



proQ Supplier Portal

proFrame



proSource



Tonnage



Supplier Evaluation

proRate

proCure

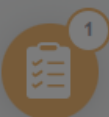


281

By clicking on this tile, you will be directed to **proCure**.

If you are registered for the proQ application, you have the permission to see procurement related documents such as purchase orders, purchase contracts, simple requests for quotations and reply

How to quote via excel up- and download





proQ Supplier Portal

proFrame



proSource



Tonnage

Supplier Evaluation
proRate

proCure



By clicking on this tile, you will be directed to **proCure**.

If you are registered for the proQ application, you have the permission to see procurement related documents such as purchase orders, purchase contracts, simple requests for quotations and reply to simple requests for quotations. If you are registered for the eAccept functionality, you are additionally allowed to digitally accept purchase orders and purchase contracts.

This flow will show you how to edit a quote response on requests for production material via excel up- and download. Click on '**proCure**' to get started!

How to quote via excel up- and download (Step 1 of 8)



test11 * ▾

Search for Documents

Clear Filters (3) **Search**

Document No.:

Document Type:

RFQ x ▾

Status:

1 Item ▾

Receipt Date:

11/08/2021 - 12/08/2... 📅

*Supplier:

▾

Responsible Person : ⓘ

▾

Buyer:

▾

Inbox Price list Sent Items

Inbox (0) | **Standard** ▾

☐	Document No.	Version No. ⓘ	Document Type	Status	Legal Entity
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To start, set the relevant filters.

Search for an RFQ, which you want to edit. Then click on 'Search'. ✕

Excel up- and download only works for requests for production material (PMRQ).

How to quote via excel up- and download (Step 2 of 8)

test11 * ▾

Document No.:

Document Type:

RFQ x ▾

Status:

1 Item ▾

Receipt Date:

Person:

🔍

Buyer:

RFQ Due Date:

Clear Filters (3) **Search**

Inbox Price list Sent Items

Inbox (2) | Standard ▾

Mark as Unread Download Forward ⚙️ 📄 ▾

☐	Document No.	Version No. ⓘ	Document Type	Status	Legal Entity	Receipt Date	PDF Document
☐	3000030094	2	RFQ	Open Amendment	Daimler AG	12/15/2021	>
☐	3000031553	2	RFQ	Open Amendment	Daimler AG	12/14/2021	>

Please open a document by clicking on the respective row.

Back

How to quote via excel up- and download (Step 3 of 8)

Confirm

Self Help

<

RFQ

3000030094

Version No. ⓘ	Status	Responsible Person	Responsible Buyer	Receipt Date	Legal Entity	Submission Deadline	Remaining Time	Supplier's Note ⓘ
2	Open Amendment	Dirk Heymann	Andrea Hunger	12/15/2021	Daimler AG (0400)	12/31/2022, 22:59	355 Days 15:54	

General Item Texts ▾ Attachments (1) Related Documents History

Quote Valid Until	Currency	Expected Contract Validity
04/30/2022	EUR	01/01/2021 - 12/31/2021
Due Date		
12/31/2022		

Item

Items (2) | Standard ▾



Item No.	Part No. ⓘ	Expected Annual Usage	Plant	PR No.
1 create rfx item		10.000 each	Werk Untertürkheim	
2 create rfx item		10.000 each	Werk Untertürkheim	

Texts

Click on 'Create Quote'.

How to quote via excel up- and download (Step 4 of 8)

Decline

Create Quote

Self Help

Submit



Header General Item Attachments Text Related Documents History

*Quote Valid Until

04/30/2022

Supplier Quote Number

Expected Contract Validity

01/01/2021 - 12/31/2021

Item

Item (2)

Include Decline

☐	Item No.	Part No.	Supplier Part No.	GTIN	Expected Annual Usage	*Base Price	Order Unit	*Production Country
☐	1 create rfx item				10.000 each	0.00 EUR	1	
Total Price:								
AVOB:								
Manufacturer Part No:								
☐	2 create rfx item				10.000 each	0.00 EUR		
Total Price:								
AVOB:								

To download the Excel template, you need to save your quote response first. Please click on 'Save'.

How to quote via excel up- and download (Step 5 of 8)

Save

Cancel

<

Quote Response

3000009719

Submit Edit  

RFQ Document No.	Status	Supplier	Responsible Buyer	Responsible Person
3000030094	Draft	Mercedes-Benz AG	Andrea Hunger	Dirk Heymann

General Item Text Related Documents History

Item No.	Part No.	Supplier Part No.	Expected Annual Usage	Base Price	Order Unit	Production Country	
1			10.000 each	0.00 EUR	1		>
create rfx item							
2			10.000 each	0.00 EUR	1		>
create rfx item							

Text

Internal Note

 This note is for your internal use and does not serve for any correspondence with buyer.

 Enter Internal Note 

Related Documents

Document Type	Document No.
RFQ	3000030094

Click on this download button, save the Excel file on your computer and do all required changes. When you are done click on 'Next'.

BackNext

How to quote via excel up- and download (Step 6 of 8)

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Quote Response

3000009719

Submit

Edit





RFQ Document No.	Status	Supplier	Responsible Buyer	Responsible Person
3000030094	Draft	Mercedes-Benz AG	Andrea Hunger	Dirk Heymann

General

Item

Text

Related Documents

History

Item No.	Part No.	Supplier Part No.	Expected Annual Usage	Base Price	Order Unit	Production Country
1			10.000 each	0.00 EUR	1	
create rfx item						
2			10.000 each	0.00 EUR	1	
create rfx item						

Text

Internal Note

 This note is for your internal use and does not serve for any correspondence with buyer.



Enter Internal Note



Related Documents

Document Type	Document No.
RFQ	3000030094

To update your quote response, please click on the upload-button. The system then validates the data you have added to the Excel file and updates your response. Please check, if all data is updated accordingly!

Back

How to quote via excel up- and download (Step 7 of 8)

<

Quote Response

3000009719

Submit

Edit

↓

↑

RFQ Document No.	Status	Supplier	Responsible Buyer	Responsible Person
3000030094	Draft	Mercedes-Benz AG	Andrea Hunger	Dirk Heymann

GeneralItemTextRelated DocumentsHistory

Item No.	Part No.	Supplier Part No.	Expected Annual Usage	Base Price	Order Unit	Production Country
1			10.000 each	0.00 EUR	1	
create rfx item						
2			10.000 each	0.00 EUR	1	
create rfx item						

Text

Internal Note

 This note is for your internal use and does not serve for any correspondence with buyer.



Enter Internal Note



Related Documents

Document Type	Document No.
RFQ	3000030094

If all data is updated accordingly, click here to submit your quote.

If you don't want to submit your quote yet, simply click on 'Next' to finish this flow.

BackNext

How to quote via excel up- and download (Step 8 of 8)

Self Help

<

Quote Response

3000009719

Submit Edit  

RFQ Document No.	Status	Supplier	Responsible Buyer	Responsible Person
3000030094	Draft	Mercedes-Benz AG	Andrea Hunger	Dirk Heymann

General Item Text Related Documents History

Item No.	Part No.	Supplier Part No.	Expected Annual Usage	Base Price	Order Unit	Production Country	Total Price	AVOB
1			10.000 each	0.00 EUR	1			>
create rfx item								
2								>
create rfx item								

That's it!

Text

Internal Note

 This note is for your internal use and does not serve for any correspondence with buyer.

 Enter Internal Note 

Related Documents

Document Type	Document No.
RFQ	3000030094

Self Help