

### **DoD RFQ Website Instructions**



### **Break Through the DoD Procurement Wall**

Enhance DoD Missions by Simplifying Procurement With Our Free RFQ Tool



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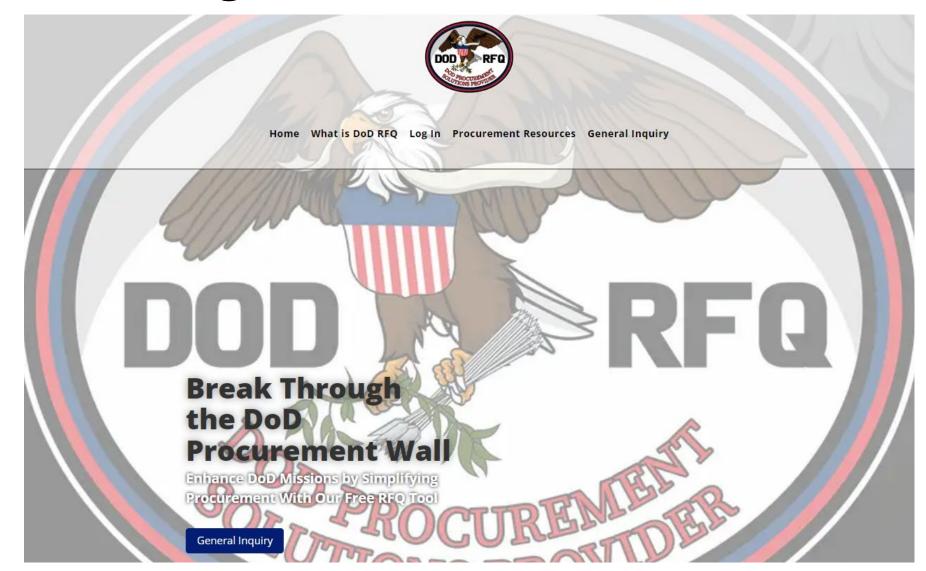


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- Website:
  - www.dodrfq.com
- What is DoD RFQ
- Log In
- General Inquiry

### **Home Page**



### Log In



### Exclusive Access for DoD Personnel

The DoD RFQ website is for DoD personnel. Customers are required to have a .mil email address.

Existing and new customers please click the link below for access.

Log In



Request for Quote Login

- Must have a .mil email address to log into the website. This site is only for DoD personnel.
- Existing customers, enter login information.
- New customers, click onto the new customer sign up box.

Login
Email
Password
Login
New Customer - Sign Up
Forgotten Password

### **New Customer Registration**

# DOD RFQ

#### Complete

- First Name
- 2. Last Name
- 3. Email (must be DoD email address)
- 4. Role (use drop down arrow).
- 5. Command Name. Please spell out command name, for example Pearl Harbor Navy Shipyard.
- 6. DoDAAC. Must enter your command five-digit DoDAAC.
- 7. Bill to Address. Enter command bill to address.
- 8. Ship to Address. Enter command ship to address.
- 9. If you are registered for the AbilityOne, SOE, or FES contracts, please input your account numbers. This will enable the vendors to complete basic information on the customer request spreadsheet. This is optional.
- 10. Click submit.
- 11. You will receive an email from <a href="mailto:sales@dodrfq.com">sales@dodrfq.com</a> with your temporary password. You can change your password.
  - 1. To change your password, click "Account Details" (upper righthand of page).
  - 2. Click onto "Reset Password" (lower right hand of page).



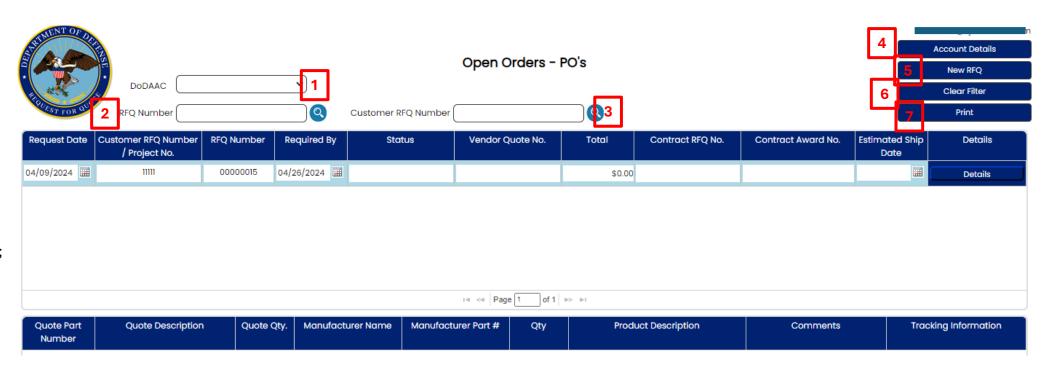
### Home Page (when logged onto site)

DOD RFQ

SOLUTIONS PROVIDER

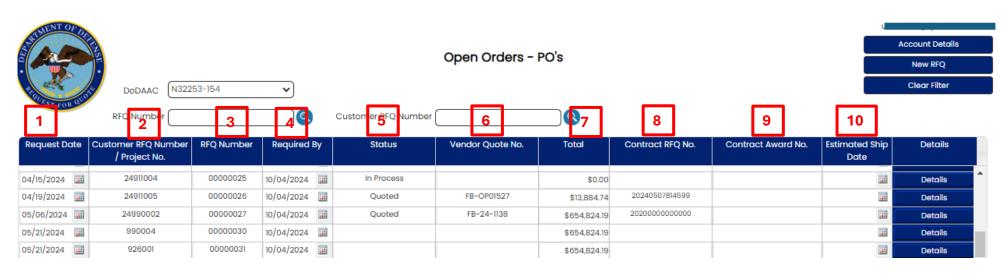
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- DoDAAC: Your command DoDAAC/customer number.
- RFQ Number: The system autogenerates an RFQ #. To search by an auto-generated RFQ number, enter number and click blue magnifier glass.
- 3. Customer RFQ Number: customer has the ability to enter internal RFQ number. To search by customer RFQ number, enter number and click blue magnifier glass.
- 4. Account Details: From this screen, you can update your; Bill and Ship to Address, TLS customer account numbers, and reset your password.
- 5. New RFQ: click to enter new RFQ. This will be covered in this document.
- 6. Clear Filter: clears any search filters entered.
- Print: You can print information displayed on the screen.



### Home Page, Continued

Your home page will list all of your RFQs and provide RFQ details. Below shows the quotation top level information.





- 1. Request Date: Date RFQ was generated in the system.
- Customer RFQ
   Number/Project No.:
   Customer internal RFQ or project reference number.
- 3. RFQ Number: System generated RFQ number.
- Required By: Customer generated required delivery date.
- Status: Project status, which is either (In Process, Quoted, Awarded, or Shipped)
- 6. Vendor Quote No.: The vendors quotation number.
- 7. Total: The quotation fully burdened total for all lines (includes; product, freight, and contracting fees).
- Contract RFQ No.: The RFQ number assigned to the RFQ by DLA.
- Contract Award No.: The contract award number assigned to the RFQ by DLA.
- 10. Estimated Ship Date: The estimated ship date from the vendor.

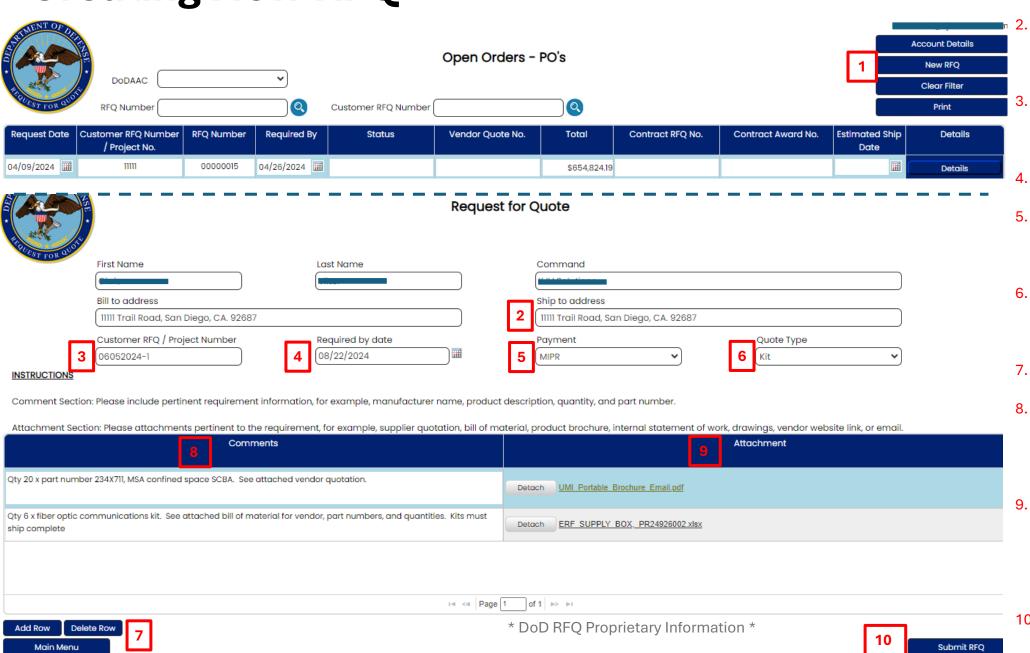
### Home Page, Continued

Quotation line level and BOM details can be displayed



- Details: Click Details button to display quotation line or BOM level details.
- Quote Part Number: This is the top-level part number shown on the quotation.
- Quote Description: Top-level description shown on the quotation.
- 4. Quote Qty: Top-level quantity quoted.
- Manufacturers Name: The manufacturers name. This enables customers to see BOM details for kitted items.
- Manufacturers Part #:
   Manufactures part number.
   This enables customers to
   see BOM details for kitted
   items.
- Qty: The Ability One quantity included in the kitted BOM.
- Product Description: Manufacturers part number description.
- Comments: Vendor comments regarding the order.
- Tracking Information:Shipping tracking number.

### **Creating New RFQ**



- New RFQ: Click New RFQ button and it will bring up the below form.
- 2. Ship to Address: Confirm the ship to address is correct. You can change the ship to address as needed.
- Customer RFQ / Project
   Number: Input your internal
   RFQ or project number for this requirement.
- 4. Requested by date: Input your requested delivery date.
- Payment: Use drop down and select Payment option (MILSTRIP, MIPR, or Gov. Credit Card).
- 6. Quote Type: Use drop down and select quotation type (Product, Kit, Product w/incidental service).
- 7. Add Row: Click Add Row to add lines.
- 8. Comments: Include pertinent requirement information (manufacturer name, product description, quantity, and part number).
- 9. Attachment: Include pertinent to the requirement (supplier quotation, bill of material, product brochure, internal statement of work, drawings, vendor website link, or email).
- 10. Submit RFQ: Click Submit RFQ.

## DoD RFQ Contact Information

- Our commitment is to provide this tool as a complimentary resource for DoD personnel, emphasizing efficiency and excellence in defense government procurement.
- Email: sales@dodrfq.com
- Phone: (215) 469-1624
- Website: <u>www.dodrfq.com</u>

