

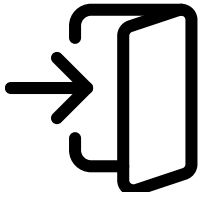
*Web-based self-service application
accessible to Cohu customers providing a
single point of contact for services and information.*

USER GUIDE

EQUOTE



*Search for handler and interface solutions part numbers,
create a quotation, and place a purchase order.
View the status of quotations.*



Login

To access the Cohu Customer Portal please visit www.portal.cohu.com or www.cohu.com/contact-help-center



Learn More

Visit our website to view Module Features Videos www.cohu.com/customer-portal



Technical Support

If you require any technical support please contact us via email: customerportal@cohu.com



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EQUOTE



Search for handler and interface solutions part numbers, create a quotation, and place a purchase order. View the status of quotations.

Generate a Quotation

The eQuote subject area provides customers with the ability to generate a Quotation online, 24 hours a day, 7 days a week. All spare part items are available in the Portal. Customers can search for a part number and view the details of the part, add parts to the cart-based price scaling, and create a Quotation.

Generation Quotation with uploaded CSV Files

The eQuote subject area provides customers with the ability to upload spare part items numbers and the quantity using the provided document template in CSV format and add to their cart.

Submit a Spare List Request

The eQuote subject area provides customers who have access to the Download Module, but do not have access to generate Quotations on their company's behalf, with the ability to upload their spare part list requests. Their company's procurement department can view the request and generate a Quotation.

Submit a Purchase Order

Upon creation of a Quotation, a Purchase Order in PDF format will automatically be created and available for download. The customer can place a Purchase Order directly by uploading the Purchase Order to the Portal, converting the Quotation to a Sales Order.

View Historical Quotations

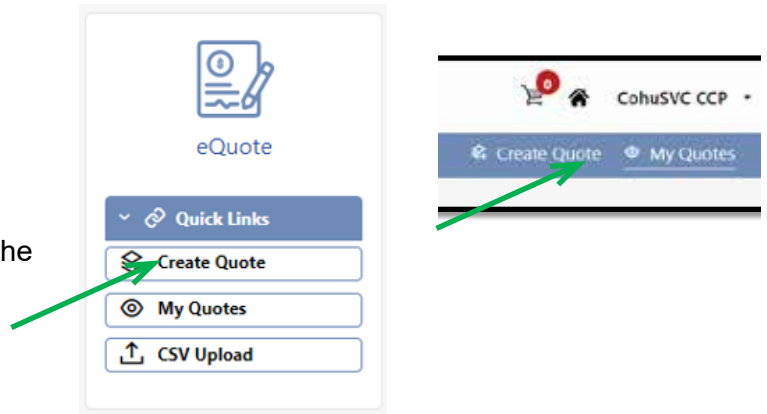
The Portal also features the ability to view, track and download in real-time the history of Quotations created.

Generate a Quotation

Step #1

Select Create Quote

Click on eQuote. From the main menu Quick Links, select Create Quotes or select Create Quote from the Top-Right hand side of the Quote subject area.



Step #2

Select Company Name

- Use the down arrow to select your Company Name (1)
- Press Continue



Step #3

Search for Required Item

- In the search bar, type in the Cohu Part number, item description or your part number
- Select the Search button
- Select the Reset button to clear values

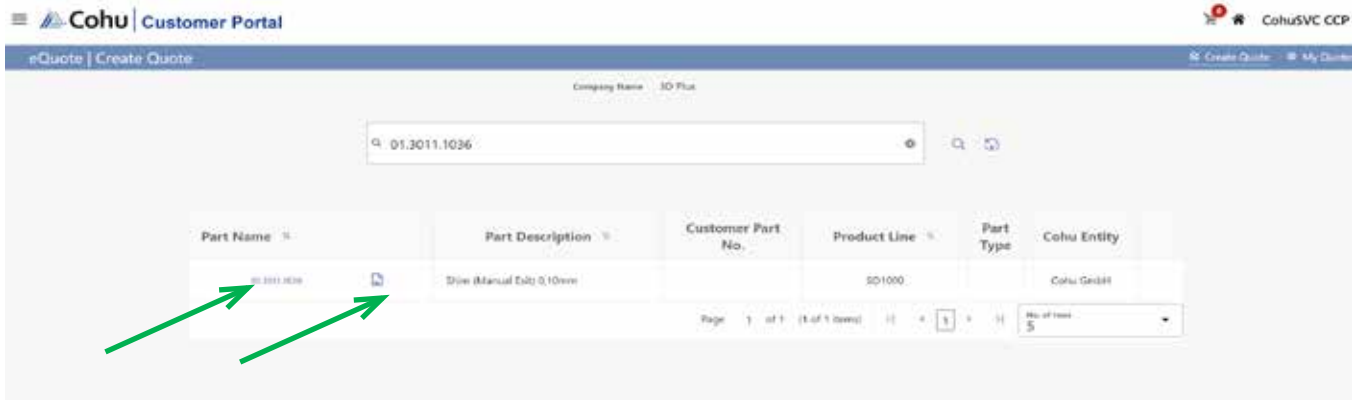


(1) You will only see your assigned sites.

Step #4

View Part Number Detail

Searching for a general item by description will show you a list of results where the description appears

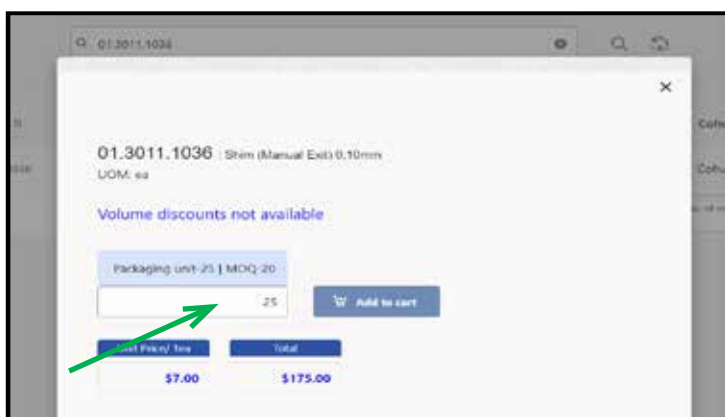


- Select Part Name to obtain pricing
- Select Image Icon to view part images (image will appear if available)

Step #5

Input Quantity and Add to Cart

- Key in the correct quantity as per the system requirements to obtain pricing
- Select Add to cart
- Cart on Top Right of Portal will be updated



Packaging Unit = items are bundled for shipment

MOQ = Minimum order quantity

Step #6

Open Cart

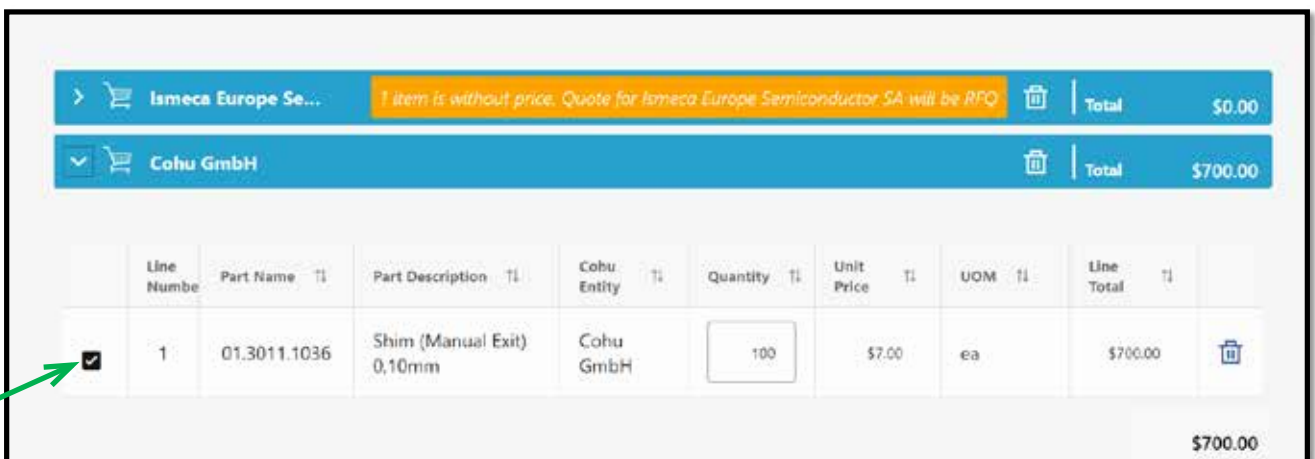
- Select the Cart Icon to Open/View contents



Step #7

Review Items and Adjust Quantity

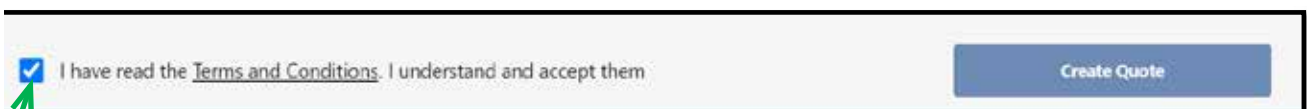
- Select items
 - Any items left un-checked will stay in the cart and will not be quoted
- If necessary, adjust the quantities
- If you adjust the quantity, the line total price and total price will be re-calculated automatically
- Parts will be grouped according to the respective Cohu legal entity structure and separate quotes will be generated for each Cohu legal entity
- If an item is without a price, quote will be RFQ



Step #8

Accept Terms and Conditions

- Read Terms and Conditions and select in order to proceed further
- Select Create Quote to place Purchase Order
- To confirm parts select the Yes button

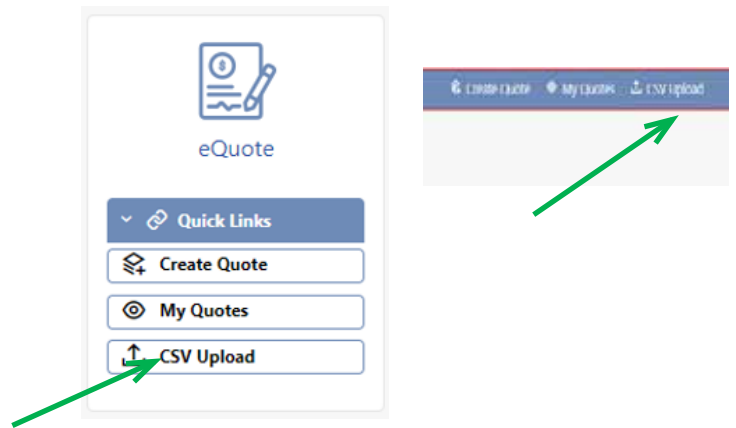


Generate Quotation with CSV Files

Step #1

Select CSV Upload

Click on eQuote. From the main menu Quick Links, select CSV Upload or select CSV Upload from the Top-Right hand side of the Quote subject area.



Step #2

Select Company Name

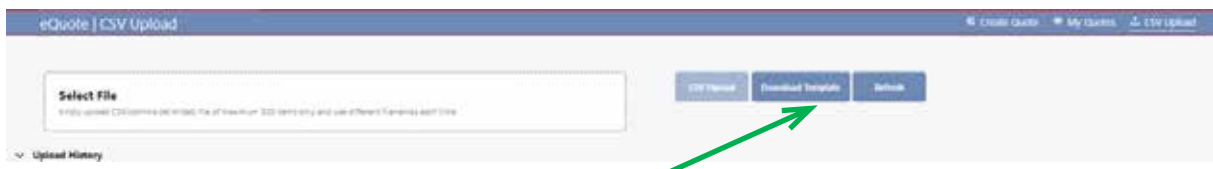
- Use the down arrow to select your Company Name (1)
- Press Continue



Step #3

Download Document Template

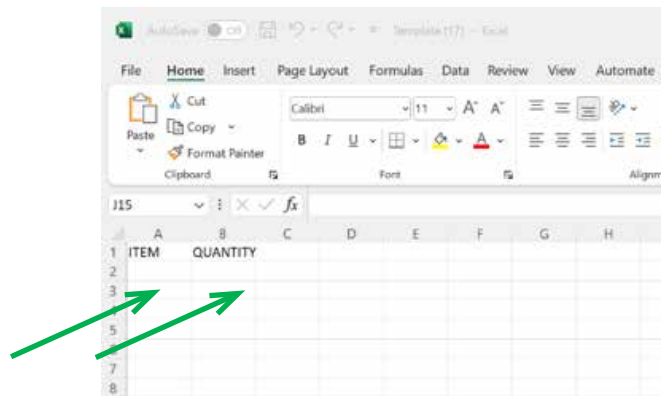
- Select Download Template
- Save Excel file to your PC



Step #4

Add Items to Document Template

- Open the Template on your PC
- In Column A "Item" add the Cohu Part Number (either manually or using cut & paste)
- In Column B "Quantity" add the number required
- Save the Template to your PC



(1) You will only see your assigned sites.

Step #5

Upload Document Template

1. Click on Select File section and upload your completed Document Template
2. When your file name is visible, select the now-enabled CSV Upload button

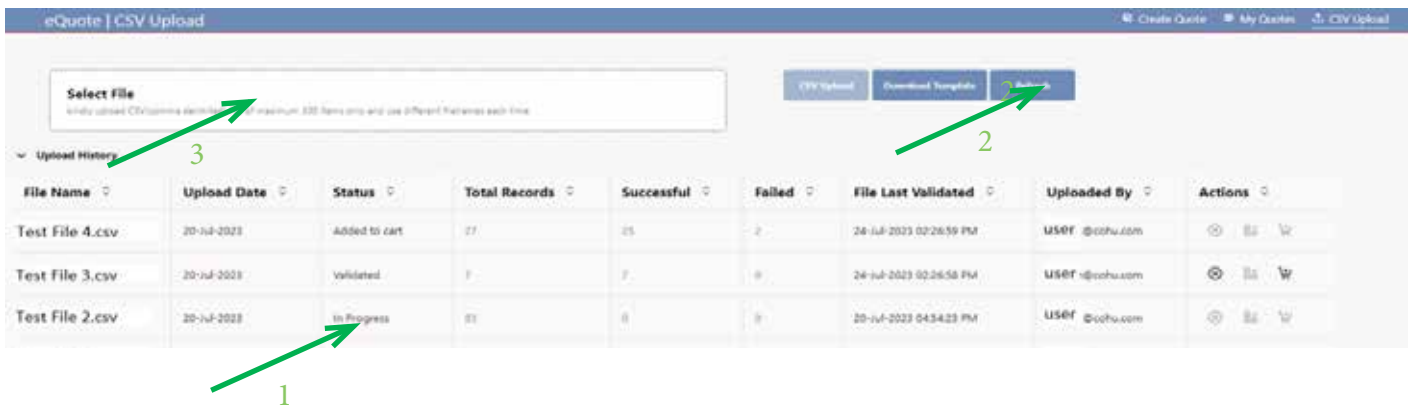
When the file has been uploaded successfully, you will receive an alert confirmation at the top of your screen



Step #6

Select Company Name

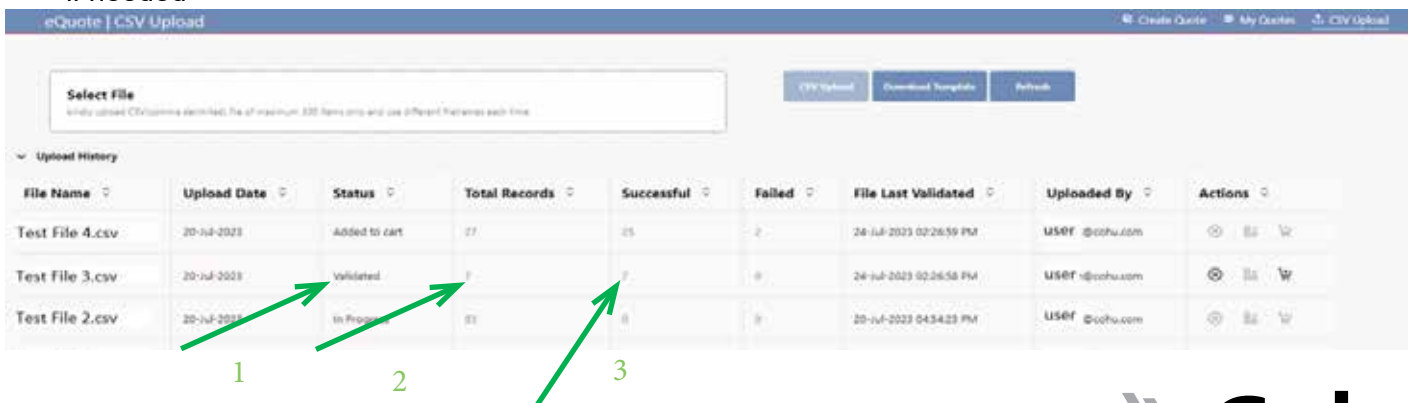
1. The status will initially indicate "In Progress" while the system is processing
2. Select the refresh button to refresh your page
3. You may continue to upload additional files if required. However, only one file can be added into the Cart at a time, and only one Quote can be created at a time



Step #7

File Status Validated

1. Status will change to Validated,
2. Total number of records and result (successful, failed) will be displayed
3. Download the Successful Records by selecting the number displayed in Successful column for your review, if needed



Step #8

Failed Records (if relevant)

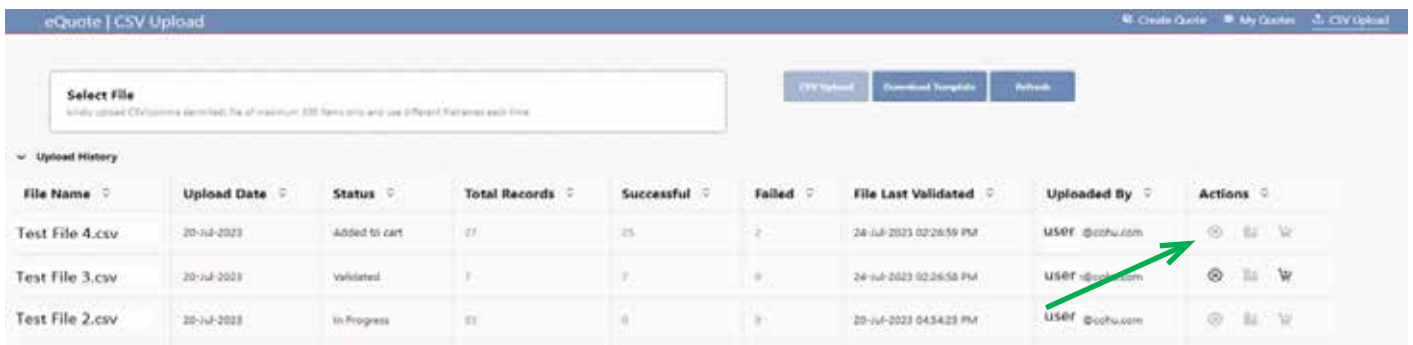
Download the Failed Records by selecting the number displayed in Failed column










An error message will appear in Column E

Step #9

Delete Files (if relevant)

- In the Actions column you can select the delete icon to remove a file
- When the file has been removed successfully, you will receive an alert confirmation at the top of your screen

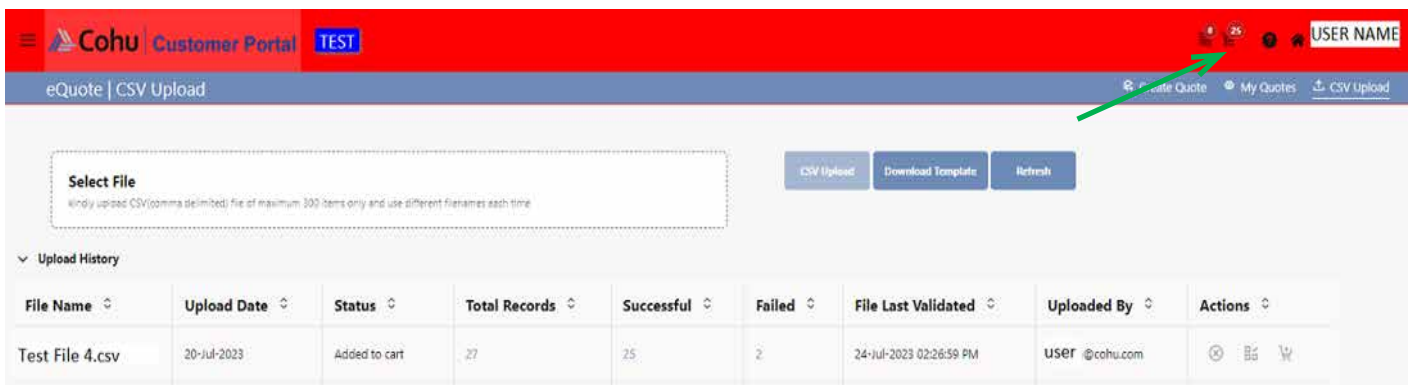





File Name	Upload Date	Status	Total Records	Successful	Failed	File Last Validated	Uploaded By	Actions
Test File 4.csv	20-Jul-2023	Added to cart	27	25	2	24-Jul-2023 02:26:59 PM	USER @cohu.com	  
Test File 3.csv	20-Jul-2023	Invalidated	7	7	0	24-Jul-2023 02:26:58 PM	USER @cohu.com	  
Test File 2.csv	20-Jul-2023	In Progress	01	0	0	20-Jul-2023 04:54:23 PM	USER @cohu.com	  

Step #10

Add File to Cart

- To proceed to create a Quotations, in the Actions column, select the Cart Icon
- Select the Yes button to confirm
- Your Cart will be updated



File Name	Upload Date	Status	Total Records	Successful	Failed	File Last Validated	Uploaded By	Actions
Test File 4.csv	20-Jul-2023	Added to cart	27	25	2	24-Jul-2023 02:26:59 PM	USER @cohu.com	  

Step #6

Open Cart

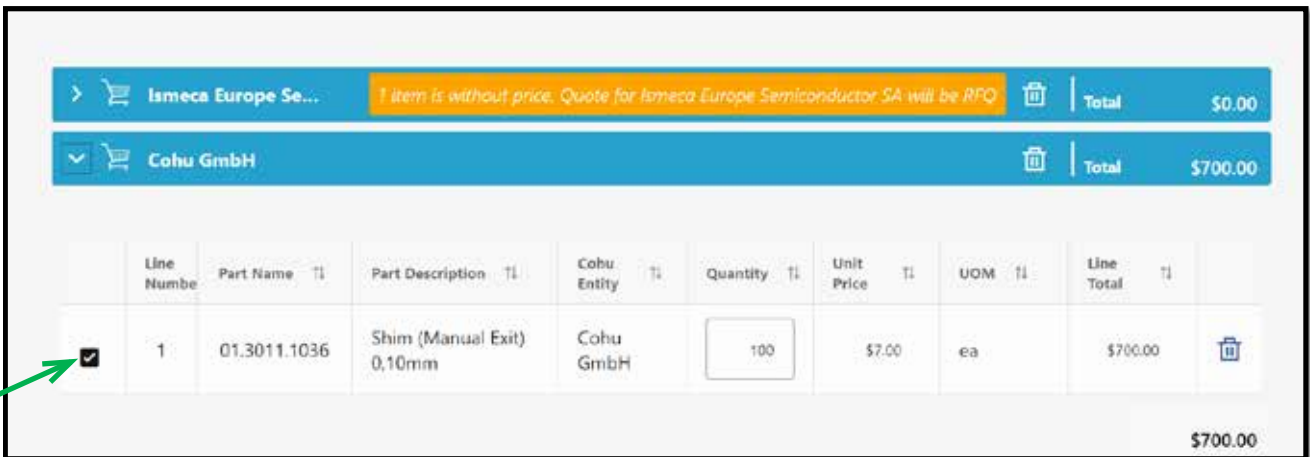
- Select the Cart Icon to Open/View contents



Step #7

Review Items and Adjust Quantity

- Select items
 - Any items left un-checked will stay in the cart and will not be quoted
- If necessary, adjust the quantities
- If you adjust the quantity, the line total price and total price will be re-calculated automatically
- Parts will be grouped according to the respective Cohu legal entity structure and separate quotes will be generated for each Cohu legal entity
- If an item is without a price, quote will be RFQ



Step #8

Accept Terms and Conditions

- Read Terms and Conditions and select in order to proceed further
- Select Create Quote to place Purchase Order
- To confirm parts select the Yes button



Step #9

Obtain Quote Number

- Wait for System to Run and for the Quote Number(s) to appear
- Where relevant, Quote Numbers will appear for the respective Cohu legal entity



Submit a Purchase Order

Step #1

Select My Quotes

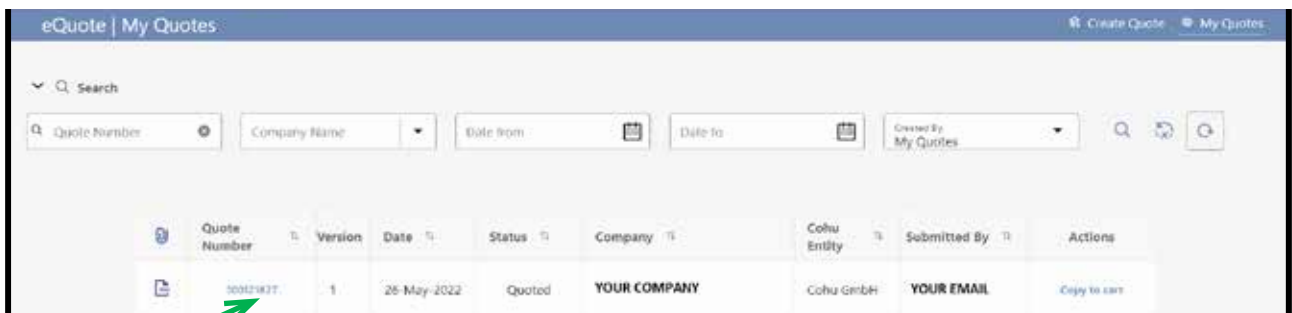
From the Quick Links, select My Quotes or select My Quotes from the Top-Right hand side of the Quote subject area.



Step #2

Locate your Quote

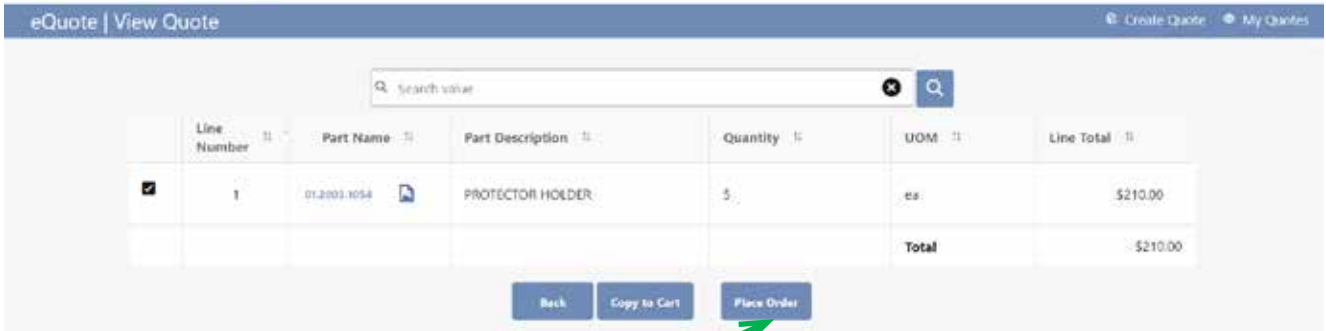
- In the Quote Number column, identify the Quote to be ordered
- Select the respective Quote Number hyperlink



Step #3

Review Line Numbers

- Review the Quote line information
- Select the Place Order button
- Full lines can be selected or unselected
- Quantity changes are only possible by generating a new quote version (Copy to Cart -> Adjust -> Re-submit)

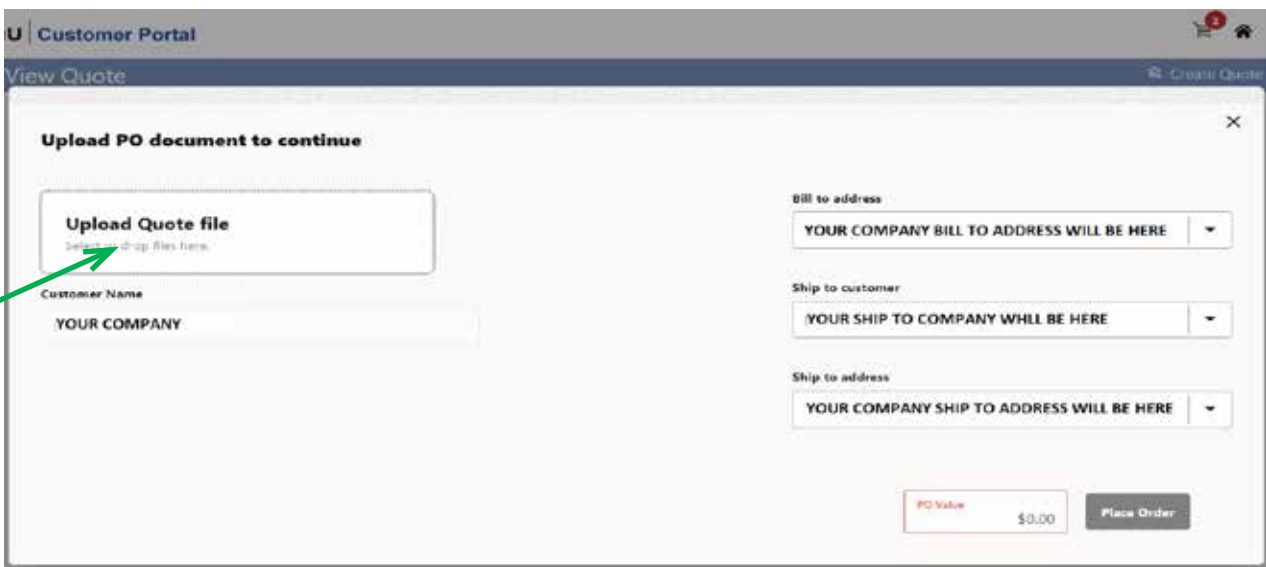


Step #4

Upload Purchase Order

- Select Upload Quote file
- Upload or drop your Purchase Order (in PDF format)

Note: The Purchase Order must have the correct details to avoid any delay in processing



Step #5

Select Bill and Ship To

- Select Bill to address
- Select Ship to customer
- Select Ship to address

Note: If an address is not available in drop down list, select "OTHER". Cohu will review and process according to the address indicated on your Purchase Order.

Customer Portal

View Quote

Upload PO document to continue

Upload Quote file
Select or drag files here.

Customer Name
YOUR COMPANY

Bill to address
YOUR COMPANY BILL TO ADDRESS WILL BE HERE

Ship to customer
YOUR SHIP TO COMPANY WHLL BE HERE

Ship to address
YOUR COMPANY SHIP TO ADDRESS WILL BE HERE

PO Value \$0.00 Place Order

Step #6

Enter PO Value

- Key in the dollar amount in the field PO Value
- The Portal will ensure that the Purchase Order and Quotation values match. If the values do not match, you will be promoted to correct PO Value, or adjust the quote (refer to Step 3 above)

PO Value \$210.00

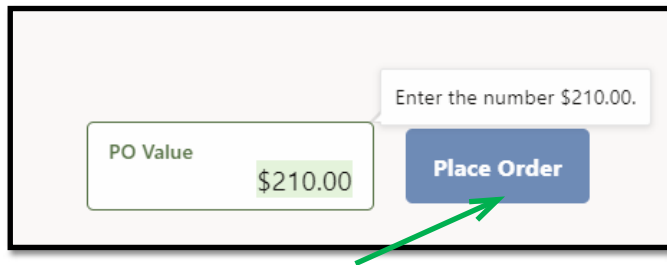
Place Order

Enter the number \$210.00.

Step #7

Place Order

- Select the Place Order button



Step #8

Order Created

- The status of Quotation will change from Quoted to Order Created

The screenshot shows the Cohu Customer Portal interface. The top navigation bar includes the Cohu logo and 'Customer Portal'. The main header is 'eQuote | My Quotes'. Below the header is a search bar with fields for 'Quote Number', 'Company Name', 'Date from', 'Date to', and 'Created By'. A table below the search bar displays a single quote entry with the following data:

Quote Number	Version	Date	Status	Company	Cohu Entity	Submitted By	Actions
900121027	1	26-May-2022	Order Created	YOUR COMPANY NAME	Cohu Orbit	YOUR EMAIL	Copy to cart

View My Quotes

Step #1

Select My Quotes

From the Quick Links, select My Quotes or select My Quotes from the Top-Right hand side of the Quote subject area.



Step #2

View Historical Quotes

- A list of all quotations created are available for review and tracking

The screenshot shows the 'eQuote | My Quotes' page with a search bar and a table of quotes. The table has columns for Quote Number, Version, Date, Status, Company, Cohu Entity, Submitted By, and Actions.

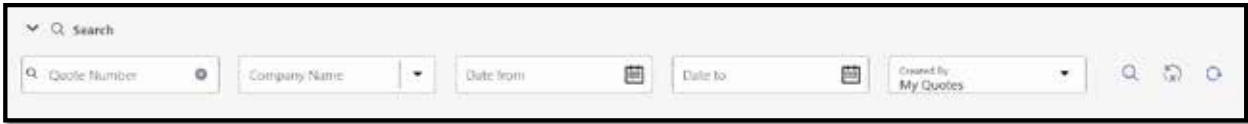
Quote Number	Version	Date	Status	Company	Cohu Entity	Submitted By	Actions
100121824	1	26-May-2022	RFQ	YOUR COMPANY	Imreca Europ e Semicondu ctor SA	YOUR EMAIL	Copy to cart
100121823	1	26-May-2022	Quoted	YOUR COMPANY	Cohu GmbH	CO-WORKER EMAIL	Copy to cart
100121822	1	26-May-2022	Quoted	YOUR COMPANY	Cohu GmbH	YOUR EMAIL	Copy to cart
100121820	1	25-May-2022	Order Created	YOUR COMPANY	Cohu GmbH	CO-WORKER EMAIL	Copy to cart
100120218	1	25-Mar-2022	Expired	YOUR COMPANY	Cohu GmbH	CO-WORKER EMAIL	Copy to cart Resubmit

Page 1 of 20 (1-5 of 100 items) | Total items: 5

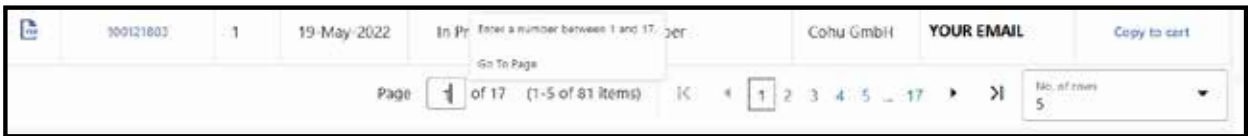
Step #3

Search Feature

- Use the Search Bar to search by Quote Number, Company Name, Dates and/or by Created By



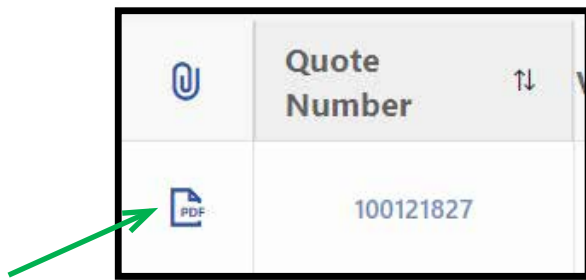
- Use the Navigation Bar to advance forward or back



Step #4

Select PDF Image

- To the left-side of your Quotation Number hyperlink, select the PDF Image attachment



Step #5

View your Quotation

- Your Quotation will be downloaded in PDF format



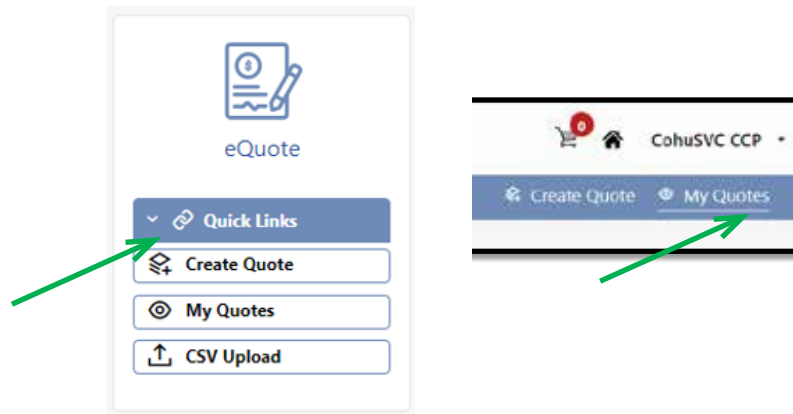
Create Quotation using Spare Part List Request

An individual can send a Spare Part List Request to the system to enable their procurement department, or others, to use the List Request to create a Quotation on their behalf.

Step #1

Select Create a Quote

From the Quick Links, select My Quotes or select My Quotes from the Top-Right hand side of the Quote subject area.



Step #2

Select Company Name

- Use the down arrow to select your Company Name ⁽¹⁾
- Press Continue



Step #3

Open Parts List Counter

- The submitted Spare Parts List request will be indicated in the top right Parts List Icon
- The number of requested Spare Parts will be indicated by a numeric number
- Click on the Icon to open



Step #4

Validate Spare Parts List

- Review the Part Request List
- You may adjust the quantities requested, and/or use the Actions column Delete Icon to remove a part
- If you make a change select the Save Button
- Select each of the Part Number items you require
- Select Validate Parts Button

The screenshot shows a 'Part Request List' window. At the top, there is a search bar and a 'Company Name' dropdown set to 'COMPANY NAME'. Below is a table with the following columns: Part Number, Part Description, Requested Quantity, Company Name, Comments, Requested By, and Action. The table contains five rows. The second and third rows are selected, indicated by a green checkmark in the first column. A green arrow points to the 'Validate Parts' button at the bottom right of the window.

Part Number	Part Description	Requested Quantity	Company Name	Comments	Requested By	Action	
<input type="checkbox"/>	MVD9021.005	WASHER ISO 7093 5.3 A2	100	COMPANY NAME	Purchase Buyer 2	USER @cohu.com	
<input checked="" type="checkbox"/>	16.06.90.10.27	IONISER BOWL CPL	2	COMPANY NAME	Purchase Buyer 4	USER @cohu.com	
<input checked="" type="checkbox"/>	A01.51.00.00.32	MOUNTING RAIL 45LG	2	COMPANY NAME	Purchase Buyer 5	USER @cohu.com	
<input type="checkbox"/>	16.06.90.10.27	IONISER BOWL CPL	4	COMPANY NAME	Purchase Buyer 3	USER @cohu.com	
<input type="checkbox"/>	MVD9021.001	WASHER ISO 7093 4.3 A2	50	COMPANY NAME	Purchase Buyer 1	USER @cohu.com	

Step #5

Spare Parts List Validated by System

- The system will validate each part number to ensure its availability and pricing
- Available parts are indicated with a Green Check
- Unavailable parts are indicated with a Red Check - use the Actions column Delete Icon to remove a part
- If the Minimum Order Quantity (MOQ)/Packaging Unit and/or Unit Price is not listed you may still proceed with adding items to your Cart

The screenshot shows a 'Part Request List' window with a table that includes columns for Part Number, Quantity, MOQ, Packaging Unit, Unit Price, Total, Discount, and After Discount. The table contains four rows. The first and fourth rows have a red checkmark, while the second and third rows have a green checkmark. A green arrow points to the 'Validate Parts' button at the bottom right of the window.

Part Number	Quantity	MOQ	Packaging Unit	Unit Price	Total	Discount	After Discount	Action
MVD9021.005	100			\$0.00	\$0.00	0%	\$0.00	
6605040	20		10	\$2.00	\$40.00	0%	\$40.00	
1976556101	8			\$0.00	\$0.00	0%	\$0.00	
MVD9021.001	50			\$0.00	\$0.00	0%	\$0.00	

Step #6

Add to Cart

- Select the Add to Cart Button
- To confirm select the Yes Button

Part Number	Quantity	MOQ	Packaging Unit	Unit Price	Total	Discount	After Discount	
MVD9021.005	100			\$0.00	\$0.00	0%	\$0.00	
6605040	20		10	\$2.00	\$40.00	0%	\$40.00	
1976556101	8			\$0.00	\$0.00	0%	\$0.00	
MVD9021.001	50			\$0.00	\$0.00	0%	\$0.00	

Buttons: Add to Cart, Cancel

Step #7

Cart will be Updated

- The Parts List Counter will display “0”
- The Cart Counter will display the number of items added
- Select the Cart Icon to open



Step #8

Accept Terms and Conditions

- Read Terms and Conditions and select in order to proceed further
- Select Create Quote to place Purchase Order
- To confirm parts select the Yes button

I have read the [Terms and Conditions](#). I understand and accept them

Button: Create Quote

1. What parameters can be used to searching the asset details?

- *Part Number*
- *Description*
- *Customer Part Number (if applicable)*

2. Why are some part numbers grayed out?

When a part number line is obsolete, it appears as grayed out and cannot be ordered via eQuote. In this case, please contact Cohu to obtain a replacement part number.

3. What are the various statuses of a created eQuote?

- *In-process: Quotation is being generated*
- *RFQ: In request mode as there is no price listed*
- *Quoted" Complete quote, all conditions have been met to place a Purchase Order*
- *Expired: 60 days have passed since Quotation was created*

4. Can I submit a Quotation if the status is Expired?

Yes, you can resubmit the quote in the expired status; you can do it within 30 days of the expired state. Once the quote is resubmitted, a revision of the same quote will be created. You can convert this quote to an order, or it expires after 30 days of the revision created.

5. When does the eQuote status move to an Expired state?

After creating the quote, if it is not converted to order in 30 days, the state of the quote will be moved to an expired state.

6. Can I download the part images before creating a eQuote?

You can download the document available next to the part name for your reference before creating the quote.

7. Is it a requirement to fill out the order value manually before placing an Order?

Yes, it is a requirement to fill in the value manually before placing an Order. It must match the quote value!#.

8. What is price scaling?

Price scaling is a scale that defines the price for the quotation when you enter the required quantity to create a quote. If price scaling is available, it will be reflected.

9. Do I need to select the slab for price scaling?

No, the system will automatically select the price depending on the quantity of the part number you enter.

10. Can I add the item to the quote which does not have the price defined?

Yes, you can use add item to a Quote for which the price is not defined. A warranty will appear indicating that Orders without prices will be an RFQ.

11. What is a warning symbol for a part number?

Parts with warnings cannot be ordered via eQuote. In this case, hover on the exclamation triangle for an explanation.

- *Expand the row to identify replacement part and add to your Cart*
- *No replacement part - contact Cohu for more information*
- *Next higher level*
- *Some symbols are purely for information*

12. Why is an item still indicated in my Cart after I selected Create a Quote?

Any items left un-checked will stay in the cart and will not be quoted. Items will stay in a Cart for 60 days. You must check items for them to be included in the Quote.

13. Why can I not see all of my company's global sites?

Single users may only see their assigned sites. Global Procurement users may see all of their company's global sites that they are assigned to.

14. Can I place an order of the quote created for the company I am not associated with?

Yes, You can place an order of the quote created for the company you are not associated with.

15. Can I place a Purchase Order for multiple Quotes at the same time?

No, you can place an order for multiple quotes at the same time.

16. What do I do if my Bill To and Ship To addresses are not available in the drop-down menu?

If an address is not available in the drop-down list, select "OTHER". Cohu will review and process according to the address indicated on your Purchase Order.

17 Can I order units less than the system requirement?

The system will not allow for parts to be ordered in quantities other than those indicated by the system. Once the correct entry is added, the cart button will activate.

18 When can I consider the 'Copy to Cart' option?

If you fail to convert the revised quote created for an order within 30 days of the grace period, you can consider the option of 'copy to cart'. It is like creating a new quote on the portal.

19. Can I include multiple business units while creating a quote?

Yes, you can include multiple business units while creating a quote.

20. Is it a requirement to fill out the order value manually before placing an Order?

Yes, it is a requirement to fill in the value manually before placing an Order

21. Can I modify the Billing and the Ship-To Address while placing an order?

Yes, you can modify the billing and ship to address while placing an order if required.

22. While placing an order for the selected quote, what should I do if my customer's name is not listed in the Cohu database?

While placing an order for the selected quote, if you don't find the customer name for which the order is getting placed, you need to select the 'Refer PO document' option for the billing and shipping details.

23. What is the tolerance limit set for PO value?

The tolerance limit set for the PO value is +/- \$1.

24. Can I download the Quote PDF from the portal?

Yes, you can download the Quote PDF created from the portal and an email notification will also be delivered.

25. Is there a limit on the number of items that can be uploaded using a CSV file?

Yes, there is a limit of 300 items. If you have more items, please split the items into separate files to proceed.