

JOB AID

Creating and Launching a Request for Quote

Purpose: This job aid guides Department Buyers through creating and launching a **Request for Quote** in eMarketplace. Follow each step in sequence to ensure your request is properly configured and successfully delivered to suppliers.

To learn how to create a Request for Offer, please visit the Cal PCA LMS.

SEARCH & ADD ITEMS TO CART

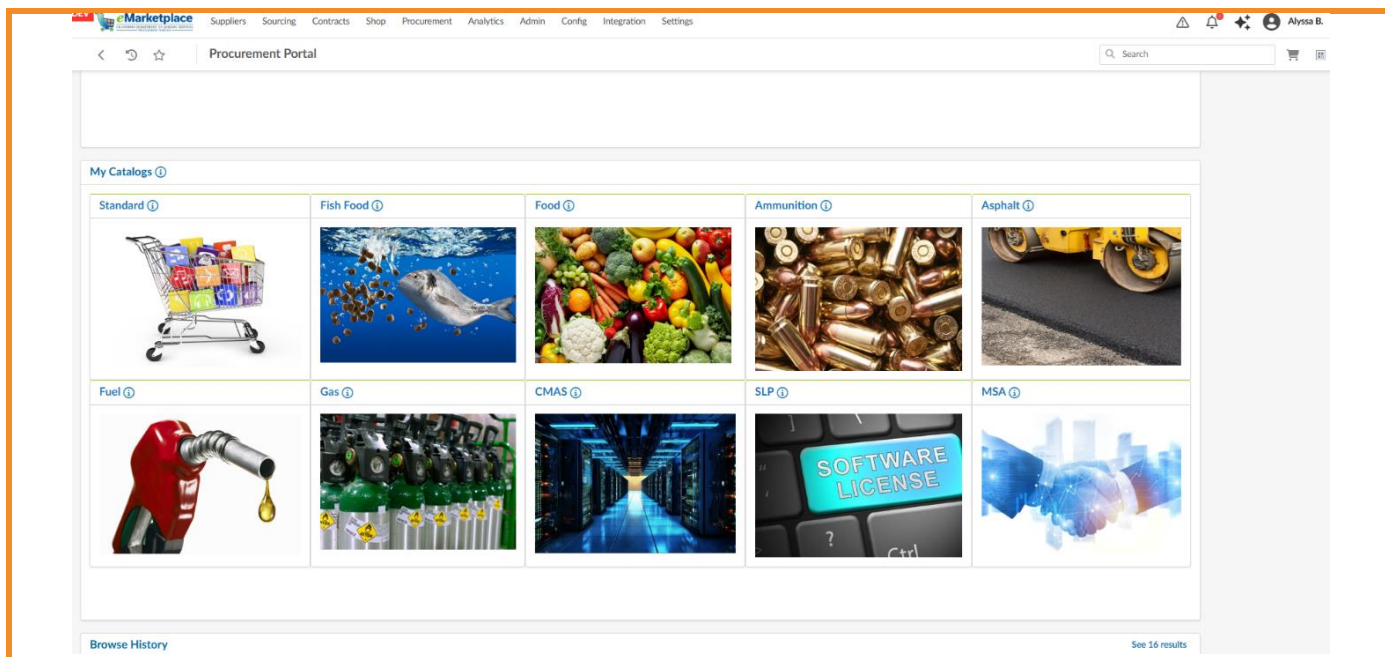
Use the eMarketplace shopping experience to locate the needed items or services, add them to your cart, and prepare the cart for a request.

Step 1: Navigate to eMarketplace.

Open your browser and go to the eMarketplace landing page.

Step 2: Select a Shopping Tile.

Click the Shopping tile that most closely relates to the items or services you are searching for.



Step 3: Filter your search results.

Use the available filters to narrow your results:

- Keyword
- Contract Number
- Supplier
- Manufacturer
- Acquisition Type
- UNSPSC
- Vendor Certification Type
- Contract Type

Step 4: Add item(s) to the cart.

Once you have located the desired items or services, click “Add to Cart.”

☐	Contract Number ▾	CLIN ▾	Quantity
☐	1-23-91-02A - Bulk Fuel - Regular Unleaded Gasoline, Ethanol (E85), Diesel #2, and Red Dyed Diesel #2	A001	1 ▾ Add to Cart

Before you continue

Confirm the item, quantity, and contract information are correct before proceeding to checkout.

CHECKOUT & CREATE THE RFQ

At checkout, confirm the contract and start the RFQ creation process.

Step 5: Proceed to checkout.

Click "Checkout." Verify that the correct Contract ID is selected before continuing.

REQ001615 - Cart 7/7/2026 ✕ ▼

Cart Overview

Supplier	Total	Currency ▼
HUNT & SONS LLC	120.00	USD

Details

Contract ID

1-23-91-02A - Bulk Fuel - Regular Unleaded Gasoline, Ethanol (E85), Diesel #2, and Red Dyed Diesel #2 ✕ ▼

Contract Reference Number
 1-23-91-02A

Δ

Step 6: Click Create RFO.

On the checkout screen, click the "Create RFO" button to initiate the request process.

Create RFO

Step 7: Enter a cart name.

Locate the Cart Name field and enter a descriptive name of your choice for this cart.

Header

Cart Name*

Requester*

FI\$CAL ID

Contract ID

Organization

Status

Step 8: Save the cart.

Click “Save” to preserve your cart name and continue.

TIP

Use a cart name that will help you recognize the RFQ later, especially when you are working with multiple carts.

VERIFY CART & INITIATE LAUNCH

Review the cart contents, select the items, and use the Actions menu to begin launching the RFQ.

Step 9: Verify the Items & Services grid.

Review the Items & Services grid to confirm that all items added to your cart are displayed correctly.

Items & Services

0 Selected
Actions

	#	Type	Item Name	Detailed Description	Supplier	Quantity	Unit of Measure	Price	Total	
☐	1615-1	Product	Emergency Delivery		(HUNT & SONS LLC)	1.00		120.00	120.00	

1 Record(s)

Step 10: Select all items in the grid.

Click the checkbox in the top-left corner of the grid to select all items at once.

Items & Services

1 Selected
Actions

☒	#	Type	Item Name	Detailed Description
☒	1615-1	Product	Emergency Delivery	

Step 11: Open the Actions menu.

With all items selected, click the “Actions” button to view available options.

Step 12: Launch the RFO.

From the Actions dropdown, select “Launch Request” to proceed.

Important

Make sure the intended items are selected before choosing Launch RFO.

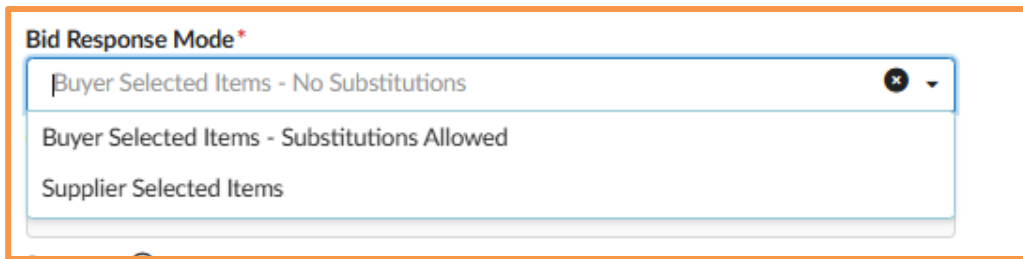
RFO DETAILS

Complete the RFO setup information, bidding dates, attachments, and item-level details.

Step 13: Select a Bid Response Mode.

In the RFO Details section, choose one the following Bid Response Mode:

- Buyer Selected Items - No Substitutions (Request for Price)



The screenshot shows a dropdown menu titled "Bid Response Mode*". The menu is open, displaying three options: "Buyer Selected Items - No Substitutions" (which is highlighted), "Buyer Selected Items - Substitutions Allowed", and "Supplier Selected Items". A close button (X) is visible in the top right corner of the dropdown.

Important

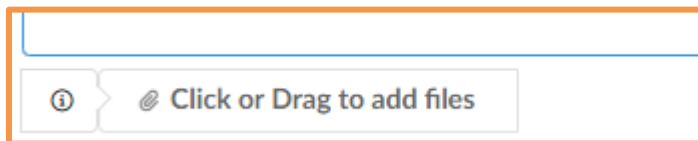
The other bid response modes (Buyer Selected Items – Substitutions Allowed & Supplier Selected Items) are used for creating Requests for Offers. Please use the Cal PCA LMS to learn how to use these modes.

Step 14: Enter an RFO summary.

RFO Name ⓘ	
Cart 8/13/2026	
Bid Response Mode ⓘ*	
Cart	
REQ000488-Cart 8/13/2026	
Summary ⓘ	
	en

Step 15: Attach supporting documents.

If applicable, attach any relevant documents to the RFO (for example, specifications or a scope of work).

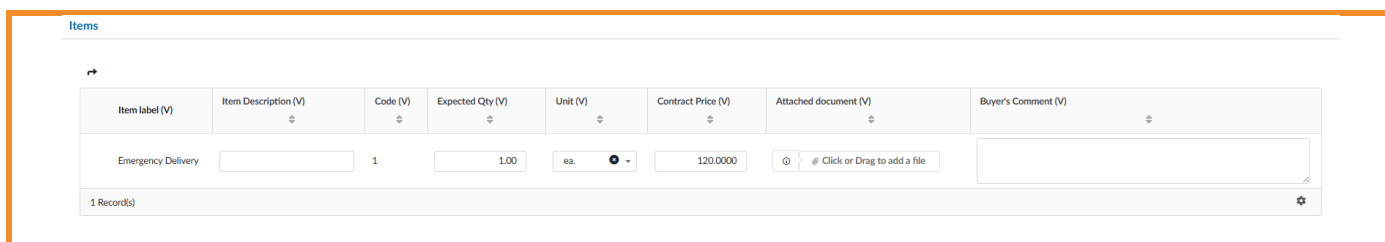


Step 16: Set begin and end dates.

Select a Start Date and End Date to define the bidding period for the RFQ.

Step 17: Review item details.

In the Items section, confirm that all quantities are accurate. Attach item-level documents or add comments as needed.



Item label (V)	Item Description (V)	Code (V)	Expected Qty (V)	Unit (V)	Contract Price (V)	Attached document (V)	Buyer's Comment (V)
Emergency Delivery		1	1.00	ea.	120.0000	Click or Drag to add a file	

1 Record(s)

Review carefully

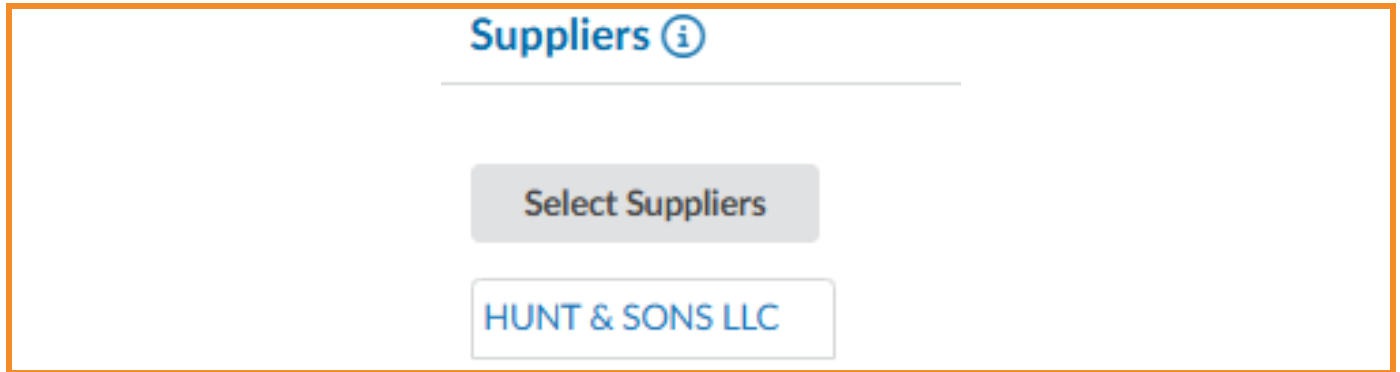
Before selecting suppliers, verify quantities, dates, and supporting documents are complete and accurate.

SELECT SUPPLIERS

Choose the suppliers that should receive the RFQ and confirm their contact information.

Step 18: Select suppliers.

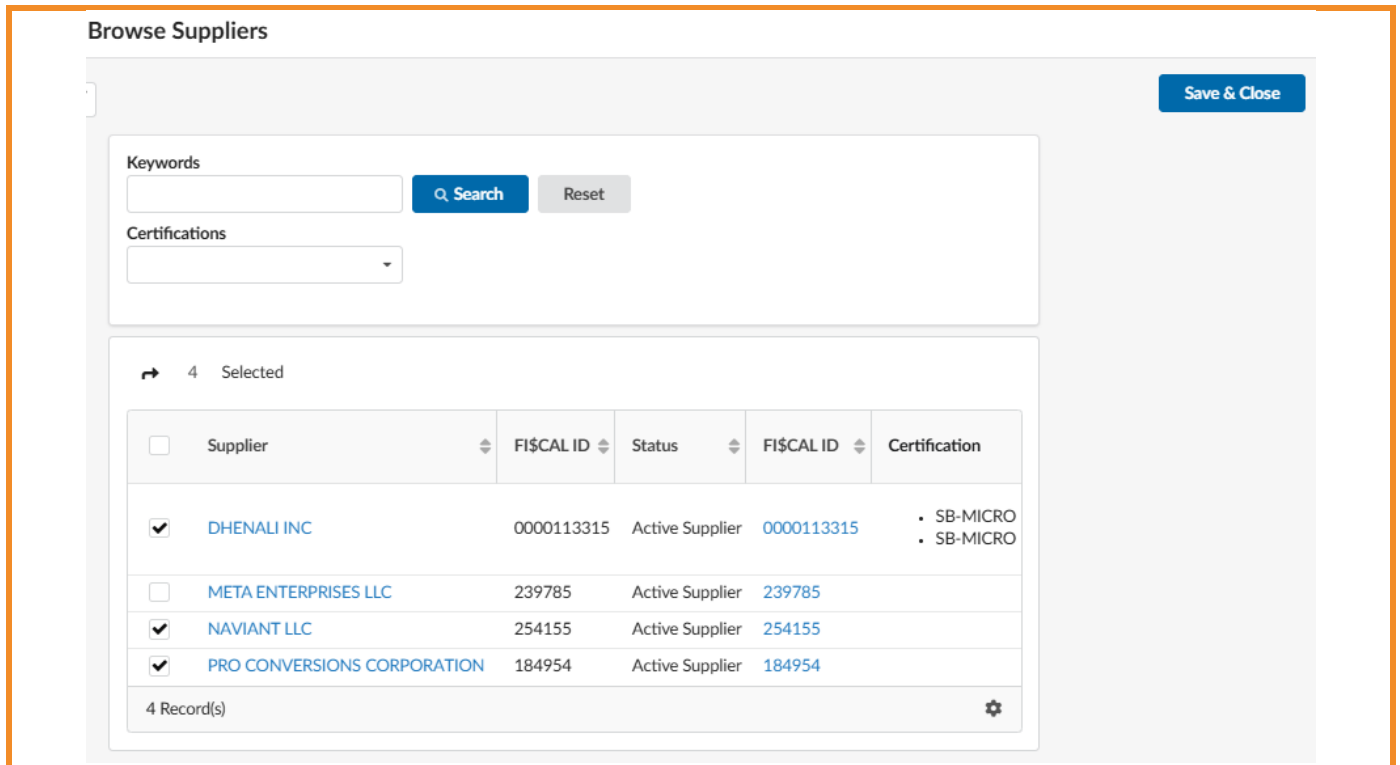
In the Suppliers section, click “Select Suppliers” to open the supplier selection panel.



The screenshot shows a panel titled "Suppliers" with an information icon. Below the title is a large button labeled "Select Suppliers". Below that is a button labeled "HUNT & SONS LLC".

Step 19: Choose supplier(s) if applicable.

Check the box next to each supplier name you wish to include in this RFQ.



The screenshot shows the "Browse Suppliers" panel. It includes a search bar with "Keywords" and a "Search" button, and a "Certifications" dropdown. Below the search bar, it shows "4 Selected" suppliers. The suppliers are listed in a table with columns for Supplier, FI\$CAL ID, Status, FI\$CAL ID, and Certification.

Supplier	FI\$CAL ID	Status	FI\$CAL ID	Certification
☒ DHENALI INC	0000113315	Active Supplier	0000113315	• SB-MICRO • SB-MICRO
☐ META ENTERPRISES LLC	239785	Active Supplier	239785	
☒ NAVIANT LLC	254155	Active Supplier	254155	
☒ PRO CONVERSIONS CORPORATION	184954	Active Supplier	184954	

4 Record(s)

Step 20: Save supplier selection.

Once all desired suppliers are selected, click “Save & Close” to confirm.

Step 21: Verify Main Contact.

Confirm that the Main Contact field is pre-populated for every selected supplier.

>>	Supplier	Main Contact
 >	PRO CONVERSIONS CORPORATION	JOHN Supplier Emma (suppliertest123@icloud.com) 
1 Record(s)		

Important

Do not launch the RFO until the Main Contact field is populated for every selected supplier.

REVIEW, SAVE & LAUNCH

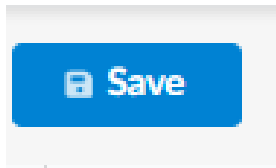
Perform a final review, save the RFQ, and launch it to the selected suppliers.

Step 22: Review all information.

Carefully review all RFQ details for accuracy, including items, quantities, dates, and suppliers.

Step 23: Save the RFO.

Click “Save” to save your completed RFQ before launching.



Step 24: Launch the RFO.

Click “Launch RFO” to officially send the RFQ to the selected suppliers.

🕒 ☆ Quick Quote : BPM000915 (Draft)

Save & Close Save Cancel RFO Launch RFO

ⓘ Fields marked by an asterisk * are mandatory
 📅 Expected date format: M/d/yyyy

RFO Details

Status
 In progress

RFO Name
 Cart 7/7/2026

Bid Response Mode*
 Buyer Selected Items - No Substitutions
 Buyer Selected Items - Substitutions Allowed
 Supplier Selected Items

Summary ⓘ
 This Statement of Work (SOW) defines the scope, deliverables, and responsibilities for providing corrosion control and water treatment services to maintain the safety, efficiency, and technical expertise to prevent corrosion, improve water quality, and ensure system reliability.

ⓘ Click or Drag to add files
 📎 Corrosion_Water_Treatment_SOW.docx

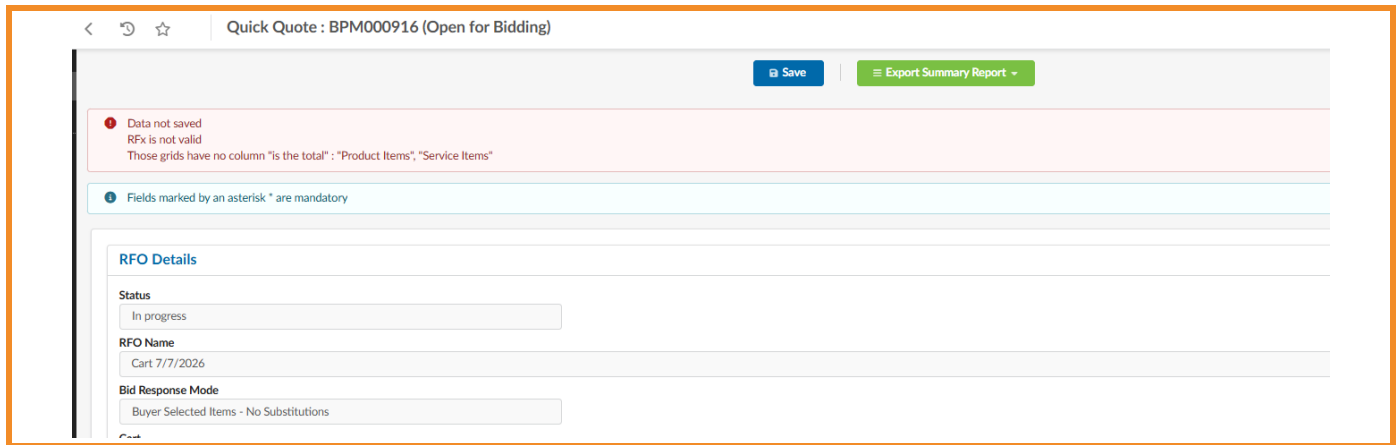
Begin
 📅 7/7/2026 10:39:14 AM

End*
 📅 7/11/2026

Items

Step 25: Confirm Open for Bidding.

Verify that the RFO status displays “Open for Bidding” at the top of the screen. This confirms the RFQ has been successfully sent to all selected suppliers.



Quick Quote : BPM000916 (Open for Bidding)

Save | Export Summary Report

Data not saved
RFx is not valid
Those grids have no column "is the total": "Product Items", "Service Items"

Fields marked by an asterisk * are mandatory

RFO Details

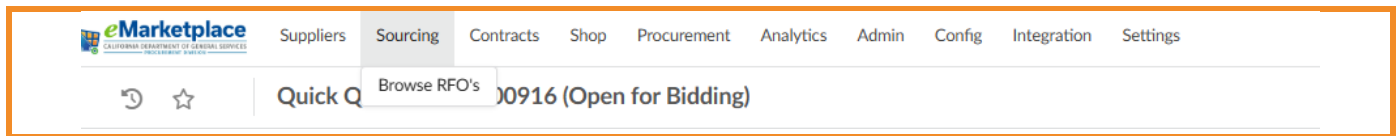
Status
In progress

RFO Name
Cart 7/7/2026

Bid Response Mode
Buyer Selected Items - No Substitutions

Step 26: Browse all RFOs.

To view all submitted RFOs at any time, navigate to Sourcing > Browse RFOs.



eMarketplace

Suppliers | Sourcing | Contracts | Shop | Procurement | Analytics | Admin | Config | Integration | Settings

Quick Quote : BPM000916 (Open for Bidding)

Browse RFO's

Your RFQ launch is complete

You have searched for items, created the RFQ, completed the RFQ details, selected suppliers, reviewed the information, and launched the RFQ for bidding.

Notes & reminders

Always confirm the correct Contract ID before creating the RFQ. Ensure all Main Contact fields are populated before launching. The RFO status must display "Open for Bidding" to confirm successful submission.

Resources

To view submitted RFOs, go to Sourcing > Browse RFOs.

For questions, contact the eMarketplace team at eMarketplace@dgs.ca.gov.