



Directworks User Guide

Supplier Users

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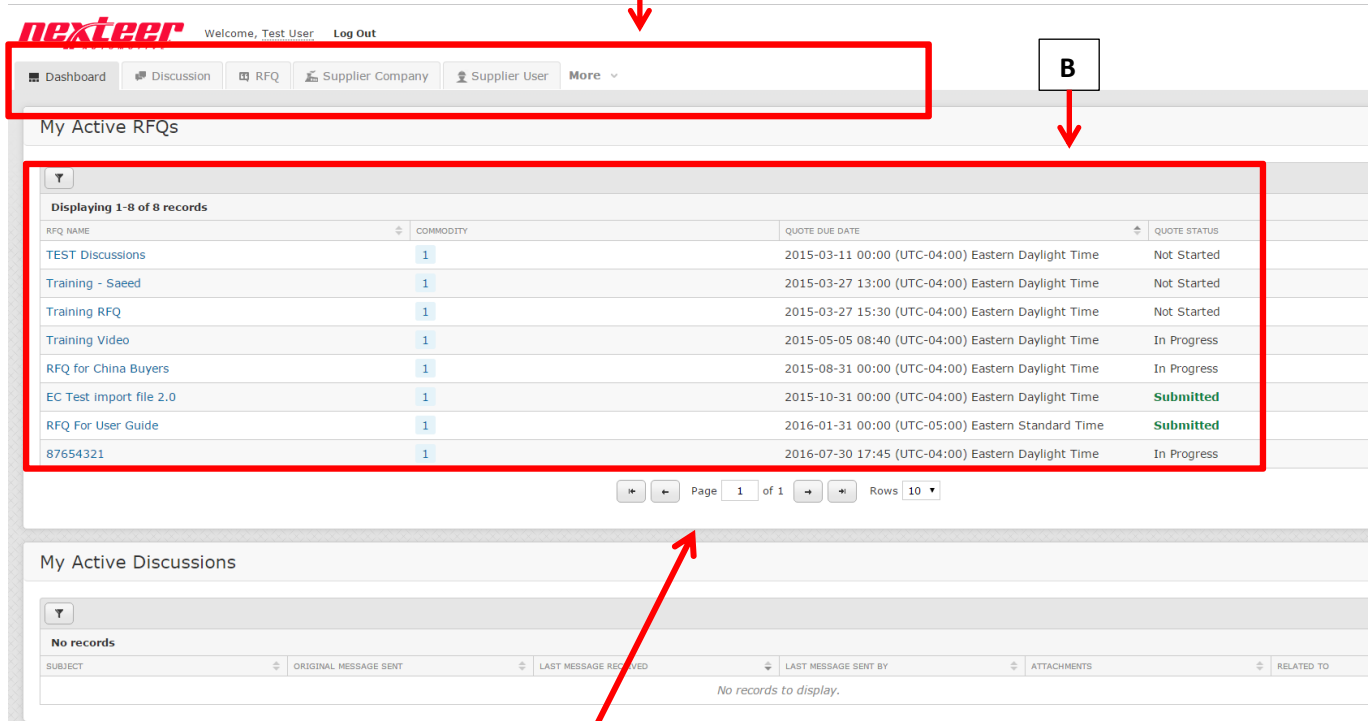
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General Navigation

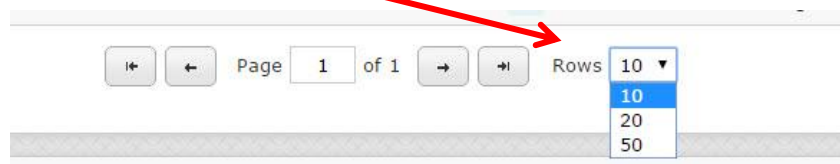
Dashboard

When a user first logs into Directworks, they log onto the dashboard. The dashboard will show the active RFQs and Discussions (if any). Every page will have the following format:




- A. Tabs at the top for quick navigation
- B. Record list and information



If you want to see more records in the record list, you can change the number of rows that are shown by selecting a value from the dropdown.



If you are in the quote screen, you will see the below icons. Next to the icon is what the icon means.

- Show / Expand Section  : Click on this icon to show hidden/collapsed the section.
- Hide / Collapse Section  : Click on this icon to collapse the section.
- Calculated field  : This is just an indicator that the field is not editable and is calculated.

Quote Details

When you go into a quote, you are taken to the quote details section. This is in the following format

- A. Overview: This gives some general information, steps that are to be performed, and what the status is.
- B. Steps to Complete Section: This is where you will go to review and submit your RFQ response.
- C. Content Details: This has the details of the quote, any discussions, and any documents attached.

The screenshot shows the Nexteer Automotive RFQ details page. The header includes the Nexteer logo, user information (Welcome, Test User, Log Out), and navigation tabs (Dashboard, Discussion, RFQ, Supplier Company, More). The main content area is titled 'RFQ > User Guide 2 USD'. The 'Overview' tab is selected. A red box highlights the 'STEPS TO COMPLETE' section, which shows 'Quoting' as 'Not Started' with a due date of 2016-02-29 00:00 (UTC-05:00) Eastern Standard Time. Another red box highlights the 'CONTENT' section, listing 'Team Users' (1), 'Supplier Users' (1), 'Items' (1), 'Discussions' (0), and 'Documents' (1). A yellow banner at the top of the main content area says 'Please review the required actions below.' Below this, a 'Quoting' section indicates '1 Item has a status of 'Not Started''. To the right, an 'RFQ Information' table lists details: RFQ Description (User Guide), Organization (Training), and Commodity (Unclassified).

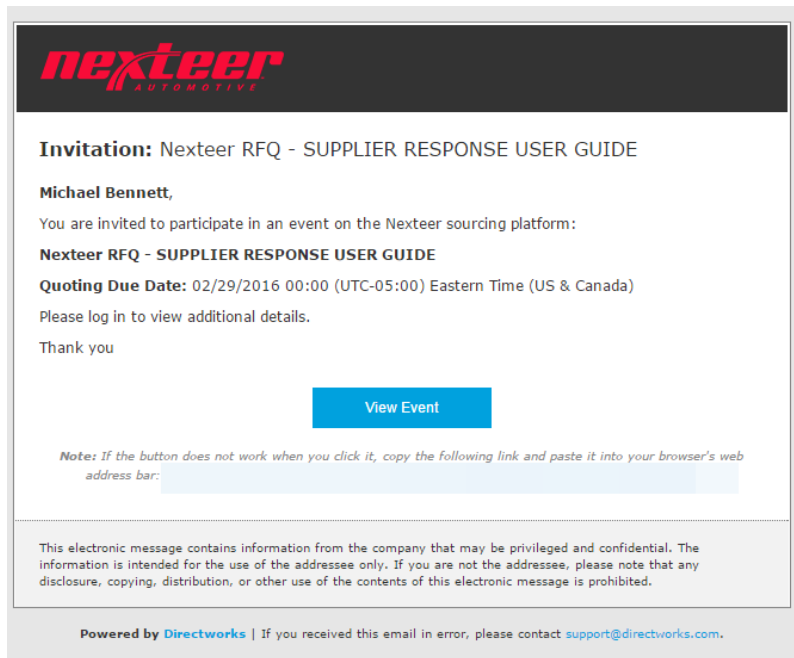
| STEPS TO COMPLETE | |
|---|-------------|
| Quoting | Not Started |
| Due: 2016-02-29 00:00 (UTC-05:00) Eastern Standard Time | |

| CONTENT | |
|----------------|---|
| Team Users | 1 |
| Supplier Users | 1 |
| Items | 1 |
| Discussions | 0 |
| Documents | 1 |

| RFQ Information | |
|-----------------|--------------|
| RFQ Description | User Guide |
| Organization | Training |
| Commodity | Unclassified |

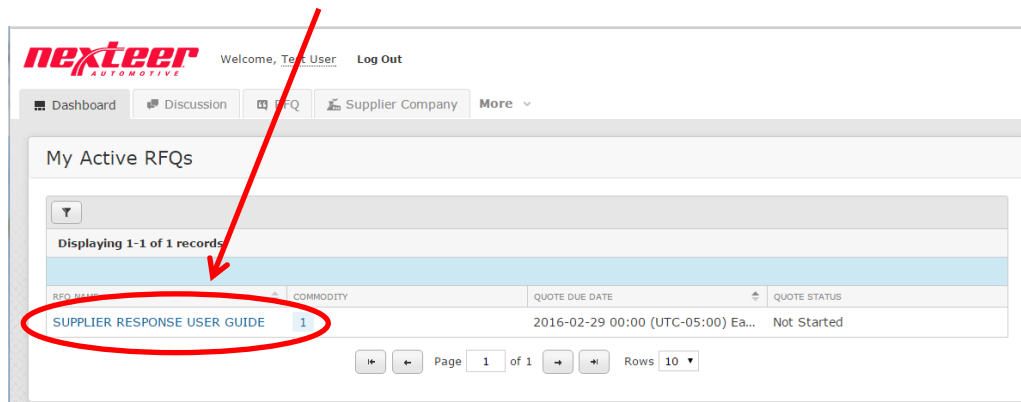
Reviewing Quotes

When you are first invited to a quote you will receive an email notification from notification@messages.directworks.com. If you are not receiving any emails please see the Frequently Asked Questions section for suggestions.

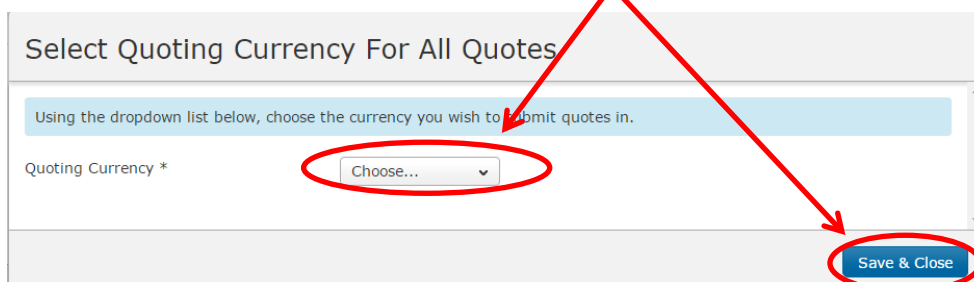


Click on the "View Event" button to go into Directworks. This will take you directly into the specific RFQ.

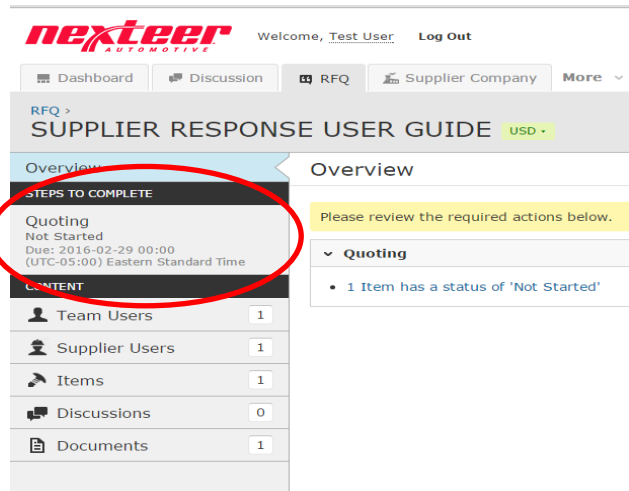
If you log into Directworks without going through an event/discussion email you will be taken to the Dashboard tab. From there you can access any RFQs that are open to your login. To go into the RFQ, click on the RFQ name.



If the buyer indicated that multiple currencies can be quoted, you will be asked to choose your quoting currency. Pick the currency and click the Save & Close button.

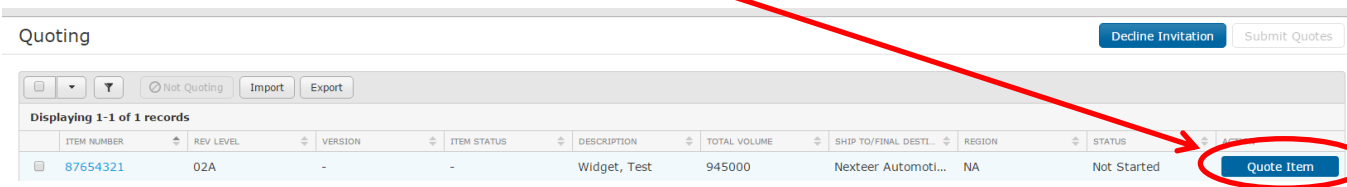


Once you are in the Quote, to see the details, click on the "Quoting" text under the STEPS TO COMPLETE Section on the left side of the RFQ screen.

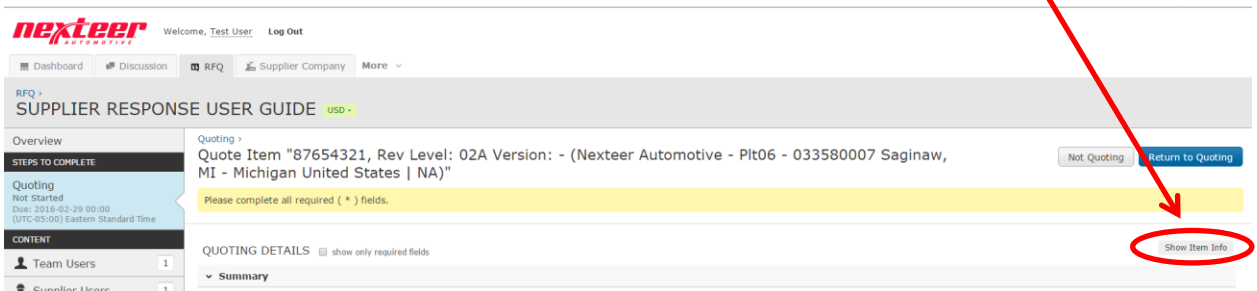


When you click on that, the overview section will change to show the quoting section. This contains all the part & Nexteer Manufacturing Plant location combinations for the RFQ.

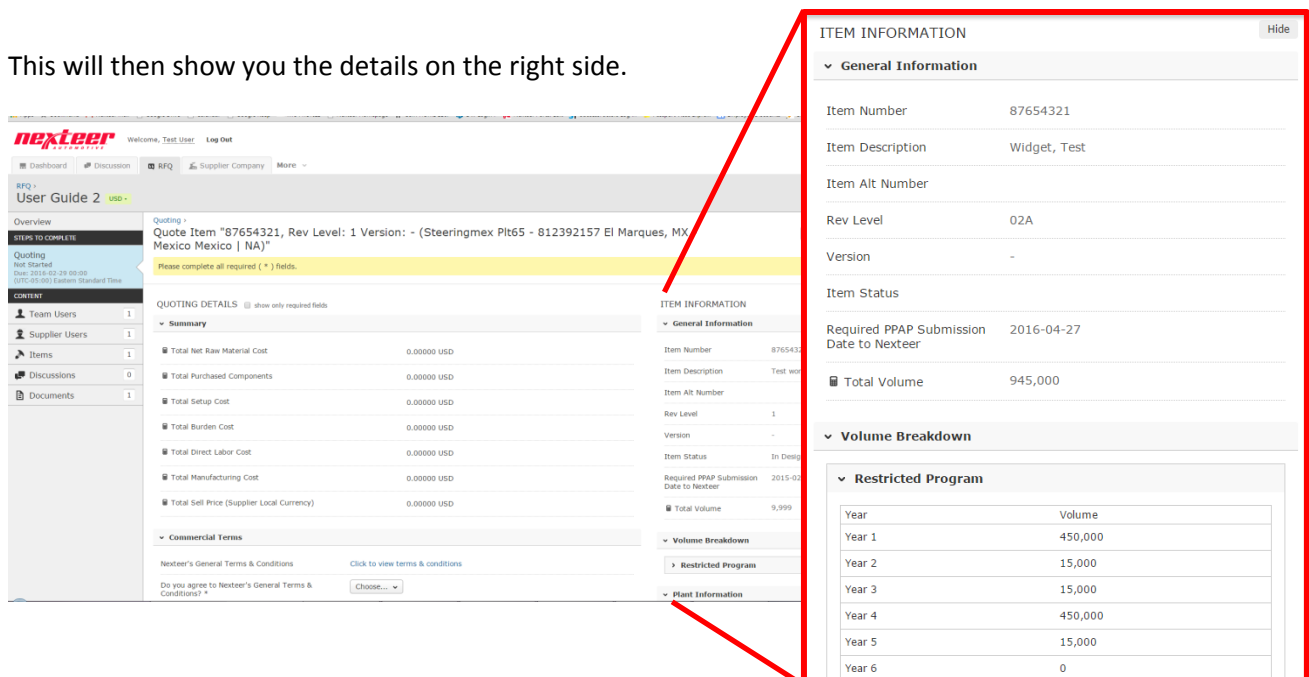
To see the details, click on the "Quote Item" Button for the part that you want to see.



This will show you the quote screen. To view the details (volume, etc.), click on the "Show Item Info" button



This will then show you the details on the right side.



No-Quoting

If you do not want to quote, you can no-quote several ways.

No-Quoting full Quote

The first way is to go to the quoting section and click on the "Quoting" text in the Steps to Complete section, on the left side of the quote.

RFQ > User Guide 2 USD

Overview Overview

STEPS TO COMPLETE

- Quoting
In Progress
Due: 2016-02-29 00:00
(UTC-05:00) Eastern Standard Time

CONTENT

Team Users 1

Please review the required actions below.

Quoting

- 1 Item has a status of 'In Progress'

This will show you the details of the quote.

If you do not want to participate in the Full RFQ event, you can click on the "Decline Invitation" button at the top of the quoting section.

When you click on the "Decline Invitation" button, this will no quote all items.

Quoting

Decline Invitation Submit Quotes

Not Quoting Import Export

Displaying 1-1 of 1 records

| ITEM NUMBER | REV LEVEL | VERSION | ITEM STATUS | DESCRIPTION | TOTAL VOLUME | SHIP TO/FINAL DESTL | REGION | STATUS | ACTION |
|-------------|-----------|---------|-------------|---------------|--------------|---------------------|--------|-------------|------------|
| 87654321 | 1 | - | In Design | Test workflow | 9999 | Steeringmex Pit6... | NA | In Progress | Edit Quote |

Page 1 of 1 Rows 10

Once you click on the "Decline Invitation" button, you will be prompted to put in your reason for declining the invitation, when done click the "Yes, Decline Invitation" Button.

Decline Invitation?

The buyer will be notified that you do not want to participate in this RFQ. You will lose visibility to the RFQ, but if you change your mind you can request access from the buyer. Are you sure you want to decline the invitation to this RFQ?

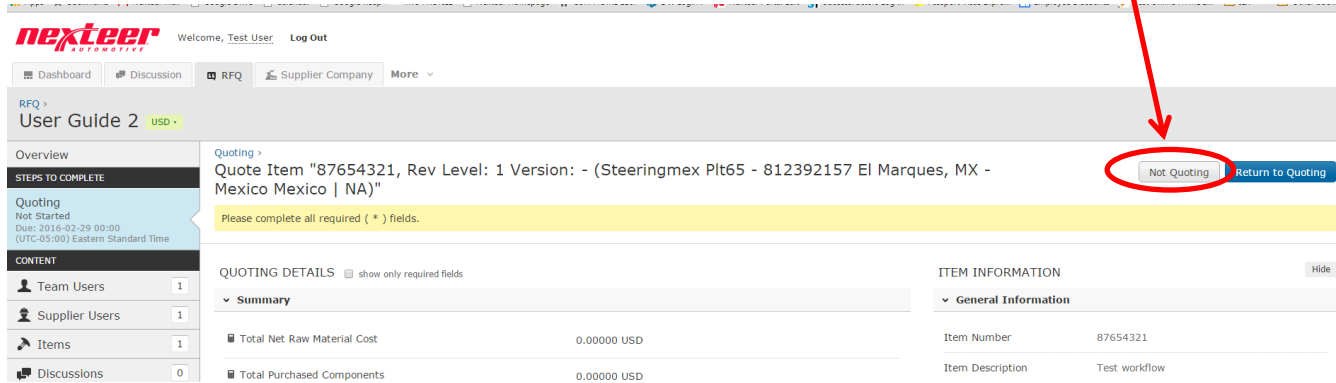
Declined Reason *

Yes, Decline Invitation No, Return to quoting this RFQ

No-Quoting – Individual Parts

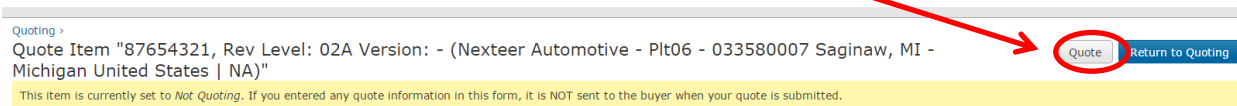
If you want to no-quote a SINGLE item, you must first go into the item details (see “Reviewing Quotes” for how to access this screen).

On the item quoting screen, you will see a button on the top right that says Not Quoting, click that button. This will then set this item to a Not Quote to Nexteer.



The screenshot shows the Nexteer quoting interface for a specific item. At the top right, there are two buttons: "Not Quoting" and "Return to Quoting". The "Not Quoting" button is circled in red, and a red arrow points to it from the text above. The interface includes a navigation bar with "Dashboard", "Discussion", "RFQ", and "Supplier Company". The main content area shows the item details for "Quote Item '87654321, Rev Level: 1 Version: - (Steeringmex Plt65 - 812392157 El Marques, MX - Mexico Mexico | NA)". Below this, there is a yellow warning banner that says "Please complete all required (*) fields." The interface is divided into sections: "QUOTING DETAILS" (Summary) and "ITEM INFORMATION" (General Information). The "Summary" section shows "Total Net Raw Material Cost" and "Total Purchased Components" both at 0.00000 USD. The "General Information" section shows "Item Number" 87654321 and "Item Description" Test workflow.

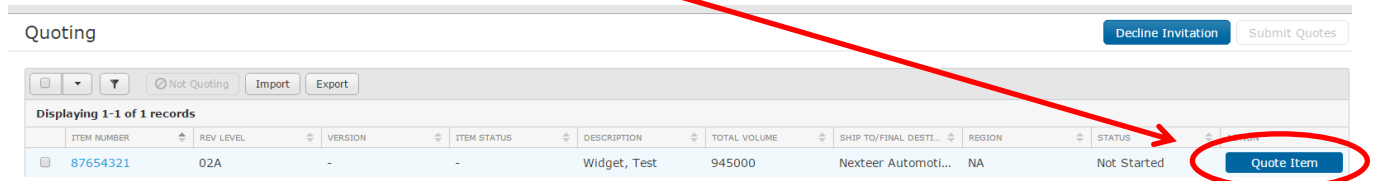
If you No Quote and decide you want to quote the part again go to this same screen as you do for Not Quoting. Here you will see that the button will have changed to Quote. Click on that button and this will allow you to enter in your quote information again.



The screenshot shows the Nexteer quoting interface for a different item. At the top right, there are two buttons: "Quote" and "Return to Quoting". The "Quote" button is circled in red, and a red arrow points to it from the text above. The interface includes a navigation bar with "Dashboard", "Discussion", "RFQ", and "Supplier Company". The main content area shows the item details for "Quote Item '87654321, Rev Level: 02A Version: - (Nexteer Automotive - Plt06 - 033580007 Saginaw, MI - Michigan United States | NA)". Below this, there is a yellow warning banner that says "This item is currently set to Not Quoting. If you entered any quote information in this form, it is NOT sent to the buyer when your quote is submitted."

Entering Your Quote

Once you have reviewed the RFQ and you are ready to quote, you need to go to the Quoting Details and click on **“Quote Item”** button for each of the items that you want to quote.



The quote entry is broken down into sections. The top section is the summary of your quote details. These are all calculated fields based on the breakdown information provided further on in the quote. If you are missing some calculations this may be an indicator you didn't fill out the form.

QUOTING DETAILS show only required fields

▼ Summary

| | |
|--|-------------|
| Total Net Raw Material Cost | 0.00000 USD |
| Total Purchased Components | 0.00000 USD |
| Total Setup Cost | 0.00000 USD |
| Total Burden Cost | 0.00000 USD |
| Total Direct Labor Cost | 0.00000 USD |
| Total Manufacturing Cost | 0.00000 USD |
| Total Sell Price (Supplier Local Currency) | 0.00000 USD |

Commercial Terms

In this section you will need to answer questions as to:

- If you agree with Nexteer General Terms & Conditions, and Nexteer's Supplier Requirements
- The manufacturing Duns number for the location you plan to manufacture the part at.
- The Inco Terms, Inco Term Named Place, and if you accept our Title Transfer at Our Plant.
- The payment terms for this part.
- The country of origin or where you are manufacturing.
- The Lead time in weeks for PPAP.

▼ Commercial Terms

Nexteer's General Terms & Conditions
[Click to view terms & conditions](#)

Do you agree to Nexteer's General Terms & Conditions? *

Choose... ▼

If you answered No to the question above, please provide details as to what is not agreed to. Responses must be provided in English. Please note: Answering No to this question may remove your organization from final Supplier selection for this Event.

Nexteer's Supplier Requirements
[Click to view supplier requirements](#)

Do you agree with Nexteer's Supplier Requirements? *

Choose... ▼

If you answered No to the question above, please provide details as to what is not agreed to. Responses must be provided in English. Please note: Answering No to this question may remove your organization from final Supplier selection for this Event.

Manufacturing DUNS Number *

INCO Terms *

Choose... ▼

Named Place

Do you accept Title Transfer Our Plant (TTOP)? *

Choose... ▼

Payment Terms *

Choose... ▼

Provide Details if "Other" is selected for payment terms.

Country of Origin (Mfg location) *

Supplier Quoted Leadtime for PPAP Submittal (in weeks) *



Dross Loss

If you smelt metal for this part you will enter in the Dross Loss %, if you do not smelt metal for this Nexteer Part, enter 0. Dross Loss is the amount of material that is lost during the smelting of the metals due to a mass of solid impurities floating on a molten metal or dispersed in the metal, such as in wrought iron. It forms on the surface of low-melting-point metals such as tin, lead, zinc or aluminum or alloys by oxidation of the metal(s).

▼ Dross Loss

Dross Loss % *

Cost Breakdown

The next step is to fill in the breakdown sections. Note: Any field that has a star is required. Also once you have all valid data in a breakdown row it will turn from a yellow exclamation  to a green checkbox .


If you need to add a row to one of the breakdown sections for additional items, click the “Add New Row” button below that section. [Add New Row](#)

Note: some of the calculations used in the breakdowns use the Production Runs Per year. This field is located at the of the RFQ form under the SG&A / Profit section.

Raw Material

▼ Raw Material

1 row below is incomplete. Please complete all required fields (yellow) and correct invalid fields (red).

| Raw Materials | | | | | | | | | | |
|---------------|---|-----------------------------------|---|-----------------------|-------------------|-----------|-----------|--------|-------------------------|-----|
| | Unit of Measure * | Material Cost / Unit of Measure * | Material Scrap Resale Value / Unit of Measure * | Material Scrap Credit | Supplier Source * | Country * | State * | City * | Total Net Material Cost | |
| 1 |  | USD | USD | 0.00000 USD | | | Choose... | | 0.00000 | USD |

[Add New Row](#)

RAW MATERIAL BREAKDOWN FIELDS

Raw Material Description: Describe the raw material. Include: material type, grade/spec., size (thickness, blank size, diameter), shape, and stock (sheet, coil, bar, drum). Example: 1215 Steel - 0.7969 - Round Bar Stock

Gross Material Weight (Shot Weight) : Identify the quantity of parts with the specified gross material amount required per part.

Blank Size (L, W, H) / (L, Diameter) : Enter the amount of material required for processing. This is generally considered the "BLANK SIZE".

Net Material Weight: Enter the amount of material remaining after processing

Unit of Measure: Identify the unit of measurement for the amount of material (example: lb., kg., ml, etc.)

Material Cost / Unit of Measure: Identify in local currency, per unit of measure, the cost assumption for the base portion of the raw material cost

Material Scrap Resale Value / Unit of Measure: Identify value of recycle material per unit of measure.

Material Scrap Credit (Calculated) : Calculation = Gross Material weight * (Cost/UoM *((Gross Material weight - Net Material weight)*Resale Value)*Quantity Per part

Supplier Source: Name of the source of Raw Material

Country: Country where raw material is coming from/manufactured

State: State where raw material is coming from/manufactured

City: City where raw material is coming from/manufactured

Total Net Material Cost: Calculation= Sum of Material cost of Rows (e.g. Material 1, Material 2, Material 3, Material 4, Material 5)

Purchase Components and Outside Processing

▼ Purchased Components and Outside Processing

1 row below is incomplete. Please complete all required fields (yellow) and correct invalid fields (red).

| Purchased Components and Outside Processing | | | | | | | | | | |
|---|---|---|-------------------------|-------------------|--------------|-------------------|-----------|-----------|--------|----------------|
| | | Item, Material or Process Description * | Quantity Per Assembly * | Unit of Measure * | Cost / UoM * | Supplier Source * | Country * | State * | City * | Sub-Total Cost |
| 1 | ⚠ | | | | USD | | | Choose... | | USD |
| | | | | | | | | | | 0.00000 USD |

Add New Row

PURCHASE COMPONENTS AND OUTSIDE PROCESSING BREAKDOWN FIELDS

Item, Material or Process Description: Describe the purchased component or outside processing.

Quantity Per Assembly: Identify the quantity of purchased components or outside processing required per part.

Unit of Measure: Identify the unit of measurement for the quantity per part (example: each, lb., kg., ml, etc.)

Cost / UoM: Identify in local currency per unit of measure the cost of the purchased component or outside processing.

Supplier Source: Name of the source of Raw Material

Country: Country where raw material is coming from/manufactured

State: State where raw material is coming from/manufactured

City: City where raw material is coming from/manufactured

Sub-Total Cost: Calculation = Quantity Per part * (Cost/UoM)

Processing

▼ Processing

1 row below is incomplete. Please complete all required fields (yellow) and correct invalid fields (red).

| Set Up Costs | | | | | Operation | | | | | Proc |
|--------------|---|-----------------------|---------------------|----------------|------------------------|-----------------------|------------------------------|-------------------------|---------------|--------------------|
| | | Set Up Time (Minutes) | # of Set Up Persons | Pieces per Lot | Set Up Costs per Piece | Operation Description | Equipment Description & Size | Quantity per Assembly * | Pieces/Hour * | Pieces per Cycle * |
| 1 | ⚠ | | | | USD | | | | | |
| | | | | | 0.00000 USD | | | | | |

Add New Row

1 row below is incomplete. Please complete all required fields (yellow) and correct invalid fields (red).

| Processing Time | | | | Direct Labor Costs | | | | Burden Cost | | | | |
|-----------------|---|--------------------|------------------------------|-------------------------------------|-----------------------------|-------------------------|----------------------|---------------------------|------------------------|-------------------------------|--------------------------|-----------------|
| | | Pieces per Cycle * | Manufacturing Efficiency % * | Standard Hour (with Mfg Efficiency) | Labor Wage Rate (cost/hr) * | # of Direct Operators * | Labor Cost/ Assembly | Variable Rate (cost/hr) * | Fixed Rate (cost/hr) * | Depreciation Rate (cost/hr) * | Burden Cost per Assembly | Processing Cost |
| 1 | ⚠ | | | | USD | | USD | USD | USD | USD | USD | USD |
| | | | | | | | 0.00000 USD | | | | 0.00000 USD | 0.00000 USD |

Add New Row

PROCESSING BREAKDOWN FIELDS

Set Up Time (Minutes) : Enter the set up time in minutes required for a production run

of Set Up Persons: Enter number of persons required for a setup

Pieces per lot (calculated) : Calculation = Volume / “No of production runs per year”

Set Up costs per Piece (calculated) : Calculation: ((SetUpTime/60)/LotRunSize)/ QuantityPerAssembly * ((LaborWage *SetUpPersons) +VariableRate

Operation Description: Describe the operation performed and the component processed.

Equipment Description & Size: Describe the type of equipment used in this operation. Include information such as: number of spindles, max bar stock diameter, hand tools, part fixtures, etc.

Quantity per Assembly: Identify number of times this component is required for the final part. Example: 2 required per part.

Pieces / Hour: Enter in the number of pieces that will be produced in an hour.

Pieces per Cycle: Enter number of pieces produced during the machine or assembly cycle time.

Manufacturing Efficiency %: Identify the % of efficiency during Production - Uptime. Inefficiencies are due issues such as breaks, machine adjustments, material restocking, direct labor. DO NOT INCLUDE SET UP TIME.

Standard Hour (with Mfg Efficiency) (calculated) :

Calculation= $(1/PiecesPerHour)/(MfgEfficiency/100)*QuantityPerAssembly$

Labor Wage Rate (cost / hr) : Identify in local currency per hour the wages paid to (1) operator performing this type of work. This does not include employment taxes or fringe benefit costs.

of Direct Operators: Identify the number of direct labor employees required for each operation.

Example: 0.5 = 1 operator per 2 machines, 1 = 1 operator per 1 machine, 2 = 2 operators per 1 machine

Labor Cost / Assembly (calculated) : Calculation= $StandardHour*LaborWage*DirectOperators$

Variable Rate (cost / hr) : Identify in local currency per hour the portion of the burden that varies with the level of activity. This can include such things as indirect labor, indirect materials (such as manufacturing supplies), utilities, quality control, material handling

Fixed Rate (cost / hr) : Identify in local currency per hour the portion of the burden that remains constant regardless of the level of activity. This can include supervisor salaries, rent/building depreciation, equipment lease, etc.

Depreciation Rate (cost / hr) : Enter in the amount of depreciation in local currency that is depreciated in one hour.

Burden Cost per Assembly (calculated) : Calculation= $(VariableRate+FixedRate +DepreciationRate)*StandardHour$

Processing Cost (calculated) : Calculation= $LaborCost+BurdenCost$

Packaging, Logistics, Amortizations, Duties & Customs

In this section you will fill in details around packaging, shipping, and amortization.

| ▼ Packaging, Logistics, Amortization, Duties & Customs | |
|---|--------------------------|
| Packaging Cost * | <input type="text"/> USD |
| Packaging Description * | <input type="text"/> |
| Freight Cost 1 | <input type="text"/> USD |
| Freight Cost 2 | <input type="text"/> USD |
| Freight Cost 3 | <input type="text"/> USD |
| Freight Method * | <input type="text"/> |
| Warehousing Cost * | <input type="text"/> USD |
| Freight + Warehousing Cost | 0.00000 USD |
| Customs, Duties, Taxes & Fees | <input type="text"/> USD |
| Amortization Description (Resinking, Perpetual Tooling) | <input type="text"/> |
| Total Amortizations Cost (Resinking Cost, Perpetual Tooling) | <input type="text"/> USD |
| Total Pieces Amortized (Pieces per Resink, Pieces per Perpetual Tool) | <input type="text"/> |
| Amortization Cost | 0.00000 USD |

SGA & Profit

Enter in the information regarding your SG&A and Profit as well as Process Scrap %.

| ▼ SGA & Profit | |
|------------------------------------|----------------------|
| # of Production Runs Per Year * | <input type="text"/> |
| Lot Run Size | 0 |
| SG&A % * | <input type="text"/> |
| SG&A Cost | 0.00000 USD |
| Profit on Material % * | <input type="text"/> |
| Profit Cost on Material | 0.00000 USD |
| Profit on Purchased Components % * | <input type="text"/> |
| Profit on Purchased Components | 0.00000 USD |
| Profit on Value Add % * | <input type="text"/> |
| Profit on Value Add | 0.00000 USD |
| Total Profit Cost | 0.00000 USD |
| Process Scrap % * | <input type="text"/> |
| Process Scrap Credit | 0.00000 USD |
| Process Scrap Cost | 0.00000 USD |

of Production Runs Per Year: The number of production runs per year is the number of times you will run the tool. This can be separated by volume demands, or maintenance requirements. Some processes must be stopped every 10,000 pieces for maintenance, thus the number of runs would be $\text{Volume}/10,000 = \text{number of production runs}$. This may also be governed by requirements per month which would be reflected by $\text{Monthly Volume}/\text{annual volume} = \text{number of production runs}$. This number is also used to calculate setup cost.

Tooling Details & Pre-Production Samples

Fill in the details for your tooling and pre-production sample information. You will also need to specify if you agree to our Nexteer Tooling Commercial Conditions.

| ▼ Tooling | |
|--|---|
| Will the part require a new or upgraded tool? * | <input type="text" value="Choose..."/> |
| Nexteer's Tooling Commercial Conditions | Click to view tooling commercial conditions |
| Do you agree to Nexteer's Tooling Commercial Conditions? * | <input type="text" value="Choose..."/> |
| If you answered No to the question above, please provide details as to what is not agreed to. Responses must be provided in English. Please note: Answering No to this question may remove your organization from final Supplier selection for this Event. | <input type="text"/> |
| ▼ Pre-Production Samples | |
| Do you charge for pre-production samples? * | <input type="text" value="Choose..."/> |

Tooling Detail Breakdown

Enter in the Breakdown information for the Tool you will be using on this Quote.

▼ Tooling Details

You must complete this section if you stated that this part will require a new or upgraded tool.

| Tooling Details | | | | | | | | | | | | | | | | | |
|-----------------|------------------|-----------|-------------------|------------|----------|------------|---------------|------------------|-------------------------------------|---------------|---------------|------------------|--------------------|-------------|---------------|-----------------------|-----------------|
| Operation # | Tool Description | Tool Type | Lead Time (Weeks) | Tool LxWxH | Tool UoM | Steel Type | Tool Features | Potential Source | Potential Source Location (Country) | Tool Capacity | # of Cavities | Capacity Hrs/Day | Capacity Days/Week | Pieces/Hour | # of Stations | CAD/CAM Software Used | Machine Tonnage |
| 1 | | | | | | | | | | | | | | | | | |

[Add New Row](#)

Tooling Cost Details Breakdown

Enter in the Cost Details for the Tools that are specified in the Tooling Detail breakdown section above that correlates with each line.

▼ Tooling Cost Details

You must complete this section if you stated that this part will require a new or upgraded tool.

| Tooling Cost Details | | | | | | | |
|----------------------|------------------|------------|----------------|----------------------------------|-------------------------|-----------------|-----|
| Operation # | Tool Design Cost | Labor Cost | Materials Cost | Overhead Cost (including Profit) | Purchased Services Cost | Total Tool Cost | |
| 1 | USD | USD | USD | USD | USD | 0.00000 | USD |

[Add New Row](#)

Pre-Production Piece Costs

If you require costs for pre-production parts, complete this section.

▼ Pre-Production Piece Costs

You must complete this section if you stated that you charge for pre-production samples.

| Event | Early Proto 1 | | Early Proto 2 | | Final Proto | | Initial Order |
|--------------------|---------------|----------|---------------|----------|---------------|----------|---------------|
| | Initial Order | Re-Order | Initial Order | Re-Order | Initial Order | Re-Order | |
| 1 Piece Price/Unit | | | | | | | |
| 2 Part Lead Time | | | | | | | |
| 3 Lot Size | | | | | | | |

Exporting / Importing your quote.

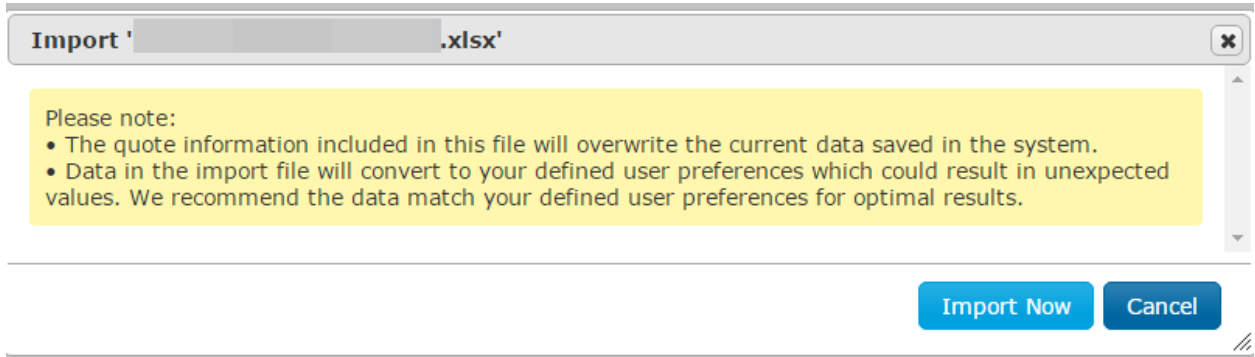
If you want to export the quote information, either for your records or to fill out the quote in Excel for importing, go into the Quote Details section.

The screenshot shows a quoting interface with a table of items. The table has columns for Item Number, Rev Level, Version, Item Status, Description, Total Volume, Ship To/Final De., Region, Status, and Action. The first item is 87654321, Rev Level 02A, Version -, Item Status In Progress, Description Widget, Test, Total Volume 945000, Ship To/Final De. Nexteer Autom..., Region NA, Status In Progress, and Action Edit Quote. Above the table are buttons for 'Import' and 'Export'. A red circle highlights the 'Import' button, and another red circle highlights the 'Export' button. A red arrow points from the 'Export' button to the 'Edit Quote' button. A red circle highlights the 'Edit Quote' button. A red bracket at the bottom highlights the 'Pre Production' tab in the navigation bar.

1. Check the parts that you want to export. 2. Click the Export button. This will download the details into Excel on your computer. Fill in the information in Excel on the different tabs. Each breakdown section has its own tab. Instructions are provided on the instructions tab. Once you fill out the excel file and save it to your computer.

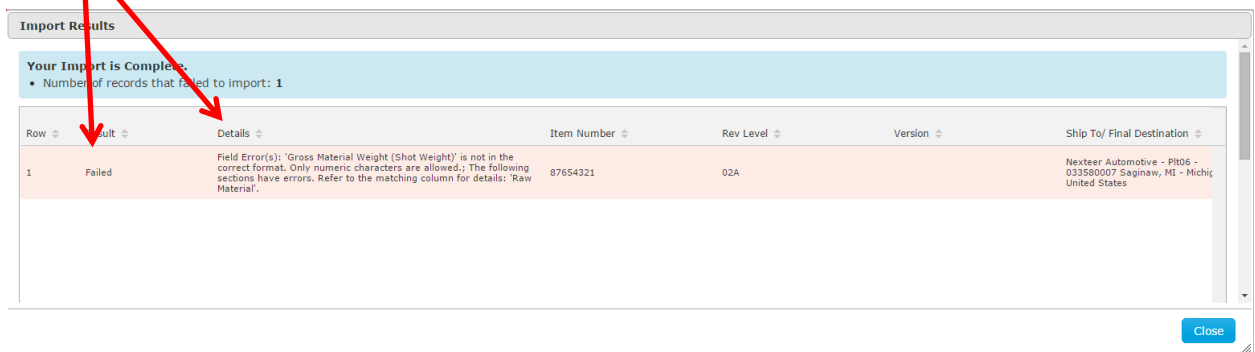
3. Click on the Import button.

This will bring up a screen asking for confirmation.

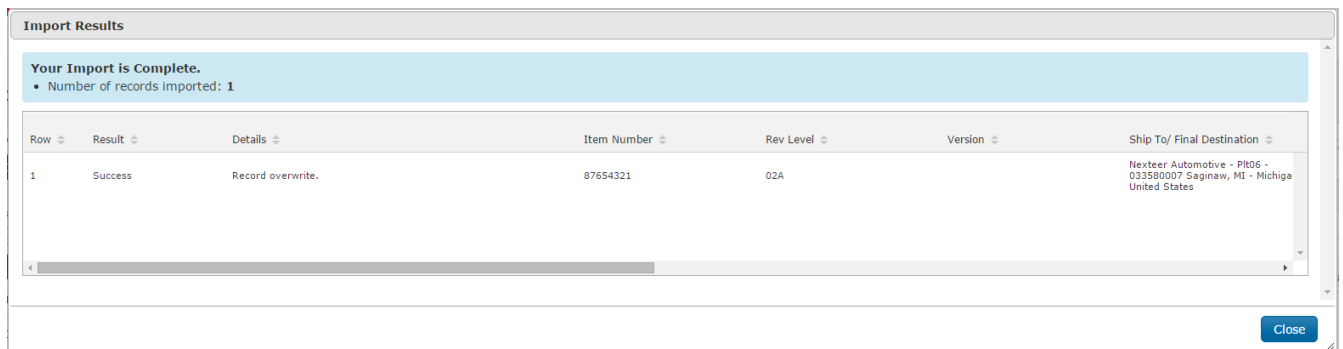


Note: This will replace/overwrite any quote information for the parts that you have enter/imported before.

If there are any issues with the data, you will see a failure message on the screen. This will also give the reason for the failure.

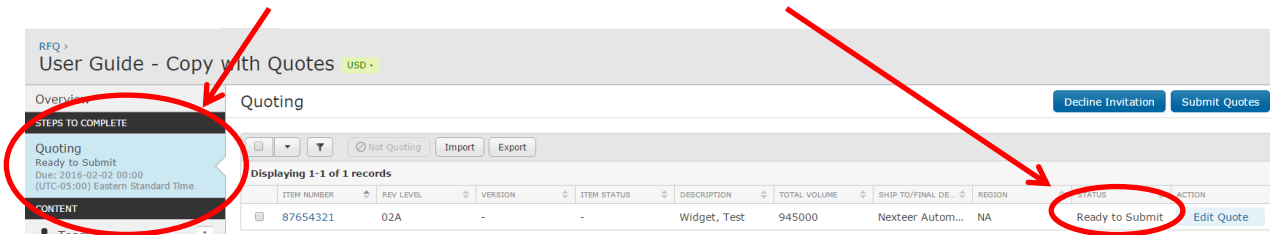


If the data imports successfully, you will see on the screen that it was successful.



Submitting Your Quote

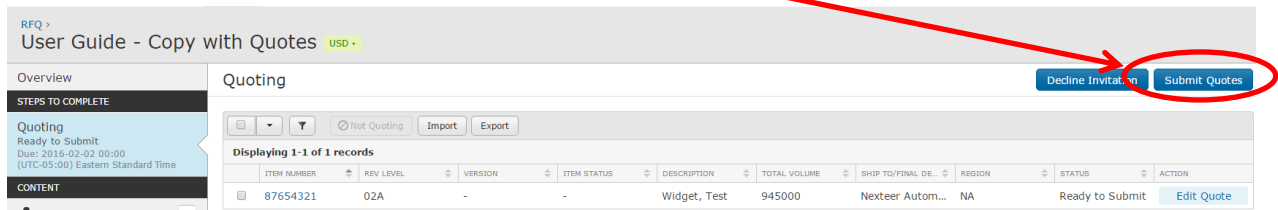
Once you have completed the quote, you can check that the quote is ready by looking at the Quoting Details and the status. Each line on the quote details should say “Ready to Submit”.



The screenshot shows the 'Quoting' section of a software interface. On the left, a sidebar lists 'STEPS TO COMPLETE' with 'Quoting' highlighted as 'Ready to Submit'. The main area displays a table with one record. The 'STATUS' column for this record is 'Ready to Submit'. At the top right, there are two buttons: 'Decline Invitation' and 'Submit Quotes'. A red circle highlights the 'Ready to Submit' status in the table, and another red circle highlights the 'Submit Quotes' button. Red arrows point from the text above to these elements.

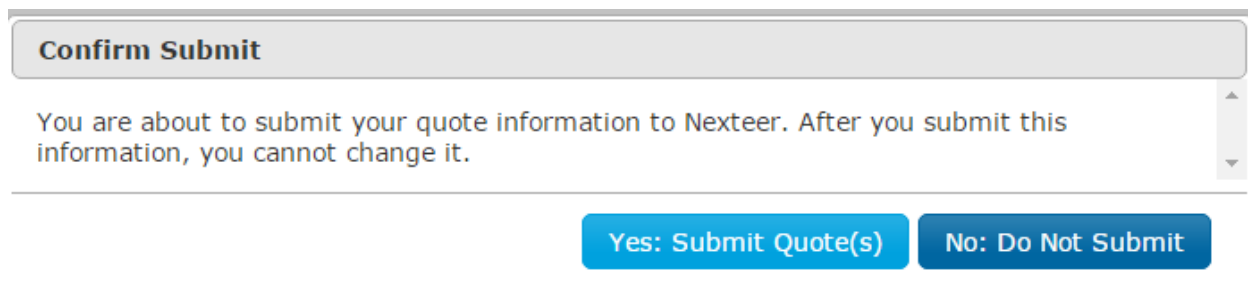
| ITEM NUMBER | REV LEVEL | VERSION | ITEM STATUS | DESCRIPTION | TOTAL VOLUME | SHIP TO/FINAL DE. | REGION | STATUS | ACTION |
|-------------|-----------|---------|-------------|--------------|--------------|-------------------|--------|-----------------|------------|
| 87654321 | 02A | - | - | Widget, Test | 945000 | Nexteer Autom... | NA | Ready to Submit | Edit Quote |

Once all the line items are ready to submit, the “Submit Quotes” button at the top of the Quote Details page will become active (turn blue), and you will be able to submit your quote.



This screenshot is similar to the previous one, but the 'Submit Quotes' button at the top right is now highlighted with a red circle, indicating it is active. A red arrow points from the text above to this button.

Once you click on the “Submit Quotes” button, you will be prompted to confirm the submission. Click the “**Yes: Submit Quote(s)**” button to confirm you want to submit your quote.



The dialog box has a title bar that says 'Confirm Submit'. The main text reads: 'You are about to submit your quote information to Nexteer. After you submit this information, you cannot change it.' At the bottom, there are two buttons: 'Yes: Submit Quote(s)' and 'No: Do Not Submit'.

NOTE: Once you submit your quote, you will not be able to edit/change it. If you need to make a change to the quote after you submitted it, you will need to contact your Buyer and have them re-issue the quote to you.

Discussions

If you want to ask for additional details or have other questions about an RFQ you can start a discussion.

To start a discussion, go into the RFQ and click on the Discussions Tab.

The screenshot shows the 'RFQ > RFQ For User Guide' interface. The 'Discussions' tab is highlighted with a red circle. A red arrow points from the text above to this tab. The interface also shows 'Overview', 'STEPS TO COMPLETE', 'Quoting' status (In Progress, Due: 01/31/2016 00:00), and a 'CONTENT' list with counts: Team User (1), Suppliers (2), Item (1), Discussions (1), and Documents (1).

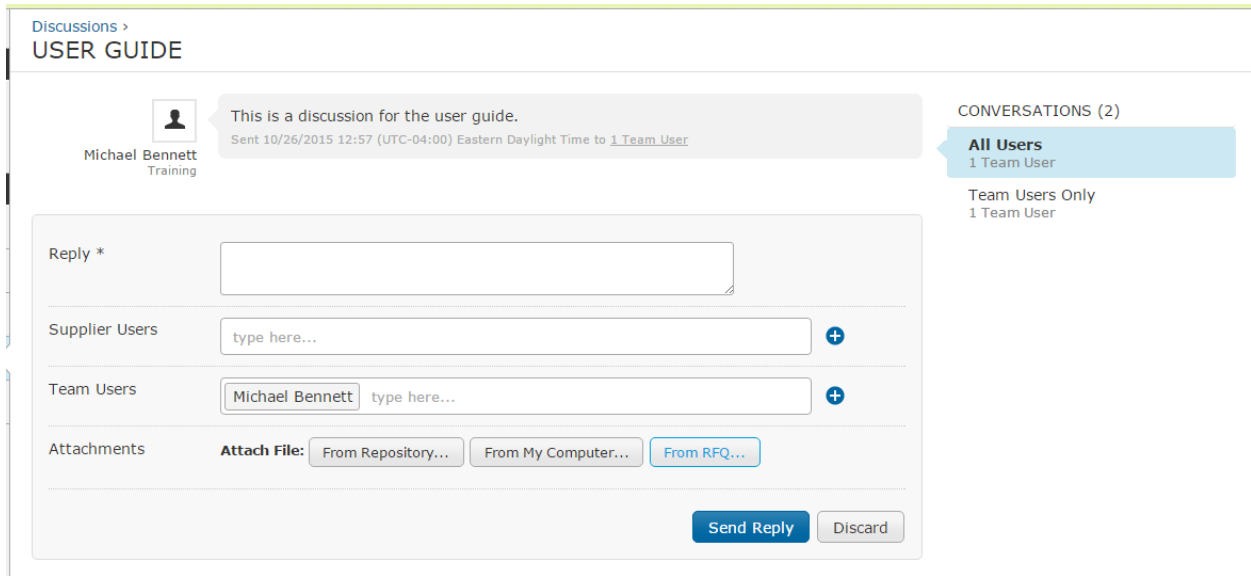
On the Discussion screen, click on the “+ Create” button.

The screenshot shows the 'Discussions' screen with a '+ Create' button circled in red. A red arrow points from the text above to this button. Below the button, it says 'No records' and shows a table with columns: SUBJECT, ORIGINAL MESSAGE SENT, LAST MESSAGE RECEIVED, LAST MESSAGE SENT BY, and ATTACHMENTS. The table is empty, with the note 'No records to display.'

Once you click the button to start the Discussion, you need to add your recipient(s) (Nexteer Team User or one of your other Supplier Users). Fill in the Subject, Message, and if needed attach any documents. Once you have that filled out, click the Start Discussion button.

The screenshot shows the discussion creation form. It has sections for 'Recipients * at least 1 is required' (with fields for Supplier User and Team User), 'Message' (with fields for Subject * and Message *), and 'Documents' (with 'Attach File:' buttons for 'From My Computer...' and 'From RFQ...'). The 'Start Discussion' button is circled in red, and a red arrow points from the text above to it.

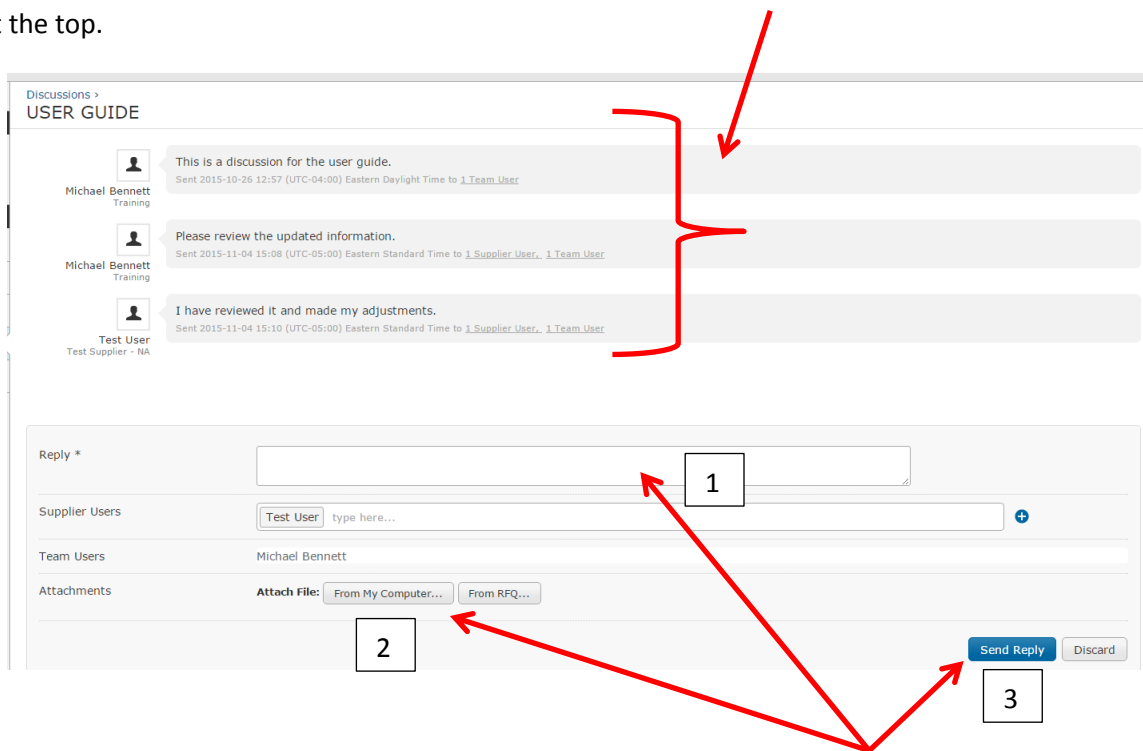
This will then show the original discussion and any responses. Note: you will not see any comments made by other suppliers, only you will see your and Nexteer's responses.



Reviewing / Responding to a Discussion

If Nexteer has started a discussion, you can view it either from the email notification link, Dashboard Discussions List, or if it is part of an RFQ (if the discussion is tied to an RFQ) - through the RFQ Discussions Tab.

If you want to access the discussion from the from the dashboard or RFQ, you can click on the Discussion name and it will take you into that conversation for your to review and respond to. All the submitted responses will show at the top.

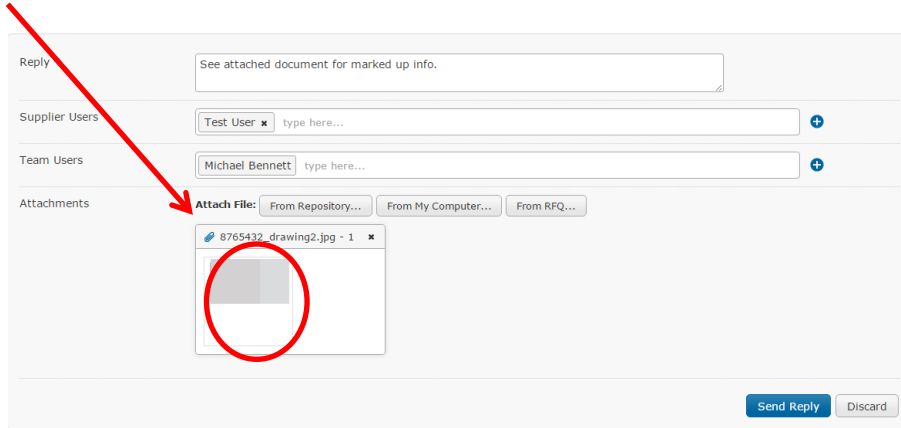



If you need to make a reply, put in your comments into the Reply field, add your attachment(s) (if any), and click the Send Reply button.

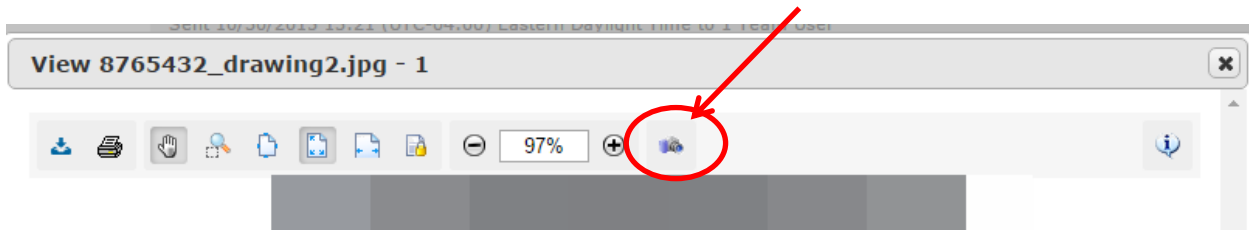
Annotate drawings / documents


If you need to annotate a drawing, you will first have to attach it to a discussion. If you don't know how to do the discussion, see the section on Discussions. Add the document for any of the choices (Repository, your computer, or RFQ).

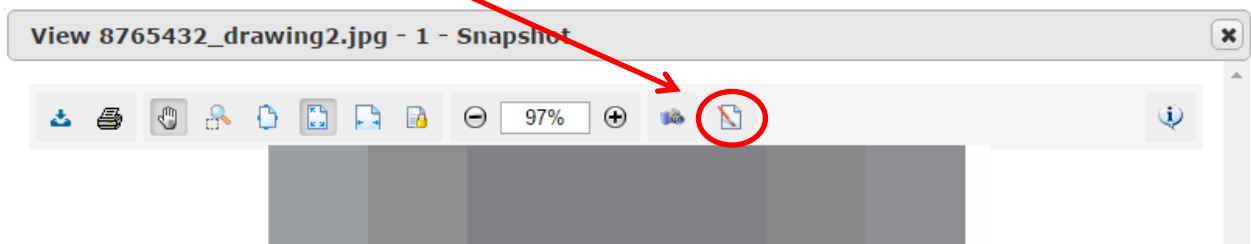
1. Upload/Attach your document(s).
2. When the Image graphic shows (BEFORE YOU START OR SEND REPLY), click on the image box – you may have to wait a short period of time for the image to show.



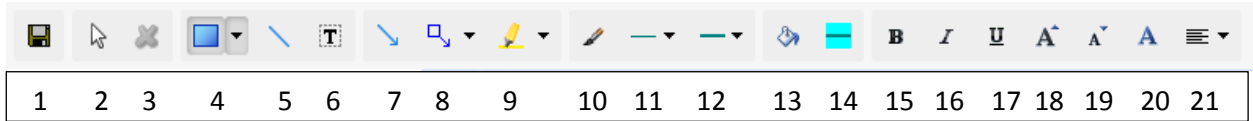
3. This will open up a view window of the image. Click on the snap shot icon  .



4. This will add a markup icon  next to the snap shot icon. Click on the markup icon.

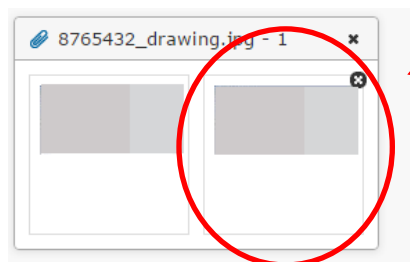


5. This will bring up a toolbar where you can draw on the image. See below for toolbar description.



1. Save button: Use this to save your annotations.
2. Arrow: This will allow you to move the drawing objects.
3. X: This will allow you to delete the selected element.
4. Shapes: This will allow you to add shapes.
5. Line: This will add a line.
6. Text: This will allow you to add a text box. To edit the text, double click on the box.
7. Pointer: This is a line with an arrow for pointing to something.
8. Text Point: This will allow you to add a call out – text box with a pointer. To edit the text, double click on the box.
9. Highlighter: Allows you to highlight something.
10. Border Color
11. Border Thickness
12. Border Style: Solid, Dashed, Dotted
13. Fill Color
14. Transparency
15. Bold
16. Italics
17. Underline
18. Increase Text Size
19. Decrease Text Size
20. Text Color
21. Text Alignment

When you are done, click the Save button and then click the Done button. This will add a second image to the attachment view.



Frequently Asked Questions

- Q: I didn't get an email invite what can I do?

A: First check that it didn't go into your SPAM/JUNK email folder. If it is not there, talk to your IT department to make sure that notification@messages.directworks.com is a trusted email address. If you have logged into Directworks before, you can log in and see it on your dashboard. If you did not get the initial registration email, contact your buyer to have it resent.