

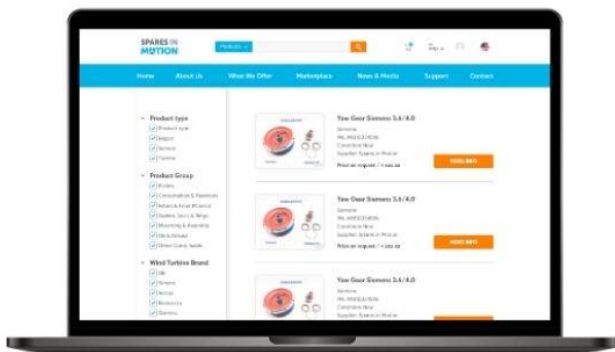


SPARESINMOTION.COM GUIDELINE FOR SUPPLIERS

GUIDELINE FOR SUPPLIERS

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.

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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*

Confirm password*

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*

Telephone number*

Country*

- 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.

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
<ul style="list-style-type: none"> ✓ Maximum number of products published: 10 ✓ Promote your products globally ✓ Onboarding with a platform specialist ✓ Translation to EN, ES, DE, and FR ✓ Direct Contact with global buyers ✗ Incorporate products listed on your website ✓ Access enquiries for non-listed items ✓ Receive relevant data to improve your listings 	<ul style="list-style-type: none"> ✓ Maximum number of products published: 100 ✓ Promote your products globally ✓ Onboarding with a platform specialist ✓ Translation to EN, ES, DE, and FR ✓ Direct Contact with global buyers ✓ Incorporate products listed on your website ✓ Access enquiries for non-listed items ✓ Receive relevant data to improve your listings 	<ul style="list-style-type: none"> ✓ Maximum number of products published: Unlimited ✓ Promote your products globally ✓ Onboarding with a platform specialist ✓ Translation to EN, ES, DE, and FR ✓ Direct Contact with global buyers ✓ Incorporate products listed on your website ✓ Access enquiries for non-listed items ✓ 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

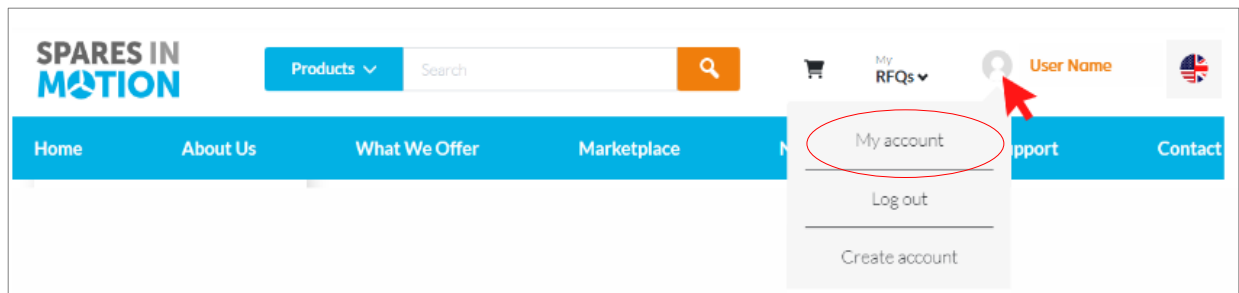
Get more requests for my products

Sell non-moving/slow-moving stock

Other

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. <i>Editable for ADMIN users.</i>
✓ 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

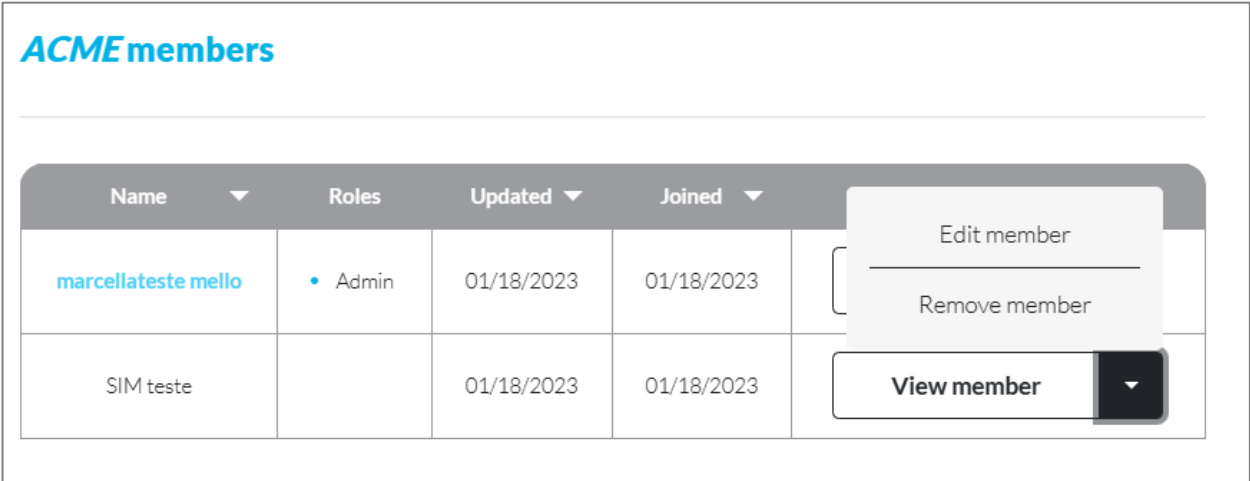
Once you created a new company when selecting a business account, you will be able to manage the company profile in your workspace.

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.

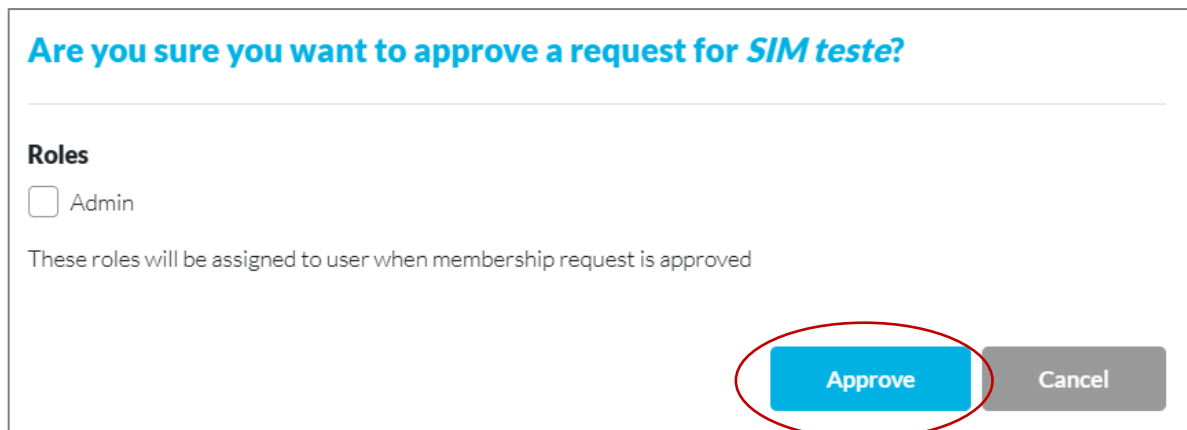
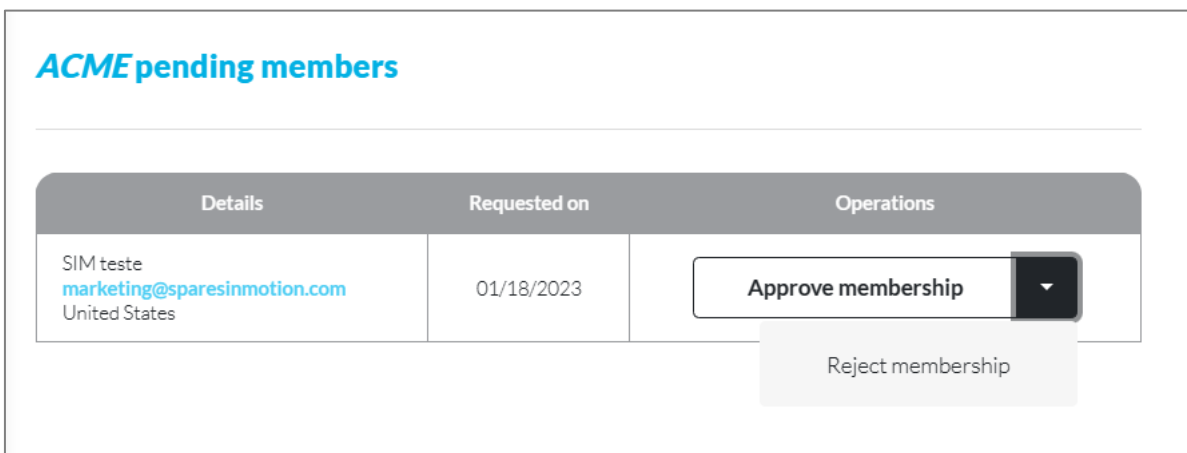


Name	Roles	Updated	Joined	
marcellateste mello	• Admin	01/18/2023	01/18/2023	<div>Edit member</div> <div>Remove member</div>
SIM teste		01/18/2023	01/18/2023	<div>View member</div>

1.4.1. 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:

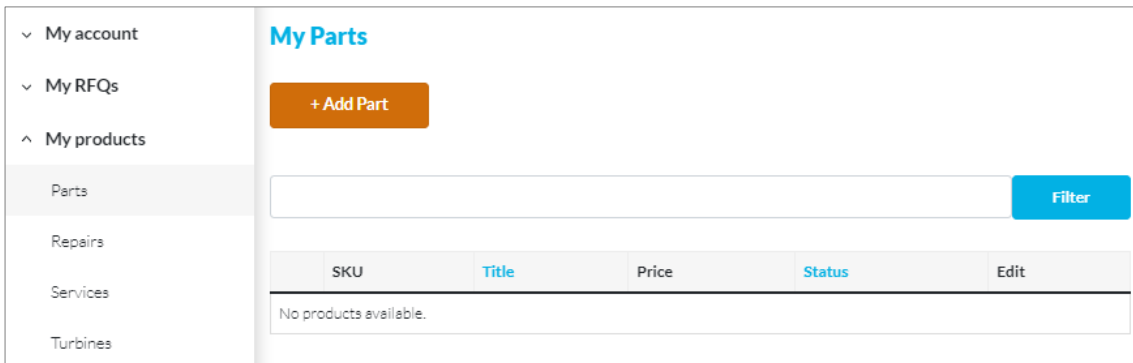
1. Access your workspace;
2. On the lateral menu, click on **“My company”** > **“Membership requests”** to see member waiting for your approval;
3. You can approve or reject the membership
 - a. Before completing the approval, you have the possibility to assign the pending member as administrator, if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



2. UPLOADING YOUR PRODUCTS AND SERVICES

2.1. Uploading a product

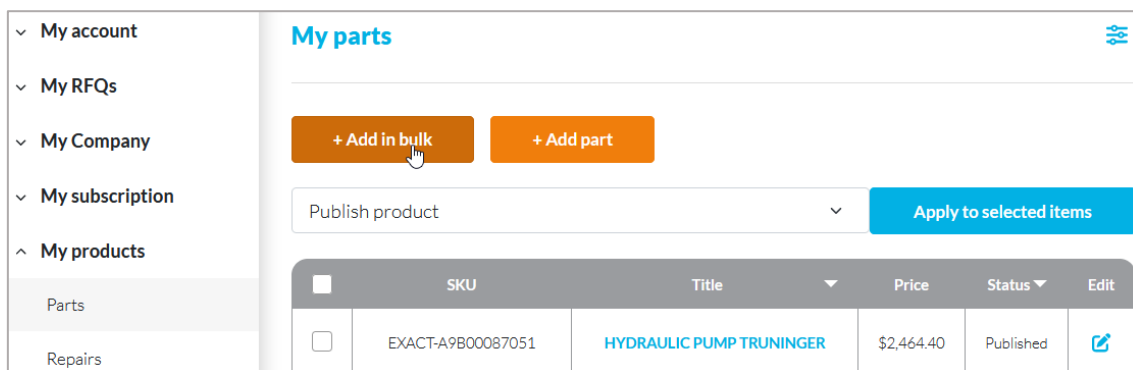
1. Login to your account to access your workspace;
2. On the lateral menu, click on **“My products”**, if you want to add a part, repair, service, or turbine;
3. Click on **“+Add Part”** to start adding the product information that will be available to the buyers.



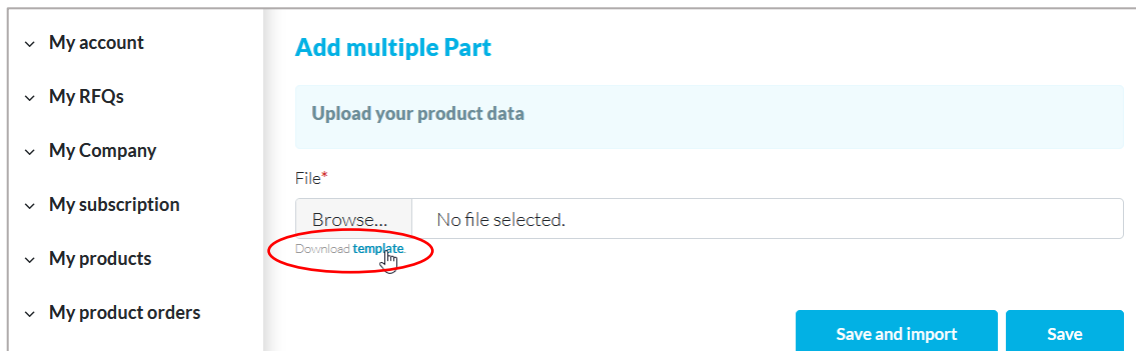
Basic information per item is required (the more information available, the easier and faster it will be to negotiate and close deals).

2.2. Uploading multiple products

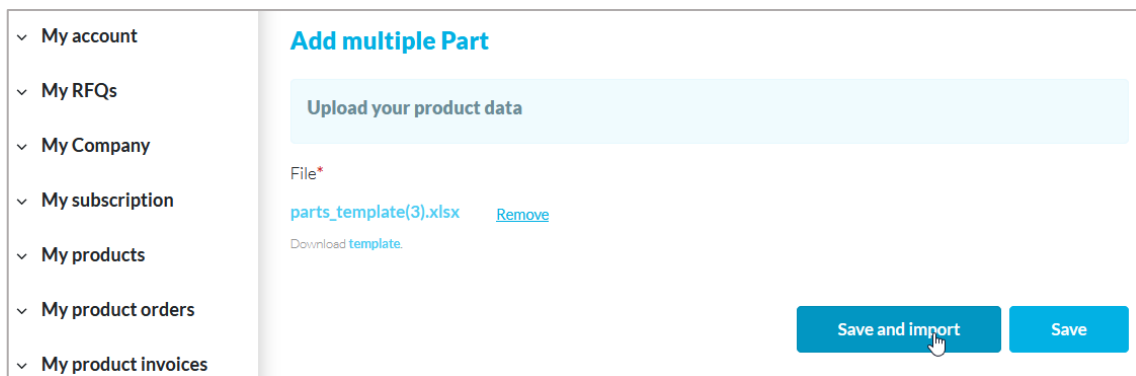
1. Login to your account to access your workspace;
2. On the lateral menu, click on **“My products”** if you want to add a part, repair, service, or turbine;
3. Click on **“+Add in bulk”** to go to the **“Add multiple Part/Repair/Service/Turbine”** page.



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.




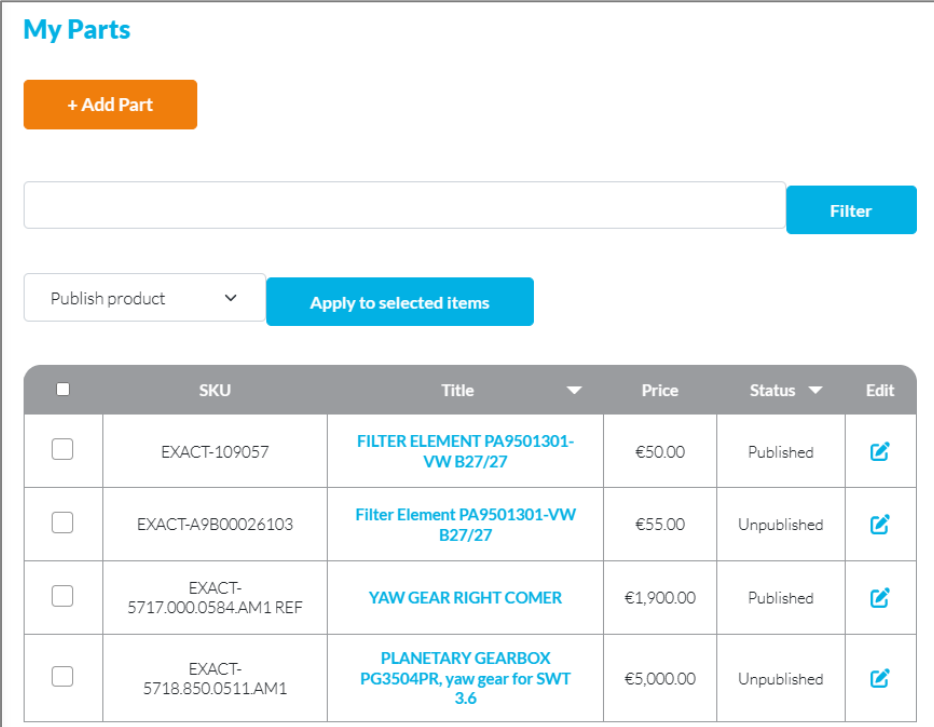
5. Fill in the Excel template and upload it, by clicking on “**Browse...**”, selecting the correct file, and clicking the button “**Save and import**”.



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

Filter

Publish product

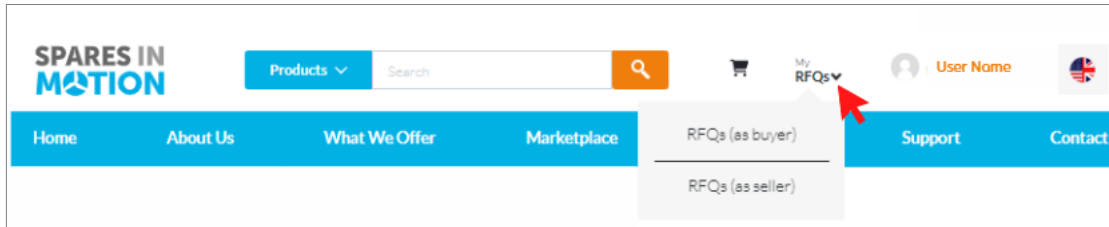
<input type="checkbox"/>	SKU	Title	Price	Status	Edit
<input type="checkbox"/>	EXACT-109057	FILTER ELEMENT PA9501301-VW B27/27	€50.00	Published	
<input type="checkbox"/>	EXACT-A9B00026103	Filter Element PA9501301-VW B27/27	€55.00	Unpublished	
<input type="checkbox"/>	EXACT-5717.000.0584.AM1 REF	YAW GEAR RIGHT COMER	€1,900.00	Published	
<input type="checkbox"/>	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

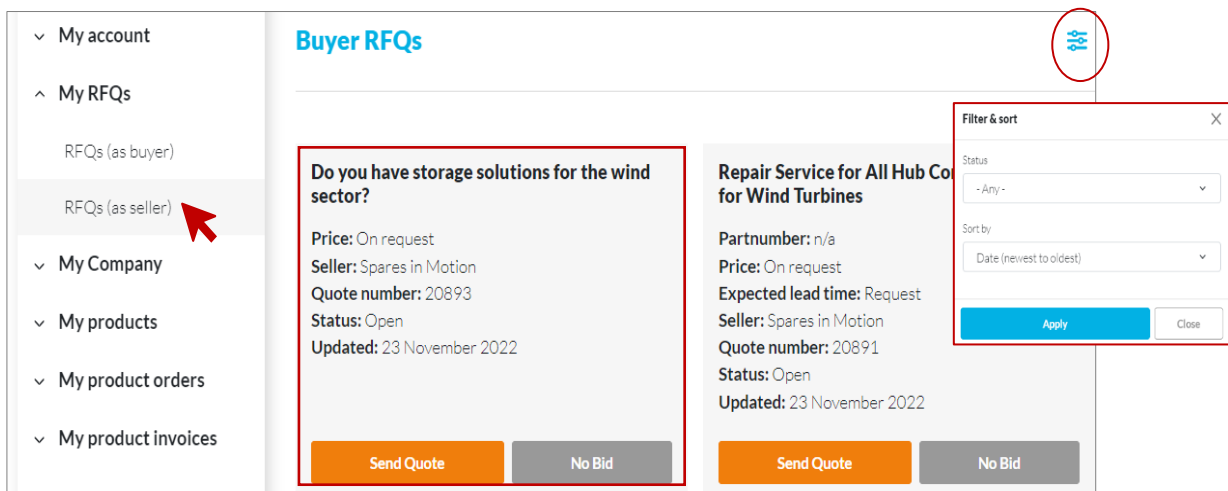
When a buyer requests a quotation for your products or sends a message, you receive:

1. A message in your registered email;



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:

Attachment (offer): 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 unknown. Buyer will be informed that shipping costs will be calculated after the parts are delivered

Shipping time

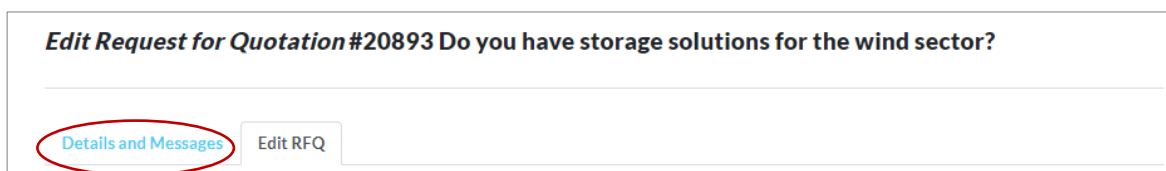
days

Weight kg

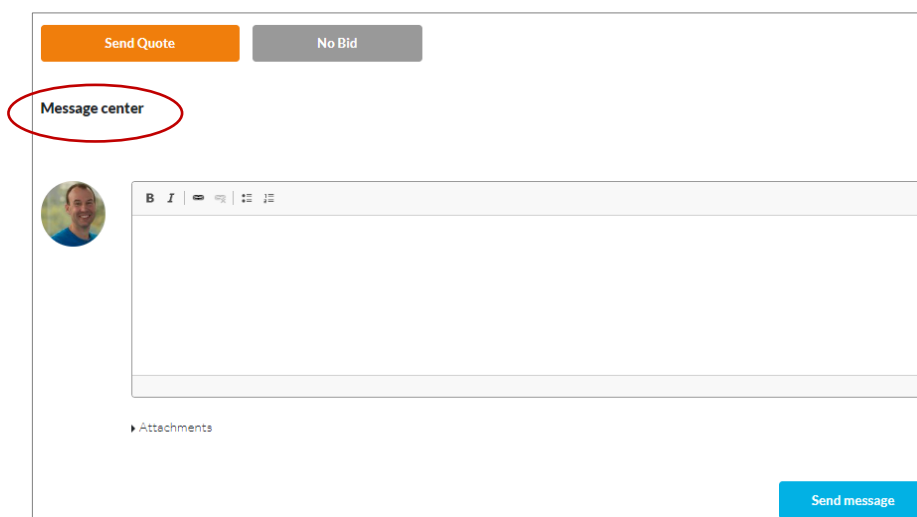
3. After filling the required fields with the necessary information, you can click one of the following buttons:

- a. **“Save without sending”** – the information inserted will be saved but not sent to the buyer.
- b. **“Send Quote”** – the buyer will receive your answer to proceed with the negotiation.
- c. **“No bid”** – if you decide not to quote the RFQ will be closed, and the buyer will receive an email indicating you cannot quote the product.
- d. **“Manage externally”** – the RFQ will be closed, and the buyer will receive an email indicating you will proceed the negotiation outside of the platform. Use this option whenever you continue the negotiation outside of the platform, so that both you and the buyer know that the RFQ is not open and pending reply.

4. On the **“RFQ page”** > **“Details and Messages”** page you can:



- a. See **“Product details”**, **“Quote details”** and **“Shipping details”**;
- b. 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