

VIEW RFQ STATUS

After you submit an RFQ, it will be assigned a Request (REQ) number. The REQ number will be assigned a Work Order (WO) number, passed to HPES for fulfillment and then assigned a Service Request (SR) number.



If an item cannot be quoted, HPES will send you a notification and then update and close the request.

Once you have submitted an RFQ, you can check the status:

1. Go to the **ESD website**:
<https://esd.nasa.gov/secure/main.cfm>.
2. Click **Order Services**.
3. Click **ACES Product Catalog (APC)**.
4. Click **Open Requests** (in the top ribbon menu).



To view pending requests, click **Pending Approval** in the top ribbon menu.



PURCHASE REQUESTED ITEMS



HPES will price the item and send a quote back to you within two business

days. The product will then be added to the APC under the **Non-APC Items Requested for RFQ** within two days of sending you the quote.

To purchase the product:

1. Go to the **ESD website**:
<https://esd.nasa.gov/secure/main.cfm>.
2. Click **Order Services**.
3. Click **ACES Product Catalog**.
4. Click **Request Now** for General Purchase.
5. Click **ACES Product Catalog**.
6. Click the **Non-APC Items Requested for RFQ**.
7. Select the item(s) to order by clicking the box next to the product and clicking **Add to Cart**.
8. Enter your postal/zip code, click **Get Shipping Estimate** and click **Proceed to Secure Checkout**.
9. Complete all the fields in the **Ship To** form and click **Continue**.
10. Review the shipping and order details and click **Save and Submit**.



View the APC RFQ Quick Start (ACES Website> Ordering) for detailed instructions on submitting a Request for Quote in the ACES Product Catalog:
<https://aces.ndc.nasa.gov/order.html>

ACES Product Catalog (APC)

Understanding Request for Quote (RFQ)



REQUEST FOR QUOTE BENEFITS



HPES is dedicated to fulfilling all of NASA's products and services needs.

An expanded offering of

these products and services, such as standard seat configurations, non-standard seat augmentations (e.g., additional memory, different video card) and general purchases, are available for purchase through the ACES Product Catalog (APC), but every now and then our customers want more!

By submitting a Request for Quote (RFQ) in the APC, you can elicit quotes for products or services not yet offered in the APC. Submitting an RFQ through the APC has many benefits! Here are just a few:

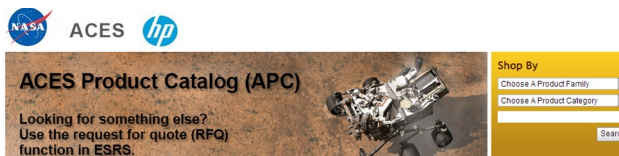
- ◆ HPES will give you a quote on a single product or complex bundles of hardware and software.
- ◆ You can specify product/manufacturer.
- ◆ You can count on dedicated specialists and ACES Center Program Managers (CPMs) to assist with complex quotes.
- ◆ You can communicate requirements to CPMs early in the vendor decision process.
- ◆ You will receive a quick turnaround on quote requests.

SEARCH FOR PRODUCTS

Before submitting an RFQ, search for the product in the APC.

1. Go to the **ESD website**:
<https://esd.nasa.gov/secure/main.cfm>.
2. Click **Order Services** from the left navigation or click the **Order Services** icon.
3. Click **ACES Product Catalog (APC)**.
4. Click **Request Now** for General Purchase.
5. Click **ACES Product Catalog**.

In the APC there are several ways to search for available items.



At the top-right corner, there is a search feature with dropdown options as well as a text box where you can type in a product number, manufacturer name or keyword.

There are featured categories, showcased by icons, in the middle of the page for quick and convenient browsing.

SUBMIT A REQUEST FOR QUOTE

If a product / service that you are searching for is not available via the APC, submit an RFQ.



- If you need help, or have a large order (\$10,000 or greater), request assistance from an ACES CPM. Refer to CPM listing at: <https://eu.ndc.nasa.gov/sites/centers/SitePages/main.aspx>.
- Include as much information as possible (i.e. monitor size, docking station [model of computer], specifications for computer purchase or at least minimum specifications).

Steps to submit a Request for Quote:

1. Go to the **ESD website**:
<https://esd.nasa.gov/secure/main.cfm>.
2. Click **Order Services**.
3. Click **ACES Product Catalog (APC)**.
4. Click **Request Now** for Request for Quotes.
5. Complete the required fields marked by an asterisk (*).
6. Click **Submit**.



If you have a quote from Apple or Dell, you can attach it by clicking the **Add Attachment** button at the bottom of the request instead of copying the content into the request. If possible, provide a link to requested items in the **Additional Details** box.