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# REQ2000 - Request for Quotation Report



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## Purchasing > Reports > Bid Processing Reports > Request for Quotation Report

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

[Generate the report.](#)



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