

# 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

The screenshot shows the 'PurchaseNow' interface of the University of Tasmania. At the top, there are navigation tabs for 'Marketplace', 'Orders', and 'Invoices'. The University of Tasmania logo is on the left, and an 'All' dropdown menu is on the right. Below the header, there is a 'PurchaseNow' section with a welcome message and links to training tools and a shared services portal. A navigation bar includes 'Dashboard', 'Suppliers', 'Transactions', and 'Procurement'. A search bar contains the text 'budget'. Below the search bar are checkboxes for 'Favourite Suppliers' and 'Catalogue Suppliers Only', and a 'Search' button. The search results show a card for 'Budget Car and Truck Rental' with tags: '\*CONTRACT...', '\*NOMINATED', 'CARS', and '...'.

2. Select 'Request a Quote >>'

The screenshot shows the 'Budget Rent a Car' supplier page. The header includes 'Marketplace', 'Orders', and 'Invoices' tabs, the University of Tasmania logo, and a search bar with 'Budget Rent ...' and a search icon. The main content area features the Budget logo and the text 'Budget Rent a Car' with the University of Tasmania logo. Below this are tabs for '\*CONTRACTED', '\*NOMINATED', 'CARS', 'CATALOGUE SUPPLIERS', and 'HIRE'. A navigation bar includes 'Store', 'Contact', 'Transactions', and 'Quotes'. The 'Supplier Purchasing Instructions' section contains text about vehicle booking and a link to 'http://www.utas.edu.au/campus-services/vf'. The 'Categories' section shows 'Car Rental (3)'. At the bottom, there is a 'Request a Quote >>' button.

### 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>’

#### Request Quote

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Header >
Suppliers >
Attachments >
Email >
Confirm

RFQ Type *	Budget Non-standard Vehicle Quote
RFQ Name *	<input type="text"/>
Description *	<div style="border: 1px solid #ccc; height: 40px;"></div>
Response Date (To)	<input type="text" value="7"/> : <input type="text" value="5"/> : <input type="text" value="00"/> PM
The date by which suppliers must respond with their bids (quotes).	
Reminder Date	<input type="text" value="7"/> : <input type="text" value="12"/> : <input type="text" value="00"/> PM
Send the suppliers a reminder if a response is not received by this date.	
Contact Name *	<input type="text" value="Fiona Brodrribb"/>
Contact Email *	<input type="text" value="Fiona.Brodrribb@utas.edu.au"/>

#### Budget Non-standard Vehicle Quote

**IMPORTANT:** The RESPONSE DATE above must be at least 3 WORKING DAYS from today, to give Budget enough time to respond before your quote request expires.

Title/Reference *	<input type="text"/>
Provide a title/reference for the vehicle quote request e.g. vehicle type and name of your school/section.	
Type of Vehicle Required *	<input type="text"/>
If the type of vehicle you require is not in the drop-down list, select 'Other' and describe the vehicle in the comments field below.	
Comments	<input type="text"/>
Required Pick-up Location	<input type="text"/>
Pick-up Date and Time	<input type="text" value="7"/> : <input type="text" value=""/> : <input type="text" value=""/> AM
Please ensure that your pick-up time is during the opening hours of your required pick-up location (see <a href="http://www.utas.edu.au/campus-services/vf">www.utas.edu.au/campus-services/vf</a> for opening hours).	
Drop-off Location	<input type="text"/>
Drop-off Date and Time	<input type="text" value="7"/> : <input type="text" value=""/> : <input type="text" value=""/> AM
Please ensure that your drop-off time is during the opening hours of your required drop-off location (see <a href="http://www.utas.edu.au/campus-services/vf">www.utas.edu.au/campus-services/vf</a> for opening hours).	
Destination *	<input type="text"/>
Estimated distance (km) vehicle will travel *	<input type="text"/>
Note: This is only needed for commercial vehicles e.g. vans and trucks. For other vehicles just type 'N/A'. These vehicles typically include a set number of kilometres for each day of hire. Additional kilometres travelled will be charged at \$0.30 per km.	
Driver's Name *	<input type="text"/>
Licence Type *	<input type="text"/>
Driver's Age *	<input type="text"/>
Driver's Email Address *	<input type="text"/>
Driver's Mobile Number *	<input type="text"/>
Comments/Special Instructions	<input type="text"/>

4. Suppliers – check that Budget is listed as the supplier. Click ‘Next’

**Request Quote**  
University of Tasmania

Header > **Suppliers** > Attachments > Email > Confirm

Supplier ⓘ  Add

Name	Email	
Budget Rent a Car	accounts@budgettas.com	<a href="#">Delete</a>

< Previous **Next >** Last Cancel Finish

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’

**Request Quote**  
University of Tasmania

Header > Suppliers > **Attachments** > Email > Confirm

+ Add Attachment »

< Previous **Next >** Last Cancel Finish

- 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'.

## Request Quote

University of Tasmania

Header
Suppliers
Attachments
Email
Confirm

The text below will be emailed to the supplier to invite them to reply to your request for quote. The system will replace a number of character sequences, if you want to use them:

- @RFQ\_NAME@ with the name of the request for quote
- @COMMUNITY@ with the name of your community
- @SUPPLIER@ with the name of the supplier
- @CONTACT\_NAME@ with the contact name
- @CONTACT\_EMAIL@ with your contact email
- @ORGANISATION@ with your contact organisation
- @CONTACT\_POSITION@ with your contact position
- @RESPONSE\_DATE@ with the Response Date

Dear @SUPPLIER@,

@COMMUNITY@ is inviting quotations to provide \*\*@RFQ\_NAME@\*\*.

Please click on the link below to view and respond to the requirements for @RFQ\_NAME@. Suppliers should ensure that their quotation is submitted no later than \*\*@RESPONSE\_DATE@\*\*. All queries regarding this Request for Quotation should be directed to the sender.

Yours sincerely

@CONTACT\_NAME@  
@CONTACT\_EMAIL@

**\*\*Conditions\*\***

Preview Help

< Previous
Next >
Last
Cancel
Finish

- Click 'Finish' to send the quote request to Budget

## Request Quote

University of Tasmania

Header
Suppliers
Attachments
Email
Confirm

Please confirm you wish to send a request for quote to the following suppliers and then press Finish. If you need to review the full details, click the Previous button.

<b>Name</b>	8-seater bus for 20 July 2018
<b>Contact Name</b>	Sal Smith
<b>Contact Email</b>	Sal.Smith@utas.edu.au
<b>Response Date</b>	6/06/2018 5:00 PM
<b>Suppliers</b>	Budget Rent a Car

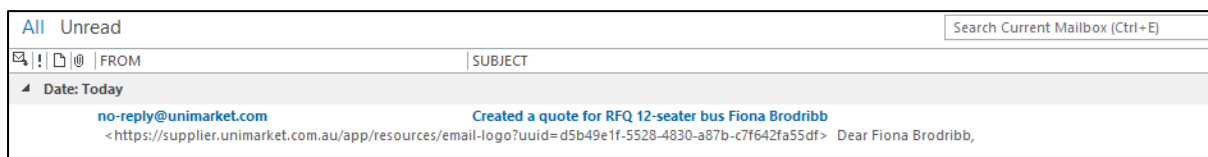
< Previous
Next >
Last
Cancel
Finish

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.

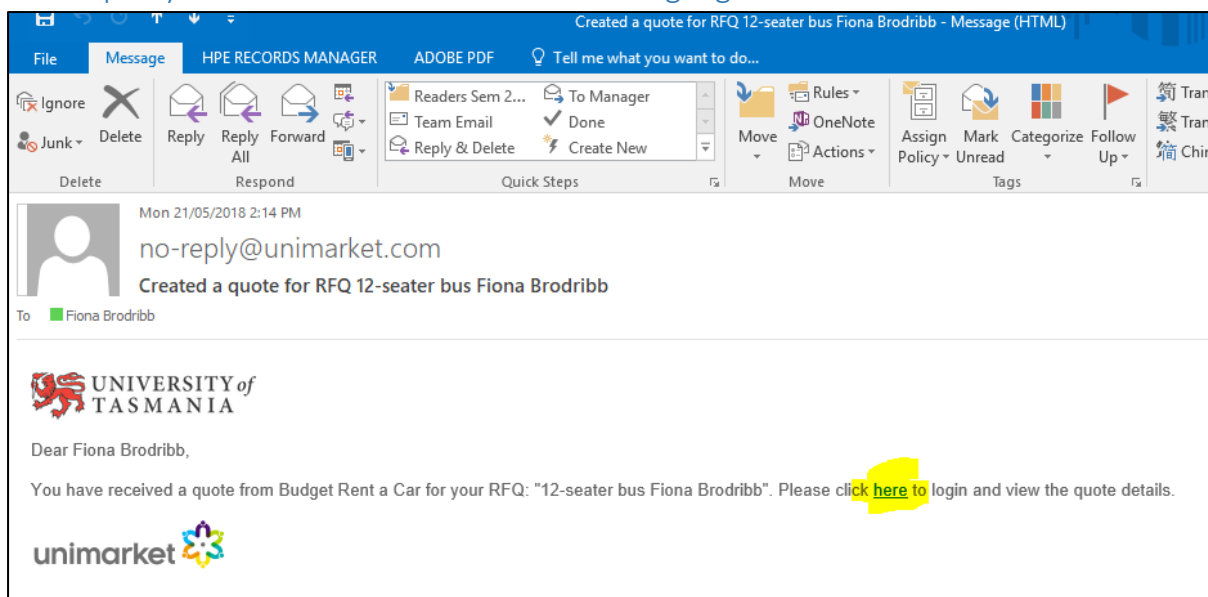
RFQ 8-seater bus for 20 July 2018					
Header					
Supplier	Email	State	Price	Expiry Date	Quote Name
Budget Rent a Car	accounts@budgettas.com	New			
RFQ ID UTAS-100221					
RFQ Name 8-seater bus for 20 July 2018					
State Issued					
Description Require a bus, picking up from Sandy Bay campus at 8.30am on 20 July 2018 and returning to Sandy Bay campus on 23 July at 4pm. Bus required for transporting 8 students from Hobart to Launceston and back. Driver is UTAS staff member Sal Smith (has a bus licence and is a registered driver with the University)					
Created Date 25/01/2018 1:27 PM					
Response Date 6/06/2018 5:00 PM					
Contact Name Sal Smith					
Organisation (UTAS_ORG) University of Tasmania					
Contact Email Sal.Smith@utas.edu.au					

## Part 2: Create purchase order

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



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



- You will be directed to sign into PurchaseNow. Your quote will then show up on screen:

### Requests for Quote Create

More Options

RFQ Name	RFQ ID	User	Created Date	Response Date	State	Accepted	Declined	Waiting
12-seater bus Fiona Brodrigg	UTAS-101938	Fiona Brodrigg	21/05/2018 11:54 AM	23/05/2018 5:00 PM	Issued	1	0	0

- 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.

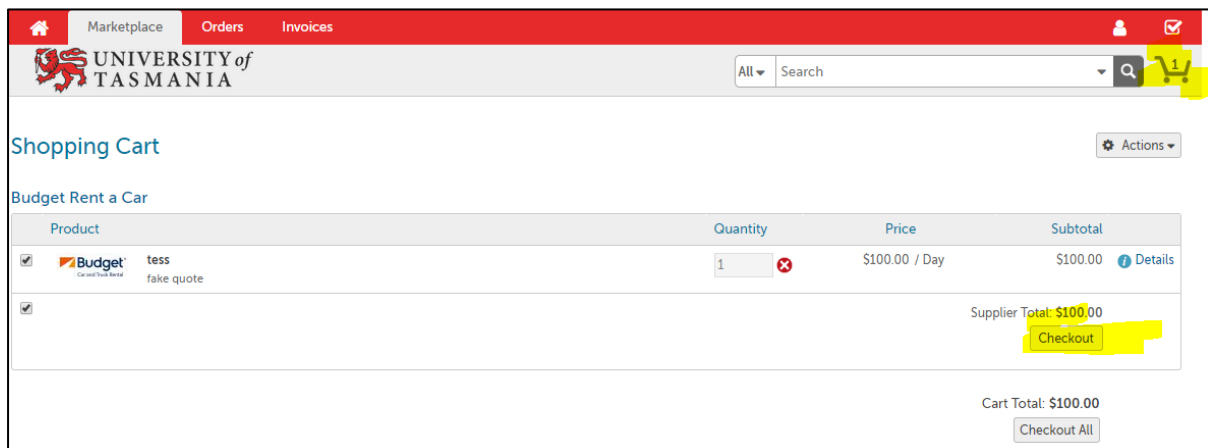
### RFQ 12-seater bus Fiona Brodrigg Actions

Header
Form

Supplier	Email	State	Price	Expiry Date	Quote Name	
Budget Rent a Car	utas@budgettas.com	Quoted	\$100.00	23/05/2019 12:00 AM	12-seater bus Fiona Brodrigg	View

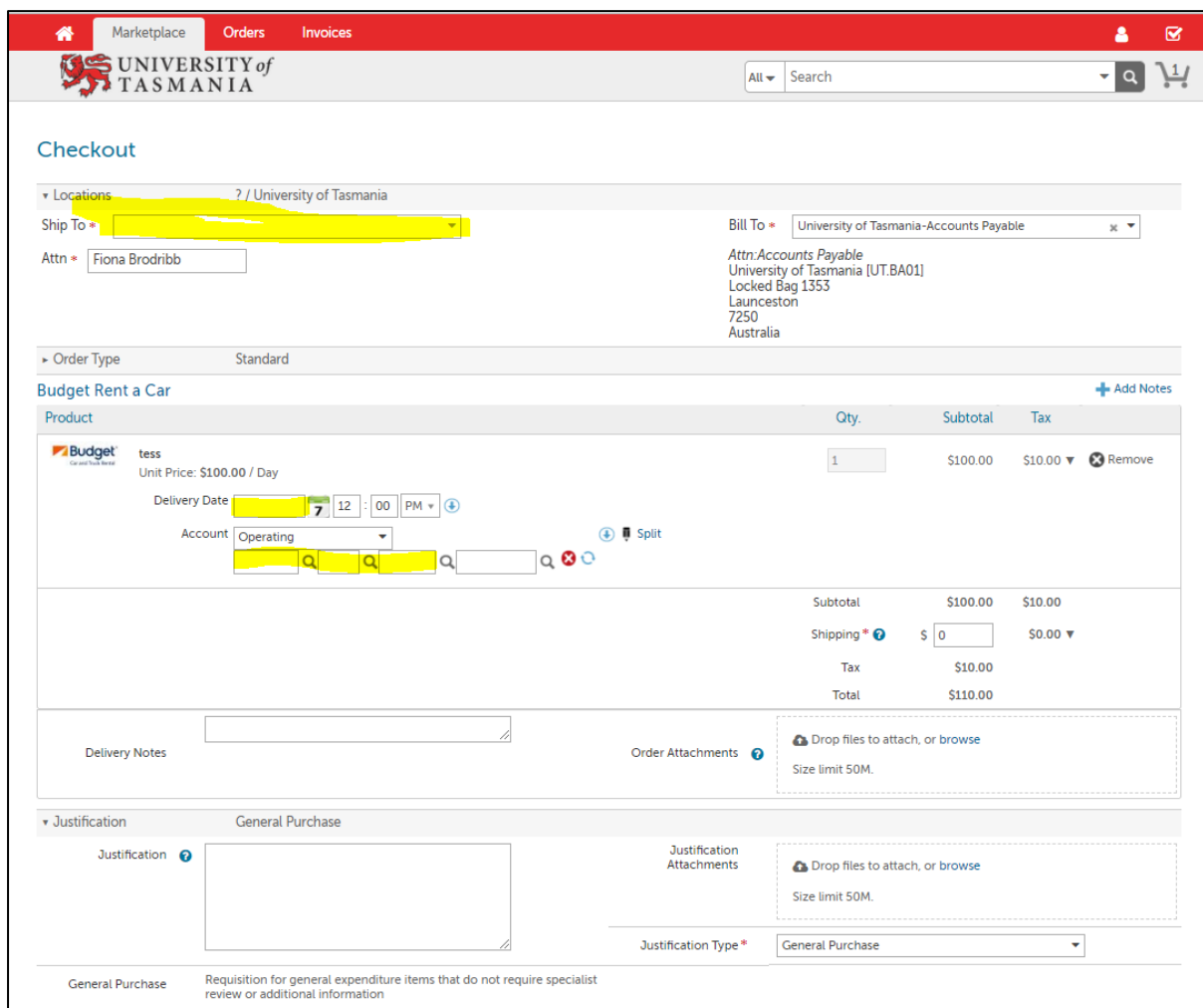
RFQ ID	UTAS-101938
RFQ Name	12-seater bus Fiona Brodrigg
State	Issued
Description	Test quote request
Created Date	21/05/2018 11:54 AM
Response Date	23/05/2018 5:00 PM
Contact Name	Fiona Brodrigg
Organisation	(UTAS_ORG) University of Tasmania
Contact Email	Fiona.Brodrigg@utas.edu.au

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.

Size limit 50M.

Justification

Justification Attachments Drop files to attach, or browse

Size limit 50M.

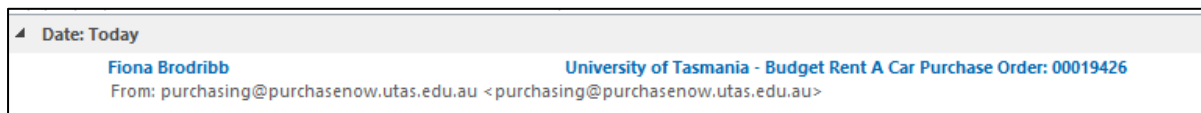
Justification Type\* General Purchase

General Purchase Requisition for general expenditure items that do not require specialist review or additional information

Organisation 778 Executive Office

Save Reassign Cancel

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](https://utas.edu.au/finance/procurement/p2p/purchasenow/training)