COR210 Solicitations, Requests for Proposals, Invitation to Bid and Request for Quote Manual

Revised: Nov. 30, 2011

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Maintained by:	[Purchasing Lead]	Current Version: [11/30/2011]
Review Date:		[11/30/2012]

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Document History

Document Revision	Date	Description
1.0	03/04/2003	Initial Document
1.1	11/30/2011	Revised with new screen images

Overview

To promote competition and ensure fair purchasing practices, The State of Oklahoma requires Request for Quotes (RFQs) for Requisitions based on agency discretion. The RFQ process assists Buyers in identifying which vendors carry the types of items requested. Once the vendors are identified, a RFQ is dispatched to them and their responses recorded. Buyers can perform online analyses of the responses and then generate Purchase Orders/Contracts based on awarded quantities. RFQ Lines can be awarded to a single vendor or divided among multiple vendors.

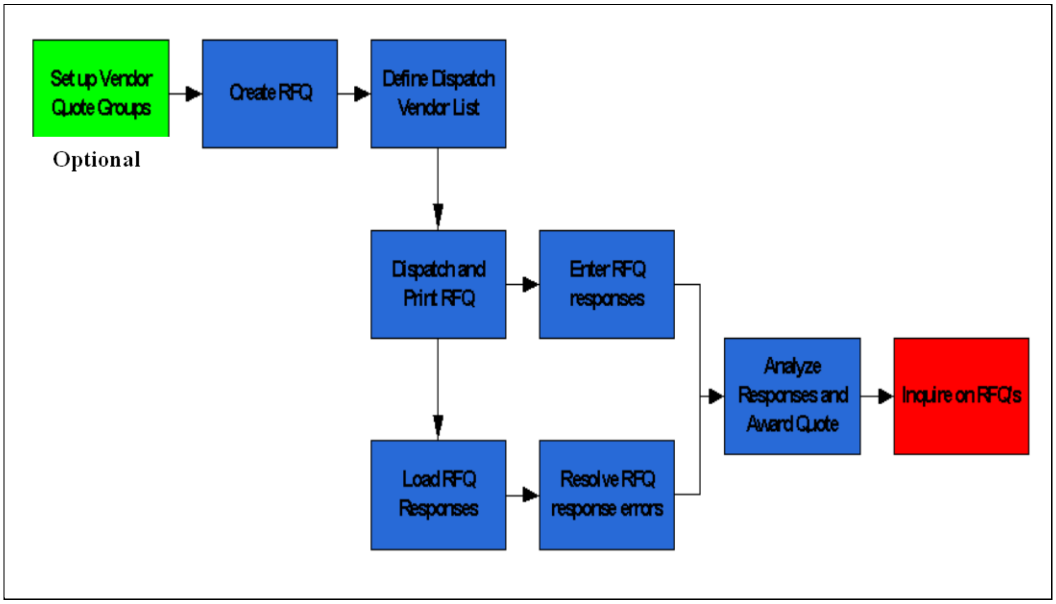
NOTE: For ITB's and RFP's the State will use the RFQ process or the Strategic Sourcing process.

The RFQ process enables you to:

- Generate RFQs from requisitions or create them directly
- Specify groups of vendors to receive the RFQs
- Dispatch the RFQs
- Record your responses
- Perform online analysis
- Generate PO's or Vendor Contracts based on awarded quantities
- Award each RFQ line to a single vendor or allocate a single line quantity to multiple vendors

You can establish one RFQ and dispatch it to as many vendors as needed. You can also send an RFQ to a vendor that is not yet approved within the purchasing system, but the vendor must be approved before you can award the RFQ to that vendor. Although the system allows the building of RFQs from scratch, usually RFQs are created from Requisitions.

The following diagram illustrates the flow of information and transactions involved in the RFQ process.



NOTE: Throughout this manual page shots are included to illustrate and describe the data fields that must be entered for specific transactions. Not all pages or fields on a page will be explained. This manual focuses on those pages and fields that are required for data entry for the State of Oklahoma.

Step 1 – Build Vendor Quote Groups (Optional)

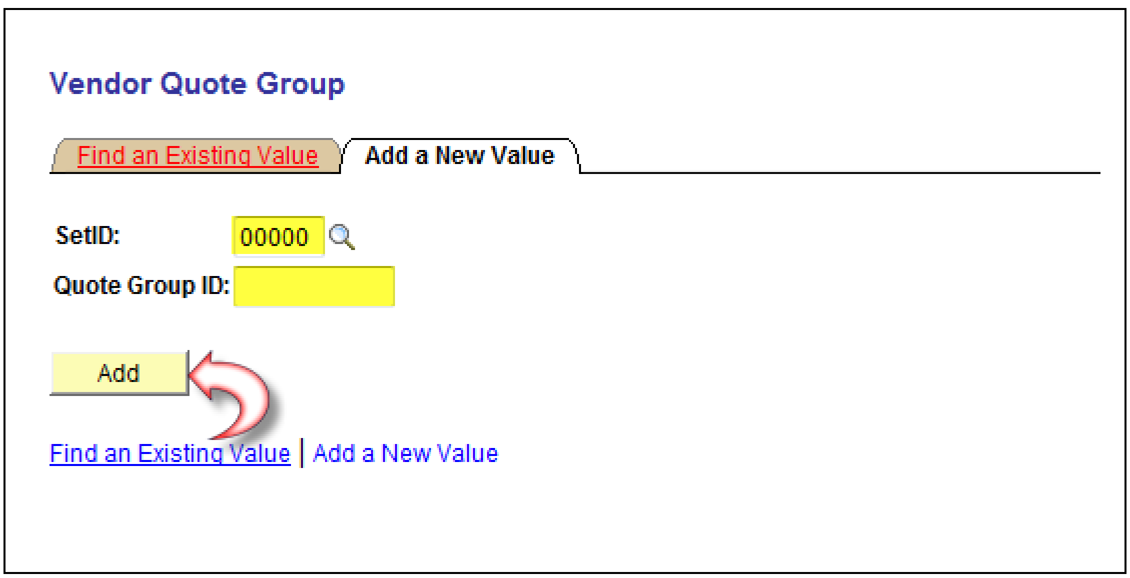
OVERVIEW

Use the Vendor Quote Group to select any number of vendors from the Vendor Table and add them to a Vendor Quote Group. PeopleSoft enables you to establish groups of vendors specific to particular items, locations, or other criteria under a single vendor quote group IDs. You can use these groups to conveniently send your RFQs to the entire group or a subset of the group.

Navigation: Purchasing > Requests for Quotes > Manage Vendor Quote Group

Add a New Value

Vendor Quote Groups are set up particular to Item Categories or other criteria deemed important or unique to a purchase. They make using RFQs easier by having pre set list of vendors. The first step is to define a new Quote Group ID.



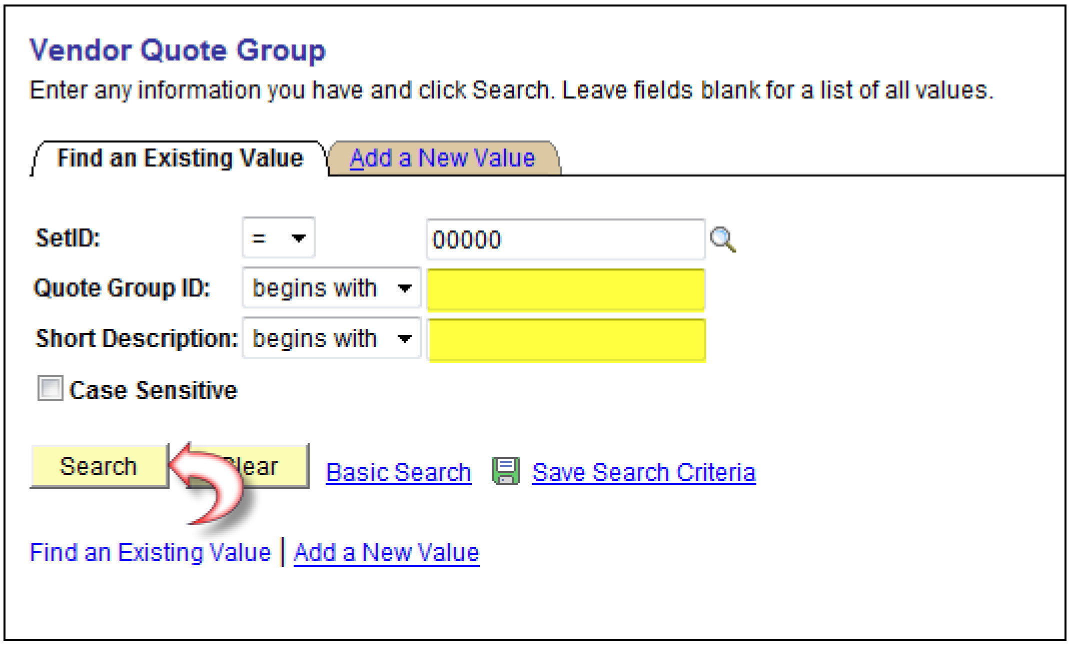
Enter a Set ID at the prompt or search for one by **clicking** the lookup icon . **Enter** a description for the new Vendor Quote Group in the Quote Group ID field. This new Vendor Quote Group is now set up for continued use.

Click 

, which will display the List of Vendors page.

Find an Existing Value

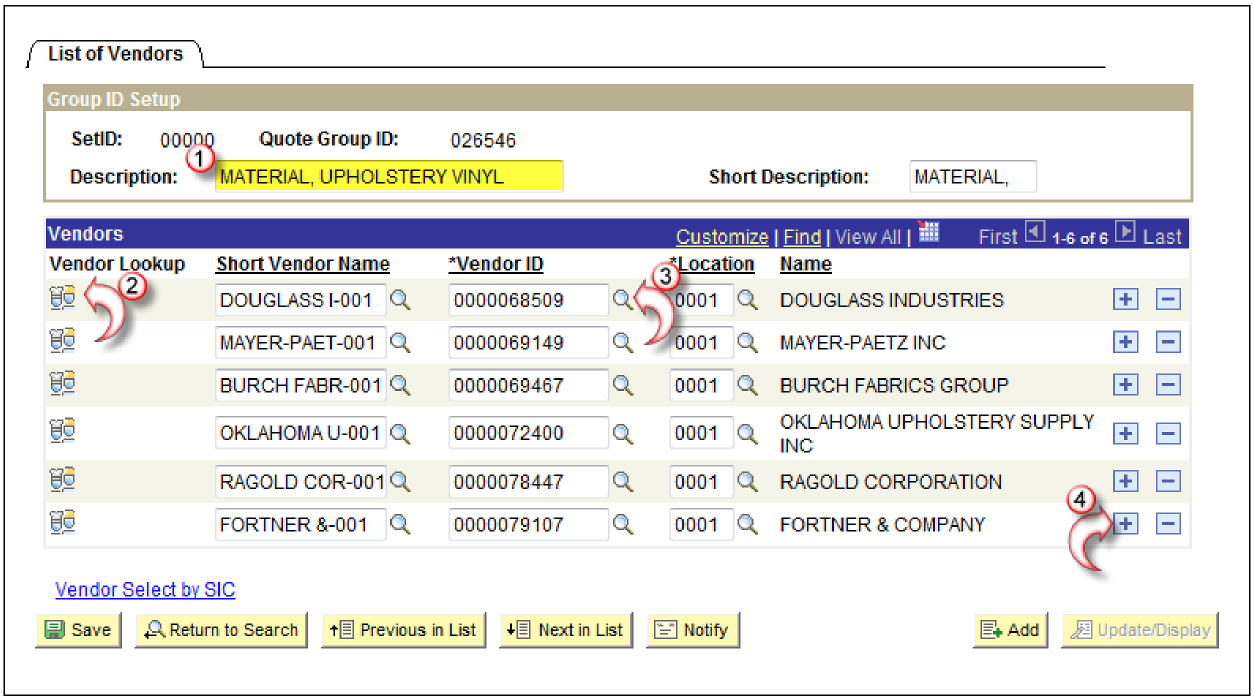
If you have all ready created a Vendor Group you can select the vendor by **clicking** the **Find an Existing Value Tab**. **Enter** the Quote Group ID or Short Description then **click** Search.



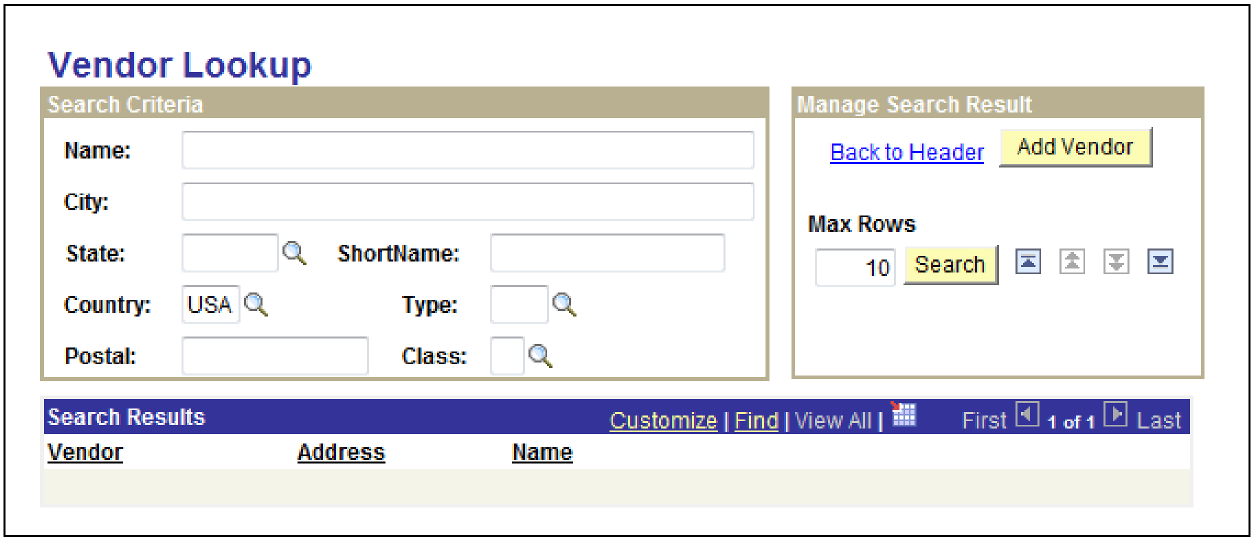
List of Vendors

Enter a description for the Vendor Group then **enter** the vendors to be included in the Quote Group.

Click to look up venders by description currently set up in the system or **click** can be used to choose from the list of vendors numbers currently set up in the system. To add additional lines **click** the + to add vendors to the Group.



The Vendor Lookup button brings up a search criteria page that will provide a search of the vendor file by criteria listed on this search page.



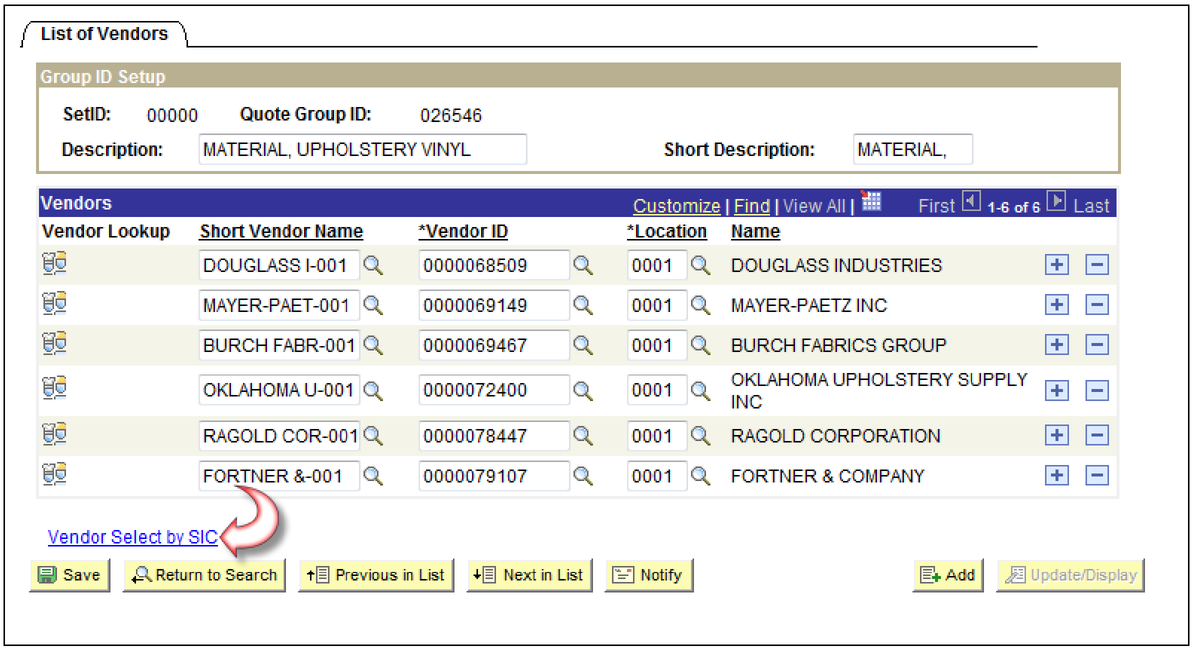
Through the use of wild card (%), vendors can be found with only partial name entries, or vendors with similar zip codes can be accessed. For example **%Boise** will find the vendor Boise Office Solutions. Once the system lists these possible vendors, vendors can then be selected for the RFQ Quote Group.

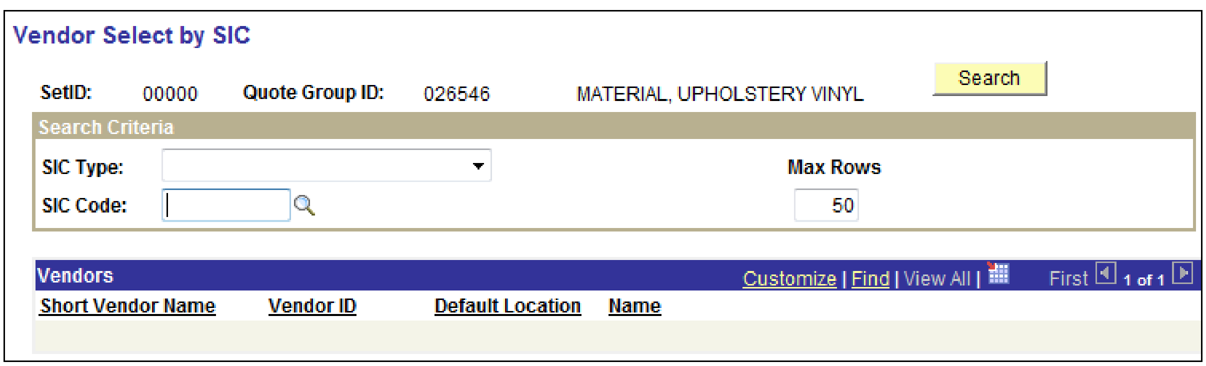
After selecting the Vendors, **click** Add Vendor to add your vendors to the Quote Group.

After selecting the Vendors **click** Save to save your Vendor Quote Group.

Vendors by Category (SIC) Code

To search for vendors by category code **click** the **Vendor Select by SIC** link located on the List of Vendors page.





Category (SIC) Code - In accordance with the category type you select, the system provides an appropriate list of category codes. Select a code for the vendor based on the category code information you selected.

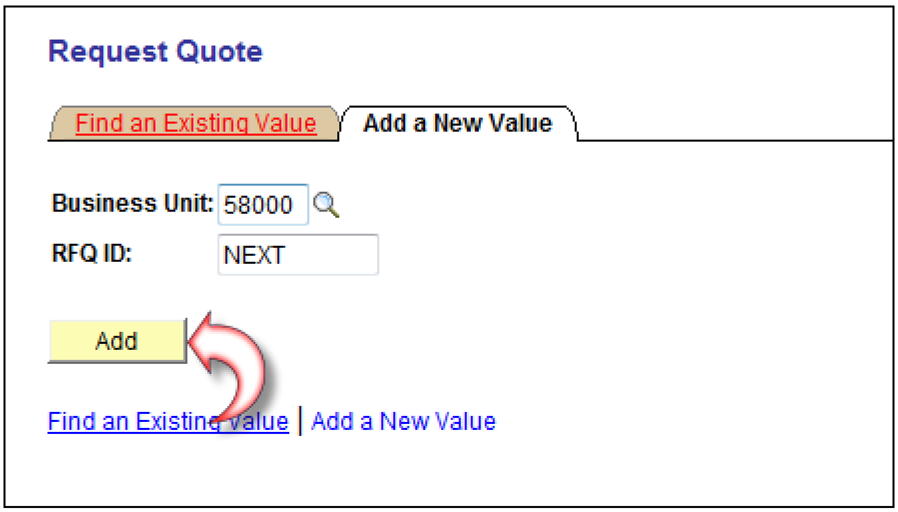
Click OK to return to the List of Vendors page.

Step 2 – Create a Request for Quote

Overview

Initiate the Request for Quote from this page. You can create it ad-hoc or copy from a requisition or another RFQ. Requisitions must be budget checked and approved, not on hold, and not in processing for sourcing at the moment of the copy attempt.

Navigation: Purchasing > Requests for Quotes > Add / Update Request Quotes

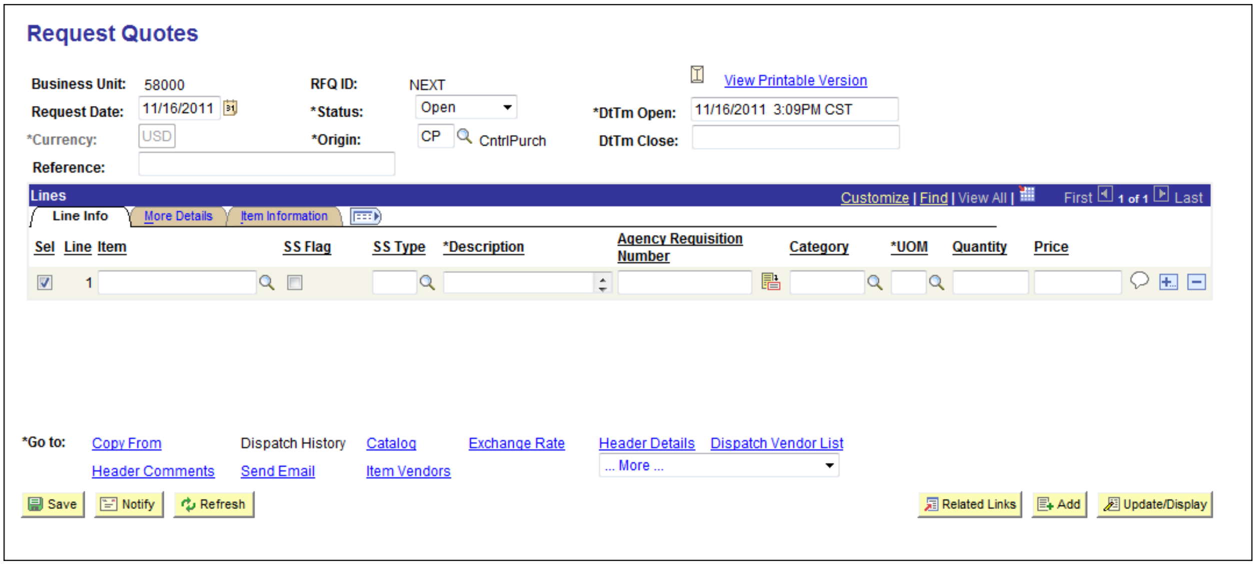


By default the **Add a New Value Tab** is displayed. **Click** Add to take you to the Request for Quotes Header page.

NOTE: Auto numbering. To identify a RFQ the first three (3) characters will represent the agency number (Example 4520001). Leave the RFQ ID as NEXT.

Request for Quotes Header Page

The header of an RFQ provides information that applies to the entire RFQ. Most RFQ header information defaults in from the Requisition.



Request Date – This will default to the system (current) date.

DtTm Open – This date defaults to the current date and time. The date represents the date and time the RFQ becomes open for vendor response. The date can be overridden.

DtTm Close – Input the closing date and time of the RFQ.

Origin – Various codes used to describe the type of RFQ and/or how it was created and how it will be routed. Choose from the following:

- **AGY** – Agency
- **CAP** – Construction and Properties
- **CP** – Central Purchasing
- **LSG** – Leasing

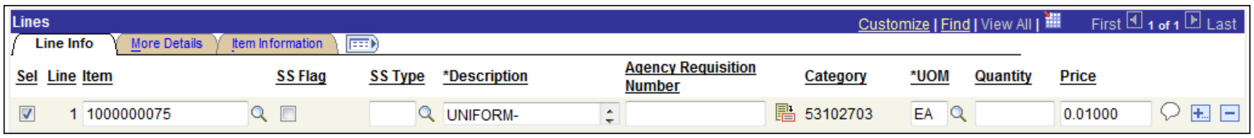
Reference – Defaults in from the Requisition number if an RFQ is created by copying from a Requisition.

Status – Displays the status of the RFQ. RFQ's will default in as an Open status. The RFQ cannot be dispatched until it is approved. Choose from the following:

- **Approved** – RFQ is ready to be dispatched.
- **Canceled** – RFQ has been rejected.
- **Closed** – RFQ has been closed.
- **On Hold** – REF is pending.
- **Open** – RFQ is not ready to be dispatched.

Request for Quotes Lines

RFQ Lines identify the items and quantities to be quoted and provide item-specific information, such as unit of measure, price, and shipping requirements. Additional lines (items) can be inserted on the page to reflect the needs of the RFQ. As with the Header, most of the Line data defaults in from the Requisition.



NOTE: The Item in the Line Info will be the commodity code. A list of valid values is available in a drop down box next to the Category field. The Category field is the commodity code at the upper level and is tied to the vendor registration.

Item – The box on the right will be the description of the item.

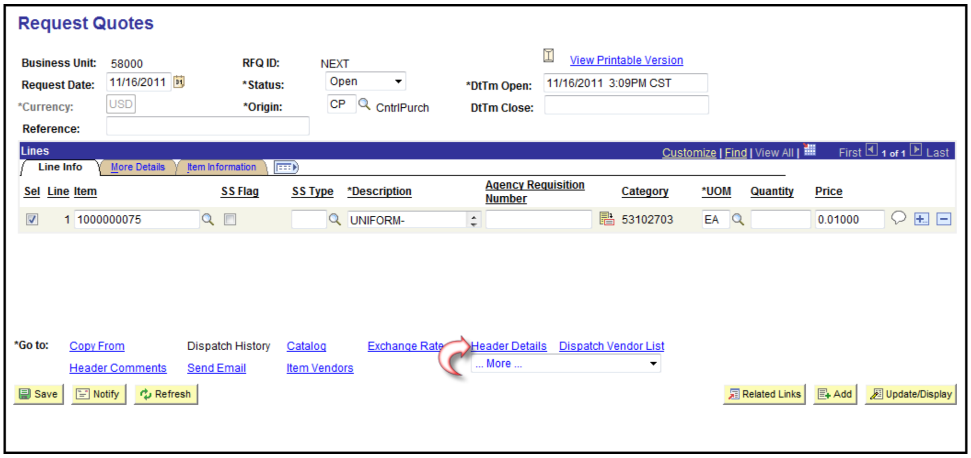
Category – A listing of valid values is available in a drop down box.

UOM – Select the appropriate unit of measure from the drop down box.

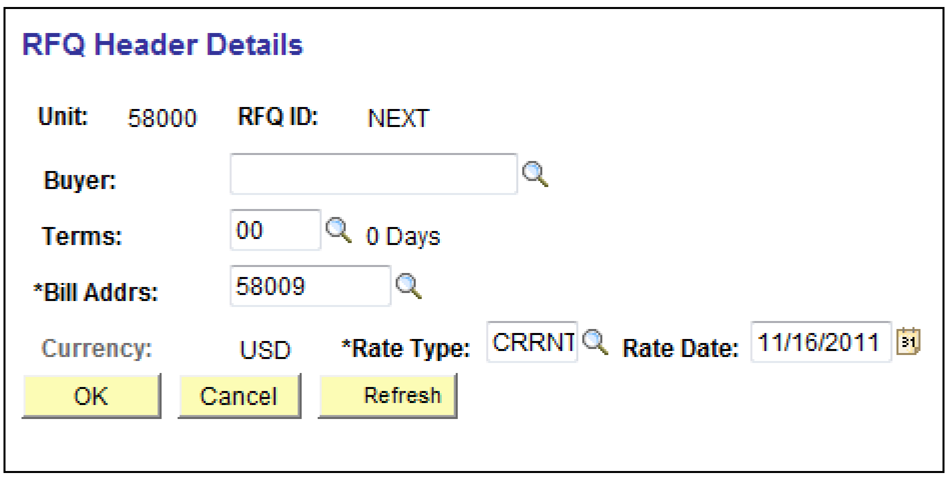
Price – When item ID is used this will default. The User can input this.

Quantity – Enter the quantity associated with the RFQ.

Header Details



Click the **Header Details** link.



RFQ ID – Defaults as NEXT. RFQ ID will be assigned when saved.

Buyer – Defaults from the Requisition information and can be changed if needed.

Terms – Defaults from the Requisition information and can be changed if needed.

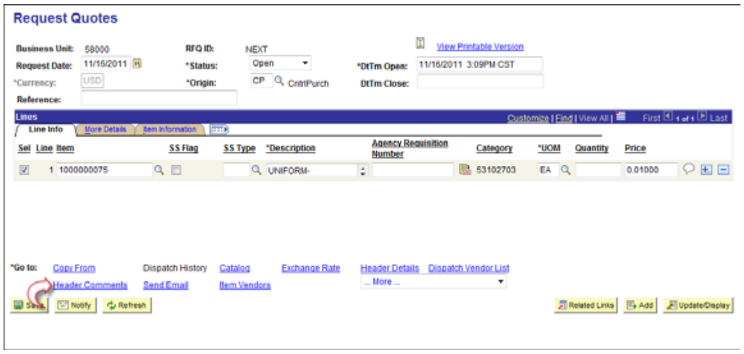
Bill Addrs – Accounts Payable dept.

Rate Type – Defaults from the Requisition and the default value is “CRRNT”.

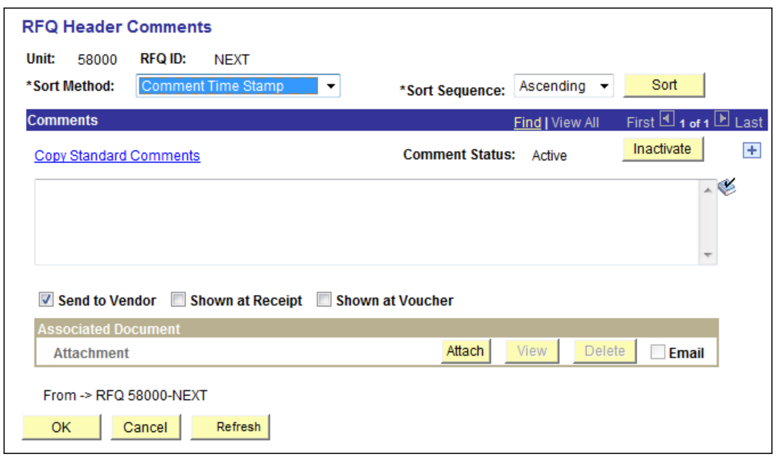
Rate Date – This date defaults to the current date and time. The date is used for currency conversions.

Verify the data and **click** OK to return the Request Quotes page.

Header Comments



Click the **Header Comments** link.



NOTE: The Send to Vendor box by default will be checked.

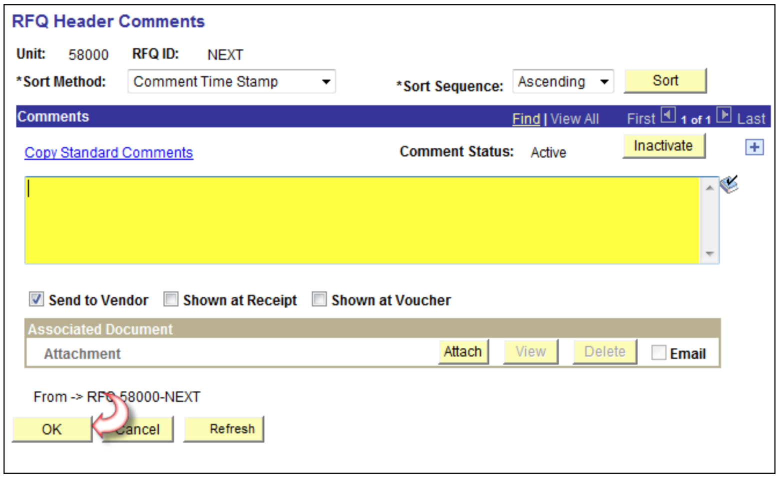
When there are multiple comments, the system will display only the most recent comment. The Find | View All First 1 of 3 Last display indicates the number of comments available for viewing. To view the remaining comments, either **click** ▶ to go to the next comment or **click** View All to see all of the comments in the scroll area. To return to viewing only one line and its associated schedules, **click** View 1.

Sort Method – **Select** one of the following:

- **Comment Time Stamp** – Sorts the comments by the time stamp assigned to them when they were created.
- **Vendor Flag** – Sorts the comments flagged to be sent to the vendor.

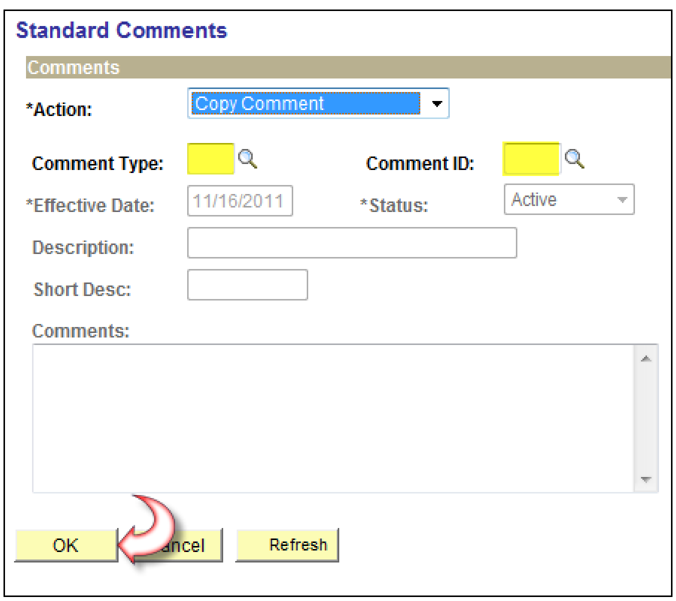
Sort Seq – **Select** Ascending or Descending.

Click Sort to sort comments according to the selections you made in the Sort Method and Sort Seq fields.

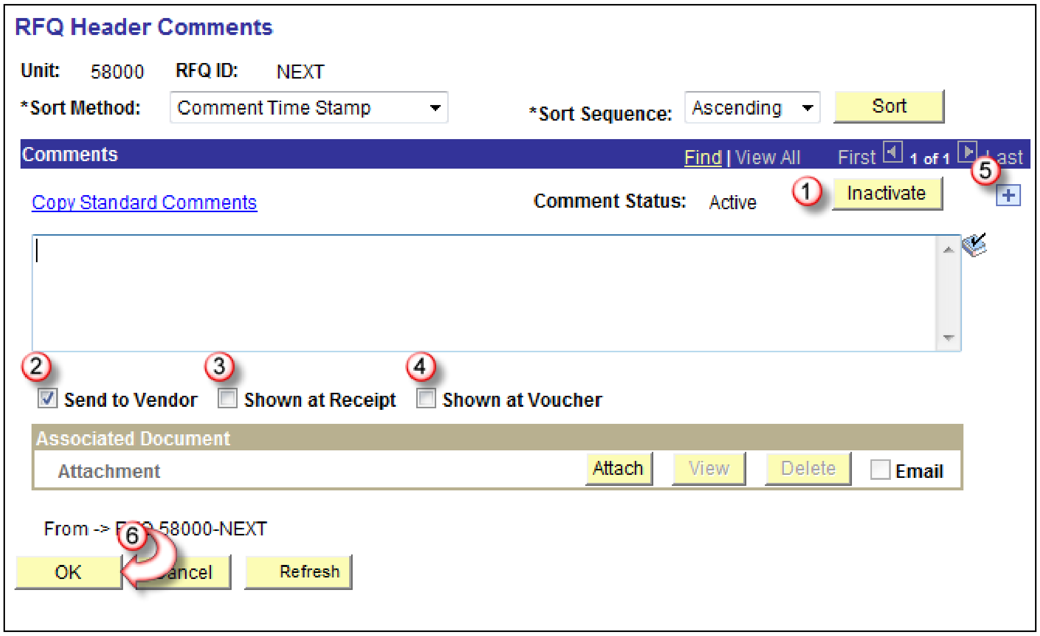


You can enter your own comments in the field provided and **click** OK or you can select from standard comments.

Click **Copy Standard Comments** link to load existing comments into the comments text box. This link appears only if existing comments are available.



Enter Comment Type and Comment ID and **click** OK.



Click Inactivate to deactivate a current comment. If you deactivated a comment by mistake, **click** Undo. This button is visible only if you deactivated a comment.

Send to Vendor – If the comments are to print on RFQ, PO, and Contracts and dispatched to the vendors, then select this option. If the comments are for internal use only, leave the check box un-checked.

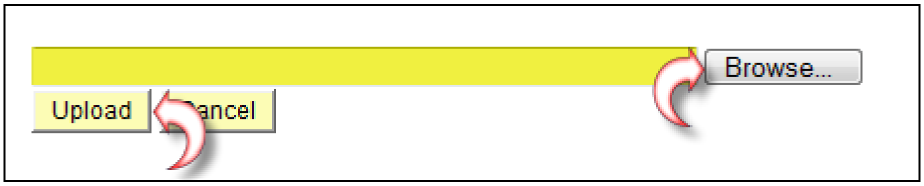
Shown at Receipt – **Select** if the comments are to appear on the receipt documents.

Shown at Voucher – **Select** if the comments are to appear on the vouchers.

To add additional comments, **click** + in the upper right corner of the comment page. When you have finished entering your comments, **click** OK to return to the Request Quotes form page.

Associated Documents (File Attachments)

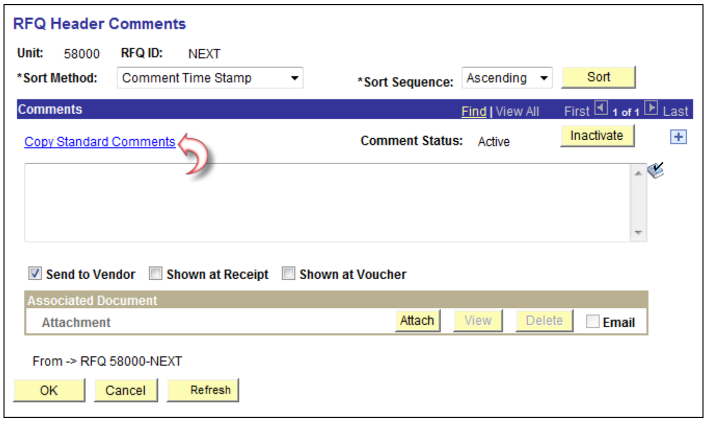
Use the fields in this group box to attach files to your transaction. You can attach any type of file that you have defined on the File Locations page. The file you want to attach must reside in the file directory defined for the file type on the File Location page. The documents you choose to attach do not transmit with the PO to the vendor.

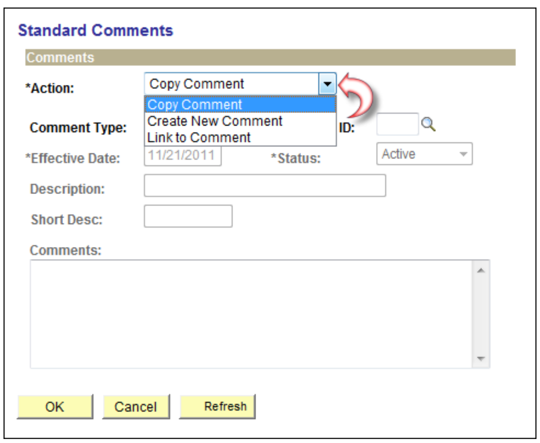


Enter the location and name of the file you want to attach or **click**  and select one.

Standard Comments

Access the page by clicking the **Copy Standard Comments** link.





Action – **Select** the **Copy Comment** option:

- **Copy Comment** – Will make the standard comments selected available on the comments page. The standard comments may be modified. Modifications on this page will not affect the original standard comments.

Comment Type – **Select** a Code. **Click** the Lookup icon and the Lookup STD Type page will be displayed. Enter the search criteria to display a list of available standard comment types. **Click** the desired type to return to the standard comments page.

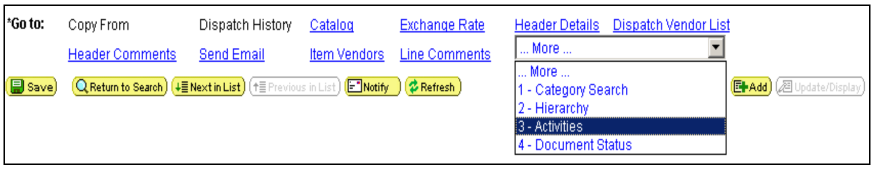
Comment ID - **Select** a standard comment ID. **Click** the Comment ID Lookup icon and the Lookup Comment ID page is displayed. **Enter** the search criteria to display a list of available standard comment ID's. **Click** Look Up. **Select** the stand comments you desire. This will then take you back to the standard comment page.

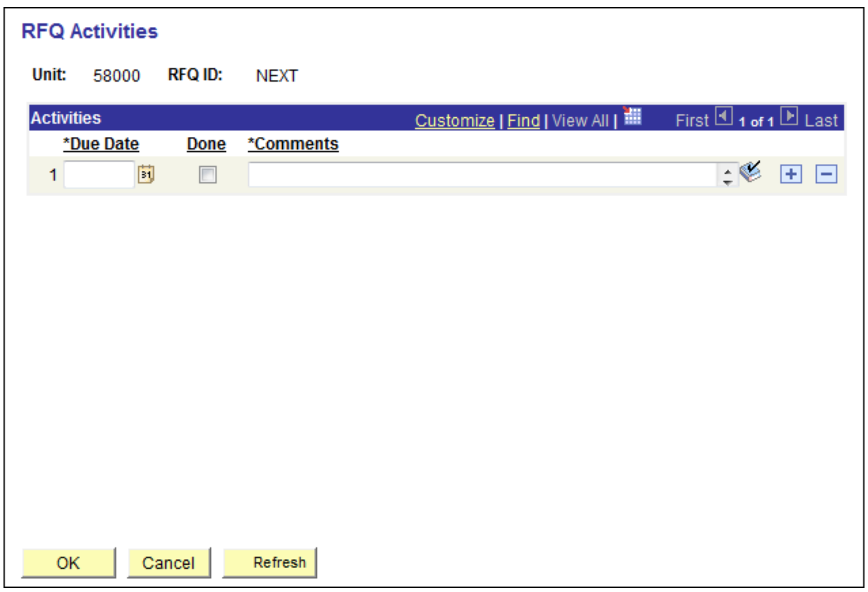
Click OK to return to the Header Comments. Then **click** OK to return to the Request Quotes page.

Activities

The activity page tracks any activities related to the RFQ the Buyer wishes to record. Each activity can be assigned a due date and checked off when done.

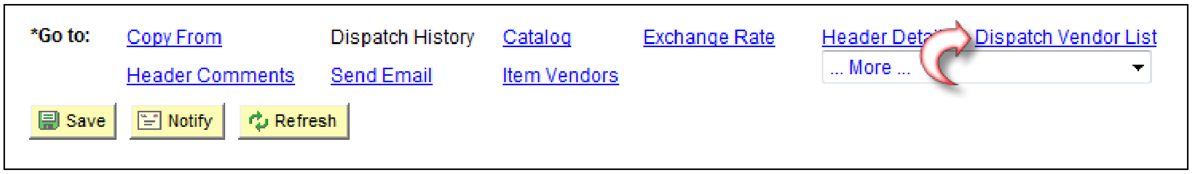
From the Request Quotes page select **Activities** from the **… More …**drop down list.

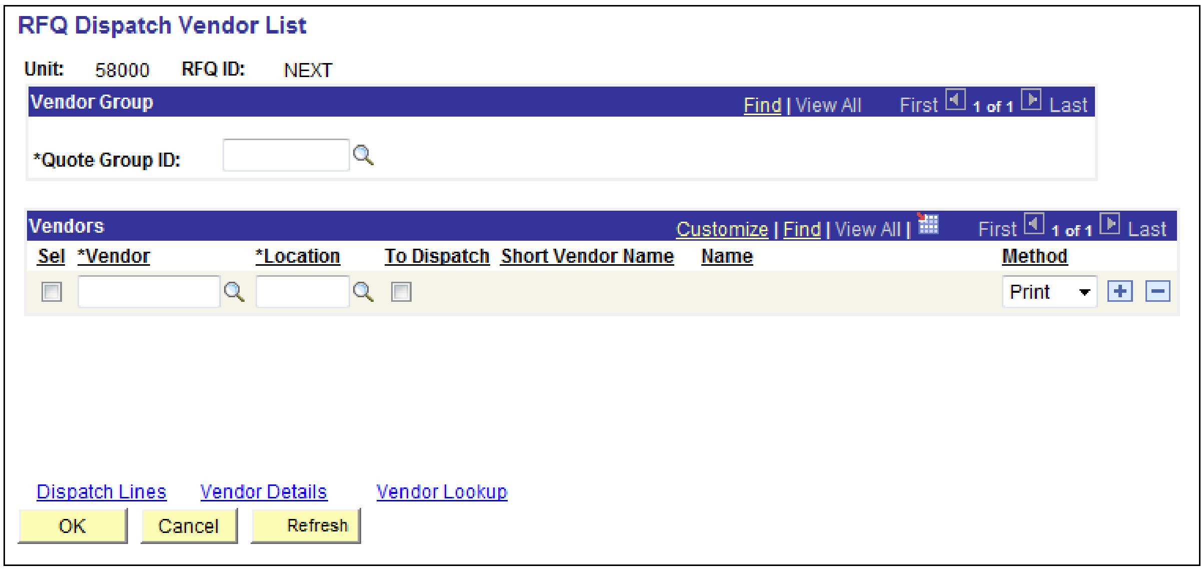




Dispatch Vendor List

Click the **Dispatch Vendor List** link to display the RFQ Dispatch Vendor List page.





Quote Group ID – **Select** a vendor quote group ID to make the group the dispatch vendor list for the RFQ. You can add or delete vendors from the list without affecting the original group from which you created them.

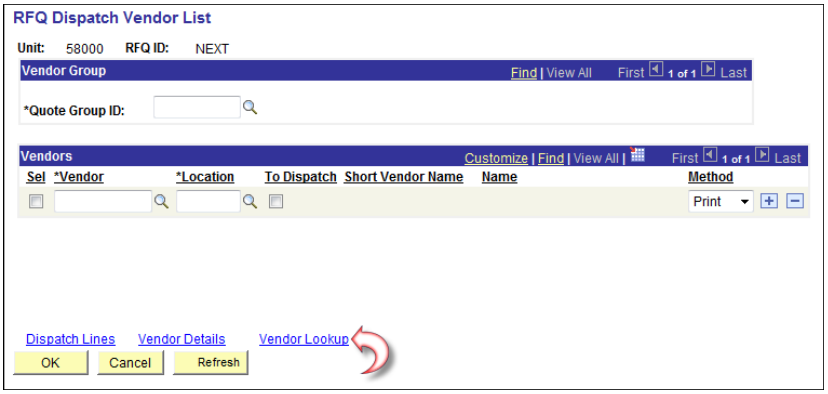
Sel – **Select** the vendor for RFQ.

To Dispatch – **Select** a vendor to dispatch for the RFQ.

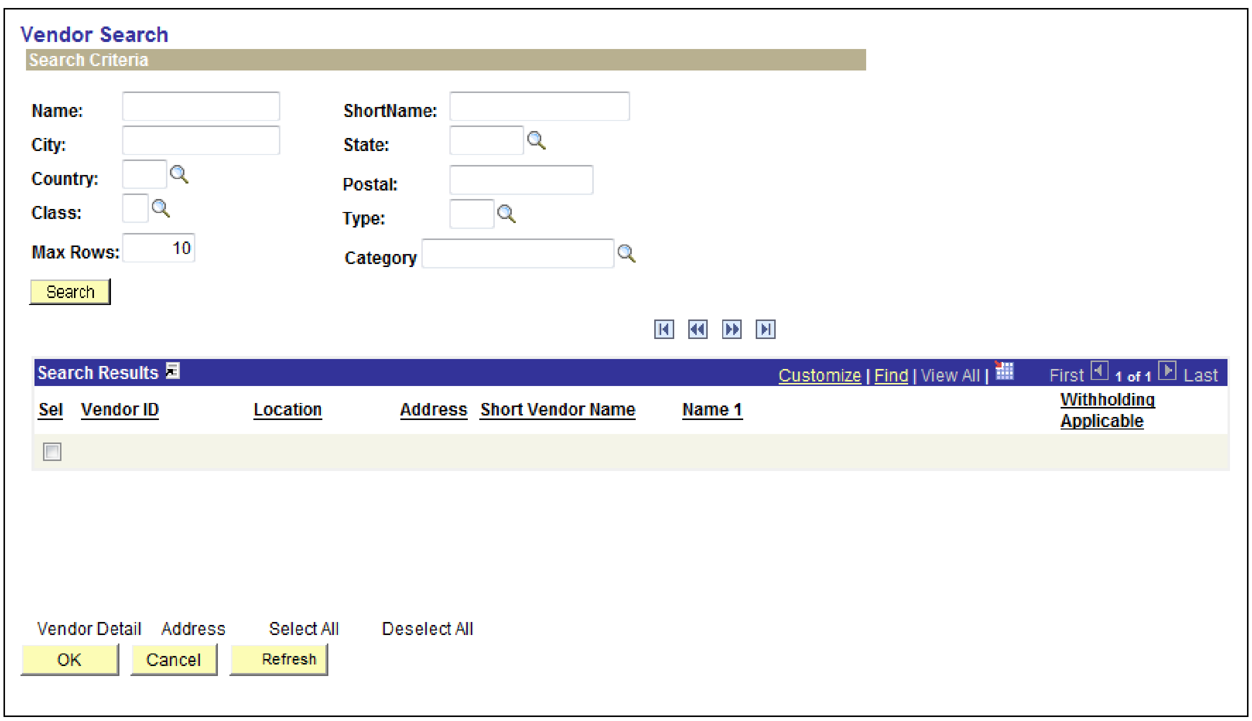
Method – **Select** "Print" as the method to receive information from the vendor.

Identify the vendors by selecting the lookup vendor icon. The Look Up Vendor page is displayed.

Look Up Vendor



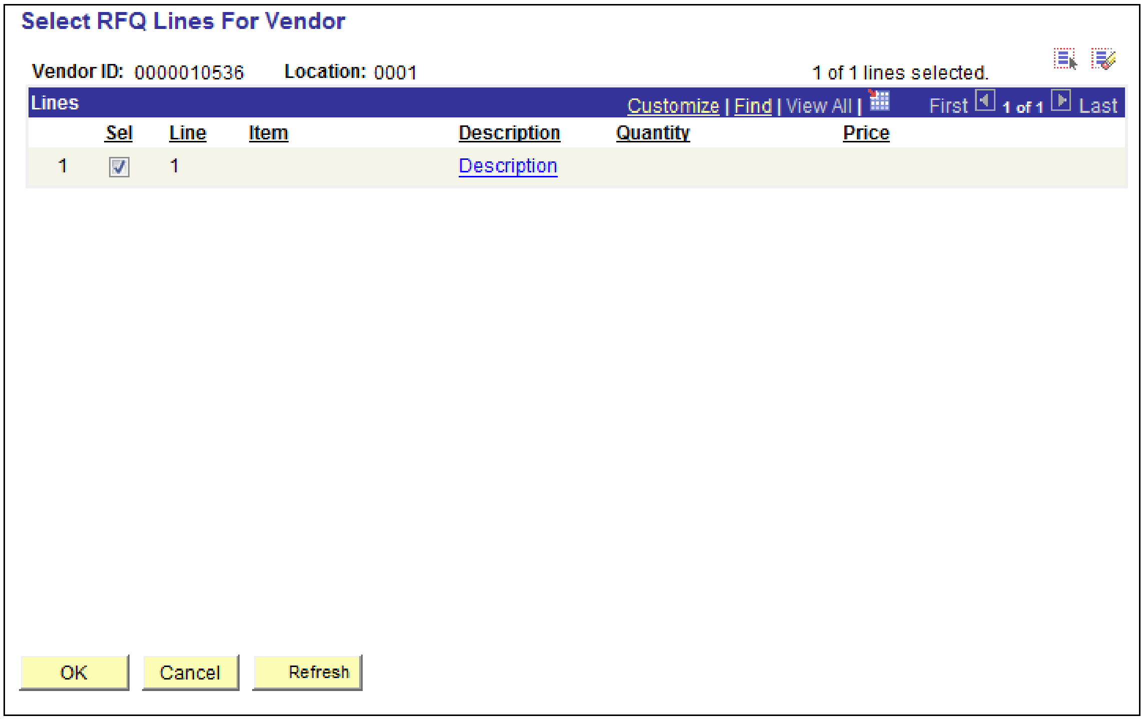
Click [Vendor Lookup]() link and select your vendor.



Identify the vendors you want by entering the search criteria in the Look Up Vendor data fields. Repeat the process for adding additional vendors.

Select a vendor from the RFQ Dispatch Vendor List page by placing a check next to the vendor. **Click** the [Dispatch Lines]() link to view the Select RFQ Lines For Vendor page.

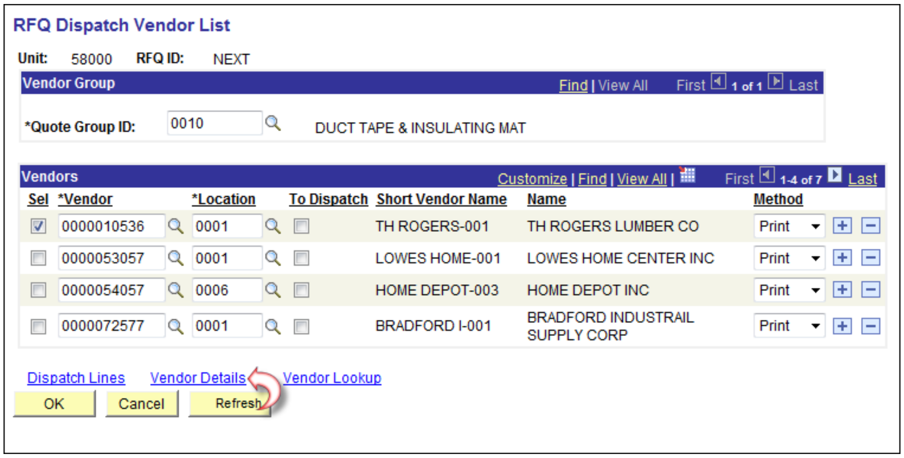
Select RFQ Lines for Vendor

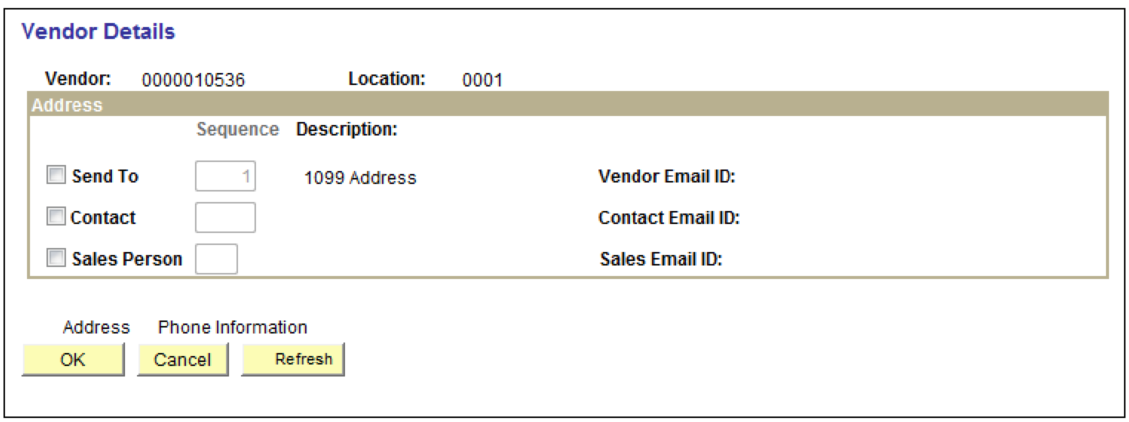


Select the line items to associate with the vendor you selected on the RFQ Dispatch Vendor List page. **Click** OK to return to the RFQ Dispatch Vendor List page. Repeat the process for any additional vendors if required.

Vendor Details

Click the **Vendor Details** link to view vendor detail information.





Click OK to return to the RFQ Dispatch Vendor List page.

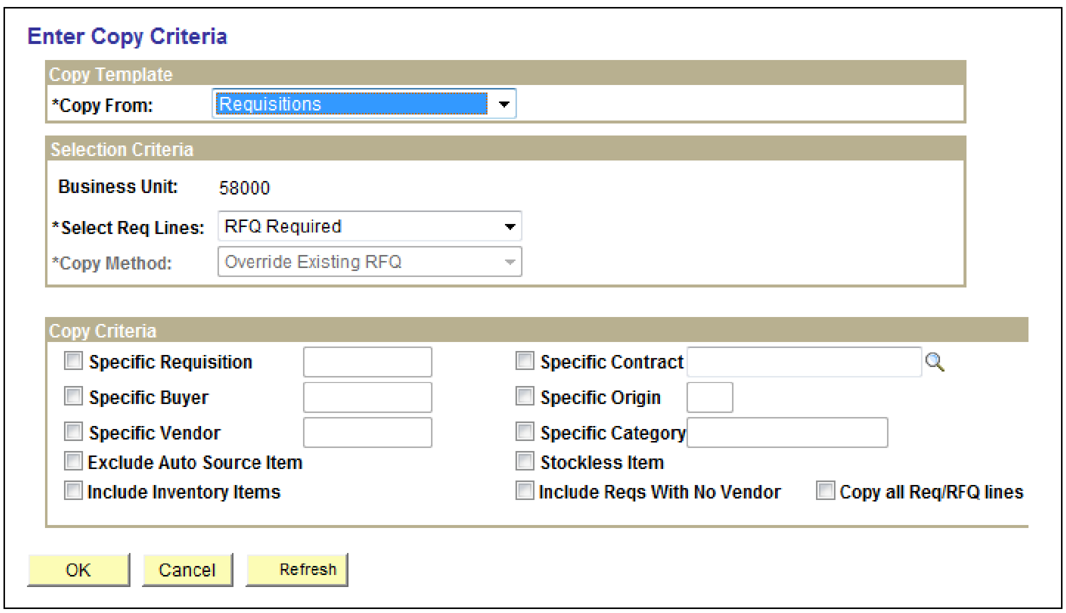
Click OK to return to the Request Quotes page.

Click Save to save the RFQ.

Copy From

When the RFQ Header page is entered in the add mode, the copy link **Copy From** is available in the lower left corner of the page. **Click** the **Copy From** link and the first page displayed will identify the source of the copied information. While the system allows copying from existing Request For Quotes, you may also copy from Requisitions. If you copy from a requisition, you can copy only those lines that require an RFQ or all lines. You can limit the data that is copied or copy all data, depending on your criteria.

Copy From Requisition



Copying from Requisitions requires that the Requisition be approved, not on hold, budget checked and is not involved in another PO Build process. There are three options to choose from the Select Req Lines field drop down:

1. Req Lines
2. RFQ Not Required
3. RFQ Required

Select the appropriate option from the Select Req Lines field. Check the Specific Requisition and enter the Requisition number. Also, check the Copy all Req/RFQ lines then **click** OK.

NOTE: The Selection Criteria and Copy Criteria changes when the Copy From data field is changed. The two values are Requisition and Request For Quotes

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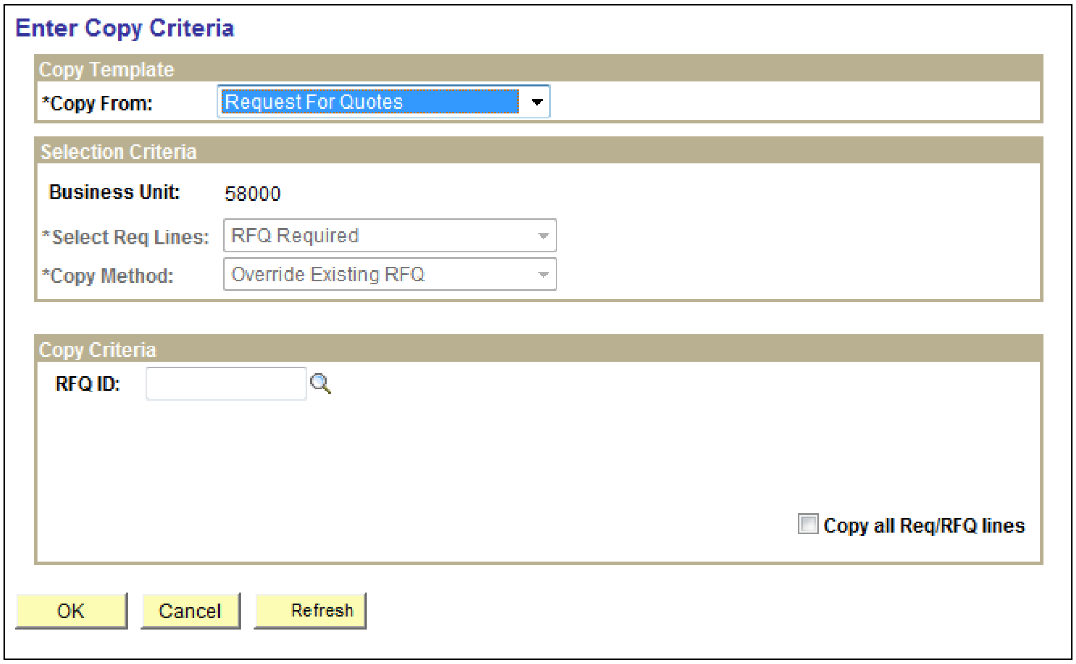
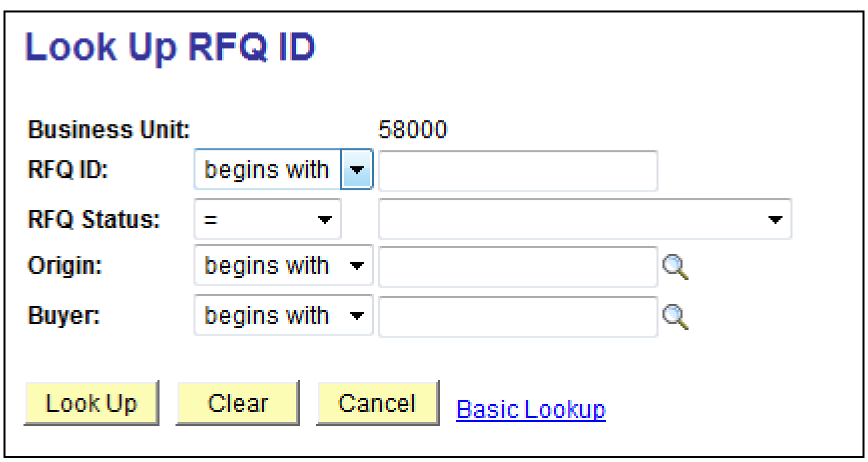
Copy From Request For Quote



If you know the RFQ ID, **enter** and check the Copy all REQ/RFQ lines then **click** OK. If you do not know the RFQ ID, **select** the lookup icon and the Look Up RFQ ID screen is displayed.



Enter the appropriate information and **click** Look Up. The Select Lines to Copy page is displayed. **Select** the RFQ from the Select Lines to Copy page and **click** OK.

Step 3 – Dispatch a Request for Quote

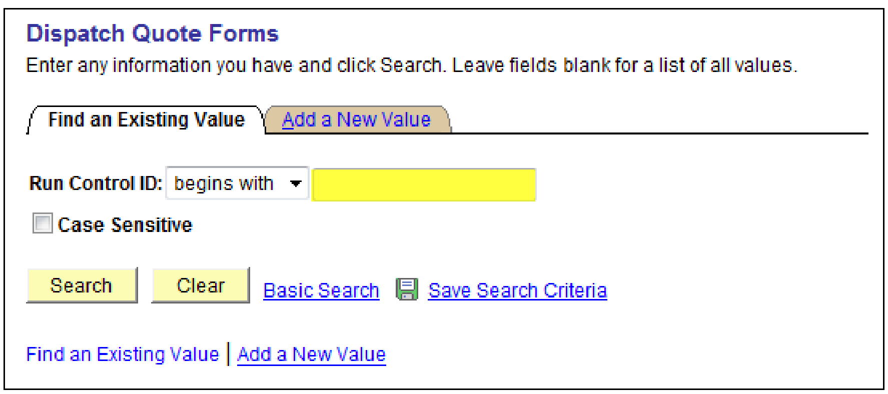
Overview

RFQs can be dispatched in several different ways. The following options are available:

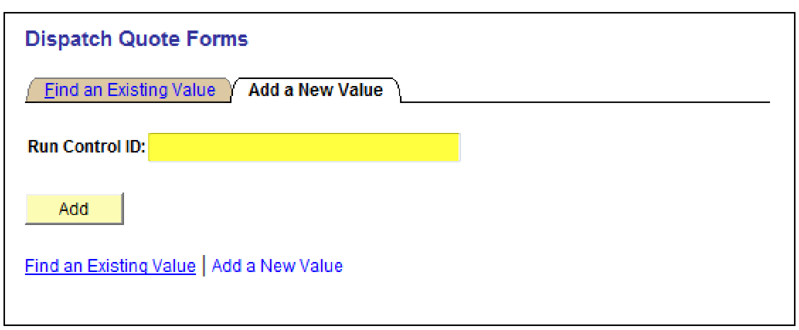
- Email
- Fax
- Phone
- Print

Follow the navigation below to Dispatch a RFQ

Navigation: Purchasing > Requests for Quotes > Dispatch Quotes:



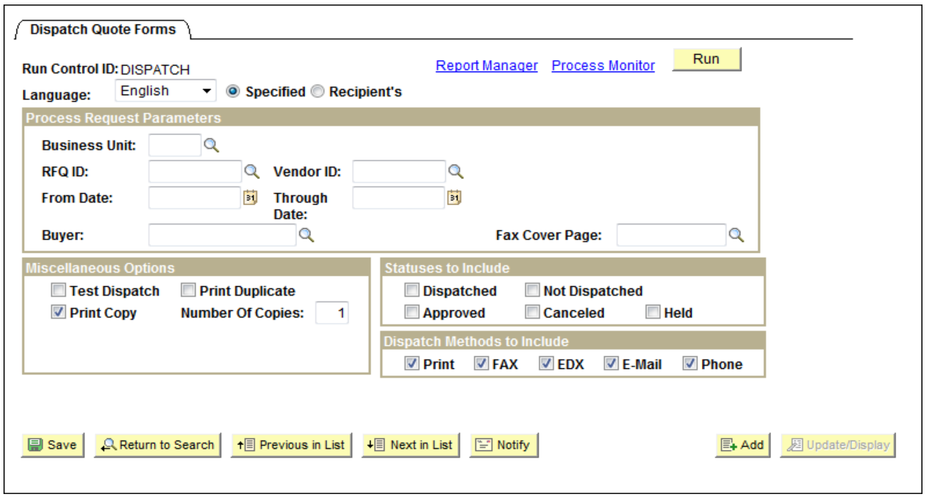
If you know the Run Control ID, **enter** in the dialog box below and **click** Search. Then **select** the Run Control ID. This will take you to the Dispatch Quote Forms page.



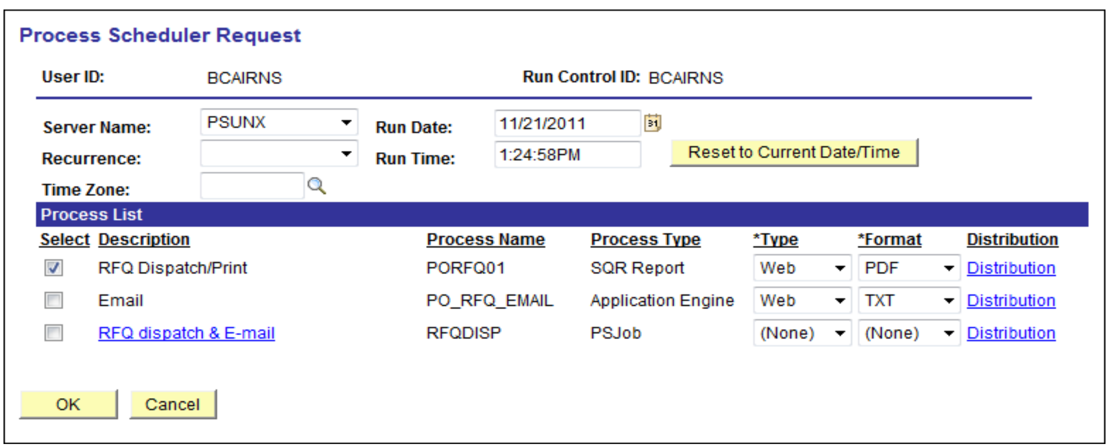
If performing this process for the first time, users must create their own run control by selecting **<u>Add a New Value Tab</u>**. **Enter** a Run Control ID in all CAPS then **click** Add. This will take you to the Dispatch Quote Forms page.

Dispatch Quote Forms

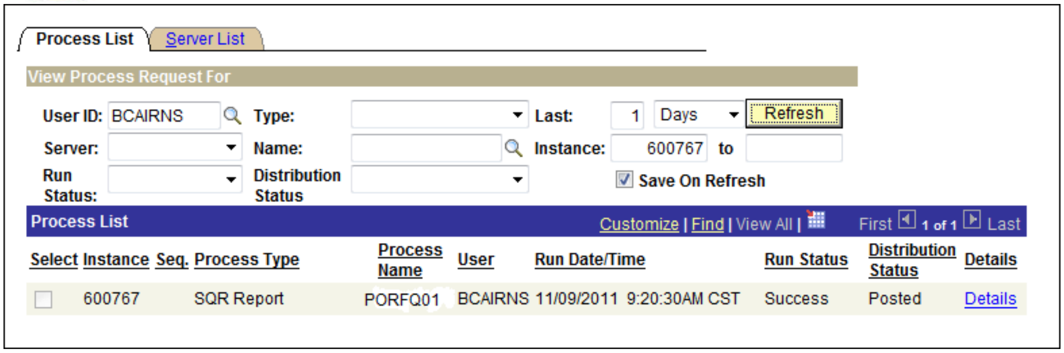
Enter the Business Unit and RFQ ID of the RFQ to be dispatched. After your selection has been made, **click** Save. Then **click** Run, which takes you to the Process Scheduler Request page.



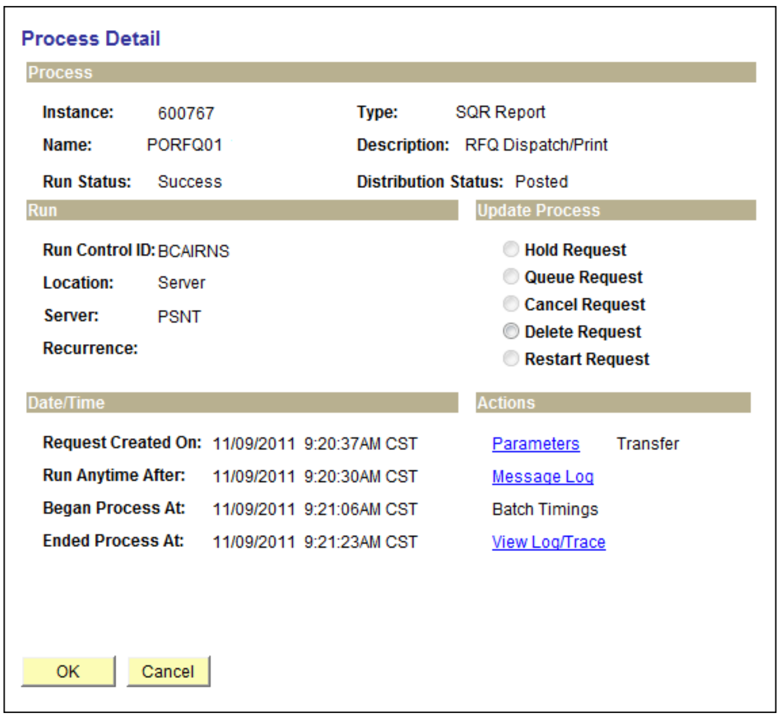
Process Scheduler Request



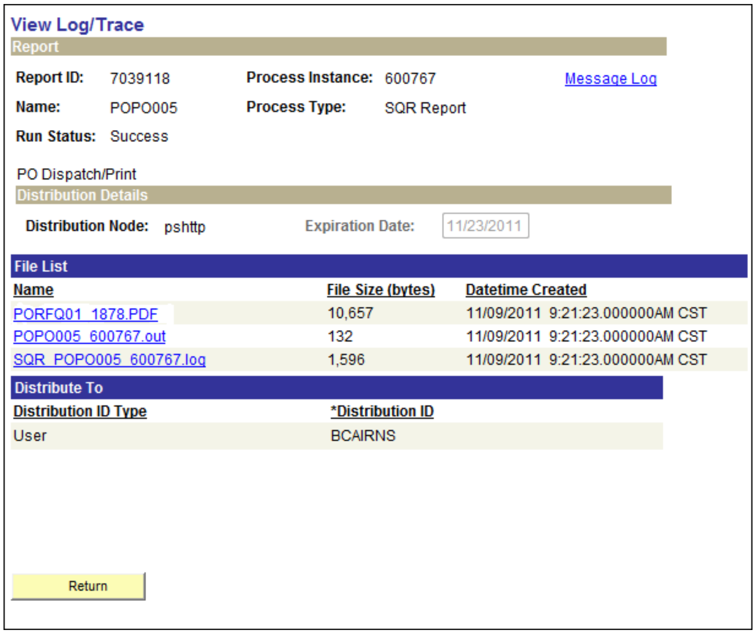
Set Server Name to “PSUNX” and **select** “RFQ Dispatch/Print. **Click** OK to run the Dispatch process. The Process Scheduler Request page is displayed. **Select** the **Process Monitor** link.



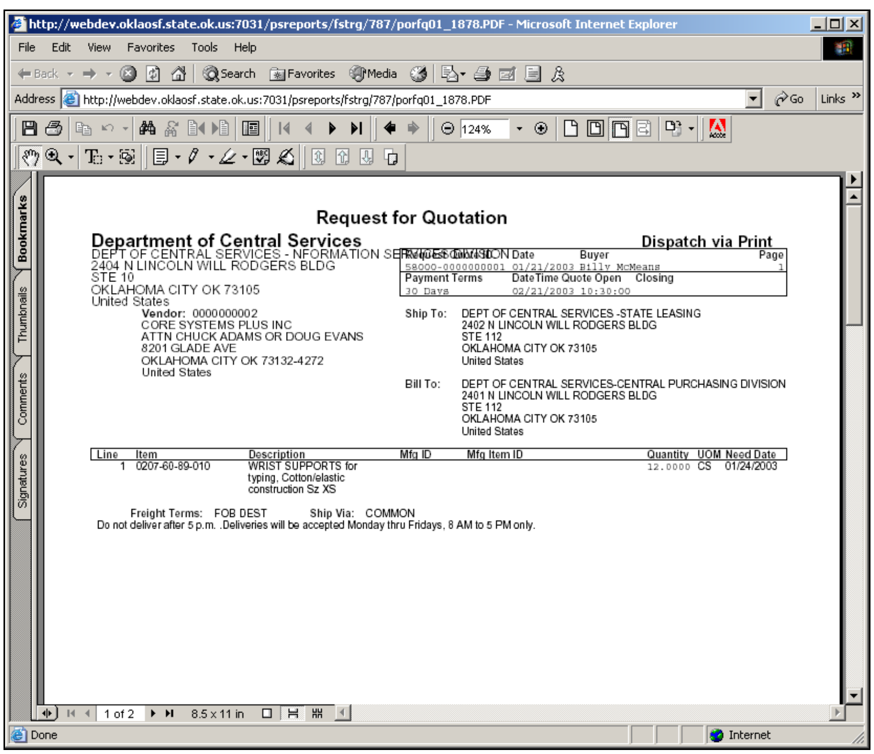
Click Refresh to see the Run Status. When the Run Status shows Success **click** the **Details** link to view the **Parameters**, **Message Log**, and **View Log/Trace** information.



Click the **View Log/Trace** link.



Click the file name that has a .PDF extension to view the RFQ report (Example: **PORFQ01 1878.PDF**). The following report is displayed.



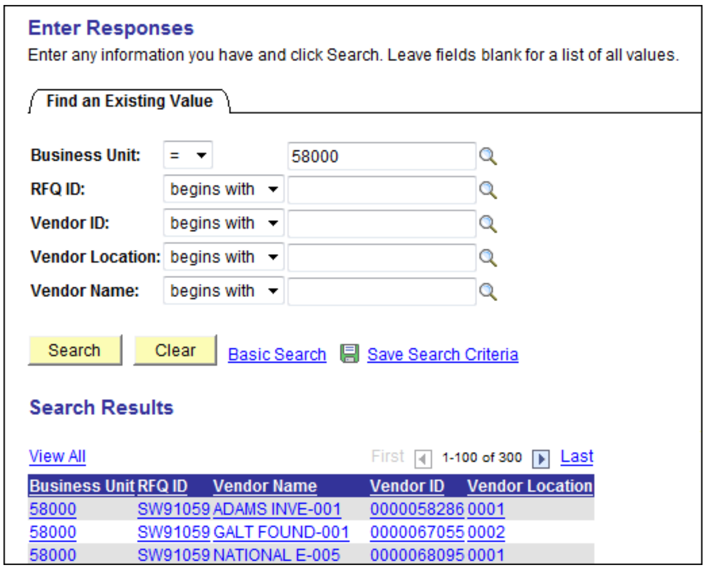
You can print the report or view the report online. When finished viewing the report close the report by closing the browser window. **Click** Return from the View Log/Trace page to return to the Process Detail page. **Click** OK to return to the Process List page. **Click** the **Go back to Dispatch Quote Forms** link to return to the Dispatch Quote Forms.

Step 4 – Enter Vendor Responses

Overview

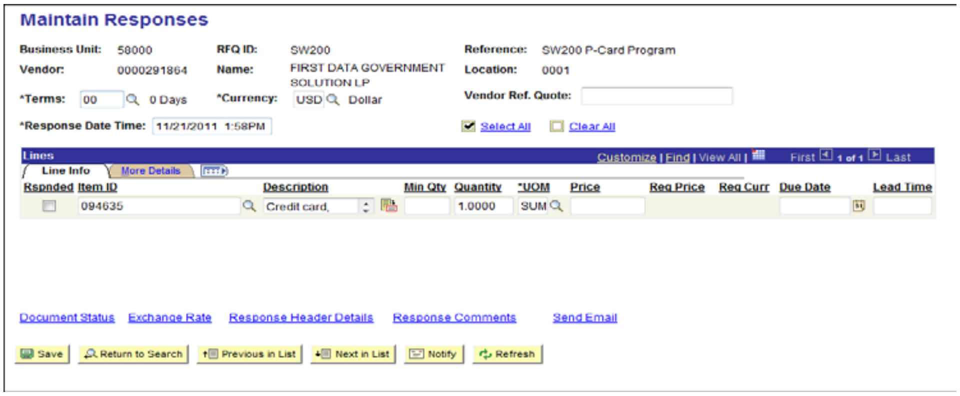
Enter Vendors responses for analysis on the Enter Responses page shown below. This will simplify the decision-making when determining the best vendor to award the quote. This page displays the Business Unit, RFQ ID, and vendor ID according to selection criteria. Use this page to enter some general information regarding a specific vendor's response to the RFQ. This information is contained on the Header Page.

Navigation: Purchasing > Requests for Quotes > Add/Update Vendor Responses



Enter the Business Unit, and or RFQ ID number or **enter** the Business Unit and **click** Search. The Search Results are displayed. **Select** the Vendor ID or RFQ ID for which a response is to be entered.

Maintain Responses



On the **Line Info Tab** the RFQ Response lines are used to enter information about each RFQ line to which the vendor responded.

Response Date Time – Defaults to the current date and time. **Enter** actual time if different.

Terms - Defaults from the RFQ header and is the payment terms of the vendor response. Information can be changed if needed.

Currency – The currency of the vendor response.

Rspnded – If selected this will indicate the vendor has responded and the RFQ can be awarded. Once the checkbox is activated the fields in the scroll area can be populated with data. If the RFQ has been awarded, this field will not be available for selection.

Item ID – The Commodity Code. The description will be displayed in the field to the right.

Price - **Enter** the price the vendor has quoted for the item.

Req Price – Displays the requisition price for the item. This field will only be populated if the line item was copied from a requisition.

Lead Time – **Enter** the number or days the vendor requires for lead-time on orders for this item and quantity if applicable.

Min Qty - If the vendor stated orders would be limited to a certain quantity, **enter** that quantity into the field.
UOM – The unit of measure used for ordering this item from the vendor.

More Details Tab – You can **enter** vendor item detail and manufacturer's item detail information on the More Details. You also can **enter** Ship Via, Ship To, and Freight Terms

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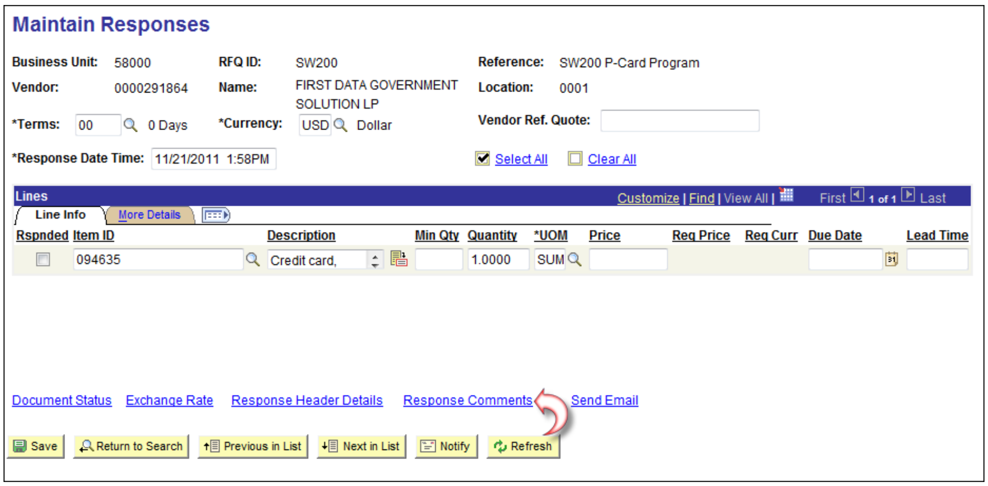
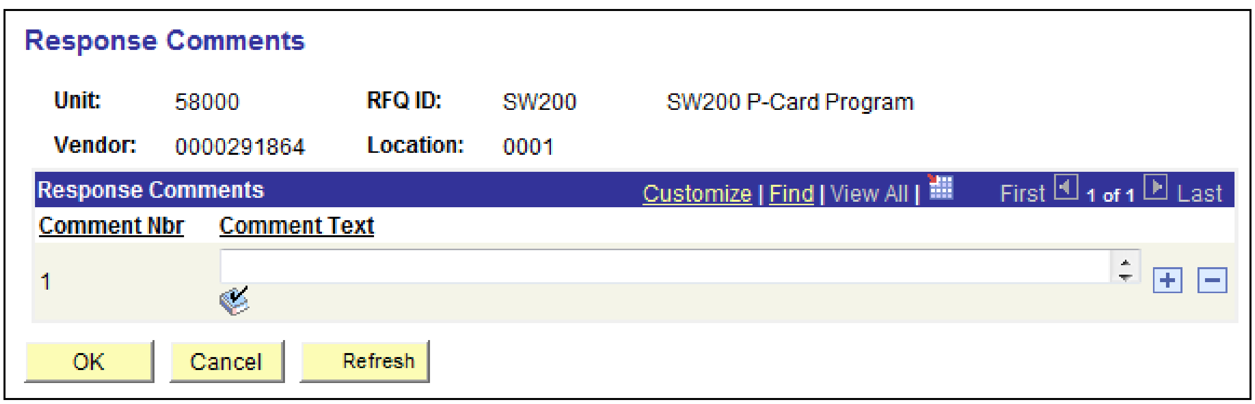
NOTE: When entering Vendor responses be sure to check the Responded checkbox on the Line Info Tab.

Response Comments Page

This page is used to note any vendor comments, or to provide comments the Buyer may have regarding the vendor's response. Access this page by **clicking** the **Response Comments** link. **Enter** the information in the Comment Text field.

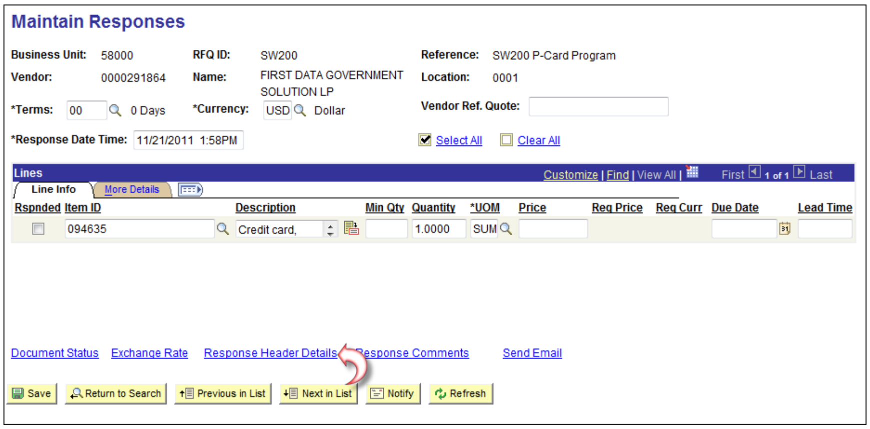
If additional comments are required, **click** + and **click** OK.

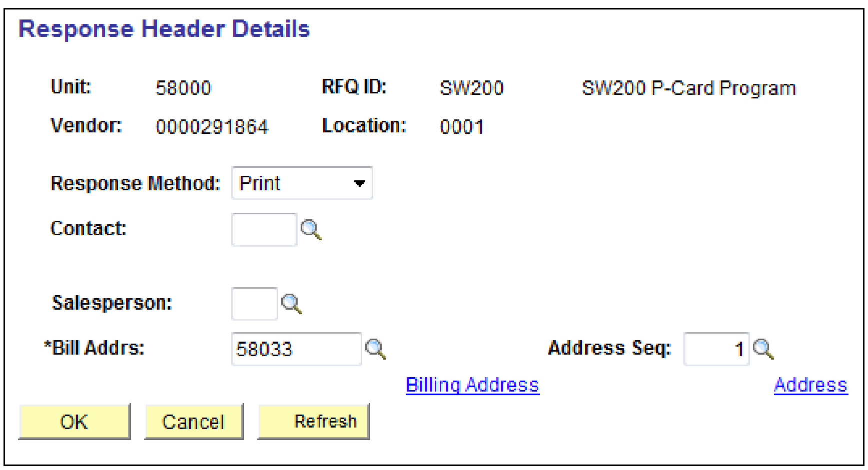




Response Header Details Page

This page is used to note contact and sales details. Access this page by **clicking** the **Response Header Details** link.





Response Method - Select the manner in which the response was received. Values are:

- Fax
- Phone
- Print

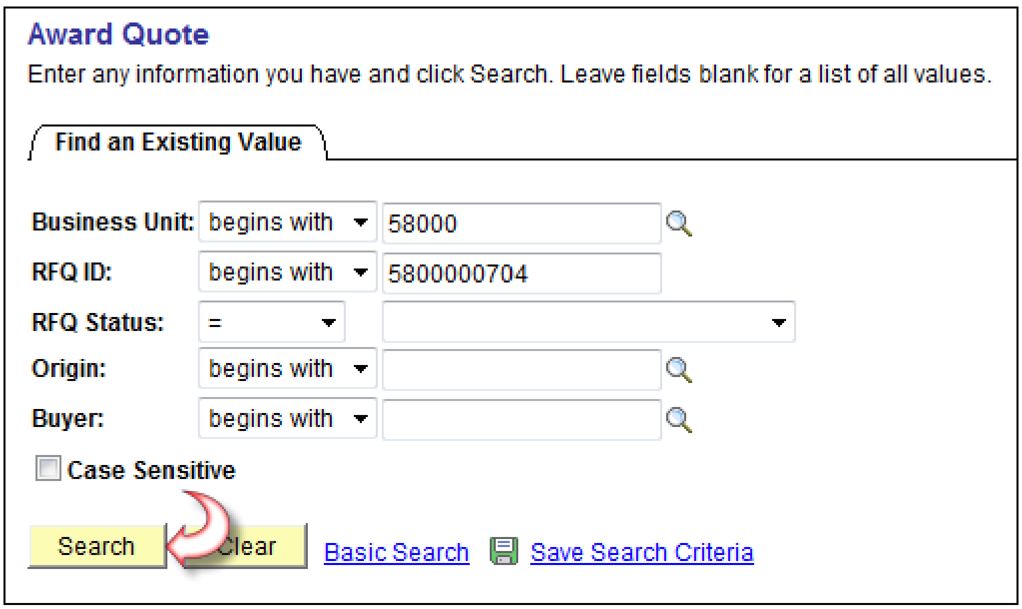
Click OK.

Step 5 – Award the RFQ to a Vendor

Overview

The system provides an on-line analysis tool of vendor responses to RFQs. The Analysis and Awards page displays the RFQ Lines one at a time and lists all the vendors from whom quotes have been entered for each Line item. The page allows the lines to be sorted by Vendor, Location, UOM, Price, Due Date, Lead Time, and Terms.

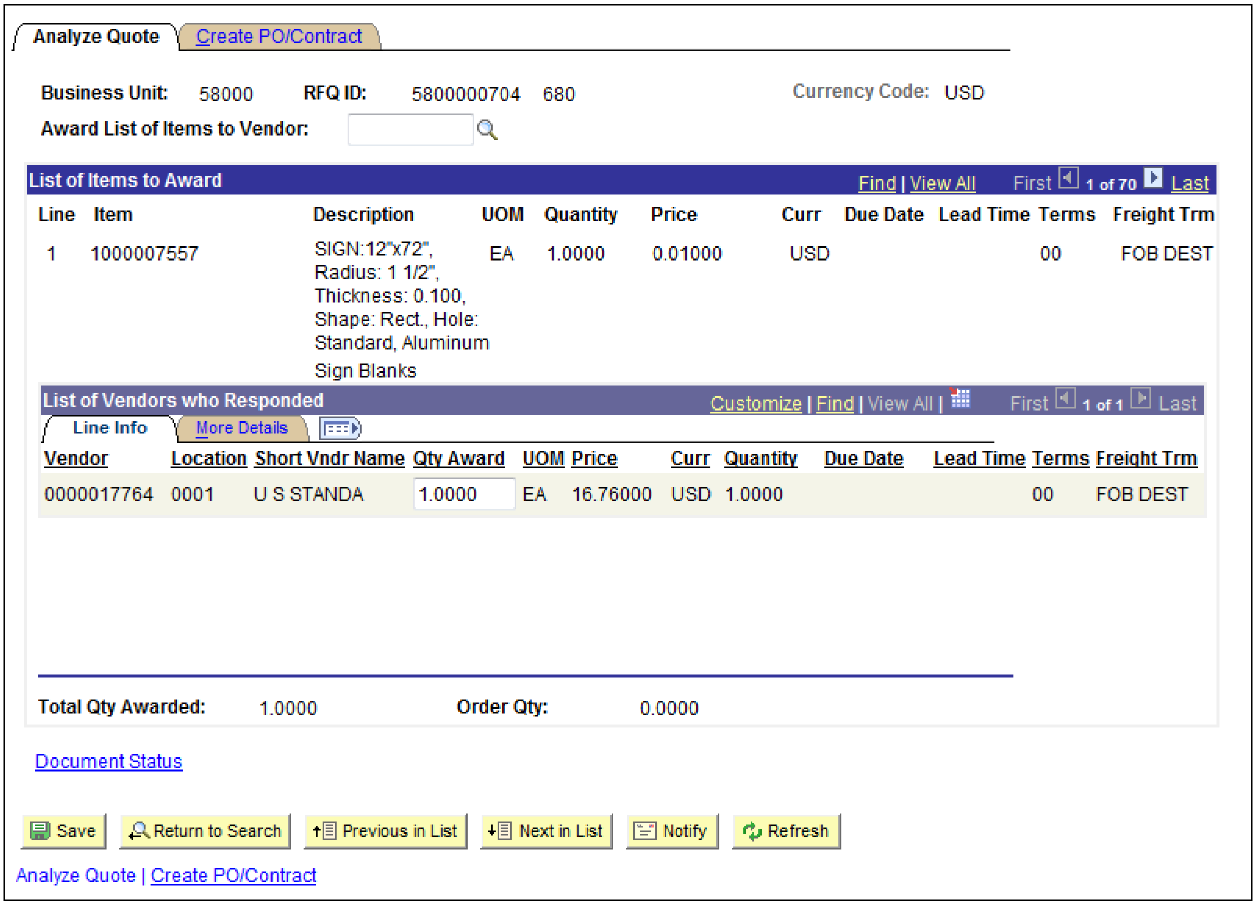
Navigation: Purchasing > Requests for Quotes > Award Quotes



Enter RFQ ID.

Click Search.

Analyze Quote



Analyze Quote | Create PO/Contract

Business Unit: 58000 RFQ ID: 5800000704 680 Currency Code: USD

Award List of Items to Vendor:

List of Items to Award — Find | View All First 1 of 70 Last

Line	Item	Description	UOM	Quantity	Price	Curr	Due Date	Lead Time	Terms	Freight Trm
1	1000007557	SIGN:12"x72", Radius: 1 1/2", Thickness: 0.100, Shape: Rect., Hole: Standard, Aluminum Sign Blanks	EA	1.0000	0.01000	USD			00	FOB DEST

List of Vendors who Responded — Customize | Find | View All | First 1 of 1 Last

Line Info | More Details

Vendor	Location	Short Vndr Name	Qty Award	UOM	Price	Curr	Quantity	Due Date	Lead Time	Terms	Freight Trm
0000017764	0001	U S STANDA	1.0000	EA	16.76000	USD	1.0000			00	FOB DEST

Total Qty Awarded: 1.0000 Order Qty: 0.0000

Document Status

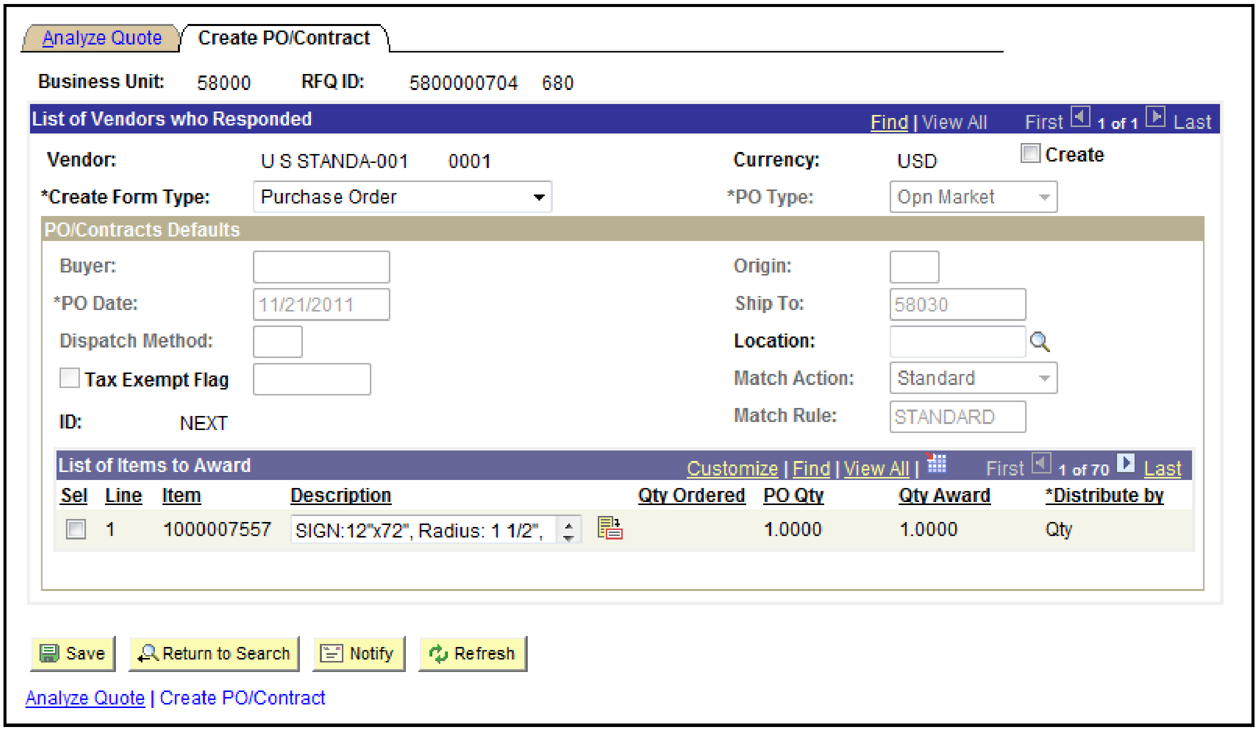
Save | Return to Search | Previous in List | Next in List | Notify | Refresh

Analyze Quote | Create PO/Contract

From the **Analyze Quote Tab**, the Buyer should scroll though each line and award amounts to vendors. To award the entire RFQ to one vendor **enter** a value in the **Award List of Items to Vendor** field. Comments may be entered in the More Details Tab. Once each Line has been fully awarded, the Buyer must then go to the **Create PO / Contract Tab**.

Step 6 – Award Purchase Order/Contract

Create PO/Contract



The Buyer can see the results of the award for each vendor. Once the Buyer is satisfied with the award, they need to check the **Sel** checkbox for each vendor that has been awarded quantities.

The 

option should be set to Purchase Order and the Create checkbox should be checked. The purchase orders and contracts you create here are placed in the PO staging area, waiting to be generated through the PO Build background process. The contracts you create here and the contract release defaults for the request for quote business unit are generated automatically after you save the data from this page.

Once saved, a PO can be created from this RFQ using the PO Calc, PO Create and PO Dispatch process (see COR110 PO Administration Manual) for purchase orders.

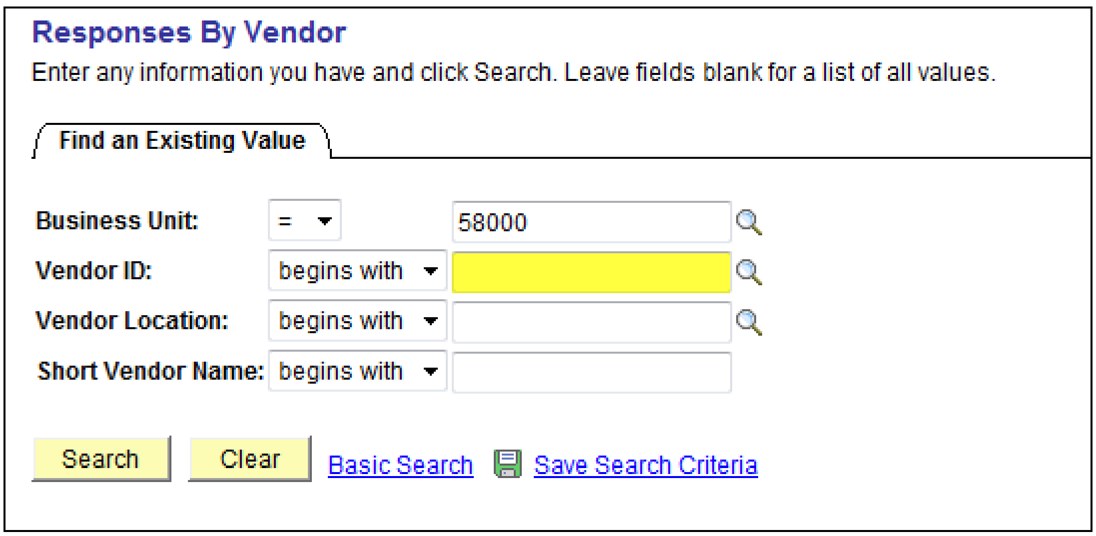
NOTE: If the award is going to a contract change the Create Form Type to Contract Response Currency.

Step 7 – Inquiring on RFQ (Response by Vendor)

Overview

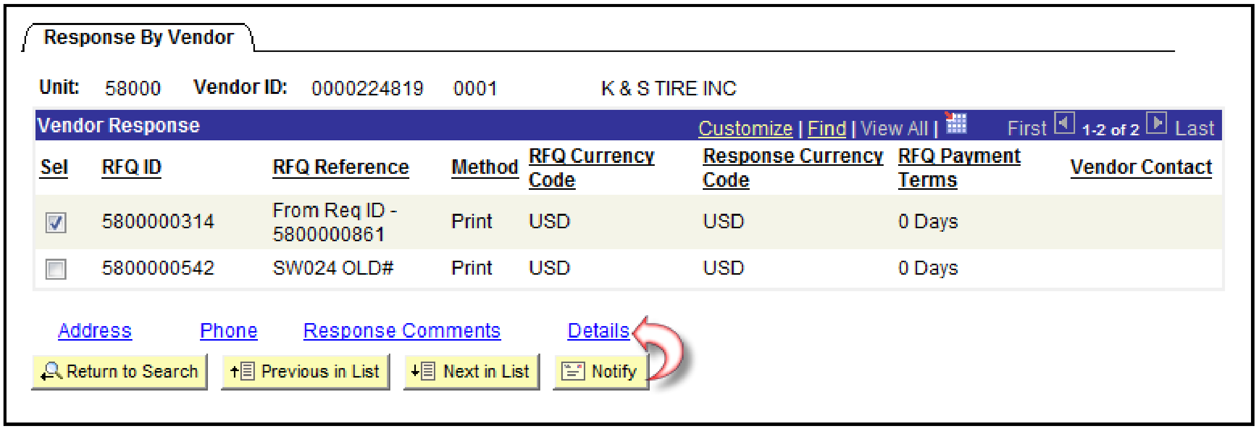
Inquire on all the requests for quotes sent to a specific vendor.

Navigation: Purchasing > Requests for Quotes > Review RFQ Information > Responses by Vendor



Enter the Vendor ID or **click** Search to select the appropriate vendor. After selecting the vendor you will be taken to the Response by Vendor page.

Response by Vendor

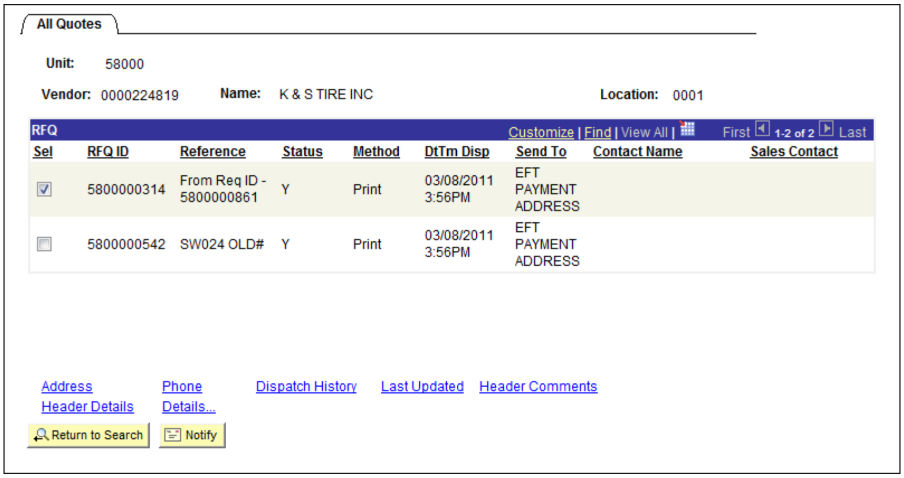


When the desired RFQ ID is displayed and selected, **click** the **Details** link to display the line information for that RFQ ID.

Of the three (3) inquiries, **Responses By Vendor** is probably the most useful. The other two (2) inquiries are: Quotes By Vendor and Vendors By Quote.

Quotes by Vendor

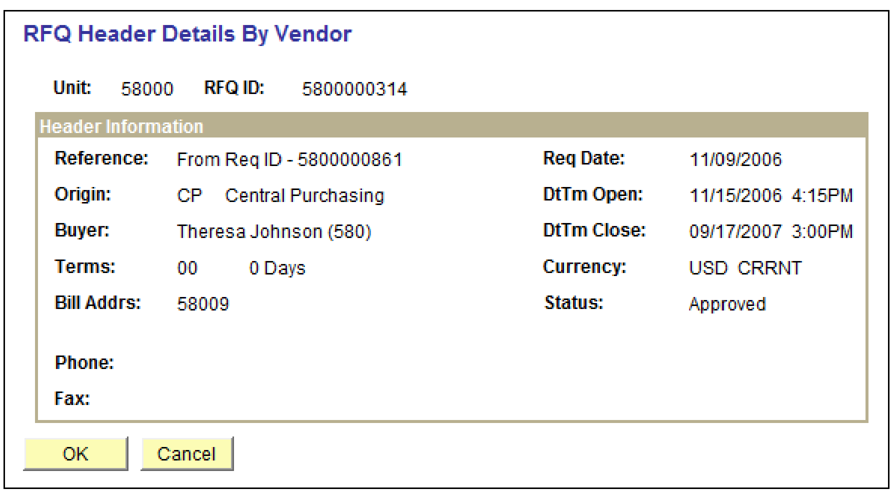
Navigation: Purchasing > Requests for Quotes > Review RFQ Information > Quotes by Vendor



In order to view the **links** at the bottom of the page you must first check the checkbox at the left of the line item.

Click the **Header Details** link to view the RFQ Header Details By Vendor.

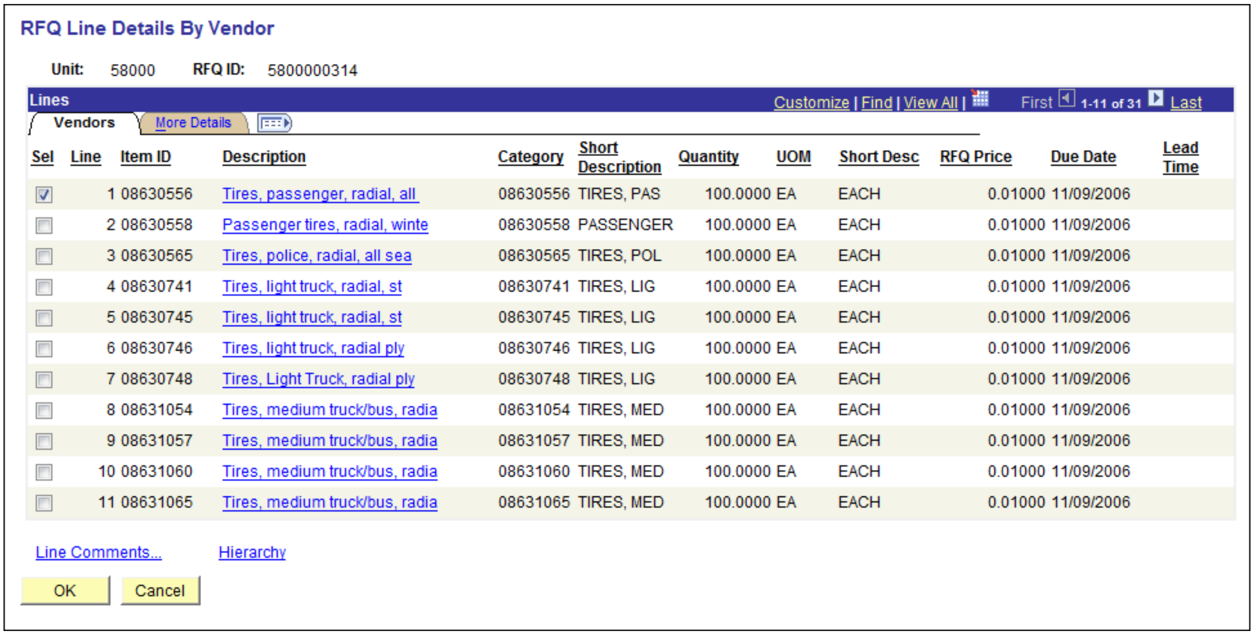
RFQ Header Details by Vendor



RFQ Header Details will allow you to view additional information regarding the RFQ by vendor. **Click** OK to return to the All Quotes Inquiry page.

Click the **Details** link to view the RFQ Lines Details By Vendor page.

RFQ Line Details by Vendor



RFQ Line Details By Vendor

Unit: 58000 RFQ ID: 5800000314

Lines — Customize | Find | View All | First 1-11 of 31 Last

Vendors | More Details

Sel	Line	Item ID	Description	Category	Short Description	Quantity	UOM	Short Desc	RFQ Price	Due Date	Lead Time
☑	1	08630556	Tires, passenger, radial, all	08630556	TIRES, PAS	100.0000	EA	EACH	0.01000	11/09/2006	
☐	2	08630558	Passenger tires, radial, winte	08630558	PASSENGER	100.0000	EA	EACH	0.01000	11/09/2006	
☐	3	08630565	Tires, police, radial, all sea	08630565	TIRES, POL	100.0000	EA	EACH	0.01000	11/09/2006	
☐	4	08630741	Tires, light truck, radial, st	08630741	TIRES, LIG	100.0000	EA	EACH	0.01000	11/09/2006	
☐	5	08630745	Tires, light truck, radial, st	08630745	TIRES, LIG	100.0000	EA	EACH	0.01000	11/09/2006	
☐	6	08630746	Tires, light truck, radial ply	08630746	TIRES, LIG	100.0000	EA	EACH	0.01000	11/09/2006	
☐	7	08630748	Tires, Light Truck, radial ply	08630748	TIRES, LIG	100.0000	EA	EACH	0.01000	11/09/2006	
☐	8	08631054	Tires, medium truck/bus, radia	08631054	TIRES, MED	100.0000	EA	EACH	0.01000	11/09/2006	
☐	9	08631057	Tires, medium truck/bus, radia	08631057	TIRES, MED	100.0000	EA	EACH	0.01000	11/09/2006	
☐	10	08631060	Tires, medium truck/bus, radia	08631060	TIRES, MED	100.0000	EA	EACH	0.01000	11/09/2006	
☐	11	08631065	Tires, medium truck/bus, radia	08631065	TIRES, MED	100.0000	EA	EACH	0.01000	11/09/2006	

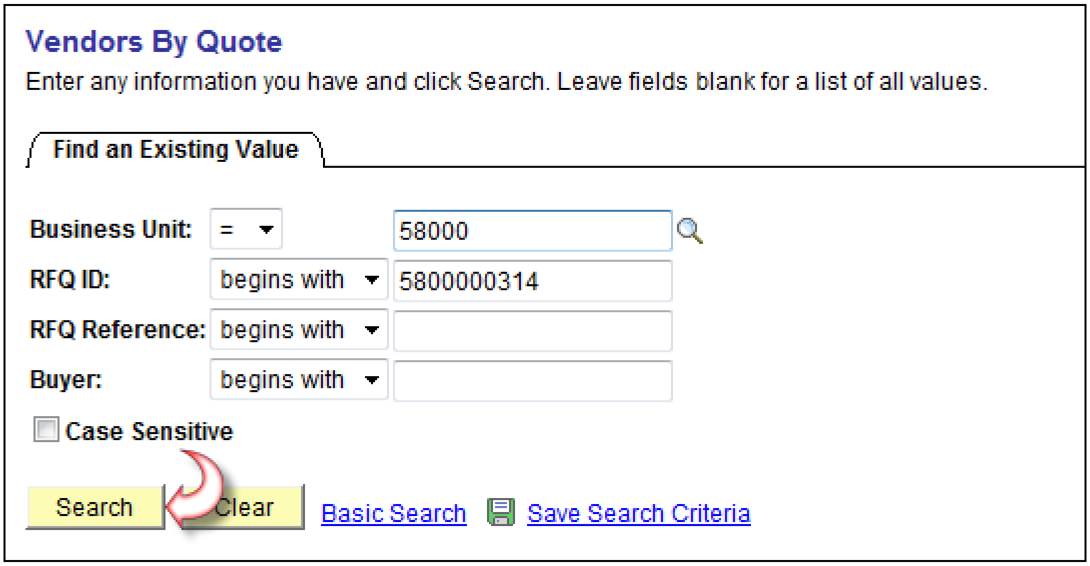
Line Comments... Hierarchy

OK Cancel

RFQ Line Details will allow you to view the RFQ line information regarding the vendor. **Click** OK to return to the All Quotes Inquiry page.

Vendors by Quote

Navigation: Purchasing > Requests for Quotes > Review RFQ Information > Vendors by Quote


Vendors By Quote

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: = 58000

RFQ ID: begins with 5800000314

RFQ Reference: begins with

Buyer: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Enter the RFQ ID or **click** Search to select the appropriate RFQ ID. After selecting the RFQ ID you will be taken to the All Vendors page.

All Vendors

All Vendors

Unit: 58000 **RFQ ID:** 5800000314 From Req ID - 5800000861

Vendors — Customize | Find | View All | First 1-9 of 94 Last

Sel	Vendor ID	Vendor	Location	Method	Contact	Sales Contact	DtTm Disp
☑	0000010955	PRESTIGE FORD OF EDMOND	0002	Print	TOM ROPER		03/08/2011 3:56PM
☐	0000013753	HARRISON TIRE & SUPPLY	0001	Print			03/08/2011 3:56PM
☐	0000016940	FIRESTONE TIRE & SERVICE CENTER	0001	Print			03/08/2011 3:56PM
☐	0000016942	THE GOODYEAR TIRE & RUBBER COMPANY	0002	Print	JEANNE OBERDIER TOLL FREE 888-453-0021		03/08/2011 3:56PM
☐	0000019756	SHORTY'S PEST CONTROL & CHEMICAL SUPPLY	0001	Print			03/08/2011 3:56PM
☐	0000020107	CLYDE'S TIRE CENTER	0001	Print			03/08/2011 3:56PM
☐	0000023202	LUTISHA BAILEY	0001	Print			03/08/2011 3:56PM
☐	0000026900	DANNYS MUFFLER & TIRE	0001	Print			03/08/2011 3:56PM
☐	0000057289	CASTEELS TIRE BARN	0001	Print			03/08/2011 3:56PM

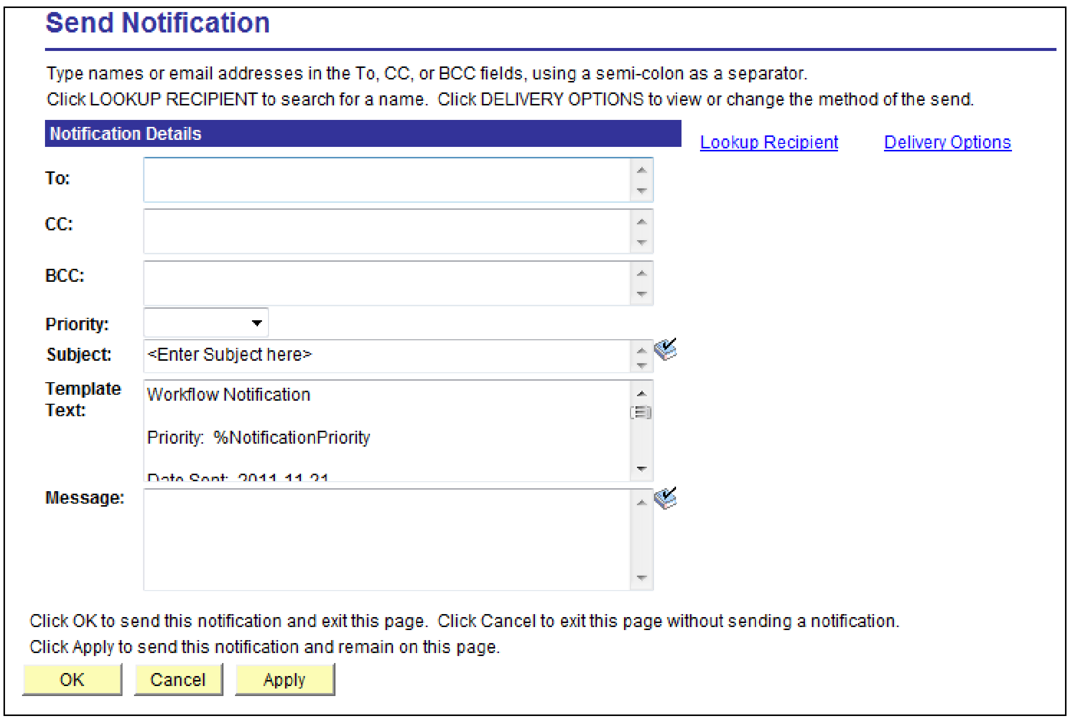
Dispatch History Last Updated Address Phone

Return to Search Notify

Email Notifications

The Notify button is available on many pages. It transfers you to the following page where you can send e-mail or worklist notification to individuals regarding information or questions about the page you are on. The send notification will provide a link to the PeopleSoft page you are on.

Send Notifications Details



TO: / CC: / BCC: – **Enter** the e-mail addresses of the individuals.

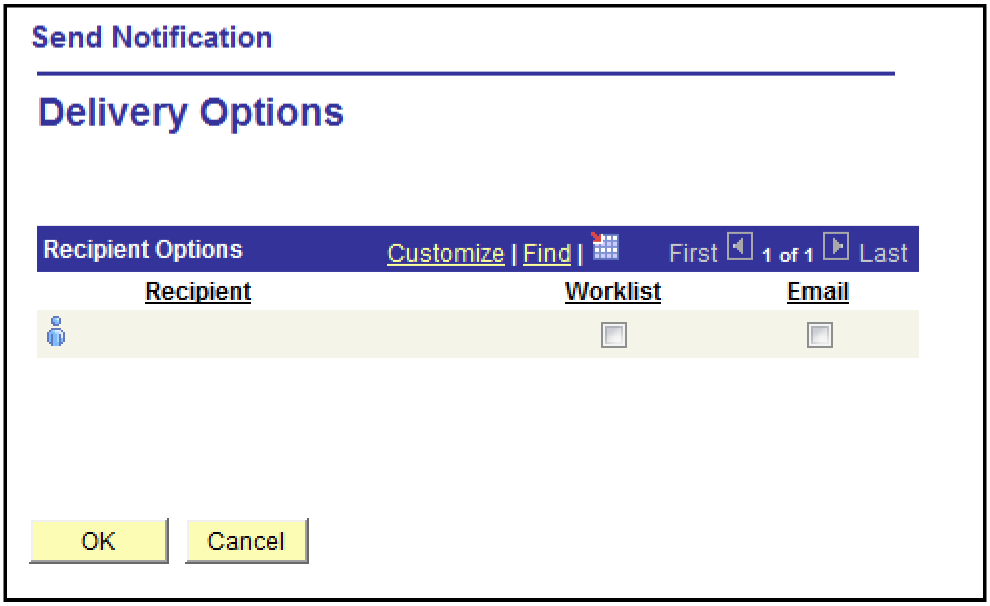
Priority – **Select** the priority level: Low, Medium or High.

Template – DO NOT CHANGE

Message – Type in your message.

Send Notifications Delivery Options

Click the **Delivery Options** link and select whether you want this message to go to the recipient's Worklist or E-mail.



Click OK to return to the Send Notification Detail page. **Click** OK to send the email and return to the original PeopleSoft page you were viewing.

Exercises

The following exercises are designed to review your understanding of the material contained in this manual. Please use the values provided in the exercise. The answers will be reviewed during class.

Exercise 1 (Copy Requisition to Create RFQ)

Exercise 2 (Copy from Requisition, Enter Responses and Award to Single Vendor)

Exercise 3 (Create Direct RFQ)

Exercise 4 (Create Direct RFQ, Enter Responses)

Exercise 5 (Create Direct RFQ, Award to Multiple Vendors)