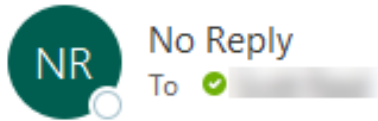


ExpressPoint Technology Services Inc.
Automated Procurement Portal

Vendor User Guide

Request for Quote (RFQ) – Notification

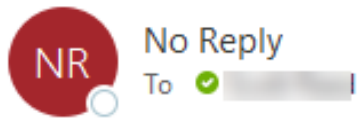
Expresspoint RFQ Starting Soon



This is to notify you that an RFQ is about to start.

[Here is the link to get started.](#)

Expresspoint RFQ Ending



This is to notify you that RFQ 32 is about to end.

[Here is the link to view.](#)

- The quote process starts when you receive an email from No-Reply@ExpressPoint.com, Request for Quote (RFQ).
- Be sure to create this as a contact in Outlook to ensure your quote invitations do not end up in Spam/Junk/Other.
- Only the email addresses we have on file will receive the invitation to the Request for Quote (RFQ).
- Another email will be sent indicating the RFQ is about to end near the end date and time.

Sample Email Notification

Welcome

Email:

 Password:

Login

Quoting Instructions

Welcome to ExpressPoint's Automated Procurement Portal.

- You will receive an email invitation from No-Reply@expresspoint.com with a link to this site each time a new Request For Quote (RFQ) has been posted.
- Winning quotes will be awarded same day in the form of a Purchase Order from ExpressPoint.
- PO Awards are based on a combination of lowest price and shortest days to ship.

QUOTING TIPS

1. You are only required to enter quote info on the lines you are quoting on.
2. Any line you are not quoting on can be left blank.
3. Always quote your TOTAL quantity available as ExpressPoint may see an opportunity to buy more than what is required.
4. You can include Substitute Parts. Complete the section in Orange to also include a quote for a verified compatible substitute item.

SHIPPING REQUIREMENTS

1. All parts need to be boxed individually (bubble wrap is not an acceptable replacement for a box).
2. For Purchase Orders with multiple parts, each individually boxed part should be multi-packed into a larger box for shipping.
3. Multiple PO's going to the same location may be placed in one multi-pack container as long as the individually boxed items are clearly marked with each PO's packing slip.

**** VERY IMPORTANT** EXPRESSPOINT REQUIRES TRACKING BEFORE END OF BUSINESS DAY
 SEND TRACKING TO: TRACKING@EXPRESSPOINT.COM**

Please email us immediately if you have any questions or if there is anything that we can do to assist.

← Login Fields

Request for Quote Login

- Login fields are in the upper left-hand corner
- Passwords are case sensitive
- Once you login you will see the active RFQ in the left pane

Welcome

Active RFQs

RFQ 30

Quoting Instructions

← Active RFQ

Landing Page for Active RFQ

RFQ number and quote start and end times appear across the top.

You can download the bid detail [Download Spreadsheet](#)

RFB ID					Start							End						
31					11/15/2022 1:45:00 PM Central							11/17/2022 3:30:00 PM Central						
Item	MFG	Model	Class	Description	Notes	Quantity Needed	Your Bid Quantity	Your Bid Unit Price	Your Bid Condition	Your Bid Days To Ship	Your Bid Warranty Days	Your Bid Sub Part	Your Bid Sub Part Quantity	Your Bid Sub Part Unit Price	Your Bid Sub Part Condition	Your Bid Sub Part Days To Ship	Your Bid Sub Part Warranty Days	Your Notes and Comments
L14371-001	HPI		SUBASSMBLY	SPS-BASE ENCLOSURE 14	Please quote any condition	1	<input type="text" value="Qty"/>	<input type="text" value="Price"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Qty"/>	<input type="text" value="Price"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
01LM272	MISC		BOARD	LENOVO M710Q TINY USFF SYSTEM BOARD	Please quote any condition	1	<input type="text" value="Qty"/>	<input type="text" value="Price"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Qty"/>	<input type="text" value="Price"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
L14378-001	MISC		KEYBOARD	SPS-KYBD SR BL PVCY - US	Please quote any condition	1	<input type="text" value="Qty"/>	<input type="text" value="Price"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Qty"/>	<input type="text" value="Price"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
01FR025	MISC		PWRSUPPLY	LENOVO 65W USB Type-C AC Adapter	Please quote any condition	1	<input type="text" value="Qty"/>	<input type="text" value="Price"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Qty"/>	<input type="text" value="Price"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
01FR025	MISC		PWRSUPPLY	LENOVO 65W USB Type-C AC Adapter	Please quote any condition	1	<input type="text" value="Qty"/>	<input type="text" value="Price"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Qty"/>	<input type="text" value="Price"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
01FR031	MISC		RECLASS	DELTA ADLX85YDC2A 20V3.25A	Please quote any condition	1	<input type="text" value="Qty"/>	<input type="text" value="Price"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Qty"/>	<input type="text" value="Price"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
01FR031	MISC		RECLASS	DELTA ADLX85YDC2A	Please quote any condition	1	<input type="text" value="Qty"/>	<input type="text" value="Price"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Qty"/>	<input type="text" value="Price"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Choose File](#) No file chosen [Import Quotes](#) [Submit Quotes](#)

You can select and then upload you completed Quote

Once you complete entering or importing your quote information, click here to upload it to our portal

- This page has some options for providing your quote.
- You can manually enter the data or...
- You can download the file, then upload it when completed.
- See the following pages for more instructions.

Manually Entering Quotes

RFB ID						Start										End		
31						11/15/2022 1:45:00 PM Central										11/17/2022 3:30:00 PM Central		
Item	MFG	Model	Class	Description	Notes	Quantity Needed	Your Bid Quantity	Your Bid Unit Price	Your Bid Condition	Your Bid Days To Ship	Your Bid Warranty Days	Your Bid Sub Part	Your Bid Sub Part Quantity	Your Bid Sub Part Unit Price	Your Bid Sub Part Condition	Your Bid Sub Part Days To Ship	Your Bid Sub Part Warranty Days	Your Notes and Comments
L14371-001	HPI		SUBASSMBLY	SPS-BASE ENCLOSURE 14	Please quote any condition	1	<input type="text" value="Qty"/>	<input type="text" value="Price"/>	<input type="text" value="Condition"/>	<input type="text" value="Days To Ship"/>	<input type="text" value="Warranty Days"/>	<input type="text" value="Sub Part"/>	<input type="text" value="Sub Part Qty"/>	<input type="text" value="Sub Part Price"/>	<input type="text" value="Sub Part Condition"/>	<input type="text" value="Sub Part Days To Ship"/>	<input type="text" value="Sub Part Warranty Days"/>	<input type="text"/>
01LM272	MISC		BOARD	LENOVO M710Q TINY USFF SYSTEM BOARD	Please quote any condition	1	<input type="text" value="Qty"/>	<input type="text" value="Price"/>	<input type="text" value="Condition"/>	<input type="text" value="Days To Ship"/>	<input type="text" value="Warranty Days"/>	<input type="text" value="Sub Part"/>	<input type="text" value="Sub Part Qty"/>	<input type="text" value="Sub Part Price"/>	<input type="text" value="Sub Part Condition"/>	<input type="text" value="Sub Part Days To Ship"/>	<input type="text" value="Sub Part Warranty Days"/>	<input type="text"/>
L14378-001	MISC		KEYBOARD	SPS-KYBD SR BL PVCY - US	Please quote any condition	1	<input type="text" value="Qty"/>	<input type="text" value="Price"/>	<input type="text" value="Condition"/>	<input type="text" value="Days To Ship"/>	<input type="text" value="Warranty Days"/>	<input type="text" value="Sub Part"/>	<input type="text" value="Sub Part Qty"/>	<input type="text" value="Sub Part Price"/>	<input type="text" value="Sub Part Condition"/>	<input type="text" value="Sub Part Days To Ship"/>	<input type="text" value="Sub Part Warranty Days"/>	<input type="text"/>
01FR025	MISC		PWRSUPPLY	LENOVO 65W USB Type-C AC Adapter	Please quote any condition	1	<input type="text" value="Qty"/>	<input type="text" value="Price"/>	<input type="text" value="Condition"/>	<input type="text" value="Days To Ship"/>	<input type="text" value="Warranty Days"/>	<input type="text" value="Sub Part"/>	<input type="text" value="Sub Part Qty"/>	<input type="text" value="Sub Part Price"/>	<input type="text" value="Sub Part Condition"/>	<input type="text" value="Sub Part Days To Ship"/>	<input type="text" value="Sub Part Warranty Days"/>	<input type="text"/>
01FR025	MISC		PWRSUPPLY	LENOVO 65W USB Type-C AC Adapter	Please quote any condition	1	<input type="text" value="Qty"/>	<input type="text" value="Price"/>	<input type="text" value="Condition"/>	<input type="text" value="Days To Ship"/>	<input type="text" value="Warranty Days"/>	<input type="text" value="Sub Part"/>	<input type="text" value="Sub Part Qty"/>	<input type="text" value="Sub Part Price"/>	<input type="text" value="Sub Part Condition"/>	<input type="text" value="Sub Part Days To Ship"/>	<input type="text" value="Sub Part Warranty Days"/>	<input type="text"/>
01FR031	MISC		RECLASS	DELTA ADLX85YDC2A 20V3.25A	Please quote any condition	1	<input type="text" value="Qty"/>	<input type="text" value="Price"/>	<input type="text" value="Condition"/>	<input type="text" value="Days To Ship"/>	<input type="text" value="Warranty Days"/>	<input type="text" value="Sub Part"/>	<input type="text" value="Sub Part Qty"/>	<input type="text" value="Sub Part Price"/>	<input type="text" value="Sub Part Condition"/>	<input type="text" value="Sub Part Days To Ship"/>	<input type="text" value="Sub Part Warranty Days"/>	<input type="text"/>
01FR031	MISC		RECLASS	DELTA ADLX85YDC2A	Please quote any condition	1	<input type="text" value="Qty"/>	<input type="text" value="Price"/>	<input type="text" value="Condition"/>	<input type="text" value="Days To Ship"/>	<input type="text" value="Warranty Days"/>	<input type="text" value="Sub Part"/>	<input type="text" value="Sub Part Qty"/>	<input type="text" value="Sub Part Price"/>	<input type="text" value="Sub Part Condition"/>	<input type="text" value="Sub Part Days To Ship"/>	<input type="text" value="Sub Part Warranty Days"/>	<input type="text"/>

Choose File No file chosen

Import Quotes

Submit Quotes

- The yellow section is where you would enter your quote detail for the original item requested. Only enter data for the items you are quoting – it is OK to leave rows blank.
- The orange section is if you wish to quote an additional part, either a substitute part for the originally requested item, or it can be for a different condition or different part, if it is an equivalent part to the originally requested item.
- There is also a place for you to writes notes to us per row.

More details if manually entering or uploading the data from the downloaded spreadsheet:

Your Bid Condition has 3 options:

Your Bid Condition

▼

- New
- OEM
- Refurbished

Your Bid Days to Ship is the lead time:

Your Bid Days To Ship

2 Day Lead Time ▼

- Same Day
- 1 Day Lead Time
- 2 Day Lead Time
- 3 Day Lead Time
- 4 Day Lead Time
- 5 Day Lead Time
- > 5 Days
- > 10 Days

Download and Import Quote Entries

RFQ number and quote start and end times appear across the top.

You can download the bid detail [Download Spreadsheet](#)

RFB ID						Start										End		Your Notes and Comments
31						11/15/2022 1:45:00 PM Central										11/17/2022 3:30:00 PM Central		
Item	MFG	Model	Class	Description	Notes	Quantity Needed	Your Bid Quantity	Your Bid Unit Price	Your Bid Condition	Your Bid Days To Ship	Your Bid Warranty Days	Your Bid Sub Part	Your Bid Sub Part Quantity	Your Bid Sub Part Unit Price	Your Bid Sub Part Condition	Your Bid Sub Part Days To Ship	Your Bid Sub Part Warranty Days	
L14371-001	HPI		SUBASSEMBLY	SPS-BASE ENCLOSURE 14	Please quote any condition	1	<input type="text" value="Qty"/>	<input type="text" value="Price"/>	<input type="text" value="Condition"/>	<input type="text" value="Days To Ship"/>	<input type="text" value="Warranty Days"/>	<input type="text" value="Sub Part"/>	<input type="text" value="Sub Part Qty"/>	<input type="text" value="Sub Part Price"/>	<input type="text" value="Sub Part Condition"/>	<input type="text" value="Sub Part Days To Ship"/>	<input type="text" value="Sub Part Warranty Days"/>	Enter notes here for each row if required.
01LM272	MISC		BOARD	LENOVO M710Q TINY USFF SYSTEM BOARD	Please quote any condition	1	<input type="text" value="Qty"/>	<input type="text" value="Price"/>	<input type="text" value="Condition"/>	<input type="text" value="Days To Ship"/>	<input type="text" value="Warranty Days"/>	<input type="text" value="Sub Part"/>	<input type="text" value="Sub Part Qty"/>	<input type="text" value="Sub Part Price"/>	<input type="text" value="Sub Part Condition"/>	<input type="text" value="Sub Part Days To Ship"/>	<input type="text" value="Sub Part Warranty Days"/>	
L14378-001	MISC		KEYBOARD	SPS-KYBD SR BL PVCY-US	Please quote any condition	1	<input type="text" value="Qty"/>	<input type="text" value="Price"/>	<input type="text" value="Condition"/>	<input type="text" value="Days To Ship"/>	<input type="text" value="Warranty Days"/>	<input type="text" value="Sub Part"/>	<input type="text" value="Sub Part Qty"/>	<input type="text" value="Sub Part Price"/>	<input type="text" value="Sub Part Condition"/>	<input type="text" value="Sub Part Days To Ship"/>	<input type="text" value="Sub Part Warranty Days"/>	
01FR025	MISC		PWRSUPPLY	LENOVO 65W USB Type-C AC Adapter	Please quote any condition	1	<input type="text" value="Qty"/>	<input type="text" value="Price"/>	<input type="text" value="Condition"/>	<input type="text" value="Days To Ship"/>	<input type="text" value="Warranty Days"/>	<input type="text" value="Sub Part"/>	<input type="text" value="Sub Part Qty"/>	<input type="text" value="Sub Part Price"/>	<input type="text" value="Sub Part Condition"/>	<input type="text" value="Sub Part Days To Ship"/>	<input type="text" value="Sub Part Warranty Days"/>	
01FR025	MISC		PWRSUPPLY	LENOVO 65W USB Type-C AC Adapter	Please quote any condition	1	<input type="text" value="Qty"/>	<input type="text" value="Price"/>	<input type="text" value="Condition"/>	<input type="text" value="Days To Ship"/>	<input type="text" value="Warranty Days"/>	<input type="text" value="Sub Part"/>	<input type="text" value="Sub Part Qty"/>	<input type="text" value="Sub Part Price"/>	<input type="text" value="Sub Part Condition"/>	<input type="text" value="Sub Part Days To Ship"/>	<input type="text" value="Sub Part Warranty Days"/>	
01FR031	MISC		RECLASS	DELTA ADLX85YDC2A 20V3.25A	Please quote any condition	1	<input type="text" value="Qty"/>	<input type="text" value="Price"/>	<input type="text" value="Condition"/>	<input type="text" value="Days To Ship"/>	<input type="text" value="Warranty Days"/>	<input type="text" value="Sub Part"/>	<input type="text" value="Sub Part Qty"/>	<input type="text" value="Sub Part Price"/>	<input type="text" value="Sub Part Condition"/>	<input type="text" value="Sub Part Days To Ship"/>	<input type="text" value="Sub Part Warranty Days"/>	
01FR031	MISC		RECLASS	DELTA ADLX85YDC2A	Please quote any condition	1	<input type="text" value="Qty"/>	<input type="text" value="Price"/>	<input type="text" value="Condition"/>	<input type="text" value="Days To Ship"/>	<input type="text" value="Warranty Days"/>	<input type="text" value="Sub Part"/>	<input type="text" value="Sub Part Qty"/>	<input type="text" value="Sub Part Price"/>	<input type="text" value="Sub Part Condition"/>	<input type="text" value="Sub Part Days To Ship"/>	<input type="text" value="Sub Part Warranty Days"/>	

[Choose File](#) No file chosen [Import Quotes](#) [Submit Quotes](#)

You can select and then upload you completed Quote

Once you complete entering or importing your quote information, click here to upload it to our portal

- Click “Download Spreadsheet” in the top right corner of the screen to create an electronic copy of the RFQ (xls, csv) allowing you to compare the required items to your stock (vlookup, match etc.)
- Once your electronic copy is complete, save your file (xls or csv).
- Go back to the RFQ and click the RFQ number.
- Use the “Choose File” to select your completed quote file and click on “Import Quotes”.
- The RFQ will now be populated with your entries.
- Click “Submit Quotes” to finish the process
- You will see a confirmation screen with your quotes.

Example of completed quote

Your bids were imported.

[Download Spreadsheet](#)

RFB ID		Start										End						
31		11/15/2022 1:45:00 PM Central										11/17/2022 3:30:00 PM Central						
Item	MFG	Model	Class	Description	Notes	Quantity Needed	Your Bid Quantity	Your Bid Unit Price	Your Bid Condition	Your Bid Days To Ship	Your Bid Warranty Days	Your Bid Sub Part	Your Bid Sub Part Quantity	Your Bid Sub Part Unit Price	Your Bid Sub Part Condition	Your Bid Sub Part Days To Ship	Your Bid Sub Part Warranty Days	Your Notes and Comments
L14371-001	HPI		SUBASSEMBLY	SPS-BASE ENCLOSURE 14	Please quote any condition	1	1	115	New	1 Day Lead Time	30		Qty	Price				OEM Equivalent
01LM272	MISC		BOARD	LENOVO M710Q TINY USFF SYSTEM BOARD	Please quote any condition	1	1	95	New	1 Day Lead Time	30		Qty	Price				OEM Equivalent
L14378-001	MISC		KEYBOARD	SPS-KYBD SR BL PVCY - US	Please quote any condition	1	1	75	Refurbished	1 Day Lead Time	30	L14378-001-OE	1	125	OEM	5 Day Lead Time	90	OEM in OEM packaging
01FR025	MISC		PWRSUPPLY	LENOVO 65W USB Type-C AC Adapter	Please quote any condition	1	1	45	New	1 Day Lead Time	30		Qty	Price				OEM Equivalent
01FR025	MISC		PWRSUPPLY	LENOVO 65W USB Type-C AC Adapter	Please quote any condition	1	1	45	New	Same Day	30		Qty	Price				
01FR031	MISC		RECLASS	DELTA ADLX65YDC2A 20V3.25A	Please quote any condition	1	1	65	New	1 Day Lead Time	30		Qty	Price				OEM Equivalent
01FR031	MISC		RECLASS	DELTA ADLX65YDC2A	Please quote any condition	1	1	65	New	1 Day Lead Time	30		Qty	Price				

Choose File No file chosen

Import Quotes

Submit Quotes

- In this example, the vendor quoted all rows using the import tool, with an alternate quote for the 3rd part quoted. You do not have to bid on all rows, they can be left blank.
- It is also OK to bid a higher quantity than what is requested. This will help us understand your stocking level for future orders.

Example of submitted quote

Your quotes have been submitted.
Thank you.

[Download Spreadsheet](#)

← You can download your completed quote here.

Item ID	Item Number	Description	Notes	Mfg.	Model	Class	Quantity Needed	Your Bid Quantity	Your Bid Unit Price	Your Bid Condition	Your Bid Days To Ship	Your Bid Warranty Days	Your Bid Sub Part	Your Bid Sub Part Quantity	Your Bid Sub Part Unit Price	Your Bid Sub Part Condition	Your Bid Sub Part Days To Ship	Your Bid Sub Part Warranty Days	My Notes and Comments
97	L14371-001	SPS-BASE ENCLOSURE 14	Please quote any condition	HPI		SUBASSMBLY	1	1	115.00	New	1 Day Lead Time	30		0	0.00			0	OEM Equivalent
95	01LM272	LENOVO M710Q TINY USFF SYSTEM BOARD	Please quote any condition	MISC		BOARD	1	1	95.00	New	1 Day Lead Time	30		0	0.00			0	OEM Equivalent
99	L14378-001	SPS-KYBD SR BL PVCY -US	Please quote any condition	MISC		KEYBOARD	1	1	75.00	Refurbished	1 Day Lead Time	30	L14378-001-OEM	1	125.00	OEM	5 Day Lead Time	90	OEM in OEM packaging
91	01FR025	LENOVO 65W USB Type-C AC Adapter	Please quote any condition	MISC		PWRSUPPLY	1	1	45.00	New	1 Day Lead Time	30		0	0.00			0	OEM Equivalent
93	01FR025	LENOVO 65W USB Type-C AC Adapter	Please quote any condition	MISC		PWRSUPPLY	1	1	45.00	New	Same Day	30		0	0.00			0	
94	01FR031	DELTA ADLX65YDC2A 20V3.25A	Please quote any condition	MISC		RECLASS	1	1	65.00	New	1 Day Lead Time	30		0	0.00			0	OEM Equivalent
92	01FR031	DELTA ADLX65YDC2A 20V3.25A	Please quote any condition	MISC		RECLASS	1	1	65.00	New	1 Day Lead Time	30		0	0.00			0	
96	933321-006	SKO-BATT 3C 50W 4.33A LI SS03050XL-	Please quote any condition	MISC		RECLASS	1	1	75.00	New	1 Day Lead Time	30		0	0.00			0	Notes
98	933321-006	SKO-BATT 3C 50W 4.33A LI SS03050XL-	Please quote any condition	MISC		RECLASS	1	1	75.00	New	1 Day Lead Time	30		0	0.00			0	Notes

Submit Quote

- Once all quotes have been entered, either Manually entered or via Import, - click “Submit Quotes”
- At the top of the page, you should see the following note: “Your Quote has been Submitted”
- You can also download a spreadsheet of your completed and submitted quote after submitting your quote.
- You can make changes if the RFQ is still active. To make changes click on the Active RFQ number in the upper left corner of the home page which returns you to the Request for Quote (RFQ) where you can make changes. Once the RFQ has closed you are not able to adjust your quotes. Be sure to resubmit all of your entries, not just the modified information.
- PLEASE NOTE: Each time you submit your quote the whole quote will be uploaded and anything you may have submitted previously will be replaced by the current upload. For example, if you wish to remove a quoted part on active RFQ, you can remove the quoted data and then submit your quote. The last uploaded quote file is what will be used.
- Quotes cannot be entered or changed after the RFQ has closed.