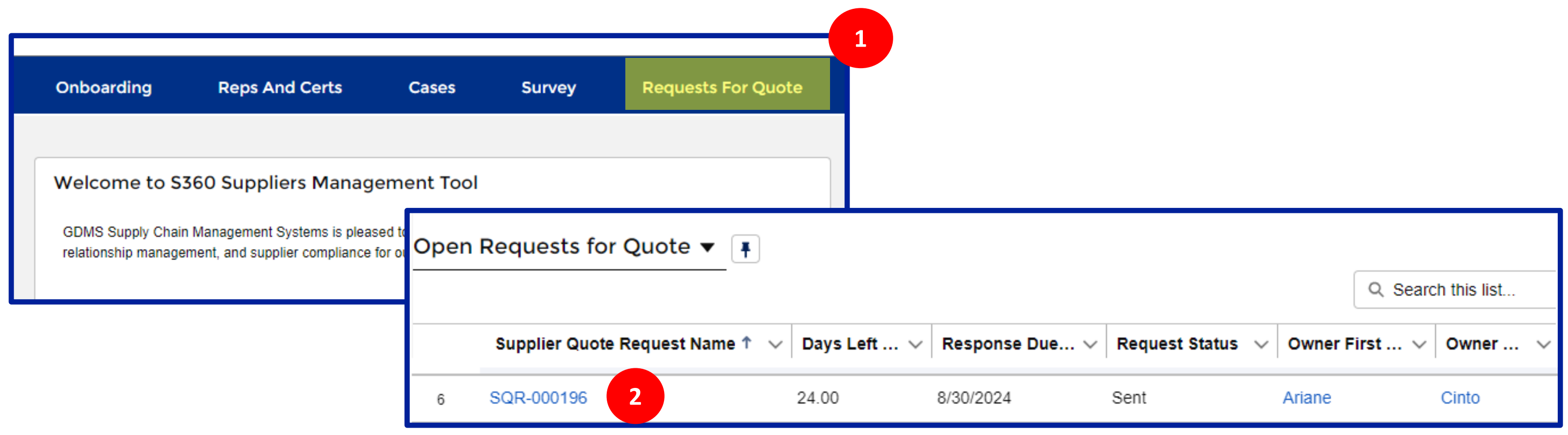
GENERAL DYNAMICS
Mission Systems

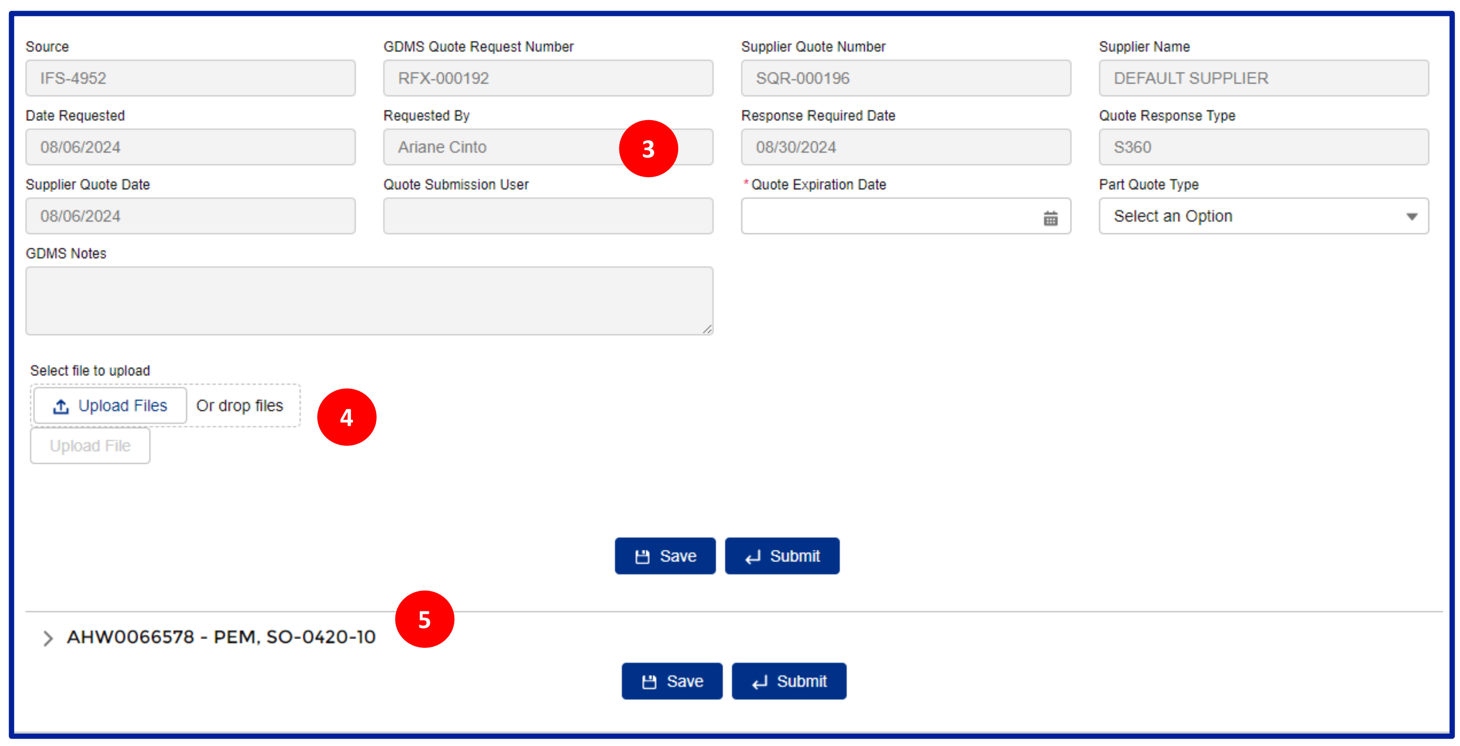
RFX

Supplier Quick Start Guide – Request for Quote

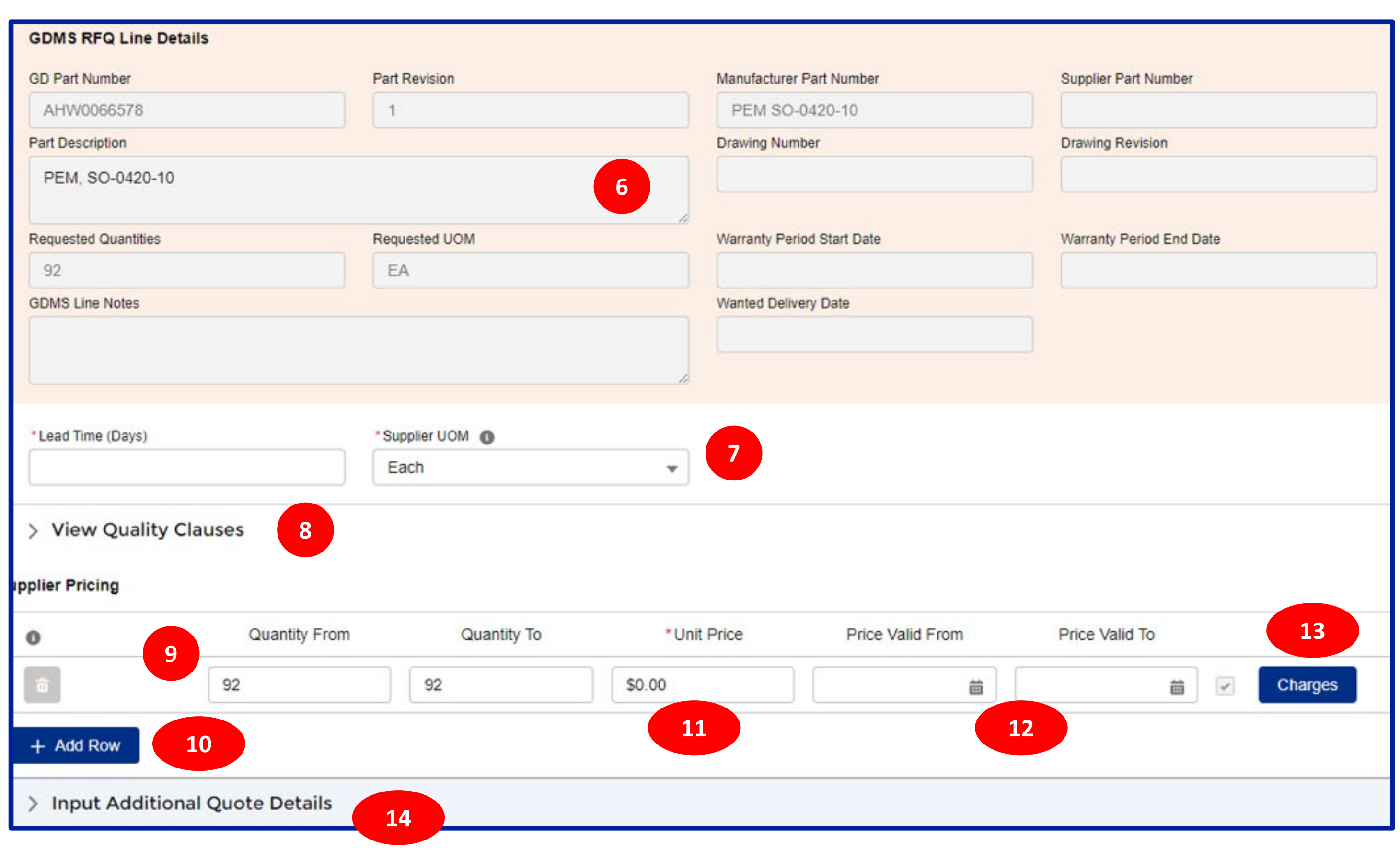
1. To access RFQs, click the link in the e-mail notification or, log into S360 and click the "Request for Quote" link at the top of the screen.
2. Click the "Supplier Quote Request Name."



3. In the header of the RFQ you will find the "Response Required Date", "GDMS Notes" from the Requestor and fields to enter the "Quote Expiration Date" and "Quote Type."
4. If you need to add any attachments, use the "Upload File" link or drag and drop into the "Drop Files" section.
5. To see the line information, click the arrow to the left of the part # (or description).



6. Review the RFQ line details.
7. Enter "Lead Time" and "Supplier UOM" (if different from what is defaulted.)
8. Click the arrow to the left of "View Quality Clauses" to see if any apply.
9. Quantity From and To will default to requested quantity.
10. If you are offering "Price Breaks" (quantity discounts) you can add additional rows. (edit first row as needed)
11. Enter "Unit Price."
12. If providing future year pricing complete the "Price Valid from and To" fields (if not leave blank).
13. If recurring or non-recurring charges are applicable – click the "Charges" button.
14. Click the arrow to the left of "Input Additional Quote Details"



15. Complete any fields applicable to your order. If not applicable, leave blank.
16. **We do request** that if you know the "MFG Country of Origin" you complete this field.
17. Use the "Supplier Notes" field to provide any additional information you want to provide.

18. Repeat steps 6-17 for all additional lines requested. When you are done, click "Save" and then "Submit."