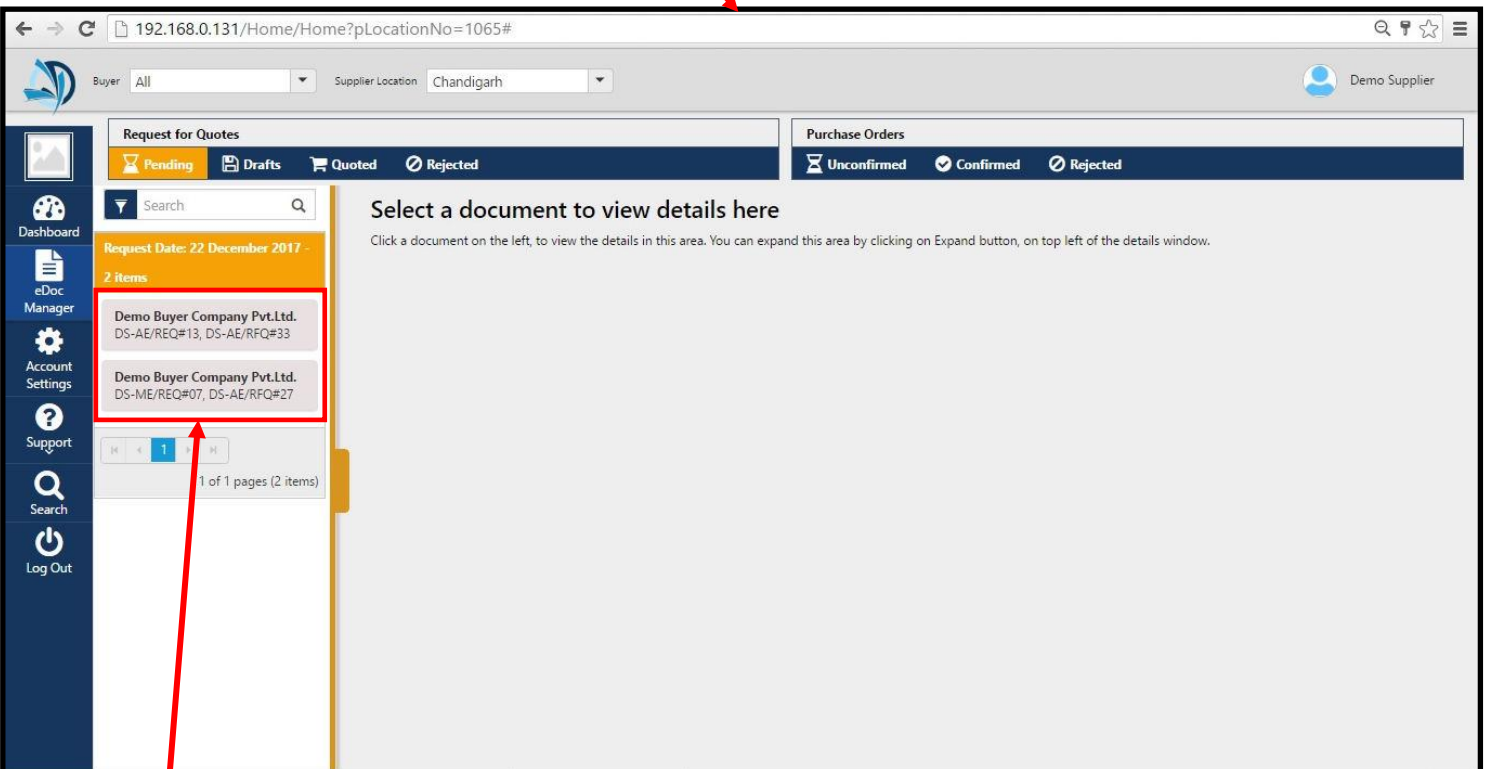
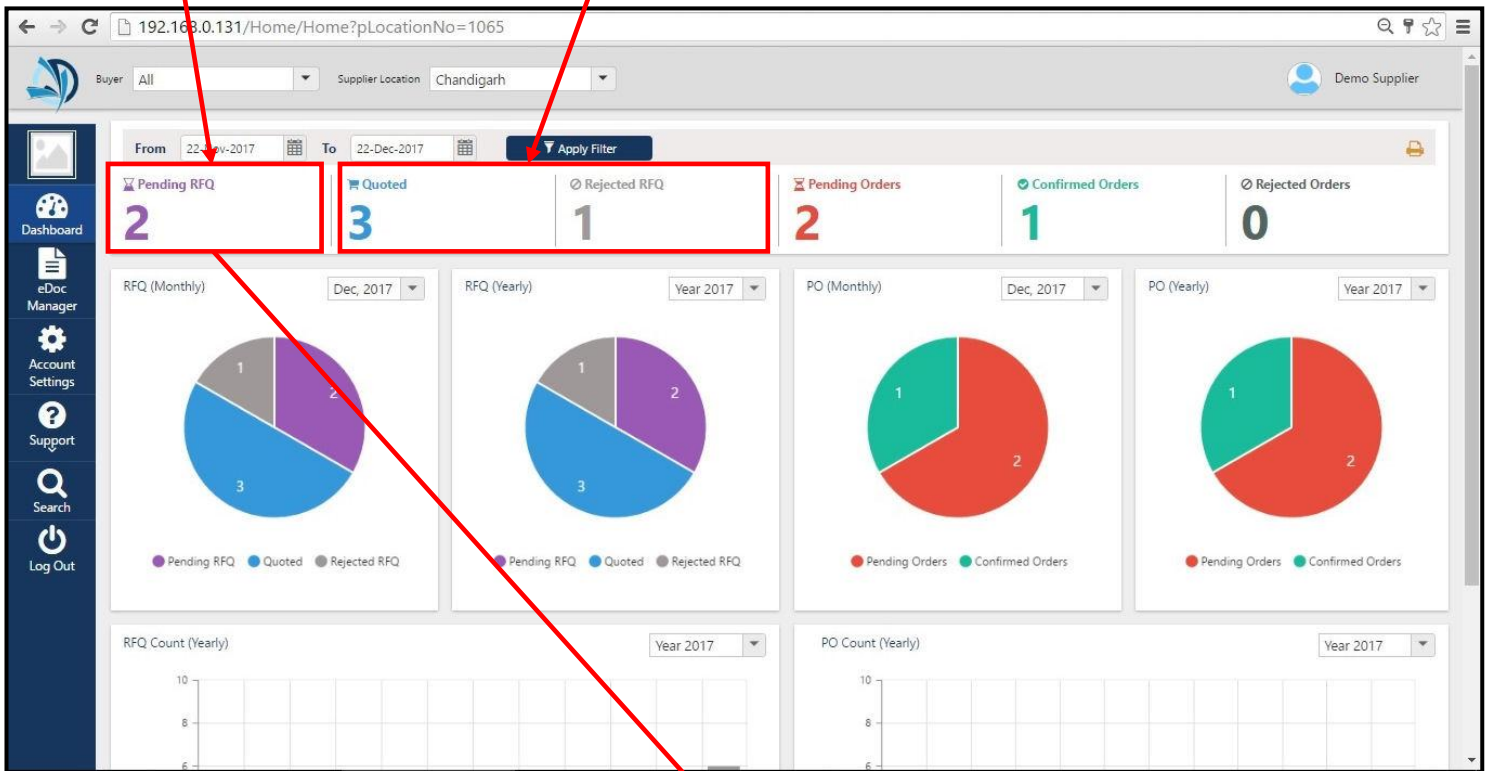


Marine Proc – Quick Start Guide for Suppliers

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

You can also view the submitted **Quotations** and **Rejected RFQs** from here.



Click on the RFQ for which you want to submit quote.

Under **Quotation** tab, enter **Quote Number**, **Quote Valid Upto** date and the **Currency** in which price is to be quoted.

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: Saturday, 20 Jan 2018
Reference: DS-AE/REQ#13, DS-AE/RFQ#33

Buyer: Demo Buyer (Click Here For Details) | Agent: International Marine Supplies Ltd. (Click Here For Details)

Quotation | Items | Notes | Summary

Quote Number*: DS/QT/2017-59
Quote Valid Upto*: 23-Dec-2017
Currency: US Dollar

Under **Items** tab, enter the **Price** and **Discount** (if any) against the items.

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: Saturday, 20 Jan 2018
Reference: DS-AE/REQ#13, DS-AE/RFQ#33

Buyer: Demo Buyer (Click Here For Details) | Agent: International Marine Supplies Ltd. (Click Here For Details)

Quotation | **Items** | Notes | Summary

Material Type: Spares

S. No.	ITEM DETAILS	QTY	UNIT	PRICE	TOTAL	DISCOUNT (%)	DISCOUNT AMOUNT	ACTUAL TOTAL	ITEM TYPE	DELIVERY (DAYS)	REMARKS
1	BONNET 147673-11290 Equipment	2	Pcs	775	1550.00	0	0	1550.00	Origin	15	
2	EXHAUST VALVE, NIMONIC PLATING 147673-11740 Equipment	3	Pcs	730	2190.00	0	0	2190.00	Origin	15	

Summary tab shows the **Total Amount** quoted in the quotation. Here, you can also put **Overall Discount** (discount on total amount), **Freight** and **Packaging** charges.

The screenshot displays a web application interface for managing Request for Quotes (RFQs). The main content area shows a 'Request for Quote' in a 'Pending' state. The 'Summary' tab is active, displaying the following details:

Total Amount	5508.00
Currency	USD
Overall Discount	275.40
Overall Discount(%)	5
Freight Charge	0.00
Packaging Charge	0.00
Grand Total	5232.60

Additional details visible in the interface include:

- Request for Quote Details:** Vessel: DemoShip, Currency: USD, Issued On: Friday, 22 Dec 2017, Req. Delivery: Saturday, 20 Jan 2018.
- Port Information:** Singapore (Singapore), High Priority, Expires: Saturday, 20 Jan 2018.
- Buyer:** Demo Buyer (Click Here For Details)
- Agent:** International Marine Supplies Ltd. (Click Here For Details)

At the top right of the RFQ details, there are three action buttons: 'Submit', 'Reject', and 'Save as Draft', each highlighted with a red box. A red arrow points from the 'Submit' button to the 'Summary' tab, and another red arrow points from the 'Reject' button to the 'Summary' tab. A third red arrow points from the 'Save as Draft' button to the 'Summary' tab.

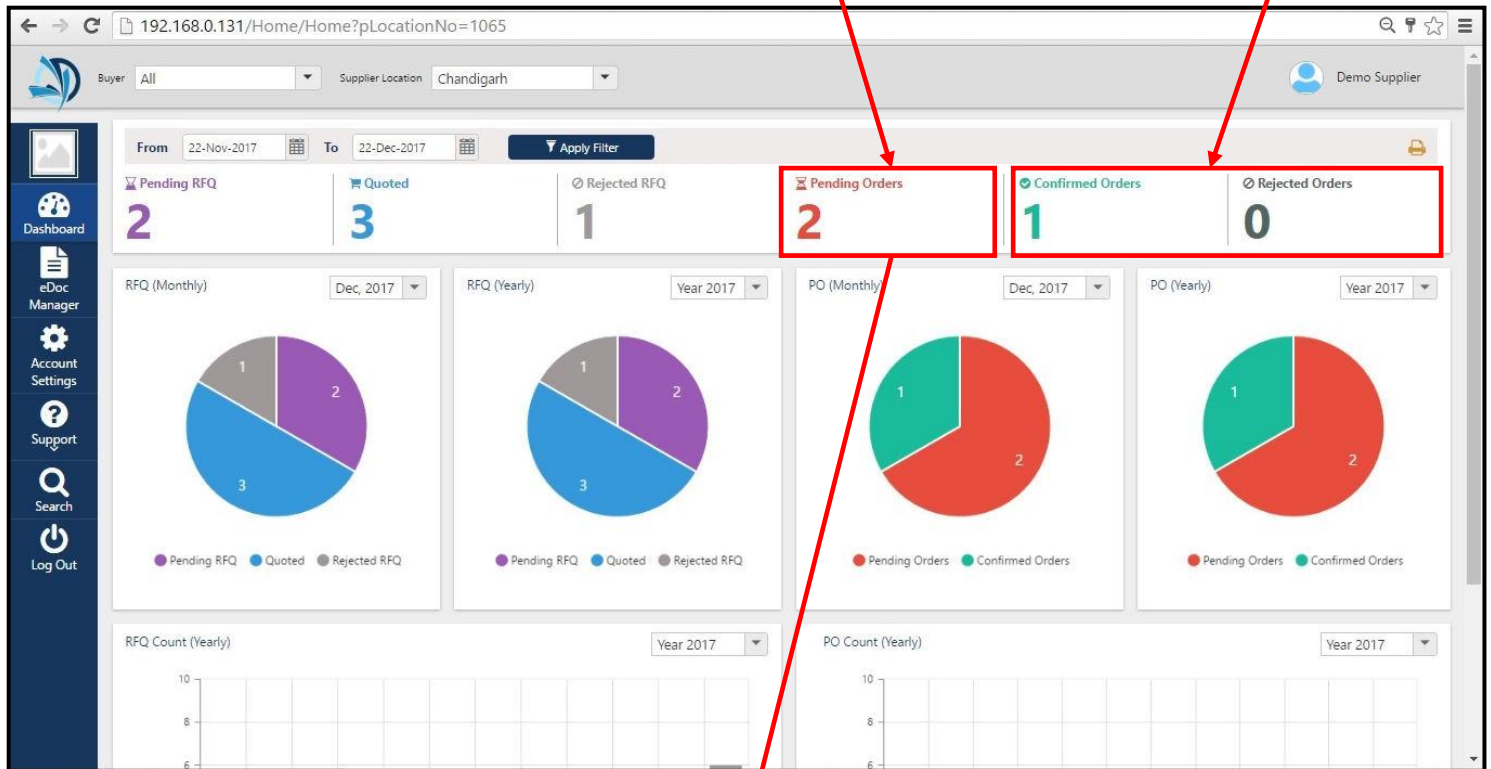
After filling all the details, click on the **Submit** button to send the quote to the buyer.

RFQ can also be rejected by clicking the **Reject** button. Option is provided to save the RFQ as **Draft** to submit it later.

PO Confirmation process:

Click on **Pending Orders** to see list of all the pending **Purchase Orders**.

You can also view **Confirmed Orders** and **Rejected Orders** from here.



The Purchase Orders view shows the following details:

- Request for Quotes:** Pending, Drafts, Quoted, Rejected
- Purchase Orders:** Unconfirmed, Confirmed, Rejected
- Select a document to view details here:** Click a document on the left, to view the details in this area. You can expand this area by clicking on Expand button, on top left of the details window.
- Request Date:** 22 December 2017
- 2 Items:**
 - Demo Buyer Company Pvt.Ltd. DS-CON/REQ#12, DS-PO#37
 - Demo Buyer Company Pvt.Ltd. DS-AE/REQ#11, DS-PO#35
- 1 of 1 pages (2 items)**

Click on the **Purchase Order** that is to be confirmed.

After checking all the details, click on **Accept** button to confirm the Purchase Order.

You can reject the Purchase Order by clicking on the **Reject** button.

The screenshot displays the 'Purchase Orders' section of the software. At the top, there are filters for 'Request for Quotes' (Pending, Drafts, Quoted, Rejected) and 'Purchase Orders' (Unconfirmed, Confirmed, Rejected). Below these are search and action buttons: 'Accept', 'Reject', and 'Export'. The main content area shows a 'Purchase Orders' card with details: Vessel (DemoShip), Currency (USD), Issued On (Friday, 22 Dec 2017), Reference (DS-AE/REQ#11, DS-PO#35), Port (Singapore), Priority (Saturday, 20 Jan 2018), and Buyer (Demo Buyer). Below this is a table of items:

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

Note: After purchase order confirmation, you can upload the **INVOICE** and the same will be auto sent to the buyer through email.