



Sell2Wales

Supplier User Guide – Quick Quote

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What is Quick Quote?

Quick Quote is an online quotation facility which allows Buyers to obtain competitive quotes electronically for low value requirements. Details of the Quick Quote are created on the portal and distributed to a select list of suppliers. Quick Quotes are only distributed to the selected suppliers and are not made public on the portal.

If invited to quote you must complete the required details and submit your quotation using the secure Postbox (for more information on this please see the Postbox guide).

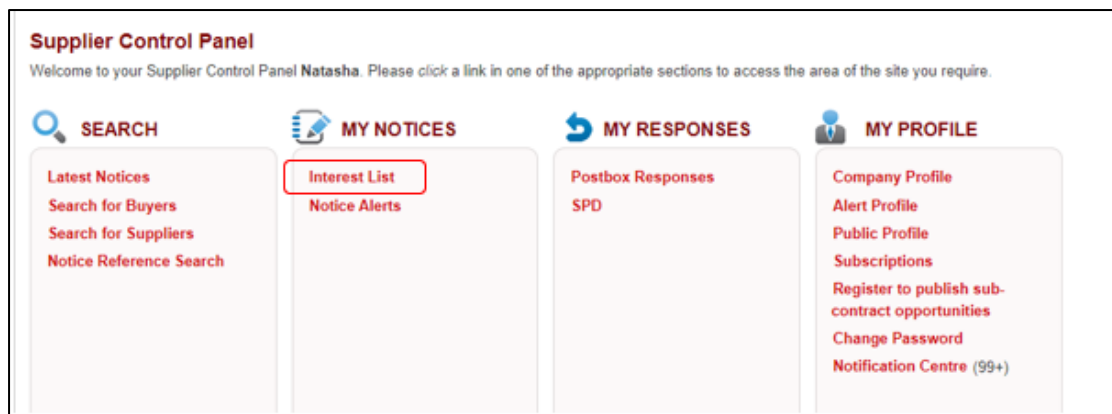
How do I get selected for a Quick Quote?

The best way to get selected for a Quick Quote is by completing your **Public Profile**. For more information on the **Public Profile** function please see the **Public Profile** User Guide.

Please ensure you are also registered against the relevant categories through your Alert Profile.

How do I access my Quick Quotes?

To access the Quick Quotes, Suppliers must select 'My Account' in the top menu to bring you to the Supplier Control Panel. From this, select 'Interest list' under the My Notices heading.



The interest list now displays both public adverts you have recorded an interest in and the Quick Quotes you have been invited to. You will be able to identify a Quick Quote by the green arrow symbol on the left hand side of the screen. To view the quick quote select the title of the notice:



Interest List


[Supplier Control Panel](#) > Interest List

Listed below are notices that you have registered an interest in, or been invited to. To view further details or obtain any additional documentation click the notice title.

For an explanation of the icons please visit the [Icons Explained](#) page.

[View archived interest](#)

Current Notices

Deadline	Recorded	Details
 31/08/2021	13/07/2021	Title: Plant hire with driver Reference No: JUL366137 Published By: Proactis Tenders Limited Notice Type: Quote Status: New invitation

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How do I know I've been invited to Quote?

If you are selected to quote you will receive an e-mail containing a link which takes you to your interest list page. This page details the requirement and asks you to accept or decline the invitation.

The Quick Quote view page provides you with access to any supporting documents uploaded and access to the Questions and Answers function if applicable. These are found at the bottom of the page under **Further Instructions**.

Having read through details of the requirement you should then be in a position to accept or decline the invitation to quote.

How do I Accept or Decline a Quick Quote?

You will see the **Accept Invitation** and **Decline Invitation** options at the top of the Quick Quote view page which is accessed through the relevant link in your interest list.



Quick Quote Details

[Member Interest List](#) > Quick Quote Details

Details of the Quick Quote are shown below. Please indicate whether you wish to accept or decline the invitation to participate. If you accept the invitation the 'Go to Postbox' button will appear allowing you to proceed to submit a response. If you decline the invitation you will be asked for a reason as to why you have declined it which will be provided to the buyer for information.

A guide to the Quick Quote and details of how to submit your response electronically is available here [Quick Quote Guide](#).

Quick Quote Actions

[Accept Invitation](#)

[Decline Invitation](#)

Summary	Full Text	Documents	Further Info
ID: 95466 Title: Plant hire with driver Services/Supplies: Supply Contract Deadline: 31/08/2021 at 12:00			

If you decline the invitation to quote you will be asked to provide a reason which will be made available to the authority user.

Note: If you want a colleague to respond to a Quick Quote that you have been invited to you should contact the Authority to ask them to send an invite to your colleague's registration

How do I access to a quick quote I have not been invited to?

If you wish to access a quotation exercise your colleague has been invited to you can request this via the website. To request an invite, click on the link in the e-mail invitation received by your colleague and log in using your own details. Once you have logged in, you will be presented with a screen advising that your access has been denied and provided with the option to request access.

Quick Quote - Access Denied

[Member Interest List](#) > Quick Quote - Access Denied

Access to this Quick Quote has been denied as your registration is not on the distribution list compiled by the buying organisation.

The registered user who has been invited to quote is natasha.bowden@proactis.com. This user will be able to access the quick quote.

If you wish for your registration to be added to the distribution list you can request that the buyer adds you to the distribution list below.

[Request Access](#)



If you select the '**Request Access**' option, you will then be asked to provide a message to the buyer explaining why you require access to the Quick Quote instead of the original invitee:

Quick Quote - Request Access

Member Interest List > Quick Quote - Request Access

Please provide a message to the buyer explaining why you require access to this Quick Quote and then select **Submit**. Your message will be transmitted to the buyer in an e-mail and you will receive email notification once they have acted on your request.

* Required information.

* Message

Submit **Cancel**

Select the **Submit** option to send your request and message to the buyer. Once you have submitted your request you will be presented with a confirmation that your request has been sent.

Quick Quote - Request Access

Member Interest List > Quick Quote - Request Access

Message sent.

The buyer will be given the option to accept or decline the request. If the buyer accepts the request, you will receive the quick quote invitation e-mail. If the buyer declines the request, you will receive an e-mail advising of this.

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How do I submit my response to a Quick Quote?

Quick Quote utilises the Sell2Wales electronic postbox function. To create your post box response you must accept the invitation to quote and then click



on the **Go to Postbox** button. For further information on the postbox please see the relevant Supplier Postbox Guide.

Quick Quote Details

[Member Interest List](#) > Quick Quote Details

Details of the Quick Quote are shown below. Please indicate whether you wish to accept or decline the invitation to participate. If you accept the invitation the 'Go to Postbox' button will be available to proceed to submit a response. If you decline the invitation you will be asked for a reason as to why you have declined it which will be provided to the buyer for information.

A guide to the Quick Quote and details of how to submit your response electronically is available here [Quick Quote Guide](#).

Quick Quote Actions

- [Go to Postbox](#)
- [Decline Invitation](#)

Summary	Full Text	Documents	Q and A	Further Info
ID: 101918 Title: Christmas trees Services/Supplies: Supply Contract Deadline: 31/08/2021 at 12:00				

How do I know the outcome of a Quick Quote?

Once the deadline has passed and the responses have been assessed by the buyer an e-mail will be dispatched informing if you have been successful or not.

For any other Queries

The Sell2Wales helpdesk is available Monday to Friday, 8:30am-5pm to assist with any queries and can be contacted on **0800 222 9004** or help@sell2wales.gov.wales.

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