
Request for Quote Quick Start Guide





Introduction

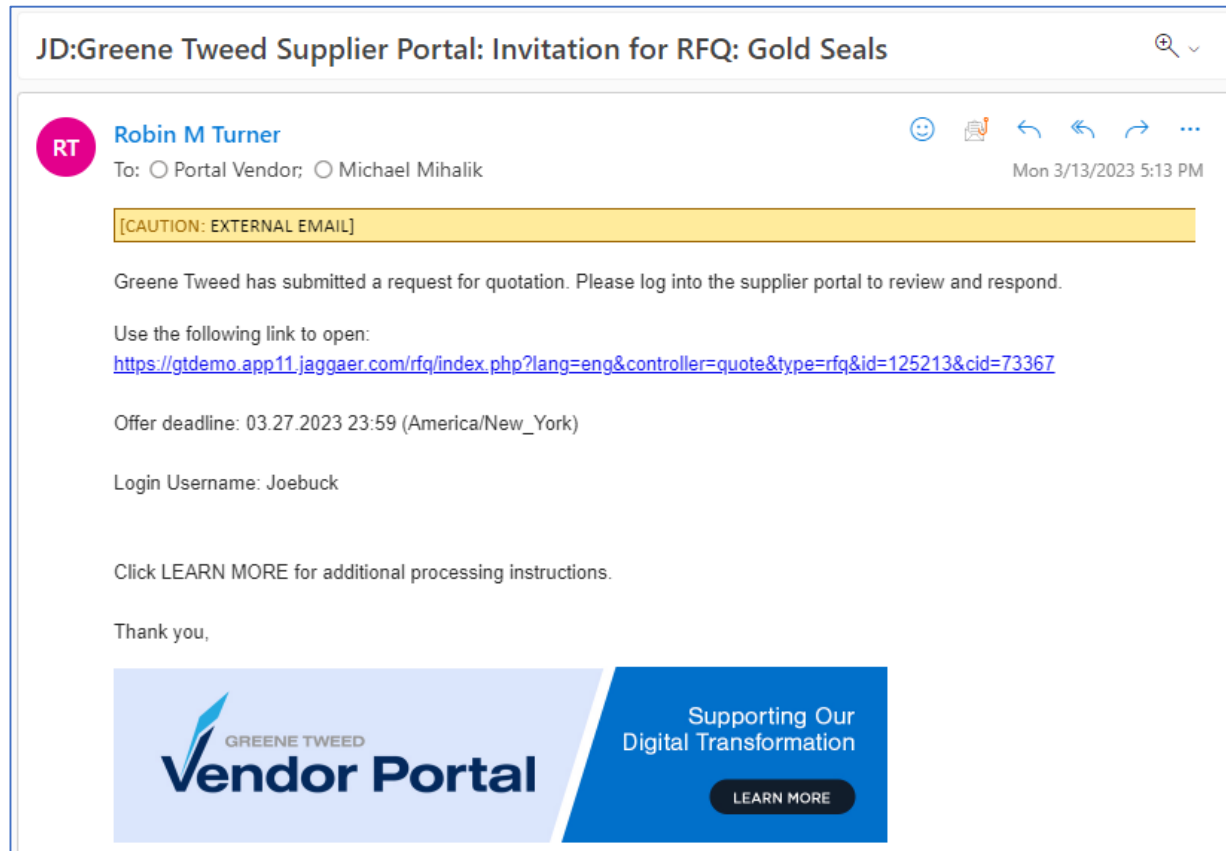
This processing guide provides step-by-step instructions for responding to a RFQ (request for quote) using the Greene Tweed Vendor Portal.

Greene Tweed's vendor portal is powered by Jaggaer a leading Procure to Pay solution.

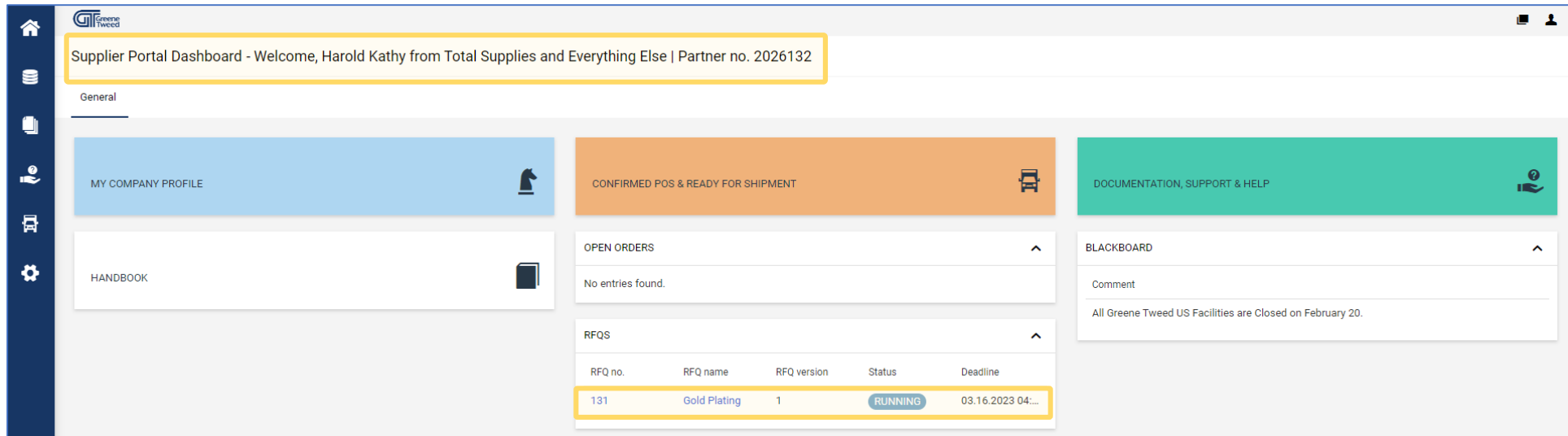


1 Respond to Quote

- 1 • Your initial notification of a RFQ will be sent via email.
• Log into the portal to review and respond.



- 2 • On the Supplier Dashboard, review the RFQs section.
- Open the quote with a status of Running.



Supplier Portal Dashboard - Welcome, Harold Kathy from Total Supplies and Everything Else | Partner no. 2026132

General

MY COMPANY PROFILE

CONFIRMED POS & READY FOR SHIPMENT

DOCUMENTATION, SUPPORT & HELP

HANDBOOK

OPEN ORDERS

No entries found.

RFQS

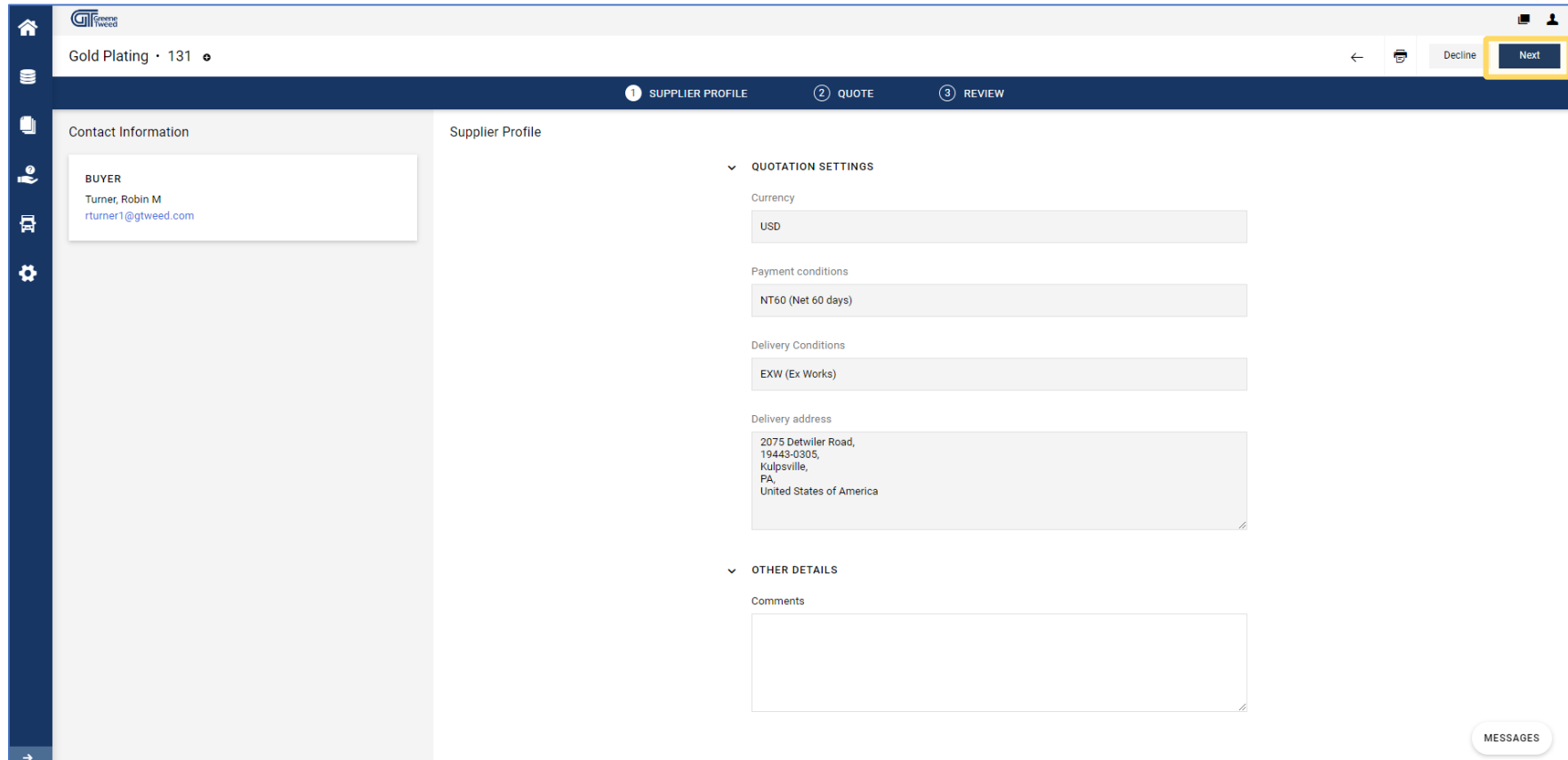
RFQ no.	RFQ name	RFQ version	Status	Deadline
131	Gold Plating	1	RUNNING	03.16.2023 04:...

BLACKBOARD

Comment

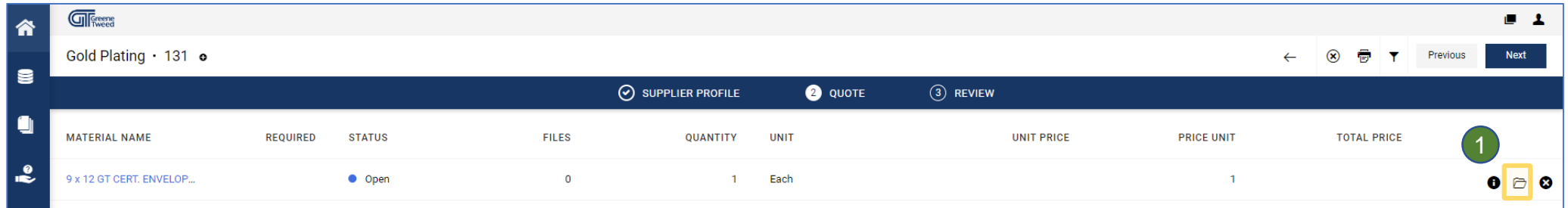
All Greene Tweed US Facilities are Closed on February 20.

- 3 • The page will update.
- Review the **Quote Settings** and click **Next**.





- 4
- The screen will update, again.
 - Click **Open** to view the quote item. If the quote has multiple items, you need to view each item independently.

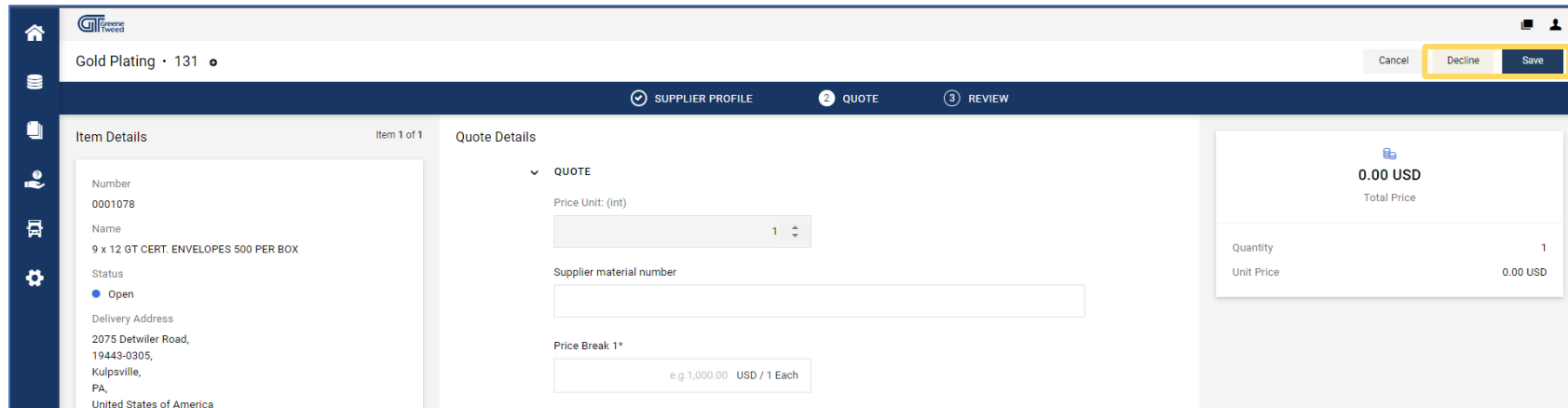


MATERIAL NAME	REQUIRED	STATUS	FILES	QUANTITY	UNIT	UNIT PRICE	PRICE UNIT	TOTAL PRICE
9 x 12 GT CERT. ENVELOP...		Open	0	1	Each		1	



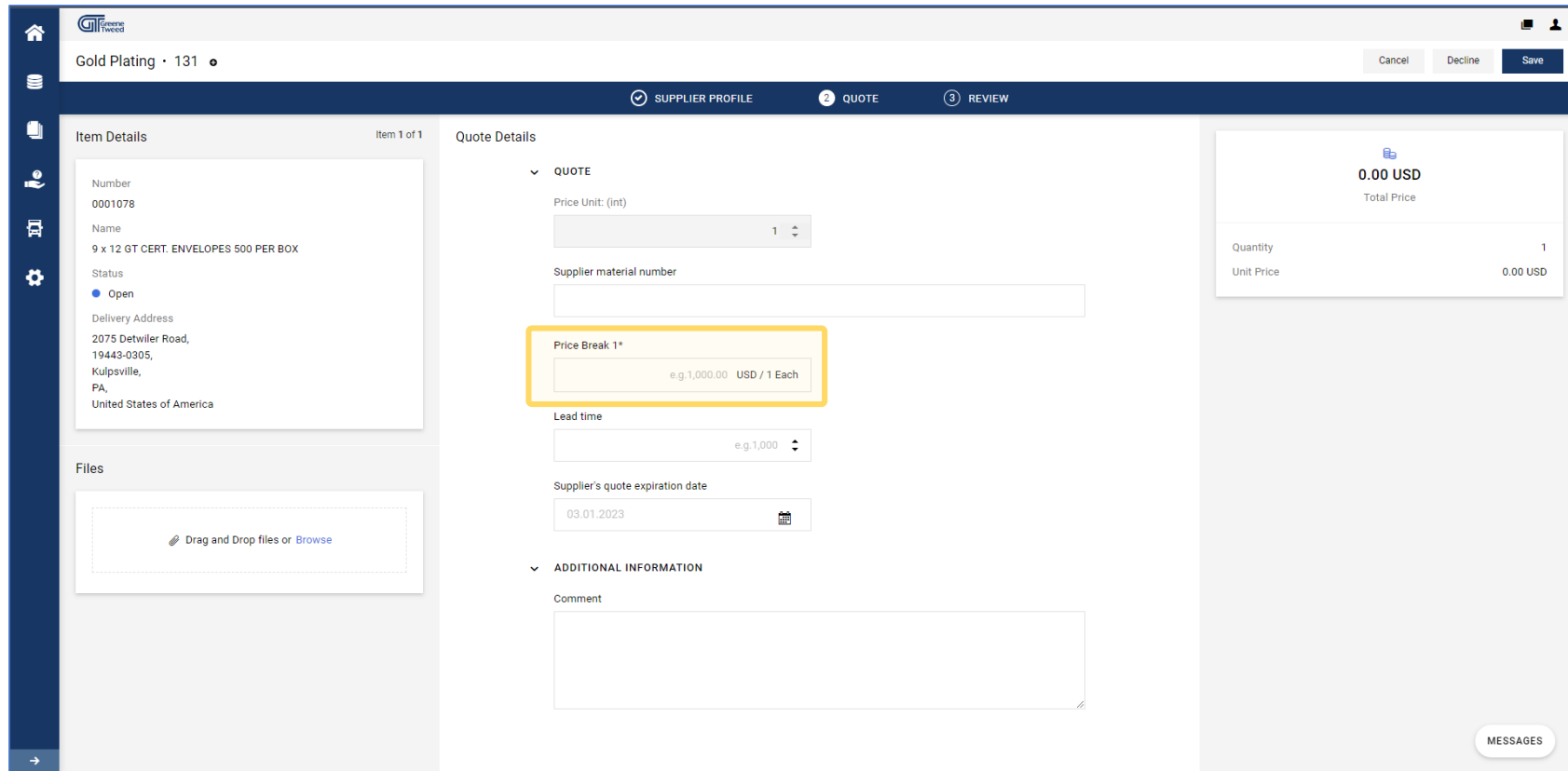
The screen will update and the **Quote Details** screen will appear. There are two options: **Save** and **Decline**.

- Use **Save** to return a quote to Greene Tweed.
- Use **Decline** when unable to provide the requested quote.



The screenshot shows the 'Quote Details' screen for 'Gold Plating · 131'. The interface includes a top navigation bar with 'SUPPLIER PROFILE', 'QUOTE', and 'REVIEW' tabs. The main content area is divided into 'Item Details' and 'Quote Details' sections. The 'Item Details' section shows the item number '0001078', name '9 x 12 GT CERT. ENVELOPES 500 PER BOX', status 'Open', and delivery address '2075 Detwiler Road, 19443-0305, Kulpville, PA, United States of America'. The 'Quote Details' section includes a 'QUOTE' dropdown, a 'Price Unit: (int)' field with a value of '1', a 'Supplier material number' field, and a 'Price Break 1*' field with a value of 'e.g.1,000.00 USD / 1 Each'. On the right side, there is a summary box showing a total price of '0.00 USD' and a table with 'Quantity' 1 and 'Unit Price' 0.00 USD. At the top right, there are 'Cancel', 'Decline', and 'Save' buttons.

- 5 | Use the provided fields to respond with a quote. Required fields are identified with an *. Answer all required questions.



The screenshot shows a web application interface for creating a quote. The top navigation bar includes the GT Greene Tweed logo, the breadcrumb 'Gold Plating · 131', and buttons for 'Cancel', 'Decline', and 'Save'. Below the navigation bar, there are three tabs: 'SUPPLIER PROFILE', 'QUOTE', and 'REVIEW', with 'QUOTE' being the active tab.

The main content area is divided into three columns:

- Item Details (Item 1 of 1):**
 - Number: 0001078
 - Name: 9 x 12 GT CERT. ENVELOPES 500 PER BOX
 - Status: Open
 - Delivery Address: 2075 Detwiler Road, 19443-0305, Kulpville, PA, United States of America
 - Files: Drag and Drop files or Browse
- Quote Details:**
 - QUOTE**
 - Price Unit: (int): 1
 - Supplier material number: [Empty field]
 - Price Break 1***: e.g. 1,000.00 USD / 1 Each (highlighted in yellow)
 - Lead time: e.g. 1,000
 - Supplier's quote expiration date: 03.01.2023
 - ADDITIONAL INFORMATION**
 - Comment: [Empty text area]
- Summary Panel (Right):**
 - Total Price: 0.00 USD
 - Quantity: 1
 - Unit Price: 0.00 USD
 - MESSAGES button at the bottom right.



Continuing on the **Quote Details** screen use the functionality described below as needed.

- 1 Files – Use to attach and share a file with the requestor. The File will be attached to the returned quote.
- 2 Additional Information – Use to send a message to the requestor. The message will be available in the returned quote.
- 3 Messages – Use to send a message that is separate from the returned quote. The message will be available to the requestor. This function is most appropriately used to ask a question before returning the quote.

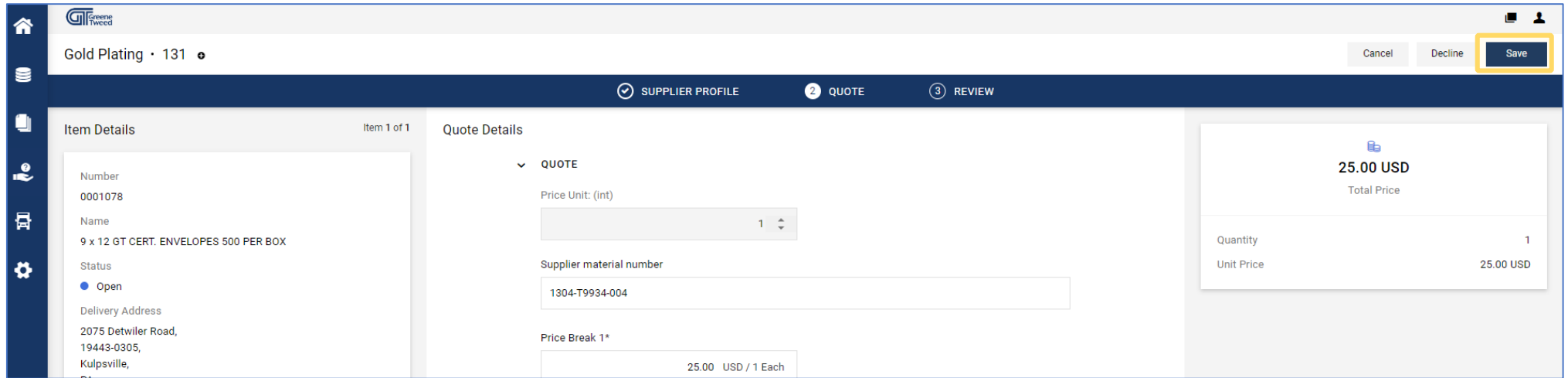
The screenshot shows the 'Quote Details' screen with three annotated areas:

- Annotation 1:** Points to the 'Files' section in the 'Item Details' panel, which includes a 'Drag and Drop files or Browse' area and a list of attached files (e.g., '1304 Sales - Quote S-QU01322.pdf').
- Annotation 2:** Points to the 'Additional Information' section, which contains a 'Comment' field with the text: 'These packing envelopes are made in a plant that is located in Houston, TX.'
- Annotation 3:** Points to the 'MESSAGES' button located in the bottom right corner of the screen.

Other visible details on the screen include:

- Navigation tabs: SUPPLIER PROFILE, QUOTE, REVIEW.
- Item Details: Number 0001078, Name '9 x 12 GT CERT. ENVELOPES 500 PER BOX', Status 'Open', and Delivery Address in Kulpsville, PA.
- Quote Details: Price Unit (int) set to 1, Supplier material number '1304-T9934-004', Price Break 1* '25.00 USD / 1 Each', Lead time '15', and Supplier's quote expiration date '03.03.2023'.
- Summary: Total Price '25.00 USD', Quantity '1', and Unit Price '25.00 USD'.

6 | When finished, click **Save**.



Gold Plating · 131

Cancel Decline **Save**

SUPPLIER PROFILE 2 QUOTE 3 REVIEW

Item Details Item 1 of 1

Number
0001078

Name
9 x 12 GT CERT. ENVELOPES 500 PER BOX

Status
 Open

Delivery Address
2075 Detwiler Road,
19443-0305,
Kulpville,

Quote Details

QUOTE

Price Unit: (int)
1

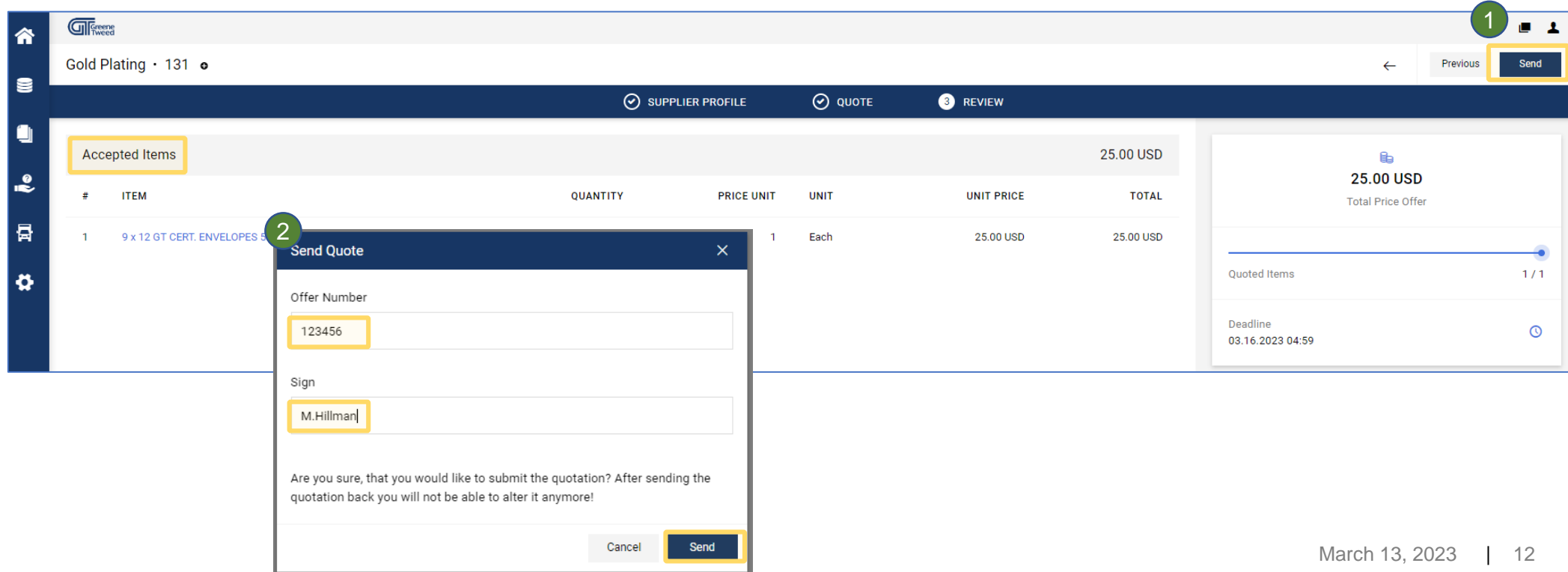
Supplier material number
1304-T9934-004

Price Break 1*
25.00 USD / 1 Each

25.00 USD
Total Price

Quantity	1
Unit Price	25.00 USD

- 7 • The Accepted Items screen will appear.
- If you are ready to submit the quote, click **Send**.
- The **Send Quote** dialog box will appear. Populate the **Offer Number** and **Signature** (initials are okay) fields, and click **Send**.



The screenshot shows the 'Accepted Items' screen in the Greene Tweed system. The main table displays one item: 9 x 12 GT CERT. ENVELOPES, with a quantity of 1, unit price of 25.00 USD, and a total of 25.00 USD. A 'Send Quote' dialog box is open, prompting the user to enter an 'Offer Number' (123456) and a 'Sign' (M.Hillman). The dialog box also includes a warning message: '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!' and buttons for 'Cancel' and 'Send'.

#	ITEM	QUANTITY	PRICE UNIT	UNIT	UNIT PRICE	TOTAL
1	9 x 12 GT CERT. ENVELOPES	1	Each	25.00 USD	25.00 USD	

Accepted Items 25.00 USD

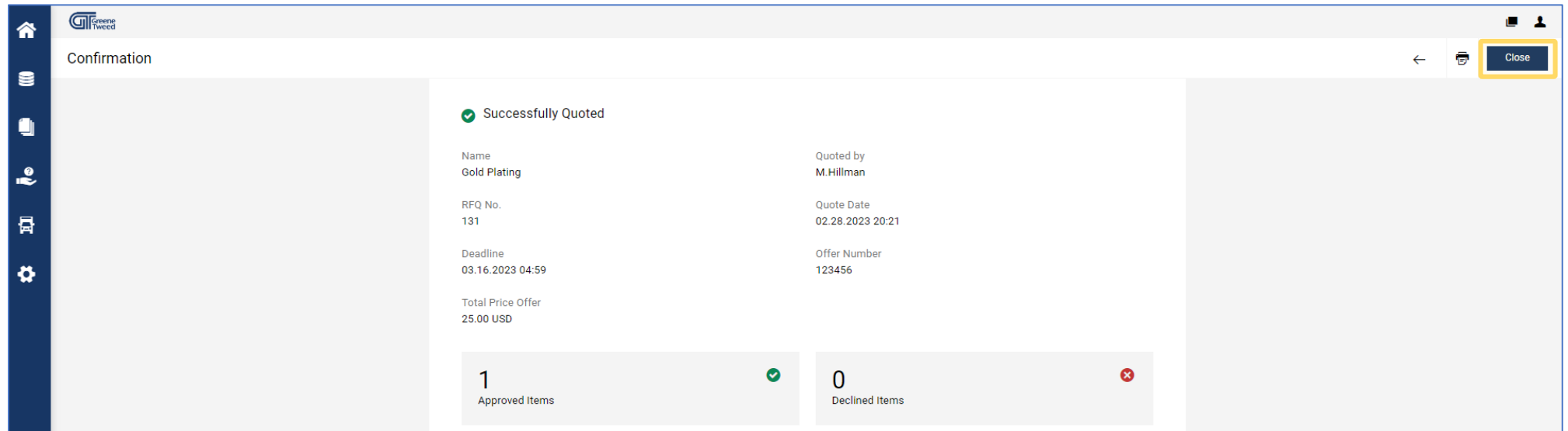
25.00 USD
Total Price Offer

Quoted Items 1 / 1

Deadline 03.16.2023 04:59

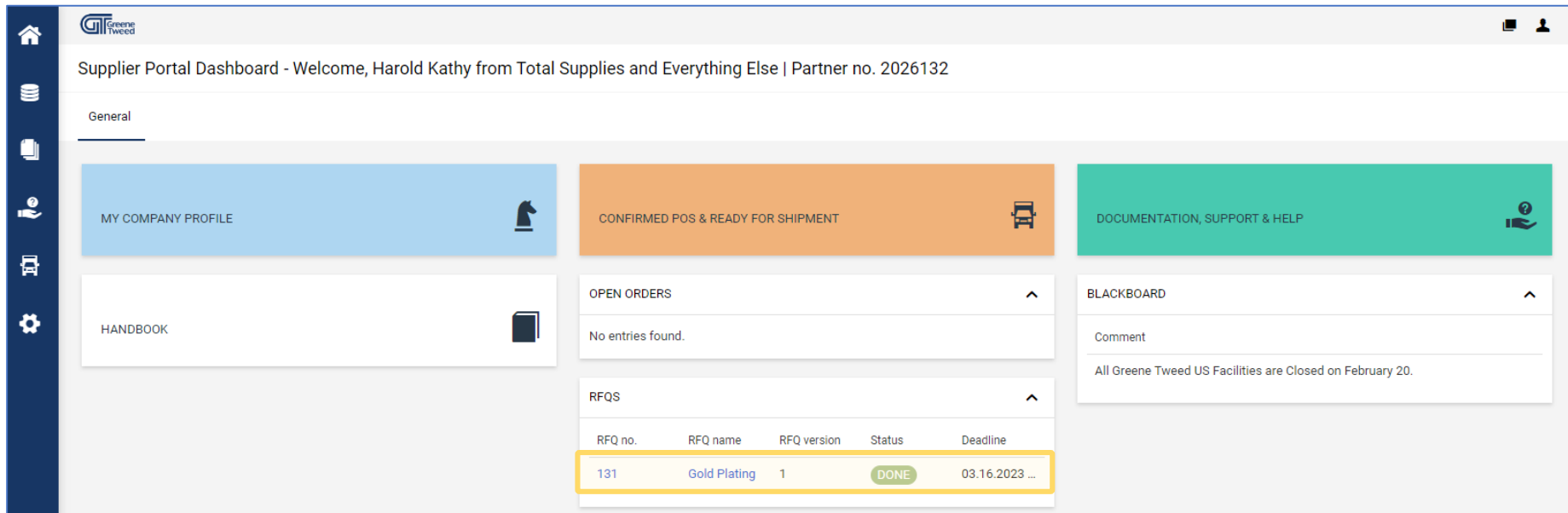
8 | The **Confirmation** screen will appear.

Click **Close**.





When Greene Tweed completes the quote review, you will receive an email to let you know if the quote was accepted or declined and the status will change to **Done**.



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131	Gold Plating	1	DONE	03.16.2023 ...

BLACKBOARD

Comment

All Greene Tweed US Facilities are Closed on February 20.



Thank You