BuildSmart ERFQ Supplier Guide:

BuildSmart, the ERP system used by one of your current customers, now has an online electronic request for quotation system integration into the procurement module. This will allow your client to send you electronic request for quotations via a secure web based portal. When your quotation is submitted it will be seamlessly submitted to the organisation who initiated the request.

This document is intended to give you an overview on how to use the Request for quotation portal.
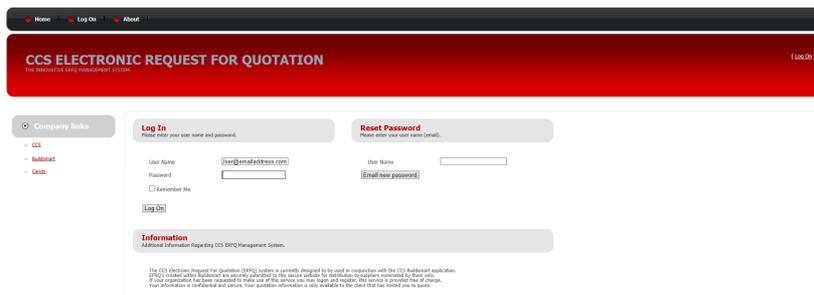
1. How will I know that there is a RFQ for my attention?

When an RFQ is initiated from the BuildSmart ERFQ system the initiator will select which suppliers are to be invited to quote on the items required. The system will then automatically send a system generated email to the selected suppliers using the email address contained in the contact details for the selected supplier.
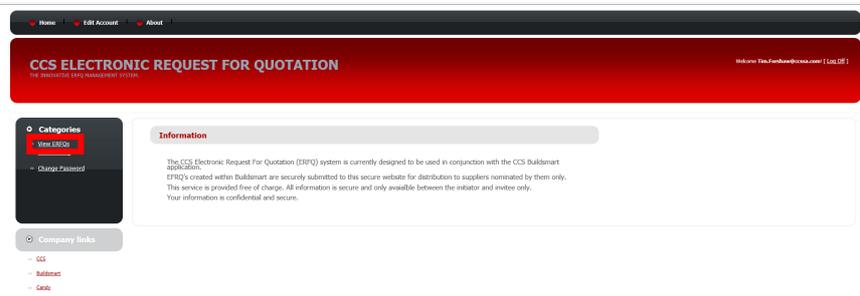

2. How do I submit a quotation?
   • To open the ERFQ portal click on any of the line item links in the email, the below internet screen will appear. (Please note that internet explorer must be used when submitting your quotations). You will find your initial username and password at the bottom of the ERFQ email that you received.
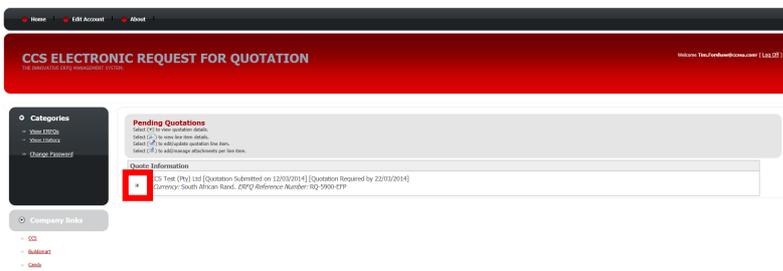

Note if at a later stage you forget your password you can use the Reset Password section on the right, this will generate an email to your registered email address with a new password.

- Once you are logged in you will see the below screen, click on the highlighted "View ERFQs" link to respond to any requests that have been sent to you. From this screen you can also view your ERFQ history and change your password.

- A new screen will appear listing all ERFQ's which are awaiting your response. To see the details contained in the ERFQ click on the + sign.
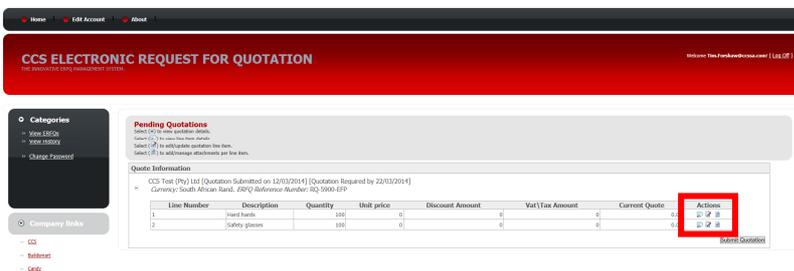

- From the expanded view there are 3 action icons per line item.

View details, this icon will expand the line item to give you further details, once you have captured your quote the pricing for the line item will also be reflected.

Edit quote, use this icon to update your proposed terms per item

Manage attachments, use this icon to add any additional documentation you require to submit with your quotation

- When you click on the Edit quote icon the below screen will appear. You should update/confirm the following fields:
  - Terms of payment
  - Unit of measure (any change in this field will be clearly identified to the client)
  - Expected Delivery Date
  - Supplier Quote Expiry Date (please ensure this is beyond the closing date for the ERFQ) (The Quote Validity (days) will then auto-populate)
  - Price per unit (The Total will then auto-populate)
  - Discount percentage (the final total price will then auto-populate/update)
  - Any additional note you would like to include on that particular line item e.g. colour availability, order lead times etc.

  Once all of the fields have been populated click the submit button, this will simply save the items captured it will not yet send the response to the client. This process should be followed for all items that you wish to submit a quote on.

- When all of the required details have been captured click on the Submit Quotation button, this will send your quote directly to the clients system.