
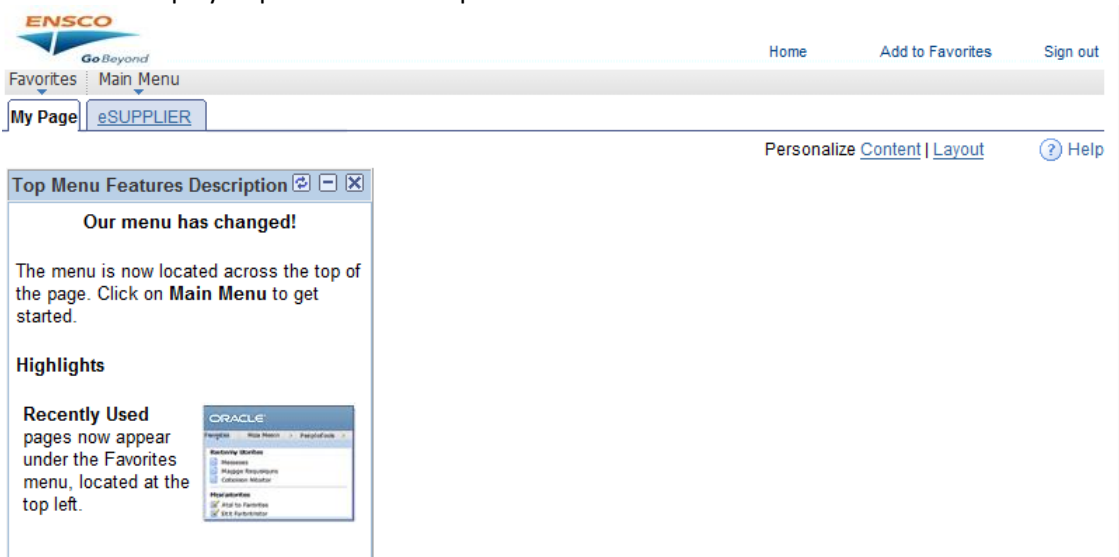
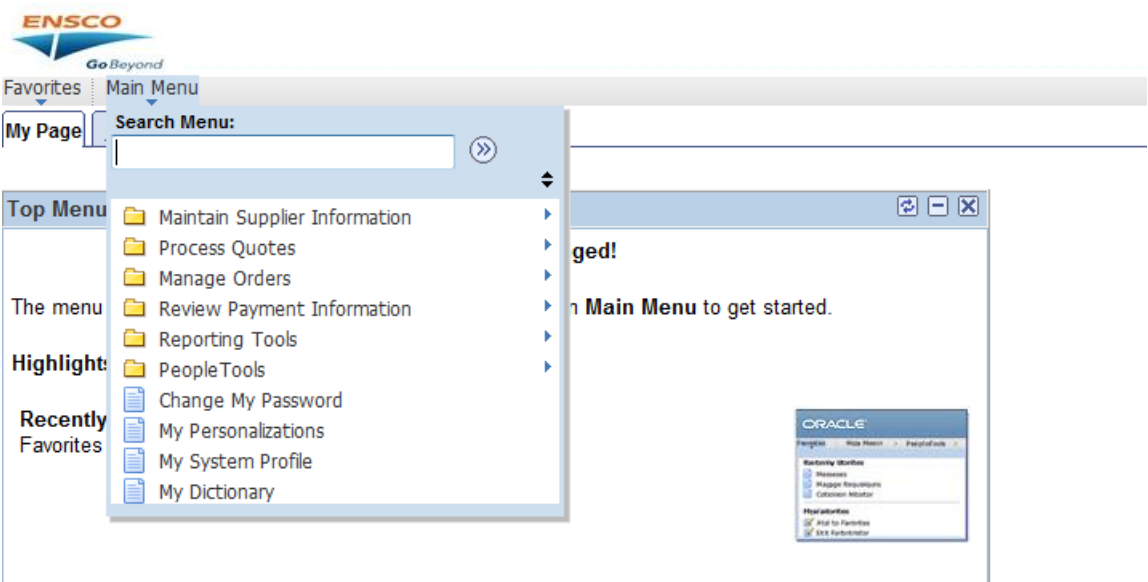
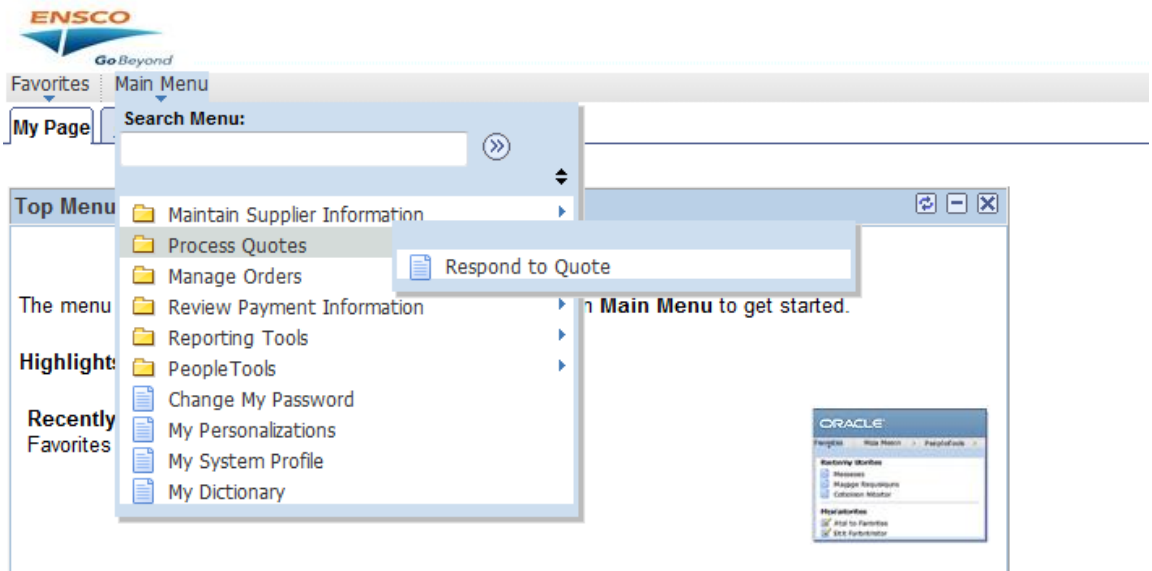


e-Supplier – Request for Quotation Response

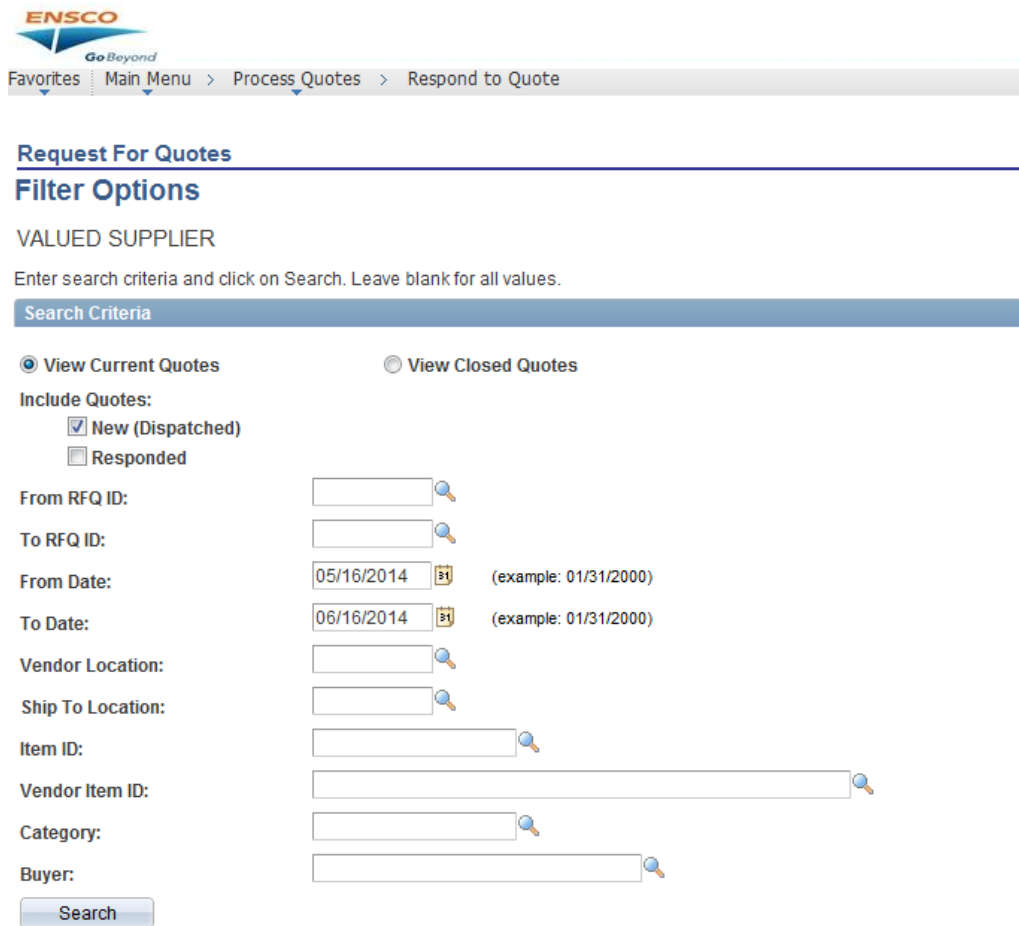
Note – PeopleSoft will email a link to the sign in page and a copy of the Request for Quote in PDF Format for each transaction.

1.	Enter the desired information into the User ID field. Enter a valid value e.g. “35461johndoe”.
2.	Enter the desired information into the Password field. Enter a valid value e.g. “123456”.
3.	<p>Click Sign In</p> 
4.	<p>Screen will display as per Screen Set-Up Instructions</p> 
5.	<p>Click the Main Menu tab</p> 

6. Click Process Quotes and then click Respond to Quote.



Now the Request for quotes filter page will show:



7.

Here you can enter the RFQ ID if you have it, or search using the dates. You can also input who the buyer is for a more accurate search.



Favorites Main Menu > Process Quotes > Respond to Quote

Request For Quotes

Filter Options

VALUED SUPPLIER

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

View Current Quotes

View Closed Quotes

Include Quotes:

New (Dispatched)

Responded

From RFQ ID:

To RFQ ID:

From Date:

(example: 01/31/2000)

To Date:

(example: 01/31/2000)

Vendor Location:

Ship To Location:

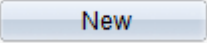
Item ID:

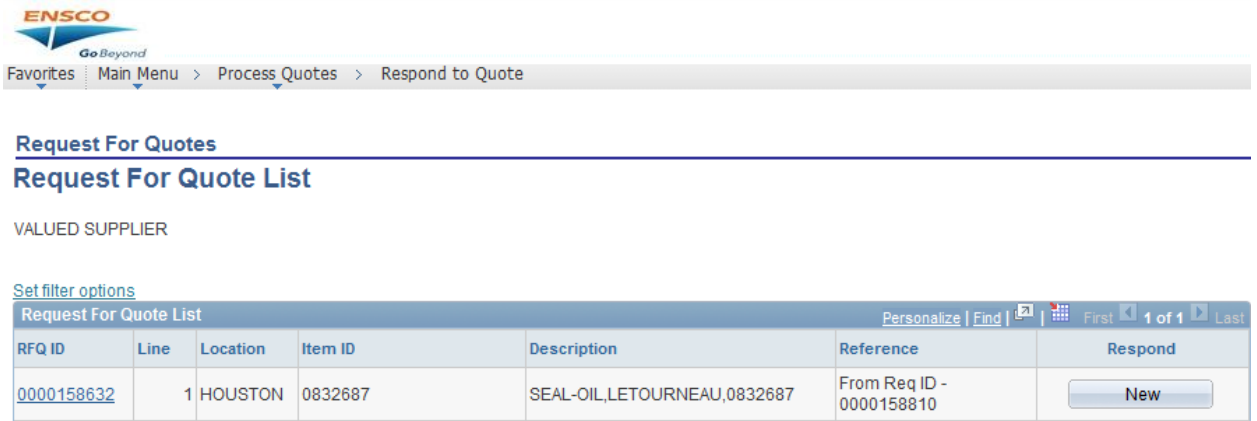
Vendor Item ID:

Category:

Buyer:

8.

Here you will see all the quotes you have received. You are going to click on the  tab for any of the RFQ's you have not responded to.



Request For Quotes
Request For Quote List

VALUED SUPPLIER

Set filter options

RFQ ID	Line	Location	Item ID	Description	Reference	Respond
0000158632	1	HOUSTON	0832687	SEAL-OIL,LETOURNEAU,0832687	From Req ID - 0000158810	<input type="button" value="New"/>

9.

Here you must input **Price** (change the currency if required) and **Lead Time**


Item ID: 0832687 Vendor Item ID:

Description: SEAL-OIL,LETOURNEAU,0832687

Quantity: *Unit of Measure: Each


Price: Currency Code: Dollar


Minimum Quantity:

Schedule Date: 

Freight Terms Code: CARRIAGE PAID TO Lead Time Days:

Ship Via Code: BEST WAY Ship To Location: [ENSCO 68](#)

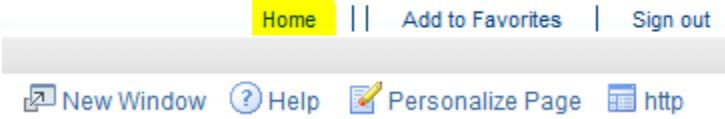
Manufacturer Name: 

Model Number: 

Vendor's Catalog:

<p>10.</p>	<p>Select Send Email Hyperlink at the bottom of the page. If there is only 1 item on the RFQ. If there are additional lines go to step 8 and 9 again, until all the items have been priced before sending an email.</p> <p>Add any comments to the body of the email.</p> <p>Email Message</p> <p>TO: <input type="text" value="buyer@enscoplc.com"/></p> <p>CC: <input type="text"/></p> <p>BCC: <input type="text"/></p> <p>Email Subject: <input type="text" value="RFQ Response 0000158632"/></p> <p>Message: <input c="" erp="" fstst="" https:="" psfsnp.ensco.ws:58900="" psp="" role_vendor.po_ssrfq_response.gbl?action='U&ViaEmail=Y&P1=SHARE&P2=0000035461&P3=0000158632"' supplier="" type="text" value="To view this RFQ Response, visit:

https://psfsnp.ensco.ws:58900/psp/fstst/SUPPLIER/ERP/c/ROLE_VENDOR.PO_SSRFQ_RESPONSE.GBL?Action=U&ViaEmail=Y&P1=SHARE&P2=0000035461&P3=0000158632 or click on the link below if you are an internal PeopleSoft user."/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>
<p>11.</p>	<p>Once you have check to ensure everything is correct, select the <input type="button" value="Submit"/> button.</p>
<p>12.</p>	<p>Note – Warning Message will appear to ensure you are ready to submit the quote.</p> <p><u>Request For Quotes</u></p> <p>Submit Confirmation</p> <p>? Are you sure you want to submit the response?</p> <p><input type="button" value="Yes - Submit"/> <input type="button" value="No - Do Not Submit"/></p>
<p>13.</p>	<p>Select the Yes – Submit Button if RFQ is complete</p> <p><input type="button" value="Yes - Submit"/></p>

14.	Select Home. 
15.	End of Procedure you have successfully responded to a quote.