

What data should be included on a formal quote received from a supplier to process a Non-Catalog Requisition in UD Exchange?

- ✓ The word “Quotation” or “Proposal” on document; Foreign suppliers may also use the term “Pro-Forma Invoice”
- ✓ Quotation Number
- ✓ Quotation Date
- ✓ Vendor Name, Address, Email, Phone
 - Confirm Entity/Supplier name that should receive the PO before applying a vendor code in UD Exchange
This is important for Parent/Subsidiary company structures to avoid delays with payments
- ✓ Quotation should be addressed to “University of Delaware”
- ✓ Detailed Description of Product or Service offered (Model #, Performance Criteria, etc.)
- ✓ Quantity Offered
- ✓ Unit of Measure (Each, Box, Case, etc.)
- ✓ Price for product or service Quoted (Price for unit of measure)
- ✓ Expiration Date of Quotation/Proposal
 - Please note that if quotation has expired, a new quote will be required
- ✓ Payment Methods Accepted (Credit card, ACH (direct deposit), Check, etc.)
- ✓ Training & Extended warranties should be separate line items on quote
- ✓ Payment Terms (if applicable); these will be negotiated by Procurement Services
 - Best—Net 45 (with or without an early payment discount); Payment due 45 days after invoice date
 - Worst—COD or Prepayment; Cash on Delivery or Payment in Advance
- ✓ Shipping Terms (if applicable); these will be negotiated by Procurement Services
 - Best—FOB Destination or DAP; UD takes ownership of the shipment when it arrives at the specified delivery location. The supplier is responsible for the shipment until it arrives at the delivery location including the cost of shipping, insurance, and customs clearance, if applicable.
 - Worst—FOB Shipping Point or EXW; UD takes ownership of the shipment when it leaves the supplier’s location and is responsible for the shipment including the cost of shipping, insurance, and customs clearance, if applicable.
- ✓ Optional Items—Quote should be clear on what is being ordered/included (if applicable)
- ✓ Shipping Charge (if applicable)
- ✓ Taxes (if applicable)

Friendly reminder: Do NOT sign the quotation/proposal. Once review and approval is done by the UD Buyer in Procurement Services, the purchase order will serve as acceptance on final terms of agreement.