

User guide for the RFQ-process

Supplier



Updated: 2011-12-12

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1. General Guidelines

Some general guidelines to bear in mind:

Finished button = Return to previous page without saving changes

Submit button = Save changes (some information may be locked for editing after submitting)

2. Respond to RFQ

Path: RFQ/RFI -> View RFQs



To view general information and conditions for the RFQ, click on the RFQ name.

Solicited RFQ's

Company	RFQ Name	Distributed On	Responses Required By	Status	Actions
Stora Enso Logistics	DELBC to Italy	8/12/2011	8/30/2011	Not Started	work on response / submit response / decline



You will be directed to the **RFQ Process Instructions** screen where you find information about potential accessorial schedules (extra costs) or fuel surcharge schedules tied to the RFQ.

This screen also holds instructions from the Shipper as well as general terms.

RFQ Process Instructions

RFQ Summary			
RFQ Name	DELBC to Italy	Status	Not Started
RFQ Type	Road	Classification Type	Solicited
Distribute this RFQ on	8/12/2011	Responses required by	8/30/2011
Rates become effective	10/1/2011	Rates expire on	9/30/2012
Accessorial Schedule	Standard Road	Fuel Surcharge Schedule	FUEL FLOATER CONT

RFQ Instructions & Requirements	
Instructions for response	Please separate basic rate and road tax.
Condition for co-operation	Approved RFI documents.

RFQ Terms		
Term	Terms Code	Text
Invoice		
Payment days net	45	
Advantage Calculation		
Roundings		
Transport/Delivery		
Minimum Load Factor		
Loading Terms		
Unloading Terms		

Press *Go Back* to return to the **Solicited RFQ's** screen.

To start working on the RFQ, please click on *work on response*.

Solicited RFQ's

[Unsolicited RFQ's](#)

Company	RFQ Name	Distributed On	Responses Required By	Status	Actions
StoraEnso	DELBC to Italy	2010-10-26	2010-11-10	Not Started	work on response / submit response / decline

NB! Please do not press *submit response* at this stage as it means that you send the RFQ response to Stora Enso. When you have sent the response it cannot be edited.

2.1 Copy responses from a previous RFQ

Respond to RFQ

RFQ Summary	
RFQ Name: DELBC to Italy	Status: Not Started
RFQ Type: Road	Classification Type: Solicited
Distribute this RFQ on: 2010-10-26	Responses required by: 2010-11-10
Rates become effective: 2011-01-01	Rates expire on: 2011-12-31

Origin	Destination	Lane/Equipment	Commodity Details	Est. Volume	Subject of Sales Allocated volume	Current Response	Action
DELBC	IT01	Paperliner	Paper	100 Tons monthly	Pending		respond
DELBC	IT02	Paperliner	Paper	50 Tons monthly	Pending		respond

Copy Responses from Another RFQ

Import RFQ Responses

Download Data CSV

Download Data XLS

Finished

To re-use the responses from a previous RFQ, click on *Copy responses from Another RFQ*. This allows you to use the responses from an old RFQ as a basis for your response.

2.2 Manually respond to RFQ

You can quote on an RFQ either by responding manually on screen or by downloading a response template which you save on your computer, fill in and then import to the system.

If there are only a few lanes in the RFQ, you can process them manually by clicking on the blue link *respond* under heading "Action".

Origin	Destination	Lane/Equipment	Commodity Details	Est. Volume	Subject of Sales Allocated volume	Current Response	Action
DELBC	IT01	Paperliner	Paper	100 Tons monthly	Pending		respond

This will take you to the "Respond to Lane on RFQ" screen.

2.2.1 Flat rates

For Road RFQs, rate type "Flat" means FTL or lump sum quote for a certain weight break, (e.g. 300 EUR for a load of 10-15 tonnes).

In below example, the supplier has inserted 500 EUR as a "Basic rate" and 20 EUR as "Road Tax". The system automatically sums this up in the "Total Rate (EUR)" field, which is the full truck load quote.

Lane/Equipment	Paperliner <input data-bbox="566 638 590 660" type="button" value="+"/>
Est. Volume	1000 Metric Tonnes(40 Loads) @ 25000 Kg/Load monthly
Hide Lane Details	
Commodity	Paper
Value of Load (EUR)	0
Special Equipment Required	
Special Services Required	
Other Notes	
Fuel Surcharge Schedule	
Accessorial Schedule	
Documents to Review	
Rate	Please Split out costs as follows:
Basic Rate	500
Road Tax	20
Total Rate (EUR)	520
Rate Type	Flat <input type="button" value="v"/>
Minimum Charge (EUR)	
Minimum Weight (Kg)	
Maximum Weight (Kg)	
Days in Transit	
Minimum volume	<input type="text"/> Metric Tonnes
Maximum commitment	<input type="text"/> Metric Tonnes
Comments	



If you like you can state days in transit, minimum volume, minimum commitment and some comments.

Press *Submit & Return* to save changes and return to the lane list. Repeat the procedure for all lanes. You also have the opportunity to *Decline Lane*.

2.2.2 Weight break rates

Shipper steered weight breaks

Shipper can include weight breaks in the lanes you are asked to provide quotes for. Please select appropriate *Rate Type* for each weight breaks, e.g. *Flat* for FTL quotes and *Per Ton*.

Quote on this Lane Offer		
Lane/Equipment	Paperliner	
Est. Volume	1000 Metric Tonnes(40 Loads) @ 25000 Kg/Load monthly	
Hide Lane Details		
Commodity	Paper	
Value of Load (EUR)	0	
Special Equipment Required		
Special Services Required		
Other Notes		
Fuel Surcharge Schedule		
Accessorial Schedule		
Documents to Review		
Rate	Please Split out costs as follows:	
Basic Rate		
Road Tax		
Total Rate (EUR)		
Rate Type	Flat	Flat
Minimum Charge (EUR)		
Minimum Weight (Kg)	0	10001
Maximum Weight (Kg)	10000	15000
Days in Transit		
Minimum volume		

In above example the *Minimum Weight (Kg)* and *Maximum Weight (Kg)* are greyed out which means that Shipper does not allow you to alter the weight breaks. If these fields are white, suppliers are allowed to edit the weight breaks, thus adjust the weight ranges.



In below example, the **Minimum Weight (Kg)** and **Maximum Weight (Kg)** are not greyed out which means that the supplier can edit the weight breaks.

Lane/Equipment	Paperliner <input type="button" value="+"/> <input type="button" value="-"/>	Paperliner <input type="button" value="-"/>	Paperliner <input type="button" value="-"/>
Est. Volume	30 000 Metric Tonnes(1 000 Loads) @ 30 000 Kg/Load monthly		
Hide Lane Details			
Commodity	Paper		
Value of Load (EUR)	0		
Special Equipment Required			
Special Services Required			
Other Notes			
Fuel Surcharge Schedule			
Accessorial Schedule			
Documents to Review			
Rate	Please Split out costs as follows:		
Basic Rate	35,00	30,00	480
Road Tax			
Total Rate (EUR)	35,00	30,00	480
Rate Type	Per Metric Tonne <input type="button" value="v"/>	Per Metric Tonne <input type="button" value="v"/>	Flat <input type="button" value="v"/>
Minimum Charge (EUR)			
Minimum Weight (Kg)	0	10 001	15 001
Maximum Weight (Kg)	10 000	15 000	25 000
Days in Transit			

Supplier steered weight breaks

Shipper can allow supplier to include optional weight breaks in the RFQ response. If there is a plus sign next to the Lane/Equipment, the Supplier is allowed to include weight break quotes.

Lane/Equipment	Paperliner <input data-bbox="614 481 662 526" type="button" value="+"/>
Est. Volume	1000 Metric Tonnes(40 Loads) @ 25000 Kg/Load monthly
Hide Lane Details	
Commodity	Paper
Value of Load (EUR)	0
Special Equipment Required	
Special Services Required	
Other Notes	
Fuel Surcharge Schedule	
Accessorial Schedule	
Documents to Review	
Rate	Please Split out costs as follows:
Basic Rate	560.00
Road Tax	
Total Rate (EUR)	560.00
Rate Type	Flat <input type="button" value="v"/>
Minimum Charge (EUR)	
Minimum Weight (Kg)	0
Maximum Weight (Kg)	10000
Days in Transit	
Minimum volume	<input type="text"/> Metric Tonnes
Maximum commitment	<input type="text"/> Metric Tonnes
Comments	
<input type="button" value="Decline Lane"/>	

State "Basic Rate" ("Road Tax" if needed), "Rate Type" as well as "Minimum Weight (kg)" and "Maximum Weight (kg)" followed by *Save changes*.

Add selected number of weight breaks by clicking on the plus sign,

Modify rates and weight breaks. Continue by filling in *Minimum volume* and *Maximum commitment*. The time period and the unit of measure have the same unit of measure as the *Estimated volume* (in above example "tons monthly")

Press *Submit & Return*.



2.3 Upload responses to RFQ

By pressing *Download Data XLS* in the "Respond to RFQ" screen you can download a sample template and enter the quotes directly in the spreadsheet. This option is recommended if the RFQ contains multiple lanes as it offers you a faster way of quoting than on screen.

After you have saved the file on your computer and filled in the data, you upload it by using the *Import RFQ Responses*. Choose Excel format and press *Browse* followed by *Send File*.

Below please find some instruction for filling in the template spreadsheet.

Following columns can be used by the Supplier:

- CC A. Basic Rate
- CC B. Road Tax
- Rate
- Rate Type
- Days In Transit
- Min Charge
- Min Volume
- Max Commit
- Carrier Notes
- Decline Flag

If Shipper has allowed the Supplier to include or alter weight breaks, also following columns can be edited:

- Min Weight
- Max Weight

To decline lanes:

Please fill in "No" in column "Decline Flag" for all lanes where you wish to submit a rate. For all lanes you wish to decline, please fill in "Yes". For all declined lanes, also leave "CC Basic Rate", "CC Road Tax", "Rate" and "Rate Type" columns blank.

A tip before getting started:

If you are using the file uploading alternative for the first time, it is recommended to respond to one lane on screen first and then download the template. In this way the response for the first lane will be pre-filled for you in the template and thus can be used as a master lane when filling in the rest of the lanes.

2.3.1 Flat rates

Below screen shot shows an example of the template file for rate uploading. The Supplier has filled in CC A. Basic Rate and CC B. Road Tax and these have been auto-summed in column Rate. Furthermore, Supplier has selected Rate Type flat by using the drop-down menu.

When the Supplier has finished filling in the rates, the file is saved on the computer and imported to the system by

D	E	F	J	K	L	M	N	O
From Named Point	To Named Point Country	To Named Point	Est. Weight	CC A. Basic Rate	CC B. Road Tax	Rate	Rate Type	Days In Transit
BELANM	Poland	PL02	24000	560	20		Flat	
BELANM	Poland	PL03	24000					
BELANM	Poland	PL04	24000					
BELANM	Poland	PL05	24000					
BELANM	Poland	PL06	24000					
BELANM	Poland	PL07	24000					
BELANM	Poland	PL08	24000					
BELANM	Poland	PL09	24000					
BELANM	Poland	PL10	24000					

After you have entered the data in the Excel file, save it on your computer and return to the Upload RFQ Responses screen (Path: RFQ/RFI -> View RFQs -> work on response -> Import RFQ responses)

To upload the RFQ response file select Excel format followed by *Browse* to pick up the file from your computer and then press *Send File*.

Upload RFQ Responses

Use this feature to automate the entry of RFQ Responses. After downloading the RFQ information from the Respond to RFQ page, use your spreadsheet program (Microsoft Excel or any spreadsheet that supports CSV file formats) to enter your responses for each lane. When all of your responses are entered, save the file in CSV format, and then upload the file from this page. Simply click the Browse button, find the file on your hard drive or network, and click Send File. Your responses will then be uploaded and applied to this RFQ.

Please select the upload format you wish to use:


CSV Excel

Responses for RFQ: DELBC to Italy - Stora Enso Logistics

XLS File Name: U:\Testing 6.7\Terminal Agreeemer

Download a [sample CSV template](#) of an approved .csv file format if you need to refer to our standards.
 Download a [sample Excel template](#) of an approved .xls file format if you need to refer to our standards.

The system will inform you if the file was successfully uploaded.



LOGOUT MY PROFILE HELP

Planning

ENABLING TRANSPORTATION LEADERSHIP

RFQ/RFI
ANALYZE
SETUP

Upload RFQ Responses

Responses for RFQ: DELBC to Italy - Stora Enso Logistics

Batch Id: 081807023637166121

XLS File Name: DELBC to Italy_Rate Upload 2.xls

Status: Your file was successfully uploaded and processed.
[Click Here](#) Responses List

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Click on *Click Here* to view the uploaded rates.

Respond to RFQ

RFQ Summary

RFQ Name DELBC to Italy	Status 100% Complete
RFQ Type Road	Classification Type Solicited
Distribute this RFQ on 2011-08-12	Responses required by 2011-08-30
Rates become effective 2011-10-01	Rates expire on 2012-09-30
Accessorial Schedule Standard Road	Fuel Surcharge Schedule FUEL FLOATER CONT

Origin	Destination	Lane/Equipment	Commodity Details	Est. Volume	Subject of Sales Allocated volume	Current Response	Action
DELBC	DE12	Paperliner	Paper	30 000 Metric Tonnes (1 000 Loads) @ 30 000 Kg/Load monthly	Pending	200.00EUR/flat	respond

Select

Origin

Destination

Copy Responses from Another RFQ
Import RFQ Responses

Download Data XLS
Finished

2.3.2 Shipper steered weight break rates

Below please find an example of a template where the Shipper has not allowed the Supplier to edit the weight breaks (first four rows) as these are greyed out. However, for the second lane (last four rows) the weight breaks have not been greyed out which means that they can be altered by the Supplier.

J	K	L	M	N	O	P	Q	R
Est. Weight	CC Basic Rate	CC Road Tax	Rate	Rate Type	Min Weight	Max Weight	Days In Transit	Min Char
25000	35		40	Per Metric Tonne	0	10000		
25000	25		30	Per Metric Tonne	10001	15000		
25000	20		25	Per Metric Tonne	15001	20000		
25000	400		400	Flat	20001	25000		
25000					0	10000		
25000					10001	15000		
25000					15001	20000		
25000					20001	25000		

State "CC Basic Rate" and if needed "CC Road Tax" as well as "Rate Type". The file will automatically sum up the "Rate" field.

After you have entered the data in the spreadsheet you upload it by pressing *Import RFQ Responses* in the "Response to RFQ" screen. Choose Excel format and press *Browse* followed by *Send File*.

2.3.3 Supplier steered weight break rates

The Shipper could allow the Supplier to include weight breaks in the response, although no weight breaks have been set by Shipper. To check if the Supplier is allowed to use weight breaks, check if the file has the columns "Min Weight" and "Max Weight".

To insert weight breaks in the sample template, simply insert rows in the file to create desired weight breaks. Copy the row and insert it below and repeat this until you have a desired number of weight breaks.

Thereafter you state "Min. Weight" and "Max weight" for each row as well as the rates.

J	K	L	M	N	O	P	Q
Est. Weight	CC A. Basic Rate	CC B. Road Tax	Rate	Rate Type	Min Weight	Max Weight	Days In Transit
25000							



It is recommended to copy the whole row to not miss any data when creating weight breaks.
For instance the RFQ Lane Id needs to be identical for all weight breaks in one lane.

Rate Upload template (continue)

W	X	Y	Z	AA	AB	AC	AD	AE	AF
Equipment Types	Special Equipment	Special Services	Shipper Notes	From Named Point Type point	To Named Point Type 3 Digit Postal Code	Distance	Rfq Lane Id 0 33387	Accessorial Schedule	Fuel Schedule

After you have entered the data in the Excel file, save it on your computer and return to the Upload RFQ Responses screen (Path: RFQ/RFI -> View RFQs -> work on response -> Import RFQ responses)

To upload the RFQ response file select Excel format followed by *Browse* to pick up the file from your computer and then press *Send File*.

Upload RFQ Responses

Use this feature to automate the entry of RFQ Responses. After downloading the RFQ information from the Respond to RFQ page, use your spreadsheet program (Microsoft Excel or any spreadsheet that supports CSV file formats) to enter your responses for each lane. When all of your responses are entered, save the file in CSV format, and then upload the file from this page. Simply click the Browse button, find the file on your hard drive or network, and click Send File. Your responses will then be uploaded and applied to this RFQ.

Please select the upload format you wish to use:


CSV Excel

Responses for RFQ: DELBC to Italy - Stora Enso Logistics

XLS File Name: U:\Testing 6.7\Terminal Agreementer

Download a [sample CSV template](#) of an approved .csv file format if you need to refer to our standards.
Download a [sample Excel template](#) of an approved .xls file format if you need to refer to our standards.

The system will inform you if the file was successfully uploaded.



LOGOUT MY PROFILE HELP

Planning

ENABLING TRANSPORTATION LEADERSHIP

RFQ/RFI
ANALYZE
SETUP

Upload RFQ Responses

Responses for RFQ: **DELBC to Italy - Stora Enso Logistics**

Batch Id: **081807023637166121**

XLS File Name: **DELBC to Italy_Rate Upload 2.xls**

Status: **Your file was successfully uploaded and processed.**
[Click Here](#) Responses List

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Click on *Click Here* to view the uploaded rates.

Respond to RFQ

RFQ Summary

RFQ Name DELBC to Italy	Status 100% Complete
RFQ Type Road	Classification Type Solicited
Distribute this RFQ on 2011-08-12	Responses required by 2011-08-30
Rates become effective 2011-10-01	Rates expire on 2012-09-30
Accessorial Schedule Standard Road	Fuel Surcharge Schedule FUEL FLOATER CONT

Origin	Destination	Lane/Equipment	Commodity Details	Est. Volume	Subject of Sales Allocated volume	Current Response	Action
DELBC	DE12	Paperliner	Paper	30 000 Metric Tonnes (1 000 Loads) @ 30 000 Kg/Load monthly	Pending	200.00EUR/flat	respond

Select

Origin

Destination

Copy Responses from Another RFQ

Import RFQ Responses

Download Data XLS

Finished

3. Submit response

When you have worked on the response, thus submitted the rates on screen or uploaded them by means of the Excel file you need to submit the response. The rates will be available for Stora Enso and you can no longer edit them.

Respond to RFQ

RFQ Summary

RFQ Name: DELBC to Italy	Status: 100% Complete
RFQ Type: Road	Classification Type: Solicited
Distribute this RFQ on: 2010-10-26	Responses required by: 2010-11-10
Rates become effective: 2011-01-01	Rates expire on: 2011-12-31

Origin	Destination	Lane/Equipment	Commodity Details	Est. Volume	Subject of Sales Allocated volume	Current Response	Action
DELBC	IT01	Paperliner	Paper	100 Tons monthly	Pending	20.00 EUR/Tonne	respond
DELBC	IT02	Paperliner	Paper	50 Tons monthly	Pending	550.00 EUR/flat	respond

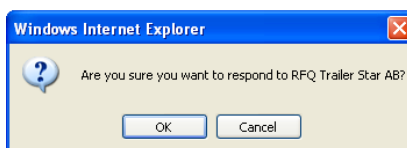
Select
Origin <input type="text"/>
Destination <input type="text"/>
<input type="button" value="Go"/>

<input type="button" value="Copy Responses from Another RFQ"/>	<input type="button" value="Import RFQ Responses"/>	
<input type="button" value="Download Data CSV"/>	<input type="button" value="Download Data XLS"/>	<input type="button" value="Finished"/>

Click on *Finished* to return to the main screen.

StoraEnso [DELBC to Italy](#) 2010-10-26 2010-11-10 100% Complete [work on response](#) / [submit response](#) / [decline](#)

Click on the link *submit response* to send the response to Stora Enso.



A pop-up window asking for your confirmation will appear. Click *OK* if you wish to send your response, otherwise click *Cancel*. NB! Once you have submitted your response, you cannot edit it unless Stora Enso re-opens the RFQ.

StoraEnso [DELBC to Italy](#) 2010-10-26 2010-11-10 Response Submitted [View Responses](#)

The status will change to *Response Submitted*. Please await Stora Enso's response.

If you have activated the notifications in öMy Profileö (upper right hand side corner of the screen), you will receive an e-mail when Stora Enso has pre-published awards for the RFQ.

4. RFQ re-opened

After you have submitted your response, Stora Enso could re-open the RFQ and you will be asked to review your response, adjust it if you like and submit it again.

It can be that Stora Enso has re-opened the entire RFQ, or only selected lanes. If only selected lanes have been re-opened, the other lanes will be locked for you to edit.

If you have activated the notifications in öMy Profileö you will receive following e-mail when an RFQ has been re-opened:

You are receiving this message because you have chosen to be notified of RFQ activity on [CarrierPoint](#). The following RFQs have been distributed or changed since the last e-mail you received:

Stora Enso Logistics has created or altered a CarrierPoint RFQ that needs your attention. To view the RFQ, click on the RFQ name hyperlink below:

RFQ Name: [DELBC to BE](#)

Activity: RFQ has been re-opened for your further review and must be re-submitted by 11/20/2010

Message: Please update rates.

5. Approve nominated volumes

When Stora Enso has awarded volumes they will pre-publish the awards which you should approve or reject. If you have activated the notifications in öMy Profileö, you will receive an e-mail when Stora Enso has pre-published the awards.

When Stora Enso has awarded volumes they will pre-publish the awards which you should approve or reject.

Path: RFQ/RFI -> View RFQs

StoraEnso	DELBC to Italy	2010-10-26	2010-10-28	Award Needs Approval	View Responses
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Click on link *View Responses*.

Respond to RFQ

This RFQ has been submitted already, so responses cannot be changed.

RFQ Summary	
RFQ Name: DELBC to Italy	Status: Award Needs Approval
RFQ Type: Road	Classification Type: Solicited
Distribute this RFQ on: 10/26/2010	Responses required by: 10/28/2010
Rates become effective: 1/1/2011	Rates expire on: 12/31/2011

Origin	Destination	Lane/Equipment	Commodity Details	Est. Volume	Subject of Sales Allocated volume	Current Response	Action
DELBC	IT01	Paperliner	Paper	100 Tons monthly	* 100 Pending	500.00 EUR/flat	
DELBC	IT02	Paperliner	Paper	50 Tons monthly	* 50 Pending	550.00 EUR/flat	

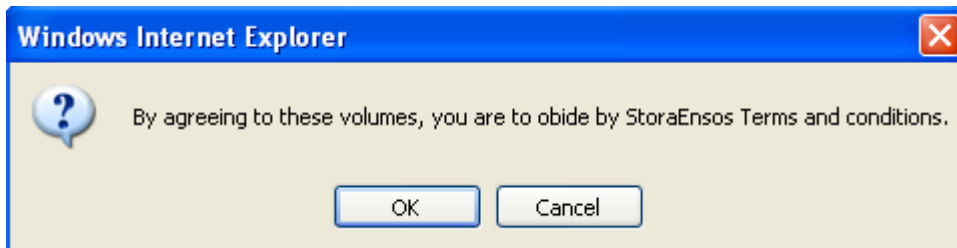
Select

Origin

Destination

In this screen you can see the allocated volume. In above example, the carrier was awarded 100% of the estimated volume for this lane (100 tons for DELBC-IT01 and 50 tons for DELBC-IT02).

To allow Stora Enso to create an agreement from the agreed rates and nominated volumes, please click on *Confirm Agreement*. A pop-up window will appear, click *OK* to proceed.



Origin	Destination	Lane/Equipment	Commodity Details	Est. Volume	Subject of Sales Allocated volume	Current Response	Action
DELBC	IT01	Paperliner	Paper	100 Tons monthly	* 100 Approved	500.00 EUR/flat	
DELBC	IT02	Paperliner	Paper	50 Tons monthly	* 50 Approved	550.00 EUR/flat	

When you have confirmed the agreement, *Approved* will appear under the allocated volume.

You can [Download Data XLS](#) to save a copy of the agreed rates.

If you were not nominated any volumes the [Subject of Sales Allocated volume](#) be empty.

Respond to RFQ

This RFQ has been submitted already, so responses cannot be changed.

RFQ Summary	
RFQ Name: DELBC to Italy	Status: Award Needs Approval
RFQ Type: Road	Classification Type: Solicited
Distribute this RFQ on: 2010-10-26	Responses required by: 2010-10-28
Rates become effective: 2011-01-01	Rates expire on: 2011-12-31

Origin	Destination	Lane/Equipment	Commodity Details	Est. Volume	Subject of Sales Allocated volume	Current Response	Action
DELBC	IT01	Paperliner	Paper	100 Tons monthly	Pending	520.00 EUR/flat	
DELBC	IT02	Paperliner	Paper	50 Tons monthly	Pending	560.00 EUR/flat	

Select

Origin

Destination

6. Reject nominated volumes

If you wish to reject the agreement, click on *Reject Agreement*.

RFQ Summary						
RFQ Name: DELBC to Italy			Status: Award Needs Approval			
RFQ Type: Road			Classification Type: Solicited			
Distribute this RFQ on: 2010-10-26			Responses required by: 2010-10-28			
Rates become effective: 2011-01-01			Rates expire on: 2011-12-31			

Origin	Destination	Lane/Equipment	Commodity Details	Est. Volume	Subject of Sales Allocated volume	Current Response	Action
DELBC	IT01	Paperliner	Paper	100 Tons monthly	* 100 Rejected	500.00 EUR/flat	
DELBC	IT02	Paperliner	Paper	50 Tons monthly	* 50 Rejected	550.00 EUR/flat	

Select

Origin

Destination

When you have rejected the agreement, "Rejected" will appear under the allocated volume.

When you have approved or rejected the nominated volumes, please press *Finished*.

Please press "Finished" to return to the main screen.

7. Agreement created

When you have confirmed an agreement, the status will change to "Awarded". Stora Enso can now create a contract based on what you have agreed. The RFQ process has now been completed and once the agreement has been activated, the agreement information can be viewed by clicking on the "View Agreement" link.

Stora Enso Logistics	81754 Flat rate only	8/15/2011	8/3/2011	Awarded	View Agreement / View Responses
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7.1 Agreement rates updated

The Shipper can make changes to the agreement rates during the agreement period. Any changes to the rates must be approved by the Supplier before the Shipper can re-activate the agreement.

If the Shipper has made changes to agreement rates, you will receive a notification about this and the RFQ status will be "Changes Need Approval".



Click on *View Agreement* which will direct you to the *View Agreement* screen.

Changes [View Agreement](#) / [View Responses](#)
 Need
 Approval

If you scroll down to the bottom of the screen you will be able to view what changes have been made in the *Agreement Message Log*.

Additional Documents for Agreement		
Agreement Message Log		
DATE/TIME	USER	Log
8/11/2011 at 10:02 AM EDT	Linda Edvardsson	Paperliner:ZFFBRUGGE->AT21: Rate changed from 570.0EUR Flat to 580.0EUR Flat
8/10/2011 at 03:11 AM EDT	Linda Edvardsson	Exported 1 Rate(s) for RFQ 81754 Accessorial testing
8/10/2011 at 03:11 AM EDT	Linda Edvardsson	Agreement Updated
8/10/2011 at 03:10 AM EDT	Albers User	Albers Logistics GmbH: Changed Rates Approved by Supplier
8/10/2011 at 03:09 AM EDT	Linda Edvardsson	Paperliner:LUEBECK->Zeebrugge: Accessorial Schedule changed from Norsteve AS Tax to Test schedule

Press *Finished* and select *View Responses*.

Changes [View Agreement](#) / [View Responses](#)
 Need
 Approval

This will take you to the *Respond to RFQ* screen where you are asked to *Confirm Changes to Agreement Rates*. The ***** signs (next to lane ZEEBRUGGE to AT21) indicates that this lanes has been modified.

Respond to RFQ

The Shipper has made changes to the Rates which need confirming

RFQ Summary			
RFQ Name	81754 Accessorial testing	Status	Changes Need Approval
RFQ Type	Road	Classification Type	Solicited
Distribute this RFQ on	8/15/2011	Responses required by	8/11/2011
Rates become effective	10/1/2011	Rates expire on	9/30/2012

Origin	Destination	Lane/Equipment	Commodity Details	Est. Volume	Subject of Sales	Current Response	Action
LUEBECK	Zeebrugge	Paperliner Test schedule	Paper	1000 Metric Tonnes (40 Loads) @ 25000 Kg/Load yearly	* 1000 Metric Tonnes Pending	650.00 EUR/flat	
*** ZEEBRUGGE	AT21	Paperliner	Paper	1000 Metric Tonnes (40 Loads) @ 25000 Kg/Load monthly	* 1000 Metric Tonnes Pending	580.00 EUR/flat	

Select

Origin

Destination

Requiring Approval Only



When you have approved the changes to the agreement rates, press *Finished* to return to the Solicited RFQs screen.

The RFQ status has now turned to "Awarded" and Stora Enso will now be able to re-activate the agreement.



A notification will be sent when Shipper has reactivated the agreement, informing about RFQ rate have been put into affect as from date X.