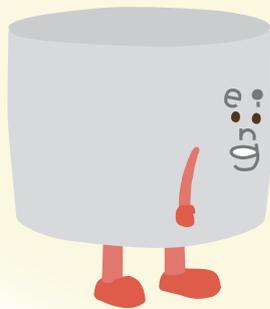
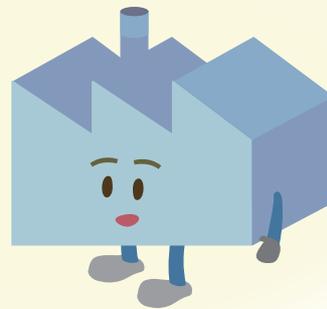


e-ingBiz

Preconfiguration Manual



e-ingBiz



Supplier

This manual should be viewed using Adobe Acrobat Reader.

Table of Contents

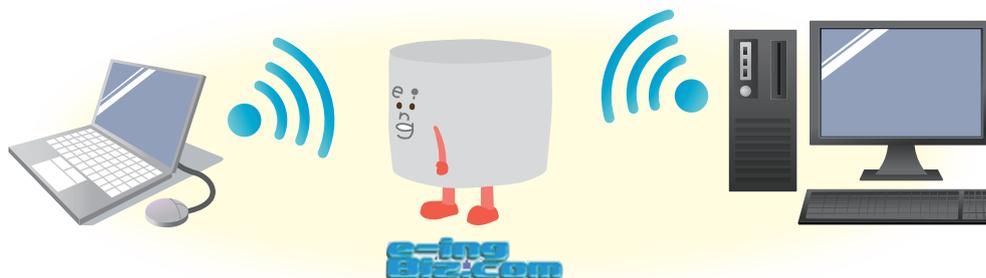
1	Outline	2
2	Flow of Preconfiguration	7
	2-1. Internet Explorer 11 pinning display setting	7
	2-2. Setting the Internet Options	9
	2-3. Setting the Macro Security	23
3	If You are Having Trouble	27
4	Inquiry Contact	44

◆ What is e-ingBiz?

e-ingBiz is a system used for estimate acquisition tasks.

This system has been introduced in order to unify the rules for estimate acquisition tasks, which previously varied depending on the workplace and factory.

The system runs on the Internet, not via installed software.



◆ Precautions for Use

Please ensure that you confirm each item listed below before using e-ingBiz:

- Confirm the versions of your browser and spreadsheet software.

Browser :  Internet Explorer11

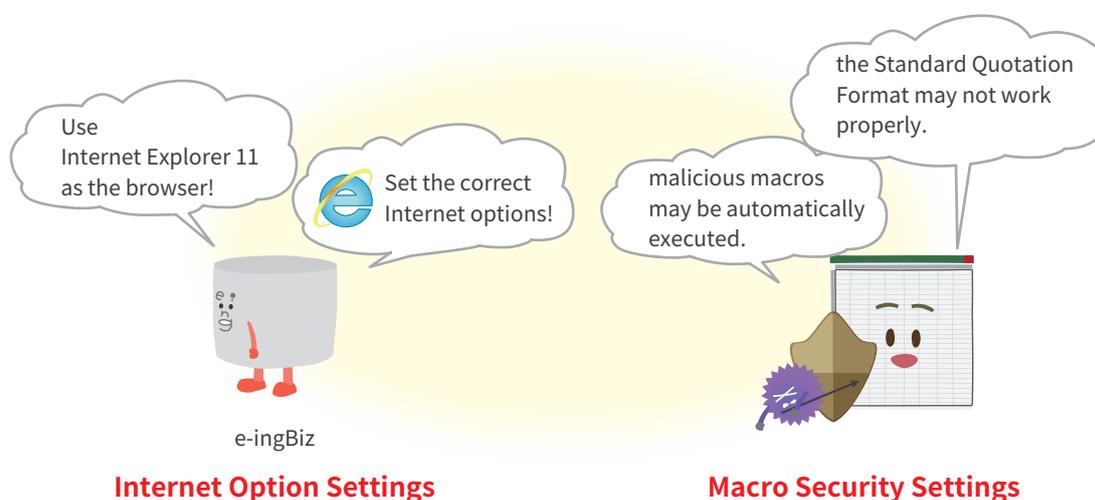
OS: Windows 7, 10

Spreadsheet :  Microsoft Excel (2010, 2013, 2016)

* The following spreadsheet software cannot be used:

- Office Online
 - Google Spreadsheet
 - Kingsoft WSP Spreadsheets
 - LibreOffice Calc
- and others

- Set the correct Internet options (see p. 9).
- Set the correct Excel macro security level (see p. 25).



This manual will explain the appropriate setting procedures for the Internet options and macro security for the operation of e-ingBiz.

◆ Flow of Estimate

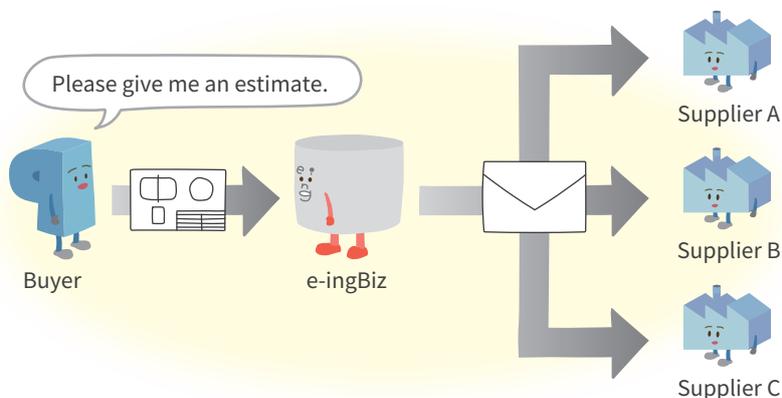
Evaluating
suppliers

Selecting
a supplier

Submittal of the
final estimate

● RFQ Response :

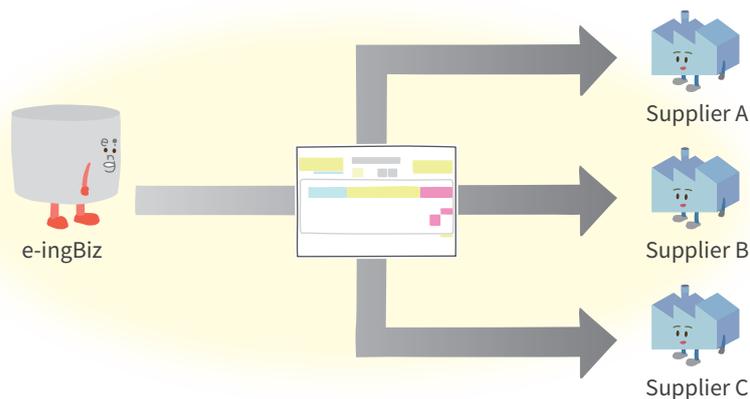
- ① Once the buyer (person in charge of parts at Panasonic) has registered the estimate conditions into e-ingBiz, the system will automatically send an email to several suppliers requesting for the estimate.



- ② Suppliers log into e-ingBiz.



- ③ Suppliers who received a request email for estimation then download the Standard Quotation Format from e-ingBiz and fill out the form.



- ④ Uploading the completed form to e-ingBiz completes the submittal of the estimate.

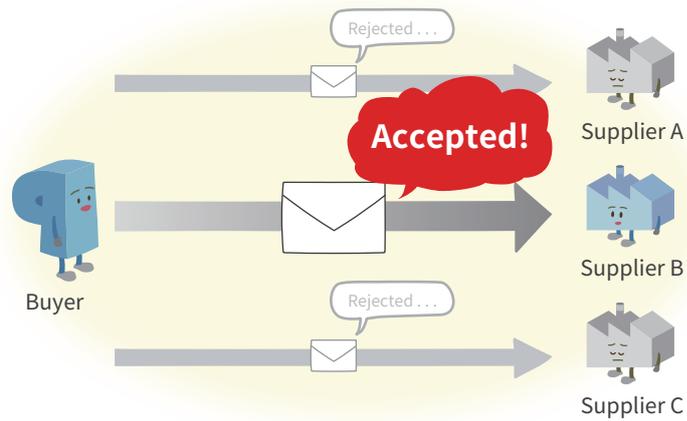


Evaluating
suppliers

**Selecting
a supplier**

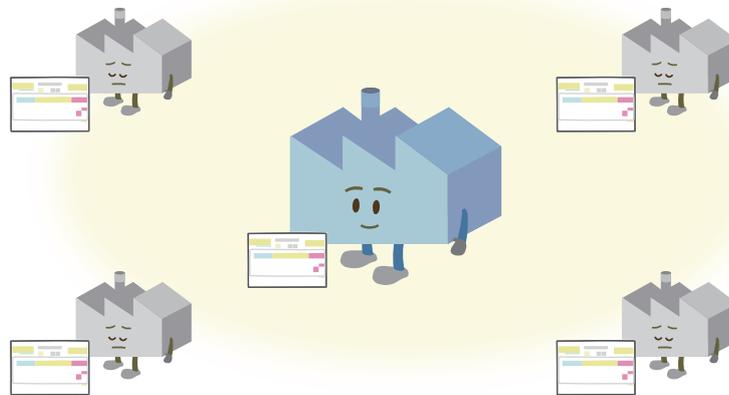
Submittal of the
final estimate

①After the evaluation, the notification "Accepted" or "Rejected" will be sent to each supplier via email.



②Suppliers confirm the result on e-ingBiz.

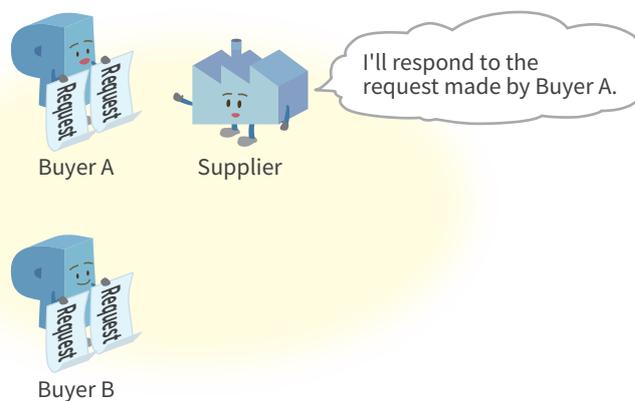
Suppliers can see "how many suppliers have submitted their estimate.



Evaluating
suppliersSelecting
a supplier**Submittal of the
final estimate**

● Supplier Trigger Function :

- ① The accepted supplier can submit the final estimate to any buyer.
The supplier does not have to wait for a request for the final estimate.



- ② The supplier downloads the Standard Quotation Format from e-ingBiz and fills in the required fields on the form.



- ③ The submittal of the final estimate is finished by uploading the completed form to e-ingBiz.

You can also submit multiple estimates all at once to the same buyer.



* For more details of operating procedures, refer to

["e-ingBiz_Supplier_Manual_en.pdf."](#)

(If this is clicked, the page will jump to the PDF.)

Flow of Preconfiguration

2

2-1. Internet Explorer 11 Pinning display setting

Windows 10: Pin IE11 to the taskbar.

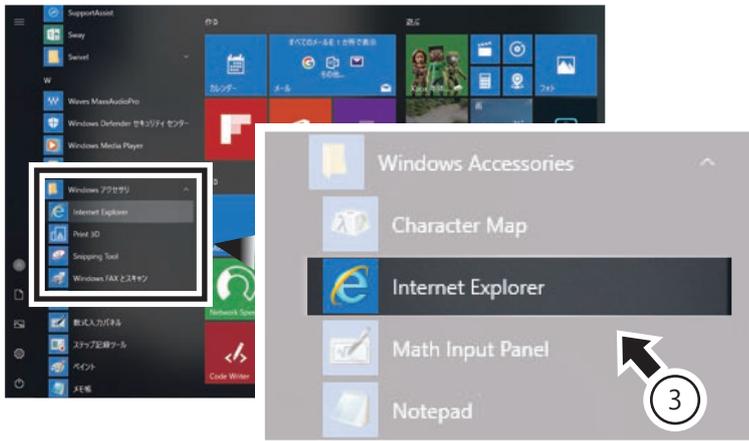
Windows 7 : There is no need to pin IE11 to the taskbar. Please move to page 9.



1. Click "Windows mark" in the taskbar.



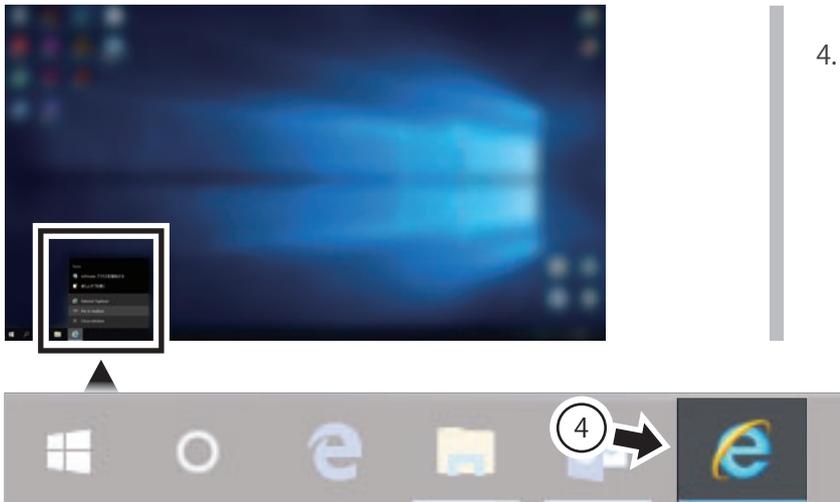
2. Look for "Windows Accessories" from "Frequently Used Application" .



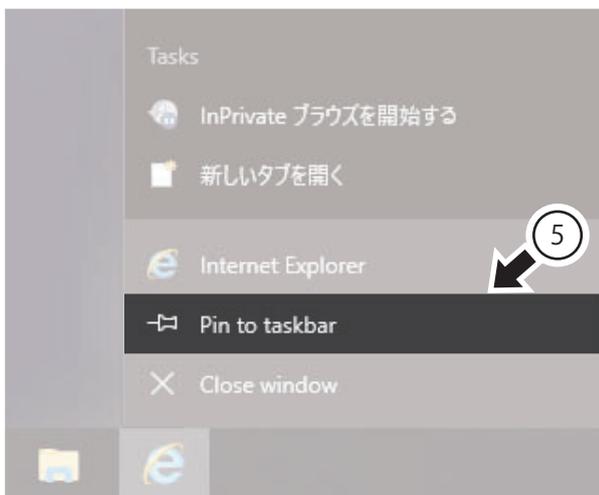
3. Click "Internet Explorer" in "Windows Accessories" . "IE" starts up.

If you can not find IE11 :

Please launch IE11 from the following.
 C:\Program Files (x86)\Internet Explorer\iexplore.exe



4. With IE running, click "IE Mark" in the task bar.



5. Click "Pin to taskbar" .

When pin setting completed, IE will be displayed on the task bar even if IE is closed afterwards. Click on that state, IE will start up.

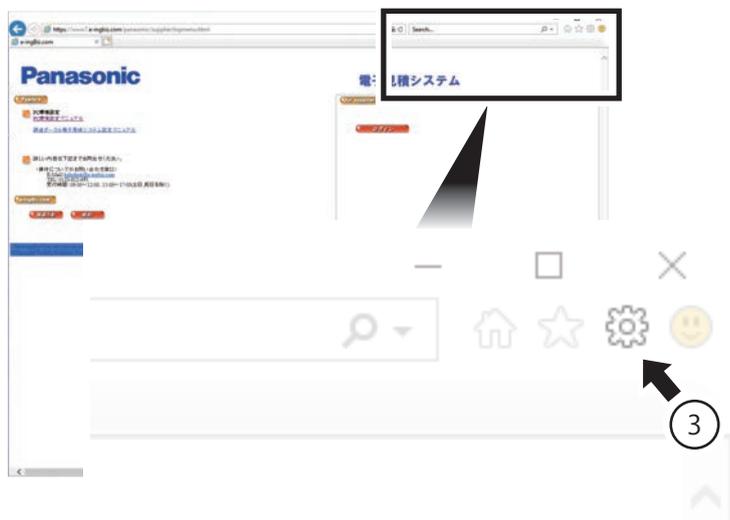
2-2. Setting the Internet Options

Watch this in the video.

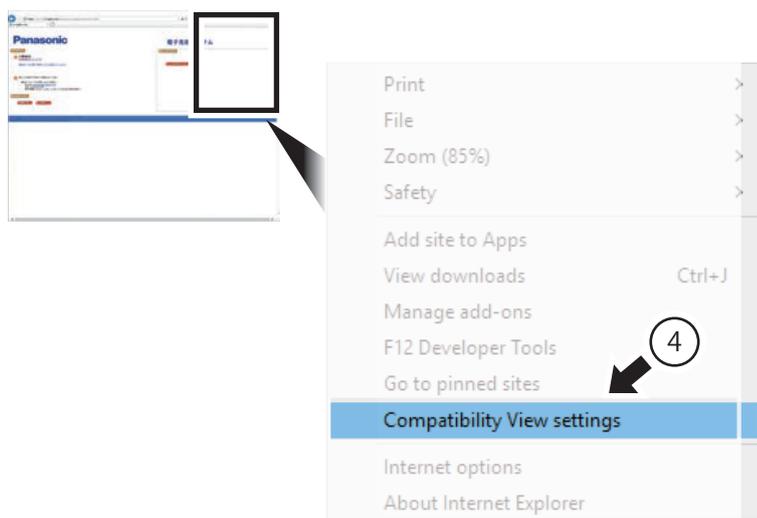
◆ Setting the Compatibility View

Set the IE compatibility view to prevent the displayed content from varying depending on the environment.

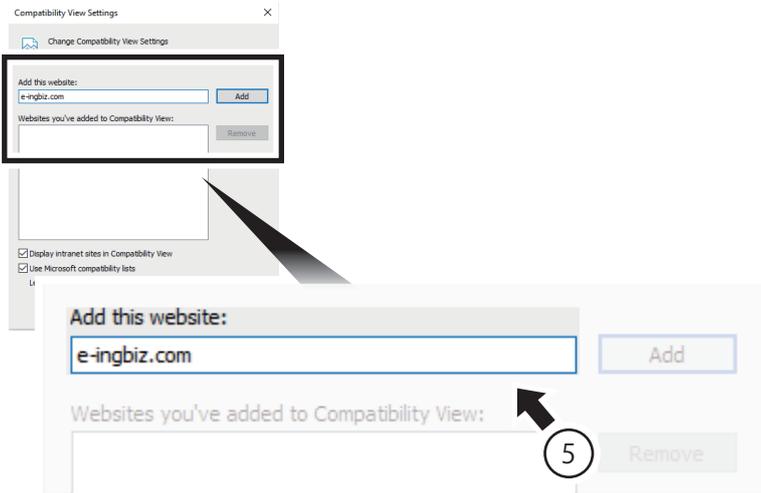
Watch this in the video.



1. Launch IE11.
2. Open the URL
"https://www7.e-ingbiz.com."
3. Click on the gear icon at the upper right corner of the browser.
A context menu is displayed.

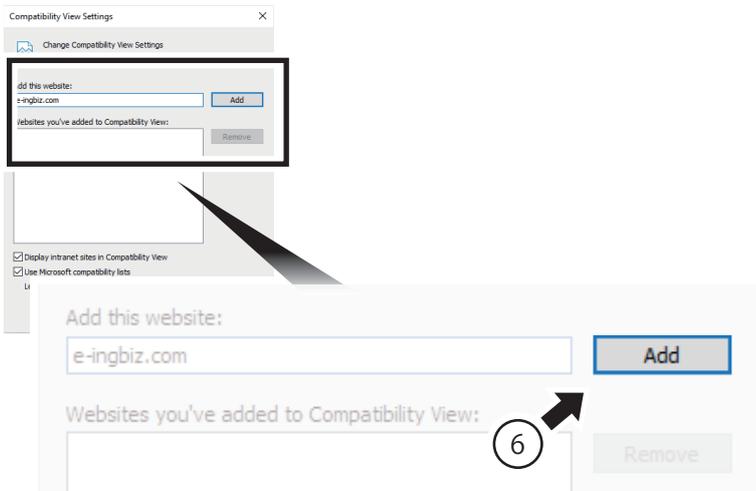


4. Click "Compatibility View settings".
The "Compatibility View Settings" window is displayed.

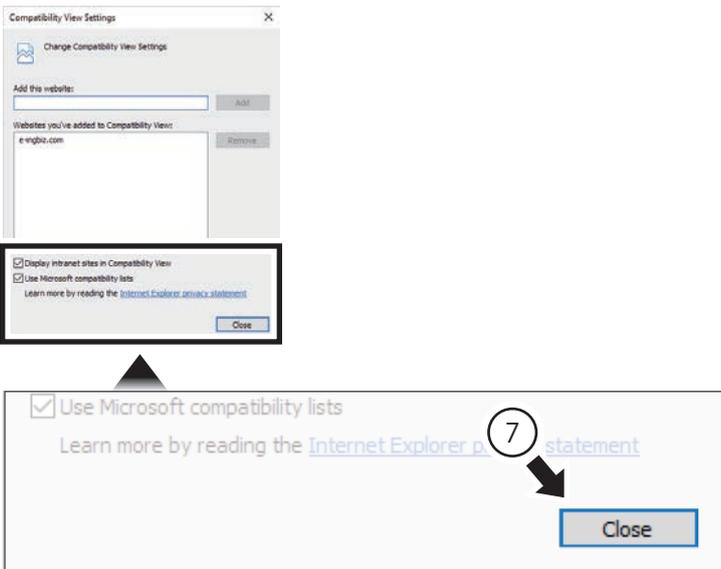


5. Enter "e-ingbiz.com" in the "Add this website" field.

*If e-ingBiz has been already opened, this procedure is not required because "e-ingbiz.com" has already been entered.



6. Click [Add].
The URL "e-ingbiz.com" is displayed in the "Add this website" field.



7. Click [Close].
The compatibility view setting procedure is now complete.

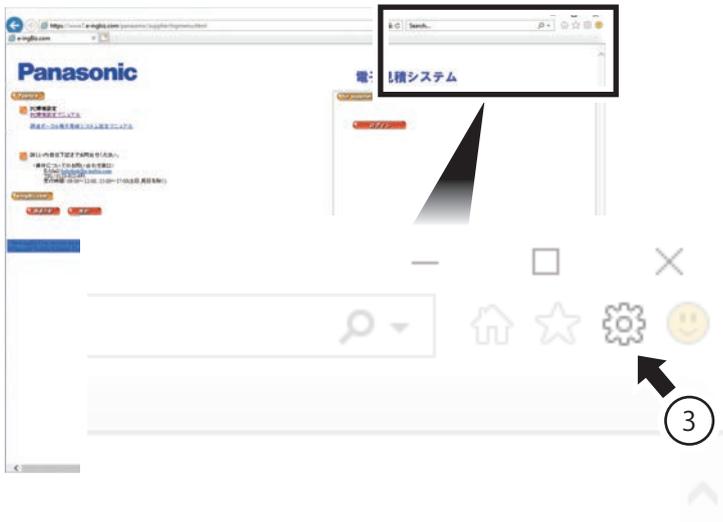
Continue on to the next page titled "Registering in Trusted Sites"

◆ Registering in Trusted Sites

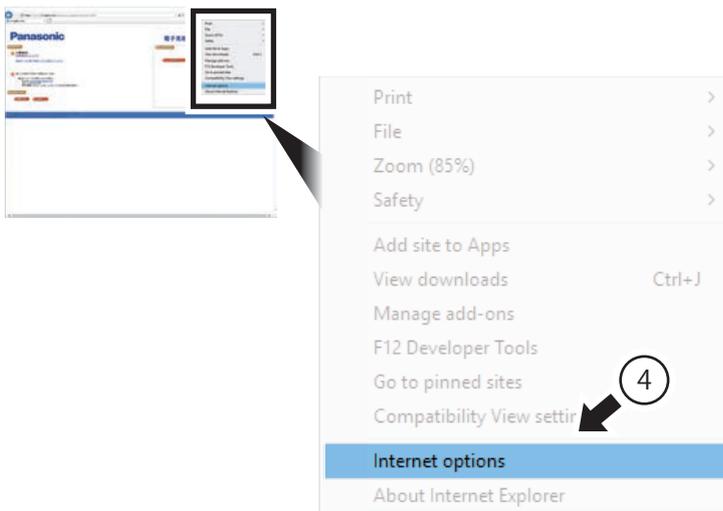
e-ingBiz is a secure site.

This will lower the security level when browsing and reduce the number of warning displays.

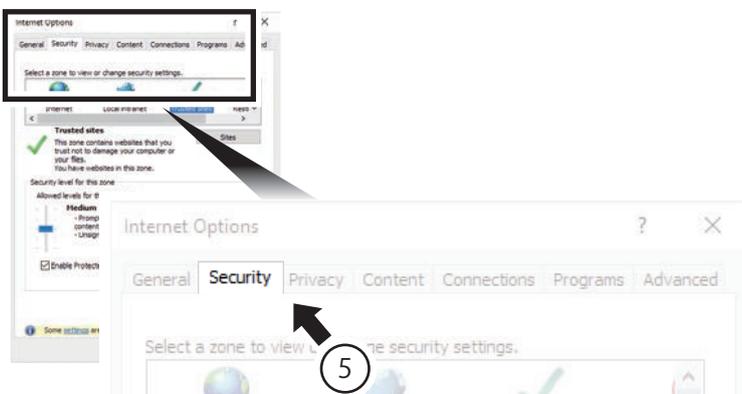
Watch this in the video.



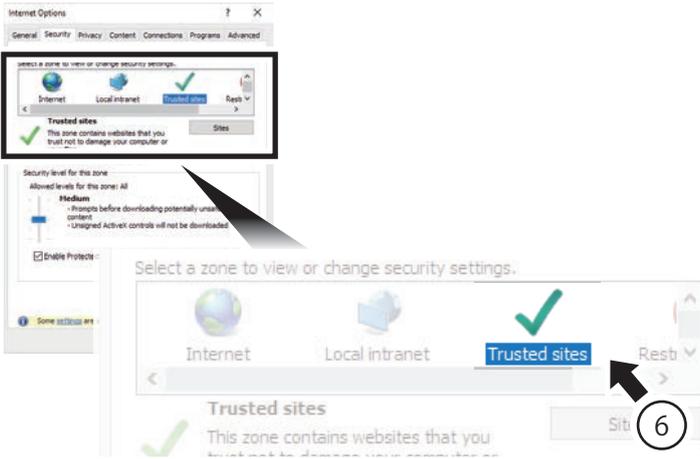
1. Launch IE11.
2. Open the URL
"https://www7.e-ingbiz.com."
3. Click on the gear icon at the upper right corner of the browser.
A context menu is displayed.



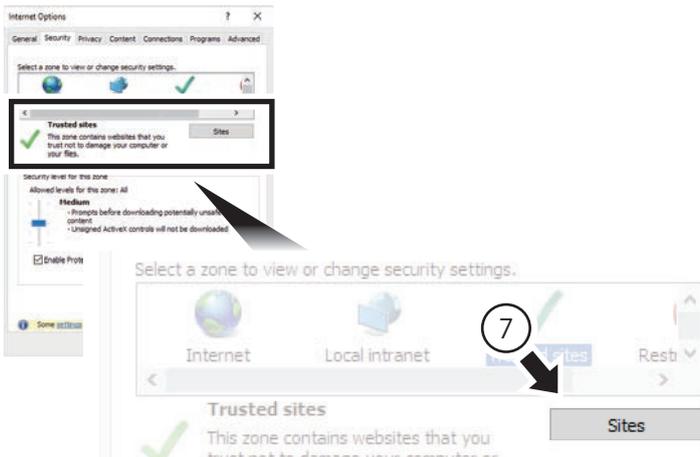
4. Click "Internet options".
The "Internet Options" window is displayed.



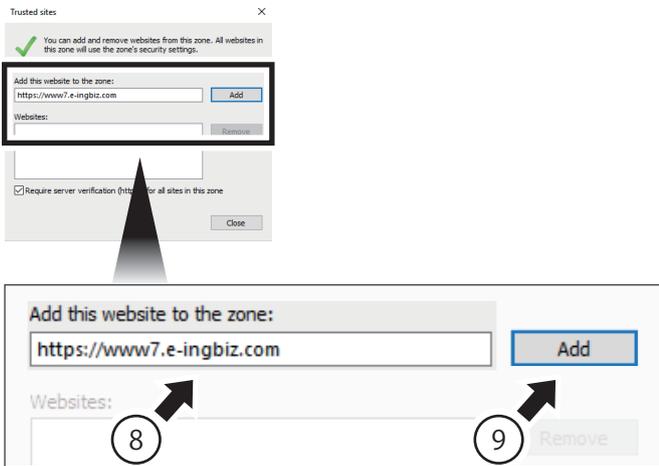
5. Click on the "Security" tab.



6. Click "Trusted sites".

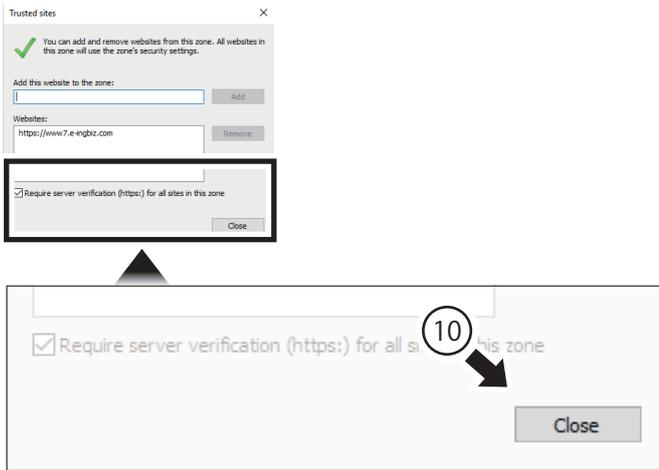


7. Click [Sites].
The "Trusted sites" window is displayed.



8. Enter "https://www7.e-ingbiz.com" in the field labeled "Add this website to the zone."
*If e-ingBiz has already been opened, this procedure is not required because "https://www7.e-ingbiz.com" has already been entered.

9. Click [Add].
The URL "https://www7.e-ingbiz.com" is displayed in the field labeled "Website."



10. Click [Close].

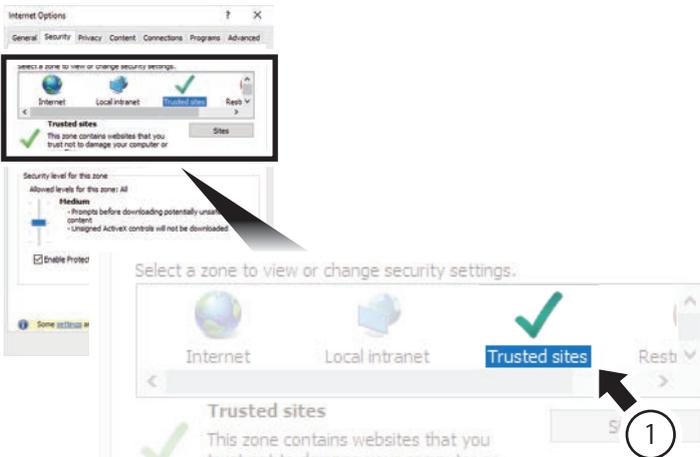
The window returns to "Internet Options."
The procedure to register in the e-ingBiz
Trusted Site is now complete.

Continue on to the next page titled
"Setting the Protection Mode."

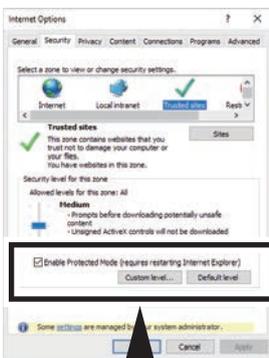
◆ Setting the Protection Mode

This mode will protect your PC from malicious programs such as viruses while browsing Web pages.

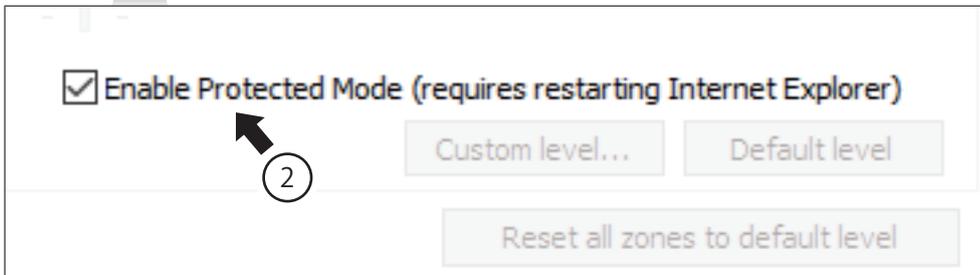
Watch this in the video.



1. Confirm that "Trusted sites" has been chosen for "Select a zone to view or change security settings".

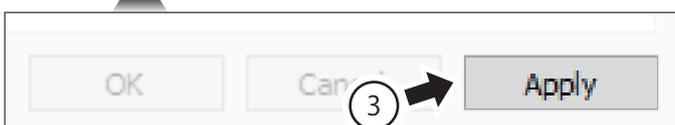
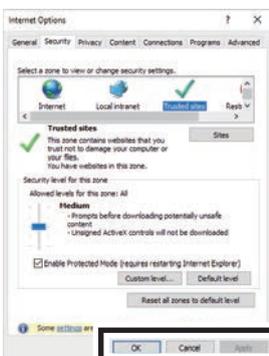


2. Select the "Enable Protected mode (requires restarting Internet Explorer)" check box.
A check mark appears in the checkbox.



3. Click [Apply].

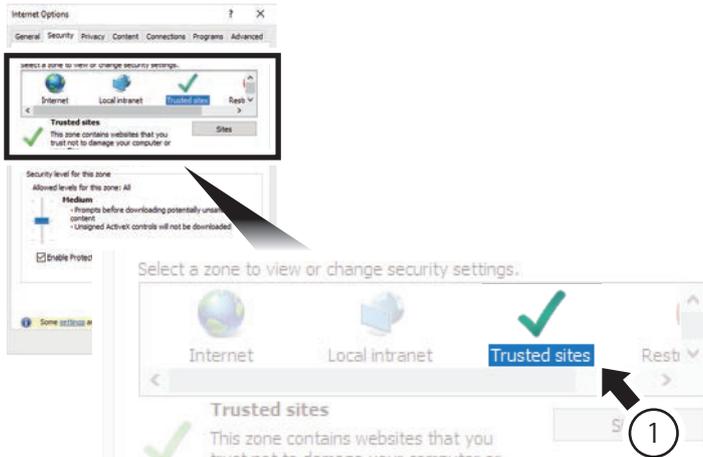
Continue on to the next page titled "Setting the Internet Security."



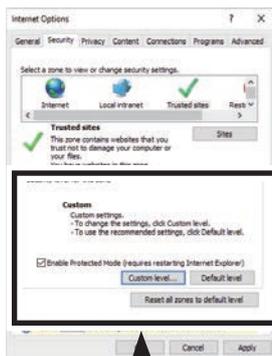
◆ Setting the Internet Security

Set the security level. Setting the Internet security will enable the following functions to work properly: the file reference processes of "All-at-once proposal" and "Set & attach reference materials"; and the "Standard Quotation Format function."

Watch this in the video.



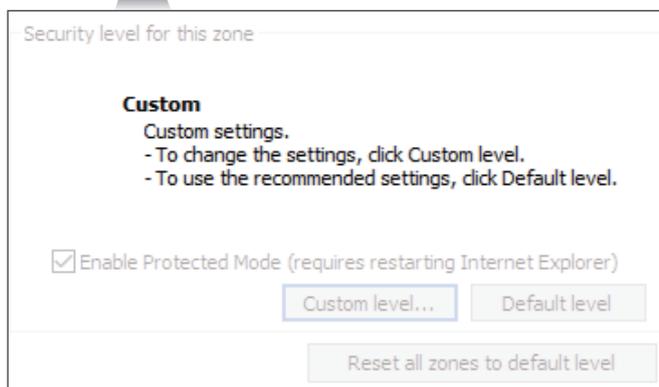
1. Ensure that "Trusted sites" has been selected for "Select a zone to view or change security settings".



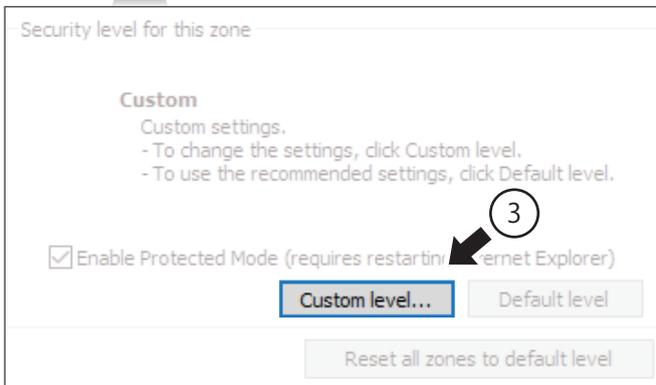
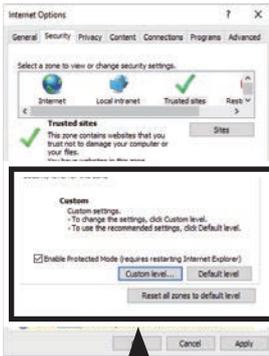
2. Confirm that "Custom" has been selected for the "Security level for this zone."

If "Custom" has not been selected :
continue on to step 8.

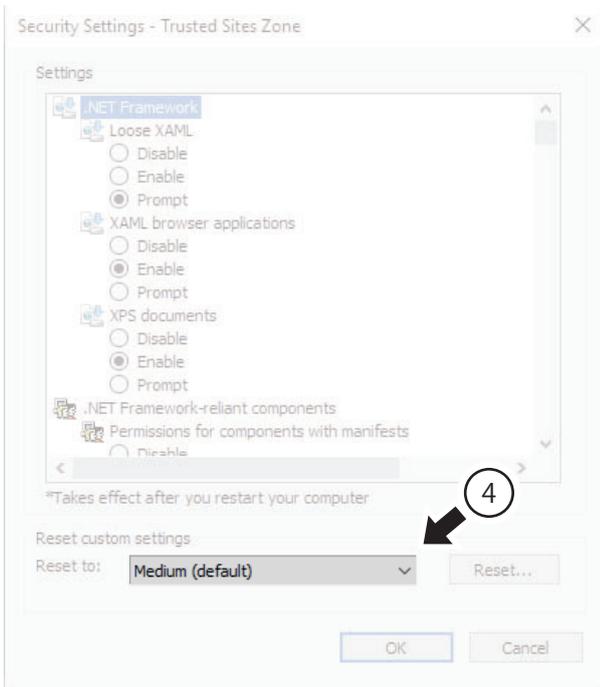
If "Custom" has been selected :
continue on to the next page.



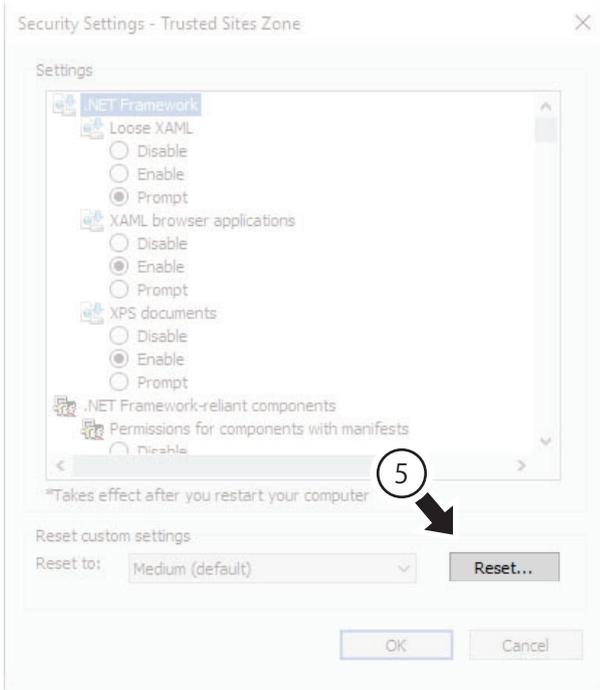
● If "Custom" has been selected for the "Security level for this zone:"



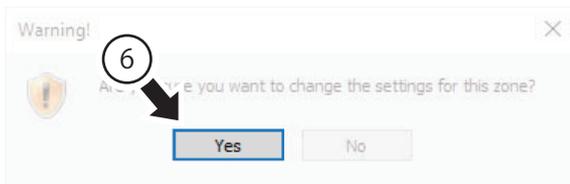
- Click [Custom level].
The "Security Settings – Trusted Sites Zone" window is displayed.



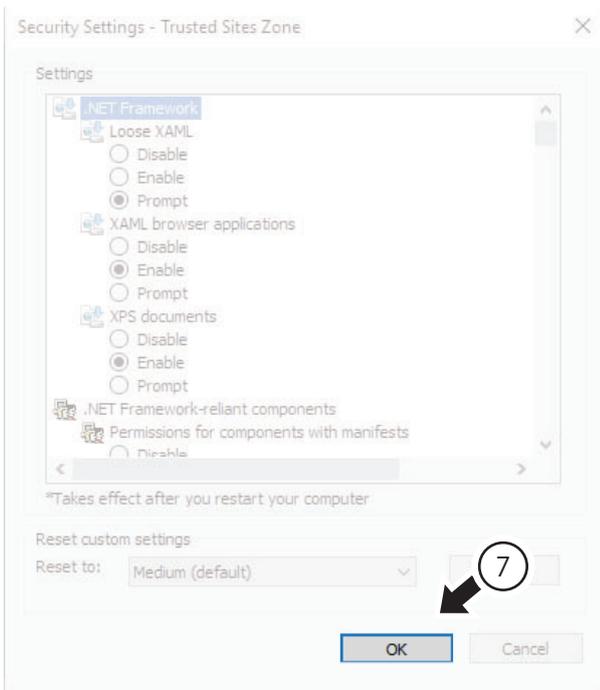
- Select "○○ (default)" for "Reset to:" in the "Reset custom settings" box.



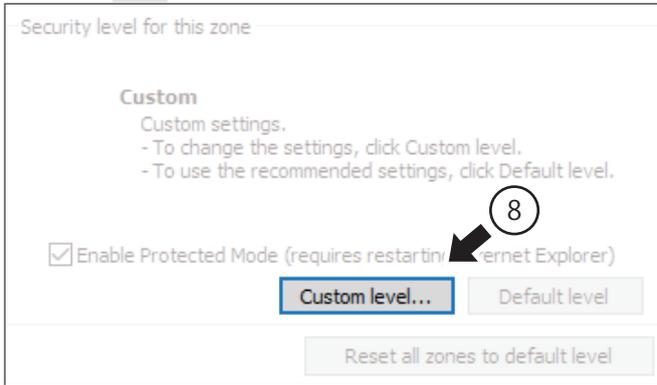
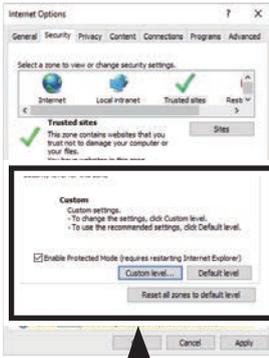
5. Click [Reset].
A "Warning" window is displayed.



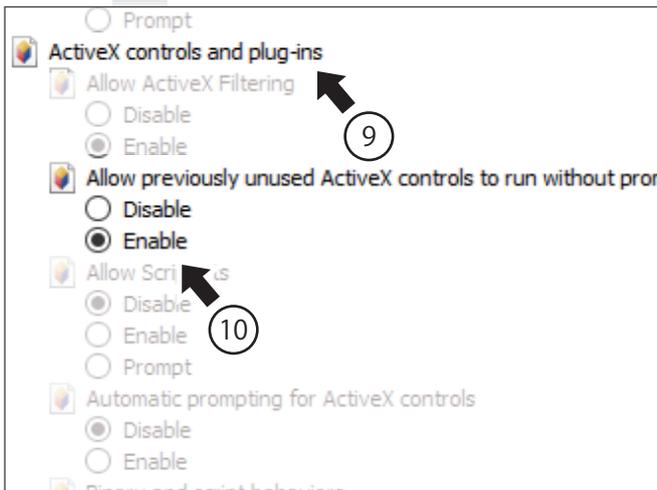
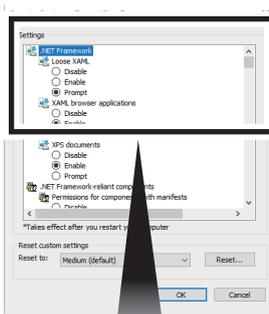
6. Click [Yes].



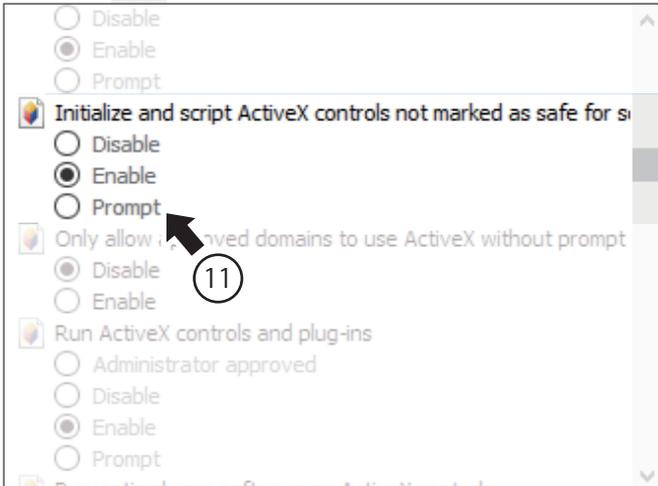
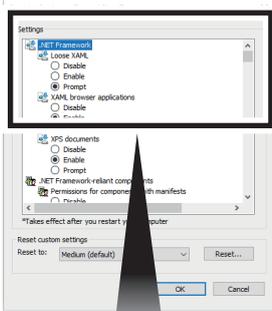
7. Click [OK].



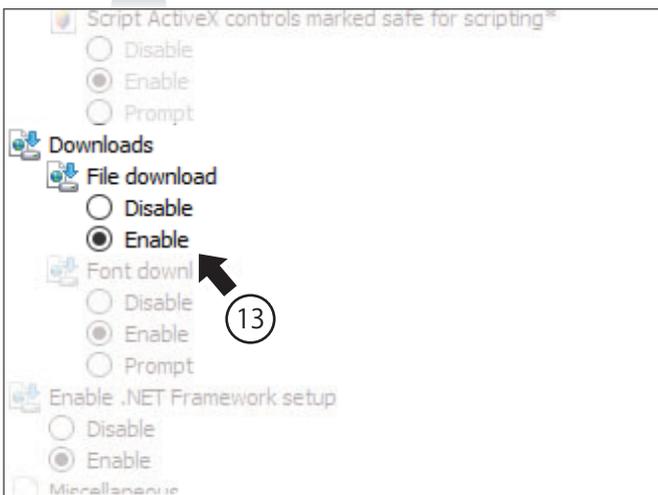
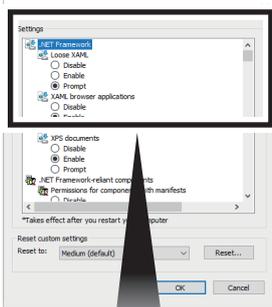
8. Click [Custom level].
The "Security Settings – Trusted Sites Zone" window is displayed.



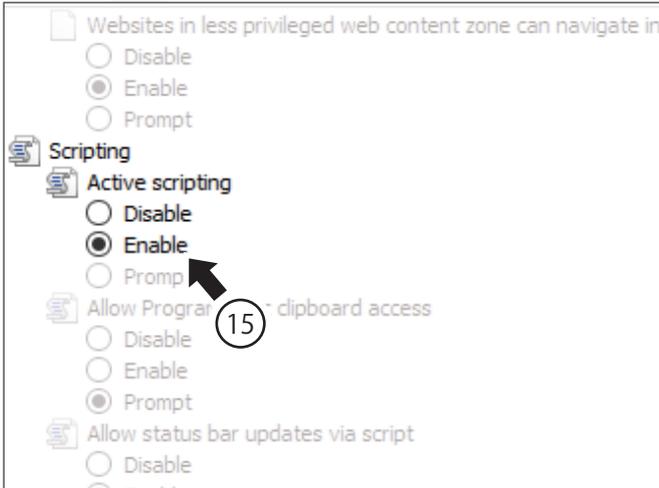
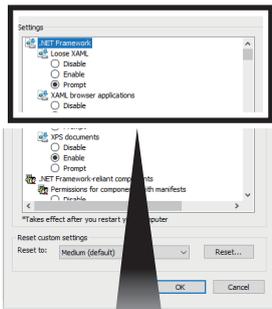
9. Scroll down to "ActiveX controls and plug-ins" in "Settings."
10. Click "Enable" in "Automatic prompting for ActiveX controls".



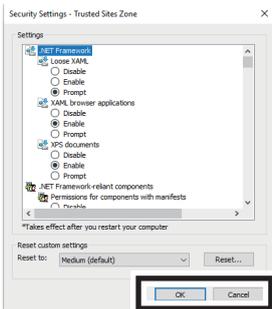
11. Click "Enable" in "Initialize and script ActiveX controls not marked as safe for scripting".



12. Scroll down to "Downloads".
13. Click "Enable" in "File download".



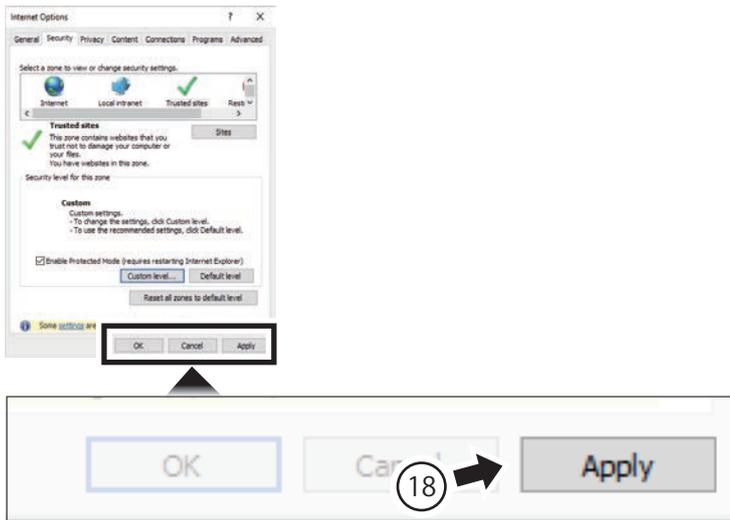
14. Scroll down to "Scripting".
15. Click "Enable" in "Active scripting".



16. Click [OK].
The "Warning" window is displayed.



17. Click [Yes].
The window returns to "Internet Options."



18. Click [Apply].

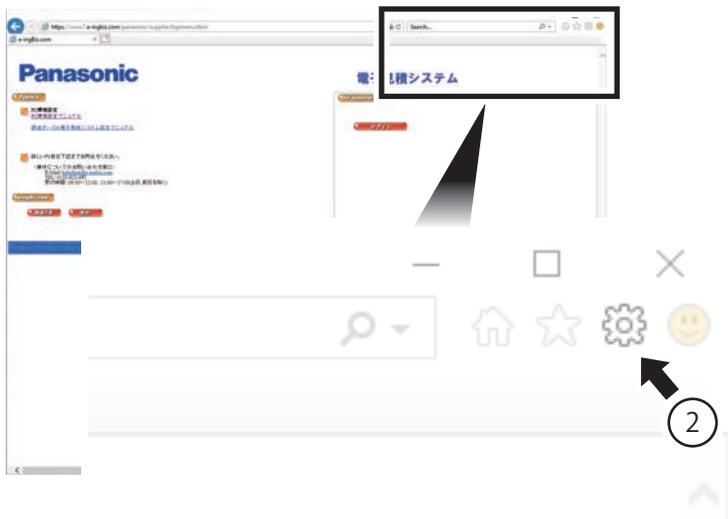
The Internet security setting procedure is now complete.

Continue on to the next page titled
"◆Setting the Pop-up Blocker."

◆ Setting the Pop-up Blocker

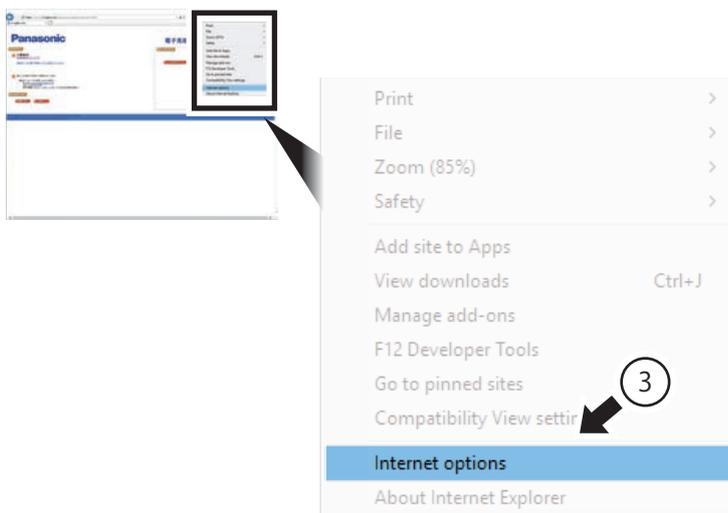
Change the settings so that a smaller window that is displayed when browsing a page will always be displayed.

Watch this in the video.

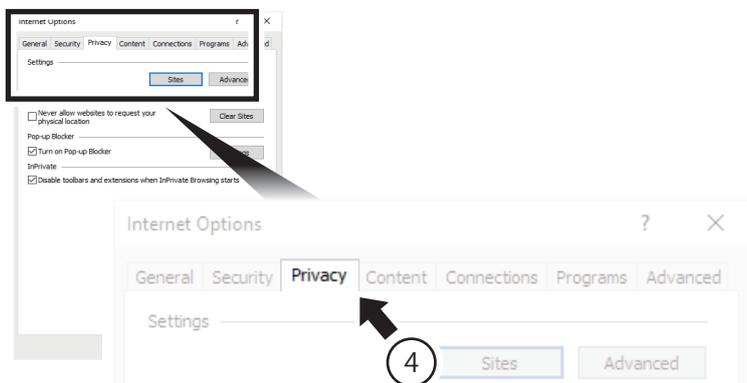


1. Launch IE11.
2. Click on the gear icon at the upper right corner of the browser.

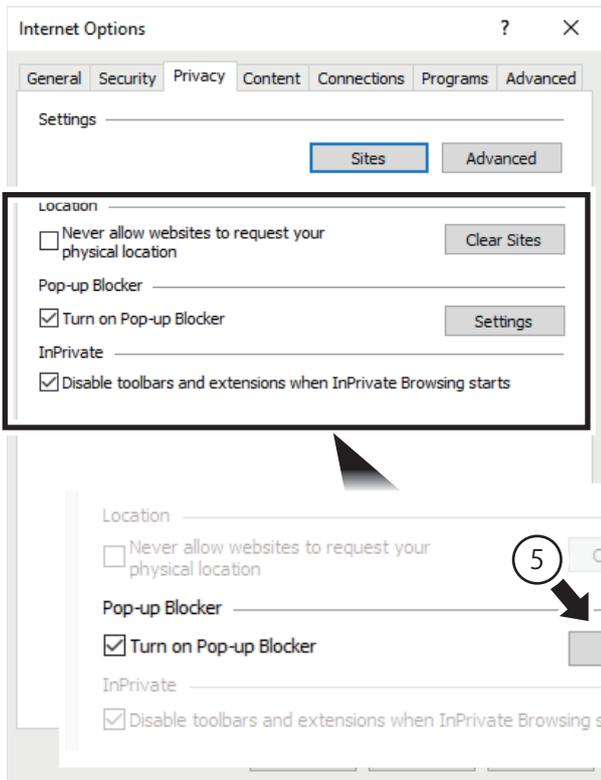
Context menu is displayed.



3. Click "Internet options".
The "Internet Options" window is displayed.

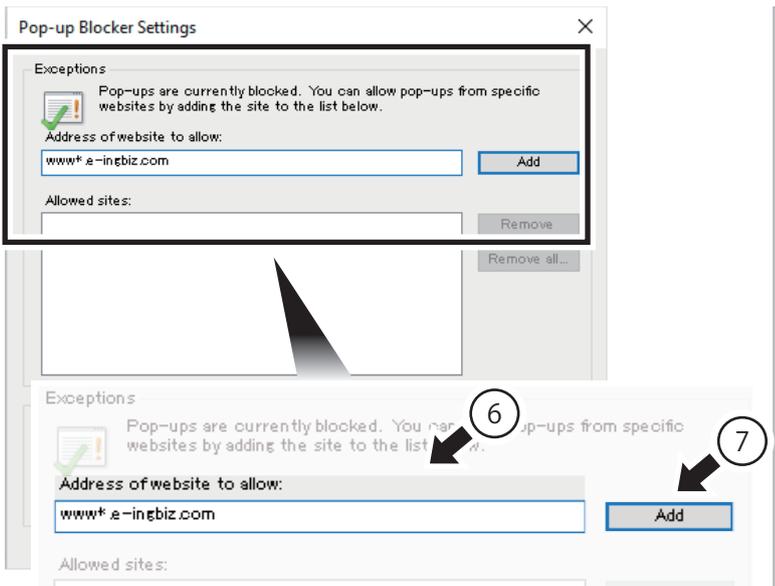


4. Click on the "Privacy" tab.

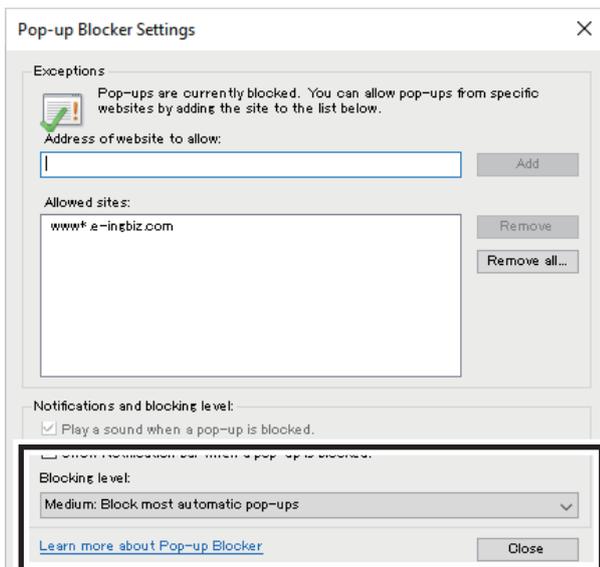


- Click [Setting] in "Pop-Up Blocker."
The "Pop-Up Blocker Settings" window is displayed.

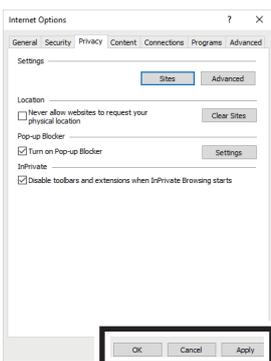
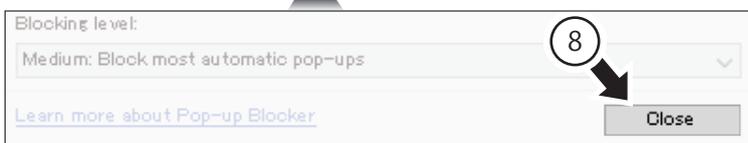
* It is okay if the Turn on Pop-up Blocker checkbox is selected at this time.



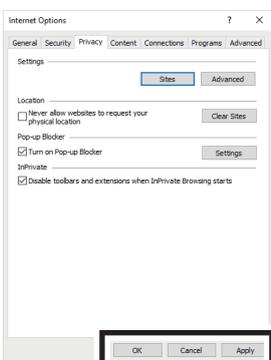
- Enter "www*.e-ingbiz.com" in the "Address of website to allow:" box.
- Click [Add].
The URL "www*.e-ingbiz.com" is displayed in the "Allowed sites" box.



8. Click [Close].
The window returns to "Internet Options."



9. Click [Apply].



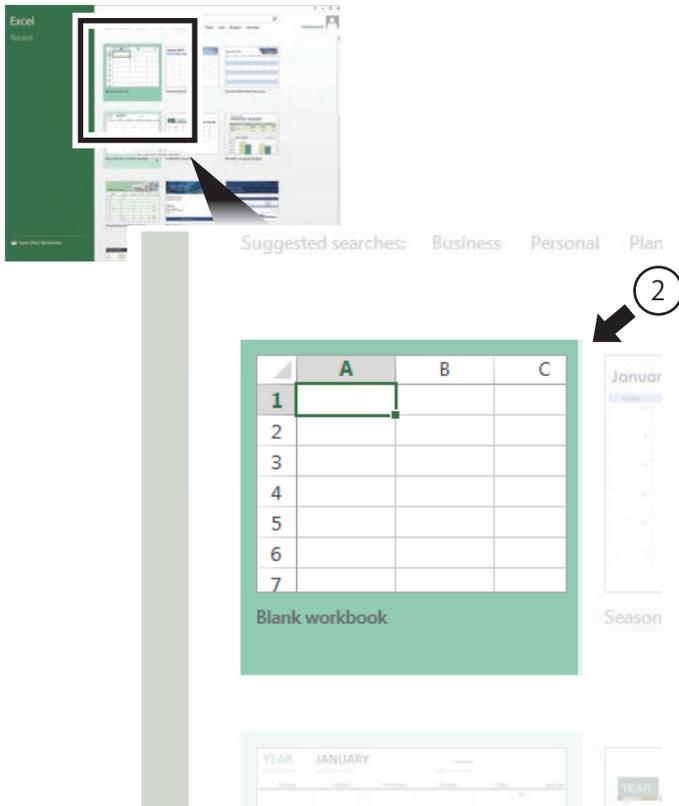
10. Click [OK].
11. Restart IE11.
The setting procedure for the pop-up blocker is now complete.
12. Continue on to the next page titled "2-3. Setting the Macro Security."



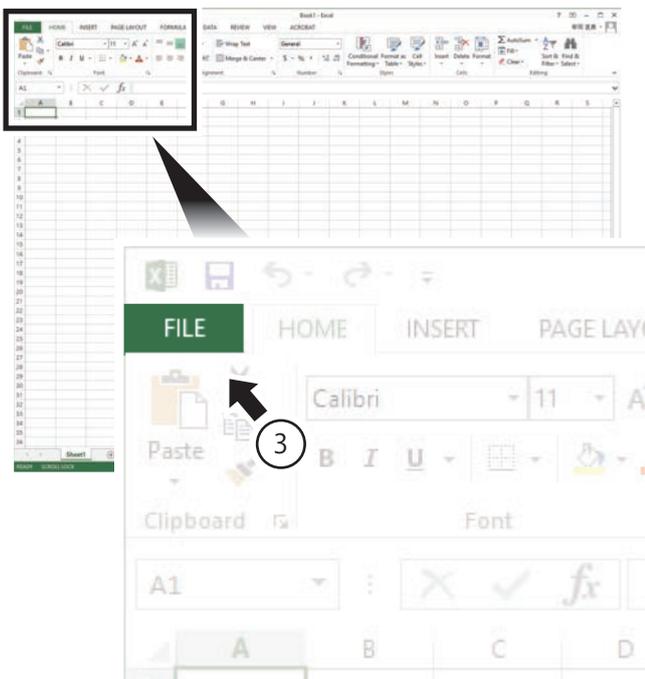
2-3. Setting the Macro Security

Set the macro security to prevent malicious macro attacks and run the Standard Quotation Format properly.

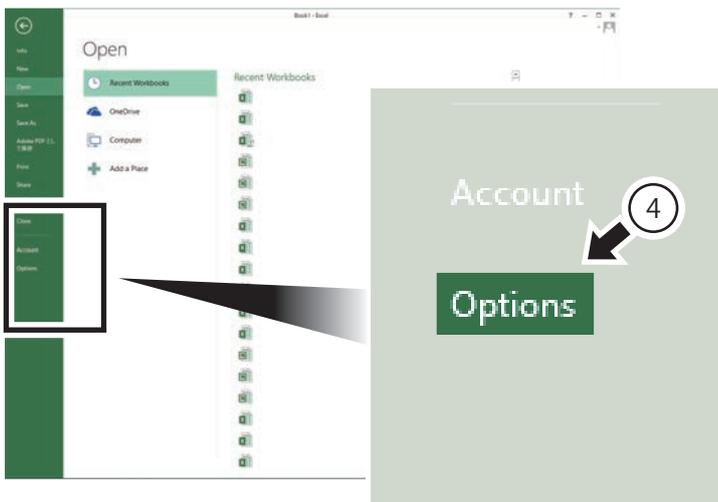
Watch this in the video.



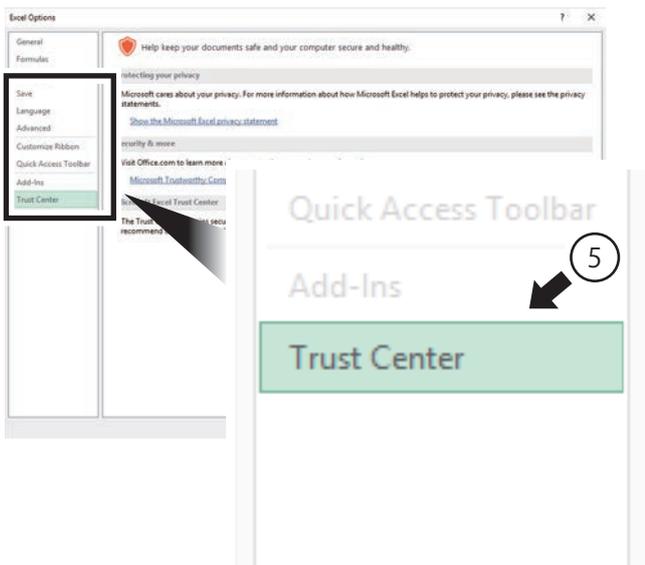
1. Start Excel.
2. Click "Blank Workbook."
A new file is displayed.



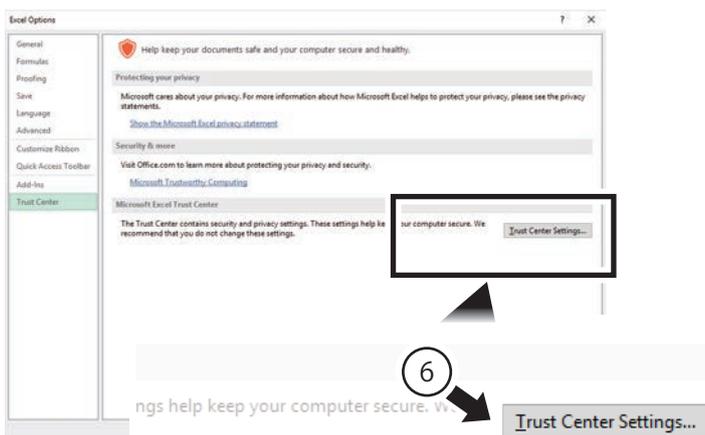
3. Click "File" in the upper left portion of the window.
The "Open" window is displayed.



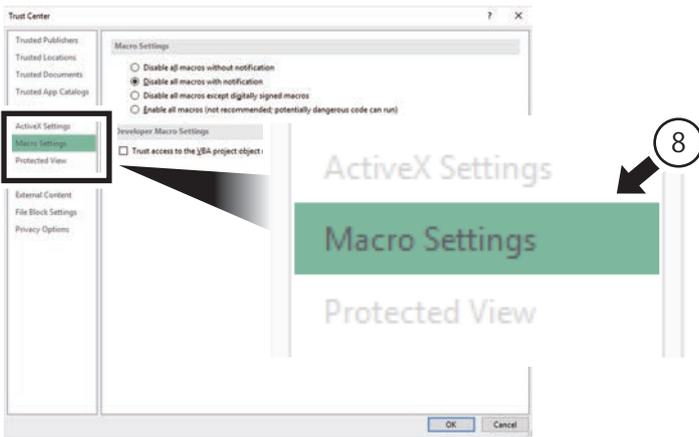
4. Click "Options."
The "Excel Options" window is displayed.



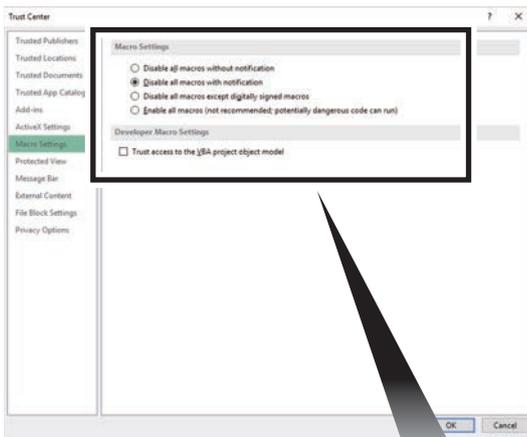
5. Click "Trust Center."



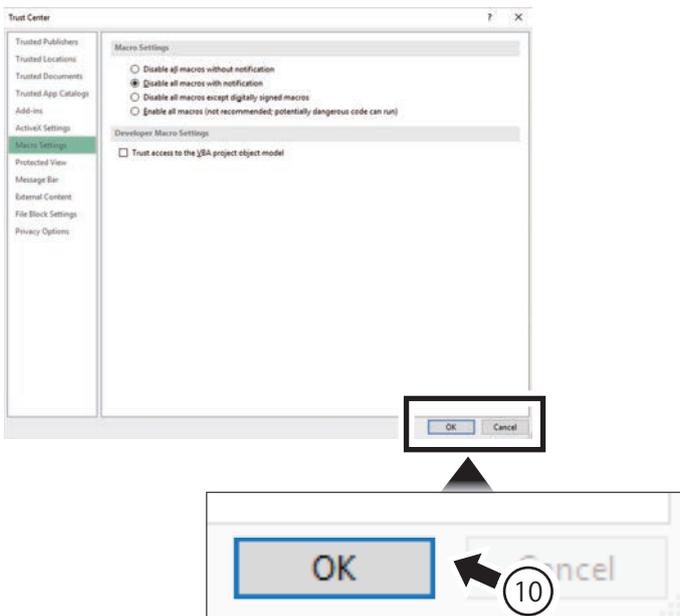
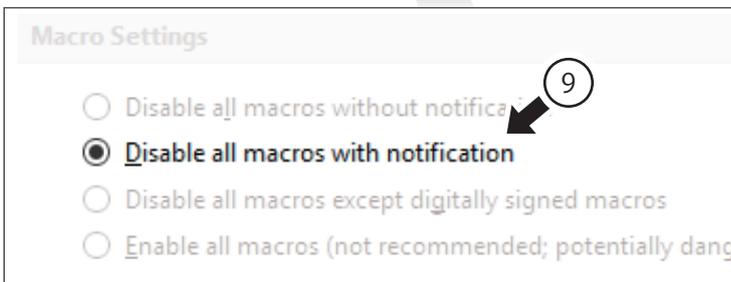
6. Click [Trust Center Settings].
The "Trust Center" window is displayed.



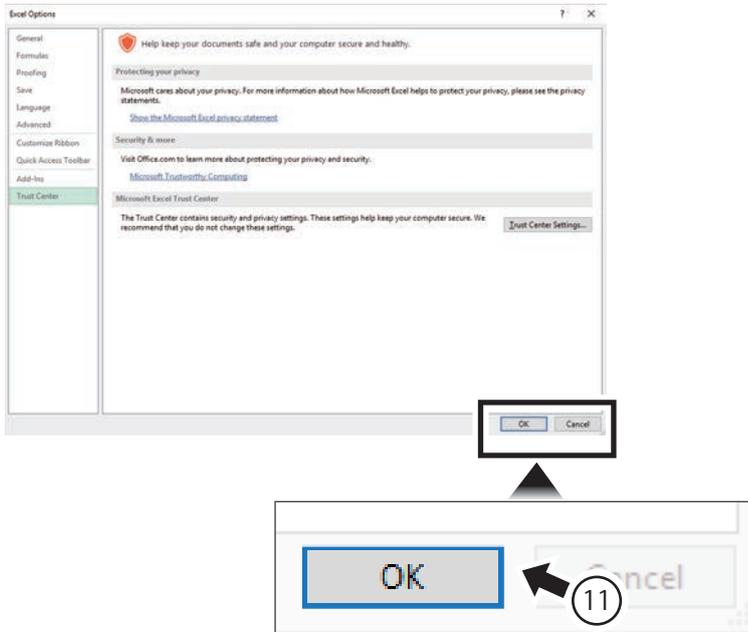
8. Click "Macro Settings."



9. Click "Disable all macros with notification" in "Macro Settings".



10. Click [OK].
The window returns to "Excel Options."



10. Click [OK].

The setting procedure for macro security is now complete.

Jump to the URL

" <https://www7.e-ingbiz.com>" and watch the e-ingBiz explanation video.

If You are Having Trouble

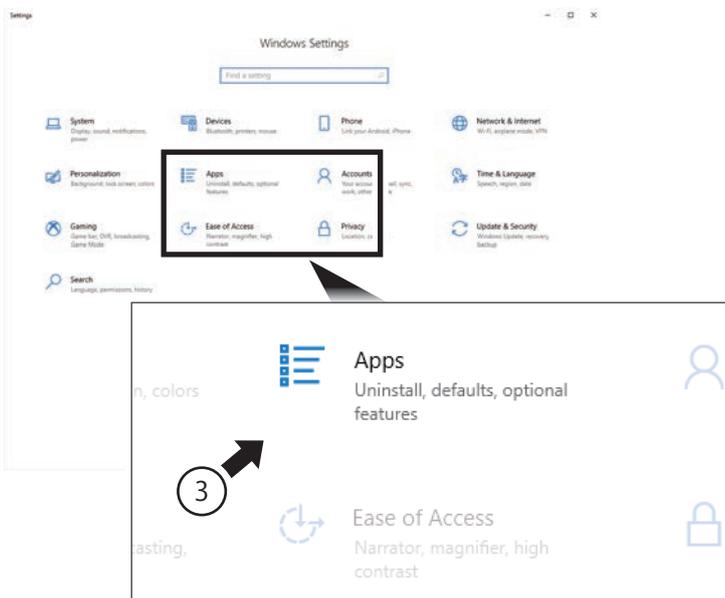
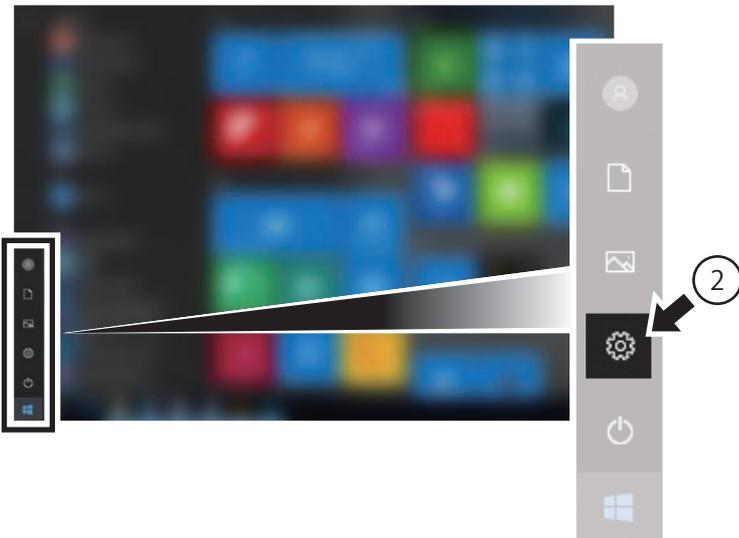
3

Clicking on a section header in the Table of Contents will make it to jump to the relevant page.
There is no video link for "3. If You are Having Trouble."

Internet Option Settings		A browser other than Internet Explorer is launched. 28
Macro Security Settings		
Launching e-ingBiz		The message, "Pop-up from www7.e-ingbiz.com has been blocked." is displayed 31
		Even though the Internet options have been set appropriately, e-ingBiz does not work properly. 32
		e-ingBiz has suddenly stopped working properly. 33
RFQ Response	Estimation Request	
	Estimation Response	Dates cannot be input in the calendar. 36
		An error message was displayed when clicking the "Apply" button in the standard quotation form. (upon RFQ Response) 37
Supplier Trigger Function	Official Estimation Request	
	Official Estimation Response	Dates cannot be input in the calendar 36
		An error message was displayed when clicking the "Apply" button in the standard quotation form. (upon Supplier Trigger Function) 40
		The message, "Specify folder." is displayed 43

◆ Browser other than Internet Explorer () is launched

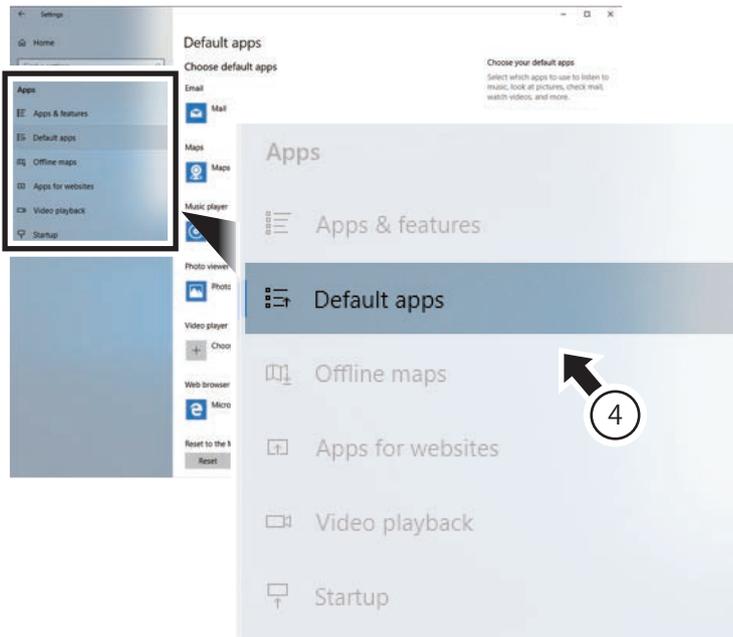
Set IE11 as the default browser.



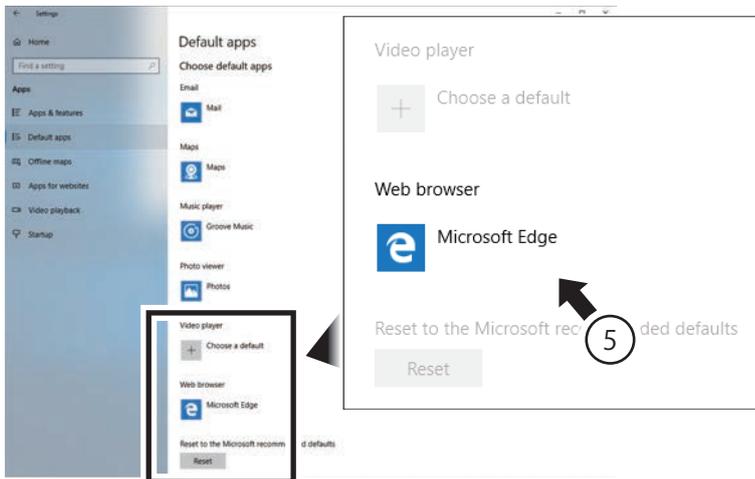
1. Click [Windows] on the task bar.

2. Click the gear icon.
The "Settings" window is displayed.

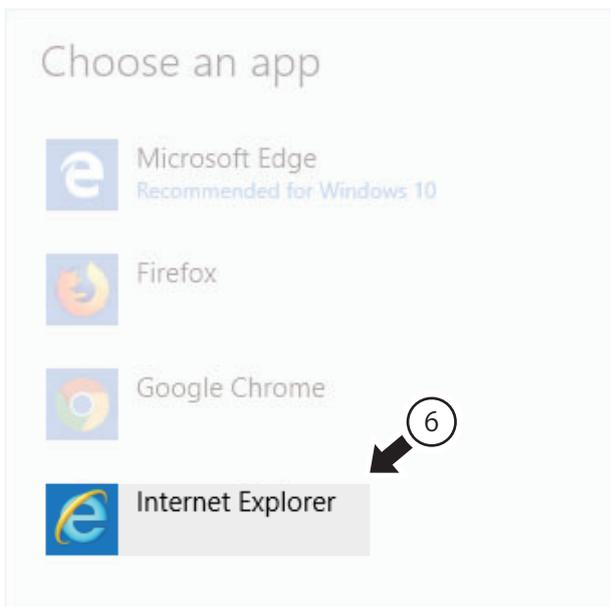
3. Click "System".
The "Apps & features" window is displayed.



4. Click "Default apps".
The "Default apps" window is displayed.



5. Click the "Web browsers" icon.
The "Choose an app" window is displayed.



6. Click "Internet Explorer."
The "Before you switch" window is displayed.

Before you switch

Try Microsoft Edge—it's new, it's fast, and it's built for Windows 10.

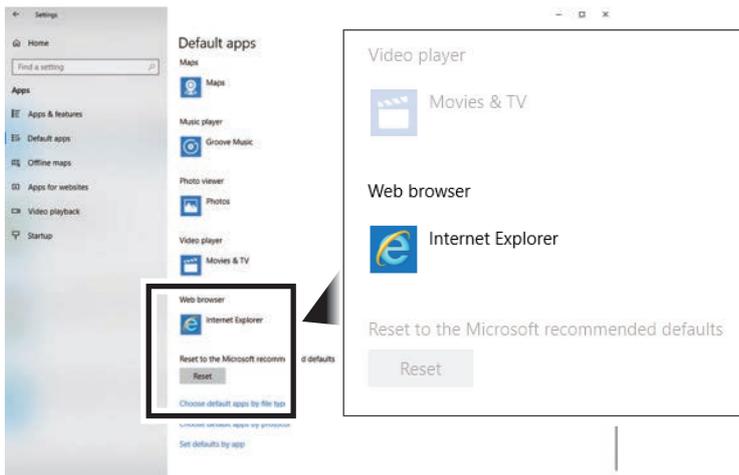
Try it out

Switch anyway

7

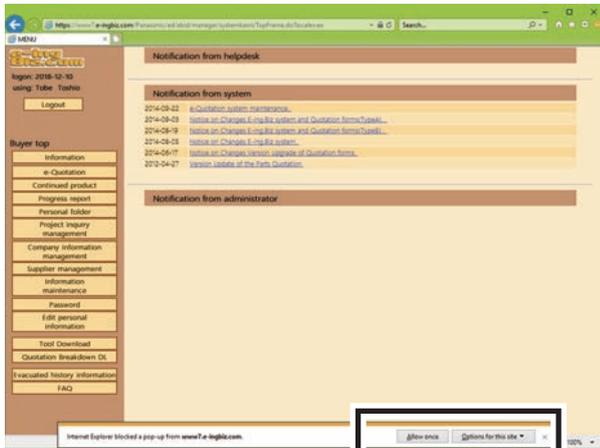
7. Click "Switch anyway".
"Internet Explorer" is displayed in "Web browser".

The procedure used to change the ordinary browser to IE11 is now complete.

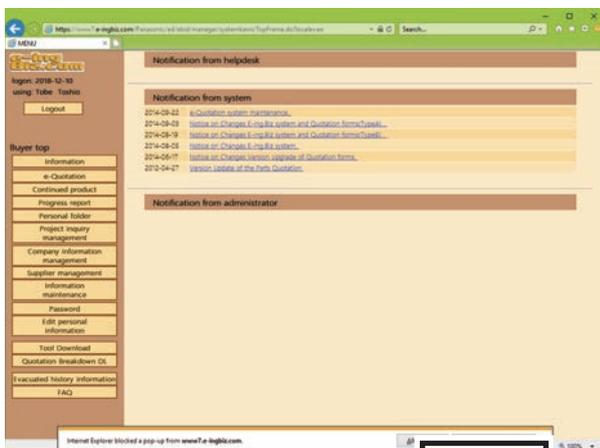
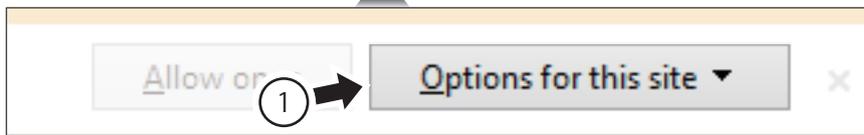


◆ The message, "Pop-up from www7.e-ingbiz.com has been blocked" is displayed

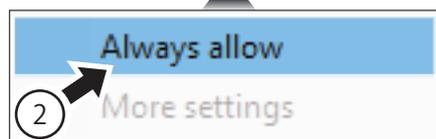
If the "Setting the Pop-up block" procedure has not been carried out, the message, "Pop-up from www7.e-ingbiz.com has been blocked." may be displayed when e-ingBiz is opened. Following the procedure shown below will stop the message to appear.



1. Click [Options for This Site].



2. Click "Always allow."
The displayed window will be reloaded.



◆ Even though the Internet options have been set appropriately, e-ingBiz does not work properly

In case e-ingBiz doesn't work properly in spite of Internet option setting, please check the following cases.

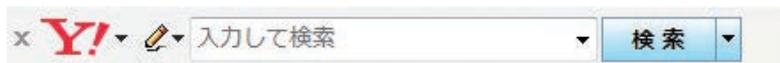
1. Affected by software or add-in system except for IE

Please uninstall the following software and add-in system.

- Google toolbar



- Yahoo toolbar



- Qihoo 360



If it does not still work yet, proceed to the step 2.

2. The latest patch has not been applied

You need to do Windows Update.

Unless you solve the problem yet, please contact to us which is shown in page 46.

◆ e-ingBiz has suddenly stopped working properly.

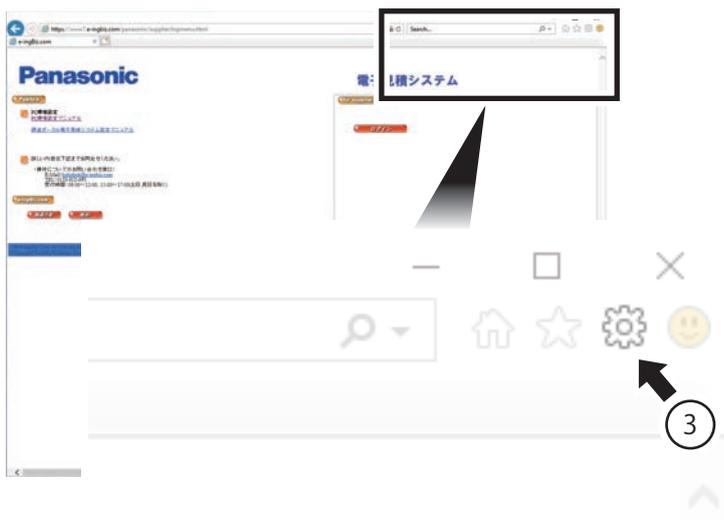
There are two possible causes for the sudden malfunction of e-ingBiz:

1. The Internet options settings have been canceled due to Windows updating, etc.
2. Because the system has been configured to delete the history upon closing IE, the compatibility view settings have been cleared.

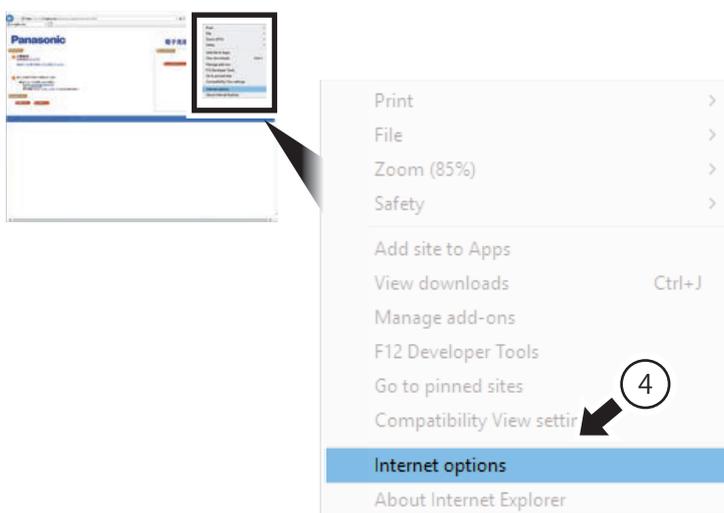
If the cause is 1 : reset the Internet options.

If the cause is 2 : follow the reset procedure shown below:

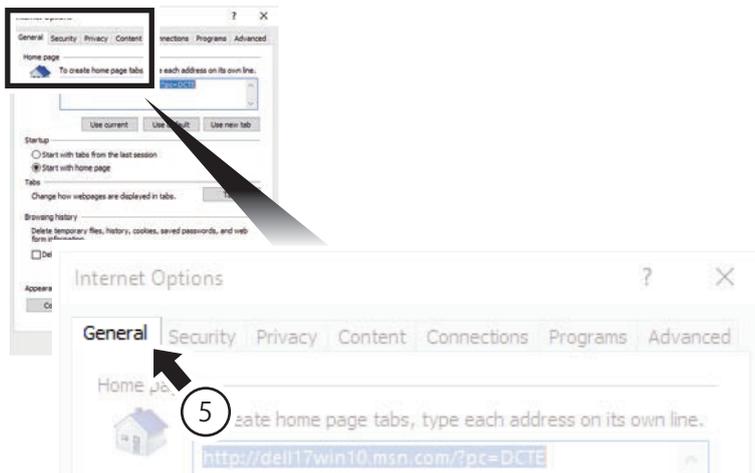
■Error Handling Procedures:



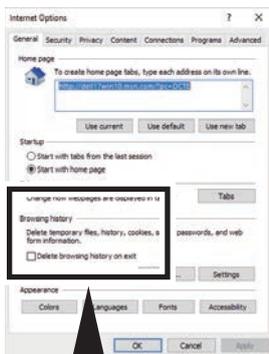
1. Launch IE11.
2. Open the URL
"https://www7.e-ingbiz.com."
3. Click on the gear icon at the upper right corner of the browser.
A context menu is displayed.



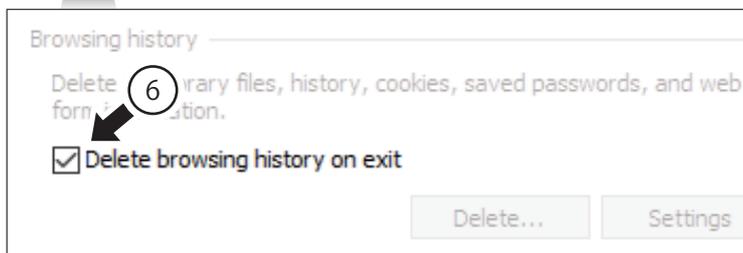
4. Click "Internet options".
The "Internet Options" window is displayed.



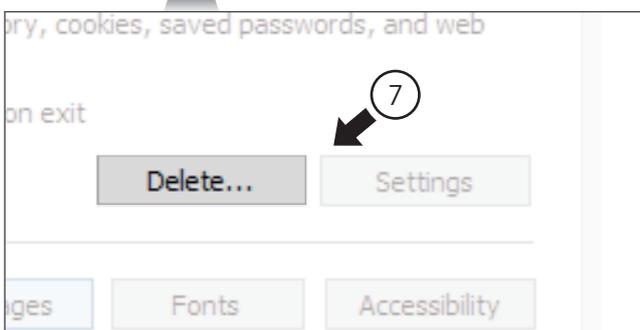
5. Click on the "General" tab.

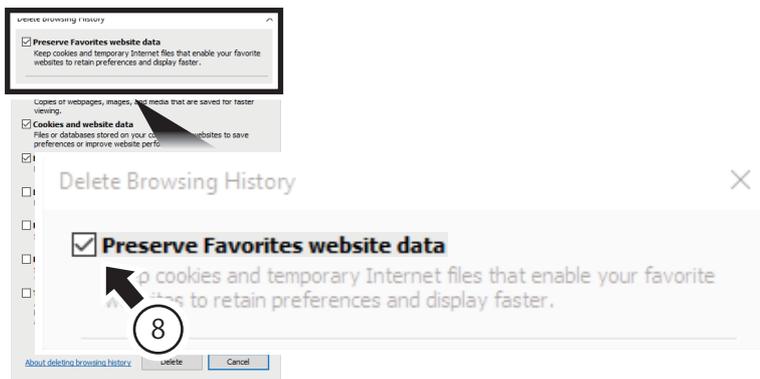


6. If the "Delete browsing history on exit" checkbox in the "Browsing history" field has already been selected, click the checkbox.

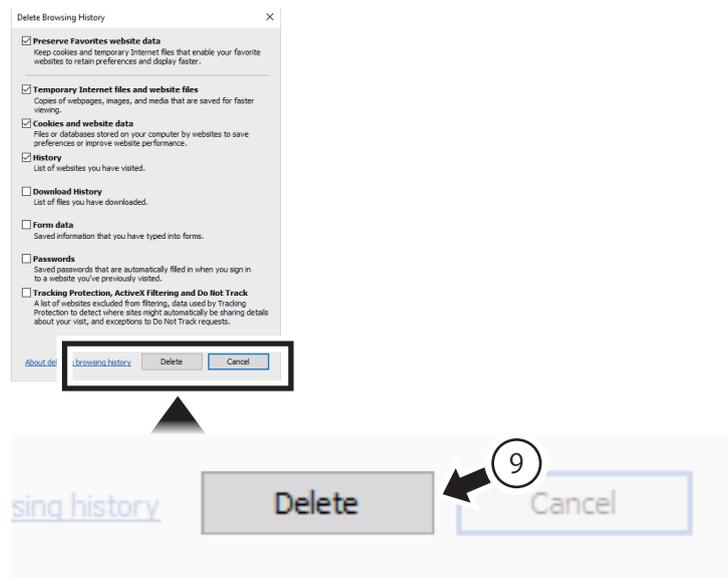


7. Click [Delete] in the "Browsing History" field. The "Delete Browsing History" window is displayed.





8. If the checkbox of "Preserve Favorites website data" has already been selected, click the checkbox.



9. Click [Delete]. The window returns to "Internet Options".
10. Reset the compatibility view following the procedures described in "◆ Setting the Compatibility View" (p. 9).

◆ Dates cannot be input in the calendar.

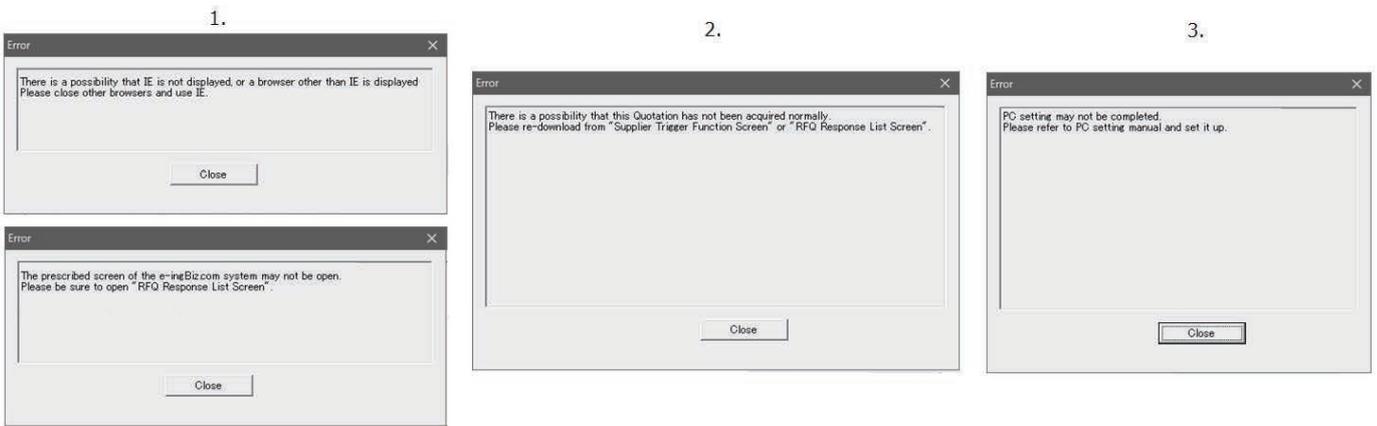


Occasionally, date cannot be input in the upper window displayed for inputting the date.

This may be because the Internet security setting procedure has not been completed.

Set the Internet security by following the procedures described in "◆ Setting the Internet Security" (p. 15).

◆ An error message was displayed when clicking the "Apply" button in the standard quotation form. (upon RFQ Response).

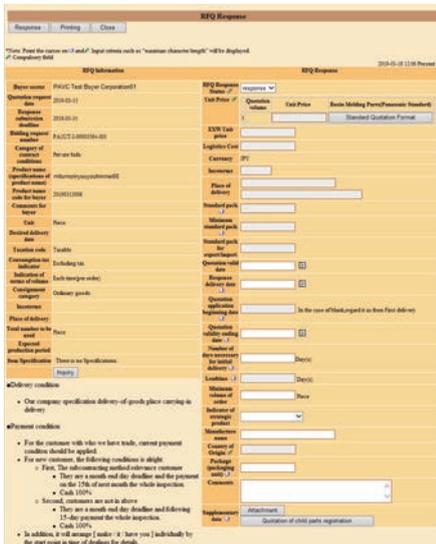


There are 3 possible causes for this message to appear during RFQ Response.

1. The applicable "RFQ Response" window is not displayed in IE11.
2. The Standard Quotation Format downloaded from the "Details/Responses for Bidding Items" window was not used.
3. The setting procedures described in the "e-ingBiz Preconfiguration Manual" were not properly carried out.

■ Error Handling Procedures:

1. The applicable "RFQ Response" window is not displayed in IE11

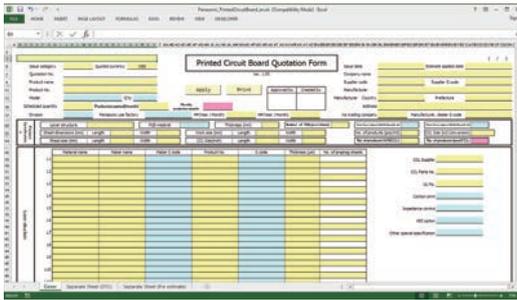


1. Display the "RFQ Response" window.
2. Click [Apply] in the Standard Quotation Format.

If the error message still appears, continue on to the next step.

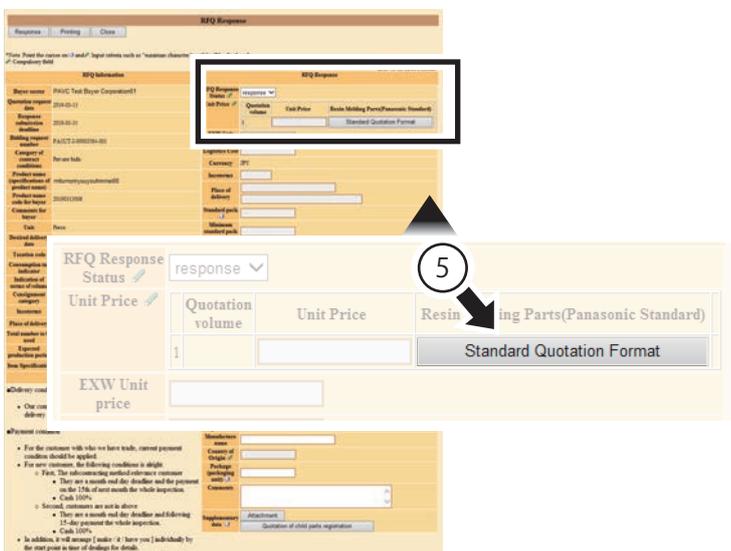


2. The Standard Quotation Format downloaded from the "Details/Responses for Bidding Items" window is not used

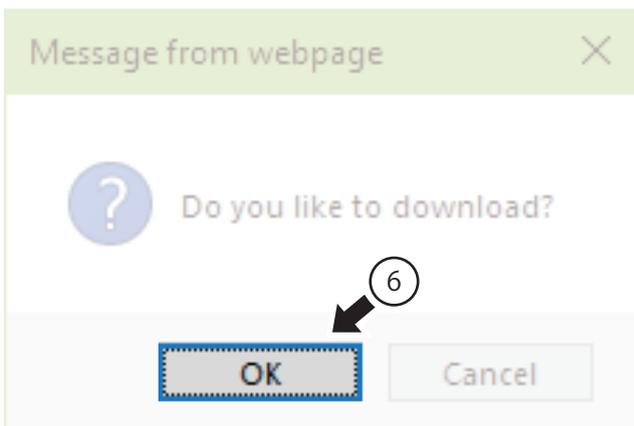


3. Confirm if the form used is the Standard Quotation Format, which has been downloaded from the "RFQ Response" window.

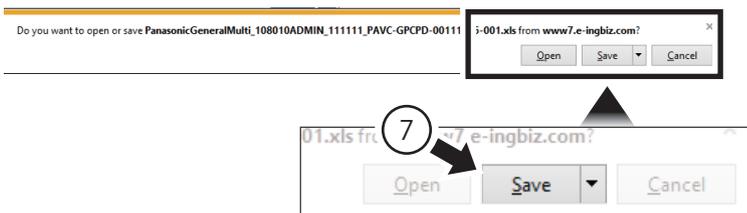
If the form used is the Standard Quotation Format that has been downloaded from the "RFQ Response" window, continue on to step 11.



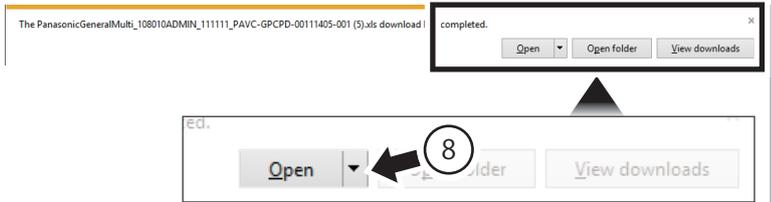
4. Open the the "RFQ Response" window.
5. Click [Standard Quotation Format] in the "Unit Price" field.
The "Message from the web page" window is displayed.



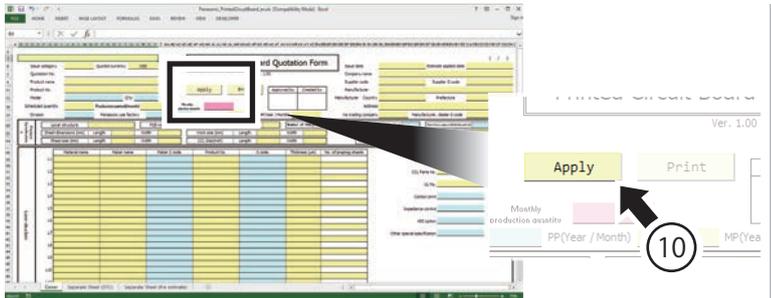
6. Click [OK].
A confirmation message is displayed.



7. Click [Save].
A confirmation message is displayed.



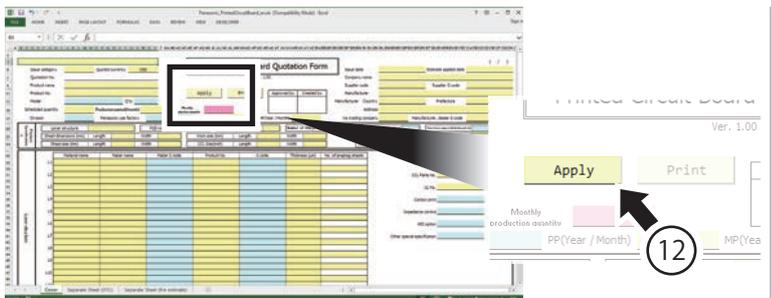
8. Click [Open File].
The Standard Quotation Format is displayed.



9. Fill in the form with the required information.
10. Click [Apply] in the Standard Quotation Format.

If the error message still appears, continue on to the next step.

3. The setting procedures described in the "e-ingBiz Preconfiguration Manual" were not properly carried out



11. Reset the Internet options.
Follow the procedures described in the following sections:
 - ◆Setting the Compatibility View (p. 9)
 - ◆Registering in the Trusted Site (p. 11)
 - ◆Setting the Protection Mode (p. 14)
12. Click [Apply] in the Standard Quotation Format.

◆ An error message was displayed when clicking the "Apply" button in the standard quotation form. (upon Supplier Trigger Function)

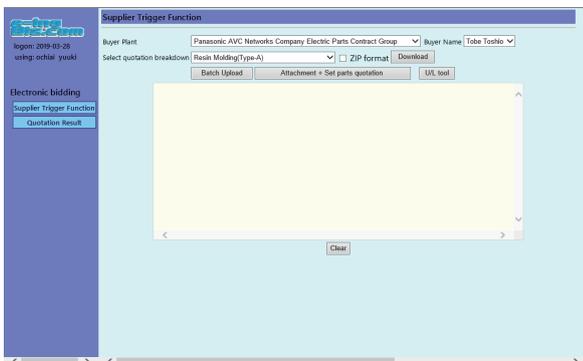


There are 3 possible causes for this message to appear during the Supplier Trigger Function.

1. The applicable "Supplier Trigger Function" window is not displayed in IE11.
2. The Standard Quotation Format downloaded from the "Supplier Trigger Function" window is not being used.
3. The setting procedures described in the "e-ingBiz Preconfiguration Manual" were not properly carried out.

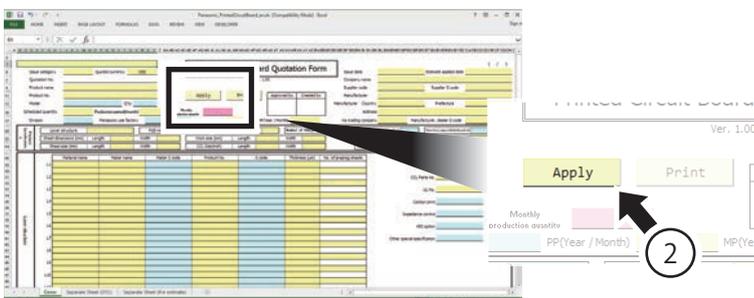
■ Error Handling Procedures:

1. The applicable "Supplier Trigger Function" window is not displayed in IE11

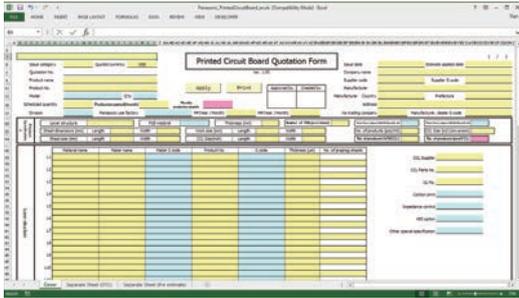


1. Display the "Supplier Trigger Function" window.
2. Click [Apply] in the Standard Quotation Format.

If the error message still appears, continue on to the next step.

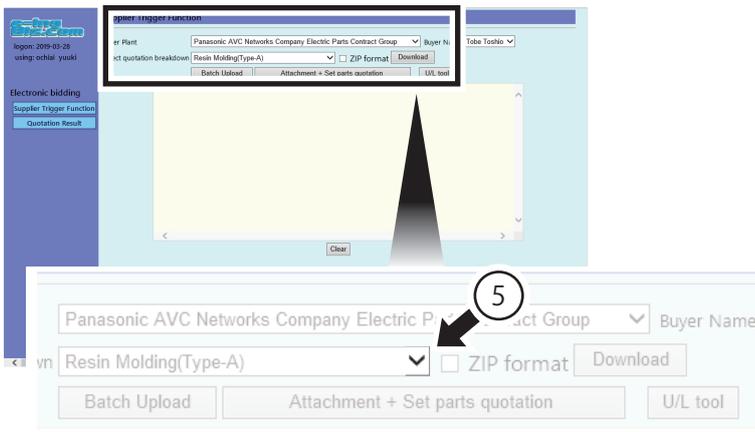


2. The Standard Quotation Format downloaded from the "Supplier Trigger Function" window is not being used.



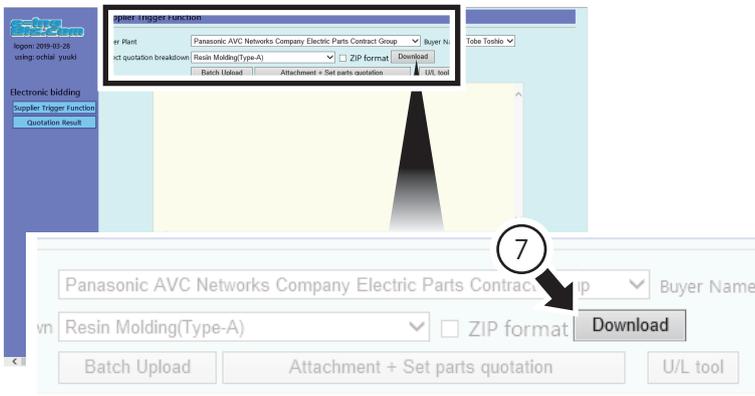
3. Confirm that the Standard Quotation Format is the one that has been downloaded from the "Supplier Trigger Function" window.

If the Standard Quotation Format has been downloaded from the "Supplier Trigger Function" window, continue on to step 12.

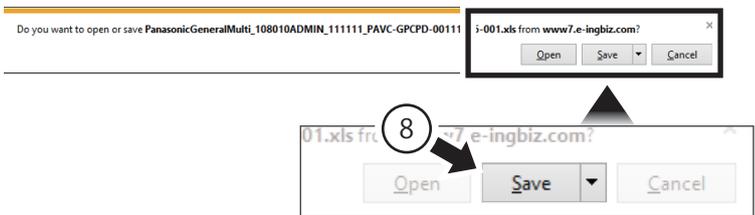


4. Open the "Supplier Trigger Function" window.
5. Click [∨] in the "Select Quotation Details" field. A pull-down menu will appear.

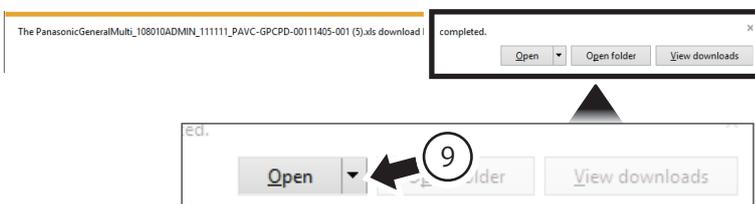
6. Select the quotation from the pull-down menu.



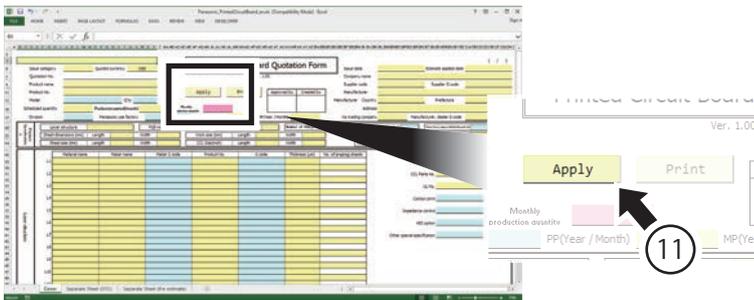
7. Click [Download] in the "Select quotation breakdown". A confirmation message is displayed.



8. Click [Save]. A confirmation message is displayed.



9. Click [Open File]. The Standard Quotation Format is displayed.

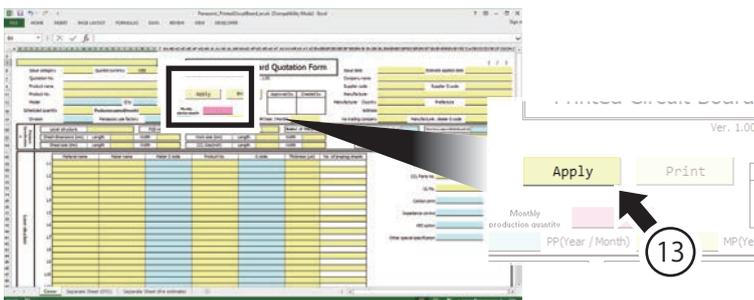


10. Fill in the form with required information.

11. Click [Apply] in the Standard Quotation Format.

If the error message still appears, continue on to the next step.

3. The setting procedures described in the "e-ingBiz Preconfiguration Manual" were not properly carried out.



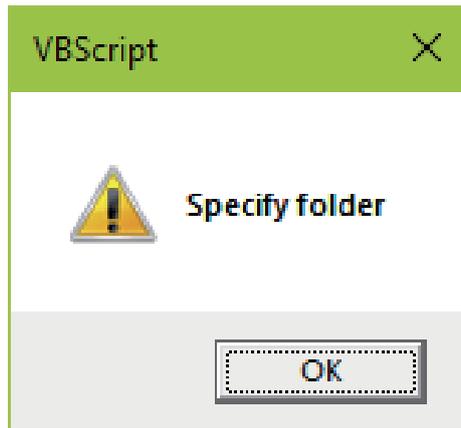
12. Reset the Internet options.

Follow the procedures described in the following sections:

- ◆ Setting the Compatibility View (p. 9)
- ◆ Registering in the Trusted Site (p. 11)
- ◆ Setting the Protection Mode (p. 14)

13. Click [Apply] in the Standard Quotation Format.

◆ The message, "Specify folder." is displayed



If you click [Browse] when selecting folders for designating all quotes at once through the Supplier Trigger Function, the above message may appear.

The Internet security setting procedures may not have been completed.

Set the Internet security by following the procedures described in "◆Setting the Internet Security" (p. 15).

Inquiry Contact

4

If you need support regarding operation of the e-ingBiz.com system or if you have forgotten your password, please contact us via telephone or email at the following number/address after confirming the required information:

◆ Required Information

- Operation details
- Screen shot during the operation or when the error occurred
- Versions of Windows, IE and Microsoft Office

◆ Inquiry in Japanese: e-ingBiz.com System Help Desk

TEL : 0120-922-695
E-Mail : helpdesk@e-ingbiz.com
Reception Hours: 09:00 - 12:00 noon, 13:00 - 17:00
(except Saturdays, Sundays and statutory holidays)

◆ Inquiries in English: Centralized Contract System Help Desk

E-Mail : ccsys-support@ml.jp.panasonic.com
Reception Hours: 09:00 - 11:45, 12:30 - 17:30
(except Saturdays, Sundays and public holidays)

