

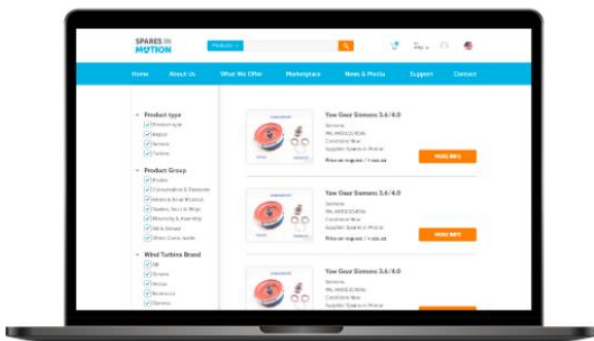


# SPARESINMOTION.COM GUIDELINE FOR BUYERS

## GUIDELINE FOR BUYERS

This document guides and ensures that Spares in Motion platform attends Buyer's expectation in terms of quality, delivery, transparency, and other practices to establish an effective working relationship between demand and supply. It is important that both parts share a mutual understanding of procedures and processes.

## THE SPARES IN MOTION PLATFORM



The leading digital multi-brand platform connects demand and supply of the global wind aftermarket, matching buyers' and suppliers' spare parts needs to provide the best offer OnDemand. A full portfolio of products and services presents the widest sourcing options to support wind turbine owners and operators of several brands.

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# 1. START USING SPARESINMOTION.COM PLATFORM

## 1.1. Create your account

To join and start trading spare parts in the largest digital community of the wind industry in an easy and secure way, it is necessary to register and create an account - for free. *If you already have an account, you just need to log in.*

1. Access [www.sparesinmotion.com/register](http://www.sparesinmotion.com/register) and complete the form with your data.

### Create new account

Create a Spares in Motion account

Join the largest community in the wind industry and start trading spare parts in an easy and secure way.

First name\*

Last name\*

Email\*

Password\*

Confirm password\*

Provide a password for the new account in both fields.

### 1.1.1. Choose your account type

1. Private account: fill-in your phone number and country;

### Account type\*

Private

Business

Telephone number\*

Country\*

2. Business account: fill-in your phone number, country, and company name;

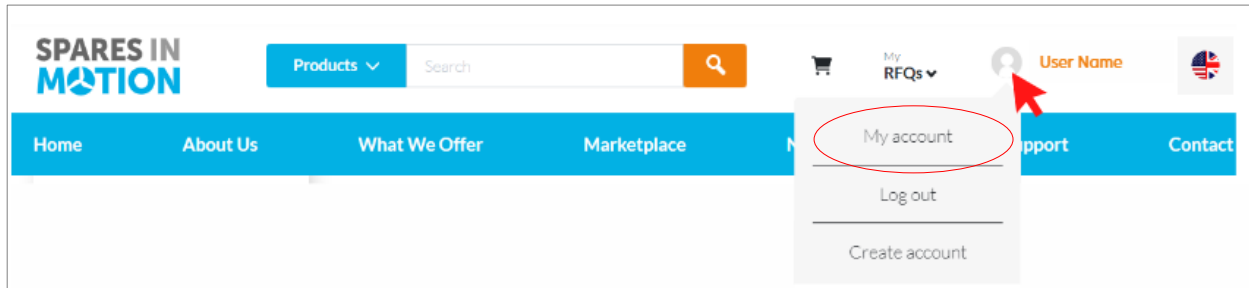
The screenshot shows a form for creating a business account. At the top, under 'Account type\*', there are two radio buttons: 'Private' (unselected) and 'Business' (selected). Below this are three input fields: 'Company\*' with the text 'ACME', 'Telephone number\*' with a dropdown menu showing a US flag and the number '(201) 555-0123', and 'Country\*' with a dropdown menu showing 'Netherlands'. A blue 'Create account' button is located at the bottom right of the form.

- a. If the company does not exist in the system yet, you can create it and you automatically become the ADMIN (administrator) of this company and you will be able to manage the company profile within the system;
- b. If the company already exists in the system, you can select it by clicking on the company's name to send a membership request to the admin. The membership will appear as "pending" until the admin user of your company accepts your request.

The screenshot shows a dropdown menu for the 'Company\*' field. The text 'Spares' is entered in the input field. The dropdown menu is open, showing two options: 'Spares' (highlighted in blue) and 'Spares in Motion - test'.

## 1.2. Know your workspace

1. On the right top of the page header, click on the profile icon > “**My account**” to access your workspace. [Your workspace is an area where you can see and edit your information, check, and update your RFQs, manage your products and services, and control your orders and invoices].



2. The lateral menu on your left will help you to easily visualize all the boards available in your workspace:

✓ My account	See and edit dashboard, account details, address book, interests, payment
✓ My RFQs	See and edit your RFQs status and update them
> My Company	See your company details, products, and members. Editable for ADMIN users.
✓ My products	Add, edit, publish and unpublish products and services at any time
✓ My product orders	See and edit your purchase and sales orders
✓ My product invoices	See and edit your purchase and sales invoices

## 1.3. Creating and managing a (new) company profile

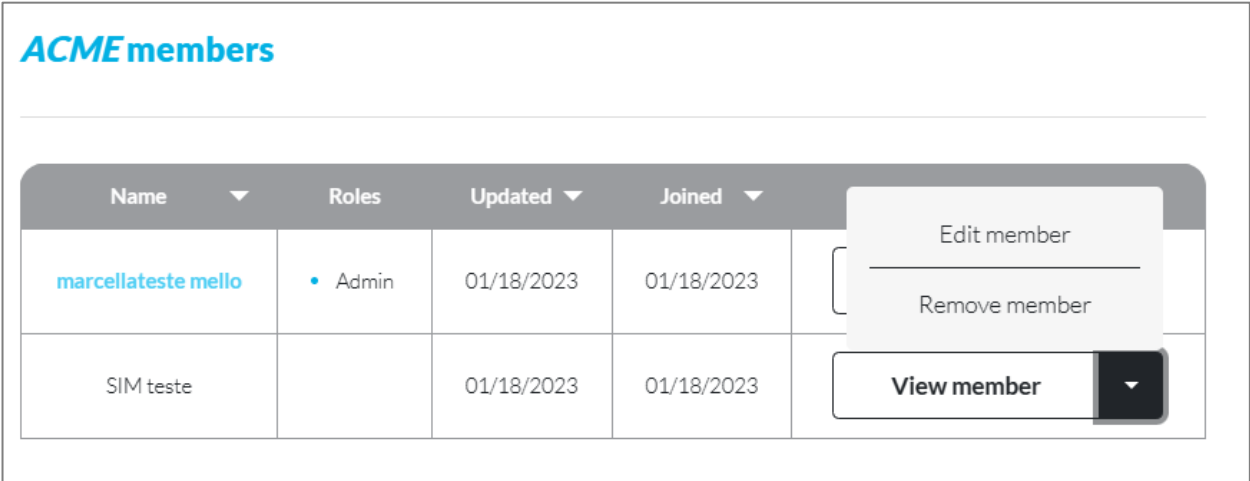
Once you created a new company by selecting a business account, you will be able to manage the company profile in your workspace.

### 1.3.1. See and edit your company details

1. Access your workspace;
2. On the lateral menu, click on **“My company”** > **“Edit details”** to start adding or editing your company basic information. *By adding detailed information about your company, you will generate more confidence within the platform's community, resulting in more business.*
  - a. Description of your company;
  - b. Attachments (any documentation you find important to publish);
  - c. Company avatar (logo);
  - d. Contact Information (address, phone number, general email, and website);
  - e. Click on **“Save”** to keep your changes.

### 1.3.2. See and edit members of your company

1. Access your workspace;
2. On the lateral menu, click on **“My company”** > **“Member”** to see and edit the table containing the members linked to your company. As an Admin, you are allowed to remove or edit members accesses.

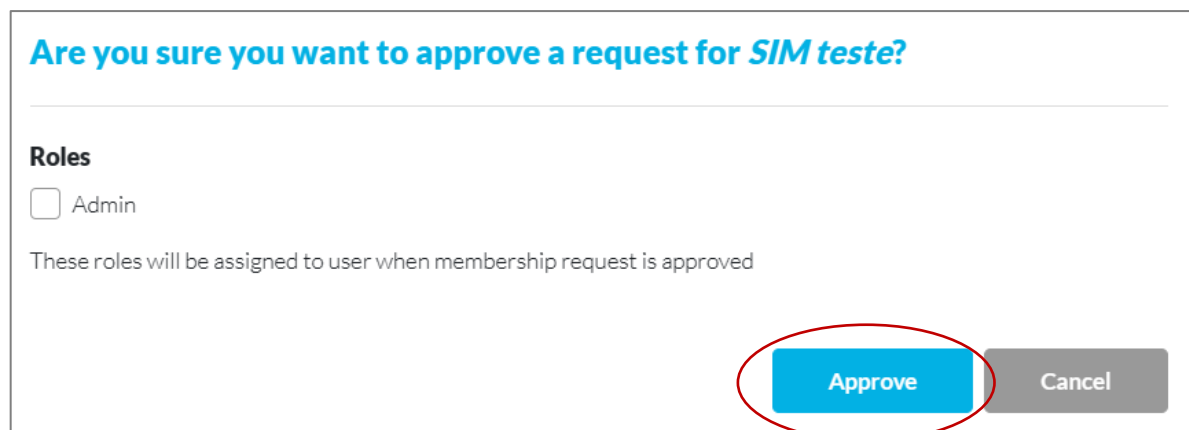
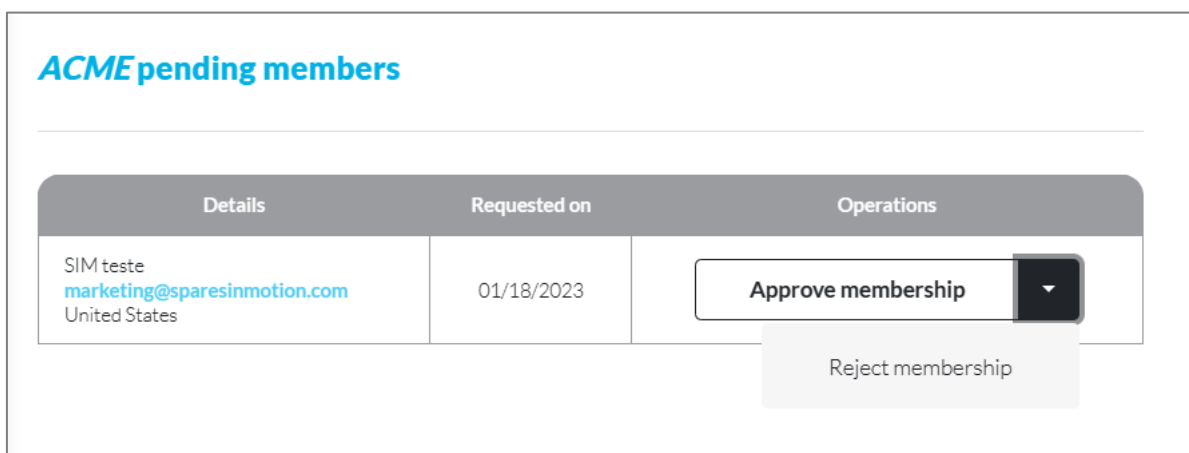


Name	Roles	Updated	Joined	
marcellateste mello	• Admin	01/18/2023	01/18/2023	<div>Edit member</div> <div>Remove member</div>
SIM teste		01/18/2023	01/18/2023	<div>View member</div>

### 1.3.1. See, accept, or refuse pending members requests

When a new user selects your company when creating an account, you will need to confirm that he can become a member. To do so, follow these steps:

1. Access your workspace;
2. On the lateral menu, click on **“My company”** > **“Membership requests”** to see member waiting for your approval;
3. You can approve or reject the membership
  - a. Before completing the approval, you have the possibility to assign the pending member as administrator, if necessary

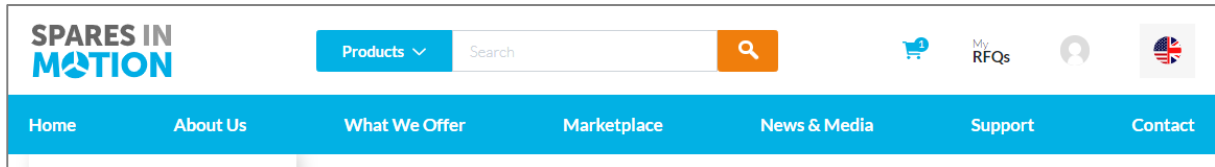


## 2. SEARCHING PRODUCTS AND SERVICES

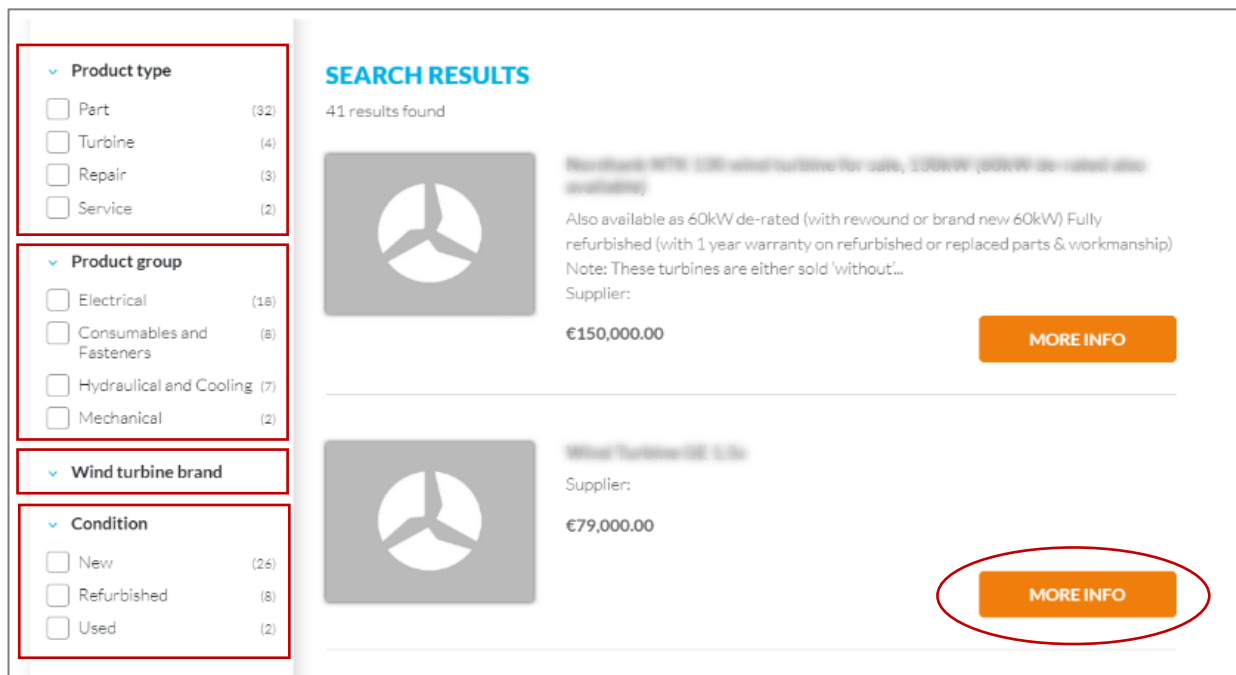
### 2.1. Know the Spares in Motion marketplace

At SparesInMotion.com you will find a wide variety of wind turbine main and minor components, consumables, complete turbines, repair, and other services.

1. Visit [www.sparesinmotion.com/marketplace](http://www.sparesinmotion.com/marketplace) or use the search bar at the top of the page to search for items directly by product group, name, brand, or part number;



2. The result page will show you the number of results found, products basic information, and price/price on request;
  - a. Use the filters on the left to narrow your search results by product type, product group, wind turbine brand, and item condition;
  - b. Click on **“More info”** to see the product page, access complete information, and start negotiating directly with the best global sellers in a safe and easy way.





## 2.2. Product Page

1. The product page shows the selected product complete and detailed information;
2. You now can:
  - a. See **“Supplier information”**;
  - b. **“Ask a quote”**;
  - c. **“Add (item) to quote cart”**.

**130kW wind turbine for sale, 130kW (60kW de-rated also available)**

Non-renewable de-rated turbine

**€150,000.00**

- Get your free quote
- No commission
- Direct contact with supplier

**Add to quote cart**

**Ask quote now**

Supplier:

### Details

Expected lead time: < 3 weeks	Condition: Refurbished	Transformer: Included
Total units available: 15	Hub height: 27.00 m	Year of construction: 1987
Wind turbine brand: Nordtank	Power: 130 kW	
Wind turbine type: NTK130	Rotor diameter: 21.00 m	

**Additional information:**

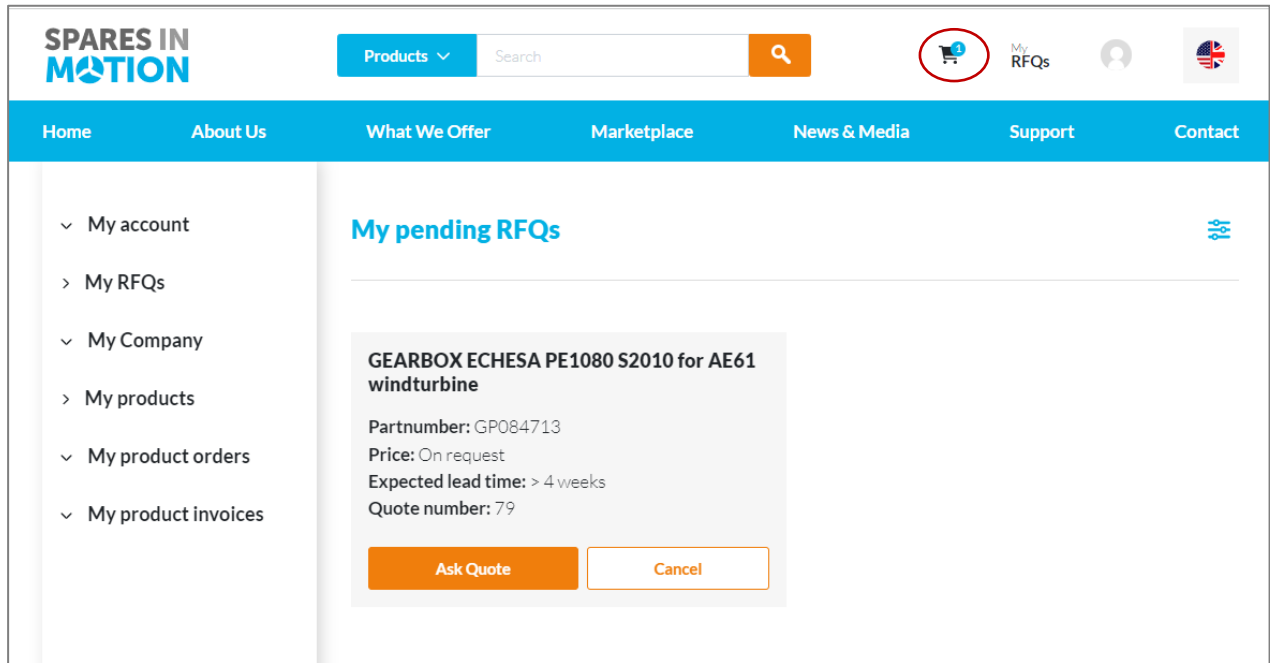
Also available as 60kW de-rated (with rewind or brand new 60kW)

Fully refurbished (with 1 year warranty on refurbished or replaced parts & workmanship)

Note: These turbines are either sold without the original NordTank FK controllers OR with brand new Oriskam THAC3 Controllers

## 2.3. Quote cart

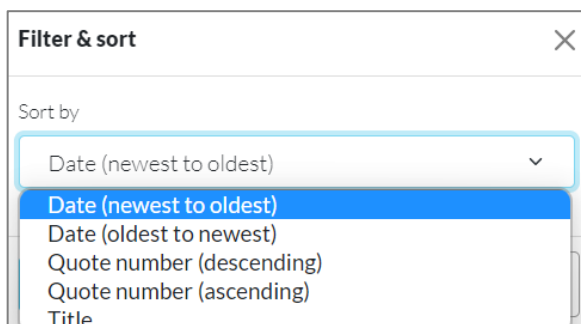
1. If you don't want to ask a quote now, you can add the item to your quote cart and manage it later;
2. Click on the cart icon on the top of the page to see and manage **"My pending RFQs"**.



## 2.4. My pending RFQs

*"My pending RFQs page" is where all your RFQs are located;*

1. You can use the filter on the right top of the page to narrow the RFQs cards by date, quote number or title;



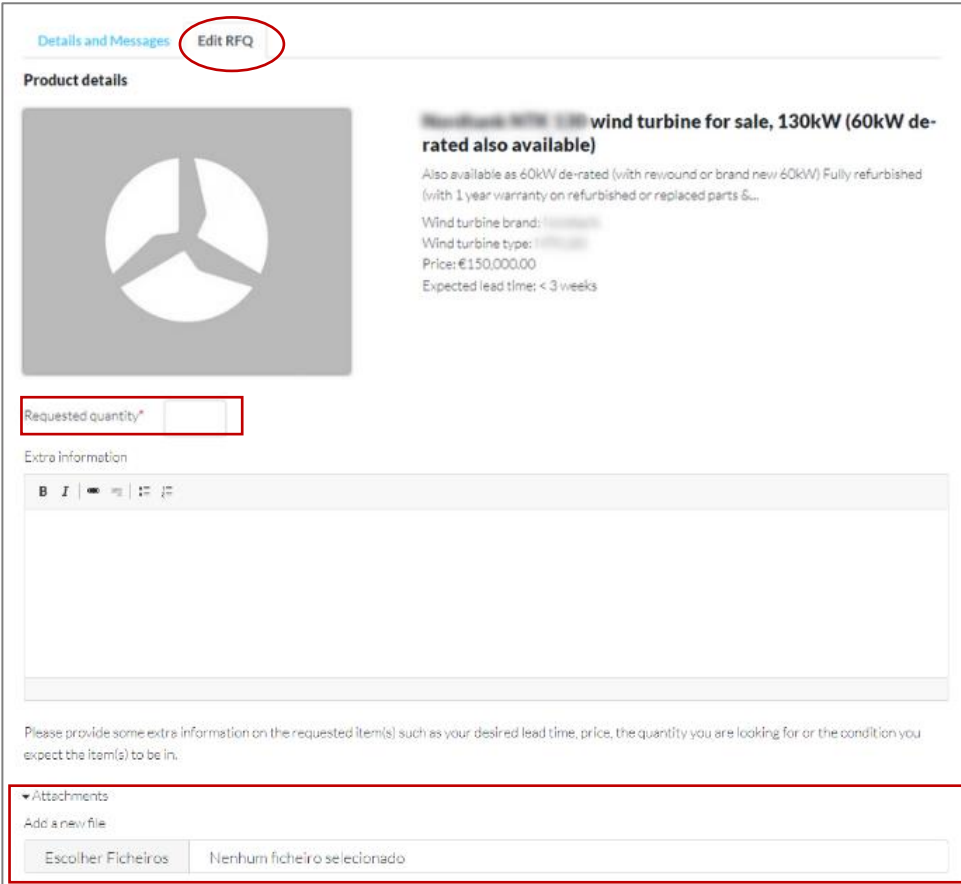
2. You can proceed with the negotiations by clicking on **"Ask a quote"**, or **"Cancel it"** located on your RFQ card.

## 3. START BUYING FROM GLOBAL SELLERS

### 3.1. Manage your RFQs and start negotiating with the sellers

After clicking on one of your cards, you will access your RFQ page, where you will be able to:

1. Access “**Edit RFQ**” page to provide information on the requested item(s):
  - a. Requested quantity\*
  - b. Desired lead time
  - c. Condition you expect the item(s) to be in
  - d. You can “add an attachment” if necessary



The screenshot displays the 'Edit RFQ' interface. At the top, there are two tabs: 'Details and Messages' and 'Edit RFQ', with the latter being active and circled in red. Below the tabs is the 'Product details' section, which includes a placeholder image of a wind turbine and a text description: 'Newest model 130kW wind turbine for sale, 130kW (60kW de-rated also available)'. Below the product details, there is a 'Requested quantity\*' input field, also circled in red. Underneath is an 'Extra information' section with a rich text editor. At the bottom, there is an 'Attachments' section with a file selection button labeled 'Escolher Ficheiros' and a status message 'Nenhum ficheiro selecionado', both circled in red.

#### 2. Adding shipping instructions

- a. Select the option “**Shipping organized by the seller**” or “**I will arrange the shipping**”
- b. Let the seller know the delivery address by selecting an address already linked to your account on the dropdown menu or “**Add new address book**”

**Shipping instructions\***

Shipping organized by seller

I will arrange the shipping

Pickup Address: The seller has not defined a pickup address yet

Shipping Address\*

- Select a value -

[Add new address to book](#)

3. After filling all the required fields and selecting the best shipping option for you, you can:
  - a. **“Save without sending”** – the request will be saved in your quote cart
  - b. **“Ask a quote”** – the seller will receive your request
  - c. **“Cancel”** – your RFQ will be cancelled and closed

Save without sending      Ask Quote      Cancel

4. Access **“Details and Messages”** page to check a summary of your request
  - a. Product details
  - b. Quote details
  - c. Shipping details

[Details and Messages](#)   Edit RFQ

Product details

### 3.2. When a seller responds your RFQ

When the seller answers a RFQ or sends you a message, you receive:

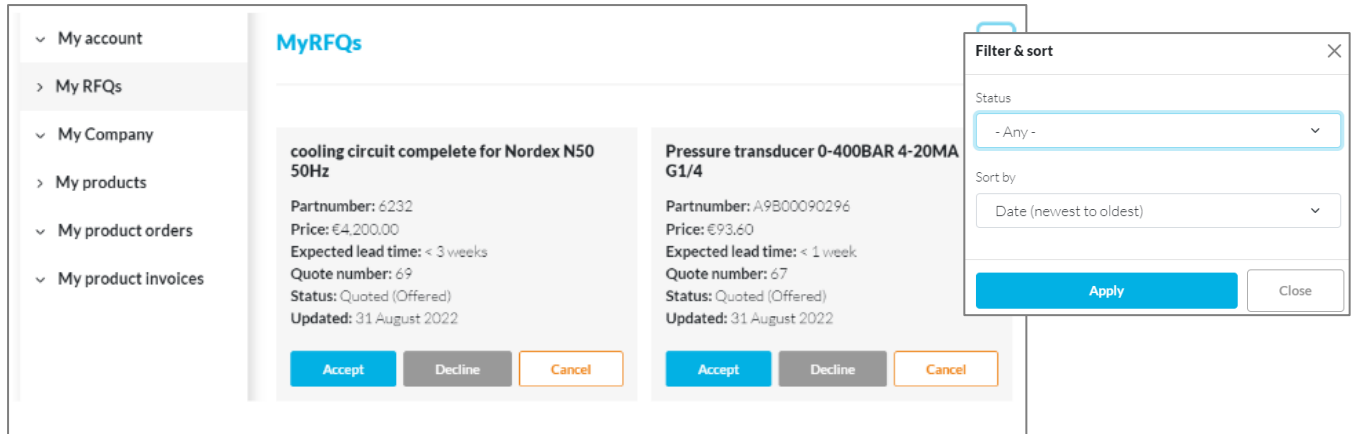
1. A message in your registered email
2. Notification in your **RFQs shortcut** on the webpage header

SPARES IN MOTION   Products ▾   Search     **My RFQs**

Home   About Us   What We Offer   Marketplace   News & Media   Support   Contact

### 3.3. View and check your RFQ status

1. In your workspace lateral menu, click on “My RFQs”
2. Use the **Filter and Sort**, on the right top of the area, to optimize what you see:
  - a. Choose the status of the RFQs and/or sort results by Date, Quote number, and Title
  - b. Select the RFQ you want to manage by clicking on the correspondent card



#### 3.3.1. RFQ statuses

**Started:** the RFQ is in the quote cart - waiting for an action from the buyer side;

**Open:** the RFQ is under negotiation or waiting for response from one of both sides;

**Quoted:** the RFQ was answered by the seller;

**Withdraw:** the seller decided to not proceed with the bid

**Cancelled:** the buyer decided to not proceed with the request

**Declined:** the buyer declined the bid sent by the seller

**Spares in Motion wishes you a great experience with the platform!**

If you have any doubt or want to report an issue, contact us at [support@sparesinmotion.com](mailto:support@sparesinmotion.com)