

PurONE Supplier Handbook 2024



Guide for Voith Suppliers

What is it? - This document serves as a handbook for registered suppliers for further functionalities on the supplier portal, such as maintaining master data, providing certificates and confirm orders.

How is the guide structured? - Each title represents a use case and is linked to the relevant case. By clicking on the title, you jump directly to the relevant page.

What is a use case? - A use case illustrates the possible functionalities and gives you a step-by-step guidance.

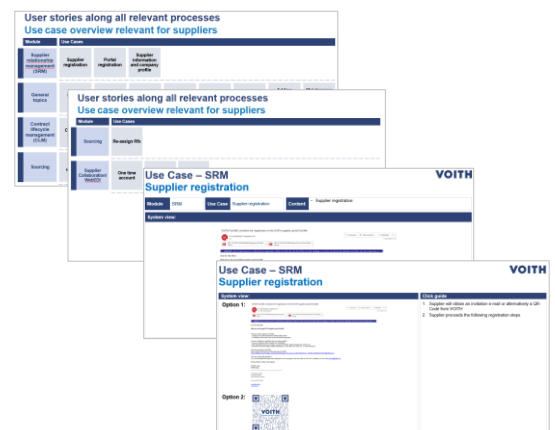
How are use cases structured? - Use cases include one slide with main information as overview, followed by a detailed click guide.

Content of overview

- **Headline:** Brief introduction to the use case
- **System view:** Descriptive screenshots
- **Content:** What to expect from the described click guide
- **Note:** Relevant information to the use case

Detailed clicks guide (step-by-step guidance through the process/ system)

- **System view:** Shows a screenshot for the related step.
- **Click guide:** Detailed guidance through the process.



1 Content

Module	Use Cases				
General Topics	Supplier Access	Dashboard – My PurONE	Supplier Master Data Change	Adding supplier contact person	Maintenance supplier contact person
Contract lifecycle management (CLM)	Certificate Request	Certificate Update	Further Certificates		
Sourcing	Rfx Overview	Quote & Send Back	Quote with Excel	Quote with One Excel File for all Items	Messaging
Supplier Collaboration/ WebEDI	Open and Check the Order	Processing Purchase Orders	Confirming Purchase Orders	Access to all Purchase Orders	
Supplier Evaluation & Self-assessment	Answering Questionnaires	Available Questionnaires	Available Supplier Evaluation		



How to Navigate? - Use cases include main information as overview, followed by a detailed click guide.

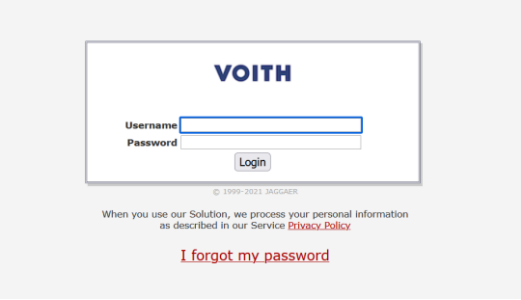
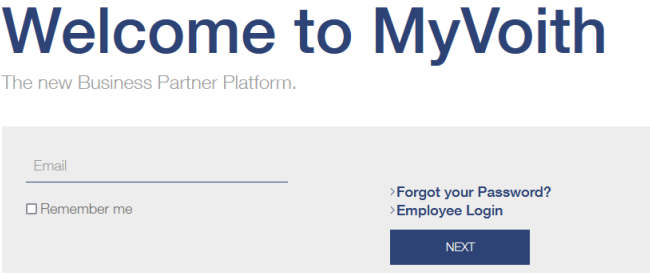
Click on any of the use cases above to jump directly to it.



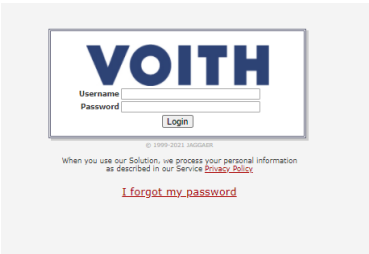
2 General Topics

General topics provides you information about the navigation through the system and explains you in more detail the functions of the boxes in the dashboard.

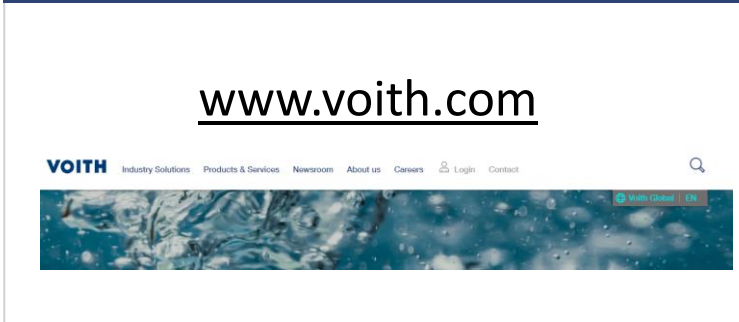
2.1 Supplier Access

System View	
<p>Option A</p> 	<p>Option B</p> 
Note	
<p>After registration in PurONE there are two options to login:</p> <p>Option A: Direct link to Jaggaer</p> <p>Option B: Login via MyVoith with access to all VOITH application assigned to the user account.</p>	

System View	Click Guide
<p><u>https://jaggaer.voith.com/portals/voith/</u></p>	<p>Option A:</p> <ol style="list-style-type: none"> 1. Use the direct link to Jaggaer

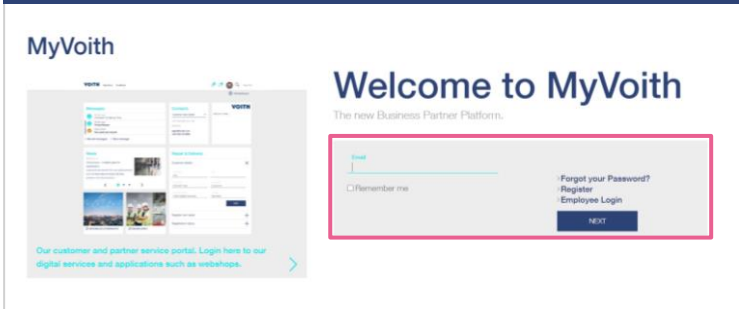
System View	Click Guide
	<ol style="list-style-type: none"> 2. Type in your supplier portal user credentials

System View **Click Guide**



Option B:
 1. Go to the VOITH website
 2. Use the Login icon

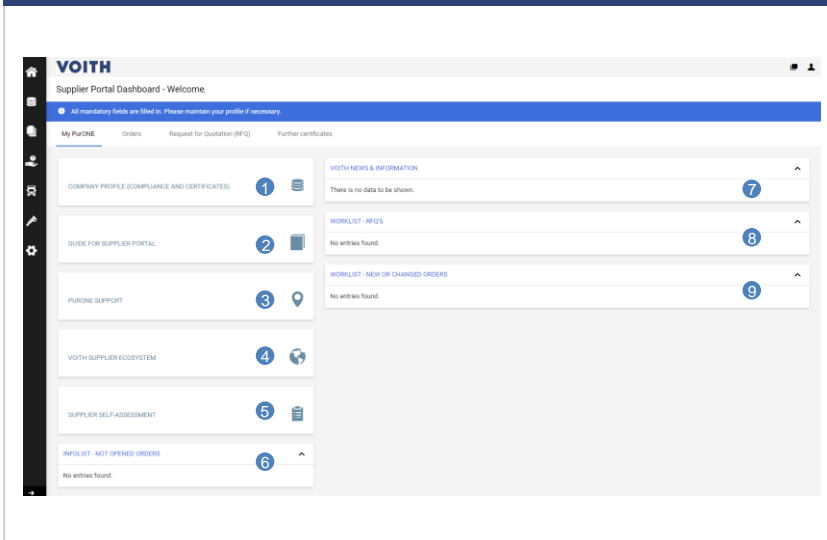
Svstem View **Click Guide**



3. Click on the MyVoith
 4.1. Type in your MyVoith Login credentials
 4.2. If you don't have access to MyVoith yet, please follow the MyVoith registration steps.

2.2 Dashboard – My PurONE

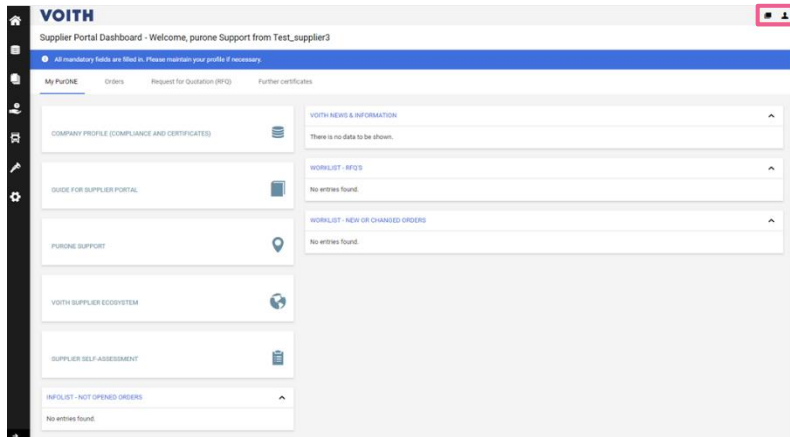
System View **Click Guide**



Box 1 contains detailed information on the Company Profile
 Box 2 will direct you to the Supplier User Guide, which is this document, for future references.
 Box 3 will allow you to send an e-mail if you need help
 Box 4 will redirect you to the VOITH website with information regarding Supplier Ecosystem
 Box 5 will redirect you to the Supplier Self-Assessment page where suppliers can access the assessments to be done.
 Box 6 contains orders which have not been opened/viewed yet. Also includes orders which have been cancelled for your information. To be viewed.
 Box 7 contains information provided by VOITH.
 Box 8 contains detailed information about the RFQ's.
 Box 9 new or changed orders which have not been confirmed yet to be processed

System View

Click Guide



 User Icon

Person Icon / User Settings: Account settings e.g., Language (EN, PT, CN and DE are maintained), decimal separator, password changes)

 New Window

Click on the New window-icon located in the upper right to open a new window of the supplier portal PurONE.

General Topics – Maintenance Supplier Data

Maintenance Supplier Data contains information about how to change master data, add and edit contact person.

2.3 Supplier Master Data Change

System View

The screenshot displays the 'Supplier Master Data Change' workflow. It includes a sidebar with navigation options, a 'COMPANY DATA' section with a text input for 'Company name*' containing 'JAGGAER Austria 12', and a 'Quick Navigation' panel. The main area features a 'Supplier Information' table with columns for 'Field', 'Old Value', and 'New Value'. A 'Save' button is located at the top right of the main content area.

Field	Old Value	New Value
Company name 2		Test_Visualisierung_Test3
Company name 3		Stammdatenänderung_Test1
Company name 4		Test_5
Street	Teststr.	Testteststraße
Street 2		Test_01.10.2021
House Number	5	03
Country	DE	DM
GLM D-U-N-S No.		123456789

Note

Supplier must upload an official document confirming the changes, either an official, unchangeable letterhead or a document from the bank

System View

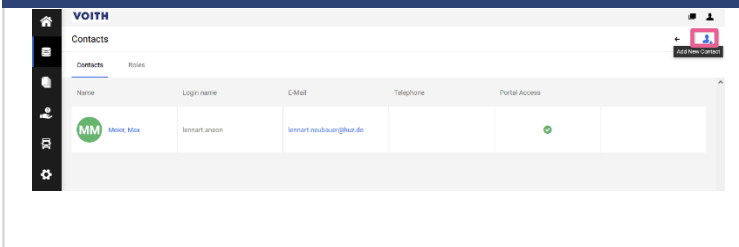
The screenshot shows the 'Supplier Master Data Change' interface. The 'Base Data' option in the sidebar is highlighted with a red box. The 'COMPANY DATA' section shows 'Company name*' as 'VOITH'. A 'Save' button is located at the top right of the main content area.

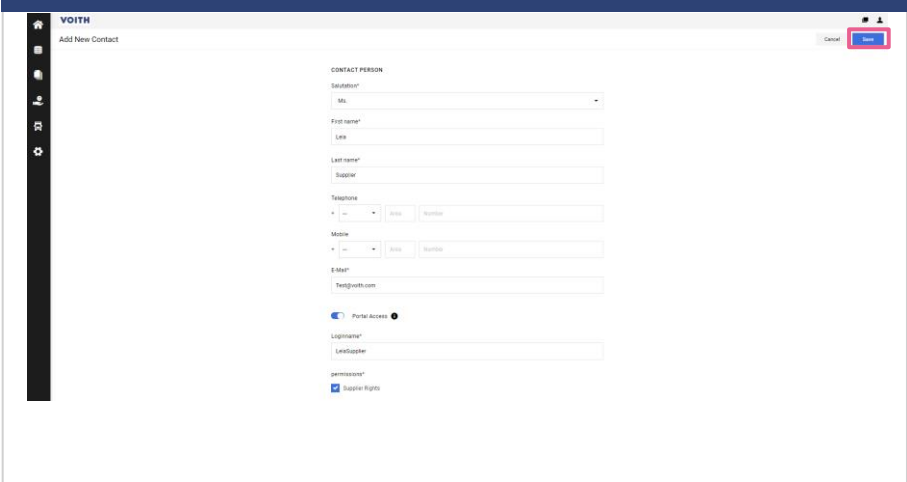
Click Guide

- 1.1 Click on the Primary-data-icon in the taskbar located on the left side of the homepage.
- 1.2 Click on 'Base Data' and edit your company master data.
- 1.3 Click on 'Save' to save your changes.

2.4 Adding Supplier Contact Persons

System View	Click Guide
	<ol style="list-style-type: none"> 1. Click on the 'Primary Data' (second icon) in the taskbar located on the left side of the homepage 2. Click on 'Contact People' to open the Contacts overview

System View	Click Guide
	<ol style="list-style-type: none"> 3. Click on the 'Add New Contact-icon' located in the top right.

System View	Click Guide
	<ol style="list-style-type: none"> 4. Type in the necessary data for the new contact. 5. Decide, if the contact person needs access to the VOITH supplier portal. If yes, please active the 'Portal Access'. Fill in a username for the contact person and tick the box for the portal permissions / supplier rights. 6. Click on 'Save' located in the upper right to save the contact person.

2.5 Maintenance Supplier Contact Persons

System View

System View

Click Guide

1. Click on the 'Primary Data' in the taskbar located on the left side of the homepage
2. Click on 'Contact People' to open the Contacts overview

System View

Click Guide

1. Edit supplier contact data
Place your cursor on the right of the specific row and click on the 'Edit-icon' (pencil-icon)
2. Edit the Contact data
3. Decide, if the contact person needs access to the VOITH supplier portal. If yes, please active the 'Portal Access'. Fill a username for the contact person and tick the box for the portal permissions / supplier rights.
4. Click on 'Save' located in the upper right to save your changes

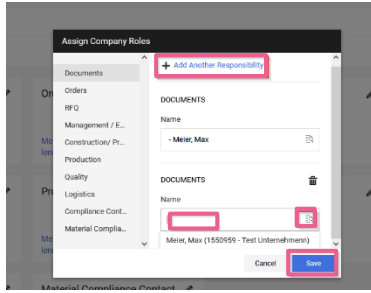
System View

Click Guide

II. Edit supplier contact roles

1. Click on 'Roles' located right of contacts in the top left corner
2. Click on the 'Edit-icon' located right of Orders

System View



Click Guide

3. Click on 'Add another responsibility' and type in the name or click on the 'search-icon' located on the right of the box to get an overview of all your contacts
4. After choosing a contact, click on 'Save.'

3 Contract Lifecycle Management (CLM)

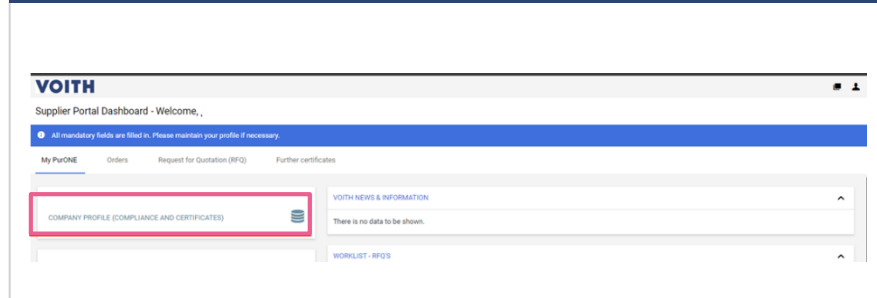
3.1 Certificate Request

System View	Click Guide
	<ol style="list-style-type: none"> 1. Click on the 'ticket link' from the e-mail

System View	Click Guide
	<ol style="list-style-type: none"> 2. Fill out the Requested Certificates box with the necessary information and upload the documents 3. Choose Send back to VOITH from the dropdown menu right of Action* 4. Click on 'Save' to send the certificates back to VOITH

3.2 Certificate Update

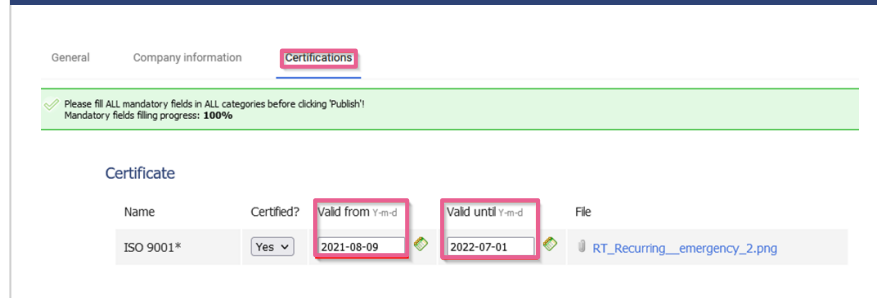
System View Click Guide



Usually, a certificate update takes place upon receive of an e-mail reminding suppliers to update their certificates due to expiration.

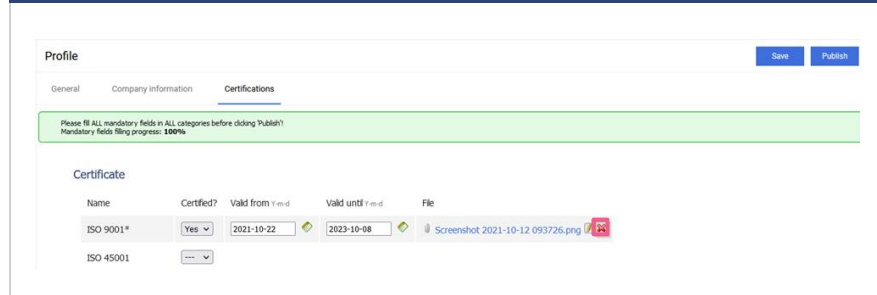
1. Login to your Supplier Portal
2. Click on the Box named 'Company Profile.'

System View Click Guide



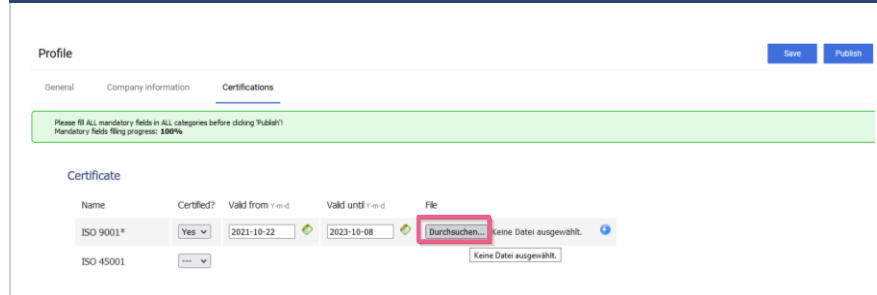
3. Click on Certifications and adjust the validity (valid from or/and valid until)

System View Click Guide



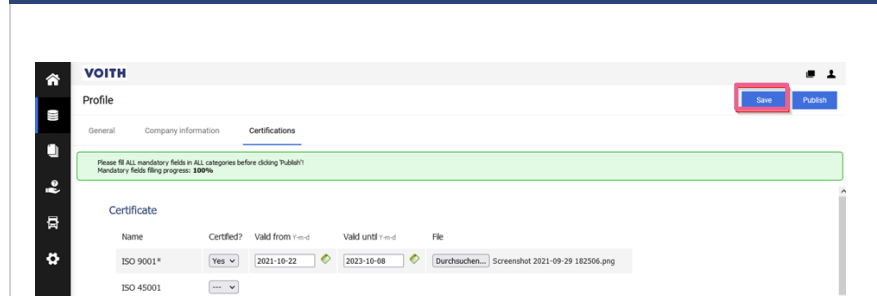
4. Delete the file next to the validity

System View Click Guide



5. Click on 'Search' located under File and upload a new, updated file of your certificate

System View Click Guide



6. Click on 'Publish' to share your given information with VOITH. The button is only available if all mandatory fields are filled out.

3.3 Further Certificates

System View	Click Guide
<p>Voith Supplier Portal PurONE <no-reply@app11.jaggaer.com> To: VOITH-Purchasing PurONE</p> <p>Dear User,</p> <p>please upload the required certificates in our VOITH supplier portal PurONE.</p> <p>Ticket name: Request Certificate- Test_supplier3 Open the ticket link to upload the certificates.</p> <p>Comment:</p> <p>Your certificates are then available to all VOITH-buyers worldwide. Thank you for your support!</p>	<ol style="list-style-type: none"> 1. Click on the 'ticket link' from the e-mail

System View	Click Guide												
<p>Request certificates - Request Certificate- Test_supplier3</p> <p>ID: #Material_Certificates - 000109 (Revision: 1) Created By: Shummar Neel @2024-02-07 09:17 Responsible Group: All Users Assigned To: Support purone () CRM Company: Test_supplier3</p> <p>Ticket Subject*: Request Certificate- Test_supplier3</p> <p>Status: Supplier Input</p> <p>Supplier Information: Supplier: Test_supplier3</p> <p>Requested Certificates*:</p> <table border="1"> <thead> <tr> <th>Certificate type</th> <th>Valid from</th> <th>Valid to</th> <th>File*</th> </tr> </thead> <tbody> <tr> <td>ISO 15609</td> <td></td> <td></td> <td>Choose File No file chosen</td> </tr> <tr> <td>ISO 3834</td> <td></td> <td></td> <td>Choose File No file chosen</td> </tr> </tbody> </table> <p>Information for supplier: Comment for supplier:</p> <p>Action*: [Please Select]</p> <p>Save Draft Auto-Saved @</p>	Certificate type	Valid from	Valid to	File*	ISO 15609			Choose File No file chosen	ISO 3834			Choose File No file chosen	<ol style="list-style-type: none"> 2. Fill out the Requested Certificates box with the necessary information and upload the documents 3. Choose Send back to VOITH from the dropdown menu right of Action* 4. Click on 'Save' to send the certificates back to VOITH
Certificate type	Valid from	Valid to	File*										
ISO 15609			Choose File No file chosen										
ISO 3834			Choose File No file chosen										

System View	Click Guide																				
<p>VOITH Supplier Portal Dashboard - Welcome, purone Support from Test_supplier3</p> <p>Further certificates</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Type</th> <th>Name</th> <th>Created</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Material_Certificates - 000109</td> <td>Request certificates</td> <td>Request Certificate- Test_supplier3</td> <td>2024-02-07 09:17</td> <td>Published</td> </tr> <tr> <td>Material_Certificates - 000108</td> <td>Request certificates</td> <td>Request Certificate- Test_supplier3</td> <td>2024-01-31 10:27</td> <td>Published</td> </tr> <tr> <td>Material_Certificates - 000102</td> <td>Request certificates</td> <td>Request Certificate- Test_supplier3</td> <td>2024-01-16 11:19</td> <td>Published</td> </tr> </tbody> </table>	ID	Type	Name	Created	Status	Material_Certificates - 000109	Request certificates	Request Certificate- Test_supplier3	2024-02-07 09:17	Published	Material_Certificates - 000108	Request certificates	Request Certificate- Test_supplier3	2024-01-31 10:27	Published	Material_Certificates - 000102	Request certificates	Request Certificate- Test_supplier3	2024-01-16 11:19	Published	<ol style="list-style-type: none"> 5. After all the requested certificates have been uploaded after the registration process, the supplier can access these certificates on the "Further Certificates" tab.
ID	Type	Name	Created	Status																	
Material_Certificates - 000109	Request certificates	Request Certificate- Test_supplier3	2024-02-07 09:17	Published																	
Material_Certificates - 000108	Request certificates	Request Certificate- Test_supplier3	2024-01-31 10:27	Published																	
Material_Certificates - 000102	Request certificates	Request Certificate- Test_supplier3	2024-01-16 11:19	Published																	

System View	Click Guide																				
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ID	Type	Name	Created	Status																	
Material_Certificates - 000109	Request certificates	Request Certificate- Test_supplier3	2024-02-07 09:17	Published																	
Material_Certificates - 000108	Request certificates	Request Certificate- Test_supplier3	2024-01-31 10:27	Published																	
Material_Certificates - 000102	Request certificates	Request Certificate- Test_supplier3	2024-01-16 11:19	Published																	

4 Sourcing

4.1 Process Overview



4.2 RFX Overview

System View	Click Guide
	<p>RFQ box</p> <ol style="list-style-type: none"> After log in the supplier portal dashboard is visible with various boxes. One box is called "RFQS". The latest RFQs are shown in the box and those can be accessed by clicking on the RFQ name (blue marked) <p>NOTE The designation RFX includes RFI und RFQ- The common word for request in Jaggaer is RFQ <u>RFQ</u> = Request for Quotation <u>RFI</u> = Request for Information</p>

System View	Click Guide
	<p>RFQ Overview</p> <ol style="list-style-type: none"> Navigate to the RFQ overview by clicking on the "Requests" icon in the navigation bar and on "RFQ Pure."

System View **Click Guide**

RFQ NO.	VERSION	NAME	QUOTE STATUS	RESPONSIBLE PERSON	DEADLINE	ITEMS	MESSAGES
781	1	test anohn Vx	Quoted	Winkler-Dornet	2023-12-27 23:59	1	0
778	1	anohn test V1	New	Winkler-Dornet	2023-12-17 23:59	1	0
688	1	test par oho anohn	Quoted	Winkler-Dornet	2023-12-16 19:42	1	0
686	1	anohn test multi pos	Quoted	Winkler-Dornet	2023-12-09 23:59	2	0
678	1	anohn test offlow test	Quoted	Winkler-Dornet	2023-12-06 23:59	1	0
599	1	Test anohn V3	Quoted	Winkler-Dornet	2023-12-07 23:59	2	0
558	1	Test anohn V2	Declined	Winkler-Dornet	2023-12-07 23:59	2	0
597	1	Test anohn V1	Canceled	Winkler-Dornet	2023-11-23 14:39	1	0
540	2	RFQ 44002 (16.11.2021) 4.1.20.1.0	Expired	Winkler-Dornet	2021-11-26 23:59	2	0
500	1	RFQ 44002 (16.11.2021) 4.1.20.1.0	Expired	Winkler-Dornet	2021-11-26 23:59	2	0

2. The RFQ overview displays various columns with details to RFQs such as name, state, deadline.

RFQ NO. = Internal RFQ number
 VERSION = Version of RFQ
 NAME = Name of RFQ
 QUOTE STATUS = Status of RFQ
 RESPONSIBLE PERSON = Creator/ Buyer of RFQ at Voith
 DEADLINE = Date until quotes can be sent to Voith
 ITEMS = Number of items in the RFQ
 MESSAGES = Number of messages sent related to the RFQ

ICONS to the right
 PENCIL = Edit RFQ
 FOLDER = Open RFQ
 SILHOUETTE = Assign RFQ

System View **Click Guide**

- New
- In Progress
- Quoted
- Declined
- Canceled
- Expired

Quote status
 New – New RFQ, not seen
 In Progress – RFQ seen but not quoted yet
 Quoted – Quote sent back to Voith
 Declined – RFQ declined by supplier
 Canceled – RFQ canceled by Voith
 Expired – RFQ expired, no quote sent back

System View **Click Guide**

RFQ NO.	VERSION	NAME	QUOTE STATUS	RESPONSIBLE PERSON	DEADLINE	ITEMS	MESSAGES
781	1	test anohn Vx	Quoted	Winkler-Dornet	2023-12-27 23:59	1	0

RFQ access
 RFQs can be accessed by clicking either:

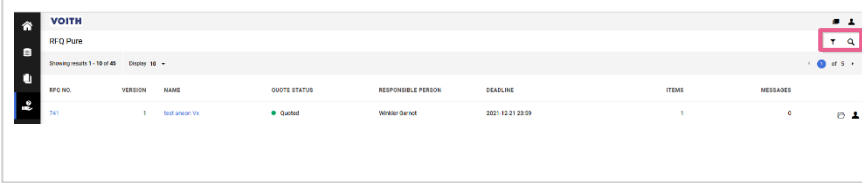
- on the RFQ number (RFQ NO.)
- on the name (NAME) (both blue marked) or
- on the "folder" icon to the right of an RFQ

System View **Click Guide**

RFQ NO.	VERSION	NAME	QUOTE STATUS	RESPONSIBLE PERSON	DEADLINE	ITEMS	MESSAGES
781	1	test anohn Vx	Quoted	Winkler-Dornet	2023-12-27 23:59	1	0

RFQ display
 In the RFQ overview 10 RFQs are shown by default on the first page
 By clicking on the dropdown field, it can be changed up to 100 The settings are saved for the current view
 To display further RFQs the navigation on the top right can be used.

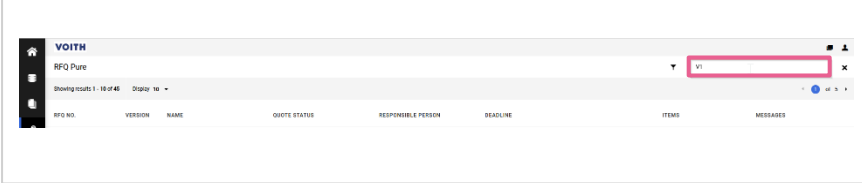
System View



Click Guide

RFQ search
 1. In the upper right corner there is a filter icon and a magnifying glass. By clicking on the magnifying glass, it is possible to search for RFQs.

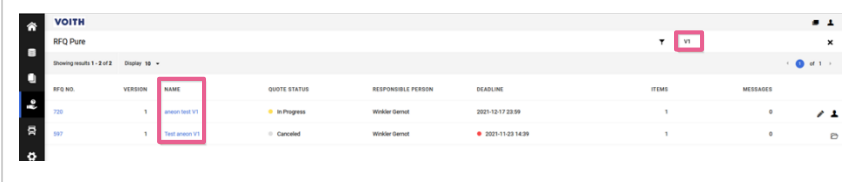
System View



Click Guide

2. A search field opens. Type in your search and press „Enter“.

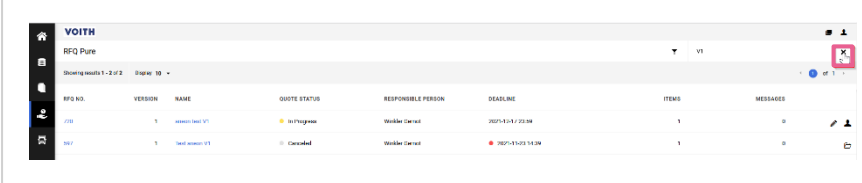
System View



Click Guide

3. Only matching RFQs are displayed.

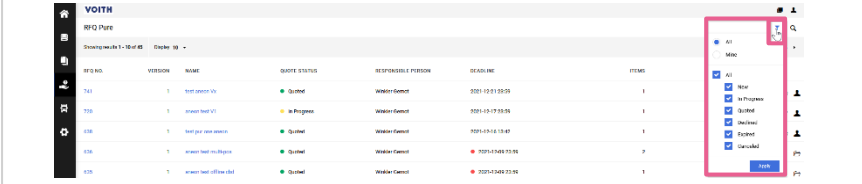
System View



Click Guide

4. Remove the filter by clicking on the „X“

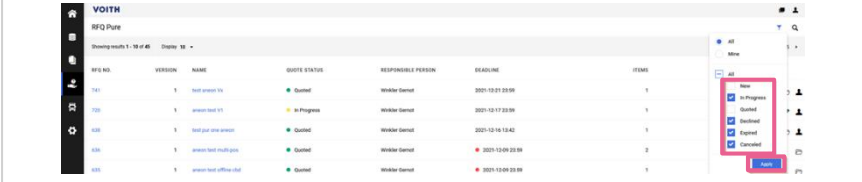
System View



Click Guide

RFQ filter
 1. By clicking on the “Filter” icon the overview can be filtered after the responsibility (All vs. Mine) and by the state of the RFQ (All vs single entries).

System View



Click Guide

2. De-select not relevant quote states and click on "Apply."

System View

RFQ NO.	VERSION	NAME	QUOTE STATUS	RESPONSIBLE PERSON	DEADLINE	ITEMS	MESSAGES
728	1	Test voith V1	In Progress	Wolker Germel	2021-12-17 23:59	1	0
858	1	Test voith V2	Declined	Wolker Germel	2021-12-17 23:59	2	0
937	1	Test voith V1	Cancelled	Wolker Germel	2021-11-23 14:29	1	0
940	2	RFQ #159 (24.11.2021 13:28:37)	Expired	Wolker Germel	2021-11-30 23:59	2	0
946	1	RFQ #159 (24.11.2021 13:28:37)	Cancelled	Wolker Germel	2021-11-30 23:59	2	0
434	1	RFQ #159 (24.11.2021 14:42:08)	Expired	Wolker Germel	2021-11-30 23:59	1	0
435	2	RFQ #159 (24.11.2021 12:28:37)	Expired	Wolker Germel	2021-10-21 23:59	1	0
436	1	RFQ #159 (24.11.2021 12:28:37)	Cancelled	Wolker Germel	2021-10-21 23:59	1	0
376	2	RFQ #159 (23.09.2021 11:46:32)	Expired	Wolker Germel	2021-10-21 23:59	2	0
852	1	RFQ #159 (24.09.2021 13:17:00)	Expired	Wolker Germel	2021-09-30 23:59	1	0

Click Guide

3. The list of RFQs shown is limited to the filter applied.

4.3 Quote & Send Back

System View

VOITH PurONE: Invitation for RFQ 159 RFQ #159 (22.02.2022 10:49:25) - Test in Depth Barf

Dear Mr. **XXXXXXXXXX**

Welcome to the [VOITH supplier portal PurONE](#)

You have been invited to the following RFQ: 159 - Version: 1 - RFQ #159 (22.02.2022 10:49:25) - Test in Depth Barf

Deadline for your quotation: 08.03.2022 23:59:00 (Europe/Berlin)

How can I submit my quotation?
Please open the link below and follow the steps in PurONE:
https://supplier.voith.com/Supplier_ehp/req-ctrl/controller-quotelocale-1927011640-347780

How do I get access to PurONE?
To submit your quotation for the mentioned RFQ, you can use the following one-time login credentials:
Clientname: **XXXXXXXXXX**
Password: **2021hatmaand-12**
Please contact supplier@voith.com to register your company and get full access to the system and the related benefits.

What can I contact with questions?
You can find detailed information about registration on our [homepage](#) in the [Supplier Guide](#). In addition, you can contact supplier@voith.com

Best Regards
PurONE Team
Voith Group

Voith GmbH & Co. KGaA
St. Hovener Straße 43
82022 Landsheim, Germany

Click Guide

1. Click on the link provided in the e-mail.
2. Login with your credentials provided in the e-mail or received when the account got created.

System View

Supplier Portal Dashboard - Welcome, **XXXXXXXXXX**

My PurONE: [Orders](#) [Request for Quotation \(RFQ\)](#) [Certificates](#)

COMPANY PROFILE

QUEST FOR SUPPLIER PORTAL

RFQ #159 (22.02.2022 10:49:25)

RFQ No.	RFQ Name	RFQ Version	Status	Deadline
159	Test voith V1	1	Participation	2021-12-17 23:59

RFQ #159 (22.02.2022 10:49:25)

NO NEW RFQs AVAILABLE

Click Guide

ALTERNATIVELY

OPTION 1
Login to the portal and click on the latest RFQ received. A new tab opens starting with "Participation."

System View

RFQ NO.	VERSION	NAME	QUOTE STATUS	RESPONSIBLE PERSON	DEADLINE	ITEMS	MESSAGES
743	1	Test voith V1	Participation	Wolker Germel	2021-12-17 23:59	1	0

Click Guide

ALTERNATIVELY

OPTION 2
Login to the portal and click on "Requests" and "RFQ Pure" in the navigation bar. Click on the latest RFQ.

System View

Participation

ATTENTION!

RFQ #159

Quotation document is missing!

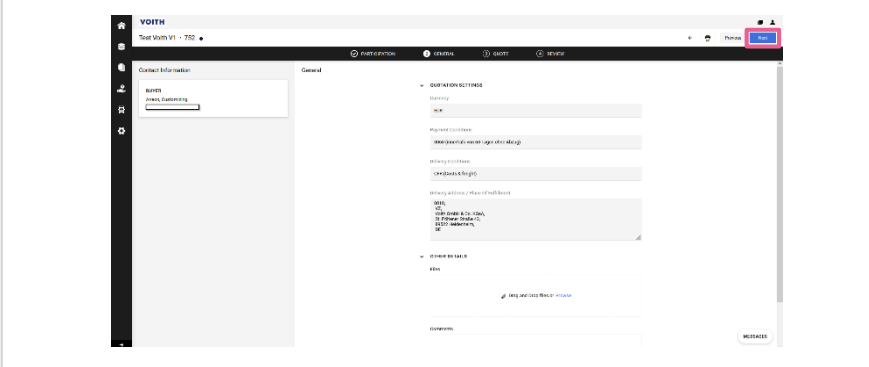
Agree to Documents

Click Guide

Participation

Read and/ or agree to the documents (optional) to proceed with the quotation and click on "Next" in the upper right corner.

System View **Click Guide**

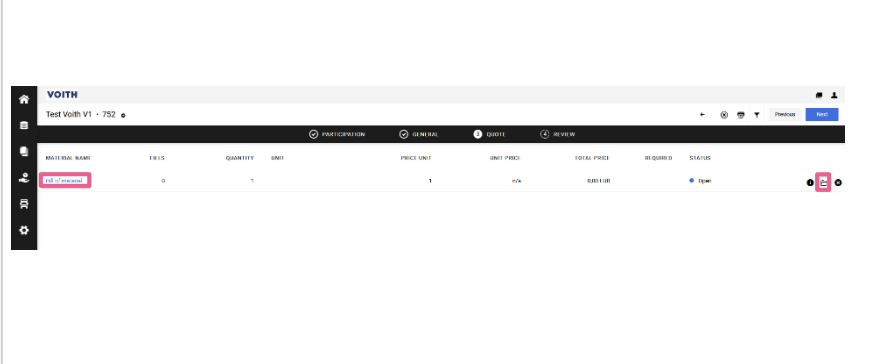


General

Read general terms and conditions and click on "Next"

Optionally: leave a comment or a file on the quote on head level here

System View **Click Guide**



Quote

The quote tab provides an overview of items/materials requested for quotation.

FILES = Item specific files attached

QUANTITY = Requested quantity

UNIT = item unit

PRICE UNIT = Quantity unit of the price requested

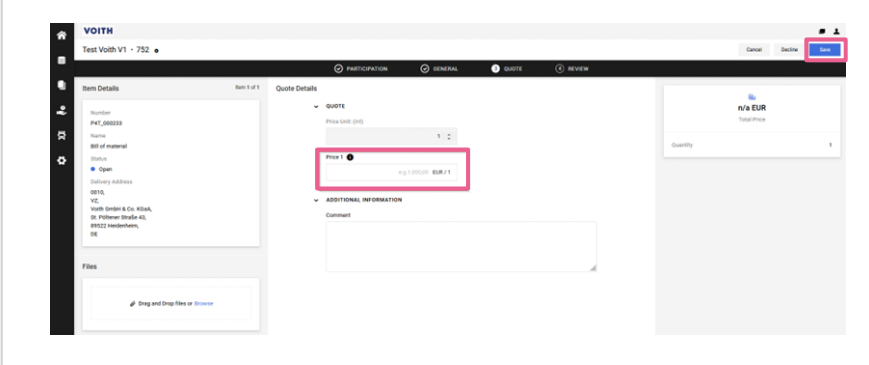
UNIT PRICE = Price offered

TOTAL PRICE = Price offered multiplied by quantity

STATUS = Status of quote each item

1. Click on the blue marked material name to jump into the details of the requested item/material or click on the "Folder" icon to the right to open item details

System View **Click Guide**



On the left side item details are displayed. Optionally item related documents can be downloaded in the section "Files."

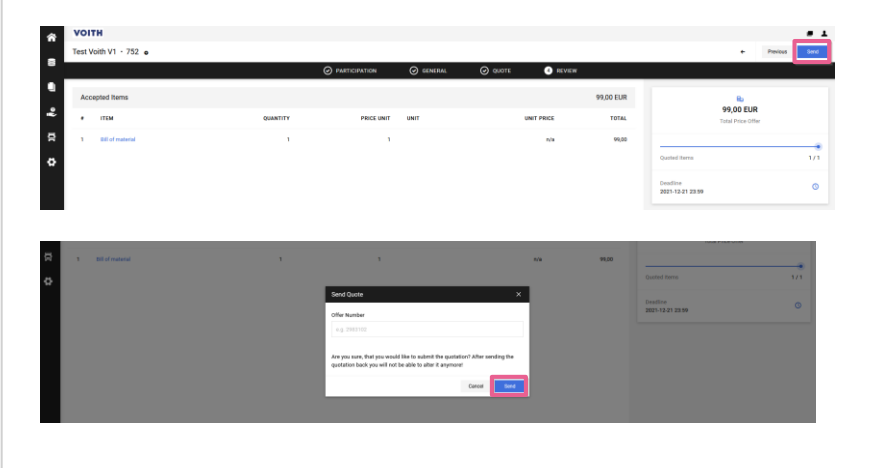
Under "Comment" it is possible to leave an item related comment

2. Prepare your quote. Type in the price for the price unit given.

You may need to download an excel file for the CBD (cost breakdown/ template) and upload the maintained file again (see use case "Quote with excel CBD")

3. When the quote is done, click on "Save" in the upper right corner

System View **Click Guide**



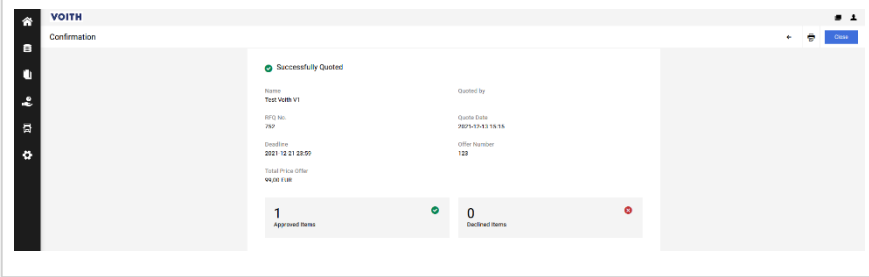
If the quotation contains more than 1 item, you will be led to the next item upon completing quotation for the first item. After quotation of all items, a review of all quotes is offered.

Review

1. The review tab provides an overview of quotes done. By clicking on "Send" in the upper right corner the quotation is done and sent to the customer

2. A window opens with an offer number to be maintained optionally. Confirm the quote by clicking on "Send"

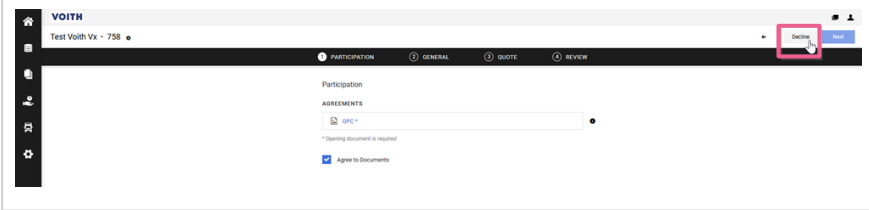
System View **Click Guide**



CONFIRMATION
Upon sending RFQ to Voith, a summary of the quotation is shown.

PROCESS ENDS
Close the RFQ/ window.
For supplier portal users: Click on "Back to Overview" to go back to the overview of all RFQs.
is done, click on "Save" in the upper right corner.

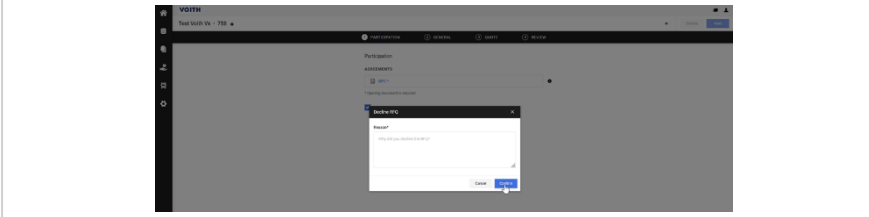
System View **Click Guide**



ALTERNATIVELY – Decline all items.

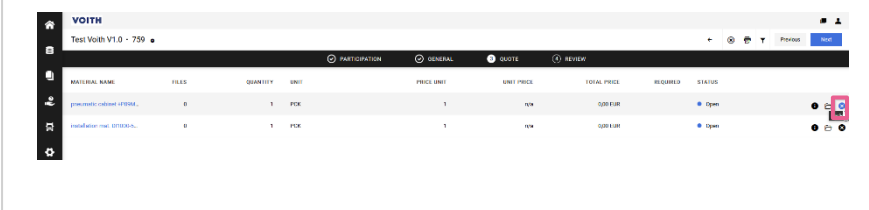
1. Open RFQ
2. Click on „Decline“ within the „Participation “ tab.

System View **Click Guide**



3. State a reason for the decline
4. Confirm the decline by clicking on the button Confirm

System View **Click Guide**

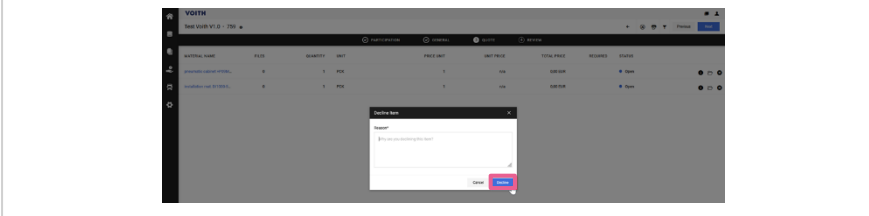


ALTERNATIVELY – Decline single items

Quote

1. Click on the button "Decline" next to the item/ material

System View **Click Guide**



2. Add a reason to the text field and click on "Decline" to confirm it.

4.4 Quote with Excel

System View

Click Guide

OPEN RFQ
Click on the link provided in the e-mail.

2. Login with your credentials provided in the e-mail or received when the account got created

ALTERNATIVELY
1. Click on the RFQ displayed in the RFQ Box

System View

Click Guide

Participation
Read and/ or agree to the documents (optional, depending on what buyer has defined) to proceed with the quotation and click on "Next" in the upper right corner.

System View

Click Guide

General
Read general terms and conditions and click on "Next".

System View

Click Guide

Quote
1. Click on the blue marked material name to jump into the details of the requested item/material or click on the "Folder" icon to the right to open item details

System View

Click Guide

2. In the middle of the page below "Export" an excel file (for quotation) can be downloaded. Click on "Export Excel File" for item related information and prices.

On the left side item details are displayed
Optionally item related documents can be downloaded in the section "Files."
Under "Comment" it is possible to leave an item related comment

System View



Click Guide

3. A new tab opens. Click on the file to open/save it

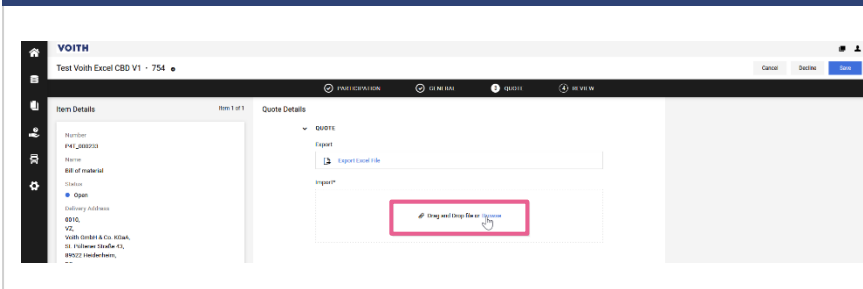
System View

	A	B	D	E	F	G	H	I	
4									
5	Daten zum Einsatz:								
6	Einsatzbeginn (Datum)	14.04.2020	in EG	Anmerkungen:					
7	Vergleichslohn	22,57 €	davon 90%	20,31 €					
8									
9	Grund der Veränderung	Startlohn	BZ-Erhöhung 1	BZ-Erhöhung 2	BZ-Erhöhung 3	BZ-Erhöhung 4	BZ-Erhöhung 5	BZ-Erhöhung 6	
10	ab dem(Datum)	14.04.2020	26.05.2020				14.01.2021	14.07.2021	
11	Eingangsstufe	0,00 €	0,00 €				0,00 €	0,00 €	
12	Stundenlohn	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
13	AT/FT-Zulage	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
14	Branchezuschlag	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
15	Stundenlohn - kumuliert	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	- €	
16									
17	Faktor Stundenlohn	0,000 x	0,000 x	0,000 x	0,000 x	0,000 x	0,000 x	0,000 x	
18	Faktor AT/FT-Zulage	0,000 x	0,000 x	0,000 x	0,000 x	0,000 x	0,000 x	0,000 x	
19	Faktor BZ	0,000 x	0,000 x	0,000 x	0,000 x	0,000 x	0,000 x	0,000 x	
20									
21	Verrechnungssatz	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
22									

Click Guide

4. Fill in information/prices/costs. Careful, do not change rows/ columns in the excel file - only add information/prices. Save the excel file.

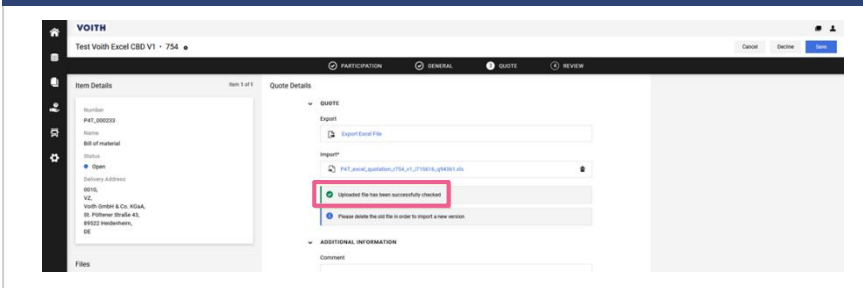
System View



Click Guide

5. After providing all relevant costs and information, import the file by drag and drop or browse

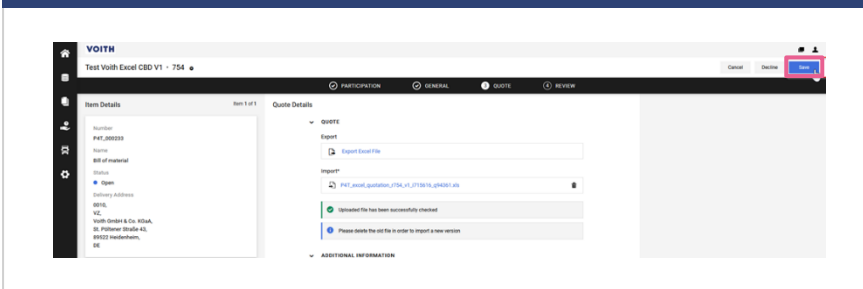
System View



Click Guide

NOTE
The excel file/CBD is uploaded immediately and displays either information about wrong inserted information/costs or states "Uploaded file has been successfully checked". If information/ costs provided were wrong, please delete the old file, correct data and import the new file again.

System View

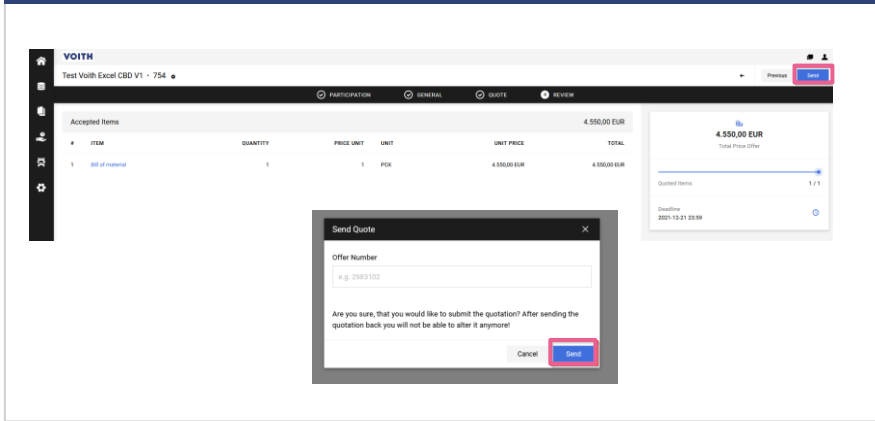


Click Guide

6. Click on "Save" in the upper right corner to continue

NOTE
If the quotation contains more than 1 item, you will be led to the next item upon completing quotation for the first item. After quotation of all items, a review of all quotes is offered.

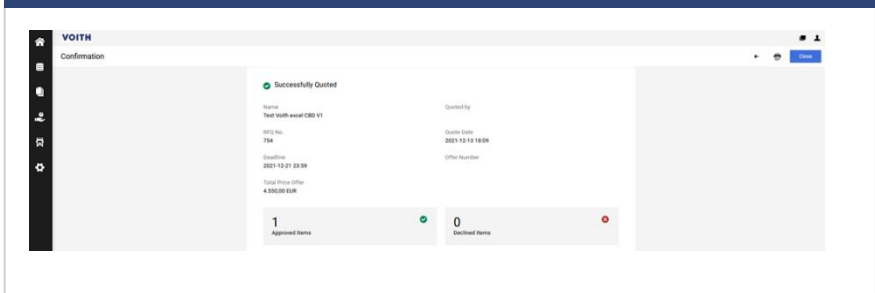
System View **Click Guide**



Review

1. The review tab provides an overview of quotes done. By clicking on "Send" in the upper right corner the quotation is done and sent to the customer
2. A window opens with an offer number to be maintained optionally. Confirm the quote by clicking on "Send"

System View **Click Guide**

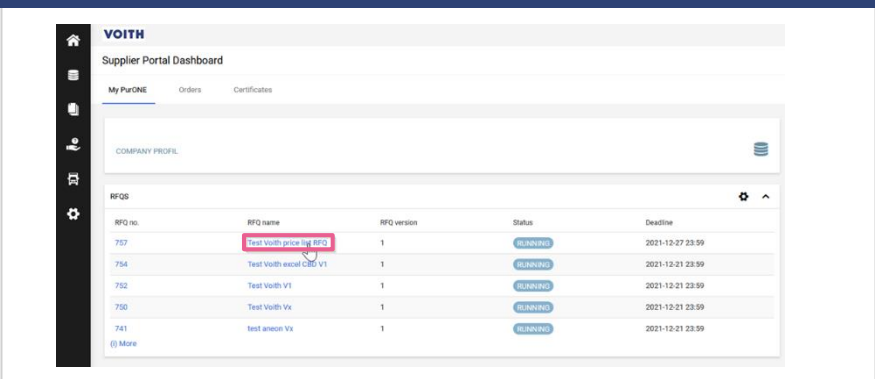


CONFIRMATION
Upon sending RFQ to Voith, a summary of the quotation is shown.

Process Ends
Close the RFQ/the window.
For supplier portal users: Click on "Back to Overview" to go back to the overview of all RFQs.

4.5 Quote with One Excel File for all Items

System View **Click Guide**



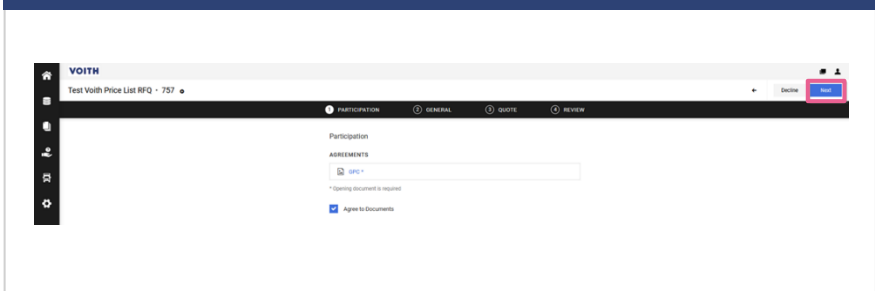
OPEN RFQ

1. Click on the link provided in the e-mail
2. Login with your credentials provided in the e-mail or received when the account got created

ALTERNATIVELY

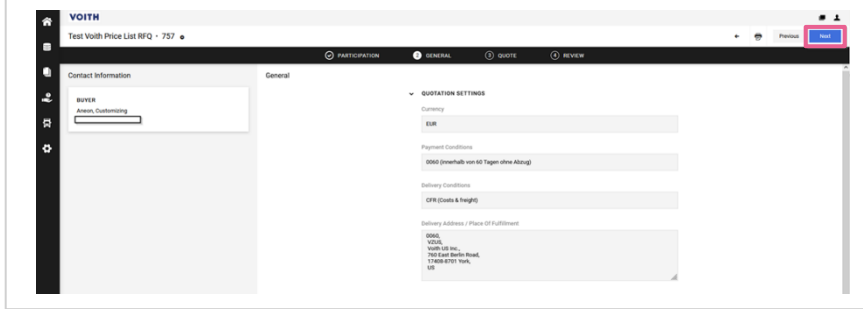
1. Click on the RFQ displayed in the RFQ Box

System View **Click Guide**



Participation
Read and/or agree to the documents (optional) to proceed with the quotation and click on "Next" in the upper right corner.

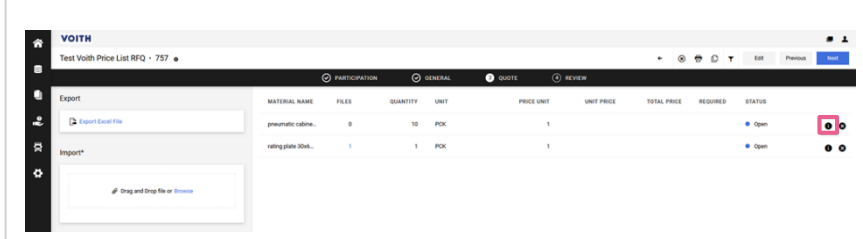
System View



Click Guide

General
Read general terms and conditions and click on "Next "

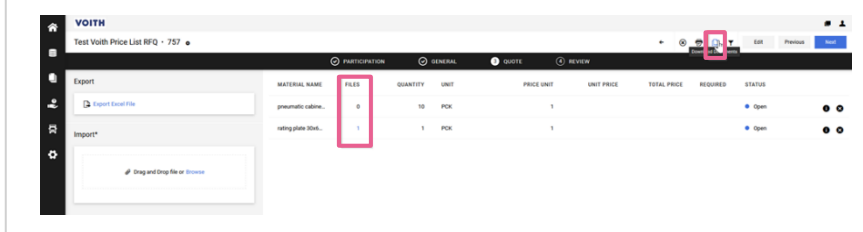
System View



Click Guide

Quote
The quote tab provides an overview of all items requested.
To the right of each item an „Information“ icon is found. Click on it to receive more information about the item. Close the window to jump back to the overview

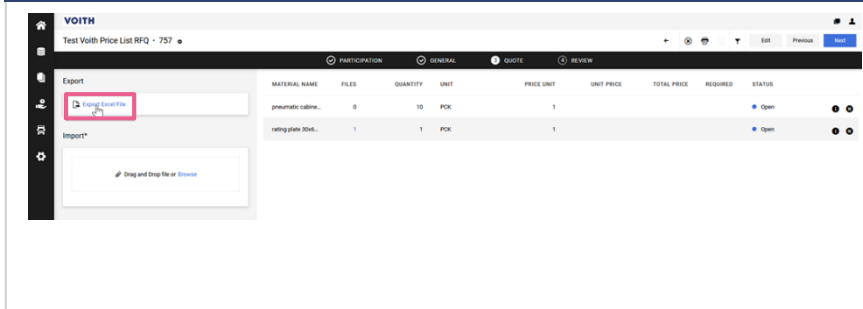
System View



Click Guide

Item related documents can be accessed by clicking on the blue marked number in the column files or by downloading all item related files when clicking on the button „Download Documents “

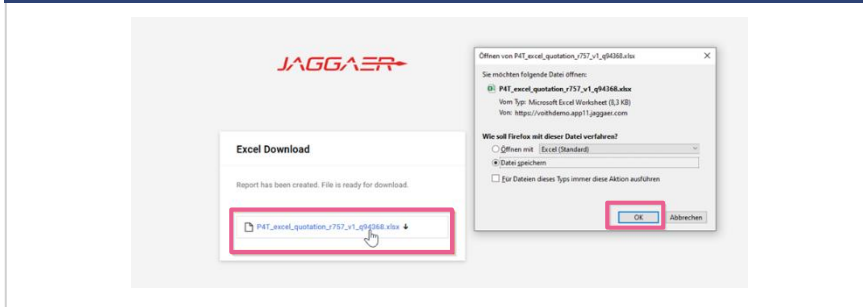
System View



Click Guide

Item related documents can be accessed by clicking on the blue marked number in the column files or by downloading all item related files when clicking on the button „Download Documents “

System View



Click Guide

2. A new tab opens. Click on the file to open/ save it

System View

Click Guide

3. Fill in information/prices/costs. Careful, do not change rows/columns in the excel file - only add information/prices. Save the excel file.

System View

Click Guide

4. After providing all relevant costs and information, import the file by drag and drop or browse in the section "Import."

NOTE
The excel file/CBD is uploaded immediately and displays either information about wrong inserted information/costs or states "Uploaded file has been successfully checked". If information/ costs provided were wrong, please delete the old file, correct data and import the new file again.

System View

Click Guide

6. Click on "Next" in the upper right corner to continue.

System View

Click Guide

Review

- The review tab provides an overview of quotes done. By clicking on "Send" in the upper right corner the quotation is done and sent to the customer
- A window opens with an offer number to be maintained optionally. Confirm the quote by clicking on "Send "

System View

Click Guide

CONFIRMATION
Upon sending RFQ to Voith, a summary of the quotation is shown.

Process Ends
Close the RFQ/the window.
For supplier portal users: Click on "Back to Overview" to go back to the overview of all RFQs.

4.7 Messaging

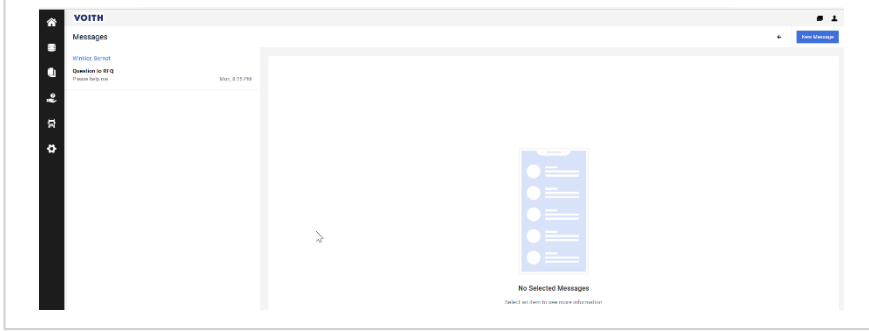
System View								Click Guide	
								<ol style="list-style-type: none"> 1. Go to RFQ overview and open an RFQ. 	

System View								Click Guide	
								<ol style="list-style-type: none"> 2. Click on „Messages“ in the bottom right corner. 	

System View								Click Guide	
								<ol style="list-style-type: none"> 3. Click on „New Messages“ in the middle of the page or in the top right corner. 	

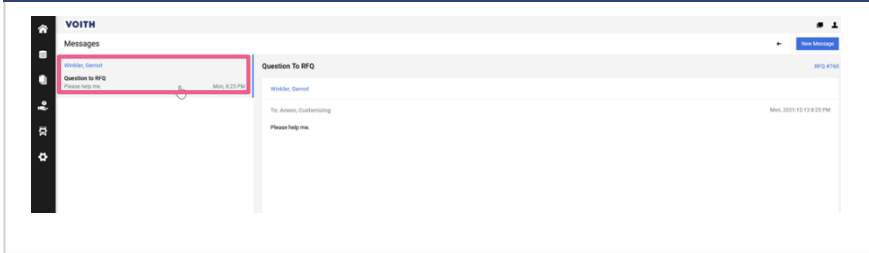
System View								Click Guide	
								<p>A new message opens. The related RFQ is automatically linked to the message via „TAG “ The recipient is the creator/buyer of the RFQ at Voith and automatically inserted.</p> <ol style="list-style-type: none"> 4. Add a „Subject“ and „Enter your message“ 5. Optionally, attach a file 6. Click on „Send“ in the upper right corner 	

System View **Click Guide**



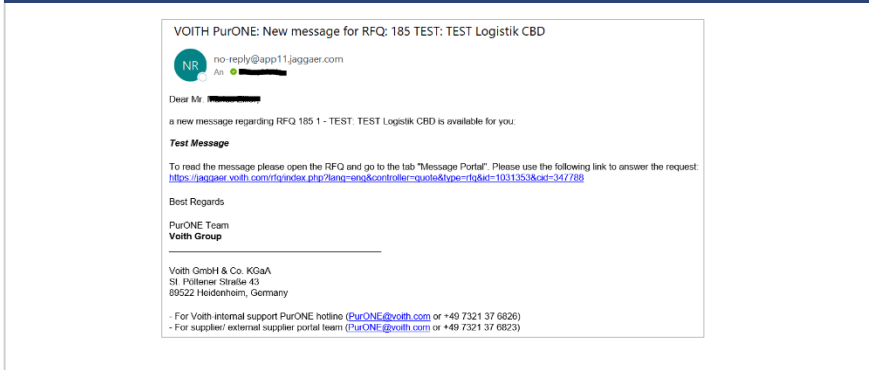
7. The message is sent to Voith.

System View **Click Guide**



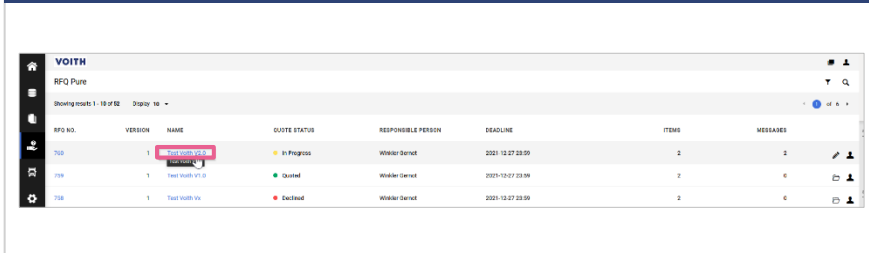
- 8. Click on the message at the left to open it.
- 9. Click on „Back“ to go back to the RFQ.

System View **Click Guide**



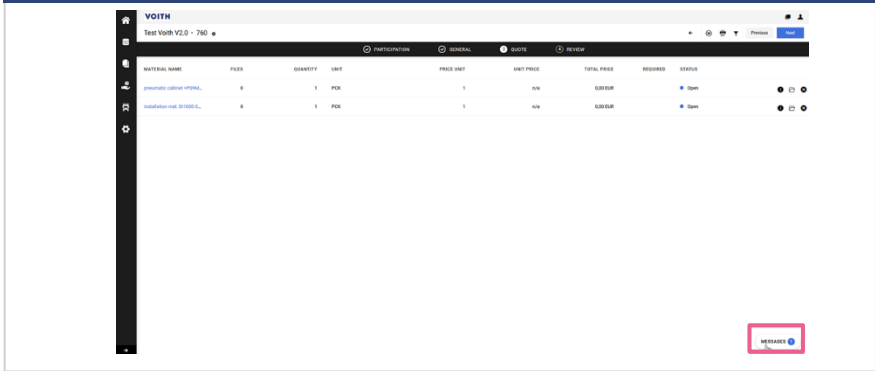
10. You are informed by e-mail if a new message is sent by Voith.

System View **Click Guide**



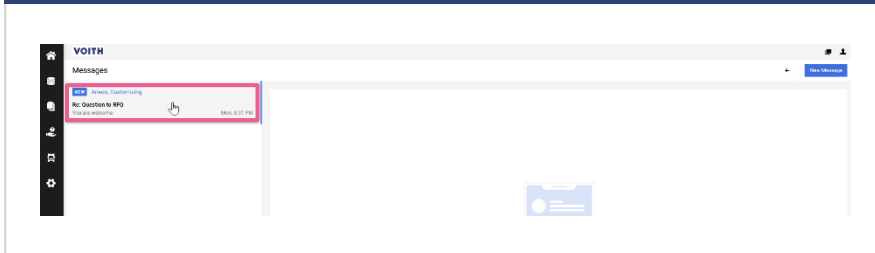
CHECK FOR REPLY
 11. Open RFQ

System View **Click Guide**



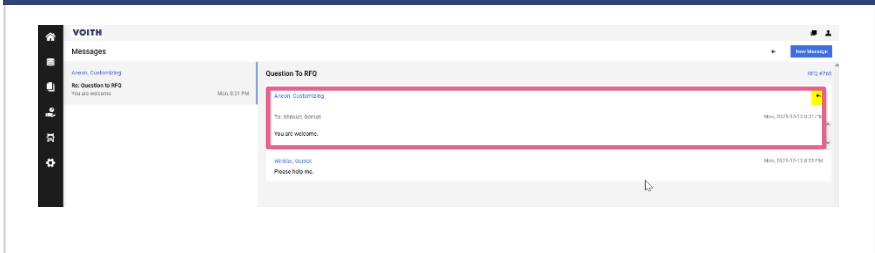
12. Click on „Messages“ in the bottom right.

System View **Click Guide**



13. Click on the new message to display details.

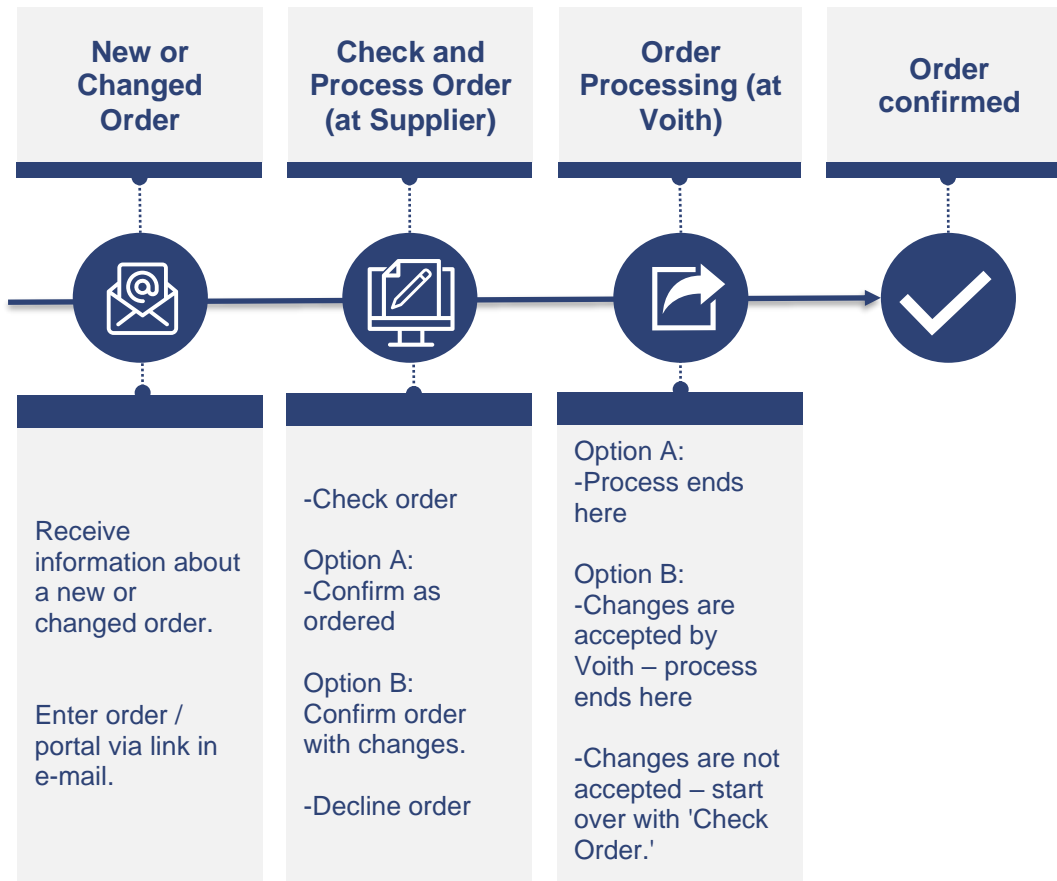
System View **Click Guide**



14. Click on the „Reply“ button to reply if necessary.

5 Supplier Collaboration / WebEDI

Orders created in the ERP-system are available to the supplier electronically. Suppliers can enter an order confirmation for the order in the portal and it is automatically transferred to the ERP-system of the customer. It is possible to view & download documents attached to the order by the customer.



Following order states are available:

- **Sent:** state of order, which is sent to the supplier, up to now no action by the suppliers
- **Confirmed:** supplier confirmed the whole purchase order
- **Delivered:** goods receipt is booked for this purchase order, the flag 'delivered completely' is set
- **Partially confirmed/ delivered:** supplier confirmed only specific items in the PO/not all goods were received.
- **Declined:** Purchase order was declined by the supplier
- **Cancelled:** Purchase order was deleted/canceled by Voith

5.1 Open and Check the Order

System View	Click Guide
<p>VOITH PurONE: New Order (4502300388) available</p> <p>Voith Supplier Portal PurONE <no-reply@app11.jaggaer.com></p> <p>Dear User,</p> <p>a new order is available for you in the VOITH supplier portal PurONE.</p> <p>Order number: 4502300388</p> <ul style="list-style-type: none"> Buyer group: GEP Plant: 5010 <p>Please note: Due to data processing, there may be delays in the transfer of the order. If order details (e.g. header documents, drawings) are not yet available in the system, please initiate.</p> <p>How can I process my order? Please open the direct Link to the order and process the order soon.</p> <p>How do I get access to PurONE? To process your order, you can use the following one-time login credentials: Username: 7466666063 Password: 7c54147766c1 Link: https://app11.jaggaer.com/order_request.php?ip=37164927</p> <p>To get full access to the system and be able to process all your orders in one overview, please register your company in our PurONE Supplier Portal (via registration link or contact).</p> <p>Who can I contact with questions? You can find detailed information about our supplier profile on our homepage in the Supplier Guide.</p> <p>Best Regards PurONE Team Voith Group</p> <p>Voith GmbH & Co. KGAA St. Pöllener Straße 43 86522 Haldenheim, Germany</p>	<ol style="list-style-type: none"> You will receive an e-mail for a new or changed order with a link to the order. Open the link, type in the login credentials, and click on 'Login' to open the order.

5.2 Processing Purchase Orders

System View	Click Guide																																																				
<p>Supplier Portal Dashboard - Welcome,</p> <p>My PurONE Documents</p> <p>VOITH SUPPLIER PORTAL</p> <p>SUPPLIER SELF-ASSESSMENT</p> <p>INFOQUEST - NOT OPENED ORDERS</p> <table border="1"> <thead> <tr> <th>Order no.</th> <th>Status</th> </tr> </thead> <tbody> <tr><td>4502193315</td><td>Sent</td></tr> <tr><td>4502193315</td><td>Sent</td></tr> <tr><td>4502193314</td><td>Sent</td></tr> <tr><td>4502193311</td><td>Sent</td></tr> <tr><td>4502193310</td><td>Sent</td></tr> <tr><td>4502178025</td><td>Delivered</td></tr> <tr><td>4502193306</td><td>Sent</td></tr> <tr><td>4502193307</td><td>Sent</td></tr> <tr><td>4502017766</td><td>Sent</td></tr> </tbody> </table> <p>WORKLIST - NEW OR CHANGED ORDERS</p> <table border="1"> <thead> <tr> <th>Date created</th> <th>Order no.</th> <th>Line items</th> <th>Status</th> </tr> </thead> <tbody> <tr><td>2024-01-16 13:45</td><td>4502193315</td><td>1</td><td>Sent</td></tr> <tr><td>2024-01-16 10:33</td><td>4502193323</td><td>1</td><td>Sent</td></tr> <tr><td>2024-01-16 09:33</td><td>4502193319</td><td>1</td><td>Sent</td></tr> <tr><td>2024-01-16 08:32</td><td>4502193315</td><td>2</td><td>Sent</td></tr> <tr><td>2024-01-16 08:45</td><td>4502193314</td><td>1</td><td>Sent</td></tr> <tr><td>2024-01-15 13:32</td><td>4502193311</td><td>1</td><td>Sent</td></tr> <tr><td>2024-01-11 07:30</td><td>4502193315</td><td>2</td><td>Sent</td></tr> </tbody> </table>	Order no.	Status	4502193315	Sent	4502193315	Sent	4502193314	Sent	4502193311	Sent	4502193310	Sent	4502178025	Delivered	4502193306	Sent	4502193307	Sent	4502017766	Sent	Date created	Order no.	Line items	Status	2024-01-16 13:45	4502193315	1	Sent	2024-01-16 10:33	4502193323	1	Sent	2024-01-16 09:33	4502193319	1	Sent	2024-01-16 08:32	4502193315	2	Sent	2024-01-16 08:45	4502193314	1	Sent	2024-01-15 13:32	4502193311	1	Sent	2024-01-11 07:30	4502193315	2	Sent	<ol style="list-style-type: none"> Proceed with checking your work list (includes all new or changed orders that are not confirmed yet)
Order no.	Status																																																				
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4502193315	Sent																																																				
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2024-01-16 08:45	4502193314	1	Sent																																																		
2024-01-15 13:32	4502193311	1	Sent																																																		
2024-01-11 07:30	4502193315	2	Sent																																																		

System View	Click Guide										
<p>VOITH PurONE DEMO System</p> <p>Order 4502193315</p> <p>Supplier address:</p> <p>Delivery address:</p> <p>Header Documents:</p> <p>Please open the order PDF's to be able to start the confirmation process! 2 remaining ...</p> <p>All Documents ZIP Download:</p> <table border="1"> <thead> <tr> <th>Pos.</th> <th>Mat.No/Details</th> <th>Delivery date</th> <th>Quantity</th> <th>Confirmation</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>430177351 Schraube M12x43 A2-70</td> <td>2024-10-12</td> <td>2,00 PC</td> <td></td> </tr> </tbody> </table> <p>Condition PBXX Gross Price: 2,00 EUR / 1 ST</p>	Pos.	Mat.No/Details	Delivery date	Quantity	Confirmation	10	430177351 Schraube M12x43 A2-70	2024-10-12	2,00 PC		<ol style="list-style-type: none"> Open and check the header documents (Opening the documents as a mandatory requirement for submitting an order confirmation) Download the further documents / ZIP files
Pos.	Mat.No/Details	Delivery date	Quantity	Confirmation							
10	430177351 Schraube M12x43 A2-70	2024-10-12	2,00 PC								

5.3 Confirming Purchase Orders

System View	Click Guide
<p>Supplier confirmation number: <input type="text"/> Save and send back</p>	<p>If you can confirm the order without any deviations, a click on "Save and send back" is sufficient to confirm the order.</p>

System View	Click Guide
	<p>If you make changes of any kind, the purchaser will be informed and will check your data.</p> <ol style="list-style-type: none"> 1. Please check the Voith requested delivery date. If you cannot meet this date, please enter the possible date using the calendar function. You can use the blue arrow to transfer changes on the delivery date to all items. 2. Please check the quantity ordered. If partial deliveries are required, enter them using the "Split" function. 3. Please check the price and adjust if necessary. 4. Please use the Remarks field to pass on any comments, notes, or remarks to the purchaser. 5. Please enter your order confirmation number. If you enter this below under "Supplier confirmation number", it will be used for all items and does not have to be entered separately for each item. 6. You can use the "Decline" button to reject individual items or the entire order (button below). 7. By clicking on "Save and send back" you send your order confirmation back to us. 8. Additional information: You can select whether you want to confirm the position by ticking the box. By default, all items are always selected. Items that have already been confirmed do not need to be confirmed again.

5.4 Access to all Purchase Orders

System View	Click Guide
	<p>If you need to access orders after submitting the confirmation, you can find all orders on the "order list". You can change your submitted order confirmation if the goods receipt is not booked at Voith.</p> <ol style="list-style-type: none"> 1. Click on the 'SCM-icon' located in the taskbar on the left side of the homepage. 2. Click on 'Purchase Orders' and then 'Order List' to open the orders list

System View	Click Guide
	<ol style="list-style-type: none"> 3. Click on "All view" to get an overview of all orders regardless their status. 4. With the filter icon on the right you have the possibility of several filter options, e.g. order number or your confirmation number.

6 Supplier Evaluation & Self-Assessment

6.1 Answering SSA Questionnaire

System View	Click Guide
<p>VOITH PurONE: Invitation to VOITH SSA Cyber Security for Test_Supplier2</p> <p>Voith Supplier Portal PurONE <no-reply@app11.jaggaer.com></p> <p>Dear Mrs. [Name],</p> <p>You have been invited to the supplier self-assessment questionnaire VOITH SSA Cyber Security. Please enter the required information on the supplier portal PurONE of the VOITH group.</p> <p>Supplier: Supplier self-assessment: VOITH SSA Cyber Security Contact person in purchasing: [Name] Response deadline: 2023-11-30 23:59:00</p> <p>Link to the questionnaire Please click on the link to access PurONE and choose "supplier self-assessment" on your dashboard. Important: After answering all questions please finish all questions to send them back.</p> <p>Please use your existing login credentials: User name: PurONE In case you forgot your password please use the link to reset it.</p> <p>Thanks in advance</p> <p>Best Regards PurONE Team Voith Group</p>	<p>Invitation e-mail</p> <ol style="list-style-type: none"> 1. Click on the link provided in the invitation e-mail 2. Login with your login credentials

System View	Click Guide																																			
<p>Supplier Portal Dashboard - Welcome, VOITH Purchasing - Supplier portal PurONE from</p> <p>My PurONE Orders Request for Quotation (RFQ) Certificate</p> <p>VOITH NEWS & INFORMATION</p> <p>SUPPLIER SELF-ASSESSMENT</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Supplier</th> <th>Order</th> <th>Start</th> <th>End</th> <th>Status</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>5402</td> <td>1001 1001 (Test) - (Test)</td> <td>1</td> <td>2023-11-02 08:00</td> <td></td> <td>Open</td> <td>Start</td> </tr> <tr> <td>5401</td> <td>1001 1001 (Test) (Test) (Test) (Test)</td> <td>1</td> <td>2023-11-02 08:00</td> <td></td> <td>Open</td> <td>Start</td> </tr> <tr> <td>5400</td> <td>1001 1001 (Test) (Test)</td> <td>1</td> <td>2023-11-02 08:00</td> <td></td> <td>Open</td> <td>Start</td> </tr> <tr> <td>5399</td> <td>1001 1001 (Test) (Test) (Test)</td> <td>1</td> <td>2023-11-02 08:00</td> <td></td> <td>Open</td> <td>Start</td> </tr> </tbody> </table>	ID	Supplier	Order	Start	End	Status	Actions	5402	1001 1001 (Test) - (Test)	1	2023-11-02 08:00		Open	Start	5401	1001 1001 (Test) (Test) (Test) (Test)	1	2023-11-02 08:00		Open	Start	5400	1001 1001 (Test) (Test)	1	2023-11-02 08:00		Open	Start	5399	1001 1001 (Test) (Test) (Test)	1	2023-11-02 08:00		Open	Start	<p>Supplier Portal Dashboard</p> <ol style="list-style-type: none"> 1. Choose "supplier self-assessment" to open the questionnaire.
ID	Supplier	Order	Start	End	Status	Actions																														
5402	1001 1001 (Test) - (Test)	1	2023-11-02 08:00		Open	Start																														
5401	1001 1001 (Test) (Test) (Test) (Test)	1	2023-11-02 08:00		Open	Start																														
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Order	Evaluation	Supplier	Order	Criteria	Question Name	Status	Answer	Value	Finished																																																																																		
1	VOITH SSA Cyber Security	Test_Supplier2	1	Material group cluster: 00 - 00 Cost (Information Security Management...	Open		No																																																																																				
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System View **Click Guide**

4. Finish your last question and send all your answers to VOITH with "Save & Close".

System View **Click Guide**

5. Confirm the pop-up window and the questionnaire is finalized.

6.2 Available SSA Questionnaires

System View **Click Guide**

- E-mail**
1. Click on the link provided in the e-mail.
 2. Login with your login credentials

System View **Click Guide**

- Menu supplier evaluation & self-assessment**
1. Select the self-assessment.





6.3 Available Supplier Evaluation

System View	Click Guide
<p>VOITH PurONE: New VOITH Supplier evaluation PM is available for [redacted]</p> <p> Voith Supplier Portal PurONE <no-reply@app11.jaggaer.com> An Cc</p> <p>Nachricht übersetzen in: Deutsch Nie übersetzen aus: Englisch Übersetzungseinstellungen</p> <p>Dear Mr. [redacted],</p> <p>a VOITH Supplier evaluation PM for [redacted] is available on the VOITH supplier portal PurONE.</p> <p>Please use this link and your PurONE portal access data to log in.</p> <p>Select "Quality - Supplier evaluation & self-assessment" in the menu bar to open the VOITH Supplier evaluation PM.</p> <p>If you do not have access to PurONE please contact PurONE@voith.com</p> <p>Best Regards</p> <p>PurONE Team Voith Group</p>	<p>E-mail</p> <ol style="list-style-type: none"> 1. Click on the link provided in the e-mail. 2. Login with your login credentials

System View	Click Guide
	<p>Menu supplier evaluation & self-assessment</p> <ol style="list-style-type: none"> 1. Select your last supplier evaluation.

System View	Click Guide																																																																																																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>QUESTION AND ANSWER</th> <th>Algorithm</th> <th>Question</th> <th>Comment</th> <th>Value</th> <th>Answer</th> <th>Expedient</th> <th>Classification</th> <th>Traffic light</th> </tr> </thead> <tbody> <tr> <td>VOITH Supplier evaluation PM</td> <td>AVG</td> <td></td> <td></td> <td>81.50</td> <td></td> <td>No</td> <td>good</td> <td>+ + ⊕</td> </tr> <tr> <td>Commercial</td> <td>AVG</td> <td></td> <td></td> <td>61.25</td> <td></td> <td>No</td> <td>needs improvement</td> <td>+ ⊕ -</td> </tr> <tr> <td>Cooperation with Purchasing</td> <td>AVG</td> <td>Cooperation with Purchasing</td> <td></td> <td>50.00</td> <td></td> <td>No</td> <td>unsatisfactory</td> <td>⊕ - -</td> </tr> <tr> <td>Economic efficiency</td> <td>AVG</td> <td>Economic efficiency</td> <td></td> <td>70.00</td> <td></td> <td>No</td> <td>needs improvement</td> <td>+ ⊕ -</td> </tr> <tr> <td>Stability (Personnel Management)</td> <td>AVG</td> <td>Stability (Personnel Management)</td> <td></td> <td>70.00</td> <td></td> <td>No</td> <td>needs improvement</td> <td>+ ⊕ -</td> </tr> <tr> <td>Process orientation</td> <td>AVG</td> <td>Process orientation</td> <td></td> <td>70.00</td> <td></td> <td>No</td> <td>needs improvement</td> <td>+ ⊕ -</td> </tr> <tr> <td>Observance of standards</td> <td>AVG</td> <td>Observance of standards</td> <td></td> <td>50.00</td> <td></td> <td>No</td> <td>unsatisfactory</td> <td>⊕ - -</td> </tr> <tr> <td>After Sales Services and documentation</td> <td>AVG</td> <td>After Sales Services and docu.</td> <td></td> <td>100.00</td> <td></td> <td>No</td> <td>excellent</td> <td>+ + ⊕</td> </tr> <tr> <td>Location</td> <td>AVG</td> <td></td> <td></td> <td>80.00</td> <td></td> <td>No</td> <td>good</td> <td>+ + ⊕</td> </tr> <tr> <td>Quality</td> <td>AVG</td> <td></td> <td></td> <td>88.75</td> <td></td> <td>No</td> <td>good</td> <td>+ + ⊕</td> </tr> <tr> <td>Technology Engineering</td> <td>AVG</td> <td></td> <td></td> <td>100.00</td> <td></td> <td>No</td> <td>excellent</td> <td>+ + ⊕</td> </tr> </tbody> </table>	QUESTION AND ANSWER	Algorithm	Question	Comment	Value	Answer	Expedient	Classification	Traffic light	VOITH Supplier evaluation PM	AVG			81.50		No	good	+ + ⊕	Commercial	AVG			61.25		No	needs improvement	+ ⊕ -	Cooperation with Purchasing	AVG	Cooperation with Purchasing		50.00		No	unsatisfactory	⊕ - -	Economic efficiency	AVG	Economic efficiency		70.00		No	needs improvement	+ ⊕ -	Stability (Personnel Management)	AVG	Stability (Personnel Management)		70.00		No	needs improvement	+ ⊕ -	Process orientation	AVG	Process orientation		70.00		No	needs improvement	+ ⊕ -	Observance of standards	AVG	Observance of standards		50.00		No	unsatisfactory	⊕ - -	After Sales Services and documentation	AVG	After Sales Services and docu.		100.00		No	excellent	+ + ⊕	Location	AVG			80.00		No	good	+ + ⊕	Quality	AVG			88.75		No	good	+ + ⊕	Technology Engineering	AVG			100.00		No	excellent	+ + ⊕	<p>Supplier evaluation</p> <ol style="list-style-type: none"> 1. Evaluated criteria set 2. Overall result including evaluation details 3. For further questions please contact the contact person from purchasing mentioned in the e-mail.
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Technology Engineering	AVG			100.00		No	excellent	+ + ⊕																																																																																																					

7 Support

User Access Cases	Other Cases
<p>In case of user access questions regarding MyVoith, please contact:</p> <p> myvoith@voith.com</p> <p> +49 7321 37 3000</p>	<p>In all other cases, please contact:</p> <p> myvoith@voith.com</p> <p> +49 7321 37 3000</p>