



Request for Quotes

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The Request for Quote (RFQ) module is designed for purchasing agents or those providing quotes to request quotations from one or multiple suppliers of raw materials, sub-assemblies, or goods for resale. This process will facilitate the recording, tracking, and comparison of all quotation prices and delivery dates received. Ultimately, this improves efficiency and reduces costs by automating the decision process.

The Request for Quote may be submitted by standard mail, fax, or email to the selected suppliers. The returned bids are captured, reviewed, and on approval the accepted bids are converted into Blanket Purchase Order contracts, standard Purchase Orders, or Requisitions. These are then maintained in the Purchase Order module.

The RFQ module allows for informed purchasing decision-making by eliminating manual or redundant tasks and consolidating isolated data. All RFQs are archived along with the bids received; improving visibility and controls over a company's purchasing expenditures.

The Benefits of Request for Quotes

- Single entry point for multiple submissions
- Eliminate manual and redundant tasks
- Consolidate silos of information
- 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
- Review bid history by supplier or stock code
- 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

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Request for Quotes Features

- Proactively generate RFQs to replace current contracts
- Generate request for both stocked and non- stocked inventory items
- View existing contract and P/O history from RFQ
- View detailed inventory query from RFQ
- Inventory stock code standard narrations are available for use in RFQ
- Easily submit to multiple prospective and existing suppliers
- Choose to submit via:
 - Integrated email
 - Fax
- Printed US mail
- Make informed decisions for new purchasing sources
- Compare prices and delivery schedules
- Retain bid history for future analysis
- RFQ Query
- Available custom hyperlinks to SYSPRO
- SYSPRO Smart Links queries are available from RFQ
- Efficient bid review and approval
- Blanket P/O initiated from RFQ details
- Attach P/O Additional text to RFQ line item



Integration with SYSPRO

- 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 Reporting and Labelling

- 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, SRS, or any third party report writer