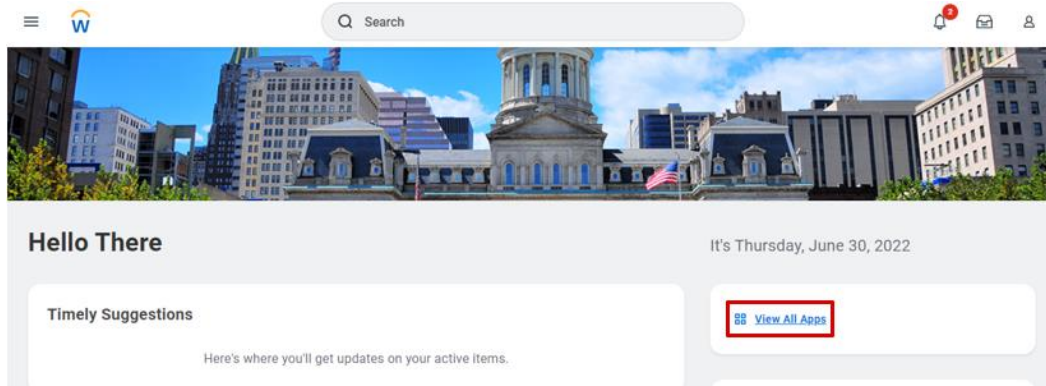


RESPOND TO REQUEST FOR QUOTE

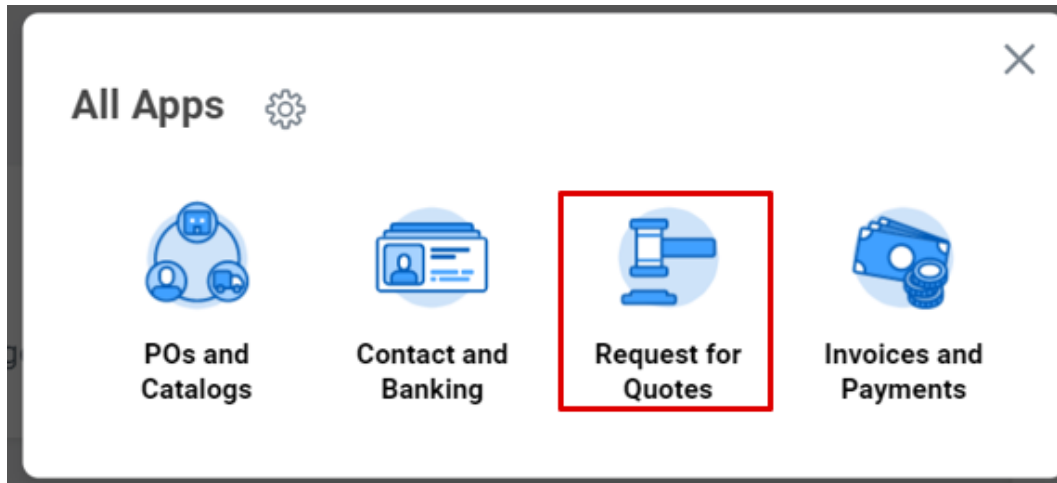
Follow the steps to create a response to an RFQ.

From your Workday homepage:

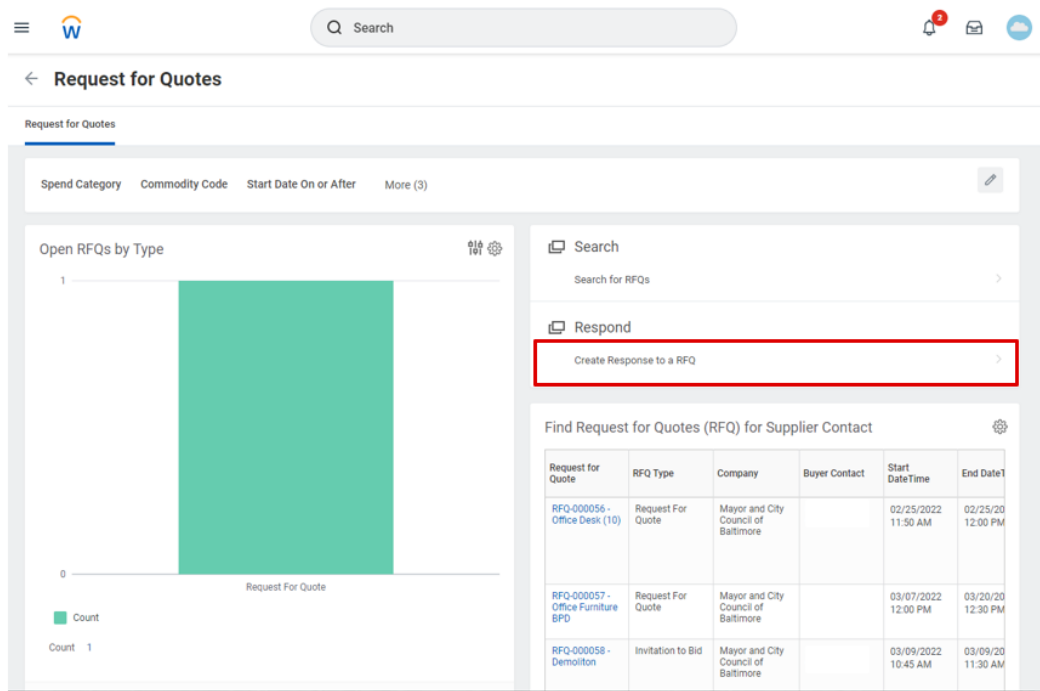
1. Click on **View All Apps**.



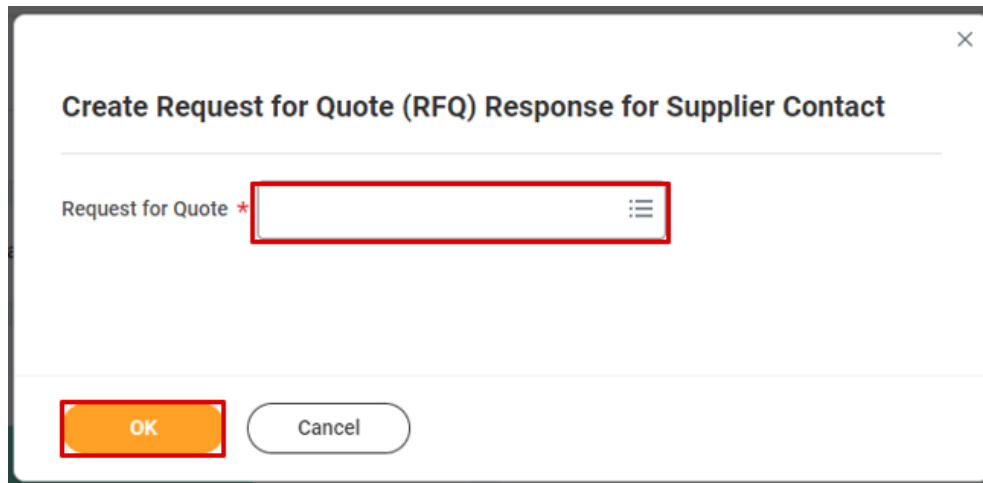
2. Select **Request for Quotes**.



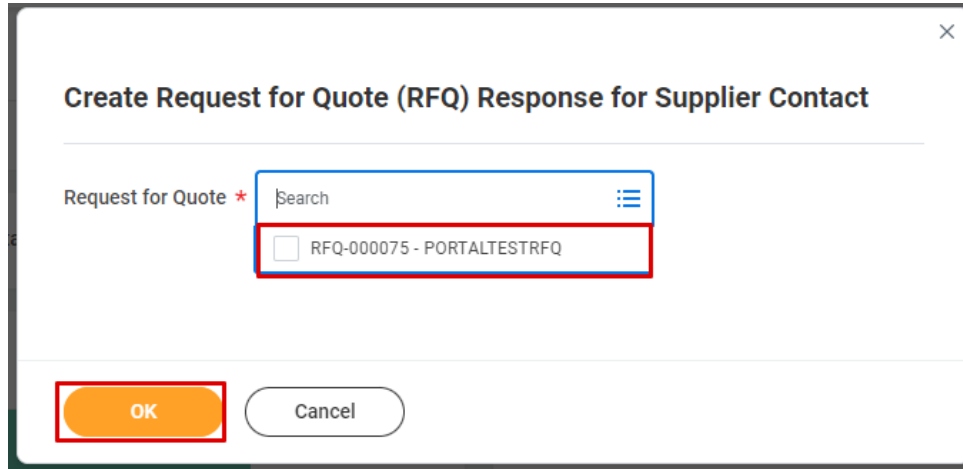
3. The Request for Quotes page will open, select **Create Response to a RFQ**.



4. The Create Request for Quote (RFQ) Response for Supplier Contact box will appear. Click on the **search prompt box**.



5. A list of available RFQs will appear. Select your **RFQ**.
6. Click **OK**.



7. Click on the **Enter Line Responses** tab.

Create Response to RFQ: PORTALTESTRFQ (RFQ-000075) 1/16

Time Left: 22 Minutes | RFQ Response Line Total: (empty)

Document Information

Response Date: 06/30/2022 11:37 PM
GMT-05:00 Eastern Time (New York)

Recorded By: Dell Contact

Response Memo:

Shipping Information

Shipping Terms:

Shipping Method:

Shipping Instructions:

RFQ Information | Instructions | **Enter Line Responses** | Enter Bid Requirement Responses | Add Attachments

Company: Mayor and City Council of Baltimore | Start Date: 06/28/2022 12:00 AM

RFQ Type: Request For Quote | End Date: 07/01/2022 12:00 AM

Currency: USD | Time Zone: GMT-05:00 Eastern Time (New York)

Buyer Contact: Michelle King (007942)

401 E. Fayette Street
5th Floor
Baltimore, MD 21202
United States of America

[E Mail Michelle.King@baltimorecity.gov](mailto:Michelle.King@baltimorecity.gov)

Memo: see specification on size and color must match existing furniture

Terms and Conditions: attach URL for T&C for "informal"

- 8. Confirm amount for **Response Quantity**.
- 9. Enter a **Response Price**.

Create Response to RFQ: PORTALTESTRFQ (RFQ-000075)

Time Left: 22 Minutes | RFQ Response Line Total: (empty)

Document Information

Response Date: 06/30/2022 11:37 PM
GMT-05:00 Eastern Time (New York)

Recorded By: Dell Contact

Response Memo:

Shipping Information

Shipping Terms:

Shipping Method:

Shipping Instructions:

RFQ Information | Instructions | **Enter Line Responses** | Enter Bid Requirement Responses | Add Attachments

Viewing:

1 **Line Response**

No Bid:

Line: 1

Item Description: (empty)

Response Item Description:

Spend Category: SC640402 - Office Supplies

Unit of Measure: Each

Quantity:

10 requested

Price:

Total: 0.00

Attachments

Drop files here

or

- 10. Click **Submit**.
 Result: Your Response to the Request for Quote has been submitted.