How to request a quote for short-term vehicle hire of a non-standard vehicle via PurchaseNow

Please note that there are two steps to non-standard vehicle bookings:

**Step 1: Request a quote**

**Step 2: Accept the quote and create a purchase order**

These steps are described on the following pages.
Step 1 – request a quote

1. Select Budget Rent a Car from Suppliers or Dashboard

2. Select ‘Request a Quote >>’
3. Add details in Request Quote – Header

- Select RFQ Type **“Budget Non-standard Vehicle Quote”**
- Enter an RFQ Name (e.g. type of vehicle and date required)
- Enter a Description (This can be very brief as details of booking are described in other fields.)
- Enter a quote response date (i.e. the date by which you need a quote form Budget – make sure this is a realistic date; i.e. at least 3 days from the date you require the vehicle)
- Complete driver, pick-up, drop-off details.
  Click ‘Next>’
4. Suppliers – check that Budget is listed as the supplier. Click ‘Next’

5. Add an attachment (optional). (NB. Any attachments should be less than 20MB to ensure they are not blocked by the email server.) Click ‘Next’
6. If there are additional details that need to be communicated that are not specifically part of the quote, these can be added to the email that will be sent, but in most cases text email text as shown below should not be edited. Click ‘Next’.

7. Click ‘Finish’ to send the quote request to Budget.
Your quote request summary will appear on screen. Budget will receive an automated email to let them know that your quote request is awaiting their response.

**Part 2: Create purchase order**

8. When Budget has completed the quote, you will receive an automatic email from PurchaseNow.

9. Open your email and click on the link as highlighted below.

![Email example](https://example.com/email-example.png)
10. You will be directed to sign into PurchaseNow. Your quote will then show up on screen:

![Requests for Quote](image1)

11. Click on the RFQ (request for quote) name or the RFQ ID which will open the quote.
    Click on the ‘view’ link to view the quote.

![RFQ 12-seater bus Fiona Brodribb](image2)
12. The quote will appear in your shopping cart. Click on ‘Checkout’ to begin finalising the purchase order.

13. Fill in the following fields:
   - The delivery location (this is a mandatory field in PurchaseNow so although ‘delivery location’ is not applicable for a vehicle booking, just select your building name)
   - The delivery date (the date of car pick-up)
   - The account details.
14. Click ‘Save’ (if you’re a buyer) or ‘Reassign’ (if you’re a browser) to complete the purchase order.

15. You will receive an automatic email from PurchaseNow when your purchase order is complete. Budget Rent-a-car will also receive an emailed purchase order.

Your vehicle booking is now complete.

After the hire period, remember to ‘receive’ the order in PurchaseNow so that the order invoice can be processed.

For PurchaseNow training tools, see utas.edu.au/finance/procurement/p2p/purchasenow/training