



Request for Quote (RFQ)

Overview

Request for Quote expedites the purchasing process by creating and submitting an RFQ to multiple prospective and existing SYSPRO suppliers, recording and tracking bids, and ultimately initiating a Blanket Purchase Order from the successful bid.

The Value of Request for Quote (RFQ)

- Single entry point for multiple submissions
- Submit to SYSPRO and non-SYSPRO suppliers
- Generate RFQ for contracts about to expire
- Capture all bids against RFQ
- Review purchase history of item
- Review all bids on a single screen
- Obtain best prices and delivery options
- Easy bid-approval process
- Retain history of all bids per RFQ
- Initiate contract from approved bid
- Full query function with drill-down to detail lines, bids and submitted suppliers

Matching RFQ to your Business

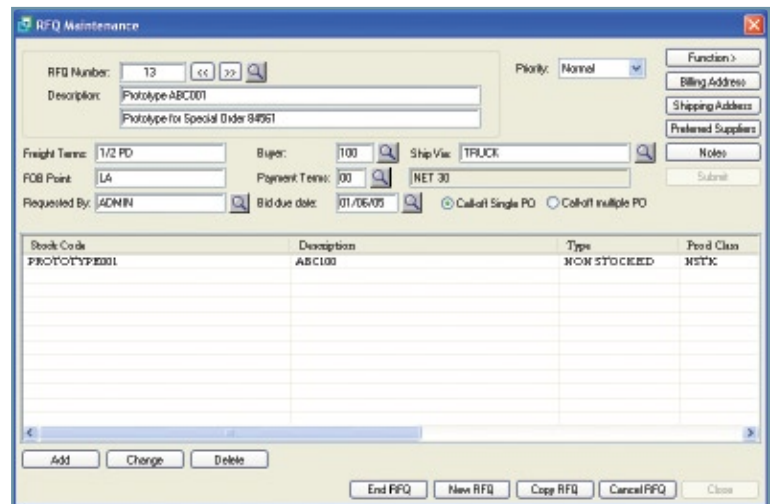
- Proactively generate RFQ to replace current contracts
- View existing contract and P/O history from RFQ
- View detailed inventory query from RFQ
- Easily submit to multiple prospective and existing suppliers
- Choose to submit via:
 - Integrated email
 - Fax
 - Printed US mail
- Make informed decisions for new source
- Compare prices and delivery schedules
- Retain bid history for future analysis
- Efficient bid review and approval
- Blanket P/O initiated from RFQ details
- Attach P/O Additional text to RFQ line item

Integration

- Request for Quote integrates with Accounts Payable, Blanket Purchase Orders, Inventory and General Ledger
- E-mail or fax RFQ with the Office Automation module

Audit Trails and Reporting

- List of RFQ suppliers
- List of open bids
- Master report of all RFQ's
- Detail report of completed RFQ's
- RFQ status report
- Produce user-defined reports using SYSPRO Report Writer or any Third Party Report Writer



The screenshot shows the 'RFQ Maintenance' window. It contains several input fields and buttons for managing RFQs. The 'RFQ Number' field is set to 13. The 'Description' field contains 'Prototype ABC001' and 'Prototype for Special Order 84961'. The 'Priority' is set to 'Normal'. The 'Freight Terms' are '1/2 PD', 'Buyer' is '100', and 'Ship Via' is 'TRUCK'. The 'FOB Point' is 'LA' and 'Payment Terms' are 'NET 30'. The 'Requested By' is 'ADMIN' and the 'Bid due date' is '01/06/05'. There are radio buttons for 'Call-off Single PO' (selected) and 'Call-off multiple PO'. A table below shows a single line item with columns for Stock Code, Description, Type, and Prod Class. The table contains one row: 'PROTOTYPE001', 'ABC100', 'NON STOCKED', and 'MSTC'. At the bottom, there are buttons for 'Add', 'Change', 'Delete', 'End RFQ', 'New RFQ', 'Copy RFQ', 'Cancel RFQ', and 'Close'.

Stock Code	Description	Type	Prod Class
PROTOTYPE001	ABC100	NON STOCKED	MSTC