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## Sample from Internal Training

### Request for Quotation (RFQ)

A RFQ is sent out for bid on all parts purchased by XXX. A custom part is unique to a specific system/component and requires drawings. Custom parts are quoted each time a new part is needed. A stock item is a standard customized part used in multiple XXX systems/components. Stock items are quoted and vendors are established. A new stock quote is only required when quality, service or delivery is unacceptable. A tag item is an off the shelf part. A new tag quote is only required when quality, service or delivery is unacceptable.

1. Receive UBOM drawings and requirements from engineering (custom and stock items only).
2. Print and label part schematic with job # (custom parts) and quantity.
3. Sort by material/other specifications.
4. Open the RFQ Template in Excel. Complete according to sort. For every RFQ enter the Job #, QTY, Part # and item Description. Special notes are entered in red. If a part is assigned to multiple jobs each job is listed on the quote.
5. Save the RFQ using the RFQ format below.
6. Print the RFQ's on purple paper.
7. Send RFQ with part schematic to vendors for pricing. Vendors are required to submit their pricing on our RFQ template. This expedites the review process.