

User guide for the RFQ-process

Supplier



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1. General Guidelines

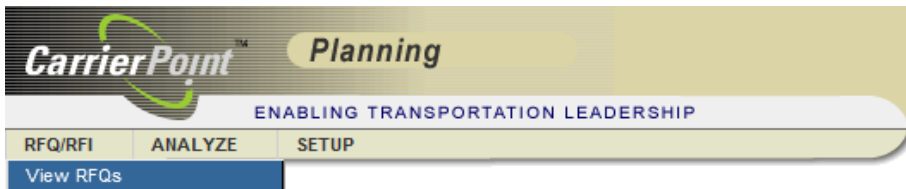
Some general guidelines to bear in mind:

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

In order to find the RFQ list and to be able to respond to the RFQs please follow **path**:
RFQ/RFI → View RFQs



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

RFQ Name	Distributed On	Responses Required By†	Status	Actions
FORS - FR 2012 (1)	6/4/2012	2/25/2013	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

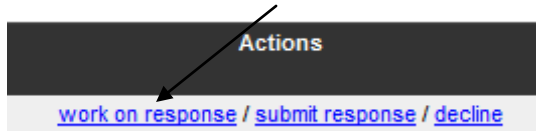
RFQ Summary	
RFQ Name	FORS - FR 2012 (1)
RFQ Type	Road
Distribute this RFQ on	6/4/2012
Rates become effective	1/1/2013
Accessorial Schedule	Test schedule
Status	Not Started
Classification Type	Solicited
Responses required by	2/25/2013
Rates expire on	6/30/2013
Fuel Surcharge Schedule	Test Fuel Schedule
Quoted Rates are Exclusive of Fuel Schedule Surcharges - 'Net Rate'	

RFQ Instructions & Requirements

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

Press *Go Back* to return to the “Solicited RFQs” screen.

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



Please note that Stora Enso can specify whether net- or all in rates (net rate + possible fuel adjustment) should be given. This information is found when you click *work on response* as the red box shows in print screen below. In this example Stora Enso is expecting you to offer an all in rate when responding to the RFQ.

RFQ Summary							
RFQ Name RFQ All in rates				Status 33% Complete			
RFQ Type Road				Classification Type Solicited			
Distribute this RFQ on 2012-03-14				Responses required by 2012-03-24			
Rates become effective 2012-03-15				Rates expire on 2012-11-30			
				Fuel Surcharge Schedule FUEL FLOATER CONT			
Quoted Rates are Inclusive of Fuel Schedule Surcharges - 'All In'							

Origin	Destination	Lane/Equipment	Commodity Details	Est. Volume	Subject of Sales Allocated volume	Current Response	Action	Select
FORS (SEFORM)	DE1 (DE1)	Paperliner	Paper	1 000 Metric Tonnes(43 Loads) @ 23 000 Kg/Load monthly	Pending	1 000.00EUR/flat	respond	Origin
FORS (SEFORM)	DE20 (DE20)	Paperliner	Paper	1 000 Metric Tonnes(43 Loads) @ 23 000 Kg/Load monthly	Pending	show breaks	respond	Destination
FORS (SEFORM)	DE30 (DE30)	Paperliner	Paper	1 000 Metric Tonnes(43 Loads) @ 23 000 Kg/Load monthly	Pending	show breaks	respond	Go

Copy Responses from Another RFQ

Import RFQ Responses

Download Data XLS

Finished

2.1 Copy Responses from a Previous RFQ

1,000 Metric Tonnes(1,000 Loads) @ 22,000 Kg/Load over Agreement Period
1,000 Metric Tonnes(1,000 Loads) @ 22,000 Kg/Load over Agreement Period
1,000 Metric Tonnes(1,000 Loads) @ 22,000 Kg/Load over Agreement Period
1,000 Metric Tonnes(1,000 Loads) @ 22,000 Kg/Load over Agreement Period

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. The available RFQs will appear in a list, select the RFQ which responses you wish to use and click *select*. Only the lanes that match the lanes in the new RFQ will be copied, the other lanes will remain blank for you to edit. Once the response has been copied you can edit the quotes either manually on screen (2.2) or via an excel sheet (2.3).

Copy RFQ Responses

RFQ's for company: Stora Enso Logistics

RFQ Name	Distributed On	Responses Required By	Status	Actions
HYLTE – DE 2012 (3)	3/20/2012	3/19/2012	Expired	select
SEFORM - FR 2012	5/14/2012	5/13/2012	Expired	select

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”.

Equipment					
PAPERLINER					
Est. Volume	Subject of Sales Allocated volume	Target/Max Rate	Current Response	Action	
1,000 Metric Tonnes(1,000 Loads) @ 22,000 Kg/Load over Agreement Period			show breaks	respond	
1,000 Metric Tonnes(1,000 Loads) @ 22,000 Kg/Load over Agreement Period			show breaks	respond	
1,000 Metric Tonnes(1,000 Loads) @ 22,000 Kg/Load over Agreement Period			show breaks	respond	
1,000 Metric Tonnes(1,000 Loads) @ 22,000 Kg/Load over Agreement Period			show breaks	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” (if applicable). The system automatically sums this up in the “Total Rate (EUR)” field, which is the full truck load quote. Please note that possible cost components (in example below *road tax*) are not mandatory to add.

Rate	Please Split out costs as follows:	
Basic Rate	800.0000	
CC Road Tax		
Total Rate (EUR)	800.0000	
Rate Type	Flat	
Previous Bid (EUR)	800.00 Flat	
Minimum Charge (EUR)		
Lead Time		
Minimum volume		Metric Tonnes
Maximum commitment		Metric Tonnes
Maximum Loads		Per Day
Maximum Carrier Payload(Kg)		
Comments		
<input type="button" value="Decline Lane"/>		

Additional information as lead time, minimum/commitment, max loads, max carrier payload and comments can be given.

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	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="619 533 651 566" 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 *Import RFQ Responses* in the “Respond to RFQ” screen, followed by *Download RFQ Data in XLS Format*, 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. When downloading the excel sheet all rates in the RFQ will be automatically filled in.

If clicking on *Download RFQ Data* in the “Respond to RFQ” screen, you will download an excel file with all lanes in the RFQ. If some lanes are locked in the RFQ, the excel file will contain these as well. When using the XLS to upload rates to CarrierPoint, please use the following **path**: Import RFQ Responses → Download RFQ Data in XLS.

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 (if applicable)
- Rate
- Rate Type
- Days In Transit
- Min Charge
- Min Volume
- Max Commit
- Carrier Notes

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

If there is one lane you do not want to quote, please leave this rate blank before you upload the excel sheet. The system will automatically interpret a blank rate or 0 that you wish to decline the lane.

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.

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 Agreemer

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.


Planning

LOGOUT MY PROFILE HELP

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 Agreemer

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.



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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

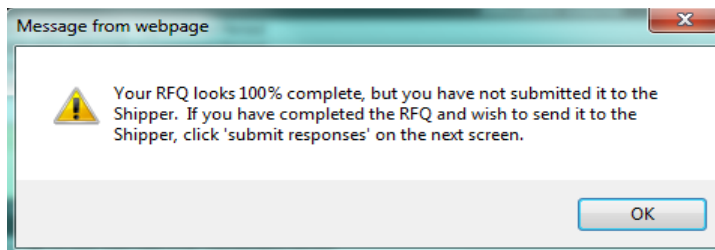
When you have “worked on the response”, thus submitted the rates on screen or uploaded them by means of the Excel file, you need to submit the response. The rates will be available for Stora Enso before you submit the response. Please note that the RFQ will need to be submitted before the last day of response.

Equipment			
TAUTLINER			
Est. Volume	Subject of Sales	Allocated volume	Target/Max Rate
1,000 Metric Tonnes(1,000 Loads) @ 22,000 Kg/Load over Agreement Period			
1,000 Metric Tonnes(1,000 Loads) @ 22,000 Kg/Load over Agreement Period			
1,000 Metric Tonnes(1,000 Loads) @ 22,000 Kg/Load over Agreement Period			
1,000 Metric Tonnes(1,000 Loads) @ 22,000 Kg/Load over Agreement Period			
1,000 Metric Tonnes(1,000 Loads) @ 22,000 Kg/Load over Agreement Period			
1,000 Metric Tonnes(1,000 Loads) @ 22,000 Kg/Load over Agreement Period			
1,000 Metric Tonnes(1,000 Loads) @ 22,000 Kg/Load over Agreement Period			
1,000 Metric Tonnes(1,000 Loads) @ 22,000 Kg/Load over Agreement Period			

Copy Responses from Another RFQ Import RFQ Responses Download Data XLS

Finished

Click on *Finished* to return to the main screen, a pop-up window will remind you to submit the response.



From the RFQ list status column it can be seen that 100% of the lanes have been responded to, this is a good check to ensure you have not missed any lanes. Click on *submit response* to send the response to Stora Enso.

Status	Actions
100% Complete	work on response / submit response / decline
Awarded	View Agreement / View Responses

The status will change to “Response Submitted”. Please await Stora Enso’s response. If you wish to update your quotes this can be done until the last day of response by clicking on *un-submit*.

Status	Actions
Response Submitted	View Responses / Un-Submit
Awarded	View Agreement / View Responses

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. Multiple Bidding Rounds

After you have submitted your response, Stora Enso can create a bidding round where you are asked to give new quotes to all, or to selected, lanes in a RFQ.

You will receive an e-mail notification informing you that a new bidding round has been created, where you are asked to log into CarrierPoint and give new quotes (given that you subscribe to this event in 'My Profile').

Path: RFI/RFQ → View RFQs → Work on response

Please find print screen below. You will find your previous bid next to the current bid. In the example below you can see that the first lane is locked for you to edit, Stora Enso does not want you to quote this lane again

Origin	Destination	Lane/Equipment	Commodity Details	Est. Volume	Subject of Sales Allocated volume	Previous Bid	Current Response	Action
FORS (SEFORM)	DE1 (DE1)	Tautliner	Paper	100 Metric Tonnes(4 Loads) @ 25 000 Kg/Load monthly	Pending	1 000,00EUR/flat	1 000,00EUR/flat	Locked
FORS (SEFORM)	DE2 (DE2)	Tautliner	Paper	100 Metric Tonnes(4 Loads) @ 25 000 Kg/Load monthly	Pending	1 500,00EUR/flat	1 500,00EUR/flat	respond
FORS (SEFORM)	DE3 (DE3)	Tautliner	Paper	100 Metric Tonnes(4 Loads) @ 25 000 Kg/Load monthly	Pending	2 000,00EUR/flat	2 000,00EUR/flat	respond

When manually responding to the rate, i.e. by clicking “respond” as print screen above shows, a target rate will be shown if Stora Enso has defined one. This target rate has been set by Stora Enso and should act as an aimed rate for this lane.

Lane/Equipment	Tautliner
Est. Volume	100 Metric Tonnes(4 Loads) @ 25 000 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	
	Target is 1 350,00 EUR Flat
Rate	Please Split out costs as follows:
Basic Rate	1300
Road Tax	
Total Rate (EUR)	1 300
Rate Type	Flat
Previous Bid (EUR)	1 500,00 Flat

Respond to all lanes that have been included in the bidding round, either manually on screen, or by filling in the XLS file and uploading it to CarrierPoint. Please download the excel sheet under Import RFQ responses → Download RFQ data in XLS format.

Complete the bidding round by submitting the response; this has to be done before the last day of response.

Please note that Stora Enso can use your previous bid in their nomination decision in case you haven't submitted new bid.

5. 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 an e-mail notification when an RFQ has been re-opened.

Please login to CarrierPoint and respond to the lanes, don't forget to submit your response before the last day of response.

6. 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

RFQ Name	Distributed On	Responses Required By ¹	Status	Actions
FORS - FR 2012 (1)	6/4/2012	2/19/2013	Award Needs Approval	View Responses
FORS - FR 2012 (2)	6/4/2012	6/10/2012	Awarded	View Agreement / View Responses

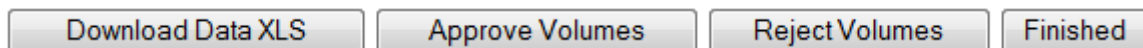
From the status column it can be read that the award needs approval, in order to do so click on link *View Responses*.

Est. Volume	Subject of Sales Allocated volume	Target/Max Rate	Current Response
1,000 Metric Tonnes(1,000 Loads) @ 22,000 Kg/Load over Agreement Period	* 300 Metric Tonnes Pending		1,200.00EUR/flat
1,000 Metric Tonnes(1,000 Loads) @ 22,000 Kg/Load over Agreement Period	* 300 Metric Tonnes Pending		1,300.00EUR/flat
1,000 Metric Tonnes(1,000 Loads) @ 22,000 Kg/Load over Agreement Period	* 300 Metric Tonnes Pending		1,300.00EUR/flat

In this screen you can see the allocated volume. In above example, the carrier was awarded 300 tons of the estimated volume (1 000 tons) for all lanes.

You can also download the Data XLS to find the awarded volume.

To allow Stora Enso to create an agreement from the agreed rates and nominated volumes, please click on *Approve Volumes*.



The status of the RFQ will be changed to *Awarded* and the allocated volume will be approved.

Subject of Sales Allocated volume
* 300 Metric Tonnes Approved
* 300 Metric Tonnes Approved
* 300 Metric Tonnes Approved

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.

7. Reject Nominated Volumes

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

Est. Volume	Subject of Sales Allocated volume	Target/Max Rate	Current Response
1,000 Metric Tonnes(1,000 Loads) @ 22,000 Kg/Load over Agreement Period	* 300 Metric Tonnes Rejected		1,200.00EUR/flat
1,000 Metric Tonnes(1,000 Loads) @ 22,000 Kg/Load over Agreement Period	* 300 Metric Tonnes Rejected		1,300.00EUR/flat
1,000 Metric Tonnes(1,000 Loads) @ 22,000 Kg/Load over Agreement Period	* 300 Metric Tonnes Rejected		1,300.00EUR/flat

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* to return to the main screen.

8. 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.

Company	RFQ Name	Distributed On	Responses Required By	Status	Actions
Stora Enso Logistics	FORS - DE 2011	2011-12-09	2011-12-08	Awarded	View Agreement / View Responses

There is a possibility to download the agreement and agreement rates to a pdf file which can be printed. Please click on the pdf symbol in the right hand corner to view the pdf version.

View Agreement



Agreement Id 1461	
Company Info	
Supplier Name	Asatest1
Vat Number	025
Fenix Code	APLSE
Related RFQ Information	
RFQ Name	All in rate test
Tag(s)	Road
Contract Manager	Asa Stenberg
RFQ Instructions & Requirements	
RFQ Related Documents	

8.1 Agreement Updated

The Shipper can make changes to the agreement, or 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. The status of the RFQ will be “Changes Need Approval”. Click on *View Agreement* which will direct you to the “View Agreement” screen.

Stora Enso Logistics	FORS - DE 2012 (3)	2011-12-09	2011-12-23	Changes Need Approval	View Agreement / View Responses
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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”. The events displayed in the print screen below are only examples of what could occur.

Agreement Message Log		
DATE/TIME	USER	Log
2012-01-19 at 09:23 fm EDT	Asa Stenberg	Paperliner:FORS->DE1: Rate Updated
2012-01-19 at 09:23 fm EDT	Asa Stenberg	Paperliner:FORS->DE1: Rate changed from 2000.0EUR Flat to 2200.0EUR Flat
2012-01-19 at 09:22 fm EDT	Asa Stenberg	Updated "Effective To" from '2012-12-31' to '2013-01-31'
2012-01-16 at 08:52 fm EDT	Asa Stenberg	Updated "Status" from 'Pending Approval' to 'Active/Approved'
2012-01-16 at 08:51 fm EDT	Asa Stenberg	Agreement Created from RFQ

In the first black box it can be seen that the shipper has changed the rate for one lane. This change needs to be confirmed in the “Rates list”, you will then be directed to the screen below. The lane that has been updated is marked with ***. Please click on *Confirm Changes to Agreement Rates*

Respond to RFQ

The Shipper has made changes to the Rates which need confirming

RFQ Summary	
RFQ Name	FORS - DE 2012 (3)
RFQ Type	Road
Distribute this RFQ on	2011-12-09
Rates become effective	2012-01-01
Accessorial Schedule	FORS - DE 2012
Status	Changes Need Approval
Classification Type	Solicited
Responses required by	2011-12-23
Rates expire on	2012-12-31
Fuel Surcharge Schedule	SE Road BAF

Origin	Destination	Lane/Equipment	Commodity Details	Est. Volume	Subject of Sales Allocated volume	Current Response	Action
*** FORS (SEFORM)	DE1 (DE1)	Paperliner	Paper	1 111 Metric Tonnes(50 Loads) @ 22 000 Kg/Load monthly	* 556 Metric Tonnes Pending	2 200.00EUR/flat	
FORS (SEFORM)	DE2 (DE2)	Paperliner	Paper	2 222 Metric Tonnes(101 Loads) @ 22 000 Kg/Load monthly	* 1 111 Metric Tonnes Pending	2 100.00EUR/flat w/Weight breaks	
FORS (SEFORM)	DE3 (DE3)	Paperliner	Paper	3 333 Metric Tonnes(151 Loads) @ 22 000 Kg/Load monthly	* 1 667 Metric Tonnes Pending	2 200.00EUR/flat w/Weight breaks	
FORS (SEFORM)	DE4 (DE4)	Paperliner	Paper	4 444 Metric Tonnes(202 Loads) @ 22 000 Kg/Load monthly	Pending	-- Declined --	

Select

Origin

Destination

Requiring Approval Only

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

The RFQ status has now turned to “Agreement Changes Approved” and Stora Enso will now be able to re-activate the agreement.

Stora Enso Logistics	FORS - DE 2012 (3)	2011-12-09	2011-12-23	Agreement Changes Approved	View Agreement / View Responses
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A notification will be sent when Shipper has reactivated the agreement, informing about “RFQ rate have been put into affect as from date X”.