



# DEMES Gray Sky Procurement - Quick Reference Guide

## How to Submit a Quote through the Vendor Portal

May 2024

**Overview:** The Vendor Portal within DEMES allows vendors to submit quotes for goods or services directly. This process involves entering detailed information about the quoted items, which is then reviewed by the appropriate FDEM procurement team member. This facilitates accurate and efficient procurement processes.

### Login To DEMES

- [Vendor Portal](#)

### Steps

1. Navigate to the **RFQs** tab in the main menu to see active Requests for Quotation (RFQ).
2. Choose the RFQ you wish to respond to by clicking on its name under **RFQ Name**.
3. Click the **Create Quote** button to start your quote submission.
4. Enter details for each item you are quoting.
5. Click the **Add Line Item** button to include additional items in your quote. Fill in the necessary information for each item such as part number, description, quantity, and unit price.
6. After adding all items, review your quote to ensure all entries are correct. Click **Next**.
7. Click the Submit Quote button to send your quote to the FDEM procurement team for review.

### Notes

- Ensure that all fields are filled out completely to avoid delays in processing. Incomplete quotes may be returned for revision.
- Be aware of the validity period for your quote as specified in the RFQ details. Quotes submitted outside this timeframe may not be accepted.
- Upon submission, you will receive a confirmation email acknowledging receipt of your quote. Keep this for your records.

**1** VENDOR CONTACTS **RFQs** RFQ CHANGE ORDERS SUBMITTED QUOTES PURCHASE

**2** RFQ Name

**3** + Follow **Create Quote** Printable View

Create Quote

Resource Description

Resource Location/Point of Origin

Available Date of Delivery/Work Start ⓘ  
\*Date \*Time

**4** Next

**5** Quote Line Items (1)  
1 Item • Updated a few seconds ago

Quote Line It...	Description	Quantity	Charge Type	Usage Amount	Unit of Meas...	Rate	Total Price	
1	QL-00328	Test	1	One-Time	1.00	Each	\$100.00	\$100.00

View All

**6** New Quote Line Item

Select a record type  
 Good  
 Service

Cancel **Next**

**7** New Quote Line Item: Good

\* = Required Information

Information

Quote Line Item Number

\*Quote Q-00127

\*Description

Comments

\*Charge Type One-Time  
View all dependencies

\*Unit of Measurement Each  
View all dependencies

\*Quantity 1

\*Rate

Cancel Save & New **Save**



# DEMES Gray Sky Procurement - Quick Reference Guide

## How to Submit an Invoice through the Vendor Portal

June 2024

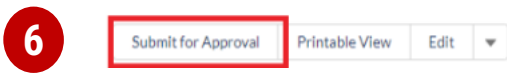
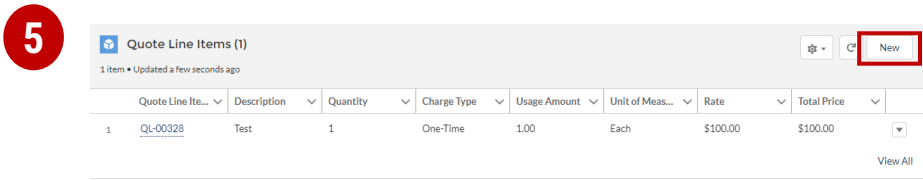
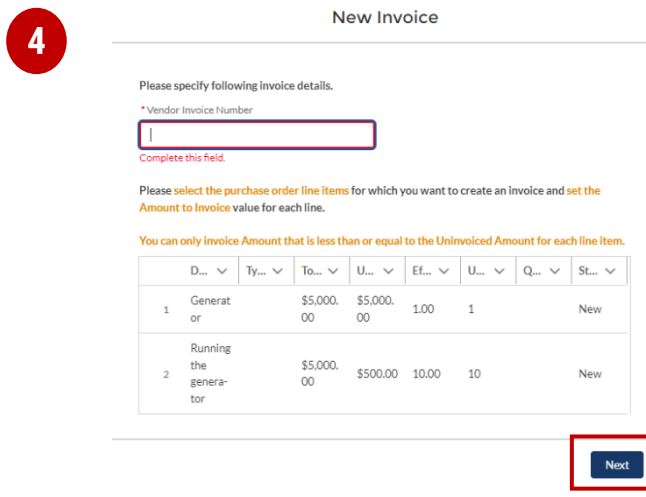
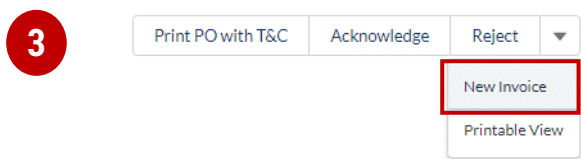
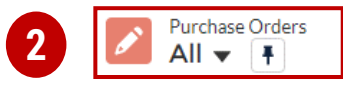
**Overview:** The Vendor Portal in DEMES simplifies the invoice submission process, allowing vendors to efficiently submit invoices for services rendered or goods delivered. This ensures timely payments and helps maintain accurate financial records.

### Login To DEMES

- [Vendor Portal](#)

### Steps

1. Navigate to the **Purchase Order** tab in the main menu to view completed purchases eligible for invoicing.
2. Choose the purchase order related to the goods or services you provided by clicking on its name.
3. Click the **New Invoice** button to generate a new invoice form.
4. Fill out the invoice form with all required details such as invoice number, invoice date, and payment terms. Click **Next**.
5. Click the **Add Line Item** button to include details for each line item such as quantity, unit price, and description.
6. Upload any required documents such as delivery receipts or order confirmations that support the invoice claims. Carefully review all the details in your invoice to ensure accuracy. Click the **Submit for Approval** button to send your invoice to the FDEM finance team for processing.



### Notes

- Ensure that all details in the invoice match those in the original purchase order to prevent delays in payment.
- Attach all necessary supporting documents to validate the invoice claims. Missing documentation can lead to delays or non-payment.
- Upon successful submission, you will receive a confirmation number. Use this number to track the status of your invoice processing within the Vendor Portal.



# DEMES Gray Sky Procurement - Quick Reference Guide

## How to Submit a Change Order through the Vendor Portal

June 2024

**Overview:** The Vendor Portal allows vendors to request contract modifications in DEMES. Vendors must provide specific change details, such as quantities or pricing adjustments, which are then routed to the appropriate FDEM procurement team member. The team member reviews the request, liaises with the vendor, and processes the change. Vendors can track the status of their change order directly in the portal.

### Login To DEMES

- [Vendor Portal](#)

### Steps

1. Click the **RFQ Change Orders** tab (header bar) to access the **change order requests**.
2. Click the appropriate **RFQ Name** located on the left side of the screen.
3. Click the **Create Change Order Quote** to adjust the details as necessary.
4. Click the **Next** button
5. Scroll down to the **Quote Line Items** and click the **New** button to proceed
6. Choose between the Good or Service then select **Next**
7. Fill in the appropriate information click **Save**

### Notes

- The fields for specifying change order details such as quantities, pricing, or deadlines depend on the original contract conditions selected in the Vendor Portal.
- Entries in the change order details directly influence the routing of the request to the appropriate FDEM procurement representative for review and action.

**1** VENDOR CONTACTS RFQS **RFQ CHANGE ORDERS** SUBMITTED QUOTES PURCHASES

**2** RFQ Name

**3** + Follow **Create Change Order Quote** Reject RFQ Printable View

**4** Create Change Order Quote

There is already an Open Quote associated to this Request for Quote. Click the 'Next' button to navigate to the Open Quote.

**5** Quote Line Items (1) **Next**

Quote Line It...	Description	Quantity	Charge Type	Usage Amount	Unit of Meas...	Rate	Total Price
1	QL-00328 Test	1	One-Time	1.00	Each	\$100.00	\$100.00

**6** New Quote Line Item

Select a record type  
 Good  
 Service

**7** New Quote Line Item: Good

Information

Quote Line Item Number: Q-00127

\*Description: [Text Field]

\*Quantity: 1

\*Rate: [Text Field]

\*Charge Type: One-Time

\*Unit of Measurement: Each

Cancel Save & New **Save**