

USER GUIDE

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I. Introduction

This user guide is for suppliers and partners who would like to use the BUY-5 solution.

You are going to use the online service of the website <u>www.buy-5.com</u>. This is purchasing platform specialized in the automotive industry.

This document will show you step by step how to:

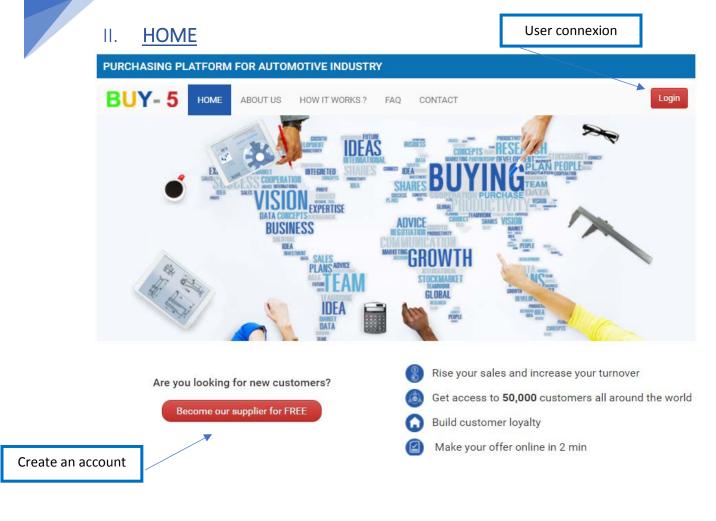
- Subscribe
- Find and consult the purchase requests
- Make offers online

We invite you to sign in, in order to benefit from a private area protected by a Login and a Password This area will allow you to get access and to answer to the purchase requests on the website in a secure way.

For any difficulty, you will meet during registration or for any interrogation about answer to purchase requests, we invite you to carefully consult this guide. If you have any other request, do not hesitate to contact us for help.

Just send us a message in the "Contact" or send an email to contact@buy-5.com





A. <u>ABOUT US</u>

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ABOUT US describe more precisely who we are, what we are looking for and why you should register.

B. HOW IT WORKS

HOW IT WORK is here to explain easily and quickly the use of the platform. A direct link to this document will be integrated to this page.

C. <u>CONTACT</u>

CONTACT will help you to contact us. We will help you for any problem you will meet. We are here to answer you as better as possible. There you could also find information about company.



III. Subscribe as a supplier

To get access to the purchase requests, you should, first of all, go on the home page and click on "Become our supplier for free" and fill the form hereunder to get register

Become a supplier

Register

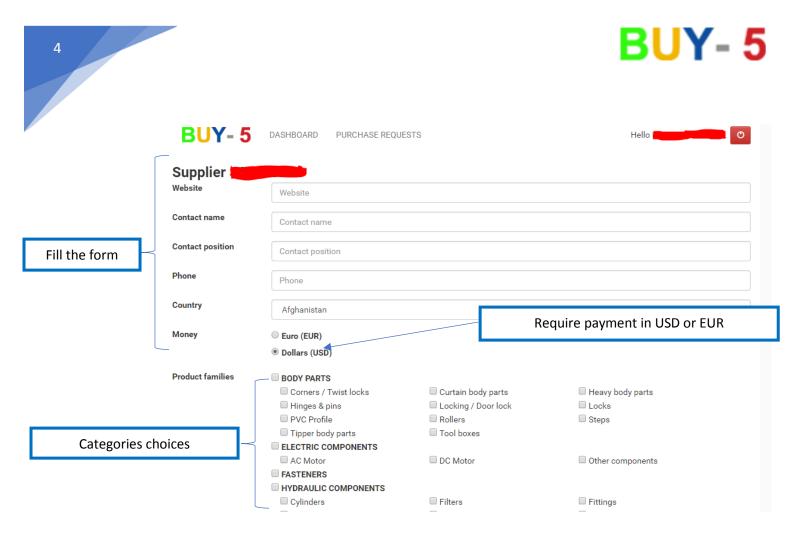
Company		
Phone		
Email		
Country		
Afghanistan		•

Then, you will receive an email to validate your inscription by clicking on the link.

After validating this link, our staff will validate or not your company.

After validation, you will receive a new email with your login and your password for the account. Now, insert your login and password on the home page, then you will arrive on this page

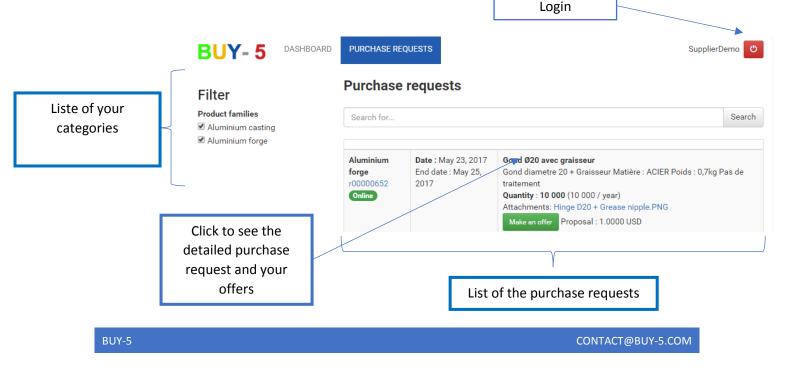
BUY-5	BUY-5 DASHBOARD PURCHASE REQUESTS			Hello TEST CONTACT			
YOUR INFORMATION							
Company		Contact name	Contact phone	Email			
TEST CONTACT				contact@buy-5.com			
Modify my information							
Please complete your profile information You have to check your information and select your product families.			Click on « n	Click on « modify my information »			



You only can be referenced your company in 3 categories maximum.

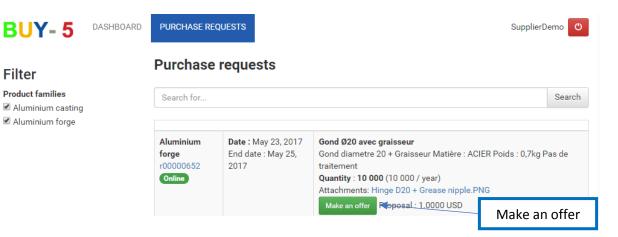
IV. <u>Consult the purchase requests</u>

The access to the purchase request will be able after register on the tab « Purchase requests », where you will get access to the list of all the consultations about your categories.



BUY-5

V. <u>Make an offer</u>



	BUY- 5	ASHBOARD PURCHASE REQUES	TS		SupplierDemo 🕐
	t				
	Money	USD	Incoterm	Incot FOB	
	Quantity	10 000 (delivery date : May 29, 201	17) Annual quantity	10 000	
	Packaging	Packaging			_
	Quality requirements			Files attached	
	Attached files	Hinge D20 + Grease nipple.PNG			
	Your proposal				
	Unit price USD	Price for one unit			
	Delay for delivery	Delay in days for delivery			
	Tooling costs USD (total)				
Fill the form totally	Samples	Provided			
		Delay in days to deliver samples ((if available)		
	On-site visit	Accepted			
	Packaging				
	Additionnal Information				
			Vali	date vour offer	
		Validate this proposal			

After this offer, you will receive a feedback from our staff under 48hours. Depending to the answer, you could make a new effort to get closer to our target prices

BUY-5

VI. Finalize the purchase

An email will be sent to you under 48 hours after each offer made to notice you if the offer corresponds to our needs or not.

We will send you an email to fix the last details.