The following process should be used to notify vendors how to utilize the **'Price-Matching Preference'** with eQuote and applying Price-Matched eQuotes to eRequisitions:

Price Match Process for eQuotes

1. Create an eQuote detailing the shipping information and items to be purchased

2. In the **'External Notes'** section include the following statement:

    If you are interested in participating in the 'Price-Matching Preference', please fill out the *eQuotes Executive Order #50 Form*. The form can be located using the following link, http://www.pandc.nc.gov/divforms.htm. Please sign the form and attach the form in the 'Additional Response Information' section of your eQuote bid response.

External Notes	
Enter notes here. Notes will be sent to suppliers when you Submit the form.	
Log	No notes entered
Notes	If you are interested in participating in the 'Price-Matching Preference', please fill out the eQuotes Executive

Internal Notes	
This log contains a history of notes exchanged within your organization and transactions relevant to this form.	
Log	No notes entered
Notes Enter notes for members of your organization here. Suppliers cannot view the Internal Notes History.	Compose a note to be displayed...

Save As Draft   Continue

3. Add Suppliers to the eQuote and submit the request

Applying Price Matched eQuote to eRequisition

1. On the same eRequisition as the original eQuote, add a non-catalog line item(s) reflective of the eQuote description and updated price provided directly from the North Carolina resident bidder. For compliance tracking purposes, do not create a new eRequisition

2. Attach the vendor's submitted **'eQuotes Executive Order #50'** form on the eRequisition and check the **'Visible to Supplier'** box

Items

Item picking is allowed. To select an item, click in the box to the left. You may add the item(s) to a list, eRequisition, or Purchase Order where applicable.

	Response	Supplier SKU	Item Description	Quantity	Unit	Unit Price	Extended Price
	Item 1 of 1 QUOTED Item						
☐	Quoted Original Item		Executive Order 50 Good	1	Each	$10.00	$10.00

Total of Quoted and Substitute Items $10.00
Total of Additional Items $0.00
Total of Alternate Items $0.00
Shipping **is not** included in the price of the items
Grand Total $10.00

Response Details

eQuote Expires	No Date Specified
Additional Response Info	
Shipping Method	
FOB	Destination
Buyer Attachments	No attachments
Supplier Attachments	< 📄 Attached - eQuoteExecutiveOrder50Form.pdf [download] >

> Download and save the attachment to the desktop to be attached to the eRequisition

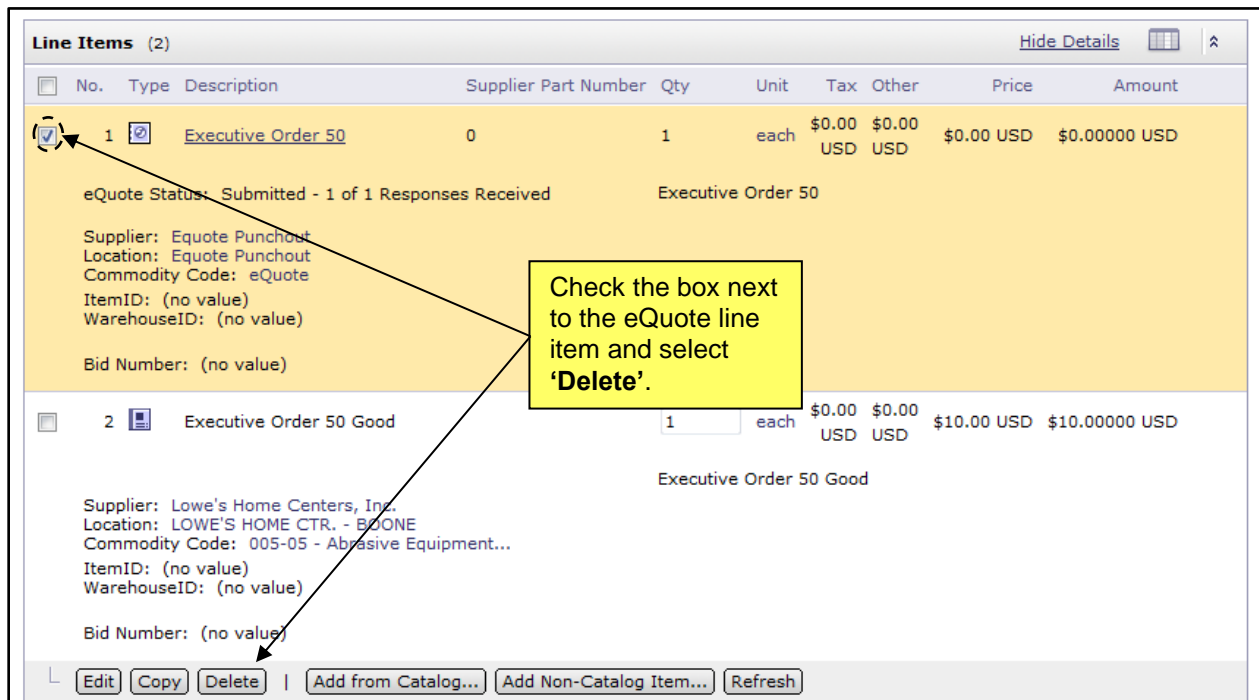**ATTACHMENTS - BY LINE ITEM**

Attachments   ▦

File Name ↑	Size	Creator	Visible to Supplier	
ExecutiveOrder50Form.pdf Download	241.7 KB		☑	Delete

Add Attachment

> Select the **'Add Attachment'** button and locate the vendor's eQuote Executive Order 50 Form. Check the **'Visible to Supplier' box**
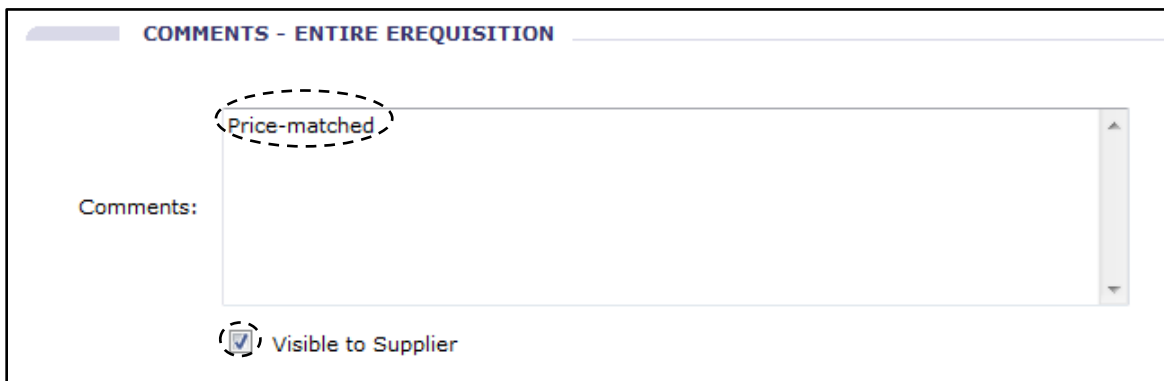
OK   Cancel

3. Delete the eQuote line from the requisition

4. Add a header comment to the requisition that reads **'Price-Matched'**

5. Submit the eRequisition