

**ARMY**  
**CHESS**   
**COMPUTER HARDWARE,  
ENTERPRISE SOFTWARE AND SOLUTIONS**

**HARDWARE**  
**Request for Quote**  
**(RFQ) Tutorial**



March 2013

# Introduction

- This briefing will introduce the Request for Quote (RFQ) process to customers
- Requests for Quotes (RFQs) must be created by using the CHES IT e-mart <https://chess.army.mil>
- You will learn:
  - How to create and submit an RFQ
  - How to manage your RFQs
    - Canceling an RFQ
    - Transferring an RFQ
  - How to view RFQ responses from Vendors
  - How vendors view RFQs from Customers

# Table of Contents

- The RFQ Process (pgs. 5-15)
- Canceling an RFQ (pgs. 16-17)
- Transferring an RFQ (pgs. 18-23)
- Vendor View of RFQ Responses (pgs. 24-26)
- Customer View of RFQ Responses (pgs. 27-28)



# CAUTION

Please NOTE:

- The RFQ process runs best in Firefox, Internet Explorer 10 and Chrome. If you are using **Internet Explorer 8 or 9** do not use the “Attach Files” feature in your RFQ.

## Not Recommended



A photograph of several white chess pieces on a chessboard, including a king, queen, and pawns, arranged in a row. The pieces are slightly out of focus, creating a sense of depth. The background is a soft, light blue gradient.

# The RFQ Process

# Step 1 – Access the RFQ Manager

Index

Contact Us | Feedback | FAQ | Sitemap | My Account | Logout

Customer Support: 1-888-232-4405 (Hours: 8-5 EST)

ARMY CHESS  
COMPUTER HARDWARE,  
ENTERPRISE SOFTWARE AND SOLUTIONS

Army's designated "primary source" for commercial IT

Hardware Software Services **RFQ/RFP** Consolidated Buy Resources About CHESS

**Hardware** (Laptop icon)

- PC/Notebook/Printer/VTC
- Servers, Networking, VTC
- Unified Capabilities Product List

**Software** (CD icon)

- All Software Agreements
- Microsoft
- Army Software Downloads

**Services** (People icon)

- ITES-2S Ordering Guide
- Online RFP Tool
- ITES-2S Vendor Email List

**Consolidated Buy** (Shopping cart icon)

- Product & Prices
- Schedule
- Exceptions

**CHESS Training** (Person at computer icon)

- CHESS 101 Briefing
- Ordering Guides
- RFQ Tutorials

**Other Links** (Information icon)

- RFQ/RFP**
- Waivers
- Policy

**Mission**

Be the Army's "Primary Source" to support the War fighter's Information Dominance objectives by developing, implementing, and managing Information Technology contracts that provide enterprise-

**Featured** **News**

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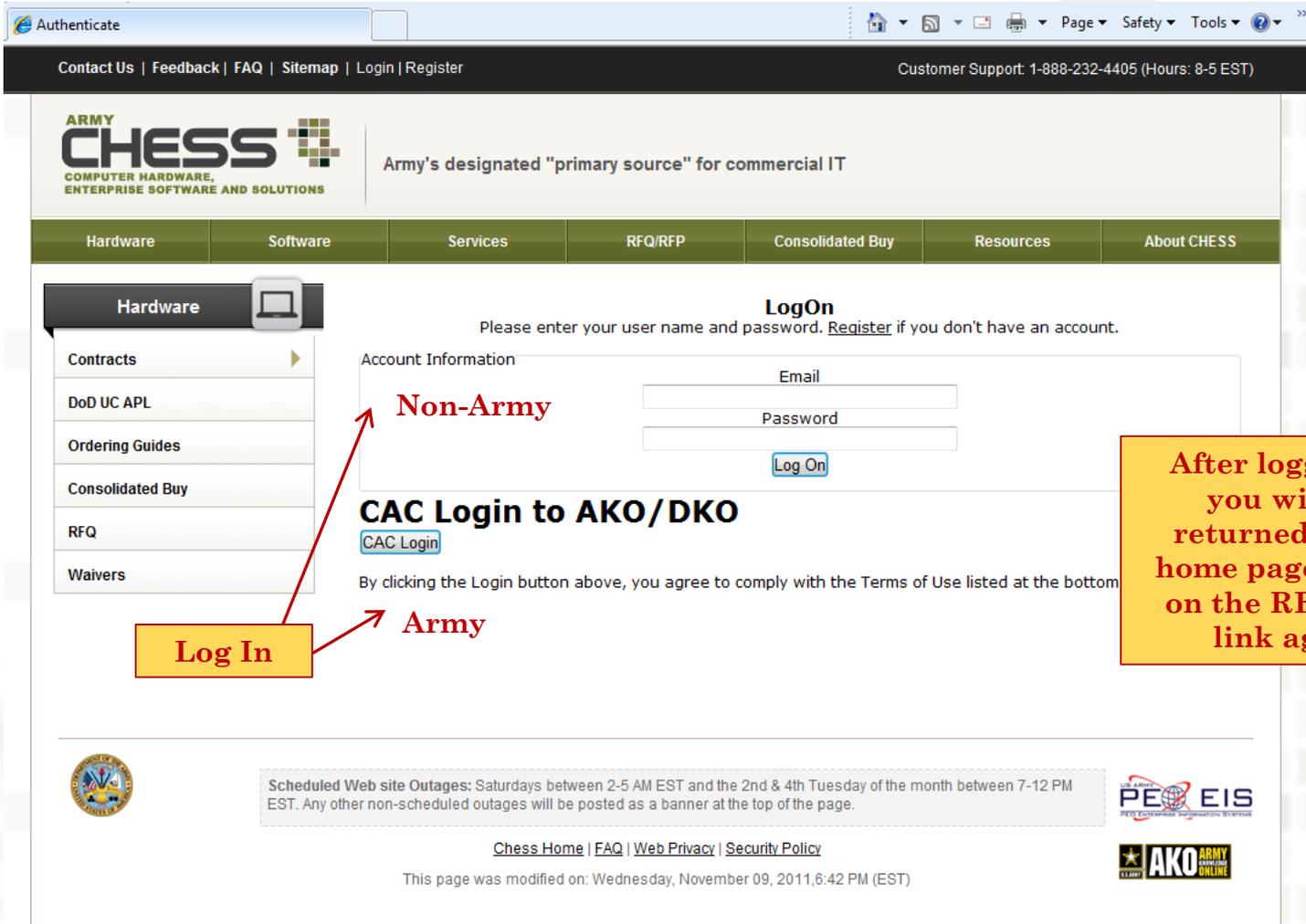
STOP! Army organizations should NOT purchase new licenses or renew maintenance for PDF Creation/Adobe Acrobat Professional or PTC Windchill licenses. The Army Wide Enterprise License

**FAQs**

- [How Can I Request A Waiver?](#)
- [Im Having Trouble Logging In. Where Can I Get Help?](#)
- [Im An Army User Without An AKO](#)

<https://chess.army.mil>

# Step 2 – Log into the CHESS IT e-mart

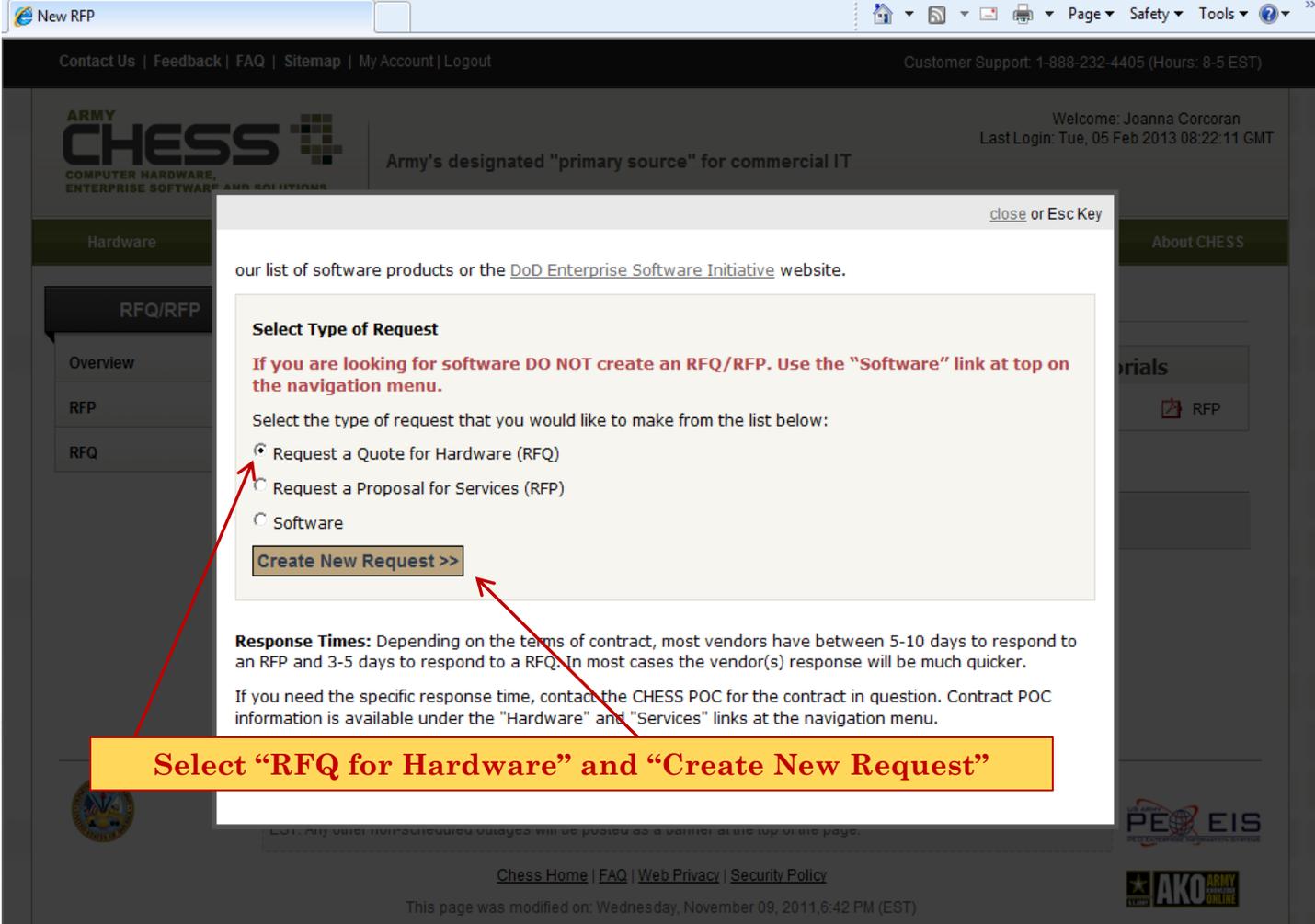


The screenshot shows the Army CHESS website interface. At the top, there is a navigation bar with links for Contact Us, Feedback, FAQ, Sitemap, Login, and Register. Below this is the main header with the CHESS logo and the tagline "Army's designated 'primary source' for commercial IT". A horizontal menu contains categories: Hardware, Software, Services, RFQ/RFP, Consolidated Buy, Resources, and About CHESS. The "Hardware" category is selected, showing a sub-menu with options like Contracts, DoD UC APL, Ordering Guides, Consolidated Buy, RFQ, and Waivers. The main content area is titled "LogOn" and contains a form for account information with fields for Email and Password, and a "Log On" button. A "CAC Login to AKO/DKO" section is also present with a "CAC Login" button. A "Log In" button is highlighted in a yellow box with an arrow pointing to the "Log On" button, labeled "Army". Another yellow box with an arrow points to the "CAC Login" button, labeled "Non-Army". A third yellow box on the right contains the text: "After logging in you will be returned to the home page – click on the RFQ/RFP link again". At the bottom, there is a footer with a "Scheduled Web site Outages" banner, navigation links (Chess Home, FAQ, Web Privacy, Security Policy), a modification date, and logos for PEO EIS and AKO ONLINE.

# Step 3 – Create a new RFQ

The screenshot shows the ARMY CHES website interface. At the top, there is a navigation bar with links for Contact Us, Feedback, FAQ, Sitemap, My Account, and Logout. A customer support number is also provided. The main header includes the ARMY CHES logo and the tagline "Army's designated 'primary source' for commercial IT". A navigation menu contains links for Hardware, Software, Services, RFQ/RFP, Consolidated Buy, Resources, and About CHES. The RFQ/RFP Manager section is active, showing a sidebar with Overview, RFP, and RFQ tabs. The main content area has a "RFQ / RFP Manager" title and instructions on how to manage requests. A "Tutorials" box contains links for RFQ and RFP. Below this, there are tabs for "RFQ-Hardware" and "RFP-Services". The "RFQ-Hardware" tab is selected, and within it, the "Create" button is circled in red. A yellow callout box with red text says "Ensure you are on the RFQ- Hardware Tab then select 'Create'". At the bottom, there is a footer with a scheduled outage notice, links for Chess Home, FAQ, Web Privacy, and Security Policy, and the date of modification: Wednesday, November 09, 2011, 6:42 PM (EST). There are also logos for PEO EIS and AKO ARMY ONLINE.

# Step 4 – Select RFQ for Hardware



New RFP

Contact Us | Feedback | FAQ | Sitemap | My Account | Logout

Customer Support: 1-888-232-4405 (Hours: 8-5 EST)

Welcome: Joanna Corcoran  
Last Login: Tue, 05 Feb 2013 08:22:11 GMT

ARMY  
**CHESS**  
COMPUTER HARDWARE,  
ENTERPRISE SOFTWARE AND SOLUTIONS

Army's designated "primary source" for commercial IT

Hardware

RFQ/RFP

Overview

RFP

RFQ

About CHES

Materials

RFP

close or Esc Key

our list of software products or the [DoD Enterprise Software Initiative](#) website.

**Select Type of Request**

**If you are looking for software DO NOT create an RFQ/RFP. Use the "Software" link at top on the navigation menu.**

Select the type of request that you would like to make from the list below:

- Request a Quote for Hardware (RFQ)
- Request a Proposal for Services (RFP)
- Software

[Create New Request >>](#)

**Response Times:** Depending on the terms of contract, most vendors have between 5-10 days to respond to an RFP and 3-5 days to respond to a RFQ. In most cases the vendor(s) response will be much quicker.

If you need the specific response time, contact the CHES POC for the contract in question. Contract POC information is available under the "Hardware" and "Services" links at the navigation menu.

Select "RFQ for Hardware" and "Create New Request"

Chess Home | FAQ | Web Privacy | Security Policy

This page was modified on: Wednesday, November 09, 2011, 6:42 PM (EST)

PEO EIS

AKO ARMY ONLINE

# Step 5 – Select a Category

https://chess.army.mil/RFQ/NewRFQ

ENTERPRISE SOFTWARE AND SOLUTIONS

Hardware Software Services RFQ/RFP Consolidated Buy Resources About CHESS

**RFQ/RFP** ⓘ

Overview  
RFP  
RFQ

### RFQ / RFP Manager

To manage all aspects of your requests, select the appropriate tab below depending on your requirements (RFQ-Hardware / RFP - services / Software).  
[Learn More](#)

» [Response Times](#)

**Tutorials**  
RFQ RFP

RFQ-Hardware RFP-Services

Create Sent Responses Expired Search

#### Create Request For Quote [Help](#)

To request a quote from a vendor or vendors, fill out and submit the form below. Please be sure to provide information for all of the required fields. The vendor(s) will be notified via email of your request. Depending on the terms of contract, most vendors have between 3-5 days to provide you with a quote. In most cases though, the vendor(s) response will be much quicker.

**TIP:** Large volume and quantity discounts are available on many contracts, so ask for additional discounting opportunities when requesting your quote.

You can check the status of your request or read a vendor's response at any time by clicking on the "RFQ's/RFP's" link in the "My Account" panel at right.

\* = Required Field

**Recipients:**

Select a category: **Audio Visual**

Select Contracts to add to Submission List:

- W91QUZ-06-D-0001 Telar
- W91QUZ-06-D-0006 Transource
- W91QUZ-06-D-0003 CDW-G
- W91QUZ-06-D-0004 Hewlett Packard
- W91QUZ-06-D-0002 Dell
- W91QUZ-06-D-0005 ITG
- W91QUZ-06-D-0009 NCS
- W91QUZ-06-D-0007 Emtec Federal
- W91QUZ-07-D-0010 Iron Bow
- W91QUZ-07-D-0008 GTSI
- W91QUZ-07-D-0009 CDW-G

**Note:** You must select either one or all.

Select a category from the drop down menu

# Step 6 – Select Vendors

https://chess.army.mil/RFQ/NewRFQ

RFQ

RFQ-Hardware RFP-Services

Create Sent Responses Expired Search

Create Request For Quote [Help](#)

To request a quote from a vendor or vendors, fill out and submit the form below. Please be sure to provide information for all of the required fields. The vendor(s) will be notified via email of your request.  
Depending on the terms of contract, most vendors have between 3-5 days to provide you with a quote. In most cases though, the vendor(s) response will be much quicker.

**TIP:** Large volume and quantity discounts are available on many contracts, so ask for additional discounting opportunities when requesting your quote.

You can check the status of your request or read a vendor's response at any time by clicking on the "RFQ's/RFP's" link in the "My Account" panel at right.

**\* = Required Field**

**Recipients:**

Select a category: \* Audio Visual

Select Contracts to add to Submission List:

Note: You must select either one or all. \*

W91QUZ-06-D-0001 Telos  
W91QUZ-06-D-0006 Transource  
W91QUZ-06-D-0003 CDW-G  
W91QUZ-06-D-0004 Hewlett Packard  
W91QUZ-06-D-0002 Dell  
W91QUZ-06-D-0005 ITG  
W91QUZ-06-D-0009 NCS  
W91QUZ-06-D-0007 Emtec Federal  
W91QUZ-07-D-0010 Iron Bow  
W91QUZ-07-D-0008 GTSI  
W91QUZ-07-D-0009 CDW-G  
W91QUZ-07-D-0007 IBM  
W91QUZ-07-D-0011 World Wide Technology  
W91QUZ-07-D-0006 Dell

Select All Deselect All

**Request Details:**

Enter a name for your Request: \*

Enter quote Request:  
Enter the details of your request.  
Provide a quantity for each product.

Select all vendors unless the requirement meets one of the exceptions as defined in FAR 16.505 (b) or DFARS 216.505-70.



# Step 7 – Enter Requirement

Enter the details of your request. Provide a quantity for each product. Include sufficient information/details about your requirement so that the vendor can provide you with an accurate quote. Include POC information for someone the vendors can call/email if there are questions about the requirement.

NOTE: You are limited to 4,000 characters. Use the file attachment feature below if you need more space.

The screenshot shows a web browser window at https://ches.army.mil/RFQ/NewRFQ. The form has several sections:

- Request Details:**
  - Enter a name for your Request:** A text input field with a red asterisk.
  - Enter quote Request:** A large text area with a red asterisk. Below it, instructions state: "Enter the details of your request. Provide a quantity for each product. Include sufficient information/details about your requirement so that the vendor can provide you with an accurate quote. Include POC information if there is someone the vendors can call/email if there are questions about the requirement. NOTE: You are limited to 4000 characters. Use the file attachment feature below if you need more space." A "Characters left: 4000" indicator is at the bottom.
- Add Attachments:**
  - Text: "Only the following file types will be accepted:"
  - List: Word (.doc & .docx), Excel (.xls & .xlsx), Adobe Acrobat PDF (.pdf), TIFF Files (.tif), WinZip Files (.zip)
  - Text: "You may upload with a maximum file size of 5 megabytes (MB) per file."
- Files to upload:**
  - Comments: A text input field.
  - Five rows of "Attach Your file:" labels with "Browse..." buttons. The first "Attach Your file:" label is circled in red.
- Contact and Shipping Information:** (partially visible at the bottom)

(1) Name the RFQ

(2) Enter requirement and contact information (Type or cut & paste into the block)

NOTE: "Attach Your file" function will not work if using Internet Explorer 8 or 9. File names cannot exceed 50 characters.

(3) Attach up to 5 documents (up to 5MB per file)

# Step 8 – Enter Shipping Info & Submit Completed RFQ

https://chess.army.mil/RFQ/NewRFQ

Attach Your file:  Browse...  
Attach Your file:  Browse...  
Attach Your file:  Browse...  
Attach Your file:  Browse...  
Attach Your file:  Browse...

**NOTE:** “Attach Your file” function will not work if using Internet Explorer 8 or 9. File names cannot exceed 50 characters.

**Contact and Shipping Information:**

Add your contact information to this request: \* Yes

Originator State, Zip:

Multiple shipping addresses: \* No

Shipping: \* CONUS

*(free text)*

Shipping Instructions:  
Enter countries, multiple addresses or any other special instructions that would assist the vendor. NOTE: You are limited to 4000 characters.

Characters left: 4000

**(1) Select CONUS or OCONUS**  
**(2) Enter Shipping Information**

**(3) Click to submit RFQ**

 Scheduled Web site Outages: Saturdays between 2-5 AM EST and the 2nd & 4th Tuesday of the month between 7-12 PM EST. Any other non-scheduled outages will be posted as a banner at the top of the page.

[Chess Home](#) | [FAQ](#) | [Web Privacy](#) | [Security Policy](#)

This page was modified on: Wednesday, November 09, 2011, 6:42 PM (EST)

# View of successfully submitted RFQ

RFQ

RFQ-Hardware RFP-Services

Create Sent Responses Expired Search

**Request for Quote Success**  
The following RFQs were created successfully.

<b>Request ID:</b> RFQ-20130205-100026-100009-257472562
<b>Request Name:</b> TEST RFQ FOR CHES
<b>Contract:</b> W91QUZ-06-D-0001 (ADMC-2) Telos
<b>Request ID:</b> RFQ-20130205-100026-100036-257472563
<b>Request Name:</b> TEST RFQ FOR CHES
<b>Contract:</b> W91QUZ-06-D-0006 (ADMC-2) Transource
<b>Request ID:</b> RFQ-20130205-100026-100002-257472564
<b>Request Name:</b> TEST RFQ FOR CHES
<b>Contract:</b> W91QUZ-06-D-0003 (ADMC-2) CDW-G
<b>Request ID:</b> RFQ-20130205-100026-100020-257472565
<b>Request Name:</b> TEST RFQ FOR CHES
<b>Contract:</b> W91QUZ-06-D-0004 (ADMC-2) Hewlett Packard
<b>Request ID:</b> RFQ-20130205-100026-100006-257472566
<b>Request Name:</b> TEST RFQ FOR CHES
<b>Contract:</b> W91QUZ-06-D-0002 (ADMC-2) Dell
<b>Request ID:</b> RFQ-20130205-100026-100037-257472567
<b>Request Name:</b> TEST RFQ FOR CHES

View shows all of the vendors that will receive the RFQ

# The RFQ Process After Submission

- Customer and vendor receive RFQ notification via email from CHES IT e-mart.
- The vendor responds to the RFQ.
- The customer receives email notification that RFQ responses have been posted to the customer RFQ Manager.
- The customer logs back into the RFQ Manager to view responses.

# Canceling an RFQ

# Canceling an RFQ

Overview  
RFP  
RFQ

To manage all aspects of your requests, select the appropriate tab below depending on your requirements(RFQ-Hardware / RFP - services / Software).  
[Learn More](#)

» Response Times

RFQ-Hardware RFP-Services

Create **Sent** Responses Expired Search

Search for an RFQ

<<< Page 1 1 of 1 >>> | [Refresh Grid]

RFQ ID: 257472561

Program: ITES-2H

Contract: W91QUZ-07-D-0006 Vendor: Dell

Request Name: TEST RFQ FOR CHES

Acknowledge: YES Responded: YES

Expected Response Date: 2/5/2013 Expected Acknowledge Date: 2/5/2013

Transfer | **Cancel**

Ensure you are on the "RFQ-Hardware" Tab then Click on the button "Cancel" found on the Sent tab.

# Transferring an RFQ

# Transferring an RFQ

The **Transfer** feature allows you to:

- Transfer an RFQ at any time in the process to another user

The person who submitted or anyone with Administrative authority may transfer/reassign the RFQ.

# How a Customer Transfers an RFQ

The screenshot shows a web application interface for RFQ Hardware. At the top, there are tabs for 'RFQ-Hardware' and 'RFP-Services'. Below the tabs is a navigation bar with buttons for 'Create', 'Sent', 'Responses', 'Expired', and 'Search'. A search box is present with the text 'Search for an RFQ' and a 'Search' button. Below the search box is a pagination bar showing 'Page 1' and '1 of 1'. The main content area displays a list of RFQs. The first RFQ has ID 257472561, Program ITES-2H, Contract W91QUZ-07-D-0006, Vendor Dell, Request Name TEST RFQ FOR CHES, Acknowledge YES, Responded YES, and Expected Response Date 2/5/2013. The second RFQ has ID 257472561, Program ITES-2H, Contract W91QUZ-07-D-0011, Vendor World Wide Technology, Request Name TEST RFQ FOR CHES, Acknowledge YES, Responded YES, and Expected Response Date 2/5/2013. The 'Transfer' button for the second RFQ is circled in red.

Ensure you are on the "RFQ Hardware" Tab  
Click on the "Transfer" button found on the Sent tab.

# How a Customer Transfers an RFQ

https://chess.army.mil/RFQ/Transfer/257472561...

Contact Us | Feedback | FAQ | Sitemap | My Account | Shopping Cart | Logout Customer Support: 1-888-232-4405 (Hours: 8-5 EST)

**ARMY CHESS**  
COMPUTER HARDWARE,  
ENTERPRISE SOFTWARE AND SOLUTIONS

Welcome: Joanna Corcoran  
Last Login: Tue, 05 Feb 2013 08:22:11 GMT

Army's designated "primary source" for commercial IT

Hardware | Software | Services | RFQ/RFP | Consolidated Buy | Resources | About CHESS

**RFQ/RFP** ⓘ

Overview  
RFP  
RFQ

## Transfer RFQ

In order to successfully transfer your RFQ to the correct person, we need to know a little bit about them. The more specific you can be, the easier it will be to locate them.

Please enter at least one option below.

**IMPORTANT:** The user you are transferring your RFQ to must be a registered IT e-mart user!

**Enter Assignee Information (case insensitive):**

Find User

<< Previous Cancel Next >>

Scheduled Web Outage: [ ] the month between 7-12 PM EST. Any other non-scheduled outages will be posted as a banner at the top of the page.

[Chess Home](#) | [FAQ](#) | [Web Privacy](#) | [Security Policy](#)

This page was modified on: Wednesday, November 09, 2011, 6:42 PM (EST)




Submit contact information about end user. This information is maintained by CHESS, but not shared with vendors.

Make sure to enter Last Name of User first when searching (e.g. Patrick Dunlop would be searched as "Dunlop")

# How a Customer Transfers an RFQ

Transfer

Contact Us | Feedback | FAQ | Sitemap | My Account | Shopping Cart | Logout

Customer Support: 1-888-232-4405 (Hours: 8-5 EST)

ARMY CHES  
COMPUTER HARDWARE,  
ENTERPRISE SOFTWARE AND SOLUTIONS

Welcome: Joanna Corcoran  
Last Login: Tue, 05 Feb 2013 08:22:11 GMT

Army's designated "primary source" for commercial IT

Hardware Software Services RFQ/RFP Consolidated Buy Resources About CHES

**RFQ/RFP** ⓘ

Overview

RFP

RFQ

**Transfer RFQs**

Select the correct user listed below to transfer your RFPs to. Make sure it is the correct person before continuing.

**Select Assignee**

- Patrick , Donovan  
patrick.shaun.donovan@us.army.mil  
IRS,N/A
- Patrick , Green  
patrick.green@us.army.mil  
IRS,N/A
- Patrick , Nevers  
patrick.d.nevers@us.army.mil  
IRS,N/A
- Patrick , Pettijohn  
patrick.pettijohn@us.army.mil  
IRS,N/A
- Patrick , Neason  
patrick.neason@us.army.mil  
IRS,N/A
- Patrick , Clark  
patrick.j.clark1@us.army.mil  
IRS,N/A
- Patrick , Mclane  
york.mclane@us.army.mil  
IRS,N/A

**Submit contact information about end user. This information is maintained by CHES, but not shared with vendors.**

# How a Customer Transfers an RFQ

Edit

Contact Us | Feedback | FAQ | Sitemap | My Account | Shopping Cart | Logout

Customer Support: 1-888-232-4405 (Hours: 8-5 EST)


 Welcome: Joanna Corcoran  
 Last Login: Tue, 05 Feb 2013 08:22:11 GMT

Army's designated "primary source" for commercial IT

Hardware	Software	Services	RFQ/RFP	Consolidated Buy	Resources	About CHESS
----------	----------	----------	---------	------------------	-----------	-------------

**RFQ/RFP** 

- Overview
- RFP
- RFQ

## Transfer RFQs

The Following RFQs will be transferred to the person identified below.

**Transferring RFQs to user:**  
 Patrick , Donovan  
 patrick.shawn.donovan@us.army.mil  
 IRS,N/A

**Request ID :**257472553  
**Program/Vendor/Contract:** ADMC-2 /Telos /Army Desktop & Mobile Computing - 2  
**Request Name:** LFS Laser Color Printer  
**Date Created:** 2/5/2013

**Request ID :**257472553  
**Program/Vendor/Contract:** ADMC-2 /Transource /Army Desktop & Mobile Computing - 2  
**Request Name:** LFS Laser Color Printer  
**Date Created:** 2/5/2013

**Request ID :**257472553  
**Program/Vendor/Contract:** ADMC-2 /CDW-G /Army Desktop & Mobile Computing - 2  
**Request Name:** LFS Laser Color Printer  
**Date Created:** 2/5/2013

**Request ID :**257472553  
**Program/Vendor/Contract:** ADMC-2 /Hewlett Packard /Army Desktop & Mobile Computing - 2  
**Request Name:** LFS Laser Color Printer  
**Date Created:** 2/5/2013

**Request ID :**257472553  
**Program/Vendor/Contract:** ADMC-2 /Dell /Army Desktop & Mobile Computing - 2  
**Request Name:** LFS Laser Color Printer  
**Date Created:** 2/5/2013

Click "Complete Transfer" button at the bottom of this page

# Vendor View of RFQ Responses

# Vendor View of RFQ Response

**RFQ/RFP** ⓘ

- Overview
- RFP
- RFQ

### RFQ / RFP Manager

To manage all aspects of your requests, select the appropriate tab below depending on your requirements (RFQ-Hardware / RFP - services / Software). [Learn More](#)

» [Response Times](#)

RFQ-Hardware

RFP-Services

**From Customer**   Responses Sent to Customer   Overdue   Search

|< << Page 1   1 of 7   Next >> |>   [Refresh Grid]

**RFQ ID: 257441345**

**Date Response Expected:** 2/4/2013      **Date Responded:**

**RFQ Name:** test

**Acknowledge:** NO      **Date User Submitted:** 2/4/2013

**Date Acknowledged Expected:** 2/6/2013      **Date Acknowledged:**

[Respond To This RFQ](#)

**RFQ ID: 257441344**

**Date Response Expected:** 2/4/2013

**RFQ Name:** filetypeptest

**Acknowledge:** NO      **Date User Submitted:** 2/4/2013

**Date Acknowledged Expected:** 2/6/2013      **Date Acknowledge:**

[Respond To This RFQ](#)

**RFQ ID: 257441330**

**Date Response Expected:** 2/4/2013      **Date Responded:**

**RFQ Name:** selectalltest cancel

**Acknowledge:** YES      **Date User Submitted:** 2/4/2013

**Date Acknowledged Expected:** 2/6/2013      **Date Acknowledge:** 02/04/2013

**Tutorials**

RFQ      RFP

Once Vendors log in, they will see a screen that looks similar to this, with links to the RFQs that have been posted.

In order to respond to a particular RFQ the Vendor must click the "Response To This RFQ" link

# Vendor Responds to an RFQ

<b>RFQ/RFP</b> 
Overview
RFP
RFQ

## Response to a Request

### Add Attachments

Only the following file types will be accepted:

- Word (.doc & .docx)
- Excel (.xls & .xlsx)
- Adobe Acrobat PDF (.pdf)
- TIFF Files (.tif)
- WinZip Files (.zip)

You may upload with a maximum file size of **5 megabytes (MB)** per file.

#### Files to upload:

Comments:

Attach Your file:

Attach Your file:

Attach Your file:

\* = Required Field

No Bid

Reference Number:

Proposal Response and Comments: \*

Characters left: 4000

Quote Grand Total (If applicable)

Contact Information: \*

Characters left: 4000

 **NOTE: "Attach Your file" function will not work if using Internet Explorer 8 or 9. File names cannot exceed 50 characters.**

**A Vendor uses an online form to submit a response, (bid or "no bid"), but will submit proposal documents directly to the RFQ requestor.**

# Customer View of RFQ Responses

# View RFQ Responses

- Log into RFQ/RFP Manager
- RFQ responses will appear under the RFQ Responses Tab
- Click on the RFQ ID to open vendor response

RFQ-Hardware | RFP-Services

Create Sent **Responses** Expired Search

RFQ ID:

Click RFQ ID for Response Details

<< Page 1 of 1 >> [Refresh Grid]

**RFQ ID: 257448167**

**Submitted Date:** 9/13/2012

**Reference Number:** RFQ ID: 257448168 - 257448167

**Grand Total:**

**Contact:** Melissa Vaclavik Proposals Senior Analyst Dell | U.S. Army, in support of CHES RFQ's Direct: 512-513-8271 email: Melissa\_Vaclavik@Dell.com office hours: 7:00am to 4:00pm (CST)

**Request Name:** test;

**Acknowledge:** YES **Responded:** YES

**Due Date:**

**Expired Date:**

RFQ ID: RFQ

Search

RFQ VenDetails close or Esc Key

**RFQ Vendor Response Details**

RFQ ID: 257448167  
Proposal Name: test

**Responder**

Company: Dell  
Created by: Patrick Dunlop  
Email: patrick.a.dunlop2.ctr@us.army.mil

**Response**

Vendor Response ID: 257442617  
Created On: 9/13/2012  
Reference Number: RFQ ID: 257448168 - 257448167  
Vendor Response Comments: Test received. Phone number reading (123) 123-1234; zip code reading PO/12345. No attachment, if one was loaded.  
Grand Total:

Contact Information: Melissa Vaclavik Proposals Senior Analyst Dell | U.S. Army, in support of CHES RFQ's Direct: 512-513-8271 email: Melissa\_Vaclavik@Dell.com office hours: 7:00am to 4:00pm (CST)

Attachments by Customer:

Scheduled Web site Outages: Saturdays between 2:00 AM EST and the 2nd & 4th Tuesdays of the month between 7:00 PM

# Questions



For information about using  
IT e-mart, contact the  
**CHES Help Desk**  
toll free at: (888) 232-4405  
or email at

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