

Creation of RFQ's on www.webportunities.net

Some of the main features on the website are the ability to:

- Create RFQ's (Request for Quotations)
- Invite suppliers to submit prices
- Evaluate bids/prices

Previously, the above features were only available to Buyers, but they are now also available to suppliers who are "Ranked" on the website. A "Ranked" supplier is one with a non-expired paid registration.

Follow the steps below and the corresponding numbered "callouts" in the image to create an RFQ item.

1. Once logged in, click on RFQ Items.
2. Click on Add New to open a form in which you can capture the detail of the RFQ item. Most of the fields are self-explanatory, but below are some additional comments.
 - a. If the item is for a specific "Plant" in your company insert the name of the Plant, otherwise leave blank.
 - b. Material Number can contain a Stock Code or any other reference of choice.
 - c. If you know what you previously paid for the item, then capture Last Price, otherwise leave blank.
 - d. You will note that the Buyer Name is inserted automatically consisting of your Company Name, Town, Country and the logged in person's name. That will enable prospective suppliers to filter RFQ's based on for example a Country or Town.
3. You can "attach" an image/photo for your RFQ item.
4. You can "attach" a PDF document containing an elaborate description or specification for your RFQ item.
5. When done, click Submit or Cancel and repeat the process from step 2 for the next item.
6. The method described in points 1 to 5 above is a quick and easy way to create/add new RFQ items and works well if you only have a few items to create/add. However for a long list of items, click on Import RFQ Items
7. You will be prompted to download a Template for RFQ Items.
8. Save the file with a name of your choice and then open it. If you are prompted with warnings, then allow editing etc. The Excel file will open with a set of basic instructions.
9. Click on "ListOfItems" to open that worksheet. This worksheet contains most of the fields as the form explained in steps 1 to 5. However you cannot upload/attach a document or image. If that is needed, you can always do that directly on the website.
10. Once done will all the capturing, save the file and then click Browse to upload the saved file.



RFQ items

Edit Form

Plant:

Buyer Name:

Company: Tara Nawa Computer Software Solutions
 Town: Swakopmund
 Country: Namibia
 Name: Elmo Erasmus

Material Number:

Description:

Item Type:

Extended Description:

Material Group:

Part Number:

Brand Name:

Unit Of Measure:

Quantity:

(UTC+01:00) Windhoek Closing Date/Time:

Last Price:

Document URL:

Image URL:

Upload File:

[Click here to download Template for RFQ Items](#)

What do you want to do with RFQItemsTemplate.xlsx?

Size: 71.7 KB
 From: www.webportunities.net

The file won't be saved automatically.

Plant	Material Number	Item Type	Material Group

Actions that can be taken on RFQ items

Apart from filtering and sorting, there are a number of other actions that can be taken on the RFQ items page.

1. All lines on a page can be selected by checking the box in the header. Thereafter all selected items can be deleted, or the closing date can be changed.
2. For action on individual line items, check the box in the relevant line where the action is needed.
3. An individual item can be edited or deleted.
4. The Quote Received column indicates whether or not any quotes were received. Where quotes have been received, it is indicated like "Yes (4)", where 4 is the number of quotes received. If you hover your mouse over "Yes (x)", a pop-up will show the names of suppliers that submitted quotes.

RFQ items



Delete Items

Change Closing Date

Invite Suppliers

Manage Supplier's Response

<input type="checkbox"/>	Action	Closing Date	Plant	Line No	Quote Received
<input type="checkbox"/>			myPlant	10000020	No
<input type="checkbox"/>	 			3244	Yes (4)

Cymot (Pty) Ltd
 WINDHOEK TOOL CENTRE
 Abco Ingenieurswerke (Edms) Bpk.
 SPRINGBOK RUBBER AND MINING SUPPLIE

Annotations: 1 points to the 'Action' header checkbox; 2 points to the checkbox in the first data row; 3 points to the edit/delete icons in the second data row; 4 points to the 'Yes (4)' text in the Quote Received column of the second data row.

To view the prices, click  **Manage Supplier's Response**. But note that prices will only be visible after the Closing Date/Time. That is if a Closing Date/Time was applied. More on prices to follow later in this document.

Invite suppliers via web email to submit prices for your RFQ Items

Buyers' RFQ Items are displayed on the Quotes|Tenders page of the website for all registered suppliers to view and to submit prices. **Suppliers RFQ items are also displayed on that same page, but under the name of Webportunities Advertising & RFQ's. Any logged in, "ranked" supplier will be able to view the RFQ's and to submit prices.**

Sometimes suppliers do not respond fast enough or are not aware of your RFQ's. You have the facility to filter items in the **RFQ Items** page and then to invite or expedite suppliers of choice to submit prices. The **Invite Suppliers** page gives you access to all suppliers in the website's Business Directory.

Suppliers have the ability to link their companies to Material (product) and Service groups (categories). You can filter/search for suppliers by specifying various criteria to invite them to submit prices for your RFQ Items.

Below are steps to follow to invite suppliers to submit prices for selected RFQ Items. The numbers in the red callouts correspond to the step numbers.

1. Once logged in, click on RFQ Items.
2. Apply filters on any column by clicking the dropdowns in the column. Typically you can filter all items with no Quotes Received. But you can filter the Buyer Name or any other combination of fields.
3. On the bottom of the page will appear a description of the filter applied, with the ability to uncheck or clear the filter. Clear will remove the filter totally, but in the case of uncheck, you can check again to re-apply the filter. There is also a "count" (example Count=17) to indicate the number of records filtered.
4. Once done with filtering of records, click on Invite Suppliers to open the Invite Suppliers page.

RFQ items

[Add](#)
[Delete Items](#)
[Change Closing Date](#)
[Import RFQ Items](#)
[Invite Suppliers](#)
[Manage Supplier's Response](#)

Action	Closing Date	Plant	Line No	Quote Received
		00020	16764	No
		00020	16765	No
		00020	16766	No
		00020	16767	No

Count=17

[Quote Received] Equals 'No' And ([Buyer Name] Equals 'Moropeng, NW / MASEGOMP' Or [Buyer Name] Equa... [Clear](#)

- On the Invite Suppliers page you can apply filters on the dropdowns for Material Groups/Services, Brand Names or Documents/Certificates. You can also apply filters in the data grid on any combination of columns. More examples on filtering/searching will appear later in this document.
- Once suppliers have been filtered, emails can be sent on a row level (one by one) by clicking on the email icon to the left of the Company name. Alternatively use the email icon in the header level (Send Email to all selected suppliers), to send the email to all selected suppliers. Selection can be done by clicking the checkbox to the left of the email icon (row level, one by one) or by clicking the checkbox in the header to select all supplier on the current page. At the left bottom of the page is an option to Select or Unselect all rows across all pages.

Invite suppliers by email to submit prices for 17 selected RFQ Item(s)

Use the textbox dropdowns below to search for suppliers by Material (Product) or Service groups (categories), Brand Names or Documents/Certificates uploaded. Click the Help link for more

Material Group/Service: Brand Name:

Document/Certificate:

Search Clear Fields Reset \$

Accommodation Architecture Art, Design, Printing & Publishing Associations Automotives

Send Email to all selected suppliers

Page 1 of 13 (121 items) < 1 2 3 4 5 6 7 ... 11 12 13 >

<input type="checkbox"/>	Company	Supplier Profile	Registered	Expiry Date	Contact Details	Address	Town
<input type="checkbox"/>	Afri-Tech Mining Supplies (Pty) Ltd		Yes	29 Oct 2015, 13H10	Contact: Richard Arends Tel: 270116621759 Mobile: 270722206326 Email: info@afri-tech.net	192 Vink-Se-Nes, Featherbrooke, 1746 P.O.Box 1816, Rant-en-Dal, Krugersdorp	Gaute
<input type="checkbox"/>	AFROX		Yes	27 Aug 2016, 14H06	Contact: Gerda Campher Tel: 015-2973739 Mobile: 0760945885 Email: gerda.campher@afrox.linde.com	33 19th street Polokwane 33 19th street Polokwane	Poloka

Count=121

Page 1 of 13 (121 items) < 1 2 3 4 5 6 7 ... 11 12 13 >

Contains('Registered', 'Yes')

Select all rows across all pages

- Clicking the email icon on row level will open a preformatted email as per image below. The email will be addressed to the Main contact and all other contacts will be cc'd. You can change the email addresses or uncheck those that you don't want to receive the email. The message body contains a standard message which can be modified to your liking. The line numbers of the items filtered in the RFQ items page will be shown. Note that you can do a lot of things in this email editor. You can for example copy/paste from MS Word or you can insert images etc. When your email is ready, click on Send eMail or Cancel.

Fields with * indicates required field.

* **To Email Address:**

CC Email Address: Christian Erasmus (christian@taranawa.com)
 Elmo Erasmus (elmo@taranawa.com)
 Elmo Jr Erasmus (elmojr@taranawa.com)

* **Subject:**

* **Message Body:**



Don't reply to this system generated email.

Please submit prices for the following Line No's contained in our Daily RFQ's on the Quotes|Tenders page on www.webportunities.net

16599 16746 16862 16055 16183 16470 16471 16912 16918 16919 16920 16921 16922 16946 16947 16978 16982

Prices must be submitted via the website.

Regards

Ami Hugo
 Official Buyer - Contracts
 amie@foskor.co.za
 Foskor Phalaborwa



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- Clicking the email icon on header level will give you exactly the same preformatted email as above. But now you cannot uncheck recipients or change email addresses. The email will be sent to all Main and other contacts for each supplier selected. The recipients won't see who else got the email.

Fields with * indicates required field.

* **To Email Address:** All Selected Suppliers

* **Subject:**

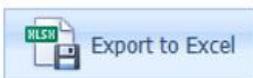
Suppliers' Responses/Prices on RFQ Items



By clicking  a page will open reflecting full detail of suppliers' responses. This may include attached images/documents. The page contains many columns. Columns can be resized and repositioned (dragging/dropping). Columns can also be sorted/filtered. The data can also be exported to MS Excel.

Most of the columns are self-explanatory but some may need some more explanation.

1. The Price Per Unit, is the unit price, in terms of the Unit Of Measure, expressed in the currency indicated (Currency of Price).
2. The Comparative Price is the Price Per Unit less Settlement Discount and any other conversions required so that all prices are compared on equal level.
3. Comparative Value is the Comparative Price multiplied by Quantity.
4. MinCompValue is the Minimum Comparative Value for a Line Number. So if there were 4 prices (4 lines), for each line the MinCompValue will be the same.
5. Comparative Prices are "Ranked". The lowest price will have a rank of 1. The second lowest will have a rank of 2 and so on.
6. The Award column will contain "Yes" when the rank is 1 and "No" when the rank is not 1.
7. The Cost More Than Lowest column shows how much more it would cost if the business is awarded to a rank other than rank 1, by subtracting the MinCompValue from Comparative Price.
8. **Registered Buyers** (not suppliers) have a different and very powerful evaluation tool which allows them to toggle the values in the Award column by applying evaluation criteria. For example a Buyer may opt for the highest price because the item from that supplier is available immediately, or it is the correct Brand Name or any other reason. An on screen calculator will show the Buyer the cost of not selecting the lowest prices.



Price Per Unit	Comparative Price	Comparative Value	MinCompValue	Rank	Award	Cost More Than Lowest
9731.02	9731.02	58386.12	58386.12	1	Yes	0
26890	26890	161340	58386.12	2	No	102953.88

Examples of applying filters

Filter/Search For...	Steps
I want to see companies that can supply bearings and who are based in South Africa.	<ol style="list-style-type: none"> 1. Insert "bearing" in the Material Group/Service field. It is recommended that you always use singular instead of plural - thus bearing and not bearings. Press enter. 2. In the Country dropdown field in the grid, select South Africa and press enter.
I want to see companies that can supply bearings, who have a catalogue or price list available online and who are based in South Africa.	<ol style="list-style-type: none"> 1. Insert "bearing" in the Material Group/Service field. It is recommended that you always use singular instead of plural - thus bearing and not bearings. 2. Select "Product Catalogue/Price List" from the Document/Certificate field dropdown. 3. In the Country dropdown field, select South Africa. 4. Press enter or click the Search Button.
I want to see all companies that have BBBEE or TESEF certificates, or any other document or certificate available online.	<ol style="list-style-type: none"> 1. Select the document or certificate of choice in the Document/Certificate field dropdown. 2. Click the Search button. 3. Once done, you can apply any other additional filters for example Country and/or Town etc.

The Search button

By clicking on this button the search criteria entered in the dropdown textbox(s) is/are applied and the results are displayed in the grid.

The Clear Fields button

By clicking this button you simply clear the text that you have added to the dropdown textboxes. This will NOT clear any existing filters that have already been applied.

The Reset button

By clicking this button all previously applied filters will now be cleared.

The Special Offers button

By clicking this button all suppliers that currently have special offers will be displayed in the grid area.

Search/Filter using images

Here we have grouped some of the more popular material groups and services together. If for instance you're looking for a courier, click on the image for Postal & Couriers to expand the group as per the image below. Check the boxes that best describe your needs (or select all by clicking on



) and click on the magnifying glass



to display the results in the grid area. If you only want to see companies in your town or country, apply that criteria in the grid. To clear the results,

click the Reset Button. Click this  to close the image dropdown box.



Postal & Couriers




- Intermodal cargo transport; Air to ocean transportation
- Intermodal cargo transport; Ocean to rail transportation
- Intermodal cargo transport; Ocean to truck transportation
- Intermodal cargo transport; Rail truck transportation
- Postal and small parcel and courier services; Bicycle or scooter messenger services
- Postal and small parcel and courier services; Letter or small parcel local delivery services
- Postal and small parcel and courier services; Letter or small parcel worldwide delivery services
- Postal and small parcel and courier services; Mailing or mail pick up or delivery services
- Postal and small parcel and courier services; National postal delivery services
- Postal and small parcel and courier services; Post office box services

[Click here to download detailed instructions on how to advertise in this Business Directory.](#)

End...