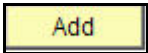

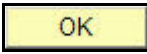


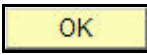
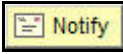
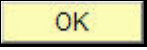
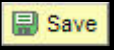



 **EXPRESS STEPS:** *Creating a Request for Quote Requisition and Attaching a Document*

- **To create a Request for Quote requisition:**
 - **Purchasing > Requisitions > Add/Update Requisition**
 - From the Add a New Value tab, click 
 - Change the **Origin** to **Purchasing for RFQ**
 - To enter the Requisition Defaults:
 - Click the **Requisition Defaults** link
 - Click **Override**
 - Enter your **Fund**
 - Enter your **DCC**
 - To fill in the Line Details:
 - Enter a brief description in the **Description** field
 - Enter a **Quantity**
 - Enter the **UOM**
 - Enter a **Category**
 - Enter a **Price** (the maximum price acceptable)
 - Click the **RFQ Required** check box
 - To add Line Comments:
 - Click  to enter a Line comment
 - Enter a detailed description of what you are requesting the quote for
 - Click 
 - To add Header Comments:
 - Click the **Add Comments** link
 - Click 
 - Browse to the file you want to attach
 - Click 
 - Click 
 - To send e-mail notification:
 - Click 
 - Enter *purchasing@bgsu.edu* in the To field
 - Enter *Request for Quote* in the Subject field
 - Enter the model number, if there is one, and the maximum dollar amount you are willing to spend in the Message field.

- o Click  OK
- o Click  Save to save the requisition
- o Click  to budget check