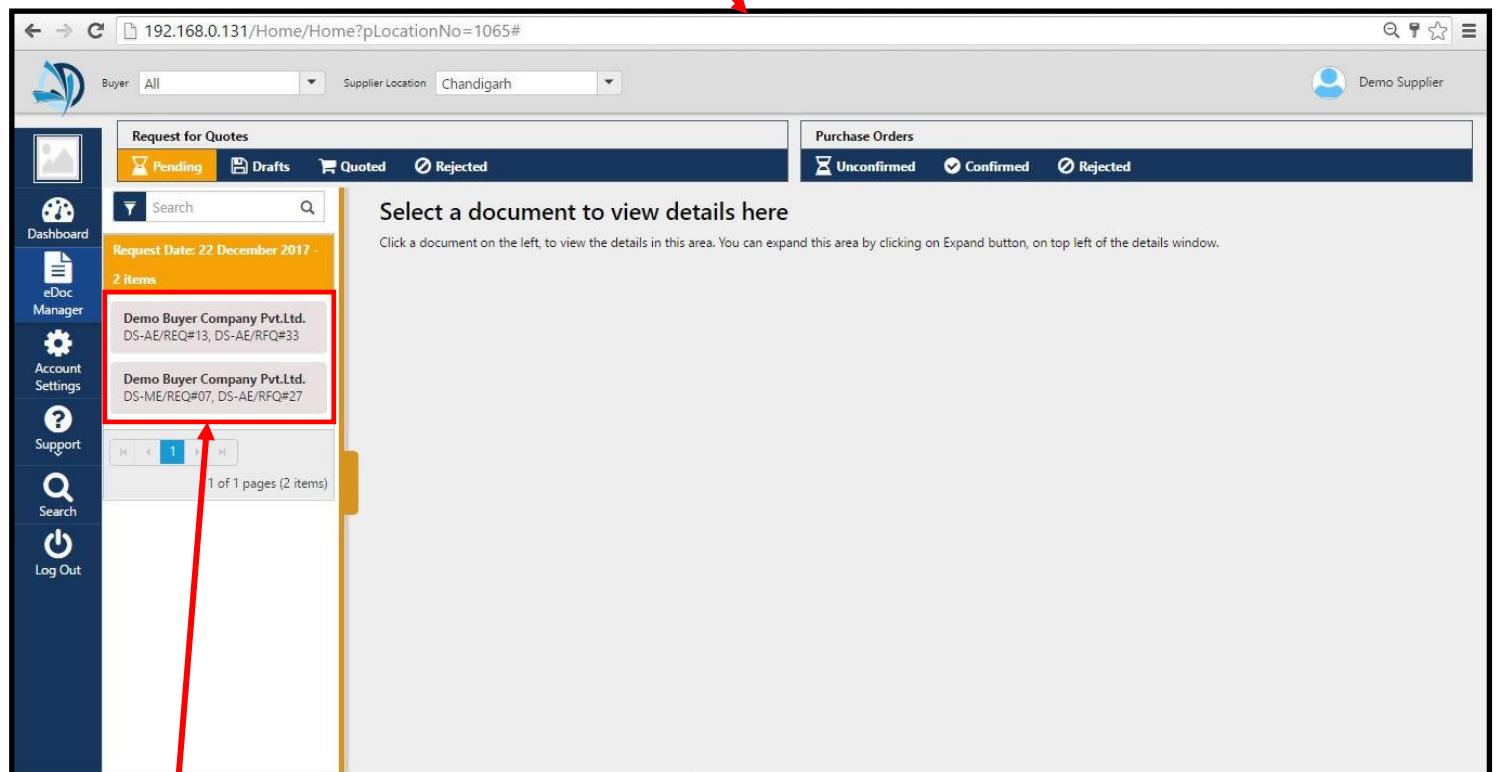
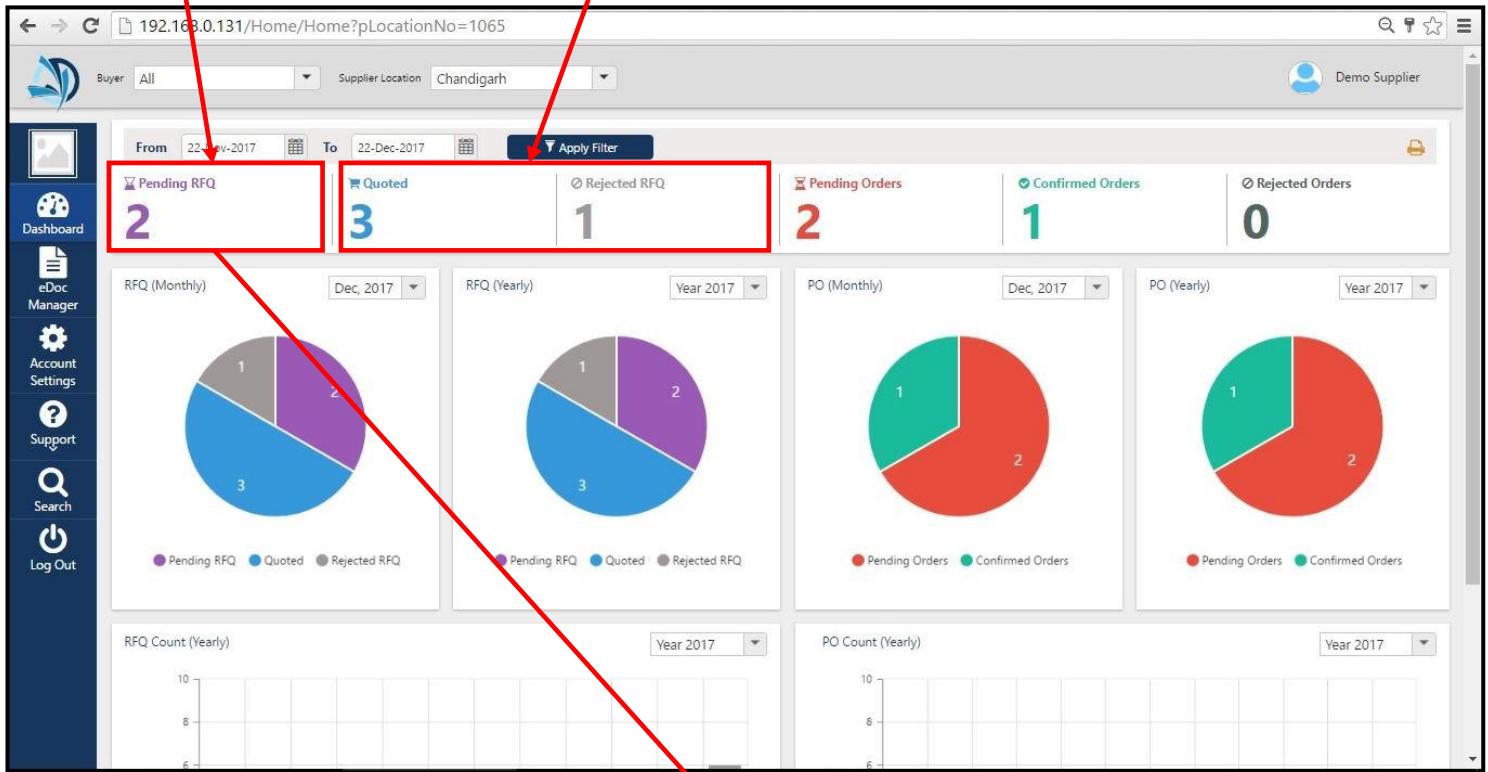


Marine Proc – Quick Start Guide for Suppliers

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.

Request for Quotes

Purchase Orders

Request for Quote Pending

Quotation Items Notes Summary

Quote Number* DS/QT/2017-59

Quote Valid Upto* 23-Dec-2017

Currency US Dollar

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

S. No.	ITEM DETAILS	QTY	UNIT	PRICE	TOTAL	DISCOUNT (%)	DISCOUNT AMOUNT	ACTUAL TOTAL	ITEM TYPE	DELIVERY (DAYS)	REMARKS
1	BONNET 147673-11290 Equipment	2	Pcs	775	1550.00	0	0	1550.00	Origin	15	
2	EXHAUST VALVE, NIMONIC PLATING 147673-11740 Equipment	3	Pcs	730	2190.00	0	0	2190.00	Origin	15	

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.

Total Amount	5508.00
Currency	USD
Overall Discount	275.40
Overall Discount(%)	5
Freight Charge	0.00
Packaging Charge	0.00
Grand Total	5232.60

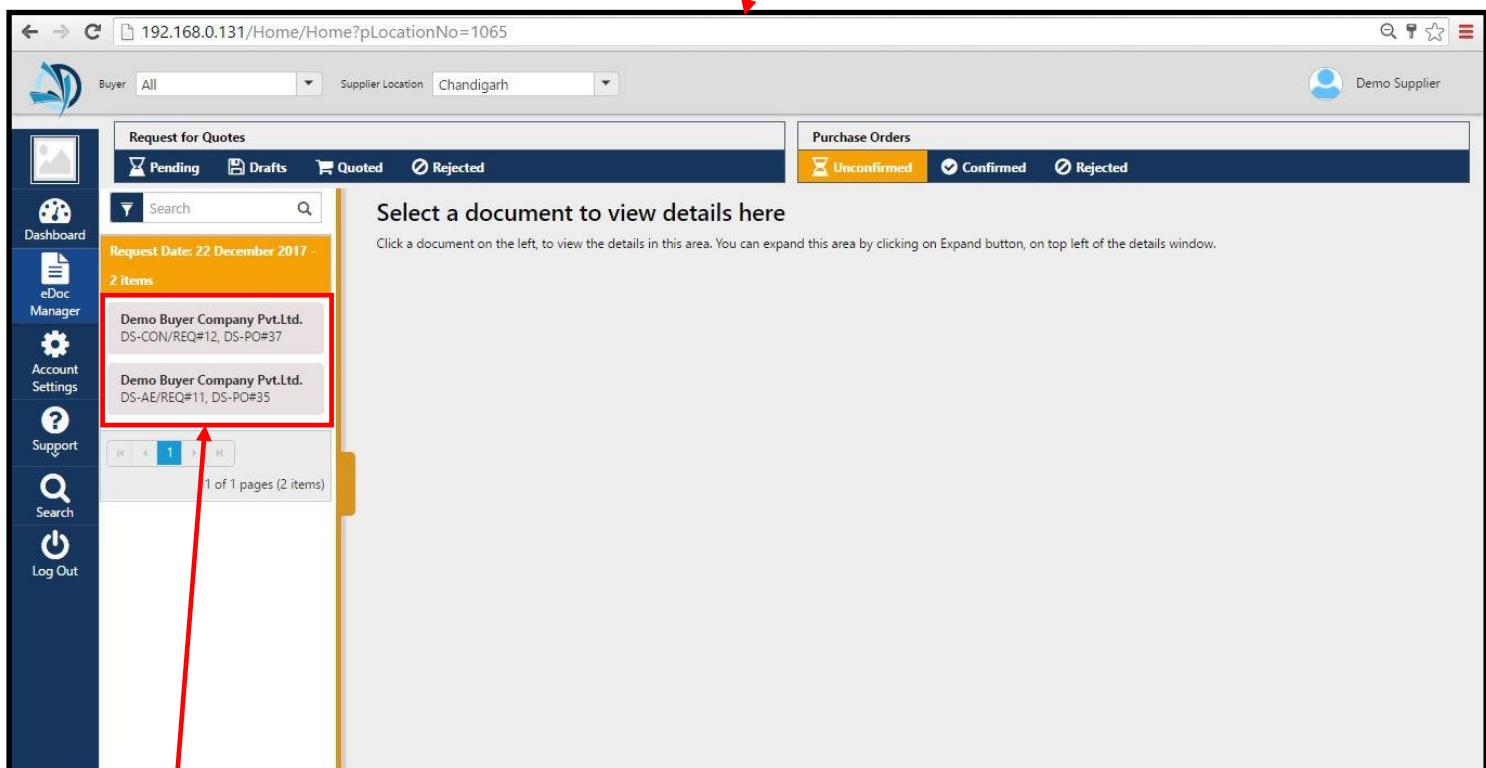
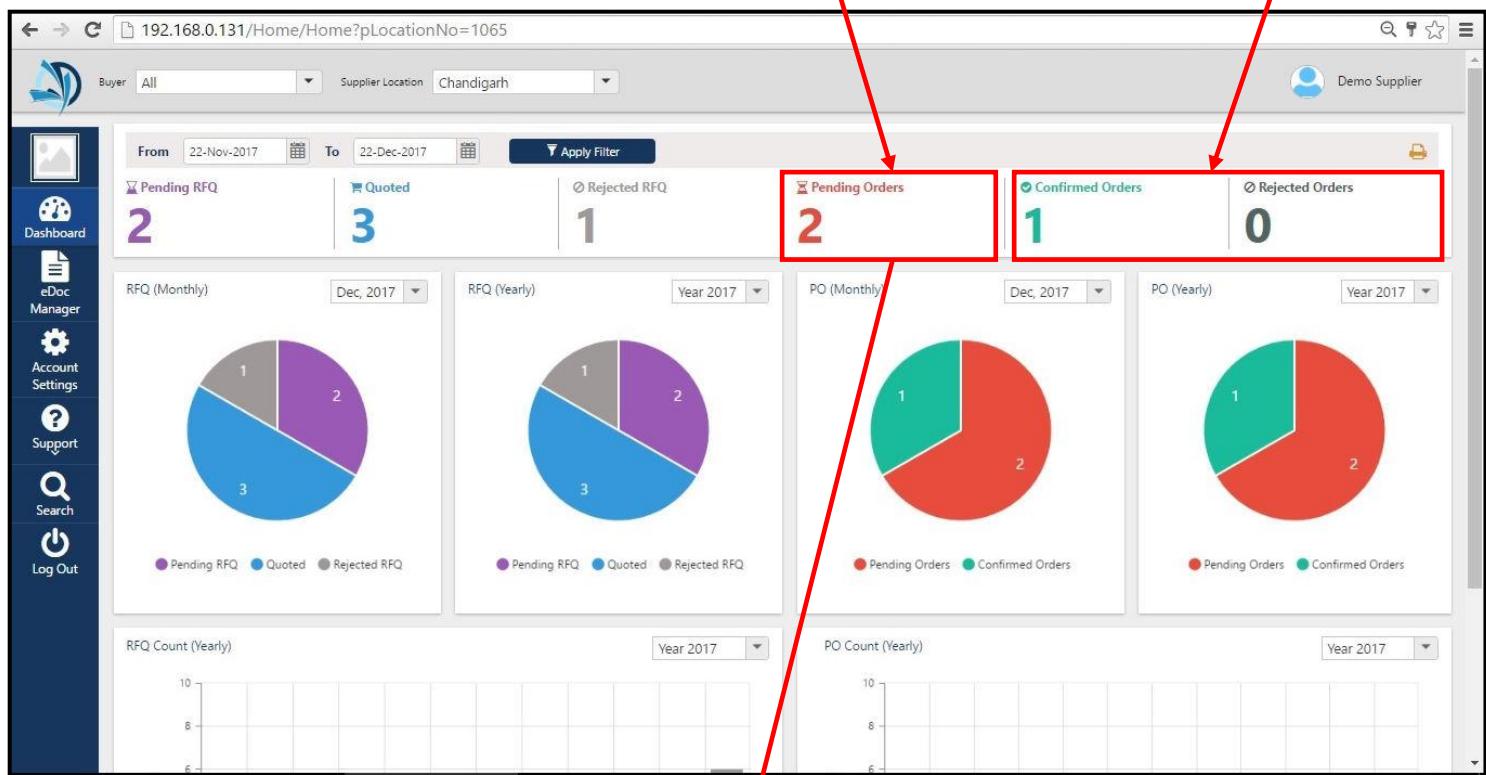
After filling all the details, click on the **Submit** button to send the quote to the buyer.

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.

The screenshot shows the software's main dashboard with a sidebar on the left containing icons for Dashboard, eDoc Manager, Account Settings, Support, and Search, along with a Log Out button. The main content area is titled 'Purchase Orders' and shows a list of items. At the top of this section, there are buttons for 'Unconfirmed', 'Confirmed', and 'Rejected' status filters. To the right of these are 'Accept' and 'Reject' buttons, both enclosed in red boxes. A red box also highlights a specific purchase order entry in the list on the left, which includes details like 'Vessel', 'Currency', 'Issued On', 'Reference', 'Port', 'Priority', 'Req. Delivery', and 'Delivery (Days)'. The table below shows item details with one row: S. No. 1, Item Details: 'Governor Motor Assy. Fig.99', QTY: 1, UNIT: PCE, PRICE: 2575, TOTAL: 2575, DISCOUNT AMOUNT: 0, ACTUAL TOTAL: 2575, and REMARKS: empty.

S. No.	ITEM DETAILS	QTY	UNIT	PRICE	TOTAL	DISCOUNT AMOUNT	ACTUAL TOTAL	DELIVERY (DAYS)	REMARKS
1	Governor Motor Assy. Fig.99	1	PCE	2575	2575	0	2575		

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