# SPARESINMOTION.COM
GUIDELINE FOR SUPPLIERS

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This document guides and ensures that Suppliers meet the Buyer's expectation in terms of quality, delivery, transparency, and other practices to establish an effective working relationship. It is important that both parts share a mutual understanding of procedures and processes.

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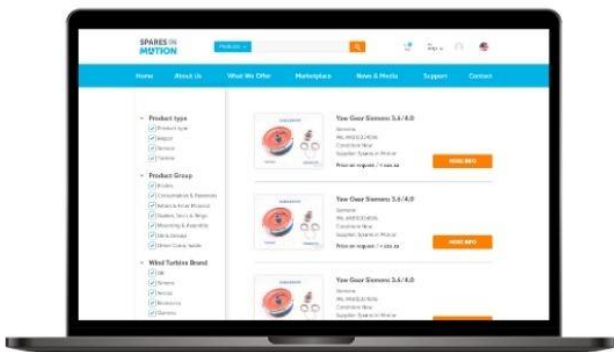
The leading digital multi-brand platform connects demand and supply of the global wind aftermarket, matching buyers' and suppliers' spare parts needs to provide the best offer OnDemand. A full portfolio of products and services presents the widest sourcing options to support wind turbine owners and operators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

INDEX

1. START SELLING YOUR PRODUCTS AND SERVICES NOW

1.1. Create your account

To join and start selling 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 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*

Password strength:

Confirm password*

Passwords match:

Provide a password for the new account in both fields.

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

Account type*
- ◯ Private
- ⦿ Business

Company*   ACME

Telephone number*   🇺🇸 ▾ (201) 555-0123

Country*   Netherlands

Create account

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.

Company*	Spares	○
	Spares in Motion - test	

1.2. Subscribe to a plan

1. Go to the page www.sparesinmotion.com/pricing-plans and select the plan that best fits your needs.

Basic	Extended	Customized
✔ Maximum number of products published: **10**	✔ Maximum number of products published: **100**	✔ Maximum number of products published: **Unlimited**
✔ Promote your products globally	✔ Promote your products globally	✔ Promote your products globally
✔ Onboarding with a platform specialist	✔ Onboarding with a platform specialist	✔ Onboarding with a platform specialist
✔ Translation to EN, ES, DE, and FR	✔ Translation to EN, ES, DE, and FR	✔ Translation to EN, ES, DE, and FR
✔ Direct Contact with global buyers	✔ Direct Contact with global buyers	✔ Direct Contact with global buyers
✘ Incorporate products listed on your website	✔ Incorporate products listed on your website	✔ Incorporate products listed on your website
✔ Acess enquiries for non-listed items	✔ Acess enquiries for non-listed items	✔ Acess enquiries for non-listed items
✔ Receive relevant data to improve your listings	✔ Receive relevant data to improve your listings	✔ Receive relevant data to improve your listings
€ 149 / Month	€ 299 / Month	Customized plan value
Join now	Join now	Join now

2. Fill in the questionnaire that is shown and click the "**Send**" button. A member of the Spares in Motion team will contact you to set up and activate your Seller's account.

Seller questionnaire

Thank you for your interest in subscribing to our **Customized Plan**.

To activate your seller's account, we need some more details.

Currency for billing*

- ◯ Euro
- ◯ British Pound
- ◯ US Dollar

What type of products do you want to publish?*

- ☐ Parts
- ☐ Repairs
- ☐ Service
- ☐ Turbine

If possible, please specify the types of products

What is your main goal using this platform?

- ☐ Discover new buyers for my products
- ☐ Get more requests for my products
- ☐ Sell non-moving/slow-moving stock
- ☐ Other

[Send]

1.3.   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 control your orders and invoices*].
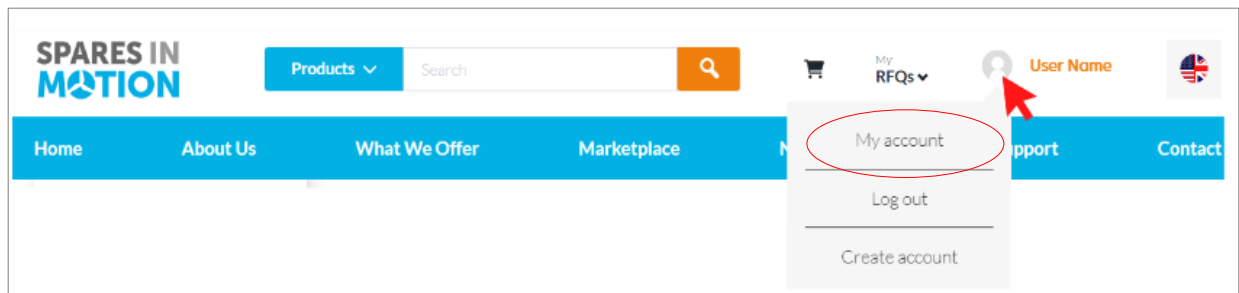
2. The lateral menu on your left will help you to easily visualize all the boards available in your workspace:

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 company details, products, and members. *Editable for ADMIN users*.
My subscription	See and edit subscription information and invoices
My products	Add, edit, publish and unpublish products and services at any time
My product orders	See and edit your purchases and sales orders
My product invoices	See and edit your purchases sales invoices

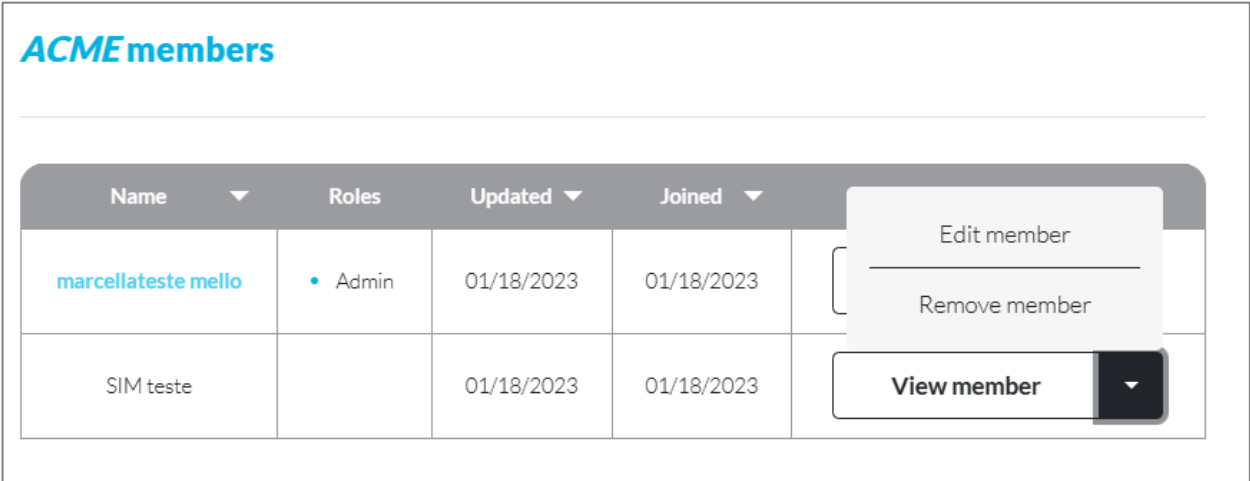## 1.4. Creating and managing a (new) company profile

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

1.4.1. 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.

1.4.2. 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.

1.4.1. 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:
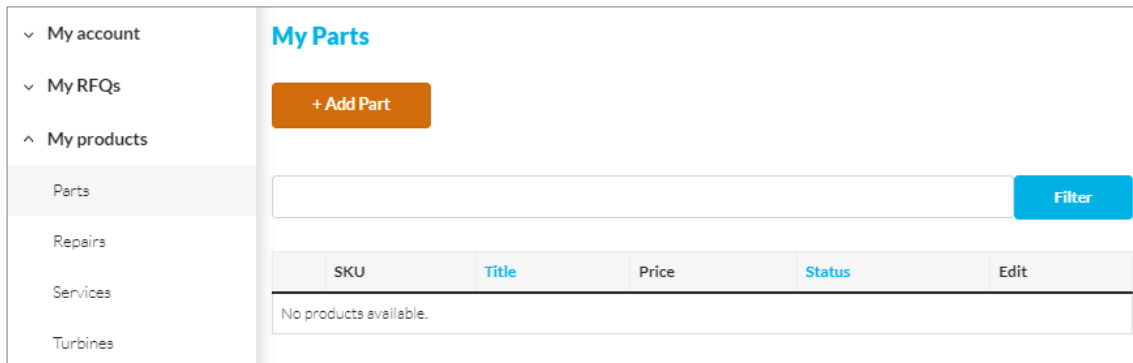
1. Access your workspace;

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
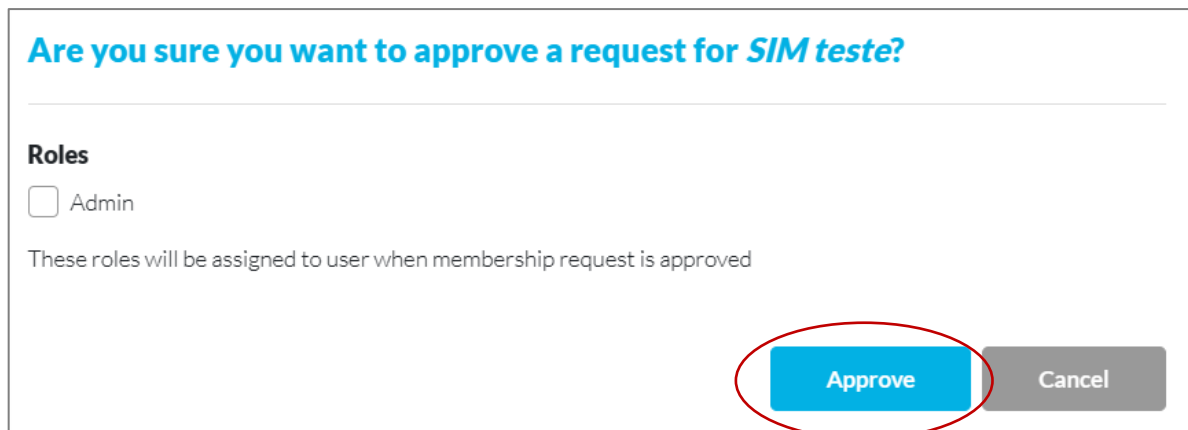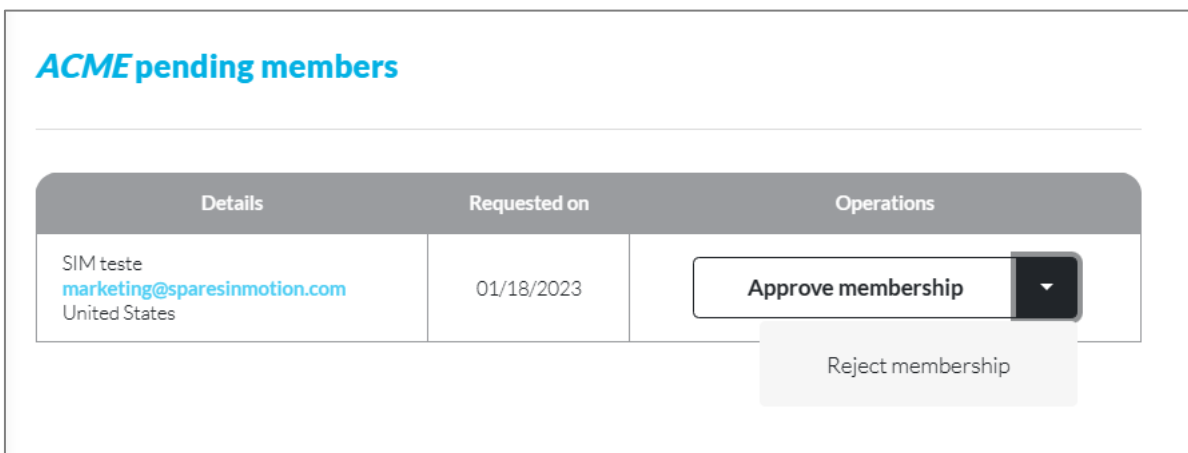
2. UPLOADING YOUR PRODUCTS AND SERVICES

2.1. Uploading a product

1. Login to your account to access your workspace;
2. On the lateral menu, click on "**My products**", if you want to add a part, repair, service, or turbine;
3. Click on **"+Add Part"** to start adding the product information that will be available to the buyers.
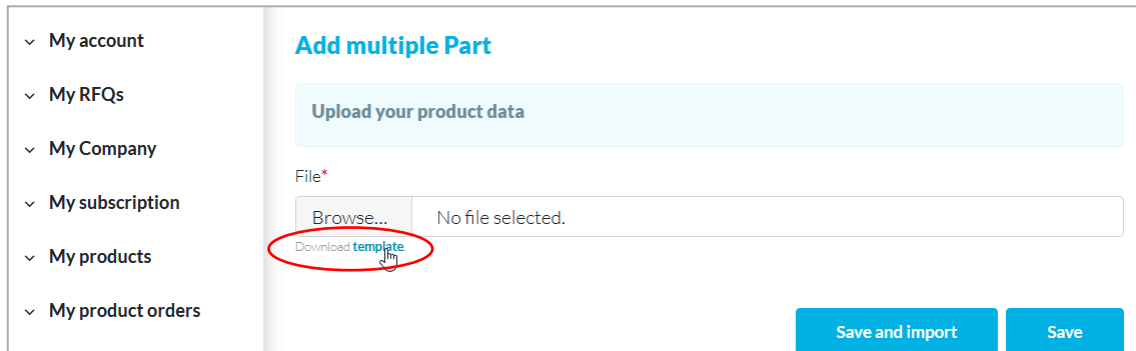

Basic information per item is required (the more information available, the easier and faster it will be to negotiate and close deals).
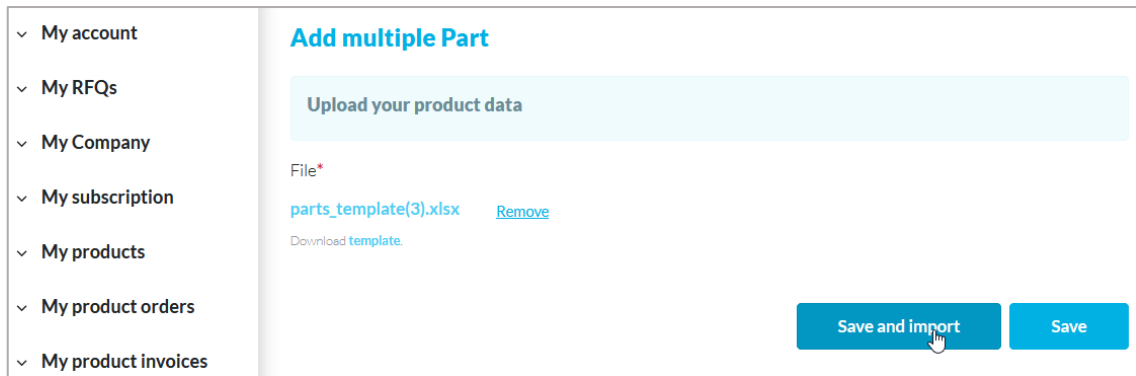
2.2. Uploading multiple products

1. Login to your account to access your workspace;
2. On the lateral menu, click on "**My products**" if you want to add a part, repair, service, or turbine;
3. Click on **"+Add in bulk"** to go to the "**Add multiple Part/Repair/Service/Turbine**" page.
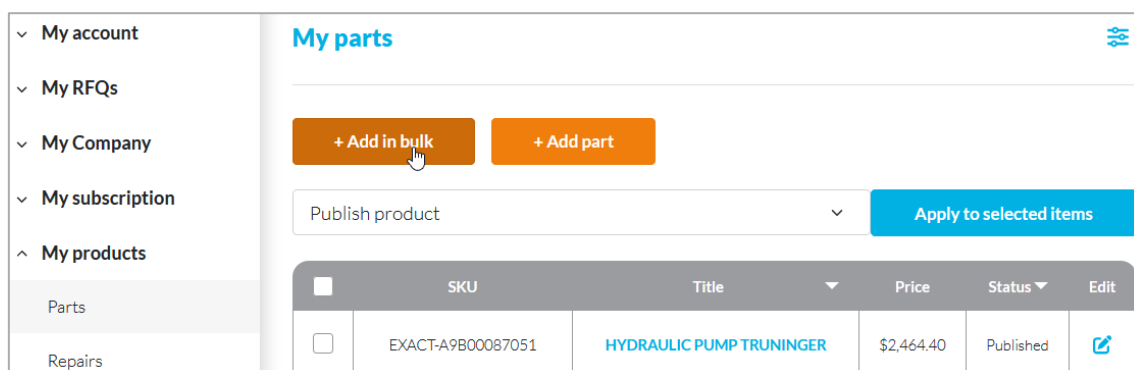
4. In case you don't have yet the **template** to upload the selected product, you can easily download it by clicking on the available link.

Add multiple Part

My account

My RFQs

My Company

My subscription

My products

My product orders

Upload your product data

File*

Browse... No file selected.

Download **template**.

Save and import   Save

5. Fill in the Excel template and upload it, by clicking on "**Browse…**", selecting the correct file, and clicking the button "**Save and import**".

Add multiple Part

My account

My RFQs

My Company

My subscription

My products

My product orders

My product invoices

Upload your product data

File*

parts_template(3).xlsx   Remove

Download **template**.

Save and import   Save

3. MANAGING YOUR PRODUCTS AND SERVICES, ORDERS, AND INVOICES

3.1. Managing your uploaded products

1. In "**My account**" access your workspace;

2. On the lateral menu, in "**My products**", you are able to manage (edit, publish, and unpublish) your products;

3. Use the filter bar to search for products by SKU, title, and price;

4. You can select more than one item, by ticking the checkboxes and use the drop-down list above the table to complete the action ("**Publish"** or "**Unpublish"**) and "**Apply to selected items**";

5. By clicking on the "**Title**" of each product, you are sent to your product page;

6. By clicking on the editor icon, you can edit your product information

My Parts

+ Add Part

☐	SKU	Title ▼	Price	Status ▼	Edit
☐	EXACT-109057	FILTER ELEMENT PA9501301-VW B27/27	€50.00	Published	✎
☐	EXACT-A9B00026103	Filter Element PA9501301-VW B27/27	€55.00	Unpublished	✎
☐	EXACT-5717.000.0584.AM1 REF	YAW GEAR RIGHT COMER	€1,900.00	Published	✎
☐	EXACT-5718.850.0511.AM1	PLANETARY GEARBOX PG3504PR, yaw gear for SWT 3.6	€5,000.00	Unpublished	✎

4. MANAGING YOUR RFQS (REQUEST FOR QUOTATION)

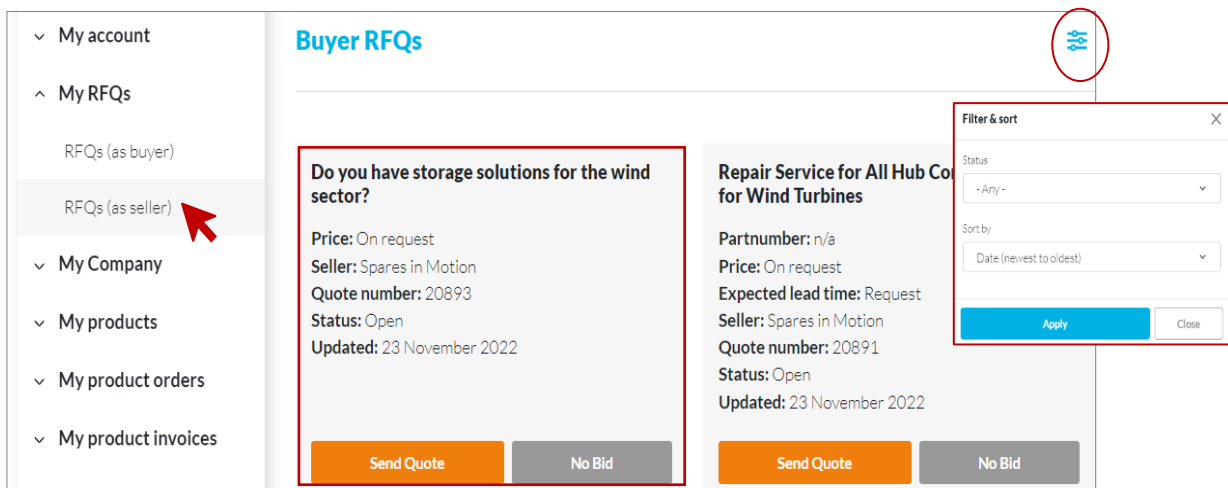## 4.1.   When a buyer sends you a RFQs or a message

When a buyer requests a quotation for your products or sends a message, you receive:

1. A message in your registered email;

2. Notification in your RFQs shortcut on the webpage header.
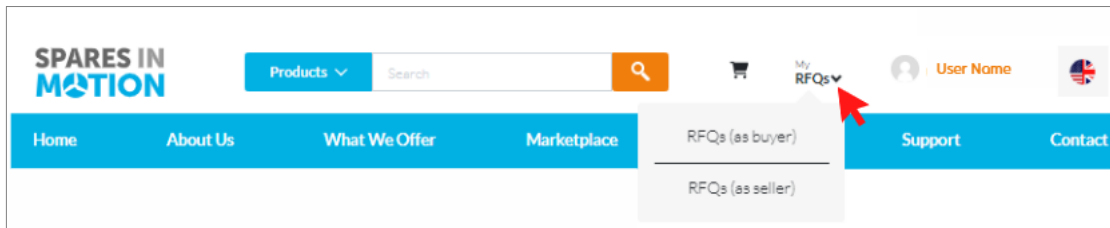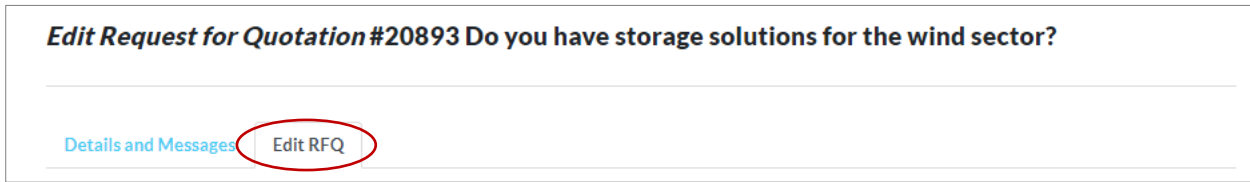

4.2.   View and check your RFQ status

1. In your workspace lateral menu, click on "**My RFQs**" > "**RFQs (as seller)**

2. Use the **Filter and Sort** feature, 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;

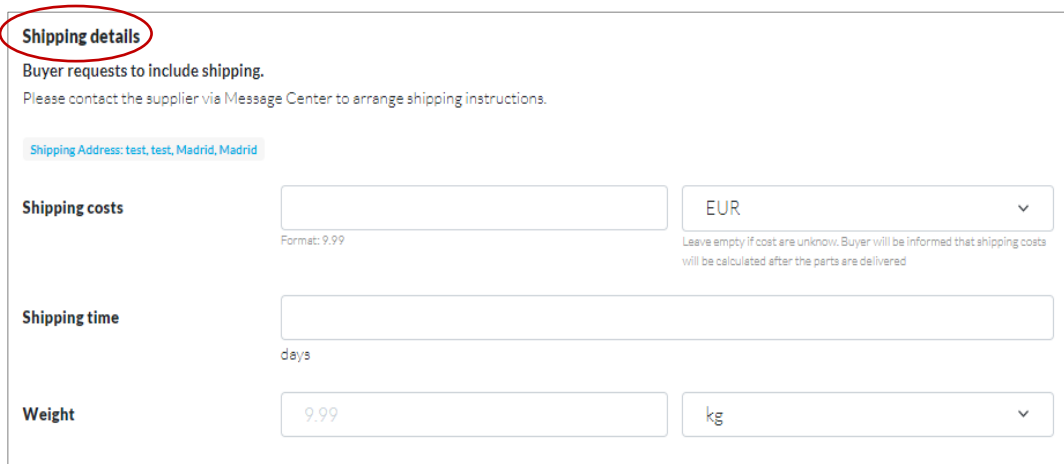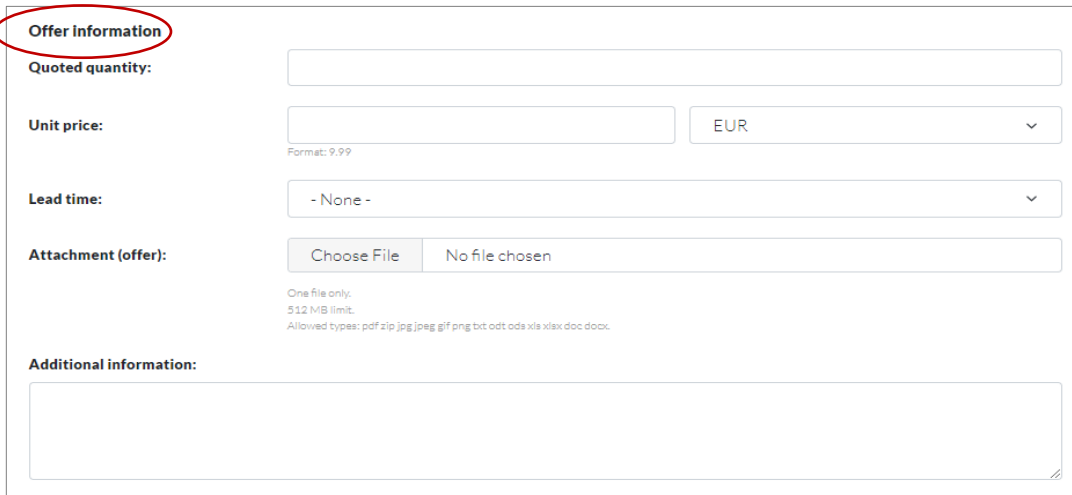   a. Select the RFQ you want to manage by clicking on the correspondent card.

4.3. Managing your RFQs

1. Access the "**RFQ page**" related to the card selected previously;

Edit Request for Quotation **#20893 Do you have storage solutions for the wind sector?**

Details and Messages   Edit RFQ

2. On the "**RFQ page**" > "**Edit RFQ**" page, you can:

   a. See "**Buyer details";**

   b. Complete "**Offer Information**";

   c. Complete "**Shipping details**".

Offer information

Quoted quantity:	
Unit price:	EUR ⌄
	Format: 9.99
Lead time:	- None - ⌄
Attachment (offer):	Choose File No file chosen
	One file only.
	512 MB limit.
	Allowed types: pdf zip jpg jpeg gif png txt odt ods xls xlsx doc docx.
Additional information:	

Shipping details

Buyer requests to include shipping.
Please contact the supplier via Message Center to arrange shipping instructions.

Shipping Address: test, test, Madrid, Madrid

|		
Shipping costs		EUR ⌄
	Format: 9.99	Leave empty if cost are unknow. Buyer will be informed that shipping costs will be calculated after the parts are delivered
Shipping time		
	days	
Weight	9.99	kg ⌄

3. After filling the required fields with the necessary information, you can:

    a. "**Save without sending**" – the work done will be saved;

    b. **"Send Quote"** – the buyer will receive your answer to proceed with the negotiation;

    c. "**No bid**" – the RFQ will be closed.

4. On the "**RFQ page**" > "**Details and Messages**" page you can:
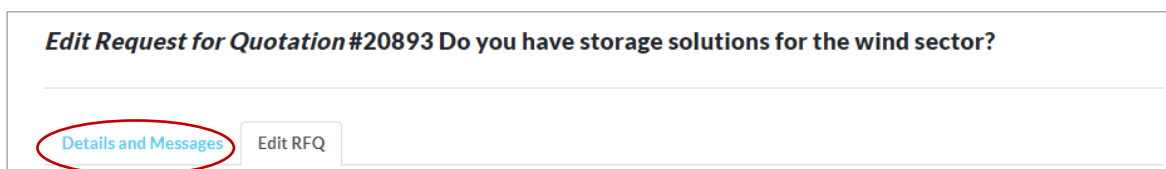
    a. See "**Product details**", "**Quote details**" and "**Shipping details**";

    b. **"Send Quote"** – the buyer will receive your answer to proceed with the negotiation;

    c. "**No bid**" – the RFQ will be closed, and the buyer will be notified;

    d. Message the buyer directly via the "**Message centre**".
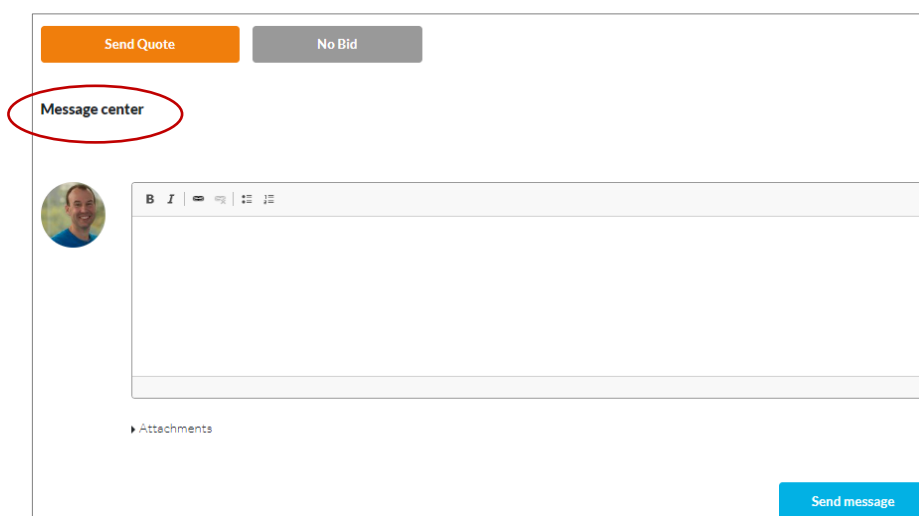
Spares in Motion wishes you a great experience with the platform!

If you have any doubt or want to report an issue, contact us at support@sparesinmotion.com