Sell2Wales

Supplier User Guide – Quick Quote

Table of Contents

What is Quick Quote?

Quick Quote is an online quotation facility which allows Buyers to obtain competitive quotes electronically for low value requirements. Details of the Quick Quote are created on the portal and distributed to a select list of suppliers. Quick Quotes are only distributed to the selected suppliers and are not made public on the portal.

If invited to quote you must complete the required details and submit your quotation using the secure Postbox (for more information on this please see the Postbox guide).

How do I get selected for a Quick Quote?

The best way to get selected for a Quick Quote is by completing your *Supplier Finder* profile. For more information on the *Supplier Finder* function please see the Supplier Finder User Guide.

Please ensure you are also registered against the relevant categories through your Alert Profile.

How do I access my Quick Quotes?

To get access your Quick Quotes please click on "Quick Quote" in your Supplier Control Panel.

This will take you to your **Supplier Quick Quote Control Panel**

The Supplier Quick Quote Control Panel lists:

New Quick Quote Invitations All new Quick Quotes you have been invited to.
Current Quick Quotes Quick Quotes you have accepted to quote for and where the response deadline has yet to pass.
Declined Quick Quotes Quick Quotes you have declined to quote for.
Expired Quick Quotes Quick Quotes that have passed their submission deadline.

How do I know I've been invited to Quote?

If you are selected to quote you will receive an e-mail containing a link which takes you to your Quick Quote list page. This page details the requirement and asks you to accept or decline the invitation. The page can also be accessed through your "New Quick Quote Invitations" link in your Quick Quote Control Panel.

The Quick Quote view page provides you with access to any supporting documents uploaded and access to the Questions and Answers function if applicable. These are found at the bottom of the page under "Further Instructions".

Having read through details of the requirement you should then be in a position to accept or decline the invitation to quote.

How do I Accept or Decline a Quick Quote?

You will see the 'Accept' and 'Decline' options at the top of the Quick Quote details page which is accessed through the relevant link in your Supplier Quick Quote Control panel.

Quick Quote details page

If you decline the invitation to quote you will be asked to provide a reason which will be made available to the buyer who invited you.

Note: If you want a colleague to respond to a Quick Quote that you have been invited to you should contact the Authority to ask them to send an invite to your colleague's registration.

How do I submit my response to a Quick Quote?

Quick Quote utilises the Sell2Wales electronic postbox function. To create your post box response you must accept the invitation to quote and then click on the "Go to Postbox" button. For further information on the postbox please see the relevant Supplier Postbox Guide.

Quick Quote details page

How do I know the outcome of a Quick Quote?

Once the deadline has passed and the responses have been assessed by the buyer an e-mail will be dispatched informing if you have been successful or not.

For any other Queries

The Sell2Wales helpdesk is available Monday to Friday, 9am-5pm to assist with any queries and can be contacted on 0844 561 0672 or help@sell2wales.gov.uk