

DESK TOP INSTRUCTION			Document Number:	15A-DI02
Instruction Name Supplier Request for Quote	Revision Level C	Approval Date 5/30/05	Process Owner	

1.0 PURPOSE

To ensure that we have a complete, fair, and ethical supplier quoting process.

2.0 SCOPE

The entire supplier quoting process - from RFQ Package preparation through RFQ closure including quote comparison and RFQ tracking / management (ECR).

3.0 METHOD

3.1 Need for quote is initiated and communicated through iCAB Meetings, new business or Quote Kick-Off Meetings, and the ECR Process.

3.1.1 The need for quotes can also be generated from the Purchasing Department for the purpose of competitive quoting, re-sourcing of components, supplier / component consolidation, (bundling), or requested by Engineering, Program Management, or Management.

3.2 Suppliers are selected based on our [preferred](#) supplier list, supplier process capabilities, supplier technical capabilities, or recommendations by our customer and/or Advanced Purchasing and Engineering.

3.3 [Purchasing will track supplier quotes using the ECR number.](#)

3.4 Purchasing will prepare [and transmit the RFQ Packages for new suppliers](#) , which should include:

- a.) RFQ Instructions
- b.) RFQ Forms
- c.) Cost Breakdown Worksheets, (optional – as needed to complete)
- d.) RFQ Checklist
- e.) All necessary part information provided by Engineering

As part of the RFQ package, the EDI Survey is only mandatory if not currently on file.

[For current suppliers, the RFQ package is located on Supply Web.](#)

3.5 Standard or expected response time is two weeks unless otherwise specified by Purchasing.

3.6 Upon receipt of the returned quote(s), Purchasing [may](#) complete the Quote Analysis Form when multiple quotes are received for the same component, from more than one potential supplier.

3.7 Purchasing will review all of the RFQ response(s) with internal RFQ requestor. Based on the quote(s), a “best selection” will be determined.

3.8 [Purchasing will attach the RFQ to the appropriate ECR](#)

3.8.1 [For Market testing, 3.8 does not apply. Purchasing may discard the RFQ documentation.](#)

3.9 Purchasing will provide feedback to the potential supplier either verbally or on the Supplier Feedback Form per Selection, Assessment and Contract Procedure 11A.

4.0 SUPPORT PROCESS / FORMS

Engineering Change Request Procedure
Selection, Assessment, & Contract Procedure
RFQ Package

5.0 REVISION HISTORY

3/21/02 Release per JH-SV
3/27/02 Initial release per review with Purchasing Mgr (JH) – SV
8/27/02 – Added reference (3.4) to Atrium Supply Web for additional copy of RFQ forms. AV

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11/17/03 – Review of procedure by D. Dipilato on 10/31/03 – no changes.
5/16/05 – Revision C – Annual review completed by Purchasing 4/26/05. Added tie to ECR. (SV)

6.0 ENVIRONMENTAL IMPACTS AND BENEFITS

None

7.0 RECOMMENDED TRAINING AREAS

Purchasing

8.0 DEVIATION PROCESS

None