

BUYER QUICK GUIDE

How to Submit a Complete Sourcing Inquiry

A practical four-page guide for clear, comparable supplier quotations.

Three inquiry channels

Use the website RFQ form, WhatsApp or business email. Keep the same product references and attachment names when continuing the conversation in another channel.

Information required for every category

Company and contact

Company name, contact person, WhatsApp or business email.

Product

Category, product name, reference link, photo, model or drawing.

Quantity

Initial quantity, unit and repeat-volume expectation.

Destination

Destination country plus city, port or delivery region when known.

Specification

Material, size, color, finish and any technical requirement.

Commercial requirement

Neutral packing, private label, OEM, documents and attachments.

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Category-aware form

Bike model and fitment photos apply to Motorcycle Parts. Other categories use their own relevant specification fields instead of motorcycle-only questions.

SPECIFICATION GUIDE

Category-specific information

Include the details that control supplier matching, cost and feasibility.

Category	At minimum, provide
Motorcycle Parts	Bike model/year, mounting position or interface photo, product reference, color and quantity.
Furniture	Model/photo, dimensions, material, finish/color, packing and quantity.
Fabric & Textile	Composition, GSM, width, color/pattern, roll quantity and any test requirement.
Toys & Gifts	Material, size, age group, quantity, destination and requested safety-document check.
Nail Art & Beauty Supplies	Product type, capacity/specification, color, label/OEM need, quantity and destination.
Luxury Packaging Boxes	Box style, dimensions, material/structure, print, finish, insert, quantity and artwork.

Document questions must be specific

Name the destination and the product or SKU scope. Vobom will ask the supplier what current documents are available for that exact scope; no certification is assumed across an entire category.

WORKFLOW

What happens after submission

A real inquiry moves through verification before a commercial answer is issued.

Stage	What happens	What you receive
1. Inquiry received	The message and attachment list enter the review flow.	Submission acknowledgement when the channel confirms it
2. Missing-information check	The category, product, specification, quantity and contact details are reviewed.	Clarifying questions if information is incomplete
3. Supplier-route check	Supplier availability, stock status and document availability are checked for the request.	Verified notes for quotation preparation
4. Human quotation	Commercial terms are reviewed and prepared by a person.	Quotation, PI or next-step message
5. Follow-up	Questions and updates continue through WhatsApp or email.	A traceable commercial conversation

Response timing

Response time depends on inquiry completeness, supplier checks and business hours. A fixed response time is not promised by this guide.

Submission fallback

If the form does not confirm submission, do not assume it was received. Send the same request by WhatsApp or email and keep your attachment copy.

TEMPLATE

Copy-and-send inquiry template

Use this structure in email or WhatsApp, then attach the supporting files.

Subject: Sourcing inquiry - {category} - {country}

Company:

Contact person:

WhatsApp / email:

Destination country:

Product category:

Product / reference link:

Specification / size / material:

Quantity and unit:

Neutral packing / OEM requirement:

Required document check:

Attachment list:

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Protect sensitive information

Do not send bank passwords, identity documents, account credentials or unnecessary sensitive personal information through a public inquiry form.