

PR605-Request for Quotation

Introduction

This procedure describes how to create and issue system generated SF-18 Requests for Quote (RFQ). The RFQ data is entered via the CSPS "Request for Quotation Screen" (PR605).

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
AWARDED ?	This check box indicates if this RFQ has been flagged for award.	Derived	System generated from PR604/612	N	N
THIS RFQ IS A SMALL BUSINESS SET-ASIDE	This check box indicates if the RFQ is reserved for small businesses.	Optional	Entered by user	N	N
THIS RFQ IS AN 8(A) SET-ASIDE	This check box indicates if the RFQ is reserved for handicap or other disabled business owners.	Optional	Entered by user	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
RFQ NUMBER	This field contains the request for quotation system generated number. This field holds 20 digits.	Derived	System generated	N	N
REQ. ITEM #	This field lists the number of the line items appearing on the RFQ.	Derived	System generated	N	N
EDI	This check box indicates whether the RFQ is posted manually or electronically. (Currently, this feature is not operational).	Optional	Entered by user	N	N
HEADER	This check box is protected and will contain an " X" only if the user has clicked the Update Icon pushbutton and entered a header.	Optional	Entered by user	N	N
FOB DESTINATION	This check box indicates that the freight will be paid for on delivery.	Optional	Entered by user	N	N
WOMEN-OWNED	This field is used on PR612.	N/A	N/A	N/A	N/A
8(A) BUSINESS	This field is used on PR612.	N/A	N/A	N/A	N/A
SMALL BUSINESS	This field is used on PR612.	N/A	N/A	N/A	N/A
CLOSING DATE	<p>This field displays the last date an RFQ is open for bids. After the selected date, the buyer may flag a vendor for award.</p> <p>Note: This date defaults to 10 days after the current date, but can may be modified to either a later or earlier date. The required format for the field is DD-MON-YYYY, e.g., 31-MAY-1999.</p>	Derived	System generated	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
DATE ISSUED	This field contains the date that the RFQ was issued. It is system generated after the user clicks the issue icon pushbutton. The required format for the field is DD-MON-YYYY, e.g., 31-MAY-1998.	Derived	System generated	N	N
VENDOR NAME	This field is used on PR612.	N/A	N/A	N/A	N/A
STREET ADDRESS	This field is used on PR612.	N/A	N/A	N/A	N/A
CITY	This field is used on PR612.	N/A	N/A	N/A	N/A
STATE	This field is used on PR612.	N/A	N/A	N/A	N/A
ZIP CODE	This field is used on PR612.	N/A	N/A	N/A	N/A
COUNTRY	This field is used on PR612.	N/A	N/A	N/A	N/A
PHONE	This field is used on PR612.	N/A	N/A	N/A	N/A
ISSUED BY	This field contains the contracting office code and address of the buyer that issued the RFQ.	Derived	System generated from FM030	N	Block 6a on SF-18
FOR INFO. CALL:	This field contains the name and phone number of the buyer who issued the RFQ.	Derived	System generated from FM030	N	N
DESTINATION	This field lists the delivery location for the purchase requisition line items. It is system generated, but can be updated by using the MORE pushbutton.	Derived	System generated from FM030b	N	N
MORE	Selecting this pushbutton accesses the "Destination Window" pop-up screen. Note: This screen allows the user to view and change, as needed, the destination of the purchase request items.	Pushbutton	N/A	N/A	N/A

PR605- Request for Quotation Destination Window

DESTINATION WINDOW				
Item No.	Supplies/ Services	Code	Address	City/State
1	test	AMS	201 PERRY PARKWAY SUITE 5	GAITHERSBURG M

PREV

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
DESTINATION WINDOW					
ITEM NO.	This field lists the number of the line item.	Derived	System generated from FM030	N	N
SUPPLIES/ SERVICES	This field lists the description of the line item good or service.	Derived	System generated from FM030	N	N
CODE	This field displays the receiving office code. Note: By double clicking in this field, the buyer can change the receiving office.	Derived	System generated from FM030	N	N
ADDRESS	This field contains the street address associated with the receiving office selected.	Derived	System generated from FM030	N	N
CITY/STATE	This field contains the city and state associated with the receiving office selected.	Derived	System generated from FM030	N	N
PREV	Selecting this pushbutton returns the user to previous screen.	Pushbutton	N/A	N/A	N/A

PR605-Request for Quotation - Cont'd

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
LINE NO.	This field contains the line item number.	Derived	System generated from FM030	N	N
DOC. NO.	This field displays the requisition number of the associated line item.	Derived	System generated from FM030	N	Block 4 on SF-18
REL NO.	This field displays the release number of the purchase request.	Derived	System generated from FM030	N	N
CHG NO.	This field displays the amendment number of the purchase request.	Derived	System generated from FM030	N	N
SUPPLIES/ SERVICES	This field contains the description of the line item's good or service.	Derived	System generated from FM030	N	Block 13 on SF-18
PSC CODE	This field contains the product service code.	Required. This field contains an LOV.	Entered by user	N	Block 13 on SF-18
DELIVER BY	This field contains the date by which the goods and services requested are required for delivery. This field defaults from FM030.	Derived	System generated from FM030	N	Block 7 on SF-18
QTY.	This field contains the amount of goods and services requested.	Derived	System generated from FM030	N	Block 13 on SF-18
UNIT	This field contains the unit of measure for the good or service requested.	Derived	System generated from FM030	N	Block 13 on SF-18
UNIT PRICE	This field is used on PR612.	N/A	N/A	N/A	N/A
AMOUNT	This field is used on PR612.	N/A	N/A	N/A	N/A
DISCOUNT FOR PROMPT PAYMENT					
10 CALENDAR DAYS (%)	This field is used on PR612.	N/A	N/A	N/A	N/A

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
20 CALENDAR DAY (%)	This field is used on PR612.	N/A	N/A	N/A	N/A
30 CALENDAR DAYS (%)	This field is used on PR612.	N/A	N/A	N/A	N/A