

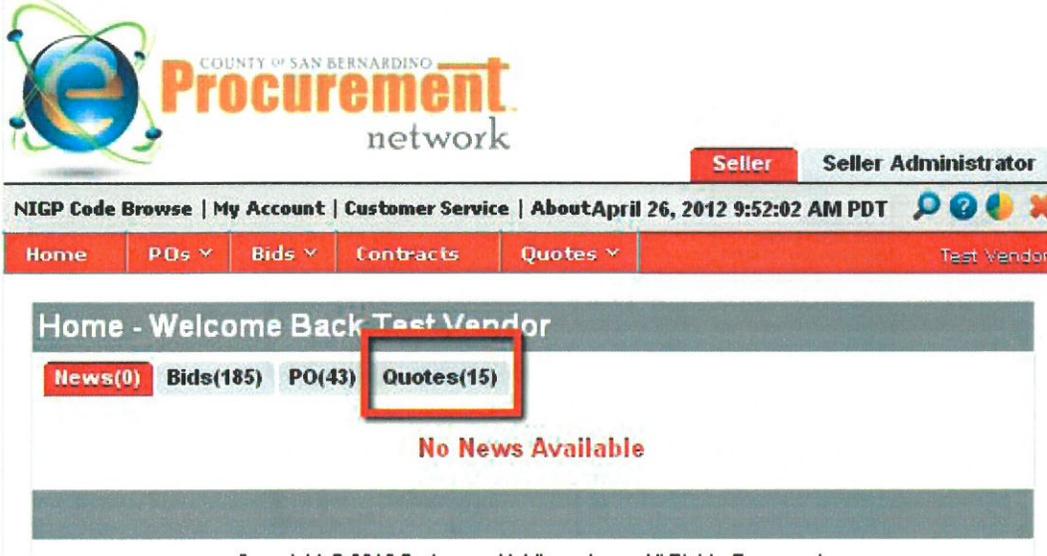
# Informal Quote Response Quick Reference Guide

Help Desk: (855) 800-5046

An informal quote is a simple price quote – an electronic version of the phone quote. Vendors may respond by adding a price for the items listed, but cannot provide any additional narrative input or attach documents.

## Accessing Informal Quote requests

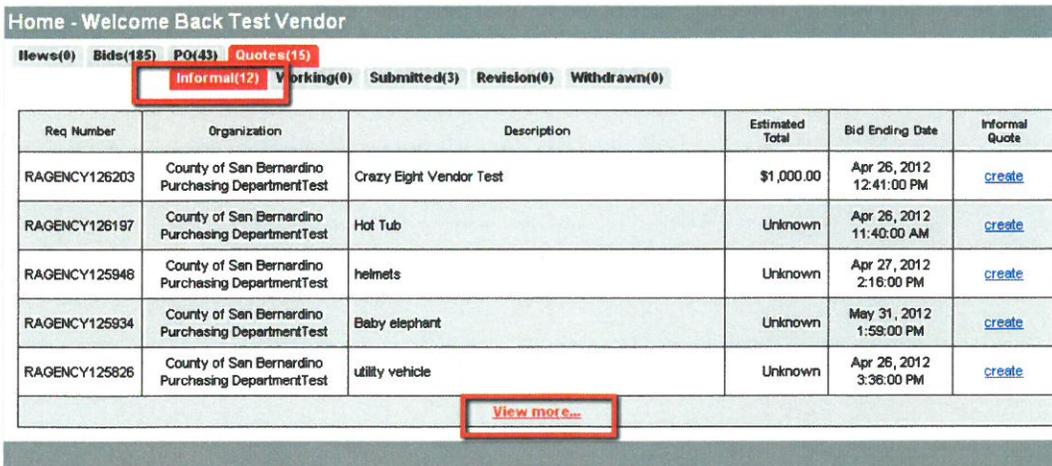
You may receive an email inviting you to provide an informal quote, or you may view the list of all available informal quote requests once you have logged into ePro and clicked on your Seller role. Click on the Quotes tab to access all the different sorts of quotes.



Under the Quotes tab, there are 5 sub-tabs. The left-most is the Informal tab. Next to it is a number in parentheses telling you how many informal quote requests are visible behind that tab. The other tabs – Working, Submitted, Revision, and Withdrawn all refer to quotes in the formal solicitation process, and have no bearing on Informal Quotes.

Choose the informal quote tab, and a list of the most recent 5 available informal quotes will be displayed. If there are more than 5 available, then a link is provided to 'View More'

The Bid Ending Date shown is the deadline to submit an informal quote for a given requisition. After the Bid Ending Date and Time, the informal quote will no longer display and you will not be able to submit a quote. Time is the server time shown at the top of the screen just under the Seller and Seller Administrator tabs.



The screenshot shows the eProcurement network interface with the 'Quotes(15)' sub-tab 'Informal(12)' highlighted. Below the sub-tabs, a table displays a list of informal quotes. The table has columns for Req Number, Organization, Description, Estimated Total, Bid Ending Date, and Informal Quote. Below the table, there is a 'View more...' link highlighted with a red box.

Req Number	Organization	Description	Estimated Total	Bid Ending Date	Informal Quote
RAGENCY126203	County of San Bernardino Purchasing DepartmentTest	Crazy Eight Vendor Test	\$1,000.00	Apr 26, 2012 12:41:00 PM	<a href="#">create</a>
RAGENCY126197	County of San Bernardino Purchasing DepartmentTest	Hot Tub	Unknown	Apr 26, 2012 11:40:00 AM	<a href="#">create</a>
RAGENCY125946	County of San Bernardino Purchasing DepartmentTest	helmets	Unknown	Apr 27, 2012 2:16:00 PM	<a href="#">create</a>
RAGENCY125934	County of San Bernardino Purchasing DepartmentTest	Baby elephant	Unknown	May 31, 2012 1:59:00 PM	<a href="#">create</a>
RAGENCY125826	County of San Bernardino Purchasing DepartmentTest	utility vehicle	Unknown	Apr 26, 2012 3:36:00 PM	<a href="#">create</a>

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# Informal Quote Response

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### Creating the Informal Quote

To create an informal quote response to one of the Requisitions listed, click the blue 'create' link in the Informal quote column.

You will see a brief description of the Requisition information, along with any attachments the requestor has added to further document the purchase. Download the attachments by clicking on each link, and view them to assist you in creating your quote.

**Informal Quote - Requisition**

**Header Information**

<b>Requisition Number</b>	RAGENCY126203	<b>Description</b>	Crazy Eight Vendor Test
<b>Buyer</b>	Laurie Rozko Phone: (909)555-1212 test@periscopeholdings.com		
<b>Ship To</b>	Administration 777 E. Rialto Avenue San Bernardino, CA 92415	<b>Bill To</b>	Administration 777 E. Rialto Avenue San Bernardino, CA 92415

**Attachments**

[Non-Competitive Board Agenda Item Checklist.pdf](#) , 
 [Non-Competitive Purchase Template.pdf](#) , 
 [Unbudgeted Fixed Asset Template.PDF](#) , 
 [FM Supplies 2 , Contract Transaction Charge \(CTC\).pdf](#)

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 ( 080 - 78 ) Eight balls Quantity(UOM) : 100.00(EA) Unit Cost: \$10.00	100.0	10.00	EA - Each	<input type="text" value=""/>	0.00	\$1000.00	No Charge	<input type="checkbox"/>
						\$1000.00	\$0.00	

Next to each item on the requisition is a place for you to input your unit cost. At the far right there is an option for you to designate 'No Bid' for a particular item if you wish to respond, but not bid for that particular item.

Make your desired entries, then click either Save & Exit – to return to the list of informal quotes, or Save & Continue to remain on this page and make additional changes, or Exit to leave this page without making any changes.

Once you click either Save choice, your price quote will be communicated to the purchaser on the requisition and your Informal quote has been submitted.