

ARMY
CHESS 
**COMPUTER HARDWARE,
ENTERPRISE SOFTWARE AND SOLUTIONS**

**HARDWARE/SOFTWARE
Request for Quote (RFQ)
Tutorial**



June 2016

Introduction

- This briefing will introduce the Request for Quote (RFQ) process
- Requests for Quotes (RFQs) must be created by using the CHES IT e-mart <https://chess.army.mil>
- You will learn:
 - CHES IT e-mart Registration
 - How to create and submit an RFQ
 - How to create a draft RFQ
 - How to manage your RFQs
 - Sharing an RFQ
 - Amending an RFQ
 - Canceling an RFQ
 - Transferring an RFQ
 - How to view RFQ responses from Vendors
 - How vendors view RFQs from Requestors
 - How to print an RFQ
 - How to transfer an RFQ into a Statement of Non-Availability (SoNA)

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Browser Requirements

Please NOTE:

- The RFQ process runs best in Internet Explorer 9 or 10, Firefox, and Google Chrome.
- Note: Make sure your Internet Explorer settings are NOT in Compatibility View

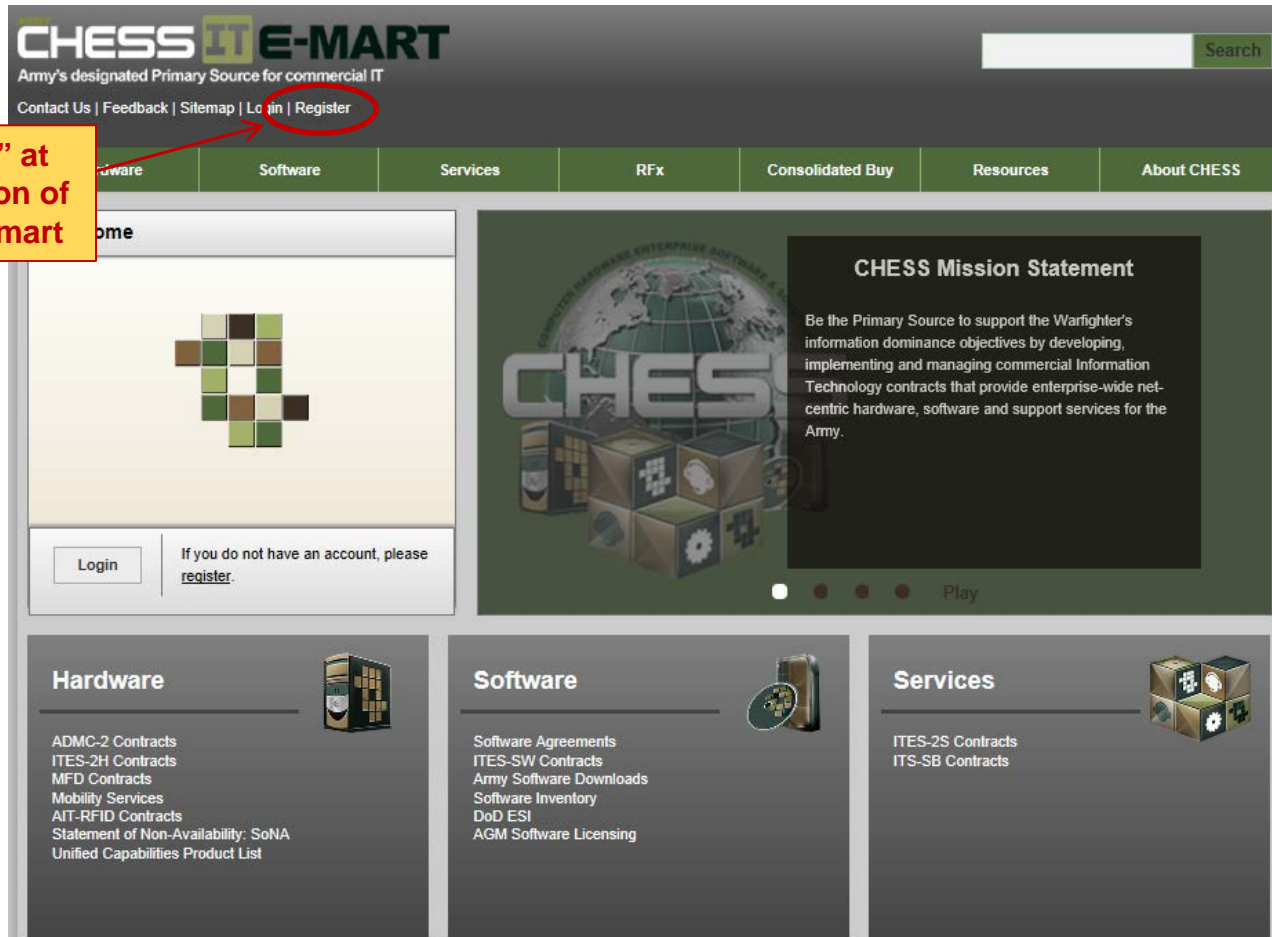
Not Recommended



The RFQ Process

Step 1 - Register

- If you do not have an account with the CHESST e-mart you must first register in order to gain access to the RFQ Manager.



CHESS IT E-MART
Army's designated Primary Source for commercial IT
Contact Us | Feedback | Sitemap | [Login](#) | [Register](#)

Hardware | Software | Services | RFx | Consolidated Buy | Resources | About CHESST

CHESST Mission Statement
Be the Primary Source to support the Warfighter's information dominance objectives by developing, implementing and managing commercial Information Technology contracts that provide enterprise-wide net-centric hardware, software and support services for the Army.

Hardware
ADMC-2 Contracts
ITES-2H Contracts
MFD Contracts
Mobility Services
AIT-RFID Contracts
Statement of Non-Availability; SoNA
Unified Capabilities Product List

Software
Software Agreements
ITES-SW Contracts
Army Software Downloads
Software Inventory
DoD ESI
AGM Software Licensing

Services
ITES-2S Contracts
ITS-SB Contracts

Click "Register" at the top left section of the CHESST e-mart

Step 2 - Create an Account

Account Instructions

Use the form below to create a new account. Without an enterprise e-mail address, you will not be able to utilize the CAC logon functionality. If you have an enterprise e-mail address, please register with that address.

Passwords are required to be a minimum of 15 characters in length. In addition, each password must contain:

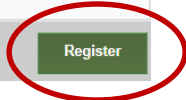
- 2 uppercase letters
- 2 lowercase letters
- 2 numbers
- 2 special characters

NOTE: CHESS IT e-mart users should ensure their password is unique to CHESS and you do not use passwords from other systems (e.g., network, banking, email, etc.)

New Account

Title	- Select -	Job Description	- Select -
First Name	<input type="text"/>	Last Name	<input type="text"/>
Email address	<input type="text"/>		
Password	<input type="password"/>	None	
Confirm Password	<input type="password"/>	None	
Address 1	<input type="text"/>	Address 2	<input type="text"/>
City	<input type="text"/>	State	- Select -
ZipCode	<input type="text"/>	Commercial Phone	<input type="text"/> ext. <input type="text"/>
DSN Phone	<input type="text"/>	Fax Number	<input type="text"/>
Service or Agency	- Select -		
Major Command	<input type="text"/>		

Fill out the form using a mail.mil account for your email address and select "Register"



Step 3 - Login to the CHESS IT e-mart

Login

Please enter your user name and password.

Ignore certificate

Email Address:

Password:

Recover Password

Register if you don't have an account.

**Username and Password
Login Screen**

**You will need to login
to access the RFQ
process.**

**After logging in you
will be returned to the
home page – click on
the RFQ
links again.**

Login

Account E-mail: william.m.cody14.ctr@mail.mil

Ignore certificate

Recover Password

Register if you don't have an account.

CAC Login Screen

Login

Step 4 - Access the RFQ Tool

The screenshot shows the CHES E-MART website interface. At the top, the logo reads "CHES E-MART" with the tagline "Army's designated Primary Source for commercial IT". A navigation bar contains tabs for Hardware, Software, Services, RFX, Consolidated Buy, Resources, and About CHES. The RFX tab is highlighted, and a dropdown menu is open, listing "Request for Quote", "Request for Proposal", "Request for Information", "Reverse Auction", and "Statement of Non-Availability". A yellow callout box with red text instructs the user to hover over "RFX" and click "Request for Quote" or "Request for Quote: RFQ" under Hardware or Software. Red arrows point from the callout to the "Request for Quote" option in the dropdown and to the "Request for Quote: RFQ" link in the Hardware and Software category lists. The Hardware category list includes "Request for Quote: RFQ" and "Request for Information: RFI". The Software category list includes "Request for Quote: RFQ" and "Request for Information: RFI". The Services category list includes "Request for Proposal: RFP" and "Request for Information: RFI".

Step 5 - Create a New RFQ

Request For Quote

RFI - Information		RFQ - Hardware/Software	RFP - Services	Reverse Auction - Hardware/Software	Transfer			
10	Index				Search			
	Create		Created	Due	Status	Actions	Responses	Transfer
▶ 150890	Draft		2016-04-21 14:30	2016-04-28	Open	Amend Cancel	0/8	<input type="checkbox"/>

You will automatically be defaulted to the Request for Quote Index page. Hover over "RFQ - Hardware/Software" then click "Create" to continue.

Step 6 - Select a Category

Create Request For Quote

RFI - Information RFQ - Hardware\Software RFP - Services Reverse Auction - Hardware\Software Transfer

Save As Draft

Product Category:

Teleconferencing ▼

Programs

ITES-3H ▼

Vendors

W52P1J-16-D-0005 : Affigent, LLC
W52P1J-16-D-0006 : Telos Corporation
W52P1J-16-D-0007 : Unicom Government, Inc.
W52P1J-16-D-0008 : International Business Machines Corporation
W52P1J-16-D-0009 : Dynamic Systems, Inc.
W52P1J-16-D-0010 : Dell Federal Systems L.P.
W52P1J-16-D-0011 : Global Technology Resources, Inc. (GTR)

Clear Select All

Note: You must select either one or all.

Select a product category and program from the drop down menus.

Step 7 - Select Vendors

Create Request For Quote

RFI - Information RFQ - Hardware\Software RFP - Services Reverse Auction - Hardware\Software Transfer

Save As Draft

Product Category:

Teleconferencing

Programs

ITES-3H

Vendors

- W52P1J-16-D-0005 : Affigent, LLC
- W52P1J-16-D-0006 : Telos Corporation
- W52P1J-16-D-0007 : Unicom Government, Inc.
- W52P1J-16-D-0008 : International Business Machines Corporation
- W52P1J-16-D-0009 : Dynamic Systems, Inc.
- W52P1J-16-D-0010 : Dell Federal Systems L.P.

Clear **Select All**

Note: You must select either one or all.

Select all vendors unless the requirement meets one of the exceptions as defined in FAR 16.505 (b) or DFARS 216.505-70.

Step 8 - Enter Requirement

Request Name

(1) Name the RFQ

Agency and Activity

(2) Select Agency (e.g. Army) and Activity (e.g. PEO EIS, AMC, etc.)

Description

Enter the details of your request. Provide a quantity for each product. Include sufficient information/details about your requirement so that the vendor can provide you with an accurate quote. Include POC information if there is someone the vendors can call/email if there are questions about the requirement. NOTE: You are limited to 4000 characters. Use the file attachment feature below if you need more space

**(3) Enter requirement and contact information
(Type or cut & paste into the block)**

Characters left: 3985

Enter the details of your request. Provide a quantity for each product. Include sufficient information/details about your requirement so that the vendor can provide you with an accurate quote.

NOTE: You are limited to 4,000 characters. Use the file attachment feature below if you need more space.

Notice: Please ensure uploaded attachments DO NOT contain vendor proprietary information (competitor pricing, discounts, etc.) Instances of this will be reported to the CHES Product Leader (PL).

Attachments

Only the following file types will be accepted:

- Adobe Acrobat PDF (.pdf)
- Excel (.xls & .xlsx)
- TIFF Files (.tif)
- WinZip Files (.zip)
- Word (.doc & .docx)

NOTE: Please DO NOT add an attachment with other vendor pricing!

(4) Attach up to 5 documents (up to 5MB per file)

You may upload with a maximum file size of 5 megabytes (MB) per file.

<input type="text"/>	Browse...	Clear
<input type="text"/>	Browse...	Clear
<input type="text"/>	Browse...	Clear

Step 9 - Dates

Dates

Acknowledge Expected Date (Date the vendor is expected to look at the customer requirement as per the Base Agreement)

5/25/2016

Response Expected Date (Date the vendor is expected to respond back to your requirement as per the Base Agreement)

5/30/2016

Customer Required By Date (Date that you need to have a response back from the vendor)

5/30/2016

Calendar interface showing May and June 2016. The date 5/30/2016 is selected in the calendar grid.

May							June 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

Buttons: Today, Done

To alter the "Customer Required By Date" date click on the date. Dates cannot equal current date.

Date Time Frames
 Acknowledge Expected Date: 2 Days
 Response Expected Date: 5 Days
 Due Date: 5 Days
 (Time frame is in business days and does not include holidays)

NOTE: The "Customer Required By Date" can be altered but we ask you follow the time frame when applicable.

Characters left: 4000

Include Contact Information False

Step 10 - Enter Shipping Info & Submit Completed RFQ

(1) Select CONUS or OCONUS from drop down menu

The screenshot shows a web form titled "Shipping Information". It contains the following fields and controls:

- Shipping Mode:** A dropdown menu with the text "Select a Shipping Mode". A red arrow points to this dropdown from the instruction "(1) Select CONUS or OCONUS from drop down menu".
- Has Multiple Shipping Addresses:** A dropdown menu currently set to "False".
- Shipping Instructions:** A text area with the instruction "Enter countries, multiple addresses or any other special instructions that would assist the vendor." A red arrow points to this text area from the instruction "(2) Enter Shipping Information".
- Characters left:** A label indicating "4000" characters remaining.
- Include Contact Information:** A dropdown menu currently set to "False".

At the bottom of the form, there are two buttons: "Submit" and "Cancel". The "Submit" button is circled in red, and a red arrow points to it from the instruction "(3) Click 'Submit' to submit RFQ".

(2) Enter Shipping Information

(3) Click "Submit" to submit RFQ

View of Successfully Submitted RFQ

RFQ 151012 Created

Request For Quote

RFI - Information RFQ - Hardware\Software RFP - Services Reverse Auction - Hardware\Software Transfer

10 Search

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
▶ 151012	RFQ Test #1	2016-05-23 11:44	2016-05-30	Open	Amend Cancel Share	0/17	<input type="checkbox"/>

Once your RFQ is submitted your screen will look like this. A bar at the top of the page will indicate that your RFQ has been created.

NOTE: Your screen will automatically update every 90 days and auto archive outdated RFQ's

View of Successfully Submitted RFQ

Request For Quote

RFI - Information RFQ - Hardware\Software RFP - Services Reverse Auction - Hardware\Software Transfer

10 Search

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
151012	RFQ Test #1	2016-05-23 11:44	2016-05-30	Open	Amend Cancel Share	0/17	<input type="checkbox"/>
Responses - 0 / 17							
Version History - 1							
Version Response History - 1							

Click the triangle to the left to expand, view responses and version history

For a more detailed view double click the RFQ line item you would like to expand.

NOTE: Your screen will automatically update every 90 days and auto archive outdated RFQ's

Submitting POC

Name	William Cody	Email	william.m.cody14.ctr@
Agency	ARMY	Activity	PEO EIS
Phone		State	VA
		Zip Code	22060

The RFQ Process After Submission

- The requestor and vendor will receive RFQ notifications via email from the CHES IT e-mart
- The vendor responds to the RFQ
- The requestor receives email notifications that RFQ responses have been posted to the RFQ Manager
- The requestor logs back into the RFQ Manager to view responses

Email to Requestor

- Once your RFQ is submitted you will receive an email from the CHES IT e-mart like the one below

Hello William Cody,

You have just successfully submitted a new Request for Quote (RFQ) through the CHES IT e-mart. Details of your request are below:

Title: RFQ Test #1

Product Category: {productcategory}

Program: ITES-3H

Reference Number: 151012

Description: This is a test.

Date Created: 5/23/2016

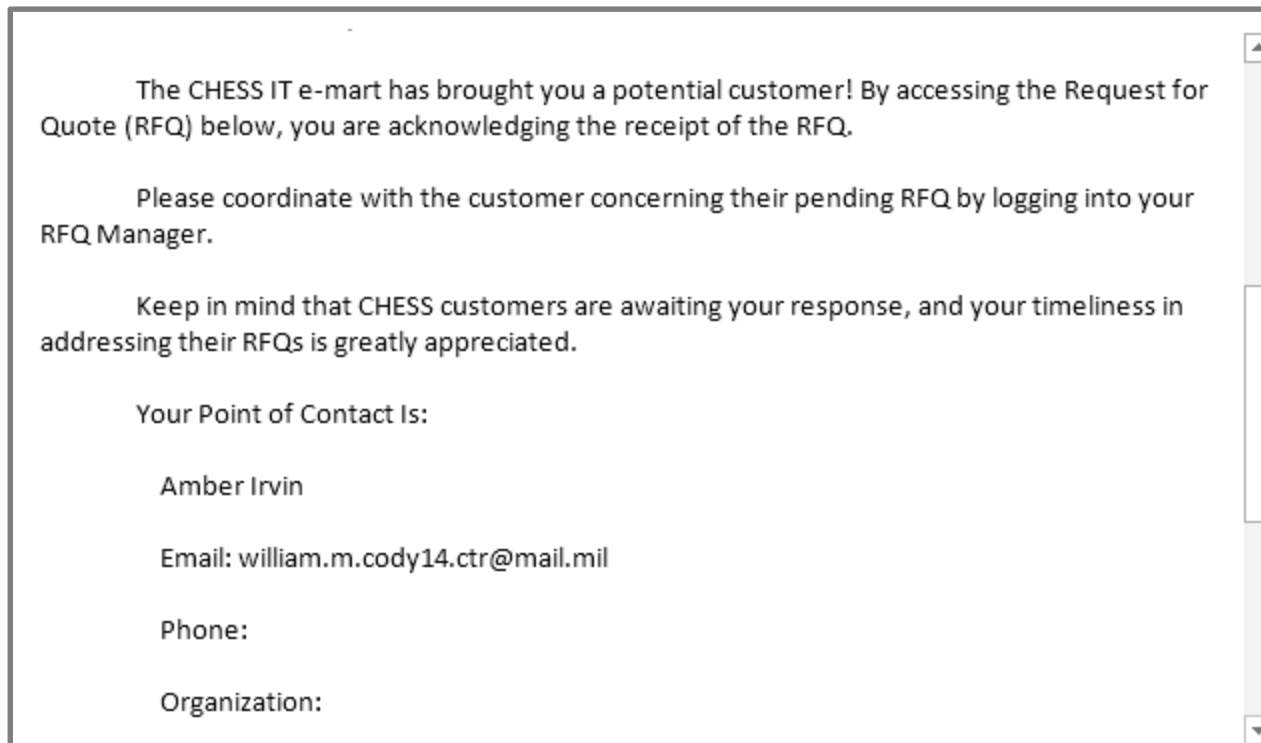
Customer Required By Date: 5/30/2016

Vendors Selected:

- Iron Bow
- Telos Corporation
- World Wide Technology, Inc.
- International Business Machines Corporation
- Dell Federal Systems L.P.
- Dynamic Systems, Inc.
- CDW Government, LLC
- Hewlett-Packard Company

Email to Vendor(s)

- Each vendor receives an email, which looks similar to this one, alerting them of your RFQ.



Creating a Draft RFQ

Step 1 - Save as Draft

Create Request For Quote

RFI - Information RFQ - Hardware\Software RFP - Services Reverse Auction - Hardware\Software Transfer

Save As Draft

Product Category:
Teleconferencing

Programs
ITES-3H

Vendors

- W52P1J-16-D-0005 : Affigent, LLC
- W52P1J-16-D-0006 : Telos Corporation
- W52P1J-16-D-0007 : Unicom Government, Inc.
- W52P1J-16-D-0008 : International Business Machines Corporation
- W52P1J-16-D-0009 : Dynamic Systems, Inc.
- W52P1J-16-D-0010 : Dell Federal Systems L.P.

Clear Select All

Note: You must select either one or all.

If you are working an RFQ and are not quite ready to submit click the "Save As Draft" button.

Step 2 - View RFQ Drafts

Request For Quote

RFI - Information
RFQ - Hardware\Software
RFP - Services
Reverse Auction - Hardware\Software
Transfer

▶	Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
	151012	RFQ Test #1	2016-05-23 11:44	2016-05-30	Open	<input style="background-color: #336633; color: white; padding: 2px 5px;" type="button" value="Amend"/> <input style="background-color: #336633; color: white; padding: 2px 5px;" type="button" value="Cancel"/> <input style="background-color: #336633; color: white; padding: 2px 5px;" type="button" value="Share"/>	0/17	<input type="checkbox"/>

You will automatically be defaulted to the "Request for Quote" Index page. Hover over the "RFQ-Hardware\Software" button and select "Draft" for a list of your Draft Requests.

Step 2 - View RFQ Drafts continued

List of Draft Request

RFI - Information RFQ - Hardware\Software RFP - Services Reverse Auction - Hardware\Software Transfer

10

	Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
▶	151013	RFQ Test #2	2016-05-23 11:51	2016-05-30	Draft	<input type="button" value="Edit Draft"/> <input type="button" value="Cancel Draft"/>	0/17	

On this page all the Drafts RFQ's you are currently working on will be listed.

Step 3 - Edit Draft

List of Draft Request									
RFI - Information		RFQ - Hardware\Software		RFP - Services		Reverse Auction - Hardware\Software		Transfer	
10	▼						Search		
Ref #	Name	Created	Due	Status	Actions		Responses	Transfer	
▶ 151013	RFQ Test #2	2016-05-23 11:51	2016-05-30	Draft	Edit Draft	Cancel Draft	0/17		

Select "Edit Draft" whenever you need to make changes to your RFQ.

Step 4 - Make Changes & Submit

Edit Draft RFQ

RFI - Information RFQ - Hardware/Software RFP - Services Reverse Auction - Hardware/Software Transfer

You are editing the draft. This request has not been submitted yet for Teleconferencing

Save As Draft

Product Category
Please Select Product Category

Previous Selection(s)
Product: Teleconferencing
Program: ITES-3H
Vendor(s):
W52P1J-16-D-0005 : Affigent, LLC
W52P1J-16-D-0006 : Telos Corporation
W52P1J-16-D-0007 : Unicom Government, Inc.
W52P1J-16-D-0008 : International Business Machines Corporation
W52P1J-16-D-0009 : Dynamic Systems, Inc.
W52P1J-16-D-0010 : Dell Federal Systems L.P.
W52P1J-16-D-0011 : Global Technology Resources, Inc. (GTRI)
W52P1J-16-D-0012 : Hewlett-Packard Company
W52P1J-16-D-0013 : CDW Government, LLC
W52P1J-16-D-0014 : Iron Bow
W52P1J-16-D-0015 : Wildflower International, Ltd.
W52P1J-16-D-0016 : World Wide Technology, Inc.
W52P1J-16-D-0017 : GovConnection, Inc.
W52P1J-16-D-0018 : Force 3
W52P1J-16-D-0019 : Government Acquisitions, Inc.
W52P1J-16-D-0020 : Intelligent Decisions, Inc.
W52P1J-16-D-0029 : Microtechnologies

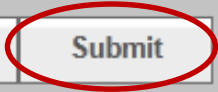
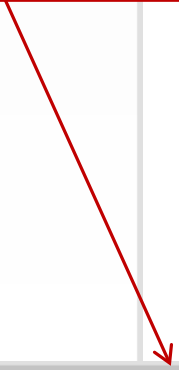
Clear **Select All**

Note: You must select either one or all.

Request Name
RFQ Test #2

Delete Draft **Submit**

Make any necessary changes to your RFQ, scroll down and click "Submit." You also have the option to "Delete Draft" as well.



View of successfully submitted RFQ

Your request is submitted.

Request For Quote

RFI - Information RFQ - Hardware\Software RFP - Services Reverse Auction - Hardware\Software Transfer

10 Search

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
▶ 151013	RFQ Test #2	2016-05-23 11:54	2016-05-30	Open	Amend Cancel Share	0/17	<input type="checkbox"/>

Once your RFQ is submitted your screen will look like this. A bar at the top of the page will indicate that your RFQ has been submitted.

Sharing an RFQ

How to Share an RFQ

If you have someone on your team that you wish to share your RFQ information with you can click the “Share” button on the RFQ line item. This will allow the person read only access.

Request For Quote										
RFI - Information		RFQ - Hardware\Software		RFP - Services		Reverse Auction - Hardware\Software		Transfer		
10										Search
Ref #	Name	Created	Due	Status	Actions			Responses	Transfer	
▶ 141999	RFQ Test #2	2016-01-12 08:45	2016-01-19	Open	Amend	Cancel	Share	0/6	<input type="checkbox"/>	
▶ 141990	RFQ Test #1	2016-01-11 16:25	2016-01-18	Open	Amend	Cancel	Share	0/6	<input type="checkbox"/>	

Share Request(s)

User:

Start typing the last name of the person you wish to share with and a list will populate to choose from then click Submit.

Click the “Share” button to provide read only access to anyone in our CHESS IT e-mart database.

How to Share an RFQ


Request For Quote

RFI - Information RFQ - Hardware\Software RFP - Services Reverse Auction - Hardware\Software Transfer

10 Search

Ref #	Name	Responses	Transfer
▶ 141999	RFQ Test #2	0/6	<input type="checkbox"/>
▶ 141990	RFQ Test #1	0/6	<input type="checkbox"/>

Message from webpage

 Corcoran, Joanna (Joezhoo@aol.com) can now view the request 141990

Once you have entered the name of the person you wish to share your RFQ with, a confirmation screen will appear. Click OK to continue.

Amending an RFQ

Amending an RFQ

The **Amendment** feature allows you to:

- Update an RFQ at any time in the process
- Clarify the details of a requirement
- Notify vendors of updates or new deadlines

Amending an RFQ

Request For Quote									
RFI - Information		RFQ - Hardware\Software		RFP - Services		Reverse Auction - Hardware\Software		Transfer	
10						Search			
Ref #	Name	Created	Due	Status	Actions			Responses	Transfer
▶ 151013	RFQ Test #2	2016-05-23 11:54	2016-05-30	Open	Amend	Cancel	Share	0/17	<input type="checkbox"/>
▶ 151012	RFQ Test #1	2016-05-23 11:44	2016-05-30	Open	Amend	Cancel	Share	0/17	<input type="checkbox"/>

Ensure you are on the
"Request for Quote" Index page
then click the "Amend" link to
the right of your RFQ.

Amending an RFQ

Amend Request

RFI - Information RFQ - Hardware/Software RFP - Services Reverse Auction - Hardware/Software Transfer

Product Category:
Teleconferencing

Program:
ITES-3H

Contracts:
W52P1J-16-D-0005 - Affigent, LLC
W52P1J-16-D-0006 - Telos Corporation
W52P1J-16-D-0007 - Unicom Government, Inc.
W52P1J-16-D-0008 - International Business Machines Corporation
W52P1J-16-D-0009 - Dynamic Systems, Inc.
W52P1J-16-D-0010 - Dell Federal Systems L.P.
W52P1J-16-D-0011 - Global Technology Resources, Inc. (GTRI)
W52P1J-16-D-0012 - Hewlett-Packard Company
W52P1J-16-D-0013 - CDW Government, LLC
W52P1J-16-D-0014 - Iron Bow
W52P1J-16-D-0015 - Wildflower International, Ltd.
W52P1J-16-D-0016 - World Wide Technology, Inc.
W52P1J-16-D-0017 - GovConnection, Inc.
W52P1J-16-D-0018 - Force 3
W52P1J-16-D-0019 - Government Acquisitions, Inc.
W52P1J-16-D-0020 - Intelligent Decisions, Inc.
W52P1J-16-D-0029 - Microtechnologies

Request Name

Agency and Activity

Description
Enter the details of your request. Provide a quantity for each product. Include sufficient information/quote. Include POC information if there is someone the vendors can call/email if there are questions. Provide you with an accurate characters. Use the file attachment feature below if you need more space

This is a test.

Characters left: 3985

Update information in the Description field as required.



Amending an RFQ

Notice: Please ensure uploaded attachments DO NOT contain vendor proprietary information (competitor pricing, discounts, etc.). This is unfair competition. Instances of this will be reported to the CHESSE Product Leader (PL).

Attachments

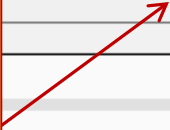
Only the following file types will be accepted:

- Adobe Acrobat PDF (.pdf)
- Excel (.xls & .xlsx)
- TIFF Files (.tif)
- WinZip Files (.zip)
- Word (.doc & .docx)

You may upload with a maximum file size of 5 megabytes (MB) per file.

<input type="text"/>	Browse...	Clear
<input type="text"/>	Browse...	Clear
<input type="text"/>	Browse...	Clear
<input type="text"/>	Browse...	Clear
<input type="text"/>	Browse...	Clear

This allows you to attach new files.
***NOTE: Your original files are still attached. Only add additional attachments if those files need to be updated or a new file is to be submitted .**



You may attach up to 5 files of 5MB each.
 (The system accommodates Word, Excel, PDF, TIF, and WinZip files)

(Date the vendor is expected to look at the customer requirement as per the Base Agreement)

(Date the vendor is expected to respond back to your requirement as per the Base Agreement)

Amending an RFQ

Request For Quote									
RFI - Information		RFQ - Hardware\Software		RFP - Services		Reverse Auction - Hardware\Software		Transfer	
10	<input type="text"/>	<input type="text"/>							<input type="button" value="Search"/>
Ref #	Name	Created	Due	Status	Actions			Responses	Transfer
▶ 151013	RFQ Test #2	2016-05-23 11:57	2016-05-30	Open	<input type="button" value="Amend"/>	<input type="button" value="Cancel"/>	<input type="button" value="Share"/>	0/17	<input type="checkbox"/>

Once your RFQ is amended your screen will look like this.

NOTE: The Status column will not change for the RFQ you recently amended.

Cancelling an RFQ

Cancelling an RFQ

The **Cancel** feature allows you to:

- Cancel an RFQ at any time in the process
- Notify vendors of updates and the cancellation of an RFQ

Cancelling an RFQ

Request For Quote									
RFI - Information		RFQ - Hardware\Software		RFP - Services		Reverse Auction - Hardware\Software		Transfer	
10						Search			
Ref #	Name	Created	Due	Status	Actions			Responses	Transfer
▶ 151013	RFQ Test #2	2016-05-23 11:54	2016-05-30	Open	Amend	Cancel	Share	0/17	<input type="checkbox"/>
▶ 151012	RFQ Test #1	2016-05-23 11:44	2016-05-30	Open	Amend	Cancel	Share	0/17	<input type="checkbox"/>

Ensure you are on the "Request for Quote" Index page then click the "Cancel" link to the right of your RFQ.

Cancelling an RFQ

Cancellation Confirmation

Are you sure you would like to cancel this request?

Cancel Reason:

Cancel Comments:

**Choose a
Cancel Reason
from the
drop down
menu and then
click "Submit"**

**NOTE: Once you
select "Submit"
You will not be
able to edit your
RFQ. It will be
cancelled.**

Cancelling an RFQ

Request cancelled

Request For Quote

RFI - Information RFQ - Hardware\Software RFP - Services Reverse Auction - Hardware\Software Transfer

10

	Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
▶	151013	RFQ Test #2	2016-05-23 11:57	2016-05-30	Cancelled		0/17	

NOTE: Once the RFQ is cancelled you will have to submit a new RFQ if you have a new requirement.

Once you have cancelled your RFQ a confirmation will appear at the top of your screen and the Status column will change to "Cancelled".

Transferring an RFQ

Transferring an RFQ

The **Transfer** feature allows you to:

- Transfer an RFQ at any time in the process to another user
- User is able to transfer multiple RFQ's at once to another user
- The person who submitted or anyone with administrative authority may transfer/reassign the RFQ

How a Requestor Transfers an RFQ

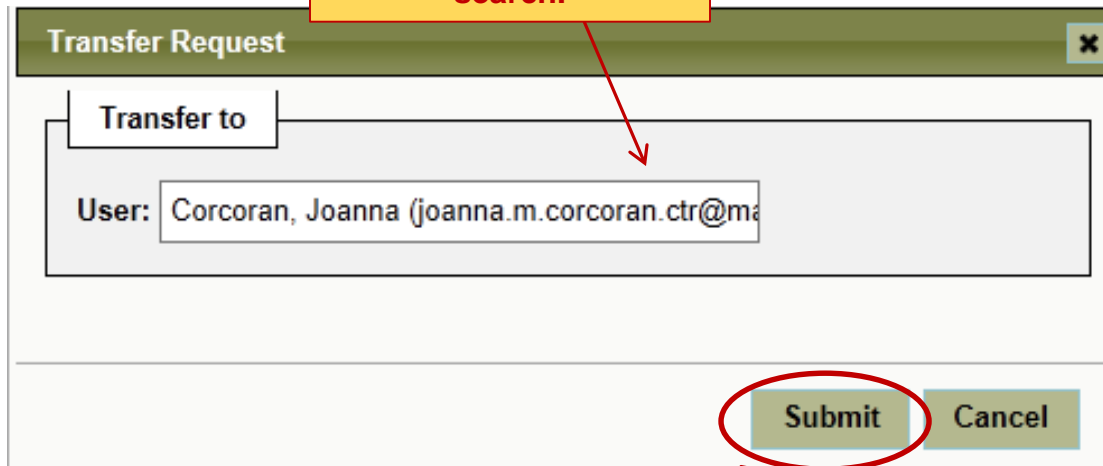
Request For Quote										
RFI - Information		RFQ - Hardware\Software		RFP - Services		Reverse Auction - Hardware\Software		Transfer		
10								Search		
Ref #	Name	Created	Due	Status	Actions			Responses	Transfer	
▶ 142047	RFQ Test #2	2016-01-15 08:24	2016-01-22	Open	Amend	Cancel	Share	0/6	<input checked="" type="checkbox"/>	

Ensure you are on the "Request for Quote" Index page, then click the checkbox under the Transfer column found to the right of your RFQ and then click "Transfer."

NOTE: If you click on multiple checkboxes you will be able to transfer multiple RFQ's to one person.

How a Requestor Transfers an RFQ

Once you start typing
this field will auto
populate with a list of
users pertinent to your
search.



Transfer Request

Transfer to

User: Corcoran, Joanna (joanna.m.corcoran.ctr@ma...)

Submit Cancel

Then click "Submit" to
Transfer the RFQ.

Submit contact
information about
end user. This
information is
maintained by
CHES, but not
shared with vendors.

How a Requestor Transfers an RFQ


Request For Quote

RFI - Information RFQ - Hardware\Software RFP - Services Reverse Auction - Hardware\Software **Transfer**

10 [v] [Search]

Ref #	Name	Actions	Responses	Transfer
▶ 142047	RFQ Test #2	Amend Cancel Share	0/6	[Transfer Icon]

Message from webpage

 Transfer completed

OK

Once you hit save to transfer your RFQ a confirmation screen will appear. Click OK to continue. Once you refresh your screen your RFQ will no longer appear.

NOTE: The RFQ that was transferred will no longer appear in your list of RFQ's.

Vendor View of RFQ Responses

Vendor View of RFQ Response

ARMY CHES E-MART
 Army's designated Primary Source for commercial IT

Welcome: The Vendor

Contact Us | Feedback | Sitemap | Report a Bug | My Account | Logout | Admin Tools

RFQ

Hardware Software Services RFx Consolidated Buy Resources About CHES

Request For Quote

RFI - Information RFQ - Hardware\Software RFP - Services Reverse Auction - Hardware\Software

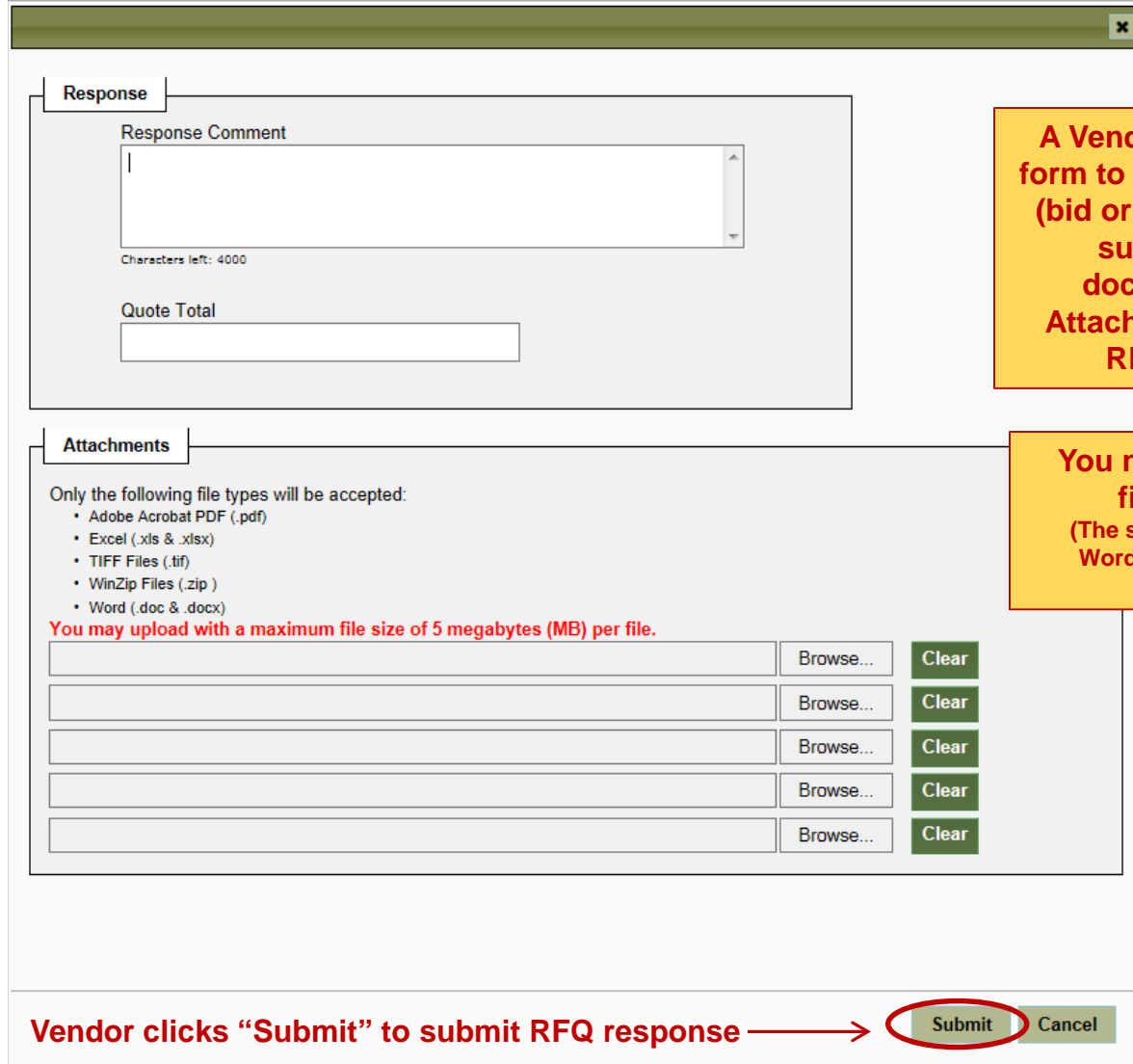
10 W91QUZ-07-D-0006

Ref #	Name	Created	Due	Status	Response Submitted	Actions
▶ 142047	RFQ Test #2	2016-01-15 08:24	2016-01-22	Open	No	Respond <input type="button" value="No Bid"/>

Once Vendors log in, they will see a screen that looks like this.

In order to respond to a particular RFQ, the Vendor must click the "Respond" link to the right of the RFQ.

Vendor Responds to an RFQ



Response

Response Comment

Characters left: 4000

Quote Total

Attachments

Only the following file types will be accepted:

- Adobe Acrobat PDF (.pdf)
- Excel (.xls & .xlsx)
- TIFF Files (.tif)
- WinZip Files (.zip)
- Word (.doc & .docx)

You may upload with a maximum file size of 5 megabytes (MB) per file.

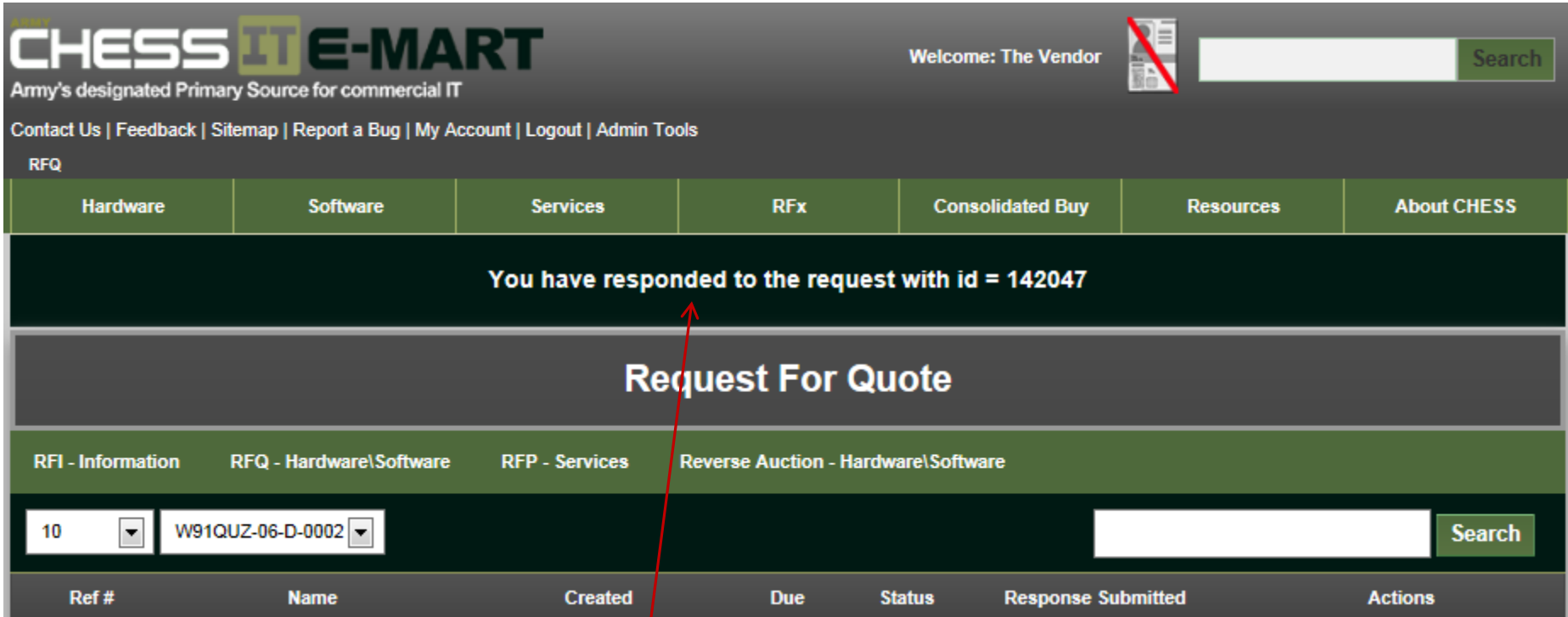
<input type="text"/>	Browse...	Clear
<input type="text"/>	Browse...	Clear
<input type="text"/>	Browse...	Clear
<input type="text"/>	Browse...	Clear
<input type="text"/>	Browse...	Clear

Vendor clicks "Submit" to submit RFQ response → **Submit** Cancel

A Vendor uses an online form to submit a response, (bid or "no bid"), but will submit proposal documents via the Attachments tool to the RFQ requestor.

You may attach up to 5 files of 5MB each. (The system accommodates Word, Excel, PDF, TIF, and WinZip files)

Vendor Responds to an RFQ



CHESS E-MART
Army's designated Primary Source for commercial IT

Welcome: The Vendor

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RFQ

Hardware Software Services RFx Consolidated Buy Resources About CHESS

You have responded to the request with id = 142047

Request For Quote

RFI - Information RFQ - Hardware\Software RFP - Services Reverse Auction - Hardware\Software

10 W91QUZ-06-D-0002 Search

Ref #	Name	Created	Due	Status	Response Submitted	Actions
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Once a response is submitted the bar at the top of the page will indicate the Vendor response.

Requestor View of RFQ Responses

View RFQ Responses

Request For Quote

RFI - Information **RFQ - Hardware\Software** RFP - Services Reverse Auction - Hardware\Software Transfer

10 Search

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
▼ 142054	RFQ Test #3	2016-01-15 12:41	2016-01-22	Open	Amend Cancel Share	0/6	<input type="checkbox"/>
Responses - 0 / 6							
	Vendor	Acknowledged	Responded				
0006	Dell						
0007	IBM						
0008	Unicom						
0009	CDW-G						
0010	Iron Bow						
0011	World Wide Technology						

Ensure you are on the "RFQ Hardware/Services Index page when reviewing responses. Expand the RFQ you want to review by clicking the triangles to the left and filter down to see responses.

0/6 indicates number of vendors that have responded. (Ex: Out of 6 Vendors 0 responded)

Printing an RFQ

Printing an RFQ

Request For Quote

RFI - Information RFQ - Hardware\Software RFP - Services Reverse Auction - Hardware\Software Transfer

10 Search

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
▼ 141990	RFQ Test #1	2016-01-11 16:25	2016-01-18	Open	Amend Cancel Share	0/6	<input type="checkbox"/>
▶	Responses - 0 / 6						
▶	Version History - 1						
▶	Version Response History - 1						

Click on the RFQ that you would like to print

Printing an RFQ

Request Name	RFQ Test #1		
Description	This is a test.		
Program	ITES-2H	Status	Open
Created On	1/11/2016 4:25:19 PM	Reference Number	141990
Acknowledged	No	Last Updated	1/11/2016
Date Acknowledged		Acknowledgment Expected	1/13/2016
Responded	No	Date Responded	
Response Expected	1/18/2016	Customer Required By Date	1/18/2016
Version (Amendments)	0 (Original)		
Shared With	• Joanna Corcoran		

Shipping information

Shipping Mode	CONUS
Multiple shipping addresses	No

Scroll down and
Click the "Print"
button at the bottom
of the page

Print Create SONA

Transferring an RFQ into a SoNA

RFQ Transfer to SoNA

Request For Quote

RFI - Information RFQ - Hardware\Software RFP - Services Reverse Auction - Hardware\Software Transfer

10 Search

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
▶ 142047	RFQ Test #2	2016-01-15 08:24	2016-01-22	Open	Amend Cancel Share	0/6	<input type="checkbox"/>

Click on the RFQ that you would like to turn into a SoNA.

RFQ Transfer to SoNA

Request Name	RFQ Test #2		
Description	This is a test.		
Program	ITES-2H	Status	Open
Created On	1/15/2016 8:24:14 AM	Reference Number	142047
Acknowledged	No	Last Updated	1/15/2016
Date Acknowledged		Acknowledgment Expected	1/19/2016
Responded	No	Date Responded	
Response Expected	1/22/2016	Customer Required By Date	1/22/2016
Version (Amendments)	1		
Transfers	• William Cody transferred to Joanna Corcoran on 1/15/2016		

Shipping information

Shipping Mode	CONUS
Multiple shipping addresses	No

**Scroll down and
Click the
“Create SONA”
button at the
bottom of the page**



RFQ Transfer to SoNA

Statement of Non-Availability

Pending Completed Create

Complete the fields below. This will create a Statement of Non-Availability. "Justification" must include rationale for the Reason For Statement of Non-Availability selected from the drop down menu.
Expect a response in 1-3 business days.

Statement of Non-Availability Item

Item Type	Select a type <input type="button" value="v"/>	Vendor	<input type="text"/>
Manufacturer	<input type="text"/>	Product	<input type="text"/>
Quantity	<input type="text" value="0"/>	Total Price <small>(Do not use , or \$)</small>	<input type="text" value="0.00"/>
Submitted RFQ? <small>(Did you submit an RFQ to CHES vendors?)</small>	<input type="radio"/> Yes <input type="radio"/> No		
RFQ # <small>(CHES RFQ#, if applicable)</small>	<input type="text"/>		
Request Reason	Select a reason <input type="button" value="v"/>		
Justification <small>(Why are you purchasing this product outside of CHES/DOD ESI?)</small>	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <small>Characters left: 2000</small>		

Proceed to fill in the appropriate fields and click the "Create" button to submit your Statement of Non-Availability (SoNA)

Create

Questions



For information about using the
CHES IT e-mart, contact the
CHES Customer Support Team by
email at: armychess@mail.mil or
toll free at (888) 232-4405