

OPEN MARKET PURCHASE ORDER

Overview

This document will provide you step by step instruction on how to submit a quote for a mini-RFP. If you need further assistance please contact the single point of contact for the solicitation.

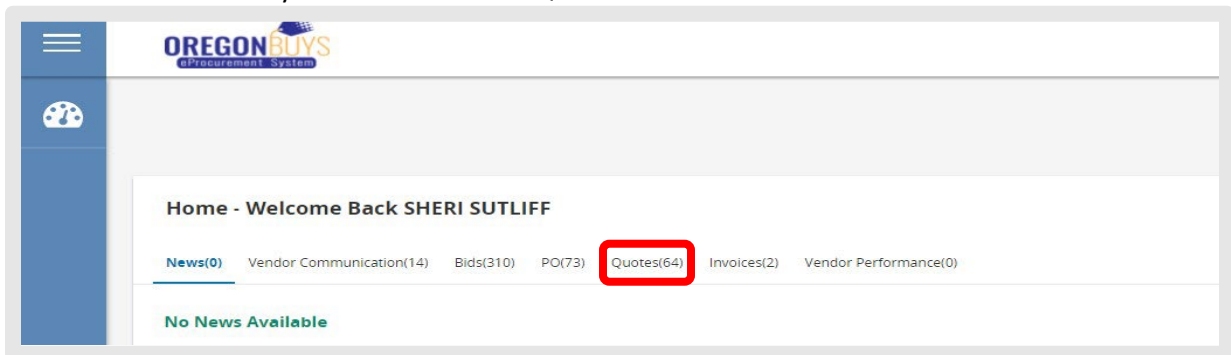
When would I use this guidance document?

Typical types:

- Mini-RFP
- 3 Quote Process
- Request for Bid
- Request for Quote

How to Open, View, and Submit a Quote for an Active Informal Quote

1. From the Dashboard you will click on the “Quote Tab”



2. Under this tab you will be on the Informal Tab. Under Active Informal Quotes, you will see a list of Active Informal Quotes that are open for bidding.
3. To view and respond to the informal quote you will click on “Create”
4. On this screen you can also view and update your proposal, quote, or bid by clicking on “View/Update”



5. Once you have clicked on “Create” this will take you to the Informal Quote Requisition page.
6. On this page, you can click on the attachments under the Requisition Attachments, next to the Agency Files and download the attachment.

Informal Quote - Requisition

Header Information

Requisition Number REQ-73000-00002407 **Description** Mini Sol project name
Buyer Melissa Lovejoy
 Phone: (111)111-1111
 Melissa.e.lovejoy@odot.state.or.us
Ship To ODOT Procurement Office **Bill To** ODOT Procurement Office
 3930 Fairview Industrial Dr. SE 3930 Fairview Industrial Dr. SE
 Salem, OR 97302 Salem, OR 97302

Requisition Attachments

Agency Files: [Mini Solicitation-2.docx](#)
Agency Forms:
Vendor Files:
Vendor Forms:

7. Scroll to the bottom of the page. Under the "Item Information" this where you will enter the pricing if required. **If pricing is not required, do not enter any information in this section.**

Item Information

Sort by Column: Print Sequence Sort Descending

Req Item Info	Quantity	Unit	UOM	Tax Rate	Freight	Extended	Quote	No Bid
Item #: 1 Print Sequence: 1.0 (005 - 05) Please see attachment Quantity(UOM): 1.00(EA)	1.0		EA - Each		0.00	\$0.00	\$0.00	No Charge <input type="checkbox"/>

Please save your changes before sorting. Otherwise, your changes will be lost.

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8. Click "Save & Continue" Even if you did not enter any information on the page you will click save & continue. This will allow for the manage attachment button to appear.

Item Information

Sort by Column: Print Sequence Sort Descending

Req Item Info	Quantity	Unit Cost	UOM	Tax Rate	Freight	Extended Amount	Quote Total	No Bid
Item #: 1 Print Sequence: 1.0 (005 - 05) Please see attachment Quantity(UOM): 1.00(EA)	1.0	0.00	EA - Each		0.00	\$0.00	\$0.00	<input type="checkbox"/>
							\$0.00	\$0.00

Please save your changes before sorting. Otherwise, your changes will be lost.

- Click on **“Mange Attachment”**. This is where you will attach any documents that were requested in the solicitation, then click on **“Add File”**. Add any necessary attachments.

Informal Quote for Open Market Requisition REQ-73000-00002407

i Message from the OregonBuys Test Environment Marking an Item "Confidential" will ensure the document will not be displayed publicly within the OregonBuys system. Message Code: CANOT

Informal Quote Vendor File Attachments

No File Attachments

Informal Quote Vendor Form Attachments

No Form Attachments

Save & Exit Save & Continue **Add File** Add Form Exit

- After attaching the file, click on **“Save and Exit”**.

Informal Quote for Open Market Requisition REQ-73000-00002407

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Informal Quote Vendor File Attachments

No File Attachments

Informal Quote Vendor Form Attachments

No Form Attachments

Save & Exit Save & Continue Add File Add Form Exit

- You will check the box next to confidential. This will still allow the agency to view your documents. By making this document confidential this will make it so that public will not be able to view your documents.

Click **“Save and Exit”**.

Informal Quote for Open Market Requisition REQ-73000-00002407

i Message from the OregonBuys Test Environment Marking an Item "Confidential" will ensure the document will not be displayed publicly within the OregonBuys system. Message Code: CANOT

Informal Quote Vendor File Attachments

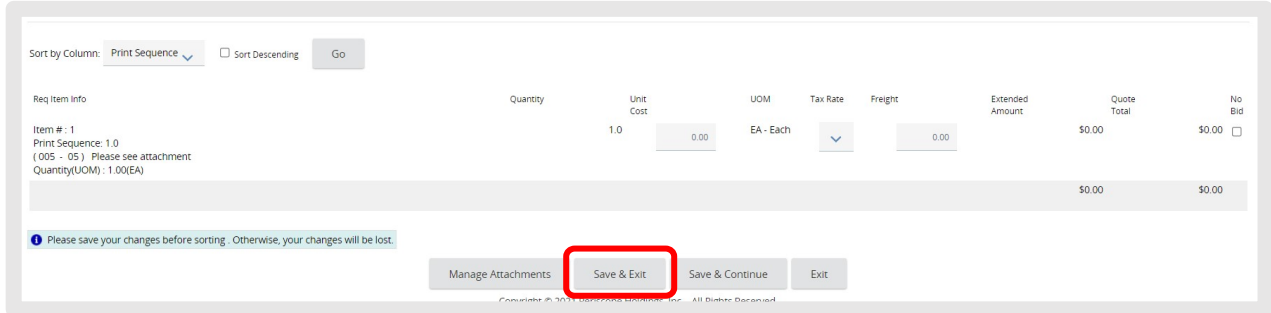
Name	Description	Confidential	Attached By	Attached Date	Delete
Vendor Quote-41.docx		<input checked="" type="checkbox"/>	BILLSGLASS	Jun 25, 2021	<input type="checkbox"/>

Informal Quote Vendor Form Attachments

No Form Attachments

Save & Exit Save & Continue Add File Add Form Exit

13. This will take you back to the Informal Quote Requisition Page. Scroll to the bottom and click “**Save & Exit**”.



Sort by Column: **Print Sequence** Sort Descending **Go**

Req Item Info	Quantity	Unit Cost	UOM	Tax Rate	Freight	Extended Amount	Quote Total	No Bid
Item #: 1 Print Sequence: 1.0 (005 - 05) Please see attachment Quantity(UOM): 1.00(EA)	1.0	0.00	EA - Each		0.00		\$0.00	\$0.00 <input type="checkbox"/>
							\$0.00	\$0.00

Please save your changes before sorting. Otherwise, your changes will be lost.

[Manage Attachments](#)
[Save & Exit](#)
[Save & Continue](#)
[Exit](#)

14. Your proposal, quote, or bid has now been submitted.

15. To view or update your proposal, quote, or bid you can click on the “**View/Update**” from the Active Informal Quote page.

Active Informal Quote List

Req Number	Organization	Description	Estimated Total	Bid Ending Date	Informal Quote
REQ-73000-00002465	Department of Transportation	TEST- Mini Solicitation	Unknown	Jul 14, 2021 12:00:00 AM	View/Update
REQ-73000-00002407	Department of Transportation	Mini Sol project name	Unknown	Jun 26, 2021 9:30:00 AM	View/Update

[Exit](#)