



# UTC Aerospace Systems

## How to Request a Quote

UTAS Customer Portal User Guide

[www.customers.utcaerospacesystems.com](http://www.customers.utcaerospacesystems.com)



# QUOTE REQUEST

When a part search is executed but pricing is not available, Portal users can click the Request Quote button to initiate an RFQ with the identified business.

The screenshot shows a web interface for a part search. At the top left, there is a 'Sort by:' dropdown menu set to 'Part Number'. Below this is a table with the following columns: Part, Business Unit, Price, UOM, and MOQ. The table contains one row for part NAS620C416, with Business Unit 'Hamilton Sundstrand', UOM 'EA', and MOQ '1'. A yellow 'Request Quote' button is highlighted with a red border. Below the table, the part description 'WASHER, FLAT-REDUCED OD' is visible. At the bottom, a yellow-bordered box contains a message: 'Requested P/N:1014027-1' and 'Product Notes: Part number NAS620C416 has superseded or replaced part number 1014027-1. Please reference your IPC/CMM for change authority.'

Part	Business Unit	Price	UOM	MOQ
NAS620C416	Hamilton Sundstrand		EA	1

WASHER, FLAT-REDUCED OD

Requested P/N:1014027-1  
Product Notes: Part number NAS620C416 has superseded or replaced part number 1014027-1. Please reference your IPC/CMM for change authority.

# QUOTE REQUEST (CONTINUED)

Adjust the quantity needed and enter any comments regarding the request.

Click Submit.

### Request Quote

Part Number: NAS620C416  
WASHER, FLAT-REDUCED OD

Quantity: 1

Comments  
Optional-If needed, customer can add comments

205 Characters left

Submit

### Thank you. Here's your RFQ#: UTAS-064005

Quote Number	Item
UTAS-064005	Part Number: NAS620C416 WASHER, FLAT-REDUCED OD Quantity: 1

Comments  
Optional-If needed, customer can add comments

# QUOTE REQUEST (CONTINUED)

You can check the status of your requested quotes by navigating to the Quote Requests page accessible from the Dashboard.

**My Account**

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[Dashboard](#)  
[Profile](#)  
[Address Book](#)  
[Spare Order History](#)  
[Repair Order History](#)  
[Quote Requests](#)  
[Account Statements](#)  
[Invoices](#)

Requested Quotes			<a href="#">View All Requests</a>
Part Number 766108G5 \$373.00 Priced	Part Number NAS620C416L \$0.20 Priced	Part Number 753660-10 Pending	

# QUOTE REQUEST (CONTINUED)

Search for quotes by part number or status: Priced, Pending, or No Bid.

When priced, click Add to Cart to begin an order, or click the “X” to remove the quote from the display.

Click the Request # to view additional details, such as comments from your CSR, when available.

## Quote Requests

The screenshot displays the 'Quote Requests' interface. At the top, there is a search bar labeled 'Search Quote Requests'. Below it, there are two filter sections: 'Status' with radio buttons for 'Priced', 'Pending', and 'No Bid'; and 'Part Number' with an empty text input field. Below the filters are three buttons: 'Search' (orange), 'Clear Filters' (grey), and 'Download results as CSV' (blue with a download icon). Below the filters is a table of quote requests. The table has columns for Request #, Part, Qty, Status, Unit Price, Expiration Date, and UTAS Contact. There are also pagination controls (1, 2, 3, >) and a 'Show all' link. Each row in the table has a small box with a number (1 or 2) and an 'Add to Cart' button (orange) with an 'X' icon to its right.

Request #	Part	Qty	Status	Unit Price	Expiration Date	UTAS Contact
<a href="#">UTAS-065254</a>	766108G5	1	Priced	\$373.00	11/04/2016	trey.theiss@utas.ut c.com
<a href="#">UTAS-065241</a>	NAS620C416L	2	Priced	\$0.20	11/03/2016	trey.theiss@utas.ut c.com
<a href="#">UTAS-065203</a>	753660-10	1	Pending			trey.theiss@utas.ut c.com