

Buyer – Request For Quotation (RFQ) User Manual

Request for Quote (RFQ)

Post by quotes in one place.

Relateur Rels

Product for Details



Detail/0818410103 >



Product Details



Detail/0818410103 >

Product Specifications



Detail/0818410103 >



Product Specifications



Detail/0818410103 >

Delivery Details



Detail/0818410103 >



Delivery Details



Detail/0818410103 >

Submit RFQ

Track all your quotes in one place.

Table of Contents

[1.Introduction and Objective](#)

[2.Logging on to procure.bn Platform](#)

[3.RFQ response to the buyer](#)

[3.1.Create Response](#)

[3.2.Submit Proposal](#)



Login to Platform

Access the procure.bn system with your credentials



Find RFQ

Locate the buyer's Request for Quotation



Create Response

Enter pricing and details for each line item



Submit Proposal

Review and submit your completed quotation

STATEMENT OF CONFIDENTIALITY

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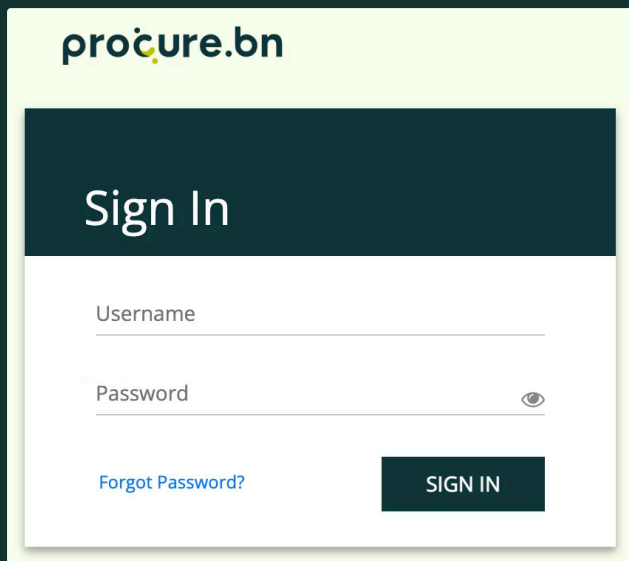


1.Introduction and Objective

Supplier Guide for RFQ Responses

This User Manual serves as a guide for suppliers to send RFQ responses to the buyer on the procure.bn Platform.

2. Logging on to procure.bn Platform

A screenshot of the procure.bn Sign In page. The page has a dark blue header with the 'procure.bn' logo. Below the header is a white box with a dark blue 'Sign In' title. Inside this box are two input fields: 'Username' and 'Password'. The 'Password' field has a small eye icon to its right. Below the 'Password' field is a blue link that says 'Forgot Password?'. At the bottom right of the white box is a dark blue button with the text 'SIGN IN' in white capital letters.

Click the Click to Login. The sign in page appears.

- In the Username field, enter your valid username.
- In the Password field, enter your valid password and click the SIGN IN button.

Access Login Page

Navigate to the procure.bn platform and click the login button

Enter Credentials

Input your username in the designated field

Complete Login

Enter your password and click the SIGN IN button to access the system

3.RFQ response to the buyer

1 Access Home Screen

After Logging into procure.bn Platform, the HOME screen appears.

2 Navigate to RFQ List

Enter the RFQ List by clicking the Sourcing Management tile and the Request for Quotation tile in Home, or via the Menu option by clicking Request for Quotation in Sourcing Management.

3 View Available RFQs

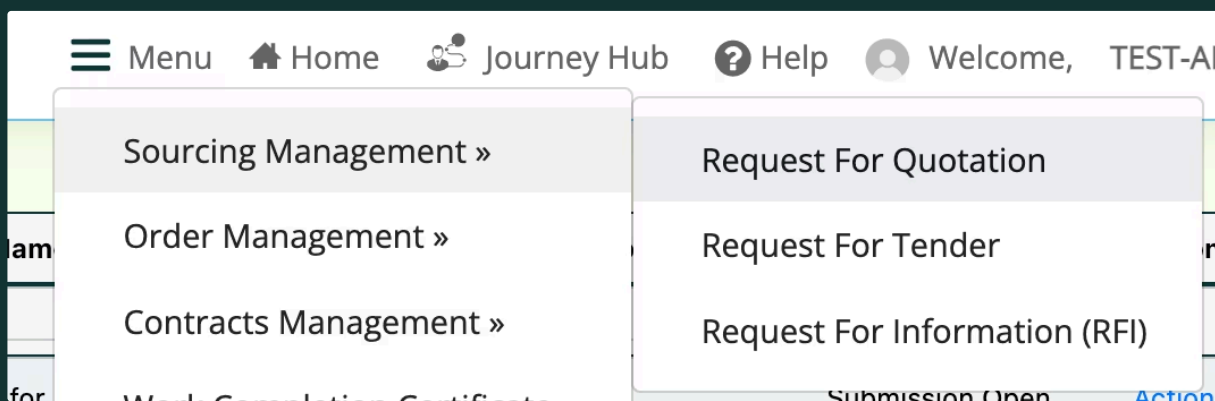
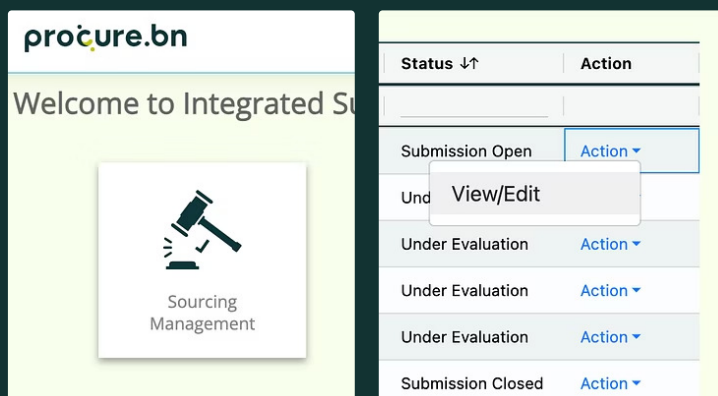
The list of RFQs created from buyers can be seen in the RFQ List.

You can search the RFQ by entering the RFQ Number in the Ref# column.

4 Access Quotation Details

Click the View/Edit option in the Action menu to be redirected to the Quotation details page.

Response Ref# will be created once the supplier has done the Create Response in response screen.



3.1. Create Response

Item List Section

- Enter the Rate for each line item under Rate column.
- Select the Discount type and enter the discount value.
- Select the Tax type and enter the tax value.
- Item Total, Discount, Net Value, Tax and Total Amount will be automatically calculated based on the values entered.
- Click the Save button and the message that reads "Item List Section Saved Successfully" appears.

Field	Action Required
Rate	Enter price per unit
Discount	Select type and enter value
Tax	Select type and enter value
Calculated Fields	System will calculate automatically

Create Response

RFQ Status

Submission Open

Delivery Date*

Ship to Address

procure.bn Support ,Company,3119

Need by Date	Expected Delivery Date	Rate*	Value*	Discount Type	Discount Rate	Discount Value	Tax Type
31-12-9998		10.99	10.99	% <div></div>	1.00	0.11	<div></div>
31-12-9998		5,678.11	5,678.11	% <div></div>	0.50	28.39	<div></div>
Item Total			5,689.10				
Discount			28.50				
Net Value			5,660.60				
Tax			0.00				
INCO / Other Cost	Click Here To Enter		0				

3.2.Submit Proposal

Complete Header & Item List

This section is to enter the Header & Item list and to attach the Mandatory Document requested by the buyer.

Navigate to Submission Page

Click the Submit Proposal tab to enter Quotation Submission page.

Confirm Submission

Click the Yes button, and the response number will be generated.

Document Section

Attachment Uploaded Successfully

Description

Upload File

Description	File Name	Uploaded by	Uploaded Date
Documents relevant to this RFQ/RFT	Screenshot 2025-07-05 at 11.10.43 AM.png		05-07-2025

Back

Submit

RFQ Response

H

Header

Company Name

Transaction Currency*

BND

Payment Terms*

60 days

RFQ #

RFQ-000000070

Publish Date

04-07-2025

Quote Validity Period*

6 Months

RFQ Date

04-07-2025

Response Date

15-07-2025 23:59

Response Ref #

RFQ-RES-0000001034

Need by Date

04-08-2025

Bill to Address

procure.bn Support , Company,3119

RFQ Status

Submission Open

Delivery Date*

Ship to Address

procure.bn Support , Company,3119

☐ Enable Item Level Discount

☐ Enable Item Level Tax

☒ Need by Date

☐ Ship to Site

☐ Part Qty Allowed

Import from Excel

Export to Excel