

# How Supplier Module Works using new way?

1. Create a New quote and save the quotes
2. Based On manufacturing (Domestic or International or Both) Supplier List will be listed below quote details in supply chain section.

Supply Chain

Domestic Suppliers		
<input type="checkbox"/>	Prototek	( USA )
<input type="checkbox"/>	jim	( USA )

International Suppliers		
<input type="checkbox"/>	Sharang Kapsikar	( MALAYSIA ) ( Tier 2 )
<input type="checkbox"/>	Leshine Technology Co Ltd	( CHINA )
<input type="checkbox"/>	DONGGUAN BOLE RP M COLTD	( CHINA )
<input type="checkbox"/>	Hkwcd	( CHINA )
<input type="checkbox"/>	SHENZHEN FASTPROTO CO.,LTD	( CHINA )
<input type="checkbox"/>	Fusion	( USA )
<input type="checkbox"/>	PrintForm Supplier	( USA ) ( Tier 1 )
<input type="checkbox"/>	Agile Manufacturing Ltd.	( CANADA )
<input type="checkbox"/>	Wuxi Odiem Technology	( CHINA )
<input type="checkbox"/>	HyMetals	( CHINA )
<input type="checkbox"/>	Pavilion Manufacturing	( USA )
<input type="checkbox"/>	Rapid Api	( MEXICO ) ( Tier 3 )
<input type="checkbox"/>	Shanghai Future Intelligent Electronics Group Limited Company	( USA )
<input type="checkbox"/>	Alden	( CANADA ) ( Tier 1 )

3. In above the only those suppliers will be listed who is providing the particular processes
4. For requesting the quote to supplier, we need to fill all mandatory fields and perform request for quote in non-editable mode then only we will be able to Request a quote to supplier
5. Now select/check the checkbox for requesting a quote to the supplier and click on **Request for Quote** button this button only be visible when we select any supplier.

Supply Chain

Domestic Suppliers		
<input type="checkbox"/>	Prototek	( USA )
<input type="checkbox"/>	Jabil Additive	( USA )
<input checked="" type="checkbox"/>	jim	( USA )

International Suppliers		
<input checked="" type="checkbox"/>	Sharang Kapsikar	( MALAYSIA ) ( Tier 2 )
<input checked="" type="checkbox"/>	Leshine Technology Co Ltd	( CHINA )
<input checked="" type="checkbox"/>	DONGGUAN BOLE RP M COLTD	( CHINA )
<input type="checkbox"/>	Hkwcd	( CHINA )
<input type="checkbox"/>	SHENZHEN FASTPROTO CO.,LTD	( CHINA )
<input type="checkbox"/>	PrintForm Supplier	( USA ) ( Tier 1 )
<input checked="" type="checkbox"/>	Agile Manufacturing Ltd.	( CANADA )
<input checked="" type="checkbox"/>	Wuxi Odiem Technology	( CHINA )
<input type="checkbox"/>	HyMetals	( CHINA )
<input type="checkbox"/>	Pavilion Manufacturing	( USA )
<input type="checkbox"/>	Rapid Api	( MEXICO ) ( Tier 3 )
<input checked="" type="checkbox"/>	Shanghai Future Intelligent Electronics Group Limited Company	( USA )
<input type="checkbox"/>	Alden	( CANADA ) ( Tier 1 )

Request for Quote

6. Now quote is requested to supplier. One email notification sent to the supplier and pop up notification will be visible to both the Sales manager and Supplier.
7. Sales manager see this pop up



You have successfully sent a request for Quote #102057 to DONGGUAN BOLE RP M COLTD.

8. And Supplier Will receive notification like

**You have received a new request for Quote  
#102057. Please review and submit the Quote.**

04 Mar, 2025- 12:16 AM

Mark as read

9. After Request for Quote we will be able to see new button after Request for Quote button named as **Review Quote** and **Update Supplier Quote** button. When click on **Review Quote** We will be able to see all the suppliers we have requested for the quote and Review Quote button will be disabled when click on close button right corner of Supplier quote it will be enabled again and by default its Status will be **Request for Quote**.
10. Until Supplier submit the price **Select** and **Decline Quote** button will be disabled.

Supplier Quote				Close	
Prototek				Total :	
				Status : Request For Quote	
				Select Decline Quote	
DONGGUAN BOLE RP M COLTD				Total :	
				Status : Request For Quote	
				Select Decline Quote	
Jabil Additive				Total :	
				Status : Request For Quote	
				Select Decline Quote	
Leshine Technology Co.Ltd				Total :	
				Status : Request For Quote	
				Select Decline Quote	
SHENZHEN FASTPROTO.CO.,LTD				Total :	
				Status : Request For Quote	
				Select Decline Quote	
PrintForm Supplier				Total :	
				Status : Request For Quote	
				Select Decline Quote	
Sharang Kapsikar				Total :	
				Status : Request For Quote	
				Select Decline Quote	
Agile Manufacturing Ltd.				Total :	
				Status : Request For Quote	
				Select Decline Quote	

11. Now click on supplier name we will be able to see the Part details sent to the supplier and Supplier pricing that supplier will submit.

Sharang Kapsikar

Total :

Status : Request For Quote

SelectDecline Quote

Quote#	Process	Material	Finish	CFN	Quantity	Rate	Supplier LeadTime	HTS Code	Supplier Part Notes	Specification
102057	SLS	Nylon PA	Standard (Uncoated)	dragon (1)(1).stl	1	\$0.00	Standard			
102057	SLS	Nylon PA	Standard (Uncoated)	Axle__Seesaw (1)(1) (2).stl	1	\$0.00	Standard			

Supplier Notes

Files :

Leshine Technology Co.Ltd

Total :

Status : Request For Quote

SelectDecline Quote

Quote#	Process	Material	Finish	CFN	Quantity	Rate	Supplier LeadTime	HTS Code	Supplier Part Notes	Specification
102057	SLS	Nylon PA	Standard (Uncoated)	dragon (1)(1).stl	1	\$0.00	Standard			
102057	SLS	Nylon PA	Standard (Uncoated)	Axle__Seesaw (1)(1) (2).stl	1	\$0.00	Standard			

Supplier Notes

Files :

12. After requesting supplier have two options either **Accept the quote** or **declined the quote**.
13. When Supplier Decline the quote the after that he will not be allow to accept the quote again and not able to submit the pricing for the quote.

14. When supplier Accept the quote the status of the quote will be **Quote in progress** and email notification sent to the Account Executive and pop up notification to send to the Account Executive who is assigned to that quote and supplier himself.
15. Supplier will see below notification.



**You have successfully accepted Quote #102057.**

16. Account executive see below notification.

**Quote #102057 has been accepted by Sharang Kapsikar.**

04 Mar, 2025- 12:42 AM

Mark as read

17. Now in review Quotes it will look like below.

Sharang Kapsikar

Total :

Status : Quote In Process

Select Decline Quote

18. On same page under notes section we have one note which will be visible to all suppliers who has requested for this quote

Account Executive Notes - To Supplier

This note is Visible to All supplier who has request for this quote

19. Now If Supplier decline the quote then status will be '**Declined by Supplier**' and the reason supplier submit while declining that will see in review quotes
20. When Supplier decline the quote email notification and pop up notification send to account executive who is assigned to quote
21. Supplier will receive notification like below.



**You have declined Quote #102057.**

22. Account Executive receive notification like below.

**Quote #102057 has been declined by Rapid Api.**

04 Mar, 2025- 12:54 AM

Mark as read

23. In Review Quote it will look like below.

<a href="#">Rapid Api</a>	Total :				Status : Declined By Supplier				<a href="#">Select</a>	<a href="#">Decline Quote</a>
Quote#	Process	Material	Finish	CFN	Quantity	Rate	Supplier LeadTime	HTS Code	Supplier Part Notes	Specification
102057	SLS	Nylon PA	Standard (Uncoated)	<a href="#">dragon (1)(1).stl</a>	1	\$0.00	Standard			
102057	SLS	Nylon PA	Standard (Uncoated)	<a href="#">Axle__Seesaw (1)(1) (2).stl</a>	1	\$0.00	Standard			
Supplier Notes					Files :					
Declined Quote Reason										
<ul style="list-style-type: none"> <li>03/03/2025 - Material Restrictions</li> </ul>										

24. Now When Supplier submit the pricing status will be **'Quote Submitted for review'** and Account executive will see all the details supplier submit supplier rates, part level notes, leadtime, attach pdf etc.
25. After submit supplier receive pop up notification and Account executive receive both pop up and email notification.
26. Supplier will receive notification like below.



**You have successfully submitted prices for Quote #102057.**

27. Account executive receive notification like below

**Sharang Kapsikar has submitted prices for Quote #102057. Please review.**

04 Mar, 2025- 01:03 AM

[Mark as read](#)

28. In Review Quotes, quote details look like below

<a href="#">Sharang Kapsikar</a>	Total : \$47.00				Status : Quote Submitted For Review				<a href="#">Select</a>	<a href="#">Decline Quote</a>
Quote#	Process	Material	Finish	CFN	Quantity	Rate	Supplier LeadTime	HTS Code	Supplier Part Notes	Specification
102057	SLS	Nylon PA	Standard (Uncoated)	<a href="#">dragon (1)(1).stl</a>	1	\$23.00	2 Business Days		Line level part note	
102057	SLS	Nylon PA	Standard (Uncoated)	<a href="#">Axle__Seesaw (1)(1) (2).stl</a>	1	\$24.00	11 Business Days		Line level part note	
Supplier Notes					Files :					
This notes from supplier					<ul style="list-style-type: none"> <li><a href="#">19_PFQ102045-2.pdf</a></li> </ul>					

29. Above Files are downloadable when click on it now this select and Decline quote button is enable for Account executive.
30. Account Executive can decline the quote or select him for this quote only one supplier is allowed to select at a time.
31. When Account Executive decline the quote with reason supplier will receive and email notification and pop-up notification about quote is declined by printform supplier can see the reason and if want he can re submit the quote
32. For decline quote, click on Decline quote button select the reason or select other and enter the reason and click on save changes button Supplier quote will be declined.

33. Quote status will be **'Declined by Printform'** in review quotes and supplier will receive notification.
34. Account Executive will receive below notification.



**You have declined Quote #102057.**

35. Supplier will receive below notification.

**Quote #102057 has been declined by Printform.**

04 Mar, 2025- 09:52 AM

Mark as read

36. Supplier can see the declined quote reason.

QUOTE INFORMATION				Accept Quote	Decline Quote	Edit	Save	Close
Quote ID	102057	Email	sojwal@printform.com					
Account Executive	Sojwal AE	Lead Source	Instagram					
Project Manager	Julie Thomas	Lead Type	Existing					
ITAR	No	Production Type	Manufacturing					
Manufacturing	Both	Updated Date	03/04/2025					
Created Date	03/03/2025							
Declined Quote Reason	• 03/04/2025 - Technical Constraints							

37. Now Supplier can resubmit the quote and continue process
38. Now to select the supplier for the quote click on **Select** Button.

Sharang Kapsikar

Total : \$47.00

Status : Quote Submitted For Review

Select

Decline Quote

Quote#	Process	Material	Finish	CFN	Quantity	Rate	Supplier LeadTime	HTS Code	Supplier Part Notes	Specification
102057	SLS	Nylon PA	Standard (Uncoated)	<a href="#">dragon (1)(1).stl</a>	1	\$23.00	2 Business Days		Line level part note	
102057	SLS	Nylon PA	Standard (Uncoated)	<a href="#">Axle__Seesaw (1)(1) (2).stl</a>	1	\$24.00	11 Business Days		Line level part note	

Supplier Notes

This notes from supplier

Files :

19\_PFO102045-2.pdf

Declined Quote Reason

03/04/2025 - Technical Constraints

39. After click on select supplier and click on Yes means this supplier is assigned to this quote

Sharang Kapsikar	Total : \$47.00	Status : Quote Assigned	Select	Decline Quote
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40. After selection of Supplier In quotes page below in Supplier details selection Supplier data will be shown everting is auto populated.

#### Supplier Details

Supplier: Sharang Kapilkar Payment Terms: Net 60  
Supplier Notes: This notes from supplier

Line	Process	Material	Finish	Qty	SR	LT	LeadTime	Notes	HTS Code	Specifications	Supplier GP
1	SLS	Nylon PA	Standard (Uncoated)	1	\$23.00	\$23.00	2 Business Days	Line level part note			43.27%
2	SLS	Nylon PA	Standard (Uncoated)	1	\$24.00	\$24.00	11 Business Days	Line level part note			44.08%
					Sub Total:		\$47.00				
					Total:		\$47.00				

41. And Supplier pricing (SR Rate) will be updated in Part details along with GP percentage

#### Quote Details

FN	CFN	Material	Finish	Qty	UP	LD	LT	Attachments	X	Y	Z	Vol	LeadTime	Notes	HTS Code	Specifications	SR	GP
dragon (1) (1).stl	dragon (1) (1).stl	Nylon PA	Standard (Uncoated)	1	\$53.16	0%	\$53.16		0.16	0.21	0.26	0.00	Standard				23	56.73%
Axle__Seesaw (1)(1) (2).stl	Axle__Seesaw (1)(1) (2).stl	Nylon PA	Standard (Uncoated)	1	\$54.45	0%	\$54.45		0.31	0.31	0.23	0.01	Standard				24	55.92%
					Sub Total:		\$107.61											
					Discount:		0%											
					Shipping:		TBD											
					Total:		\$107.61											

42. And in Review quotes status for selected supplier status will be **Quote Is Assigned**

43. After selection there is no notification will go to supplier.

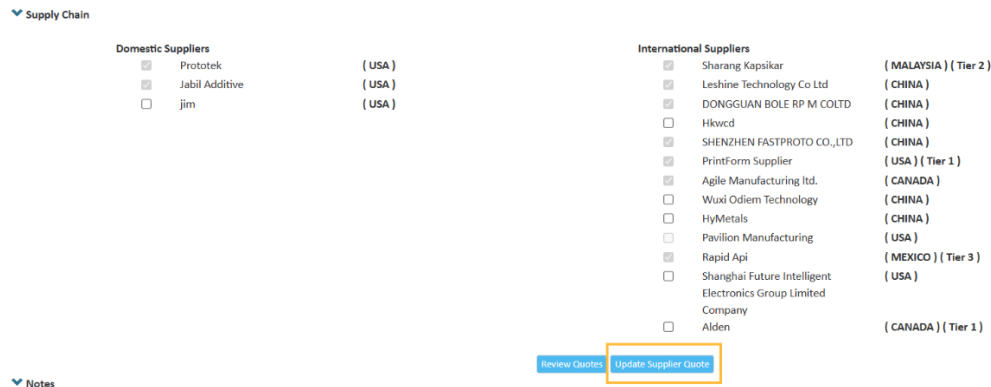
44. After this step now, we have selected the supplier and we are ready to proceed with placing order.

45. After Order place when order stage is set to Work Order then supplier will get confirmation about he won the quote and he will receive email and pop up notification and this order will be listed in his orders list.

46. When supplier opens an order he will see adopt button when click on it means the order has been adopted by supplier.

# How to update the quote to the supplier?

1. When quote is requested to supplier and supplier submit the prices then if customer wants to delete some parts or change the quantity or add new parts or change the material, finish then just to update the supplier.



2. In above image we can see button Update Supplier Quote which Is used to update the quote to Supplier and when we click it will update this quote to all the supplier who is requested for this quote.
3. Supplier will receive the notification (email and pop-up ) about AE has updated to supplier
4. Notification will be like  
**AE Notification:** Quote #12345 has been successfully updated and sent to the supplier.  
**Supplier Notification:** Quote #12345 has been updated by xyz (AE Name). Please review the updated details.
5. Now supplier will get updated quote and he will again submit the prices and process continues.