

Fairmarkit Quick Quotes

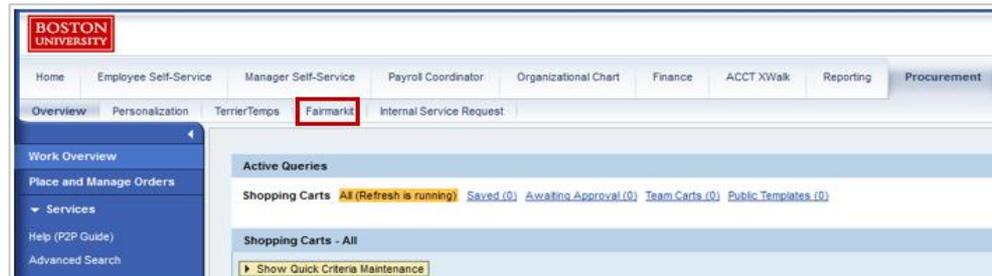


Sourcing & Procurement

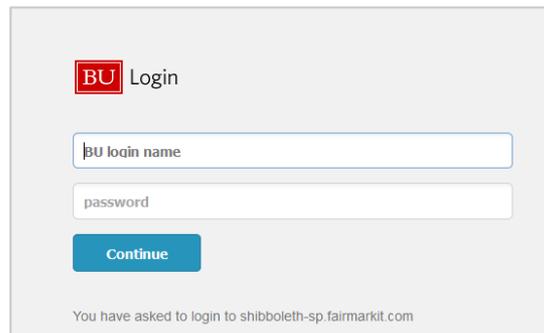
Access Fairmarkit Quick Quotes

In the BUworks Procurement Tab:

→ Click **Fairmarkit** to launch Quick Quotes



→ Log-in with Kerberos password

A login form titled 'BU Login'. It features a 'BU' logo followed by the text 'Login'. Below the title are two input fields: the first is labeled 'BU login name' and the second is labeled 'password'. A blue 'Continue' button is positioned below the password field. At the bottom of the form, a small line of text reads: 'You have asked to login to shibboleth-sp.fairmarkit.com'.

Request For Quotes (RFQ)

Create a new Quick Quote request:

→ Click **Request Quotes**

The screenshot shows the Fairmarkit + Boston University interface for Request for Quotes (RFQ). The sidebar on the left has 'Add Request for Quotes' highlighted in red. The main content area has a search bar and a 'REQUEST QUOTES' button highlighted in red. Below the search bar are filters for ALL (3), DRAFTS (0), OPENED (0), CLOSED (0), AWARDED (3), and CANCELED (0). A table with columns for Title, Lowest BID, Price Risk, Created Date, Opened Date, Closed Date, Sent, and Received is shown, with 'No data' displayed below it.

- **Drafts** = Bids started but not sent out for quote requests
- **Opened** = Bids that you have sent out for a quote request
- **Closed** = Bid requests whose window has now closed; Bid no longer accepted from vendors
- **Awarded** = Closed bids where you have awarded the winning vendor
- **Canceled** = Requests you have canceled

Add a Request For Quotes (RFQ)

The screenshot shows the 'Add Request for Quotes (RFQ)' form in the Fairmarkit + Boston University system. The form is divided into several sections:

- Header:** 'fairmarkit + BOSTON UNIVERSITY' logo and navigation menu on the left.
- Form Fields:**
 - Close date:** 9/7/2018
 - Close time:** 12:00 PM
 - Preferred Delivery Date:** (Optional)
 - Urgent request:** (checkbox)
 - Shipping address:** Charles River Campus 02215
- Request items:** A table with columns for Manufacturer, MFG Part #, Description, UOM (set to 'each'), and Quantity. An 'ADD ITEM' button is present.
- Vendors invitation:** A search bar for vendor or group, followed by a list of pinned groups: Athletic Supplies, Audio Visual, Facilities, Furniture, Industrial Supplies, Information Technology, Lab Supplies, Office Supplies, and Printing Supplies.
- Vendor Selection:** Radio buttons for ALL (selected), INTERNAL, and EXTERNAL. Below is a table with columns for Name, State, City, Contact name, and Email. The table is currently empty with the text 'No vendors added'.
- Notes to vendor:** A text area for adding notes.
- Files:** An 'ADD FILES...' button.
- Buttons:** 'SAVE AND SEND' and 'SAVE DRAFT' buttons.
- Footer:** 'Please complete to send: Title Description Quantity Vendors invitation'.

Bid Window & Shipping

Add Request for Quotes (RFQ)

Title _____

Close date 9/7/2018  Close time 12:00 PM  Preferred Delivery Date _____  Urgent request

Shipping address
Charles River Campus 02215 

Optional

- **Title:** Name the RFQ. Pick a title you can easily identify in email notifications (e.g., 6 FT Metal Ladders)
- **Close Date:** Select the time and date when you will no longer accept vendor quotes (suppliers are automatically given 48 hours to submit quotes)
- **Preferred Delivery Date** (optional): Select the Preferred Delivery Date (i.e., when you will need the products)
- **Shipping Address:** Your campus (Charles River or Medical) will be set by default*

Please Note: The tool does NOT generate purchase orders, it is used to collect multiple competitive quotes for products. Quotes received from the tool must be purchased from the vendor via the creation of a shopping cart and purchase order.

*The exact shipping address will be entered in the BUworks shopping cart after the quotes are collected and awarded.

Requested Items

Request items

Manufacturer	MFG Part #	Description	UOM	Quantity	
<small>Optional</small>	<small>Optional</small>		each		

[ADD ITEM](#)

- **Manufacturer:** Enter manufacturer name to search for vendors by manufacturer
- **MFG Part #:** Enter product part number (if available)
- **Description:** Enter a description of the product (e.g., 6 Foot Aluminum Ladder)
- **UOM (Unit of Measure):** Enter the unit of measure (e.g., each, liters, gallons)
- **Quantity:** Enter the desired number of items you would like included in the quote
- **Add Item:** Multiple items can be added to a single quote request

Note: Entering the part number, manufacturer, or product description will auto-generate a list of participating vendors based on past purchase history.

Tip: If you know the manufacturer or part number, this will help vendors accurately quote your item(s).

Tip: Entering the desired quantity can help with pricing, sometimes vendors will offer volume discounts if you purchase a large quantity of products.

Invite Vendors to Submit Quotes Pinned Groups

Select a **Pinned Group** to add vendors based on product categories provided in the past

Vendors invitation

Search vendor or group

Pinned groups: Cable ties ✓ CAPITAL-COMPUTERS Computer support FURNITURE-CARPET-DRP
Industrial Supplies Lighting Fixtures SUPPLIES-DENTAL SUPPLIES-LABORATORY

ALL 13 REGISTERED 13 NON-REGISTERED 0

Name	State, City	Contact name	Email	
Winslow Technology Group LLC (10000895)	US-MA, Waltham	Samantha Rinaldo	coby@winslowtg.com	 
GovConnection Inc. (10000409)	US-NH, Merrimack	Amy Wilber	mwichelns@govconnection.com	 
SHI International Corp. (10000326)	US-NJ, Piscataway	Barbara West	barbara_west@shi.com	 
HP Inc (10000472)	US-NE, Omaha	Greg Mangini	mahied@hp.com	 

Invite Vendors to Submit Quotes Groups

Add one vendor at a time or add a vendor group

Vendors invitation

Search vendor or group

Capital- ×

[+ Quick add & invite](#)

Groups

- CAPITAL-COMPUTERS**
13 vendors
- CAPITAL-LABORATORY**
22 vendors
- CAPITAL-LASERS**
3 vendors
- CAPITAL-MOVEABLE**

Invite Vendors to Submit Quotes Individual Vendors

Invite vendors to quote on your item(s)

→ Add and invite new vendors

Vendors invitation

[Search vendor or group](#)

Lou ×

⊕ Quick add & invite

Vendors

- Artistic Blossoms LLC (10012084)
kelly@artisticblossoms.com
- Devine Technology Partners Inc (10012127)
kberg@devinetechpartners.com
- Tailor-Made Audio & Video Inc (10012108)
info@tailormadeav.com

Company title
Louisville Sluggers

Email
joe_vendor@louisvillesluggers.com

First name
Joe

Last name
Vendor

[CANCEL](#) [ADD](#)

Attach Files, Add Notes, Save or Send

The screenshot shows a web form interface. At the top, there is a large text area labeled "Notes to vendor". Below this text area, the word "Optional" is displayed. Underneath, there is a section titled "Files" which contains a blue button labeled "ADD FILES...". At the bottom of the form, there are two grey buttons: "SAVE AND SEND" on the left and "SAVE DRAFT" on the right.

- **Note to Vendors:** Add a note for all vendors (if needed)
- **Add Files:** Attach a file of desired specifications or details that will help the vendor assess and provide the best quote if needed (visible to all vendors)
- **Save and Send:** Send the Request for Quotes (RFQ) to all invited vendors
- **Save Draft:** Save a draft of the RFQ without sending to all invited vendors

Invitation Email to Vendors

B Boston University Sourcing and Procurement 3 days 12 hours

Buyer: Boston University
Bid Close Date: Sept. 7, 2018, noon
To: Fairmarkit
Req ID: 86948

INVITATION TO BID REQUEST
Test #3

Items Requested

Description	SKU	QTY
Test Item	23123	21

or access the link directly here:
<https://staging.fairmarkit.com/bid/7a9e46a5-50e8-47cc-937d-053764a9ddb4/?source=mail>

- Each vendor you invite will receive the above email invitation and will have the option to participate or decline
- **Add a Bid:** Vendors will click to submit pricing
- **No Bid:** Vendors will click to decline participation

What the Vendor Sees

The vendor will see the above bid window when they click **Add a Bid**

BOSTON UNIVERSITY 1 hour 58 minutes 37 seconds [Need help?](#)

RFQ ID: 8726 Company name: Elyse Ryan
Bid closes at: 9/5/18, 12:00 PM Email: enryan@bu.edu
Shipping address: Charles River Campus 02215
Payment process: PO

BU BID REQUEST

Test

Quote Vendor quote # Valid for: 30 days

#	Name, Manufacturer, Part #	Delivery days	Qty	Unit	Unit price	Cost
1	Test Supplies	<input type="text" value="5"/>	1	each	<input type="text" value="\$"/>	<input type="radio"/> No Bid

[Add Alternative](#)

Subtotal: \$0.00
Shipping: included
TOTAL: \$0.00

FILES FOR BUYER
[Add files...](#)

NOTES FOR BUYER

0/256

TERMS AND AGREEMENTS
If a substitute is offered by the Bidder, it must be offered on an "or equal" basis and be clearly identified in the submission. The Bidder must provide a complete set of specifications and other descriptive matter for all substitutions proposed. Any proposed substitution will be evaluated by the team to determine whether the item is, in the opinion of the team, an "approved" equal. For more information, refer to [Bids Terms and Conditions](#). Please ensure all necessary Federal, State, and Local certifications are available and factored into price for applicable products being quoted. In particular, the Boston Fire Code Regulations which require suppliers to provide fire certificates for upholstered furniture purchases before receiving payment Thank you.

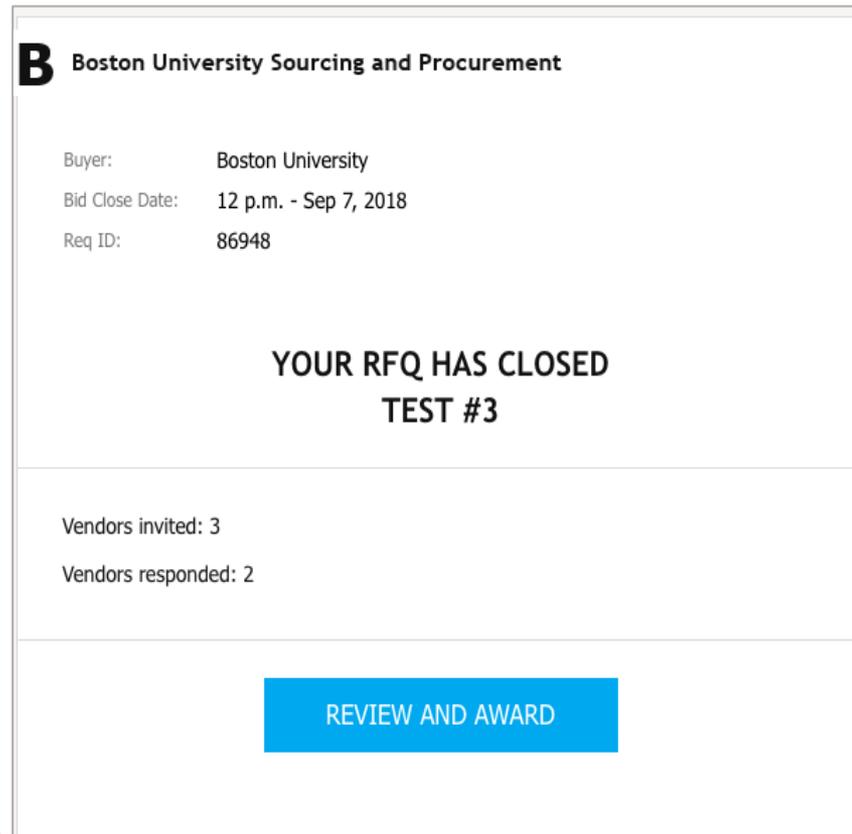
Check here to indicate that you have read and agreed the terms and agreements (We will save that for your company and reuse before any further terms changes)

[Submit Bid](#) [No Bid](#)

Bid Closed Notification Email to Shopper

When your bid has closed, you will receive an email notifying you to view the bid and award a vendor

→ Click **Review and Award**



B Boston University Sourcing and Procurement

Buyer: Boston University
Bid Close Date: 12 p.m. - Sep 7, 2018
Req ID: 86948

**YOUR RFQ HAS CLOSED
TEST #3**

Vendors invited: 3
Vendors responded: 2

[REVIEW AND AWARD](#)

Monitor Your Bids

The screenshot displays the 'Request for Quotes (RFQ) List' page. The sidebar on the left includes 'Request for Quotes List' (highlighted), 'Add Request for Quotes', 'Vendors Management', 'Vendors', and 'Vendors Groups'. The main content area shows a search bar and a 'REQUEST QUOTES' button. Below this is a summary bar with status counts: ALL (1), DRAFTS (0), OPENED (1), CLOSED (0), AWARDED (0), and CANCELED (0). The table below has columns for Title, Lowest BID, Price Risk, Created Date, Opened Date, Closed Date, Sent, and Received. A row for 'Test' (RFQ ID: 8726) is shown with values: \$50.00, 0%, 09/05/2018 9:56 AM, 09/05/2018 9:56 AM, 09/05/2018 11:00 AM, and 1. A red arrow points to a three-dot menu icon in the 'Received' column.

- Track all bid activities on the **Request for Quotes** List page.
- Click the Menu  option of a single bid
 - **Details:** view the details of the bid
 - **Edit:** edit a drafted or open bid
 - **Download PDF:** download bid summary to use as competitive bid documentation in the BUworks shopping cart
 - **Close:** manually close the bid to vendors
 - **Cancel:** cancel the bid

The menu options are: Details, Edit, Print, Download PDF, Close, and Cancel.

Extend Bid Time

Request for Quotes (RFQ) List Search REQUEST QUOTES

ALL **1** DRAFTS **0** OPENED **0** **CLOSED 1** AWARDED **0** CANCELED **0**

Title	Lowest BID	Price Risk	Created Date ↓	Opened Date	Closed Date	Sent	Received
Test RFQ ID: 8726	\$50.00	0%	09/05/2018 9:56 AM	09/05/2018 9:56 AM	09/05/2018 10:28 AM		

Items per page: 10 1 - 1 of 1 < >

-  Details
-  Print
-  Download PDF
-  Copy link
-  Extend

- Shoppers can extend a bid once closed
- Click **Closed**
- Click the Menu ⋮ option of a single bid
- Click **Extend**
- Set the new close date and time
- Click **Extend**

Close Date

Close Time

This field is required.

CANCEL EXTEND ▾

Bid Closure

B Boston University Sourcing and Procurement

Buyer: Boston University
Bid Close Date: 12 p.m. - Sep 5, 2018
Req ID: 8726

**YOUR RFQ HAS CLOSED
TEST**

Vendors invited: 1
Vendors responded: 1

[REVIEW AND AWARD](#)

- Bids will automatically close at the time and date selected or when the shopper chooses to manually close the bid
- Shoppers will receive the email above when their bids close
- Click **Review and Award**

Award the Bid to a Vendor

RFQ #93 Details Closed ACTIONS

Byrne Powerports

#	Item	Qty	GHA Technologies Vendor Quote #1907505	Graybar Vendor Quote #0230194355	ConferenceRoomAV.c... Vendor Quote #C18052345
1.	POWERDATACENTER, BURELE, HM-GN, AV=White Byrne #BE03373-GN-2-2-AV-MAC1-72	70	\$7,521.50 70 × \$107.45	\$8,312.50 70 × \$118.75	\$8,370.60 70 × \$119.58
2.	PDC, SINGLE PORT-PEPPER, POWER, Z256+Peacock Byrne #BE03825-Z256-72	20	\$421.00 20 × \$21.05	\$470.00 20 × \$23.50	\$468.60 20 × \$23.43
3.	POWERDATACENTER, BURELE, HM-GN, AV=White Byrne #BE03373-GN-2-2-AV-MC2-72	18	\$2,619.00 18 × \$145.50	\$2,879.82 18 × \$159.99	\$2,914.74 18 × \$161.93
4.	POWERDATACENTER, DEAN, Z MOUNT, 2P, 1USBA+C, Z294+Storm Byrne #BE04315-2DF-2-Z294-72	32	\$3,280.00 32 × \$102.50	\$3,679.68 32 × \$114.99	\$3,650.56 32 × \$114.08
	Shipping		\$390.00	included	included
	TOTAL		\$14,231.50	\$15,342.00	\$15,404.50

Requests

Status	Vendor	Email, Phone	Delivery Date	Total	Expiration
✓	GHA Technologies Notes: Will need tax exempt form to remove taxes if GHA gets order. ETA is 5 - 7 working days ARD.	karen.holland@gha-associates.com	10 days		
✓	Graybar	james.carter@graybar.com 617-766-2000	10 days	\$15,342.00	30 days

Award BID?

CANCEL AWARD AND SEND TO ALL

- The lowest bid column will be highlighted in green
- **Award the Bid:** click trophy icon next to the desired vendor to award the business to the vendor
- **Award and Send to All:** Send award notifications to participating vendors

Submit the Award

- If you choose to award to a vendor who did not submit the lowest bid, you will be asked to provide a brief sentence explaining your decision before you submit the award
- If you choose a non-registered vendor, you will be notified before you submit the award

Award BID?

You did not select the lowest bid, please provide a reason why below:

CANCEL AWA

Award BID?

Attention: You're about to award the bid to a external Boston University vendor. Please take into consideration that the registration process can impact the lead time on the purchase, and onboarding of new suppliers is subject to approval by Sourcing & Procurement.

CANCEL AWARD AND SEND TO ALL

Award Notification Email to Winning Vendor

- The winning vendor will receive an email like the one above. Awarding to a vendor does not guarantee a purchase
- Shoppers must submit a BUworks shopping cart to generate a valid purchase order to receive the products quoted in Fairmarkit

B Boston University Sourcing and Procurement

Buyer: Boston University
Bid Close Date: Sept. 13, 2018, noon
To: Fairmarkit
Req ID: 86964

CONGRATULATIONS!

Sony 4K 70" LED TV's

You have been awarded this bid by Boston University. All requests are subject to change and this award does not guarantee nor constitute a purchase.

PLEASE WAIT TO RECEIVE A BOSTON UNIVERSITY PURCHASE ORDER TO PROCESS THIS ORDER

Please note: Boston University will need to complete the New Supplier Registration. This could extend the purchase process.

Award Notification Email to Participating Vendors Not Awarded

The vendors who participated but did not receive the award will receive an email similar to the one below

B Boston University Sourcing and Procurement

Buyer: Boston University
Bid Close Date: Sept. 13, 2018, noon
To: Fairmarkit
Req ID: 86964

BID COMPLETED
Sony 4K 70" LED TV's

Thank you for participating. Unfortunately this bid was awarded to a different vendor.

We look forward to working with Fairmarkit on future opportunities.

Award Notification Email to Shopper

Once the bid is awarded you will receive an email like the one above with links to download two PDF documents:

- 1. Awarded Quote:** Quote from the winning vendor (use as the vendor's quote when ordering the products)
- 2. Bid Summary:** Summary of all prices from participating vendors (use as competitive bid documentation if needed)

A shopping cart must be submitted and a valid purchase order must be created to order products quoted in Fairmarkit.

B Boston University Sourcing and Procurement

Bid Close Date: Sept. 13, 2018, noon
To: Kevin Frechette
Req ID: 86964

REQUEST FOR QUOTE HAS BEEN AWARDED
Sony 4K 70" LED TV's

Thank you for awarding your quote request to Fairmarkit. Please download the PDFs and upload them to the BUworks shopping cart if competitive bid documentation is needed. If you are not sure if this is required, see BU's "Competition and Supplier Selection for Products and Services" policy [here](#). Please attach the awarded quote ONLY if competitive bidding documentation is not required.

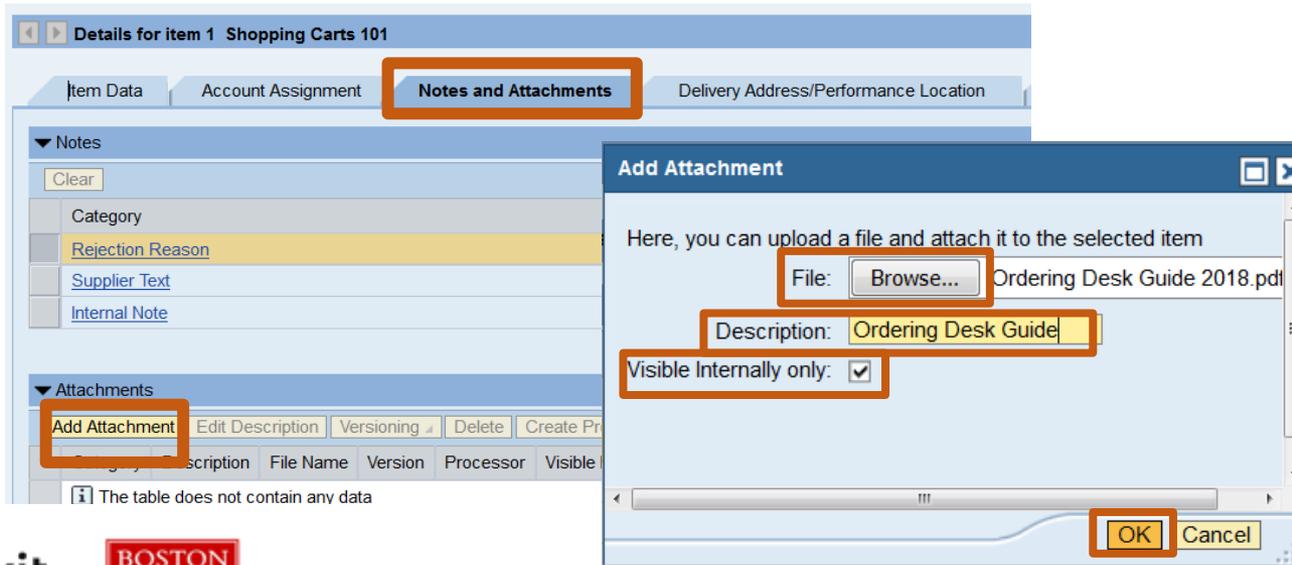
Quick Reminder: Please do not make the competitive bid summary visible to the vendor via BUworks.

The awarded vendor is waiting for a valid Purchase Order to be created by you through the shopping cart process.

[Download Awarded Quote](#) | [Download Bid Summary](#)

Attach PDFs to the Shopping Cart

- Attach the Awarded Supplier Quote and Bid Summary (if necessary) to the shopping cart when placing the order in BUworks
- **Visible Internally Only:**
 - **Bid Summary:** When attaching, make sure Visible Internally Only box is checked so the awarded vendor does not see prices from all bidding vendors
 - **Awarded Supplier Quote:** When attaching, uncheck this box so the vendor can see their quote



Tips and Tricks

- ✓ If you know the part number, use it to get the best supplier results.
- ✓ The system is meant for you to obtain several quotes quickly and get the best price for your item(s). It is NOT used in place of the purchasing process.
- ✓ Once a bid has closed, you MUST award the winning quote to get the documents needed to begin the purchasing process in a BUworks shopping cart.
- ✓ If you award a bid to a non-registered vendor, they must register as a BU vendor. Supplier registration is subject to Sourcing & Procurement approval.



Additional Resources

Fairmarkit Information & Contact:

Website: www.bu.edu/sourcing

Email: fairmark@bu.edu