

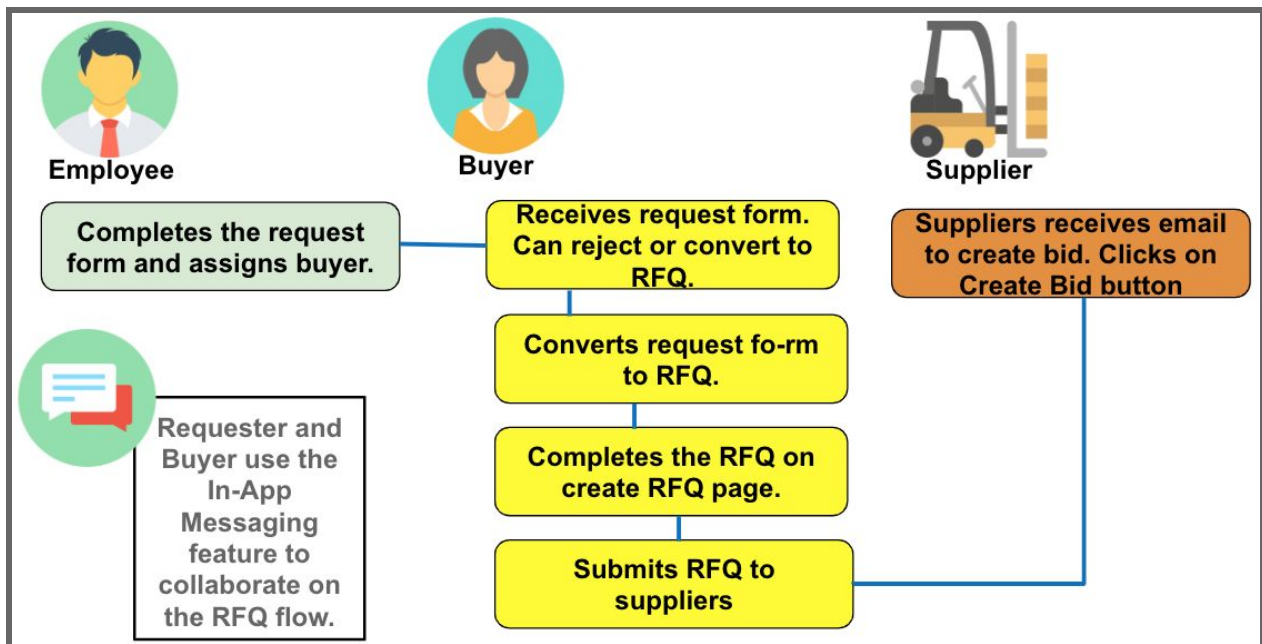
RFQs 3 ways

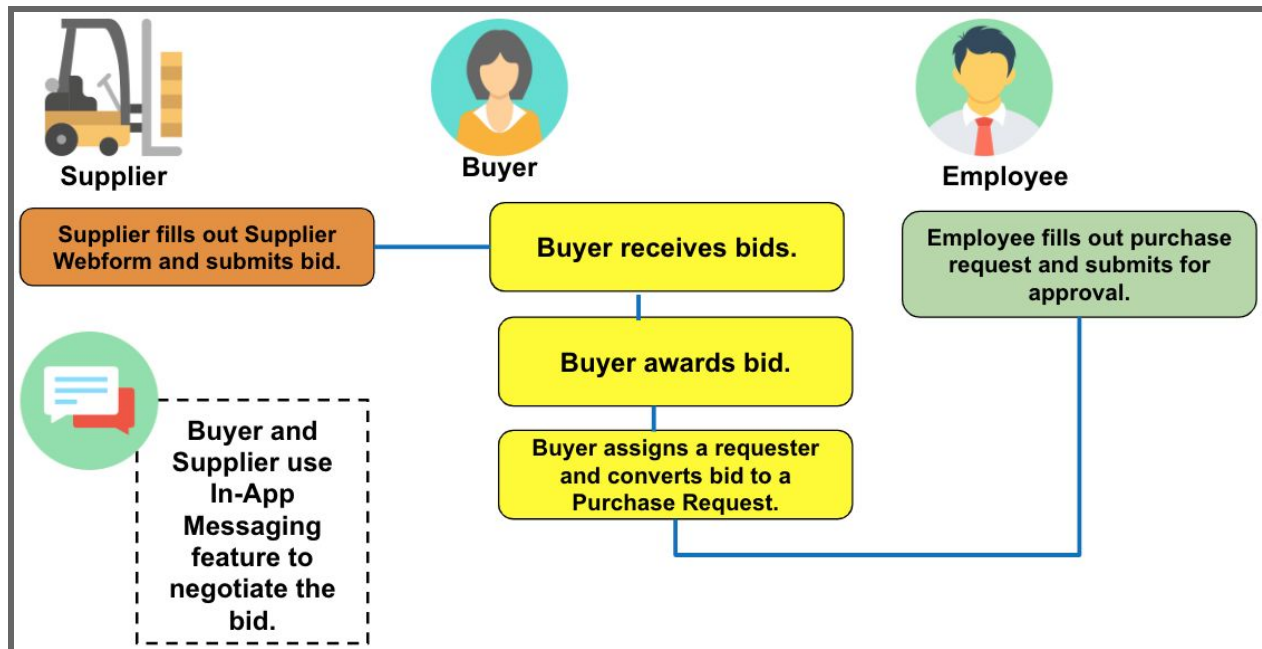
There are three (3) Requests for Quote (RFQ) Workflows based on how Requesters and Buyers are configured.

RFQ WORKFLOW #1

Requester has permission to 'Submit Request Forms'. Buyer brings expertise to submit the request to Suppliers, approve bids and release back to the Requester.

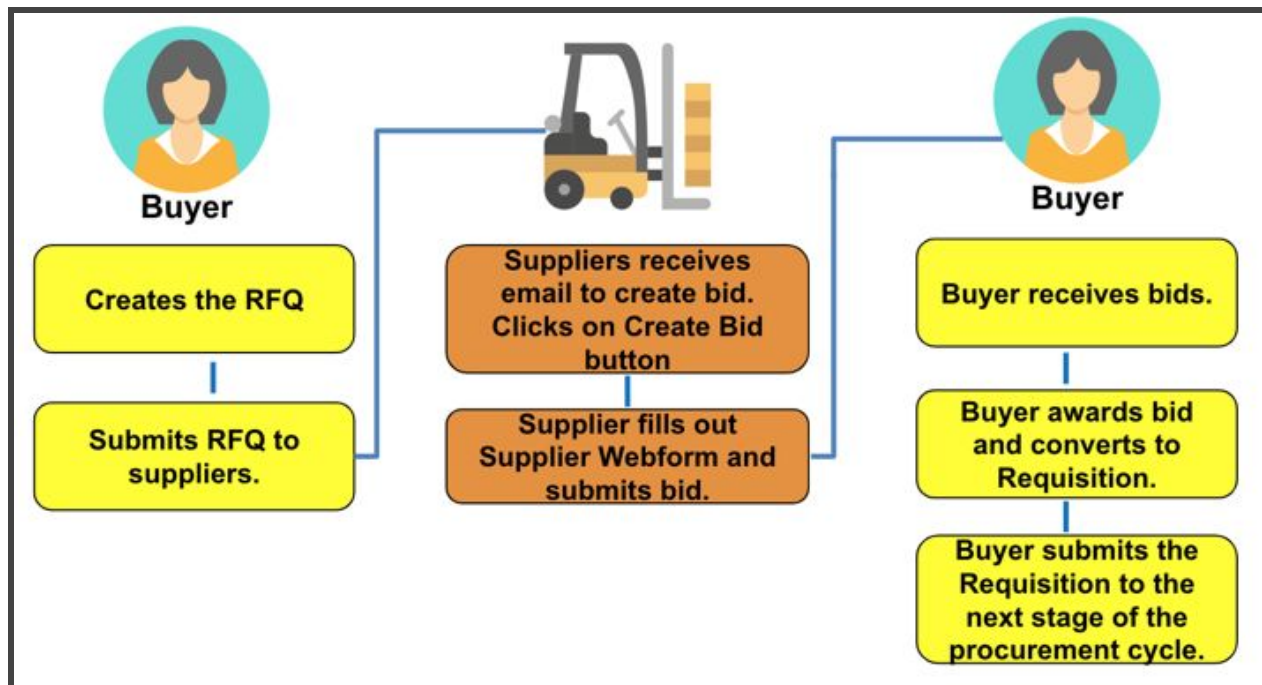
- Requester initiates RFQ process and assigns a Buyer. The assigned Buyer reviews the quote, adds additional details and submits to suppliers. Once supplier bids are received, the Buyer will accept a bid and send the Request draft back to the Requester with the accepted supplier and line item details. The Requester will then complete the Requisition, triggering the next phase in the procurement workflow; financial review if applicable or conversion to PO.





RFQ WORKFLOW #2

Requester is able to 'Submit RFQ to Suppliers' and will incur all responsibilities associated with the Buyer in Workflow #1.



RFQ WORKFLOW #3

Ability to create RFQs is limited to only users with the Buyer or Administrator role. The Buyer initiates the RFQ process, submits to Supplies, approves/rejects bids and converts the bid to submitted requisition is done by the Buyer.

