

Instructions for using the Multiquote e-Tendering and e-Quotation system

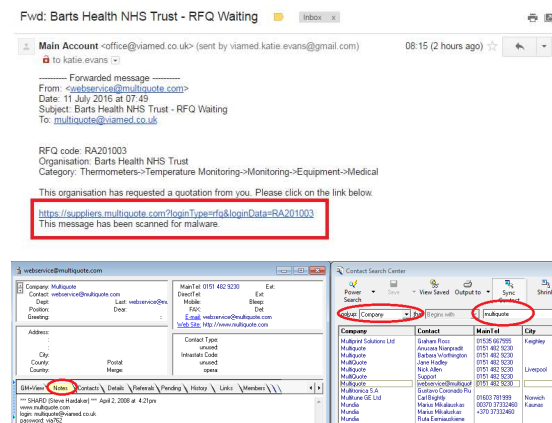
Multiquote is an online system whereby buyers submit a Request For Quotation (RFQ) for items that they wish to purchase, allowing them to receive and compare multiple bids.

The Multiquote system has a database of companies that have registered with them and sends the RFQ to those companies who have listed themselves under the product category relevant to the RFQ.

Logging into Multiquote System

When an RFQ is issued, Viamed receive an automated email from the Multiquote system, the email address of the sender is:

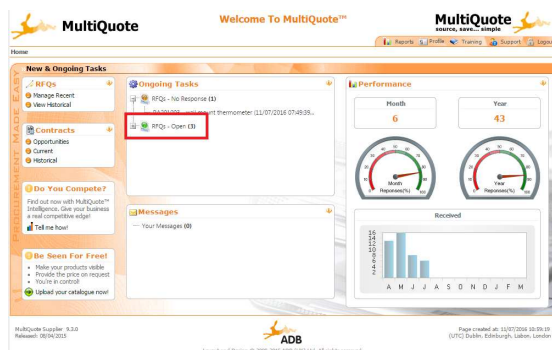
webservice@multiquote.com.



Managing RFQs

If the Multiquote system was accessed via the link in an RFQ notification email, the Multiquote system will take the user straight to the relevant RFQ page.

If the Multiquote system was accessed manually via the Internet, the Multiquote system will take the user to the *Home* page, listing all RFQs.

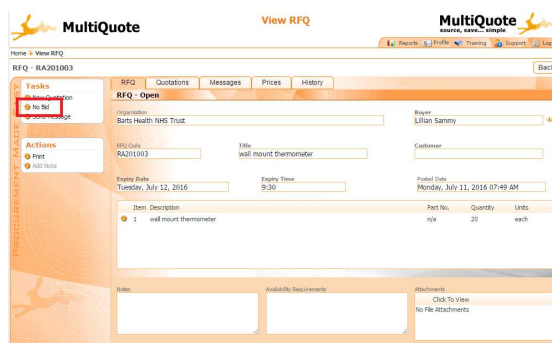


The *Home* page lists the RFQ's in date order, with the most recent at the bottom of the list.

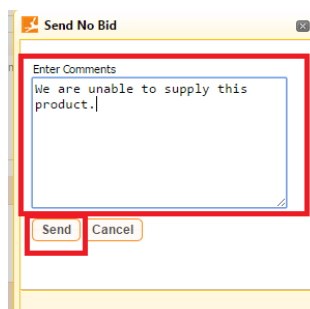
To access an RFQ click '+' box to open the list and select an RFQ

Responding to RFQs

RFQs must be responded to before the deadline, even if no quotation is to be made. Failure to respond in time can reflect negatively upon Viamed should Multiquote users choose the view the supplier performance statistics.



If Viamed cannot supply the requested product or does not wish to offer a quotation, click the *No Bid* button.



A dialog will appear, enter a reason for our inability to supply the product and click, 'Send'.

For example, 'We are unable to supply this product'.

If there is more than one RFQ to respond to, click on the 'Home' button and select the next RFQ.

To respond with an offer, click the 'New Quotation' button to take you to the 'Send a New Quotation' page.

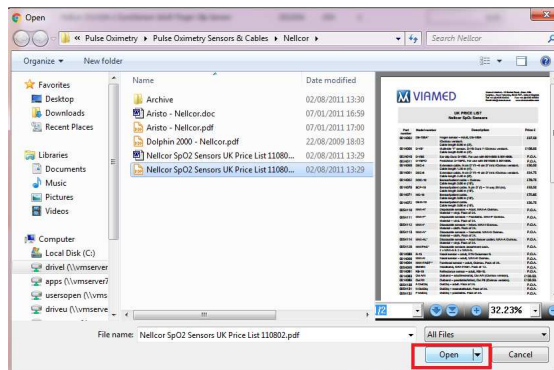
In the 'Price(GBP)' field enter the single unit price before VAT as per Intrastats.

In the 'Delivery(GBP)' field enter the carriage charge before VAT.

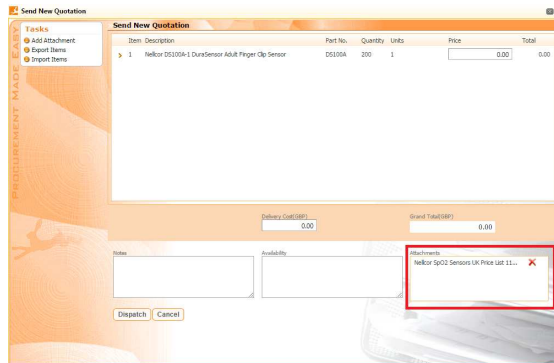
The system will automatically calculate the 'Grand Total (GBP)' field based on the quantity of items requested and the carriage charge.

When the 'Price' field is clicked into, additional fields will appear underneath requesting, 'Your Part No.' and 'Delivery Days'. Enter the Viamed part number. Check for stock levels on Intrastats, if no stock, check for expected delivery date and enter into, 'Delivery Days' field. If stock is available, quote 3 days.

The 'Attachments' field indicates files that you have uploaded for the buyer's attention, such as leaflets, price lists etc. To upload a file, click the 'Add Attachment' button, which will open up a pop-up window to allow you to browse to the required file.



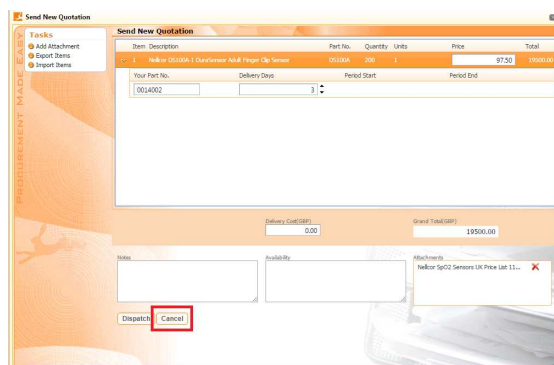
When you have navigated to the correct leaflet and/or price list, click, 'Open' to attach to the quotation.



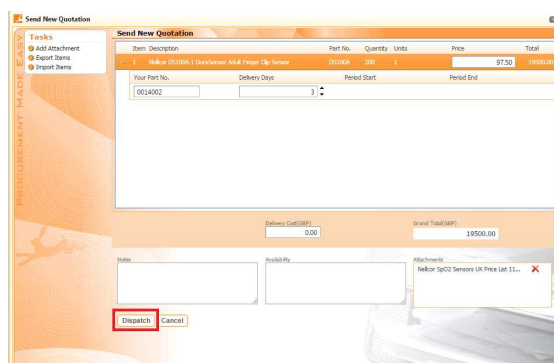
If this has attached successfully, it will appear in the 'Attachments' field.

The 'Notes' section allows the buyer to add comments, for example "OEM part only, no alternatives" or "alternatives accepted". Responses to the buyer's comments, or any other notes deemed relevant can be added to this field.

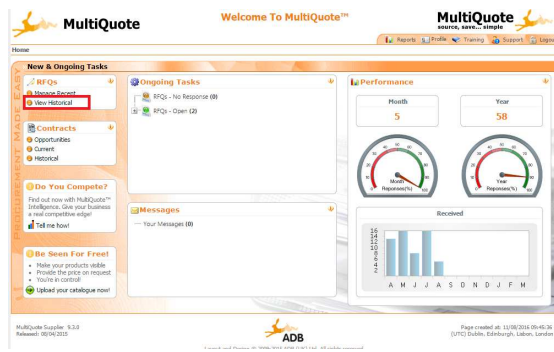
Responses to the buyer's 'Availability' comments, or any other notes deemed relevant can be added to the 'Availability' field of this section.



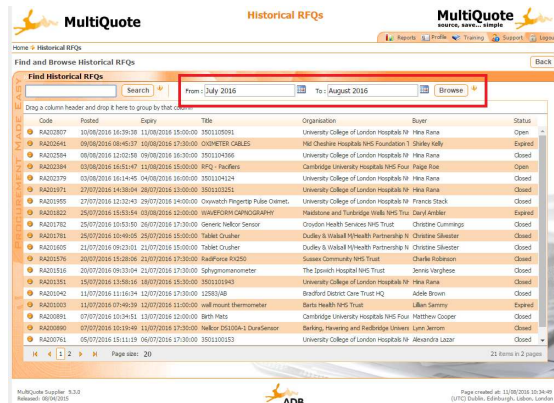
If, whilst on the 'Send a New Quotation' page, you wish to cancel the quotation but leave it open so as to allow you to respond later, click the 'Cancel' button to navigate away from the page.



After reviewing the information, click the 'Dispatch' button to submit the quotation.



To view the status of an RQF after it has been dealt with, click on ‘View Historical’ from the home screen.



This will display the history of all RQF's and their current status. Using the calendars at the top of the screen and clicking ‘Browse’, you can locate RQF's from any date.

Click on any RQF to view.