

Documentation on the supplier portal of Rittal GmbH & Co. KG

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The aim of this documentation is to:

Support the supplier in the first handling of the Rittal supplier portal.

Target group:

Users at suppliers

STROMVERTEILUNG

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stand: May 2021 side **1** from **31**



1 Introduction

Visit our homepage <u>www.rittal.de</u>. In the menu "Company" you will find the item "Global Sourcing. Here you can find out about our requirements for suppliers, areas of demand and locations.

If you are not yet a supplier of Rittal, you can register here.



If you are already a supplier for us, you will receive the login data from your responsible contact person in the sourcing departments.

If you enter the following link in your Internet browser, you will be taken directly to the Login: <u>https://app11.jaggaer.com/portals/rittal/</u>.

After logging in, you will be returned to the start page of the portal.

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Supplier Portal Dashboard	
Home Quick Links - Daily Tasks Supplier Assessment	
BLACKBOARD	
Comment	BASISDATA
Das Lieferanteriportal hat in der KW 22 eine neue Oberfläche erhalten! Nun haben Sie und auch wir die Möglichkiett mehr informationen in Zukunft auszufauschen und Prozesse effektiver zu gestalten.	
Die aktualisierte Dokumentation finden Sie bei den Standarddokumenten. Die taglichen Aufgaben finden Sie im nikchsten Abschnitt über Linka "Gulok. Links: Tägliche Aufgaben" oder wie gehabt auf der Taskfeiste links.	COMMODITY GROUPS
Soften Sie Fragen haben können Sie sich gerne an uns wenden. Ansprechpartnerin: Frau Mona Groh, e-mail: groh:m@irttal.de	
Mit freudlichen Güllen, Rittal GmbH & Co. KG	CONTACT PERSONS
The supplier portal has been given a new interface in KW 221 Now you and we have the concrustly to exchange more information in the future and to make processes more effective	
The updated documentation can be found in the standard documents. The daily tasks can be found in the next section via links "puick Links: Daily Tasks" or as usual on the taskbar on the left.	COMPANY PROFIL
The updated documentation can be found in the standard documents. If you have any questions, please feel free to contact us.	
Contact: Ms. Mona Groh, e-mail: groh.mignttal.de With kind regards,	STANDARD DOCUMENTS
Rittal GmbH & Co. KG	

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1.1 How is user and company data maintained?

Via the menu item *master data*, you can maintain and administer the users in your company and the company profile. These menu items can be found on the menu bar on the left. You can also call up the sub-items directly with the quicklinks on the right. Within these menus you will find all the data you provided during registration as well as the information from the extended company profile.

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	Ansprechpatriminin Frau Mona Groh, e-mail: groh, mighthal de Mit freundlichen Grüßen, Rittal Ombrie 6.Cu, Kö	
	The supplier portal has been given a new interface in KW 22! New you and we have the opportunity to exchange more information in the future and to make processes more effective. The updated documentation can be found in the standard documents. The daily tasks can be found in the next section via links "Quick Links: Daily Tasks" or as usual on the taskbar on the left.	COMPANY PROFIL
	The updated documentation can be found in the standard documents. If you have any questions, please feel moto contact us. Contact: Ms. Mona Groh, e-mail: groh.miginttal.de With kind regards, Rittal GmbH & Co. KG	STANDARD DOCUMENTS

The Master Data menu offers you the following applications:

- 1. Under *Basic Data*, you can maintain the company's general address data and contact information, as well as the DUNS number.
- 2. For *commodity groups*, you can select the commodity groups that you could supply.
- 3. In the menu item *contact persons* offers you an overview of all users of your company. Furthermore, under this point, the creation of additional users for the company takes place. In the "Roles" tab, the users can then also be assigned to the specialist departments, depending on their responsibility.
- 4. In the menu item *Company profile* you enter the information about the different areas of your company.

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1.1.1 How are your own data maintained?

Each user will find their own data at the top right (button marked in red). Then the green marked window opens.

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	Supplier Portal Dashboard				Beste Teile Wo Gibt GmbH
	Home Quick Links - Daily Tasks Supplier Assessment			D	Account Settings
	BLACKBOARD	^			Privacy Policy
.	Comment		BASISDATA		Logout Help

Here you have to change the selection in the user settings for example phone number, language etc. Please do not forget to save in the upper right corner.

User Data							Save
F	irst Name Mona						•
L L	ast Name						
a	lender						
	Mr. Ms. Neutral						
T	itle						
т	elephone						
+ N	49 Aobile	2272	5052750				
÷	Country	Area	Number				
+	- 111 -Mail	111	111				
h	groh.m@rittal.o	de					
	English 🖕						

Of course, you can also change your password at any time.





1.1.2 How are contact persons maintained? Where can I get a password?

In the menu item *master data/contact persons* or via the quick link "*Contact persons*" you have the possibility to manage existing users and create new users.

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	Ansprechpartnerin: Frau Mona Groh, e-mail: gruh.mg/rttal.de	
	Mit freudlichen Grüßen, Rittal GmbH & Co. KG	
	The supplie portal has been given a new interface in KW 221	
	Now you and we have the opportunity to exchange more information in the future and to make processes more effective. The updated documentation can be found in the standard documents. The updated documents are befored in the extention via linkS documents. COMPANY PROFIL The updated documents are befored in the extention via linkS documents.	()))
	The updated documentation can be found in the standard documents. If you have any question, lipease feel free to cottact us. Contact: Ms. Nona Softy, email cyolum@initial.de With kind regards, STANDARD DOCUMENTS	٩
	with king regards, Rittal OmbH & Co. KD	

By selecting the red marked button on the right side, you create new users.

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0	Kontakte						÷ 1,
11	Kontakte	Rollen					
	Name		Loginname	E-Mail	Telefon	Portalzugang	^

You then have to fill in different fields. With "Save" at the top right you create a new user.

Add New Contact		Cancel Save
	CONTACT PERSON	
	Salutation	
	Mr. •	
	First name*	
	Last name*	
	Mobile	
	+ Area Number	
	E-Mail*	
	john.smith@mail.com	
	Portal Access	

If the user should get portal access, you must activate portal access As permission, please click "Rittal Supplier".

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Add New Contact		Ca	ncel	Sav
	CONTACT PERSON			
	Salutation			
	Мr			
	First name*			
	List namet			
	Land There is a			
	Mobile			
	+ - · · Area Number			
	E-Mail*			
	john.smith@mail.com			
	Portal Access			
	Login name*			
	new la la national de la constant de			
	permissions*			
	rouse, supprise			

Each new created user with portal access receives an e-mail with which you can create your password. The e-mail address is the username. If there is an error and the new user does not receive an e-mail and the username is known, you can receive a password as follows:

- Open the portal login in the browser (<u>https://app11.jaggaer.com/portals/rittal/</u>)
- Please click to *I* forgot my password
- Enter username (for new accounts since 2022 the e-mail address is the username) and e-mail address

Password
Login
© 1999-2021 JAGGAER
When you use our Solution, we process your personal information as described in our Service <u>Privacy Policy</u>
I forgot my password

Now the user receives an e-mail and can generate a new password.

1.1.3 How can the commodity group assignment be maintained and changed?

The menu item Master data/categories or the quick link "Commodity groups" offers you again the possibility to make a commodity group selection or to change your selected commodity groups.

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0)	Master data		
	s Supplier Assessment Base Defa		
	Categories		
ц.	Contact People	BASISDATA	
8	Company Profile		
*	Nun haben Sie und auch wir die Möglichkeit mehr Informationen in Zukunft auszutauschen und Prozesse effektiver zu gestalten. Die ablaulisierte Dokumenteiton finden Sie bei den Standerdokumenten. Die taglichen Aufgaben finden Sie im nächsten Abschnitt über Links "Dalick Links: Tägliche Aufgaben" oder wie gehabt auf der Taskleiste links.	COMMODITY GROUPS	0))
	soliten sie Prägen naoen komen sie sich geme an uns wenden. Ansprechpartnerin: Frau Mona Groh, e-mail: groh.m@irttal.de		
	Mit freuzilicien Oričlen, Rittal Ombi+& Co. Kū	CONTACT PERSONS	
	The supplier portal has been given a new interface in XW 221 New you and we have the opportunity to exchange more information in the future and to make processes more effective. The updated documentation can be found in the standard documents. The daily tasks can be found in the exterious in allies "documents.	COMPANY PROFIL	9
	The updated documentation can be from in the standard documents. If you have any equiproceasion, please field reso contact us. Contact: Mis. Mona Groh, e-mail: groh m@inttal de With land regards, Rittal Grobel Co. KD	STANDARD DOCUMENTS	٩

Here you can select several sub-commodity groups within the individual commodity groups.

In the square boxes you can make a multiple selection of the main commodity groups as well as commodity subgroups. Please enter your primary commodity group on the right in the corresponding field by selecting them. This field is mandatory.

Please confirm the entries by saving at the top right.

es			
Search for category			
Categories Overview	Expand All Close All	Selected Categories	
Raw Materials		Choose Primary Cluster*	
Mechanics 1	•	Mechanics 1 - Flat parts	•
✓ Flat parts			
 Punching technology 		Mechanics 1 - Flat parts	
✓ Profiles, tubing, extrusion		Mechanics 1 - Punching technology	
 Packaging, product carriers, printed matter, discs 			
Mechanics 2		Mechanics 1 - Profiles, tubing, extrusion	
Metal casting		Mechanics 1 - Packaging, product carriers, printed matter, discs	
Plastic products			
Sheet metal assemblies		Mechanics 2 - Containers and colo atsies	
✓ Containers and cold aisles			
Mechatronics	•		
Climate control			
MRO			
IT / telecommunication	,		
General services / marketing	,		

1.1.4 What errors can occur with the profile questions?

In the case of *master data /company profile* (or via the *quick link "Company profile"*) you can maintain the information from the supplier profiles / questionnaires. In the submenu you will find the questions divided by subject area. Here you can update your data at any time.

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Nun haben Sie und auch wir die Möglichkiett mehr Informationen in Zukunft auszutauschen und Prozesse effektiver zu gestalten.		
Die aktualisierte Dokumentation finden Sie bei den Standarddokumenten.		
Die taglichen Aufgaben tinden sie im nachsten Abschnitt über Links. Quick Links: Lagliche Aufgaben, oder wie genaot auf der Taskierste links.	COMMODITY GROUPS))
Sollen Sie Fragen haben können Sie sich geme an uns wenden.		
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Mit freundlichen Grüßen, Bittal Genble & Co. KG		=
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The updated documentation can be found in the standard documents.		
n journet any question, peaks not net of characteristic Contact: Ms. Nona Groh, email: groh.mg/intlaid.ed		.
1995 bind search	STANDARD DOCUMENTS	
enter neuro region dal		

Please note

- that the data from the short profile of the registration are displayed again for the extended profile. To see the new questions, scroll down with the mouse.
- that the expanded profile is divided into subject areas. Click on the *Save* button to go to the next topic section. Must fields are marked in the profile with an asterisk. If you receive an error message after clicking the *Save* button, please check your details.

It is important to us to be able to fall back on current information at any time, so please let us know.

For example: We attach particular importance to ensuring that your certifications are always up to date. In the submenu *Quality* we therefore ask you to upload your certificates and enter their validity. When the validity of a certificate expires, you will be informed and asked to upload the current version.



2 What functionalities does the Jaggaer SRM system offer?

The supplier portal dashboard can be reached at any time via the home button at the top left.

중 .	RITTAL						e 1
	Supplier Po	ortal Dashboard					
	Home	Quick Links - Daily Tasks	Supplier Assessment				

In the supplier portal Dashboard you will find in the tab "Quick Links – Daily Tasks" navigation buttons to the individual menu items *Requests*, Orders and Complaints.

Here you can also find a link to our Rittal supplier portal, in which you can independently generate orders for merchandise etc.

	1 4774				- - 1	
	Supplier Portal Dashboard					
	Home Quick Links - Daily Tasks Supplier Assessment					
e Î	RPOS	2	RITTAL SUPPLIERPORTAL	Link to our Rittal supplier Portal to create PO for merchandices etc.	0	
P						
*	CREERS	₽.				
	COMPLAINTS	*				

In the *supplier evaluation* tab you can see the letters as well as the details of your supplier evaluations. Here you can view and download the current key figures weekly or monthly.

The other menu items *Requests*, *SCM*, *Quality*, contain the processes that can be handled via the portal.

Requests	Edit and submit offers
Purchase orders	Process and confirm orders
Complaints	Process complaints / fill out the 8 D report

SCHALTSCHRÄNKE

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2.1 How can I process tenders and requests (RFQ)?

In the supplier portal dashboard you will find the navigation button to the menu item *Requests* in the tab "*Quick Links – Daily Tasks*" or you can click on the corresponding button in the left menu bar.

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	Supplier Portal Dashboard			
8	Home Quick Links - Daily Tasks Supplier Assessment			
°	HFQS	e N	RITTAL SUPPLIERPORTAL	0
) T	ORDERS	Ŗ		
	COMPLAINTS	*		

Here you can see all inquiries that Rittal has sent you since your registration in the supplier portal. In the event that several users are logged in to the Jaggaer for your company, it is possible that we will not send all requests to the same user.

You can either filter or search for requests in the header bar.

RFQ Pure							T Q
Showing results 1 - 10 of 154	Display 10 👻					¢	● of 16 +
RFQ NO.	VERSION	NAME	QUOTE STATUS	RESPONSIBLE PERSON	DEADLINE	ITEMS	
566	1	ERP-Submissions#: A000234687	Quoted	Groh Mona	2021-06-07 23:59	1	8 1
565	1	ERP-Submissions#: 0086463171	Quoted	Groh Mona	2021-06-15 23:59	1	81

Here Jaggaer distinguishes between *all* or *mine*. Within this selection, you can then filter again on the different stages of the requests.





Mine will only show you the requests to which you have been personally invited. By clicking on the folder or pen in the last column, you can open and edit the request.

All displays all requests to which your company has been invited.

RFQ Pure							▼ Q
Showing results 1 - 10 of 154	Display 10 👻					· · ·	🚺 of 16 →
RFQ NO.	VERSION	NAME	QUOTE STATUS	RESPONSIBLE PERSON	DEADLINE	ITEMS	
566	1	ERP-Submissions#: A000234687	Quoted	Groh Mona	2021-06-07 23:59	1	0
565	1	ERP-Submissions#: 0086463171	Quoted	Groh Mona	2021-06-15 23:59	1	0.
564	1	RFQ vs test 2605	Quoted	CEO 1 Kevin	2021-06-23 14:53	3	8.
558	1	RFQ #558 (2021-05-18 17:08)	In Progress	Groh Mona	2021-06-04 17:06	1	1

Here you will see how many requests are displayed on one page or how many pages there are with requests.

RFQ Pure							₹ Q
Showing results 1 - 10 of 154	Display 10 👻						4 🕚 of 16 🕨
RFQ NO.	VERSION	NAME	QUOTE STATUS	RESPONSIBLE PERSON	DEADLINE	ITEMS	
566	1	ERP-Submissions#: A000234687	Quoted	Groh Mona	2021-06-07 23:59	1	e 1
565	1	ERP-Submissions#: 0086463171	Quoted	Groh Mona	2021-06-15 23:59	1	õ 1
564	1	RFQ vs test 2605	Quoted	CEO 1 Kevin	2021-06-23 14:53	3	ē 1
558	1	RFQ #558 (2021-05-18 17:08)	In Progress	Groh Mona	2021-06-04 17:06	1	/ 1

The aim is to request automated and standardized products from you and to process inquiries together with you.

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As soon as a Rittal buyer sends you a request, you will receive an e-mail informing you that we have sent you a request.

You can already find the requested article and the offer period in advance from this e-mail. Furthermore, the e-mail contains a link that takes you directly to your request.

🐒 Neu 👻 🦝 Antwort 👻 🐺 Allen antworten 💌 😹 Weiterleiten 👻 📄 🔹 🕨 🕆 👔 Anzeigen 🗸 🔍 Mehr 🔻 FLG 🗡 🔷 Rufnummer wählen
Einladung zur RFQ: Test Dokumentation Portal 1
Kerstin Schütz Einladung zur RFQ: Test Dokumentation Portal 1
Sehr geehrte Frau
hiermit erhalten Sie eine Anfrage zu folgenden Teilennummern:
1400500 - KS SCHALTSCHRANK 1000x1000x300mm [n/a]
Bitte öffnen Sie den Link um die Anfrage zu bearbeiten. Link: <u>https://demo.pool4tool.com/rfq/index.php?lang=ger&controller=quote&type=rfq&id=24642&cid=35234</u> Zugangsdaten:
Benutzername:
Passwort:
Angebotsabgabe bis zum: 2014-02-13 23:59 (Europe/Berlin)
Für weitere Fragen stehen wir Ihnen gerne zur Verfügung.
Mit freundlichen Grüßen,
i.A.

So you can now call up the request in the portal or open it directly via the link. In the portal you will find the request with the filter "My" and "New".

RFQ Pure							▼ Q
Angezeigte Ergebnisse 1 - 10 of 15	Zeige 10	•					< 1 von 15 🕨
RFQ NO.	VERSION	NAME	ANGEBOTSSTATUS	VERANTWORTLICHE PERSON	FRIST	POSITIONEN	
556	1	Test 070521	Abgelaufen	Groh Mona	2021-05-14 09:33	1	
553	4	123 Test	In Bearbeitung	Groh Mona	2021-05-19 00:20	3	/ 1
555	1	ERP-Submissions#: 0087007667	Angeboten	Groh Mona	2021-05-20 23:59	1	8 1
546	1	Test2	Angeboten	schmidt ingo	2021-06-23 09:44	1	81



To open the request, click on the red marked buttons in the respective lines. Expired requests can no longer be opened.

RFQ Pure							₹ Q
Showing results 1 - 10 of 154	Display 10 👻						< 🚺 of 16 🔸
RFQ NO.	VERSION	NAME	QUOTE STATUS	RESPONSIBLE PERSON	DEADLINE	ITEMS	
566	1	ERP-Submissions#: A000234687	Quoted	Groh Mona	2021-06-07 23:59	1	e 1
565	1	ERP-Submissions#: 0086463171	Quoted	Groh Mona	2021-06-15 23:59	1	8 1
564	1	RFQ vs test 2605	Quoted	CEO 1 Kevin	2021-06-23 14:53	3	- 1
558	1	RFQ #558 (2021-05-18 17:08)	In Progress	Groh Mona	2021-06-04 17:06	1	/ 1
556	1	Test 070521	Expired	Groh Mona	2021-05-14 09:33	1	

With the button \blacktriangle you have the possibility to transfer the request to another person in your company, so that this person can process the request.

First, you will see an overview of the request.

Here you can see the currently to be processed step in the request. The button "Next" takes you to the next step.

â	RTTAL						
	RFQ #558 (2021-05-18 17:08) · 558 •					÷	Weiter
		✓ TEILNAHME	ALLGEMEIN	FRAGEBÖGEN	③ REVIEW		

Since our buyers can choose from different templates, the characteristics of the individual steps can be from 3 to 5.

With 5 steps you can get in the first step "Participation" documents.

Here we distinguish between general documents, documents whose opening is necessary or documents which require consent. The approval is given by setting a flag before you can further process the request and submit an offer.

You will be taken to the next step with the button Next.

RITAL									# 1
RFQ #558 (2021-05-18 17	(:08) · 558	0						+	Weiter
		C TEILNAHM	ie 🕜 al	LGEMEIN Ø FRAGEBÖGEN		S REVIEW			
			Teilnahme						
			VERBINDLICHKEIT	TEN					
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			✓ Dokumente Ak	zeptieren					
SCHALTSCHRÄNKE	>	STROMVERTEILUNG	_ ≻ _	KLIMATISIERUNG	≻	IT-INFRASTRUKTUR	> s	OFTWARE	& SERVIC
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FRIEDHELM	LU						51		J



← ▼ Previous Nex

In the *tab "General"* you can see which buyer has sent you the request. Here is also the information with which delivery and payment conditions or in which currency you should offer preferably.

RFQ #558 (2021-05-18 17:08) • 558 •							+	7	Next
	GENERAL	🕑 QUE	ESTIONNAIRE	QUOTE	(4) REVIEW				
Contact Information	General								
BUYER Grot, Mona +49.272.205.2750 groh.m@rittal.de		~	QUOTATION SETTIN Currency EUR	165					
			Payment Conditions 9003 (3%- 115.on30	0.and1631.on15. follow.n	nonth)				
			Delivery Conditions DAP () Delivery Address						
			hier			j.			
		~	OTHER DETAILS						
			Comments						

In the next tab "Questionnaire" we can ask you general or special questions for this request.

In the tab "Quote" you will see an overview of the requested materials or services.

RFQ v5 lest 2003 . 304 V	RFQ	Vs	Test	2605		564	0	
--------------------------	-----	----	------	------	--	-----	---	--

		(GENERAL	QUOTE		v				
Export	MATERIAL NAME	REQUIRED	STATUS	FILES	QUANTITY	UNIT	UNIT PRICE	PRICE UNIT	TOTAL PRICE	
Export Excel File	NUT/D934/M8/H		Ready	0	1	each	17	1	17	
Import* D Improfit //s Last imported 2021-05-26 15:48	WELDING NUT/D		Ready	0	1	each	18	1	18	
	EARTH STUD M8		Ready	0	1	each	13	1	13	

However, if you do not want to make an offer for the requested item, please click on the button *Reject.*

To submit an offer for individual positions, please click on the folder button on the right side of the position line.

RFQ #558 (2021-05-18 17:	08)·558 •							~	۲	7 (T	Previous	Next
				eral 🥥 que	STIONNAIRE	V QUOTE	(4) REVIEW						
MATERIAL NAME	REQUIRED	STATUS	FILES	QUANTITY	UNIT		UNIT PRICE	PRICE UNIT		τοται	PRICE		
TS FLAT DOOR HINGE AS		Open	2	100	each			1				0	i 🔁 😆 🕂

Now you can enter the data such as price, delivery time, etc. Existing drawings etc. can be downloaded.

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							stand: May 2021
	FRIEDHELM L	OH GROUP					side 14 from 31



RFQ #558 (2021-05-18 17:08) • 558 •								+ Cancel	Decline Save
			GENERAL		QUOTE	(REVIEW			
Item Details	Item 1 of 1	Quote Details						84	
Number		~	QUOTE					0,00 EUR	
0000000000277377			Price Unit: (Int)*					Total Price	
TS FLAT DOOR HINGE ASM 180DEG RAL7035				1 -			Quantity		100
Status			Price Break 100*				Unit Price		0,00 EUR
Open Category			e	g.1.000,00 EUR / 1 each					
Diecast assembled			Supplier Material Code						
Delivery Address									
0201_Kudolph-Lon-Str. 3,35708,Haiger,DE									
-			Quantity						
Files	*			100					
			Price/Unit*						
🥔 Drag and Drop files or Browse				e.g.1.000,00					
			Price Unit						
CUSTOMER				1,00					
A19598.dwg									
A19598.pdf			Lead Time (Days)*						
				0 📮			-		
		~	ADDITIONAL INFORM	TION					
			Comment						MESSAGES

Save takes you back to the view with the positions. If you no longer have another position to offer, you will come to the last step with the *Next* button. Here you can see all the data again.

If you have given a price for all positions or have rejected the request, you will be shown an overview of all positions including price.

If it is necessary to change a position, please switch back to the step offer.

You can assign your offer number and a signature to the offer under signature and number. To send us the offer, click *send*. The buyer receives their offer and an e-mail that you have submitted an offer. You can no longer change the offer afterwards!



If you have a question during editing, you can call the corresponding buyer at any time or send a message via this tool. To do this, please click on the *News* button at the bottom right.

RFQ #558 (2021-05-18 17:08)	• 558 •					←	Previous	Send
		⊘ GENERAL		QUOTE 4 REVIEW				
Declined Items						B 0.00 EUR		
# ITEM	QUANTITY	PRICE UNIT	UNIT	UNIT PRICE	TOTAL	Total Price Of	er	
						Quoted Items		0/1
						Deadline 2021-06-04 17:06		0
							ме	SSAGES

In the next view, you would see the messages sent or received. If you would like to add a new message, please click on *new message*.



The message is like a normal e-mail, i.e. You can store a text and, if necessary, also send files. To send, please press *Send*. If you would like to delete the message, please click on *Discard*.





Discard Send

←

TAG RFQ #558	
TO Groh Mona	
Add Subject	
Enter your message	
Prag and	Drop files or Browse
	-

After sending, the message appears in the left pane.





>



2.2 How can orders be processed via the SRM system?

The SRM system informs you about new orders. Here, too, you will be informed by an e-mail upon receipt of an order. As with the inquiries, you can open the order directly via the link or call it up via the menu item *SCM/Purchase Order* or the quick link "*Orders*".

ŝ		• .	L
	upplier Portal Dashboard		
	Home Quick Links - Daily Tasks Supplier Assessment		
• •			
E ,	chaso Orders		
*	CREERS P		
	complaints A		

There are two different ways to view orders. As shown below, you can display orders at *the head level* (*order list*) as well as at the *position level* (*position list*).



On the individual levels, as in the figure, you can choose different filters and views. For a new order, choose *Not Confirmed* or *All*.

Received orders
🗄 🏤 Send fast confirmation 📄 Fast View 📄 All View 📄 Not Confirmed View 📄 Not Complete Confirmed View 🙀 Create delivery े ZIP download 📚 📗
Templates

The head and position levels correspond to the levels in SAP. The head level gives an overview of general data. So please switch to the position level to display position details.

You can also select a specific order number, search by setting a filter.

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If you want to sort, you are welcome to do so by clicking on the column.

Head k	vel - Orders no	t confirmed																			22	4 Entries found. 🕙 👾
																					N 4 0	1/12 💙 🕨 🎽 🍸
Custom	r Order number	Created (ERP)	Created	Last modified . 1 ×	onfirmation	Changes	Files	Advisor	Attachment	Menu	Department Open	Order value	Rescin	d Delivery complete	Order Type	State N	o. pos.	Menu internal Compar	code Pur.Org	. Fast confirmation	Confirmation No	Confirmation Num!
Rittal	4515628752	2021-05-18	2021-05-18 17:3	3	000	0	1	Dataexchange, Rittal		🗀 🗋 🌾	6	176,54			NB	Sent	1	0002	0001			
Rittal	4515486259	2020-02-25	2020-02-25 19:0	3	000	0	6	Dollase, Monika		🗀 🗋 🌾		1,00			NB	Sent	1	0002	0002			
Rittal	4515472900	2020-01-27	2020-01-27 15:4	9	000	0	1	Schmidt, Ingo		🗀 🗋 🌾	6	9,70			NB	Sent	1	0002	0001)
Rittal	4515453248	2019-12-18	2019-12-18 14:1	6	000	0	1	Silbermann, Frank		🗀 🗋 🌾	<u> </u>	27.425,05			NB	Sent	1	0002	0001			
Rittal	4515426350	2019-10-24	2019-10-24 07:5	8	000	0	2	Schmitt, Michael Johannes		🗀 🗋 🌾		0,97			NB	Sent	1	0002	0001			
Rittal	4515426349	2019-10-24	2019-10-24 07:5	8	000	0	2	Schmidt, Ingo		🗀 🗋 🌾		0,97			NB	Sent	1	0002	0001		[)
Dittal	4515385601	2019-08-09	2010-08-00 10-2	4	000	0	2	Schmidt Inco		🛄 🕅 ¥/s	10	0.97			NR	Sant	1	0002	0001		(

You can see the filtering on the arrow, the digit indicates the number of sorts.

The following describes how orders are confirmed, how suggestions for changes are submitted, which notifications occur and what you need to consider.

Temp	ates																					U
	~ 2	Open Templa	te X Delete to	emplate 🔿 Trans	sfer template(s)																Save template
Head lev	el - Orders not	confirmed																			22	4 Entries found. 🕙 🔆
																					N 4 B	1/12 💙 🕨 🕅 🍞
Customer	Order number	Created (ERP)	Created	Last modified 🔺 :	Confirmation	h Changes	Files	Advisor	Attachment	Menu	Department Open	Order value	Rescir	ind Delivery comple	ete Order Ty	pe State	No. pos.	Menu internal Company cod	le Pur.Org	Fast confirmation	Confirmation No	Confirmation Num! -
Rittal	4515628752	2021-05-18	2021-05-18 17:33	3	000	0	1	Dataexchange, Rittal	\rightarrow	😐 🖻 Va	Č.	176,54			NB	Sent	1	0002	0001			
Rittal	4515486259	2020-02-25	2020-02-25 19:03)	000	0	6	Oollase, Monika				1,00			NB	Sent	1	0002	0002			
Rittal	4515472900	2020-01-27	2020-01-27 15:49	,	000	0	1	Schmidt, Ingo				9,70			NB	Sent	1	0002	0001		[
Rittal	4515426350	2019-12-18	2019-12-18 14:18	3		0	2 5	Schmit, Michael Johanner	5			27.425,05			NB	Sent	1	0002	0001		[
	# 4135453244 2214-12-34																					
Op	en																					
Cha Cha	ange ange	fron to th	n hea 1e dis	d leve positi	l to on l	pos eve	siti 1	on leve	el													

>	SCHALTSCHRÄNKE	>	STROMVERTEILUNG	>	KLIMATISIERUNG	>	IT-INFRASTRUKTUR	>	SOFTWARE & SERVIO	CE
						_				



To download the order as a PDF, click either on *file* or on quick *download last*.

Head level -	Orders not confirm	ned																					22	24 Entries found	. 🗐)
																							N 4 0	1/12 💙 🕨	MIN
Created	Last modified 🔺 1	Confirmation	Change	s Files	Advisor	Attachment	Menu	Department	Open	Order value	Rescind	Delivery complete	Order Typ	e State	No. pos	Menu internal	Company code	Pur.Org.	Fast confirmation	Confirmation No	Confirmation Number	Plant	Download last	Buyergroup	ZIP do
1-05-18 17:33		000	0	1	Dataexchange, Rittal		🗀 🗋 🌾		4	176,54			NB	Sent	1		0002	0001				0201	0	001	
0-02-25 19:03		000	0	6	Dollase, Monika		🗀 🗋 🌾			1,00			NB	Sent	1		0002	0002				0201	0	DE853	
																			-				-		
																Here y	ou ca	1 see	e your c	onfirmatio	n number	· af	ter		

confirming the order.

After switching to the position view, the functions for the order also change.



Each order can be processed in detail. As usual, you can make quantity allocations or date and price changes.

Information on price and schedule changes can be found at 2.2.3. For information on quantity classifications, see 2.2.4.

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2.2.1 Is the order document from the SRM portal legally valid?

The orders in the SRM portal are a replica of our ordinary SAP orders. However, since there are deviations between the letterheads to the original, this order may not be the legally valid one.

Lieferadresse Rittal RWG Herborn Rohfertigung Serie Auf dem Stuetzelberg 35745 Herborn Deutschland	Ansprechpartner Einkauf Telefon Fax Email LiefFax	The comple document c order.	ete and legally an be found di	valid rectly in the
Lieferbedingungen: DDP Herborn (geliefert, verzollt)				
Zahlungsbedingungen: 9003 (3 % - 115 am 30./1631 am 15 des FM)				
Dokumente: 4510800531.pdf 4510800531.pdf		Original do	aumonte con l	a ratriavad
Im übrigen gelten unsere allg. Einkaufsbedingungen. Auf Wunsch senden wir Ihn Sie finden diese auch unter http://www.rittal.de	en gerne ein Exemplar zu.	- here		beretrieved
Pos. Material Lieferdatum Menge/ME	Bestät- igung			
1 201560 IA-FEINBLECH 2,00 20Mär2014 🔗 2,00 T	0			
On the right you will see an original order from SAP. This is the legal document. On this, in the event of an order change, all changes will also be mentioned to you. Changes can be viewed directly as2.2.32.2.3.	Rittal RWG GmbH & Co. KG, Post Beste Teile wo gibt GmbH middle of the road 66666 sechshelden Anlieferadresse: Rittal RWG Herborn Rohfertigung Serie Auf dem Stuetzelberg 35745 Herborn Lieferbed.: ge Zahlung: 3 d	ach 1882, D-35728 Hethom. I I I - 115 am 30./1631 ar nen Einkaufsbedingungen	Änderung zur Be Bestell/atum 13 Lieferanten- Nr 66 Seite 11 Angebot 1 Angebotsdatum 1 Angebotsdatum 1 Angebotsdatum 1 Telefon 02 Fax 02 Mane 5 Ceffon 02 Fax 02 mail TH Wareneingangster mail m 15 des FM der Rittal GmbH & Co.KG. //	EXECUTION Stellung M0800531 M02.2014 M02.2014 M02.2013 Won 2 M1 M1 M2.2014 M1 M2.2014 M1 M2.2014 M2.2013 M1 M2.2014 M2.20
	wir innen geme ein Exemplar 2	u. Sie linden diese auch u	inter http://www.intai.de.	Währung EUR
	Pos. Material	Menge/ME	Preis/PE	Betrag
	Lieferung gem. aktueller AA -	TL035 http://www.ri	ittal.com/imf/none/5_484/	-
	001 201560 IA-FEINBLECH 2,00 41 Wareneingangstermin 2 Werkstoff: DC01 AM	2,00 TO 500 7,0 617,0 20.03.2014	_ 0,00 1 TO	1.000,00
	*** BESTELLMENGE GEÄNDE	ERT ***		
	*** Nettopreis geändert ***			
	*** LIEFERTERMIN GEÄNDER	\$T ***		
	Rital RNG Wangehluse Grift School Defen School Distas Hentom HRA 5272 Websr FRIEDHFLM LOH GROI	Phone +48(0)27 72 5 05-0 Far +48(0)27 72 5 05-23 19 E-Mat: Into@mtai.ce www.ntai.ce	Persönich haftend: Rittal RWG Wandgehäuse Verwähnge-OmbH, Herborn	Geschäfteffinnig: Michael Weiter

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2.2.2 How are orders confirmed?

Open the order in the overview by clicking the yellow folder. You get the following view:

Beste Teile middle of th Beach Barbados	wo git GmbH He stret		Purchase ord Order number Date Supplier number Currency USL-IDL-Nr.	ler	45 20. 76 EU DE	15472900 20-01-27 11286 R 211589046		
Delivery a Rittal Globa Siegener S 35716 Diet Germany	address al Distribution Center fr, 31 choetptal							
Delivery cond	itions: DDP . ()							
Payment cond	ditions: 9003 (3%- 115.on30.and1631.on15. follow.month)							
Documents: Im übrigen ge Sie finden die	4515472900.pdf elten unsere allg. Einkaufsbedingungen. Auf Wunsch senden wir Ihnen gerne ein Exemplar zu se auch unter http://www.rittal.de							
Pos.	Material	Delivery date	Quantity/ME		Confirm- ation	Price/PE	Costs	
1	201731 Your material number FLC_PRO Index32 SAMELINE, FUR STUCC/PED Bruttopress Fracts A Venichtsabs CVVP % von Netto Nettovert Nettovert Nettovert Nettovert Hottovert Effectopres Grenzabergangsvert	2020-02-10	10	5T 1,00 EUR 0,00 EUR 0,00 EUR 0,00 EUR 0,07 EUR 0,07 EUR 0,00 0,94 EUR 0,00	10,00 EUR 0,00 EUR 0,00 EUR 0,00 EUR 0,00 EUR 0,00 EUR 0,00 EUR 0,29 9,71 EUR 0,29 9,11 EUR	0,97 EUR / 1,00		9,70 EUR 😱 spik
This docume	ent is valid without signature.						Total:	<u>9.70 EUR</u>
		Supplier confirmation numb	per:)			
		Sa	ave and send back					

Please check the order.

Orders can be accepted or rejected.

When you accept the order stick your order number or order confirmation number at supplier order confirmation number and click *save and send back*.

You will be asked again if you really want to send the order confirmation.

Confirm with OK. rittaldemo.app11.jaggaer.com enthält Are you sure to send the order confirmation back to the customer? OK Abbrechen

When the submit completes successfully, you will receive the following notification in the order:

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	RITTAL		
Purchasing document 4510848373 successfully	y processed		
Rittal RWC Contract & Co. KC. Doctfacts 1662, D-25726	Horborn		
Rittal RWG GmbH & Co. KG, Postfach 1662, D-35726	Herborn		
Rittal RWG GmbH & Co. KG, Postfach 1662, D-35726	Bestellung		
Rittal RWG GmbH & Co. KG, Postfach 1662, D-35726 Beste Teile wo gibt GmbH	Herborn Bestellung Bestellnummer	4510848373	
Rittal RWG GmbH & Co. KG, Postfach 1662, D-35726 Beste Teile wo gibt GmbH irgendwo Sechshelden	Herborn Bestellung Bestellnummer Datum	4510848373 2014-02-13	
Rittal RWG GmbH & Co. KG, Postfach 1662, D-35726 Beste Teile wo gibt GmbH irgendwo Sechshelden Barbados	Herborn Bestellung Bestellnummer Datum Lieferanten-Nr.	4510848373 2014-02-13 7611286	
Rittal RWG GmbH & Co. KG, Postfach 1662, D-35726 Beste Teile wo gibt GmbH irgendwo Sechshelden Barbados	Bestellung Bestellnummer Datum Lieferanten-Nr. Währung	4510848373 2014-02-13 7611286 EUR	

The confirmation display of this order is now green.

>



2.2.3 How can changes in orders be requested?

Please open the order as described above.

The delivery date and price fields are, as marked below, free input fields. If you wish to change, please enter your changes here.



Of course, Rittal can also change an order. You can view all changes to an order listed again by calling up the orders in the header level. Orders with changes have at least a 1 in column changes.

Templ	ates																							
	• 2	Open Templa	te X Delete te	mplate 🖙 Trar	nsfer template(s)																(Save templat
Head level 466 Entries for													found. 🕙 🕽											
11 A														N 4 0 1/	24 💙 🕨 🛛									
Customer	Order number	Created (ERP)	Created	Last modified	Confirmation	Changes	Files	Advisor	Attachment	Menu	Department Op	en Order v	value R	tescind	Delivery complete	Order Type	State	No. pos.	Menu internal	Company code	Pur.Org.	Fast confirmation	Confirmation No	Confirmatio
Rittal	4515632449	2021-05-31	2021-05-31 10:06	2021-05-31 10:09	900	5	1	Dataexchange, Rittal		🗀 🗟 🌾		2 17	76,54			NB	Confirmed	1		0002	0001		Test	Test
Rittal	4515628752	2021-05-18	2021-05-18 17:33		000	0	1	Dataexchange, Rittal		🗀 🗎 V()	2	5 17	76,54			NB	Sent	1		0002	0001			
Rittal	4515337315	2019-05-07	2020-12-10 13:03	2020-12-10 13:53	000	- 4	3	Dataexchange, Rittal		🗀 🖻 🌾	C	2.91	10,00			NB	Sent	1		0002	0001			
Rittal	4515578842	2020-11-17	2020-11-17 10:19	2020-11-17 10:36	900	3	3	Rittal, Admin		🗀 🗟 🌾		2 16	59,20			NB	Confirmed	1		0002	0001			
a		**** ** **	**** ** ** ** **	**** ** ** ** **				A		Page 199	-			-	-						****	—	i i	1

Now click on the number marked in blue under Changes and you will see all changes to this order listed.

Change	s in Order number: 45156	32449				
Pos.	Changes	Order was changed by	Level	Changed item	Old value	New value
00001	2021-05-31 10:09:10	Supplier	Disposition	Quantity	182,00	100,00
00001	2021-05-31 10:09:10	Supplier	Disposition	Delivery date [YYYY-MM-DD]	2021-05-28	2021-06-04
00001	2021-05-31 10:09:10	Supplier	Disposition	handover_date	2021-05-28	2021-06-04
00001	2021-05-31 10:09:10	Supplier	Disposition	Quantity	0,00	82,00
00001	2021-05-31 10:09:10	Supplier	Disposition	Delivery date [YYYY-MM-DD]	2021-05-28	2021-06-07

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As soon as changes have been made in an order, you will receive an e-mail informing you of the change and a change to the order in the portal.

The change to the order must then be confirmed again.

In the event of deletion of an order, you will also receive an e-mail or you can recognize this by the crossed-out order in the portal and the check mark in the cancellation column.

F	lead level																							466 Entrie
																							14 - 4	0 1/24
C	ustomer Order	number	Created (ERP)	Created	Last modified * 1 ×	Confirmation	Changes	Files	Advisor	Attachment	Menu	Department	Open	Order value	Rescind	Delivery complete	Order Type	e State	No. pos.	Menu internal	Company code	Pur.Org.	Fast confirmation	Confirm
F	iittai 4515i	294001	2019-01-15	2019-01-17-11:27	2021-06-02-12:28		+	+	Rittal, Admin		🗀 🗎 🌾			0,00			NB	Delivered	1		1T02	IT02		
F	uttal 45156	632449	2021-05-31	2021-05-31 10:06	2021-05-31 10:09	900	5	1	Dataexchange, Rittal		🗀 🗋 🌾		Y	176,54	ш		NB	Confirmed	1		0002	0001		Test
F	tittal 45126	607768	2016-02-17	2016-02-17 11:45	2021-05-17 08:52	900	1	1	Schmidt, Ingo		🗀 🗋 V()		2	5,00			NB	Prepared for delivery	1		0002	0002		ok

2.2.4 How do I make a quantity classification?

To make a quantity classification, click on the *split* button as marked inchapter 2.2.3.

Payment con Documents Im übrigen g Sie finden di	dbons: 9003 (3%- 115.on30.and1631.on15. follow.month) 4-015453248.pdf eiten unsere alig. Enkaufsbedingungen. Auf Wunsch senden wir Ihnen gerne ein Exemplar zu. se auch unter http://www.tttal.0e					
Pos.	Material	Delivery date	Quantity/ME	Confirm- ation	Price/PE	Costs
1	3238100 SK Filterlüfter 55m³/h 230V 50/60Hz	2019-11-13 2019-11-13	2.880 ST		952,26 EUR / 100,00	27.425,09 EUR Split
	Bruttopreis Fracht & Verpackung Zurschi ("Sevenichtsahb		981,71 EUR 0,00 EUR 0.00 EUR	28.273,25 EUR 0,00 EUR 0.00 FUR		

Now another line opens in the order.

Enter both the top and the new line the desired quantity and delivery date. To undo a split, click *delete*.

After the processing of the order is completed, it is automatically confirmed to the buyer via *save and send back*.

The order just processed can no longer be found in the menu under Not confirmed,



When saving and submitting suggestions for changes, you will always receive a red message. It is not an error, but a hint, see also 0

The confirmation display is now green.

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2.2.5 How does the order (change)process work?





2.2.6 Screenshots of possible (error) messages:

2.2.6.1 Customer is checking confirmed differences

This is not an error message in the sense of an error. This message indicates that your order changes have been sent to the affected buyer for review.

	-				4		
S Deutsch 🔻 (<u>loaou</u>	()	RI					
🔀 Customer is check	ing confirmed difference	es (4510848379 02EK	2SCHMIIN)		E		
Rittal RWG GmbH & Co. H	(G, Postfach 1662, D-35)	726 Herborn					
		Bestellung					
			Bestellnummer	4510848379			
			Datum	2014-02-13			
100 (100 (100 (100 (100 (100 (100 (100			Lieferanten-Nr.	Contractor Contractor			
			Währung UStIDNr.	EUR DE211589046			
Lieferadresse							
Rittal RGS GmbH Ritt	ershausen						
Siegener Str. 31 35716 Dietzboelztal-	Ritterchausen		3				
Deutschland	Tuccor Sind do Sin						
Lieferbedingungen: FH1	L ()						
Zahlungsbedingungen:	0						
Im übrigen gelten unse Sie finden diese auch u	re allg. Einkaufsbedin Inter http://www.ritt	ngungen. Auf Wuns cal.de	ich senden wir Ihnen gerne	ein Exemplar zu.			
Pos. Material	Lieferdatum	Menge/ME	Bestät-	Preis/PE	Gesamtbetr		

2.2.6.2 More news

All other messages, such as "IDOC could not be sent", are error messages. The reasons for this are technical problems.

In this case, please contact the responsible contact person.



2.3 How are complaints handled?

The processing of complaints on our part is also possible via the SRM system. You can filter for complaints that we have sent you or view all complaints of the entire company.



With a complaint, we can send you all the necessary documents. In this way, you can respond directly to the complaint in the SRM system and send us a corresponding statement.

The detailed operating instructions are stored as a separate document in the portal.

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2.4 Forecast

In the Forecast modul you will see the following data

- forecast quantity for the next 15 months
- order quantity of all open orders
- our warehouse stock

Please note that we have not reduced the forecast data by our stock quantity. You see the last date and the time of the last update in the column "date and time of permission".

2.4.1 Detail Forecast

To open the forecast modul please click to"SCM" and then to "Forecast".



Then you will see the following view



To open the details please click to the button Menu $\overline{\underline{\P}}$



If you change the days to month you will see the forecast for the next 15 months.

761	11286	Beste Teile wo gibt GmbH				
Materia	al Number	Name				
92	.7460 \	VALVEXP DRIVER CAREL EVD0000E20				
P	lant	Plant Name				
П	T02	Kelvin S.r.l.				
Lead	dbuyer	EKGRP Name				
Pur	r.Org.	EKORG N	lame			
п	T02	IT02				
Supplier ma	aterial number					
			Total stock			
			0.00			
Consign	ment stock		-,			
- Consign	1.00					
Entire Amou	unt (9 Months)	Entire Amount (6 Months)	Entire Amount (3 Months)			
LINE ANO		chare Amount (o Months)				
Entire Ame	(),00 (),00	Entire Amount Orders (2 Months)	Entire Amount Orders (20 Dave)			
Entire Anto	une (50 Days)	Entire Amount Orders (3 Months)	Entire Amount Orders (50 Days)			
E-I' tt-0	1,00	0,00	0,00			
Entire Amount Ord	ders (Current Month)					
0	,00					
Entire Amount	(Current Month)	Entire Amount (Next Month)	Entire Amount (2. Month)			
0),00	0,00	0,00			
Entire Amou	unt (3. Month)	Entire Amount (4. Month)	Entire Amount (5. Month)			
0),00	0,00	0,00			
Entire Amou	unt (6. Month)	Entire Amount (7. Month)	Entire Amount (8. Month)			
0),00	0,00	0,00			
St	tatus					
0	00					
Date and time	e of transmission	Contractnumber	Contractposition			
2021-08	3-02 13:03					
Forecast						
rorecast						
Forecast duration	15 Months	s 🗸 🕜 Calculate				
Base Date						
buse bute	2021-08-25	V				
Curr	rent CM: 2021-Aug CM	: 2021-Sept CM: 2021-Oct CM: 2021-	Nov CM: 2021-Dec CM: 2022-Jan C			
Forecast						
Orders						

2.4.2 Download Forecast

You can download the forecast in two ways.

Download Overview

If you click to Export complete overview you will download the overview which you see. Then you will have the forecast for 13 months (current month + 12 months).

Forecast C	Dverview plete Overview	Export Extra	act Group													1 entry/entries	a 💠 28
																1	0 7
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3 Contact person in case of problem

In case of problems with the portal or further questions, please contact the contact person concerned or send us an e-mail.

• Administration:

Ms. Mona Groh

Phone: +49 (0)2772/505-2750 E-mail: <u>groh.m@rittal.de</u>

Mr. Ingo Schmidt Phone: +49 (0)2772/505-2551 E-mail: <u>schmidt.ing@rittal.de</u>