

# digiBuy

## User Manual

The essentials for suppliers



# digiBuy



## FIRST CONNECTION TO THE PLATFORM



# Log in to your session

Digibuy is a web application available at the following address:

<https://supplierportal.johncockerill.com/>

Welcome to digiBuy!

John Cockerill

Suppliers Sourcing Contracts Shop Procurement Analytics

Laïla M.

Login

Search

Fields marked by an asterisk \* are mandatory

IDENTIFICATION

Login\*

jeco\_supplier

Password\*

..... Login

Lost your password?

Any question? Please contact your regular contact person at John Cockerill

This platform will now be our main solution for exchanging information about procurement projects.

With digiBuy, improve interactions between your teams and John Cockerill's; save precious time, especially in terms of administrative management; access a potential of opportunities extended to all John Cockerill's businesses.

Thank you for further improving our collective efficiency through this new interface.



Recommendation : to facilitate access to the platform, we recommend that you save it in your favorites.

# Login and password

## How to get a login and password?

The login and password are provided in an invitation that you receive by email. You can therefore not spontaneously register on the platform.

It is up to [the buyer to send you this invitation](#). You can :

- Either contact your buyer at John Cockerill and ask him to send you the invitation
- Or wait for a request for quotation



Sessions are **nominative**:

Email addresses must be updated so that each of your employees can have access to the platform.

Once you are logged in the platform, please make sure to create the contacts for all employees that need to have access to digiBuy. (cf. « *General info.* » chapter)

# First connexion

When you first connect, you will be asked to accept the terms of use of the platform and the RGPD.

commentary obligations

In addition, the User and CMI undertake to take all necessary actions to prevent any disclosure, including any disclosure by negligence, by accident, or for whatever reason, and to ensure the strict and permanent compliance with this obligation and absolute confidentiality obligations during the period during which the User shall have access to the Application and following the termination, for whatever reason, of the access and use of the Application for a period of five (5) full and consecutive years.

All information which becomes publicly available prior to its disclosure shall not be deemed confidential information.

Intellectual Property

The Application is the property, including intellectual property, of Insoa, having its registered office at 6F, rue de Paris, 11540 Druye, France, and/or their licensors and/or of CMI having its registered office at n°3, avenue Gréner, 4100 Beaugency, Belgium.

All data contained in the Application (including, without limitation, texts, graphics, photographs, images, sounds, illustrations, distinctive signs, CMI names, logos and trademarks) is the exclusive property of CMI and/or of CMI and is governed by French and international intellectual property laws in force protecting all attached intellectual property rights.

The access and use of the Application and its data may in no case be construed as giving to the User industrial or intellectual property rights (under the terms of a license or by any other means) owned by CMI and/or by CMI. The same applies to names, logos, trademarks, patents, products and services owned by CMI and/or CMI.

Pursuant to the GCA, CMI grants to the User a non-exclusive and non-transferable right to use the data contained in the Application during the period of his access to the Application. The User is entitled to upload, copy or print all data contained in the Application to which he has access for the exclusive purpose of professional and internal use of the data pursuant to his contractual relationship with CMI.

In this case, the hard copy or registration on computer of the data shall be marked with a legend specifying the copyright and property of CMI followed by the legend "CONFIDENTIAL". The User is not allowed to modify, transfer, sell, communicate, sub-license, use for any other purpose or publish the said data.

Any unlawful use of any part of the Application (in particular by means of infringement) will enable CMI to initiate appropriate legal action.

Limitation of liability

The access and use of the Application by the User as well as the use by the User of the information contained in the Application are at his own risk.

CMI will not be liable in case of mistakes, omissions or viruses which result from a misuse of the information and data contained in the Application.

CMI will not be liable in case of loss or deterioration of data.

Subject to applicable legal or statutory provisions, CMI will not be liable for any direct or indirect damage in particular but not limited to loss of profit, loss of data, loss of intellectual goods which may be due to the access, the use or the impossibility to access or to use the Application by the User and more generally due to any event linked with the Application.

In the same way, CMI will have no liability in the following cases:

- Difficulties in the operation or interruption of the Application;
- Failures or dysfunctions of the Internet networks in the dissemination of the data, messages or documents.

In addition, CMI will not be liable in any case of "force majeure" as defined by applicable laws and by Belgian case law.

The User acknowledges the right of CMI to choose and/or to modify at its convenience the infrastructure and/or the country where the Application will be hosted.

Language

These GCA are hereby drafted in the English language.

In case of conflict between the English version of these GCA and the French version, the French version shall prevail.

Applicable law and competent jurisdiction

These GCA, the Application and information the Application contains are governed by the laws in force in Belgium with the exception of any rules of conflict of laws incompatible with this choice of law.

Any dispute connected with these GCA or with the Application which the User and CMI did not resolve in an amicable manner shall be referred to the competent jurisdiction of the Commercial Court mentioned in the GENERAL CONDITIONS GOVERNING CMI's PURCHASE ORDERS TO ITS SUPPLIERS (July 2007 edition) which complete these GCA.

Having knowledge of these GCA, CMI thanks the User for his connection and wishes him a nice use of the Application. In the event any part of these GCA is found to be invalid or unenforceable, the remaining provisions of these GCA shall remain in full force and effect. The invalid or unenforceable part of the GCA shall be replaced with a valid provision having legal effect.

I accept the terms and conditions

## Règlement général sur la protection des données (RGPD)

LMI agit en tant que Controleur de données, et le fournisseur agit uniquement pour le compte de LMI en tant que Responsable du traitement des données.

Dans le cas où le Fournisseur est amené à traiter des données pour le compte de CMI, il s'engage notamment à respecter toutes les obligations stipulées à l'article 28 du règlement général de l'UE sur la protection des données 2016/679 et à veiller à ce que les personnes autorisées n'aient accès qu'aux données à caractère personnel dont elles ont besoin dans le cadre de leurs fonctions, et s'engage à respecter la confidentialité du contrat.

Le Fournisseur s'engage à :

- (i) mettre en place et maintenir, pendant toute la durée du contrat, toutes les mesures techniques et organisationnelles pertinentes, en particulier toutes les mesures de sécurité qui sont appropriées compte tenu de la nature des Données à caractère personnel traitées et des risques inhérents à tout Traitement effectué ;
- (ii) s'abstenir de traiter les Données à caractère personnel sans le consentement exprès de CMI et son client.
- (iii) informer rapidement CMI de toute demande d'une Personne concernée concernant ses droits sur ses Données à Caractère Personnel et fournir à CMI toute assistance dont il pourrait avoir besoin pour répondre plus facilement à ces demandes.
- (iv) obtenir le consentement préalable exprès de CMI avant que les données à caractère personnel de CMI et de son client puissent être transférées vers des pays tiers n'assurant pas un niveau de protection adéquat au sens de la directive et du règlement (UE) 2016/679.

Pour tous les transferts de données à caractère personnel vers un pays tiers autorisés par CMI (entités associées au Titulaire ou aux sous-traitants secondaires), CMI autorise par les présentes le Titulaire à établir les garanties requises par les lois applicables en matière de protection des données à caractère personnel.

En cas de violation des données à caractère personnel, le Fournisseur en informera CMI dans les 48 (quarante-huit) heures suivant la prise de connaissance de cette violation. Le Fournisseur s'engage également à soumettre à CMI une analyse de l'impact de la violation dans les 48 (quarante-huit) heures suivant la notification susmentionnée. Le fournisseur s'engage à coopérer pour permettre à CMI de signaler la violation des données personnelles à toute autorité de surveillance compétente, conformément aux lois sur la protection des données personnelles.

CMI se réserve le droit d'effectuer, à sa seule discrétion et dans les conditions prévues, tout contrôle qu'il jugera nécessaire pour s'assurer que le Titulaire et ses sous-traitants respectent leurs obligations en matière de données à caractère personnel, telles que définies dans le présent contrat.

À l'expiration ou à la résiliation du contrat, et à tout moment si CMI le demande, le fournisseur et ses sous-traitants secondaires doivent restituer à CMI ou détruire toutes les données à caractère personnel qu'ils ont pu traiter de quelque manière que ce soit, et ce dans un délai raisonnable qui ne peut excéder 1 (un) mois.

J'accepte les termes et conditions d'utilisation

# Home page

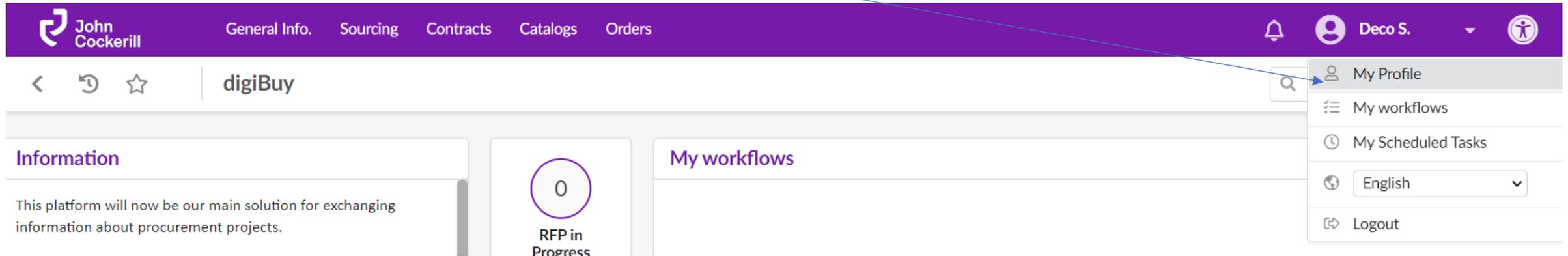


For more detailed information, see Annex Chapter « Glossary »

1. Current requests for quotation
2. Orders
3. Workflows
4. Your status in the platform
5. The link to the user guide

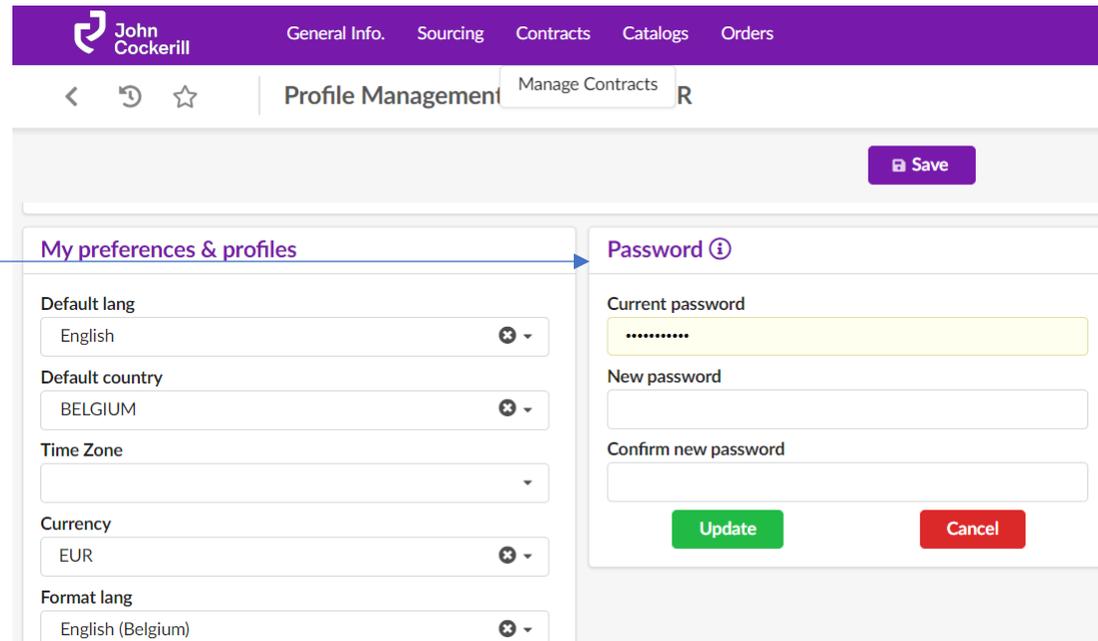
# Set up your profile

How do I access my profile?



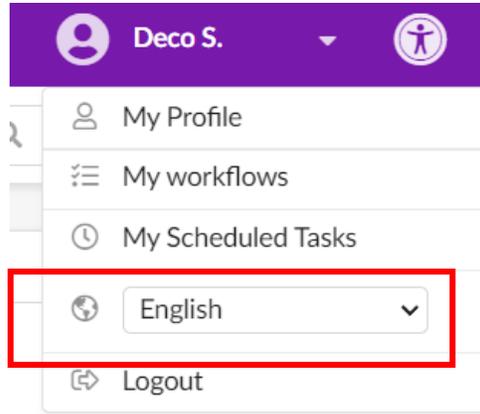
The screenshot shows the top navigation bar of the John Cockerill digiBuy platform. The user is logged in as 'Deco S.'. A dropdown menu is open, showing options: 'My Profile', 'My workflows', 'My Scheduled Tasks', 'English' (language selector), and 'Logout'. A blue arrow points from the text 'How do I access my profile?' to the 'My Profile' option in the menu.

The "My profile" tab contains your contact data and the possibility to **change your password**



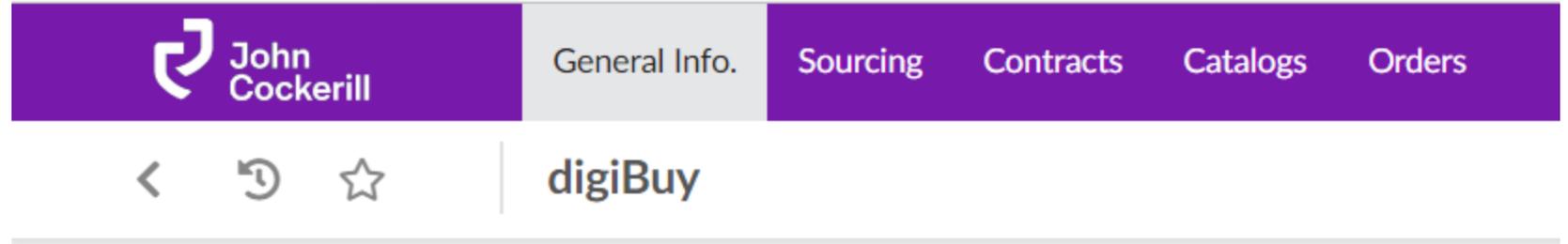
The screenshot shows the 'Profile Management' page. It is divided into two main sections: 'My preferences & profiles' and 'Password'. The 'My preferences & profiles' section includes fields for Default lang (English), Default country (BELGIUM), Time Zone, Currency (EUR), and Format lang (English (Belgium)). The 'Password' section includes fields for Current password, New password, and Confirm new password, with 'Update' and 'Cancel' buttons. A blue arrow points from the text 'change your password' to the 'Password' section.

# How to change the language of the platform?



# Accessing your company data

To access your company data, go to the "General info." menu and then "Company Profile".



Expected date format: dd/MM/yyyy

Company	
Legal Name	Gov't I.D.# (EIN SIREN)
<input type="text"/>	<input type="text" value="404370439"/>
Supplier	SIRET #
<input type="text" value="ATELIER DECO"/>	<input type="text" value="40437043900014"/>
Website	Tax ID Number
<input type="text"/>	<input type="text" value="FR35404370439"/>
Legal Structure	DUNS
<input type="text"/>	<input type="text" value="526636832"/>
NAICS Code	Year Founded
<input type="text"/>	<input type="text"/>

HQ Address	
Address Label ⓘ	<input type="text"/>
Address Line 1 ⓘ	<input type="text" value="RUE DE L'ABBE GREGOIRE"/>
Address Line 2	<input type="text" value="ZONE DU REPDYCK"/>
Zip Code	City
<input type="text" value="59760"/>	<input type="text" value="GRANDE SYNTHE"/>
Country	State/Province
<input type="text" value="FRANCE"/>	<input type="text"/>



Recommendation:  
we recommend  
that you check your  
company  
informations.

# Identify your company and John Cockerill contacts

The "Contacts" tab shows all the [contacts listed within your organization on the one hand](#), and on the other hand the [list of contacts within the John Cockerill organization](#) (with whom you usually collaborate).

Expected date format: dd/MM/yyyy

**Internal Contacts**

Select Existing Contact    + Create Contact **1**

Contact	Login	Position	Role <b>2</b>	Contact status
bellucci sabrina			Management	Active
Langer Stephan	slanger1971@gmail.com_1		Sales person	Active
supplier deco	deco_supplier		Project Manager	Active

**Client Contacts**

Contact	Email	Last Name
LANGER Stephan	stephan.langer@johncockerill.com	LANGER

1. You can easily create a contact via the "Create contact" option
2. You can adapt the role of the contact.
3. Click on the envelope located next to the contact to provide him with a login and password.

# How do I add/update my documentation?

The "Documents & Certificates" tab allows you to add documents that are visible to the whole of John Cockerill. They are classified in several categories: *management* (e.g. NDA), *certificates* (e.g. ISO), *QA* (e.g. WPS, ITP) and *Finance* (e.g. RIB).

The screenshot displays the 'Documents & Certs.' interface. At the top, there's a navigation bar with 'John Cockerill' and user 'Deco S.'. Below it, a 'Company Info' section has a search bar. The main area is divided into sections: 'Management' and 'Certificates'. The 'Management' section features an 'Add Management' button and a table with columns: Att., Document Type, Document Name, Begin Date, Expiration Date, Owner, and Status. A document entry is shown with a pencil icon for editing. The 'Certificates' section has an 'Add Certificates' button. The 'QA' section is partially visible at the bottom.

Att.	Document Type	Document Name	Begin Date	Expiration Date	Owner	Status
EN_nda_template (5).doc	Non Disclosure Agreement	NDA	17/01/2023	17/01/2024	Stephan Langer	✓

To modify an existing document, simply click on the pencil on the left of the document.

To create a document, simply click on "Add ..." according to the selected category.

A window opens: "Edit Document".  
Fields marked with \* are required.

Edit document : Certificates

Document

Submit document Save & Close Close Archive

Fields marked by an asterisk \* are mandatory  
Expected date format: dd/MM/yyyy

**Description**

Document Type\* Status  
Draft

Document Name Begin Date\*  
en

Document\* Expiration Date  
Click Drag to add a file

Document's owner Validity  
SUPPLIER deco

**Follow up**

Notification Date

Date Archived

Request Date

**Comments**

Internal  
Add a comment here

1. Select the type of document.
2. Add a validity start date.
3. Add an expiration date to the document.
4. Load the document.
5. It is possible to add a reminder before the document expires to ensure effective follow-up.
6. Submit the document to John Cockerill.
7. Don't forget to **save!**
8. Archive

The "P2P Information" tab lists the default addresses and conditions. This screen cannot be modified at this time.

Company Info Search

[Save](#)

Expected date format: dd/MM/yyyy

### Order Address

Use Company Information Address

Address Label ⓘ

Address Line 1 ⓘ  
RUE DE L'ABBE GREGOIRE

Address Line 2  
ZONE DU REPDYCK

Zip Code City en  
59760 GRANDE SYNTHE

Country State/Province  
FRANCE

### Payment Address

Use Company Information Address

Address Label ⓘ

Address Line 1 ⓘ  
RUE DE L'ABBE GREGOIRE

Address Line 2  
ZONE DU REPDYCK

Zip Code City en  
59760 GRANDE SYNTHE

Country State/Province  
FRANCE

Longitude

Latitude

### Purchasing Information

Incoterm  
Delivered Duty Paid

Incoterm Location  
AUX ADRESSES DE LIVR...

Catalog Access

# digiBuy



## THE REQUEST PRICE



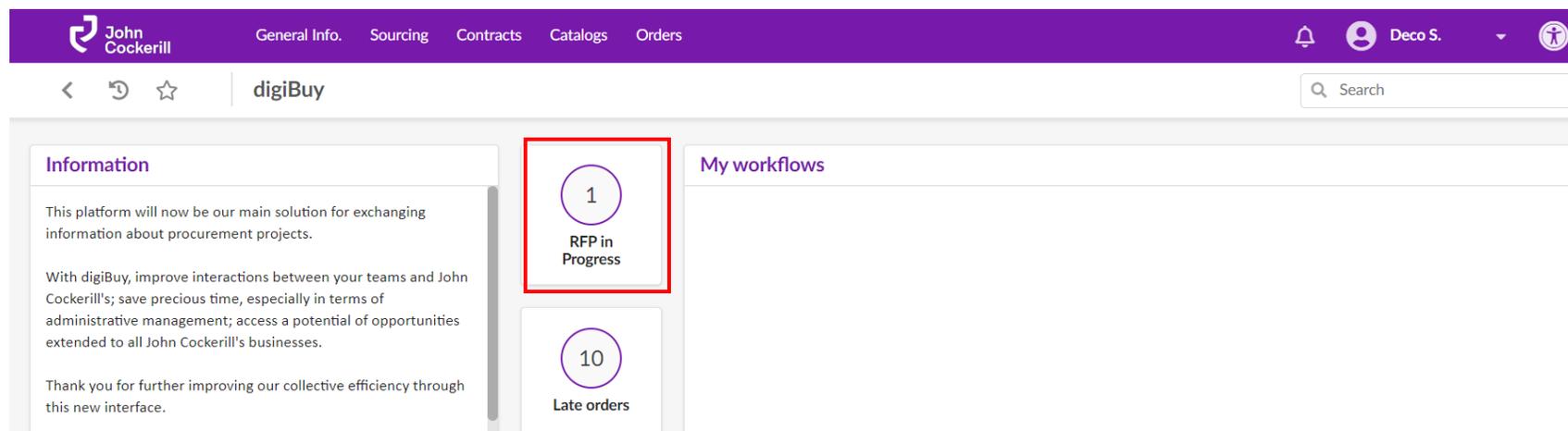
# How do I access a request for quotation sent by John Cockerill?

You have 3 options:

1. When a RFQ is sent to you, you will **receive an email** inviting you to respond to the quote request. You will find **a link** that will take you directly to this request.



2. You can access the RFQ **from your home page**.



3. You can access the RFQ **via the "Sourcing" menu**



You will then be taken to the RFQ [page](#).

The screenshot shows the 'Manage Proposals' interface. At the top, there's a navigation bar with 'John Cockerill' logo and tabs for 'General Info.', 'Sourcing', 'Contracts', 'Catalogs', and 'Orders'. The user is logged in as 'Deco S.'. Below the navigation, there's a search bar and a 'Manage Proposals' header. The main area contains a filter section with 'Keywords', 'Proposal Progress', and 'Rfx Status' dropdowns. The 'Rfx Status' dropdown is currently set to 'On Hold' and 'Open for Bidding'. A blue arrow points from the 'Open for Bidding' filter to the 'Open for Bidding' status in the table below. The table has 12 columns: Proposal Progress, Sourcing Project, Lot #, Round #, Rfx Name, Rfx Status, Remaining Time, Begin (UTC+1), Rfx end date(s) (UTC+1), My Bid, My Rank, Best Bid, and Forum. The first row shows a proposal with status 'Will Respond', Sourcing Project 'RFQ002735', Round # '1', Rfx Name 'RFQ chaises de bureau', Rfx Status 'Open for Bidding', Remaining Time '24d 12h 53min 12s', Begin date '14/02/2023 00:00:00', End date '31/03/2023 00:00:00', My Bid '0,00 EUR', My Rank 'n.a.', Best Bid 'n.a.', and a Forum icon. Below the table, it says '1 Result(s)'.

1. Status of the request for quotation (RFQ) on the supplier side
2. The digiBuy reference of the RFQ
3. The round number
4. Status of the RFQ on the John Cockerill side
5. Time remaining to submit the offer
6. Begin date and end date
7. Amount of the offer

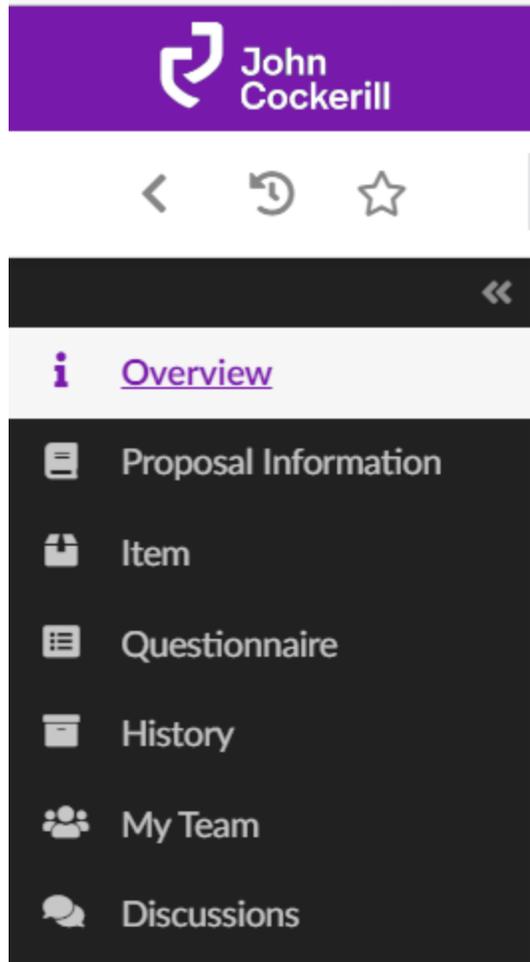
8. Ranking (when applicable)
9. Best Bid (when applicable)
10. "Forum" is the discussion tab with John Cockerill related to this RFQ



You have filters at your disposal.

# How do you respond to a price request?

To respond to a RFQ , simply click on the label of the request.  
You then enter the heart of the offer composed of 7 tabs.



1. The first one « Overview » gives access to the documentation and the questionnaire
2. « Proposal Information » includes general information about your offer (e.g. validity date) and the possibility to add documents (e.g. your technical offer).
3. « Item » lists the items to be offered. This is where you add your prices.
4. The « Questionnaire » takes up the questions asked by John Cockerill.
5. The history
6. « My Team » = your internal team that can work on the offer.
7. The « Discussions » tab allows you to discuss the quote request with the internal team dedicated to the project at John Cockerill.

 The "Discussions" tab has the advantage of tracking any changes, deviations or clarifications. It is therefore essential to use this channel for all significant messages.

# Non Disclosure agreement



To have access to the signed NDA, check the « Info Rfx » tab.

Some price requests require the signing of a confidentiality agreement (NDA)

**Accord de confidentialit **

Les informations que nous vous communiquons dans le cadre ce RFX sont **confidentielles**.  
Avant de pouvoir consulter ce RFX, nous vous remercions de bien vouloir lire et accepter l'accord de confidentialit  ci-joint, en suivant les  tapes suivantes :

- 1) T l charger le mod le de document ci-contre  
• [Mod le d'accords de confidentialit ](#)
- 2) Compl ter le document, l'imprimer, le signer puis le scanner.
- 3) Merci de joindre le r sultat [ici](#)

- 1 Download the privacy agreement model
- 2 Once the document is signed, file it and indicate the start and end date

The price request becomes available once the confidentiality agreement has been validated by John Cockerill.

The document is valid for the entire company. When you next apply for a prize money that requires an NDA, if your document is still valid, then you will not be asked to sign a new one.

! Les champs marqu s d'un ast risque \* sont obligatoires.  
📅 Format de date attendu: dd/MM/yyyy

**Description**

Type de doc.* Accord de confidentialit�	Statut Initialis�
Nom du document fr	Date de d�but* 📅
Document* 📎 Cliquer ou d�poser pour ajouter un fichier	Date d'expiration 📅
Propri�taire du document SUPPLIER Contact	Validit�

# " Overview "

< ↻ ☆ | RFQ chaises de bureau (RFQ002735) - Lot : 1 / Round : 1

Search

Save | Download all contents of this RFx | Validate & Submit Proposal | Cancel Proposal

**1**

**RFX General Information**

Sourcing code  
RFQ002735

RFX Name  
RFQ chaises de bureau

Lot #  
1

Round #  
1

Begin  
14/02/2023  
00:00:00 (UTC+1)

RFX end date(s)  
31/03/2023  
00:00:00 (UTC+1)

Summary

Process

Acknowledgement  
14/02/2023  
10:44:04 (UTC+1)

**2**

**RFX Documents**

Title	Type	Att.	Contact	Last Modification (UTC+1)	Creation Date (UTC+1)	Validity End Date
plan chaise	RFX Technical Documents (Approved)	Plans chaise de bureau.docx	MAHLA Laïla	14/02/2023 09:34:17	14/02/2023 09:34:17	
spec	RFX Technical Documents (Approved)	Spécifications chaise de bureau.docx	MAHLA Laïla	14/02/2023 09:33:27	14/02/2023 09:33:27	

2 Result(s)

**3**

**RFX Links**

[View Questionnaire](#)  
[View Quotation Form](#)

1. General information
2. **Applicable documents** with their creation date (useful for dating versions).
3. Shortcut to the questionnaire

# « Proposal Information »

The screenshot displays the 'Proposal Information' page for RFQ002735. The top navigation bar includes 'John Cockerill' and tabs for 'General Info.', 'Sourcing', 'Contracts', 'Catalogs', and 'Orders'. The user 'Deco S.' is logged in. The main content area shows a 'Remaining time' of 24d 12h 05min 42s and a warning that no proposal has been submitted. The 'Acknowledgement' section (1) shows the submission was acknowledged on 14/02/2023 at 10:44. The 'General Information' section (2) has a 'Label\*' field with 'Proposal # 1'. The 'Validity End' (3) is set to 07/04/2023. The 'Description' (4) is a large text area. The 'Supplier Documents' section (5) has a 'Click or Drag to add files' button and a file named 'Offre technique fournisseur.docx'. A 'Save' button (6) is highlighted in red at the top of the main content area.

1. The acknowledgement of receipt is automatically generated as soon as you open the RFQ.
2. Add a label to your offer
3. Add a validity date
4. Add a description/ comment if needed
5. Attach the necessary documents (drawings, ITP, technical offer...) by clicking on the button or by dragging your file.
6. **Save** before moving on to the next tab.

# « Item »

This is where you add your prices.

You have 2 possibilities:

- Export the Excel file, fill it in without altering its structure and reload it on the platform (see next slide).
- Encode manually directly into the platform.

John Cockerill

General Info. Sourcing Contracts Catalogs Orders

Deco S.

RFQ chaises de bureau (RFQ002735) - Lot : 1 / Round : 1

Save Download all contents of this RFx Validate & Submit Proposal Cancel Proposal

Export / Import

Download in Excel 2007-2010 format (xlsx) 1  
Download in Excel 97-2003 format (xls)

Currency\* Total  
EUR Total per currency

Keywords  
Unanswered Items Search Reset

Response

Code	Type	Label	Qty	Unit	Unit price	Amount	Deliv. date	Deliv. date	Requisition item attachment	LAD
i1_1	Required Item	Chaise de bureau	10,00		2			06/03/2023		



**Deliv. date vs. Deliv. date:** the one you can't change is the delivery date expected by John Cockerill vs. the delivery date you commit to

# How do I export and fill out the RFQ in Excel format?

When you **click** on "[Excel export](#)", an Excel file opens in the download bar. It is composed of two tabs.

Go to the "[Response](#)" tab.

Export / Import **EXPORT**

 Download in Excel 2007-2010 format (xlsx)  
 Download in Excel 97-2003 format (xls)

	B	C	D	E	F	G	H	I	J	K	L	M
1	Code	Field type	Label	Qty	Unit	Unit price	Amount	Deliv. date	Deliv. date_1	Requisition item attachment	LAD	Comments
2	I1_1	Required Item	Chaise de bureau	10					06-03-2023			
3												
4												

You can then **fill in the Excel file**.

 **Never modify the structure of the file**, otherwise it will not be recognized by the system during loading.

Once the fields are filled in, you can **save the file** in the location of your choice.

All you have to do is **import** it **back into the platform**. To do this, drag your screen to the right and you will see the [Add/Drag a document](#) option.

**IMPORT**

Drop here your quotation form (in Excel format)

  Click or Drag to add a file

A window will open and confirm that the prices have been updated.

Then **click** on "Import items".

Quotation form (Excel)

Response **Grid updated**

- 1 item(s) modified

[Import items](#) [Save & Close](#) [Close](#)

Quotation form (Excel)

[Close](#)

✓ Data has been saved  
i Import done successfully

Import done successfully

[Download in Excel 2007-2010 format \(xlsx\)](#)  
[Download in Excel 97-2003 format \(xls\)](#)

currency\* Total

EUR Total per currency

EUR 1.000,00

Unanswered Items Keywords

[Search](#) [Reset](#)

Response

	Code	Type	Label	Qty	Unit	Unit price	Amount	Deliv. date	Deliv. date	Requisition
	11_1	Required Item	Chaise de bureau	10,00		100,00	1.000,00	04/03/2023	06/03/2023	

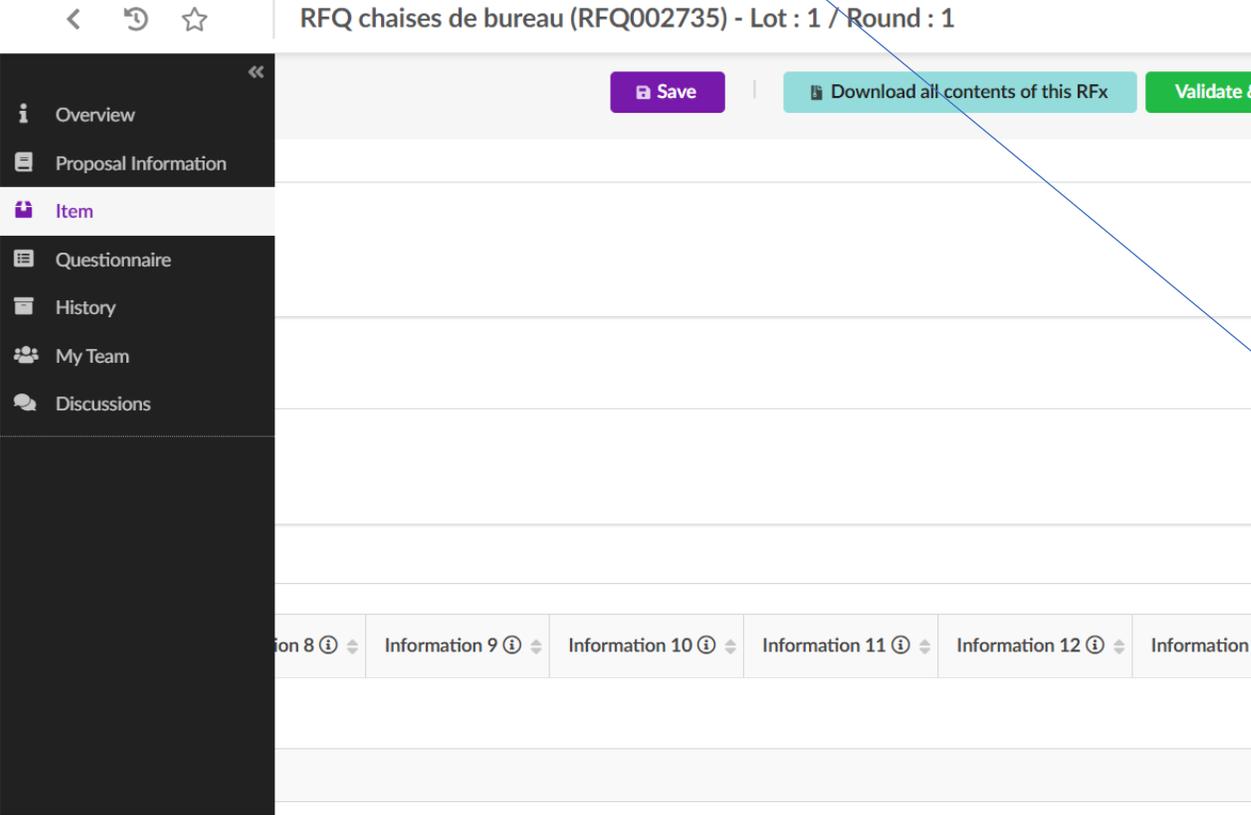
1 Result(s)

The data is **automatically** transferred to the platform.

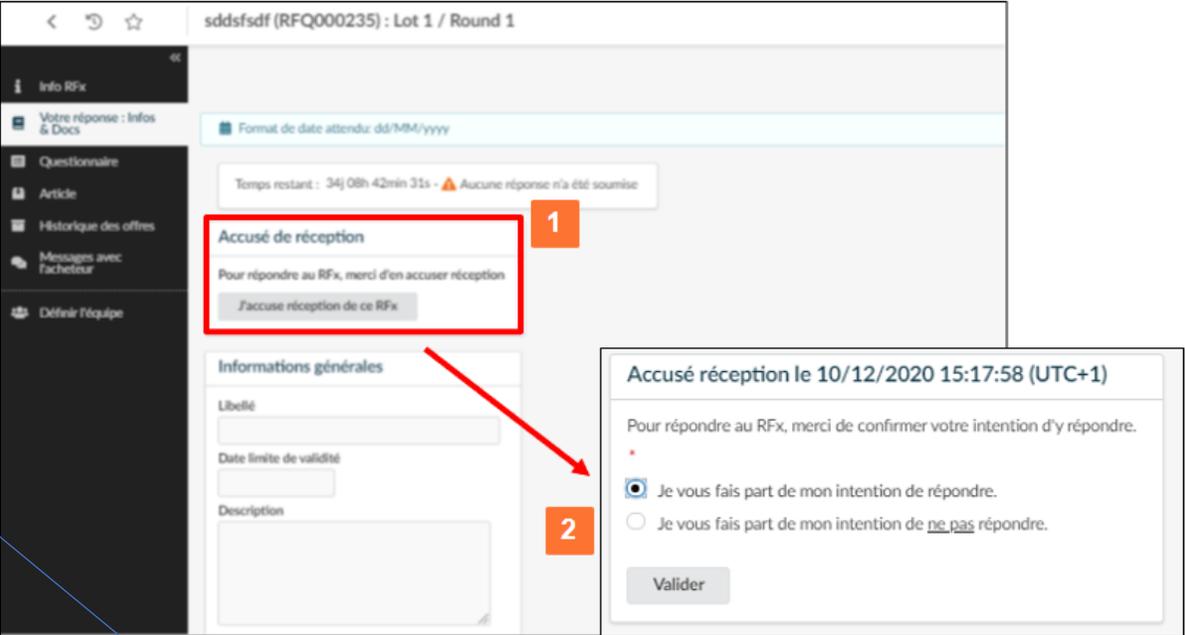
**Save** before moving on to the next tab

# How to decline a RFQ?

Still in the "Item" tab, **drag your screen to the right**.  
In the "Decline" column, **click "Yes"**.  
This also applies to the offer in Excel format.



Please note, that you can also decline when you just receive the RFQ in the « Proposal information » tab.



# "Questionnaire"

You can access the questionnaire in two ways:

- By downloading it in **Excel format**
- By responding **on the platform**

RFQ chaises de bureau (RFQ002735) - Lot : 1 / Round : 1

Save | Download all contents of this RFx | Validate & Submit Proposal | Cancel Proposal

Fields marked by an asterisk \* are mandatory  
Expected date format: dd/MM/yyyy

Remaining time : 24d 11h 13min 30s - No proposal has been submitted

Overview

Questions 0 / 2  
Comments 0 / 1

Overview

Campaign RFQ chaises de bureau Supplier ATELIER DECO

Organization Answered by supplier deco

Commodity 61300000 - OFFICES FURNITURE

Answer Questionnaire

Access Questionnaire OR

Download in Excel 2007-2010 format (xlsx)  
Download in Excel 97-2003 format (xls)  
Click or Drag to add a file



If the buyer has defined a specific response format or a response obligation and you deviate from it, you will not be able to validate your offer (block). However, you can always use the "Comments" tab to make any comments.

Once you have accessed the questionnaire, you must answer it either via free text or via a drop-down menu.

Overview

Questions 0 / 2

Comments 0 / 1

Questions

Incoterm

Answer\*

- CFR - Costs and freight
- CIF - Costs, insurance & freight
- CIP - Carriage and insurance paid to
- CPT - Carriage paid to
- DAP - Delivered At Place
- DAT - Delivered At Terminal
- DDP - Delivered Duty Paid
- DPU - Delivered at Place Unloaded
- EXW - Ex Works
- FAS - Free Alongside Ship



Incoterm

Answer\*

DDP - Delivered Duty Paid

Payment terms

Answer\*

Z030 - 30 days invoice date

**Save** before moving on to the next tab.

# « My Team »

The "My Team" tab allows you to add your internal collaborators who contribute to this particular RFQ. This will allow them to have access to the information and to be copied on the exchanged messages.

RFQ chaises de bureau (RFQ002735) - Lot : 1 / Round : 1

Save | Download all contents of this RFx | Validate & Submit Proposal | Cancel Proposal

Remaining time : 23d 12h 58min 12s - No proposal has been submitted

Unable to answer some questions of this RFx?  
Get help from your colleagues!

Invite your colleagues and give them access to this RFx.  
You can choose from the contacts already identified on this portal, or easily create a new contact to invite a colleague.

Note:  
All selected contacts can modify and submit your answer. They will only have access to this RFx.  
New contact creation may require your buyer approval for account creation

Select Contact  or

Name	Email
LANGER Stephan	slanger1971@gmail.com
SUPPLIER deco	decosupplier@gmail.com

2 Result(s)



Note that at this stage, you can create a new contact via the "Create a new contact" button.

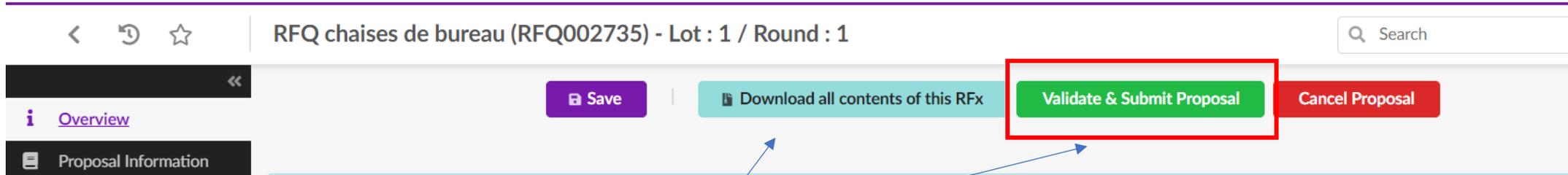
# " Discussions "

The "Discussions" tab gives you access to the history of messages related to this quotation and allows you to write a new message.

The screenshot displays the 'Discussions' tab for an RFQ titled 'RFQ chaises de bureau (RFQ002735) - Lot : 1 / Round : 1'. The interface includes a sidebar with navigation options: Overview, Proposal Information, Item, Questionnaire, History, My Team, and Discussions (highlighted). The main header features a search bar and action buttons: Save, Download all contents of this RFx, Validate & Submit Proposal, and Cancel Proposal. A light blue banner provides instructions: 'Fields marked by an asterisk \* are mandatory' and 'Expected date format: dd/MM/yyyy'. A status bar indicates 'Remaining time : 23d 12h 48min 57s - No proposal has been submitted'. The central area contains a search box with 'Keywords' and buttons for Search, Reset, and Advanced Search. Below the search box, two buttons are highlighted with red boxes: 'Compose' and 'Message History'. The search results show '0 Result(s)'.

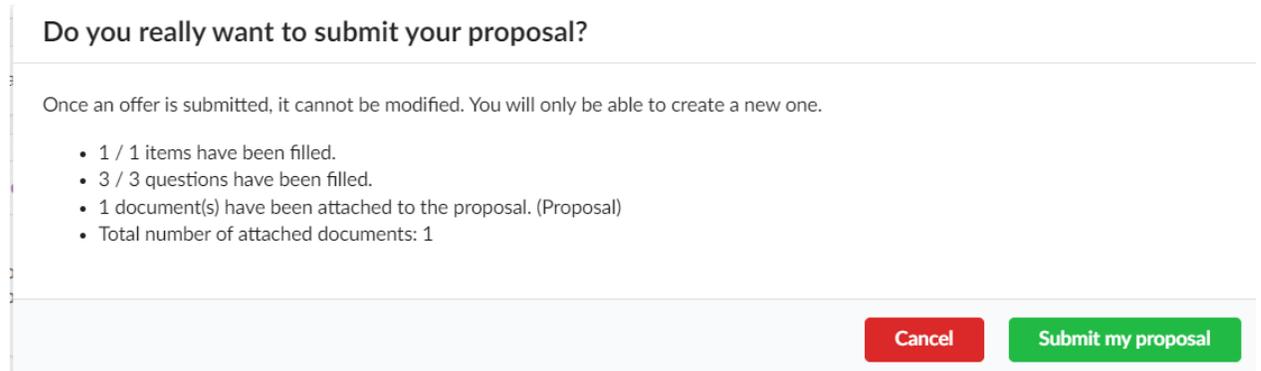
# How do I submit my offer once it is finalized?

In all the tabs of the " Sourcing ", you will see the following banner:



To submit your offer, simply click on "Validate & Submit Proposal". The offer is then sent to the John Cockerill buyer.

 Before proceeding to this step, make sure that everything is completed in the different tabs. You will see a small summary on the screen.

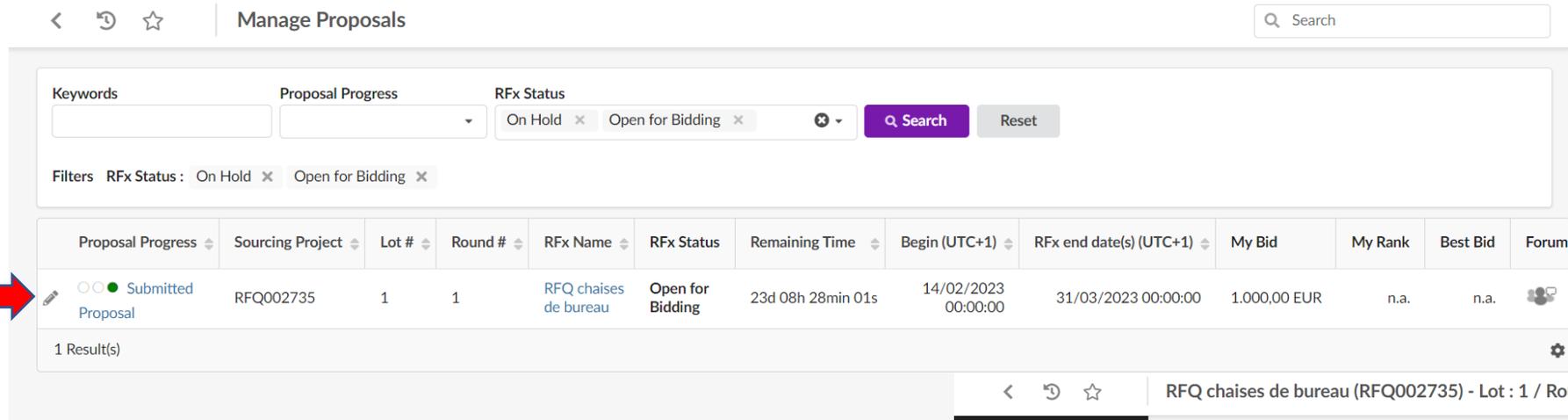


"Download all contents of this RFx" is a feature that allows you to extract the entire RFx: documents-questionnaire-quotation-grid. It can be useful if you want to archive the documents in your system.



# How to modify your offer?

You cannot modify the offer once it has been validated and sent to the buyer. However, you can create a new version of the offer. To do this, simply click on the pencil to the left of the quote request. 



Manage Proposals

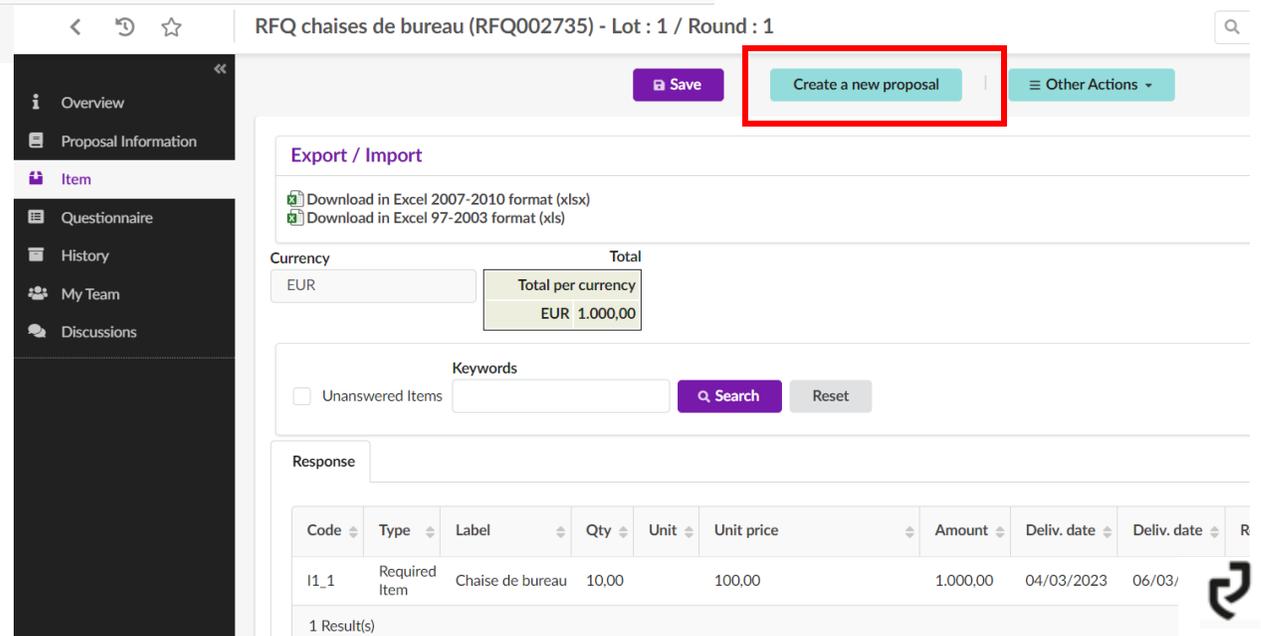
Keywords:  Proposal Progress:  RFX Status:

Filters: RFX Status:

Proposal Progress	Sourcing Project	Lot #	Round #	RFX Name	RFX Status	Remaining Time	Begin (UTC+1)	RFX end date(s) (UTC+1)	My Bid	My Rank	Best Bid	Forum
 <span>Submitted Proposal</span>	RFQ002735	1	1	RFQ chaises de bureau	Open for Bidding	23d 08h 28min 01s	14/02/2023 00:00:00	31/03/2023 00:00:00	1.000,00 EUR	n.a.	n.a.	

1 Result(s)

You can then create a new proposal by clicking on **"create a new proposal"**. Please note that you cannot modify the previous one, which is an earlier version.



RFQ chaises de bureau (RFQ002735) - Lot : 1 / Round : 1

Export / Import

Currency:  Total:

EUR  Total per currency: EUR 1.000,00

Keywords:

Response

Code	Type	Label	Qty	Unit	Unit price	Amount	Deliv. date	Deliv. date	R
11_1	Required Item	Chaise de bureau	10,00		100,00	1.000,00	04/03/2023	06/03/	

1 Result(s)

# digiBuy



## THE ORDER

# How to access orders?

To access orders you have two possibilities:

Or via the home page: " Late Orders ".

Or via the general menu " Orders ".



For **new orders**, they appear in your workflows for validation. In addition, you will receive an email notification with the link to this order.

A screenshot of the digiBuy web application interface. At the top is a purple navigation bar with the John Cockerill logo and menu items: General Info., Sourcing, Contracts, Catalogs, and Orders. Below this is a breadcrumb trail with icons for back, refresh, and star, followed by the text 'digiBuy'. The main content area is divided into several sections. On the left, there is an 'Information' section with text about the platform and a 'Supplier Status' section with a green checkmark icon and the text 'Registration Onboard Pending'. In the center, there are three vertical cards: 'RFP in Progress' with a '1' in a circle, 'Late orders' with a '10' in a circle, and 'Browse Catalogs' with a '0' in a circle. On the right, there is a 'My workflows' section. Blue arrows point from the text above to the 'Orders' menu item, the 'Late Orders' card, and the 'My workflows' section.

You arrive on the list of orders.

Expected date format: dd/MM/yyyy

Keywords

1	2	3	4	5	6	7	8	9	10
ID	Buyer Contact	Status	Currency	Ordered	Received	Invoiced	Progress	Delay (d)	PO PDF
<a href="#">PO000132</a>	THIERRY Laurent	Confirmed	EUR	1.000,00	1.000,00		; Cancel; Open to supplier amendment		PO_4800001016_V0.pdf
<a href="#">PO000128-3</a>	THIERRY Laurent	Confirmed	EUR	1.000,00	1.000,00		Acknowledged		PO_4800001015_V3.pdf
<a href="#">PO000128-2</a>	THIERRY Laurent	Supplier Review	EUR	1.000,00			Initialized; Supplier Review	-35	PO_4800001015_V2.pdf

1. The order number (PO)
2. The name of the buyer
3. The status
4. The currency
5. The amount
6. What has been received from John Cockerill
7. What was invoiced
8. Progress
9. Delays
10. The order in PDF format

Click on the order number to access the content.



# How to acknowledge an order?

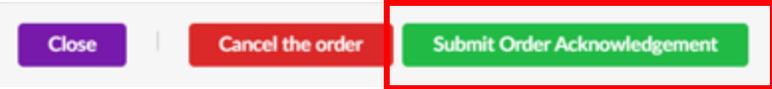
To acknowledge an order, go to your "Workflows" homepage. The order to be validated appears in the listing. Click on the title.

The screenshot shows the 'My workflows' section of the digiBuy interface. A table lists workflow items with columns for Process, Object, Action, Forwarded on, and Action's date (UTC+1). A blue arrow points to the 'Object' column of the first row.

Process	Object	Action	Forwarded on	Action's date (UTC+1)
Classical order	PO000165 - Copy of Copy of Amendment request 01/03/2023 PO000128-1- ATELIER DECO - ATELIER DECO	Supplier Review	08/03/2023	

Other sections visible include 'Information', 'Supplier Status', and 'Documents'.

If you wish to validate the order as it is, click directly on "Submit Order Acknowledgement".



If you wish to make a change to the order, you can do so by changing what needs to (in the example below, the quantity is reduced to 8 instead of 10) and then clicking on "Submit Order Acknowledgement".

PO: PO000165 - Copy of Copy of Amendment request 01/03/2023 PO000128-1- ATELIER DECO - ATELIER DECO (Supplier Review) 🖨️ 📄 ✕

Close | Cancel the order | Submit Order Acknowledgement

**Items - Supplier response**

Export to Excel Click or Drag to add a file

Duplicate	#	Order Item Reference	Substitute Item Description	Order Qty	Supplier Qty	Order UOM	Order Delivery Date	S
	1457-2		test	10,00	8	ea.	12/04/2023	

Amount (Excl. Tax) : 800,00 EUR  
Amount (Incl. Tax) : 800,00 EUR

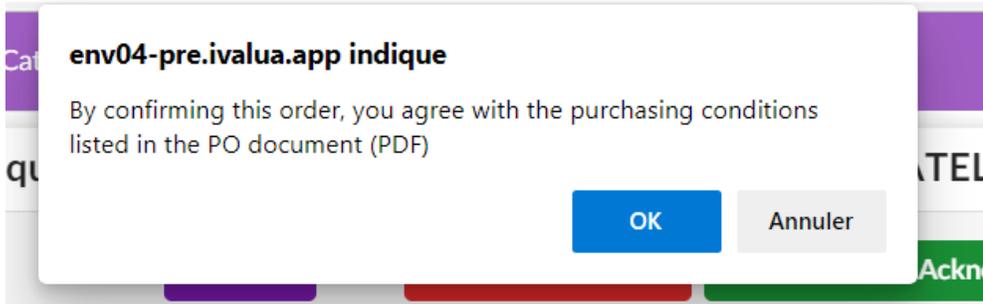
**Items**

#	Products Type	Order Item Reference	Item Description	Supplier	Order Qty
	1457-2	Product	test	(ATELIER DECO) ATELIER DECO	

1 Result(s)

You have the possibility to **cancel an order** via the "Cancel Order" button. However, we recommend to discuss this with the buyer in advance.

When you submit the order for validation **and** it has been modified, you will receive the following confirmation message:



Click on "OK".



**Any modification** after the order has been issued, whether on the buyer's or supplier's side, leads to **the creation of an amendment.**

PO: PO000165 - Copy of Copy of Amendment request 01/03/2023 PO000128-1- ATELIER DECO - ATELIER DECO (Change request ap...

Close

**Items - Supplier Response**

#	Order Item Reference	Substitute Item Description	Order Qty	Supplier Qty	Order UOM	Order Delivery Date	Supplier Delivery Dat
1457-2		test	10,00	8,00	ea.	12/04/2023	12/04/20...

Amount (Excl. Tax) : 800,00 EUR  
Amount (Incl. Tax) : 800,00 EUR

**Items**

#	Products Type	Order Item Reference	Item Description	Supplier	Order Qty	Order U
1457-2	Product		test	(ATELIER DECO )ATELIER DECO	10,00	ea.

1 Result(s)

When the buyer receives your change request, it is up to him to accept it or not.

Let's assume that he accepts the reduction in quantity from 8 to 10. You will then receive a **new validation request for the amendment** in your "Workflows" on the home page.

The screenshot displays the John Cockerill digiBuy dashboard. The top navigation bar includes 'General Info.', 'Sourcing', 'Contracts', 'Catalogs', and 'Orders'. The user is identified as 'Deco S.'. The dashboard is divided into several sections:

- Information:** A text block explaining the platform's role in procurement projects.
- Supplier Status:** A section with two sub-sections: 'Registration Onboard Pending' and 'Preparation Gather Information', both marked with green checkmarks. A central message states: 'There is no item requiring your attention at the moment'.
- My workflows:** A table listing active workflows. A blue arrow points to the 'Object' column of the first row.
- Documents:** A section at the bottom of the dashboard.

Process	Object	Action	Forwarded on	Action's date (UTC+1)
Classical order	PO000165-1 - Amendment request 08/03/2023 PO000165- ATELIER DECO - ATELIER DECO	Supplier Review	08/03/2023	

# How do I refuse an order in its entirety?

You have the possibility to refuse an order via "Cancel Order". You must nevertheless specify the reason for this refusal. This refusal must also be **discussed and agreed upon in advance with the John Cockerill buyer** since, unless otherwise provided for in your terms of sale, the offer is binding.

The screenshot displays the John Cockerill procurement system interface. At the top, a purple navigation bar contains the John Cockerill logo and menu items: General Info, Sourcing, Contracts, Catalogs, and Orders. On the right, there are notification and user profile icons (Deco S.). The main header shows the current order: "PO: PO000165-1 - Amendment request 08/03/2023 PO000165- ATELIER DECO - ATELIER DECO (Supplier Review)".

Below the header, there are three buttons: "Close" (purple), "Cancel the order" (red), and "Submit Order Acknowledgement" (green). The main content area is divided into several sections:

- Supplier Contact:** Includes a text field for "SUPPLIER deco".
- Currency:** A dropdown menu showing "EUR".
- PO Documents:** Lists "SAP PO document" and "Other documents" (including "PO\_480000").
- Status:** Shows "Supplier Review".
- Delivery & Payment:** Includes an "Incoterm" dropdown set to "Carriage and insurance paid to".

A modal dialog box titled "Reason :" is open in the center. It contains a text input field with the text "No more stock available" and two buttons at the bottom: "Cancel" (grey) and "Confirm" (purple).

At the bottom of the screen, there are two sections:

- Amendment's reason:** An empty text area.
- Order's amendment:** A summary box showing "Original order : PO000165 - Copy of Copy of Amendment request 01/03/2023 PO000128-1- ATELIER DECO" and "Amendment n°1 : PO000165-1 - Amendment request 08/03/2023 PO000165- ATELIER DECO".

When the buyer accepts the order cancellation, you will receive an email notification and the status of the order will change to "cancelled".

< ↻ | Notification Send Sheet ▶ 📄

cc

BCC

Reply to

no-reply@procurement.johncockerill.com

Acknowledged by

Date

08/03/2023	15:01:18
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Subject

Cancel PO

Message

Hello,

Please find attached the PO Cancellation which references are :  
PO cancellation: Amendment request 08/03/2023 PO000165- ATELIER DECO  
Company: ATELIER DECO

Regards  
Your administrator  
This is an automatically generated e-mail, please do not reply

# Annexes

# Glossary (1/2)

	Where is this icon?	What is the use of this icon?
	The logo is on all the pages at the top left	It takes you back to the Home page of <u>digiBuy</u> wherever you are in the Supplier Portal
	The left arrow is on all the pages at the top left	It takes you back to the previous page
	The left arrow is on all the pages at the top left	It takes you back to the previous page
	History is on all the pages at the top left	It allows access to the browsing history
	The star is on all the pages at the top left	It makes it possible to set up the current page as a favorite. Favorites are available at the top of the browsing history.
	The bell is on all the pages at the top right	It allows you to view all error messages.
	The user profile is on all the pages at the top right	It allows you to change your user account settings and change the language between English and French.
	The pencil is on all objects that can be changed	It allows you to change the object

# Glossary (2/2)

 Format de date attendu: dd/MM/yyyy	The reminder is at the top of all pages on which you must indicate a date	It reminds us of the date format to be used. The format is automatically adapted according to the language used (English or French).
ITEM A		Click on the hyperlinks in blue to access the object in a pop-up
 		It closes the window
	The info-bubbles are found in all fields that need more information.	They indicate additional information when you put your cursor on it
 Cliquer ou déposer pour ajouter un fichier		It allows you to add an attached file
Déposer ici vos grilles de prix (au format Excel)  Cliquer ou déposer pour ajouter un fichier	The file repository can be found in your responses to price requests and in the Document tab on your vendor page.	
	The Excel grid repository can be found in the Article of Responses to Price Requests tab.	It allows you to change the response grid from the import of an Excel file
	The plus is in the Article tab for responses to price requests.	It allows you to add an additional item