



How to Accept an Award

HOW TO ACCEPT AN AWARD

To get you started, log in to your MFG.com supplier account. You will be taken to your Dashboard.

- 1 From your dashboard, locate the Awarded RFQs Pending Acceptance section. If you have awards pending your acceptance, the blue text will read 1 or more. Click the blue notification text to access the RFQ.

Supply-side Dashboard

Search For: RFQ

Ranking and Visibility for Customers Using the MFG Platform
MFG.com Suppliers are being found online every minute of every day

Ranking	Percentage
1st Unpaid Listing in Google	60%
2nd Unpaid Listing in Google	9%
3rd Unpaid Listing in Google	6%
4th Unpaid Listing in Google	11%
Other	14%

Inbox
You have 0 unread message(s)

1 **Awarded RFQs Pending Acceptance**
You have 1 unread Award(s) to confirm

Order Update(s) to Perform
You have 0 order(s) to update the status

Invitation to Quote
You have 0 unread RFQ(s) with special invitation from the buyer

My RFQs

- Marked for Quoting & Draft Quotes (25)
- My Quotes (7)
- Awarded & in Production (1)
- Archive (RFQ History)

Top Opportunities

- RFQs with Special Invitation (2)
- From My Hot-list Buyers (0)
- Closing in < 24 Hours, no Quotes (3)
- Closing in < 48 Hours with 0 Quote (3)

HOW TO ACCEPT AN AWARD

2 You will be taken to a list of RFQs waiting to be accepted. Click on the RFQ you want to process (accept or decline).

Then click the Award tab. Click the RFQ to review the award information.

The screenshot shows the MFG.com user interface. At the top, there is a navigation bar with tabs: Dashboard, Inbox, RFQs (highlighted), Leads & Customers, My Profile, My Account, File Vault, User Management, and Shipped. Below this, there is a header for an RFQ: 'RFQ # / Machining : (Awarded & Unconfirmed)'. A secondary navigation bar contains tabs: RFQ, Quotes, Messages, and Award. A green arrow points to the 'Award' tab, which has a green circle with the number '2' next to it. Below the tabs, there are links: '< Back to | Print | Quote RFQ Now | Notify MFG.com of a problem with this RFQ'. The main content area is titled 'RFQ Details' and contains a form with fields for 'RFQ Name', 'Reference Number', and 'Brief RFQ Description'.

Scroll down and Click Accept or Decline & Comment.

The screenshot shows the 'Items to be Sourced' section of the RFQ interface. It includes a table with the following data:

Item # Name	Category (Material)	Attachments & Links	Quantity Ordered	Item Price	Delivery Dates	Total
Plastic Bobber Pour Fixture Production of a Plastic Bobber Pour Fixture....	Machining: Milling (Thermoplastic)		1 Sets			

Below the table, there is a 'Comments Concerning This Award' section with the text: 'Order monitoring is inactive for this award.' To the right, there is a summary table:

Items Total	\$
Tooling Total	\$ 0.00
Order Subtotal	\$
Shipping	\$ 0.00
Order Total \$	\$

At the bottom left, there is a '< Back to' link. At the bottom right, there are two buttons: 'Accept' and 'Decline & Comment'. A green arrow points to the 'Accept' button, which has a green circle with the number '2' next to it.