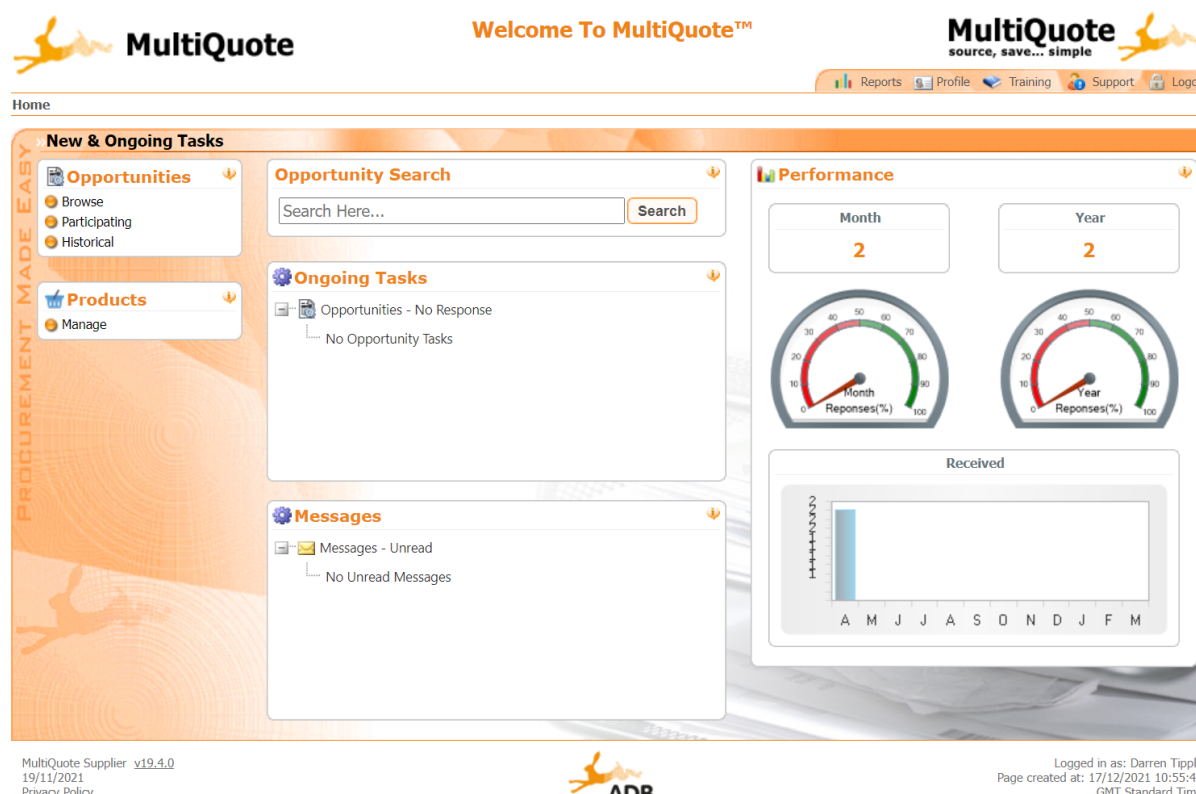


MultiQuote – Accessing RFQ Opportunities

Step 1 – Browsing & Searching



MultiQuote allows you to search and respond to Requests for Quotation (RFQ). These are posted on the system by Public Sector Buyers.

Begin by logging into the system at www.suppliers.multiqote.com. You will need both your **username** and **password**. If you do not have these, please see our other guide to learn how to register as a supplier.

To access RFQs, the system can either generate a list of RFQs to review or display an individual RFQ by request.

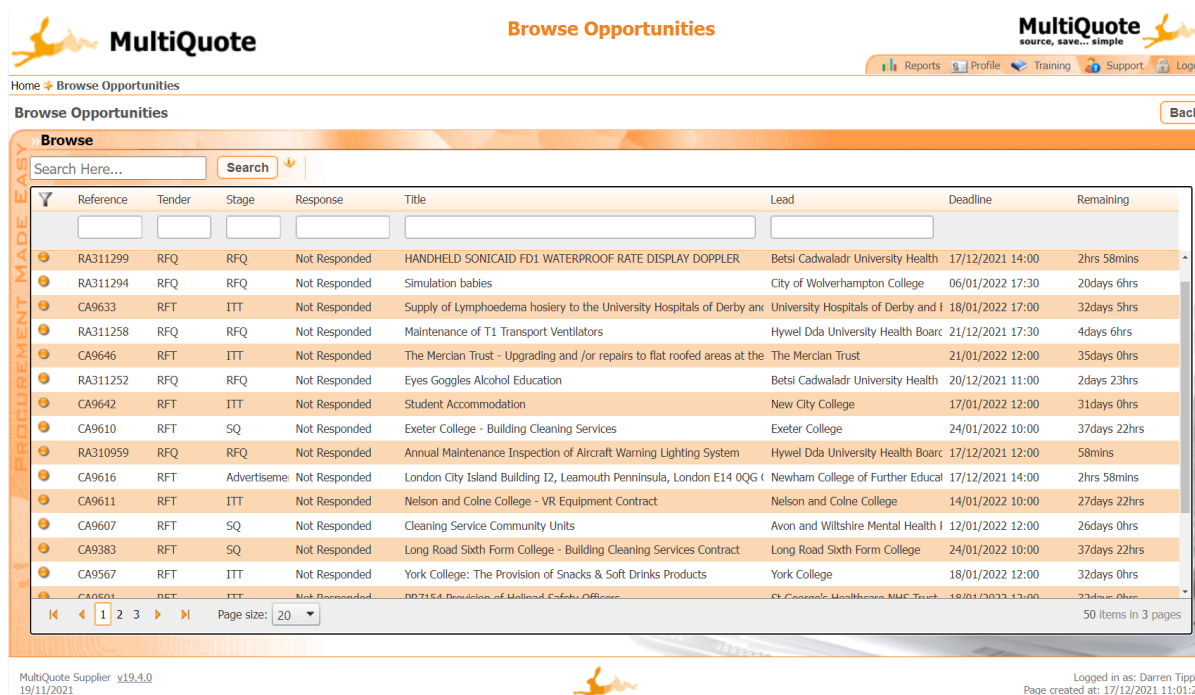
To view a list, click **Browse** from the menu on the left-hand side of the screen.

The system will display a list of all open RFQs & RFTs to which you have been invited.

You can either select an individual RFQ from the list or search by **Title** or **Reference Number** using the search bar.

Once you have registered your interest, you can access a particular RFQ via the **Ongoing Tasks** menu.

Step 2 – Browse Opportunities



MultiQuote Browse Opportunities

Home Browse Opportunities

Browse Opportunities

Search Here... Search

Reference	Tender	Stage	Response	Title	Lead	Deadline	Remaining
RA311299	RFQ	RFQ	Not Responded	HANDHELD SONIC AID FD1 WATERPROOF RATE DISPLAY DOPPLER	Betsi Cadwaladr University Health	17/12/2021 14:00	2hrs 58mins
RA311294	RFQ	RFQ	Not Responded	Simulation babies	City of Wolverhampton College	06/01/2022 17:30	20days 6hrs
CA9633	RFT	ITT	Not Responded	Supply of Lymphoedema hosiery to the University Hospitals of Derby and	University Hospitals of Derby and	18/01/2022 17:00	32days 5hrs
RA311258	RFQ	RFQ	Not Responded	Maintenance of T1 Transport Ventilators	Hywel Dda University Health Boar	21/12/2021 17:30	4days 6hrs
CA9646	RFT	ITT	Not Responded	The Mercian Trust - Upgrading and /or repairs to flat roofed areas at the	The Mercian Trust	21/01/2022 12:00	35days 0hrs
RA311252	RFQ	RFQ	Not Responded	Eyes Goggles Alcohol Education	Betsi Cadwaladr University Health	20/12/2021 11:00	2days 23hrs
CA9642	RFT	ITT	Not Responded	Student Accommodation	New City College	17/01/2022 12:00	31days 0hrs
CA9610	RFT	SQ	Not Responded	Exeter College - Building Cleaning Services	Exeter College	24/01/2022 10:00	37days 22hrs
RA310959	RFQ	RFQ	Not Responded	Annual Maintenance Inspection of Aircraft Warning Lighting System	Hywel Dda University Health Boar	17/12/2021 12:00	58mins
CA9616	RFT	Advertisem	Not Responded	London City Island Building I2, Leamouth Peninsula, London E14 0QG	Newham College of Further Educat	17/12/2021 14:00	2hrs 58mins
CA9611	RFT	ITT	Not Responded	Nelson and Colne College - VR Equipment Contract	Nelson and Colne College	14/01/2022 10:00	27days 22hrs
CA9607	RFT	SQ	Not Responded	Cleaning Service Community Units	Avon and Wiltshire Mental Health I	12/01/2022 12:00	26days 0hrs
CA9383	RFT	SQ	Not Responded	Long Road Sixth Form College - Building Cleaning Services Contract	Long Road Sixth Form College	24/01/2022 10:00	37days 22hrs
CA9567	RFT	ITT	Not Responded	York College: The Provision of Snacks & Soft Drinks Products	York College	18/01/2022 12:00	32days 0hrs
CA9561	RFT	ITT	Not Responded	York College: The Provision of Snacks & Soft Drinks Products	York College	18/01/2022 12:00	32days 0hrs

Page size: 20 50 items in 3 pages

MultiQuote Supplier v19.4.0 19/11/2021

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Page created at: 17/12/2021 11:01:2

The system will display a list of all relevant, open RFQs and RFTs.

To select an opportunity, select the **opportunity** from the list by clicking on it.

Step 3 – Viewing Details



[View RFQ](#)



Home [View RFQ](#)

[Reports](#)
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[Training](#)
[Support](#)
[Log](#)

RFQ - RA311299
Back

 **Access**

RFQ
Quotations
Messages
Prices
History

RFQ - Open

Organisation
Betsi Cadwaladr University Health Board

RFQ Code
RA311299

Expiry Date
Friday, December 17, 2021

Buyer
Richard Deniz

Title
HANDHELD SONICAID FD1 WATERPROOF RATE

Expiry Time
14:00

Agreement Type
Standard

Customer

Posted Date
Friday, December 17, 2021 09:56 AM

Item	Description	Part No.	Quantity	Units
1	HANDHELD SONICAID FD1 WATERPROOF RATE DISPLAY DOPPLER	FD1	6	EACH

Notes

HANDHELD SONICAID FD1 WATERPROOF RATE DISPLAY DOPPLER

Availability Requirements

HANDHELD SONICAID FD1 WATERPROOF RATE DISPLAY DOPPLER

Attachments

Download Unavailable

Any documents will become available once you have accessed the Opportunity.

Once you have opened the RFQ, you are presented with the procurement details.

To participate in the process, you first must click **Access** for a RFQ, or **Express Interest** for an RFT.

This registers your potential participation. You are under no obligation to actually enter a bid.

Follow the normal tender process as it pertains to Requests for Tender as this guide will focus on responding to a Request For Quote only.

Step 4 – Responding to an RFQ


MultiQuote

View RFQ

MultiQuote
source, save... simple

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[Logo](#)

Home → View RFQ

RFQ - RA297510

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Send Quote

Actions
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[Contact Buyer](#)
[Print](#)

RFQ

Quotations

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RFQ - Open

Organisation
Demonstration Hospital

Buyer
MultiQuote Buyer

Agreement Type
Standard

RFQ Code
RA297510

Title
Chairs

Customer
Whittington Health

Delivery
☒

Expiry Date
Friday, December 24, 2021

Expiry Time
17:30

Posted Date
Wednesday, December 15, 2021 02:43 PM

Item	Description	Part No.	Quantity	Units
1	Office Chair	12345	4	5

Notes
Looking for new chairs

Availability Requirements

Attachments
Download Unavailable
NMD'Suppliers (1).sql
NHS Ts and Cs for Supply of Services.pdf

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Once you open the opportunity you will be presented with several options in which to deal with the opportunity. You can add or view **Quotations**, **Message** the Buyer or view previous messages, and view an audit trail of the procedure by clicking on the **History** tab. This will detail the steps of the RFQ from when the Buyer initially publishes to its completion. If you decide not to pursue this bid, you can click **No Bid** at any time to stop any further communications from the Buyer including reminders or updates.

Step 5 – Importing & Exporting Attachments


MultiQuote

View RFQ

MultiQuote
 source, save... simple

Send New Quotation

Tasks

- Add Attachment
- Export Items
- Import Items
- No Bid

Send New Quotation

Item	Description	Part No.	Quantity	Units	Price(GBP)	Total(GBP)
1	Office Chair	12345	4	5	0.00	0.00

Delivery Cost(GBP) 0.00
 Grand Total(GBP) 0.00

Notes
 Availability
 Attachments
 No uploaded file attachments

Dispatch Cancel

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From the **Tasks** menu, you have the options to: **Import/Export** - Some procedures will require you to download a CSV file to complete and enter your quote. Once completed you will import from here, and if any changes are needed you can export too.

Add Attachments - You can add images, catalogues etc if you wish from here.

Step 6 – Sending a Quotation


View RFQ



Send New Quotation

Tasks

- ☒ Add Attachment
- ☐ Export Items
- ☐ Import Items
- ☐ No Bid

Send New Quotation

Item	Description	Part No.	Quantity	Units	Price(GBP)	Total(GBP)
1	Office Chair	12345	4	5	125.00	500.00

Your Part No.

Delivery Days

Period Start
Saturday, January 01, 2022

Period End
Monday, January 31, 2022

Delivery Cost(GBP)

Grand Total(GBP)

Notes
Dispatched on Receipt of Purchase Order.

Availability
Immediate Dispatch

Attachments
No uploaded file attachments

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To respond to the request and lodge your quote to the Buyer, click the **Send Quote** button. You can now add your quote. If separate line items require pricing, you will add the associated cost to each item. To confirm your quote simply click **Dispatch**. Notes and availability/delivery updates can be added if so required.

Step 7 – Email Confirmation

Active

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2 of 658

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RFQ:RA297352 - Quotation Sent Inbox x

🖨

🔗

👤

webservice@multiquote.com via elcom.com
to test-sales-1

3:59 PM (9 minutes ago)

☆

↩

⋮

Hi Peter,

Thank you for your quotation. Your quotation QA1047653 has been sent for the below RFQ:

RFQ code: RA297352

Organisation: Demonstration Hospital

Category: Parts & Accessories->Computers->Hardware->Equipment->IT

This is just a confirmation email. No further action is required from you for this RFQ.

Kind Regards,

Maia / MultiQuote Support

support@adb.co.uk / 0151 482 9230

↩ Reply

↩↩ Reply all

➡ Forward

Evan Smith

⌵

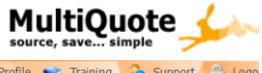
✕

Once entered and confirmed you will receive an email confirming receipt of your bid which will be sent to your registered email address.

Step 8 – Viewing a Submitted Quotation



View RFQ



[Home](#) [View RFQ](#)

RFQ - RA297510
[Back](#)

 Your Quotation Has Been Dispatched to the Buyer

Send Quote 

Actions

-  No Bid
-  Contact Buyer
-  Print

RFQ

Quotations

Messages

Prices

History

Quotations

 Send New Quote

Code	Date	Company	Salesperson	Total(GBP)
 QA1047806	17/12/2021 11:22:56	Test Sales 1	Peter Williams	500.00

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Quotations Tab - Once your quote has been sent, you are able to view and amend that quote by returning to this page and clicking **Quotations**. You are not limited to entering 1 bid. If you have more than 1 solution which could be presented, you can enter each as a separate quote.

Step 9 – Sending Messages

RFQ - RA297510

✓ Your Quotation Has Been Dispatched to the Buyer

[Back](#)

Send Quote →

Actions

- No Bid
- Contact Buyer
- Print

[RFQ](#)
[Quotations](#)
[Messages](#)
[Prices](#)
[History](#)

Messages

➕ Send New Message to the Buyer ↻ Refresh

From	Organisation	Message	Sent
Message How many chairs are required		Send Cancel	

No Messages

Messages Tab - If you require to communicate with the Buyer and ask questions pertaining to the procurement, click the **Messages** tab followed by clicking the **Send New Message to the Buyer** button. Input your message in the box provided and click **Send**.

Step 10 – Reviewing Sent Messages


MultiQuote

View RFQ

MultiQuote
source, save... simple

[Reports](#)
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Home → View RFQ

RFQ - RA297510

Your Quotation Has Been Dispatched to the Buyer

Back

Send Quote

Actions
 No Bid
 Contact Buyer
 Print

RFQ

Quotations

Messages

Prices

History

Messages

Send New Message to the Buyer
 Refresh

From	Organisation	Message	Sent
Peter Williams	Test Sales 1	How many chairs are required	17/12/2021

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297510#

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You can view a history of previously sent messages and the responses from the Buyer here too.

Please note that Buyers are under no obligation to respond to your queries but it is considered best practice.

Step 11 – Viewing History


MultiQuote

View RFQ

MultiQuote
source, save... simple

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RFQ - RA297510

Back

 Your Quotation Has Been Dispatched to the Buyer

[Send Quote](#)


Actions

- No Bid
- Contact Buyer
- Print

[RFQ](#)
[Quotations](#)
[Messages](#)
[Prices](#)
[History](#)

History

[15/12/2021 14:43:46] - RFQ Created (Buyer)
New RFQ RA297510 created by MultiQuote Buyer

[17/12/2021 11:13:34] - Supplier Viewed RFQ (Test Sales 1)
Supplier Test Sales 1 (Peter Williams) viewed RFQ: RA297510

[17/12/2021 11:13:34] - Supplier Joined RFQ (Test Sales 1)
Test Sales 1 (Peter Williams)

[17/12/2021 11:22:57] - Quotation Received (Test Sales 1)
Supplier Test Sales 1 (Peter Williams) sent new quotation for RFQ: RA297510

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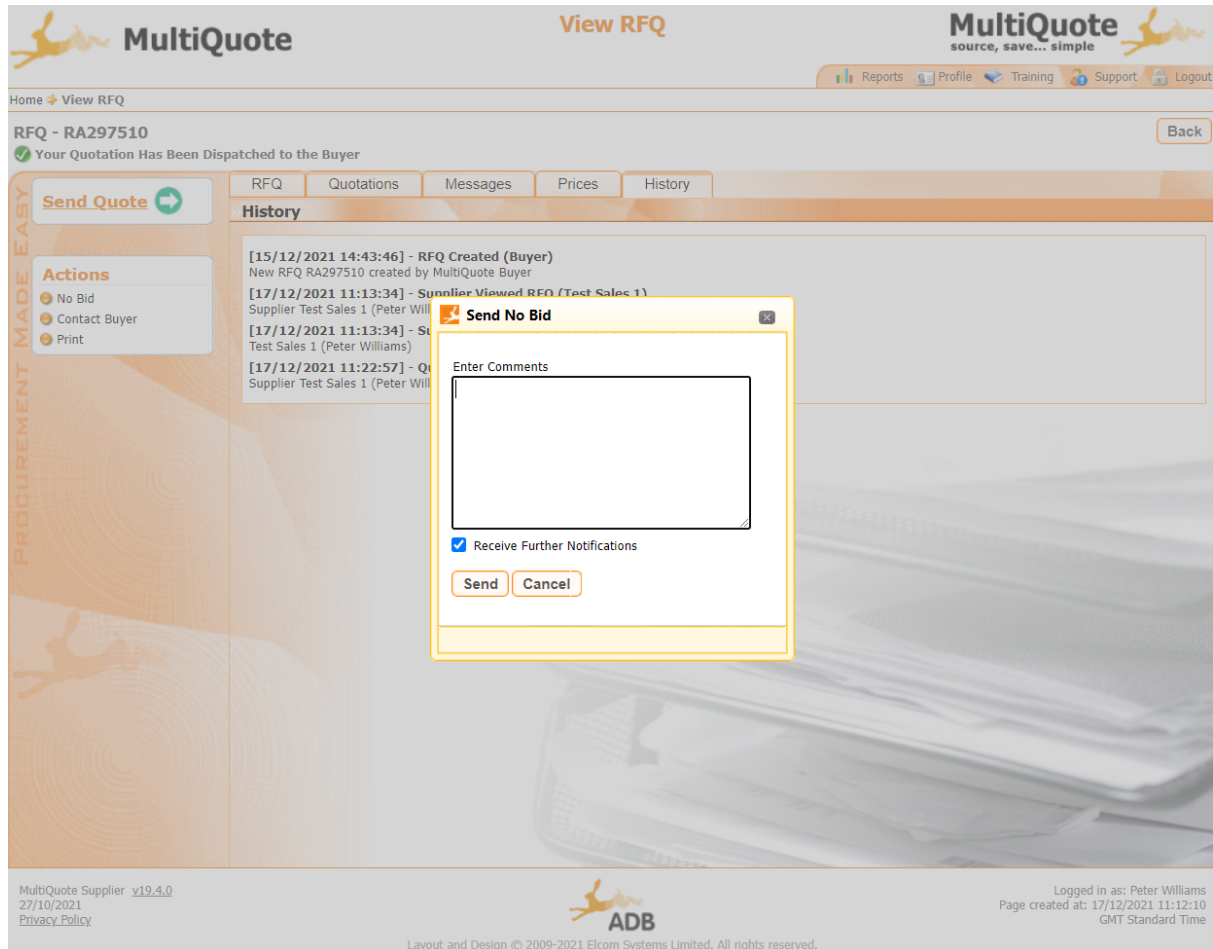
Logged in as: Peter Williams
 Page created at: 17/12/2021 11:12:10
 GMT Standard Time

1297510#

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History tab – You can see a full audit history of the procurement simply by clicking the **History** tab. This will detail information such as date of procurement launch, date you joined procurement, viewed details and up to and including the award of the procurement.

Step 12 – Removing an RFQ Opportunity



MultiQuote View RFQ

Home → View RFQ

RFQ - RA297510

✓ Your Quotation Has Been Dispatched to the Buyer

Back

RFQ Quotations Messages Prices History

History

- [15/12/2021 14:43:46] - RFQ Created (Buyer)
New RFQ RA297510 created by MultiQuote Buyer
- [17/12/2021 11:13:34] - Supplier Viewed RFQ (Test Sales 1)
Supplier Test Sales 1 (Peter Williams)
- [17/12/2021 11:13:34] - Supplier Viewed RFQ (Test Sales 1)
Supplier Test Sales 1 (Peter Williams)
- [17/12/2021 11:22:57] - Supplier Viewed RFQ (Test Sales 1)
Supplier Test Sales 1 (Peter Williams)

Send No Bid

Enter Comments

☒ Receive Further Notifications

Send Cancel

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ADB

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If at any time you wish to remove yourself from the process and no longer receive updates on the process. Simply click **No Bid**. You will be asked to give a reason for doing so which is entirely optional. Click **Send** to confirm.