ASSETpoint



TABSOURCE GETTING STARTED GUIDE

VERSION 71.002

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ASSETPOINT

TabSource Getting Started Guide

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1.Overview

TabSource is a web-based bid management tool from AssetPoint, makers of TabWare. TabSource will streamline bid package creation, supplier notifications, supplier bid submittals, bid evaluations and awards.

This guide will walk you thru the registration and bid submittal process. It will also highlight the user administration section.

2.Registration Process

To complete the registration process, you will need the email address and password provided to you via fax. If you did not receive the fax with this information, please contact TabSource Support at *tabsource@assetpoint.com.*

Complete the following steps to finalize your TabSource registration.

1. Login to the TabSource portal using the temporary email address and temporary password provided.

Email Address:			
Password:			
	Login		
	□ Remember Me		
	Forgot your password?		
2. Click Acco	unt Management		
	Request for Quote		
	Purchase Orders		
	Account Management		

TabSource URL: <u>https://tabsource.tabwareonline.com/amusa/</u>

3. Review and Accept the End User License Agreement

End User License Agreement
TABSOURCE BIDDING MODULE AGREEMENT This TabSource Bidding Module Agreement (this "Agreement") is by and between AssetPoint LLC ("AssetPoint") and the supplier (the "Supplier") of products and/or services to ArcelorMittal AMUSA USA LLC ("AMUSA") and is dated as of the date that Supplier accepts this Agreement (the "Effective Date"). Supplier is entering into this Agreement with AssetPoint so that Supplier may access and use AssetPoint's web-based TabSource bidding module (the "Service") in order to participate in AMUSA's invitation(s) to bid on the provision of products and services to AMUSA. AssetPoint and Supplier hereby agree as follows:
1. Service.AssetPoint shall provide Supplier with access to use the Service during the Term (as defined below) as set forth herein. Supplier shall use the Service only in connection with submitting responses to AMUSA's invitation(s) to bid on the provision of products and services to AMUSA. AssetPoint reserves all rights not expressly granted to Supplier hereby. If Supplier is an agency or instrumentality of the United States Government, then the applications accessible via the Service are "commercial computer software" and "commercial computer software documentation" and are provided under FAR 12.212 and FAR 12.211, or DFARS 227.7202 and DFARS 252.227-7015. The rights provided pursuant to this Agreement are rights customarily provided to the public and any further rights must be separately negotiated.
2. Term and Termination. The term of this Agreement (the "Initial Term") shall commence as of the Effective Date and shall continue for 12 months following the Effective Date. Thereafter, term of this Agreement shall automatically renew for successive and consecutive 12 month periods (each, a "Renewal Term") until it is terminated by either party upon no less than 30 days written notice prior to the end of the then-current Term, where "Term" refers to the Initial Term and/or any Renewal Term(s).
3. Fees and Payment. As used herein, the "First Annual Period" shall mean the period of the Term commencing as of the Effective Date and continuing for 12 consecutive months. A "Subsequent Annual Period" shall mean each consecutive and successive 12 month period. An "Annual Period shall mean either the First Annual Period or a Subsequent Annual Period, as the context requires. Supplier shall pay to AssetPoint annual fees (each, an "Annual Fee") in connection with Supplier's use of the Service during each Annual Period. Supplier's Annual Fee for the First Annual Period shall be 650. Supplier's Annual Fee for each Subsequent Annual Period shall be based on the total, aggregate value of all contracts awarded to Supplier and/or are that are effective during the previous Annual Period (defined below) (such amount, the "Awards Amount"), as per the chart set forth below:
≜wards ≜nnual Eas. ▼
Accept Cancel

4. After accepting the EULA you will be prompted to complete your TabSource subscription. A payment of \$60 must be submitted to complete your TabSource registration.



a. Click close on the TabSource message box. This will take you to the payment tab

AssetPoint Ass	setPoint	Payment	Back	To Home 🙆			
TabSource Payment Info 🕹							
If you wish to modify the o	current paymer	nt information or make a	payment, you	can do so by clicking the button below:			
	Subscription	n Information		Billing Information			
Status:	Expired		Name:	-Not on file-			
Expiration:	6/13/2011		Address:	-Not on file-			
			Zip:	-Not on file-			
			State:	-Not on file-			
		Ca	ard Number:	-Not on file-			
		Car	d Exp. Date:	-Not on file-			
		Change Pa	ayment Info				
		<u>View Adminis</u>	trator Contacts				

b. Click Change Payment Info to enter your billing address.

Note: Your billing address must match the billing address for your credit card.

Payment Billing	Information 🔮
First Name: Last Name: Billing Street Address: Billing Zip Code:	
Billing State:	Select a State Save and Continue >>

c. Click Save and Continue

d. Payment information will be displayed on the screen. Click Make Payment.

PAYMEN	Т			
Your credit card information	is not on file.			
ur current subscription expired Mo A payment is required to continue	nday, June 13, 2011. using TabSource.			
A charge of \$60.00 will be made t	o your credit card.			
Make Payment				
nter your Visa, MasterCard	or American Exp	ess information.		
	1			
TA	BSource			
Assetpoint PayHer	e - Secure Checko	out Page		
Transac	tion Information]	
Tran Type	Card Store			
Account Number	01 - January			
Expiration Date	2011	• •		
Subm	it Order Cancel]	

f. Click **Submit Order** to process your payment and update your TabSource subscription.

TabSource Payment Info		Close
	RECEIPT	-
Thank you fo	r updating your TabSource subscription.	
Your subscription	on is valid until Wednesday, June 13, 2012.	
Credit Card	xxxxxxxxxxx0158	
Date	6/13/2011	
Transaction	2905ed75fc333c848ed8287d84916f98	
Reference	0000001120110613	=
Amount	\$60.00	
Rate Tier	First Year	
T	ank you for using TabSource!	
	Print Receipt	
	0	

- g. Click **Print Receipt** to print a copy of the receipt for your records.
- h. Click Close to exit out of the payment screen.
- 5. The next step will be to update your password. Click Close on the TabSource message box.

	Close 💥
ge because a required action must be performed before continuing to use TabSource.	
d to conform to TabSource security policy	
ware.	
sword page will appear.	
orary password and a new password. Save your changes.	
ds must be between 8 and 15 characters and cannot contain the word	
us must be between 6 and 15 characters and cannot contain the word	
TabSource Password @	
(True Observer)	
save changes	
we Administrator Contracts	
W ADDUDSUADD CODACIS	
	ge because a required action must be performed before continuing to use TabSource. d to conform to TabSource security policy. vare. sword page will appear. orary password and a new password. Save your changes. ds must be between 8 and 15 characters and cannot contain the word TabSource Password @

TabSource Messages	Close 🗱
You have been taken to this page because a required action must be performed before continuing to use TabSource.	
Temporary email address must be changed.	
a. Click close on the TabSource message box.	

- b. The User Maintenance screen will appear. Update the following User information:
 - o First Name
 - o Last Name

• Phone Number

	Tina				
st Name:	Jones				
one Number:	111111111				
ceiving RFQs/P MUSA - Riverda	Os from: ile	Not receiving RFQs/POs fro AMUSA - Burns Harbor AMUSA - Cleveland/Colur AMUSA - Coatesville AMUSA - Conshohocken AMUSA - Georgetown	n: nb		
gin ID / Email: nfirm Login ID /	Cha 1234 Email: 1234	ange Email Address and Login ID 5@tabsource.com 5@tabsource.com			
ccess To:	RFQ	PO			
otification or:	RFQ	PO			
ecurity:	nabled	Admin			
Click OK o	n the follow	wing message:			
	ging the selec	tted user's email address also	changes the	UI	

c. Select the Change Email Address and Login ID check box.

e. Enter an email address that will receive RFQ bid email notifications. *The entered email address will now become your TabSource Login ID*. Save your changes.

Note: It is recommended that at least 2 accounts be created. This will ensure that someone at your company receives an email for bids in the event another person is out of the office.

- f. Update the following checkboxes appropriately:
 - a. Access To:
 - i. RFQ Selected, the user will have access to issued RFQs.
 - ii. PO Selected, the user will have access to newly issued POs.
 - b. Notification For:
 - i. RFQ Selected, the user will receive RFQ bid notifications via email.
 - ii. PO Selected, the user will receive PO notifications via email.
 - c. Security:

- i. Enabled Selected, the user will be enabled and allowed to login to the system.
- ii. Admin Selected, the user will have Admin rights. This allows the user to create new users and update the profiles of existing users. Users that do not have Admin access will only be allowed to update their notification access.
- g. Click Save Changes.

Now that you have registered with your new email address, you should have received an email confirming your new email address. The email will look similar to this:



It is very important to click on the verify link at the bottom of the email. Clicking on the link will ensure that you will receive RFQ bid and PO notifications at the correct email address. It will also ensure that you receive important TabSource information pertaining to TabSource updates and outages.

You are now ready to begin processing RFQ bids and POs thru TabSource.

3. Minimum System Requirements

Minimum browser versions supported by TabSource:

- Chrome version 7
- FireFox version 3.5
- Internet Explorer version 8
- Safari version 5

Minimum screen resolution is 1024 x 768.

Using a browser version or screen resolution that is less than the minimum requirements could produce unexpected results.

4.Bid Submittal Process

A Request for Bid will be sent to a supplier via email, when a Request for Quote is submitted for bidding.

1. Click on the **<u>TabSource</u>** link shown in the email below to access the RFQ.

Subject: A new opportunity to bid							
You have an opportunity to bid on a new RFQ:							
 Supplier: Gexpro-IH,Henn, RD, I/N* Buyer: Dodd, Dianne Plant: ArcelorMittal Riverdale Inc. RFQ: RFQR002568 Date Due: 12/10/2011 Comments: Please respond by 12/10/2011 							
You can access this RFQ via the supplier portal at <u>TabSource</u>							

2. Login with your email address and password.

Email Address:	tina.jones@ass	etpoint.com					
Password:	•••••						
	[Login					
	Rem	nember Me					
	Forgot yo	our password?					
0							
TAB <mark>Source</mark>						Ar	celorMittal
RFQ # RFQR002568	/ Date Created:	08/09/2011 / Response	Date: 12/10/2011	/ Current	Status: Ready for Bid	I	Back To Home 🏠
Buyer: Dodd, D	Dianne / 708-392-11	98 / <u>Email</u>	(Attached Docs	(Yes) Calculate Tota	I Decline Bid Prin	nt Bid Validate Bid
Ship To: ArcelorMittal Riverd Bldg. 33 (ph (708) 39	lale Inc. 92-1098)	Quote Number: Assigned To:			Comments:		A
13500 SOUTH PERRY RIVERDALE, IL 60827	(AVE.	Freight:	Prepaid	•			
quote your PRICE AND / following item(s). No pr be rendered against thi	ote (KFQ); promptly AVAILABILITY on the oducts or services may s RFQ.	FOB: Estimated Weight:	Destination	T	Daymont Torms:		View All Text
Submit quote via fax or	email to the Attn. of View All Text	Good Through: Currency:	US Dollar		Ancillary Charges:	_NET 45 DAYS	o US Dollar
	View Terms and Conditions						
			qual 1 of 1 Show Al				
Line ▲ Item #	t Desci	== Click on	a line item below to	enter bid info Quantit	ormation == y Unit Measure	Attached Docs	Line Cost
1 10007	2686 RNG:	G.GASKET		12	EACH	1/1	N/A

3. Enter your bid information:

TABSource					Ar	celorMittal
RFQ # RFQR002568 / Date Created:	08/09/2011 / Response	Date: 12/10/2011 /	Current S	tatus: Ready for Bid		Back To Home 🏠
Buyer: Dodd, Dianne / 708-392-11	98 / <u>Email</u>	Atta	ached Docs ((Yes) Calculate Total	Decline Bid Prin	nt Bid Validate Bid
Ship To: ArcelorMittal Riverdale Inc. Bldg. 33 (ph (708) 392-1098) 13500 SOUTH PERRY AVE. RIVERDALE, IL 60827 This is a Request for Quote (RFQ); promptly guote rower BPICS AND AVII ABILITY on the	Quote Number: Assigned To: Freight: FOB:	APQT0510 Tammy Prepaid Destination		Comments:	tem ASAP	•
Golowing Foor FindLo And Schulder of the following feedfold with the feedfold with the following feedfold with the	Estimated Weight: Good Through: Currency:	12/30/2011 US Dollar		Payment Terms: Ancillary Charges:	_NET 45 DAYS	View All Text S D US Dollar
		I of 1 mb Show All				
Line A Item # Desci 1 100072686 RNG:	== Click on ription G,GASKET	a line item below to ente	er bid info Quantity 12	rmation == Unit Measure EACH	Attached Docs	Line Cost N/A

Note: header information is saved as you navigate from field to field.

4. Select a line to view the line details:

TABSource			A	rcelorMittal
RFQ # RFQR002568 / Date Created: (08/09/2011 / Response Da	ate: 12/10/2011 / Current	Status: Ready for Bid	Back To Home 🙆
Buyer: Dodd, Dianne / 708-392-119	98 / <u>Email</u>	Attached Docs	(Yes) Calculate Total Decline Bid Pr	rint Bid Validate Bid
Ship To: Quote Number: Arcelor/Mittal Riverdale Inc. Bldg, 33 (ph (708) 392-1098) 13500 SOUTH PERRY AVE. Assigned To: RIVERDALE, IL 60827 Freight: This is a Request for Quote (RFQ); promptly FOB: guote your PRICE AND AVAILABILITY on the FOB: following itemls/N oproducts or services may be rendered against this RFQ. Submit quote via fax or email to the Attn. of View All Text View All Text View Terms and Conditions		APQT0510 Tammy Prepaid Destination 12/30/2011 US Dollar 708) 392-1086 / Email	Comments: I can ship the item ASAP Payment Terms:	View All Text (S V 00 US Dollar
Item Number 100072686 Requested Qty: 12 Unit Measure: EACH Manufacturer: MARLEY COOLING Part Number: 021162 Subs. Allowed: No Purchasing Desc.: RING, GASKET; ITEM 1.5; PART # 021162 - END USE: MEDIUM PRESSURE COOLING TOWER View All Text	Unit Price: Package Qty: Lead Days: Quantity: Unit Of Measure: Manufacturer: Part Number:	0.00 0 12 EACH MARLEY COOLING TOW 021162	Comments: Decline To Bid Line Item Subtotal: 0.00 US Do Ancillary Charges: 0.00 US Do Line Item Total: 0.00 US Do	view All Text Illar Illar

5. Enter your line level bid information:

Line 1: RNG:G,GASKET Technical C	Contact: Aneston, Mike / (708) 392-1086 / <u>Email</u>		I
Item Number 100072686	Unit Price:	5.25	Comments:	
Requested Qty: 12 Unit Measure: EACH	Package Qty:	1	We also sell this item in bulk	*
Manufacturer: MARLEY COOLING Part Number: 021162	Lead Days:	2		-
Subs. Allowed: No	Quantity:	12	Decline To Bid	View All Text
Purchasing Desc.:	Unit Of Measure:	EACH 🔽	Line Item Subtotal: 63.00 US Dollar	
END USE: MEDIUM PRESSURE COOLING	Manufacturer:	MARLEY COOLING TOW	Ancillary Charges: 0.00 US Dollar	
View All Text	Part Number:	021162		H >>
Note: Line level info	ormation mus	<mark>t be saved by (</mark>	clicking one of the save ic	ons:

Any information relating to substitutions or manufacturer changes please note in the comments field.

A confirmation message will appear at the top of the screen confirming the line was saved:

	Line #	1 Saved Successfully			
lines may also contain do 6. Click on the document	cuments that ar	e important to your b w documents linked	id. by the Buyer.	n	I
TABSource				Δ	Arcelor Mittal
RFQ # RFQR002568 / Date Created:	08/09/2011 / Response	e Date: 12/10/2011 / Current	Status: In Process		Back To Home 🏠
Buyer: Dodd, Dianne / 708-392-11	98 / <u>Email</u>	Attached Doc	s (Yes) Calculate Total	Decline Bid	Print Bid Validate Bid
Ship To:	Quote Number:	APQT0510	Comments:		
Bldg. 33 (ph (708) 392-1098)	Assigned To:	Tammy	I can ship the i	tem ASAP	*
13500 SOUTH PERRY AVE. RIVERDALE, IL 60827	Freight:	Prepaid 💌			
This is a Request for Quote (RFQ); promptly	FOB:	Destination			-
following item(s). No products or services may	Estimated Weight:				View All Text
be rendered against this KFQ.	Good Through:	12/30/2011	Payment Terms:	_NET 45 DA	YS 🔻
Submit quote via fax or email to the Attn. of View All Text View Terms and Conditions	Currency:	US Dollar 💌	Ancillary Charges:	<u>0</u>	.00 US Dollar
		show All			
1	== Click on	a line item below to enter bid in	ormation ==	Attack and D	11 C+
Line - item # Desci	IDTION G GASKET	Quanti	EACH	Actached Docs	CINE COST

Document Center for RFQ# RFQR002568					close 眯
Download Buyer Docs Upload Supplier D	ocs				
Name		Line 📥	Туре	Size	
SUMMARY.PDF		1	Adobe Acrobat	54 KB	
	幠 1 of 1 ា			1	l All

The **Download Buyer Docs** tab shows documents that the Buyers have linked that you can download to your system and view or print. The **Upload Supplier Docs** tab is to allow, you the supplier, to upload documents to be transferred to the Buyer.

Note: An uploaded file cannot be deleted or overwritten once it's been transferred from TabSource to the Buyer's network. If a newer copy of the file needs to be uploaded, the file must be renamed and sent again.

Once your line information is saved and you've viewed your documents, you are ready to submit your Bid.

7. Click the Validate Bid id	con Validate Bid	. U					
C						~	7
TAB <mark>Source</mark>					Are	celorMit	tal
RFQ # RFQR002568 / Date Created: 0	8/09/2011 / Response I	Date: 12/10/2011 / Cu	urrent S	itatus: In Process		Back To Hom	ne 🏠
Buyer: Dodd, Dianne / 708-392-119	8 / <u>Email</u>	Attack	ned Docs	(Yes) Calculate Total	Decline Bid Prin	t Bid Valida	ate Bid
Ship To:	Quote Number:	APQT0510		Comments:			
Bldg. 33 (ph (708) 392-1098)	Assigned To:	Tammy		I can ship the it	tem ASAP		^
13500 SOUTH PERRY AVE. RIVERDALE, IL 60827	Freight:	Prepaid	-				
This is a Request for Quote (RFQ); promptly quote your PRICE AND AVAILABILITY on the	FOB:	Destination	-				-
following item(s). No products or services may be rendered against this RFQ.	Estimated Weight:			Payment Terms		View All	Text
Submit quote via fax or email to the Attn. of	Good Through:	12/30/2011	-	Ancillary Charges:	0.00	, US Dollar	
View All Text View Terms and Conditions	Currency:	US Dollar 💌		,			
		show All					
1	== Click on a	line item below to enter	bid info	rmation ==	A44	1.1	
1 100072686 RNG:0	ption i,GASKET	1	Luantity	EACH	1/1	63.00	

There are 3 types of messages that may appear at the top of the screen. Each message will point out which field or line is causing the message to appear. The number beside each message type indicates the number of messages that you have for that message type.

- 1. Error messages indicate an error condition that will prevent your bid from being submitted. You must correct an error before you will be allowed to submit your bid.
- 2. Warning messages indicate that there is a condition that you may wish to correct, but you will not be required to do so to submit the bid.
- 3. Info (informational) messages imply provide more information about a certain condition that you may find helpful to know.

Bids can be submitted if there are warnings or info messages, but all errors must be cleared before submitting a bid.



4. Once all errors are cleared, click Submit Bid:

		Line not bid.	•	~				
TABSource Info (0)	Warnings (2)	rrors (0)	Re-Validate Submit Bid Arc	elorMittal				
RFQ # RFQR002568 / Date Created:	KFQ # RFQR002568 / Date Created: 08/09/2011 / Response Date: 12/10/2011 / Current Status: In Process Back To Home 🏠							
Buyer: Dodd, Dianne / 708-392-11	Buyer: Dodd, Dianne / 708-392-1198 / Email Attached Docs (Yes) Calculate Total Decline Bid Print Bid Validate Bid							
Ship To: ArcelorMittal Riverdale Inc.	Quote Number:	APQT0510	Comments:					
Bldg. 33 (ph (708) 392-1098)	Assigned To:	Tammy	I can ship the item ASAP	<u>^</u>				
RIVERDALE, IL 60827	Freight:	Prepaid 💌						
This is a Request for Quote (RFQ); promptly quote your PRICE AND AVAILABILITY on the	FOB:	Destination		~				
following item(s). No products or services may be rendered against this RFQ.	Estimated Weight:		Payment Terms: NET 45 DAYS	View All Text				
Submit quote via fax or email to the Attn. of	Good Through:	12/30/2011	Ancillary Charges: 0.00	US Dollar				
View All Text View Terms and Conditions	Currency:	US Dollar						
Line 2: RNG:G,GASKET Technical C	Contact: Aneston, Mike / (708) 392-1086 / <u>Email</u>		*				
Item Number 100072687	Unit Price:	0.00	Comments:					
Unit Measure: EACH	Package Qty:	0		*				
Manufacturer: MARLEY COOLING Part Number: 478982	Lead Days:	0		-				
Subs. Allowed: No	Quantity:	6	Decline To Bid	View All Text				
Purchasing Desc.: RING_GASKET: ITEM 1.5 - PART # 478982	Unit Of Measure:	EACH	Line Item Subtotal: 0.00 US Dolla	r				
END USE: LOW PRESSURE COOLING	Manufacturer:	MARLEY COOLING TOW	Ancillary Charges: 0.00 US Dollar Line Item Total: 0.00 US Dollar	1				
View All Text	Part Number:	478982	<<	!! >>				

You will receive a confirmation that your bid was successfully entered:

Calcology Control RFQ # RFQR002568 / Date Created: 08/09/2011 / Response Date: 12/10/2011 / Current Status: In Process Back To Home Buyer: Dodd, Dianne / 708-392-1198 / Email Attached Docs (Yes) Calculate Total Decline Bid Print Bid Validate Bid Ship To: Arccelor/Mittal Riverdale Inc. Bldg. 33 (ph (708) 392-1098) ADO TOE 40 Comments: More Your Space Message from webpage Message from webpage Image: ADO TOE 40 Image: ADO TOE 40 Ship To: Mittal Riverdale Inc. Bldg. 33 (ph (708) 392-1098) Bid Successfully submitted. Returning to home page Image: ADO TOE 40 Image: ADO TOE 40 Ship To: Mittal Riverdale Inc. Bid successfully submitted. Returning to home page Image: ADO TOE 40 Image: AD	C 0	Bid successfully submitted for RFQ# RFQR002568	
RFQ # RFQR002568 / Date Created: 08/09/2011 / Response Date: 12/10/2011 / Current Status: In Process Back To Home (a) Buyer: Dodd, Dianne / 708-392-1198 / Email Attached Docs (Yes) Calculate Total Decline Bid Print Bid Validate Bid Ship To: Arcelor/Mittal Riverdale Inc. Bldg. 33 (ph (708) 392-1098) ADOTOC 40 Comments: Message from webpage Image: Comments: Image: Comments: </th <th>TAB<mark>Source</mark></th> <th></th> <th>ArcelorMittal</th>	TAB <mark>Source</mark>		ArcelorMittal
Buyer: Dodd, Dianne / 708-392-1198 / Email Attached Docs (Yes) Calculate Total Decline Bid Print Bid Validate Bid Ship To: Accolor Mittal Riverdale Inc. Bidg. 33 (ph (708) 392-1098) ADOCTOC 40 Comments: J3500 SOUTH PERRY AVE. Mvessage from webpage Image: ADOCTOC 40 Image: ADOCTOC 40 Image: ADOCTOC 40 Message from webpage Image: ADOCTOC 40 Image: ADOCTOC 40 Image: ADOCTOC 40 Image: ADOCTOC 40 Must and the Attached Docs (Yes) Calculate Total Image: ADOCTOC 40 Image: ADOCTOC 40 Image: ADOCTOC 40 Submit quote your PRICE AND AVAILABILITY on the following item(s). No products or services may be rendered against this RFQ. Bid successfully submitted. Returning to home page Image: ADOCTOC 40 Image: ADOCTOC 40 Submit quote via fax or email to the Attn. of View All Text View All Text Image: ADOCTOC 40 Image: ADOCTOC 40 Image: ADOCTOC 40 Ine 2: RNG:G,GASKET Technical (OK Image: ADOCTOC 40 Image: ADOCTOC 40	RFQ # RFQR002568 / Date Created:	08/09/2011 / Response Date: 12/10/2011 / Current Status: In Process	Back To Home 🙆
Ship To: Arcelor Mittal Riverdale Inc. Bldg. 33 (ph (708) 392-1098) 13500 SOUTH PERRY AVE. RIVERDALE, IL 60827 This is a Request for Quote (RFQ); promptly quote your PRICE AND AVAILABILITY on the following item(s). No products or services may be rendered against this RFQ. Submit quote via fax or email to the Attn. of View All Text View Terms and Conditions Line 2: RNG:G,GASKET Technical (Buyer: Dodd, Dianne / 708-392-11	98 / Email Attached Docs (Yes) Calculate Total Dec	line Bid Print Bid Validate Bid
View All Text 0.00 03 Dollar View Terms and Conditions OK	Ship To: Arcelor Mittal Riverdale Inc. Bldg. 33 (ph (708) 392-1098) 13500 SOUTH PERRY AVE. RIVERDALE, IL 60827 This is a Request for Quote (RFQ); promptly quote your PRICE AND AVAILABILITY on the following item(s). No products or services may be rendered against this RFQ. Submit quote via fax or email to the Attn. of	Aportogia Transmission Message from webpage x Bid successfully submitted. Returning to home page	ASAP
	View All Text View Terms and Conditions Line 2: RNG:G,GASKET Technical	ОК	

5.RFQ Late Notifications

A supplier will receive an email notice when a RFQ bid is about to expire and a bid has not been submitted by the supplier. Only users with the **Notifications For: RFQ** option selected will receive emails.

Subject: A bid opportunity is expiring.

This notification is to alert you to an opportunity to bid that will soon expire.

- Plant: 095
- RFQ: RQR0044868
- Date Due: 04/08/2011

You can access this RFQ via the supplier portal at TabSource

Please do not reply to this email. Mail sent to this address will not be seen or answered. If you have any business questions releated to this RFQ, please contact the Buyer at ArcelorMittal. The Buyer's name, phone number and email information is located in the header section of the RFQ details.

6.Downloading POs

Users setup to receive PO notifications will receive a notification via email when a Purchase Order has been issued to their company.

1. Click on the **TabSource** link shown in the email below to access the RFQ.



2. Login with your email address and password.

Email Address:	tina.jones@assetpoint.com			
Password:	•••••			
	Login			12
	Remember Me			
	Forgot your password?			

3. If you are a user with access to both RFQs and POs, then select the Purchase Order option from the menu:

 Request for Quote	
Purchase Orders]
Account Management	

4. If you only have access to POs you will be taken directly to the PO Home screen:

PO Home (MC000	011)				View RFQ	Receipts	Back To H	Home 🏠
			🚛 1 of 1 ា]	Filter Clear
								Download All
PO#		location	Buyer	Issued		Lines	Status	Dominouu An
			20,0				010105	
[AII]	•	[AII] •	[AII] -	< 🔻 [All]	•		[AII]	•
N469696-0000-002		Plant - Indiana Harbor (094)	Scholl, Ed	08/29/2013		1	Un-Retrieved	
N469699-0000-000		Plant - Indiana Harbor (094)	George, Frank	08/30/2013		2	Un-Retrieved	
N469699-0000-001		Plant - Indiana Harbor (094)	George, Frank	08/30/2013		1	Un-Retrieved	
N469699-0000-002		Plant - Indiana Harbor (094)	George, Frank	08/30/2013		2	Un-Retrieved	
N469704-0000-001		Plant - Indiana Harbor (094)	George, Frank	10/21/2013		1	Un-Retrieved	
N469705-0000-002		Plant - Indiana Harbor (094)	George, Frank	10/21/2013		1	Un-Retrieved	
N469706-0000-000		Plant - Indiana Harbor (094)	George, Frank	10/21/2013		1	Un-Retrieved	
N469704-0000-000		Plant - Indiana Harbor (094)	George, Frank	10/21/2013		1	Un-Retrieved	
N469705-0000-000		Plant - Indiana Harbor (094)	George, Frank	10/21/2013		1	Un-Retrieved	
N469702-0000-001		Plant - Indiana Harbor (094)	George, Frank	10/21/2013		1	Un-Retrieved	
N469780-0000-000		Plant - Indiana Harbor (094)	Bird, Sam	10/22/2013		1	Un-Retrieved	
N469798-0000-000		Plant - Indiana Harbor (094)	Spolarich, Michael	10/21/2013		1	Downloaded	
N469797-0000-000		Plant - Indiana Harbor (094)	Spolarich, Michael	10/21/2013		1	Downloaded	
C196430-0000-000		Plant - Columbus (092)	Soinger, Holly	10/23/2013		1	Downloaded	

5. The PO home screen will list all POs available for download. POs that have not been downloaded will be listed first with a status of Un-Retrieved. Next a list of POs that have been downloaded will be listed with a status of Downloaded.

To download a PO:

- 6. Click on the PO that you would like to download.
- 7. Depending on your browser, you will have the option to **Open** or **Save** your PO.

					View RFQ Re	ceipts
		🖛 1 of 1 ា				Filter Cle
					Γ	Download All
°O#	Location	Buyer	Issued	Lines	Status	
All] 🗸	[AII] -	[All]	< 🗸 [All] 🗸		[AII]	•
1469699-0000-000	Plant - Indiana Harbor (094)	George, Frank	08/30/2013	2	Un-Retrieved	
469704-0000-001	Plant - Indiana Harbor (094)	George, Frank	10/21/2013	1	Un-Retrieved	
469699-0000-001	Plant - Indiana Harbor (094)	George, Frank	08/30/2013	1	Un-Retrieved	
469705-0000-002	Plant - Indiana Harbor (094)	George, Frank	10/21/2013	1	Un-Retrieved	
469696-0000-002	Plant - Indiana Harbor (094)	Scholl, Ed	08/29/2013	1	Un-Retrieved	
469706-0000-000	Plant - Indiana Harbor (094)	George, Frank	10/21/2013	1	Un-Retrieved	
469704-0000-000	Plant - Indiana Harbor (094)	George, Frank	10/21/2013	1	Un-Retrieved	
469705-0000-000	Plant - Indiana Harbor (094)	George, Frank	10/21/2013	1	Un-Retrieved	
469699-0000-002	Plant - Indiana Harbor (094)	George, Frank	08/30/2013	2	Un-Retrieved	
469780-0000-000	Plant - Indiana Harbor (094)	Bird, Sam	10/22/2013	1	Downloaded	
469798-0000-000	Plant - Indiana Harbor (094)	Spolarich, Michael	10/21/2013	1	Downloaded	
469702-0000-001	Plant - Indiana Harbor (094)	George, Frank	10/21/2013	1	Downloaded	
469797-0000-000	Plant - Indiana Harbor (094)	Spolarich, Michael	10/21/2013	1	Downloaded	
196430-000-000	Plant - Columbus (092)	Soinger, Holly	10/23/2013	1	Downloaded	

8. Selecting the **Open** option will open the pdf version of the PO.

File Edit View Document Tools Window Help × Image: Second Seco	
Image: Solution Official PURCHASE ORDER NO - N469780 Arcelor/Mittal Arcelor/Mittal Image: Solution Solution Image: Solution Solution Solution Image: Solution Solution Solution Solution Image: Solution	
I / 2 75% Find Official PURCHASE ORDER NO - N469780 Arcelor/Mittal USA LLC Issue Date: 10/22/2013 Please reterence P.O.No. on all documents.	
Official PURCHASE ORDER NO - N469780 Arcelor/Mittal Arcelor/Mittal Arcelor/Mittal USA LLC Issue Date: 10/22/2013 Please returence P.O.No. on all documents.	
ArcelorMittal USA LLC Issue Date: 10/22/2013 Please reterence P.O.No. on all documents.	
Asse@Doint SHIP TO: ArcelorMittal Cleveland Inc. 123 Green's Way 1555 Hanard Avenue Oaks, SC 29615 Central Recieving Door 40 Cleveland, Ohio 44105	
Contact: Tima Smith Vendor No: 111222 AM PO M: N409780 Phone: Fax: See line item(s) for internal delivery location at the plant. SEND INVOICES TO: ArcelorMittal USA LLC Accounts Payable P.O. Box 2028 SHIP VIAM ODE Supplier Choice SHIPMENT TERMS: NM FD PL8.CE SHIP MENT TERMS: SDP	
Chesterton, IN 46304 CASH TERMS : _NET 45 DAYS For Billing Inquiries: ArcelorMittal All Other Facilities AP: 886 960 9977 ArcelorMittal All Other Facilities AP: 886 960 9977 https://www.mittalsteelusa.com/vendor_in-quiry	
Seller shall not make any product substitutions, including manufacturer, brand or formula changes, without receiving Buyer's prior written approval. Buyer may reject any unapproved substituted product and exercise all rights and remedies anallable to it, including but not limited to holding Seller liable for Buyer's cost of acquiring timely and conforming delivery and/or descurring of Seller Delivery not b afore date promised shown on PO unless instructed by ArcelorMittal Purchasing Line Quantity Part curver / Description	
 a. Once opened you can print the pdf if you wish. b. You can also Save the pdf or Attach the pdf to an email to send a manager. 	
T N469780-0000-000.pdf - Adobe Reader	• ×
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Attach to Email USA LLC	
Digital Editions	
Print Setup Shift+Ctrl+D	
AM PO #: N469780	

9. Instead of selecting the **Open** option when downloading the PO, you can also select **Save**.

D	o you want to open or save N469780-0000-000.pdf (44.8 KB) from a	ovs13?			×	5
a		Open	Save	•	Cancel	
			Save Save Save	as and o	pen	

- a. Selecting **Save** will save the pdf file to your browsers default Downloads folder.
- b. Selecting Save as will give you the option to pick where you would like to save the PO.
- c. Selecting **Save and open** will save the pdf file to your browsers default Downloads folder and then open the pdf file.

7.PO Late Notifications

A supplier will receive an email notice the day after a PO has been issued. The notice is just a reminder that you have a PO in the system that has not been downloaded. Only users with the **Notifications For: PO** option selected will receive emails.

Subject: An issued PO has not been viewed

This notification is to alert you that a purchase order was issued on 10/22/2013 but has not yet been retrieved.

- Plant: ArcelorMittal Indiana Harbor LLC
- PO: N469780
- Release: 0000
- Change Order: 000

You can access this purchase order via the supplier portal at TabSource

8. User Administration

As an Administrator, you will have the ability to

- add new users
- turn on RFQ bid notifications for each user
- disable users
- unlock a user account
- and reset passwords.

To access the user administration section, click on the Account link, located at the bottom of your screen.

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8.1 Adding User

2. From the Account section, click on the User Management tab:

Security	Tammy Burton	User Management	Payment	Back To	Home 🏠		
		1 of 1				(Filter Clear
First Name	Last Name 💌	EMail			Account A	ctions	
t	j	[AII]		•	New U	Jser	
				Notified	Has Access	Accou	nt
				RFQ PO	RFQ PO	Enabled	Locked
Timothy	Joneson	tim.joneson@ass	etpoint.com	🔊 💿	¥ 🗸 🗸		
Tina	Johnson	test.test@test.co	m	<u>a</u>	VV	2	
Tiffany	James	tiffany.james@ap	.com	5	 <td>2</td><td>-</td>	2	-

3. Click the New User button. The New User form will open.

Mainta	in TabSource U	ser Information 🥝		
First Name: Last Name: Phone Number:				
		MUSA - Burns Harbor MUSA - Cleveland/Columb MUSA - Coatesville MUSA - Conshohocken MUSA - Georgetown		
Login ID / Email: Confirm Login ID / Emai	:			

- 4. Populate the First Name, Last Name, and Phone Number the user's information.
- 5. Update the **Receiving RFQs/POs from:** with all the locations the user wishes to receive RFQs and/or POs.
- 6. Enter the email address in the Login ID/Email field. Confirm the email by re-entering the email in the Confirm Login ID/Email field.
- 7. Update the following checkboxes appropriately:
 - a. Access To:
 - i. RFQ Selected, the user will have access to issued RFQs.
 - ii. PO Selected, the user will have access to newly issued POs.
 - b. Notification For:
 - i. RFQ Selected, the user will receive RFQ bid notifications via email.
 - ii. PO Selected, the user will receive PO notifications via email.
 - c. Security:
 - i. Enabled Selected, the user will be enabled and allowed to login to the system.

ii. Admin – Selected, the user will have Admin rights. This allows the user to create new users and update the profiles of existing users. Users that do not have Admin access will only be allowed to update their notification access.

NOTE: At least one person, at each assigned plant, must be assigned to receive notifications.

м	aintain TabSource User Information 🔮	Account Actions 🥹
First Name:	Admin	
Last Name:	TabSource	
Phone Number:	8644583349	Reset password for Admin Tab Source
AMUSA - Burns F	Harbor AMUSA - Cleveland/Columb ^ AMUSA - Coatesville AMUSA - Conshohocken AMUSA - Georgetown ~ AMUSA - Indiana Harbor	Email Status: Not verified Send verification email
Login ID / Email: Confirm Login ID /	Change Email Address and Login ID tabsource@assetpoint.com	Save Changes View Administrator Contacts
Access To:	RFQ	
Notification For:	RFQ. PO	
Security:	Enabled Admin	
essage from	webpage	
🔔 Use	er saved successfully	

8.2 RFQ and PO Notifications

A user has the option of receiving RFQ Bid notifications via email. From the User Management tab clicking on the notification icon will enable notifications. Clicking on the icon again will disable the notifications.

8.3 Disable Users

Users can be disabled to prevent access to the TabS	Source portal. From the User Management tab
clicking on the disable icon will disable a user	Clicking the icon again will enable the user

8.4 Unlock Accounts

 Ω

A user's account will become locked if the password is incorrectly entered more than 5 consecutive times.

A pad lock	will appear on the account showing that the account is locked.						
First Name	Last Name 💌	EMail			Account A	ctions	
t	j	[AII]	•		New U	Jser	
				Notified	Has Access	Accou	nt
				RFQ PO	RFQ PO	Enabled	Locked
Tiffany	James	tiffany.james@ap.com		<u></u>	\checkmark	2	-

Clicking on the pad lock will unlock a user's account.

8.5 Reset Passwords

Users have the ability to reset their own password by clicking on the **Forgot Password** link on the login page.

Email Address:	
Password:	
Login	
Remember Me	
Forgot your password?	
To reset your password	BAINT

- 1. Enter your email address
- 2. Click the **Forgot your password** link. A message will display confirming your password reset request:

Message from	webpage 🗾
A Pass	sword reset requested successfully.
	ОК

3. An email will be sent to your email address with a link to reset your password.



4. Click on the link to generate a new temporary password.

6	<i>A</i>
TABSource	ArcelorMittal
A temporary password has been created for Tammy Johnson. If you are an administrator requesting this on behalf o for notifying Tammy of this temporary password.	f Tammy, you are responsible
Number of failed attempts since last successful login: 0	
The temporary password is: tabware94	
Login in to TabSource	

- 5. The new temporary password for this password reset is tabware94. Click the **Login to TabSource** link to be taken to the login screen.
- 6. Login with your email address and temporary password.
- 7. Once you login, you will be prompted to create a permanent password.

As an Admin, you may also reset a user's password. To send a reset password email to a user, view the user's profile record. Click the **Reset password for xxxxx** link. This will generate an email and a temporary password for the user.

B4				
N4-1				
IVIAI	ntain TabSource User I	nformation 🔮		Account Actions @
First Name:	Tammy			
Last Name:	Johnson			
Phone Number:	8642358745			et a communication of the second
Receiving RFQs from	: Not re	eiving RFQs from:	Kes	
	AMUS	A - Cleveland/Columbus A - Indiana Harbor A - Steelton	Email St Yes, ver	stus: ified
Login ID / Email: Confirm Login ID / En	Change Email Add tammy.johnson@as mail: tammy.johnson@as	ress and Login ID setpoint.com setpoint.com	Account S Locked Lockout Ex 12/8/20 6:16 P Failed Atto 7	tatus: out pires: 11 at M <u>Click to unlock user</u> empts:
	Save Changes	5		

9.Additional Help

For additional help with using TabSource (for example, on submitting bids, declining bids and declining bid lines) please visit the Help section Help . Training videos and FAQs (Frequently Asked Questions) are available here.

The training video can also be viewed by access this link: <u>https://tabsource.tabwareonline.com/AMUSA/Help/TrainingVideo/TabSourceTheatre.html</u>

ASSETDOINT

10. Revision History

Revision History

Project	Version	Date	User	Description
10879	71.001	7/5/2011	T. Burton	Initial Creation
10879	71.002	7/25/2011	T. Burton	Text Updates
10879	71.003	12/8/2011	T. Burton	Screen and functionality Updates
10879	71.004	4/10/2012	T. Burton	Changed the registration process
10879	71.005	5/31/2012	T. Burton	Updated TS email address
11190	71.001	10/9/2013	T. Burton	Updated guide for new user profile screen, new screen shots
11190	71.002	12/13/2013	T. Burton	Updates for the tier changes
11190	71.002	1/22/2014	T. Burton	Updating screen shots and tier changes

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