

Process Procurement Rfq

August 17, 2026

Procurement rfq

Process flow

```
flowchart LR
    n0["Draft"] --> n1["SentToPrincipal"]
    n1 --> n2["Offered"]
    n1 -.x0["ConsiderAsSentToPrincipal"]> x0[" "]
    n1 -.x1["ConsiderAsNotSentToPrincipal"]> x1[" "]
    style x0 fill:none,stroke:none
    style x1 fill:none,stroke:none
```

RFQ process

This process manages a procurement RFQ from Draft through SentToPrincipal and Offered. It is run by the people handling the procurement RFQ and its inquiries.

Moving the RFQ through its stages

Draft

A Draft record is an RFQ being prepared or returned for further work.

The following actions move a record to Draft:

- **Consider inquiry as sent not to sup supplier** moves the record to Draft.
- **Request new direct po** moves the record to Draft only when multiple inquiries and offers are included in the subscription.
- **Request new inquiry** moves the record to Draft only when multiple inquiries and offers are included in the subscription.** To move forward from Draft, use Consider inquiry as sent to sup supplier**. This moves the record to SentToPrincipal.

SentToPrincipal

A SentToPrincipal record is an RFQ whose inquiry is being treated as sent to the principal supplier.

From this point, **Consider inquiry as sent to sup supplier** can move the record to **ConsederAsSentToPrincipal**. The record can also leave from **SentToPrincipal** as **ConsederAsNotSentToPrincipal**.

The next stage in the main RFQ flow is **Offered**.

Offered

An **Offered** record is an RFQ that has reached the offer stage.

Regret single inquiry moves the record to **RegretToOffer**.

Leaving the RFQ flow

A record can turn away from the main **Draft**, **SentToPrincipal**, and **Offered** path in the following ways:

- **ConsederAsSentToPrincipal** leaves the path from **SentToPrincipal**. The record can still turn away while it is in **SentToPrincipal**; after it enters this outcome, it is outside the main RFQ flow.
- **ConsederAsNotSentToPrincipal** also leaves from **SentToPrincipal**. **Consider inquiry as sent not to sup supplier** returns a record to **Draft**, while **ConsederAsNotSentToPrincipal** is the listed leaving outcome from **SentToPrincipal**.
- **CanceledInquiry** is reached through **Cancell single inquiry**. Once canceled, the record has left the main flow rather than continuing through its stages.
- **RegretToOffer** is reached through **Regret single inquiry**. This outcome similarly takes the record outside the main RFQ flow.

Related procurement guidance

For broader procurement guidance, see [Getting Started with Procurement](#) and [Procurement — Learning Path](#).

Use [Procurement — Overview](#), [Procurement](#), and [Procurement List](#) to work with procurement records. For completion and support guidance, see [Complete Procurement](#) and [Help & Troubleshooting — Procurement](#).