Quick Guide: Responding to RFQs

Steps

1) Log into the Procserve Commerce Network and select Supplier Portal.

2) View your documents by clicking on the documents tab in the top right hand corner of the page.


To view your RFQs, click on the top left drop down box, select Request for Quotes, in the second select All and in the third select Unlimited.

On the left hand side, the page will now display any RFQs you have received.

In there are too many RFQs to be displayed on one page, subsequent pages will be available to view by clicking on different page numbers in the bottom left hand corner of the page.
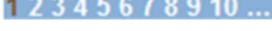
4) Select an RFQ from which to raise a Quote by placing your cursor over the RFQ and clicking your mouse. The RFQ should now be highlighted in yellow.

On the right hand side of the page an overview of the RFQ will be displayed along with an option to create a Quote.
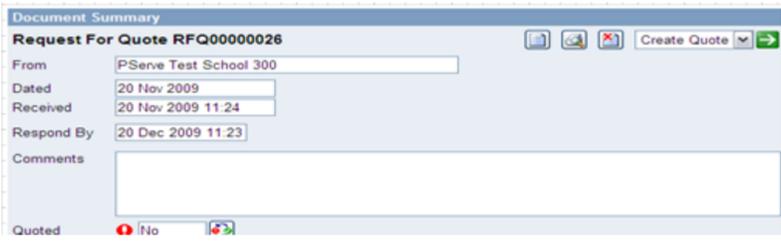
5) To create a Quote from the selected RFQ click the green arrow button next to Create Quote at the top right of the screen.

At the bottom of the new page an overview of the RFQ line items will be displayed. This will show what has been requested for quotation.

6) To add / edit Quote details, you must first save it by clicking save situated on the right side of the page. This will then automatically generate a Quote number.

7) To edit any of the non line items Quote details click on the relevant edit icon and make amendments. Once completed click on save to save changes or undo to cancel changes and return.

8) To add all RFQ lines to the Quote lines click on

To add only certain RFQ lines, expand the RFQ lines to show all. Ensure the qty shown is as required for the relevant line item or amend

Then click on to add to the Quote.

The Quote line items will then be displayed above the RFQ line items.

9) To add additional non RFQ line items such as shipping select one of the three options above quote lines and click the add icon.

Add the details to the additional lines as required and then click save to save the changes or undo to cancel changes and return.

Any Quote line item details can be amended by clicking on the relevant edit icon or the line can be deleted by clicking Once amended click on save to save changes or undo to cancel changes and return.

10) To view a printable version of the Quote click on at the top right hand side of the page.

11) To delete the Quote completely click on the delete icon at the top right hand side of the page.

12) To send the Quote to the customer click on at the top right hand side of the page.

13) To return to your documents within the Supplier Portal click on at the top right hand side of the page.

Adding Attachments to an RFQ

The ability to add an attachment to your RFQ is dependant upon whether or not your customer is able to receive attachments. If your customer is not able to receive attachments, you will not be able to add an attachment to your RFQ.

If your customer is able to receive attachments
To add attachment, perform the process as describe in the previous pages. When you have added a line item to your attachment, click on the pencil icon to the right of that line item, as highlighted in the red box below.
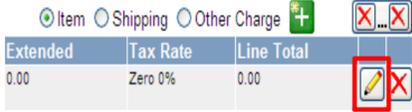
When the document browser window has opened, you can browse (search) for your document and upload your document. This will attach the document to your RFQ.

Need more help?

If you have any problems or queries please contact our Service Desk

English: 0845 603 2885
International - 0845 604 2328
support@procserve.com