

ChanceOL

Instruction Manual for Supplier



良机在线
CHANCEOL
.com

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1 How to search RFQ which you are interested in?

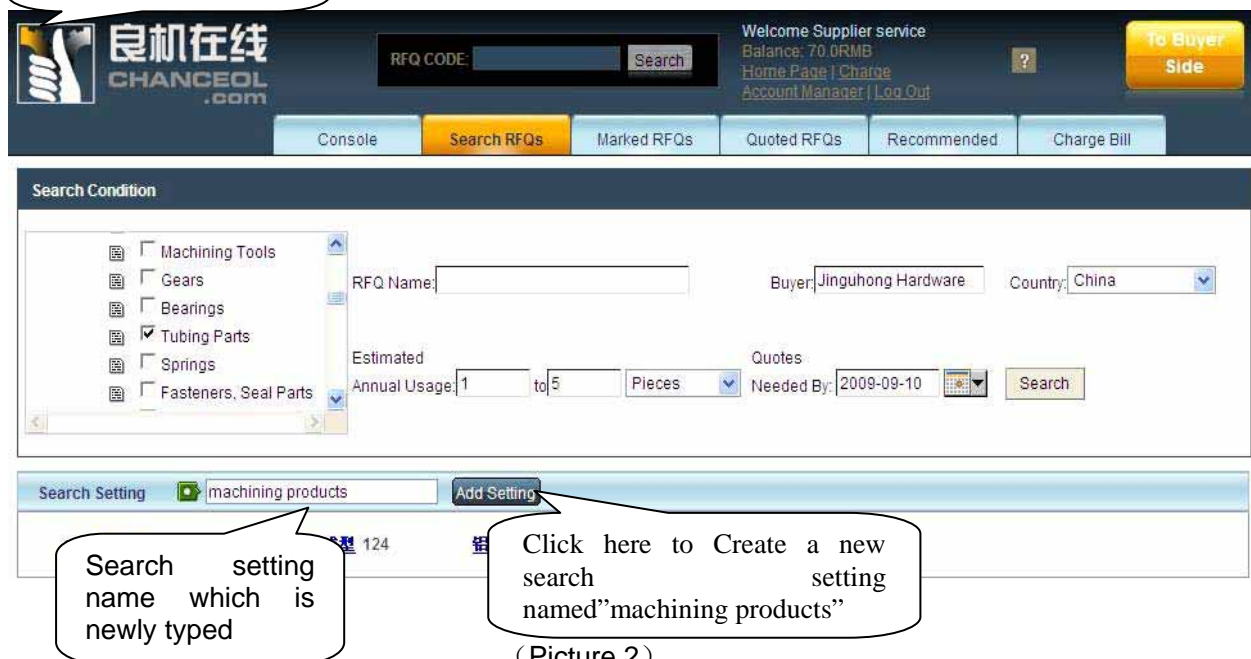
Supplier first confirms which is your concerned category, then proceeds with your specific searching to find RFQ which you are interested in .

Step 1: register freely as a supplier, log onto ChanceOL.com and enter into supplier console, click “search RFQ” tag (as shown in picture 1), you will see the searching condition as shown in picture 2.



Type your search conditions here

(Picture 1)



(Picture 2)

Step 2: enter into the page of search RFQ, type any search condition, then you will find all the RFQs of which the current status is open and which meet your search settings; if you do not type any search condition, you will get all the RFQs of which the current status is open and which falls into your concerned categories.

As shown in picture 2, your search setting: tube parts, “Jinguhong Hardware” included in your intended buyers, buyers come from china, estimated annual usage from 1000 to 5000 pieces, quotation deadline: 2008-09-10. You will get all the open

RFQs which meet these five conditions.

Now, you can search all the RFQs on our site at will. However, every time you want to search new RFQ, you need to type search settings. If you want to search new RFQs more conveniently, proceed with the next step.

Step 3: since we have new RFQs released and old RFQs closed enduringly, supplier can use “add setting” in “search RFQ” column to establish your own search settings for the convenience when you want to search similar RFQs next time. Set your present search conditions, system will collect all the current RFQs which meet your condition and store them under your search setting name. The results will appear on your supplier console homepage.

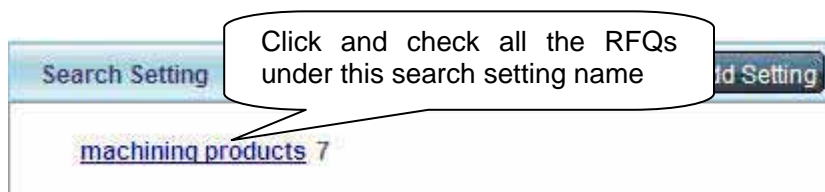
There are two ways to check all the RFQs under a certain search setting name:

1. Check your tailored searching results on console page; click the corresponding number link and check all the RFQ (as shown in picture 3). This is also the most direct and efficient way.



(Picture 3)

2. Check search setting column on search RFQ page, click search setting name to check all the RFQ under this search setting name.



(Picture 4)

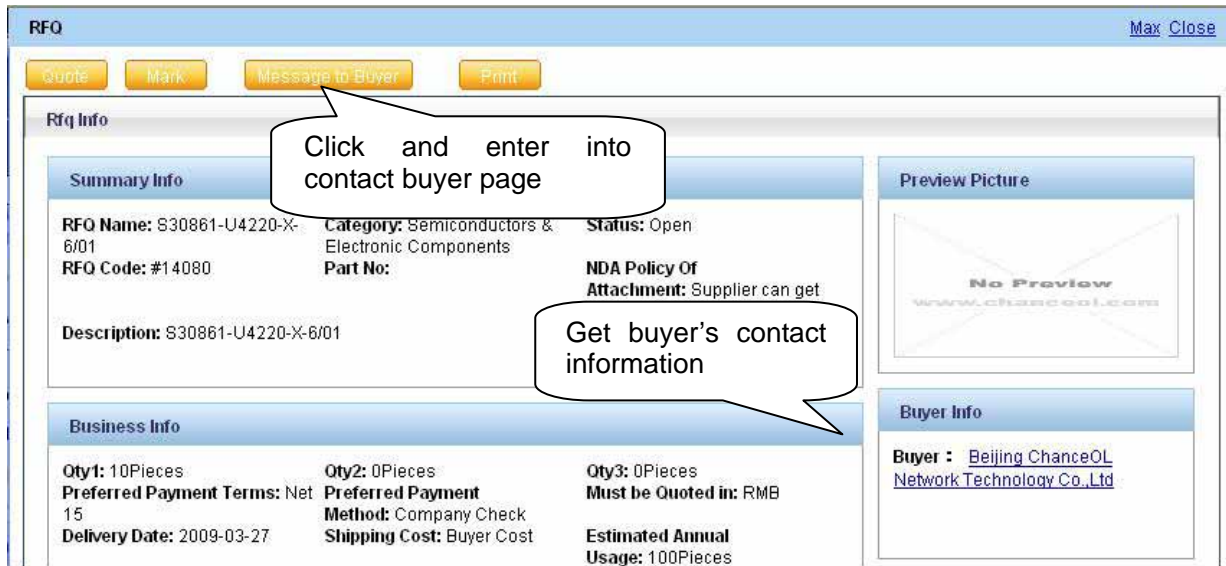
Step 4: click RFQ number to check RFQ details. Search your interested RFQ to enlarge your business opportunities

2 How to contact buyer?

In order to strengthen the tie between the two sides, supplier can contact buyer through

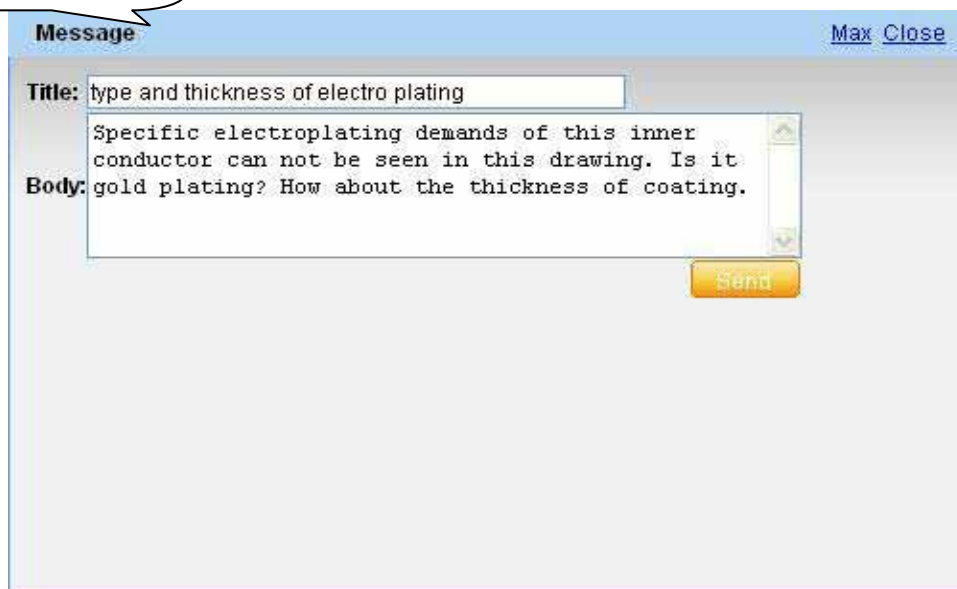
the flowing ways.

- 1.Contact buyer through electronic message. Click “contact buyer” button on RFQ detail page and enter into contact buyer page (picture 5 and picture 6). Buyer will receive your message after your submission.
- 2.On buyer’s approval that supplier can get his phone number, supplier can call buyer directly for your preliminary contact. Check buyer information column on RFQ detail page and get buyer’s phone number. (As shown in the right side of picture 5)



(Picture 5)

Type your message on this page



(Picture 6)

 Suggestions

It is our advice that you should get your preliminary contact with buyer within our system. After that, you can adopt other contact methods. Also, we suggest that you should leave your electronic quotation list in the system regardless the fact that you may make quotation when you call the buyer or send mail to buyer because there may be many suppliers who have contacted buyer. Leaving your electronic message in the system is helpful for buyer's weighing your quotation when the state of RFQ is waiting for award. Otherwise, considering that there are many suppliers who have made their quotations, it is very likely that buyer neglects or even forgets suppliers who make their quotation via other ways.

3. How to download attached files

“Detailed RFQ information” is actually the specific description and introducing information of certain RFQ such as technique requirement, product draft. Buyer will set corresponding “secrecy policy for detailed information” according to RFQ situation.

Step1.:Supplier wants to check the details of RFQ. Click “download description button” (Picture 7) on attached file page and enter into description document page.



(Picture 7)

Step 2:If the “secrecy policy for this detailed information” is:

1. Supplier can download directly without signing secrecy policy:

Click “begin to download” button on description document page and begin to download (see Picture 8)



(Picture 8)

2. Supplier can download directly after signing the secrecy policy:

Enter into description document page. Supplier reads the content of the secrecy policy. Choose “agree and sign the secrecy policy”; click “begin to download”.

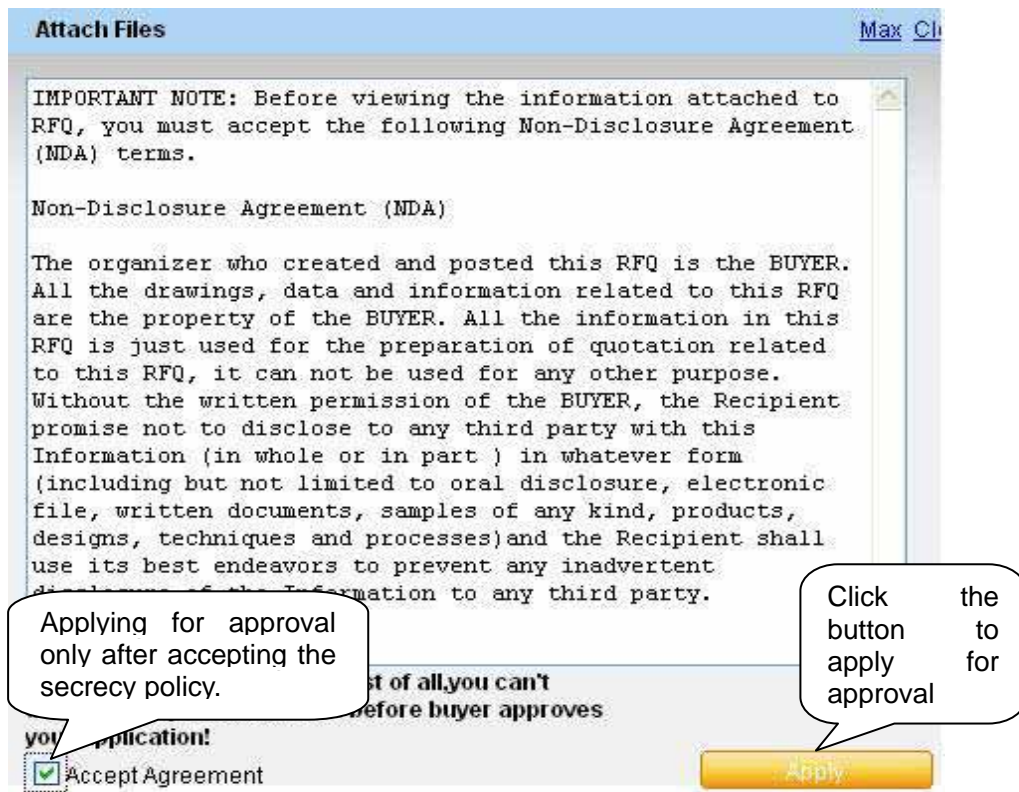


(Picture 9)

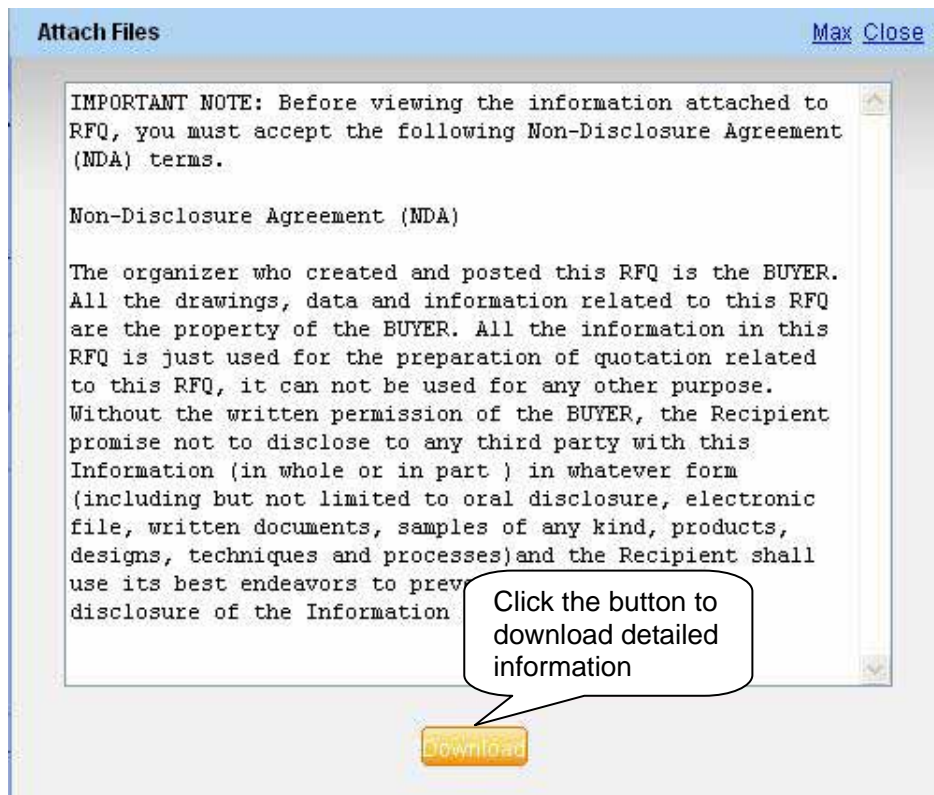
3. Supplier signs the secrecy policy and can only download after getting buyer's approval:

On description document page, supplier reads and accepts the secrecy policy. Click “applying for approval” to apply for buyer's downloading approval. (Picture 10)

If supplier's application is granted, supplier will see “begin to download” button after entering into description document page again. (picture11). Click “begin to download” button to download.



(Picture 10)



(Picture 11)

4. How to quote

After supplier finds his interested RFQ, supplier can quote according to his own situation and detailed RFQ situations. ChanceOL.com has free as well as charge RFQ. As to free RFQ, supplier can get buyer's contacting information based on buyer's setting and can also leave electronic quotation list on the net. As to charge RFQ, supplier can choose to buy a single RFQ, or choose to become our half year user or whole year VIP user. In user valid period, supplier can make quotation to all RFQs under category which has been bought.



Tips

At present, ChanceOL.com has a lot of free RFQs. Free registration as a supplier on Chance OL, you will get a 100 Yuan Coupon. We charge 5 or 10 Yuan for some RFQ. At the same time, we also set a higher maximum quotation price.



Promise

ChanceOL.com promises that there are always a lot of free RFQs releasing on our site no matter which stage ChanceOL.com is at. There is no bystander on ChanceOL.com. All suppliers are participants. ChanceOL.com pursues precise RFQ match, efficient communication for the two sides of supplying and demanding, in-depth involvement of commercial procedures and overall service. Plus, we will try to provide innovative and in-depth e-commerce service to create more value for the two sides of supplying and demanding. Thanks for your usage and your enduring concern.

Supplier finds interested RFQ and enters into RFQ detail page. Click "quote" button (Picture 12), enter into "filling out quotation information" page. (Picture 13)

Click quote button to quote



(Picture 12)

Quote Max Close

Rfq Name: S30861-U4142-X-5/03

Must be Quoted in: RMB [view current exchange rate](#)

Qty 1 Pieces Price: 980

Qty 0 Pieces Price:

Qty 0 Pieces Price:

Tooling Cost: Misc Cost:


Memo: Tax and freight are not included in this quotation.

(Picture 13)

After supplier filling out the quotation sheet and submitting it, buyer will see supplier's electronic quotation list.

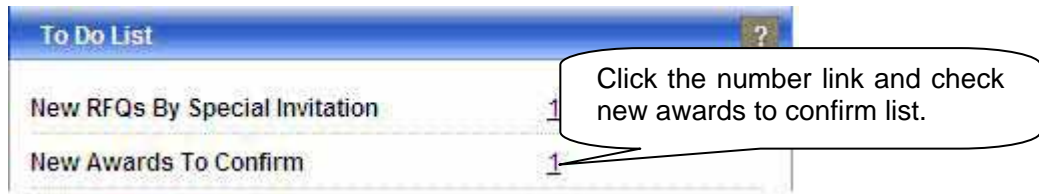
5. How to check awarded RFQ

After supplier's quotation and negotiation with buyer, the two sides agree to reach a deal. However, supplier needs to confirm the deal.



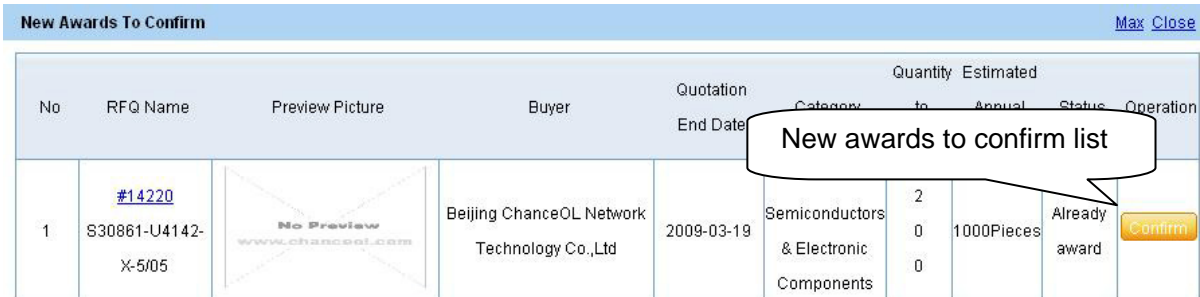
Supplier's electronic confirmation on awarded RFQ is helpful in that ChanceOL.com will deliver you even more accurate RFQ information next time. Supplier's confirmation is also conducive to raise your reputation and success rate of similar RFQ in future.

Step1: Supplier checks the number link next to "New Awards to Confirm" in to do list (Picture 14), if the number is larger than zero. That means supplier has new awards to confirm.



(Picture 14)

Step 2: Click the number link to enter into “new awards to confirm” page, check the list, click corresponding “confirm” button to confirm deal.




No	RFQ Name	Preview Picture	Buyer	Quotation End Date	Category	Quantity	Estimated	Annual	Status	Operation
1	#14220 S30861-U4142- X-5/05	No Preview www.chanceol.com	Beijing ChanceOL Network Technology Co.,Ltd	2009-03-19	Semiconductors & Electronic Components	2 0 0	1000Pieces		Already award	Confirm

(Picture 15)

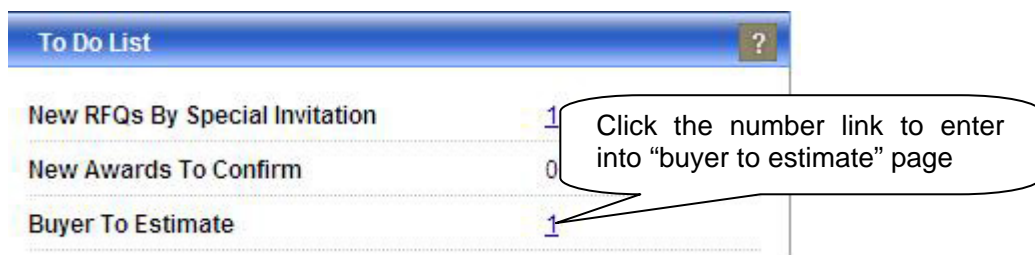
6. How to evaluate buyer

After the deal, supplier can evaluate buyer who has cooperated with you.



Supplier's evaluation on buyer is helpful to raise your reputation on ChanceOL.com. We will provide more manual service to those active suppliers.

Step 1: Supplier checks the number link next to “Buyer to Estimate” in to do list (picture16), if the number is larger than zero, that means that there are buyers waiting for evaluation.



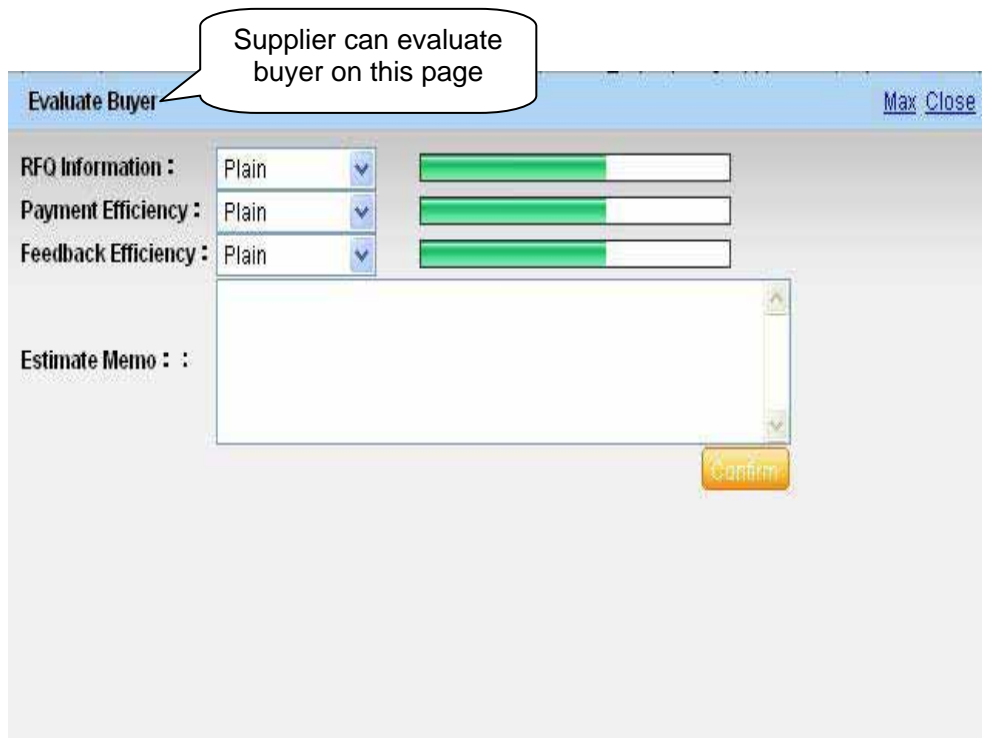
(Picture 16)

Step 2: Click the number link to enter into “Buyer to Estimate” page (Picture 17).



(Picture 17)

Step 3: Click “estimate” button (picture 18), enter into “estimate buyer” page. Supplier can evaluate buyer on this page.



(Picture 18)

7. What is recommended RFQ

Recommended RFQ is buying items which are recommended by our service commissioner or by our automatic sifting system according to supplier’s specific situation. Automatic sifting is depending on supplier’s concerned categories, quoted RFQ as well as historical records of successful RFQ. In order to get better service, supplier has to leave electronic quotation list of your interested RFQ. There is one way by which supplier can check recommended RFQ.

Choose "recommended RFQ" tag in console to check recommended RFQ. (picture 19)

Click and check recommended RFQ

No	RFQ Name	Preview Picture	Part Info	Quotation End Date	Category	Quantity to Quote	Estimated Annual Usage	Status
1	#12387 PIN CONTACT 01			2009-05-01	Turning, Screwing Parts	5000 10000 20000	400000Pieces	Open

(Picture 19)

Thanks For Using