

PurONE Supplier Handbook 供应商手 册 2024



Guide for Voith Suppliers 福伊特供应商指南

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

它是什么？ - 本文档作为注册供应商的手册，以了解供应商门户上的更多功能，例如维护主数据、提供证书和确认订单。

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

该指南的结构如何？ - 每个标题代表一个用例并链接到相关案例。通过点击标题，您可以直接跳转到相关页面。

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

什么是用例？ - 用例说明了可能的功能并为您提供分步指导。

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

用例是如何构建的？ - 使用案例包括一张幻灯片，其中包含主要信息作为概述，后面是详细的点击指南。

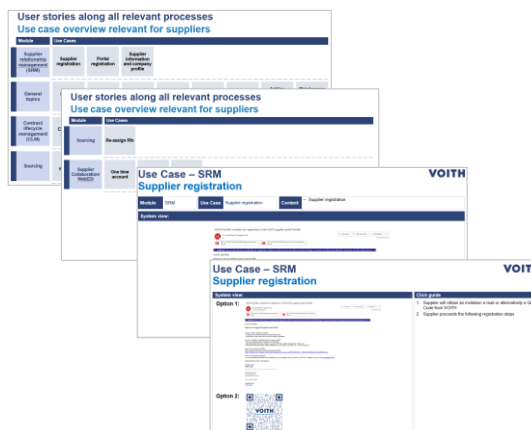
Content of overview 概述内容

- **Headline:** Brief introduction to the use case 标题：用例简介
- **System view:** Descriptive screenshots 系统视图：描述性屏幕截图
- **Content:** What to expect from the described click guide 内容：所描述的点击指南中的内容
- **Note:** Relevant information to the use case 注意：与用例相关的信息

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

详细的点击指南（整个流程/系统的分步指导）

- **System view:** Shows a screenshot for the related step. 系统视图：显示相关步骤的屏幕截图
- **Click guide:** Detailed guidance through the process. 单击指南：整个过程的详细指导。



1 Content 内容

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



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

如何导航？ - 用例包括作为概述的主要信息，后面是详细的点击指南。

Click on any of the use cases above to jump directly to it. 单击上面的任何用例即可直接跳转到它。

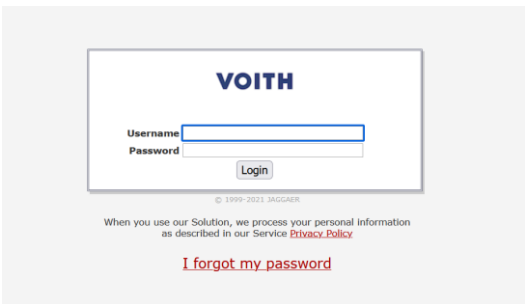
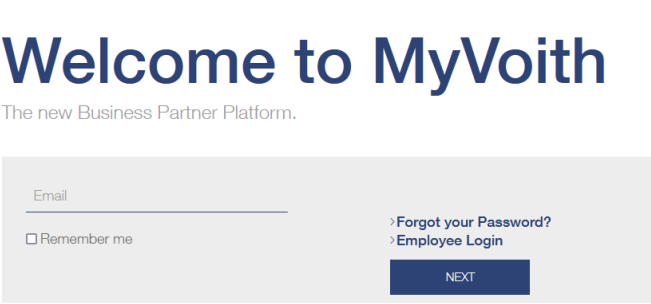


2 General Topics 一般主题

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

一般主题为您提供有关系统导航的信息，并更详细地解释仪表板中的功能。

2.1 Supplier Access 供应商准入

System View	
<p>Option A</p> 	<p>Option B</p> 
Note	

After registration in PurONE there are two options to login: 在 PurONE 中注册后，有两种登录选项：

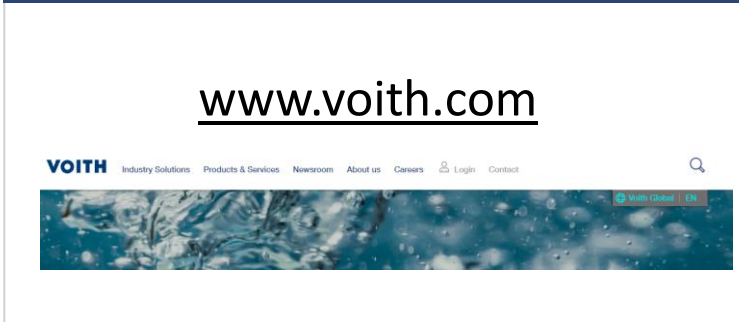
Option A: Direct link to Jaggaer 选项 A: 直接链接到 Jaggaer

Option B: Login via MyVoith with access to all VOITH application assigned to the user account. 选项 B : 通过 MyVoith 登录，可以访问分配给该用户帐户的所有 VOITH 应用程序。

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

System View	Click Guide
	<ol style="list-style-type: none"> 2. Type in your supplier portal user credentials 输入您的供应商门户用户凭据

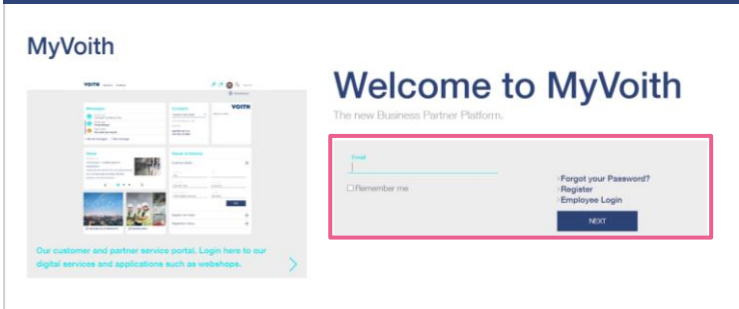
System View **Click Guide**



Option B: 选项 B:

1. Go to the VOITH website 前往福伊特网站
2. Use the Login icon 使用登录图标

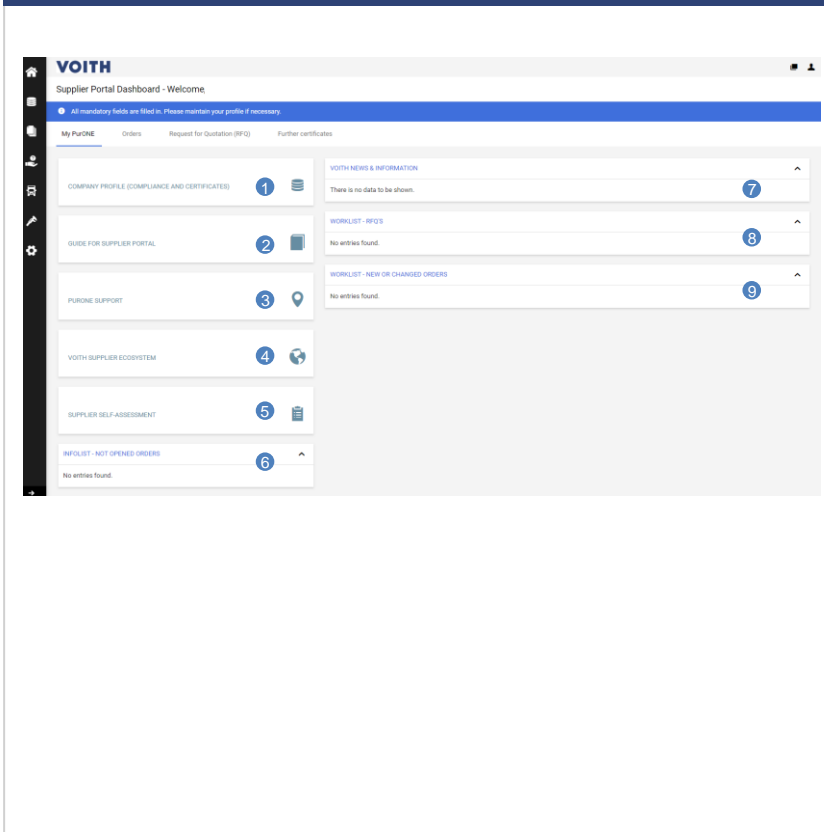
Svstem View **Click Guide**



3. Click on the MyVoith 点击 MyVoith
- 4.1. Type in your MyVoith Login credentials 输入您的 MyVoith 登录凭据
- 4.2. If you don't have access to MyVoith yet, please follow the MyVoith registration steps. 如果您还无法访问 MyVoith, 请按照 MyVoith 注册步骤操作。

2.2 Dashboard – My PurONE

System View **Click Guide**



Box 1 contains detailed information on the Company Profile 第 1 栏包含公司简介的详细信息

Box 2 will direct you to the Supplier User Guide, which is this document, for future references. 第 2 框将引导您查看供应商用户指南, 即本文档, 以供将来参考。

Box 3 will allow you to send an e-mail if you need help 如果您需要帮助, 请在方框 3 中发送电子邮件

Box 4 will redirect you to the VOITH website with information regarding Supplier Ecosystem 第 4 框将引导您访问 VOITH 网站, 其中包含有关供应商生态系统的信息

Box 5 will redirect you to the Supplier Self-Assessment page where suppliers can access the assessments to be done. 第 5 框会将您重定向到供应商自我评估页面, 供应商可以在其中访问要进行的评估。

Box 6 contains contains orders which have not been opened/viewed yet. Also includes orders which have been cancelled for your information. To be viewed. 方框 6 包含尚未打开/查看的订单。还包括已取消的订单, 供您参考。待查看

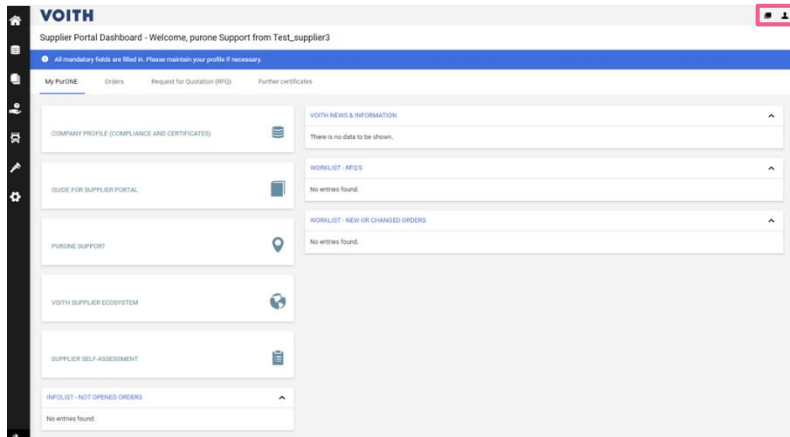
Box 7 contains information provided by VOITH. 第 7 框包含 VOITH 提供的信息。

Box 8 contains detailed information about the RFQ's. 第 8 框包含有关询价的详细信息。

Box 9 contains new or changed orders which have not been confirmed yet. To be processed. 第 9 框包含尚未确认的新订单或已更改的订单。待处理。

System View

Click Guide



User Icon 用户图标

Person Icon / User Settings: Account settings e.g., Language (EN, PT, CN and DE are maintained), decimal separator, password changes) 人物图标/用户设置: 帐户设置, 例如语言 (保留 EN、PT、CN 和 DE)、小数点分隔符、密码更改



New Window 新窗口

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

单击右上角的“新窗口”图标可打开供应商门户 PurONE 的新窗口。

General Topics – Maintenance Supplier Data

一般主题 - 维护供应商数据

Maintenance Supplier Data contains information about how to change master data, add and edit contact person. 维护供应商数据包含有关如何更改主数据、添加和编辑联系人的信息。

2.3 Supplier Master Data Change 供应商主数据变更

System View

Note

Supplier must upload an official document confirming the changes, either an official, unchangeable letterhead or a document from the bank 供应商必须上传确认更改的正式文件，可以是不可更改的官方信笺或银行出具的文件

System View

Click Guide

- 1.1 Click on the Primary-data-icon in the taskbar located on the left side of the homepage. 单击主页左侧任务栏中的主要数据图标。
- 1.2 Click on 'Base Data' and edit your company master data. 单击“基础数据”并编辑您的主数据。
- 1.3 Click on 'Save' to save your changes. 单击“保存”保存您的更改。

2.4 Adding Supplier Contact Persons 添加供应商联系人

System View	Click Guide
	<ol style="list-style-type: none"> 1. Click on the 'Primary Data' (second icon) in the taskbar located on the left side of the homepage 单击主页左侧任务栏中的“主要数据”（第二个图标） 2. Click on 'Contact People' to open the Contacts overview 单击“联系人”以打开联系人概述
	<ol style="list-style-type: none"> 3. Click on the 'Add New Contact'-icon located in the top right. 单击右上角的“添加新联系人图标”。
	<ol style="list-style-type: none"> 4. Type in the necessary data for the new contact. 输入新联系人的必要数据。 5. Decide, if the contact person needs access to the VOITH supplier portal. If yes, please active the 'Portal Access'. Fill in a username for the contact person and tick the box for the portal permissions / supplier rights. 确定联系人是否需要访问 VOITH 供应商门户。如果是，请激活“门户访问”。填写联系人的用户名，并勾选门户权限/供应商权限的框。 6. Click on 'Save' located in the upper right to save the contact person. 单击右上角的“保存”以保存联系人。

2.5 Maintenance Supplier Contact Persons 维护供应商联系人

System View

System View

Click Guide

1. Click on the 'Primary Data' in the taskbar located on the left side of the homepage 点击主页左侧任务栏中的“主要数据”
2. Click on 'Contact People' to open the Contacts overview 单击“联系人”以打开联系人概述

System View

Click Guide

1. Edit supplier contact data 编辑供应商联系信息
Place your cursor on the right of the specific row and click on the 'Edit-icon' (pencil-icon)
将光标放在特定行的右侧，然后单击“编辑图标”（铅笔图标）
2. Edit the Contact data 编辑联系人数据
3. Decide, if the contact person needs access to the VOITH supplier portal. If yes, please active the 'Portal Access'. Fill a username for the contact person and tick the box for the portal permissions / supplier rights. 确定联系人是否需要访问 VOITH 供应商门户。如果是，请激活“门户访问”。填写联系人的用户名，并勾选门户权限/供应商权限的框。
4. Click on 'Save' located in the upper right to save your changes 单击右上角的“保存”以保存更改

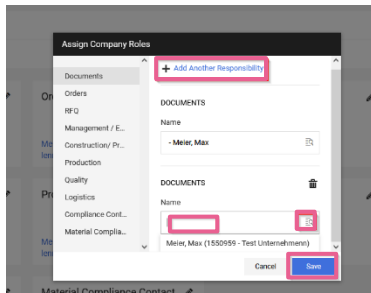
System View

Click Guide

II. Edit supplier contact roles 编辑供应商联系人角色

1. Click on 'Roles' located right of contacts in the top left corner 点击左上角联系人右侧的“角色”
2. Click on the 'Edit-icon' located right of Orders 单击订单右侧的“编辑图标”

System View



Click Guide

3. Click on 'Add another responsibility' and type in the name or click on the 'search-icon' located on the right of the box to get an overview of all your contacts 单击“添加其他职责”并输入姓名或单击位于框右侧的“搜索图标”以获取所有联系人的概述

4. After choosing a contact, click on 'Save.' 选择联系人后，单击“保存”。

3 Contract Lifecycle Management (CLM) 合同生命周期管理 (CLM)

3.1 Certificate Request 证书申请

System View	Click Guide
	<p>1. Click on the 'ticket link' from the e-mail 单击电子邮件中的“ticket 链接”</p>

System View	Click Guide
	<p>2. Fill out the Requested Certificates box with the necessary information and upload the documents 在请求的证书框中填写必要的信息并上传文件</p> <p>3. Choose Send back to VOITH from the dropdown menu right of Action*从“Action”右侧的下拉菜单中选择发送回 VOITH*</p> <p>4. Click on 'Save' to send the certificates back to VOITH 单击“保存”将证书发送回 VOITH</p>

3.2 Certificate Update 证书更新

System View	Click Guide
	<p>Usually, a certificate update takes place upon receive of an e-mail reminding suppliers to update their certificates due to expiration. 通常, 证书更新是在收到提醒的供应商因证书过期而更新其证书的电子邮件后进行的。</p> <ol style="list-style-type: none"> 1. Login to your Supplier Portal 登录您的供应商门户 2. Click on the Box named 'Company Profile.' 单击名为“公司简介”的框。

System View	Click Guide
	<ol style="list-style-type: none"> 3. Click on Certifications and adjust the validity (valid from or/and valid until) 点击认证并调整有效期（有效期自或/和有效期至）

System View	Click Guide
	<ol style="list-style-type: none"> 4. Delete the file next to the validity 删除有效期旁边的文件

System View	Click Guide
	<ol style="list-style-type: none"> 5. Click on 'Search' located under File and upload a new, updated file of your certificate 单击“文件”下的“搜索”并上传新的、更新的证书文件

System View	Click Guide
	<ol style="list-style-type: none"> 6. Click on 'Publish' to share your given information with VOITH. The button is only available if all mandatory fields are filled out. 单击“发布”与 VOITH 共享您提供的信息。仅当所有必填字段均已填写时, 该按钮才可用。

3.3 Further Certificates 其他证书

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

System View	Click Guide												
<p>Request certificates - Request Certificate- Test_supplier3</p> <p>ID: #Material_Certificates - 000109 (Revision: 1) Created By: Shummar Neel @2024-02-07 09:17 Ticket Subject*: Request Certificate- Test_supplier3 Responsible Group: All Users Status: Supplier Input Assigned To: Support purone () CRM Company: Test_supplier3</p> <p>Supplier Information Supplier: Test_supplier3</p> <p>Requested Certificates* <table border="1"> <thead> <tr> <th>Certificate type</th> <th>Valid from</th> <th>Valid to</th> <th>File*</th> </tr> </thead> <tbody> <tr> <td>ISO 15609</td> <td></td> <td></td> <td>Choose File No file chosen</td> </tr> <tr> <td>ISO 3834</td> <td></td> <td></td> <td>Choose File No file chosen</td> </tr> </tbody> </table> </p> <p>Information for supplier Comment for supplier:</p> <p>Action*: [Please Select]</p> <p>Save Draft Auto-Saved @</p>	Certificate type	Valid from	Valid to	File*	ISO 15609			Choose File No file chosen	ISO 3834			Choose File No file chosen	<ol style="list-style-type: none"> 2. Fill out the Requested Certificates box with the necessary information and upload the documents 在请求的证书框中填写必要的信息并上传文件 3. Choose Send back to VOITH from the dropdown menu right of Action* 从 Action 右侧的下拉菜单中选择发送回 VOITH* 4. Click on 'Save' to send the certificates back to VOITH 单击“保存”将证书发送回 VOITH
Certificate type	Valid from	Valid to	File*										
ISO 15609			Choose File No file chosen										
ISO 3834			Choose File No file chosen										

System View	Click Guide																				
<p>VOITH Supplier Portal Dashboard - Welcome, purone Support from Test_supplier3</p> <p>My PurONE Orders Request for Quotation (RFQ) Further certificates</p> <p>CERTIFICATE REQUEST</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Type</th> <th>Name</th> <th>Created</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Material_Certificates - 000109</td> <td>Request certificates</td> <td>Request Certificate- Test_supplier3</td> <td>2024-02-07 09:17</td> <td>Published</td> </tr> <tr> <td>Material_Certificates - 000108</td> <td>Request certificates</td> <td>Request Certificate- Test_supplier3</td> <td>2024-01-31 10:27</td> <td>Published</td> </tr> <tr> <td>Material_Certificates - 000102</td> <td>Request certificates</td> <td>Request Certificate- Test_supplier3</td> <td>2024-01-16 11:19</td> <td>Published</td> </tr> </tbody> </table>	ID	Type	Name	Created	Status	Material_Certificates - 000109	Request certificates	Request Certificate- Test_supplier3	2024-02-07 09:17	Published	Material_Certificates - 000108	Request certificates	Request Certificate- Test_supplier3	2024-01-31 10:27	Published	Material_Certificates - 000102	Request certificates	Request Certificate- Test_supplier3	2024-01-16 11:19	Published	<ol style="list-style-type: none"> 5. After all the requested certificates have been uploaded after the registration process, the supplier can access these certificates on the "Further Certificates" tab. 注册过程后上传所有请求的证书后，供应商可以在“更多证书”选项卡上访问这些证书。
ID	Type	Name	Created	Status																	
Material_Certificates - 000109	Request certificates	Request Certificate- Test_supplier3	2024-02-07 09:17	Published																	
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ID	Type	Name	Created	Status																	
Material_Certificates - 000109	Request certificates	Request Certificate- Test_supplier3	2024-02-07 09:17	Published																	
Material_Certificates - 000108	Request certificates	Request Certificate- Test_supplier3	2024-01-31 10:27	Published																	
Material_Certificates - 000102	Request certificates	Request Certificate- Test_supplier3	2024-01-16 11:19	Published																	

4 Sourcing 采购

4.1 Process Overview 流程概述



4.2 RFX Overview RFX 概述

System View

RFQ No.	RFQ Name	RFQ version	Status	Deadline
1008	TEST RFQ	1	Released	2023-12-19 23:00

Click Guide

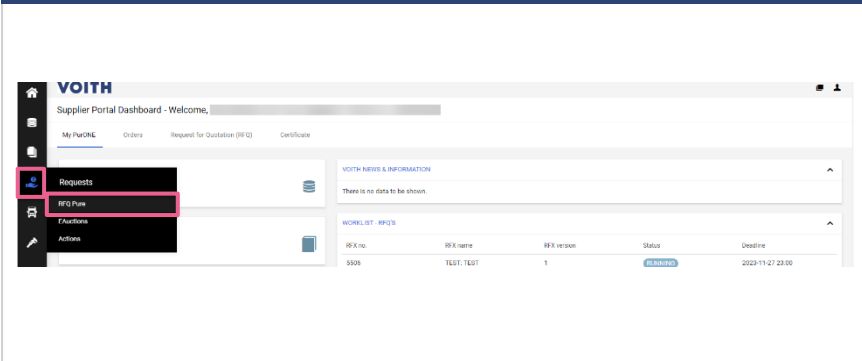
RFQ box

- After log in the supplier portal dashboard is visible with various boxes. One box is called "RFQS". The latest RFQs are shown in the box and those can be accessed by clicking on the RFQ name (blue marked) 登录后，可以看到供应商门户仪表盘，其中包含各种框。其中一个框称为“RFQS”。最新的询价显示在框中，可以通过单击询价名称（蓝色标记）来访问这些询价

NOTE
The designation RFX includes RFI und RFQ- The common word for request in Jaggaer is RFQ
RFX 名称包括 RFI 和 RFQ - Jaggaer 中请求的常用词是 RFQ
RFQ = Request for Quotation 请求报价
RFI = Request for Information 请求信息

System View

Click Guide



RFQ Overview

1. Navigate to the RFQ overview by clicking on the "Requests" icon in the navigation bar and on "RFQ Pure." 单击导航栏中的“请求”图标和“RFQ Pure”，导航至 RFQ 概述。

System View **Click Guide**

RFQ NO.	VERSION	NAME	QUOTE STATUS	RESPONSIBLE PERSON	DEADLINE	ITEMS	MESSAGES
181	1	test version V1	Quoted	Winkler Bernd	2023-12-21 23:59	1	0
178	1	amazon test V1	New	Winkler Bernd	2023-12-17 23:59	1	0
168	1	test par test version	Quoted	Winkler Bernd	2023-12-16 19:42	1	0
166	1	amazon test multi pos	Quoted	Winkler Bernd	2023-12-09 23:59	2	0
165	1	amazon test offline test	Quoted	Winkler Bernd	2023-12-06 23:59	1	0
160	1	Test version V2	Quoted	Winkler Bernd	2023-12-07 23:59	2	0
158	1	Test version V2	Declined	Winkler Bernd	2023-12-07 23:59	2	0
157	1	Test version V1	Cancelled	Winkler Bernd	2023-11-23 14:39	1	0
140	7	RFQ 4100 (16.11.2021-13.08.21)	Expired	Winkler Bernd	2021-11-26 23:59	7	0
100	1	RFQ 4100 (16.11.2021-13.08.21)	Cancelled	Winkler Bernd	2021-11-26 23:59	2	0

2. The RFQ overview displays various columns with details to RFQs such as name, state, deadline. RFQ 概述显示各个列，其中包含 RFQ 的详细信息，例如名称、状态、截止日期

- RFQ NO. = Internal RFQ number 内部 RFQ 号码
- VERSION = Version of RFQ 版本
- NAME = Name of RFQ 名称
- QUOTE STATUS = Status of RFQ 状态
- RESPONSIBLE PERSON 负责人 = Creator/ Buyer of RFQ at Voith 在 Voith 此 RFQ 的创建者或采购员
- DEADLINE = Date until quotes can be sent to Voith 报价发送给福伊特的截止日期
- ITEMS = Number of items in the RFQ RFQ 中的项目数量
- MESSAGES = Number of messages sent related to the RFQ 发送的与询价相关的消息数量

- ICONS to the right 右侧的图标**
- PENCIL = Edit RFQ 铅笔 = 编辑询价
 - FOLDER = Open RFQ 文件夹 = 打开询价
 - SILHOUETTE = Assign RFQ 剪影 = 分配询价

System View **Click Guide**

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

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

- 报价状态**
- New-新的询价，看不见
 - In Process-已看到询价但尚未报价
 - Quoted-报价发回到 Voith
 - Declined-供应商拒绝询价
 - Cancelled-福伊特取消询价
 - Expired-询价已过期，未发回报价

System View **Click Guide**

RFQ NO.	VERSION	NAME	QUOTE STATUS	RESPONSIBLE PERSON	DEADLINE	ITEMS	MESSAGES
181	1	test version V1	Quoted	Winkler Bernd	2023-12-21 23:59	1	0

RFQ access RFQ 访问
RFQs can be accessed by clicking either: 可以通过单击以下任一方式访问询价:

- on the RFQ number (RFQ NO.) 询价编号 (RFQ NO.)
- on the name (NAME) (both blue marked) or 姓名 (NAME) (均为蓝色标记) 或
- on the “folder” icon to the right of an RFQ 在询价右侧的“文件夹”图标上

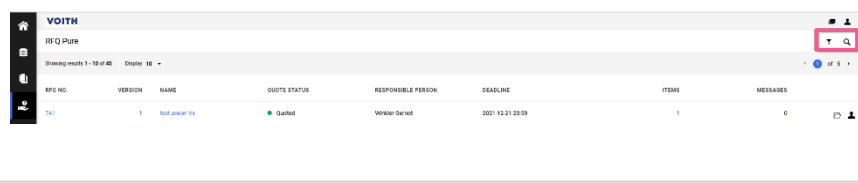
System View **Click Guide**

RFQ NO.	VERSION	NAME	QUOTE STATUS	RESPONSIBLE PERSON	DEADLINE	ITEMS	MESSAGES
181	1	test version V1	Quoted	Winkler Bernd	2023-12-21 23:59	1	0

RFQ display 询价显示
In the RFQ overview 10 RFQs are shown by default on the first page 在询价概览中，第一页默认显示 10 个询价

- By clicking on the dropdown field, it can be changed up to 100 The settings are saved for the current view 通过单击下拉字段，最多可以更改 100 个 设置将保存到当前视图
- To display further RFQs the navigation on the top right can be used. 要显示更多询价，可以使用右上角的导航。

System View

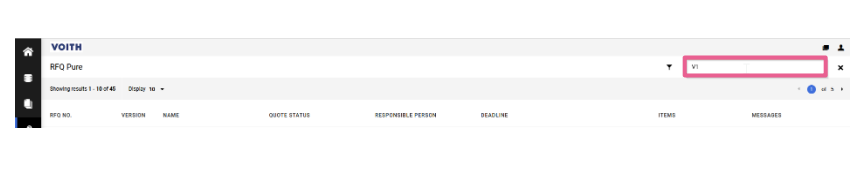


Click Guide

RFQ search 询价查询

1. In the upper right corner there is a filter icon and a magnifying glass. By clicking on the magnifying glass, it is possible to search for RFQs. 右上角有一个过滤器图标和一个放大镜。通过点击放大镜，可以搜索询价。

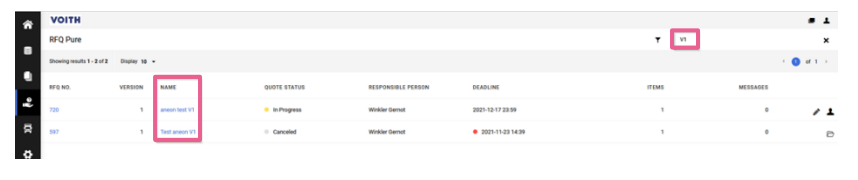
System View



Click Guide

2. A search field opens. Type in your search and press „Enter“. 将打开搜索字段。输入您的搜索内容并按“Enter”

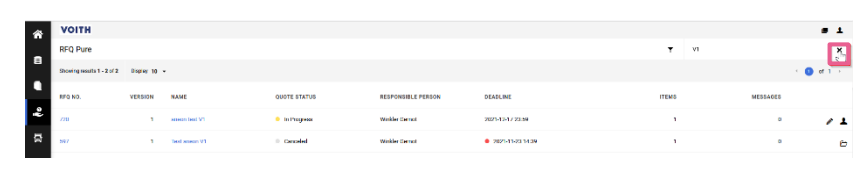
System View



Click Guide

3. Only matching RFQs are displayed. 仅显示匹配的询价。

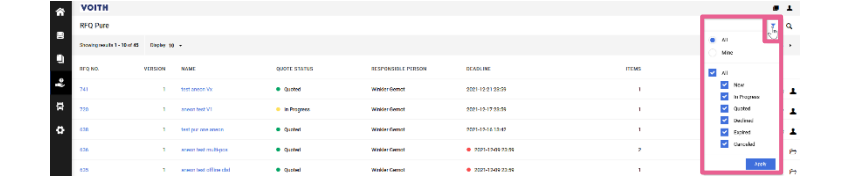
System View



Click Guide

4. Remove the filter by clicking on the „X“ 单击“X”删除过滤器

System View

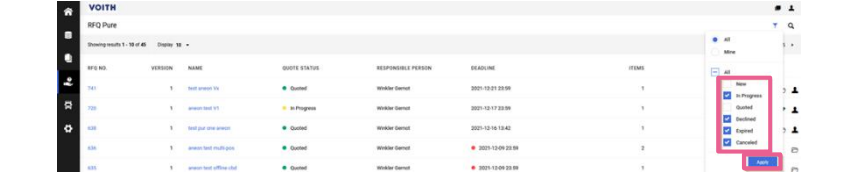


Click Guide

RFQ filter 询价过滤器

1. By clicking on the “Filter” icon the overview can be filtered after the responsibility (All vs. Mine) and by the state of the RFQ (All vs single entries). 通过单击“过滤器”图标，可以在责任人（全部与我的）之后以及按询价的状态（全部与单个条目）过滤概述。

System View



Click Guide

2. De-select not relevant quote states and click on "Apply." 取消选择不相关的报价状态，然后单击“应用”。

System View

RFQ No.	VERSION	NAME	QUOTE STATUS	RESPONSIBLE PERSON	DEADLINE	ITEMS	MESSAGES
726	1	Test anohn V1	In Progress	Wolker Gernot	2023-12-17 23:59	1	0
859	1	Test anohn V2	Declined	Wolker Gernot	2023-12-07 23:59	2	0
937	1	Test anohn V1	Cancelled	Wolker Gernot	2023-11-23 14:30	1	0
940	2	RFQ #159 (24.11.2023 13:28:37)	Expired	Wolker Gernot	2023-11-30 23:59	2	0
945	1	RFQ #159 (24.11.2023 13:28:37)	Cancelled	Wolker Gernot	2023-11-30 23:59	2	0
434	1	RFQ #159 (24.11.2023 14:42:00)	Expired	Wolker Gernot	2023-11-30 23:59	1	0
435	2	RFQ #159 (24.11.2023 12:28:37)	Expired	Wolker Gernot	2023-10-21 23:59	1	0
436	1	RFQ #159 (24.11.2023 12:28:37)	Cancelled	Wolker Gernot	2023-10-21 23:59	1	0
376	2	RFQ #159 (23.09.2023 11:46:32)	Expired	Wolker Gernot	2023-10-07 23:59	2	0
852	1	RFQ #159 (24.09.2023 13:17:00)	Expired	Wolker Gernot	2023-09-30 23:59	1	0

Click Guide

3. The list of RFQs shown is limited to the filter applied. 显示的询价列表仅限于所应用的过滤器

4.3 Quote & Send Back 报价&发回

System View

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

Dear Mr. **XXXXXXXXXX**

Welcome to the **VOITH** supplier portal **PurONE**

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

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

How can I submit my quotation?
Please open the link below and follow the steps in PurONE:
https://app.voith.com/finance/ehv?req_english_controller_quote&req_english_reqid=1927611&req=347778

How do I get access to PurONE?
To submit your quotation for the mentioned RFQ, you can use the following one-time login credentials
Username: testuser11
Password: 2023test@and-021
Please contact support@voith.com to register your company and get full access to the system and the related benefits.

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

Best Regards,
PurONE Team
Voith Group

Voith GmbH & Co. KG
St. Pölten Straße 43
89027 Heidenheim, Germany

Click Guide

1. Click on the link provided in the e-mail. 单击电子邮件中提供的链接。

2. Login with your credentials provided in the e-mail or received when the account got created. 使用电子邮件中提供的或创建帐户时收到的凭据登录。

System View

Supplier Portal Dashboard - Welcome, **XXXXXXXXXX**

RFQ #159 - Edition: Request for Quotation (RFQ) - Certificate

COMPANY PROFILES

REQUEST FOR SUPPLIER PORTAL

PLACING SUPPLIER

VOITH - NEWS & INFORMATION

VOITH - RFQ - REQUESTS

VOITH - RFQ - NEW OR CLOSED OFFERS

Click Guide

ALTERNATIVELY 或者

OPTION 1 选项 1
Login to the portal and click on the latest RFQ received. A new tab opens starting with "Participation." 登录门户并单击收到的最新询价。将打开一个以“参与”开头的新选项卡。

System View

RFQ No.	VERSION	NAME	QUOTE STATUS	RESPONSIBLE PERSON	DEADLINE	ITEMS	MESSAGES
726	1	Test anohn V1	In Progress	Wolker Gernot	2023-12-17 23:59	1	0
859	1	Test anohn V2	In Progress	Wolker Gernot	2023-12-07 23:59	1	0
937	1	Test anohn V1	Quoted	Wolker Gernot	2023-12-21 23:59	1	0

Click Guide

ALTERNATIVELY

OPTION 2 选项 2
Login to the portal and click on "Requests" and "RFQ Pure" in the navigation bar. Click on the latest RFQ. 登录门户并单击导航栏中的 "Requests" 和 "RFQ Pure"。单击最新的询价。

System View

Participation

AGREEMENTS

RFQ #159

Upload document to supplier

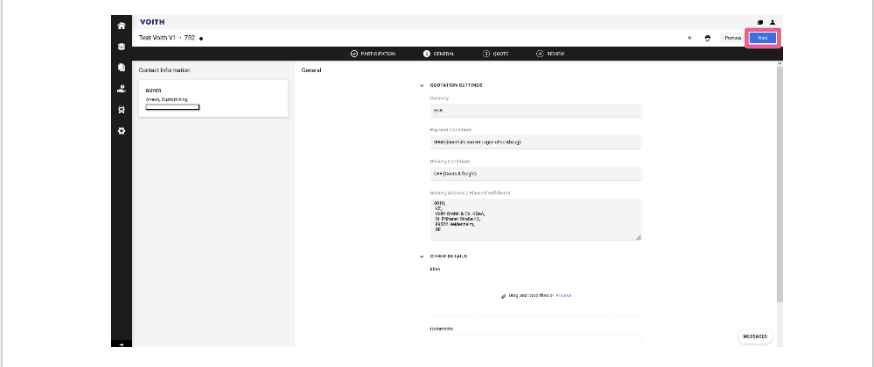
Agree to documents

Click Guide

Participation 参与

Read and/ or agree to the documents (optional) to proceed with the quotation and click on "Next" in the upper right corner. 阅读和/或同意文件（可选）以继续报价，然后单击右上角的“下一步”

System View Click Guide

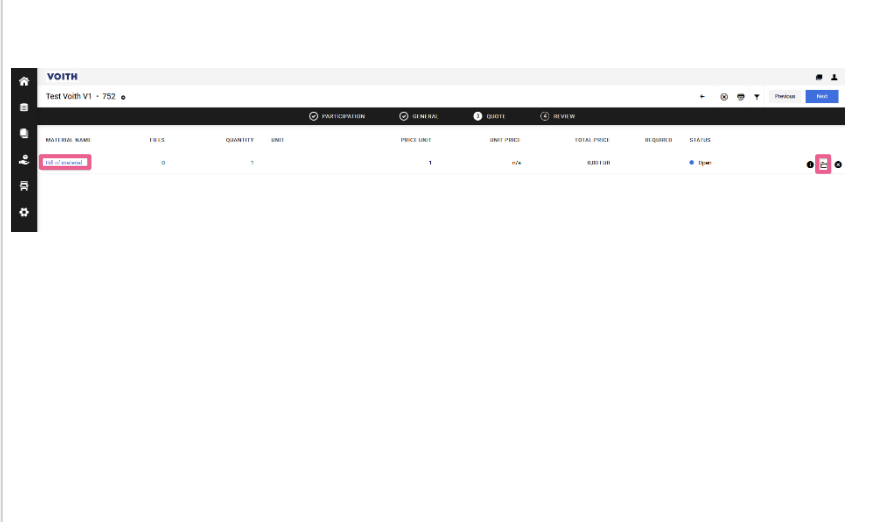


General 一般

Read general terms and conditions and click on "Next" 阅读一般条款和条件，然后单击“下一步”

Optionally: leave a comment or a file on the quote on head level here
可选：在此处留下关于报价的评论或文件

System View Click Guide



Quote 报价

The quote tab provides an overview of items/materials requested for quotation. 报价选项卡提供了请求报价的项目/材料的概述。

FILES = Item specific files attached 附加项目特定文件

QUANTITY = Requested quantity 要求数量

UNIT = item unit 项目单位

PRICE UNIT = Quantity unit of the price requested 请求价格的量单位

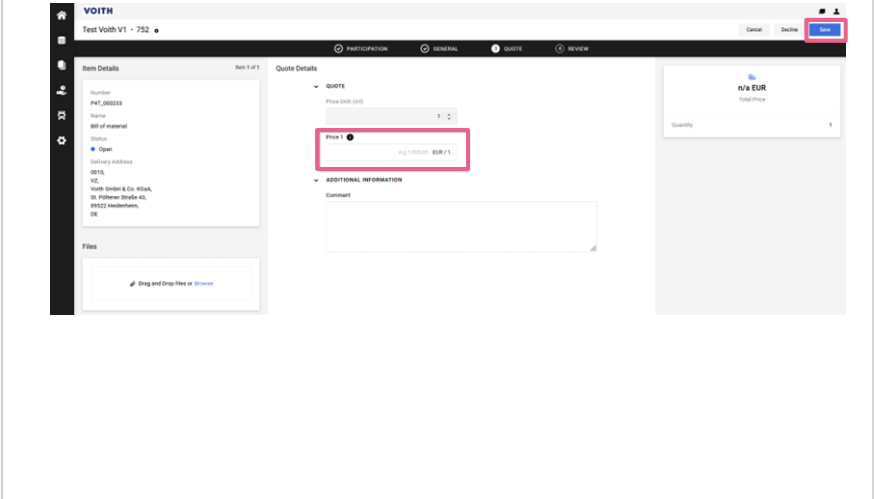
UNIT PRICE = Price offered 提供的价格

TOTAL PRICE = Price offered multiplied by quantity 提供的价格乘以数量

STATUS = Status of quote each item 每个项目的报价状态

1. Click on the blue marked material name to jump into the details of the requested item/material or click on the "Folder" icon to the right to open item details 单击蓝色标记的材料名称可跳转到请求的项目/材料的详细信息，或单击右侧的“文件夹”图标可打开项目详细信息

System View Click Guide



On the left side item details are displayed 左侧显示项目详细信息

Optionally item related documents can be downloaded in the section "Files." 可以选择在“文件”部分下载项目相关文档。

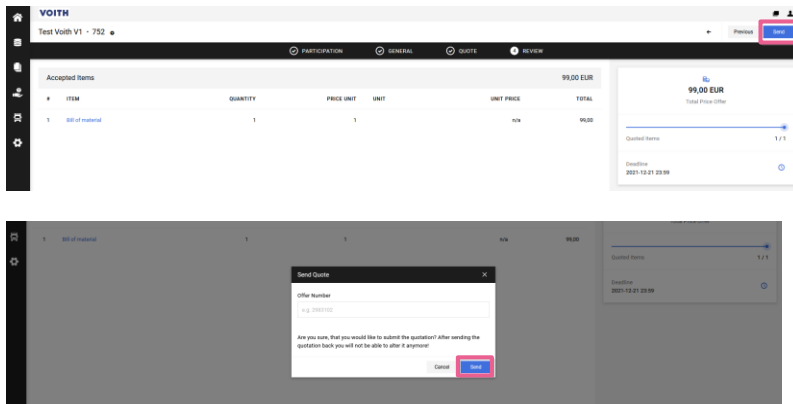
Under "Comment" it is possible to leave an item related comment in "评论" 下可以留下与项目相关的评论

2. Prepare your quote. Type in the price for the price unit given. 准备您的报价。输入给定价格单位的价格。

You may need to download an excel file for the CBD (cost breakdown/ template) and upload the maintained file again (see use case "Quote with excel CBD") 您可能需要下载 CBD 的 excel 文件（成本细分/模板）并再次上传维护的文件（请参阅用例“使用 excel CBD 报价”）

3. When the quote is done, click on "Save" in the upper right corner 报价完成后，点击右上角“保存”

System View



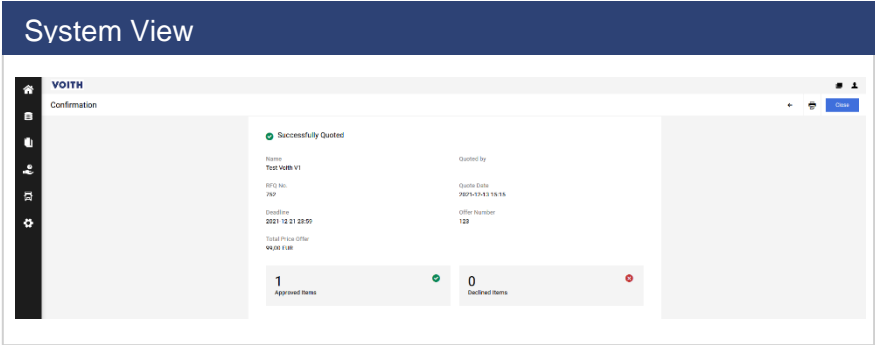
Click Guide

If the quotation contains more than 1 item, you will be led to the next item upon completing quotation for the first item. After quotation of all items, a review of all quotes is offered. 如果报价单包含多于一个项目，您将在完成第一个项目的报价后转到下一个项目。在对所有项目进行报价后，将提供对所有报价的审查。

Review 审查

1. The review tab provides an overview of quotes done. By clicking on "Send" in the upper right corner the quotation is done and sent to the customer 审核选项卡提供已完成报价的概述。点击右上角的“发送”即可完成报价并将其发送给客户

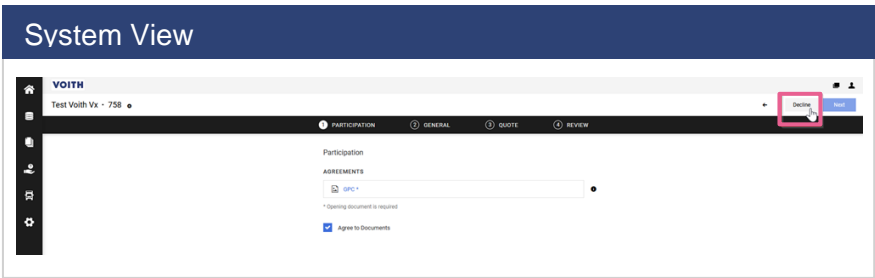
2. A window opens with an offer number to be maintained optionally. Confirm the quote by clicking on "Send" 将打开一个窗口，其中包含可选择维护的报价编号。点击“发送”确认报价



Click Guide

CONFIRMATION 确认
Upon sending RFQ to Voith, a summary of the quotation is shown. 向福伊特发送询价后，会显示报价摘要。

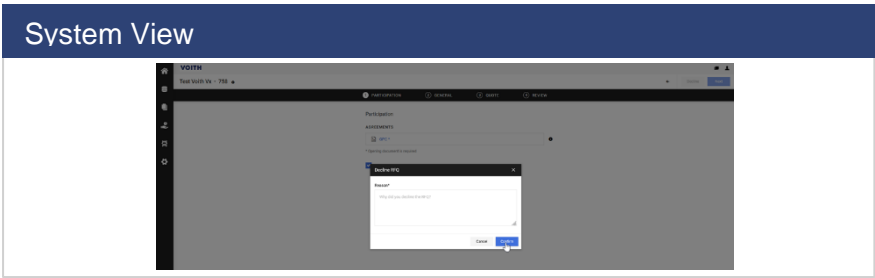
PROCESS ENDS 流程结束
Close the RFQ/ window. 关闭询价/窗口。
For supplier portal users: Click on "Back to Overview" to go back to the overview of all RFQs.
is done, click on "Save" in the upper right corner. 对于供应商门户用户：单击“返回概览”可返回所有询价的概览。完成后，点击右上角的“保存”。



Click Guide

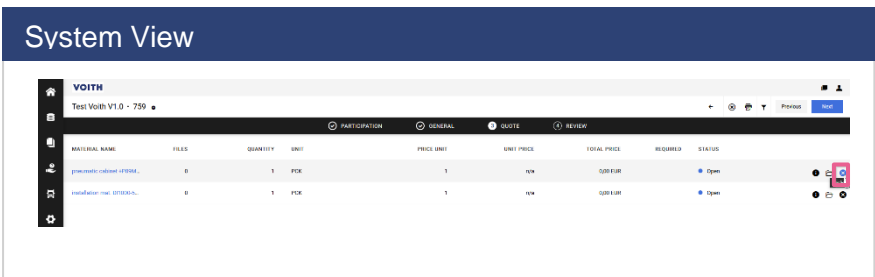
ALTERNATIVELY – Decline all items. 或者 - 拒绝所有项目。

1. Open RFQ 打开询价
2. Click on „Decline“ within the „Participation“ tab. 单击“参与”选项卡中的“拒绝”。



Click Guide

3. State a reason for the decline 说明拒绝的原因
4. Confirm the decline by clicking on the button Confirm 单击“确认”按钮确认拒绝

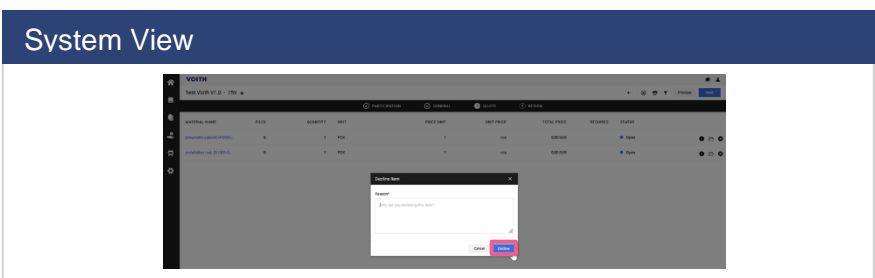


Click Guide

ALTERNATIVELY – Decline single items 或者 - 拒绝单个项目

Quote 报价

1. Click on the button "Decline" next to the item/material 单击项目/材料旁边的“拒绝”按钮



Click Guide

2. Add a reason to the text field and click on "Decline" to confirm it. 在文本字段中添加原因，然后单击“拒绝”进行确认。

4.4 Quote with Excel 用 Excel 报价

System View

Click Guide

OPEN RFQ 打开 RFQ
Click on the link provided in the e-mail. 单击电子邮件中提供的链接。
2. Login with your credentials provided in the e-mail or received when the account got created 使用电子邮件中提供的或创建帐户时收到的凭据登录

ALTERNATIVELY 或者
1. Click on the RFQ displayed in the RFQ Box 点击询价框中显示的询价

System View

Click Guide

Participation 参与
Read and/ or agree to the documents (optional, depending on what buyer has defined) to proceed with the quotation and click on "Next" in the upper right corner. 阅读和/或同意文件（可选，取决于买方的定义）以继续报价，然后单击右上角的“下一步”。

System View

Click Guide

General 一般
Read general terms and conditions and click on "Next". 阅读一般条款和条件，然后单击“下一步”。

System View

Click Guide

Quote 报价
1. Click on the blue marked material name to jump into the details of the requested item/material or click on the "Folder" icon to the right to open item details 单击蓝色标记的材料名称可跳转到请求的项目/材料的详细信息，或单击右侧的“文件夹”图标可打开项目详细信息

System View

Click Guide

2. In the middle of the page below "Export" an excel file (for quotation) can be downloaded. Click on "Export Excel File" for item related information and prices. 在页面中间的“导出”下面可以下载 excel 文件（用于报价）。单击“导出 Excel 文件”可获取商品相关信息和价格。
On the left side item details are displayed 左侧显示项目详细信息
Optionally item related documents can be downloaded in the section "Files." 可以选择在“文件”部分下载项目相关文档。
Under "Comment" it is possible to leave an item related comment 在“评论”下可以留下与项目相关的评论

System View

Click Guide



3. A new tab opens. Click on the file to open/save it
将打开一个新选项卡。单击文件以打开/保存它

System View

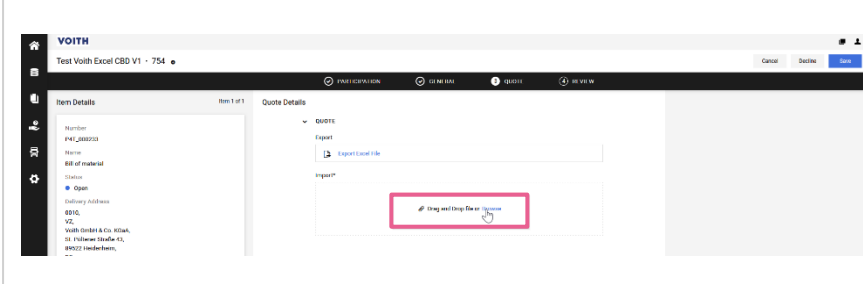
Click Guide

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

4. Fill in information/prices/costs. Careful, do not change rows/ columns in the excel file - only add information/prices. Save the excel file. 填写信息/价格/费用。注意，不要更改 Excel 文件中的行/列 - 仅添加信息/价格。保存 Excel 文件。

System View

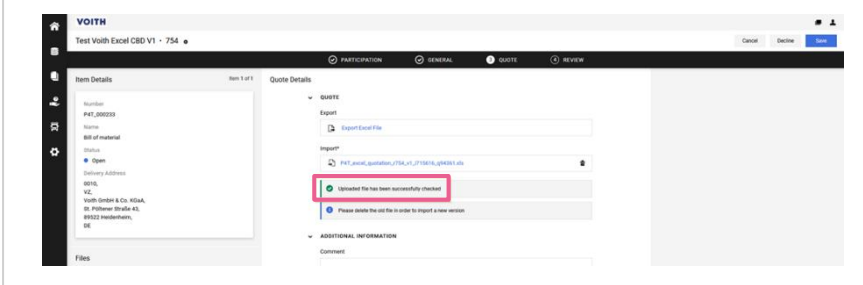
Click Guide



5. After providing all relevant costs and information, import the file by drag and drop or browse
提供所有相关成本和信息后，通过拖放或浏览导入文件

System View

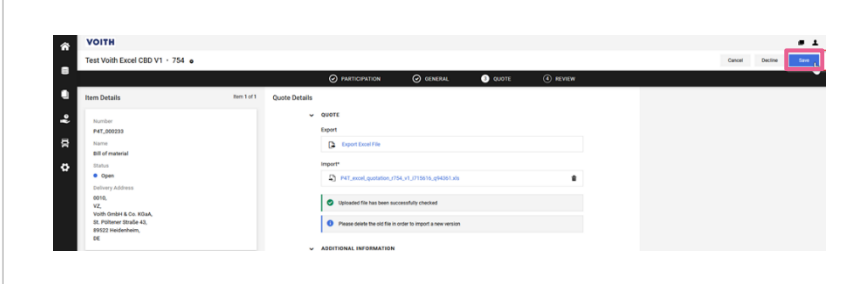
Click Guide



NOTE 备注
The excel file/CBD is uploaded immediately and displays either information about wrong inserted information/costs or states "Uploaded file has been successfully checked". If information/ costs provided were wrong, please delete the old file, correct data and import the new file again. Excel 文件/CBD 立即上传，并显示有关错误插入信息/成本的信息或状态“已成功检查上传的文件”。如果提供的信息/费用有误，请删除旧文件，更正数据并重新导入新文件。

System View

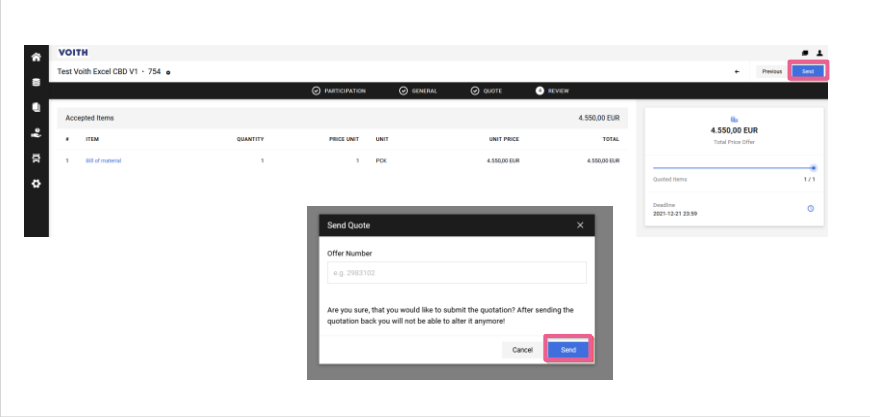
Click Guide



6. Click on "Save" in the upper right corner to continue
点击右上角“保存”继续

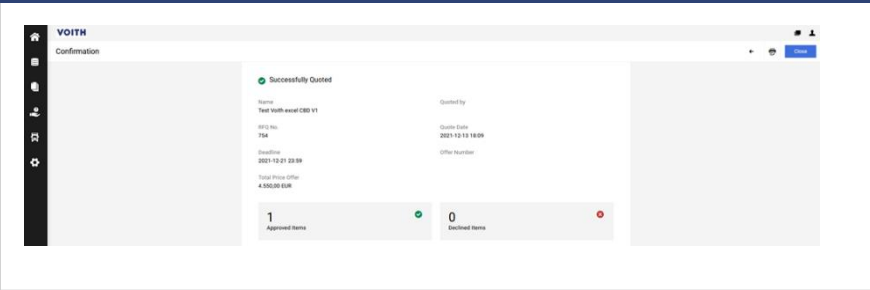
NOTE 备注
If the quotation contains more than 1 item, you will be led to the next item upon completing quotation for the first item. After quotation of all items, a review of all quotes is offered. 如果报价单包含多于一个项目，您将在完成第一个项目的报价后转到下一个项目。在对所有项目进行报价后，将提供对所有报价的审查。

System View **Click Guide**



Review 审查
 1. The review tab provides an overview of quotes done. By clicking on "Send" in the upper right corner the quotation is done and sent to the customer 审核选项卡提供已完成报价的概览。点击右上角的“发送”即可完成报价并将其发送给客户
 2. A window opens with an offer number to be maintained optionally. Confirm the quote by clicking on "Send"将打开一个窗口，其中包含可选择维护的报价编号。点击“发送”确认报价

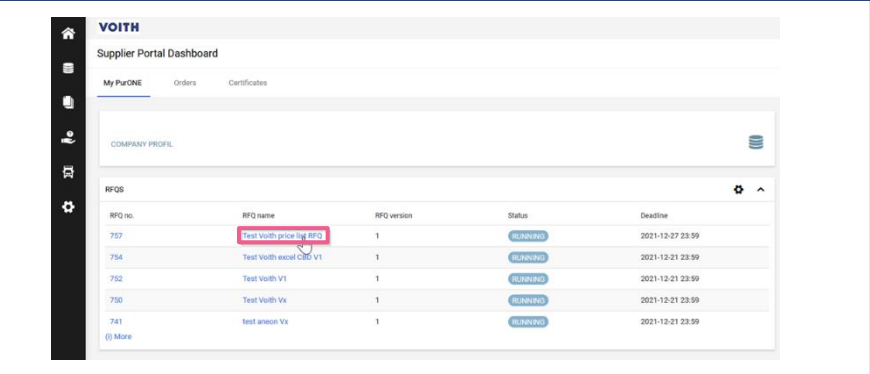
System View **Click Guide**



CONFIRMATION 确认
 Upon sending RFQ to Voith, a summary of the quotation is shown. 向福伊特发送询价后，会显示报价摘要。
Process Ends 流程结束
 Close the RFQ/the window. 关闭询价/窗口
 For supplier portal users: Click on "Back to Overview" to go back to the overview of all RFQs. 对于供应商门户用户：单击“返回概览”可返回所有询价的概览。

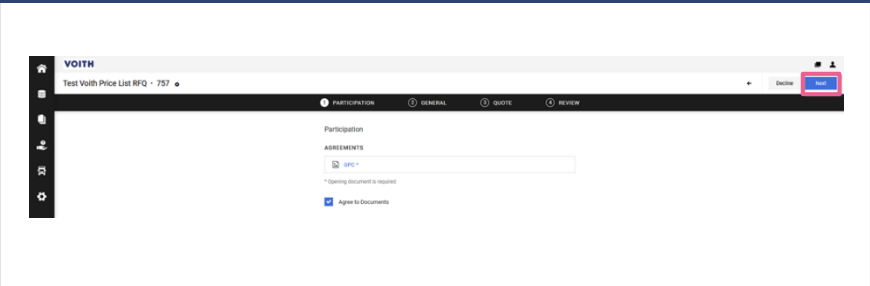
4.5 Quote with One Excel File for all Items

System View **Click Guide**



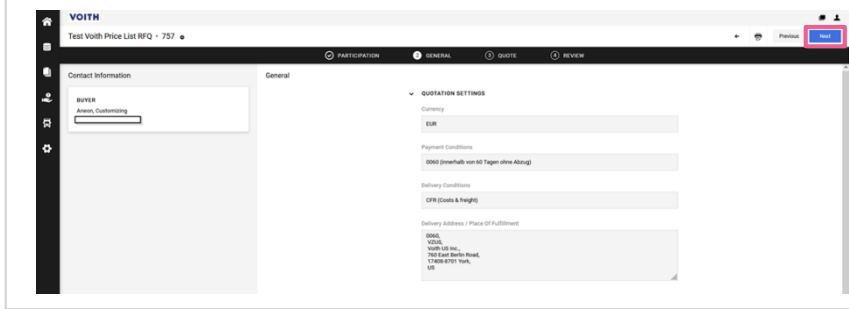
OPEN RFQ 打开 RFQ
 1. Click on the link provided in the e-mail 单击电子邮件中提供的链接
 2. Login with your credentials provided in the e-mail or received when the account got created 使用电子邮件中提供的或创建帐户时收到的凭据登录
ALTERNATIVELY 或者
 1. Click on the RFQ displayed in the RFQ Box 点击询价框中显示的询价

System View **Click Guide**



Participation 参与
 Read and/or agree to the documents (optional) to proceed with the quotation and click on "Next" in the upper right corner. 阅读和/或同意文件（可选）以继续报价，然后单击右上角的“下一步”。

System View

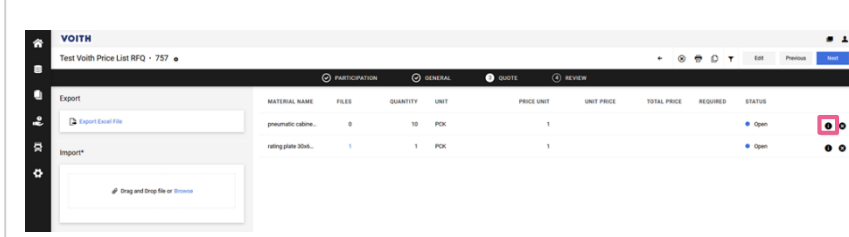


Click Guide

General 一般

Read general terms and conditions and click on "Next"
阅读一般条款和条件，然后单击“下一步”

System View

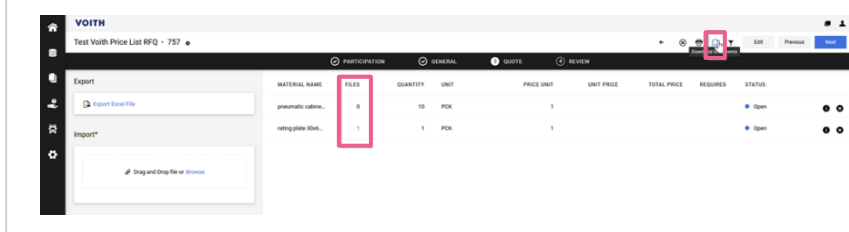


Click Guide

Quote 报价

The quote tab provides an overview of all items requested. 报价选项卡提供所有请求项目的概述。
To the right of each item an „Information“ icon is found. 每个项目的右侧都有一个“信息”图标。
Click on it to receive more information about the item. 单击它以获取有关该项目的更多信息。
Close the window to jump back to the overview 关闭窗口跳回概览

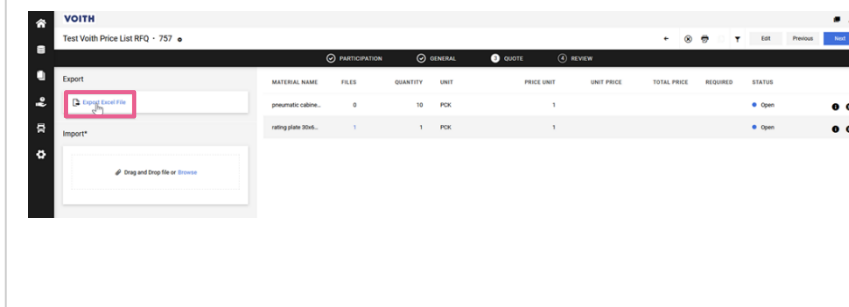
System View



Click Guide

Item related documents can be accessed by clicking on the blue marked number in the column files or by downloading all item related files when clicking on the button „Download Documents“
可以通过单击列文件中的蓝色标记数字或通过单击“下载文档”按钮下载所有项目相关文件来访问项目相关文档

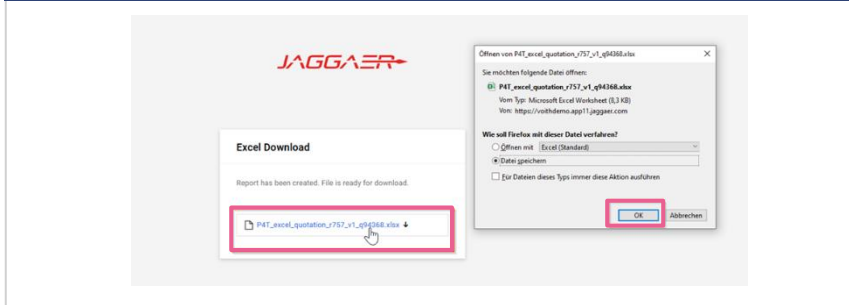
System View



Click Guide

Item related documents can be accessed by clicking on the blue marked number in the column files or by downloading all item related files when clicking on the button „Download Documents“
可以通过单击列文件中的蓝色标记数字或通过单击“下载文档”按钮下载所有项目相关文件来访问项目相关文档

System View



Click Guide

2. A new tab opens. Click on the file to open/ save it
将打开一个新选项卡。单击文件以打开/保存它

System View

Material number	Material	Description	Example	Quantity	Unit	Price	Planned delivery time (days)	Supplier material code	Minimum order quantity	Total Price
43092071	perumatic_ghbrnt_4P08M1.FFZ			0	PCB	1				
2050045110	ring_plate_30x16x13_3mm			1	PCB	1				

Click Guide

3. Fill in information/prices/costs. Careful, do not change rows/columns in the excel file - only add information/prices. Save the excel file. 填写信息/价格/费用。小心，不要更改 Excel 文件中的行/列 - 仅添加信息/价格。保存 Excel 文件。

System View

Click Guide

4. After providing all relevant costs and information, import the file by drag and drop or browse in the section "Import." 提供所有相关成本和信息后，通过拖放或在“导入”部分中浏览来导入文件。

NOTE 备注

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

Excel 文件/CBD 立即上传，并显示有关错误插入信息/成本的信息或状态“已成功检查上传的文件”。如果提供的信息/费用有误，请删除旧文件，更正数据并重新导入新文件。

System View

Click Guide

6. Click on "Next" in the upper right corner to continue. 单击右上角的“下一步”继续。

System View

Click Guide

Review 审查

1. The review tab provides an overview of quotes done. By clicking on "Send" in the upper right corner the quotation is done and sent to the customer 审核选项卡提供已完成报价的概述。点击右上角的“发送”即可完成报价并将其发送给客户

2. A window opens with an offer number to be maintained optionally. Confirm the quote by clicking on "Send"将打开一个窗口，其中包含可选择维护的报价编号。点击“发送”确认报价

System View

Click Guide

CONFIRMATION 确认

Upon sending RFQ to Voith, a summary of the quotation is shown. 向福伊特发送询价后，会显示报价摘要。

Process Ends 流程结束

Close the RFQ/the window. 关闭询价/窗口。 For supplier portal users: Click on "Back to Overview" to go back to the overview of all RFQs. 对于供应商门户用户：单击“返回概览”可返回所有询价的概览。

4.7 Messaging 消息

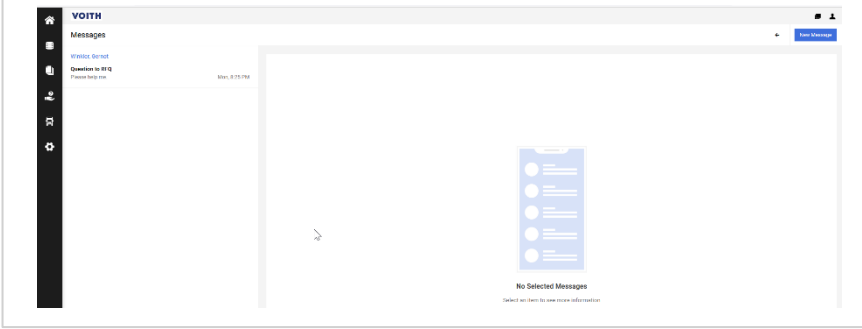
System View								Click Guide	
								<p>1. Go to RFQ overview and open an RFQ. 转至询价概述并打开询价。</p>	

System View								Click Guide	
								<p>2. Click on „Messages“ in the bottom right corner. 点击右下角的“消息”。</p>	

System View								Click Guide	
								<p>3. Click on „New Messages“ in the middle of the page or in the top right corner. 单击页面中间或右上角的“新消息”。</p>	

System View								Click Guide	
								<p>A new message opens. 将打开一条新消息。 The related RFQ is automatically linked to the message via „TAG“相关询价会通过“TAG”自动链接到消息 The recipient is the creator/buyer of the RFQ at Voith and automatically inserted. 收件人是福伊特询价的创建者/买家，并自动插入。</p> <p>4. Add a „Subject“ and „Enter your message“添加“主题”和“输入您的消息”</p> <p>5. Optionally, attach a file (可选) 附加文件</p> <p>6. Click on „Send“ in the upper right corner 点击右上角“发送”</p>	

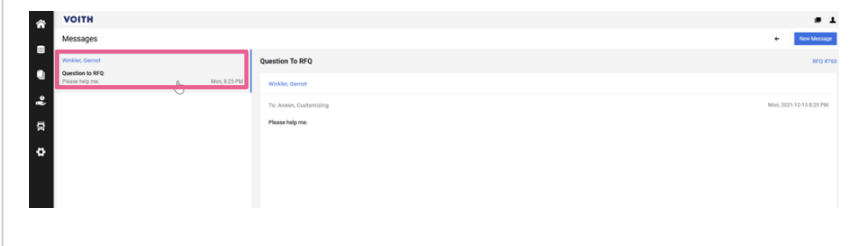
System View



Click Guide

7. The message is sent to Voith. 该消息将发送至福伊特。

System View



Click Guide

8. Click on the message at the left to open it.
 单击左侧的消息将其打开。
 9. Click on „Back“ to go back to the RFQ.
 单击“返回”返回询价。

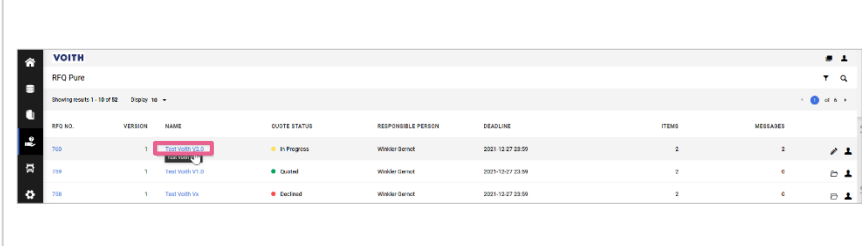
System View



Click Guide

10. You are informed by e-mail if a new message is sent by Voith.
 如果福伊特发送新消息，您会收到电子邮件通知。

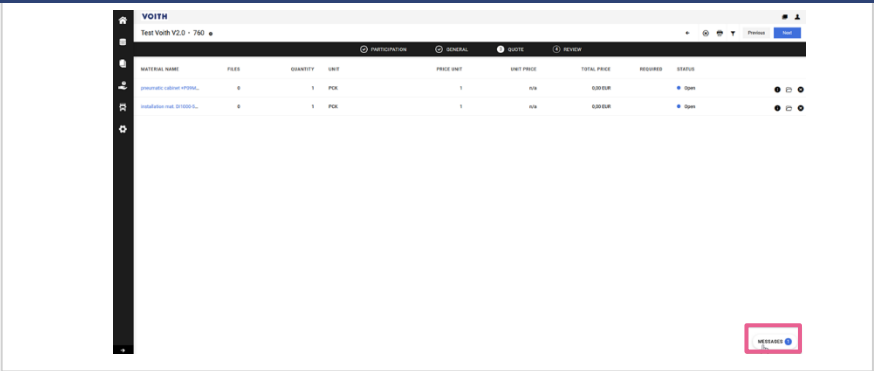
System View



Click Guide

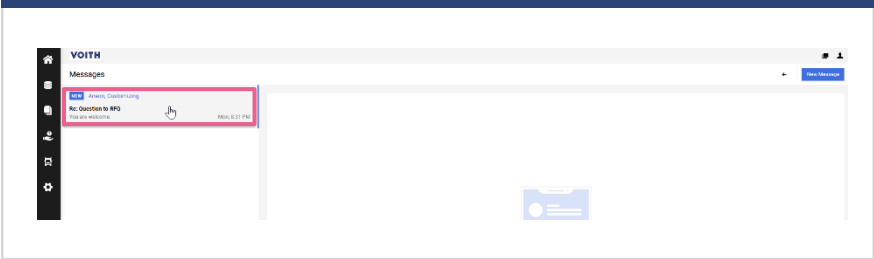
CHECK FOR REPLY 检查回复
 11. Open RFQ 打开 RFQ

System View **Click Guide**



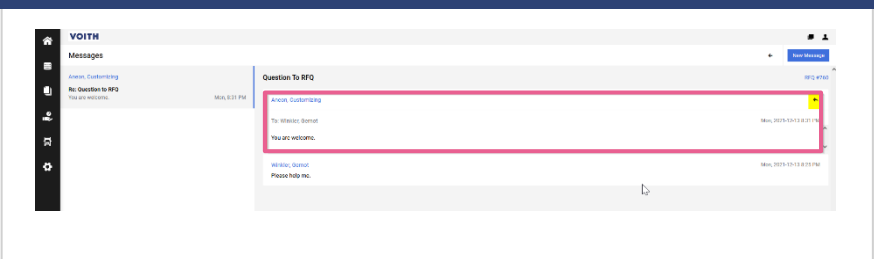
12. Click on „Messages“ in the bottom right.
 点击右下角的“消息”。

System View **Click Guide**



13. Click on the new message to display details.
 单击新消息可显示详细信息。

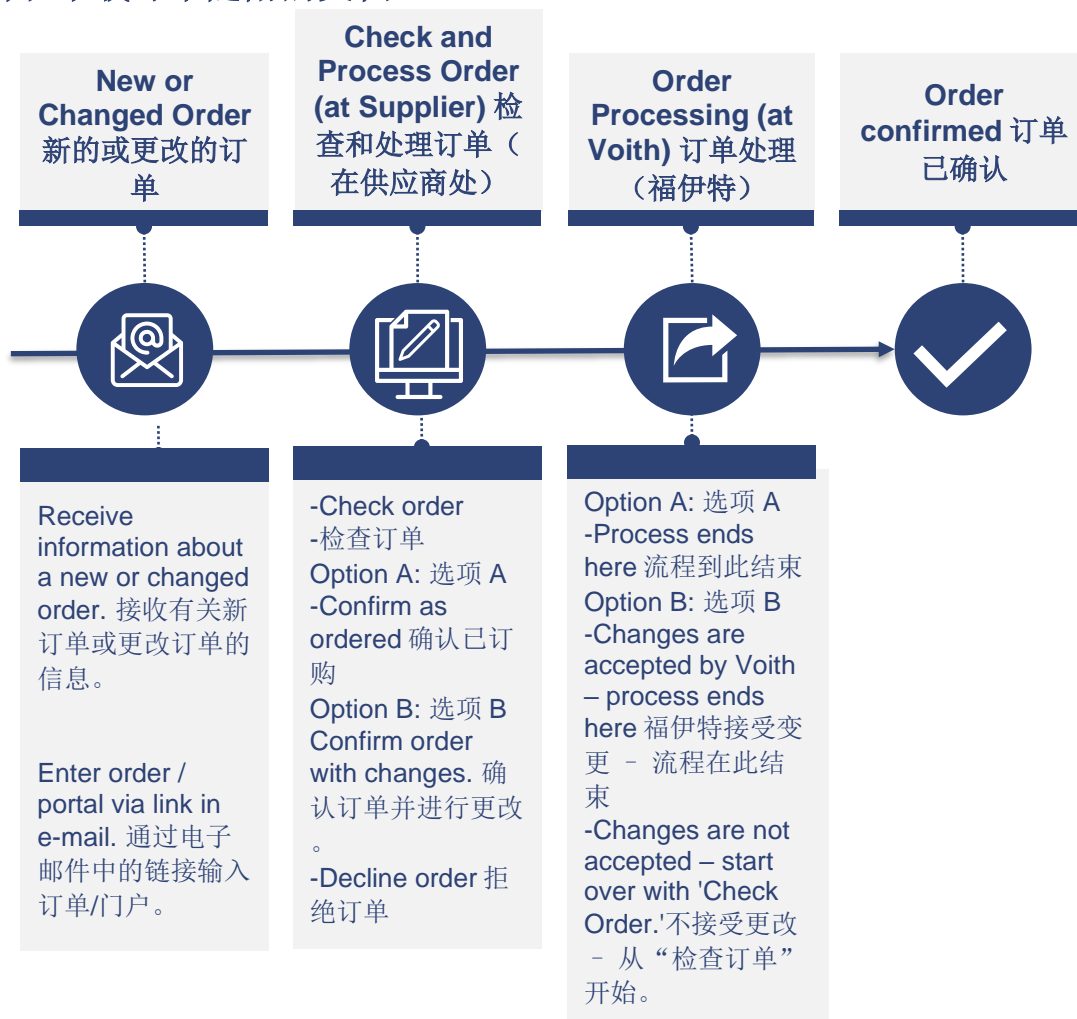
System View **Click Guide**



14. Click on the „Reply“ button to reply if necessary.
 如果需要，请单击“回复”按钮进行回复。

5 Supplier Collaboration / WebEDI - 供应商协作 /WebEDI

Orders created in the ERP-system are available to the supplier electronically. Suppliers can enter an order confirmation for the order in the portal and it is automatically transferred to the ERP-system of the customer. It is possible to view & download documents attached to the order by the customer. 供应商可以通过电子方式获取在 ERP 系统中创建的订单。供应商可以在门户中输入订单确认信息，该确认信息会自动传输到客户的 ERP 系统。客户可以查看和下载订单随附的文档。



Following order states are available: 以下订单状态可用:

- **Sent:** state of order, which is sent to the supplier, up to now no action by the suppliers
已发送: 订单状态, 已发送给供应商, 到目前为止供应商尚未采取任何行动
- **Confirmed:** supplier confirmed the whole purchase order 已确认: 供应商确认了整个采购订单
- **Delivered:** goods receipt is booked for this purchase order, the flag 'delivered completely' is set
已交付: 已为此采购订单登记收货, 设置“已完全交付”标志
- **Partially confirmed/ delivered:** supplier confirmed only specific items in the PO/not all goods were received. 部分确认/交付: 供应商仅确认采购订单中的特定项目/未收到所有货物。
- **Declined:** Purchase order was declined by the supplier 拒绝: 采购订单被供应商拒绝
- **Cancelled:** Purchase order was deleted/canceled by Voith 已取消: 采购订单已被福伊特删除/取消

5.1 Open and Check the Order 打开并查看订单

System View	Click Guide
	<ol style="list-style-type: none"> 1. You will receive an e-mail for a new or changed order with a link to the order. 您将收到一封有关新订单或更改订单的电子邮件，其中包含订单链接。 2. Open the link, type in the login credentials, and click on 'Login' to open the order. 打开链接，输入登录凭据，然后单击“登录”打开订单。

5.2 Processing Purchase Orders 处理采购订单

System View	Click Guide
	<ol style="list-style-type: none"> 1. Proceed with checking your work list (includes all new or changed orders that are not confirmed yet) 继续检查您的工作清单（包括所有尚未确认的新订单或更改订单）

System View	Click Guide
	<ol style="list-style-type: none"> 2. Open and check the header documents (Opening the documents as a mandatory requirement for submitting an order confirmation) 打开并检查标题文件（打开文件是提交订单确认的强制要求） 3. Download the further documents / ZIP files 下载更多文档/ZIP 文件

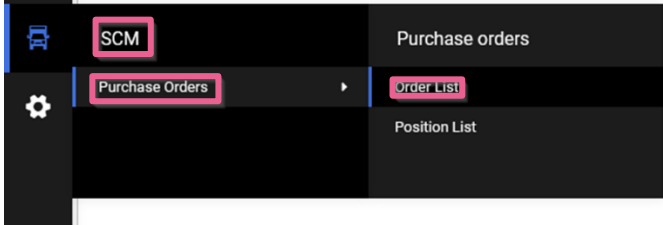
5.3 Confirming Purchase Orders 确认采购订单

System View	Click Guide
<p>Supplier confirmation number: <input type="text"/> Save and send back</p>	<p>If you can confirm the order without any deviations, a click on "Save and send back" is sufficient to confirm the order. 如果您可以确认订单没有任何偏差，则单击“保存并发送”就足以确认订单。</p>

System View	Click Guide
	<p>If you make changes of any kind, the purchaser will be informed and will check your data. 如果您进行任何类型的更改，购买者将收到通知并检查您的数据。</p> <ol style="list-style-type: none"> 1. Please check the Voith requested delivery date. If you cannot meet this date, please enter the possible date using the calendar function. You can use the blue arrow to transfer changes on the delivery date to all items. 请检查福伊特要求的交货日期。如果您无法满足该日期，请使用日历功能输入可能的日期。您可以使用蓝色箭头将交货日期的更改转移到所有项目。 2. Please check the quantity ordered. If partial deliveries are required, enter them using the "Split" function. 请检查订购的数量。如果需要部分交货，请使用“拆分”功能输入。 3. Please check the price and adjust if necessary. 请检查价格并根据需要调整。 4. Please use the Remarks field to pass on any comments, notes, or remarks to the purchaser. 请使用“备注”字段向购买者传达任何评论、注释或备注。 5. Please enter your order confirmation number. If you enter this below under "Supplier confirmation number", it will be used for all items and does not have to be entered separately for each item. 请输入您的订单确认号码。如果您在下面的“供应商确认号”下输入此信息，它将用于所有项目，而不必为每个项目单独输入。 6. You can use the "Decline" button to reject individual items or the entire order (button below). 您可以使用“拒绝”按钮拒绝单个商品或整个订单（下面的按钮）。 7. By clicking on "Save and send back" you send your order confirmation back to us. 单击“保存并发送”即可将订单确认信息发回给我们。 8. Additional information: You can select whether you want to confirm the position by ticking the box. By default, all items are always selected. Items that have already been confirmed do not need to be confirmed again. 附加信息：您可以通过勾选复选框来选择是否确认位置。默认情况下，始终选择所有项目。已确认的项目无需再次确认。

5.4 Access to all Purchase Orders 访问所有采购订单

System View



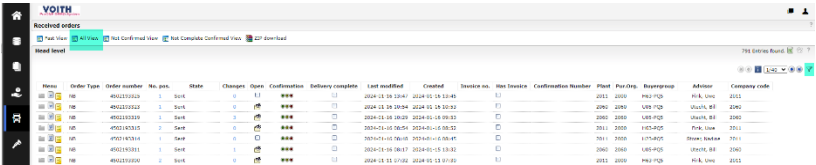
Click Guide

If you need to access orders after submitting the confirmation, you can find all orders on the "order list". You can change your submitted order confirmation if the goods receipt is not booked at Voith.

提交确认后如需查看订单，可在“订单列表”中找到所有订单。如果福伊特没有收获完成，您可以更改提交的订单确认。

1. Click on the 'SCM-icon' located in the taskbar on the left side of the homepage. 单击主页左侧任务栏中的“SCM 图标”。
2. Click on 'Purchase Orders' and then 'Order List' to open the orders list 点击“采购订单”，然后点击“订单列表”，打开订单列表

System View



Click Guide

3. Click on "All view" to get an overview of all orders regardless their status. 单击“全部视图”即可概览所有订单，无论其状态如何。
4. With the filter icon on the right you have the possibility of several filter options, e.g. order number or your confirmation number. 通过右侧的过滤器图标，您可以选择多个过滤器选项，例如订单号或您的确认号。

6 Supplier Evaluation & Self-Assessment

供应商评估与自我评估

6.1 Answering SSA Questionnaire 回答 SSA 调查问卷

System View	Click Guide
	<p>Invitation e-mail 邀请电子邮件</p> <ol style="list-style-type: none"> 1. Click on the link provided in the invitation e-mail 单击邀请电子邮件中提供的链接 2. Login with your login credentials 使用您的登录凭据登录

System View	Click Guide
	<p>Supplier Portal Dashboard 供应商门户仪表板</p> <ol style="list-style-type: none"> 1. Choose "supplier self-assessment" to open the questionnaire. 选择“供应商自评”打开调查问卷。

System View	Click Guide
	<p>Questions 问题</p> <ol style="list-style-type: none"> 1. Open the first question. 打开第一个问题

System View	Click Guide
	<ol style="list-style-type: none"> 2. Select the answer. 选择答案。 A comment or uploading files is optional but makes your answer more meaningful. 评论或上传文件是可选的，但会让您的答案更有意义。 3. Go to the next question with "Save & Next" 使用“保存并下一步”转到下一个问题

System View **Click Guide**

4. Finish your last question and send all your answers to VOITH with “Save & Close”. 完成您的最后一个问题，然后通过“保存并关闭”将您的所有答案发送给 VOITH。

System View **Click Guide**

5. Confirm the pop-up window and the questionnaire is finalized. 确认弹出窗口，问卷即完成。

6.2 Available SSA Questionnaires 可用的 SSA 调查问卷

System View **Click Guide**

E-mail 电子邮件

1. Click on the link provided in the e-mail. 单击电子邮件中提供的链接。
2. Login with your login credentials 使用您的登录凭据登录

System View **Click Guide**

Menu supplier evaluation & self-assessment 菜单供应商评估和自我评估

1. Select the self-assessment. 选择自我评估





6.3 Available Supplier Evaluation 可用供应商评估

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

System View	Click Guide
	<p>Menu supplier evaluation & self-assessment 菜单供应商评估和自我评估</p> <ol style="list-style-type: none"> 1. Select your last supplier evaluation. 选择您上次的供应商评估。

System View	Click Guide																																																																																				
<table border="1" style="margin-top: 10px;"> <thead> <tr> <th>Criteria set</th> <th>Question</th> <th>Value</th> <th>Answer</th> <th>Insightful</th> <th>Classification</th> <th>Traffic light</th> </tr> </thead> <tbody> <tr> <td>VOITH Supplier evaluation PM</td> <td></td> <td>81.00</td> <td></td> <td>No</td> <td>good</td> <td>+</td> </tr> <tr> <td>Commercial</td> <td></td> <td>81.25</td> <td></td> <td>No</td> <td>needs improvement</td> <td>+</td> </tr> <tr> <td>Cooperation with Purchasing</td> <td>Cooperation with Purchasing</td> <td>80.00</td> <td></td> <td>No</td> <td>unsatisfactory</td> <td>+</td> </tr> <tr> <td>Economic efficiency</td> <td>Economic efficiency</td> <td>78.00</td> <td></td> <td>No</td> <td>needs improvement</td> <td>+</td> </tr> <tr> <td>Stability (Personnel & management)</td> <td>Stability (Personnel & management)</td> <td>75.00</td> <td></td> <td>No</td> <td>needs improvement</td> <td>+</td> </tr> <tr> <td>Process integration</td> <td>Process integration</td> <td>75.00</td> <td></td> <td>No</td> <td>needs improvement</td> <td>+</td> </tr> <tr> <td>Observance of standards</td> <td>Observance of standards</td> <td>25.00</td> <td></td> <td>No</td> <td>unsatisfactory</td> <td>+</td> </tr> <tr> <td>Other (Other issues, concerns and documentation)</td> <td>Other (Other issues, concerns and documentation)</td> <td>100.00</td> <td></td> <td>No</td> <td>excellent</td> <td>+</td> </tr> <tr> <td>Timeliness</td> <td></td> <td>85.00</td> <td></td> <td>No</td> <td>good</td> <td>+</td> </tr> <tr> <td>Quality</td> <td></td> <td>88.75</td> <td></td> <td>No</td> <td>good</td> <td>+</td> </tr> <tr> <td>Technology Engineering</td> <td></td> <td>100.00</td> <td></td> <td>No</td> <td>excellent</td> <td>+</td> </tr> </tbody> </table>	Criteria set	Question	Value	Answer	Insightful	Classification	Traffic light	VOITH Supplier evaluation PM		81.00		No	good	+	Commercial		81.25		No	needs improvement	+	Cooperation with Purchasing	Cooperation with Purchasing	80.00		No	unsatisfactory	+	Economic efficiency	Economic efficiency	78.00		No	needs improvement	+	Stability (Personnel & management)	Stability (Personnel & management)	75.00		No	needs improvement	+	Process integration	Process integration	75.00		No	needs improvement	+	Observance of standards	Observance of standards	25.00		No	unsatisfactory	+	Other (Other issues, concerns and documentation)	Other (Other issues, concerns and documentation)	100.00		No	excellent	+	Timeliness		85.00		No	good	+	Quality		88.75		No	good	+	Technology Engineering		100.00		No	excellent	+	<p>Supplier evaluation 供应商评价</p> <ol style="list-style-type: none"> 1. Evaluated criteria set 评价标准设定 2. Overall result including evaluation details 总体结果, 包括评估细节 3. For further questions please contact the contact person from purchasing mentioned in the e-mail. 如有其他问题, 请联系电子邮件中提到的采购联系人。
Criteria set	Question	Value	Answer	Insightful	Classification	Traffic light																																																																															
VOITH Supplier evaluation PM		81.00		No	good	+																																																																															
Commercial		81.25		No	needs improvement	+																																																																															
Cooperation with Purchasing	Cooperation with Purchasing	80.00		No	unsatisfactory	+																																																																															
Economic efficiency	Economic efficiency	78.00		No	needs improvement	+																																																																															
Stability (Personnel & management)	Stability (Personnel & management)	75.00		No	needs improvement	+																																																																															
Process integration	Process integration	75.00		No	needs improvement	+																																																																															
Observance of standards	Observance of standards	25.00		No	unsatisfactory	+																																																																															
Other (Other issues, concerns and documentation)	Other (Other issues, concerns and documentation)	100.00		No	excellent	+																																																																															
Timeliness		85.00		No	good	+																																																																															
Quality		88.75		No	good	+																																																																															
Technology Engineering		100.00		No	excellent	+																																																																															

7 Support 支持

User Access Cases 用户接入案例	Other Cases 其他案例
<p>In case of user access questions regarding MyVoith, please contact: 如果用户对 MyVoith 的访问有疑问, 请联系:</p> <p> myvoith@voith.com</p> <p> +49 7321 37 3000</p>	<p>In all other cases, please contact: 在所有其他情况下, 请联系:</p> <p> myvoith@voith.com</p> <p> +49 7321 37 3000</p>