

# CarlisleIT – Kent RFQ Portal

## Supplier Instructions

Once a supplier is selected to participate in a CarlisleIT RFQ, they will receive the following message via email:

*Dear Valued Supplier,*

*You have been invited to participate in the above mentioned RFQ for Carlisle Interconnect Technologies-Kent. Please log into to the RFQ via the following link:*

[http://rfq.carlisleit.com/Default.aspx?req\\_id=1XUN22F3&v=0000100752](http://rfq.carlisleit.com/Default.aspx?req_id=1XUN22F3&v=0000100752)

*and provide price and delivery based on the specified quantity range listed within the RFQ. Detailed instruction on how to input and send data to Carlisle IT is attached to this request for quote.*

*Please provide your pricing within 24 hours to ensure on time delivery to of the RFQ to our customer.*

*Please also note certificate of conformance is required with each shipment of this product as well as full lot traceability is required to be maintained by the supplier indefinitely. If you cannot meet these requirements, please do not submit your quote at this time.*

*Thank you for participation in this RFQ process.*

Once the supplier receives this email, they will select the link embedded in the email and be connected to the following page:

The screenshot displays the CarlisleIT RFQ portal interface. At the top, the logo for Carlisle Interconnect Technologies is visible, along with the request number (42QOCSEZ) and vendor name (CarlisleIT-St. Augustine). The interface is divided into several sections:

- Quote Validity:** A calendar for September 2013, with the 24th highlighted.
- Program Length:** A field for "Program Length (Month)" with the value "15".
- CarlisleIT Material Info:** Fields for "Material" (M85049/39-17W), "Material Description" (BKSH, CIR, 90 DEG), "UOM" (EA), "Projected Min QTY" (1.000), and "Projected Max QTY" (2500.000).
- Material Manufacturer Info:** Fields for "Manufacturer" and "Manufacturer Part" (M85049/39-17W).
- Material Vendor Info:** A table with columns for "#", "Min Order QTY", "Order Multiplier", "Lead Time (Days)", "NRE", "NCNR", and "Comments". The table contains one row with values: 5.000, 5.000, 1, 0, 0.
- Material Pricing Conditions:** A table with columns for "#", "Start QTY", "Unit Cost", and "Condition Pricing Unit". The table contains two rows: one with Start QTY 5.000 and Unit Cost 0.890, and another with Start QTY 10.000 and Unit Cost 0.780. Both rows have "Edit Delete" links. An "Add New" button is also present.

At the bottom of the interface, there are two buttons: "Request Completed" and "Send To CarlisleIT".

From this page supplier can input RFQ details by selecting the part number on the left side of the screen which will toggle the pages between RFQ details for each part numbers. The following information will be provided to the supplier from CarlisleIT:

- Program Length – Duration of time of program anticipated (directly linked to projected min qty and projected max qty)
- Material - CarlisleIT part number
- Material Description – Description of material
- UOM – unit of measure for that material
- Projected Min Qty– beginning quote qty
- Projected Max Qty- ending quote qty
- Manufacturer – if applicable, approved manufacturer for Material
- Manufacturer part number

The supplier will then input the following data for each material number they intend to participate in RFQ activities for:

### **Quote Validity**

Select the date from the calendar which represents the LAST validity date of the quote

### **Material Vendor info:**

#### **SELECT EDIT TO BEGIN INPUT**

- Min order qty – MOQ
- Order Multiplier – package qty
- Lead-time – lead-time in calendar days
- NRE – Any associated NRE charges
- NCNR – Y or N depending on status
- Comments – any applicable comments the supplier would like to provide back to CarlisleIT

### **Material Pricing Conditions:**

#### **SELECT EDIT TO BEGIN INPUT**

- Start Qty – beginning qty for price
- Unit Cost – Price for start qty
- Condition Pricing Unit – Price per (1 or 1000 based on unit cost)

Once the Quote Validity, Material Vendor Info, and Material Pricing Conditions have been added for each material number the supplier has chosen to quote (by toggling on the material number section) have been completed, select Request Completed box at the bottom of the screen and Click Send to CarlisleIT. This will submit your RFQ information to CarlisleIT and send a completion notice to the initiator at CarlisleIT.