



QUICK TIPS

Request for Quote – Invitation to Bid

Step	Process	Comments
1	Enter RFQ Data	Or copy a requisition into the RFQ
2	Enter Date and Time RFQ will close	
3	Select Vendors	Verify how this RFQ will be dispatched to the vendor
4	Approve	
5	Dispatch to Vendors	Your dispatch will output one RFQ for each vendor
6	Enter Response Information	Be sure to check the “responded” box
7	Award the RFQ to either a contract or a Purchase Order	
8	If you have awarded to a PO, you must run PO Calculate and PO Create	See PO entry for Requisition Select
9	Complete Contract or PO	
10	Dispatch Contract or PO	

Processing Tips

- A. You may review the dispatch history, date and time on the hyperlink of the RFQ. The hyperlink will not be available until after you dispatch the RFQ.
- B. RFQ's do not require budget checking, but the resultant purchase orders, will.
- C. To copy a requisition into an RFQ use the feature on the menu called copy from Req to PO.
- D. On the Vendor lookup page, before you click on search be sure to change the max row number to 100 or 1000. Select “View All” to see all the vendors retrieved. If you do not select View All you will see only a limited selection of Vendors.
- E. When inviting Bidders/Vendors, you must enter the category code on the vendor lookup page in order to pull up registered vendors. You must do this for each category listed on the RFQ.
- F. If there is no vendor/item relationship between the item you are awarding and the vendor, the system will ask if you want to create that relationship. Say “OK”.
- G. When awarding the RFQ to either a purchase order or a contract, you MUST, save the Analyze quote page, after all your awards are complete for either one vendor or all the vendors and prior to moving to the Create/PO Contract Page.

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Analyze Quote [Create PO/Contract](#)

Business Unit: 10500 RFQ ID: 1050000009 From Req ID - Currency Code: USD
1050000047

Award List of Items to Vendor:

List of Items to Award Find | [View All](#) First 1 of 4

Line	Item	Description	UOM	Quantity	Price	Curr	Due Date	Lead Time	Terms	Freight Trm
1		Sooners	EA	5.0000	50.00000	USD	08/27/2003		30	FOB DEST

List of Vendors who Responded Customize | Find | [View All](#) First 1-3 of 3

Line Info		More Details									
Vendor	Location	Short Vndr Name	Qty Award	UOM	Price	Curr	Quantity	Due Date	Lead Time	Terms	Freight Trm
<input type="checkbox"/> 0000078115 0001		YOUNGS	<input type="text" value="5.0000"/>	EA	48.00000	USD	5.0000	08/27/2003			EST
<input type="checkbox"/> 0000079900 0001		THE G W VA	<input type="text"/>	EA	55.00000	USD	5.0000	08/27/2003			EST
<input type="checkbox"/> 0000087737 0001		ELECTRIC S	<input type="text"/>	EA	58.00000	USD	5.0000	08/27/2003			EST



If a discrepancy is found in the above information, email
Laura.Lovell@core.state.ok.us **with the details.**

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