4. Press [Tab] to move to the **Short text** column. The **Short text** column is for entering a description of the material being requested.

For training purposes, enter `<8 ½ x 11” paper>` in the **Short text** column.

5. Press [Tab] to move to the **RFQ quantity** column. The **RFQ quantity** column is for the number of units required.

For training purposes, enter `<10>` in the **RFQ quantity** column.

6. Press [Tab] to move to the **OuN** field. The **OuN** field identifies the unit of measure of the item being quoted.

For training purposes, enter `<EA>` in the **OuN** field.
7. Once all necessary information has been completed, select the item details icon and the **Item Details Screen** will appear.

**Item Details Screen**

1. The **Item Detail Screen** allows a person to look at the details of individual items. The initial screen will show the details of **Item 00001**.

2. The **Black Arrow Icon** appears when there are multiple line items. To advance to other line items, select the **Black Arrow Icon**.

For training purposes, do not fill out any information on the **Item Detail Screen** and do not press the **Black Arrow Icon**.

3. After viewing the item details, click on the Additional Data icon and the **Create RFQ : Additional Data** screen will appear.
Create RFQ : Additional Data screen

1. The Create RFQ : Item 00001 Additional Data screen has information that is pertinent to Material Requirements Planning (inventory management), which in general is not applicable to the RFQ creation.

2. All the accessible fields located on the Create RFQ : Additional Data screen are optional.

🌟 For training purposes, do not fill out any information on the Create RFQ : Additional Data screen.

3. After looking over the Create RFQ : Additional Data screen, click on the item text icon and the Create RFQ : Texts for Item screen will appear.
1. Click in the **Item text** field. The **Item text** field is for additional information on a line item. Text entered into the **Item text** field will show on the RFQ.

For training purposes, enter `<Dual purpose, white, 500 sheets>` in the **Item text** field.
2. If more than two lines of text are required for the Item text or other note fields, or if an electronic document needs to be attached, select the checkbox beside the field.

For training purposes, select the checkbox beside the **Item text** field.

3. Select the **Long text** icon.
Entering Long Text (the long text screen)

1. The Change Item Text: Language EN screen appears.

2. The cursor starts in the text editor field. Additional information can be entered in this field. The text editor works like Microsoft Words or WordPerfect by allowing you to cut & paste information from another source (like an email) by using the (cut), (copy), and (paste) icons.

3. Click (Back) to return to the Create RFQ: Texts for Item screen.

4. Click (Back) to return to the Create RFQ: Item Overview screen.
Insert Header Texts

1. If additional text needs to be inserted in the header section for the Item text or other note fields, select the checkbox beside the field.
2. Click beside `<the item number>` to highlight the line item requiring additional text.

**NOTE:**
Header text information is applicable to the entire RFQ. This information is specific to purchasing departments since the information is not contained in purchase requisitions.

3. Select Header >> Texts >> Text overview from the menu bar.
4. The Create RFQ: Header Texts screen appears:

5. Insert any header text, notes, etc. into the corresponding textfields.

6. Click (Back) to return to the Create RFQ: Item Overview screen.
Attach an Electronic Document

1. Click beside <the item number> to highlight the line item requiring additional text.

2. Click on (Text overview).

3. The Create RFQ: Texts for Item screen appears.

4. If an electronic document needs to be attached to the Item text or other note fields, select the checkbox beside the field.
For training purposes, select the checkbox beside the **Item text** field.

5. Select **Long text**. 
6. The **Change Item text: Language EN** screen appears.

![Image of Change Item text: Language EN screen]

7. Select **Text>>Upload**... from the menu bar.

![Image of Upload menu]

8. The **Upload** screen appears.

![Image of Upload screen]

9. Select the **Rich Text Format**

10. Click ✅ (Continue).
11. The **Import RTF File** screen appears. Enter the *location of the file to be copied into the document* in the RTF file field. If you don’t know the path to the file to be copied, click on the Matchcode icon.

12. The **Import** screen appears.

13. Select the temp directory.

14. Click [Open].
15. Select **Example.rtf** file.

16. Click **[Open]**.

17. The selected example rtf file, in the temp directory, is now the path in the *Import RTF File* screen’s *RTF file* field.

18. The imported document text appears on the **Change Item text: Language EN** screen.
19. Click **(Back)** to return to the *Create RFQ: Texts for Item* screen.

20. The **More text** checkbox beside the **Item text** field text is checked.

21. Click **(Back)** to return to the *Create: RFQ: Item Overview* screen.

22. The display text icon is in the **T** column to show that the line item includes additional text.

23. Click **(Save)** to save the information entered for the RFQ.