

CUBuyplus™




Request for Quote Guide

This guide will outline the procedures involved in requesting a quote for pricing of products. Quotes can only be requested from the premium suppliers in CUBuyplus™.

Logging into CUBuyplus™

1. Open your web browser.
2. In the address field, type: <https://creighton.unimarket.com/app/login>
3. The login page will appear.
4. From the Username field, type your *NetID*.
5. From the Password field, type the *password* you created.
6. Press **Enter** or click **Login**.
7. The CUBuyplus™ home page will appear.

Generating a Request Quote

A Request for Quote from a premium supplier can be generated in one of two methods. One method is to click the **Get Quote button**  that may appear for any product within the supplier's catalog. By clicking the Get Quote button, you will be taken to the Request Quote wizard. Refer to the instructions below beginning with step #2.

The second method is to select Request Quote from the Marketplace tab of the menu bar. Refer to the instructions detailed below.

1. From the Marketplace tab, click **Request Quote**.
2. The Request Quote wizard will appear.

NOTE: This screen is the same screen that you would be taken to if you had clicked the Get Quote button for a product.



Request Quote

Header	Suppliers	Attachments	Email	Confirm
Name *	<input type="text"/>			
Description *	<input type="text"/>			
Response Date (To) *	<input type="text"/> 7 5 :00 PM <small>The date by which suppliers must respond with their bids (quotes).</small>			
Reminder Date *	<input type="text"/> 7 <small>Send the suppliers a reminder if a response is not received by this date.</small>			
Contact Name *	<input type="text" value="Browser CUBuyplus Account"/>			
Contact Organization *	<input type="text" value="Creighton University"/>			
Contact Email *	<input type="text" value="cubuyplus@creighton.edu"/>			
Contact Position *	<input type="text"/>			

3. The Header tab is the first screen of information to be completed. Enter the required information as noted below.
 - a. **Name** – Required field. Type a *descriptive name* for the quote you are placing.
 - b. **Description** – Required field. Type in as much detail about the product you are seeking a quote for as possible.
 - c. **Response Date (To)** – Required field. Click the **calendar** to select the date by which the supplier must respond with their bid. The time is automatically set to 5 p.m. If a different time on that date is desired, enter the **desired time**.
NOTE: The time defaults to East Coast time and may need to be adjusted accordingly.
 - d. **Reminder Date** – If desired, click the **calendar** to select a date to send a reminder to a supplier if a bid has not already been received.
 - e. **Contact Name** – Required field. By default the name of the person who is logged in will appear. If a different person should be contacted, type the *name* of the person to be contacted.
 - f. **Contact Organization** – Required field. By default, Creighton University will appear.
 - g. **Contact Email** – Required field. By default the email address of the person who is logged in will appear. If a different person is being contacted, type the *email address* of that person.
 - h. **Contact Position** – If desired, type the *title* of the person to be contacted.
4. Click **Next**.



5. The Suppliers tab will appear.


NOTE: This tab will not appear if you selected the Get Quote button for an item. Skip to step #8 in that situation to continue.

Request Quote

6. Select the suppliers to send the quote request to by completing the steps listed below.

- Scroll through the list of suppliers in the Available column on the left side of the page.
- Click on the **supplier** to select.

NOTE: Multi-select functionality is available by holding down the CTRL key while clicking on each supplier to add.

- Click the **double right arrows**  to add the selected suppliers.
- All suppliers that had been selected will now appear in the Selected column.
- Repeat steps 6a – 6c until all suppliers you wish to submit a bid have been added.

7. Click **Next**.

8. The Attachments tab will appear.

Request Quote

9. If there is an attachment to include with specifications or other information, complete the steps listed below.

- Click **Add Attachment**.
- The Add Attachment window will appear.
- Click **Browse**.
- The File Upload window will appear. Navigate to where you have saved the file to attach and select the **file**.
- Click **Open**.
- The path of the file will now appear. Click **OK** to attach the file to the quote request.



- g. The file will appear on the Attachments tab. Repeat steps 9a – 9f for additional files to be attached.
 - h. If a file needs to be deleted, click **Delete** next to the file.
10. Click **Next**.
 11. The Email tab will appear.
 12. If you wish to change, add, or delete information to the default email that will be sent to the supplier, make the necessary changes.
 13. Click **Next**.
 14. The Confirm tab will appear.

Request Quote

Header > Suppliers > Attachments > Email > **Confirm**

Please confirm you wish to send a request for quote to the following suppliers and then press Finish. If you need to review the full details, click the Previous button.

Name	PC Webcam
Contact Name	Browser CUBuyplus Account
Contact Email	cubuyplus@creighton.edu
Response Date	4/2/2012 5:00 PM
Reminder Date	3/26/2012 12:00 AM
Suppliers	B&H Photo Dilbert GovConnection Inc Pay-LESS Office Products

15. Contact information, dates, and suppliers will appear. If any information needs to be reviewed and/or changed, click the **Previous** button until you arrive at the screen displaying the information you wish to review.
16. Click **Finish** to complete the request. Click **Cancel** if you do not wish to submit the request.
17. The Request for Quote has now been sent to the designated suppliers. A confirmation and details of the request appear on the screen.

View Request for Quote PC Webcam

Actions: Cancel RFQ

Summary | Attachments

Supplier	Email	State	Price	Expiry Date	Quote Name
B&H Photo	brian.sweeney@unimarket.com	New			
Dilbert	EdwinDuFree@creighton.edu	New			
GovConnection Inc	brian.sweeney@unimarket.com	New			
Pay-LESS Office Products	brian.sweeney@unimarket.com	New			

RFQ ID	Creighton-100015
Name	PC Webcam
Description	PC compatible webcam that runs on XP operating system. No less than 5.0 megapixel resolution with usb connection. Built in mic and prefer to mount on laptop rather than standalone.
Created Date	3/19/2012
Reminder Date	3/26/2012
Response Date	4/2/2012 5:00 PM
Contact Name	Browser CUBuyplus Account
Contact Organization	Creighton University
Contact Email	cubuyplus@creighton.edu
Contact Position	



Reviewing Request Quotes (RFQs)

Once a Request for Quote has been submitted, the supplier has until the due date specified in the quote to make their response. When a submission has been submitted by a supplier, the requestor will receive an email as notification. At any time, the status of the request can be reviewed.

1. There are multiple ways to view requests for quote.
 - a. From the Dashboard tab, click the heading **Requests for Quote** or click **View all RFQs** in the Requests for Quote section.
 - b. From the Dashboard tab, if the RFQ is visible in the Requests for Quote section, click on the **desired quote**.
 - c. From the Orders tab, click **View Requests for Quote**.
2. Option 1b takes you directly to the quote. Skip to step 4 to continue. Options 1a and 1c will take you to the View Requests for Quote screen. From this screen, you can enter the criteria listed below to search for a request and click **Search**.

NOTE: At a minimum, Created Date From and Created Date To must be entered. Additional criteria entered will further narrow the search results.

- a. **State** – select from one of the following states:
 - i. **Issued** – the RFQ has been issued to suppliers for quoting
 - ii. **Responded** – the date for responses has past. Suppliers can edit an existing quote but cannot create a new quote.
 - iii. **Cancelled** – the RFQ has been cancelled by the requestor. Cancelled quotes cannot be purchased.
- b. **Supplier** – select the supplier from the drop-down list.
- c. **Name** – type in the *name of request for quote*.
- d. **RFQ ID** – type in the *ID number* that was assigned to the request for quote.

View Requests for Quote

Actions: [+ Create RFQ](#)

State	<input type="text"/>	Supplier	<input type="text"/>
Created Date From	<input type="text" value="1/19/12"/> 7	Created Date To	<input type="text" value="3/19/12"/> 7
Name	<input type="text"/>	RFQ ID	<input type="text"/>
<input type="button" value="Search"/>			

Name	RFQ ID	Created Date	Response Date	State	Accepted	Declined	Waiting
PC Webcam	Creighton-100015	3/19/2012	4/2/2012 5:00 PM	Issued	0	0	4
Chair Quote	Creighton-100014	3/9/2012	3/30/2012 5:00 PM	Issued	1	0	1

3. To view a request for quote, click on the **quote name** from the search results that appear at the bottom of the screen.



- The View Request for Quote screen will appear. The number of suppliers who have accepted or declined your RFQ along with those who have yet to respond will be listed for each quote.

View Request for Quote Chair Quote

Actions: Cancel RFQ

Supplier	Email	State	Price	Expiry Date	Quote Name	
Dilbert	EdwinDuPree@creighton.edu	Quoted	\$3,750.00	9/30/2012	Chair Quote	View
Play-LESS Office Products	brian.sweeney@unimarket.com	New				

RFQ ID	Creighton-100014
Name	Chair Quote
Description	10 comfortable chairs
Created Date	3/9/2012
Reminder Date	3/23/2012
Response Date	3/30/2012 5:00 PM
Contact Name	Browser Browser
Contact Organization	Creighton University
Contact Email	cubuyplus@creighton.edu
Contact Position	

- To view the submitted quote, click **View** for the desired supplier.
- The View Quote screen will appear.

View Quote Chair Quote

Actions: View RFQ Add to Cart

Creighton University > Dilbert

Quote Name	Chair Quote	Published Date	3/13/2012 9:11 AM
Quote Reference	3152461	Expiry Date	9/30/2012 12:00 AM
State	New	RFQ	Chair Quote
Attachments			

Supplier	Buyer
Dilbert's Consulting	EdwinDuPree@creighton.edu
Dilbert	

Product	Quantity	Unit Price	Subtotal	Tax	Requisition	Order
Chair Description Best chair ever Category Chairs	50	\$75.00 / Each	\$3,750.00	\$0.00		
			Subtotal	\$3,750.00		
			Tax	\$0.00		
			Total	\$3,750.00		

- Repeat step 6 for each supplier.

Accepting a Quote

After reviewing each supplier's quote, complete the steps below to accept a quote.

- Complete the steps listed above in the [Reviewing Request Quotes \(RFQs\)](#) section to locate the request to be accepted.
- From the View Quote screen, click **Add to Cart** in the upper right hand corner of the screen.
- The Shopping Cart screen will appear.
- Complete the remainder of the process as outlined in the Browser Guide or the Processing Purchase Requests Guide, depending on your CUBuyplus™ access.