

Hands-on Exercise No. 3
DigiSkills.pk 2.0 Batch-02
Virtual Assistant

Total Marks: 10

Due Date: 08/09/2022

Instructions:

Please read the following instructions carefully before submitting this Hands-on Exercise:

- Use MS Word to prepare exercise solution.
- You may consult tutorials and videos if the concept is not clear.
- Your submitted exercise will not be considered/counted if:
 - It is submitted after due date.
 - It is not in the required format (.doc or .docx)
 - It does not open, or file is corrupt.
 - It is copied (partial or full) from any source (websites, forums, students, etc.)

Learning Outcome:

After completing this exercise, you shall be able to:

- Learn basics of creating an account on Alibaba.com
- Learn about product hunting through Alibaba.com
- Learn about finding supplier on Alibaba.com
- Learn how to write a Proposal for RFQ (Request for Quotation)

Problem Statement

Please perform following tasks and provide screenshots where required:

- 1- Create an account on Alibaba.com and provide screenshot. (2.5 Marks)
- 2- Choose any product of your choice (mention its name and image) and provide screenshot. (2.5 Marks)
- 3- Find a supplier who sells this product and provide screenshot. (2.5 Marks)
- 4- Write down a proposal RFQ (Request for Quotation) for the product and provide a screenshot or written text of RFQ. (2.5 Marks)

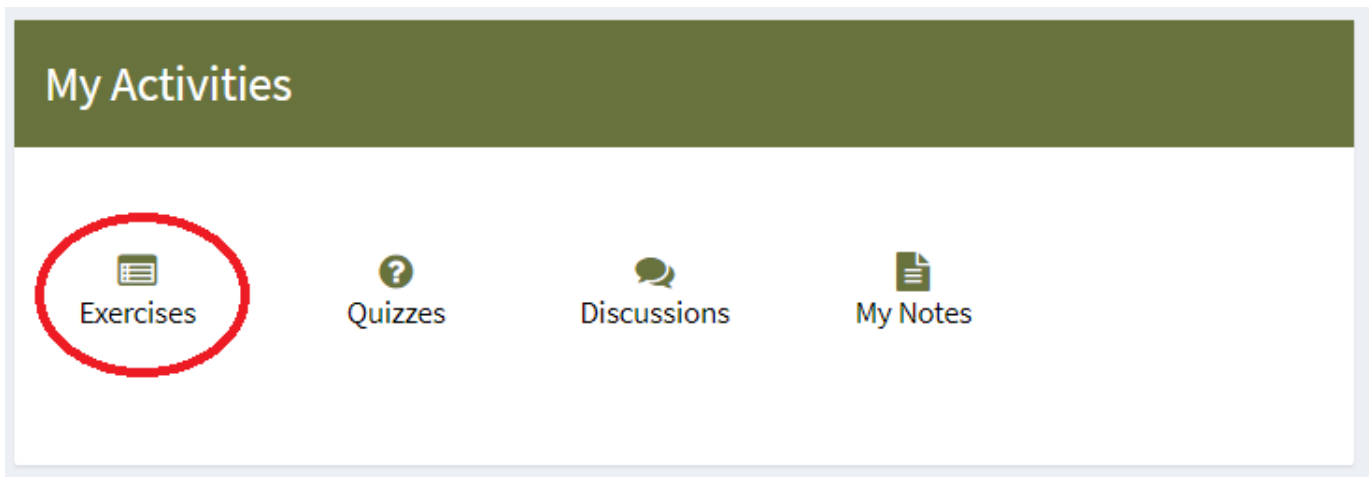
Note: Please do not send this RFQ to any actual supplier, you are required to share it with us only.

BEST OF LUCK ☺

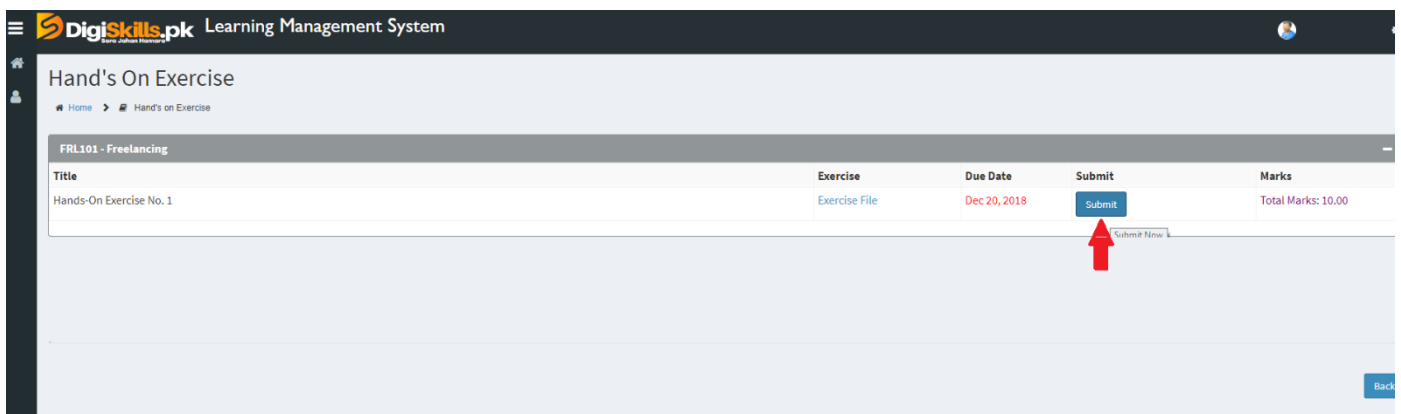
How to submit solution file on LMS?

Please perform the following steps for submitting your solution using LMS:

- 1) Login to the LMS
- 2) Click on the **Exercises** button within the **My Activities** section



- 3) Click on the submit button to upload your Solution.



- 4) Keep in mind to upload your Solution in .doc or .docx format