

REQ2000 - Request for Quotation Report

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This report is used to send vendors a request for quotation (RFQ) for each bid line item. You must print or email this report before you can retrieve a bid or enter a vendor response on the Maintenance > Bid Processing > Vendor Response page.

- Click  to print the RFQ, and forward it to the vendor.
- Click **Email** to email the RFQ to the vendor.

Parameter	Description
Select Printed (P), Non-Printed (N)	P - Include printed RFQs. N - Include nonprinted RFQs
Select Bid Nbr(s), or blank for ALL	Type the bid number(s), including all leading zeros and separating multiple bid numbers with a comma (e.g., 000008, 091929). Or, click ⋮ to search for bid numbers. Otherwise, leave blank to use all bid numbers.
Select Vendor(s) if for Printed RFQ, or blank for ALL	Type the vendor number(s), including all leading zeros and separating multiple vendor numbers with a comma (e.g., 00001, 00002). Or, click ⋮ to search for vendor numbers. Otherwise, leave blank to use all vendor numbers.
Select Buyer(s), or blank for ALL	Click ⋮ to search for buyers. Otherwise, leave blank to use all buyers.
E-Mail Subject	Type the verbiage to be displayed in the subject line of the email message.
E-mail Message	Type the message to be displayed in the body of the email message.

Generate the report.