

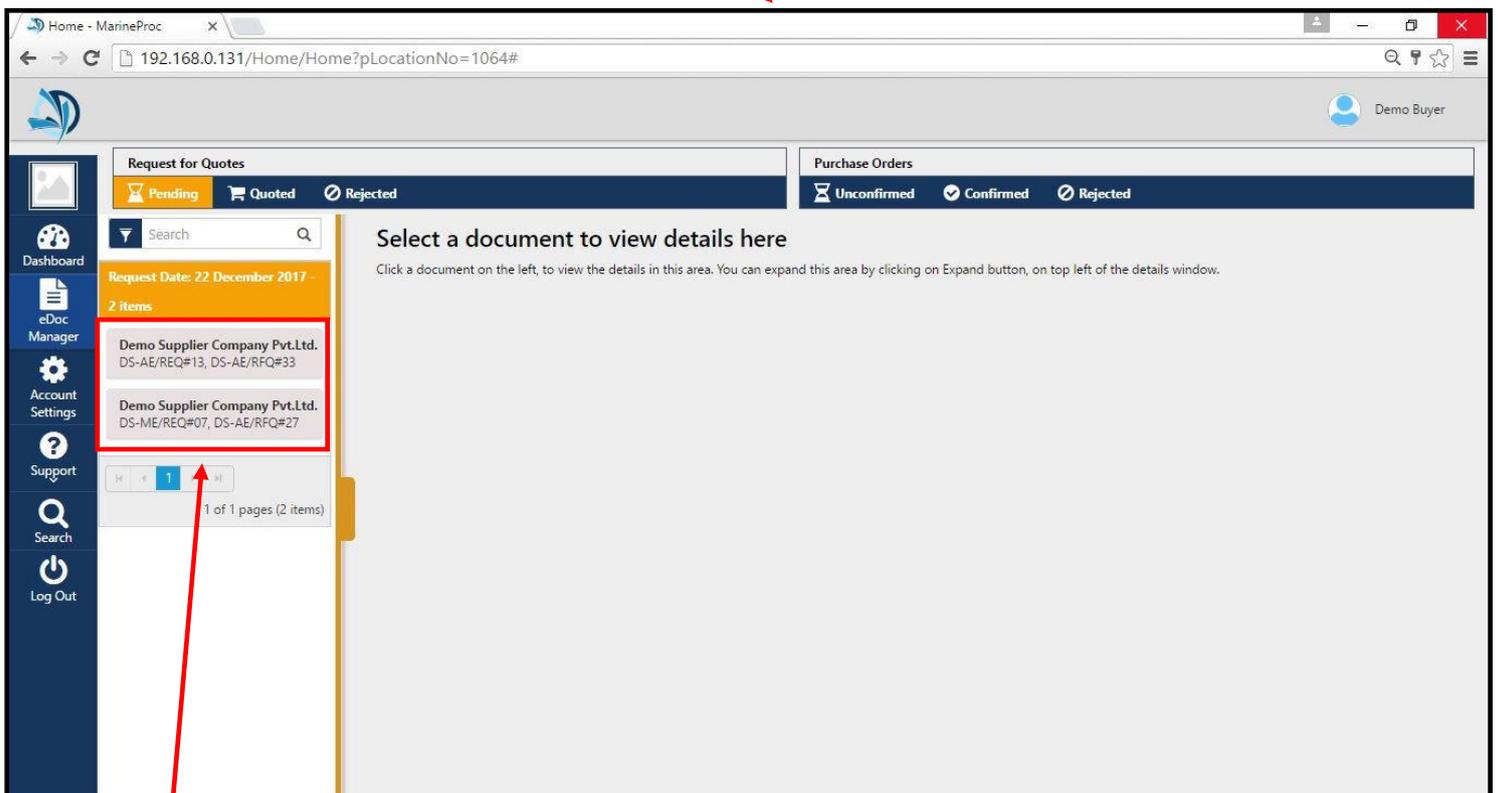
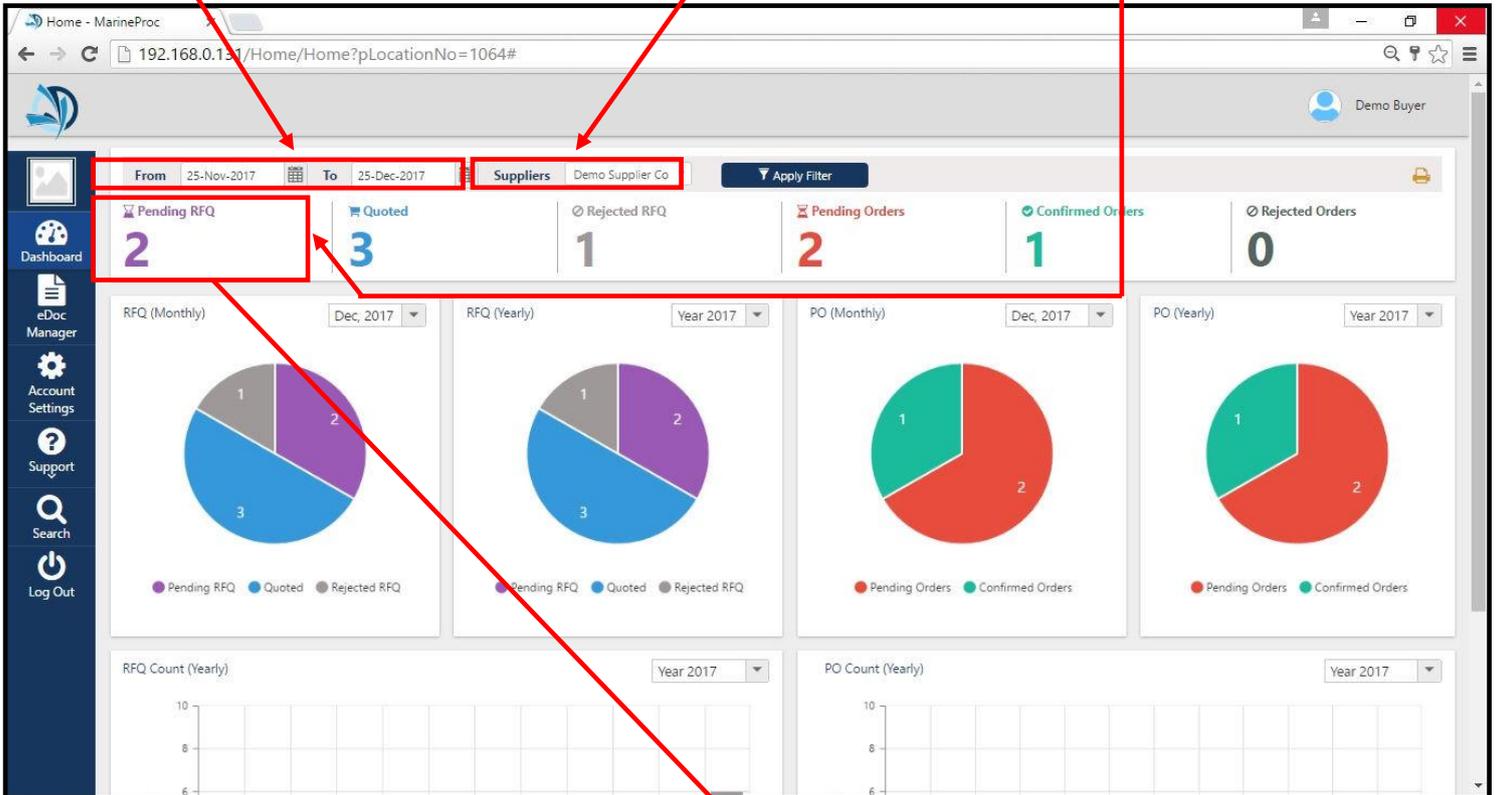
# Marine Proc – Quick Start Guide for Buyers

## Pending RFQs

Here, select the period for which you want to view the records.

To view purchase transactions related to a particular supplier, select the same under the **Suppliers** field.

Click on **Pending RFQ** option to see list of the pending RFQs.



Click on any RFQ to view its details.

You can resend the RFQ to the supplier by clicking on this button.

**Request for Quote** Pending

Vessel: DemoShip  
 Currency: USD  
 Issued On: Friday, 22 Dec 2017  
 Req. Delivery: Saturday, 20 Jan 2018

Port: Singapore (Singapore)  
 Priority: High  
 Expires On: Saturday, 20 Jan 2018  
 Reference: DS-AE/REQ#13, DS-AE/RFQ#33

Supplier: Demo Supplier [Click Here For Details](#)  
 Agent: International Marine Supplies Ltd. [Click Here For Details](#)

Quote Number: [Input Field]  
 Quote Valid Upto: 26-Dec-2017  
 Currency: US Dollar

### Received Quotations

To view list of the received quotations, click on the **Quoted** option.

Use this button to view the **Rejected RFQs**.

From: 25-Nov-2017 To: 25-Dec-2017 Suppliers: Demo Supplier

Pending RFQ: 2 | **Quoted: 3** | Rejected RFQ: 1 | Pending Orders: 2 | Confirmed Orders: 1 | Rejected Orders: 0

RFQ (Monthly) Dec, 2017: Pending RFQ (1), Quoted (2), Rejected RFQ (3)

RFQ (Yearly) Year 2017: Pending RFQ (1), Quoted (2), Rejected RFQ (3)

PO (Monthly) Dec, 2017: Pending Orders (1), Confirmed Orders (2)

PO (Yearly) Year 2017: Pending Orders (1), Confirmed Orders (2)

Click on any quotation to view its details.

The screenshot shows a web application interface for 'Request for Quotes'. The top navigation bar includes 'Request for Quotes' (with sub-tabs: Pending, Quoted, Rejected) and 'Purchase Orders' (with sub-tabs: Unconfirmed, Confirmed, Rejected). The user is logged in as 'Demo Buyer'. The main content area is titled 'Select a document to view details here' and contains a search bar and a list of 3 items. The list items are:

- Demo Supplier Company Pvt.Ltd. DS-AE/REQ#09, DS-AE/RFQ#03
- Demo Supplier Company Pvt.Ltd. DS-AE/REQ#11, DS-AE/RFQ#26
- Demo Supplier Company Pvt.Ltd. DS-CON/REQ#12, DS-CON/RFQ#15

A red box highlights this list, and a red arrow points from the instruction text to it.

Click on the **Items** tab to view the price, quoted against each line item.

The screenshot shows the 'Request for Quote' details page. The 'Quotation' tab is selected, and the 'Items' sub-tab is active. The main content area displays the following details:

- Vessel:** DemoShip
- Currency:** USD
- Issued On:** Friday, 22 Dec 2017
- Req. Delivery:** Saturday, 20 Jan 2018
- Port:** Singapore (Singapore)
- Priority:** Low
- Expires:** Saturday, 20 Jan 2018
- Reference:** DS-AE/REQ#11, DS-AE/RFQ#26

The 'Supplier' is 'Demo Supplier' with a link to 'Click Here For Details'. Below this, there are tabs for 'Quotation', 'Items', 'Notes', and 'Summary'. The 'Items' tab is selected, and a table is displayed:

S. No.	ITEM DETAILS	QTY	UNIT	PRICE	TOTAL	DISCOUNT (%)	DISCOUNT AMOUNT	ACTUAL TOTAL	ITEM TYPE	DELIVERY (DAYS)	REMARKS
1	Governor Motor Assy. Fig.99	1	Pcs	2575	2575	0	0	2575	Origin		

A red box highlights the 'Items' tab and the table below it, and a red arrow points from the instruction text to the 'Items' tab.

Summary tab shows the overall discount offered by the supplier, freight charges, packaging charges and total value of the quotation.

The screenshot displays a web application interface for 'Request for Quotes'. The main content area shows a 'Request for Quote' summary for a 'Quoted' status. The summary table is highlighted with a red box and contains the following data:

Total Amount	2575.00
Currency	USD
Overall Discount	0.00
Overall Discount(%)	0.00
Freight Charge	0.00
Packaging Charge	0.00
Grand Total	2575.00

The interface also includes a sidebar with navigation options like 'Dashboard', 'eDoc Manager', and 'Account Settings'. The top navigation bar shows 'Request for Quotes' with filters for 'Pending', 'Quoted', and 'Rejected'. The 'Purchase Orders' section shows 'Unconfirmed', 'Confirmed', and 'Rejected' filters. The main content area includes a search bar, a list of items, and a 'Supplier' section with details like 'Vessel', 'Currency', 'Issued On', and 'Req. Delivery'.

### Confirmed Purchase Orders

Pending Orders option shows list of the purchase orders that are pending for the supplier's confirmation.

Click on Confirmed Orders option to view list of the POs that have been confirmed by the supplier.

Rejected POs can be viewed by clicking the Rejected Orders option.

The screenshot shows a dashboard with a top navigation bar and a left sidebar. The main area contains summary cards for various order statuses: Pending RFQ (2), Quoted (3), Rejected RFQ (1), Pending Orders (2), Confirmed Orders (1), and Rejected Orders (0). Below these are four pie charts: RFQ (Monthly) for Dec 2017, RFQ (Yearly) for Year 2017, PO (Monthly) for Dec 2017, and PO (Yearly) for Year 2017. At the bottom, there are two empty line charts for RFQ Count (Yearly) and PO Count (Yearly) for Year 2017.

Click on any purchase order to view its details.

The screenshot shows the details of a confirmed purchase order. The top navigation bar includes 'Request for Quotes' and 'Purchase Orders' tabs. The 'Purchase Orders' tab is active, showing 'Unconfirmed', 'Confirmed', and 'Rejected' sub-tabs. The main content area displays the order details: Vessel (DemoShip), Currency (USD), Issued On (Friday, 22 Dec 2017), Reference (DS-AE/REQ#09, DS-PO#31), Port (Singapore (Singapore)), Priority (Medium), and Req. Delivery (Saturday, 20 Jan 2018). Below this is a table of items:

S. No.	ITEM DETAILS	QTY	UNIT	PRICE	TOTAL	DISCOUNT AMOUNT	ACTUAL TOTAL	DELIVERY (DAYS)	REMARKS
1	HIGH PRESSURE FLEXIBLE HOSE	1	PCE	137.15	137.15	0	137.15		MAIN AIR COMPRESSOR SPECIFICATIONS: MAKER:J.P. SAUER & SOHN MASCHINENBAU GMBH MODEL: WP 271 L SERIALNO:103320