

SynerTrade handbook for suppliers

The KAMAXpro portal is the cloud-based supplier portal at KAMAX, operated by the external provider SynerTrade. All potential suppliers are invited to this platform and can independently maintain their company data, as well as upload bank details, documents or certificates.

If you have any questions/ problems/ comments, please contact: purchasing@kamax.com

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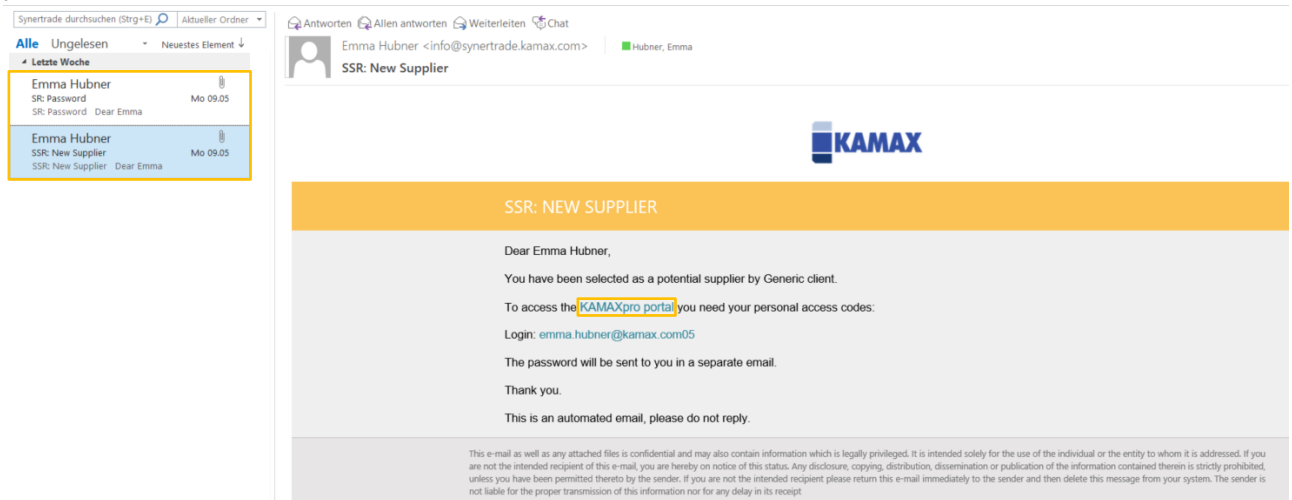
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I. Supplier Self Registration Process

NOTE: During the supplier self-registration process, your data is saved at all times. If you pause the supplier self-registration process, you can continue from the point where you were last working.

1. Email invitation

To register in our KAMAX portal, you will be sent two e-mails. One e-mail contains the user name, this is always your e-mail address and the link to the start page, and a separate e-mail with an initial password. The supplier registration will only take place after KAMAX has sent you an invitation.



The screenshot shows an email inbox on the left with two messages from Emma Hubner. The selected message is titled 'SSR: New Supplier' and dated 'Mo 09.05'. The main part of the image shows the content of this email. It is an automated invitation to become a new supplier in the KAMAX portal. The email text is as follows:

SSR: NEW SUPPLIER

Dear Emma Hubner,

You have been selected as a potential supplier by Generic client.

To access the [KAMAXpro portal](#) you need your personal access codes:

Login: emma.hubner@kamax.com05

The password will be sent to you in a separate email.

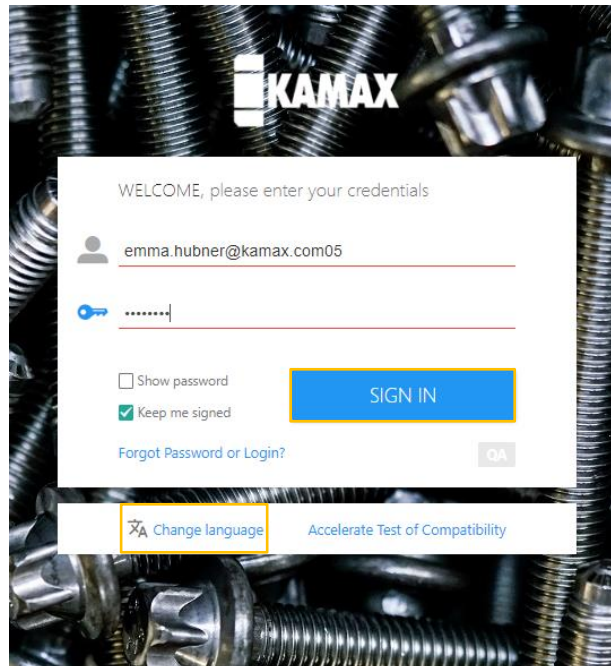
Thank you.

This is an automated email, please do not reply.


This e-mail as well as any attached files is confidential and may also contain information which is legally privileged. It is intended solely for the use of the individual or the entity to whom it is addressed. If you are not the intended recipient of this e-mail, you are hereby on notice of this status. Any disclosure, copying, distribution, dissemination or publication of the information contained therein is strictly prohibited, unless you have been permitted thereto by the sender. If you are not the intended recipient please return this e-mail immediately to the sender and then delete this message from your system. The sender is not liable for the proper transmission of this information nor for any delay in its receipt.


2. Sign in

Click on the [Link](#) and you will get to the login. You will now be asked to enter your login and password. At the same time, you have the possibility to change the language. If you copy the initial password from the e-mail, please make sure that no space is copied during the copying process. This would otherwise lead to an error. Also, as a note -SynerTrade requires enabled popups for the website.



WELCOME, please enter your credentials

 emma.hubner@kamax.com05



☐ Show password

☒ Keep me signed

[SIGN IN](#)

[Forgot Password or Login?](#) [QA](#)

[Change language](#) [Accelerate Test of Compatibility](#)

3. Terms and Conditions on the platform

After successful login, please first check the terms of use for the use of the SynerTrade platform. If you have read the terms of use completely, please check the box "I agree with the terms of and conditions" and click "Agree".

Should you click on "Reject", it will not be possible to register on the platform. Therefore, if you have any questions regarding the Terms of Use, please contact us to discuss any questions/ambiguities that may arise.



Terms & Conditions

General Terms and Conditions of Use for the KAMAXpro Supplier Portal

1 Purpose and Scope

These Terms and Conditions of Use govern the legal and organizational framework for the exchange of electronic business documents for the use of the Supplier Portal of SynerTrade SES AG (hereinafter referred to as "SynerTrade"). KAMAX Automotive GmbH (hereinafter referred to alone or jointly with affiliates as "KAMAX") and their Suppliers. SynerTrade provides a business relationship platform with the KAMAXpro Supplier Portal (<https://www.synertrade.kamax.com>) between KAMAX and its suppliers as well as the affiliated companies as a cloud-based solution.

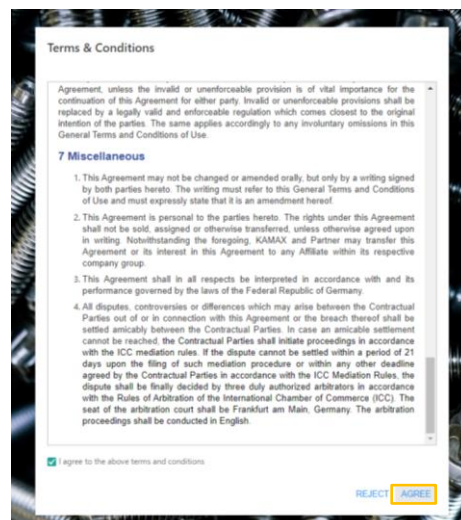
"Affiliates" shall mean for the purposes of this General Terms and Conditions of Use any company directly or indirectly owning, owned by or under common control with either party or the group holding company of either party to the extent that the ownership in such company is more than 50% and / or the voting rights within such company are more than fifty per cent (50 %); provided however that "Affiliate" shall not include any company that is a competitor of the other party.

The KAMAXpro Supplier Portal serves e.g. to maintain information and master data, to publish and process electronic tenders and auctions, to transmit order data as well as to exchange data. KAMAX may check the suppliers' registration details by gathering information itself or have it gathered by a third party. The supplier shall provide the information required for registration completely and truthfully and shall update the information on the portal without delay if any changes occur. The supplier accepts the General Terms and Conditions of Use with a confirmation below.

The basis for the settlement of transactions between KAMAX and the Supplier are individual contractual agreements or the KAMAX General Terms & Conditions Purchasing, available at <https://www.kamax.com/en/terms-and-conditions-of-business/>. In the case of contradictions between the regulations, the above rank and order apply.

☐ I agree to the above terms and conditions

[REJECT](#) [AGREE](#)



Terms & Conditions

Agreement, unless the invalid or unenforceable provision is of vital importance for the continuation of this Agreement for either party. Invalid or unenforceable provisions shall be replaced by a legally valid and enforceable regulation which comes closest to the original intention of the parties. The same applies accordingly to any involuntary omissions in this General Terms and Conditions of Use.

7 Miscellaneous

1. This Agreement may not be changed or amended orally, but only by a written signed by both parties hereto. The writing must refer to this General Terms and Conditions of Use and must expressly state that it is an amendment hereto.

2. This Agreement is personal to the parties hereto. The rights under this Agreement shall not be sold, assigned or otherwise transferred, unless otherwise agreed upon in writing. Notwithstanding the foregoing, KAMAX and Partner may transfer this Agreement or its interest in this Agreement to any Affiliate within its respective company group.

3. This Agreement shall in all respects be interpreted in accordance with and its performance governed by the laws of the Federal Republic of Germany.

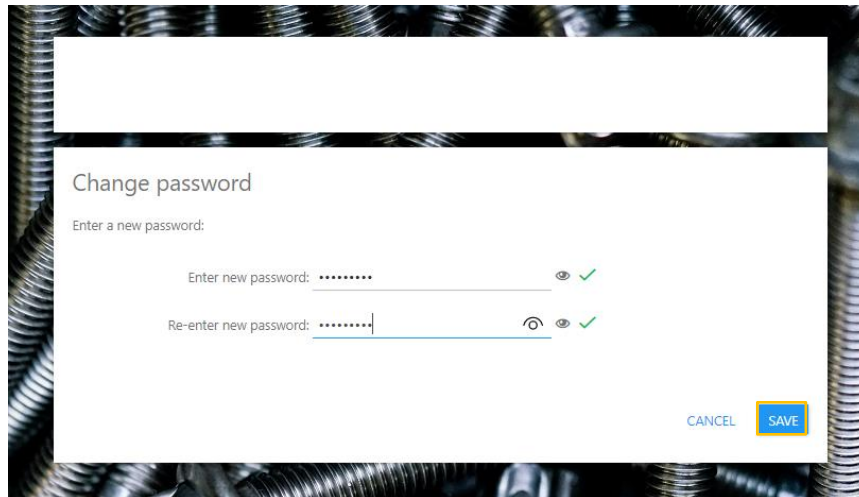
4. All disputes, controversies or differences which may arise between the Contractual Parties out of or in connection with this Agreement or the breach thereof shall be settled amicably between the Contractual Parties. In case an amicable settlement cannot be reached, the Contractual Parties shall initiate proceedings in accordance with the ICC mediation rules. If the dispute cannot be settled within a period of 21 days upon the filing of such mediation procedure or within any other deadline agreed by the Contractual Parties in accordance with the ICC Mediation Rules, the dispute shall be finally decided by three duly authorized arbitrators in accordance with the Rules of Arbitration of the International Chamber of Commerce (ICC). The seat of the arbitration court shall be Frankfurt am Main, Germany. The arbitration proceedings shall be conducted in English.

☒ I agree to the above terms and conditions

[REJECT](#) [AGREE](#)

4. Password

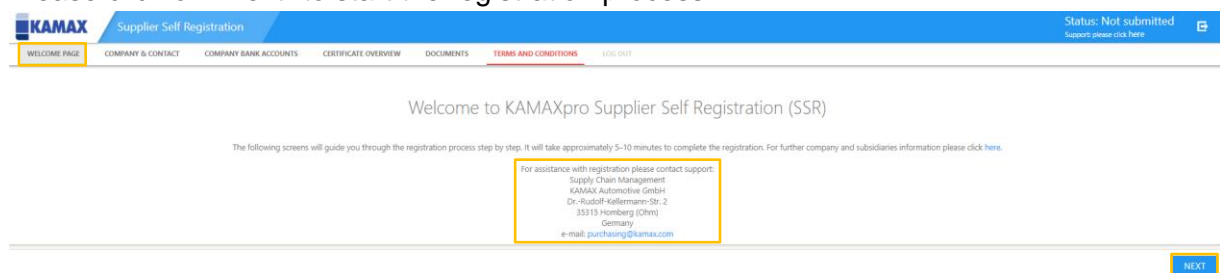
Please change the password according to our security policy, which will be displayed to you.



5. Self-registration – Starting page

After successfully changing your password, you will automatically be taken to the self-registration home page. Here you will find our contact information incl. e-mail address, which you can contact if you have any questions.

Please click on "Next" to start the registration process.



6. Company & Contact Information

Please fill in your company and contact information.

NOTE: All fields underlined in red are required fields and a prerequisite for creating a supplier in our SAP system.

NEXT

7. Bank accounts

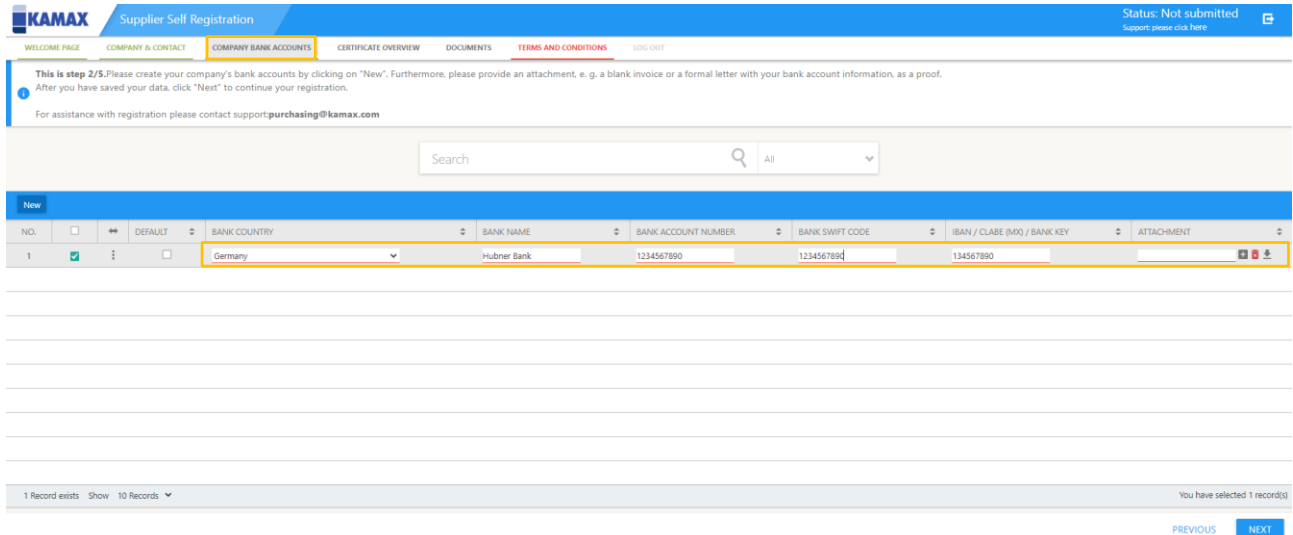
It is mandatory to provide at least one bank account in the registration process. Please click on "New" to enter a new bank account.

NOTE: If you click on "New" several times, several lines will appear, which must then also be filled in.

Example: You click 3 times on "New". In this case, 3 new lines will appear, all of which would have to be filled with bank information in order to complete the registration process. Therefore, if this happens only by mistake, please delete the lines that are not required.

PREVIOUS

A line will appear, please enter your bank information here.



KAMAX Supplier Self Registration Status: Not submitted
Support: please click here

WELCOME PAGE COMPANY & CONTACT **COMPANY BANK ACCOUNTS** CERTIFICATE OVERVIEW DOCUMENTS TERMS AND CONDITIONS LOG OUT

This is step 2/5. Please create your company's bank accounts by clicking on "New". Furthermore, please provide an attachment, e. g. a blank invoice or a formal letter with your bank account information, as a proof.
After you have saved your data, click "Next" to continue your registration.
For assistance with registration please contact support@purchasing@kamax.com

Search [] All []

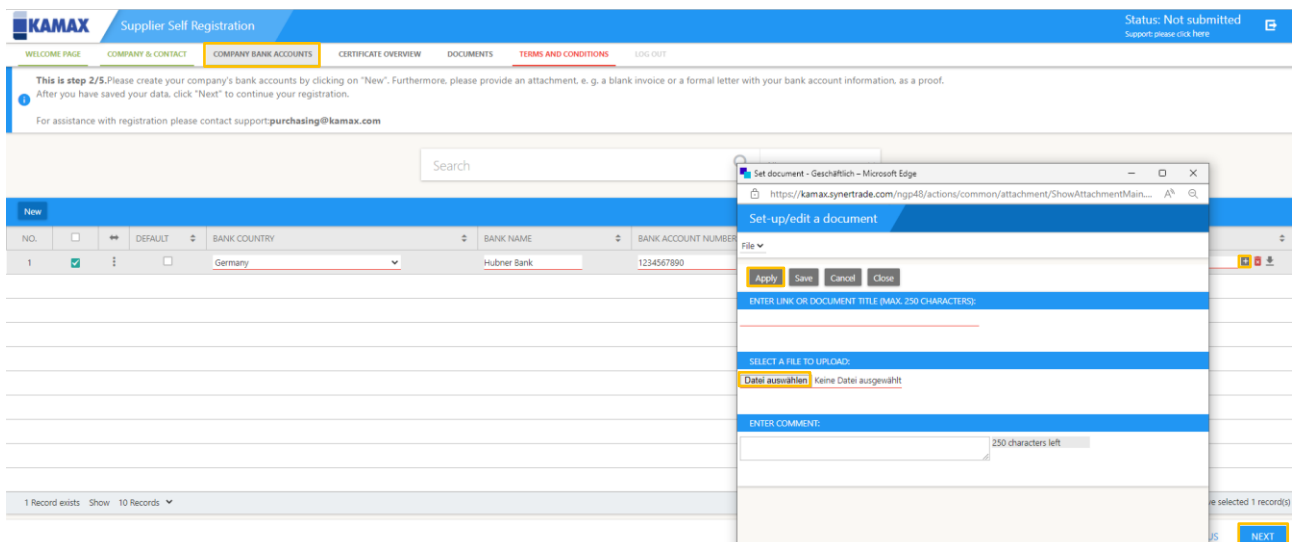
New

NO.		DEFAULT	BANK COUNTRY	BANK NAME	BANK ACCOUNT NUMBER	BANK SWIFT CODE	IBAN / CLABE (MX) / BANK KEY	ATTACHMENT
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Germany	Hubner Bank	1234567890	1234567890	134567890	

1 Record exists Show 10 Records

PREVIOUS NEXT

It is also mandatory to upload an official document confirming the bank data entries. To do this, please click on the plus symbol in the "Bank details file attachment" tab. A new window will then open in which you can select a document (e.g. blank invoice, letter template with bank details, etc.) from your hard drive under "Select file". Then click on "Apply" to complete the upload of the document.



KAMAX Supplier Self Registration Status: Not submitted
Support: please click here

WELCOME PAGE COMPANY & CONTACT **COMPANY BANK ACCOUNTS** CERTIFICATE OVERVIEW DOCUMENTS TERMS AND CONDITIONS LOG OUT

This is step 2/5. Please create your company's bank accounts by clicking on "New". Furthermore, please provide an attachment, e. g. a blank invoice or a formal letter with your bank account information, as a proof.
After you have saved your data, click "Next" to continue your registration.
For assistance with registration please contact support@purchasing@kamax.com

Search []

New

NO.		DEFAULT	BANK COUNTRY	BANK NAME	BANK ACCOUNT NUMBER	BANK SWIFT CODE	IBAN / CLABE (MX) / BANK KEY	ATTACHMENT
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Germany	Hubner Bank	1234567890			

1 Record exists Show 10 Records

Set-up/edit a document

File []

Apply Save Cancel Close

ENTER LINK OR DOCUMENT TITLE (MAX. 250 CHARACTERS):

SELECT A FILE TO UPLOAD:

Datei auswählen Keine Datei ausgewählt

ENTER COMMENT:

250 characters left

1 Record exists Show 10 Records

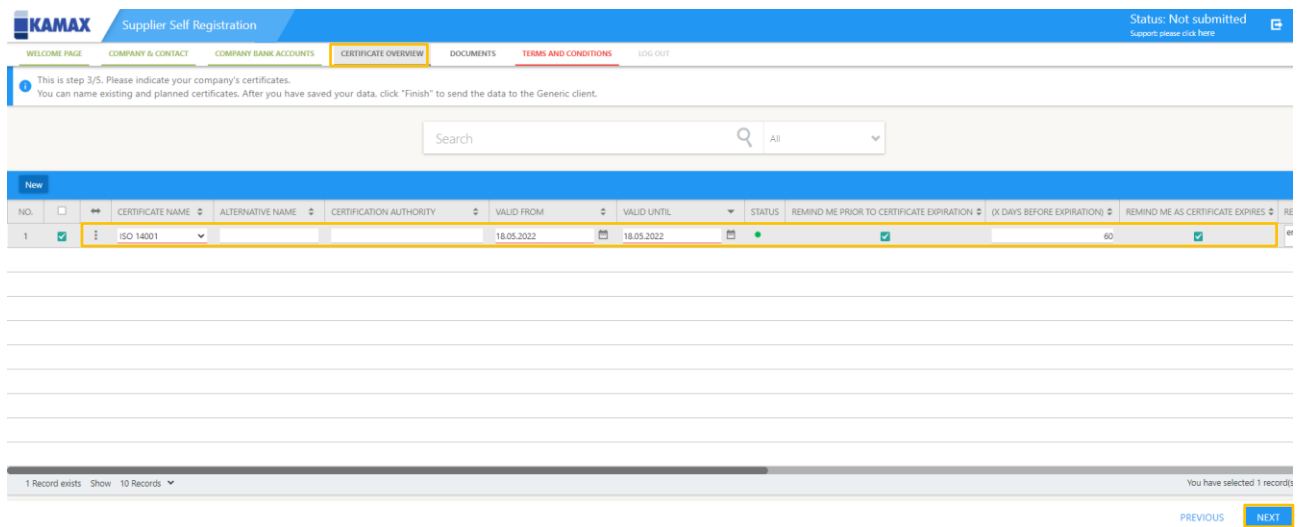
PREVIOUS NEXT

To complete the Bank Accounts tab, please click on the three dots under the arrow icon and then select "Apply" so that the data is saved. Please click "Next" to continue with the registration process.

8. Certificates

[illegible]

7



KAMAX Supplier Self Registration Status: Not submitted
Support please click here

WELCOME PAGE COMPANY & CONTACT COMPANY BANK ACCOUNTS **CERTIFICATE OVERVIEW** DOCUMENTS TERMS AND CONDITIONS LOG OUT

This is step 3/5. 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 Generic client.

Search All

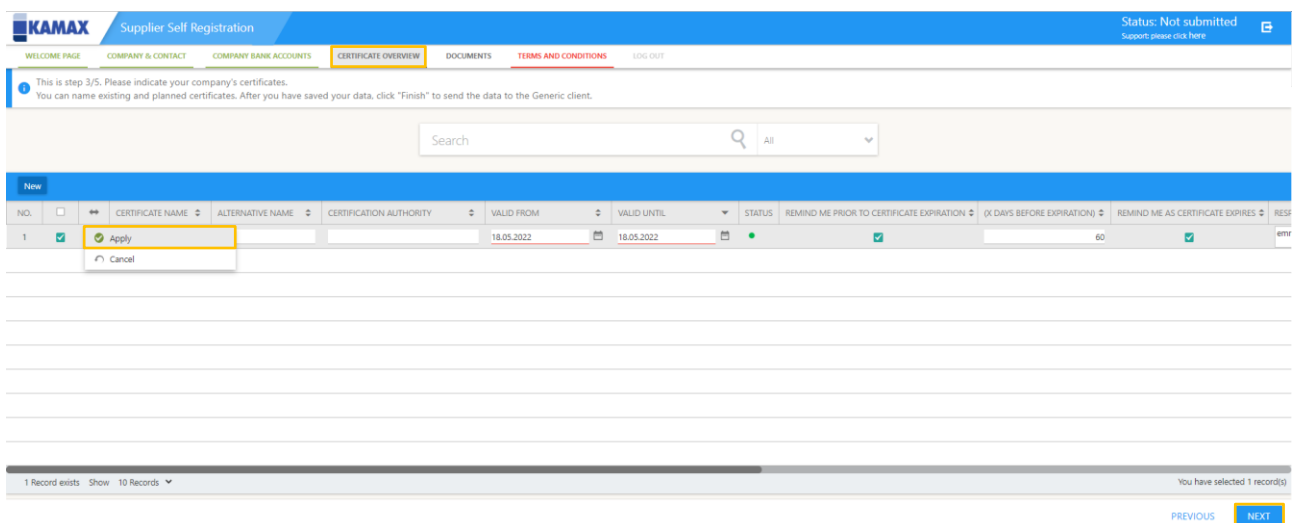
New

NOL	<input type="checkbox"/>	<input type="button" value="++"/>	CERTIFICATE NAME	ALTERNATIVE NAME	CERTIFICATION AUTHORITY	VALID FROM	VALID UNTIL	STATUS	REMINDE ME PRIOR TO CERTIFICATE EXPIRATION	(X DAYS BEFORE EXPIRATION)	REMINDE ME AS CERTIFICATE EXPIRES	RE
1	<input checked="" type="checkbox"/>		ISO 14001			18.05.2022	18.05.2022		<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	

1 Record exists Show 10 Records You have selected 1 records

[PREVIOUS](#) [NEXT](#)

Finally, click on the three dots under the arrow symbol and select "Apply". To complete the Certificate Overview tab, please click "Next" to go to the next tab "Documents".



KAMAX Supplier Self Registration Status: Not submitted
Support please click here

WELCOME PAGE COMPANY & CONTACT COMPANY BANK ACCOUNTS **CERTIFICATE OVERVIEW** DOCUMENTS TERMS AND CONDITIONS LOG OUT

This is step 3/5. 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 Generic client.

Search All

New

NOL	<input type="checkbox"/>	<input type="button" value="++"/>	CERTIFICATE NAME	ALTERNATIVE NAME	CERTIFICATION AUTHORITY	VALID FROM	VALID UNTIL	STATUS	REMINDE ME PRIOR TO CERTIFICATE EXPIRATION	(X DAYS BEFORE EXPIRATION)	REMINDE ME AS CERTIFICATE EXPIRES	RE
1	<input checked="" type="checkbox"/>		ISO 14001			18.05.2022	18.05.2022		<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	

1 Record exists Show 10 Records You have selected 1 records

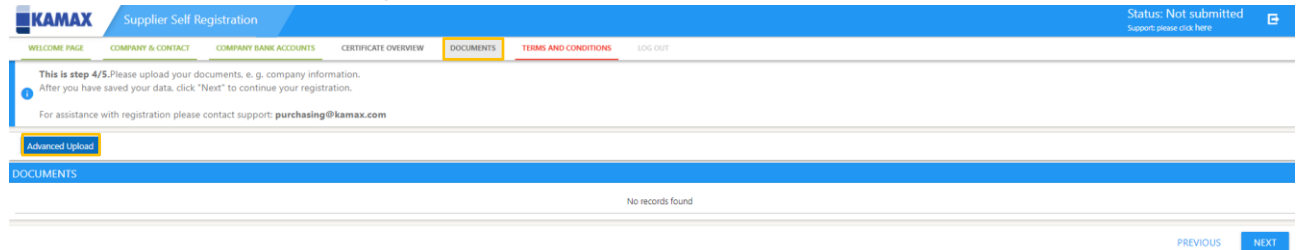
[PREVIOUS](#) [NEXT](#)

NOTE: If you click on "New" several times, several lines will appear, which must then also be filled in. Example: You click 3 times on "New". In this case, 3 new lines will appear, all of which would have to be filled with certificates in order to complete the registration process. If this only happens by mistake, please therefore delete the lines that are not required.

9. Documents

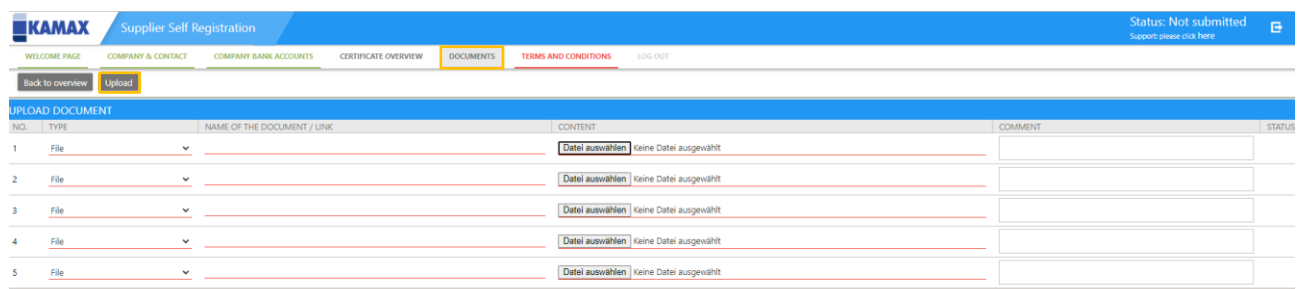
In this tab you can upload all company documents that you consider relevant in your cooperation with KAMAX, e.g. company presentations, existing contracts with KAMAX (e.g. non-disclosure agreements) etc.

Please click on "Advanced Upload" for this.



A new window will open. In this new window you can then add the file type, title or link of the document in several existing lines, as well as upload the document. In the tab "Content" you have the possibility to choose between a file, free text or hyperlink in a drop box selection.

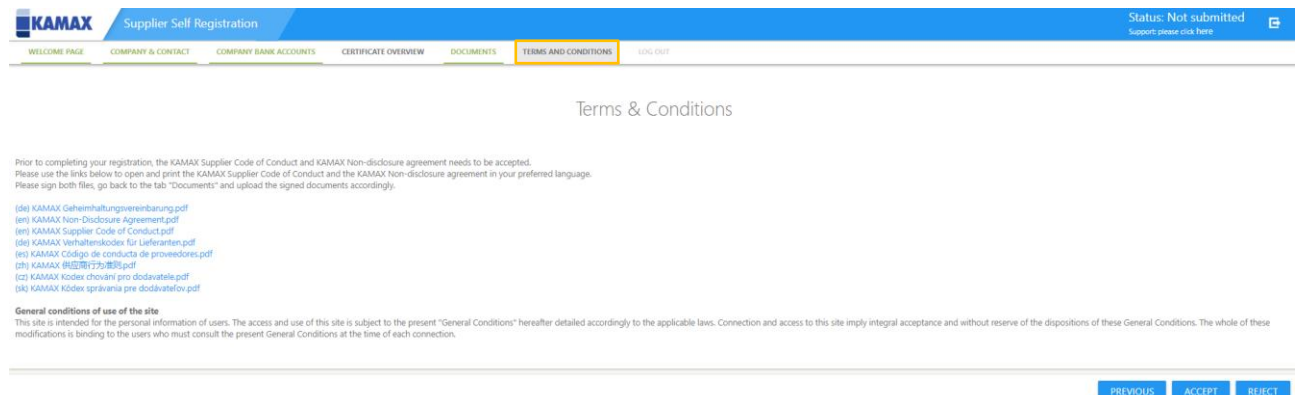
In order to upload a document, please click on "Select file" to locate the document on your hard drive. When this is completed, please click on "Upload".



ID	TYPE	NAME OF THE DOCUMENT / LINK	CONTENT	COMMENT	STATUS
1	File		Datei auswählen Keine Datei ausgewählt		
2	File		Datei auswählen Keine Datei ausgewählt		
3	File		Datei auswählen Keine Datei ausgewählt		
4	File		Datei auswählen Keine Datei ausgewählt		
5	File		Datei auswählen Keine Datei ausgewählt		

10. Terms & Conditions

In the last tab you can download both our non-disclosure agreement and our supplier code of conduct in multiple languages. If you have not yet signed these two documents, please download the corresponding documents. Click on them and then sign and upload your signed copies in the "Documents" tab.



Prior to completing your registration, the KAMAX Supplier Code of Conduct and KAMAX Non-disclosure agreement needs to be accepted. Please use the links below to open and print the KAMAX Supplier Code of Conduct and the KAMAX Non-disclosure agreement in your preferred language. Please sign both files, go back to the tab "Documents" and upload the signed documents accordingly.

- (de) KAMAX Geheimhaltungsvereinbarung.pdf
- (en) KAMAX Non-Disclosure Agreement.pdf
- (en) KAMAX Supplier Code of Conduct.pdf
- (de) KAMAX Verhaltenskodex für Lieferanten.pdf
- (fr) KAMAX Code de conduite de fournisseurs.pdf
- (th) KAMAX 供應商行為守則.pdf
- (cz) KAMAX kódex chování pro dodavatele.pdf
- (sk) KAMAX kódex správania pre dodávateľov.pdf

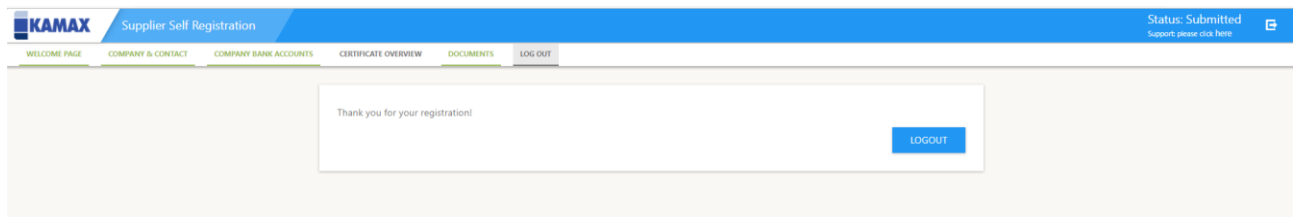
General conditions of use of the site
This site is intended for the personal information of users. The access and use of this site is subject to the present "General Conditions" hereafter detailed accordingly to the applicable laws. Connection and access to this site imply integral acceptance and without reserve of the dispositions of these General Conditions. The whole of these modifications is binding to the users who must consult the present General Conditions at the time of each connection.

PREVIOUS ACCEPT REJECT



Finally, please click on "Accept" or "Reject". If you click "Accept", the registration process is completed and an internal approval workflow is triggered at KAMAX. If you are accepted, you will receive an email and can log in to the portal.

If you click "Reject", the registration process is aborted at this point and you will not be included as a supplier in our portal.



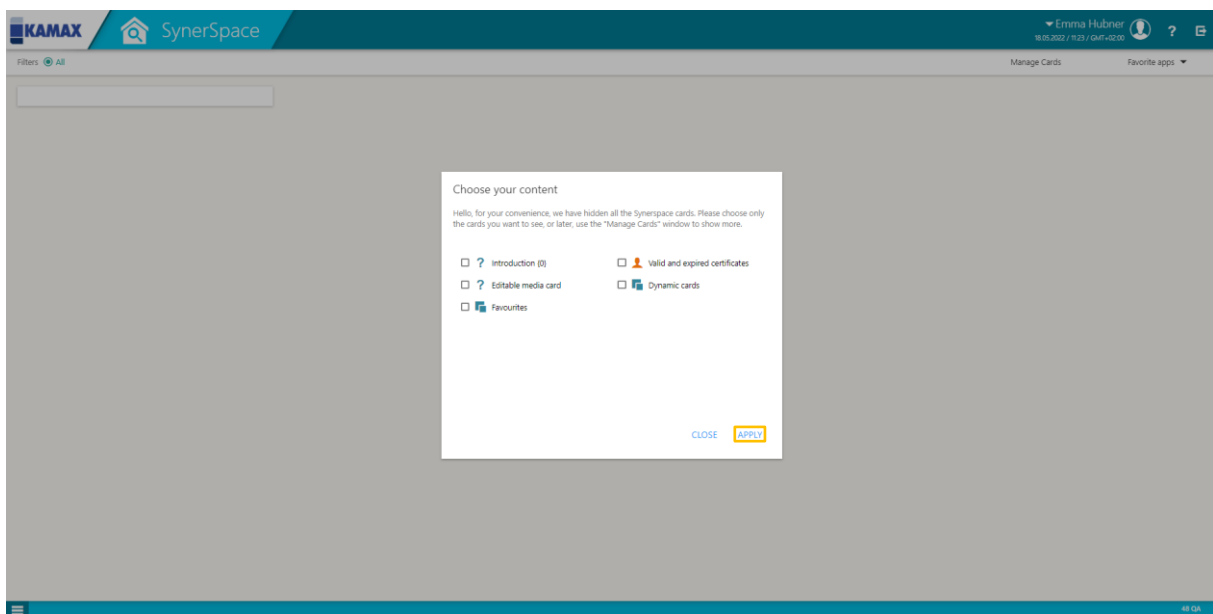
II. SynerTrade Portal

1. Front page

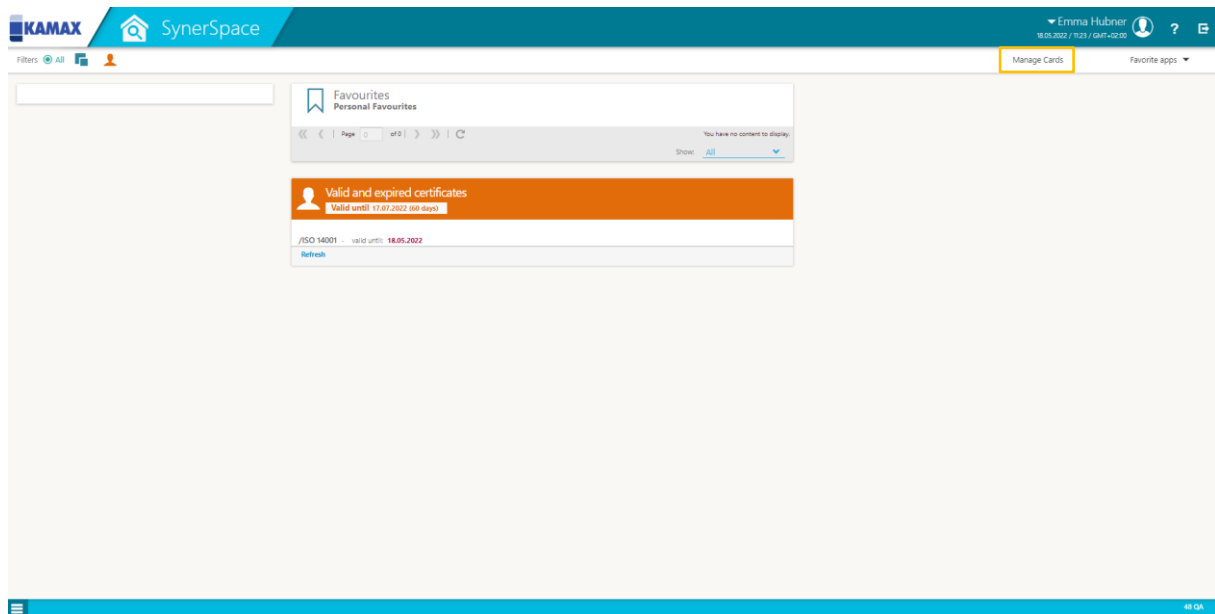
As soon as the registration process has been completed and you have been approved by KAMAX as a supplier in the system, you will receive an e-mail and can log in to the portal with your login data (see chapter 1.1).

When you log in for the first time, you have the possibility to customize your start page (= SynerSpace). Therefore, when you log in for the first time, a window will open where you can select your individual content, e.g. an overview of existing contracts, your certificates or open requests for quotation.

Please select your "cards" by checking the boxes in the window and click on "Apply".

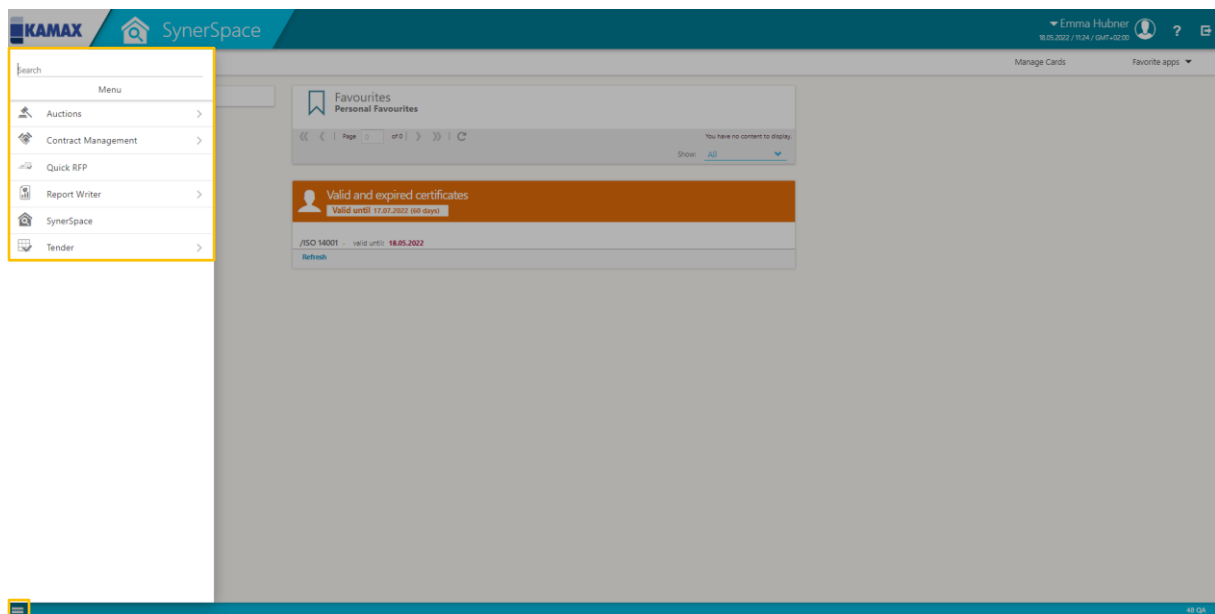


You can change your SynerSpace at any time by clicking on "Manage Cards" on the upper right screen. The window with the selection of cards will then appear again.



2. Menu

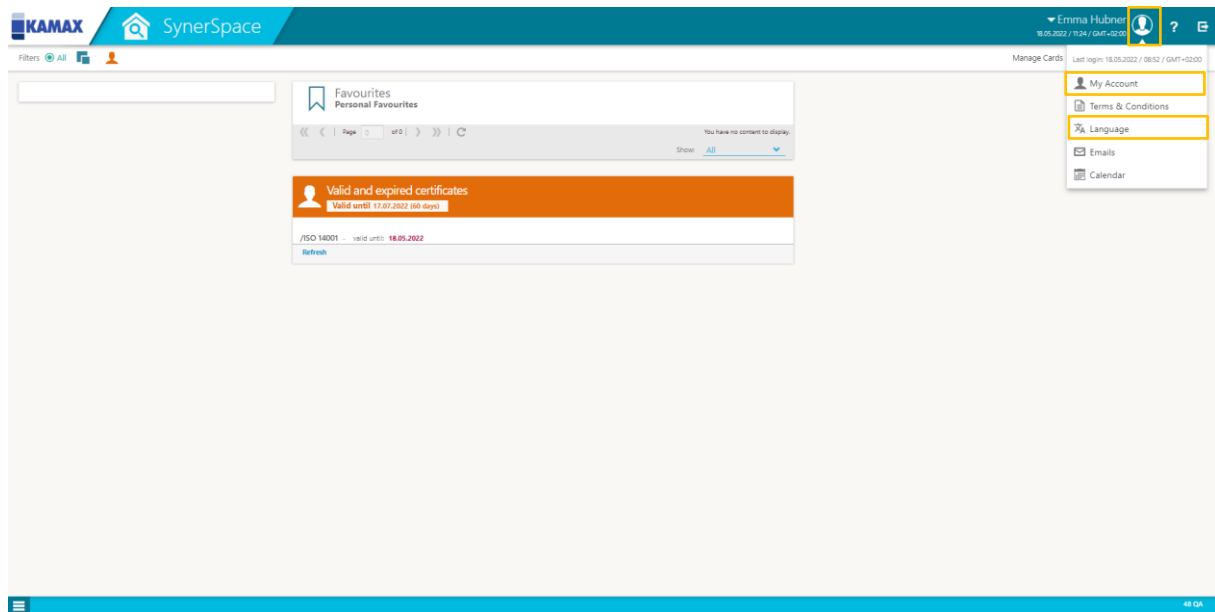
If you click on the three lines at the bottom left of the screen, the menu will open and you will find an overview of the modules you can work with in the portal.



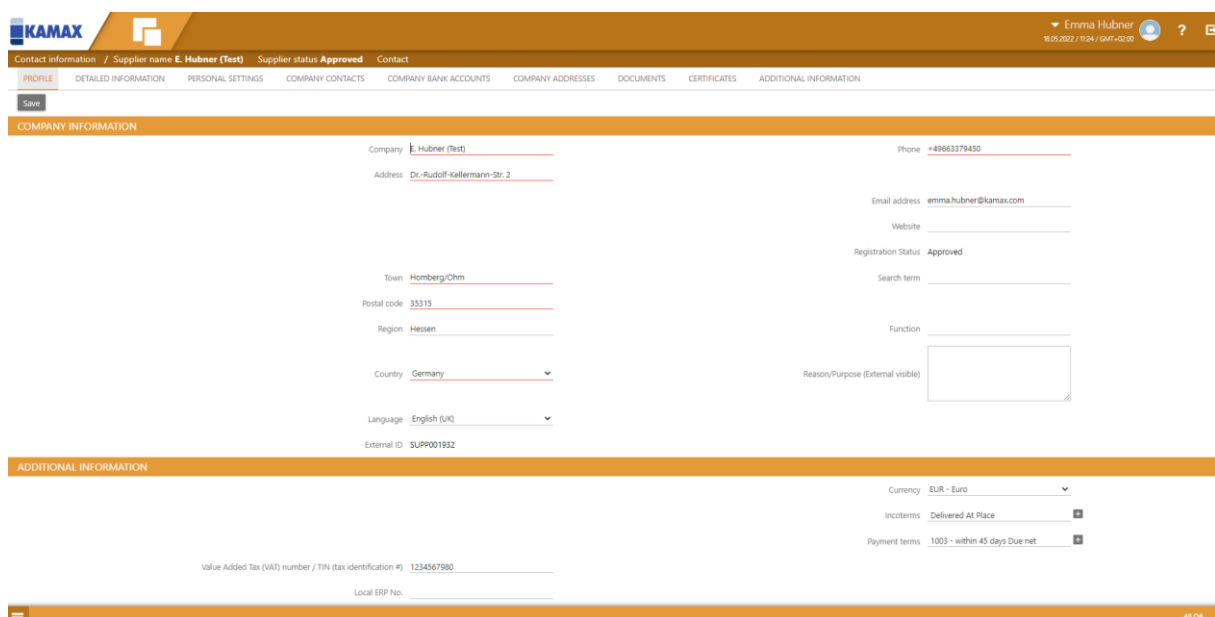
In the overview of the modules, a bookmark icon appears on the right side. If you click on it at the respective module, this module will be saved as a favorite on your SynerTrade taskbar.

3. Personal settings

If you want to change the language, company information or personal information, please click this icon on the upper right side of the screen. When changing the language, please select "Language". When changing company or personal information, click on "My Account".

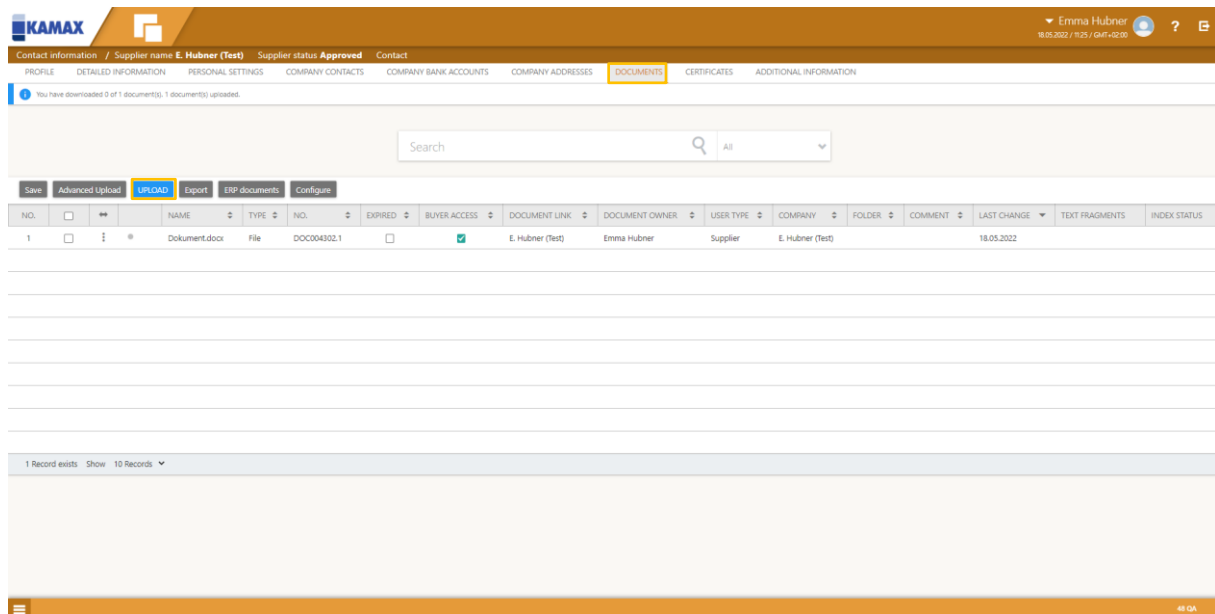


Your profile page will open. Here you can choose between the tabs you already know from the registration process and make changes. As soon as you change something, your supplier status will change to "Changed" and the approval workflow @KAMAX will start again.



4. Upload documents

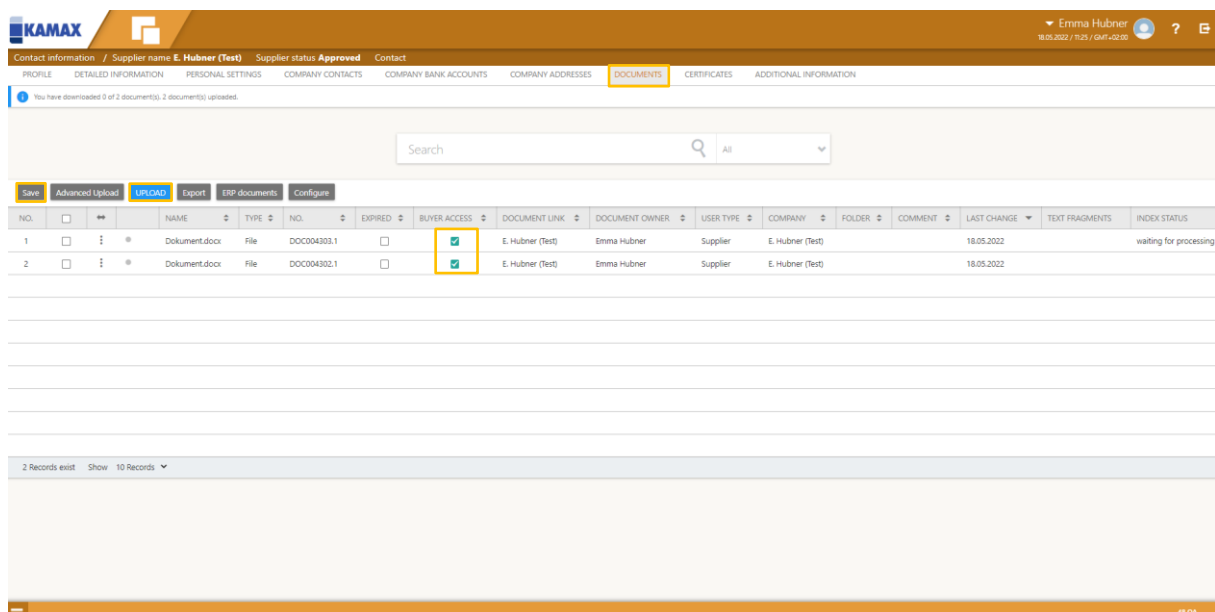
To upload a new document (e.g. company presentation), click on my profile and then on the "Documents" tab. Then click on "Upload". A new window will open and you can upload the desired document.



The screenshot shows the KAMAX web interface. The top navigation bar includes the KAMAX logo, user profile (Emma Hubner), and various tabs. The 'DOCUMENTS' tab is selected. Below the navigation bar, there is a search bar and a table of documents. The table has columns for NO., NAME, TYPE, NO., EXPIRED, BUYER ACCESS, DOCUMENT LINK, DOCUMENT OWNER, USER TYPE, COMPANY, FOLDER, COMMENT, LAST CHANGE, TEXT FRAGMENTS, and INDEX STATUS. One document is listed with NO. 1, NAME 'Dokument.docx', TYPE 'File', NO. 'DOC004302.1', EXPIRED checkbox, BUYER ACCESS checked, DOCUMENT LINK 'E. Hubner (Test)', DOCUMENT OWNER 'Emma Hubner', USER TYPE 'Supplier', COMPANY 'E. Hubner (Test)', FOLDER, COMMENT, LAST CHANGE '18.05.2022', TEXT FRAGMENTS, and INDEX STATUS.

NO.	NAME	TYPE	NO.	EXPIRED	BUYER ACCESS	DOCUMENT LINK	DOCUMENT OWNER	USER TYPE	COMPANY	FOLDER	COMMENT	LAST CHANGE	TEXT FRAGMENTS	INDEX STATUS
1	Dokument.docx	File	DOC004302.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	E. Hubner (Test)	Emma Hubner	Supplier	E. Hubner (Test)			18.05.2022		

When you have uploaded the document, make sure that the box at "Buyer Access" is always selected, so that the buyer also has access to the document. Then click on "Save".

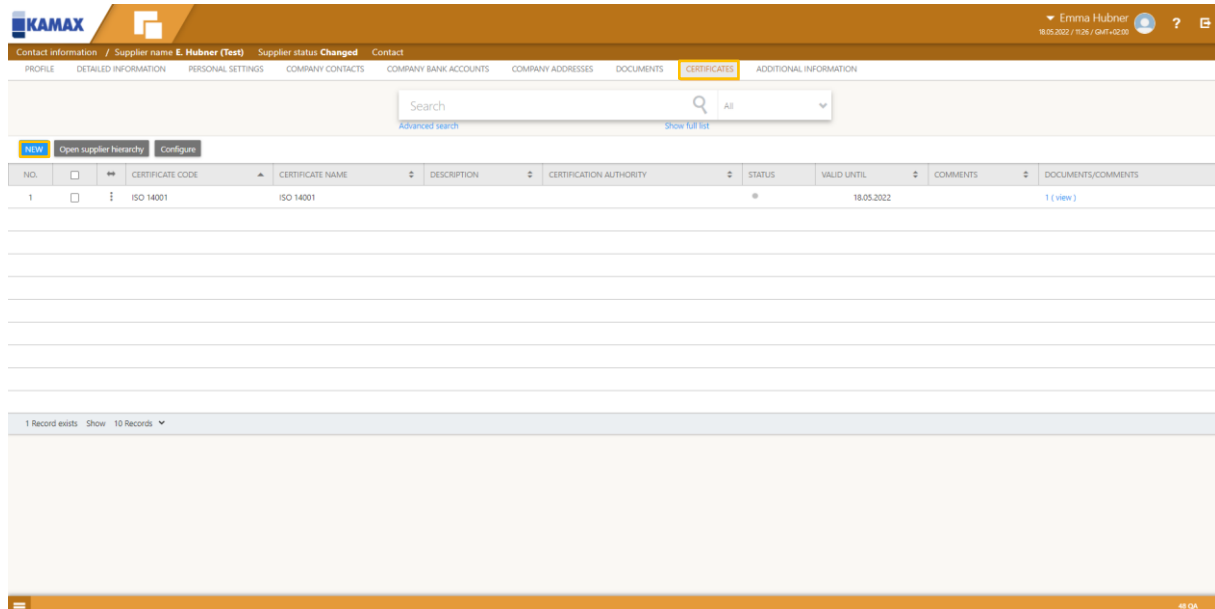


The screenshot shows the KAMAX web interface after uploading a second document. The 'DOCUMENTS' tab is still selected. The table now shows two documents. The second document has NO. 2, NAME 'Dokument.docx', TYPE 'File', NO. 'DOC004302.1', EXPIRED checkbox, BUYER ACCESS checked, DOCUMENT LINK 'E. Hubner (Test)', DOCUMENT OWNER 'Emma Hubner', USER TYPE 'Supplier', COMPANY 'E. Hubner (Test)', FOLDER, COMMENT, LAST CHANGE '18.05.2022', TEXT FRAGMENTS, and INDEX STATUS 'waiting for processing'.

NO.	NAME	TYPE	NO.	EXPIRED	BUYER ACCESS	DOCUMENT LINK	DOCUMENT OWNER	USER TYPE	COMPANY	FOLDER	COMMENT	LAST CHANGE	TEXT FRAGMENTS	INDEX STATUS
1	Dokument.docx	File	DOC004302.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	E. Hubner (Test)	Emma Hubner	Supplier	E. Hubner (Test)			18.05.2022		
2	Dokument.docx	File	DOC004302.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	E. Hubner (Test)	Emma Hubner	Supplier	E. Hubner (Test)			18.05.2022		waiting for processing

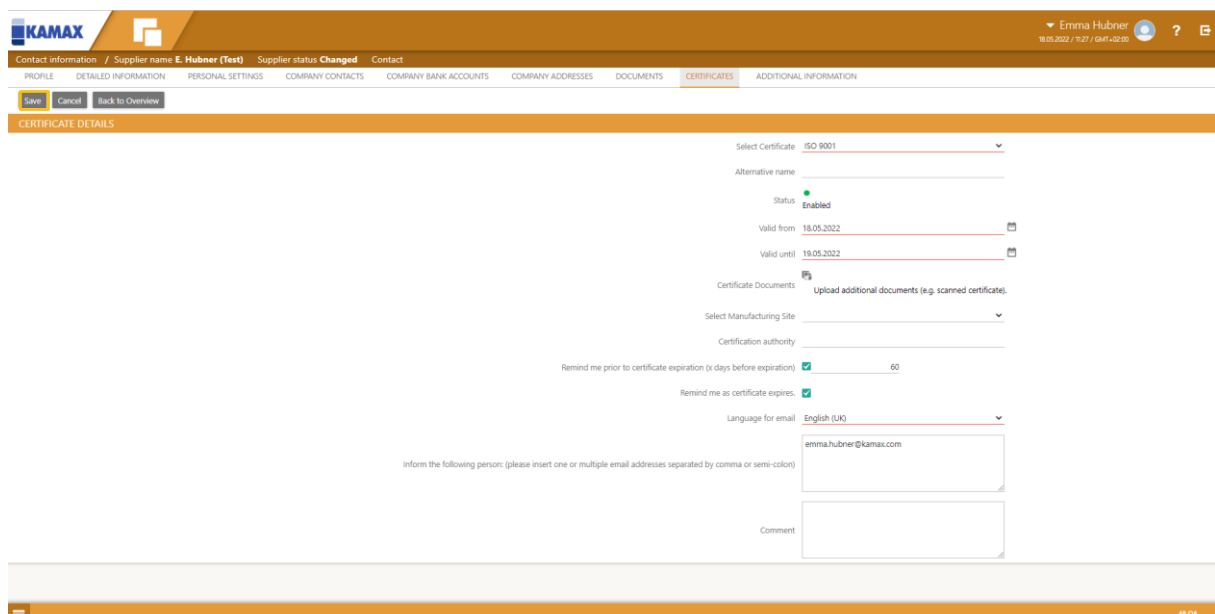
5. Upload certificate

To upload a new certificate (e.g. ISO 9001), click on my profile and then on the "Certificates" tab. Then click on "New".



The screenshot shows the KAMAX web application interface. The top navigation bar includes the KAMAX logo and user information for Emma Hubner. The main menu has tabs for PROFILE, DETAILED INFORMATION, PERSONAL SETTINGS, COMPANY CONTACTS, COMPANY BANK ACCOUNTS, COMPANY ADDRESSES, DOCUMENTS, CERTIFICATES (highlighted), and ADDITIONAL INFORMATION. Below the menu is a search bar with a 'Search' button and a 'Show full list' link. A table displays a list of certificates with columns for NO., CERTIFICATE CODE, CERTIFICATE NAME, DESCRIPTION, CERTIFICATION AUTHORITY, STATUS, VALID UNTIL, COMMENTS, and DOCUMENTS/COMMENTS. One record is visible for 'ISO 14001'. At the bottom, there are buttons for 'NEW', 'Open supplier hierarchy', and 'Configure'.

A new window will open and you can specify various information about the certificate, as well as set a reminder to remind you x days before the certificate expires. After that, please click on "Save".



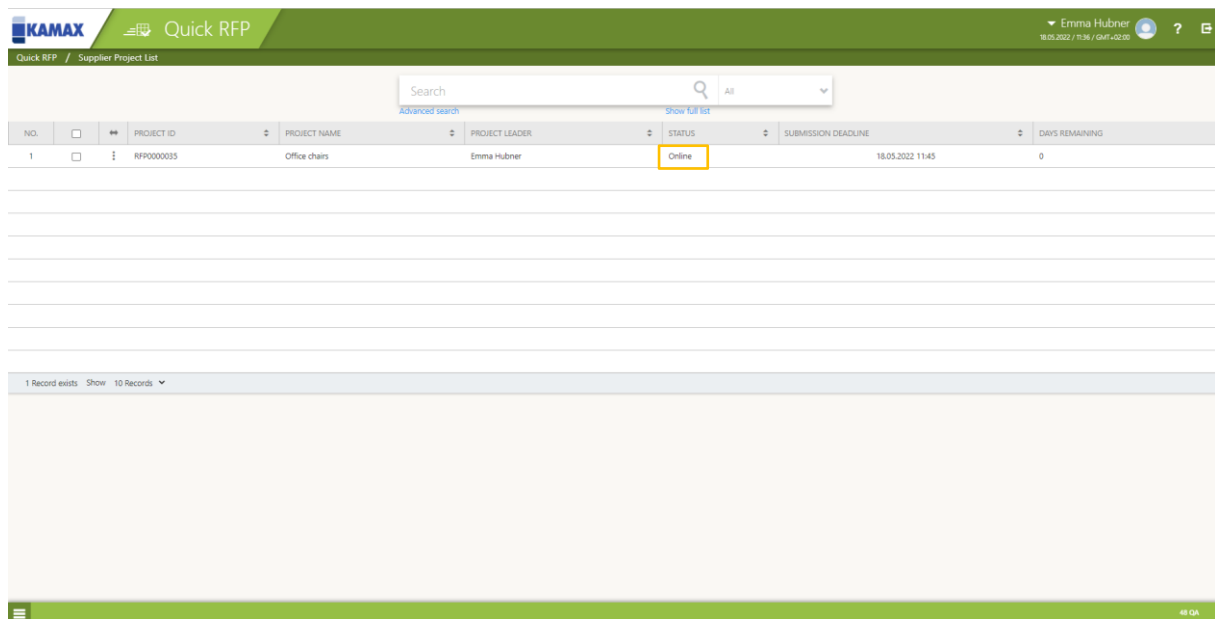
The screenshot shows the 'CERTIFICATE DETAILS' form in the KAMAX web application. The form includes the following fields and options:

- Select Certificate:** A dropdown menu with 'ISO 9001' selected.
- Alternative name:** A text input field.
- Status:** A dropdown menu with 'Enabled' selected.
- Valid from:** A date picker showing '18.05.2022'.
- Valid until:** A date picker showing '19.05.2022'.
- Certificate Documents:** A section with an 'Upload additional documents (e.g. scanned certificate)' button.
- Select Manufacturing Site:** A dropdown menu.
- Certification authority:** A text input field.
- Remind me prior to certificate expiration (x days before expiration):** A checkbox that is checked, with a value of '60'.
- Remind me as certificate expires:** A checkbox that is checked.
- Language for email:** A dropdown menu with 'English (UK)' selected.
- Inform the following person (please insert one or multiple email addresses separated by comma or semi-colon):** A text input field with 'emma.hubner@kamax.com' entered.
- Comment:** A text input field.

6. Quick RFP

If you are invited to a Quick RFP, you will receive an email. The link will take you directly to the RFP. Alternatively, you can select the Quick RFP section from the menu at the bottom left to participate in the RFP.

By looking at the status, you can see whether the RFP is still active or is already being evaluated.




The screenshot shows the KAMAX Quick RFP interface. At the top, there is a green header bar with the KAMAX logo and the text "Quick RFP". Below this, there is a search bar and a table of projects. The table has columns for NO., PROJECT ID, PROJECT NAME, PROJECT LEADER, STATUS, SUBMISSION DEADLINE, and DAYS REMAINING. The first row shows a project with NO. 1, PROJECT ID RFP0000035, PROJECT NAME Office chairs, PROJECT LEADER Emma Hubner, STATUS Online (highlighted with a yellow box), SUBMISSION DEADLINE 18.05.2022 11:45, and DAYS REMAINING 0. Below the table, there is a footer bar with the text "1 Record exists" and a dropdown menu for "Show 10 Records".

NO.	PROJECT ID	PROJECT NAME	PROJECT LEADER	STATUS	SUBMISSION DEADLINE	DAYS REMAINING
1	RFP0000035	Office chairs	Emma Hubner	Online	18.05.2022 11:45	0

If you want to submit a bid for a project, click on the three dots (under the arrow symbol) of the respective project and select "open".

Here you can enter your offer. Furthermore, you can view uploaded documents or upload your own and add a comment. Please remember to always click on "submit offer" and "save" when submitting an offer, so that the responsible buyer at KAMAX is informed about your offer.



Quick RFP

Emma Hubner

18.05.2022 / 13:36 / GMT+2:00

?

Quick RFP / Supplier Quotation / Project Office chairs

Project ID RFP0000035

Project status Online

User role Supplier

REQUEST DETAILS

Name: Office chairs
Description: New office chairs for KAMAX
End Date: 18.05.2022
Contact: Emma Hubner

YOUR QUOTATION SUMMARY

ID:
Total: EUR 0,00
Date:
Comment:
[ADD COMMENT](#)

DOCUMENTS

Your documents: 0
Received documents: 1
[ADD VIEW](#)

Back to overview

<input type="checkbox"/>	ID	NAME	DESCRIPTION	QUANTITY	UNIT	YOUR OFFER (PER UNIT)
<input type="checkbox"/>	30565	Office chairs	Office chairs black	10.0	piece	

Reject

Save

SUBMIT OFFER

When the Quick RFP is finished, KAMAX will evaluate the received offers. In this case, if you have been selected, you will receive an email and the purchaser will contact you. If you were not included in the award, you can ask for feedback from the responsible purchaser.