



SupplyWin User Guide



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**If this is your first Request for Quote Notification from your customer, follow these steps:

RFQ Email

You will receive an email from your Customer with a “Request for Quote: Project name” in the Subject line. The Email message will look like this:

Request for Quote:


From: BECKY FRESQUES at PolyDyne Software Inc. (rebecca.fresques@polydyne.com)
To: POLYDYNE SUPPORT (SUPPORT@POLYDYNE.COM)
Project Name: SUPPLYWIN DEMO [REGION: GLOBAL]
Due Date: February 7, 2019


[Access the RFQ](#)

Message from the Quote Manager:

Dear Valued Supplier,

We are pleased to invite you to participate in this RFQ opportunity.

 Polydyne



[Register to access the quote](#)

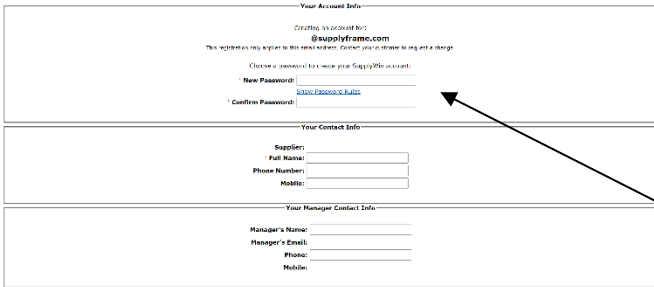
The above link will expire in 7 calendar days.

After completing the registration process, you can bookmark the following URL for future logins:

<https://qwdemo.polydyne.com/SupplyWin>

SupplyWin Registration

After clicking on the first internet link in your email, you will see the following screen:



Click on the Register button when you are finished.

Create a password (password must comply with Password Rules)

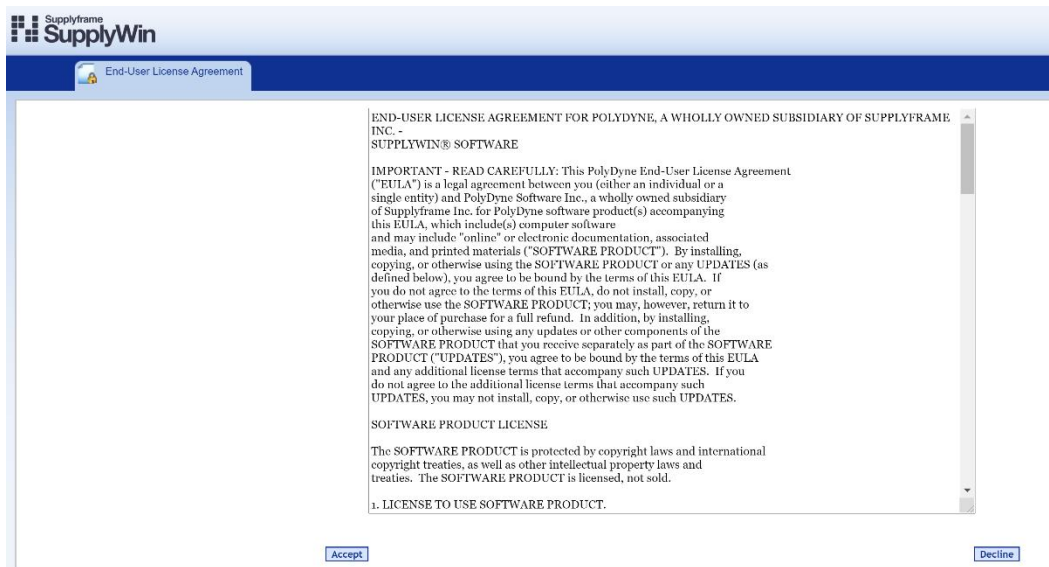
Password Rules

Passwords need to be at least 8 characters in length and should contain attributes of at least 3 of the 4 classes:

- Upper case letters
- Lower case letters
- Numeric digits
- Special characters such as !, @, #, \$, %, ^, &, *, _ -

[Close Window](#)

The following End-User license Agreement will appear.



END-USER LICENSE AGREEMENT FOR POLYDYNE, A WHOLLY OWNED SUBSIDIARY OF SUPPLYFRAME INC. - SUPPLYWIN® SOFTWARE

IMPORTANT - READ CAREFULLY: This PolyDyne End-User License Agreement ("EULA") is a legal agreement between you (either an individual or a single entity) and PolyDyne Software Inc., a wholly owned subsidiary of Supplyframe Inc. for PolyDyne software product(s) accompanying this EULA, which include(s) computer software and may include "online" or electronic documentation, associated media, and printed materials ("SOFTWARE PRODUCT"). By installing, copying, or otherwise using the SOFTWARE PRODUCT or any UPDATES (as defined below), you agree to be bound by the terms of this EULA. If you do not agree to the terms of this EULA, do not install, copy, or otherwise use the SOFTWARE PRODUCT; you may, however, return it to your place of purchase for a full refund. In addition, by installing, copying, or otherwise using any updates or other components of the SOFTWARE PRODUCT that you receive separately as part of the SOFTWARE PRODUCT ("UPDATES"), you agree to be bound by the terms of this EULA and any additional license terms that accompany such UPDATES. If you do not agree to the additional license terms that accompany such UPDATES, you may not install, copy, or otherwise use such UPDATES.

SOFTWARE PRODUCT LICENSE

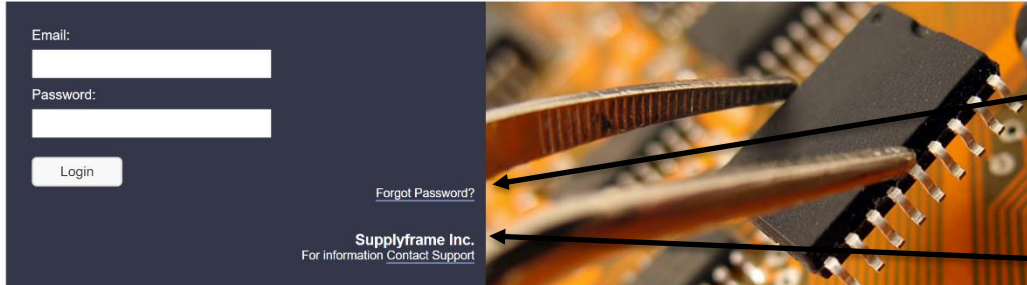
The SOFTWARE PRODUCT is protected by copyright laws and international copyright treaties, as well as other intellectual property laws and treaties. The SOFTWARE PRODUCT is licensed, not sold.

1. LICENSE TO USE SOFTWARE PRODUCT.

[Accept](#) [Decline](#)

Click on Accept if you wish to continue. Please note that there is no fee for using SupplyWin.

If you are an existing Supplier you will see the following Login Page:



If you forgot your password, **CLICK HERE.**

Customer that sent the RFQ

If you don't know your Password click on the 'Forgot Password' link and the following message will appear.



Message

To reset your password, enter the email address registered with your account.

Your email address:

OK

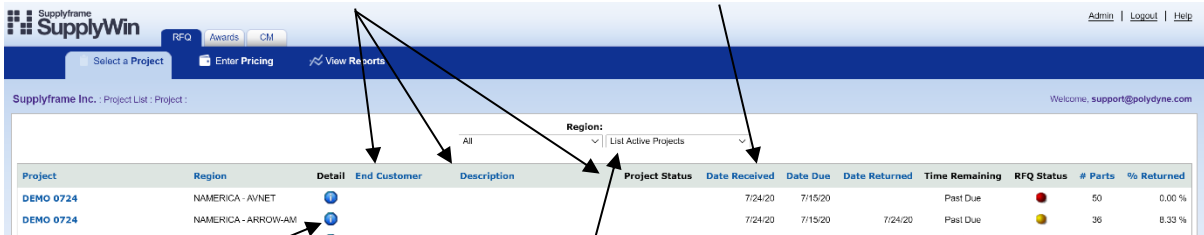
CANCEL

Project Screen

The following screen will appear showing the active RFQ's that have been sent to you from your customer.

End Customer, Description and Project Status can be viewed at your Customer's option.

You can sort the data by clicking on the Blue Column headers.



Project	Region	Detail	End Customer	Description	Project Status	Date Received	Date Due	Date Returned	Time Remaining	RFQ Status	# Parts	% Returned
DEMO 0724	NAMERICA - AVNET					7/24/20	7/15/20		Past Due		50	0.00 %
DEMO 0724	NAMERICA - ARROW-AM					7/24/20	7/15/20	7/24/20	Past Due		36	8.33 %

Click on this icon to show the Details for this Project. * (see instructions below)

All Projects or only Active Projects may be displayed by selecting the desired configuration from this drop down box.

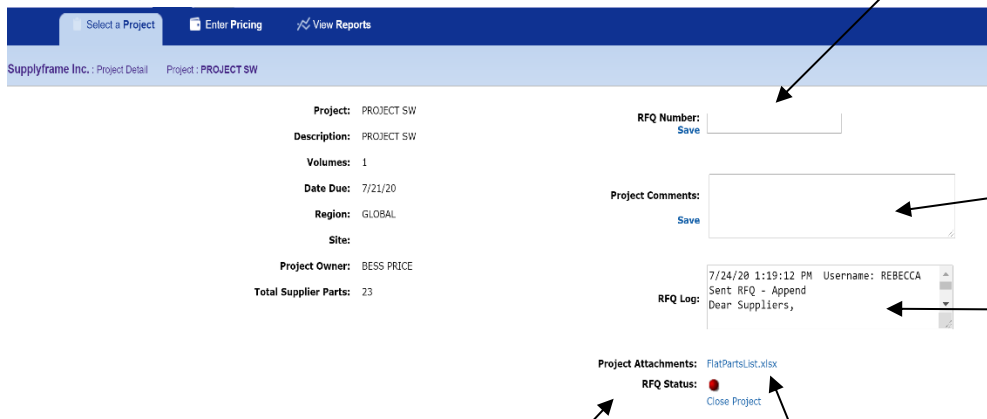
Time Remaining is reflected based on your Date Due. It will display 'Past Due' if you have not completed the quote before the Date Due displayed on this screen.

I. Definition of the Status light:

0% Returned Partially Returned 100% Returned

Project has been closed and is inactive. This means you cannot submit pricing for this Project until your customer reopens it.

Reviewing Project Details



You can enter your internal RFQ number here, and then hit the Save option to send to your customer.

Enter any comments back to the customer here.

Review the RFQ log at any time to access additional information and customer comments

Once you have submitted your pricing 100% you have the option to close your project here on the Enter Pricing tab.

*Note: If you close your RFQ, you will no longer be able to edit the RFQ. Only your customer can REOPEN the RFQ for you.

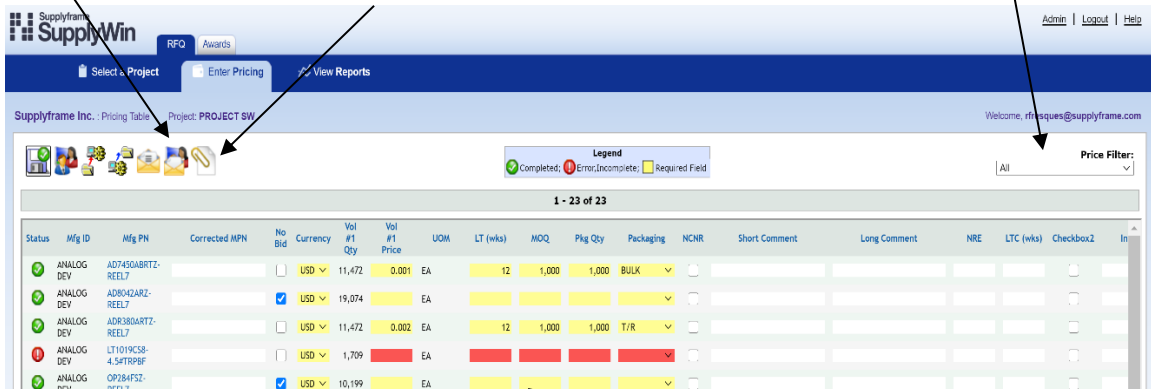
Project attachments will show here.

Manual Entry of Pricing

Click *email quote manager* to send a message to your customer

Click *part attachments* to access any drawings, if any, associated with the parts on this project.

You can use the **Price Filter** to only work on specific items.



Click on a Mfg PN to view detailed info about the Customer PN

The highlighted yellow fields are required for you to enter.

NOTE: your pricing will not be complete until you have filled in all the required fields.

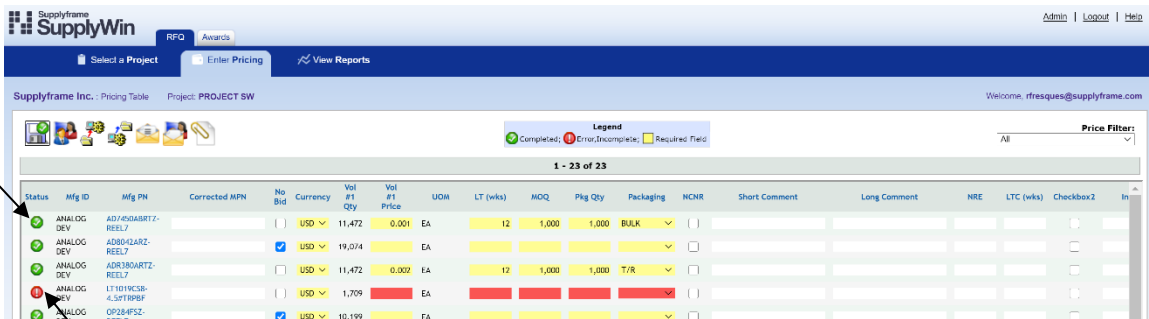
On this screen you can enter your quote information and then click on the *Save Pricing*



icon to send the information to your customer.

For example, if you missed a required field it will appear in RED and the error message will be displayed in the Error Summary located at the far right hand side of the screen.

Verify that the status has the green checkmark, meaning it was Saved and Submitted.

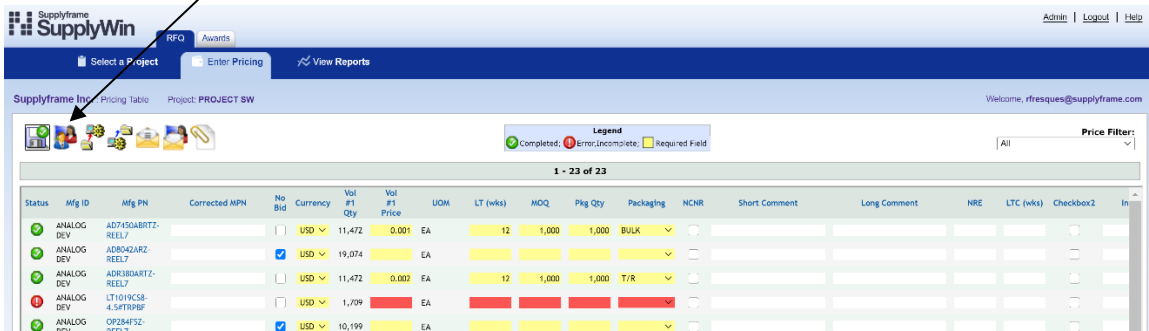


Click here to view the Error Summary message.

If you wish to No Bid an item, click in this box.

More Pricing Table Features

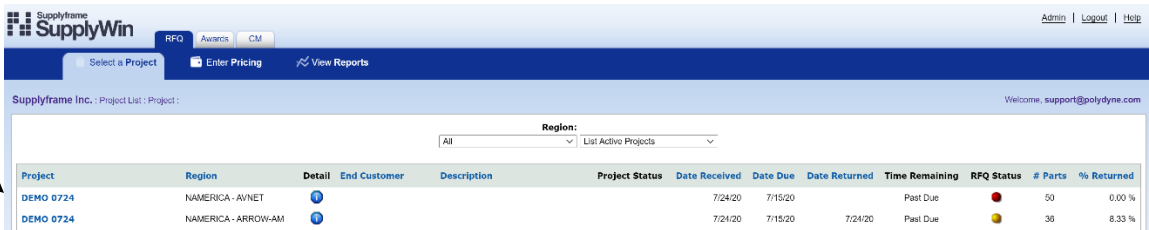
Click on Face to Face Negotiation to sort priced parts in descending order



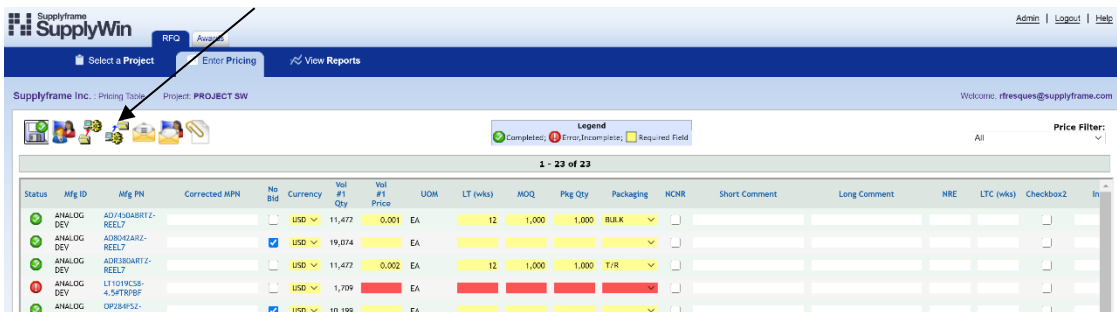
Once you have Saved your pricing, you can verify that your pricing has been submitted to the customer by clicking on the *Select a Project* tab to review the % Returned ratio.

Exporting the Pricing Table

Select the Project you wish to quote.



Click on the *Export Pricing* icon either in Excel or CSV



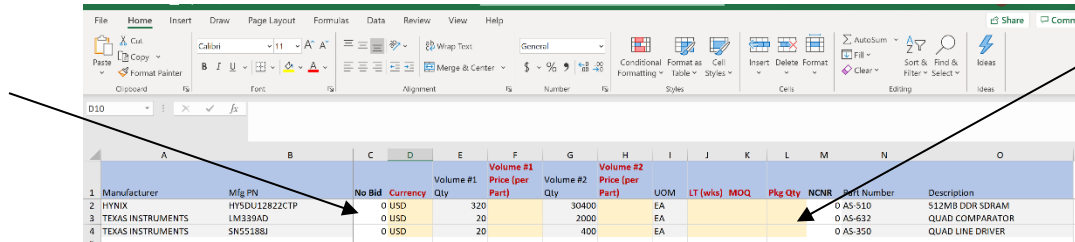
If any field is pre-populated (for example Corrected Mfg PN), this information will export, and you can modify if needed.

The system will prepare the file to be downloaded.

Enter your quote information on the spreadsheet:

Enter 0 or 1 here.
0=Bid, 1=No Bid.

Yellow fields are required for you to fill out.



					Volume #1	Volume #2											
1	Manufacturer	Mfg PN	No Bid	Currency	Volume #1 Qty	Price (per Part)	Volume #2 Qty	Price (per Part)	UOM	LT (wks)	MOQ	Pkg Qty	NCNR	Part Number	Description		
2	HYUNIX	HPS0U12R2ZCTP	0	USD	320		30400		EA					0 AS-510	S12MB DDR SDRAM		
3	TEXAS INSTRUMENTS	LM339AD	0	USD	20		2000		EA					0 AS-632	QUAD COMPARATOR		
4	TEXAS INSTRUMENTS	SN55188J	0	USD	20		400		EA					0 AS-350	QUAD LINE DRIVER		

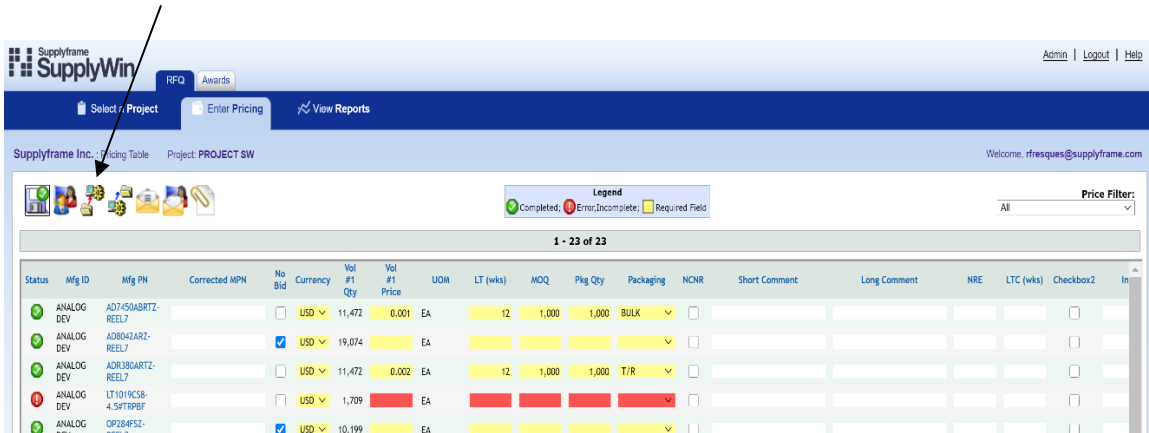
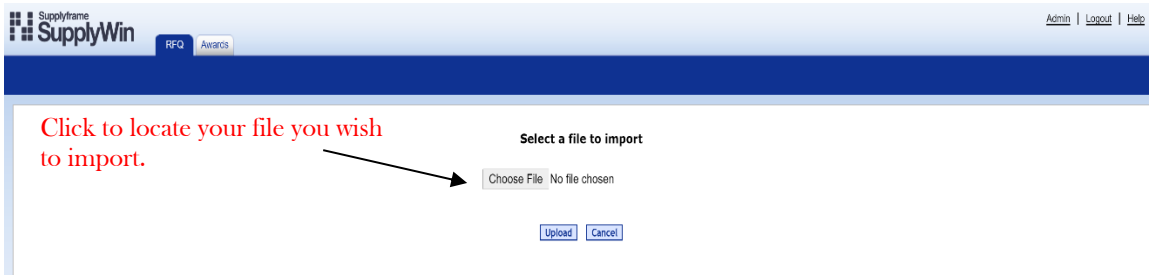
Spreadsheet Requirements & Restrictions

1. The columns in the spreadsheet must remain in the same order when importing.
2. Manufacturer Name, ID, and Part Number MUST remain the same when importing.
3. Enter a “1” in the NO BID column if you wish to NO BID the part
4. The CORRECTED MPN” column is to correct an MPN. This column is NOT used to quote ALTERNATES. If your customer allows, “Alternates” may be added manually on the SupplyWin interface by clicking on the “Add Alternate” button next to the MPN.
5. **BOLD RED** headers will most likely have yellow fields that are required, and information MUST be entered for the pricing to be submitted.
6. **BOLD BLACK** headers are optional and will most likely feature white fields.
7. **Gray fields** are providing ‘Read Only’ information. Updates to these fields will not be imported or used for quoting data.
8. Lead Time and LTC should be quoted in weeks, not days
9. Price can have no more than 5 numbers after the decimal place
10. Short Comments can only be 10 characters. If you need to add more, please use the Long Comments field
11. If SupplyWin has a dropdown field with options, the file must contain a matching option for that field. For example, if there is a field for “Country of Origin”, and the drop down options include USA, ASIA, EUROPE, then the file must contain one of these options in order to upload the pricing.

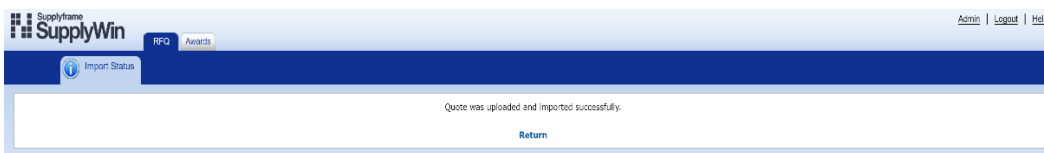
Refer to the Help Pages for additional Pricing Table Import Requirements.

Importing your Spreadsheet:

Click on the Import Pricing icon.

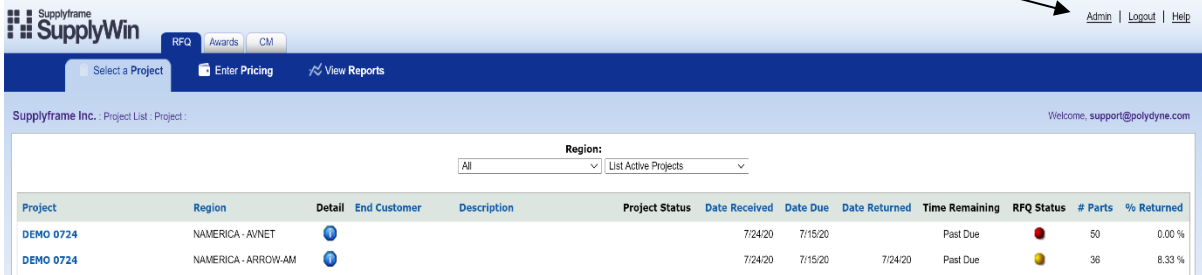
This screen confirms a successful import! If it was not successful, you will receive an error log explaining in detail what you need to go back and fix before importing again.



**An Error Summary will be displayed after the import with the specific errors denoting required fields that were not included*

Administration

Click on the Admin option to update your personal settings



SupplyWin

RFQ Awards CM

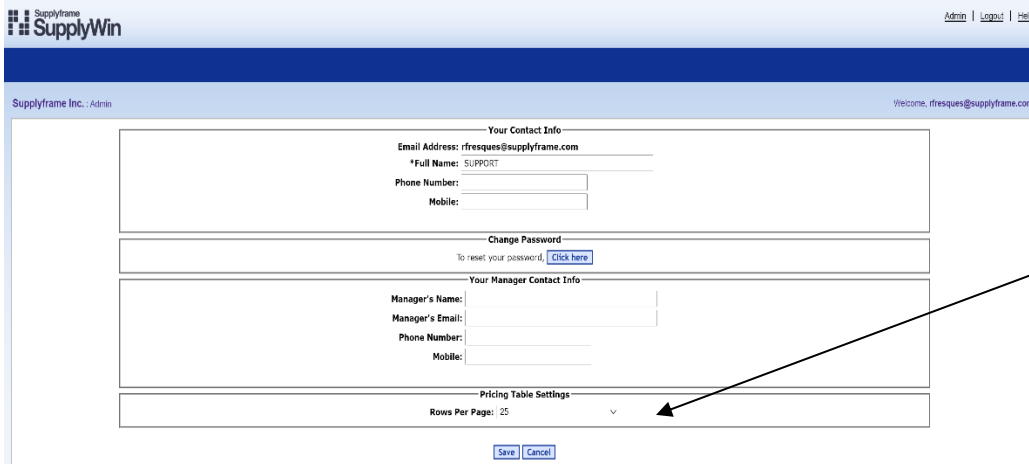
Select a Project Enter Pricing View Reports

Supplyframe Inc. - Project List - Project: Welcome, support@polydyne.com

Region: All List Active Projects

Project	Region	Detail	End Customer	Description	Project Status	Date Received	Date Due	Date Returned	Time Remaining	RFQ Status	# Parts	% Returned
DEMO 0724	NAMERICA - AVNET					7/24/20	7/15/20		Past Due		50	0.00 %
DEMO 0724	NAMERICA - ARROW-AM					7/24/20	7/15/20	7/24/20	Past Due		36	8.33 %

From the Admin screen you can update your personal settings:



SupplyWin

Admin Logout Help

Supplyframe Inc. - Admin Welcome, rfresques@supplyframe.com

Your Contact Info

Email Address: rfresques@supplyframe.com

*Full Name: SUPPORT

Phone Number:

Mobile:

Change Password

To reset your password, [Click here](#)

Your Manager Contact Info

Manager's Name:

Manager's Email:

Phone Number:

Mobile:

Pricing Table Settings

Rows Per Page: 25

Save Cancel

Here you can change the number of rows per page you wish to show in your pricing table

SupplyWin Frequently Asked Questions

I've forgotten my username and/or password?

Click on the **“Forgot Password”** link on the SupplyWin login screen. If your email address is registered, you will be sent an email allowing you to reset your password.

How do I update my contact information?

You will want to contact your customer directly to update your current contact information.

When I log into SupplyWin, I do not see the project I need?

Some SupplyWin users will have access to multiple regions. Check the Region on the RFQ email, and check the ‘region’ dropdown menu to match. The project’s status may have been changed. If the project has been closed, you can contact the Quote Manager for assistance.

How do I know if my pricing has been submitted?

The project’s status may have been changed. If the project has been closed, you can contact the Quote Manager to have them Reopen RFQ if you want to update pricing.

How do I view attachments for a project?

Attachments can be viewed at the project level, or the component level. To view project attachments, click on the blue detail button on the **“Select a Project”** screen. If there are attachments, they will be located in the bottom right corner of the Project Detail. To view component attachments, if any, click on the **“Part Attachment(s)”** icon in the pricing table.

How do I submit pricing?

From the “Select a Project” screen, click on the project you wish to quote.

You can manually enter pricing by clicking on each field, and enter your data. Any field highlighted yellow, is a required field.

1. Once you’ve entered all required data, click on the **“Save and Submit”** pricing icon (diskette with green circle and white checkmark). Pricing will automatically be submitted.

Can I export the pricing to a spreadsheet?

Yes. Click on the “Export Pricing” icon in the icon tray on the pricing table. SupplyWin will automatically prompt you to “Open” or “Save” the pricing table.

I get a “Project Under Construction” error when I try to submit pricing?

This means that the customer is in the process of making changes to the Bill of Materials. Click on the “***Email Quote Manager***” icon in the icon tray to receive assistance from the Quote Manager.

I get a lot of errors when I try to Import my pricing?

1. Ensure that the file you are importing the correct file format using the correct import icon, and none of the columns have been changed (deleted, renamed, moved).
2. Ensure that all required fields have been filled out in the file (required fields are denoted with an asterisk in the column heading).
3. Ensure that the data being submitted is in the correct format required by your customer. (i.e. price must be a number with no more than 5 decimal points, MOQ must be a number with no text, etc.)
4. If the problem persists, Click on the “***Email Quote Manager***” icon in the icon tray to receive additional assistance.

My pricing does not save when I try to change it via the web application?

If the status of the project has been changed, you will be unable to save pricing. Please contact the Quote Manager for assistance.

Can I change my pricing after I’ve submitted it?

Yes, if the project is still OPEN. Just add the new pricing to the pricing field, and click on the “***Save and Submit***” icon.

I’ve submitted all of my pricing, but the status indicator is still yellow?

Some projects may have multiple pages of parts for you to quote. Ensure that you’ve entered pricing for ALL parts on ALL pages of SupplyWin. Click on “Next 25 Rows” to view multiple pages.



Can I print a summary report of the project?

You can Export and Save the SupplyWin Pricing Export or click on 'Email to Self' Icon and a copy of the pricing table report will be emailed to you.

How do I add more SupplyWin Users or delete existing ones?

Click on the "***Email Quote Manager***" icon in the icon tray to email the quote manager to add/delete SupplyWin Users.

Who can I contact if I have more questions about SupplyWin?

If you have questions regarding SupplyWin, you can contact Supplyframe at support@supplywin.com or +1-512-343-9100. Please forward the RFQ email you received when submitting questions via email.