Quick Quote
Standard Supplier Training

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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.

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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 customercare@proactis.com

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Quick Quote Workflow

Buyer or Requestor

Supplier

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

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

https:portal.hubwoo.com

Go to portal.hubwoo.com

The Business Network

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

The Business Network

Sign In   Reg

Enter you Username and Password

TRAINSUPGCS4

••••••••••••

Forgot User Name?
Forgot Password?
Need Help?

Sign In

Click Sign in

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Quick Quote Landing Page

Requests

What's in a Quick Quote Request?

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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.

Advanced Filter

⌂ > Requests

Currently are **5** open requests , **79** running offers , **218** expired offers in the system.

Filter

▼ Advanced filter

ID		Expiration	
Transaction		Reference	
Status		Created by	Click here to load the list of users

1. Fill-out a filter criteria.

2. Click **Search.**

Search   Reset

Search Results (233 items found)   [<<] [<] 1 Go [>] [>

ID	Transaction ▲	Reference	Created by	Info	Status	Expiration / Creation Date	Action

ⓘ Additional criteria are available in the **Advanced filter** search option including: **Request ID, Transaction number**, **Status**, **Expiration Date**, **Reference**, and **Created By** (Or, the name of the Requestor)

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List of Requests

Here are the column headers in the Search Results section:

Download options

To view details of a request and edit the offer

Archives the current request

Action

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

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

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Offers

How do suppliers respond to a Quick Quote Request?

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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 [>] [>>]
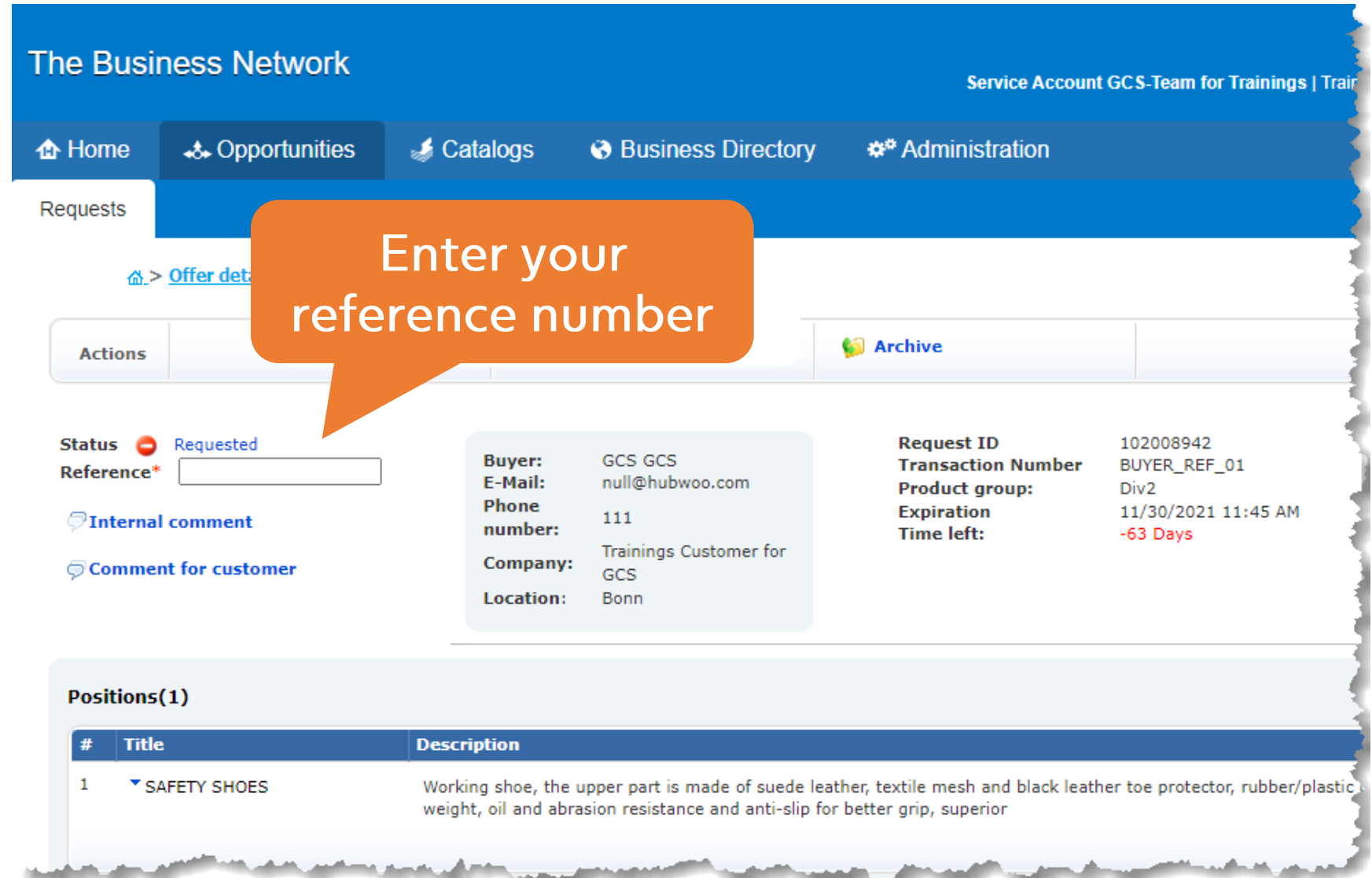
ID	Transaction ▲	Reference	Created by	Info	Status	Expiration / Creation D	Action
102008942	BUYER_REF_01 1 Positions	-	GCS GCS Trainings Customer for GCS		⊖ Requested	Tuesday, November 3 Thursday, October 28	
	BUYER_REF_0145	FF28374	GCS GCS			Tuesday, November 30, 20	

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

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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.

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.

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.

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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.

Article No*

Eclass*

Delivery Day(s):*

Amount:* / Unit: *   Each

Price per unit*   . Dollar

Tax

Expiration date

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.

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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.

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.

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.

Click **Send** to submit the offer to the buyer.

Confirmation

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

Change Requests

How to respond to a change request?

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Change Requests

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

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.

Change Request information

Respond to a Change Request

Additional Resources

The Business Network

Service Account GCS-Team for Trainings | Trainings Supplier 4 for GCS [TRAINSUP

⌂ Home   ⚓ Opportunities   🖌 Catalogs   🌐 Business Directory   ⚙ Administration

? Help Guide
✉ Contact Customer Support

Help

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 Feature

? **Product FAQs**	🗐 **Product User Guides**	📷 **Release Notes**	⚙ **Release Management**	🎓 **Training**
- Your one stop shop for product related frequently asked questions	- Product documentation - Transaction standards: Unified Integration Language, UTF-8 Compliant Solution List, Hubwoo Units of Measurement	- Links to release notes for the latest release as well as previous releases	- Links to all documentation relevant to Hubwoo releases - Presentations - Release templates + forms - Service agreement documents	- Your central location for accessing Hubwoo's Training Materials and Registering for Standard Training Sesssions.

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

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

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Let's talk

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