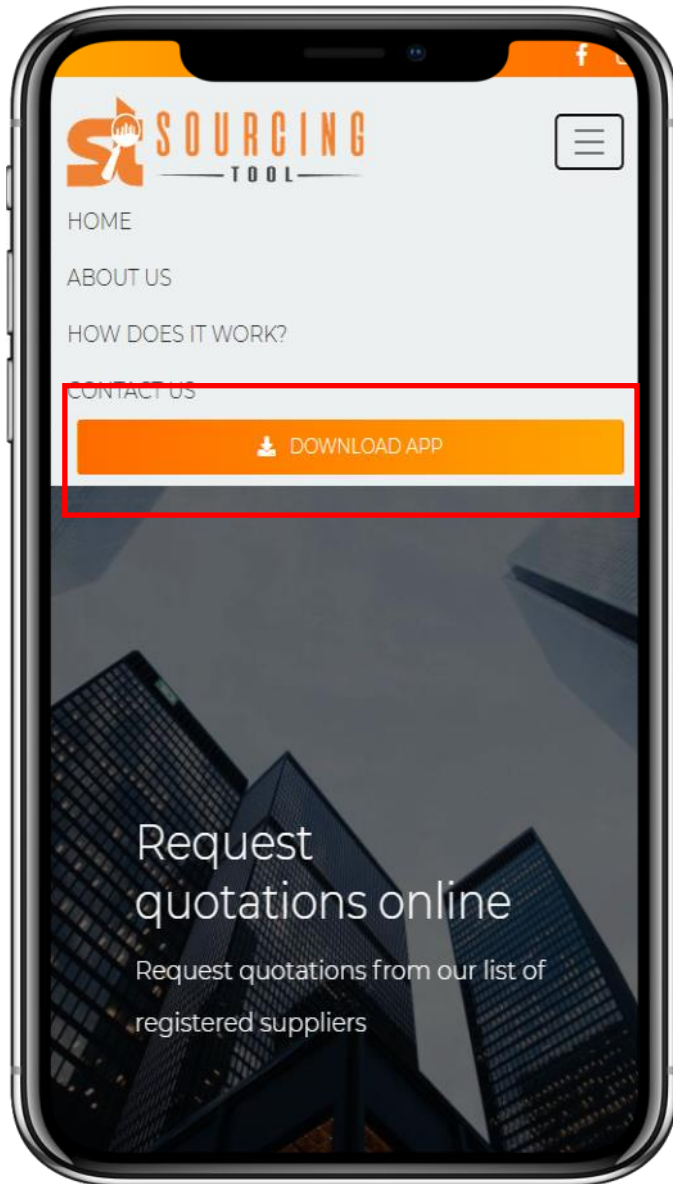


SOURCING TOOL



Step 1: Go to www.sourcing-tool.com

Step 2: Click on “Download App”

Step 3: Once the App link is open, click the “Install App” pop-up or select “Install App” in the browser settings dropdown. Alternatively you can use this App in your web browser

Note: You can use this App on any mobile device (Android, Apple or Huawei) or on your PC, laptop or tablet.

USER GUIDE: SUPPLIER PROFILE



Register your supplier account and **sign in**.

A smartphone screen displaying the 'REGISTER' form. The form has a dark grey background with white text and input fields. At the top, it says 'REGISTER' and 'Complete this form to register your account:'. Below this are several input fields: 'Name and Surname', 'Email address', 'Phone', 'Password', 'Confirm Password', 'Address', 'Country' (with a dropdown menu showing 'South Africa'), 'Province' (with a dropdown menu showing 'Please select'), 'City' (with a dropdown menu showing 'Please select'), 'Code', and 'Account Type' (with a dropdown menu showing 'Client'). At the bottom, there is an orange button with a person icon and the text 'REGISTER'. Below the button, it says 'By clicking the 'REGISTER' you agree with the [Terms and Conditions](#)'.A smartphone screen displaying the 'SUPPLIER PROFILE' form. The form has a dark grey background with white text and input fields. At the top, it says 'SUPPLIER PROFILE' and 'Profile Status: PENDING APPROVAL'. Below this, there is a paragraph of text: 'As soon as your profile has been approved, you will be able to submit quotes for work. Please make sure that all Company information is captured and saved below, in order for us to attend to the approval. You will be notified, as soon as the admin on our end is completed.' Below the text are several input fields: 'Company Name', 'Company Registration', 'Phone' (with the value '0726413914'), 'Email' (with the value 'finance@codekicker.co.za'), 'Website', 'Address' (with the value '32 Joan Street'), 'Province' (with a dropdown menu showing 'Gauteng'), 'City' (with a dropdown menu showing 'Pretoria'), and 'Code'. At the bottom, there is an orange navigation bar with four icons: a home icon, a magnifying glass icon, a list icon, and a checkmark icon, with the labels 'HOME', 'RFQs', 'QUOTES', and 'COMPLETED' respectively.

After signing in, complete your supplier profile. When your profile has been completed, it will go through to management for approval.

Once approved you can use the App.

Note: Make sure to include all company information and your company profile to qualify for approval.

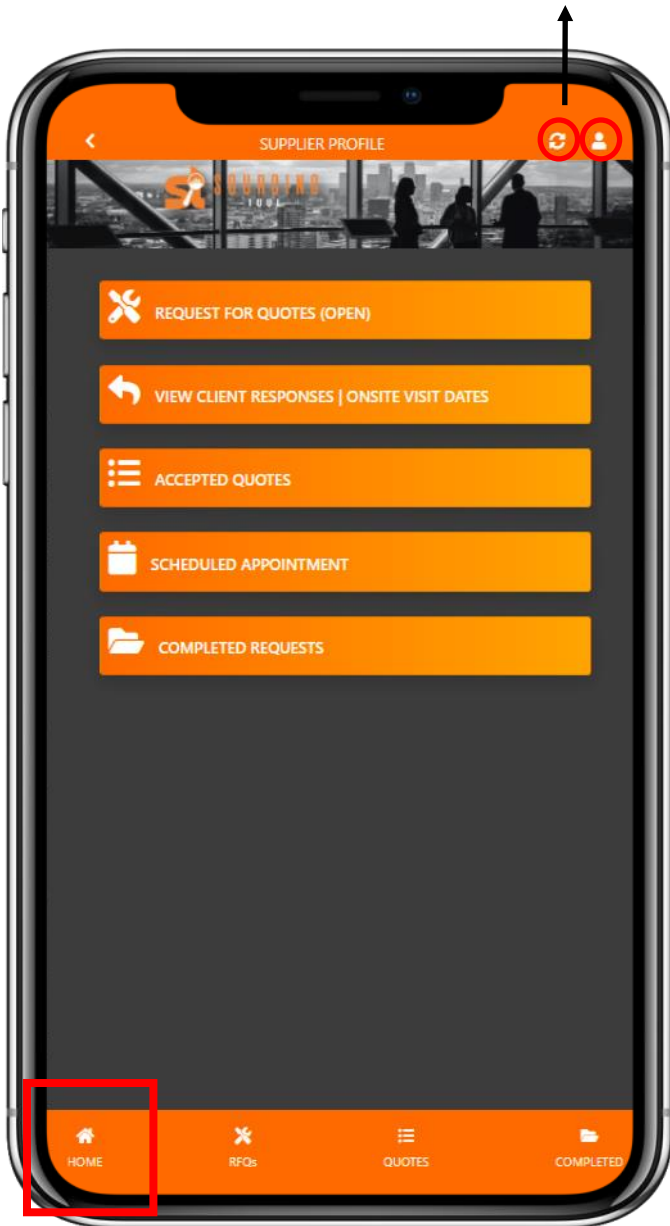
Scroll down to select all the categories that is applicable to the services you offer. You will only receive RFQ's from clients / users if they create a request in one of the categories you selected.

Scroll down to add reference documents to your profile. Including company profile, certification etc.

USER GUIDE: SUPPLIER PROFILE



Switch between Supplier and Client dashboard



→ View and edit your account and profile.

Share our App on WhatsApp

Log a suggestion or issue

→ When a client request a quote in your category, please view it here to respond or upload a quote

→ When you request more info or an onsite visit on a RFQ received, you can view the clients response here

→ When a client accepts your quote it will display here, as well as proposed service dates

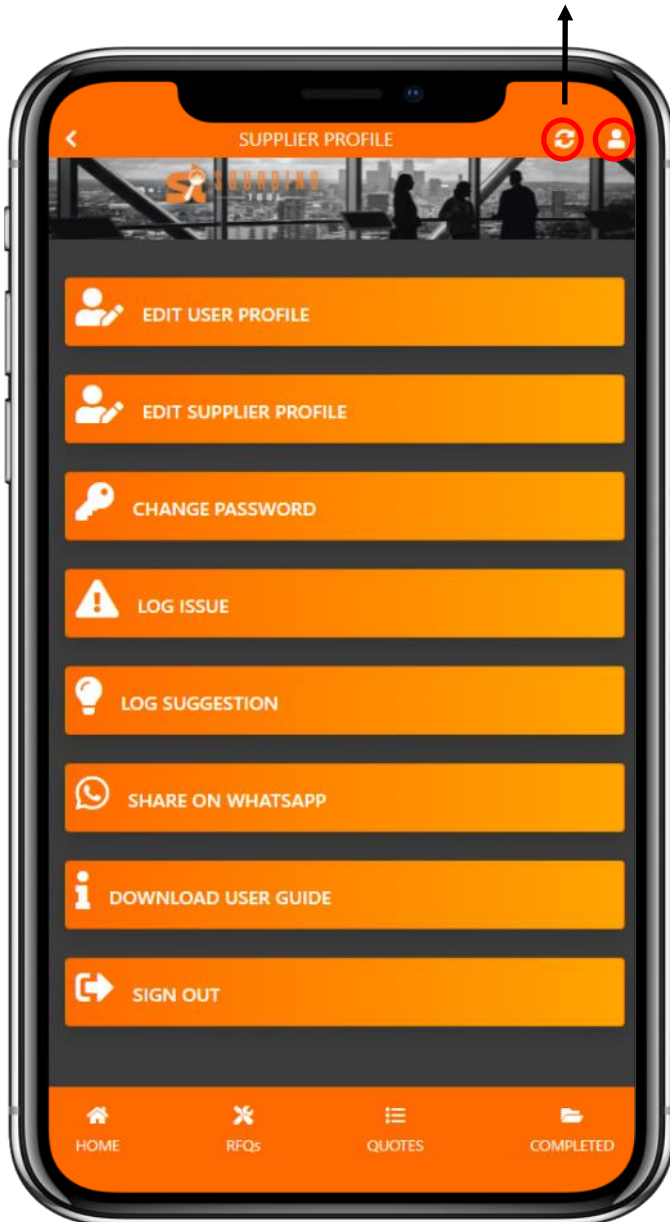
→ Confirmed service dates | appointments can be viewed here

→ All your completed requests can be displayed here

USER GUIDE: SUPPLIER PROFILE



Switch between Supplier and Client dashboard



→ View and edit your account and profile.

Share our App on WhatsApp

Log a suggestion or issue

→ View or update your user contact details

→ Edit your supplier profile. Select the categories for which you will received RFQ's. Add business documents, references etc.

→ Change your password

→ Complete the contact form to log an issue that will be send to the Sourcing Tool Management

→ Complete the contact form to log a suggestion to improve the App. It will be send to the Sourcing Tool Management

→ Share our App link on WhatsApp

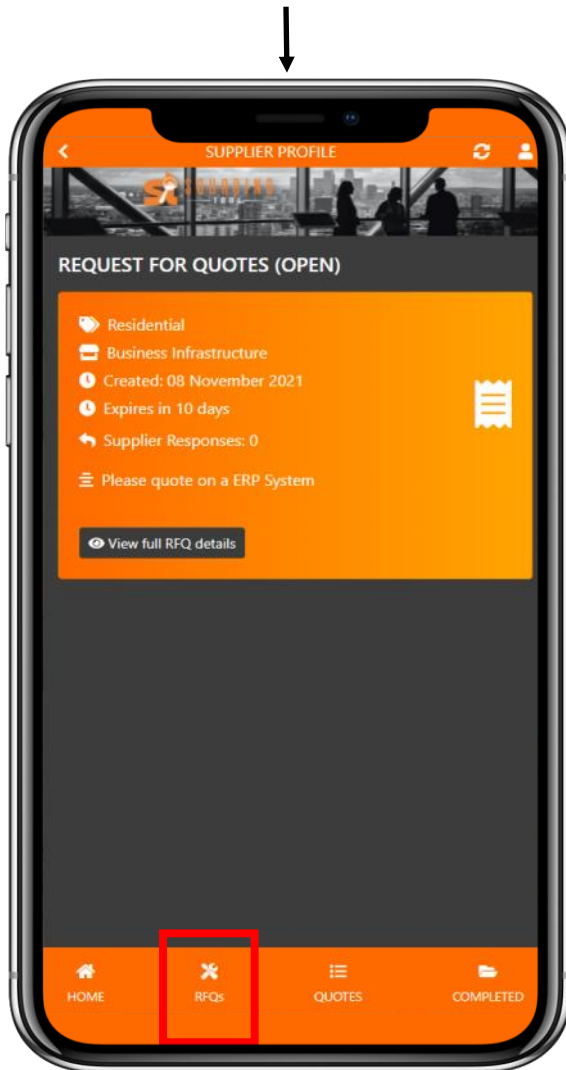
→ Download the pdf user guide

→ Sign out of your account

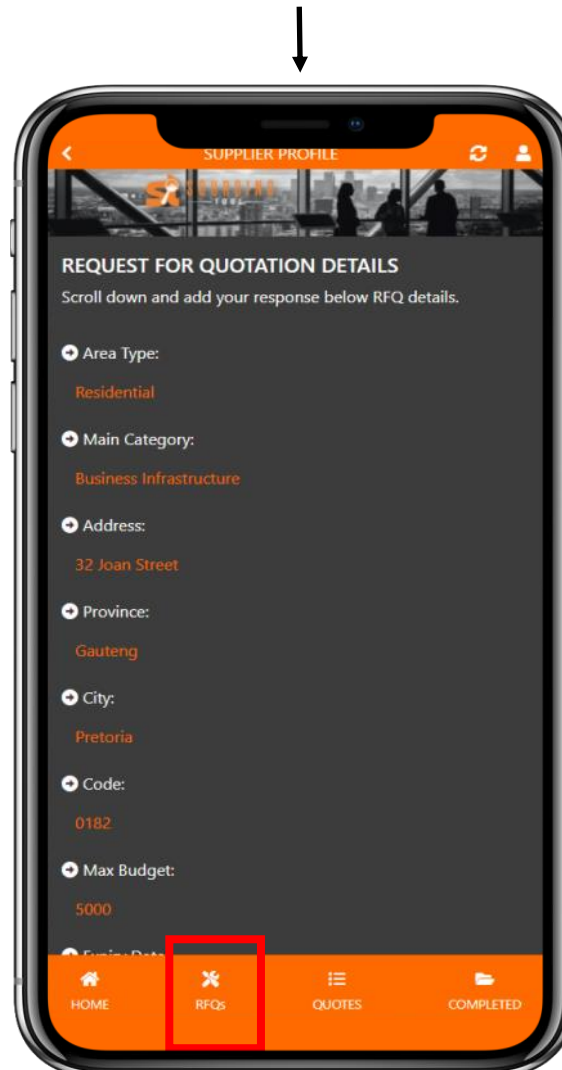
USER GUIDE: SUPPLIER PROFILE



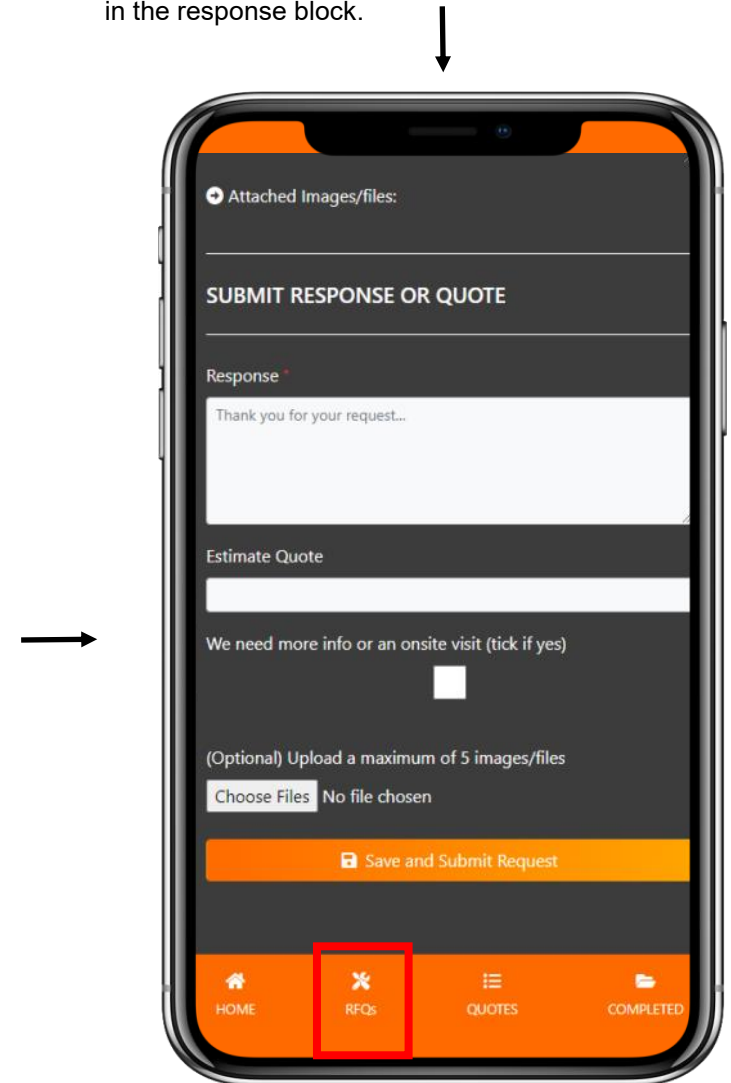
When a client requests a quote in your category, it will be displayed here. Select **“View full RFQ details”** to view and respond to the RFQ.

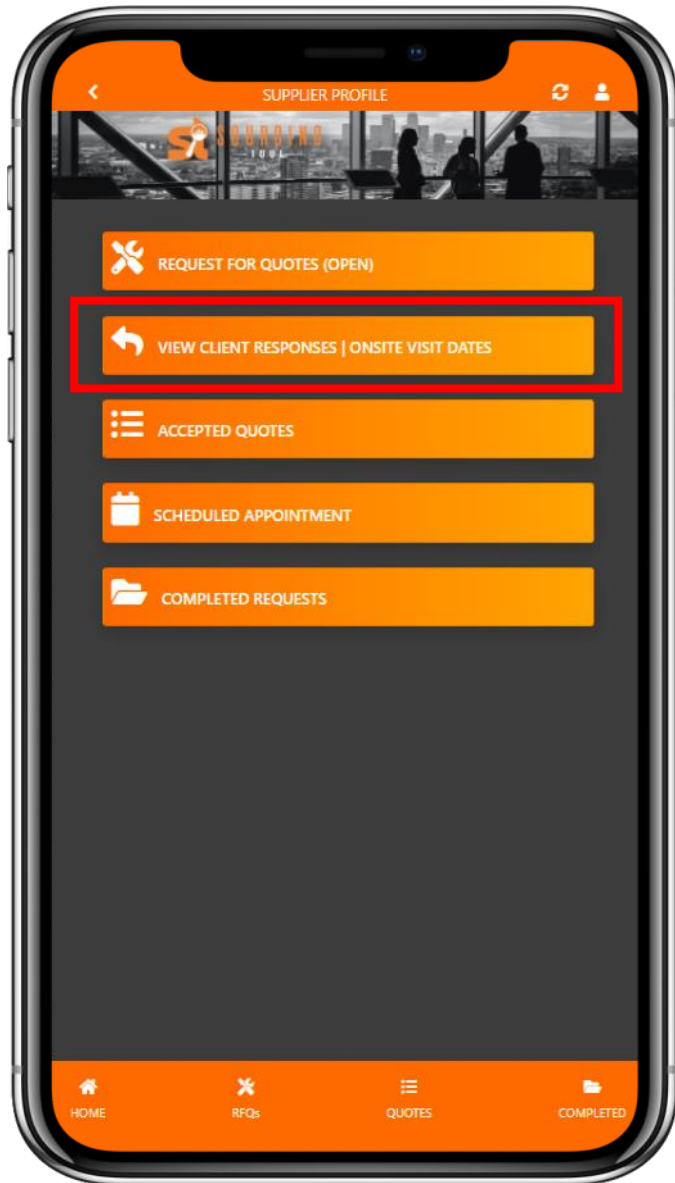


All the details of the RFQ will be displayed here.

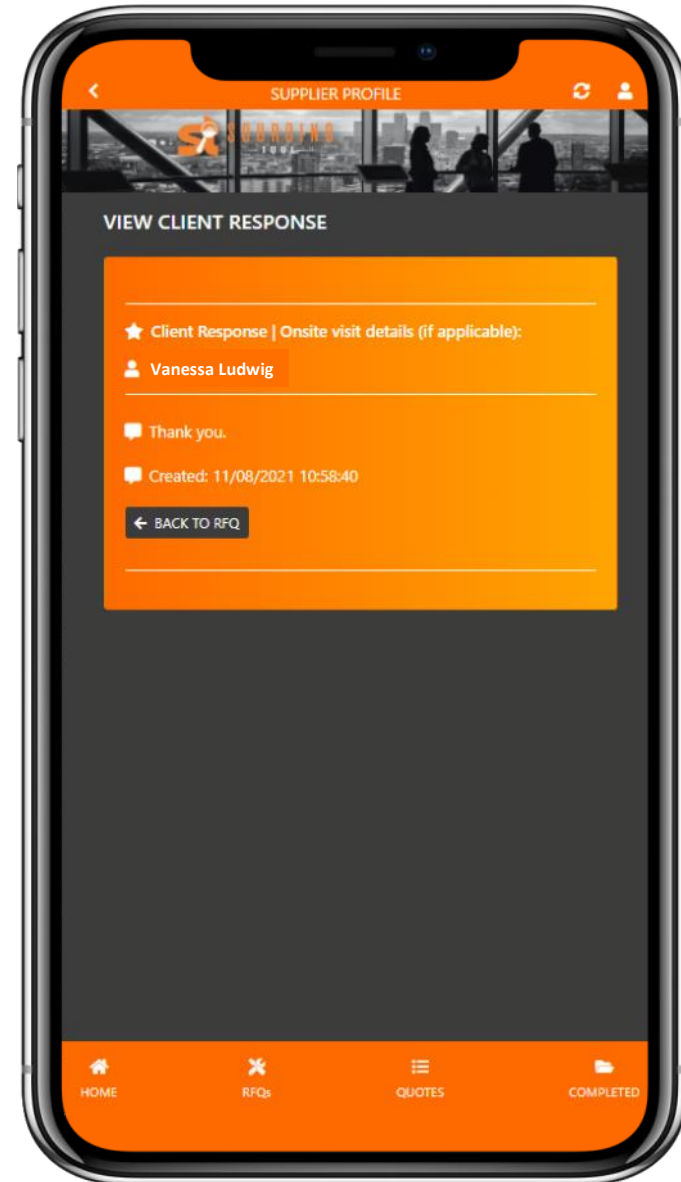


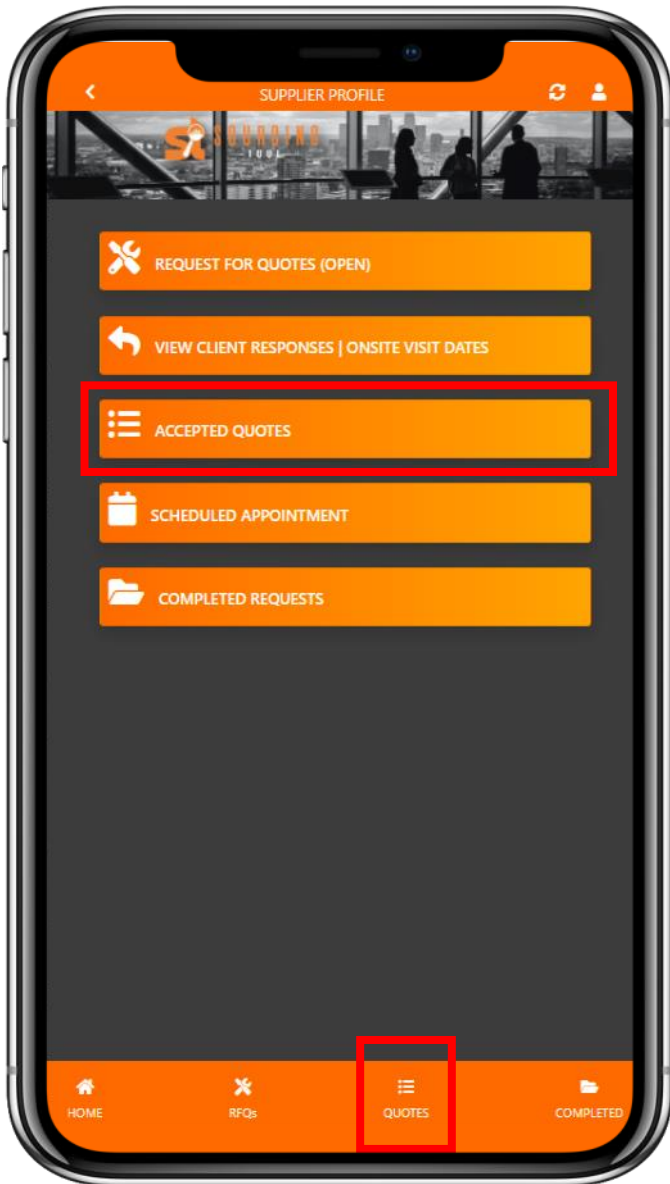
Scroll down to submit your response, request more info and / or an onsite visit. Alternatively you can upload a quotation. You can also request a site visit in the response block.





→ Here you can view the clients response to your message | more info that you requested | site visit details



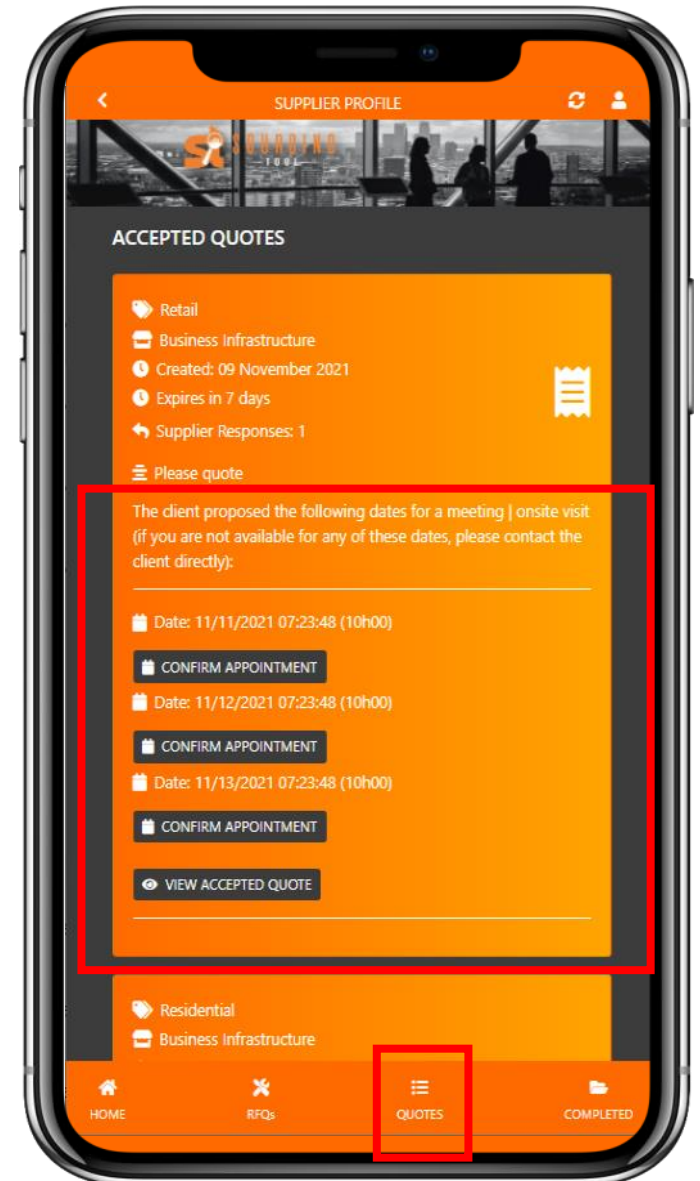


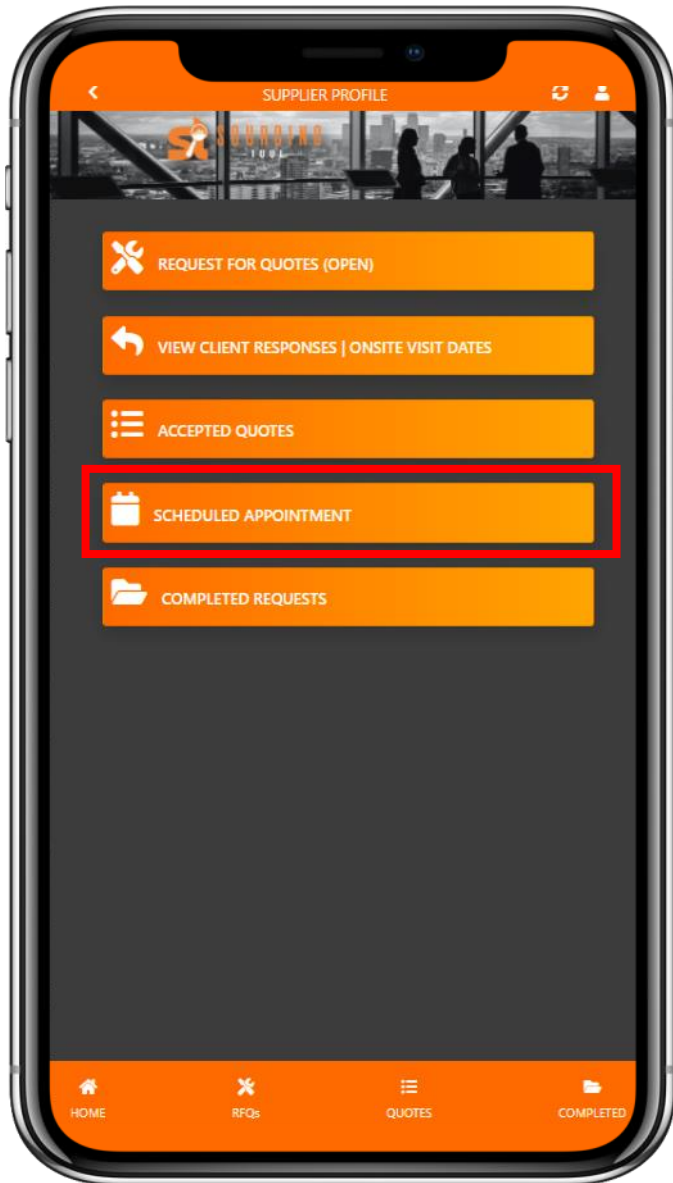
Once a client accepts a quote they will propose a couple of dates for the service to be schedules.

Confirm 1 of these appointments or contact the client directly for an alternative date.



The clients details will also be shown under accepted quotes (scroll down)





→ Here you can view all your scheduled appointments for the service to take place. →

