

Quick Quote is an online quotation facility which allows Contracting Authorities to obtain competitive quotes electronically for low value requirements. Details of the Quick Quote are created online through the notice creation wizard and distributed to a select list of suppliers. There are a number of ways in which to filter and select the suppliers that you want to invite to quote. Quick quotes are only distributed to the selected suppliers and are not made public on the portal.

The selected suppliers can then complete the required details and submit their quotation using the secure tender Postbox (for more information on this please see the Tender Postbox Guide).

## Quick Quote Access Levels


In order that Contracting Authority users can create and distribute Quick Quotes they must be allocated the relevant access levels:

*Quick Quote Editor* – Allows a user to create and edit a Quick Quote before it is distributed and be selected to open the Quick Quote Postbox.

*Quick Quote Publisher* – Allows a user to distribute a Quick Quote to selected suppliers, add additional information to a distributed Quick Quote and be selected to open the Quick Quote Postbox.

Ideally any user responsible for dealing with Quick Quotes should be allocated both access levels. This can be done by a user with *Controller* access by selecting 'Purchasers > Organisations Details > Your Buyers Profile' from the left-hand menu and selecting to amend user registration.

## Your Quick Quote Workspace

Your Quick Quote workspace page stores all your published and unpublished Quick Quotes. It is accessible from the left hand menu by selecting 'Purchasers>Quick Quote' or by clicking the 'Quick Quote' link from your Authority Homepage. Your unpublished and published Quick Quote notices are also found in the relevant Notice Workspace and are denoted by a Green Arrow symbol: 


### Quick Quote Workspace


#### Quick Quote

Quick quote is an online quotation facility which allows purchasing authorities to obtain competitive quotes electronically for low value requirements. Details of the quick quote are created online and sent to a selected list of suppliers, who can then complete the required details and submit their quotation using the secure tender postbox.




Quick quotes are only distributed to the selected suppliers and are not made public on the portal.

[Create A Quick Quote](#)

Quick Quotes also appear in your Notice Workspace denoted by the  icon.



For further information on the Quick Quote, please see the user guide: [Quick Quote](#) 

#### Published Quick Quote Notices

2 records found.  Page 1 of 1		
Title	Deadline	Published
 <a href="#">Laundry Services</a>	18/06/2009	11/06/2009
 <a href="#">Painting and Decorating Work</a>	17/06/2009	11/06/2009

[Top ^](#)

#### Unpublished Quick Quote Notices

1 records found.  Page 1 of 1		
Title	Created	Status
 <a href="#">Provision of Printer Paper</a>	12/06/2009	Not Released

## How to Create a Quick Quote

From your Quick Quote workspace page select the link "Create A Quick Quote".

### Create Quick Quote - Stage 1

Enter the title of your Quick Quote and click "Next". The title will appear in your notice workspace and on the communication sent to the suppliers that you select to quote.

### Create Quick Quote - Stage 1

Welcome to the quick quote creation wizard. The wizard will guide you through the process of creating a quick quote. Please enter your own working title for this document.

Title \_\_\_\_\_

Working Title:

### Create Quick Quote - Stage 2

Please select the nature of the contract (Services, Supply or Works) by clicking the appropriate link.

### Create Quick Quote - Stage 3

Check that the title and nature are correct and then click "confirm". If you require to change either one click "Back". Once you click "Confirm" the Quick Quote will be saved in your Quick Quote and Notice Workspaces.

### Create Quick Quote - Stage 3

Please confirm that you wish to add this quick quote to your list. You will then be asked a series of questions which will enable the full notice to be generated and published.

Stage 3 - Confirmation \_\_\_\_\_

Working Title: Provision of Printer Paper

Nature: Supply Contract

Once you have clicked "Confirm" you will be taken to the question list where you can work through each question by using the Next button or by using the drop down menu "Jump To".

Your answer to each question is stored when the "Next" or "Save" buttons are clicked and you can stop at any point during the process and return later to complete all the questions.

The Quick Quote is made up of the following Questions:

**Purchasing authority details**

Details of your authority details, including a contact name and telephone number should be inserted here.

**Description of the contract requirements**

A free text box for you to describe the requirements of the quote.

**Quantity required**

An optional field where you can state the quantity required.

**Deadline for quotes**

The deadline for completed quotes to be submitted to the electronic post box. You must choose a date and a time by which the Postbox will close.

**Other Information**

A free text box for any supplementary information.

**Commodity Categories**

Select the commodity category(s) which relate to the requirement. The commodity categories selected here will generate the "matching suppliers" list at the Quick Quote distribution page. You can switch these categories off and search in other ways at the distribution stage should a supplier you are looking for not have picked the same categories.

**Additional Options**

You can use the Questions and Answers and Additional Documents function. Individual documents must not exceed 2Mb in size.

**Tender Postbox Opener**

Select the user(s) whom you want to open the tender Postbox to download the quotes. As the Quick Quotes are for low value requirements then the "Opener" access level is not required, anyone with "Quick Quote Editor" access can be selected to open the Postbox for a Quick Quote. (For more information on this function please see the Tender Postbox Guide)

Once you have answered all the relevant questions Quick Quote creation is complete and you have the option to preview it, distribute it or return to your notice workspace.

## How to Distribute a Quick Quote

When you are ready to distribute the Quick Quote you must click the “Distribute the Notice” link to start the distribution process:

### Quick Quote Creation Complete

### Quick Quote Creation Completed

Congratulations, you have completed the data entry for the following Quick Quote:

6347 - Provision of Printer Paper

**Note:** The quote will not be published until you release it for distribution.

You can now carry out the following actions:

- [Preview the notice.](#)
- [Distribute the notice.](#)
- [Return to your notice list and publish later.](#)

Alternatively, if you are returning to a Quick Quote from your unpublished notice list, you can click on the title of the notice and then the “distribute” button.

### Quick Quote Notice Status – Unpublished List

### Notice Status

**Notice Wizard Details**

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**Document ID:** 6347 [View the original text](#)

**Title:** Provision of Printer Paper

**Type of Document:** Quick Quote

**Type of Notice:** Quote

**Services/Supplies:** Supply Contract

**Procedure Type:** Open Procedure

**Is Accelerated:** No

**Document Source:** Wizard

**Status:** Not Released

**Created:** 12/06/2009 10:22 by Jane Brown

**Last Amended:** 15/06/2009 11:49 by Jane Brown

**Released:**

You will then be directed to the Quick Quote Distribution Page where you will select the suppliers that you want to invite to quote.

Clicking on the tab “Matching Suppliers” will show a list of all suppliers who have registered against the commodity category(s) selected during notice creation.

There is the option to further filter suppliers using any combination of the following criteria:

**Region** – should you wish to filter the suppliers to just those registered in a specific region, you can do so using the drop down menu entitled “Region:” Selecting one of these regions and then clicking “Search” will narrow down the matching suppliers to only that region.

**Postcode** – You can further filter the matching suppliers list by searching by postcode. The system will search for your criteria from the beginning of the postcode field in the supplier registration and will work when searching for partial postcodes.

**Company Name** – If you are looking for one company in particular you can do so by inserting a part or the whole of their company name in the Company Name Field.

**Turn Off Commodity Categories** – Some suppliers may be registered on the portal but not have selected the same commodity categories as were selected during notice creation. To turn off the commodity category and search for all suppliers matching other criteria tick the box at the top of the matching suppliers tab, put in your other criteria and click “search”. This is useful if you are looking for a particular supplier.

**Quick Quote Distributon Page**

### Distribute Quick Quote

This Page will allow you to distribute your quick quote to one or more suppliers. Below are details of the quote. To distribute the notice you must add suppliers to the distribution list and then *click* the **Distribute** button. *Clicking* the **Cancel** button will return you to the Notice Status Page.

**Quick Quote Details**

Title: Provision of Printer Paper

Type of Notice: Quote

Services/Supplies: Supply Contract

Deadline: 26/06/2009 12:00

### Distribution List

Distribution List
Matching Suppliers

To refine your search, please use the filters below and *click* the **Search** button.

**Note:** some suppliers may not have selected your chosen commodity category(s). To turn off this element of the search criteria, please *tick* this box.

Company Name:

Region:

Postcode: e.g EH4

Below is a list of all the suppliers that match the commodity codes specified in this Quick Quote. Select the suppliers you wish to add then *click* the **Add** button.

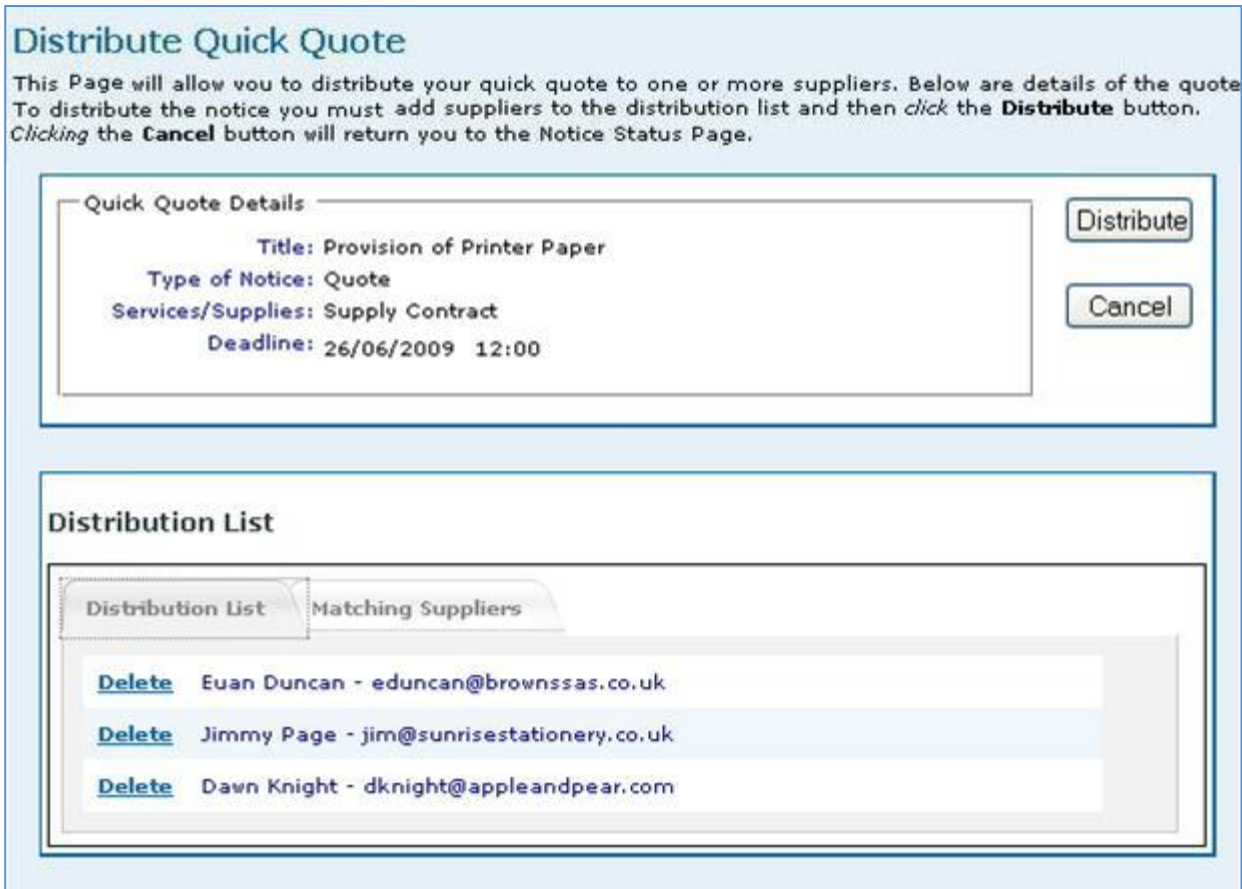
<input type="checkbox"/>	<b>River Don Stationery Products and Sundries</b> Kym Larsen - larsen.kym@riverdon.co.uk	<input type="button" value="Add"/>
<input type="checkbox"/>	<b>Sunrise Stationery</b> Jimmy Page - jim@sunrisestationery.co.uk	
<input type="checkbox"/>	<b>Snazzy Stationery Ltd</b> James Holland - james@snazzy.co.uk	
<input type="checkbox"/>	<b>Fifth Dimension Stationery Products</b> Louise Wardrobe - wardrobe@fifthdimensionstationery.com	
<input type="checkbox"/>	<b>Apple and Pear Paper Products</b> Dawn Knight - dknight@appleandpear.com	
<input type="checkbox"/>	<b>Prints and Stationeries.com</b> Annabell Lee Sea - annabell.sea@printsandstationeries.com	
<input type="checkbox"/>	<b>Browns Sundries and Stationery</b> Euan Duncan - eduncan@brownssas.co.uk	
<input type="checkbox"/>	<b>Elite Stationery Ink</b> Barbara McCartney - b.mccartney@elitestationery.co.uk	

You can perform as many searches as required, adding suppliers to the distribution list and then performing a new search.

To add suppliers that you want to invite to quote to the distribution list you tick the box to the left hand side of the supplier name and click "Add". You can add multiple suppliers at one time.

Each supplier you add is listed in the distribution list tab. If you wish to remove someone from the distribution list you can click "delete" next to their name.

### Quick Quote Distributon List Tab



**Distribute Quick Quote**

This Page will allow you to distribute your quick quote to one or more suppliers. Below are details of the quote  
To distribute the notice you must add suppliers to the distribution list and then *click* the **Distribute** button.  
Clicking the **Cancel** button will return you to the Notice Status Page.

**Quick Quote Details**

Title: Provision of Printer Paper  
Type of Notice: Quote  
Services/Supplies: Supply Contract  
Deadline: 26/06/2009 12:00

**Distribution List**

**Distribution List** Matching Suppliers

[Delete](#) Euan Duncan - eduncan@brownssas.co.uk  
[Delete](#) Jimmy Page - jim@sunrisestationery.co.uk  
[Delete](#) Dawn Knight - dknight@appleandpear.com

Once you are happy with your distribution list click "Distribute".

**Please note that once the Quick Quote has been distributed you cannot add more suppliers to it.**

Clicking "Distribute" will send an e-mail to all suppliers on the list informing them of the request for quotation and asking them to log into the site to accept or decline the invitation. You will also receive an e-mail confirming that your Quick Quote has been distributed.

The e-mail address in the "from" field of this e-mail is marked as your own so any direct responses to the e-mail will be sent to your registered e-mail address.

## Administering a Distributed Quick Quote

Once the Quick Quote has been distributed the distribution list cannot be amended.

If required any user with *Quick Quote Publisher* access can:

- Cancel the Quick Quote by clicking 'Cancel' next to "Deadline". This will inform all those on the distribution list that it has been cancelled.
- Change the deadline for responses by clicking 'Change' next to "Deadline". This will inform all those on the distribution list that the deadline has been changed and will reset the deadline of the electronic postbox.
- Add additional information or documents. The additional information/documents will be e-mailed to the distribution list.
- Answer/discard Questions asked through the Q&A system.

### Quick Quote Status Page

#### Published Details

ID: MAR002689 [View the published document](#)

Title: Provision of Microbiology Blood Culture

Published: 25/03/2010 10:36 by Duncan Dallas

Type of Notice: Quote

Embargoed: -

Application Deadline: -

Deadline: 31/03/2010 at 12:00 [Change](#) | [Cancel](#)

Archived Date: -

Visible On Site: No

#### Additional Notice Options

Listed below are the additional options available for this notice.

Distribution List: 5 supplier(s)	<a href="#">View Distribution List</a>
Additional Information: 0 update(s)	<a href="#">View/Change List of Additional Information</a>
Additional Documents: 1 document(s)	<a href="#">View/Change Additional Document List</a>
Question and Answers: 1 question(s)	<a href="#">View Questions and Answers</a>
Postbox: 0 response(s)	<a href="#">View Submission Postbox</a>

## How to Deal with Quick Quote Responses

You can monitor supplier responses from your Quick Quote or Notice Workspace by clicking on the title of the Quick Quote and then “Distribution List”.

### Quick Quote Distribution List

#### Quick Quote Supplier Status

Below is a list of the suppliers invited to quote. The list shows each supplier and the status of the supplier confirmation.

On receiving the Quick Quote each supplier was asked to accept or decline the request to quote, their responses are listed under Confirmation Status.

[Download as Excel](#) | [Download as CSV](#)

Id	Supplier	Company Name	Confirmation Status
285	Euan Duncan	Browns Sundries and Stationery	Confirmed
287	Jimmy Page	Sunrise Stationery	Declined
286	Dawn Knight	Apple and Pear Paper Products	No Response

The example above shows that one supplier has confirmed that they intend to quote, one has declined the invitation and another has not yet responded to the Quick Quote e-mail. The Confirmation Status function is designed to help you monitor that all suppliers have received the invite and how many intend to quote. Should a supplier decline or not respond this will not affect their ability to submit a quote. The Quick Quote will still be listed in their Supplier Interest List.

As with a regular contract notice you can add further information to the quote, change the deadline for responses or cancel the Quick Quote through the Quick Quote or Notice Workspace.

If selected, Questions and Answers are dealt with in the same way as with a contract notice.

The tender postbox works in the same way as with a contract notice. Once you have analysed the quotes and made a decision on the winning supplier you must contact the suppliers out with the portal.

Should any suppliers get in touch with the authority regarding the Quick Quote functions there is a user guide for suppliers under the menu: Help>User Guides.

The West Berkshire procurement portal support desk is available Monday to Friday, 9am – 5pm to assist with any queries and can be contacted on 0844 561 0674 or [support@mytenders.org](mailto:support@mytenders.org).