

# PRICE ON REQUEST (POR)

Buyer user guide

**basware**  
Simplify Operations, Spend Smarter.



## ENABLING PRICE ON REQUEST FOR SHOPPERS

- Access to Price on Request items are controlled in **Views**.
- All users linked to a **View** with POR enabled will be able to search for POR items in **Marketplace**.

**basware**

## ENABLING PRICE ON REQUEST FOR SHOPPERS

The screenshot shows the 'Manage View' page for an 'Entire organisation'. The navigation bar includes 'Home', 'Agreements', 'Groups', 'Views', and 'Approvals'. Below the navigation bar, there is a '< Back to Views' link and a 'Published' status indicator. The main content area is titled 'Entire organisation' and includes the following details:

- Status: **Published**
- Date Created: 14 February 2017
- Description: A view for all users in the organisation

A red box highlights the 'Show price on request items' toggle switch, which is currently turned on. Below the details, there are three sections with gear icons for configuration:

- Agreements (2 agreements)
- Lists (No lists have been added)
- Users (Assigned to all the users in the organisation)

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## SEARCHING FOR POR ITEMS


- POR items must be uploaded by **Suppliers**.
- Shoppers can search for available POR items in the Marketplace

## SEARCHING FOR POR ITEMS


### Marketplace

server repair

Showing 1-2 of 2 results

 **Onsite server repair 2** Price On Request  
 Supplier Name: SERVER LTD  
 Item ID: 44567  
 Contract Reference: Server 2017

Quantity:

 **PG Tips 250 teabags** Initial price: 5.99 GBP/Each  
 Supplier Name: SERVER LTD  
 Item ID: 1  
 Contract Reference: Refreshments

Quantity:

0 Quotes

Sort by Relevance

Show Expired Products  
 Match all keywords

Filters

Price  To

Contract Reference  
 Refreshments (1)  
 Server 2017 (1)

Supplier  
 SERVER LTD (2)

Categories  
 All (2)  
 Engineering and Research and Technology Based Services (1)  
 Food Beverage and Tobacco Products (1)

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## REQUESTING A PRICE

- POR items cannot be added to the basket until a price is received.
- To request a price, click on the Get Quote button and fill in the form fields.

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## REQUESTING A PRICE

The image illustrates the process of requesting a price. On the left, a 'Price On Request' button is shown with a quantity of 1 and a 'Get Quote' button. A blue arrow points to the 'Get Quote' form on the right. The form includes the following fields:

- Notification Email: james@basware.com
- Your Reference: \*
- Description:
- Expiry Date: \* 31-03-2017
- Expiry Time: \* 12:00

Buttons for 'Close' and 'Send' are located at the bottom right of the form.

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## MANAGING PRICE REQUESTS

- Clicking on the Quotes icon will show the **My Quotes** directory.
- The **My Quotes** directory shows all requests, including completed and archived requests.

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## MANAGING PRICE REQUESTS



 Quotes
 
 My Lists
 
 Compare
 
 Basket



[< Back to Marketplace](#)

### My Quotes

Showing 1-1 of 1 results

<b>Onsite server repair 2</b>		Status: <b>Open</b>	
RFQ Type:	Price On Request	Expiry Date:	31-Mar-17 12:00
Supplier:	SERVER LTD	Created Date:	24-Mar-17
Item ID:	44567		
Description:			

Sort by Recently modified

25 results per page

Show me

- All
- Needs Attention
- Accepted
- Open
- Expired
- Ready
- Rejected
- Archived

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## RECEIVING A QUOTE

- When a price is requested, the Supplier will receive **email notificaion**.
- The Quotes button will display a **counter** for new quotes recieved.
- Quotes can be **rejected** or **accepted**. Accepted quotes are added to the basket.

## RECEIVING A QUOTE

My Quotes

Showing 1 of 1 results

Onsite server repair 2

RFQ Type:	Price On Request	Status:	Ready
Supplier:	SERVERLTD	Expiry Date:	31-Mar-17 12:00
Item ID:	44567	Created Date:	24-Mar-17
Description:			

View Price on Request

Onsite server repair 2

RFQ Reference:	Fix server	Status:	Ready
Supplier:	SERVERLTD		
Created Date:	24-Mar-17 10:11	Supplier Item ID:	44567
Expiry Date:	31-Mar-17 12:00	Quantity:	1
Description:		Unit of Measure:	Each

Quote

Quote Reference:	0000000004	Total Price:	450.00 GBP
Date Received:	24-Mar-17 11:00	Price:	450.00 GBP Each
Description:	Price includes basic spare parts.	Quantity:	1 11

## POR AND PRICE BREAKS

- POR items can also use **price breaks**.
- A quote can be requested when purchasing a large number of items.

# POR AND PRICE BREAKS

**4GB DDR3 RAM** Initial price: 50.00 GBP/Each

Supplier Name: SERVER LTD

Item ID: RAM01

Contract Reference: Server 2017

Quantity:  [Add](#)

[★](#) [↺](#)



**4GB DDR3 RAM** Initial price: 50.00 GBP/Each

Supplier Name: SERVER LTD

Item ID: RAM01

Contract Reference: Server 2017

Quantity:  [Get Quote](#)

[★](#) [↺](#)

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THANK YOU