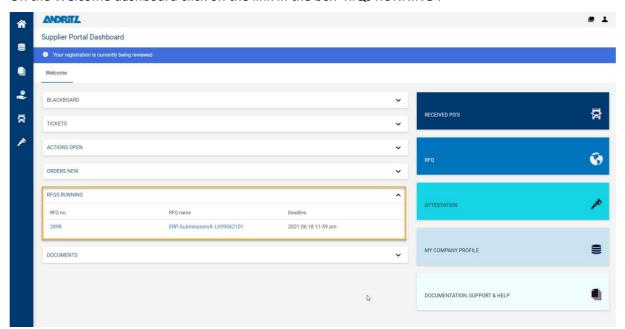# RFQ – How to quote in 4 simple steps

1. SUPPLIER LOGIN

A. PERMANENT ACCOUNT

Please login over the web-page. https://www.pool4tool.com/portal/andritz/
On the Welcome dashboard click on the link in the box 'RfQs RUNNING'.

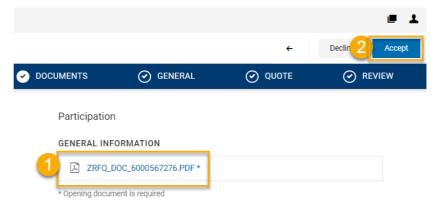### B. SUPPLIER LOGIN – VIA LINK IN E-MAIL

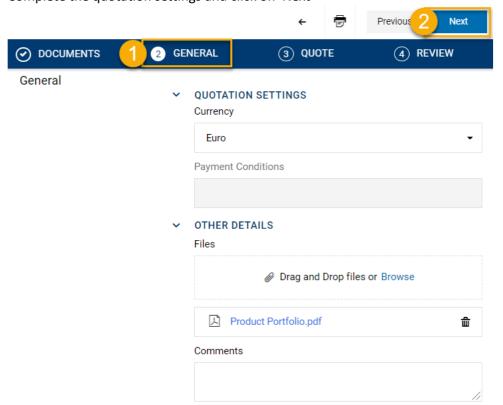Login via the link in the e-mail.

2. PARTICIAPTION

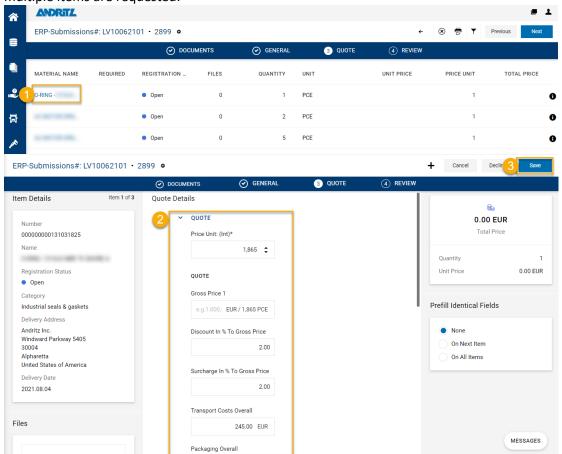Open up the document to review the request and confirm your participation.

3. GENERAL
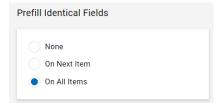
Complete the quotation settings and click on 'Next'

4. QUOTE

Select the items and complete the quote information. Click on 'Save'. Repeat if
multiple items are requested.

NOTE: By clicking on [Decline] you can decline individual items of the quotation.

If the quote contains multiple items, you can copy the data from the first position to the
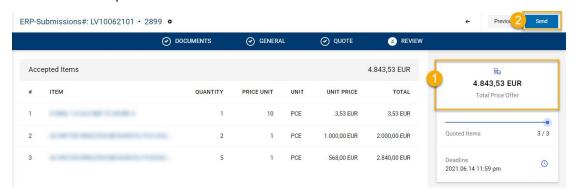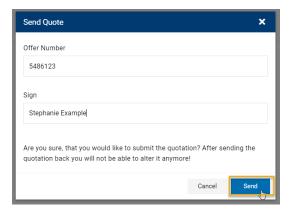next item.

5. REVIEW & SEND

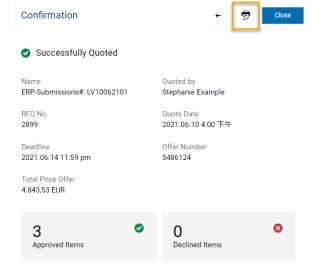Review the final quotation and click on 'Send'.

Attention: The review only shows the gross price excluding additional transport and packaging costs.
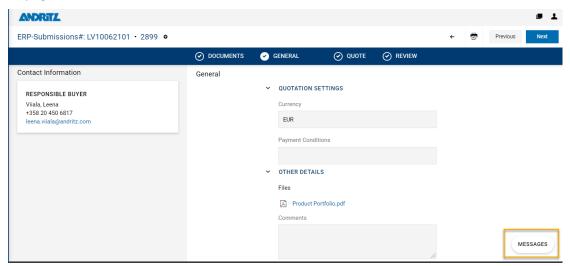
Enter the offer number and sign with your name.

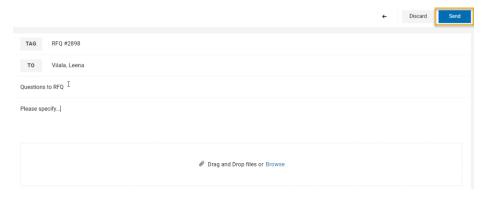You will then receive a confrimation and can download the quote.

MESSAGES

In case of any questions you can send a message directly to the responsible purchaser via the portal. Select the button 'Messages' visibile at the bottom of the screen on all pages.

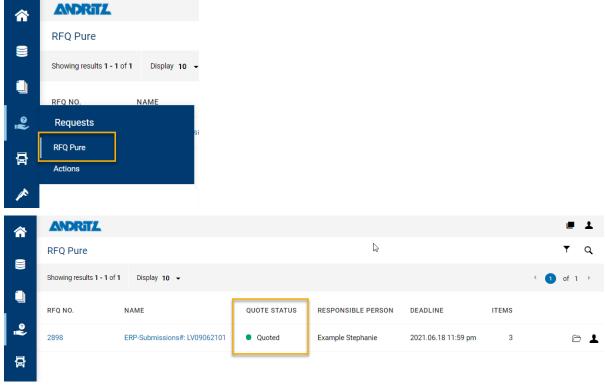Add the subject, your text and any documents required and click on send.

OVERVIEW

A overview and history of all received RFQs is available in the menu.

Alternative: The overview is also directly accessable via the link on the Welcome dashboard.