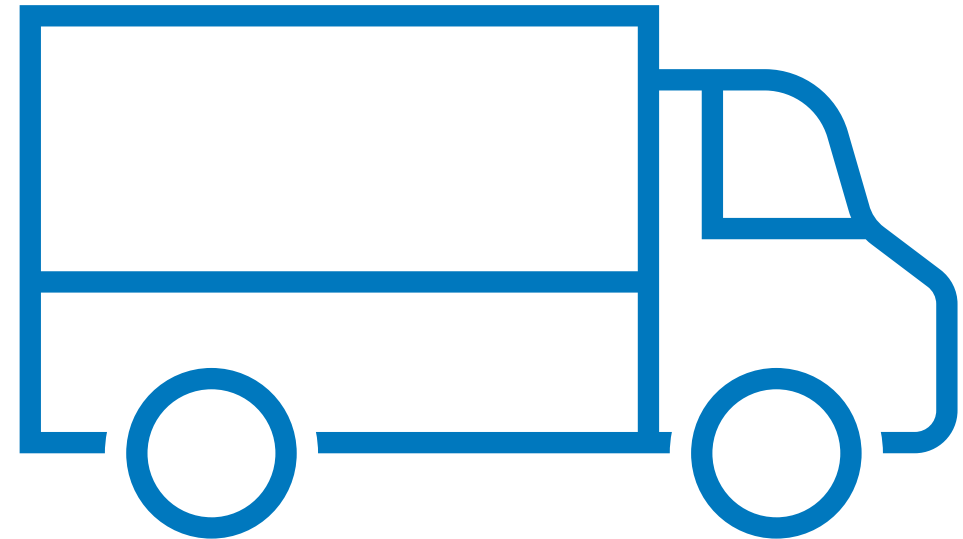


Supplier Relationship Management Platform

Supplier Support Manual



Dear Supplier,

We are happy to have you as our supplier and we are looking forward to new business opportunities with you.

NORMA Group decided to use a web-based eSourcing platform to improve the communication between suppliers and the NORMA Group entities worldwide. The platform is able to directly connect all suppliers to the NORMA Group systems.

Please get in touch with NORMA Group Purchasing Team in order to initiate your registration process. Your responsible buyer will invite you to the registration process. Afterwards please log in and register in the platform to be able to gain the benefits. After successful registration the responsible buyer will contact you.

CONTENT

1. **Login**
2. **Registration Process**
3. **Main Page**
4. **User Management**
5. **Users & Company Profile**
6. **Sourcing**

Click on the links for
faster navigation

CONTENT

1. Login
2. Registration Process
3. Main Page
4. User Management
5. Users & Company Profile
6. Sourcing

[Back to top](#)

1. LOGIN

As soon as the buyer has initiated your registration process you will receive the following Email:

Dear Supplier,

You have been invited to the NORMA Group eSourcing Platform.

Instructions for registration, including screenshots, are available in our Supplier Support Manual via the following link:

https://normagroup.bravosolution.com/esop/tlg-host/public/norma_group/attach/supplier_support_manual.pdf

Please fill out the Registration Data, complete the Onboarding Profile including the upload of all mandatory documents, and select the Categories of your portfolio.

To access your account and to start the registration process, please login at <https://normagroup.bravosolution.com/> with the following credentials:

Your Username is: X

Your Temporary Password is: X

Once your registration process is complete, your account will be reviewed by NORMA Group. You will be notified when your account has been activated.

1. LOGIN

Open your web browser and go to <https://normagroup.bravosolution.com>



Login
Enter your user credentials

**Welcome to
NORMA Group's eSourcing Platform**

Login

User name

Password

Log in

> Forgot password?

> Supplier Manual

**If password forgotten
Click here!**

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WARNING: Do not proceed if you are not an Authorised User. This application is protected by appropriate security measures. Access to and use is restricted to Authorised Users only. Any attempt to use this system in a manner not authorised or any attempt to alter, destroy or damage any information contained within it may constitute a breach of the provisions of the Computer Misuse Act 1990 and/or other legislation and shall leave the user liable to both criminal and civil proceedings. It is strictly forbidden to attempt to access this system using any third party's login identity. Anyone using this system consents to active monitoring for security policy compliance purposes.

CONTENT

1. Login

2. Registration Process

a. Overview

b. Registration Data

c. Basic Profile

d. Category Selection

e. Registration Confirmation

3. Main Page

4. User Management

5. Users & Company Profile

6. Sourcing

[Back to top](#)

2. REGISTRATION PROCESS

a. Overview – Terms of Use



Agree to the Terms of Use by selecting “**I agree**” and click on “**Next**”

Please note that this are general terms of use for the platform and not any terms & conditions for the cooperation with NORMA Group

Terms of Use

§ 1 Scope of these Terms of Use

(1) These terms of use apply to the eSourcing platform (hereinafter: “platform”) of the NORMA Group Holding GmbH (hereinafter “NORMA” or “NORMA Group”), which is available under the following weblink: www.normagroup.bravosolution.com. These terms of use are applicable to all Suppliers and its individual users (hereinafter “Supplier”) who register and use the platform.

(2) Usage of the platform can only be granted upon explicit acceptance of these terms of use.

(3) If, for example but not limited to, due to a technical error, use is possible without explicit consent, these terms and conditions of use shall be deemed accepted upon use of the platform.

§ 2 Supplier platform

Under www.normagroup.bravosolution.com, NORMA Group provides a platform to identify potential business partners for orders by NORMA Group. The platform serves to publish and process electronic invitations to tender and auctions, the transmission of order data and the handling of third party services. Suppliers may use this platform free of charge, as regulated in the present Terms of Use. The platform is exclusively addressed to entrepreneurs and not to consumers within the meaning of Section 13 German Civil Code (BGB).

§ 3 Purpose of the platform, data transfer, contractual partners

(1) The platform serves to register potential suppliers for current and future delivery transactions with enterprises within the NORMA Group as well as potential service providers for current and future works and services performed for enterprises within the NORMA Group. Therefore, you hereby acknowledge that within our group of companies we may share your data with enterprises affiliated with us according to Section 15 et seq. German Stock Corporation Act (AktG) in order to perform the above mentioned.

(2) Furthermore, the individual companies of the enterprises affiliated with NORMA according to Sec 18 German Stock Corporation Act (AktG) (hereinafter referred to as “NORMA Group”) enter orders on the platform. The contractual partners are the individual enterprises of NORMA Group entering the orders on the platform.

I have read and agree to the Terms of Use.

☒ I agree

☐ I do not agree

Next

2. REGISTRATION PROCESS

b. Registration Data



Please enter on the first page of the registration process the **general data of your company and the key user of your company**, who will use the tool

Registration Data

Index

▼ Main Organization Data

✖ Registration Data

▼ Onboarding Pages

✖ Basic Profile

▼ My Category Selection

✖ Select Categories: 0

▼ Registration Confirmation

✖ Status Summary

→| ▼ Company Details

* Company Name

Release Test Company

* Country

* City

* Address

* Main Company Phone Number

External Code

Dun & Bradstreet

* TAX ID

State/County

* Postal Code

DUNS

Web site

* Company Legal Structure

Suppliers located in **France** only need to type in the last nine digits of the tax ID

After entering credentials (asterisks (*) indicating a mandatory field) continue by clicking on

Save & Continue

▼ User Details

* Title

* First Name

* Primary Email Address IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ; (semicolon) to separate multiple addresses.

Mobile (please enter "+" "country code" and "your mobile phone number" with no spaces)

* Preferred Language

English (USA)

Additional Email Addresses

Add

* Last Name

Role within Company

* Telephone

Username (please do not forget your username) release

* Time Zone

CET/CEST - Central European Time (Europe/Bri)

2. REGISTRATION PROCESS

c. Basic Profile



Please enter your **basic company data**:

Begin Vendor Registration

Confirm

Index

→| Basic Profile

✓ Main Organization Data

✓ Registration Data

✓ Onboarding Pages

✗ Basic Profile

✓ My Category Selection

✗ Select Categories: 0

✓ Registration Confirmation

✗ Status Summary

✓ COMPANY DATA

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	BAS_Total Number of Employees_5	* Total Number of Employees	<input type="text"/>	Supplier
2	Company sales turnover of last Fiscal Year (EUR)	*	<input type="text"/> <small>Characters available 2000</small>	Supplier

Please fill out the upcoming fields shown on the next slides before clicking on

Save & Continue


2. REGISTRATION PROCESS

c. Basic Profile



1. Please download the template of the **Supplier Code of Conduct**.
2. Read the documents and upload the signed documents into the respective fields.

Please be aware that if you do not upload the signed document, you cannot do business with us.

▼ SUPPLIER CODE OF CONDUCT			
	QUESTION	DESCRIPTION	RESPONSE
1	SUPPLIER CODE OF CONDUCT	<p>NORMA Group, as a global market and technology leader in engineered joining technology, is aware of its corporate responsibility and we want to ensure that any individual who is directly or indirectly engaged in activities associated with the group, does so within the same operating principles which we have defined.</p> <p>Being our supplier and valued business partner, we would like you to support us by stating your acceptance and compliance with those operating principles which are part of our Supplier Code of Conduct.</p>	<div></div> <p>Characters available 2000</p>
2	Supplier Code of Conduct 3.0	<p>★ NORMA Group has updated the Supplier Code of Conduct. Please carefully read the new document and state your compliance with the updated version 3.0 of the code by uploading the signed document.</p>	<div> Download Template</div>

2. REGISTRATION PROCESS

c. Basic Profile



Please **select the certificates** which are relevant for your business by selecting „Yes“:

▼ CERTIFICATES & RELEVANT DOCUMENTS			
	QUESTION	DESCRIPTION	RESPONSE
1	Quality System - DIN EN ISO 9001:2015	* Please select from Yes/No-Option List.	▼
2	Quality System - DIN EN ISO/TS/IATF 16949	* Please select from Yes/No-Option List.	▼
3	Quality System - Aerospace Certificate (AS9100 or comparable)	* Please select from Yes/No-Option List.	▼
4	Quality System - DIN EN ISO 13485:2016 (Medical Devices)	* Please select from Yes/No-Option List.	▼
5	Environmental Management - DIN EN ISO 14001:2015	* Please select from Yes/No-Option List.	▼
6	Environmental Management - Chinese Environmental Impact Assessment	* Please select from Yes/No-Option List.	▼
7	Energy Management - DIN EN ISO 50001:2018	* Please select from Yes/No-Option List.	▼
8	Occupational Health and Safety - DIN ISO 45001:2018 (former OHSAS 18001)	* Please select from Yes/No-Option List.	▼
9	IT - DIN EN ISO/IEC 27001:2017	* Please select from Yes/No-Option List.	▼
10	C-TPAT	* Suppliers doing business with NORMA Mexico and NORMA US (all locations), please choose "Yes" and fill-out the questionnaire, as this is required. Upload field appears below. If not applicable, choose N/A.	▼ ↓ Instructional Attachment Available
11	BAS_Other Certificates	Do you have any further certificates?	▼

2. REGISTRATION PROCESS

c. Basic Profile



By clicking „Yes“, a new upload field appears in the section below. Please upload the respective certificates and enter the **Expiration Date, where required**. When finished, please click on **Confirm**.

ISO 9001				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	DIN EN ISO 9001 upload	*	<div>Drop File or Browse</div>	Supplier
2	DIN EN ISO 9001 upload_Validation Results			External System

The **AI of our tool validates** the uploaded certificates and displays the **result** into the according field:

- IP = Validation In Progress
- NC_U = Not Compliant – Unknown
- NC_ID = Not Compliant – Incorrect Document
- NC_E = Not Compliant – Expired
- C = Compliant

Certificates validated by the tool:

- ISO 9001
- ISO 14001
- ISO 45001
- ISO 50001
- ISO 27001

2. REGISTRATION PROCESS

c. Category Selection

Please select your categories from the category tree and confirm the selection.

Begin Vendor Registration

Index

Main Organization Data

Registration Data

Onboarding Pages

Basic Profile

My Category Selection

Select Categories: 0

Registration Confirmation

Status Summary

Enter filter (type to start search)

Search or Navigate the Tree

Selected Items: 0

Categories

1 - Direct material

2 - Indirect material

Depending on your selected category you might receive an additional category form. If so, please enter the the requested information and **Confirm**.

Categories

1 - Direct material

100 - STRIP STEEL

100.01 - Strip Steel, Stainless

100.01.01 - Strip Steel - AISI 201 / 1.4372

100.01.02 - Strip Steel - AISI 301, 302 / 1.4310

100.01.03 - Strip Steel - AISI 304 / 1.4301

100.01.04 - Strip Steel - AISI 316 / 1.4401

100.01.05 - Strip Steel - AISI 316 TI / 1.4571

100.01.06 - Strip Steel - AISI 321 / 1.4541

100.01.07 - Strip Steel - AISI 347 / 1.4550

100.01.08 - Strip Steel - AISI 409 / 1.4512

100.01.09 - Strip Steel - AISI 409 AI / 1.4512 AI

100.01.10 - Strip Steel - AISI 420 / 1.4021

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normagroup.com

2. REGISTRATION PROCESS

e. Registration Confirmation



Congratulations you have successfully entered your company data!

Your responses **will be now reviewed** by the responsible buyer.

The system will inform you whenever you have missed responding to a mandatory question. You can jump back by clicking on the steps in the Registration Summary.

The User Account will be activated by the responsible buyer when all required information are provided. An according **activation confirmation** Email will be sent to you.

The image shows a 'Registration Confirmation' dialog box with a close button in the top right. It features an 'Index' sidebar on the left with sections: Main Organization Data, Onboarding Pages, My Category Selection, and Registration Confirmation. Under 'Registration Confirmation', 'Status Summary' is selected. The main area contains a success message with a green checkmark, stating that the registration phase is complete and activation will be via email. Below this is a 'Registration Summary' table showing completion status for mandatory questions.

Registration Summary	
	COMPLETION STATUS (MANDATORY QUESTIONS FOR REGISTRATION)
Registration Data	Missing Responses: Optional 5
Basic Profile	All data complete
Select Categories	Categories selected 2

2. REGISTRATION PROCESS

e. Registration Confirmation



As soon as the user account is activated and will receive the following Email:

Dear User,

Congratulations, your account has been successfully activated by NORMA Group.

To access your account on the NORMA Group eSourcing-Platform, please login at <https://normagroup.bravosolution.com>

You are now able, among other things, to access and update your profile data, complete additional profile information and respond to RFIs/RFQs.

Now your profile is unlocked, and you can access it to complete your account information.

CONTENT

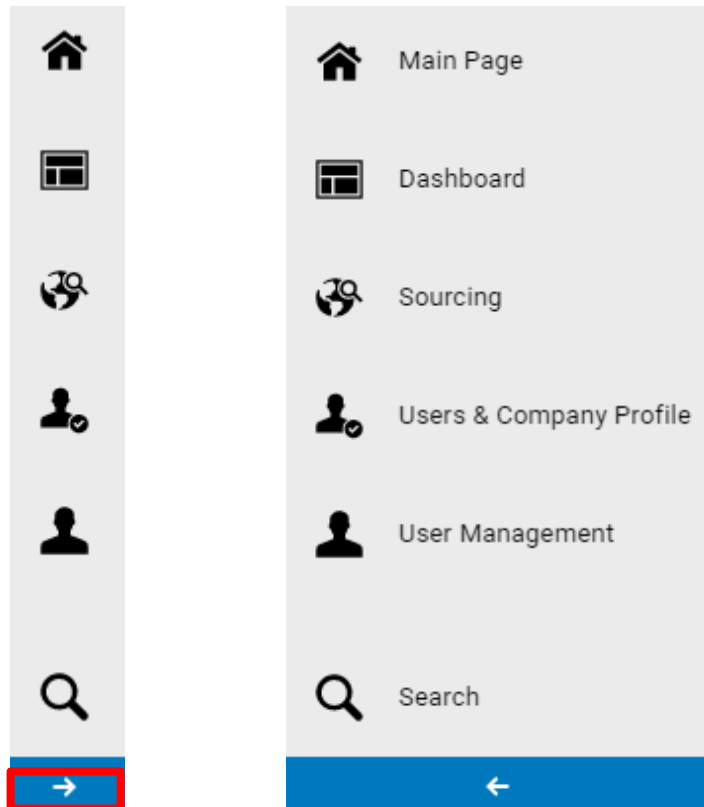
1. [Login](#)
2. [Registration Process](#)
3. **Main Page**
 - a. [Modules](#)
 - b. [Main Dashboard](#)
4. [User Management](#)
5. [Users & Company Profile](#)
6. [Sourcing](#)

[Back to top](#)

3. MAIN PAGE

a. Modules

By clicking on the blue arrow at the bottom of the left navigation bar, the detailed view opens. From there you can select the following modules:



Dashboard

- Access the Main Dashboard

Sourcing

- Access all Projects with NORMA
- RFIs
- RFQs
- Contracts

Users & Company Profile

- Organization Profile
- Current Categories
- Assessments
- Scorecards
- Development Actions

User Management

- Manage Users (create new divisions, user roles and users, default users)

3. MAIN PAGE

b. Main Page/Dashboard



The screenshot displays the NORMA GROUP Main Page/Dashboard. The top header includes the NORMA GROUP logo, the time (10:33 AM CET - Central Europe Time), the environment (PREP Environment), and a welcome message (Welcome Jane Doe). A left sidebar contains a navigation menu with icons and labels: Main Page, Dashboard, Sourcing, Users & Company Profile, and User Management. The main content area is divided into several sections: SUPPLIER MANAGEMENT, STANDARD LINKS (with links like Editable Assessments, Segmentation Assessments, Qualification Assessments, Enterprise Scorecards, and Development Actions), MY EDITABLE ASSESSMENTS (showing 'No Assessments to display'), CONTRACTS IN NEGOTIATION (showing 'No Contracts to display'), NEW MESSAGES (LAST 30 DAYS) (showing 'No Unread Messages'), MY RFIS WITH PENDING RESPONSES, and QUICK LINKS (with links like My Contracts, Projects, My RFIs, My RFQs, Organization Profile, Current Categories, and Norma Store). Callouts provide additional information: 'Menu' points to the sidebar, stating 'Open Dashboard or other modules'; 'Access Personal Profile, Change Password, Change Username and Logout' points to the user profile icon in the top right; 'Portlets' points to the main content area, stating 'Giving overview about next events and requests regarding RFQs, surveys and messages. (not available with the first step of introduction)'; and 'Quick Links' points to the QUICK LINKS section, stating 'Allow quick access to sub-modules'.

Menu
Open Dashboard or other modules

Access Personal Profile, Change Password, Change Username and Logout

Portlets
Giving overview about next events and requests regarding RFQs, surveys and messages.
(not available with the first step of introduction)

Quick Links
Allow quick access to sub-modules

CONTENT

1. [Login](#)
2. [Registration Process](#)
3. [Main Page](#)
4. **User Management**
 - a. [Overview](#)
 - b. [Define user roles](#)
 - c. [Create user accounts](#)
 - d. [Define divisions](#)
 - e. [Define E-mail alerts](#)
5. [Users & Company Profile](#)
6. [Sourcing](#)


[Back to top](#)

4. USER MANAGEMENT

b. Define user roles



Define user roles

- + Path: **User Management → Manage Users → User Roles**
- + Click on  to add different user roles
- + Define different user roles to assign different rights to a certain users.
- + *Note: This step is not mandatory to set up different users, but highly recommended when you want to work with more than two users on the Platform.*

New Role Cancel Save

→| User Rights Set Minimum Rights Set Full Rights

▼ General Settings

* Role

* Shared Role

▼ RFIs / RFQs Set Minimum Rights Set Full Rights

* Visibility of RFx Lists

* Access RFx Details

* Create Response

* Modify Before Publishing

* Modify and Submit

4. USER MANAGEMENT

c. Create user accounts

Create user accounts

+ Path: **User Management → Manage Users → Users**

+ Create new user accounts for your colleagues and assign a user role to the users or define their user rights individually.

+ *Note: Every user will receive an individual username and password to access the eSourcing Platform and to answer RFQs, to change the Organization Profile, to access Scorecards, etc.*

New User

▼ User Details

* Last Name

* First Name

User Tag for Codes

* E-mail

* Telephone Number

The Mobile phone number must start with '+' and contain digits from 0 to 9 (min 8 max 15) with no spaces.
The first number can not be 0.

* Division

Department

Role

* Username

* Preferred Language

4. USER MANAGEMENT

d. Define divisions

Define divisions

- + Path: **User Management → Manage Users → Divisions**
- + Create a new division (), name it and select the division manager. Then, save the division.
- + After successful creation you can assign different divisions to different users
- + For division creation you need to have at least two users
- + *Note: This step is not necessary to set up different users, it may just help you to structure your users within the NORMA eSourcing Platform.*

New Division

▼ Division Details

* Name

Description

Division Tag for Codes

* Division Manager

4. USER MANAGEMENT

e. Define E-mail alerts



Define which users will receive certain Email alerts

+ Path: **User Management → Manage Users → Default Users**

Manage Users

Users

User Roles

Divisions

Default Users

Select a Default User for RFIs/RFQs

		Last Name	First Name
1	<input checked="" type="radio"/>	---	---
2	<input type="radio"/>	Doe	Jane

Select a Default User for Contracts

		Last Name	First Name
1	<input checked="" type="radio"/>	---	---
2	<input type="radio"/>	Doe	Jane

CONTENT

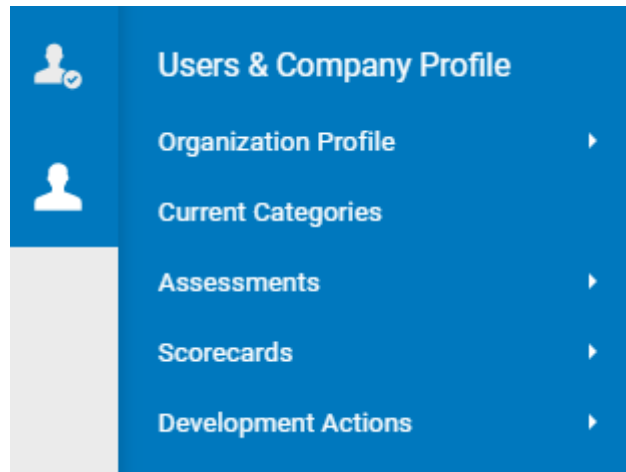
- 1. [Login](#)
- 2. [Registration Process](#)
- 3. [Main Page](#)
- 4. [User Management](#)
- 5. **Users & Company Profile**
 - a. [Modules](#)
 - b. [Organization Profile – Update your profile data](#)
 - c. [Current Categories – Classification Updates](#)
 - d. [Qualification Assessments](#)
 - e. [Category Assessments](#)
 - f. [Scorecards](#)
 - g. [Development Actions](#)
- 6. [Sourcing](#)

[Back to top](#)

5. USERS & COMPANY PROFILE

a. Modules

In the module “**Users & Company Profile**” the user can access the following:



+ **Organization Profile**

- Registration and Profile Data can be accessed and edited and updated in this module.

+ **Current Categories**

- Here you can review and edit your selected categories.

+ **Assessments**

- Access, review and respond to current Assessments.

+ **Scorecards**

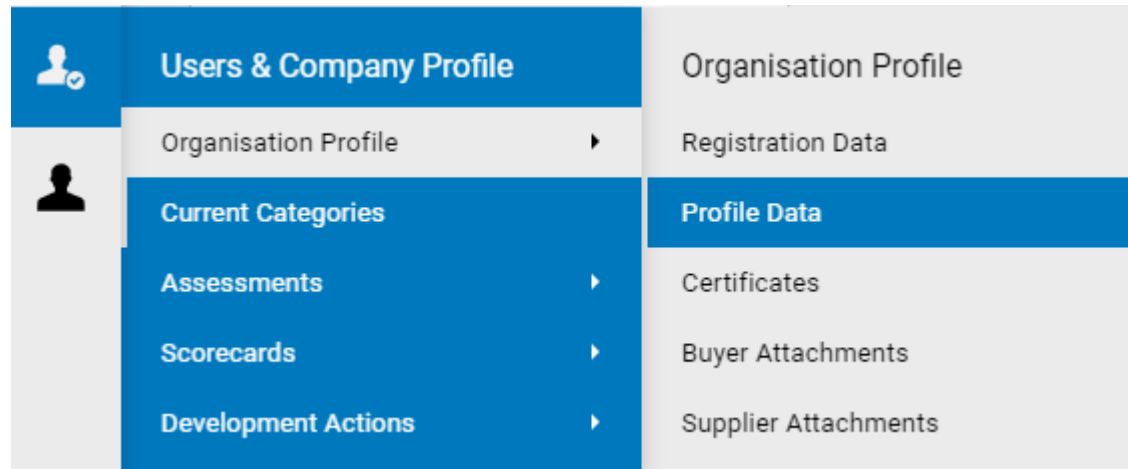
- Here you can access and view your Enterprise Scorecards as well as In Progress Surveys.
- Details are specified on the next slide.

+ **Development Actions**

- In this module Development Actions can be accessed and edited.

5. USERS & COMPANY PROFILE

b. How to update your profile information



+ Suppliers are requested to keep their data always up to date (i.e., in case of expired certificates)

+ Click on Organisation Profile → Profile Data and open the Basic Profile



+ Click on the Edit-button  in the upper right corner

+ Make the according changes and **Save** the profile.

5. USERS & COMPANY PROFILE

c. Current Categories - Classification Update Request

Classification Update Request Reminder

No, I Will Do It LaterReview Classification

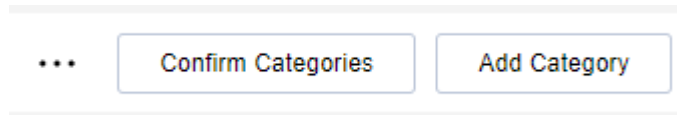
Classification Update Required

The Buyer Organisation has requested that you complete or update your current Category Classification.

To complete this important activity click 'Review Classification' to add Categories that describe your business activity and provide all associated data.

This message will be displayed each time you log in until the Category Classification has been completed or updated.

- + In case you receive a Classification Update Request, please login to our platform and click on the blue button „**Review Classification**“.
- + Please review your selected categories (commodities) and either **confirm** them or **add further categories** to your profile by choosing the respective ones from our category tree.
- + If you need to **remove** categories, please contact your local buyer.




5. USERS & COMPANY PROFILE

d. Qualification Assessments - Overview

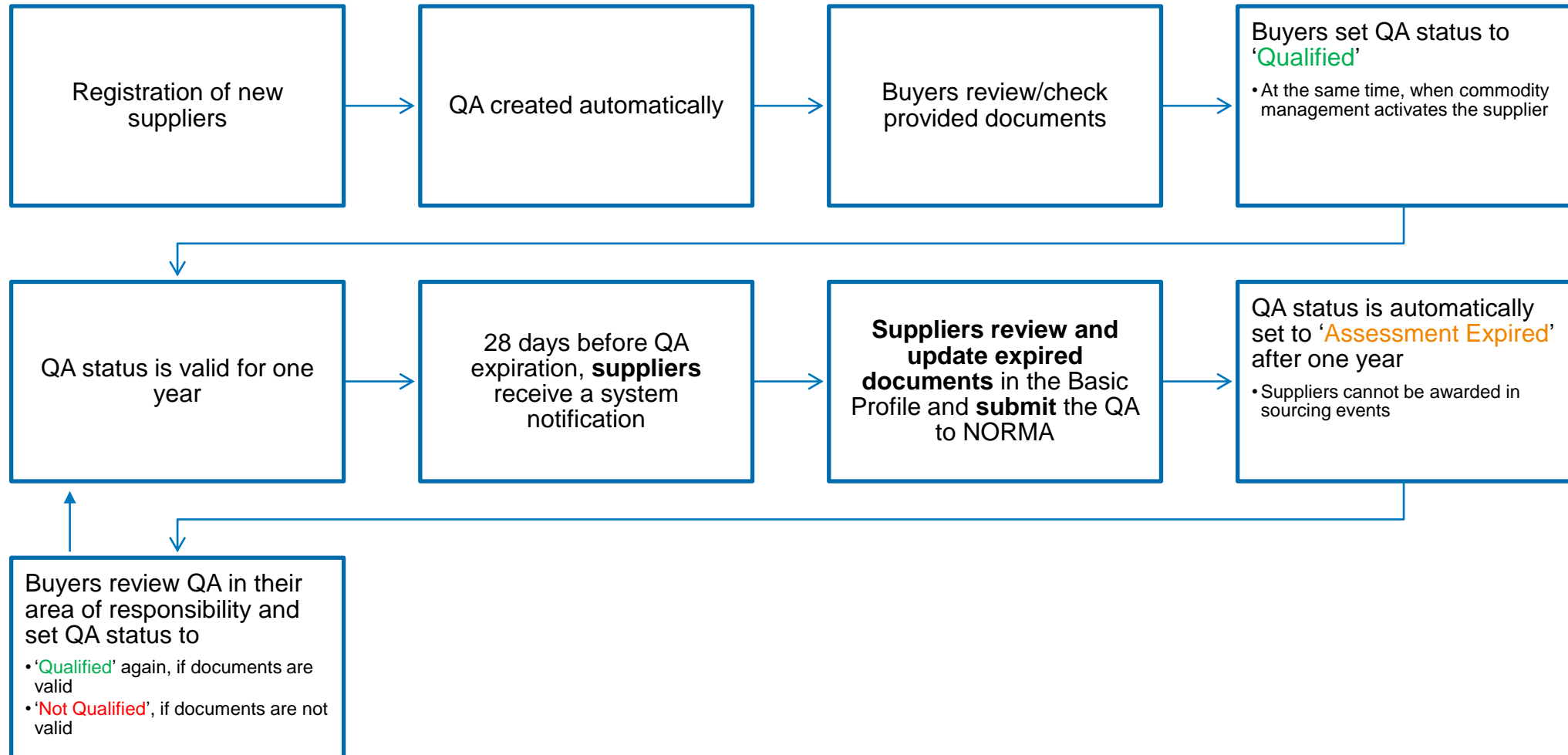
The Qualification Assessment ensures and supports in the continuous **supplier data quality maintenance**, including but not limited to the **validation of certificates** and the availability of documents that are mandatory for NORMA's business with suppliers, i.e.,

- + Supplier Code of Conduct
- + Relevant Certificates

	Users & Company Profile	Assessments
	Organization Profile ▶	Editable Assessments
	Current Categories	Segmentation Assessments
	Assessments ▶	Qualification Assessments
	Scorecards ▶	Category Assessments
	Development Actions ▶	

5. USERS & COMPANY PROFILE

d. Qualification Assessments - Process

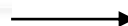


5. USERS & COMPANY PROFILE



d. Qualification Assessments - Submission

1. Follow the path **Users & Company Profile → Assessments → Qualification Assessments**
2. Open the Assessment and select *Basic Profile*

	ASSESSMENT CODE	BUYER ORGANIZATION
1	asm_189	Norma Group Prep



Showing Result 1 - 1 of 1			
		TYPE	TITLE
1		Form	Basic Profile

3. Click on  to start updating your information and to upload missing or expired documents
4. Click **Save & Next** to Upload and Update certificates
5. Click **Save & Exit** to exit the edit mode
6. Go back to the overview by clicking on  < > [Forms List](#)
7. When finished, please click on [Return Forms To Buyer](#) to submit the Qualificaton Assessment to the Buyer

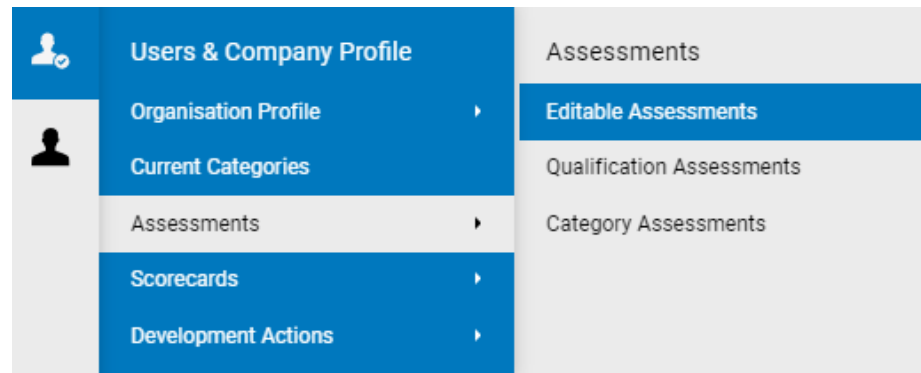
Your status *Qualified*, *Not Qualified* or *Assessment Expired* can be reviewed via **Users & Company Profile → Assessments → Qualification Assessments**

5. USERS & COMPANY PROFILE

e. Category Assessments

Suppliers relevant for Information Security will receive a Category Assessment.

1. Follow the path **Users & Company Profile → Assessments → Editable Assessments**



2. Open the Assessment and click on *Information Security*

3. Click on to respond to the questions.

4. Click **Save & Exit** to exit the edit mode

5. When finished, please click on to submit the Category Assessment to the Buyer

5. USERS & COMPANY PROFILE

f. Scorecards

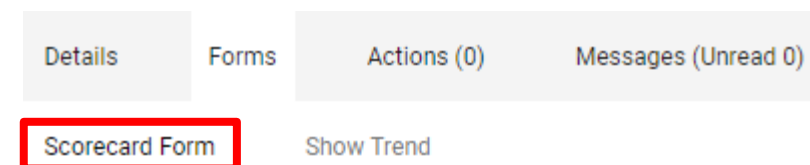
- + NORMA conducts annual evaluations on its suppliers' performance.
- + The evaluation is based on various KPIs (Key Performance Indicators) within four **Performance Categories**: Quality, Logistics, Purchasing and Growth & Sustainability.
 - By answering the **Sustainability Questionnaire** (Profile Data → Sustainability Questionnaire) and by achieving over 80% in this questionnaire, suppliers receive extra points in their evaluation.



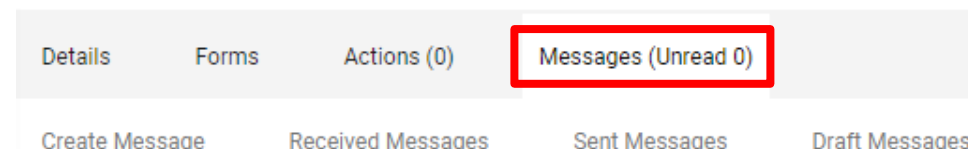
Click on **Details** → **Settings** to view the Scorecard information.



Click on **Actions** to see the Scorecard-related Development Actions.



Click on **Forms** → **Scorecard Form** to see the evaluation results.



Use the **Messages** function to communicate with NORMA regarding your Scorecard.

5. USERS & COMPANY PROFILE

g. Development Actions

The module **Development Actions** provides a platform for a good cooperation between NORMA Group and our suppliers.

Right after the annual Supplier Scoring, NORMA reviews the performance evaluation of its suppliers. Depending on the evaluation, suppliers will then receive an action plan throughout the Supplier Development process in order to improve the performance where necessary.

The aim of the action plan is to improve the performance and the joint work of NORMA and its suppliers. Therefore, buyers and suppliers specify and align together required measures that must be taken in order achieve the best performance. Both parties can easily monitor the process of the plan within the **Collaboration Area** of the module.

5. USERS & COMPANY PROFILE

g. Development Actions



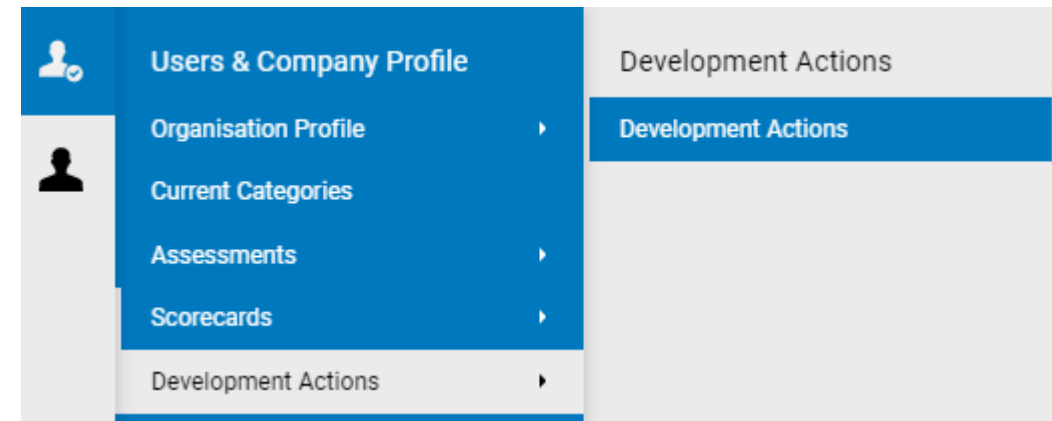
A received action plan can be opened via the following ways:

+ Open the link out of the **Email**:

To view the details of the Collaboration area (provided your access allows you) click the following link and enter your Username and Password: <https://normagroup-bravosolution.com/esop/guest/login.do?quv=96335021016C4CFCE17F>

+ Open the **eSourcing Platform** in your browser: <https://normagroup.bravosolution.com/>

- Login to your account
- Go to the **Development Actions** area
 - Path: Users & Company Profile → Development Actions




5. USERS & COMPANY PROFILE

g. Development Actions



+ Click on an action to open the details.

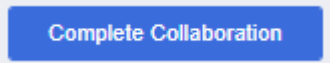
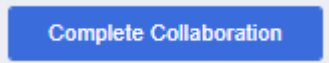
Development Actions								...	<button>Add Action To Plan</button>
Development Actions									
<input type="text" value="Enter Filter (type to start search)"/>									
Showing Result 1 - 4 of 4		Show: 20							
	ACTION NAME	SUPPLIER ACTION OWNER	ACTION STATUS	ALLOW OWNER START	ACTION START DATE	ACTION END DATE	BUYER ORGANISATION	COLLABORATION STATUS	
1	Develop X	(Default)	Running	Yes	06/04/2021	20/04/2021	NORMA Group	Open to Supplier	
2	Develop X	User Test	Running	Yes	06/04/2021	20/04/2021	NORMA Group	Open to Supplier	
3	Develop X	(Default)	Running	Yes	01/04/2021	08/04/2021	NORMA Group	Open to Supplier	
4	XY	(Default)	Running	Yes	01/04/2021	08/04/2021	NORMA Group	Open to Supplier	

5. USERS & COMPANY PROFILE

g. Development Actions



+ Click on  to upload a new file or on  to fill-out the Collaboration Form

+ To submit the action to NORMA, click on  and then confirm again by clicking on 

← Action: Develop X ● Running

Details Collaboration Area Messages (Unread 0)

→ Collaboration Overview

Action Description


Activity Summary


Status
● Open to Supplier


Current
Start Date: 16/11/2022 11:00
First Accessed:
Collaborator: [Test User](#)

Last Opened to Supplier
Start Date: 06/04/2021 17:25 - End Date: 16/11/2022 11:00
Collaborator: [Test User](#)

> Buyer Attachments

Supplier Attachments 

 No Attachments

Collaboration Form 

ACTION IN SUPPLIER'S RESPONSIBILITY

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
Description of improvement action	* Description of improvement action		Supplier

5. USERS & COMPANY PROFILE

g. Development Actions



- + If the buyer agrees with your implemented measures, the buyer will give the final approval and complete the action.

	ACTION NAME	SUPPLIER ACTION OWNER	ACTION STATUS ↑
1	Develop X	User Test	● Running
2	XY	(Default)	● Running
3	Develop X	(Default)	● Running
4	Develop X	(Default)	● Completed

- + If the buyer thinks that the collaboration should be specified, the buyer will reopen the collaboration with comments or explanations.

Dear Supplier,

This is to inform you that a Collaboration has been Opened by Buyer Organisation Norma Group Prep for Action Quality Improvement and it is requested that the Supplier Action Owner reviews the details and complete any required data on NORMA Group eSourcing



Please revise the action plan and follow the process.

CONTENT

1. [Login](#)
2. [Registration Process](#)
3. [Main Page](#)
4. [User Management](#)
5. [Users & Company Profile](#)
6. **[Sourcing](#)**

[Back to top](#)

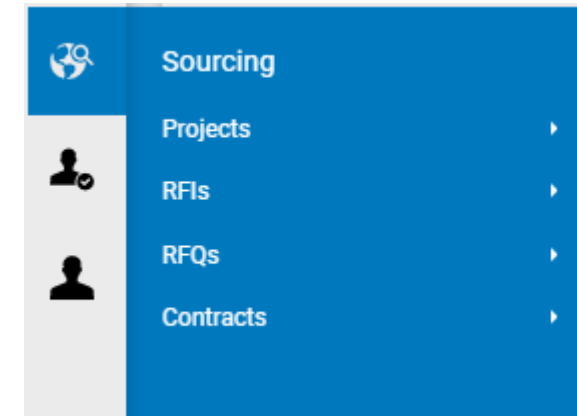
6. SOURCING

Modules



+ The module “**Sourcing**” gives you access to the following sub-modules:

- **Projects** – All Projects assigned to you from NORMA Group. Here, you can find uploaded Information that are valid for the whole project and a list of all RFIs and RFQs within the Project
- **RFIs** – All RFIs to which you are invited from NORMA Group
- **RFQs** – All RFQs to which you are invited from NORMA Group
- **Contracts** – The contract module is not in use anymore



6. SOURCING

RFQ Invitation



1. Email notification: an email will be sent to the mail address which is stated in the Registration Data

Dear Supplier,

Norma Group Prep invites you to participate in the following RFQ - Request for Quotation on NORMA Group eSourcing:

Type: RFQ - Request for Quotation
Code: rfq_148
Title: Test Request for Quotation
Project Code: project_85_2015
Project Title: Test Project Manual

IMPORTANT:
In order to participate in the RFQ - Request for Quotation you must now create and submit a response to the Buyer. Instructions are provided below. The deadline for submitting a response to the RFQ - Request for Quotation is:
Date: 31/12/2015
Time: 17:00 (GMT + 1:00)
It is important that you comply with the above deadline as late submissions may not be accepted and you will risk exclusion from this RFQ - Request for Quotation.

To view the details of the RFQ - Request for Quotation please click the following link and enter your Username and Password:
<https://normagroup-prep.bravosolution.com/esop/guest/login.do?quv=7235012014FD0718105>

Or browse as follows:

- Connect to <https://normagroup-prep.bravosolution.com>
- Enter your Username and Password
- Browse to the Projects module
- Click on RFQ - Request for Quotations
- Click rfq_148 to view the details of the RFQ - Request for Quotation

To create and submit your response to the RFQ - Request for Quotation:

- Click 'Create Response' and proceed to complete all requested information in each Envelope by clicking the 'Edit response' buttons. Attach any appropriate documentation in the Envelopes if requested.
- Once you have completed your response, click 'Submit Response' to send the response to the Buyer.

If you require any clarification on this RFQ - Request for Quotation, please submit your query through the secure online messaging facility provided within this RFQ - Request for Quotation ("Messages" function)

2. Information on the Dashboard (Portlet “My RFQs with Pending Responses)

MY RFQS WITH PENDING RESPONSES

TITLE	BUYER COMPANY	TIME TO CLOSE	CLOSING DATE	RESPONSE STATUS
RFQ 1	Norma Group Prep	6 days	23/11/2022 08:00	New Offer Required

6. SOURCING

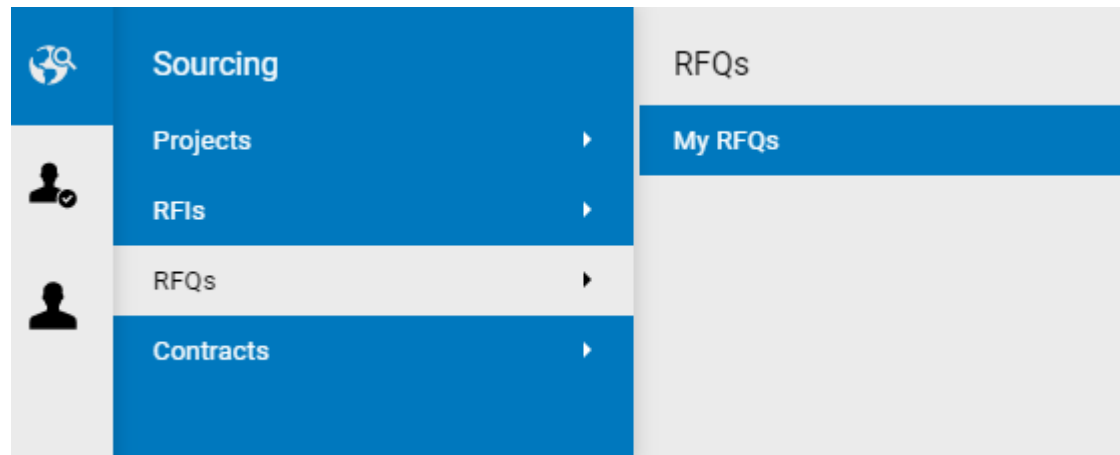
Access RFQs



+ Open a link out of **Email**

To view the details of the RFQ - Request for Quotation please click the following link and enter your Username and Password:
<https://normagroup-prep.bravosolution.com/esop/guest/login.do?qvu=72235012014FD0718105>

- + Open RFQ via the **Navigation**
- + Click on Sourcing and select RFQs → My RFQs to see a list of all received RFQs. Select the new one to see the details.



+ Open RfQ via **Dashboard Portlet**

MY RFQS WITH PENDING RESPONSES

TITLE	BUYER COMPANY	TIME TO CLOSE	CLOSING DATE	RESPONSE STATUS
RFQ 1	Norma Group Prep	6 days	23/11/2022 08:00	New Offer Required

+ RFQ Statuses

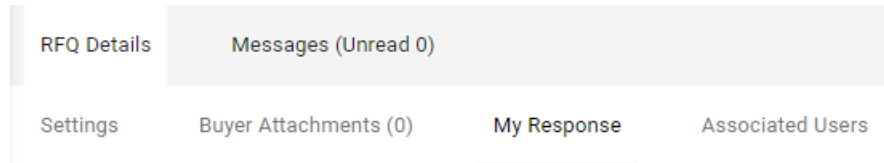
- **Running:** Responses can be provided and changed until closing date and time
- **Closed:** To be Evaluated – RFQ is closed and in evaluation at NORMA Group

6. SOURCING

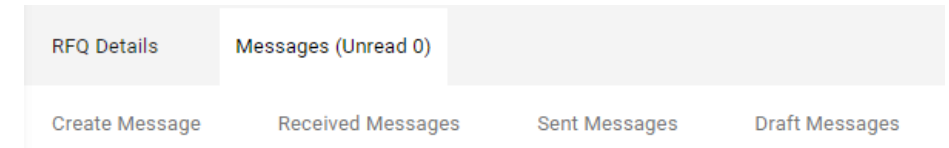
RFQ Overview



+ The RFQ is splitted in different sections/tabs with different information:



- + **Settings:** General Information like a detailed description, closing date for responses etc.
- + **Buyer Attachments:** Information like technical drawings etc. are uploaded here
- + **My Response:** Response Form with detailed information about the product and fields to fill in your quotes
- + **Associated Users:** If you created additional users within your organization, those can be added to the RFQ




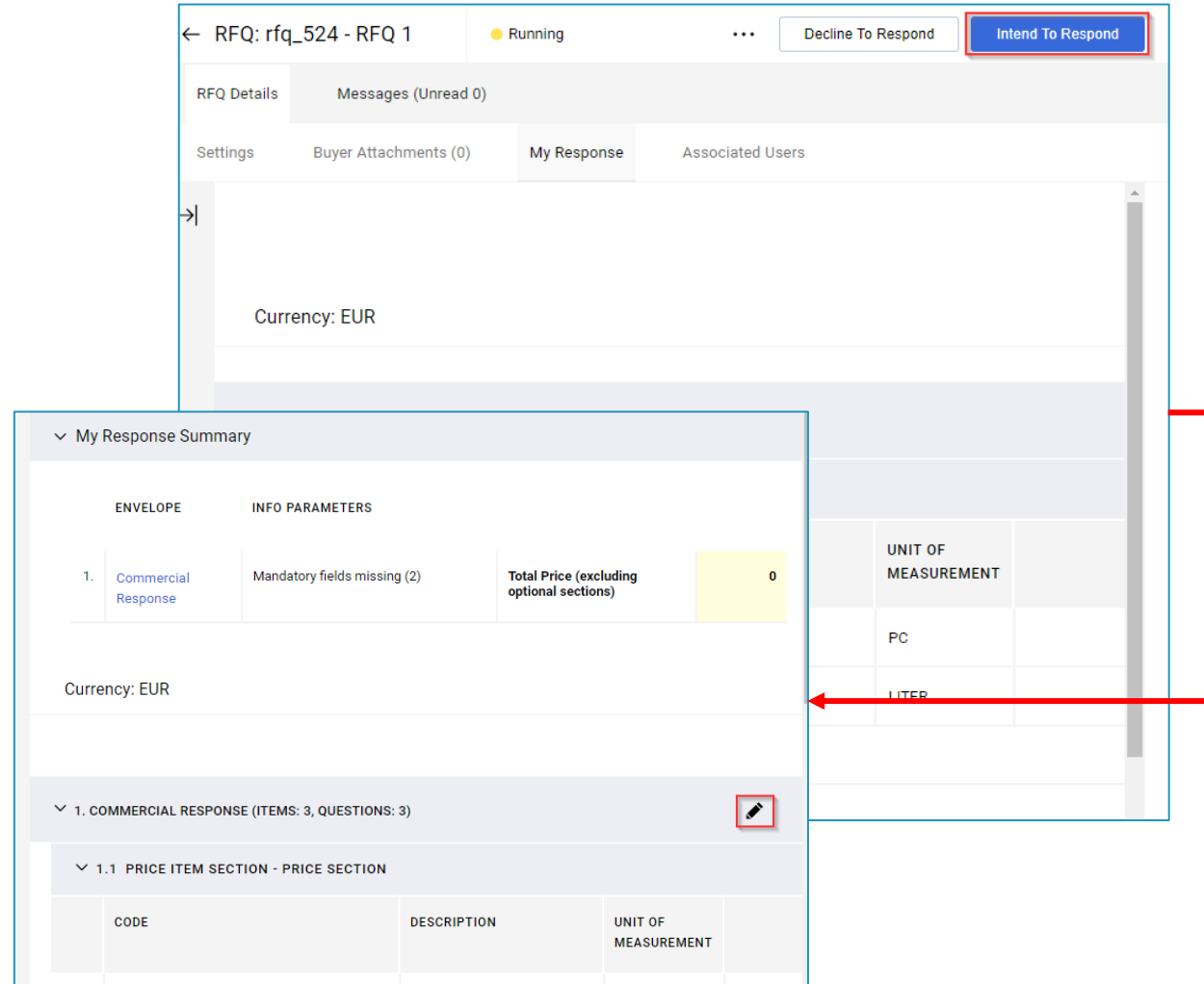
- + **Messages:** Within the message board you can create messages to the NORMA buyers to pose questions or to give some comments on your quote. You can as well receive messages from NORMA (you will receive a note as well via Email)

6. SOURCING

How to Respond to RFQs

+ Open the tab “My Response”

- The complete questionnaire is displayed and can differ from the example shown here
- To place your quote, click on “**Intend to Respond**”
- To edit the response, click on “**Edit Response**” 
- If you do not intend to respond, click on “**Decline To Respond**”



The screenshot shows the RFQ response interface for RFQ: rfq_524 - RFQ 1. The status is Running. The interface includes tabs for RFQ Details, Messages (Unread 0), Settings, Buyer Attachments (0), My Response, and Associated Users. The My Response tab is active, showing a form with a currency of EUR. A red box highlights the 'Intend To Respond' button. A red arrow points from the 'Intend To Respond' button to the 'My Response Summary' section. The 'My Response Summary' section shows a table with columns: ENVELOPE, INFO PARAMETERS, and Total Price (excluding optional sections). The table has one row with the value 0. Below the table, there is a section for '1. COMMERCIAL RESPONSE (ITEMS: 3, QUESTIONS: 3)' with a pencil icon. Below this is a section for '1.1 PRICE ITEM SECTION - PRICE SECTION' with a table structure.

ENVELOPE	INFO PARAMETERS	Total Price (excluding optional sections)
1. Commercial Response	Mandatory fields missing (2)	0

Currency: EUR

1. COMMERCIAL RESPONSE (ITEMS: 3, QUESTIONS: 3)

1.1 PRICE ITEM SECTION - PRICE SECTION

CODE	DESCRIPTION	UNIT OF MEASUREMENT

6. SOURCING

How to Respond to RFQs



- + After clicking on “**Edit Response**“, the editable fields can be filled-out
- + Mandatory questions are marked with an asterisk
- + Click “**Refresh**“ to update the total price after changing your quotes
- + To save your response and continue putting-in your responses, click on “**Save and Continue**“
- + Click on “**Save and Return**“ to leave the Edit Mode

RFQ: rfq_524 - RFQ 1 ● Running

→ | 1 Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

TOTAL PRICE (EXCLUDING OPTIONAL SECTIONS) 0

CURRENCY: EUR

1. COMMERCIAL RESPONSE (ITEMS: 3, QUESTIONS: 3)

1.1 PRICE ITEM SECTION - PRICE SECTION

	CODE	DESCRIPTION	UNIT OF MEASUREMENT	QUANTITY	PRICE OF UNIT PER MEASUREMENT	PRICE
1.1.1		* Price Item 1	PC	2	<input type="text" value="40"/>	0
1.1.2		* Price Item 4	LITER	5	<input type="text" value="30"/>	0
Section Sub Total						0

6. SOURCING

How to Respond to RFQs



← RFQ: rfq_524 - RFQ 1 ● Running ... Online Questionnaire In Excel **Submit Response**

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (0) **My Response** Associated Users

→| ⓘ Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

✓ **My Response Summary**

ENVELOPE		INFO PARAMETERS	
1.	Commercial Response	Missing optional fields (1) No additional attachments	Total Price (excluding optional sections) 230

Currency: EUR

- + In the section “**My Response Summary**” the current status of the response forms are displayed
- + After finalizing and saving the response form, the last step is to submit it to NORMA Group
- + To submit your offer to NORMA Group, click on “**Submit Response**”
- + The Response can be edited until the final deadline is reached
- + If the deadline is changed, you will be notified by NORMA Group
- + NORMA Group will inform you on the final status of the RFQ after evaluating the response