

Quick Quote

Standard Supplier Training

Reminders



This is a standard training session and open to the public. We are looking forward to have everyone to connect with you!

We recommend having these instructions handy before we start the session.

- 🔔 **Mute:** All participants are on listen-only mode to guarantee client confidentiality.
- 🔔 **Chat:** Please use the chat feature on the lower righthand side of your screen if like to raise questions anytime during the session.
- 🔔 **Questions:** All questions will be discussed at the end of the presentation.

Support Contact Information

If you have questions about the training or in need for specific client support, please contact Proactis International Customer Support:

- 📞 US: +1 866 446 8203 (Toll Free)
- 📞 US: +1 281 404 2095
- 📞 France: +33 1 77 62 56 20
- 📞 Deutschland: +49 308 967 794 11
- 📞 España: +34 911 88 00 64
- 📞 UK: +44 203 355 50 21

Or, email customer@proactis.com

Quick Quote Workflow



Buyer or Requestor

1

Selects **Quick Quote** in **Search** when the item is not available in supplier-hosted catalogs

Creates a free-text **Request**

Selects one or more **approved suppliers** from the list of **product categories**



Supplier

2

Receives an email and **login to Quick Quote**

Replies with an **offer** at item level

3

Chooses one of the offered items and creates an order based on the process for catalog items

Question and answer (or, **Request-Offer Process**) may continue if **offers** do not fit

Login Page

The screenshot shows a web browser window with the address bar containing `https:portal.hubwoo.com`. The page content includes a search bar, a navigation menu with 'Sign In' and 'Register' options, and a login form with fields for username and password. A 'Sign In' button is highlighted in orange. Below the form are links for 'Forgot User Name?', 'Forgot Password?', and 'Need Help?'. The footer contains the 'oactis' logo and the 'ictis' logo.


Go to portal.hubwoo.com

Enter you Username and Password

Click Sign in

It is free to join
Set up a listing for your business, putting your products and services in front of qualified buyers with hundreds of billions of dollars in spend.

The Network In Action

-  A company in Italy has added a certification. Click [here](#) to view their profile. - 20 Jan 2022 5:47:46 PM
-  Zaetric Business Solutions, LLC's banner ad was viewed in The Business Directory. Click [here](#) to view their profile. - 14 Aug 2017 5:10:59 PM
-  A Quote was sent from a supplier in France to a buyer in France. - 27 Jan 2022 1:55:32

Sign In Register

TRAINSUPGCS4

.....

[Forgot User Name?](#)
[Forgot Password?](#)
[Need Help?](#)

Sign In

oactis

ictis

Quick Quote Landing Page

The Business Network Service Account GCS-Team for Trainings | Trainings Supplier 1 for GCS [TRANSUP01] ▼

[Home](#) **[Opportunities](#)** [Catalogs](#) [Business Directory](#) [Administration](#)

Requests

[Requests](#)

Click Opportunities.



















Currently are 0 open requests in the system.

Filter

Keyword Column

[Advanced filter](#)

Search Results (194 items found) [<<] [

ID	Transaction ^	Reference	Created by	Info	Status	Expiration / Creation Date	Action
102018978	REF_CLIENT_01126 1 Positions	REF28374	GCS GCS Trainings Customer for GCS	 	 ChangeRequested	Monday, December 06, 2021 Monday, November 29, 2021	  
102018977	REF_CLIENT_0112 1 Positions	-	GCS GCS Trainings Customer for GCS	 	 Requested	Monday, January 31, 2022 Monday, November 29, 2021	  
102009451	CLIENT_REF01232 1 Positions	REF28374	GCS GCS Trainings Customer for GCS	 	 Sent	Tuesday, November 30, 2021 Monday, November 01, 2021	  

Requests

What's in a Quick Quote Request?

Requests Page

Click **Opportunities** > **Requests** from the menu to go to the Quick Quote Homepage. This page displays a quick link to existing requests and an option to search for documents.

The screenshot shows the Proactis interface. At the top, a blue header contains the text "The Business Network" and "Service Account GCS-Team for Tra". Below this is a navigation menu with items: Home, Opportunities (highlighted), Catalogs, Business Directory, and Administration. A sub-menu for "Requests" is visible. The main content area shows a breadcrumb "Home > Requests" and a status summary: "Currently are 0 open requests , 119 running offers , 186 expired offers in the system." Below this is a "Filter" section with a "Keyword" input field, a "Column" dropdown menu set to "ID", and a link for "Advanced filter". There are "Search" and "Reset" buttons. At the bottom, it says "Search Results (194 items found)".

Requests and Offers status

Basic and advanced filter

proactis

List of Requests

Here are the column headers in the **Search Results** section:

ID or number of the request

Reference number assigned by the supplier

Hover over the icons to quickly get details about the request.

Request expiration date

ID	Transaction	Reference	Created by	Info	Status	Expiration	Action
100020053	TD05142009 2 Positions	-	David Dupont democatalog EN (Sales 1 EN)		Requested	Thursday, May 28, 2009	

Buyer generated number with the number of positions in the request.

User who initiated the request.

Status of the request.
Requested, Sent or Expired

Action Icons

Download options

To view details of a request and edit the offer

Action

Archives the current request

Status

- Created
- Requested
- Sent
- ChangeRequested
- Rejected
- Will Expire Soon
- Has Expired

Offers

How do suppliers respond to a Quick Quote Request?





Edit Request



In order to create an offer you will need to open the request. To open the request click on the **Edit icon** in the Action Column.

Search Results (122 items found)

[<<] [<] 1 Go [>] [>>]

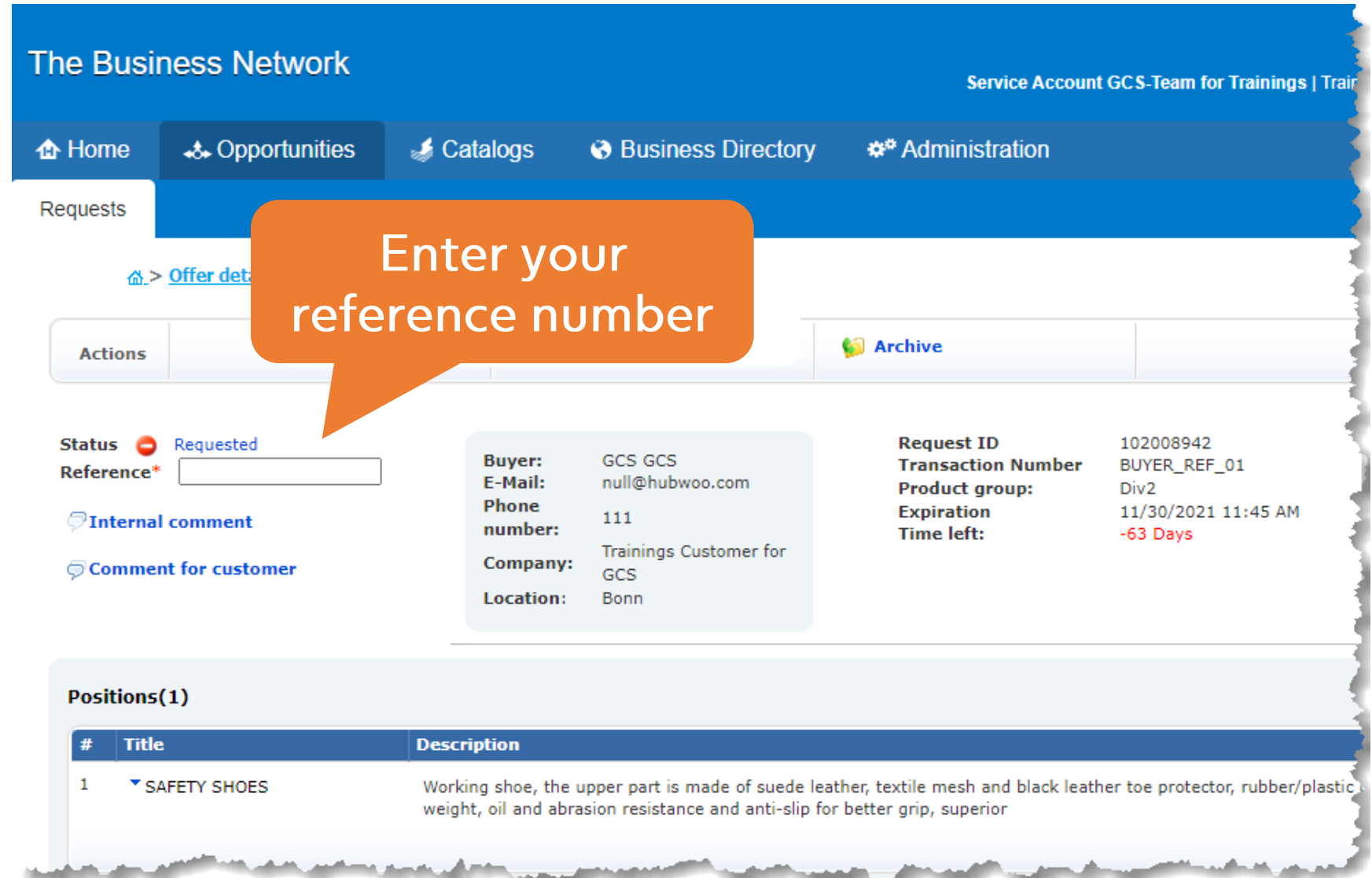
ID	Transaction ^	Reference	Created by	Info	Status	Expiration / Creation Date	Action
102008942	BUYER_REF_01 1 Positions	-	GCS GCS Trainings Customer for GCS	 	 Requested	Tuesday, November 30 Thursday, October 28	  
BUYER_REF_0145		FF28374	GCS GCS			Tuesday, November 30, 202	

Click the **edit icon** to view the offer.

Offer Details Page

Open the offer and then enter a reference number. This will be sent back to the Buyer.

Supplier Reference Number: allows the suppliers to track the offer with a reference that they use in their internal system.



The Business Network

Service Account GCS-Team for Trainings | Trainings

Home Opportunities Catalogs Business Directory Administration

Requests

Offer details

Actions Archive

Status Requested

Reference*

Internal comment

Comment for customer

Buyer: GCS GCS
E-Mail: null@hubwoo.com
Phone number: 111
Company: Trainings Customer for GCS
Location: Bonn

Request ID: 102008942
Transaction Number: BUYER_REF_01
Product group: Div2
Expiration: 11/30/2021 11:45 AM
Time left: -63 Days

Positions(1)

#	Title	Description
1	SAFETY SHOES	Working shoe, the upper part is made of suede leather, textile mesh and black leather toe protector, rubber/plastic weight, oil and abrasion resistance and anti-slip for better grip, superior

Create New Offer Position

Review the request from the buyer. In this example, the request has two positions or offers.

Create new offer position. Click the link to view details of a request and make an offer.

The screenshot displays a request management interface. At the top, the status is 'Requested' and the reference is empty. Buyer information includes 'Support Hubwoo' with email 'gravity@hubwoo.com' and phone '0049'. Request details include ID '100543455', transaction number 'Test Reference', product group 'Hardware', expiration '8/18/2014 10:36 AM', and 13 days left. A 'Create new offer position' link is highlighted by an orange callout bubble with the text 'Click the link to edit the request.'

#	Short description	Description	Amount / Unit
1	Office Chairs	Black, swivel chairs	10 / Piece
2	Ballpoint pens	Black ballpoint pens	50 / Piece

Actions: [Reject](#) [Save](#) [Archive](#) [In Progress](#) [Send](#)

*) Marked fields are mandatory fields

New Offer Position

In the Positions page, fill the form with information needed in the screen.

Short description: This is reserved to include only brief and descriptive note about the offer.

Long description: Use this space to include detailed information about the offer.

Positions(2)

#	Short description	Description
1	Office Chairs	Black, swivel chairs with wheels

Create new offer position

Short description*
Office Chairs

Long description
Black, swivel chairs with wheels

Article No * 1234
Classification *
Delivery Day(s) * 4
Amount * / Unit: * 10
Price per unit: *
Tax 10%
Expiration date

2 Ballpoint pens Black ballpoint pens

Create new offer position

Offer Position

Article Number: This number is used to identify the item.

Delivery Days: Number of days needed to deliver the item.

Price per unit: The selling price per unit. Use the list to select the currency.

The last date for sending a response.

The screenshot shows a form with the following fields and labels:

- Article No***: Points to the first text input field.
- Eclass***: Points to the second text input field.
- Delivery Day(s):***: Points to the third text input field.
- Amount:*/ Unit: ***: Points to the fourth text input field.
- Price per unit***: Points to the fifth text input field.
- Tax**: Points to the sixth dropdown menu.
- Expiration date**: Points to the seventh calendar icon.

Additional form elements include a search icon next to the Eclass field, a dropdown menu with 'Each' selected next to the Amount field, a dropdown menu with 'Dollar' selected next to the Price per unit field, and a refresh icon next to the Unit dropdown.

Eclass: Click the icon to search through the product *Classification Code*

Amount / Unit: Price of the item. Use the dropdown list to choose a unit of measure (UOM).

Tax: Rate of tax that will be added.

Attachments



Adding attachments or supplementary information can be a great way to provide more information about your offer and reduce too many back-and-forth communication.

#	Short description	Description	Amount/Unit
1	Stainless Steel conveyer	Low profile frame design for tight spaces withdesign and wipe down cleaning applications.	5 / piece

[Create new offer position](#)

Short description*
Stainless Steel conveyer

Long description
Low profile frame design for tight spaces withdesign and wipe down cleaning applications.

Article No* ssc45738

Eclass* 36121401

Delivery Day(s):* 21

Amount:*/ Unit:* 5 piece

Price per unit:* 5000 .00 Dollar

Tax 7%

Expiration date

To add an attachment

Click Save to save this line item

Save the Offer



Click **Save** to save an offer and send it at a later time.

Internal comment

Comment for customer

E-Mail: gravity@hubwoo.com
Phone number: 0049
Company: Customer EN
Location: Main

Product group: Hardware
Expiration: 9/30/2014 11:25 AM
Time left: 61 Days
Training:

Customers comment:
Comments may be entered by your Buyer

Positions(2)

#	Short description	Description	Amount /Unit
1	Office Chairs	Black, swivel chairs with wheels	10 / Piece
Office Chairs Expiration date Friday, August 08, 2014 Amount 10 Delivery Day(s): 4 Price per unit: 50 EUR			
Create new offer position			
2	Ballpoint pens	Black ballpoint pens	50 / Piece
Create new offer position			

Actions Reject Save Archive In Progress Send

*) Marked fields are mandatory fields

Click Save.

Send the Offer

After saving the offer, click **Send** to submit this offer to the buyer. The buyer gets an email notification each time an offer are sent to them.

The screenshot shows a software interface with a top navigation bar containing buttons for 'Actions', 'Reject', 'Save', 'Archive', 'In Progress', and 'Send'. Below the navigation bar, a green message box states 'Successfully saved.'. The main content area is divided into several sections: 'Status' (Requested), 'Reference' (Test Reference), 'Internal comment', and 'Comment for customer'. A central section displays buyer information: Buyer: Support Hubwoo, E-Mail: gravity@hubwoo.com, Phone number: 0049, Company: Customer EN, Location: Main. To the right, a table lists offer details: Request ID (100542559), Transaction Number (Test Reference), Product group (Hardware), Expiration (9/30/2014 11:25 AM), Time left (61 Days), and Training (with a document icon). At the bottom, a section for 'Customers comment' notes that comments may be entered by the Buyer. The bottom left corner shows 'Positions(2)'. The 'actis' logo is visible in the bottom right corner.

Click Send to submit the offer to the buyer.

Successfully saved.

Status Requested
Reference* Test Reference

Internal comment
Comment for customer

Buyer: Support Hubwoo
E-Mail: gravity@hubwoo.com
Phone number: 0049
Company: Customer EN
Location: Main

Request ID: 100542559
Transaction Number: Test Reference
Product group: Hardware
Expiration: 9/30/2014 11:25 AM
Time left: 61 Days
Training:

Customers comment:
Comments may be entered by your Buyer

Positions(2)


actis

Confirmation

The status **Sent** serves as confirmation that this offer has been successfully sent to the buyer.

Filter













▼ Advanced filter

ID Expiration 

Transaction Reference

Status Created by [Click here to load the list of users](#)

Search Results (233 items found) [<<] [<] Go [>] [>>]

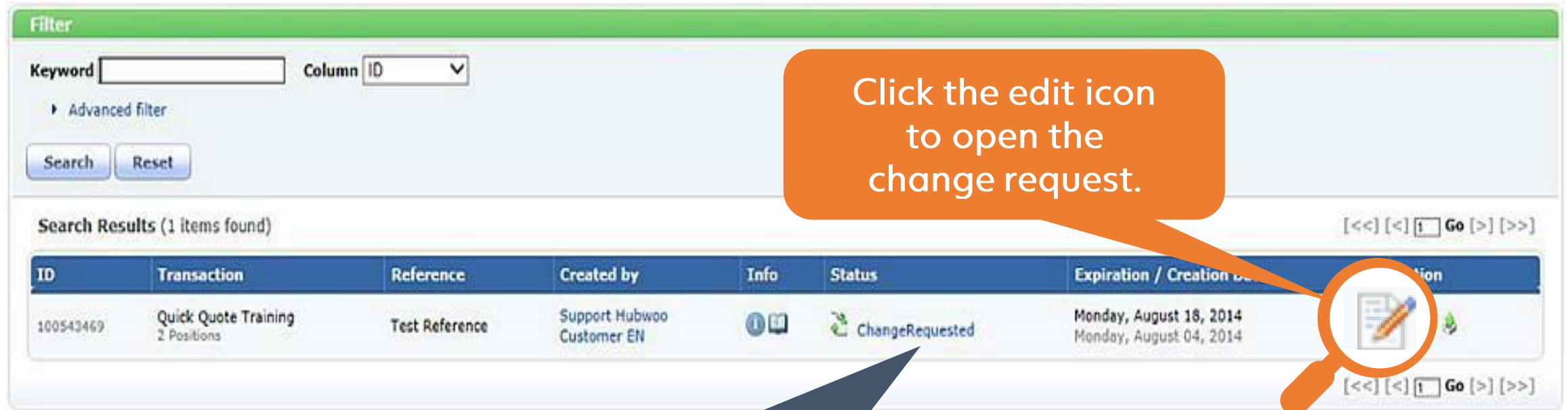
ID	Transaction ▲	Reference	Created by	Info	Status	Expiration / Creation Date	Action
100585264	QQDemo1234 1 Positions	1234567	Support Hubwoo Customer EN	 	 Sent (selected)	Tuesday, November 25, 2014 Tuesday, November 11, 2014	  
100583289	Prueba12345 1 Positions	Prueba12345	Support Hubwoo Customer EN	 	 Sent (selected)	Thursday, November 20, 2014 Thursday, November 06, 2014	  

Change Requests

How to respond to a change request?

Change Requests

These are updated version of the initial request sent by the buyer. Review the changes made and send an updated offer.



The screenshot shows a web interface for managing change requests. At the top, there is a 'Filter' section with a 'Keyword' input field, a 'Column' dropdown menu set to 'ID', and an 'Advanced filter' link. Below this are 'Search' and 'Reset' buttons. The main area displays 'Search Results (1 items found)'. A table lists the results, and a magnifying glass highlights the 'edit' icon in the 'Action' column of the first row. An orange callout bubble points to this icon, and a dark blue callout bubble points to the 'ChangeRequested' status in the 'Status' column.

ID	Transaction	Reference	Created by	Info	Status	Expiration / Creation Date	Action
100543469	Quick Quote Training 2 Positions	Test Reference	Support Hubwoo Customer EN		ChangeRequested	Monday, August 18, 2014 Monday, August 04, 2014	

Click the edit icon to open the change request.

This status indicates that the buyer has responded to your offer.

Change Requests

Click on the edit icon to view the line item and the reason for the change.

Click the line item detail.

#	Short description	Description	Amount /Unit
1	Office Chairs	Black, Swivel chairs with wheels	10 / Piece
Office Chairs Expiration date Unlimited Amount 10 Delivery Day(s): 4 Price per unit: 250 USD			

#	Short description	Description	Amount /Unit
1	Office Chairs	Black, Swivel chairs with wheels	10 / Piece
Office Chairs Expiration date Unlimited			
Black, Swivel chairs with wheels			
Article No			1234
Classification			41040406
Delivery Day(s):			4
Amount / Unit:			10 Piece
Price per unit:			250 USD
Tax:			19%
Sum price:			2500 USD
Request for change Can delivery date be changed to 2 days?			

Change Request information

Respond to a Change Request

The screenshot shows a software interface for managing change requests. It features a list of items at the bottom and a detailed form for editing a selected item (item 1). The form includes fields for short and long descriptions, article number, classification, delivery days, amount per unit, price per unit, tax, and expiration date. There are also buttons for 'Save', 'Cancel', 'Reject', 'Archive', 'In Progress', and 'Send'.

#	Short description	Description
1	Office Chairs	Black, Swivel chairs with wheels
2	Ballpoint pens	

Item 1 Details:

- Short description: Office Chairs
- Long description: Black, Swivel chairs with wheels
- Article No: 1234
- Classification: 41040406
- Delivery Day(s): 4
- Amount * / Unit: 10 Piece
- Price per unit: 250.00
- Tax: 19%
- Expiration date: Unlimited

Item 2 Summary: Ballpoint pens, Expiration: unlimited, Amount: 50, Delivery Day(s): 4, Price per unit: 1.5 USD

Actions: Reject, Save, Archive, In Progress, Send

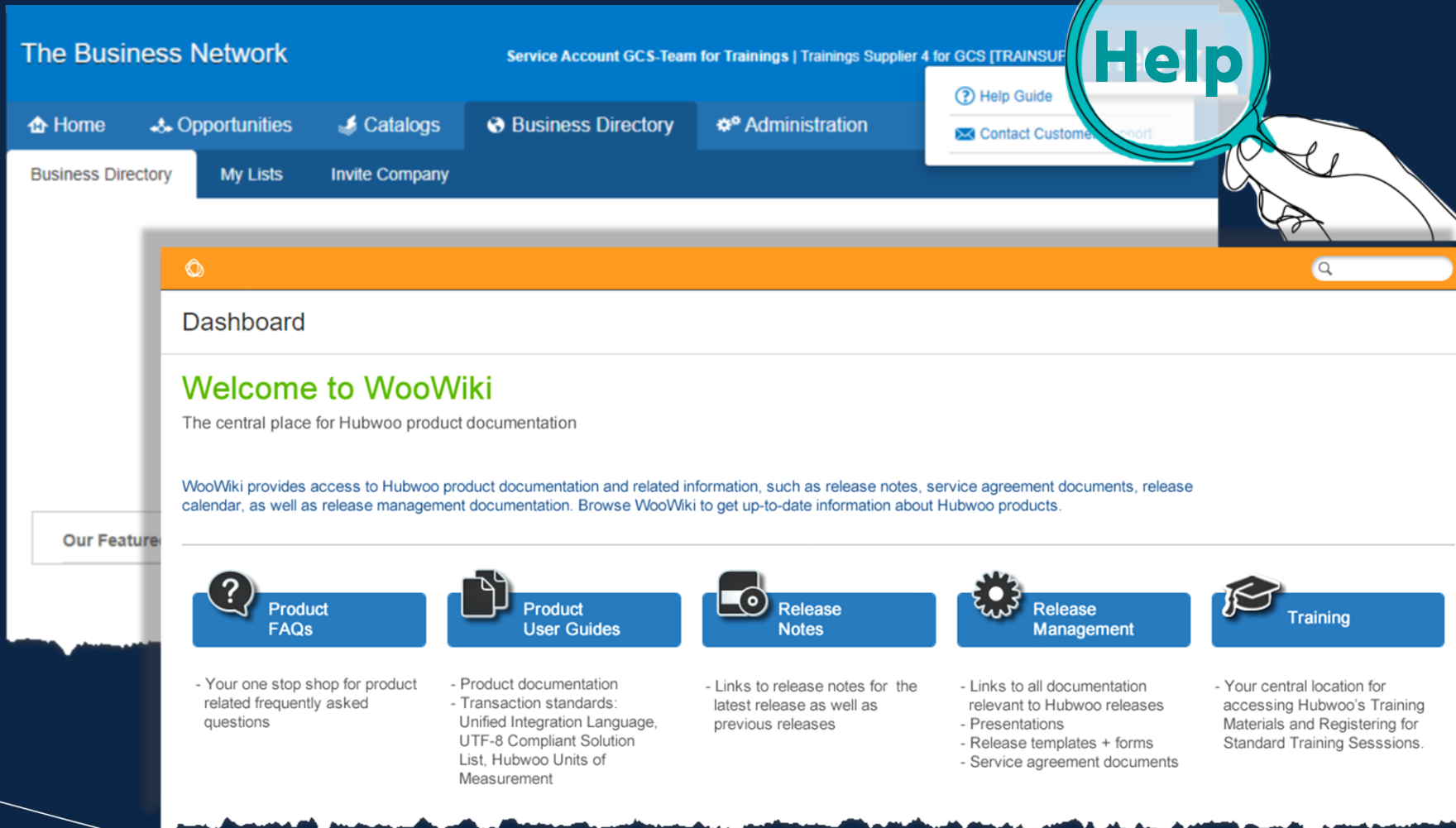
1. Change number of days

2. Save line item.

3. Save the offer.

4. Send to Buyer.

Additional Resources



The Business Network

Service Account GCS-Team for Trainings | Trainings Supplier 4 for GCS (TRAINSUF

Home Opportunities Catalogs Business Directory Administration

Help Guide Contact Customer Support

Business Directory My Lists Invite Company

Dashboard

Welcome to WooWiki

The central place for Hubwoo product documentation

WooWiki provides access to Hubwoo product documentation and related information, such as release notes, service agreement documents, release calendar, as well as release management documentation. Browse WooWiki to get up-to-date information about Hubwoo products.

Our Features

Product FAQs	Product User Guides	Release Notes	Release Management	Training
<ul style="list-style-type: none">- Your one stop shop for product related frequently asked questions	<ul style="list-style-type: none">- Product documentation- Transaction standards: Unified Integration Language, UTF-8 Compliant Solution List, Hubwoo Units of Measurement	<ul style="list-style-type: none">- Links to release notes for the latest release as well as previous releases	<ul style="list-style-type: none">- Links to all documentation relevant to Hubwoo releases- Presentations- Release templates + forms- Service agreement documents	<ul style="list-style-type: none">- Your central location for accessing Hubwoo's Training Materials and Registering for Standard Training Sessions.

Menu Path: **The Business Network** > Help > Help Guide

Check the User Guides in Wiki for more comprehensive how-to instructions.



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