

# OPUSCAPITA REQUEST FOR QUOTE

Quickly generate and compare quotes  
and manage complex tenders

The OpusCapita Request for Quote (RfQ) module enables you to quickly send, receive and process price and availability enquiries. Tenders for large procurement projects can also be prepared using the simple and secure process.

## Quickly generate simple price & availability enquiries

Generate enquiries and simultaneously send them to several suppliers - in just minutes. The selected suppliers can respond via the Business Network portal, where their offers can be compared, and the best one selected and added to the shopping cart.

With these simple price and availability enquiry functions, it is now also possible to compare offers in spend categories that have not been previously covered. This increases competition between suppliers and thus generates savings for the buyer. At the same time, users benefit from greater transparency, while applicable compliance criteria are also taken into account for tenders.

## Create tenders for complex procurement projects

In addition to simple price and availability enquiries, OpusCapita Request for Quote also offers the option to create tenders for complex procurement projects. A feature for integrating questionnaires can be used here to assess the "soft" factors about suppliers, in addition to requesting price information from them. Templates help to individually define the tender parameters and can be saved for future use and made available to additional users.

All this helps to ensure that compliance specifications are observed when using

the RfQ module. By making RFQ available to all users, procurement guidelines can be reliably adhered to, and the workload of the procurement department made lighter. The control parameters behind OpusCapita RfQ provide for a smooth adoption of the structure, contents and procedure for tenders.

The Request for Quote module comes as a value-adding extension of our Online Product Catalog. Users prepare requests and tenders through the familiar user-optimized OpusCapita interface, and all eProcurement processes can be mapped and edited in a single system. The OpusCapita Request for Quote module also ensures that procurement scenarios for unplanned ad-hoc requirements, the procurement of services, and the sourcing of project tenders is simple, secure and accurate.

## Special process for "labor leasing"

Integrating temporary employment agencies and the supply of temporary workers is often a delicate topic, and OpusCapita can offer a reliable solution that is able to satisfy these special requirements. The solution - which includes both secure software systems and company departments such as Human Resources - is aimed at assuring compliance, fulfilling statutory requirements and concluding framework contracts with temporary employment agencies.

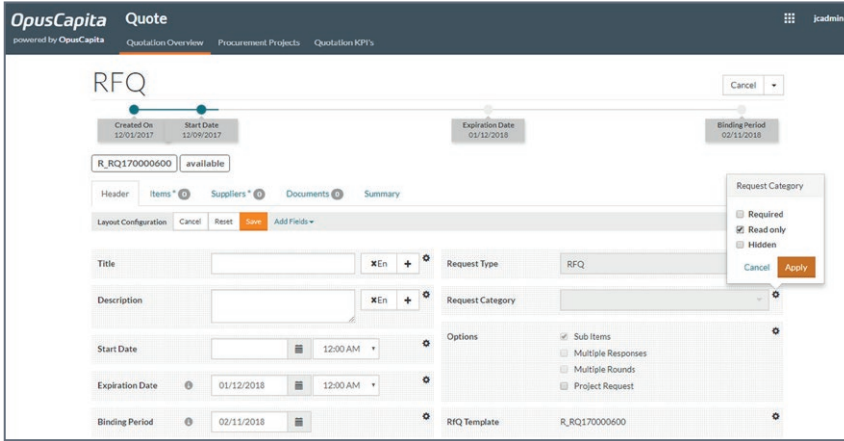
## Key features

- Creating quick enquiries and send them to several suppliers in only a few minutes
- Price and availability enquiries that are simple and reliable
- Standardized ad-hoc requirements, one-time requirements and services
- Complete eProcurement processing
- Favorable position with regard to suppliers
- Bid comparisons for tenders
- Higher transparency
- Assuring compliance
- Creating questionnaires
- Templates for standard requirements
- Workflow support
- Management of bidding rounds

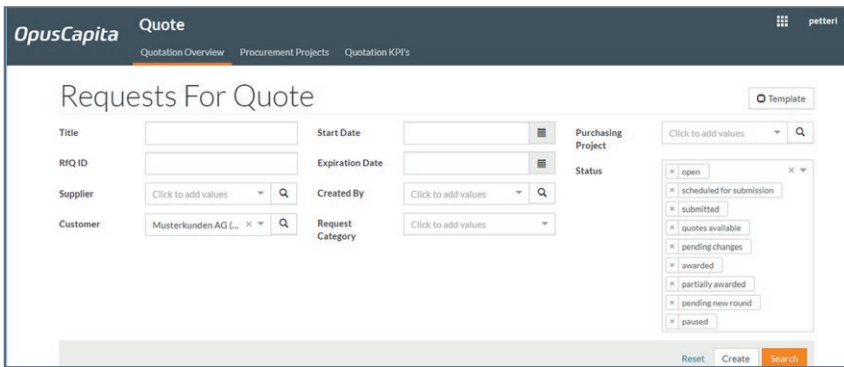
## In a nutshell

OpusCapita RfQ enables you to create price and availability enquiries with just a few clicks. Tenders for complex procurement processes are executed safely and easily, with all operating steps entirely transparent, compliant and audit-ready. As with handling catalog items, tenders and quick enquiries can be realized using a standardized, secure and cost-effective procurement process.

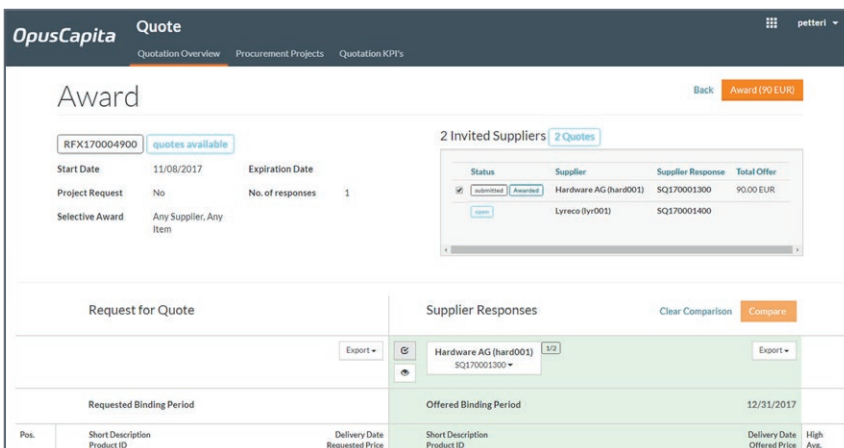
# FACTSHEET | OpusCapita Request for Quote



Convenient tender templates to assure compliance



Easy tender structuring with Drag 'n Drop



Transparent bid comparison with quick enquiries and more complex tenders

## Functional scope

- Taking the shopping cart as the basis, the user generates price and availability enquiries and sends them to several suppliers simultaneously. Enquiries may be complemented with additional information such as a submission date and a binding period. Suppliers then receive a link and can provide their answers via the web interface. The user is informed of available supplier bids and can subsequently compare them. Required products can be selected and then pass through the ordering and approval process.
- The RFQ creation process can be made more straightforward with pre-configured RFQ templates. Fields in the templates can be hidden or made available for organization regarding RFQ header and item detail information. The resulting RFQ creation UI layout (as shown in the screenshots on the left) can be modified with drag and drop function.

- Additional functions are available to process complex tenders, the parameters of which can be pre-defined and saved in templates. This ensures reliable adherence to guidelines and reduces the workload of the procurement department. Extended control parameters also enable several bids to be requested from a single supplier, as well as the organization of several bidding rounds and special award procedures.

## OpusCapita Source-to-Pay Solutions

### Sourcing

#### Supplier Information Manager:

Risk Assessment and rating of suppliers based on hard and soft facts such as financial data and delivery reliability.

#### Request for Quote:

Send, receive and process price and availability enquiries or prepare tenders for large purchase projects.

#### Contract Manager:

Contract lifecycle management integrated tightly to sourcing and operational procurement processes.

#### Self Service Manager:

Integrate supplier catalogs and contracts with full data validation, editing, mapping and data enrichment capability.

#### Business Network Portal:

Self-service tools for supplier data maintenance, order reception and PO-flip, RFQ submission and more.

### eProcurement

#### Online Product Catalog:

Your employees' one-stop shop for requisitioning goods and services.

#### Smart Forms:

Create and add order forms covering complex services and configurable products to the Online Product Catalog

#### Procurement Manager:

Manage all the steps in the procurement process: requisition, approval, order, goods receipt/return, and service entry.

#### Budget Manager:

Visibility to budgets enables better cost control as well as expenditure tracking.

#### Services Procurement:

Order services easily while managing and tracking fulfillment.

#### Inventory Manager:

Make inventory a source of supply by integrating the warehouses and inventory into your general procurement process.

### Invoice Process Automation

#### Multi-channel e-Invoice Receiving:

Receive 100% e-invoicing from all your suppliers.

#### Invoice Workflow:

Automate your invoice processes for PO and non-PO based invoices.

#### Matching:

Drive down costs by automating the matching of invoices to orders, goods receipts, contracts and other items.

#### Mobility:

Provide mobility to your busiest people and minimize bottlenecks.

#### Payments:

Centralize your group's payments to mitigate the risks of fraud or cybercrime.