

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

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 dashed black; border-radius: 50%; 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... <input type="text"/>
<input type="button" value="Save As Draft"/> <input type="button" value="Continue"/>	

3. Add Suppliers to the eQuote and submit the request.

Applying Price Matched eQuote to Requisition

1. On the same requisition 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 requisition.

1 Add Title

2 **Add Items**

3 Checkout

PR9946723: Executive Order 50

Items: 1 Total: \$0.00USD

OK Cancel

2 Add Non-Catalog Item eRequisition

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 process because your purchasing department may get involved to complete the order. Add the information before leaving the screen. [How To](#)

Full Description: Executive Order 50 Good

*Commodity Code: 005-14 - Abrasives, Coated:...

*Supplier: AIRAND LTD

Location: KERNERSVILLE [select]

ItemID: (no value)

WarehouseID: (no value)

Bid Number: (no value)

Supplier Part #:

Recycled Content? Yes No

Item Classification: Good Service

Contract: No

Blanket Purchase? Yes No

Quantity: 1

Unit of Measure: each

Stock Keeping Unit:

Conversion Factor: 1

SKU Quantity: 1

Price: \$10.00USD

Tax Rate: Other

Tax Amount: \$0.00USD

Other Costs: \$0.00USD

Amount: \$10.00USD

2. Attach the vendor's submitted 'eQuotes Executive Order #50' form on the requisition and check the 'include comment and/or attachments on purchase orders'.

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"/>		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
<small>Shipping is not included in the price of the items</small>						
Grand Total						\$10.00

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 download

Download and save the attachment to the desktop to be attached to the requisition.

12/8/2010

Executive Order 50

2

Shipping - Entire eRequisition

Ship To: S02
 Deliver To: Lauren Bryant
 Need-by Date: ?
 Shipping Method: BEST WAY
 *FOB Code: 001
 *Terms of Payment: N30

Comments - Entire eRequisition

Comments:

Selecting the checkbox will send comments to your integrated backend system and place them on the purchase order.

Include comment and/or attachments on purchase orders

Attachments: [QuoteExecutiveOrder50Form.pdf](#)

* indicates required field

Select the 'Add Attachment' button and locate the vendor's eQuote Executive order 50 Form. Check the 'Include comment and/or attachments on purchase orders'.

3. Delete the eQuote line from the requisition.

No.	Type	Description	Supplier Part Number	Qty	Unit	Price	Tax	Other	Amount
<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/>	Executive Order 50	0	1	each	\$0.00USD	\$0.00USD	\$0.00USD	\$0.00USD
Quote Status: Submitted - 0 of 1 Responses Received Executive Order 50 Contract ID: Supplier: (No Preference) Location: (no value) Commodity Code: Equote ItemID: (no value) WarehouseID: (no value) Company: Account: Center:									
<input type="checkbox"/> 2	<input checked="" type="checkbox"/>	Executive Order 50 Good		1	each	\$10.00USD	\$0.00USD	\$0.00USD	\$10.00USD
Executive Order 50 Good Contract ID: Supplier: AIRAND LTD Location: KERNERSVILLE Commodity Code: 005-14 - Abrasives, Coated... ItemID: (no value) WarehouseID: (no value) Company: 1401 Account: 532333 Center: 2115									

|

Total Cost: \$10.00USD

Check the box next to the eQuote line item and select 'Delete'.

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

Comments - Entire eRequisition

Comments: Price-Matched

Selecting the checkbox will send comments to your integrated backend system and place them on the purchase order.

include comment and/or attachments on purchase orders

Attachments: [eQuoteExecutiveOrder50Form.pdf](#)

* indicates required field

5. Submit the requisition.