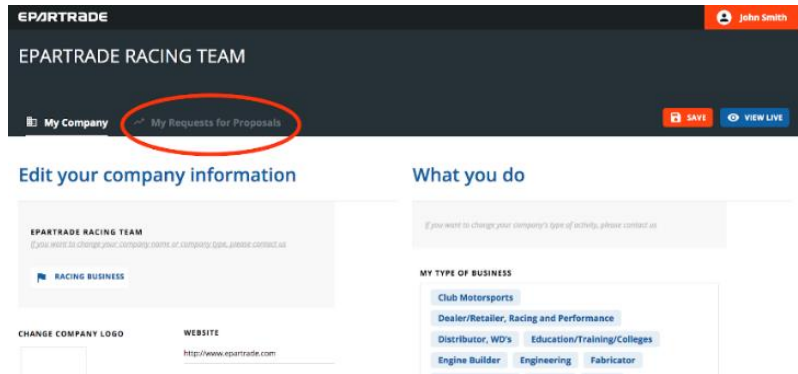
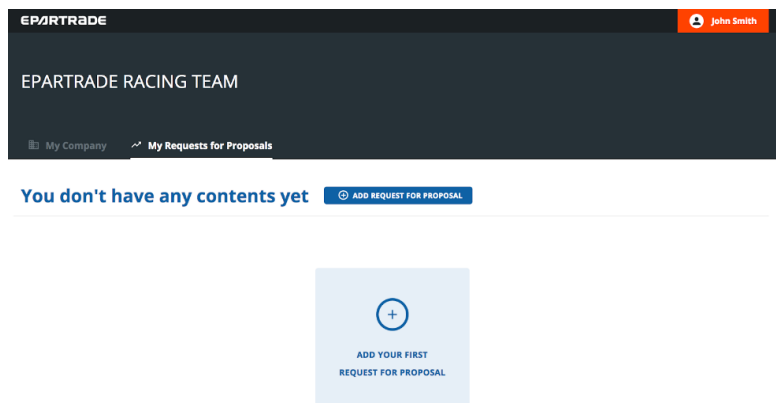


EPARTRADE: REQUEST FOR PROPOSALS (RFP) MANUAL

- 1) As a racing team or racing business you can request a proposal by clicking on MY REQUEST FOR PROPOSALS.



- 2) Here you will click ADD REQUEST FOR PROPOSAL. This is where you, as a racing business, can request parts or services from the EPARTRADE community, allowing for suppliers and service providers to come to you.



- 3) You will need a title for your proposal, a quick description, as well as a start and end date for the proposal.

EPORTRADE John Smith

My Company My Requests for Proposals

MY REQUESTS FOR PROPOSAL > CREATE NEW REQUEST FOR PROPOSAL

Create a Request for Proposal

REQUEST FOR PROPOSAL TITLE * Select a category for this product * v

POST CONTENT (150 CHARACTERS MAXIMUM) *

STARTS AT * mm / dd / yyyy ENDS AT * mm / dd / yyyy

SHOW ON MY PROFILE OFF

* Mandatory Information

Cancel CREATE MY REQUEST FOR PROPOSAL →

- 4) Additionally, you will need to select a product category for your request.

MY REQUESTS FOR PROPOSAL > CREATE NEW REQUEST FOR PROPOSAL

Create a Request for Proposal

REQUEST FOR PROPOSAL TITLE *

POST CONTENT (150 CHARACTERS MAXIMUM) *

STARTS AT * mm/dd/yyyy ENDS AT * mm/dd/yyyy

Auto Body Profile Templates & Equipment

Axles Axles, Drag

Axles, Floater Ball Joints

Bead Locks Bearings

Bearings, Ceramic-Driveline

- 5) Then you will need to decide whether you would like the proposal to appear on your profile. (By allowing it to show, it will be made active online for other companies to see. If you wish to wait before it shows up online, then you will select the OFF option.) When this is all completed, click on CREATE MY REQUEST FOR PROPOSAL.

EPARTRADE John Smith

MY REQUESTS FOR PROPOSAL > CREATE NEW REQUEST FOR PROPOSAL

Create a Request for Proposal

REQUEST FOR PROPOSAL TITLE *

WANTED: New Engines

POST CONTENT (150 CHARACTERS MAXIMUM) *

We're looking for new engines for our races later this year!

STARTS AT * **ENDS AT ***

05 / 20 / 2018 06 / 08 / 2018

SHOW ON MY PROFILE

ON ●

** Mandatory Information*

[Cancel](#) **CREATE MY REQUEST FOR PROPOSAL** →

- 6) Once the page is created, you will be able to view it on the LIST OF MY REQUESTS FOR PROPOSALS page. Here you will be able to edit, remove, view, or add other requests for proposals.

The screenshot shows a dark header with 'EPARTRADE RACING TEAM' and navigation links for 'My Company' and 'My Requests for Proposals'. Below the header is a section titled 'List of my Requests for Proposals' with an 'ADD REQUEST FOR PROPOSAL' button. A table lists a request for 'WANTED: New Engines' with a status of 'Online', start date of '2018-05-20', and end date of '2018-06-08'. Action buttons for 'Edit', 'View online', and 'Delete' are visible for this request.

Product Name	Status	Starts At	Ends At	Sort by date
WANTED: New Engines	Online	2018-05-20	2018-06-08	Edit View online Delete

- 7) This is what a public/live proposal looks like.

The screenshot shows a public proposal page. At the top, there are navigation links for 'MY REQUESTS FOR PROPOSAL' and 'CREATE NEW REQUEST FOR PROPOSAL'. The main heading is 'Create a Request for Proposal' with a 'GO BACK TO EDITING' button. The proposal content includes the title 'WANTED: New Engines', the company name 'EPARTRADE RACING TEAM', a description 'We're looking for new engines for our races later this year!', tags for 'Engine Kits', 'Software', and 'Engine Design', a location 'Los Angeles (90027), US', and a post date 'Posted on 24 May 2018'. A 'CONTACT' button with a right-pointing arrow is at the bottom.