

easySourcing™ Quote –Workaround for default “30 Day Past Due Acceptance”

Purpose: easyQuote™ will, by default, be accept a response up to 30-days after the original due date. The purpose of this document is to show a workaround for a customer who does not want the 30-day extension on their quotes.

Workaround: Edit the **Quotes Accepted Until Date** immediately after publishing a quote and then quickly re-publish the quote.

Example:

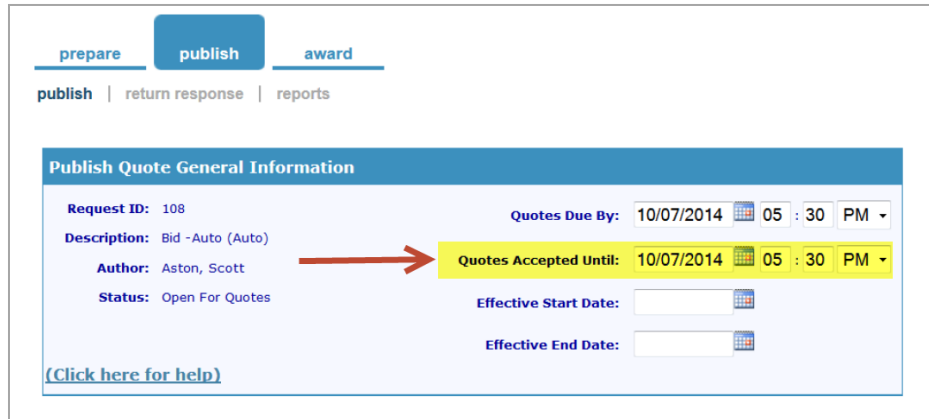
- As a default, quotes are accepted 30 days past the original date.
 - Original Due By date: 10/07/2014

The screenshot shows the 'Publish Quote General Information' form in the easyQuote system. The 'Quotes Due By' field is highlighted in yellow and set to 10/07/2014 05:30 PM. Other fields include Request ID: 108, Description: Bid -Auto (Auto), Author: Aston, Scott, and Status: New. There are also fields for Effective Start Date and Effective End Date. On the right, there are 'Links' (Return To Previous Page, View Response Status) and 'Actions' (Publish Quote, Update Entries, Reset Entries, Register A Contact).

- However, once you publish a quote, you will see that a new date field automatically appears called "Quotes Accepted Until".
 - In this example it defaults to 11/06/2014.

The screenshot shows the 'Publish Quote General Information' form after the quote has been published. The 'Quotes Accepted Until' field is highlighted in purple and set to 11/06/2014 04:30 PM. A red arrow points to this field. Other fields include Request ID: 108, Description: Bid -Auto (Auto), Author: Aston, Scott, and Status: Open For Quotes. There are also fields for Effective Start Date and Effective End Date. The 'prepare', 'publish', and 'award' tabs are visible at the top.

- This field will allow the buyer to immediately pullback the accepted date as needed.
 - In this example, edit the field to 10/07/2014



prepare | **publish** | award

publish | return response | reports

Publish Quote General Information

Request ID: 108

Description: Bid - Auto (Auto)

Author: Aston, Scott

Status: Open For Quotes

Quotes Due By: 10/07/2014 05 : 30 PM ▾

Quotes Accepted Until: 10/07/2014 05 : 30 PM ▾

Effective Start Date:

Effective End Date:

[\(Click here for help\)](#)

- Re-publish the Quote.
- **Note:** The system can **notify** suppliers automatically or the communication can be **unchecked** if you do not want to send out notification of the new accepted until date.