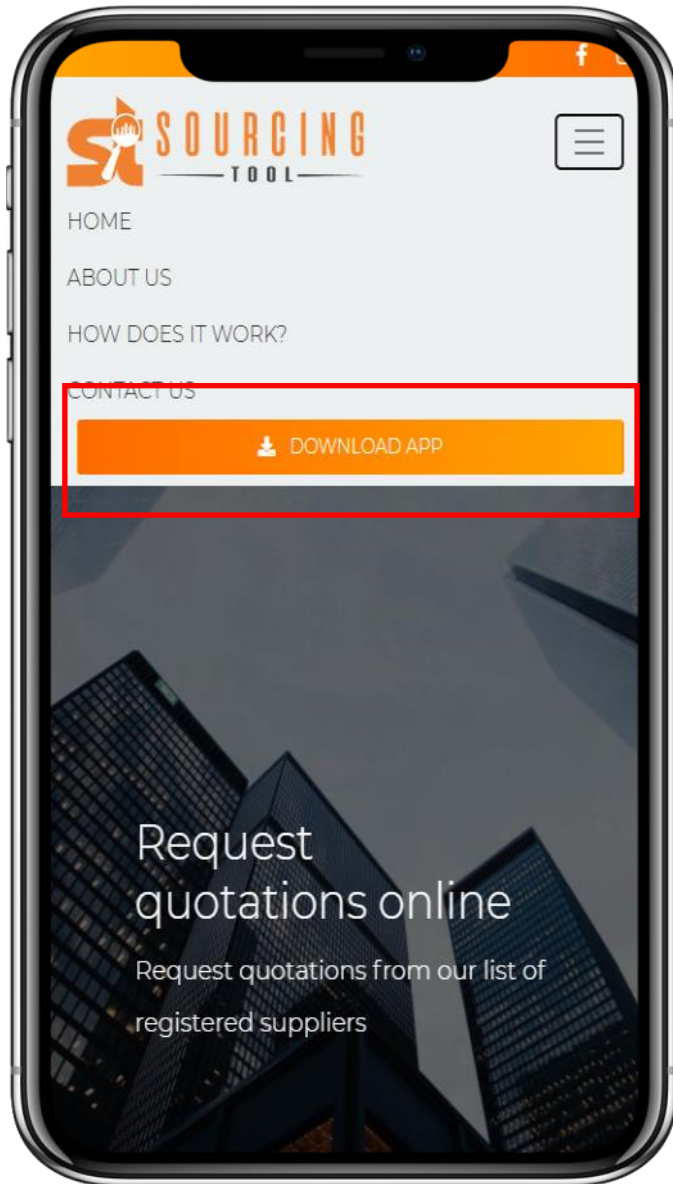


SOURCING TOOL



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: USER PROFILE

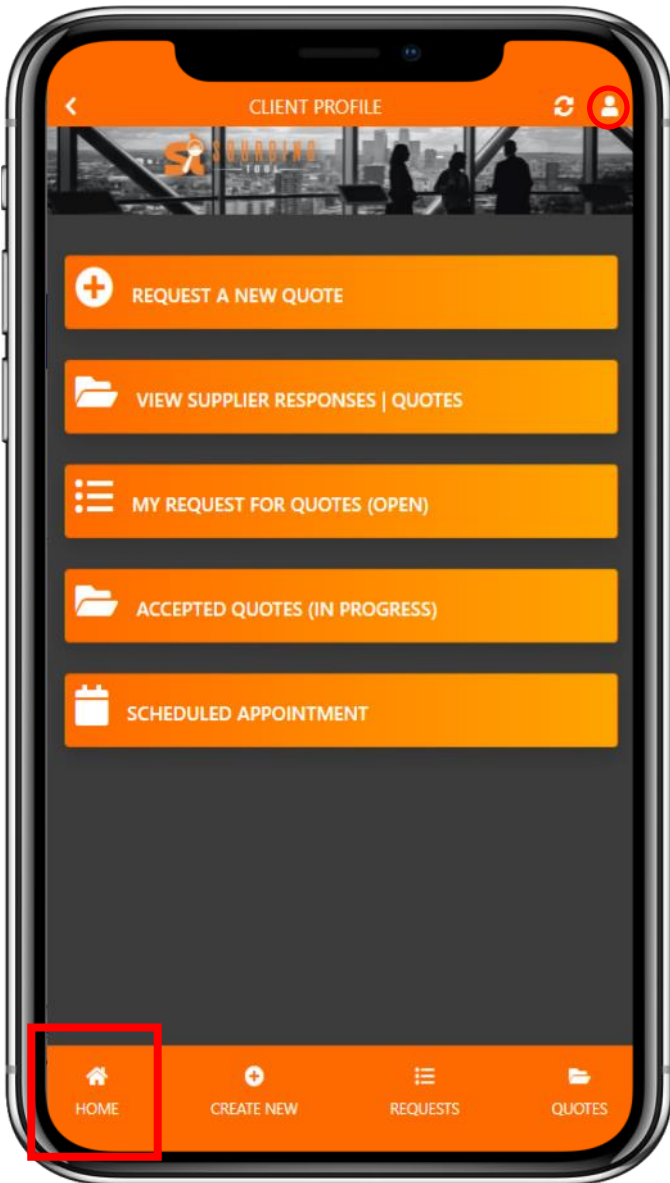


Register your client account and sign in.

The smartphone screen shows the 'REGISTER' form. At the top, there is a header with the Sourcing Tool logo and a background image of people in an office. Below the header, the text 'REGISTER' is displayed in white on a dark background. Underneath, a subtitle reads 'Complete this form to register your account:'. The form consists of several white input fields on a dark background: '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 of the form is an orange button with a white person icon and the text 'REGISTER'. Below the button, a small line of text states: 'By clicking the 'REGISTER' you agree with the [Terms and Conditions](#)'.

The smartphone screen shows the 'SIGN IN' form. At the top, there is a header with the Sourcing Tool logo and a background image of people in an office. Below the header, the text 'SIGN IN' is displayed in white on a dark background. Underneath, there are two white input fields on a dark background: 'Email address' and 'Password'. Below the input fields is an orange button with a white right-pointing arrow and the text 'SIGN IN'. Underneath the button, there is a link in orange text: 'Forgot Password?'. Below that, there is another link in orange text: 'Don't have an account? Click here to REGISTER'.

USER GUIDE: USER PROFILE



View and edit your account details

Share our App on WhatsApp

Log a suggestion or issue

Request a new quote here. This will be send to the suppliers in the category requested.

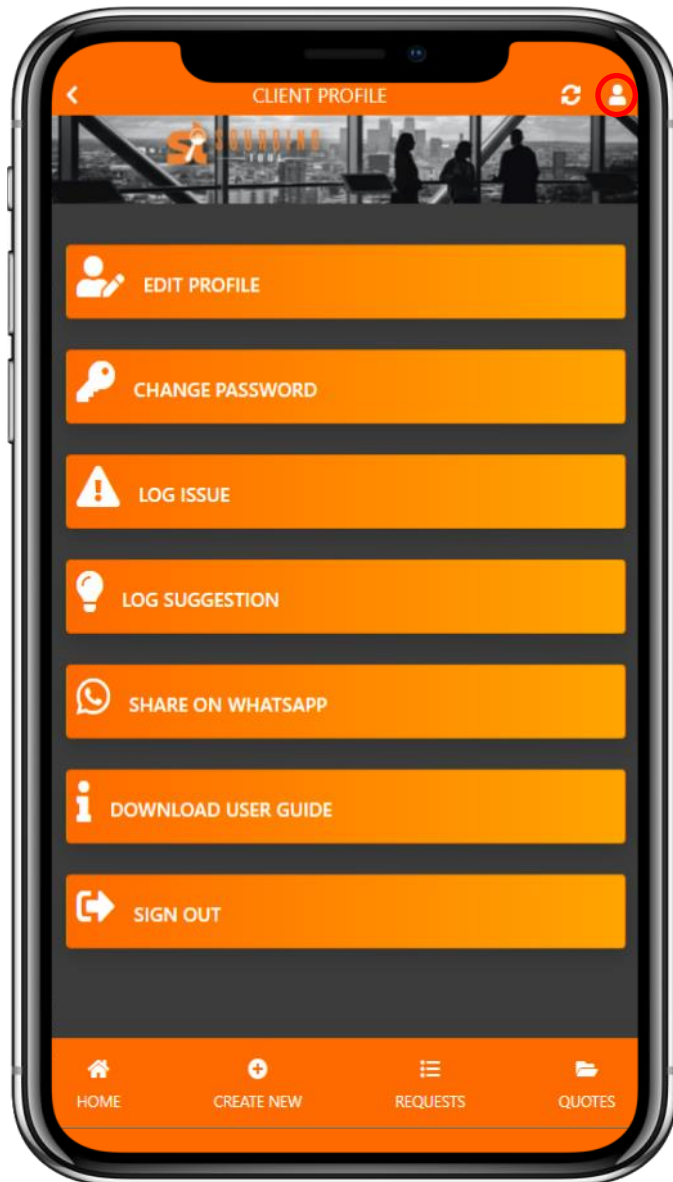
View supplier responses and respond to the supplier. View the supplier profile. Download quotations. Decline offer. Schedule onsite visits (if applicable). Accept quotation and schedule a service or delivery date.

View or delete the requests that you send to suppliers.

View or the quotations that you accepted.

View your scheduled service or delivery dates.

USER GUIDE: USER PROFILE



→ View and edit your account details
Share our App on WhatsApp
Log a suggestion or issue

→ View or update your account details

→ 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: USER PROFILE

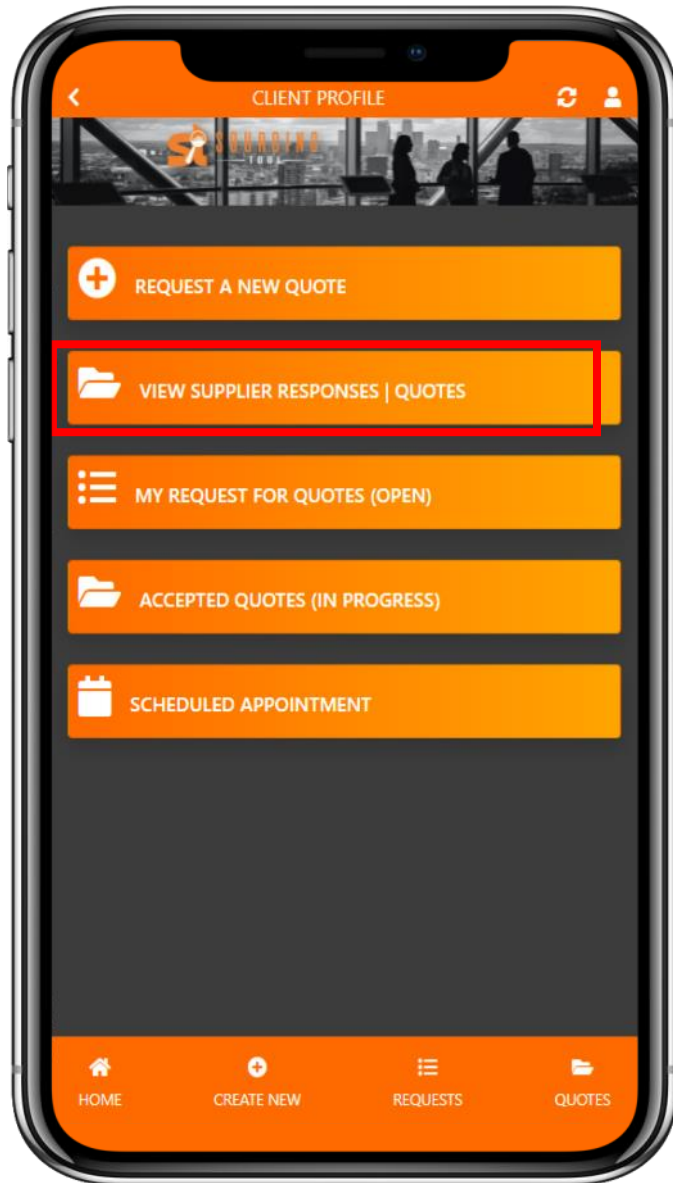
Request a new quotation (RFQ) here.

Complete the form in as much detail as possible.

This will be send to the suppliers (in the RFQ category) for feedback and a quotation.

A screenshot of a mobile application interface. At the top, there's a navigation bar with a back arrow, the text 'CLIENT PROFILE', a refresh icon, and a user profile icon. Below this is a banner image with the 'SOURCING TOOL' logo. The main heading is 'REQUEST A NEW QUOTATION'. The form contains several fields: 'Address' (text input), 'Province' (dropdown menu), 'City' (dropdown menu), 'Code' (text input), 'Property Type' (dropdown menu), 'Search (Optional)' (text input with search icon), '(Main Category)' (dropdown menu), and 'Sub Category' (dropdown menu). At the bottom, there's a navigation bar with icons for 'HOME', 'CREATE NEW' (highlighted with a red box), 'REQUESTS', and 'QUOTES'.A screenshot of the mobile application interface showing the detailed RFQ form. It includes a 'Search (Optional)' field at the top. Below that are two dropdown menus for '(Main Category)' and 'Sub Category', both with 'Please select' text. There's a 'Max Budget' text input field. The 'Expiry Date' field is set to '2021/11/24' with a calendar icon. Below this is an '(Optional) Upload a maximum of 5 images/files' section with a 'Choose Files' button and 'No file chosen' text. The 'Description (add QTY if needed)' field contains the text 'Example, I need a quote for...'. At the bottom, there's an orange button labeled 'SAVE AND SUBMIT REQUEST'. The navigation bar at the very bottom is identical to the previous screenshot, with 'CREATE NEW' highlighted by a red box.

- Add an expire date to your RFQ. After the expire date has been reach, the supplier won't be able to view the RFQ.
- Add images or files if applicable
- Add a description, more detail and quantities to your RFQ.



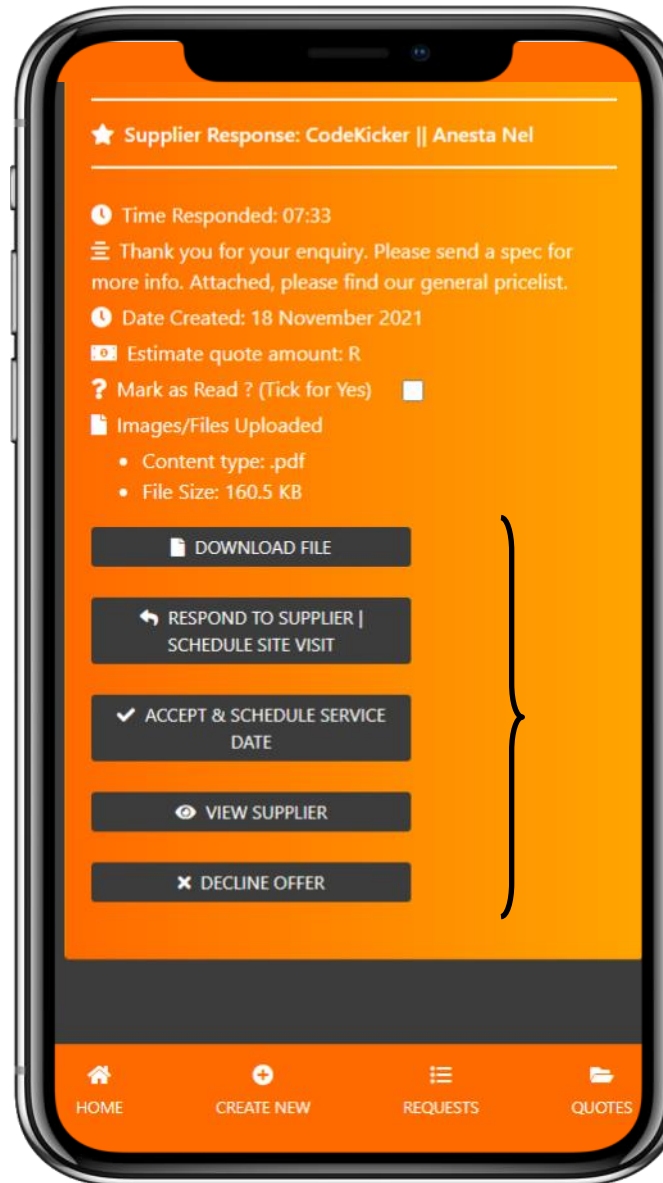
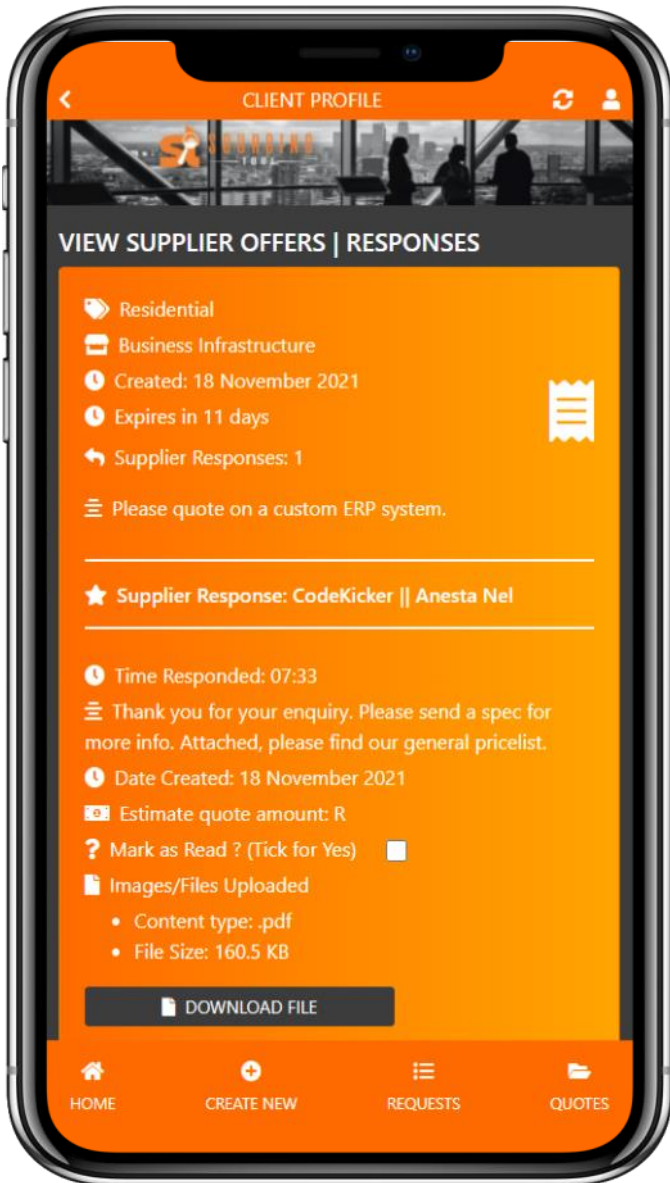
Here you can view :

- Download quotation (if available)
- View the supplier profile
- Accept and schedule a service date or delivery
- Decline the offer
- Respond to the supplier message by sending more info and schedule a site visit (if applicable)

USER GUIDE: USER PROFILE



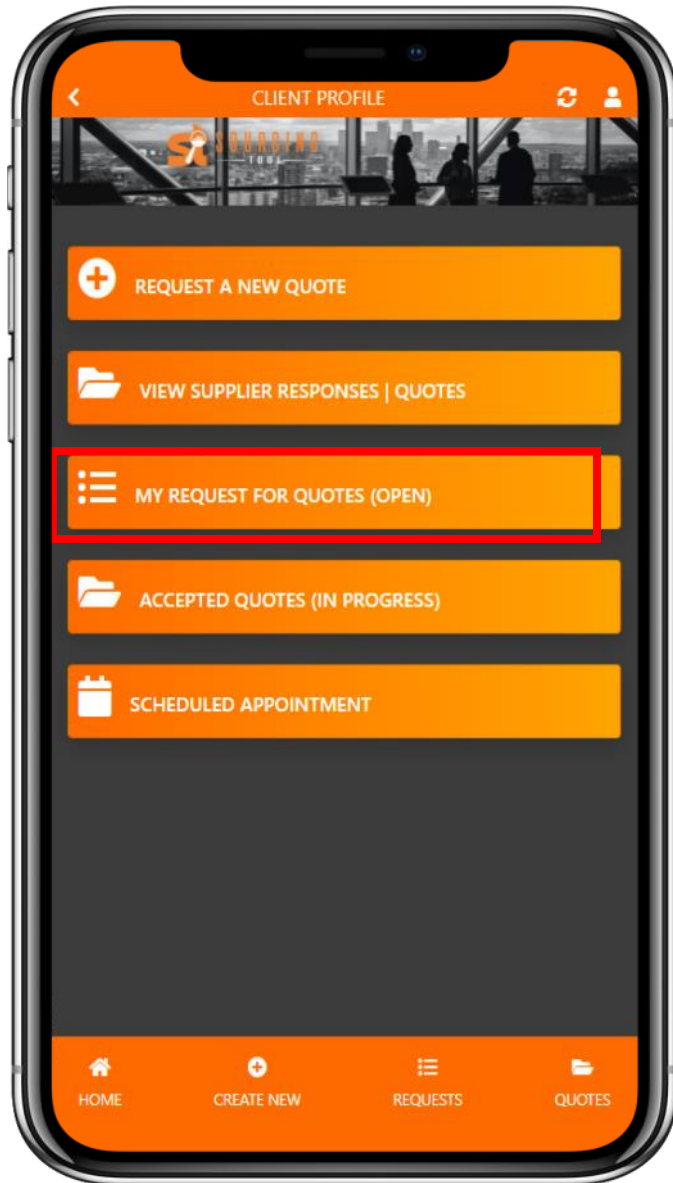
Here you can view the supplier response to your request. At the top you will find a summary of your RFQ, scroll down for actions.



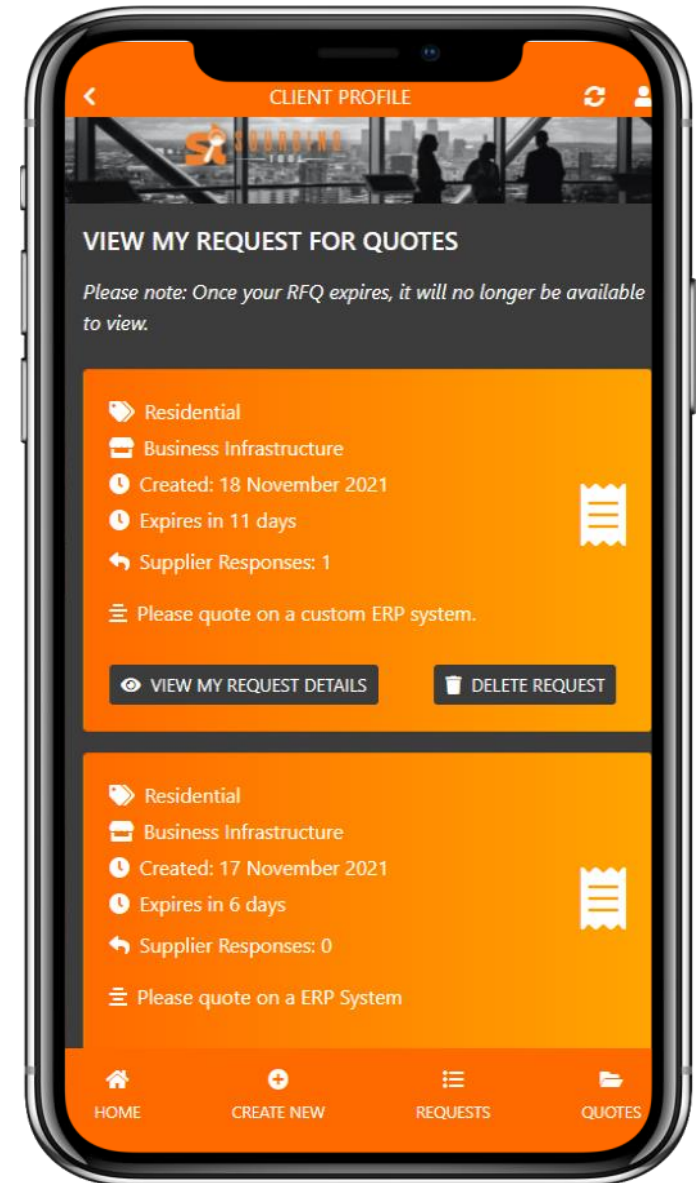
Here you will find the supplier response. Including:

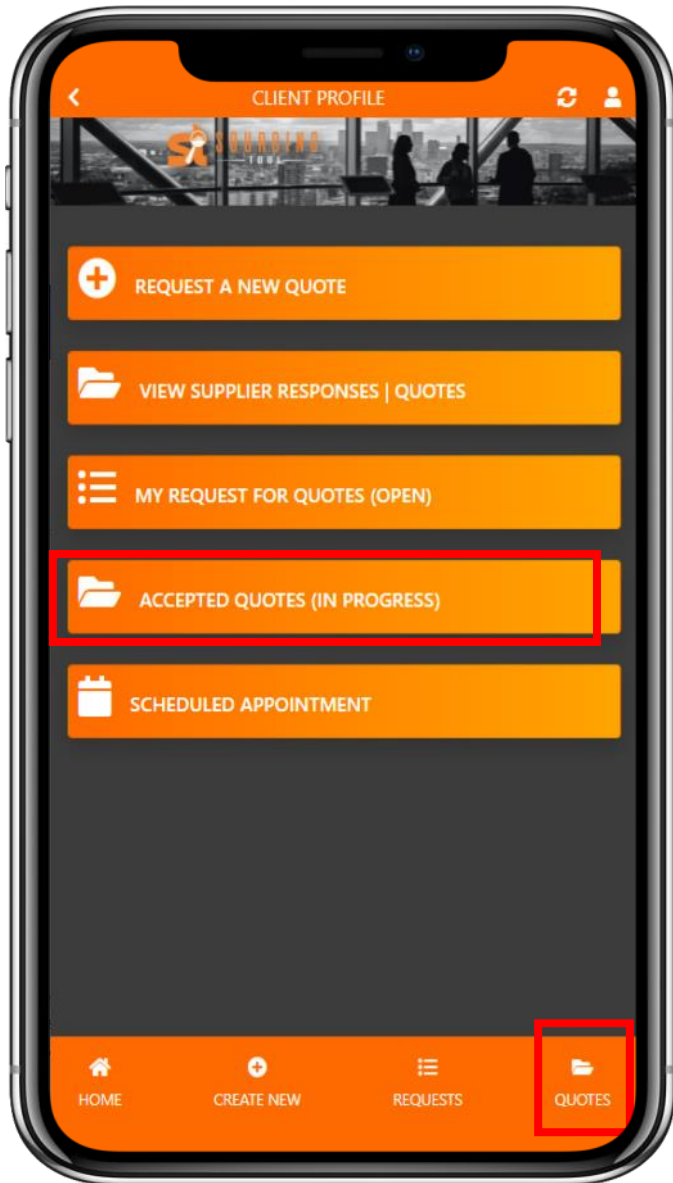
- Time responded
- Message (if available)
- Estimate quote amount
- A notification that more info or a site visit are requested.

- Download the quote here (if available)
- Respond to the suppliers' question or send through available dates for an site visit
- Accept the supplier offer here and schedule a service or delivery date (add 3 possible dates, the supplier will confirm one of the proposed dates)
- View the supplier profile here with all their company details
- Decline the offer here

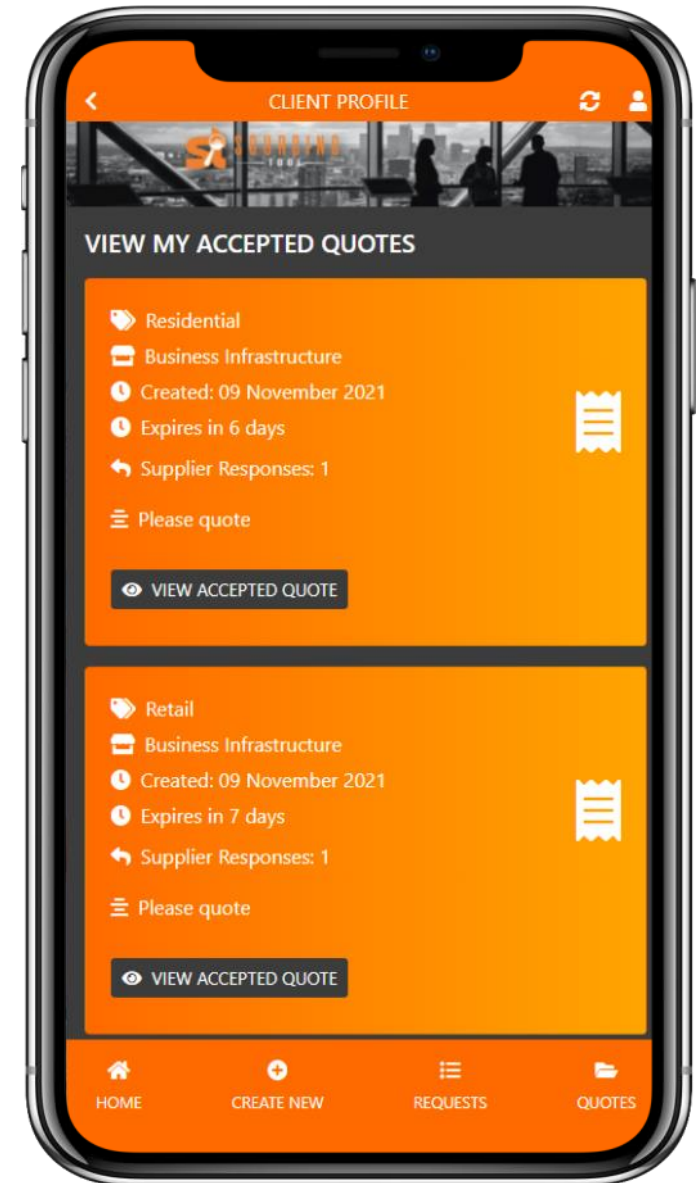


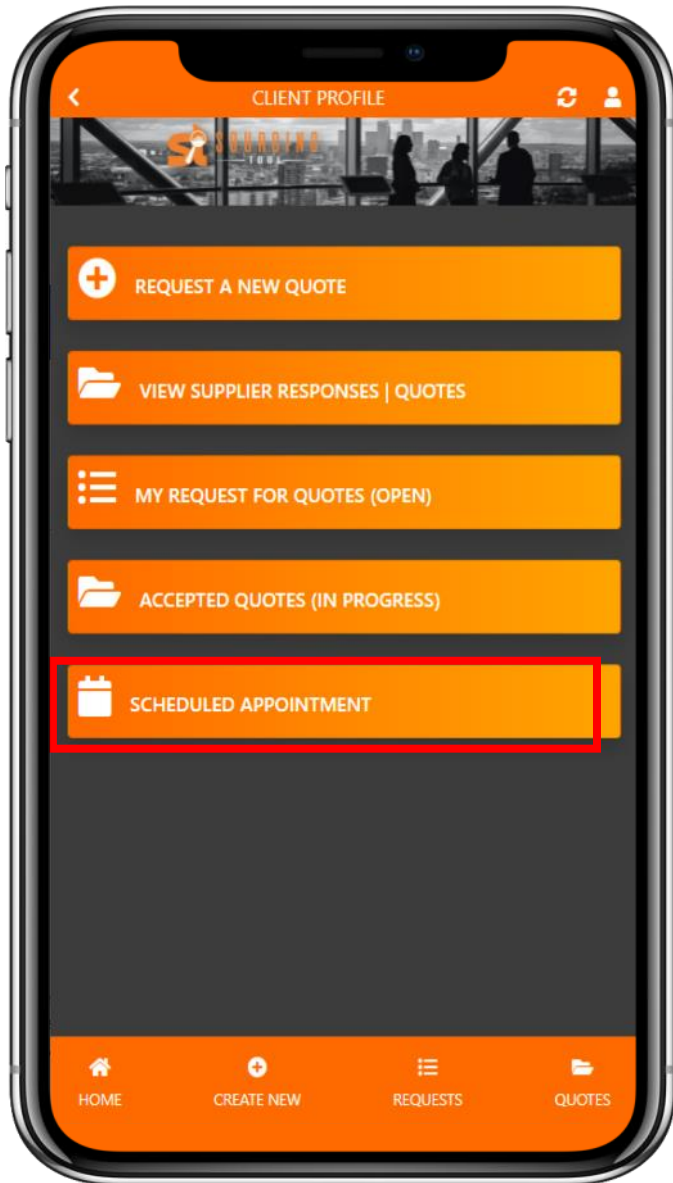
Here you can view your open RFQ's. Including the amount of suppliers that responded, as well as the option to delete your request.





→ Here you can view all quotes that has been accepted →





→ Here you can view the appointments that has been confirmed and scheduled by the supplier.

