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What is Quick Quote?

Quick Quote is an online quotation facility which allows Contracting Authorities to obtain competitive quotes electronically for low value requirements. Details of the Quick Quote are created on the portal and distributed to a select list of suppliers. Quick Quotes are only distributed to the selected suppliers and are not made public on the portal.

If invited to quote you must complete the required details and submit your quotation using the secure tender Postbox (for more information on this please see the Tender Postbox guide)

How do I get selected for a Quick Quote?

The best way to get selected for a Quick Quote is by completing your *Supplier Finder* profile. For more information on the *Supplier Finder* function please see the [Supplier Finder User Guide](#)

Please ensure you are also registered against the relevant CPV codes through your [Alert Profile](#).

How do I know I've been invited to Quote?

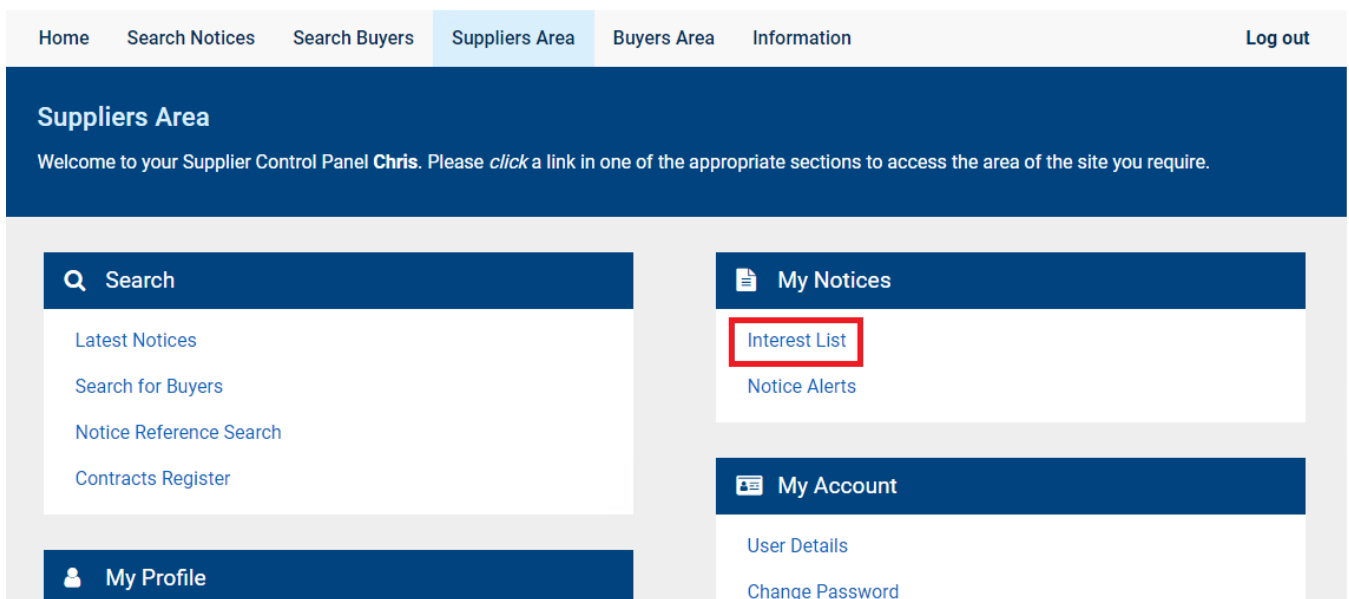
If you are selected to quote you will receive an e-mail containing a link which takes you directly to your quick quote. This page details the requirement and asks you to accept or decline the invitation. The page can also be accessed through your interest list.

The Quick Quote view page provides you with access to any supporting documents uploaded and access to the Questions and Answers function if applicable.

Having read through details of the requirement you should then be in a position to accept or decline the invitation to quote.

How Do I Access my Quick Quotes?

To access the Quick Quotes, Suppliers must select Suppliers Area in the top menu to bring you to the Supplier Control Panel. From this, select 'Interest list' under the My Notices heading.



The screenshot shows the Supplier Control Panel interface. At the top, there is a navigation menu with the following items: Home, Search Notices, Search Buyers, Suppliers Area (highlighted), Buyers Area, Information, and Log out. Below the navigation menu is a dark blue header with the text "Suppliers Area" and a welcome message: "Welcome to your Supplier Control Panel Chris. Please click a link in one of the appropriate sections to access the area of the site you require." The main content area is divided into three sections. On the left is a "Search" section with a magnifying glass icon and the following links: Latest Notices, Search for Buyers, Notice Reference Search, and Contracts Register. In the bottom left corner is a "My Profile" section with a person icon. On the right is a "My Notices" section with a document icon and the following links: Interest List (highlighted with a red box), and Notice Alerts. Below the "My Notices" section is a "My Account" section with a person icon and the following links: User Details and Change Password.

The interest list now displays both public adverts you have recorded an interest in and the quick quotes you have been invited to. You will be able to identify a quick quote by the green arrow symbol on the left hand side of the screen. To view the quick quote select the title of the notice, in the example below 'Taxi Services':

Interest List







[Supplier Control Panel](#) > [Interest List](#)

Listed below are notices that you have registered an interest in, or been invited to. To view further details or obtain any additional documentation *click* the notice title.

For an explanation of the icons please visit the [Icons Explained](#) page.

[View archived interest](#)

Current Notices

Deadline	Recorded	Details
13/06/2017	30/05/2017	<p> Title: Taxi Services</p> <p> Reference No: MAY016366</p> <p> Published By: Millstream Associates Ltd</p> <p>Notice Type: Quote</p> <p>Status: New invitation</p>
30/06/2017	29/05/2017	<p> Title: Provision of School transport</p> <p> Reference No: MAY016346</p> <p> Published By: Millstream Associates Ltd</p> <p>Notice Type: 02 Contract Notice (below OJEU threshold)</p>

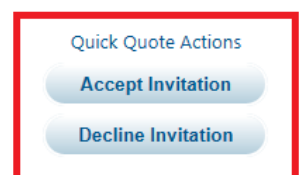
How do I Accept or Decline a Quick Quote?

You will see the 'Accept' and 'Decline' options at the top of the Quick Quote view page which is accessed through the relevant link in your interest list.

Quick Quote Details

[Quick Quote control Panel](#) > [Quick Quote Details](#)

Details of the Quick Quote are shown below. Please indicate whether you wish to accept or decline the invitation to participate. If you accept the invitation the 'Go to Postbox' button will appear allowing you to proceed to submit a response. If you decline the invitation you will be asked for a reason as to why you have declined it which will be provided to the buyer for information.



A guide to the Quick Quote and details of how to submit your response electronically is available here [Quick Quote Guide](#).

Summary	Full Text	Documents	Q and A	Further Info
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ID: 192430
 Title: Office Supplies
 Services/Supplies: Supply Contract
 Deadline: 18/12/2013 at 12:00

If you decline the invitation to quote you will be asked to provide a reason which will be made available to the authority user.

How do I access to a quick quote I have not been invited to?

If you wish to access a quotation exercise your colleague has been invited to you can request this via the website. To request an invite, click on the link in the e-mail invitation received by your colleague and log in using your own details. Once you have logged in, you will be presented with a screen advising that your access has been denied and provided with the option to request access.

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Get in touch: 0800 222 9003



Free Registration
Register here as a
supplier or buyer

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Quick Quote - Access Denied

[Member Interest List](#) > [Quick Quote - Access Denied](#)

Access to this Quick Quote has been denied as your registration is not on the distribution list compiled by the buying organisation. The registered user who has been invited to quote is nelson@millstream.eu. This user will be able to access the quick quote. If you wish for your registration to be added to the distribution list you can request that the buyer adds you to the distribution list below.

[Request Access](#)

If you select the 'Request Access' option, you will then be asked to provide a message to the buyer explaining why you require access to the quick quote instead of the original invitee:



Get in touch: 0800 222 9003



Free Registration
Register here as a
supplier or buyer

[HOME](#) | [BROWSE NOTICES](#) | [SEARCH FOR BUYERS](#) | [SUPPLIERS](#) | [BUYERS](#) | [INFO CENTRE](#) | [NEWS & EVENTS](#) | [CASE STUDIES](#) | [HELP & SUPPORT](#)

Quick Quote - Request Access

[Member Interest List](#) > [Quick Quote - Request Access](#)

Please provide a message to the buyer explaining why you require access to this Quick Quote and then select **Submit**. Your message will be transmitted to the buyer in an e-mail and you will receive email notification once they have acted on your request.

* Required information.

* Message

Nelson has left the company, please can I be invited instead?

[Submit](#)

[Cancel](#)

Select the 'submit' option to send your request and message to the buyer. Once you have submitted your request you will be presented with a confirmation that your request has been sent.



Quick Quote - Request Access

[Member Interest List](#) > [Quick Quote - Request Access](#)



Message sent.

The buyer will be given the option to accept or decline the request. If the buyer accepts the request, you will receive the quick quote invitation e-mail. If the buyer declines the request, you will receive an e-mail advising of this.

How do I submit my response to a Quick Quote?

Quick Quote utilises the Public Contracts Scotland electronic postbox function. To create your post box response you must accept the invitation to quote and then click on the "Go to Postbox" button. For further information on the postbox please see the relevant [User Guide](#).

Quick Quote Details

[Quick Quote control Panel](#) > [Quick Quote Details](#)

Details of the Quick Quote are shown below. Please indicate whether you wish to accept or decline the invitation to participate. If you accept the invitation the 'Go to Postbox' button will appear allowing you to proceed to submit a response. If you decline the invitation you will be asked for a reason as to why you have declined it which will be provided to the buyer for information.

A guide to the Quick Quote and details of how to submit your response electronically is available here [Quick Quote Guide](#).

Quick Quote Actions

[Go to Postbox](#)

[Decline Invitation](#)

Summary	Full Text	Documents	Q and A	Further Info
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ID: 192430
Title: Office Supplies
Services/Supplies: Supply Contract
Deadline: 18/12/2013 at 12:00

How do I know the outcome of a Quick Quote?

Once the deadline has passed and the responses have been assessed by the authority an e-mail will be dispatched informing if you have been successful or not.

For any other Queries:

The Public Contracts Scotland helpdesk is available Monday to Friday, 8:30am-5pm to assist with any queries and can be contacted on 0800 222 9003 or support@publiccontractsscotland.gov.uk