

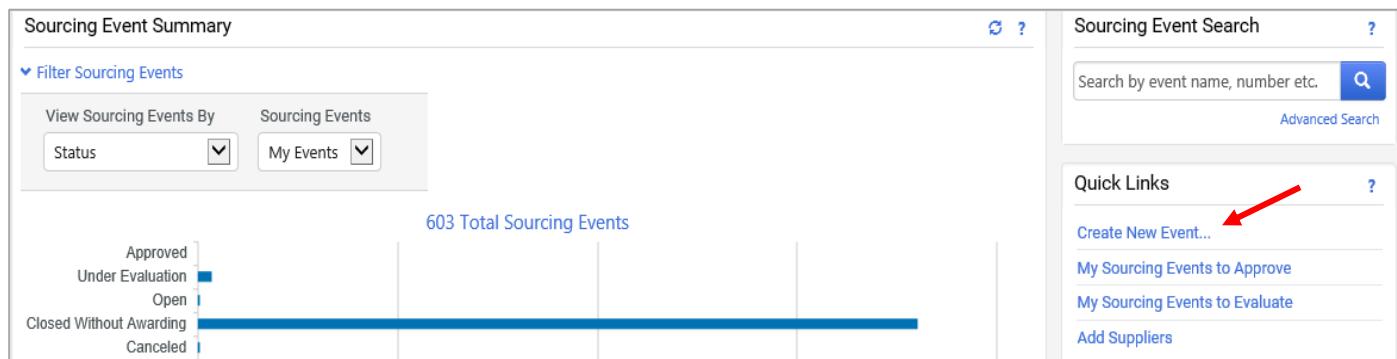
Create an RFQ Event in JAGGAER (Low Cost)

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.*

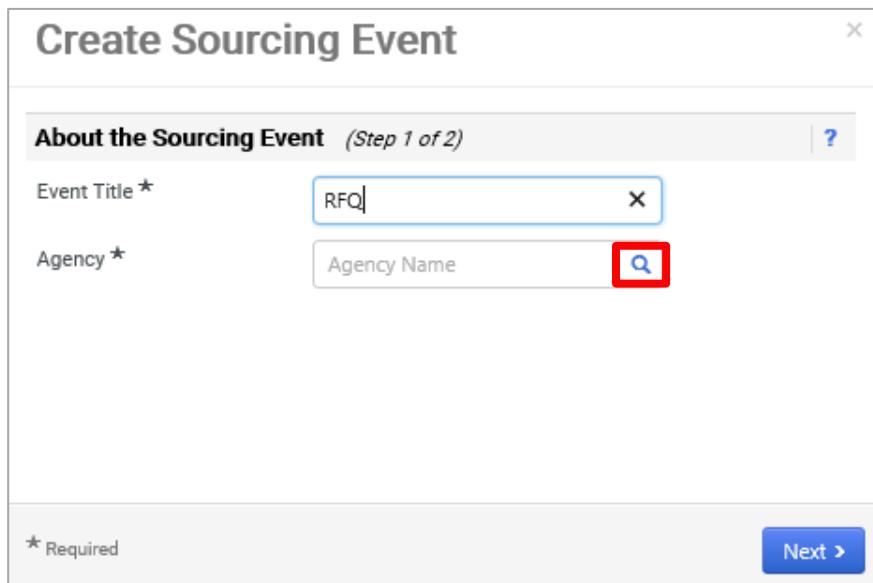
Step 1: On the Home page, in the *Quick Links* section, select the **Create New Event** link to begin the process.



The screenshot shows the JAGGAER Home page. On the left, the 'Sourcing Event Summary' section displays a bar chart of 603 Total Sourcing Events categorized by status: Approved (dark blue), Under Evaluation (medium blue), Open (light blue), Closed Without Awarding (dark blue), and Canceled (light blue). Below the chart are two dropdown menus: 'View Sourcing Events By' (Status) and 'Sourcing Events' (My Events). On the right, the 'Sourcing Event Search' section includes a search bar, an 'Advanced Search' link, and a 'Quick Links' sidebar. The 'Quick Links' sidebar lists 'Create New Event...', 'My Sourcing Events to Approve', 'My Sourcing Events to Evaluate', and 'Add Suppliers'. A red arrow points to the 'Create New Event...' link.

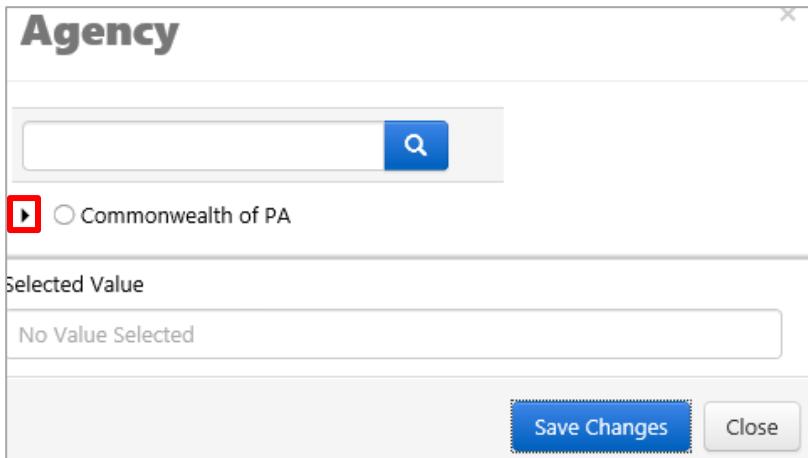
Step 2: Enter the **name of the RFQ** in the *Event Title* field.

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



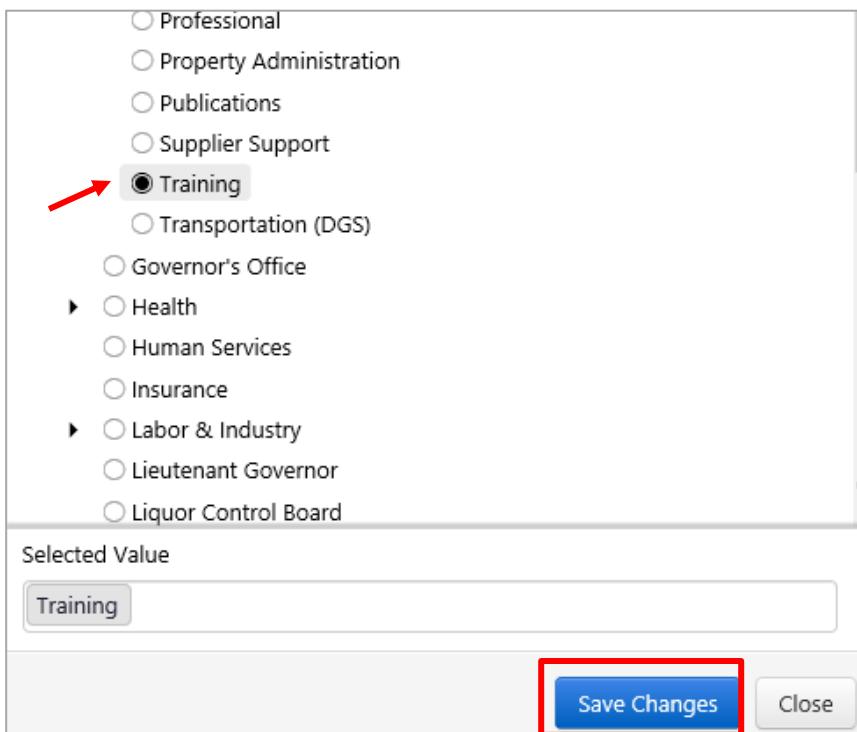
The screenshot shows the 'Create Sourcing Event' dialog box, Step 1 of 2. It has a header 'Create Sourcing Event' and a sub-header 'About the Sourcing Event (Step 1 of 2)'. The 'Event Title *' field contains 'RFQ'. The 'Agency *' field has a placeholder 'Agency Name' and a magnifying glass search icon, which is highlighted with a red box. At the bottom, a note says '★ Required' and there is a 'Next >' button.

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

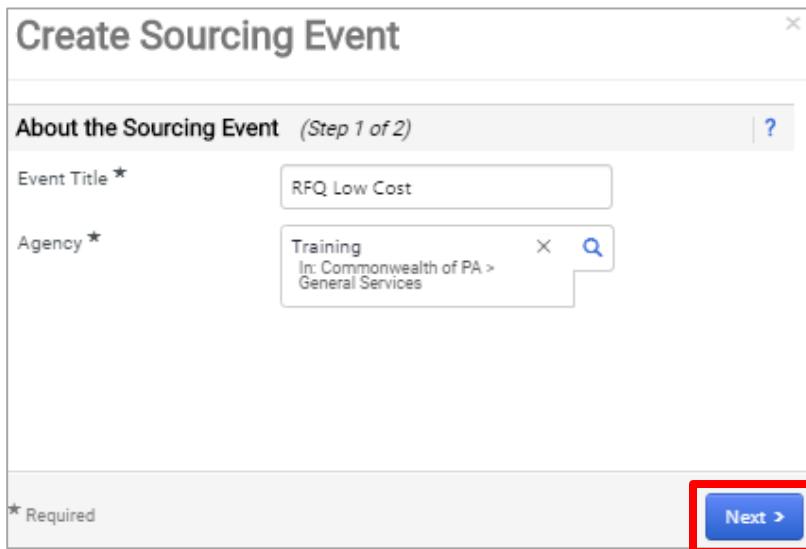


c. Choose the **Radio** button for your agency or bureau name and select the **Save Changes** button.

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.



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



Create Sourcing Event

About the Sourcing Event (Step 1 of 2)

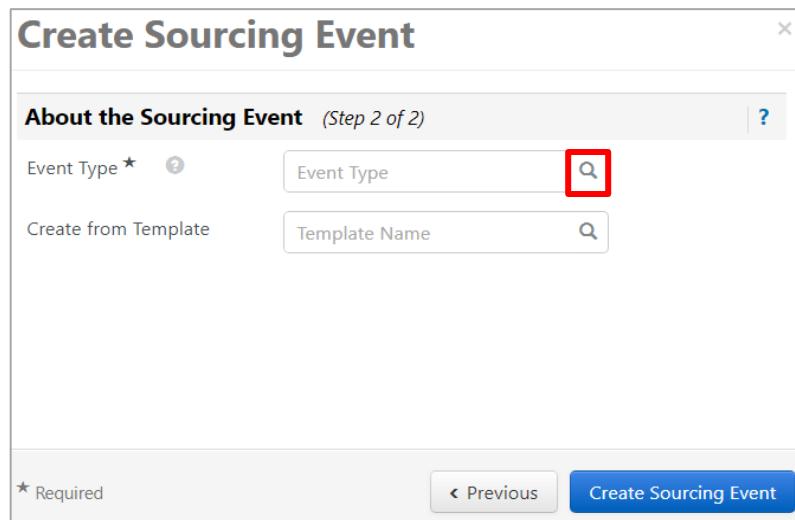
Event Title * RFQ Low Cost

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

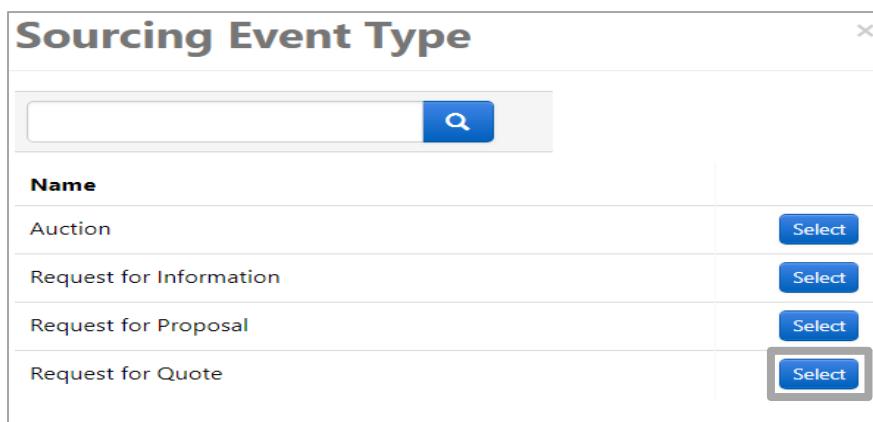
About the Sourcing Event (Step 2 of 2)

Event Type * 

Create from Template 

★ Required  Create Sourcing Event

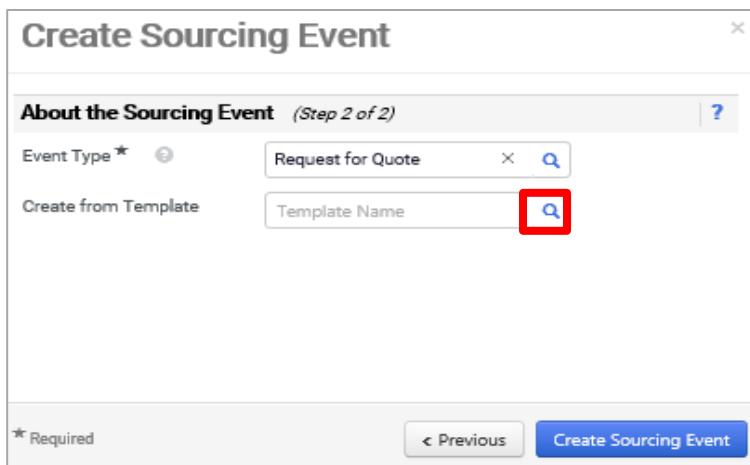
- Choose the **Select** button for Request for Quote. **Note:** Request for Information and Request for Auction are not currently used by the commonwealth.



Sourcing Event Type

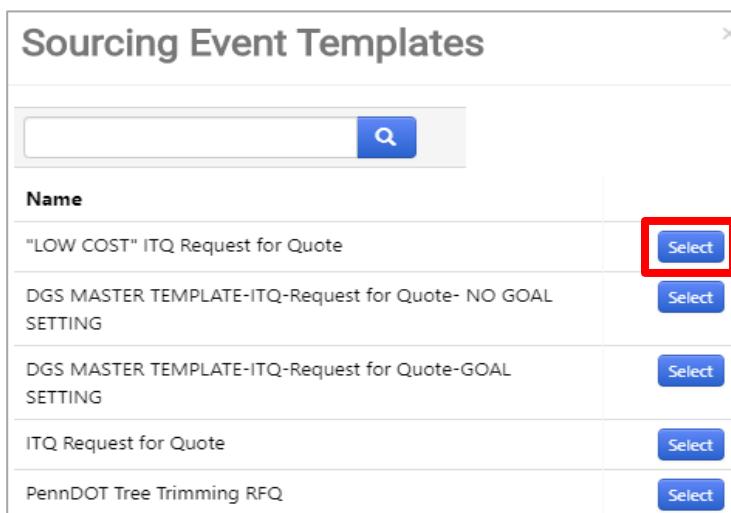
Name	Select
Auction	
Request for Information	
Request for Proposal	
Request for Quote	

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



The screenshot shows the 'Create Sourcing Event' dialog box. In the 'Create from Template' section, the 'Template Name' input field contains a magnifying glass icon, which is highlighted with a red box. The 'Event Type' field is set to 'Request for Quote'. At the bottom, there are buttons for 'Previous' and 'Create Sourcing Event'.

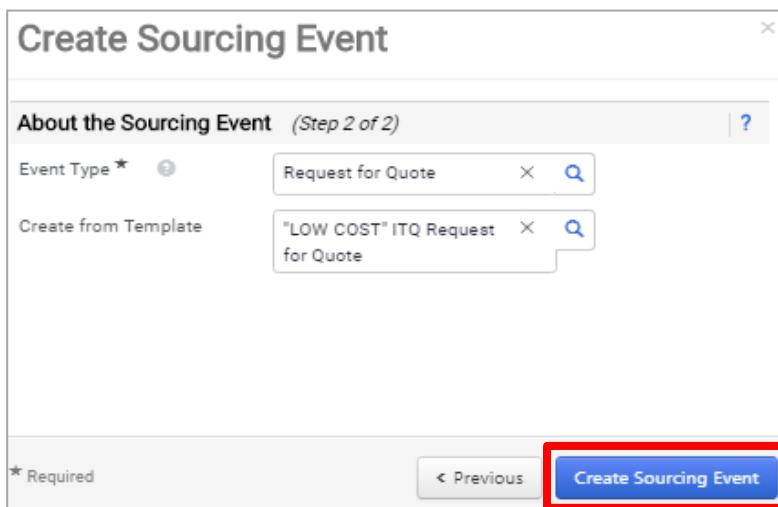
a. Choose the **Select** button for the **“Low Cost” ITQ Request for Quote** template. **Note:** This template **must** be used for RFQs against Low Cost ITQs only. The **“PennDOT Tree Trimming RFQ”** template is to be used **only** by PennDOT.



The screenshot shows the 'Sourcing Event Templates' dialog box. It lists several templates with their names and 'Select' buttons. The 'Select' button for the 'LOW COST' ITQ Request for Quote template is highlighted with a red box.

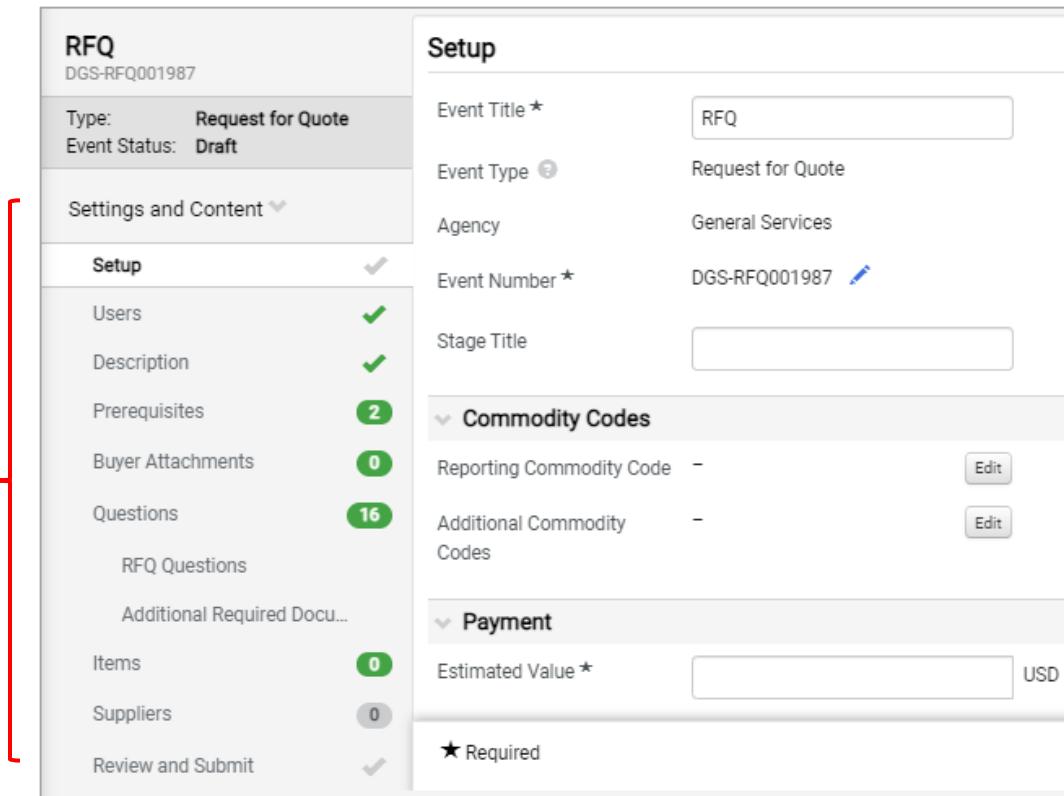
Name	Select
"LOW COST" ITQ Request for Quote	Select
DGS MASTER TEMPLATE-ITQ-Request for Quote- NO GOAL SETTING	Select
DGS MASTER TEMPLATE-ITQ-Request for Quote-GOAL SETTING	Select
ITQ Request for Quote	Select
PennDOT Tree Trimming RFQ	Select

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



The screenshot shows the 'Create Sourcing Event' dialog box again. The 'Create from Template' field now displays the selected template, 'LOW COST ITQ Request for Quote'. The 'Create Sourcing Event' button at the bottom is highlighted with a red box.

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*.

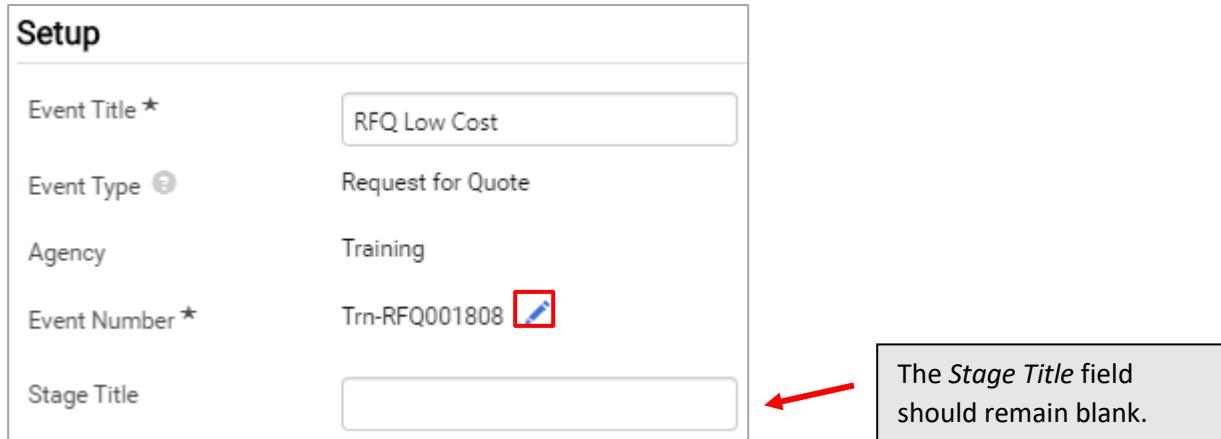


All required fields in each section **must** be completed to submit the event for approval. A field with a star is required.

The screenshot shows the RFQ setup screen. On the left, a sidebar lists sections: **RFQ** (DGS-RFQ001987), **Type:** Request for Quote, **Event Status:** Draft, **Settings and Content** (expanded), **Setup** (expanded), **Users** (green checkmark), **Description** (green checkmark), **Prerequisites** (green circle with '2'), **Buyer Attachments** (green circle with '0'), **Questions** (green circle with '16'), **RFQ Questions** (grey), **Additional Required Docu...** (grey), **Items** (green circle with '0'), **Suppliers** (grey circle with '0'), and **Review and Submit** (green checkmark). The **Setup** section contains fields: **Event Title** * (RFQ), **Event Type** (Request for Quote), **Agency** (General Services), **Event Number** * (DGS-RFQ001987 with a pencil icon), **Stage Title** (empty), **Commodity Codes** (Reporting Commodity Code and Additional Commodity Codes with edit buttons), **Payment** (Estimated Value * (USD)), and a note **★ 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.



The screenshot shows the **Setup** section with the following fields: **Event Title** * (RFQ Low Cost), **Event Type** (Request for Quote), **Agency** (Training), **Event Number** * (Trn-RFQ001808 with a pencil icon), and **Stage Title** (empty). A red arrow points from a callout box to the **Stage Title** field, which contains the text: "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	<input type="button" value="Edit"/>
Additional Commodity Codes	<input type="button" value="Edit"/>

Commodity Codes

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

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	<input type="radio"/> Yes <input checked="" type="radio"/> 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 <input checked="" type="checkbox"/>
Open Date *	<input type="text"/>  
	mm/dd/yyyy hh:mm a
Close Date *	<input type="text"/>  
	mm/dd/yyyy hh:mm a
Sealed Bid Open Date *	<input checked="" type="checkbox"/> Same as Close Date 
Show Sealed Bid Open Date to Supplier	<input checked="" type="checkbox"/> Show Sealed Bid Open Date to Supplier 
Q&A Submission Close Date *	<input type="text"/>  
	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.

<input type="button" value="Save Progress"/>	<input type="button" value="Next >"/> 
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Step 12: In the *Users* section, select the **Edit Users** button to add users. (Optional)

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	Samford, Lisa
Fox, Mary	Smith, Audrey
Hess, Kenneth	White, Charlie

★ Required **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 **Save Changes** **Close**

Colon, Virgen

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

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

Format (Inherited font) (Inherited size) B I U A 

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.

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.

Prerequisites

Add Prerequisite ▾

Event Actions ▾ | History | ?

★ Required to Enter Bid

Instructions to supplier	Prerequisite Content
Responsibility to Review ★	Responsibilty to Review
Disclaimer ★	Disclaimer

Actions ▾

Actions ▾

◀ Previous

Save Progress

Next ▶

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).

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

Buyer Attachments

Add Attachment ▾

Please add your attachments below.

Add Attachment ▾

Add New Attachment

Add from Library

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

Add Attachment

Attachment Type File Link

File Drop files to attach, or browse.

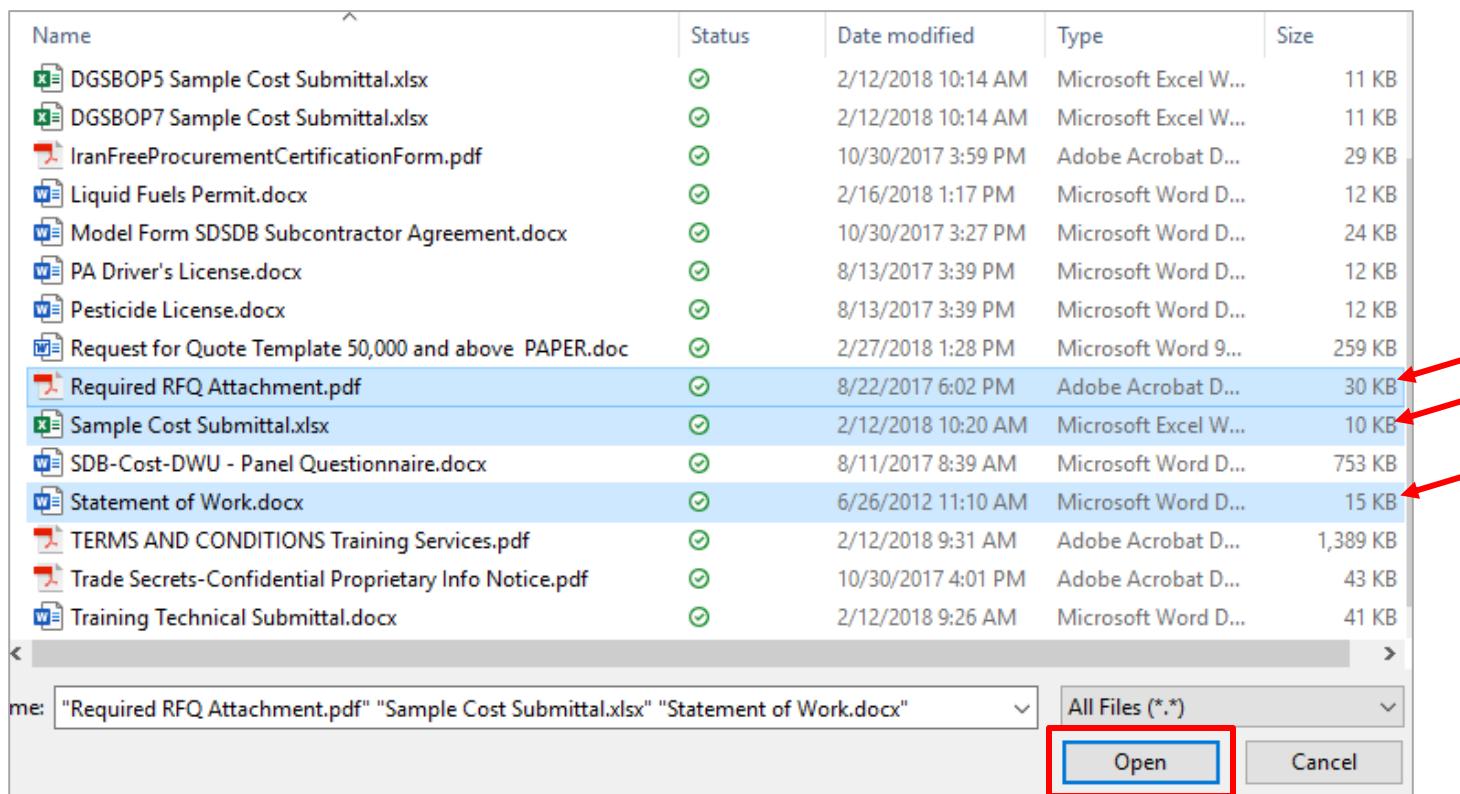
Maximum upload file size: 50.0 MB

Comments

1000 characters remaining

* Required

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



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

Add Attachment

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%

Comments

Maximum upload file size: 50.0 MB

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	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="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	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="Edit"/> ▾	<input type="checkbox"/>	
1.3	Please download, sign, and attach the Iran Free Procurement Certification and Disclosure Form. □ ★	-	File Upload	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="Edit"/> ▾	<input type="checkbox"/>	
1.4	Please download, complete, and attach the Trade Secret/Confidential Proprietary Information Notice. □ ★	-	File Upload	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="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	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="Edit"/> ▾	<input type="checkbox"/>	

▾

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 *	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> Please upload a copy of your certification. </div> <p>957 characters remaining</p>
Response Type *	<div style="border: 1px solid #ccc; padding: 2px; width: 150px; display: inline-block;"> File Upload </div> <div style="margin-left: 10px;"> <input type="checkbox"/> Supplier Response is Required <input type="checkbox"/> Enable Confidential Mode </div> <p><small>Limits buyers to viewing 10 users allowed to view prices within the event. The event creator manages which users can see prices.</small></p>
Attach File	No File Attached <input type="button" value="Upload"/>
Display Order *	<div style="border: 1px solid #ccc; padding: 2px; width: 100px; display: inline-block;"> Last </div>
* Required <input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value="Save Changes"/> <input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value="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 *	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> Please upload a copy of your certification. <small>957 characters remaining</small> </div>
Response Type *	<div style="border: 1px solid #ccc; padding: 5px; width: 150px;"> Yes/No </div>
<div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> <input checked="" type="checkbox"/> Supplier Response is Required <input type="checkbox"/> Set Disqualifying Response </div>	
Attach File	No File Attached Upload
Display Order *	<div style="border: 1px solid #ccc; padding: 5px; width: 150px;"> Last </div>
* 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

#	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 Delete

[Add Question ▾](#)

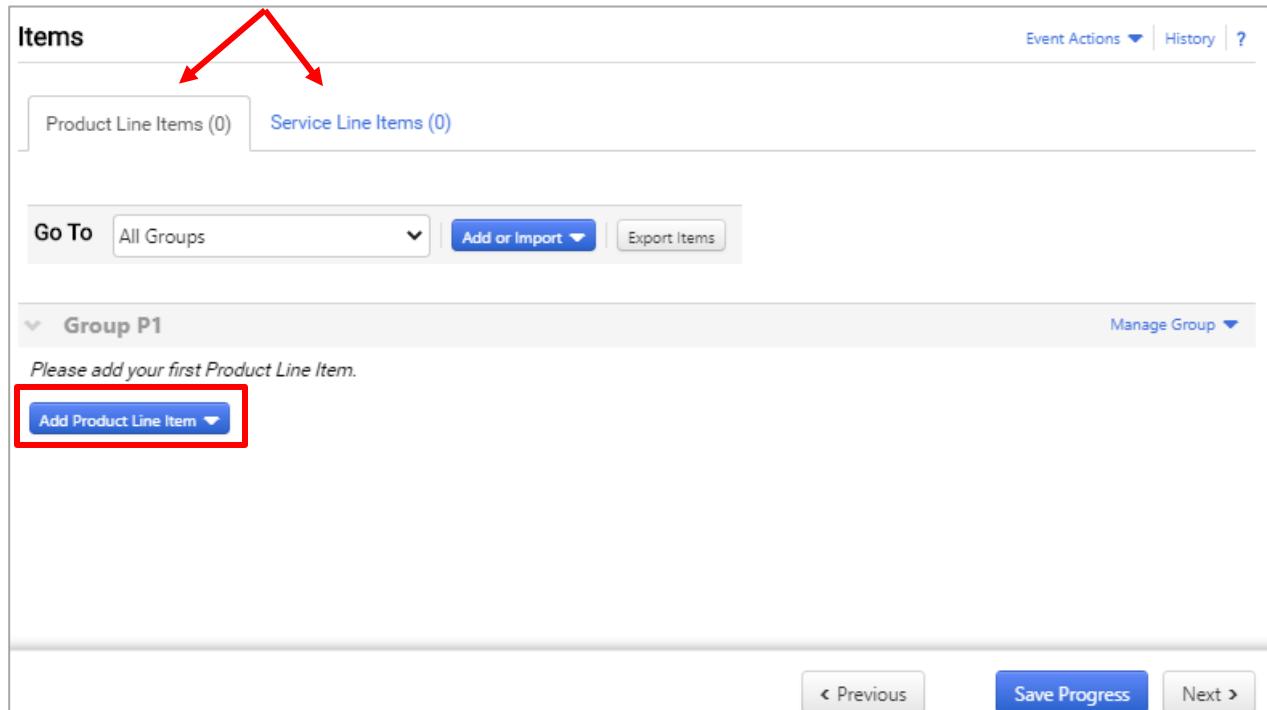
Group 3: Contractor's Representation

#	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 Delete

[◀ Previous](#) [Save Progress](#) Next ▶

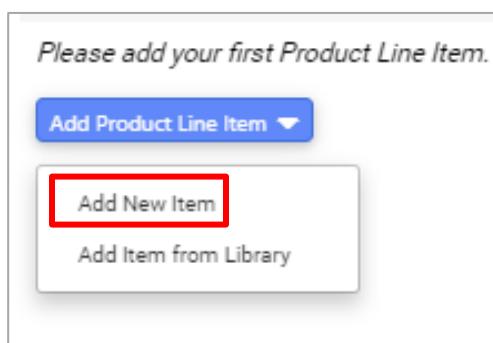
Step 17: In the *Items* section, you have the option to add line items for suppliers to enter their cost instead of using a “Cost Submittal” document. If you create a cost document for the suppliers to enter cost, **do not** use the Items section. (Optional Step)

- 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).



The screenshot shows the 'Items' section of a software application. At the top, there are two tabs: 'Product Line Items (0)' and 'Service Line Items (0)'. The 'Product Line Items (0)' tab is highlighted with a red box and has a red arrow pointing to it from the top. Below the tabs is a toolbar with 'Go To' dropdowns for 'All Groups' and 'Add or Import', and buttons for 'Export Items' and 'Manage Group'. Underneath the toolbar, a section is titled 'Group P1' with a 'Manage Group' button. A message 'Please add your first Product Line Item.' is displayed. A red box highlights the 'Add Product Line Item' button, which is also highlighted with a red arrow. At the bottom of the screen, there are navigation buttons: '< Previous', 'Save Progress' (highlighted with a red box), and 'Next >'.

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



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.

Add Product Line Item

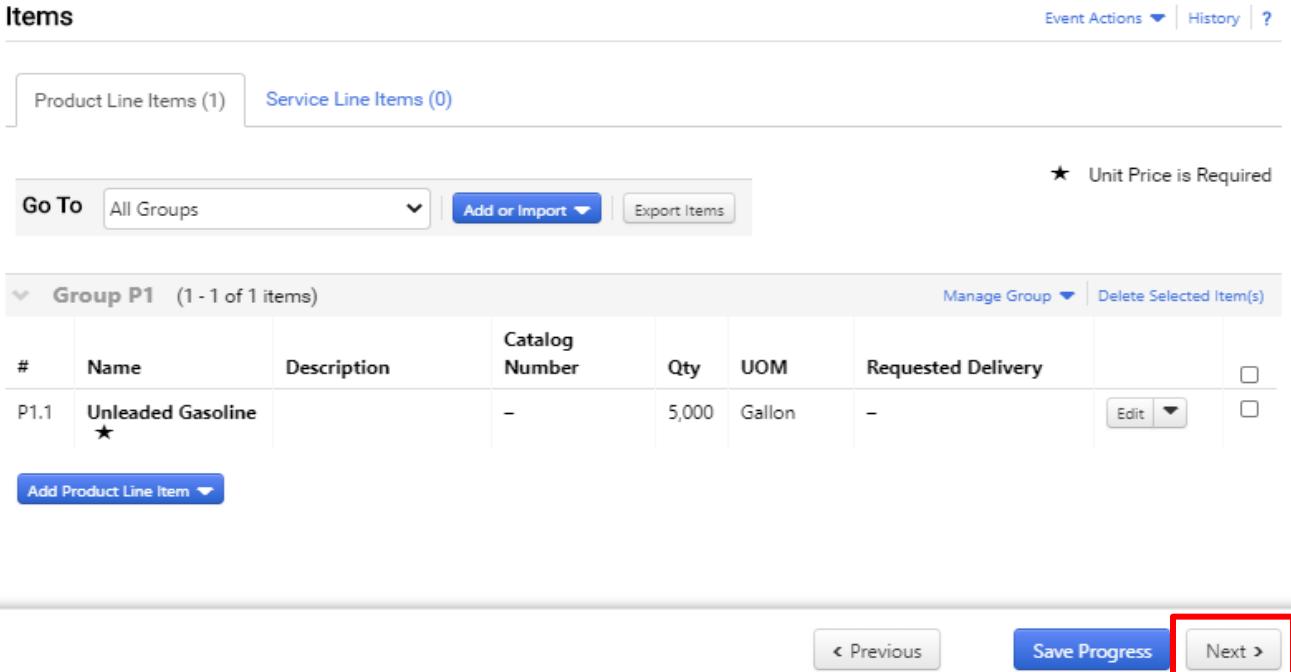
Name *	<input type="text"/>		
Description	<input type="text"/>	2500 characters remaining	
Catalog Number	<input type="text"/>		
Quantity	1.0000 <input style="width: 20px; height: 20px; vertical-align: middle;" type="button" value="▲"/> <input style="width: 20px; height: 20px; vertical-align: middle;" type="button" value="▼"/>		
<input type="checkbox"/> Make Quantity a Supplier Response Field			
Unit of Measure *	<input type="text" value="EA - Each"/>		
▼ Item Details			
Requested Delivery	<input checked="" type="radio"/> Date	<input type="radio"/> Days after award	
Requested Delivery Date	<input type="text"/>	<input type="button" value="Calendar"/>	mm/dd/yyyy
* Required <input style="float: right;" type="button" value="Save Changes"/> <input style="float: right;" type="button" value="Close"/>			

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.

Unit of Measure *	<input type="text" value="EA - Each"/>	
▼ Item Details		
Requested Delivery	<input checked="" type="radio"/> Date	<input type="radio"/> Days after award
Requested Delivery Date	<input type="text"/>	<input type="button" value="Calendar"/>
Options	<input type="checkbox"/> Unit Price is Required <input type="checkbox"/> Estimated Delivery Date is Required <small>Unit price will be required if Estimated Delivery is required.</small>	
Commodity Code	<input type="text"/>	<input type="button" value="Edit"/>
Historical Unit Price	<input type="text"/>	USD
Target Price	<input type="text"/>	USD
Attach File	No File Attached <input type="button" value="Upload"/>	
* Required <input style="float: right; border: 2px solid red;" type="button" value="Save Changes"/> <input style="float: right;" type="button" value="Close"/>		

g. Select the **Next** button.

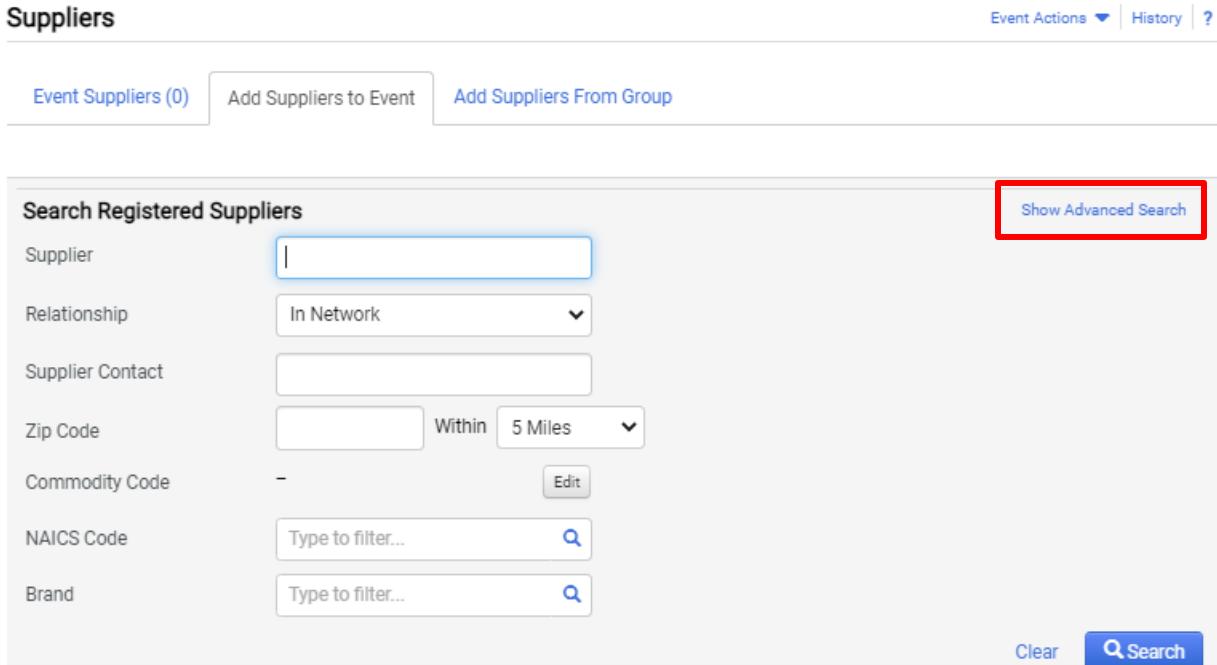


The screenshot shows the 'Items' page with a single product line item listed. The item is 'Unleaded Gasoline' with a catalog number of '-' and a quantity of 5,000 Gallon. The 'Requested Delivery' field is empty. The 'Next' button at the bottom right is highlighted with a red box.

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.



The screenshot shows the 'Suppliers' page with a search form for registered suppliers. The 'Show Advanced Search' link is highlighted with a red box. The search form includes fields for Supplier, Relationship (set to 'In Network'), Supplier Contact, Zip Code, Commodity Code, NAICS Code, and Brand, along with search and clear buttons.

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 All Within 5 Miles ▾ Select Country ▾ Select Payment Type ▾
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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	Registration Status ▾ Approved In Progress Invited None Profile Complete Rejected Approved by Approved by Approved by Approved by
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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...

Commodity Code: Only Primary NAICS Code

Keywords:

Company Classification

Status Flags

Custom

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 Actions ▾ History ?

Event Suppliers (0)

[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"/>

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 Suppliers (3) Add Suppliers to Event Add Suppliers From Group

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	✓ Added
		KATHY KARL (Corporate) BAYLESSFUEL@GMAIL.COM	✗ Unable to add
Button Oil Company Inc.	Button Oil & Propane	Robert Button (Corporate) rb3@buttonoil.com	✓ Added
Diva Land Escrow LLC			

< 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

Section	Progress
Setup	✓ Required Fields Complete
Users	✓ Required Fields Complete
Description	✓ Required Fields Complete
Prerequisites	✗ No Required Data
Buyer Attachments	✗ No Required Data
Questions	✗ No Required Data
Items	✗ Required Data Provided
Suppliers	✗ Required Data Provided

Tools > 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.