

## Instructions for using the Multiquote e-Tendering and e-Quotation system

Multiquote is an online system whereby buyers submit a Request For Quotation (RFQ) for items that they wish to purchase, allowing them to receive and compare multiple bids.

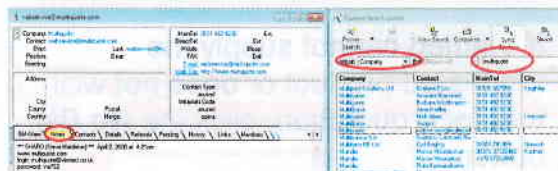
The Multiquote system has a database of companies that have registered with them and sends the RFQ to those companies who have listed themselves under the product category relevant to the RFQ.

### Logging into Multiquote System

When an RFQ is issued, Viamed receive an automated email from the Multiquote system, the email address of the sender is:  
[web service@multiquote.com](mailto:web service@multiquote.com).



The email will contain a link that, when clicked, will open the Internet browser at the Multiquote supplier login page.



From GoldMine, click to lookup, 'Company' and type 'Multiquote' in the search field. Locate the contact named, 'web service@multiquote.com' and click on the 'Notes' tab to locate the most recent password.



Fill in the 'User Name' and 'Password' as found in GoldMine in the required fields and click, 'Login'

The login username and password may change; the latest login details will be stored in Intrastats and Goldmine.

If the link is not present or broken, the page can be accessed directly via [www.multiquote.com](http://www.multiquote.com) and following the menu links to Suppliers>Login.