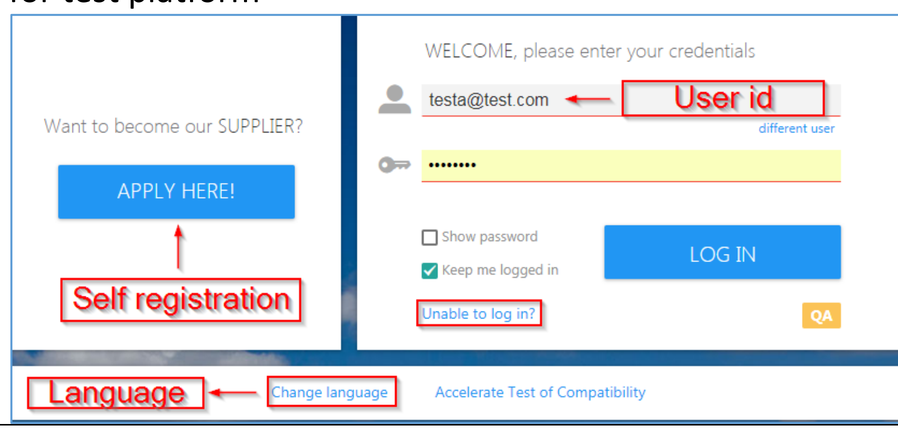
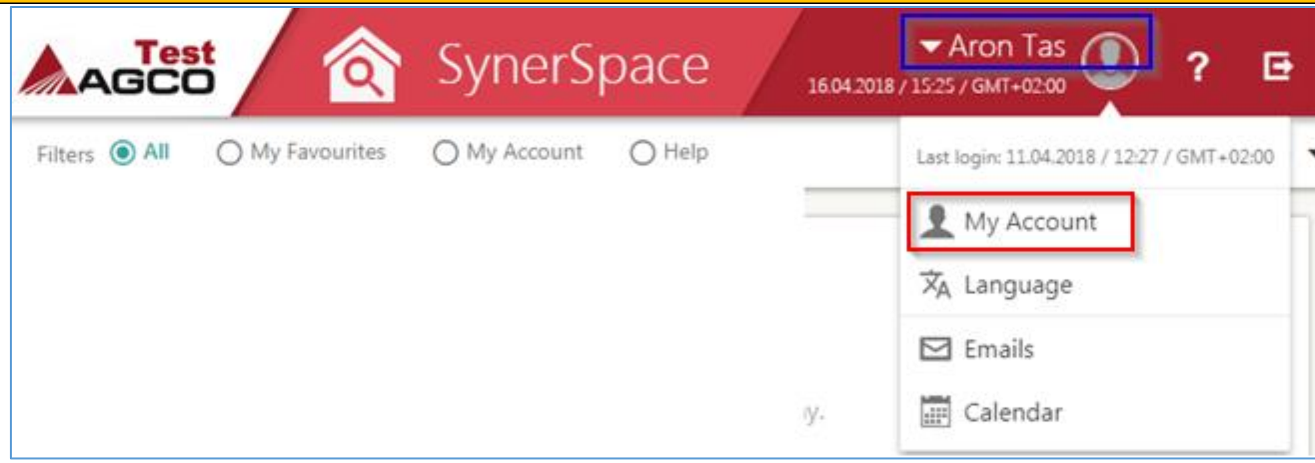
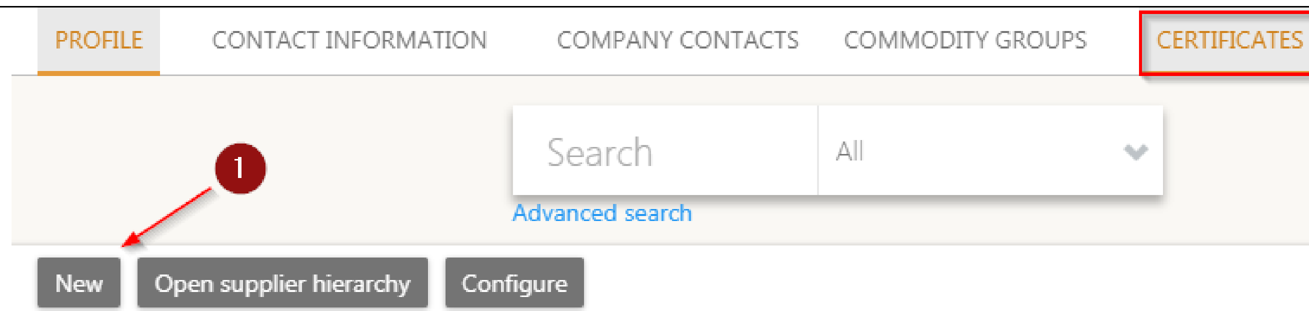
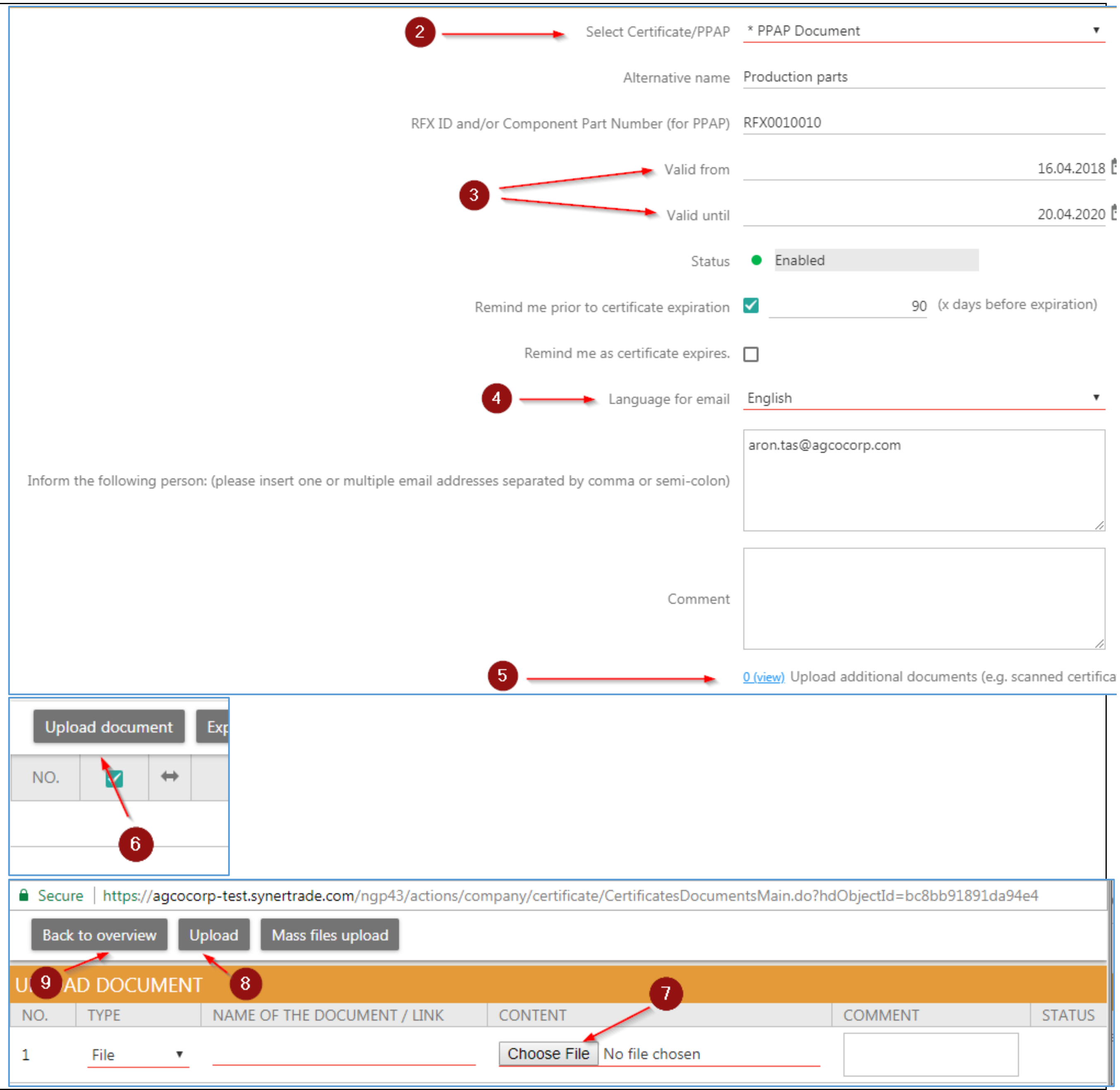
<table>
<tr><th>#</th><th>Steps</th><th>Screen Shot / Hints & Tips</th></tr>
<tr><td>1</td><td>Supplier training video</td><td>The supplier training video is available on our AGCO Youtube channel:
https://www.youtube.com/watch?v=r-yj7pPcNik
Please use this video to get detailed information about the different steps and functionalities of the tool. However this guideline also gives you an overview how to use eSourcing.</td></tr>
<tr><td>2</td><td>Log in</td><td>TEST PLATFORM: https://agcocorp-test.synertrade.com *
LIVE PLATFORM: https://agcocorp.synertrade.com
<u>Hints & Tips</u>
On the log in Page:

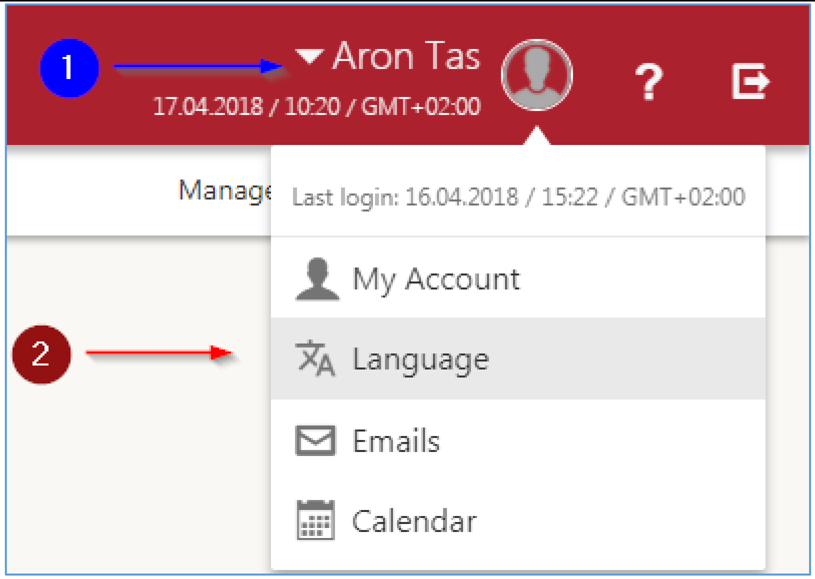
Your user-id is your email address
Change language by clicking on the “Change Language” button.
If you didn’t remember your password, please click on “Unable to log in” button and follow the instructions.
If you are not a registered supplier please click on “Apply here” button to perform a self registration. 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

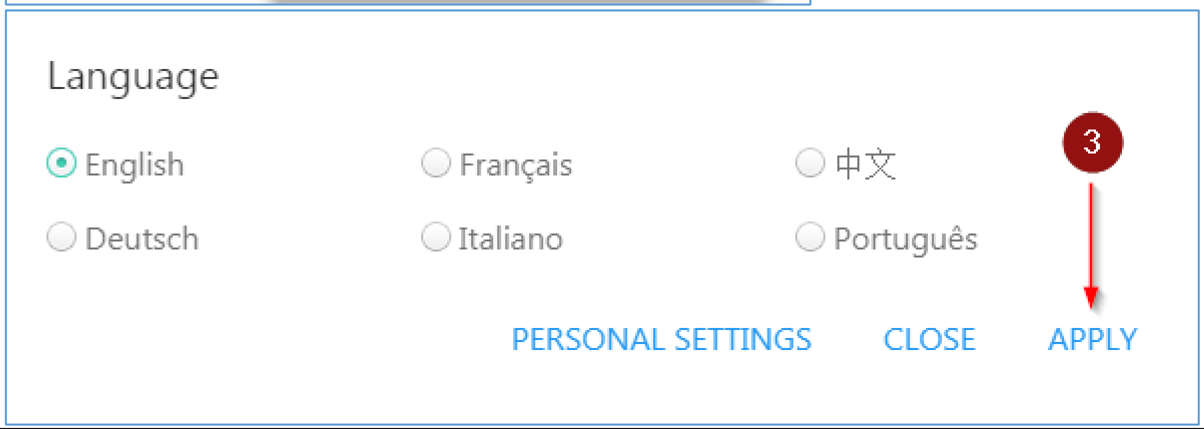

</td></tr>
</table>

#3	Synerspace (landing page)	
3.1	**Access profile** by clicking your name.	 ***<u>Hints & Tips</u>*** • 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…).
3.2	**Upload Certificates** 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.	 ***<u>Hints & Tips</u>*** • Here at the personal settings you can upload new certificate like ISO certificates or PPAP document

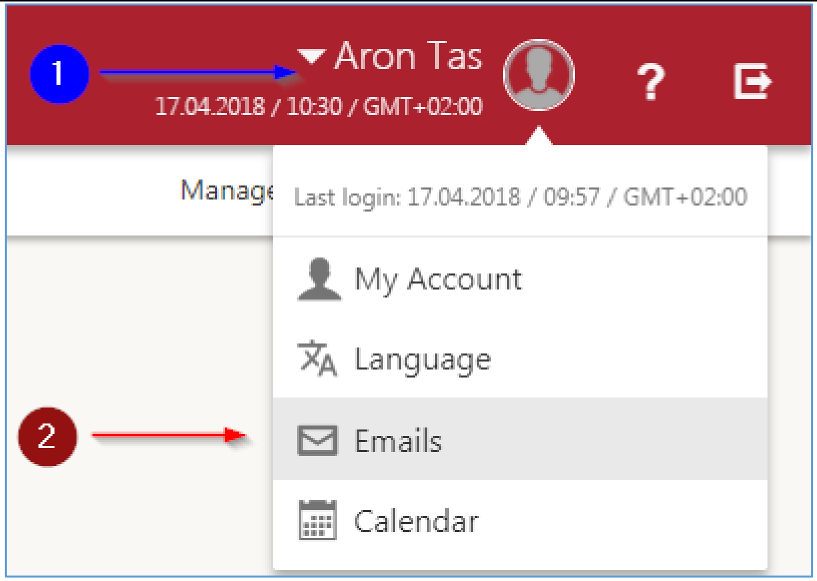
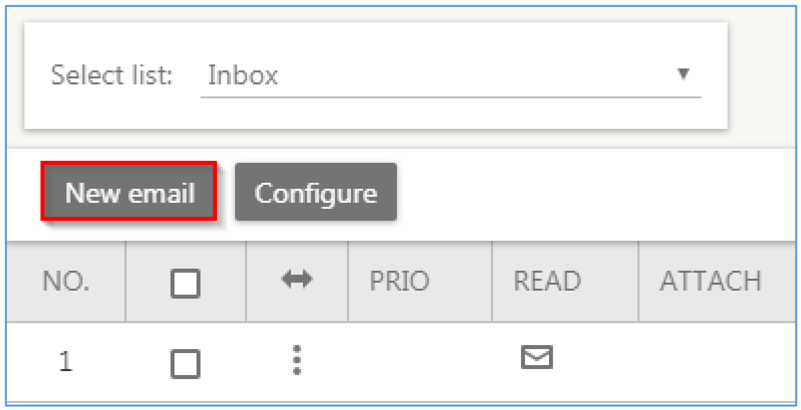
5. Click <0 (view)> to upload document.
6. Click <upload document>.
7. Browse the file you want to upload
8. Click <upload>.
9. Click Back to overview.

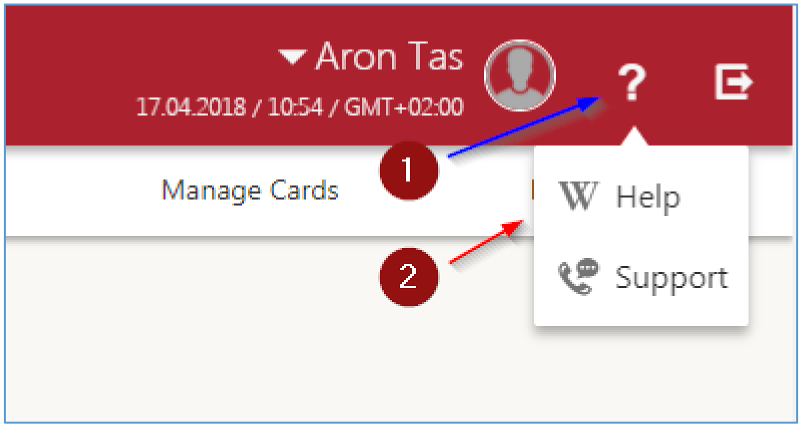
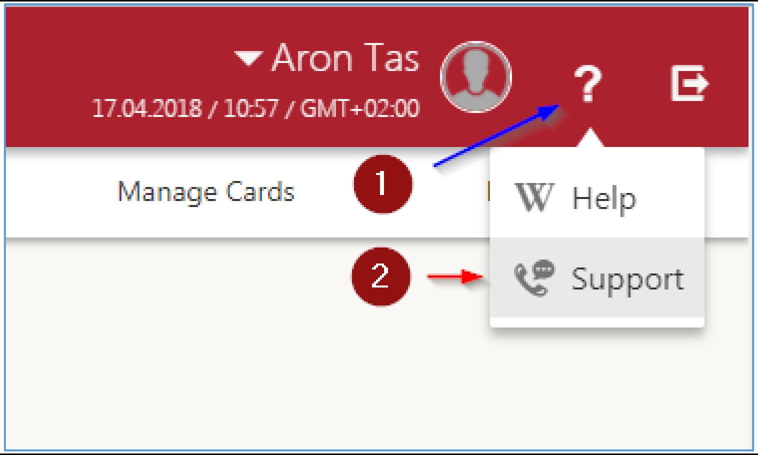
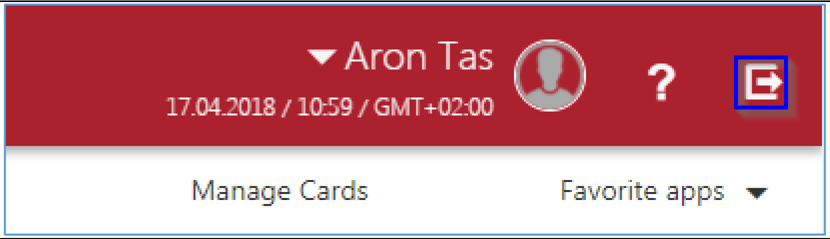


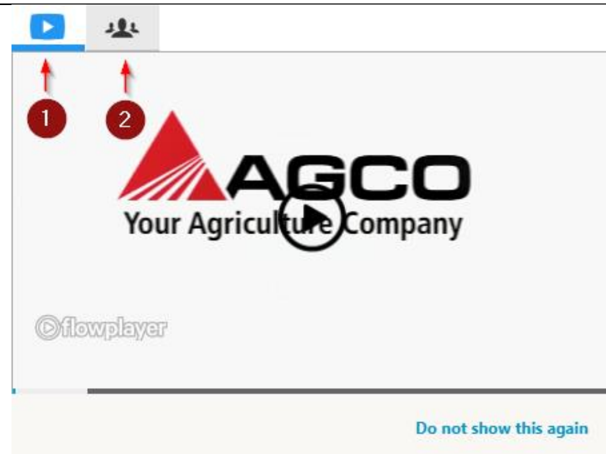
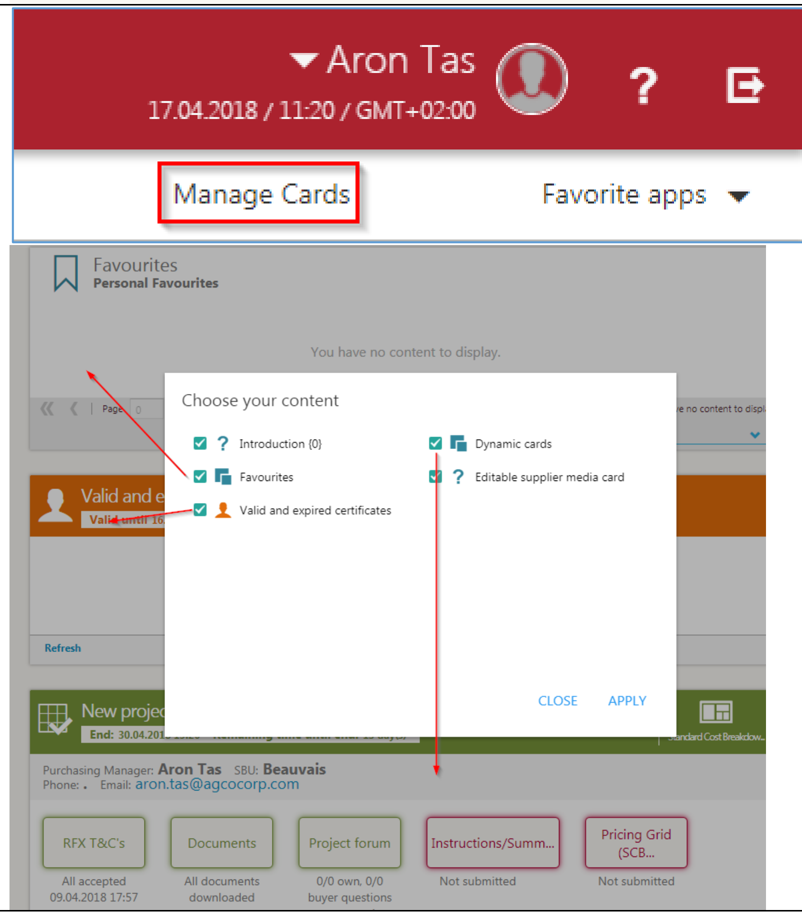
<table>
<tr>
<td>3.3</td>
<td>
Language settings
1. Hover your mouse over your name or picture.
2. Click Language.
3. Select the desired language than Click <Apply>.
</td>
<td>




</td>
</tr>
</table>

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 functionallity to send emails from the system. Click the new email button.

3.5	**Help** General help 1. Hover your mouse over the question mark. 2. Click Help.	
3.6	**Support** If a problem comes up it can be forwarded to Synertrade. 1. Hover your mouse over the question mark. 2. Click Support.	
3.7	**Logout**	

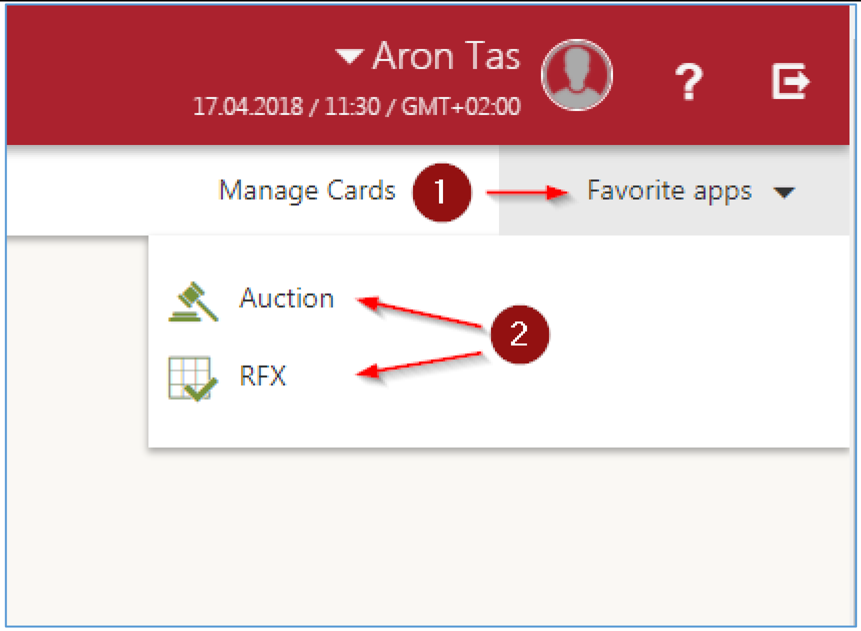
3.8	**Left side of SynerSpace** 1. This is a training video which introduces Synertrade. 1. 2. Overview: who is logged into the tool.	
3.9	**Setting the middle section of SynerSpace** With the 'manage cards' on the top right you can turn on and off the modules of the middle screen Eg.: if you want to see a quick review about the pending projects you participate in click <Dynamic cards> .	

<table>
<tr>
<td>3.10</td>
<td>

Shortcuts for favorite application

1. Click Favorite apps on the right.
2. Click on the module you want to use.

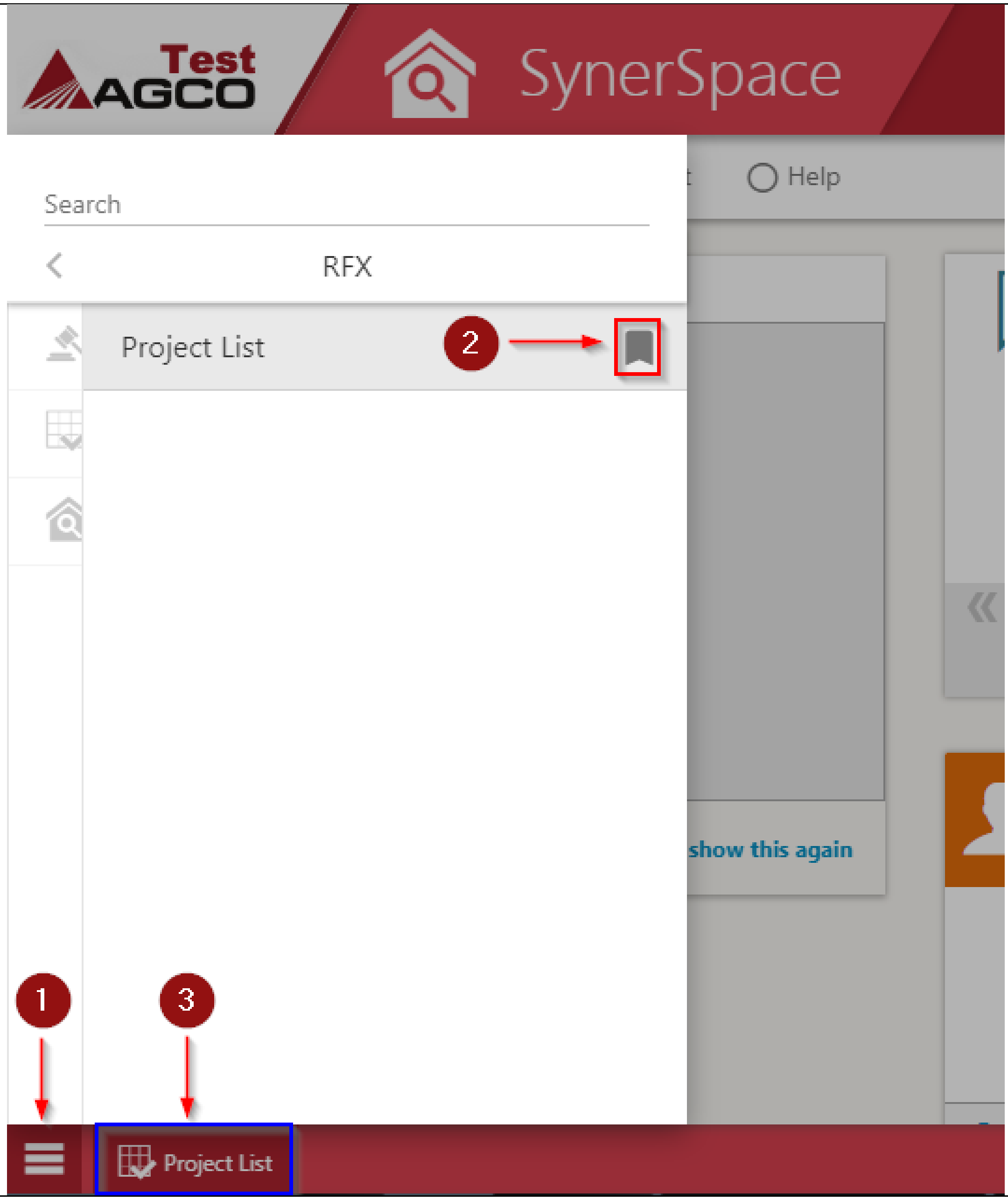
</td>
<td>



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.

</td>
</tr>
</table>

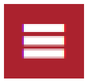
3.11	**Bookmark function** Modules which you frequently use can be pinned to the tray. 1. Click 'Home button'. 2. Select the module you frequently use and click on the bookmark button . 3. New module is saved to the tray.	

#4 Project

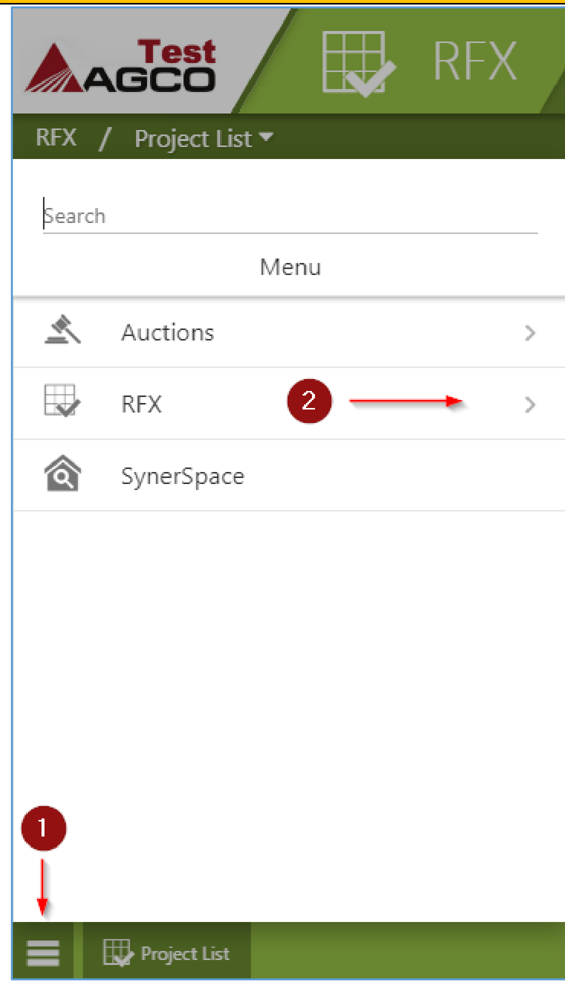
4.1 Project list

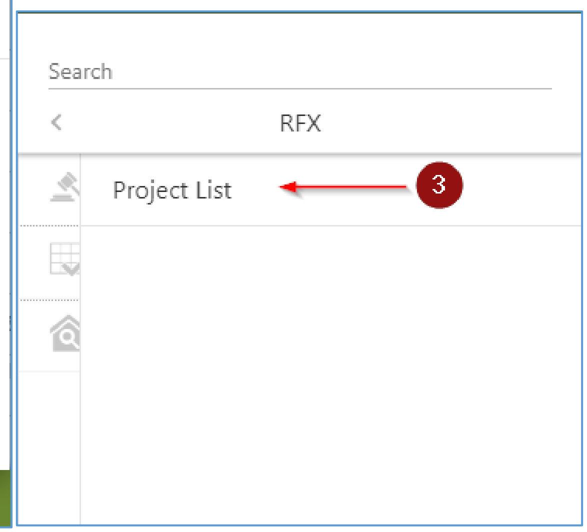
Open project list module:

1. Click 'Home button'.



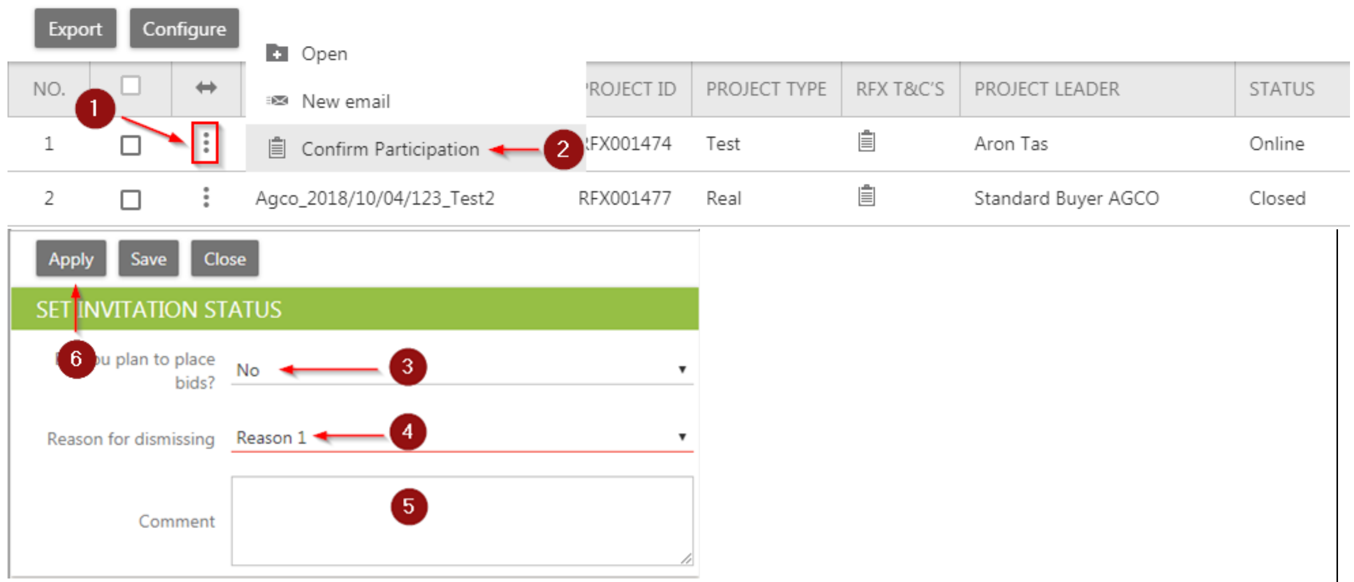
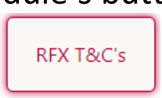
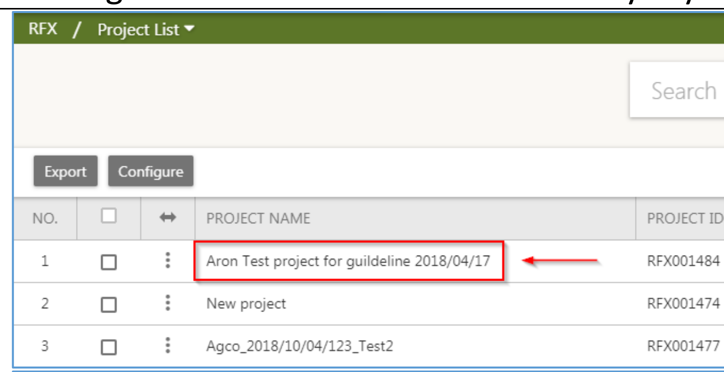
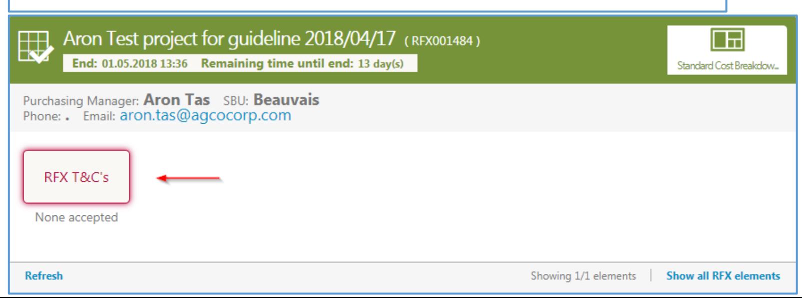
2. Select 'RFX'.
3. Click 'Project List'.





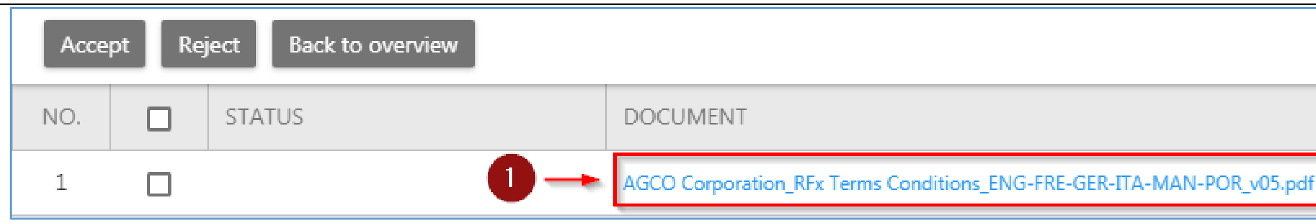
<u>Hints & Tips</u>

The fastest way to open the project where you have been recently invited to is in the SynerSpace (see secion 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  . 	 

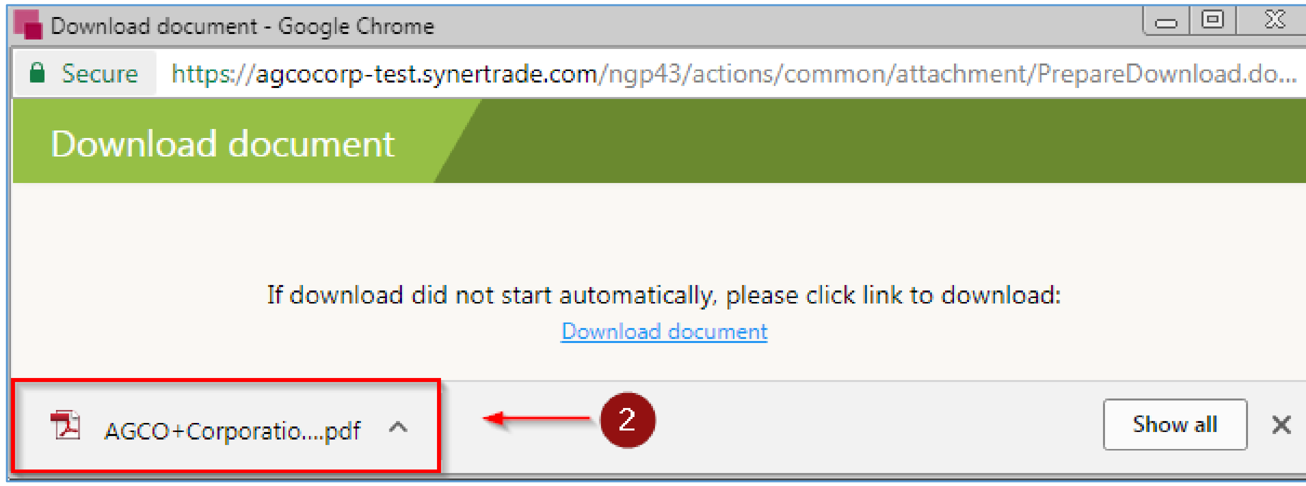
4.4 Accepting or Declining Terms and Conditions

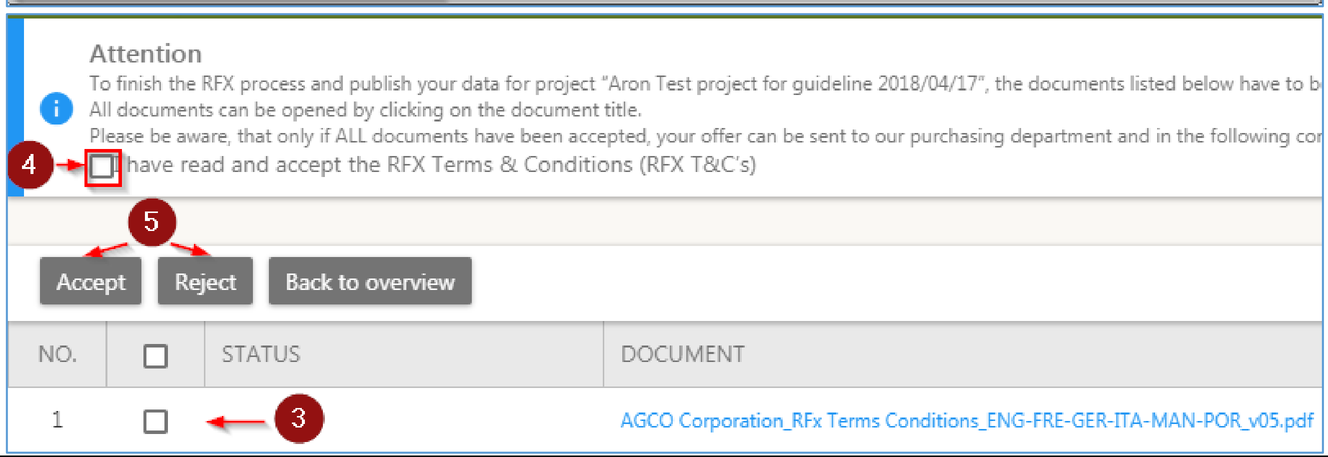
1. After you open the project you will see all the required T&Cs which should be accepted before you can see the project details Click on the document(s).
2. New window pops up where you can download and read carefully the T&C (allow pop ups in your browser).
3. Select the downloaded document.
4. Click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



__Hints & Tips__

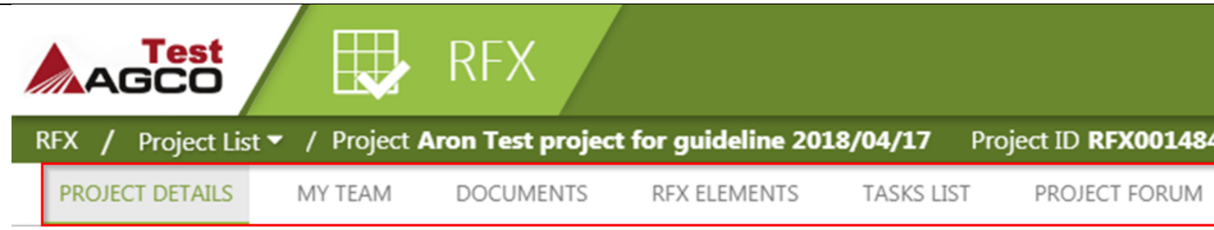
A project can contain more than one T&Cs. Please go through all documents and accept or reject them.



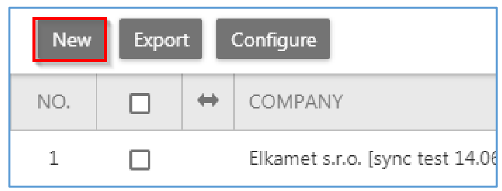


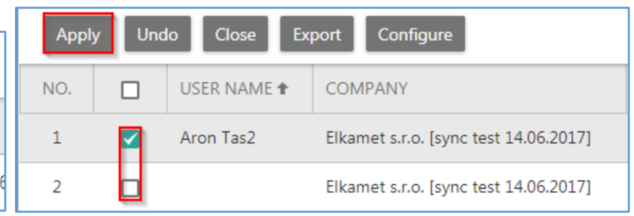
4.5 **Inside of a project**

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

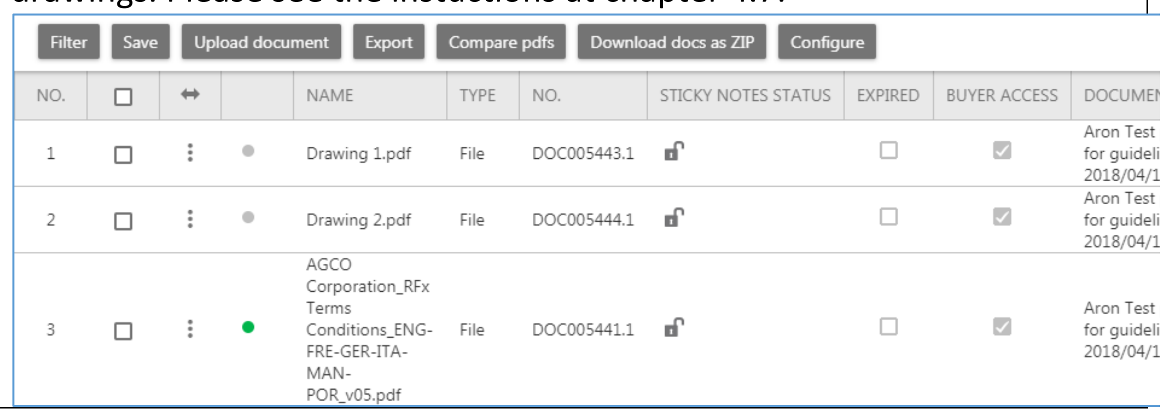


- Project details
  - View project details like project name, start and end date, project leader, contact information, etc.
- My team
  - You are able to invite other employees of the company to this specific event. Click <New> then select the colleagues from your company and <Apply>





- 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 instuctions at chapter 4.7.



- 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.	☐	↔	MESSAGE	PHASE	NAME	LEVEL ↑	STATUS
1	☐	⋮	**Not answered**	RFQ	Instructions/Summary (SCBD)	1	Online
2	☐	⋮	**Not answered**	RFQ	Pricing Grid (SCBD)	1.1	Online
3	☐	⋮	**Not answered**	RFQ	Tooling Pricing Grid (SCBD)	1.1.1	Online

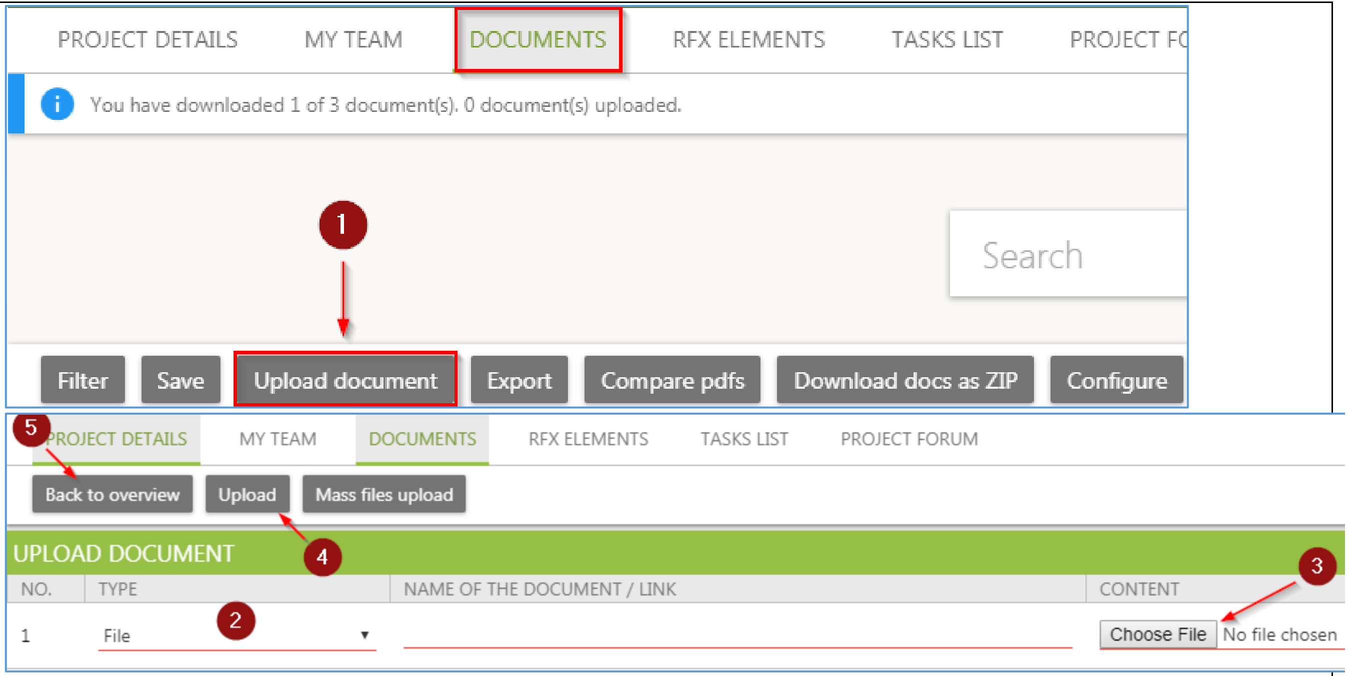
- Tasks list
    - Not in use – skip this

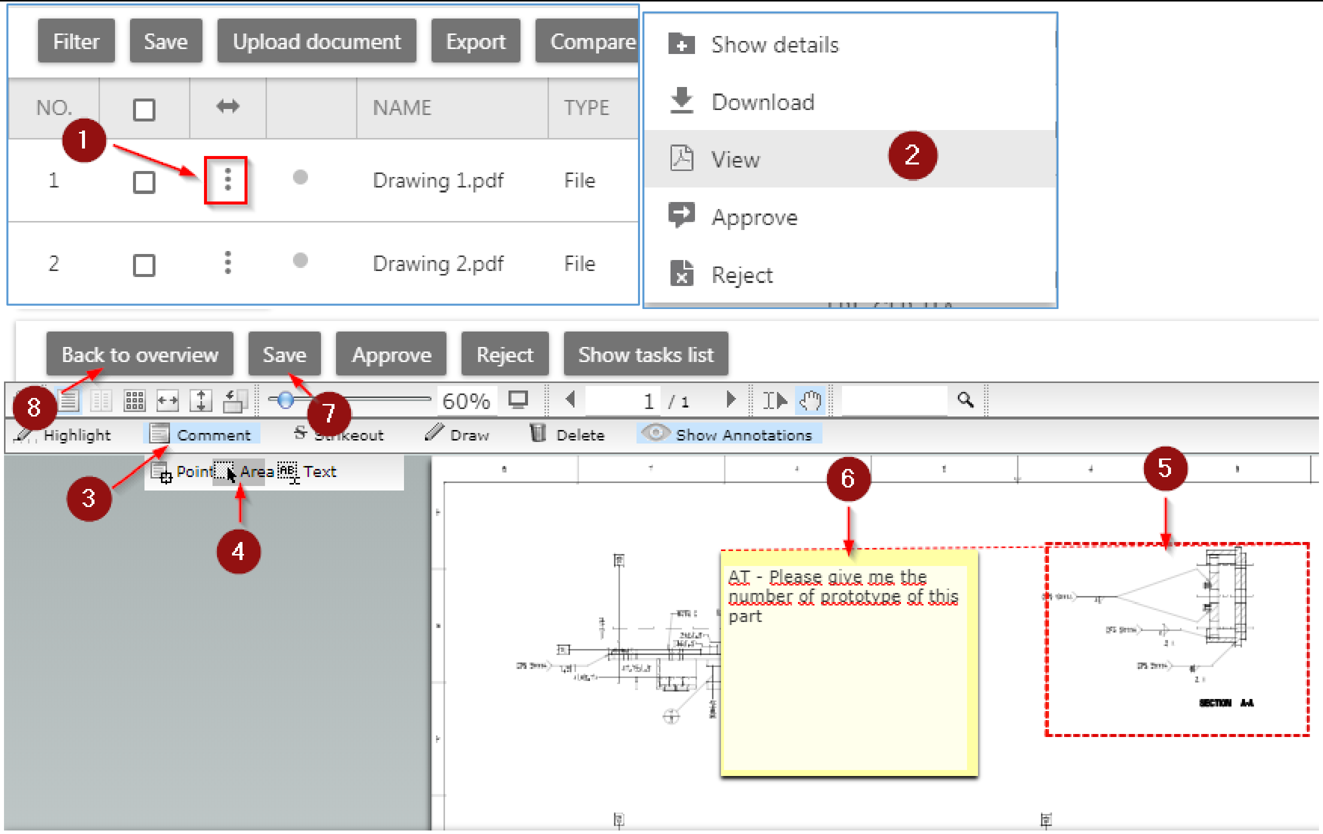
- Project forum
    - Raise any additional questions directly to the project leader and assigned to this RFX event.

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>.



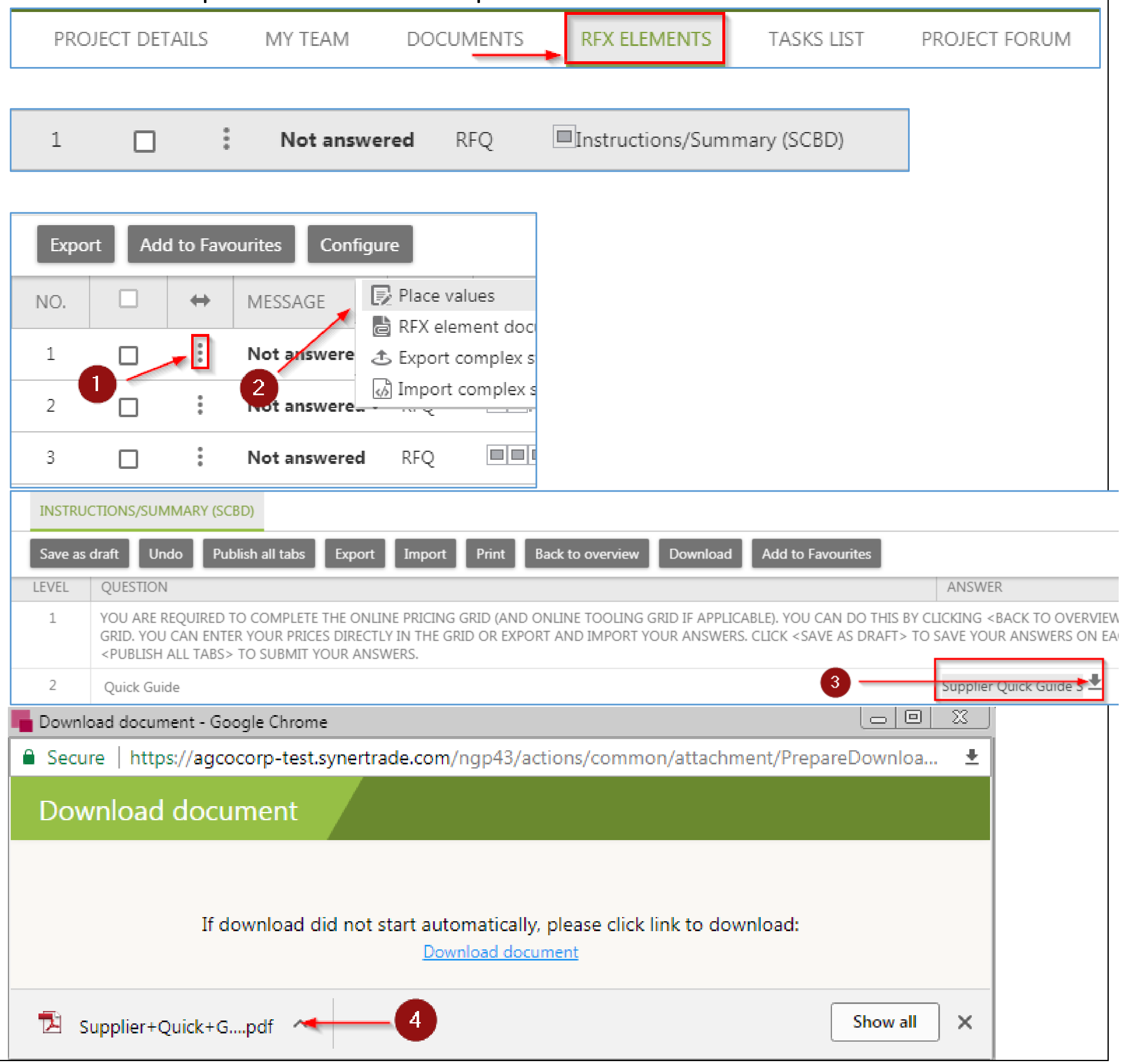
4.7	**Using pdf viewer** 1. In document tab Click option menu of a pdf. 2. Click <View>. 3. Click <Comment>. 4. Click for example: <Area>. 5. Draw a rectangle around the problematic part. 6. Write your comments. 7. Click <Save>. 8. Click <Back to overview>.	

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.

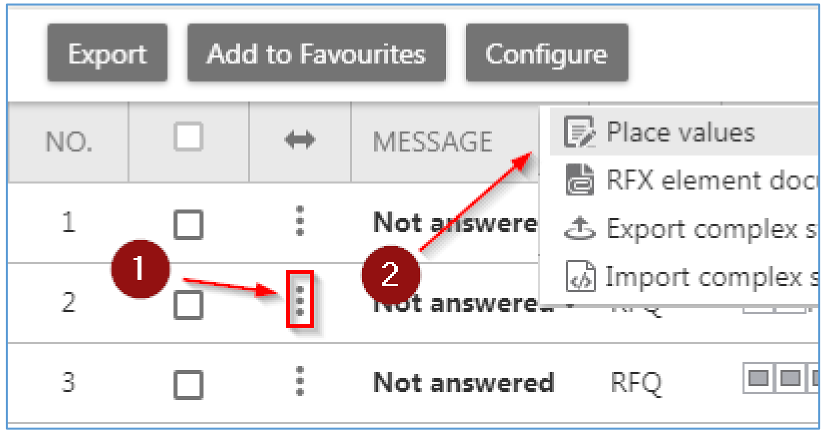
Enter quote:

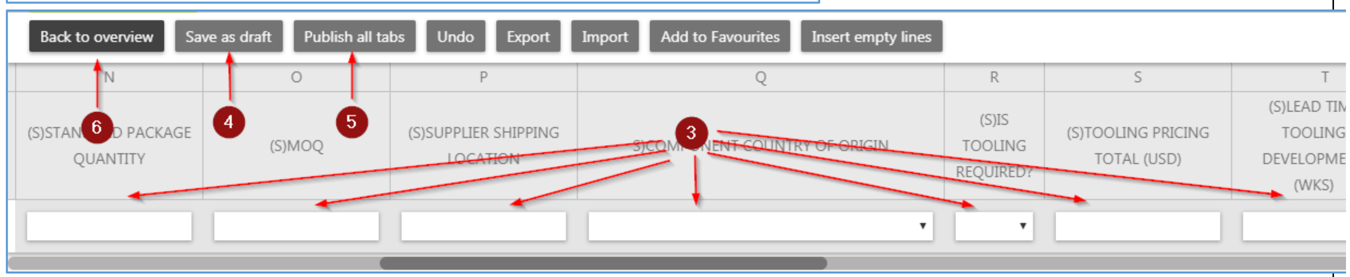
Access RFX elements App by clicking RFX Elements inside of a project(how to access a project, see: chapter 4.1)

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.

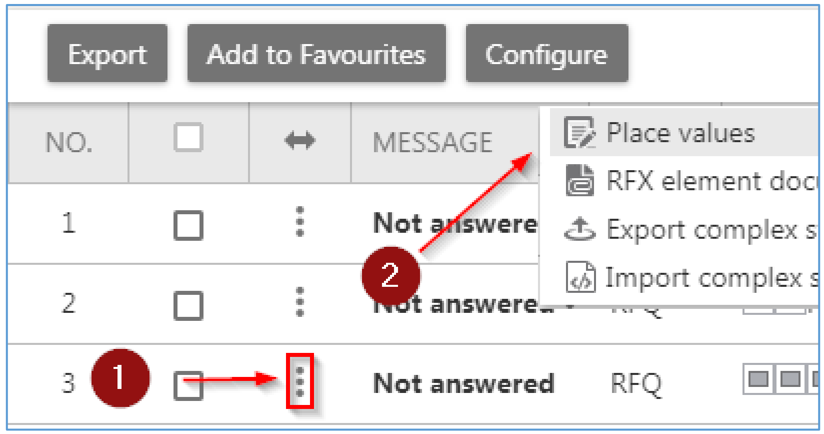
Enter quote:

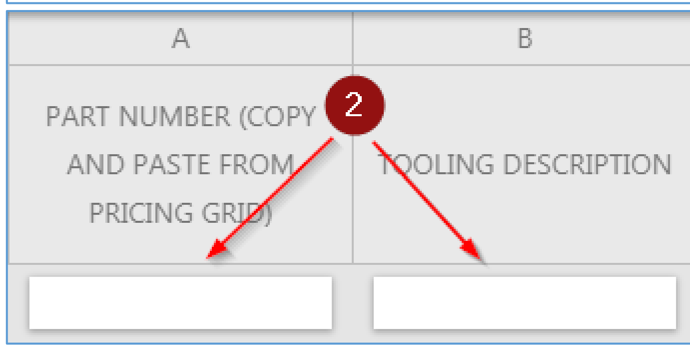
Access RFX elements App by clicking RFX Elements inside of a project(how to access a project, see chapter: 4.1)

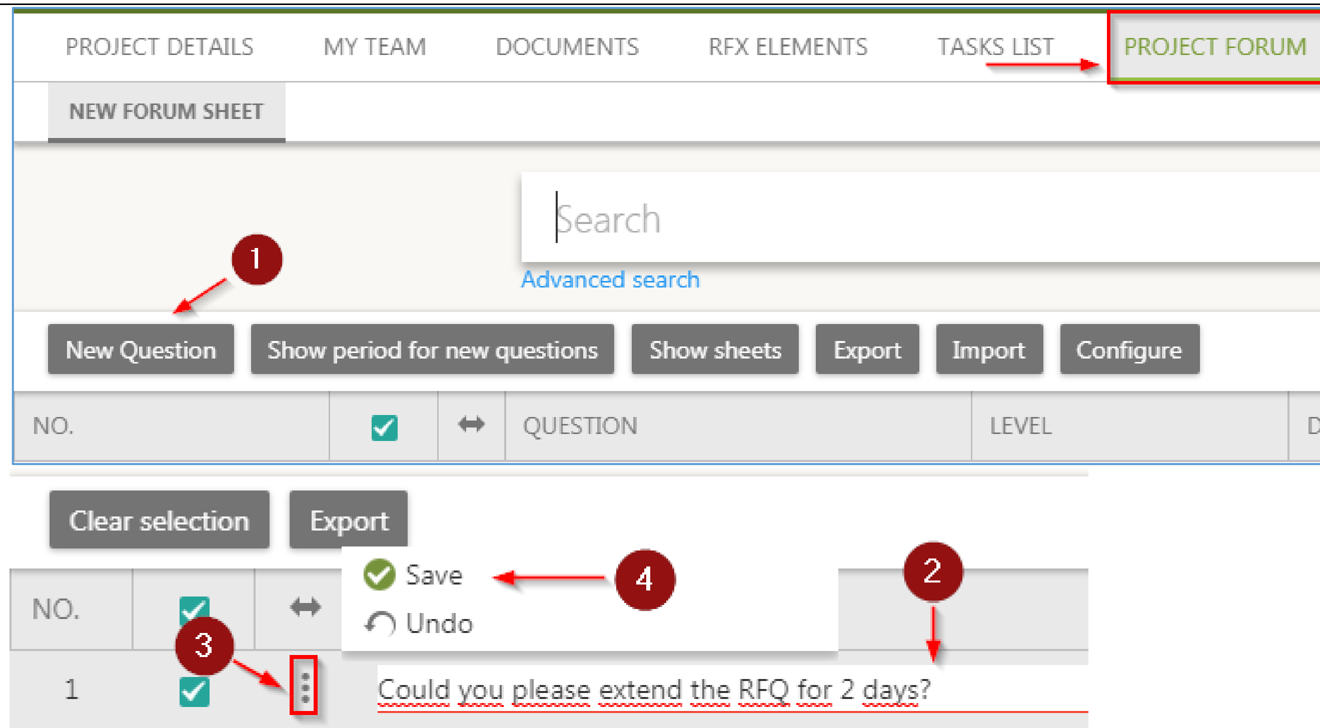
1. Click on the option menu.
2. Click <Place values>.
3. Enter values here:

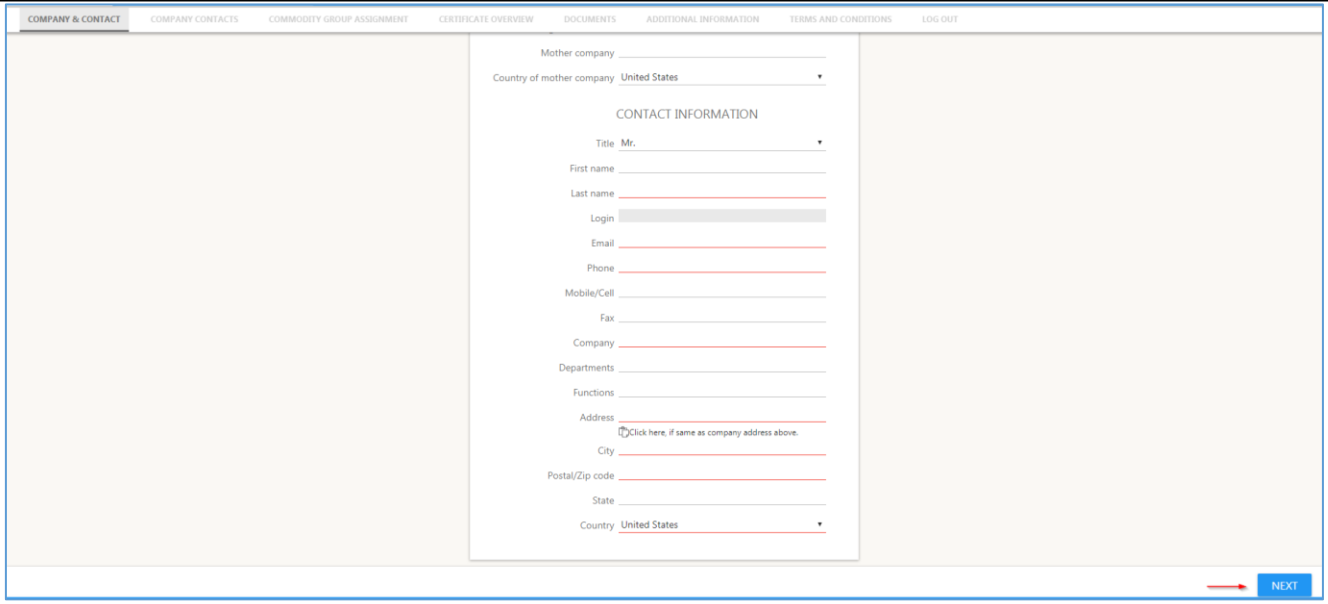
For example:
Part number: A10
Tooling description: Casting upper shell
Design cost:10
Process cost:30
Material cost:15
Profit cost: 2
SG&A: 3
Packaging cost:4
Freight cost: 2
Customs & Duties cost:1

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





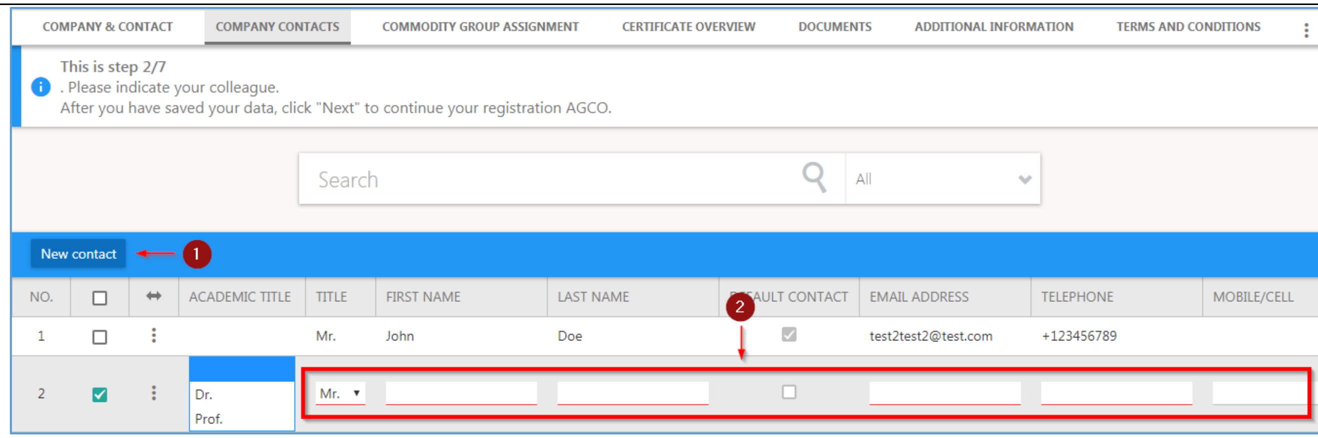
4.11	**Project forum** 1. Click <New question>. 2. Enter your question to the buyer. 3. Click option button. 4. Click <Save>.	

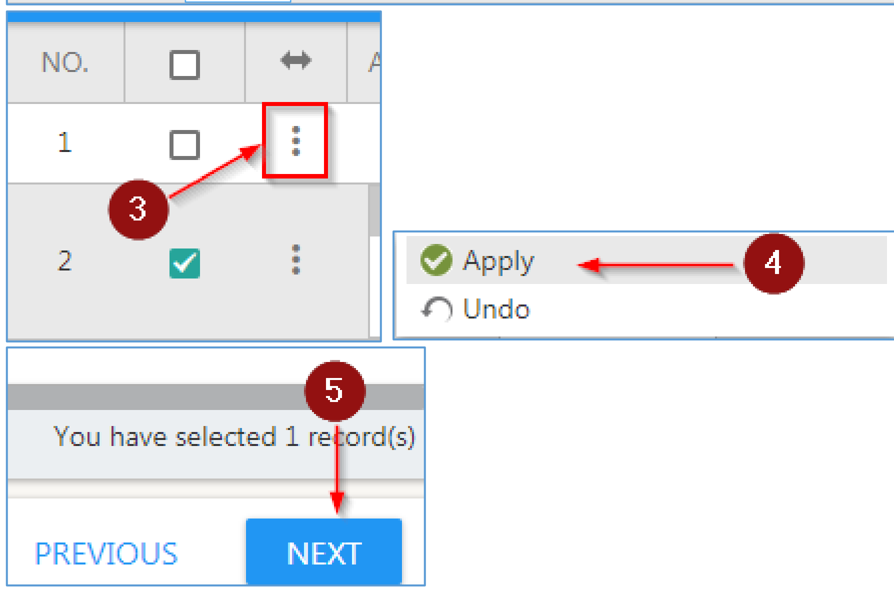
5.	**Self Registration**	Please skip the self registration process if your user ID was manually created by the system administrators!
5.1	**Company & Contact** Please enter your company information. Please note that fields marked with red column are mandatory. Once field are filled out click next on the bottom right corner.	

5.2

Company Contacts

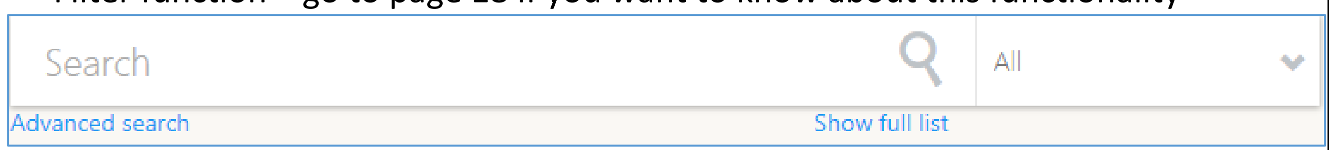
1. Here you can add additional contacts to your company, click <new contact>.
2. Enter the required fields.
3. Click option menu.
4. Click on <Apply>.
5. Click on the next button which is located on the bottom right corner.





Hints & Tips:

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

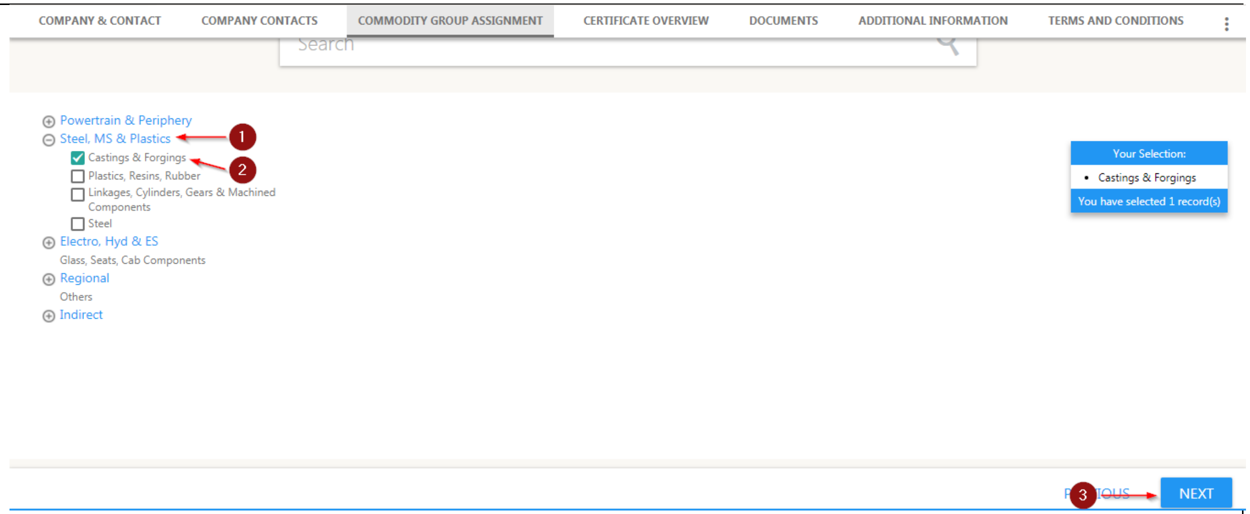


<table>
<tr>
<td>5.3</td>
<td>

Commodity Group Assignment

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

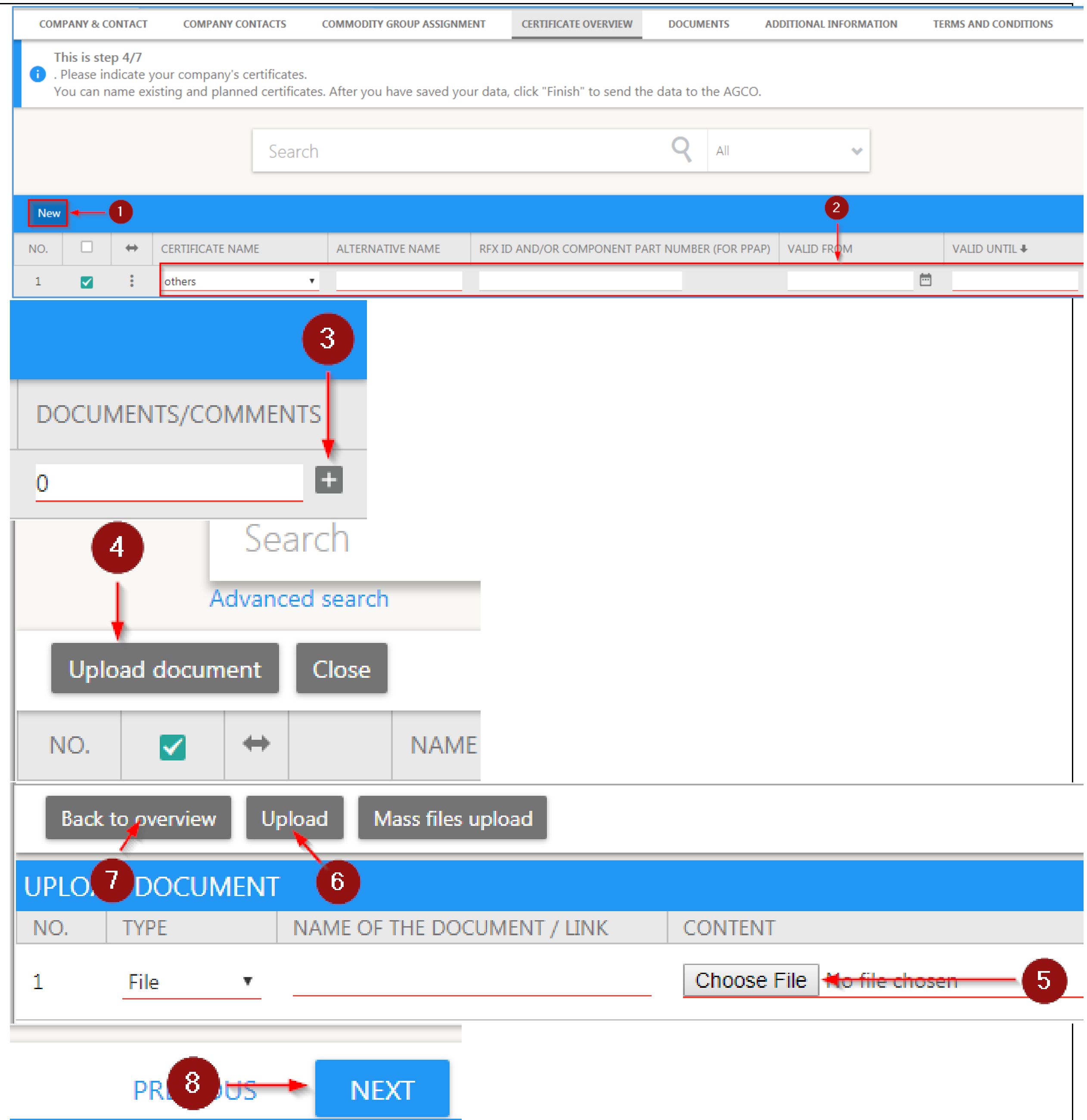
</td>
<td>



</td>
</tr>
</table>

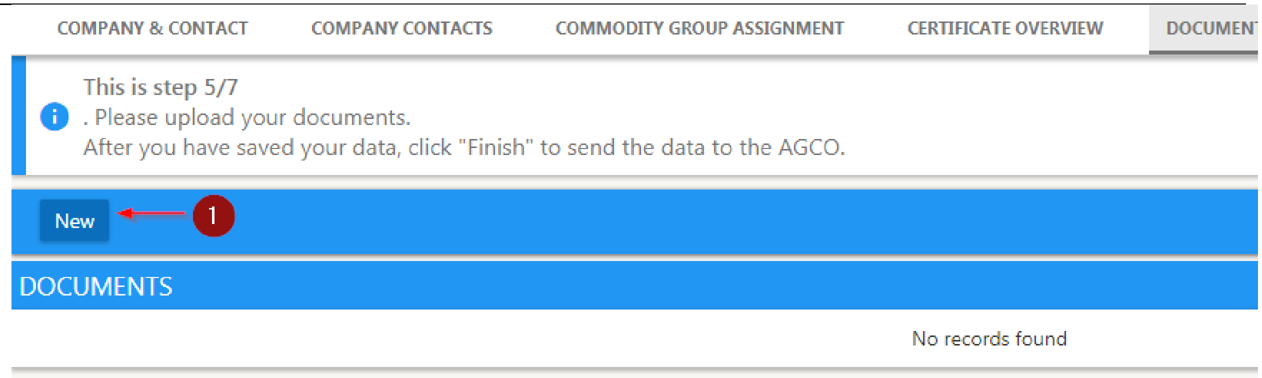
5.4 **Certificate Overview**

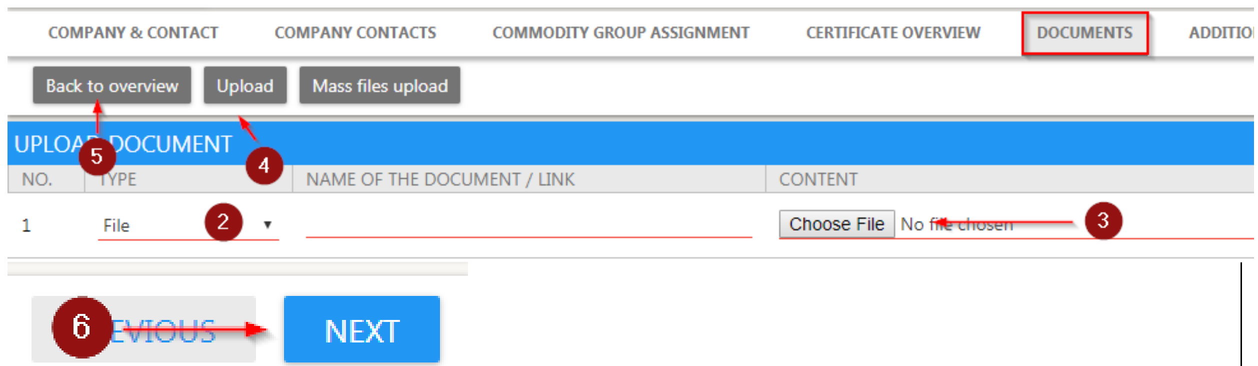
1. Click <new> to add new documents like company presentations, catalogues, patents under your company.
2. Enter the required fields.
3. In the last column where the folder icon appears you can upload related files to the certificate. Click on that icon.
4. In the new window click <Upload document>.
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.



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.



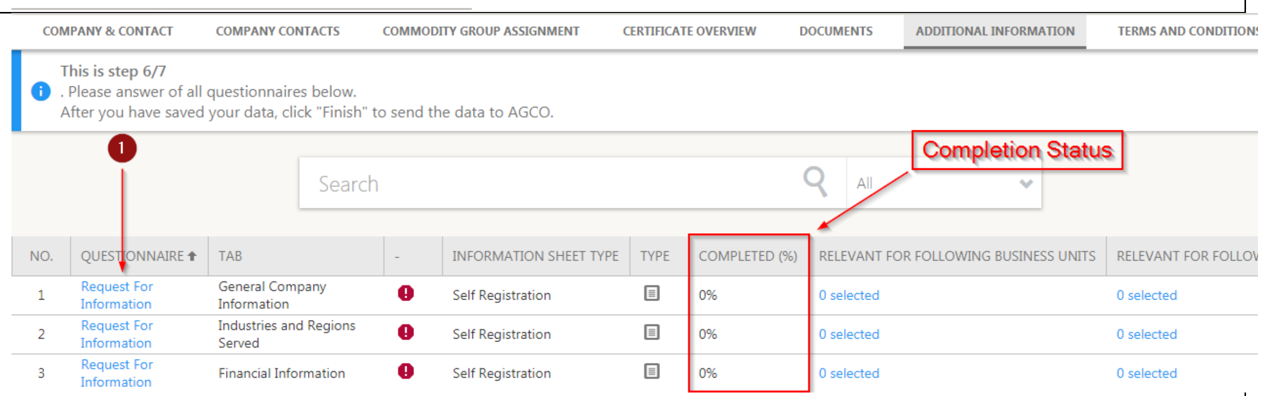


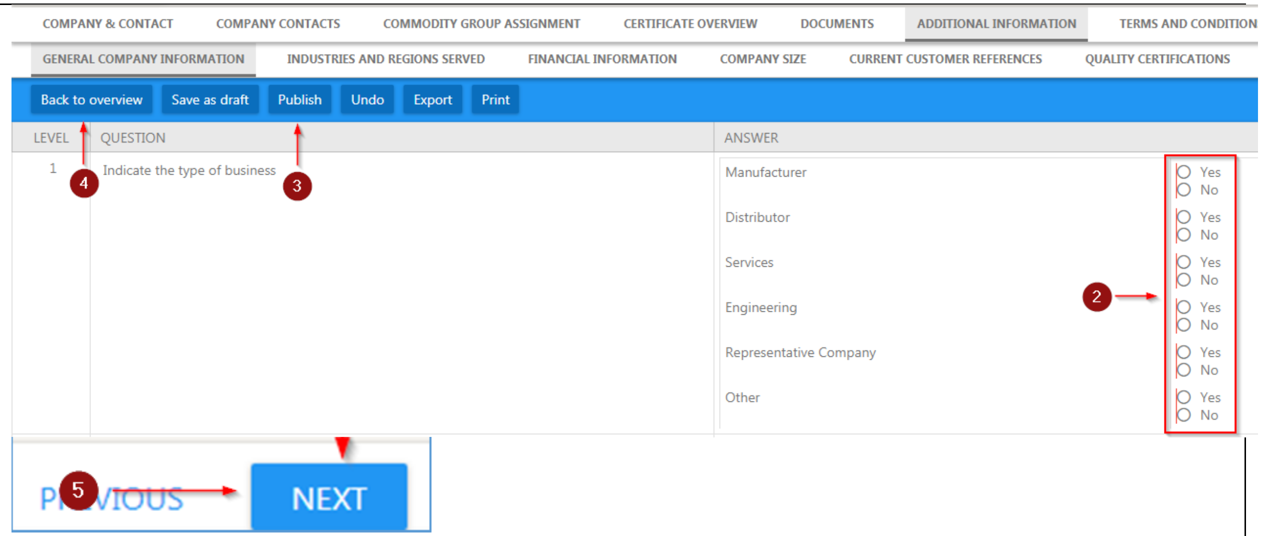
5.6 **Additional information**

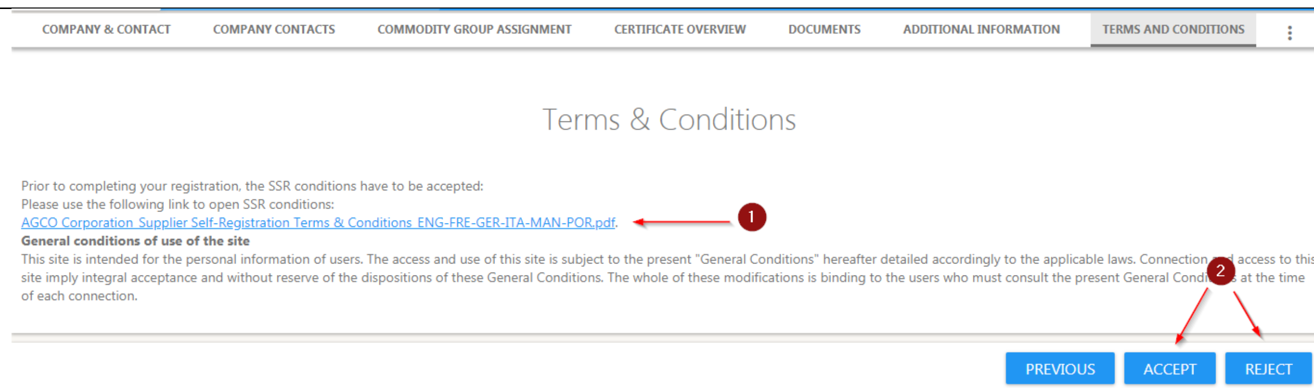
This section contains the questionnaire which should be filled out during the self-registration process.

Each row contains subcategory.

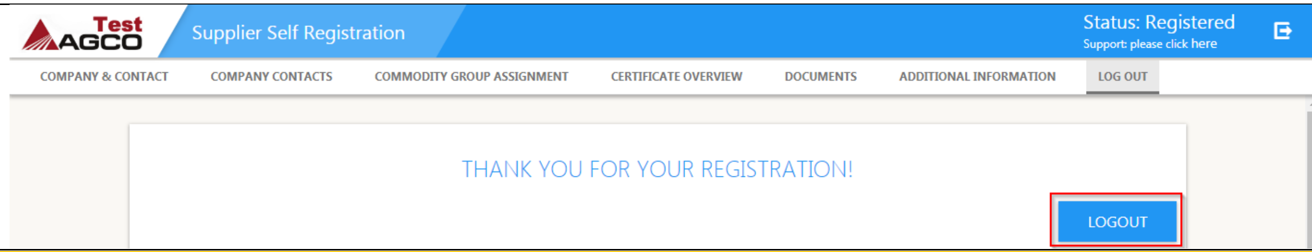
1. Let's start the questionnaire with the first raw. Click on

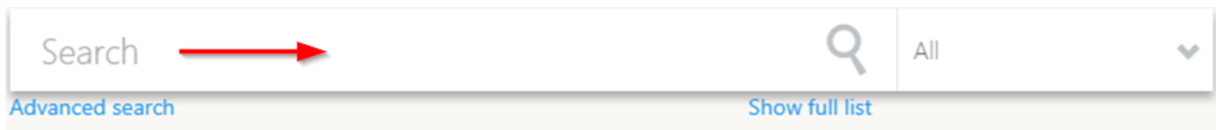


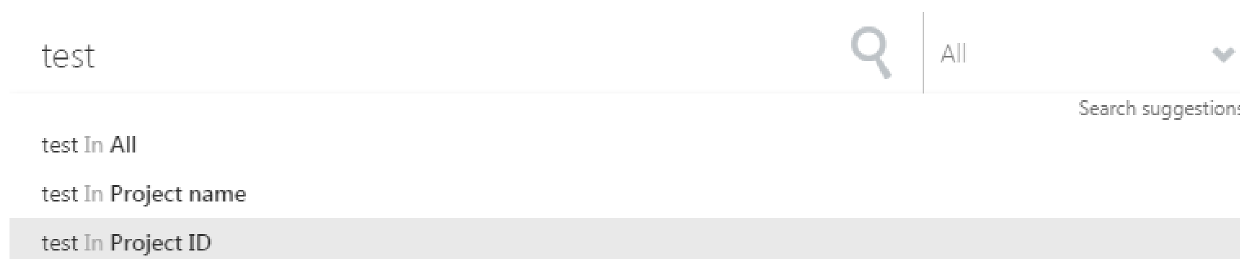
<table>
<tr>
<td></td>
<td>request for information.
2. Go through all the tabs by filling the questionnaire.
3. Don't forget to publish each tab before you move ahead.
4. Once you are ready with all tabs click on <Back to overview> .
5. Finally click next.</td>
<td>

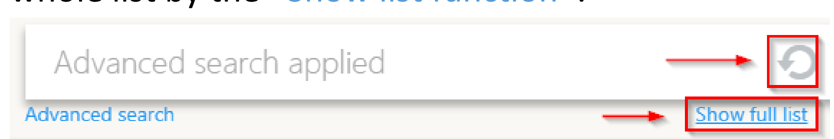
<u>Hints & Tips:</u>
• Completion status in the middle shows the progress of the questionnaire.</td>
</tr>
<tr>
<td>5.7</td>
<td>Terms & Conditions
1. Before accepting terms and conditions download and read the related pdf file.
2. Click <accept> or <reject>.</td>
<td>

<u>Hints & Tips:</u>
Note: Your status changes from in progress to registered after accept the T&C. Wait the buyer for approval.</td>
</tr>
</table>

<table>
<tr><td>5.8</td><td>Logout
Please log out if you finish the self registration.</td><td>
</td></tr>
<tr><td>6</td><td>Filter function</td><td></td></tr>
<tr><td>6.1</td><td>Filter function</td><td><u>Hints & Tips:</u>
Filter functionality can be used in many places: contacts, suppliers, RFX

Standard search: search for all fields: type the data you are looking for and hit enter.


Advance search: type the data you are looking for and also select the field you want to run the search on.


You can reset your search by the clear search button  or reset and see the whole list by the <Show list function>.


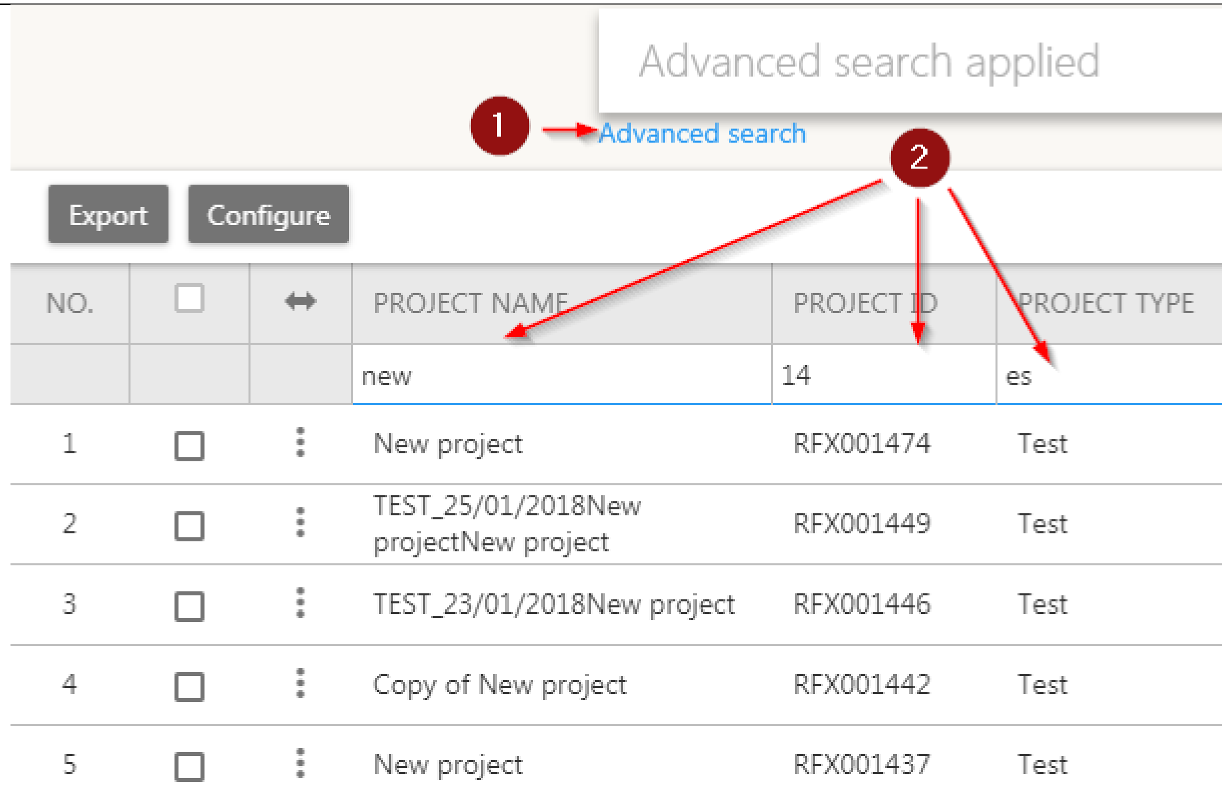
</td></tr>
</table>

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.



Hints & Tips:

Please note that this search function is not key sensitive.