Managing Requests for Quotes

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This guide explains how to handle requests for quotes. It is intended for advanced users.

Managing requests for quotes (RFQs) that you send to vendors is simple with aACE tools.

For example, let's say you want to get a few quotes on custom-built solar panels from three companies. You want to track the status through the quoting process.

- 1. Navigate from Main Menu > Accounts Payable > Purchase Orders.
- 2. Click **New**, then click away from the Vendor selection popup.
- 3. In the PO Items list, enter the LIC you want the vendors to provide quotes for and the desired quantity.

If the LIC has a preferred vendor assigned, aACE automatically populates the Vendor section with that info. This does *not* affect the RFQ process.

| Purchase Order: 6 | 0006 | McGullicuddy McGui | re-Hall | 0 | 1/23/23 | PENDING | ; (|
|--|---|---------------------------------|-------------------------|---------|---|---------------|----------------|
| Purchase Order Details | Management | | | Noti | ces 😣 🛛 Tasks 💟 | Emails 🗹 🛛 Do | ocs |
| /endor | * | Ship To End Customer | | 🖈 📑 Cor | nments and Next | Steps | |
| Vendor > | Vendor Reference | Ship To > | Ship Type Expected Date | * | | | |
| AcGullicuddy McGuire-Hall | | aACME Education Solutions, Inc. | Complete TBD | | | | |
| imon Bradford | Required By | Mark Jennings 1238 Broadway | Inventory Bin | | | | |
| lew York, NY 10018 | | New York, NY 10001 | | Q | | | |
| | Payment Terms | | Shipping Terms | | | | |
| | Net 30 | | | | | | |
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| | | | | | | | |
| escription | ×× | Additional Info | | Next S | tep | Next Step Da | ate |
| PO Items RFQ Hanagement | e ^r | Additional Info | Dent | Next S | tep Otv Unit Cos | Next Step Da | ate |
| PO Items RFQ Management Code Descr 1 > NTBK-011 Q Lab | iption Notebooks / Journals | Additional Info | Dept Q AI | Cases | Qty Unit Cos 200 2.50 | Next Step De | ate |
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- 4. Click the **RFQ Management** tab.
- 5. Enter the vendors you want to query.

You can also create the list of vendors by clicking the **Build RFQs** link. aACE will populate the list with *all* vendors currently linked to the LIC(s) you entered for the PO. You can remove any, as needed.

| Purchase Order Details Management | | | | | | | | |
|---|------------------|---------------------------------|---------------------------|-------------------------|-----------|----------------|-----------------|--|
| Purchase Order Details | Management | | | Notices 😏 | Tasks 🔽 | Email | s 🔛 Docs | |
| Vendor * | | Ship To End Customer | Commer | Comments and Next Steps | | | | |
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| McGullicuddy McGuire-Hall Simon Bradford 382 West 38th Street Yew York, NY 10018 | | aACME Education Solutions, Inc. | Complete TBD | | | | | |
| | Required By | Mark Jennings 1238 Broadway | Inventory Bin | | | | | |
| | | New York, NY 10001 | | | | | | |
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| recription | | Additional Tafe | | | | | No. 4 Char Date | |
| escription | | Additional Info | Next Step | | | Next Step Date | | |
| Vendor | 16 (<i>2</i>) | Contact | 1 | Address | Bid Total | A 0 | Status 💥 | |
| McGullicuddy McGuire-Hall (5000 | 9) | Simon Bradford (SB) | Q, | - | | * 0 | - × × | |
| Textbook Emporium (50012) | | A > Francis Worthington (FW) | Q, | - | | * 🔮 | x × | |
| | | Q. | | | | | | |

6. Click Save > Not Yet.

This leaves the record in Pending status. The PO *cannot* be used to generate shipments or purchases in this status. You can update bids and attach quotes, as needed.

Updating Bids and Attaching Documents

At the RFQ Management tab of a PO, you can edit the record and manage the progress of each vendor's submittal:

- Bid Total After a vendors submits a bid, edit the PO and enter their total for comparison.
- Notes (🖈) icon − Record details and collaborate with other team members.
- Docs () icon Attach a copy of returned RFQs and work with the documents (<u>https://aace6.knowledgeowl.com/help/working-with-documents</u>) as needed.
- Line-level Actions (
 →) Active after you save the record. Use these options to send
 info about the PO to a vendor and to specify the winning vendor for the RFQ.

Awarding the Winning Bid

On the RFQ Management tab, click the Actions (🛪) icon for the winning vendor and award the RFQ. aACE populates that vendor's information in the vendor section of the PO. It also

voids the entries for the other vendors.

Open the PO and continue processing it.

Status Indicators

The Status indicators on the RFQ Management tab provide a quick reference for the bids:

- Yellow = Pending
- Green = RFQ emailed to the vendor or printed to be sent
- White = Quote awarded
- Black = Quote lost