

PurONE Supplier Handbook Version 2.0



Guide for Voith Suppliers

What is this document about?

This document serves as a handbook for registered suppliers. It provides information on advanced functionalities within the supplier portal, such as maintaining master data, managing certificates, and confirming purchase orders.

How is the handbook structured?

Each title represents a specific use case and is linked to the corresponding section in the document. By clicking on a title, you are taken directly to the relevant instructions.

What is a use case?

A use case illustrates a specific functionality and provides step-by-step guidance on how to perform it.

How are the use cases structured?

Each use case starts with an overview containing the key information, followed by detailed click-by-click instructions.

Content Structure

1

1. Content

Modules	Use Case			
2. General Topics	Supplier Access	Dashboard, My Pu/CN	Change Supplier Master Data	Add Supplier Contacts
	Manage Supplier Contact Details	Manage Data of Supplier Contacts	Create Action	
3. Contract lifecycle management (Certificates)	Upload Certificate to Supplier Profile	Upload Certificate to Supplier Profile	Upload Additional Certificate	Upload Existing Certificate
	Phases Overview	SRX Overview	Active Certificates	Upload Overview via Excel (SRX)
4. Sourcing	Schedule Make	Manage Transactions	Actions	
	Supplier Collaboration / WAREDE	Manage Purchase Order	Confirm Purchase Order	Cancel Purchase Order
5. Supplier Collaboration / WAREDE	Manage Purchase Order (SRX)	Manage Purchase Order	Cancel Purchase Order	Cancel All Purchase Orders
	Supplier Evaluation & Self-Inspection	Request for Information	Available Self-Inspection	Available Self-Inspection

How do I navigate?
Use cases start with an overview containing the key information, followed by detailed click-by-click instructions.
Click on one of the use cases listed above to go directly to it.

Do you have any questions?
Please click on the question mark to be redirected directly to our contact details.

[Support](#)

3

2

3 Contract Lifecycle Management (Certificates)

3.1 Upload Certificate to Supplier Profile

System View

Supplier Portal Dashboard - Welcome, | Partner no. |

VOITH NEWS & INFORMATION
There is no data to be shown.

WORKLIST - SRX
No entries found.

Click Instructions
To store certificates in the supplier profile, proceed as follows after logging in:
1. Click on "Company Profile".

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1. Table of Contents

The handbook is structured in a modular way, and navigation is based on use cases.

By clicking on a box, users are taken directly to the starting point of the selected use case.

2. Detailed Click-by-Click Instructions (Step-by-step guidance through the process/system)

- **System View:** displays a screenshot for the respective step
- **Click Instructions:** provides detailed guidance through the process

Content

Modules	Use Case			
1. General Topics	Supplier Access	Dashboard – My PurONE	Update Company Information	Add Supplier Contacts
	Manage Supplier Contact Details	Manage Roles of Supplier Contacts	Self-Assessments – Completion and Access	Handling Actions
2. Certificates, Contracts & Documents Management	Upload Certificates	Update Certificates	Submission of Additional Certificates	Update Additional Certificates
	Process Overview eSourcing	RFX Overview	Submit Quotation	Submit Quotation via Excel (CBD)
3. eSourcing & eAuctions	Submit Multi-Position Quotation via Excel (CBD)	Messaging Function within the RFQ	eAuctions	
	Receive a Purchase Order (PO)	Manage Purchase Orders	Confirm Purchase Orders	Access All Purchase Orders
4. Purchase order management / WebEDI				
5. Supplier evaluation	Supplier Evaluation Results			

How do I navigate?

Click on a use case in the table of contents to navigate directly to it.



Use the icons in the top right corner to go to: Previous Chapter | Table of Contents | Next.



Do you have any questions?

Please click on the question mark to be redirected directly to our contact details.

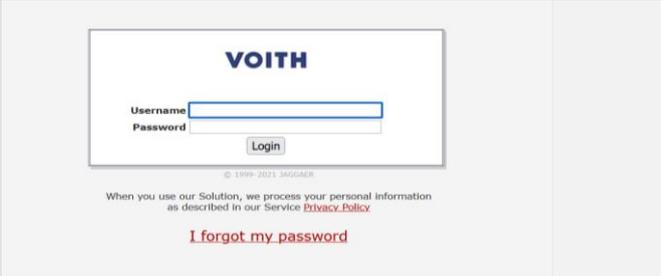
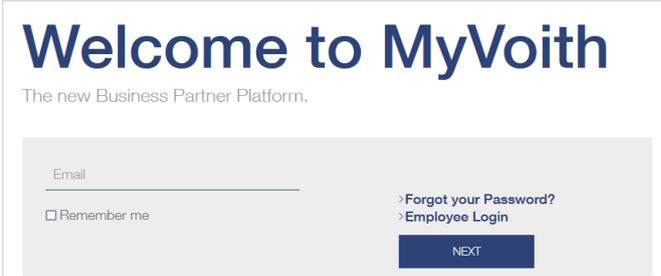


1 General Topics

The general topics provide information on how to navigate the system and explain the functions of the dashboard elements in more detail.

1.1 Supplier Access

System View

Option A	Option B
	

Click Instructions

After registering in PurONE, there are two ways to log in:

Option A: Direct link to Jaggaer

Option B: Log in via MyVoith with access to all Voith applications assigned to the user account.

Option A

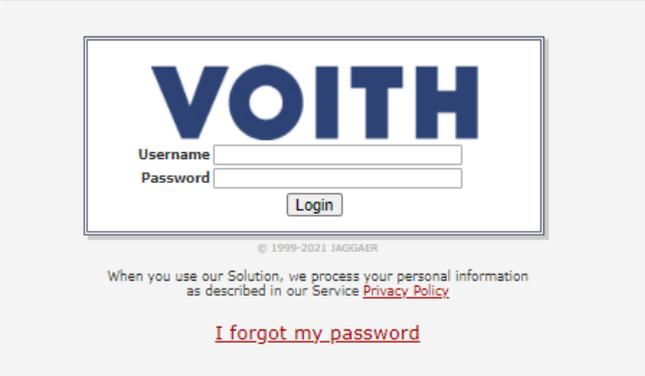
System View

<https://jaggaer.voith.com/portals/voith/>

Click Instructions

1. Use the direct link to JAGGAER.

System View



Click Instructions

2. Enter your login credentials for the supplier portal.

Option B

System View

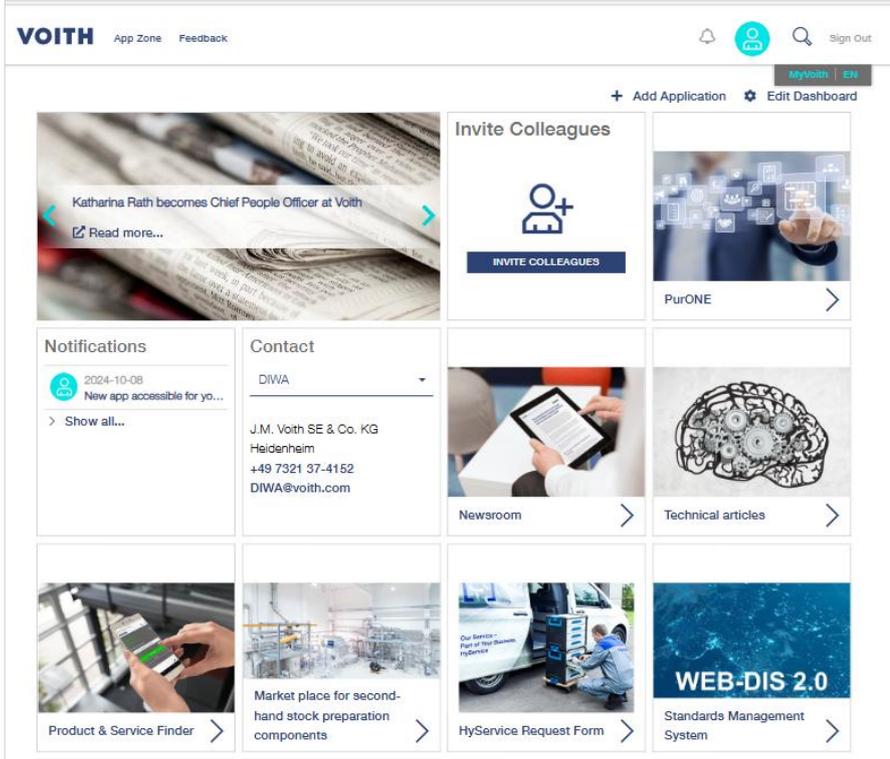
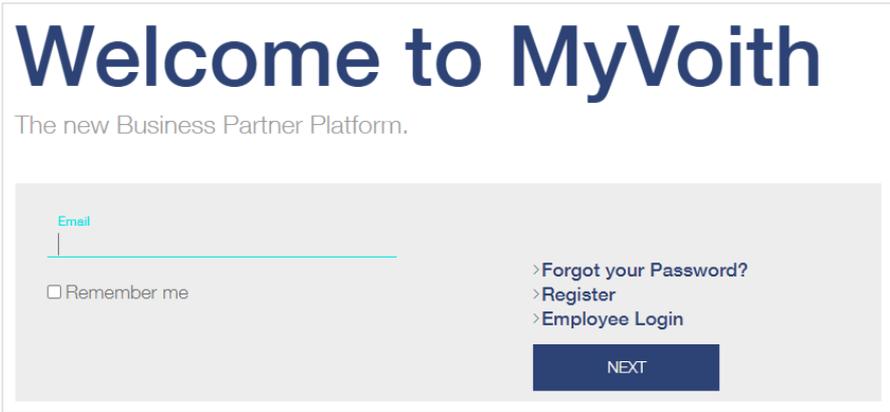
<https://voith.com>



Click Instructions

1. Visit the Voith website (www.voith.com).
2. Click on Login.

System View

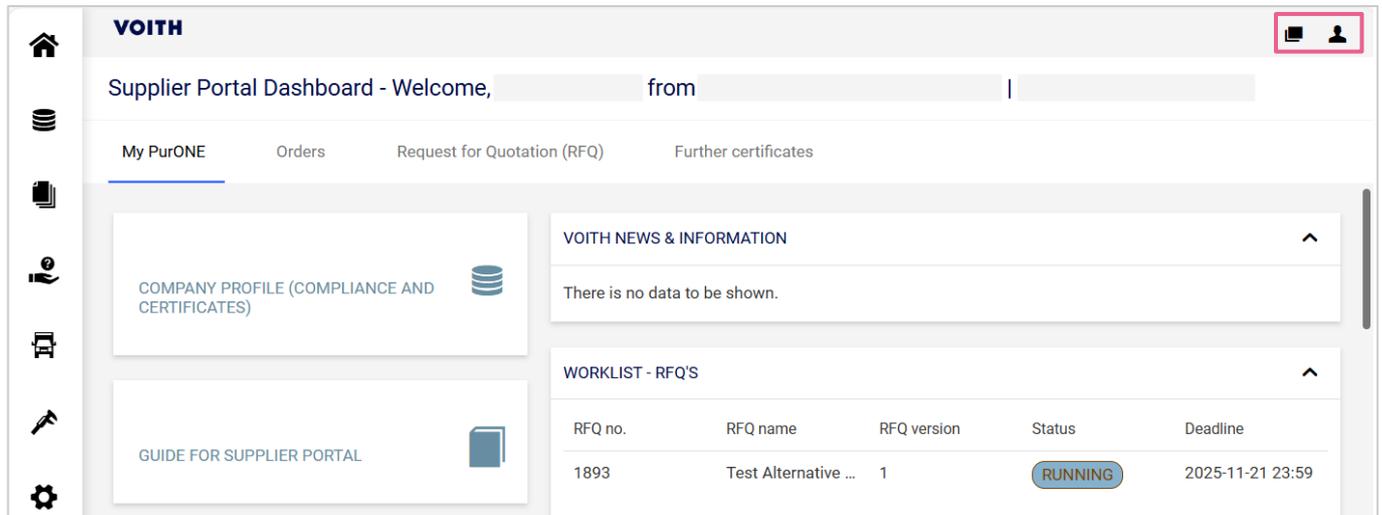


Click Instructions

3. Click on MyVoith.
4. Enter your MyVoith login credentials.
5. If you do not yet have access to MyVoith, please follow the MyVoith registration steps.

1.2 Dashboard - My PurONE

System View



VOITH  

Supplier Portal Dashboard - Welcome, _____ from _____ | _____

My PurONE Orders Request for Quotation (RFQ) Further certificates

COMPANY PROFILE (COMPLIANCE AND CERTIFICATES)

GUIDE FOR SUPPLIER PORTAL

VOITH NEWS & INFORMATION

There is no data to be shown.

WORKLIST - RFQ'S

RFQ no.	RFQ name	RFQ version	Status	Deadline
1893	Test Alternative ...	1	RUNNING	2025-11-21 23:59

Click Instructions



User-Symbol

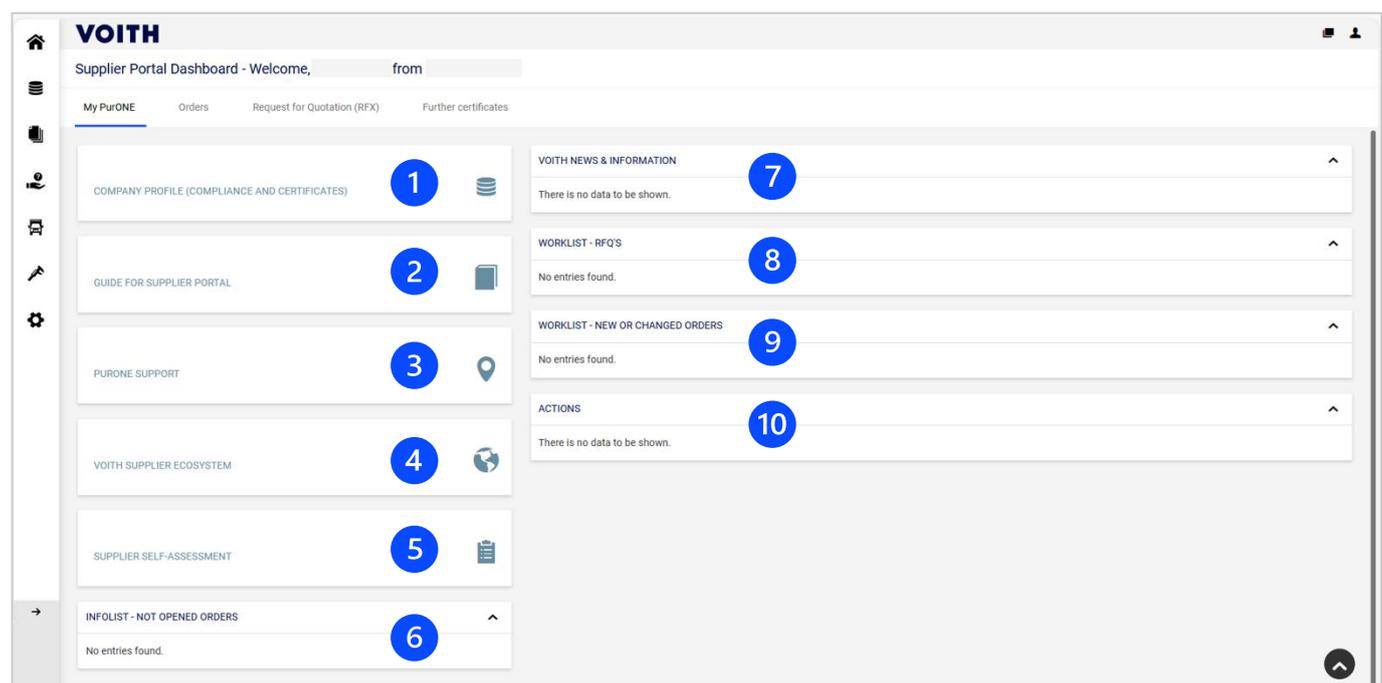
Person icon / User settings: Account settings, e.g., language (EN, PT, CN, and DE are retained), decimal separator, password changes.



New Window

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

System View



VOITH  

Supplier Portal Dashboard - Welcome, _____ from _____

My PurONE Orders Request for Quotation (RFQ) Further certificates

COMPANY PROFILE (COMPLIANCE AND CERTIFICATES) 1

GUIDE FOR SUPPLIER PORTAL 2

PURONE SUPPORT 3

VOITH SUPPLIER ECOSYSTEM 4

SUPPLIER SELF-ASSESSMENT 5

INFOLIST - NOT OPENED ORDERS 6

VOITH NEWS & INFORMATION 7

There is no data to be shown.

WORKLIST - RFQ'S 8

No entries found.

WORKLIST - NEW OR CHANGED ORDERS 9

No entries found.

ACTIONS 10

There is no data to be shown.

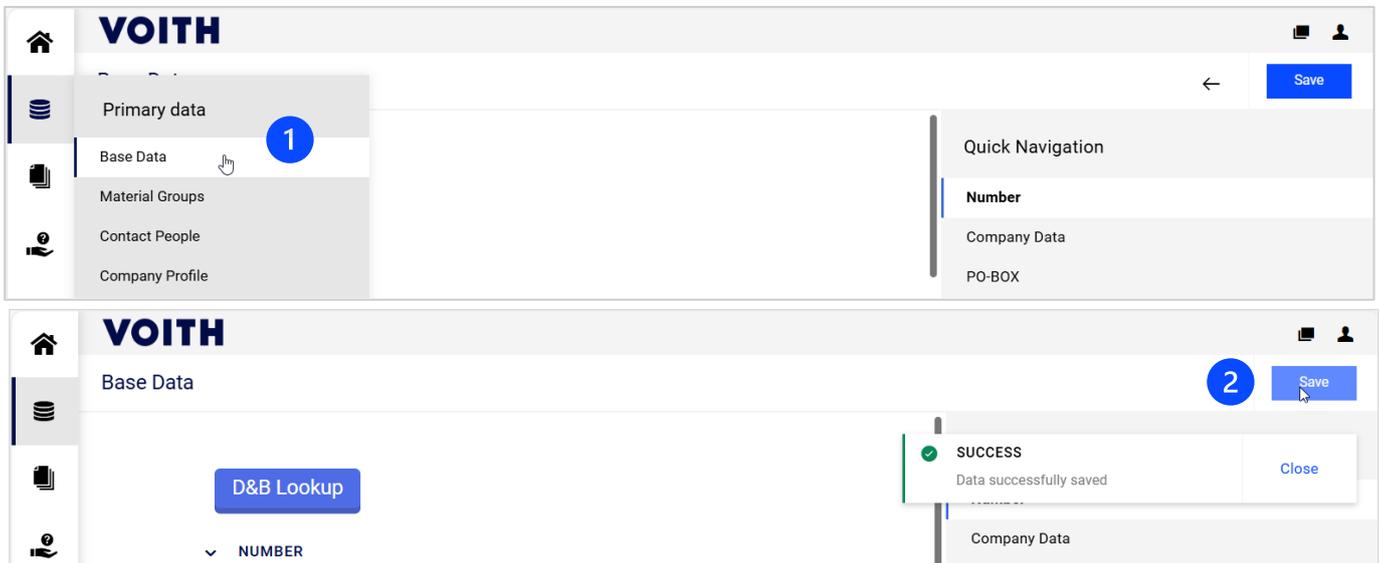
Click Instructions

1. Contains detailed information about the company profile.
2. Refers you to the Supplier Handbook – this document – for later reference.
3. Allows you to send an email to the PurONE team if you need support.
4. Redirects you directly to the Voith “Supplier Ecosystem” website.
5. Redirects you to the “Supplier Self-Assessment” page, where you can find the questionnaires and assessments you are required to complete.
6. Contains purchase orders that have not yet been opened or viewed. In addition, canceled purchase orders are displayed for your information.
7. Contains information provided by Voith.
8. Contains detailed information about RFQs.
9. Contains new or changed purchase orders that have not yet been confirmed and still require action.
10. Contains actions assigned to you, which you can view, respond to, and process by providing the requested documents or information.

1.3 Update Company Information

The “Primary Data” menu item contains information on how to change master data and how to add and edit contacts.

System View



The first screenshot shows the Voith system interface with the 'Primary data' menu item highlighted and a blue circle with the number '1' next to it. The 'Base Data' menu item is also visible. The second screenshot shows the 'Base Data' form with a 'D&B Lookup' button and a 'Save' button highlighted with a blue circle and the number '2'. A success message 'SUCCESS Data successfully saved' is displayed in a green box.

Click Instructions

Basic Data

1. Under the “Basic Data” menu item, the company’s address data can be edited.
2. Click the “Save” button to store the changes in the portal.

System View

Von: Voith Supplier Portal PurONE <no-reply@app11.jaggaer.com>

Gesendet: Dienstag, 16. Dezember 2025 10:11

An:

Betreff: VOITH PurONE: Request for master data change

Dear

Thank you for updating your company information in our VOITH supplier portal PurONE. Please provide an official document (such as a bank document or a letterhead as a pdf-file) to confirm your changes.

Company: 314335221 - consulting-eichhorn

[LINK](#) to ticket with ticket number MDC007261

Portal Link: <https://jaggaer.voith.com/portals/voith/>

Best Regards

PurONE Team

[Voith Group](#)

Voith GmbH & Co. KGaA
St. Pöltener Straße 43
89522 Heidenheim, Germany

PurONE hotline: PurONE@voith.com or +49 7321 37 6823

PurONE@voith.com

Click Instructions

You will then receive an email containing a link to a ticket. Please open the ticket via the link in the email.

System View

Info:			
Supplier information			
Supplier:	314335221	consulting-eichhorn	
Changed Data:	<i>Field</i>	<i>Old Value</i>	<i>New Value</i>
	Company name	consulting-eichhorn	consulting-eichhorn GbR
Upload of official and unchangeable document*:	<input type="button" value="Datei auswählen"/> <input type="button" value="Keine Datei ausgewählt"/>		
	<input type="button" value="Save"/> <input type="button" value="Save Draft"/>		

Click Instructions

In the ticket, you can see which data you have changed. To proceed with the change, you must upload an official document confirming the update. This can be either a document with an official, non-modifiable letterhead or a document issued by your bank.

To upload a document, click on "Select file" and then click "Save." The data will then be validated and updated in PurONE.

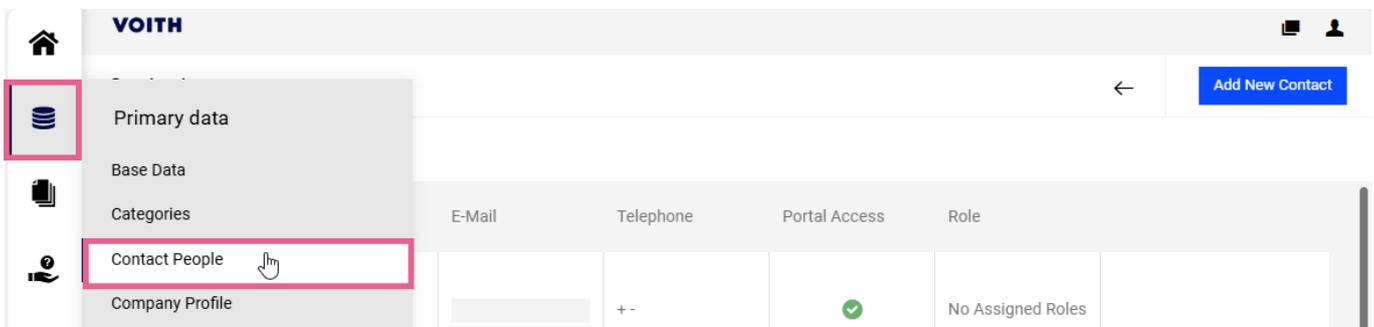
1.4 Add Supplier Contacts

The screenshots shown in this chapter are based on a supplier account with administrator rights. Changes to company data should preferably be made using an administrator account, as this provides access to all available functions.

The key differences are:

- > Administrators can create new users and assign administrator rights to them.
- > Non-administrators can create users but cannot assign administrator rights.

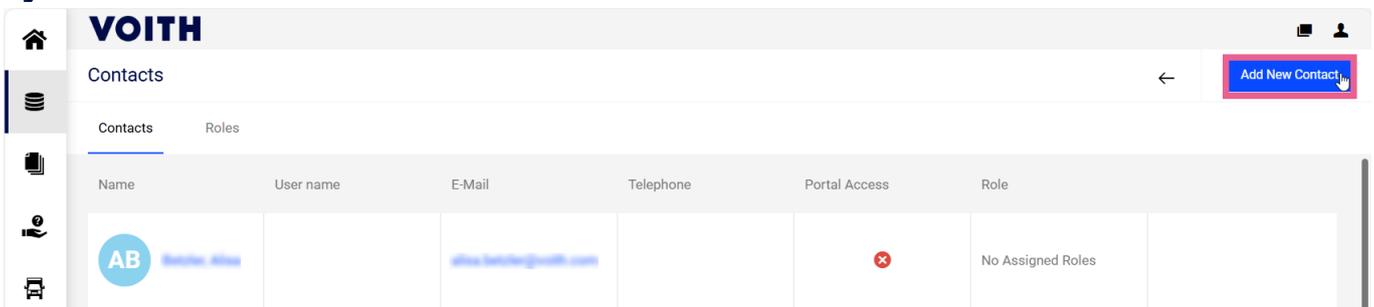
System View



Click Instructions

1. Click on the "Primary Data" icon (second icon) in the task bar on the left side of the homepage.
2. Click on "Contact People" to open the contact overview.

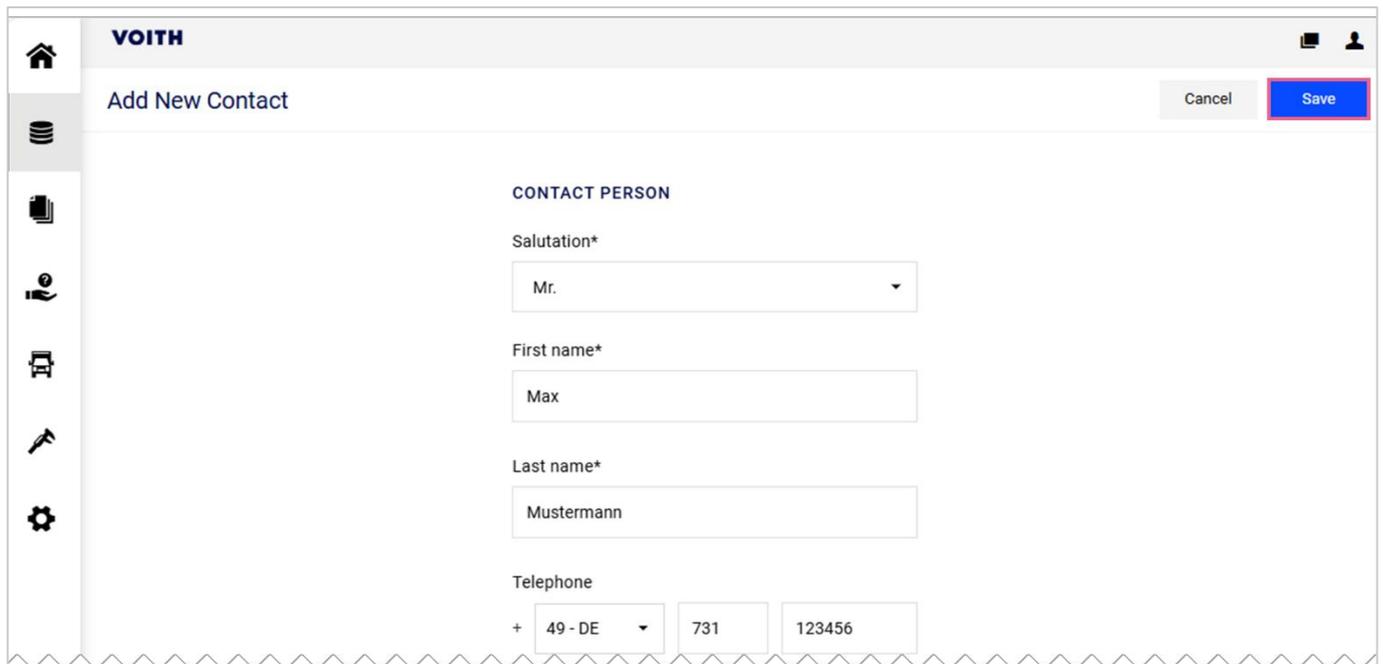
System View



Click Instructions

3. Click on the "Add New Contact" icon in the upper-right corner.

System View



VOITH

Add New Contact Cancel Save

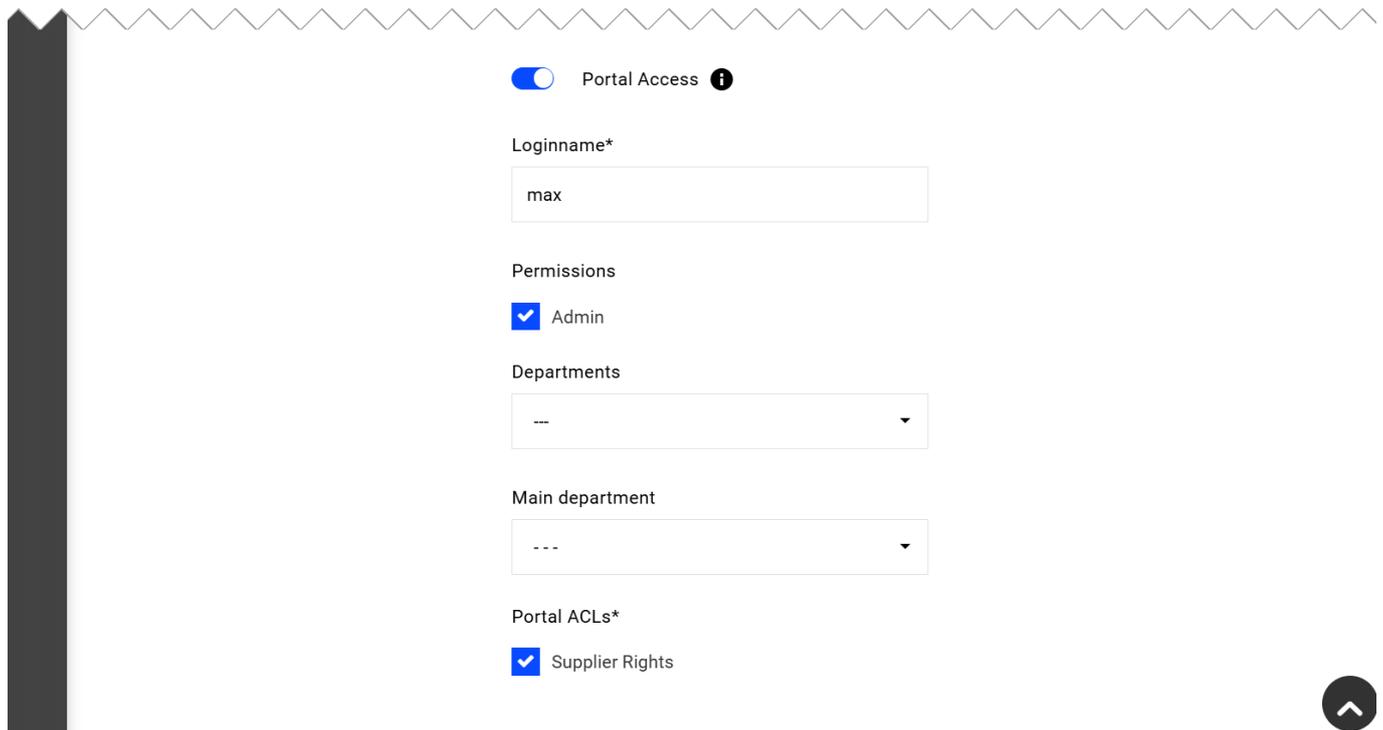
CONTACT PERSON

Salutation*
Mr.

First name*
Max

Last name*
Mustermann

Telephone
+ 49 - DE 731 123456



Portal Access 

Loginname*
max

Permissions
 Admin

Departments

Main department

Portal ACLs*
 Supplier Rights

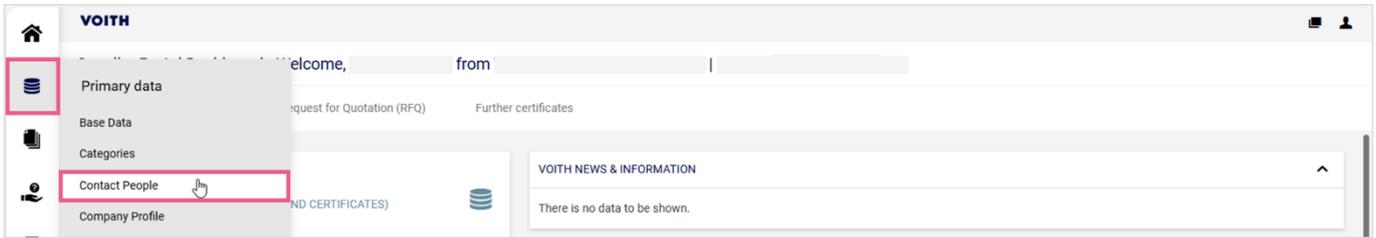


Click Instructions

4. Enter the required details for the new contact.
5. Decide whether the contact person requires access to the Voith supplier portal. If yes, activate "Portal Access," enter a username for the contact person, and select the checkbox for portal permissions / supplier rights.
Note: Once created, the username cannot be changed. Please make sure to select the correct username. If changes are needed, a new user account must be created.
6. Click "Save" in the upper-right corner to save the contact.

1.5 Manage Supplier Contact Details

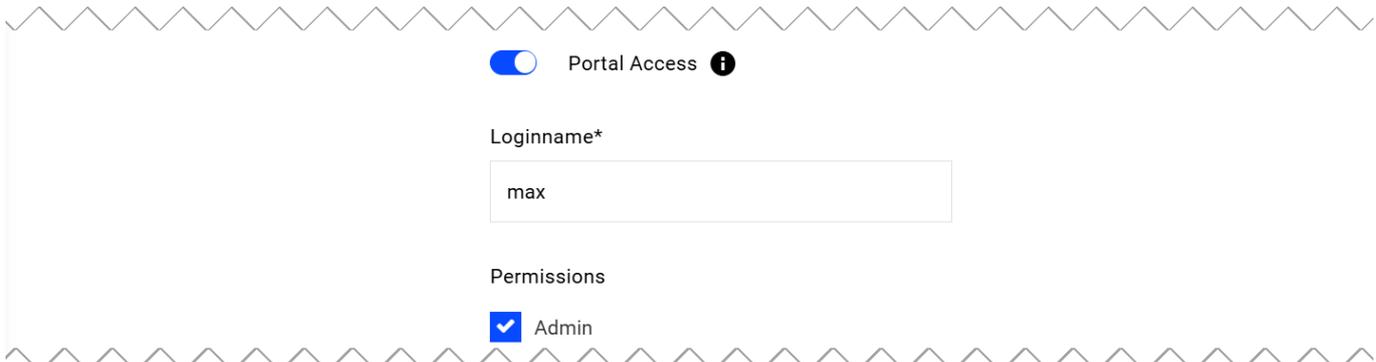
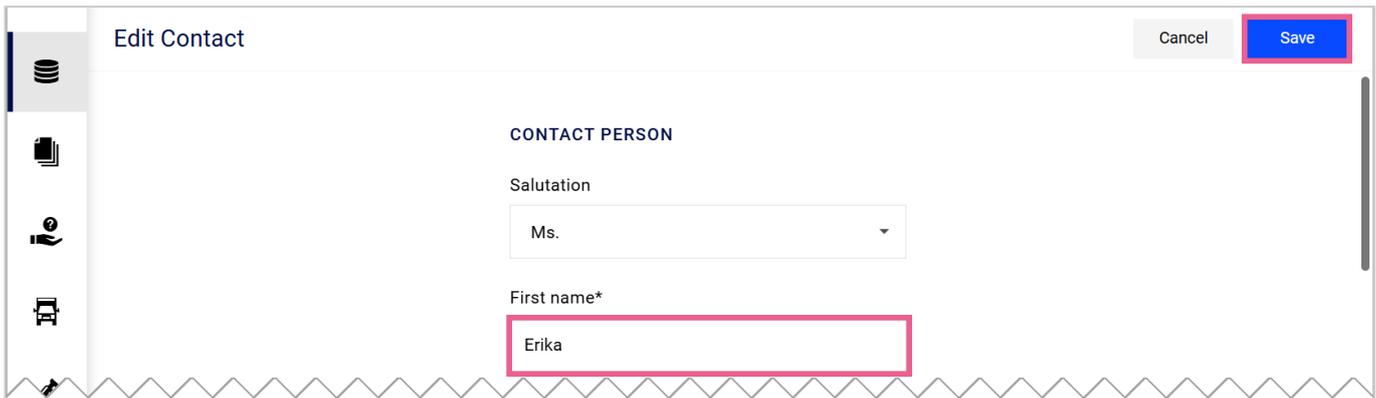
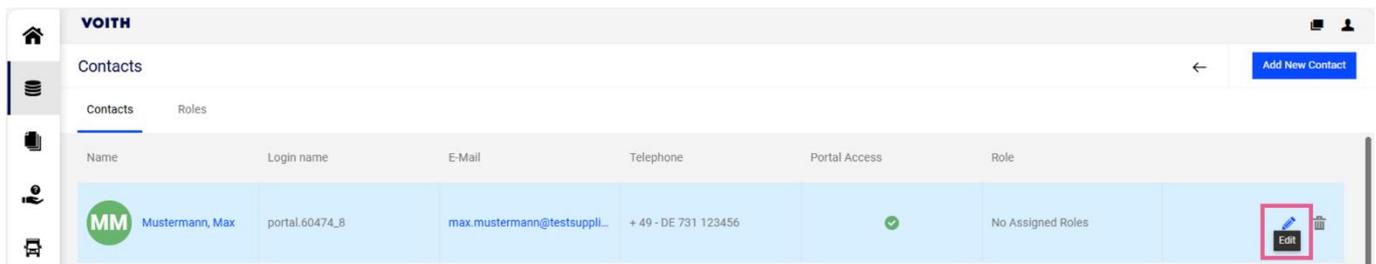
System View



Click Instructions

1. Click on "Primary Data" in the task bar on the left side.
2. Click on "Contact People" to open the contact overview.

System View



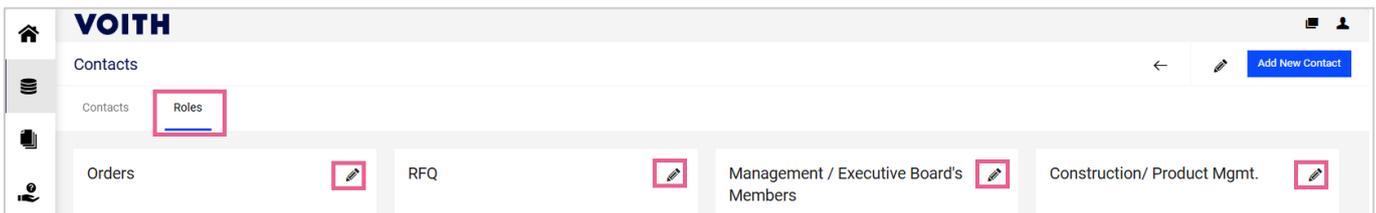
Click Instructions

I. Edit Supplier Contact Details

1. Position the cursor to the right of the relevant row and click the pencil icon.
2. Edit the contact details.
3. Decide whether the contact person requires access to the Voith supplier portal. If yes, activate "Portal Access."
4. Enter a username for the contact person and select "Admin" to grant full permissions.
5. Also select the "Supplier Rights" checkbox for portal authorization.
6. Click "Save" in the upper-right corner to save the contact.

1.6 Manage Roles of Supplier Contacts

System View

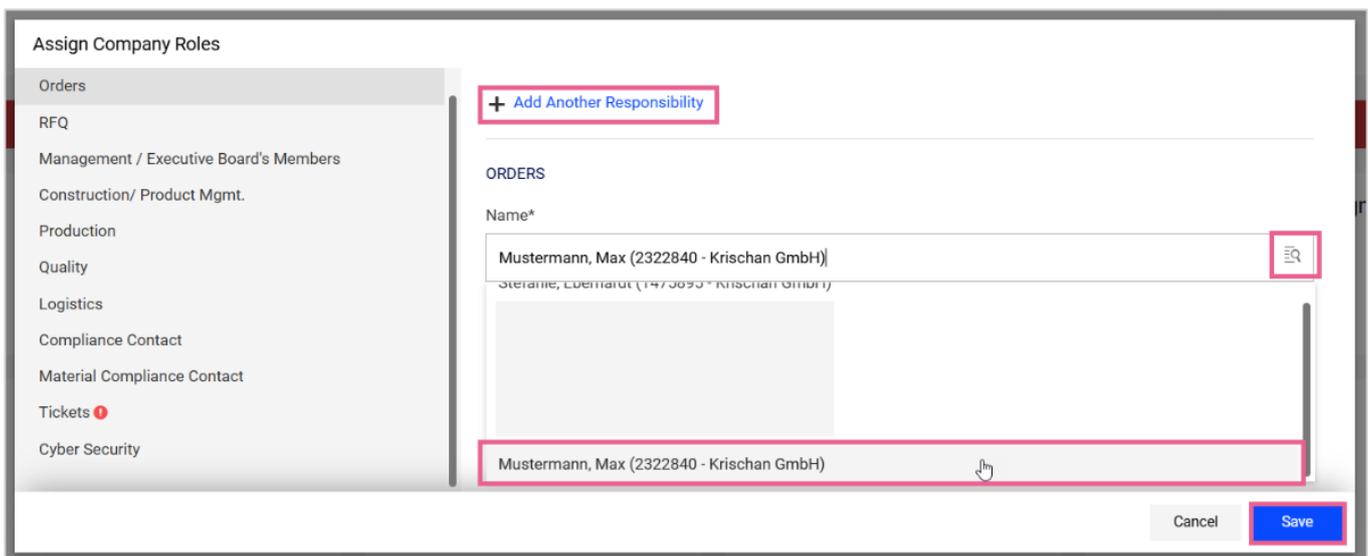


Click Instructions

II. Edit Supplier Contact Roles

1. Click on "Roles" next to the contacts in the upper-left corner.
2. Click on the edit icon next to the respective roles.

System View



Click Instructions

3. Click on "Add Additional Responsibility" and enter the name or click on the search icon next to the field to view an overview of all your contacts.
4. After selecting a contact, click "Save."

1.7 Self-Assessments - Completion and Access

Completion of the Self-Assessment

System View

VOITH PurONE: Invitation to VOITH SSA Cyber Security for Test_Supplier2

 Voith Supplier Portal PurONE <no-reply@app11.jaggaer.com>
An [redacted]

 Nachricht übersetzen in: Deutsch | Nie übersetzen aus: Englisch | [Übersetzungseinstellungen](#)

Dear Mrs. [redacted]

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.

Supplier: [redacted]
Supplier self-assessment: VOITH SSA Cyber Security
Contact person in purchasing: [redacted]
Response deadline: 2023-11-30 23:59:00

[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.

Please use your existing login credentials:
User name: PurONE
In case you forgot your password please use the [link](#) to reset it.

Thanks in advance.

Best Regards

PurONE Team
Voith Group

Click Instructions

Invitation E-Mail

1. Click on the link provided in the invitation email.
2. Log in using your login credentials.

System View



The screenshot shows the VOITH Supplier Portal dashboard. The top navigation bar includes a home icon, a menu icon, and a user profile icon. The main content area is titled "Supplier Portal Dashboard - Welcome, [redacted] from [redacted]". Below this, there are tabs for "My PurONE", "Orders", "Request for Quotation (RFQ)", and "Further certificates". The dashboard is divided into several sections: "COMPANY PROFILE (COMPLIANCE AND CERTIFICATES)", "VOITH NEWS & INFORMATION", and "WORKLIST - RFQ'S". A red box highlights the "SUPPLIER SELF-ASSESSMENT" link in the bottom left corner of the dashboard.



Click Instructions

Supplier Dashboard

1. Select "Supplier Self-Assessment" to open the questionnaire.

Systemansicht

Questions

Not finished - ...

Evaluation: Supplier:

MORE FILTER POSSIBILITIES

Displaying 1-10 of 13 | 10

<input type="checkbox"/>	Evaluation	Supplier	Question - Name	Status	Answer	Value	Finished	<input type="checkbox"/>
<input checked="" type="checkbox"/>	VOITH SSA HSE	Test_supplier3	Workers Compensation Account Status	Open	-	-	No	
<input type="checkbox"/>	VOITH SSA HSE	Test_supplier3	Citation, Notation or Conviction Status	Open	-	-	No	
<input type="checkbox"/>	VOITH SSA HSE	Test_supplier3	ISO/COR Certification Status	Open	-	-	No	
<input type="checkbox"/>	VOITH SSA HSE	Test_supplier3	Fatality Status	Open	-	-	No	
<input type="checkbox"/>	VOITH SSA HSE	Test_supplier3	Frequency Rate - Current Year	Open	-	-	No	
<input type="checkbox"/>	VOITH SSA HSE	Test_supplier3	Severity Rate - Current Year	Open	-	-	No	
<input type="checkbox"/>	VOITH SSA HSE	Test_supplier3	EMR Rating - Current Year	Open	-	-	No	
<input type="checkbox"/>	VOITH SSA HSE	Test_supplier3	Frequency Rate - Last Calendar Year	Open	-	-	No	

Click Instructions

Answering questions

1. After clicking on the first row, a small pop-up window opens on the right-hand side.

Systemansicht

Questions

Not finished - ...

Evaluation: Supplier:

MORE FILTER POSSIBILITIES

Displaying 1-10 of 13 | 10

<input type="checkbox"/>	Evaluation	Supplier	Question - Name	Status	Answer	Value	Finished	<input type="checkbox"/>
<input checked="" type="checkbox"/>	VOITH SSA HSE	Test_supplier3	Workers Compensation Account Status	Open	-	-	No	
<input type="checkbox"/>	VOITH SSA HSE	Test_supplier3	Citation, Notation or Conviction Status	Open	-	-	No	
<input type="checkbox"/>	VOITH SSA HSE	Test_supplier3	ISO/COR Certification Status	Open	-	-	No	
<input type="checkbox"/>	VOITH SSA HSE	Test_supplier3	Fatality Status	Open	-	-	No	
<input type="checkbox"/>	VOITH SSA HSE	Test_supplier3	Frequency Rate - Current Year	Open	-	-	No	
<input type="checkbox"/>	VOITH SSA HSE	Test_supplier3	Severity Rate - Current Year	Open	-	-	No	
<input type="checkbox"/>	VOITH SSA HSE	Test_supplier3	EMR Rating - Current Year	Open	-	-	No	
<input type="checkbox"/>	VOITH SSA HSE	Test_supplier3	Frequency Rate - Last Calendar Year	Open	-	-	No	
<input type="checkbox"/>	VOITH SSA HSE	Test_supplier3	Severity Rate - Last Calendar Year	Open	-	-	No	
<input type="checkbox"/>	VOITH SSA HSE	Test_supplier3	EMR Rating - Last Calendar Year	Open	-	-	No	

Workers Compensation Account Status

Supplier: Test_supplier3

Evaluation: VOITH SSA HSE

Cycle: 1

Criterion: Material group cluster: 4601 - 4601
Values
Group division: VP

Cyclic Period: 2025-03-01 - 2025-11-30

Response period: 2025-12-01 - 2025-12-25

Question: Is your company's workers compensation account currently in good standing?

Description: **Please upload a copy of the worker's compensation certificate.

Answer:

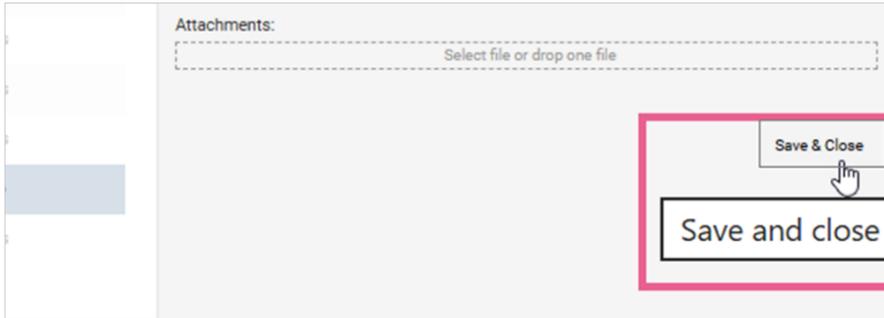
Comment:

Attachments:

Click Instructions

3. Select the appropriate answer. Adding a comment or uploading files is optional, but it makes your response more meaningful.
4. Click "Save & Next" to proceed to the next question.

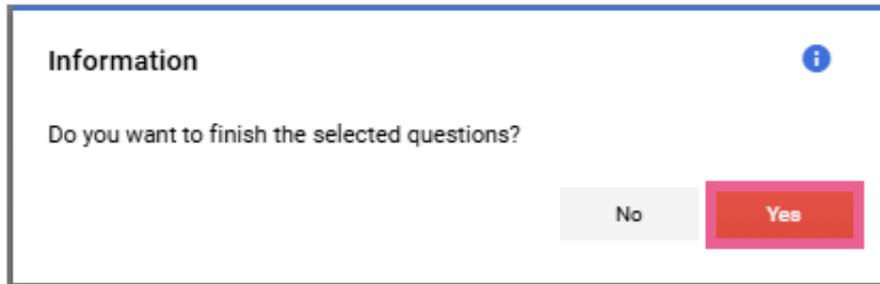
System View



Click Instructions

4. Complete the last question and submit all your responses to Voith by clicking "Save & Close."

System View

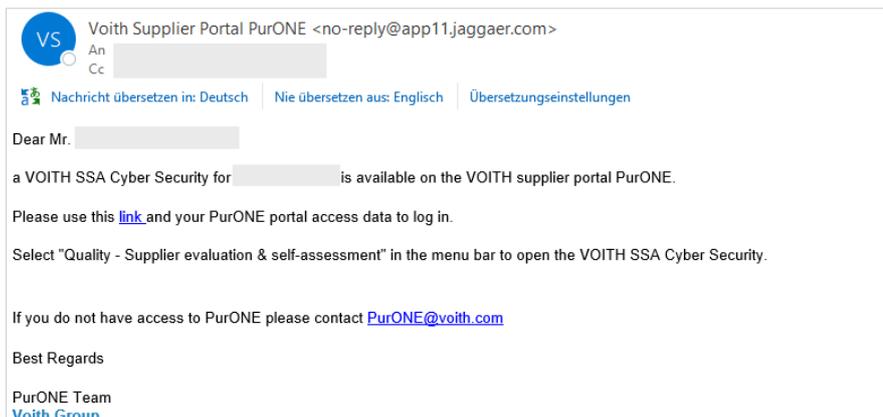


Click Instructions

5. Confirm the pop-up window by clicking "Yes," and the questionnaire will be completed.

Access to Supplier Self-Assessment

System View



Click Instructions

E-Mail

1. Click the link provided in the email.
2. Log in using your login credentials.

System View

The screenshot shows the VOITH Supplier Portal Dashboard. The top navigation bar includes 'My PurONE', 'Orders', 'Request for Quotation (RFQ)', and 'Further certificates'. The main content area features several sections: 'COMPANY PROFILE (COMPLIANCE AND CERTIFICATES)', 'VOITH NEWS & INFORMATION', 'WORKLIST - RFQS', and 'NEW OR CHANGED ORDERS'. A sidebar on the left contains a navigation menu with 'Quality' and 'Supplier Evaluation & Self-Assessment' highlighted in red. A dropdown menu is open under 'Supplier Evaluation & Self-Assessment', showing options: 'Supplier evaluation & self-assessment', 'VOITH PAPER Supplier Evaluation PM', and 'VOITH SSA HSE', with the latter being highlighted in red and having a mouse cursor over it.

Click Instructions

Assessment & Self-Assessment menu

Select Self-Assessment (Voith SSA HSE).

1.8 Handling Actions

System View

The screenshot shows the VOITH Supplier Portal Dashboard for a user from 'Test_Supplier2 | Partner no. 00000000'. The top navigation bar includes 'My PurONE', 'Orders', 'Request for Quotation (RFQ)', and 'Further certificates'. The main content area features sections: 'VOITH SUPPLIER ECOSYSTEM', 'SUPPLIER SELF-ASSESSMENT', and 'INFOLIST - NOT OPENED ORDERS'. The 'WORKLIST - NEW OR CHANGED ORDERS' section shows 'No entries found.'. The 'ACTIONS' section contains a table with the following data:

Action name	Owner	Assignee	Timeframe	Files	Status
TEST Action			2025-10-01 - 20...		DONE
TEST			2025-08-11 - 20...		CHECK
TEST Action			2025-07-16 - 20...		OPEN
test			2025-01-09 - 20...	4502124693.PDF	OPEN
Test Action			2023-09-15 - 20...		CHECK
TEST Action			2023-08-08 - 20...		OPEN

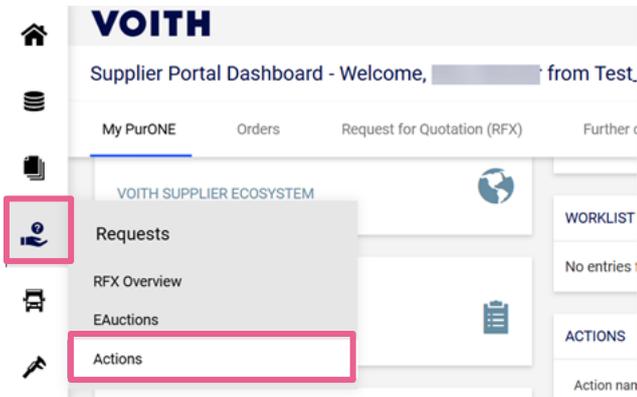
The 'TEST Action' row in the first column of the table is highlighted with a red box.

Click Instructions

Actions Box

The "Actions" section is displayed when you log in. By clicking on the blue action names, the user can open their assigned actions.

System View



Click Instructions

1. Navigate to the actions overview by clicking the "Requests" icon in the navigation bar and then selecting "Actions."

System View

The screenshot shows the 'Actions Overview' page with 7 results. The table has the following columns: Action name, Owner, Assignees, Timeframe, Files, Status, Progress, Category, and Priority. Two actions are visible:

Action name	Owner	Assignees	Timeframe	Files	Status	Progress	Category	Priority
test	AB		2025-01-09 - 2...	4502124693...	OPEN Overdue	0%		
TEST Action	AB		2025-07-16 - 2...		OPEN Overdue	0%		Low

Click Instructions

2. The actions overview displays various columns with details about tasks, such as name and timeframe.

Action Name: Name of the action

Owner: Creator of the action

Assignee: Name of the recipient

Timeframe: Period during which the action should be completed

Files: Documents attached to the action

Status: Status of the action

Progress: Progress of the action

Category: Category to which the action belongs

Priority: Priority with which the action should be managed

On the right-hand side, icons are available to manage actions. The pencil icon is used to edit an action, while the eye icon allows you to view an action.

System View

- Open
- Check
- Cancelled
- Done

Click Instructions

Status of Actions

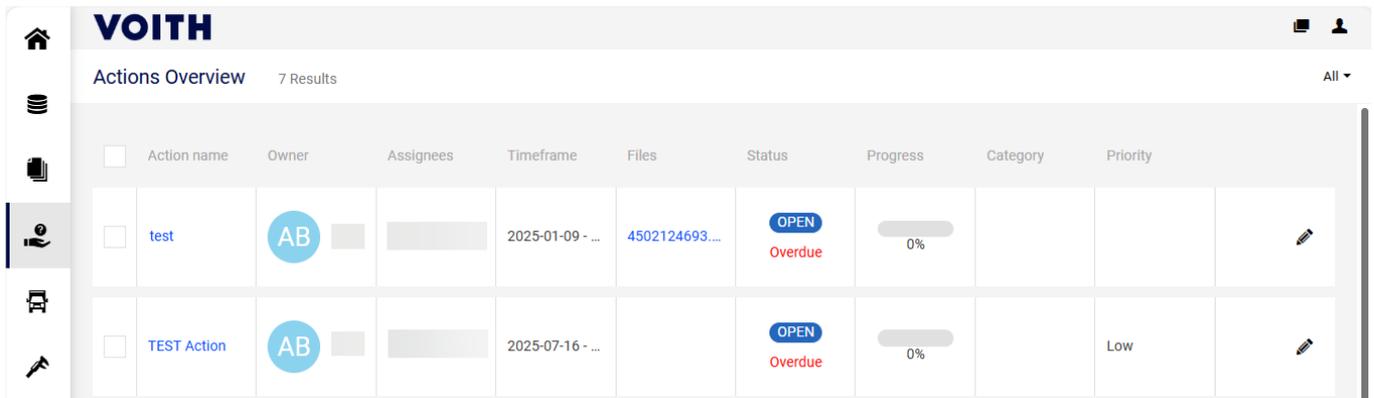
"Open": Open action that has not yet been processed.

"Check": Action that is currently under review by Voith.

"Cancelled": Deleted action

"Done": Completed action.

System View

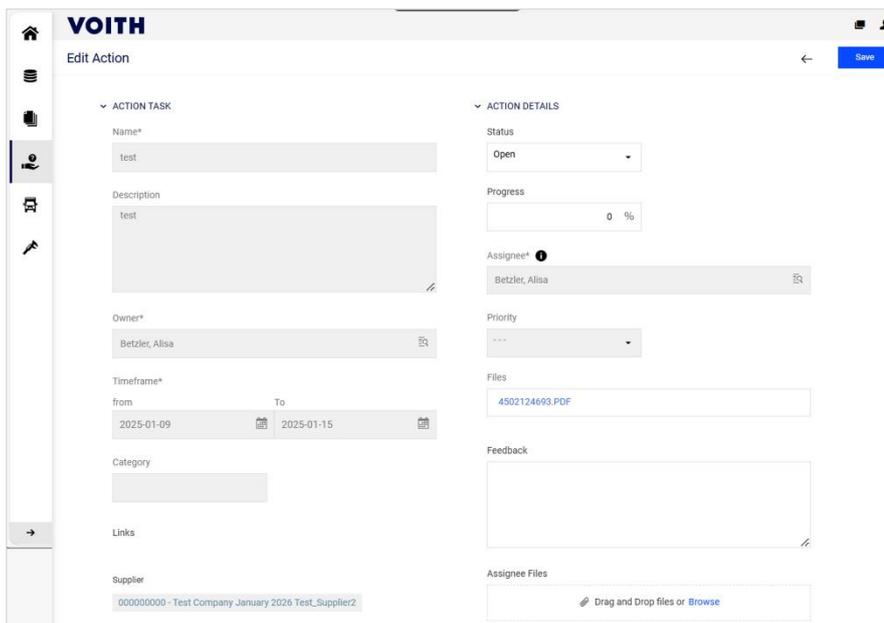


	Action name	Owner	Assignees	Timeframe	Files	Status	Progress	Category	Priority	
<input type="checkbox"/>	test	AB		2025-01-09 - ...	4502124693...	OPEN Overdue	0%			
<input type="checkbox"/>	TEST Action	AB		2025-07-16 - ...		OPEN Overdue	0%		Low	

Click Instructions

The action can be opened either by clicking on the action name or by clicking the edit (pencil) icon.

System View



VOITH

Edit Action

ACTION TASK

Name*
test

Description
test

Owner*
Betzler, Alisa

Timeframe*
from 2025-01-09 To 2025-01-15

Category

Links

Supplier
000000000 - Test Company January 2026_Test_Supplier2

ACTION DETAILS

Status
Open

Progress
0 %

Assignee*
Betzler, Alisa

Priority

Files
4502124693.PDF

Feedback

Assignee Files
Drag and Drop files or Browse

Save

Click Instructions

The left-hand section of the action contains all information provided by the buyer for this action. Please review this section carefully to obtain all details.

On the right-hand side, you can enter your feedback and provide a response to the action.

After completing the task, set the status to "Check" to inform the owner that the action has been processed.

System View

COMMENTS

Type Comment ...

Cancel Send

Click Instructions

At the bottom of the action information, there is a comment field. Responses are entered in the portal and notifications are sent by email.

2 Certificates, Contracts & Documents Management

2.1 Upload Certificates

System View

Click Instructions

To store certificates in the supplier profile, proceed as follows after logging in:

1. Click on "Company Profile."

System View

VOITH

Profile Save Finish

Company information Compliance & Sustainability **Certificates** Previous Save & Next

The profile has already been finished!

Do not forget to click on FINISH when you want to send your information to VOITH!

Company Data

We would appreciate further information about your company. Your data will be saved in our central database, where Voith purchasers are able to search for appropriate suppliers.

In which country are you located?* ---

Total number of employees [FTE]* Cannot be 0

Annual turnover [€]* Cannot be 0

Click Instructions

- Open the "Certificates" tab.

System View

VOITH

Profile Save Finish

Company information Compliance & Sustainability **Certificates** Previous Save & Next

The profile has already been finished!

Do not forget to click on FINISH when you want to send your information to VOITH!

General

	Certified?	valid from	valid until	file
ISO 45001*	No			
ISO 14001*	No			

Quality

	Certified?	valid from	valid until	file
ISO 9001*	No			
IATF 16949*	No			
IRIS / ISO TS 22163*	No			

HSE & Sustainability

	Certified?	valid from	valid until	file
ISO 50001*	No			
EMAS*	No			

Cyber Security

	Certified?	valid from	valid until	file
ISO 27001*	No			

Click Instructions

- For each certificate type, indicate whether the certificate is available. If the certificate is available, enter the validity period and upload the corresponding certificate.
- After providing all relevant data, click "Save & Next" to submit the certificates to Voith.

2.2 Update Certificates

System View

VOITH PurONE: Certificates have expired - Test_Supplier3

 Voith Supplier Portal PurONE
An  VOITH-Purchasing PurONE

 Supplier guide_certificate update_eng - profile.pdf
387 KB

Dear User,

the following certificate ISO 14001 has expired on 2025-08-04.

Please update the certificates of the company Test_supplier3 in our VOITH supplier portal PurONE as soon as possible:
<https://jaggaer.voith.com/portals/voith/>

Please login with your user name and password.

After your login, please click on "VOITH".
Click on the first box "company profile" and go to the tab "Certificates". Please update the validity ("valid from", "valid until") and the "file" of the according certificate.

After you have updated all relevant information, please click on "finish" to send the information to VOITH.

In case you forgot your password, please use this [link](#) to reset it.
You can enter your user name or mail address to reset your password.

Click Instructions

When certificates expire, you will receive an automatic reminder email.
Use the link in the email to access the relevant section and update the certificates as described in Section 3.1.

2.3 Submission of Additional Certificates

System View

VOITH PurONE: Upload of certificates

 Voith Supplier Portal PurONE
An  VOITH-Purchasing PurONE

Dear User,

please upload the required certificates in our VOITH supplier portal PurONE.

Ticket name: Request Certificate- Test_Supplier3

1) Please login first: <https://jaggaer.voith.com/portals/voith/> (with your user name and password)
2) Open this [ticket link](#) to upload the certificates.

Comment:
Bosch Maike 2025-08-04 15:10

Your certificates are then available to all VOITH-buyers worldwide. Thank you for your support!

Click Instructions

If a Voith buyer requires additional certificates, they can request them. In this case, you will receive an email notification.

1. Please first log in to the supplier portal using the first link provided in the email.
2. Then use the second link to provide the requested certificates.

System View

Home
VOITH

Back
Print Ticket

Requested certificates -

ID: #Materia_Certificates - 000173 (Revision: 1)

Ticket Subject*: Request Certificate-

Status: ▼

Created By: @2025-11-24 10:12

Responsible Group: Suppliers

Assigned To: (Reassign To...)

CRM Company:

Supplier Information

Supplier:

Certificates Data

Requested Certificates:	Certificate type	Valid from	Valid to	File
	DIN EN 1090-1	2025-11-21	2026-11-20	Datei auswählen Action M... (1).pdf
[+++]				

Information for supplier

Supplier/Voith Comment Transcript: Please submit the requested certificate at the earliest possible for material no. H12345678
2025-11-24 10:12

Comment:

Next Action

Next Action*: Send back to Voith

Save
Save Draft
Draft Auto-Saved @ 2025-11-25 08:59:17

Click Instructions

- Enter the validity period, upload the requested certificate, and select "Send back to Voith." Then click "Save" to submit the information.

2.4 Update Additional Certificates

System View

VOITH PurONE: Update of certificates

Voith Supplier Portal PurONE

An ● VOITH-Purchasing PurONE

Nachricht übersetzen in: Deutsch
Nie übersetzen aus: Englisch
Übersetzungseinstellungen

Dear User,

please update the required certificates in our VOITH supplier portal PurONE.

Ticket name: Request Certificate- Test_Supplier3
Open the ticket link to upload the certificates.

Your certificates are then available to all VOITH-buyers worldwide. Thank you for your support!

Click Instructions

- When the additionally requested certificates expire, you will receive an email notification.
- Click the link provided in the email.

System View

VOITH

Back Print Ticket

Requested certificates

ID: #Material_Certificates - 000173 (Revision: 1) ! Created By: @2025-11-24 10:12

Ticket Subject*: Request Certificate- Responsible Group: Suppliers

Status: Assigned To: (Reassign To...)

CRM Company:

Supplier Information

Supplier:

Certificates Data

Requested Certificates:	Certificate type	Valid from	Valid to	File
	DIN EN 1090-1	2025-11-21	2026-11-20	<input type="button" value="Datei auswählen"/> Action M... (1).pdf
[+++]				

Information for supplier

Supplier/Voith Comment Transcript: Please submit the requested certificate at the earliest possible for material no. H12345678
2025-11-24 10:12

Comment:

Next Action

Next Action*:

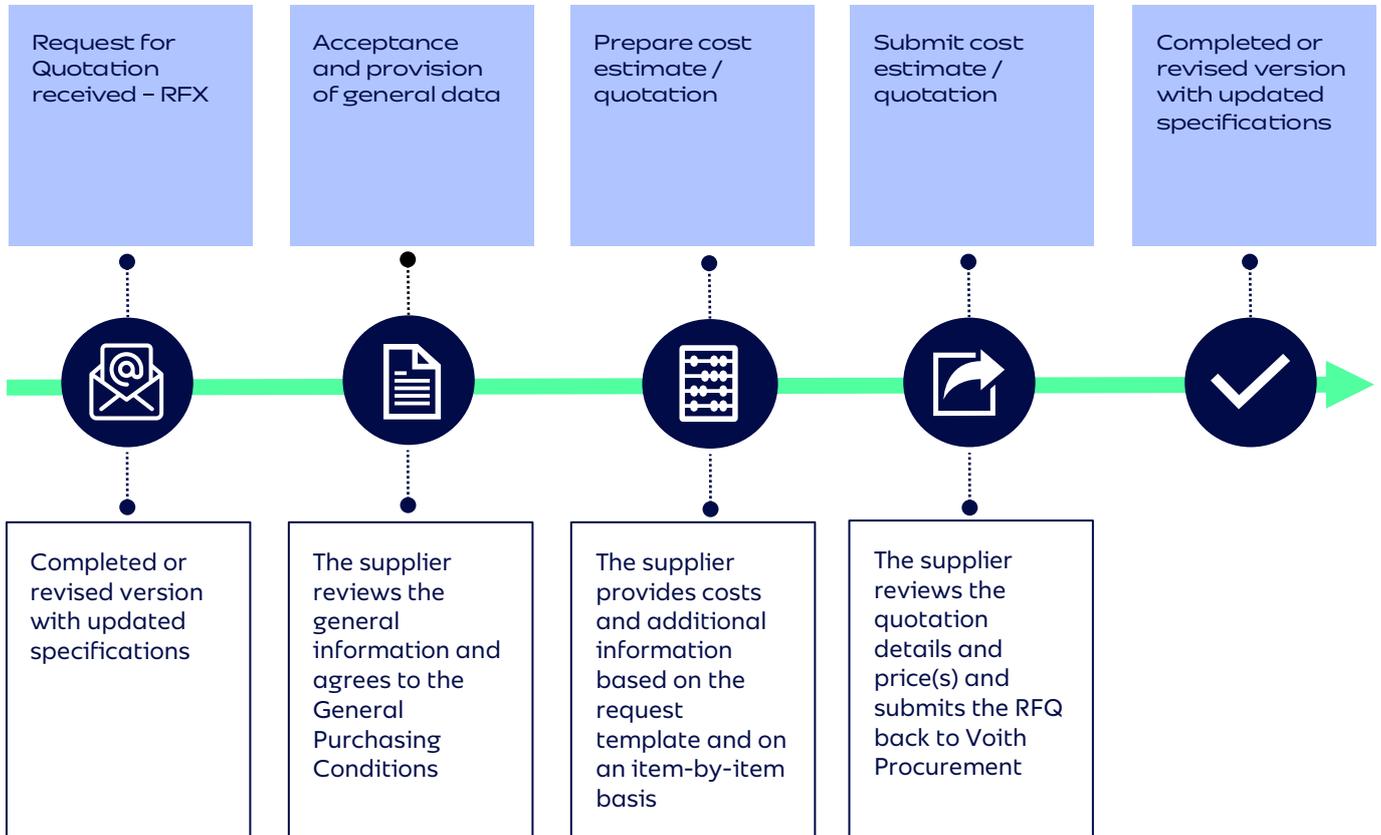
Draft Auto-Saved @ 2025-11-25 08:59:17

Click Instructions

3. Once the relevant view opens, you can update the validity period and upload the corresponding document.
4. Then select "Save" to send the updated version to Voith.
5. The responsible Voith contact person will be notified once the document has been updated.

3 eSourcing & eAuctions

3.1 Process Overview eSourcing



3.2 RFX Overview

System View

RFX no.	RFX name	RFX version	Status	Deadline
11325		1	RUNNING	2025-12-24 23:...
11294		1	RUNNING	2025-12-18 23:...
11293		1	RUNNING	2025-12-18 23:...
3731		1	RUNNING	2025-12-31 10:...

Click Instructions

RFQ Box

The "WORKLIST - RFQs" field (open RFQs) is one of the sections displayed when logging in. By clicking the blue RFQ number, users can open the latest available RFQs assigned to them.

NOTE

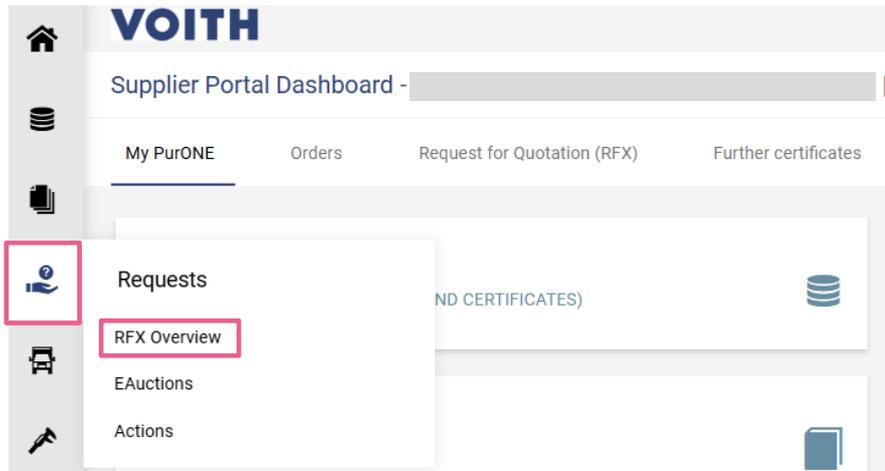
The term **RFX** includes both **RFI** and **RFQ**.

In PurONE, the commonly used term for a request is RFQ.

RFQ = Request for Quotation

RFI = Request for Information

System View



Click Instructions

RFQ Overview

1. Navigate to the overview of requests by clicking the "Requests" icon in the navigation bar and then selecting "RFX Overview."

System View

RFQ NO.	VERSION	NAME	QUOTE STATUS	RESPONSIBLE PERSON	DEADLINE	ITEMS	MESSAGES
9761	4		In Progress		2025-06-26 23:59	1	0
9761	3		Cancelled		2025-06-26 23:59	1	0
9761	2		Cancelled		2025-06-26 23:59	1	0
9761	1		Cancelled		2025-06-26 23:59	1	0
9759	1		In Progress		2025-06-26 23:59	1	0
9758	1		In Progress		2025-06-26 23:59	1	0
9752	1		In Progress		2025-06-25 23:59	1	0

Click Instructions

2. The request overview displays various columns with details about the requests, such as name and deadline.

"RFQ No." = Internal RFQ number

"Version" = RFQ version

"Name" = Name of the request

"Quote Status" = Status of the request

"Responsible Person" = Creator / buyer of the request at Voith

"Deadline" = Date until which quotes can be submitted to Voith

"Items" = Number of items included in the request

"Messages" = Number of messages exchanged in relation to the request

Icons on the right-hand side

Pencil icon = Edit RFQ

Folder icon = Open RFQ

Silhouette icon = Assign RFQ

System View

● New	● Declined
● In Progress	● Canceled
● Quoted	● Expired

Click Instructions

Quote Status

New – Newly received RFQ that has not yet been opened.

In Progress – RFQ has been opened but no quote has been submitted yet.

Quoted – Quote has been submitted and sent back to Voith.

Declined – RFQ has been declined by the supplier.

Cancelled – RFQ has been cancelled by Voith.

Expired – RFQ has expired and no quote was submitted.

System View

RFQ NO.	VERSION	NAME	QUOTE STATUS	RESPONSIBLE PERSON	DEADLINE	ITEMS	MESSAGES
9761	4	TEST: Bearing Template	In Progress		2025-06-26 23:59	1	0

Click Instructions

RFQ Access

RFQs can be opened by clicking on one of the following options:

1. the RFQ number (RFQ No.),
2. the Name (both displayed in blue), or
3. the Folder icon located to the right of the request.

System View

RFQ NO.	VERSION	NAME	QUOTE STATUS	RESPONSIBLE PERSON	DEADLINE	ITEMS	MESSAGES
9761	4	TEST: Bearing Template	In Progress		2025-06-26 23:59	1	0

Click Instructions

RFQ Display

In the RFQ overview, ten RFQs are displayed by default on the first page.

By clicking the “Display” dropdown field, up to one hundred requests can be shown.

The selected settings are saved for the current view. To display additional requests, use the navigation controls in the upper-right corner.



System View

VOITH
RFX Overview

Showing results 1 - 10 of 387 Display 10

RFQ NO. VERSION NAME QUOTE STATUS RESPONSIBLE PERSON DEADLINE ITEMS MESSAGES

Click Instructions

RFQ Search

1. In the upper-right corner, you will find a filter icon and a magnifying glass. Click the magnifying glass to search for RFQs.

System View

VOITH
RFX Overview

Showing results 1 - 10 of 387 Display 10

Search for...

Click Instructions

2. A search field opens. Enter your search term and press "Enter."

System View

VOITH
RFX Overview

Showing results 1 - 2 of 2 Display 10

Test Awarding&Feedback

RFQ NO.	VERSION	NAME	QUOTE STATUS	RESPONSIBLE PERSON	DEADLINE	ITEMS	MESSAGES
9671	1	TEST Awarding&Feedback	Quoted		2025-06-11 23:59	3	0
9671	1	TEST Awarding&Feedback	Quoted		2025-06-11 23:59	3	0

Click Instructions

3. Only matching requests are displayed.

System View

VOITH
RFX Overview

Showing results 1 - 2 of 2 Display 10

Test Awarding&Feedback

RFQ NO.	VERSION	NAME	QUOTE STATUS	RESPONSIBLE PERSON	DEADLINE	ITEMS	MESSAGES
9671	1	TEST Awarding&Feedback	Quoted		2025-06-11 23:59	3	0
9671	1	TEST Awarding&Feedback	Quoted		2025-06-11 23:59	3	0

Click Instructions

4. Remove the filter by clicking the "X."

System View

RFQ NO.	VERSION	NAME	QUOTE STATUS	RESPONSIBLE PERSON	DEADLINE	ITEMS
9761	4		In Progress		2025-06-26 23:59	1
9761	3		Cancelled		2025-06-26 23:59	1
9761	2		Cancelled		2025-06-26 23:59	1
9761	1		Cancelled		2025-06-26 23:59	1
9759	1		In Progress		2025-06-26 23:59	1

Click Instructions

RFQ Filter

1. By clicking the "Filter" icon, the overview can be filtered by responsibility "All" or "Mine," as well as by the request status (All or individual entries).

System View

RFQ NO.	VERSION	NAME	QUOTE STATUS	RESPONSIBLE PERSON	DEADLINE	ITEMS
9761	4		In Progress		2025-06-26 23:59	1
9761	3		Cancelled		2025-06-26 23:59	1
9761	2		Cancelled		2025-06-26 23:59	1
9761	1		Cancelled		2025-06-26 23:59	1
9759	1		In Progress		2025-06-26 23:59	1
9758	1		In Progress		2025-06-26 23:59	1

Click Instructions

2. Remove the selection of the non-relevant quote statuses and click "Apply."

System View

RFQ NO.	VERSION	NAME	QUOTE STATUS	RESPONSIBLE PERSON	DEADLINE	ITEMS	MESSAGES
9761	4		In Progress		2025-06-26 23:59	1	0
9761	3		Cancelled		2025-06-26 23:59	1	0
9761	2		Cancelled		2025-06-26 23:59	1	0
9761	1		Cancelled		2025-06-26 23:59	1	0
9759	1		In Progress		2025-06-26 23:59	1	0
9758	1		In Progress		2025-06-26 23:59	1	0
9752	1		In Progress		2025-06-25 23:59	1	0
9732	1		In Progress		2025-06-24 23:59	1	0
9656	1		Expired		2025-06-06 23:59	3	0
9648	1		In Progress		2025-06-20 23:59	2	0

Click Instructions

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

3.3 Submit Quotation

System View

VOITH PurONE: Invitation for RFQ 9778 Test_V1

VS Voith Supplier Portal PurONE <no-reply@app11.jaggaer.com>
An

Dear Mr. [REDACTED]

We are pleased to invite you to the following RFQ and look forward to receiving your offer.

RFQ: 9778 - Version: 1 - Test_V1

Deadline for your quotation: 30.06.2025 23:59:00 (Europe/Berlin)

Voith contact person: [REDACTED]
E-Mail: [REDACTED]

How can I submit my quotation?

Please open the link below and follow the steps in PurONE:
<https://jaggaer.voith.com/rfq/index.php?lang=eng&controller=quote&type=rfq&id=1608497&cid=347788>

How do I get access to PurONE?
Please use your already assigned login credentials, with your username KarimFathy

Who can I contact with questions?
You can find detailed information about registration and how to process the RFQ on our [homepage](#) in the [Supplier Guide](#). In addition, you can contact purone@voith.com.

Best Regards

PurONE Team
Voith Group

Voith GmbH & Co. KGaA
St. Pöllener Straße 43
89522 Heidenheim, Germany

Click Instructions

1. Click the link provided in the email.
2. Log in using the credentials you received in the email or the credentials provided when your account was created.

System View

RFQ no.	RFQ name	RFQ version	Status	Deadline
9778	Test_LV1	1	RUNNING	2025-06-30 23:59

Click Instructions

Alternative

OPTION 1

Log in to the portal and click on the most recently received RFQ. A new tab titled "Participation" will open.

System View

RFX NO.	VERSION	NAME	QUOTE STATUS	RESPONSIBLE PERSON	DEADLINE	ITEMS	MESSAGES
		est_LV1	New		2025-06-30 23:59	1	0
			In Progress		2025-06-26 23:59	1	0
			Cancelled		2025-06-26 23:59	1	0
9761	2		Cancelled		2025-06-26 23:59	1	0

Click Instructions

Alternative

OPTION 2

Log in to the portal and click "Requests" and then "RFQ Overview" in the navigation bar. Click on the most recent RFQ.

System View

Click Instructions

Participation

Review and/or accept the documents (if required) to proceed with the quotation and click “Next” in the upper right corner.

System View

The screenshot shows the VOITH system interface for a quotation. The breadcrumb is 'Test_V1 · 9778'. The navigation bar includes 'PARTICIPATION', 'GENERAL' (active), 'QUOTE', and 'REVIEW'. The 'Next' button is highlighted in red. The main content area is divided into 'Contact Information' and 'General' sections.

Contact Information:

BUYER
Fathy, Karim
karim.fathy@voith.com

General

QUOTATION SETTINGS

Currency: EUR

Payment conditions: 0030 (Within 30 days due net)

Delivery Conditions: CFR (Cost and freight)

Delivery address / Place of fulfillment: Voith GmbH & Co. KGaA, St. Pöltener Straße 43, 89522 Heidenheim, DE

Click Instructions

General: Please review the general terms and conditions and click “Next.”

Optional: You may add a comment or upload a file related to the quotation at header level.

System View

The screenshot shows the VOITH system interface for a quotation. The breadcrumb is 'Test_V1 · 9778'. The navigation bar includes 'PARTICIPATION', 'GENERAL', 'QUOTE' (active), and 'REVIEW'. The 'Next' button is highlighted in red. The main content area displays a table of quotation items.

MATERIAL NAME	FILES	QUANTITY	UNIT	PRICE UNIT	UNIT PRICE	TOTAL PRICE	REQUIRED	STATUS	ITEM PLANT
band 3x60x4000 1.4_	0	1	PC	1			X	Open	0010 - VZ

The 'Next' button and a comment icon (speech bubble) are highlighted in red.

Click Instructions

Quote

The "Quote" tab provides an overview of the items/materials requested for quotation:

- MATERIAL NAME** – Name of the requested material
- FILES** – Item-related attached files
- QUANTITY** – Requested quantity
- UNIT** – Unit of the item
- PRICE UNIT** – Unit on which the requested price is based
- UNIT PRICE** – Quoted unit price
- TOTAL PRICE** – Quoted price multiplied by the quantity
- STATUS** – Current quotation status per item

1. Click on the material name highlighted in blue to open the details of the requested item/material or click the folder icon on the right-hand side to open the item details.

System View

Click Instructions

On the left-hand side, the item details are displayed.
 Optionally, item-related documents can be downloaded in the "Files" section.
 Under "Comment," you can leave a comment related to the item.

2. Prepare your quotation by entering the price for the specified price unit. If required, you may need to download an Excel file for the CBD (Cost Breakdown / template) and upload the completed file afterward (see use case "Quotation with Excel CBD").
3. Once the quotation is complete, click "Save" in the upper-right corner.

System View

VOITH
Test_V1 · 9778

← Previous **Send**

PARTICIPATION GENERAL QUOTE **REVIEW**

Accepted Items 100,00 EUR

#	MATERIAL NO.	MATERIAL NAME	ITEM PLANT	COMMENT	QUANTITY	PRICE UNIT	UNIT	UNIT PRICE	TOTAL
1	430186072	band 3x60x4000 1.4404+1D	0010 - VZ		1	1	PC	100,00 EUR	100,00 EUR

100,00 EUR
Total Price Offer

Quoted Items 1 / 1

Deadline 2025-06-30 23:59

VOITH
Test_V1 · 9778

← Previous **Send**

PARTICIPATION GENERAL QUOTE **REVIEW**

Accepted Items 100,00 EUR

#	MATERIAL NO.	MATERIAL NAME	ITEM PLANT	COMMENT	QUANTITY	PRICE UNIT	UNIT	UNIT PRICE	TOTAL
1	430186072	band 3x60x4000 1.4404+1D	0010 - VZ		1	1	PC	100,00 EUR	100,00 EUR

100,00 EUR
Total Price Offer

Quoted Items 1 / 1

Send Quote

Offer Number

e.g. 2983102

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!

Cancel **Send**

Click Instructions

If the quotation contains more than one item, you will automatically be redirected to the next item after completing the quotation for the first one. Once quotations have been created for all items, an overview of all quotations is displayed.

Review

1. The "Review" tab provides an overview of the created quotations. By clicking "Send" in the upper-right corner, the quotation is finalized and sent to the customer.
2. A window opens where you can optionally enter a quotation number. Confirm the quotation by clicking "Send."

System View

VOITH
Confirmation

← **Close**

Successfully Quoted

Name Test_V1 Quoted by

RFD No. 9778 Quote Date 2025-06-16 13:51

Deadline 2025-06-30 23:59 Offer Number

Total Price Offer 100,00 EUR

1 Approved Items 0 Declined Items

Click Instructions

Confirmation

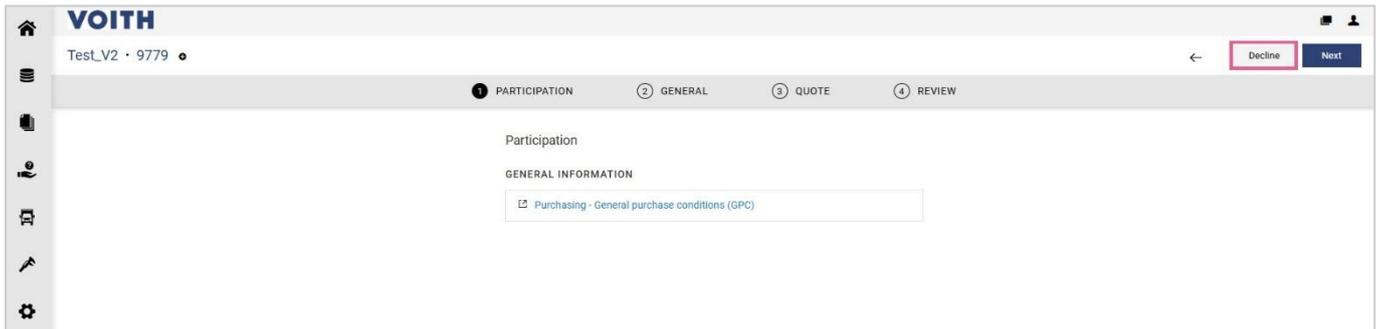
After submitting the quotation to Voith, a summary of the quotation is displayed.

Process completed

Close the RFQ / window.

For supplier portal users: Click "Back to the overview" to return to the overview of all RFQs.

System View

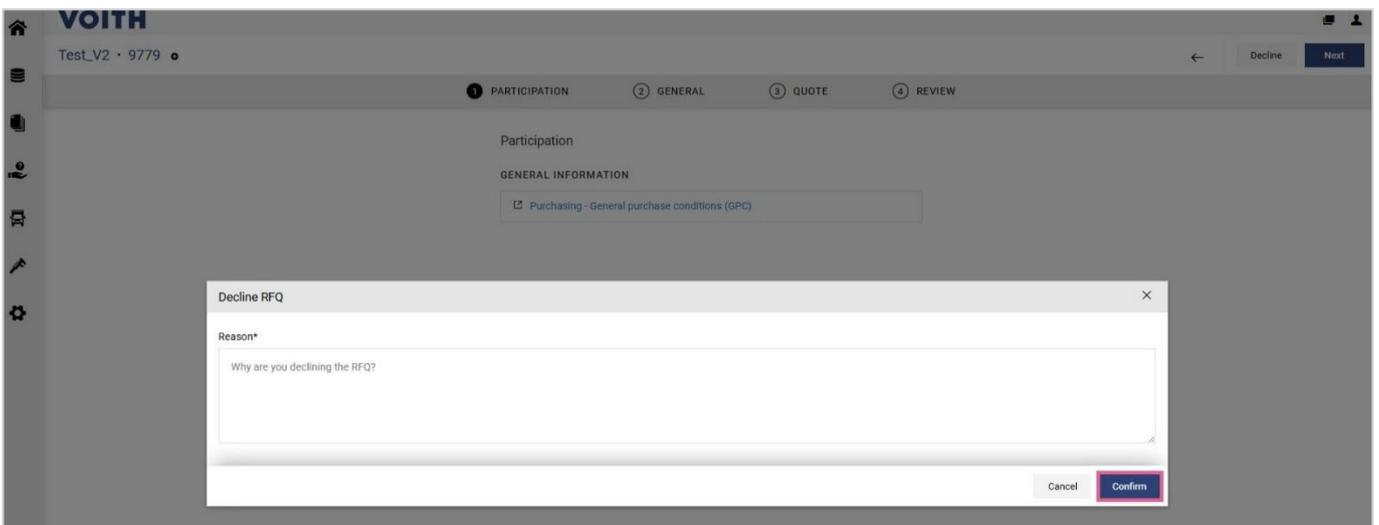


Click Instructions

ALTERNATIV - Decline all items

1. Open the RFQ.
2. Click "Decline" on the "Participation" tab.

System View



Click Instructions

3. Select a reason for declining.
4. Confirm the rejection by clicking "Confirm."

System View

MATERIAL NAME	FILES	QUANTITY	UNIT	PRICE UNIT	UNIT PRICE	TOTAL PRICE	REQUIRED	STATUS	ITEM PLANT
outlet DN 150x142 ...	0	1	PC	1			X	Open	0010 - VZ
band 3x60x4000 1...	0	1	PC	1			X	Open	0010 - VZ

Click Instructions

ALTERNATIVE - Decline Individual Items Quote

1. Click the "Decline" button ("X") next to the respective item/material.

System View

Decline Item [X]

Reason*

Why are you declining this item?

Cancel **Decline**

Click Instructions

2. Enter a reason in the text field and click "Decline" to confirm.

3.4 Submit Quotation via Excel (CBD)

System View

RFQ NO.	VERSION	NAME	QUOTE STATUS	RESPONSIBLE PERSON	DEADLINE	ITEMS	MESSAGES
9782	1	Test_cbd	New		2025-11-13 23:00	1	0

Click Instructions

OPEN RFQ

1. Click the link provided in the email.
2. Log in using the credentials you received in the email or when your account was created.
3. Click the RFQ displayed in the RFQ box.

System View

Test_cbd · 9782

1 PARTICIPATION 2 GENERAL 3 QUOTE 4 REVIEW

Participation

GENERAL INFORMATION

Purchasing - General purchase conditions (GPC)

Decline **Next**

Click Instructions

Participation

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

System View

Test_cbd · 9782

1 PARTICIPATION 2 GENERAL 3 QUOTE 4 REVIEW

Contact Information

BUYER

General

QUOTATION SETTINGS

Currency: EUR

Payment conditions: Z1111 (According to existing valid agreement)

Previous **Next**

Click Instructions

General

Read the general terms and conditions and click "Next."

System View

MATERIAL NAME	FILES	QUANTITY	UNIT	PRICE UNIT	UNIT PRICE	TOTAL PRICE	REQUIRED	STATUS	ITEM PLANT
Test_cbd	0	1	PC	1	n/a	0,00 EUR	X	Open	3500 - DE - SAL Salz...

Click Instructions

Quote

1. Click the blue-highlighted material name to access the details of the requested item/material or click the "Folder" icon on the right to open the item details.

System View

Item Details Item 1 of 1

Number: P4T_5337246
 Name: Test_cbd
 Status: Open
 Material Group: 200109 Furniture, decoration, equipment
 Delivery Address: J.M. Voith SE & Co. KG | VTA, c/o Rudolph Logistik GmbH, Sudetenstraße 34, 38239 Salzgitter
 Delivery Date: 2025-11-13

Quote Details

QUOTE

Export

Export Excel File

Import*

Drag and Drop file or Browse

ADDITIONAL INFORMATION

Comment

Click Instructions

2. In the middle of the page, under "Export," an Excel file for quotation purposes can be downloaded. Click "Export Excel File" to obtain item-related information and prices.

On the left-hand side, the item details are displayed.

Optionally, item-related documents can be downloaded from the "Files" section.

In the "Comment" section, it is possible to leave a comment regarding the item.

System View



Click Instructions

3. A new browser tab will open. Click on the file to open or save it.

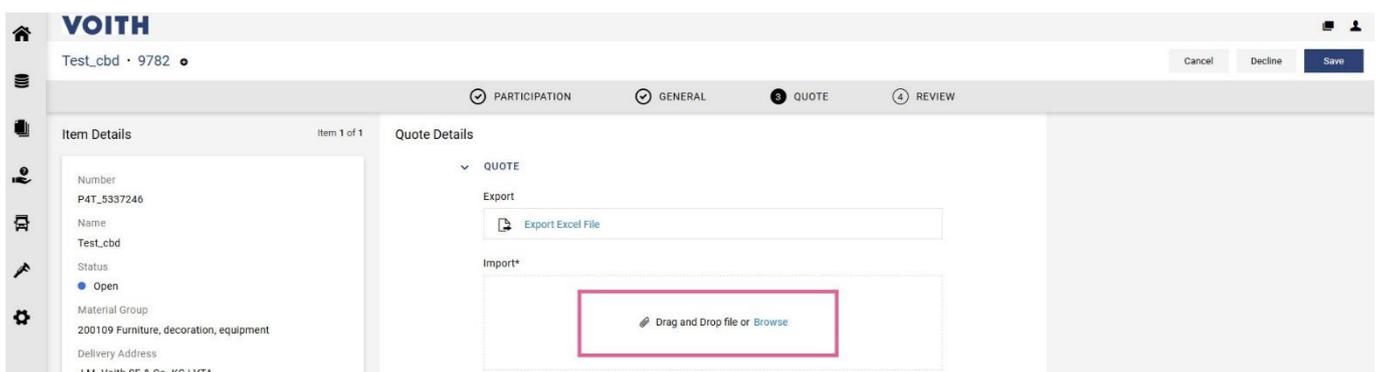
System View

3	Beruf								
4									
5	Daten zum Einsatz:							Anmerkungen:	
6	Einsatzbeginn [Datum]	in EG							
7	Vergleichslohn	davon 90%						0,00 €	
8									
9	Grund der Veränderung	Startlohn	Tariferhöhung	BZ-E		-Erhöhung 4	BZ-Erhöhung 5	BZ-Erhöhung 6	
10	ab dem [Datum]	00.01.1900		1		31.07.1900	30.09.1900	31.03.1901	
11	Eingangsstufe	0,00 €	0,00 €			0,00 €	0,00 €	0,00 €	
12	Stundenlohn	0,00 €	0,00 €			0,00 €	0,00 €	0,00 €	
13	AT/FT-Zulage			0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
14	Branchenzuschlag		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	
18	Faktor AT/FT-Zulage		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	

Click Instructions

4. Enter the required information / prices / costs. Please make sure not to change or delete any rows or columns in the Excel file; only add the requested information and prices. Save the Excel file afterwards.

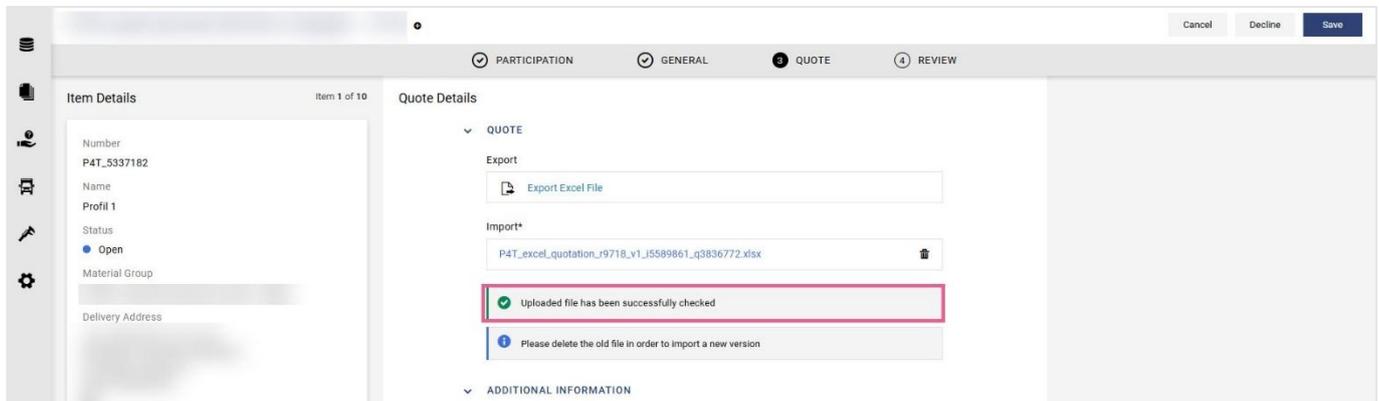
System View



Click Instructions

5. After entering all relevant costs and information, upload the file by dragging and dropping it or by browsing for the file.

System View

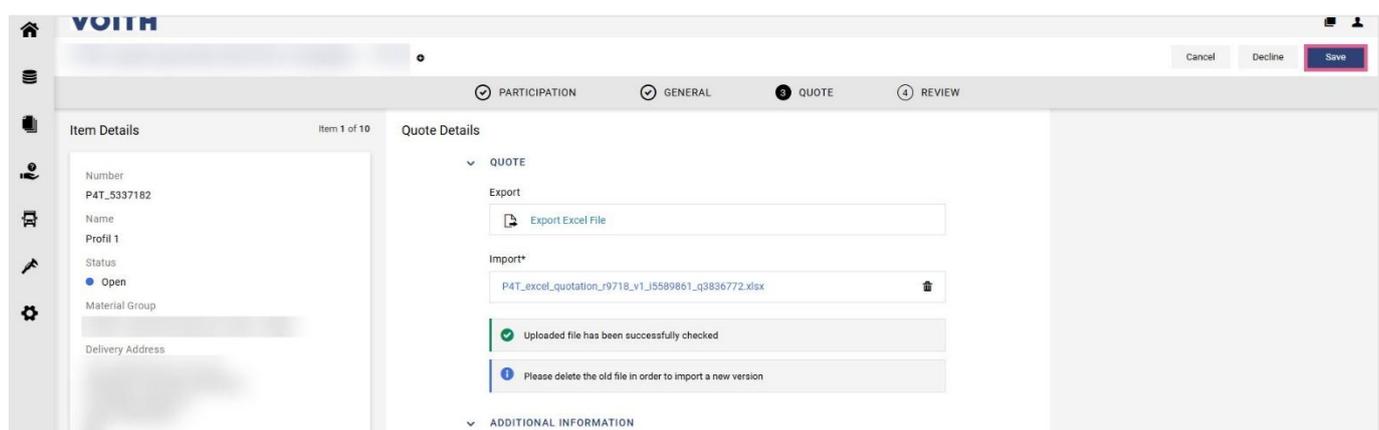


Click Instructions

NOTE

The Excel file/CBD is uploaded immediately and will either display information about incorrectly entered data/costs or the message "Uploaded file has been successfully checked." If the entered data or costs are incorrect, please delete the uploaded file, correct the information, and upload the revised file again.

System View



Click Instructions

6. Click "Save" in the upper right corner to proceed.

NOTE

If the quotation contains more than one item, you will be automatically forwarded to the next item after completing the quotation for the first one.

Once quotations for all items have been created, an overview of all quotations will be displayed.

System View

#	MATERIAL NO.	MATERIAL NAME	ITEM PLANT	COMMENT	QUANTITY	PRICE UNIT	UNIT	UNIT PRICE	TOTAL
1	430186072	band 3x50x4000 1-4404+1D	0010-VZ		1	1	PC	100,00 EUR	100,00 EUR

Click Instructions

Review

1. The "Review" tab provides an overview of the quotations you have created. By clicking "Send" in the upper right corner, the quotation is finalized and sent to the customer.
2. A window opens where you can optionally enter a quotation number. Confirm the submission by clicking "Send."

System View

Click Instructions

CONFIRMATION

After submitting the quotation to Voith, a summary of the quotation is displayed.

Process completed

Close the RFQ / window.

For Supplier Portal users: Click "Back to overview" to return to the overview of all RFQs.

3.5 Submit Multi-Position Quotation via Excel (CBD)

System View

RFX no.	RFX name	RFX version	Status	Deadline
9761		4	RUNNING	2025-06-26 23:59
9759		1	RUNNING	2025-06-26 23:59
9758		1	RUNNING	2025-06-26 23:59
9752		1	RUNNING	2025-06-25 23:59
9732	Test	1	RUNNING	2025-06-24 23:59
9708	TEST	1	RUNNING	2025-06-19 23:59
9648		1	RUNNING	2025-06-20 23:59
9137	TEST	1	RUNNING	2025-06-18 07:44

Click Instructions

OPEN RFQ

1. Click the link provided in the email.
2. Log in using the access credentials you received in the email or those you created when setting up your account.

ALTERNATIVELY

1. Click on the RFQ displayed in the RFQ box.

System View

Click Instructions

Participation

Read the documents and/or agree to them (optional, depending on the buyer's settings) to proceed with the quotation, then click "Next" in the upper right corner.

System View

Click Instructions

General

Read the general terms and conditions and click "Next."

System View

QUANTITY	UNIT	PRICE UNIT	UNIT PRICE	TOTAL PRICE	REQUIRED	STATUS	ITEM PLANT	
1	PC	1				Open	0010 - VZ	
1	PC	1				Open	0010 - VZ	
1	PC	1				Open	0010 - VZ	
1	PC	1				Open	0010 - VZ	
1	PC	1				Open	0010 - VZ	
1	PC	1				Open	0010 - VZ	

Click Instructions

Quote

The "Quote" tab provides an overview of all requested items.

To the right of each item, you will find an information icon ("i"). Click it to view additional details about the item. Close the window to return to the overview.

System View

MATERIAL NAME	FILES	QUANTITY	UNIT	PRICE UNIT	UNIT PRICE	TOTAL PRICE	REQUIRED	STATUS	ITEM PLANT
retaining ring	9	1	PC	1			✗	● Open	
key Upper Shaft	7	1	PC	1			✗	● Open	

Click Instructions

Item-related documents can be accessed by clicking the blue number in the “Files” column or by downloading all item-related documents using the “Download documents” button.

System View

MATERIAL NAME	FILES	QUANTITY	UNIT	PRICE UNIT	UNIT PRICE	TOTAL PRICE	REQUIRED	STATUS
	0	1	PC	1				● Open
	0	1	PC	1				● Open
	0	1	PC	1				● Open
	0	1	PC	1				● Open
	0	1	PC	1				● Open

Click Instructions

On the left-hand side of the quote overview, you will find the section “Export.”

1. Click “Export Excel file(s)” to provide information and prices for all listed items.

System View

Excel Download

Report has been created. File is ready for download.

P4T_excel_quotation_r9612_v1_q3847936.xlsx ↓

Click Instructions

2. A new browser tab will open. Click on the file to open or save it.

System View

	B	C	D	E	F	G	H	I	J	K	L
1	Voith					Lieferant					
2	Materialkurztext	Text	Bestellmenge	Basismengeneinheit	Preis	Example		topreis	Mindestbestellmenge	Artikelnummer des Lieferanten	Herstellerteilenummer
3			1	PC						0	
4			1	PC						0	
5			1	PC			5			1	
6			1	PC			3			0	
7			1	PC			3			0	
8			1	PC			3			0	
9			1	PC			3			0	

Click Instructions

- Enter the required information, prices, and costs. Please make sure not to modify any rows or columns in the Excel file; only add information and prices in the designated fields. Save the Excel file afterwards.

System View

	MATERIAL NAME	FILES	QUANTITY	UNIT	PRICE UNIT	UNIT PRICE	TOTAL PRICE	REQUIRED	STATUS
		0	1	PC	1				Open
		0	1	PC	1				Open
		0	1	PC	1				Open
		0	1	PC	1				Open
		0	1	PC	1				Open

	MATERIAL NAME	FILES	QUANTITY	UNIT	PRICE UNIT	UNIT PRICE	TOTAL PRICE	REQUIRED	STATUS
		0	1	PC	1				Open
		0	1	PC	1				Open
		0	1	PC	1				Open
		0	1	PC	1				Open
		0	1	PC	1				Open
		0	1	PC	1				Open

Click Instructions

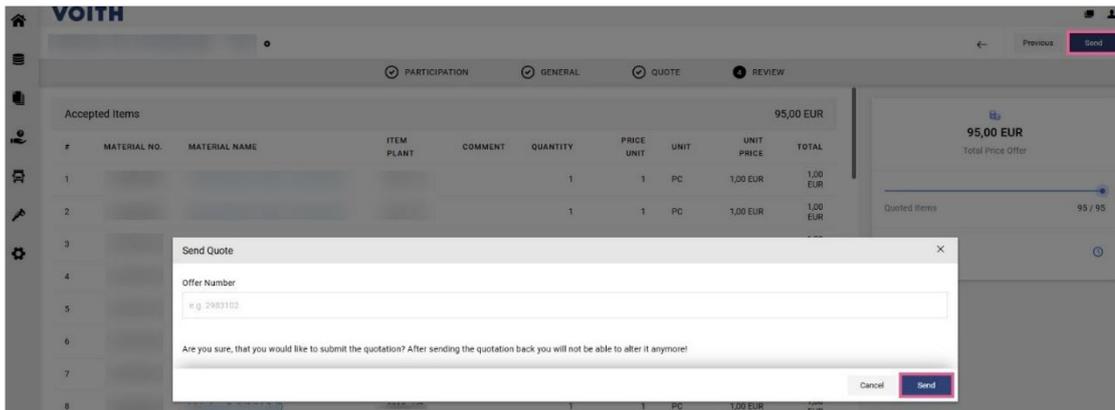
- After entering all relevant costs and information, import the file by drag & drop or by browsing in the "Import" section.

NOTE

The Excel file/CBD is uploaded immediately and will either display information about incorrectly entered data/costs or the message "Uploaded file has been successfully checked." If any information or costs were entered incorrectly, please delete the uploaded file, correct the data, and import the updated file again.

- Click "Next" in the upper right corner to proceed.

System View



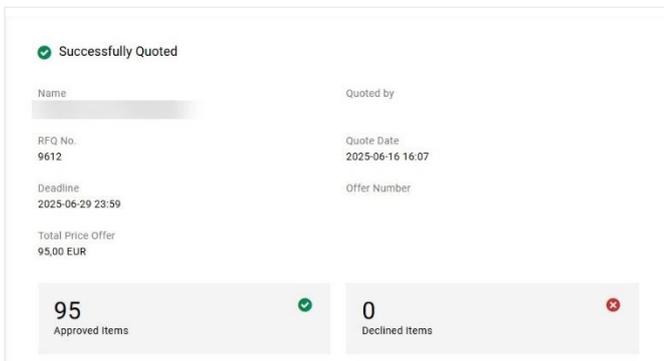
Click Instructions

Review

The "Review" tab provides an overview of the created quotes. By clicking "Send" in the upper right corner, the quote is created and sent to the customer.

A window opens where you can optionally enter a quote number. Confirm the submission by clicking "Send."

System View



Click Instructions

CONFIRMATION

After submitting the request to Voith, a summary of the quote is displayed.

Process completed:

Close the request / window.

For users of the supplier portal:

Click "Back to overview" to return to the overview of all requests.

System View



Click Instructions

After a quote has been submitted, you can click on the RFQ again to withdraw your quote and submit a new one.

By clicking "Recall," the original quote is withdrawn and can be revised.

3.6 Messaging Function within the RFQ

System View

Supplier Portal Dashboard - Welcome,

My PurONE Orders Request for Quotation (RFQ) Further certificates

COMPANY PROFILE (COMPLIANCE AND CERTIFICATES)

GUIDE FOR SUPPLIER PORTAL

PURONE SUPPORT

VOITH NEWS & INFORMATION

There is no data to be shown.

WORKLIST - RFQ'S

RFX no.	RFX version	Status	Deadline
9761	4	RUNNING	2025-06-26 23:59
9759	1	RUNNING	2025-06-26 23:59
9758	1	RUNNING	2025-06-26 23:59
9752	1	RUNNING	2025-06-25 23:59
9732	Test	RUNNING	2025-06-24 23:59

Click Instructions

1. Go to the RFQ overview and open an RFQ.

System View

Test · 9732

← ⊗ 🖨 📄 ⌵ Previous Next

☑ PARTICIPATION ☑ GENERAL ③ QUOTE ④ REVIEW

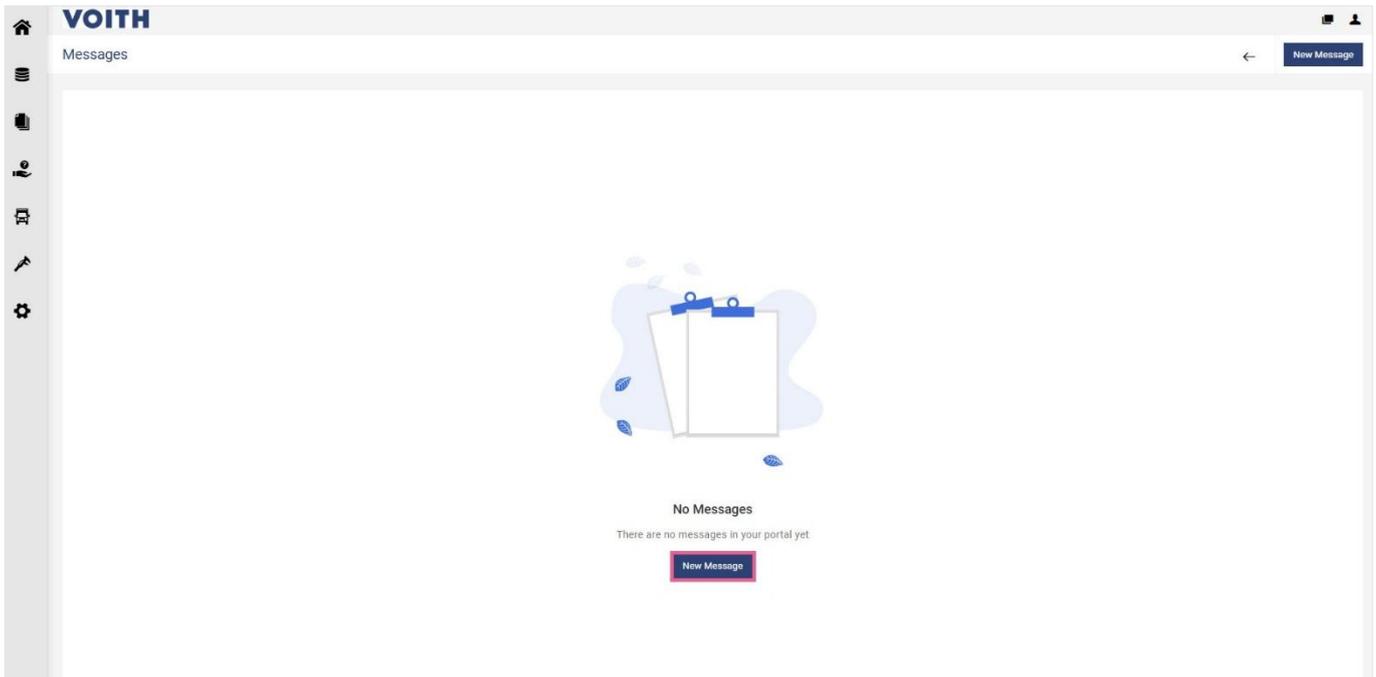
MATERIAL NAME	FILES	QUANTITY	UNIT	PRICE UNIT	UNIT PRICE	TOTAL PRICE	REQUIRED	STATUS	ITEM PLANT
	1	1	PC	1			X	Open	0010 - VZ

MESSAGES

Click Instructions

2. Click on "Messages" in the lower-right corner.

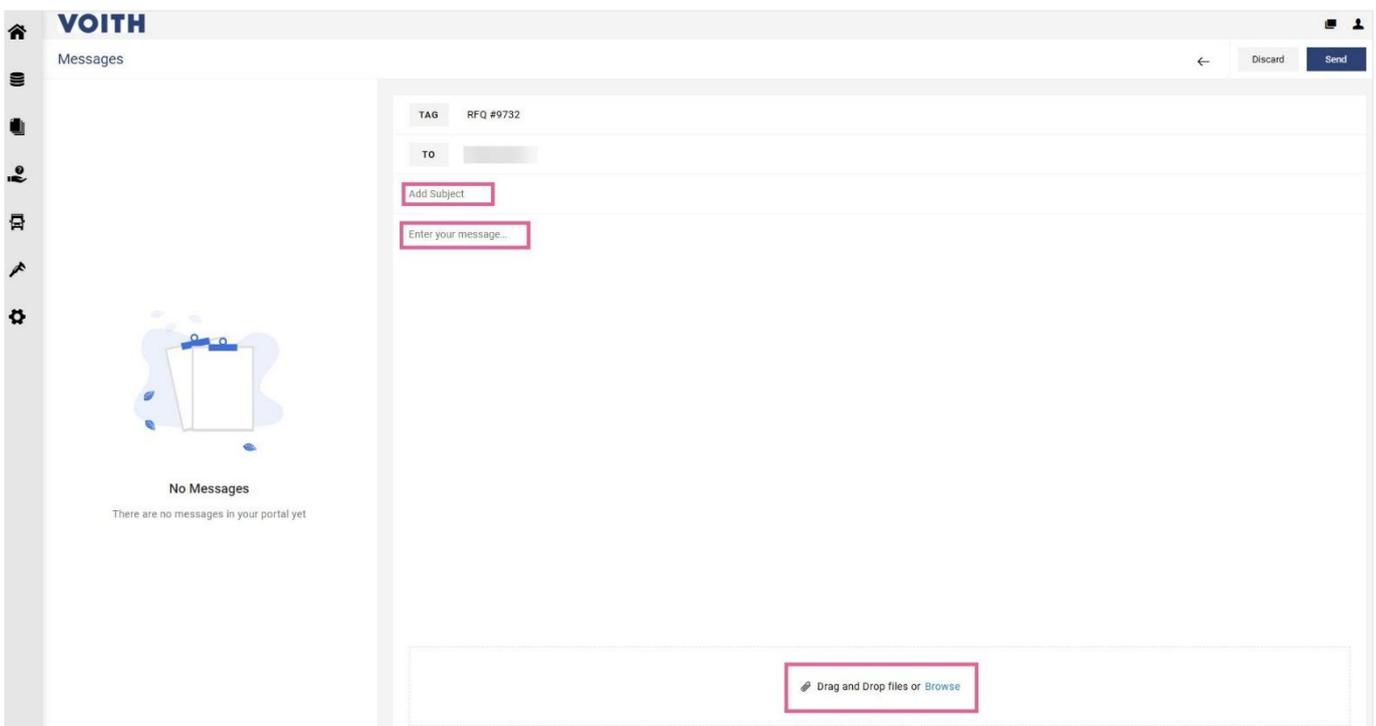
System View



Click Instructions

3. Click on "New Message" in the center of the page or in the upper-right corner.

System View

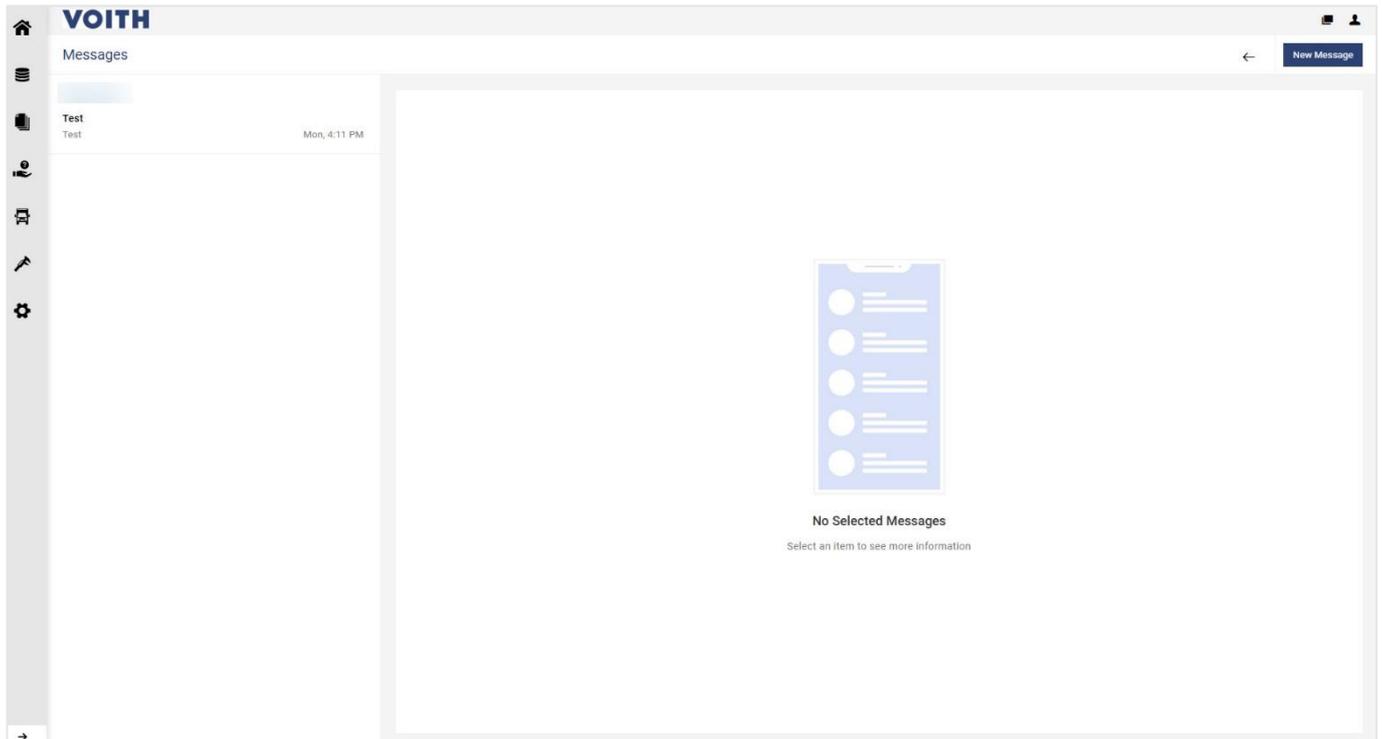


Click Instructions

A new message window opens, and the related RFQ is automatically linked to the message via a tag. The recipient (the creator/buyer of the RFQ at Voith) is inserted automatically.

4. Add a Subject and enter your message in "Enter your message."
5. Optionally, attach a file.
6. Click "Send" in the upper-right corner.

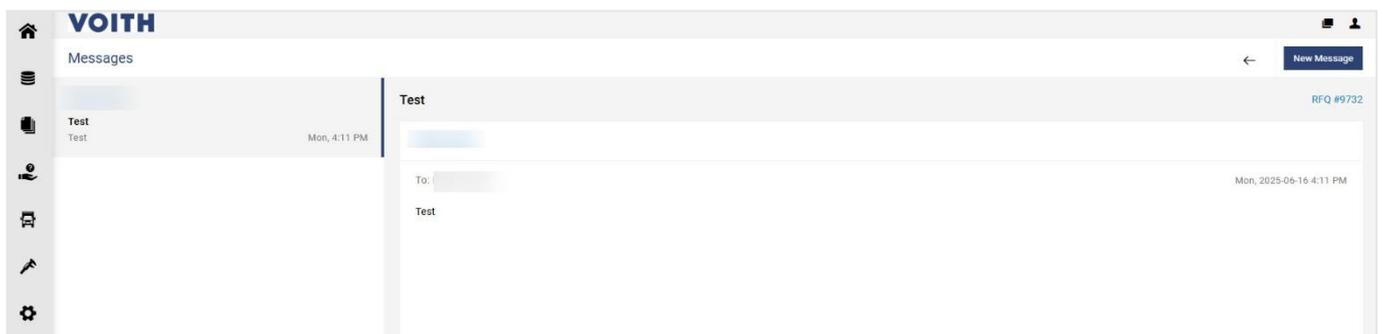
System View



Click Instructions

7. The message is sent to Voith.

System View



Click Instructions

8. Click on the message on the left-hand side to open it.
9. Click on "Back" to return to the RFQ.

System View

VOITH PurONE: New message for RFQ 9732 Test

Voith Supplier Portal PurONE <no-reply@app11.jaggaer.com>
An

Dear Ladies and Gentlemen,

a new message has arrived for your RFQ 9732 1 - Test:

Test

Please open the following link to access the new message in the VOITH supplier portal PurONE:
https://jaggaer-intern.voith.com/rfq/index.php?controller=messagePortal&id=1604629&_pure_url=https%3A%2F%2Fjaggaer-intern.voith.com%2F sourcing%2Frfq%231604629%2Fmessages

Best Regards

PurONE Team
Voith Group

Voith GmbH & Co. KGaA
St. Pöltener Straße 43
89522 Heidenheim, Germany

PurONE hotline: PurONE@voith.com or +49 7321 37 6823

PurONE@voith.com
www.voith.com/supplier.portal

Follow Voith on [Facebook](#), [Instagram](#), [LinkedIn](#), [Twitter](#) and [YouTube!](#)

Click Instructions

10. You will be notified by email when a new message from Voith is sent.

System View

VOITH									
RFX Overview									
Showing results 1 - 10 of 390								Display 10	
RFQ NO.	VERSION	NAME	QUOTE STATUS	RESPONSIBLE PERSON	DEADLINE	ITEMS	MESSAGES		
9782	1		Cancelled		2025-11-13 23:00	1	0		
9778	1		Quoted		2025-06-30 23:59	1	0		
9761	4		In Progress		2025-06-26 23:59	1	0		
9761	3		Cancelled		2025-06-26 23:59	1	0		
9761	2		Cancelled		2025-06-26 23:59	1	0		
9761	1		Cancelled		2025-06-26 23:59	1	0		
9732	1	Test	In Progress		2025-06-24 23:59	1	1		

Click Instructions

CHECK FOR RESPONSE

11. Open the RFQ.

3.7 eAuctions

Participation in an Auction with a PurONE User Account

System View

DEMO: Invitation for Auction 919 TEST: Demo_User Guide_20220317_Dutch

Supplier Portal <no-reply@app11.jaggaer.com>
An VOITH-Purchasing PurONE

Da 2022-03-17 13:35

Nachrichte übersetzen in: Deutsch | Nicht übersetzen aus: Englisch

Dear Mr. testli (testmann),

you are invited to participate in the auction: **919 TEST: Demo_User Guide_20220317_Dutch**

Auction start: 17.03.2022 14:00:00 (Europe/Berlin)
Auction end: (Europe/Berlin)

Please open the following link to access the auction:

https://voithdemo.app11.jaggaer.com/rfq/index.php?lang_erg&controller_quote&type_rfq&id_114955&cid_59411

Login.
User name: testli (testmann)
In case you forgot your password please use the following link to reset it:

https://voithdemo.app11.jaggaer.com/login_lostpass.php?cid=1&back=portal/gmh/

If there is any further question that you have do not hesitate to contact us.



Click Instructions

To participate in the auction, you will receive an invitation email from Voith as a supplier containing the access details for the auction. This email also includes information about the auction start and end time.

Option 1:

1. Click on the link in the email.
2. Enter your login credentials and click "Login."

System View

Supplier Portal Dashboard - Welcome,

My PurONE | Orders | Request for Quotation (RFQ) | Further certificates

Requests (NO CERTIFICATES)

RFX Overview

E Auctions

Actions

PURONE SUPPORT

VOITH SUPPLIER ECOSYSTEM

Click Instructions

Option 2:

1. Click on the Requests icon in the taskbar on the left-hand side of the homepage.
2. Click on "eAuctions."

System View

Name	Version	Company	Quote deadline	Support	Item #	Accepted	Status	Auction Status	Auction #	Menu
	1	Voith GmbH	2025-08-01 11:42		1		●	●	10179	
	1	Voith GmbH	2025-07-29 14:20		1		●	●	10139	
	1	Voith GmbH	2025-07-29 13:50		1		●	●	10134	
	1	Voith GmbH	2025-07-29 13:45		1		?	●	10136	
	1	Voith GmbH	2025-07-07 09:17		1		?	●	9937	
	1	Voith GmbH	2025-07-07 08:48		1		●	●	9929	
	1	Voith GmbH	2025-07-03 15:42		1		●	●	9903	

Click Instructions

Option 2:

This overview displays all auctions to which a user has been invited. You can open an auction by simply clicking on the name of the event. After selecting an auction, the auction monitor will be displayed. This is explained in more detail in the following use cases.

Note:

Each auction has a unique auction number. This number is also included in the invitation email. You can identify the correct auction by searching for the corresponding auction number in the system. If more than one auction exists with the same number, always participate in the active auction. An active auction is indicated by a green icon. When you hover over this icon, the status will be shown as "running" or "checking."

eAuctions - Documents

System View

English
Logged in as [user] Logout
VOITH

Auction title: TEST

External notice: [link]

Deadline: Auction Start: 2025-08-08 11:40

Status: Running

Timezone: Europe / Berlin

Date Format: [format]

Auction No.: 10179

Version: 1

Initiator: [name]

Telephone: N/A

Mobile phone: [number]

Fac: N/A

E-Mail: [email]

Decimal Format: 12.345,68

1. Documents 2. General 3. ...

These are the documents that are attached to this Auction. Please click on the names to open them.

If a document is missing, click on the link to open it.

Some attachments are missing. If so please use the checkboxes to mark the documents as accepted.

Hide infoboxes for this session.

General Documents

1. [Purchasing - General purchase conditions \(GPC\) <https://voith.com/corp-en/about-us/supplier-ecosystem.html>](#) 1

Next Step

General Documents

1. [Purchasing - General purchase conditions \(GPC\) <https://voith.com/corp-en/about-us/supplier-ecosystem.html>](#)

Test CS

Do You Agree? —

Click Instructions

1. If documents are attached to the auction, you can open them by clicking on the link.
2. If required, confirm that you agree with the attached documents by checking the corresponding checkbox.
3. Once you have reviewed and confirmed the attached documents, click "Next Step."



System View

Deadline: Auction Start: 2025-08-08 11:40
 Status: Running
 Timezone: Europe / Berlin
 Date Format:
 Mobile phone:
 Fac: N/A
 E-Mail:
 Decimal Format: 12.345,68

1. Documents | 2. General | 3. Quote

The Quotation Settings show a summary of your basic data. If values are grayed-out, they are provided for your information and cannot be changed. Your contact details are listed in the Supplier Information. Please check them and correct the data if necessary! Hide infoboxes for this session.

Quotation Settings

Currency*: Euro
 Payment Conditions: 0060 (Within 60 days due net)
 Delivery Conditions: FCA (Free carrier)

Delivery address / Place of fulfillment:

Supplier Information

Company Name*: Test_Supplier2
 Person Name*:
 E-Mail*:
 Telephone: Country Area Number
 Fac: Country Area Number

Upload new file: Maximum 120MB

Comments:

[Next Step](#)

Click Instructions

1. Review the prefilled company data and check that all information is correct. Make any necessary updates to the company details.
2. Click "Next Step" to access the auction monitor.

eAuctions - Dutch Ticker

System View

English | Logged in as | Logout

Print | Toggle Chat | Toggle Auction Settings | Change formatting and timezone | Recall quote

VOITH

Auction title: TEST: | Auction No.: 10179 | Initiator:
 External notice: | Version: 1 | Telephone: N/A
 Deadline: Auction Start: 2025-08-08 11:40 | Mobile phone: N/A
 Status: Running | Fac: N/A
 Timezone: Europe / Berlin | E-Mail:
 Date Format: | Decimal Format: 12.345,68

1. Documents | 2. General | 3. Quote

Type: Dutch Ticker | Response: Won / Lost / Tie response
 Reservation price visible: No

Message Admin:

Secure bidding

Material name	Material number	Comments	Attachment	Quantity	Price unit	Unit	Time	Price[EUR]	Bid
				1	/ PC		46:53:52		

Click Instructions

If the auction has not yet started, the remaining time until the auction begins is displayed as a countdown.

Note: If the auction has not started, it is not possible to view price levels or place bids.



System View

English | Logged in as | Logout

Print | Toggle Chat | Toggle Auction Settings | Change formatting and timezone

VOITH

Auction title: TEST: | Auction No.: 10179 | Initiator: | Telephone: N/A
External notice: Done External Note: | Version: 1 | Mobile phone: |
Status: | Fax: N/A
Timezone: Europe / Berlin | E-Mail: |
Date Format: | Decimal Format: 12.345,68

1. Documents | 2. General | 3. Quote

Type: Dutch Ticker | Response: Won / Lost / Tie response
Reservation price visible: No

Message Admin: | Post

Secure bidding

Material name	Material number	Comments	Attachment	Quantity	Price unit	Unit	Time	Price[EUR]	Bid
NDuraPlate D 3 L / Comfort 1190/340x11 V*	452141671			1		1 PC		600,00	

Click Instructions

1. When the auction starts, the prices for the items become visible. In addition, a "Bid" field appears for each item.
2. The remaining time for the currently displayed price level is shown as a countdown.

System View

English | Logged in as t | Logout

Print | Toggle Chat | Toggle Auction Settings | Change formatting and timezone

VOITH

Auction title: TEST: | Auction No.: 919 | Initiator: | Telephone: N/A
External notice: | Version: 5 | Mobile phone: N/A
Deadline: Auction Start: 2022-03-22 12:45 | Fax: N/A
Status: Running | E-Mail: |
Timezone: Europe / Berlin | Decimal Format: 12.345,679
Date Format: 2022-03-22 12:41

1. Documents | 2. General | 3. Quote

Type: Dutch Ticker | Response: Won / Lost / Tie response
Reservation price visible: No

Message Admin: | Post

Secure bidding

Material name	Material number	Comments	Attachment	Quantity	Price unit	Unit	Time	Price[EUR]	Bid
Flanschmitnehmer	P47_114634			3	1 PCE		00:00:25	500,000	<input type="text" value="Bid"/>
Sicherungsring	P47_114635			5	1 PCK		00:00:25	200,000	<input type="text" value="Bid"/>

Click Instructions

1. When a price level is displayed that you would like to accept and confirm, click "Bid."
2. Confirm that you want to submit the price by clicking "OK" in the pop-up window.

: Do really want to quote a price of 600,000 EUR?

2

System View

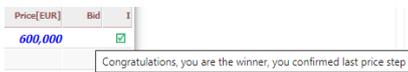
Material name	Material number	Comments	Attachment	Quantity	Price unit	Unit	Time	Price[EUR]	Bid	I
Flanschmitnehmer	P4T_114634			3	1 PCE			600,000	<input checked="" type="checkbox"/>	
Sicherungsring	P4T_114635			5	1 PCK		00:00:07	300,000	<input type="checkbox"/>	<input type="button" value="Bid"/>

Material name	Material number	Comments	Attachment	Quantity	Price unit	Unit	Time	Price[EUR]	Bid	I
Flanschmitnehmer	P4T_114634			3	1 PCE			600,000	<input checked="" type="checkbox"/>	
Sicherungsring	P4T_114635			5	1 PCK		00:00:04	400,000	<input type="checkbox"/>	<input type="button" value="Bid"/>

No bidder has confirmed the last price-step

Click Instructions

As soon as a participant places a bid, the auction for that position is closed (first come, first served). If the auction is closed and you were the first to accept the price, a green check mark will appear next to your bid. This means you are the winner for this position.



If another supplier accepted the price first, a red symbol will appear. This means you are **not the winner** for this position.



The remaining positions may still be subject to further bidding or development.

System View

English
Logged in as
Logout

VOITH

Print
Toggle Chat
Toggle Auction Settings
Change formatting and timezone

Auction title:	TEST: Demo_User Guide_20220322_Dutch_V4	Auction No.:	919	Initiator:	
External notice:		Version:	5	Telephone:	N/A
Deadline:	Auction Start: 2022-03-22 12:45	Mobile phone:		Fax:	N/A
Status:	Running	E-Mail:		Decimal Format:	12.345,679
Timezone:	Europe / Berlin				
Date Format:	2022-03-22 12:41				

1. Documents | 2. General | 3. Quote

Type: Dutch Ticker **Response:** Won / Lost / Tie response

Reservation price visible: No

Message Admin:

Secure bidding

Material name	Material number	Comments	Attachment	Quantity	Price unit	Unit	Time	Price[EUR]	Bid	I
Flanschmitnehmer	P4T_114634			3	1 PCE		00:00:25	500,000	<input type="button" value="Bid"/>	
Sicherungsring	P4T_114635			5	1 PCK		00:00:25	200,000	<input type="button" value="Bid"/>	

Click Instructions

1. If the auction has ended and another participant accepted the price first, that participant has won the nomination. A red symbol is displayed for this position.
2. Once all positions in the auction have ended, the message "The auction is no longer running!" is displayed.
3. You can leave the auction by closing the auction monitor.

Auction Monitor - Englisch Dynamic Auctions

System View

English
Logged in as **testitestmann** Logout

Print
 Toggle Chat
 Toggle Auction Settings
 Change formatting and timezone

Auction title: TEST: Demo_User
Guide_20220322_English

External notice:

Deadline: **Auction Start: 2022-03-22 13:53**
Auction End: 2022-03-22 13:59

Status: Running

Timezone: Europe / Berlin

Date Format: 2022-03-22 13:52

Auction No.: 935

Version: 3

Telephone: N/A

Mobile phone: N/A

Fax: N/A

E-Mail: Lisa.Heisele@voith.com

Decimal Format: 12.345,679

Initiator: Heisele, Lisa

1. Documents

2. General

3. Quote

Underbid: Bidder must bid below his bid
Minimal Step: **Percent 0,100** Maximum Step: **Percent 50,000**

Auction Traffic Lights: Disabled

Tie Bids: Enabled

Automatic Extensions:
If a bid is made within the last **2 minutes** then extend auction by **120 seconds**.
max. extensions: **Unlimited**
Extension triggered by: **Any Bid**

Auction starts in: 19 seconds

Message Admin: Post

Secure bidding

Positions	Rank	My Current Bid	New Bid
Sicherungsring (2,000 PCK) —	n/a	400,000	400,000 EUR (for 2,000 PCK) <small>(min 399,600; max 200,000)</small>
Price (per 1 PCK)*:		200,000	<input style="width: 50px;" type="text" value="200,000"/> EUR
		<input type="button" value="Bid"/>	
			400,000 EUR

Click Instructions

If the auction has not yet started, the remaining time until the start of the auction is displayed as a countdown.

At this stage, it is not yet possible to place a bid.

The minimum and maximum bid increments are shown, as well as the rules for the automatic extension of the auction.

System View

Auction title:	TEST: Demo_User Guide_20220322_English	Auction No.:	935	Initiator:	
External notice:		Version:	3	Telephone:	N/A
Deadline:	Auction Start: 2022-03-22 13:53 Auction End: 2022-03-22 13:59	Mobile phone:		Fax:	N/A
Status:	Running	E-Mail:		Decimal Format:	12.345,679
Timezone:	Europe / Berlin				
Date Format:	2022-03-22 13:53				

1. Documents 2. General 3. Quote

Underbid:
Bidder must bid below his bid
Minimal Step: **Percent 0,100** Maximum Step: **Percent 50,000**

Automatic Extensions:
If a bid is made within the last **2 minutes** then extend auction by **120 seconds**.
max. extensions: **Unlimited**
Extension triggered by: **Any Bid**

Auction Traffic Lights: Disabled
Tie Bids: Enabled

Auction ends in: **5 minutes, 53 seconds**

Message Admin:

Are you sure? 2

Secure bidding

Positions	Rank	My Current Bid	New Bid
<input type="checkbox"/> Sicherungsring (2,000 PCK) —	--	400,000	400,000 EUR (for 2,000 PCK) <small>(min 399,600; max 200,000)</small>
Price (per 1 PCK)*:		200,000	1 200,000 EUR
		<input checked="" type="button" value="Bid"/>	
			400,000 EUR

Click Instructions

Once the auction has started, the remaining time is counted down and bids can be placed.

The bid field is prefilled with the individual starting price (prices from the initial offer) and can now be reduced.

1. To lower the price, enter your new bid and click "Bid."
2. Confirm your bid by clicking "OK" in the pop-up window.

The bid is applied immediately, and any changes to your competitive ranking are displayed. To place another bid, simply enter a new bid value and click "Bid" again.



System View

Positions	Rank	My Current Bid	New Bid
<input type="checkbox"/> Sicherungsring (2,000 PCK) —	1	400,000	400,000 EUR (for 2,000 PCK) (min 399,600; max 200,000)
Price (per 1 PCK)*:		200,000	<input type="text" value="200,000"/> EUR
		<input type="button" value="Bid"/>	
	--		400,000 EUR

Positions	Rank	My Current Bid	New Bid
<input type="checkbox"/> Sicherungsring (2,000 PCK) —	2	400,000	400,000 (for 2,000 PCK) (min 399,600; max 200,000)
Price (per 1 PCK)*:		200,000	<input type="text" value="200,000"/>
		<input type="button" value="Bid"/>	
	--		400,000

Click Instructions

You can view your ranking for each position at any time. Changes in ranking are displayed immediately. If two suppliers submit the same price, the supplier who confirmed the price first will be ranked ahead.

System View

Auction ends in: **3 minutes, 45 seconds** -- Current Extension: **1 / Unlimited**

13:57:11 SYSTEM: Auction automatically extended by 120 seconds.

Message Admin:

Secure bidding

Positions	Rank	My Current Bid	New Bid
<input type="checkbox"/> Sicherungsring (2,000 PCK) —	1	360,000	360,000 (for 2,000 PCK) (min 359,640; max 180,000)
Price (per 1 PCK)*:		180,000	<input type="text" value="180,000"/>
		<input type="button" value="Bid"/>	
	--		360,000

Click Instructions

If a supplier submits a (new) best bid within a defined time before the end of the auction, the auction will be automatically extended (see slide 18).

This means there is no time pressure in the final seconds. The auction can be extended, based on the settings defined by Voith.



System View

English

Logged in as [user] Logout

VOITH

Print Toggle Chat Toggle Auction Settings Change formatting and timezone

Auction title:	TEST: TEST ENG DYNAMIC	Auction No.:	10989	Initiator:	[redacted]
External notice:		Version:	1	Telephone:	N/A
Deadline:	Auction Start: 2025-11-04 14:00 Auction End: 2025-11-04 14:20			Mobile phone:	N/A
Status:	Cancelled			Fax:	N/A
Timezone:	Europe / Berlin			E-Mail:	[redacted]
Date Format:				Decimal Format:	12.345,68

The Auction is no longer running!

The Auction was cancelled!

1. Documents 2. General 3. Quote

Underbid: Bidder must bid below his bid
 Minimal Step: **Percent 0,25** Maximum Step: **Percent 50,00** Tie Bids: **Disabled**
 Auction Traffic Lights: **Disabled**
 Automatic Extensions: Disabled

The auction has ended, no more bids will be accepted!

1

Message Admin: Post

Secure bidding

Positions	My Current Bid	New Bid
<input type="checkbox"/> bush 319/280X56 CuSn11Pb2-C-GZ (1,00 PC) —	100,00	100,00 (for 1,00 PC) <small>(min 99,75; max 50,00)</small>
Price (per 1 PC)*:	100,00	<input type="text" value="100,00"/>

Click Instructions

The auction ends only once no further (best) bids are submitted.
Please remain in the auction until it officially ends to avoid misunderstandings or unintended ranking changes.

If the auction ends and you are ranked first, you have won the auction.
In all other cases, you have not won the auction.

Once the message "The auction has ended, no more bids will be accepted!" is displayed, you may leave the event by closing the auction monitor.

Auction Monitor - Hongkong-Ticker

System View

English
Logged in as AlisaB Logout

Print
Toggle Auction Settings
Change formatting and timezone

Auction title: TEST: TEST_HongKong Ticker

External notice:

Deadline: Auction Start: 2024-07-10 10:00

Status: Running

Timezone: Europe / Berlin

Date Format:

Auction No.: 7190

Version: 4

Initiator: Betzler, Alisa

Telephone: N/A

Mobile phone: +497321376423

Fax: N/A

E-Mail: alisa.betzler@voith.com

Decimal Format: 12.345,68

1. Documents 2. General 3. Quote

Type: Hongkong ticker **Response:** At least # bidder have confirmed last price-step. (# .. number of predefined winners)

Number of winners: 0

Reservation price visible: No

Secure bidding

Material name	Material number	Comments	Attachment	Quantity	Price unit	Unit	Time	Price[EUR]	Bid	I
pipe 521,9x330,3x185,6 E235+N	12200286110			1	1 PC		00:00:52			

Click Instructions

Before the auction starts, a countdown shows the remaining time until the auction begins. Bidding is not yet possible.

System View

English
Logged in as AlisaB Logout

Print
Toggle Auction Settings
Change formatting and timezone

Auction title: TEST: TEST_HongKong Ticker

External notice:

Deadline: Auction Start: 2024-07-10 10:00

Status: Running

Timezone: Europe / Berlin

Date Format:

Auction No.: 7190

Version: 4

Initiator: Betzler, Alisa

Telephone: N/A

Mobile phone: +497321376423

Fax: N/A

E-Mail: alisa.betzler@voith.com

Decimal Format: 12.345,68

1. Documents 2. General 3. Quote

Type: Hongkong ticker **Response:** At least # bidder have confirmed last price-step. (# .. number of predefined winners)

Number of winners: 0

Reservation price visible: No

Secure bidding

Material name	Material number	Comments	Attachment	Quantity	Price unit	Unit	Time	Price[EUR]	Bid	I
pipe 521,9x330,3x185,6 E235+N	12200286110			1	1 PC		00:01:18	100,00	Bieten	

: Wollen Sie diesen Preis wirklich bieten: 100,00 EUR?

2
OK
Cancel

Click Instructions

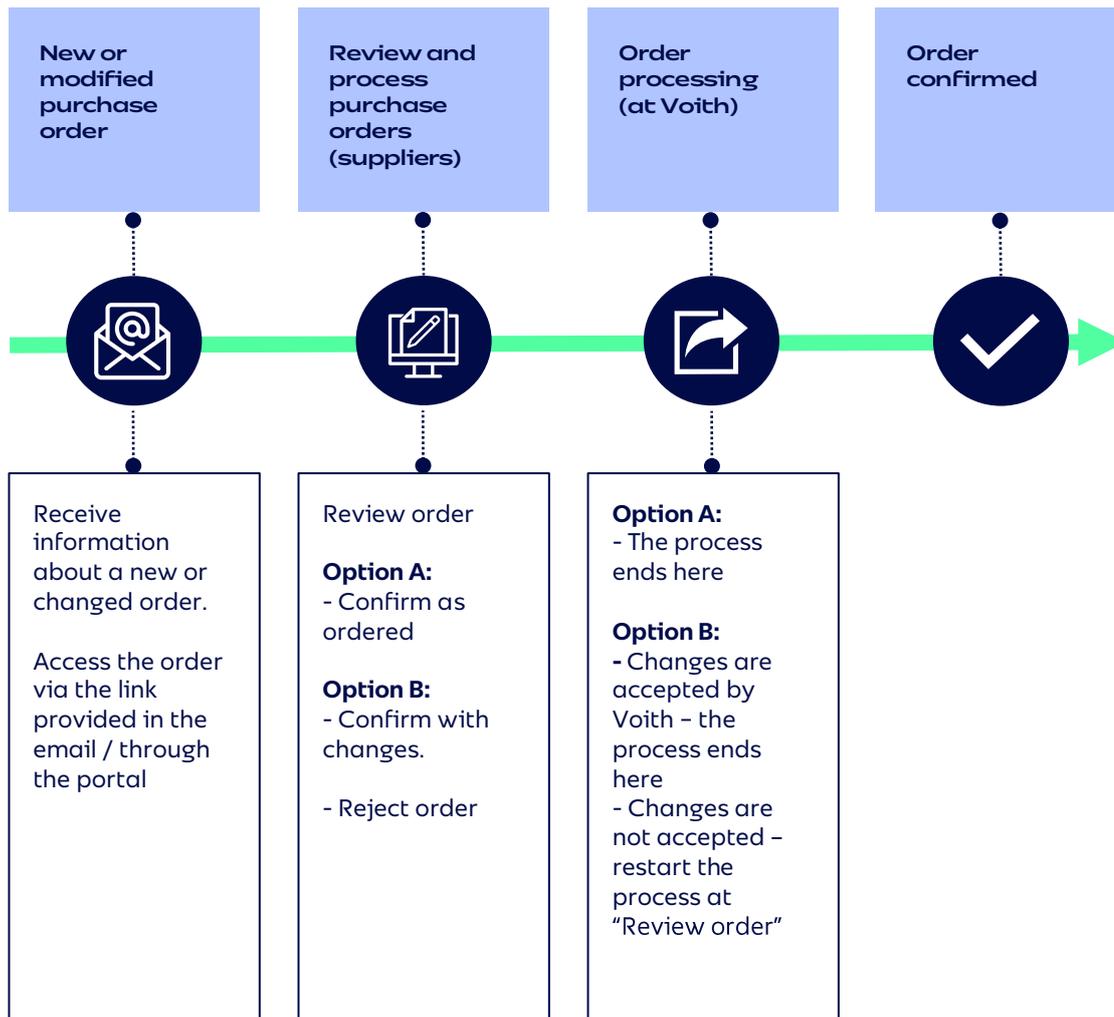
Once an event starts, the remaining time for the currently displayed price level is shown as a countdown.

1. You must place a bid for each price level.
2. Confirm your bid by clicking "OK" in the pop-up window.

The timer then runs until the next step is displayed, which must be confirmed again. If you do not click on a step, this means that you accept the currently displayed price.

4 Purchase Order Management / WebEDI

The purchase order is issued by Voith, and the order confirmation is provided by the supplier electronically via PurONE. Any documents attached to the purchase order by the customer can be viewed and downloaded.



The following purchase order statuses are available:

- **Sent:** Status for new purchase orders that have not yet been processed by the supplier.
- **Confirmed:** The purchase order has been fully confirmed by the supplier.
- **Delivered:** Goods receipt has been fully posted for all items of this purchase order.
- **Partially confirmed / delivered:** Only some items have been confirmed by the supplier and/or the purchase order has been only partially delivered.
- **Declined:** The purchase order has been declined by the supplier.
- **Cancelled:** The purchase order has been cancelled by Voith.

4.1 Receive a Purchase Order (PO)

System View

The screenshot shows an email client interface with the following content:

Subject: VOITH PurONE: New Order (4502553217) available

From: Voith Supplier Portal PurONE <no-reply@a...>

To: [Redacted]

Cc: VOITH-Purchasing PurONE

Date: Mo 12.01.2026 11:03

Attachments: Supplier Quick Guide - Order Confirmation.pdf (515 KB)

Body:

Dear User,

a new order is available for you in the VOITH supplier portal PurONE.

Order number: 4502553217

- Buyer group: H85
- Plant: 2011

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 open the order again after a few minutes.

How can I process my order?
Please open the direct [Link](#) to the order and process the order soon.

How do I get access to PurONE?
Please use your already assigned login credentials, with your username [Redacted]
Link to supplier portal PurONE: <https://isgqaer.voith.com/portals/voith/>

Who can I contact with questions?
Attached you can find information regarding the order confirmation process.
Further you can find detailed information about our supplier portal on our [homepage](#) in the [Supplier Guide](#).

Best Regards

PurONE Team
[Voith Group](#)

Voith GmbH & Co. KGaA
St. Pöltener Straße 43
89522 Heidenheim, Germany

PurONE hotline: PurONE@voith.com or +49 7321 37 6823

PurONE@voith.com
www.voith.com/supplier-portal

Follow Voith on [Facebook](#), [Instagram](#), [LinkedIn](#), [Twitter](#) and [YouTube](#)!

This Message was automatically generated, please do not reply to this email and refer to the contact details mentioned above.

Click Instructions

1. You will receive an email notification for a new or updated purchase order, including a link to the order.
2. Open the link, enter your login credentials, and click "Login" to access the purchase order.

4.2 Manage Purchase Orders

System View

Date created	Order no.	Line items	Status
2025-05-27 16:08	4502442723jd3	2	Sent
2025-05-27 16:41	4502442723jd2	2	Sent
2025-05-27 16:39	4502442723jd1	1	Sent
2025-05-20 19:47	4502442723	1	Sent
2025-05-20 19:17	4502442722	1	Sent
2025-05-19 14:07	4502442717	1	Sent
2025-05-07 14:39	4502442641jd1_test3	2	Sent

Click Instructions

1. Continue by reviewing the entries in the box "New or changed orders" (Worklist – New or changed orders). This section contains all new or modified purchase orders that have not yet been confirmed.

System View

Pos.	Mat.No/Details	Delivery date	Quantity	Confirmation
10	430177351 Schraube M12x43 A2-70	2024-10-12	2,00 PC	

Condition PBXX Gross Price: 2,00 EUR / 1 ST

Click Instructions

2. Open and review the header documents (opening these documents is a mandatory prerequisite for submitting an order confirmation).
3. Download any additional documents / drawings, if available.

4.3 Confirm Purchase Orders

System View

Supplier confirmation number:

Click Instructions

If you can confirm the order without any deviations, simply click "Save and send back" to confirm the order.

System View

Header Documents:
4502193252.PDF (2023-12-14 09:37:11)
4502193252.PDF (2023-12-14 09:37:17)

All Documents ZIP Download:
 Documents for PO 4502193252

Pos.	Mat.No/Details	Delivery date	Quantity	Confirmation
10	430297246 Fundamentplatte 49x280x1050 V.1001	2024-01-08	2 PC 	<input type="text"/>
Item-no. FP04		Condition PB00 Gross Price: <input type="text"/> 2,00 EUR / 1 ST		
Remarks <input type="text"/>				
20	430297249 Fundamentplatte 49x400x1600 V.1001	2024-01-08	1 PC	<input type="text"/>
Item-no. FP07		Condition PB00 Gross Price: <input type="text"/> 2,00 EUR / 1 ST		
Remarks <input type="text"/>				

Supplier confirmation number:

Remark of decline (copy to all positions)

Click Instructions

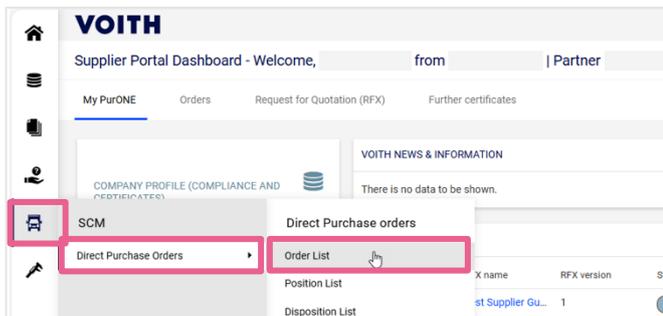
If you make changes to the order as part of the order confirmation, the buyer will be informed and will review your entries.

1. Please check the requested delivery date. If you cannot meet this date, enter the feasible delivery date using the calendar function. You can use the blue arrow to apply the changed delivery date to all items.
2. Please check the ordered quantity. If partial deliveries are required, enter them using the "Split" function. Please note that even in the case of partial deliveries, the total confirmed quantity must match the originally ordered quantity.
3. Please check the price and any additional conditions. Adjust if necessary.

4. Please use the "Remarks" field to pass comments, notes, or additional information on to the buyer.
5. Please enter your order confirmation number under "Confirmation." If you enter it in the "Supplier confirmation number" field at the bottom, it will be applied to all items and does not need to be entered separately for each position.
6. You can reject individual items or the entire order using the "Decline" button (button at the bottom).
7. By clicking "Save and send back," you submit your order confirmation to Voith.
8. Additional information:
 You can choose whether to confirm an item by selecting the checkbox.
 By default, all items are selected.
 Items that have already been confirmed do not need to be confirmed again.

4.4 Access All Purchase Orders

System View



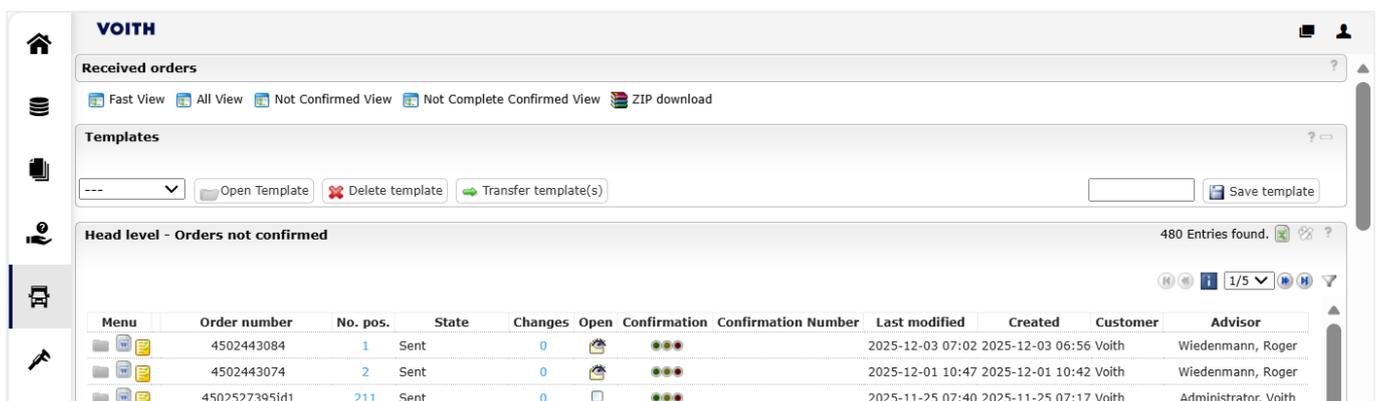
Click Instructions

If you want to access orders after submitting the confirmation, you can find all orders in the "Order List."

If the goods receipt has not yet been posted by Voith, you can still change the order confirmation you submitted.

1. Click on the "SCM" icon in the task bar on the left-hand side of the homepage.
2. Click on "Direct Purchase Orders" and then on "Order List" to open the order list.

System View



Click Instructions

1. Click on "All" (All View) to get an overview of all orders, regardless of their status.
2. Using the filter icon on the right-hand side, you can filter the list by various criteria, for example by order number or your confirmation number.

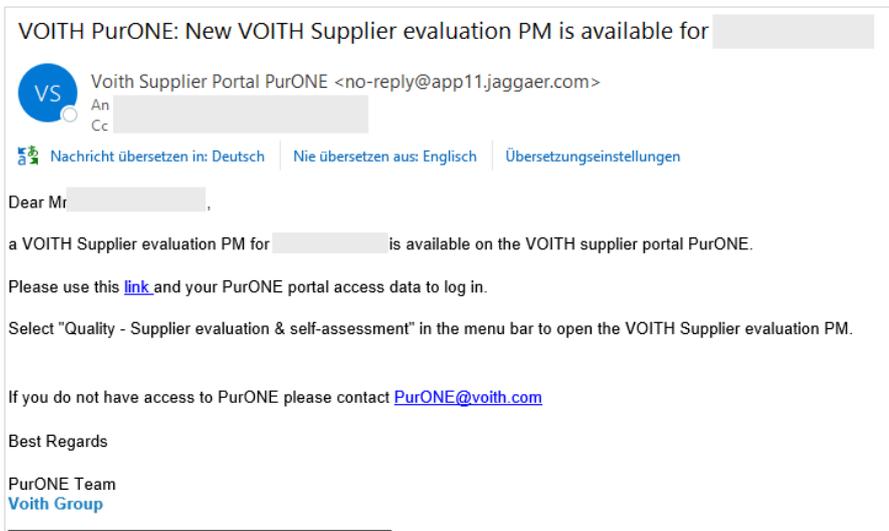
5 Supplier Evaluation

If an evaluation is made available to you in PurONE, you will receive an email notification.

The following use case explains how to access the corresponding information.

5.1 Supplier Evaluation Results

System View

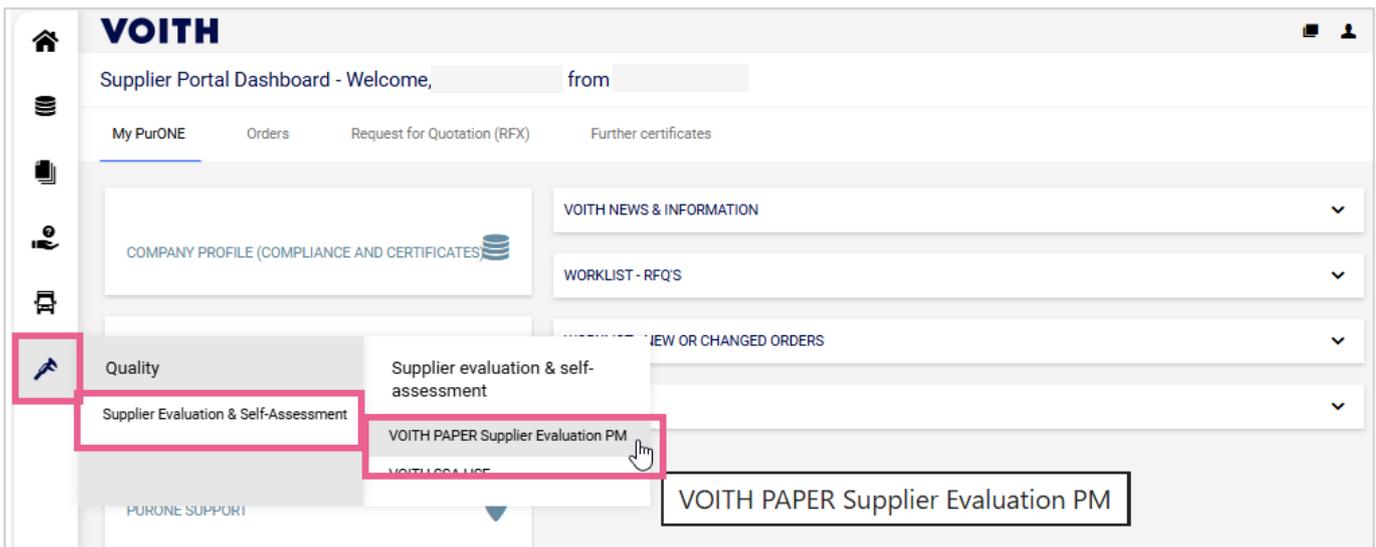


Click Instructions

E-Mail

1. Click the link provided in the email.
2. Log in using your login credentials.

System View



Click Instructions

Evaluation and Self-Assessment Menu

Select your most recent supplier evaluation (in the example: VOITH PAPER Supplier Evaluation PM).

System View

Test_Supplier2	Question	Comment	Value	Answer	Traffic light	Menu
VOITH HYDRO Supplier Evaluation PM			72,188		🟡	
Commercial			75,000		🟢	
Communication and cooperation	Communication and cooper...		100,000		🟢	
Financial stability of the company	Financial stability of the co...		75,000		🟢	
Quotation behavior and pricing	Quotation behavior and prici...		50,000		🟡	
Delivery Time and Quantity	Delivery Time and Quantity		75,000		🟢	
Process and System Integration	Process and System integrat...		75,000		🟢	

Click Instructions

Supplier Evaluation Details

1. Evaluated criteria (criteria set)
2. Overall result with detailed evaluation
3. For further questions, please contact the purchasing contact person named in the email

6 Support

Questions

If you have any questions, please contact:



PurONE@voith.com



+49 7321 37 6823

Voith Group

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St. Poeltener Strasse 43
89522 Heidenheim, Deutschland

Contact:

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VOITH