#### How Bid a Part



### Click the Enter or Update Tab

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# The bid form opens-Click New Quote Tab

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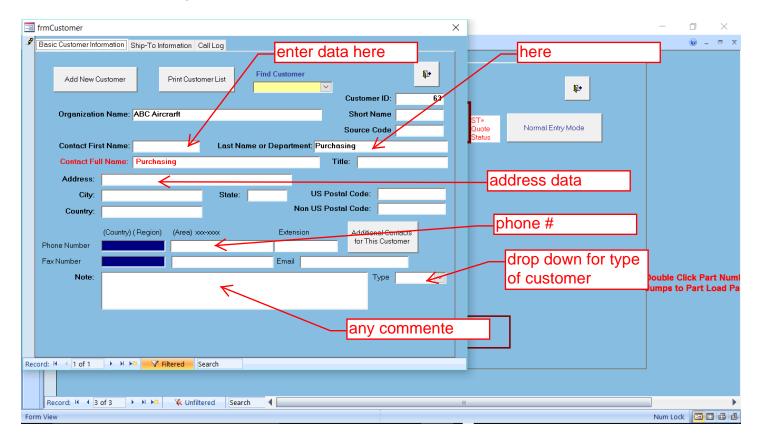
# Enter your customer from the drop down field. If it is a new customer a field will show

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### If new customer then pop up will show to add new

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### Enter all the data concerning the customer and click the close tab



# Enter the part number If is a new part a pop up will advise and jump to part specifications

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		Selected Quote 3 Quote Group Information	New Quote or New Quote Group enter part number					
		Customer ABC Aircraft Quote Grp OG0003 Assy No	Company Contact         Purchasing         ST= Quote         Normal Entry Mode           Quote         Status         Normal Entry Mode					
		Part No. City LeadTime	Submit Date PreparedBy S Quote#					
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## Enter the data concerning the part and click the close tab-it will jump back to the bid form

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Part Info and Drawings Part Specifications Engineering Change Records	
Add New Part Used In Find Part No.	Help 🖪 📭
Find Master Drawing No.	ITAR Part
Part Number / Name 1456-2 Part No.: Do not use ?, *, # o	or " symbols Number Do not use spaces on the 1st digit
RFQ or PO Number: Date Inspection: 4/29/2016	Inv Type Part Dclick to change type
Part Description Widget	Unit Price \$0.00
Sampling Procedure: Inspection LvI: S	ample day name of part
Inspection Desc:	
Master Drawing 1456 Rev Lvi: A ECO No.	Add Hyper Link to drawing within your
	server
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# System will prompt for Quantity-enter qty and click OK tab

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			Part No.	Qty L	Enter quantity for this quote.	ОК	Quote#	
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## Enter lead time, it will default and load the bidders name, then click the Prepare Bid Tab, it will jump to the bid form

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a		Part No. 1456-2 *	Qty         Lt           ✓         10         10 weeks           0         As Required	<sup>5</sup> K	mit Date Prepa 4/29/2016 Your Nam 4/29/2016 Tulsa	aredBy S le 1 1	Quote# 3 0		
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This is the Bid Form, adjust the Productivity rate (effective run time per hour) Overhead, Target Profit click material tab

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		Click the material		
		button to add to		
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Enter in the add material to quote. If a new material will jump to inventory to load data

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*	Materials       Information         Ouote No.       3         PortNo       1456-2         JobName	Add Material To Quote Alum Plate 1in thick 6061 UM: lbs Setup Cost: \$0.00	
Navigation Pane	Unit Cost:       \$2.42       PO Note       Microsoft Office Access         Purchase From Vendor:       ?       Material "Alum Plate         Ist?       Ist?	e 1in thick 6061" not in inventory list Add to Yes No	
Form \	Record: H ✓ 1 of 1 → H ⊨ K No Filter Search	If Customer supplied, add customer supplies the firs time. Any new quote that is customer supplied, select in drop down field. That allows for summary reports to be totaled correctly	st t

## Define the material used in this bid and click the close tab

Basic Inventory Information Supplie	rs and Manufacturer Part Numbers Bin I	Information			
Inventory ID: Do not use ?,*,#	or " symbols		<b>₽</b> +		
InventoryID:	2651 Typeltem: Matt			ill out description	
Inventory Name: Alum Plat	.)Ferrerin h	TAR Part		and specs and slick close	
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ck	Set Initial Value for	Inventory		ea. lbs ft	
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Units In Stock:	Reorder Level:	0 CostPerUnit:	\$0.00	cost per unit	_

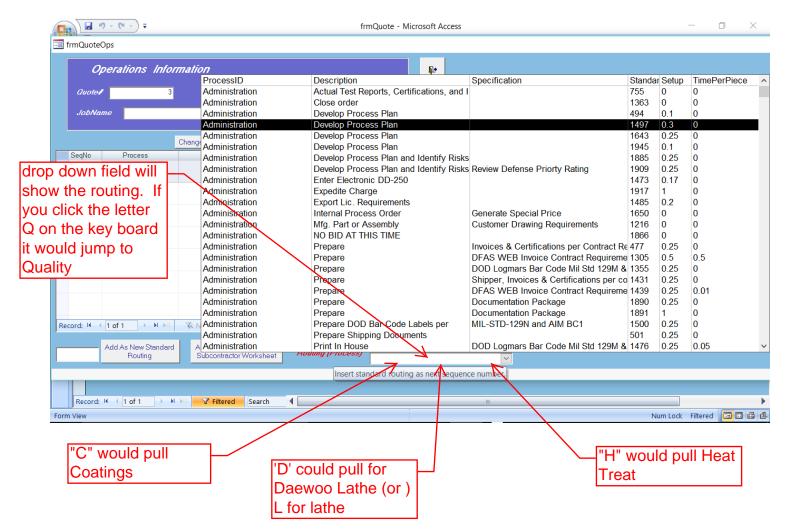
## It will jump back to the form quote material. Enter the values and click the close tab

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Navigation Pane «	Materials       Information         Quote No.       3         PartNo       1456-2         JobName       3         Material:       Steel 4340 Bar 5.0 RD x 20FT Hr per SAE         Inv Spec:       SAE AMS 5000         Weight per Unit:       1			
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## After closing the matl tab it jump back to the Form Quote

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## Begin selecting from the routing field drop down for your processes



## Fill the form with each process you need for the part

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10	Administration	Develop Process Plan		0.30	0.0000	\$45.00	\$0.00	\$13.50	\$0.0000	1497				
20	Quality Control	Approve Process Plan	Process Plan revision level 001	0.30	0.0000	\$45.00	\$0.00	\$13.50	\$0.0000	1498	=			
30	Administration	Purchase	Material Requirements	0.10			\$0.00	\$4.50	\$0.0000	1594				
	Administration	Purchase	Outside NDT Testing & Coatings	0.25			\$0.00	\$11.25	\$0.0000	1868				
50	Programming	Program Part 1. Hour Lathe	CAD/CAM	1.00	0.0000	\$50.00	\$0.00	\$50.00	\$0.0000	40				
60	Administration	Purchase	Outside Processing	0.25	0.0000	\$45.00	\$0.00	\$11.25	\$0.0000	132				
70	Administration	Purchase	Outside Processing	0.25	0.0000	\$45.00	\$0.00	\$11.25	\$0.0000	132	•			
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# Outside processing such as NDT Testing, Anodize, click the add to the sub contractor Worksheet, click close tab

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50 Programming	Program Part 1. Hour Lathe	CAD/CAM	1.00	0.0000	\$50.00	\$0.00	\$50.00	\$0.0000	40				
60 Administration	Purchase	Outside Processing	0.25	0.0000	\$45.00	\$0.00	\$11.25	\$0.0000	132				
70 Administration	Purchase	Outside Processing	0.25	0.0000	\$45.00	\$0.00	\$11.25	\$0.0000	132				
80 NDT Testing	Fluorescent Penetrant	ASTM-E1417-95a	0.00	0.0000	\$0.00	\$0.00	\$0.00	\$0.0000	928				
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# Back to the Form Quote, click the Subcontractor tab and it will jump to the subcontractor form

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# Enter the Vendor using the Drop Down tab, enter setup and per each and qty if needed per click the close tab

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# Clicking the Component Tab and you can add Hardware, Bolts Nuts, Nut Plates and the click the close tab

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		PartNo	1456-2				Add	_ Comp To	Quote				
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	Г	Component	S	pecification	Vendor	SetupCharge	Unit cost	units/fi	Ext Run				
		MS212209	$\sim$			\$0.00	\$0.000		1 \$0.00				
	)	* Inventory Name	Descript	ion	Specification	UnitCo		m					
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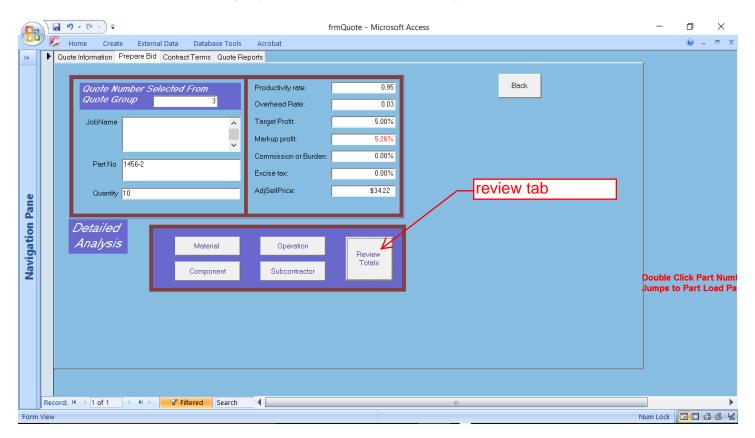
## If you add a new hardware it will prompt to add and jump to inventory form

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		Component MS212209	6	Specification	Vendor	SetupCharge \$0.00	Unit cost \$0.000	units/fi 1	Ext Run	prompt, click yes			
	*					\$0.00	\$0.000		\$0.0 <b>1</b>				
Navigation Pane				Microsoft Office Access  Component "MS212209" not in inventory		ntory list. A	×						
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### Enter the data and click the close Tab and it will jump back to the bid form

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P Basic Inventory Information Suppliers and Manufacturer Part Numbers Bin Information	
Inventory ID: Do not use ?, *, # or " symbols Add Inventory Item Inventory ID: 2650 TypeItem: Comp Inventory Name: MS212209-20 Description: Rivot Specification: MS21209	after entering data about the hardware close here drop down to define type, matl, componet 8
UnitMeasure:       ≥ã       Set Initial Value for Inventory         UnitCost:       \$0.15       Safety Stock       0       WgtperUnit:       0         UnitS In Stock:       0       Reorter Level:       0       CostPerUnit:       \$0.15         Lead Time:       0       ReOrder Qy:       0       VolPerUnit:       0         enter any da about the product of the pr	

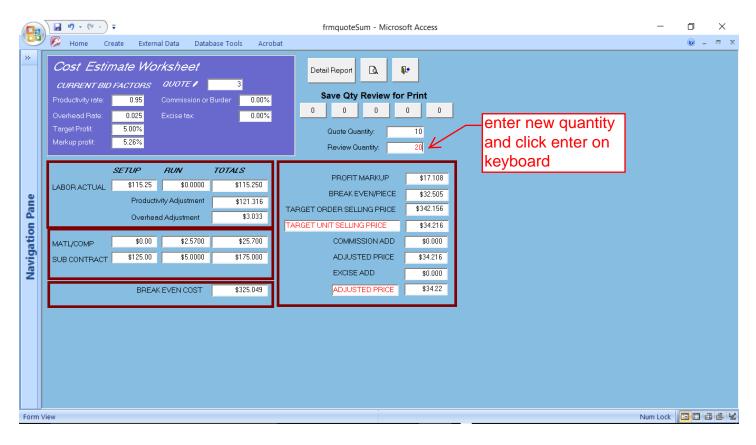
### Click the Review Total Tab and it will jump and calculate cost in the form quote sum



### You can quote multiple quantities, swipe the review qty and change to 20 and click enter button

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Navigation Pane	LABOR ACTUAL	SETUP         RUN           \$115.25         \$0.0000           Productivity Adjustment         Overhead Adjustment           \$0.00         \$2.5700           \$125.00         \$5.0000	TOTALS \$115,250 \$121,318 \$3,033 \$25,700 \$175,000	PROFIT MARKUP \$17.108 BREAK EVEN/PIECE \$32.505 TARGET ORDER SELLING PRICE \$342.156 TARGET UNIT SELLING PRICE \$34.216 COMMISSION ADD \$0.000 ADJUSTED PRICE \$34.216		
Navi	SUB CONTRACT	BREAK EVEN COST	\$325.049	ADJUSTED PRICE \$34,215 EXCISE ADD \$0.000 ADJUSTED PRICE \$34,22		
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### Notice the qty 20 now in RED and click the enter



# System will prompt for increasing material if needed and click close tab

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Navigation Pane *	Materials       Information         Outle No       3         PartNo       1456-2         JobName       Add Material To Quote         Material:       Steel 4340 Bar 5 0 RD x 20FT Hr per SAE         Material:       Steel 4340 Bar 5 0 RD x 20FT Hr per SAE         Weight per Unit:       20         Ord Qy:       20         QuyFin:       1         Cost Per Wig Unit:       \$121         Stee:       \$121 PO Note         Purchase From Vendor:       Total Stock Cost for This Item:         \$224 20       Steel 4340 age and the unit material         Record:       H < 1 of 1 > H > K No Filter         Search       Note:         Record:       H < 1 of 1 > H > K No Filter         Search       Note:         Record:       H < 1 of 1 > H > K No Filter         Search       Note:         Record:       H < 1 of 1 > H > K No Filter         Search       Note:         Record:       H < 1 of 1 > H > K No Filter         Search       Note:         Record:       H < 1 of 1 > H < K No Filter         Search       Note:         Search       Search	
Detail	Is for sheets, bars, etc required for order Nun	n Lock 🗖 🖬 🔀 🕊
New	v pricing will show in adjusted price field, you can click the Detailed report tab to review your bid FinquoteSum - Microsoft Access Home Create External Data Database Tools Acrobat	- 🗆 × @ - ‴ ×
*	Cost Estimate Worksheet         CURRENT BID FACTORS       QUOTE #         Productivity rate:       0.95         Overhead Rate:       0.025         Excise tex:       0.00%         Quote Quantity:       10         Review Quantity:       20	
Navigation Pane	SETUP       RUN       TOTALS         LABOR ACTUAL       \$115.25       \$0.0000       \$115.250         Productivity Adjustment       \$121.316       BREAK EVEN/PIECE       \$20.037         Overhead Adjustment       \$121.316       TARGET ORDER SELLING PRICE       \$421.840         MATL/COMP       \$0.000       \$2.5700       \$51.400       TARGET UNIT SELLING PRICE       \$21.092         SUB CONTRACT       \$125.00       \$5.0000       \$225.000       ADJUSTED PRICE       \$21.092         BREAK EVEN COST       \$400.749       \$400.749       \$0.000       ADJUSTED PRICE       \$21.092	]
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# Detailed report showing all activities, right mouse click and close

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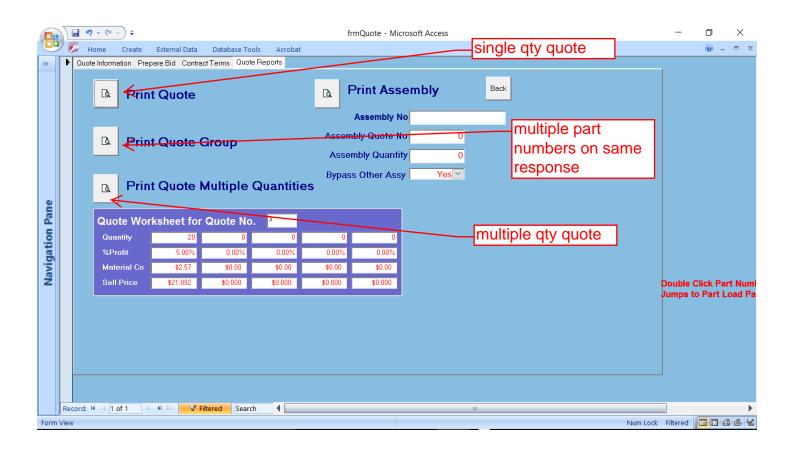
# Close and it will jump back to the bid form

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## Click the close tab and system will prompt to revert back to the original values

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*	Cost Estimate Worksheet         current BID FACTORS       0007E #       3         Productivity rate:       0.95       Commission or Burder       0.00%         Overhead Rate:       0.025       Excise tex:       0.00%         Target Profit:       5.00%         Markup profit:       5.26%				Detail Report       Image: Close the bid         Save Qty Review for Print       Close the bid         20       0       0       0         Quote Quantity:       10         Review Quantity:       20		
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		BREAK	EVEN COST	\$400.749	Yes No ADJUSTED PRICE \$21.03		
Form V	/iew				Num Lock	Filtered	

Click to Quote report tab and the print form will display, select Print Quote Multiple Quantity



# You can print this report on you network printer or export it to a directory relevant to your customers data

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## Click the Print Preview- you can print, or use Acrobat, Word as the export media

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# When exporting direct and then name the file, (browse to customer location on server)

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