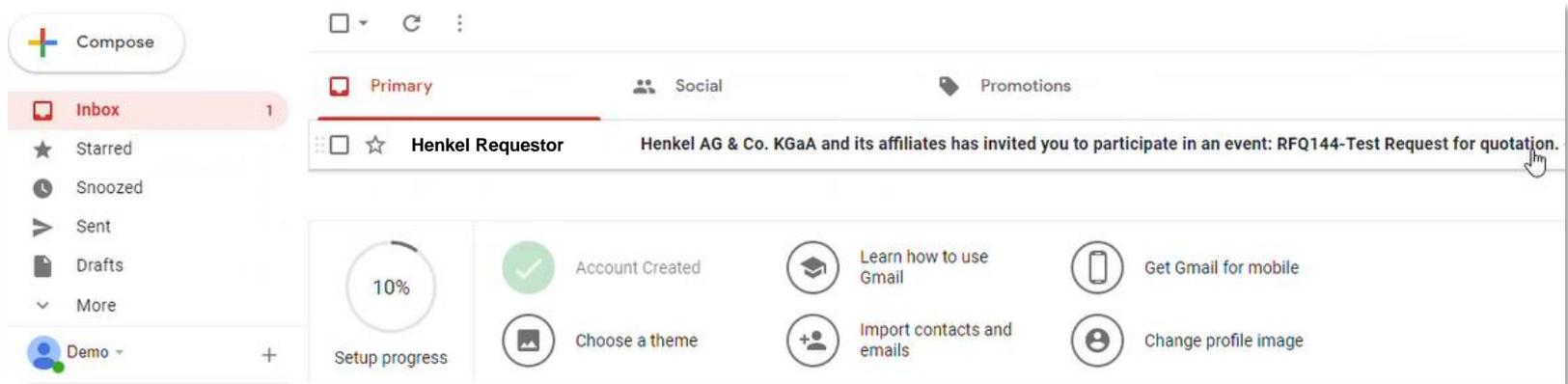


EMAIL QUOTATION REQUEST

Training Material for Suppliers

▶ EMAIL QUOTATION REQUEST INSTRUCTIONS

- You will receive an email notification from Henkel requester (email sample below).
- Open the incoming Request for Quotation in your email account.



▶ EMAIL QUOTATION INSTRUCTIONS

The email contains following important information:

1. Title of the request
2. Requesters email address
3. Deadline for quote creation
4. Currency in which the quote must be created
5. Commodity code
6. Unit of measure
7. Additional details and description from requester
8. Quantity requested

Henkel

RFQ1073-NAME OF THE REQUEST 1

Please review this RFP or RFI and submit your response by email or by visiting the event page.
For any questions, contact ariba.procure.global@henkel.com 2

[Email response](#) [Decline](#) [See event](#)

 Event ends Friday, July 24, 2020 at 2:59 PM, Pacific Daylight Time 3

Bidding start date
Friday, July 17, 2020 at 2:05 AM, Pacific Daylight Time

Region Slovakia Commodity CLOTHING

Currency EUR 4

Items for pricing

Safety clothing 5

Safety clothing: Personal Protective Equipment

If required, attach a supporting file to your response(max 1 file upto 10MB).If you are creating the quote via email,please note any text field can contain only upto 50 characters.

Unit of measure (UoM) each 6

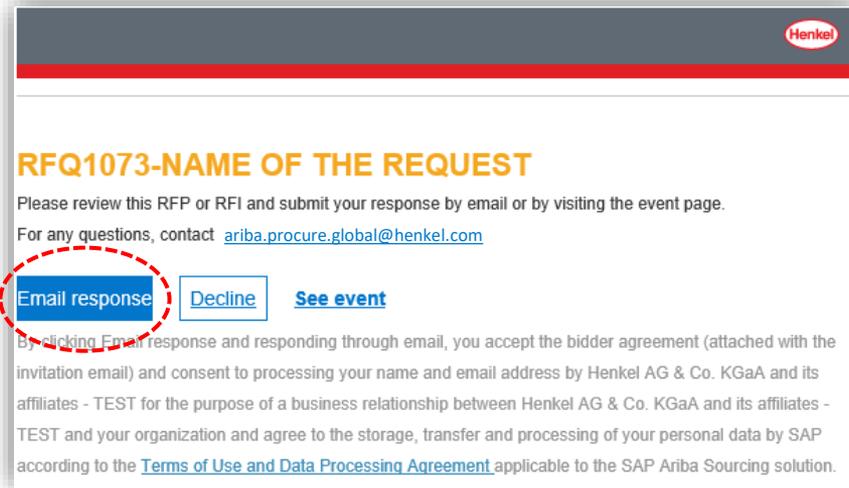
Specifications Additional details from requester 7

Quantity requested 2 8

Henkel

▶ EMAIL QUOTATION REQUEST INSTRUCTIONS

- Always click on the „**Email response**“ button in opened message. Once clicked, a new email window will pop-out.



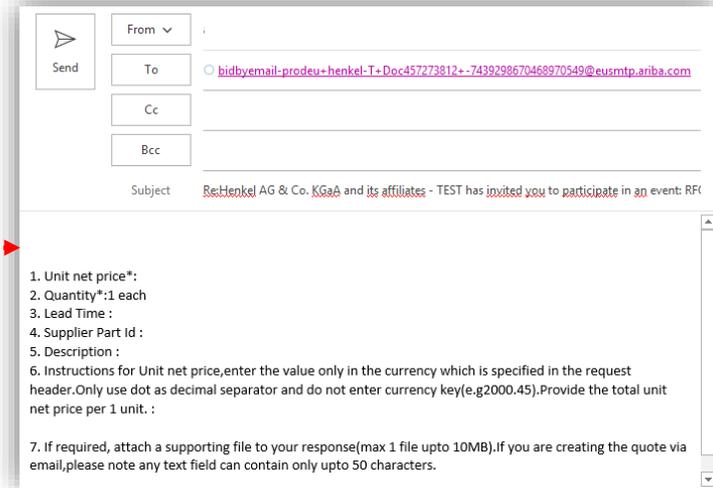
Henkel

RFQ1073-NAME OF THE REQUEST

Please review this RFP or RFI and submit your response by email or by visiting the event page.
For any questions, contact ariba.procure.global@henkel.com

Email response Decline See event

By clicking Email response and responding through email, you accept the bidder agreement (attached with the invitation email) and consent to processing your name and email address by Henkel AG & Co. KGaA and its affiliates - TEST for the purpose of a business relationship between Henkel AG & Co. KGaA and its affiliates - TEST and your organization and agree to the storage, transfer and processing of your personal data by SAP according to the [Terms of Use and Data Processing Agreement](#) applicable to the SAP Ariba Sourcing solution.



Send

From

To bidbyemail-prodev+henkel-T+Dor457273812+-7439298670468970549@eusmtp.ariba.com

Cc

Bcc

Subject **Re:Henkel AG & Co. KGaA and its affiliates - TEST has invited you to participate in an event: RFQ**

1. Unit net price*:
2. Quantity*:1 each
3. Lead Time :
4. Supplier Part Id :
5. Description :
6. Instructions for Unit net price,enter the value only in the currency which is specified in the request header.Only use dot as decimal separator and do not enter currency key(e.g2000.45).Provide the total unit net price per 1 unit. :
7. If required, attach a supporting file to your response(max 1 file upto 10MB).If you are creating the quote via email,please note any text field can contain only upto 50 characters.

▶ EMAIL QUOTATION REQUEST INSTRUCTIONS

Send

From ▾

To [bidbyemail-prodeu+henkel-T+Doc457273812+-7439298](#)

Cc

Bcc

Subject [Re:Henkel AG & Co. KGaA and its affiliates - TEST has invit](#)

1. Unit net price*:
2. Quantity*:1 each
3. Lead Time :
4. Supplier Part Id :
5. Description :
6. Instructions for Unit net price,enter the value only in the currency which is specified in the request header.Only use dot as decimal separator and do not enter currency key(e.g2000.45).Provide the total unit net price per 1 unit. :
7. If required, attach a supporting file to your response(max 1 file upto 10MB).If you are creating the quote via email,please note any text field can contain only upto 50 characters.

Fill in 5 mandatory details to successfully create the quote.
Please carefully read the instructions.

✓ 1. UNIT NET PRICE

Enter total price per 1 unit; including shipment costs if any. Use only a dot as decimal separator and do not enter the currency key (enter for example „2000.45“).

✓ 2. QUANTITY

Enter the quantity. Final total price will be calculated automatically by multiplying unit net price & quantity.

✓ 3. LEAD TIME

Enter lead time in numeric format only. „5“ will be reflected as lead time of 5 days.

✓ 4. SUPPLIER PART ID

✓ 5. **DESCRIPTION** (max 50 characters)

✓ 6. & 7. are only repeated instructions, no need to enter anything.

After providing the quote details, click **SEND** to submit your response. You will receive an email notification confirming your successful bidding.

▶ EMAIL QUOTATION REQUEST INSTRUCTIONS

- Pay attention to the following:
 - **Attachments added to the request by Henkel users are not transferred** within the initial email you receive. In case an attachment was added it is indicated in the field „Requirement“ as „**Additional information**“. Please reach out to the requester via email to obtain the attachment.
 - Attachment which you add to your response email is transferred to the Henkel requester, so we encourage you to attach an additional document whenever required.
 - A quote response can be sent just once. In case of correction needs, Henkel requester has to create a new request.
 - A quote can be created only until the set deadline. Afterwards only a new request from Henkel has to be created.
 - In case you „Reply“ to the received email, the recipient will be automatically set to the Henkel requesters email address.
 - Please do not use the „See event“ button to sign up to the Ariba Network without upfront alignment with Henkel.

Items for pricing

Safety clothing

Safety clothing: Personal Protective Equipment

If required, attach a supporting file to your response (max. 10 MB). When creating the quote via email, please note any text field characters.

Unit of measure (UoM)	each
Specifications	Additional details from requester
Quantity requested	2
Requirement	Additional information



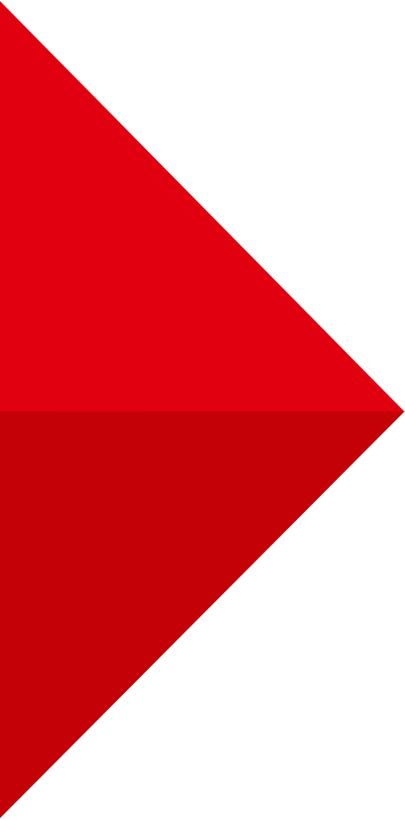
RFQ1073-NAME OF THE REQUEST

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By clicking Email response and responding through email, you accept the bidder agreement (attached with the invitation email) and consent to processing your name and email address by Henkel AG & Co. KGaA and its affiliates - TEST for the purpose of a business relationship between Henkel AG & Co. KGaA and its affiliates - TEST and your organization and agree to the storage, transfer and processing of your personal data by SAP according to the [Terms of Use and Data Processing Agreement](#) applicable to the SAP Ariba Sourcing solution.

▶ Q&A – WHAT ARE YOUR OPEN QUESTIONS?





NEED HELP? SEND US AN EMAIL AT:

ARIBA PROCURE GLOBAL
ARIBA.PROCURE.GLOBAL@HENKEL.COM

THANK YOU

