



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



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## Document History

<b>Document Revision</b>	<b>Date</b>	<b>Description</b>
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.

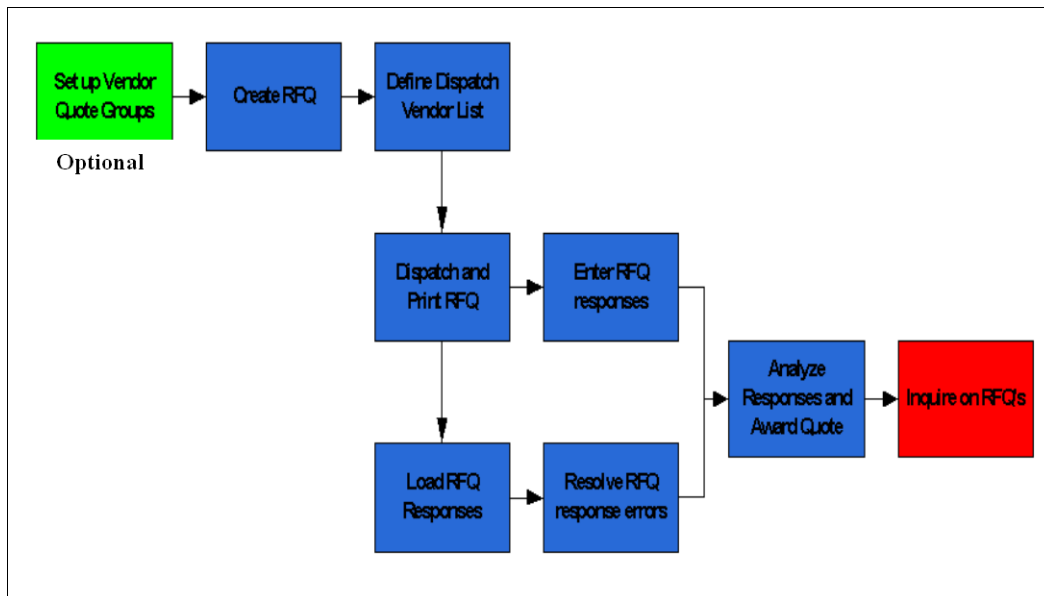
**NOTE:** For ITB's and RFP's the State will use the RFQ process or the Strategic Sourcing process.

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.





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**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.

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# 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.

The screenshot shows a web interface for creating a Vendor Quote Group. At the top, there are two tabs: 'Find an Existing Value' (highlighted in red) and 'Add a New Value'. Below the tabs, there are two input fields: 'SetID:' with the value '00000' and a search icon, and 'Quote Group ID:' which is empty. A yellow 'Add' button is positioned below the fields, with a red curved arrow pointing to it. At the bottom of the form area, there are two blue links: 'Find an Existing Value' and 'Add a New Value'.

**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**.

### Vendor Quote Group

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

[Find an Existing Value](#) [Add a New Value](#)

SetID: = 00000

Quote Group ID: begins with

Short Description: begins with

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)



## 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 vendors 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.

**List of Vendors**

Group ID Setup

SetID: 00000 Quote Group ID: 026546

Description: MATERIAL, UPHOLSTERY VINYL Short Description: MATERIAL,

Vendor Lookup	Short Vendor Name	*Vendor ID	*Location	Name
	DOUGLASS I-001	0000068509	0001	DOUGLASS INDUSTRIES
	MAYER-PAET-001	0000069149	0001	MAYER-PAETZ INC
	BURCH FABR-001	0000069467	0001	BURCH FABRICS GROUP
	OKLAHOMA U-001	0000072400	0001	OKLAHOMA UPHOLSTERY SUPPLY INC
	RAGOLD COR-001	0000078447	0001	RAGOLD CORPORATION
	FORTNER &-001	0000079107	0001	FORTNER & COMPANY

Vendor Select by SIC

Save Return to Search Previous in List Next in List Notify Add Update/Display

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.



### Vendor Lookup

**Search Criteria**  
Name:   
City:   
State:  ShortName:   
Country:  Type:    
Postal:  Class:

**Manage Search Result**  
[Back to Header](#)   
Max Rows

**Search Results** [Customize](#) | [Find](#) | [View All](#) | [First](#) 1 of 1 [Last](#)

Vendor	Address	Name
--------	---------	------

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**  to add your vendors to the Quote Group.

After selecting the Vendors **click**  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.

**List of Vendors**

Group ID Setup

SetID: 00000    Quote Group ID: 026546

Description: MATERIAL, UPHOLSTERY VINYL    Short Description: MATERIAL,

Vendors						Customize	Find	View All	First	1-6 of 6	Last
Vendor Lookup	Short Vendor Name	*Vendor ID	*Location	Name							
	DOUGLASS I-001	0000068509	0001	DOUGLASS INDUSTRIES							+ -
	MAYER-PAET-001	0000069149	0001	MAYER-PAETZ INC							+ -
	BURCH FABR-001	0000069467	0001	BURCH FABRICS GROUP							+ -
	OKLAHOMA U-001	0000072400	0001	OKLAHOMA UPHOLSTERY SUPPLY INC							+ -
	RAGOLD COR-001	0000078447	0001	RAGOLD CORPORATION							+ -
	FORTNER &-001	0000079107	0001	FORTNER & COMPANY							+ -

[Vendor Select by SIC](#)

Save    Return to Search    Previous in List    Next in List    Notify    Add    Update/Display

**Vendor Select by SIC**

SetID: 00000    Quote Group ID: 026546    MATERIAL, UPHOLSTERY VINYL    Search

Search Criteria

SIC Type:     Max Rows

SIC Code:     50

Vendors				Customize	Find	View All	First	1 of 1	Last
Short Vendor Name	Vendor ID	Default Location	Name						

**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  to return to the List of Vendors page.



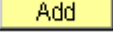
## Step 2 – Create a Request for Quote

### 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*

The screenshot shows a web interface titled "Request Quote". At the top, there are two tabs: "Find an Existing Value" (highlighted in red) and "Add a New Value". Below the tabs, there are two input fields: "Business Unit" with the value "58000" and a search icon, and "RFQ ID" with the value "NEXT". Below these fields is a yellow "Add" button. A red curved arrow points from the "Add" button to the "Find an Existing Value" link in the bottom navigation bar. The bottom navigation bar also contains the "Add a New Value" link.

By default the **Add a New Value Tab** is displayed. Click  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 Quotes**

Business Unit: 58000      RFQ ID: NEXT      [View Printable Version](#)

Request Date: 11/16/2011       \*Status: Open      \*DtTm Open: 11/16/2011 3:09PM CST

\*Currency: USD      \*Origin: CP  CntrlPurch      DtTm Close:

Reference:

Sel	Line	Item	SS Flag	SS Type	*Description	Agency Requisition Number	Category	*UOM	Quantity	Price
<input checked="" type="checkbox"/>	1									

\*Go to: [Copy From](#)    [Dispatch History](#)    [Catalog](#)    [Exchange Rate](#)    [Header Details](#)    [Dispatch Vendor List](#)  
[Header Comments](#)    [Send Email](#)    [Item Vendors](#)    [... More ...](#)

**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.

Sel	Line	Item	SS Flag	SS Type	*Description	Agency Requisition Number	Category	*UOM	Quantity	Price
<input checked="" type="checkbox"/>	1	1000000075			UNIFORM-		53102703	EA		0.01000

**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

**Request Quotes**

Business Unit: 58000      RFQ ID: NEXT      [View Printable Version](#)  
 Request Date: 11/16/2011      \*Status: Open      \*DTM Open: 11/16/2011 3:09PM CST  
 \*Currency: USD      \*Origin: CP      DTM Close:  
 Reference:

Line	Item	SS Flag	SS Type	Description	Agency Requisition Number	Category	UOM	Quantity	Price
1	1000000075			UNIFORM-		53102703	EA	0.01000	

\*Go to: [Copy From](#)    [Dispatch History](#)    [Catalog](#)    [Exchange Rate](#)    [Header Details](#)    [Dispatch Vendor List](#)  
[Header Comments](#)    [Send Email](#)    [Item Vendors](#)    ... More ...

[Save](#)    [Notify](#)    [Refresh](#)      [Related Links](#)    [Add](#)    [Update/Display](#)

Click the [Header Details](#) link.

**RFQ Header Details**

Unit: 58000      RFQ ID: NEXT

Buyer:

Terms:  0 Days

\*Bill Addr:

Currency: USD      \*Rate Type: CRRNT      Rate Date: 11/16/2011

[OK](#)    [Cancel](#)    [Refresh](#)

**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 Addr** – 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

**Request Quotes**

Business Unit: 58000    RFQ ID: NEXT    [View Printable Version](#)

Request Date: 11/16/2011    \*Status: Open    \*DTM Open: 11/16/2011 3:09PM CST

\*Currency: USD    \*Origin: CP    \*DTM Close:

Reference:

Line	Item	SS Flag	SS Type	Description	Agency Requisition Number	Category	UOM	Quantity	Price
1	1000000075			UNIFORM	53102703	EA		0.01000	

\*Go to: [Go to From](#)    [Dispatch History](#)    [Catalog](#)    [Exchange Rate](#)    [Header Details](#)    [Dispatch Vendor List](#)

[Header Comments](#)    [Send Email](#)    [Item Vendors](#)    [More ...](#)

[Stack](#)    [Notify](#)    [Refresh](#)    [Related Links](#)    [Add](#)    [Update Display](#)

Click the [Header Comments](#) link.

**RFQ Header Comments**

Unit: 58000    RFQ ID: NEXT

\*Sort Method: [Comment Time Stamp](#)    \*Sort Sequence: [Ascending](#)    [Sort](#)

[Comments](#)    [Find](#) | [View All](#)    [First](#) | [1 of 1](#) | [Last](#)

[Copy Standard Comments](#)    Comment Status: Active    [Inactivate](#)    [+](#)

[Send to Vendor](#)     [Shown at Receipt](#)     [Shown at Voucher](#)

Associated Document

Attachment	<a href="#">Attach</a>	<a href="#">View</a>	<a href="#">Delete</a>	<input type="checkbox"/> <a href="#">Email</a>
------------	------------------------	----------------------	------------------------	------------------------------------------------

From -> RFQ 58000-NEXT

[OK](#)    [Cancel](#)    [Refresh](#)

**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.

**RFQ Header Comments**  
 Unit: 58000 RFQ ID: NEXT  
 \*Sort Method: Comment Time Stamp \*Sort Sequence: Ascending **Sort**  
 Comments Find | View All First 1 of 1 Last  
 Copy Standard Comments Comment Status: Active **Inactivate**  
 [Large empty text box for comments]  
 Send to Vendor  Shown at Receipt  Shown at Voucher  
 Associated Document  
 Attachment **Attach** **View** **Delete**  **Email**  
 From -> RFQ 58000-NEXT  
**OK** **Cancel** **Refresh**

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.

**Standard Comments**  
 Comments  
 \*Action: Copy Comment  
 Comment Type: [Searchable field] Comment ID: [Searchable field]  
 \*Effective Date: 11/16/2011 \*Status: Active  
 Description: [Text box]  
 Short Desc: [Text box]  
 Comments: [Large text box]  
**OK** **Cancel** **Refresh**

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 unchecked.

**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.

A screenshot of a software interface element titled "Associated Document". It contains a text input field labeled "Attachment". To the right of the field are four buttons: "Attach", "View", "Delete", and "Email" (with a checkbox icon to its left). A red curved arrow points from the "Attach" button back to the "Attachment" field.

A screenshot of file upload controls. It features a yellow horizontal bar. Below the bar are three buttons: "Upload", "Cancel", and "Browse...". A red curved arrow points from the "Browse..." button back to the yellow bar.

**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.

**RFQ Header Comments**

Unit: 58000 RFQ ID: NEXT

\*Sort Method: Comment Time Stamp \*Sort Sequence: Ascending

Comments Find | View All First 1 of 1 Last

[Copy Standard Comments](#) Comment Status: Active

Send to Vendor  Shown at Receipt  Shown at Voucher

Associated Document

Attachment	Attach	View	Delete	Email

From -> RFQ 58000-NEXT

**Standard Comments**

Comments

\*Action:

Comment Type:

\*Effective Date: 11/21/2011 \*Status: Active

Description:

Short Desc:

Comments:

**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 . Select the stand comments you desire. This will then take you back to the standard comment page.

Click  to return to the Header Comments. Then click  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.

\*Go to: Copy From Dispatch History [Catalog](#) [Exchange Rate](#) [Header Details](#) [Dispatch Vendor List](#)  
[Header Comments](#) [Send Email](#) [Item Vendors](#) [Line Comments](#)  
Save [Return to Search](#) [Next in List](#) [Previous in List](#) [Notify](#) [Refresh](#)  
... More ...  
1 - Category Search  
2 - Hierarchy  
3 - **Activities**  
4 - Document Status  
Add Update/Display

**RFQ Activities**  
Unit: 58000 RFQ ID: NEXT  
Activities [Customize](#) [Find](#) [View All](#) First 1 of 1 Last  
\*Due Date Done \*Comments  
1     
OK Cancel Refresh



# Dispatch Vendor List

Click the [Dispatch Vendor List](#) link to display the RFQ Dispatch Vendor List page.

\*Go to: [Copy From](#) Dispatch History [Catalog](#) [Exchange Rate](#) [Header Details](#) [Dispatch Vendor List](#)  
[Header Comments](#) [Send Email](#) [Item Vendors](#) [... More ...](#)

[Save](#) [Notify](#) [Refresh](#)

**RFQ Dispatch Vendor List**

Unit: 58000 RFQ ID: NEXT

Vendor Group [Find](#) | [View All](#) First  Last

\*Quote Group ID:

Vendors [Customize](#) | [Find](#) | [View All](#) |  First  Last

Sel	*Vendor	*Location	To Dispatch	Short Vendor Name	Name	Method
<input type="checkbox"/>	<input type="text"/> <input type="button" value="🔍"/>	<input type="text"/> <input type="button" value="🔍"/>	<input type="checkbox"/>			Print <input type="button" value="+"/> <input type="button" value="-"/>

[Dispatch Lines](#) [Vendor Details](#) [Vendor Lookup](#)

[OK](#) [Cancel](#) [Refresh](#)

**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

**RFQ Dispatch Vendor List**

Unit: 58000 RFQ ID: NEXT

Vendor Group Find | View All | First 1 of 1 Last

\*Quote Group ID:

Vendors Customize | Find | View All | First 1 of 1 Last

Sel	*Vendor	*Location	To Dispatch	Short Vendor Name	Name	Method
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>			Print

[Dispatch Lines](#) [Vendor Details](#) [Vendor Lookup](#)

OK Cancel Refresh

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

**Vendor Search**

Search Criteria

Name:  ShortName:

City:  State:

Country:  Postal:

Class:  Type:

Max Rows:  Category:

Search

Search Results Customize | Find | View All | First 1 of 1 Last

Sel	Vendor ID	Location	Address	Short Vendor Name	Name 1	Withholding Applicable
<input type="checkbox"/>						

Vendor Detail Address Select All Deselect All

OK Cancel Refresh

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 RFQ Lines For Vendor

Vendor ID: 0000010536    Location: 0001    1 of 1 lines selected.

Lines						
	Sel	Line	Item	Description	Quantity	Price
1	<input checked="" type="checkbox"/>	1		<a href="#">Description</a>		

OK    Cancel    Refresh

**Select** the line items to associate with the vendor you selected on the RFQ Dispatch Vendor List page. **Click**  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.

**RFQ Dispatch Vendor List**

Unit: 58000 RFQ ID: NEXT

Vendor Group Find | View All First  Last

\*Quote Group ID:

Sel	*Vendor	*Location	To Dispatch	Short Vendor Name	Name	Method
<input checked="" type="checkbox"/>	0000010536	0001	<input type="checkbox"/>	TH ROGERS-001	TH ROGERS LUMBER CO	Print <input type="button" value="+"/> <input type="button" value="-"/>
<input type="checkbox"/>	0000053057	0001	<input type="checkbox"/>	LOWES HOME-001	LOWES HOME CENTER INC	Print <input type="button" value="+"/> <input type="button" value="-"/>
<input type="checkbox"/>	0000054057	0006	<input type="checkbox"/>	HOME DEPOT-003	HOME DEPOT INC	Print <input type="button" value="+"/> <input type="button" value="-"/>
<input type="checkbox"/>	0000072577	0001	<input type="checkbox"/>	BRADFORD I-001	BRADFORD INDUSTRIAL SUPPLY CORP	Print <input type="button" value="+"/> <input type="button" value="-"/>

[Dispatch Lines](#) [Vendor Details](#) [Vendor Lookup](#)

**Vendor Details**

Vendor: 0000010536 Location: 0001

Address

Sequence	Description:	Vendor Email ID:
<input type="checkbox"/> Send To <input type="text" value="1"/>	1099 Address	
<input type="checkbox"/> Contact <input type="text"/>		Contact Email ID:
<input type="checkbox"/> Sales Person <input type="text"/>		Sales Email ID:

Address Phone Information

Click  to return to the RFQ Dispatch Vendor List page.

Click  to return to the Request Quotes page.

Click  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

**Enter Copy Criteria**

Copy Template

\*Copy From:

---

Selection Criteria

Business Unit: 58000

\*Select Req Lines:

\*Copy Method:

---

Copy Criteria

<input type="checkbox"/> Specific Requisition <input type="text"/>	<input type="checkbox"/> Specific Contract <input type="text"/>
<input type="checkbox"/> Specific Buyer <input type="text"/>	<input type="checkbox"/> Specific Origin <input type="text"/>
<input type="checkbox"/> Specific Vendor <input type="text"/>	<input type="checkbox"/> Specific Category <input type="text"/>
<input type="checkbox"/> Exclude Auto Source Item	<input type="checkbox"/> Stockless Item
<input type="checkbox"/> Include Inventory Items	<input type="checkbox"/> Include Reqs With No Vendor <input type="checkbox"/> Copy all Req/RFQ lines

OK Cancel Refresh

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** .

**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



## Copy From Request For Quote

**Enter Copy Criteria**

Copy Template  
\*Copy From: Request For Quotes

Selection Criteria  
Business Unit: 58000  
\*Select Req Lines: RFQ Required  
\*Copy Method: Override Existing RFQ

Copy Criteria  
RFQ ID:

Copy all Req/RFQ lines

OK Cancel Refresh

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

**Look Up RFQ ID**

Business Unit: 58000

RFQ ID: begins with

RFQ Status: =

Origin: begins with

Buyer: begins with

Look Up Clear Cancel [Basic Lookup](#)

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



# 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:**

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

Find an Existing Value | **Add a New Value**

---

Run Control ID: begins with

Case Sensitive

**Search** | **Clear** | [Basic Search](#) | [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

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.

**Dispatch Quote Forms**

Find an Existing Value | **Add a New Value**

---

Run Control ID:

**Add**

[Find an Existing Value](#) | [Add a New Value](#)

If performing this process for the first time, users must create their own run control by selecting **Add a New Value Tab**. **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 . Then click , which takes you to the Process Scheduler Request page.

Dispatch Quote Forms

Run Control ID: DISPATCH [Report Manager](#) [Process Monitor](#)

Language: English  Specified  Recipient's

Process Request Parameters

Business Unit:

RFQ ID:  Vendor ID:

From Date:  Through Date:

Buyer:  Fax Cover Page:

Miscellaneous Options

Test Dispatch  Print Duplicate

Print Copy Number Of Copies:

Statuses to Include

Dispatched  Not Dispatched

Approved  Canceled  Held

Dispatch Methods to Include

Print  FAX  EDX  E-Mail  Phone

## Process Scheduler Request

Process Scheduler Request

User ID: BCAIRNS Run Control ID: BCAIRNS

Server Name: PSUNX Run Date: 11/21/2011

Recurrence: Run Time: 1:24:58PM

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	RFQ Dispatch/Print	PORFQ01	SQR Report	Web	PDF	<a href="#">Distribution</a>
<input type="checkbox"/>	Email	PO_RFQ_EMAIL	Application Engine	Web	TXT	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">RFQ dispatch &amp; E-mail</a>	RFQDISP	PSJob	(None)	(None)	<a href="#">Distribution</a>

Set Server Name to "PSUNX" and select "RFQ Dispatch/Print". Click to run the Dispatch process. The Process Scheduler Request page is displayed. Select the [Process Monitor](#) link.



Process List **Server List**

View Process Request For

User ID:  Type:  Last:  Days

Server:  Name:  Instance:  to

Run  Distribution   Save On Refresh

Process List Customize | Find | View All |  First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	600767		SQR Report	PORFQ01	BCAIRNS	11/09/2011 9:20:30AM CST	Success	Posted	<a href="#">Details</a>

Click  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.

**Process Detail**

Process

Instance: 600767 Type: SQR Report  
 Name: PORFQ01 Description: RFQ Dispatch/Print  
 Run Status: Success Distribution Status: Posted

Run Update Process

Run Control ID: BCAIRNS  Hold Request  
 Location: Server  Queue Request  
 Server: PSNT  Cancel Request  
 Recurrence:  Delete Request  
 Restart Request

Date/Time Actions

Request Created On:	11/09/2011 9:20:37AM CST	<a href="#">Parameters</a>	Transfer
Run Anytime After:	11/09/2011 9:20:30AM CST	<a href="#">Message Log</a>	
Began Process At:	11/09/2011 9:21:06AM CST	Batch Timings	
Ended Process At:	11/09/2011 9:21:23AM CST	<a href="#">View Log/Trace</a>	



Click the [View Log/Trace](#) link.

**View Log/Trace**

Report

Report ID: 7039118      Process Instance: 600767      [Message Log](#)

Name: POPO005      Process Type: SQR Report

Run Status: Success

---

PO Dispatch/Print

Distribution Details

Distribution Node: pshttp      Expiration Date: 11/23/2011

---

File List

Name	File Size (bytes)	Datetime Created
<a href="#">PORFQ01_1878.PDF</a>	10,657	11/09/2011 9:21:23.000000AM CST
<a href="#">POPO005_600767.out</a>	132	11/09/2011 9:21:23.000000AM CST
<a href="#">SQR_POPO005_600767.log</a>	1,596	11/09/2011 9:21:23.000000AM CST

---

Distribute To

Distribution ID Type	*Distribution ID
User	BCAIRNS

[Return](#)

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

**Request for Quotation**

Department of Central Services      Dispatch via Print

DEPT OF CENTRAL SERVICES - INFORMATION SERVICES DIVISION      Buyer: 58000-0000000001-01/21/2003 Billiv McMeans      Page 1

2404 N LINCOLN WILL RODGERS BLDG      Payment Terms: 10 Days      Date Time Quote Open: 02/21/2003 10:30:00      Closing: 02/21/2003 10:30:00

STE 112      OKLAHOMA CITY OK 73105      United States

Vendor: 0000000002      Ship To: DEPT OF CENTRAL SERVICES - STATE LEASING  
 CORE SYSTEMS PLUS INC      2402 N LINCOLN WILL RODGERS BLDG  
 ATTN: CHUCK ADAMS OR DOUG EVANS      STE 112  
 8201 GLADE AVE      OKLAHOMA CITY OK 73105  
 OKLAHOMA CITY OK 73132-4272      United States

Bill To: DEPT OF CENTRAL SERVICES-CENTRAL PURCHASING DIVISION  
 2401 N LINCOLN WILL RODGERS BLDG  
 STE 112  
 OKLAHOMA CITY OK 73105  
 United States

Line	Item	Description	Mfn ID	Mfn Item ID	Quantity	UOM	Need Date
1	0207-60-89-010	WRIST SUPPORTS for typing, Cotton/elastic construction Sz XS			12.0000	CS	01/24/2003

Freight Terms: FOB DEST      Ship Via: COMMON  
 Do not deliver after 5 p.m. Deliveries will be accepted Monday thru Fridays, 8 AM to 5 PM only.



## CORE Oklahoma

---

You can print the report or view the report online. When finished viewing the report close the report by closing the browser window. Click  from the View Log/Trace page to return to the Process Detail page. Click  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 Responses**  
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

Vendor ID: begins with

Vendor Location: begins with

Vendor Name: begins with

Search Clear Basic Search Save Search Criteria

**Search Results**

View All First 1-100 of 300 Last

Business Unit	RFQ ID	Vendor Name	Vendor ID	Vendor Location
58000	SW91059	ADAMS INVE-001	0000058286	0001
58000	SW91059	GALT FOUND-001	0000067055	0002
58000	SW91059	NATIONAL E-005	0000068095	0001

**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

**Maintain Responses**

Business Unit: 56000    RFQ ID: SW200    Reference: SW200 P-Card Program  
 Vendor: 0000291864    Name: FIRST DATA GOVERNMENT SOLUTION LP    Location: 0001  
 \*Terms: 00 0 Days    \*Currency: USD Dollar    Vendor Ref. Quote:   
 \*Response Date Time: 11/21/2011 1:58PM     Select All     Clear All

Responded	Item ID	Description	Min Qty	Quantity	UOM	Price	Req Price	Req Curr	Due Date	Lead Time
<input checked="" type="checkbox"/>	094635	Credit card,		1.0000	SUM					15

Document Status    Exchange Rate    Response Header Details    Response Comments    Send Email

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

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

**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**

**Maintain Responses**

Business Unit: 58000      RFQ ID: SW200      Reference: SW200 P-Card Program  
 Vendor: 0000291864      Name: FIRST DATA GOVERNMENT SOLUTION LP      Location: 0001  
 \*Terms: 00 0 Days      \*Currency: USD Dollar      Vendor Ref. Quote:   
 \*Response Date Time: 11/21/2011 1:58PM       Select All       Clear All

Line Info	More Details	Customize   Find   View All   First 1 of 1 Last									
Response ID	Description	Min Qty	Quantity	*UOM	Price	Req Price	Req Curr	Due Date	Lead Time		
094635	Credit card.		1.0000	SUM							

[Document Status](#)   [Exchange Rate](#)   [Response Header Details](#)   [Response Comments](#)   [Send Email](#)

**Response Comments**

Unit: 58000      RFQ ID: SW200      SW200 P-Card Program  
 Vendor: 0000291864      Location: 0001

Response Comments		Customize   Find   View All   First 1 of 1 Last									
Comment Nbr	Comment Text										
1	<input type="text"/>										



# Response Header Details Page

This page is used to note contact and sales details. Access this page by clicking the [Response Header Details](#) link.

**Maintain Responses**

Business Unit: 58000      RFQ ID: SW200      Reference: SW200 P-Card Program  
 Vendor: 0000291864      Name: FIRST DATA GOVERNMENT SOLUTION LP      Location: 0001  
 \*Terms: 00 0 Days      \*Currency: USD Dollar      Vendor Ref. Quote:   
 \*Response Date Time: 11/21/2011 1:58PM       Select All       Clear All

Line	Item ID	Description	Min Qty	Quantity	*UOM	Price	Req Price	Req Curr	Due Date	Lead Time
094635		Credit card.		1.0000	SUM					

Document Status    Exchange Rate    [Response Header Details](#)    Response Comments    Send Email

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

**Response Header Details**

Unit: 58000      RFQ ID: SW200      SW200 P-Card Program  
 Vendor: 0000291864      Location: 0001

Response Method:

Contact:

Salesperson:

\*Bill Addr:       Address Seq:

[Billing Address](#)      [Address](#)

OK    Cancel    Refresh

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

- Fax
- Phone
- Print

Click .



## 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*

#### Award Quote

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

**Find an Existing Value**

**Business Unit:** begins with

**RFQ ID:** begins with

**RFQ Status:** =

**Origin:** begins with

**Buyer:** begins with

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Enter RFQ ID.

Click .



# Analyze Quote

**Analyze Quote** [Create PO/Contract](#)

Business Unit: 58000    RFQ ID: 580000704 680    Currency Code: USD

Award List of Items to Vendor:

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

Total Qty Awarded: 1.0000    Order Qty: 0.0000

[Document Status](#)

[Analyze Quote](#) | [Create PO/Contract](#)

From the **Analyze Quote Tab**, the Buyer should scroll through 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

**Analyze Quote** | **Create PO/Contract**

Business Unit: 58000    RFQ ID: 580000704    680

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

Vendor: U S STANDA-001    0001    Currency: USD     Create

\*Create Form Type: Purchase Order    \*PO Type: Opn Market

**PO/Contracts Defaults**

Buyer:     Origin:

\*PO Date: 11/21/2011    Ship To: 58030

Dispatch Method:     Location:

Tax Exempt Flag    Match Action: Standard

ID: NEXT    Match Rule: STANDARD

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

Sel	Line	Item	Description	Qty Ordered	PO Qty	Qty Award	*Distribute by
<input type="checkbox"/>	1	1000007557	SIGN:12"x72", Radius: 1 1/2"	1.0000	1.0000	1.0000	Qty

Save    Return to Search    Notify    Refresh

[Analyze Quote](#) | [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 **\*Create Form Type:**  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*

#### Responses By Vendor

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

**Find an Existing Value**

**Business Unit:** =

**Vendor ID:** begins with

**Vendor Location:** begins with

**Short Vendor Name:** begins with

[Basic Search](#) [Save Search Criteria](#)

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



## Response by Vendor

**Response By Vendor**

Unit: 58000 Vendor ID: 0000224819 0001 K & S TIRE INC

Vendor Response							
Sel	RFQ ID	RFQ Reference	Method	RFQ Currency Code	Response Currency Code	RFQ Payment Terms	Vendor Contact
<input checked="" type="checkbox"/>	5800000314	From Req ID - 5800000861	Print	USD	USD	0 Days	
<input type="checkbox"/>	5800000542	SW024 OLD#	Print	USD	USD	0 Days	

[Address](#)   [Phone](#)   [Response Comments](#)   [Details](#)

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

All Quotes

Unit: 58000  
 Vendor: 0000224819    Name: K & S TIRE INC    Location: 0001

RFQ	Reference	Status	Method	DtTm Disp	Send To	Contact Name	Sales Contact
<input checked="" type="checkbox"/>	5800000314	From Req ID - 5800000861	Y	Print	03/08/2011 3:56PM	EFT PAYMENT ADDRESS	
<input type="checkbox"/>	5800000542	SW024 OLD#	Y	Print	03/08/2011 3:56PM	EFT PAYMENT ADDRESS	

[Address](#)    [Phone](#)    [Dispatch History](#)    [Last Updated](#)    [Header Comments](#)  
[Header Details](#)    [Details...](#)  
   

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 By Vendor

Unit: 58000    RFQ ID: 5800000314

Header Information	
Reference:	From Req ID - 5800000861
Origin:	CP Central Purchasing
Buyer:	Theresa Johnson (580)
Terms:	00 0 Days
Bill Addr:	58009
Req Date:	11/09/2006
DtTm Open:	11/15/2006 4:15PM
DtTm Close:	09/17/2007 3:00PM
Currency:	USD CRRNT
Status:	Approved
Phone:	
Fax:	

RFQ Header Details will allow you to view additional information regarding the RFQ by vendor. Click  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
<input checked="" type="checkbox"/>	1	08630556	<a href="#">Tires, passenger, radial, all</a>	08630556	TIRES, PAS	100.0000	EA	EACH	0.01000	11/09/2006	
<input type="checkbox"/>	2	08630558	<a href="#">Passenger tires, radial, winte</a>	08630558	PASSENGER	100.0000	EA	EACH	0.01000	11/09/2006	
<input type="checkbox"/>	3	08630565	<a href="#">Tires, police, radial, all sea</a>	08630565	TIRES, POL	100.0000	EA	EACH	0.01000	11/09/2006	
<input type="checkbox"/>	4	08630741	<a href="#">Tires, light truck, radial, st</a>	08630741	TIRES, LIG	100.0000	EA	EACH	0.01000	11/09/2006	
<input type="checkbox"/>	5	08630745	<a href="#">Tires, light truck, radial, st</a>	08630745	TIRES, LIG	100.0000	EA	EACH	0.01000	11/09/2006	
<input type="checkbox"/>	6	08630746	<a href="#">Tires, light truck, radial ply</a>	08630746	TIRES, LIG	100.0000	EA	EACH	0.01000	11/09/2006	
<input type="checkbox"/>	7	08630748	<a href="#">Tires, Light Truck, radial ply</a>	08630748	TIRES, LIG	100.0000	EA	EACH	0.01000	11/09/2006	
<input type="checkbox"/>	8	08631054	<a href="#">Tires, medium truck/bus, radia</a>	08631054	TIRES, MED	100.0000	EA	EACH	0.01000	11/09/2006	
<input type="checkbox"/>	9	08631057	<a href="#">Tires, medium truck/bus, radia</a>	08631057	TIRES, MED	100.0000	EA	EACH	0.01000	11/09/2006	
<input type="checkbox"/>	10	08631060	<a href="#">Tires, medium truck/bus, radia</a>	08631060	TIRES, MED	100.0000	EA	EACH	0.01000	11/09/2006	
<input type="checkbox"/>	11	08631065	<a href="#">Tires, medium truck/bus, radia</a>	08631065	TIRES, MED	100.0000	EA	EACH	0.01000	11/09/2006	

[Line Comments...](#) [Hierarchy](#)

RFQ Line Details will allow you to view the RFQ line information regarding the vendor. **Click**  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: =

RFQ ID: begins with

RFQ Reference: begins with

Buyer: begins with

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

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

[Dispatch History](#)   [Last Updated](#)   [Address](#)   [Phone](#)



# 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

**Send Notification**

---

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.  
 Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.


**Notification Details** [Lookup Recipient](#) [Delivery Options](#)

**To:**


**CC:**

**BCC:**

**Priority:**

**Subject:**  

**Template**  
**Text:** Workflow Notification

**Message:**  

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.  
 Click Apply to send this notification and remain on this page.

**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.

### Send Notification

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### Delivery Options

Recipient Options		
<a href="#">Customize</a>	<a href="#">Find</a>	<a href="#">Grid</a>
First	1 of 1	Last
<u>Recipient</u>	<u>Worklist</u>	<u>Email</u>
	<input type="checkbox"/>	<input type="checkbox"/>

Click  to return to the Send Notification Detail page. Click  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)