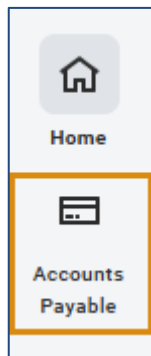


RESPOND TO REQUEST FOR QUOTE

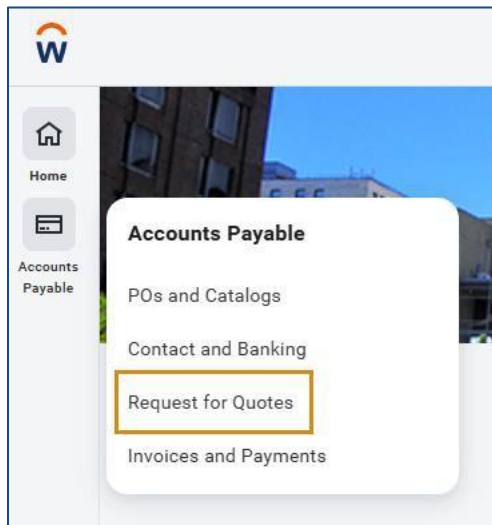
This job aid provides step-by-step instructions for suppliers to create a response to a Request For Quote.

From your Workday homepage:

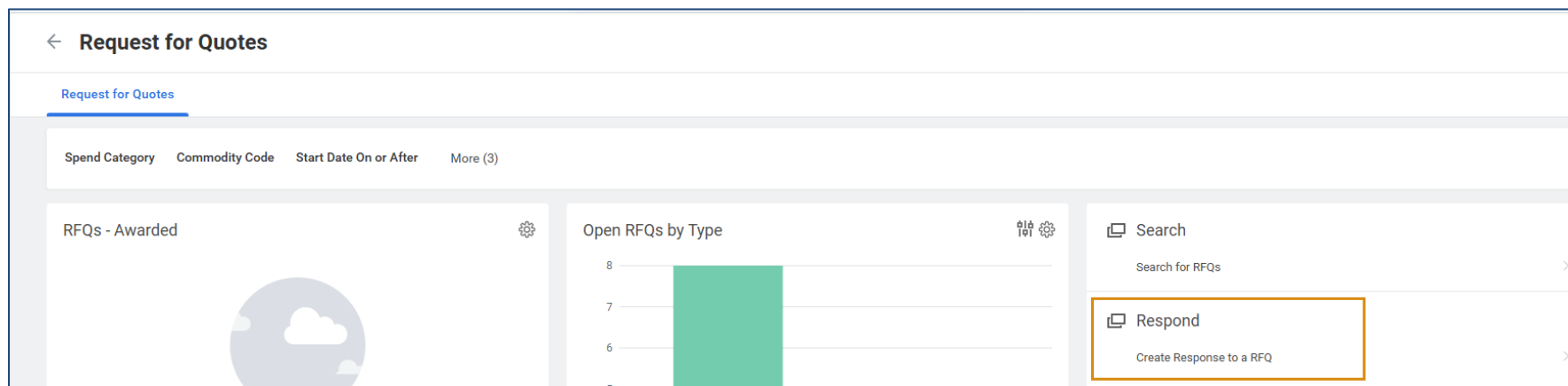
1. Select **Accounts Payable**.



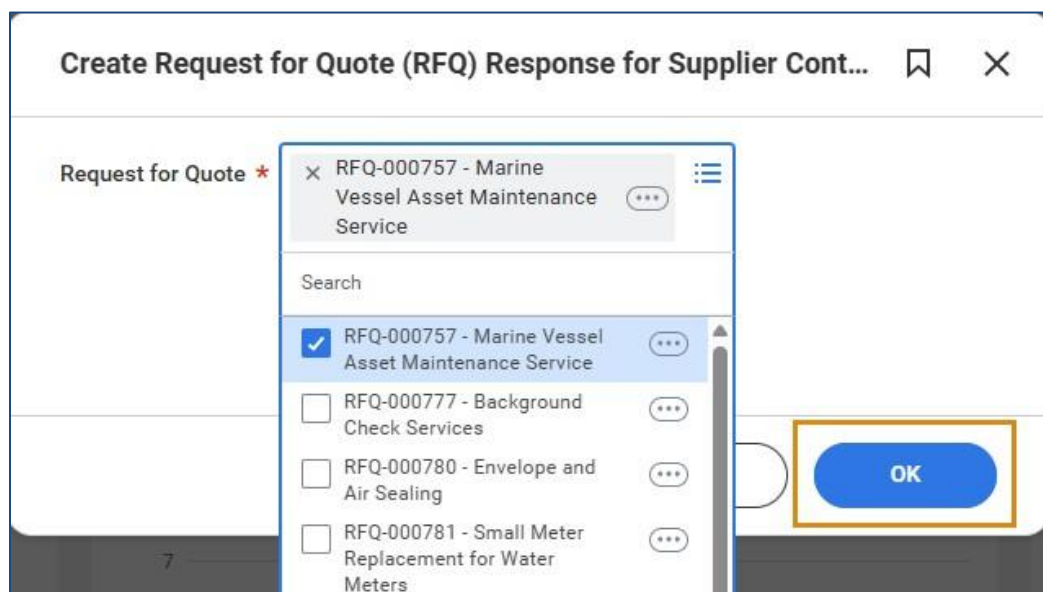
2. Select **Request for Quotes**.



3. The **Request for Quotes** page will open, select **Create Response to a RFQ**.



4. The **Create Request for Quote (RFQ) Response for Supplier Contact** pop-up screen will appear.
5. Click in the **Search** field for the list of available RFQs to appear.
6. Select your **RFQ**.
7. Select **OK**.



- 8. These are Instructions for an Informal RFQ. Suppliers can submit the cost in Workday. See below for instructions for a Formal RFQ.
- 9. Select the **Enter Line Responses** tab.
- 10. Confirm the amount for **Quantity**.
- 11. Enter a **Price**.
- 12. Click **Submit**.

Result: Your response to the Request for Quote has been submitted.

RFQ Information

Instructions

Enter Line Responses

Enter Bid Requirement Responses

Add Attachments

1

Line Response

No Bid☐

Line1

Item Description

Response Item Description

Spend CategorySC630338 -

Unit of MeasureEach

Quantity*0

35 requested

Price0.00

Total0.00

Lead Time (in days)0

Submit

Save for Later

Cancel

Formal Solicitations

Prospective bidders should download specifications/documents by clicking on the attachment of the open RFQ in Workday.

- Part 1 of 2: The solicitation
- Part 2 of 2 Terms and Conditions

You **must** be signed in on an active supplier account to access solicitation documents and respond.

Bids must be physically submitted to the Office of the Comptroller, City of Baltimore, 100 Holliday Street, Room 204, Baltimore, Maryland 21202, by 11:00 a.m. on the due date. **Electronic bidding on formal solicitations are not available** at this time.