

State of Georgia  
Phoenix Program

Implementing Georgia's New Millennium Human Resource  
and Financial Solutions

**Request for Quotations  
and  
Requisitions**

Repr 04/03





# **Phoenix End-User Training**

## **INTRODUCTION TO REQUISITIONS AND REQUEST FOR QUOTES**

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR  
7  
PEOPLESOFT PURCHASING  
APRIL 2003





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## Reference Materials

### Phoenix Program Online Library

The Online Library is a Phoenix online support system, commonly referred to as the OLL. It can be used as an additional reference source for all Phoenix modules and can guide a user through the details of Phoenix applications. The OLL is launched directly from any data entry panel by pressing the “**F1**” key. Users with “Inquiry” access will see the PeopleSoft version (non-customized) of the OLL. Users **must** be in a data entry panel to be able to use the customized State of Georgia OLL as a reference guide.

The Library contains links from every standard end-user panel in PeopleSoft applications. Users can go directly to the OLL for detailed step-by-step instructions on using that panel or panel group. You can also conduct basic and advanced queries and use associated "hot links" or "jump links" to reach information on related topics. Every procedure contains many of the following choices:

- Overview - Describes the process for the panel. May reference the Business Process
- Timing - Describes when this particular panel is used
- Key points - Describes important information about the panel you were working with
- Input - Describes where the user would get information for this panel
- Output - Describes the result of the information you entered in the panel
- Navigation - Describes the pathway to get to the current panel
- Panels - Describes the panels in the panel group
- Detailed directions - Describes step-by-step instructions on how to complete the panel

Once the OLL is opened, you may toggle between your data entry panels and the OLL by using the “Tab” key. The OLL and the Phoenix panel will remain on the window taskbar located at the bottom of your screen.

To perform a query in the OLL, use the following navigation to activate the query view panel:

Search →  
Query *or* Advanced Query →  
Enter subject or item for search  
Click Ok

To search for a different topic repeat the above steps.

### Internet Path for Business Processes

The current path for the Purchasing processes through the Phoenix website is as follows:

<http://phoenix.gagta.com/>

Select: Financials

Select: PO

Select: Business Processes

Select: The Business Process Topic Desired, e.g. PO-008

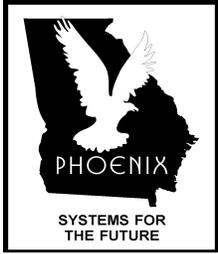




## **Module Contents**

**Section 1 ..... Requisitioning, Approving and Editing Items**

**Section 2 .....Managing Requests for  
Quotes**



# **Phoenix End-User Training**

## **SECTION 1:**

# **REQUISITIONING, APPROVING AND EDITING ITEMS**

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR  
7  
PEOPLESOFT PURCHASING  
APRIL 2003





## Section Contents



### REQUISITIONING, APPROVING AND EDITING ITEMS

**A. INTRODUCTION .....I**

**B. BUSINESS PROCESS..... II**

**C. EXERCISES.....III**

Exercise 1 - Enter a requisition ..... iii

Exercise 2 - Enter a requisition with multiple distributions.....xiii

Exercise 3 - Modify an existing requisition.....xxiii

**D. SUMMARY AND REVIEW..... XXXIII**



## A. Introduction

### Requisitioning, Approving and Editing Items



Welcome to the Requisitioning, Approving and Editing Items section! This section contains the tools needed to learn all the concepts and procedures involved in Requisitioning, Approving and Editing Items.

**Goal** To acquire the skills and knowledge necessary to perform all procedures identified in the Phoenix Program Purchasing Processes section of the online Library for Requisitioning, Approving and Editing Items.

**Participant Objectives** At the end of this module you will be able to

1. Enter requisitions
2. Enter requisition with multiple distributions
3. Modify requisitions

## B. Business Process

Activity	Materials	
 LECTURE	 GUIDE	 HANDOUT

### Relevant Business Processes:

1. PO005 – Requisition Amount Approval
2. PO006 – Requisition Chartfield Approval
3. PO012 – Editing / Budget Checking – Requisitions, Purchase Orders
4. PO013 – PO Posting – Requisitions and Purchase Orders
5. PO015 – Request for Quote – and PO from State Requisition
6. PO024 – Reconciliation – Requisitions and Purchase Orders

## C. Exercises

### Exercise 1 - Enter a requisition

**Scenario:** Your supervisor has given you a request to purchase two 45-foot, 6-wheel “low boy” platform trailers, which cost \$10,000 each. The recommended vendor is Barnes Farm Machinery in Austell, Georgia. Your goal is to verify that the vendor exists and enter the requisition in Phoenix.

<b>Step 1</b>	Select: Go → Administer Procurement → <b>Maintain Vendors</b>
<b>Expected Results:</b>	The Maintain Vendors window displays.

<b>Step 2</b>	Select: Inquire → Vendor Information → <b>Identifying Information</b>
<b>Expected Results:</b>	A dialog box displays.

<b>Step 3</b>	Enter or select the following:  SetID:                      STATE Short Vendor Name:      BARNESFARM  <b>Click:</b> <b>OK</b>
<b>Expected Results:</b>	A list of matching vendors is displayed.

### Exercise 1 (continued)

<b>Step 4</b>	Select BARNESFARM – 001  <b>Click: SELECT</b>
<b>Expected Results:</b>	The Identifying Information panel displays.

<b>Step 5</b>	Review the information to make sure this is the correct vendor.  <b>Click:</b>  to proceed to the Location panel.
<b>Expected Results:</b>	The Location panel displays.

<b>Step 6</b>	Review the information to make sure this is the correct vendor.
<b>Expected Results:</b>	The correct address displays.

<b>Step 7</b>	Select: Go → Administer Procurement → <b>Requisition Items</b>
<b>Expected Results:</b>	The Requisition Items window displays.

<b>Step 8</b>	Select: Use → Requisitions → <b>Requisition Form</b> → Add
<b>Expected Results:</b>	A dialog box displays.

**Exercise 1 (continued)**

<b>Step 9</b>	<p>Enter or select the following:</p> <p>Business Unit: 42000  Requisition ID: NEXT (Default value – <b>Do not type in this field</b>)</p> <p><b>Click: OK</b></p>
<b>Expected Results:</b>	The Requisition Form panel displays.

<b>Step 10</b>	<p>Enter or select the following on the Requisition Form panel:</p> <p>Req Date: Current System Date (Default value)  Status: Open (Default value)  Requester: Student  Origin: 001</p>
<b>Expected Results:</b>	Correct data entry

<b>Step 11</b>	<p><b>Click:</b>  to proceed to the Header Details panel.</p> <p>Enter or select the following:</p> <p>Open Contract: N  Send to Vendor: OFF (Default value)</p> <p>Comments: Recommended vendor: Barnes Farm Machinery, Austell GA.  #0000000135, Location 001. <a href="mailto:Barnesfarm@aol.com">Barnesfarm@aol.com</a>  Agency Contact: Jane Doe, phone 404-555-1717.</p>
<b>Expected Results:</b>	Correct data entry

### Exercise 1 (continued)

<p><b>Step 12</b></p>	<p><b>Click:</b> <span style="border: 1px solid black; padding: 2px;">Req Defaults</span> to proceed to the Req Defaults panel.</p> <p>Enter or select the following:</p> <p>State Requisition:     <i>ON</i>              Buyer:     Buyer,State (Default value when State Requisition is <i>ON</i>)</p> <p>Ship To:                 PO_001001 (Default value)          Location:               PO_001001 (Default value)          Due Date:               Delivery Date (F4 calendar) current date + 2 months          GL Unit:                 42000 (Default value)          Account:                720001          Fund:                    A1          Org:                     4201100270          Program:                01          Sub-Cls:                 304          BY:                     Current Budget Year          Prj/Grt:                 20105</p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p>

<p><b>Step 13</b></p>	<p><b>Click:</b> <span style="border: 1px solid black; padding: 2px;">Requisition Form</span> to return to the Requisition Form panel.</p> <p>Enter or select the following:</p> <p>Line 1:                 Click the checkbox next to Line 1 <i>ON</i></p> <p>Quantity:                2          UOM:                    EA          Price:                   10000.00          Category:               07078          Desc:                    Platform trailer</p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p>

## Exercise 1 (continued)

<p><b>Step 14</b></p>	<p><b>Click:</b>  to enter a comment for Line 1.</p> <p>Enter or select the following:</p> <p>Send to Vendor      <i>ON</i></p> <p>Comments area:    Low boy, 45-foot, 6 wheels. Bid contains 2 pages of specifications and drawings.</p> <p><b>Click:</b>  to return to the Main Panel, Requisition Form.</p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p>

<p><b>Step 15</b></p>	<p><b>Click:</b>  to proceed to the Header Details panel.</p> <p><i>Click:</i>  to save.</p> <p><i>Click:</i>  to run the Edit Check process.</p>
<p><b>Expected Results:</b></p>	<p>The Edit Check process is initiated. When it begins, you will receive the following popup message:</p> <div data-bbox="699 1283 1180 1465" data-label="Image"> </div> <p><b>Note:</b> The Requisition number and the Requisition Edit process number may vary from the numbers shown here.</p>

### Exercise 1 (continued)

<b>Step 16</b>	<p><b>Click:</b> <b>OK</b> to close the popup message.</p> <p><b>Click:</b>  until the panel is refreshed.</p> <p><b>NOTE:</b> If a “GL Journal Entry Processing” dialog box is displayed, repeat above .</p>
<b>Expected Results:</b>	Panel is edited and refreshed. Post document indicator is “Y” on the Header Details Panel. User is returned to the Requisition Form panel.

<b>Step 17</b>	<p>On the Requisition Form panel,</p> <p>Enter or select the following:</p> <p>Status:                      Approved</p> <p><b>Click:</b>  to save.</p>
<b>Expected Results:</b>	Correct data entry

<b>Step 18</b>	<p><b>Click:</b>  to return to the Header Details panel.</p> <p><b>Click:</b>  to run the Budget Check process.</p>
<b>Expected Results:</b>	<p>The Budget Check process runs. When it is finished, you will receive the following popup message:</p> <div data-bbox="625 1566 1105 1745" style="border: 1px solid black; padding: 5px; text-align: center;"><p><b>PeopleCode Manager (Update)</b> <span style="float: right;">x</span></p><p><input type="checkbox"/> The Requisition successfully met Budget Checking requirements. Do you want the panel refreshed?</p><p><input type="button" value="Yes"/> <input type="button" value="No"/> <input type="button" value="Cancel"/> <input type="button" value="Explain"/></p></div>

**Exercise 1 (continued)**

<b>Step 19</b>	<b>Click:</b>  to close the popup message and refresh the panel.
<b>Expected Results:</b>	Panel is edited and refreshed. BCM Status is “Valid” on the Header Details Panel.

### Exercise 1 (continued)

<b>Check Results</b>	
----------------------	--

**Step 20** Compare your Requisition Form panel to the panel shown below:

**Expected Results:**

If the panel matches:

1. Click the checkbox next to Line 1 *ON*.
2. Click **Comments...** to display Line 1's comments.

If these elements do not match, review the steps and consult the Instructor.

**Note: The Requisition ID may vary from the number shown here.**

**Note: The Req Date and Date may vary based on the current system date.**

## Exercise 1 (continued)

### Step 21

Compare your Line Comments panel for line 1 to the panel shown below:

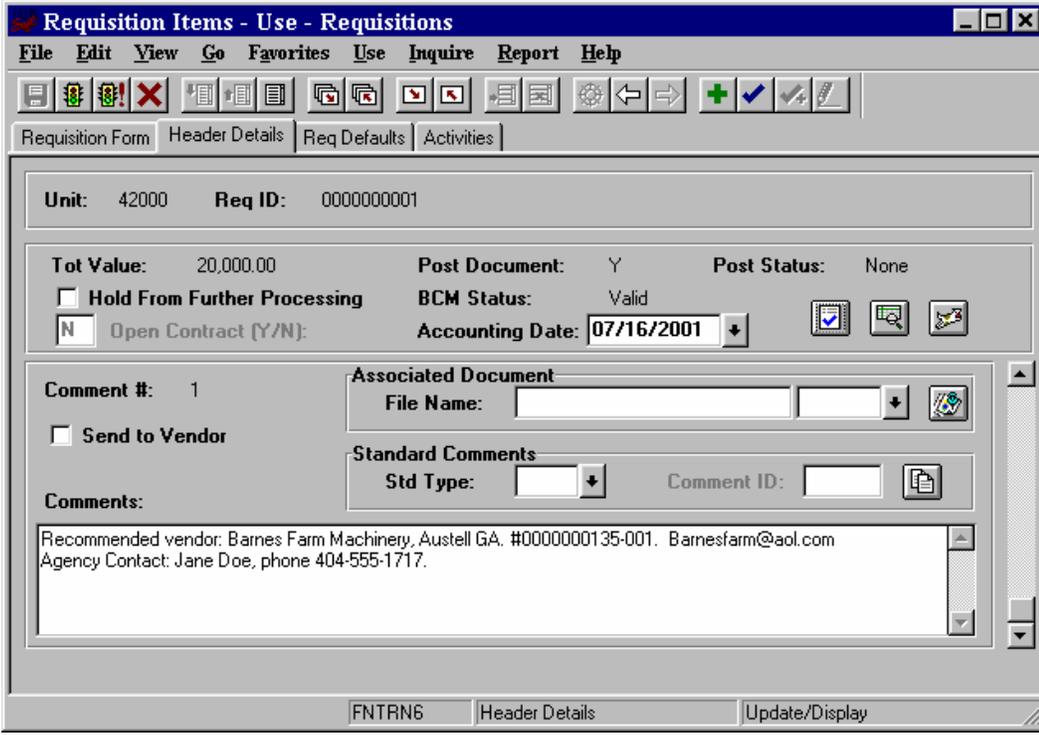
### Expected Results:

If the panel matches, click [Header Details](#) to continue to the Header Details panel.

If these elements do not match, review the steps and consult the Instructor.

**Note: The Req ID may vary from the number shown here.**

### Exercise 1 (continued)

<b>Step 22</b>	Compare your Header Details panel to the panel shown below: 
<b>Expected Results:</b>	The panel matches. Congratulations! If these elements do not match, review the steps and consult the Instructor.  <b>Note: The Req ID may vary from the number shown here.</b>

<b>Step 23</b>	<b>Click:</b>  to close the panel.
<b>Expected Results:</b>	The panel is closed. Proceed to the next exercise.

Exercise completed.

## Exercise 2 - Enter a requisition with multiple distributions

**Scenario:** Your supervisor wants you to requisition 10 heavy-duty rotary mowers. A recommended vendor is John Deere in Dublin, Georgia. List yourself as the Agency Contact. Each mower cost \$4500.00 and the category is 07078. Your goal is to enter the requisition in Phoenix.

<b>Step 1</b>	Select: Go → Administer Procurement → <b>Requisition Items</b>
<b>Expected Results:</b>	The Requisition Items window displays.
<b>Step 2</b>	Select: Use → Requisitions → <b>Requisition Form</b> → Add
<b>Expected Results:</b>	A dialog box displays.
<b>Step 3</b>	Enter or select the following:  Business Unit:           42000 Requisition ID:       NEXT (Default value – <b>Do not type in this field</b> )  <b>Click:</b> <b>OK</b>
<b>Expected Results:</b>	The Requisition Form panel displays.
<b>Step 4</b>	Enter or select the following:  Req Date:                 Current System Date (Default value) Status:                   Open (Default value) Requester:               Student Origin:                   001
<b>Expected Results:</b>	Correct data entry



## Exercise 2 (continued)

<p><b>Step 5</b></p>	<p><b>Click:</b> <span style="border: 1px solid black; padding: 2px;">Header Details</span> to proceed to the Header Details panel.</p> <p>Enter or select the following:</p> <p>Open Contract:    N          Send to Vendor:    <i>OFF</i> (Default value)</p> <p>Comments: Recommended vendor: John Deere Dublin GA. #5000001000-001.  <a href="mailto:Deereequipment@mindspring.com">Deereequipment@mindspring.com</a>          Agency Contact: John Doe, phone 404-555-1718.</p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p>

<p><b>Step 6</b></p>	<p><b>Click:</b> <span style="border: 1px solid black; padding: 2px;">Req Defaults</span> to proceed to the Req Defaults panel.</p> <p>Enter or select the following:</p> <p>State Requisition:    <i>ON</i>          Buyer:    Buyer,State (Default value when State Requisition is <i>ON</i>)</p> <p>Ship To:                PO_001001 (Default value)          Location:              PO_001001 (Default value)          Due Date:              Delivery Date (F4)          GL Unit:                42000 (Default value)          Account:               720001          Fund:                  A1          Org:                    4201100270          Program:               01          Sub-Cls:               304          BY:                    Current Budget Year          Prj/Grt:               20105</p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p>

## Exercise 2 (continued)

<p><b>Step 7</b></p>	<p><b>Click:</b> <b>Requisition Form</b> to return to the Requisition Form panel.</p> <p>Enter or select the following:</p> <p>Line 1:           Click the checkbox next to Line 1 <i>ON</i></p> <p>Quantity:        10</p> <p>UOM:             EA</p> <p>Price:            4500.00</p> <p>Category:        07078</p> <p>Desc:             Rotary Mower</p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p>

<p><b>Step 8</b></p>	<p><b>Click:</b> <b>Schedule...</b> to display schedule information.</p> <p>Select <b>AMT</b> radio button</p>
<p><b>Expected Results:</b></p>	<p>Line 1's schedule information displays.</p>

<p><b>Step 9</b></p>	<p><b>Click:</b> <b>Distribute...</b> to display distribution information.</p>
<p><b>Expected Results:</b></p>	<p>Line 1's distribution information displays.</p>

## Exercise 2 (continued)

### Step 10

Place cursor in Location field of distribution line 1:

**Click:**  (Insert Row button) to insert a row.

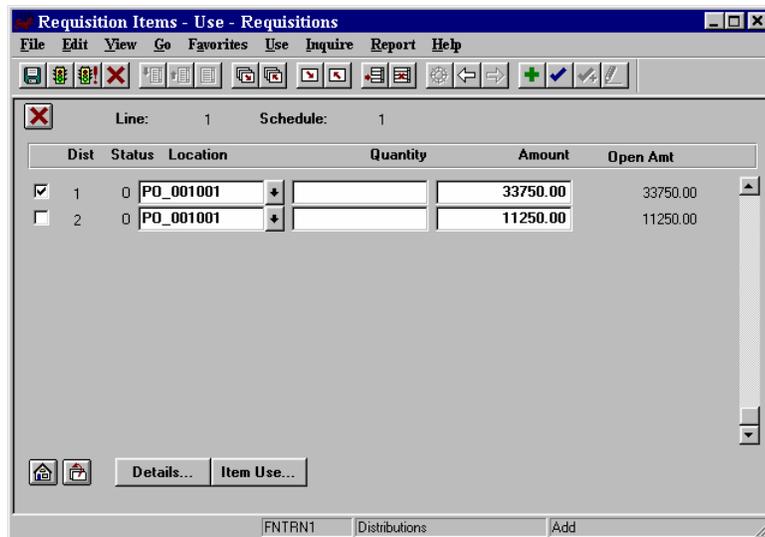
Click in the Amount Field in Distribution Line 1:

Change Amount to **33750.00** (75% of total Requisition Amount)

Click in the Amount Field in Distribution Line 2:

Enter the amount of **11250.00** (25% of total Requisition Amount)

Click the checkbox for line 2: ON



### Expected Results:

Requisition line 1, Distribution lines entered as 75% Federal Funds and 25% State Funds

### Exercise 2 (continued)

#### Step 11

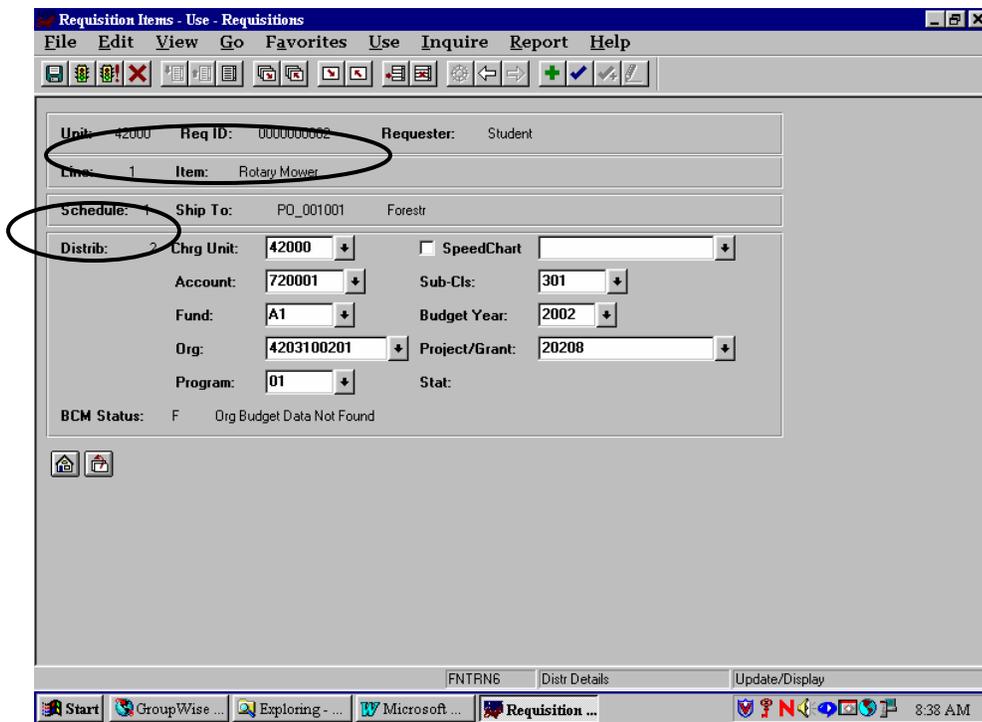
**Click:**  to enter distribution detail information for Distribution Line 2.

Enter or Select the following:

**Organization: 4203100201**

**SubClass: 301**

**Project: 20208**



**Click:**  to save.

**Click**  to return to previous panel.

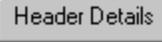
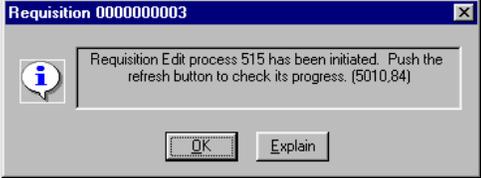
Click in gray scroll bar area to retrieve all distribution lines.

#### Expected Results:

An additional set of Chartfield information is entered for distribution line 2.

## Exercise 2 (continued)

<b>Step 12</b>	<b>Click</b>  to return to Requisition Form Panel.
<b>Expected Results:</b>	

<b>Step 13</b>	<p><b>Click:</b>  to proceed to the Header Details panel.</p> <p><b>Click:</b>  to save.</p> <p><b>Click:</b>  to run the Edit Check process.</p>
<b>Expected Results:</b>	<p>The Edit Check process is initiated. When it begins, you will receive the following popup message:</p> <div data-bbox="701 989 1182 1167" style="text-align: center;">  </div> <p><b>Note: The Requisition number and the Requisition Edit process number may vary from the numbers shown here.</b></p>

<b>Step 14</b>	<p><b>Click: OK</b> to close the popup message.</p> <p><b>Click:</b>  until the panel is refreshed.</p> <p><b>NOTE:</b> If a “GL Journal Entry Processing” dialog box is displayed, repeat Steps above .</p>
<b>Expected Results:</b>	Panel is edited and refreshed. Post document indicator is “Y” on the Header Details Panel.

### Exercise 2 (continued)

<b>Step 15</b>	From the Requisition Form panel,  Enter or select the following:  Status:                   Approved  <b>Click:</b>  to save.
<b>Expected Results:</b>	Correct data entry

<b>Step 16</b>	<b>Click:</b>  to return to the Header Details panel.  <b>Click:</b>  to run the Budget Check process.
<b>Expected Results:</b>	The Budget Check process runs. When it is finished, you will receive the following popup message:  

<b>Step 17</b>	<b>Click:</b>  to close the popup message and refresh the panel.
<b>Expected Results:</b>	The panel is refreshed with a valid Budget Checking Status.

## Exercise 2 (continued)

**Check Results**

### Step 18

Compare your Requisition Form panel to the panel shown below:

**Expected Results:**

If the panel matches, click **Header Details** to continue to the Header Details panel.

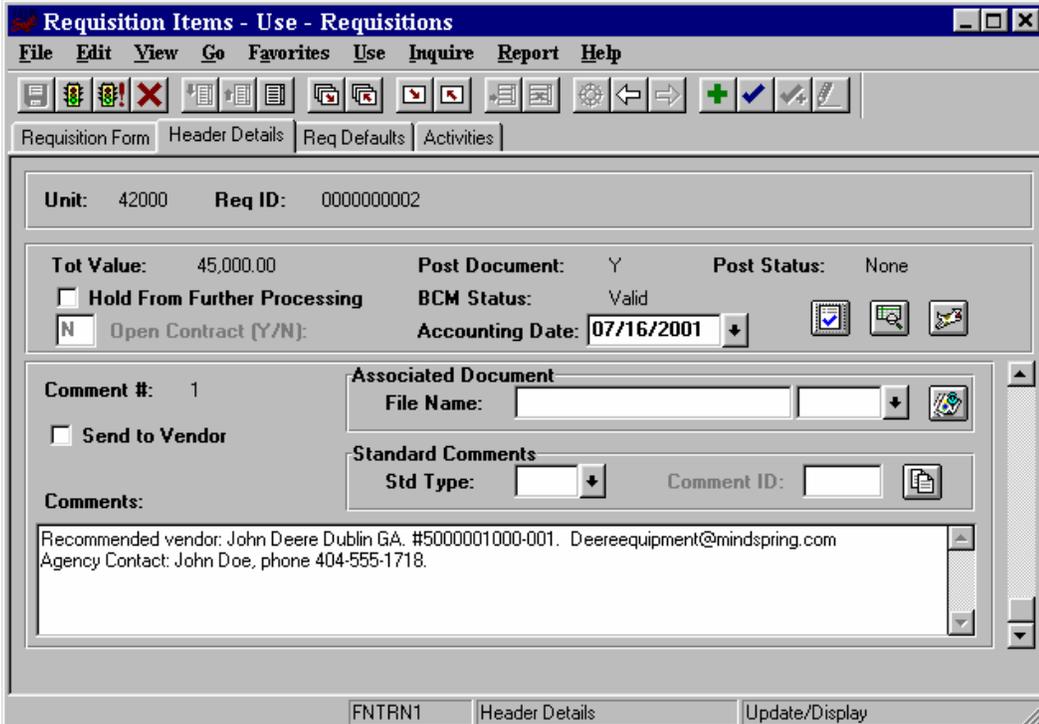
If these elements do not match, review the steps and consult the Instructor.

**Note: The Requisition ID may vary from the number shown here.**

**Note: The Req Date and Date may vary based on the current system date.**

**Note: The Description may vary depending on how you entered the description from the scenario.**

## Exercise 2 (continued)

<p><b>Step 19</b></p>	<p>Compare your Header Details panel to the panel shown below:</p> 
<p><b>Expected Results:</b></p>	<p>The panel matches. Congratulations!</p> <p>If these elements do not match, review the steps and consult the Instructor.</p> <p><b>Note: The Req ID may vary from the number shown here.</b></p> <p><b>Note: The Comments may vary depending on how you entered the comments from the scenario.</b></p>

<p><b>Step 20</b></p>	<p><b>Click:</b>  to close the panel.</p>
<p><b>Expected Results:</b></p>	<p>The panel is closed. Proceed to the Summary and Review section.</p>

Exercise completed.

### Exercise 3 - Modify an existing requisition

**Scenario:** Your supervisor would like to make some changes to a requisition previously entered. Specifically, he would like you to (a) change the motor specifications for the pontoon boats from 85 hp to 185 hp, and (b) replace the request for 100 kayaks with a request for five 24-foot boats (\$30,000 each). The requisition has not yet been budget checked. Your goal is to modify the requisition in Phoenix.

<b>Step 1</b>	Select: Go → Administer Procurement → <b>Requisition Items</b>
<b>Expected Results:</b>	The Requisition Items window displays.

<b>Step 2</b>	Select: Use → Requisitions → <b>Requisition Form</b> → Update/Display
<b>Expected Results:</b>	A dialog box displays.

<b>Step 3</b>	<p>Enter or select the following:</p> <p>Business Unit:           42000  Requisition ID:       <b>50000030XX</b></p> <p><b>(Replace XX with the number assigned to you by your instructor)</b></p> <p><b>Click:                    OK</b></p>
<b>Expected Results:</b>	The Requisition Form panel displays.

### Exercise 3 (continued)

<p><b>Step 4</b></p>	<p><b>Click</b> the checkbox next to Line 1 <i>ON</i>.</p> <p>Enter the following:</p> <p>Desc:                      Pontoon boat, 185 hp</p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p>

<p><b>Step 5</b></p>	<p><b>Click</b> the checkbox next to Line 2 <i>ON</i>.</p>
<p><b>Expected Results:</b></p>	<p>The fields for Line 2 are activated.</p>

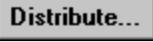
<p><b>Step 6</b></p>	<p><b>Click:</b>  (<b>Delete Row</b> button)</p>
<p><b>Expected Results:</b></p>	<p>The following dialog box displays:</p> <div data-bbox="626 1245 1105 1423" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="text-align: center; margin: 0;">Panel Processor <span style="float: right;">x</span></p> <hr/> <p style="text-align: center; margin: 0;">Delete current row? (15,2)</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span style="border: 1px solid gray; padding: 2px 5px;">?</span> <span style="border: 1px solid gray; padding: 2px 5px;">Yes</span> <span style="border: 1px solid gray; padding: 2px 5px;">No</span> <span style="border: 1px solid gray; padding: 2px 5px;">Explain</span> </div> </div>

<p><b>Step 7</b></p>	<p><b>Click:</b>  to close the popup message and delete the current row.</p>
<p><b>Expected Results:</b></p>	<p>The line item is deleted.</p>

**Exercise 3 (continued)**

<b>Step 8</b>	<p><b>Click:</b>  (<b>Insert Row</b> button) to insert a row.</p> <p><b>Click</b> the checkbox next to Line 3 <i>ON</i>.</p> <p>Enter or select the following:</p> <p>Quantity:           5 UOM:                EA Price:               30000.00 Category:           12021 Desc:                Boat, 24-foot Ship To:            PO_001001 (Default value) Date:                Delivery Date (F4)</p>
<b>Expected Results:</b>	Correct data entry

<b>Step 9</b>	<p><b>Click:</b>  to display schedule information.</p>
<b>Expected Results:</b>	Line 3's schedule information displays.

<b>Step 10</b>	<p><b>Click:</b>  to display distribution information.</p>
<b>Expected Results:</b>	Line 3's distribution information displays.

### Exercise 3 (continued)

#### Step 11

**Click:**  to enter distribution detail information.

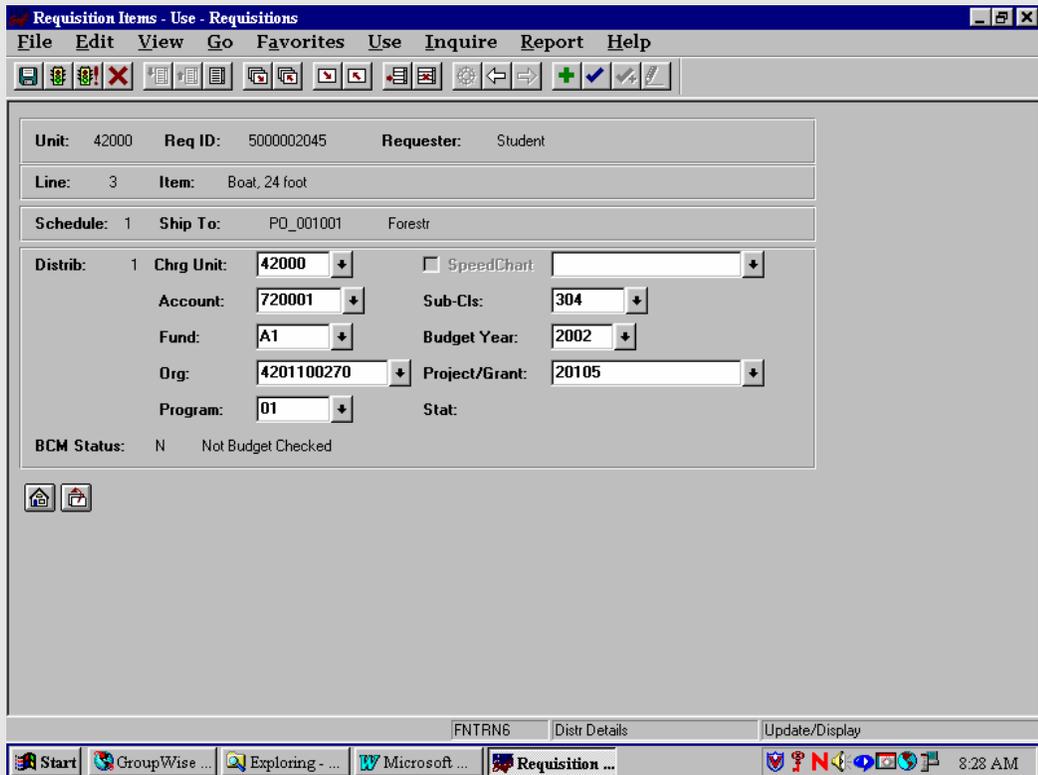
Enter or select the following:

Chrg Unit: 42000 (Default value)  
Account: 720001  
Fund: A1  
Org: 4201100270  
Program: 01  
Sub-Cls: 304  
Budget Year: Current Budget Year  
Project/Grant: 20105

#### Expected Results:

Correct data entry

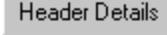
Before proceeding, make sure your Distr Details panel matches the one shown below:



### Exercise 3 (continued)

<b>Step 12</b>	<b>Click:</b>  to return to the Requisition Form panel.
<b>Expected Results:</b>	The Requisition Form panel displays.

<b>Step 13</b>	<p><b>Click:</b>  to enter a comment for Line 3.</p> <p>Enter or select the following:</p> <p>Send to Vendor:      <i>ON</i> (Default value)  Comments area:    See attached specifications and drawings.</p> <p><b>Click</b>  to return to Main Panel, Requisition Form panel.</p>
<b>Expected Results:</b>	Correct data entry

<b>Step 14</b>	<p><b>Click:</b>  to return to the Header Details panel.</p> <p><b>Click:</b>  to save.</p> <p><b>Click:</b>  to run the Edit Check process.</p>
<b>Expected Results:</b>	<p>The Edit Check process is initiated. When it begins, you will receive the following popup message:</p> <div data-bbox="699 1535 1182 1713" style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="margin: 0;"><b>Requisition 000000003</b> <span style="float: right;">✕</span></p> <p style="margin: 0;"> Requisition Edit process 515 has been initiated. Push the refresh button to check its progress. (5010,84)</p> <p style="margin: 0; text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Explain"/> </p> </div> <p style="text-align: center;"><b>Note: The Requisition number and the Requisition Edit process number may vary from the numbers shown here.</b></p>

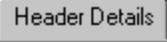


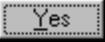
**Exercise 3 (continued)**

<b>Step 15</b>	<p><b>Click:</b> <b>OK</b> to close the popup message.</p> <p><b>Click:</b>  until the panel is refreshed.</p> <p><b>NOTE:</b> If a “GL Journal Entry Processing” dialog box is displayed, repeat above.</p>
<b>Expected Results:</b>	The <b>Budget Check</b> button is activated.

<b>Step 16</b>	<p>From the Requisition Form panel,</p> <p>Status:                   Approved</p> <p><b>Click:</b>  to save.</p>
<b>Expected Results:</b>	Correct data entry

### Exercise 3 (continued)

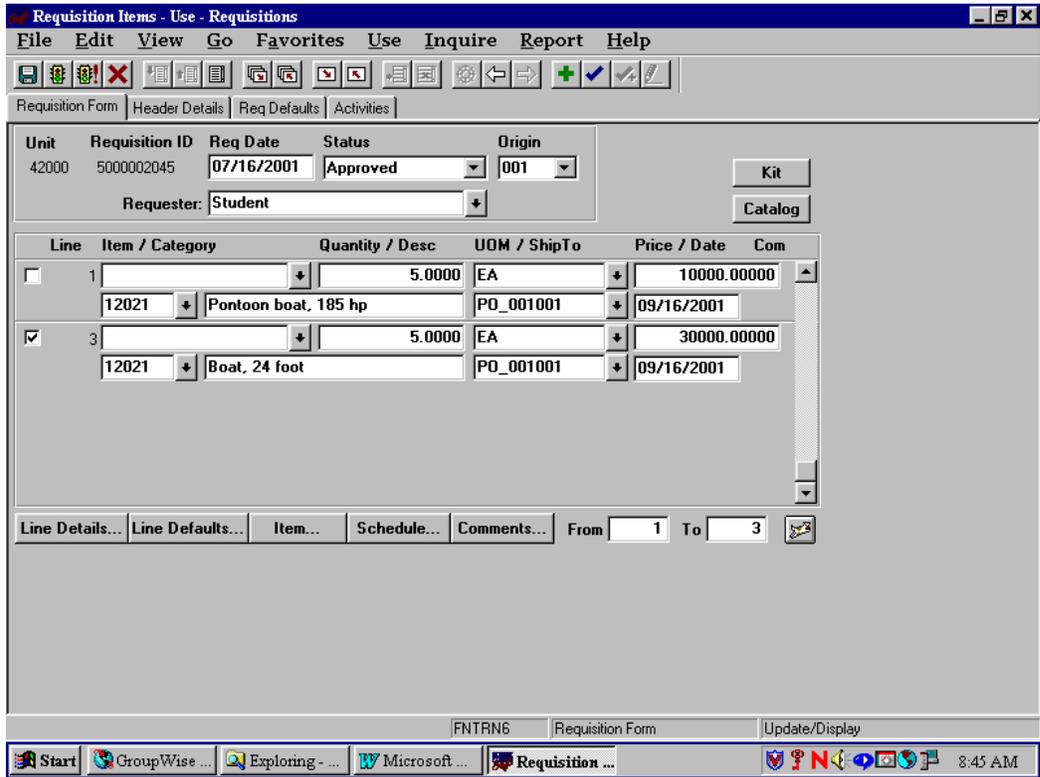
<b>Step 17</b>	<p><b>Click:</b>  to return to the Header Details panel.</p> <p><b>Click:</b>  to run the Budget Check process.</p>
<b>Expected Results:</b>	<p>The Budget Check process runs. When it is finished, you will receive the following popup message:</p> <div data-bbox="626 625 1102 800" style="border: 1px solid gray; padding: 5px; text-align: center;"><p><b>PeopleCode Manager (Update)</b> <span style="float: right;">X</span></p><p><input type="checkbox"/> The Requisition successfully met Budget Checking requirements. Do you want the panel refreshed?</p><p><input type="button" value="Yes"/> <input type="button" value="No"/> <input type="button" value="Cancel"/> <input type="button" value="Explain"/></p></div>

<b>Step 18</b>	<p><b>Click:</b>  to close the popup message and refresh the panel.</p>
<b>Expected Results:</b>	<p>The panel is refreshed.</p>

### Exercise 3 (continued)

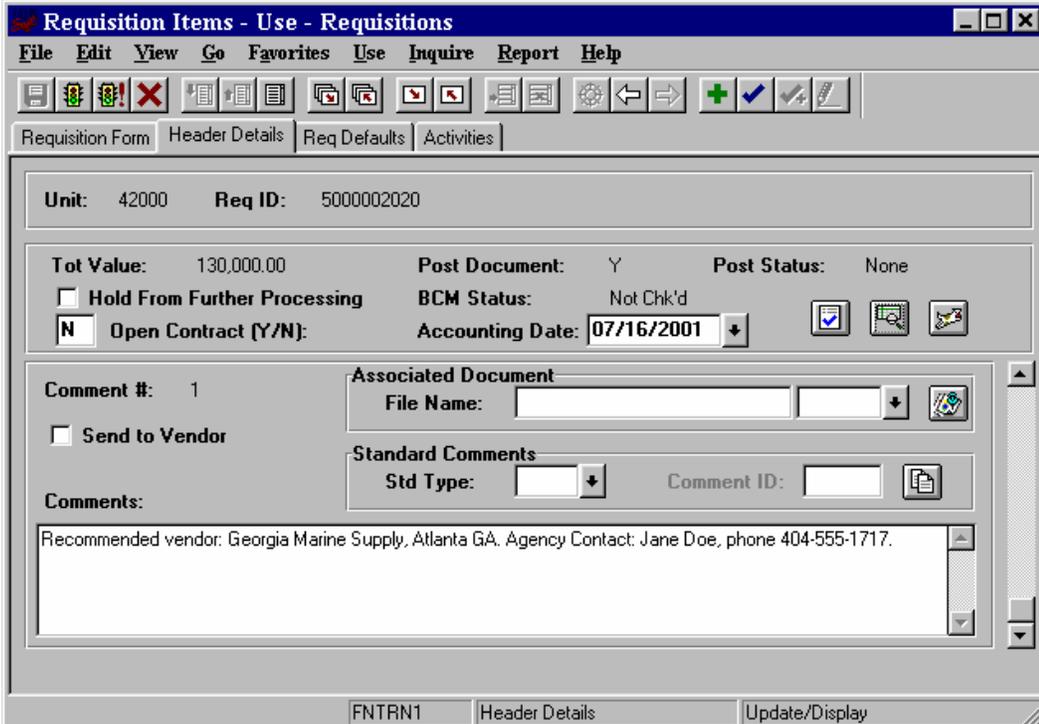
<b>Check Results</b>	
----------------------	--

<b>Step 19</b>	<b>Click:</b>  to return to the Requisition Form panel.
<b>Expected Results:</b>	The Requisition Form panel displays.

<b>Step 20</b>	<p>Compare your Requisition Form panel to the panel shown below:</p> 
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<b>Expected Results:</b>	<p>If the panel matches, click  to proceed to the Header Details panel.</p> <p>If these elements do not match, review the steps and consult the Instructor.</p> <p><b>Note:</b> The Requisition ID may vary from the number shown here.</p> <p><b>Note:</b> The Req Date and Date may vary based on the current system date.</p>
--------------------------	---

### Exercise 3 (continued)

<p><b>Step 21</b></p>	<p>Compare your Header Details panel to the panel shown below:</p> 
<p><b>Expected Results:</b></p>	<p>The panel matches. Congratulations!</p> <p>If these elements do not match, review the steps and consult the Instructor.</p> <p><b>Note: The Req ID may vary from the number shown here.</b></p>

<p><b>Step 22</b></p>	<p><b>Click:</b>  to close the panel.</p>
<p><b>Expected Results:</b></p>	<p>The panel is closed. Proceed to the next exercise.</p>

Exercise completed.

## D. Summary and Review

Activity	Materials	
 LECTURE	 GUIDE	 REVIEW

### Objectives review:

1. Enter requisitions
2. Modify requisitions
3. Cancel requisitions





# **Phoenix End-User Training**

## **SECTION 2:**

# **MANAGING REQUESTS FOR QUOTES**

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7  
PEOPLESOFT PURCHASING  
APRIL 2003



## Section Contents



<b>A. INTRODUCTION.....</b>	<b>1</b>
<b>B. BUSINESS PROCESSES.....</b>	<b>2</b>
<b>C. EXERCISES.....</b>	<b>3</b>
Exercise 1 - Enter an RFQ and select vendors .....	3
Exercise 2 - Print and distribute an RFQ.....	20
Exercise 3 - Create and print addenda to an RFQ.....	25
Exercise 4 - Add an additional vendor to an RFQ.....	33
Exercise 5 - Enter RFQ Responses .....	40
Exercise 6 - Award an RFQ and Create Purchase Order.....	59
Exercise 7 - Copy an RFQ, Cancel an RFQ.....	77
Exercise 8 - Preparing an RFQ with "Blank" vendor selected .....	87
<b>D. SUMMARY AND REVIEW.....</b>	<b>97</b>



## Managing Requests for Quotes

### A. Introduction

## Managing Requests for Quotes



Welcome to the Managing Requests for Quotes module! This module contains the tools needed to learn all the concepts and procedures involved in Managing Requests for Quotes.

**Goal** To acquire the skills and knowledge necessary to perform all procedures identified in the Phoenix Program Purchasing Processes section of the online Library for Managing Requests for Quotes.

**Participant Objectives** At the end of this module you will be able to

1. Create an RFQ at the Agency level
2. Distribute an RFQ
3. Create and print addenda to an RFQ
4. Add additional vendors to an RFQ
5. Enter responses to an RFQ
6. Award an RFQ
7. Cancel an RFQ and re-bid
8. Award a pre-bid

## B. Business Processes

Activity	Materials	
 LECTURE	 GUIDE	 HANDOUT

### Relevant Business Processes:

1. PO015 – Request for Quote- and PO from State Requisition
2. PO017 – Request for Quote- Agency
3. PO019 – Request for Quote- Cancel RFQ and Rebid
4. PO028 – Add Vendor to Bid List and Print RFQ
5. PO029 – Process Addenda to RFQ's

## C. Exercises

### Exercise 1 - Enter an RFQ and select vendors

**Scenario:** Your agency needs to order floor care products. Four vendors are associated with NIGP code 48554 and 48555. One vendor is not associated with either NIGP code. The items are not available from a mandatory source. Your goal is to enter the RFQ and select the vendors in Phoenix.

<b>Step 1</b>	Select: Go → Administer Procurement → <b>Manage Requests for Quotes</b>
<b>Expected Results:</b>	The Manage Requests for Quotes window displays.

<b>Step 2</b>	Select: Use → Request Quote → <b>Header</b> → Add
<b>Expected Results:</b>	A dialog box displays.

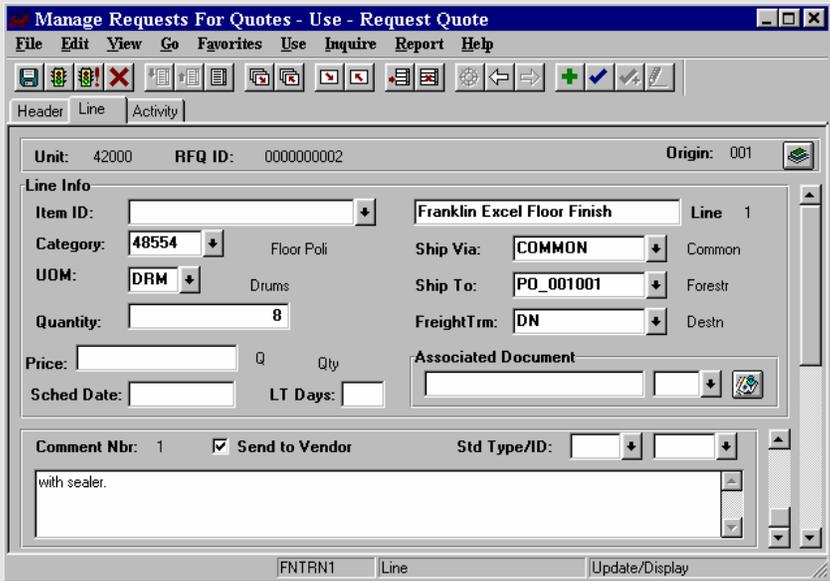
<b>Step 3</b>	Enter or select the following:  Business Unit:      42000 RFQ ID:                NEXT (Default value – <b>Do not type in this field</b> )  <b>Click:</b> <b>OK</b>
<b>Expected Results:</b>	The Header panel displays.

### Exercise 1 (continued)

<p><b>Step 4</b></p>	<p>Enter or select the following:</p> <p>Origin: 001          Buyer: Robert Forbes          Bid Rtn Loc: PO_0000002          Bill Addr: PO_0000001 (Default value)          Req Date: Current System Date (Default value)          DtTm Open: Current System Date/Time (Default value)          DtTm Closed: Current System Date/Time + 1 month (Bids are Opened)          Status: Open (Default value)</p> <p>Send To Vendor: <i>ON</i>          Std Type: <b>BID, Tab over to the ID field,</b>  <b>ID: 0009</b></p> <p>Tab into the Comment field: Insert a New Comment Row for comment 2.</p> <p>Send To Vendor: <i>ON</i>          Comments: <b>SPECIAL DELIVERY INSTRUCTIONS:</b>          Deliveries must be made to the Receiving Department at the          back of Building A of the Administration Building. Contact          Mr. Herndon at (404) 555-6272 for any questions regarding          delivery of items to this site.</p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p>

<p><b>Step 5</b></p>	<p><b>Click:</b> <input type="button" value="Line"/> to proceed to the Line panel.</p>
<p><b>Expected Results:</b></p>	<p>The Line panel displays.</p>

**Exercise 1 (continued)**

<b>Step 6</b>	<p>Enter or select the following:</p> <p>Unlabeled field: Franklin Excel Floor Finish (This is the field next to Item ID drop-down.)</p> <p>Category: 48554</p> <p>UOM: DRM</p> <p>Quantity: 8</p> <p>Price: (Leave this field empty)</p> <p>Sched Date: Current System Date + 2 months / Optional</p> <p>LT Days: (Leave this field empty)</p> <p>Ship Via: COMMON (Default value)</p> <p>Ship To: PO_001001 (Default value)</p> <p>FreightTrm: DN (Default value)</p> <p>Send to Vendor: <i>ON</i></p> <p>Comments area: With sealer.</p>
<b>Expected Results:</b>	<p>Correct data entry</p> 

### Exercise 1 (continued)

<p><b>Step 7</b></p>	<p>Place the cursor in a field in the <b>Line Info</b> section of the panel.</p> <p><b>Click:</b>  (Insert Row button) to insert a row.</p> <p>Enter or select the following:</p> <p>Unlabeled field: Franklin Floor Wax Stripper            Category: 48555            UOM: EA            Quantity: 12            Price: (Leave this field empty)            Sched Date: Current System Date + 2 months / Optional            LT Days: (Leave this field empty)            Ship Via: COMMON (Default value)            Ship To: PO_001001 (Default value)            FreightTm: DN (Default value)</p> <p>Send To Vendor: <i>ON</i>            Comments: No substitutions will be considered for evaluation. All products must be quoted as specified. Only Franklin Floor products will be accepted.</p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p>

<p><b>Step 8</b></p>	<p><b>Click:</b>  to proceed to the Activity panel.</p>
<p><b>Expected Results:</b></p>	<p>The Activity panel displays.</p>

<p><b>Step 9</b></p>	<p>Enter or select the following:</p> <p>Comments: Floor Products            Post: <i>OFF</i></p>
<p><b>Expected</b></p>	<p>Correct data entry</p>

<b>Step 9</b>	Enter or select the following:  Comments: Floor Products Post: <i>OFF</i>
<b>Results:</b>	

### Exercise 1 (continued)

<b>Step 10</b>	<b>Click:</b>  to return to the Header panel.
<b>Expected Results:</b>	The Header panel displays.

<b>Step 11</b>	Enter or select the following:  Status:                      Approved
<b>Expected Results:</b>	Correct data entry

<b>Step 12</b>	<b>Click:</b>  to save.  NOTE:    Record the RFQ ID number here (you will need it for Exercises 2 through 6): _____
<b>Expected Results:</b>	The new information is saved.

**Exercise 1 (continued)**

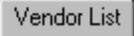
<b>Step 13</b>	Select: Use → Vendor Association by NIGP → <b>Vendor By NIGP</b> → Update/Display
<b>Expected Results:</b>	The Vendor By NIGP panel for your RFQ displays.

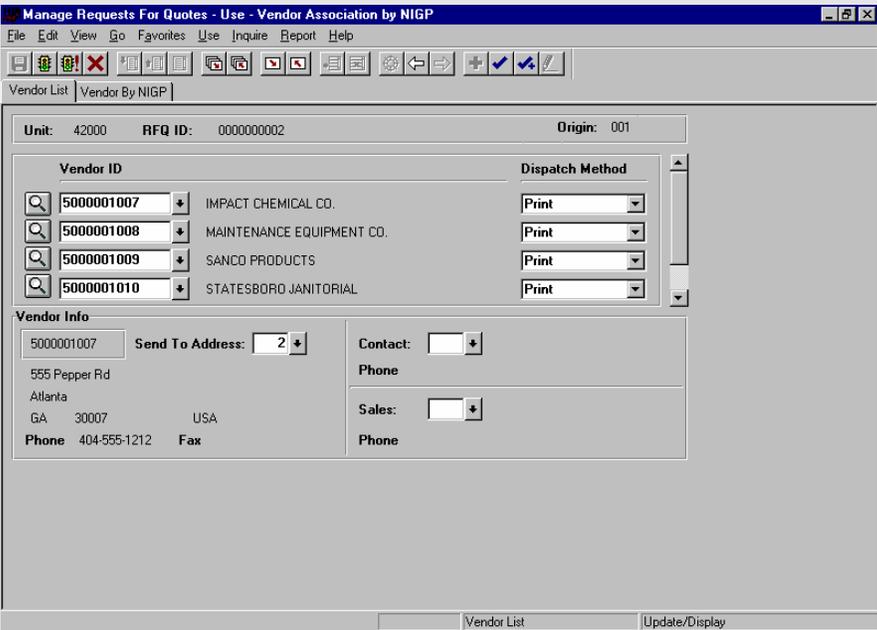
<b>Step 14</b>	<b>Click:</b>  to display a list of vendors associated with the NIGP code.
<b>Expected Results:</b>	A list of vendors associated with the NIGP code is displayed in the Suppliers elevator bar region.

<b>Step 15</b>	<b>Click</b> the checkboxes next to the following vendors <i>ON</i> :  Impact Chemical Co. Maintenance Equipment Co. Sanco Products Statesboro Janitorial
<b>Expected Results:</b>	The selected vendors are displayed in the Selected Vendors elevator bar region.

<b>Step 16</b>	<b>Scroll:</b> to line 2.  <b>Click:</b>  to display a list of vendors associated with the NIGP code 48555.  <b>Note:</b> The vendors listed are the same for both NIGP codes, it is not necessary to make any further selection.
<b>Expected Results:</b>	The Vendor List panel displays.

### Exercise 1 (continued)

<p><b>Step 17</b></p>	<p><b>Click:</b>  to proceed to the Vendor List panel.</p>
<p><b>Expected Results:</b></p>	<p>The Vendor List panel displays.</p>

<p><b>Step 18</b></p>	<p><b>Click:</b>  (Show Detail Entry button) next to Impact Chemical Co.'s <b>Vendor ID</b> field to display information in the <b>Vendor Info</b> section of the panel.</p> <p>Enter or select the following:</p> <p>Send To Address:            <b>2</b></p> <p>Tab out of the Send To Address field.</p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p> <p>Before proceeding, make sure your Vendor List panel matches the one shown below:</p>  <p><b>Note: The RFQ ID may vary from the value shown here.</b></p>

## Exercise 1 (continued)

### Step 19

**Click:**  (Show Detail Entry button) next to Maintenance Equipment Co.'s **Vendor ID** field to display information in the **Vendor Info** section of the panel.

Enter or select the following:

Send To Address: **1**

### Expected Results:

Correct data entry

Before proceeding, make sure your Vendor List panel matches the one shown below:

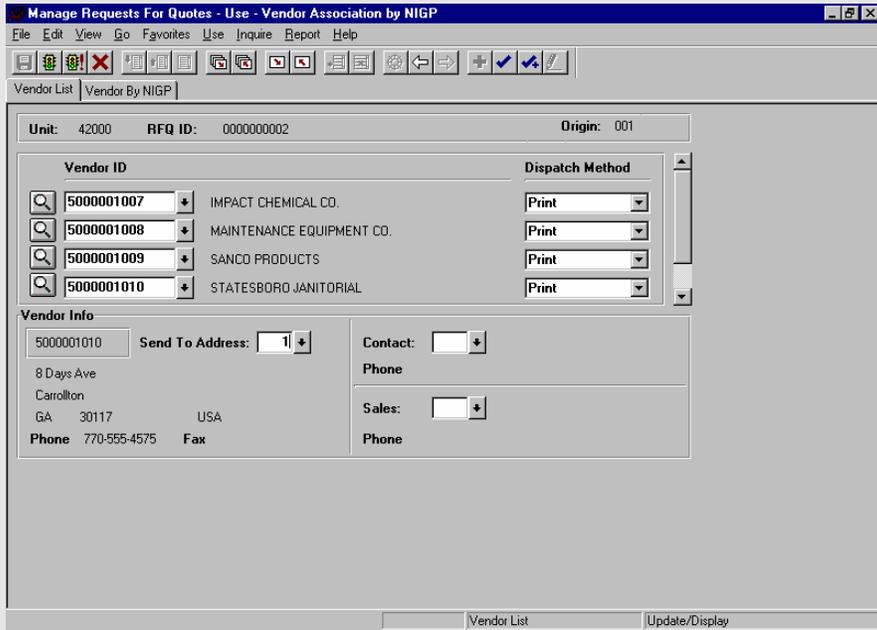
The screenshot shows a web application window titled "Manage Requests For Quotes - Use - Vendor Association by NIGP". The window has a menu bar (File, Edit, View, Go, Favorites, Use, Inquire, Report, Help) and a toolbar with various icons. Below the toolbar, there are tabs for "Vendor List" and "Vendor By NIGP". The main content area displays a table of vendors with columns for "Vendor ID" and "Dispatch Method". The "Vendor ID" column contains four entries: 5000001007 (IMPACT CHEMICAL CO.), 5000001008 (MAINTENANCE EQUIPMENT CO.), 5000001009 (SANCO PRODUCTS), and 5000001010 (STATESBORO JANITORIAL). The "Dispatch Method" column contains "Print" for each entry. Below the table is the "Vendor Info" section for the selected vendor (5000001008). It includes a "Send To Address" dropdown set to "1", a "Contact" dropdown, a "Phone" field, a "Sales" dropdown, and another "Phone" field. The address is "333 Abbey Road, Coryers, GA 30012, USA". The phone number is "770-555-3333" and the fax field is empty. At the bottom of the window, there are buttons for "Vendor List" and "Update/Display".

**Note:** The RFQ ID may vary from the value shown here.

### Exercise 1 (continued)

<p><b>Step 20</b></p>	<p><b>Click:</b>  (Show Detail Entry button) next to Sanco Products' <b>Vendor ID</b> field to display information in the <b>Vendor Info</b> section of the panel.</p> <p>Enter or select the following:</p> <p>Send To Address:            <b>1</b></p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p> <p>Before proceeding, make sure your Vendor List panel matches the one shown below:</p> <div data-bbox="462 766 1339 1396" style="border: 1px solid black; padding: 5px;"> </div> <p><b>Note: The RFQ ID may vary from the value shown here.</b></p>

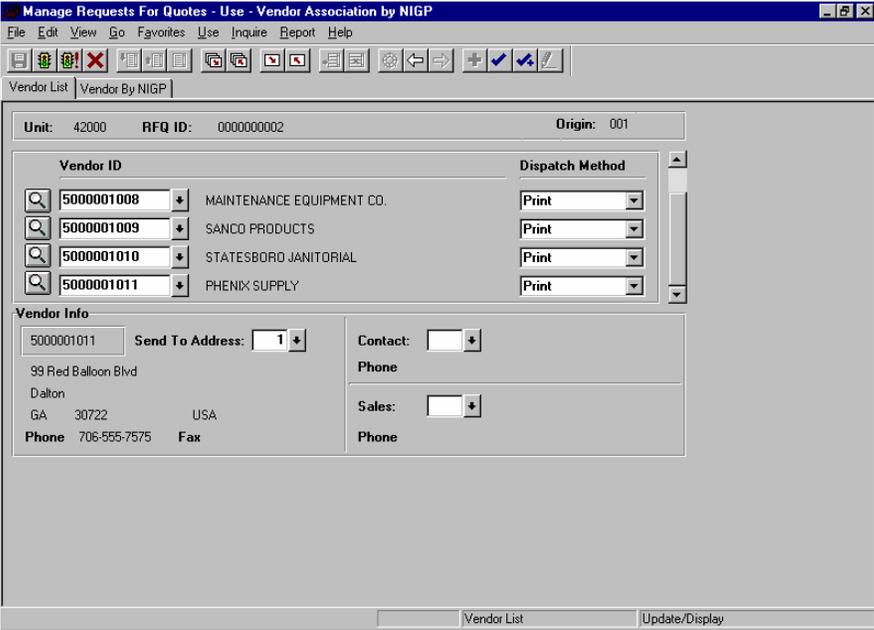
## Exercise 1 (continued)

<p><b>Step 21</b></p>	<p><b>Click:</b>  (Show Detail Entry button) next to Statesboro Janitorial's <b>Vendor ID</b> field to display information in the <b>Vendor Info</b> section of the panel.</p> <p>Enter or select the following:</p> <p>Send To Address:           <b>1</b></p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p> <p>Before proceeding, make sure your Vendor List panel matches the one shown below:</p>  <p><b>Note: The RFQ ID may vary from the value shown here.</b></p>

**Exercise 1 (continued)**

<p><b>Step 22</b></p>	<p>Place the cursor in Statesboro Janitorial’s <b>Vendor ID</b> field.</p> <p><b>Click:</b>  (Insert Row button) to insert a line.</p> <p>Enter or select the following:</p> <p>Vendor ID:           <b>5000001011</b> (Phenix Supply)</p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p>

### Exercise 1 (continued)

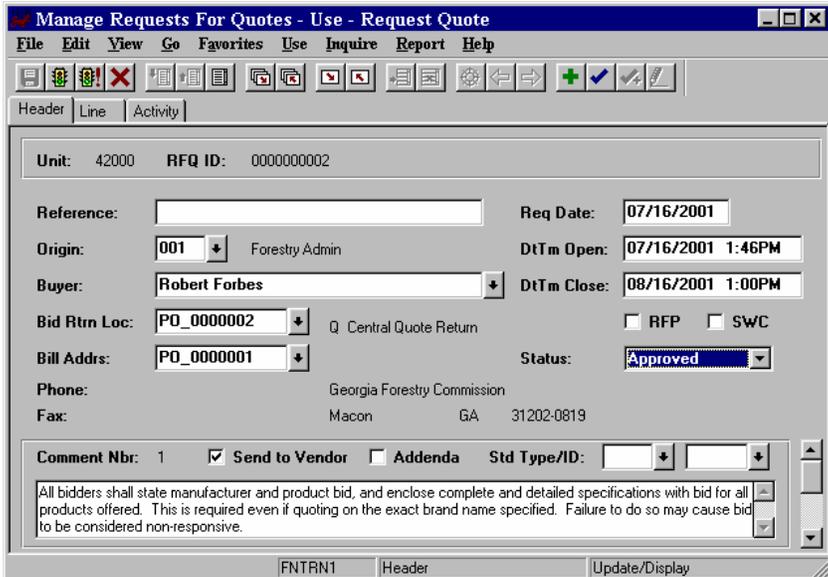
<p><b>Step 23</b></p>	<p><b>Click:</b>  next to Phenix Supply's <b>Vendor ID</b> field to display information in the <b>Vendor Info</b> section of the panel.</p> <p>Enter or select the following:</p> <p>Send To Address:           <b>1</b></p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p> <p>Before proceeding, make sure your Vendor List panel matches the one shown below:</p>  <p><b>Note:</b> The RFQ ID may vary from the value shown here.</p>

<p><b>Step 24</b></p>	<p><b>Click:</b>  to save.</p>
<p><b>Expected Results:</b></p>	<p>The new information is saved.</p>

### Exercise 1 (continued)

<b>Check Results</b>	
----------------------	--

<b>Step 25</b>	Select: Use → Request Quote → <b>Header</b> → Update/Display
<b>Expected Results:</b>	The Header panel for your RFQ displays.

<b>Step 26</b>	<p>Compare your Header panel to the panel shown below:</p> 
<b>Expected Results:</b>	<p>If these elements do not match, review the steps and consult the Instructor.</p> <p style="text-align: center;"><b>Note: The RFQ ID, Req Date, DtTm Open, and DtTm Close values may vary from the values shown here.</b></p> <p>If the panel matches, click  to proceed to the Line panel.</p>

## Exercise 1 (continued)

### Step 27

Compare your Line 1 panel to the panel shown below:

The screenshot shows a software window titled "Manage Requests For Quotes - Use - Request Quote". The window has a menu bar with "File", "Edit", "View", "Go", "Favorites", "Use", "Inquire", "Report", and "Help". Below the menu bar is a toolbar with various icons. The main area is divided into sections: "Header" (Unit: 42000, RFQ ID: 0000000002, Origin: 001), "Line Info" (Item ID, Category: 48554, UOM: DRM, Quantity: 8.0000, Ship Via: COMMON, Ship To: PO\_001001, Freight Trm: DN, Sched Date: 09/14/2001, LT Days), and "Comment Nbr: 1" with a checked "Send to Vendor" option and a text area containing "with sealer.".

### Expected Results:

If these elements do not match, review the steps and consult the Instructor.

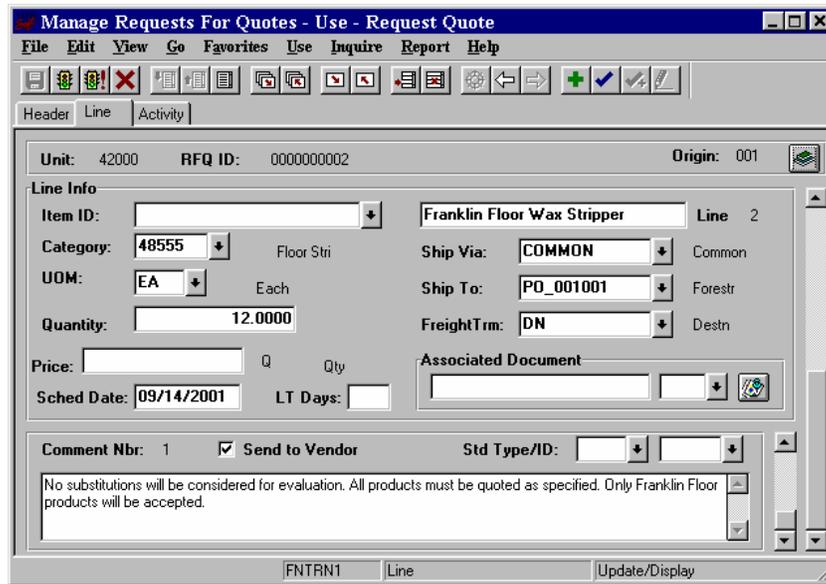
**Note: The RFQ ID and Sched Date may vary from the values shown here.**

If the panel matches, use the elevator bar associated with the **Line Info** section of the panel to display Line 2.

### Exercise 1 (continued)

#### Step 28

Compare your Line 2 panel to the panel shown below:



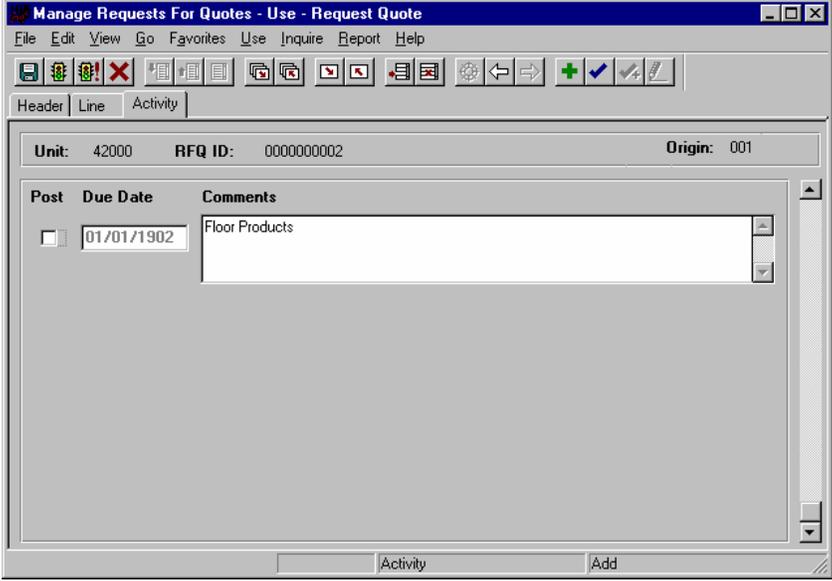
#### Expected Results:

If these elements do not match, review the steps and consult the Instructor.

**Note: The RFQ ID and Sched Date may vary from the values shown here.**

If the panel matches, click  to proceed to the Activity panel.

## Exercise 1 (continued)

<p><b>Step 29</b></p>	<p>Compare your Activity panel to the panel shown below:</p> 
<p><b>Expected Results:</b></p>	<p>The panel matches.</p> <p>If these elements do not match, review the steps and consult the Instructor.</p> <p><b>Note: The RFQ ID may vary from the number shown here.</b></p>

<p><b>Step 30</b></p>	<p><b>Click:</b>  to close the panel.</p>
<p><b>Expected Results:</b></p>	<p>The panel is closed. Proceed to the next exercise.</p>

Exercise completed.

## Exercise 2 - Print and distribute an RFQ

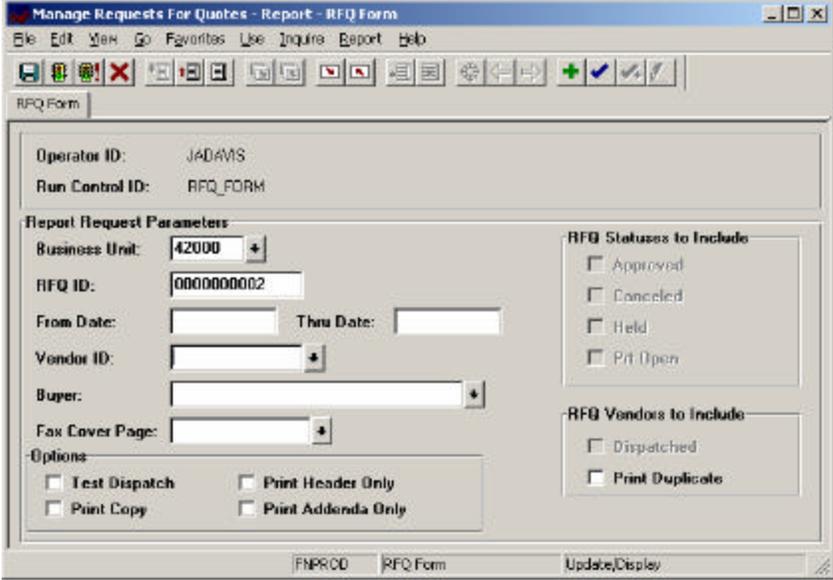
**Scenario:** You have entered an RFQ for flooring materials, and now you must print it out and distribute it. Your goal is to accomplish these tasks in Phoenix.

<b>Step 1</b>	Select: Go → Administer Procurement → <b>Manage Requests for Quotes</b>
<b>Expected Results:</b>	The Manage Requests for Quotes window displays.

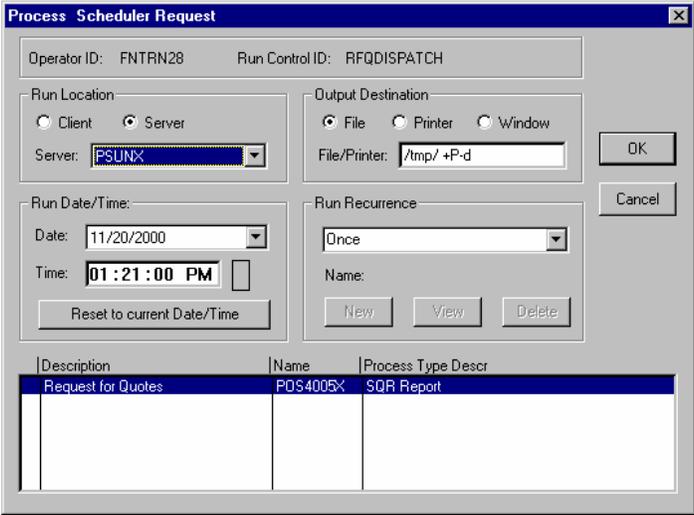
<b>Step 2</b>	Select: Report → <b>RFQ Form</b> → Add
<b>Expected Results:</b>	A dialog box displays.

<b>Step 3</b>	Enter or select the following:  Run Control ID:        RFQ_DISPATCH  <b>Click:</b> <b>OK</b>
<b>Expected Results:</b>	The Run Parameters panel displays.

## Exercise 2 (continued)

<p><b>Step 4</b></p>	<p>Enter or select the following:</p> <p>Business Unit: 42000  RFQ ID: (Enter the RFQ number from Exercise 1, step 12)</p>  <p>Click:  to display the Process Scheduler Request dialog box.</p>
<p><b>Expected Results:</b></p>	<p>The Process Scheduler Request dialog box displays.</p>

## Exercise 2 (continued)

<p><b>Step 5</b></p>	<p>Enter or select the following:</p> <p>Run Location: Click the <b>Server</b> radio button <i>ON</i></p> <p>Server: Select <b>PSUNX</b></p> <p>Output Destination: Click the <b>File</b> radio button <i>ON</i></p> <p>File/Printer: /tmp/ +P-d</p> <p>Click: <b>OK</b></p> 
<p><b>Expected Results:</b></p>	<p><b>NOTE:</b> At this point in your actual job, the RFQ will print out</p> <p>Some options in production include the following:</p> <ol style="list-style-type: none"> <li>1. Retrieve the RFQ Forms.</li> <li>2. Make a copy of the RFQ Forms for the Purchasing file.</li> <li>3. Email, Scan or Mail the RFQ Forms to the vendors.</li> </ol>

Exercise completed.



**RETURN TO:**  
 Georgia Forestry Commission  
 P. O. Box 819  
 Macon, GA 31202-0819

**Request for Quotation**

Request For Quote ID.	Date	Bid Closing Date/Time	Page
42000-001-0000000002	10/10/2000	11/10/00 01:00:00	2
Buyer	Buyer Phone		
Robert Forbes			

Vendor: 5000001007  
 IMPACT CHEMICAL CO.  
 222 Blue Jay Way  
 Atlanta, GA 30009  
 404-555-1111

Ship To: Georgia Forestry Commission  
 Forestry Admin  
 205 Butler Street  
 Macon, GA 31020

Line	Item	Description	Quantity	UOM	Brand & Model	Unit Price	Need Date
1	48554	Franklin Excel Floor Finish	8.0000	DRM			12/11/2000
		With sealer.					
2	48555	Franklin Excel Wax Stripper	12.0000	EA			12/11/2000

No substitutions will be considered for evaluation. All products must be quoted as specified. Only Franklin Floor products will be accepted.

---

This is NOT AN ORDER All returned quotes and related documents must be identified with our request for Quote Number.

### Exercise 3 - Create and print addenda to an RFQ

**Scenario:** Your agency manager has realized that more floor finish will be needed to complete the refurbishment and would like you to add an addendum to the original RFQ. Specifically, 10 drums of floor finish are required instead of 8. Your goal is to create and print the addendum to the RFQ in Phoenix.

<b>Step 1</b>	Select: Go → Administer Procurement → <b>Manage Requests for Quotes</b>
<b>Expected Results:</b>	The Manage Requests for Quotes window displays.

<b>Step 2</b>	Select: Use → Request Quote → <b>Line</b> → Update/Display
<b>Expected Results:</b>	A dialog box displays.

<b>Step 3</b>	Enter or select the following:  Business Unit: 42000 RFQ ID: (Enter the RFQ number from Exercise 1)  <b>Click: OK</b>
<b>Expected Results:</b>	The Line panel displays for Line Item 1.

<b>Step 4</b>	Change Line 1 to the following:  Quantity: 10
<b>Expected Results:</b>	Correct data entry

### Exercise 3 (continued)

<p><b>Step 5</b></p>	<p><b>Click:</b>  to return to the Header panel.</p> <p>Click in the Comment field and click  to insert a row.</p> <p>Enter or select the following:</p> <p>Send To Vendor:      <i>ON</i>          Addenda:              <i>ON</i></p> <p>Comment:(Today's date) - Addenda 1: Change quantity on Line 1 from 8 drums to 10 drums.</p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p>

<p><b>Step 6</b></p>	<p><b>Click:</b>  to save.</p>
<p><b>Expected Results:</b></p>	<p>The new information is saved.</p>

<p><b>Step 7</b></p>	<p>Select: Report → <b>RFQ Form</b> → Update/Display</p>
<p><b>Expected Results:</b></p>	<p>A dialog box displays.</p>

**Exercise 3 (continued)**

<b>Step 8</b>	Enter or select the following:  <b>Click:</b> <b>OK</b>  <b>Select:</b> <b>RFQ_DISPATCH</b>
<b>Expected Results:</b>	The Run Parameters panel displays.

<b>Step 9</b>	<p>Enter or select the following:</p> <p>Business Unit:                   42000 RFQ ID:                           (Enter the RFQ number from Exercise 1)</p> <p>Print Addenda Only:         <b>ON</b></p> <div data-bbox="483 1024 1318 1612" data-label="Image"> </div> <p><b>Click:</b>  to display the Process Scheduler Request dialog box.</p>
<b>Expected Results:</b>	The Process Scheduler Request dialog box displays.

### Exercise 3 (continued)

<p><b>Step 10</b></p>	<p>Accept the following defaults:</p> <p>Run Location:                      Click the <b>Server</b> radio button <i>ON</i></p> <p>Server:                                Select <b>PSUNX</b></p> <p>Output Destination:              Click the <b>File</b> radio button <i>ON</i></p> <p>File/Printer:                        /tmp/ +P-d(Printer ID)</p> <p>Click:                                 <b>OK</b></p>
<p><b>Expected Results:</b></p>	<p>A copy of the Addenda is printed.</p>

Exercise completed.

**RETURN TO:**  
 Georgia Forestry Commission  
 P. O. Box 819  
 Macon, GA 31202-0819

**Request for Quotation**

**ADDENDA**

Request For Quote ID.	Date	Bid Closing Date/Time	Page
42000-001-0000000002	10/10/2000	11/10/00 01:00:00	1
Buyer	Buyer Phone		
Robert Forbes			

Vendor: 5000001007  
 IMPACT CHEMICAL CO.  
 222 Blue Jay Way  
 Atlanta, GA 30009  
 404-555-1111

Ship To: Georgia Forestry Commission  
 Forestry Admin  
 205 Butler Street  
 Macon, GA 31020

Line	Item	Description	Quantity	UOM	Brand & Model	Unit Price	Need Date
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**The State of Georgia Standard Contract Terms and Conditions and the Request for Quote Instructions and Additional Terms & Conditions are applicable to this Request for Quotation. They can be viewed at [www.doas.state.ga.us](http://www.doas.state.ga.us) Click on Procurement and then on Georgia Contract Terms and Conditions or on Request for Quote Instructions and Additional Terms & Conditions.**

NOTE: A SIGNED ACKNOWLEDGEMENT OF THIS ADDENDUM SHOULD BE RECEIVED BY THIS OFFICE PRIOR TO THE DUE DATE AND HOUR OR SHOULD BE ATTACHED TO YOUR BID RESPONSE. A SIGNATURE ON THIS ADDENDUM DOES NOT CONSTITUTE YOUR SIGNATURE ON THE ORIGINAL BID DOCUMENT. THE ORIGINAL BID RESPONSE MUST ALSO BE SIGNED IN THE PROPER PLACES.

AUTHORIZED SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

NAME (TYPED OR PRINTED) \_\_\_\_\_

THE FOLLOWING CHANGES ARE MADE TO THIS DOCUMENT AS FOLLOWS:

**10/15/00 Addenda 1: Change quantity on Line 1 from 8 drums to 10 drums.**

This is NOT AN ORDER All returned quotes and related documents must be identified with our request for Quote Number.

### Exercise 3 (continued)

<b>Check Results</b>	
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<b>Step 14</b>	Select: Use → Request Quote → <b>Header</b> → Update/Display
<b>Expected Results:</b>	A dialog box displays.

<b>Step 15</b>	<p>Enter or select the following:</p> <p>Business Unit:     42000</p> <p>RFQ ID:             (Enter the RFQ number from Exercise 1)</p> <p><b>Click:             OK</b></p>
<b>Expected Results:</b>	The Header panel displays.

## Exercise 3 (continued)

### Step 16

Compare your Header panel to the panel shown below:

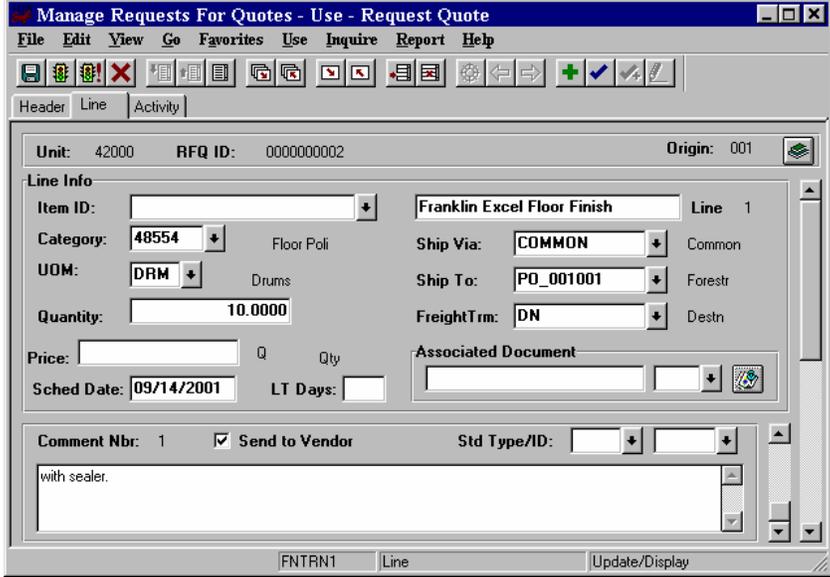
### Expected Results:

If these elements do not match, review the steps and consult the Instructor.

**Note: The RFQ ID, Req Date, DtTm Open, and DtTm Close values may vary from the values shown here.**

If the panel matches for comment 1, click  to proceed to the Line panel.

### Exercise 3 (continued)

<p><b>Step 17</b></p>	<p>Compare your Line 1 panel to the panel shown below:</p> 
<p><b>Expected Results:</b></p>	<p>The panel matches. Congratulations!</p> <p>If these elements do not match, review the steps and consult the Instructor.</p> <p><b>Note: The RFQ ID and Sched Date may vary from the values shown here.</b></p>

<p><b>Step 18</b></p>	<p>Click:  to close the panel.</p>
<p><b>Expected Results:</b></p>	<p>The panel is closed. Proceed to the next exercise.</p>

Exercise completed.

## Exercise 4 - Add an additional vendor to an RFQ

**Scenario:** Mid State Paper Chemical has requested an opportunity to bid on the floor refurbishment RFQ. Your goal is to add this vendor to the existing RFQ and then dispatch the RFQ in Phoenix.

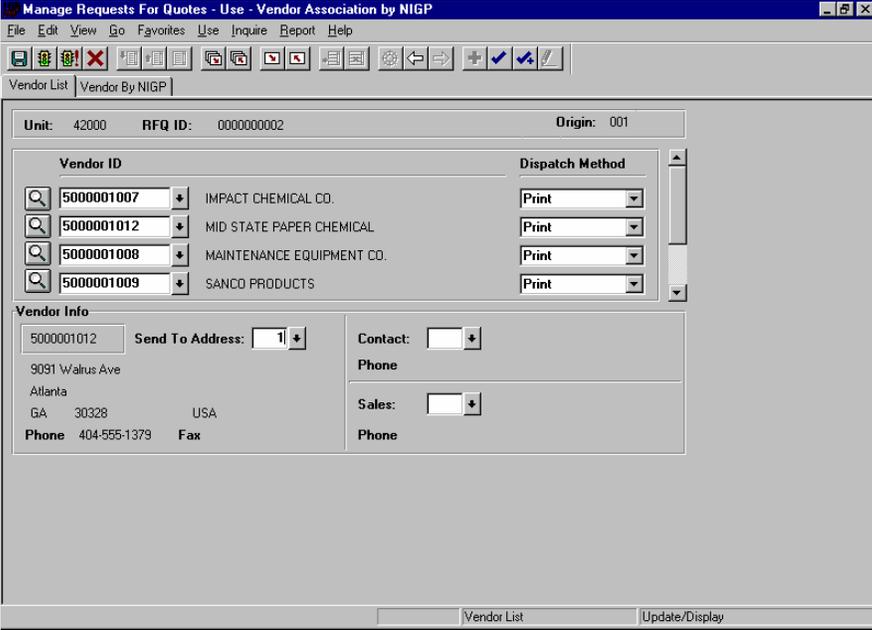
<b>Step 1</b>	Select: Go → Administer Procurement → <b>Manage Requests for Quotes</b>
<b>Expected Results:</b>	The Manage Requests for Quotes window displays.

<b>Step 2</b>	Select: Use → Vendor Association by NIGP → <b>Vendor List</b> → Update/Display
<b>Expected Results:</b>	A dialog box displays.

<b>Step 3</b>	Enter or select the following:  Business Unit:       42000 RFQ ID:               (Enter the RFQ number from Exercise 1)  <b>Click:                OK</b>
<b>Expected Results:</b>	The Vendor List panel displays.

<b>Step 4</b>	Place the cursor in Impact Chemical Co.'s Vendor ID field.  <b>Click:</b>  (Insert Row button) to insert a line.  Enter or select the following:  Vendor ID: <b>5000001012</b> (Mid State Paper Chemical)
<b>Expected Results:</b>	Correct data entry

### Exercise 4 (continued)

<p><b>Step 5</b></p>	<p><b>Click:</b>  (Show Detail Entry button) next to Mid State Paper Chemical's <b>Vendor ID</b> field to display information in the <b>Vendor Info</b> section of the panel.</p> <p>Enter or select the following:</p> <p>Send To Address:            <b>1</b></p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p> <p>Before proceeding, make sure your Vendor List panel matches the one shown below:</p>  <p><b>Note:</b> The RFQ ID may vary from the value shown here.</p>

<p><b>Step 6</b></p>	<p><b>Click:</b>  to save.</p>
<p><b>Expected Results:</b></p>	<p>The new information is saved.</p>

**Exercise 4 (continued)**

<b>Step 7</b>	Select: Report → <b>RFQ Form</b> → Update/Display
<b>Expected Results:</b>	A dialog box displays.

<b>Step 8</b>	Enter or select the following:  <b>Click:</b> <b>OK</b>  Select:                        RFQ_DISPATCH
<b>Expected Results:</b>	The Run Parameters panel displays.

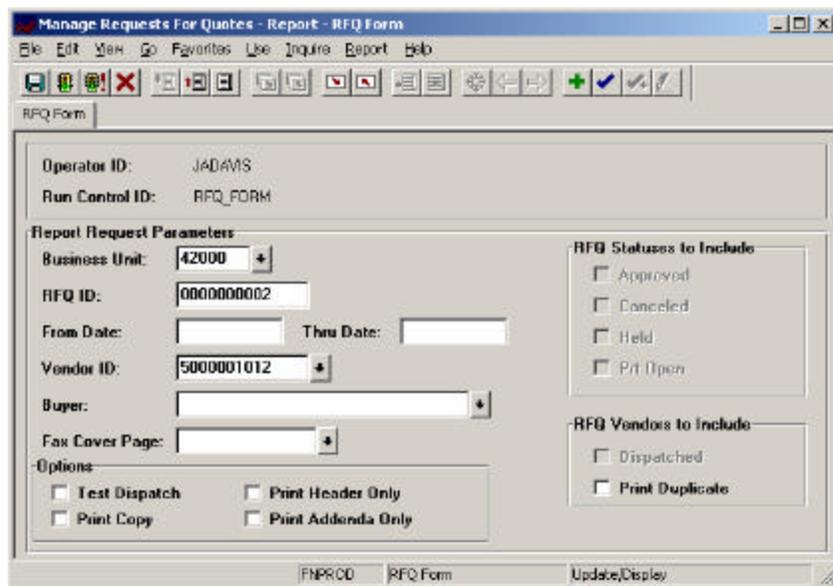
### Exercise 4 (continued)

**Step 9**

Enter or select the following:

Business Unit: 42000  
 RFQ ID: (Enter the RFQ number from Exercise 1)  
 Vendor ID: **5000001012**

Addenda Only: *OFF*



Click:  to display the Process Scheduler Request dialog box.

**Expected Results:**

The Process Scheduler Request dialog box displays.

**Exercise 4 (continued)**

<b>Step 10</b>	<p>Accept the following defaults:</p> <p>Run Location:            Click the <b>Server</b> radio button <i>ON</i></p> <p>Server:                    Select <b>PSUNX</b></p> <p>Output Destination:    Click the <b>File</b> radio button <i>ON</i></p> <p>File/Printer:            /tmp/ +P-d</p> <p>Click:                     <b>OK</b></p>
<b>Expected Results:</b>	A single copy of the RFQ is produced for the selected vendor.

Exercise completed.



**RETURN TO:**  
 Georgia Forestry Commission  
 P. O. Box 819  
 Macon, GA 31202-0819

**Request for Quotation**

Request For Quote ID.	Date	Bid Closing Date/Time	Page
42000-001-0000000002	10/10/2000	11/10/00 01:00:00	2
Buyer	Buyer Phone		
Robert Forbes			

Vendor: 500001012  
 MID STATE PAPER CHEMICAL  
 9091 Walrus Ave  
 Atlanta, GA 30328  
 404-555-1379

Ship To: Georgia Forestry Commission  
 Forestry Admin  
 205 Butler Street  
 Macon, GA 31020

Line	Item	Description	Quantity	UOM	Brand & Model	Unit Price	Need Date
1	48554	Franklin Excel Floor Finish	10.0000	DRM			12/11/2000
		With sealer.					
2	48555	Franklin Excel Wax Stripper	12.0000	EA			12/11/2000

No substitutions will be considered for evaluation. All products must be quoted as specified. Only Franklin Floor products will be accepted.

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This is NOT AN ORDER All returned quotes and related documents must be identified with our request for Quote Number.

## Exercise 5 - Enter RFQ Responses

**Scenario:** Your agency received three responses to the floor refurbishment RFQ within the response time frame. The vendors who responded are Impact Chemical Co., Mid State Paper Chemical, and Sanco Products. Your goal is to enter these responses in Phoenix.

<b>Step 1</b>	Select: Go → Administer Procurement → <b>Manage Requests for Quotes</b>
<b>Expected Results:</b>	The Manage Requests for Quotes window displays.

<b>Step 2</b>	Select: Use → Enter Responses → <b>Header</b>
<b>Expected Results:</b>	A dialog box displays.

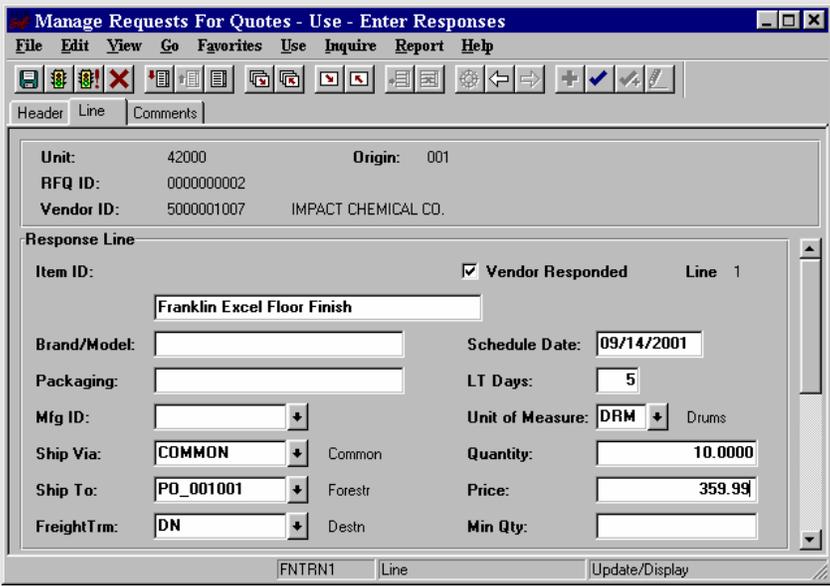
<b>Step 3</b>	<p>Enter or select the following:</p> <p>Business Unit:           42000</p> <p>RFQ ID:                   (Enter the RFQ number from Exercise 1)</p> <p><b>Click:</b>                   <b>OK</b></p> <p><b>Click:</b>                   <b>Select</b></p>
<b>Expected Results:</b>	The Header panel for Impact Chemical Co. displays.

### Exercise 5 (continued)

<p><b>Step 4</b></p>	<p>Enter or select the following:</p> <p>DtTm Resp: Current System Date (Default value)                  Terms: N30 (Default value)                  Bill Addr: PO_0000001 (Default value)                  Location: 2 (Default value)</p> <p>Response Method: Click the <b>Print</b> radio button <i>ON</i>                  Vendor Response: Click the <b>Bid Response</b> radio button <i>ON</i></p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p> <p>Before proceeding, make sure your Header panel matches the one shown below:</p> <p><b>Note: The RFQ ID and DtTm Resp may vary from the values shown here.</b></p>

<p><b>Step 5</b></p>	<p><b>Click:</b>  to proceed to the Line panel for Line Item 1.</p>
<p><b>Expected Results:</b></p>	<p>The Line panel for Line Item 1 displays.</p>

### Exercise 5 (continued)

<p><b>Step 6</b></p>	<p>Enter or select the following:</p> <p>Vendor Responded: <i>ON</i></p> <p>LT Days: 5</p> <p>Price: 359.99</p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p> <p>Before proceeding, make sure your Line 1 panel matches the one shown below:</p>  <p><b>Note: The RFQ ID and Schedule Date may vary from the values shown here.</b></p>

### Exercise 5 (continued)

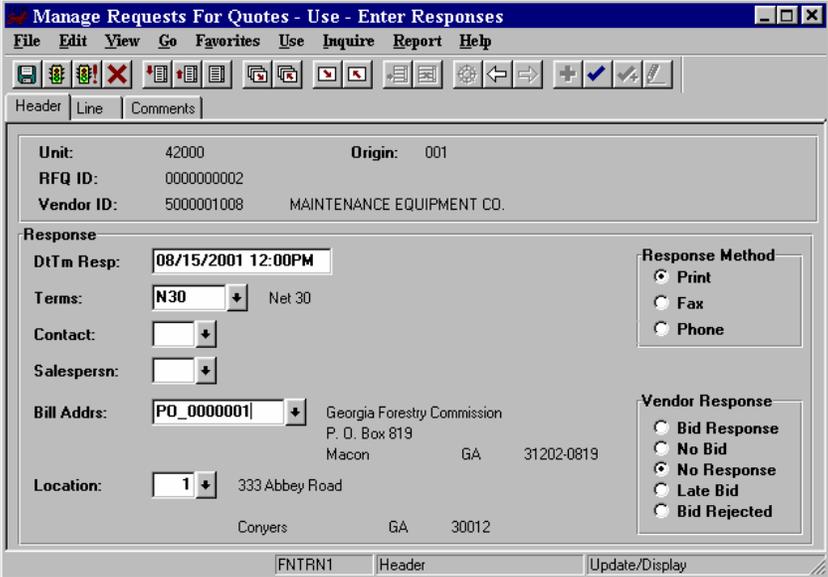
<p><b>Step 7</b></p>	<p>Use the elevator bar to display Line Item 2.</p> <p>Enter or select the following:</p> <p>Vendor Responded: <i>ON</i></p> <p>LT Days: 5</p> <p>Price: 99.99</p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p> <p>Before proceeding, make sure your Line 2 panel matches the one shown below:</p>  <p><b>Note:</b> The RFQ ID and Schedule Date may vary from the values shown here.</p>

<p><b>Step 8</b></p>	<p>Click:  to save.</p>
<p><b>Expected Results:</b></p>	<p>The new information is saved.</p>

### Exercise 5 (continued)

<b>Step 9</b>	<b>Click:</b>  to return to the Header panel.
<b>Expected Results:</b>	The Header panel displays.

<b>Step 10</b>	<b>Click:</b>  (Next In List button) to display header information for Maintenance Equipment Co.
<b>Expected Results:</b>	The Header panel for Maintenance Equipment Co. displays.

<b>Step 11</b>	<p>Verify the following:</p> <p>Vendor ID: 5000001008 (Maintenance Equipment Co.)</p> <p>Vendor Response: The <b>No Response</b> radio button is <i>ON</i></p>
<b>Expected Results:</b>	<p>Correct data entry.</p> <p>Before proceeding, make sure your panel matches the one shown below:</p> <div style="text-align: center;">  </div> <p><b>Note: The RFQ ID and Schedule Date may vary from the value shown here.</b></p>

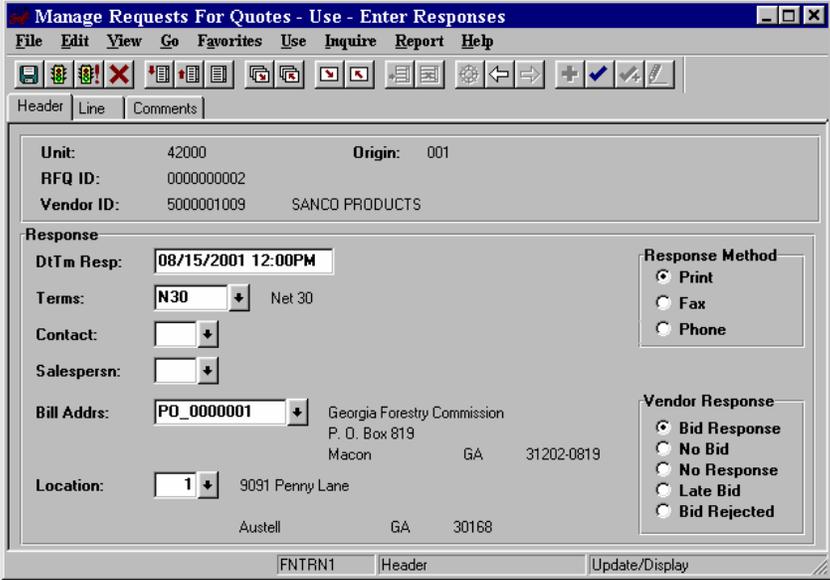


### Exercise 5 (continued)

<p><b>Step 12</b></p>	<p><b>Click:</b>  to save.</p>
<p><b>Expected Results:</b></p>	<p>The following message box will display:</p> <div data-bbox="630 520 1182 726" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="margin: 0;"><b>Panel Processor</b> <span style="float: right;">✕</span></p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;">  Warning -- You have not designated a vendor response         </div> <div style="margin-top: 5px;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Explain"/> </div> </div> <p>Click <b>OK</b>. The information is saved.</p>

<p><b>Step 13</b></p>	<p><b>Click:</b>  (Next In List button) to display header information for Sanco Products.</p>
<p><b>Expected Results:</b></p>	<p>The Header panel for Sanco Products displays.</p>

## Exercise 5 (continued)

<p><b>Step 14</b></p>	<p>Enter or select the following:</p> <p>DtTm Resp:           Current System Date (Default value)          Terms:                N30 (Default value)          Bill Addr:            PO_0000001 (Default value)          Location:             1 (Default value)</p> <p>Response Method:    Click the <b>Print</b> radio button <i>ON</i>          Vendor Response:   Click the <b>Bid Response</b> radio button <i>ON</i></p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p> <p>Before proceeding, make sure your Header panel matches the one shown below:</p>  <p><b>Note: The RFQ ID and DtTm Resp may vary from the values shown here.</b></p>

### Exercise 5 (continued)

<b>Step 15</b>	<b>Click:</b>  to proceed to the Line panel for Line Item 1.
<b>Expected Results:</b>	The Line panel for Line Item 1 displays.

<b>Step 16</b>	<p>Enter or select the following:</p> <p>Vendor Responded: <i>ON</i></p> <p>LT Days: 7</p> <p>Price: 469.99</p>
<b>Expected Results:</b>	<p>Correct data entry</p> <p>Before proceeding, make sure your Line 1 panel matches the one shown below:</p>  <p><b>Note:</b> The RFQ ID and Schedule Date may vary from the values shown here.</p>

### Exercise 5 (continued)

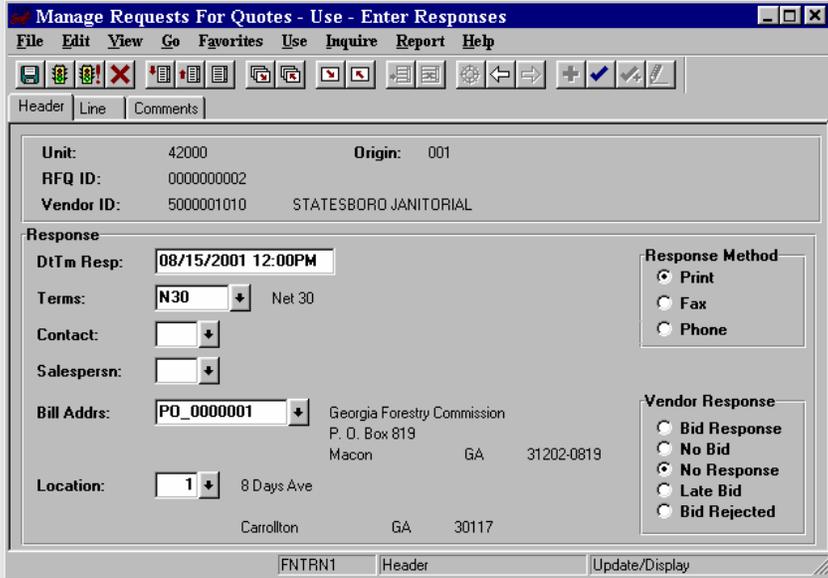
<p><b>Step 17</b></p>	<p>Use the elevator bar to display Line Item 2.</p> <p>Enter or select the following:</p> <p>Vendor Responded: <i>ON</i></p> <p>LT Days: 7</p> <p>Price: 189.99</p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p> <p>Before proceeding, make sure your Line 2 panel matches the one shown below:</p>  <p><b>Note:</b> The RFQ ID and Schedule Date may vary from the values shown here.</p>

<p><b>Step 18</b></p>	<p>Click:  to save.</p>
<p><b>Expected Results:</b></p>	<p>The new information is saved.</p>

### Exercise 5 (continued)

<b>Step 19</b>	<b>Click:</b>  to return to the Header panel.
<b>Expected Results:</b>	The Header panel displays.

<b>Step 20</b>	<b>Click:</b>  (Next In List button) to display header information for Statesboro Janitorial.
<b>Expected Results:</b>	The Header panel for Statesboro Janitorial displays.

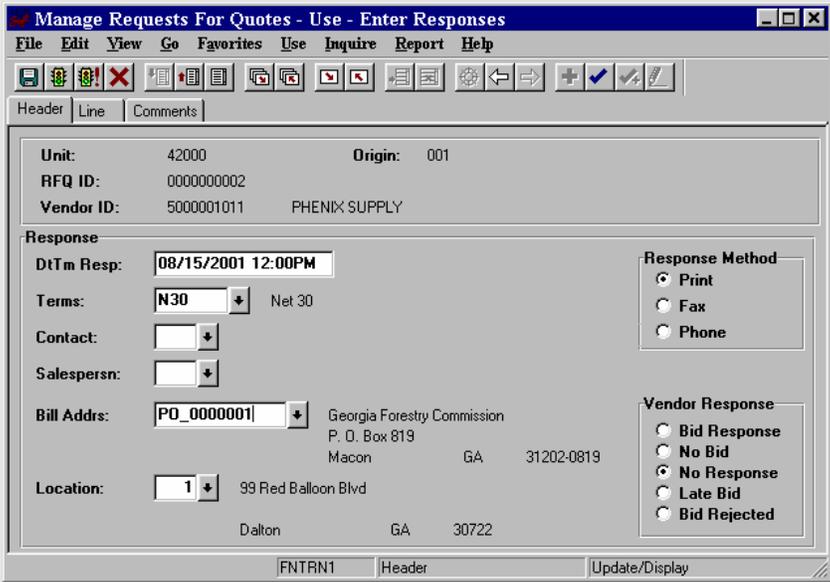
<b>Step 21</b>	<p>Verify the following:</p> <p>Vendor ID:           5000001010 (Statesboro Janitorial)</p> <p>Vendor Response:    The <b>No Response</b> radio button is <i>ON</i></p>
<b>Expected Results:</b>	<p>Correct data entry.</p> <p>Before proceeding, make sure your panel matches the one shown below:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div> <p><b>Note: The RFQ ID and Schedule Date may vary from the value shown here.</b></p>

**Exercise 5 (continued)**

<b>Step 22</b>	<b>Click:</b>  to save.
<b>Expected Results:</b>	<p>The following message box will display:</p> <div data-bbox="630 520 1182 730" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="margin: 0;"><b>Panel Processor</b> <span style="float: right;">✕</span></p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;">  Warning -- You have not designated a vendor response         </div> <div style="margin-top: 5px;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Explain"/> </div> </div> <p>Click <b>OK</b>. The information is saved.</p>

<b>Step 23</b>	<b>Click:</b>  (Next In List button) to display header information for Phenix Supply.
<b>Expected Results:</b>	The Header panel for Phenix Supply displays.

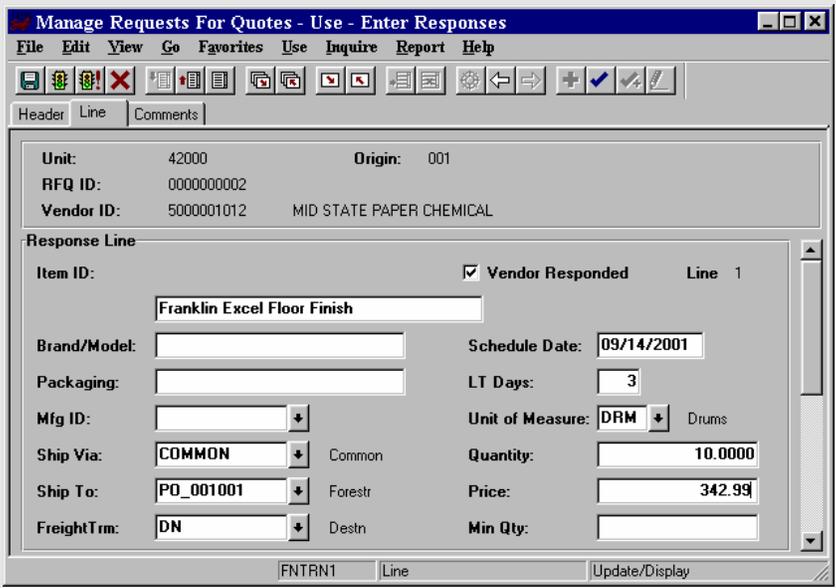
### Exercise 5 (continued)

<p><b>Step 24</b></p>	<p>Verify the following:</p> <p>Vendor ID:           5000001011 (Phenix Supply)</p> <p>Vendor Response:    The <b>No Response</b> radio button is <i>ON</i></p>
<p><b>Expected Results:</b></p>	<p>Correct data entry.</p> <p>Before proceeding, make sure your panel matches the one shown below:</p>  <p>Note: The RFQ ID and Schedule Date may vary from the value shown here.</p>

**Exercise 5 (continued)**

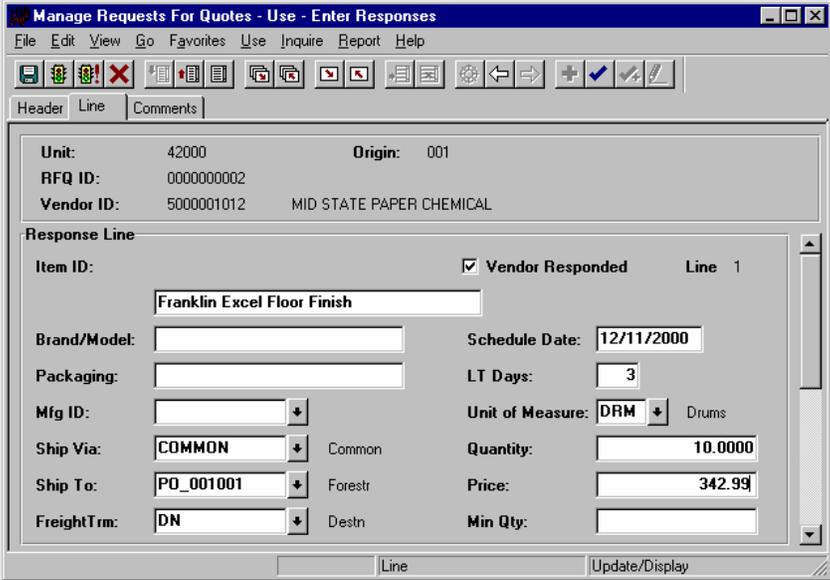
<b>Step 25</b>	<b>Click:</b>  to save.
<b>Expected Results:</b>	<p>The following message box will display:</p> <div data-bbox="630 520 1182 730" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="text-align: center; margin: 0;"><b>Panel Processor</b> <span style="float: right;">✕</span></p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;">  <span style="font-size: small;">Warning -- You have not designated a vendor response</span> </div> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Explain"/> </div> </div> <p>Click <b>OK</b>. The information is saved.</p>
<b>Step 26</b>	<b>Click:</b>  (Next In List button) to display header information for Mid State Paper Chemical.
<b>Expected Results:</b>	The Header panel for Mid State Paper Chemical displays.

### Exercise 5 (continued)

<p><b>Step 27</b></p>	<p>Enter or select the following:</p> <p>DtTm Resp: Current System Date (Default value)                  Terms: N30 (Default value)                  Bill Addr: PO_0000001 (Default value)                  Location: 1 (Default value)</p> <p>Response Method: Click the <b>Print</b> radio button <i>ON</i>                  Vendor Response: Click the <b>Bid Response</b> radio button <i>ON</i></p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p> <p>Before proceeding, make sure your Header panel matches the one shown below:</p>  <p><b>Note: The RFQ ID and DtTm Resp may vary from the values shown here.</b></p>

### Exercise 5 (continued)

<b>Step 28</b>	<b>Click:</b>  to proceed to the Line panel for Line Item 1.
<b>Expected Results:</b>	The Line panel for Line Item 1 displays.

<b>Step 29</b>	<p>Enter or select the following:</p> <p>Vendor Responded: <i>ON</i></p> <p>LT Days: 3</p> <p>Price: 342.99</p>
<b>Expected Results:</b>	<p>Correct data entry</p> <p>Before proceeding, make sure your Line 1 panel matches the one shown below:</p>  <p><b>Note:</b> The RFQ ID and Schedule Date may vary from the values shown here.</p>

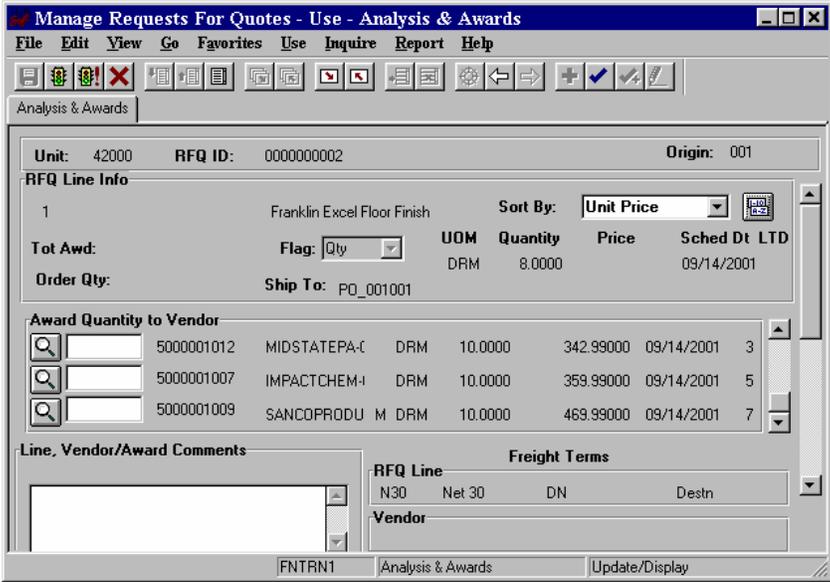
### Exercise 5 (continued)

<p><b>Step 30</b></p>	<p>Use the elevator bar to display Line Item 2.</p> <p>Enter or select the following:</p> <p>Vendor Responded: <i>ON</i></p> <p>LT Days: 3</p> <p>Price: 109.99</p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p> <p>Before proceeding, make sure your Line 2 panel matches the one shown below:</p> <div data-bbox="487 835 1318 1417" data-label="Image"> </div> <p><b>Note:</b> The RFQ ID and Schedule Date may vary from the values shown here.</p>

<p><b>Step 31</b></p>	<p>Click:  to save.</p>
<p><b>Expected Results:</b></p>	<p>The new information is saved.</p>

### Exercise 5 (continued)

<b>Step 32</b>	Select: Use → <b>Analysis and Awards</b>
<b>Expected Results:</b>	The Analysis & Awards panel for your RFQ displays.

<b>Step 33</b>	<p>Compare your Analysis &amp; Awards panel to the panel shown below:</p> 
<b>Expected Results:</b>	<p>The panel matches.</p> <p>If these elements do not match, review the steps and consult the Instructor.</p> <p><b>Note: The RFQ ID and Sched Date may vary from the values shown here.</b></p>

**Exercise 5 (continued)**

<b>Step 34</b>	<b>Click:</b>  to close the panel.
<b>Expected Results:</b>	The panel is closed. Proceed to the next exercise.

Exercise completed.

## Exercise 6 - Award an RFQ and Create Purchase Order

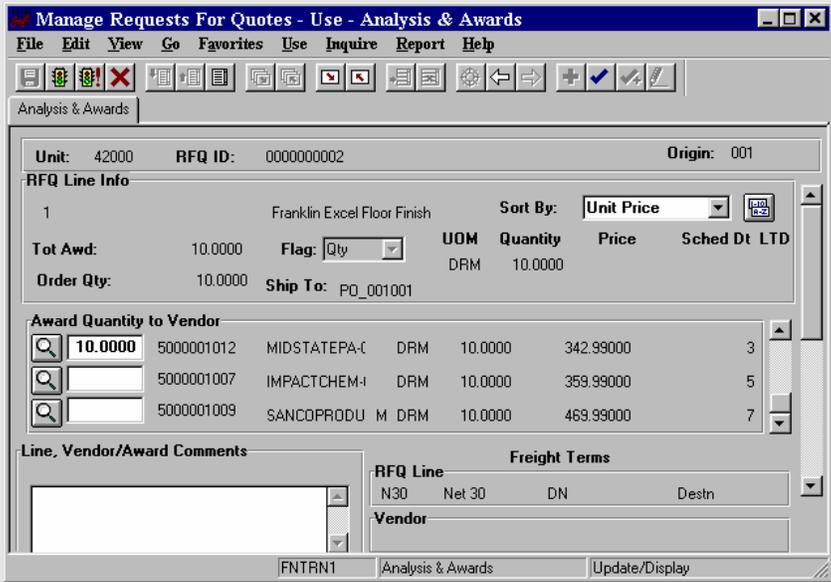
**Scenario:** You have reviewed responses to the RFQ you created in Exercise 1 and have chosen to award Line 1 to Mid State Paper Chemical and Line 2 to Impact Chemical Co. Your goal is to award the quote and create Purchase Orders in Phoenix.

<b>Step 1</b>	Select: Go → Administer Procurement → <b>Manage Requests for Quotes</b>
<b>Expected Results:</b>	The Manage Requests for Quotes window displays.

<b>Step 2</b>	Select: Use → <b>Analysis and Awards</b>
<b>Expected Results:</b>	A dialog box displays.

<b>Step 3</b>	Enter or select the following:  Business Unit: <b>42000</b> RFQ ID:                   (Enter the RFQ number from Exercise 1)  <b>Click:</b> <b>OK</b>
<b>Expected Results:</b>	The Analysis and Awards panel displays.

### Exercise 6 (continued)

<p><b>Step 4</b></p>	<p>Enter the following for Line 1:</p> <p>Award Quantity to Vendor: Enter <b>10</b> in the field next to Vendor 5000001012 (MIDSTATEPA)</p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p> <p>Before proceeding, make sure your Awards &amp; Analysis panel for Line 1 matches the one shown below:</p>  <p><b>Note: The RFQ ID and Sched Date may vary from the values shown here.</b></p>

<p><b>Step 5</b></p>	<p><b>Click:</b>  to save.</p>
<p><b>Expected Results:</b></p>	<p>The award information for line 1 is saved.</p>

### Exercise 6 (continued)

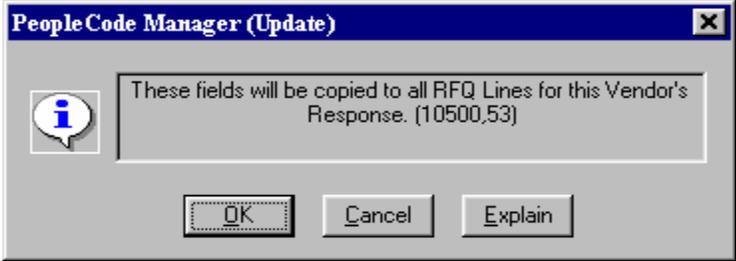
<p><b>Step 6</b></p>	<p>Use the elevator bar to display information for Line 2.</p> <p>Enter the following for Line 2:</p> <p>Award Quantity to Vendor:    Enter <b>12</b> in the field next to Vendor 5000001007 (IMPACTCHEM)</p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p> <p>Before proceeding, make sure your Awards &amp; Analysis panel for Line 2 matches the one shown below:</p> <div data-bbox="487 787 1323 1375" data-label="Image"> </div> <p><b>Note: The RFQ ID and Sched Date may vary from the values shown here.</b></p>

<p><b>Step 7</b></p>	<p>Click:  to save.</p>
<p><b>Expected Results:</b></p>	<p>The new information is saved.</p>

**Exercise 6 (continued)**

<b>Step 8</b>	To continue and create a Purchase Order,  Select: Use → <b>Create PO</b>
<b>Expected Results:</b>	Create PO panel displays.

**Exercise 6 (continued)**

<b>Step 9</b>	<p>Use the outside scrollbar to locate the <b>awarded vendor for line 1</b>. Once the correct vendor is identified,</p> <p>Enter or select the following in the PO/Contract Distribution section:</p> <p>Account:                   <b>720001</b>  Fund Code:               <b>A1</b>  Organization:           <b>4203100201</b>  Program Code:          <b>01</b>  Sub-Cls:                 <b>301</b>  BY:                       <b>Current Budget Year</b>  Loc:                      <b>PO_001001(Default)</b>  Project/Grant:         <b>20208</b></p> <p>Click the “Copy to all Lines” checkbox.</p> <p>Note: You will receive this information dialog box upon clicking the “Copy to all lines” checkbox.</p>  <p>Click <b>OK</b></p> <p><b>Note: This information is for the first award, line 1. For chartfield information to display on <i>each</i> PO line, it is necessary to click the “Copy to all Lines” checkbox.</b></p> <p><b>CHARTFIELD INFORMATION MUST BE ENTERED ON PO LINE 1 FOR EACH VENDOR THAT IS GETTING AN AWARD EVEN IF THIS VENDOR WASN'T AWARDED PO LINE 1. ALSO, THE COPY TO ALL LINES CHECKBOX MUST BE CHECKED ON PO LINE 1 IN ORDER FOR ALL CHARTFIELD INFORMATION TO BE DISTRIBUTED THROUGHOUT ALL LINES OF THE PURCHASE ORDER.</b></p>
<b>Expected</b>	Correct data entry.

**Step 9**

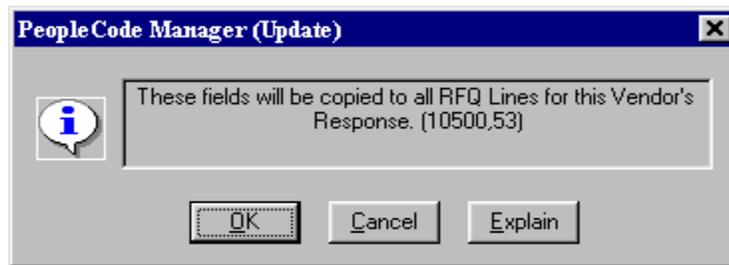
Use the outside scrollbar to locate the **awarded vendor for line 1**. Once the correct vendor is identified,

Enter or select the following in the PO/Contract Distribution section:

Account: **720001**  
 Fund Code: **A1**  
 Organization: **4203100201**  
 Program Code: **01**  
 Sub-Cls: **301**  
 BY: **Current Budget Year**  
 Loc: **PO\_001001(Default)**  
 Project/Grant: **20208**

Click the “Copy to all Lines” checkbox.

Note: You will receive this information dialog box upon clicking the “Copy to all lines” checkbox.



Click OK

**Note: This information is for the first award, line 1. For chartfield information to display on *each* PO line, it is necessary to click the “Copy to all Lines” checkbox.**

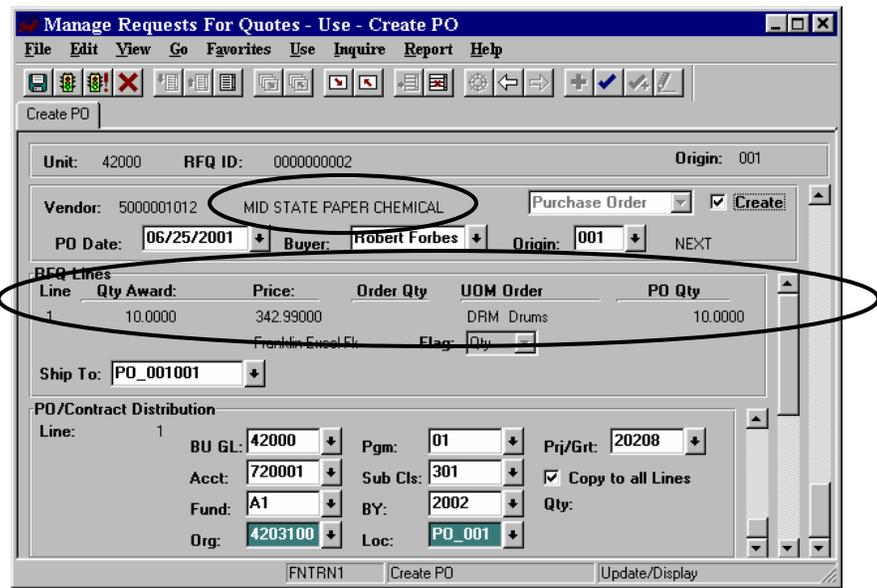
**CHARTFIELD INFORMATION MUST BE ENTERED ON PO LINE 1 FOR EACH VENDOR THAT IS GETTING AN AWARD EVEN IF THIS VENDOR WASN'T AWARDED PO LINE 1. ALSO, THE COPY TO ALL LINES CHECKBOX MUST BE CHECKED ON PO LINE 1 IN ORDER FOR ALL CHARTFIELD INFORMATION TO BE DISTRIBUTED THROUGHOUT ALL LINES OF THE PURCHASE ORDER.**

**Results:**

### Exercise 6 (continued)

<b>Step 10</b>	Click the <b>Create</b> checkbox <i>ON</i> for the awarded vendor.
<b>Expected Results:</b>	The fields in the <b>PO/Contracts Distribution</b> section of the Create PO panel activate.

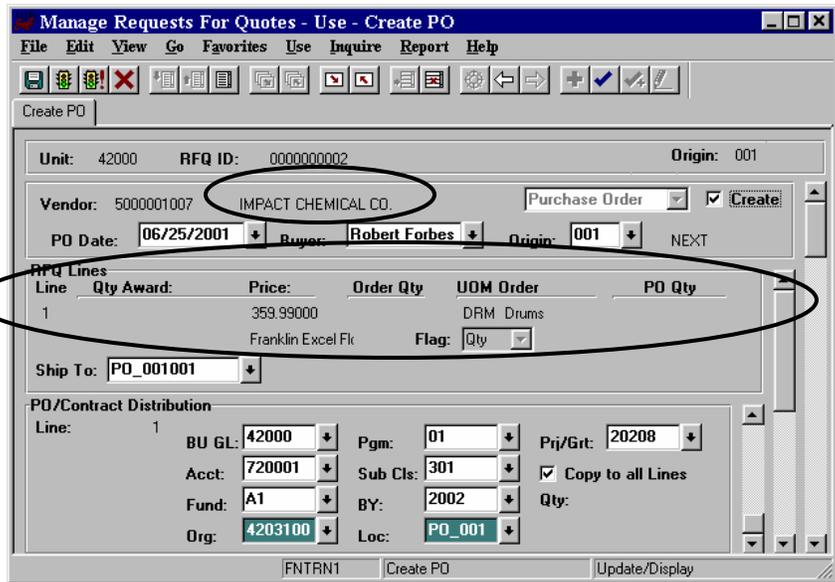
<b>Step 11</b>	<p>Click:  to save.</p> <p>Use scroll bar to locate the next vendor awarded a bid.</p>
<b>Expected Results:</b>	The new information is saved.

<b>Step 12</b>	<p>Compare your Create PO panel to the panel shown below:</p> 
<b>Expected Results:</b>	Note: The Create box and the chartfields will be gray after clicking the save icon. The RFQ ID and Sched Date may vary from the values shown here.

**Exercise 6 (continued)**

<p><b>Step 13</b></p>	<p>For the next award the middle scroll bar will change which line displays, select line 2. Use the outside scroll bar to locate the <b>awarded vendor for line 2</b>. Once the correct vendor is identified, <b>Go Back to Line 1</b>.</p> <p><b>Chartfield information must be entered on PO Line 1 for each vendor that is getting an award even if this vendor wasn't awarded PO line 1. Also, the copy to all lines checkbox must be checked on PO line 1 in order for all chartfield information to be distributed throughout all lines of the purchase order.</b></p> <p>Enter or select the following in the PO/Contract Distribution section:</p> <p>BU GL:                   <b>42000</b>          Account:               <b>720001</b>          Fund Code:           <b>A1</b>          Organization:       <b>4203100201</b>          Program Code:       <b>01</b>          Sub-Cls:               <b>301</b>          BY:                    <b>Current Budget Year</b>          Loc:                    <b>PO_001001</b>          Project/Grant:       <b>20208</b></p> <p>Click the "Create" checkbox</p> <p><b>This will activate the "Copy to all Lines" checkbox, Click this checkbox.</b></p> <p>Note: You will receive this information dialog box upon clicking the "Copy to all lines" checkbox.</p> <div data-bbox="537 1241 1271 1503" data-label="Image"> </div> <p>Click <b>OK</b></p> <p><b>Note: This information is for the second award, line 2. For chartfield information to display on each PO line, it is necessary to click the "Copy to all Lines" checkbox.</b></p>
<p><b>Expected Results:</b></p>	<p>Correct data entry.</p>

### Exercise 6 (continued)

<p><b>Step 14</b></p>	<p>Compare your Create PO panel to the panel shown below:</p> 
<p><b>Expected Results:</b></p>	<p>Note: The chartfields for PO line 2, (Vendor: Impact Chemical), were entered on PO line 1 for Impact Chemical. The “Copy to all lines” button made the chartfields default down to PO Line 2 for Impact Chemical:</p> <p><b>Note: The RFQ ID and Sched Date may vary from the values shown here.</b></p>

<p><b>Step 15</b></p>	<p>Click:  to save.</p> <p><i>Note:</i> Do not proceed until the instructor informs you that the PO Build Process has been completed.</p>
<p><b>Expected Results:</b></p>	<p>The new information is saved.</p>

**Exercise 6 (continued)**

<b>Step 16</b>	Wait for the PO Build Process to run.
<b>Expected Results:</b>	The PO Build process runs.

<b>Step 17</b>	There are several ways to view the newly created Purchase Orders,  Select: Go → Administer Procurement → Manage Purchase Orders
<b>Expected Results:</b>	The Manage Purchase Orders window displays.

<b>Step 18</b>	Select: Use → Purchase Order → Lines → Update/Display
<b>Expected Results:</b>	A dialog box displays.

<b>Step 19</b>	<p>Enter or select the following:</p> <p>Business Unit:           <b>42000</b>  Buyer:                       <b>Robert Forbes</b></p> <p><b>Click:</b>                   <b>OK</b></p> <p>Locate the RFQ ID in the <b>PO Ref</b> column by using the scroll bar and elevator bar.</p> <p>Select the correct purchase order by vendor.</p> <p><b>Click:</b>                   <b>Select</b></p> <p><b>Note:</b> If award is split this process must be repeated for each awarded vendor.</p>
<b>Expected Results:</b>	A list of purchase orders displays.



**Exercise 6 (continued)**

<p><b>Step 20</b></p>	<p><i>There are queries available to view this data,</i></p> <p><b>Select:</b> <i>View</i> → <i>Navigator Display</i> → <i>Query</i></p> <p><i>OPO033_PO's_RFQ_XREF_by_BU</i>  <i>Displays RFQ data for the entire Business Unit</i></p> <p><i>OPO034_RFQ_PO_XREF_by_RFQ</i>  <i>Specified RFQ record will display</i></p>
<p><b>Expected Results:</b></p>	<p>The query results display.</p>

<p><b>Step 21</b></p>	<p>Once your purchase order has been identified, from the Lines panel,</p> <p><b>Click:</b>  to retrieve the purchase order line items.</p>
<p><b>Expected Results:</b></p>	<p>The purchase order's line items display.</p>

**Exercise 6 (continued)**

<b>Step 22</b>	<p><b>Click:</b>  to proceed to the Header panel.</p> <p>Enter or select the following:</p> <p>PO Type:                      Open Mkt</p>
<b>Expected Results:</b>	Correct data entry

<b>Step 23</b>	<p><b>TO VERIFY PREVIOUS SELECTIONS,</b></p> <p><b>Click:</b>  to open the Purchase Order Defaults dialog box.</p> <p><b>Click: OK</b></p>
<b>Expected Results:</b>	The Purchase Order Defaults dialog box displays, verify chartfield information.

<b>Step 24</b>	<p><b>Click:</b>  to open the PO Vendor Information dialog box.</p>
<b>Expected Results:</b>	The PO Vendor Information dialog box displays.

### Exercise 6 (continued)

<p><b>Step 25</b></p>	<p><b>Click:</b>  next to the Location field to display the vendor's Location Details.</p> <p><b>Click: OK</b></p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p>

<p><b>Step 26</b></p>	<p><b>Click:</b> </p>
<p><b>Expected Results:</b></p>	<p>A dialog box displays.</p>

<p><b>Step 27</b></p>	<p>Enter or select the following:</p> <p>Match Action:           <b>No Match</b>          Match Rules:           <i>Accept the blank default</i></p> <p><b>Click: OK</b></p>
<p><b>Expected Results:</b></p>	<p>Correct data entry          Before proceeding, make sure your dialog box matches the one shown below:</p> <div data-bbox="604 1367 1200 1724" data-label="Image"> </div> <p>Note: Until further notice “No Match” is the recommended selection.</p>

**Exercise 6 (continued)**

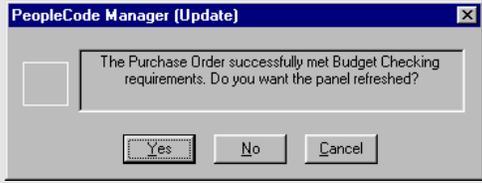
<b>Step 28</b>	<p><b>Click:</b>  to proceed to the Header panel.</p> <p><b>Click:</b>  to save.</p> <p><b>Click:</b>  to run the Edit Check process.</p>
<b>Expected Results:</b>	<p>The Edit Check process is initiated. When it begins, you will receive the following popup message:</p> <div data-bbox="665 714 1144 892" style="border: 1px solid black; padding: 5px; text-align: center;"> <p><b>Purchase Order 000000008</b></p> <p>PO Edit process 452 has been initiated. Push the refresh button to check its progress. (5010,84)</p> <p><input type="button" value="OK"/> <input type="button" value="Explain"/></p> </div> <p><b>Note: The Purchase Order number and the PO Edit process number may vary from the numbers shown here.</b></p>

<b>Step 29</b>	<p><b>Click:</b> <b>OK</b> to close the popup message.</p> <p><b>Click:</b>  until the <b>Post Document</b> checkbox is selected and grayed out.</p> <p><b>NOTE:</b> If a “GL Journal Entry Processing” dialog box is displayed, repeat this step until document posts as a ✓.</p> <p>Verify Post Document: ✓</p>
<b>Expected Results:</b>	<p>The <b>Post Document</b> checkbox is selected and grayed out.</p>

<b>Step 30</b>	<p><b>Click:</b>  to activate the <b>BCM</b> button.</p>
<b>Expected Results:</b>	<p>The PO Status Value is “Approved” and the <b>Approve</b> button is removed from the panel.</p>



**Exercise 6 (continued)**

<b>Step 31</b>	<b>Click:</b>  to run the Budget Check process.
<b>Expected Results:</b>	The Budget Check process runs. When it is finished, you will receive the following popup message:  

<b>Step 32</b>	<b>Click:</b>  to close the popup message and refresh the panel.
<b>Expected Results:</b>	The panel is refreshed.

<b>Step 33</b>	At this time, the PO is at an approved and valid status and ready to be dispatched.  <b>Dispatch:</b> Purchase Order
<b>Expected Results:</b>	PO is successfully dispatched and printed.

<b>Step 34</b>	If additional awards were made and Purchase Orders created, they must be retrieved from the update/display list and processed.  This RFQ has another award that must be completed.  <b>Process:</b> Purchase Order (For assistance see steps 18 through 31.)
<b>Expected Results:</b>	PO is successfully retrieved, dispatched and printed.

Exercise completed.

## Exercise 7 – Copy an RFQ, Cancel an RFQ

**Scenario:** You may need to copy an RFQ for different bid opportunities. In addition, it may become necessary to cancel an RFQ. The following steps will provide a guide for these two processes. Your goal is to accomplish this task in Phoenix.

<b>Step 1</b>	<p>To <b>copy</b> an existing RFQ,</p> <p>Select: Go → Administer Procurement → <b>Manage Requests for Quotes</b> →</p> <p>Select: Use → Request Quote → <b>Header</b> → Add</p>
<b>Expected Results:</b>	A dialog box displays.

<b>Step 2</b>	<p>Enter or select the following:</p> <p>Business Unit:     <b>42000</b></p> <p>RFQ ID:             NEXT (Default value – <b>Do not type in this field</b>)</p> <p><b>Click:</b>             <b>OK</b></p>
<b>Expected Results:</b>	The Header panel displays.

<b>Step 3</b>	<p><b>Click:</b>  (Copy From Template button)</p> <p>Note: This option is only available on a new header panel (RFQ ID: NEXT.)</p>
<b>Expected Results:</b>	The Use Copy Template dialog box displays.

### Exercise 7 (continued)

<p><b>Step 4</b></p>	<p>Enter or select the following:</p> <p>Copy From:                      Request For Quotes</p>  <p><b>Click:</b>                              <b>OK</b></p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p>

<p><b>Step 5</b></p>	<p>Enter or select the following:</p> <p>Business Unit:                      42000  RFQ ID:                                      <b>50000010XX</b>  <b>(Replace XX with the number assigned to you by your instructor)</b></p>  <p><b>Click:</b>                              <b>OK</b></p>
<p><b>Expected Results:</b></p>	<p>Correct data entry</p>

<p><b>Step 6</b></p>	<p><b>Click:</b>  to proceed to the Line panel.</p>
<p><b>Expected Results:</b></p>	<p>The Line panel displays.</p>

**Exercise 7 (continued)**

<b>Step 7</b>	Enter or select the following:  Sched Date:        Current System Date + 2 months
<b>Expected Results:</b>	Correct data entry

<b>Step 8</b>	<b>Click:</b>  to proceed to the Activity panel.
<b>Expected Results:</b>	The Activity panel displays.

<b>Step 9</b>	Enter or select the following:  Comments:    N/A Post: <i>OFF</i>
<b>Expected Results:</b>	Correct data entry

<b>Step 10</b>	<p><b>Click:</b>  to return to the Header panel.</p> <p>Enter Bid Rtn Loc: <b>PO_0000001</b></p> <p>The dates must be changed to show the following:</p> <p>Req Date:        <b>Current Date</b></p> <p><b>*Tab to the DtTm Close Field*</b></p> <p>DtTm Close:    <b>Current Date + 1 Month, (and time) 1:00PM</b></p> <p><b>DTTM OPEN: CURRENT DATE (AND TIME)1:00PM</b></p>
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<p><b>Step 10</b></p>	<p><b>Click:</b> <b>Header</b> to return to the Header panel.</p> <p>Enter Bid Rtn Loc: <b>PO_000001</b></p> <p>The dates must be changed to show the following:</p> <p>Req Date:      <b>Current Date</b></p> <p>    <b>*Tab to the DtTm Close Field*</b></p> <p>DtTm Close:    <b>Current Date + 1 Month, (and time) 1:00PM</b></p> <p><b>DTTM OPEN: CURRENT DATE (AND TIME)1:00PM</b></p>
<p><b>Expected Results:</b></p>	<p>The Header panel displays.</p>

**Exercise 7 (continued)**

<b>Step 11</b>	Enter or select the following:  Status:                      Approved
<b>Expected Results:</b>	Correct data entry

<b>Step 12</b>	<b>Click:</b>  to save.
<b>Expected Results:</b>	The new information is saved and a new RFQ ID is generated.

*NOTE: From this point on, you would process the RFQ as described in Exercise 1, beginning with Step 16.*

<b>Step 13</b>	If necessary, <b>Click:</b>  to close the panel.  To <b>cancel</b> an RFQ,  Select: Go → Administer Procurement → <b>Manage Requests for Quotes</b>
<b>Expected Results:</b>	The Manage Requests for Quotes window displays.

<b>Step 14</b>	Select: Use → Request Quote → <b>Header</b> → Update/Display
<b>Expected Results:</b>	A dialog box displays.

**Exercise 7 (continued)**

<b>Step 15</b>	<p>Enter or select the following:</p> <p>Business Unit:     42000 RFQ ID:             <b>50000010XX</b></p> <p><b>(Replace XX with the number assigned to you by your instructor)</b></p> <p><b>Click:                OK</b></p>
<b>Expected Results:</b>	The Header panel displays.

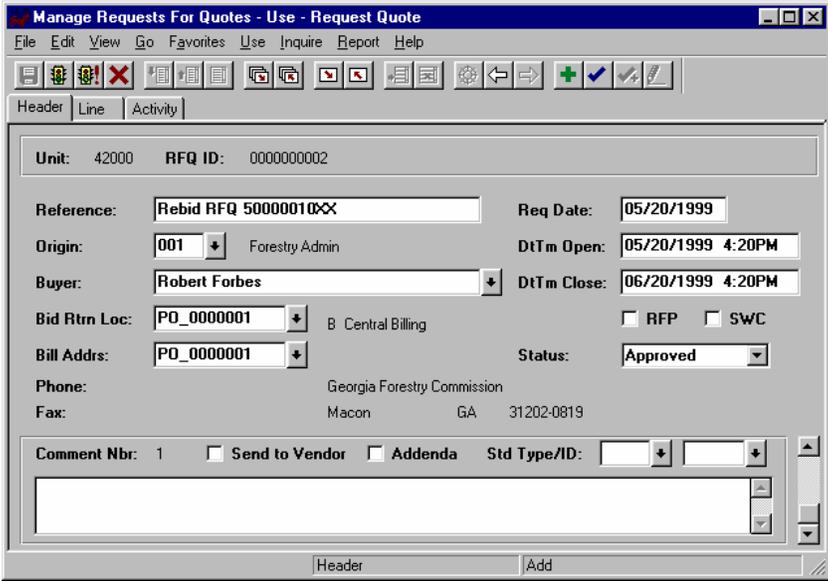
<b>Step 16</b>	<p>Enter or select the following:</p> <p>Status:                Canceled</p> <p>Insert a comment stating reason for cancellation and the date of cancellation.</p>
<b>Expected Results:</b>	Correct data entry

<b>Step 17</b>	<b>Click:</b>  to save.
<b>Expected Results:</b>	The new information is saved.

<b>Step 18</b>	<b>Click:</b>  to close the panel.
<b>Expected Results:</b>	The panel is closed.

### Exercise 7 (continued)

<b>Check Results</b>	
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<b>Step 19</b>	<p>Compare your Header panel to the panel shown below:</p> 
<b>Expected Results:</b>	<p>If these elements do not match, review the steps and consult the Instructor.</p> <p style="text-align: center;"><b>Note: The RFQ ID, Req Date, DtTm Open, and DtTm Close values may vary from the values shown here.</b></p> <p>If the panel matches, click  to proceed to the Line panel.</p>

## Exercise 7 (continued)

### Step 20

Compare your Line panel to the panel shown below:

### Expected Results:

If these elements do not match, review the steps and consult the Instructor.

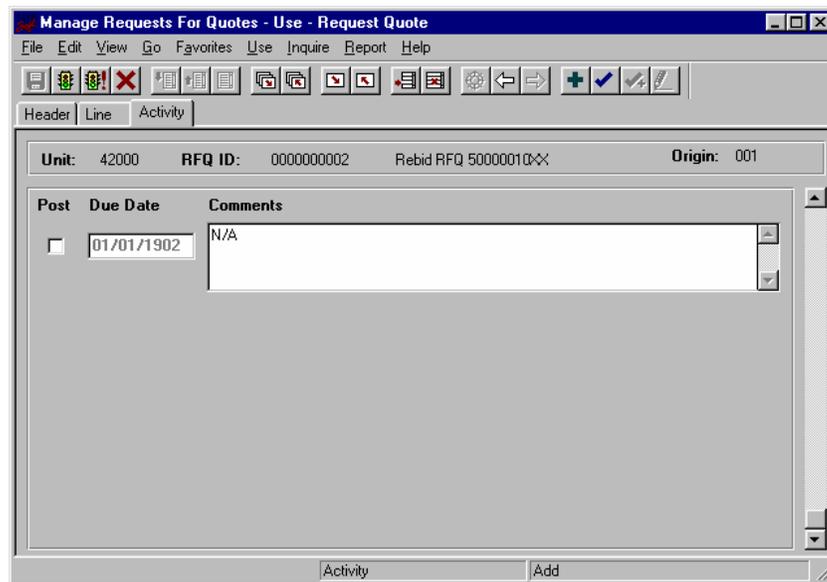
**Note: The RFQ ID and Sched Date may vary from the values shown here.**

If the panel matches, click  to proceed to the Activity panel.

## Exercise 7 (continued)

### Step 21

Compare your Activity panel to the panel shown below:



### Expected Results:

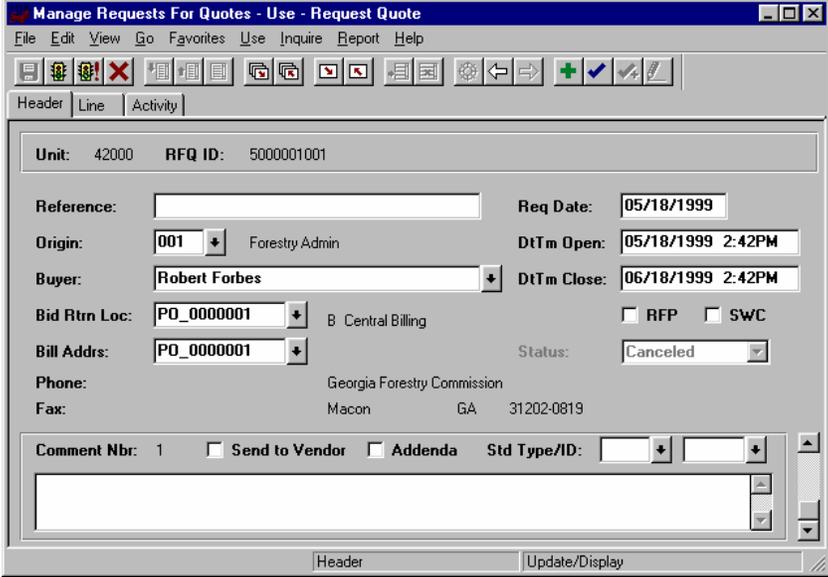
If the panel matches:

1. Click  to close the panel.
2. Select Use → Request Quote → Header → Update/Display.
3. Enter or select Business Unit 42000.
4. Enter or select the RFQ 50000010XX (replace XX with the number assigned to you by your instructor)
5. Click **OK** to display Header panel for the RFQ you canceled.

If these elements do not match, review the steps and consult the Instructor.

**Note: The RFQ ID may vary from the number shown here.**

### Exercise 7 (continued)

<p><b>Step 22</b></p>	<p>Compare your Header panel to the panel shown below:</p> 
<p><b>Expected Results:</b></p>	<p>The panel matches. Congratulations!</p> <p>If these elements do not match, review the steps and consult the Instructor.</p> <p><b>Note: The RFQ ID, Req Date, DtTm Open, and DtTm Close values may vary from the values shown here.</b></p>

<p><b>Step 23</b></p>	<p>Click:  to close the panel.</p>
<p><b>Expected Results:</b></p>	<p>The panel is closed. Proceed to the next exercise.</p>

Exercise completed.

## Exercise 8 – Preparing an RFQ with “Blank” vendor selected

**Scenario:** You are entering an RFQ that will be posted on the bid registry. It is necessary to print one RFQ copy for this purpose. To dispatch this document it is required to select at least one vendor.

<b>Step 1</b>	Select: Go → Administer Procurement → <b>Manage Requests for Quotes</b>
<b>Expected Results:</b>	The Manage Requests for Quotes window displays.

<b>Step 2</b>	Select: Use → Request Quote → <b>Header</b> → Add
<b>Expected Results:</b>	A dialog box displays.

<b>Step 3</b>	Enter or select the following:  Business Unit: 42000 RFQ ID: NEXT (Default value – <b>Do not type in this field</b> )  <b>Click: OK</b>
<b>Expected Results:</b>	The Header panel displays.

### Exercise 8 (continued)

<b>Step 4</b>	<p>Enter or select the following:</p> <p>Origin: 001          Buyer: Becky Rowlett          Bid Rtn Loc: PO_0000002          Bill Addr: PO_0000001 (Default value)          Req Date: Current System Date (Default value)          DtTm Open: Current System Date/Time (Default value)          DtTm Closed: Current System Date/Time + 1 month (Bids are Opened)          Status: Open (Default value)</p>
<b>Expected Results:</b>	Correct data entry

<b>Step 5</b>	<p><b>Click:</b>  to proceed to the Line panel.</p>
<b>Expected Results:</b>	The Line panel displays.

<b>Step 6</b>	<p>Enter or select the following:</p> <p>Unlabeled field: Uniforms          Category: 20086          UOM: EA          Quantity: 412          Price: (Leave this field empty)          Sched Date: Optional          LT Days: (Leave this field empty)          Ship Via: COMMON (Default value)          Ship To: PO_001001 (Default value)          FreightTm: DN (Default value)</p> <p>Send to Vendor: <i>ON</i>          Comments area: Style: XYZ, Color: Blue</p>
<b>Expected Results:</b>	Correct data entry



### Exercise 8 (continued)

<b>Step 7</b>	<b>Click:</b>  to proceed to the Activity panel.
<b>Expected Results:</b>	The Activity panel displays.

<b>Step 8</b>	Enter or select the following:  Comments: N/A Post: <i>OFF</i>
<b>Expected Results:</b>	Correct data entry

<b>Step 9</b>	<b>Click:</b>  to return to the Header panel.
<b>Expected Results:</b>	The Header panel displays.

<b>Step 10</b>	Enter or select the following:  Status: Approved
<b>Expected Results:</b>	Correct data entry

<b>Step 11</b>	<b>Click:</b>  to save.  NOTE: Record the RFQ ID number here: _____
<b>Expected Results:</b>	The new information is saved.

### Exercise 8 (continued)

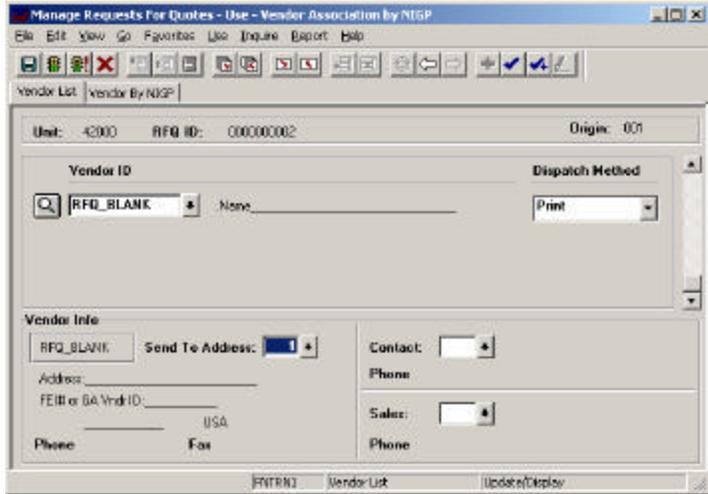
<b>Step 12</b>	Select: Use → Vendor Association by NIGP → <b>Vendor By NIGP</b> → Update/Display
<b>Expected Results:</b>	The Vendor By NIGP panel for your RFQ displays.

<b>Step 13</b>	<p><b>Click:</b>  to display a list of vendors associated with the NIGP code.</p> <p>In our example only one vendor displays, the new “Blank” vendor which has been added to all NIGP codes in production. The name format allows this vendor to display first for all NIGP codes.</p> <p>Ref: PO News #93 – Printing RFQ with Blank Vendor</p>
<b>Expected Results:</b>	Vendors associated with the NIGP code are displayed in the Suppliers elevator bar region.

<b>Step 14</b>	<p><b>Click</b> the checkbox next to the following vendor:</p> <p>.Name _____</p> <div data-bbox="548 1201 1258 1696" data-label="Image"> </div> <p><b>Click:</b>  to save.</p>
<b>Expected Results:</b>	The selected supplier is displayed in the Selected Vendors elevator bar region.

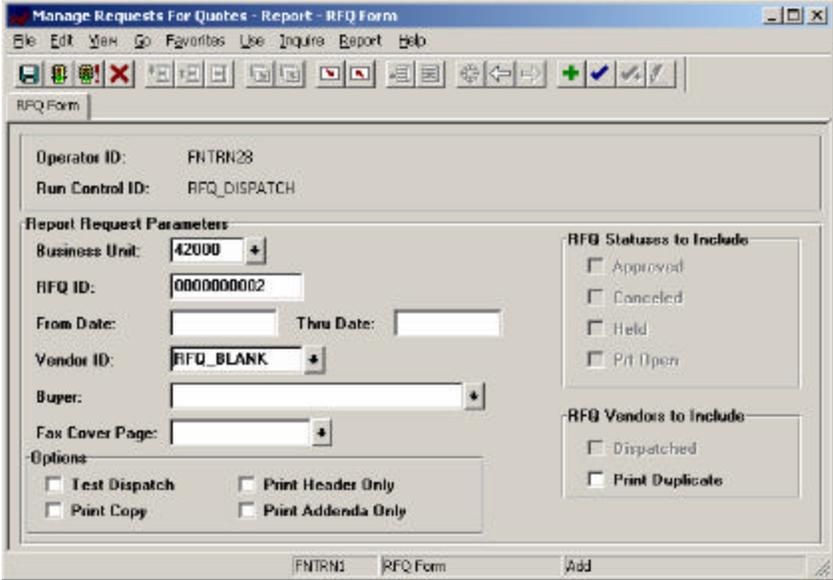


**Exercise 8 (continued)**

<p><b>Step 15</b></p>	<p><b>Click:</b> <b>Vendor List</b> to proceed to the Vendor List panel. The RFQ_BLANK vendor is the only vendor selected.</p>  <p>Since we only want to print a copy for the bid registry we can dispatch this document with one vendor selected.</p>
<p><b>Expected Results:</b></p>	<p>The Vendor List panel displays.</p>
<p><b>Step 16</b></p>	<p>Select: Report→RFQ Form→Update/Display</p>
<p><b>Expected Results:</b></p>	<p>A dialog box displays.</p>
<p><b>Step 17</b></p>	<p>Enter or select the following:</p> <p>Run Control ID:       RFQ_DISPATCH</p> <p><b>Click:</b>               <b>OK</b></p>
<p><b>Expected Results:</b></p>	<p>The Run Parameters panel displays.</p>



## Exercise 8 (continued)

<p><b>Step 18</b></p>	<p>Enter or select the following:</p> <p>Business Unit: 42000  RFQ ID: (RFQ number from step 11)  Vendor ID: RFQ_BLANK</p> <p>Note: The Vendor ID is optional because it was the only vendor selected for this RFQ.</p>  <p>Click:  to display the Process Scheduler Request dialog box.</p>
<p><b>Expected Results:</b></p>	<p>The Process Scheduler Request dialog box displays.</p>

<p><b>Step 19</b></p>	<p>The following items should be selected :</p> <p>Run Location: Click the <b>Server</b> radio button <i>ON</i>  Server: Select <b>PSUNX</b>  Output Destination: Click the <b>File</b> radio button <i>ON</i>  File/Printer: /tmp/ +P-d(Printer ID)  Click: <b>OK</b></p>
<p><b>Expected Results:</b></p>	<p>At this point your RFQ will print out with blanks at the top.</p>

Exercise completed.

## D. Summary and Review

Activity	Materials	
 LECTURE	 GUIDE	 REVIEW

### Objectives Review:

1. Create an RFQ at the Agency level
2. Distribute an RFQ
3. Create and print addenda to an RFQ
4. Add additional vendors to an RFQ
5. Enter responses to an RFQ
6. Award an RFQ
7. Cancel an RFQ and re-bid
8. Create and print a Blank Vendor RFQ

### Discuss the following questions:

1. What is a Request for Quote (RFQ)?
2. Can you copy information from another RFQ?
3. If you are having difficulty awarding an RFQ, what may be causing the problem?
4. Do vendors have to be active and approved before you can dispatch an RFQ to them?
5. What are the different dispatch methods you can use to send an RFQ?
6. How is an RFQ dispatched?
7. Can you award the RFQ to multiple vendors?
8. What happens to the information when you create a PO or contract during the award process?
9. Can you copy a requisition to an RFQ?