



## Resource Exchange Project of Epec Chinese Site and Epec Global Site —

# Global Site RFQ Process Operation Manual



# CONTENTS

---

- 1 Background Introduction
- 2 Global Site RFQ Process

# 1

## Background Introduction



## Project Introduction

In August 2020, in order to further improve the service of Epec platform, help suppliers explore the global market, and assist buyers to broaden global procurement channels, Epec launched a resource exchange project between Chinese and global sites.

The purpose of this project is to use online translation tools, on one hand, to realize the mutual promotion of goods between Chinese site and global site, on the sother hand, to realize the linkage of global trade orders between Chinese sites and global sites, reduce communication costs, and realize direct negotiation between supply and demand sides, and promote the effective transformation of global trade orders.

# 1

## Background Introduction



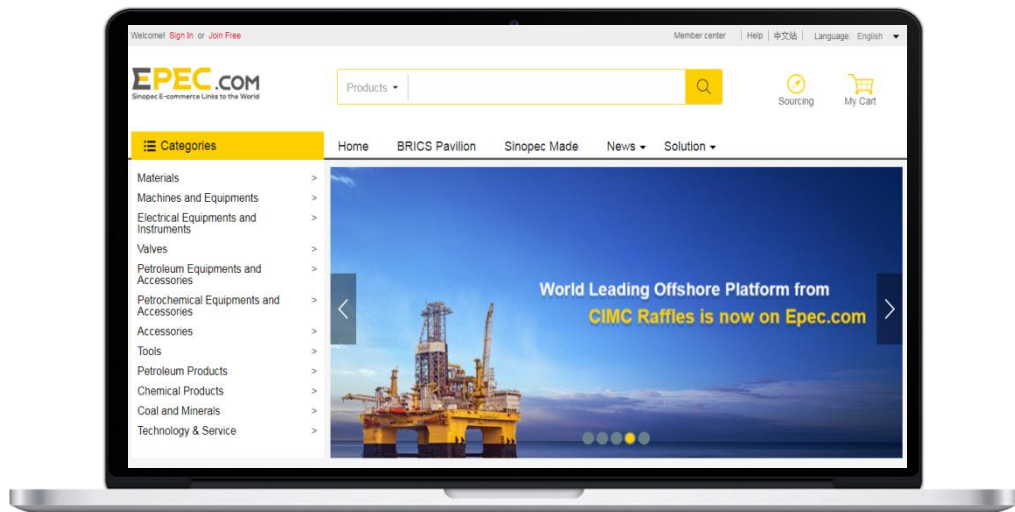
### RFQ Function Modification

Compared with the original function, the improvement of RFQ function of global site involves two aspects

1. After the inquiry is initiated, the supplier responds to the inquiry and realizes the direct connection between the supplier and the demander.
2. Global site users can communicate orders directly with users from Chinese site in global using online translation tools.

## 2

# Global Site RFQ Process



**EPEC.COM**  
Sinopec E-commerce Links to the World

**Step 1: the buyer logs in to the global site and selects the goods to enter the detail page**

**Step 2: fill in the inquiry page and submit**

**Step 3: the supplier receives the RFQ and replies**

**Step 4: the buyer receives the quotation and replies**

**Step 5: the transaction intention is reached and the order status is changed**

## 2

# Global Site RFQ Process

## Step 1: the buyer logs in to the global site and selects the goods to enter the details page

Buyer logs in Epec global site ( <https://global.epec.com> ) , select the target product through browsing, searching and other functions, click the details page → click "submit RFQ".

The screenshot displays the EPEC.COM website interface. At the top, there is a search bar with a dropdown menu set to 'Products' and a search icon. To the right are icons for 'Sourcing' and 'My Cart'. Below the search bar is a navigation menu with 'Categories' highlighted, and other options like 'Home', 'BRICS Pavilion', 'Sinopec Made', 'News', and 'Solution'. A 'My Business' sidebar on the left lists options such as 'Store Management', 'Release/Manage Products', 'Add New Product', and 'Manage Products'. The main content area is titled 'Preview' and features a large shopping cart icon with 'WWW.EPEC.COM' below it. To the right of the cart icon, product details are listed: 'name', 'Unit:metric ton', 'Price:USD', 'Brand:pinpai', 'Manufacturer: SinopecBeihaiRefining&ChemicalCo.,Ltd.', and 'Country of Origin: China'. Below these details are three buttons: 'Add to My Cart', 'Submit RFQ' (highlighted with a red box), and 'Contact Us'. At the bottom of the page, there are tabs for 'Details', 'Manufacturer Info', 'Specifications', and 'Technical Appendix'. The 'Details' tab is active, showing 'Accepted Delivery Terms: DAT', 'Accepted Currencies: USD', and 'Accepted Payment Methods: T/T(Telegraphic Transfer)'. Below this is a table with columns for 'Use', 'Mark', 'Name', and 'Quality', and rows for 'guige', 'shuxing', 'guigename', and 'shuxingname'. At the very bottom, the text 'xiangxi' and 'xiangxijieshao' is visible.

## 2

## Global Site RFQ Process


### Step 2: Fill in the RFQ information and submit it

Fill in the quantity of goods, with \* as required. Click "submit" to submit.

My Cart  
Manage My RFQ  
Manage Sourcing

**Friendly Reminder:** You are now communicating with the procurement manager of [China Petrochemical International (Beijing) Co.,Ltd].

Initiating In Negotiation Settled

上海晨光科力普办公用品有限公司	number	Unit
 商品名称: 硫酸铜 商品编码: 3543646656756765 规格属性: 类型: "经济型", 纸张类型" 供应商: 上海晨光科力普办公用品有限公司	1	

\*Payment Method: [下拉] \*Currency: [下拉] \*Delivery Terms: [下拉]  
\*Destination: [下拉]  
\*Time of Delivery: [日期] \*Response Time: [日期]  
\*End User: [下拉]  
 Same as buyer  Sinopec Enterprise  Partial Shipment

\*Subject: [输入] [输入] [翻译]

Inquiry content:

提示: 对方将仅收到上方文本框中的原文信息, 翻译后内容不显示, 如需发送译文可自行粘贴, 请确保原文的准确性。

答复内容: [输入] [翻译]  
[输入] it can also be edited after translation/翻译后还可再编辑

[Upload attachment](#)

Submit

## 2

## Global Site RFQ Process

After submitting, the page will automatically go to the inquiry management, and the buyer can query and reply the order status of the inquiry.

Welcome! sinopect123 wzliucm [Sign out](#) Member center | Help | 中文站 | Language: English

**EPEC.COM**  
Sinopec E-commerce Links to the World

Products   Sourcing My Cart

**Categories** | Home | BRICS Pavilion | Sinopec Made | News | Solution

**My Business**

- My Cart**  
Manage My RFQ
- Manage Sourcing

**RFQ**

**Friendly Reminder :** You are now communicating with the procurement manager of [China Petrochemical International (Beijing) Co.,Ltd].

Inquiry No.:  Subject:   
 付款方式:  Destination:   
 交货条件:  未读消息:      
 状态:  Inquiry date:  [查看历史询价记录](#)

序号	Inquiry No	Inquiry information	Inquiry date	Unread messages	Sourcing status	operation
1	ICN202006081005413	主题: 复印纸 付款方式: 电汇 交货条件: T/T 交货日期: 2020-02-08 目的地: 美国	2020-06-08	• YES	Talking	<a href="#">reply</a> <a href="#">achieved</a>
2	ICN202006081005432	主题: 复印纸 付款方式: 电汇 交货条件: T/T 交货日期: 2020-02-08	2020-06-08	No	closure	<a href="#">see</a> <a href="#">delete</a>



## 2

## Global Site RFQ Process

### Step 3: the supplier receives the RFQ and replies

Supplier log in global site ( <https://global.epec.com> ). Click "member center" → select "manager my RFQ" to view and reply to the new inquiry order.

(Note: suppliers can manage inquiry orders in both Chinese and global sites. With the functions of view, reply, change order status and delete)

The screenshot displays the EPEC.com website interface for managing RFQs. The top navigation bar includes 'Categories', 'Home', 'BRICS Pavilion', 'Sinopec Made', 'News', and 'Solution'. The left sidebar contains 'My Business', 'My Cart', 'Manage My RFQ', and 'Manage Sourcing'. The main content area shows a search form with fields for Inquiry No., Subject, Payment Method, Destination, Delivery Conditions, Status, and Inquiry Date. Below the search form is a table of RFQs.

序号	Inquiry No	Inquiry information	Inquiry date	Unread messages	Sourcing status	operation
1	ICN202006081005413	主题: 聚印纸 付款方式: 电汇 交货条件: T/T 交货日期: 2020-02-08 目的地: 美国	2020-06-08	• YES	Talking	<a href="#">reply</a> <a href="#">achieved</a>
2	ICN202006081005432	主题: 聚印纸 付款方式: 电汇 交货条件: T/T 交货日期: 2020-02-08 目的地: 美国	2020-06-08	No	closure	<a href="#">see</a> <a href="#">delete</a>

## 2

## Global Site RFQ Process

### Step 3: the supplier receives the inquiry and replies

The supplier shall fill in the unit price, other expenses and quotation deadline, reply in the text box, and click "submit".

The screenshot shows the Sinopec RFQ process interface. The top navigation bar includes "Categories", "Home", "BRICS Pavilion", "Sinopec Made", "News", and "Solution". The left sidebar has "My Business", "My Cart", and "Manage Sourcing". The main content area is titled "RFQ" and shows an "Inquiry progress" bar with stages: "initiating", "Talking", and "Settled". Below this is the "Inquiry details" section, which includes the following information:

- 询价编号: JCN202006051005413
- 项目: 复印纸
- 发起人: ewner
- 公司名称: 中石化美国公司
- 发起时间: 2020-03-34

The main table lists the items for the RFQ:

number	Unit	Unit Price	total(US\$)
1,000	包	10.00	10.00

Additional details for the item include:

- 商品名称: 硫酸铜
- 商品编码: 3543640656756765
- 规格属性: 类型:经济型, 纸张类型
- 供应商: 上海成功科力普办公用品有限公司

At the bottom of the table, there are input fields for "其他费用" (Other fees) set to 0.00 and "报价截止时间" (Quotation deadline) set to 2020-07-27, with a total amount of 10.00. Below the table, there are fields for "Payment Method", "Currency", "Delivery Terms", "Time of Delivery", "Response Time", "Destination", and "End User".

The screenshot shows the "Conversation notes" section of the Sinopec RFQ process interface. It displays a list of messages from Sinopec USA Inc. and Sinopec Europa GmbH. The messages include:

- 2020-09-03 19:43:20 Sinopec USA Inc. (Message body: 好的, 请发给我们)
- 2020-09-04 16:22:28 Sinopec Europa GmbH (Message body: 物流费用怎么算?)
- 2020-09-05 13:40:47 Sinopec Europa GmbH (Message body: 收费标准请查看附件)
- 2020-09-05 13:41:06 Sinopec Europa GmbH (Message body: inquiryDetail1599035510078.xls)
- 2020-09-05 13:41:09 Sinopec Europa GmbH (Message body: inquiryDetail1599035510078.xls)
- 2020-09-05 18:21:04 Sinopec USA Inc. (Message body: inquiryDetail1599035510078.xls)

Below the conversation notes is a "Reply:" section with a text input box and buttons for "Translate" and "Upload Attachment". At the bottom, there is a "sourcing.Update Status:" dropdown menu set to "In Negotiation" and a "Submit" button.

## 2

## Global Site RFQ Process

## Step 4: the buyer receives the quotation and replies

The buyer receives the quotation, replies in the text box and submits.

The screenshot displays the 'My Business' section of a procurement system. It shows an RFQ (Request for Quotation) process with a progress bar indicating 'Initiating', 'Tendering', and 'Settled' stages. The 'Inquiry details' section includes the following information:

- 询价编号: CH30200001000473
- 公司名称: 中石化美国公司
- 发起人: ewerf
- 发起时间: 2020-03-24

The 'Inquiry details' table shows the following items:

number	Unit	Unit Price	total (USD)
1.000	包	10.00	10.00

The 'Response record' section shows a list of responses from various suppliers, including '上海晨光科力普办公用品有限公司' and '中石化美国公司'.

The 'Reply' section contains a text box for the buyer to provide a response. A red box highlights the 'Reply' text box and the 'Submit' button. The 'Submit' button is also highlighted with a red box at the bottom of the page.

## 2

## Global Site RFQ Process

### Step 5: the transaction intention is reached and the order status is changed

After the agreement is reached, both parties can change the order status. In the operation column, click "achieved" and select "yes" or "no" (if "yes" means the transaction is completed; "no" means the transaction failed)

Sinopec E-commerce Links to the World

Sourcing My Cart

Categories Home BRICS Pavilion Sinopec Made News Solution

My Business

My Cart  
Manage My RFQ

Manage Sourcing

### Sourcing

**Friendly Reminder:** You are now communicating with the procurement manager of [China Petrochemical International (Beijing) Co.,Ltd].

Inquiry No.:  Subject:

付款方式:  Destination:

交货条件:  未读消息:

状态:  Inquiry date:  -

序号	Inquiry No	Inquiry goods	Inquiry information	Inquiry date	Unread messages	Sourcing status	operation
1	ICN202006081005413	商品名称: 主题内容硫酸铜 商品编码: 3543640606750705 规格属性: 类型+经济型, 纸浆类型+ 供应商: 上海威动力科技有限公司	主题内容硫酸铜 计量单位: 千克 数量: 4 货币: 美元 目的地: 美国	2020-06-08	• YES	Talking	<a href="#">reply</a> <a href="#">achieved</a>
2	ICN202006081005432	商品名称: 硫酸铜 商品编码: 3543640606750705 规格属性: 类型+经济型, 纸浆类型+ 供应商: 上海威动力科技有限公司	硫酸铜 计量单位: 千克 数量: 4 货币: 美元 目的地: 美国	2020-06-08	No	closure	<a href="#">see</a> <a href="#">delete</a>

### Conversation notes

2020-09-03 19:43:20 Sinopec USA Inc.

好的, 请发给我们

Sinopec Europa GmbH 2020-09-04 16:22:28  
物流费用怎么算?

Sinopec Europa GmbH 2020-09-05 13:40:47  
收费标准请查看附件

Sinopec Europa GmbH 2020-09-05 13:41:06  
inquiryDetail1599035510078.xls

Sinopec Europa GmbH 2020-09-05 13:41:09  
inquiryDetail1599035510078.xls

2020-09-05 18:21:04 Sinopec USA Inc.

inquiryDetail1599035510078.xls

### Reply :

sourcing.Update Status :

# Thank you!

让采购更专业

# Contact Us

[WWW.EPEC.COM](http://WWW.EPEC.COM)

易派客

Address: Zone B, 10-11th Floor, Capital Group Plaza, No. 6  
Chaoyangmen North Street, Dongcheng District, Beijing  
Zip Code: 100027

Contact: Qihong Xie, 010-85539052, [wzxieqh@sinopec.com](mailto:wzxieqh@sinopec.com)

Ming Sun, 010-85539046, [wzsunming@sinopec.com](mailto:wzsunming@sinopec.com)

Zhong Zheng, 18810551287, [wzzhengz@sinopec.com](mailto:wzzhengz@sinopec.com)