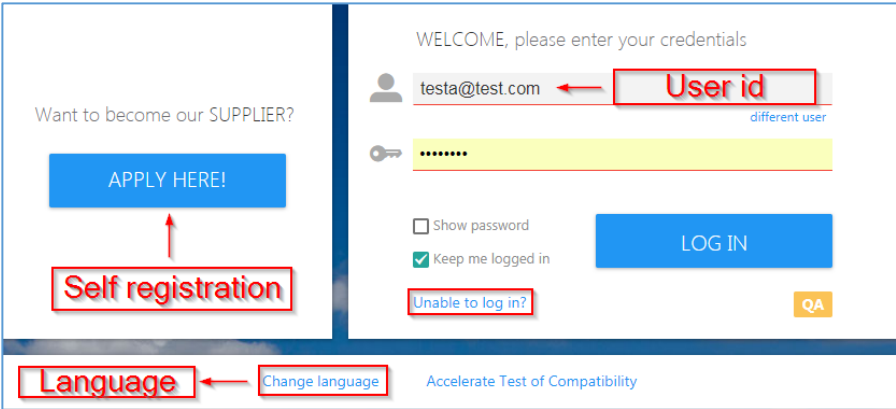

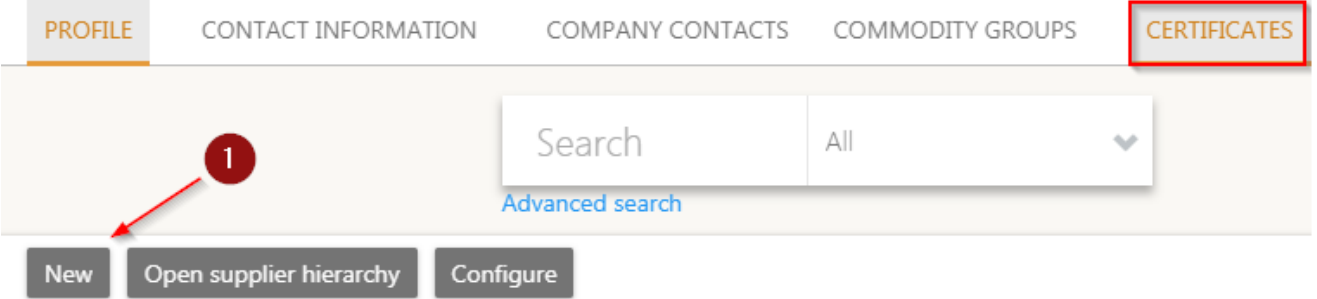


#	Steps	Screen Shot / Hints & Tips
1	Supplier training video	<p>The supplier training video is available on our AGCO Youtube channel: https://www.youtube.com/watch?v=r-yj7pPcNik</p> <p>Please use this video to get detailed information about the different steps and functionalities of the tool. However this guideline also gives you an overview how to use eSourcing.</p>
2	Log in	<p>TEST PLATFORM: https://agcocorp-test.synertrade.com *</p> <p>LIVE PLATFORM: https://agcocorp.synertrade.com</p> <p><u>Hints & Tips</u></p> <p>On the log in Page:</p> <ul style="list-style-type: none"> • Your user-id is your email address • Change language by clicking on the “Change Language” button. • If you didn’t remember your password, please click on “Unable to log in” button and follow the instructions. • If you are not a registered supplier please click on “Apply here” button to perform a self registration. Self registration is explained in the user guide (section 5, page 21). • *If you try to log in test platform you need to request access separately from the live one. This could mean that you can have different user-id and password for test platform 

<p>#3</p>	<p>Synerspace (landing page)</p>		
<p>3.1</p>	<p>Access profile by clicking your name.</p>	 <p>Hints & Tips</p> <ul style="list-style-type: none"> • Add your “Email signature” on the tab “Contact information” • Personalize your profile on the tab “Personal settings” (e.g. Time zone, Date/time format, currency, etc...). 	
<p>3.2</p>	<p>Upload Certificates</p> <ol style="list-style-type: none"> 1. Under ‘certificates’ tab Click <New>. 2. Select the type of certificate like PPAP document . 3. Set up valid dates <Apply>. 4. Set the language. 	 <p>Hints & Tips</p> <ul style="list-style-type: none"> • Here at the personal settings you can upload new certificate like ISO certificates or PPAP document 	

5. Click <0 (view)> to upload document.
6. Click <upload document>.
7. Browse the file you want to upload
8. Click <upload>.
9. Click Back to overview.

Select Certificate/PPAP * PPAP Document

Alternative name Production parts

RFX ID and/or Component Part Number (for PPAP) RFX0010010

Valid from 16.04.2018

Valid until 20.04.2020

Status Enabled

Remind me prior to certificate expiration 90 (x days before expiration)

Remind me as certificate expires.

Language for email English

Inform the following person: (please insert one or multiple email addresses separated by comma or semi-colon)

aron.tas@agcocorp.com

Comment

[0 \(view\)](#) Upload additional documents (e.g. scanned certificate)

Upload document Exp

NO. ↔

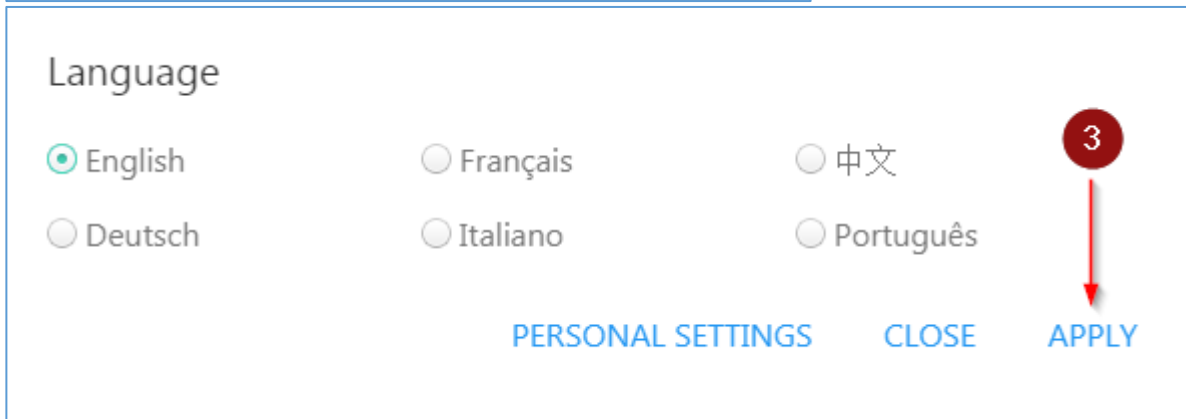
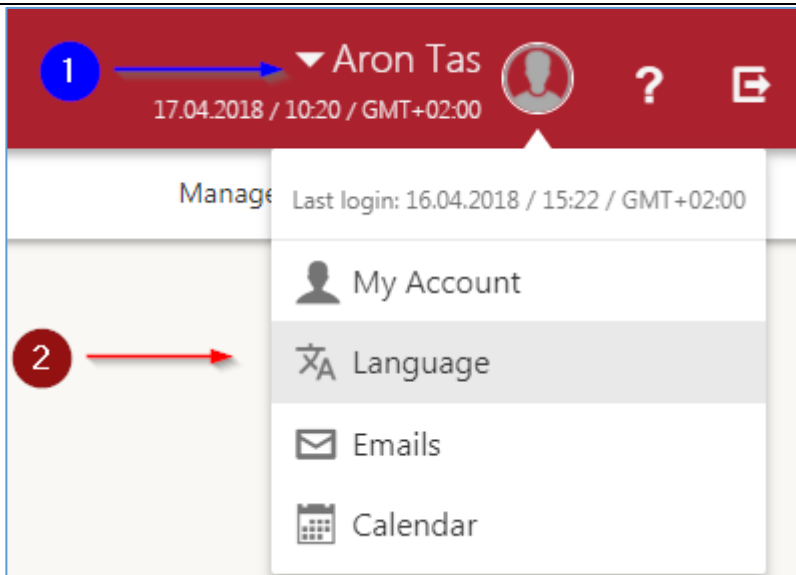
Secure | <https://agcocorp-test.synertrade.com/ngp43/actions/company/certificate/CertificatesDocumentsMain.do?hdObjectId=bc8bb91891da94e4>

Back to overview Upload Mass files upload

UPLOAD DOCUMENT

NO.	TYPE	NAME OF THE DOCUMENT / LINK	CONTENT	COMMENT	STATUS
1	File		Choose File No file chosen		

- 3.3 **Language settings**
1. Hover your mouse over your name or picture.
 2. Click Language.
 3. Select the desired language than Click <Apply>.

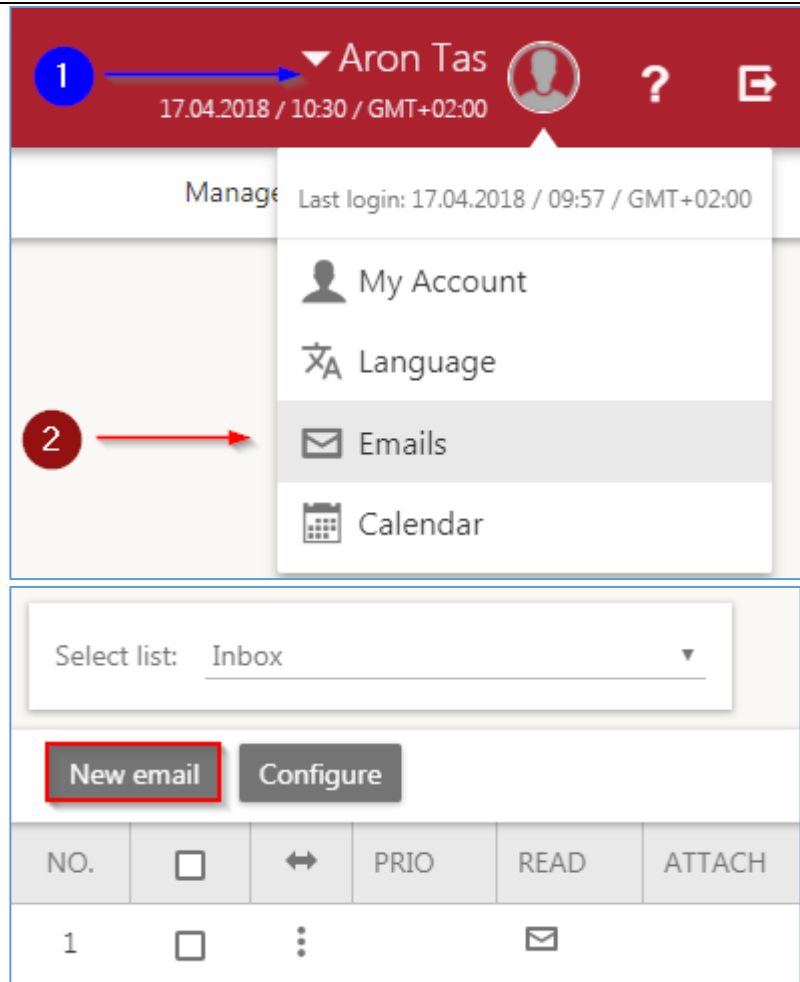


3.4

Emails

All the emails which are going in/out from the system.

1. Hover your mouse over your name or picture.
2. Click Emails.



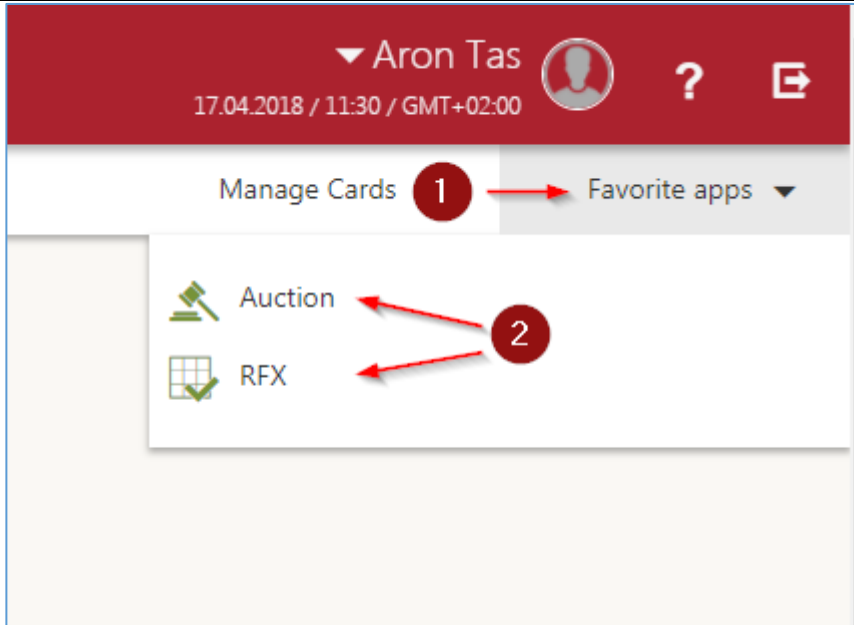
Hints & Tips

- There is a functionality to send emails from the system. Click the new email button.



<p>3.5 Help General help</p> <ol style="list-style-type: none"> 1. Hover your mouse over the question mark. 2. Click Help. 	
<p>3.6 Support If a problem comes up it can be forwarded to Synertrade.</p> <ol style="list-style-type: none"> 1. Hover your mouse over the question mark. 2. Click Support. 	
<p>3.7 Logout</p>	

<p>3.8 Left side of SynerSpace</p> <ol style="list-style-type: none"> 1. This is a training video which introduces Synertrade. 1. 2. Overview: who is logged into the tool. 	
<p>3.9 Setting the middle section of SynerSpace</p> <p>With the 'manage cards' on the top right you can turn on and off the modules of the middle screen Eg.: if you want to see a quick review about the pending projects you participate in click <Dynamic cards> .</p>	

- 3.10 **Shortcuts for favorite application**
1. Click Favorite apps on the right.
 2. Click on the module you want to use.



Hints & Tips


- With these sortcuts it is easy to reach the auctions and projects.
-  By clicking this icon you enter the module where you can see all the projects you are invited in.
-  By clicking this icon you enter the module where you can see all the e-auctions you are invited in.

3.11 **Bookmark function**

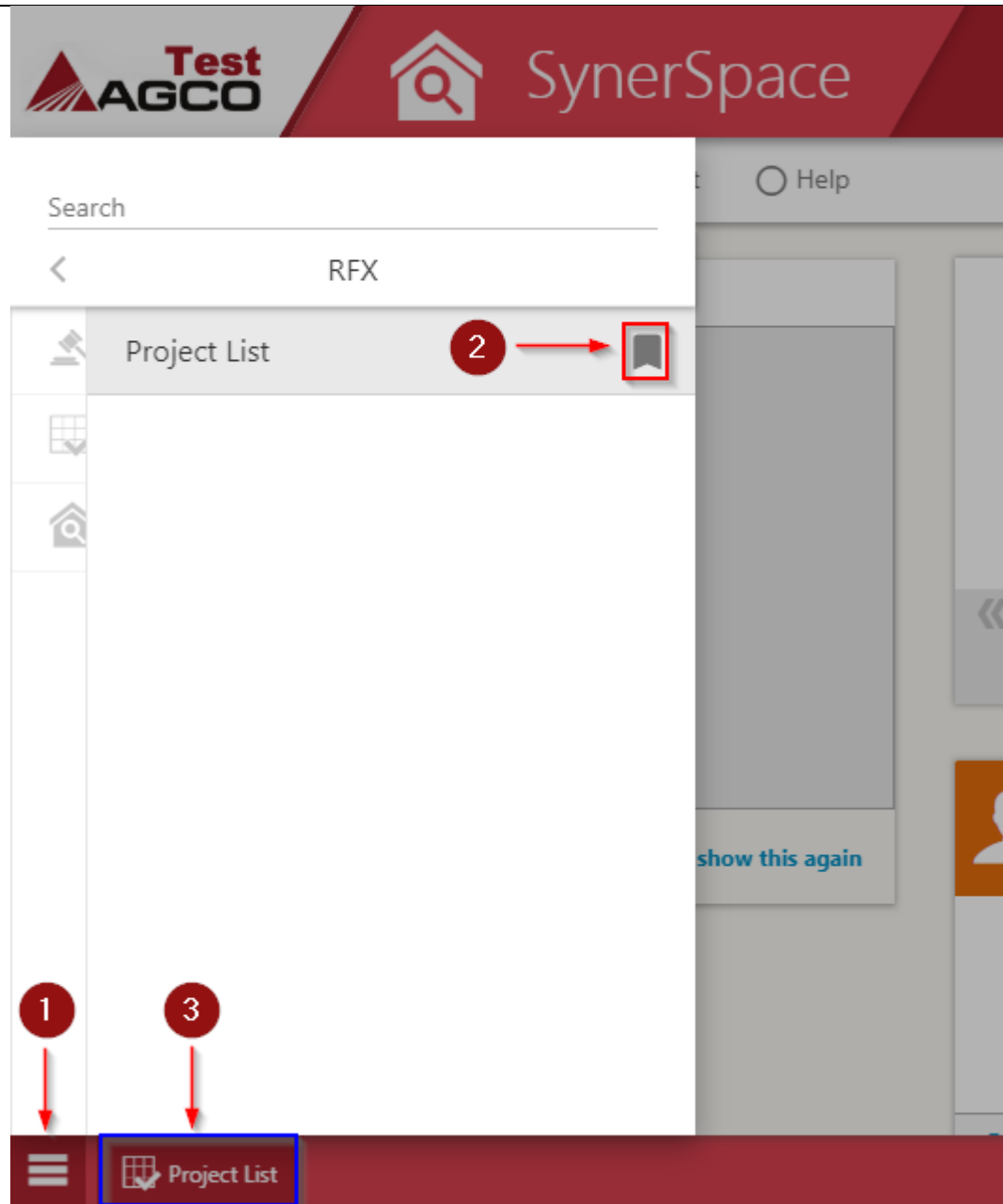
Modules which you frequently use can be pinned to the tray.

1. Click 'Home button'.




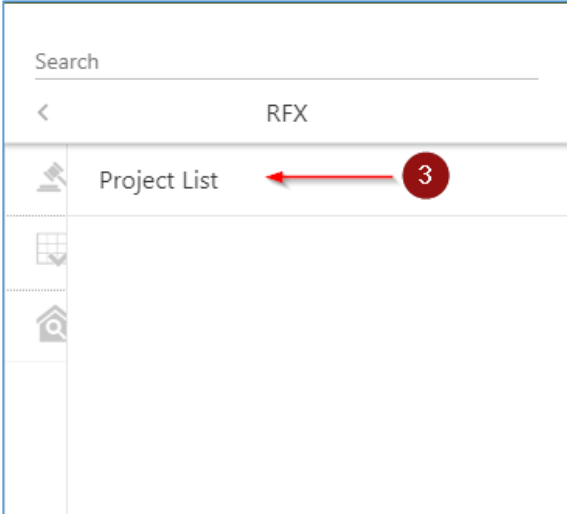
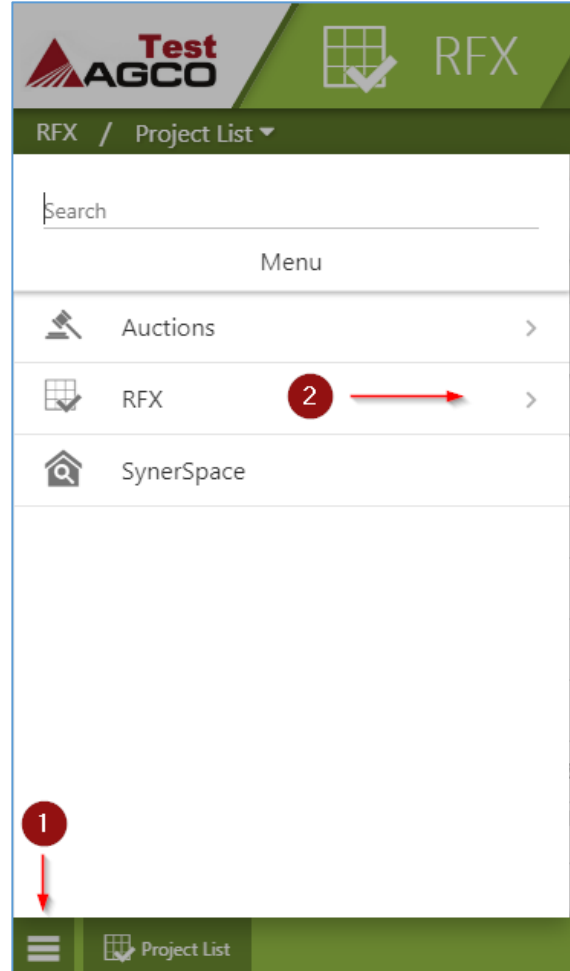
2. Select the module you frequently use and click on the bookmark button .

3. New module is saved to the tray.



#4 Project

4.1 **Project list**
 Open project list module:
 1. Click 'Home button'.

 2. Select 'RFX'.
 3. Click 'Project List'.



Hints & Tips

The fastest way to open the project where you have been recently invited to is in the SynerSpace (see section 4.3) or you can browse projects in the project list module. Please note that when you enter the 'project list' module you can see all your projects where you have been invited but you can open the ones where you have accepted terms&conditions. If you haven't accepted the open icon it won't be available.

- 4.2 Confirm or decline participation in project list**
1. Click on the option menu.
 2. Click 'Confirm Participation'.
 3. Select Yes or No as answer.
 4. Select the Reason why you don't want to participate.
 5. You write more comment in the text field.
 6. Click 'Apply'.

Hints & Tips

If you already accept the T&C and see the detail of the project you can still decline the bidding here. This is an answer to the buyer you don't want to work in this project.

- 4.3 Entering project**
- You can enter a project through the 'project list' (see chapter 4.1) Just click on the name of the project.
- OR**
- Recent projects can be accessed directly from the SynerSpace by clicking on one of the module's button like RFX T&Cs



4.4

Accepting or Declining Terms and Conditions

1. After you open the project you will see all the required T&Cs which should be accepted before you can see the project details Click on the document(s).
2. New window pops up where you can download and read carefully the T&C (allow pop ups in your browser).
3. Select the downloaded document.
4. Click on the checkbox to confirm that you read the terms and conditions.
5. Finally click <Accept> or <Reject>.

Accept Reject Back to overview

NO.	<input type="checkbox"/>	STATUS	DOCUMENT
1	<input type="checkbox"/>		AGCO Corporation_RFx Terms Conditions_ENG-FRE-GER-ITA-MAN-POR_v05.pdf

Hints & Tips

A project can contain more than one T&Cs. Please go through all documents and accept or reject them.

Download document - Google Chrome

Secure <https://agcocorp-test.synertrade.com/ngp43/actions/common/attachment/PrepareDownload.do...>

Download document

If download did not start automatically, please click link to download:
[Download document](#)

AGCO+Corporatio....pdf

Show all

Attention

To finish the RFX process and publish your data for project "Aron Test project for guideline 2018/04/17", the documents listed below have to be accepted. All documents can be opened by clicking on the document title. Please be aware, that only if ALL documents have been accepted, your offer can be sent to our purchasing department and in the following corner you will see a green checkmark.

Accept Reject Back to overview

NO.	<input type="checkbox"/>	STATUS	DOCUMENT
1	<input type="checkbox"/>		AGCO Corporation_RFx Terms Conditions_ENG-FRE-GER-ITA-MAN-POR_v05.pdf

4.5

Inside of a project

After you accept the terms and conditions the system allows you to enter the project.

The screenshot shows the AGCO RFX interface for a project titled "Aron Test project for guideline 2018/04/17" with Project ID RFX001484. The navigation tabs include PROJECT DETAILS, MY TEAM, DOCUMENTS, RFX ELEMENTS, TASKS LIST, and PROJECT FORUM. The PROJECT DETAILS tab is active, showing a table of team members. The "New" button is highlighted in red, and the "Apply" button is also highlighted in red. Below the team table, there are buttons for Filter, Save, Upload document, Export, Compare pdfs, Download docs as ZIP, and Configure. A table of documents is displayed below, listing drawing files and terms of sale.

- Project details
 - View project details like project name, start and end date, project leader, contact information, etc.
- My team
 - You are able to invite other employees of the company to this specific event. Click <New> then select the colleagues from your company and <Apply>
- Documents
 - View and download all documents from an event. You have also the possibility to use the "Sticky notes" and add comments direct to the drawings. Please see the instructions at chapter 4.7.

NO.	<input type="checkbox"/>	↔	COMPANY
1	<input type="checkbox"/>		Elkamet s.r.o. [sync test 14.06.2017]

NO.	<input type="checkbox"/>	USER NAME ↑	COMPANY
1	<input checked="" type="checkbox"/>	Aron Tas2	Elkamet s.r.o. [sync test 14.06.2017]
2	<input type="checkbox"/>		Elkamet s.r.o. [sync test 14.06.2017]

NO.	<input type="checkbox"/>	↔	NAME	TYPE	NO.	STICKY NOTES STATUS	EXPIRED	BUYER ACCESS	DOCUMENT
1	<input type="checkbox"/>	⋮	Drawing 1.pdf	File	DOC005443.1	🔒	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Aron Test for guideli 2018/04/1
2	<input type="checkbox"/>	⋮	Drawing 2.pdf	File	DOC005444.1	🔒	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Aron Test for guideli 2018/04/1
3	<input type="checkbox"/>	⋮	AGCO Corporation_RFx Terms Conditions_ENG-FRE-GER-ITA-MAN-POR_v05.pdf	File	DOC005441.1	🔒	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Aron Test for guideli 2018/04/1

- RFX elements
 - Access and complete the RFQ or RFP (see chapter 4.7). The supplier will find three lines:
 - Instructions/Summary
 - Pricing Grid (view requirements and enter pricing)
 - Tooling Pricing Grid (enter tooling information)

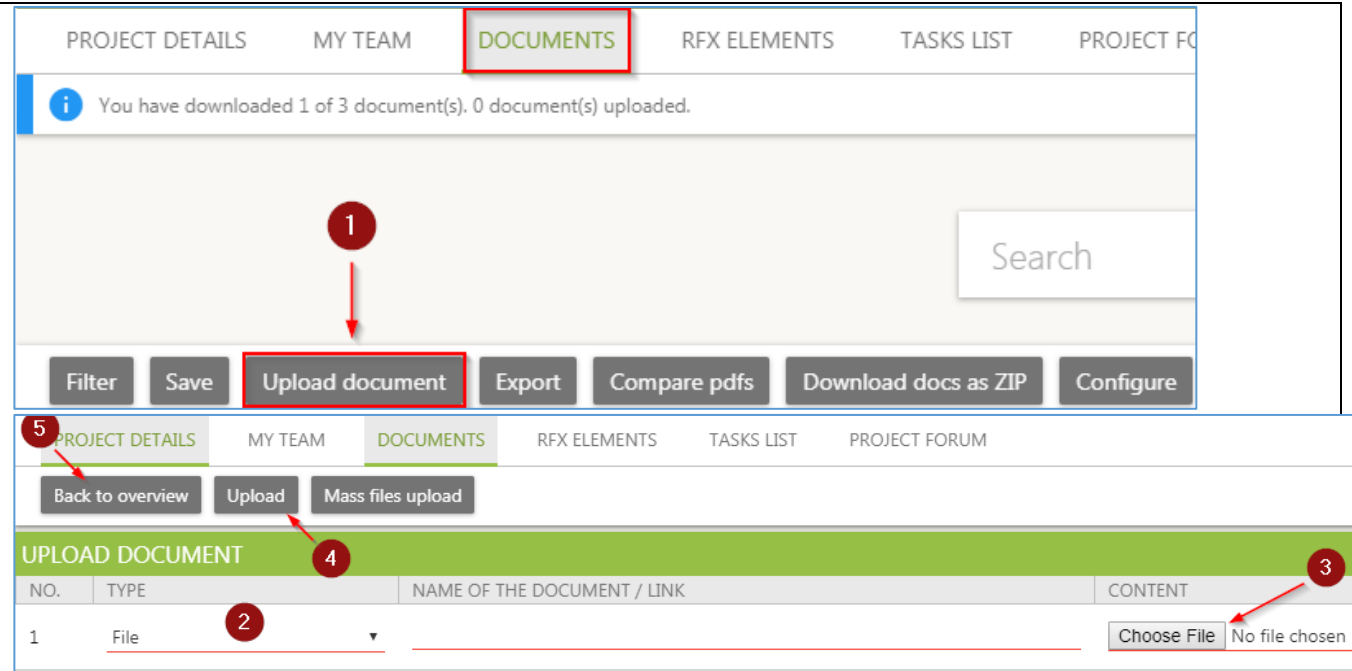
NO.	<input type="checkbox"/>	↔	MESSAGE	PHASE	NAME	LEVEL ↑	STATUS
1	<input type="checkbox"/>	⋮	Not answered	RFQ	☐ Instructions/Summary (SCBD)	1	Online
2	<input type="checkbox"/>	⋮	Not answered	RFQ	☐☐ Pricing Grid (SCBD)	1.1	Online
3	<input type="checkbox"/>	⋮	Not answered	RFQ	☐☐☐ Tooling Pricing Grid (SCBD)	1.1.1	Online

- Tasks list
 - Not in use – skip this
- Project forum
 - Raise any additional questions directly to the project leader and assigned to this RFX event.

4.6

Upload a document

1. At the documents tab
Click <upload document> .
2. In the next window select the type of document you want to upload.
3. Click <browse> then select the document or pdf that you want to upload.
4. Click <Upload>.
5. Click <Back to overview>.

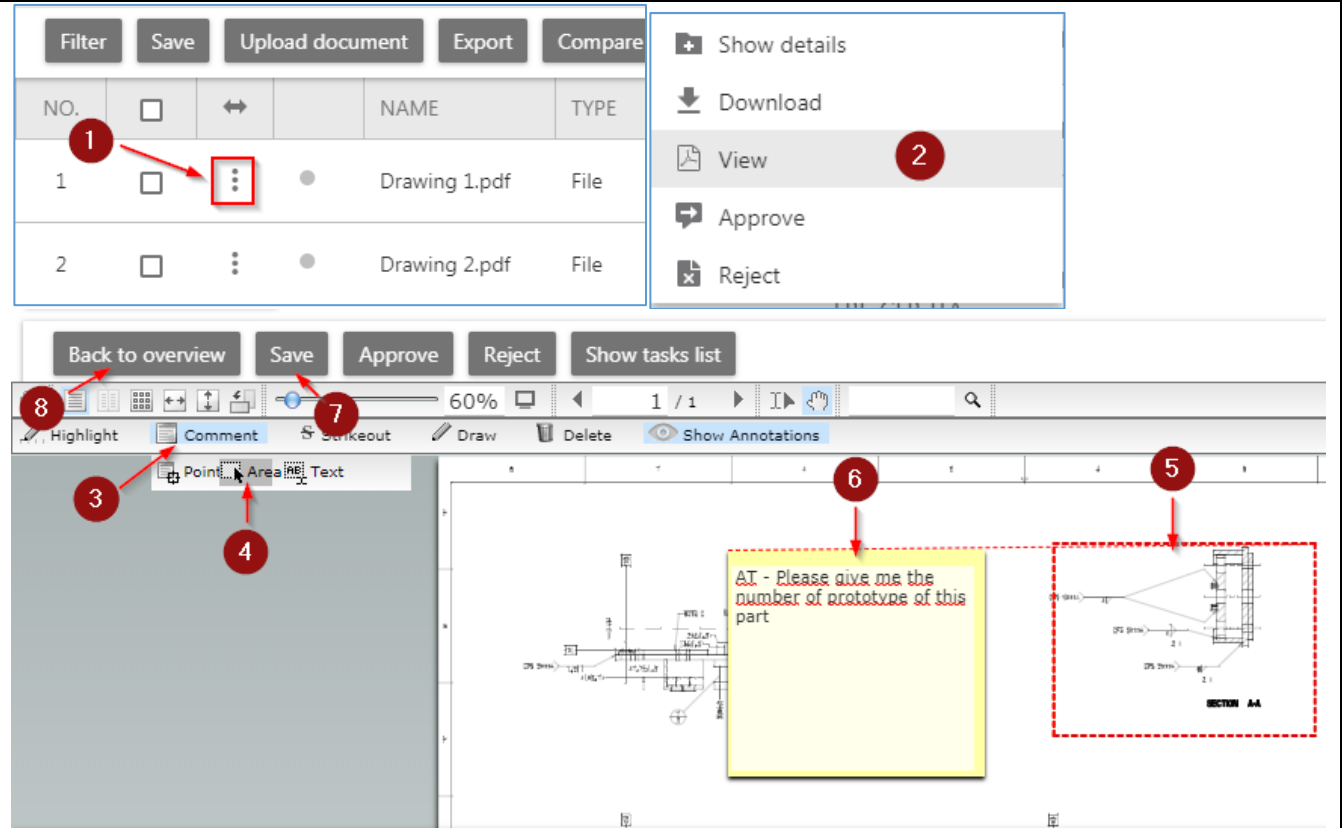


The screenshot shows the 'DOCUMENTS' tab selected in the navigation bar. Below the navigation bar, there is a toolbar with buttons for 'Filter', 'Save', 'Upload document', 'Export', 'Compare pdfs', 'Download docs as ZIP', and 'Configure'. The 'Upload document' button is highlighted with a red box and a red circle labeled '1'. Below the toolbar, there is a section for 'UPLOAD DOCUMENT' with a green header. This section contains a table with columns 'NO.', 'TYPE', 'NAME OF THE DOCUMENT / LINK', and 'CONTENT'. The 'TYPE' column has a dropdown menu with 'File' selected, highlighted with a red circle labeled '2'. To the right of the table is a 'Choose File' button, highlighted with a red circle labeled '3'. Below the table, there is an 'Upload' button, highlighted with a red circle labeled '4'. At the top left of the 'UPLOAD DOCUMENT' section, there is a 'Back to overview' button, highlighted with a red circle labeled '5'.

NO.	TYPE	NAME OF THE DOCUMENT / LINK	CONTENT
1	File		Choose File No file chosen

4.7 Using pdf viewer

1. In document tab Click option menu of a pdf.
2. Click <View>.
3. Click <Comment>.
4. Click for example: <Area>.
5. Draw a rectangle around the problematic part.
6. Write your comments.
7. Click <Save>.
8. Click <Back to overview>.



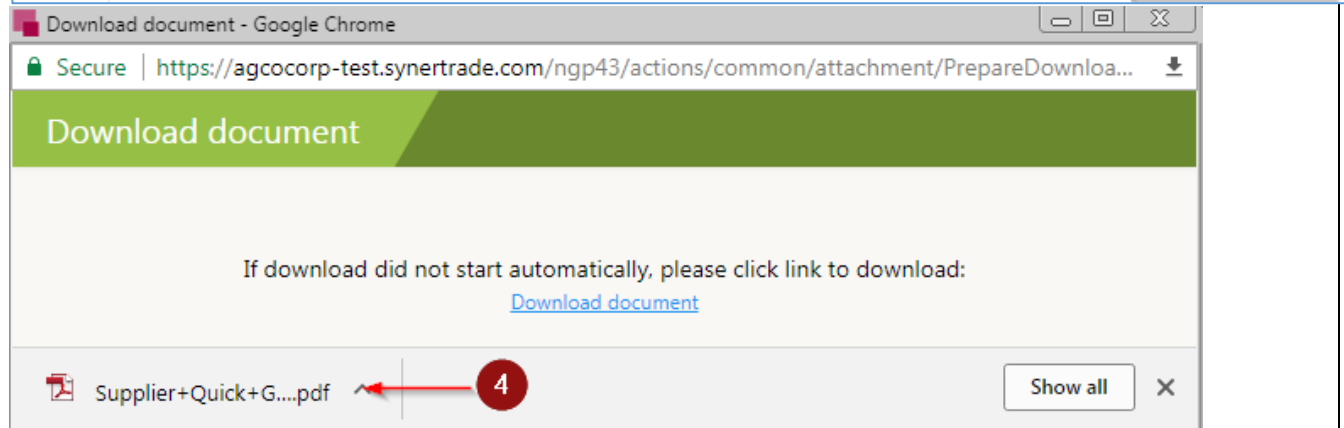
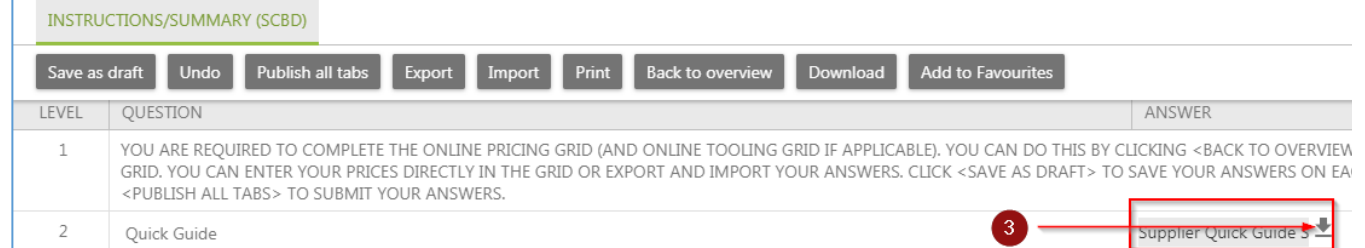
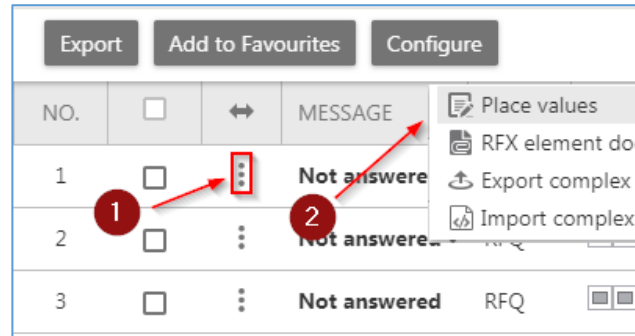
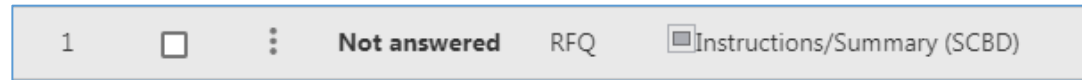
4.8 RFX elements in RFQ: Instruction/Summary

Download quick guide:

Access RFX elements App by clicking RFX Elements inside of a project(how to access a project chapter: 4.1)

1. Click option menu of the element
2. Click <Place values>
3. In the next page please click on the download button
4. Window pops up where you can download the pdf file

Note: Here in the instruction/Summary you can find Instructions, quick guide, addition documents: steps in order to send a quote



4.9 Pricing grid
 You can enter here the quote for an exact material.

Enter quote:

Access RFX elements App by clicking RFX Elements inside of a project (how to access a project, see: chapter 4.1)

1. Click on the option menu.
2. Click <Place values>.
3. Add line details.

For example:

Standard Package Quantity: 4

MOQ:2

Supplier Shipping Location:

London

Component Country Of Origin: Great Britain

Tooling Required?: No

Raw Material cost: 10

Purchase Parts cost:20

Manufacturing cost: 15

Development cost/piece price: 2

SGA cost:5

Profit: 2

Packaging Materials cost:1

4. Click <save as draft>.
5. Click<Publish all tabs>.
6. Click <Back to overview>.

Hints & Tips

Note: Column starts with (B) -> buyer input

Column start with (S) -> supplier input

Hints & Tips

There are hidden columns here like L and M. They can be revealed by using the plus symbol:

Hints & Tips:

- If you save your quotes the buyer won't see the values unless you publish the tabs. When you publish all tabs an automatic notification email is sent to the buyer.

4.10 Tooling pricing grid

There is a possibility to enter the prices for detailed information of the tooling if tooling is necessary.

Enter quote:

Access RFX elements

App by clicking RFX

Elements inside of a

project(how to access a project, see chapter: 4.1)

1. Click on the option menu.
2. Click <Place values>.
3. Enter values here:

For example:

Part number: A10

Tooling description: Casting upper shell

Design cost:10

Process cost:30

Material cost:15

Profit cost: 2

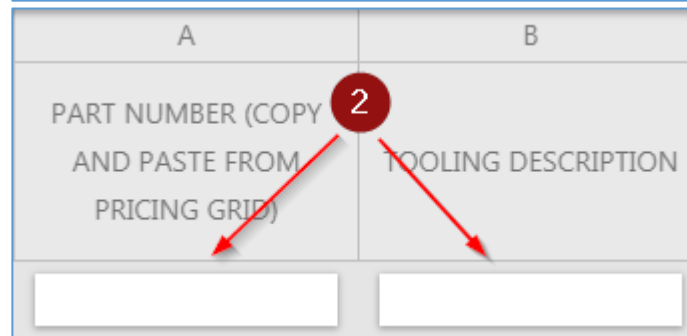
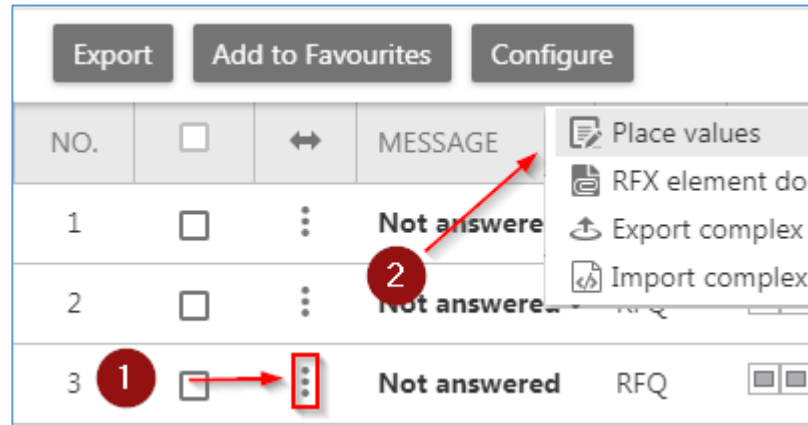
SG&A: 3

Packaging cost:4

Freight cost: 2

Customs & Duties cost:1

4. Click <save as draft>.
5. Click <Publish all tabs>
6. Click <Back to overview>.



4.11 Project forum

1. Click <New question>.
2. Enter your question to the buyer.
3. Click option button.
4. Click <Save>.

The screenshot shows the 'PROJECT FORUM' interface. At the top, there are navigation tabs: PROJECT DETAILS, MY TEAM, DOCUMENTS, RFX ELEMENTS, TASKS LIST, and PROJECT FORUM (highlighted with a red box). Below the tabs is a 'NEW FORUM SHEET' button. A search bar with the text 'Search' and 'Advanced search' is present. Below the search bar is a row of buttons: 'New Question', 'Show period for new questions', 'Show sheets', 'Export', 'Import', and 'Configure'. A table below shows a list of questions with columns for 'NO.', a checkbox, a double-headed arrow, 'QUESTION', 'LEVEL', and 'DE'. The first row has '1' in the 'NO.' column, a checked checkbox, a double-headed arrow, the question text 'Could you please extend the RFQ for 2 days?', and a 'LEVEL' column. Below the table are buttons for 'Clear selection' and 'Export'. A 'Save' button with a green checkmark and an 'Undo' button with a circular arrow are also visible. Red callouts with numbers 1 through 4 indicate the steps: 1 points to the 'New Question' button, 2 points to the question text input field, 3 points to the options menu (three dots) for the first question, and 4 points to the 'Save' button.

5. Self Registration Please skip the self registration process if your user ID was manually created by the system administrators!

5.1 Company & Contact
 Please enter your company information. Please note that fields marked with red column are mandatory. Once field are filled out click next on the bottom right corner.

The screenshot shows a web-based registration form with the following elements:

- Navigation Bar:** COMPANY & CONTACT (active), COMPANY CONTACTS, COMMODITY GROUP ASSIGNMENT, CERTIFICATE OVERVIEW, DOCUMENTS, ADDITIONAL INFORMATION, TERMS AND CONDITIONS, LOG OUT.
- Form Fields:**
 - Mother company: _____
 - Country of mother company: United States (dropdown)
 - CONTACT INFORMATION:**
 - Title: Mr. (dropdown)
 - First name: _____
 - Last name: _____
 - Login: _____
 - Email: _____
 - Phone: _____
 - Mobile/Cell: _____
 - Fax: _____
 - Company: _____
 - Departments: _____
 - Functions: _____
 - Address: _____ (with a tooltip: Click here, if same as company address above.)
 - City: _____
 - Postal/Zip code: _____
 - State: _____
 - Country: United States (dropdown)
- Buttons:** A blue button labeled "NEXT" with a red arrow pointing right is located at the bottom right of the form area.

5.2 Company Contacts

1. Here you can add additional contacts to your company, click <new contact>.
2. Enter the required fields.
3. Click option menu.
4. Click on <Apply>.
5. Click on the next button which is located on the bottom right corner.

COMPANY & CONTACT
COMPANY CONTACTS
COMMODITY GROUP ASSIGNMENT
CERTIFICATE OVERVIEW
DOCUMENTS
ADDITIONAL INFORMATION
TERMS AND CONDITIONS

This is step 2/7
 Please indicate your colleague.
 After you have saved your data, click "Next" to continue your registration AGCO.

All

New contact
1

NO.		ACADEMIC TITLE	TITLE	FIRST NAME	LAST NAME	DEFAULT CONTACT	EMAIL ADDRESS	TELEPHONE	MOBILE/CELL
1	<input type="checkbox"/>		Mr.	John	Doe	<input checked="" type="checkbox"/>	test2test2@test.com	+123456789	
2	<input checked="" type="checkbox"/>	Dr. Prof.	Mr.	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

NO.		ACADEMIC TITLE	TITLE	FIRST NAME	LAST NAME	DEFAULT CONTACT	EMAIL ADDRESS	TELEPHONE	MOBILE/CELL
1	<input type="checkbox"/>								
2	<input checked="" type="checkbox"/>								

3

 Apply
 4

5

You have selected 1 record(s)

PREVIOUS
NEXT

Hints & Tips:


- Filter function – go to page 18 if you want to know about this functionality

All

Advanced search
Show full list

5.3

Commodity Group Assignment

1. Open the required commodity group by clicking the plus sign .
2. Select the commodity you are supporting like Castings & Forgings.
3. Click <Next> button on the bottom right corner.

COMPANY & CONTACT COMPANY CONTACTS **COMMODITY GROUP ASSIGNMENT** CERTIFICATE OVERVIEW DOCUMENTS ADDITIONAL INFORMATION TERMS AND CONDITIONS

Search

- ⊕ Powertrain & Periphery
- ⊖ Steel, MS & Plastics **1**
 - Castings & Forgings **2**
 - Plastics, Resins, Rubber
 - Linkages, Cylinders, Gears & Machined Components
 - Steel
- ⊕ Electro, Hyd & ES
 - Glass, Seats, Cab Components
- ⊕ Regional
 - Others
- ⊕ Indirect

Your Selection:
• Castings & Forgings
You have selected 1 record(s)

3 PLUS → NEXT

5.4

Certificate Overview


1. Click <new> to add new documents like company presentations, catalogues, patents under your company.
2. Enter the required fields.
3. In the last column where the folder icon appears you can upload related files to the certificate. Click on that icon.
4. In the new window click <Upload document>.
5. Browse a file from your computer
6. Click <Upload>.
7. If you finish uploading documents click <back to overview> and close new window.
8. Click <Next> button on the bottom right corner.

COMPANY & CONTACT COMPANY CONTACTS COMMODITY GROUP ASSIGNMENT **CERTIFICATE OVERVIEW** DOCUMENTS ADDITIONAL INFORMATION TERMS AND CONDITIONS

This is step 4/7
 Please indicate your company's certificates.
 You can name existing and planned certificates. After you have saved your data, click "Finish" to send the data to the AGCO.

Search All ▼

New 1

NO.	<input type="checkbox"/>	↔	CERTIFICATE NAME	ALTERNATIVE NAME	RFX ID AND/OR COMPONENT PART NUMBER (FOR PPAP)	VALID FROM	VALID UNTIL ▼
1	<input checked="" type="checkbox"/>	⋮	others				

3

DOCUMENTS/COMMENTS

0 +

4

Search
 Advanced search

Upload document Close

NO.	<input checked="" type="checkbox"/>	↔	NAME

Back to overview **Upload** Mass files upload

7 **6**

UPLOADED DOCUMENT

NO.	TYPE	NAME OF THE DOCUMENT / LINK	CONTENT
1	File ▼		Choose File ✖ No file chosen 5

8 **PREVIOUS** → **NEXT**

5.5 Documents

1. Click <New> if you want to upload a document besides your profile.
2. Select the type of document you want to upload.
3. Click <Choose file> where you can select the file from your computer.
4. Click <upload>.
5. Click <Back to overview>.
6. Click <Next> button on the bottom right corner of the page.

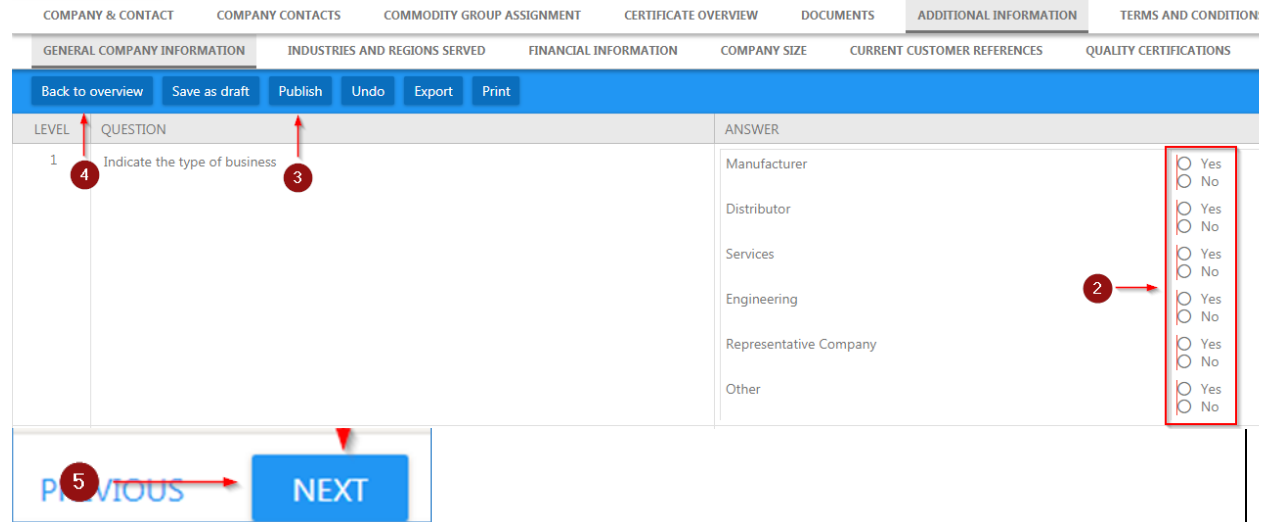
5.6 Additional information

This section contains the questionnaire which should be filled out during the self-registration process. Each row contains subcategory.

1. Let's start the questionnaire with the first row. Click on

NO.	QUESTIONNAIRE	TAB	INFORMATION SHEET TYPE	TYPE	COMPLETED (%)	RELEVANT FOR FOLLOWING BUSINESS UNITS	RELEVANT FOR FOLLOWING
1	Request For Information	General Company Information	Self Registration	0%	0 selected	0 selected	
2	Request For Information	Industries and Regions Served	Self Registration	0%	0 selected	0 selected	
3	Request For Information	Financial Information	Self Registration	0%	0 selected	0 selected	

- request for information.
- Go through all the tabs by filling the questionnaire.
 - Don't forget to publish each tab before you move ahead.
 - Once you are ready with all tabs click on <Back to overview> .
 - Finally click next.

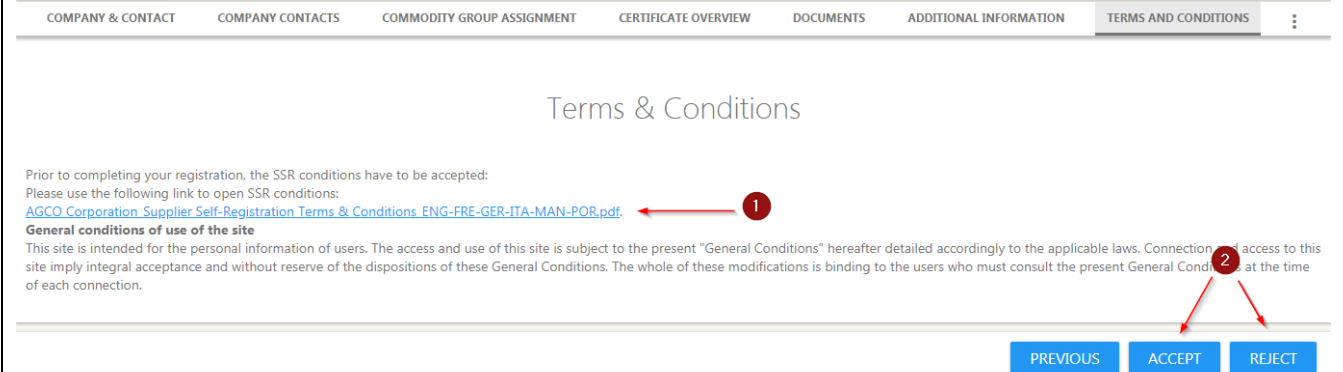


Hints & Tips:

- Completion status in the middle shows the progress of the questionnaire.

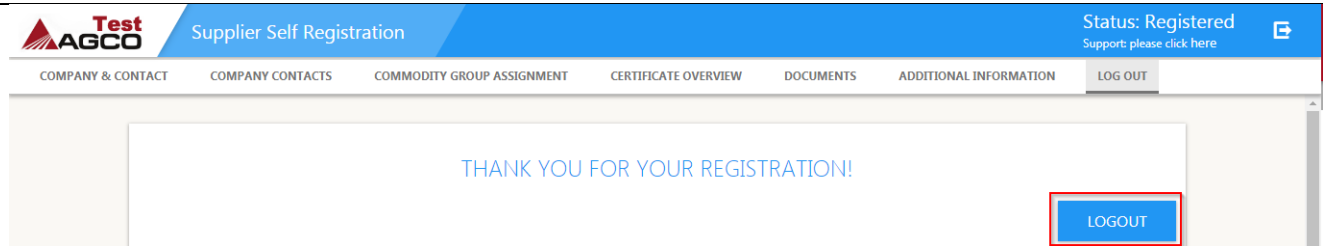
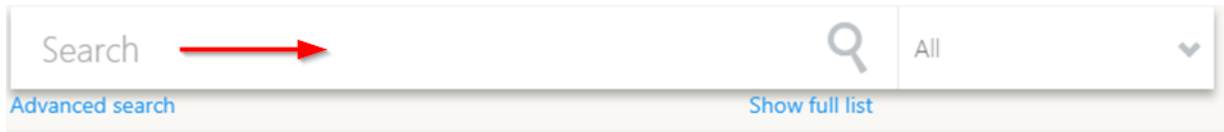
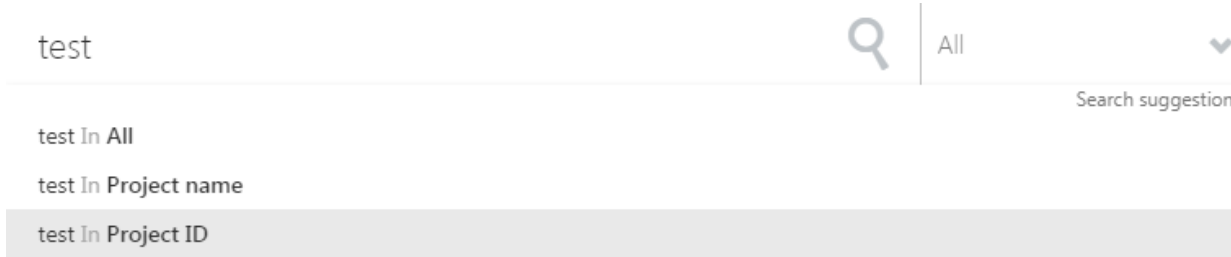

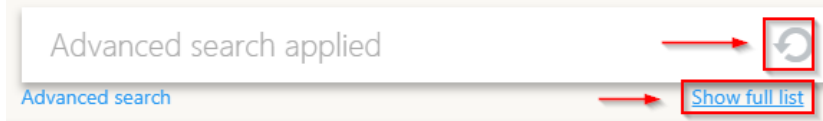
5.7 Terms & Conditions

- Before accepting terms and conditions download and read the related pdf file.
- Click <accept> or <reject>.



Hints & Tips:

Note: Your status changes from in progress to registered after accept the T&C. Wait the buyer for approval.

<p>5.8</p>	<p>Logout Please log out if you finish the self registration.</p>	
<p>6 Filter function</p>		
<p>6.1</p>	<p>Filter function</p>	<p>Hints & Tips: Filter functionality can be used in many places: contacts, suppliers, RFX</p> <ul style="list-style-type: none"> • Standard search: search for all fields: type the data you are looking for and hit enter.  <ul style="list-style-type: none"> • Advance search: type the data you are looking for and also select the field you want to run the search on.  <ul style="list-style-type: none"> • You can reset your search by the clear search button  or reset and see the whole list by the <Show list function>. 

6.2

Advanced Search

1. Click on the <Advanced search> button.
2. New search boxes appear which allows you to search for a specific column.

Advanced search applied

1 → Advanced search

2

Export Configure

NO.	<input type="checkbox"/>	↔	PROJECT NAME	PROJECT ID	PROJECT TYPE
			new	14	es
1	<input type="checkbox"/>	⋮	New project	RFX001474	Test
2	<input type="checkbox"/>	⋮	TEST_25/01/2018New projectNew project	RFX001449	Test
3	<input type="checkbox"/>	⋮	TEST_23/01/2018New project	RFX001446	Test
4	<input type="checkbox"/>	⋮	Copy of New project	RFX001442	Test
5	<input type="checkbox"/>	⋮	New project	RFX001437	Test

Hints & Tips:

Please note that this search function is not key sensitive.