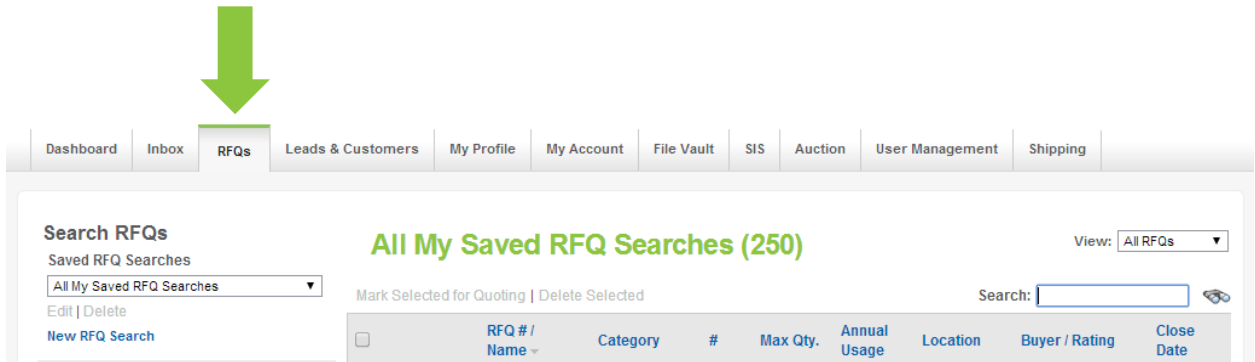




How to Message a Buyer on Your MFG.com Supplier Profile

HOW TO MESSAGE A BUYER

To get you started in messaging a buyer, log in to your MFG.com account. Once on your dashboard, click on the RFQs tab.



- 1 Click on the RFQ number to open the RFQ and message the buyer who posted it. You can search for a specific buyer or RFQ number in the search box in the top right-hand corner.



HOW TO MESSAGE A BUYER



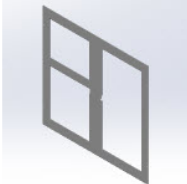






2 Once you have opened the RFQ you want to message the buyer about, click on the Send Message link under buyer information.

Dashboard | **Inbox** | **RFQs** | Leads & Customers | My Profile | My Account | File Vault | SIS | Auction | User Management | Shipping

RFQ # **Fabrication :** (Open for Quoting)

RFQ | **Quotes** | Messages

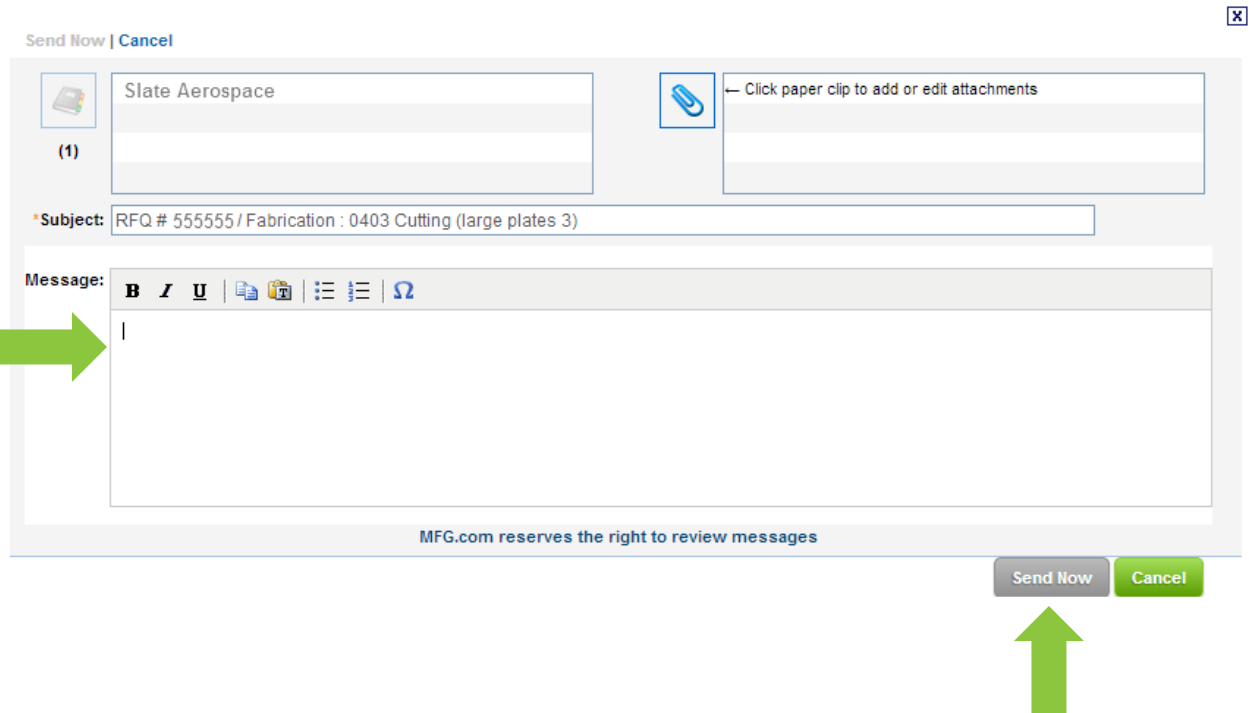
[< Back to All My Saved RFQ Searches](#) | [Print](#) | [Mark For Quoting](#) | [Quote RFQ Now](#) | [Notify MFG.com of a problem with this RFQ](#) | [Delete RFQ](#)

RFQ Details		Buyer Information	
RFQ Name		View Profile	
Reference Number			
Brief RFQ Description		★★★★★	
Non-Disclosure Agreement	You must accept the Buyer's NDA prior to getting access to the full RFQ details and the ability to quote this RFQ.	USA 	 This buyer currently has 17 open RFQs
Release Date	06/20/2014 16:00	 Telephone	 2
Quotes Needed By	06/28/2014 23:59	 Send Message	
Anticipated Award Date	07/02/2014 23:59	 Visit our website	
Must Be Quoted In	Dollar US (USD)	Member since 11/29/2012	
Quotes on This RFQ	0		

HOW TO MESSAGE A BUYER

- 3 The Message box will open and the subject line will be auto populated with the RFQ information. Add your message in the message box. Add any attachments.

Once you have typed in the message box, the Send Now button will turn green and you are ready to send the message. Click Send Now and the message will go directly to the buyer.



The screenshot displays the MFG.com messaging interface. At the top, there are buttons for "Send Now" and "Cancel". Below this, there are two input fields: one for the recipient name, "Slate Aerospace", and another for attachments with the text "Click paper clip to add or edit attachments". The subject line is populated with "RFQ # 555555 / Fabrication : 0403 Cutting (large plates 3)". The main message box contains a single vertical line, indicating it is ready for input. A green circle with the number "3" and a green arrow points to the message box. At the bottom right, there are two buttons: "Send Now" (grey) and "Cancel" (green). A green arrow points upwards to the "Send Now" button. A footer note states "MFG.com reserves the right to review messages".