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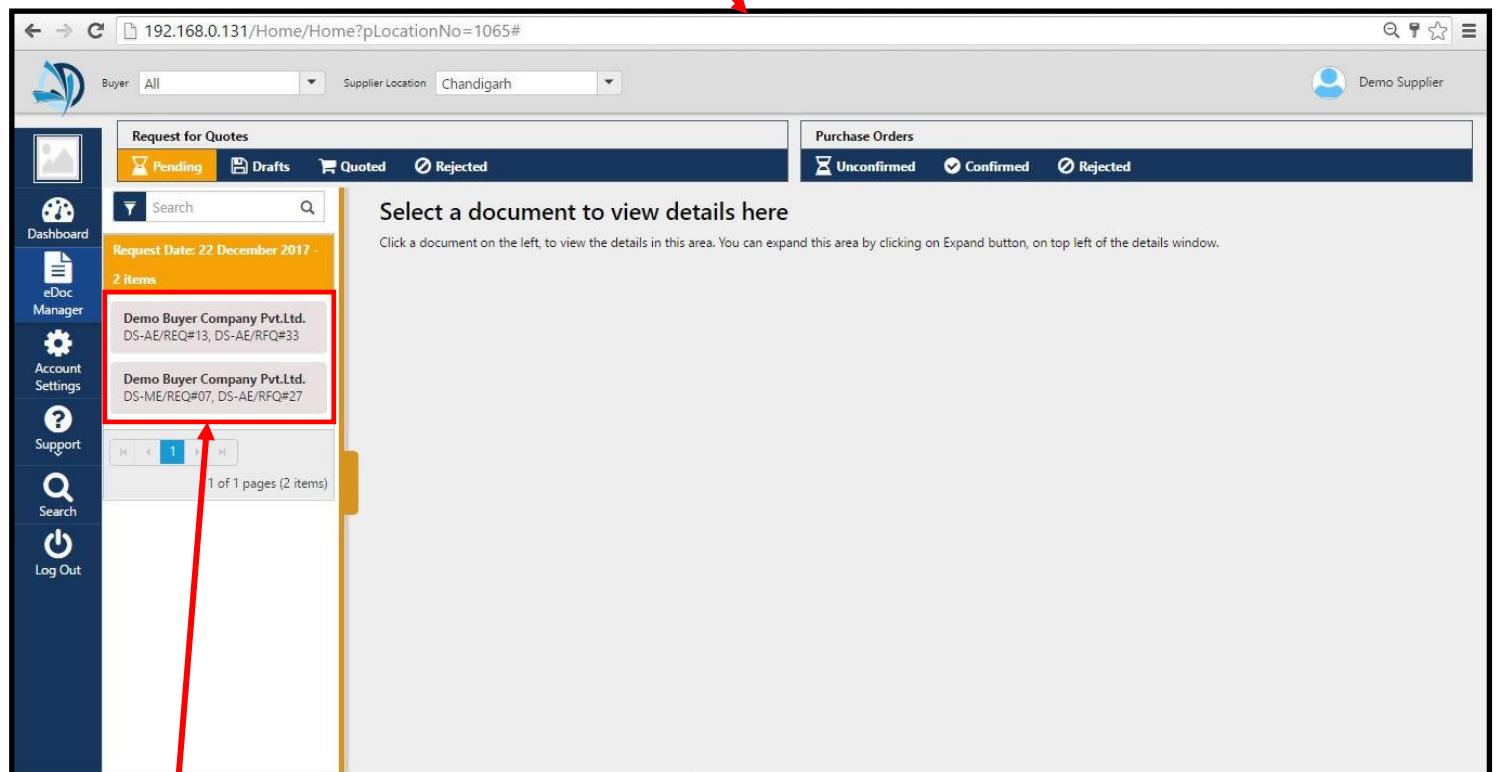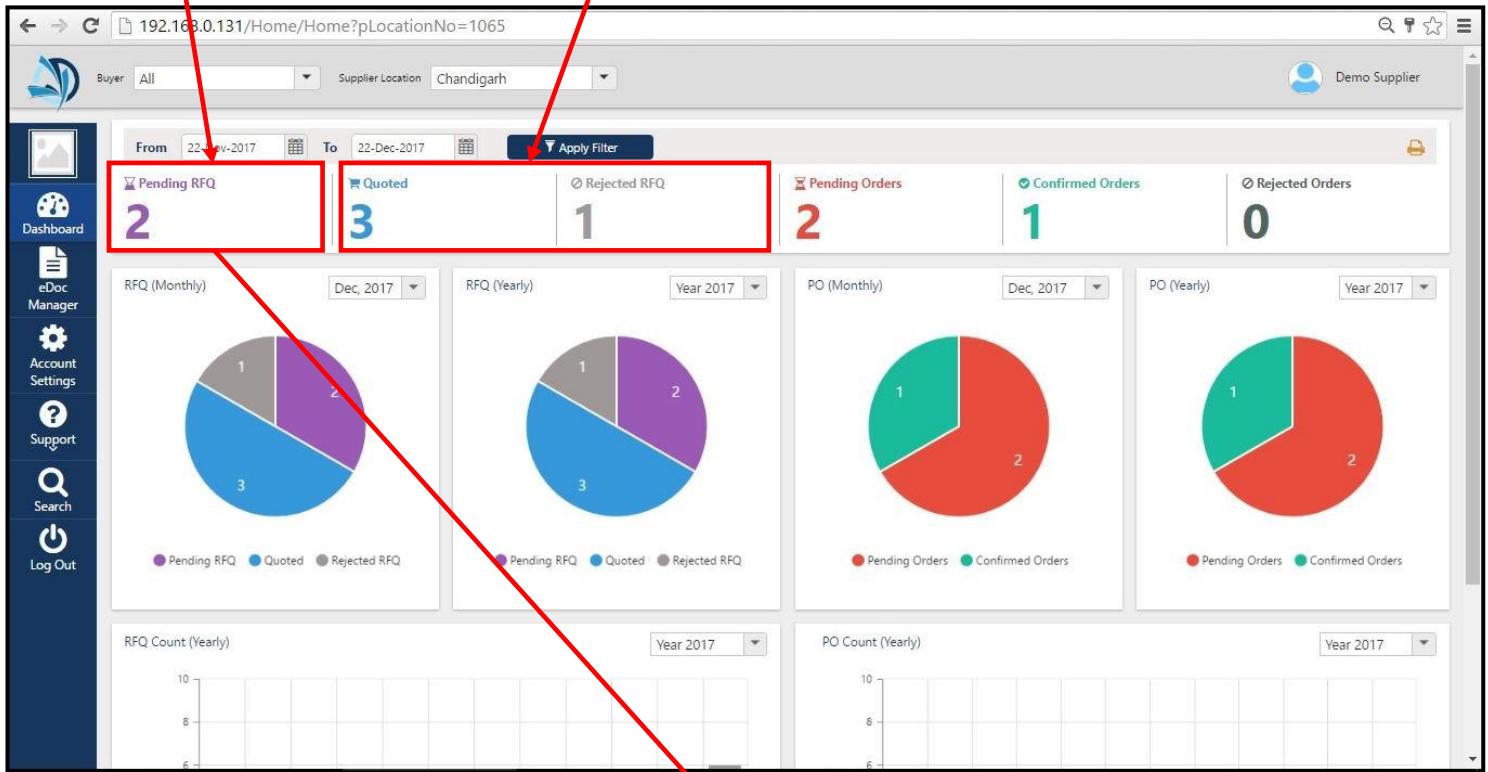
Click on the RFQ for which you want to submit quote.

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

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

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.


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 **Conformed Orders** and **Rejected Orders** from here.
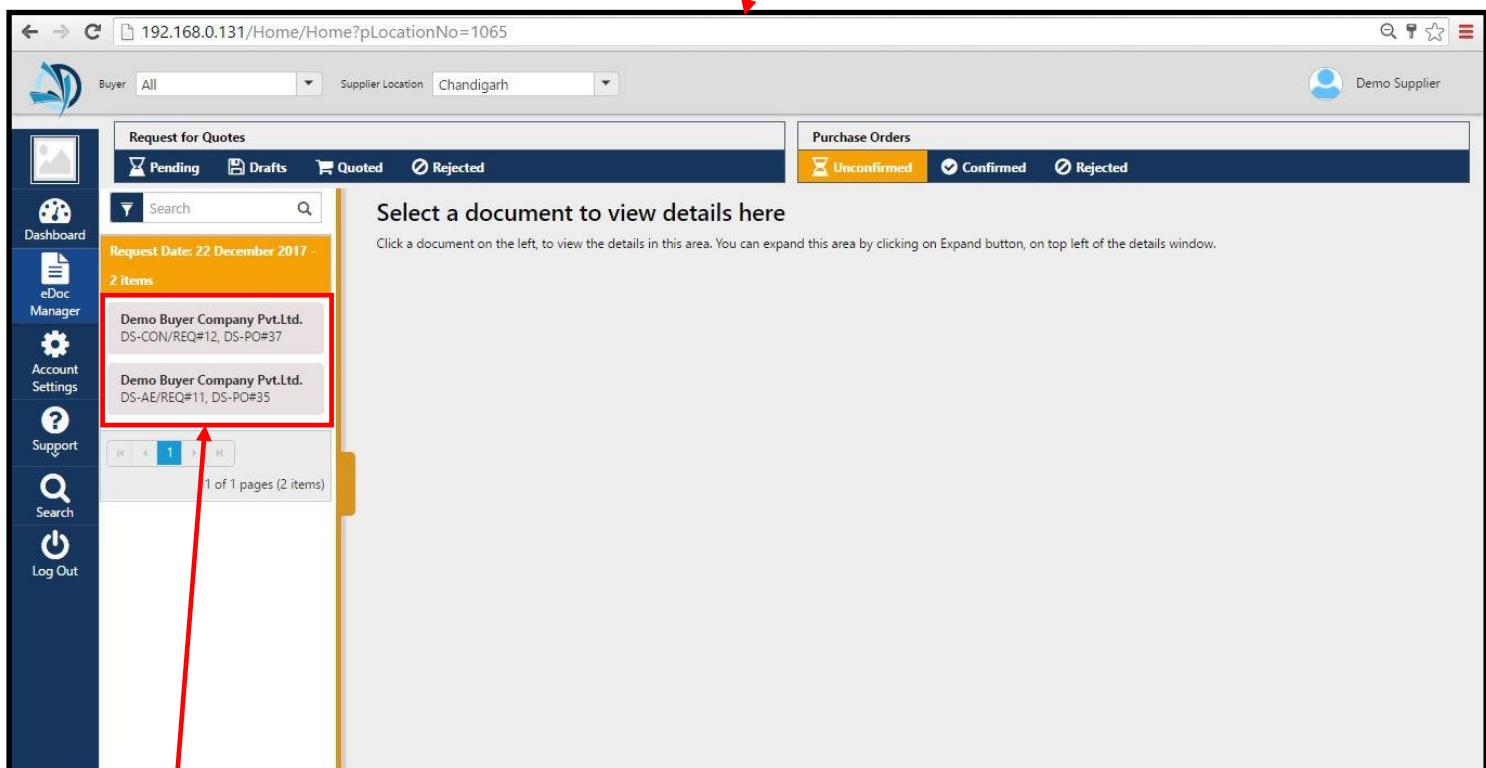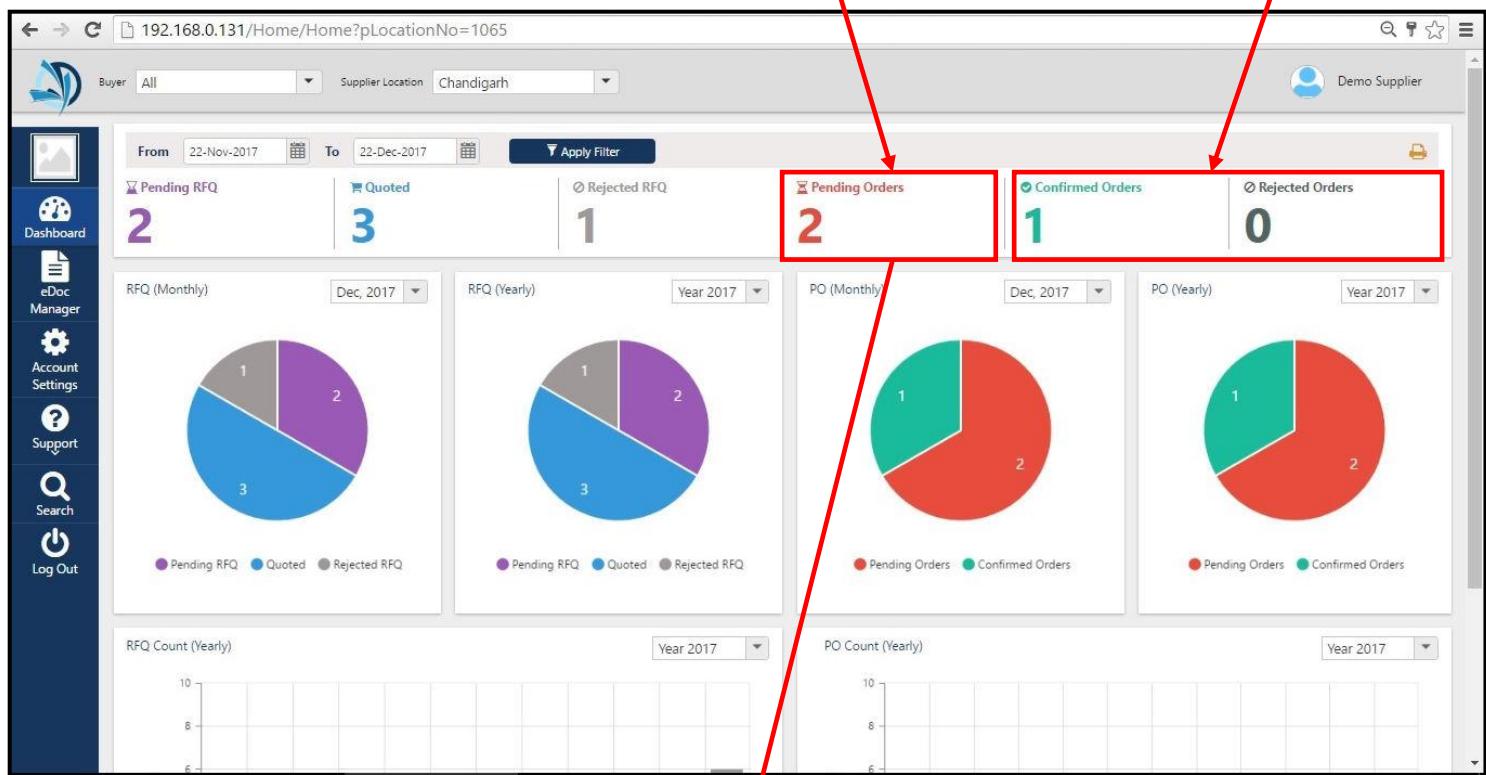
Click on the Purchase Order that is to be confirmed.

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.

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