

# Fairmarkit Quick Quotes



Sourcing & Procurement



# Access Fairmarkit Quick Quotes

On the homepage of **Guided BUYing**:  
→Click **Fairmarkit** to launch Quick Quotes

The screenshot displays the 'Guided Buying' interface. At the top, there is a search bar with the text 'Find goods and services' and a magnifying glass icon. Below the search bar, there are navigation tabs: 'Shop', 'Your Favorites', 'Your Requests', and 'Your Approvals'. The main content area is a grid of tiles. The tiles include: 'Marketing & Advertising' (with a 'FIND NEXT YEAR'S ROOM' banner), 'Technology', 'Travel & Events', 'HR Services', 'Research', 'Sourcing, Supplier & Contract Request Forms' (with a large question mark icon), 'Guided BUYing Contract Reporting' (with a green folder icon), and 'Fairmarkit - Quick Quotes' (highlighted with a red border). On the right side, there is a sidebar with a search bar and a list of items, including 'SH34105 Transient', 'Erika Lonardo : June 12, 2020', '\$0.00 USD', and 'Requested 0 days ago', with a 'See all >' link below.

# Request For Quotes (RFQ)

Create a new Quick Quote request:

→ Click the **Request Quotes** tab and select **Request Quotes** to submit an RFQ

Fairmarkit + BOSTON UNIVERSITY

Support Erika Elizabeth Lonardo

RFQ

Request for Quotes (RFQ) List

Search

REQUEST QUOTES

ALL 0 DRAFTS 0 PENDING 0 OPENED 0 CLOSED 0 AWARDED 0 CANCELED 0 ARCHIVED 0

RFQ ID	Title	Lowest BID	Price Risk	Created Date ↓	Opened Date	Closed Date	Sent	Received
No RFQs found.								

- **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
- **Archived** = Requests which did not go out to bid

# Add a Request For Quotes (RFQ)

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STAGING V20200731.1

Support Buworks Train 503

RFQ < Back to RFQ list

## Add Request for Quotes (RFQ) Draft

Title

Close date  Close time  Preferred Delivery Date  Requester

Shipping address

Category  Subcategory

[ADD CATEGORY](#)

### Request items

1.	Manufacturer	MFG Part #	Description	UOM	Quantity	Benchmark
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="each"/>	<input type="text"/>	<input type="text" value="\$"/>

[ADD ITEM](#) [ADD SERVICE](#) [ADD GROUP SERVICE](#) [IMPORT / EXPORT](#)

### Vendors invitation

Search vendor or group

[EXTERNAL VENDOR SEARCH](#)

**Please Note:** The tool does NOT generate purchase orders, it is used to collect multiple competitive quotes for products. Once you award a vendor, a composing Purchase Requisition (PR) will be generated and available in the Your Requests tab of **Guided BUYing**.

# Bid Window & Shipping

**Add Request for Quotes (RFQ)** Draft

Title  
Microwave ⓘ

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Close date: 8/24/2020 📅 ⓘ Close time: 12:00 PM Preferred Delivery Date: 9/8/2020 📅 ⓘ Requester: Optional

---

Shipping address: 975 Commonwealth Avenue, Boston, MA, 02215, US Optional

---

Category: supplies-appliances Optional Subcategory: Optional 🗑️

[ADD CATEGORY](#)

- **Title:** Name the RFQ. Pick a title you can easily identify (e.g., Microwave, 6 FT Metal Ladders). The title will populate the title field at checkout in **Guided Buying** and will display to suppliers, so please do not include sensitive information.
- **Close Date:** Select the time and date when you will no longer accept vendor quotes (vendors 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 or services).
- **Shipping Address:** Select an address, which can be changed at checkout in **Guided BUying**.
- **Category** (required): Select a relevant category. The category will populate the commodity code field at checkout in **Guided BUying**.

# Requested Items

Request items

Manufacturer	MFG Part #	Description	UOM	Quantity	Benchmark	
1. <input type="text"/>	<input type="text"/>	Convection microwave	each	5	\$ <input type="text"/>	<input type="text"/>
<small>Optional</small>	<small>Optional</small>					<small>Optional</small>

[ADD ITEM](#) [ADD SERVICE](#) [ADD GROUP SERVICE](#) [IMPORT / EXPORT](#)

- **Manufacturer:** Enter a manufacturer (if available)
- **MFG Part #:** Enter product part number (if available)
- **Description:** Enter a description of the product (e.g., Convection microwave)
- **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
- **Benchmark:** Price paid previously, if applicable. This field is visible internally only and is a useful point of comparison when reviewing bids.
- **Add Item:** Request for material quote. Multiple items can be added to a single quote request
- **Add Service:** Request for service quote.
- **Add Group Service:** Request for service quote with several service components.

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

#### Helpful Hints:

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

As you type a description, recommended vendors will display. Alternatively, search for or select a **Pinned Group** to add vendors. Pinned groups can be created and modified under the **Vendors** group tab on the homepage of Fairmarkit.

Vendors invitation

Search vendor or group EXTERNAL VENDOR SEARCH

Pinned groups:

- Appliances +5
- Athletic Supplies +24
- Audio Visual +21
- Audio Visual +21
- Electrical Supplies +3
- Facilities +19
- Furniture +25
- Industrial Supplies +15
- Information Technology +13
- Janitorial Supplies +5
- Lab Supplies +26
- Office Supplies +8
- Office Supplies +8
- Plumbing & Heating Supplies +3
- Printing Supplies +22
- Printing Supplies +22
- Signage +6
- Tools +7
- Tools +7

ALL INVITED 21 REGISTERED 17 NON-REGISTERED 4 REMOVED 8

Source	Company	Contact	Location	Remove all
auto	Tri-City Sales Inc (10009658)	Tom Kulevich, tom@tri-city-sales.com		
auto	CDW Government (10001668)	Miranda Luning, miralun@cdwg.com		
auto	MSC Industrial Supply Company (Sid Tool Inc)	test-barryxml@mscdirect.com		
auto	F.W. Webb Company (10000447)	Tom Blades, cn@fwwebb.com		
auto	Staples Contract & Commercial, Inc. (10004197)	Michael Goumas, jo-ann.quirke@staples.com		
auto	W.W. Grainger, Inc. (10000642)	Account Invalid, donotsend@grainger.com		

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Support Erika Elizabeth Lonardo

## Vendors groups

Search vendor group

Group	Vendor	Email
Appliances	Compact Appliance	brock.hawkins@build.com
Athletic Supplies	DELLS APPLIANCE SERVICE, INC. (0010001331)	dellsappliance@aol.com
Audio Visual	East Bay Restaurant Supply, Inc. (0010006581)	annier@ebrs.net
Batteries	Hoshizaki Northeastern Distribution (0010003147)	jmeola@hoshizaki.com
Ceiling Tiles		

ADD GROUP ADD VENDORS TO GROUP

**Helpful Hint:** Click remove or remove all to modify the vendors who will receive your RFQ.

# Invite Vendors to Submit Quotes Individual Vendors

If you cannot find the vendor you are looking for, you can 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@devinetechnology.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

Notes to vendor

Optional 0 / 2000

**Files**

[ADD FILES...](#)

Urgent request

[SAVE AND SEND](#) [SAVE DRAFT](#)

- **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 Remaining: 4 days 23 hours

Buyer company: Boston University  
Bid Close Date: Aug 24, 2020 at 12:00 PM EDT  
To: Boston Showcase Company (10000225)  
Rfq ID: 58065  
Shipping address:

**INVITATION TO BID REQUEST**  
Microwaves for Lounge

Items Requested


Description	Manufacturer	QTY
Microwaves		2

[Add Bid](#) [No Bid](#)

- Each vendor you invite will receive the above email invitation and will have the option to participate or decline.
- Vendors can add a bid, add an alternative, or choose not to bid.

# What the Vendor Sees

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

Need help?

RFQ ID ..... 58065  
Scheduled close ..... 8/24/20, 12:00 PM  
Payment process ..... PO

Company name ..... Boston Showcase Company (10000 225)  
Contact name ..... Alan Starr  
Phone ..... 16179651100 231  
Email ..... matt@bostonshowcase.com  
Address ..... 66 Winchester Street, Newton Highlands, MA, 2461, US

## BU BID REQUEST

Microwaves for Lounge

Quote Vendor quote number: 123      Valid for: 30 days

#	Item / Service	Delivery days	Qty	Unit	Unit price / Value	Cost	
1.	Microwaves	3	2	each	\$150.00	\$300.00	
						Subtotal	\$300.00
						Shipping	included
						TOTAL	\$300.00

# Monitor Your Bids

Fairmarkit + BOSTON UNIVERSITY STAGING V20200813.2 SOURCING ANALYTICS Support 1 Buworks Train 503

## Request for Quotes (RFQ) List

Search

REQUEST QUOTES

ALL 172 DRAFTS 16 OPENED 1 CLOSED 51 AWARDED 87 CANCELED 17 ARCHIVED 12

RFQ ID	Title	Lowest BID	Price Risk	Created Date	Opened Date	Closed Date	Sent	Received
58074	Microwave Buworks Train 503	\$0.00	0%	08/19/2020 4:33 PM	08/19/2020 4:33 PM	08/24/2020 12:00 PM		

Menu options:

- Details
- Edit
- Extend
- Clone
- Close
- Cancel
- Reassign
- Print
- Download PDF
- Download RFQ details
- Download Excel
- Rfq Log

- 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
  - **Extend:** extend bid timeframe
  - **Clone:** duplicate RFQ
  - **Close:** manually close the bid to vendors
  - **Cancel:** cancel the bid
  - **Reassign:** assign RFQ to another requisitioner
  - **Print:** print RFQ details
  - **Download options:** PDF, RFQ details, excel
  - **RFQ log:** history of RFQ which can be downloaded to excel

# 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
- Edit
- Extend**
- Clone
- Close
- Cancel
- Reassign
- Print
- Download PDF

- Shoppers can extend a bid to provide more time for vendors to bid
- Click the Menu ⋮ option of a single bid
- Click **Extend**
- Set the new close date and time
- Click **Extend**
- Choose **Extend and notify** or **Extend without notification**

**Close Date** 8/20/2020 📅      **Close Time** 12:00 AM 🕒

**Preferred Delivery Date** 9/7/2020 📅

Optional

CANCEL   EXTEND ▼

Extend and notify

Extend without notification

# Bid Closure

**B** Boston University Sourcing and Procurement

Buyer company: Boston University  
Bid Close Date: Aug 24, 2020 at 12:00 PM EDT  
Rfq ID: 58065

**YOUR RFQ HAS CLOSED**  
Microwaves for Lounge

Vendors invited: 2  
Vendors responded: 2

Lowest Bid items with price:

Description	Manufacturer	QTY	Price
Microwaves		2	300.00

[REVIEW AND AWARD](#)

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

# Award the Bid to a Vendor

1. The lowest bid column will be highlighted in green. **Note:** If the bid has not closed, click **Actions > Close** to manually close the bid.
2. Click the trophy icon next to the desired vendor to award the business to the vendor.
3. Click **Award 1 Item**.
4. The RFQ will update to awarded and the winning vendor will receive notification.

RFQ #58074 Details

Opened Buworks Train 503 Created at: 08/19/2020 at 4:33 PM Opened at: 08/19/2020 at 4:33 PM Closes at: 08/20/2020 at 12:00 AM Preferred delivery date: 09/08/2020

Microwave

#	Item	Quantity & Units	MSC Industrial Supply Company (Sid Tool Inc) Vendor Quote #1234 Non-Registered	Tri-City Sales Inc (10009658) Vendor Quote #3456
1.	Convection microwave	5 each	\$1,250.00 5 × \$250.00	\$2,800.00 5 × \$560.00
Shipping			included	included

RFQ #58074 Details

Closed Buworks Train 503 Created at: 08/19/2020 at 4:33 PM Opened at: 08/19/2020 at 4:33 PM Closed at: 08/19/2020 at 8:01 PM Preferred delivery date: 09/08/2020

Award 1 item from 1 vendor

CANCEL AWARD 1 ITEM

#	Item	Quantity & Units	MSC Industrial Supply Company (Sid Tool Inc) Vendor Quote #1234 Non-Registered	Tri-City Sales Inc (10009658) Vendor Quote #3456 Registered
1.	Convection microwave	5 each	\$1,250.00 5 × \$250.00	\$2,800.00 5 × \$560.00
Shipping			included	included
BID TOTAL				
AWARDED TOTAL				

RFQ #58074 Details

Awarded pending buyer po review Buworks Train 503 Created at: 08/19/2020 at 4:33 PM Opened at: 08/19/2020 at 4:33 PM Closed at: 08/19/2020 at 8:01 PM Awarded at: 08/19/2020 at 8:44 PM Preferred delivery date: 09/08/2020

Microwave

#	Item	Quantity & Units	Tri-City Sales Inc (10009658) Vendor Quote #3456 Registered Awarded	MSC Industrial Supply Company (Sid Tool Inc) Vendor Quote #1234 Non-Registered
1.	Convection microwave	5 each	\$2,800.00 5 × \$560.00	\$1,250.00 5 × \$250.00
Shipping			included	included
BID TOTAL			\$2,800.00	\$1,250.00


# Submit the Award

Once you submit the award to a vendor, you will receive a notification.


- 1. Not the Lowest Bid:** If you choose to award to a vendor who did not submit the lowest bid, you will be asked to select the reason to award explaining your decision before you submit the award.
- 2. Non-Registered Vendor:** If you choose a non-registered vendor, you will be notified before you submit the award. Login to **Guided BUYing** and submit the Supplier Request Form. Once the supplier is registered, submit a PR. More information on submitting the Supplier Request Form can be found on the [How to Place Orders page](#).

**Award RFQ #58074 ?**

You're awarding to: Tri-City Sales Inc (10009658)

 **Registered vendors**  
Tri-City Sales Inc (10009658) is registered BU vendor.

Awarding this RFQ will create a PR in Ariba Guided Buying in "Composing" status. To generate a purchase order, edit the PR in Ariba, add any required information, and submit for approval.

 At least one vendor you have selected is not the lowest-priced bid received. Please indicate why you are awarding to this vendor:


**Reason to award**

This field is required.

[CANCEL](#) [AWARD AND SEND TO ALL](#)

**Award RFQ #58074 ?**

You're awarding to: MSC Industrial Supply Company (Sid Tool Inc)

 **Please log into Ariba Guided Buying and submit a Supplier Request.**  
1. MSC Industrial Supply Company (Sid Tool Inc)  test-barrybxml@mscdirect.com

[CANCEL](#) [AWARD AND SEND TO ALL](#)



# Award Notification Email to Winning Vendor

The winning vendor will receive an email like the one below. Awarding to a vendor does not guarantee a purchase. The requisitioner must navigate to **Guided BUying** to complete the PR process.

**B** Boston University Sourcing and Procurement

Buyer company: Boston University

Bid Close Date: Aug 20, 2020 at 12:00 PM EDT

To: Boston Showcase Company (10000225)

Rfq ID: 58028

**CONGRATULATIONS!**

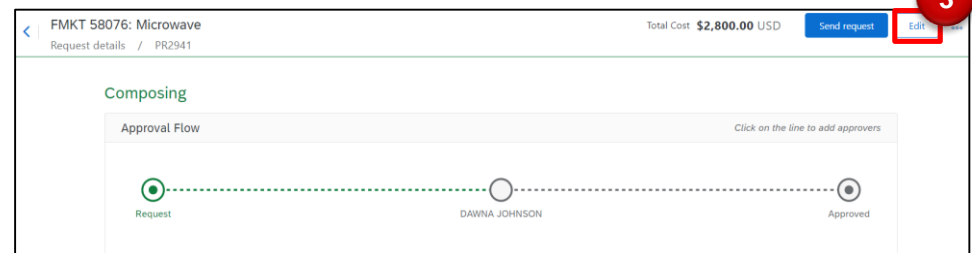
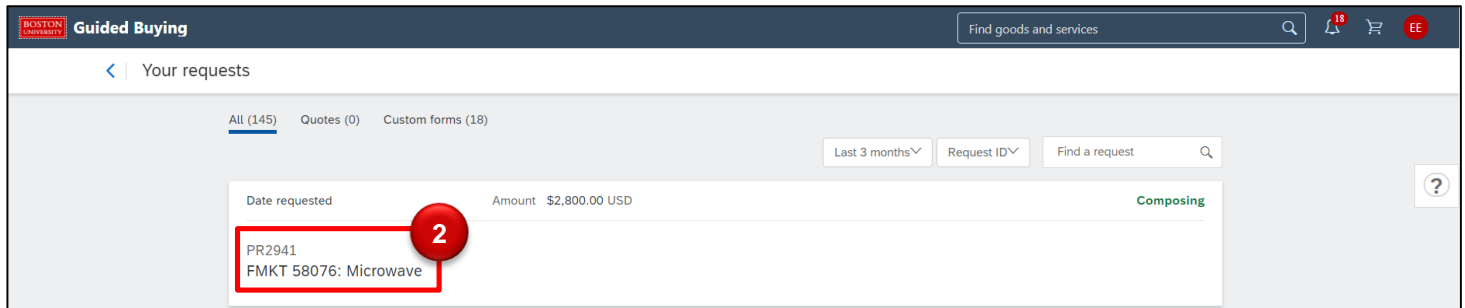
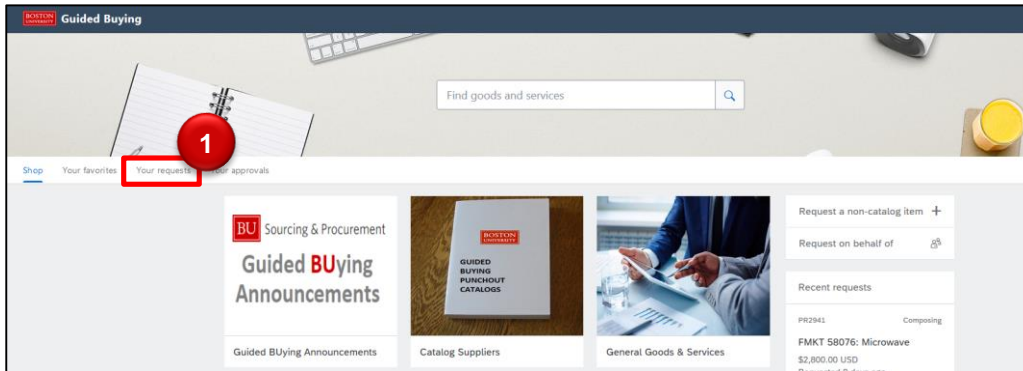
Toasters

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.**

# Complete Purchase Requisition

1. Navigate to the **Your Requests** tab of **Guided BUying**
2. Click the appropriate PR
3. Once in the PR, click **Edit** to pull the composing PR into checkout



# Complete Purchase Requisition

Once at checkout, complete required fields and provide as much detailed information as possible, including attachments and comments. All red errors must be resolved before submitting the PR. Detailed instructions on checking out in **Guided BUYing** can be found on the [How to Place Orders page](#).

**Attachments:** requisitioners can add attachments at the header or line level. Instructions on adding attachments can be found on the [How to Place Orders page](#).

- **Vendor Quote/Documentation:** When attaching, check **Share with supplier**, so the awarded vendor can see their quote
- **Competitive Bid Documentation:** Download the RFQ details in Fairmarkit and attach to the PR, but do not check **Share with supplier**, so the vendor does not see prices from all bidding vendors

The screenshot shows the checkout page for a purchase requisition (PR) titled "FMKT 58076: Microwave". The page is in the "Checkout / PR2941" state. It features a "Submit" button and a "Save and exit" button. The main content area is divided into several sections:

- Ship to:** 975 Commonwealth Avenue, Boston, MA 02215, United States. A link "Manage locations" is provided.
- Charge to:** GL Account (0000510100 (NON-CAPITAL/MINOR EQUIPMENT)). A link "Manage details" is provided.
- Total cost:** \$2,800.00 USD
- Net amount:** \$2,800.00 USD
- Need-by Date:** A red error message states "Need By Date must be set".
- Deliver To:** Erika Lonardo - Floor 1, Room #120
- Requester:** Erika E Lonardo (selected from a dropdown menu)
- Company Code:** TRBU (Trustees of Boston Univ) (selected from a dropdown menu)

An "Attachments" section is visible at the bottom right, containing a dashed box for file upload with the text "Drag and drop file here, or browse to upload", a checkbox for "Share with supplier", and an "Add" button.

# Tips and Tricks

- ✓ If you know the supplier part number, use it to get the best vendor 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 complete the PR process in **Guided BUYing**.
- ✓ If you award a bid to a non-registered vendor, they must register as a BU supplier. Requisitioners must submit the Supplier Request Form in **Guided BUYing**. Supplier registration is subject to Sourcing & Procurement approval.

## Contact:

**Training Resources:** [bu.edu/sourcing/h2po/#fairmarkit](http://bu.edu/sourcing/h2po/#fairmarkit)

**Boston University:** [Financial Affairs Customer Service Portal](#)

**Fairmarkit:** [support@fairmarkit.com](mailto:support@fairmarkit.com)

