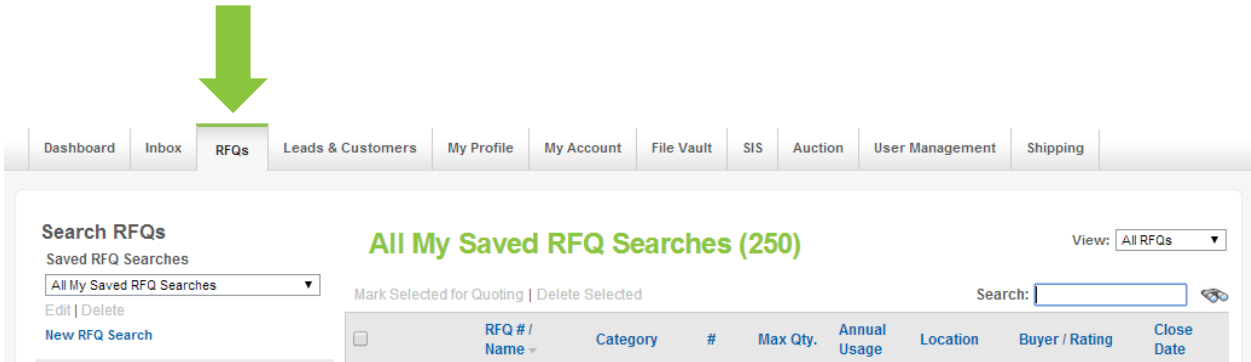




# How to Quote an RFQ on Your MFG.com Supplier Profile

# HOW TO QUOTE AN RFQ

To get you started on quoting an RFQ, log in to your MFG.com supplier account. You will be taken to your Dashboard. From there, click on the RFQs tab.



- 1 Use the search box on the upper right corner to search for a specific buyer name or RFQ number.

Then click on the RFQ number in blue text to open the RFQ you want to quote.



# HOW TO QUOTE AN RFQ

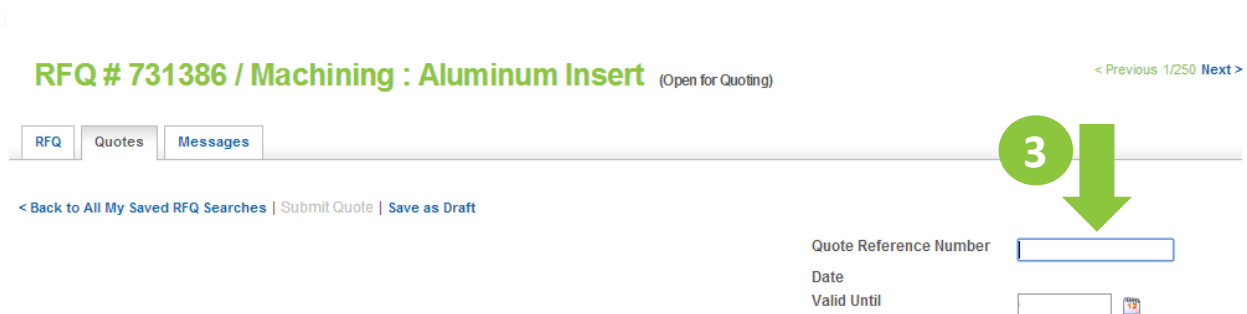
**2** Scroll to the bottom of page and click the Quote RFQ Now button.



The screenshot shows the 'RFQ Intent' section of a web interface. It contains three lines of text: 'Your Intentions for this RFQ Find a supplier for a new design', 'Your Relationship to this RFQ I have a contract for this work', and 'RFQ is for what Industry? Consumer Products'. Below this text is a navigation bar with five buttons: '< Back to All My Saved RFQ Searches', 'Print', 'Mark For Quoting', 'Quote RFQ Now', 'Notify MFG.com of a problem with this RFQ', and 'Delete RFQ'. A large green arrow with the number '2' points to the 'Quote RFQ Now' button.

## **3** Reference Number

Enter your Quote Reference Number, or your internal quote number. If you have a quote tracking system, this is the place to enter it. If you don't have an internal quote number, leave this field blank.



The screenshot shows the details of an RFQ: 'RFQ # 731386 / Machining : Aluminum Insert (Open for Quoting)'. It includes navigation tabs for 'RFQ', 'Quotes', and 'Messages'. Below the tabs are links for '< Back to All My Saved RFQ Searches | Submit Quote | Save as Draft'. On the right side, there are three input fields: 'Quote Reference Number', 'Date', and 'Valid Until'. A large green arrow with the number '3' points to the 'Quote Reference Number' field.

# HOW TO QUOTE AN RFQ

## 4 Preferred Payment Terms


Accept the Preferred Payment Terms specified by the buyer or enter an alternative number.

Make sure the check box is checked by **"I accept these payment terms."**

### Shipping & Payment Terms

Shipping Terms EXW - Ex Works / Buyer Pays [Help with Logistics Terms](#)

Preferred Payment Terms   I accept these payment terms.



## 5 Quote Details


Enter your Quote Details in the appropriate box (Price Per Unit, Tooling, Miscellaneous and Shipping).


**Note:** If there are multiple quantities to quote, we recommend you quote all quantities because buyers generally want one supplier for a multiple line RFQ unless otherwise noted.

Should you still choose not to quote all quantities on a multiple part RFQ, enter 0.01 in the price per unit field. The quote will not submit without an entry in the price per unit.

You will then need to include an explanation in the comments section.

### Quote Details

Item	Quantities	Price Per Unit	Tooling	Miscellaneous	Shipping	Subtotal
 Item # RSL123415 - Aluminum Insert - Delivery Date: 06/21/2014	1,200 Pieces	<input type="text"/>		\$ 0.00	\$ 0.00	\$ 0
Totals (USD)						\$ 0
Quantity 1						\$ 0



# HOW TO QUOTE AN RFQ

## 6 Comments

Enter any comments you would like to include in the Comments box.

Comments

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# HOW TO QUOTE AN RFQ

## 7 General Attachments & Links

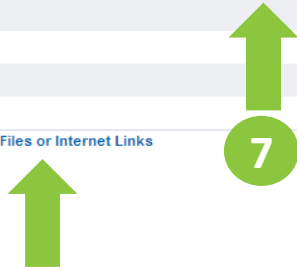
Click “here” or “Upload Files or Internet Links” to upload any attachments or links you would like to include on your quote.

### General Attachments & Links

Attachments & Links

No files or links have been attached. Click [here](#) to add files or links.


[Upload Files or Internet Links](#)



## General Attachments & Links

Once you have uploaded your files/links, name them and click the Upload Files & Links button at the bottom of the window.

### Add Files or Internet Links

Upload Type:  File  Link

Name:

File:  No file chosen

Also add to File Vault for convenient reuse

[Add Another File or Link](#)

### Add Files From File & Link Vault

Type	File Name or Link
<input type="checkbox"/>	mfg-spcore-5.0-SNAPSHOT.jar



# HOW TO QUOTE AN RFQ

## 8 Submit Quote

Scroll down to the bottom of the page and click Submit Quote.

**General Attachments & Links**

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Attachments & Links

No files or links have been attached. Click [here](#) to add files or links.

[Upload Files or Internet Links](#)

[8](#)

[Submit Quote](#) [Save as Draft](#)

[< Back to All My Saved RFQ Searches](#)