

ManufactureLink
Source it Fast

Where Innovation Meets Industry®

Buyer User Manual

Your guide to sourcing with ManufactureLink

Revision – 1.4

Page 1 of 58

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Table of Contents

1.0 The 5 Minute Guide to Lodging a Request For Quote (RFQ).....	3
2.0 The 5 Minute Guide to Searching Our Network For Australian Suppliers	4
2.1 Using the Directory.....	4
3.0 The 5 Minute Guide to Using the Forum to Make General Enquiries	5
4.0 Registering as a Buyer.....	6
5.0 Logging Into Your Account.....	7
5.1 Modifying Your Account Details, Changing Passwords and Email Addresses.....	8
6.0 Ensuring Your Account Operates Properly	11
6.1 Ensuring You Can View All Drawings	11
6.2 Browser settings.....	11
6.3 Email Settings and Anti-Spam Settings.....	11
7.0 Using Electronic Non Disclosure Agreements (NDAs)	12
7.1 Adding Additional Controls Over Your Valuable Data	14
8.0 Using Conventional Paper NDAs With ManufactureLink’s System	14
9.0 Creating and Submitting Requests For Quote (RFQ).....	15
10.0 Submitting RFQs by Special Invite	23
11.0 Withdrawing and Deleting RFQs	27
12.0 Reviewing Quotes, Awarding and Completing Jobs.....	28
13.0 Creating and Using Standard Parts	37
14.0 Projects and Project Trakka™	39
15.0 Collaboration Tools	42
15.1 Request For Innovation (RFI).....	42
15.2 Collaborative RFQs	42
16.0 My Suppliers List	44
17.0 Searching ManufactureLink’s Custom Manufacturing Directory.....	46
17.1 Using The Supplier Search	46
17.2 Search Strategies.....	51
18.0 Supplier Showrooms.....	52
19.0 How to Source Your Manufacturing Requirements - Examples	57
19.1 You have full design drawings and/or models and know how your parts should be manufactured. You are not concerned where your parts are manufactured.	57
19.2 You have full design drawings and/or models, know what manufacturing process you need, but want to get a quote from your usual supplier only.	57
19.3 You have full design drawings and/or models, know what manufacturing process you need, but want to get a quote from only suppliers you choose or suppliers from a particular state.	57
19.4 You have a job to manufacture but you don’t have design drawings or it isn’t the sort of job you source from drawings.	58
19.5 You have a job to source but don’t have a computer, don’t feel you want to use the system, or your job doesn’t fit with our manufacturing categories.....	58
19.6 You have a rough idea of the correct manufacturing process but are not sure which one. For example, I know it needs to be CNC machined, but which process?	58

1.0 The 5 Minute Guide to Lodging a Request For Quote (RFQ)

- Register for your free buyer account and log into your dashboard.
- Click the 'Raise new RFQ' link on the dashboard.
- Give the RFQ a descriptive name and enter all the details and specifications where possible. For a basic RFQ, ignore the Invites Only, RFI and Collaboration tick boxes. Upload a graphic file preview image if you like but this is not compulsory.
- Put as much detail about your job into the description box as possible to describe what you need. Also put in here instructions for suppliers to contact you to discuss your job if you are not seeking a quote.
- Select or enter a suitable closing date for your RFQ. After this date suppliers can no longer view the RFQ or submit quotes. Make sure you give suppliers enough time to respond, but not too much time that they don't give it urgent attention. Also select a required delivery date if required.
- Click the drawings tab to upload any drawings, documents, 3D models etc.
- Go to the Processes or Services tab and make at least 1 selection from the list of manufacturing processes or services categories. If unsure of what to select, select all processes or services you think are applicable. You must pick at least one process or service. The more you pick, the larger the number of suppliers who will be notified about your RFQ. Or call ManufactureLink for assistance with selections (07)3208 7902.
- At this point you have entered enough information to submit your RFQ. Click 'Save and Submit' to make it live, or 'Save All' to record data for submission later.
- If you like, you can specify industry experience, material expertise, secondary categories or accreditations you require. Making these selections will make your RFQ requirements more specific and reduce the number of suppliers who are notified about your RFQ. Click on the other tabs and make selections as required.
- Check your RFQ and click the 'Save and Submit' button at the top right hand corner to lodge your RFQ live in the system. Once live, suitable suppliers are automatically notified by email that your RFQ has been lodged.
- Once live, suppliers can see your name and phone number and will contact you to ask questions about your RFQ.
- Log in and check your messages at least every couple of days. Many suppliers will use the in-built messaging system to ask you questions. You must log in to read these and respond.
- Once your RFQ has closed (after the date you specified) you will receive an email notice telling you how many quotes and RFQ messages you have. You must login to your dashboard to review the quotes received.
- To review your quotes, go to your Closed RFQs folder and click on the RFQ number to open it. Click on the Quotes tab to view the quotes received. Click on each quote to view and print the details.
- Click the Compare Quotes link on the Quotes tab to compare pricing.
- To award the job, open up the desired quote and click the 'Accept quote' button. Enter optional feedback for unsuccessful suppliers.
- View your jobs progress on the Job Trakka tab and from here you can also select to view the winning quote and print an automated purchase order requisition.
- At completion of the job the supplier will mark the RFQ as complete. When you receive delivery also mark the job as complete on your end to start the ratings routine.
- Rate the supplier on their performance to fully complete the job.

This is a brief overview of the sourcing process. The RFQ system has many powerful tools for more advanced sourcing which are described in detail in the following sections.

2.0 The 5 Minute Guide to Searching Our Network For Australian Suppliers

- Log into your buyer dashboard.
- Click the 'Supplier Search' link on the dashboard.
- The search form main page has areas to make selections location state, minimum rating or you can enter text to search for company names and location city.
- On the other tabs you can make selections for materials, industry, manufacturing processes, services and accreditations held.
- Make a selection or combination of selections to define the manufacturer you are seeking and click search.
- A list of matching suppliers will be generated.
- Click on each company name to view their showroom which displays detailed information about their capabilities and has full contact details. Each showroom will open in a new window.
- Next to each company name is also an 'Add' button to add them to your My Suppliers list for easy RFQ submission.

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Welcome George! [sign out](#) ✖

Dashboard
Supplier
Buyer
My Account

Details
My Profile
Company Info

Contact List
My Suppliers
Supplier Search

Subscription

Detailed Supplier Search

Search our network for suppliers.

Supplier Details | Materials | Industries | Processes | Services | Accreditations

search

Supplier Details

Company Name

City

State

Minimum Rating

search

2.1 Using the Directory

A simple way to locate suppliers and view their profiles is to use the directory on the main website. The directory is organised into manufacturing processes and services. Simply browse the processes or services directory to locate the capability you need. View the selected page to learn about the process and to view a list of suppliers who have the capability. Click any supplier's name to view their profile.

3.0 The 5 Minute Guide to Using the Forum to Make General Enquiries

- Click the 'Raise new RFQ' link on the dashboard.
- Put your subject heading into the field called 'Part Name'.
- Make sure the tick box called 'Collaboration' is checked.
- Write a description of your enquiry in the 'Description' field.
- Make sure you enter a quantity of at least 1 in the first quantities field.
- Enter or select an appropriate closing date (no more than 2 weeks is normal practice).
- You can ignore the other fields on the details page (or fill in if you prefer).
- The preview picture is also optional but a graphic of your enquiry can help.
- If you want to add files to your discussion to assist in explaining your enquiry, click on the Drawings Tab and upload these here.
- Click on the Services Tab, Scroll down to the Group called 'Forum' and click on it. Check the box marked 'Buyer Enquiries'.
- Click the 'Save and Submit' button and your enquiry is live.
- Our supplier network may contact you directly to discuss a solution, may contact you using the messaging system, or may write responses on the collaboration tab. You will be notified of messages but you must log in to review responses on the collaboration tab.
- To review the collaboration tab, log into your dashboard. Click on the number next to where it says 'Live RFQs'. Open the RFQ in question. Click on the collaboration tab to read responses and respond yourself.

For forum submissions for the Recruitment, Group Procurement, Equipment, General Discussion and Special Offers topics, these are generally not available to buyers and are reserved for our supplier and corporate members. Please contact ManufactureLink if you are interested in submitting products and services to the forum.

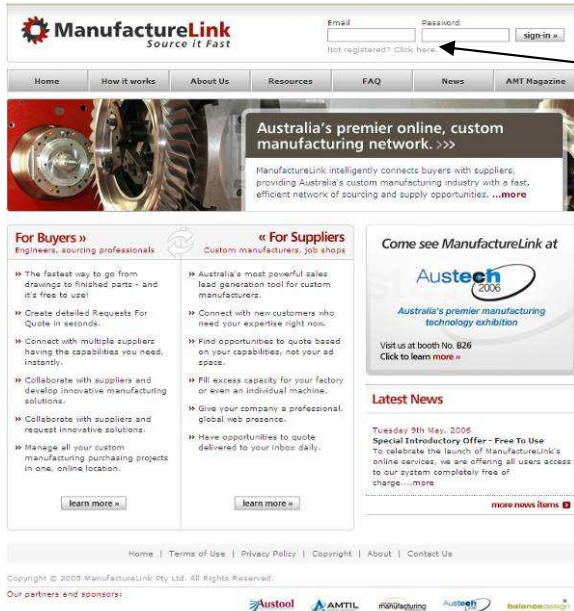
For forum submissions into the Recruitment, Group Procurement, Equipment, General Discussion and Special Offers topics, the procedure is the same except you need to make a different topic selection.

Also consider making selections on the industry, material and accreditation tabs to narrow down your forum audience. You can also select a preferred state on the details tab to narrow down your audience to a specific state (e.g. recruitment candidate being offered to Victorian companies only).

4.0 Registering as a Buyer

Go to ManufactureLink's home page at: www.manufacturelink.com.au

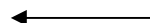
In the banner at the top of the home page, click on the link that says 'Not registered? Click here' (see figure 1 below):



Click here to begin registration

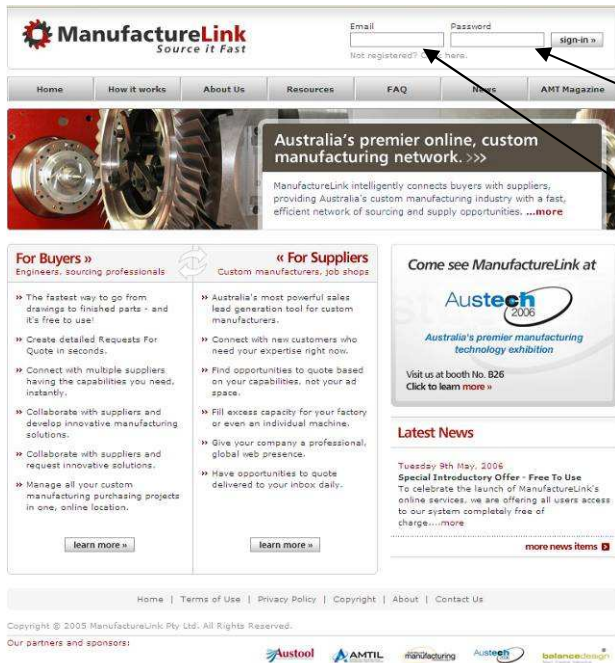
Figure 1

All information entered during the registration process including email addresses and passwords can be edited from your dashboard once you are logged in by going to the 'My Account' section.



5.0 Logging Into Your Account

Go to the ManufactureLink home page. At the top of the page in the banner, enter your user name (email address) into the first box, and your password into the second box. Please note that passwords are case sensitive. Click the 'sign in' button or press enter to log in.



Enter your password (case sensitive)

Enter your user name (email address)

Login Problems?

See section 6.0 for information on making sure your browser is set up correctly to use this site.

If you have forgotten your password, enter your email address and click the 'forgot password' button below the login box.

Figure 2

Once logged in, you will be taken to your dashboard which looks like figure 3 below. The dashboard displays quick links for a variety of operations and defaults to the messaging section being open.

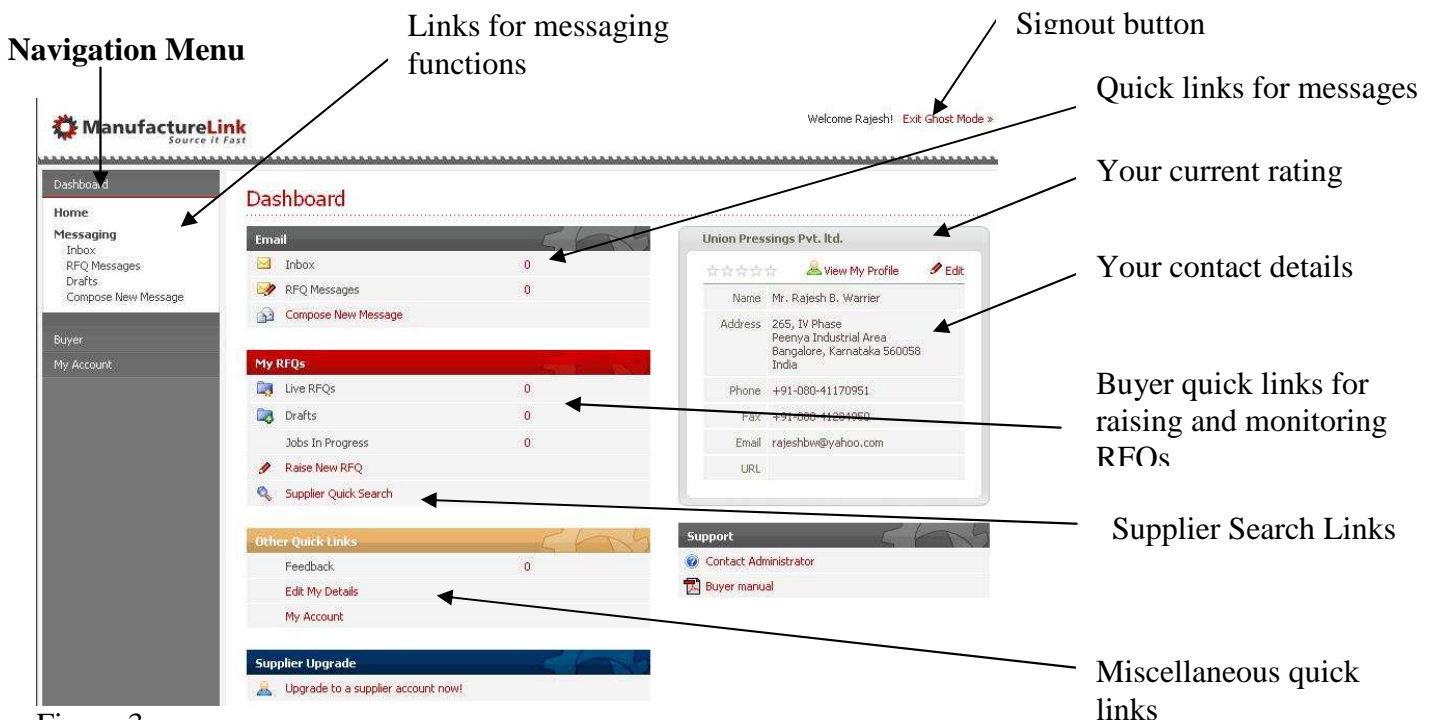
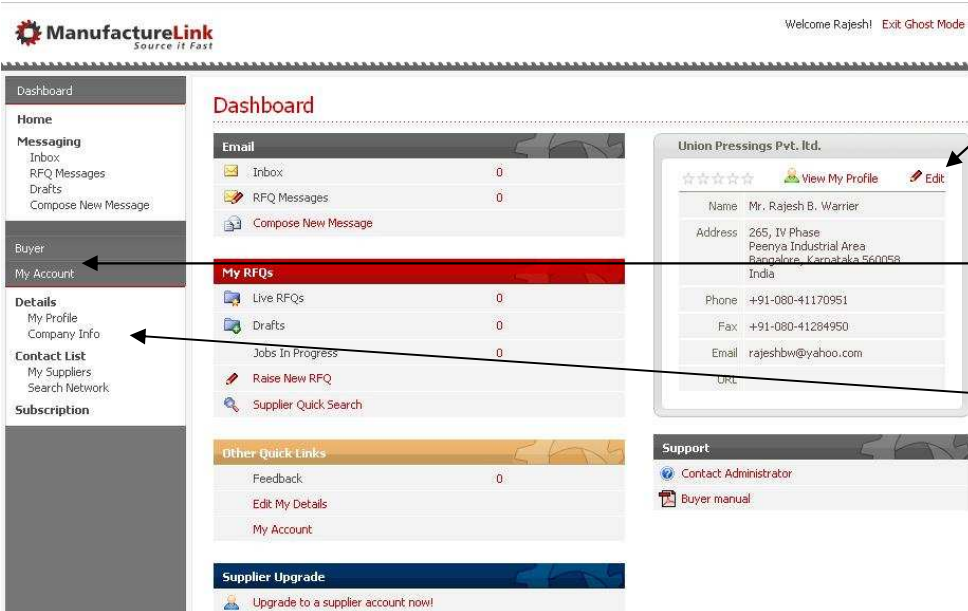


Figure 3

To sign out of your account, click on the 'signout' button at the top, right hand side of the dashboard.

5.1 Modifying Your Account Details, Changing Passwords and Email Addresses

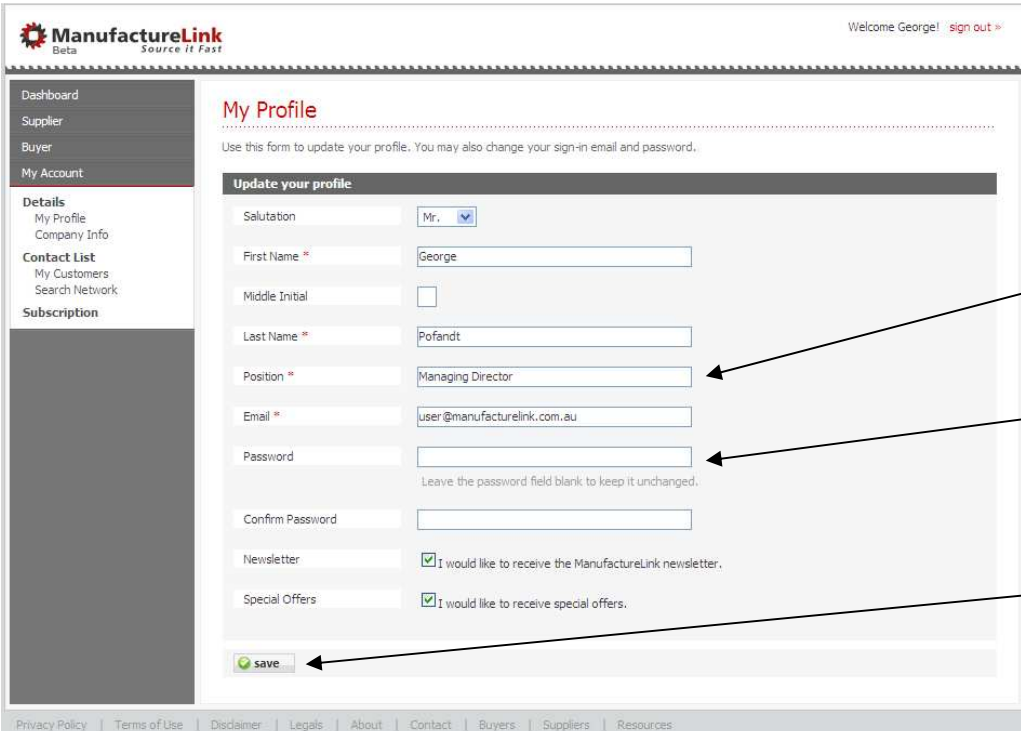
After logging into your dashboard, click on the 'My Account' button at the bottom, left hand side of the dashboard to open up the account editing functions (see figure 4 below).



The screenshot shows the ManufactureLink dashboard. On the left sidebar, the 'My Account' button is highlighted with an arrow. In the main content area, the 'My RFQs' section is highlighted with a red bar and an arrow. To the right, the 'Union Pressings Pvt. Ltd.' profile is displayed, with an 'Edit' button highlighted by an arrow. Below the profile, the 'Support' section contains 'Contact Administrator' and 'Buyer manual' links, with an arrow pointing to the 'Contact Administrator' link. Text annotations on the right side of the image provide instructions: 'Or click the quick link here.' points to the 'Edit' button; 'Click this button to open up account editing functions' points to the 'My Account' button; and 'Account editing functions' points to the 'Contact Administrator' link.

Figure 4

To edit the details of the person operating the account, click the 'My Profile' Button.



The screenshot shows the 'My Profile' form. The form is titled 'Update your profile' and contains several input fields: 'Salutation' (dropdown menu), 'First Name *' (text box with 'George'), 'Middle Initial' (checkbox), 'Last Name *' (text box with 'Pofandt'), 'Position *' (text box with 'Managing Director'), 'Email *' (text box with 'user@manufacturelink.com.au'), 'Password' (text box with a note 'Leave the password field blank to keep it unchanged.'), and 'Confirm Password' (text box). There are also checkboxes for 'Newsletter' and 'Special Offers', both of which are checked. A 'save' button is located at the bottom left of the form. Text annotations on the right side of the image provide instructions: 'Edit any of the personal information displayed.' points to the 'First Name' field; 'Change your password.' points to the 'Password' field; and 'Click the save button to record the changes.' points to the 'save' button.

Figure 5

Once you have clicked the button to bring up your profile, you can edit any of the information seen including changing your password and email address. You must click the save button to record the changes (see figure 5).

To edit your company information, click on the 'Edit My Details' button on the dashboard (see figure 4).

The company details editing form will open up as in figure 6 below. You can edit any of the information displayed. You must click the save button to record any changes.

The screenshot shows the 'Company Details' page on the ManufactureLink website. The page has a header with the ManufactureLink logo and a user greeting 'Welcome George! sign out >'. A left sidebar contains navigation links for 'Dashboard', 'Supplier', 'Buyer', 'My Account', 'Details', 'Contact List', and 'Subscription'. The main content area is titled 'Company Details' and includes a 'save' button, a tabbed interface with 'Details' selected, and three sections: 'Edit your company details', 'Address Details', and 'Postal Address Details'. Annotations with arrows point to the 'save' button, the 'Industries' tab, and the 'Company Name' field.

Click the save button to record the changes.

Click Industries tabs to edit category selections.

Edit any of the information displayed.

Figure 6

NOTE: You must click the 'save' button before moving to another form (clicking another tab) or the changes will not be recorded.

Clicking on the Industries tab will allow you to review and change your selections of industry(s) you service (see figure 7).

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Welcome Frank! [sign out »](#)

Dashboard
Buyer
My Account

Details
My Profile
Company Info

Contact List
My Customers
Search Network

Subscription

Company Details

Use this form to update your company details. You should keep your details up-to-date at all times since you will be on our network and other buyers will search for you.

Details **Industries** Material Standards Categories Minor Categories

save

Select your industries

<input checked="" type="checkbox"/> Aerospace	<input type="checkbox"/> Agriculture	<input type="checkbox"/> Automotive
<input type="checkbox"/> Chemicals	<input checked="" type="checkbox"/> Communications	<input type="checkbox"/> Computers & Peripherals
<input checked="" type="checkbox"/> Construction	<input type="checkbox"/> Consumer Products	<input type="checkbox"/> Earthmoving
<input type="checkbox"/> Electronics/Semiconductors	<input checked="" type="checkbox"/> Engineering/Design	<input checked="" type="checkbox"/> Food Processing
<input type="checkbox"/> General Engineering/Machining	<input type="checkbox"/> HVAC/Refrigeration	<input type="checkbox"/> Industrial Machinery, Tools, Equipment
<input type="checkbox"/> Marine	<input type="checkbox"/> Materials Handling/Lifting	<input type="checkbox"/> Medical/Biotechnology
<input type="checkbox"/> Military	<input checked="" type="checkbox"/> Mining	<input checked="" type="checkbox"/> Oil & Gas
<input type="checkbox"/> Other	<input type="checkbox"/> Packaging	<input type="checkbox"/> Paper/Printing
<input type="checkbox"/> Pharmaceuticals	<input type="checkbox"/> Piping	<input type="checkbox"/> Plastics Manufacturing
<input type="checkbox"/> Public Utilities	<input checked="" type="checkbox"/> Railways	<input checked="" type="checkbox"/> Research and Development
<input type="checkbox"/> Safety	<input type="checkbox"/> Textiles/Clothing	<input type="checkbox"/> Transport
<input type="checkbox"/> Warehouse/Storage	<input type="checkbox"/> Water Resources	

save

Privacy Policy | Terms of Use | Disclaimer | Legals | About | Contact | Buyers | Suppliers | Resources

Click the save button to record changes.

Edit your industry selections.

Figure 7

All categories are automatically updated when the system administrator makes changes. If you feel there are manufacturing process categories missing that are important to your business, contact the account administrator at info@manufacturelink.com.au to suggest category changes.

6.0 Ensuring Your Account Operates Properly

Your buyer account relies on your email address to function properly. You must make sure your email address works and your domain is up to date. If your email address is not functioning, the system administrator cannot contact you by email to notify you of errors in your RFQ or changes to the system.

ManufactureLink's system administrator notifies all users of changes to the system. System change notifications are sent out all at once. This can cause some spam filters to see these emails as bulk mail. To prevent notifications being blocked, deleted or moved to your bulk email folder:

If you are using spam filtering software, please ensure manufacturelink.com.au is registered as a trusted domain (put on your 'white list'). If you are unsure how to do this, please ask your system administrator. If you are using yahoo or other online free email accounts and the notifications are being delivered to your bulk email folder, going to the message and clicking the 'this is not spam' button can make sure you receive them. Placing the email address 'system@manufacturelink.com.au' into your address book can also assist with email filters set to only allow emails from someone in your address book.

6.1 Ensuring You Can View All Drawings

Viewing most drawing files requires the correct software to be installed on your computer to view them. Most computers should be able to view graphics files using Microsoft programs such as Picture Viewer and Paint. To view pdf files, you will need to install a pdf viewer. For native drawing files for which you do not have the correct software, you can install a free drawing viewer such as eDrawings. You will find links to download all of the necessary software to view drawings under the resources menu on ManufactureLink's website.

6.2 Browser settings

ManufactureLink's system can be viewed from most popular web browsers such as Internet Explorer, Netscape or Mozilla. However, you need to make sure your browser is correctly setup to login to the system. If you are finding you cannot login (login box is not doing anything), check that your browser is correctly set up as follows:

Make sure your browser is set to allow cookies.
Make sure you have Java scripts enabled.

Also check with your system administrator that your firewall settings are not blocking the Manufacturelink.com.au domain.

6.3 Email Settings and Anti-Spam Settings

You will receive automated email notification telling you when you RFQs have closed and the number of quotes and enquiries you have received. ManufactureLink's on occasion sends out notification on important system changes by email.

So to ensure all of your notification emails are delivered, it is extremely important to add the Manufacturelink.com.au domain to the whitelist on your email client of anti-spam software. The whitelist is also referred to as your trusted senders list.

7.0 Using Electronic Non Disclosure Agreements (NDAs)

ManufactureLink's system allows you to create digital NDA agreements to protect your data. Our NDA system works by you first saving an NDA for use with your Requests For Quote (RFQ).

When you save an NDA we provide you with a standard NDA text which was written by our legal advisors. You can choose to use our default text, or copy and paste your own text into the NDA.

Whether you use our agreement or yours, the NDA is saved in your account for use anytime. The NDA is not editable, but new ones can be created if you decide to change the text. You also cannot delete an old NDA. We do this so that we can always reference the exact agreement that was used in the event of a dispute or breach.

For any RFQs you create, you can choose to 'NDA lock' your drawings and documents. When you do this, you select which NDA you wish to use if you have more than one saved. The system records which NDA was used for each RFQ and therefore the drawings and documents uploaded. So the exact agreement signed is recorded against every RFQ and thus every document or drawing uploaded to compile the individual RFQ.

Once your RFQ is created, your drawings are uploaded and NDA locked, you submit the RFQ to the system. Suppliers are notified of the RFQ matching their capabilities. They can log into the system and view your RFQ details. But to be able to view your drawings, the supplier must first click the button to agree to your NDA before they will be allowed to view your data. For every NDA signing instance, the system records the ID numbers of both parties, the ID number of the NDA agreement and the RFQ number. So, if a dispute or breach arises, the system administrator can recall the names of both parties to the agreement, the exact agreement text, the details of the RFQ the agreement was signed for, and the exact drawings or documents that were agreed not to disclose.

To begin using our electronic NDA system, you must first create an NDA. To do this, click on the Create New Agreement button under the NDA heading from your dashboard (see figure 8 below).

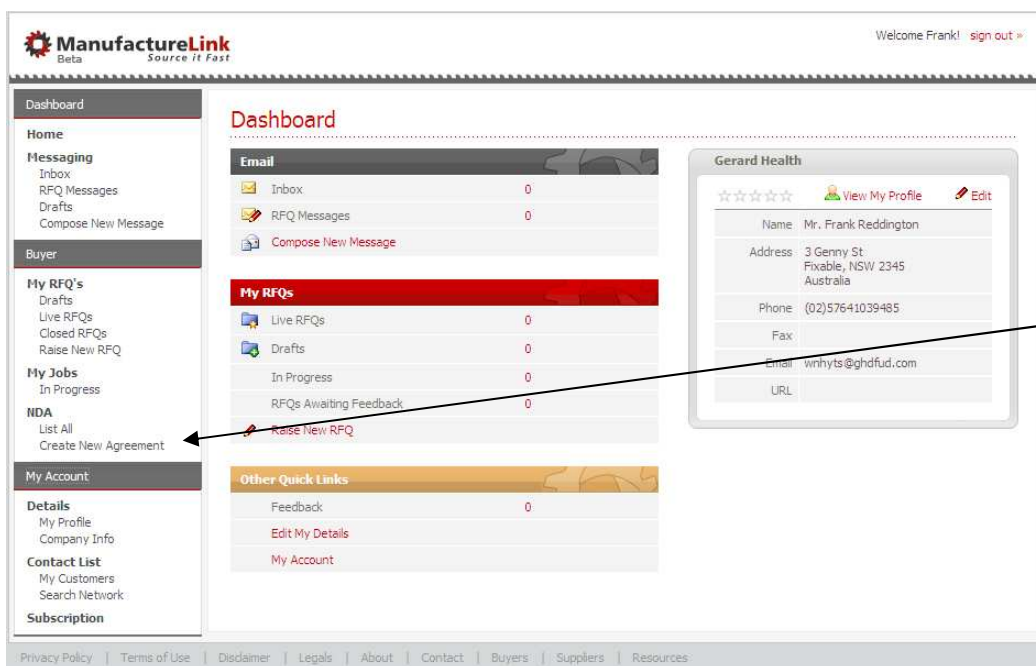


Figure 8

A form will open containing ManufactureLink’s standard NDA text (see figure 9 below). Enter a name/title for your agreement. If you wish to use your own NDA text, select and delete the text shown. Copy and paste your own text into the form.

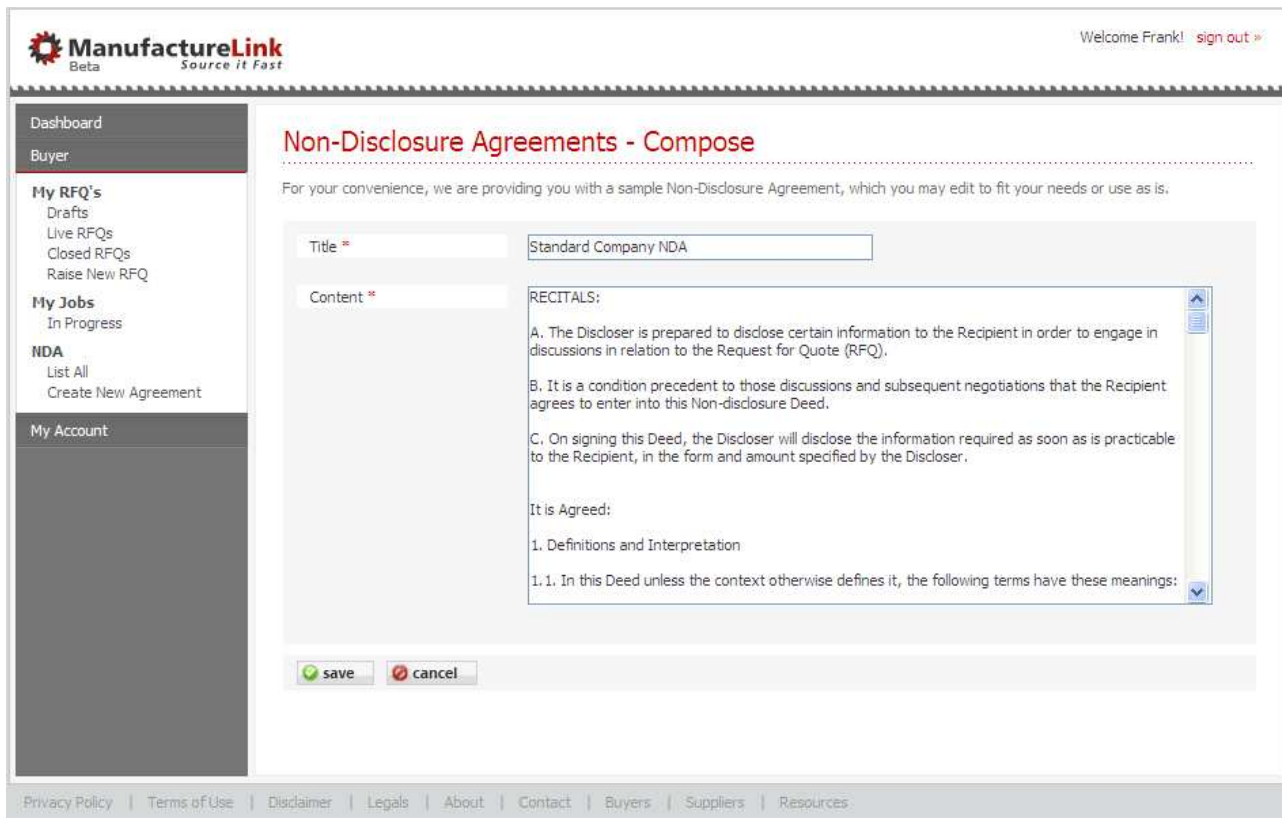


Figure 9

Click ‘save’ to record/save the NDA.

NOTE: Once you click save, you will not be able to edit the agreement. Ensure the agreement is correct before saving.

Once saved, the agreement(s) will appear on your NDA list when you click the ‘List All’ button under the NDA heading (see figure 10 below).

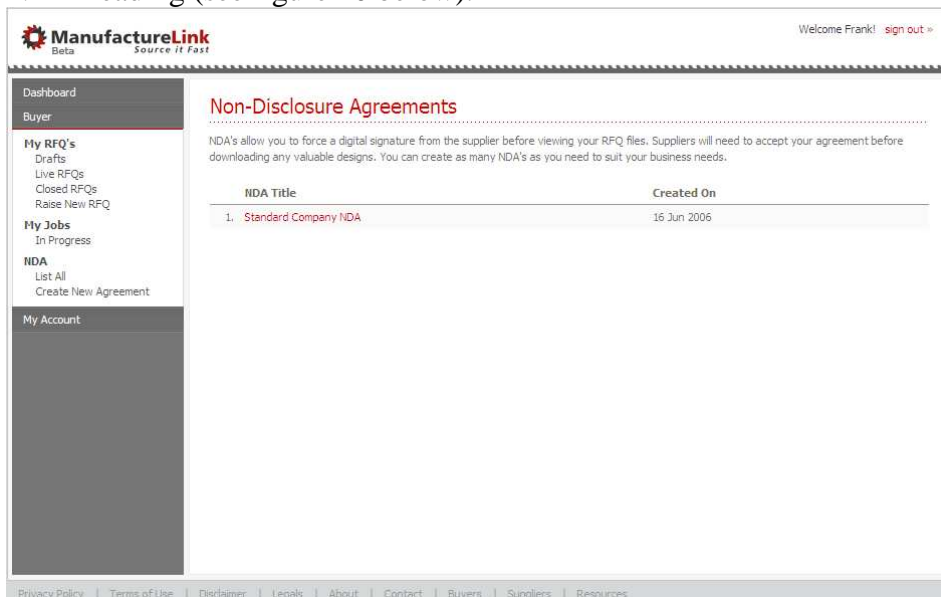


Figure 10

7.1 Adding Additional Controls Over Your Valuable Data

The electronic NDA function or a standard RFQ can be setup such that you have absolute control over who sees your sensitive and valuable engineering data.

Simply tick the Invitations Only check box on the RFQ as you create it. Checking this box means only those suppliers you specifically invite are able to see your RFQ. You will also have a record on your RFQ of who you have invited. The invite function has tools to search for suitable suppliers to invite.

See section 9.0 on RFQs by special invite for more information on using this function. ManufactureLink recommends using this function to exert total control over your data.

8.0 Using Conventional Paper NDAs With ManufactureLink's System

ManufactureLink's system also facilitates the use of conventional hard copy NDAs users are more familiar with. ManufactureLink has a module to automate this soon to be introduced. In the meantime, you can still have greater control over who sees your data by using the following technique:

When you create a RFQ, input the basic details and make category selections to specify the manufacturing processes you need (see section 9.0 – Creating and Lodging RFQs).

When you come to the uploading drawings section, instead of uploading your engineering drawings, upload your NDA agreement for the buyer to print out, fill in, sign and send back to you (see figure 11 below). Ask them in the RFQ details to do this and to provide you with an email address to which you can send the drawings once you have approved their NDA.

The screenshot shows the ManufactureLink web application interface. At the top left is the ManufactureLink logo with the tagline 'Source it Fast'. The top right corner displays 'Welcome Frank!' and a 'sign out >' link. A left-hand navigation menu includes sections for 'Dashboard', 'Buyer', 'My RFQ's' (Drafts, Live RFQs, Closed RFQs, Raise New RFQ), 'My Jobs' (In Progress), 'NDA' (List All, Create New Agreement), and 'My Account'. The main content area is titled 'RFQ # 100016 - Spur Gear' and shows a 'Status: Draft Submit RFQ >' button. Below this are several tabs: Overview, Details, Material, Industries, Drawings (selected), Categories, and Minor Categories. The 'Drawings' tab contains a table with the following data:

File Name	Revision	Size	Type
1. Standard NDA agreement	1.0	23.50 KB	application/msword

Below the table is an 'Upload Drawing' section with the following form fields:

- Title: Standard NDA agreement (with a subtext 'Give this file a title')
- Revision #: 1.0
- File Upload: [Browse...]

At the bottom of the form is an 'upload' button. The footer of the page contains links for Privacy Policy, Terms of Use, Disclaimer, Legals, About, Contact, Buyers, Suppliers, and Resources.

Figure 11

By doing this, you can approve an agreement or applicant prior to releasing your sensitive engineering data.

9.0 Creating and Submitting Requests For Quote (RFQ)

To use ManufactureLink's system to obtain a quote(s) to manufacture your product, you must be able to provide enough information to the suppliers for them to accurately quote. This is typically done by providing the suppliers with drawings and 3D models of what you require.

If you are not able to provide the suppliers with drawings, you can also detail what you need by using the following techniques:

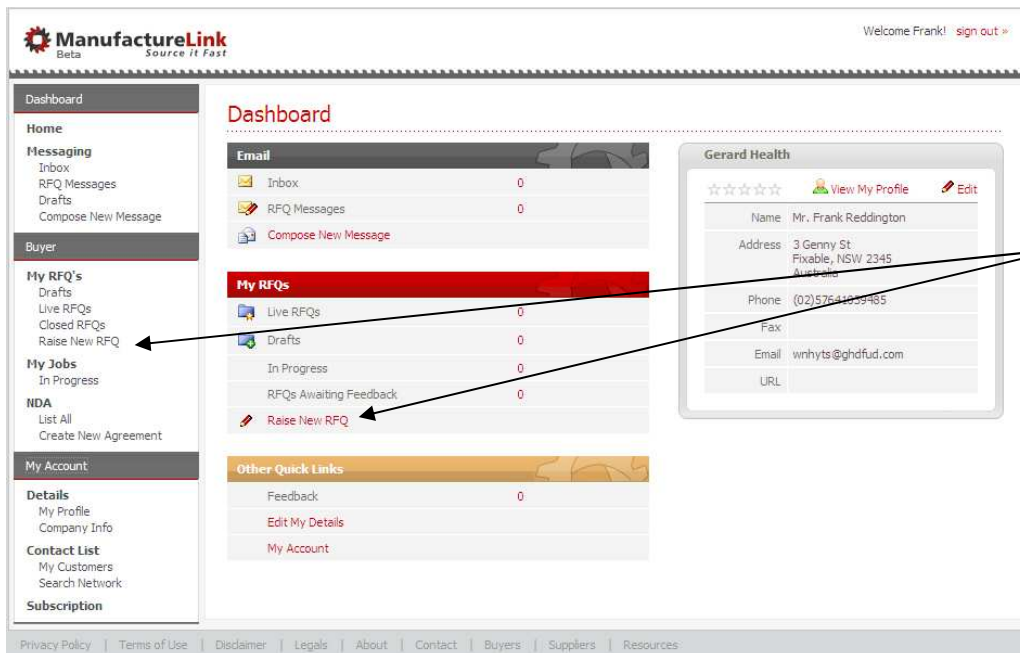
- Describing in detail what you require in a document.
- Making a dimensioned sketch and digitizing it by scanning or digital photography.
- First raise a RFQ to have your component professionally drawn and detailed.
- Explain your job as well as possible and request zero value quotes as 'expressions of interest' to obtain suppliers contact details.

RFQs can be submitted by nominating the required manufacturing processes, accreditations etc and submitting the RFQ to all manufacturers who match the criteria, or they can be submitted by special invite (to manufacturers you individually select). RFQs can also be submitted to all suppliers in the system at once.

The following section explains how to submit a RFQ by manufacturing category. See section 10.0 for RFQ by special invite explanation and usage.

Once you have the detailed information required, you can begin raising your RFQ using the following procedure:

Step 1: Login to your dashboard and raise a new RFQ.



Click here to raise new RFQ.

Figure 12

A new RFQ file will be created and opened for editing.

Step 2: Enter RFQ details. All fields marked with an asterix (*) are compulsory.

The screenshot shows the 'RFQ # 100406 - New RFQ' form in the ManufactureLink system. The form is titled 'RFQ # 100406 - New RFQ' and has a status of 'Draft'. It includes a navigation menu with 'Details', 'Drawings', 'Material', 'Industries', 'Processes', 'Services', and 'Accreditations'. The form fields are as follows:

- Part Name ***: New RFQPulley Machining
- Project**: -Unassigned -
- RFI**: Yes. Do you want to create this as a Request For Innovation?
- Invitations Only**: Yes. Do you want to restrict views to special invites only?
- Collaboration**: Yes. Collaboration will enable a discussion board with your RFQ. Suppliers will be able to discuss a solution with each other.
- NDA Requirement**: -No NDA requirement -
- Preview Image**: C:\Documents and Settir [Browse...]. Upload any image (JPG, GIF, PNG, TIFF) with a minimum width of 200 pixels.
- Description ***: Please provide a quote to machine the pulley in the attached drawing.
- Materials**: 6000 series aluminium
- Payment Method**: Cheque
- Annual Usage**: 50,000
- Treatments**: Clear anodized
- Approximate Dimensions**: 200mm OD x 30mm thick
- Packing Requirements**: Crated
- Preferred State**: Any State
- Quantities ***: Qty #1: 2000, Qty #2: [], Qty #3: [], Qty #4: [], Qty #5: []. You must provide at least one quantity.

Annotations on the right side of the form:

- Tick this box to flag the RFQ as a Request For Innovation.
- Tick this box to make the RFQ available only to suppliers your specifically invite
- Tick this box to enable the collaboration module
- Select your NDA to lock access to your drawings until your NDA is digitally signed.
- Preview image is an optional graphics file, not the drawing upload.
- Enter at least 1 quantity. Use the other quantities if you need a quote on more than 1 quantity (e.g. 100, 1000).

Figure 13

Give your part a descriptive name (e.g. Aluminium pulley machining). And fill in the RFQ details as required for details such as materials, packing requirements, treatments (finishing), approximate dimensions, payment method and annual usage.

In the description field, fully describe what you need manufactured, how you would like it manufactured, whether or not you want suppliers to contact you to discuss or any detail at all so that suppliers get a good idea what is required. Avoid placing contact details in this box though. Enter as much text to describe your job as possible.

The 'collaboration' tick box is to enable the collaboration function. See the collaboration section 15.0 for more details.

The RFI (Request For Innovation) function flags to suppliers that you need both a solution and a quote (see section 16.2 for an example of using a RFI).

Step 3: You can upload an optional preview image. This is a graphics file, not a drawing file. It can be any one of the standard graphics file formats. It is there to give suppliers a pictorial image of your job and is optional.

The screenshot shows the lower section of an RFQ Details form. It includes the following fields and sections:

- Description ***: A text area containing the text "Please provide a quote to machine the pulley in the attached drawing."
- Materials**: A dropdown menu with "6000 series aluminium" selected.
- Payment Method**: A dropdown menu with "Cheque" selected.
- Annual Usage**: A text input field with "50,000" entered.
- Treatments**: A dropdown menu with "Clear anodized" selected.
- Approximate Dimensions**: A text input field with "200mm OD x 30mm thick" entered.
- Packing Requirements**: A dropdown menu with "Crated" selected.
- Preferred State**: A dropdown menu with "Any State" selected.
- Quantities ***: A table with five columns labeled Qty #1 through Qty #5. Qty #1 has "2000" entered. Below the table is the text "You must provide at least one quantity."
- Closing Date ***: A date picker field with "7-9-2008" selected. Below it is the text "When should this RFQ expire? (mm-dd-yyyy)".
- Date Required ***: A date picker field with "7-12-2008" selected. Below it is the text "When do you need this part? (mm-dd-yyyy)".
- Delivery Address**: A section header followed by several fields:
 - Address ***: A text input field with "2 Farr-Jones Ct" entered.
 - City/Suburb ***: A dropdown menu with "Daisy Hill" selected.
 - State ***: A dropdown menu with "QLD" selected.
 - Postal Code ***: A text input field with "4127" entered.
 - Country ***: A dropdown menu with "Australia" selected.
 - Delivery Instructions**: A text area.

Annotations with arrows point to the following elements:

- An arrow points from the text "Select the date your RFQ will close (when you need your quotes by)" to the Closing Date field.
- An arrow points from the text "Select the date you need your job manufactured by." to the Date Required field.
- An arrow points from the text "Delivery address and instructions" to the Delivery Address section.

Figure 14 – Lower section of RFQ Details

Step 4: Select the date your RFQ will close on. At midnight on this date your RFQ will 'close' and move to your closed RFQ folder. Suppliers will no longer be able to view it so they must submit their quotes by this date.

Step 5: Select a date as to when you need your job manufactured by.

Step 6: Upload your drawing and documents by clicking on the Drawings Tab:

The screenshot displays the ManufactureLink web application interface. At the top left is the logo 'ManufactureLink Source It Fast'. At the top right, it says 'Welcome George! sign out >'. The left sidebar contains navigation links: 'Dashboard', 'Supplier', 'Buyer', 'My RFQ's' (with sub-links: Drafts, Live RFQs, Closed RFQs, Raise New RFQ), 'My Jobs' (with sub-links: In Progress, Delivered, Completed), 'My Projects' (with sub-links: Project Trakka, Standard Parts), 'NDA' (with sub-links: List All, Create New Agreement), and 'My Account'. The main content area is titled 'RFQ # 100406 - New RFQ' and shows a 'Status: Draft' indicator. There are 'save all' and 'save & submit' buttons. A tabbed interface is visible with 'Drawings' selected. Below the tabs is a table with the following data:

File Name	Revision	Size	Type
1. Pulley Detail Drawing	1.2	138.50 KB	application/octet-stream

Below the table is an 'Upload Drawing' section with the following form fields:

- Title: Pulley Detail Drawing (with a note: Give this file a title)
- Revision #: 1.2
- File Upload: C:\Documents and Settir (with a 'Browse...' button)

An 'upload' button is located at the bottom of the form.

Figure 15

You can upload as many drawings, documents, files etc that you like to provide the full specifications for your manufacturing requirements.

Simply enter a drawing/document title and revision number. Browse to the location of the file and select it. Click the Upload button to upload each file.

Step 7: Categorise your RFQ by select the manufacturing processes or services you need. You must select at least one process or service.

Click on the Processes tab to make selection of the manufacturing process you require (e.g. 3 axis CNC machining).

The tab contains a full list of the major process groups. Click the one you need to open up more detailed selections for each group.

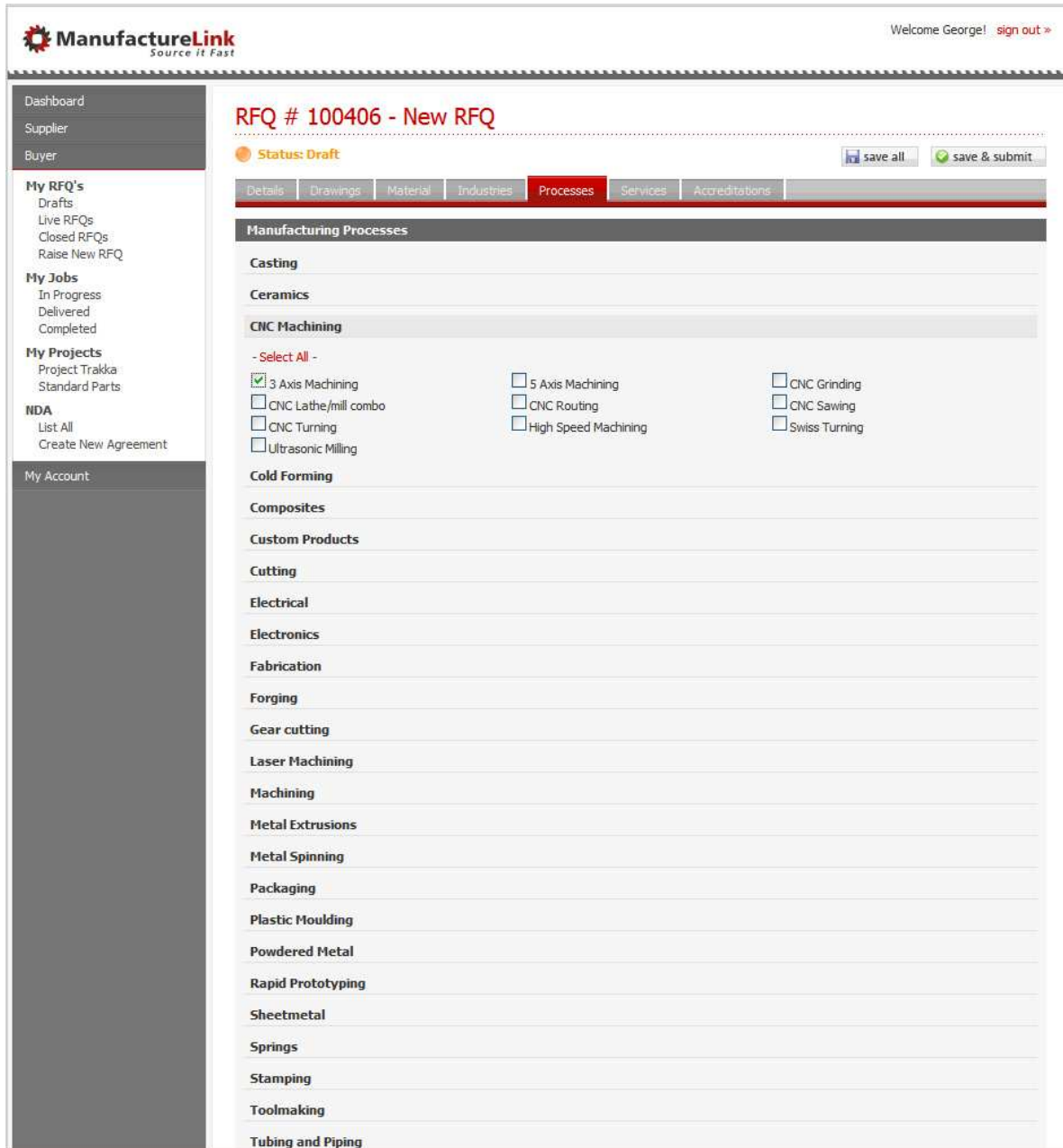


Figure 16 – Make selections of processes or services.

You must select at least one process. But you can make more than one selection. The more selections you make, the larger the number of matching suppliers you will get due to the selection logic. Making multiple selections is the same as saying 'I need a supplier who has 3 axis CNC machining, OR manual machining OR 5 axis machining' for example.

The same logic applies to any selection made within the same tab (tabs are processes, Services, Material, Industry, Accreditations).

Step 8: At this point you have completed the minimum requirements to submit a RFQ. You can now choose to 'Save and Submit'. Click this button to make the RFQ live. If you have made any errors in creating the RFQ, the system will give you an error message explaining the fault.

If you have created an RFQ by special invite, once it is made live it still can't be seen by any suppliers until you specifically invite them.

Status: Note the status display at the top, left of the RFQ. Before submitting the RFQ live it will display as being 'Draft'. Once the RFQ is live this changes to a green 'Live'.

Saving: Also note that at any point you can simply click the 'Save all' button to record all of your entries and changes. Use this function if you want to save a RFQ and come back to it later.

Test your selections: If you want to test your selections and see how many suppliers with match, once your RFQ is live, you can click on the invitations tab. Click the 'Find Suitable Suppliers' link to be presented with a list of matching, subscribing suppliers. You can modify your selections to increase or decrease the selection set.

Not though, there will be many more matching suppliers than you see on the list who will receive a notification of your RFQ. Test drive suppliers don't show up in the list but still receive your notifications.

Step 9: You can choose to make your RFQ more specific to narrow down your matching suppliers. Do this by making additional selections on the Materials, Industries and Accreditation tabs.

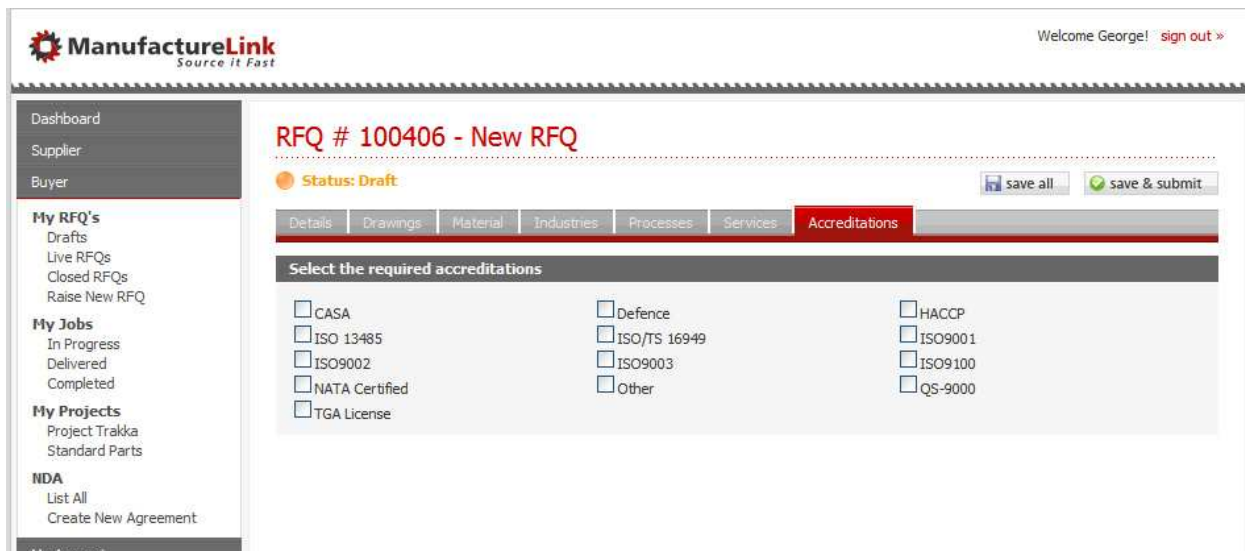


Figure 17 – Selecting accreditations

It is important to understand the logic used in making additional selections. When you make a category selection from another tab, it is the same as saying, ‘I need a supplier who has 3 axis CNC machining AND ISO 9001 accreditation, AND medical industry experience’. Thus making additional selections narrows down the field.

You can make multiple selections within the additional tabs to broaden the selected suppliers again. For example, ‘I need a supplier who has 3 axis machining AND ISO:9001 OR is a defence approved supplier’.

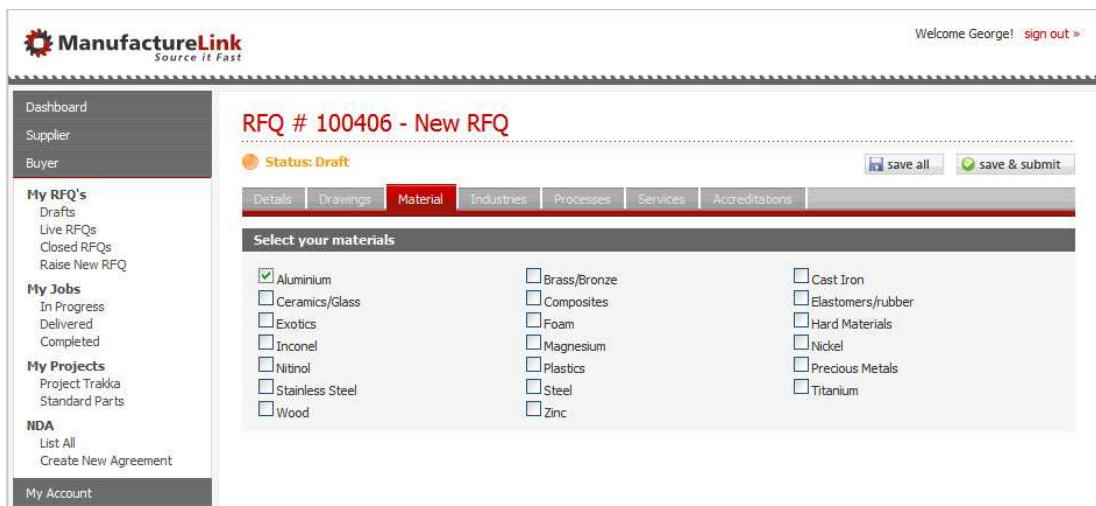


Figure 18 – Select specific materials experience

Step 10: Once you have made all of your additional selections, click the Save and Submit button to make the RFQ live.

Editing: You are free to edit any details you have entered for a live RFQ except the quantities. Simply open up the RFQ from your Live RFQ list and make the changes you require. The system tracks what changes were made which is viewable by all suppliers.

Step 11: Your RFQ is now live.

ManufactureLink
Beta
Source it Fast

Welcome Frank! [sign out >>](#)

Dashboard
Buyer

My RFQ's
Drafts
Live RFQs
Closed RFQs
Raise New RFQ

My Jobs
In Progress

NDA
List All
Create New Agreement

My Account

RFQ # 100016 - Spur Gear

Status: Live

Overview Details Material Industries Drawings Categories Minor Categories Quotes

Detail Summary

Part Name	Spur Gear
Request For Innovation (RFI)	No
Invitations Only	No
NDA Locked	Yes
Collaboration	No
Description	K1045 spur gear. Bore to be internally ground. Teeth to be case hardened to a depth of 0.2mm. Teeth to be finish ground.
Preferred Payment Method	Direct Debit
Annual Usage	1000
Treatments	
Dimensions	200 dia x 30mm thick
Packing Requirements	Bubble wrapped
Quantities	100, 500
Date Required	1 April 1901
Closing Date	16 December 2006
Delivery Address	3 Genny St Fixable, NSW 2345 Australia

Spur Gear

Stats

Quotes	-
Last Modified	-
Posted On	16 Jun 2006
Expires In	6 Months 2 Days

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RFQ is now live.

Click here to view quotes received.

Figure 19

This RFQ can now be viewed in your 'Live RFQs' list. See the later section (section 12.0) on reviewing and awarding quotes for details on how to view the progress of your live RFQ.

If you choose not to make the RFQ live just yet, simply make sure all your selections are saved and click on another link in the navigation menu to exit out of the RFQ. Your RFQ can be found later for editing or submission by going to your drafts folder.

Any details of a draft RFQ can be edited including quantities by opening up the RFQ, making edits, and saving the changes.

NOTE: Quantities for live RFQs cannot be changed. This rule is in place to prevent quantities being changed after quotes have been submitted. To change quantities, retract the RFQ and re-submit it.

NOTE: When suppliers view a RFQ, they can see all of the specifications you have entered in the details and drawings sections. They can download and view your drawings. Also, your company name, location, contact name and phone number are displayed for suppliers to contact you should they have any questions regarding your job. Suppliers can also contact you using the inbuilt message system. These messages are not emailed to you, so you need to check in from time to time to check your messages.

You also need to take note of the date you nominated for the RFQ to expire. After this date suppliers can no longer view your RFQ or submit quotes. Suppliers can see if their quote has been read or declined. The system will notify you when your RFQ has closed and tell you how many quotes and messages you have.

A live or closed RFQ can be withdrawn at anytime. See section 11.0 for instructions on withdrawing and deleting RFQs.

10.0 Submitting RFQs by Special Invite

The RFQ by special invite is a powerful function for buyers, which gives you complete control over who receives your valuable engineering data. A RFQ is submitted and becomes live but is then only viewable to the suppliers you invite to do so. Suppliers can be chosen by making category selections as before which presents you with a list of suppliers who match your criteria from which to make choices, or you can select directly off you're my Suppliers list.

The RFQ by special invite can be used in a number of ways. Firstly, it allows you to pick and choose which suppliers your RFQ will be submitted to. Secondly, it allows you to not choose suppliers you may not want your RFQ to go to (if say you have a bad relationship with a supplier). Thirdly, it enables you to submit your RFQ to a specific supplier you know and trust or usually does a particular job for you (maintain your existing relationships). Finally, it can be used to try out the results of different category selections to bring up differing lists of matching suppliers to make your selections from.

To use the RFQ by special invite to submit your RFQ to your My Suppliers list, first populate your My Suppliers list with contacts by using the search functions under the My Account section of the navigation menu or the link on the dashboard. See section 16.0 for instructions on doing this.

The following explains the invitation functions for submitting RFQs by special invite. Please refer to section 9.0 for more details on entering more RFQ information.

TIP: Even if you haven't ticked the Invitation Only check box, the invitations tab is still present on all RFQs. Thus, even for a regular RFQ you can use the invite function to specifically invite certain suppliers who you want to make sure will provide a quote.

You can also use the invite function to let suppliers know that your RFQ has been lodged immediately in cases where a job is urgent and it is best not to wait until the automated notices are sent out at 4:00am the next morning.

Thus this feature can be used to give suppliers a 'nudge' for an immediate response.

When you start a new RFQ, make sure the Invitations Only box is ticked:

The screenshot shows the 'Raise New RFQ' form. On the right side, an arrow points to the 'Invitations Only' checkbox, which is currently unchecked. The text next to the arrow says 'Tick the Invitations Only box.' The form includes fields for Part Name, Project, RFI, Invitations Only, Collaboration, NDA Requirement, Preview Image, Description, Materials, Payment Method, Annual Usage, Treatments, Approximate Dimensions, Packing Requirements, Quantities (Qty #1 to Qty #5), Date Required, and Closing Date.

Figure 20

Enter all RFQ description and details as before in section 9.0.

Click 'Save and Submit' to submit the RFQ as before, so that the status of the RFQ is now live.

NOTE: Although the RFQ is now live, it is not viewable by anyone and no suppliers will be notified it exists until you specifically invite them.

If you have a supplier account, you can check this by browsing all RFQs. You will not see your newly submitted RFQ on the list. RFQs by special invite never appear on the browse all list. They are only viewable in the specifically invited supplier's Invitations folder.

Once the RFQ is live, the invitations tab will be visible when viewing the RFQ details as in figure 21 below:

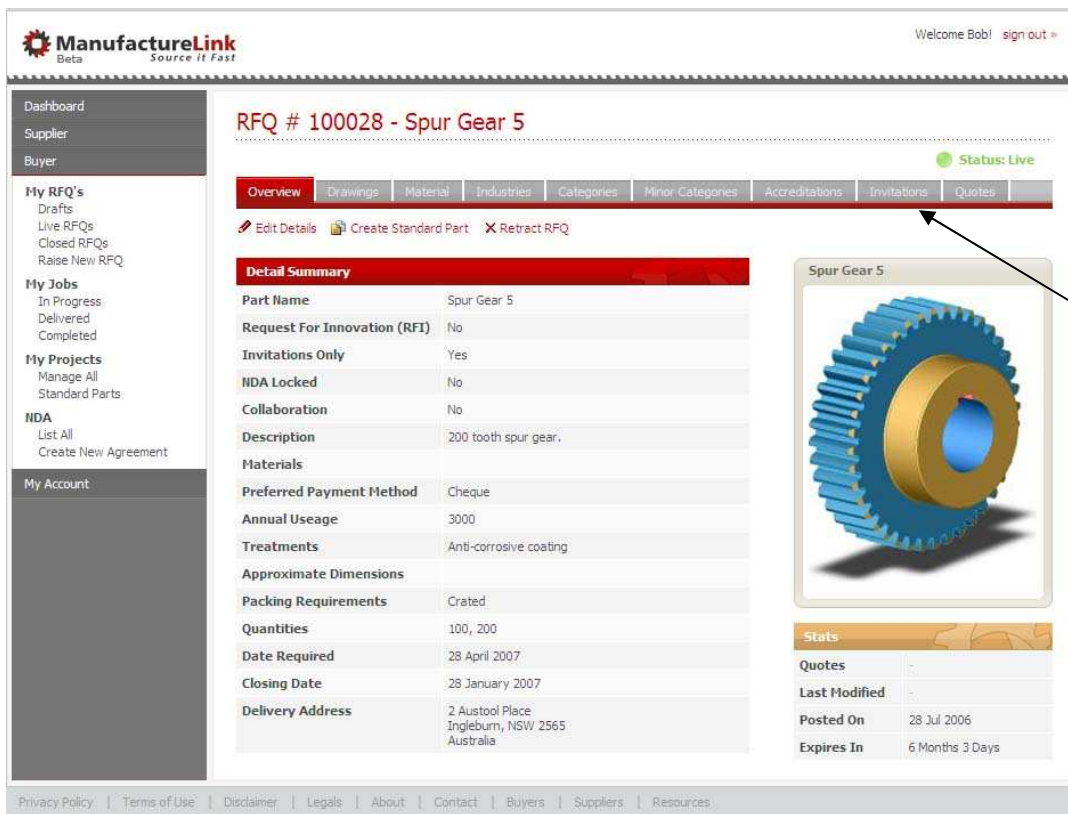


Figure 21

After clicking on the invite tab you have 2 choices to use to find suppliers to invite. One is to invite from your contact list (My Suppliers), the second is to find suitable suppliers. See section 16.0 for details on populating your My Suppliers list.

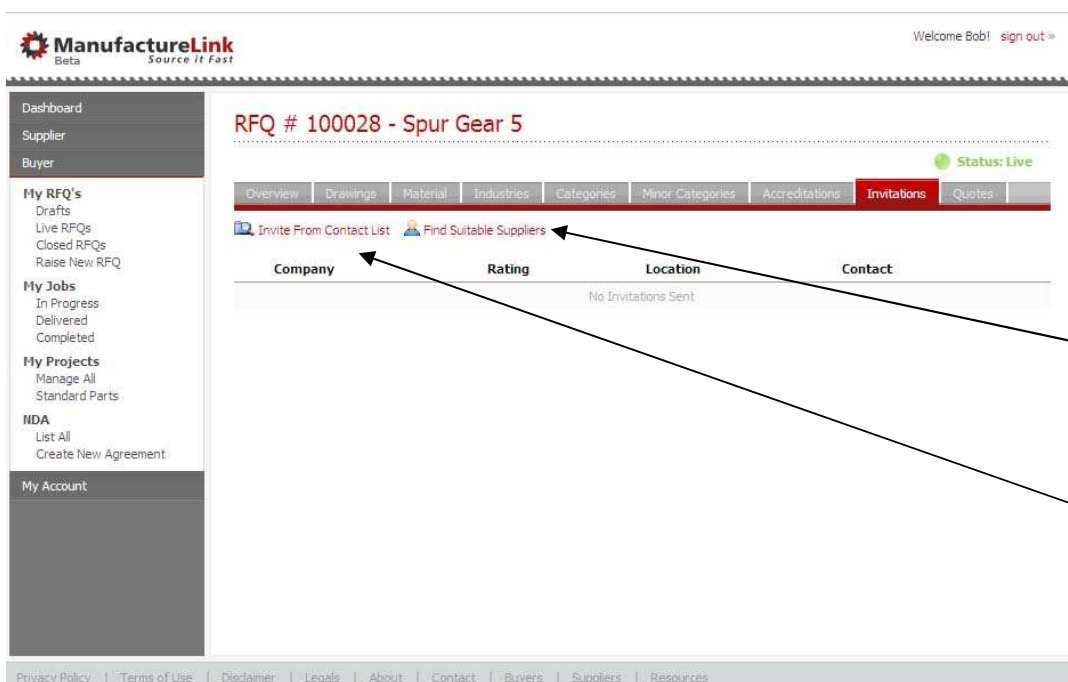


Figure 22

Clicking on the 'Invite from contact list' button populates the tab with a list of suppliers you have in your 'My Suppliers' list as shown in figure 23 below:

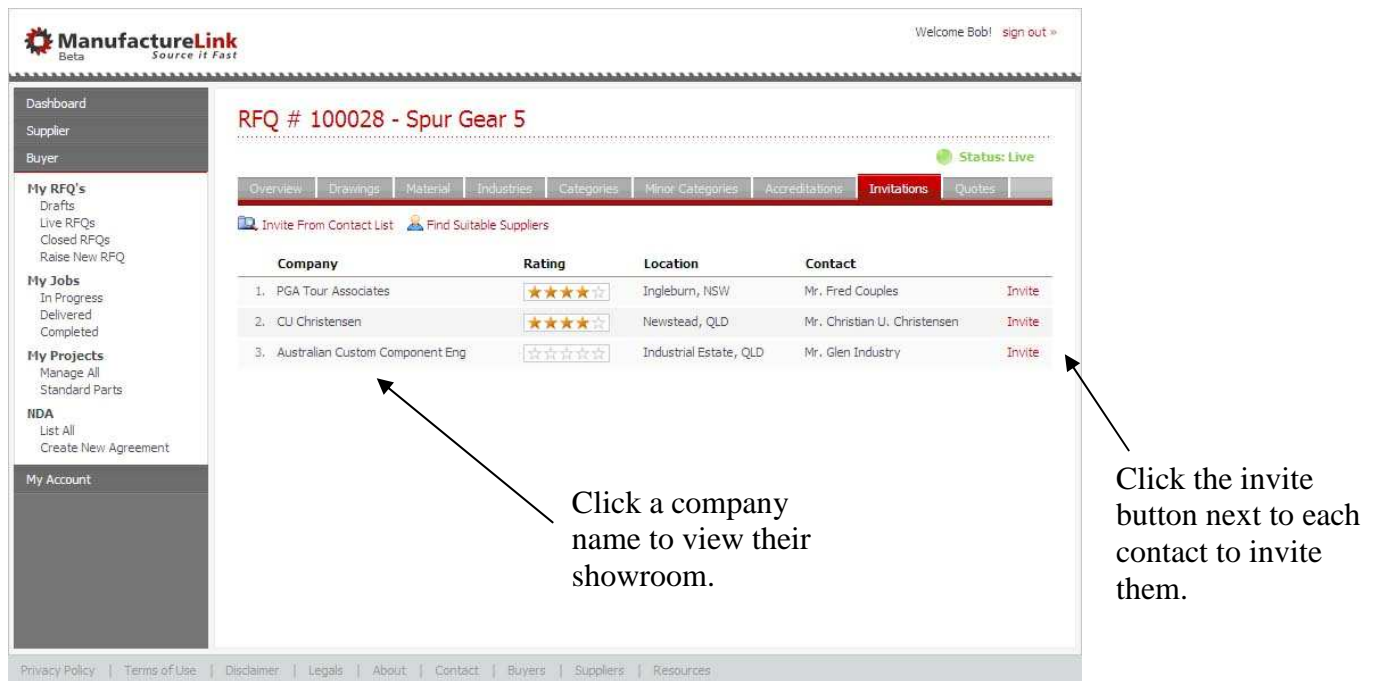


Figure 23

- Click on a company name to view their showroom and review their full capability and ratings.
- Click the invite button next to each contact on the list to invite them to quote on your job.

NOTE: Once a supplier is invited, they are immediately sent an email to notify them they have been specially invited to quote on this RFQ.

Clicking on the 'Find suitable suppliers' button populates the tab with a list of suppliers in the system matching the criteria you specified when creating your RFQ. You can click on a company's name to view their showroom to assist you with making informed choices on which supplier to use.

You can combine both methods as you please to list suitable suppliers.

Click on the Invitations tab again to view the list of suppliers you have invited.

Once you have invited a supplier, you cannot 'un-invite' them. That means you are also free to edit your RFQ to make changes to the category selections. Doing this you can alter the list of suppliers you have to choose from to give you a wider or different selection of suppliers to choose from.

At a later date or anytime you can choose to invite more suppliers if you wish to.

All suppliers you have invited receive an instant email notification that they have been invited to provide you with a quote. Quote submission, quote viewing and job awarding work the same as a standard RFQ. However, your RFQ is not publicly viewable. Only those suppliers invited to do so can see your RFQ.

When used in conjunction with collaborative RFQs (see section 15.0), special invite RFQs are a powerful tool.

11.0 Withdrawing and Deleting RFQs

RFQs can be deleted or withdrawn at any stage. RFQs that are in draft stage are simply a matter of clicking the cross next to the RFQ to delete it.

For RFQs that are live or closed, you need to provide some feedback to suppliers who have submitted quotes to explain why it is being withdrawn. For live or closed RFQs, open the RFQ for viewing and click on the 'Retract RFQ button'. You will be presented with a feedback form. You can simply type in some feedback for the suppliers before clicking the 'withdraw RFQ' button. Suppliers will be notified by email that the RFQ has been withdrawn and why.

NOTE: When you withdraw a RFQ, all information is permanently deleted including the suppliers quotes.

To save the RFQ for submission another time (with edits if you like), click the 'Create a standard part' button first. This will save a copy of the RFQ into your standard parts list. From there you can make changes to it and resubmit it another time.

The screenshot shows the ManufactureLink website interface. The top navigation bar includes the logo, a user greeting 'Welcome Bob!', and a 'sign out' link. A left-hand sidebar contains navigation links for 'Dashboard', 'Supplier', 'Buyer', 'My RFQ's', 'My Jobs', 'My Projects', 'NDA', and 'My Account'. The main content area displays 'RFQ # 100028 - Spur Gear 5' with a 'Status: Live' indicator. Below the title is a tabbed interface with 'Overview' selected. Action buttons include 'Edit Details', 'Create Standard Part', and 'Retract RFQ'. A 'Detail Summary' table lists various RFQ attributes. To the right is a 3D image of a blue spur gear. A 'Stats' section shows 'Quotes', 'Last Modified', 'Posted On', and 'Expires In' information. Two callout boxes with arrows point to the 'Retract RFQ' button and the 'Create Standard Part' button.

Detail Summary	
Part Name	Spur Gear 5
Request For Innovation (RFI)	No
Invitations Only	Yes
NDA Locked	No
Collaboration	No
Description	200 tooth spur gear.
Materials	
Preferred Payment Method	Cheque
Annual Usage	3000
Treatments	Anti-corrosive coating
Approximate Dimensions	
Packing Requirements	Crated
Quantities	100, 200
Date Required	28 April 2007
Closing Date	28 January 2007
Delivery Address	2 Austool Place Ingleburn, NSW 2565 Australia

Stats	
Quotes	-
Last Modified	-
Posted On	28 Jul 2006
Expires In	6 Months 3 Days

Figure 24

12.0 Reviewing Quotes, Awarding and Completing Jobs.

Once your RFQ is live, the system automatically notifies by email, those suppliers whose capabilities match up to your requirements. Suppliers log into their accounts and compile quotes online using our software or input the results from their own quoting software to submit quotes to you via our system. You receive quotes to manufacture your job which can be viewed by opening up the RFQ in question and viewing the responses received.

Received quotes can be viewed at any time, but we recommend you do not award a job until the expiry date for quotes has passed. Otherwise, you may miss out on receiving quotes from suppliers who have chosen to leave it until just before the closing date to make their submission.

To review quotes received: Go to your dashboard, or to the buyer navigation buttons and click on Live RFQs or Closed RFQs if the RFQ has expired.

The screenshot shows the ManufactureLink dashboard for a user named Frank Reddington. The dashboard includes a sidebar with navigation options: Home, Messaging (Inbox, RFQ Messages, Drafts, Compose New Message), Buyer (My RFQ's: Drafts, Live RFQs, Closed RFQs, Raise New RFQ; My Jobs: In Progress; NDA: List All, Create New Agreement; My Account: Details, Contact List, Subscription), and a main content area with an Email summary, a 'My RFQs' section with counts for Live RFQs, Drafts, and RFQs Awaiting Feedback, and 'Other Quick Links' for Feedback, Edit My Details, and My Account. A profile card for Gerard Health is also visible.

Annotations with arrows point to the 'Live RFQs' link in the sidebar and the 'Live RFQs' link in the main content area, with the text: "Click here to you're your live RFQs." Another arrow points to the 'Closed RFQs' link in the sidebar with the text: "Click here to list your closed RFQs (waiting to be awarded)."

Figure 25

Suppliers may send you messages to ask for more information on your job. Check your messages regularly to review and answer their queries.

The screenshot shows the 'My RFQs - Live' page for a user named Bob. It displays a table of submitted RFQs with columns for RFQ #, Part Name, RFI, Posted On, Closing On, and Quotes. The table is divided into sections: 'A32457 Gear Box Components', '- Unassigned -', 'Test Parts', and another 'A32457 Gear Box Components' section.

Annotations with arrows point to the 'Part Name' column header with the text: "Project names." Another arrow points to the 'Quotes' column header with the text: "Click on a RFQ number to open it up for viewing (or editing)." A third arrow points to the 'Quotes' value '1' in the first row of the 'Test Parts' section with the text: "Indicates number of quotes received."

Figure 26

Once the RFQ in question is open for viewing, you can see how many quotes have been submitted:

ManufactureLink Beta Source It Fast

Welcome Frank! sign out »

Dashboard Buyer

My RFQ's
Drafts
Live RFQs
Closed RFQs
Raise New RFQ

My Jobs
In Progress

NDA
List All
Create New Agreement

My Account

RFQ # 100016 - Spur Gear

Status: Live

Overview Details Material Industries Drawings Categories Minor Categories Quotes

Detail Summary

Part Name	Spur Gear
Request For Innovation (RFI)	No
Invitations Only	No
NDA Locked	Yes
Collaboration	No
Description	K1045 spur gear. Bore to be internally ground. Teeth to be case hardened to a depth of 0.2mm. Teeth to be finish ground.
Preferred Payment Method	Direct Debit
Annual Usage	1000
Treatments	
Dimensions	200 dia x 30mm thick
Packing Requirements	Bubble wrapped
Quantities	100, 500
Date Required	1 April 1901
Closing Date	16 December 2006
Delivery Address	3 Genny St Fixable, NSW 2345 Australia

Spur Gear

Stats

Quotes	-
Last Modified	-
Posted On	16 Jun 2006
Expires In	6 Months 2 Days

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Figure 27

Click on the 'Quotes' tab to view the list of quotes received:

ManufactureLink Beta Source It Fast

Welcome Bob! sign out »

Dashboard Supplier

Buyer

My RFQ's
Drafts
Live RFQs
Closed RFQs
Raise New RFQ

My Jobs
In Progress
Delivered
Completed

My Projects
Manage All
Standard Parts

NDA
List All
Create New Agreement

My Account

RFQ # 100005 - Bevel Gear

Status: Live

Overview Drawings Material Industries Categories Minor Categories Accreditations Invitations Quotes

Compare All Quotes

Supplier	Rating	Delivery Date	Expiration Date
1. CU Christensen	★★★★★	14 Jul 2006	01 Jul 2006
2. PGA Tour Associates	★★★★☆	14 Jul 2006	15 Aug 2006

Figure 28

To view all received quotes in an easy-to-compare format, click on the 'Compare all quotes' button to bring up a table like the one in figure 29 below:

The screenshot shows the ManufactureLink website interface. At the top left is the logo 'ManufactureLink Beta Source It Fast'. At the top right, it says 'Welcome Bob! sign out »'. The main content area is titled 'RFQ # 100019 - Quote compare test part' and has a 'Status: Live' indicator. Below the title is a navigation bar with tabs: Overview, Drawings, Material, Industries, Categories, Minor Categories, Accreditations, Invitations, and Quotes (which is selected). A table displays quote data for three suppliers across four quantity columns: 100, 200, 400, and 1000.

	100	200	400	1000
1. Ford Motor Company	\$572.00	\$792.00	\$1,237.50	\$1,683.00
2. CU Christensen	\$1,260.00	\$1,270.00	\$1,275.00	\$1,280.00
3. PGA Tour Associates	\$1,127.50	\$1,606.00	\$2,062.50	\$2,739.00

Figure 29

NOTE: Suppliers can see if their quote has been read or not. It is good etiquette to make sure you view all quotes so the suppliers know you have considered all quotes before making your decision on which supplier to use.

Closing RFQ Notifications

When your RFQ closes you will be automatically emailed a notification to let you know. The email also summarises how many quotes and enquiries you have received.

Click on the company name to view the full details of their quote. The quote displays all the basic price information plus suppliers can upload files to support their quote. Download files for viewing in the files section at the bottom of the quote. The details of the quote provided are displayed as follows:

Figure 30

For all quotes received, you can print out a hard copy for your records or viewing offline. The print quote link is available when viewing quote details.

To make informed decisions on using a supplier, click the Supplier's showroom link to view their full capability and review their detailed ratings and past feedback.

If the RFQ has closed and you wish to award the job, then click the 'Accept quote' button.

Once the accept quote button is clicked, you will be asked to provide some optional feedback as to why the quote was chosen (e.g. the winning company has ISO9001 accreditation). A form will pop up allowing you to (optionally) enter some feedback to unsuccessful suppliers. A notice that their quote was unsuccessful along with your comments is instantly emailed to the unsuccessful suppliers. The system will also provide automated, graphical feedback to the suppliers on how their quote fared.

The successful supplier is also instantly notified by email that they have been awarded the job. The email also contains your contact details so they can ring you and make arrangements. One you have awarded a quote, the RFQ changes status to 'in progress' and moves to your 'in progress' folder.

ManufactureLink
Beta
Source It Fast

Welcome Bob! [sign out](#)

Dashboard
Supplier
Buyer

My RFQ's
Drafts
Live RFQs
Closed RFQs
Raise New RFQ

My Jobs
In Progress
Delivered
Completed

My Projects
Project Trakka
Standard Parts

NDA
List All
Create New Agreement

My Account

Job # 100033 - A321 Spur Gear

Status: In Progress

Overview Drawings Job Trakka

[Edit Details](#) [Create Standard Part](#) [View Winning Quote](#)

Detail Summary

Part Name	A321 Spur Gear
Request For Innovation (RFI)	No
Invitations Only	Yes
NDA Locked	No
Collaboration	No
Description	200 tooth spur gear.
Materials	
Preferred Payment Method	Cheque
Annual Usage	3000
Treatments	Anti-corrosive coating
Approximate Dimensions	
Packing Requirements	Crated
Quantities	100, 200
Date Required	30 April 2007
Closing Date	31 January 2007
Delivery Address	2 Austool Place Ingleburn, NSW 2565 Australia

A321 Spur Gear

View the winning quote.

Stats

Quotes	1
Last Modified	-
Posted On	31 Jul 2006
Expires In	4 Months 27 Days

Figure 31

You will at this point be able to print out an automatic Purchase Order Request containing all details of the winning quote to give to your purchasing department. To print the PO requisition, open up the winning quote by clicking the View Winning Quote link on the RFQ in question. When viewing the quote details there is a link at the top to print the PO requisition.

The supplier also now has the RFQ listed in their 'Jobs in progress' folder.

The supplier now has Job Trakka™ available. They can use Job Trakka™ to add a simple task list to the job in progress. Next to each task they can update the percentage complete. You as the buyer can view the progress of your job by clicking on the Job Trakka™ tab.

ManufactureLink Beta Source It Fast

Welcome Bob! sign out »

Dashboard
Supplier
Buyer

My RFQ's
Drafts
Live RFQs
Closed RFQs
Raise New RFQ

My Jobs
In Progress
Delivered
Completed

My Projects
Manage All
Standard Parts

NDA
List All
Create New Agreement

My Account

Job # 100005 - Bevel Gear

Status: In Progress

Overview Drawings Job Trakka

Contact Supplier

Name	Department	Completed
1. Programming	CAD/CAM	100 %
2. Setup	Machine shop	100 %
3. Machine blanks	Machine shop	35 %
4. Gear cutting	Machine shop	0 %
5. Heat treatment	External	0 %
6. Measurement	QA	0 %
7. Packing and sending	Despatch	0 %

Overall Progress: 33 %

Figure 32

On the Job Trakka tab you will also find a link to send the supplier a message.

At completion of the job, the supplier will click the button to tell the system the job has been delivered and the RFQ moves to your 'delivered' folder.

Once you have received the goods, inspected them and are satisfied the job is complete, you can open up the RFQ in the 'delivered' folder and click on the Job Trakka™ tab to close off the job. You will see it already marked by the supplier as complete and all tasks will be at 100%.

ManufactureLink Beta Source It Fast

Welcome Bob! sign out »

Dashboard
Supplier
Buyer

My RFQ's
Drafts
Live RFQs
Closed RFQs
Raise New RFQ

My Jobs
In Progress
Delivered
Completed

My Projects
Manage All
Standard Parts

NDA
List All
Create New Agreement

My Account

Job # 100005 - Bevel Gear

Status: Delivered

Overview Drawings Job Trakka

Contact Supplier Job Trakka

Name	Department	Completed
1. Programming	CAD/CAM	100 %
2. Setup	Machine shop	100 %
3. Machine blanks	Machine shop	100 %
4. Gear cutting	Machine shop	100 %
5. Heat treatment	External	100 %
6. Measurement	QA	100 %
7. Packing and sending	Despatch	100 %

Overall Progress: 100 %

Completed!

The supplier has completed all the tasks required. Once the product is delivered, click on the "Completed" button below to archive this job and rate the supplier.

job complete!

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Figure 33

Click on the 'Job Complete' button (figure 33) to mark the job as fully complete and delivered, and to bring up the ratings tab.

The ratings form will pop up for you to complete. Rating a supplier is a simple task of making selections from 1 to 5 for a supplier’s performance on this job. 1 is the worst and 5 is the best. 3 is neutral. You can also enter some text to give more feedback on how the supplier performed on this job.

Dashboard

Supplier

Buyer

My RFQ's

Drafts

Live RFQs

Closed RFQs

Raise New RFQ

My Jobs

In Progress

Delivered

Completed

My Projects

Manage All

Standard Parts

NDA

List All

Create New Agreement

My Account

Completing Job #100005 - Bevel Gear

To complete the job, please provide some feedback about the supplier.

	1	2	3	4	5
Delivery					
Correct paperwork supplied	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
On time delivery	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Packing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Turn around time	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quality					
Accuracy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Attention to detail	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Design	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Finish	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Fit for purpose	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Relationship					
Accountability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Design/innovation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Facilities and Equipment	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Knowledge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Management skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Professionalism	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Responsiveness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Value	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working/business relationship	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Your Feedback

Comments

Excellent work. The job was delivered on time and I couldn't be happier with their service and quality.

✔ job complete!

Figure 34

Enter your ratings and click the ‘Job complete!’ button and the job is finished. The RFQ will move to your completed folder. Your drawings will be deleted from the system, but the drawing names and revisions are kept for NDA reference.

The following section is a more detailed discussion of what each ratings category means:

Delivery

Correct paper work supplied: Did you get the correct paperwork supplied you requested or were expecting? E.g. delivery docket, inspection reports, heat certificates, invoice etc.

On time delivery: Was the job delivered on or before the required delivery date?

Packing: Was the job packed correctly or to your expectations to prevent damage or contamination?

Turn Around Time: Even if the job was delivered on or before the agreed delivery date, were you happy with the turn around time?

Quality

Accuracy: Was the job completed accurately or precisely to your requirements or drawings?

Attention to detail: How well were the little things completed that don't affect the function but make for a quality job?

Design: Did the manufacturer design a good manufacturing solution?

Finish: How was the finish of the job? E.g. surface finish, de-burring, flow marks, corrosion.

Fit for purpose: The main test of quality is whether or not a component is fit for its intended purpose.

Relationship

Accountability: Does the supplier accept full responsibility where due or do they try to shift responsibility and blame, especially when problems arise. Also part of accountability is whether or not a supplier accepts responsibility for key decisions or tries to push the buyer to make these decisions to shift responsibility.

Communication: Does the supplier keep you informed of progress good and bad, keep you informed about problems, and also tell you when delivery dates will move ahead of time. Do they have good communication with you in general?

Design/Innovation: Does this supplier offer good expertise and suggestions on the design for manufacture of your product, flag problems, offer solutions and in general have good design input into ensuring the best quality end product. Do they offer innovative solutions to better manufacture your product?

Facilities and equipment: How would you rate the facilities and equipment of this supplier?

Knowledge: How good is this supplier's general knowledge of manufacturing, manufacturing processes, techniques and supply chain practices?

Management skills: Does this supplier have good skills to both project manage your jobs and to manage their business in general? Are they managing timelines, raw materials, delivery, staff, costs etc effectively?

Professionalism: How would you rate the supplier's general professionalism?

Responsiveness: How responsive is the supplier to enquiries, requests and general communication?

Value: How would you rate the value for money you get from using this supplier?

Working/business relationship: How would you rate the overall business relationship with this supplier?

Suppliers will also have a form to rate your performance on this job also. They have a different set of criteria for ratings as follows:

ManufactureLink
Beta Source It Fast

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Dashboard
Supplier

Live RFQ's
My RFQs
Browse All
Marked for Consideration
Invitations
Search

Jobs
In Progress
Delivered
Awaiting Feedback
Completed

Sales Reps
Manage All
Create New Rep

My Quotes
Drafts
Live Quotes
Quote Templates
Create New Template

Buyer
My Account

Feedback for Job #100005 - Bevel Gear

Please provide feedback by filling out the rating form below.

	1	2	3	4	5
Instructions					
Clear instructions/drawings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Consistent instructions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Instructions in suitable format	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Payment					
On time payment	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Price Pressure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Relationship					
Accountability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Adaptability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Knowledge	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Professionalism	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Responsiveness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Understanding of manufacturing	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working/business relationship	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Your Feedback

Comments: Excellent customer to work with. They were a little slow making the payment though.

job complete!

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Figure 35

13.0 Creating and Using Standard Parts

Standard parts are typically jobs you source regularly, but rather than having to create the same RFQ file over and over, we give you the ability to save an RFQ as a standard part. RFQs containing all specifications, drawings, details and category selections can be saved as standard parts. A standard part can then be edited or used as is for quick, easy submission to the system.

A standard parts are created from draft or live RFQs at almost any stage of their life. At most stages when viewing RFQ details, you will see a link on the form to 'create standard part'. Click this link to save the RFQ as a standard part.

ManufactureLink Beta Source It Fast

Welcome Bob! [sign out](#)

Dashboard
Supplier
Buyer

My RFQ's
Drafts
Live RFQs
Closed RFQs
Raise New RFQ

My Jobs
In Progress
Delivered
Completed

My Projects
Manage All
Standard Parts

NDA
List All
Create New Agreement

My Account

RFQ # 100028 - Spur Gear 5

Status: Live

Overview Drawings Material Industries Categories Minor Categories Accreditations Invitations Quotes

Edit Details Create Standard Part Retract RFQ

Detail Summary

Part Name	Spur Gear 5
Request For Innovation (RFI)	No
Invitations Only	Yes
NDA Locked	No
Collaboration	No
Description	200 tooth spur gear.
Materials	
Preferred Payment Method	Cheque
Annual Usage	3000
Treatments	Anti-corrosive coating
Approximate Dimensions	
Packing Requirements	Crated
Quantities	100, 200
Date Required	28 April 2007
Closing Date	28 January 2007
Delivery Address	2 Austool Place Ingleburn, NSW 2565 Australia

Spur Gear 5

Quotes

Last Modified	-
Posted On	28 Jul 2006
Expires In	6 Months 3 Days

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Create standard part link.

Click here to view list of saved standard parts

Figure 36

After you click the 'Create standard part' link, a form will come up asking you to give the standard part a name (the current RFQ name is pre-inserted). Keep the current name or change it and click save.

ManufactureLink Beta Source It Fast

Welcome Bob! [sign out](#)

Dashboard
Supplier
Buyer

My RFQ's
Drafts
Live RFQs
Closed RFQs
Raise New RFQ

My Jobs
In Progress
Delivered
Completed

My Projects
Manage All
Standard Parts

NDA
List All
Create New Agreement

My Account

Create Standard Part - Casleated Hex Nut

A standard part is useful when creating multiple RFQs based on the same part. All documents, details, and supplier criteria are saved for later use.

New Standard Part

Part Name * Casleated Hex Nut

save cancel

Figure 37

To edit or use standard parts, go to the list of saved parts by clicking the 'Standard parts' link on the buyer navigation menu which is located under 'My Projects'. You will see a list of the standard parts you have saved. Click on the one you want to use or edit.



Figure 38

The standard part will open up for editing first. Here you can make changes to the details of the standard part. The standard part does not become a RFQ until you click 'submit RFQ'.

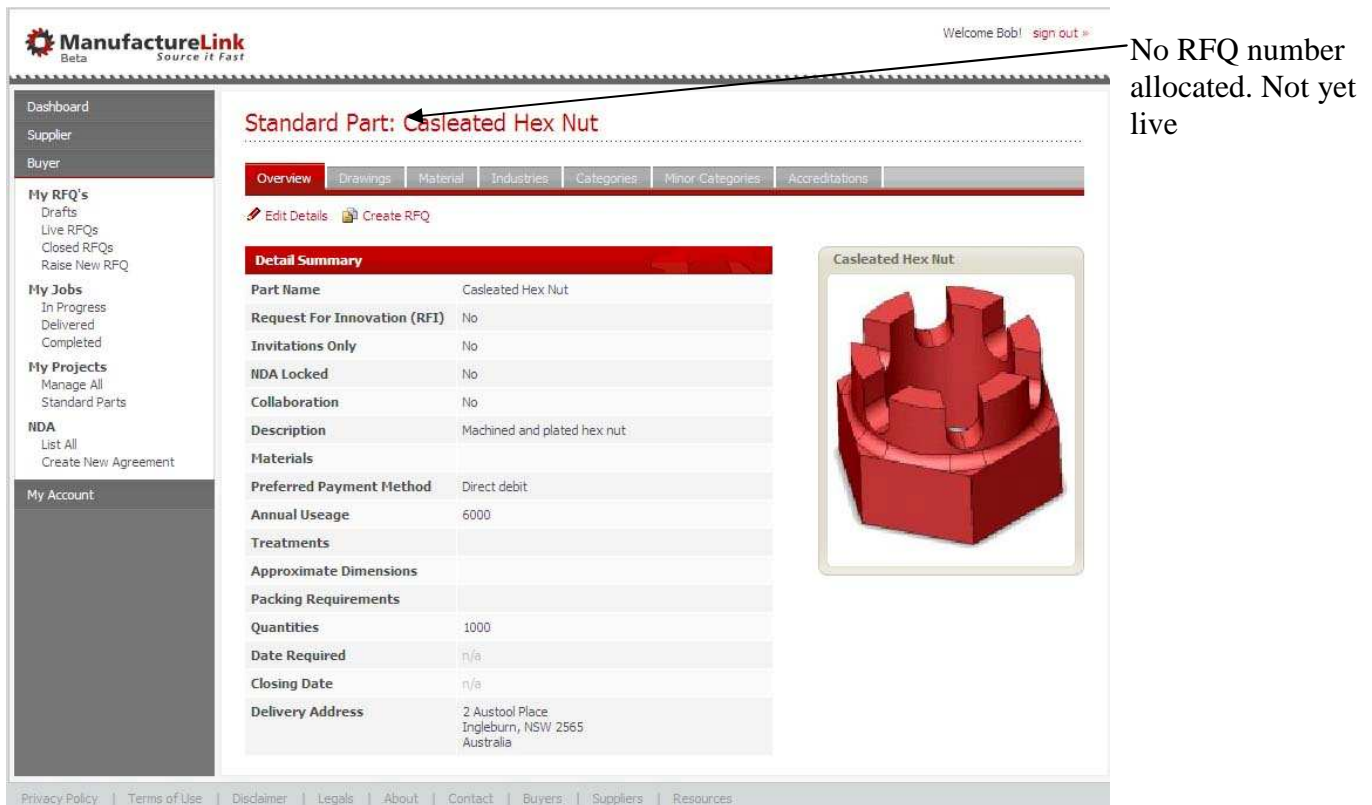


Figure 39

Once submit RFQ is clicked, a form pops up asking you to enter date required and closing date as well as allowing you to change the name of the part.

The screenshot shows the ManufactureLink interface. The top left features the logo 'ManufactureLink Beta Source It Fast'. The top right shows a user greeting 'Welcome Bob!' and a 'sign out' link. A left-hand navigation menu includes 'Dashboard', 'Supplier', 'Buyer', 'My RFQ's' (with sub-items: Drafts, Live RFQs, Closed RFQs, Raise New RFQ), 'My Jobs' (with sub-items: In Progress, Delivered, Completed), 'My Projects' (with sub-items: Manage All, Standard Parts), and 'NDA' (with sub-items: List All, Create New Agreement). The main content area is titled 'Cloning Part - Casleated Hex Nut' and contains the instruction: 'To clone this part, please update the following fields for the new RFQ.' Below this is a 'New RFQ' form with three input fields: 'Part Name *' containing 'Casleated Hex Nut', 'Date Required *' containing '30-4-2007' with a calendar icon and the prompt 'When do you need this part?', and 'Closing Date *' containing '31-1-2007' with a calendar icon and the prompt 'When should this RFQ expire?'. At the bottom of the form are 'save' and 'cancel' buttons.

Figure 40

Click 'submit RFQ' and the Standard part is allocated a RFQ number and becomes a draft RFQ. You can tell at this point that it is a RFQ and not a standard part by the fact that it now has a RFQ number allocated. Prior to making this RFQ live, you can view it in your drafts folder.

At this point as the RFQ is not yet live and you can still make any changes you want such as making it a RFQ by special invite or assigning it to a project. Click 'Submit RFQ' again and the RFQ becomes live in the system.

14.0 Projects and Project Trakka™

Projects are a way for buyers to create and name projects to group RFQs under. This allows better and easier management of large sourcing projects by organizing your RFQs under a project heading. RFQs are grouped under project headings when they are created and remain grouped through all the stages (draft, live, in progress, delivered, completed).

When used in conjunction with Job Trakka™, the overall progress of the project can be tracked. We can this Project Trakka™. Project Trakka™ gives you a simple, quick and easy method to view the progress of your sourcing project and the status of the individual RFQs grouped under them.

Projects must first be created before you can group RFQs under them (assign an RFQ to a project). To do this, click the My Projects heading in the buyers navigation menu or the Project Trakka™ button. You will see a list of current projects and a form to add a new project (see figure 41 below). Enter a name and click save to create the project.

Project Trakka

Create project names to group your RFQs under to keep your sourcing projects organised.

Name	RFQs	Jobs	Progress	
1. A32457 Gear Box Components	0	3	25.67%	✘
2. Test Parts	0	1	100%	✘
3. TR4832 Transmission Components	0	0	0%	✘

Add New Project

Project Name *

Figure 41

To view all saved projects, click the My Projects or Project Trakka button on the navigation menu. You will see a list of all your saved projects. You can click on the project name to view RFQs assigned to the project name. Click the cross next to a project name to delete it.

NOTE: You cannot delete projects which have RFQs currently assigned to them.

Projects are viewable whenever you view your list of live RFQs. Above each RFQ is the project name, or 'unassigned' if the RFQ has not been grouped under a project heading. When viewing the list of RFQs, you will see all RFQs assigned to a particular project grouped together (see figure 42 below).

My RFQs - Drafts

Below is a list of unsubmitted RFQ's. These are for your eyes only and will remain here until you submit them.

RFQ #	Part	Required On	Closing On	
- Unassigned -				
1. 100034	Spur Gear 5	30 Apr 2007	31 Jan 2007	✘
A32457 Gear Box Components				
1. 100027	200 tooth Spur gear	28 Apr 2007	28 Jan 2007	✘
2. 100032	Casleated Hex Nut	30 Apr 2007	31 Jan 2007	✘
3. 100033	A321 Spur Gear	30 Apr 2007	31 Jan 2007	✘

Figure 42

To use Project Trakka™ to view the progress of your sourcing project, click the My Projects or Project Trakka™ button on the buyer navigation menu and click on the project name you want to view. You will see a list of all RFQs assigned to this project, the status of each RFQ and the overall progress of the project. From this list you can click on each RFQ individually to bring up the RFQ details.

The screenshot shows the ManufactureLink Beta interface. At the top left is the logo 'ManufactureLink Beta Source it Fast'. At the top right, it says 'Welcome Bob! sign out *'. On the left is a navigation menu with sections: 'Dashboard', 'Supplier', 'Buyer', 'My RFQ's' (Drafts, Live RFQs, Closed RFQs, Raise New RFQ), 'My Jobs' (In Progress, Delivered, Completed), 'My Projects' (Project Trakka, Standard Parts), and 'NDA' (List All, Create New Agreement). The main content area is titled 'Project: A32457 Gear Box Components' and contains a table of RFQs.

Part Name	Status	Quotes Received	Supplier	Progress
1. 200 tooth Spur gear (#100027)	In Progress	1	PGA Tour Associates	35%
2. Casleated Hex Nut (#100032)	In Progress	1	PGA Tour Associates	35%
3. A321 Spur Gear (#100033)	In Progress	1	PGA Tour Associates	7%

Overall Progress: 25.67%

Figure 43

15.0 Collaboration Tools

ManufactureLink's system comes equipped with powerful tools to allow you to collaborate with suppliers to seek manufacturing solutions or to seek design-for-manufacture input for example.

15.1 Request For Innovation (RFI)

The Request For Innovation tool is a flag you can put onto a RFQ to let manufacturers know you require both a manufacturing solution and a quote. This flag lets suppliers know you need them to collaborate with you to work out a solution.

If the RFI flag only is used, the collaboration is private between individual suppliers and you as the buyer. Suppliers can collaborate with you in a number of ways:

Firstly, the suppliers can use the in-built messaging system to send you messages with files attached. They can use this to send you ideas and suggestions prior to formulating their quote.

Secondly, the suppliers can see your name and phone number and can choose to ring you and discuss your solution directly. RFIs can also be used in conjunction with collaborative RFQs as in the following section.

15.2 Collaborative RFQs

Collaborative RFQs are a powerful, online collaboration tool for seeking discussion about a specific RFQ. Collaborative RFQs are raised by a buyer or a supplier using their buyer functions. To raise a collaborative RFQ, simply raise a new RFQ as described in earlier sections of this manual. On the RFQ details tab, make sure the collaboration tick box is checked. This enables the collaboration tab. Once the RFQ is live, suppliers and you can both see the online discussion board attached to the RFQ. This discussion board is viewed by opening a RFQ for viewing and clicking on the collaboration tab.

See figure 44 below for a view of the collaboration tab.

The screenshot shows the ManufactureLink website interface. At the top left is the logo "ManufactureLink Beta Source it Fast". At the top right, it says "Welcome Jerry! sign out »". A left-hand navigation menu includes "Dashboard", "Supplier", "Live RFQ's", "Jobs", "Sales Reps", and "My Quotes". The main content area is titled "RFQ # 100044 - ST3872 Worm Gear" and has tabs for "Overview", "Drawings", "History", and "Collaboration". Below the tabs are links for "Mark for Consideration", "Submit Quote", and "Post a Message". Two messages are visible: one from Mr. Jerry R. Smith (Custom Fabrication Australia) dated 05 September 2006 at 4:33 PM, with an attachment "bolted flange.SLDPRT (621.50 KB)", and another from Mr. Bob Industry (Australian Custom Manufacturing) dated 05 September 2006 at 4:28 PM, with an attachment "3D_laser_milling.JPG (380.34 KB)".

Figure 44

To post messages and upload files, simply click the Post a Message link to bring up the message form.

This screenshot shows the "Your Message" form on the ManufactureLink website. The header and navigation are identical to Figure 44. The "Collaboration" tab is active. Below the "Post a Message" link, there is a "Your Message" section with a "Message" text area, an "Attachment" field with a "Browse..." button, and "submit" and "cancel" buttons at the bottom.

Figure 45

Only one file at a time can be uploaded. Messages are listed with the most recent posting at the top.

The collaboration tab messages and files can be viewed and downloaded by all registered suppliers and the buyer who raised the RFQ. Restrictions on who can view a collaborative RFQ can be placed by using the RFQ by special invite function in conjunction with the collaboration function.

By using the RFQ by special invite function in conjunction with the collaboration function, you can have complete control over who you select to collaborate with. Using this method you can either invite suppliers from you're my Suppliers list to collaborate with, or you can make manufacturing category selections to search the system for suppliers having specific capabilities to collaborate with. You have complete control over who is invited and only the invited suppliers can see your collaborative RFQ.

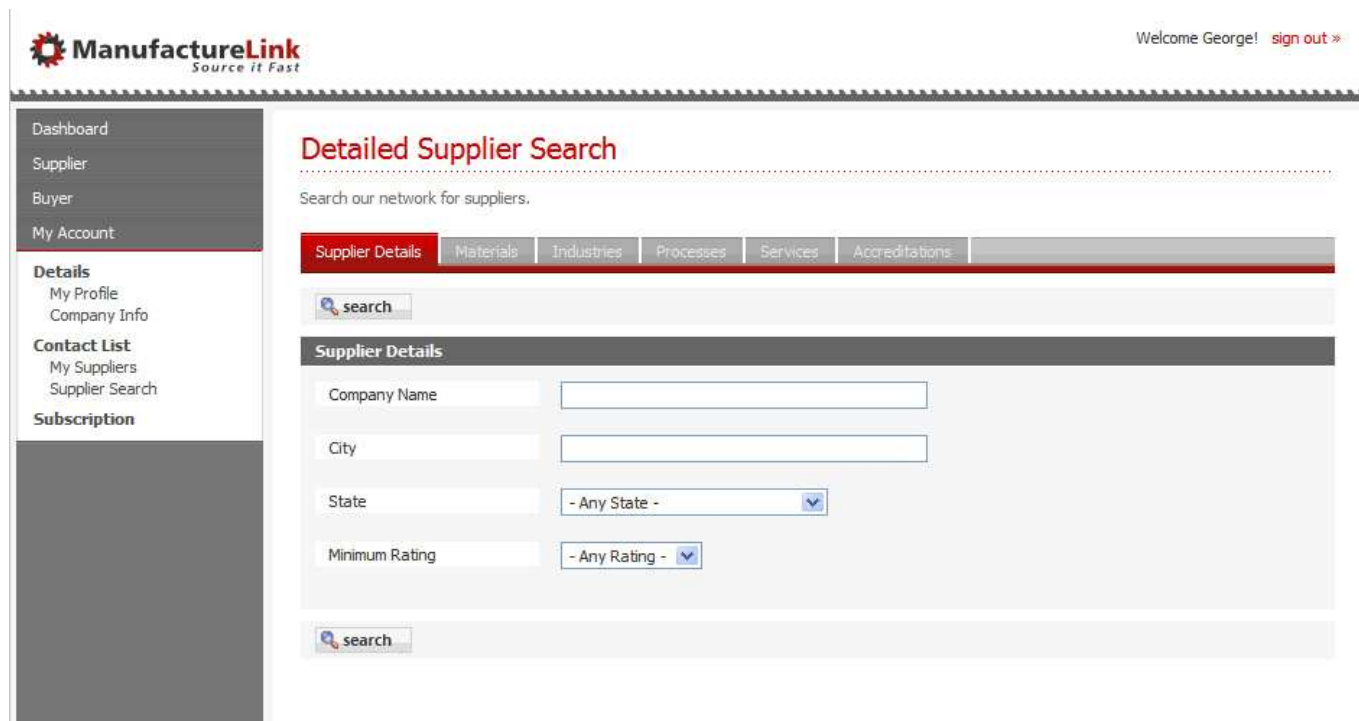
These functions combined make this a powerful collaboration tool for solving complex manufacturing problems or seeking input from other manufacturers.

NOTE: ManufactureLink does not control what is done with information provided during the collaboration process. Collaborating parties should make their own arrangements between all parties when Intellectual Property ownership needs to be allocated for supplied design solutions.

16.0 My Suppliers List

Your my Suppliers list is a contact list you can use to quickly find your regular suppliers to submit your RFQs to. Your my Suppliers list can also be used to quickly send messages using the inbuilt messaging system.

To use the My Suppliers list, you must first populate it with contacts. To do this the system has a search function to locate your regular suppliers, or to find new suppliers. To search for suppliers to add to your my Suppliers list, click on the My Accounts button in the navigation menu and then click 'Supplier Search' or click the Supplier Search link on the Dashboard. A search form to carry out searches will open up:



The screenshot shows the ManufactureLink web application interface. At the top left is the logo "ManufactureLink Source it Fast". At the top right, it says "Welcome George! sign out »". The left sidebar contains a navigation menu with the following items: Dashboard, Supplier, Buyer, My Account, Details (My Profile, Company Info), Contact List (My Suppliers, Supplier Search), and Subscription. The main content area is titled "Detailed Supplier Search" and has a sub-header "Search our network for suppliers." Below this is a horizontal tab bar with "Supplier Details" selected. A search bar with a magnifying glass icon and the word "search" is present. The "Supplier Details" form includes the following fields: "Company Name" (text input), "City" (text input), "State" (dropdown menu with "- Any State -" selected), and "Minimum Rating" (dropdown menu with "- Any Rating -" selected). A second search bar is located at the bottom of the form.

Figure 46

Enter a business name or part of a name to search the network for them.

You can also conduct searches by industry, minimum rating, state, process, service, materials experience or accreditations. You can combine selections to narrow down or broaden your search criteria.

See the following section of supplier searches for more details on the search functions.

Enter your criteria and click search. A list supplier results will come up. Click on the add button to add them to your my Suppliers list. Click on the company name to view their profile.

The screenshot shows the ManufactureLink website interface. The top navigation bar includes the logo, 'Beta', 'Source it Fast', and a user greeting 'Welcome Bob!' with a 'sign out' link. A left-hand navigation menu lists 'Dashboard', 'Supplier', 'Buyer', 'My Account', 'Details', 'Contact List', and 'Subscription'. The main content area is titled 'Search Results' and displays a table of 10 suppliers. Each row includes a company name, a star rating, a location, a contact name, and an 'Add' button.

Company	Rating	Location	Contact	
1. PGA Tour Associates	★★★★★	Ingleburn, NSW	Mr. Fred Couples	Add
2. Balance Design	★★★★★	N. Sydney, NSW	Mr. Laith B. Alasad	Add
3. CU Christensen	★★★★★	Newstead, QLD	Mr. Christian U. Christensen	Add
4. Australian Custom Manufacturing	★★★★★	Ingleburn, NSW	Mr. Bob Industry	Add
5. Juliette Pofandt	★★★★★	Kogarah, NSW	Mrs. Juliette Pofandt	Add
6. Ford Motor Company	★★★★★	Broadmeadows, NSW	Mr. Henry Ford	Add
7. Very Unattractive Limited	★★★★★	Sydney, NSW	Mr. Paul Haase	Add
8. Argo Partners	★★★★★	Sydney, NSW	Mr. Richard Dale	Add
9. Australian Custom Component Eng	★★★★★	Industrial Estate, QLD	Mr. Glen Industry	Add
10. America Inc	★★★★★	Gods Will, NSW	Mr. George Bush	Add

Figure 47

To view the suppliers you have listed, click on the My Suppliers button in the navigation menu. A list of your suppliers will come up and you can click the cross next to each one to delete them.

When using the inbuilt messaging function, clicking on the 'To' button will automatically access you're my Suppliers list.

17.0 Searching ManufactureLink's Custom Manufacturing Directory

For many users of ManufactureLink's online sourcing system, you don't have a requirement to lodge a Request For Quote and just want to be able to search for a suitable supplier and contact them. ManufactureLink has tools to make this process simple and efficient.

ManufactureLink uses category selections to locate manufacturers to avoid the problems associated with keyword searches. Keyword searches are only effective if you know what you are searching for is called and if the supplier has registered this keyword. By using a category system for searches we make locating the right supplier faster, more efficient and provide more effective results.

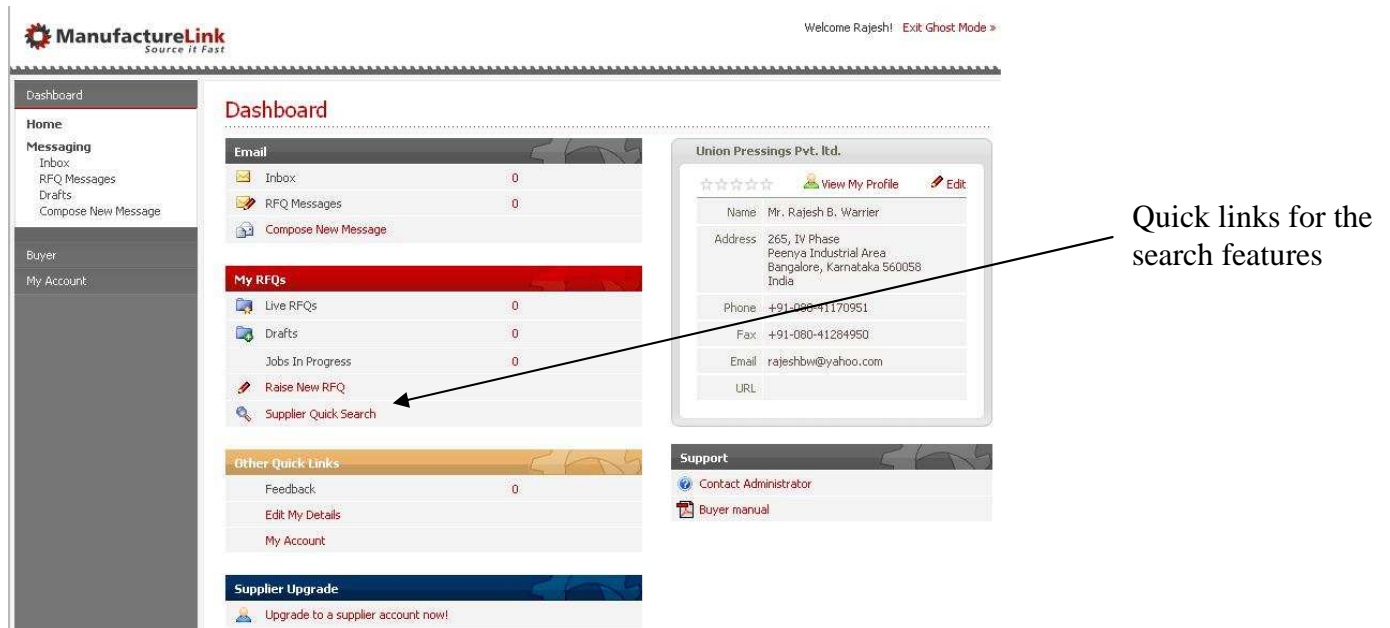


Figure 48

17.1 Using The Supplier Search

Refer to figure 48 above. To start a supplier quick search, click the 'Supplier Search' link on the dashboard or in the left hand navigation menu. A search form like figure 49 below will open:

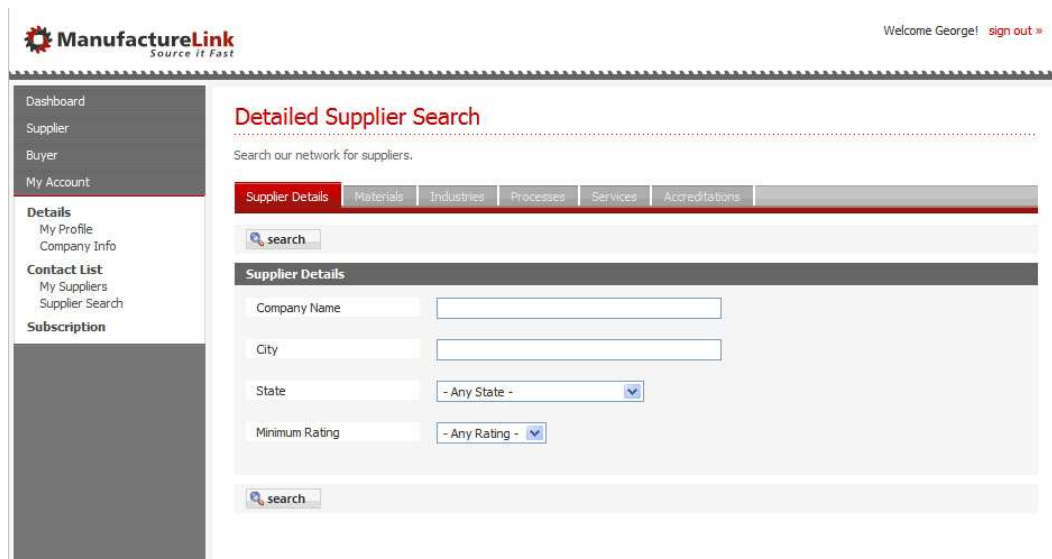


Figure 49

On the first tab you can enter text to search for a supplier's name if you know it. Enter either the start of their name or their full name to search.

You can also enter a city/suburb name to search for suppliers in a particular location.

The other 2 options are to select a location state or a minimum rating.

Either click search to begin the search or add more criteria to your search by making selections on the other tabs.

Click the Materials tab to make selections of specific material experience. For example if you wanted a machinist who works with Titanium, or an investment casting foundry who casts stainless steel.

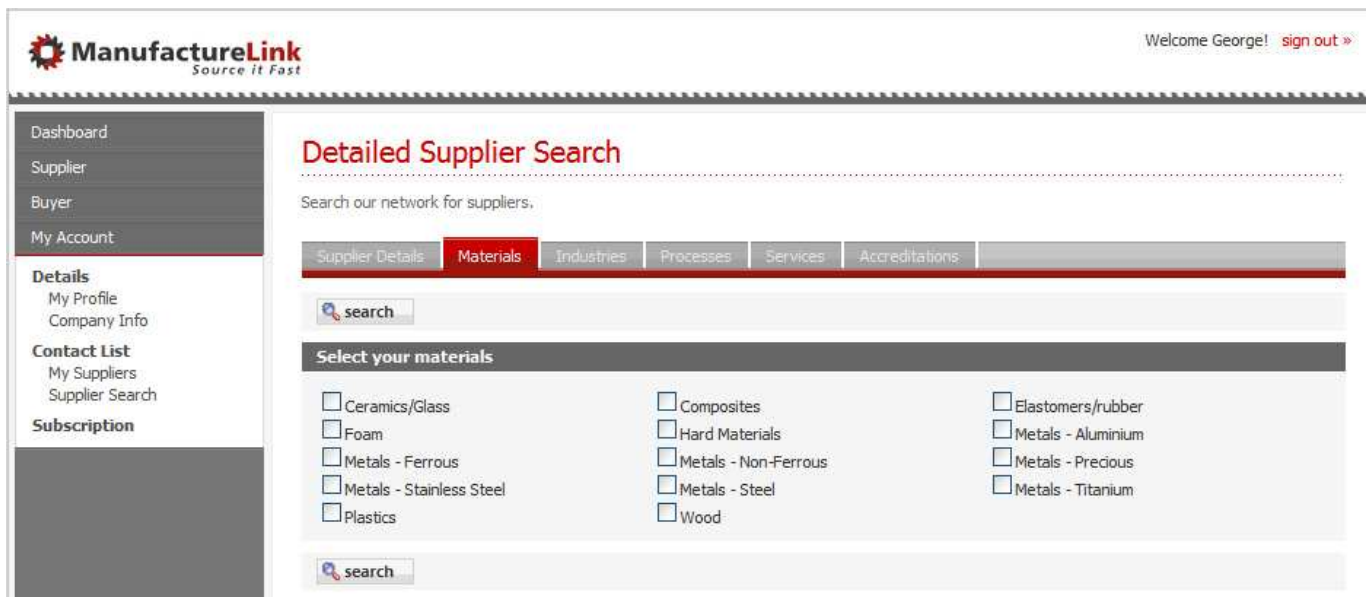


Figure 50 – Select material experience

Click the Industries tab to make selections of industries serviced as in the figure below:

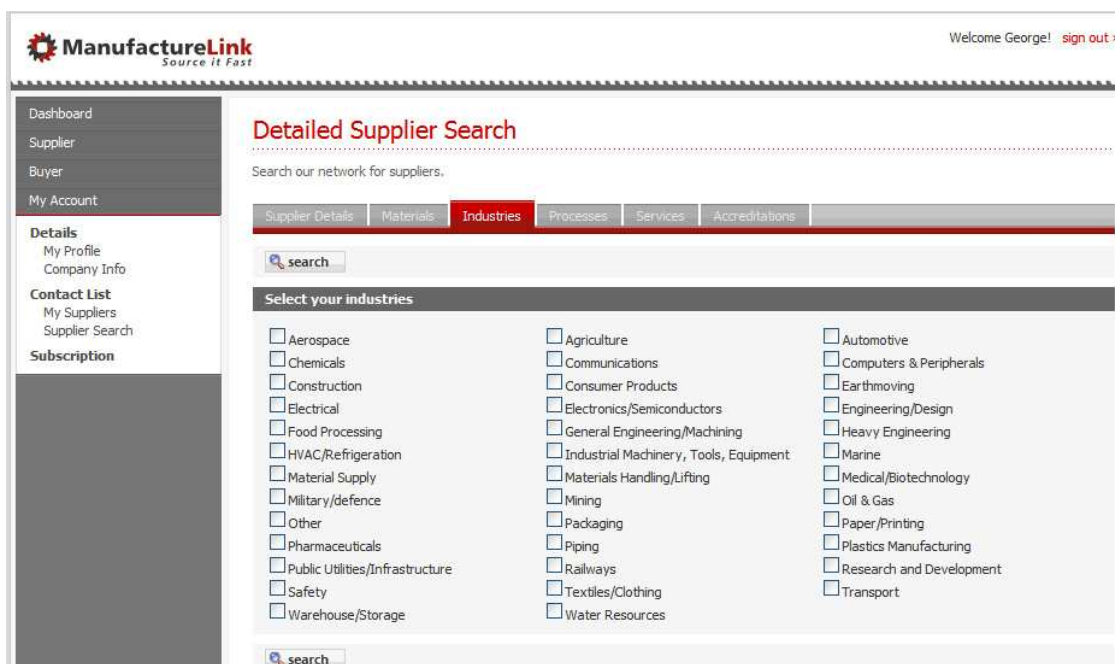


Figure 51 – Select industries serviced

The next tab allows you to select manufacturing processes.
 Click on each major process group to open up a detailed selection.
 Use the select all button to select all suppliers in the process group. E.g. All CNC machinists.

ManufactureLink
Source it Fast

Welcome George! [sign out »](#)

Dashboard
 Supplier
 Buyer
 My Account

Details
 My Profile
 Company Info

Contact List
 My Suppliers
 Supplier Search

Subscription

Detailed Supplier Search

Search our network for suppliers..

Supplier Details | Materials | Industries | **Processes** | Services | Accreditations

search

Manufacturing Processes

Casting

Ceramics

CNC Machining

- Select All -

3 Axis machining
 CNC Router
 Swiss Turning

5 Axis machining
 CNC Turning
 Ultrasonic Milling

CNC Lathe/mill combo
 High Speed Machining

Cold Forming

Composites

Cutting

Electrical

Extrusions

Fabrication

Forging

Gear cutting

- Select All -

Bevel Gears
 Helical Gears
 Lapping
 Worm Gears

Gear Blanks
 Hypoid gears
 Splines

Gear grinding
 Internal Gears
 Spur Gears

Laser Machining

Machining

Metal Spinning

Miscellaneous Manufacturing

Packaging

Plastic Moulding

Powdered Metal

Rapid Prototyping

Sheetmetal

Figure 52 – Select manufacturing processes

Click on the services tab to make selections of services such as coating, plating engineering design, maintenance, chemical manufacturing and more.

- Dashboard
- Supplier
- Buyer
- My Account
- Details**
 - My Profile
 - Company Info
- Contact List**
 - My Suppliers
 - Supplier Search
- Subscription**

Detailed Supplier Search

Search our network for suppliers.

Supplier Details

Materials

Industries

Processes

Services

Accreditations

Services

Assembly

Chemical Engineering

Coating/plating

- Select All -

<input type="checkbox"/> Anodizing	<input type="checkbox"/> Brush plating	<input type="checkbox"/> Decorative
<input type="checkbox"/> Electroless Plating	<input type="checkbox"/> Electroplating	<input type="checkbox"/> Enamelling
<input type="checkbox"/> Galvanizing	<input type="checkbox"/> Hardchrome	<input type="checkbox"/> Laser cladding
<input type="checkbox"/> Painting	<input type="checkbox"/> Plastic Plating	<input type="checkbox"/> Powdercoat
<input type="checkbox"/> PTFE/Teflon Coating/Plating	<input type="checkbox"/> Sandblasting	<input type="checkbox"/> Thermal Spray
<input type="checkbox"/> Vacuum Metalizing	<input type="checkbox"/> Vapour deposit	

Custom Chemical Manufacturing

Electronics

Engineering

Engineering Services Other

Engineering Supplies

Engraving / Marking

Finishing

Figure 53 – Select services

The last tab is to make selections as to accreditations and licenses held such as ISO9001, TGA license etc.

Supplier Details

Materials

Industries

Processes

Services

Accreditations

Select the required accreditations

<input type="checkbox"/> CASA - Civil Aviation Standard	<input type="checkbox"/> Defence Approved Supplier	<input type="checkbox"/> HACCP - Food Industry Certification
<input type="checkbox"/> ISO13485 - Medical Industry Standard	<input type="checkbox"/> ISO9001 Quality Assurance Standard	<input type="checkbox"/> ISO9002 Quality Assurance Standard
<input type="checkbox"/> ISO9003 Quality Assurance Standard	<input type="checkbox"/> ISO100 Aerospace Standard	<input type="checkbox"/> NATA Certified - Measurement and Testing Standard
<input type="checkbox"/> Other Standards	<input type="checkbox"/> QS9000 - Automotive Standard	<input type="checkbox"/> TS16949 - Automotive Standard

Figure 54 – Select accreditations

Once a single selection or combination of selections has been made, click the search button to complete the search and be presented with a list of matching suppliers as in the figure below:

The screenshot shows the ManufactureLink website interface. The top navigation bar includes the logo and a user greeting. A left-hand navigation menu lists various account and search options. The main content area displays a table of search results under the heading 'Search Results'. The table has four columns: Company, Rating, Location, and Contact. Each row represents a supplier and includes an 'Add' link. Two callout boxes with arrows provide instructions: one points to the company name 'Jack Thompson Engineering Pty Ltd' and another points to the 'Add' link for 'Parish Engineering Co Pty Ltd'.

Company	Rating	Location	Contact	
1. ManufactureLink Pty Ltd	★★★★★	Daisy Hill, QLD	Mr. George Pofandt	Add
2. TEI Mechanical Pty Ltd	☆☆☆☆☆	Townsville Bohle, QLD	Mr. Les Hewitt	Add
3. Renard Tooling Technics	★★★★★	Wendouree, VIC	Mr. Geoff Pfeiffer	Add
4. NTS Global	☆☆☆☆☆	Pooraka, SA	Mr. Michael J. DOWN	Add
5. Jack Thompson Engineering Pty Ltd	☆☆☆☆☆	Hastings, VIC	Mr. Colin Thompson	Add
6. Westralian Engineering Pty Ltd	☆☆☆☆☆	Henderson, WA	Mr. Phil J. Reynolds	Add
7. Twin City Engineering Pty Ltd	☆☆☆☆☆	Albury, NSW	Mr. Andrew Houlihan	Add
8. Arrk Australia & New Zealand	☆☆☆☆☆	Hawthorn, VIC	Mrs. Kathryn Hay	Add
9. Calbic Precision Engineers	☆☆☆☆☆	Elizabeth South, SA	Mr. Garry Evans	Add
10. Trammel Tooling Pty Ltd	☆☆☆☆☆	Wingfield, SA	Mr. Mel J. Dalton	Add
11. Logicad	☆☆☆☆☆	Preston, VIC	Mr. Eddie Ortiz	Add
12. Harrop Engineering Australia Pty Ltd	☆☆☆☆☆	Preston, VIC	Mr. Peter Eustace	Add
13. Comtech-ai	☆☆☆☆☆	Darra, QLD	Mr. Tim Wall	Add
14. Atlas Heavy Engineering	☆☆☆☆☆	Narangba, QLD	Mr. rex r. vegt	Add
15. Eaton Fluid Power	☆☆☆☆☆	Arndell Park, NSW	Mr. Ryan w. Barringer	Add
16. Wireworks Ausvic Pty Ltd	☆☆☆☆☆	Burwood, VIC	Mr. Sergio Caramanico	Add
17. FM Tool and Gauge Pty Ltd	☆☆☆☆☆	Cudlee Creek, SA	Mr. Michael Kunst	Add
18. Parish Engineering Co Pty Ltd	☆☆☆☆☆	Moorabbin, VIC	Mr. Graeme j. Sindair	Add
19. Bradken	☆☆☆☆☆	Waratah, NSW	Mr. Paul Velecky	Add
20. Techno City Industries Pty Ltd	☆☆☆☆☆	Taren Point, Sydney, NSW	Mr. Techno City Industries Pty Ltd	Add
21. CNC Precision Engineering Pty Ltd	☆☆☆☆☆	Ingleburn, NSW	Mr. Peter Gajic	Add
22. Emdee Industries	☆☆☆☆☆	Cranbourne, VIC	Mr. michael d. impey	Add
23. CA Rich Pty Ltd	☆☆☆☆☆	Taren Point, NSW	Mr. Stephen c. Rich	Add
24. Advance Metal Products (Aust) Pty Ltd	☆☆☆☆☆	Ingleburn, NSW	Mrs. Lisa Wakeham	Add
25. Levett Engineers	☆☆☆☆☆	Elizabeth South, SA	Mr. Mal Lowen	Add
26. Ferra Engineering Pty Ltd	★★★★★	Tingalpa, QLD	Mr. Andrew Howard	Add
27. Nylastex Tooling Pty Ltd	☆☆☆☆☆	Edwardstown, SA	Mr. Geoff C. Philips	Add
28. Maltec Engineering Pty Ltd	☆☆☆☆☆	Cooee, TAS	Mr. Lindsay D. Malley	Add
29. Metaltec Precision International	☆☆☆☆☆	Cheltenham, VIC	Mr. John Mathews	Add
30. Wisby & Leonard Pty Ltd	☆☆☆☆☆	Minto, NSW	Mr. Cezary Wisby	Add
31. DMC Engineering	☆☆☆☆☆	Gawler, SA	Mr. David J. McKiggan	Add

Figure 55 – Supplier search results.

The search results show a company’s name, their rating, Location, and Contact name. Next to each name is also an Add link to add the supplier to your my Suppliers list.

Click on the company name to open their showroom in a new window. The showroom displays detailed information on what a supplier’s capabilities and expertise is, as well as providing contact details and a contact form to email them an enquiry.

See section 18.0 for more details on the information available from a supplier’s showroom.

17.2 Search Strategies

To make a basic search for all suppliers with a single capability, you simply go to the applicable search tab, make the selection and click search.

For example, to find all injection moulders, click the processes tab, open the plastics moulding group, select injection moulding and click search.

Another example is to find an electroplater who plates hardchrome: click on the services tab, open the plating/coating group, select hardchrome and click search.

To narrow down searches or be very specific about the supplier you are seeking, use multiple selections. For example, the 2 searches above can be narrowed down to suppliers in Victoria by also selecting Victoria on the first tab.

You can further narrow down the search to Victorian suppliers having ISO9001 accreditation by also selecting ISO9001 on the accreditations tab.

Making multiple selections can help you define the exact supplier you are seeking. For example, if you were looking for someone who moulds medical plastics in NSW. You would select NSW on tab 1, Medical/biotechnology on the industry tab, injection moulding on the processes tab and click search. You could also specify ISO13495 or TGA licensed if this was important.

Search strategies are simple if you understand the search logic. Between selections on each tab, the software places an 'OR' between each selection. For example, I might select 3 axis machining OR 5 axis machining, OR investment casting.

The software places an 'AND' between selections or groups of selections on each tab. For example I can select a supplier located in South Australia AND has closed die forging OR has open die forging, AND has ISO9002 accreditation.

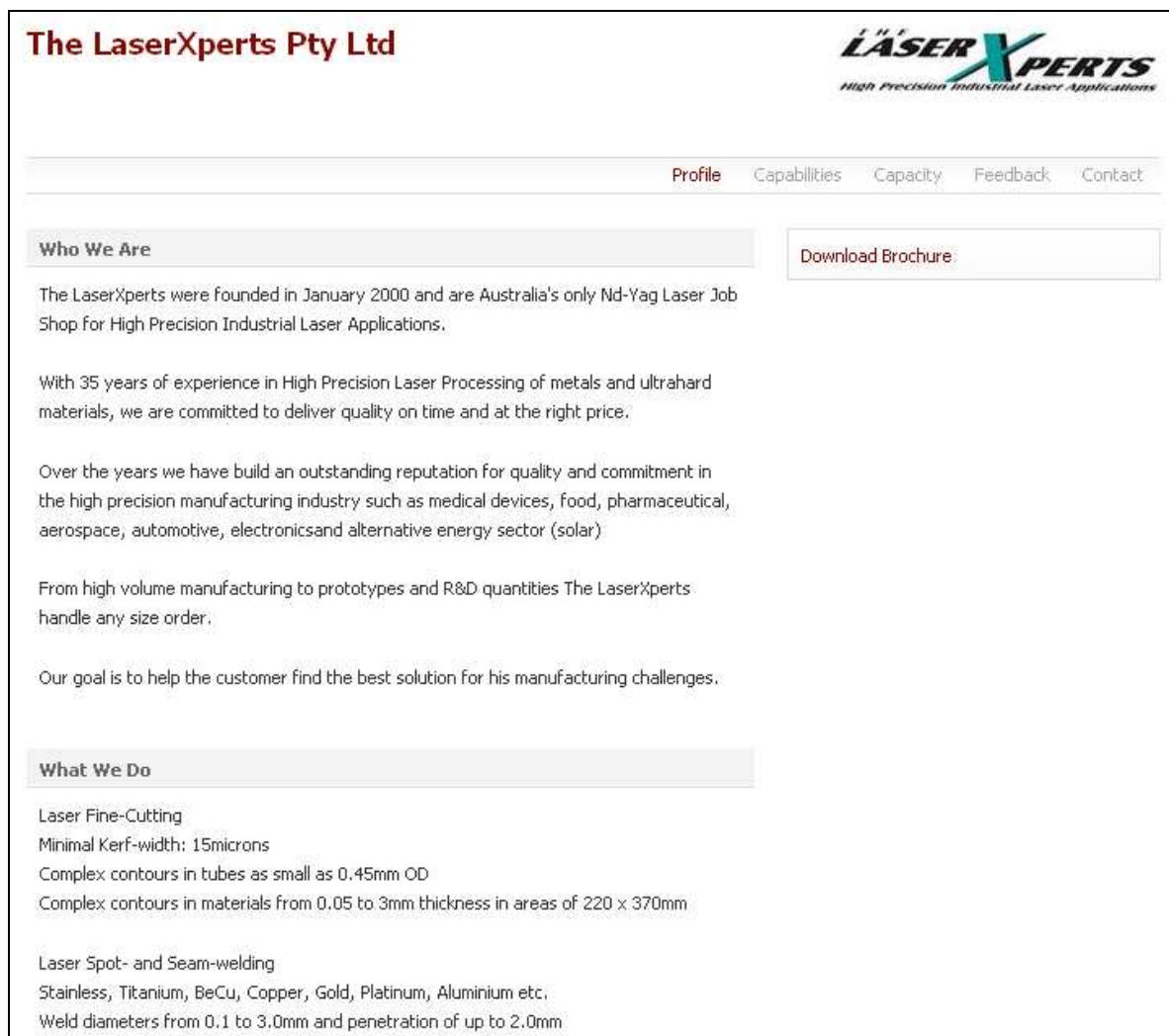
18.0 Supplier Showrooms

ManufactureLink provides each supplier with a 'showroom' which is a pre-formatted website allowing buyers to view a great deal of information about a supplier.

A supplier's showroom displays their full contact details with links to their own corporate website. The showroom also has pages to display their capability and their ratings and feedback details so you can view their reputation online.

Each showroom also has a contact form so you can email the supplier with an enquiry.

The following images show what a supplier showroom looks like:



The screenshot displays the front page of a supplier showroom for 'The LaserXperts Pty Ltd'. The page features a header with the company name and logo, a navigation menu with links for Profile, Capabilities, Capacity, Feedback, and Contact, and two main content sections: 'Who We Are' and 'What We Do'. The 'Who We Are' section includes a 'Download Brochure' button and text describing the company's history and services. The 'What We Do' section lists various laser processing capabilities and materials.

The LaserXperts Pty Ltd

LASER XPERTS
High Precision Industrial Laser Applications

Profile Capabilities Capacity Feedback Contact

Who We Are

[Download Brochure](#)

The LaserXperts were founded in January 2000 and are Australia's only Nd-Yag Laser Job Shop for High Precision Industrial Laser Applications.

With 35 years of experience in High Precision Laser Processing of metals and ultrahard materials, we are committed to deliver quality on time and at the right price.

Over the years we have build an outstanding reputation for quality and commitment in the high precision manufacturing industry such as medical devices, food, pharmaceutical, aerospace, automotive, electronics and alternative energy sector (solar)

From high volume manufacturing to prototypes and R&D quantities The LaserXperts handle any size order.

Our goal is to help the customer find the best solution for his manufacturing challenges.

What We Do

Laser Fine-Cutting
Minimal Kerf-width: 15microns
Complex contours in tubes as small as 0.45mm OD
Complex contours in materials from 0.05 to 3mm thickness in areas of 220 x 370mm

Laser Spot- and Seam-welding
Stainless, Titanium, BeCu, Copper, Gold, Platinum, Aluminium etc.
Weld diameters from 0.1 to 3.0mm and penetration of up to 2.0mm

Figure 56 – Showroom Front Page

Manufacturing Capabilities We Have

CNC Machining

- 3 Axis Machining
- CNC Lathe/mill combo
- CNC Turning
- High Speed Machining
- CNC Grinding

Machining

- Broaching
- Cylindrical Grinding
- Deep Hole Drilling
- Drilling/reaming
- EDM Machining
- EDM Wirecut
- Slotting
- Surface Grinding
- Vertical Boring
- Tool and Cutter Grinding
- Internal Cylindrical Grinding
- Form Grinding
- Keyways/Splines
- Machining of Castings
- Micro machining
- Manual Milling/Turning
- Screwcutting

Cutting

- EDM Wirecut

Materials We Work With

- Aluminium
- Brass/Bronze
- Cast Iron
- Composites
- Elastomers/rubber
- Exotics
- Hard Materials
- Inconel
- Magnesium
- Nickel
- Plastics
- Precious Metals
- Stainless Steel
- Steel
- Titanium

Accreditations and Approvals We Have

- ISO9001 Quality Assurance Standard

Industries We Service

- Aerospace
- Automotive
- Communications
- Consumer Products
- Energy
- Engineering/Design
- General Engineering/Machining

Figure 57 – Showroom Capability Page



Equipment

- Crown Manufacturing Capacity
- CNC TURNING
- 2 x Okuma CNC 2 axis lathes one equipped with bar feed
- Capable of turning from 6 mm to 350 mm Diameter x 500 mm Long.
- CNC MACHINING CENTERS
- 2 x Bridgeport 4 axis CNC machining centers Capable of Machining 750 mm x 350 mm x 400 mm
- Okuma 4 Axis Twin Pallet CNC Machining Center Capable of Machining 750 mm x 350 mm x 400 mm
- TURN MILL CENTER
- Okuma Macturn 9 Axis Turn Mill Center with Bar Feeder
- Capable of High Production machining of 500 mm Diameter x 1200 mm long
- CNC GRINDING
- Cylindrical Grinding External Grinding 200 mm OD X 450 mm long
- Surface Grinding Flat Grinding 450 mm Long x 450 mm Wide X 250 mm Height
- DYNAMIC BALANCING
- A Computer controlled "SHENCK" Dynamic balancing machine
- Capable of balancing in 2 planes all types of high speed spindles shafts
- and rotating equipment
- Other Services Offered
- Manual Turning 500 mm x 2000 mm Long
- Manual Milling 750 x 350 x 400 mm

Company Size

10 Employees

Capacity

- Crown Tooling specializes in developing cost-effective products from
- prototypes through to full production of components.
- We manufacture products supplied in small to medium batch quantities
- consistent with industry requirements. This can require complete project
- management involving the supply of machined, fabricated and assembled
- products to your production line specifications.
- CNC Machining
- Cad Cam Design
- FEA on Designed products
- Black Oxide surface treatment

Insurance

Software Packages

TOP SOLID CAD CAM FEA

Figure 58 – Showroom Capacity Page



Feedback


08/01/2009	
28/11/2008	<input type="checkbox"/>
13/11/2008	
30/07/2008	
04/06/2008	
Thanks Keith.	
03/02/2008	
The machining job completed was absolutely 'Rolls Royce'. Well done.	
10/12/2007	
01/11/2007	
Excellent supplier. I would be more than happy to use Machine Parts and Tooling again.	
22/10/2007	

Rating

Quality	★★★★★
Fit for purpose	★★★★★
Accuracy	★★★★★
Finish	★★★★★
Attention to detail	★★★★★
Design	★★★★★
Relationship	★★★★★
Value	★★★★★
Communication	★★★★★
Responsiveness	★★★★★
Knowledge	★★★★★
Working/business relationship	★★★★★
Manangement skills	★★★★★
Design/innovation	★★★★★
Professionalism	★★★★★
Accountability	★★★★★
Facilities and Equipment	★★★★★
Delivery	★★★★☆
On time delivery	★★★★☆
Turn around time	★★★★☆
Packing	★★★★★
Correct paperwork supplied	★★★★★

Figure 59 – Showroom Ratings and Feedback Page

Formero Pty Ltd



Profile Capabilities Capacity Feedback **Contact**

Contact Us

Your Name *

Email Address *

Phone Number With Area Code *

Company Name



Location

Message *

Newsletter *
 I would like to subscribe to The Advanced Manufacturing Bulletin

Contact Details

5 Lynch St
Hawthorn, VIC 3122
Australia

P:  (03) 9815 6025 

F: (03) 9819 4408

<http://www.formero.com.au>

Figure 60 – Showroom Contact Page

To use the contact form, simply enter the information it asks for paying attention to the compulsory fields. Ensure your email address is entered correctly as a copy of your enquiry together with the supplier's full contact details will be emailed to your address.

Select or deselect the checkbox to determine if you wish to subscribe to the free-of-charge Advanced Manufacturing Bulletin.

19.0 How to Source Your Manufacturing Requirements - Examples

The following are a few examples of different methods of using ManufactureLink's RFQ system to source your manufacturing requirements.

19.1 You have full design drawings and/or models and know how your parts should be manufactured. You are not concerned where your parts are manufactured.

- Login to your buyer dashboard.
- Click on the 'Raise new RFQ link'.
- Complete the RFQ details, upload your drawings and make manufacturing category selections for the processes you need.
- Submit your RFQ and receive your quotes online.
- Assess the suppliers and award the job after the closing date.

19.2 You have full design drawings and/or models, know what manufacturing process you need, but want to get a quote from your usual supplier only.

- Login to your buyer dashboard.
- Click on the 'Raise new RFQ link'.
- Complete the RFQ details, upload your drawings and make manufacturing category selections for the processes you need. But tick the 'invitations only' box.
- Submit your RFQ so that it is live.
- Go to the Supplier search function in the My Account section, find your regular supplier and add them to you're my Suppliers list (can only be done if they are registered).
- Go to the invitations tab and use the option to find suppliers from your my Suppliers list.
- Click the invite button next to your regular supplier's name and they will be sent an invite immediately.
- Assess the supplier's quote award the job after the closing date.

19.3 You have full design drawings and/or models, know what manufacturing process you need, but want to get a quote from only suppliers you choose or suppliers from a particular state.

- Login to your buyer dashboard.
- Click on the 'Raise new RFQ link'.
- Complete the RFQ details, upload your drawings and make manufacturing category selections for the processes you need. But tick the 'invitations only' box.
- Submit your RFQ so that it is live.
- Go to the Supplier search function in the My Account section, find suppliers you know and add them to you're my Suppliers list (can only be done if they are registered).
- Go to the invitations tab and use the options to find suppliers from your my Suppliers list.
- Click the invite button next to the name of any supplier you want to invite and they will be sent an invite immediately.
- Or, use the 'Find Suitable Suppliers' link to bring up a list of suppliers matching your category selections. Invite any suppliers you want or just invite the ones with the correct location.
- All invited suppliers are notified of the RFQ immediately.
- Assess the supplier's quotes award the job after the closing date.

19.4 You have a job to manufacture but you don't have design drawings or it isn't the sort of job you source from drawings.

- Login to your buyer dashboard.
- Click on the 'Raise new RFQ link'.
- Complete the RFQ details with dates required and closing date.
- Check the collaboration box.
- Enter as much detail as possible to describe your job.
- Upload photos or scanned sketches if possible (or photograph your sketch with a digital camera).
- In the details, ask the suppliers to contact you to discuss further or to discuss on the collaboration tab.
- On the Services tab, scroll down to the Forum section and check the 'Buyer Enquiries' box.
- Submit your RFQ and the suppliers will contact you directly to discuss. Also login regularly to check online discussions on your collaboration tab.

19.5 You have a job to source but don't have a computer, don't feel you want to use the system, or your job doesn't fit with our manufacturing categories.

- Contact ManufactureLink to have us source your job on your behalf including any drafting necessary.

19.6 You have a rough idea of the correct manufacturing process but are not sure which one. For example, I know it needs to be CNC machined, but which process?

- Raise a new RFQ, enter the details and upload drawings as required.
- In the categories list, go to CNC machining and click the 'Select all' link at the top next to where it says CNC Machining.
- The RFQ notification will go out to all suppliers having any sort of CNC machining process and they can decide if the job is right for them.