

The Vendor Tutorial

Federal EDI – Searching for RFQ's

If you have not yet viewed Section V-4A "Accessing your EDI Management Menu" it is recommended that you review this file before proceeding.

Searching for RFQ's:

In addition to receiving RFQ's based on your vendor code profile, you may also query our system in search of both open and closed RFQ's. There are two different groups of documents that you are able to search for using our EDI search form. The first type, an 836, is an award summary relaying who won a specific RFQ. The second type of document, an 840, is the actual RFQ document. Note that agencies may not send out an 836 once the winning bidders have been decided.

Step 1: Open the RFQ search form from your *EDI Management* menu by selecting *Search EDI Documents* (See Image 1).

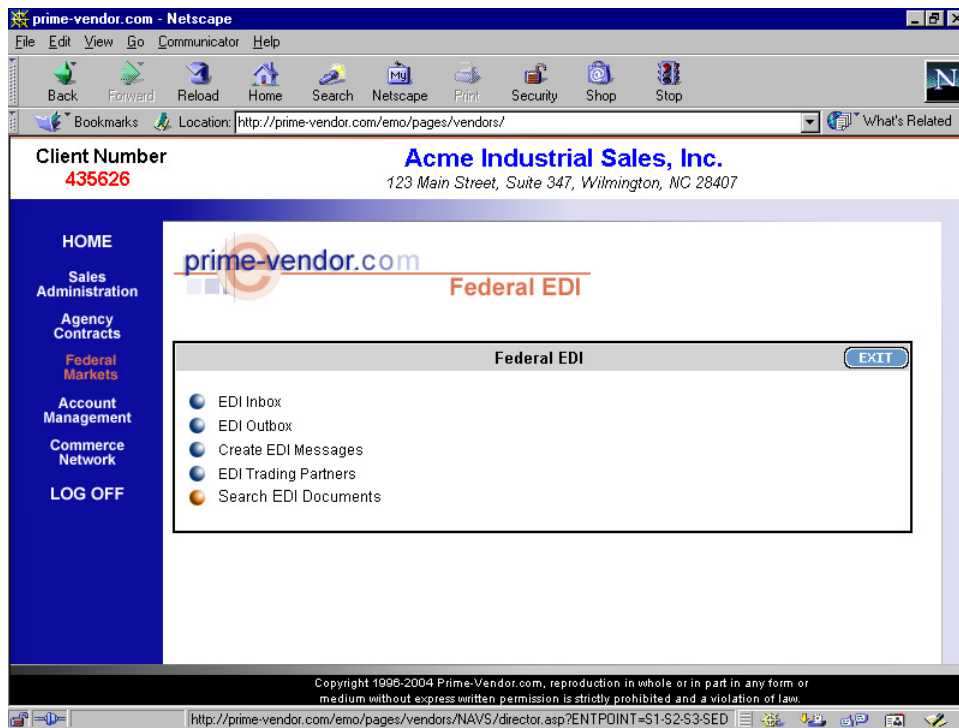


Image 1: Selecting Search EDI Documents

Step 2: Image 2 illustrates the *Public Federal EDI Search* form. There are three available search criteria in the drop down menu at the top of the form:

- **Specific 836s by Source RFQ Number:** will search for an 836 award summary.
- **Specific 840s by RFQ Number:** will search for both open and closed federal RFQ's based on their ID Number.
- **Search 840s By Keyword in Line Items:** will query the database using a keyword to search the line items of each RFQ. This type of search will return both open and closed RFQ's.

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Select one of these options to continue.

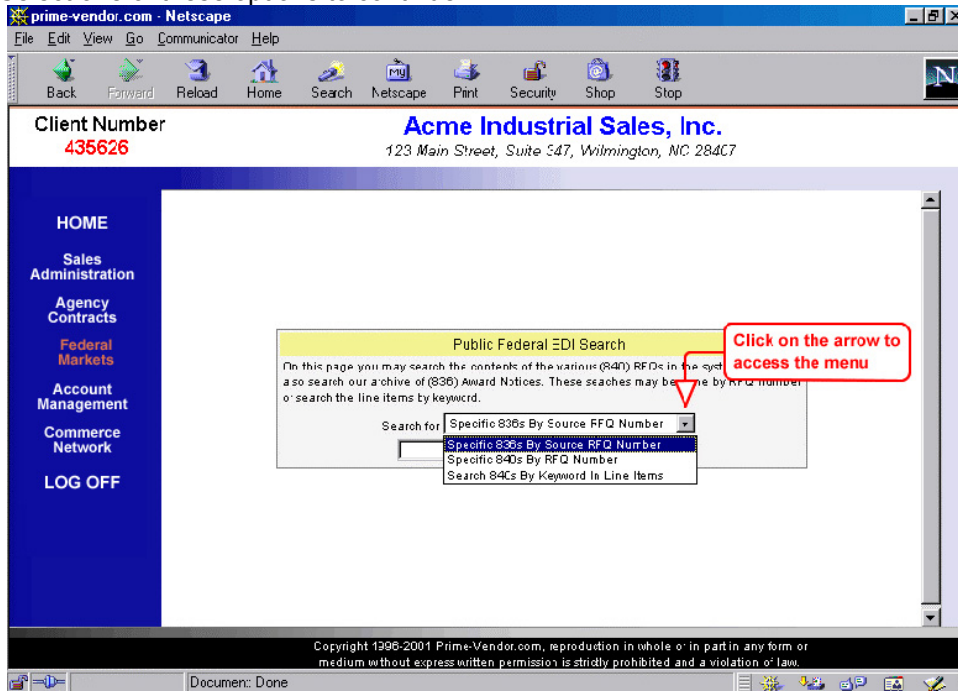


Image 2: Selecting the search criteria

Step 3: In Image 3, the vendor has chosen to search for a RFQ using a keyword. Once you have entered a keyword into the blank click on the button labeled **Search**.

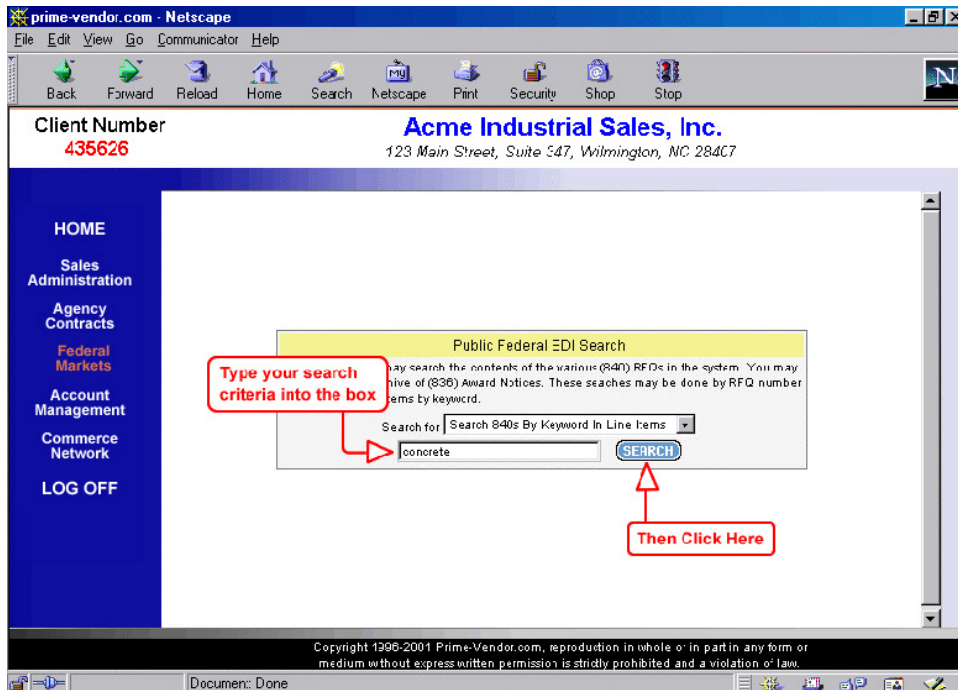


Image 3: Entering a search term

Step 4: The returned results are displayed in order of their **Post Date** (See Image 4). Click on the **View** button to look at a given RFQ.

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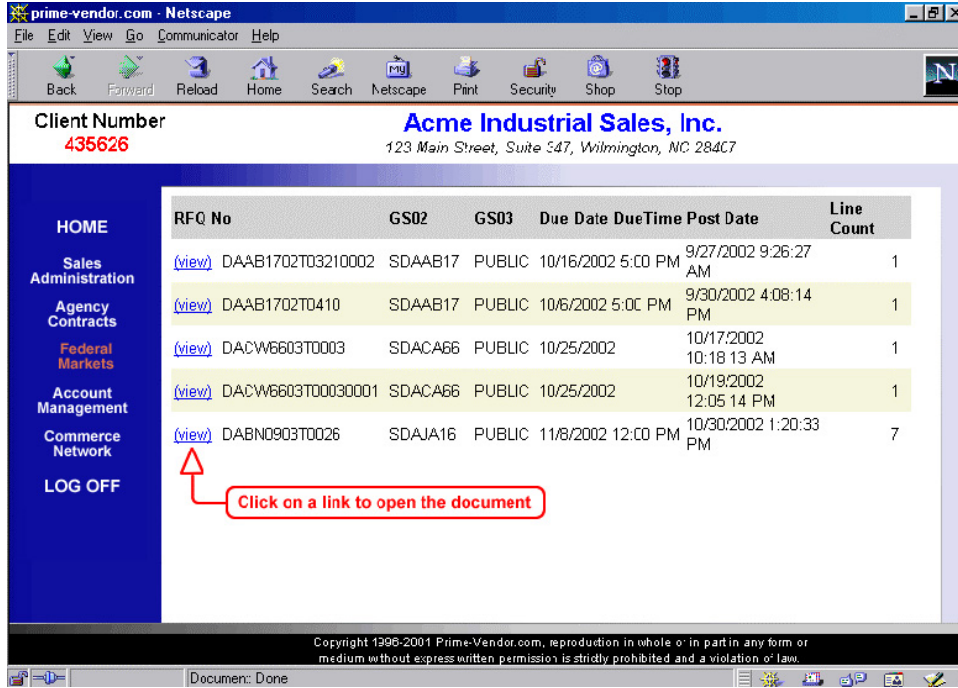


Image 4: Viewing the search results

Step 5: When you open the RFQ it will be displayed in its entirety. You may select **View Line Items Only** from the drop down menu at the top of the page to view an itemization of the RFQ's line items.

Step 6: To add the RFQ to your EDI Inbox, select the option labeled **Add This RFQ To Inbox** and click on the **GO** button (Image 5).

Step 7: A message will confirm that the RFQ has been added to your inbox (Image 6).

NOTE: You cannot place a bid on a RFQ outside of your EDI Inbox.

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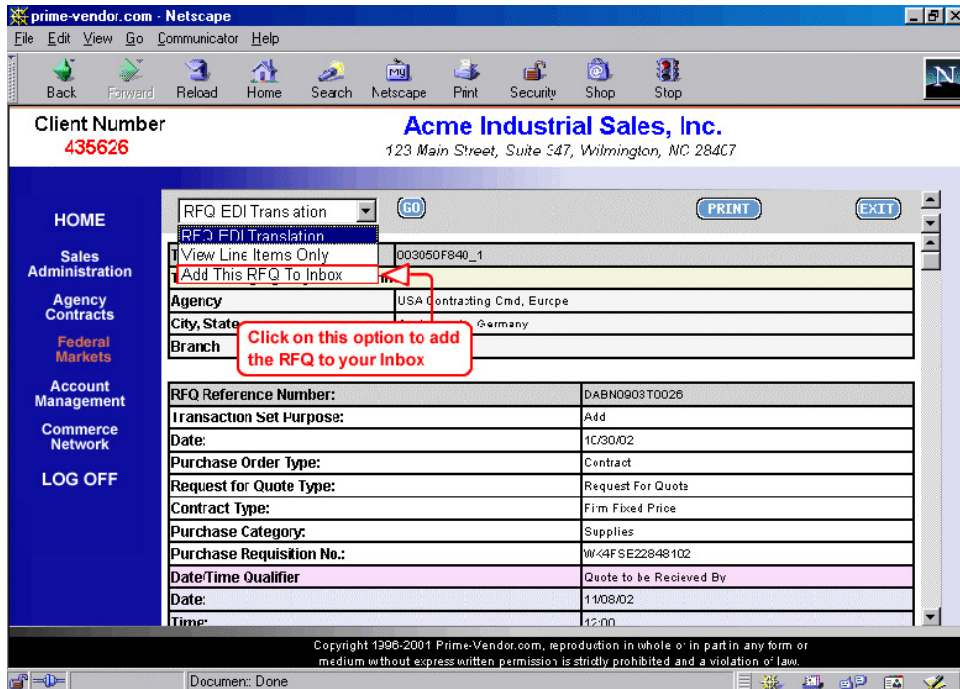


Image 5: Adding the item to your EDI Inbox

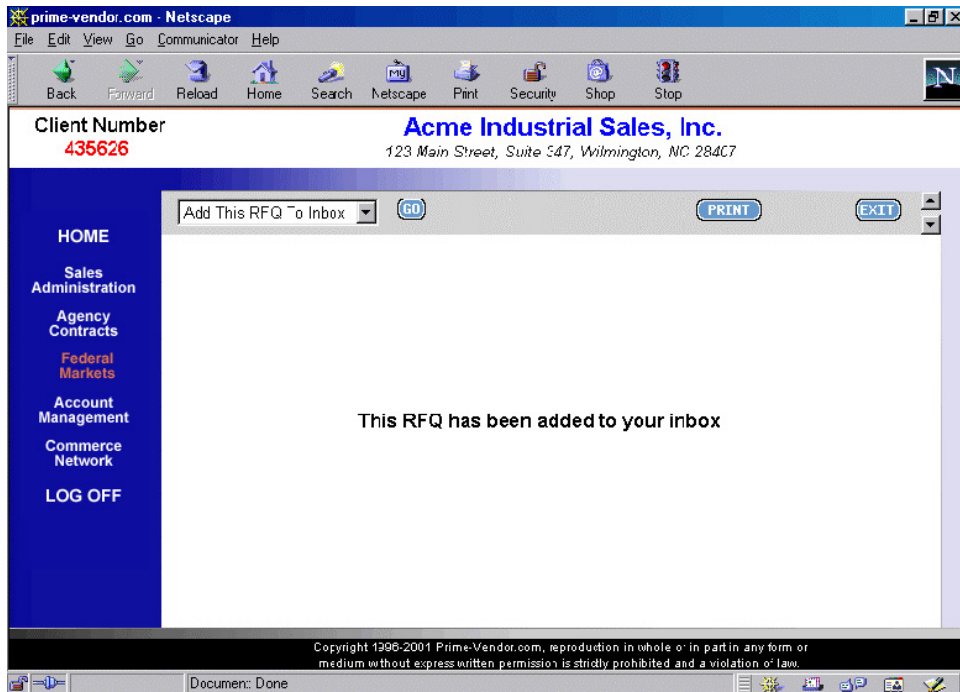


Image 6: Inbox confirmation message