



**RFQ Creation**

RFQ#: 3    Description:    Deadline: 07/07/2008  
 Date: 07/07/2008

Items    Vendors    Items-Vendors

Category:    U/M: HC    Quantity: 1

Show Stock: 9780275907419    Rigor & Imagination

Item Description	UM	Quantity
Knowledge of Language	HC	1
Rigor & Imagination	HC	1

Step 1

Insert    Modify    Delete

**Lookup RFQ**

Date Filter:  
 Date between: 07/07/2008    Deadline between: 07/07/2008  
 and: 07/07/2008    and: 07/07/2008  
 Do not filter date     Do not filter deadline

RFQ Updates:    Other Filters:  
 Check for Updates    RFQ Status: All  
 Show RFQs in use     Show recent updates

Action: Process Vendor Response

RFQ Number	Description	Date	Deadline	Used By	Status
1		02/07/2008	24/07/2008	Unused	Partial Vendor Quoting Recer
2		07/07/2008	07/07/2008	Unused	Full Vendor Quoting Receiv
3		07/07/2008	25/07/2008	Unused	Closed for Awarding

Print    Load RFQ    Close

**RFQ Creation**

RFQ#: 3    Description:    Deadline: 07/07/2008  
 Date: 07/07/2008

Items    Vendors    Items-Vendors

Items included in RFQ:

Item Description	UM	Quantity
Knowledge of Language	HC	1
Rigor & Imagination	HC	1

Vendors in the RFQ:

Vendor Name: The Child's World, Info Base

Assign ->    <- Remove Assignment

NOTE: Multiple items and vendors can be selected by holding down the control key.

Item - Vendor assignment:

Item Description	Vendor Name
Rigor & Imagination	Info Base
Rigor & Imagination	The Child's World
Knowledge of Language	Info Base
Knowledge of Language	The Child's World

Print    Close RFQ    Save

THE INVENTORY SOFTWARE SOLUTION YOU CAN RELY ON.

# REQUEST FOR QUOTE (RFQ) MODULE

## Request for Quote (RFQ)

SIMMS Request for Quote (RFQ) allows for one-step translation of a requisition into a paperless RFQ document that can be emailed to selected vendors for competitive pricing via a buyer and supplier accessible system (portal) for managing requests for quotes (and other kinds of supplier requests). Once responses to the RFQ are received, the information found there can be used to easily edit the requisition which can then be routed for additional approvals, or posted into a purchase order. The responses can also be attached as documents to any line item in the requisition so approvers can view them in a centralized location. The RFQ Module reduces costs by ensuring the lowest price available from suppliers, RFQ streamlines buyer tasks and increases RFQ visibility, analytics, and controls -- taking your buyers to the next level. Used in the preparation of tender documentation or for a simple price gathering exercise, the RFQ is a formal invitation sent to one or more suppliers for the cost and availability of goods or services. RFQ is a particularly important strategic sourcing product, which automatically generates a purchase request for each successful supplier.

- Determine the best price and terms for an order
- Input manually or generate from existing order or remote request
- Manually input goods or services required or select from item file
- Produces pick list of relevant suppliers based upon cross-referenced criteria
- Show a supplier's performance statistics from previous RFQs
- Produces individual documentation for each supplier
- Records suppliers' response including price and lead times
- Generates a bid analysis sheet to assist in supplier appraisal
- Award items to one supplier or split them between several suppliers
- Manage highly complex non-commodity buying, as well as easier to manage commodity buying
- Create an RFQ from an existing requisition, or simply enter your bid items and selected vendors.
- Print, fax or e-mail completed Request for Quotations to selected vendors. Then enter the vendors quotes into the system as you receive them or have the vendors submit bids using the SIMMS RFQ Portal, along with discounts, terms, shipping charges and lead days.

All Purchase Order information can be reviewed and modified before launching the actual order.

**Like requisitions, RFQs are easily modified until they are converted to purchase orders. Amended RFQs can also be transmitted directly to vendors.**

A variety of bid analysis reports and inquiries simplify the selection process. Review bids on-line or on the printed Bid Analysis Report. SIMMS displays bid information for each line item, grouped by RFQ, commodity, item, vendor, buyer or date range.

RFQ status inquiry gives you up-to-the-second tracking of bids, including each vendor's bid information, the successful vendor receiving the bid and the final purchase order. Once the bid award is made, SIMMS automatically converts the original request for quotation and the successful vendor's bid information into a purchase order, awarding parts of an RFQ to different vendors, generating separate purchase orders for each vendor related to the awarded bids.

- \* RFQ supplier portal is 100% browser-native
- \* Manages Buyer-Supplier-Buyer RFQ process
- \* Manages the most complex requests
- \* Integrates with external systems
- \* No RFQ software to install on supplier PCs
- \* Uses only browser-native technology for the web portal submission piece

**Status Reports offer detailed information on all RFQs entered into the system and the PO they were converted to. Review data on open or closed RFQs organized by RFQ, vendor, item, commodity, buyer and date required.**

## The RFQ Summary Report

- lists requests for quotations items that have been entered into the system.
- provides the capability to print all RFQs, closed RFQs only or open RFQs only.
- allows the selection of the primary and secondary sort options. Sort options include:
  - Buyer ID
  - Commodity Code
  - Item Number
  - Required Delivery Date
  - RFQ Number
  - Vendor Number
- allows the specification of the corporation whose quotations are to be printed.

Client: Info Base  
Login  
Username: password@me.com  
Password: ●●●●  
Login