

How to Submit a Buy Request (RFQ) on BioTradX

Simple Guide for Buyers / Source Any Biomass or Waste-to-Biofuel Material

Posting an RFQ (Request for Quote) is the fastest way to source verified biomass and waste-to-biofuel feedstock from trusted sellers on BioTradX.

This quick guide walks you through how to create your first Buy Request.

1. Sign Up or Log In

If You're New to BioTradX

Create your account using:

- Google Sign-In
- Apple Sign-In
- Email & Password
- Mobile Number + OTP

Complete basic verification and finish your buyer profile (business details, GST/ID if applicable).

If You Already Have an Account

Log in using:

- Email + Password, or
- Mobile Number + OTP

2. Enable Location Access

Enabling location helps BioTradX:

- Show nearby sellers
- Improve product matching
- Reduce logistics costs

Tap **Allow Location** → **Enable GPS** when prompted.

3. Select Category & Product

From the Home screen:

- Browse 60+ product categories, or
- Use the search bar

Choose a suitable category (e.g., Used Oil, Agro Waste, Plastic Scrap, E-Waste).

4. Choose the Product You Want to Buy

Inside the category:

- Select the exact product (e.g., Rice Husk, UCO, PET Scrap, Battery Scrap)
- Review product details if needed (unit, highlights, typical supply formats)

5. Tap “Buy”

On the Product Page:

- Tap **Buy**
- Choose **Create Buy Request (RFQ)**

This opens your RFQ Form.

6. Fill Your RFQ Details

a) Add or Select Delivery/Pickup Address (Mandatory)

You must have an address added before submitting your RFQ.

- Choose an existing saved address, or
- Add a new address if none exists

This address is used for delivery or pickup matching.

b) Add Beneficiary Account (Mandatory for Payments)

If no beneficiary account is added:

- You will be prompted to add your bank account

- This ensures smooth refunds, settlements, or escrow reversals

You can proceed only after adding beneficiary details.

c) Required Quantity

Enter the required quantity you want to purchase.
(Unit auto-fills based on the product.)

d) Expected Price

Enter your indicative buying price so sellers can quickly decide whether they can fulfil your request.

7. Choose Your Upfront Payment Preference

Select preferred advance payment terms:

- **0% Upfront**
- **10% Upfront**
- **20% Upfront**
- **Custom %** (if applicable)

These terms appear on your RFQ and help sellers respond more accurately.

8. Select Delivery or Pickup Preference

If You Want Delivery

Choose **Delivery**.

If You Prefer Pickup

Choose **Pick Up**, then enter:

- Pickup timing window
- Maximum pickup radius (km)

This ensures the platform matches you only with sellers within your preferred distance.

9. Set Your Quality Check (QC) Preferences

Two simple checkboxes:

a) Required Seller QC / Product Images

Tick this if you need sellers to upload:

- Photo(s)
- Moisture or FFA reports
- Any product documentation

b) Buyer Will Perform QC

Tick this if you plan to check quality yourself after receiving the goods. If selected, the buyer would need to upload a Quality certificate at the time of delivery/ pickup.

Choosing the correct QC mode reduces disputes and speeds up order processing.

10. Review & Submit Your RFQ

Before submitting, recheck:

- Quantity
- Expected price
- Delivery/Pickup preference
- Upfront payment terms
- QC selections

Tap **Proceed** → **Confirm RFQ**.

Your RFQ is now live!

Nearby verified sellers can now view your requirement and send you quotes.

What Happens Next?

✓ Receive Quotes

Matching sellers respond with competitive offers.

✓ Negotiate Inside My Chats

Use structured negotiation to finalise price and quantity.

✓ **Accept a Final Quote**

Your RFQ converts into a Buy Order.

✓ **Make Upfront Payment (if applicable)**

Payment goes into BioTradX Escrow.

✓ **Dispatch or Pickup**

Seller ships goods or awaits your pickup.

✓ **QC & Final Confirmation**

Complete QC as per your selection.

✓ **Escrow Release & Order Completion**

Payment is released after your confirmation or auto-confirmation.

Final Takeaway

Submitting a Buy Request on BioTradX takes under a minute and connects you to reliable, verified sellers.

Clear details and QC preferences help you receive better quotes and close orders faster; with complete payment security.