

BID AND QUOTE MANAGEMENT

Bid and Quote Management provides the ability to record and track verbal quotes, written quotes and formal bids. The overall goal of the module is to provide complete information from the original request to the purchase order, and ultimately through completion of all purchases.

Features

- Enter phone quotes in real time.
- Automatically create purchase orders.
- Develop formal bid cycles with their associated tasks required.
- Track vendor performance.
- Track activity related to the bid through the award and beyond.
- Update existing purchase requisition items, either individually or all items associated with a request number.
- Update a single purchase request, or join multiple purchase requests into a single purchase order.
- Setup multiple tasks, used in conjunction with creating any number of "bid cycles".
- Each bid is associated with a unique cycle ID, specifying the number of days required to complete the entire bid process.
- Directly update the price of individual items on a purchase request. Copy existing purchase requests into new purchase request numbers.
- Select multiple vendors based upon multiple product codes, multiple commodity codes, and multiple vendor association values.
- Bid and Quote Management integrates with Purchasing, Encumbrances, General Ledger, Job Ledger and Person/Entity.

Reporting

Access to information is straightforward and easy. Bid and Quote Management includes standard reports and immediate online inquiry to any data in IFAS. Security-protected reports can be run at the user's networked computer or via the Internet from any Web browser.

Standard reports available include:

- Bid Document

- Bid Document -Detailed
- Items Requiring a Bid
- Bid Items to Select For Bid
- Items Requiring a Quote
- Detailed Quote Report
- Person Entity Report
- Purchasing Information
- All Vendors by Product Code
- Report of Vendors Selected For Bid
- General Bid Information
- Formal Bid Log Report
- Bid Expiration Report
- Detailed Task Report
- Detailed Cycle Report
- Cycle Completion Report
- Vendor Bid Total