

## Information Technology Request for Quote

The Information Technology department provides vendor quotes for technology based items such as computers, laptops, printers, etc. To manage these requests, a new procedure has been created. All requests for quotes are now processed by using a webform. Any requests made by email or telephone will not suffice as a request. By doing so, you will be asked to follow the new procedure.

To help expedite quotes, it is very important to be specific in your request for quote. Also, we do request each school/department to designate one person to request quotes. In addition, please allow 5-7 working days to receive your quote. Information Technology currently receives 25-30 quotes a day. And remember, we are at the mercy of the vendor on how quickly we can deliver a quote.

### Accessing the Request for Quote form:

To access the webform, click on the following link. (**You must use Internet Explorer.**)

<http://ifas.school.hcde.org/ifas7/workflow/custom/ISQuotes.asp>

Or from within IFAS dashboard, click on the PR End User tab. Under the Data entry box, click on “Request for Quote”.



The following login box will appear.

The image shows a login box titled 'Connect to doeifas'. It has two input fields: 'IFAS User:' and 'IFAS Password:'. Below the password field is a 'Login' button with a key icon. At the bottom right of the box is a 'Help' button with a question mark icon.

If you are a current IFAS user, use your userid and password. Otherwise, sign-in using isquotes as the User and Password. Hit enter or click on Login. The following Request for Quote will display.

Request for Technology Quotes - Internet Explorer  
 http://10.0.10.26/ifaas7/workflow/custom/isquotes.asp

SunGard – New Item

## ENTER YOUR REQUEST FOR QUOTES

\*\*\* USE THIS FORM TO REQUEST FOR QUOTES  
 \* Give at least 5 days to process your requests.  
 \* You will receive email confirmation once the quote is available.

Request Date: 9/26/2016  
 Employee ID:  Employee Name:   
 Department:  Dept Name:   
 Email:

Item	Description	Purpose	Quantity	Max Amount to Spend	Notes
<input type="button" value="ADD LINE"/> <input type="button" value="DELETE LINE"/>					

Report Total:

Requestor:

Add Attachments

Action Bar:

### Entering Quote Information:

Enter your employee ID and tab out. Your name, department number, department name and email address will populate automatically. To start adding your items for quote, click on “Add Line”. Item 1 will display as below.

SunGard – New Item

## ENTER YOUR REQUEST FOR QUOTES

\*\*\* USE THIS FORM TO REQUEST FOR QUOTES  
 \* Give at least 5 days to process your requests.  
 \* You will receive email confirmation once the quote is available.

Request Date: 8/13/2010  
 Employee ID:  Employee Name:   
 Department:  Dept Name:   
 Email:

Item	Description	Purpose	Quantity	Max Amount to Spend	Notes
1:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text"/>
<input type="button" value="ADD LINE"/> <input type="button" value="DELETE LINE"/>					

Report Total:

Requestor:

Add/View Attachments

**Description:** Enter the description of the item. It is very important to be specific in your description. Failure to do so will result in this quote being rejected.

For example, a quote for a laptop/desktop computer needs to specify the amount of RAM, size of harddrive, type of DVD/CD drive, carrying case (laptop), etc. We also need to know if it's a student or admin machine. For printers, please specify laser or DeskJet, black/white or color and networkable.

**Purpose:** Enter the purpose for this equipment. Example, new student lab, replacement computer, new school, etc.

**Quantity:** Enter number of items needed.

**Max Amount to Spend:** Enter the maximum amount available to purchase this item(s). Not required.

**Notes:** Enter additional information that IS may need to know.

Continue to click on “Add Line” for each item. The “Delete Line” only deletes the last line entered.

SunGard – New Item

## ENTER YOUR REQUEST FOR QUOTES

\*\*\* USE THIS FORM TO REQUEST FOR QUOTES  
 \* Give at least 5 days to process your requests.  
 \* You will receive email confirmation once the quote is available.

Request Date:	8/13/2010		
Employee ID:	103532	Employee Name:	KINSEY, PATRICIA C
Department:	905	Dept Name:	INFORMATION SERVICES
Email:	kinsey_p@hcode.org		

Item	Description	Purpose	Quantity	Max Amount to Spend	Notes
1:	Computer tower;120GB HD;8GB RAM;DVD-R;monitor/keyb	office	1	0.00	admin computer
2:	Printer laserjet; color; 20PPM	office	1	0.00	admin use

Report Total:

Requestor:

**Attachments:** You may also add attachments to your quote. Click on the “Add/View Attachment” button located at the bottom of the form.

The attachment box will display.

**Web Form Attachments**

Description

Disk File To Attach

Existing Documents OnLine Document To Attach

List Of Attachments

**Description:** This is required. Enter a description for the attachment.

**Disk File to Attach:** Click on the “Browse” button to locate the file from your computer.

Click on “Attach Document”.

Continue adding documents repeating this process. As you attach, the documents will list under “List of Attachments”.

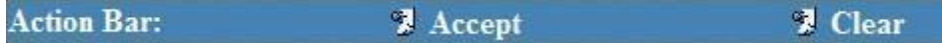
**IMPORTANT:** When finished adding attachments, click on “Accept Attachments” button.

Failure to do so will result in no documents attaching.

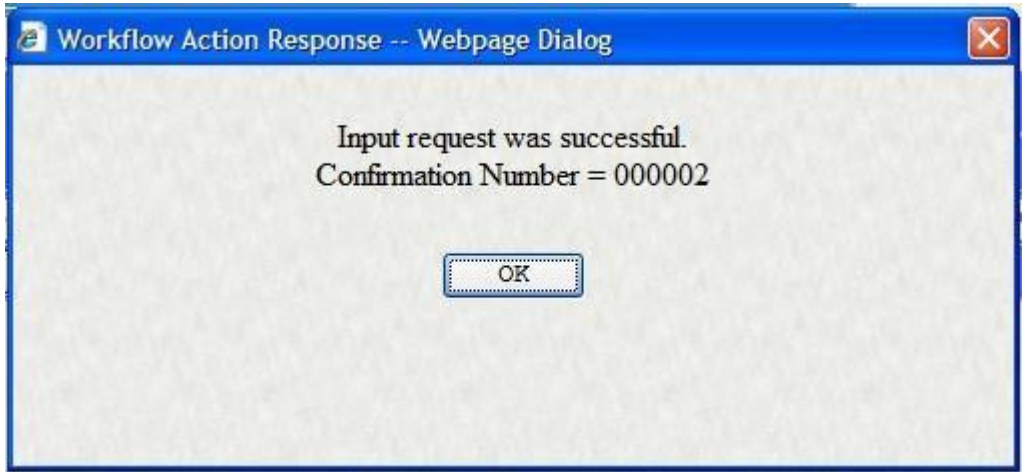
You can also view attachments and remove attachments by clicking on the document in the “List of Attachments” to highlight and then click on the action desired.

After clicking on “Accept Attachments”, this window will close.

To submit your request for quote, click on the "Accept" button located at the very bottom of this form.



After doing so, the following box will appear confirming that your request was accepted. Click OK.



**Completion of Quote Request:**

After your quote has been received and processed, you will receive an email of the requested quote. The email will be delivered from [workflow@hcde.org](mailto:workflow@hcde.org). Below is an example of a completed request for quote.

Please find your requested Information Technology quote(s) attached at the end of this email.

User ID : DMCNISH  
Status : Accepted  
Date/Time : 8/13/2010 9:03:12 AM  
Comments: The link for the Quote is located at the end of this email.

Requestor: KINSEY, PATRICIA C

REQUESTED ITEMS FOR QUOTE(S) Requestor  
: ISQUOTES  
ISQuote Number : 000051

EMPLOYEE  
INFORMATION:

=====

DETAILS:

Description	Purpose	Qty	Max Amt
Notes			
Computer tower;120GB HD;8GB RAM;DVD-R;monitor/keyboard	office	1	0.00
Printer laserjet; color; 20PPM	office	1	0.00

LINK TO ORIGINAL REQUEST

<http://10.0.10.40/ifa7/workflow/custom/ISQUOTES.asp?Key=F150A520-93D8-44E4-AC6F-D8C4E9B292E7>

ATTACHED DOCUMENTS:

TYPE/ URL CREATED	TABLE	DESCRIPTION
Webform 8/13/2010	Webform	Description of Items for Quote <a href="http://10.0.10.40/ifa7/Documents/Viewer.aspx?_QueryString=kc0o0X8fZ4A9PiRx%2f6dj4g%3d%3d">http://10.0.10.40/ifa7/Documents/Viewer.aspx?_QueryString=kc0o0X8fZ4A9PiRx%2f6dj4g%3d%3d</a>
Webform 8/13/2010	Webform	IS Quote <a href="http://10.0.10.40/ifa7/Documents/Viewer.aspx?_QueryString=kc0o0X8fZ4DrS7i3GDhdOA%3d%3d">http://10.0.10.40/ifa7/Documents/Viewer.aspx?_QueryString=kc0o0X8fZ4DrS7i3GDhdOA%3d%3d</a>

The first section shows who completed your request for quote and any comments supplied.

User ID : DMCNISH  
 Status : Accepted  
 Date/Time : 8/13/2010 9:03:12 AM Comments: The link for the Quote is located at the end of this email.

The second section of the email displays the items requested for quote.

Requestor: KINSEY, PATRICIA C

REQUESTED ITEMS FOR QUOTE(S)  
 Requestor : ISQUOTES

ISQuote Number : 000051

EMPLOYEE  
INFORMATION:

=====

DETAILS:

Description Notes	Purpose	Qty	Max Amt
Computer tower;120GB HD;8GB RAM;DVD-R;monitor/keyboard 0.00 admin computer		office	1
Printer laserjet; color; 20PPM use	office	1	0.00 admin

LINK TO ORIGINAL REQUEST

<http://ifas.school.hcde.org/ifas7/workflow/custom/ISQUOTES.asp?Key=F150A520-93D8-44E4-AC6FD8C4E9B292E7>



You can click on the above link to see the actual items requested in the webform view.

The third section of the email lists any attachments involved with this request for quote. In this example, the first link is the attachment provided by the requestor labeled “Description of Items for Quote”. The second link contains the actual quote information labeled “IS Quote”. To view your quote, click on this link.

ATTACHED DOCUMENTS:

TYPE/ URL CREATED	TABLE	DESCRIPTION
Webform 8/13/2010	Webform	Description of Items for Quote
<a href="http://10.0.10.40/ifas7/Documents/Viewer.aspx?_QueryString=kc0o0X8fZ4A9PiRx%2f6dj4g%3d%3d">http://10.0.10.40/ifas7/Documents/Viewer.aspx?_QueryString=kc0o0X8fZ4A9PiRx%2f6dj4g%3d%3d</a>		
Webform 8/13/2010	Webform	IS Quote
<a href="http://10.0.10.40/ifas7/Documents/Viewer.aspx?_QueryString=kc0o0X8fZ4DrS7i3GDhd0A%3d%3d">http://10.0.10.40/ifas7/Documents/Viewer.aspx?_QueryString=kc0o0X8fZ4DrS7i3GDhd0A%3d%3d</a>		



You will be required to sign into IFAS. The following login box will appear.

Connect to doeifas

**IFAS User:**

**IFAS Password:**

 Login

 Help

If you are a current IFAS user, use your userid and password. Otherwise, sign-in using isquotes as the User and Password. Hit enter or click on Login. The quote will display.

In some cases, your quote may be rejected by Information Technology. Not providing enough detail of the quote is one example where your quote will be rejected. In this event, you will receive the following example email from [workflow@hcde.org](mailto:workflow@hcde.org).

Your Information Technology quote has been rejected. See comments for more information. To update your request, click on the link to original request.

User ID : DMCNISH

Status : Not Accepted Date/Time

: 8/13/2010 9:15:23 AM

Comments: Please provide specific details for computer such as harddrive size, amount of memory, carrying case needed. For printer, we need to know if you want a deskjet or laserjet, black/white or color, etc. Apply changes and resubmit. Thank you.

Requestor: KINSEY, PATRICIA C

**REQUESTED ITEMS FOR QUOTE(S)**

Requestor : ISQUOTES

ISQuote Number : 000052

**EMPLOYEE  
INFORMATION:**

=====

Employee ID = 103532

Employee Name = KINSEY, PATRICIA C Email

= [kinsey\\_p@hcde.org](mailto:kinsey_p@hcde.org)

**DETAILS:**

Description	Purpose	Qty	Max Amt
Notes			



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=====
=====
Laptop Computer                office      1          0.00
Printer                         0          0.00
=====
=====

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LINK TO ORIGINAL REQUEST

<http://10.0.10.40/ifas7/workflow/custom/ISQUOTES.asp?Key=01AAF448-BD8F-46F9B9CC32583FCFCAEE>

This email is formatted the same as the accepted email. Pay attention to comments to find out why your quote was rejected. To update your request, click on the link below “Link to Original Request”. This will bring up your original IS Request for Quote webform. You will be required to sign into IFAS by using your IFAS signon or isquotes. The form will display.

Apply corrections to your request and click on the “Accept” button located at the very bottom of this form to update the form.



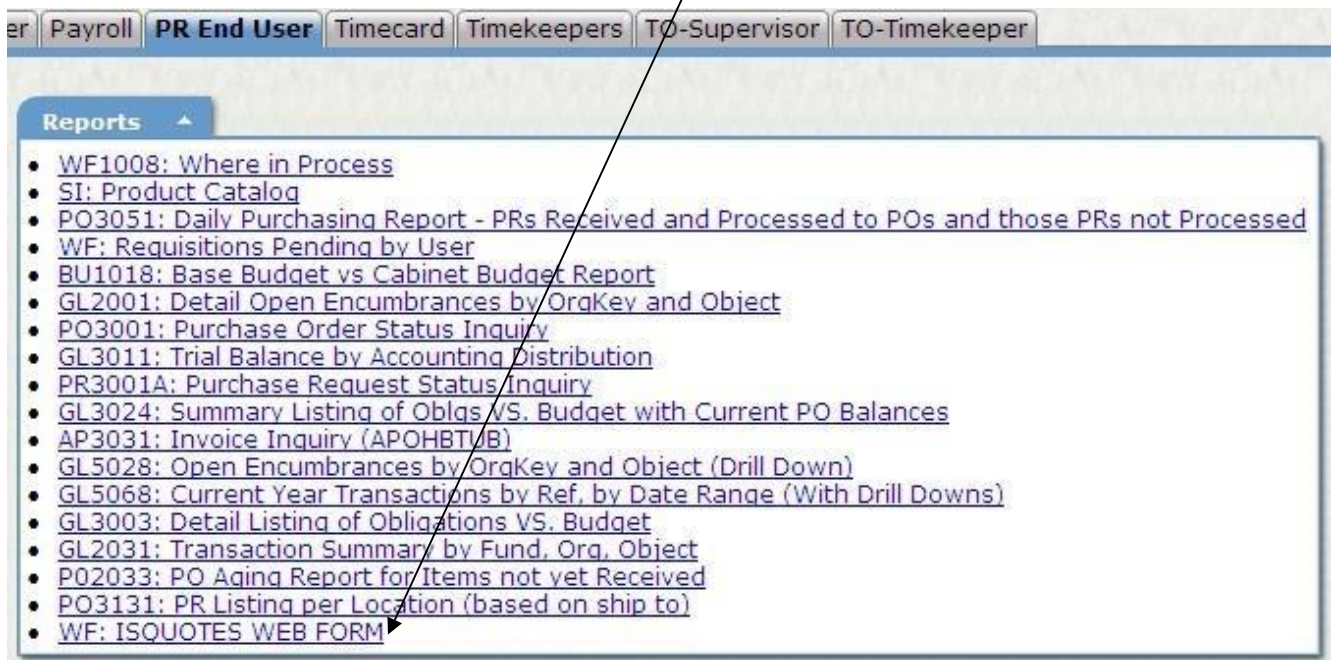
**IMPORTANT:** To resubmit your form, click Approve button located at the top right corner. By not doing so, your request will not be resubmitted. Please do not use the Reject or Forward buttons.



Upon completion of your quote, you will receive a completed IS quote email as stated above.

### Report of Quotes Submitted:

If you are an IFAS user, you will have access to a report of quotes under the PR End User tab in dashboard. The report name is WF: ISQUOTES WEB FORM.






To run this report, click on the link. The following selection criteria box will display.

**WF: ISQUOTES WEB FORM / No Criteria**

Enter the Employee ID (enter as empid plus % for ex. 117346%):

Enter the Status ( I - Pending S - Completed):

Enter the Start Date:  

 **Help**  **Submit**

Enter your employee ID in the first box followed by %. For Status, enter I for pending quotes, S for completed quotes and \* for both. For start date, enter the first submittal date of the quotes you are searching for. Click Submit. The report will display as in the following example.

WF: ISQUOTES WEB FORM - Windows Internet Explorer

Page 1 of 1 Help

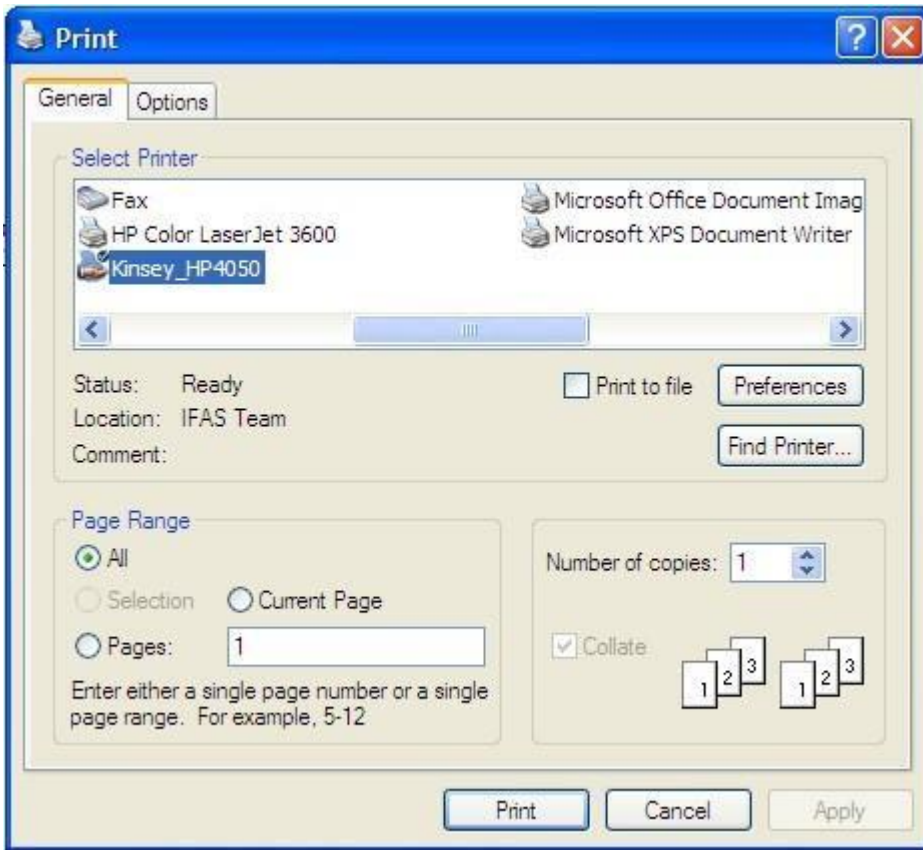
Hamilton DOE Prod DB  
**IS Quotes Workflow List**  
 As of: 08/20/2010

Creator	Requested by	Date Requested	Time Requested	Description	Date Completed	Status	Notes
PKINSEY	103532 KINSEY, PATRICIA C	08/20/2010	10:32:07	TESTING IS QUOTE FORM10.00TESTING		Pending	

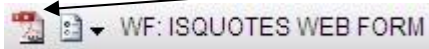
To print this report, click on the Options Icon located at the top to the left.



Choose Print and the print box will appear.



Choose the correct printer and click print. You can also convert this to a pdf by clicking on the PDF icon located at the top left.



### Technical Support:

For any problems with this process, please contact our helpdesk at 423-498-6570.