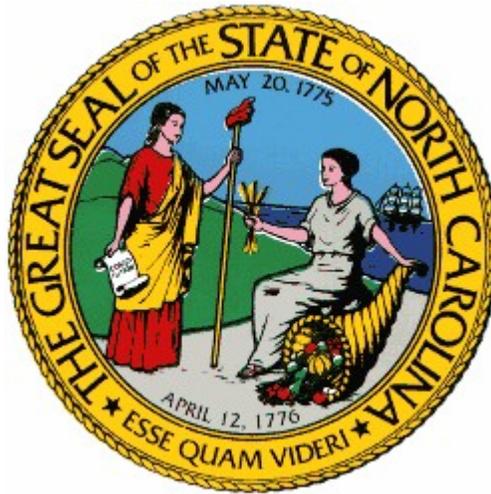


# NC E-Procurement @ Your Service

## Instructor-Led Training

### *Instructor Guide*



### *eQuote Course*

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**Course**                      **eQuote Introduction**

**Course Overview**

**NC E-Procurement @ Your Service** is an online purchasing system that is currently being used by North Carolina State Agencies, Universities, Community Colleges, Local Education Authorities (LEAs), and local governments.

The instructor-led E-Procurement **eQuote** course helps participants understand how to complete eQuote functions on NC E-Procurement @ Your Service. This course instructs participants on how to create and award an eQuote.

eQuote functions much like a punchout session in the E-Procurement System. Users will punchout to create an eQuote, using the eQuote functionality. Suppliers are able to respond to these requests for quotes using the same system. Due to functionality required to create and respond to an eQuote, we are unable to create a real eQuote during training. As a result, this course will be conducted using HTML, or website, pages.

Unfortunately, these HTML pages are not a real, dynamic environment. The user cannot freely move around the screens. Participants must follow along with the eQuote course material in order to progress through the steps in the HTML training environment. If the steps are not followed correctly, the user will not be able to access the next screen in the process.

In addition, please keep in mind that the dates, users, suppliers and scenarios used in this material are for training purposes only. The information is included to demonstrate system functionality. Please note that the dates may not be consistent with the actual dates of your training and the user/supplier information may be fictitious.

In order to assist both participants and instructors, the website address for each page is provided above the screen shot throughout the eQuote training materials. The website address will remain the same, however, the numbers at the end of the address will increase, in sequence, from the first page to the last. If a user is having difficulty progressing to the next step, the instructor can help by advancing the number at the end of the URL address to the appropriate page.

**Course Topics**

- Topic 1      eQuote Process
- Topic 2      Create an eQuote
- Topic 3      Selecting eQuote Suppliers
- Topic 4      View and Evaluate Responses

- 
- Audience**
- Purchasing Agents
  - Purchasing Managers
  - Requisitioners with ability to create eQuotes

- 
- Prerequisites**
- Basic computer skills (using a keyboard and mouse)
  - Windows skills (ability to open, minimize and close windows)
  - Internet skills (using Netscape or Internet Explorer)
  - Knowledge of the NC Procurement Policies and Procedures
  - eRequisition Course

- 
- Course Objectives**
- After training, participants will be able to:
- Initiate an eQuote
  - Search for and select suppliers
  - Evaluate supplier responses
  - Select items from supplier responses and add items to an eRequisition

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**Estimated Time**    3 hours

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**Topic 1**

**eQuote Process Overview**

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**Overview and Benefits**

eQuote is a tool within NC E-Procurement @ Your Service that can be used to solicit and review quotes from multiple suppliers for a good or service. The tool is used for open market purchases that do not require the creation of a Request for Proposal (RFP) in the Interactive Purchasing System (IPS).

eQuote is recommended in the following situations:

- The item is not listed on term contract and is less than your entity's delegation amount
- The item is a high dollar or high volume term contract item under your entity's delegation amount
- A rush order is needed (response within 4 hours)
- Competitive quotes from 3 or more suppliers are needed

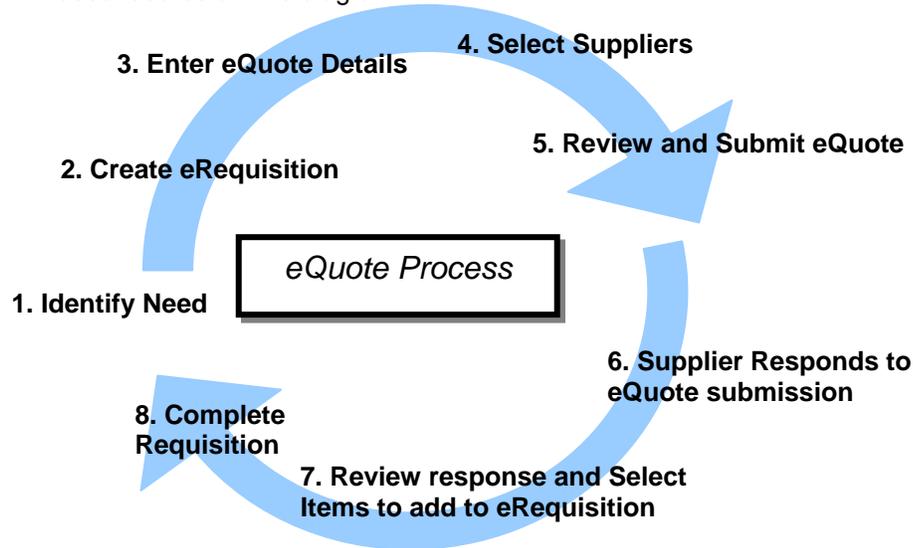
The benefits of eQuote are:

- Provides clear definitions of the desired item; can also add attachments
- Electronic processing - no paperwork, phone calls or faxes are necessary
- Faster response time from suppliers
- Responses from suppliers with exact items, substitutes, add-ons, and alternatives
- Ability to view a clear audit trail of your eQuotes
- Responses can be tabulated to compare supplier responses and make faster and easier decisions
- Cost Savings
- Clearly marked HUBs and local suppliers

Users with eQuote permissions are now able to create eQuotes specifically for a service line item:

- Enter the eQuote line item description and set '**Qty**' to 1
  - Using the '**Unit**' drop down menu, select either '**Dollar**' or '**Hour**' depending on the type of service
  - Click the '**Service**' radio button
  - Complete the remaining eQuote steps and click '**Submit**'
  - **Note:** '**Dollar**' should be selected for non-blanket services. '**Hour**' should be selected for blanket services
-

**eQuote Process** The following diagram outlines the eQuote process. Each piece of the process is described below the diagram.



1. **Identify Need:** Determine if it is appropriate to create an eQuote.
2. **Create eRequisition:** Begin the process of creating an eRequisition.
3. **Enter eQuote details:** The eQuote functionality provides you with the flexibility to enter detailed product specifications in a format that can be viewed by suppliers. There is ample space for additional specifications, and terms and conditions, as well as the ability to include five electronic file attachments (in Excel, PowerPoint, Word, WordPerfect, or Digital Photo files), which can be used to clarify the specified items or detailed terms and conditions.
4. **Select suppliers:** Users can select suppliers by name or by category search, such as "Office Supplies". Your search criteria must also include 2<sup>nd</sup> and 3<sup>rd</sup> level subcategories. In addition, users can search for suppliers based on whether they provide a 'Rush Response' (response within 4 hours). Once the suppliers are located, the user can select as many suppliers as desired to receive the eQuote. Only suppliers that have agreed to the NC Terms and Conditions in the Statewide Vendor Registration site are displayed in eQuote.
5. **Review and submit eQuote:** The next step is a confirmation of details and suppliers. This stage includes sending the eQuote to the supplier.
6. **Supplier responds to eQuote submission:** Once the eQuote is submitted, suppliers will respond with their prices and specifications for the received eQuote. Each supplier can submit a price response, add items, make substitutions, add alternates, and provide details and attachments to the buyer's request.

- 
7. **Review responses and select items to add to eRequisition:** After the requested eQuote due date, the user can review the status of the request, view supplier responses and select items from the responses.
  8. **Complete requisition:** Once items have been selected and awarded from the supplier responses, they are added as line items onto the requisition.

---

**Review Questions**

**Instructions:**

Answer the following questions. Please feel free to review the contents of the course and talk with classmates in order to determine the answers.

**Questions:**

1. What are the 8 stages of creating an eQuote?
2. True or False: The first step to create an eQuote is to create a new requisition.
3. True or False: eQuotes do not leave a clear audit trail.
4. What are the two methods buyers can use to locate a supplier in eQuote?

---

**Key Summary Points**

- eQuotes should be created if: 1) you can't find an item(s) on a term contract, 2) you need a rush order, and/or 3) you need to find multiple suppliers to provide competitive prices for an item.
  - eQuote allows suppliers to provide quicker response times.
  - A user only needs to create one eQuote for a desired item and can send it to as many suppliers as necessary.
  - Suppliers can be selected through two methods in eQuote: 1) Search for a specific supplier by name and 2) Search for a list of suppliers based on the three tiered categories displayed.
-

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**Topic 2**                    **Create an eQuote**

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**Overview**                    **Create an eQuote**

The first step to create an eQuote is to create an eRequisition. Once an eRequisition is created, users will click the “eQuote” button from the Add Items catalog page. Contact your Security Administrator if you need eQuote functionality but do not see the eQuote button on the Add Items page.

The individual who creates the eQuote must also review and award the requested item to the selected suppliers. If you need your supervisor or purchasing agent to award it, it is recommended that you send the order information as a non-catalog item to your supervisor and allow him/her to create the eQuote. The supervisor should delete the existing non-catalog line item and add the item as an eQuote.

It is highly recommend that you gather all necessary information and finalize all documentation prior to starting the eQuote. The E-Procurement System will automatically log you out after 30 minutes of being idle. If this should happen, the requisition is automatically saved; however, the eQuote information is only saved if the user clicks the “Save As Draft” button. It is recommended that the user save their work at the end of every eQuote page.

As you are walking through the steps to create an eQuote in the training environment, please remember that the website address for each page is provided above each screen shot. If a participant gets off track, advance the number at the end of the website address to the appropriate page.

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**Scenario:**                    **Create an eQuote**  
**Create an**  
**eQuote**

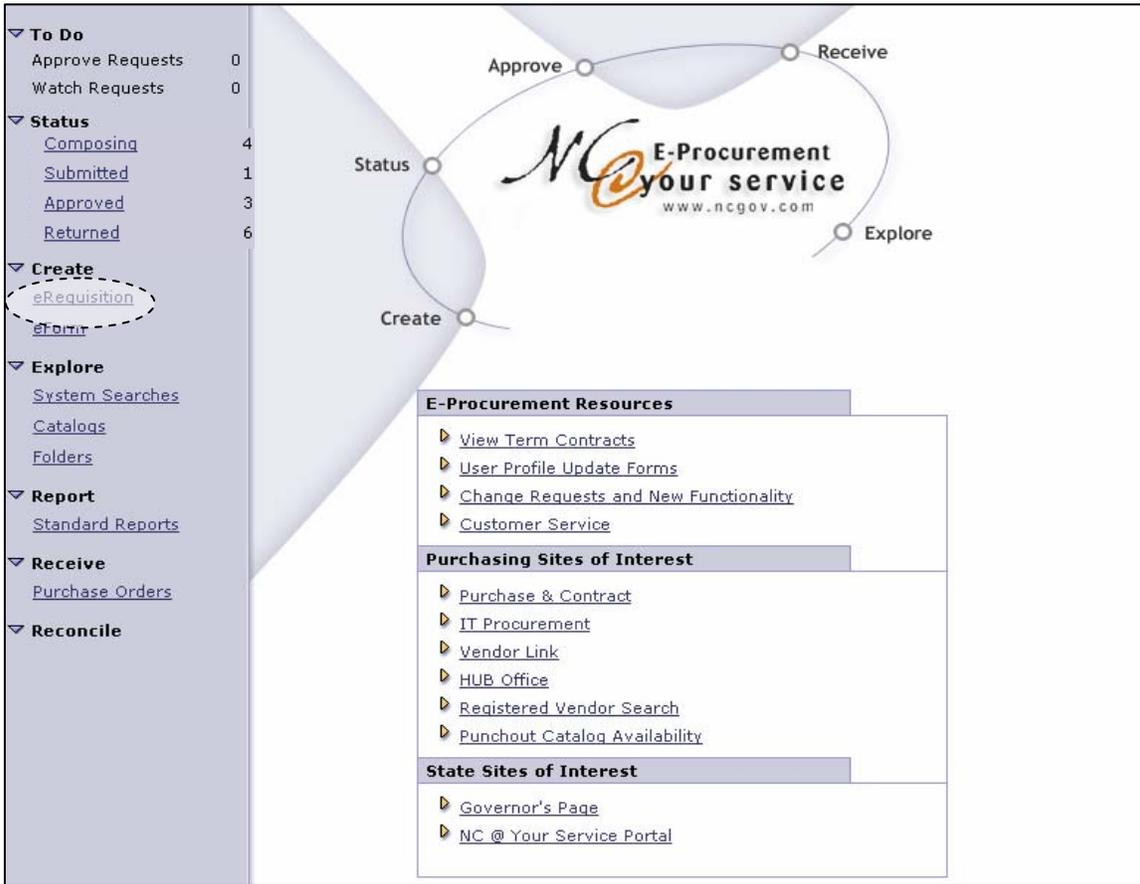
Your user name for this training course is Julie Batchelor. You are in need of special high-resolution computer monitors and mounting cables. In checking the available term contracts, you located several computer monitors, but none that matched your specific need. You decide to create an eQuote.

One of the term contract suppliers, Monitor Warehouse, provided several different monitors on contract. In your experience, you know that the contract supplier is also a good eQuote candidate.

---

**Walkthrough**

**Create an eQuote**



The screenshot displays the NC E-Procurement user interface. On the left is a navigation menu with the following sections:

- To Do**
  - Approve Requests: 0
  - Watch Requests: 0
- Status**
  - Composing: 4
  - Submitted: 1
  - Approved: 3
  - Returned: 6
- Create**
  - eRequisition (circled in red)
  - eForm
- Explore**
  - System Searches
  - Catalogs
  - Folders
- Report**
  - Standard Reports
- Receive**
  - Purchase Orders
- Reconcile**

The main content area features a circular process diagram with nodes for 'Create', 'Status', 'Approve', 'Receive', and 'Explore'. Below the diagram are three resource lists:

- E-Procurement Resources**
  - View Term Contracts
  - User Profile Update Forms
  - Change Requests and New Functionality
  - Customer Service
- Purchasing Sites of Interest**
  - Purchase & Contract
  - IT Procurement
  - Vendor Link
  - HUB Office
  - Registered Vendor Search
  - Punchout Catalog Availability
- State Sites of Interest**
  - Governor's Page
  - NC @ Your Service Portal

1. Click the "eRequisition" link on the Shortcut Menu. The Add Title page displays.

PR8001612: Untitled eRequisition  
Items: 0 Total: \$0.00USD

**1** Add Title

Title: Untitled eRequisition

Pre-Encumbrance Status: ~~Not Encumbered~~

On Behalf Of: KRISTIN MELNYCZUK

Delay Purchase Until: ?

\*Buying Entity: 14EG

Requisition Type: Under Delegation

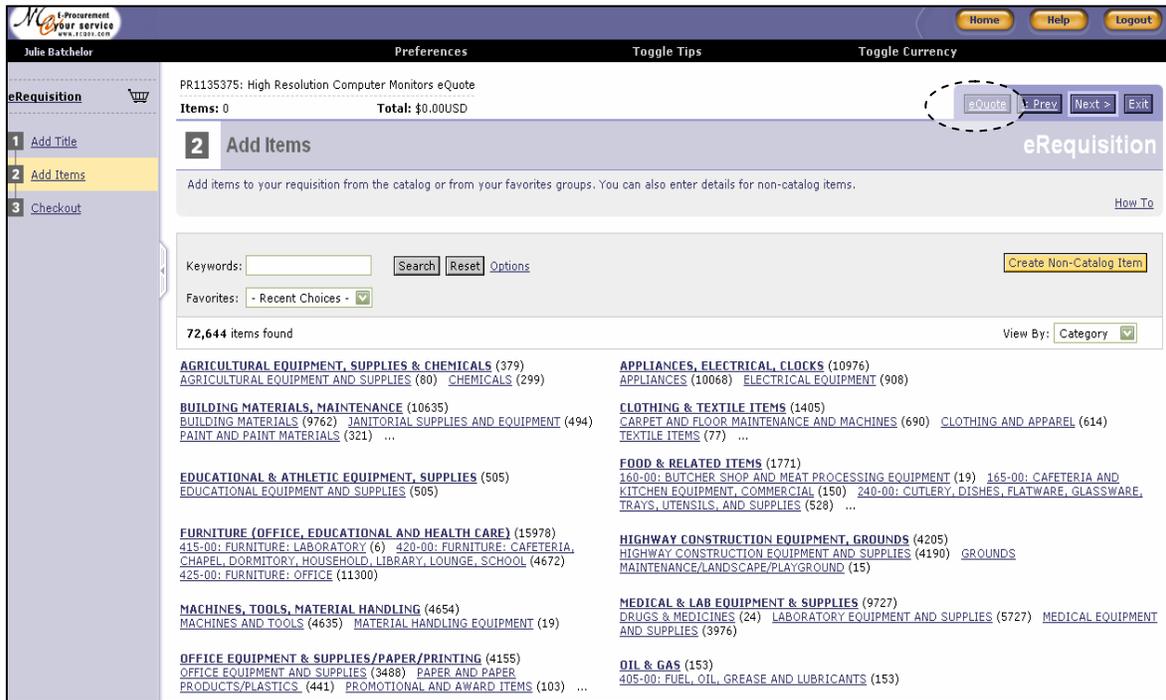
Transmit To Supplier?

\* indicates required field

Next > Exit

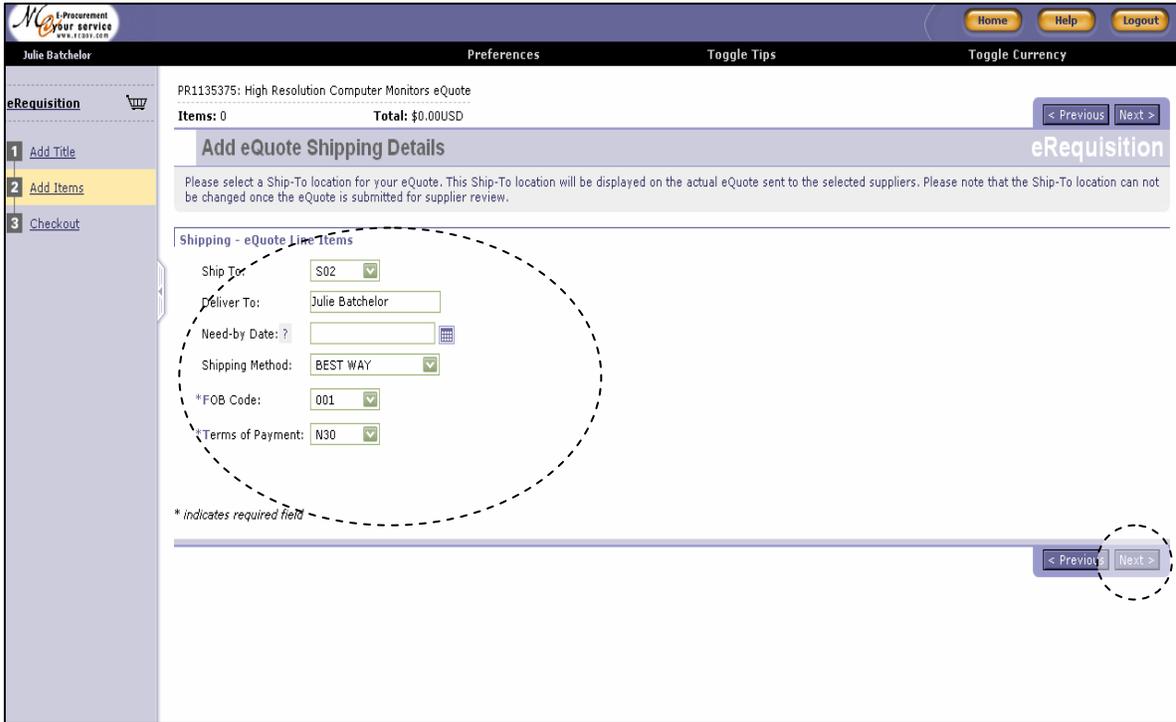
2. In the "Title" field type, "High Resolution Computer Monitors eQuote". Click the "Next" button. The Add Items page displays.

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_begin.htm](http://equote-training.ncgov.com/equote_demo_begin.htm))



3. Click the “eQuote” button. The Add eQuote Shipping Details page displays.

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_1.htm](http://equote-training.ncgov.com/equote_demo_1.htm))



PR1135375: High Resolution Computer Monitors eQuote  
 Items: 0 Total: \$0.00USD

### Add eQuote Shipping Details

Please select a Ship-To location for your eQuote. This Ship-To location will be displayed on the actual eQuote sent to the selected suppliers. Please note that the Ship-To location can not be changed once the eQuote is submitted for supplier review.

Shipping - eQuote Line Items

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

\* indicates required field

4. In the “Deliver To” field, enter “Julie Batchelor.”
5. In the “Shipping Method” field, enter “Best Way”.
6. In the “FOB Code” field, enter “001”.
7. In the “Terms of Payment” field, enter “N30”.

**Note:** It is important to enter the correct information on this page. It will not be modifiable at a later time.

8. Click the “Next” button at the bottom of the page to continue. The Create eQuote page displays.

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_2.htm](http://equote-training.ncgov.com/equote_demo_2.htm))

**Note:** The header for the eQuote pages contains a step-by-step guide through the eQuote process. These numbered steps function similarly to the Shortcut Menu in the E-Procurement System. The step that you are currently on is highlighted by a grey-shaded number. We are currently on “Step One: Enter eQuote Info”.

**Note:** The eQuote title will default to the requisition title but it is possible to change the eQuote title, if needed.

- In the “eQuote Response Due” field, enter “June 20, 2008”.

**Note:** The “Response Due Date” field is required. It will default to six days from the date the eQuote is created if the field is not populated. Please note that this will not happen in the training environment.

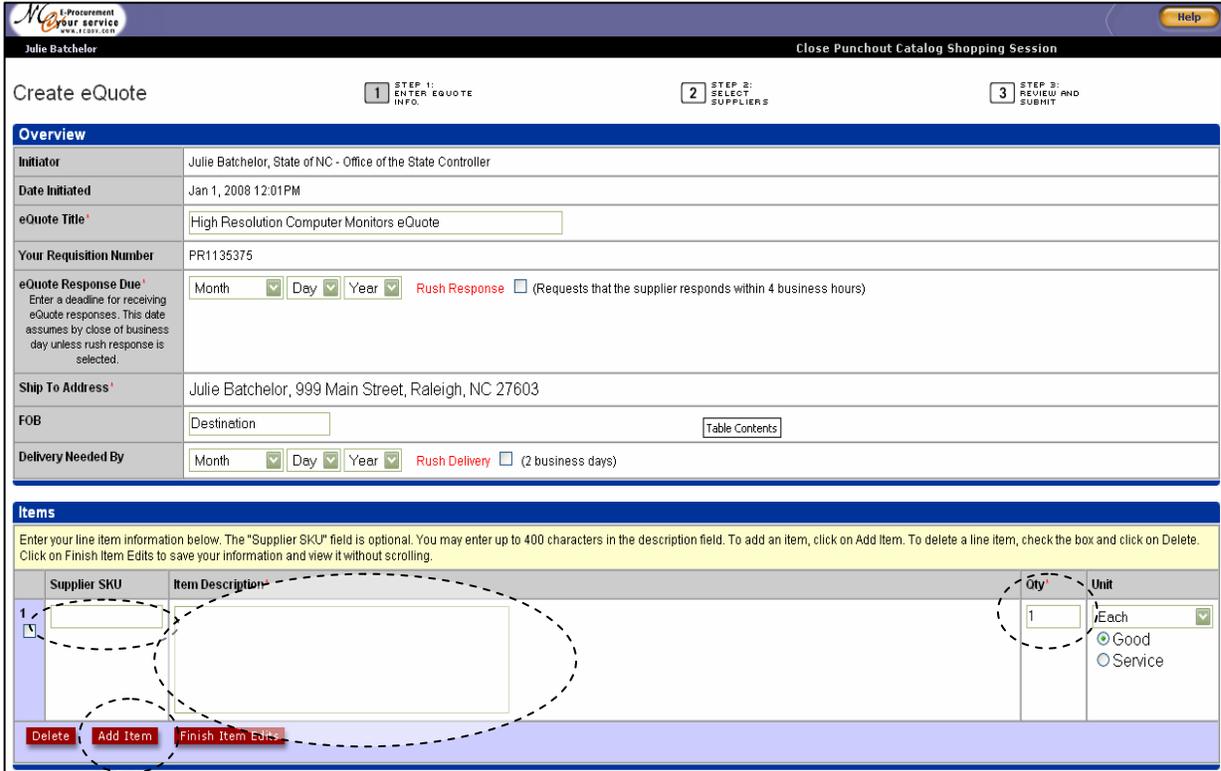
**Note:** You can check the “Rush Response” checkbox to specify that you would like to receive a response within 4 business hours. It is recommended that you not check this box unless it is necessary – it may limit the number of responses you receive.

- In the “Delivery Needed By” field, enter “June 25, 2008”.

**Note:** You can check the “Rush Delivery” checkbox to indicate that you would like the item to be delivered within two business days.

- In the “How many items would you like to display” field, enter “1” and click on the “Display” button to add an item to the eQuote. The Items section displays an area to create an item line.

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_3.htm](http://equote-training.ncgov.com/equote_demo_3.htm))



Create eQuote 1 STEP 1: ENTER EQUOTE INFO. 2 STEP 2: SELECT SUPPLIERS 3 STEP 3: REVIEW AND SUBMIT

**Overview**

Initiator: Julie Batchelor, State of NC - Office of the State Controller  
 Date Initiated: Jan 1, 2008 12:01PM  
 eQuote Title: High Resolution Computer Monitors eQuote  
 Your Requisition Number: PR1135375  
 eQuote Response Due: Month Day Year  Rush Response (Requests that the supplier responds within 4 business hours)  
 Ship To Address: Julie Batchelor, 999 Main Street, Raleigh, NC 27603  
 FOB: Destination Table Contents  
 Delivery Needed By: Month Day Year  Rush Delivery (2 business days)

**Items**

Enter your line item information below. The "Supplier SKU" field is optional. You may enter up to 400 characters in the description field. To add an item, click on Add Item. To delete a line item, check the box and click on Delete. Click on Finish Item Edits to save your information and view it without scrolling.

Supplier SKU	Item Description	Qty	Unit
		1	Each

Good  Service

12. In the "Item Description" field, enter "15 inch computer monitor with at least 0.298 mm dot pitch and at least 1024 x 768 @ 75 Hz maximum resolution".

**Note:** Be as specific as possible when describing the item. Include manufacturer information and or any specifications you have. Add an attachment if necessary to include all of the information.

**Note:** The Supplier SKU field can be used if the user knows the Supplier SKU number for the product.

13. In the "Quantity" field, enter 20.

14. Click the "Add Item" button to enter another item description. A second item description line displays.

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_4.htm](http://equote-training.ncgov.com/equote_demo_4.htm))

Items				
Enter your line item information below. The "Supplier SKU" field is optional. You may enter up to 400 characters in the description field. To add an item, click on Add Item. To delete a line item, check the box and click on Delete. Click on Finish Item Edits to save your information and view it without scrolling.				
	Supplier SKU	Item Description*	Qty*	Unit
1 <input type="checkbox"/>		15 inch computer monitor with at least 0.298 mm dot pitch and at least 1024 x 768 @ 75 Hz maximum resolution.	20	Each
2 <input type="checkbox"/>			0	Each
<input type="button" value="Delete"/> <input type="button" value="Add Item"/> <input type="button" value="Finish Item Edits"/>				
Specifications				
<b>Additional Information</b> Use this space for product specifications and other requirements.				
<b>Substitute Products</b> Will you consider equal quality substitute products?		<input checked="" type="radio"/> Yes <input type="radio"/> No		

15. In the second "Item Description" field, enter "Mounting cables to attach monitors to computer. Cables should be fully molded, and allow the monitor to stretch up to 15 feet away from the computer."
16. In the "Quantity" field, enter 20.
17. Click the "Finish Item Edits" button.
18. In the "Additional Information" field, enter "Monitor must be color. Any brand is acceptable. Request at least one year manufacturer limited warranty"
19. Scroll down the screen to the External and Internal Notes section. Note the "Attachments" section. It is possible to attach two 1.5MB attachments.

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_5.htm](http://equote-training.ncgov.com/equote_demo_5.htm))

attach up to 5 files, with a size of 100k or less each.

**Terms & Conditions**  
 The State of North Carolina Terms and Conditions (T&Cs) apply to this purchase. Click here [\[Statewide IT Procurement\]](#) for the T&Cs applicable to purchases of information technology. Click here [\[Purchase and Contract\]](#) for T&Cs applicable to all other purchases. No additional T&Cs that may be attached to your response to the eQuote will be considered. You agree that your submission of an offer using your password protected access to this system constitutes an approved signature on your offer. Please contact the purchaser if you have questions.

**External Notes**  
 Enter notes here. Notes will be sent to suppliers when you Submit the form.

**Log**  
 No notes entered

**Notes**  
 [Text input field circled with a dashed line]

**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...  
 [Text input field circled with a dashed line]

**Continue** [Button circled with a dashed line]

20. In the “External Notes” field, enter “Please quote only high-quality monitors. Please contact Julie Batchelor at 1-888-777-1111 if you have any questions about this request”.

**Note:** External Notes are used to communicate information to the supplier. It is important that you enter your name and phone number and/or email address so the suppliers can contact you if they have any questions. If you do not enter your contact information, it will not display on the eQuote. The contact information we entered in the step above is for training purposes only.

21. In the “Internal Notes” field, enter “Monitors to be used for IT department”.

**Note:** Internal Notes are used to communicate information within your organization. Suppliers will not see this information.

22. Click the “Continue” button at the bottom of the screen. The practice exercise page displays.

**Practice  
Exercise**

---

**Create an eQuote**

**Instructions:**

Using the scenario below, complete the practice exercise. You will be practicing the steps you just learned to create a new eQuote. Use the "Answer to Practice Exercise" steps following this section to help guide you through the process in the HTML pages.

**Scenario:**

Your Training Department needs new ergonomic keyboards for the training classrooms. You've bought from the SafetyFirst! Office Supplies contract before, but don't see ergonomic keyboards on the contract. You decide to send an eQuote for the keyboards since you need 50 of them. To meet the quoting requirements in your College, you will need to quote at least three suppliers.

Be sure your eQuote title reflects what you are looking for. You only need to display 1 line item, since you want all the same type of keyboards. In the description field, make sure you are very clear so the supplier can give you an accurate description and price.

Once you are finished with the Item Descriptions, Quantity and any other notes you want to add to the eQuote, you see it is time for lunch! You don't have time to select your suppliers yet, so you save the eQuote as a draft.

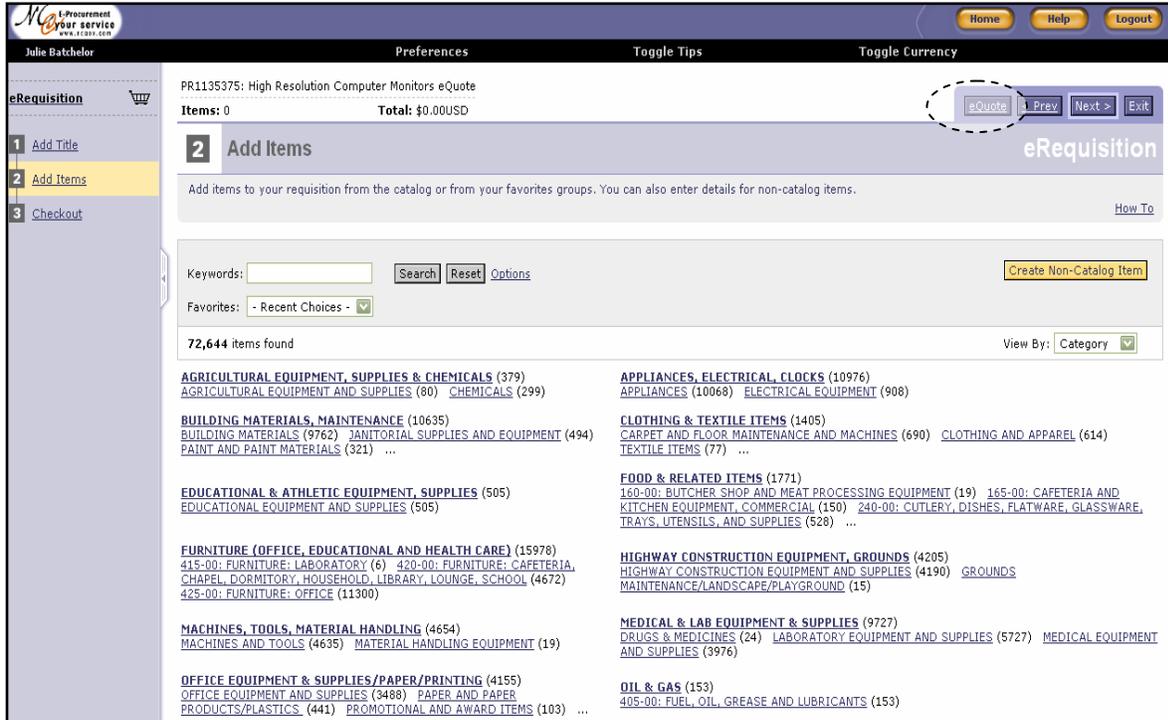
Use the steps in the following section to complete the practice exercise.

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**Steps to Complete the Practice Exercise**

**Practice Exercise - Create an eQuote**

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_7.htm](http://equote-training.ncgov.com/equote_demo_7.htm))



1. Click the “eQuote” button at the bottom of the page to initiate eQuote.

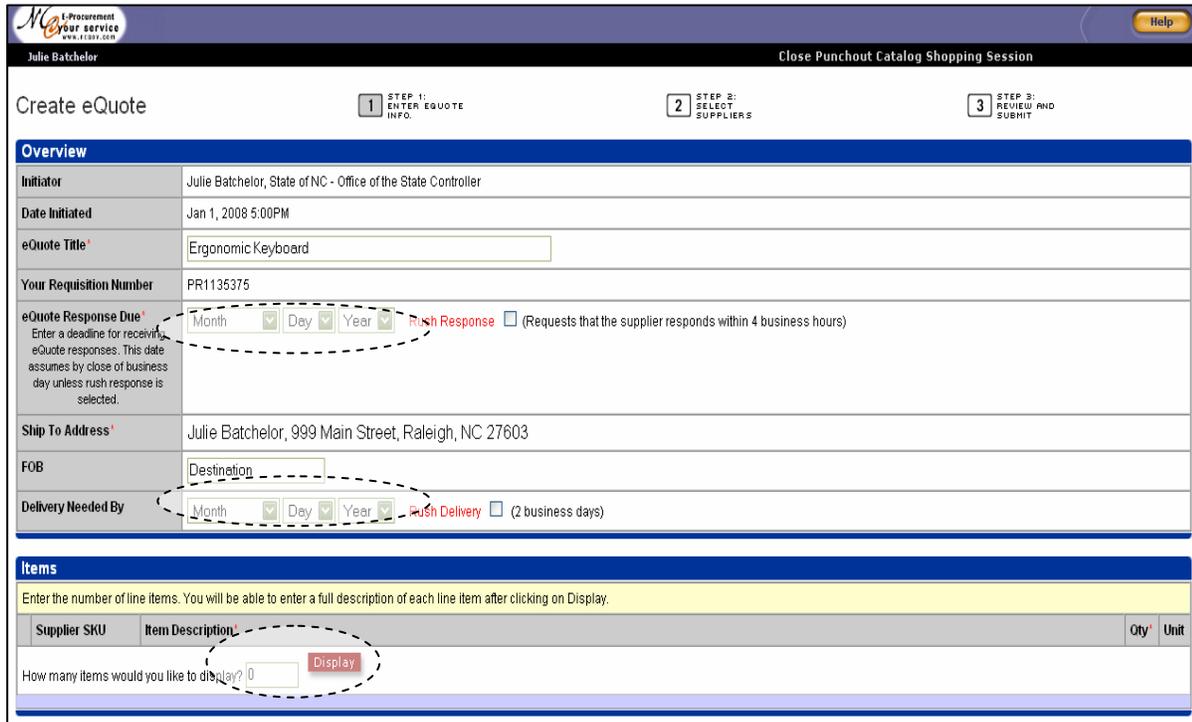
(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_8.htm](http://equote-training.ncgov.com/equote_demo_8.htm))

The screenshot displays the 'Add eQuote Shipping Details' page in the eRequisition system. The page title is 'Add eQuote Shipping Details' and the breadcrumb is 'eRequisition'. The main content area contains a form with the following fields: 'Ship To:' (Wake Technical Community College Receiving Department), 'Deliver To:' (empty), 'Need-by Date:?' (empty), 'Shipping Method:' (BEST WAY), 'FOB Code:' (No value), and 'Terms of Payment:' (No value). A dashed circle highlights the 'Ship To:' and 'Deliver To:' fields. Another dashed circle highlights the 'Next >' button at the bottom right of the page. The left sidebar shows a navigation menu with 'Add Items' selected. The top header includes the user name 'Julie Batchelor' and buttons for 'Home', 'Help', and 'Logout'.

**Note:** The “Ship To:” and “Deliver To” fields will default automatically based upon your user profile information in the production E-Procurement System. These fields can both be updated from this page, as needed.

2. In the “Need by Date” field, enter “06/25/08”.
3. In the “Shipping Method” field, enter “Best Way”.
4. In the “FOB Code” field, select “004”.
5. In the “Terms of Payment”, enter “H2O”.
6. Click the “Next” button at the bottom of the page to continue. The Create eQuote page displays.

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_9.htm](http://equote-training.ncgov.com/equote_demo_9.htm))



9. In the “eQuote Response Due” field, enter “June 20, 2008.”
10. In the “Delivery Needed By” field, enter “June 25, 2008.”
11. In the “How many Items would you like to display” field, enter “1.”
12. Click the “Display” button to display the item description fields.

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_10.htm](http://equote-training.ncgov.com/equote_demo_10.htm))

Items			
Enter your line item information below. The "Supplier SKU" field is optional. You may enter up to 400 characters in the description field. To add an item, click on Add Item. To delete a line item, check the box and click on Delete. Click on Finish Item Edits to save your information and view it without scrolling.			
Supplier SKU	Item Description	Quantity	Unit
1		0	Each
<input type="checkbox"/>			<input checked="" type="radio"/> Good <input type="radio"/> Service
<input type="button" value="Delete"/> <input type="button" value="Add Item"/> <input type="button" value="Finish Item Edits"/>			
Specifications			
<b>Additional Information</b> Use this space for product specifications and other requirements.			
<b>Substitute Products</b> Will you consider equal quality substitute products?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
<b>Attachments</b> To attach a file, first click on the Browse button and navigate your hard drive to select the file. Then, click Attach File.	<input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="Attach File"/>	
No attachments			

13. In the "Item Description" field, enter "Ergonomic keyboards, gray in color."
14. In the "Quantity" field, enter 50.
15. Click the "Finish Item Edits" button.

(URL for screenshot below [http://equote-training.ncgov.com/equote\\_demo\\_11.htm](http://equote-training.ncgov.com/equote_demo_11.htm))

Specifications	
<b>Additional Information</b> Use this space for product specifications and other requirements.	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>
<b>Substitute Products</b> Will you consider equal quality substitute products?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Attachments</b> To attach a file, first click on the Browse button and navigate your hard drive to select the file. Then, click the Attach button. You can attach up to 2 files, with a size of 1.5MB or less each.	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Attach File"/> No attachments
<b>Terms &amp; Conditions</b>	The State of North Carolina Terms and Conditions (T&Cs) apply to this purchase. Click here <a href="#">[Statewide IT Procurement]</a> for the T&Cs applicable to purchases of information technology. Click here <a href="#">[Purchase and Contract]</a> for Instructions for Quote and T&Cs applicable to all other purchases. No additional T&Cs that may be attached to your response to the eQuote will be considered. You agree that your submission of an offer using your password protected access to this system constitutes an approved signature on your offer. Please contact the purchaser if you have questions.  <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
External Notes	
Enter notes here. Notes will be sent to suppliers when you Submit the form.	
<b>Log</b>	No notes entered
<b>Notes</b>	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>

16. In the Additional Information field, enter "Ergonomic keyboards should be light gray and IBM compatible to match the current computers."
17. In the External Notes field, enter "Please quote only keyboards that are available in gray."

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_11.htm](http://equote-training.ncgov.com/equote_demo_11.htm))

External Notes	
Enter notes here. Notes will be sent to suppliers when you Submit the form.	
Log	No notes entered
Notes	<input type="text"/>

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. <input type="text"/>

[NC Terms and Conditions](#)

18. In the Internal “Notes” field, enter “Keyboards to be used in training facility”.
19. Click the “Save As Draft” button at the bottom of the screen.

**Key Summary Points**

**Create an eQuote**

- Once the eRequisition containing the eQuote is submitted, approvers who have access to your work can read internal and external notes.
- The supplier can only read external notes.

---

**Topic 3**

**Select eQuote Suppliers**

---

**Overview**

**Select eQuote Suppliers**

Users can search for eQuote suppliers by two different methods:

**1. Search for a specific supplier(s):**

The “Search for a Specific Supplier” method is helpful when you want to obtain a quote from a specific supplier or suppliers. Users find the search by supplier name helpful to locate and include vendors they work with regularly. The search for a specific supplier requires you to know the name of the supplier you need. Enter the name in the “Supplier Name” field and click the Search button. If no data is available, it means that the supplier has not registered for eQuote or the name has not been entered properly.

If you discover that a supplier is not available, you can invite a supplier to register for eQuote using the “Invite Supplier” button. When you click the “Invite Supplier” button, another window displays requesting information such as the Supplier Name, Contact Name, Phone or Fax, or Email. The supplier will be contacted about this eQuote and given information about registering for the NC E-Procurement Service and participating in eQuote. Suppliers who are not registered with NC E-Procurement Service and with eQuote will not be able to respond to current bids. This includes those suppliers that have been invited to register but have not completed the registration process.

Suppliers can also directly call the NC E-Procurement Help Desk at 1-888-211-7440 and select Option “2” (Supplier). The Help Desk will assist the supplier with the eQuote registration process.

**2. Search for a list of suppliers:**

The “Search for a List of Suppliers” is helpful when you do not know the suppliers that offer the product you need. A search for a list of suppliers is performed by selecting product characteristics from specific categories and subcategories. A search by category is useful when you do not know the name of the supplier but know the product you want to buy. This search also allows you to sort the vendors in order to quickly locate HUB and local vendors. Searching by category can provide a longer list of potential suppliers and ultimately, better pricing options. You can execute several different searches to locate the suppliers by using different search categories. Once the category and subcategory have been selected, click on the “Search” button to view the list of suppliers.

It is important to remember to select the supplier(s) in order to add them to the list to receive your eQuote request. You can send the same eQuote to as many suppliers as needed.

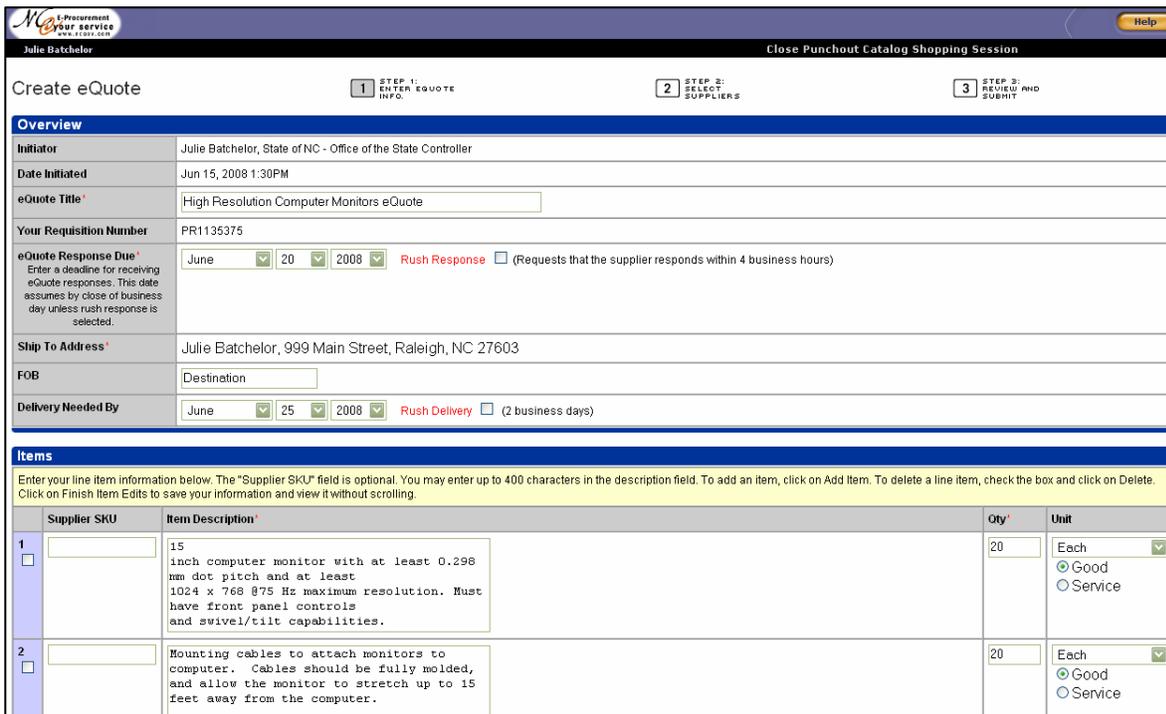
---

**Scenario: Select eQuote Suppliers**

This scenario begins where we left off in the last classroom walkthrough. You are ready to add the suppliers to the eQuote that you created in the Topic 2 walkthrough for “High Resolution Monitors and their Cabling.” This scenario builds on the walkthrough in the last topic. We are starting from the completed eQuote information page and continuing to the second step of creating an eQuote: selecting suppliers to receive the request for a quote.

**Walkthrough Select eQuote Suppliers**

(URL for screenshot below [http://equote-training.ncgov.com/equote\\_demo\\_13.htm](http://equote-training.ncgov.com/equote_demo_13.htm))



The screenshot shows the 'Create eQuote' interface. At the top, there are three steps: 1. STEP 1: ENTER EQQUOTE INFO., 2. STEP 2: SELECT SUPPLIERS (highlighted), and 3. STEP 3: REVIEW AND SUBMIT. The 'Overview' section contains the following information:

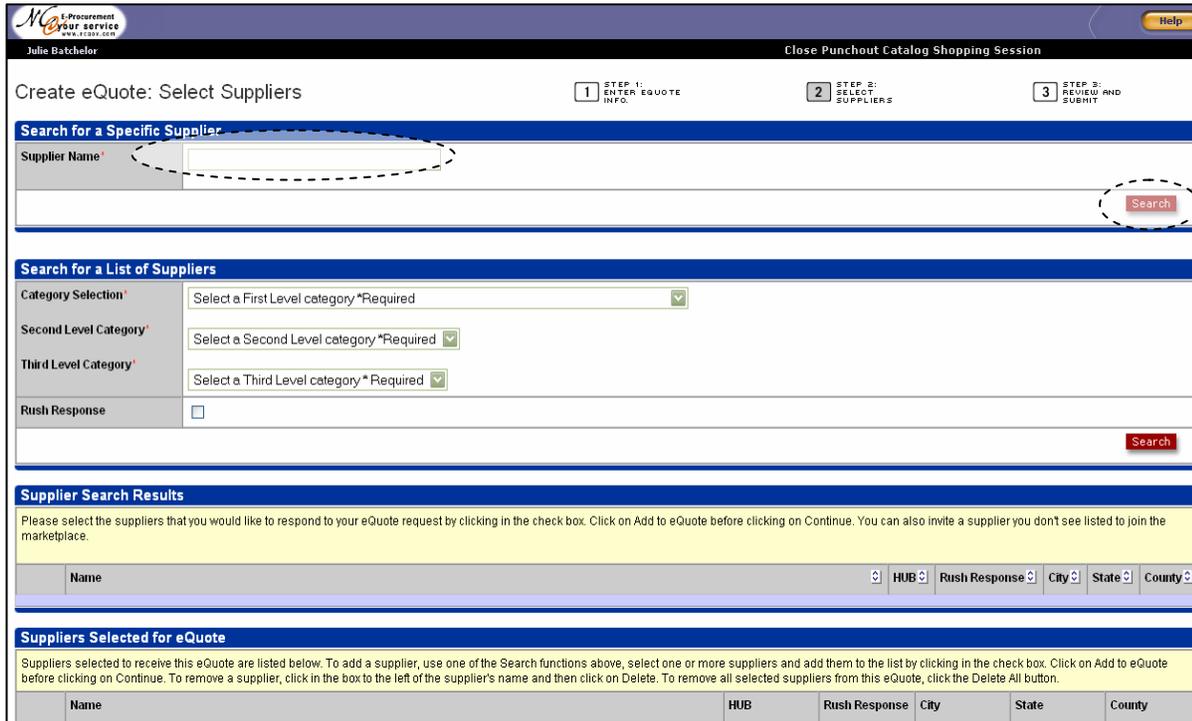
- Initiator:** Julie Batchelor, State of NC - Office of the State Controller
- Date Initiated:** Jun 15, 2008 1:30PM
- eQuote Title:** High Resolution Computer Monitors eQuote
- Your Requisition Number:** PR1135375
- eQuote Response Due:** June 20, 2008. Includes a 'Rush Response' checkbox (unchecked) with the note '(Requests that the supplier responds within 4 business hours)'. A sub-note states: 'Enter a deadline for receiving eQuote responses. This date assumes by close of business day unless rush response is selected.'
- Ship To Address:** Julie Batchelor, 999 Main Street, Raleigh, NC 27603
- FOB:** Destination
- Delivery Needed By:** June 25, 2008. Includes a 'Rush Delivery' checkbox (unchecked) with the note '(2 business days)'.

The 'Items' section contains a table with the following data:

Supplier SKU	Item Description	Qty	Unit
1	15 inch computer monitor with at least 0.298 mm dot pitch and at least 1024 x 768 @75 Hz maximum resolution. Must have front panel controls and swivel/tilt capabilities.	20	Each
2	Mounting cables to attach monitors to computer. Cables should be fully molded, and allow the monitor to stretch up to 15 feet away from the computer.	20	Each

1. You have already completed the eQuote information fields. Scroll down the page and click the “Continue” button to move to the Select Suppliers step. The Select Suppliers page displays.

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_14.htm](http://equote-training.ncgov.com/equote_demo_14.htm))



Create eQuote: Select Suppliers 1 STEP 1: ENTER EQUOTE INFO. 2 STEP 2: SELECT SUPPLIERS. 3 STEP 3: REVIEW AND SUBMIT

**Search for a Specific Supplier**  
 Supplier Name\*  Search

**Search for a List of Suppliers**  
 Category Selection\*    
 Second Level Category\*    
 Third Level Category\*    
 Rush Response  Search

**Supplier Search Results**  
 Please select the suppliers that you would like to respond to your eQuote request by clicking in the check box. Click on Add to eQuote before clicking on Continue. You can also invite a supplier you don't see listed to join the marketplace.

Name	HUB	Rush Response	City	State	County

**Suppliers Selected for eQuote**  
 Suppliers selected to receive this eQuote are listed below. To add a supplier, use one of the Search functions above, select one or more suppliers and add them to the list by clicking in the check box. Click on Add to eQuote before clicking on Continue. To remove a supplier, click in the box to the left of the supplier's name and then click on Delete. To remove all selected suppliers from this eQuote, click the Delete All button.

Name	HUB	Rush Response	City	State	County

**Note:** The steps on the header of the eQuote page now indicate that we are on “Step 2: Select Suppliers”

- In the “Supplier Name” field, enter “Monitor Warehouse.”

**Note:** This field is used to conduct a search by supplier name.

- Click the “Search” button in the Search for a Specific Supplier section. The Supplier record displays in the Supplier Search Results section.

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_15.htm](http://equote-training.ncgov.com/equote_demo_15.htm))

Rush Response

[Search](#)

**Supplier Search Results**

Please select the suppliers that you would like to respond to your eQuote request by clicking in the check box. Click on Add to eQuote before clicking on Continue. You can also invite a supplier you don't see listed to join the marketplace.

Name	HUB	Rush Response	City	State	County
<input type="checkbox"/> <a href="#">Monitor Warehouse</a>	✓	✓	Wilmington	NC	New Hanover

[Add To eQuote](#) [Invite Supplier](#)

Items 1 of 1 Page 1 of 1 Display: 20 items

**Suppliers Selected for eQuote**

Suppliers selected to receive this eQuote are listed below. To add a supplier, use one of the Search functions above, select one or more suppliers and add them to the list by clicking in the check box. Click on Add to eQuote before clicking on Continue. To remove a supplier, click in the box to the left of the supplier's name and then click on Delete. To remove all selected suppliers from this eQuote, click the Delete All button.

Name	HUB	Rush Response	City	State	County
No Data Available					

[Delete All](#) [Delete](#)

Items 1-0 of 0

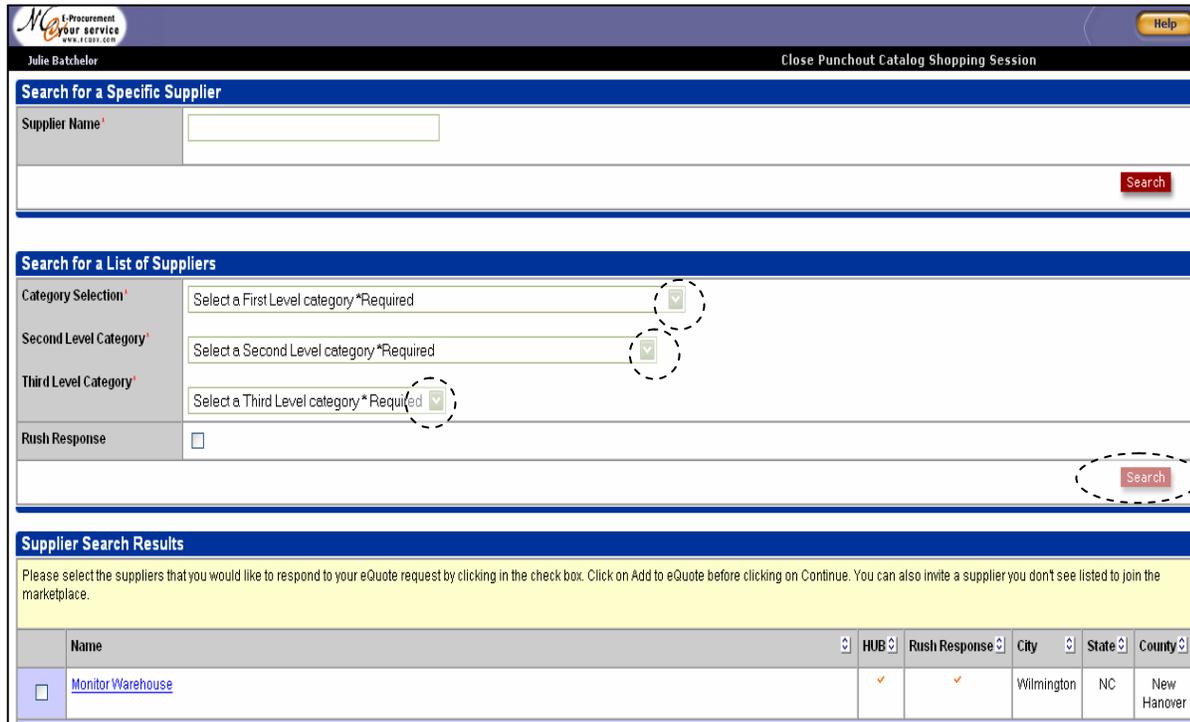
[Return To Search](#) [Save As Draft](#) [Continue](#)

[NC Terms and Conditions](#)

4. Scroll down the page and click the check box located next to the supplier name.
5. Click the "Add to eQuote" button in the Supplier Search Results box.
 

**Note:** This adds the supplier to the list of recipients for this eQuote. This list is displayed in the "Suppliers Selected for eQuote" section.
6. Click the "Return to Search" button at the bottom of the screen. The supplier search fields display.

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_16.htm](http://equote-training.ncgov.com/equote_demo_16.htm))



Julie Batchelor Close Punchout Catalog Shopping Session Help

**Search for a Specific Supplier**  
 Supplier Name\*  Search

**Search for a List of Suppliers**  
 Category Selection\*  ▼  
 Second Level Category\*  ▼  
 Third Level Category\*  ▼  
 Rush Response  Search

**Supplier Search Results**  
 Please select the suppliers that you would like to respond to your eQuote request by clicking in the check box. Click on Add to eQuote before clicking on Continue. You can also invite a supplier you don't see listed to join the marketplace.

	Name	HUB	Rush Response	City	State	County
<input type="checkbox"/>	<a href="#">Monitor Warehouse</a>	✓	✓	Wilmington	NC	New Hanover

- In the “Category Selection” field, select “Information Technology Broadcasting and Telecommunications.”

**Note:** The “Search for a List of Suppliers” section is used to search by product type for additional suppliers to add to the eQuote. It is recommended that you add several suppliers for the best price options.

- In the “Second Level Category” field, select “Computers Equipment and Accessories.”
- In the “Third Level Category” field, select “Computer Displays.”

**Note:** You must select first, second, and third level categories before searching for the supplier.

- Click the “Search” button in the Search for a List of Suppliers box. Your search results display. Scroll down the screen to review the search results in the “Supplier Search Results” section.

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_17.htm](http://equote-training.ncgov.com/equote_demo_17.htm))

**Supplier Search Results**

Please select the suppliers that you would like to respond to your eQuote request by clicking in the check box. Click on Add to eQuote before clicking on Continue. You can also invite a supplier you don't see listed to join the marketplace.

Name	HUB	Rush Response	City	State	County
<input type="checkbox"/> <a href="#">Tech City</a>		✓	Raleigh	NC	Wake
<input checked="" type="checkbox"/> <a href="#">Kelly's Computers</a>	✓	✓	Raleigh	NC	Wake
<input type="checkbox"/> <a href="#">Computer Superstore</a>	✓		Maple Grove	MN	Hennepin
<input checked="" type="checkbox"/> <a href="#">Monitors Plus</a>	✓		San Francisco	CA	San Francisco

Select All
Add To eQuote
Invite Supplier

Items 1-4 of 4. Page 1 of 1 Display: 20 items

---

**Suppliers Selected for eQuote**

Suppliers selected to receive this eQuote are listed below. To add a supplier, use one of the Search functions above, select one or more suppliers and add them to the list by clicking in the check box. Click on Add to eQuote before clicking on Continue. To remove a supplier, click in the box to the left of the supplier's name and then click on Delete. To remove all selected suppliers from this eQuote, click the Delete All button.

Name	HUB	Rush Response	City	State	County
<input checked="" type="checkbox"/> <a href="#">Monitor Warehouse</a>	✓	✓	Wilmington	NC	New Hanover

Delete All
Delete

Items 1 of 1

Return To Search
Save As Draft
Continue

[NC Terms and Conditions](#)

**Note:** Supplier search results display in a column format. The columns contain the following information: suppliers' name, whether they are a HUB vendor, whether they offer rush responses, and the supplier's City, State and County. Users can sort by these columns by clicking the up and down arrows, located next to the column heading.

10. Sort by the HUB indicator by clicking on the up and down arrows next to "HUB" column.
11. Click the "Monitors Plus" link to view the supplier information page.
 

**Note:** This information page is also called a marketing page. The suppliers create it when they set up their eQuote account.
12. Click the "Close" button to close out the supplier information screen.
13. Place a checkmark in the checkbox next to "Kelly's Computers" and "Monitors Plus" to select the suppliers.
14. Click the "Add to eQuote" button to add Kelly's Computers and Monitors Plus to the list of suppliers for this eQuote. Kelly's Computers and Monitors Plus display in the "Suppliers Selected for eQuote" section.

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_19.htm](http://equote-training.ncgov.com/equote_demo_19.htm))

**Supplier Search Results**

Please select the suppliers that you would like to respond to your eQuote request by clicking in the check box. Click on Add to eQuote before clicking on Continue. You can also invite a supplier you don't see listed to join the marketplace.

	HUB	Rush Response	City	State	County
<input type="checkbox"/> <a href="#">Kelly's Computers</a>	✓	✓	Raleigh	NC	Wake
<input type="checkbox"/> <a href="#">Computer Superstore</a>	✓		Maple Grove	MN	Hennepin
<input type="checkbox"/> <a href="#">Monitors Plus</a>	✓		San Francisco	CA	San Francisco
<input type="checkbox"/> <a href="#">Tech City</a>		✓	Raleigh	NC	Wake

Select All
Add To eQuote
Invite Supplier

Items 1-4 of 4. Page 1 of 1 Display: 20 items

---

**Suppliers Selected for eQuote**

Suppliers selected to receive this eQuote are listed below. To add a supplier, use one of the Search functions above, select one or more suppliers and add them to the list by clicking in the check box. Click on Add to eQuote before clicking on Continue. To remove a supplier, click in the box to the left of the supplier's name and then click on Delete. To remove all selected suppliers from this eQuote, click the Delete All button.

	HUB	Rush Response	City	State	County
<input type="checkbox"/> <a href="#">Monitor Warehouse</a>	✓	✓	Wilmington	NC	New Hanover
<input type="checkbox"/> <a href="#">Kelly's Computers</a>	✓	✓	Raleigh	NC	Wake
<input type="checkbox"/> <a href="#">Monitors Plus</a>	✓		San Francisco	CA	San Francisco

Delete All
Delete

Items 1-3 of 3

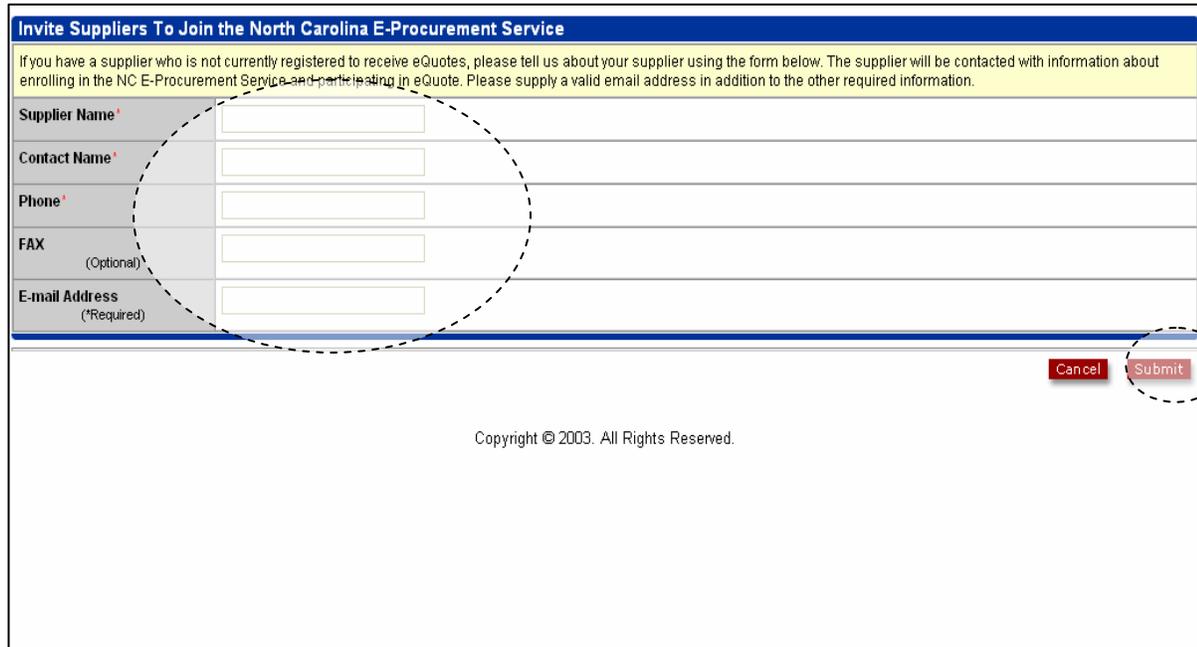
Return To Search
Save As Draft
Continue

[NC Terms and Conditions](#)

- Click the "Invite Supplier" button under "Supplier Search Results" to invite a supplier who is not yet registered in the system. The Invite Suppliers to Join the North Carolina E-Procurement Service page displays.

**Note:** The invite supplier functionality should be used when a supplier cannot be located using the eQuote supplier search methods. Invited suppliers cannot respond to an existing, or current, eQuote. Suppliers can only respond to eQuotes once they have completed the eQuote registration process.

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_19a\\_invite.htm](http://equote-training.ncgov.com/equote_demo_19a_invite.htm))



**Invite Suppliers To Join the North Carolina E-Procurement Service**

If you have a supplier who is not currently registered to receive eQuotes, please tell us about your supplier using the form below. The supplier will be contacted with information about enrolling in the NC E-Procurement Service and participating in eQuote. Please supply a valid email address in addition to the other required information.

<b>Supplier Name *</b>	<input type="text"/>
<b>Contact Name *</b>	<input type="text"/>
<b>Phone *</b>	<input type="text"/>
<b>FAX</b> (Optional)	<input type="text"/>
<b>E-mail Address</b> (*Required)	<input type="text"/>

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16. In the "Supplier Name" field, enter "Bob's Technology Service".

17. In the "Contact Name" field, enter "Bob Evans".

18. In the "Phone" field, enter "555-555-1212".

19. In the "Fax" field, enter "555-555-1213".

**Note:** Although the fax field says "optional", the user must enter data into the phone field or the fax field.

20. In the "E-mail Address" field, enter "bob.evans@bobtech.com".

21. Click the "Submit" button at the bottom of the screen to close this window and return to the eQuote.

**Supplier Search Results**

Please select the suppliers that you would like to respond to your eQuote request by clicking in the check box. Click on Add to eQuote before clicking on Continue. You can also invite a supplier you don't see listed to join the marketplace.

<input type="checkbox"/>	Name	HUB	Rush Response	City	State	County
<input type="checkbox"/>	<a href="#">Kelly's Computers</a>	✓	✓	Raleigh	NC	Wake
<input type="checkbox"/>	<a href="#">Computer Superstore</a>	✓		Maple Grove	MN	Hennepin
<input type="checkbox"/>	<a href="#">Monitors Plus</a>	✓		San Francisco	CA	San Francisco
<input type="checkbox"/>	<a href="#">Tech City</a>		✓	Raleigh	NC	Wake

Items 1-4 of 4. Page 1 of 1 Display: 20 items

---

**Suppliers Selected for eQuote**

Suppliers selected to receive this eQuote are listed below. To add a supplier, use one of the Search functions above, select one or more suppliers and add them to the list by clicking in the check box. Click on Add to eQuote before clicking on Continue. To remove a supplier, click in the box to the left of the supplier's name and then click on Delete. To remove all selected suppliers from this eQuote, click the Delete All button.

<input type="checkbox"/>	Name	HUB	Rush Response	City	State	County
<input type="checkbox"/>	<a href="#">Monitor Warehouse</a>	✓	✓	Wilmington	NC	New Hanover
<input type="checkbox"/>	<a href="#">Kelly's Computers</a>	✓	✓	Raleigh	NC	Wake
<input type="checkbox"/>	<a href="#">Monitors Plus</a>	✓		San Francisco	CA	San Francisco

Items 1-3 of 3

22. Click the "Continue" button at the bottom of the screen to proceed to the eQuote confirmation screen.

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_20.htm](http://equote-training.ncgov.com/equote_demo_20.htm))

Create eQuote - Review and Submit				
		1 STEP 1: ENTER EQUOTE INFO.	2 STEP 2: SELECT SUPPLIERS	3 STEP 3: REVIEW AND SUBMIT
Instructions				
Please review your work to make sure all of the information is correct and then click on Submit at the bottom of this page. To make changes, click on Edit.				
Overview				
Initiator	Julie Batchelor, State of NC - Office of the State Controller			
Date Initiated	Jun 15, 2008 1:35PM			
eQuote Title	High Resolution Computer Monitors eQuote			
Your Requisition Number	PR1135375			
eQuote Response Due	June 20, 2008			
Ship To Address	999 Main Street Raleigh NC 27603			
FOB	Destination			
Delivery Needed By	June 25, 2008			
Items				
Supplier SKU	Item Description	Qty	Unit	Classification
	15 inch computer monitor with at least 0.298 mm dot pitch and at least 1024 x 768 @75 Hz maximum resolution. Must have front panel controls and swivel/tilt	20	Each	Good

23. View the eQuote confirmation screen and click on “Submit” button at the bottom of the screen to send the eQuote to the three suppliers.

---

**Practice  
Exercise**

**Selecting eQuote Suppliers**

**Instructions**

Using the scenario below, complete the practice exercise. You will be practicing the steps you just learned to add suppliers to an eQuote. Use the "Answer to Practice Exercise" steps following this section to help guide you through the process in the HTML pages.

**Scenario**

In order to complete this practice exercise, we are going to return to the practice exercise scenario from Topic 2 for ergonomic keyboards. In the previous practice exercise, we added the item to the eQuote. In this practice exercise, we need to add the suppliers to the eQuote.

First, conduct a search by name for Safety First! then add the supplier to your eQuote. Next, conduct a search by category for Information Technology Broadcasting and Telecommunications, with sub-category searches for Computer Equipment & Accessories and Computer Data Input Devices. Once you have executed this search, add Tech City and Computer Superstore to the eQuote. You should now have a total of 3 suppliers on the eQuote.

Once you have your list of suppliers, view the confirmation details screen and submit the eQuote.

Use the steps in the following section to complete the practice exercise.

---

**Answer to  
Practice  
Exercise**

**Select eQuote Suppliers**

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_22.htm](http://equote-training.ncgov.com/equote_demo_22.htm))

NC E-Procurement your service www.ncgov.com

Julie Batchelor Close Punchout Catalog Shopping Session Help

Create eQuote: Select Suppliers

1 STEP 1: ENTER EQUOTE INFO. 2 STEP 2: SELECT SUPPLIERS 3 STEP 3: REVIEW AND SUBMIT

**Search for a Specific Supplier**

Supplier Name\*

**Search for a List of Suppliers**

Category Selection\* Select a First Level category \*Required

Second Level Category\* Select a Second Level category \*Required

Third Level Category\* Select a Third Level category \*Required

Rush Response

**Supplier Search Results**

1. In the “Supplier Name” field, enter “Safety First!”.
2. Click the “Search” button. The Search for a List of Suppliers page displays. Scroll down the page to view the supplier in the “Supplier Search Results” section.

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_23.htm](http://equote-training.ncgov.com/equote_demo_23.htm))

**Search for a Specific Supplier**

Supplier Name\*

---

**Search for a List of Suppliers**

Category Selection\*

Second Level Category\*

Third Level Category\*

Rush Response

---

**Supplier Search Results**

Please select the suppliers that you would like to respond to your eQuote request by clicking in the check box. Click on Add to eQuote before clicking on Continue. You can also invite a supplier you don't see listed to join the marketplace.

Name	HUB	Rush Response	City	State	County
<input type="checkbox"/> Safety First! Office Suppliers		✓	Detroit	MI	Wayne

Items 1-1 of 1. Page 1 of 1 Display: 20 items

---

**Suppliers Selected for eQuote**

Suppliers selected to receive this eQuote are listed below. To add a supplier, use one of the Search functions above, select one or more suppliers and add them to the list by clicking in the check box.

3. Click the checkbox next to your supplier selection.
4. Click the "Add to eQuote" button in the Supplier Search Results box. The supplier is added to the "Supplier Selected for eQuote" section.
5. Click the "Return to Search" button at the bottom of the page. The Step 2: Select Suppliers page displays.

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_24.htm](http://equote-training.ncgov.com/equote_demo_24.htm))

The screenshot shows the eQuote system interface. At the top, there is a header with the NC E-Procurement logo and user information: Julie Batchelor, Close Punchout Catalog Shopping Session, and a Help button. Below the header, there are two main search sections. The first is 'Search for a Specific Supplier' with a text input field for 'Supplier Name' and a 'Search' button. The second is 'Search for a List of Suppliers', which contains three dropdown menus for 'Category Selection', 'Second Level Category', and 'Third Level Category', each with a 'Required' label. There is also a 'Rush Response' checkbox and a 'Search' button. Below these sections is the 'Supplier Search Results' section, which includes a yellow instruction box and a table of search results. The table has columns for Name, HUB, Rush Response, City, State, and County. One result is shown: 'Safety First! Office Supplies' with a checked 'Rush Response' and location 'Detroit, MI, Wayne'. Below the table are buttons for 'Add To eQuote' and 'Invite Supplier'. At the bottom of the results section, it says 'Items 1-1 of 1. Page 1 of 1' and 'Display: 20 items'.

6. Click the “Category Selection” field drop-down arrow and select the option “Information Technology Broadcasting and Telecommunications.”
7. Click the “Second Level Category” field drop-down arrow and select “Computer Equipment and Accessories.”
8. Click the “Third Level Category” field drop-down arrow and select “Computer Data Input Devices.”
9. Click the “Search” button in the “Search for a List of Suppliers” section. The search results display.

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_25.htm](http://equote-training.ncgov.com/equote_demo_25.htm))

**Supplier Search Results**

Please select the suppliers that you would like to respond to your eQuote request by clicking in the check box. Click on Add to eQuote before clicking on Continue. You can also invite a supplier you don't see listed to join the marketplace.

	Name	HUB	Rush Response	City	State	County
<input checked="" type="checkbox"/>	<a href="#">Computer Superstore</a>	✓		Maple Grove	MN	Hennepin
<input checked="" type="checkbox"/>	<a href="#">Tech City</a>		✓	Raleigh	NC	Wake
<input type="checkbox"/>	<a href="#">Ed's Computers</a>		✓	Charlotte	NC	Mecklenburg

Select All
Add To eQuote
Invite Supplier

Items 1-3 of 3. Page 1 of 1 Display: 20 items

---

**Suppliers Selected for eQuote**

Suppliers selected to receive this eQuote are listed below. To add a supplier, use one of the Search functions above, select one or more suppliers and add them to the list by clicking in the check box. Click on Add to eQuote before clicking on Continue. To remove a supplier, click in the box to the left of the supplier's name and then click on Delete. To remove all selected suppliers from this eQuote, click the Delete All button.

	Name	HUB	Rush Response	City	State	County
<input type="checkbox"/>	<a href="#">Safety First! Office Supplies</a>		✓	Detroit	MI	Wayne

Delete All
Delete

Items 1-1 of 1

Return To Search
Save As Draft
Continue

10. Place a checkmark in the checkbox next to "Tech City" and "Computer Superstore".
11. Click the "Add To eQuote" button to add "Tech City" and "Computer Superstore" to the eQuote. The selected suppliers display in the "Suppliers Selected for eQuote" section, located at the bottom of the page.

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_26.htm](http://equote-training.ncgov.com/equote_demo_26.htm))

**Supplier Search Results**

Please select the suppliers that you would like to respond to your eQuote request by clicking in the check box. Click on Add to eQuote before clicking on Continue. You can also invite a supplier you don't see listed to join the marketplace.

	Name	HUB	Rush Response	City	State	County
<input type="checkbox"/>	<a href="#">Computer Superstore</a>	✓		Maple Grove	MN	Hennepin
<input type="checkbox"/>	<a href="#">Tech City</a>		✓	Raleigh	NC	Wake
<input type="checkbox"/>	<a href="#">Ed's Computers</a>		✓	Charlotte	NC	Mecklenburg

Select All
Add To eQuote
Invite Supplier

Items 1-3 of 3. Page 1 of 1 Display: 20 items

---

**Suppliers Selected for eQuote**

Suppliers selected to receive this eQuote are listed below. To add a supplier, use one of the Search functions above, select one or more suppliers and add them to the list by clicking in the check box. Click on Add to eQuote before clicking on Continue. To remove a supplier, click in the box to the left of the supplier's name and then click on Delete. To remove all selected suppliers from this eQuote, click the Delete All button.

	Name	HUB	Rush Response	City	State	County
<input type="checkbox"/>	<a href="#">Safety First! Office Supplies</a>		✓	Detroit	MI	Wayne
<input type="checkbox"/>	<a href="#">Computer Superstore</a>	✓		Maple Grove	MN	Hennepin
<input type="checkbox"/>	<a href="#">Tech City</a>		✓	Raleigh	NC	Wake

Delete All
Delete

Items 1-3 of 3

Return To Search
Save As Draft
Continue

12. Click the "Continue" button at the bottom of the screen to proceed to the eQuote confirmation screen.

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_27.htm](http://equote-training.ncgov.com/equote_demo_27.htm))

Create eQuote - Review and Submit

1 STEP 1: ENTER EQUOTE INFO.
2 STEP 2: SELECT SUPPLIERS
3 STEP 3: REVIEW AND SUBMIT

---

**Instructions**

Please review your work to make sure all of the information is correct and then click on Submit at the bottom of this page. To make changes, click on Edit.

---

**Overview**

Initiator	Julie Batchelor, State of NC - Office of the State Controller
Date Initiated	June 15, 2008 5:30PM
eQuote Title	Ergonomic Keyboards
Your Requisition Number	PR82A79
eQuote Response Due	June 20, 2008
Ship To Address	999 Main Street Raleigh NC 27603
FOB	Destination
Delivery Needed By	June 25, 2008

---

**Items**

	submission of an offer using your password protected access to this system constitutes an approved signature on your offer. Please contact the purchaser if you have questions.
Selected Supplier(s)	Safety First! Office Supplies, Computer Superstore, Tech City

---

**External Notes**

Notes

---

**Internal Notes**

Log	No notes entered
Notes	

Edit Save As Draft Submit

13. Review the eQuote confirmation page and click the "Submit" button at the bottom of the screen to send the eQuote to the three suppliers.

**Optional  
Summary  
Exercise**

---

**Optional Summary Exercise**

*If you do not wish to complete the optional exercise, enter the following URL in your web browser and proceed to Topic 4 of this training document:*

[http://equote-training.ncgov.com/equote\\_demo\\_41.htm](http://equote-training.ncgov.com/equote_demo_41.htm)

**Instructions**

Using the scenario below, perform the exercise. Please feel free to consult the contents of the course as well as classmates if you need help completing the exercise.

**Scenario (Create eQuote and Select Suppliers)**

You are looking for new LCD projectors that you need by August 25th, for the conference rooms. You need a response to this eQuote by August 20th.

There are 6 conference rooms that need new projectors. You see that Office Mart sells other types of Projectors on their contracts, so you think they may have LCD projectors as well. Create a title that reflects the item you need. Select an FOB code of "004" and "H2O" for terms of payment. Add an item description to the eQuote.

When you reach the "Select Supplier" screen, conduct a search for Office Mart, since you think they may have the projectors you are looking for. When the search results display, add Office Mart to your eQuote. Continue searching by category using "Printing and Photographic and Audio and Visual Equipment and Supplies" as the category and "Audio Visual Presentation and Composing Equipment" and "Projectors and Supplies" as the subcategories.

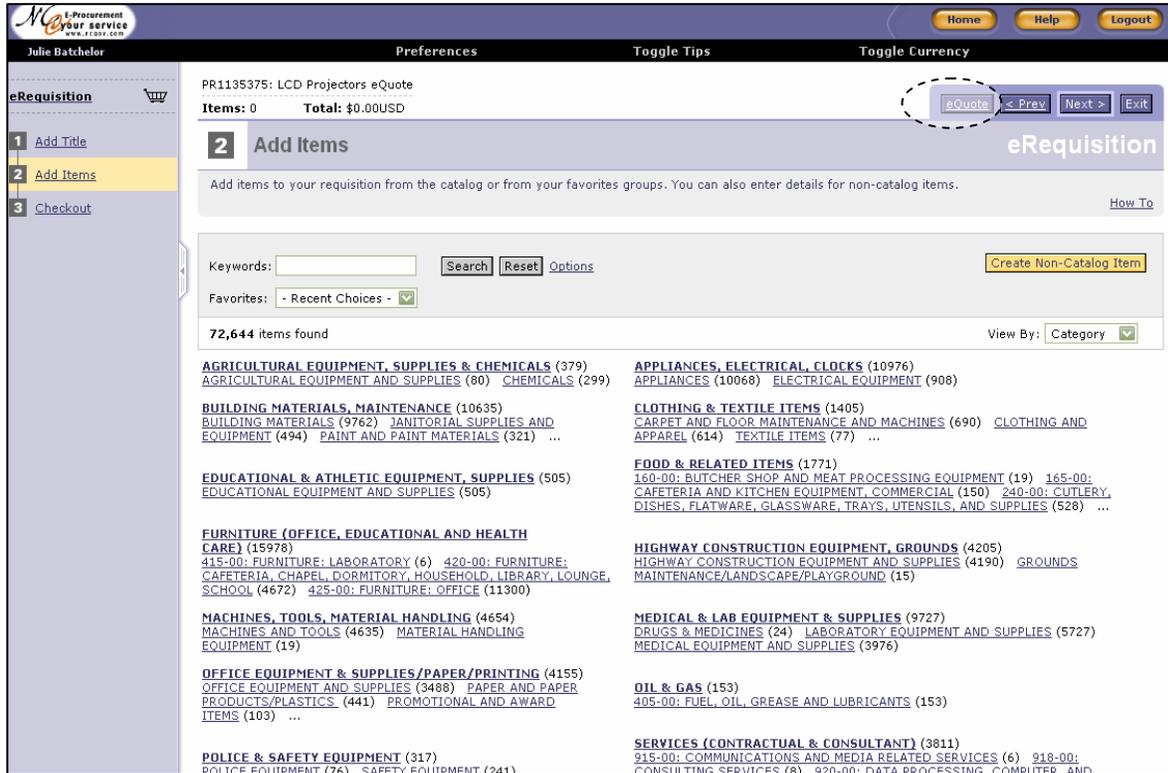
View the supplier search results. Select Mary's School Supplies and Office.com and add them to your eQuote. Your eQuote will be sent to 4 different suppliers, continue onto the next screen, and submit your eQuote.

---

**Answer to  
 Optional  
 Summary  
 Exercise**

**Optional Summary Exercise**

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_29.htm](http://equote-training.ncgov.com/equote_demo_29.htm) )



1. Click the “eQuote” button at the top or bottom of the page to initiate eQuote.

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_30.htm](http://equote-training.ncgov.com/equote_demo_30.htm))

The screenshot shows the 'Add eQuote Shipping Details' page in the NC E-Procurement system. The page title is 'PR1135375: LCD Projectors eQuote' with 'Items: 0' and 'Total: \$0.00USD'. The page is part of an 'eRequisition' and includes navigation buttons for '< Previous' and 'Next >'. The main section is titled 'Add eQuote Shipping Details' and contains a warning: 'Please select a Ship-To location for your eQuote. This Ship-To location will be displayed on the actual eQuote sent to the selected suppliers. Please note that the Ship-To location can not be changed once the eQuote is submitted for supplier review.' Below this is the 'Shipping - eQuote Line Items' section with the following fields: 'Ship To:' (dropdown menu), 'Deliver To:' (text input), 'Need-by Date: ?' (calendar icon), 'Shipping Method:' (dropdown menu), '\*FOB Code:' (dropdown menu with '(No value)'), and '\*Terms of Payment:' (dropdown menu with '(No value)'). A note at the bottom left states '\* indicates required field'. At the bottom right, there are '< Previous' and 'Next >' buttons. The 'Ship To' field and the 'Next' button are circled with dashed lines.

2. In the "Ship To" field, enter "State of North Carolina."
3. In the "Deliver To" field, enter "Julie Batchelor."
4. In the "Need by Date" field, enter "August 25, 2008."
5. In the "Shipping Method" field, enter "Best Way".
6. In the "FOB Code" field, enter "004".
7. In the "Terms of Payment", enter "H2O".
8. Click the "Next" button at the bottom of the screen to continue.

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_31.htm](http://equote-training.ncgov.com/equote_demo_31.htm))

The screenshot displays the 'Create eQuote' interface. At the top, there are three steps: 1. STEP 1: ENTER EQUOTE INFO, 2. STEP 2: SELECT SUPPLIERS, and 3. STEP 3: REVIEW AND SUBMIT. The 'Overview' section includes the following fields:

- Initiator:** Julie Batchelor, State of NC - Office of the State Controller
- Date Initiated:** Aug 15, 2008 1:58PM
- eQuote Title:** LCD Projectors eQuote
- Your Requisition Number:** PR1135375
- eQuote Response Due:** Month, Day, Year dropdowns, Rush Response checkbox (Requests that the supplier responds within 4 business hours)
- Ship To Address:** Julie Batchelor, 999 Main Street, Raleigh, NC 27603
- FOB:** Destination dropdown
- Delivery Needed By:** Month, Day, Year dropdowns, Rush Delivery checkbox (2 business days)

The 'Items' section features a table with columns: Supplier SKU, Item Description, Qty, and Unit. Below the table is a text input field for 'How many items would you like to display?' with the value '1' and a 'Display' button.

The 'Specifications' section is also visible at the bottom of the form.

9. In the “eQuote Title” field, enter “LCD Projectors eQuote”.
10. In the “eQuote Response Due” field, enter “August 20, 2008”.
11. In the “Delivery Needed By” field, enter “August 25, 2008”.
12. In the “How many items would you like to display” field, enter “1”.
13. Click the “Display” button to create a line item in the eQuote.



(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_33.htm](http://equote-training.ncgov.com/equote_demo_33.htm))

The screenshot displays a web form with the following sections:

- Terms & Conditions:** Contains text about the State of North Carolina Terms and Conditions (T&Cs) and a link to [Statewide IT Procurement]. Below the text is an empty text input field.
- External Notes:** Includes a header "Enter notes here. Notes will be sent to suppliers when you Submit the form." Below this is a "Log" section showing "No notes entered" and a "Notes" section with a large empty text area.
- Internal Notes:** Includes a header "This log contains a history of notes exchanged within your organization and transactions relevant to this form." Below this is a "Log" section showing "No notes entered" and a "Notes" section with a large empty text area.

At the bottom right of the form, there are two buttons: "Save As Draft" and "Continue". The "Continue" button is circled in red. At the bottom center, there is a link for "NC Terms and Conditions".

17. Scroll down to the “External Notes” field and enter “Please quote only high-quality LCD’s”.

**Note:** It is helpful to enter your name and your phone number and/or your email for the suppliers to contact you if they have any questions.

18. In the “Internal Notes” field, enter “LCD to be used in 6 conference rooms.”

19. Click the “Continue” button.

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_34.htm](http://equote-training.ncgov.com/equote_demo_34.htm))

The screenshot shows the 'Create eQuote: Select Suppliers' interface. At the top, there is a navigation bar with the NC E-Procurement logo, the user name 'Julie Batchelor', and a 'Close Punchout Catalog Shopping Session' button. Below the navigation bar, the page title is 'Create eQuote: Select Suppliers'. To the right of the title, there are three steps: 1. STEP 1: ENTER EQQUOTE INFO., 2. STEP 2: SELECT SUPPLIERS (highlighted), and 3. STEP 3: REVIEW AND SUBMIT. The main content area is divided into three sections: 'Search for a Specific Supplier', 'Search for a List of Suppliers', and 'Supplier Search Results'. The 'Search for a Specific Supplier' section has a text input field for 'Supplier Name' and a 'Search' button. The 'Search for a List of Suppliers' section has three dropdown menus for 'Category Selection', 'Second Level Category', and 'Third Level Category', and a 'Rush Response' checkbox. The 'Supplier Search Results' section has a message: 'Please select the suppliers that you would like to respond to your eQuote request by clicking in the check box. Click on Add to eQuote before clicking on Continue. You can also invite a supplier you don't'.

20. In the "Supplier Name" field, enter "Office Mart".

21. Click the "Search" button. The search results display.

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_35.htm](http://equote-training.ncgov.com/equote_demo_35.htm))

<b>Third Level Category*</b>	Select a Second Level category *Required
	Select a Third Level category *Required
<b>Rush Response</b>	<input type="checkbox"/>
<b>Search</b>	

---

**Supplier Search Results**

Please select the suppliers that you would like to respond to your eQuote request by clicking in the check box. Click on Add to eQuote before clicking on Continue. You can also invite a supplier you don't see listed to join the marketplace.

Name	HUB	Rush Response	City	State	County
<input type="checkbox"/> Office Mart	✓	✓	Raleigh	NC	Wake

**Add To eQuote** **Invite Supplier**

Items 1-1 of 1. Page 1 of 1. Display: 20 items

---

**Suppliers Selected for eQuote**

Suppliers selected to receive this eQuote are listed below. To add a supplier, use one of the Search functions above, select one or more suppliers and add them to the list by clicking in the check box. Click on Add to eQuote before clicking on Continue. To remove a supplier, click in the box to the left of the supplier's name and then click on Delete. To remove all selected suppliers from this eQuote, click the Delete All button.

Name	HUB	Rush Response	City	State	County
No Data Available					

**Delete All** **Delete**

Items 1-0 of 0

**Return To Search** **Save As Draft** **Continue**

[NC Terms and Conditions](#)

22. Scroll down to the "Supplier Search Results" section and click on the check box next to "Office Mart" to select the supplier.
23. Click the "Add To eQuote" button.
24. Click the "Return To Search" button. The Select Suppliers page displays.

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_36.htm](http://equote-training.ncgov.com/equote_demo_36.htm))

25. In the “Category Selection” field, select “Printing and Photographic and Audio and Visual Equipment and Supplies.”
26. In the “Second Level Category” field, select “Audio and Visual Presentation and Composing Equipment.”
27. In the “Third Level Category” field, select “Projectors and Supplies.”
28. Click the “Search” button in the “Search for a List of Suppliers” section. The search results display.

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_37.htm](http://equote-training.ncgov.com/equote_demo_37.htm))

[Search](#)

---

**Supplier Search Results**

Please select the suppliers that you would like to respond to your eQuote request by clicking in the check box. Click on Add to eQuote before clicking on Continue. You can also invite a supplier you don't see listed to join the marketplace.

Name	HUB	Rush Response	City	State	County
<input type="checkbox"/> <a href="#">Mary's School Supplies</a>	✓	✓	Raleigh	NC	Wake
<input type="checkbox"/> <a href="#">ACME Office</a>	✓		Goldsboro	NC	Wayne
<input type="checkbox"/> <a href="#">Office.com</a>		✓	Austin	TX	Ridgeboro

[Select All](#)
[Add To eQuote](#)
[Invite Supplier](#)

Items 1-3 of 3: Page 1 of 1 Display: 20 items

---

**Suppliers Selected for eQuote**

Suppliers selected to receive this eQuote are listed below. To add a supplier, use one of the Search functions above, select one or more suppliers and add them to the list by clicking in the check box. Click on Add to eQuote before clicking on Continue. To remove a supplier, click in the box to the left of the supplier's name and then click on Delete. To remove all selected suppliers from this eQuote, click the Delete All button.

Name	HUB	Rush Response	City	State	County
<input type="checkbox"/> <a href="#">Office Mart</a>	✓	✓	Raleigh	NC	Wake

[Delete All](#)
[Delete](#)

Items 1 of 1

[Return To Search](#)
[Save As Draft](#)
[Continue](#)

[NC Terms and Conditions](#)

29. Place a checkmark in the checkbox next to “Mary’s School Supplies” and “Office.com.”
30. Click the “Add To eQuote” button to add “Mary’s School Supplies” and “Office.com” to the eQuote. The selected suppliers display in the “Suppliers Selected for eQuote” section of the page.

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_38.htm](http://equote-training.ncgov.com/equote_demo_38.htm))

**Supplier Search Results**

Please select the suppliers that you would like to respond to your eQuote request by clicking in the check box. Click on Add to eQuote before clicking on Continue. You can also invite a supplier you don't see listed to join the marketplace.

	Name	HUB	Rush Response	City	State	County
<input type="checkbox"/>	<a href="#">Mary's School Supplies</a>	✓	✓	Raleigh	NC	Wake
<input type="checkbox"/>	<a href="#">ACME Office</a>	✓		Goldsboro	NC	Wayne
<input type="checkbox"/>	<a href="#">Office.com</a>		✓	Austin	TX	Ridgeboro

Select All
Add To eQuote
Invite Supplier

Items 1-3 of 3. Page 1 of 1 Display: 20 items

---

**Suppliers Selected for eQuote**

Suppliers selected to receive this eQuote are listed below. To add a supplier, use one of the Search functions above, select one or more suppliers and add them to the list by clicking in the check box. Click on Add to eQuote before clicking on Continue. To remove a supplier, click in the box to the left of the supplier's name and then click on Delete. To remove all selected suppliers from this eQuote, click the Delete All button.

	Name	HUB	Rush Response	City	State	County
<input type="checkbox"/>	<a href="#">Office Mart</a>	✓	✓	Raleigh	NC	Wake
<input type="checkbox"/>	<a href="#">Mary's School Supplies</a>	✓	✓	Raleigh	NC	Wake
<input type="checkbox"/>	<a href="#">Office.com</a>		✓	Austin	TX	Ridgeboro

Delete All
Delete

Items 1-3 of 3

Return To Search
Save As Draft
Continue

[NC Terms and Conditions](#)

31. Click the "Continue" button to proceed to the eQuote confirmation screen.

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_39.htm](http://equote-training.ncgov.com/equote_demo_39.htm))

Julie Batchelor Close Punchout Catalog Shopping Session Help

Create eQuote - Review and Submit

1 STEP 1: ENTER EQQUOTE INFO. 2 STEP 2: SELECT SUPPLIERS 3 STEP 3: REVIEW AND SUBMIT

**Instructions**

Please review your work to make sure all of the information is correct and then click on Submit at the bottom of this page. To make changes, click on Edit.

**Overview**

Initiator	Julie Batchelor, State of NC - Office of the State Controller
Date Initiated	August 15, 2008 2:10PM
eQuote Title	LCD Projectors eQuote
Your Requisition Number	PR1135375
eQuote Response Due	August 20, 2008
Ship To Address	999 Main Street Raleigh NC 27603
FOB	Destination
Delivery Needed By	August 25, 2008

**Items**

Supplier SKU	Item Description	Qty	Unit	Classification
	LCD Projector to fit on mobile carts with surface area of 24"x24". Must project with highest quality resolution and up to 20' distance	6	Each	Good

**External Notes**

Notes

**Internal Notes**

Log No notes entered

Notes

Edit Save As Draft Submit

32. View the eQuote confirmation screen and click the "Submit" button to send the eQuote to the three suppliers.

**Key Summary Points**

- Users can search for a supplier by name or by using the category and sub-category search by product type.
- From a category, sub-category, and third category of suppliers, the user can retrieve a listing of suppliers from which to select the eQuote recipients.
- Users must select the suppliers they wish to receive the eQuote and click the "Add to eQuote" button.

**Topic 4 View and Evaluate eQuote Responses**

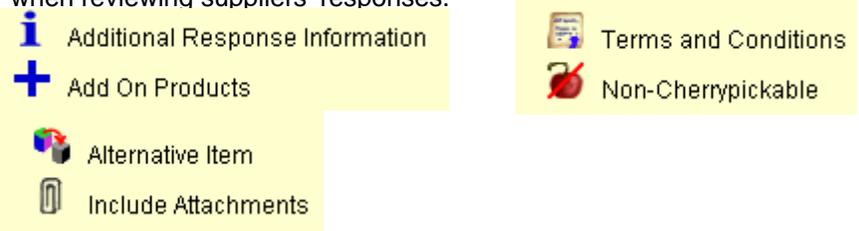
**Overview View and Evaluate eQuote Responses**

Once the eQuote has been created and submitted, suppliers can begin responding electronically to your request. Users can view the suppliers' responses by re-opening the eRequisition that contains the eQuote line item.

In order to review the status of your eQuote, open the requisition and click the Edit button. The Line Item Details page displays, allowing the user to view the number of suppliers that have currently responded to the eQuote. The "Refresh" button at the top right corner of the page allows the user to see the latest number of responses.

Once the status indicates that a response has arrived, it is easy to access and review the supplier's information. Simply click on the line item description to display a summary of all suppliers' responses. For more detailed response information, users can review each supplier's response individually by clicking the "View" button next to the supplier's name. A detailed response page displays information including an overview, supplier contract, items, response details, and external and internal history.

Suppliers are able to use symbols in their responses to convey more information about their products. The screen shot below contains the symbols you will see when reviewing suppliers' responses.



Although many of these icons are self explanatory, a few may be new to you:

- The **Non-Cherry-pickable** icon means that the items described in the eQuote are only available at the price quoted if all of the items are purchased. Individual items cannot be "cherry picked", or purchased separately.
- A **Substitution** occurs when the supplier does not quote the item you requested, but instead offers a similar but different item. The number of substitutions is indicated on the eQuote response page in the "Number of Substitutions" column (not shown here). Substitutions are also noted by a blue "Sub" link when a user tabulates the supplier responses.
- An **Alternative Item** icon displays when the supplier quotes the item you requested, and offers a similar item as an alternate choice.

---

When evaluating the supplier responses, it is important to check if the price quoted includes shipping costs. View the "Shipping" column on the eQuote response page to see if the price includes the shipping costs. You can sort the supplier response columns by shipping to easily determine which suppliers have included shipping in their costs. In order to see more information about the shipping cost, click on the "View" button and review the details in the supplier's response. You can also sort the columns by price to see which supplier provided the lowest price on the item.

eQuote contains a tabulate feature which allows users to tabulate and view all suppliers' prices by item with a click of a button. The tabulate feature makes it easy for users to review and compare prices.

We will walk through the steps to view and evaluate eQuote responses in this topic.

---

**Scenario: View  
and Evaluate  
eQuote  
Responses**

**View and Evaluate eQuote Responses**

A few days ago, you created an eQuote for furniture. You want to review and evaluate the supplier responses. Tabulate the responses in order to locate the best price.

*Note: This walkthrough is not a continuation of a previous scenario from this course. This scenario begins with the requisition open. At this point the user has already located and opened the requisition containing the eQuote.*

---

**Walkthrough**

**View and Evaluate eQuote Response**

(URL: [http://equote-training.ncgov.com/equote\\_demo\\_41.htm](http://equote-training.ncgov.com/equote_demo_41.htm))

PR1135375: Office Furniture  
 Items: 2 Total: \$3,793.73USD

**3 Checkout**

Review your requisition, make changes as necessary, and submit the request for approval.

Summary Approval Flow

Title: Office Furniture  
 Pre-Encumbrance Status: Not Encumbered  
 On Behalf Of:   
 Delay Purchase Until: ?   
 \*Buying Entity:   
 Transmit To Supplier?

No.	Type	Description	Qty	Unit	Price	Tax	Other	Amount
1		3M Data Projector 7630AV, 800x600 resolution, ...	1	each	\$3,793.73USD	\$0.00USD	\$0.00USD	\$3,793.73USD
		Supplier: 3M Company Location: 3M Company Commodity Code: 880-61 - Projectors, Overhe...	3M Data Projector 7630AV, 800x600 resolution, 16.7M colors, 700 ANSI Lum, UHB lamp, 5 lb weight, manual zoom					
2		Office Furniture	2	each	\$0.00USD	\$0.00USD	\$0.00USD	\$0.00USD
		eQuote Status: Submitted - 0 of 5 Responses Received Supplier: Location: Commodity Code: Equote	Office Furniture					

Buttons: Edit Copy Delete Add items

1. Note the number of supplier responses located next to the “eQuote Status”.
2. Click the “Refresh” button view how many responses you have received. The “eQuote Status” is refreshed.

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_42.htm](http://equote-training.ncgov.com/equote_demo_42.htm))

The screenshot shows the 'eRequisition' checkout page for requisition PR1135375. The page title is 'Office Furniture' and it contains 2 items totaling \$3,793.73USD. The 'Checkout' step is active, with instructions to review and submit the request. The 'Summary' tab is selected, showing details like Title, Pre-Encumbrance Status, and Buying Entity. Below this is a table of 'Line Items (2)'. The first item is a 3M Data Projector. The second item is 'Office Furniture' with a quantity of 2. Its 'eQuote Status' is 'Submitted - 5 of 5 Responses Received', which is circled with a dashed line. The table also shows contract and supplier information for each item.

No.	Type	Description	Qty	Unit	Price	Tax	Other	Amount
1		3M Data Projector 7630AV, 800x600 resolution, ...	1	each	\$3,793.73USD	\$0.00USD	\$0.00USD	\$3,793.73USD
Contract ID: 880A Supplier: 3M Company Location: 3M Company Commodity Code: 880-61 Projectors, Overhe...								
2		Office Furniture	2	each	\$0.00USD	\$0.00USD	\$0.00USD	\$0.00USD
eQuote Status: Submitted - 5 of 5 Responses Received Supplier: Location: Commodity Code: Equote								

**Note:** Notice that the eQuote Status field lists 5 of 5 responses.

- Click the eRequisition title, "Office Furniture", to view responses. The eQuote responses display on the Response Summary page.

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_43.htm](http://equote-training.ncgov.com/equote_demo_43.htm))

<b>Initiator</b>	Julie Batchelor, State of NC - Office of the State Controller						
<b>eQuote Title</b>	<a href="#">Office Furniture</a>						
<b>Date Sent</b>	June 15, 2008						
<b>Response Due</b>	June 20, 2008						

<b>eQuote Responses</b>								
<p>The symbols below refer to information suppliers included in their responses. Click on View to look at the response. Tabulate your eQuotes by clicking in the check box and then click on Tabulate Selected. You may add a checked response to eRequisition where applicable.            Note: A <b>Substitution</b> occurs when the supplier does not quote the item you requested, but instead offers a different item. An <b>Alternate</b> occurs when the supplier quotes the item you requested, and offers a similar item as an alternate choice.</p>								
Additional Response Information Add On Products		Terms and Conditions Non-Cherry-pickable		Alternate Item Include Attachments				
<input type="checkbox"/>	View Response	Supplier Name	Received	Items Responded To	Number of Substitutions	Details	Shipping	Price of Requested and Substitute Items
<input type="checkbox"/>	<a href="#">View</a>	<a href="#">Mary's Office Supplies</a>	June 19, 2008 1:30pm	3 of 3	1 of 3		Included	\$4,423.64
<input type="checkbox"/>	<a href="#">View</a>	<a href="#">Office Mart</a>	June 19, 2008 2:45pm	Declined				
<input type="checkbox"/>	<a href="#">View</a>	<a href="#">Office Products Unlimited</a>	June 18, 2008 10:30am	3 of 3	0 of 3		Not included	\$4,495.00
<input type="checkbox"/>	<a href="#">View</a>	<a href="#">Furniture Warehouse</a>	June 18, 2008 5:30pm	3 of 3	0 of 3		Included	\$4480.00
<input type="checkbox"/>	<a href="#">View</a>	<a href="#">Office Superstore</a>	June 19, 2008 12:30pm	3 of 3	1 of 3		Not included	\$4171.00
<input type="checkbox"/> <b>Tabulate Selected</b> <input checked="" type="checkbox"/> Include Alternates in tabulation								

**Note:** The eQuote Responses section contains a summary of the supplier responses. The eQuote Responses page displays: the date received, number of items responded to, number of substitutions, details, shipping information and the price quoted for the item by supplier.

- Click the “View” button next to “Mary’s Office Supplies” to view the entire response from Mary’s Office Supplies.

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_44.htm](http://equote-training.ncgov.com/equote_demo_44.htm))

		<b>Grand Total</b> \$4423.64
<b>Response Details</b>		
<b>eQuote Expires</b>	No Date Specified	
<b>Additional Reponse Info</b>		
<b>Shipping Method</b>		
<b>FOB</b>	Destination	
<b>Buyer Attachments</b>	No attachments	
<b>Supplier Attachments</b>	No attachments	
<b>External Notes History</b>		
This log contains your notes to all suppliers participating in the eQuote and notes sent to you by this supplier.		
<b>Log</b>	No notes entered	
<b>Internal Notes History</b>		
This log contains a history of notes exchanged within your organization and transactions relevant to this form.		
<b>Log</b>	June 15, 2008 1:10PM Julie Batchelor: eQuote sent to supplier(s)	
<b>Notes</b> Enter notes for members of your organization here. Suppliers cannot view the Internal Notes History.	<input type="text"/>	
		<input type="button" value="Return To Summary"/> <input type="button" value="Add To eRequisition"/>

5. Review the fields on the Response Details page.
6. Click the "Return To Summary" button at the bottom of the screen to go back to the Response Summary screen. The "Response Summary" page displays.

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_45.htm](http://equote-training.ncgov.com/equote_demo_45.htm))

**eQuote Responses**

The symbols below refer to information suppliers included in their responses. Click on View to look at the response. Tabulate your eQuotes by clicking in the check box and then click on Tabulate Selected. You may add a checked response to eRequisition where applicable.  
 Note: A **Substitution** occurs when the supplier does not quote the item you requested, but instead offers a different item. An **Alternate** occurs when the supplier quotes the item you requested, and offers a similar item as an alternate choice.

Additional Response Information     
 Terms and Conditions     
 Alternate Item  
 Add On Products     
 Non-Cherry-pickable     
 Include Attachments

View Response	Supplier Name	Received	Items Responded To	Number of Substitutions	Details	Shipping	Price of Requested and Substitute Items
<input checked="" type="checkbox"/> <a href="#">View</a>	<a href="#">Mary's Office Supplies</a>	June 19, 2008 1:30pm	3 of 3	1 of 3		Included	\$4,423.64
<input type="checkbox"/> <a href="#">View</a>	<a href="#">Office Mart</a>	June 19, 2008 2:45pm	Declined				
<input checked="" type="checkbox"/> <a href="#">View</a>	<a href="#">Office Products Unlimited</a>	June 18, 2008 10:30am	3 of 3	0 of 3		Not included	\$4,495.00
<input checked="" type="checkbox"/> <a href="#">View</a>	<a href="#">Furniture Warehouse</a>	June 18, 2008 5:30pm	3 of 3	0 of 3		Included	\$4480.00
<input checked="" type="checkbox"/> <a href="#">View</a>	<a href="#">Office Superstore</a>	June 19, 2008 12:30pm	3 of 3	1 of 3		Not included	\$4171.00

**Tabulate Selected**     Include Alternates in tabulation

[Add To eRequisition](#)

- Click the checkboxes next to all supplier responses except for the declined response.
- Click the "Tabulate Selected" button to tabulate supplier responses. The tabulated responses display.

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_46.htm](http://equote-training.ncgov.com/equote_demo_46.htm))

The screenshot shows the 'eQuote Response Tabulation' interface. At the top, it identifies the user as 'Julie Batchelor' and the session as 'Close Punchout Catalog Shopping Session'. Below this is a 'Description' section with the following details:

- Initiator: Julie Batchelor, State of NC - Office of the State Controller
- eQuote Title: [Office Furniture](#)
- Date Sent: June 15, 2008
- Response Due: June 20, 2008

The main section is titled 'Items' and contains a table of responses. A yellow instruction box states: 'To select an item, click in the box to the left of the price. You may then add the item(s) to eRequisition where applicable. Click View to look at the supplier eQuote response individually. Click the sub and alt links next to the item price to see the supplier's item description. Note: A **Substitution** occurs when the supplier does not quote the item you requested, but instead offers a different item. An **Alternate** occurs when the supplier quotes the item you requested and offers a similar item as an alternate choice.'

View Response	Supplier Name	Shipping	Items 1 - 3 of 3		
			File Cabinets, steel, Hon, putty, 4 drawer, legal 5 Each	Milano Euro Collection Shelving Units 6 Each	Sensible Seating Series High Back ... 10 Each
<a href="#">View</a>	<a href="#">Mary's Office Supplies</a>	Included	<input type="checkbox"/> \$199.00	<input type="checkbox"/> \$106.44 <a href="#">Sub</a>	<input type="checkbox"/> \$279.00
<a href="#">View</a>	<a href="#">Office Products Unlimited</a>	Not included	<input type="checkbox"/> \$189.00	<input type="checkbox"/> \$125.00	<input type="checkbox"/> \$280.00
<a href="#">View</a>	<a href="#">Furniture Warehouse</a>	Included	<input type="checkbox"/> \$199.00	<input type="checkbox"/> \$122.50	<input type="checkbox"/> \$275.00
<a href="#">View</a>	<a href="#">Office Superstore</a>	Not included	<input type="checkbox"/> \$169.00	<input type="checkbox"/> \$131.00	<input type="checkbox"/> \$254.00 <a href="#">Sub</a>

At the bottom of the table, there are three buttons: 'Return To Previous', 'Add To eRequisition', and 'Printable Version'.

**Note:** Tabulating the suppliers' responses allows the user to see the price quoted for each item by supplier name.

**Note:** You can use the up and down arrows to sort the columns by price.

- Click the "Sub" link in the first row to view the substitute line item from the supplier, Mary's Office Supplies. The substitution description displays.

**Note:** Substitutions will always be noted with the "Sub" link. This allows the user to distinguish prices by actual item and substituted item.

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_46a\\_sub.htm](http://equote-training.ncgov.com/equote_demo_46a_sub.htm))

Description	
SKU	458445
Description	500 Class Off-Surface Universal Steel Shelf Radius-cornered accessories fully compatible with open-plan systems. Customize workspaces while maintaining continuity throughout the office. Manufacturer's lifetime guarantee. Supports binders and books. Raised end-caps serve as bookends. Maximum recommended load 55 lbs. 11d x 2-1/2h. 2 ft. length
Quantity	6
Unit	Each
Unit Price	106.44

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10. Review the substitution description.
11. Click the “Close” button to return to the Line Item Tabulation screen.

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_46.htm](http://equote-training.ncgov.com/equote_demo_46.htm))

**eQuote Response Tabulation**

**Description**

Initiator	Julie Batchelor, State of NC - Office of the State Controller
eQuote Title	<a href="#">Office Furniture</a>
Date Sent	June 15, 2008
Response Due	June 20, 2008

**Items**

To select an item, click in the box to the left of the price. You may then add the item(s) to eRequisition where applicable. Click View to look at the supplier eQuote response individually. Click the sub and all links next to the item price to see the supplier's item description. Note: A **Substitution** occurs when the supplier does not quote the item you requested, but instead offers a different item. An **Alternate** occurs when the supplier quotes the item you requested and offers a similar item as an alternate choice.

View Response	Supplier Name	Shipping	Items 1 - 3 of 3		
<input type="checkbox"/>	<a href="#">Mary's Office Supplies</a>	Included	File Cabinets, steel, Hon, putty, 4 drawer, legal 5 Each <input type="checkbox"/> \$199.00	Milano Euro Collection Shelving Units 6 Each <input checked="" type="checkbox"/> \$106.44 <a href="#">Sub</a>	Sensible Seating Series High Back ... 10 Each <input type="checkbox"/> \$279.00
<input type="checkbox"/>	<a href="#">Office Products Unlimited</a>	Not included	<input type="checkbox"/> \$189.00	<input type="checkbox"/> \$125.00	<input type="checkbox"/> \$280.00
<input type="checkbox"/>	<a href="#">Furniture Warehouse</a>	Included	<input type="checkbox"/> \$199.00	<input type="checkbox"/> \$122.50	<input checked="" type="checkbox"/> \$275.00
<input type="checkbox"/>	<a href="#">Office Superstore</a>	Not included	<input checked="" type="checkbox"/> \$169.00	<input type="checkbox"/> \$131.00	<input type="checkbox"/> \$254.00 <a href="#">Sub</a>

Return To Previous   Add To eRequisition   Printable Version

12. Check the item checkboxes to award the eQuote as follows:
  - Item 1 to Office Superstore
  - Item 2 to Mary's Office Supplies
  - Item 3 to Furniture Warehouse
  
13. Click the "Add to eRequisition" button at the bottom of the screen to add these items to the eRequisition. The requisition Line Item Details page displays.

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_47.htm](http://equote-training.ncgov.com/equote_demo_47.htm))

The screenshot shows the 'Checkout' step of an eRequisition process. The page title is 'eRequisition' and the status is 'Checkout'. The total value of the items is \$8,027.37 USD. The page includes a navigation menu on the left with steps: 1 Add Title, 2 Add Items, and 3 Checkout. The main content area is divided into 'Summary' and 'Approval Flow' tabs. The 'Summary' tab is active and displays the following information:

- Title: Office Furniture
- Pre-Encumbrance Status: Not Encumbered
- On Behalf Of: [Dropdown]
- Delay Purchase Until: [Calendar]
- \* Buying Entity: [Dropdown]
- Transmit To Supplier?

Below the summary is a table of 'Line Items (4)'. The table has columns for No., Type, Description, Qty, Unit, Price, Tax, Other, and Amount. Three items are visible:

No.	Type	Description	Qty	Unit	Price	Tax	Other	Amount
1	[Icon]	3M Data Projector 7630AV, 800x600 resolution, ...	1	each	\$3,793.73USD	\$0.00USD	\$0.00USD	\$3,793.73USD
2	[Icon]	File Cabinets, steel, Hon, putty, 4 drawer...	5	each	\$169.00 USD	\$0.00USD	\$0.00USD	\$845.00 USD
3	[Icon]	500 Class Off-Surface Universal Steel Shelf Radius-cornered...	6	each	\$106.44 USD	\$0.00USD	\$0.00USD	\$638.64 USD

Each line item includes additional details such as Contract ID, Supplier, Location, and Commodity Code. For example, Item 1 is supplied by 3M Company, and Item 2 is supplied by Office Superstore.

**Note:** Notice you have now returned to the original requisition and the items you selected in the eQuote are displayed as line items on the requisition.

14. Review the eQuote line items.

**Note:** It is important to update the commodity code and contract ID information, if applicable, for eQuote items. Users can update this information by clicking on the "Edit" button for each line item.

15. Click the "Submit" button at the top or bottom of the screen to complete the requisition.

---

**Practice  
Exercise**

**View and Evaluate eQuote Responses**

**Instructions:**

Using the scenario below, complete the practice exercise. You will be practicing the steps you just learned to view and evaluate eQuote responses. Use the "Answer to Practice Exercise" steps following this section to help guide you through the process in the HTML pages.

**Scenario**

A few days ago, you started an eRequisition for various cleaning supplies. You chose some items from existing contracts and sent an eQuote request to suppliers. You have now received responses from the 4 suppliers and are ready to review them.

View and tabulate the responses (except the one in which the supplier declined). Be sure to review the details of the substitute item. Select the lowest priced items and view the awarded supplier and items in the eRequisition.

Use the steps in the following section to complete the practice exercise.

---

**Answer to Practice Exercise**

**View and Evaluate eQuote Response**

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_49.htm](http://equote-training.ncgov.com/equote_demo_49.htm))

The screenshot displays the 'Checkout' stage of an eRequisition process. The requisition title is 'Cleaning Supplies' (PR1135375) with a total value of \$10.73USD. The 'Summary' tab is active, showing various requisition details. A table of 'Line Items' is visible, with the second item, 'Cleaning Supplies', circled in a dashed line. This item's 'eQuote Status' is 'Submitted - 4 of 4 Responses Received', which is the key information for the exercise.

No.	Type	Description	Qty	Unit	Price	Tax	Other	Amount
1		Monitor Cleaning Wipes...	1	each	\$10.73USD	\$0.00USD	\$0.00USD	\$10.73USD
2		Cleaning Supplies	2	each	\$0.00USD	\$0.00USD	\$0.00USD	\$0.00USD

1. Click the eRequisition title, "Cleaning Supplies", to view responses.

**Note:** Under the title of the line item, the eQuote status indicates that 4 of 4 responses received.

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_50.htm](http://equote-training.ncgov.com/equote_demo_50.htm))

eQuote Response Summary								
Description								
Initiator	Julie Batchelor, State of NC - Office of the State Controller							
eQuote Title	<a href="#">Cleaning Supplies</a>							
Date Sent	June 15, 2008							
Response Due	June 20, 2008							
eQuote Responses								
<p>The symbols below refer to information suppliers included in their responses. Click on View to look at the response. Tabulate your eQuotes by clicking in the check box and then click on Tabulate Selected. You may add a checked response to eRequisition where applicable.            Note: A <b>Substitution</b> occurs when the supplier does not quote the item you requested, but instead offers a different item. An <b>Alternate</b> occurs when the supplier quotes the item you requested, <b>and</b> offers a similar item as an alternate choice.</p> <p>  Additional Response Information                 Terms and Conditions                 Alternate Item   Add On Products                 Non-Cherry-pickable                 Include Attachments         </p>								
View Response	Supplier Name	Received	Items Responded To	Number of Substitutions	Details	Shipping	Price of Requested and Substitute Items	
<input type="checkbox"/> <a href="#">View</a>	<a href="#">Jack Sprat Cleaning</a>	June 19, 2008 1:30pm	3 of 3	1 of 3		Included	\$400.00	
<input type="checkbox"/> <a href="#">View</a>	<a href="#">Maintenance Superstore</a>	June 19, 2008 2:45pm	Declined					
<input type="checkbox"/> <a href="#">View</a>	<a href="#">Office Products Unlimited</a>	June 18, 2008 10:30am	3 of 3	0 of 3		Not included	\$400.00	
<input type="checkbox"/> <a href="#">View</a>	<a href="#">Wholesale Maintenance</a>	June 18, 2008 5:30pm	3 of 3	0 of 3		Included	\$400.00	
<input type="checkbox"/> <b>Tabulate Selected</b> <input checked="" type="checkbox"/> Include Alternates in tabulation								

- Click the "View" button next to "Jack Sprat Cleaning" to view the entire supplier response. The Review eQuote Response page displays.

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_51.htm](http://equote-training.ncgov.com/equote_demo_51.htm))

Response Details	
eQuote Expires	No Date Specified
Additional Reponse Info	
Shipping Method	
FOB	Destination
Buyer Attachments	No attachments
Supplier Attachments	No attachments
External Notes History	
This log contains your notes to all suppliers participating in the eQuote and notes sent to you by this supplier.	
Log	No notes entered
Internal Notes History	
This log contains a history of notes exchanged within your organization and transactions relevant to this form.	
Log	June 15, 2008 2:40PM Julie Batchelor: eQuote sent to supplier(s)
Notes	<div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>Enter notes for members of your organization here. Suppliers cannot view the Internal Notes History.</p>
<div style="display: inline-block; border: 1px dashed black; border-radius: 50%; padding: 2px;">Return To Summary</div> <div style="display: inline-block; margin-left: 10px; background-color: #800000; color: white; padding: 2px 5px;">Add To eRequisition</div>	

3. Review the supplier response fields.
4. Click the "Return To Summary" button at the bottom of the screen. The Response Summary screen displays.

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_52.htm](http://equote-training.ncgov.com/equote_demo_52.htm))

**eQuote Response Summary**

Description	
Initiator	Julie Batchelor, State of NC - Office of the State Controller
eQuote Title	<a href="#">Cleaning Supplies</a>
Date Sent	June 15, 2008
Response Due	June 20, 2008

**eQuote Responses**

The symbols below refer to information suppliers included in their responses. Click on View to look at the response. Tabulate your eQuotes by clicking in the check box and then click on Tabulate Selected. You may add a checked response to eRequisition where applicable.  
 Note: A **Substitution** occurs when the supplier does not quote the item you requested, but instead offers a different item. An **Alternate** occurs when the supplier quotes the item you requested, and offers a similar item as an alternate choice.

 Additional Response Information     
  Terms and Conditions     
  Alternate Item  
 Add On Products     
  Non-Cherry-pickable     
  Include Attachments

View Response	Supplier Name	Received	Items Responded To	Number of Substitutions	Details	Shipping	Price of Requested and Substitute Items
<input type="checkbox"/> <a href="#">View</a>	<a href="#">Jack Sprat Cleaning</a>	June 19, 2008 1:30pm	3 of 3	1 of 3		Included	\$400.00
<input type="checkbox"/> <a href="#">View</a>	<a href="#">Maintenance Superstore</a>	June 19, 2008 2:45pm	Declined				
<input type="checkbox"/> <a href="#">View</a>	<a href="#">Office Products Unlimited</a>	June 18, 2008 10:30am	3 of 3	0 of 3		Not included	\$400.00
<input type="checkbox"/> <a href="#">View</a>	<a href="#">Wholesale Maintenance</a>	June 18, 2008 5:30pm	3 of 3	0 of 3		Included	\$400.00

[Tabulate Selected](#)  Include Alternates in tabulation

- Click the checkboxes next to all supplier responses except for the declined response.
- Click the "Tabulate Selected" button to tabulate supplier responses.

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_53.htm](http://equote-training.ncgov.com/equote_demo_53.htm))


Julie Batchelor
Close Punchout Catalog Shopping Session
Help

### eQuote Response Tabulation

Description	
Initiator	Julie Batchelor, State of NC - Office of the State Controller
eQuote Title	<a href="#">Cleaning Supplies</a>
Date Sent	June 15, 2008
Response Due	June 20, 2008

Items					
To select an item, click in the box to the left of the price. You may then add the item(s) to eRequisition where applicable. Click View to look at the supplier eQuote response individually. Click the sub and alt links next to the item price to see the supplier's item description. Note. A <b>Substitution</b> occurs when the supplier does not quote the item you requested, but instead offers a different item. An <b>Alternate</b> occurs when the supplier quotes the item you requested <b>and</b> offers a similar item as an alternate choice.					
View Response	Supplier Name	Shipping	Items 1 - 3 of 3		
			Paint thinner, 5 gal. 50 Each	Ajax Cleaner Degreaser, 10 gal. 100 Each	Simple Green, 5 gal. 100 Each
<a href="#">View</a>	<a href="#">Jack Sprat Cleaning</a>	Included	<input type="checkbox"/> \$425.00	<input type="checkbox"/> \$725.00 <a href="#">Sub</a>	<input type="checkbox"/> \$944.00
<a href="#">View</a>	<a href="#">Office Products Unlimited</a>	Not included	<input type="checkbox"/> \$417.00	<input type="checkbox"/> \$800.00	<input type="checkbox"/> \$973.00
<a href="#">View</a>	<a href="#">Wholesale Maintenance</a>	Included	<input type="checkbox"/> \$398.00	<input type="checkbox"/> \$778.00	<input type="checkbox"/> \$860.00

Return To Previous
Add To eRequisition
Printable Version

- Click the "Sub" link to view the substitute line item for Jack Sprat Cleaning. The substitute description display.

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_53a\\_sub.htm](http://equote-training.ncgov.com/equote_demo_53a_sub.htm))

Description	
SKU	548631
Description	All-Purpose Industrial Degreaser/Cleaner Strong yet safe. Removes oil, lubricants, grime from washable surfaces. Rinses easily. Can be diluted for light to super heavy cleaning. For pressure washing and steam cleaning, maintenance, food processing and preparation, parts washing. Exempt from OSHA and EPA requirements for special handling or personal protection for hazardous materials. Biodegradable, 10 gal.
Quantity	100
Unit	Each
Unit Price	\$7.23

Close

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8. Review the substitute information.
9. Click the “Close” button to return to the Line Item Tabulation screen.

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_53.htm](http://equote-training.ncgov.com/equote_demo_53.htm))

**eQuote Response Tabulation**

**Description**

Initiator	Julie Batchelor, State of NC - Office of the State Controller
eQuote Title	<a href="#">Cleaning Supplies</a>
Date Sent	June 15, 2008
Response Due	June 20, 2008

**Items**

To select an item, click in the box to the left of the price. You may then add the item(s) to eRequisition where applicable. Click View to look at the supplier eQuote response individually. Click the sub and alt links next to the item price to see the supplier's item description. Note: A **Substitution** occurs when the supplier does not quote the item you requested, but instead offers a different item. An **Alternate** occurs when the supplier quotes the item you requested and offers a similar item as an alternate choice.

View Response	Supplier Name	Shipping	Items 1 - 3 of 3		
			Paint thinner, 5 gal. 50 Each	Ajax Cleaner/Degreaser, 10 gal. 100 Each	Simple Green, 5 gal. 100 Each
<a href="#">View</a>	<a href="#">Jack Sprat Cleaning</a>	Included	<input type="checkbox"/> \$425.00	<input checked="" type="checkbox"/> \$725.00 <a href="#">Sub</a>	<input type="checkbox"/> \$944.00
<a href="#">View</a>	<a href="#">Office Products Unlimited</a>	Not included	<input type="checkbox"/> \$417.00	<input type="checkbox"/> \$800.00	<input type="checkbox"/> \$973.00
<a href="#">View</a>	<a href="#">Wholesale Maintenance</a>	Included	<input checked="" type="checkbox"/> \$398.00	<input type="checkbox"/> \$778.00	<input checked="" type="checkbox"/> \$860.00

[Return To Previous](#) [Add To eRequisition](#) [Printable Version](#)

10. Check the item checkboxes to award the eQuote as follows:
  - Item 1 to Wholesale Maintenance
  - Item 2 to Jack Sprat Cleaning
  - Item 3 to Wholesale Maintenance
  
11. Click the "Add to eRequisition" button to return these items to the original eRequisition. The View Line Items page displays.

(URL for screenshot below: [http://equote-training.ncgov.com/equote\\_demo\\_54.htm](http://equote-training.ncgov.com/equote_demo_54.htm))

PR1135375: Cleaning Supplies  
 Items: 4 Total: \$1,997.73 USD

**3 Checkout**

Review your requisition, make changes as necessary, and submit the request for approval.

Summary Approval Flow

Title: Cleaning Supplies

Pre-Encumbrance Status: Not Encumbered

On Behalf Of: [Dropdown]

Delay Purchase Until: [Date Picker]

\*Buying Entity: [Dropdown]

Transmit To Supplier?

No.	Type	Description	Qty	Unit	Price	Tax	Other	Amount
1		Monitor Cleaning Wipes, ...	1	each	\$10.73USD	\$0.00USD	\$0.00USD	\$10.73USD
		Supplier: 3M Company Location: 3M Company Commodity Code: OFFICE:CLEANING	Monitor Cleaning Wipes for all types of computer monitors					
2		Paint Thinner, 5 gal.	50	each	\$7.96 USD	\$0.00USD	\$0.00USD	\$398.00 USD
		eQuote Status: Awarded Supplier: Wholesale Maintenance Location: Wholesale Maintenance Commodity Code: OFFICE:CLEANING	Paint Thinner, 5 gal.					
3		All-Purpose Industrial Degreaser/Cleaner...	100	each	\$7.23 USD	\$0.00USD	\$0.00USD	\$723.00 USD
		eQuote Status: Awarded	All-Purpose Industrial Degreaser/Cleaner Strong yet safe. Removes oil...					

12. Review the eQuote line items that are now added on the requisition.

**Note:** Once you have added the eQuote line item, it is important to add commodity code and contract ID information, if applicable, to the requisition for each line item. Click the Edit button located next to the line item to update these fields.

13. Click the "Submit" button at the top or bottom of the page to complete the eRequisition.

---

**Key Summary  
Points**

**View and Evaluate eQuote Response**

- To access supplier responses to an eQuote, the user must locate and open the eRequisition containing the eQuote. The user must click the “Edit” button to view the responses.
  - It is possible to view the number of responses returned from the suppliers without going into the eQuote. To view the number of responses, click the “Refresh” button at the top or bottom of the page.
  - The tabulate feature allows users to easily compare prices across each item.
  - Substitutes are tabulated the same way as exact item matches.
-