

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 suppliersupport@proactisservicedesk.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 features a search bar at the top left, a main heading "The Business Network", and a "Sign In" button. Below the heading, there are two input fields for "Username" (containing "TRAINSUPGCS4") and "Password" (masked with dots). A "Sign In" button is located below the password field. To the right of the password field are links for "Forgot User Name?", "Forgot Password?", and "Need Help?". At the bottom right, there is a "oactis" logo and a "Sign In" button. The page also includes a section titled "The Network In Action" with a list of recent activity items.

Go to `portal.hubwoo.com`

Enter your Username and Password

Click Sign in

The Business Network

Sign In Register

TRAINSUPGCS4

.....

Forgot User Name?
Forgot Password?
Need Help?


Sign In

oactis

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

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

Home > [Requests](#)

Currently are 0 open requests in the system.

Click Opportunities.

Filter

Keyword Column

Advanced filter

Search Reset

Search Results (194 items found) [<<] [<] 1 Go [>] [>>]

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 for the Requests page. At the top, there is a blue header with the text "The Business Network" and "Service Account GCS-Team for Tra". Below the header is a navigation menu with icons and labels for "Home", "Opportunities", "Catalogs", "Business Directory", and "Administration". The "Opportunities" menu item is highlighted, and a sub-menu is open showing "Requests".

Below the navigation menu, there is a status summary: "Currently are 0 open requests , 119 running offers , 186 expired offers in the system." This text is enclosed in an orange callout box with the label "Requests and Offers status".

Below the status summary is a "Filter" section with a green header. It contains a "Keyword" input field, a "Column" dropdown menu set to "ID", and a link for "Advanced filter". There are "Search" and "Reset" buttons. This section is enclosed in an orange callout box with the label "Basic and advanced filter".

At the bottom of the screenshot, it says "Search Results (194 items found)". The Proactis logo is visible in the bottom right corner.

Advanced Filter



[Home](#) > [Requests](#)

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

1. Fill-out a filter criteria.

2. Click Search.


Filter

▼ Advanced filter

ID	<input type="text"/>	Expiration	<input type="text"/>
Transaction	<input type="text"/>	Reference	<input type="text"/>
Status	<input type="text"/>	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
00000000000000000000000000000000			Hubwan			Tuesday, November 25, 2014	

 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)

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 [>] [>>]

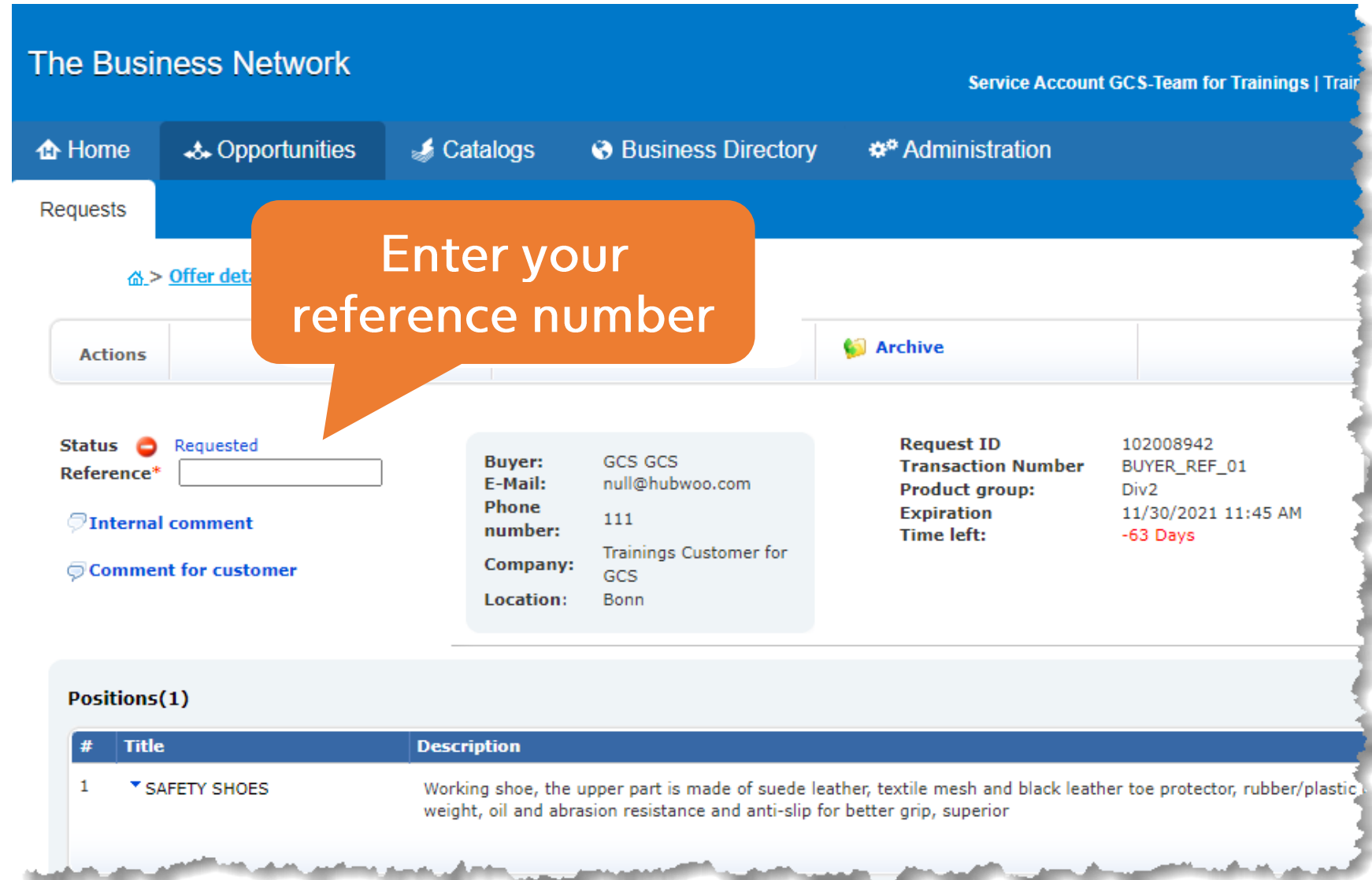
ID	Transaction ^	Reference	Created by	Info	Status	Expiration / Creation Date	Action
102008942	BUYER_REF_01 1 Positions	-	GCS GCS Trainings Customer for GCS	 	 Requested	Tuesday, November 30 Thursday, October 28	  
BUYER_REF_0145		FF28374	GCS GCS			Tuesday, November 30, 202	

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.

Status Requested
Reference*

Internal comment
Comment for customer

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

Request ID: 100543455
Transaction Number: Test Reference
Product group: Hardware
Expiration: 8/18/2014 10:36 AM
Time left: 13 Days
Training:

Customers comment:
Comments may be entered by your Buyer

Positions(2)

#	Short description	Description	Amount / Unit
1	Office Chairs	Black, swivel chairs	10 / Piece
		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 the link to edit the request.

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.

The screenshot shows the 'Positions(2)' page in the Proactis system. It features a table with two columns: '# Short description' and 'Description'. The first row shows '1 Office Chairs' with the description 'Black, swivel chairs with wheels'. Below the table is a 'Create new offer position' form. The form has two main input areas: 'Short description*' and 'Long description'. The 'Short description' field contains 'Office Chairs', and the 'Long description' field contains 'Black, swivel chairs with wheels'. To the right of the form are several fields: 'Article No*' (1234), 'Classification*', 'Delivery Day(s)*' (4), 'Amount* / Unit*' (10), 'Price per unit*', 'Tax' (19%), and 'Expiration date'. Two orange callout boxes are overlaid on the form: one pointing to the 'Short description' field with the text 'Short description.', and another pointing to the 'Long description' field with the text 'Long description.'.

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 annotations:

- Article No***: A text input field with an orange arrow pointing to it from the left.
- Eclass***: A text input field with a magnifying glass icon to its right, and an orange arrow pointing to the icon from the right.
- Delivery Day(s):***: A text input field with an orange arrow pointing to it from the left.
- Amount:* / Unit: ***: A text input field with a dropdown menu showing "Each" and a refresh icon to its right, and an orange arrow pointing to the refresh icon from the right.
- Price per unit***: A text input field with a dropdown menu showing "Dollar" and a refresh icon to its right, and an orange arrow pointing to the refresh icon from the right.
- Tax**: A dropdown menu with an orange arrow pointing to it from the right.
- Expiration date**: A calendar icon with an orange arrow pointing to it from the left.

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.

Actions **Reject** Save Archive In Progress **Send**

✔ Successfully saved.

Status Requested
Reference*

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)


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.

Filter













▼ **Advanced filter**

ID Expiration 

Transaction Reference

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

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

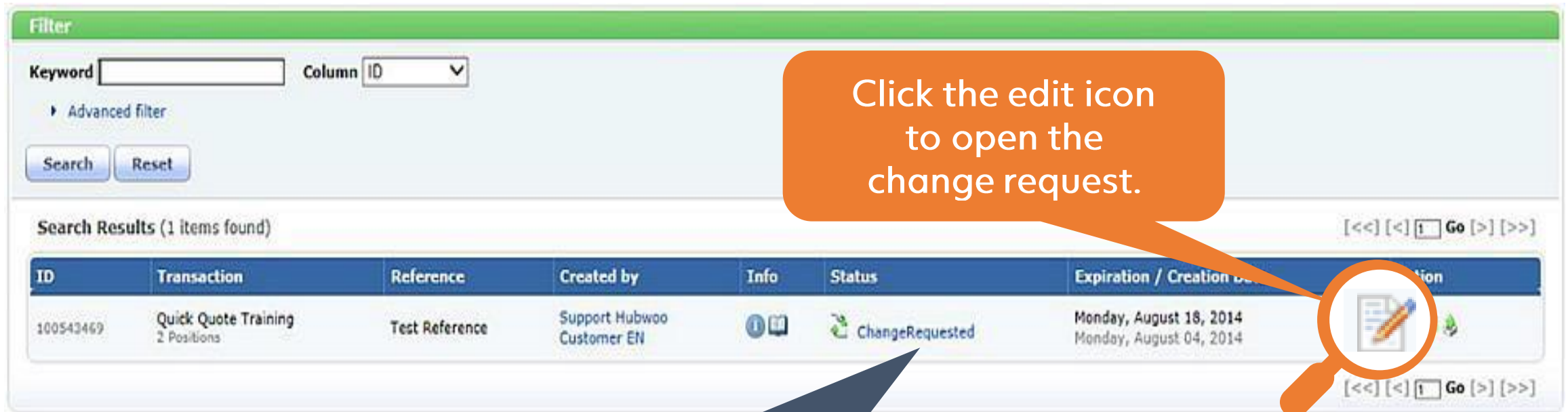
ID	Transaction ▲	Reference	Created by	Info	Status	Expiration / Creation Date	Action
100585264	QQDemo1234 1 Positions	1234567	Support Hubwoo Customer EN	 	 Sent (selected)	Tuesday, November 25, 2014 Tuesday, November 11, 2014	  
100583289	Prueba12345 1 Positions	Prueba12345	Support Hubwoo Customer EN	 	 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 'Search' and 'Reset' buttons. Below this is a 'Search Results (1 items found)' section containing a table. The table has columns for ID, Transaction, Reference, Created by, Info, Status, and Expiration / Creation Date. The first row shows a change request with ID 100543469, Transaction 'Quick Quote Training 2 Positions', Reference 'Test Reference', Created by 'Support Hubwoo Customer EN', Status 'ChangeRequested', and Expiration / Creation Date 'Monday, August 16, 2014' / 'Monday, August 04, 2014'. An orange callout bubble points to an edit icon (a pencil over a document) in the rightmost column of the table row, with the text 'Click the edit icon to open the change request.' A dark blue callout bubble points to the 'ChangeRequested' status, with the text 'This status indicates that the buyer has responded to your offer.' Navigation controls like '<< < 1 Go > >>' are visible at the top and bottom right of the table area.

ID	Transaction	Reference	Created by	Info	Status	Expiration / Creation Date	Action
100543469	Quick Quote Training 2 Positions	Test Reference	Support Hubwoo Customer EN			Monday, August 16, 2014 Monday, August 04, 2014	

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

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 responding to a change request. The main form is for 'Office Chairs' (Black, Swivel chairs with wheels). It includes fields for '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%), and 'Expiration date' (Unlimited). There are 'Save' and 'Cancel' buttons at the bottom right of the form. Below the form, there is a list of items, including 'Ballpoint pens' (50 / Piece) with 'Expiration unlimited', 'Amount 50', 'Delivery Day(s): 4', and 'Price per unit: 1.5 USD'. At the bottom of the interface, there are 'Actions' buttons: 'Reject', 'Save', 'Archive', 'In Progress', and '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 (TRAINSUP

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**
 - Your one stop shop for product related frequently asked questions
- Product User Guides**
 - Product documentation
 - Transaction standards: Unified Integration Language, UTF-8 Compliant Solution List, Hubwoo Units of Measurement
- Release Notes**
 - Links to release notes for the latest release as well as previous releases
- Release Management**
 - Links to all documentation relevant to Hubwoo releases
 - Presentations
 - Release templates + forms
 - Service agreement documents
- Training**
 - 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.



proactis



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