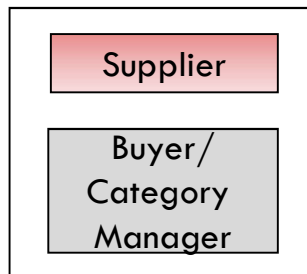
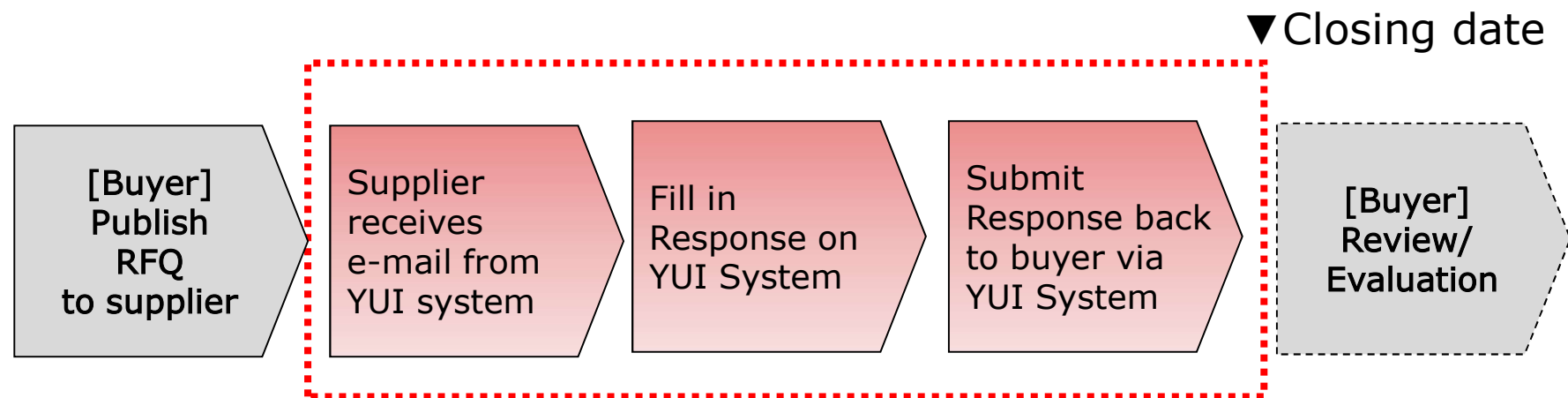

Hitachi Sourcing Platform

Responding to Hitachi RFx

1. Process Overview

1.1 Process Overview



With the use of Hitachi Sourcing Platform:

1. Suppliers will be able to track RFQ status

[i.e. whether any given RFQ is Open, To Be Evaluated, Evaluated, Awarded, Closed, Invalidated etc.]

2. Suppliers will get notification when they are awarded an RFQ

2. Operation Manual

2. Step-by-Step Guidance

2.1. Supplier fills in Response

2.2. Submit response to Buyer/Cat Manager

Supplier Landing Screen / Access

HITACHI Inspire the Next 12:43 WET - Western Europe Time **PREPRODUCTION ENVIRONMENT** Welcome **LAUREN CAMMELL**

Main Dashboard

MY BID COLLECTORS WITH PENDING RESPONSES

⚠ You are not allowed to access the content of this Portlet

MY EDITABLE ASSESSMENTS

ⓘ No Assessments to display

MY RFIS WITH PENDING RESPONSES

ⓘ No RFIs to display

MY ACTIONS LIST

ⓘ No Actions to display

RECEIVED ACTION COLLABORATIONS

ⓘ No Actions to display

CONTRACTS IN NEGOTIATION

TITLE	CODE	END/DELIVERY DATE
Hitachi Rail Limited / Supplier - 2-way NDA	con_2500	

MY RUNNING SURVEYS

SURVEY TYPE	SURVEY OBJECT	SCORECARD TITLE	BUYER ORGANISATION	SURVEY DEADLINE	LAST SAVED ON
Risk Scorecard	---	---	HITACHI	08/03/2022 09:00	

MY RFQS WITH PENDING RESPONSES

TITLE	BUYER ORGANISATION	TIME TO CLOSE	RFQ CLOSING DATE/TIME	RESPONSE STATUS
Hitachi Test RFQ	HITACHI	04:16:30	04/03/2022 17:00	No Response Prepared

OPEN AND PENDING AUCTIONS

ⓘ No Auctions to display

(1) You can access the RFQ that you have been invited to via the Dashboard upon log in

2. Step-by-Step Guidance

Supplier Manual

HITACHI
Inspire the Next

2.1. Supplier fills in Response

2.2. Submit response to Buyer/Cat Manager

2.1.1. Alternatively, you are able to navigate the system to RFQ's



2.1.2. Open the RFQ you have been invited to



2. Step-by-Step Guidance

Supplier Manual

HITACHI
Inspire the Next

2.1. Supplier fills in Response

2.2. Submit response to Buyer/Cat Manager

2.1.3. Intent/Decline to Respond

← RFQ: rfq_1687 - Hitachi Test RFQ Running ... Decline To Respond Intend To Respond

RFQ Details Messages (Unread 0)


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

→ Currency: GBP - Pound Sterling

1. QUALIFICATION RESPONSE (QUESTIONS: 7)

1.1 RESPONSIBLE PROCUREMENT - SECTION OF PROFILE QUESTIONS

(4) Confirm if you Intend to Respond or Decline to Respond

QUESTION	DESCRIPTION	RESPONSE
1.1.1 Professional Liability Insurance (PLI) - Documentary Evidence	Please attach the documentary evidence of your Professional Liability Insurance cover.	(no file attached) * Expiring on:
1.1.2 Public Liability Insurance	Does your company have Public Liability Insurance?	
1.1.3 Employers Liability Insurance	Does your company have Employers Liability Insurance?	
1.1.  Public Liability Insurance - Documentary Evidence	* Please attach the documentary evidence of your Public Liability Insurance cover.	(no file attached) * Expiring on:
1.1.4  Is the company ISO14001 certified?		Yes
1.1.6 ISO14001 Certification -document-	If the company is ISO14001 certified, please attach the formal ISO14001 Certification document.	(no file attached) * Expiring on:

This icon indicates a file is attached, click to download

(3) Review RFQ you have been sent

2. Step-by-Step Guidance

Supplier Manual

HITACHI
Inspire the Next

2.1. Supplier fills in Response

2.2. Submit response to Buyer/Cat Manager

2.1.4. Completing your Response

← RFQ: rfq_1687 - Hitachi Test RFQ Running Edit Response (Export/Import) Submit Response

RFQ Details Messages (Unread 0)

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

→ |

My Response Summary Shows a summary of your response

ENVELOPE	INFO PARAMETERS
1. Qualification Response	Missing mandatory responses (1)
2. Technical Response	Missing mandatory responses (3)
3. Commercial Response	Mandatory fields missing (4) Total Price (excluding optional sections) 0

Currency: GBP - Pound Sterling

1. QUALIFICATION RESPONSE (QUESTIONS: 7)

1.1 RESPONSIBLE PROCUREMENT - SECTION OF PROFILE QUESTIONS

QUESTION	DESCRIPTION	RESPONSE
1.1.1 Professional Liability Insurance (PLI) - Documentary Evidence	Please attach the documentary evidence of your Professional Liability Insurance cover.	(no file attached) Expiring on:

(5) To edit a section to input your response, click the pencil

2. Step-by-Step Guidance

Supplier Manual

HITACHI
Inspire the Next

2.1. Supplier fills in Response 2.2. Submit response to Buyer/Cat Manager

2.1.5. Completing your Response

1. QUALIFICATION RESPONSE (QUESTIONS: 7)

1.1 RESPONSIBLE PROCUREMENT - SECTION OF PROFILE QUESTIONS

QUESTION	DESCRIPTION	RESPONSE
1.1.1 Professional Liability Insurance (PLI) - Documentary Evidence	Please attach the documentary evidence of your Professional Liability Insurance cover.	<div>+ Attach File</div> <div>* Expiring on: dd/MM/yyyy</div>
1.1.2 Public Liability Insurance	Does your company have Public Liability Insurance?	--
1.1.3 Employers Liability Insurance	Does your company have Employers Liability Insurance?	--
1.1.4 Public Liability Insurance - Documentary Evidence	* Please attach the documentary evidence of your Public Liability Insurance cover.	<div>+ Attach File</div> <div>* Expiring on: dd/MM/yyyy</div>
1.1.5 ISO14001 Certification	* Is the company ISO14001 certified?	Yes

(6) You can then begin to input your responses

Please note: Where we ask 'Profile Questions' these sit against your supplier profile and should be maintained and updated regularly by the supplier org. These only need to be answered once and will automatically pull through to future RFx.

2. Step-by-Step Guidance

Supplier Manual

HITACHI
Inspire the Next

2.1. Supplier fills in Response

2.2. Submit response to Buyer/Cat Manager

2.1.6. You may have several envelopes to complete a response for (Q,T,C)

1. QUALIFICATION RESPONSE (QUESTIONS: 7)

(7) Ensure you edit each envelope and provide your response

1.1 RESPONSIBLE PROCUREMENT - SECTION OF PROFILE QUESTIONS

QUESTION	DESCRIPTION	RESPONSE
1.1.1 Professional Liability Insurance (PLI) - Documentary Evidence	Please attach the documentary evidence of your Professional Liability Insurance cover.	(no file attached) * Expiring on:
1.1.2 Public Liability Insurance	Does your company have Public Liability Insurance?	
1.1.3 Employers Liability Insurance	Does your company have Employers Liability Insurance?	

2. TECHNICAL RESPONSE (QUESTIONS: 3)

2.1 HITACHI TEST RFQ - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
2.1.1 Compliance with Quality Procedure	* Please download and review the attached Quality procedure and confirm your compliance.	
2.1.2 Technical Scope	* Please download, review and provide your response to the technical scope	(no file attached)

3. COMMERCIAL RESPONSE (ITEMS: 3, QUESTIONS: 2)

3.1 COMMERCIAL - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
3.1.1 Contractual Terms	* Please download, review and confirm your acceptance to the attached contractual terms	
3.1.2 Price List - Excel	Please download, review and populate the attached price list re-uploading as part of your submission	(no file attached)

2. Step-by-Step Guidance

Supplier Manual

HITACHI
Inspire the Next

2.1. Supplier fills in Response

2.2. Submit response to Buyer/Cat Manager

2.2. Submitting your Response

← RFQ: rfq_1687 - Hitachi Test RFQ Running Edit Response (Export/Import) 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

1. Qualification Response	Missing optional responses (4) No additional attachments
2. Technical Response	All questions answered No additional attachments
3. Commercial Response	Mandatory fields missing (1)

Total Price (excluding optional s

hitachi-prep.bravosolution.com says

IMPORTANT: Please ensure that you have reviewed your response for completeness, including any file attachments. To continue with your submission, click "OK". To return to your response without submitting, click "Cancel".

(3) Click OK OK Cancel

(2) If all is OK, click 'Submit Response'

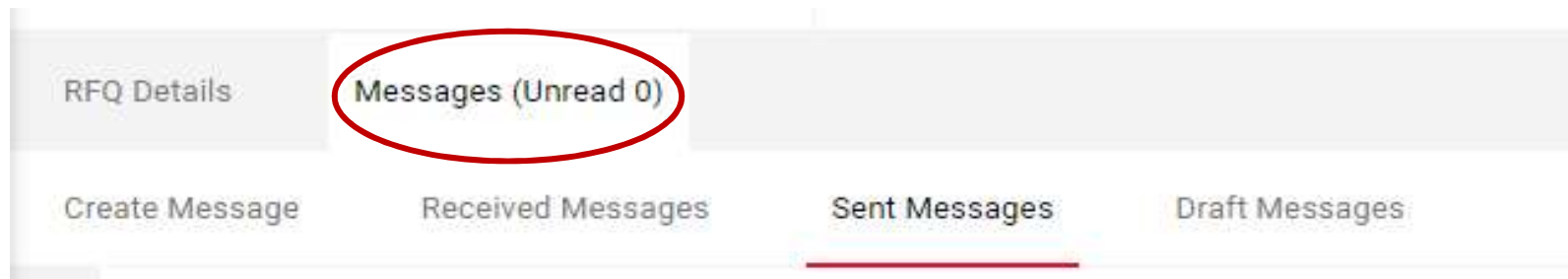
(1) Once you have populated all questions, review your response summary to ensure everything required has been answered.

Missing Mandatory Field: Contractual Terms

Anything missing will flag, please correct and re-submit

For RFx Support Queries

Please use the Hitachi Sourcing Platform's Messaging Board for queries rather than email, this enables a tracked and consistent response from the correct person responsible for the RFx.



3. RFx Queries / Messaging

Supplier Manual

HITACHI
Inspire the Next

3.1. – Using the tools Messaging Board

The screenshot shows the 'Messages (Unread 0)' section of the RFx interface. The 'Create Message' tab is selected. The message form includes a 'Subject' field with the text 'Question for Q1.1.3', a 'Message' body with the text 'Dear Hitachi, Please clarify question 1.1.3, this is not clear to us. Kind Regards Supplier X', and an 'Attachments' section with a 'No Attachments' message. The 'Recipients' section shows a single recipient, 'HITACHI'. The 'Send Message' button is highlighted in blue.

(1) Navigate to the Messages area > Create Message

(2) Input Subject title

(3) Input Message body

(4) Attach any attachments

(5) Send Message

RFQ: rfq_1687 - Hitachi Test RFQ

Running

Cancel Save As Draft Send Message

Messages

Message

Subject

Question for Q1.1.3

Message

Dear Hitachi,

Please clarify question 1.1.3, this is not clear to us.

Kind Regards

Supplier X

Attachments

No Attachments

Recipients

	RECIPIENT
1	HITACHI

HITACHI
Inspire the Next