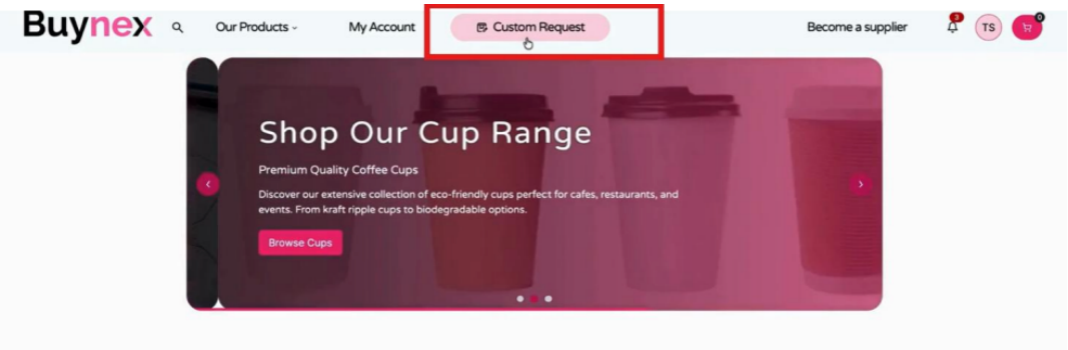
# Training Guide CUS008: Create a Custom Request Order

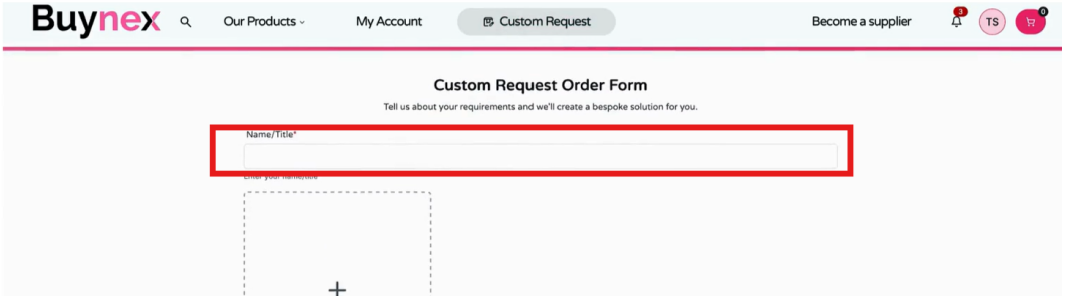
Learn how to submit a custom request, add product details, and review supplier quotes.

Buynex

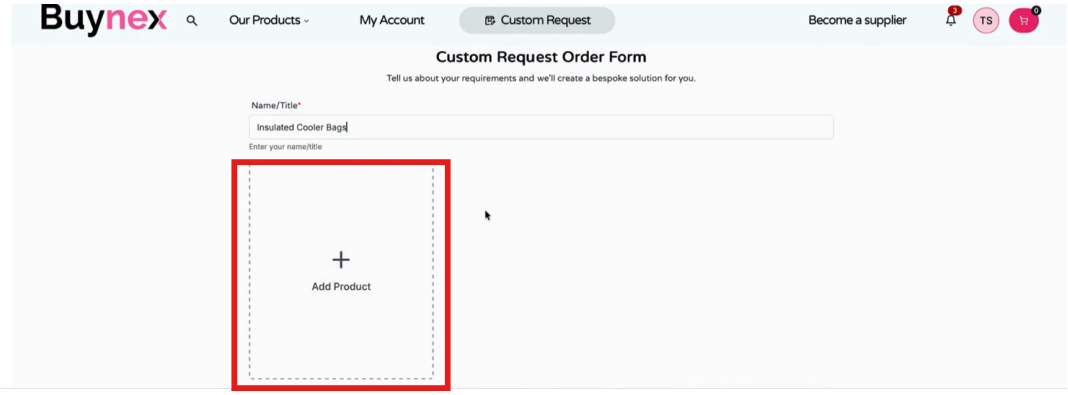
## Step 1: Go to Custom Requests from the home page



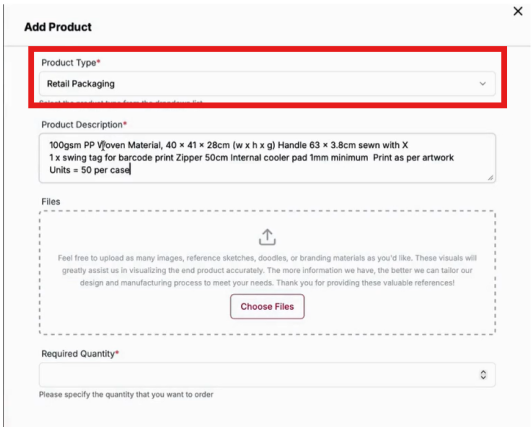

## Step 2: Enter a Name/Title for your request



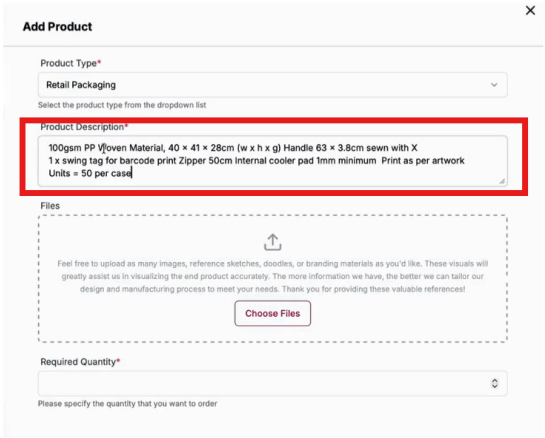

## Step 3: Click Add Product to start adding product details



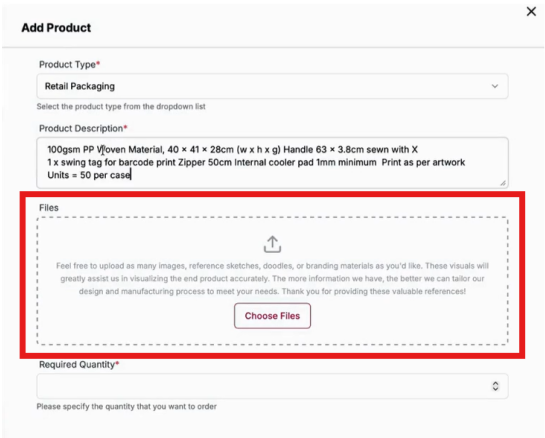
I. Select the Product Type



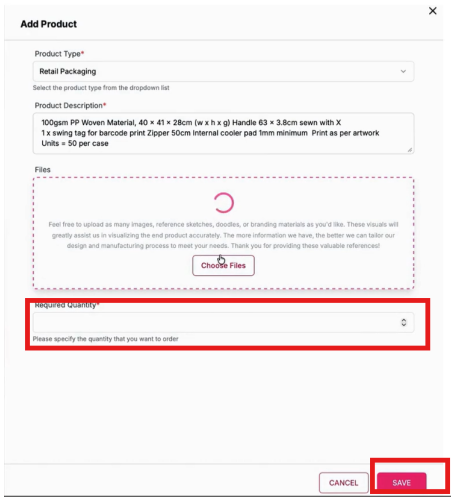

II. Add a detailed Product Description




III. Upload any supporting files or images

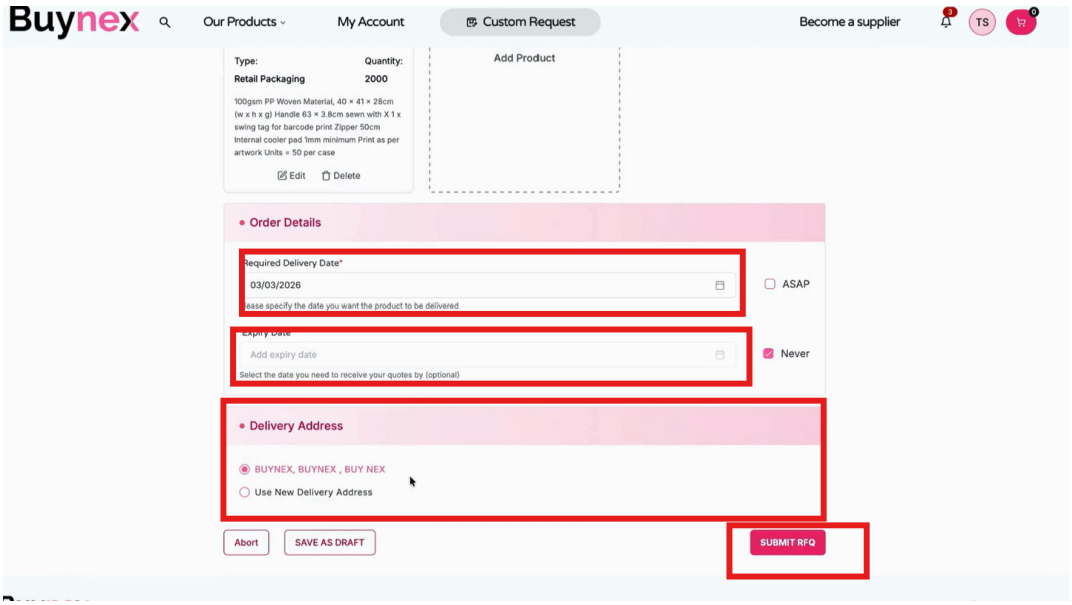


IV. Enter the quantity and click Save

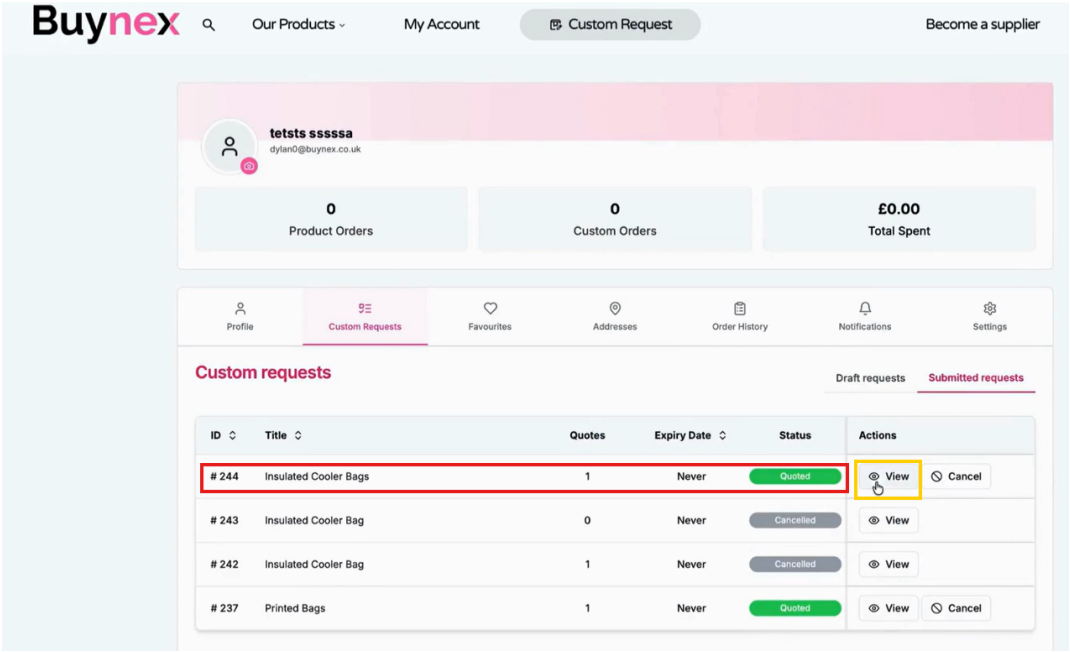



(Repeat this step to add multiple products if needed)

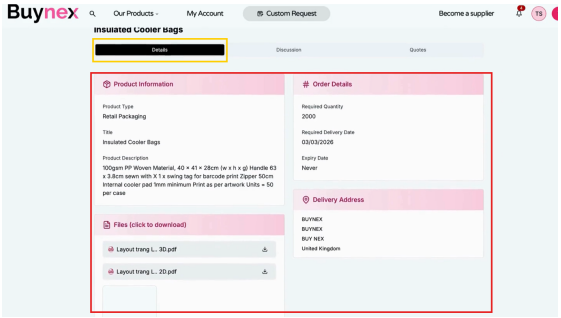
**Step 4:** Add your delivery date, quote deadline, and delivery address, then click Submit

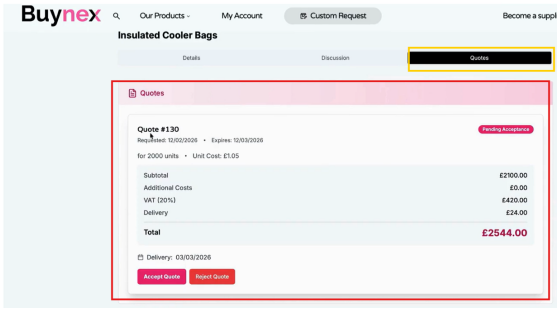


## Step 5: When quotes are ready, open your request to review quotes

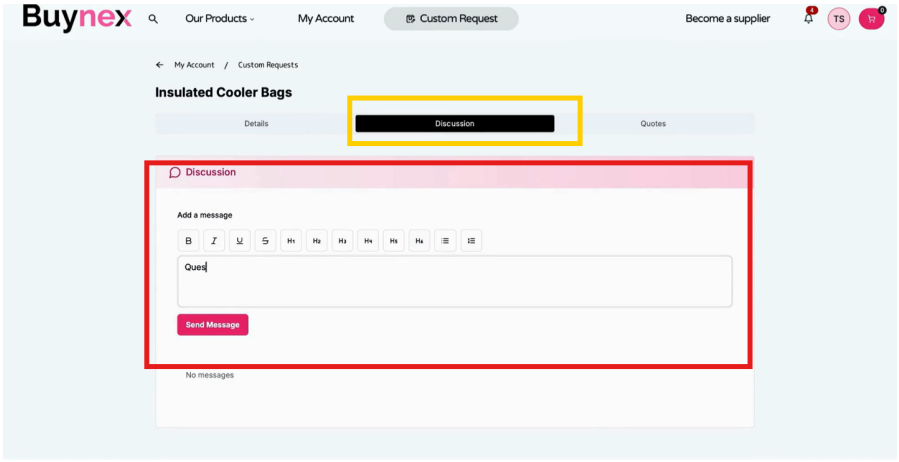



### I. View full details in the Detail and Quote tabs

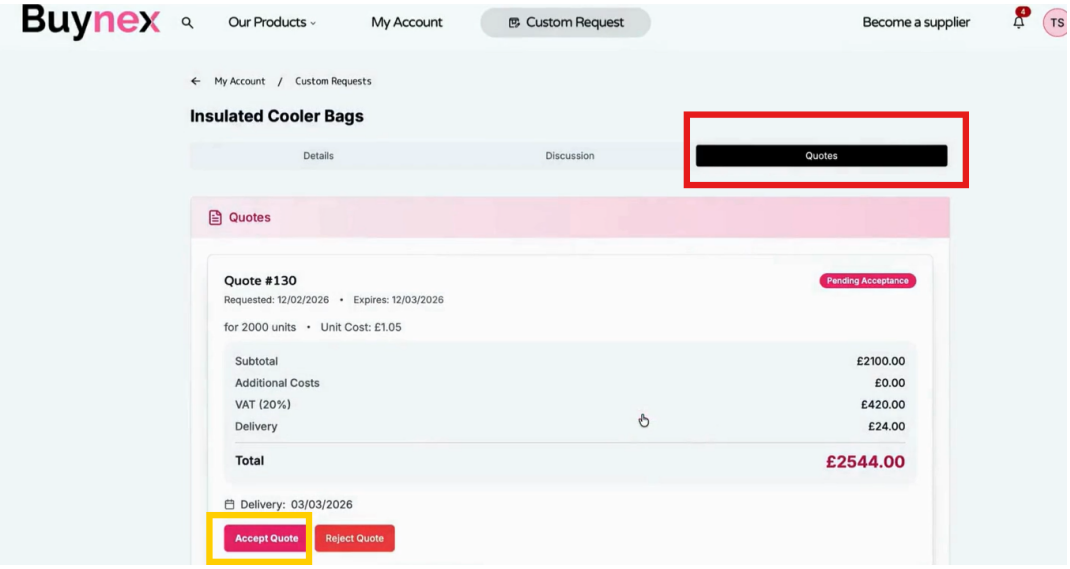


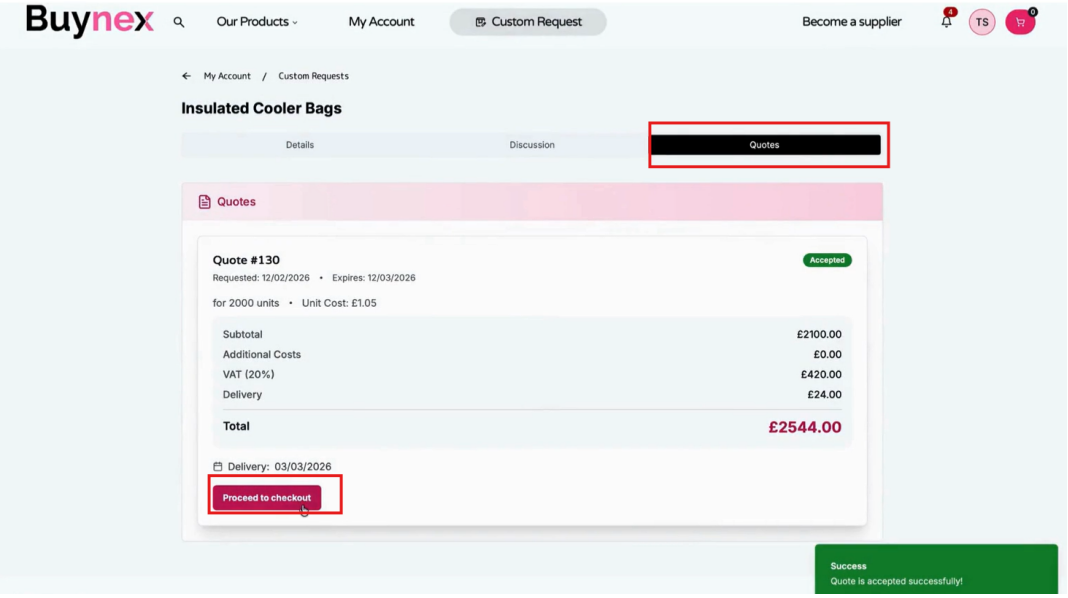

### II. Use the Discussion tab to ask questions



## Step 6: Select Accept Quote when you're happy




## Step 7: Click Proceed to Checkout to complete your order

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