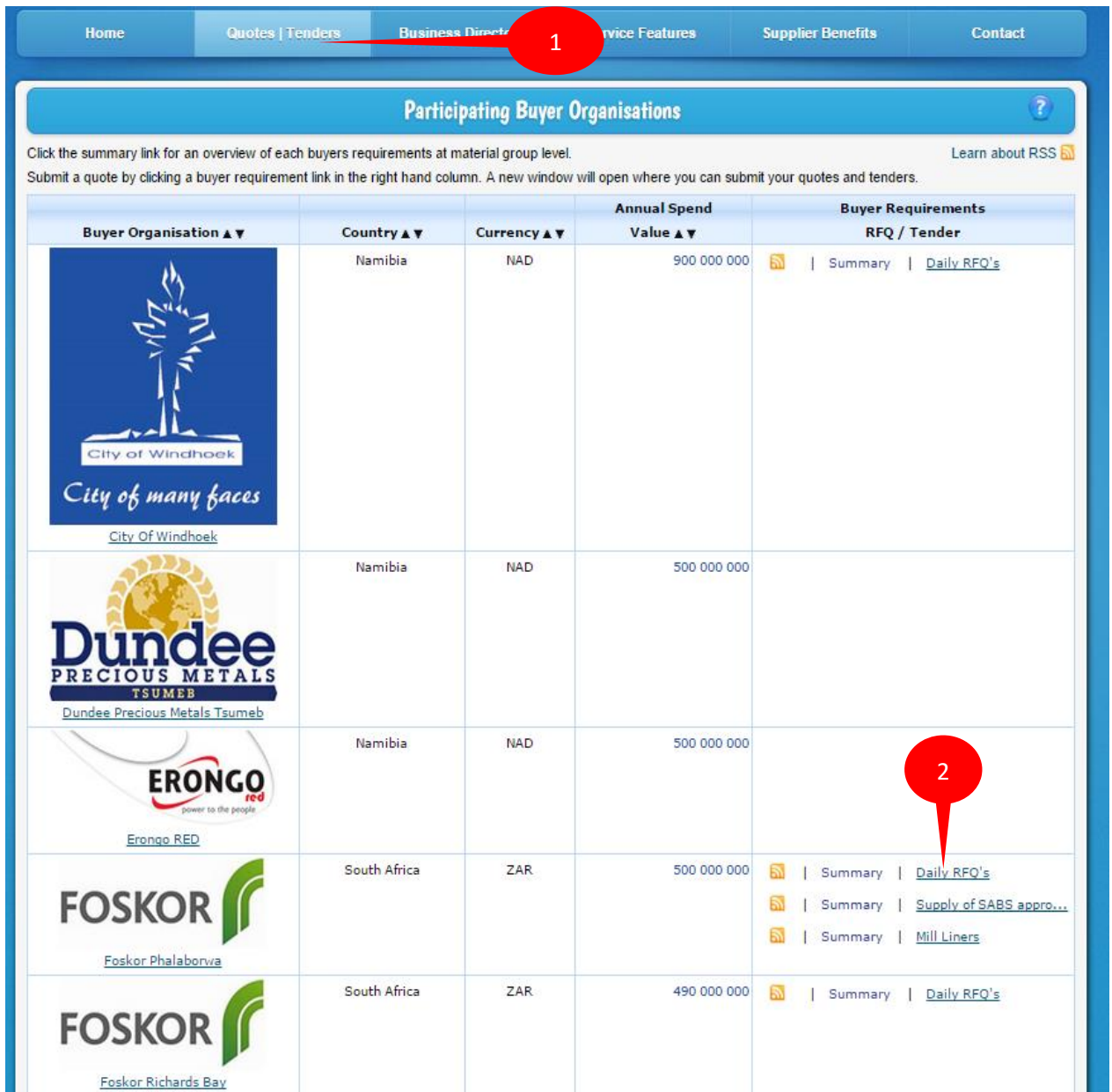## Submitting quotes on www.webportunities.net

Follow the steps below to submit your quotes on www.webportunities.net . Note the step numbers correspond to the numbers in the red "callouts".

To be able to quote for any buyer organization you will need to be logged in and be registered with the buyer you want to submit quotes for.

1. Click on Quotes|Tenders
2. Scroll until you find the company you want to submit prices for and look at the last column (Buyer Requirements RFQ/Tender). If the buyer has any items they need prices on there will be a Summary displayed in blue and next to it you will either see Daily RFQ's or the title of a tender. If these are in grey you are either not logged in or you are not registered with the buyer.
3. Click on the one you are interested in. A new window will open. In this example I used the Daily RFQ's. The slight difference in a tender will be explained later.

4. The first page will contain a summary by material group where you have the option to select and view only a specific material group by clicking on the filter button next to it.
5. Alternatively if you want to view all the items click on the details tab

	Material Group	No Of Items
	Dump Trucks	2
	All Komatsu Machines	1
	AREA 9 Spares	1
	Bearing	1
	Blank Commodity - 41/P1	154
	Chain	1
	Crushers - Secondary And Terti	3
	Excavators	1
	Fans And Blowers	1
	Fastener	2
	Feeders	1
	Front End Loaders Diesel Work	1
	Fuse	1
	Gearbox	1
	General Plastic, Rubber	1
	Lifting Equipment	2
	PEP 2 Spares	1
	Printed Stationary	1
	Pump	51
	Stationary	4
Total		**233**

Create Filter

6. You will now see the list of items. Please note that there are two different response formats that can be selected (Single Row and Multi Row). There is also an offline option that will also be explained later. I will first explain the Single Row format.
7. In the Single Row format you will see all the items required listed below each other with columns containing information regarding the items including, description and quantity needed. The last two columns might contain an image or document URL. This will usually be for very technical items where a lot of information will be required by the supplier. Please note that there might be multiple pages that can be navigated to at the bottom of the page.
8. All columns can be sorted ascending or descending simply by clicking on the column name and filters can be applied either by clicking on the dropdown arrows or by typing a keyword into the textbox provided.
9. To add your quote click on the green circle containing the white plus sign in the first column to open the response form.
10. Complete the response form with as much detail as possible and click on submit. For more information on what to enter in the various fields click on the question mark in the bottom left hand side of the response form.

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Summary by Material Group | Details | Documents

List of RFQ Items

Response Format: Single Row

Download in Excel Format   Help

		Line No	Buyer Name	Material Number	Material Group	Description	Extended Description	Part Number	Brand Name	Unit Of Measure	Quantity	(UTC+01:00) Windhoek Closing Date	Document Url	Image Url
⊕		3579	Lloyd Feris	0000101440_5	GENERAL CONSUMABLES	Steam Iron;Kambrook				EA	2			
⊕		3580	Lloyd Feris	0000101440_6	GENERAL CONSUMABLES	Ironing Boards;Heavy Duty				EA	2			

Response Form   ✕
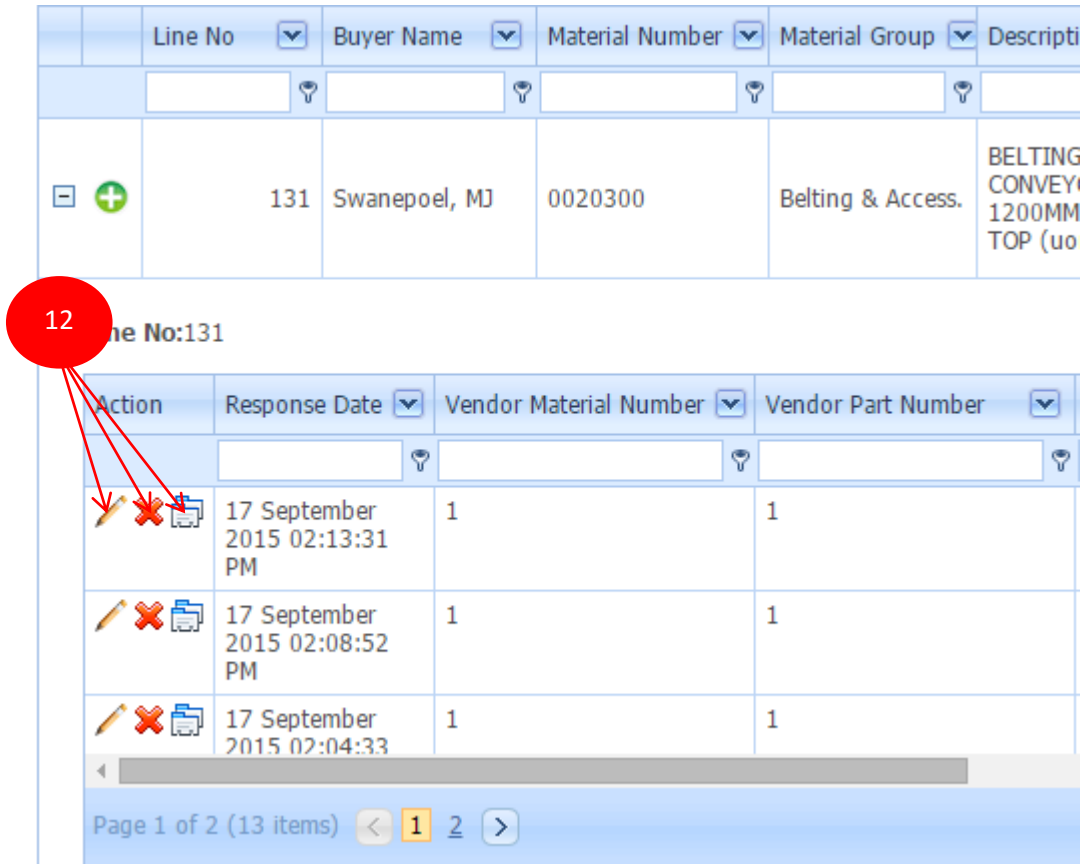
Line No	3579	Vendor Material Number	
Vendor Part Number		Vendor Brand Name	NO NAME BRAND
Specifications		Usage Factor	1
Price Per Unit	0	Price Conversion Factor	1
Currency Of Price	ZAR	Base Currency Of Price	ZAR
Currency Conversion Rate Used	1	Currency Sensitive Percentage Of Price (%)	1 %
Price Expiry Date	22 Oct 2015	Settlement Discount	0
Settlement Days	30	Description Of Delivery Point	BUYER PREMISES
Inco Terms		Lead Time Days	7
Warranty Period Months	0	Transport Method	
Local Manufacture	0% to 9%	Local Assembly	0% to 9%
Conformance To Standards	Yes	Country Of Origin	South Africa
Document Url	Upload	Image Url	Upload

Submit   Cancel

3

11. Once you have added your price to a line you will see a small plus sign to the left of the green circle.

12. If you expand this you will see all previous submissions you have made for the line. Here you will then be able to edit, delete or clone an entry.

13. Please note that multiple alternatives can be added for each line item. By simply clicking on the green circle and adding the new information or by cloning an existing entry and editing the necessary fields.
14. In the Multi Row format (see no 6) filtering and sorting will work exactly the same. The difference is that you can work on multiple lines before submitting your prices.
15. You will see the details of the items displayed and directly below it you will add your quote. Make sure to scroll to the right to complete all the details. Once you have completed a page click on the submit button at the top. Once a price is submitted for an item a small plus sign will appear next to the line number and the same functions apply as in step 12.

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List of RFQ Items   Response Format: Multi Row   Download in Excel Format   **Submit**   Help

Line No	Buyer Name	Material Number	Material Group	Description	Extended Description	Part Number	Brand Name	Unit Of Measure	Quantity
									(U Clo

Line No: 5564 **Buyer Name:** Hugo, A / SIMONM
Description: BELT: POLY VEE M16 X 4470 for wemco 164 cells
Extended Description:

Material Number: 9082_1
Material Group: Blank Commodity - 41/P1
Part Number: Brand Name:

Unit Of Measure: EA **Quantity:** 6
Closing Date:
Doc URL: Image URL:

	Line No	Quantity	Vendor Material Number	Vendor Part Number	Vendor Brand Name	Specifications	Usage Factor	Price Per Unit	Price Conversion Factor	Currency Of Price	Base Currency Of Price	Currency Conversi
⊞	5564	6			NO NAME BRAND		1		1	ZAR	ZAR	1

15

Line No: 8335 **Buyer Name:** Hugo, A / AMIE
Description: CABLE: AUTO 3 CORE (ROLL X 30M)(uom:ROLL X 30M)
Extended Description: CABLE: AUTO 3 CORE (ROLL X 30M)

Material Number: 13340_1
Material Group: Vehicle Spares - Electrical
Part Number: Brand Name:

Unit Of Measure: RL **Quantity:** 4
Closing Date:
Doc URL: Image URL:

Line No	Quantity	Vendor Material Number	Vendor Part Number	Vendor Brand Name	Specifications	Usage Factor	Price Per Unit	Price Conversion Factor	Currency Of Price	Base Currency Of Price	Currency Conversi
8335	4			NO NAME BRAND		1		1	ZAR	ZAR	1

15

5

16. Lastly on the Daily RFQ's you will notice a Documents tab at the top. This tab has two functions. Firstly if the buyer has uploaded any documents pertaining to the whole RFQ or Tender you will find it here (example conditions of order, tender or contract). If the buyer has uploaded documents the font colour on the tab will appear in RED. Secondly you as a supplier can upload any documents pertaining to the RFQ or Tender. This can include Standard Conditions of Sale. Note that you can also upload documents or images/photos for each line.
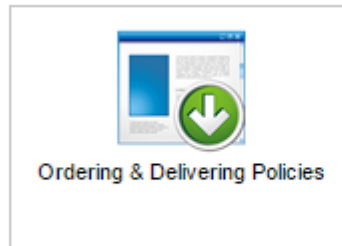
17. With tender items the process is exactly the same. The only difference is that there are more tabs at the top of the page. The first tab, General Information, will give you some more information on the tender this will include the closing date, duration and the tender description. The next three tabs are exactly the same as the tabs in the Daily RFQ's.

18. Questionnaires tab - Sometimes the buyer will need some more information from a supplier and will then add questionnaires here to gather this information. This could be to assess the technical capacity of a supplier.

19. Price Escalation Indices In process

20. Costs – Other In process

Offline version

There is also an offline version that can be used to submit your quotes. The process is exactly the same for both RFQ and Tender items. Please note that Apple Mac users cannot use this option.

21. While on the details tab click on Download in Excel Format. Depending on your browser you might be asked if you want to Open or Save the file. Always save the file and make sure you know where it is saved.


22. Open the file from the location where you saved it. Depending on your version of Excel and your security settings you will need to do the following.
If you are using Office 2010 or later you will need to Enable Editing and after that you will need to Enable Content by clicking the buttons.
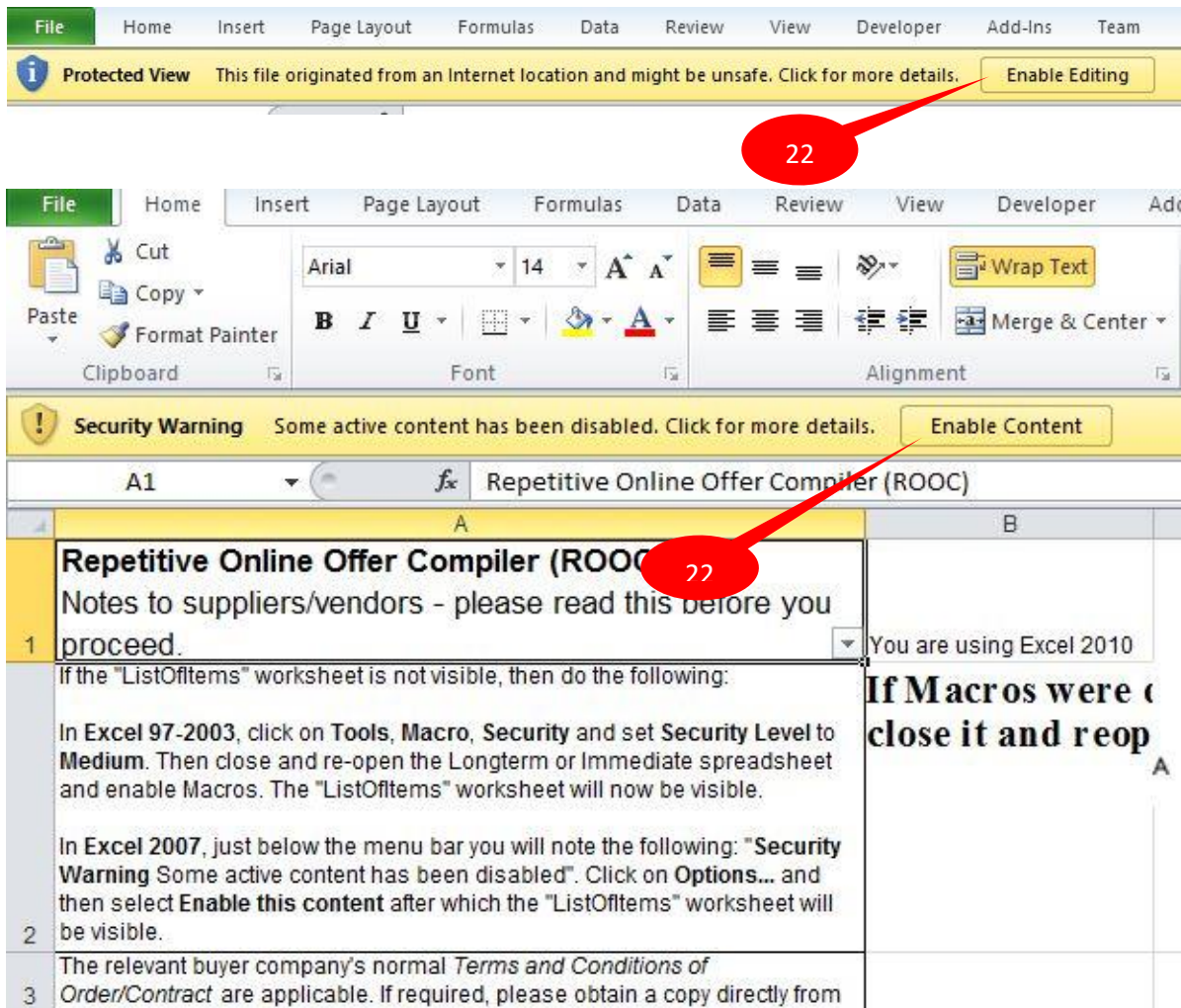
If you are using an older version of Office you will see a Security Warning at the top. Click on options, enable the macros and click on OK.

23. At the bottom of the screen you will now see that this workbook contains three worksheets, Instructions, ListOfItems and PreviousSubmissions. The ListOfItems contains all the items where prices are needed and PreviousSubmissions will contain all previously submitted prices. If you have already submitted some prices their line numbers will appear in red in the ListOfItems sheet.
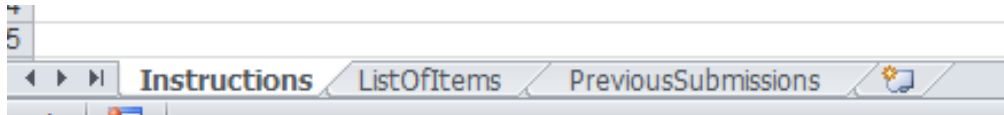
24. On the ListOfItems you will need to complete from Column M in exactly the same way as you did in the single or multi row views online. Once you have completed all the necessary information go back to the Instructions sheet and click on the Upload File button. You will be prompted for your email address and password and once you have filled these in click on Login. Your file will now be uploaded to the site and you will shortly receive an email confirming the upload.