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Generating Quotations: eRFQ & Quick Quotations

ADAM

Analyse . Digitalise . Automate . Manage

Requesting for Multiple Quotations

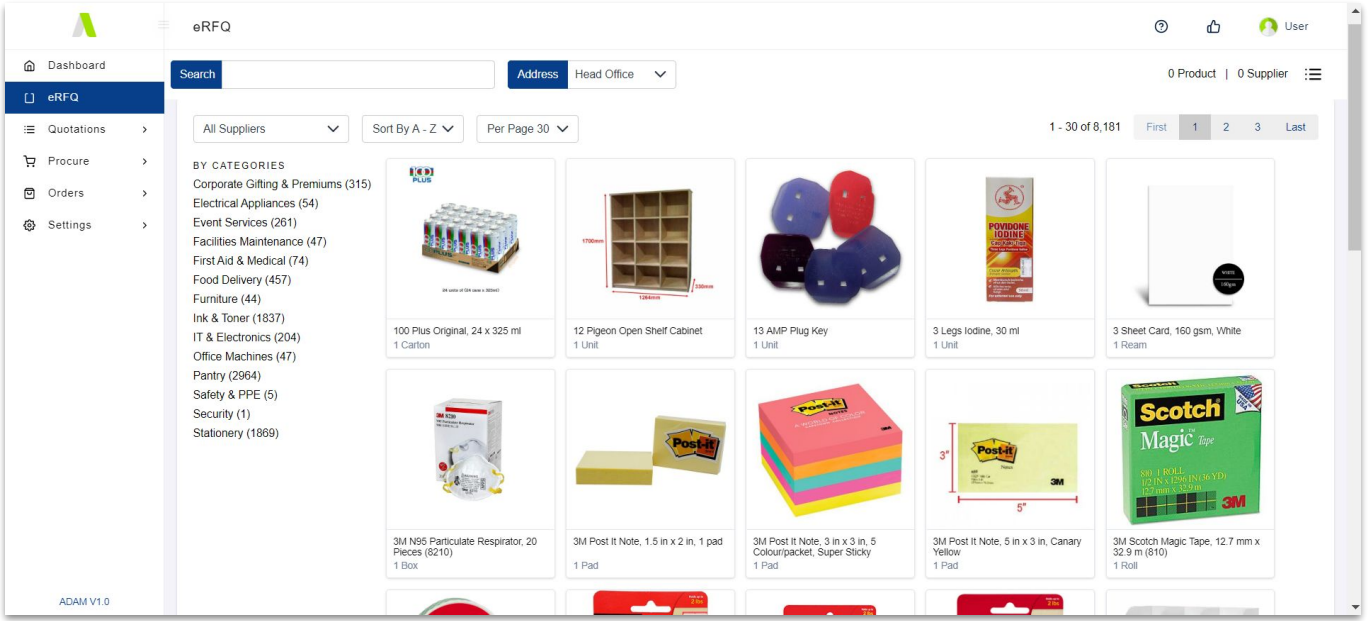
eRFQ - Sourcing for Multiple Quotations

Side-menu:

eRFQ

Page purpose:

Request for multiple quotations



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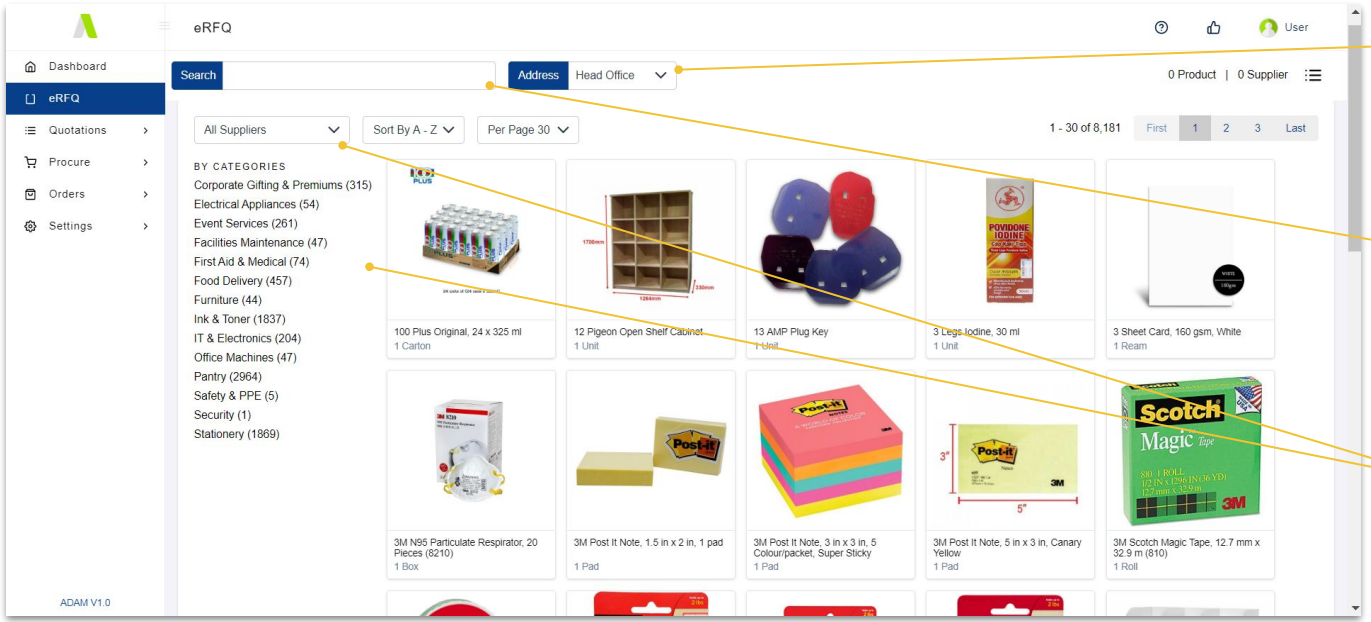
eRFQ - Searching for your items



Select the location the products are to be delivered to

Key in your search item

Refine your search by using the category and supplier filters

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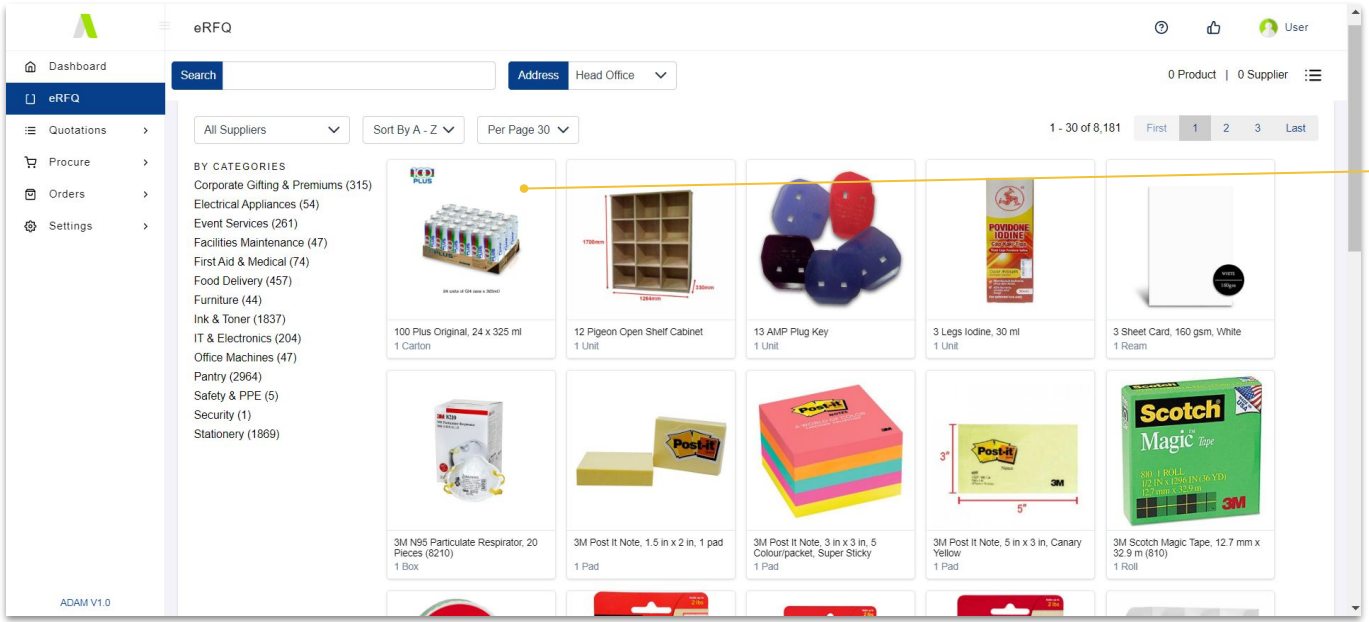
eRFQ - Choosing your item - Step 1 of 2



Click on your desired item

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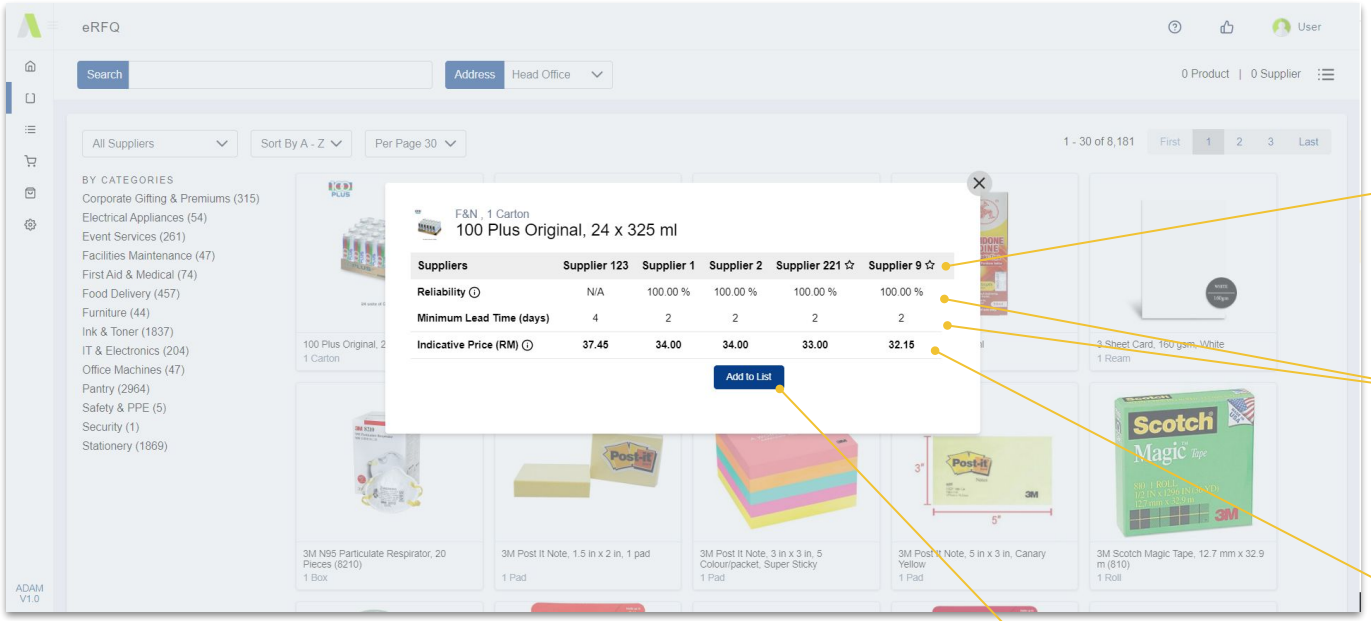
eRFQ - Choosing your item - Step 2 of 2



View all suppliers able to fulfil this item

View supplier-specific information

View the indicative price (may be lower based on quantities)

Click to add item to your request list

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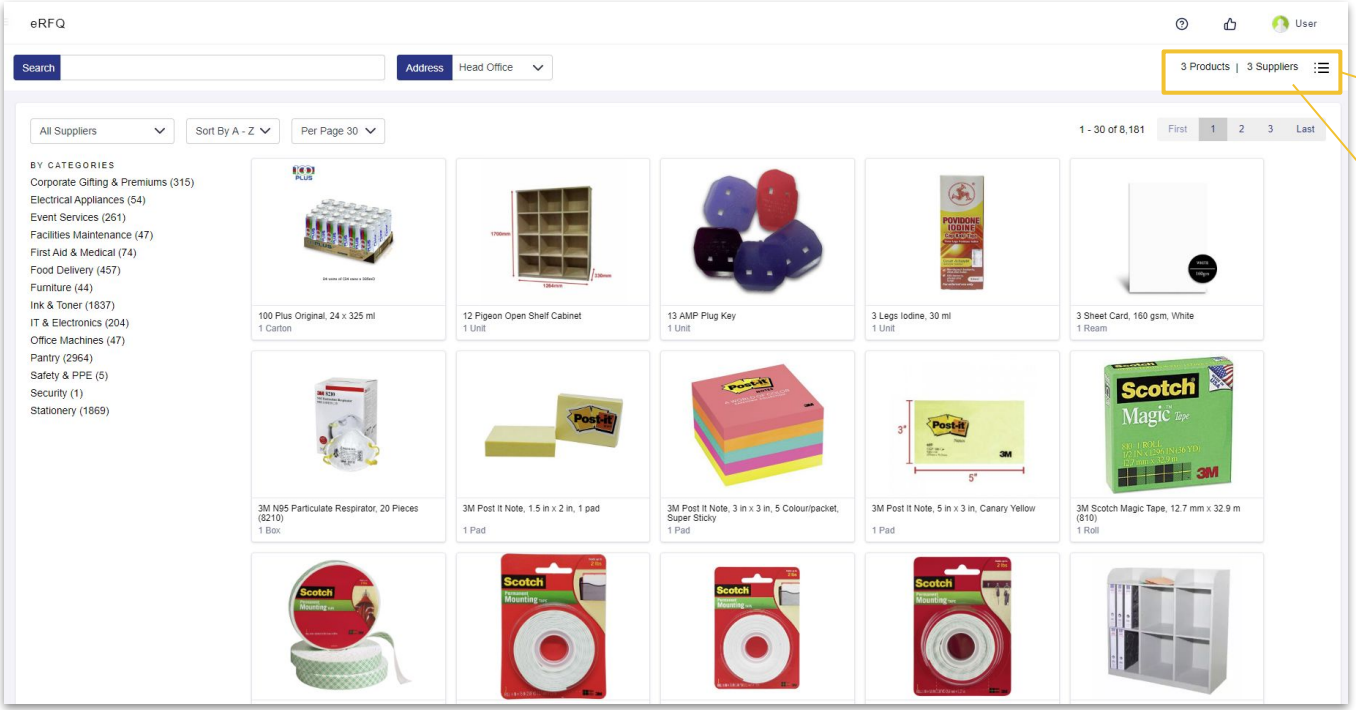
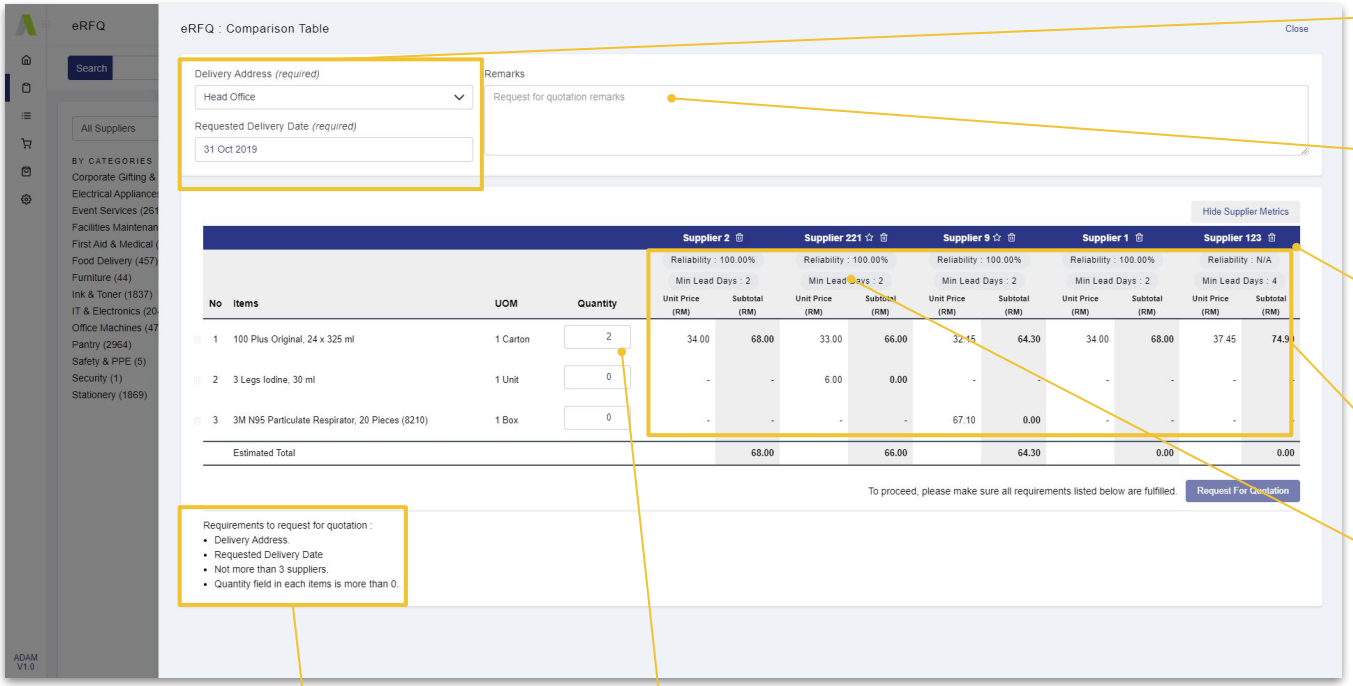
eRFQ - List Summary



View the number of items and Suppliers in the List

Click to proceed to place your Request

eRFQ - Editing the List



Select your delivery address and preferred date of delivery

Key in any relevant remarks

Remove suppliers that do not meet the requirements

View and compare each supplier's items based on indicative price

Ensure the eRFQ requirements are met

Key in the required quantity of each item

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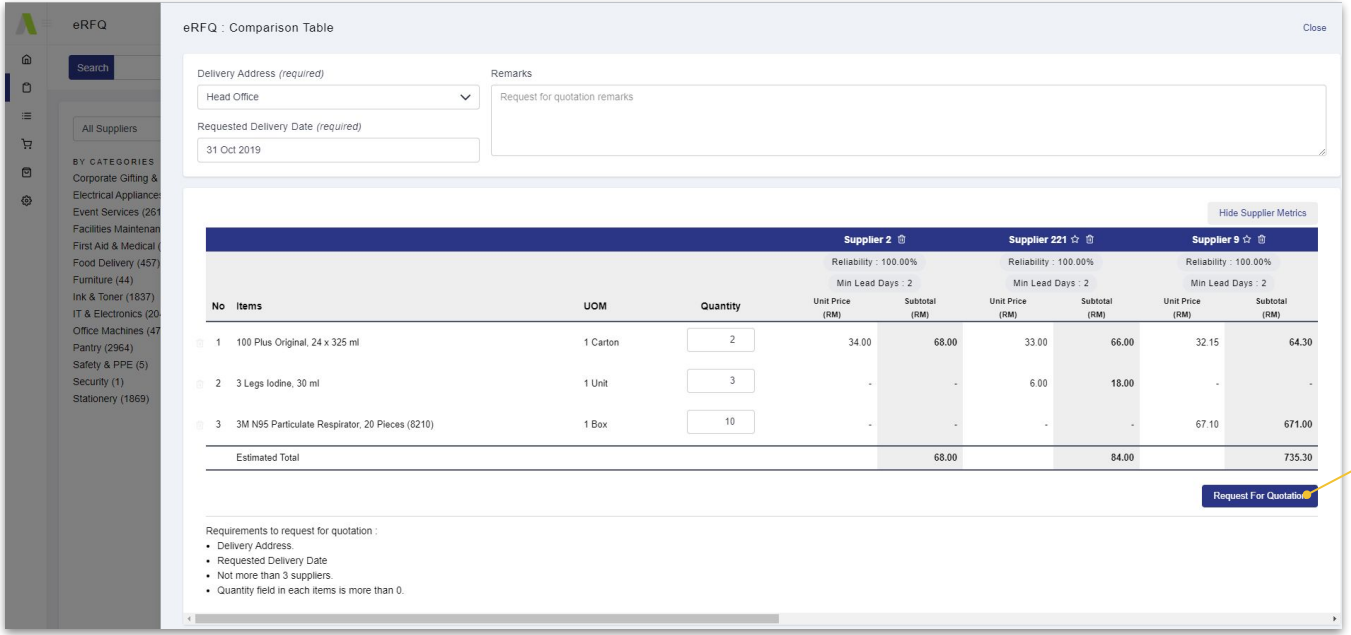
eRFQ - Placing your Request - Step 1 of 2



Once the List meets the requirements, click to place your Request

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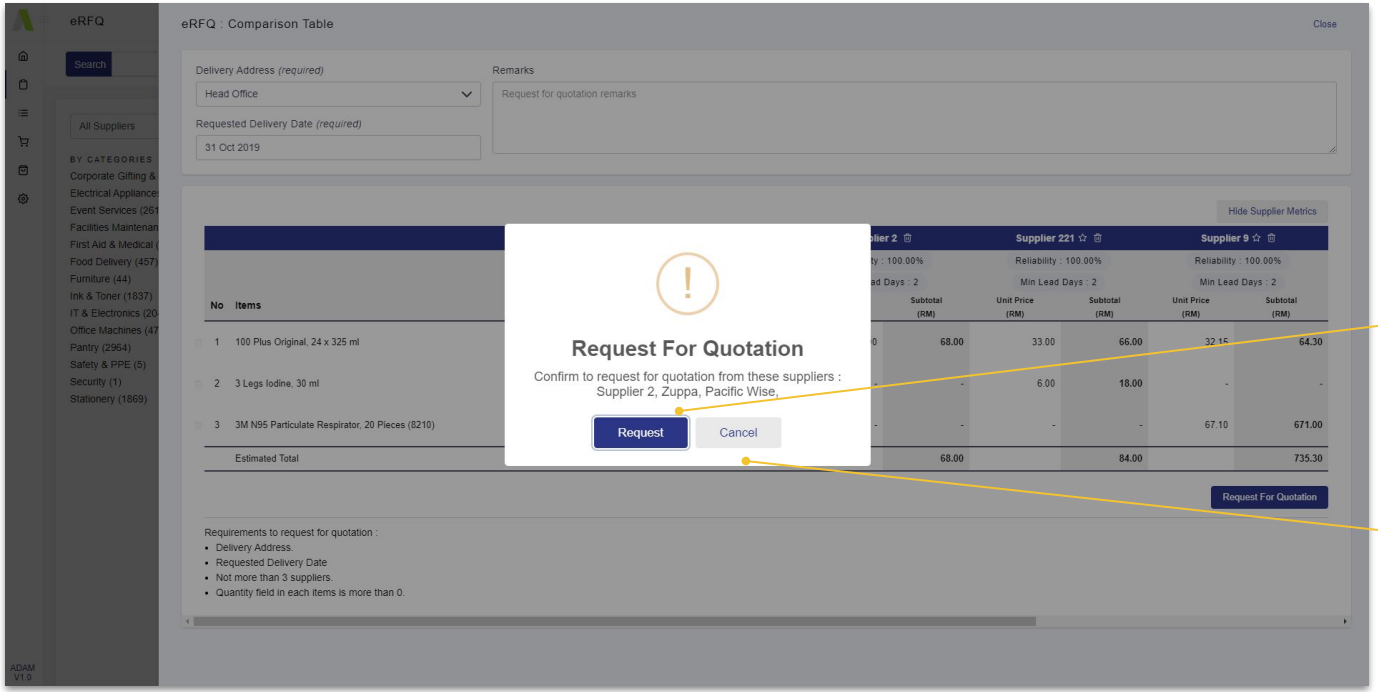
eRFQ - Placing your Request - Step 2 of 2



Click ‘Request’ to confirm

Click ‘Cancel’ to go back to the List

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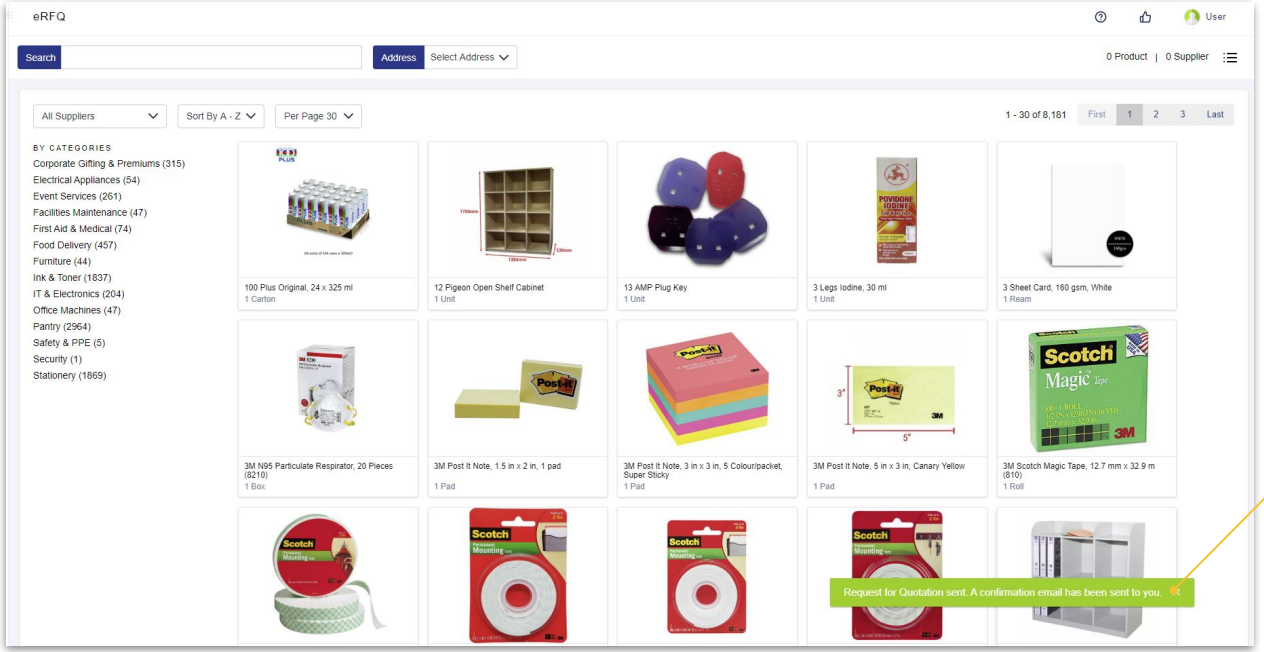
eRFQ - Placing your Request - Step 2 of 2



A confirmation message will show that the Request has been submitted

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Quick Quotation:

Self-Generated Quotation

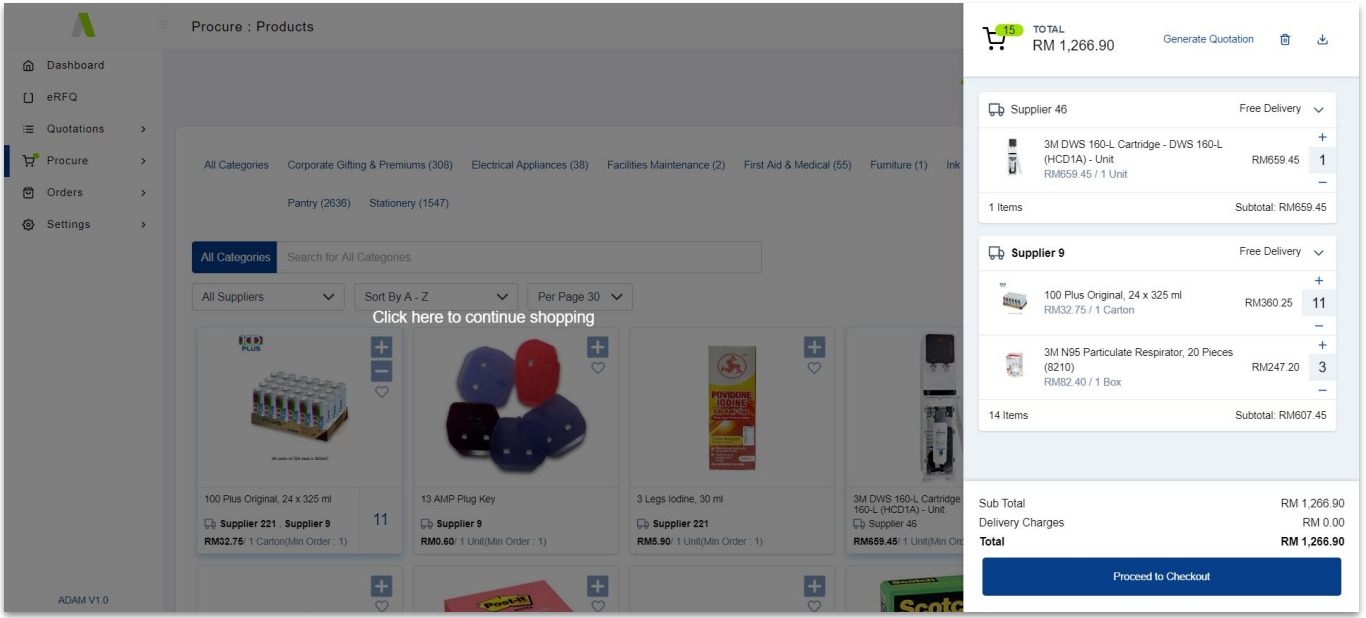
Quick Quotation: Generating a Single Quotation at the Cart

Side-menu:

Procure > Cart

Features:

1. Download a formal Supplycart Quotation
2. Download a CSV quotation



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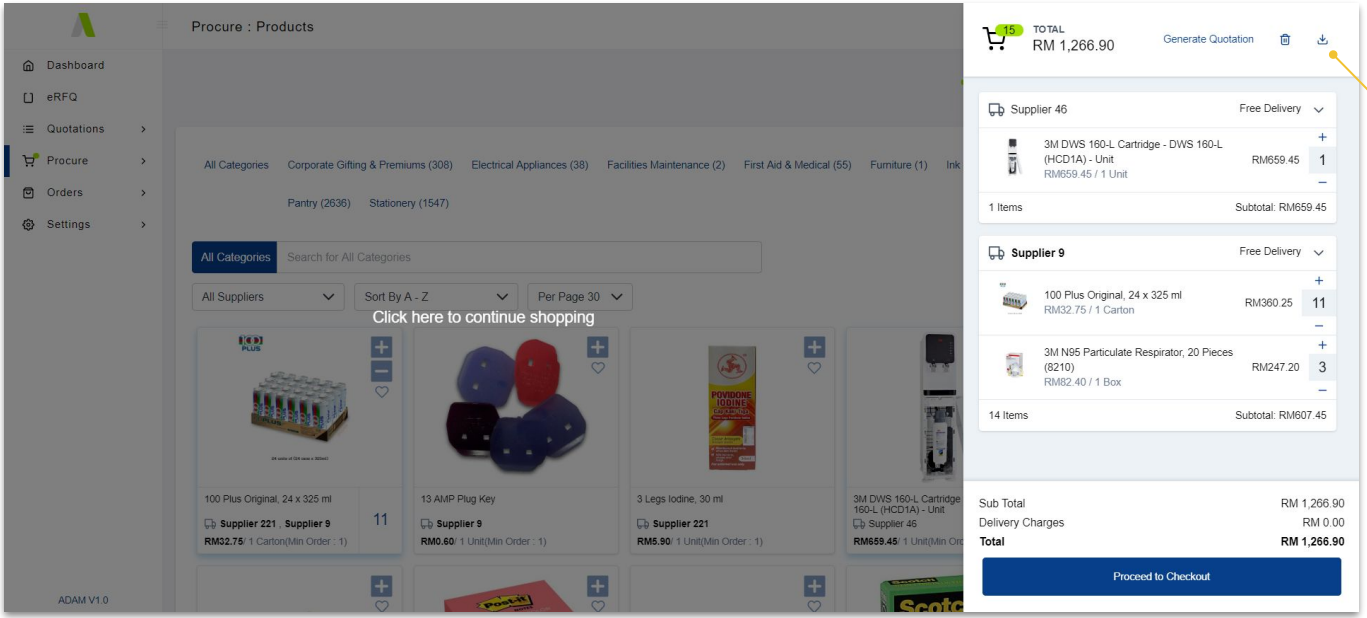
Quick Quotation: Downloading a CSV Quotation



Click on the ‘Download’ icon to download the Cart items as a CSV

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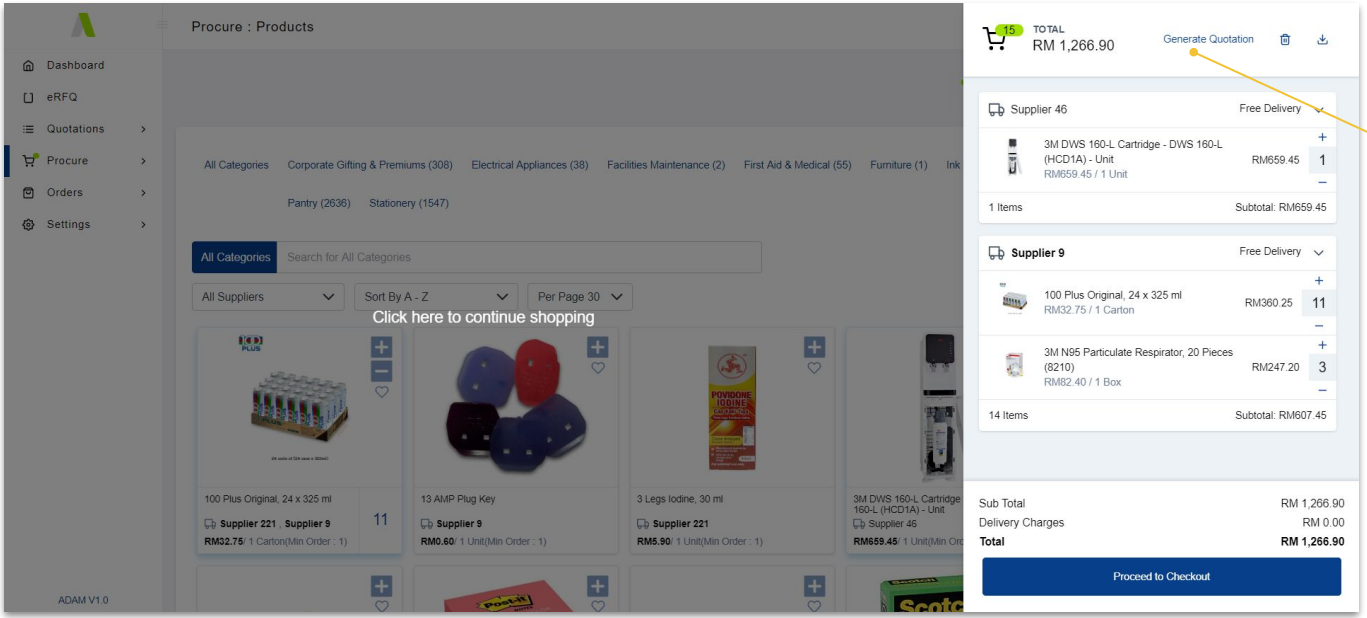
Quick Quotation: Downloading a Supplycart Quotation



Click on the 'Generate Quotation' icon to download the Cart items as a Supplycart Quotation

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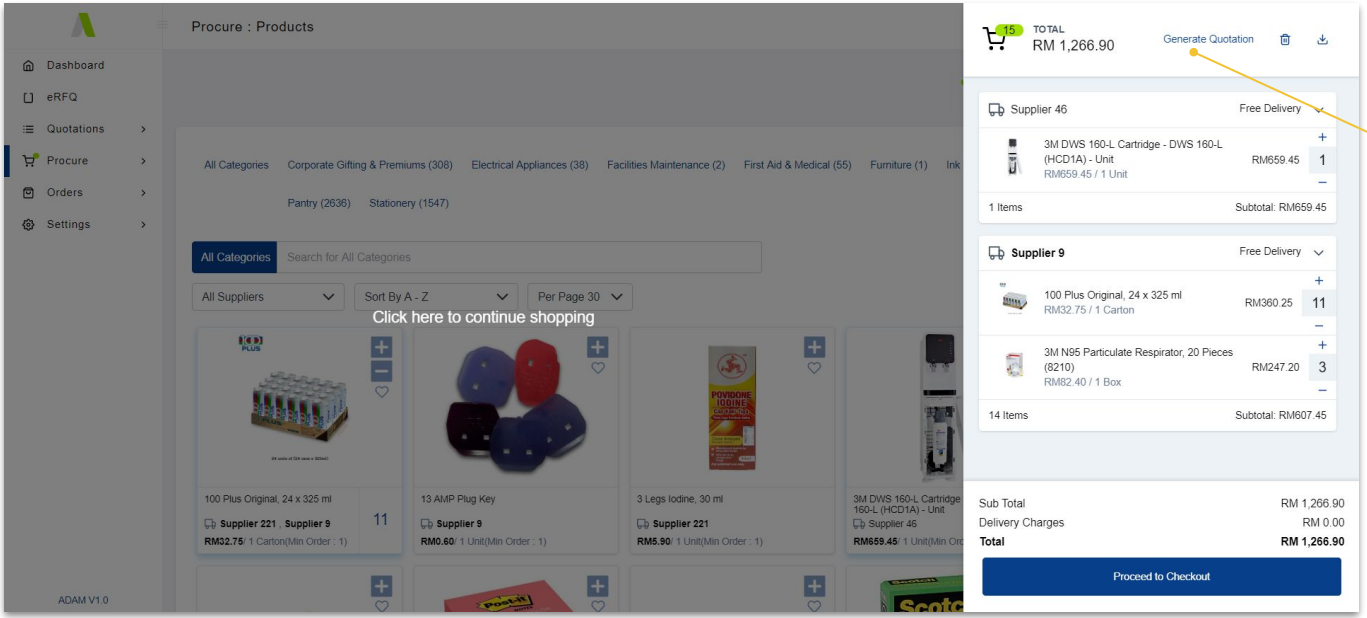
Quick Quotation: Downloading a Supplycart Quotation



Click on the 'Generate Quotation' icon to download the Cart items as a Supplycart Quotation

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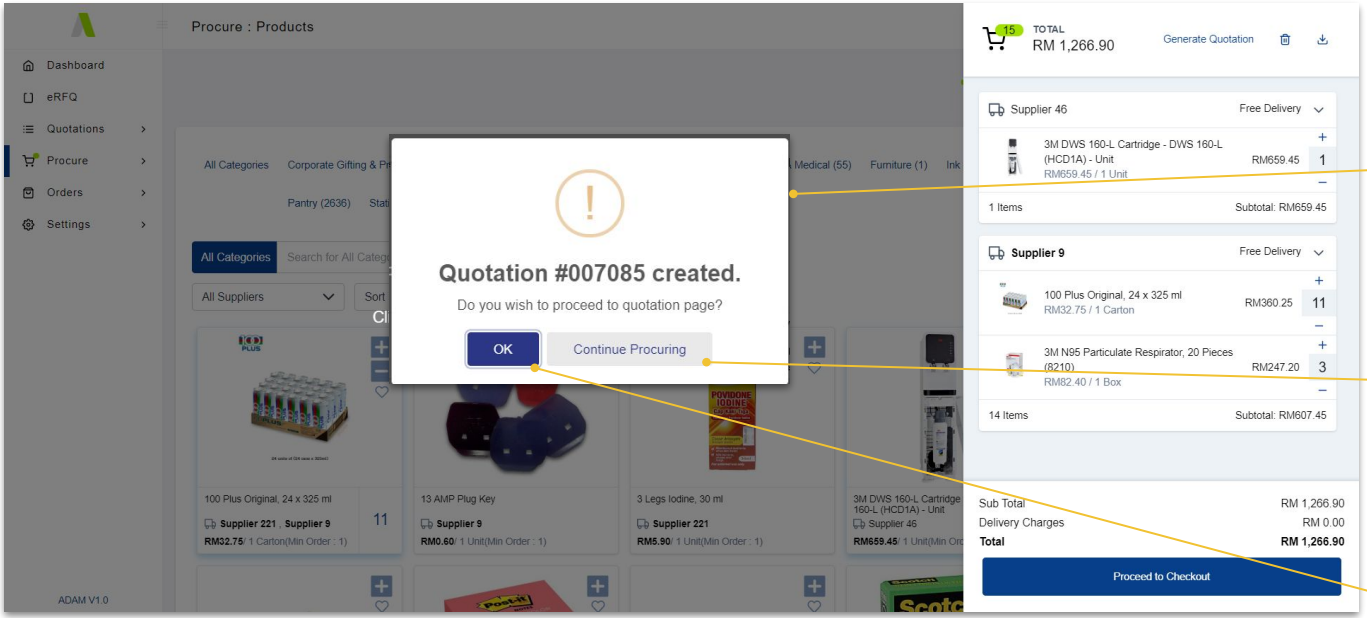
Quick Quotation: Downloading a Supplycart Quotation



A confirmation message will be shown

Click ‘Continue Procuring’ to stay at the ‘Procure’ page

Click ‘OK’ to head to the ‘My Quotations’ page

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Confirming & Rejecting Quotations

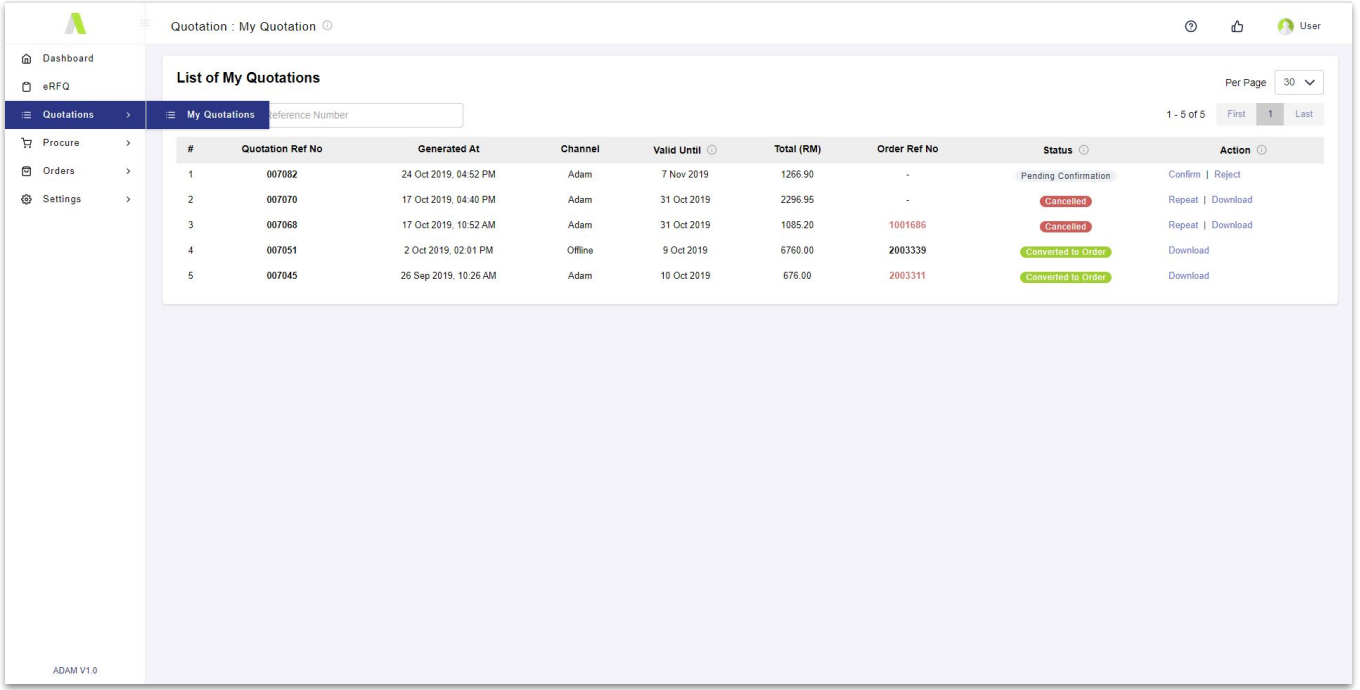
My Quotation - Viewing all Quotations

Side-menu:

Quotations > My Quotations

Page purpose:

View all quotations that have been issued to you



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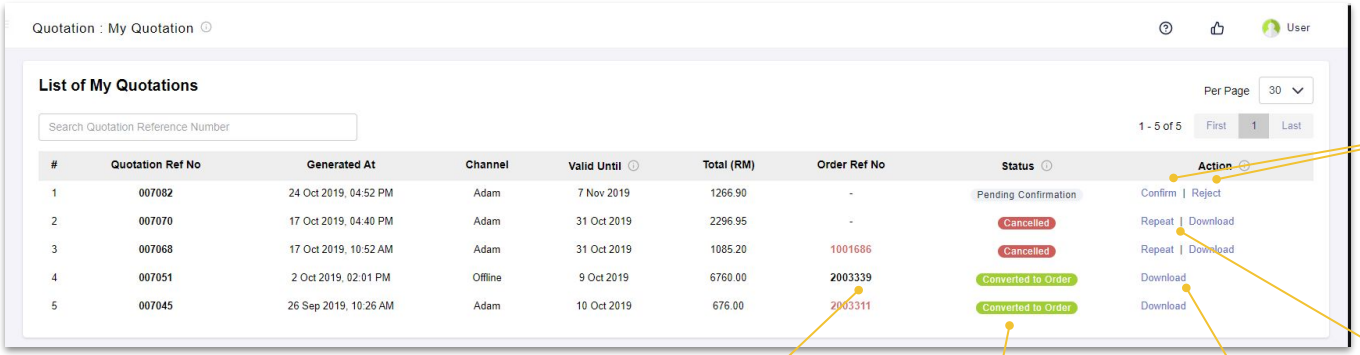
My Quotation - Viewing all Quotations



Click 'Confirm' to convert this quotation to an order.

Click 'Reject' to discard the quotation

For quotations that have been rejected, you may 'Repeat' them to generate a new quote with a new validity period

View the order reference number for quotations that have been 'Confirmed'

View the status of your quotations

Click 'Download' to view and download a PDF version of the quotation

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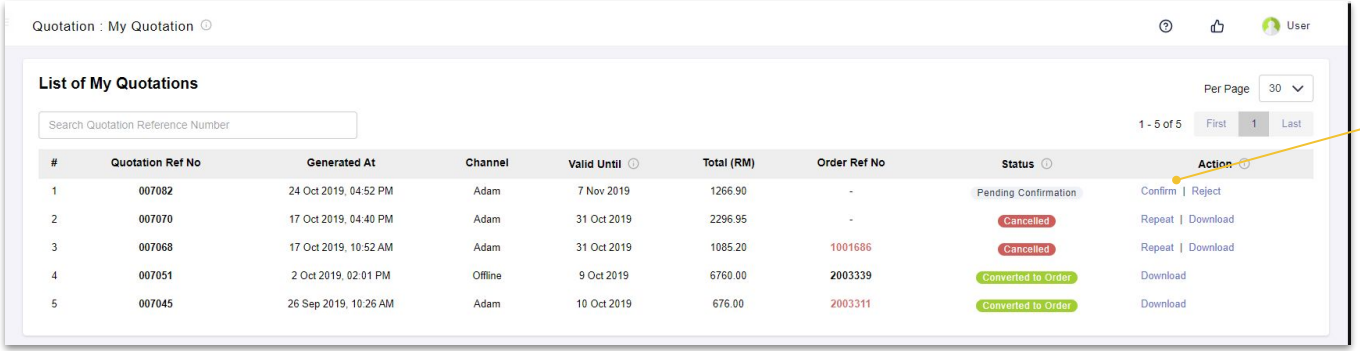
My Quotation - Confirming a Quotation - Step 1 of 3



Click ‘Confirm’ to convert this quotation to an order.

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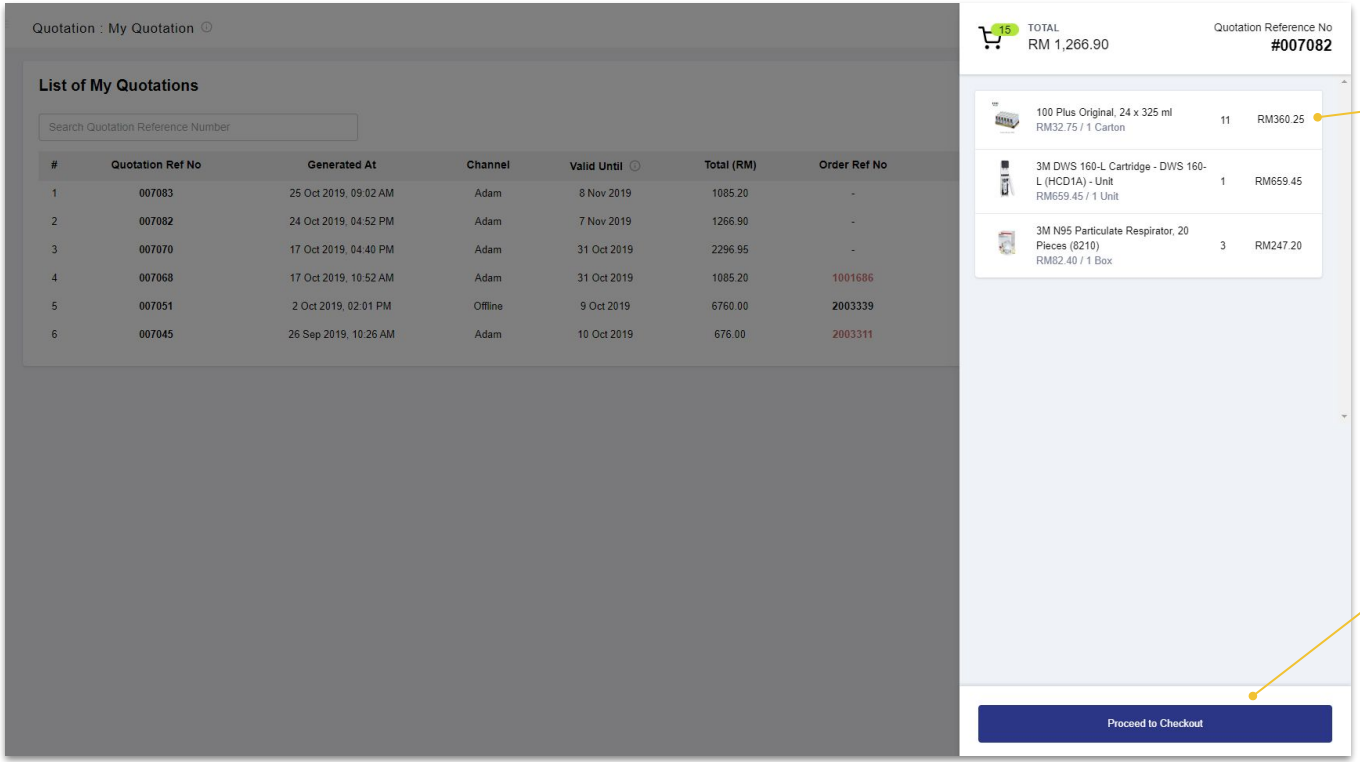
My Quotation - Confirming a Quotation - Step 2 of 3



View the Quotation Details

Click ‘Proceed to Checkout’ to place the order as per your ordering process

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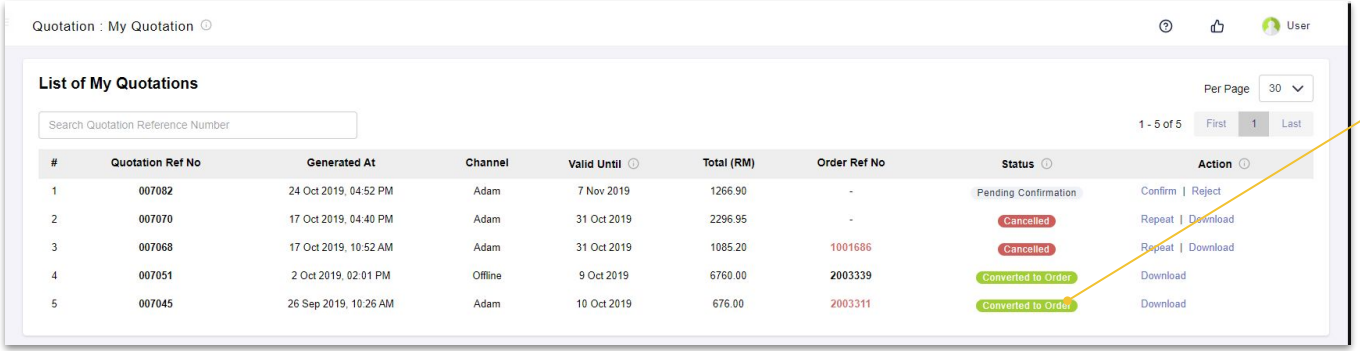
My Quotation - Confirming a Quotation - Step 3 of 3



The Quotation Status will be updated to 'Converted to Order' once you've placed your order

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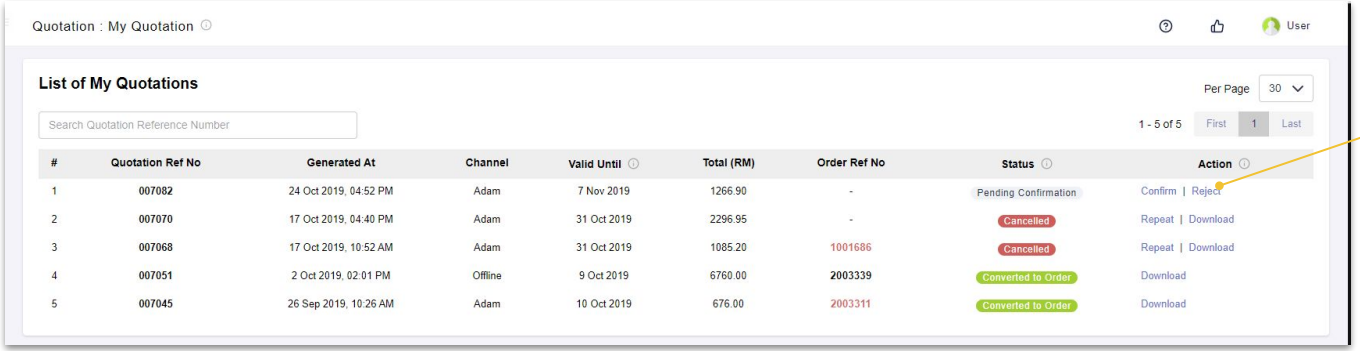
My Quotation - Rejecting a Quotation - Step 1 of 3



Click ‘Reject’ to discard this quotation

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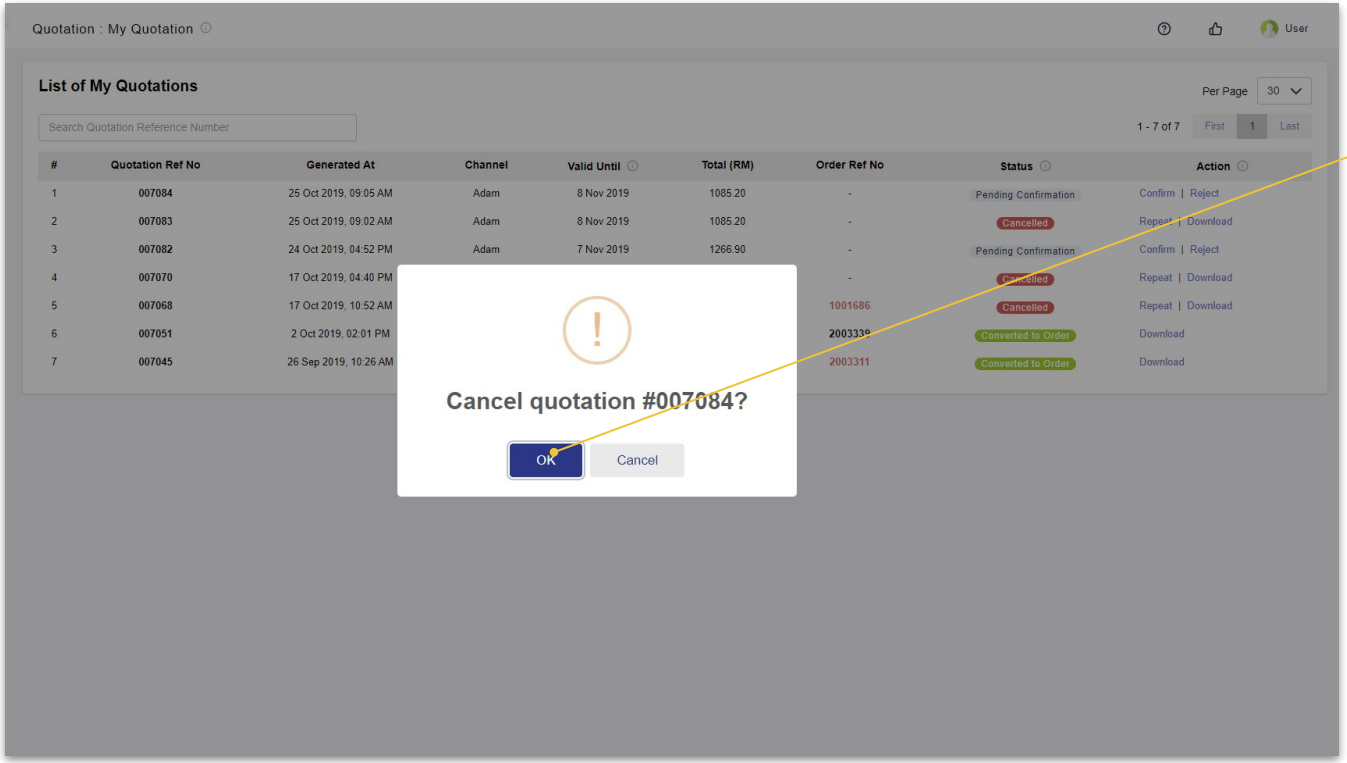
My Quotation - Rejecting a Quotation - Step 2 of 3



Click ‘OK’ to confirm your rejection

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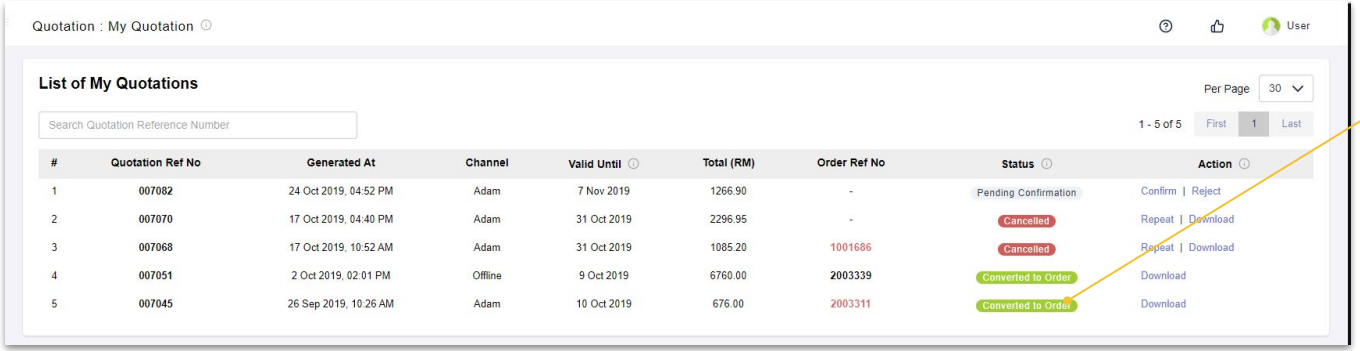
My Quotation - Rejecting a Quotation - Step 3 of 3



The Quotation Status will be updated to 'Cancelled' once you've confirmed rejection

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