Supplier Quote Sheet
Part II

Viewing a Request for Quotation
Entering the Piece Price and Tooling Quotations

March 2015
The following pages illustrate all steps involved in quoting an ECN or RFQ on the IAC Supplier Quote Sheet application.

Please review this material after you have completed the Part I presentation.

For assistance in entering the part quote details, skip to page 15.

For assistance in entering tooling, skip to page 31.
To view a request or enter a quotation response, click on the hyperlink for the ECN/RFQ number from the Quote Inbox.
The quotation request will be displayed.

Note, you may need to use the scroll bar on your internet browser to see the complete request.
The left portion contains the general information related to the request, such as Buyer contact information, program details, quote due dates, IAC plants affected, etc.
The description of the request along with any comments from the Buyer are found in the center of the page.
If you wish to decline to quote the entire quotation request, click on the “decline quote” button at the bottom of the screen.
All part numbers to be quoted appear in the top section.

Red highlighted sections indicate there is an error or those parts require more maintenance before the quote can be submitted to IAC.
Use the check boxes to select a part for an action to be performed. Selecting the top check box will automatically select all of the parts in the list.
Part #: Displays the IAC part number to be quoted.

Clicking on the hyperlink will allow you to enter the quotation for that part number. This process will be shown further in the presentation.
Part Description: Description of the parts being requested for quotation.
Status: Displays the status of the individual quotation for the part. The status will remain pending until the part cost breakdown has been completed by clicking on the part number.

When a status reads “Quoted” the red highlights will disappear. The “Quoted” status indicated the quote has been filled out – it does NOT mean the quote has been sent to IAC.
Total Piece Price Variance: Shows the quoted piece price variance.
Tool Req: This column indicates whether tooling is required for this part number. If yes, the part must be associated with a tool.

This status defaults to “yes”. To change the status, select the check box for the part number and then select the “Tooling Not Req” button. To reverse this status, follow the same process using the button “Tooling Required”.

<table>
<thead>
<tr>
<th>Part #</th>
<th>Part Description</th>
<th>Status</th>
<th>Total Piece Price Variance</th>
<th>Tool. Req.</th>
</tr>
</thead>
<tbody>
<tr>
<td>L0206514AA00LCF</td>
<td>ASM SUBSTRATE - DOOR PNL FRT L</td>
<td>Pending</td>
<td>0.0000</td>
<td>Yes</td>
</tr>
<tr>
<td>L0206515AA00LCF</td>
<td>ASM SUBSTRATE - DOOR PNL FRT R</td>
<td>Pending</td>
<td>0.0000</td>
<td>Yes</td>
</tr>
<tr>
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<td>L0206517AA00LCF</td>
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<td>0.0000</td>
<td>Yes</td>
</tr>
</tbody>
</table>
To enter the piece price and quote details, click on the part number.

<table>
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<tr>
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<td>L0206517AA00LCF</td>
<td>ASM SUBSTRATE - DOOR PNL FRT R</td>
<td>Pending</td>
<td>0.0000</td>
<td>Yes</td>
</tr>
</tbody>
</table>
The part quote detail screen is displayed.

If you would like to assign your own internal Supplier Part Number to the item, click on “Supplier Parts”. This will link your internal number to the IAC number. In the event of a business award from this RFQ/ECN, you will find this number printed on the PO along with the IAC number.
Click "Add" to add a new part number.
Enter the part number, revision, and description. Click “Save” to continue.
The part number is displayed. Click on close to continue.
Note the part volume and Unit of Measure is shown here.
The Engineer responsible for the request is listed at the top of the screen along with corresponding contact information.
Select the Country of Origin for the parts by clicking on the button.
Choose the Country from the dropdown and select it by choosing the Right Arrow button. Click Save to exit.
Select the Manufacturing Location of the Part by clicking on the button.
Choose the Manufacturing location from the dropdown and select it by choosing the Right Arrow button. Click Save to exit. **NOTE: If the appropriate manufacturing location is not listed, please contact your IAC Corporate Buyer.
Piece Price Breakdown: The supplier is required to provide all Piece Price Breakdown details in applicable fields. All costs are to be quoted in variances; if the part being quoted is an initial price, the variance should be from zero.

If quote a reduction, always put (-) prior to the cost.
Tooling Amortization Variance - if tooling is to be amortized in the piece price, the supplier must provide the cost per part. The supplier will be required to provide a tool quote for all tools being amortized (further detail to be provided during tool quote instructions).
Press save to save the quote information that has been entered and continue.
If you wish to decline quoting the part, click on the decline button.
Once all parts have been quoted, the status will move from “Pending” to “Quoted.”

If the “Tool Req’d” Field says yes or there is amortized tooling entered on the price breakdown fields, complete the next steps to add the tooling costs.
To enter tooling, First Click Create Tool Set.
Input the Tool Set Description and click the Create button. A description is not required and the application will sequentially number the set as added. An example would be, “Blow Mold Tools”.
**Tool Set Information:**
This section displays the ECN-RFQ number, tool set number, and tool set description. The supplier can also amend the description by clicking on the change button.
## Tools:

This section lists the individual tools that have been quoted and their related information.
## Parts:

This section displays the part(s) that the tool(s) in the set will produce and their related information. Once Tools are added, you will then assign the parts that will be produced by those tools.
First – Quote the required tools by clicking on Create Tool.
Tool Status:
The supplier is to select the applicable action for the tool being quoted. For example, if this is a new tool select, New; if a design change to existing tool select Modify; if the cost is not for an actual tool, but for costs related to tooling, select Other Charges.
**Tool Information:**
Displays all detailed tool information related to the tool being quoted. Any field with a red asterisk indicates that the field is required. All other fields are to be populated as applicable. IAC's policy is that this information is completed in its entirety.
Tool Cost Details:
The supplier is to provide all applicable detailed costs on an individual tool basis. IAC’s policy is that this data is completed in its entirety.

Note:
It is important to remember to provide the number of tools being quoted. The cost will be calculated by the system multiplying the Total Costs by the Number of Tools.
Tool Note:
The supplier can provide notes related to this tool. The field can only accommodate up to 200 characters.

Press Save to Continue.
After the tool has been added, click on “add parts” to associate parts to the tools.
If you have supporting documentation, press Edit to attach to the Quote.
Use the Browse and Upload feature to attach your documents.
Once complete, press Return to Quote
Once all required fields have been entered, click on “Submit Quote to IAC” to formally submit your quote to the IAC Buyer.

**Note:** This field will NOT be available if there are fields left blank or errors (indicated in red).
Once quoted, the ECN or RFQ will move to the “Submitted Quotes” Section of the site. Click on the link to view Quotes that have been submitted to IAC previously.

<table>
<thead>
<tr>
<th>Div.</th>
<th>Quote Type</th>
<th>Quote #</th>
<th>Program</th>
<th>Caus. Code</th>
<th>Tool. Amort</th>
<th>Serv. Affect</th>
<th>Sub contract</th>
<th>Supplier Name</th>
<th>Cur.</th>
<th>Supplier Contact</th>
<th>IAC Buyer</th>
<th>Date Due</th>
<th>Rev.</th>
</tr>
</thead>
<tbody>
<tr>
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<td>RFQ</td>
<td>0157750</td>
<td>MK1D</td>
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<td>No</td>
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<td>USD</td>
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<td>MK7O</td>
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<td>No</td>
<td>IAC OLD FORT, LLC</td>
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<td>Kitty Kiser</td>
<td>Eileen Gallighug</td>
<td>2009-Oct-28</td>
<td>No</td>
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<td>N026766</td>
<td>MKTS</td>
<td>V</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>IACNA MEXICO S DE RL DE CV-SALITLO</td>
<td>USD</td>
<td>Gilberto Rosas</td>
<td>Stephanie Hobson</td>
<td>2010-Feb-08</td>
<td>No</td>
</tr>
</tbody>
</table>

Note: All related IACNA purchases, if any, will be subject to IACNA’s Purchase Order Terms & Conditions (a copy of which may be obtained at [www.iacna.com](http://www.iacna.com)).