



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	<div style="border: 1px solid gray; padding: 5px;">If you are interested in participating in the 'Price-Matching Preference', please fill out the eQuotes Executive</div>
Internal Notes	
This log contains a history of notes exchanged within your organization and transactions relevant to this form.	
Log	No notes entered
Notes	Compose a note to be displayed...
<small>Enter notes for members of your organization here. Suppliers cannot view the Internal Notes History.</small>	
<span>Save As Draft</span> <span>Continue</span>	

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

**RQ16763443: Executive Order 50** Items: 0 Total: \$0.00000 USD OK Cancel

If you cannot locate an item in the catalog, request a non-catalog item using the fields below. Non-catalog items may take longer to ...

Full Description:	* Executive Order 50 Good	Quantity:	1
Commodity Code:	* 005-05 - Abrasive Equip	Unit of Measure:	each
Supplier:	Lowe's Home Centers, I	Stock Keeping Unit:	
Location:	LOWE'S HOME CTR. - BOONE [ select ]	Conversion Factor:	1
ItemID:	(none selected)	SKU Quantity:	1
WarehouseID:	(none selected)	Price:	\$10.00 USD
Bid Number:	(none selected)	Tax Rate:	Other
Supplier Part Number:		Tax Amount:	\$0.00 USD
Recycled Content?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Other Costs:	\$0.00 USD
Item Classification:	Good	Amount:	\$10.00000 USD
Contract Type:	No		
Blanket Purchase?	<input type="radio"/> Yes <input checked="" type="radio"/> No		

Update Total

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							
<input type="checkbox"/>	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	
						<b>Grand Total</b>	<b>\$10.00</b>

Response Details	
eQuote Expires	No Date Specified
Additional Response Info	
Shipping Method	
FOB	Destination
Buyer Attachments	No attachments
Supplier Attachments	<input type="checkbox"/> Attached - eQuoteExecutiveOrder50Form.pdf <a href="#">download</a>

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

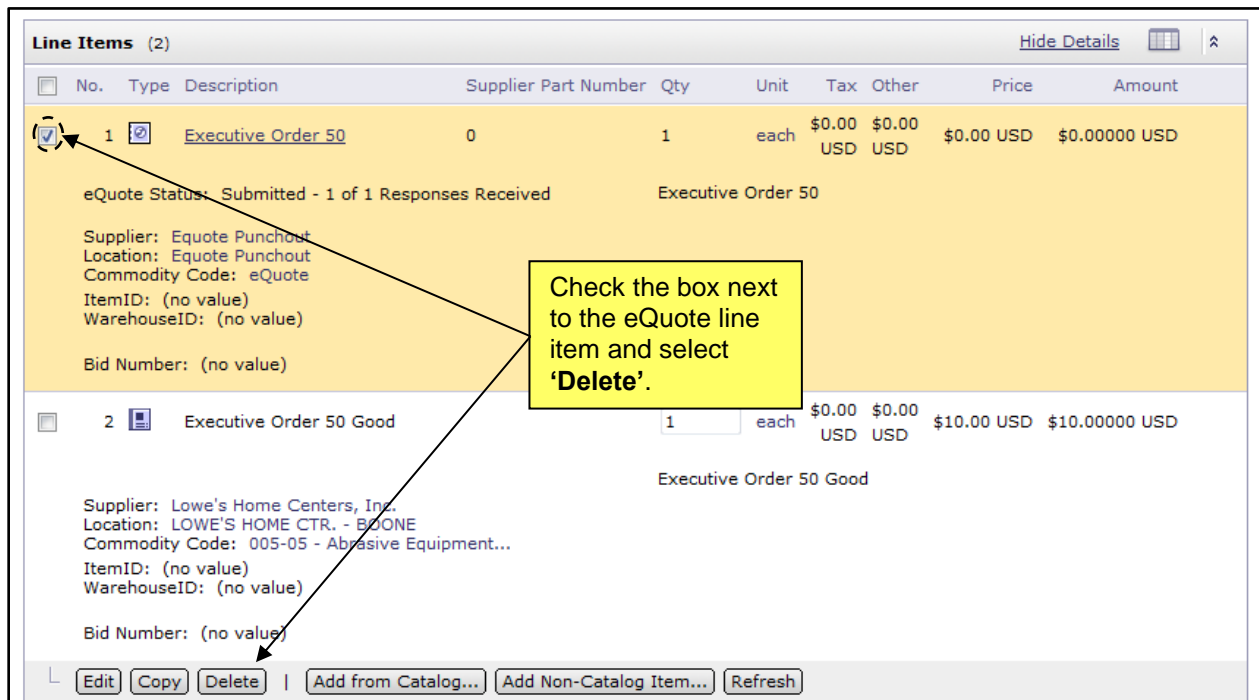
**ATTACHMENTS - BY LINE ITEM**

Attachments			
File Name ↑	Size	Creator	Visible to Supplier
ExecutiveOrder50Form.pdf <a href="#">Download</a>	241.7 KB		<input checked="" type="checkbox"/> <a href="#">Delete</a>
<a href="#">Add Attachment</a>			

OK Cancel

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

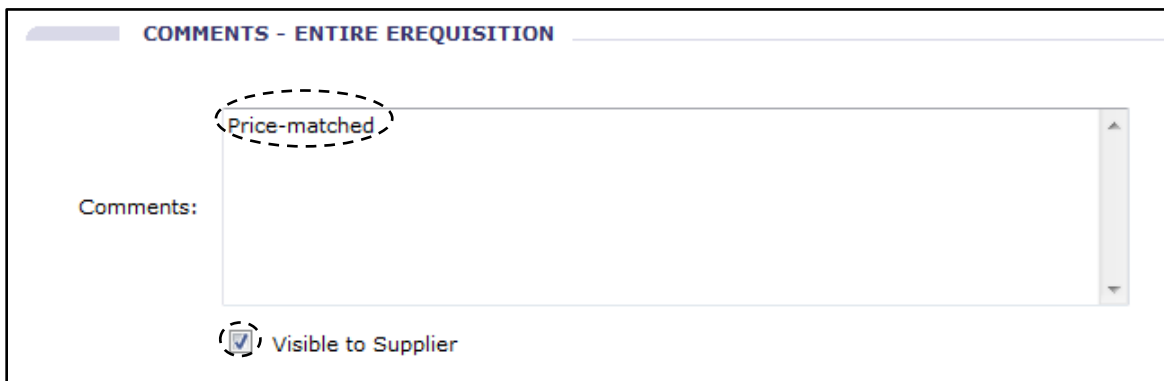
3. Delete the eQuote line from the requisition



No.	Type	Description	Supplier Part Number	Qty	Unit	Tax	Other	Price	Amount
1	<input checked="" type="checkbox"/>	Executive Order 50	0	1	each	\$0.00 USD	\$0.00 USD	\$0.00 USD	\$0.00000 USD
eQuote Status: Submitted - 1 of 1 Responses Received      Executive Order 50 Supplier: Equote Punchout Location: Equote Punchout Commodity Code: eQuote ItemID: (no value) WarehouseID: (no value) Bid Number: (no value)									
2	<input type="checkbox"/>	Executive Order 50 Good		1	each	\$0.00 USD	\$0.00 USD	\$10.00 USD	\$10.00000 USD
Executive Order 50 Good Supplier: Lowe's Home Centers, Inc. Location: LOWE'S HOME CTR. - BOONE Commodity Code: 005-05 - Abrasive Equipment... ItemID: (no value) WarehouseID: (no value) Bid Number: (no value)									

Buttons: Edit, Copy, Delete, Add from Catalog..., Add Non-Catalog Item..., Refresh

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



**COMMENTS - ENTIRE EREQUISITION**

Comments:

Visible to Supplier

5. Submit the eRequisition