## Marketing Services Register RFQ Process Prepare Purchase Order and attach final supplier Issue completed Conduct search for RFQ to suitable response. Include Prepare RFQ using Review supplier any additional Requirement for suitable suppliers suppliers (min. 3 Select successful Notify unsuccessful **RFQ Template** submissions and terms applicable **Marketing Services** on Marketing suppliers unless supplier suppliers evaluate. e.g. Intellectual Online internal approval Purchaser has been sought) Property, final agreed rates etc. Obtain internal approvals E.g. Financial, Communications approvals and Clarifications Final Response exemption from seeking 3 quotes (if applicable) Record RFQ details Agree and sign final Submit completed in temporary Purchase Order Supplier Response RFQ log (Prior to to Purchaser. Marketing Online Prepare submission Attach any enhancements) using Supplier additional material Response Template Record RFQ details applicable to your Supplier response. Note: You in temporary RFQ log (Prior to may be requested Marketing Online to present your enhancements) proposal in an interview End of RFQ process End of RFQ Process Commence Engagement

All Templates can be downloaded from Marketing Online. Please note: Prior to Marketing Online enhancements, RFQs and Supplier Responses will need to be conducted offline. In future, all RFQs and Supplier Responses must be conducted via Marketing Online.

Further information on Marketing Online enhancements will be provided as they become available.