



PICTURE GUIDE

LE DUONG B2B QUOTE

How to create an export quotation request

For international cashew buyers

<https://leduongcashew.com/b2b-quote/>

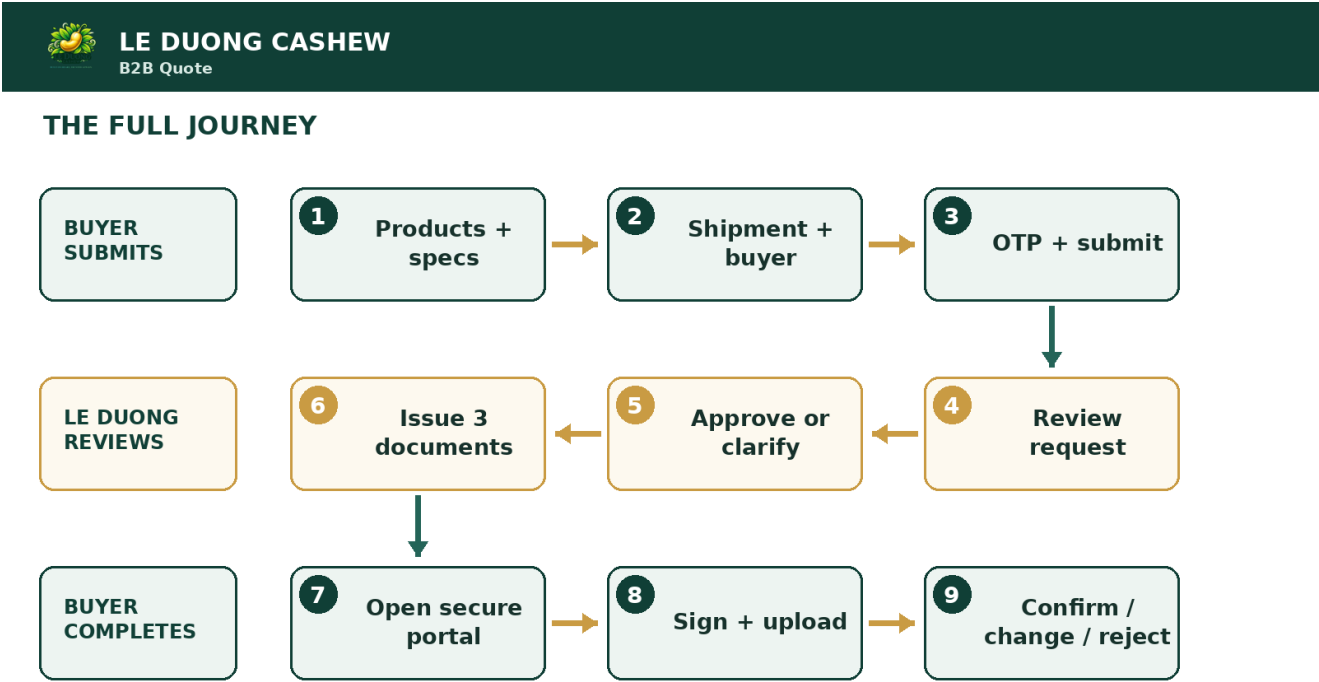
Version 1.1 | 15 August 2026



Each page shows one task. Fields marked * are required.

THE FULL JOURNEY

Read this map first. Then follow each step.



Prepare

- Product, quantity, specification and packing.
- Incoterm, destination, delivery window and documents.
- Buyer legal details and a business email.

NOTE: No payment is collected here. Commercial terms become official only after Le Duong approves them.

STEP 1. Choose products

Do these in order:

- Choose a product group and grade.
- Click Add to quote.
- Open the basket and continue.



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B2B Quote

Step 1 - Choose products

1

Products

2

Specifications

3

Shipment

4

Buyer

5

Review

Whole White Kernels



WW240

Orchid - Lotus - Jasmine - Daisy

Add to quote



WW320

Orchid - Lotus - Jasmine - Daisy

Added

Quote basket: 1

Continue to specifications

FOLLOW THE NUMBERS

1

Click Add to quote for each product you need.

2

Click Continue to specifications.

REMEMBER: On a phone, the quote basket button may appear at the bottom or in a lower corner of the screen.

NOTE: Clicking Added again may remove the product from the basket.

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Page 3

STEP 2. Set quantity and specifications

Do these in order:

- Enter Quantity in kg.
- Choose Specification and Packing.
- Click Continue to shipment.

**LE DUONG CASHEW**
B2B Quote

Step 2 - Set quantity and specifications

✓

2

3

4

5

ProductsSpecificationsShipmentBuyerReview

WW320 - Whole White Kernels

Quantity (kg) *

1

Specification *

2

Packing *

3

1000

Orchid

2 x 10 kg tins

Orchid = Premium | Lotus = High | Jasmine = Commercial | Daisy = Economy

4

Continue to shipment

FOLLOW THE NUMBERS

1

Enter the quantity in kg.

2

Choose the quality level.

3

Choose the packing type.

4

Click Continue to shipment.

REMEMBER: Orchid = Premium; Lotus = High; Jasmine = Commercial; Daisy = Economy.

NOTE: Final tolerances always follow the signed specification and seller approval.

STEP 3. Enter shipment details

Do these in order:

- Choose Incoterm and enter the destination.
- Add the delivery window and loading method if known.
- Choose documents, then continue.



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Step 3 - Enter shipment details

✓

✓

3

4

5

ProductsSpecificationsShipmentBuyerReview

Incoterm *

1

FOB Vietnam

Destination port, city and country *

2

Shanghai, China

Target shipment / delivery window

September 2026

Loading method

Non-pallet loading

Required documents / certificates

3

☒ Commercial Invoice

☒ Packing List

☐ Certificate of Origin

☐ Phytosanitary Certificate

4

Continue to buyer details

FOLLOW THE NUMBERS

1

Choose the Incoterm.

2

Enter the port, city and country.

3

Choose the required documents.

4

Click Continue to buyer details.

REMEMBER: Incoterm and Destination are required. Selected documents still need seller approval.

STEP 4. Enter buyer details

Do these in order:

- Enter Full name and Company legal name.
- Enter Business email and Country / market.
- Click Review request.



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Step 4 - Enter buyer details

Progress: Products ✓ Specifications ✓ Shipment ✓ **Buyer 4** Review 5

Full name * NGUYEN VAN A	1	Company legal name * ABC TRADING CO., LTD	2
Business email * buyer@company.com	3	Country / market * China	4
Phone / WhatsApp +86 ...		Company website https://company.com	

5
Review request

FOLLOW THE NUMBERS

- 1** Enter your full name.
- 2** Enter the exact legal company name.
- 3** Use your business email.
- 4** Enter the country or market.
- 5** Click Review request.

REMEMBER: The four required fields are Full name, Company legal name, Business email and Country / market.

NOTE: Use a business email to receive the verification code and replies from Le Duong.

STEP 5. Review, verify and confirm

Do these in order:

- Review all information and tick four boxes.
- Send the code; enter six digits and verify.
- Click Confirm request.



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Step 5 - Review, verify and confirm

✓

Products

✓

Specifications

✓

Shipment

✓

Buyer

5

Review

REVIEW

ABC TRADING CO., LTD - WW320 - 1,000 kg

FOB - Shanghai, China

1

✓

Company details are correct.

✓

Product details are correct.

✓

Terms are subject to seller approval.

✓

I can represent the buyer.

2

Send verification code

123456

3

4

Verify code

5

Confirm request

FOLLOW THE NUMBERS

1

Tick all four boxes.

2

Send the verification code.

3

Enter the six digits from the email.

4

Click Verify code.

5

Click Confirm request.

REMEMBER: After confirmation, the system records a version of the request. The quotation, PI and Sales Contract still require Le Duong approval.

NOTE: Never share your OTP with anyone.

AFTER YOU SUBMIT

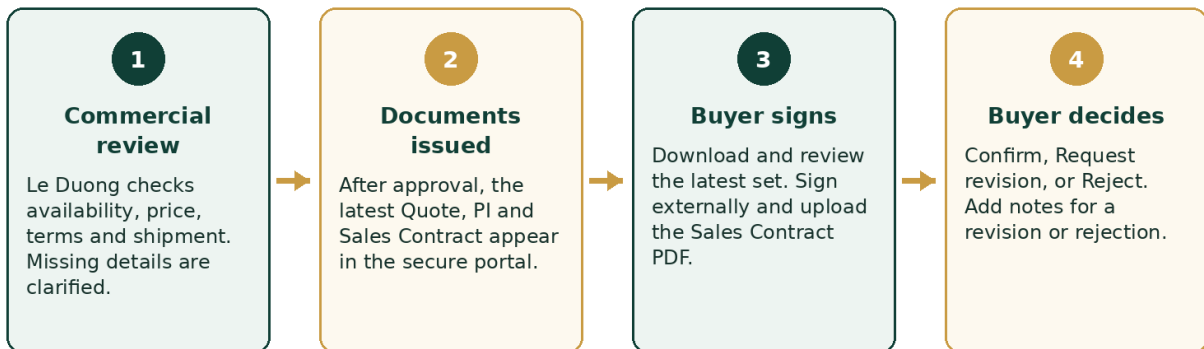
What happens next:

- Save the RFQ number and open the secure portal.
- Review only the latest Quotation, PI and Sales Contract.
- Sign the latest Sales Contract externally and upload its PDF.
- Confirm, request a revision, or reject. Add notes for changes or rejection.



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B2B Quote

WHAT HAPPENS NEXT



NOTE Only the latest version is current. Draft files are not valid for payment, production or shipment.

REMEMBER: Le Duong issues official documents only after seller approval.

If you cannot continue

Continue is grey

Choose a product or complete every required field.

A field has a red border

Correct that field, then try again.

No verification code

Check the email and Spam/Junk. Wait 1–2 minutes.

Cannot upload the signed contract

Use the latest Sales Contract PDF. Maximum size: 20 MB.

REMEMBER: If the problem continues, take a screenshot showing the message and send it to Le Duong for support.

Need help: sales@leduongcashew.com | WhatsApp +84 886 10 66 77

About this guide

This guide uses simplified pictures based on the live screen. The text is large, details are limited, and the steps are easy to follow. Field names and button names match the system as of 15 August 2026.

Official links

- <https://leduongcashew.com/b2b-quote/>

NOTE: The screen may change slightly after an update. If a button name is different, follow the purpose of the step and contact Le Duong if you need help.

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