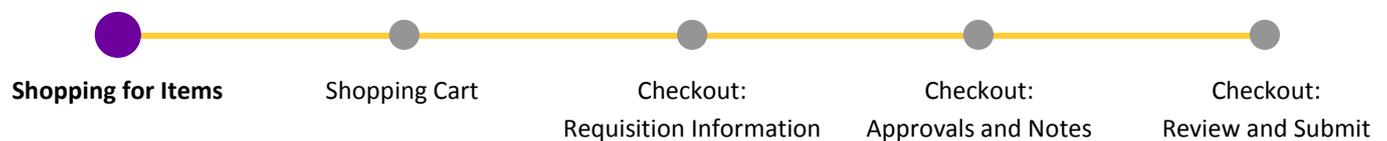## Get a quote via eMarketplace

iProc Requisitioner **|** Oracle Financials

This guide is intended for iProc Requisitioners who need to get a quote via eMarketplace in the iProcurement (iProc) part of the Oracle Financials system. It occurs at the shopping for items part of the requisition process.

The requisition process:

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Shopping for Items   Shopping Cart   Checkout: Requisition Information   Checkout: Approvals and Notes   Checkout: Review and Submit

What is a request for quotation?

The University's Financial Regulations and Procedures require orders over £5,000 to be subject to quotations and a recent enhancement to eMarketplace now allows the University to generate these quotations from eMarketplace.

This will allow the University to drive better value through quotations for larger items of equipment or exceptionally large quantities.

eMarketplace is a very useful tool for commonly purchased items that have fixed prices/discounts and additional fixed discounts for higher volume purchases (known as 'price breaks').

The process is known as **Request for Quotations (RFQs)**, or *Get a Quote*, as it is referred to within eMarketplace.

RFQs (Get a Quote) **should only be used for orders less than £100,000 and advice should be sought from Procurement for values in excess of £100k.**

To get a quote for an **eMarketplace product** you will need to:

1. Login to Oracle Financials via this link: http://financelive.fin.manchester.ac.uk/

2. Select **The University of Manchester eMarketplace** link within iProc. The *marketplace homepage* appears. You can return to the homepage at any time using the same link.

3. Search for a product by entering a keyword or product/catalogue number into the *Search…* field at the top right of the screen, and then press the *Enter key*. Use the **Improve your search** link below the search field for help with searching. You can also use the **magnifying glass** icon to run the search.

4. The search results will be returned and the number of matches will be displayed. Select the product **Description**.

5. Select **Add to quote** on the left side of the screen in the *Product options* section.

6. Enter the **Quantity** required for the quote and then click **Add to quote**.

7. Select **Start new quote**, or add to an existing quote by selecting the quote in the list (if displayed).

8. Review the information displayed and add further items if necessary, then click **Next**.

9. Add the suppliers you wish to send this quote to in the **Available suppliers** field. Use the **drop-down menu** or type the first letters of the supplier name to limit the list and then select the supplier from the list. Add all suppliers you wish to send this quote to.

> **IMPORTANT**: Only select those suppliers appropriate to your intended purchase eg don't send a quote for a large volume of office chairs to Sigma or Fisher.

10. Click **Next**.

11. Add **Comments** for the supplier if necessary and then select **Next**.

12. Review the information on the *Summary* screen and amend or add any details as necessary.

13. Check your **Address** and **Contact details**, or add this information if it is not already displayed. Add your University e-mail address, if it is not already displayed, so that you receive notifications about your quote.

14. Note that there is an option to enter an expiry date in the **Quote expires:** field, which defaults to a month from the time you requested the quote.

15. Select **Send quote** and then select **Send quote** on the pop-up box that appears. You quote will then be allocated a unique quotation number and has now been submitted to the suppliers you selected.

Can Get a quote be used for non-catalogue items?

The *Get a quote* functionality in eMarketplace can also be used to request quotes for items that are not available as catalogue items in eMarketplace.

To get a quote for a **non eMarketplace product** you will need to:

1. Select **The University of Manchester eMarketplace** link from within iProc. The *marketplace homepage* appears. You can return to the homepage at any time using the same link.

2. Click **Get a quote**.

3. Enter the **Product Name** with as much description as possible.

4. Enter the **Supplier catalogue number** and the **Manufacturer part number**, if known. If you do not know this information please type *not known* as these are mandatory fields.

5. Enter the **Quantity** you require on the quote.

6. Select the **UOM** (Unit of Measure) from the **drop-down menu**.

7. Enter the expected **Price**. If the current price is not known, enter this as 0.01.

8. Enter any other details regarding the price, eg pack size, in the **Comments to supplier** field.

9. Add an **Attachment** if required.

10. Click **Add new product** to add further items to the quote if necessary and then click **Next**.

11. Add the suppliers you wish to send this quote to in the **Available suppliers** field. Use the **drop-down menu** or type the first letters of the supplier name to limit the list and then select the supplier from the list. Add all suppliers you wish to send this quote to.

> **IMPORTANT**: Only select those suppliers appropriate to your intended purchase eg don't send a quote for a large volume of office chairs to Sigma or Fisher.

12. Click **Next**.

13. Add **Comments** for the supplier if necessary and then click **Next**.

14. Review the information on the *Summary* screen and amend or add any details as necessary.

15. Check your **Address** and **Contact details**, or add this information if it is not already displayed. Add your University e-mail address, if it is not already displayed, so that you receive notifications about your quote.

16. Note that there is an option to enter an expiry date in the **Quote expires:** field, which defaults to a month from the time you requested the quote.

17. Select **Send quote** and then select **Send quote** on the pop-up box that appears. You quote will then be allocated a unique quotation number and has now been submitted to the suppliers you selected.

How can I view my quotes?

1. View your quotes from the *eMarketplace Homepage* by clicking on the **Quotes** option. Your list of quotes will then be shown. Click on a **Quote Number** to see more information.

2. Alternatively, view your quotes from the **my account** option at the top of the screen and then select **quotes**. If the quotes are not displayed automatically, select **Search** to see all of your quotes. Or search for a particular quote using the search fields. Your list of quotes will then be shown.

3. Click on the **quote reference number** to see more information. Any responses from the supplier will be shown on this screen. You will receive an e-mail from the supplier if they have responded to your quote.

4. If you are happy with the quote you can select the items you wish to add to a requisition from this screen. First select the item to the left of the supplier name and then click **Add to basket**.

5. The eMarketplace **Shopping basket** screen will be displayed, just like a standard eMarketplace requisition.

   Please note: Once a requisition has been approved it cannot be amended. Therefore, make any changes to the order *Quantity* or *Delete* selected items if necessary at this stage. Select *Update basket* after making any changes to the quantity.

6. Once you are happy with your *Shopping basket* you should **Checkout** in the normal way. This will take the items from eMarketplace back into iProc.

Next step: Follow the guidance in the [Shopping Cart](#) guide.