

# Fairmarkit Quick Quotes

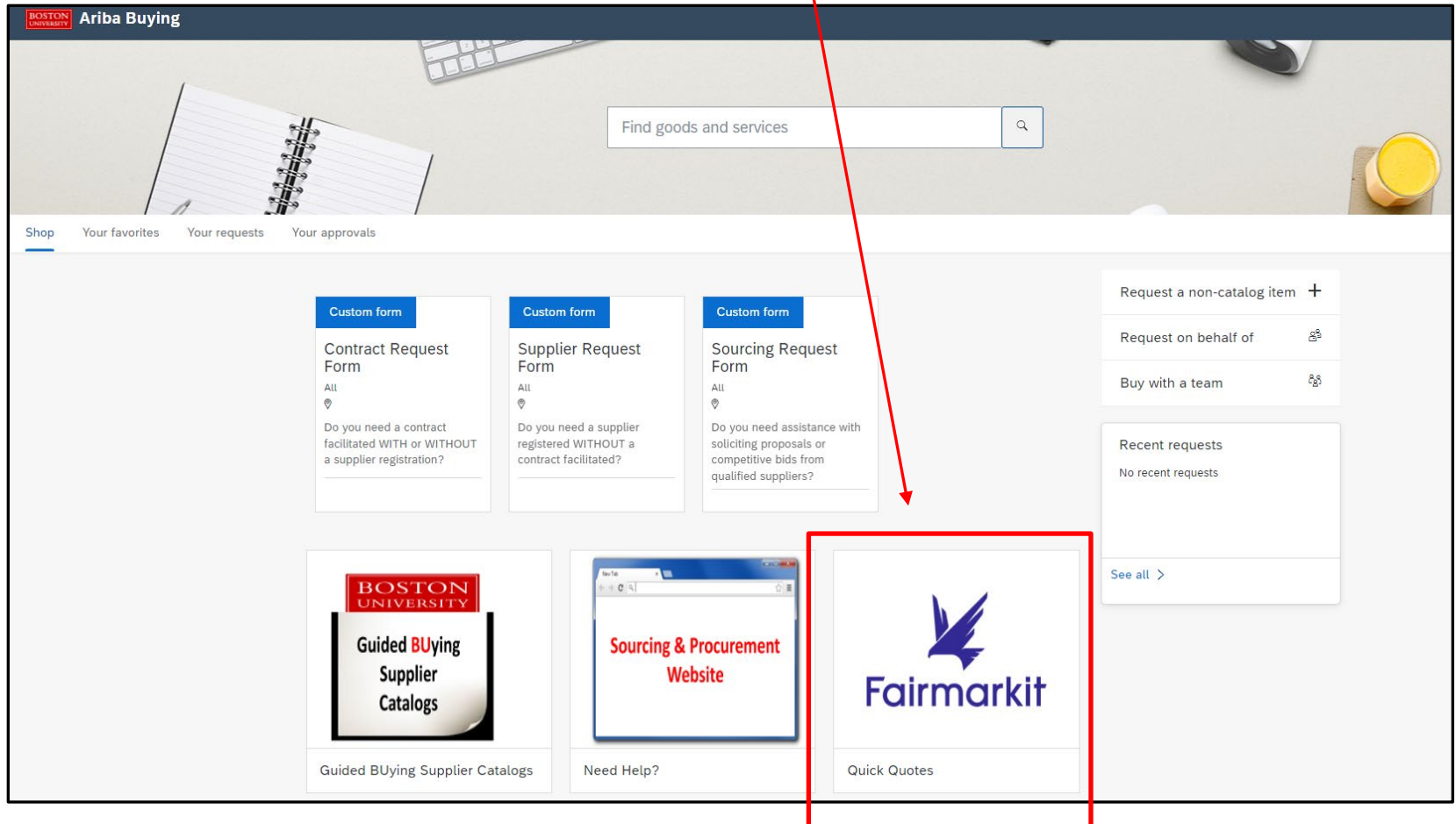


Procure to Pay

**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.



# “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.

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 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. In the top left corner, the “+ Create” button is circled in red. A red arrow points from this button to a pop-up window titled “What would you like to create?”. This window contains a red-bordered box around the “Request for quote (RFQ)” option, which includes the description “Request pricing for goods and services.” and an RFQ icon. The background shows a list of events with columns for Type, ID, Title, Status, Created date, and Closed date. The events listed include RFQs for Boston University Full Zip Jackets, CP&O Digital Signage, Replacement Video Wall, Stirling Ultracold Model, Podcast Table, Marsh Chapel Double Oven, 985 Comm Ave-104 Zoom Room Hardware, and (TEST for approval flow).


**BOSTON UNIVERSITY**

**Fairmarkit**

# 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 date & time beyond which you will no longer accept quotes from suppliers (suppliers are automatically given 48 hours to submit quotes).
- **Preferred Delivery Date** (optional): Enter the date by which you will need to have the products or services. The 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.

 + Create

EventsAdministration

🔍📄🔔99+ET

< Back to event list

Add Request for Quotes (RFQ)

Draft

☐ Test event

Title \*

📘

Close date \*

10/28/2024

📅📘

Close time \*

12:00 pm

⌵🕒

Preferred Delivery Date

📅

Requester / Reference

Shipping address

Currency

USD (\$)

⌵

Shipping Type

⌵

Carrier

Urgency

normal

⌵📘

# Request items

Request items							
1.	Manufacturer	MFG Part #	Description *	UOM * each	Quantity *	Benchmark \$	
<div><div>Add item</div><div>Add service</div><div>Add group service</div><div>Import / Export</div></div>							

## Complete the following fields

- **Manufacturer:** Enter manufacturer name; optional but helps suppliers quote accurately
- **MFG Part #:** Enter product part number; optional but helps suppliers quote accurately
- **Description:** Product specifications/features (e.g., convection microwave); required
  - Note: Entering the description, part number, and/or manufacturer will help generate a more specified 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 the 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 the 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 to bid on your RFQ in the following ways:



1. **Choose from the list of recommended suppliers.** Click [here](#) for more information on recommended suppliers (populated based on RFQ details).
2. **Click on “Add suppliers”** and select  
(a) Search existing suppliers or  
(b) Create and invite new suppliers.
3. **Select a supplier group** if the requested item fits into one of the pinned groups that has been created by BU to simultaneously invite multiple suppliers that have been contracted to do business with BU (Charter Bus Services, Commercial Print, Moving & Storage, Promotional Items)

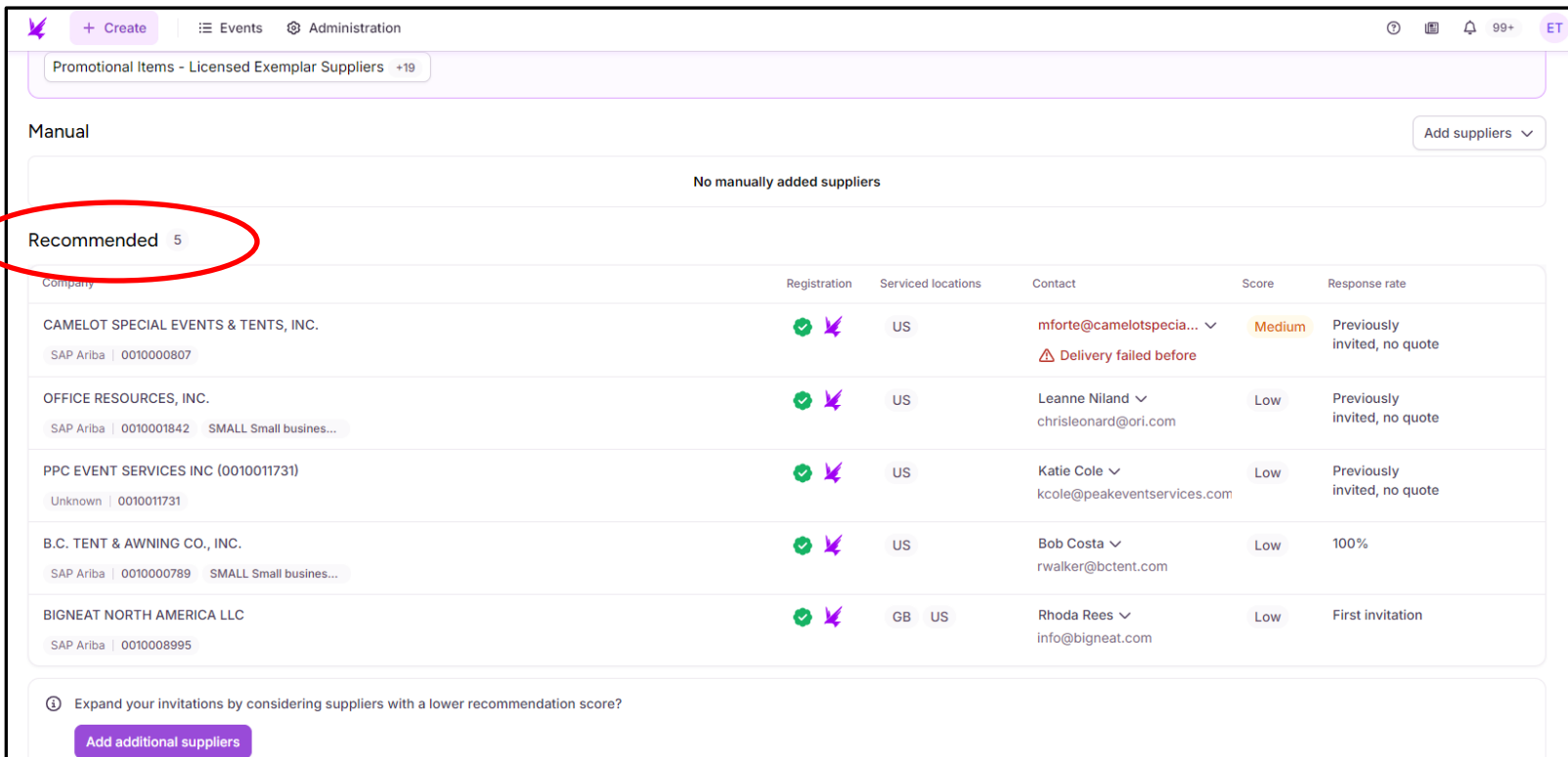
The screenshot shows the 'Suppliers invitation' interface. At the top, there are tabs for 'Add supplier groups' and several pinned categories: 'Computer equipment +2', 'Furniture +3', 'Office supplies +3', and 'Photography services & equipment +6'. Below this, there are two sections: 'Manual 1' and 'Recommended 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'. Each supplier entry includes a green checkmark in the 'Registration' column, a dropdown for 'Serviced locations', a dropdown for 'Contact', a 'Score' (e.g., 'Medium'), and a 'Response rate' (e.g., '3.23%').

The screenshot shows the 'Suppliers invitation' interface. At the top, there is a 'Customer categories' section with a dropdown menu labeled 'Choose a category...'. Below this, there is a 'Suppliers invitation 0' section. A red box highlights the 'Add supplier groups' button, which is labeled with a circled '3'. To the right of this button, there are several pinned categories: '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 - Licensed Exempt'. To the right of these categories, there is a dropdown menu labeled 'Add suppliers' with a circled '2'. This dropdown menu has two options: '(a) Search existing suppliers' and '(b) Create and invite new supplier'.












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). Adjust the list by manually selecting or removing suppliers.
  - Suppliers marked with  are registered with BU; suppliers with  are registered with Fairmarkit.



The screenshot shows the Fairmarkit interface with the 'Recommended' tab selected. The interface includes a top navigation bar with 'Create', 'Events', and 'Administration' links. Below the navigation bar, there's a section for 'Manual' with an 'Add suppliers' button. The main content area displays a table of recommended suppliers. The table has columns for Company, Registration, Serviced locations, Contact, Score, and Response rate. Five suppliers are listed, each with a green checkmark and a purple bird icon in the Registration column. The 'Recommended' tab is circled in red.

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 chriseleonard@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 predetermined a supplier you'd like to get a quote from but they have not been 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. 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. 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 pinned supplier group if the item you requested is in the Charter Bus Services, Commercial Print, Moving & Storage, or Promotional Items category. BU has “pinned” these groups with contracted suppliers so requisitioners can simultaneously invite these suppliers to bid on an RFQ. For these categories, please do not invite additional suppliers.

The screenshot shows the 'Suppliers invitation' page. At the top, there are tabs for '+ Create', 'Events', and 'Administration'. Below these are buttons for 'Add item', 'Add service', and 'Add group service'. A 'Customer categories' dropdown menu is set to 'Choose a category...'. The 'Suppliers invitation' section is highlighted with a red box. Below it, the 'Add supplier groups' section shows four categories: '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 - Licensed Exemplar Suppliers'. The 'Promotional Items' category is circled in red. Below this is a 'Manual' section with a table of suppliers. A red bracket groups the first four suppliers, and a red arrow points from the 'Promotional Items' category to this group.

Company	Registration	Served locations
WB MASON COMPANY SAP Ariba   0010008956	✓	✈
RECOGNITION CENTER, INC SAP Ariba   0010001143	✓	✈
4IMPRINT	✈	
COLLEGIATE PROMOTIONS INC SAP Ariba   0010011536	✓	✈

# 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.



The screenshot displays the final step of an RFQ submission. At the top, there is a large text area labeled 'Notes to supplier' with a character count of '0 / 4,000' in the bottom right corner. Below this is a 'Files' section containing a purple button labeled 'Add file(s)...'. At the bottom of the form, two grey buttons are visible: 'Save and send' and 'Save draft'. These two buttons are enclosed in a red rectangular box, highlighting them as the primary actions for the user.

# “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

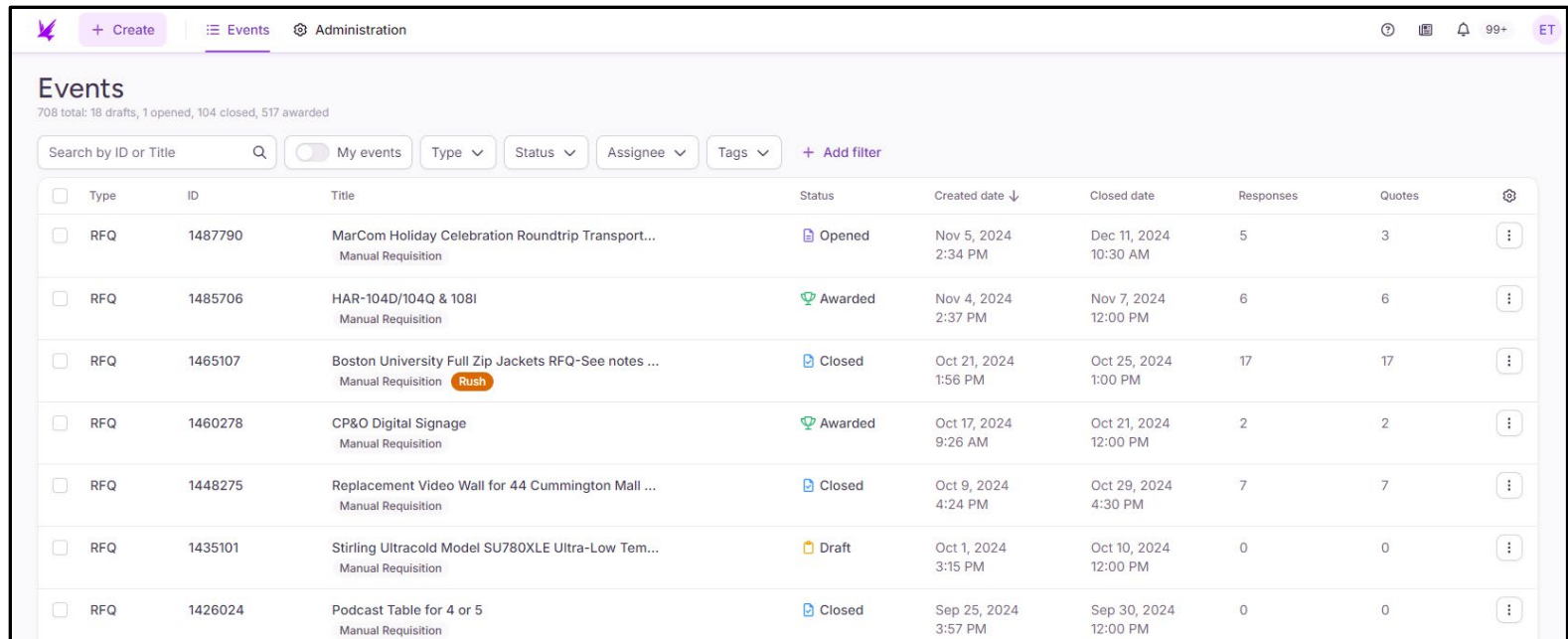
Quote Vendor quote number: 123 Valid for: 30 days

#	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).



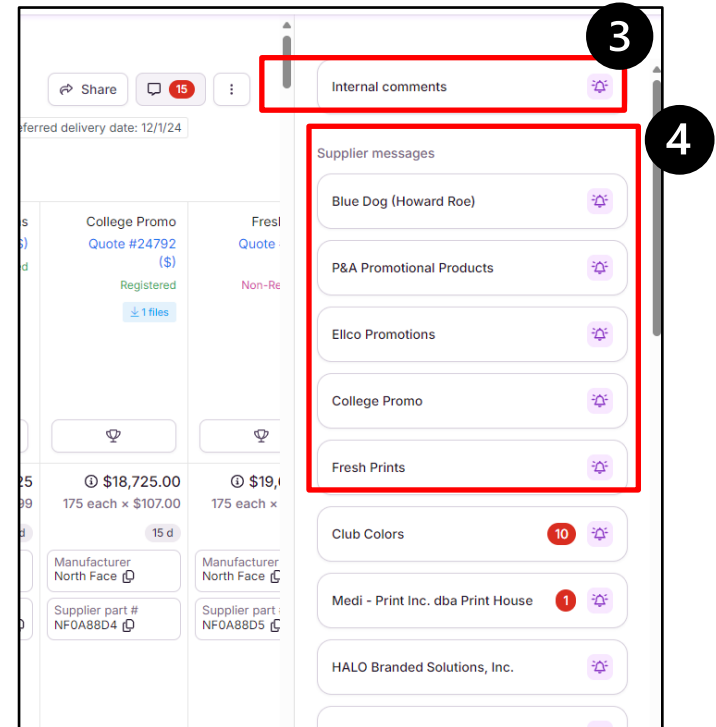
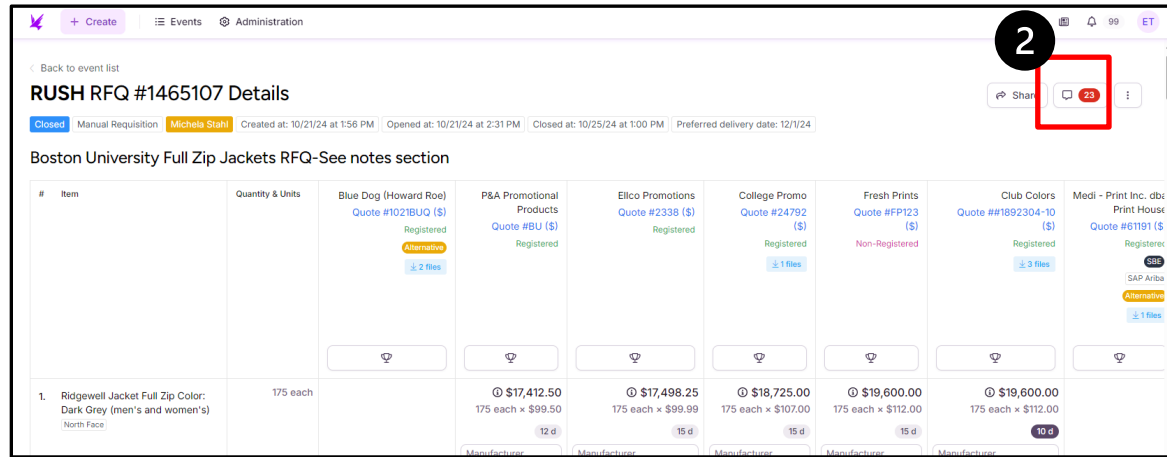
The screenshot shows the 'Events' page in the Fairmarkit system. The top navigation bar includes a purple bird icon, a '+ Create' button, and tabs for 'Events' (selected) and 'Administration'. On the right, there are icons for help, a calendar, notifications, and a user profile labeled '99+ ET'. Below the navigation, the 'Events' section header is followed by a summary: '708 total: 18 drafts, 1 opened, 104 closed, 517 awarded'. A search bar 'Search by ID or Title' is present, along with filters for 'My events', 'Type', 'Status', 'Assignee', and 'Tags', and an '+ Add filter' button. The main content is a table with columns: Type, ID, Title, Status, Created date, Closed date, Responses, and Quotes. Each row represents an RFQ event with a checkbox on the left and a settings icon on the right. The 'Status' column uses color-coded icons: a purple document for 'Opened', a green trophy for 'Awarded', a blue document with a slash for 'Closed', and a yellow document for 'Draft'. Some titles are truncated with ellipses. A 'Rush' badge is visible next to the title 'Boston University Full Zip Jackets RFQ-See notes ...'.

<input type="checkbox"/>	Type	ID	Title	Status	Created date ↓	Closed date	Responses	Quotes	
<input type="checkbox"/>	RFQ	1487790	MarCom Holiday Celebration Roundtrip Transport... Manual Requisition	Opened	Nov 5, 2024 2:34 PM	Dec 11, 2024 10:30 AM	5	3	
<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="checkbox"/>	RFQ	1465107	Boston University Full Zip Jackets RFQ-See notes ... Manual Requisition <span>Rush</span>	Closed	Oct 21, 2024 1:56 PM	Oct 25, 2024 1:00 PM	17	17	
<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="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="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="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	

# (1) Communicating with suppliers


Communicate with suppliers via your Opened RFQ:

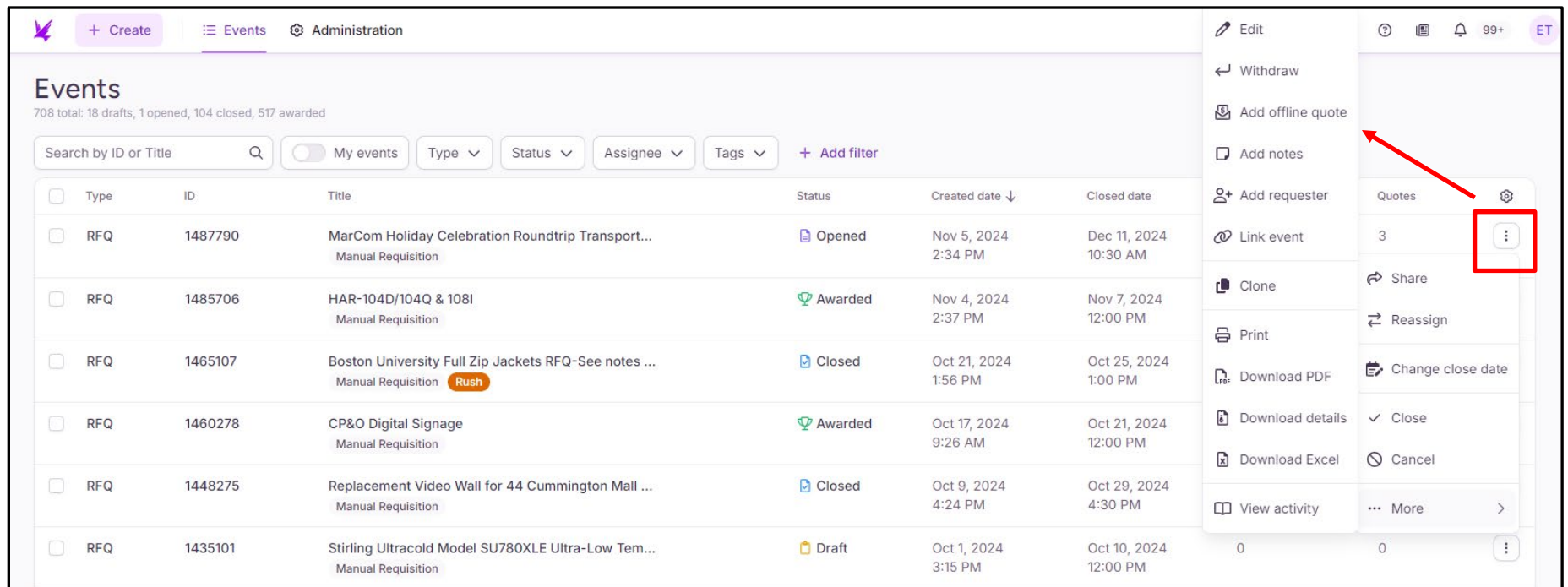
1. Navigate to the Events page and click on the RFQ.
2. Select the **messages icon**
3. View **internal comments** and respond as necessary. Internal comments are not visible to suppliers.
4. Respond to **Supplier messages**, answer questions and attach files as needed.
  - Suppliers will be notified 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

Take actions on the RFQs listed on your Events page as needed.

- 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 Fairmarkit Events page. At the top, there are tabs for '+ Create', 'Events', and 'Administration'. Below the tabs, the 'Events' section displays a summary: '708 total: 18 drafts, 1 opened, 104 closed, 517 awarded'. A search bar and filters for 'My events', 'Type', 'Status', 'Assignee', and 'Tags' are present. A table lists several RFQs with columns for Type, ID, Title, Status, Created date, and Closed date. A red arrow points to the three vertical dots menu icon in the right-hand column of the table. A dropdown menu is open, showing various actions such as 'Edit', 'Withdraw', 'Add offline quote', 'Add notes', 'Add requester', 'Link event', 'Clone', 'Print', 'Download PDF', 'Download details', 'Download Excel', 'View activity', 'Quotes', 'Share', 'Reassign', 'Change close date', 'Close', 'Cancel', and 'More'.

Type	ID	Title	Status	Created date	Closed date
RFQ	1487790	MarCom Holiday Celebration Roundtrip Transport... Manual Requisition	Opened	Nov 5, 2024 2:34 PM	Dec 11, 2024 10:30 AM
RFQ	1485706	HAR-104D/104Q & 108I Manual Requisition	Awarded	Nov 4, 2024 2:37 PM	Nov 7, 2024 12:00 PM
RFQ	1465107	Boston University Full Zip Jackets RFQ-See notes ... Manual Requisition	Closed	Oct 21, 2024 1:56 PM	Oct 25, 2024 1:00 PM
RFQ	1460278	CP&O Digital Signage Manual Requisition	Awarded	Oct 17, 2024 9:26 AM	Oct 21, 2024 12:00 PM
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 → Review and Award Supplier


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.”

Events

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

Search by ID or Title  ☐ My events  Type  Status  Assignee  Tags  [+ Add filter](#)

<input type="checkbox"/> Type	ID	Title	Status	Created date ↓	Closed date	Responses	Quotes	
<input type="checkbox"/> RFQ	1487790	MarCom Holiday Celebration Roundtrip Transport... Manual Requisition	Opened	Nov 5, 2024 2:34 PM	Dec 11, 2024 10:30 AM	5	3	
<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		
<input type="checkbox"/> RFQ	1465107	Boston University Full Zip Jackets RFQ-See notes ... Manual Requisition <span>Push</span>	Closed	Oct 21, 2024 1:56 PM	Oct 25, 2024 1:00 PM	17		
<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		
<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		



- Share
- Reassign
- Change close date
- ✓ Close
- Cancel
- More

2

**REMINDER: EVENTS CLOSING SOON**

Hi Annie Wood, you have multiple events scheduled to close within the next 24-48 hours.

2 Events closing soon

Event title	Close date	
1 line item(s) Canon camera bodies	Nov 15, 2024 1:30 PM	<a href="#">View event</a>
1 line item(s) Camera memory cards	Nov 15, 2024 1:30 PM	<a href="#">View event</a>

[Review events list](#)

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

3

**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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4

[REVIEW AND AWARD](#)

# Review and Award – Supplier Responses

After you've clicked "Review and Award" from the email notifying you that the RFQ has closed, review the suppliers' responses on the Details window via the Fairmarkit Events page.

1. Click the RFQ listed on the Events page to open the RFQ details screen (shown below).
2. Review bid details (status, prices, delivery days, attachments, etc.) to determine which supplier to award. Click actions  and select "Download Details" to view a report with all bid details. See tips for reviewing supplier responses [here](#).


1

RFQ #794248 Details

2

Run new round

Share



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

# Award a Supplier Bid

1. Once you've reviewed all bids, 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**.

< Back to event list

## RFQ #1332640 Details

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.

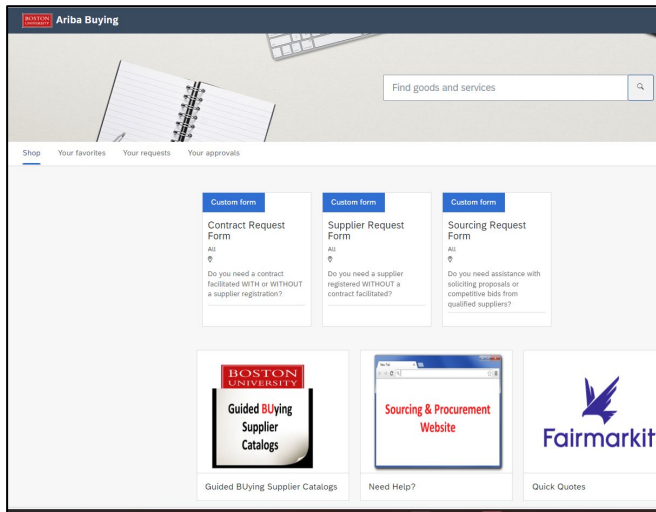
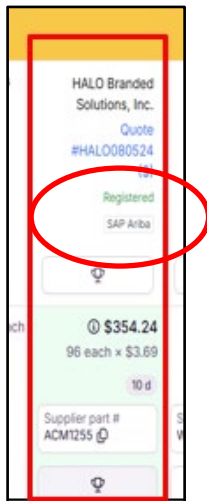
#	Item	Quantity & Units	HALO Branded Solutions, Inc. Quote #HALO080524 (\$) Registered SAP Ariba	Corporate Gift Solutions, LLC Quote #25864 (\$) Registered SBE SAP Ariba	Geneologie LLC Quote #31451 (\$) Non-Registered	Club Colors Buyer LLC Quote #301905-1 (\$) Registered SAP Ariba 3 files	Medi - Print Inc. dba Print House Quote #60581 (\$) Registered SBE SAP Ariba	Boundless Network, Inc. Quote #RSB20240731 (\$) 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	<div>🏆</div> <div>① \$354.24 96 each x \$3.69 10 d</div> <div>Supplier part # ACM1255 📎</div> <div>🏆</div>	<div>🏆</div> <div>① \$576.00 96 each x \$6.00 14 d</div> <div>Supplier part # WP1881S12 📎</div> <div>🏆</div>	<div>🏆</div> <div>① \$665.28 96 each x \$6.93 10 d</div> <div>Supplier part # CPN-560885411 📎</div> <div>🏆</div>	<div>🏆</div> <div>① \$750.00 96 each x \$7.81 7 d</div> <div>Supplier part # 45821 📎</div> <div>🏆</div>	<div>🏆</div> <div>① \$789.99 96 each x \$8.23 10 d</div> <div>Supplier part # LRMHI-LZGOC 📎</div> <div>🏆</div>	<div>🏆</div> <div>① \$844.80 96 each x \$8.80 10 d</div> <div>Supplier part # 5.20.19-1403 📎</div> <div>🏆</div>

1

# Awarding a Registered vs. Non-Registered Supplier

## Awarding Registered Supplier

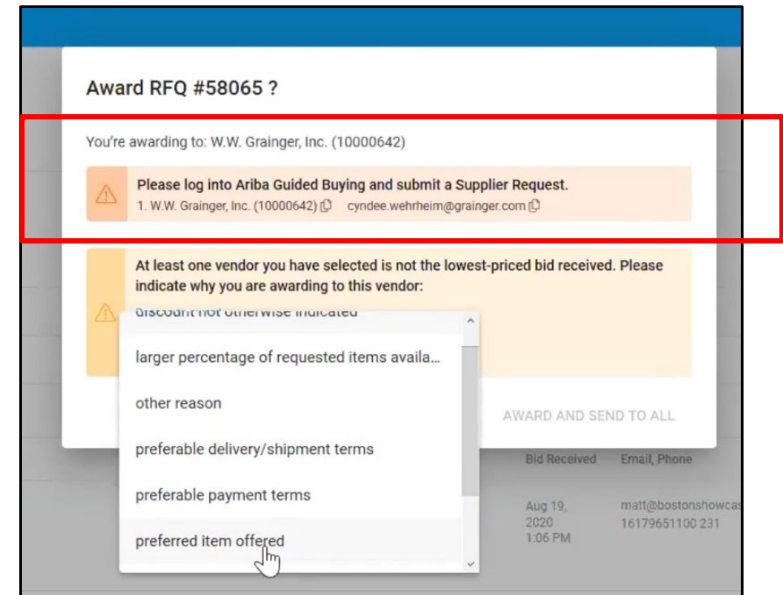
- When you award a registered supplier, a draft PR will be created with the RFQ information. The draft PR will be in the “Your requests” tab of **Guided BUYing**.
- The RFQ will update to  **Awarded** in Fairmarkit and the winning supplier and requisitioner will receive a notification.



## Awarding 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. Click [here](#) for instructions.
- Once supplier is registered, requisitioner must manually complete and submit a PR in **Guided BUYing**.




# Award Justification/Not the Lowest Bid

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


1. If applicable, select a “Reason to award” (e.g., preferred item offered). This justification will not be shared externally.
2. Click “Award and Send to All”

**Award RFQ #58074 ?**

You're awarding to: Tri-City Sales Inc (10009658)

 **Registered vendors**  
Tri-City Sales Inc (10009658) is registered BU vendor. 1

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:


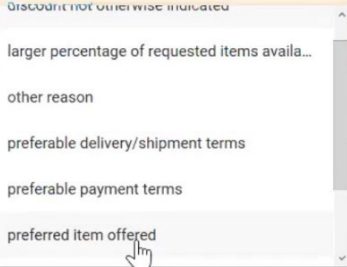
**Reason to award**  
This field is required.

**CANCEL**   **AWARD AND SEND TO ALL**

**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.wehrheim@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:  


- Discount not otherwise indicated
- larger percentage of requested items available...
- 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@bostonshowcas 16179651100 231

# Award Notification Email to Winning Supplier

The winning supplier will be notified of their award by receiving an email like the one below:



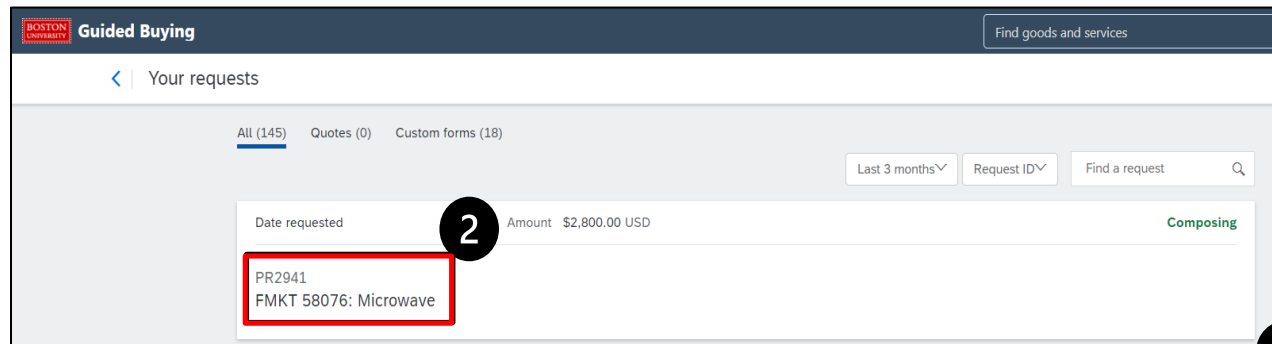
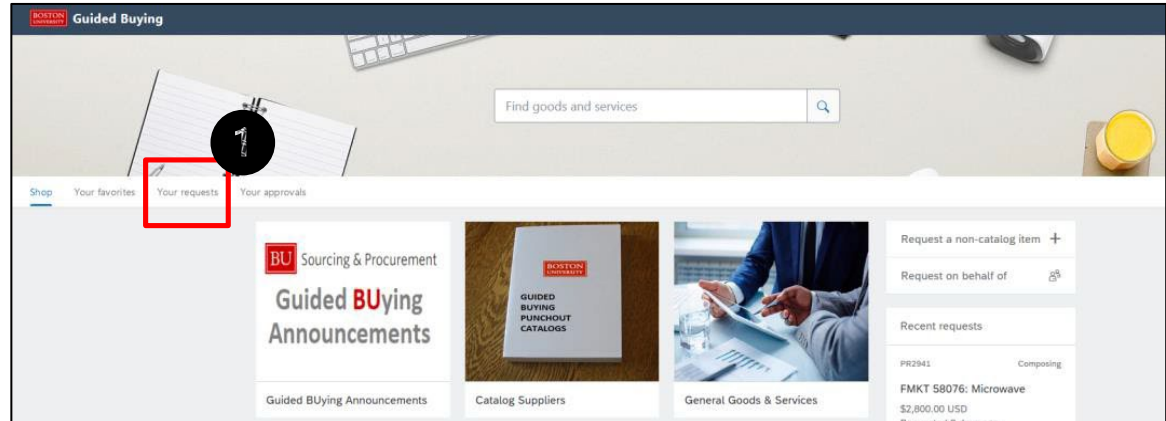
Note: Awarding to a supplier does not guarantee a purchase. The requisitioner must continue the purchase by completing the PR process in **Guided BUYing**.

# Complete Purchase Requisition (PR) in Guided BUying

Awarding a registered supplier in Fairmarkit will create a draft PR in **Guided BUying**. To review and submit this PR, please follow these steps:

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

Note: If you awarded a non-registered supplier, please follow [these instructions](#) to create a Non-Catalog PR.





# Complete PR – Checkout


## Checkout:

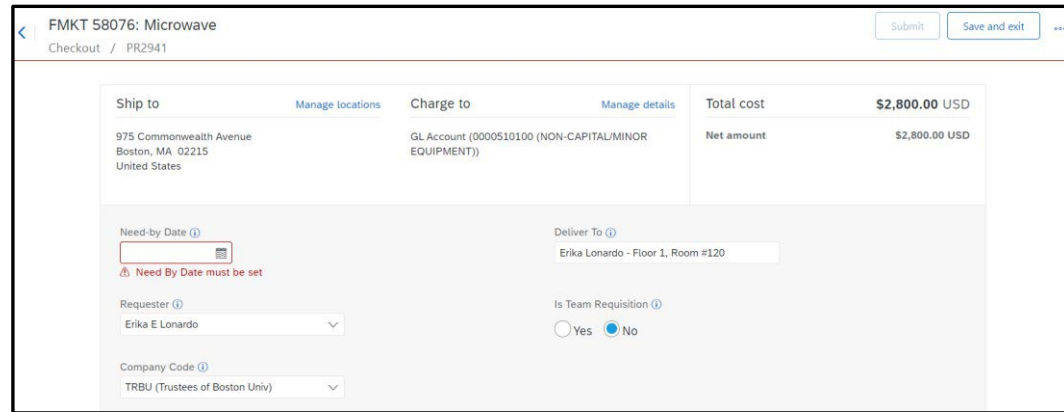
- Once at checkout, complete required fields and provide as much detailed information as possible (attachments, comments)
- Resolve all red errors before submitting PR.
- Detailed instructions on Editing PRs in **Guided BUYing** can be found [here](#).

## Attachments:

- Requisitioners can add attachments at the header or line level. Review instructions on the [How to Place Orders page](#).

(1) Attach **Vendor Quote/Documentation** to the PR and click “Share with Supplier” before clicking “Add” so awarded supplier can see their quote.

(2) Attach **Competitive Bid Documentation** to the PR – in Fairmarkit, click  (actions) next to the RFQ and select “Download details”; download and save the document and attach it to the PR in **Guided BUYing**. **Do NOT** check “Share with supplier” because supplier should not be able to see prices from all bidding suppliers



FMKT 58076: Microwave  
Checkout / PR2941

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

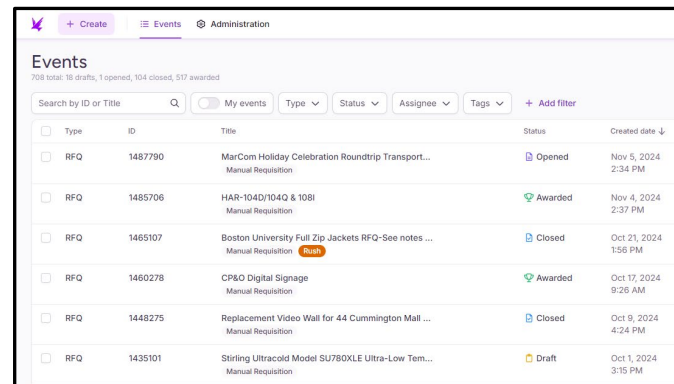
Need-by Date:  (Error: Need By Date must be set)  
Requester: Erika E Lonardo  
Company Code: TRBU (Trustees of Boston Univ)  
Deliver To: Erika Lonardo - Floor 1, Room #120  
Is Team Requisition: ☐ Yes ☒ No



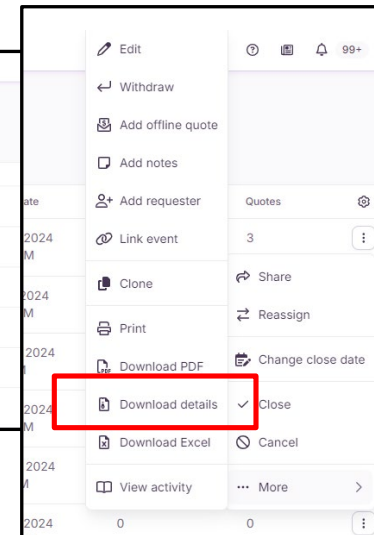
Attachments

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

☐ Share with supplier



Type	ID	Title	Status	Created date
RFQ	1487790	MarCom Holiday Celebration Roundtrip Transport...	Opened	Nov 5, 2024 2:34 PM
RFQ	1485706	HAR-104D/104Q & 108I	Awarded	Nov 4, 2024 2:37 PM
RFQ	1485107	Boston University Full Zip Jackets RFQ-See notes ...	Closed	Oct 21, 2024 1:58 PM
RFQ	1460278	CP&O Digital Signage	Awarded	Oct 17, 2024 9:26 AM
RFQ	1448275	Replacement Video Wall for 44 Cunningham Mall ...	Closed	Oct 9, 2024 4:24 PM
RFQ	1435101	Stirling Ultracold Model SU780XLE Ultra-Low Tem...	Draft	Oct 1, 2024 3:15 PM



Edit

Withdraw

Add offline quote

Add notes

Add requester

Link event

Clone

Print

Download PDF

Download details

Download Excel

View activity

Quotes

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**. Remember to award your event once a decision has made regarding which supplier bid to award.
- ✓ If you award a registered supplier, a draft PR with the RFQ information will be in the “Your Requests” tab of **Guided BUYing** in “composing status.” 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 Procure to Pay approval.

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

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

**Fairmarkit:** email [support@fairmarkit.com](mailto:support@fairmarkit.com)