



## Processing Quote FX RFQ's in Excel

- Open your Quote FX Vendor Screen
- TO DOWNLOAD RFQ FILE INTO EXCEL
  - Click download button
  - Save to an Excel file
  - Add all supplier information to spreadsheet and save
- TO UPLOAD RFQ FILE INTO QUOTEFX
  - Click browse button and find your saved file
  - Select saved file
  - Click upload button
  - Watch for the 'Upload Status' screen to appear.  
(an error will occur if information is not entered correctly)
  - Upload complete

If you should require additional assistance contact:

Quote FX  
Phone: 1-866 QUOTEFX  
1-866-786-8339  
Email: [help@quotefx.com](mailto:help@quotefx.com)

Dave Evertz  
S&K Electronics Bid Coordinator  
Phone: 406-883-6241 Ext. 273  
Email: [dave\\_evertz@skecorp.com](mailto:dave_evertz@skecorp.com)