IMPORTING FROM SUPERQUOTE™

In April 2018, RCUH announced its collaboration with CommercePoint, Inc. to allow RCUH users to register as "RCUH Buyers" in SuperQUOTE. RCUH Buyers should utilize the RCUH account in SuperQUOTE for purchases that will be processed through the RCUH Financial Portal. To register for an RCUH Buyer account in SuperQUOTE, click here.

The RCUH Purchase Requisition (PO) form has been updated with the ability to automatically import the SuperQUOTE award information into the PO, thereby eliminating the need to manually enter the award information into the PO.

Getting Started

- Upon completion of the solicitation and award process in SuperQUOTE (i.e., the request is in "Awarded" status), the award information will be transmitted to RCUH.
- The award information is transmitted to RCUH approximately every 15 minutes.
- Once the award number is available, RCUH Financial Portal users can create an RCUH PO and import the award information into the PO.

Importing a SuperQUOTE Award into an RCUH Purchase Requisition
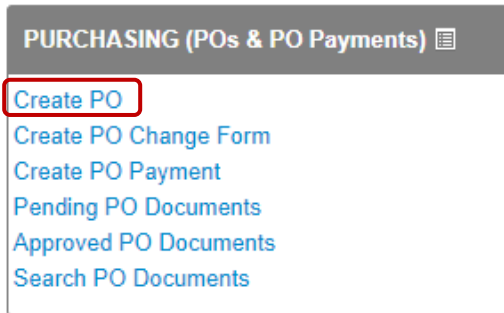
After logging into the RCUH Financial Portal, click on **Create PO** in the Purchasing section.

In the RCUH Purchase Requisition form, click on the **Import from SuperQUOTE** button:

After clicking the Import from SuperQUOTE button, a pop-up box will appear that will prompt you to enter the Request # in the **SuperQUOTE Number** field.

The SuperQUOTE Number field has an auto-fill feature for awards that have been transmitted to RCUH. You can enter or select your Request # from the drop down list.

Please note that the SuperQUOTE award information is transmitted to RCUH approximately every 15 minutes. If your Request # is not available in the drop down list, please allow adequate time for your Request # to appear.

After you enter your Request # in the SuperQUOTE Number field, click on the **Import** button.

Information from the SuperQUOTE award will be automatically imported into the PO. See Fields Imported from SuperQUOTE. Description line items can be modified or added.

Proceed with completing the PO by entering your Project Title or Project #, and the Vendor Name.

Once the PO is **SAVED**, the Request # will no longer be available in the drop down list. If the Request # was selected in error, click the **Clear SuperQUOTE Data** button. This will clear all imported data, including any line items that were modified or added.

Fields Imported from SuperQUOTE

Verify that the information in the RCUH PO matches the SuperQUOTE award document. You can make changes to the data imported from SuperQUOTE on the RCUH Purchase Requisition as needed.

RCUH PO/Purchase Requisition	SuperQUOTE Award Document
SuperQUOTE No.	Request #
Ship To Information	Shipping To
Ship Via Instructions	Ship Via
Delivery Required By	Delivery can be made
Discount Terms	Discount Terms
Quantity	Qty
Description	Mfg. Name/Mfg. Part #/ Vendor Description
Unit Price	Unit Price
Extension	Total Price
Description (as a line item)	Misc charges
Tax	Taxes
Estimated Shipping	Freight

RCUH Purchase Requisition *   ** = required to Save   * = required to Submit   RCUH Policy 2.201

| Login Name | | Date | | Purchase Order No. | To be assigned |

Project Title **   Use "Various" if you want to use multiple projects.   Project # **

PI Name   Project Period   SuperQUOTE No.   Import from SuperQUOTE

Vendor Name **   Create New Vendor   Vendor Code **

Vendor Address, Street/PO Box, City, State, Zip Code *   Ship To Information (Name, Address) *

Ship Via   Local Delivery   Ship Via Instructions

Delivery Required By   Discount Terms   Quotation No.

Direct Inquiries on This Request To *   Phone Number   FA Staff to Review *

Line	Sub Project	Budget Category *	Sub Budget Category	Description *	Quantity	Unit	Unit Price	Extension
1								$0.00

☐ Confirming Purchase Order (Do not duplicate this order. This P.O. is a formal authorization for an order sent earlier.)   Subtotal $0.00

☐ RCUH considers this P.O. exempt from the Hawaii General Excise Tax.
EXEMPTION OF PURCHASE FROM STATE OF HAWAII GENERAL EXCISE TAX The Research Corporation of the University of Hawaii considers this purchase to be exempt from the payment of the State of Hawaii general excise tax in accordance with Section 237-26, HRS, as amended.   Tax Rate (%)   Tax

Estimated Shipping

This order is subject to the terms and conditions attached.

☐ Attachment 31, General Terms and Conditions Applicable to All Purchase Orders   **TOTAL** $0.00

Frequently Asked Questions

1. **Q: Is an RCUH Buyer account under SuperQUOTE required in order to import award information to the Purchase Requisition?**
   A: Yes. For more information on registering for an RCUH Buyer account in SuperQUOTE, click here.

2. **Q: Can information be imported from SuperQUOTE before an award is made?**
   A: No. The information can only be imported after an award is accepted by the winning bidder.

3. **Q: Why is the SuperQUOTE number being imported into the SuperQUOTE No. field on the Purchase Requisition instead of the Quotation No. field?**
   A: Some vendors have their own quotation number associated with an offer, which can be entered in the **Quotation No.** field.

4. **Q: Is vendor information imported from SuperQUOTE to the Purchase Requisition?**
   A: No. All vendor information is held in the RCUH Financial Portal.

5. **Q: Are all vendors who submit bids on SuperQUOTE already registered as vendors in the RCUH Financial Portal?**
   A: No. If you cannot find your selected vendor in the RCUH Financial Portal, you will need to create a vendor record in accordance with Policy 2.301.

6. **Q: If a bidder changes their mind and declines to accept a PO after the information has been imported into the Purchase Requisition, can I go back to the solicitation and make another award to the next lowest bidder?**
   A: In this situation, you need to remove the SuperQUOTE number from the Purchase Requisition by clicking on the **Clear SuperQUOTE Data** button, and contact CommercePoint to manually make an award to the next lowest bidder. Once CommercePoint has confirmed that the change was made, you must wait 15 minutes for the updated information to be transmitted to RCUH.

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