

Fairmarkit Quick Quotes



Procure to Pay

Fairmarkit

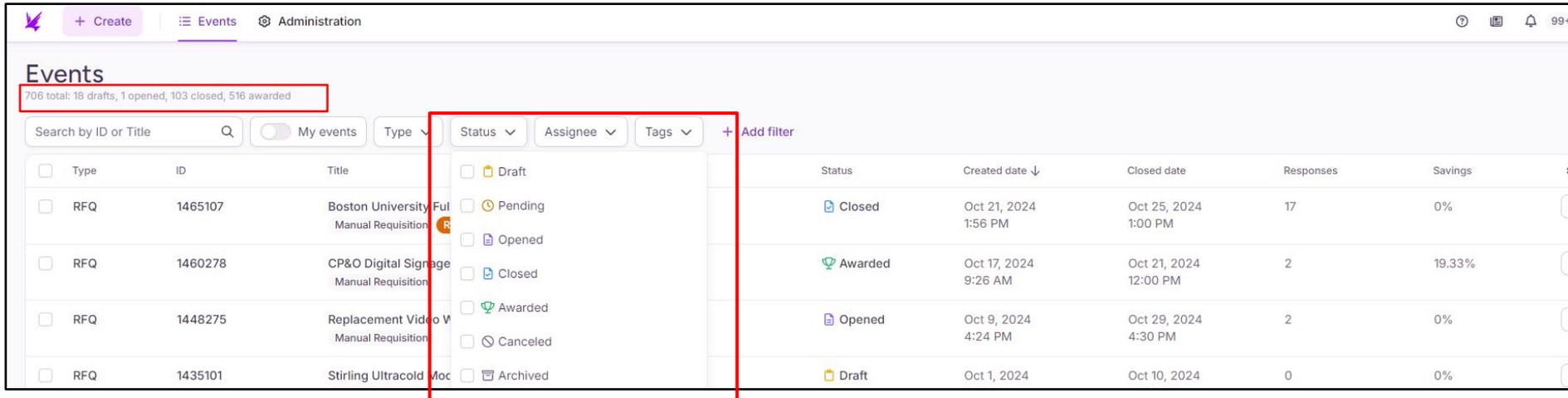
Access Fairmarkit via Guided BUYing

1. Log into My BUWorks and select **Guided BUYing**
2. On the **Guided BUYing** homepage, click the **Fairmarkit** tile to launch the Quick Quotes tool.

The screenshot shows the Ariba Buying interface for Boston University. At the top, there is a search bar labeled "Find goods and services" and a navigation menu with "Shop", "Your favorites", "Your requests", and "Your approvals". Below the navigation, there are three "Custom form" tiles: "Contract Request Form", "Supplier Request Form", and "Sourcing Request Form". To the right, there are options for "Request a non-catalog item", "Request on behalf of", and "Buy with a team". At the bottom, there are three main tiles: "Guided BUYing Supplier Catalogs", "Sourcing & Procurement Website", and "Fairmarkit". The "Fairmarkit" tile is highlighted with a red box and a red arrow pointing to it from the text above. The "Fairmarkit" tile features the Fairmarkit logo (a blue bird) and the text "Fairmarkit" and "Quick Quotes".

“Events” page lists all Requests for Quotes (RFQs)

- Once you log into Fairmarkit, you will land on the “Events” page. Here you will see any existing events/RFQs, grouped by status. See status descriptions below.



The screenshot shows the Fairmarkit Events page. At the top, there are navigation links for '+ Create', 'Events', and 'Administration'. Below the navigation, the page title 'Events' is displayed, followed by a summary: '706 total: 18 drafts, 1 opened, 103 closed, 516 awarded'. A search bar is present with the text 'Search by ID or Title'. Below the search bar, there are filters for 'My events', 'Type', 'Status', 'Assignee', and 'Tags'. A dropdown menu for 'Status' is open, showing options: Draft, Pending, Opened, Closed, Awarded, Canceled, and Archived. The main table lists RFQs with columns for Type, ID, Title, Status, Created date, Closed date, Responses, and Savings.

Type	ID	Title	Status	Created date	Closed date	Responses	Savings
RFQ	1465107	Boston University Full Manual Requisition	Closed	Oct 21, 2024 1:56 PM	Oct 25, 2024 1:00 PM	17	0%
RFQ	1460278	CP&O Digital Signage Manual Requisition	Awarded	Oct 17, 2024 9:26 AM	Oct 21, 2024 12:00 PM	2	19.33%
RFQ	1448275	Replacement Video Wall Manual Requisition	Opened	Oct 9, 2024 4:24 PM	Oct 29, 2024 4:30 PM	2	0%
RFQ	1435101	Stirling Ultracold M...	Draft	Oct 1, 2024	Oct 10, 2024	0	0%

Status Categories:

- Drafts** = Bids started but not sent out for quotes; event details can still be edited; not visible to suppliers
- Pending** = Bid is under review
- Opened** = Bids sent out for quotes; Open period is set with Close Date & Time; can edit some fields
- Closed** = Bid requests for which the window has closed (based on Close Date & Time fields or due to manual closure); Bids no longer accepted from vendors
- Awarded** = Closed bids for which you have awarded the winning vendor; once Awarded, edit PR in **Guided BUYing**
- Canceled** = Requests you have canceled; can be done from Opened, Closed, or Awarded statuses
- Archived** = Requests that did not go out to bid

Create a Request for Quotes (RFQ)

1. To create a new RFQ, click the “+Create” button in the top left corner of the “Events” page.
2. Click on the “Request for quote (RFQ)” pop-up window.

The screenshot displays the Fairmarkit Events page. The '+ Create' button is circled in red in the top left corner. A red arrow points from this button to a pop-up window titled 'What would you like to create?'. The pop-up window contains a red-bordered box around the 'Request for quote (RFQ)' option, which includes the text 'Request pricing for goods and services.' and an RFQ icon. A 'Cancel' button is visible at the bottom right of the pop-up window.

Events
708 total: 18 drafts, 1 opened, 104 closed, 517 awarded

Search by ID or Title My events Type Status Assignee Tags + Add filter

Type	ID	Title	Status	Created date	Closed
<input type="checkbox"/>	RFQ	1487790			
<input type="checkbox"/>	RFQ	1485706			
<input type="checkbox"/>	RFQ	1465107			
<input type="checkbox"/>	RFQ	1460278			
<input type="checkbox"/>	RFQ	1448275			
<input type="checkbox"/>	RFQ	1435101			
<input type="checkbox"/>	RFQ	1426024			
<input type="checkbox"/>	RFQ	1403593			
<input type="checkbox"/>	RFQ	1399732			
<input type="checkbox"/>	RFQ	1398651			

Events
706 total: 18 drafts, 1 opened, 103 closed, 516 awarded

Search by ID or Title My events Type Status Assignee Tags + Add filter

Type	ID	Title	Status	Created date	Closed
<input type="checkbox"/>	RFQ	1465107	Closed	Oct 21, 2024 1:56 PM	Oct 25 1:00 PM
<input type="checkbox"/>	RFQ	1460278	Awarded	Oct 17, 2024 9:26 AM	Oct 21 12:00 PM
<input type="checkbox"/>	RFQ	1448275			Oct 29 4:30 PM
<input type="checkbox"/>	RFQ	1435101			Oct 10 12:00 PM
<input type="checkbox"/>	RFQ	1426024			Sep 30 12:00 PM
<input type="checkbox"/>	RFQ	1403593			Sep 19 12:00 PM
<input type="checkbox"/>	RFQ	1399732	Awarded	Sep 10, 2024 9:19 AM	Sep 16 12:00 PM
<input type="checkbox"/>	RFQ	1398651	Archived	Sep 9, 2024 5:43 PM	Sep 12 4:00 PM
<input type="checkbox"/>	RFQ	INTAKE:6077	Archived	Sep 3, 2024	Sep 8,

What would you like to create?

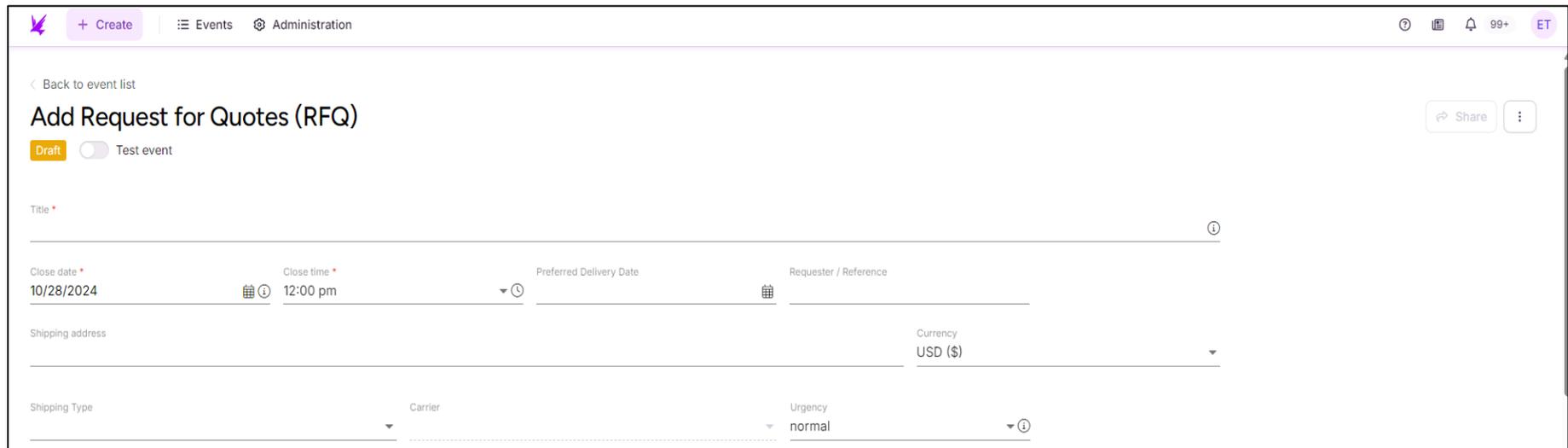
Request for quote (RFQ)
Request pricing for goods and services.

Cancel

RFQ Header

Enter information for the following fields in the RFQ header:

- **Title:** Enter a title that will make the RFQ easily identifiable (e.g., Microwave, 6 FT Metal Ladders). Title is visible to suppliers and flows to checkout in **Guided BUying**, so please do not include sensitive information.
- **Close Date & Time:** Enter the time and date when you will no longer accept quotes from suppliers (suppliers are automatically given 48 hours to submit quotes).
- **Preferred Delivery Date** (optional): Enter the date when you will need to have the products or services by. Preferred Delivery Date must be after Close date.
- **Shipping Information (Address, Type, Carrier, Urgency):** Select a saved address (appears when you click on the field) or enter a new address. Select a shipping type, carrier, urgency as applicable. This information helps narrow down the supplier recommendations that will be generated. Change currency if necessary.



The screenshot shows a web application interface for creating an RFQ. At the top, there is a navigation bar with a purple bird logo, a '+ Create' button, and links for 'Events' and 'Administration'. On the right, there are notification icons and a user profile icon labeled 'ET'. Below the navigation bar, there is a breadcrumb link '< Back to event list' and a main heading 'Add Request for Quotes (RFQ)'. To the right of the heading is a 'Share' button and a menu icon. Below the heading, there is a 'Draft' button and a 'Test event' toggle switch. The form fields are as follows: 'Title' (text input with an info icon), 'Close date' (calendar icon, value: 10/28/2024), 'Close time' (clock icon, value: 12:00 pm), 'Preferred Delivery Date' (calendar icon), 'Requester / Reference' (text input with a calendar icon), 'Shipping address' (text input), 'Currency' (dropdown menu, value: USD (\$)), 'Shipping Type' (dropdown menu), 'Carrier' (text input), and 'Urgency' (dropdown menu, value: normal). Each dropdown menu has an info icon.

Request items

Request items

Manufacturer	MFG Part #	Description *	UOM *	Quantity *	Benchmark	
1.			each		\$	⋮

[Add item](#) [Add service](#) [Add group service](#) [Import / Export](#)

Complete the following fields

- **Manufacturer:** Enter manufacturer name if possible; optional but will help suppliers quote accurately
- **MFG Part #:** Enter product part number if possible; helps suppliers quote accurately
- **Description** Product specifications/features (e.g., convection microwave)
 - Note: Entering the part number, manufacturer, and/or product description will help generate a list of participating suppliers based on past purchase history.
- **UOM (Unit of Measure):** Enter the unit of measure (e.g., each, liters, gallons)
- **Quantity:** Enter number of items you would like included in the quote; can help with pricing as suppliers may offer volume discounts if you purchase a large quantity
- **Benchmark:** Enter price previously paid for the same item if possible; only visible internally (not shown to suppliers) and is a useful point of comparison when reviewing bids. Click the 3 dots to the right of the Benchmark field to “show additional info” (add comments, attachments, date range, etc.)
- **Add Item** → Add additional items; multiple items can be added to a single material quote request
- **Add Service** → Request for service quote
- **Add Group Service** → Request for service quote with several service components.

Suppliers invitation

You can invite suppliers in the following ways:

1. **Choose from the list of recommended suppliers** (populated based on RFQ details). Click [here](#) for more information on recommended suppliers.
2. **Click on “Add suppliers”** and select (a) Search existing suppliers or (b) Create and invite new suppliers
3. **Select a supplier group** that has been created based on the requested item category and pinned for quick access

The screenshot shows the 'Suppliers invitation' page with a search bar and several filter buttons: 'Computer equipment +2', 'Furniture +3', 'Office supplies +3', and 'Photography services & equipment +6'. Below the search bar, there are two sections: 'Manual 1' and 'Recommended 3'. The 'Recommended' section is highlighted with a red box and a circled '1'. It contains a table with columns: Company, Registration, Serviced locations, Contact, Score, and Response rate. The table lists three suppliers: PHOTOGRAPHY STUFF, CAPTURECORE EQUIPMENT & SERVICES, and PHOTO EQUIP INC. The 'Add suppliers' button is visible in the top right corner.

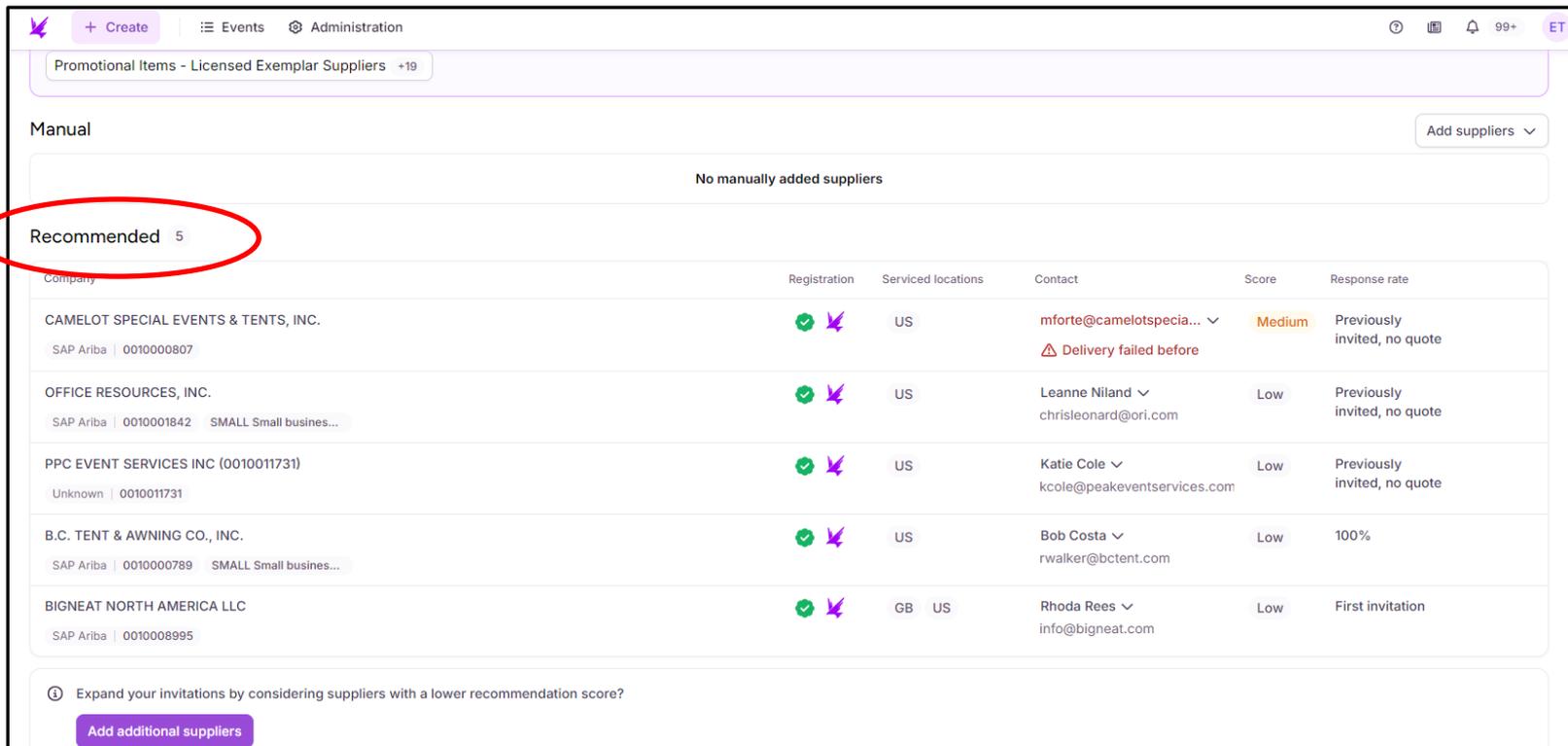
Company	Registration	Serviced locations	Contact	Score	Response rate
PHOTOGRAPHY STUFF Photography Equipment cameras photography	✓		Sam Miller smiller+1@photosstuff.com	—	3.23%
CAPTURECORE EQUIPMENT & SERVICES wosb cameras photography services	✓	AX ER AF US BY +1	Alex Rivera arivera+1@capture.core	Medium	13.33%
PHOTO EQUIP INC Photography Equipm... Cameras and Lenses +9 small_business_certif... Photography Equipment, S... Printin Show all 6	✓	JP CN AU US KR +3	John Smith jsmith+1@photoquip.com	Medium	20.59%
PHOTO SUPPLIES Photography Equipment cameras photography	✓		Jamie Walsh jwalsh+1@photosupplies.com	Low	Previously invited, no quote

The screenshot shows the 'Suppliers invitation' page with a search bar and several filter buttons: 'Charter Bus Services - Approved Vendor List (Do Not Modify) +7', 'Commercial Print - Approved Vendor List +14', 'Moving & Storage - Approved Vendor List (Do Not Modify) +8', and 'Promotional Items - Lic... Exemp'. Below the search bar, there is a circled '3' and a red box highlighting the 'Add supplier groups' section. To the right, there is a circled '2' and a red box highlighting the 'Add suppliers' dropdown menu, which is open and shows two options: 'Search existing suppliers' and 'Create and invite new supplier'. Red arrows point from the circled '2' to the dropdown menu options.

See the following slides for more detailed information on each method.

Suppliers invitation – (1) choose recommended suppliers

- 1. Choose recommended suppliers** – based on information you entered in the request items section, Fairmarkit will recommend suppliers for you to invite.
 - Review suppliers and their details (registration status, serviced locations, confidence score, response rate) and adjust the list by manually selecting or removing suppliers.
 - Suppliers marked with  are registered with BU; suppliers with  are registered with Fairmarkit.



Manual Add suppliers ▾

No manually added suppliers

Recommended 5

Company	Registration	Serviced locations	Contact	Score	Response rate
CAMELOT SPECIAL EVENTS & TENTS, INC. SAP Ariba 0010000807	 	US	mforte@camelotspecia... ▾ ⚠ Delivery failed before	Medium	Previously invited, no quote
OFFICE RESOURCES, INC. SAP Ariba 0010001842 SMALL Small busines...	 	US	Leanne Niland ▾ chrisleonard@ori.com	Low	Previously invited, no quote
PPC EVENT SERVICES INC (0010011731) Unknown 0010011731	 	US	Katie Cole ▾ kcole@peakeventservices.com	Low	Previously invited, no quote
B.C. TENT & AWNING CO., INC. SAP Ariba 0010000789 SMALL Small busines...	 	US	Bob Costa ▾ rwalker@bctent.com	Low	100%
BIGNEAT NORTH AMERICA LLC SAP Ariba 0010008995	 	GB US	Rhoda Rees ▾ info@bigneat.com	Low	First invitation

Expand your invitations by considering suppliers with a lower recommendation score?

[Add additional suppliers](#)

Suppliers Invitation – (2) add suppliers

2. Add suppliers – If you have a predetermined supplier but they are not recommended by Fairmarkit, you can invite them to quote on your item(s). Click the “Add suppliers” button and view options: (a) search existing suppliers or (b) create and invite new supplier

Customer categories
Choose a category...

Suppliers invitation

Add supplier groups

Charter Bus Services - Approved Vendor List (Do Not Modify) +7 Commercial Print - Approved Vendor List +14 Moving & Storage - Approved Vendor List (Do Not Modify) +8 Promotional Items - Licensed Exempt

Add suppliers

Search existing suppliers

Create and invite new supplier

Add suppliers

Search existing suppliers

Create and invite new supplier

(a) “Search existing suppliers” – search by title, email, external ID, group, tag, business classification and click “Add” to invite existing suppliers

Search suppliers by title, email or external ID

Group Business classification

Tags

Add tag

Company	Contact	Location
<input type="checkbox"/> 1010 Commonwealth LLC SAP Arbia 00100...	accountspayable@bu.edu	US
<input type="checkbox"/> 101 West 57th Restaurant LLC SAP Arbia 00100...	Annamarie Vukmanovich, ap@e2hospitality.com	US, NY
<input type="checkbox"/> 10 Digit Learning Innovations SAP Arbia 00100...	frank@griffized.com	US
<input type="checkbox"/> 10up Inc SAP Arbia 00100...	Jason Clarke, invoices@10up.com	US, CA
<input type="checkbox"/> 10x Genomics Inc SAP Arbia 00100...	Tom Kelly, customerservice@10xgenomics.com	US, CA

Items per page 25 1 - 25 in 22965

Cancel Add

(b) “Create and invite new supplier” – enter company title, email, contact name; mark as registered if applicable and click “Create and add” to invite

Company title *

Email *

First name

Last name

Registered

Cancel Create and add

Registration Serviced locations Contact

Suppliers Invitation – (3) select supplier group

3. **Supplier groups** – select a supplier group to simultaneously invite numerous suppliers that are appropriate for the category of the item you requested. BU has pinned supplier groups created based on a category (e.g., Charter Bus Services, Commercial Print, etc.).

Customer categories

Choose a category...

Suppliers invitation 0

Add supplier groups ⓘ

Charter Bus Services - Approved Vendor List (Do Not Modify) +7 Commercial Print - Approved Vendor List +14 Moving & Storage - Approved Vendor List (Do Not Modify) +8 Promotional Items - Licensed Exem...

Add suppliers ▾

Search existing suppliers

Create and invite new supplier

Suppliers invitation 7

Add supplier groups ⓘ

Charter Bus Services - Approved Vendor List (Do Not Modify) Commercial Print - Approved Vendor List +14 Moving & Storage - Approved Vendor List (Do Not Modify) +8 Promotional Items - Licensed Exemplar Suppliers +11

Manual 7

Add suppliers ▾

Company	Registration	Serviced locations	Contact	Score	Response rate
BILLS TAXI SERVICE, INC. SAP Ariba 0010007216 SMALL Small busines...	✓ ✎		Doug White ▾ info@aametro.com	—	81.82%
LOCAL MOTION INC. SAP Ariba 0010002507 SMALL Small busines...	✓ ✎		Lynda Brunet ▾ lleone@lmboston.com	—	84.62%
ACADEMY EXPRESS LLC (0010003694) Unknown 0010003694 SMALL Small busines...	✓ ✎		Mike Spadea ▾ mspadea@academybus.com	—	100%
PETER PAN BUS LINES, INC SAP Ariba 0010000365	✓		charters@peterpanbus... ▾	—	33.33%

Notes and Files

- **Notes:** add additional information about the event for all invited suppliers to view (e.g., enter shipping account number). Note: when communicating with suppliers, never share your budget or the quotes you've received from other suppliers.
- **Files:** attach a file (e.g., scope of work document), that details desired specifications for your request. Providing suppliers with more information will help them produce more accurate quotes.

Notes to supplier

0 / 4,000

Files

Add file(s)...

Save and send Save draft

Review RFQ and Submit to suppliers or Save draft

After completing all required fields and providing as much information as possible to detail your request, review the RFQ and decide whether to (a) **Save and send** or (b) **Save draft**

- a. Click **Save and send** once you confirm all information is accurate to submit to suppliers.
 - Once you send the RFQ to all invited suppliers, each supplier will receive an email invitation and the request will be marked as “Open.”
 - You will also receive a confirmation message and can review all events on the [Events list](#). When the event closes, you'll be able to award a quote
- b. Click **Save Draft** if you are not ready to invite suppliers. You may return to the RFQ later to send.

Notes to supplier

0 / 4,000

Files

Add file(s)...

Save and send Save draft

“Invitation to Quote” email sent to suppliers

- The “Invitation to Quote” email shown below is sent to each invited supplier.
- Invited suppliers have the option to provide a Quote, Message Buyer, or Decline.

B Boston University Sourcing and Procurement

Remaining: 4 days 23 hours

INVITATION TO QUOTE

Camera memory cards

You have been invited to participate in this event by the Procurement team at AM Productions. AM Productions is using the Fairmarkit e-bidding platform to obtain price and lead time for selected scopes. Please review below details of the requirements and then select 'Quote' or 'Decline'. 'Quote' will direct you to the request page to submit your quote.

You also have the option to 'Message Buyer' if there are any questions.

Description	Manufacturer	Manufacturer part #	Internal part #	QTY
1. SanDisk 128GB Extreme PRO SDXC UHS-I Memory Card	SanDisk	SDSDXXD-128G-GN4IN		100.00

Notes to supplier:

Can you please provide warranty information for each item?

Quote

Message Buyer

Decline

Details

When a supplier clicks “Quote,” they will see the BU Bid Request screen shown below.

BOSTON UNIVERSITY [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

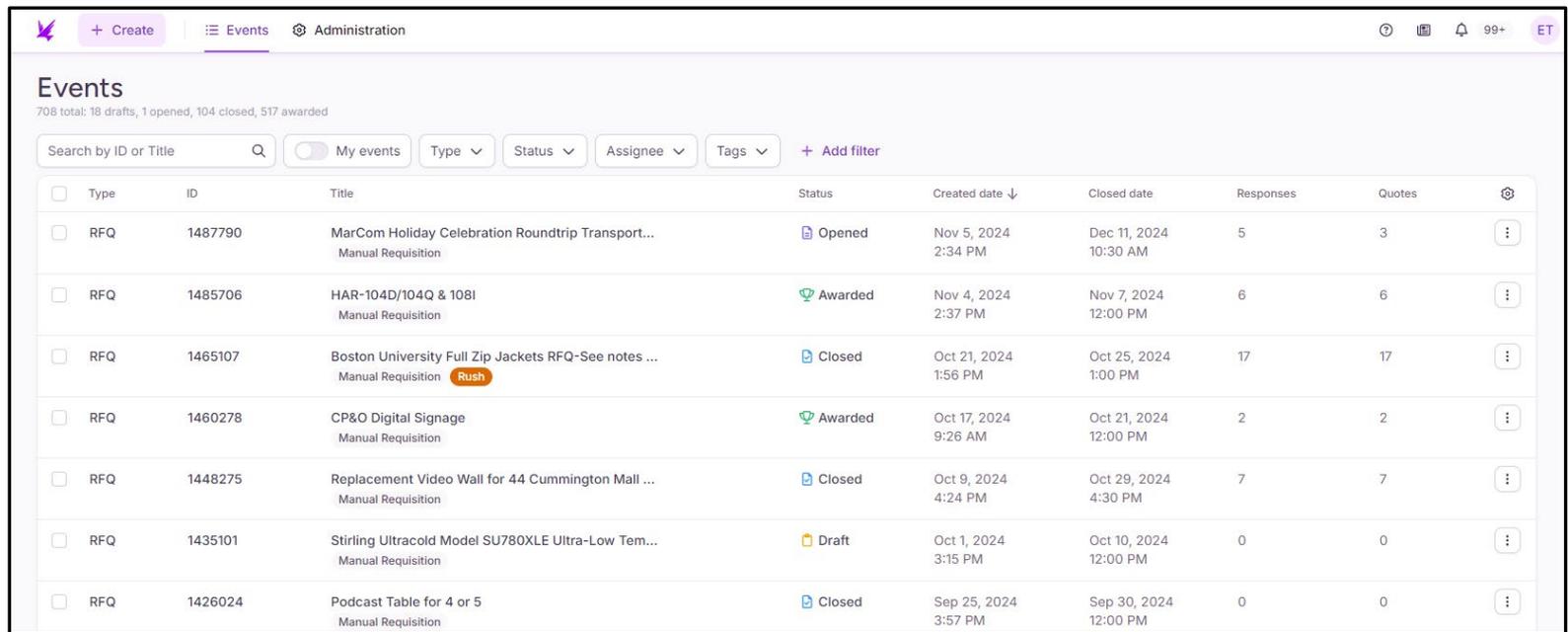
Quote Vendor quote number: 123 Valid for: 30 days

#	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 and manage open RFQ via Events list page

Once you've invited suppliers and your RFQ is "Opened," it is important to monitor and manage your event. From the top navigation menu, select "Events." Through the Events page, you can monitor and manage your open RFQ by:

1. **Communicating with suppliers** via email or notifications to answer questions and clarify requirements.
2. **Taking actions for an event** (available actions are dependent on the type of event and its status).



Events

708 total: 18 drafts, 1 opened, 104 closed, 517 awarded

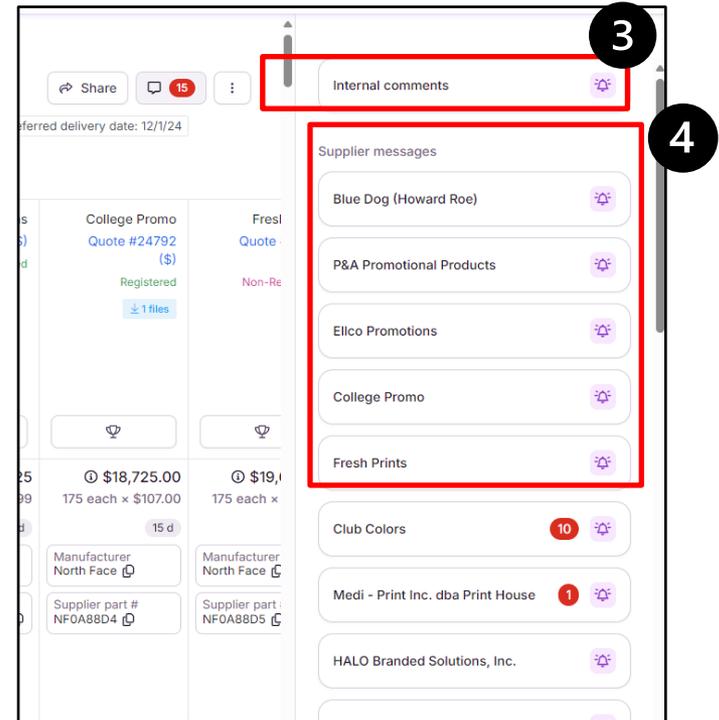
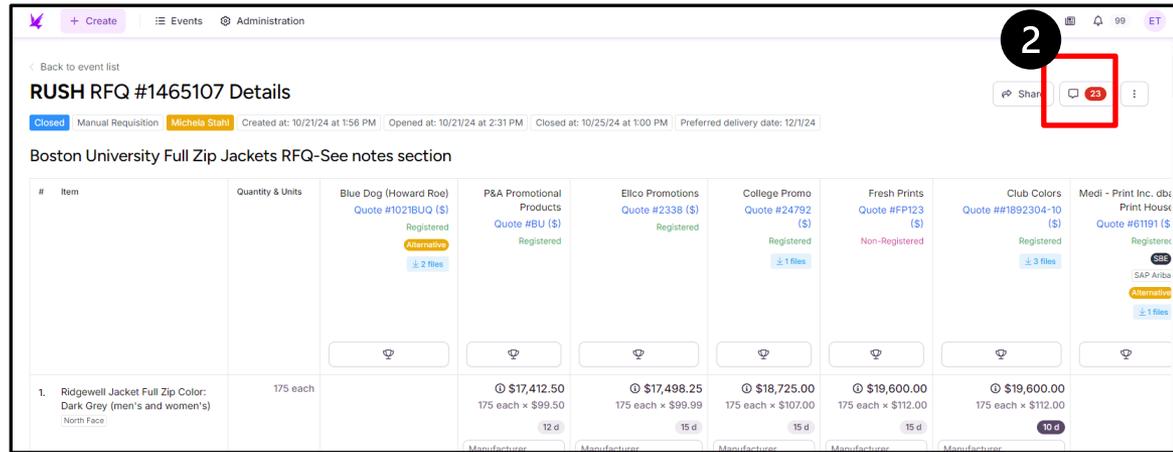
Search by ID or Title My events

Type	ID	Title	Status	Created date ↓	Closed date	Responses	Quotes	
<input type="checkbox"/> RFQ	1487790	MarCom Holiday Celebration Roundtrip Transport... Manual Requisition	Open	Nov 5, 2024 2:34 PM	Dec 11, 2024 10:30 AM	5	3	<input type="button" value="⋮"/>
<input type="checkbox"/> RFQ	1485706	HAR-104D/104Q & 108I Manual Requisition	Awarded	Nov 4, 2024 2:37 PM	Nov 7, 2024 12:00 PM	6	6	<input type="button" value="⋮"/>
<input type="checkbox"/> RFQ	1465107	Boston University Full Zip Jackets RFQ-See notes ... Manual Requisition Rush	Closed	Oct 21, 2024 1:56 PM	Oct 25, 2024 1:00 PM	17	17	<input type="button" value="⋮"/>
<input type="checkbox"/> RFQ	1460278	CP&O Digital Signage Manual Requisition	Awarded	Oct 17, 2024 9:26 AM	Oct 21, 2024 12:00 PM	2	2	<input type="button" value="⋮"/>
<input type="checkbox"/> RFQ	1448275	Replacement Video Wall for 44 Cummington Mall ... Manual Requisition	Closed	Oct 9, 2024 4:24 PM	Oct 29, 2024 4:30 PM	7	7	<input type="button" value="⋮"/>
<input type="checkbox"/> RFQ	1435101	Stirling Ultracold Model SU780XLE Ultra-Low Tem... Manual Requisition	Draft	Oct 1, 2024 3:15 PM	Oct 10, 2024 12:00 PM	0	0	<input type="button" value="⋮"/>
<input type="checkbox"/> RFQ	1426024	Podcast Table for 4 or 5 Manual Requisition	Closed	Sep 25, 2024 3:57 PM	Sep 30, 2024 12:00 PM	0	0	<input type="button" value="⋮"/>

(1) Communicating with suppliers

Communicate with suppliers via your Opened RFQ:

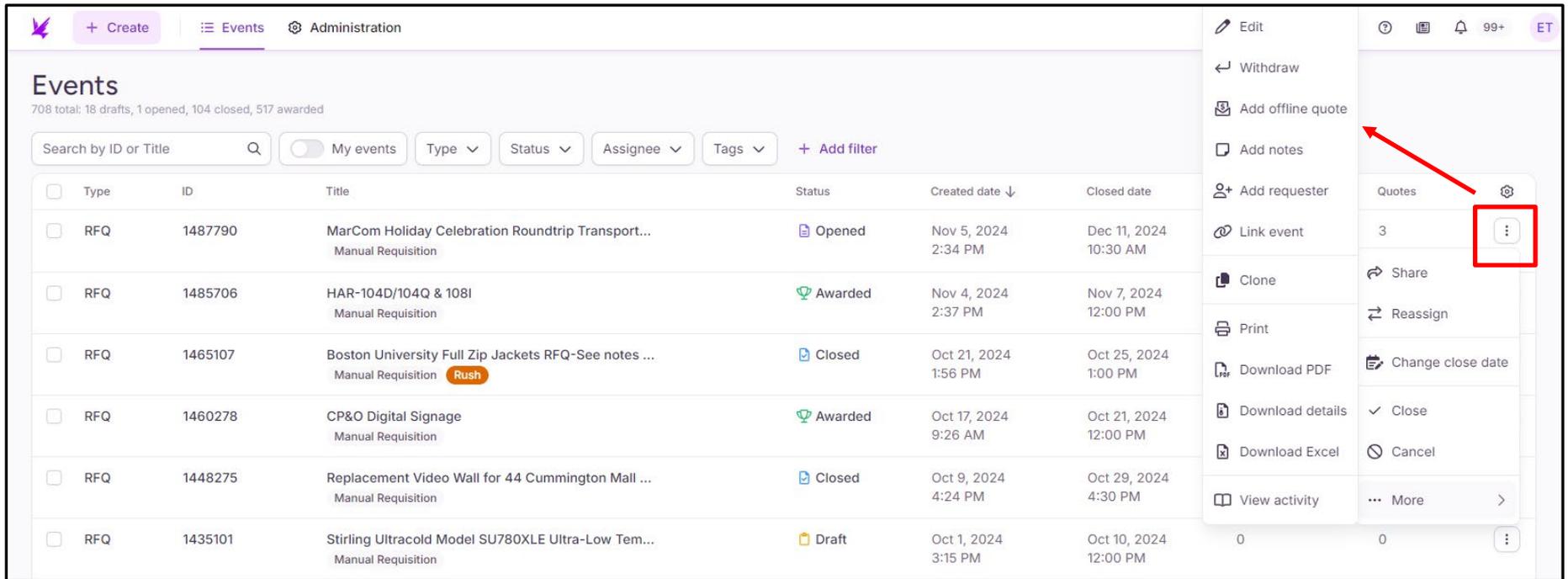
1. Navigate to the Events page and click on the RFQ.
2. Select the **messages icon** 
3. View **internal comments** and respond as necessary. Internal comments are not visible to suppliers.
4. Respond to **Supplier messages**, answer questions and attach files as needed.
 - Suppliers will be notified via email or in the supplier portal if they have Fairmarkit accounts
 - You will receive an email to notify you of messages and will also be notified within the Fairmarkit platform
 - Once you click on a notification while in preview mode, the notification will be removed from the list.



(2) Taking Actions on your RFQs as needed

As needed, you may take actions on the RFQs listed on your Events page.

- Available actions depend on the type of event you created and its status (draft, opened, closed, awarded, canceled, archived). Click [here](#) for a description of each status.
- To view and select available actions, click on the three vertical dots  in the RFQ row.
- Actions you may take on your RFQs are outlined [here](#).

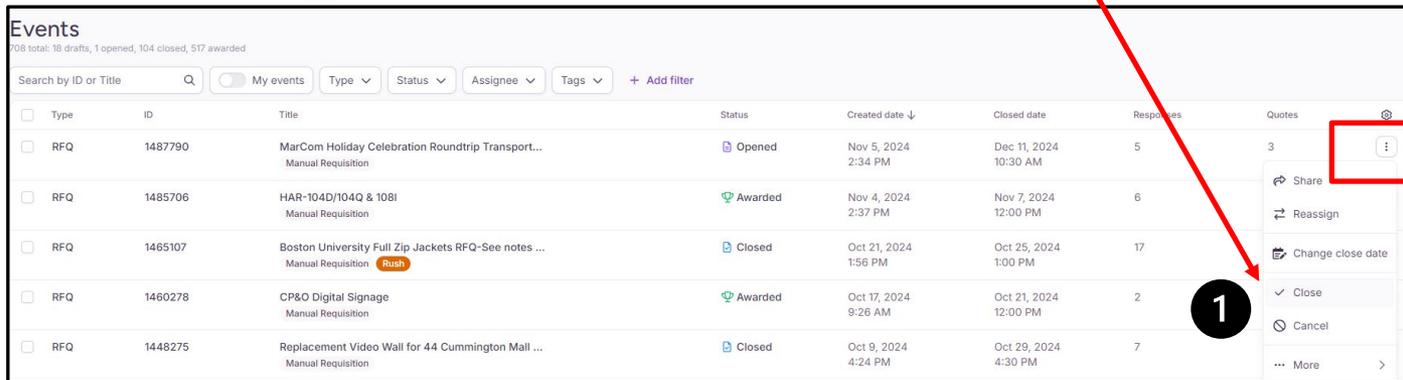


The screenshot shows the 'Events' page in a software interface. At the top, there are navigation tabs for '+ Create', 'Events', and 'Administration'. Below the tabs, the 'Events' section is displayed with a summary: '708 total: 18 drafts, 1 opened, 104 closed, 517 awarded'. A search bar and several filter buttons (My events, Type, Status, Assignee, Tags) are present. The main content is a table of RFQs with columns for Type, ID, Title, Status, Created date, and Closed date. The table lists several RFQs with various statuses like 'Opened', 'Awarded', 'Closed', and 'Draft'. On the right side, an actions menu is open, showing options such as 'Edit', 'Withdraw', 'Add offline quote', 'Add notes', 'Add requester', 'Link event', 'Clone', 'Print', 'Download PDF', 'Download details', 'Download Excel', and 'View activity'. A red arrow points to the three vertical dots icon in the 'Quotes' section of the menu, which is also highlighted with a red box.

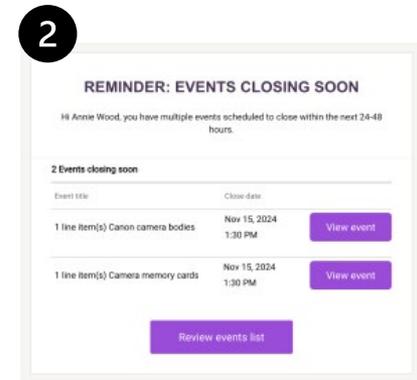
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RFQ	1448275	Replacement Video Wall for 44 Cummington Mall ... Manual Requisition	Closed	Oct 9, 2024 4:24 PM	Oct 29, 2024 4:30 PM
RFQ	1435101	Stirling Ultracold Model SU780XLE Ultra-Low Tem... Manual Requisition	Draft	Oct 1, 2024 3:15 PM	Oct 10, 2024 12:00 PM

Bid Closure

1. Bids (“RFQ event”) will **automatically close** at the time and date selected when the RFQ was created, but bids can also be **closed manually via the Events page** by selecting the three vertical dots  next to the given RFQ and clicking on “Close.”



Type	ID	Title	Status	Created date ↓	Closed date	Responses	Quotes
RFQ	1487790	MarCom Holiday Celebration Roundtrip Transport... Manual Requisition	Opened	Nov 5, 2024 2:34 PM	Dec 11, 2024 10:30 AM	5	3
RFQ	1485706	HAR-104D/104Q & 108I Manual Requisition	Awarded	Nov 4, 2024 2:37 PM	Nov 7, 2024 12:00 PM	6	
RFQ	1465107	Boston University Full Zip Jackets RFQ-See notes ... Manual Requisition Bush	Closed	Oct 21, 2024 1:56 PM	Oct 25, 2024 1:00 PM	17	
RFQ	1460278	CP&O Digital Signage Manual Requisition	Awarded	Oct 17, 2024 9:26 AM	Oct 21, 2024 12:00 PM	2	
RFQ	1448275	Replacement Video Wall for 44 Cummington Mall ... Manual Requisition	Closed	Oct 9, 2024 4:24 PM	Oct 29, 2024 4:30 PM	7	



2. Requisitioners will receive an email reminder two days before an RFQ event closes.
3. When the RFQ event (bid) closes, requisitioners and suppliers will be notified via email.
4. Click **Review and Award** at the bottom of the email to be navigated back to Fairmarkit and review all invited suppliers’ bids on the Events page before awarding one.

Close Date: Oct 29, 2024 at 4:30 PM (GMT-05:00) Eastern Time
RFQ ID: 1448275

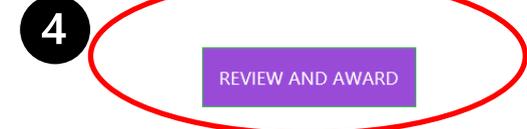
YOUR RFQ HAS CLOSED
Replacement Video Wall for 44 Cummington Mall Lobby

Suppliers invited: 8

Suppliers responded: 7

Lowest Bid items with price (excludes offline bids):

Description	Manufacturer	QTY	Price
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Review and Award – Supplier Responses

After your event closes and you click on “Review and Award” on the email notifying you that the RFQ has closed, review the suppliers’ responses on the Details page via the Fairmarkit Events list.

1. Click on the RFQ to open the RFQ details screen (shown below).
2. Review bid details (status, prices, delivery days, attachments, etc.) to determine which supplier to award. See tips for reviewing supplier responses [here](#).

RFQ #794248 Details

Run new round | Share | [Icons]

Closed | Manual Requisition | Creative Studio | Created at: 8/29/24 at 2:04 PM | Opened at: 8/29/24 at 2:04 PM | Reopened at: 8/29/24 at 2:21 PM | Closed at: 8/29/24 at 2:22 PM | UPS | Ground

Camera equipment for King Smith Foods Product Photography Initiative

#	Item	Benchmark price	Photo Equip INC Quote #4445677 (\$) Registered SBC Fairtrade Cameras Photography Services Alternative ↓ 3 files	New Photo Quote #456454756 (\$) Non-Registered Cameras Photography ↓ 2 files	CaptureCore Equipment & Services Quote #AR36543 (\$) Registered WOSB Photography Cameras Services	Photography Stuff Quote #SM1245321 (\$) Registered Cameras Photography Partial ↓ 1 files
1.	Canon Lens - EF 24-70mm f/2.8L II USM <small>Canon Manufacturer #CN0445X56453</small>	\$3,798.00 2 each × \$1,899.00	5d \$3,650.00 ↓ 2 × \$1,825.00 Manufacturer: Canon Manufacturer part #: CN0445X56453 ↓ 1 files	10d \$3,798.00 ↓ 2 × \$1,899.00 Manufacturer: Canon Manufacturer part #: CN0445X56453 ↓ 1 files	2d \$3,900.00 ↑ 2 × \$1,950.00 Manufacturer: Canon Manufacturer part #: CN0445X56453	10d \$3,800.00 ↑ 2 × \$1,900.00 Manufacturer: Canon Manufacturer part #: CN0445X56453
2.	Studio Lighting Kit: Portable flash with high output and battery. <small>Profoto Manufacturer #901222 B10 Plus</small>	\$7,485.00 3 each × \$2,495.00	5d \$7,200.00 ↓ 3 × \$2,400.00 Manufacturer: Profoto Manufacturer part #: 901222 B10 Plus	10d \$7,500.00 ↑ 3 × \$2,500.00 Manufacturer: Profoto Manufacturer part #: 901222 B10 Plus	2d \$7,500.00 ↑ 3 × \$2,500.00 Manufacturer: Profoto Manufacturer part #: 901222 B10 Plus	10d \$7,200.00 ↓ 3 × \$2,400.00 Manufacturer: Profoto Manufacturer part #: 901222 B10 Plus

Award a Supplier Bid

1. Click the trophy icon below the desired supplier's name to award that supplier. Note: the lowest bid column will be highlighted in green.
2. Click **Award 1 Item**. The RFQ will update to awarded and the winning supplier will receive notification. Note that an award justification may be required (see next slide).
3. Requisitioners will also receive a notification once they submit the award to a supplier.

RFQ #1332640 Details

Back to event list

Share | Comment | More

Closed | Manual Requisition | Requested by: Maria Pereira | Created at: 7/31/24 at 1:00 PM | Opened at: 7/31/24 at 1:00 PM | Closed at: 8/9/24 at 12:00 PM | Preferred delivery date: 8/30/24 | FedEx | Ground

Bid of selected supplier has multiple awarding options. Please select options you need and hit award again.

#	Item	Quantity & Units	HALO Branded Solutions, Inc. Quote #25864 #HALO080524 (\$) Registered SAP Ariba	Corporate Gift Solutions, LLC Quote #25864 (\$) Registered SBE SAP Ariba	Geneologie LLC Quote #31451 (\$) Non-Registered	Club Colors Buyer LLC Quote #301905-1 (\$) Registered SAP Ariba	Medi - Print Inc. dba Print House Quote #60581 (\$) Registered SBE SAP Ariba	Boundless Network, Inc. Quote #BSB20240731 (\$) Registered SAP Ariba
1.	14 ounce coffee mug, white exterior, scarlet or red interior, two color logo printed on one side of the mug, BU logo in Red, Procure to Pay in black. .eps file attached. (third logo on attached file)	96 each	\$354.24 96 each x \$3.69 10 d	\$576.00 96 each x \$6.00 14 d	\$665.28 96 each x \$6.93 10 d	\$750.00 96 each x \$7.81 7 d	\$789.99 96 each x \$8.23 10 d	\$844.80 96 each x \$8.80 10 d
			Supplier part # ACM1255	Supplier part # WP1881S12	Supplier part # CPN-560885411	Supplier part # 45821	Supplier part # LRMHI-LZGOC	Supplier part # 5.2019-1403

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Award Justifications & Supplier Registration

1. Not the Lowest Bid:

If you choose to award to a supplier who did not submit the lowest bid, you will be asked to enter a “reason to award” that explains why you decided to award a supplier that did not provide the lowest bid.

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

2. Non-Registered Supplier:

If you award to a non-registered supplier, you will be notified to submit a Supplier Request Form before submitting the award.

- Log into **Guided BUYing** and submit the Supplier Request Form. Review the [How to Place Orders page](#) for instructions,
- Once the supplier is registered, submit a PR.

Award RFQ #58065 ?

You're awarding to: W.W. Grainger, Inc. (10000642)

Please log into Ariba Guided Buying and submit a Supplier Request.
1. W.W. Grainger, Inc. (10000642) cyndee.wehrhelm@grainger.com

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

larger percentage of requested items availa...
other reason
preferable delivery/shipment terms
preferable payment terms
preferred item offered

AWARD AND SEND TO ALL

Bid Received Email, Phone

Aug 19, 2020 1:06 PM matt@bostonshowca 16179651100 231

Award Notification Email to Winning Supplier

The winning supplier will receive an email like the one below:

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

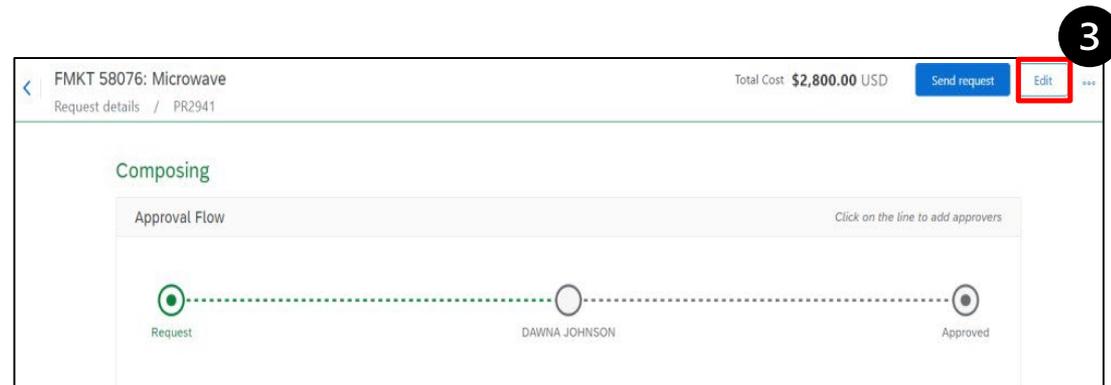
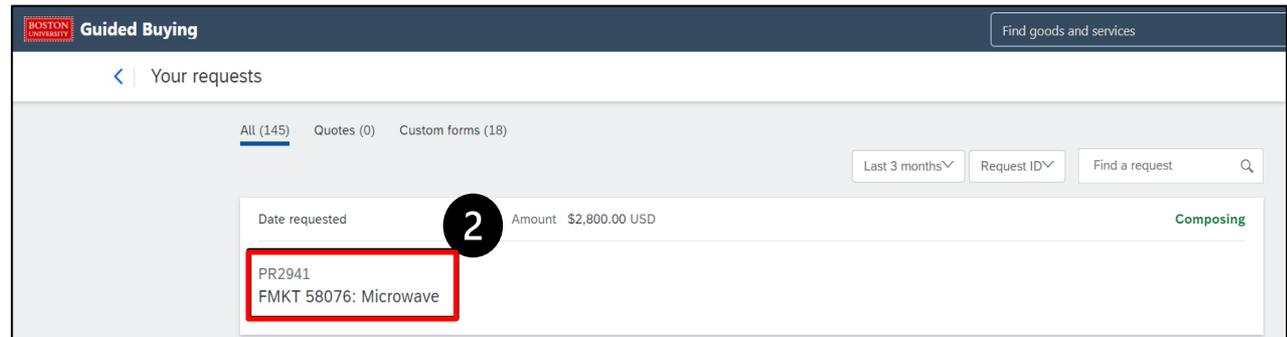
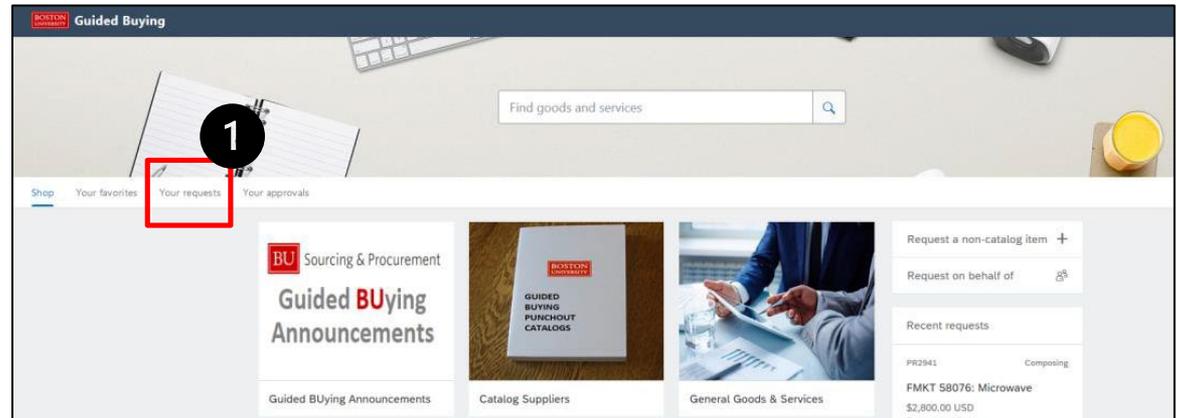
You have been awarded this bid by Boston University. All requests are subject to change and this award does not guarantee nor constitute a purchase.

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

Note: Awarding to a supplier does not guarantee a purchase. The requisitioner must continue the purchase by completing the PR process in **Guided BUYing**.

Complete Purchase Requisition (PR) in Guided BUying

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 PR – Checkout

Checkout:

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

FMKT 58076: Microwave
Checkout / PR2941

Ship to	Charge to	Total cost
975 Commonwealth Avenue Boston, MA 02215 United States	GL Account (0000510100 (NON-CAPITAL/MINOR EQUIPMENT))	\$2,800.00 USD
		Net amount \$2,800.00 USD

Need-by Date (i) Need By Date must be set

Deliver To (i) Erika Lonardo - Floor 1, Room #120

Requester (i) Erika E. Lonardo

Is Team Requisition (i) Yes No

Company Code (i) TRBU (Trustees of Boston Univ)

Attachments:

- Requisitioners can add attachments at the header or line level. Review instructions on the [How to Place Orders page](#).
- Attach **Vendor Quote/Documentation** to the PR and click “Share with Supplier” before clicking “Add” so awarded supplier can see their quote.
- Attach **Competitive Bid Documentation** – download the RFQ details from the Fairmarkit Events list or event Details screen and attach to the PR. Do NOT check **Share with supplier** because the supplier should not be able to see prices from all bidding suppliers

Attachments

Drag and drop file here, or [browse](#) to upload

Share with supplier

- ☑ Add online quote
- 📄 Add notes
- 👤 Add requester
- 🔗 Link event
- 📄 Clone
- 🖨 Print
- 📄 Download PDF
- 📄 Download details
- 📄 Download Excel
- 👁 View activity

Quotes

3

- ↪ Share
- ↪ Reassign
- 📅 Change close date
- ✓ Close
- ❌ Cancel
- ⋮ More

Fairmarkit Tips & Tricks

- ✓ If you know the supplier part number, enter it in the RFQ to get the best supplier results.
- ✓ Fairmarkit is designed to help you obtain several quotes quickly and get the best price for your item(s). It is NOT used in place of **Guided BUYing**. Once you award a supplier, a PR will be in the “Your Requests” tab of **Guided BUYing**. The PR will be in “composing status” and you must edit the PR to generate the Purchase Order (PO).
- ✓ If you award a bid to a non-registered supplier, you must register the supplier before you can complete the PR process in **Guided BUYing**. Requisitioners must submit the Supplier Request Form in **Guided BUYing**. Supplier registration is subject to Sourcing & Procurement approval.

Training Resources: <https://www.bu.edu/sourcing/fairmarkit/>

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

Fairmarkit: email support@fairmarkit.com