

# AM/NS CALVERT

A joint venture between ArcelorMittal and  
Nippon Steel & Sumitomo Metal Corporation



## SAP Sourcing – Supplier Response to RFx

September 12, 2016



# Respond to Request for Budgetary Estimate

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**AM/NS Calvert now requires that all Requests for Budgetary Quotes be issued from and responded to through SAP Sourcing.**

**\* \* \***

**The following slides provide a guide that suppliers can use to respond in SAP Sourcing to a Request for Budgetary Estimate.**

## **Budgetary RFx Invitation**

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- ☐ Suppliers who are invited to participate in a Budgetary RFx in SAP Sourcing will first receive an email with a USER ID and temporary password.
  
- ☐ Follow the instructions in the email to activate your USER ID and create a permanent password.

# Sample E-Mail:

## *Welcome to SAP Sourcing*

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**AM/NS  
CALVERT**

Subject: AM/NS Calvert Welcome to SAP Sourcing

Dear SUPPLIER,

Welcome to SAP Sourcing. You have been established as a user of SAP Sourcing software, which is used to facilitate sourcing events for AM/NS Calvert. Because this email contains important Log On information, please keep it in your records.

You will receive another email notification when your participation is requested for a specific sourcing event. In the interim, please follow the steps listed below to ensure you can connect to the system.

A temporary SAP Sourcing application password has been generated for you. After you Logon using the new temporary password, you will be prompted to change your password.

Your user name: 1000245

Your temporary password: QWt2n

To use SAP Sourcing, simply follow these steps:

1. Click on the URL: [https://sourcing.calvert.arcelormittalusa.com/amnsourcing/fsvendor/vendordesktop/index?allow\\_redirect=true](https://sourcing.calvert.arcelormittalusa.com/amnsourcing/fsvendor/vendordesktop/index?allow_redirect=true)
2. In the Username field, enter your user name.
3. In the Password field, enter your temporary password, then click Log On.
4. On the Change Password screen, enter your temporary password in the 'Old Password' field.
5. Enter a new password in the 'New Password' field and 'Re-enter New Password' fields, then click OK.
6. You are now ready to use SAP Sourcing.

## **Budgetary RFx Invitation**

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- ☐ Suppliers will receive an additional email that contains a link to the budgetary Request for Quote.
  
- ☐ Using your USER ID and permanent password, logon to SAP Sourcing to view the RFx and follow the instructions in the email.

# Sample E-Mail:

## *Budgetary RFx Invitation*

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**AM/NS  
CALVERT**

From:  amns.sapdonotreply@arcelormittal.com  
To:  Dyess, Lisa  
Cc:  
Subject: AM/NS Calvert: Budgetary RFx Invitation

Sent: Tue 9/13/2016 10:04 .

Dear Supplier Lisa,

You are invited to participate in the AM/NS Calvert Budgetary RFx named: RFx-PUR-2016-0001, TEST\_PROJECT CREATE.

The deadline for your completed response to this RFx is 09/09/2016 02:00 PM (CDT)."

Legal Disclaimer: This is a Request for Budgetary Proposal only. Any reference to any bid, proposal, offer or quote of Seller in the Request for Quotation or any related communication is for information and discussion purposes only and shall not be treated as a contract, an offer or acceptance of an offer to enter into a contract, an amendment to an existing contract, or as a waiver of any rights or benefits under an existing contract. Neither ArcelorMittal USA Holdings LLC nor its affiliates will have a legally binding obligation with respect to the subject matter of this message unless and until it has been memorialized in a contract signed by an authorized company representative or an electronically issued purchase order.

TO PARTICIPATE, follow these steps:

1. Click on this link [https://sourcing.calvert.arcelormittalusa.com/amnsourcing/fsvendor/rfx/SellSide/rfps\\_header\\_page,159383553:900?rqaction=load&hook=rfxLoadRQHook&allow\\_redirect=true](https://sourcing.calvert.arcelormittalusa.com/amnsourcing/fsvendor/rfx/SellSide/rfps_header_page,159383553:900?rqaction=load&hook=rfxLoadRQHook&allow_redirect=true).
2. Enter your username and password (previously emailed to you).
3. Click Log On.
4. Click on the Proposal ID link located in the Proposals section of the page and input required information.

#### PARTICIPATION TIPS:

- \* Click on the Schedule tab to review all deadlines.
- \* Click on every tab to read all of the information available to you there and to fill in all of the requested data fields.
- \* To submit your completed response to this RFx, for immediate consideration by AM/NS Calvert, simply click on the 'Submit' button and select the response. Alternatively, click on the 'In Progress' button, then select the 'Firm' phase and click 'OK'.

If you have lost your username and password or are unable to connect to the system to perform the above steps, please contact AM/NS Calvert for assistance by using the contact information below.

Thank you.

Do not reply to this message. If you have any questions or difficulty using this application, please contact support at (251) 289-4441 or e-mail support at [AMNS\\_SupplierTechSupport@ArcelorMittal.com](mailto:AMNS_SupplierTechSupport@ArcelorMittal.com)

# Budgetary RFx Response

## - Review RFx



- ❑ Once you have accessed SAP Sourcing, the Budgetary RFx should display. Click on the RFx Response number to view the RFx details.

The screenshot shows the AM/NS CALVERT SAP Sourcing interface. At the top, there's a navigation bar with "Recent Items" and "Favorites" dropdowns. Below that, a menu bar includes "RFx", "Auctions", "Contracts", and "XPress". The main content area displays the details for a specific RFx response. The breadcrumb trail is "Back > RFx Response > Computer Monitor - RFx". The title bar indicates "Displaying: RFx RFx-PUR-2016-0047: Computer Monitor - RFx". A "Favorites" button is visible. The details section lists the following information: ID: RFx-PUR-2016-0047, Title: Computer Monitor - RFx, Description: RFx for Computer Monitor for Lab, Current Phase: Open For Response, Company: AM/NS Calvert, Contact: Lisa Dyess, and RFx Response Due Date: 09/13/2016 11:30 AM (CDT). Below this, the "RFx Responses" section contains a table with one record. The table has columns for "RFx Response", "Internal RFx Response ID", "Cover Page Comments", and "RFx Response Status". The single record shows "PROP-00193--2016" in the first column and "No Activity" in the last column. A pagination bar indicates "Page 1 of 1" and "Displaying 1-1 of 1 records." Below the table, the "Schedule Items" section contains a table with columns for "Display Name", "Planned Start", and "Description". The single record shows "RFx Response Due" in the first column, "09/13/2016" in the second column, and "The RFx response is due shortly. Make your final changes and set the response status to Firm." in the third column. A second pagination bar also shows "Page 1 of 1" and "Displaying 1-1 of 1 records."

RFx Response	Internal RFx Response ID	Cover Page Comments	RFx Response Status
PROP-00193--2016			No Activity

Display Name	Planned Start	Description
RFx Response Due	09/13/2016	The RFx response is due shortly. Make your final changes and set the response status to Firm.

# Budgetary RFx Response

## - Header Tab



### ☐ Review all information

Done Save Cancel Undo Actions Reports Attachments Discussions In Progress Submit

Header Schedule Information Questions Line Items

ID: PROP-00193--2016  
Title: Computer Monitor - RFx  
RFx Description: RFx for Computer Monitor for Lab  
Current phase of RFx: Open For Response  
Customer Company: AM/NS Calvert  
Contact Person: Lisa Dyess  
Internal RFx Response ID:

**General Status**

RFx Response Status: In Progress  
Response Due Date: 09/13/2016 11:30 AM (CDT)  
Cover Page Comments: 

Font Size Black B I U

☐ View HTML Source

0 characters

**Delivery Information**

Incoterms	Incoterm Location
Delivered Duty Paid	<input type="text" value="Calvert"/>



# Budgetary RFx Response

## - Schedule Tab

- ☐ RFx due date is listed here.

**Editing: RFx Response PROP-00193--2016 in RFx RFx-PUR-2016-0047: Computer** Full Screen

**Monitor - RFx : Detail**

Done Save Cancel Undo Actions Reports Attachments Discussions In Progress Submit

Header **Schedule** Information Questions Line Items

**Schedule**

Schedule Items	Start Date	Description
RFx Response Due	09/13/2016	The RFx response is due shortly. Make your final changes and set the response status to Firm.

Page 1 of 1 Go Displaying 1-1 of 1 records.

# Budgetary RFx Response

## - Information Tab

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- ☐ Additional Information related to the RFx may be provided here. Click on the link in the Information Section to view the complete details.

**Editing: RFx Response PROP-00193--2016 in RFx RFx-PUR-2016-0047: Computer Monitor - RFx : Detail**

Done Save Cancel Undo Actions Reports Attachments Discussions In Progress Submit

Header Schedule **Information** Questions Line Items

**Information Sections**

#	Information Sections	Has Attachments
1	Additional Information Provided Here	<input type="checkbox"/>

Page 1 of 1 Go Displaying 1-1 of 1 records.

# Budgetary RFx Response

## - Questions Tab

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- ☐ Questions from the AM/NS requestor may be listed here. Click on the Title link to view and respond to questions.

The screenshot shows the 'Questions' tab in a software application. At the top is a toolbar with buttons: Done, Save, Cancel, Undo, Actions, Reports, Attachments, Discussions, In Progress, and Submit. Below the toolbar are tabs: Header, Schedule, Information, Questions (selected), and Line Items. The main area is titled 'Questions' and contains an 'Export' and 'Import' button. Below these is a table with the following data:

	#	Title	Questions Answered	Required Questions Answered
	1	Warranty	0 out of 2	0 out of 0

At the bottom, there is a pagination bar showing 'Page 1 of 1', a 'Go' button, and the text 'Displaying 1-1 of 1 records.'

# Budgetary RFx Response

## - Questions Tab

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- ❑ Detailed view of Questions Section

Back RFx Response > RFx: Computer Monitor - RFx > RFx Response: PROP-00193--2016 > Warranty

**Editing: Questions Section : Warranty**

Done Save Cancel Undo

Description:  
Questions Answered: 0 out of 2  
Required Questions Answered: 0 out of 0

**1.1 Default Questions Group**

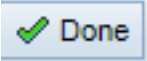
**1.1.1**

Warranty Provided?

Do you provide a warranty for this item?

☒ No Answer  
☐ Yes  
☐ No

Additional Info:  
0 of 1000 characters

- ❑ Be sure to select  after answering questions to save your response and return to the RFx.

# Budgetary RFx Response

## - Line Items Tab

**AM/NS  
CALVERT**

- ☐ Review Line Items tab for a list of items and quantities related to the RFx. **Enter Unit Price here.**

*Editing: RFx Response PROP-00193--2016 in RFx RFx-PUR-2016-0047: Computer* Full Screen

**Monitor - RFx : Detail**

Done Save Cancel Undo Document Actions Reports Attachments Discussions In Progress Submit

Header Schedule Information Questions **Line Items**

View: Basic View Group By: Display Group Detail Pane: ☐ On ☒ Off


Import Line Items Export Line Items

Decline To Bid	Quantity Filled	Price Unit	Delivered Duty Paid - Unit Price	Delivered Duty Paid - Extended Price
▼ 1. Default Line Item Group				
1.1. Material - Computer Monitor - Calvert Office - 5 each				
<input type="checkbox"/>	5 each	1	USD	USD
Total Price				USD

Page 1 of 1 Go Displaying 1-1 of 1 records.

# Budgetary RFx Response

## - Export/Import Line Items

- ☐ RFx details may be exported from the Line Items tab to a local file, pricing information added, then imported to the RFx before submitting.
- ☐ To Export click  Export Line Items from the line items tab then [Click the link to download the document.](#)
- ☐ Open the file, enter the Bid Price on the Line Items tab of the workbook then save the file to your desktop.

A	B	C	D	F	H	K	M	O	P	DK	DL	DM
LI Number	Group	Item Type	Product ID	Qty	UOM	Description	Decline To Bid	Decline To Bid DDP	Bid Price DDP	Currency	Price Unit	Location
1	Default Line Item	Material		5	EA	Computer Monitor	False	False		USD		Calvert Office

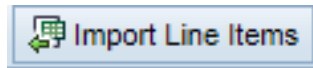
# Budgetary RFx Response

## - Export/Import Line Items

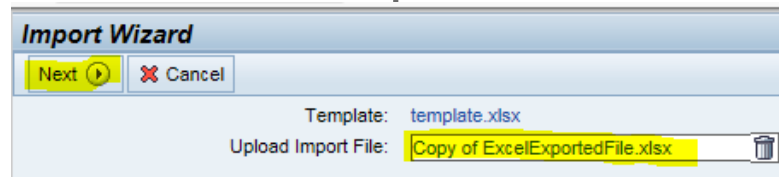
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- ❑ Return to the RFx Response – Line Items tab.

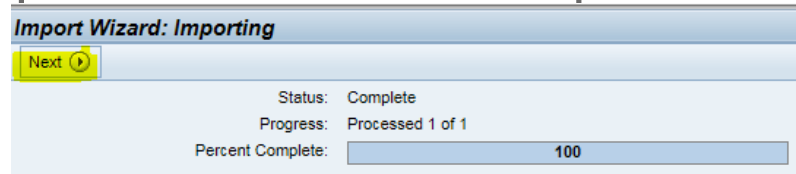
Click



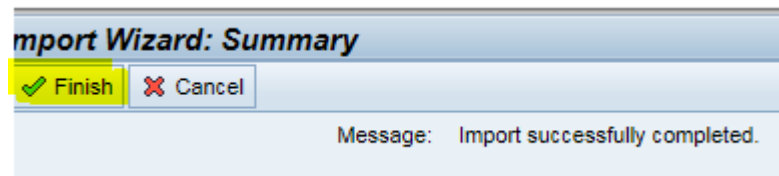
- ❑ Select the file to be updated then click Next.



- ❑ Once process is 100% complete click Next.



- ❑ Click Finish after confirmation message is displayed.  
Imported items should now be displayed on line items tab.



# Budgetary RFx Response

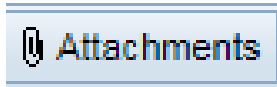
## - Attachments

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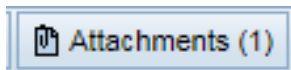
**AM/NS  
CALVERT**

- ☐ Review all attachments from AM/NS
- ☐ Attachments may be included in the RFx or any ongoing discussions.
- ☐ Note the following attachment icons:

- No Attachments have been added to RFx.



- (1) Attachment has been added to RFx.

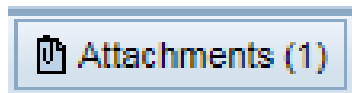




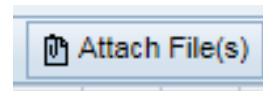
# Budgetary RFx Response

## - Attachments

- ❑ Suppliers may add attachments to RFx Response by clicking ...

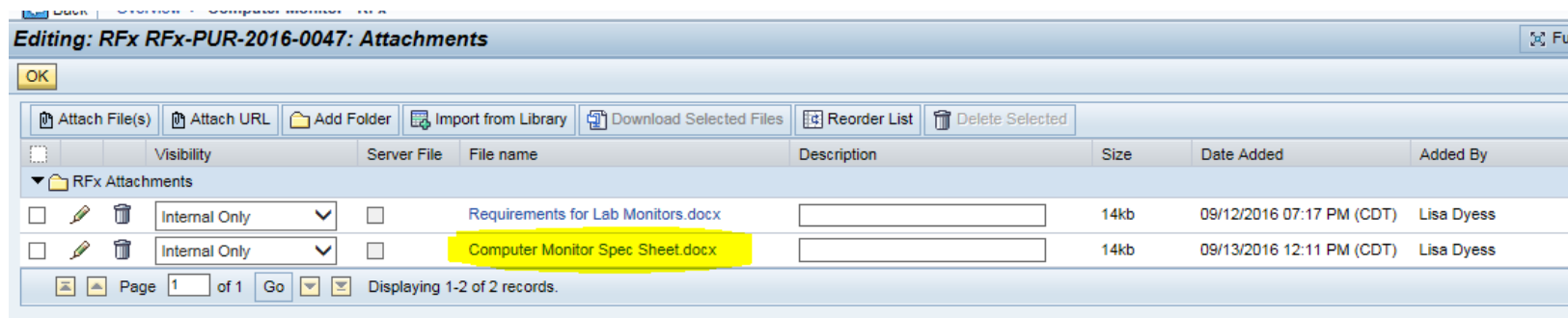


then



You will be prompted to select a file from your desktop.

- ❑ The attached file will be displayed in the list of RFx attachments. Select OK when finished.

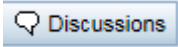
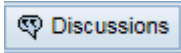
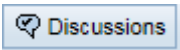


# Budgetary RFx Response

## - Discussions

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**AM/NS  
CALVERT**

- ❑ AM/NS will communicate with suppliers regarding the Budgetary RFx via Discussions.
- ❑ Suppliers will receive an email notification when a discussion is added to an existing RFx.
- ❑ The following icons have the following meaning:
  - No Discussions were created 
  - Unread Discussions exist 
  - Read Discussions exist 

# Budgetary RFx Response

## - Answer Discussions

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**AM/NS**  
**CALVERT**

- ☐ To view and respond to a message click
- ☐ Click the highlighted Topic



**Editing: RFx Response PROP-00193--2016 in RFx RFx-PUR-2016-0047: Computer Monitor - RFx : Detail**

**Finish**

**Discussions**

☒ Mark as Read

<input type="checkbox"/>		Msg	Topic/Subject Name	Last Posting	Author	Company Name	Visibility	Subscribed
<input type="checkbox"/>	▼		▼ New Discussion Topic (1 Unread Message)				Internal Users and External Users	

# Budgetary RFx Response

## - Answer Discussions

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**AM/NS  
CALVERT**

- ☐ Click the highlighted Subject to view the message

New Discussion Topic

Next

Finish

Topic Name: New Discussion Topic  
Description: Topic 2

Subjects

Mark as Read

New Message

Refresh

<input type="checkbox"/>	Msg	Subject	Last Posting	Author	Company Name	Visibility	Subscribed
<input type="checkbox"/>		Topic 2	09/12/2016 07:20 PM (CDT)	Lisa Dyess	AM/NS Calvert	Specific External User	✓

Page 1 of 1



Go

Displaying 1-1 of 1 records.


# Budgetary RFx Response

## - Answer Discussions

**AM/NS  
CALVERT**



- ❑ Once the message is open you may view attachments by clicking  - Reply to the message by clicking 




**Displaying: Subject in Topic : New Discussion Topic : Topic 2**








Topic: New Discussion Topic  
Subject: Topic 2  
Visibility: Specific External User  
Specific External User: EZ Pezy

**Messages**

 Refresh  Mark as Read

<input type="checkbox"/>	Msg	Message Contents	
<input type="checkbox"/>		Topic 2 09/12/2016 07:20 PM (CDT) Lisa Dyess ,AM/NS Calvert	 

Please review the details for Topic 2 on the attached file .

  Page 1 of 1  Go   Displaying 1-1 of 1 records.

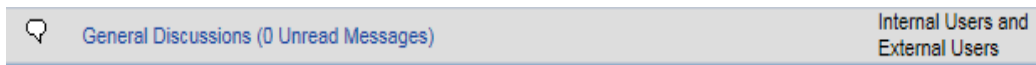
- ❑ Click  to exit the discussion.

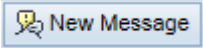
# Budgetary RFx Response

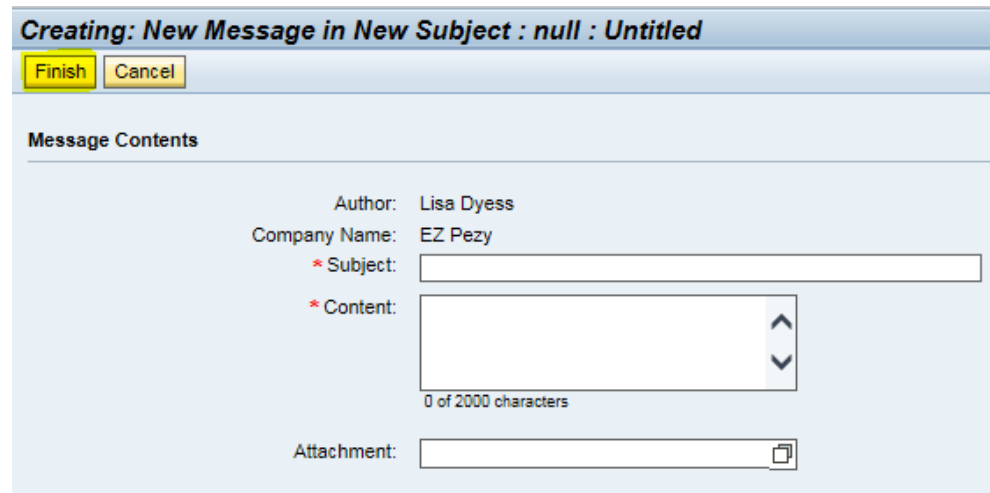
## - Discussions

**AM/NS  
CALVERT**

- ❑ Supplier may also send unsolicited questions/comment for a specific RFx by clicking  then clicking link



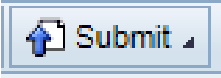


- ❑ Select 
- ❑ Complete subject and message content fields then click Finish


A screenshot of a web-based form titled "Creating: New Message in New Subject : null : Untitled". At the top left are "Finish" and "Cancel" buttons. Below is a section titled "Message Contents". It contains the following fields: "Author:" with the value "Lisa Dyess", "Company Name:" with the value "EZ Pezy", "\* Subject:" with an empty text box, "\* Content:" with a large text area showing "0 of 2000 characters", and "Attachment:" with an empty text box and a small document icon.

# Budgetary RFx Response

## - Submit Final Response

**AM/NS  
CALVERT**

- ❑ Once you are satisfied with your RFx response, click  then select **Final Response**
- ❑ Phase will change to  - Response can no longer be edited.
- ❑ If errors exist in the RFx response, you will receive an error message. Look for the  symbol to indicate where the error exists.

 This document has error(s). View below for more details.


Done Save Cancel Undo Document Actions Reports Attachments Discussions In Progress Submit

Header Schedule Information Questions **Line Items**

At least one of the items below is invalid. Mouse over the highlighted area for more details.

View: Basic View Group By: Display Group Detail Pane: On Off

Import Line Items Export Line Items

Decline To Bid	Quantity Filled	Price Unit	Delivered Duty Paid - Unit Price	Delivered Duty Paid - Extended Price
1. Default Line Item Group				
	1.1. Material - Computer Monitor - Calvert Office			
	- 5 each			
	5 each	1	USD	USD
Total Price				


Page 1 of 1 Go Displaying 1-1 of 1 records.

# Budgetary RFx Response

## - RFx Home Page Workbench

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**AM/NS  
CALVERT**

- ☐ A workbench is provided to summarize ongoing activities for each supplier.
- ☐ To access the overview workbench that includes a summary of all ongoing sourcing activities click 
- ☐ To access a list of all Budgetary RFx assigned to you for review, click RFx from the menu bar.





## **Budgetary RFx Response**

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**For technical assistance using SAP Sourcing  
please contact support at  
(251) 289-4441 or email support at  
[AMNS\\_SupplierTechSupport@ArcelorMittal.com](mailto:AMNS_SupplierTechSupport@ArcelorMittal.com)**

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