

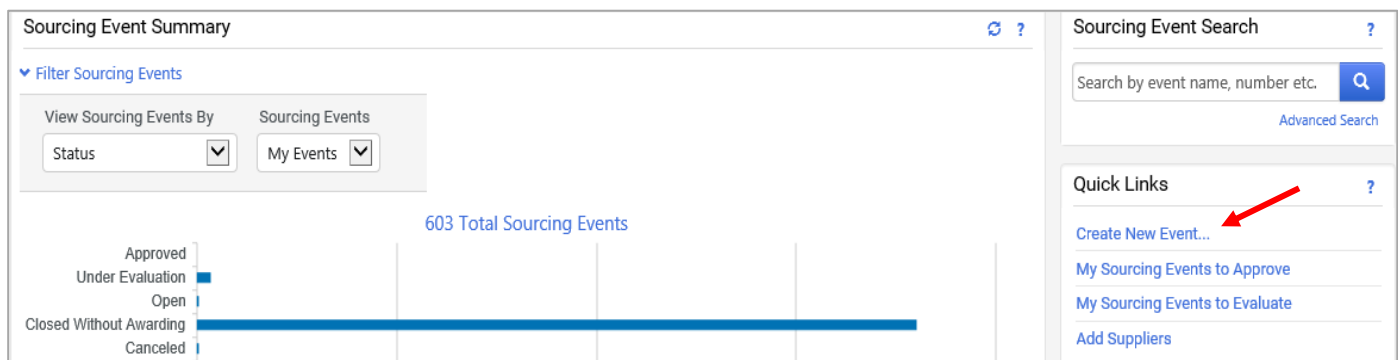
Create an RFQ Event in JAGGAER (Low Cost)

This document outlines the steps on how to create a **Low Cost Request for Quote (RFQ)** against an **Invitation to Qualify (ITQ)** Contract in JAGGAER. RFQs estimated to **cost less than \$50,000** are not created in JAGGAER (please see the ***ITQ Process for JAGGAER and Non-JAGGAER Instructions*** document for guidance on the [DGS Collab site](#)).

Users assigned the Issuing Officer role can create and edit solicitations in JAGGAER. A solicitation is known as an event in JAGGAER. Within JAGGAER the terms solicitation and event are interchangeable.

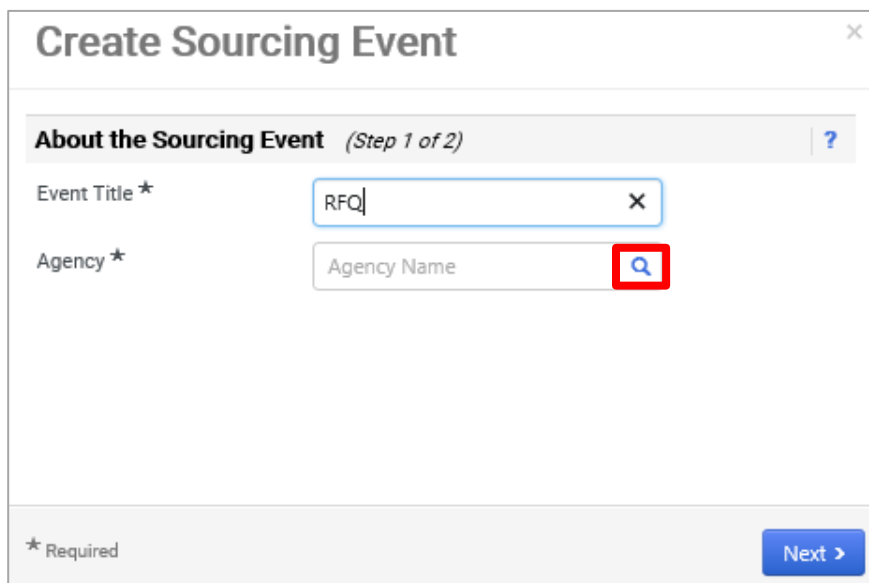
Disclaimer: All screenshots used in this procedure are for example purposes only.

Step 1: On the Home page, in the *Quick Links* section, select the **Create New Event** link to begin the process.

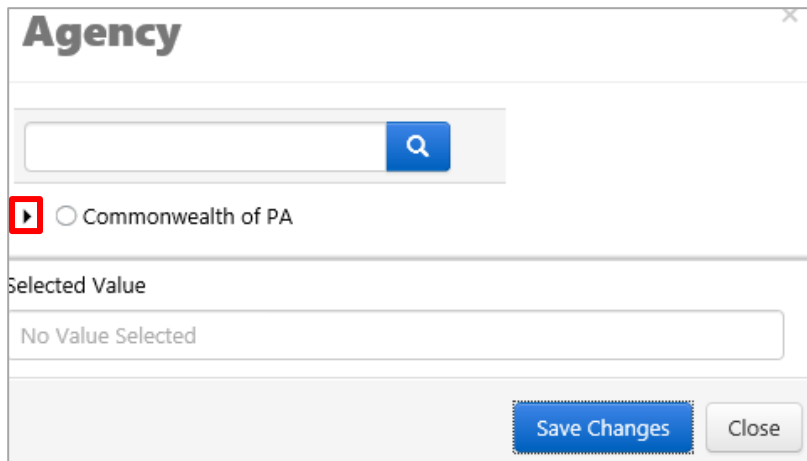


Step 2: Enter the **name of the RFQ** in the *Event Title* field.

- In the *Agency* field, select the **Magnifying** icon to search for your agency or bureau name.



- b. Select the **Arrow** to expand the agency list.



Agency

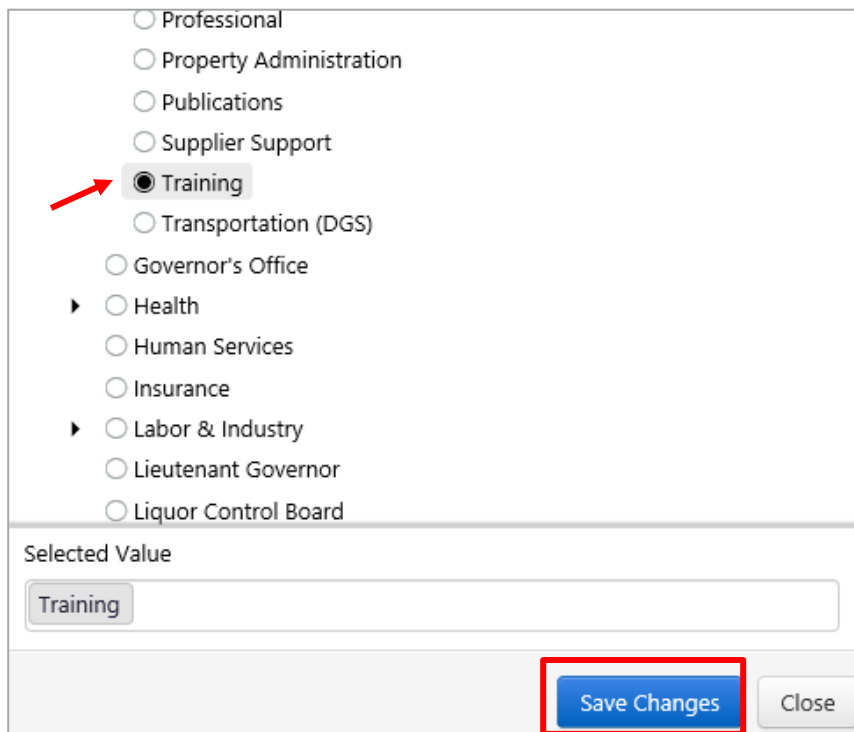
☒ Commonwealth of PA

Selected Value

No Value Selected

- c. Choose the **Radio** button for your agency or bureau name and select the **Save Changes** button.

Note: If your agency has an arrow, expand the list to verify your bureau name is listed. If your bureau name is not listed select the radio button for your agency.



☐ Professional

☐ Property Administration

☐ Publications

☐ Supplier Support

☒ Training

☐ Transportation (DGS)

☐ Governor's Office

▶ ☐ Health

☐ Human Services

☐ Insurance

▶ ☐ Labor & Industry

☐ Lieutenant Governor

☐ Liquor Control Board

Selected Value

Training

Step 3: Select the **Next** button.

Create Sourcing Event

About the Sourcing Event (Step 1 of 2)

Event Title * RFQ Low Cost

Agency * Training
In: Commonwealth of PA > General Services

* Required

Next >

Step 4: In the *Event Type* field, select the **Magnifying** icon to choose the appropriate type (i.e. RFQ).

Create Sourcing Event

About the Sourcing Event (Step 2 of 2)

Event Type * Event Type

Create from Template Template Name

* Required

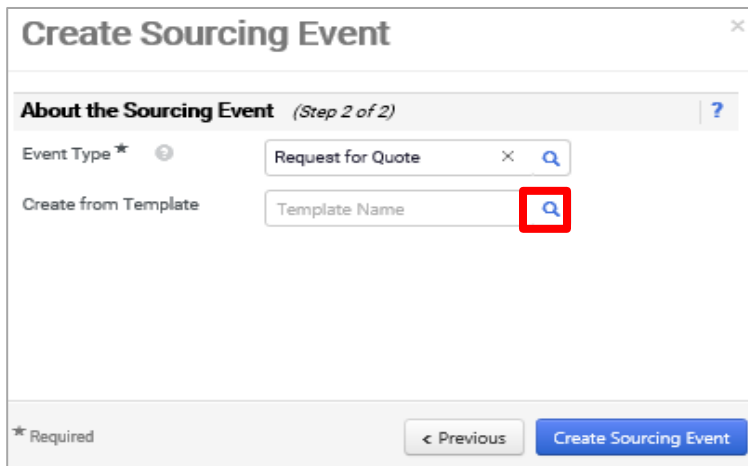
< Previous Create Sourcing Event

- a. Choose the **Select** button for Request for Quote. **Note:** Request for Information and Request for Auction are not currently used by the commonwealth.

Sourcing Event Type

Name	
Auction	Select
Request for Information	Select
Request for Proposal	Select
Request for Quote	Select

Step 5: In the *Create from Template* field, select the **Magnifying** icon to choose the appropriate template.



Create Sourcing Event

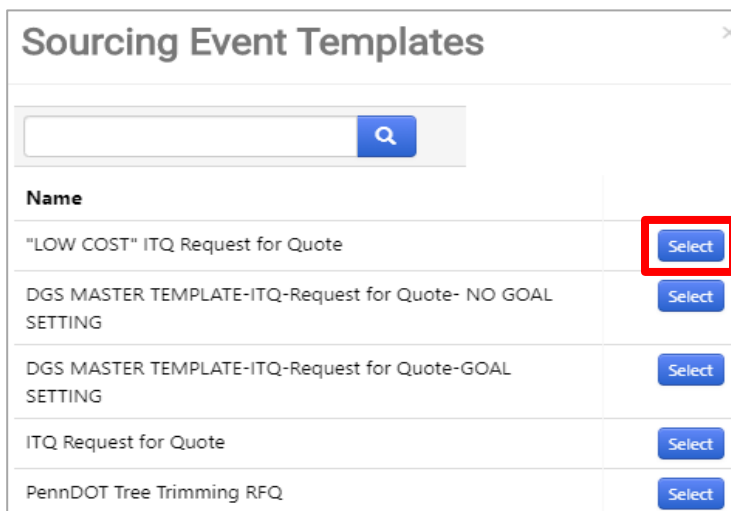
About the Sourcing Event (Step 2 of 2) ?

Event Type * ? Request for Quote × Q

Create from Template Template Name Q

* Required < Previous Create Sourcing Event

- a. Choose the **Select** button for the **“Low Cost” ITQ Request for Quote** template. **Note:** This template **must** be used for RFQs against Low Cost ITQs only. The “PennDOT Tree Trimming RFQ” template is to be used **only** by PennDOT.

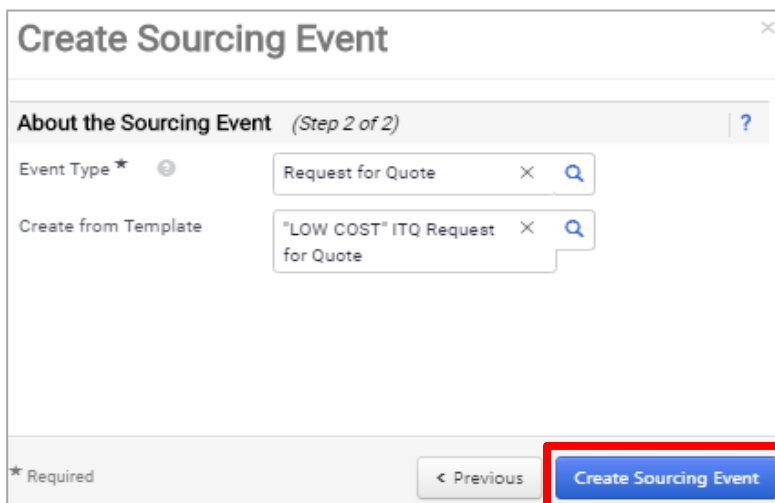


Sourcing Event Templates

Q

Name	
"LOW COST" ITQ Request for Quote	Select
DGS MASTER TEMPLATE-ITQ-Request for Quote- NO GOAL SETTING	Select
DGS MASTER TEMPLATE-ITQ-Request for Quote-GOAL SETTING	Select
ITQ Request for Quote	Select
PennDOT Tree Trimming RFQ	Select

Step 6: Select the **Create Sourcing Event** button.



Create Sourcing Event

About the Sourcing Event (Step 2 of 2) ?




Event Type * ? Request for Quote × Q

Create from Template "LOW COST" ITQ Request for Quote × Q

* Required < Previous Create Sourcing Event


The RFQ has been created and is in *Draft* status. Begin with the *Setup* section, enter information specific to your RFQ and complete the following sections under *Settings and Content*.

All required fields in each section **must** be completed to submit the event for approval. A field with a star is required.

RFQ DGS-RFQ001987	
Type:	Request for Quote
Event Status:	Draft
Settings and Content ▾	
Setup	✓
Users	✓
Description	✓
Prerequisites	2
Buyer Attachments	0
Questions	16
RFQ Questions	
Additional Required Docu...	
Items	0
Suppliers	0
Review and Submit	✓
Setup	
Event Title *	RFQ
Event Type ⓘ	Request for Quote
Agency	General Services
Event Number *	DGS-RFQ001987 
Stage Title	
Commodity Codes	
Reporting Commodity Code -	
Additional Commodity Codes -	
Payment	
Estimated Value *	<input type="text"/> USD
★ Required	

Step 7: In the *Setup* section, the *Event Title* field can be edited (if necessary). The *Event Type* and *Agency* fields **cannot** be edited. **Note:** All agencies that have access to the Supplier Relationship Management (SRM) system should use the SRM Number to identify the RFQ in JAGGAER. Select the **Pencil** icon to edit the *Event Number* field.

- Remove the system generated number and replace with the SRM Number.

Setup	
Event Title *	RFQ Low Cost
Event Type ⓘ	Request for Quote
Agency	Training
Event Number *	Trn-RFQ001808 
Stage Title	

The *Stage Title* field should remain blank.

Step 8: For *Reporting Commodity Code*, select the **Edit** button to search and choose the applicable ITQ Commodity Code. This field allows only one code to be selected. Use the *Additional Commodity Codes* field to add more codes.

Commodity Codes

Reporting Commodity Code -

Edit

Additional Commodity Codes -

Edit

- a. Choose the **Select** button for the code.

Commodity Codes

facilities maintenance

Q

Commodity Code	Description	
72000000-ITQ-128	Facilities Maintenance Services - Electrical Services	Select
72000000-ITQ-129	Facilities Maintenance Services - HVAC Services	Select
72000000-ITQ-130	Facilities Maintenance Services - Pumps & Controls Services	Select
72000000-ITQ-131	Facilities Maintenance Services - Steam Maintenance Services	Select
72000000-ITQ-296	Facilities Maintenance Services - Plumbing Services	Select

Step 9: In the *Bid and Evaluation* sub-section, make sure “**No**” is selected for the *Use Panel Questionnaire* function. RFQs for Low Cost **do not** require any evaluation and scoring.

Bid and Evaluation

Sealed Bid ? Yes

Respond by Proxy No

Use Panel Questionnaire ☐ Yes ☒ No

Step 10: Complete the *Open Date*, *Close Date*, and *Q&A Submission Close Date* fields. Use the **Calendar** and **Clock** icons or enter dates/times to complete the fields.

The **checkboxes** for *Sealed Bid Open Date* and *Show Sealed Bid Open Date to Supplier* should remain selected as defaulted.

▼

Dates

Time Zone

EDT/EST - Eastern Standard Time (US/Easte

▼

Open Date ★

Calendar

Clock

mm/dd/yyyy hh:mm a

Close Date ★

Calendar

Clock

mm/dd/yyyy hh:mm a

Sealed Bid Open Date ★

☒

 Same as Close Date

Show Sealed Bid Open Date to Supplier

☒

 Show Sealed Bid Open Date to Supplier

Q&A Submission Close Date ★

☐

 Same as Close Date

Calendar

Clock

mm/dd/yyyy hh:mm a

Step 11: Select the **Next** button. **Note:** The *Save Progress* button will save the edits and keep you on the same screen. The *Next* button will save the edits and advance you to the next screen.

Save Progress

Next >

Step 12: In the *Users* section, select the **Edit Users** button to add users. (Optional)

Users Event Actions History ?

Event Creator * Isaac, Tangela

Event Owners * Event Owners have full control over this event: **Edit Users**

Isaac, Tangela

Event Managers on this Work Group have full control over this event: **Role: Super Admin (15 users)**

Contacts * Contact information for these users is shown to suppliers: **Edit Users**

Isaac, Tangela

Stakeholders Stakeholders can view the event and responses: **Edit Users**

No User Selected

Stakeholders on this Work Group can view the event and responses

Allen, Ronald	Marks, Tina
Anderson, Kheea	Murphy, Paula
Burwell, Curtis	Parker, Montez
Calien, Lorraine	Sanford, Lisa
Fox, Mary	Smith, Audrey
Hess, Kenneth	White, Charlie

★ Required < Previous Save Progress Next >

Note: When adding users, do not delete your name!! If you delete your name, you will remove your editing permissions for the RFQ. To add users, enter the last name of the user next to your name to search and add. Once the user(s) have been added, select the **Save Changes** button. (Optional step)

Add Users ×

Individually by User

Isaac, Tangela × colon Q

Colon, Virgen

Save Changes Close

a. Select the **Next** button.

Save Progress Next >

Step 13: In the *Description* section, enter **details specific to your RFQ** in the highlighted text fields throughout the section.

Description Event Actions History

Copy from Library

Please enter a description for this event, or copy from library. *

Format (inherited font) (inherited size) B I U A [icon] [icon] [icon] [icon] [icon] [icon] [icon] [icon] [icon] [icon] [icon] [icon]

X₂ X₁ [icon] </>

1. **Purpose.** This request for quotes (RFQ) provides information to enable Contractors to prepare and submit quotes for the Commonwealth of Pennsylvania's consideration.

2. **Issuing Office.** The [insert name of agency] ("Issuing Office") has issued this RFQ on behalf of the Commonwealth. The sole point of contact in the Commonwealth for this RFQ shall be [Insert Name of the Issuing Officer and email address] the Issuing Officer for this RFQ.

3. **Project Description.** [Describe and provide the background and historical information, work to be accomplished, objectives, potential time constraints for work to be completed, geographical area(s), and other pertinent information.] The Statement of Work (SOW) contained in the Buyer Attachments section is provided for you to develop your proposal for the referenced project. The successful Contractor will be based on Low Cost.

4. **Questions & Answers.** Questions must be submitted using the Q&A Board within this event. Questions must be submitted as individual questions. Questions must be submitted by the posted deadline. All questions and responses are considered an addendum to and part of this RFQ. The Issuing Office shall not be bound by any verbal information, nor shall it be bound by any written information that is not either contained within the RFQ or formally issued by the Issuing Office. The Issuing Office does not consider questions to be a protest of the specifications or the solicitation.

5. **Addenda to the RFQ.** Any revisions to this RFQ will be made electronically within this site.

6. **Response Date.** To be considered for selection, electronic quotes must be submitted on or before the time and date specified. The Issuing Office will reject any late quotes.

7. **Quote Submission:** To be considered, Contractors must submit a complete response to this RFQ by the due date and time from an official authorized to bind the Contractor to its provisions. The quote must remain valid for [120 days] or until a purchase order is issued, whichever is later.

- a. **Do not** enter any information in the *Stage Description* area. Select the **Next** button.

▼ **Stage Description**

Please enter a description for this event stage.

Format (inherited font) (inherited size) B I U A [icon] [icon] [icon] [icon] [icon] [icon] [icon] [icon] [icon] [icon] [icon] [icon]

X₂ X₁ [icon] </>

★ Required

< Previous Save Progress Next >

Step 14: The *Prerequisites* section has information the supplier will need to know and/or act on. **Do not** delete any of the default prerequisites. Select the **Next** button.

The screenshot shows the 'Prerequisites' section of a software interface. At the top, there is a header bar with 'Prerequisites' on the left, 'Event Actions' with a dropdown arrow, 'History', and a question mark icon on the right. Below the header, there is a blue button labeled 'Add Prerequisite' with a dropdown arrow. To the right of this button is a star icon followed by the text 'Required to Enter Bid'. The main content area is a table with two columns: 'Instructions to supplier' and 'Prerequisite Content'. The table has two rows: one for 'Responsibility to Review' with a star icon, and one for 'Disclaimer' with a star icon. Each row has an 'Actions' dropdown button to its right. At the bottom of the interface, there are three buttons: '< Previous', 'Save Progress', and 'Next >'. The 'Next >' button is highlighted with a red rectangle.

Step 15: In the *Buyer Attachments* section, upload reference documents for the supplier to view, download, and/or complete (i.e. Statement of Work, Cost Submittal, and any other related documents).

- Select the **Add Attachment** button to begin uploading documents.
- Choose the **Add New Attachment** menu item. **Note:** There are no documents available in the *Add from Library* option.

The screenshot shows the 'Buyer Attachments' section. On the left, there is a blue button labeled 'Add Attachment' with a dropdown arrow, which is highlighted with a red rectangle. A red arrow points from this button to a dropdown menu on the right. The dropdown menu has two options: 'Add New Attachment' and 'Add from Library'. The 'Add New Attachment' option is circled in red. Below the button, there is a text prompt: 'Please add your attachments below.'.

- c. Complete the **Display Name** (i.e. Statement of Work) and **File** fields.

Add Attachment

Attachment Type ★ ☒ File ☐ Link

File ★ Select files... Drop files to attach, or browse.

Maximum upload file size: 50.0 MB

Comments
 1000 characters remaining

★ Required Save Changes Close

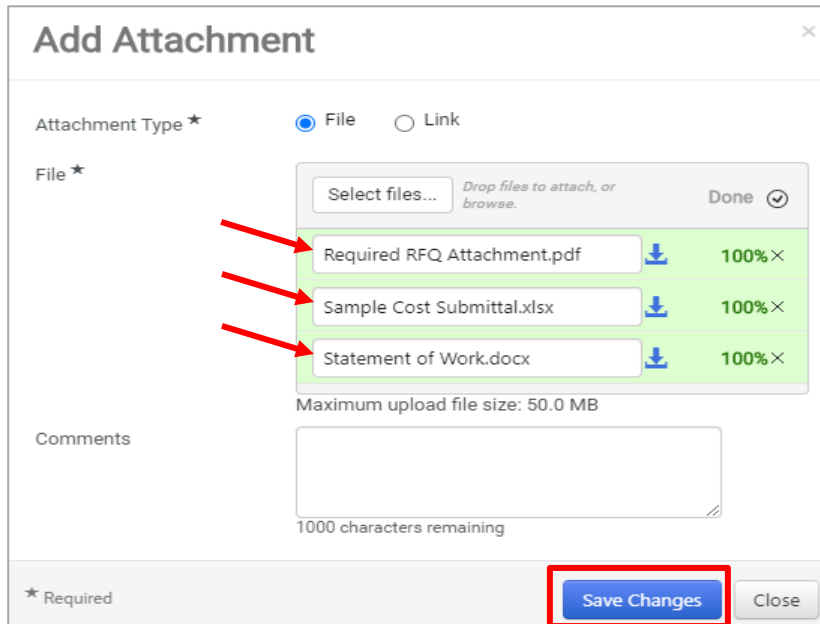
- d. Choose all **documents** (i.e. Statement of Work, Cost Submittal, and related documents) and select **Open**.

Name	Status	Date modified	Type	Size
DGSBOP5 Sample Cost Submittal.xlsx	✓	2/12/2018 10:14 AM	Microsoft Excel W...	11 KB
DGSBOP7 Sample Cost Submittal.xlsx	✓	2/12/2018 10:14 AM	Microsoft Excel W...	11 KB
IranFreeProcurementCertificationForm.pdf	✓	10/30/2017 3:59 PM	Adobe Acrobat D...	29 KB
Liquid Fuels Permit.docx	✓	2/16/2018 1:17 PM	Microsoft Word D...	12 KB
Model Form SDSDB Subcontractor Agreement.docx	✓	10/30/2017 3:27 PM	Microsoft Word D...	24 KB
PA Driver's License.docx	✓	8/13/2017 3:39 PM	Microsoft Word D...	12 KB
Pesticide License.docx	✓	8/13/2017 3:39 PM	Microsoft Word D...	12 KB
Request for Quote Template 50,000 and above PAPER.doc	✓	2/27/2018 1:28 PM	Microsoft Word 9...	259 KB
Required RFQ Attachment.pdf	✓	8/22/2017 6:02 PM	Adobe Acrobat D...	30 KB
Sample Cost Submittal.xlsx	✓	2/12/2018 10:20 AM	Microsoft Excel W...	10 KB
SDB-Cost-DWU - Panel Questionnaire.docx	✓	8/11/2017 8:39 AM	Microsoft Word D...	753 KB
Statement of Work.docx	✓	6/26/2012 11:10 AM	Microsoft Word D...	15 KB
TERMS AND CONDITIONS Training Services.pdf	✓	2/12/2018 9:31 AM	Adobe Acrobat D...	1,389 KB
Trade Secrets-Confidential Proprietary Info Notice.pdf	✓	10/30/2017 4:01 PM	Adobe Acrobat D...	43 KB
Training Technical Submittal.docx	✓	2/12/2018 9:26 AM	Microsoft Word D...	41 KB

me: "Required RFQ Attachment.pdf" "Sample Cost Submittal.xlsx" "Statement of Work.docx" All Files (*.*)

Open Cancel

- e. Edit the **name of the documents** (if necessary) and select **Save Changes** button.



The 'Add Attachment' dialog box shows the 'File' tab selected. Three files are listed: 'Required RFQ Attachment.pdf', 'Sample Cost Submittal.xlsx', and 'Statement of Work.docx'. Each file has a download icon and a '100%' status. A red box highlights the 'Save Changes' button at the bottom right.

Attachment Type ★ ☒ File ☐ Link

File ★

Select files... Drop files to attach, or browse. Done ✓

Required RFQ Attachment.pdf 100% ×

Sample Cost Submittal.xlsx 100% ×

Statement of Work.docx 100% ×

Maximum upload file size: 50.0 MB

Comments

1000 characters remaining

★ Required

Save Changes Close

- f. Once all attachments for the RFQ are uploaded, select the **Next** button. **Note:** To make edits to a document name or delete a document after it has been uploaded, select the *Actions* button.

Buyer Attachments

Event Actions ▾ | History | ?

Add Attachment ▾

Attachment ▴	Version ▴	Size ▴	Added By ▴	Modified Date ▴	
Required RFQ Attachment.pdf	1	29 KB	Tangela Isaac	11/16/2020 4:39:24 PM	Actions ▾
Sample Cost Submittal.xlsx	1	9 KB	Tangela Isaac	11/16/2020 4:39:24 PM	Actions ▾
Statement of Work.docx	1	14 KB	Tangela Isaac	11/16/2020 4:39:24 PM	Actions ▾

◀ Previous

Save Progress

Next ▶

Step 16: The *Questions* section list the default template questions the suppliers will be required to answer. In the *Technical Questions* group, each question listed has the applicable form attached for the suppliers to download, complete, and/or upload.

Group 1 Manage Group ▼ Delete Selected Questions				
#	Question Text	Conditional Upon	Response Type	
1.1	Please download, sign and attach the Domestic Workforce Utilization Certification Form. ★	-	File Upload	Edit ▼ <input type="checkbox"/>
1.2	Complete and sign the attached Lobbying Certification and Disclosure Form (only applicable when Federal Funds are being used in the amount of \$100,000 or more).	-	File Upload	Edit ▼ <input type="checkbox"/>
1.3	Please download, sign, and attach the Iran Free Procurement Certification and Disclosure Form. □ ★	-	File Upload	Edit ▼ <input type="checkbox"/>
1.4	Please download, complete, and attach the Trade Secret/Confidential Proprietary Information Notice. □ ★	-	File Upload	Edit ▼ <input type="checkbox"/>
1.5	Any contractor who determines that it must divulge trade secrets or confidential proprietary information as part of its quote must submit a redacted version of its quote, which removes only the confidential proprietary information and trade secrets, for required public disclosure purposes.	-	File Upload	Edit ▼ <input type="checkbox"/>

Add Question ▼

Additional technical questions can be created by selecting the *Add Question* button (if necessary).

Note: When adding or making edits to questions, there is an option to apply a **Confidential Mode** indicator to prevent internal users from viewing pricing contained in a document uploaded to the question. The commonwealth users will **not** use this option for our solicitations issued in JAGGAER. The Issuing Officer can control who can view the event by adding and/or removing users (i.e. Stakeholders). Therefore, using the *Confidential Mode* is not necessary.

Add Question

Question Text ★

Please upload a copy of your certification.

957 characters remaining

Response Type ★

File Upload ▼

☐ Supplier Response Is Required
 ☒ Enable Confidential Mode

Limit bid price viewing to users allowed to view prices within the event. The event creator manages which users can see prices.

Attach File

No File Attached Upload

Display Order ★

Last ▼

★ Required

Save Changes Close

In addition, there is a **Set Disqualifying Response** indicator that allows the Issuing Officer to configure a response that will disqualify a supplier if the supplier selects it. The commonwealth users will **not** use this option for our solicitations issued in JAGGAER. The evaluation and scoring process is conducted outside of the JAGGAER system.

Add Question

Question Text ★

Please upload a copy of your certification.

957 characters remaining

Response Type ★

Yes/No

☒ Supplier Response is Required
☐ Set Disqualifying Response

Attach File

No File Attached
Upload

Display Order ★

Last

★ Required

Save Changes
Close

- a. **No action** is required in the *Cost and Contractor's Representation* question groups. Select the **Next** button.

Group 2: Cost

Manage Group
Delete Selected Questions

#	Question Text	Conditional Upon	Response Type		
2.1	Please upload cost submittal. Do not include any assumptions in your submittal. If you do, your proposal may be rejected. ★	-	File Upload	Edit	

Add Question

Group 3: Contractor's Representation

Manage Group
Delete Selected Questions

#	Question Text	Conditional Upon	Response Type		
3.1	By submitting a proposal, you represent that: (1) you are making a formal submittal in response to a procurement issued by the Commonwealth pursuant to the Procurement Code (62 Pa.C.S. Section 101 et seq.); (2) you are authorized to submit the information on behalf of the person or entity identified; (3) this electronic submittal is deemed signed by you and you are authorized to bind the person or entity identified to the terms of the solicitation and this submittal; and (4) all of the information submitted is true and correct to the best of your knowledge, information, and belief. Any false statements made by you in this submittal are subject to the penalties of 18 Pa.C.S. §4904 (relating to unsworn falsification to authorities). ★	-	Yes/No	Edit	

Previous
Save Progress
Next

Step 17: In the *Items* section, you have the option to add line items for suppliers to enter their cost instead of using a “Cost Submittal” document. If you create a cost document for the suppliers to enter cost, **do not** use the Items section. (Optional Step)

- a. To add line items, select the **Product** or **Service** Line Item tab.
- b. Select the **Add Product or Service Line Item** button (i.e. Product Line Item).

Items

Event Actions | History | ?

Product Line Items (0) Service Line Items (0)

Go To All Groups Add or Import Export Items

Group P1 Manage Group

Please add your first Product Line Item.

Add Product Line Item

< Previous Save Progress Next >

- c. Select **Add New Item** menu option.

Please add your first Product Line Item.

Add Product Line Item

Add New Item

Add Item from Library

- d. Complete the **Name**, **Quantity**, and **Unit of Measure** fields. **Note:** There is no related *Catalog Number* or *Requested Delivery Date* that should be entered.

The screenshot shows the 'Add Product Line Item' form. Red arrows point to the 'Name' field, the 'Quantity' field (which has a value of 1.0000), and the 'Unit of Measure' dropdown menu (which is set to 'EA - Each'). Other fields include 'Description' (with a 2500 character limit), 'Catalog Number', 'Requested Delivery' (with radio buttons for 'Date' and 'Days after award'), and 'Requested Delivery Date' (with a date picker). At the bottom, there are 'Save Changes' and 'Close' buttons, and a legend indicating that an asterisk (*) denotes a required field.

- e. Scroll down and select the **checkbox** for the “Unit Price is Required” option. **Note:** It is very important this option is selected so the suppliers **cannot** submit their responses without entering their cost in the *Items* section.

- f. Select the **Save Changes** button.

This screenshot shows the lower portion of the 'Add Product Line Item' form. The 'Unit of Measure' is 'EA - Each'. Under 'Item Details', 'Requested Delivery' is set to 'Date'. The 'Requested Delivery Date' is empty. In the 'Options' section, the 'Unit Price is Required' checkbox is checked and highlighted with a red box. Below it, the 'Estimated Delivery Date is Required' checkbox is unchecked, with a note that 'Unit price will be required if Estimated Delivery is required.' The 'Commodity Code' is '-', and there are 'Edit' and 'Upload' buttons. The 'Historical Unit Price' and 'Target Price' fields are empty, both with a 'USD' unit. The 'Attach File' section shows 'No File Attached' and an 'Upload' button. At the bottom, the 'Save Changes' button is highlighted with a red box, and the 'Close' button is also visible. A legend at the bottom left indicates that an asterisk (*) denotes a required field.

- g. Select the **Next** button.

Items

Event Actions ▾ History ?

Product Line Items (1)

Service Line Items (0)

Go To

All Groups ▾

Add or Import ▾

Export Items

★ Unit Price is Required

▼ Group P1 (1 - 1 of 1 items)

Manage Group ▾

Delete Selected Item(s)

#	Name	Description	Catalog Number	Qty	UOM	Requested Delivery		<input type="checkbox"/>
P1.1	Unleaded Gasoline ★		-	5,000	Gallon	-	Edit ▾	<input type="checkbox"/>

Add Product Line Item ▾

< Previous

Save Progress

Next >

Step 18: In the *Suppliers* section, you **must** add the qualified ITQ suppliers for the applicable commodity code(s) to the RFQ. RFQs are **not** publicly advertised on [eMarketplace website](#) like other solicitations. Therefore, the suppliers **must** be added to the RFQ to receive notification in JAGGAER about the RFQ.

In the *Add Suppliers to Event* tab, search and add the qualified suppliers by their registration status and the ITQ Commodity Code(s).

- a. Select the **Show Advanced Search** link.

Suppliers

Event Actions ▾ History ?

Event Suppliers (0)

Add Suppliers to Event

Add Suppliers From Group

Search Registered Suppliers

Show Advanced Search

Supplier

Relationship

In Network ▾

Supplier Contact

Zip Code

Within

5 Miles ▾

Commodity Code

-

Edit

NAICS Code

Type to filter...

Brand

Type to filter...

Clear

Search

- b. Select **Active** for the *Status* field. **Do not** enter criteria in any other fields in this area.
- c. Expand the **Registration Information** area.

Suppliers

Event Actions | History | ?

Event Suppliers (0)

Add Suppliers to Event

Add Suppliers From Group

Search Registered Suppliers

Show Simple Search

Expand All | Collapse All

Supplier

Relationship

Status

Tax Identification Number

Profile Last Updated By Supplier

Suppliers Set to Sync with ERP

Suppliers with data requiring review

Zip Code

Business Unit association

Payment Method

Supplier Contact Email Address

In Network

All

All

Active

Inactive

Within 5 Miles

Select Country

Select Payment Type


> Registration Information

> Products / Services

- d. Enter and select **“Approved”** in the *Registration Status* field. **Do not** enter criteria in any other fields in this area.

Registration Information

Last Invitation Date

Registration Status 

Registration Type

Registration Method

Registration Date

Current Supplier Registration Workflow Step

Invited by

Registration Workflow Approved By

Form Request Workflow Approved By

Review Workflow Approved By

- e. Expand the **Products/Services** area and enter and select the **ITQ Commodity Code(s)** in the *Commodity Code* field. **Do not** enter criteria in any other fields in this area.
- f. Select the **Search** button.

Products / Services

NAICS Code: Type to filter...

☐ Only Primary NAICS Code

Commodity Code: 15100000-ITQ-138 (Fuels, Tank Wagon Delivery - Unleaded Gasoline) X

Keywords:

> **Company Classification**

> **Status Flags**

> **Custom**

Clear

< Previous Next >

- g. Once the search results display, manually **add each supplier** by selecting the **Add to Event** button for each supplier contact listed. Make sure all suppliers and each contact for a supplier is added.

Suppliers			
Event Suppliers (0) <input type="button" value="Add Suppliers to Event"/> <input type="button" value="Add Suppliers From Group"/>			
> Modify Search			
1-12 of 12 Results		100 Per Page ▼	
Supplier Name	Doing Business As	Sales and Corporate Contacts	Action
Affordable Holdings Inc		Arden Steiner (Corporate) arden@affordablefuelspa.com	<input type="button" value="Add to Event"/>
BAYLESS FUEL LLC		David Karl (Corporate) baylessfuel@gmail.com	<input type="button" value="Add to Event"/>
		KATHY KARL (Corporate) BAYLESSFUEL@GMAIL.COM	<input type="button" value="Add to Event"/>
Button Oil Company Inc.	Button Oil & Propane	Robert Button (Corporate) rb3@buttonoil.com	<input type="button" value="Add to Event"/>
< Previous <input type="button" value="Save Progress"/> Next >			

- h. Confirm **all** suppliers have been added before advancing to the next section. **Note:** Not all supplier contacts may not be successfully added to the event. Verify that at least one of the supplier's contacts was successfully added. Select the **Next** button.

Suppliers Event Actions ▾ History ?

Event Suppliers (3) [Add Suppliers to Event](#) [Add Suppliers From Group](#)

[> Modify Search](#)

1-12 of 12 Results 100 Per Page ▾

Supplier Name	Doing Business As	Sales and Corporate Contacts	Action
Affordable Holdings Inc		Arden Steiner (Corporate) arden@affordablefuelspa.com	✓ Added
BAYLESS FUEL LLC		David Karl (Corporate) baylessfuel@gmail.com KATHY KARL (Corporate) BAYLESSFUEL@GMAIL.COM	✓ Added ✗ Unable to add
Button Oil Company Inc.	Button Oil & Propane	Robert Button (Corporate) rb3@buttonoil.com	✓ Added

[< Previous](#) [Save Progress](#) [Next >](#)

Step 19: In the *Review and Submit* section, verify all sections of the RFQ are completed. If a required field is **not** complete, the RFQ cannot be submitted for workflow approval. To see the workflow approval, expand the **View Approval Steps** link. If all sections are completed, select the **Next** button.

RFQ Low Cost
DGS-RFQ001987

Type: **Request for Quote**
Event Status: **Draft**

Settings and Content ▾

- Setup ✓
- Users ✓
- Description ✓
- Prerequisites 2
- Buyer Attachments 2
- Questions 6
- Items 1
- Suppliers 11

Review and Submit Event Actions ▾ History ?


Section **Progress**

Setup	✓ Required Fields Complete
Users	✓ Required Fields Complete
Description	✓ Required Fields Complete
Prerequisites	2 No Required Data
Buyer Attachments	2 No Required Data
Questions	6 No Required Data
Items	1 Required Data Provided
Suppliers	11 Required Data Provided

[> View Approval Steps](#)

[< Previous](#) [Submit for Approval](#)

Once the RFQ has been successfully submitted, you will receive a confirmation screen to verify the status.



 **Event Submitted for Approval**

Next Steps
What would you like to do next? Here are links to common actions:

- [Return to My Event](#)
- [Add Another Event](#)
- [Go to My Home Page](#)
- [Go to Sourcing Dashboard](#)

> View Approval Steps

Event Summary

Event Title	RFQ Low Cost	Time Zone	EDT/EST - Eastern Standard Time (US/Eastern)
Event Type 	Request for Quote	Release Date 	–
Agency	Training	Open Date	8/31/2020 12:00:00 AM
Event Number	Trn-RFQ001808	Close Date	9/11/2020 12:00:00 AM
Event Status	Pending		

The event is now in *Pending* status. Once approved and the *Open Date/Time* is reached, the event will be in *Open* status for responses from suppliers.