

**Volume**

**1**

ABRASIVESWORLD.COM

---

User manual

## **Request for Quotation Guide**

---

# Table of Contents

Request for Quotation .....	1
About Request for Quotation.....	2
Sign in .....	2
Login .....	3
Select Module: Request for Quotation.....	3
To Create New Request for Quotation .....	4
To Manage my Request for Quotation.....	8
To Respond to a Request for Quotation .....	10
Contact us.....	14

## Request for Quotation

*Congratulation to subscribing as paid member of Abrasivesworld.*

*You are about to experience the new way of reaching out to your target suppliers n an effective and efficient way.*

*We hope that this manual provides you the simple steps to create and manage your RFQ.*

*Abrasivesworld endeavors to provide the latest updated manual possible, however you are advised that the GUL (Graphic User Interface) may vary from an upgrade to another. Under the circumstances, you are welcome to make queries to Abrasivesworld.com.*



## About Request for Quotation

Request for Quotation System contain 2 main functions. Namely Create new Request for Quotation and Manage my Request for Quotation.

Create a New Request for Quotation allows you to create and post your RFQ in various method. They are:

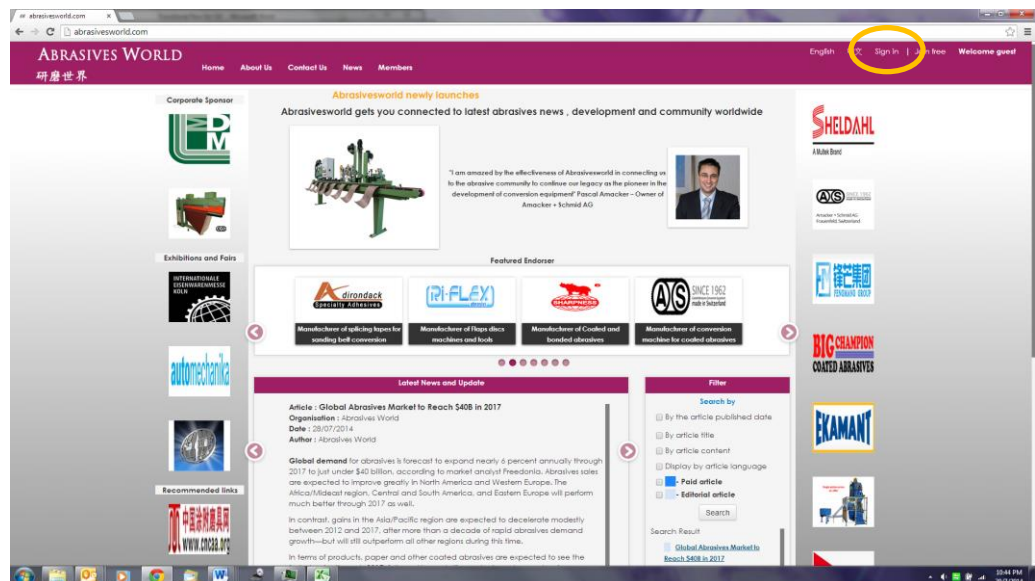
1. Post your RFQ to specific Member's group and/or
2. Send your RFQ via email(s) to your known suppliers using assigned email address(es).

Manage my Request for Quotation allows you to view your RFQ archive history, save, activate your RFQ and view the responses from your suppliers.

To access Request for Quotation, you have to Sign In and Login into the member's profile page.

## Sign in

To sign in, click Sign in located at top right at [www.abrasivesworld.com](http://www.abrasivesworld.com).



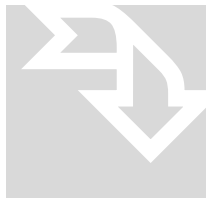
## Login

Enter your email address and password. The email address and password is what you use during your Join In.

## Select Module: Request for Quotation

Once you login, you will be directed to your Profile Page. Click Request for Quotation module.

Once you are in the Request for Quotation, it will lead you to the Create new Request for Quotation. You will see sub-module Create new Request for Quotation and Manage my Request for Quotation.



## To Create New Request for Quotation

1. Fill in RFQ Title (the name you want to title your RFQ).
2. Fill in RFQ Issued by (name of the person initialing this RFQ).
3. Select RFQ Closing Date (date where this RFQ close).
4. Select Country of Import (the country you want to import your commodity)
5. Select Preferred Country of Export (the country you wish your commodity to be exported from).
6. Select Preferred Currency (the preferred currency used for payment).
7. Select Quotation Validity Period (how long is this quote valid).
8. Select Incoterm (what is the shipping obligation to your supplier).
9. Select Partial Shipment Allowed (do you allow partial shipment)

The screenshot shows the 'Create new Request for Quotation' form on the ABRASIVES WORLD website. The form is divided into two main sections: 'RFQ details' and 'RFQ specification'. The 'RFQ details' section includes fields for RFQ number, RFQ title, RFQ issued by, RFQ issue date, RFQ closing date, country of import, preferred country of export, preferred currency, quotation validity period, incoterm, and partial shipment allowed. The 'RFQ specification' section includes a table for listing items with columns for serial number, commodity description, specification, dimension, quantity, unit of measurement, requested price, and requested lead time. At the bottom, there are options to attach supporting documents, save as draft, or save and post the RFQ.


10. Select how you want to post your RFQ. You can select either By member's group and/or Sender assigned email. When "by member's group" is used, your

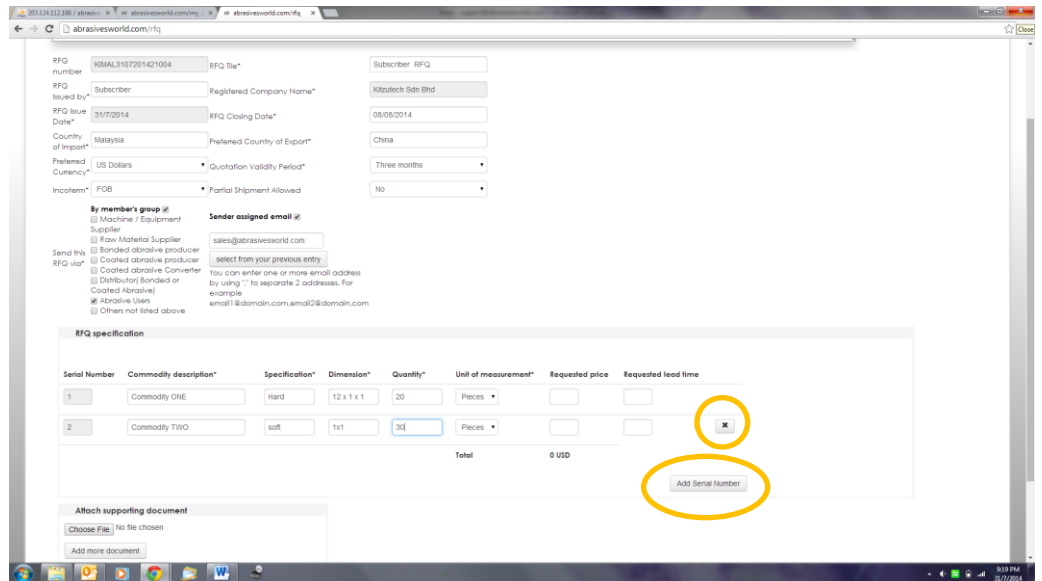
RFQ will be transmit via email to this target member group as your potential supplier. Please note that Abrasivesworld reserves the rights to remove an RFQ if deem inappropriate to the target member group. See terms and condition page (<http://abrasivesworld.com/account/termsandconditions>)

The screenshot shows the 'Create new Request for Quotation' form on the Abrasives World website. The form is divided into several sections. The 'By member's group if' section is circled in yellow, containing checkboxes for 'Machine / Equipment Supplier', 'Raw Material Supplier', 'Bonded abrasive producer', 'Coated abrasive producer', 'Coated abrasive Converter', 'Distributor (Bonded or Coated Abrasive)', 'Abrasive Users', and 'Others not listed above'. The 'Sender assigned email if' section is also circled, showing a dropdown menu with 'sales@abrasivesworld.com' selected. Below these sections is the 'RFQ specification' table, which has columns for Serial Number, Commodity description, Specification, Dimension, Quantity, Unit of measurement, Requested price, and Requested lead time. The table currently has one row with '1' in the Serial Number column and empty fields for the others.

- Once the RFQ header is filled, you can proceed to enter your RFQ details by typing your Commodity description, Specification, Dimension, Quantity, Unit of measurement, Requested price and Requested lead time. (Note: \* denotes mandatory fields, inclusive Requested price).

The screenshot shows the same RFQ creation form, but now the 'RFQ specification' table is filled with two rows of data. The table is circled in yellow. The first row has '1' in the Serial Number column, 'Commodity ONE' in the Commodity description column, 'Hard' in the Specification column, '12 x 1 x 1' in the Dimension column, '20' in the Quantity column, 'Pieces' in the Unit of measurement column, and empty fields for Requested price and Requested lead time. The second row has '2' in the Serial Number column, 'Commodity TWO' in the Commodity description column, 'soft' in the Specification column, '1x1' in the Dimension column, '3d' in the Quantity column, 'Pieces' in the Unit of measurement column, and empty fields for Requested price and Requested lead time. The 'Total' row shows '0 USD'.

12. If you wish to add additional Commodity into your RFQ, click Add Serial Number. If you wish to delete a Commodity line, click button 



RFQ number: RMAL3107201421004 RFQ title: Subscriber RFQ

RFQ issued by: Subscriber Registered Company Name: Kibutech Sdn Bhd

RFQ issue Date: 31/7/2014 RFQ Closing Date: 05/08/2014

Country of Import: Malaysia Preferred Country of Export: China

Preferred Currency: US Dollars Quotation Validity Period: Three months

Incoterms: FOB Partial Shipment Allowed: No

By member's group ☐ Machine / Equipment Supplier ☐ Raw Material Supplier ☐ Bonded abrasive producer ☐ Coated abrasive producer ☐ Coated abrasive Converter ☐ Distributor (Bonded or Coated Abrasive) ☐ Abrasive User ☐ Others not listed above

Sender assigned email  select from your previous entry

You can enter one or more email address by using ";" to separate 2 addresses. For example: email1@domain.com,email2@domain.com

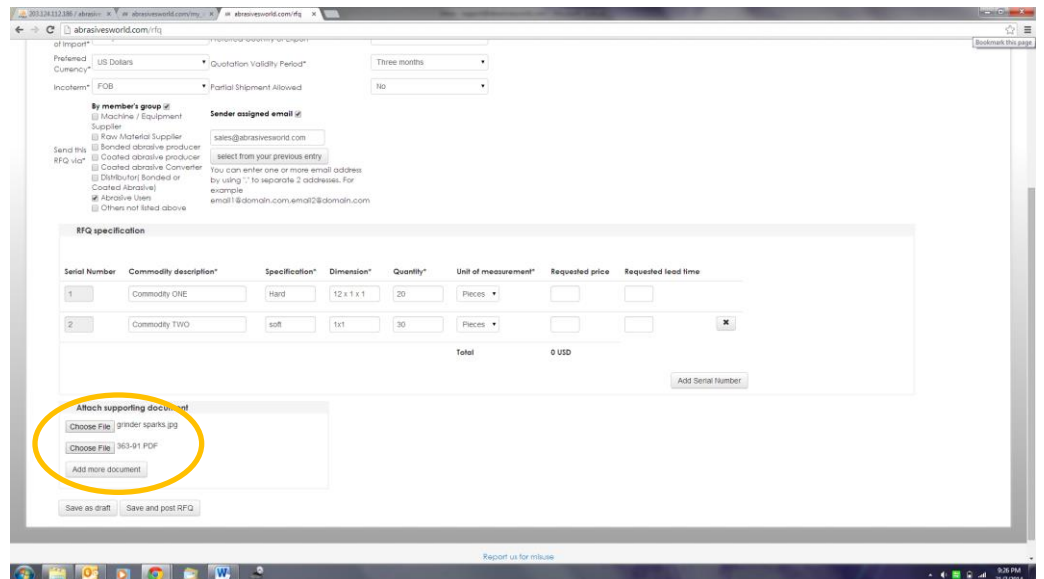
Serial Number	Commodity description	Specification	Dimension	Quantity	Unit of measurement	Requested price	Requested lead time
1	Commodity ONE	Hard	12 x 1 x 1	20	Pieces		
2	Commodity TWO	soft	1x1	30	Pieces		
Total						0 USD	

Attach supporting document

Choose File: No file chosen

Add more document

13. The RFQ allows you to insert supporting document. It also allows you to Add more document. Document can be in the form of Image, Word, Excel, PDF etc.



Preferred Currency: US Dollars Quotation Validity Period: Three months

Incoterms: FOB Partial Shipment Allowed: No

By member's group ☐ Machine / Equipment Supplier ☐ Raw Material Supplier ☐ Bonded abrasive producer ☐ Coated abrasive producer ☐ Coated abrasive Converter ☐ Distributor (Bonded or Coated Abrasive) ☐ Abrasive User ☐ Others not listed above

Sender assigned email  select from your previous entry

You can enter one or more email address by using ";" to separate 2 addresses. For example: email1@domain.com,email2@domain.com

Serial Number	Commodity description	Specification	Dimension	Quantity	Unit of measurement	Requested price	Requested lead time
1	Commodity ONE	Hard	12 x 1 x 1	20	Pieces		
2	Commodity TWO	soft	1x1	30	Pieces		
Total						0 USD	

Attach supporting document

Choose File: grinder sparks.jpg

Choose File: 363-91 PDF

Add more document

Save as draft Save and post RFQ

14. You can now decide whether you wish to save as draft or Save and post RFQ based on your earlier selected posting method.



Currency: USD Quotation Validity Period: Three months

Incoterms: FOB Partial Shipment Allowed: No

By member's group of:  
☐ Machine / Equipment Supplier  
☐ Raw Material Supplier  
☐ Bonded abrasive producer  
☐ Coated abrasive producer  
☐ Coated abrasive Converter  
☐ Distributor (Bonded or Coated Abrasive)  
☐ Abrasive User  
☐ Others not listed above

Sender assigned email of: sales@abrasivesworld.com

RFQ specification:

Serial Number	Commodity description	Specification	Dimension	Quantity	Unit of measurement	Requested price	Requested lead time
1	Commodity ONE	Hard	12 x 1 x 1	20	Pieces	0 USD	
2	Commodity TWO	soft	1x1	30	Pieces	0 USD	
Total						0 USD	

Attach supporting document:  
 Choose File: grinder sparks.jpg  
 Choose File: 363-91.PDF  
 Add more document

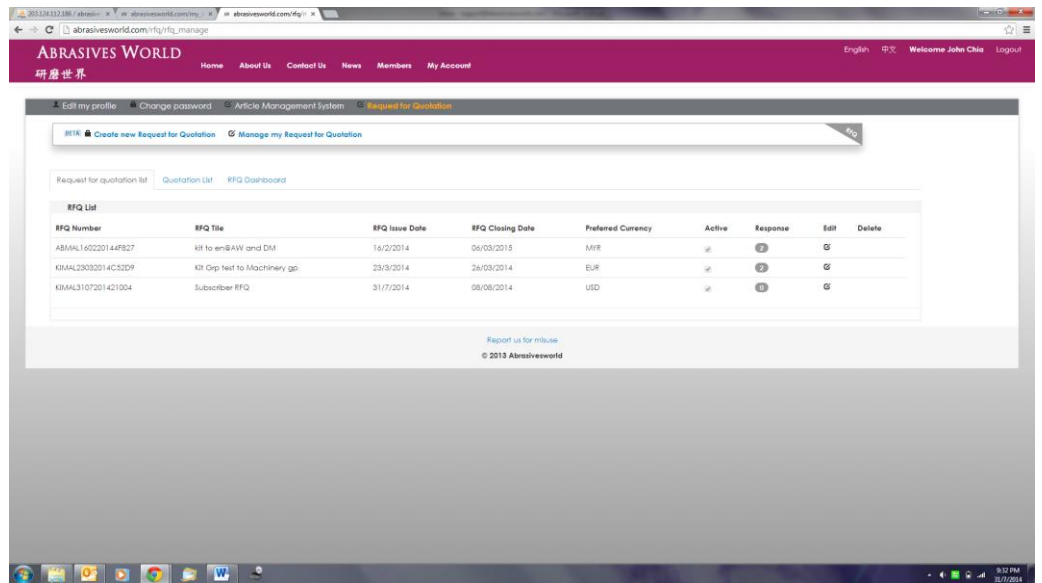
Save as draft Save and post RFQ

15. If you save and post RFQ, your RFQ will be sent instantly to your desired posting method. A pop out table allows you to confirm if you are ok to post or otherwise.

Abrasi-world facilitates this features as a platform to encourage closer engagement among the abrasives communities. Abrasivesworld does not participate in the commercial dealings between the buyers and sellers and therefore shall not be held liable to the outcome of the commercial dealings between the parties.

Cancel OK

16. Once you accept OK, the screen will bring you to Manage my Request for Quotation.

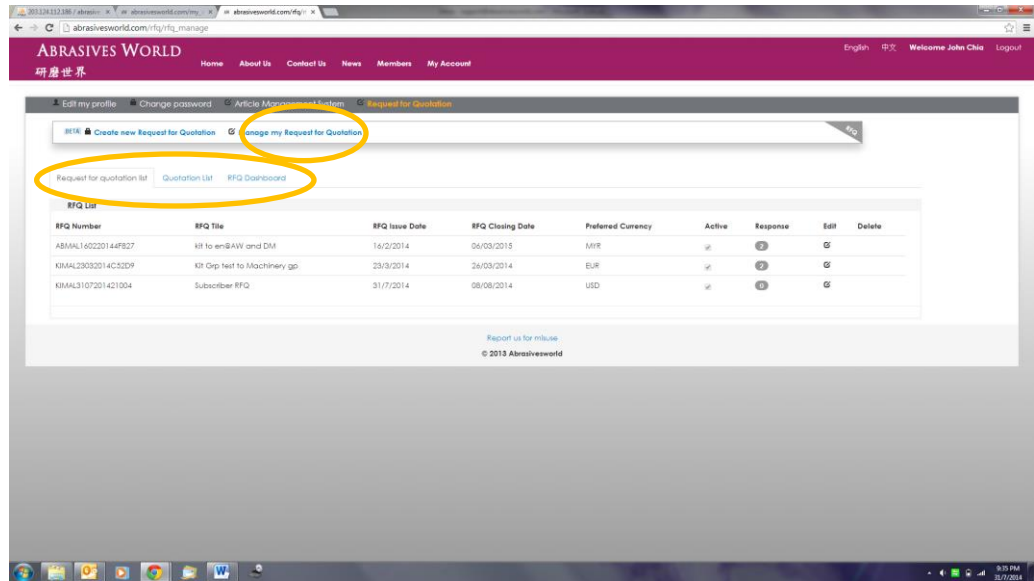


17. You can now view this RFQ record in your Manage my Request for Quotation.



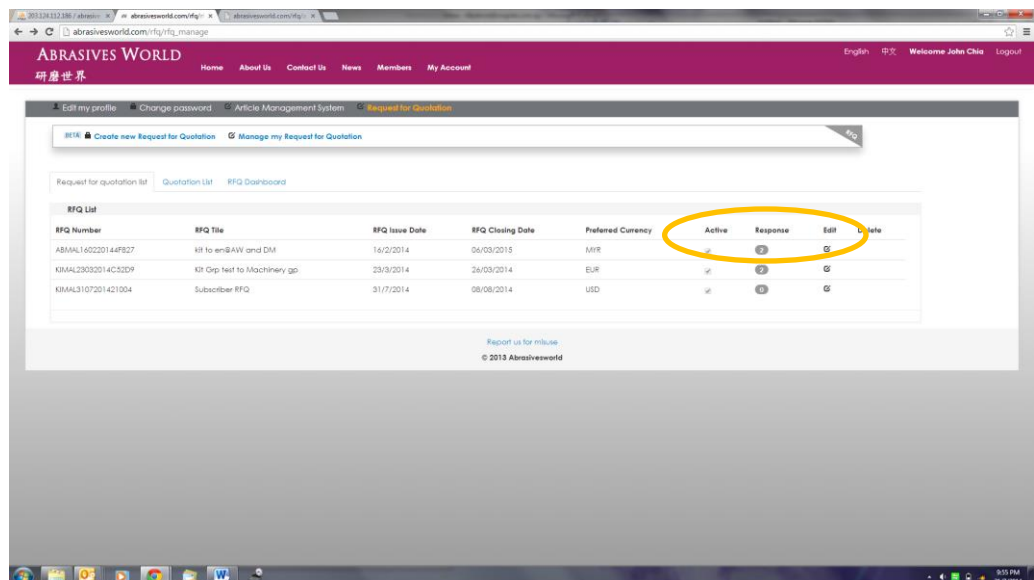
## To Manage my Request for Quotation

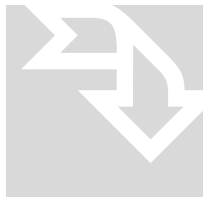
1. After Login and select Request for Quotation module (see Login and Select Request for Quotation Module), select Manage my Request for Quotation. There is 2 sub header: Request for quotation list, Quotation List, RFQ Dashboard.
  - a. Request for quotation list provides the list of Request that you have made as a potential buyer.
  - b. Quotation List provides a list of quotation that you has responded to RFQ as a potential supplier.
  - c. RFQ Dashboard provides you a dashboard of suppliers who has respond to your RFQ.



2. Under Request for Quotation List, the status bar provides you the following information.

- Active: Tick shows that your RFQ has been released to the suppliers
- Response: Show the number of responses that your potential supplier has responded. You will be notified by email if a supplier has responded to your RFQ.
- Edit: Allows you to view your RFQ details. It does not allow you to amend if your RFQ has been posted.

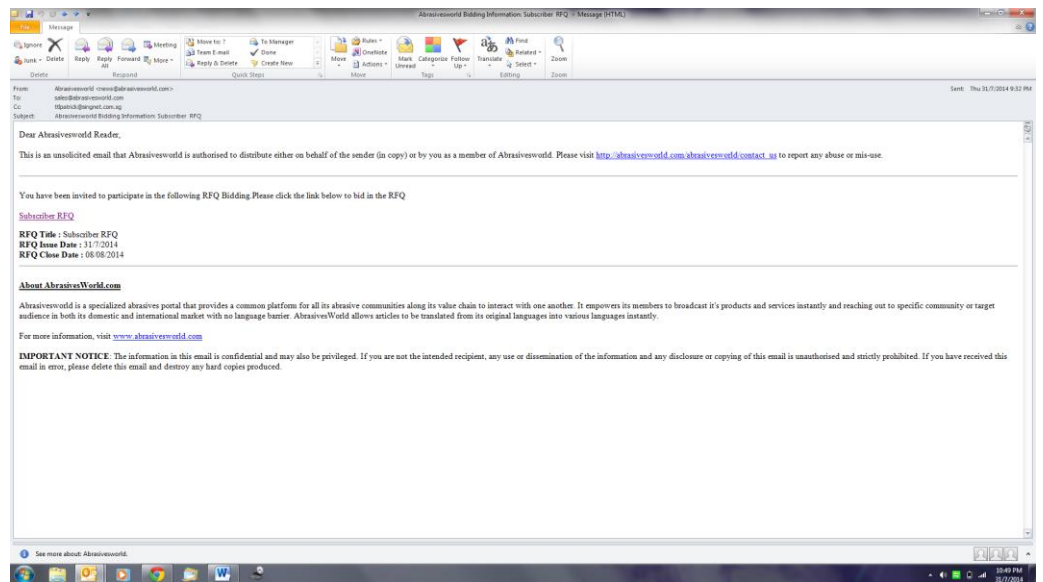




## To Respond to a Request for Quotation


This happens when a subscriber who initiated an RFQ sent you or if you are part of the member group selected to receive this RFQ.

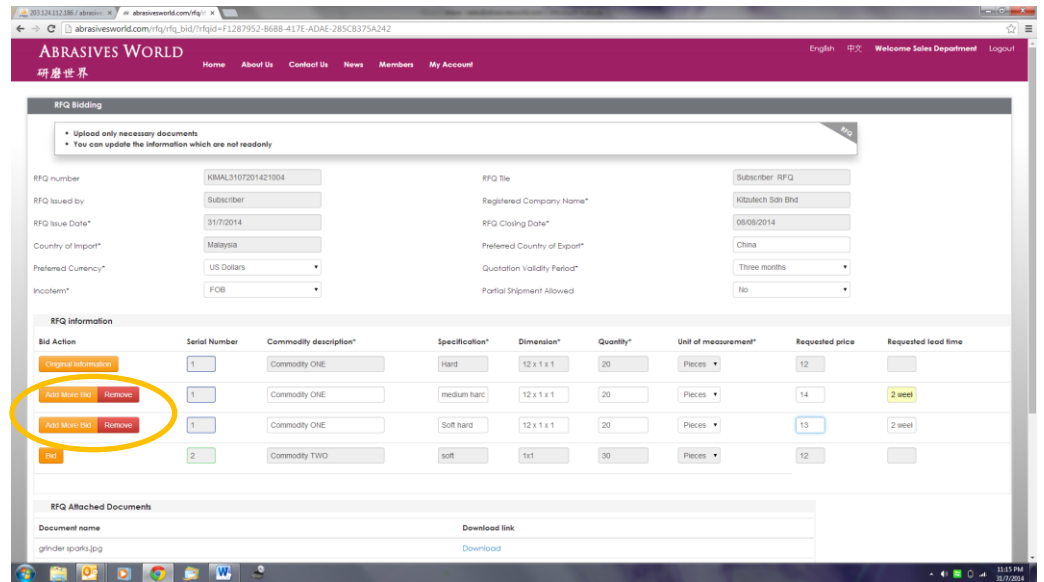
1. You will receive an email notification. See below as an example.



2. Click the link in the email. It will lead you to abrasivesworld respond page (below) if you are an existing member of abrasivesworld. If not, you need to join free and once you log in, you will see the RFQ details.

Bid Action	Serial Number	Commodity description*	Specification*	Dimension*	Quantity*	Unit of measurement*	Requested price	Requested lead time
<input type="button" value="New"/>	1	Commodity ONE	HARD	12 x 1 x 1	20	Pieces	12	
<input type="button" value="New"/>	2	Commodity TWO	SOFT	1x1	30	Pieces	12	

- To bid, click the Bid button . The system create bidding line for you to enter your information. You can Add More Bid or Remove line.



RFQ Bidding

• Upload only necessary documents  
• You can update the information which are not ready

RFQ number: KJMAL3107201421004  
RFQ issued by: Subscriber  
RFQ issue Date: 31/7/2014  
Country of Import: Malaysia  
Preferred Currency: US Dollars  
Incoterm: FOB

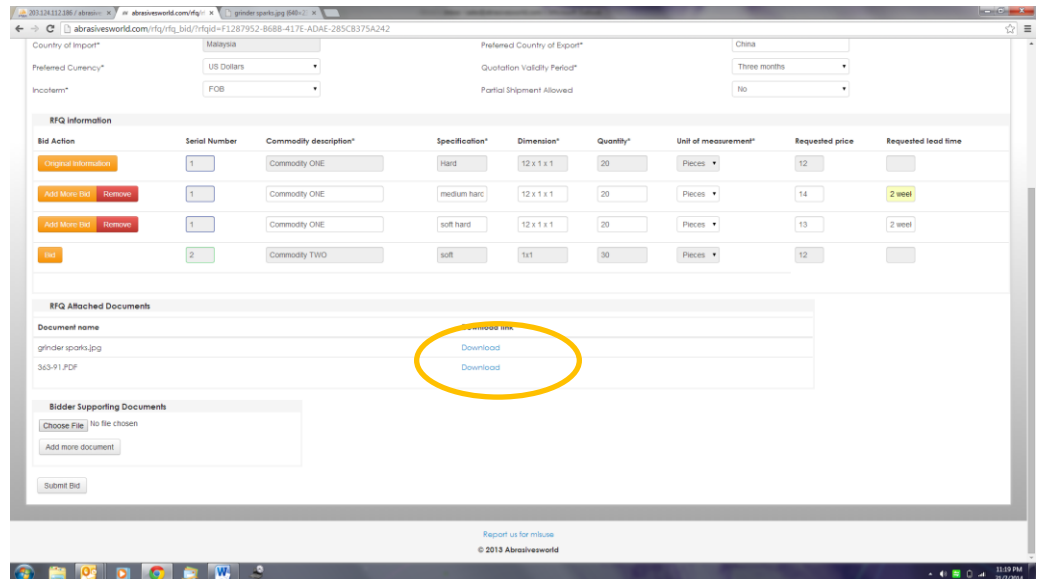
RFQ Title: Subscriber RFQ  
Registered Company Name: Kibutech Sdn Bhd  
RFQ Closing Date: 08/08/2014  
Preferred Country of Export: China  
Quotation Validity Period: Three months  
Partial Shipment Allowed: No

Bid Action	Serial Number	Commodity description	Specification	Dimension	Quantity	Unit of measurement	Requested price	Requested lead time
<a href="#">Original information</a>	1	Commodity ONE	Hard	12 x 1 x 1	20	Pieces	12	
<a href="#">Add More Bid</a> <a href="#">Remove</a>	1	Commodity ONE	medium hard	12 x 1 x 1	20	Pieces	14	2 week
<a href="#">Add More Bid</a> <a href="#">Remove</a>	1	Commodity ONE	soft hard	12 x 1 x 1	20	Pieces	13	2 week
<a href="#">Bid</a>	2	Commodity TWO	soft	1x1	30	Pieces	12	

RFQ Attached Documents

Document name	Download link
grinder sparks.jpg	<a href="#">Download</a>

- The system allows you as a bidder to Download and view any document that your buyer has attached.



Country of Import: Malaysia  
Preferred Currency: US Dollars  
Incoterm: FOB

Preferred Country of Export: China  
Quotation Validity Period: Three months  
Partial Shipment Allowed: No

Bid Action	Serial Number	Commodity description	Specification	Dimension	Quantity	Unit of measurement	Requested price	Requested lead time
<a href="#">Original information</a>	1	Commodity ONE	Hard	12 x 1 x 1	20	Pieces	12	
<a href="#">Add More Bid</a> <a href="#">Remove</a>	1	Commodity ONE	medium hard	12 x 1 x 1	20	Pieces	14	2 week
<a href="#">Add More Bid</a> <a href="#">Remove</a>	1	Commodity ONE	soft hard	12 x 1 x 1	20	Pieces	13	2 week
<a href="#">Bid</a>	2	Commodity TWO	soft	1x1	30	Pieces	12	

RFQ Attached Documents

Document name	Download link
grinder sparks.jpg	<a href="#">Download</a>
363-91.PDF	<a href="#">Download</a>

Bidder Supporting Documents

[Choose File](#) No file chosen  
[Add more document](#)

[Submit Bid](#)

[Report us for misuse](#)  
© 2013 Abrasivesworld

- The system allows you as a bidder to insert Supporting Documents so that your potential buyer can view. You can Add more document if required.

Country of Import\* Malaysia Preferred Country of Export\* China

Preferred Currency\* US Dollars Quotation Validity Period\* Three months

Incoterms\* FOB Partial Shipment Allowed No

**RFQ Information**

Bid Action	Serial Number	Commodity description*	Specification*	Dimension*	Quantity*	Unit of measurement*	Requested price	Requested lead time
<a href="#">Original Information</a>	1	Commodity ONE	Hard	12 x 1 x 1	20	Pieces	12	
<a href="#">Add More Bid</a> <a href="#">Remove</a>	1	Commodity ONE	medium hard	12 x 1 x 1	20	Pieces	14	2 week
<a href="#">Add More Bid</a> <a href="#">Remove</a>	1	Commodity ONE	soft hard	12 x 1 x 1	20	Pieces	13	2 week
<a href="#">Add</a>	2	Commodity TWO	soft	1x1	30	Pieces	12	

**RFQ Attached Documents**

Document name	Download link
grinder sparks.jpg	<a href="#">Download</a>
365-91.PDF	<a href="#">Download</a>

**Bidder Supporting Documents**

[Choose File](#) No file chosen

[Add more document](#)

[Submit Bid](#)

Report us for misuse  
© 2013 Abrasivesworld

- Once bid information is complete, click Submit Bid.

Country of Import\* Malaysia Preferred Country of Export\* China

Preferred Currency\* US Dollars Quotation Validity Period\* Three months

Incoterms\* FOB Partial Shipment Allowed No

**RFQ Information**

Bid Action	Serial Number	Commodity description*	Specification*	Dimension*	Quantity*	Unit of measurement*	Requested price	Requested lead time
<a href="#">Original Information</a>	1	Commodity ONE	Hard	12 x 1 x 1	20	Pieces	12	
<a href="#">Add More Bid</a> <a href="#">Remove</a>	1	Commodity ONE	medium hard	12 x 1 x 1	20	Pieces	14	2 week
<a href="#">Add More Bid</a> <a href="#">Remove</a>	1	Commodity ONE	soft hard	12 x 1 x 1	20	Pieces	13	2 week
<a href="#">Add</a>	2	Commodity TWO	soft	1x1	30	Pieces	12	

**RFQ Attached Documents**

Document name	Download link
grinder sparks.jpg	<a href="#">Download</a>
365-91.PDF	<a href="#">Download</a>

**Bidder Supporting Documents**

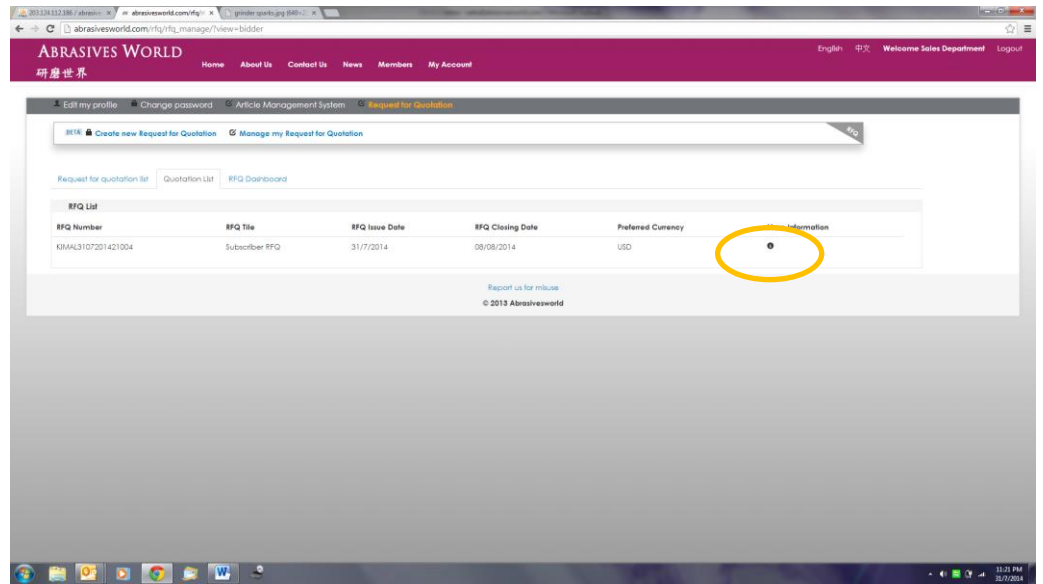
[Choose File](#) No file chosen

[Add more document](#)

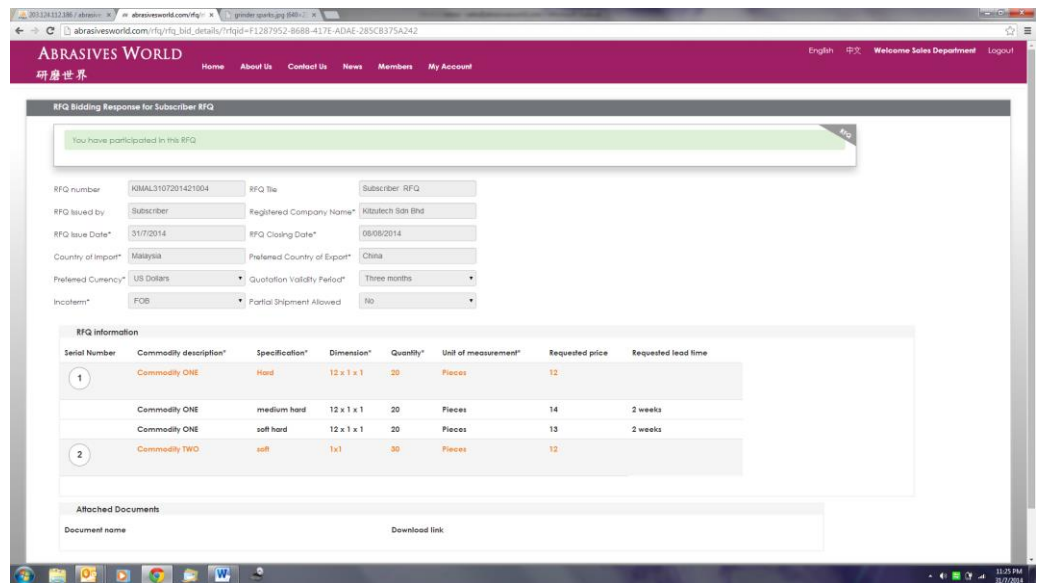
[Submit Bid](#)

Report us for misuse  
© 2013 Abrasivesworld

- Upon successful submission, you will be directed to the Quotation List. You click i to view your submission.



- Your Bid will be display as below and at the same time, it will alert your potential buyer by email.



### Warning:

Abrasivesworld is a platform to allow engagement between abrasives communities. Do not abuse the platform. Abrasivesworld reserves the rights to remove any content if it is found abusive and or inappropriate..

## Contact us

To report of any abuse to article being posted to Abrasivesworld or seeking technical support, contact us via [http://abrasivesworld.com/abrasivesworld/contact\\_us](http://abrasivesworld.com/abrasivesworld/contact_us) and select Misuse or Product Support under subject.

abrasivesworld.com/abr...  
abrasivesworld.com/abrasivesworld/contact\_us

ABRASIVES WORLD  
研磨世界

Home About Us Contact Us News Members My Account

English 中文 Welcome John Chia Logout

Contact Abrasives World

First Name  
Your first name

Last Name  
Your family name

Email Address  
Your email address

Subject  
Misuse  
Select one:  
Enquiry  
Suggestion  
Product Support  
Misuse

Send

Report us for misuse

© 2013 Abrasivesworld

----- END OF DOCUMENT -----