

KNL Fabrication Portal

Client User Guide: current features and simple step-by-step instructions for using the web interface.

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RFQ Tracking

Parts Catalog

File Attachments

Printable RFQ PDF

Role-Based Access

Current Features

RFQ Management

- Create RFQs with RFQ number, order date, quote number, and notes.
- Open RFQs from the list and manage all line items in one place.
- View item totals and RFQ totals in clear currency format.
- Remove RFQ line items when needed (based on permissions).

Parts Catalog

- Store reusable parts with part number and default price.
- Add existing parts into RFQs quickly.
- Create new parts while building an RFQ.

Files and Output

- Attach files to RFQs (such as drawings, notes, or supporting docs).
- Generate a printable PDF for each RFQ.
- Use the PDF for review, sharing, and record keeping.

Access and Roles

- Access is based on user roles and permissions.
- Read-only users can review RFQs without making edits.
- Role-enabled navigation keeps screens simple for each user type.

How to Use the Web Portal

Step 1

Sign In

1. Open the portal in your web browser.
2. Enter your username and password on the login page.
3. Use the top menu to move between RFQs, Parts, and other pages available to your role.

Step 2

Create an RFQ

1. Go to the RFQ list page.
2. Select the create/new RFQ option.
3. Enter RFQ details (number, order date, quote number, notes).
4. Save to create the RFQ record.

Step 3

Add Parts to the RFQ

1. Open the RFQ detail page.
2. Choose one option:
3. Add an existing part from the catalog, or create a new part and add it directly.
4. Enter quantity and unit price, then save the line item.

Step 4

Upload RFQ Files

1. On the RFQ detail page, select attachment upload.
2. Pick the file to upload and submit.
3. Confirm it appears in the RFQ attachments section.

Step 5

Print or Save RFQ as PDF

1. Open the RFQ you want to share or archive.
2. Select the print PDF action.
3. Use browser print/download to save or print the document.

Tip: If your account is read-only, RFQ viewing is optimized for printable review.

Role-Based Experience

Editors / Admin Users

- Can create and update RFQs.
- Can add/remove RFQ line items and manage attachments.
- Can manage parts (based on assigned permissions).

Read-Only Users

- Can view RFQs and parts.
- Cannot edit RFQs, parts, or attachments.
- Ideal for review and approval workflows.

The navigation menu and available actions depend on the permissions assigned to your account.