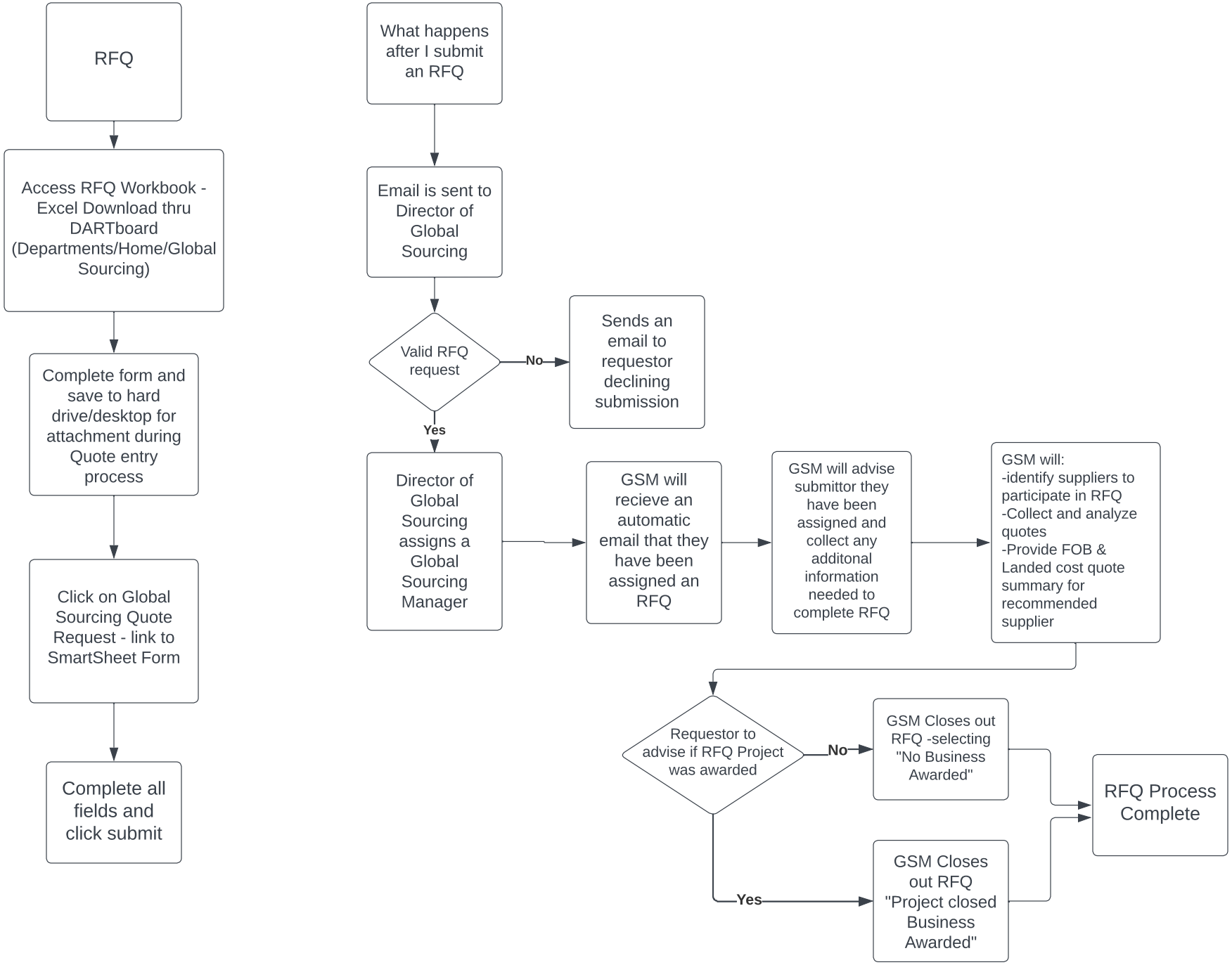
RFQ
Access RFQ Workbook - Excel Download thru DARTboard (Departments/Home/Global Sourcing)
Complete form and save to hard drive/desktop for attachment during Quote entry process
Click on Global Sourcing Quote Request - link to SmartSheet Form
Complete all fields and click submit
What happens after I submit an RFQ
Email is sent to Director of Global Sourcing
Valid RFQ request
No
Sends an email to requestor declining submission
Yes
Director of Global Sourcing assigns a Global Sourcing Manager
GSM will recieve an automatic email that they have been assigned an RFQ
GSM will advise submittor they have been assigned and collect any additonal information needed to complete RFQ
GSM will:
-identify suppliers to participate in RFQ
-Collect and analyze quotes
-Provide FOB & Landed cost quote summary for recommended supplier
Requestor to advise if RFQ Project was awarded
No
GSM Closes out RFQ -selecting "No Business Awarded"
Yes
GSM Closes out RFQ "Project closed Business Awarded"
RFQ Process Complete