



# IT e-mart Request for Quote (RFQ) Tutorial



July 2010

# Purpose

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- CHESS *it e-mart* RFQ Process
  - How to create and submit an RFQ (pgs 3-12)
  - How to view RFQ responses from vendors (pg 15)
  - How to manage your RFQs
    - Deleting an RFQ (pg 16)
    - Submitting a Re-Quote (pg 17-19)

# Create and Submit an RFQ

# Step 1 – Access the RFQ Manager



Click on "Request Quote/Proposal" link

# Step 2 – Log into the RFQ Manager

CHESSE it e-mart :: - Windows Internet Explorer  
https://chess.army.mil/ascp/commerce/user/login.jsp?where=rfq&displayError=true

File Edit View Favorites Tools Help

CHESSE it e-mart ::

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Request Quote/Proposal  
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CHESSE 2010 Events  
LandWarNet  
Government Employee Purchase Program  
Army/DoD Standards, Policies

**Log in**

Army

Non-Army

**After logging in you will be returned to the home page -- click on Request Quote/Proposal link again**

AKO Log In  
AKO ARMY KNOWLEDGE ONLINE  
AKO Userid/Password Login  
Forgot your AKO password?  
Army CAC Login  
(Your CAC must be registered on AKO)

OR

Non-AKO Log In  
Login(email):  
Password:  
Log in  
Forgot your password?

I'm an Army user without an AKO account. How do I register?  
I'm a non-Army user, or Vendor. How do I register?

My Cart  
0 items  
Total: \$0.00  
Transient Ca...  
Activate

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# Step 3 – Create a new RFQ

CHES it e-mart :: Request Manager - Windows Internet Explorer  
https://ches.army.mil/ascp/commerce/rfq/rfqManager\_customer.jsp

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CHES it e-mart :: Request Manager

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Welcome, Katrina Macksey  
My Cart  
1 items  
Total: \$258.00  
Kate's Cart  
Activate

My Account  
Profile  
RFQ's/RFP's  
Responded RFQs:0  
Overdue RFQ:0  
Responded RFP:0  
Overdue RFP:0  
Shopping Carts  
Waivers  
MS Licenses  
Administration  
Order Manager  
RFQs/RFPs Admin  
View

### Request For Quote/Request For Proposal

Use the Request Manager to track the status of your requests below. To view the details of a request, click on the "Request ID" link. To delete one or more requests, check the box to the left of the request and then click on the "Delete Selected Requests" button at the bottom of the page. To create a new request, use the "Create New Request" button.

There are two different types of requests, "Request for Quotes" (or RFQs) and "Request for Proposals" (or RFPs). Click on the appropriate tab to display a list of the RFQs or RFPs.

[RFQ tutorial](#) [RFP tutorial](#)

**Create New Request**

RFQs RFPs Go to: [RFQ Responses From Vendors](#) [Expired RFQs](#)

**RFQs Sent To Vendors**  
None

Go to: [RFQs Sent To Vendors](#) [Expired RFQs](#)

**RFQ Responses From Vendors**  
None

Go to: [RFQs Sent To Vendors](#) [RFQ Responses From Vendors](#)

**Expired RFQs**  
None

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Select  
"Create New Request"

# Step 4 – Select RFQ for Hardware

CHES it e-mart :: make Your Request - Windows Internet Explorer  
https://ches.army.mil/ascp/commerce/rfq/makeRequest.jsp

File Edit View Favorites Tools Help

CHES it e-mart :: make Your Request

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Welcome, Katrina Macksey

**Request For Quote/Request for Proposal**

Select the appropriate radio button below depending on your requirements.

Quotes for software can be requested directly with an Enterprise Software Agreement (ESA) holder. Please consult our list of software products or the DoD Enterprise Software Initiative website.

**STEP 1 - Select Type of Request**

Note: If you are looking for software do NOT create an RFQ/RFP. Use the "Software" link at left on the navigation menu.

Select the type of request that you would like to make from the list below:

- Request a Quote for Hardware (RFQ)
- Request a Proposal for Services (RFP)
- Software

Create New Request

**Response Times:** Depending on the terms of contract, most vendors have between 5-10 days to respond to an RFP and 3-5 days to respond to a RFQ. In most cases the vendor(s) response will be much quicker.

If you need the specific response time, contact the CHES POC for the contract in question. Contract POC information is available from the "Contracts and Agreements" link at left on the navigation menu.

**My Cart**  
1 items  
Total: \$258.00  
Kate's Cart  
Activate

**My Account**  
Profile  
RFQ's/RFP's  
Responded RFQs:0  
Overdue RFQ:0  
Responded RFP:0  
Overdue RFP:0  
Shopping Carts  
Waivers  
MS Licenses  
Administration  
Order Manager  
RFQs/RFPs Admin View

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Select "RFQ for Hardware" and "Create New Request"

# Step 5 – Select a Category

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Welcome, Katrina Macksey

### Create Request For Quote

To request a quote from a vendor or vendors, fill out and submit the form below. Please be sure to provide information for all of the required fields. The vendor(s) will be notified via email of your request.

Depending on the terms of contract, most vendors have between 3-5 days to provide you with a quote. In most cases though, the vendor(s) response will be much quicker.

**TIP:** Large volume and quantity discounts are available on many contracts, so ask for additional discounting opportunities when requesting your quote.

You can check the status of your request or read a vendor's response at any time by clicking on the "RFQ's/RFP's" link in the "My Account" panel at right.

\* = Required Field

**Recipients:**

Select a category:

Select Contracts to add to Submission List:

(Hold down CTRL + click to select multiple contracts).

- W91QZ-06-D-0001 (ADMC-2) - TELUS
- W91QZ-06-D-0006 (ADMC-2) - TRANSOURCE
- W91QZ-06-D-0003 (ADMC-2) - CDW-G
- W91QZ-06-D-0004 (ADMC-2) - HEWLETT PACKARD
- W91QZ-06-D-0002 (ADMC-2) - DELL
- W91QZ-06-D-0005 (ADMC-2) - ITG
- W91QZ-06-D-0009 (ADMC-2) - NCS
- W91QZ-06-D-0007 (ADMC-2) - EMTEC FEDERAL
- W91QZ-07-D-0010 (ITES-2H) - IRON BOW
- W91QZ-07-D-0008 (ITES-2H) - GTSI
- W91QZ-07-D-0009 (ITES-2H) - CDW-G
- W91QZ-07-D-0007 (ITES-2H) - IBM
- W91QZ-07-D-0011 (ITES-2H) - WORLD WIDE TECHNOLOGY
- W91QZ-07-D-0006 (ITES-2H) - DELL

**Request Details:**

Enter a name for your Request:

Enter quote Request:

Enter the details of your request. Provide a quantity for each product. Include sufficient information/details

**My Cart**  
1 items  
Total: \$258.00  
Kate's Cart

**My Account**  
Profile  
RFQ's/RFP's  
Responded RFQs:0  
Overdue RFQ:0  
Responded RFP:0  
Overdue RFP:0  
Shopping Carts  
Waivers  
MS Licenses  
Administration  
Order Manager  
RFQs/RFPs Admin  
View

**CHES WARD**

Select a category from the drop down menu

# Step 6 – Select Vendors

**Select all vendors unless the requirement meets one of the exceptions as defined in FAR 16.505 (b) or DFARS 216.505-70.**

**Recipients:**

Select a category: \* Audio Visual

Select Contracts to add to Submission List:

(Hold down CTRL + click to select multiple contracts).

**Request Details:**

Enter a name for your Request: \*

Enter quote Request: \*

Enter the details of your request. Provide a quantity for each product. Include sufficient information/details

# Step 7 – Enter Requirement

**Enter the details of your request. Provide a quantity for each product. Include sufficient information/details about your requirement so that the vendor can provide you with an accurate quote. Include POC information for someone the vendors can call/email if there are questions about the requirement. NOTE: You are limited to 4000 characters. Use the file attachment feature below if you need more space.**

The screenshot shows the 'Request Manager' interface in Internet Explorer. At the top, there is a list of request items with columns for ID, description, and vendor. Below this is the 'Request Details' section, which includes a text input for 'Enter a name for your Request:', a large text area for 'Enter quote Request:', and an 'Add Attachment' button circled in red. The 'Contact and Shipping Information' section includes dropdown menus for 'Add your contact Information to this request:', 'Originator State, Zip:', 'Multiple shipping addresses:', and 'Shipping:', along with a text area for 'Shipping Instructions:'. A 'CHES AWARDS' logo is visible in the top right corner of the page.

**(1) Name the RFQ**

**(2) Enter requirement and contact information**  
(Type or cut and paste into the block)

**(3) Attach up to 6 documents (up to 2 MB each)**

# Step 8 – Enter Shipping Info and Submit Completed RFQ

Enter the details of your request. Provide a quantity for each product. Include sufficient information/details about your requirement so that the vendor can provide you with an accurate quote. Include POC information if there is someone the vendors can call/email if there are questions about the requirement. NOTE: You are limited to 4000 characters. Use the file attachment feature below if you need more space.

4000 Characters left:

Add optional file attachment(s) to this proposal: [Add Attachment](#)

**Contact and Shipping Information:**

Add your contact information to this request: \* Yes

Originator State, Zip: NJ, 07703 - 5605

Multiple shipping addresses: \* No

Shipping: \* CONUS

Shipping Instructions:  
Enter countries, multiple addresses or any other special instructions that would assist the vendor. NOTE: You are limited to 4000 characters.

(free text)

4000 Characters left:

[Submit Request](#) ← (3) Click to submit RFQ

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# View of successfully submitted RFQ

**Request For Quote Success**

The following quote(s) created successfully!

Request Id:	<a href="#">RFQ-20100715-100026-100009-122700058</a>
Request Name:	TEST RFQ FOR CHESSE
Contract:	W91QUZ-06-D-0001(ADMC-2)-TELOS

Request Id:	<a href="#">RFQ-20100715-100026-100036-122700059</a>
Request Name:	TEST RFQ FOR CHESSE
Contract:	W91QUZ-06-D-0006(ADMC-2)-TRANSOURCE

Request Id:	<a href="#">RFQ-20100715-100026-100002-122700060</a>
Request Name:	TEST RFQ FOR CHESSE
Contract:	W91QUZ-06-D-0003(ADMC-2)-CDW-G

Request Id:	<a href="#">RFQ-20100715-100026-100020-122700061</a>
Request Name:	TEST RFQ FOR CHESSE
Contract:	W91QUZ-06-D-0004(ADMC-2)-HEWLETT PACKARD

Request Id:	<a href="#">RFQ-20100715-100026-100006-122700062</a>
Request Name:	TEST RFQ FOR CHESSE
Contract:	W91QUZ-06-D-0002(ADMC-2)-DELL

Request Id:	<a href="#">RFQ-20100715-100026-100037-122700063</a>
Request Name:	TEST RFQ FOR CHESSE
Contract:	W91QUZ-06-D-0005(ADMC-2)-ITG

**View shows all of the vendors that will receive the RFQ**

## The RFQ Process After Submission

- Customer and vendor receive RFQ notification via email from CHESS IT e-mart.
- The vendor responds to the RFQ.
- The customer receives email notification that RFQ responses have been posted to the customer RFQ Manager.
- The customer logs back into the RFQ Manager to view responses.

# Viewing RFQ Responses

# View RFQ Responses

- Log into RFQ/RFP Manager
- RFQ responses will appear under the RFQ Responses from Vendors
- Click on the Request ID to open vendor response

The screenshot shows a web browser window titled "CHES it e-mart :: Request Manager - Windows Internet Explorer". The address bar shows the URL: [https://ches.army.mil/ascp/commerce/rfq/rfqManager\\_customer.jsp#responses](https://ches.army.mil/ascp/commerce/rfq/rfqManager_customer.jsp#responses). The page content includes:

- Navigation links: [Go to: RFQs Sent To Vendors](#) and [Expired RFQs](#).
- Section: **RFQ Responses From Vendors** (Page 1).
- Buttons: [Select All](#) and [Deselect All](#).
- Table of RFQ responses:

<input type="checkbox"/>	Request ID:	<a href="#">RFQ-20100715-100026-100039-122700065</a>
	Program/Vendor/Contract:	ADMC-2 / EMTEC FEDERAL / W91QZ-06-D-0007
	Request Name:	TEST RFQ FOR CHES
	Date Created:	2010-07-15
	Response Quote:	\$0.00
	Acknowledgement/Response:	Yes/Yes No Bid
- Buttons: [Select All](#) and [Deselect All](#).
- Button: [Delete selected closed RFQs](#).
- Section: **Expired RFQs** (None).
- Note: *NOTE: All Closed and Expired RFQs more than 90 days old will be archived.*
- Button: [Create New Request](#).
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# Deleting an RFQ

- RFQs can be deleted in the RFQ Responses and the Expired RFQs views

The screenshot shows the 'RFQ Manager Customer' interface in Internet Explorer. The browser title is 'Computer Hardware, Enterprise Software and Solutions it e-mart - RFQ Manager Customer - Windows Internet Explorer'. The address bar shows the URL: [https://ches.army.mil/ascp/commerce/rfq/rfqManager\\_customer.jsp?\\_requestid=12052](https://ches.army.mil/ascp/commerce/rfq/rfqManager_customer.jsp?_requestid=12052). The page content is divided into three main sections:

- RFQs sent to vendors**: Shows a single RFQ with Request ID: RFQ-20090710-100026-100036-9000103. Details include Program / Vendor / Contract: ADMC-2 / TRANSOURCE / W91QUZ-06-D-0006, Date Created: 2009-07-10, and Expire Date: 2009-08-21. Request Name: CHES TEST, Acknowledgement/Response: Yes/No, Response Quote: n/a.
- RFQ Responses From Vendors**: Shows a single response with Request ID: RFQ-20090604-100026-100037-3800689. Details include Program / Vendor / Contract: ADMC-2 / ITG / W91QUZ-06-D-0005, Date Created: 2009-06-04, and Expire Date: 2009-07-27. Request Name: HP LaserJet P2055dn Printer and Toner, Acknowledgement/Response: Yes/Yes, No Bid, Response Quote: \$0.00. A red box highlights the 'Delete selected closed RFQs' button, with a yellow star overlaid on it.
- Expired RFQs**: Shows a single expired RFQ with Request ID: RFQ-20090604-100026-100009-3800684. Details include Program / Vendor / Contract: ADMC-2 / TELOS / W91QUZ-06-D-0001, Date Created: 2009-06-04, and Expire Date: 2009-07-17. Request Name: HP LaserJet P2055dn Printer and Toner, Acknowledgement/Response: Yes / Yes, Response Quote: \$0.00 No Bid. A red box highlights the 'Delete selected expired RFQs' button, with a yellow star overlaid on it.

A note at the bottom of the interface states: **NOTE: All Closed and Expired RFQs more than 90 days old will be archived.**

# Issuing a Re-Quote

- Re-Quotes can be issued after a vendor response has been received
- Open the RFQ Response by clicking on the Request ID link

The screenshot shows the CHES Request Manager interface in a Windows Internet Explorer browser. The page title is "CHES it e-mart :: Request Manager". The URL is "https://ches.army.mil/ascp/commerce/rfq/rfqManager\_customer.jsp#responses". The page content is divided into two main sections: "RFQ Responses From Vendors" and "Expired RFQs".

**RFQ Responses From Vendors** (Page 1)

Go to: [RFQs Sent To Vendors](#) [Expired RFQs](#)

Select All Deselect All

<input type="checkbox"/>	Request ID:	<a href="#">RFQ-20100715-100026-100039-122700065</a>
	Program/Vendor/Contract:	ADMC-2 / SMTEC FEDERAL / W91QZ-06-D-0007
	Request Name:	TEST RFQ FOR CHES
	Date Created:	2010-07-15
	Response Quote:	\$0.00
	Acknowledgement/Response:	Yes/Yes No Bid

Select All Deselect All

Delete selected closed RFQs

Go to: [RFQs Sent To Vendors](#) [RFQ Responses From Vendors](#)

**Expired RFQs**

None

*NOTE: All Closed and Expired RFQs more than 90 days old will be archived.*

Create New Request

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# Issuing a Re-Quote cont'd

- Click on “Request a Re-quote” to open the re-quote view

The screenshot displays the 'Request Manager' interface in Internet Explorer. The main content area is titled 'RFQ Details' and contains the following information:

- Request Id:** RFQ-20100715-100026-100039-122700065
- Contract:** ADMC-2 EMTEC FEDERAL W91QUZ-06-D-0007
- Referenced Product Categories:** Notebooks
- Customer:**
  - Created By: Katrina Macksey
  - Phone: 732-427-6788
  - Email: katrina.macksey@us.army.mil
  - State, Zip: NJ, 07703 5605
  - Agency/Activity: ARMY / PEO EIS
- Request:**
  - Created On: 2010-07-15
  - Request ID: RFQ-20100715-100026-100039-122700065
  - Request Name: TEST RFQ FOR CHESSE
  - Proposal Details: TEST RFQ ONLY
- Attachments by Customer:** None
- Shipping Details:**
  - Multiple Shipping Addresses: No
  - Shipping: CONUS
  - Shipping Instructions: N/A
- Vendor Response:**
  - Reference #: No Bid
  - Contact Information: No Bid
  - Quote Grand Total: \$0.00
  - Quote/Comments: No Bid, Other: RECEIVED
  - Attachments by Vendor: None
- Tracking:**
  - Current Status: **Closed**
  - Vendor Acknowledgement: Expected: 2010-07-19 Actual: 2010-07-15
  - Vendor Response: Expected: 2010-07-22 Actual: 2010-07-15

At the bottom of the RFQ details section, there are two buttons: 'Request a Requote' (circled in red) and 'Return To RFQ Manager'.

On the right side of the page, there is a 'My Cart' section showing 1 item for a total of \$258.00, and a 'My Account' section with various links like Profile, RFQ's/RFP's, and Shopping Carts.

# Issuing a Re-Quote cont'd

- Update the RFQ and submit
- Normal RFQ process is repeated

**Request a Re-Quote**

**Request:**

Request Name\*

Request\*

Enter the details of your request. Be as specific as you can and include make, model, manufacturer, part number & quantities, etc. This will assist the vendor in giving you the proper quote.

NOTE: You are limited to 4000 characters. If you need more space, use the file attachment feature below. Characters left: 4000

Attach a file

**Contact and Shipping Information**

Add your contact information to this request

Originator State, Zip

Multiple shipping addresses\*

Shipping\*

Shipping Instructions:

Enter countries, multiple addresses or any other special instructions that would assist the vendor. NOTE: You are limited to 4000 characters. Characters left: 4000

**Note: Re-quote goes only to the vendor who's quote you have selected.**

# Questions

For information about using *IT e-mart*, contact the CHES Customer Service desk toll free at: (888) 232-4405



For information about contracts:

**ADMC-2** Contracts and vendors, contact:

Dorothy Bowen

Product Leader

Comm: (703) 806-8233

DSN: 656-8233

Email: [dorothy.bowen@us.army.mil](mailto:dorothy.bowen@us.army.mil)

**ITES-2H** Contracts and vendors, contact:

Keith Copeland

Product Leader

Comm: (703) 806-8233

DSN: 656-8233

Email: [james.k.copeland1@us.army.mil](mailto:james.k.copeland1@us.army.mil)