


Furniture Quote Request

This form is used to obtain a **request for a quote for office furniture**. The requestor will complete this form by describing the furniture items that is needed and submit this form for processing.


The **Purchasing staff** will then contact 3 vendors for low dollar requests (under \$2500) and will either provide brochures for the type of furniture requested or have the vendor contact the end-user. For larger projects (over \$2500) Purchasing Services will arrange for the parties to meet to go over specifications, potential plans, etc. For extremely large projects, quotations from each vendor will be sent simultaneously to both the requestor and Purchasing Services within three business days.

After the quotes have been received Purchasing Services will make a recommendation based on price and other factors to the requestor, but the final decision as to which furniture will be purchased shall be made by the requestor. To purchase the furniture you will use the *Furniture Purchase Form* (cheat sheet below).

This form does not go through Fiscal approval; therefore this should be the only item in your cart when you submit the order.

1. You must read the *Help With This Form* area first.
2. Put a check mark in the box(es) for the type of *Seating, File Cabinets, Desk, etc*
3. Put the quantity for each type
4. Select the correct information for the special features
5. If there is additional information or specific instruction that the furniture buying group of Purchasing needs to be aware of please put that information in the *Notes to Purchasing*
6. Select the  button to add and go to Cart in the *Available Action* area in the upper right hand corner
7. Then follow the steps in the cheat sheet **Finalizing The Cart**.

Furniture Quote Request Form

Available Actions (Click [here](#) for details): Add and go to Cart  Close

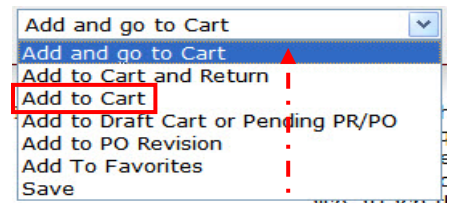
Help With This Form How to Use This Form Please use this form to create a request for a quote for office furniture . The requestor will complete this form to say they need furniture. Purchasing staff will contact 3 vendors and will, on low dollar requests (under \$2500) either have brochures for the type of furniture requested sent to the requestor or arrange for the vendors to meet with the requestor. For larger projects (over \$2500) Purchasing Services will arrange for the parties to meet to go over specifications, potential plans, etc. Except for extremely large projects, within three days, quotations from each vendor will be sent simultaneously to both the requestor and Purchasing Services. Purchasing Services will make a recommendation based on price and other factors to the requestor, but the final decision as to which furniture shall be purchased shall be made by the requestor. Once the quote process has been completed, you will be sent a PDF version of the quote through the Comments section of this form, and you can then complete an Office Furniture Purchase Form using the quote as a guide. For further assistance with this form, please see Help With This Form listed in the Instruction Box of the form. File Cabinets Click in the check box to indicate if you want to purchase file cabinets. Indicate whether you want wood or metal by clicking next to the appropriate box. Select the number of drawers you want for your cabinets. Notes to Purchasing Please enter any additional comments you may have. Please note that these are seen by the purchasing staff only, and will not be sent to the vendor.	Suggested Supplier Supplier Info Supplier Purchasing Selection Only ... Commodity Code 56000000	Notes to Purchasing Notes to purchasing <input type="text"/> 160 characters remaining expand clear
Seating Desk Chair <input type="checkbox"/> Desk Chair Ex. of #2 quantity of Desk Chairs <input type="text"/> Guest chairs <input type="checkbox"/> Guest Chair Quantity of Guest Chairs Ex. of #3 Stools <input type="checkbox"/> Stools Quantity of Stools <input type="text"/> <input type="radio"/> Arms <input type="radio"/> No Arms Other Seating <input type="checkbox"/> Other Seating <input type="text"/> 240 characters remaining expand clear	Desks <input type="checkbox"/> Desk Quantity of Desks <input type="text"/> <input type="radio"/> Left Return <input type="radio"/> Right Return	Credenza <input type="checkbox"/> Credenza Quantity of credenzas <input type="text"/>
File Cabinets <input type="checkbox"/> File Cabinets Quantity of File cabinets <input type="text"/> <input type="radio"/> Metal <input type="radio"/> Wood	Book Cases <input type="checkbox"/> Book cases Quantity of Book Cases <input type="text"/> Number of shelves <input type="text"/> Ex. of #4	File Cabinets Ex. of #4 Number of Drawers <input type="text"/>
Total 0.00 See configuration for this form		

Furniture Purchase Form

This form is used to create a requisition for **furniture purchases**. Complete this form for each item requested after the quotes have been received from the Purchasing Department and posted on the Furniture Request Form.

Please enter the items onto this form exactly as they appear on the quote to ensure proper processing of your order. The Quote Number can be entered on the requisition in the quote number box so that it can appear on the purchase order. Please attach your electronic copy of the quote(s) in your cart in the *Internal Notes / Attachments* section also attach the same quote in the *External Notes / Attachments* section.

1. Read the *Instructions on How to Use This Form* area first.
2. Select the *Supplier* from the drop down list in the *Supplier Info* box
3. For the first item on the quote fill in the *General Info* box with the information on the quote
4. Select the [search...](#) link across from *Commodity Code*
5. In the *Description contains...* field type in the item (only use one word)
6. Select [Search](#)
7. From the list that appears, find the description that best fits your item
8. Click on the code number or the *select* link across from the description
9. The *Commodity Code* will be inserted onto the form
10. In the *Available Actions* area in the upper right hand corner select the drop down
11. Select *Add to Cart*
12. Select [Go](#)
13. You will get a message



Form added to cart successfully

Each **Add to Cart** action adds the item to the cart. Use the **Save** option to update the item in the cart.

14. Then repeat steps 3 – 13 for all other items
15. **On the last item** in the *Available Actions* area from the drop down select *Add and go to cart*
16. Select [Go](#); the cart will open
17. Change *Name this cart* (don't forget to select update)
18. Review the information to confirm that all of the items on the quote appears in the cart
19. Select [Proceed to Checkout](#)
20. Complete the Checkout process - follow the steps in the cheat sheet *Finalizing The Cart*

A screenshot of the 'Furniture Purchase Form' interface. The form is divided into several sections: 'Instructions on How to Use This Form', 'Supplier Info', 'Internal Info', and 'General Info'. The 'Supplier Info' section has a red '#2' next to the 'Supplier' dropdown. The 'General Info' section has a red '#3' next to the 'Product Description' field and a red '#4' next to the 'Commodity Code' search field. The 'Available Actions' dropdown at the top right is set to 'Add and go to Cart' and is highlighted with a red box. The 'Total' at the bottom right is 0.00. The form also includes a 'Go' button and a 'Close' button.

To add the **Quote**

In the *Internal Notes and Attachments* and in the *External Notes and Attachments* of the cart/check out area

1. Select [add attachment...](#) link
2. Select
3. Find the quote
4. Select *open*
5. Select

Internal Notes and Attachments	External Notes and Attachments
Internal Note <i>no note</i> <input type="button" value="edit"/>	Note to all Suppliers <i>no note</i> <input type="button" value="edit"/>
Internal attachments furniture quote.pdf (300k) <input type="button" value="remove..."/> add attachment...	Attachments for all suppliers furniture quote.pdf (300k) <input type="button" value="remove..."/> add attachment...
	PO Clauses <i>no clause</i>

To add the **Quote Number**

In the *Final Review* area of the cart/check out area

1. Under the *Supplier / Line Item Details* area on the right side
2. Select
3. In the *Quote number* field type in the number
4. Select

Note: This will print the quote number on the purchase order

Supplier only fields	
Contract	<i>no value</i>
PO Number	To Be Assigned
Quote number	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	