

## « Quick Guide » SUPPLIER for Tenders *Application BUYER*

### **Welcome on the Sagemcom eSourcing**



The Sagemcom group offers a dedicated tool for collaborative management of the negotiation for products and services.

The portal gives you the ability to access to the consultation phase (RFx). It also allows suppliers to update their profile and respond online to requests for proposal.

With this portal you will save time, have greater visibility and increase efficiency for the whole organization.

The Purchasing Department

# « Quick Guide » SUPPLIER for Tenders BUYER application

## Foreword

- Sagemcom consults its suppliers through Tenders (RFx) on Buyer application,
- If you are consulted, you receive an alert email that invites you to respond
- You receive your access codes (User login and Password) in a separated email
- During your first connexion, you must accept the conditions of use

## Access to a tender

- 1) email reception

Dear Madam, Dear Sir,  
 You are invited to bid. Please connect by [Clicking here](#). After reading the documents, please use the columns in the answer form and submit the document back to us before 10/16/2014 10:00:00 PM UTC.  
 RFx name : Série 1 Fort Volume du 08/10/2014 -RFx id : 293  
 Main commodity : button, slide&dip switch - Lot # : 3 -Round # : 1  
 End date : 10/16/2014 10:00:00 PM UTC - Requester :  
 We are look forward to hearing from you. - Sincerely,

- 2) Connexion \* by clicking on **RFx or Tender**

### BUYER Portal page

- 3) Enter your access codes

- a) If you get this message
- b) Clicking on **RFx**

Client Relationship **RFx** contracts & Pricing

☆ Sagemcom Buyer homepage

The page you tried to access is unavailable, please re-login by clicking [HERE](#)

Note: Following previous step, if you cannot see the RFQ, send an email to your purchaser or to support-purchasing-tools@sagemcom.com

➡ Access to the homepage by on LOGIN

Please when you are Out Of Office, (routing...). Identify the Tender receiver(s) in your company,

Access to [www.sagemcom.com/home-suppliers](http://www.sagemcom.com/home-suppliers) then  
 « Bid to Sagemcom tender, eSourcing Buyer »

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## Homepage for supplier

Client Relationship RFX Contracts & Pricing

Client Requests for Quote/Proposal

Proposal status: Search ...

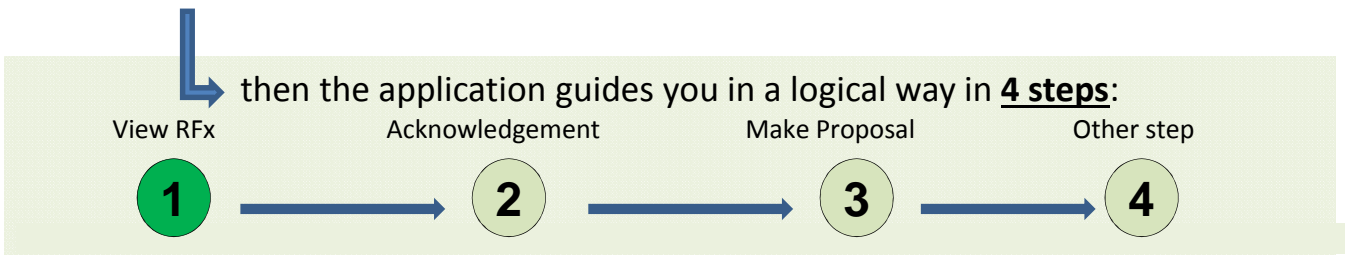
Keywords: Search Reset

Prop. progress: RFX status: Open for bidding

**Red** : RFX not yet managed by supplier  
**Yellow** : partially managed by Supplier  
**Green** : Supplier has fully completed tender

Prop. progress	Sourcing process	Lot#	Round#	Round	RFX status	Remaining time	Begin (your local time)	End (your local time)	My bid	My rank	Bl
Waiting acknowledgment	BPM000361	1	1	Série 1 Spot du 13/05/2016-statutAppro ①	Open for bidding	16d 23h 09min 02s	5/13/2016 2:42:11 PM	6/3/2016 2:42:11 PM	335.00 EUR	n.a.	
In progress	BPM000359	1	1	Tests Couleur ①	Open for bidding	14d 00h 39min 09s	5/10/2016 4:12:18 PM	5/31/2016 4:12:18 PM		n.a.	

➔ Click on on the pencil to access to the RFX



## View RFX (Read-only to get information on tender) and Acknowledge

Client Relationship RFX Contracts & Pricing

Série 1 Spot du 13/05/2016-statutAppro (BPM000361) : Lot 1 / Round 1

Remaining time : 16d 23h 00min 38s

1 View RFX

2 Your proposal's Infos & Docs

3 Items

Discussions with buyer

History

You must acknowledge receipt this RFX to reach next steps

Acknowledgement

To answer to this RFX, please acknowledge receipt

**I acknowledge receipt of this RFX** ①

RFX name given by the purchaser

Remaining time to bid

You must **acknowledge** to continue

Name :

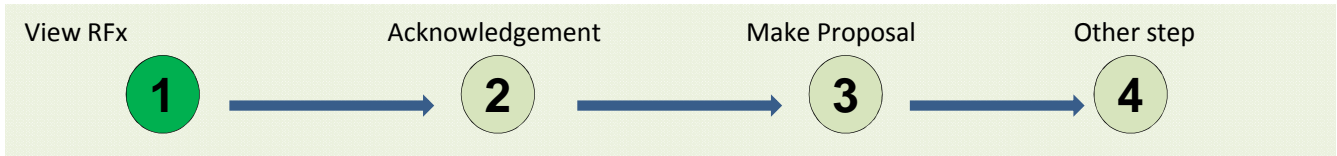
Answer type : Alternate proposal

Proposal synthesis :

RFP/Supplier Documents

➔ Next page after clicking on « I acknowledge receipt of this RFX ①

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### View RFX

Client Relationship RFX Contracts & Pricing

Spot du 17/05/2016-English Doc (BPM000364) : Lot 1 / Round 1

Remaining time : 20d 23h 58min 19s - ⚠ No proposal has been submitted

**1** View RFX

**2** Your proposal's Infos & Docs

**3** Items

Discussions with buyer

History

You must acknowledge receipt this RFX to reach next steps.

**Acknowledgement**

To answer to this RFX, please acknowledge receipt:

**I acknowledge receipt of this RFX**

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**RFX general infos**

Business Process code : BPM000364

Label : Spot du 17/05/2016-English Doc

Lot# : 1

Round : 1

Begin date : 5/17/2016 4:56:54 PM (your local time)

Bid Due Date : 6/7/2016 4:56:54 PM (your local time)

Summary : Dear supplier, reply asap

Process :

---

**RFX documents**

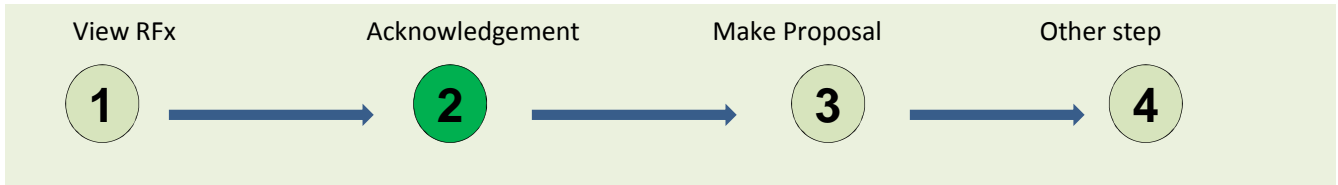
Title	Type	Attachments	Author	End of validity	Version
Doc title	Rfx Technical Documents (Approved)		LONGUET Philippe		1

1 Result(s)

You can have a look on:

- Name of RFX given by purchaser
- Any specific comments from purchaser
- If Sagemcom sends a attached Document to explain the RFX. It will Be available below

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### Acknowledgement you intent to respond to the RFX

Remaining time : 16d 22h 51min 12s

**1** View RFX

**2** Your proposal's Infos & Docs

**3** Items

Discussions with buyer

History

You must acknowledge receipt this RFX to reach next steps

Receipt acknowledged on 5/17/2016 at 1:45 PM

To answer to this RFX, please confirm that you intend to bid.

WILL BID: our intent is to respond to this RFX

NO BID: we will not be able to respond to this RFX.

**Valid**

**1)** Acknowledgement receipt: select « Will bid » if you intend to answer

**2)** Then click on « Valid »

**It is a Red choice because of you cannot go further before validating this step**

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**3a)** As a result, BUYER displays

**3b)**

Answer type : Altern:

Proposal synthesis : r

RFP Supplier Documents

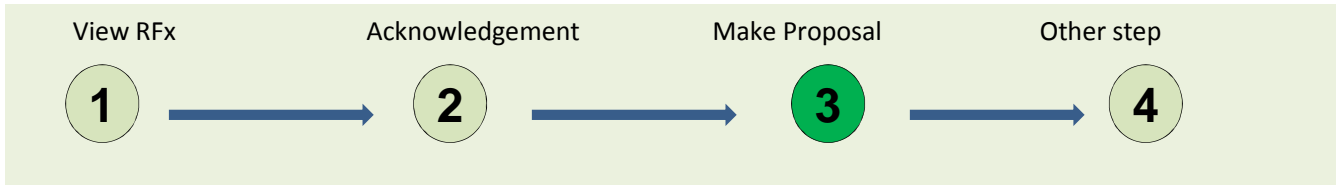
Acknowledged on 5/17/2016 at 3:45 PM

**!**

*By clicking on « I do not have the intention of answering », you will not access to the following steps.*

➡ Access for bidding to the **step 3** by on **3b** (Make Proposal)

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## Prepare Proposal – Download the quotation form

The proposal must be performed by downloading the Excel grid, then filling in and uploading it

**1a) Select the quotation currency**

- It can be EUR/USD/JPY as decided
- By purchaser

**1b) Save your choice**

**2) Download the quotation form according to your Excel version**

- Save it on your PC
- Fill in carefully, respect carefully instructions
- In the « Manual » tab (explanation next page)

**3a) After filled in, upload the quotation**  
(Click here, select the file on your PC)

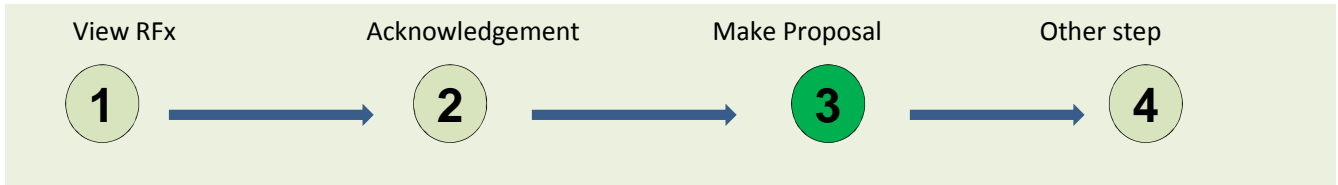
**3b) Click on « Import and close »**  
And « Save »

*Note : « Export .xlsx » file appears on the « Downloads » directory*

**3c) « Submit » (do not forget !)**

**Congratulations !!! Your first response has been submitted to Sagemcom purchaser**  
**(Be careful: you may have to enter several responses in case Of several currencies (one answer per currency))**

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## Prepare Proposal – Details for fill in the quotation form on EXCEL

**Main Quotation form (Excel file)**

**1** (arrow pointing to the top-left corner of the Excel window)

Tool tips are available on the column headers

The « grey » column are the base grid items: do not modify.

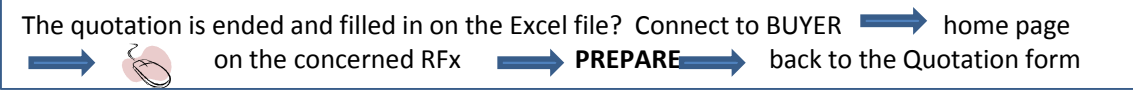
The proposal column you have to fill, item by item, are in « white ».

**Manual:** You can find the precise definition in this tab (arrow pointing to the 'Manual' tab in the Excel interface)

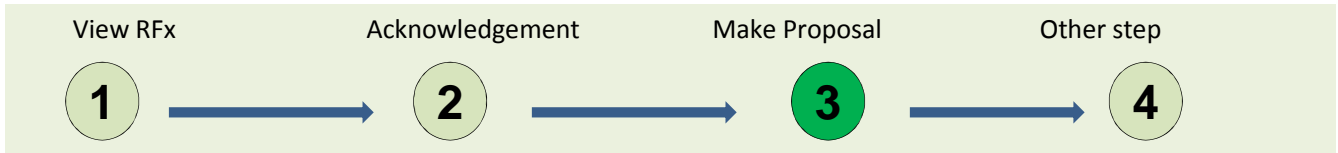
**EMS Grid**  
2 two tabs must be filled in (See latest page of this document)

Enter the response of your proposal in the quotation form (**white cells**).

**!** The seizing is ended ? Do not forget to save **1**



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**Option – Attach any additional document in your proposal**

The screenshot shows a sidebar with '2 Your proposal's Infos & Docs' and '3 Items'. The main area includes a 'Proposal synthesis' section with a text box containing: 'Dear Sagemcom, you will find our best offer' and 'Please, find below the presentation of our company'. Below this is an 'RFP Supplier Documents' section with a file upload area that says '(Please drop your files here)' and 'Click or Drag to add files'. A mouse cursor is hovering over the upload area. At the bottom, it says 'Acknowledged on 5/17/2016 at 3:45 PM'.

- 1) Write a comment for the purchaser (optionally)**
- 2) Optionally, Click on here to Upload a supplier document**  
**But not the grid !!!**

**3) Then click on « Save »**

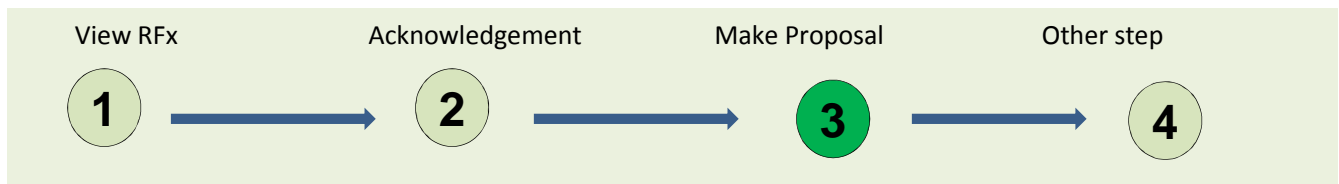
*After giving the intention of answering, you can exchange questions and answers at any time via DISCUSSION WITH BUYER and view them by clicking on the FORUM icône*

*Access at any time to the HISTORY of the selected RFx*

**Finalize your proposal and Submit it**



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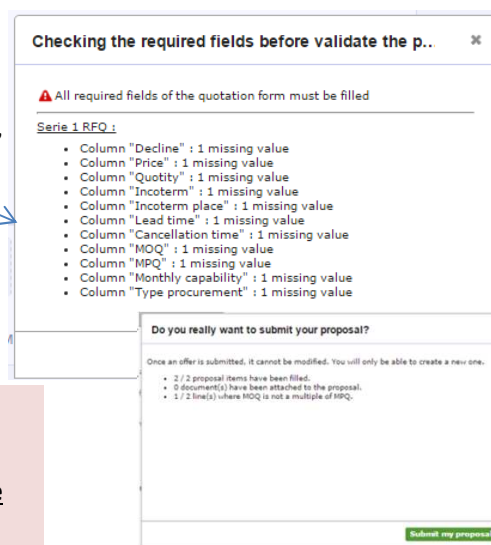
### Any trouble ?

E1 - When clicking on « Validate and Send my answer » green,  
For example you may have the following messages:

It means you've forgotten to fill in some cell.  
**All cells must be filled in (when « Decline=No »)**  
**Please, fill in and upload the grid again**

Note :

- MOQ **must be** a multiple of MPQ
- « Monthly capability » (AE) **must be** filled in (even with « N/A »)



E2 – Pay attention on currency selected versus currency of your grid when uploading your response. You have to select first currency (USD for example), download grid, fill in, upload it, then submit.

Then, you have to bid for another offer, select second currency (EUR for example), download grid with EUR target, fill in then upload it and submit

1) Choose currency (and click on "Save" after)

Currency : EUR

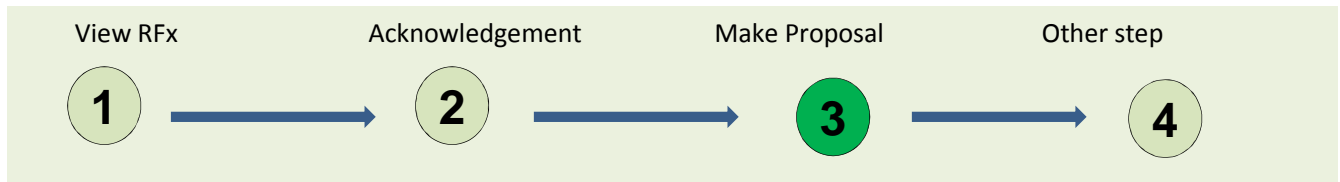
2) Download Quotation form and fill it careful

[Download in Excel 97-2003 format](#)



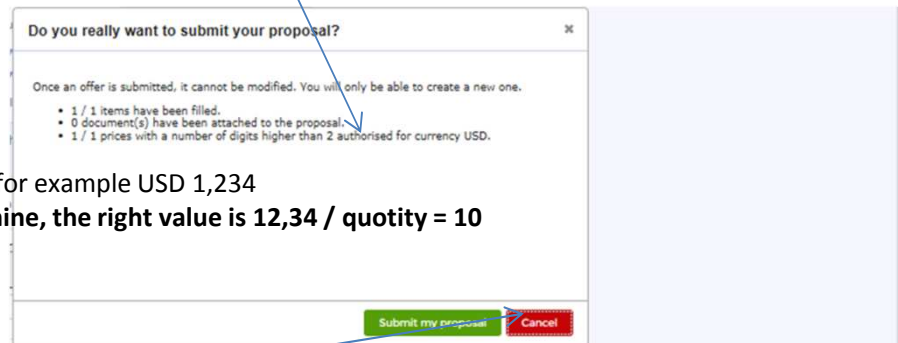
After the proposal is submitted, no modifications can be made on your proposal.  
Only a **new** proposal could be submitted according to the RFx duration time.

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### Any trouble ? *Number of digit higher than required*

E1 - When clicking on « Validate and Send my answer » green,  
For example you may have the following messages:



It means you've entered for example USD 1,234

**It is not allowed by machine, the right value is 12,34 / quantity = 10**

To correct the figures,

- 1) click on « Cancel » (Red)
- 2) Click on « Fix prices and quantities » (this will make the figures acceptable)
- 3) Then click again on « Validate & Send my answer »



Note :

- MOQ **must be** a multiple of MPQ
- « Monthly capability » (AE) **must be** filled in (even with « N/A »)



After the proposal is submitted, no modifications can be made on your proposal.  
Only a **new** proposal could be submitted according to the RFx duration time.

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### You have submitted your proposal?

- You can check by clicking on « RFX » tab:

Prop. progress	Sourcing process	Lot#	Round#	Round
Submitted	BPM000364	1	2	Spot du 17/05/2016

in (your local time)	End (your local time)	My bid	My rank	Best bid	Forum
/17/2016 5:05:28 PM	6/7/2016 5:05:28 PM	1,000.00 EUR	n.a.	n.a.	

You can exchange with Sagemcom (DISCUSSION with BUYER)

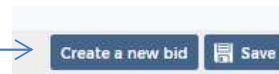
### And after?

- You may have to bid for a second response
  - For example first response is in EUR currency for Sagemcom Tunisia (4680)
  - Now you have to bid for USD response for Sagemcom subcontractor EMS (EMS3, or 1, 2, and so on) you must select
- You may also re-do your offer to bid with much good prices (select « cancel and replace » if you want this response cancel the previous one

### For bidding to a second (or more) response

- If you want to bid for a second offer (either to cancel the first one, or to add new prices, go to -Appendix 2

-Click on « Create a new bid »:



- Select « Replace existing proposal » if you want to cancel any previous offer
- Select « Alternate proposal » for another currency for example (recommended if you are not sure)

Name :

Answer type :  Alternate proposal  Replace existing proposal

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### APPENDIX 1 - Home page content

**Tip: if You get lost, click on « Sagemcom logo » on top. You'll return to home page**

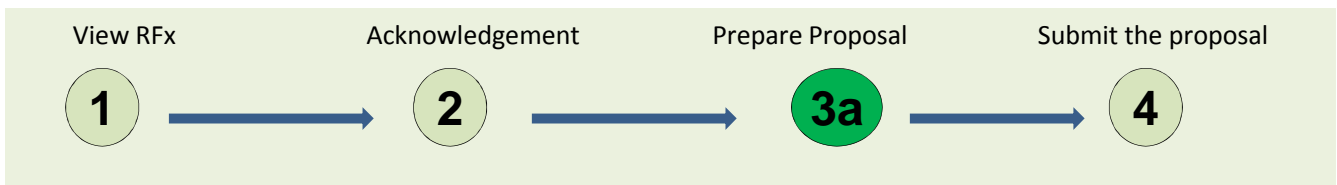
Prop Progress, status of supplier's response ● ● ●  
Sourcing process: Tender identification number,  
Lot/ Round: it indicates if it's an initial tender or a re-consultation,  
Rfx. status : by purchaser  
Remaining time of the Tender and the count-down to data input  
Begin and End of the Tender Prop. Status Tender processing status by « red light »:  
My bid: the amount proposed by the Supplier,  
My rank: not available  
Forum: access to the forum for discussion,

Prop. progress	Sourcing process	Lot#	Round#	Round	RFX status	Remaining time	Begin (your local time)	End (your local time)	My bid	My rank	Best bid	Forum
Submitted	BPM000364	1	2	Spot du 17/05/2016-English Doc	Open for bidding	20d 22h 53min 48s	5/17/2016 5:05:28 PM	6/7/2016 5:05:28 PM	1,000.00 EUR	n.a.	n.a.	
In progress	BPM000361	1	1	Série 1 Spot du 13/05/2016-statusAppro	Open for bidding	16d 20h 30min 37s	5/13/2016 2:42:11 PM	6/3/2016 2:42:11 PM	335.00 EUR	n.a.	n.a.	
In progress	BPM000359	1	1	Tests Couleur	Open for bidding	13d 22h 00min 44s	5/10/2016 4:12:18 PM	5/31/2016 4:12:18 PM		n.a.	n.a.	

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**APPENDIX 2 - How to bid for a tender on Sagemcom products (Série 2) with breakdown form ?**

The breakdown decomposition grid is a second grid that requests details for each line of product in the main Decomposition form.



Prepare Proposal – Download the breakdown quotation form

**1) Download the breakdown quotation form (breakdown prices) by click on**

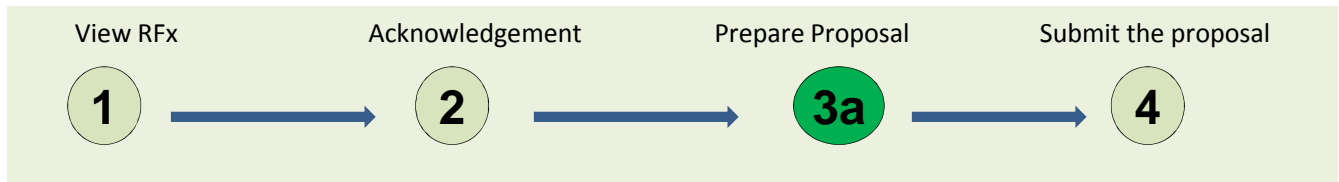
The « **xx-template- .xlsx** » file appears on the « Downloads » Internet Explorer files

**2) Then access to the breakdown quotation form file**

- 3) Fill in the breakdown quotation form**
- 4) Once this breakdown quotation form filled in, click on**

- 5) Once you have fill in each breakdown form of each product code of the main grid, Please, validate your offer and Submit it**

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### Prepare Proposal – Download the breakdown quotation form

5) After uploading the breakdown quotation form from your PC, BUYER displays the name of the uploaded file (Shielding\_template-example.xlsx example below)

Decline > ⓘ	Decomposition Form >	Price > ⓘ	Supplier Decomposition > ⓘ	Cu
<input checked="" type="radio"/> No * <input type="radio"/> Yes	Shielding_Template_20140912.xlsx		Documents ajoutés * FR - Shielding_Template_20140912example.xlsx	

**Note** : The breakdown quotation form is dedicated to the type of Sagemcom specific products (Série 2), it can be either:

1. **Shielding-template-x.xlsx** if it deals with metallic parts
  2. **Plastic Breakdown template-x.xlsx** if it deals with plastic parts
  3. **Plastic NRE template-x.xlsx** if it deals with plastic NRE
  4. **PCB template-x.xlsx** if it deals with PCB parts
- See an example of these template at the end of the documents (Appendix)

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## APPENDIX 3 - Details for Sagemcom product

1 Shield template enables Sagemcom to request for quotation for metal parts (Sagemcom plans)

SAGEMCOM P/N		
Supplier P/N		
Assembled ? / separated ?		
Description		
Supplier		
Incoterm		
Packaging		
Raw material (type, thickness...)		
Treatment		
Soft Tooling		
Stamping Tooling		
Tray Tooling		
T&R Tooling		
Total		
leadtime soft tooling		
Samples Cost		
Qty =		
Qty =		
leadtime samples		
MassProd Tooling		
Stamping Tooling		
Tray Tooling		
T&R Tooling		
Total		
Nb of pcs produced/day		
Nb of cavity		
lifetime of the tooling		
leadtime mass tooling manufacturing		
Leadtime initial samples		
Leadtime production		
Pricing		
Qty =		
Qty =		
Qty =		
MOQ		
Payment terms		
Volume/ year		
Turnover 1st Year		
Total cost of 1st Year		
Total cost of 1st Year Set		
REMARK		
TOTAL PRODUCT	-	€

2 NRE Plastic template

Désignation Pièce	
Nombre d'empreintes	
Prix moule uniquement	
version	
Transport Avion	
Métrologie	
Mouliste	
Bloc chaud	
Grainage	
Matière d'essai, essai et transport (pcs et matière)	
Main de préhension	
Frais de suivi	
Garantie outillage	
T1 (FOT) - date	
T2 (mise au point et essais Asie) date	
EI (Chine) date	
Commentaires	
<b>TOTAL</b>	

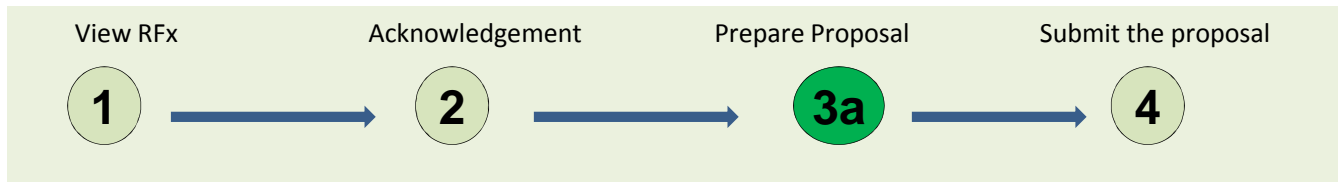
3 PCB Template

Projet Name	P/N PCB	Total Qty Forecast 2014	PCB Type (Compliant to Technical Specification sagemcom 83000009-6)	Panel width (mm)	Panel lenght (mm)	Single PCB Surface (dm2)	boards per panel	Thickness	Layers	Finishing

Supplier name
Answer date
part designation
sagemcom reference
annual quantity
batch
molding
number of cavity
injection machine size
Cycle time
Rough part/hour (rate)
efficiency
net part/hour (rate)
injection machine cost / hour \$
number of operator
operator cost / hour \$
total molding
assembly - decoration
number of part / hour
machine cost / hour \$
assembly - decoration
number of part / hour
machine cost / hour \$
total assbly

4 Plastic Decomposition

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### Prepare Proposal – Process EMS – Fill in the grid

1) The EMS supplier MUST fill in two tabs:

- First one for data about global product (4 red cells : Incoterm/Incoterm-place/LeadTime/Cancellation time)
- Second one for prices about BOM



2) The EMS supplier MUST fill in two tabs:

- Second tab for prices about components in BOM must be filled in according to page 8 of this guide
- Mandatory information is « red » column:
  - Decline : « No » if you can price the product
  - Price
  - Quotity
  - Incoterm / Incoterm place
  - Lead time / Cancellation time / MOQ / MPQ