



How to Set Up RFQ Saved Searches in Your MFG.com Supplier Profile

HOW TO SET UP RFQ SAVED SEARCHES

Below is a legend that provides an overview for how to set up saved RFQ searches.

Please note: Category and Buyer Location are the only two fields required to set up your saved RFQ search.

You can refine your search by specifying Material, Industry, Keywords, RFQ Languages, Quantity to be Quoted, Estimated Annual Usage, Delivery Days, Delivery Location and Geometry.

Go to the next page for step-by-step instructions on setting up your saved RFQ searches for your MFG.com supplier profile.

New RFQ Search

[Search](#) | [Save & Search](#) | [Reset \(Default Settings\)](#) | [Cancel](#)

Search Filter

1	* Category	<input type="text" value="Select..."/>
	* Buyer Location	2 <input type="text" value="3 Countries Selected"/>
3	Material	<input type="text" value="All (none selected)"/>
	Industry	4 <input type="text" value="All (none selected)"/>
5	Keywords	<input type="text"/>
	RFQ Languages	6 <input type="text" value="1 Languages Selected"/>
7	Quantity to be Quoted	<input type="text"/> Minimum <input type="text"/> Maximum
	Estimated Annual Usage	8 <input type="text"/> Minimum <input type="text"/> Maximum
9	Delivery is Required at Least	<input type="text"/> Days from Today but not More Than <input type="text"/> Days from Today
	Delivery Location	10 <input type="text" value="Select..."/>
11	Geometry	<input type="radio"/> Cylindrical <input checked="" type="radio"/> Prismatic
	Minimum Size	<input type="text"/> X x <input type="text"/> Y x <input type="text"/> Z
	Maximum Size	<input type="text"/> X x <input type="text"/> Y x <input type="text"/> Z
	Units	<input type="radio"/> Inches <input type="radio"/> Millimeters

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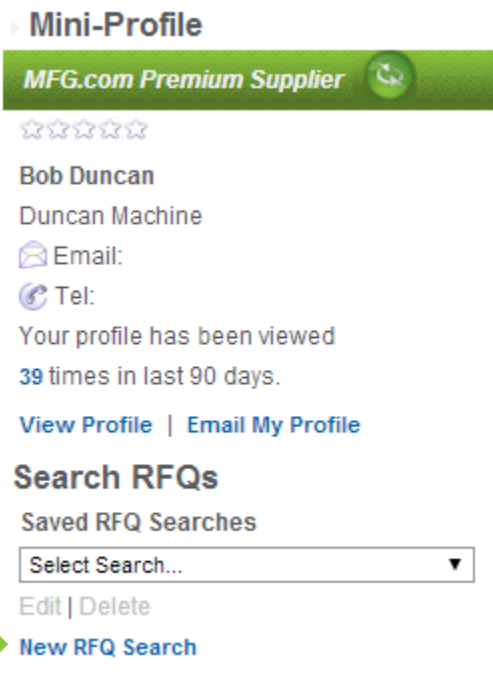
What are Saved Searches?

Your saved searches control what leads, RFQ opportunities, projects and buyers you see in your MFG.com account. It's important to set them up to filter out work you're not interested in and target the RFQ opportunities and customers you want. Saved RFQ searches also control your email notifications with new RFQ opportunities posted in the MFG.com marketplace.

What do you do better than your competitors? What's your sweet spot? Use the search filters to see the best types of work for you.

As you find buyers you're interested in, use the "Hot List" feature so you can be notified when they submit projects.

To get started, log in to your MFG.com account and click on the New RFQ Search link on your Dashboard.



The screenshot shows a user profile for Bob Duncan, an MFG.com Premium Supplier. It includes a star rating, contact information (Email and Tel), and a notification that the profile has been viewed 39 times in the last 90 days. Below the profile, there is a section for 'Search RFQs' with a dropdown menu for 'Saved RFQ Searches' and a 'New RFQ Search' link. A green arrow points to the 'New RFQ Search' link.

Mini-Profile

MFG.com Premium Supplier

☆☆☆☆☆

Bob Duncan
Duncan Machine

Email:
Tel:

Your profile has been viewed
39 times in last 90 days.

[View Profile](#) | [Email My Profile](#)

Search RFQs

Saved RFQ Searches

Select Search...

Edit | Delete

[New RFQ Search](#)

HOW TO SET UP RFQ SAVED SEARCHES

1 Category

Click the arrow to view the drop down menu for Category.

New RFQ Search

Search | Save & Search | [Reset \(Default Settings\)](#) | [Cancel](#)

Search Filter

* Category	0 Categories Selected	▼
* Buyer Location	3 Countries Selected	▼
Material	All (none selected)	▼
Industry	All (none selected)	▼
Keywords		
RFQ Languages	1 Languages Selected	▼

1

Category

Select your top tier process, for example Manufacturing & Industrial Products.

432 Categories Selected ▼

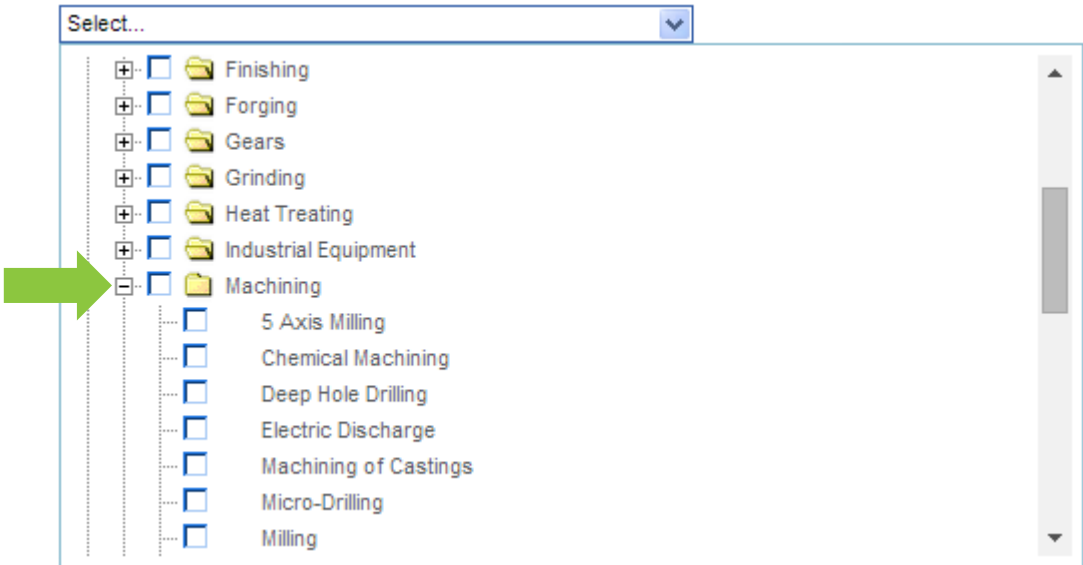
- Manufacturing & Industrial Products
- Electrical & Electronic Components
- Industrial Services
- Materials
- Textiles
- Packaging



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Category

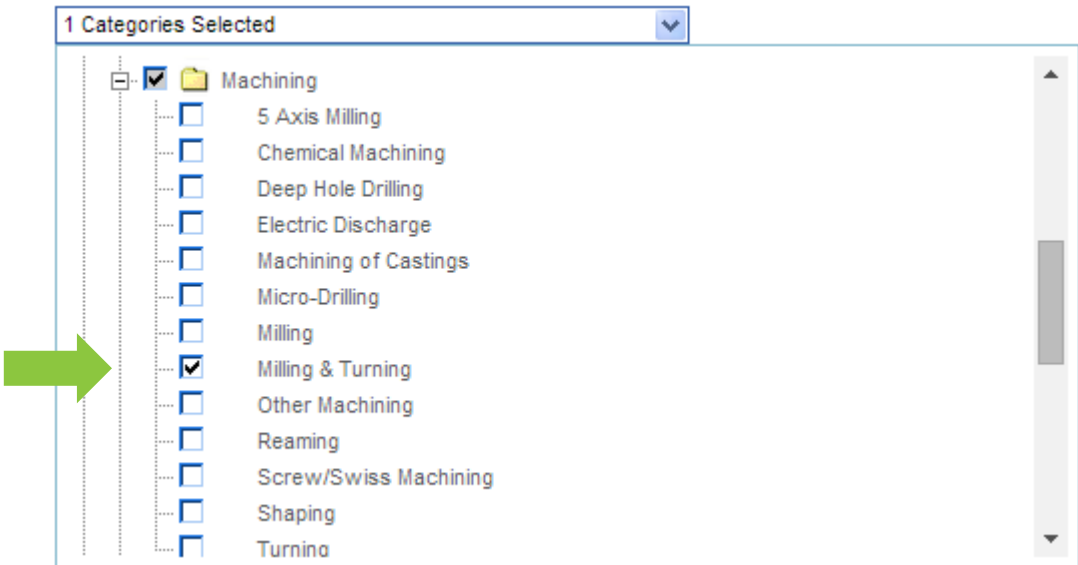
Click the box with the + symbol to drop down the next level, and select your second tier category, e.g. Machining.



Category

Click the + symbol to get to the final level, for example, Milling & Turning.

You can always uncheck any categories you don't want.

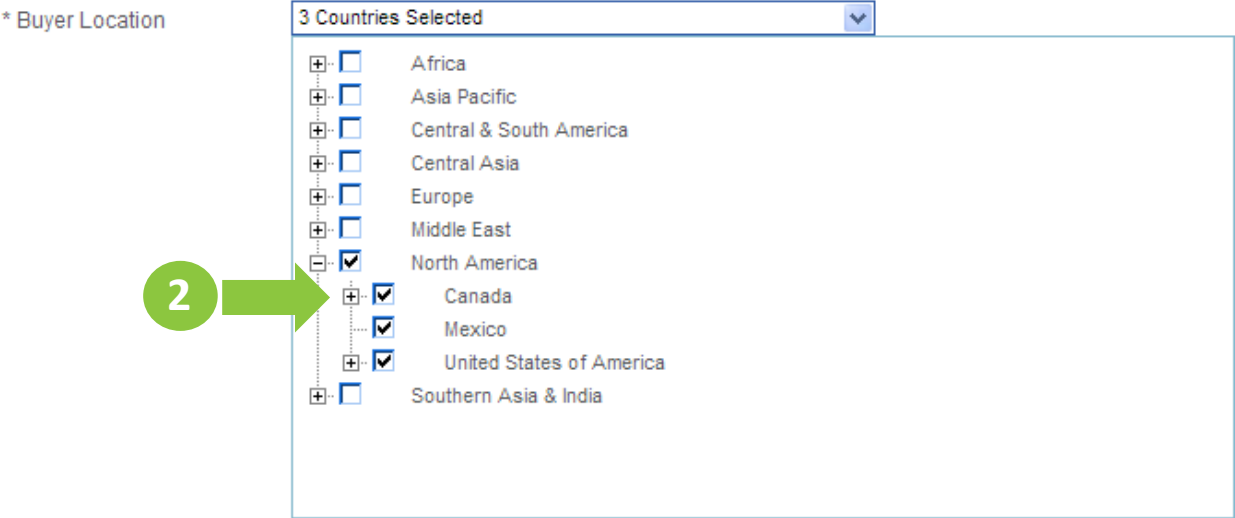


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2 Buyer Location

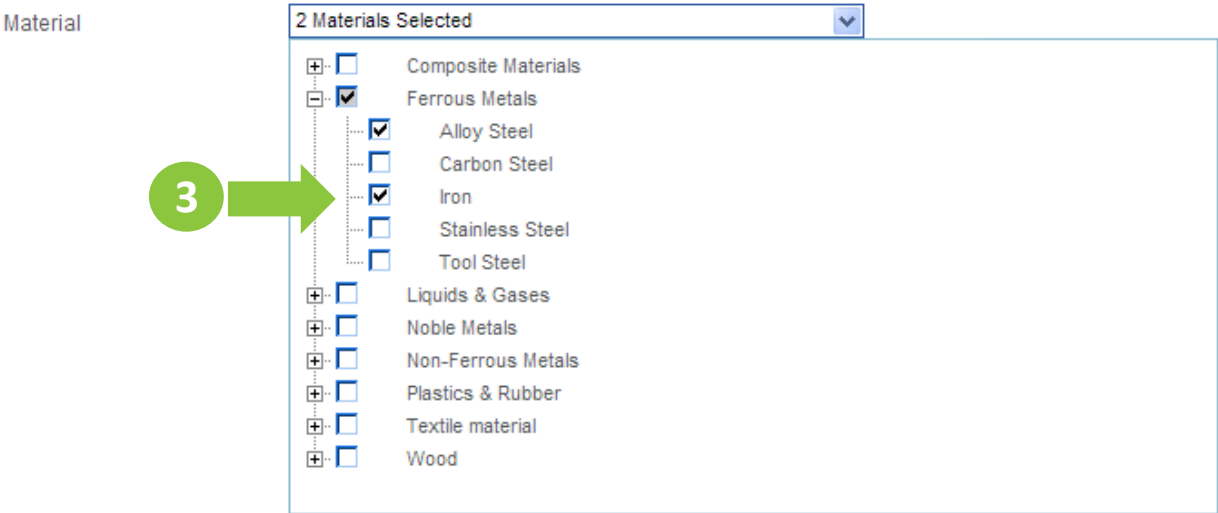
Select drop down for buyer location, or the location of the buyers you want to target. You can select locations anywhere from global to specific states or provinces.

Maybe you prefer to work with a specific region, state or country. Just set your filter to your preference.



3 Material

Click the Material drop down to specify the material(s) you like to work with.



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4 Industry

Click the Industry drop down to select buyers from specific industries you want to target.

Industry

3 Industries Selected

- Aerospace
- Agriculture and Forestry
- Automotive
- Beverage
- Biotechnology / Pharmaceuticals
- Chemical
- Computing
- Construction
- Consumer Products
- Education
- Electrical Equipment
- Electronics and Semiconductor
- Engineering and Design
- Fabricated Metals

5 Keywords

Type one keyword in the search box per Saved RFQ Search. For example, if you want to keep an eye on RFQs posted by a particular buyer, type the buyer's name in this search box. Or perhaps you want to search for a certain type of stainless steel that wasn't specified in the Material drop down option. Type that info here.

Keywords

RFQ Languages

Quantity to be Quoted

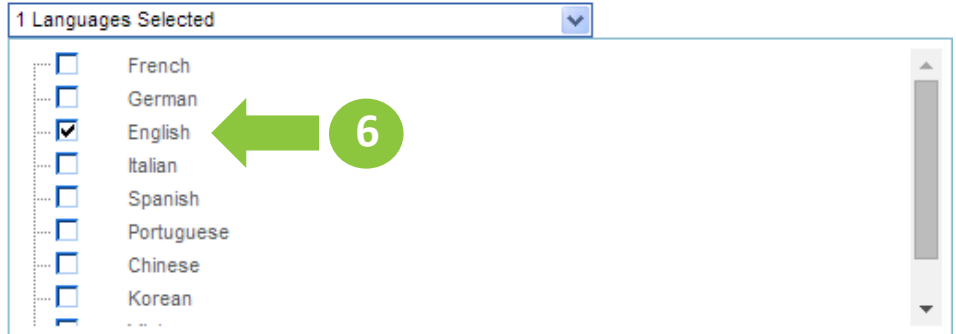
Estimated Annual Usage

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6 RFQ Languages

Click the RFQ Languages drop down to view the language options.

RFQ Languages



1 Languages Selected

- French
- German
- English
- Italian
- Spanish
- Portuguese
- Chinese
- Korean

7 Quantity to be Quoted

Complete the minimum and maximum quantity of parts you would like to target to manufacture.



Quantity to be Quoted Minimum Maximum

Estimated Annual Usage Minimum Maximum

Delivery is Required at Least Days from Today but not More Than Days from Today

Delivery Location Select... ▼

Geometry Cylindrical Prismatic

Minimum Size X x Y x Z

Maximum Size X x Y x Z

Units Inches Millimeters

HOW TO SET UP RFQ SAVED SEARCHES

8 Estimated Annual Usage

Complete the minimum and maximum estimated annual usage you would like to target to manufacture.

Estimated Annual Usage Minimum Maximum

Delivery is Required at Least Days from Today but not More Than Days from Today

Delivery Location

Geometry Cylindrical Prismatic

Minimum Size X x Y x Z

Maximum Size X x Y x Z

Units Inches Millimeters

9 Delivery Turn Around

Complete the two boxes for the delivery turnaround times expected from the buyer.

Delivery is Required at Least Days from Today but not More Than Days from Today

Delivery Location

Geometry Cylindrical Prismatic

Minimum Size X x Y x Z

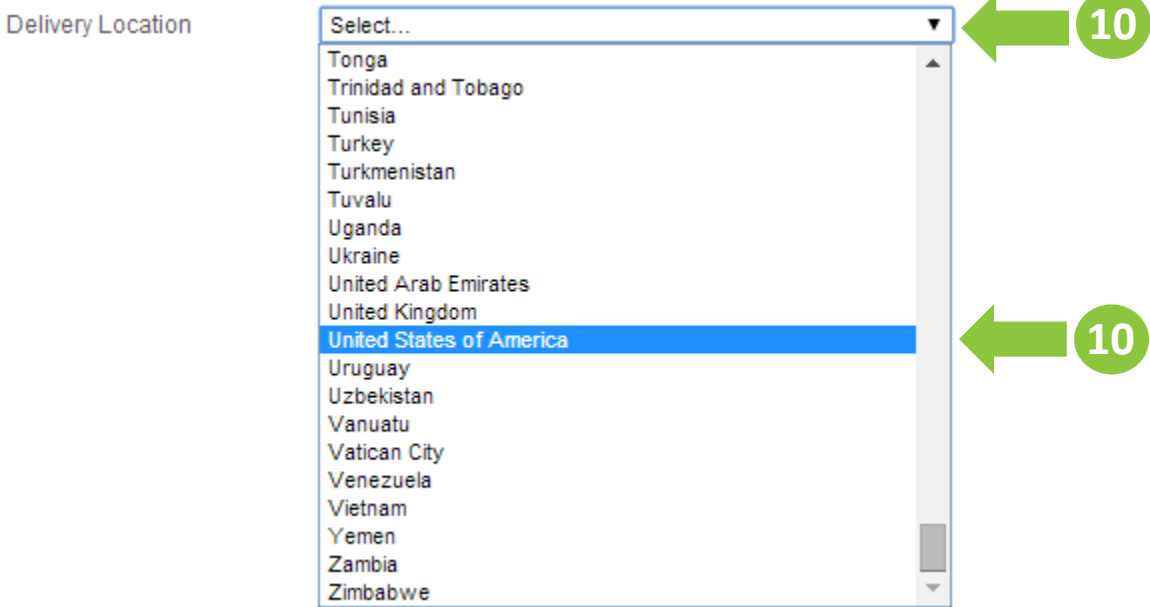
Maximum Size X x Y x Z

Units Inches Millimeters

HOW TO SET UP RFQ SAVED SEARCHES

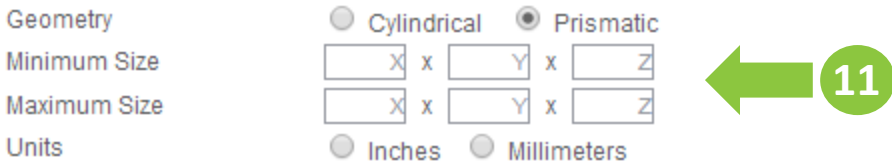
10 Delivery Location

Click on the Delivery Location drop down arrow to select the country you would like to target to deliver products to. For example, United States of America.



11 Geometry

Select the part geometry type (Cylindrical or Prismatic), Minimum and Maximum X, Y & Z axis, and Units of Measurement (Inches or Millimeters).



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Once you've selected your criteria, be sure to click the Save & Search button, which will open a box that prompts you to name your search.

For example, Machining in Florida, or Aluminum Milling. Select the name and save.

The screenshot displays the 'New RFQ Search' page on the MFG.com website. At the top right, there are links for 'English', 'Help', and 'Logout'. The navigation menu includes 'Dashboard', 'Inbox', 'RFQs', 'Leads & Customers', 'My Profile', 'My Account', 'File Vault', 'SIS', 'Auction', 'User Management', and 'Shipping'. The main content area is titled 'New RFQ Search' and includes a breadcrumb trail: 'Search | Save & Search | Reset (Default Settings) | Cancel'. Below this is a 'Search Filter' section with the following fields:

- * Category: 13 Categories Selected
- * Buyer Location: 3 Countries Selected
- Material: All (none selected)
- Industry: All (none selected)
- Keywords: (empty text box)
- RFQ Languages: 1 Languages Selected
- Quantity to be Quoted: Minimum and Maximum input boxes
- Estimated Annual Usage: Minimum and Maximum input boxes
- Delivery is Required at Least: (empty) Days from Today but not More Than: (empty) Days from Today
- Delivery Location: Select... dropdown
- Geometry: Cylindrical Prismatic
- Minimum Size: X x Y x Z input boxes
- Maximum Size: X x Y x Z input boxes
- Units: Inches Millimeters

A large green arrow points down to the 'Save & Search' button, which is highlighted in green. Other buttons include 'Search', 'Reset (Default Settings)', and 'Cancel'. At the bottom right, the version number 'Version - 14.05.20 (11.7.0)' is displayed. At the bottom left, there are links for 'Terms and Conditions', 'Privacy and Security Policy', and 'Contact Us'. At the bottom right, the copyright notice 'Copyright © 2000-2014 MFG.com, Inc. - All rights reserved' is present.

HOW TO SET UP RFQ SAVED SEARCHES

Here are a couple of sample Saved RFQ Searches:

Below is an example of a Saved RFQ Search for milling projects in North America, all materials, all industries and part quantities between 1,000 and 10,000.

Search RFQs

Saved RFQ Searches

Milling 1,000 to 10,000 ▼

[Edit](#) | [Delete](#)

[New RFQ Search](#)

Search Settings

Milling 1,000 to 10,000 ([Edit](#))

Date Created: 05/23/2014

Category

Manufacturing & Industrial Products

- Machining
- Milling

Buyer Location

North America

Material

All

Industry

All

RFQ Languages

- English










Quantity to be Quoted

- greater than 1,000
- less than 10,000

RFQ Search Results: Milling 1,000 t...

Mark Selected for Quoting | Delete Selected Sea

✔ Your search has been saved.







		RFQ # / Name	Category	#	Max Qty.	Annual Usage	Location
<input type="checkbox"/>		730862 Acrylic Tube with Notches	Machining - Milling	1	2,000 Pieces	1,000 Pieces	 USA Massachusetts
<input type="checkbox"/>		730417 BR_03	Machining - Milling	1	1,000 Pieces	1,000 Pieces	 USA New York
<input type="checkbox"/>		730160 Clamp Top	Machining - Milling	1	9,500 Pieces	9,500 Pieces	 USA Rhode Island
<input type="checkbox"/>		730158 Clamp Bottom	Machining - Milling	1	9,500 Pieces	9,500 Pieces	 USA Rhode Island
<input type="checkbox"/>		730156	Machining	1	9,500	9,500	 USA

HOW TO SET UP RFQ SAVED SEARCHES

Below is an example of a Saved RFQ Search for Milling & Turning projects, with the buyers located in AL, FL and GA, with Aluminum only as the material.

The screenshot displays the 'Search RFQs' section on the left and 'RFQ Search Results: Regional Sea...' on the right. The search settings include 'Regional Search' (selected), 'Date Created: 05/23/2014', 'Category: Manufacturing & Industrial Products' (with sub-categories Machining and Milling & Turning), 'Buyer Location: North America' (with sub-categories United States of America, Alabama, Florida, and Georgia), 'Material: Non-Ferrous Metals' (with sub-category Aluminum), 'Industry: All', and 'RFQ Languages: English'.

The search results table is as follows:

<input type="checkbox"/>	RFQ # / Name	Category	#	Max Qty.	Annual Usage	Location
<input type="checkbox"/>	 730853 Small Machined Aluminum Components	Machining - Milling & Turning	3	30,000 Pieces	60,000 Pieces	 USA Georgia
<input type="checkbox"/>	 730531 Nut, Mounting Plain Hexagon	Machining - Milling & Turning	9	5,000 Pieces	5,000 Pieces	 USA Florida
<input type="checkbox"/>	 729813 Housing, Screen	Machining - Milling & Turning	1	7,500 Pieces	10,000 Pieces	 USA Georgia
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

You get the hang of it! Play around, you can have as many searches as you like. Just keep it focused on exactly what you're interested in!