

Quick Guide

How to submit a quote in
KION e-source
(for suppliers)



→ KION e-source
Better Together – Be Part of the digital KION World

How to submit a quote in KION e-source

1

Go to the event in KION e-source by clicking on the event link in the invitation or...



Dear Ms. ,

You have been invited to quote in the RFQ MW22010405 (MW22010405).

The RFQ starts 02/03/2022 00:00 and ends 02/22/2022 00:00.
All dates and times quoted are Central European Time.

All the relevant information is available in the [KION e-source](#) - please enter your username and password to log in.

Direct link to the event [MW22010405](#) 1

Kind regards,

KION GROUP AG
Thea-Rasche-Straße 8, 60549 Frankfurt am Main

1 ... find link to the event on your home screen under „Current events”.

Dashboard for Suppliers

Current events

1. [MW21112603: MW21112603](#)

Round: Dec 31, 2021 11:00 PM - Feb 26, 2022 12:00 AM
Entry: 0 / 1
[0%] Quotes last round: 0
Quotes all rounds: 0
Number of current events: 1

Number of results displayed: 20
Last update: Feb 9, 2022 12:06:23 PM

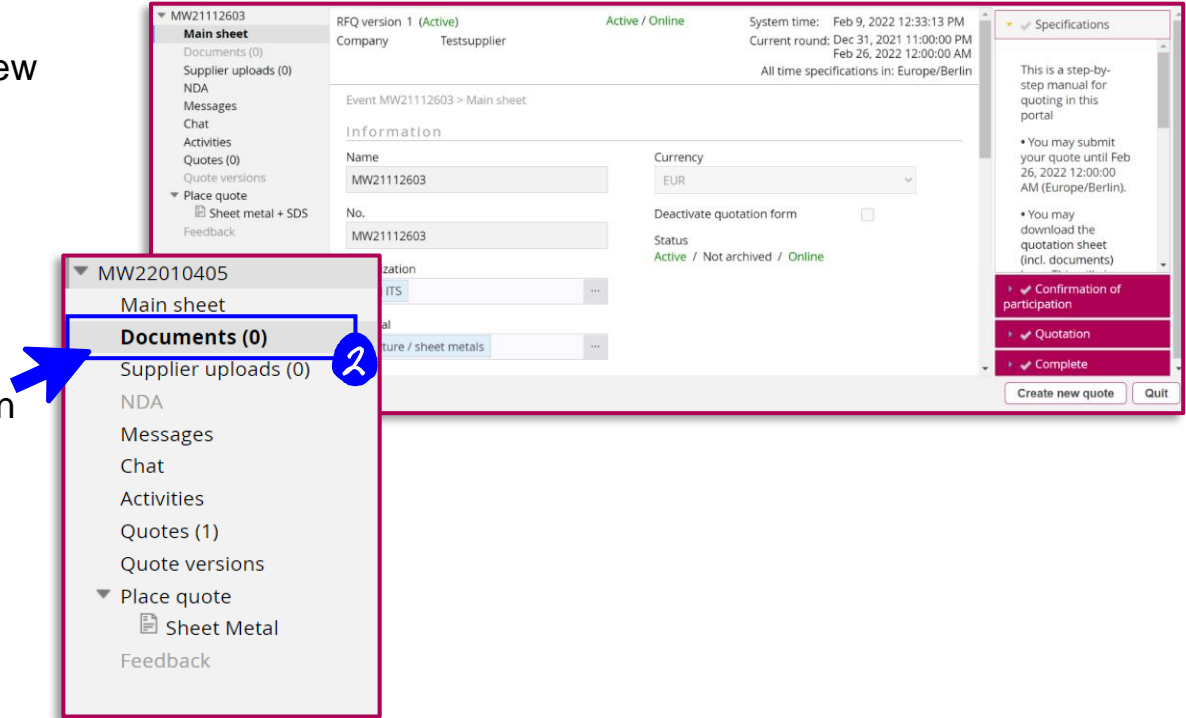
How to submit a quote in KION e-source



The corresponding event overview appears.

Scroll down the page to view all event information.

In the „**Documents**“ tab you can view and download any documents provided by Procurement.



- 3** If you have evaluated and agreed with all provided data, please confirm your participation by clicking on „**Confirm participation**” and confirm with „Yes”.

Currencies allowed for quotes

EUR

Participation

Exports the event with all documents

Please confirm your participation in this event after you have downloaded and evaluated all provided documents and specifications.

You may NOT reject your participation because you have already committed a quote.

Export

Confirm participation **3**

Confirmation requested ✕

Please confirm your participation in this event after you have downloaded and evaluated all provided documents and specifications.

Yes No Cancel

3

How to submit a quote in KION e-source

4 Next click on „Create new quote“.

RFQ version 1 (Active) Active / Online System time: Feb 14, 2022 3:41:09 PM
Company Testsupplier Current round: Feb 3, 2022 12:00:00 AM
Feb 22, 2022 12:00:00 AM
All time specifications in: Europe/Berlin

Name	Quote type	Owner	Company	Status	Cur...	Version / ...	Round
BL quote (VAR1)	Quote		Test...	Quote in p...	EUR	3 / Jan 18, ...	1

Specifications
Confirmation of participation
Quotation

- Please start by creating a new quote.
- You may enter the quote online or you may import the xls file you have completed.
- You have uploaded all required documents.
- Under Supplier uploads you can

Create new quote Quit

New quote

The name of the quote will be used for future reference, e.g. to edit or commit a quote.

Quote name/-number: Supplier quote

Quote type: Quote

Currency of quote: EUR

Create copy of quote: -

OK Cancel

5 You will be asked to name the quote and choose the currency (if a currency other than Euro is allowed by the owner of the event).

KION e-source

Create price comparison & approval

6 Next you will see the commodity specific KION template. Please complete all mandatory fields, otherwise you will not be able to save the quote.

7 After filling in the data you can either **„Save quote temporarily“** which allows you to change it later or **„Commit quote“** which means it is your final offer and you will not be able to make changes anymore.

Basic data	
Materialnumber	1
Description of Material	
Quantity	1.00
Amount unit	Pieces
PPAP-Level	no PPAP-Level

Quotation-fields	
Base price	
Deviating drawing status	please choose
Explanations for deviation from drawing	
Tooling costs	

no PPAP-Level

Save quote temporarily **Commit quote** **Cancel** **Quit**

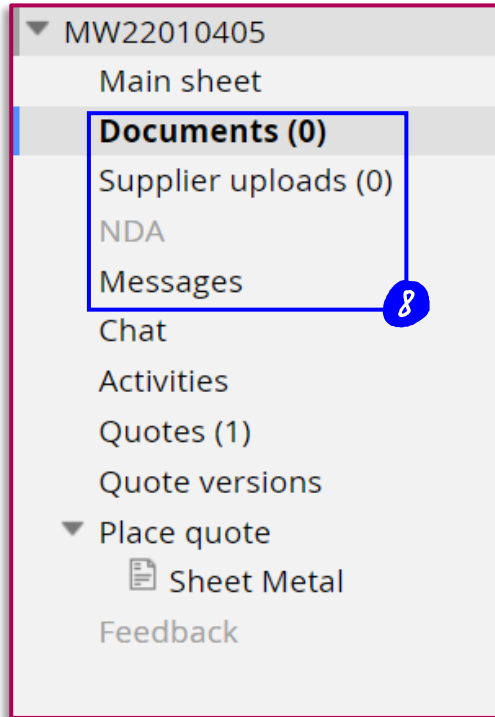


Details Event Overview



KION e-source

Event overview



Documents

All necessary documents are provided in this section (for example drawings, 3D-data, packaging sheets, ...). You can view and download those files.

Supplier uploads

All submitted optional and mandatory uploads are listed in this section. Click on the corresponding line to open the file.

Messages

Use the message function to communicate with the participants from KION (Buyers, Technical contact, etc.)