User guide for the RFQ-process

Supplier

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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.

<table>
<thead>
<tr>
<th>Company</th>
<th>RFQ Name</th>
<th>Distributed On</th>
<th>Responses Due</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
</table>
You will be directed to the RFQ Process Instructions screen where you find information about potential accessorrial schedules (extra costs) or fuel surcharge schedules tied to the RFQ.

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

Press Go Back to return to the Solicited RFQs screen.

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

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

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.

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.
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*.

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

<table>
<thead>
<tr>
<th>Rate</th>
<th>Please Split costs as follows:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Rate</td>
<td></td>
<td>100.00</td>
</tr>
<tr>
<td>Road Tax</td>
<td></td>
<td>100.00</td>
</tr>
<tr>
<td>Total Rate (EUR)</td>
<td><strong>300.00</strong></td>
<td><strong>300.00</strong></td>
</tr>
<tr>
<td>Rate Type</td>
<td>Per Metric Tonne</td>
<td>Per Metric Tonne</td>
</tr>
<tr>
<td>Minimum Charge (EUR)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum Weight (Kg)</td>
<td>0</td>
<td>10,001</td>
</tr>
<tr>
<td>Maximum Weight (Kg)</td>
<td>10,000</td>
<td>15,001</td>
</tr>
<tr>
<td>Days in Transit</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

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

![Excel spreadsheet example](image)

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](image)
The system will inform you if the file was successfully uploaded.

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

Below is 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.

<table>
<thead>
<tr>
<th>Est. Weight</th>
<th>CC Basic Rate</th>
<th>CC Road Tax</th>
<th>Rate Type</th>
<th>Min Weight</th>
<th>Max Weight</th>
<th>Days In Transit</th>
<th>Min Char</th>
</tr>
</thead>
<tbody>
<tr>
<td>25000</td>
<td>35</td>
<td>40 Per Metric Tonne</td>
<td>25 Per Metric Tonne</td>
<td>0</td>
<td>10000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25000</td>
<td>25</td>
<td>30 Per Metric Tonne</td>
<td>25 Per Metric Tonne</td>
<td>10000</td>
<td>15000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25000</td>
<td>20</td>
<td>0</td>
<td>400 Flat</td>
<td>15000</td>
<td>20000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25000</td>
<td>400</td>
<td>20000</td>
<td>25000</td>
<td>20000</td>
<td>25000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
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)

<table>
<thead>
<tr>
<th>W</th>
<th>X</th>
<th>Y</th>
<th>Z</th>
<th>AA</th>
<th>AB</th>
<th>AO</th>
<th>AE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment Types</td>
<td>Special Equipment</td>
<td>Special Services</td>
<td>Shipper Notes</td>
<td>From Named Point Type</td>
<td>To Named Point Type</td>
<td>Distance</td>
<td>RFQ Lane Id</td>
</tr>
</tbody>
</table>

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

Click on Click Here to view the uploaded rates.
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.

Click on Finished to return to the main screen.

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.

The status will change to Response Submitted. Please await Stora Enso’s response.
If you have activated the notifications in “My Profile” (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 “My Profile” 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 “My Profile”, 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

Click on link View Responses.
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.

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.
6. Reject nominated volumes

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

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.

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.

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**.

Press **Finished** and select **View Responses**.

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.
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".