total: **2 sheets of paper**

Print Cancel

Destination \USAPGHPRDPDC0...

Change...

Pages All

e.g. 1-5, 8, 11-13

Color Black and white ▼

Paper size 8 1/2x14 ▼

Margins Default ▼

Options

Headers and footers

Two-sided

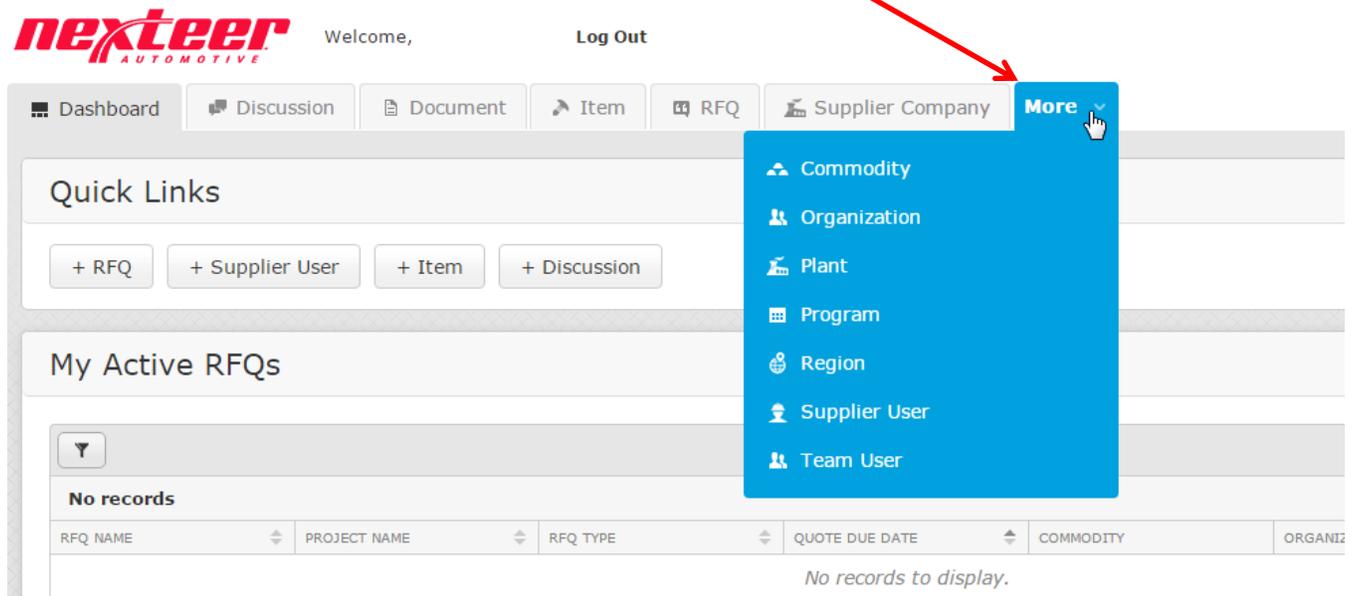
Background graphics

- Fewer settings

Page 32

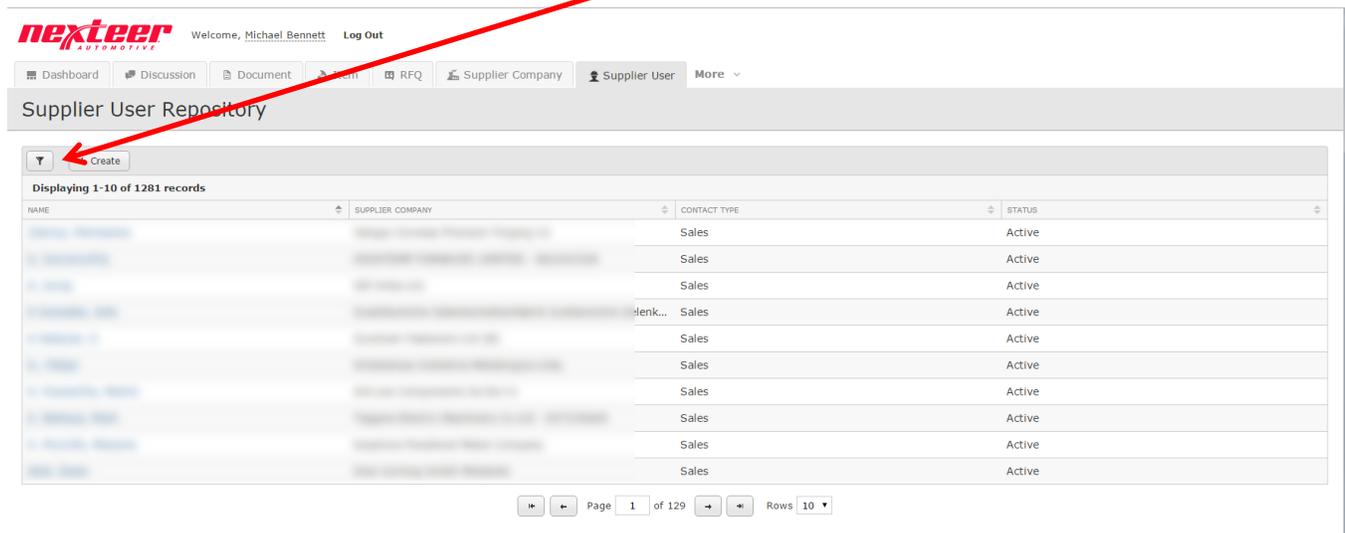
Adding Supplier Users (Contacts)

If you are trying to add a supplier user to your RFQ and you cannot find the person, you will need to add him/her. To do this click on the “More ~” tab at the top of the Directworks screen and click on Supplier User.



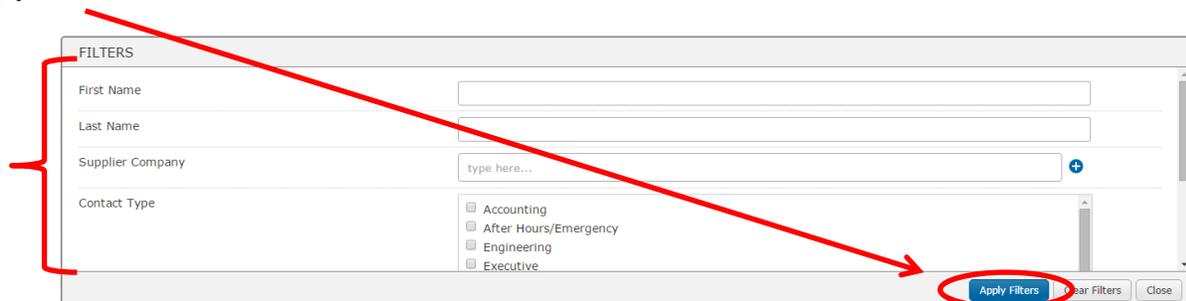
The screenshot shows the Nexteer Automotive Directworks interface. At the top, there is a navigation bar with tabs for Dashboard, Discussion, Document, Item, RFQ, Supplier Company, and More. A red arrow points to the 'More' dropdown menu, which is open and shows options: Commodity, Organization, Plant, Program, Region, Supplier User, and Team User. Below the navigation bar, there is a 'Quick Links' section with buttons for '+ RFQ', '+ Supplier User', '+ Item', and '+ Discussion'. Below that is a 'My Active RFQs' section with a filter button and a table showing 'No records'. The table has columns for RFQ NAME, PROJECT NAME, RFQ TYPE, QUOTE DUE DATE, COMMODITY, and ORGANIZATION. At the bottom, it says 'No records to display.'

It is a good idea to double check that the supplier is not there, so you should try filtering for the Supplier Contact before you add it. To search for your contact, click on the filter button .



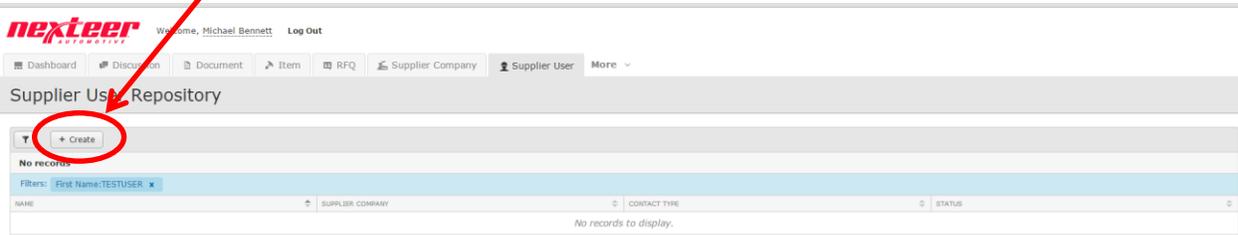
The screenshot shows the Nexteer Automotive Supplier User Repository interface. At the top, there is a navigation bar with tabs for Dashboard, Discussion, Document, Item, RFQ, Supplier Company, Supplier User, and More. A red arrow points to the 'Supplier User' tab. Below the navigation bar, there is a 'Supplier User Repository' section with a filter button and a 'Create' button. Below that is a table showing 'Displaying 1-10 of 1281 records'. The table has columns for NAME, SUPPLIER COMPANY, CONTACT TYPE, and STATUS. The table contains 10 rows of data, all with 'Sales' as the contact type and 'Active' as the status. At the bottom, there is a pagination control showing 'Page 1 of 129' and 'Rows 10'.

On the filter screen, enter in the first name, last name, or select a company (or any combination of) and click on Apply Filters.

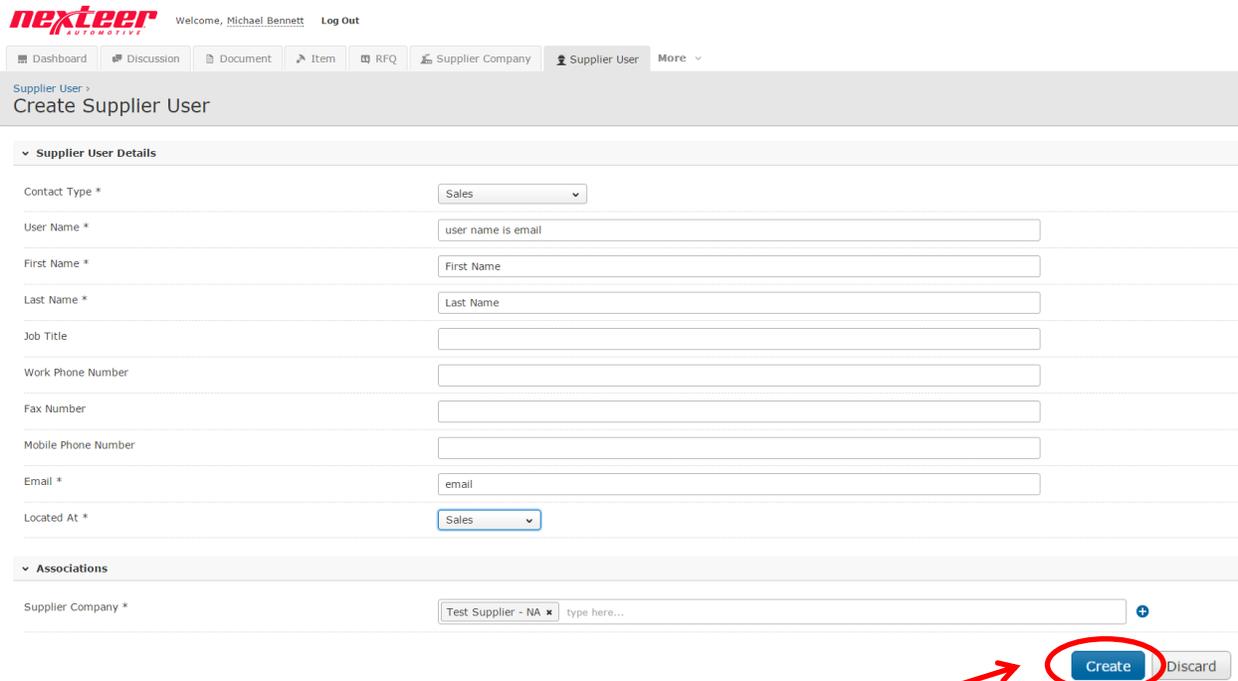


The screenshot shows the 'FILTERS' dialog box. It has four input fields: 'First Name', 'Last Name', and 'Supplier Company' (with a placeholder 'type here...'). Below these is a 'Contact Type' section with a list of checkboxes: Accounting, After Hours/Emergency, Engineering, and Executive. A red arrow points to the 'Apply Filters' button at the bottom right of the dialog box.

If you get “No records to display”, and you are certain the user is not in Directworks, click on the “+ Create” button to start creating the new user.

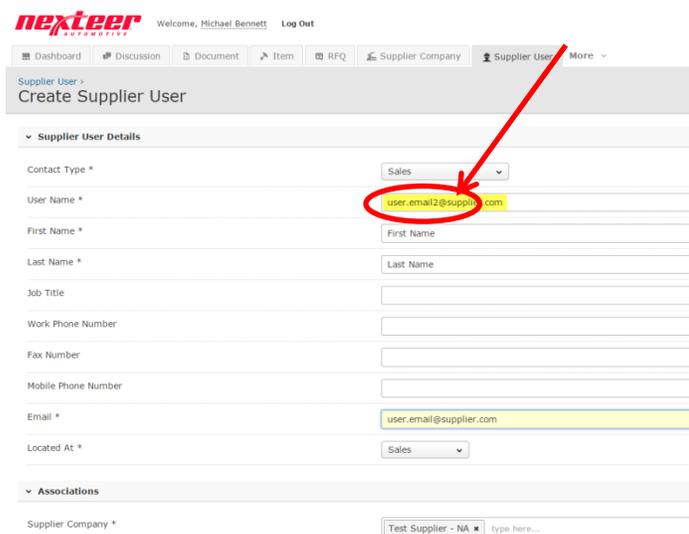


On the create screen, you will need to fill in the required fields. Note that the **User Name is the supplier contact’s email address**.



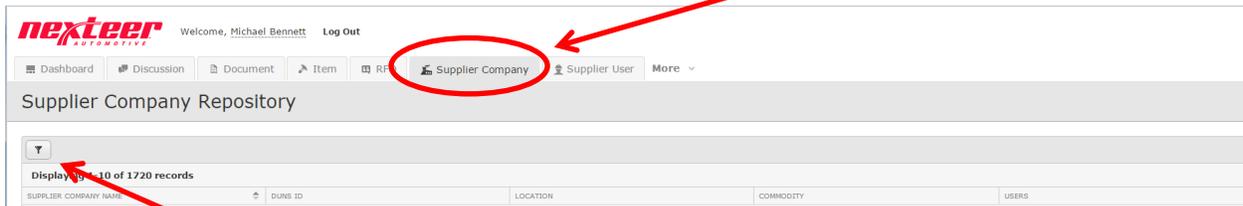
When you have completed the form, click the “Create” button at the bottom of the form. If you do not want to create the supplier contact, click the “Discard” button.

If you receive an error that the username already exists, you should add a 2 (or other number) on the **user name only**. Leave the email address field as the real email address.



Checking for Suppliers

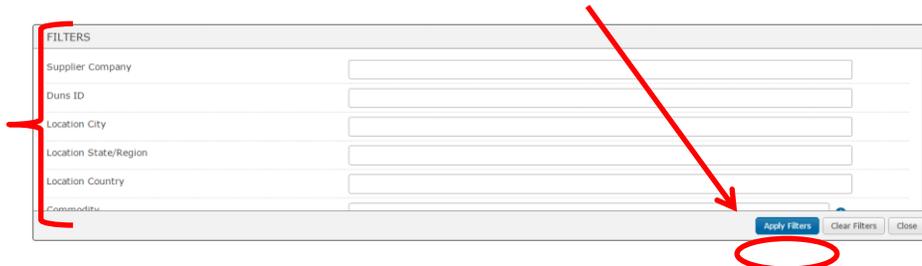
Before you begin your quote, it may be a good idea to check and make sure your suppliers are in Directworks. To check if your supplier is in Directworks, click on the “Supplier Company” Tab at the top.



Click on the filter button



Enter in any of the search criteria. Note that the Duns ID field requires all 9 numbers; the other fields are partial word searches. Click on the “Apply Filters” button when you have entered in your filter criteria.



If any suppliers match your criteria they will be returned in the list. If there are no results, you will see *No Records to display* in the results pane:



If the supplier does not exist, you will need to email gsm.systems@nexteer.com and provide the following information:

Supplier’s Name:

Full Address:

Duns number:

Supplier Information

If you want to see what users and RFQ a supplier has, go into the “Supplier Company” tab and filter on your supplier. If you do not know how to do this see the section above on Checking for Suppliers.

When you get the results back you want, click on the supplier’s name to see their data.



Supplier Company Overview

This screen will show the general supplier information, including the supplier data that shows on the F1054 form such as Vontik score, MCA score, cert status and other information in the Overview section. If you want to see the RFQs that the supplier has associated to them, click on the RFQ tab. If you want to see what users are associated to this location click on the Supplier User Tab.

Supplier Company >
Test Supplier EU
Last Updated: 10/27/2015 09:04 (UTC-04:00) Eastern Daylight Time by Michael Bennett

Overview
CONTENT
Supplier User 1
RFQ 9

General Information
Supplier Company Name Test Supplier EU
Duns ID 00000000X

Supplier Company RFQ Tab

The Supplier Company RFQ Tab will list all of the RFQs that have been assigned to this supplier location. Note: these are not linked to the actual RFQ, just a listing of them.

Supplier Company >
Test Supplier EU
Last Updated: 10/27/2015 09:04 (UTC-04:00) Eastern Daylight Time by Mich

Overview
CONTENT
Supplier User 1
RFQ 9

RFQ
Displaying 1-9 of 9 records

RFQ NAME	RFQ TYPE	RFQ STATUS	COMMODITY
RFQ 1	M2M - Model to Model	Published	1
RFQ 2	ESS - Early Supplier Selection	Cancelled	1
RFQ 3	M2M - Model to Model	Published	1

Supplier Company Users Tab

The Supplier Users tab will list all of the Supplier Contacts that have been assigned to this supplier location.

Supplier Company >
Test Supplier EU
Last Updated: 10/27/2015 09:04 (UTC-04:00) Eastern Daylight Time by Michael Bennett

Overview
CONTENT
Supplier User 1
RFQ 9

Supplier User
Displaying 1-1 of 1 records

NAME	CONTRACT TYPE	STATUS	TOTAL # OF RFQs INVITED
EU, Test	Sales	Active	5

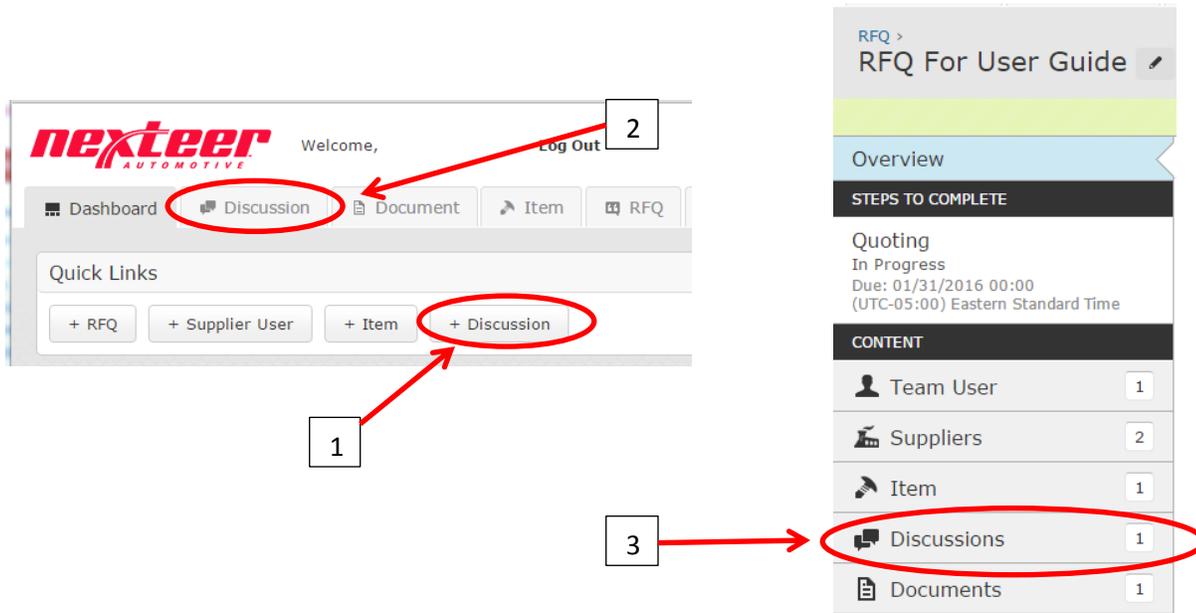
Page 1 of 1 Rows 10

Discussions

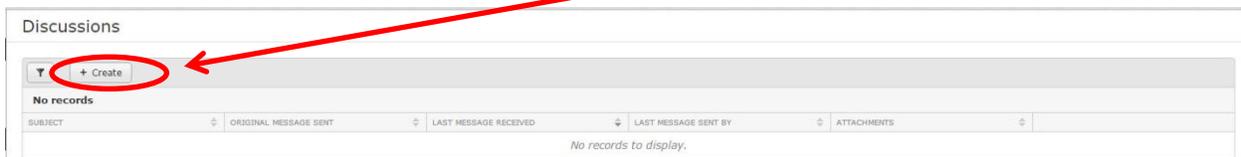
If you want to provide additional details after you have published your RFQ, either with the supplier(s) or team member(s), or you want to ask/answer some general questions you can start a discussion. Note: A discussion can be started independently from or within the RFQ.

There are 3 ways to start a discussion:

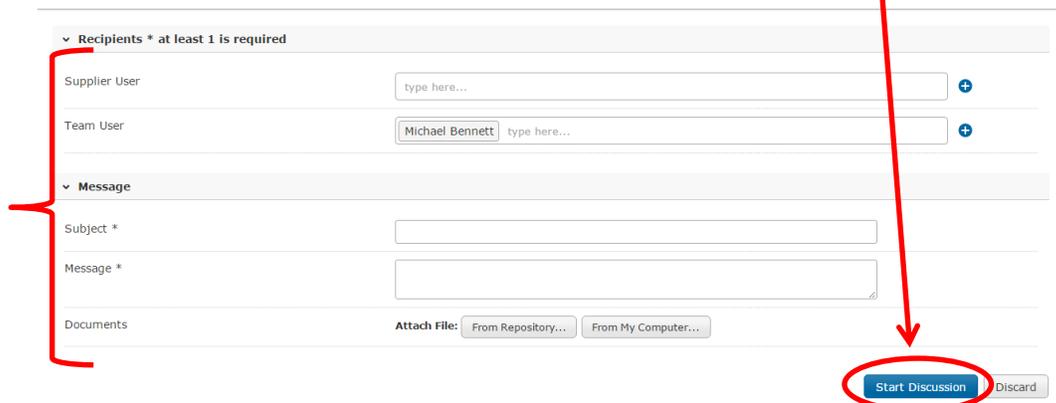
1. Use the "+ Discussion" button in the Quick Links bar on the Dashboard.
2. Click on the Discussion Tab
3. On the RFQ, click the Discussion Tab in the Content section.



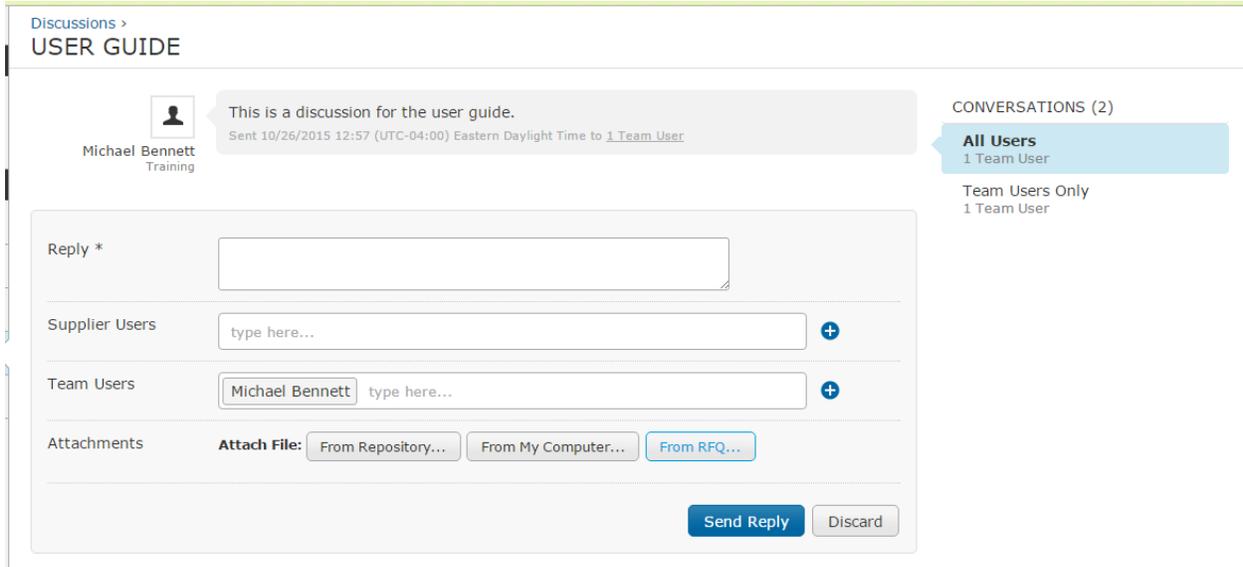
If you are using option 2 or 3 above, you will need to click on the "+ Create" button on the discussion screen.



Once you click the button to start the Discussion, you need to add your recipient(s) (Nexteer Team or Supplier). Fill in the Subject, Message, and if needed attach any documents. Once you have it filled out, click the "Start Discussion" button.



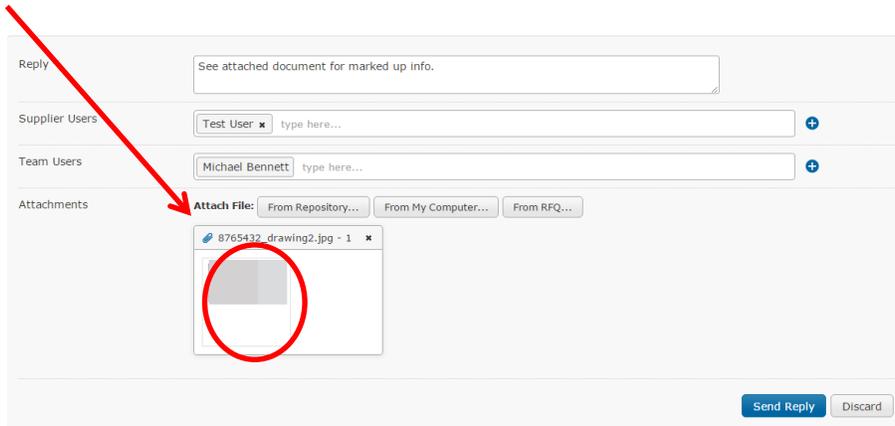
This will then show the original discussion and any responses. Note: Suppliers will not see any comments made by other suppliers, only you will see them.



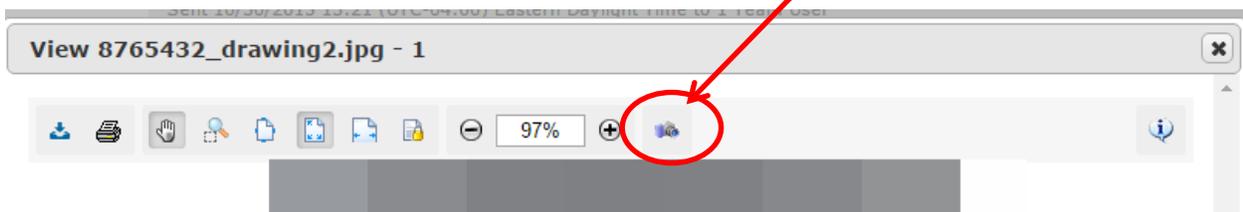
Annotate drawings / documents

If you need to annotate a drawing, you will first have to attach it to a discussion. If you don't know how to do the discussion, see the section on Discussions. Add the document for any of the choices (Repository, your computer, or RFQ).

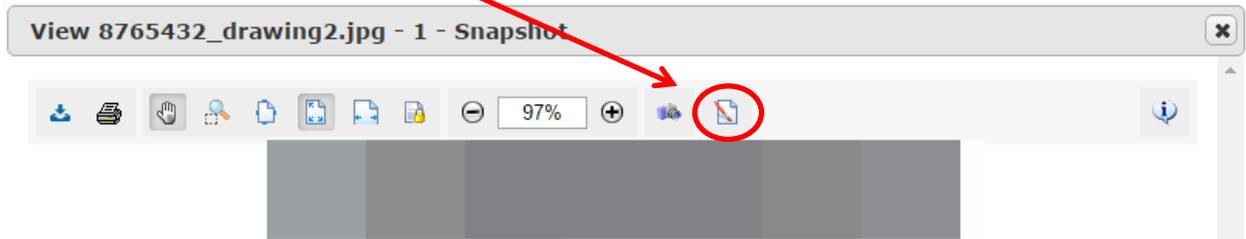
1. Upload/Attach your document(s).
2. When the Image graphic shows (BEFORE YOU START OR SEND REPLY), click on the image box – you may have to wait a short period of time for the image to show.



3. This will open up a view window of the image. Click on the “snap shot” icon  .



- This will add a markup icon  next to the snap shot icon. Click on the Markup Icon.

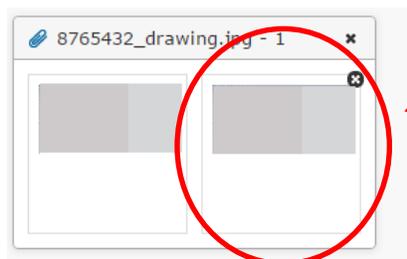


- This will bring up a toolbar where you can draw on the image. See below for toolbar description.



- Save button: Use this to save your annotations.
- Arrow: This will allow you to move the drawing objects.
- X: This will allow you to delete the selected element.
- Shapes: This will allow you to add shapes.
- Line: This will add a line.
- Text: This will allow you to add a text box. To edit the text, double click on the box.
- Pointer: This is a line with an arrow for pointing to something.
- Text Point: This will allow you to add a call out – text box with a pointer. To edit the text, double click on the box.
- Highlighter: Allows you to highlight something.
- Border Color
- Border Thickness
- Border Style: Solid, Dashed, Dotted
- Fill Color
- Transparency
- Bold
- Italics
- Underline
- Increase Text Size
- Decrease Text Size
- Text Color
- Text Alignment

When you are done, click the Save button and click the Done button. This will add a second image to the attachment view.



Notes: