

VendorRFQ Guide

Do you struggle with **manually requesting pricing from multiple vendors**?

Do you find it difficult to **keep track of which vendors** have responded to your pricing requests?

Do you **manually negotiate pricing** with your vendors?

Do you need a centralized place to **organize and compare** all of the prices you've received?

If you answered **yes** to any of the above questions, **VendorRFQ** is the solution you and your team are looking for!

For Sales Reps

Within your RFQ, you can view a list of **all the vendors** from whom you have requested a price for each line item.

You can also check the **current status** of each vendor's RFQ price request, including whether they have submitted a bid and whether they have viewed the bid request.

RFQ = "Request for Quote"

Line #	Manu Part #	Quantity	Status
1	20TA00HKUS	1	Bid Activity
These vendors have been invited to bid on this item:			
+	amazon business	Vendor Part #: AMZ-33451 Vendor Responded On: 11/08/2021	Status: Bid Submitted Award Bid: \$971.25
+	DELL	Vendor Part #: DL-32283K Vendor Responded On: 11/08/2021 Conditions: We only have 30 in stock at this time.	Status: Bid Submitted Award Bid: \$969.35
-	IN-CRAMI	Vendor Part #: 9VL300	Status: Viewed
+	TD SYNEX	Vendor Part #: 14555093	Status: Not Viewed

Additionally, your vendor can raise questions about the item and pricing, and you can conveniently provide answers directly within your RFQ.

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For Vendors

You will receive an email invitation containing the customer's contact information, making it clear that the email is from a known entity.

Once you click on the link, you will be directed to an interface that facilitates **easy** submission of a price quote, including any relevant pricing conditions.

Through VendorRFQ, you can:



Ask clarifying questions



Initiate price negotiations



Specify part numbers

...and more!



VendorRFQ is **subscription-based** and costs **\$20 per month, per user**. The license count **does not** have to match your QuoteWerks license count.

VendorRFQ Requirements

QuoteWerks Web and a VendorRFQ subscription

-or-

QuoteWerks Desktop, rehosted to SQL*, and a VendorRFQ subscription

*The SQL Database will need to be accessible by VendorRFQ