Asking Questions in a RFQ (Negotiation)

Scope and Preceding Activity

The scope of this document is limited to the process of creating a message to the Cummins Sourcing Manager when a Supplier receives a RFQ (Negotiation) from Cummins.

Preceding Activity can be any of the following
1. RFQ received from Cummins
2. Request from Cummins to quote once again.

It is important that the supplier contact has a Cummins Cloud Supplier Portal Login. If not, the Supplier has to request the Cummins Sourcing Manager to get access to the Supplier Portal.

Policy

Responsibility

Supplier

Distribution

Users – Suppliers & FYI for Cummins Sourcing Managers / Sourcing Analysts & other Stakeholders

Actors

Appropriate supplier contact who has received the RFQ (Negotiation)

Prior Activity

Access to Cloud Supplier Portal and the appropriate supplier contact account

Start Procedure

Supplier Contact

Login to Sourcing Functional Deployment Cloud Environment with your User ID and Password and navigate to the RFQ (Negotiation) for which there is a question.
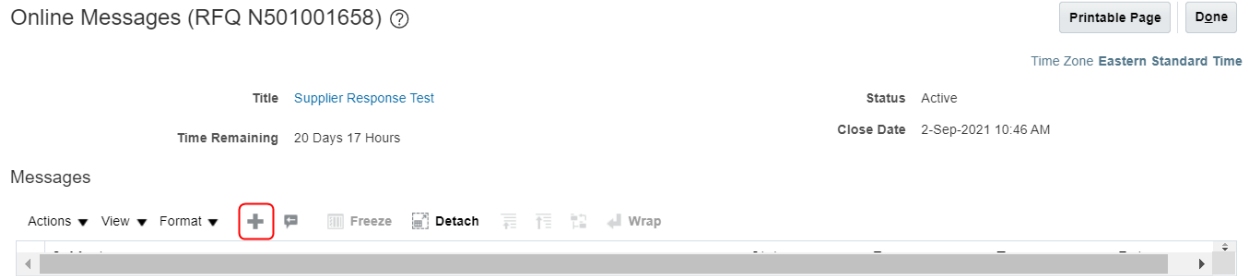
Once you have entered the RFQ, at any point in viewing the RFQ or responding to the RFQ, there will be a Message button in the top right hand corner.

| RFQ: N501001658 | Messages | Create Response | Actions ▼ | Done |

| Create Response (Quote 211501): Overview ⑦ | Messages | Respond by Spreadsheet ▼ | Actions ▼ | Back | Next | Save ▼ | Submit | Cancel |

Click on the Messages button. This opens up the online messages screen for the RFQ and allows you to communicate with the Cummins Sourcing Manager who initiated the RFQ.
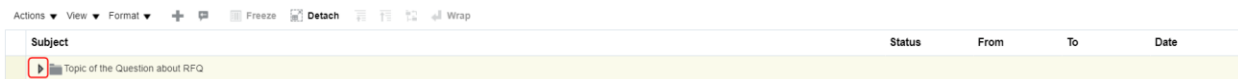
To create a new message to the Cummins Sourcing Manager, click on the "+" sign.

Online Messages (RFQ N501001658) ⓘ   [Printable Page] [Done]

Time Zone **Eastern Standard Time**

Title   Supplier Response Test   Status   Active

Time Remaining   20 Days 17 Hours   Close Date   2-Sep-2021 10:46 AM

Messages

Actions ▼   View ▼   Format ▼   **+**   ⚑   Freeze   Detach   ≡ ≡ ≡   Wrap

A pop-up window will open where you can create your message to Cummins containing any questions or comments you may have. When finished, click Send.

Send Message   ✕

To   Cummins, Inc.

* **Subject** | Topic of the Question about RFQ |

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Type any questions or comments you may have about the RFQ.

* **Message**

Attachments   None ➕

[Send] [Cancel]
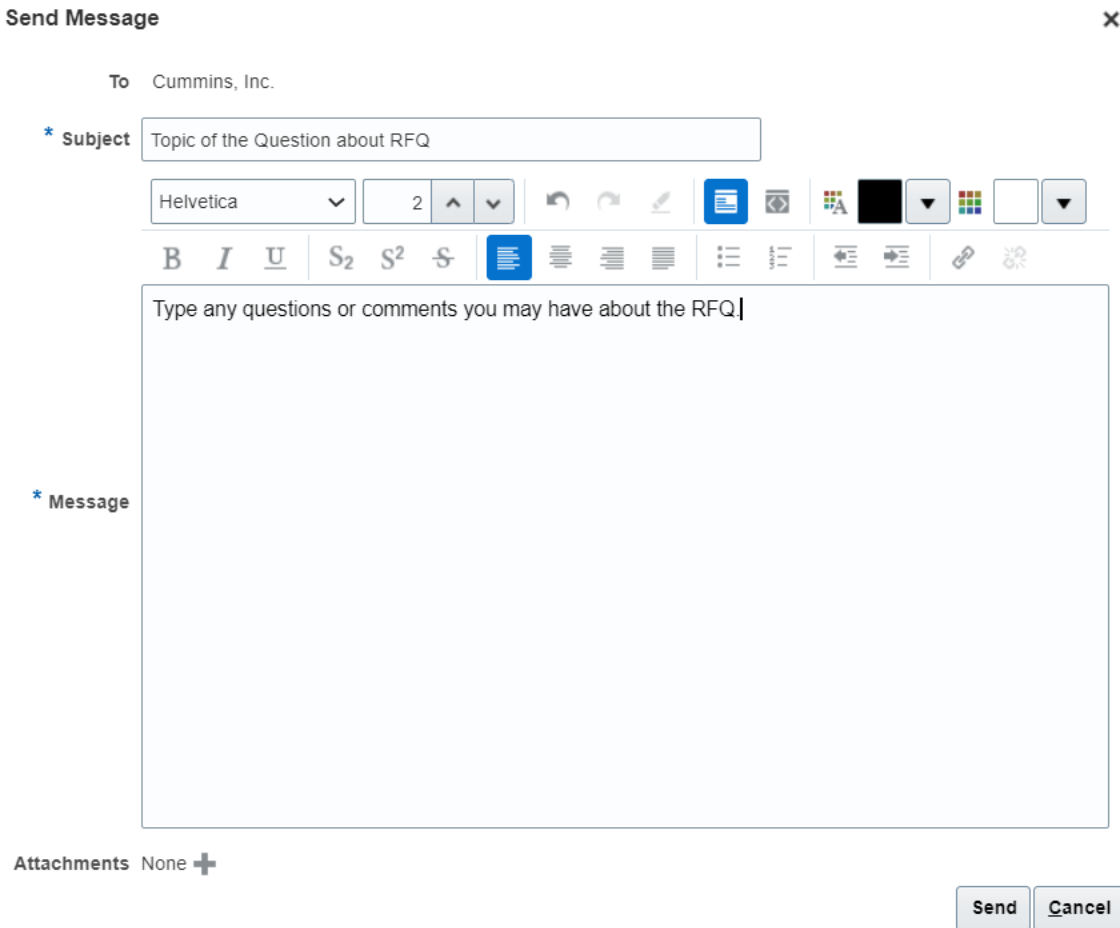
After sending your message, a new folder with the subject of your message will appear.

Actions ▼   View ▼   Format ▼   +   ⚑   Freeze   Detach   ≡ ≡ ≡   Wrap

Subject	Status	From	To	Date
▸ 📁 Topic of the Question about RFQ				

Click on the arrow to the left of the folder to expand the folder to see the message. You will see the messages in the folder and you can click on it to select and read the message. If you would like to reply to the message click on the Reply button.
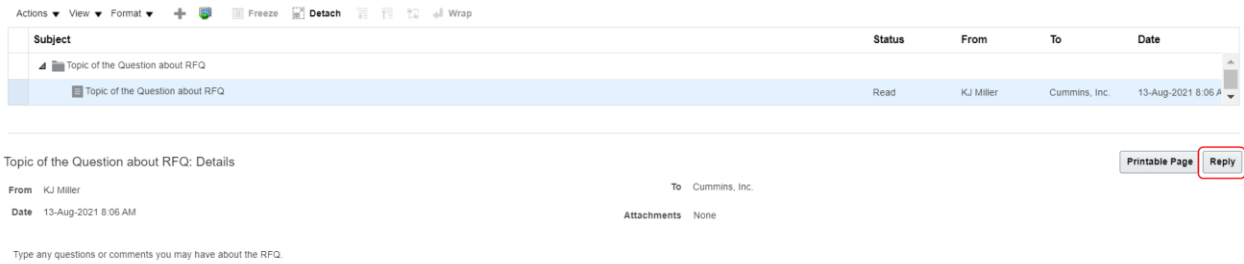
Any responses from Cummins will show here in Messages.

End Procedure

Ownership

Meghan Steele

Version Control

Document Identification / Revision History				
Document Owner		Meghan Steele		
Document Title		Asking Questions in a RFQ		
Version	**Release**	**Revised by**	**Date (MM/DD/YYYY)**	**Description**
Enter the release number here	Enter the release name here	DL or FEs name here	Enter the date of creation or maintenance	Write a description of the change here
001		Meghan Steele	8/13/2021	Original version
Review and Approval				
Name		**Position**		
Karen Cole		Purchasing Systems Operations Leader		