

Purchase Orders for Suppliers

Jan Stabl

January 21st, 2025, version 0.2

Atlas Copco
Group



Agenda

1. [Navigation](#)
2. [New RFQ](#)
3. [Quoting](#)



Navigation

Navigation

Open RFQ from Dashboard

- The new RFQ can be entered directly from the Supplier Portal Dashboard by clicking its name.

Supplier Portal Dashboard - Welcome, New contact Contact from DRUCK LIMITED | Partner no. 100759

Dashboard

RFQ no.	RFQ name	RFQ version	Status	Deadline
412	SP RFQ by Jan	1	RUNNING	2025-03-14 10:00
411	Test Jan RFQ	1	RUNNING	2025-02-27 09:30
410	Excel test	1	CHECKING	2025-02-17 13:08
402	Address Test RFQ	1	CHECKING	2025-02-20 09:00
400	Test RFQ to check la...	1	CHECKING	2025-02-11 10:46
380	Test RFQ	1	CHECKING	2025-02-04 08:44
376	UAT Test RFQ	1	DONE	2025-02-02 08:30
375	New RFQ by Jan UAT	1	DONE	2025-02-15 13:45

DOCUMENTS

Navigation

Navigation to RFQ Pure

- To access the RFQ Pure, which is an overview of RFQs, navigate to the **Request** button in the menu on the left side of the screen.
- Select the option 'RFQ Pure,' which takes you to the overview.

The screenshot shows the Atlas Copco Supplier Portal Dashboard. The left sidebar menu is expanded to the 'Requests' section, where 'RFQ Pure' is highlighted. An orange box and arrow point to the 'RFQ Pure' option. The main content area displays a table of RFQs with columns for ID, Name, Count, Status, and Deadline.

ID	Name	Count	Status	Deadline
		1	RUNNING	2025-03-14 10:00
		1	RUNNING	2025-02-27 09:30
410	Excel test	1	CHECKING	2025-02-17 13:08
402	Address Test RFQ	1	CHECKING	2025-02-20 09:00
400	Test RFQ to check ...	1	CHECKING	2025-02-11 10:46
380	Test RFQ	1	CHECKING	2025-02-04 08:44
376	UAT Test RFQ	1	DONE	2025-02-02 08:30
375	New RFQ by Jan U...	1	DONE	2025-02-15 13:45

Navigation

Filter

- In the RFQ Pure, you can see all RFQs created and their details.
- To filter the RFQs, click on the Filter icon, which displays an expandable menu.
- The first option is to display all RFQs for your company or only those where you are assigned as the Responsible Person.
- In the second part, you can tick the boxes that represent the Quote Status relevant to you.
- Confirm the filter setting by clicking the **Apply** button.

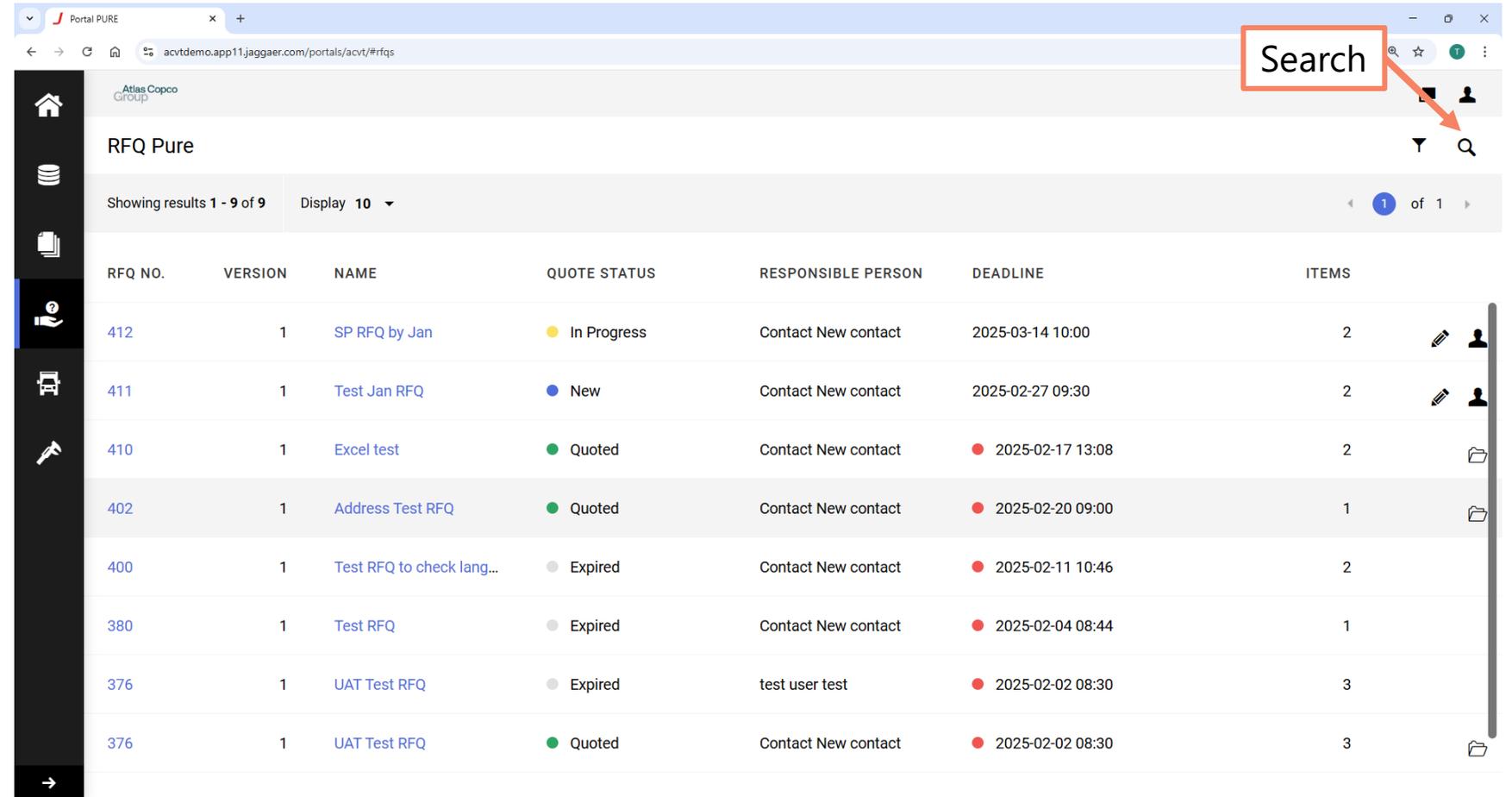
The screenshot shows the 'RFQ Pure' interface with a table of RFQs. A filter menu is open, showing options for 'All / Mine' and 'Quote Status'. The 'Apply' button is highlighted.

RFQ NO.	VERSION	NAME	QUOTE STATUS	RESPONSIBLE PERSON	DEADLINE
412	1	SP RFQ by Jan	In Progress	Contact New contact	2025-03-14 10:00
411	1	Test Jan RFQ	New	Contact New contact	2025-02-27 09:30
410	1	Excel test	Quoted	Contact New contact	2025-02-17 13:08
402	1	Address Test RFQ	Quoted	Contact New contact	2025-02-20 09:00
400	1	Test RFQ to check lang...	Expired	Contact New contact	2025-02-11 10:46
380	1	Test RFQ	Expired	Contact New contact	2025-02-04 08:44
376	1	UAT Test RFQ	Expired	test user test	2025-02-02 08:30
376	1	UAT Test RFQ	Quoted	Contact New contact	2025-02-02 08:30

Navigation

Export

- To search for text in the RFQ name, use the magnifying glass icon.



The screenshot shows a web browser window displaying the Atlas Copco Group RFQ Pure portal. The browser address bar shows the URL `acvtdemo.app11.jaggaer.com/portals/acvt/#rfqs`. The page title is "RFQ Pure". A search bar in the top right corner is highlighted with a red box and labeled "Search". Below the search bar, there is a filter icon and a magnifying glass icon. The main content area shows a table of RFQs with the following columns: RFQ NO., VERSION, NAME, QUOTE STATUS, RESPONSIBLE PERSON, DEADLINE, and ITEMS. The table contains 9 rows of data. The first row is highlighted in grey. The table also includes a "Showing results 1 - 9 of 9" and "Display 10" dropdown menu. A vertical sidebar on the left contains navigation icons for Home, Database, Documents, RFQs (highlighted), and a right arrow.

RFQ NO.	VERSION	NAME	QUOTE STATUS	RESPONSIBLE PERSON	DEADLINE	ITEMS
412	1	SP RFQ by Jan	In Progress	Contact New contact	2025-03-14 10:00	2
411	1	Test Jan RFQ	New	Contact New contact	2025-02-27 09:30	2
410	1	Excel test	Quoted	Contact New contact	2025-02-17 13:08	2
402	1	Address Test RFQ	Quoted	Contact New contact	2025-02-20 09:00	1
400	1	Test RFQ to check lang...	Expired	Contact New contact	2025-02-11 10:46	2
380	1	Test RFQ	Expired	Contact New contact	2025-02-04 08:44	1
376	1	UAT Test RFQ	Expired	test user test	2025-02-02 08:30	3
376	1	UAT Test RFQ	Quoted	Contact New contact	2025-02-02 08:30	3

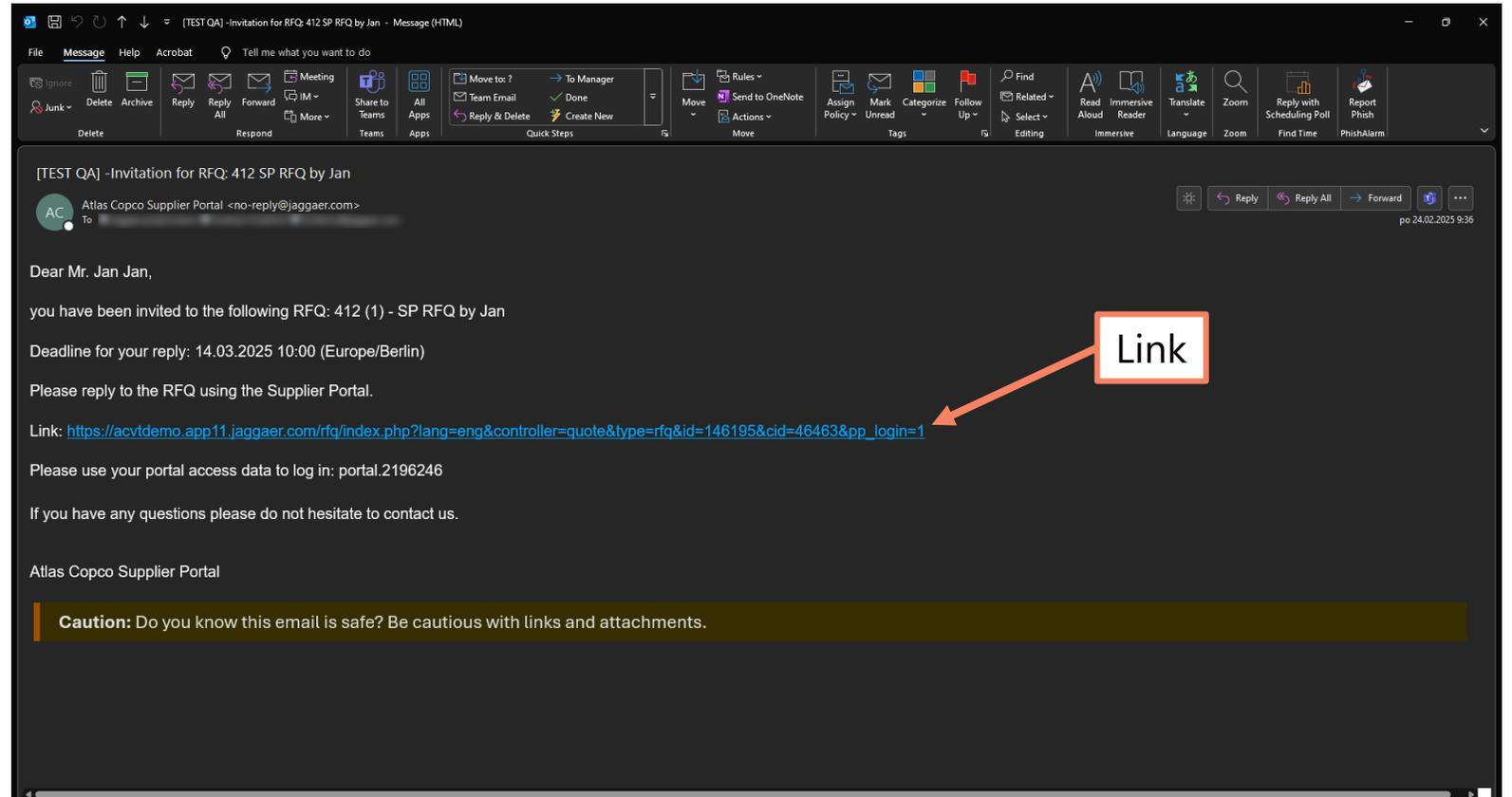


New RFQ

New RFQ

Email notification

- A new RFQ is notified by email.
- You can use the link in the email to access the supplier portal.



New RFQ

Order List

- At the same time, the new RFQ becomes visible in the RFQ Pure.
- Its initial status is **New** when no action has been taken yet.

Portal PURE
acvtdemo.app11.jaggaer.com/portals/acvt/#rfqs

Atlas Copco Group

RFQ Pure

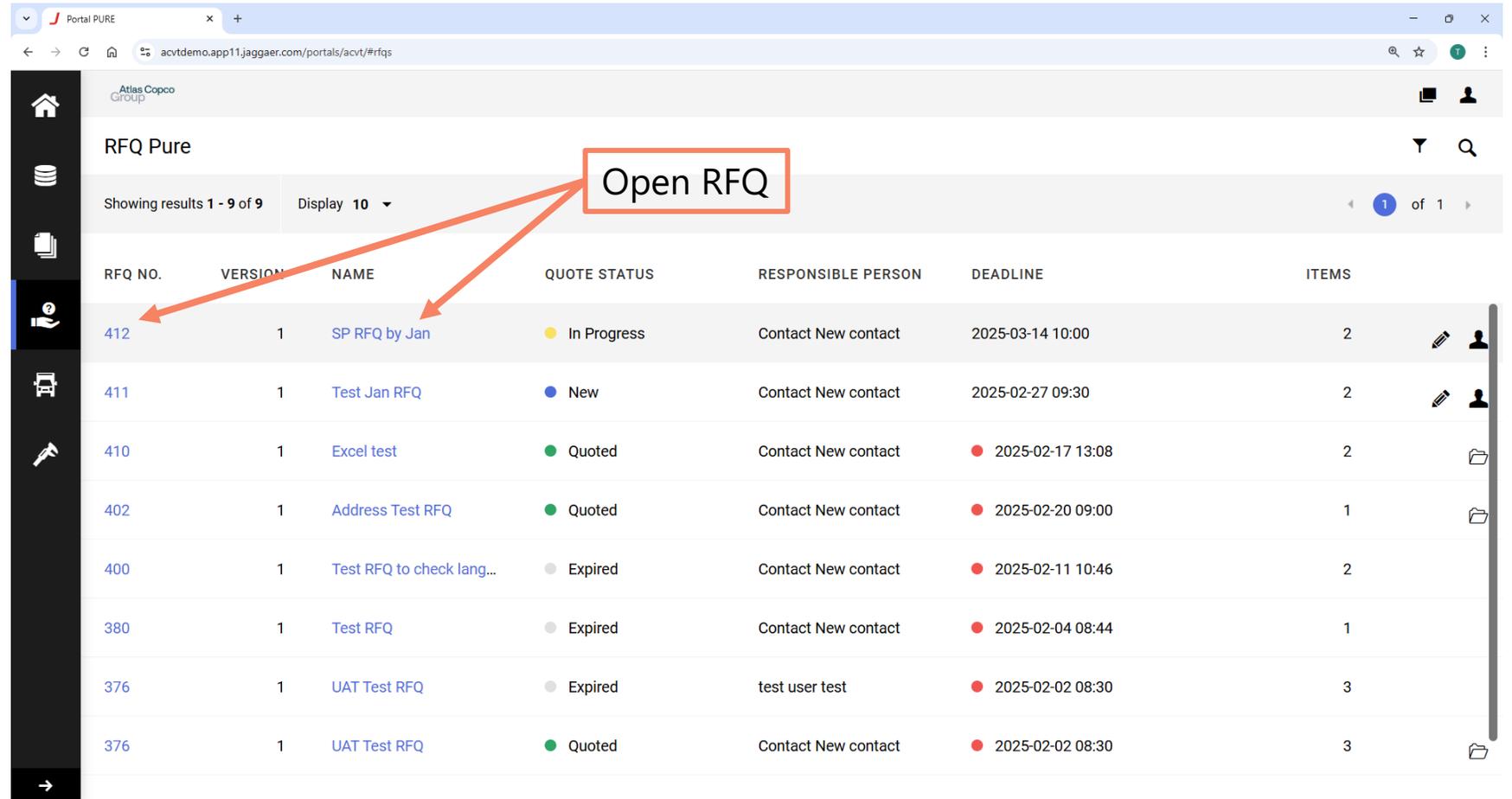
Showing results 1 - 9 of 9 | Display 10

RFQ NO.	VERSION	NAME	QUOTE STATUS	RESPONSIBLE PERSON	DEADLINE	ITEMS
412	1	SP RFQ by Jan	In Progress	Contact New contact	2025-03-14 10:00	2
411	1	Test Jan RFQ	New	Contact New contact	2025-02-27 09:30	2
410	1	Excel test	Quoted	Contact New contact	2025-02-17 13:08	2
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400	1	Test RFQ to check lang...	Expired	Contact New contact	2025-02-11 10:46	2
380	1	Test RFQ	Expired	Contact New contact	2025-02-04 08:44	1
376	1	UAT Test RFQ	Expired	test user test	2025-02-02 08:30	3
376	1	UAT Test RFQ	Quoted	Contact New contact	2025-02-02 08:30	3

New RFQ

Open PO

- To open RFQ, click on its RFQ No. or name.
- The RFQ can also be accessed directly from the RFQS box in the Dashboard.



RFQ Pure

Showing results 1 - 9 of 9 Display 10

RFQ NO.	VERSION	NAME	QUOTE STATUS	RESPONSIBLE PERSON	DEADLINE	ITEMS
412	1	SP RFQ by Jan	In Progress	Contact New contact	2025-03-14 10:00	2
411	1	Test Jan RFQ	New	Contact New contact	2025-02-27 09:30	2
410	1	Excel test	Quoted	Contact New contact	2025-02-17 13:08	2
402	1	Address Test RFQ	Quoted	Contact New contact	2025-02-20 09:00	1
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380	1	Test RFQ	Expired	Contact New contact	2025-02-04 08:44	1
376	1	UAT Test RFQ	Expired	test user test	2025-02-02 08:30	3
376	1	UAT Test RFQ	Quoted	Contact New contact	2025-02-02 08:30	3

New RFQ

Accept / Decline

- The RFQ will appear in the new window.
- Before proceeding to the next steps, review the attached documents.
- Some documents may require downloading or checking a box to indicate your agreement.

The screenshot displays the Atlas Copco Group Portal PURE interface. The browser address bar shows the URL: `acvtdemo.app11.jaggaer.com/portals/acvt/#quote/146195/330903/participation`. The page title is "SP RFQ By Jan · 412". The navigation bar includes steps: 1 PARTICIPATION, 2 GENERAL, 3 QUOTE, and 4 REVIEW. The main content area is titled "Participation" and contains two sections: "GENERAL INFORMATION" and "AGREEMENTS".

The "GENERAL INFORMATION" section lists three documents:

- Administration - GTC
- Administration - Criteria for Business Partners EN
- Administration - Packaging & Delivery Specifications

The "AGREEMENTS" section lists one document:

- Administration - NDA *

Below the "AGREEMENTS" section, there is a note: "* Opening document is required" and a checkbox labeled "Agree to Documents" which is checked.

At the top right of the page, there are "Decline" and "Accept" buttons. An orange arrow points from the "Accept" button to a box labeled "Accept / Decline".

At the bottom right of the page, there is a "MESSAGES" button.

Annotations in the image include:

- A box labeled "Documents" with an arrow pointing to the document list.
- A box labeled "Agree to Documents" with an arrow pointing to the checked checkbox.
- A box labeled "Accept / Decline" with an arrow pointing to the "Accept" button.



Quoting

Quoting

General

- After accepting the documents, the next step is the general overview.
- If possible, select the currency. This option is not available in all RFQs.
- Payment and delivery conditions should be according to the agreement with the buyer.
- When the delivery address is not visible, the RFQ should be applicable to all addresses attached in the documents section.

SP RFQ By Jan · 412

Atlas Copco Group

PARTICIPATION 2 GENERAL 3 QUOTE 4 REVIEW

Contact Information

BUYER
Stabl1, Jan
jan.stabl@atlascopco.com

General

Currency

QUOTATION SETTINGS

Currency
Euro

Payment conditions
E01M (E01M)

Delivery Conditions
FCA (Free Carrier)

Delivery address
0158,
CZ Lutín PC,
LUTIN MANUFACTURING,
Jana Sigmunda, 300,
783 49 Lutín,
CZ

Next

MESSAGES

Quoting

General

- Throughout the entire quoting process, you can send a message to clarify any details with the buyer.
- You can leave a comment and continue by clicking the Next button.

The screenshot displays the Atlas Copco Group Portal PURE interface. The browser address bar shows the URL: `acvtdemo.app11.jaggaer.com/portals/acvt/#quote/146195/330903/general`. The page title is "SP RFQ By Jan · 412". The navigation bar includes steps: PARTICIPATION, GENERAL (selected), QUOTE, and REVIEW. A "Next" button is highlighted in the top right. The main content area is divided into sections: "Contact Information" (BUYER: Stabl1, Jan, jan.stabl@atlascopco.com), "FCA (Free Carrier)", "Delivery address" (0158, CZ Lutín PC, LUTIN MANUFACTURING, Jana Sigmunda, 300, 783 49 Lutín, CZ), and "OTHER DETAILS" (Comments). A "Comments" box is highlighted in the middle, and a "Messages" button is highlighted in the bottom right.

Quoting

Quote

- In the next step, you can find an overview of the items to be quoted.
- The items can be filtered by their status or only the required ones.

The screenshot shows the Atlas Copco Group Portal PURE interface. The browser address bar indicates the URL: `acvtdemo.app11.jaggaer.com/portals/acvt/#quote/146195/330903/quote`. The page title is "SP RFQ By Jan · 412". The interface features a navigation sidebar on the left and a main content area with a table of items. A filter dropdown menu is open, showing options for "STATUS" (All, Open, Ready, Declined) and "OTHERS" (Required). The table contains the following data:

MATERIAL NAME	REQUIRED	STATUS	FILES	QUANTITY	UNIT	UNIT	TOTAL PRICE
HOSE LINE 1	✘	● Open	0	1	items		
POLYAMID-FLEX...	✘	● Open	0	1,00	Meter	1	

The filter dropdown menu is titled "Filter" and contains the following options:

- STATUS
 - All
 - Open
 - Ready
 - Declined
- OTHERS
 - Required

An "Apply" button is located at the bottom of the filter dropdown menu. The "MESSAGES" button is visible in the bottom right corner.

Quoting

Quote

- In the next step, you can find an overview of the items to be quoted.
- The items can be filtered by their status or only the required ones.
- The list of items can be printed by clicking the printer icon.
- All items can also be declined with one click on the X button.
- Proceed to quoting by clicking the name of the item.

SP RFQ By Jan - 412

MATERIAL NAME	REQUIRED	STATUS	FILES	QUANTITY	UNIT	UNIT	TOTAL PRICE
HOSE LINE 1	✘	● Open	0	1	items	1	
POLYAMID-FLEX...	✘	● Open	0	1,00	Meter	1	

STATUS

- All
- Open
- Ready
- Declined

OTHERS

- Required

Apply

Filter

Print

Decline all items

Quote

MESSAGES

Quoting

Quote

- Start by selecting the price unit, then enter the price for the defined price unit.
- After clicking the save or decline button, you will save the quote or decline the item. Both options will automatically take you to the next item to be quoted or to the review after confirming the last item.

The screenshot displays the Atlas Copco Group quoting interface. The browser address bar shows the URL: `acvtdemo.app11.jaggaer.com/portals/acvt/#quote/146195/330903/quote/898448`. The page title is "SP RFQ By Jan · 412". The navigation bar includes tabs for PARTICIPATION, GENERAL, QUOTE (active), and REVIEW. The main content area is divided into three sections:

- Item Details (Item 2 of 2):**
 - Number: 110002321
 - Name: POLYAMID-FLEXO-TUBE 6 x 4mm
 - Status: Open
 - Category: H/P Pipes / Tubes
 - Delivery Address: 0158, CZ Lutín PC, LUTIN MANUFACTURING, Jana Sigmunda, 300, 783 49 Lutín, CZ
- Quote Details:**
 - QUOTE:**
 - Price unit*: 1,00 (labeled "Price unit")
 - Price Break 1*: 100,00 EUR / 1,00 Meter (labeled "Price")
 - ADDITIONAL INFORMATION:**
 - Comment: (labeled "Comment")
- Summary Panel:**
 - Total Price: 100,00 EUR
 - Quantity: 1,00
 - Unit Price: 100,00 EUR
 - Prefill Identical Fields: None (selected), On Next Item, On All Items
 - MESSAGES button

At the top right, there are buttons for "Cancel", "Decline", and "Save". A red box highlights the "Save" button, with an arrow pointing to it from another red box labeled "Save".

Quoting

Review

- The review page provides you with an overview of the quoted items. When the quotation is ready, send it to the buyer by clicking the Send button.

SP RFQ By Jan · 412

250,00 EUR

#	MATERIAL NO.	MATERIAL NAME	ITEM PLANT	COMMENT	QUANTITY	PRICE UNIT	UNIT	UNIT PRICE	TOTAL
1	100002019	HOSE LINE 1	0158 - CZ Lutin PC		1	1	items	150,00 EUR	150,00 EUR
2	110002321	POLYAMID-FLEXO-TUBE 6 x 4mm	0158 - CZ Lutin PC		1,00	1,00	Meter	100,00 EUR	100,00 EUR

250,00 EUR
Total Price Offer

Quoted Items 2 / 2

Deadline 2025-03-14 10:00

MESSAGES

Quoting

Send Quote

- Before final confirmation, you can add your Offer number and Sign.
- Send the quote to the customer by clicking the Send button.

The screenshot displays the 'Send Quote' dialog box within the Atlas Copco Group portal. The dialog box contains the following elements:

- Offer Number:** A text input field containing the value '12345'. A red box labeled 'Offer Number' is positioned above the field with an arrow pointing to the text.
- Sign:** A text input field containing the value 'Sign'. A red box labeled 'Sign' is positioned above the field with an arrow pointing to the text.
- Confirmation Message:** A text prompt that reads: "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!".
- Buttons:** Two buttons are located at the bottom right of the dialog box: a grey 'Cancel' button and a blue 'Send' button. A red box labeled 'Send' is positioned above the blue button with an arrow pointing to it.

The background of the portal shows a progress bar with four steps: PARTICIPATION, GENERAL, QUOTE, and REVIEW (4). The 'Send' button in the top right corner of the portal is also visible.

Quoting Confirmation

- After sending the quotation, a printable confirmation is displayed.

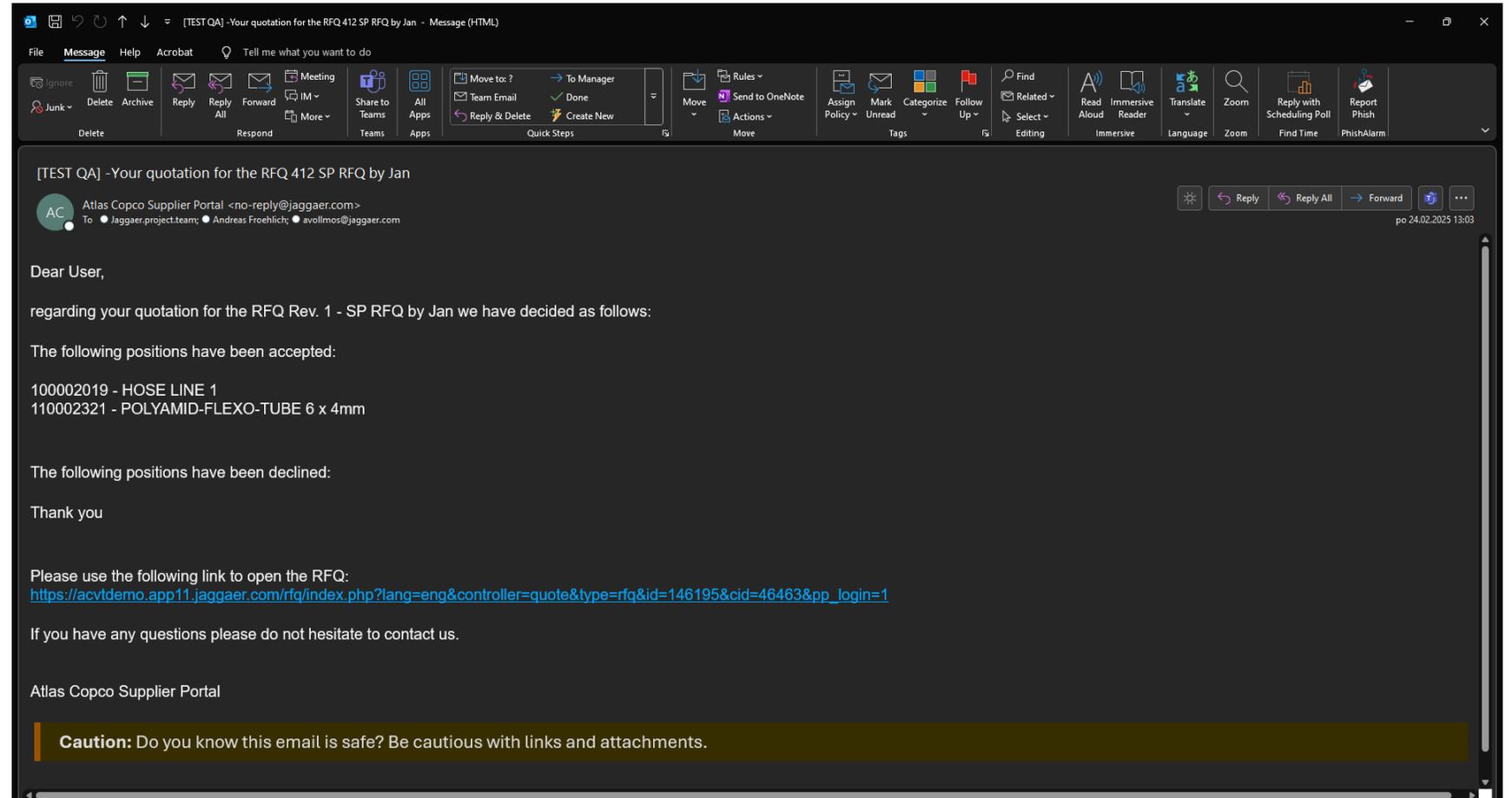
The screenshot shows a web browser window with two tabs labeled 'Portal PURE'. The address bar contains the URL: `acvtdemo.app11.jaggaer.com/portals/acvt/#quote/146195/330903/review`. The page title is 'Atlas Copco Group' and the main heading is 'Confirmation'. The content area displays a green checkmark icon followed by the text 'Successfully Quoted'. Below this, a table lists the following details:

Name SP RFQ by Jan	Quoted by Sign
RFQ No. 412	Quote Date 2025-02-24 12:56
Deadline 2025-03-14 10:00	Offer Number 12345
Total Price Offer 250,00 EUR	

At the bottom of the confirmation area, there are two summary boxes: '2 Approved Items' with a green checkmark icon, and '0 Declined Items' with a red 'x' icon. On the right side of the page, there is a navigation bar with a back arrow, a printer icon, and a 'Close' button. The printer icon is highlighted with a red box and labeled 'Print' with an arrow pointing to it.

Quoting Confirmation

- The buyer can send an email informing you about accepted or declined quotes after awarding the quotation from all suppliers.



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| Technology that
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