mtivity™
making work flow

Supplier Guide

Job

Think of it as an electronic folder which contains the RFQ, your Quotes and Purchase Orders. The Print Manager runs the Job's workflow and you are notified whenever your attention is required.

Print Specification

A specification contains the detailed requirements for a Job. A specification is attached to Requests For Quote and Purchase Orders.

Request For Quote (RFQ)

An RFQ contains a print specification and the quantities that your Print Manager wants to obtain pricing for. When you are sent an RFQ you will receive an email notification informing you of this. You can click the link in the email and are taken directly to the RFQ screen from where you can view the specification and enter your quote.
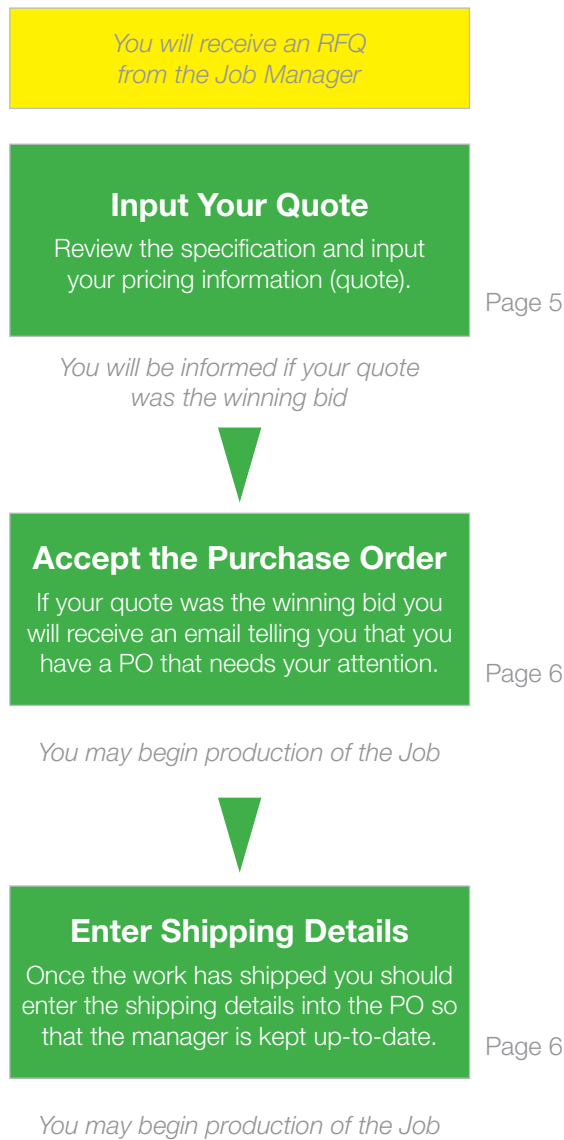
Quote

A quote is a your response to an RFQ. It contains the pricing information that you have given to the Print Manager. If your quote is the winning bid you will be sent a Purchase Order.

Purchase Order (PO)

A Purchase Order contains the statement of work that the Print Manager is requesting you to complete. The origin of a Purchase Order is typically a quote that you have submitted. You have the opportunity to accept or decline a PO before commencing work.
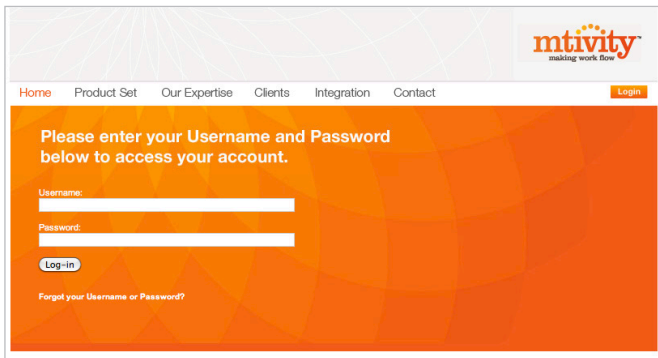
Shipping

Once the agreed work has been completed you should let your Print Manager know its delivery details by entering shipping information against the Purchase Order.

Cheatsheet - Job Process

*You will receive an RFQ
from the Job Manager*

Input Your Quote
Review the specification and input
your pricing information (quote).

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*You will be informed if your quote
was the winning bid*

▼

Accept the Purchase Order
If your quote was the winning bid you
will receive an email telling you that you
have a PO that needs your attention.

Page 6

You may begin production of the Job

▼

Enter Shipping Details
Once the work has shipped you should
enter the shipping details into the PO so
that the manager is kept up-to-date.

Page 6

You may begin production of the Job

Getting Started

Accessing Mtivity

The system can be accessed through any web browser at:
https://www.mtivity.com/apps/DcLogin.csp

Enter your secure Username and Password in the fields provided and click the Login button to gain access to your account.

If you don't have a username or password yet please contact the Print Manager.

Forgotten Your Password?

You can have your password reset and emailed to you by clicking the Forgot Password link on the login page.

Having Trouble?

Our helpdesk can be reached at support@mtivity.com

Your RFQ

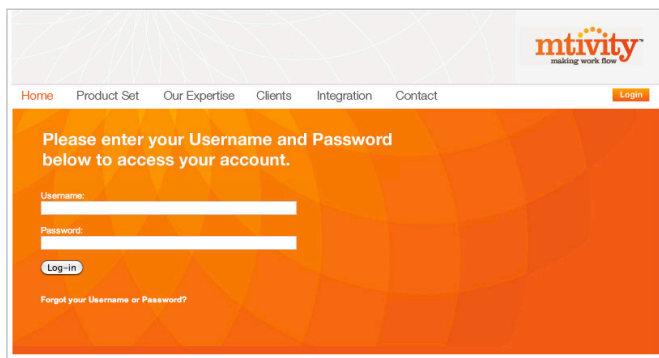You will receive a new email informing you that you have a new RFQ.

Dear Test,

You have a request to quote on the following Job:
Job Number: HD-00021-DM
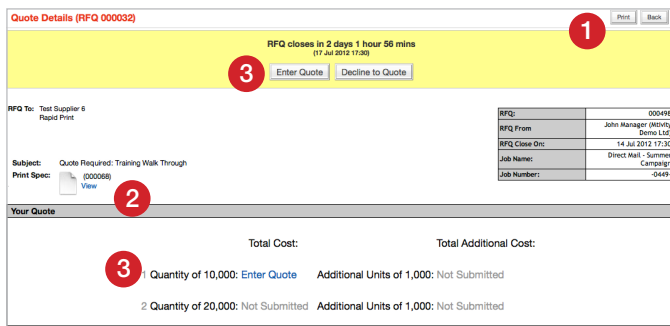Job Name: Training Walk Through

RFQ DETAILS:
Number: 000029
Name: Quote Required: Training Walk Through
Respond By: 17 Jul 2012 17:30

You can submit your quote by clicking:
https://web1.mtivity.com/apps/DcLogin.csp?pageParameters=AG4S0SVa1aRi95yK

Click the link to login to Mtivity

Enter your login details and you will be taken directly to the RFQ screen. You don't have to enter your quote immediately but please note the close date in the yellow box at the top - this is when the Print Manager requires a response by.
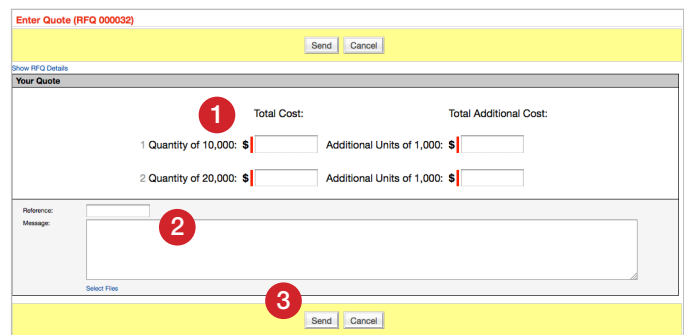
1) The option to print the full RFQ can be used if you wish to take it offline for review before submitting your quote. The printable view also contains all the specification information you need.

2) The specification and any files the Print Manager wants you to see will be attached. Click View or Download to access these. Please note that sample information is usually contained within the specification.

3) Both the Enter Quote link and button will take you to the same page to enter your quote. You can also choose to Decline to Quote - the system will then prompt you for a reason.

Your Quote

After you have clicked Enter Quote you will be taken to the screen where you can input your pricing information.

1) Enter your quote in the fields provided. The quantities asked for will differ from Job to Job and sometimes a price for an additional quantity band will be required too. There may also be a question to answer such as your capacity or the paper supply.

2) If you have a reference number from your internal system, a message for the Print Manager, or any file to upload you can enter them here and the Print Manager will be able to view them.

3) Once you have completed your quote, click send and your pricing will be submitted to the Print Manager.
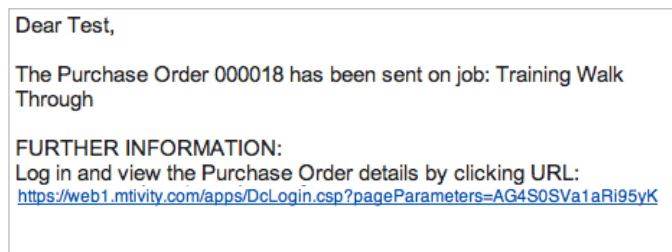
What Next?

You will be informed if your bid was unsuccessful. If your bid was successful you will receive a Purchase Order.

Don't forget - you can login to the system at anytime to see all your Quotes and Purchase Orders and their statuses across all your Jobs.
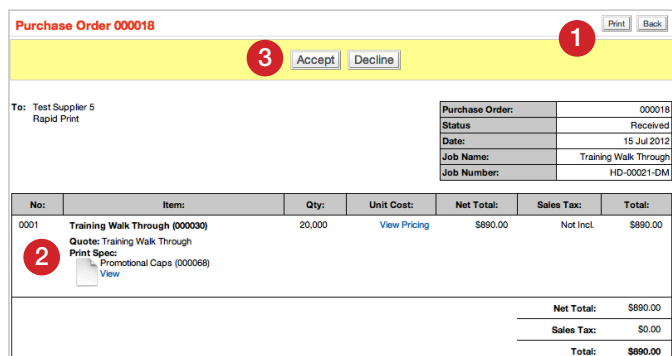
Purchase Orders and Shipping

Your PO

You will receive a new email informing you that you have a new Purchase Order.

Dear Test,

The Purchase Order 000018 has been sent on job: Training Walk Through

FURTHER INFORMATION:
Log in and view the Purchase Order details by clicking URL:
https://web1.mtivity.com/apps/DcLogin.csp?pageParameters=AG4S0SVa1aRi95yK

Click the link and login to Mtivity. You'll be taken directly to the PO.

1) Print will generate a printable version of the Purchase Order, including specifications, in a consolidated view.

2) You can also view the specifications and any artwork for each line item here.

3) You must Accept or Decline this Purchase Order. After doing so you will get a pop up where you can give a message or upload any files for the Print Manager if required.
The Print Manager will be notified that you have accepted or declined the PO and they will update the Job's status accordingly.

Update Shipping

When ready, you will be required to update the Shipping information for your Job.

Access the Purchase Order that contains the Item you have shipped using either the original email link, or you can just login at anytime and click on the relevant Purchase Order from your overall dashboard view.
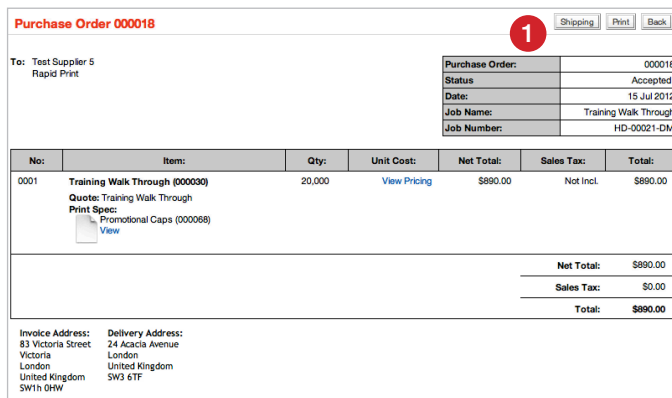
This shows all the line items in the Purchase Order you can update shipping information for every item at once.
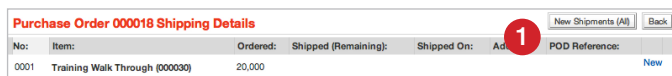
1) Click the New Shipments (All) button to enter Shipping information.

1) If Shipping only part of the order, enter the quantity being shipped here. If shipping the whole order, or the last part of the order, enter the quantity and check the Shipping Complete checkbox. You can just click the quantity in brackets and this will populate the field for you.

Input the details such as Shipped On date and address.

2) Input the POD (Proof of Delivery) number from your courier, you can also upload an electronic version of your POD.

3) Click Save to submit the shipping information.

Updating All Shipments at Once

When a PO contains multiple line items, you can update all the items with the same shipping information at once. Start by clicking the New Shipments button as above and then click the Update All link.

The information you enter here will be duplicated across all the line items. After clicking OK you will have the opportunity to edit any exceptions before submitting the shipping entries.

What Next?

The Print Manager will receive notification that shipping has been completed and will close the Job off accordingly.