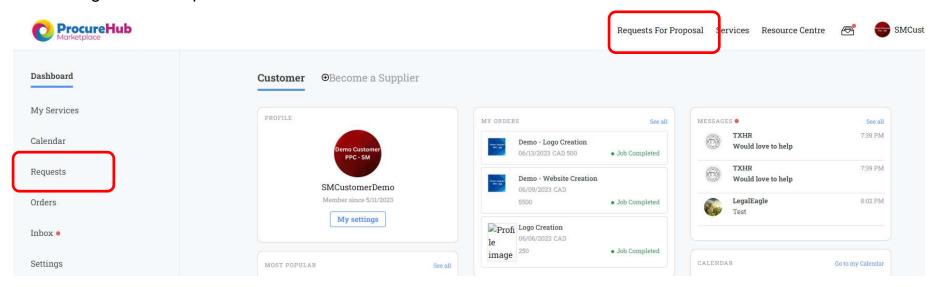
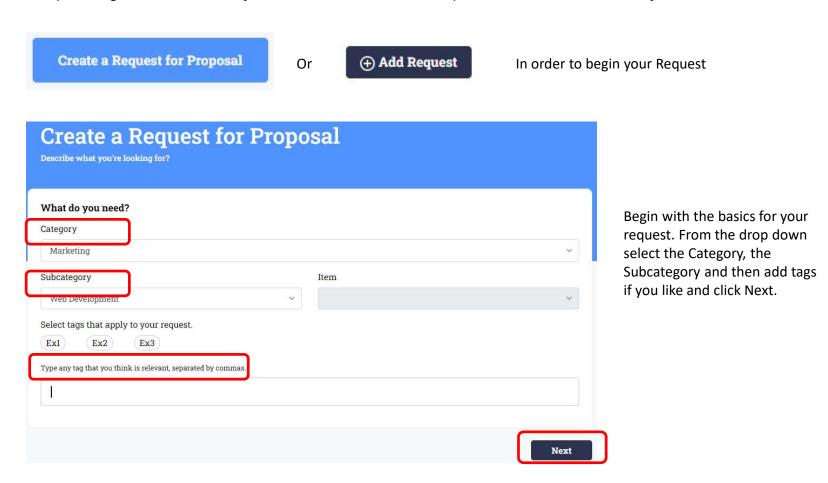
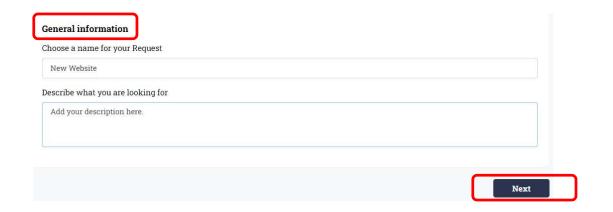
- The purpose of creating a Request for Proposal is to receive multiple bids for a specific service you require that is not listed on the marketplace.
- Your Request for Proposal can either be public, meaning any Supplier may view the request (note that a supplier must have a service set up in the same Category in order to submit a response). Or it can be private, meaning you will select which Suppliers to send the Request too
- Login in to your ProcureHub account and from the main page select Requests for Proposal along the top navigation or Requests under Dashboard on the left-hand side.



• Depending on which route you chose to create the request, on the next screen you either click on:





Add a title to your request. This is the title Suppliers will see.

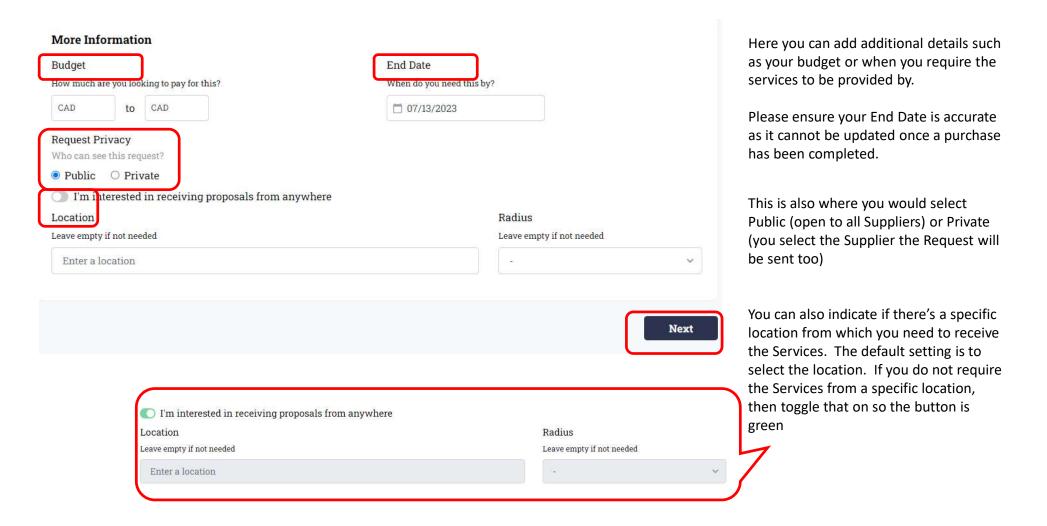
Add a detailed description of the services you're looking for.

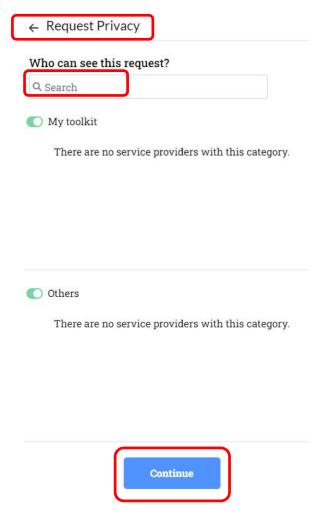
You may add a clickable link to a website or additional documents in a shared repository within the description field.



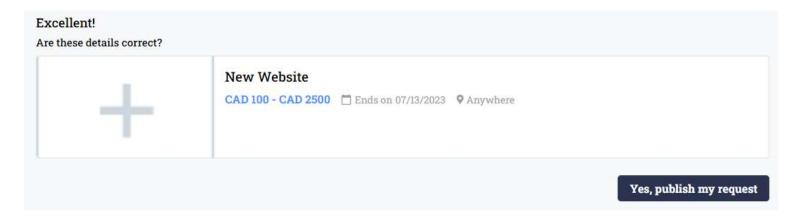
You can add images to your Request. The first image (Cover) will appear along with the title for Suppliers to view.

At this time only Image files (JPEG, PNG) are acceptable documents. Additional pieces of information in other formats (i.e. word or excel) would need to be saved as an image file.



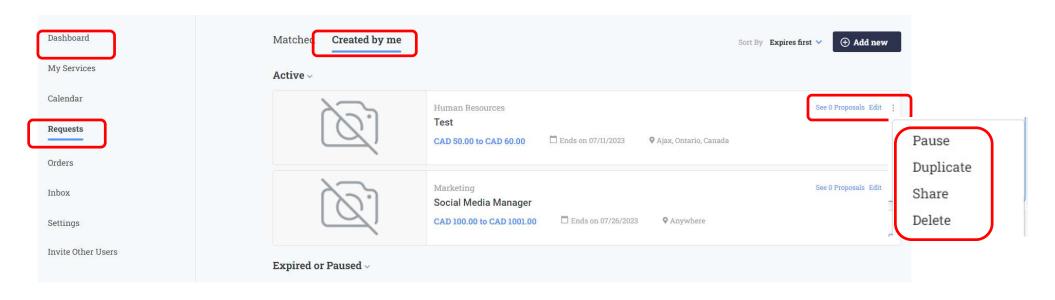


If you selected A Private Request, you will be prompted to select the Suppliers you'd like to invite. Any Suppliers providing Services under the Category you selected should appear and you may select which one/s to invite and click Continue.



As a last step you can see how your Request will look once published. You can go back and edit anything or click Yes, publish my request.

Once published you will have an option to share this request over various social channels. Suppliers wishing to respond to the request who are not yet a verified supplier on the marketplace will need to sign-up and become a verified supplier.



Your published Request can be found under your Dashboard -> Requests -> Created by me

You can see if you have received any proposals. You can edit your Request or you can Pause, Duplicate, Share it or Delete it.

Sharing a Request will copy a URL to the Request which you can share with any other potential Suppliers you may want to respond to this Request (inside or outside of the Marketplace).