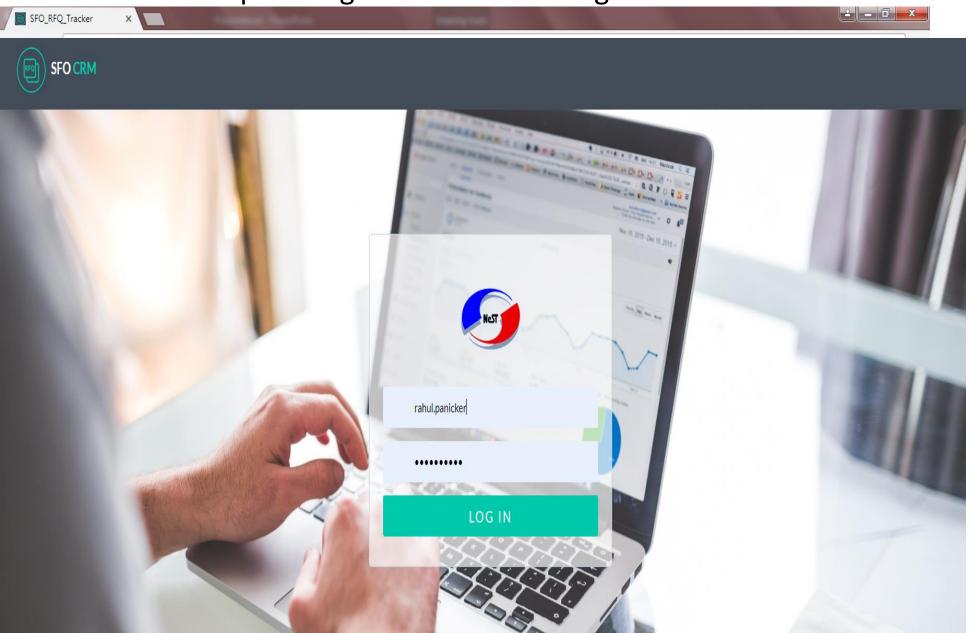
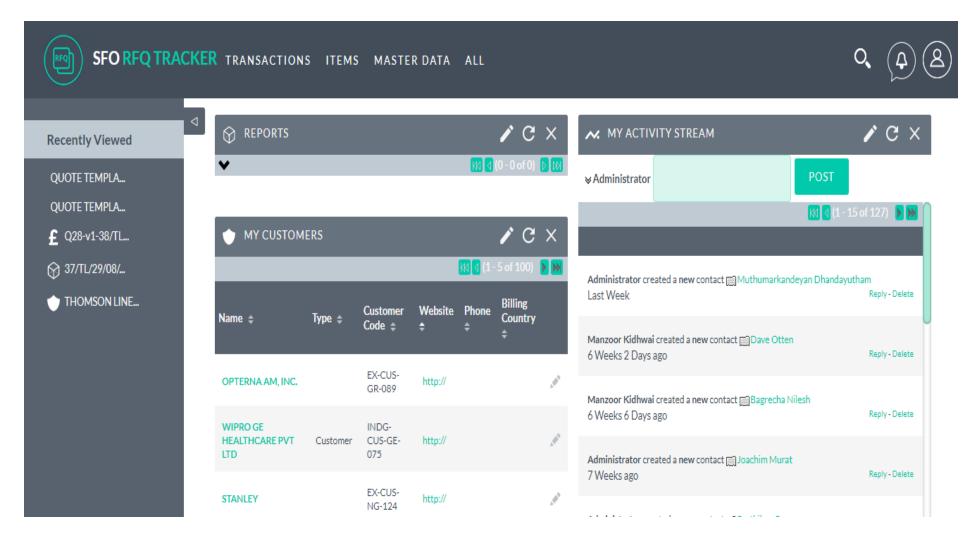
SFO CRM- Guidelines

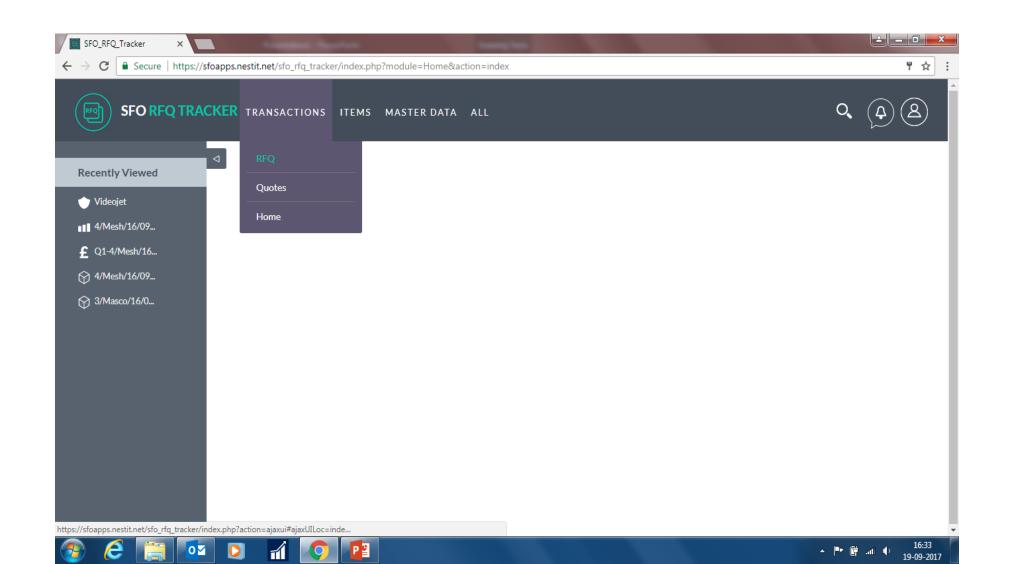
Step 1 – Login Page Enter the computer login credentials to login to the SFO CRM



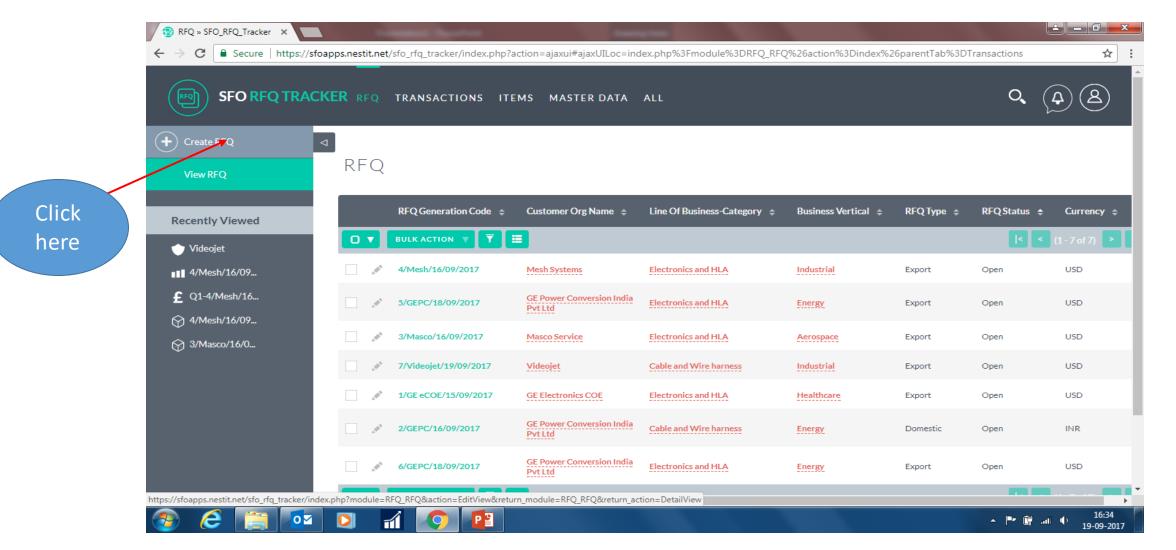
Landing Page



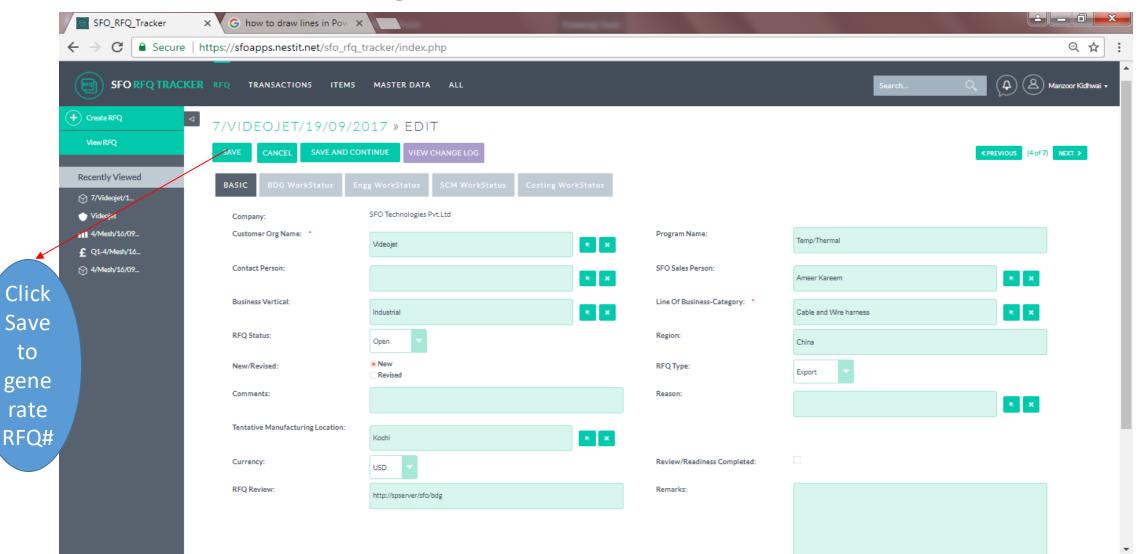
Step 2 – Select RFQ from Transactions



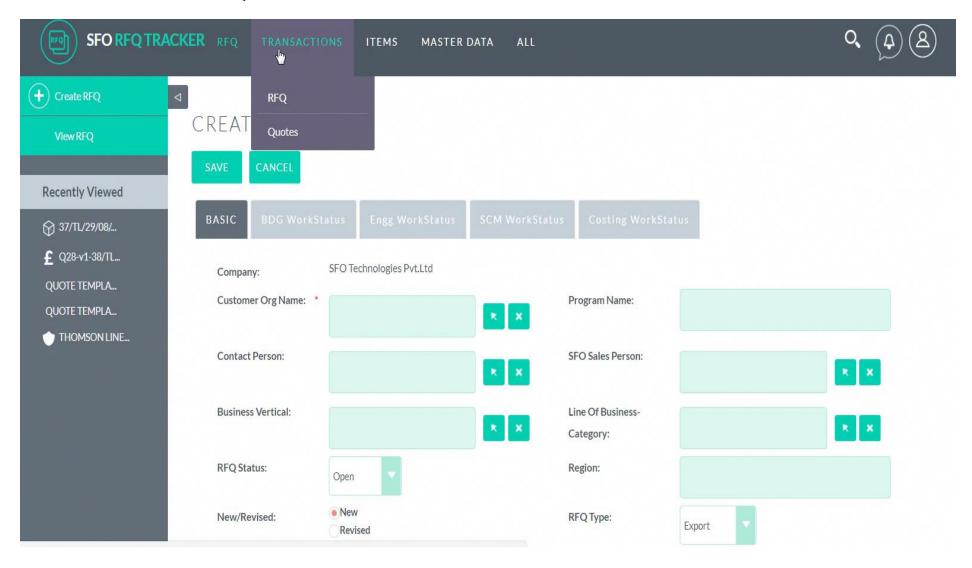
Step 3 - To create a New RFQ Click on "Create RFQ Tab



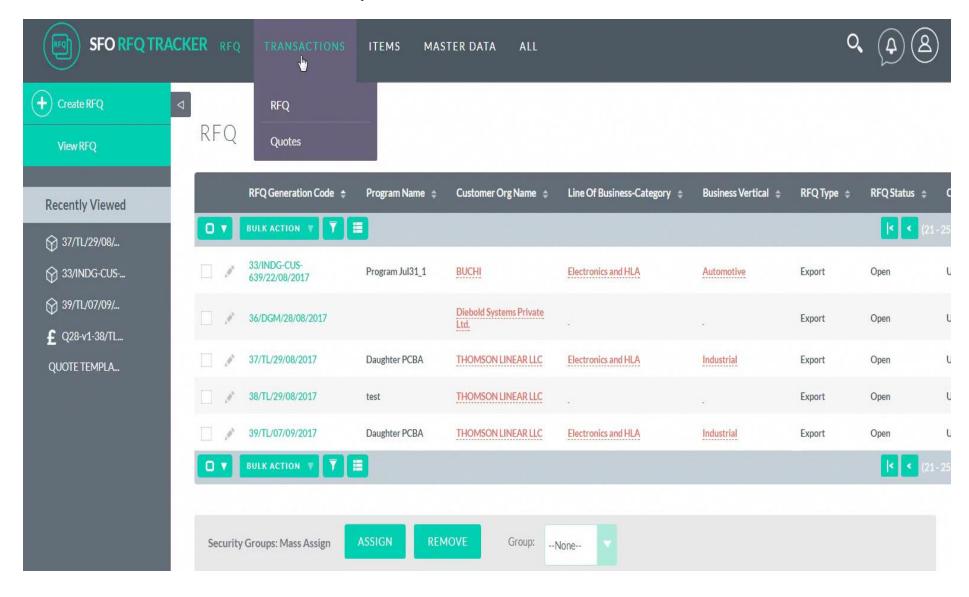
Step 4 – Enter all required details of RFQ and click save to generate the RFQ#



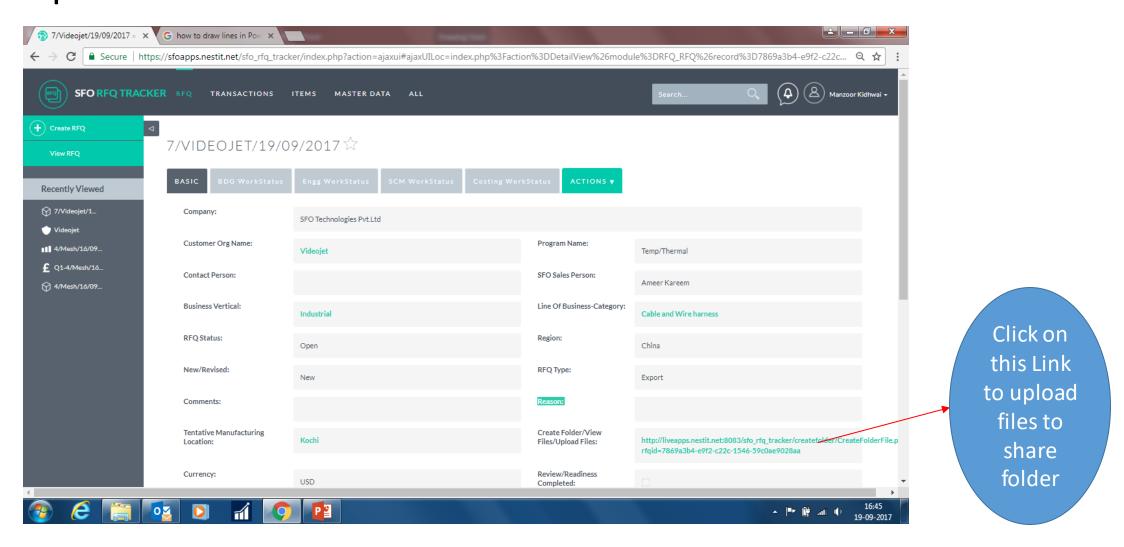
Create RFQ- VIDEO



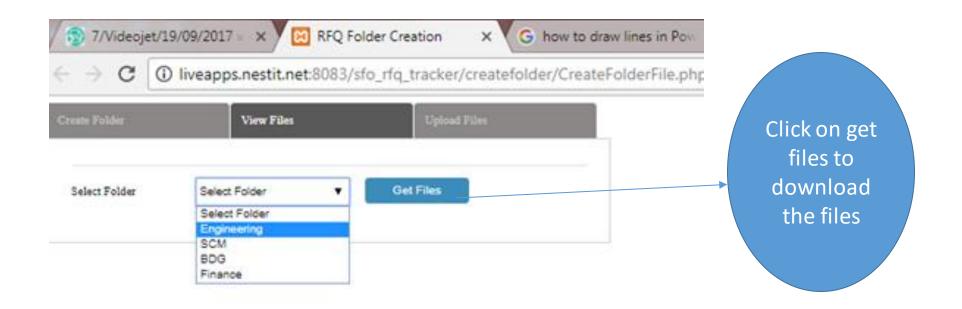
Generate RFQ Lines - Video



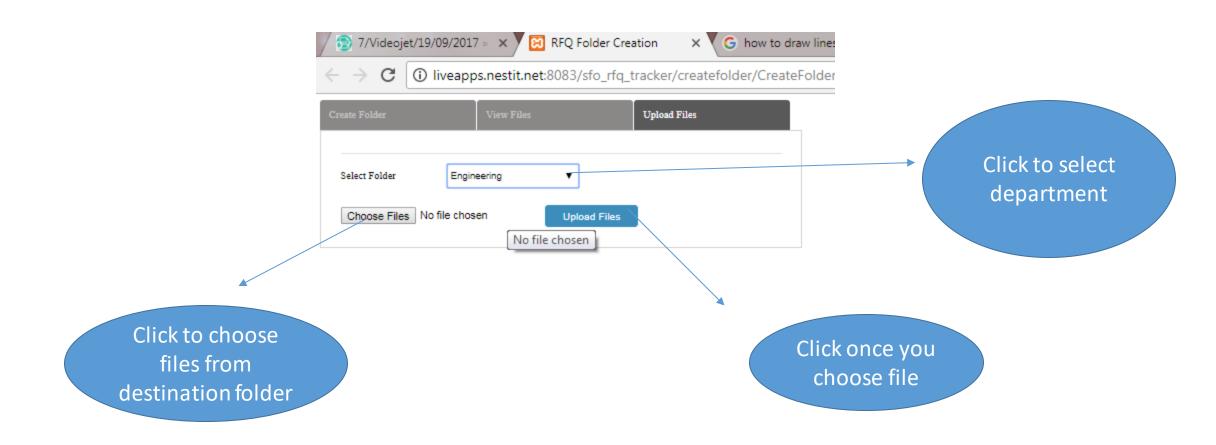
Step 5 – Upload the Documents to concerned department folder



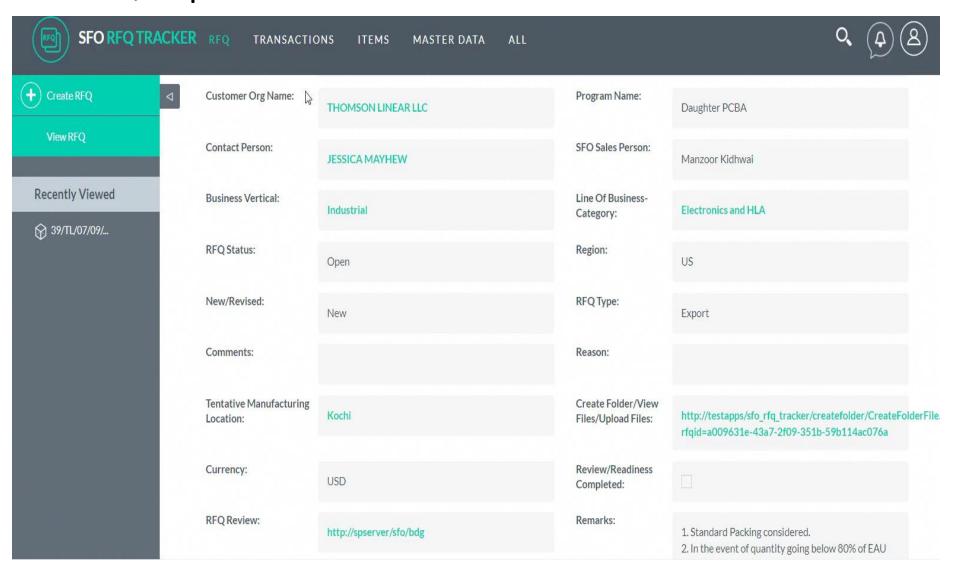
Step 5.1 - Downloading files — Click on View files, select the department and click on get files to download the data.



Step 5.2 - Uploading Files – click on Upload files, select department, choose file and then upload.



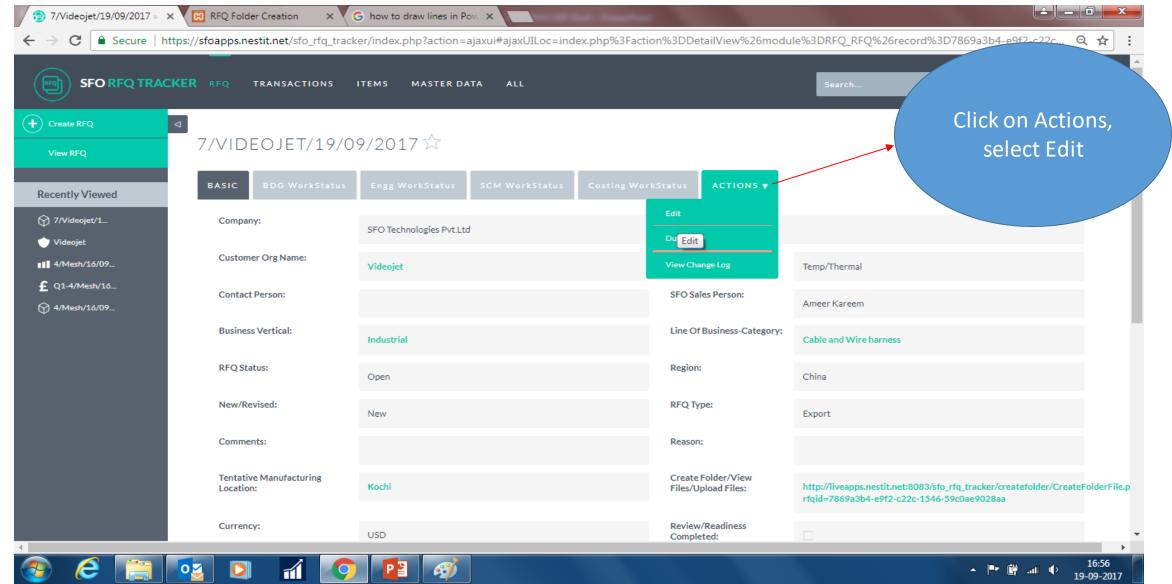
View/Upload Documents - VIDEO



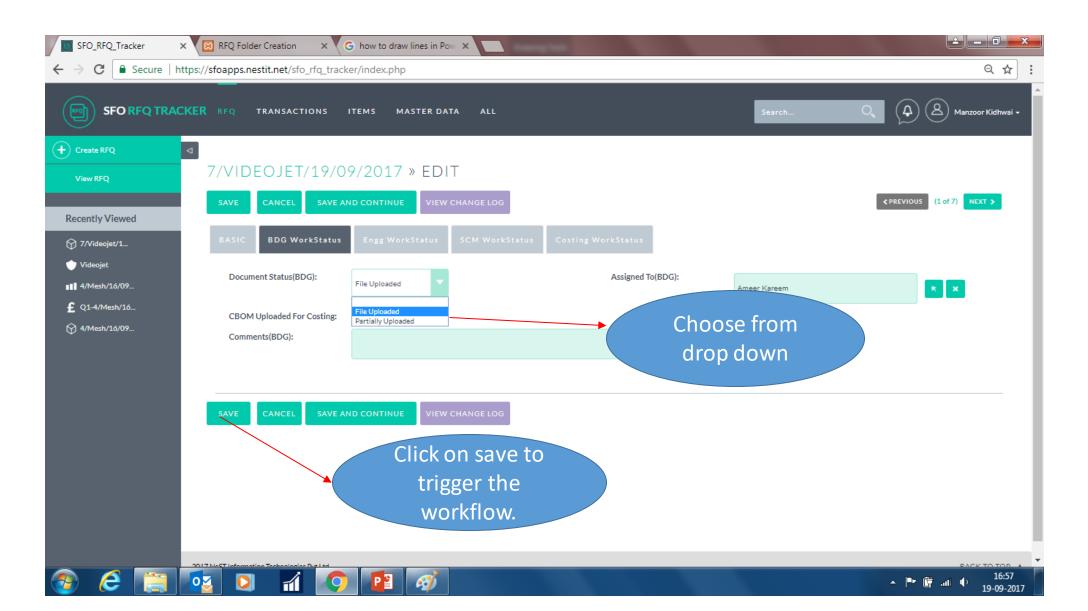
Workflow Events

- 1) BDG Work Status Change in Document Status
- 2) BDG Work Status Change in Costed BOM Upload Status
- 3) Engg Work Status Change in Level1/Level2 Assigned To
- 4) Engg Work Status Change in Document Status
- 5) Engg Work Status Change in Costed BOM/Conversion Cost
- 6) SCM Work Status Change in Document Status
- 7) SCM Work Status Change in CDI No
- 8) Costing Work Status Costed BOM Approved Status

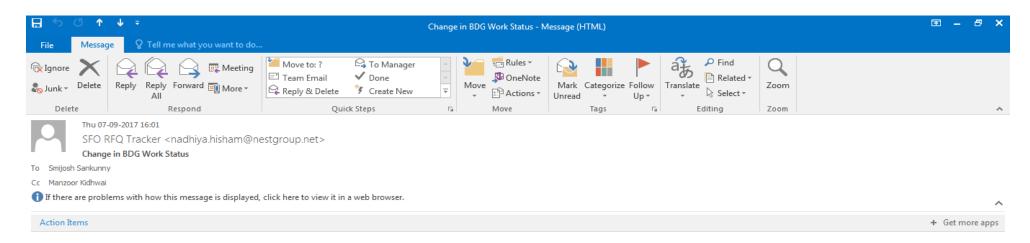
Step 6 - To Trigger Workflow



Step 7 - BDG to Engineering – once you upload the Package Select BDG work status, change the Document status as per details available and click save to trigger the workflow.



Sample of mail send to Engineering is given below.



Dear Smijosh,

Manzoor Kidhwai has uploaded new RFQ with RFQ# 39/TL/07/09/2017. You are requested to assign a person to work on the same.

Please click on the link below to access the same

http://testapps/SFO_RFQ_Tracker/index.php?module=RFQ_RFQ&action=DetailView&record=a009631e-43a7-2f09-351b-59b114ac076a

This is an auto generated mail please contact the concerned sales person for any clarification.











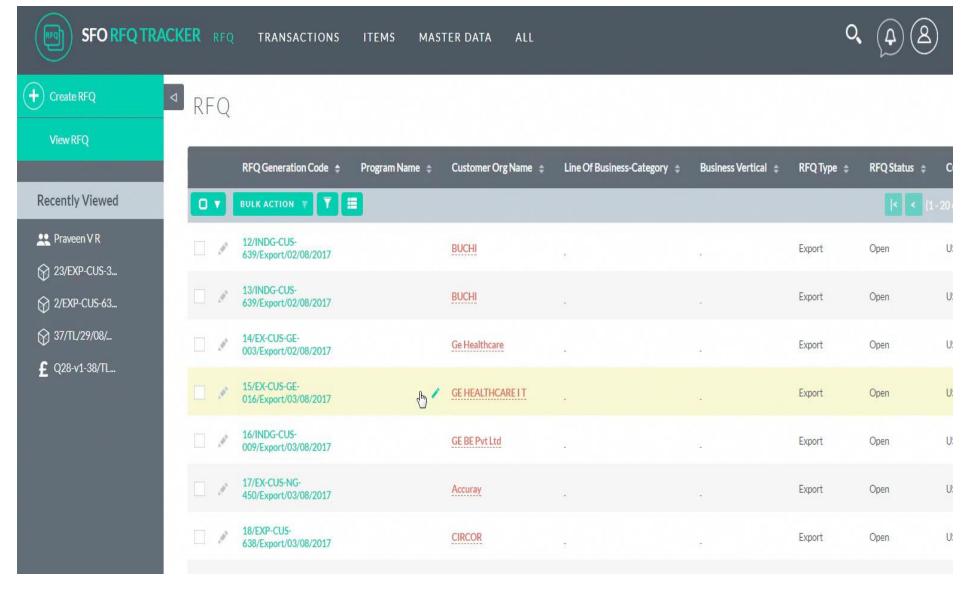




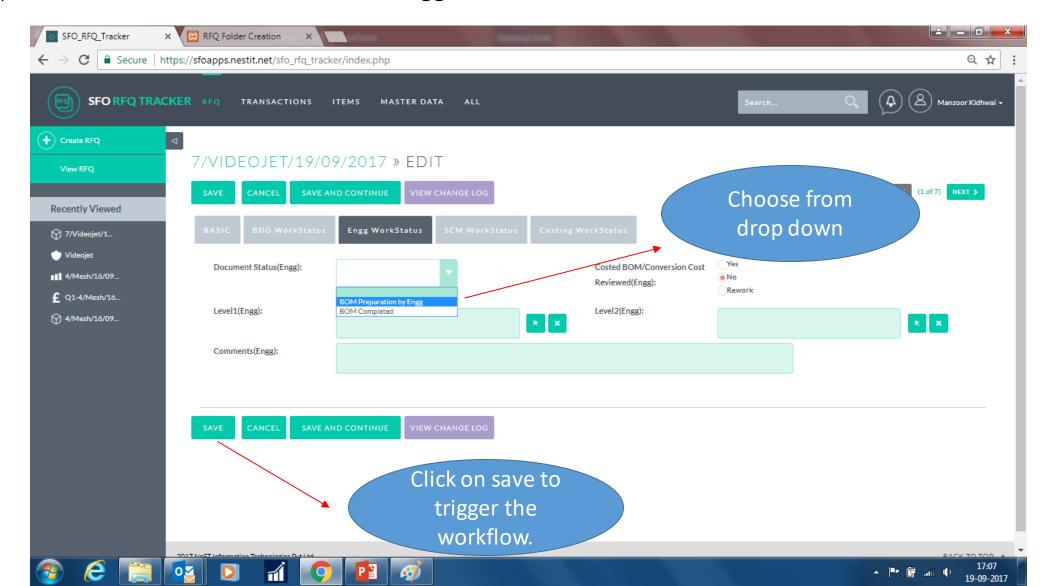




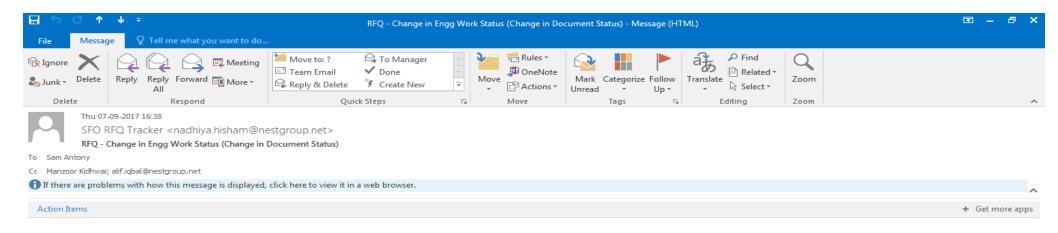
BDG Work Status - VIDEO



Step 8 Engineering – SCM. Flow step 5 & 6, Select Engg work status, change the Document status as per details available and click save to trigger the workflow.



Sample of mail send to SCM is given below.



Dear Sam,

Alif Iqbal / has uploaded formatted BOM and other required details for RFQ# 39/TL/07/09/2017. You are requested to assign a person to work on the same. Please click on the link below to access the same.

http://testapps/SFO_RFQ_Tracker/index.php?module=RFQ_RFQ&action=DetailView&record=a009631e-43a7-2f09-351b-59b114ac076a

This is an auto generated mail. Please contact the concerned engineering person for any clarification.















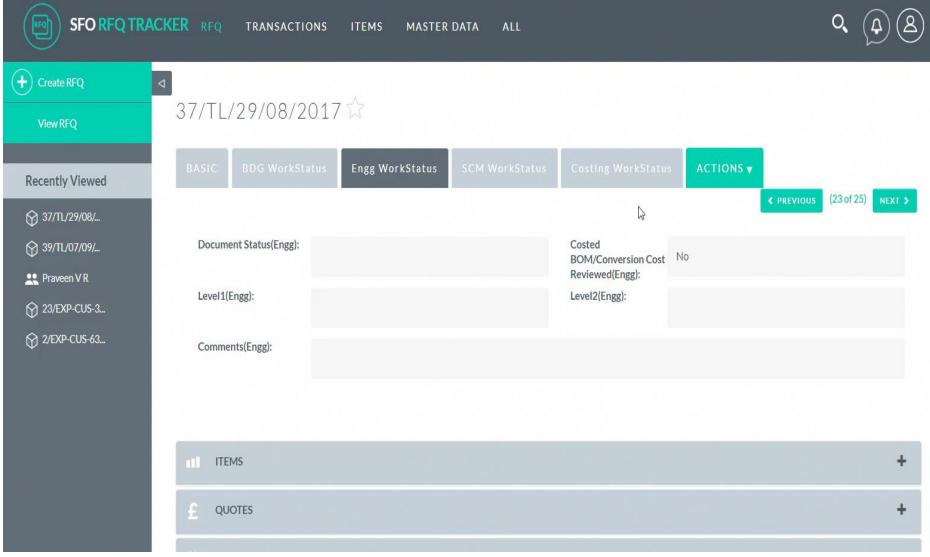




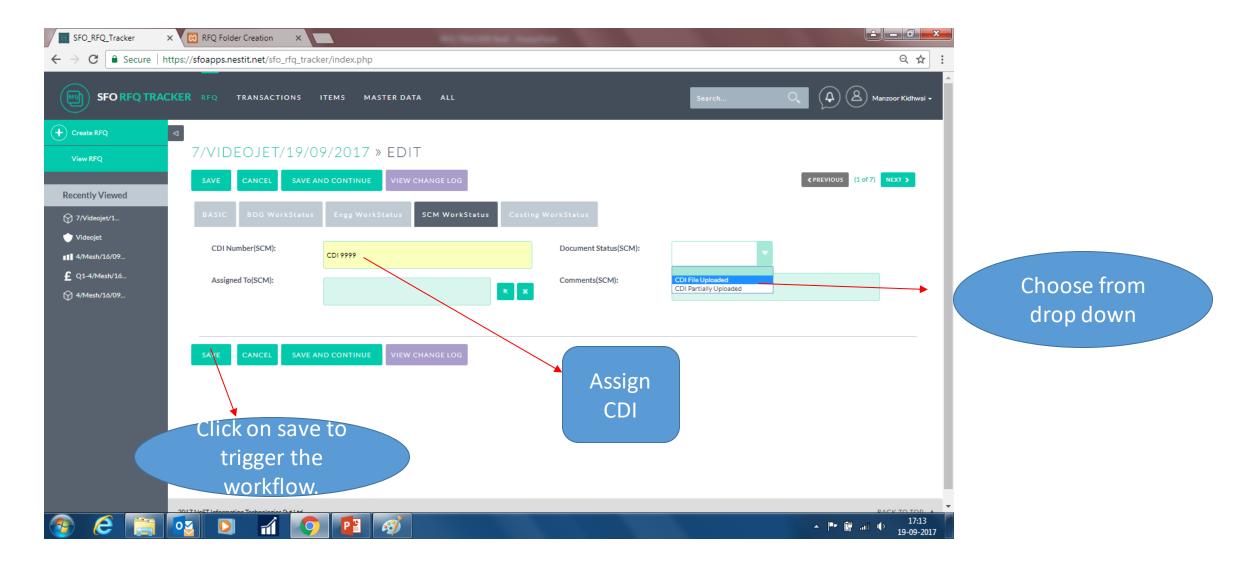




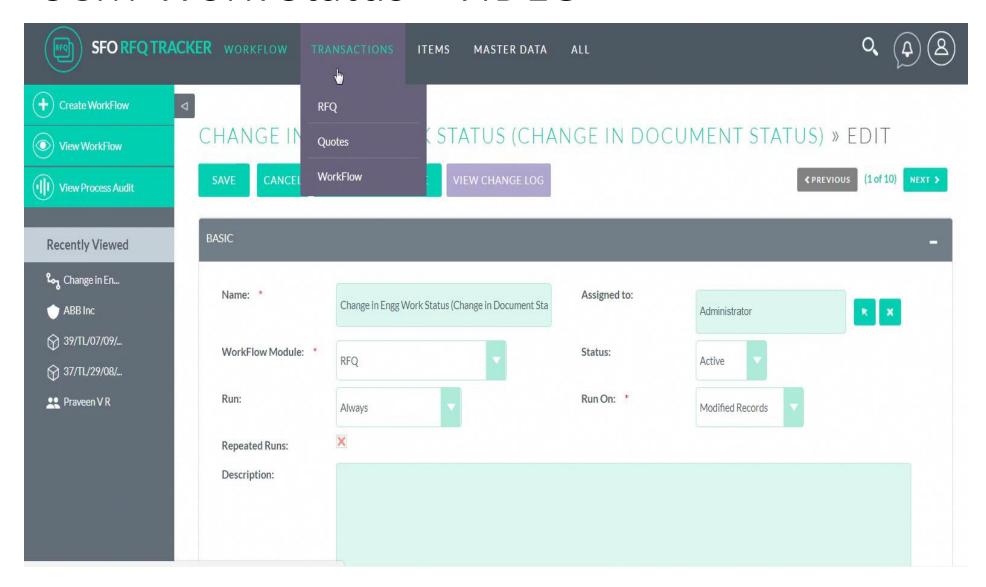
Engineering Work Status- VIDEO



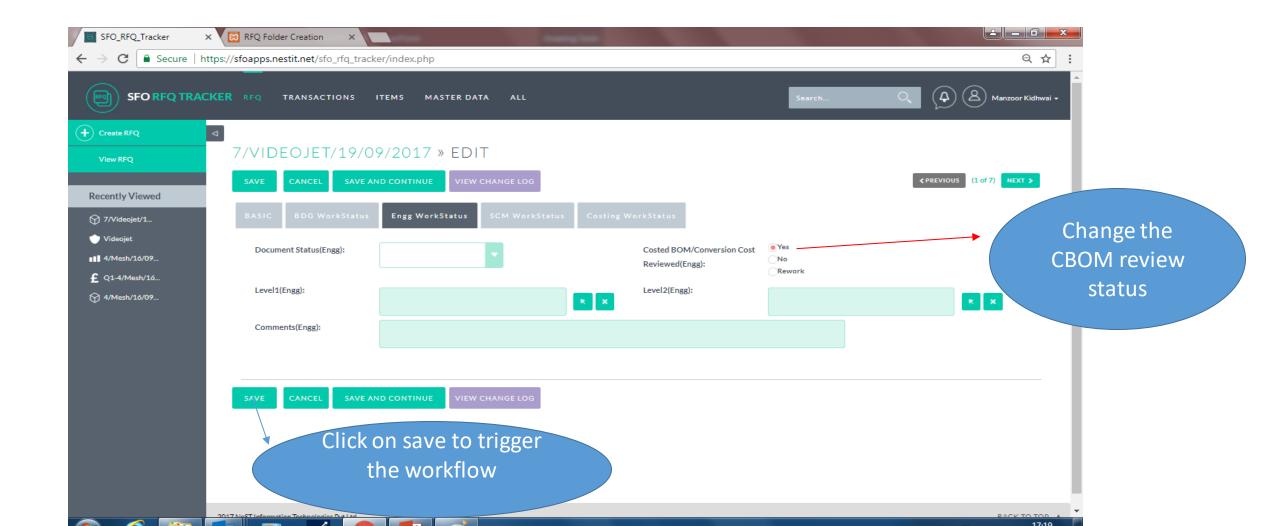
Step 9 – SCM to Engineering – Flow step 6, Select SCM work status, assign CDI number and click save to trigger the workflow. Once the SCM activity is over Flow step 5 and change document status to trigger the workflow.



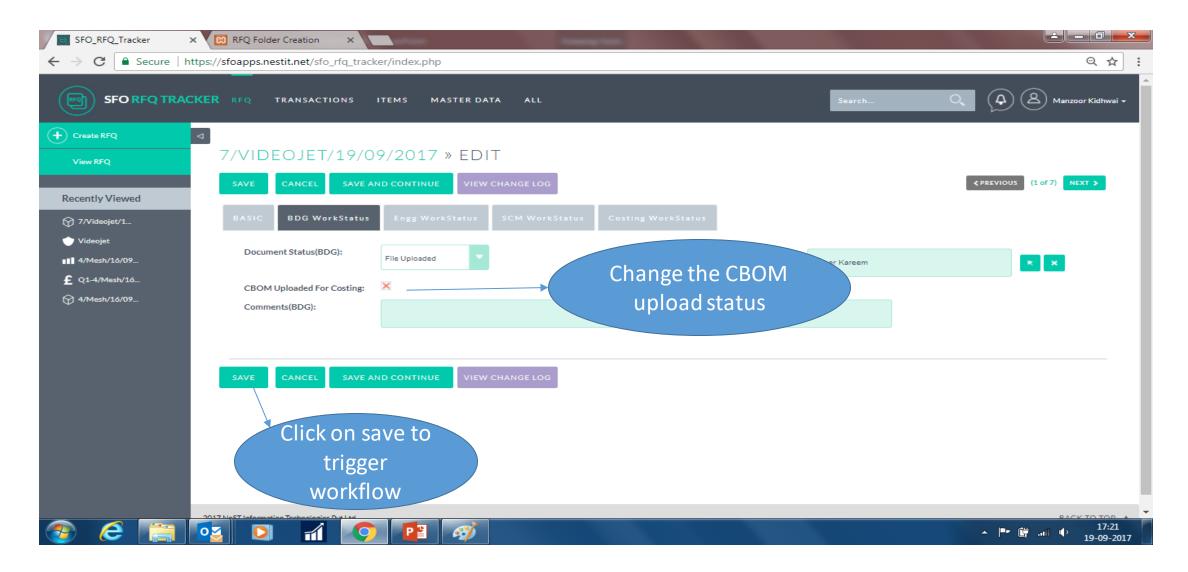
SCM Work Status - VIDEO



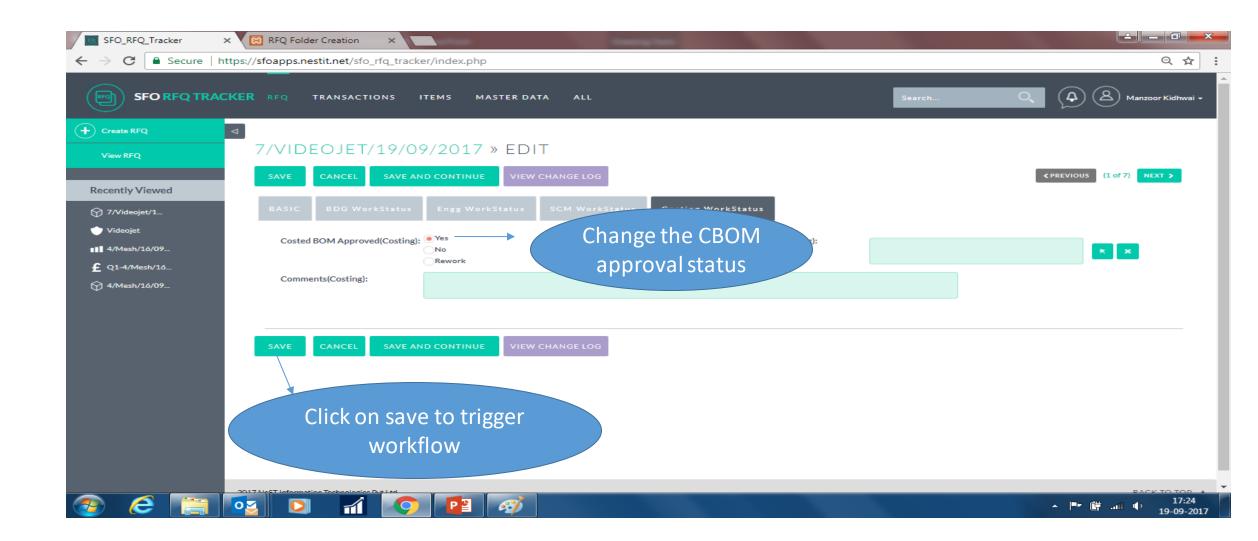
Step 10 - Engineering to BDG - Flow step 5 & 6,



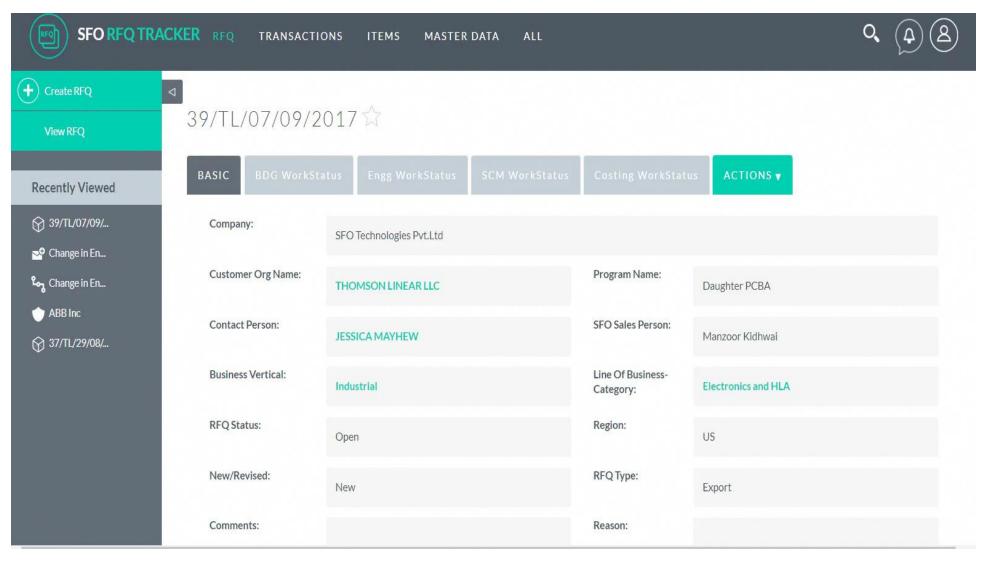
Step 11 – BDG to costing Flow step 5 & 6, Change the CBOM uploaded for costing status and click save to trigger the workflow.



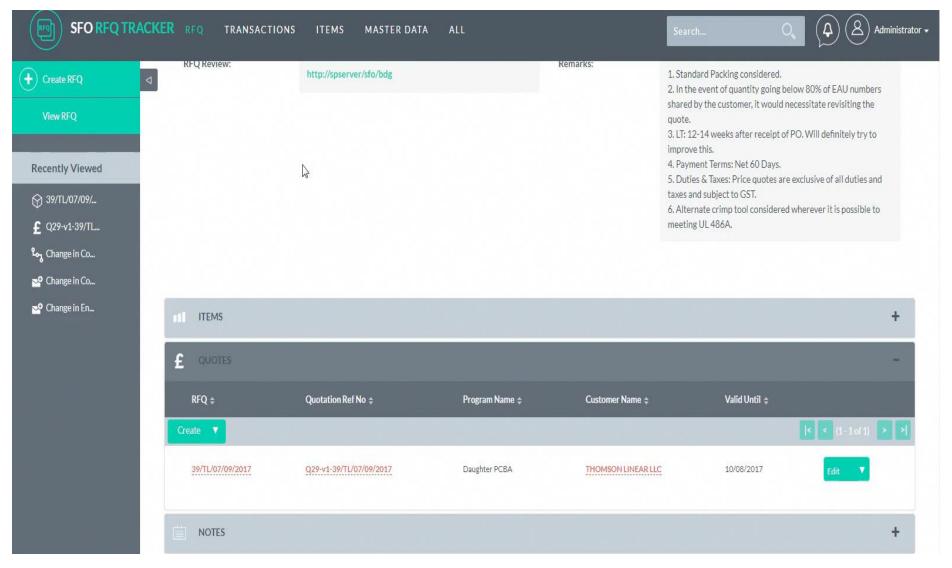
Step 12 – Costing to BDG, Flow step 5 & 6, change the CBOM approved status and save to trigger workflow.



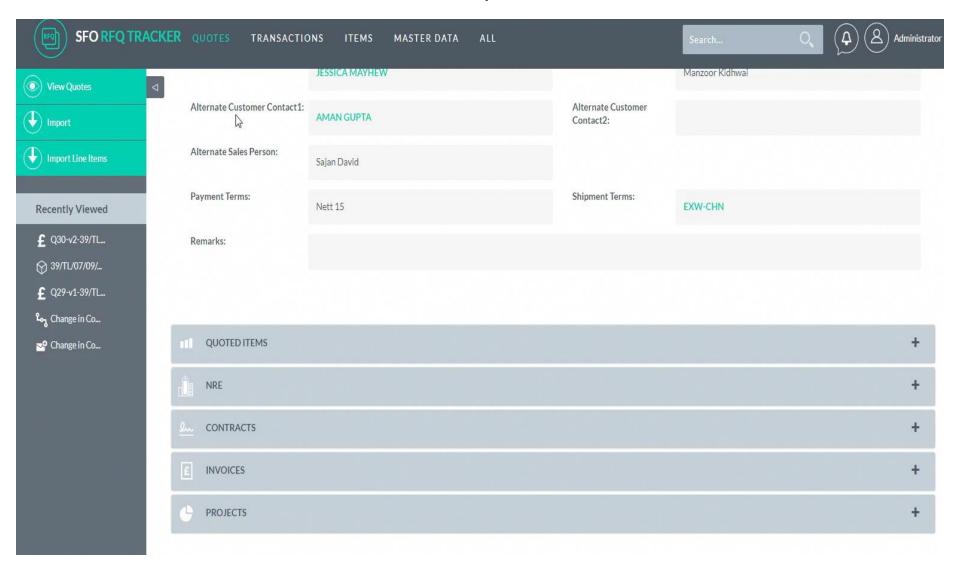
Costing Work Status - VIDEO



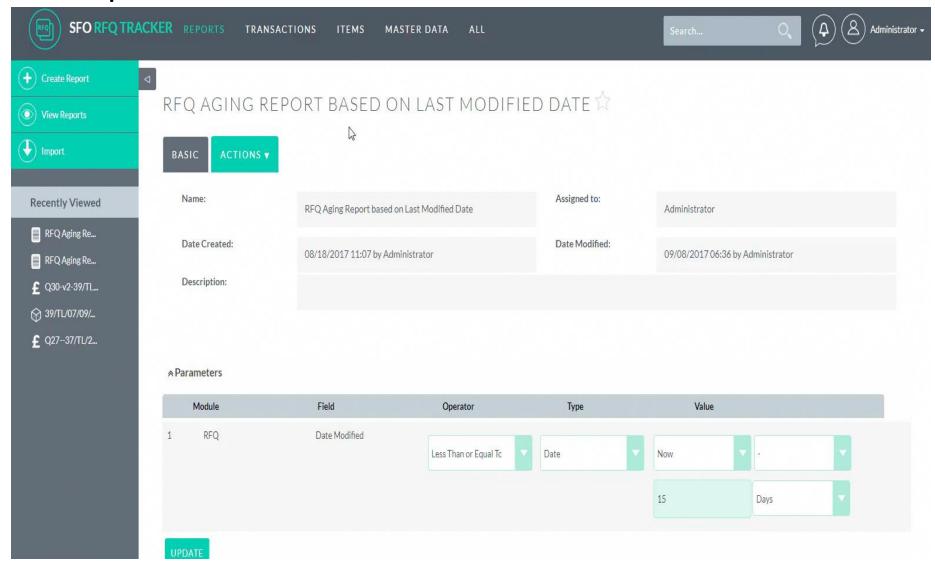
Create Quote



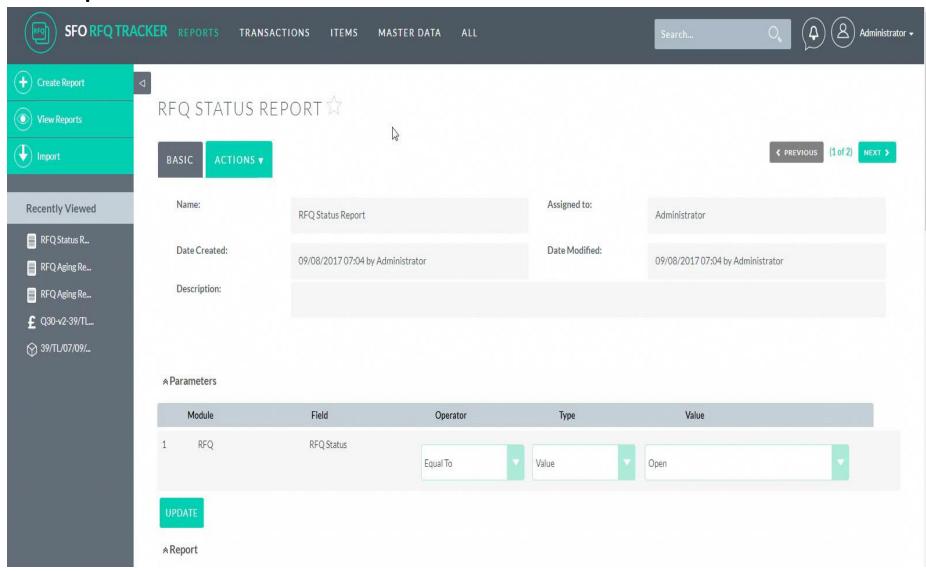
Add NRE details to Quote



Reports



Reports Contd..



Create Lead

