

WISINE Industrial RFQ Preparation Checklist

WISINE RFQ Preparation Resource

Purpose

This checklist helps buyers prepare complete RFQ information for industrial materials, fasteners, drawing-based custom parts, certificates, drawings, quantity and destination details before quotation review.

Complete information helps reduce clarification cycles and supports a more focused technical and quotation discussion. Final quotation details should be confirmed according to drawing, standard, project documents and application requirements.

Who Should Use This Checklist

- Procurement teams preparing material or fastener RFQs
- Engineers organizing technical requirements before inquiry
- Project buyers comparing product, document and delivery requirements
- Buyers preparing drawing-based custom part inquiries
- Teams that need certificate, inspection or traceability requirements reviewed before quotation

Key Information to Prepare

- Product type and application
- Material grade and standard
- Dimensions, tolerances and product form
- Drawings, samples or reference files where required
- Quantity and expected supply scope
- Surface finish, coating or heat treatment needs
- Certificate and inspection requirements
- Packing, labeling and destination information

Main Checklist

RFQ Item	What to Prepare / Why It Matters
Product type	Helps identify whether the inquiry is for material supply, fasteners, cladding fixing hardware or custom parts.
Product form	Bar, plate, tube, wire, fastener, bracket, machined part or drawing-based component may affect sourcing and production review.
Material family	Stainless steel, nickel alloy, duplex stainless steel, alloy steel, titanium or special metal should be stated where known.
Material grade	Grade, UNS, EN, ASTM or project designation should be confirmed before quotation.
Applicable standard	ASTM, ASME, DIN, ISO, EN or project specification may affect material, manufacturing and document review.
Dimensions	Size, length, diameter, thickness, width, thread or drawing dimensions are needed for quotation review.
Tolerance	Tolerance requirements may affect process route, inspection and cost review.
Quantity	Quantity helps review sample, trial order, batch production or project supply requirements.
Surface finish / coating	Finish or coating may affect processing, inspection, packing and quotation discussion.
Heat treatment	Heat treatment condition should be stated where required by standard, drawing or application.
Drawing availability	PDF, DWG, DXF, STEP, sample photo or sketch supports technical review.
Certificate requirement	EN10204 3.1 / 3.2, MTC, traceability or inspection documents may affect quotation review.
Inspection requirement	Dimensional inspection, PMI, third-party inspection or project inspection scope should be stated where required.
Application environment	Corrosion, temperature, load, chemical exposure or project environment may affect material and product review.
Packing requirement	Export packing, labeling, project marking or batch separation should be stated where required.
Destination country	Destination supports packing, shipping document and project communication review.

Notes Before Quotation Review

- Material grade, product form and standard should be confirmed before quotation where possible.
- Certificate and inspection requirements may affect sourcing, document preparation, cost review and lead-time discussion.
- Drawings or reference files are recommended for custom parts, special fasteners and project-specific fixing hardware.
- Material substitution should not be assumed without technical review.
- Final availability, document scope and production feasibility should be confirmed during quotation discussion.

Safe Disclaimer / Engineering Note

This checklist is for RFQ preparation and communication support only. It is not engineering approval, material substitution approval or production approval. Final material selection, certificate scope, manufacturing feasibility and quotation details should be reviewed according to drawing, standard, quantity, project documents and application requirements.

RFQ Preparation CTA Text

Prepare these details before sending your RFQ to WISINE for technical and quotation review.