

Sales Menu: Manage Quotes for a Solicitation

1. From the SharePoint web site page or the Home page, select the "Sales Menu" link.
2. If the contact is a bidder for any solicitation registration, those associated solicitations are listed in the Manage Solicitation Quotes section.



[Home](#)

Sales Menu

Your account is listed as a contact for **Test Company 2**.

[Edit the Company Profile.](#)

Solicitations Available for Registration

You are authorized to register for the following solicitations.

Command	Solicitation	Type	Material
Register	DLA-Ferromanganese-006	BOA	Ferromanganese

Solicitation Registrations

The following solicitation registrations have been created.

Command	Solicitation	Type	Material	Date Submitted	Date Approved	Expiration Date
Edit	DLA-Chromium Metal-004	BOA	Chromium Metal	02/02/2013 12:54	02/02/2013 12:55	02/02/2014 12:55
Edit	DLA-Ferrochromium-007	BOA	Ferrochromium	04/10/2013 15:49		
Edit	DLA-Tungsten Ores and Concentrates-007	BOA	Tungsten Ores and Concentrates	02/06/2013 10:12	02/06/2013 10:25	02/06/2014 10:25

Manage Solicitation Quotes

You are authorized to manage the quotes for the following solicitations.

Command	Solicitation	Type	Material
Select	DLA-Chromium Metal-004	BOA	Chromium Metal
Select	DLA-Ferrochromium-007	BOA	Ferrochromium
Select	DLA-Tungsten Ores and Concentrates-007	BOA	Tungsten Ores and Concentrates

Manage Shipment Requests

There are no solicitation awards for which you are authorized to manage the shipment requests.

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3. Use the Select command for solicitation DLA-Chromium Metal-004.

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Quotes for Solicitation:
DLA-Chromium Metal-004

Quotes for Current Offering
There are no Quotes for the current Offering.

Offering Title: Sample

Open Date: 04/12/2013 00:00

Close Date: 04/14/2013 00:00

[Create a new Quote](#)

Quotes for Previous Offerings

Command	Offering Title	Quote ID	Submitted By	Date Submitted	Status
Summary	FY 2013-001	20130202 134909	example	02/02/2013 14:39	Submitted
Summary	FY 2013-001	20130207 133901	example	02/07/2013 13:59	Submitted

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Notes:

- a. The current offering is one where:
 - Status is “Open”
 - It is not archived
 - It has been validated
 - The Open Date is less than or equal to the current date/time
 - The Close Date is greater than or equal to the current date/time
 - b. In this case, there have been quotes for previous offerings. Those quotes cannot be edited, but a summary of the quotes can be viewed.
4. Select “Create a new Quote”.

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Quote for Solicitation: **DLA-Chromium Metal-004** [Summary](#)

Company Name: Test Company 2

Solicitation: DLA-Chromium Metal-004 **Offering:** Sample

Quote ID: 20130412 083317

Created By Account ID: example **Date Created:** 04/12/2013 08:33

Submitted By Account ID: **Date Submitted:**

[Edit Quote](#) [Delete Quote](#)

Command	Submittal	Updated By	Date Updated	Certified
Select	Certificate of Independent Price Determination (JAN 02)			<input type="checkbox"/>
Select	Certification Regarding Responsibility Matters (APR 10)			<input type="checkbox"/>
Select	Quote Items			
Select	Quote/Award Form (MAR 11)			

The quote cannot be submitted until all of the forms have been certified.

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Notes:

- a. Select "Edit Quote" to edit the quote ID or add comments.
 - b. Select "Delete Quote" to delete the quote.
5. Use the Select command for each submittal to complete, certify and/or view the submittal.
 6. For the Quote Items submittal:

Home > Sales Menu > Quotes > 20130412 083317

Quote for Solicitation: **DLA-Chromium Metal-004** [Summary](#)

I.2 Quote Items

Enter the Quantity and Price for each item to be included in this Quote. Items with a quantity of blank or zero will not be included.

[Show item details](#)

4 Items found.

Dup	Delete	Item #	Unit	Minimum Bid Quantity	Maximum Bid Quantity	Bid Quantity	Bid Price	Total Price
Dup		0334 A	Lbs	20,020.00	20,020.00	<input type="text"/>	<input type="text"/>	
Dup		1779	Lbs	22,099.00	22,099.00	<input type="text"/>	<input type="text"/>	
Dup		288	Lbs	22,781.00	22,781.00	<input type="text"/>	<input type="text"/>	
Dup		289	Lbs	22,743.00	22,743.00	<input type="text"/>	<input type="text"/>	
								\$0.00

[Update](#)

[Submit](#) [Cancel](#)

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7. Select "Show item details".

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Quote for Solicitation: **DLA-Chromium Metal-004** [Summary](#)

1.2 Quote Items

Enter the Quantity and Price for each item to be included in this Quote. Items with a quantity of blank or zero will not be included.

[Hide item details](#)

4 Items found.

Dup	Delete	Item #	Unit	Minimum Bid Quantity	Maximum Bid Quantity	Bid Quantity	Bid Price	Total Price	MATERIAL	LOCATION	LOT	DRUMS	ORIGIN	NET WEIGHT
Dup		0334 A	Lbs	20,020.00	20,020.00				Electrolytic Chrome	Scotia, NY	6A	28	Warren	10.01
Dup		1779	Lbs	22,099.00	22,099.00				Electrolytic Chrome	Scotia, NY	6	63	Japan	11.05
Dup		288	Lbs	22,781.00	22,781.00				Aluminothermic Chrome	Warren, OH	66	45	France	11.39
Dup		289	Lbs	22,743.00	22,743.00				Aluminothermic Chrome	Warren, OH	72	45	France	11.37
								\$0.00						

[Update](#)

Notes:

- a. The item detail columns are displayed in the order selected when the offering columns are configured.
8. Select "Hide item details".
9. Select "Dup" for the first item.

Strategic Materials

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Quote for Solicitation: **DLA-Chromium Metal-004** [Summary](#)

I.2 Quote Items

Enter the Quantity and Price for each item to be included in this Quote. Items with a quantity of blank or zero will not be included.

[Show item details](#)

5 Items found.

Dup	Delete	Item #	Unit	Minimum Bid Quantity	Maximum Bid Quantity	Bid Quantity	Bid Price	Total Price
Dup		0334 A	Lbs	20,020.00	20,020.00			
Dup		0334 A	Lbs	20,020.00	20,020.00			
Dup		1779	Lbs	22,099.00	22,099.00			
Dup		288	Lbs	22,781.00	22,781.00			
Dup		289	Lbs	22,743.00	22,743.00			
								\$0.00

[Update](#)

[Submit](#) [Cancel](#)

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Notes:

- a. The first item is duplicated and the duplicate has a “trash can” image in the Delete column. Use the “trash can” image to delete the duplicate item. Only duplicates can be deleted.

10. Enter quantities and prices and select Update.



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Strategic Materials

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Quote for Solicitation:
DLA-Chromium Metal-004

[Summary](#)

1.2 Quote Items

Enter the Quantity and Price for each item to be included in this Quote. Items with a quantity of blank or zero will not be included.

[Show item details](#)

Quantity and/or Price errors.

5 Items found.

Dup	Delete	Item #	Unit	Minimum Bid Quantity	Maximum Bid Quantity	Bid Quantity	Bid Price	Total Price
Dup		0334 A	Lbs	20,020.00	20,020.00	2	50	
						Quantity out of range.		
Dup		0334 A	Lbs	20,020.00	20,020.00	20020	1	
							50 cents	
Dup		1779	Lbs	22,099.00	22,099.00	22099.	Invalid Price.	
Dup		288	Lbs	22,781.00	22,781.00			
Dup		289	Lbs	22,743.00	22,743.00			
								\$0.00

[Update](#)

[Submit](#) [Cancel](#)

Notes:

a. Error messages are displayed.

11. Correct quantities and prices and select Update.



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Strategic Materials

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Quote for Solicitation:
DLA-Chromium Metal-004

[Summary](#)

I.2 Quote Items

Enter the Quantity and Price for each item to be included in this Quote. Items with a quantity of blank or zero will not be included.

[Show item details](#)

5 Items found.

Dup	Delete	Item #	Unit	Minimum Bid Quantity	Maximum Bid Quantity	Bid Quantity	Bid Price	Total Price
Dup		0334 A	Lbs	20,020.00	20,020.00	<input type="text" value="20,020.00"/>	<input type="text" value="50.00"/>	\$1,001,000.00
Dup		0334 A	Lbs	20,020.00	20,020.00	<input type="text" value="20,020.00"/>	<input type="text" value="1.00"/>	\$20,020.00
Dup		1779	Lbs	22,099.00	22,099.00	<input type="text" value="22,099.00"/>	<input type="text" value="5.00"/>	\$110,495.00
Dup		288	Lbs	22,781.00	22,781.00	<input type="text"/>	<input type="text"/>	
Dup		289	Lbs	22,743.00	22,743.00	<input type="text"/>	<input type="text"/>	
								\$1,131,515.00

[Update](#)

[Submit](#) [Cancel](#)

12. Complete form and select Submit.

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Quote for Solicitation: **DLA-Chromium Metal-004** [Summary](#)

Company Name: Test Company 2
Solicitation: DLA-Chromium Metal-004 **Offering:** Sample
Quote ID: 20130412 083317
Created By Account ID: example **Date Created:** 04/12/2013 08:33
Submitted By Account ID: **Date Submitted:**

[Edit Quote](#) [Delete Quote](#)

Command	Submittal	Updated By	Date Updated	Certified
Select	Certificate of Independent Price Determination (JAN 02)	example	04/12/2013 10:03	<input checked="" type="checkbox"/>
Select	Certification Regarding Responsibility Matters (APR 10)	example	04/12/2013 10:03	<input checked="" type="checkbox"/>
Select	Quote Items			
Select	Quote/Award Form (MAR 11)			

To submit the quote, enter your PIN and select "Submit":

PIN*: [Submit](#)

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13. Enter the PIN and select Submit.

Home ► Sales Menu ► Quotes

Quote for Solicitation: **DLA-Chromium Metal-004** [Summary](#)

Company Name: Test Company 2

Solicitation: DLA-Chromium Metal-004 **Offering:** Sample

Quote ID: 20130412 083317

Created By Account ID: example **Date Created:** 04/12/2013 08:33

Submitted By Account ID: example **Date Submitted:** 04/12/2013 10:05

[Edit Quote](#) [Delete Quote](#)

Command	Submittal	Updated By	Date Updated	Certified
Select	Certificate of Independent Price Determination (JAN 02)	example	04/12/2013 10:03	<input checked="" type="checkbox"/>
Select	Certification Regarding Responsibility Matters (APR 10)	example	04/12/2013 10:03	<input checked="" type="checkbox"/>
Select	Quote Items			
Select	Quote/Award Form (MAR 11)			

The quote has been successfully submitted.

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Notes:

a. Select the Summary link to display a summary of the submittals in a new browser window.

14. Select the "Quotes" link.

The screenshot shows a web browser window with the URL <https://strategicmaterialsucvweb-test.hq>. The page header features the Defense Logistics Agency logo and the text "DEFENSE LOGISTICS AGENCY Strategic Materials". Below the header, there is a navigation menu with "Home" and "Sales Menu". The main content area is titled "Quotes for Solicitation: DLA-Chromium Metal-004" and "Quotes for Current Offering". It displays the following information:

Offering Title: Sample
 Open Date: 04/12/2013 00:00
 Close Date: 04/14/2013 00:00

There is a link to "Create a new Quote". Below this, a table shows a single quote entry:

Command	Quote ID	Submitted By	Date Submitted
Select	20130412 083317	example	04/12/2013 10:05

Below the table, there is a section for "Quotes for Previous Offerings" with another table:

Command	Offering Title	Quote ID	Submitted By	Date Submitted	Status
Summary	FY 2013-001	20130202 134909	example	02/02/2013 14:39	Submitted
Summary	FY 2013-001	20130207 133901	example	02/07/2013 13:59	Submitted

At the bottom of the page, there are links for "FOIA-Privacy", "Privacy/Security Statement", "508 Compliance Statement", and "Webmaster".

Notes:

- a. The quote has been submitted.