
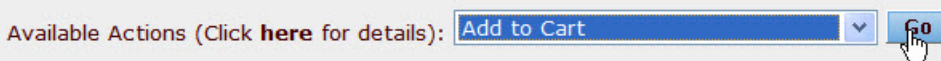


## Vendor Quote (Special Pricing & Promotions)


This form is used for the hosted / catalog vendors in MarketPlace that have special pricing. If the special is buying two get one free the form will have to be filled out twice; one for the retail price of the item (not UMDNJ contract hosted price) and the one for the free item. Please read the *General Instructions* on the form.

1. Start typing the supplier name in the *Enter Supplier* field
  - a. A list of supplier names will appear
  - b. Select the supplier from the list
2. Type in the *Product Description*
3. Type in the *Catalog No.*
4. Type in the *Quantity*
5. Fill in *Packaging (UOM)*
6. Fill in *Product Size*
7. Fill in *Estimated Price* - Do not use dollar signs (\$) or commas (,) in this field.
  - a. Example 1 – if you need to buy two and get one free. Then the first time you fill the form out the Estimated Price will be the retail price.
  - b. Example 2 – if this is for the free item. The Estimated Price will be zero (0)
  - c. Example 3 – if this is for a special quote given just to you then you will fill in the appropriate amount.
8. Select the [search...](#) link across from *Commodity Code*
  - a. In the *Description contains...* field type in the item (only use one word)
  - b. Select 
9. Type in the *Quote No.* in the field
10. Add the appropriate *Internal Attachments* for the item.
  - a. Add the attachment or link to the URL if the brochure with the special is on the web.
  - b. Or attach the email attachment (in a pdf or doc version) if you are getting special pricing for the particular item.
11. If only one item is being ordered proceed to step 13. If you need to order another item:
  - a. Select the drop down for *Available Actions* in the upper right hand corner
  - b. select *Add to Cart*



- c. select the 
- d. You will receive a confirmation message across the top of the page



12. Then repeat steps 1 – 11
13. Select the  button to add and go to Cart in the *Available Actions* area in the upper right hand corner
14. Then follow the steps in the cheat sheet ***Finalizing The Cart.***

**Vendor Quote (Special Pricing & Promotions)** Available Actions (Click [here](#) for details): Add and go to Cart **Go** Close

Supplier Information	Additional Information
<p><b>Enter Supplier</b></p> <input type="text"/> or supplier search	<p><b>Internal Information</b></p> <p>General Instructions If you have an electronic copy of the quote, please attached it to this form using the internal attachments link below.</p> <p><b>Internal Attachments/Written Quote</b> add attachment...</p> <p>Internal Notes</p> <input type="text"/> 200 characters remaining expand   clear
<p><b>Contract</b></p> <p><b>General Info</b></p> <p>General Instructions If you have received a special vendor quote from a supplier, please complete this form in order to ensure proper handling of the quote.</p> <p>Enter the Quote Number and the Catalog No., if applicable, and include any additional notes in the Product Description field. If you have an electronic copy of the quote, please attached it to this form using the internal attachments link below.</p> <p><b>Product Description</b></p> <input type="text"/> 254 characters remaining expand   clear	<p><b>External Information</b></p> <p>External Instructions If you have an electronic copy of the quote, please attached it to this form using the external attachments link below.. You can also include any additional information that you want the vendor to see in the "External Notes" box below.</p> <p><b>External Attachments</b> add attachment...</p> <p>External Notes</p> <input type="text"/> 200 characters remaining expand   clear
<p>Catalog No.</p> <input type="text"/>	
<p><b>Quantity</b></p> <input type="text" value="1"/>	
<p><b>Packaging (UOM)</b></p> <input type="text" value="EA - Each"/>	
<p><b>Product Size</b></p> <input type="text"/>	
<p><b>Estimated Price</b></p> <input type="text"/>	
<p><b>Commodity Code</b></p> <input type="text" value=""/> search...	
<p>Quote No.</p> <input type="text"/>	
<b>Total</b> 0.00	

**Example for Link/URL:**  
**this is for internal attachments only**

1. Select the [add attachment...](#) link
2. Select the *Attachment Type* drop down
  - a. Select *Link / URL*
3. Type in a *File / URL Name* in the field
4. Paste in the url for the website in the *Link/URL* field
5. Select **Save**

**Internal Attachments/Written Quote**

Attachment Type

**Attachment Details**

File/URL Name

Link/URL

**Save** **Cancel**

**Example for a free item:**

<b>Quantity</b>	<input type="text" value="5"/>
<b>Packaging (UOM)</b>	<input type="text" value="1"/> <input type="text" value="DZ - Dozen"/>
<b>Product Size</b>	<input type="text" value="1"/> <input type="text" value="Item"/>
<b>Estimated Price</b>	<input type="text" value="0.00"/>
<b>Commodity Code</b>	<input type="text" value="42203300"/> search...
<b>Quote No.</b>	<input type="text" value="A345UM"/>