



PROCESS GUIDE

Commodity RFQ Process Guide

The stronger the buyer requirement, the stronger the sourcing lane, validation path and quote response.

STEP PATH

- submit RFQ
- screen commercial fit
- validate supply and documents

FINAL ACTION

- quote path
- NDA / document release
- contract path or decline

REQUIRED RFQ INPUTS

- product, specification, packaging and certification requirements
- monthly volume, contract term, destination and Incoterm
- buyer type, procurement method, timeline and payment structure
- solicitation documents or institutional requirements when applicable

BEST FIT

clear product requirements

BUYER PATH

structured RFQ intake

CONTACT

commodities@wakagagroup.com



FROM REQUIREMENT TO NEXT STEP

Submit RFQ • screen fit • validate • quote or decline.

Commercial notice: Availability, specifications, origin, inspection scope, certifications, pricing, freight, Incoterms, payment structure and delivery schedule are confirmed through the applicable RFQ, due-diligence and contracting process.

**RFQ READINESS**

A strong quote begins with a strong requirement.

Wakaga uses the RFQ to determine the commodity lane, source fit, verification path, logistics requirements and whether a quote should move forward.

Broad inquiries can be screened, but firm commercial action requires enough detail to determine what the buyer actually needs and what the transaction would require.

PRODUCT

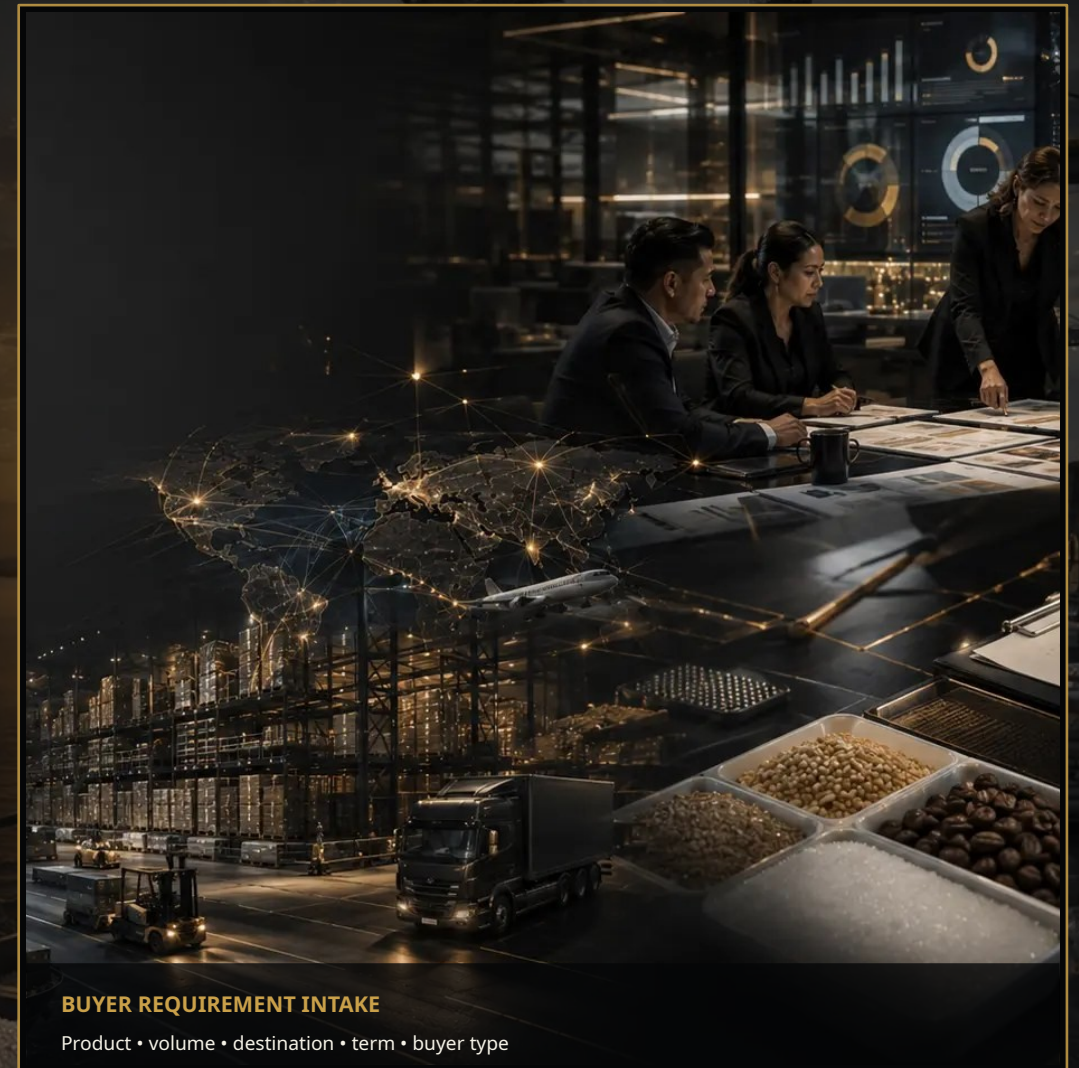
- exact commodity / specification
- packaging + labeling
- certification / documentation

COMMERCIAL

- monthly volume + term
- destination + Incoterm
- payment structure + timing

PROCUREMENT

- buyer type / method
- delivery schedule
- solicitation documents where applicable

**BUYER REQUIREMENT INTAKE**

Product • volume • destination • term • buyer type



RFQ CHECKLIST

Product requirement: define what must be supplied.

Product detail should be specific enough that a source can be screened against the same standard the buyer will use.

CORE PRODUCT DETAILS

- Exact product / commodity name.
- Grade, size, count, cut, style or other technical specification.
- Packaging, case-pack, bagging, labeling or private-label requirements.
- Acceptable substitutions or alternatives, if any.
- Country-of-origin requirements or preferences.

QUALITY / COMPLIANCE DETAILS

- Required certification or product documentation.
- Inspection, sampling or testing expectations.
- Health, phytosanitary, origin or other records where applicable.
- Temperature / cold-chain requirements.
- Buyer acceptance criteria and special compliance clauses.

Attach the buyer specification or solicitation whenever one exists.



RFQ CHECKLIST

Commercial requirement: define the transaction.

A commodity can be technically suitable and still be commercially unworkable if volume, timing, destination or terms are undefined.

VOLUME + DELIVERY

- Trial quantity or recurring monthly volume.
- Contract term and expected shipment cadence.
- Destination / receiving location.
- Required delivery date or schedule.
- Preferred Incoterm and routing expectations.

BUYER + TERMS

- Buyer type and procurement method.
- Solicitation / RFQ / IFB number when applicable.
- Payment structure and credit requirements.
- Inspection / acceptance point.
- Award timeline or urgency.

Wakaga does not treat a generic request for "best price" as a complete RFQ.



ENGAGEMENT MODEL

Four steps from requirement to next action.

The process is designed to produce a clear outcome - quote, controlled next step or decline.

01

Submit RFQ

Buyer sends product, volume, destination, term, schedule and procurement information.

Complete intake

02

Screen fit

Wakaga determines whether a viable current lane, development lane or custom sourcing path exists.

Commercial realism

03

Validate

Current supply, specification, documents, quality requirements and terms are reconfirmed.

Due diligence

04

Move forward

Proceed to quote, NDA / controlled document release, contract path - or decline.

Clear next step

A disciplined decline protects the buyer and Wakaga when the requirement cannot be supported responsibly.



CONTROLLED DUE DILIGENCE

Not every document belongs in a public email chain.

Sensitive transaction records should be released only when the buyer and commercial path are sufficiently qualified.

PUBLIC

Marketing

Capabilities, commodity lanes, credential information and general process.

- buyer-friendly
- non-sensitive

QUALIFIED

Supplier records

Supplier identity, current certificates and product support.

- controlled release
- current transaction only

TRANSACTION

Proof + inspection

Proof-of-product, inspection reports or allocation evidence when appropriate.

- must be current
- context matters

COMMERCIAL

Banking + terms

Payment, banking and contract-sensitive documents.

- need-to-know basis
- commercial review

Controlled release helps reduce misuse, stale-document risk and false assumptions about current availability.



BEFORE YOU SEND

A buyer-ready RFQ can be checked in under a minute.

Use this quick screen before sending the requirement to Wakaga.

1

What?

Exact product and technical specification.

- packaging
- certifications / docs

2

How much?

Volume, cadence and contract term.

- trial or recurring
- minimum / target quantities

3

Where + when?

Destination, delivery schedule and Incoterm.

- receiving window
- urgency

4

How bought?

Buyer type, procurement method and payment structure.

- solicitation if applicable
- award timeline

If those four questions are clear, Wakaga can usually begin a meaningful commercial screening.



SUBMIT THE RFQ

Send the requirement. We will tell you what is real.

Wakaga will screen the commodity, current sourcing path, documents, logistics and commercial structure before deciding whether to quote, qualify, seek more information or decline.

REQUEST / CONTACT

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SCAN TO VISIT

Include the solicitation or specification file whenever available.

Commercial notice: Availability, specifications, origin, inspection scope, certifications, pricing, freight, Incoterms, payment structure and delivery schedule are confirmed through the applicable RFQ, due-diligence and contracting process.