Vendor Quotes

Extends ERP automation to the beginning of the purchasing process.

Typical purchasing systems automate little more than purchase order generation, one of the last activities in the purchasing cycle. The glovia.com Vendor Quotes application extends the reach of automation to the beginning of the purchasing cycle by maintaining, tracking and reporting request-for-quote (RFQ) and vendor-quote information.

Efficient RFQ and Vendor Quote Generation

RFQs can be generated for an unlimited number of suppliers or prospective suppliers. In the case of existing suppliers, information is automatically pulled from master files. In the case of prospective suppliers, a vendor quote is created by combining existing RFQ information with the supplier's responses. Vendor quotes may be entered directly or indirectly by entering a supplier's response to an RFQ. In either case, requests for multiple prices based on quantity discounts gives purchasing agents the information they need to make smarter buying decisions.

Full Tracking of Supplier Responses, Including No-bids

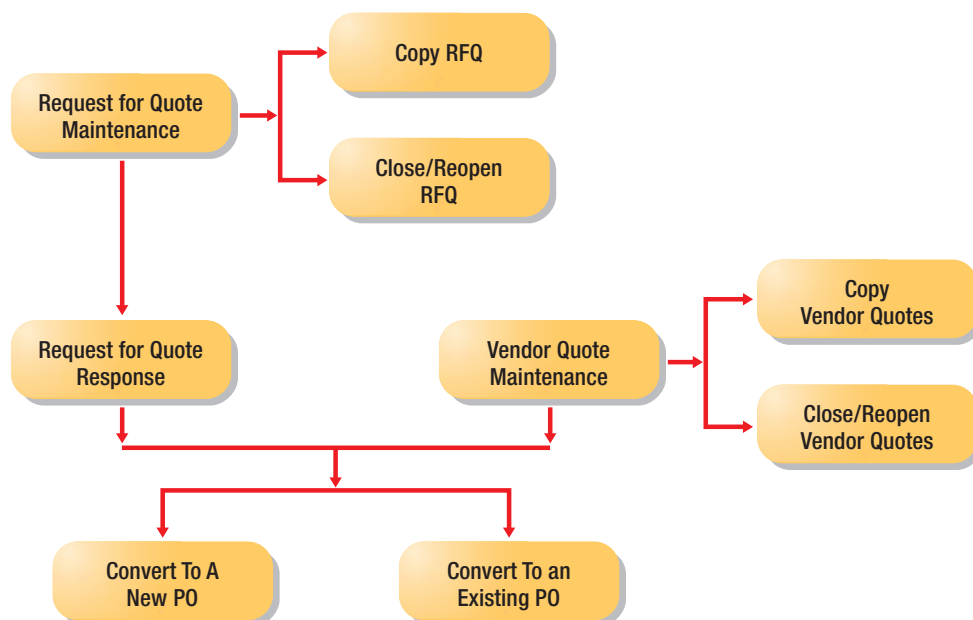Inquiry and reporting functions provide up-to-the minute tracking of all active RFQs and vendor quotes. Extensive history files offer valuable data for performing price, delivery, and quality comparisons. If a supplier or prospective supplier elects not to bid, a reason can be entered with any additional comments for future reference.

Optionally Converts Vendor Quotes to Purchase Orders

All or selected parts of a vendor quote can be converted directly into a purchase order. If the winning bid is from a new supplier, information is automatically pulled from supplier master files. For the sake of efficiency, vendor quotes may be optionally closed during the conversion process. All closed vendor quotes are maintained in history files for future reporting.

Vendor Quotes Process Flows

```
Request for Quote          ──►  Copy RFQ
Maintenance
                           ──►  Close/Reopen
                                RFQ

Request for Quote               Vendor Quote        ──►  Copy
Response                        Maintenance              Vendor Quotes

                                                    ──►  Close/Reopen
                                                         Vendor Quotes

Convert To A                    Convert To an
New PO                          Existing PO
```

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Familiar Interface

The interface and document structure of the Vendor Quotes application is very similar to that of the Purchase Order application, minimizing the need for additional user training.

Request for Quote (RFQ) Entry

- Optional - can generate RFQs or bypass RFQ process and enter vendor quotes directly
- Quotes standard stock items, standard non-stock items, and non-standard items
- Enables request of multiple prices based on quantity breaks quoted by vendor
- Extensive text areas for comments
- Generate RFQs for one or more suppliers or prospective suppliers

RFQ Response Entry

- Response entry generates vendor quote
- Tracks no-bid information

Vendor Quote Entry

- May be directly entered or result from an RFQ response
- Quotes standard stock items, standard non-stock items, and non-standard items
- Enables recording multiple prices based on quantity breaks quoted by supplier
- Extensive text areas for comments
- Generate quotes from suppliers and prospective suppliers

Vendor Quote Conversion to Purchase Order

- All or selected parts of a vendor quote can be converted to a purchase order
- Optionally close vendor quote when a purchase order is created
- Optionally consume a purchase requisition during the conversion process
- Create vendor information from prospective supplier data

Standard Inquiries

- RFQ
- Vendor Quote
- RFQ History
- Vendor Quote History
- RFQ Status
- Vendor Quote Status
- RFQ By Item
- Vendor Quotes By Item
- RFQ History By Item
- Vendor Quote History By Item

Standard Reports

- RFQ History
- Vendor Quote History
- RFQ Status
- Vendor Quote Status
- RFQ Review
- Vendor Quote Review
- RFQ Status Codes
- Vendor Quote Status Codes
- Vendor Quote Type
- No-Bid Reason Codes
- Vendor Quote Analyst

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