

# Bidder

**Date:** 16.01.2013

**Author:** Hettich Academy

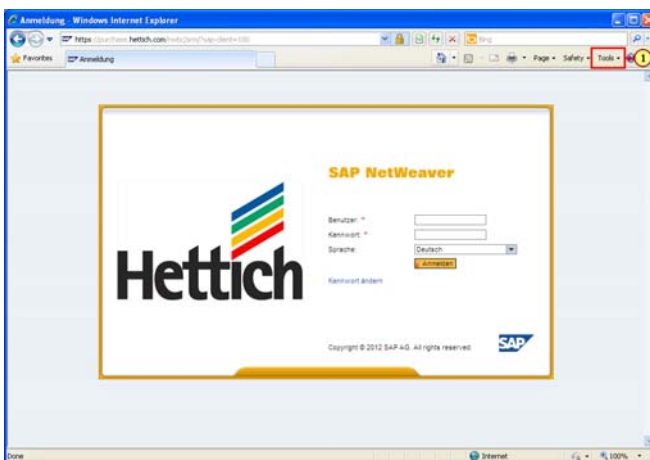
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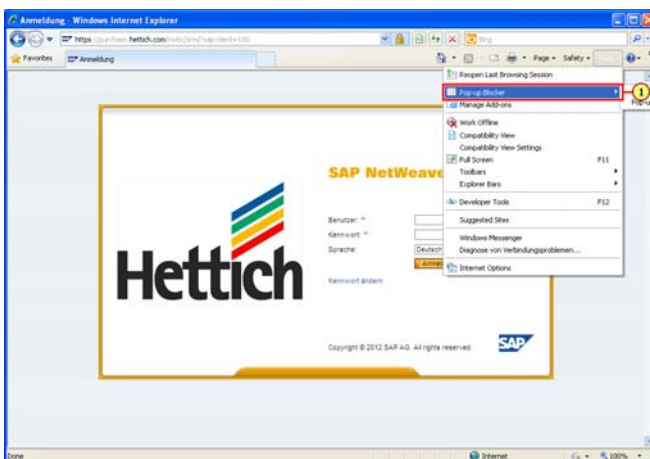
# 1 General information

## 1.1 Preferences Internet Explorer

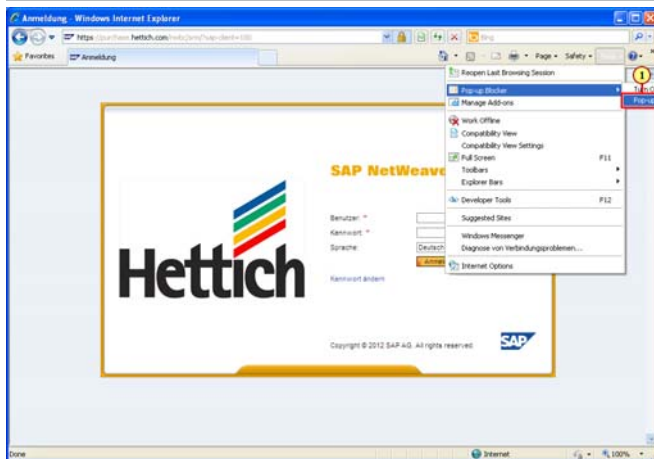
- This introduction explains which defaults you have to set in the Internet Explorer to work ideal
- The default web browser is the Internet Explorer 8 (and higher)



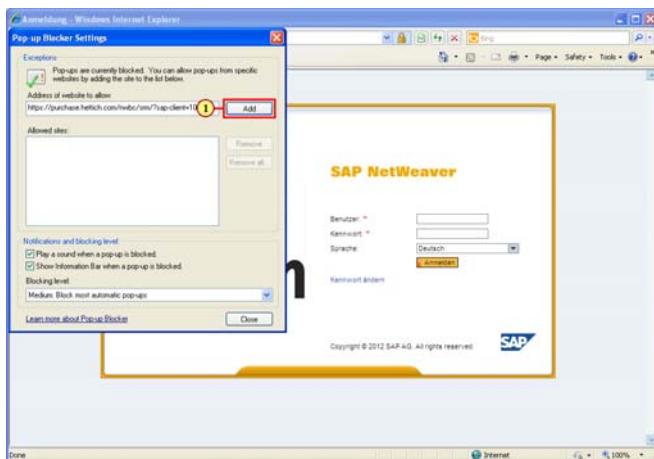
(1) Click **Tools** 



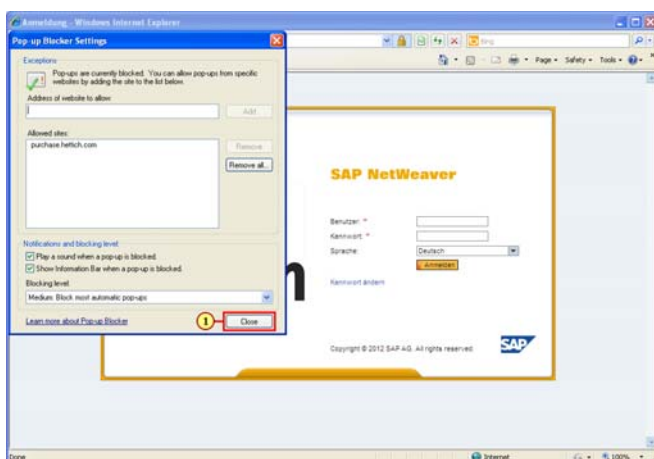
(1) Clicking the  **Pop-up Blocker** menu item executes it.



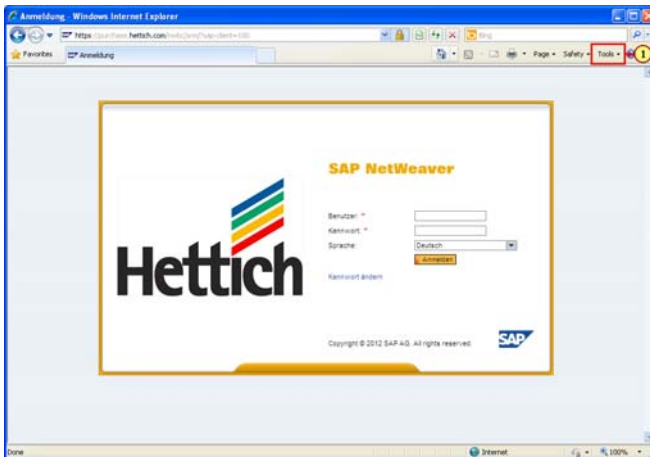
(1) Clicking the **Pop-up Blocker Settings** menu item executes it.



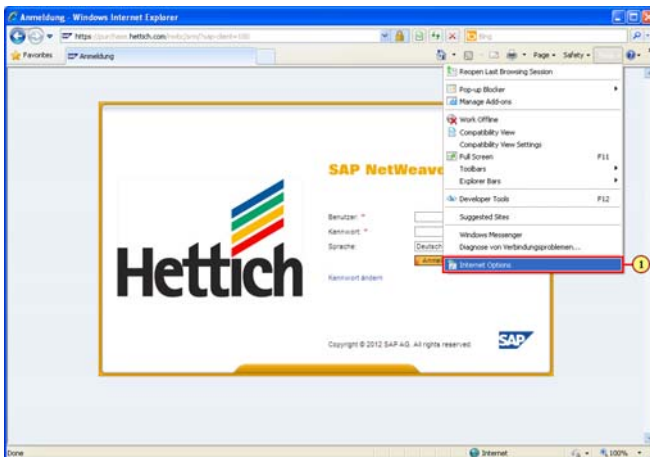
(1) Enter the link and click **Add**.



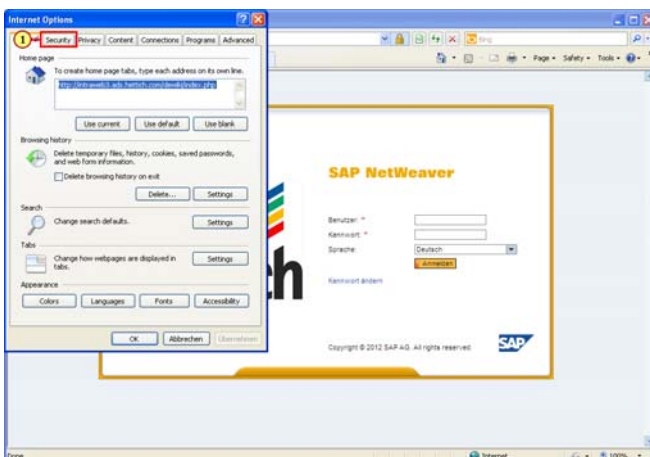
(1) Click **Close**.



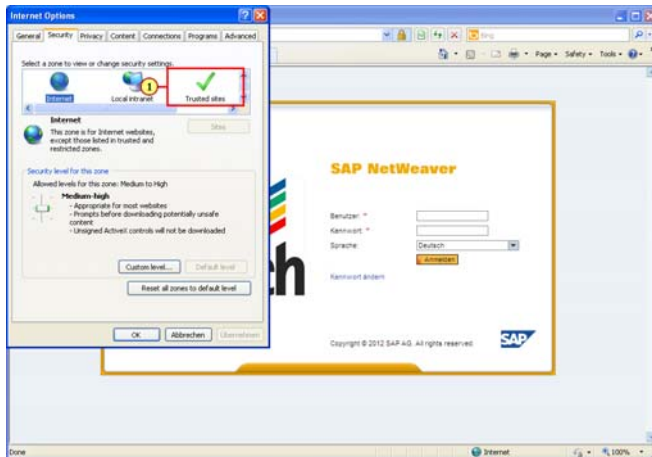
(1) Click **Tools**



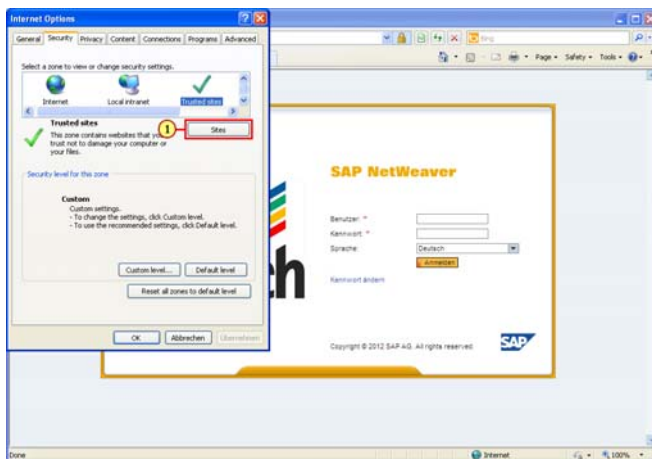
(1) Clicking the **Internet Options** menu item executes it.



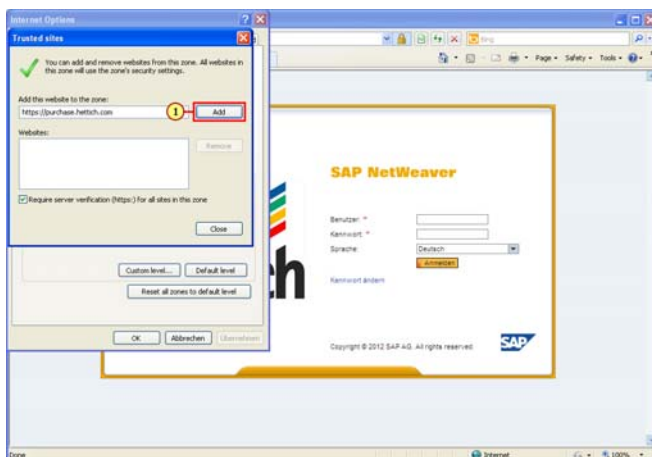
(1) Clicking the **Security** tab selects it.



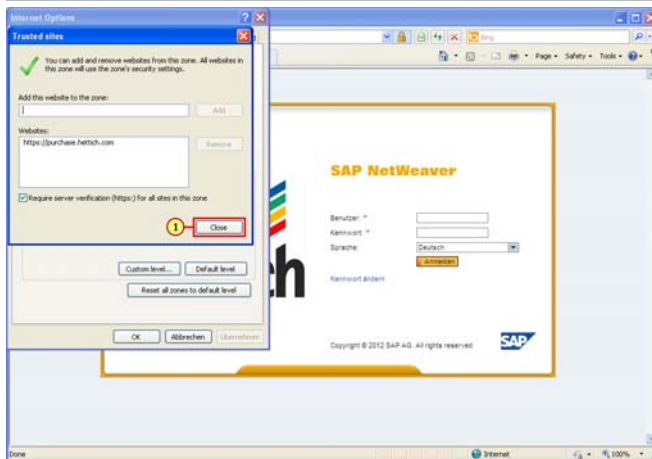
(1) Clicking the entry **Trusted sites** Trusted sites selects it.



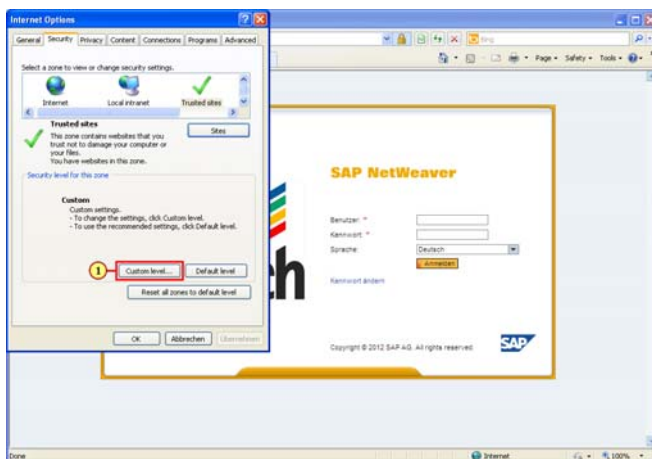
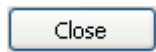
(1) Click **Sites**



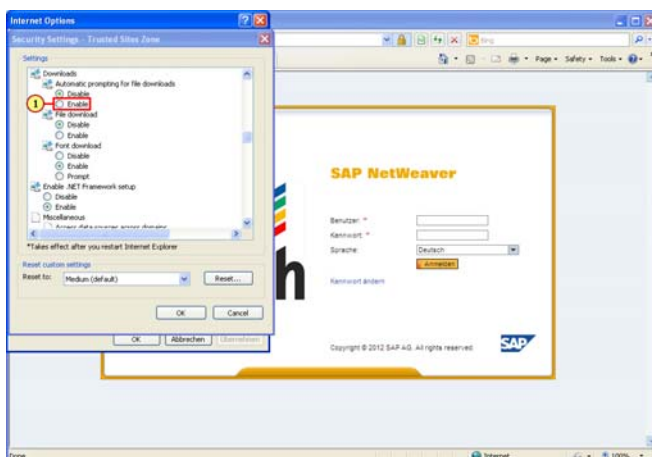
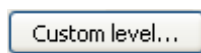
(1) Click **Add**



(1) Click **Close**

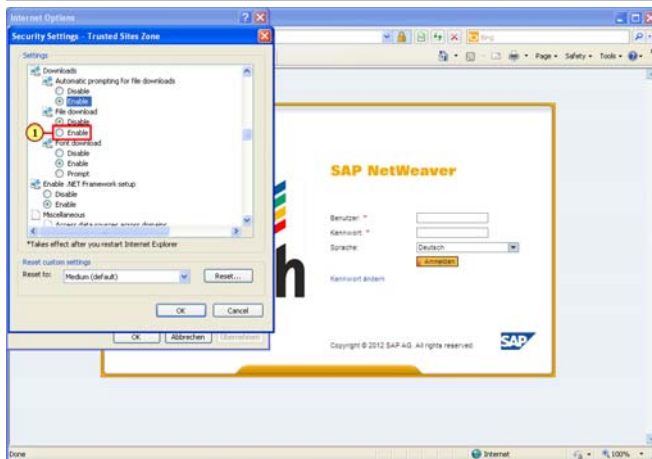


(1) Click **Custom level...**

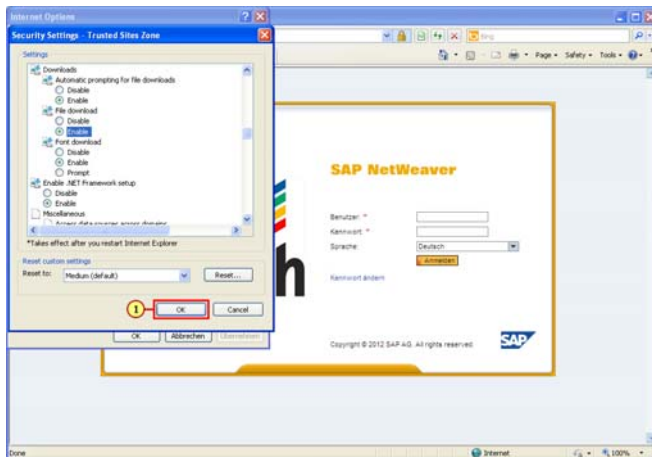


(1) Click  **Enable** at **Automatic prompting for file downloads** in the category **Downloads**.

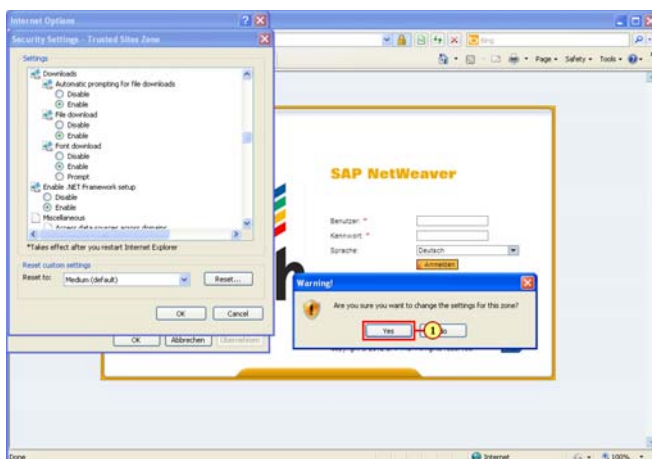




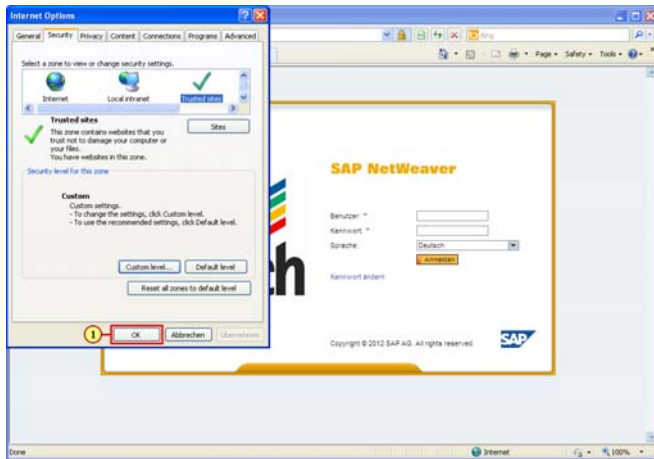
(1) Click  Enable at **File download** in the category **Download**.



(1) Click **OK**



(1) Click **Yes**



(1) Click **OK** .

## 1.2 How to get your password

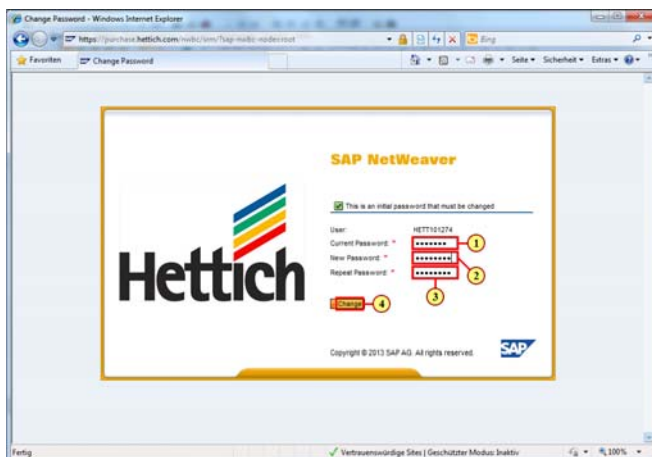
If you need a new password, please contact the following e-mail address:

[SRM\\_Support@de.hettich.com](mailto:SRM_Support@de.hettich.com)

## 1.3 The first login



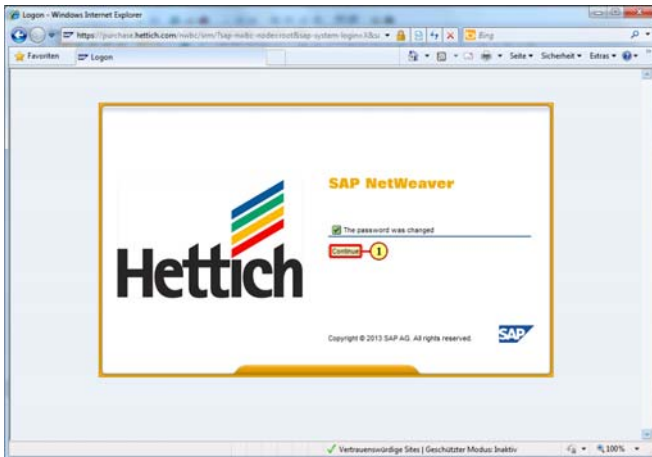
- (1) The **User: \*** field is filled out.
- (2) The **Password: \*** field is filled out.
- (3) Click **Log On** [Log On](#).



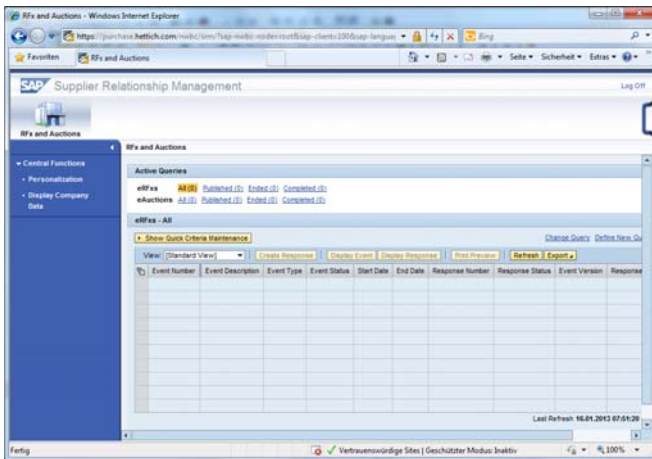
- (1) The **Current Password: \*** field is filled out.
- (2) The **New Password: \*** field is filled out.
- (3) The **Repeat Password: \*** field is filled out.
- (4) Click **Change** [Change](#).

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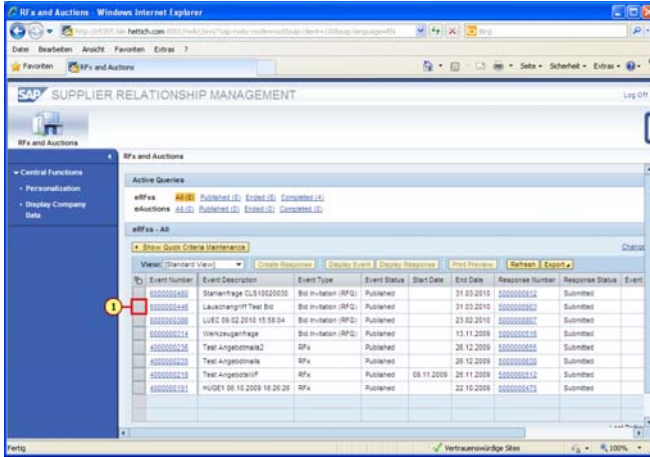
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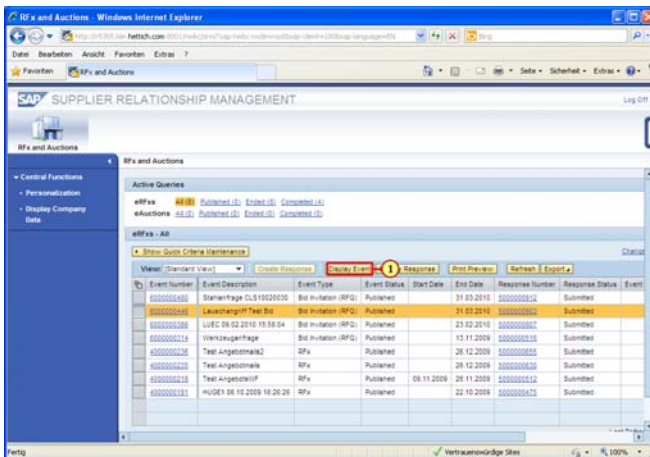
(1) Click **Continue** Continue.



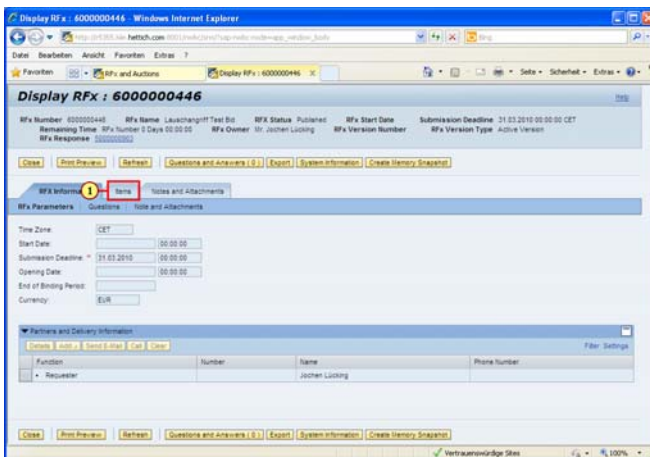
## 1.4 How to navigate in a RfX



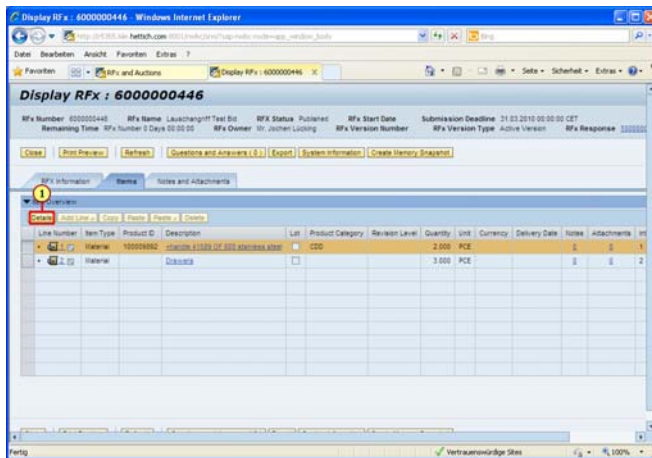
(1) Click .



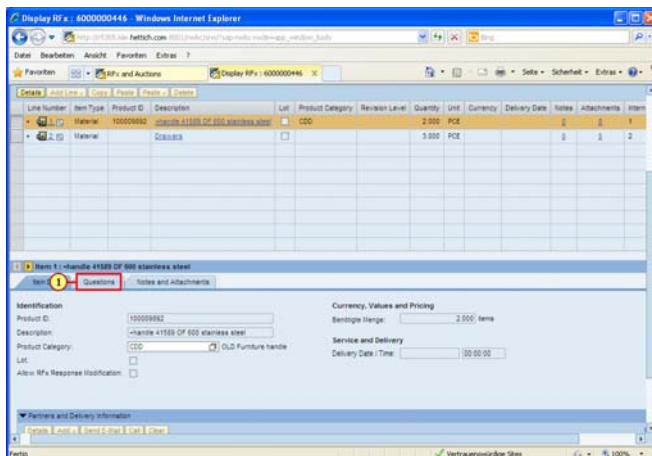
(1) Click **Display Event** .



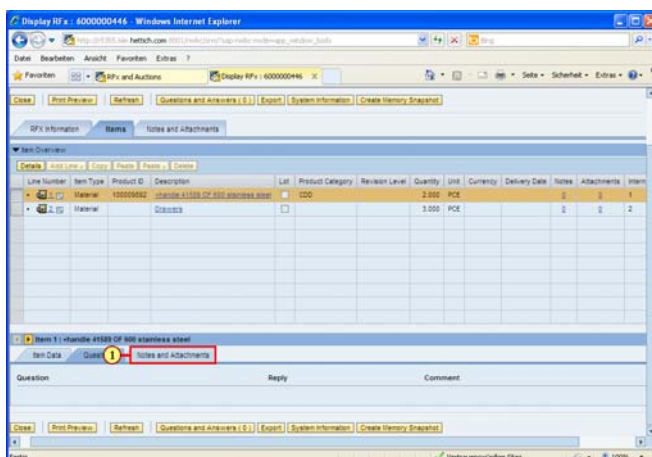
(1) Click **Items** Items.



(1) Click **Details** Details.



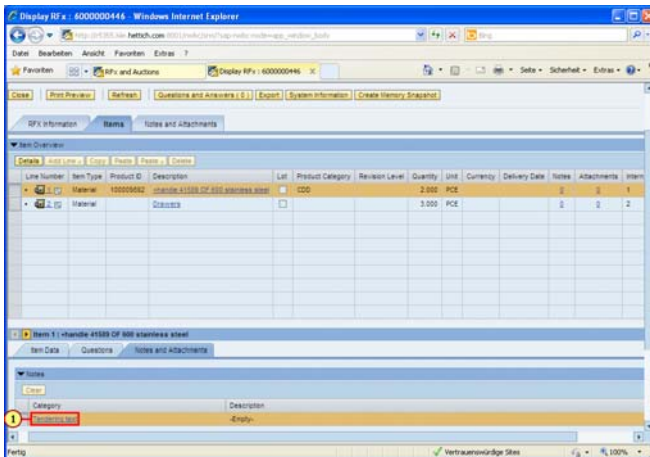
(1) Click **Questions** Questions to get some more information.



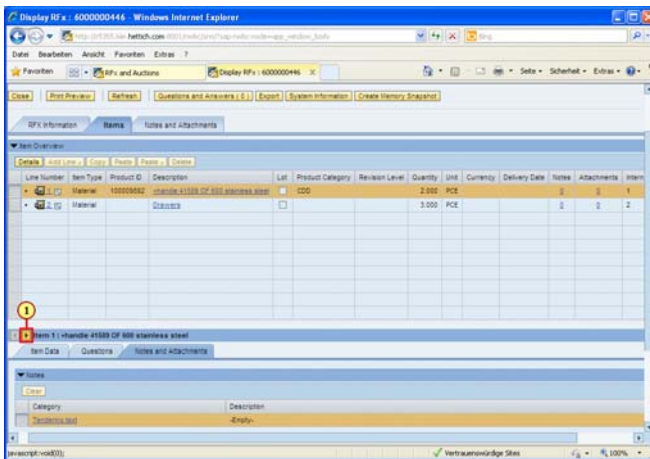
(1) Click Notes and Attachments Notes and Attachments to see the attachments.

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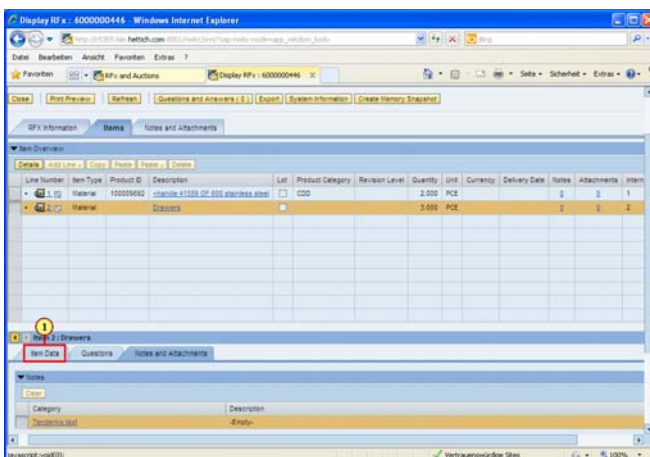
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(1) Click **Tendering text** Tendering text.



(1) Click **Next Item** .

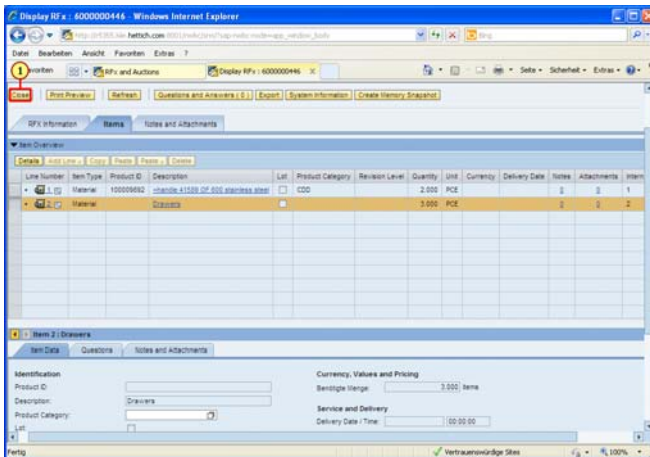


(1) Click **Item Data** Item Data.

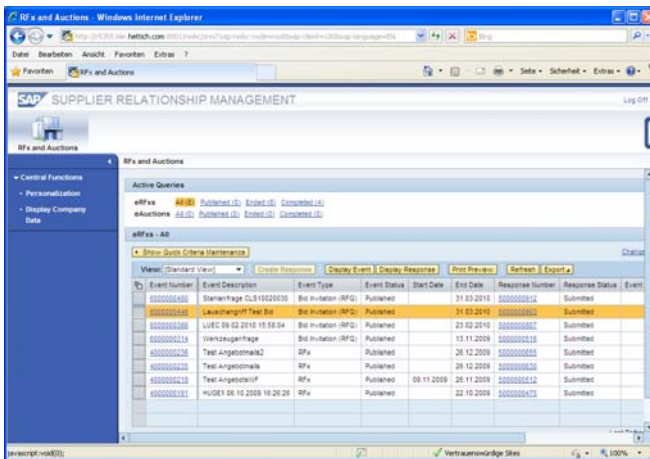


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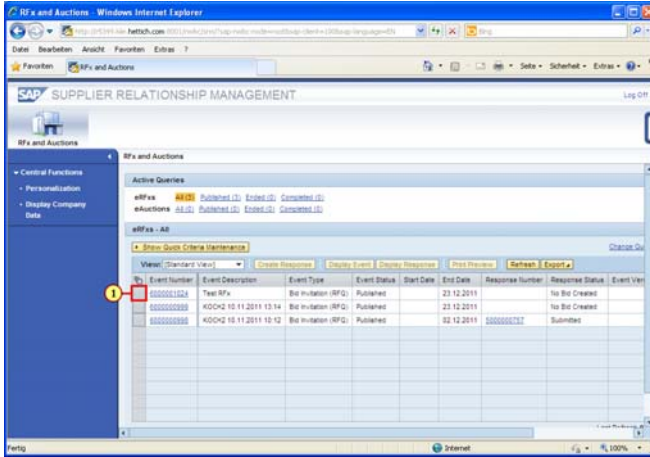
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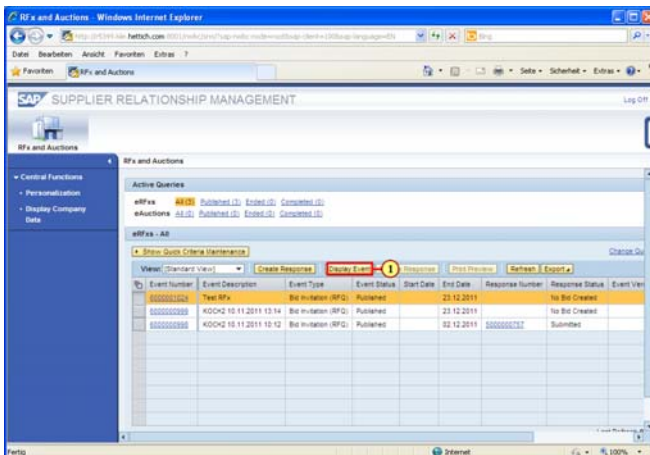
(1) Click **Close** .



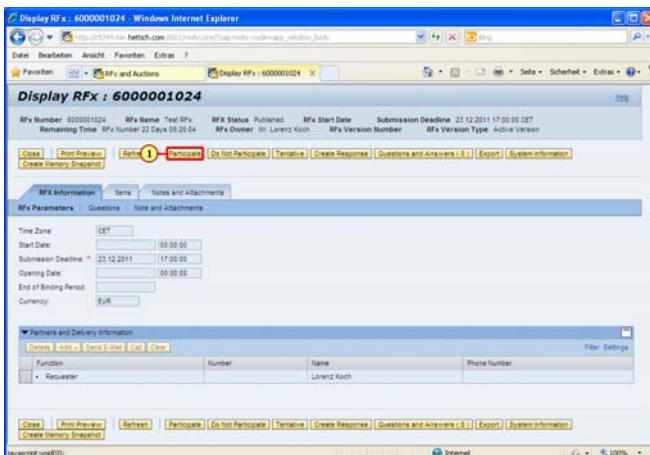
## 1.5 How to participate in a RFx



(1) Click .



(1) Click **Display Event** .

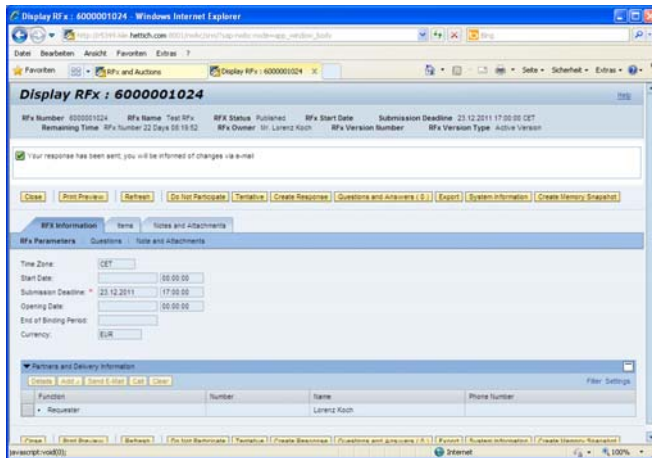


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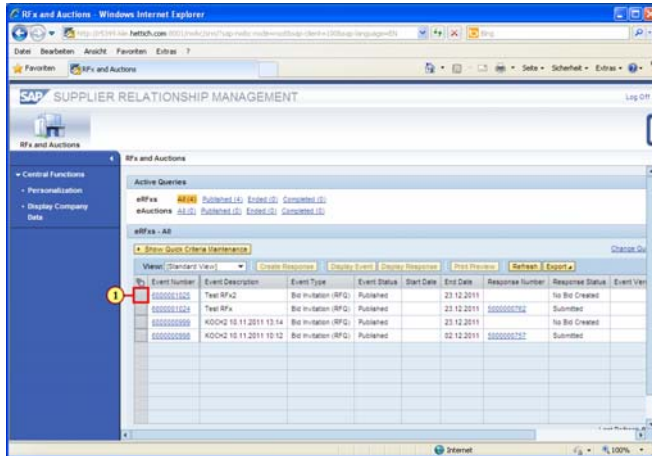


(1) Click **Participate** **Participate**. Now the purchaser gets an information. If you do not want to participate click **Do Not Participate**.

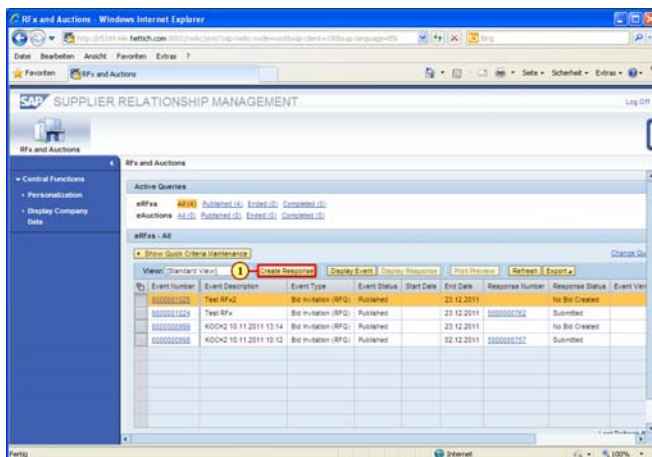


## 2 Make an offer

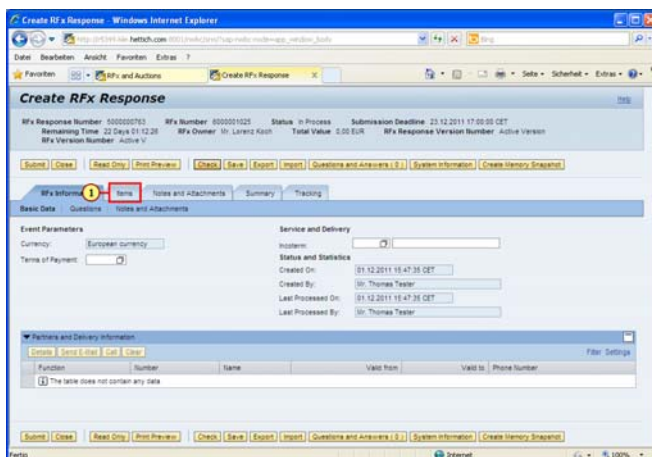
## 2.1 How to make an offer



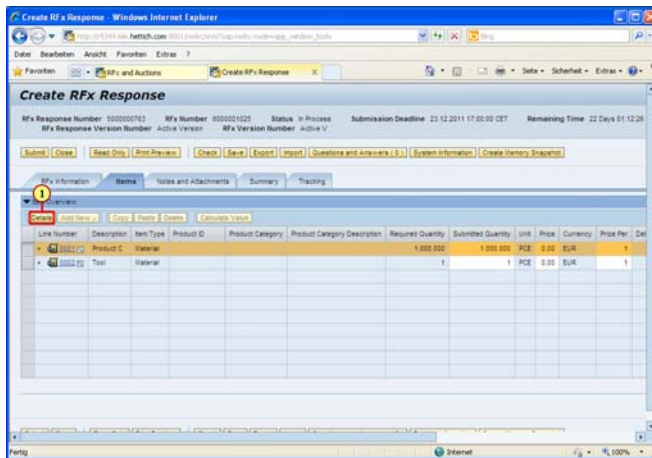
(1) Click .



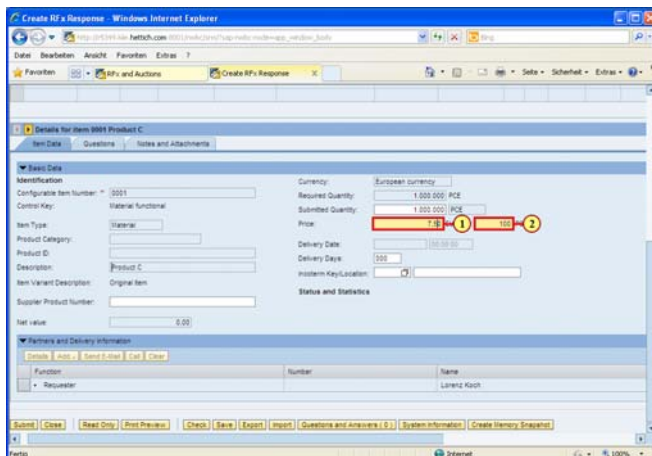
(1) Click **Create Response** .



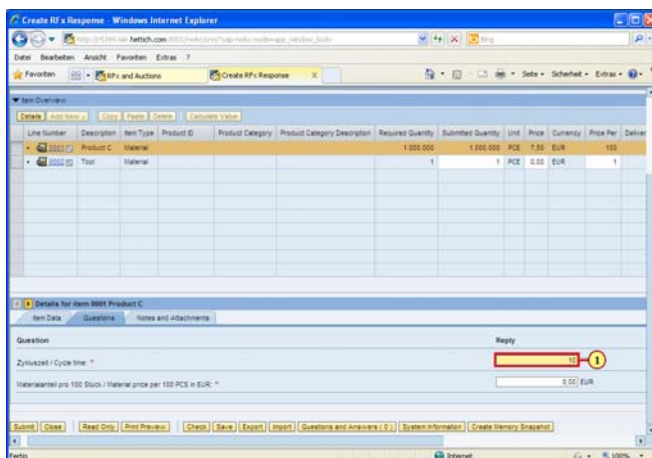
(1) Click **Items** 



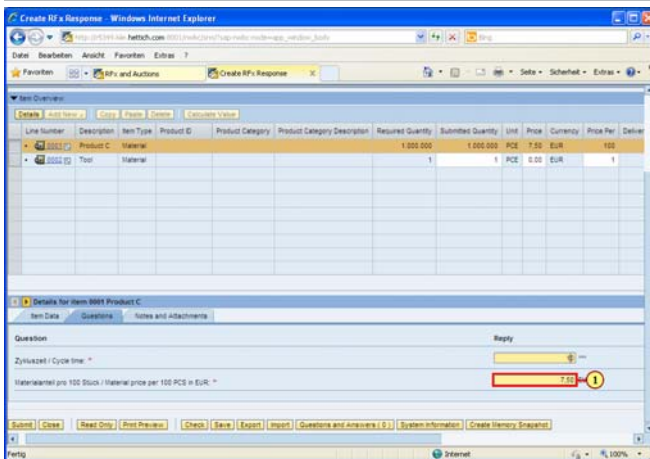
(1) Click **Details** 



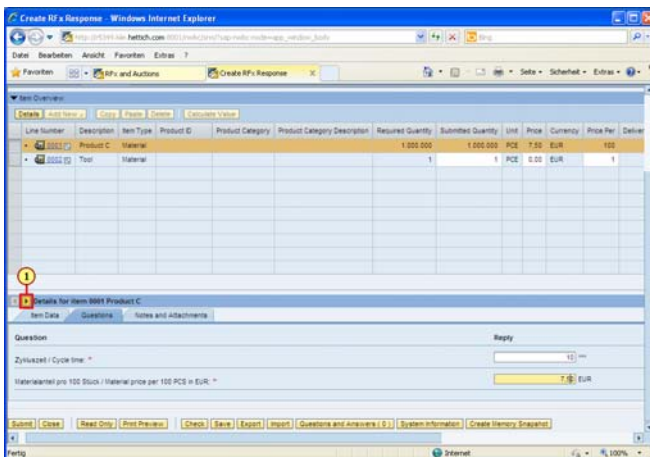
- (1) The **Price** field is filled out.
- (2) The **Per** field is filled out.



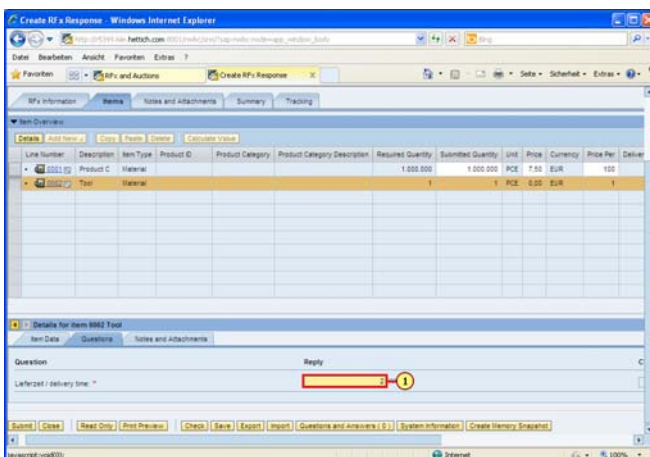
(1) The **Zykluszeit / Cycle time: \*** field is filled out.



(1) The **Materialanteil pro 100 Stück / Material price per 100 PCS in EUR: \*** field is filled out.

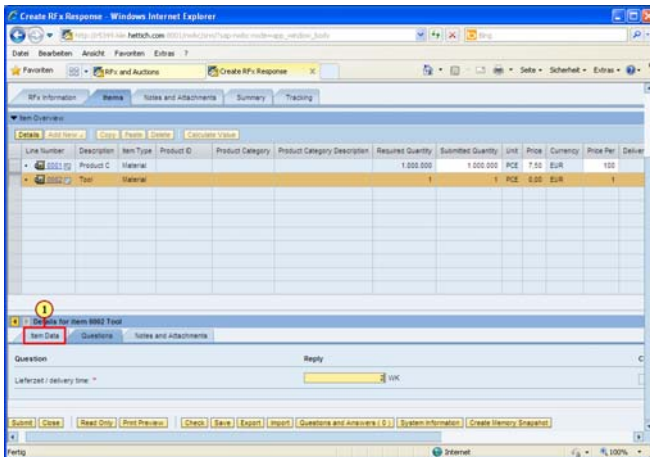


(1) Click **Next Item** .

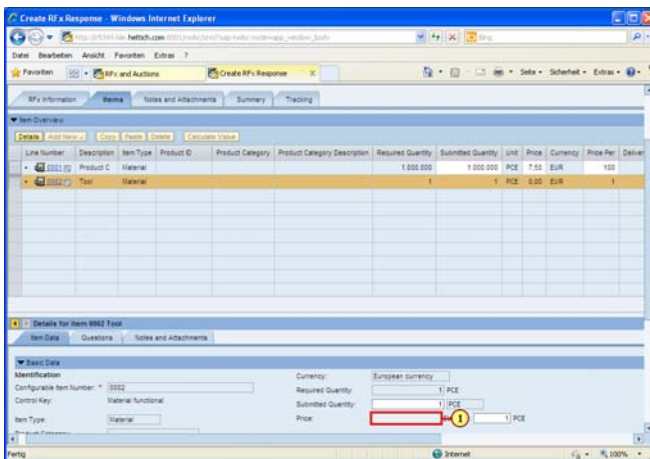


(1) The **Lieferzeit / delivery time: \*** field is filled out.

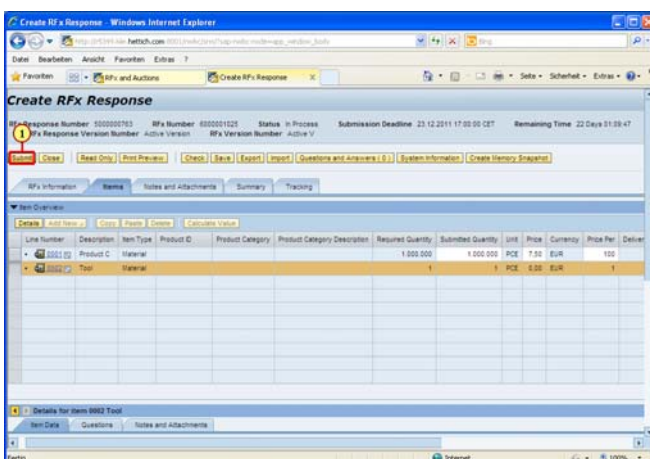




(1) Click **Item Data** Item Data.



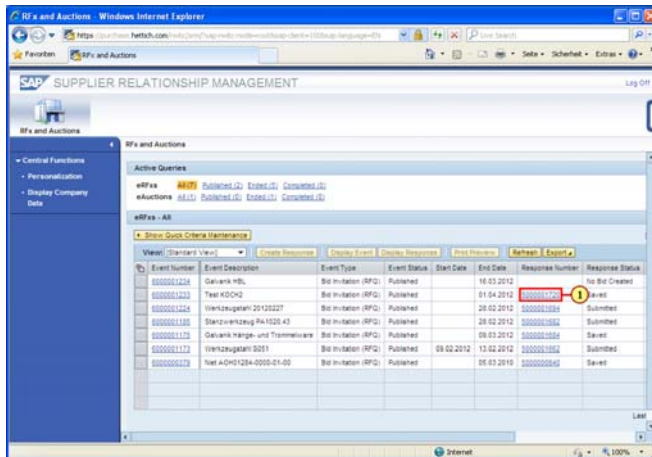
(1) The **Price** field is filled out.



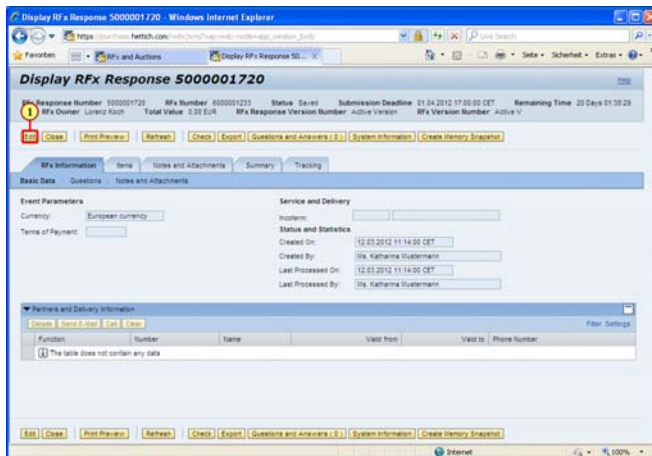
(1) Click **Submit** Submit.



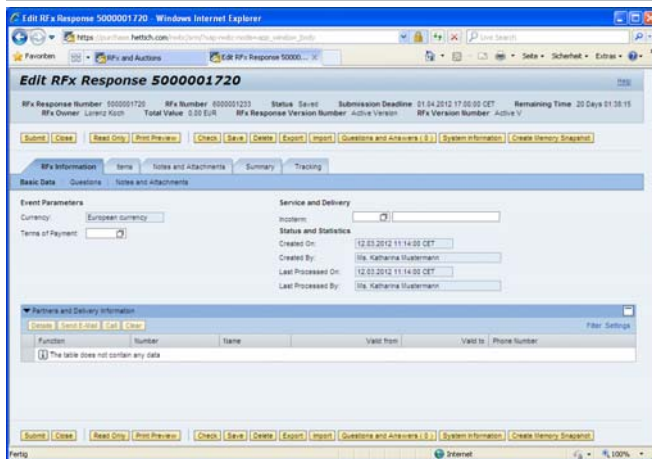
## 2.2 How to get back to your response after saving



(1) Click **5000001720** [5000001720](#).



(1) Click **Edit** **Edit**.



(1) Now you can make your response as usual.

## 2.3 How to post no offer to one or more positions?

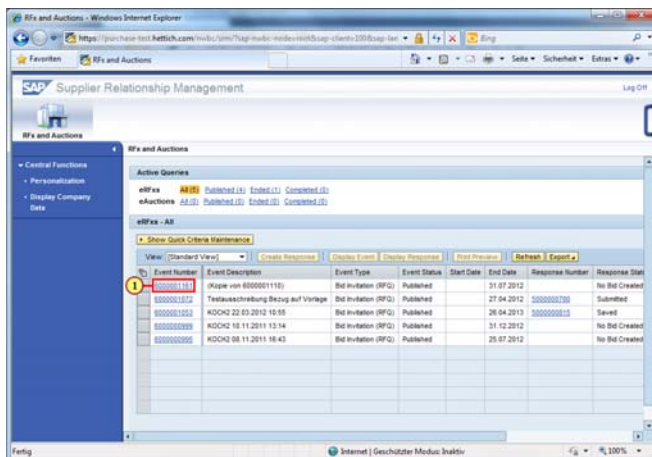
If you don't want to make an offer to one oder more positions, please indicate the quantity of the position to '0'. Just then the care of price isn't required.

Otherwise an error message appears.

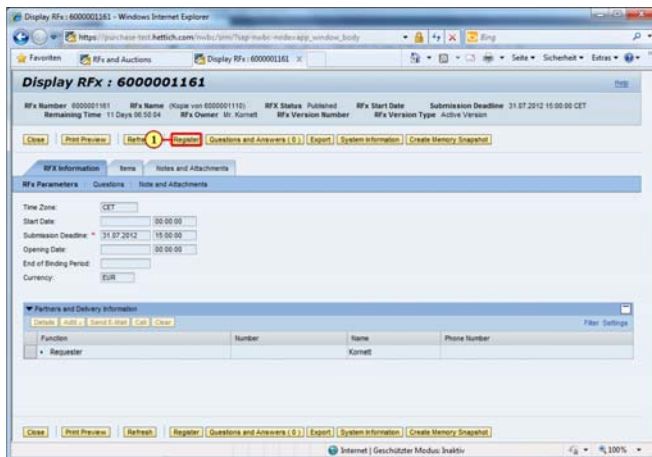
If even after changing the quantity to '0' an error message appears, please contact the responsible purchaser.

## 2.4 Register another contact person in company

If another contact person in your company was invited to a RFX you have to register yourself for creating an offer. How that works, will be explained by an example with event number 6000001161.



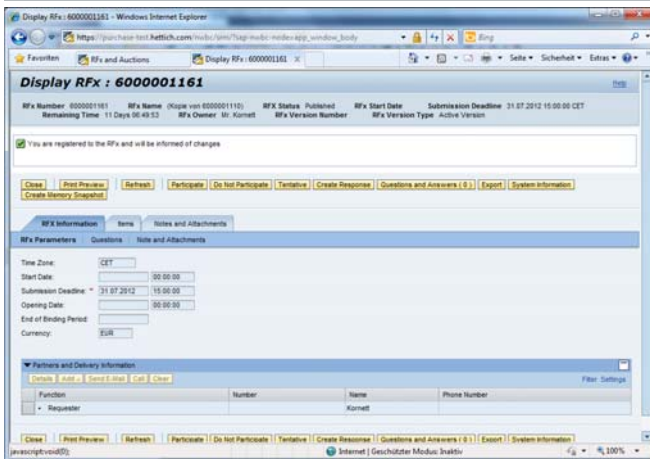
(1) Click **6000001161** [6000001161](#).



(1) Click **Register** [Register](#).

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## 3 Contact in case of technical questions

First contact in case of questions regarding the content of our RFx is your contact person at Hettich purchasing department. If you have technical questions regarding the application, which are not answered by our SRM user manual please use the following e-mail address:

[SRM\\_Support@de.hettich.com](mailto:SRM_Support@de.hettich.com)