



Sage Estimating

(formerly Sage Timberline Office Estimating)

Getting Started With Buyout

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Section 1

Welcome to Buyout

Welcome to Buyout. Sage is pleased to welcome you as a client. Read this booklet to find out how Buyout can help you accelerate your next buy out.

Buyout saves time and reduces effort by automating the bid solicitation and selection process. You can quickly and accurately turn detailed estimates into a set of purchase orders and subcontracts so you can buy out the material and subcontract items for a project.

About This Booklet

This booklet covers the following topics:

- Welcome to Buyout—a discussion of the Help system and useful contact information.
- Some Basic Concepts—the concepts and philosophy behind Buyout.
- Set Up a New Project in Buyout—step-by-step instructions for setting up a new project.
- Create and Send Quote Sheets—step-by-step instructions for the tasks you commonly perform during the buyout process.
- Enter Vendor Prices, Analyze Quotes, and Issue Purchase Orders—step-by-step instructions to complete your Buyout workflow.
- Glossary—a list of terms and definitions related to Buyout.

Ways to Get Help

Buyout provides all the help you need—right on your computer.

- The Help system
- Training information
- Contact Sage Timberline Office Customer Support

The Help System

Buyout's efficient Help system provides faster access to more information than most manuals. With a click of the mouse or a keystroke, you can easily get Help for a command, a field, a window, or a procedure.

► To Get Help on a Window Option

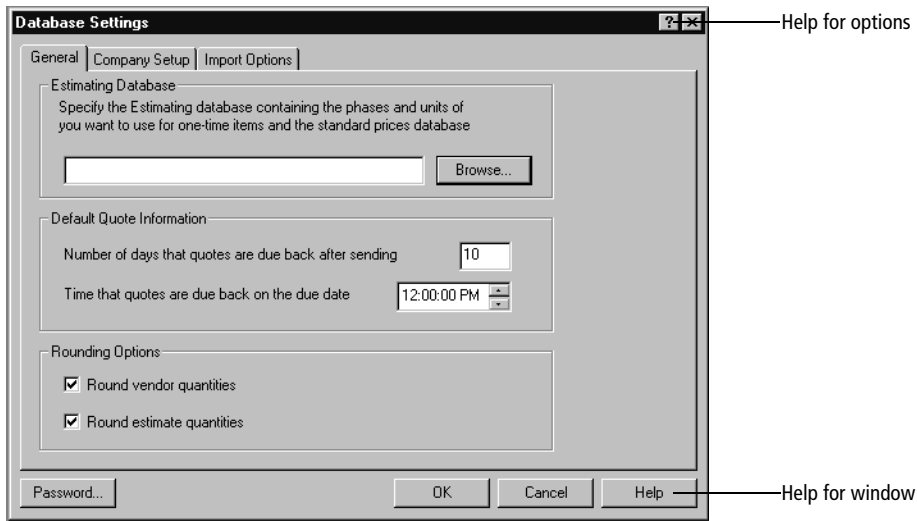
Help is available on virtually every option within a window. To access it, do one of the following:



- Click [**What's This?**] on the toolbar or [**?**] on the title bar and then click the option.
- Select **What's This** from the **Help** menu and then click the option.
- Select the option and press [**F1**].

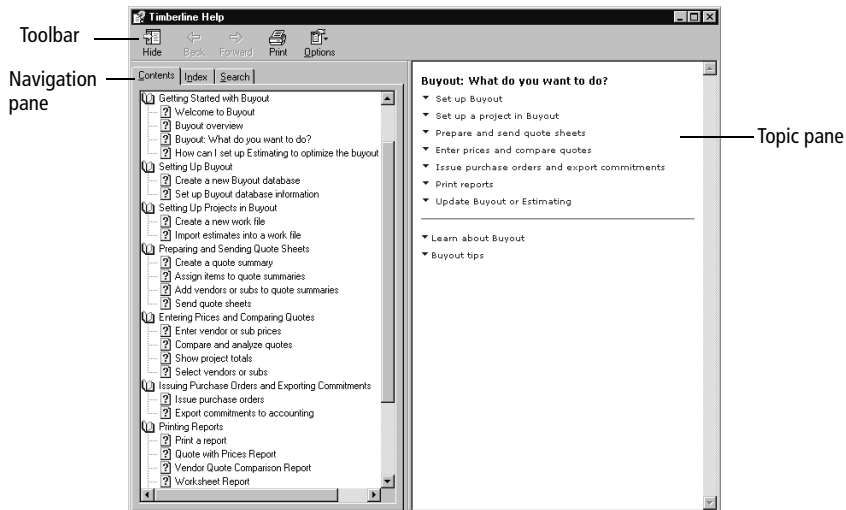
► **To Get Help for the Whole Window**

For information about the window, such as the window's purpose and what tasks you can perform in it, click **[Help]** at the bottom of the window.



► **To Use Help to Learn How to Do Tasks**

- 1 Click **[Help]** on the toolbar or select **Help Topics** from the **Help** menu.



- 2 Use the navigation pane to find a topic. The three tabs let you choose how you want to look for a topic.
 - **Contents** contains Help subjects organized within books.
 - **Index** contains an alphabetical list of Help subjects.
 - **Search** looks through every word in Help to find matches for your search query. When you see the topic you want, double-click it to display it in the topic pane.
- 3 Use the buttons on the toolbar to:
 - Open and close the navigation pane.
 - Move back and forth between topics you have already read.
 - Change the size of the font.
 - Print the current topic.
 - Display a menu of useful options.

Training Information

Learn about the Anytime Learning and Realtime Learning sessions that are available, view schedules of online sessions, or look for classroom training near you.

You can directly access Sage University from the Help menu in applications (**Help > Sage Timberline Office on the Web > Sage Software University**). This website offers a variety of professional product training options.

Contact Customer Support

Depending on your Sage Service Plan, you may be able to take advantage of the following services:

Sage Customer Portal

You may log on to the Sage Customer Portal at <https://customers.sagenorthamerica.com/irj/portal/anonymous/login> to access any of the following services:

- **Knowledgebase:** Find answers to your questions, access downloads, and subscribe to your favorite articles. This service is available online 24/7.

- **Live Chat:** Chat online with a customer support analyst - a great option for quick questions. Chat hours are the same as our telephone support hours (see below).
- **Online Support Request:** Submit an online support ticket when you have a non-urgent question. One of our call center support analysts will assist you. Online support hours are the same as our customer support call center hours (see below).

Sage Customer Support Call Center

Telephone Support: When you have a more urgent question or would prefer to speak to a customer support analyst directly, call us at 800-551-8307. Telephone support is available Monday through Friday from 6 a.m. to 5 p.m. Pacific Time with the following exceptions:

- Every Thursday from 2 p.m. to 3 p.m. Pacific Time (closed for customer support staff meetings)
- Standard United States holidays
- Quarterly company meetings

Upgrading Your Service Plan

If your service plan does not provide online or telephone customer support and you would like to add or upgrade a service plan, please call 800-858-7098.

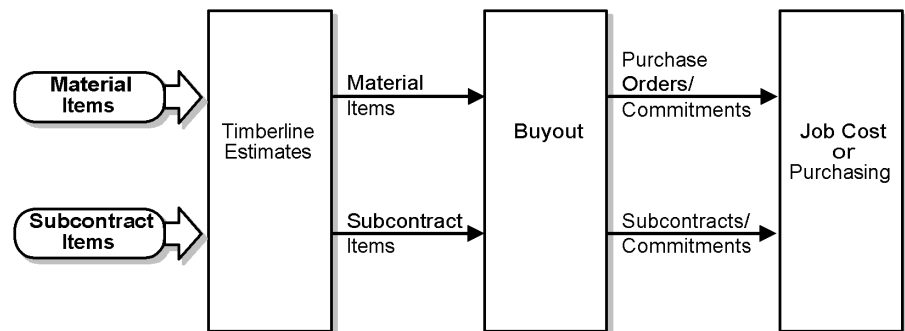
Section 2

Some Basic Concepts

The Buyout Process

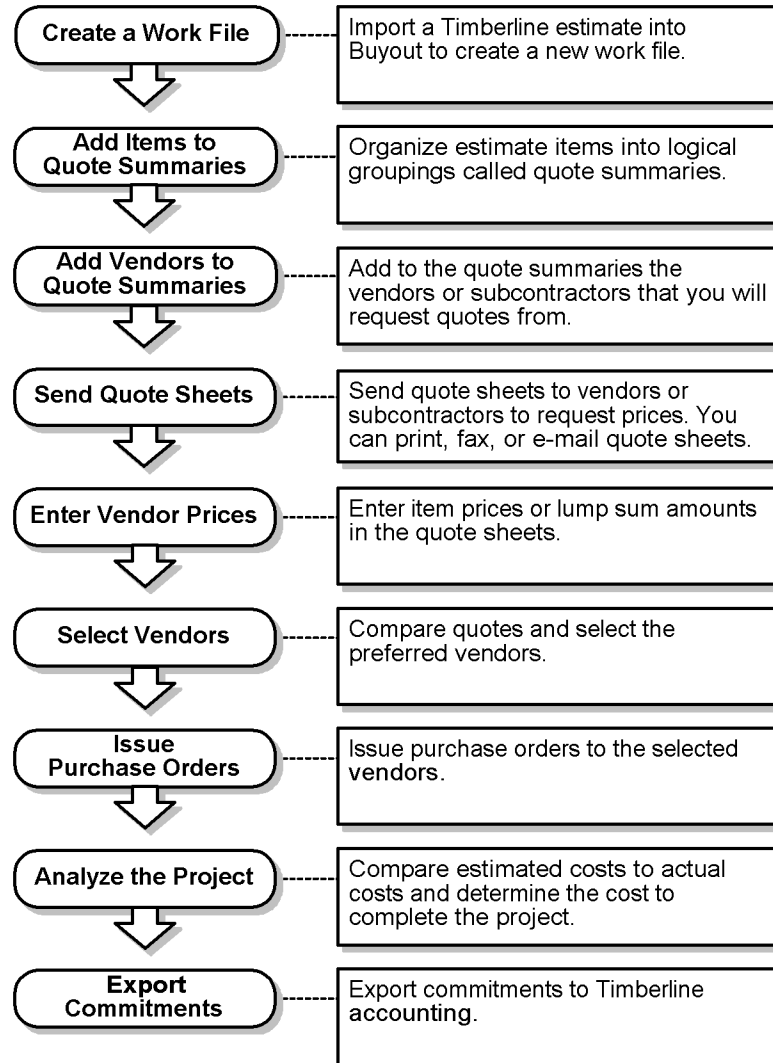
Buyout helps you tackle one of the toughest challenges facing project managers, estimators, and purchasing agents: to quickly and accurately turn a complex estimate into a set of purchase orders and subcontracts.

Buyout uses estimates from Estimating to create work files that allow you to group materials into quote summaries. Since Buyout links to Address Book, you can directly add vendors to the quote summaries and then send requests for quotes. Once you have received quotes from the vendors, you can select the preferred vendors and issue purchase orders or commitments directly to Job Cost or Purchasing.



The Buyout Workflow

Although each estimator, project manager, purchasing agent, and facility manager has a different way of doing things, the buyout process typically involves the following steps:

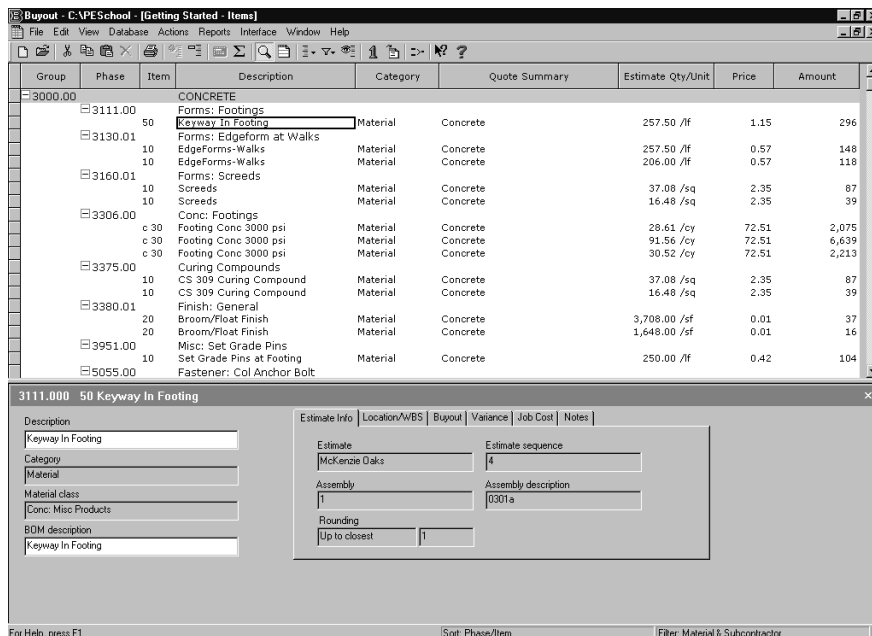


The Items Window












Buyout provides multiple ways to display items in the items grid so you can view them in the order that works best for you.

In the items grid (top pane), you can review the items to buy out for the current project and assign them to quote summaries.

In the detail pane (bottom pane), you can view and change information for individual items. The detail pane is similar to the **Detail** window in Estimating.



Items Window Toolbar

Icon	Command	Purpose
	Totals	Display the work file totals.
	Display Item Detail Pane	Display item details.
	Show Worksheet Window	Display the Worksheet window.
	Sort Selector	Select the sort sequence.
	Filter Selector	Select the item filter.
	Unassigned Only	Display only the items not assigned to a quote summary.
	One-Time Item	Create a one-time item.
	Assign Items	Assign items to a quote summary.
	Combine	Combine matching items.
	What's This?	Display Help for a button, command, or window when you click it.
	Help	Display Buyout Help.



NOTE: In this booklet, instructions that include these commands often include a picture of the icon as well.

The Worksheet Window

The **Worksheet** window provides the information you need to analyze and control the buyout process. From here you can monitor multiple quote summaries, gauge your progress in buying out the project, and reduce risk.

The worksheet grid (top pane) lays out the quote summaries for the current project in a familiar spreadsheet format. In the worksheet grid, you can add vendors or subs to quote summaries, send quote sheets, and issue purchase orders.

The **Quote Summary** pane (bottom pane) shows the quote summary currently selected in the worksheet grid. In the **Quote Summary** pane, you can enter amounts from vendor quotes, analyze incoming quotes and compare them side-by-side, and select the vendors to use.












Buyout always sorts vendors from lowest to highest, left to right, by their total bids in the **Quote Summary** pane.

The screenshot displays the 'Buyout - C:\PESchool - [Getting Started - Worksheet]' window. The top pane is a worksheet grid with columns: Quote Summary, Vendor/Sub, Status, Due Date, Received/Sent, Estimated Amount, Bid Amount, and Variance. The bottom pane is a 'Quote Summary - Concrete: Issued' table with columns: Description, Estimate Qty/Unit, Estimate Price, Estimate Amount, and three vendor columns: Beavertron Sand & Gravel, NW Concrete, and Rocky Slate Company.

Quote Summary	Vendor/Sub	Status	Due Date	Received/Sent	Estimated Amount	Bid Amount	Variance
Concrete		Issued	6/10/2002	2 of 3	39,116		
	Beavertron Sand & Gravel	Received	6/10/2002		39,116	36,500	(2,616)
	NW Concrete	Issued	6/10/2002		39,116	39,000	(116)
	Rocky Slate Company	Sent	6/10/2002		39,116	41,500	2,384
Doors		Received	6/10/2002	1 of 2	7,541		
	Acme Door & Glass Distributors	Received	6/10/2002		7,541	6,899	(642)
	Portland Building Supply	Sent	6/10/2002		7,541	7,850	309
Fasteners		Received	6/10/2002	1 of 2	810		
	Ford Metals, Inc.	Received	6/10/2002		810	850	40
	Larson's Hardware	Sent	6/10/2002		810	900	90
Interiors		Selected	6/10/2002	1 of 2	3,173		
	Ace Drywall	Selected	6/10/2002		3,173	2,999	(174)
	Beavertron Painting	Sent	6/10/2002		3,173	3,200	27
Lumber		Selected	6/10/2002	2 of 3	4,078		
	Cook's Lumber	Received	6/10/2002		4,078	3,856	(222)
	Oregon Lumber Specialties	Sent	6/10/2002		4,078	4,255	177
	Westside Lumber	Selected	6/10/2002		4,078	4,132	54
Roofing		Received	6/10/2002	1 of 1	16,440		
	Becker Roofing Company	Received	6/10/2002		16,440	16,600	160

Description	Estimate Qty/Unit	Estimate Price	Estimate Amount	Beavertron Sand & Gravel	NW Concrete	Rocky Slate Company
Anchor Bolts (All Sizes)	30.00 ea	2.87	86	80	88	91
Broom/Float Finish	5,356.00 sf	0.01	54	50	53	57
CS 309 Curing Compound	53.56 sq	2.35	126	117	125	133
EdgeForms-Walks	464.00 lf	0.57	266	249	266	283
Keyway in Footing	250.00 lf	1.15	296	276	295	314
Regular Concrete 3000 psi	151.00 cy	72.51	10,949	10,217	10,916	11,616
Screeds	53.56 sq	2.35	126	117	125	133
Set Grade Pins at Footing	250.00 lf	0.42	104	97	104	111
Trusses 50'	64.00 ea	423.58	27,109	25,286	27,029	28,761
Totals			39,116	36,500	39,000	41,500

Worksheet Window Toolbar

Icon	Command	Purpose
	Totals	Display the work file totals.
	Display Quote Summary Pane	Display the Quote Summary pane.
	Show Items Window	Display the Items window.
	Sort Selector	Sort the Worksheet window.
	New Quote Summary	Create a new quote summary.
	Add Vendor	Add a vendor to a quote summary.
	Send Quotes	Send quotes to vendors.
	Issue Purchase Order	Issue a purchase order.
	Export Commitments	Send commitments to Job Cost or Purchasing.
	What's This?	Display Help for a button, command, or window when you click it.
	Help	Display Buyout Help.



NOTE: In this booklet, instructions that include these commands often include a picture of the icon as well.

Section 3

Set Up a New Project in Buyout

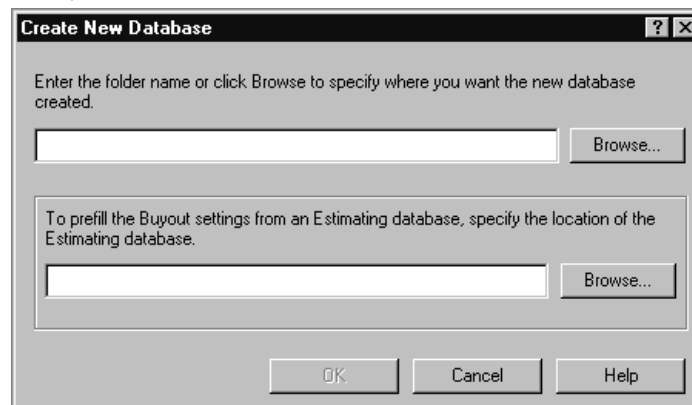
Create a New Database

A Buyout database (bos.dat) stores general, company folder, Job Cost setup, tax setup, and standard pricing information that specifies how you plan to use Buyout.

► To Create a New Database

- 1 From the **Database** menu, select **New Database**.

Menu path—Database > New Database



- 2 Enter a folder name or click [**Browse**] to specify where you want the new database.

- 3 (Optional) Specify the location of the Estimating database (pei.dat) containing the data and other settings (including Job Cost setup information, Address Book location, and phases and units of measure to use for one-time items and standard prices) to use in Buyout.
- 4 Click [OK]. The **Database Settings** window opens.

Menu path—Database > Database Settings

Database Settings

General | Company Setup | Import Options

Estimating Database
Specify the Estimating database containing the phases and units of you want to use for one-time items and the standard prices database

Browse...

Default Quote Information

Number of days that quotes are due back after sending

Time that quotes are due back on the due date

Rounding Options

Round vendor quantities

Round estimate quantities

Password... OK Cancel Help

- 5 Complete the options in the window to finish setting up your database. Click each tab to make sure you view all the database options.

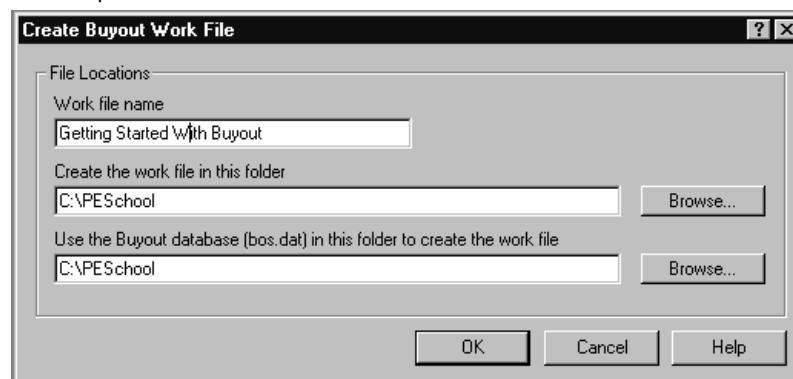
Create a New Work File

Each work file (.bow) stores the items, vendor quote information, and totals for a specific Buyout project or job. Think of it as a folder that contains all the details for buying out a project.

► To Create a New Work File

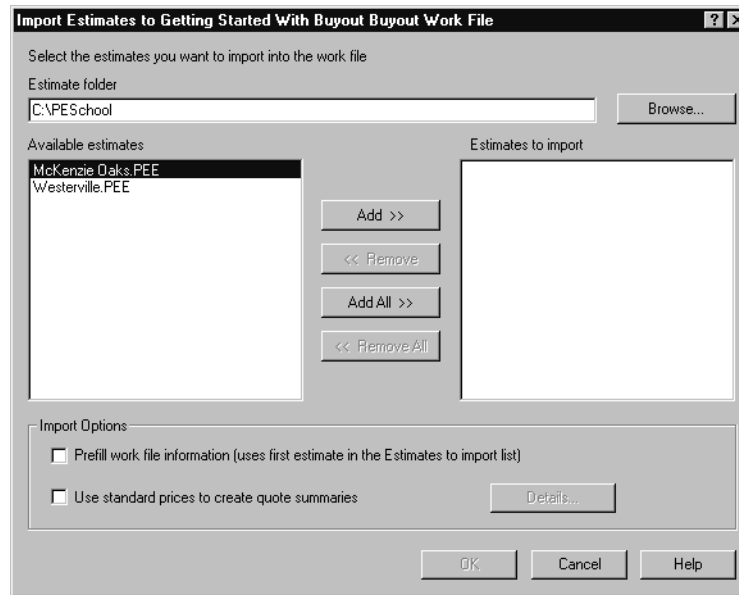
- 1 From the **File** menu, select **New Work File**. The **Create Buyout Work File** window opens.

Menu path—File > New Work File



- 2 Enter a name (up to 100 characters) for the work file.
- 3 Enter a folder name or click [**Browse**] to specify where you want the new work file created.
- 4 Enter a folder name or click [**Browse**] to specify the Buyout database to use when creating the new work file.

5 Click [OK]. The **Import Estimates to Buyout Work File** window opens.



6 In the **Available estimates** list, select the estimates you want to import and click [Add >>]. The selected estimates appear in the **Estimates to import** list

7 Complete the import options. Click [Details] to review your pricing options.

8 Click [OK] to import estimates into the new work file.



NOTE: You can also set work file options and view reference information for a work file in the **Work File Information** window, which is available from the **Actions** menu.

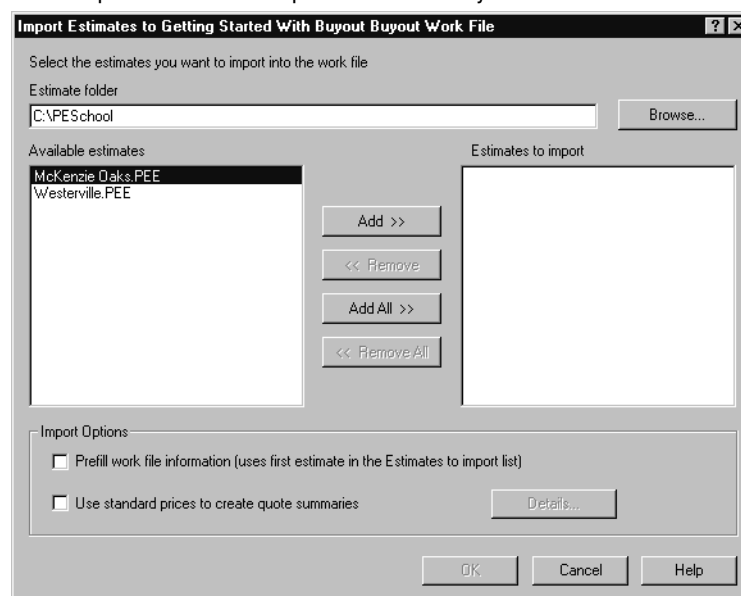
Import an Estimate Into a Work File

After you create a work file, you may find that you want to add one or more estimates to it. Use this procedure to import additional estimates into the current work file.

► To Import Estimates Into a Work File

- 1 From the **Interface** menu, select **Import Estimates**. The **Import Estimates to Buyout Work File** window opens.

Menu path—Interface > Import Estimates to Buyout Work File



- 2 Enter the full path of the folder containing the estimates you want to import into the current work file. You can also click [**Browse**] to select a different drive and folder.
- 3 In the **Available estimates** list, select the estimates to import.
- 4 Click [**Add >>**] to add the selected estimates to the **Estimates to import** list.
- 5 Select the desired import options, if any.
- 6 Click [**OK**] to import the estimates.

Section 4

Create and Send Quote Sheets

Create a Quote Summary

You can create quote summaries from the **Worksheet** or the **Items** window. A quote summary is a table of estimate items with quantities and amounts from Estimating and quotes from vendors who are bidding to supply those items.

► To Create a Quote Summary From the Worksheet



- 1 Click [**New Quote Summary**] on the toolbar. The **New Quote Summary** window opens.

The screenshot shows a dialog box titled "New Quote Summary". It contains a section for "New Quote Summary Information" with a "Name" text input field and a "Category" dropdown menu currently set to "Material". Below the input fields are three buttons: "OK", "Cancel", and "Help".

- 2 Enter a unique name (up to 70 characters) for the quote summary.
- 3 Select a category (**Material** or **Subcontract**) for the quote summary.
- 4 Click [**OK**] to create the quote summary. Now you can assign items to the quote summary.

Assign Items to a Quote Summary

In the **Items** window, you can assign items to a quote summary at the same time you create it. You can mark the items that you want grouped together on a quote sheet by assigning them to quote summaries.

► To Assign Items to a Quote Summary

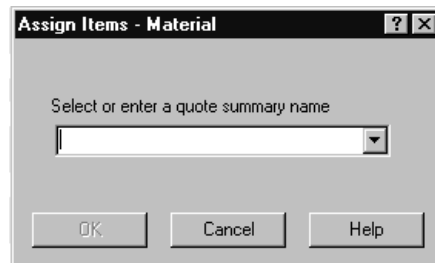
- 1 In the **Items** window, select one or more items you want to assign to the quote summary.

Selection	Procedure
One item	Click on any cell in the item row.
Consecutive items	Click on the first item and press SHIFT while you click the last item.
Scattered items	Press CTRL while you click each item.



- 2 Click [**Assign Items**] on the toolbar and enter a unique name (up to 70 characters) to create a new quote summary. Click [**OK**].

Menu path—Actions > Assign Items



NOTE: You can add a one-time item if you need to include an item that was not in the source estimate or estimates. A one-time item is included in only a Buyout work file and does not originate from a record in an Estimating database. The **One-Time Item** command is available from the **Actions** menu or from [**One-Time Item**] on the toolbar.

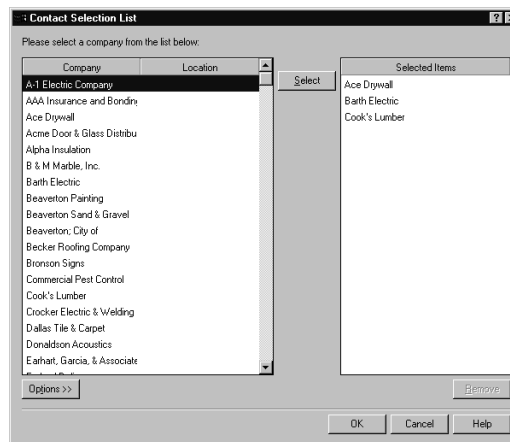
Add a Vendor to a Quote Summary

Adding vendors and subcontractors to quote summaries determines which vendors and subs will receive your request quotes for quotes. It also allows you to compare their quotes side-by-side in the **Quote Summary** pane.

► To Add a Vendor to a Quote Summary

- 1 In the worksheet, select the desired quote summary.
- 2 Right-click and select **Add Vendor** from the shortcut menu.
- 3 The **Contact Selection List** window opens a list of the vendors set up in Address Book.

Menu path—Actions > Add Vendor



- 4 Select one or more vendors in the list, and click [**OK**] to add them to the quote summary.



NOTE: If you need a vendor that is not in the list, you can set up the vendor as a one-time vendor in Buyout or add the vendor to Address Book. A one-time vendor is a vendor that you want to include in a Buyout work file but not in Address Book. These may be new or unknown vendors who provide unsolicited quotes for a job.

Send Quote Sheets

You can send quote sheets from the worksheet or the **Quote Summary** pane. You have the option to print a hard copy of the quote sheet, fax the quote sheet, or e-mail the quote sheet.

► To Send Quote Sheets


- 1 Select the quote sheets to send.

In the worksheet:

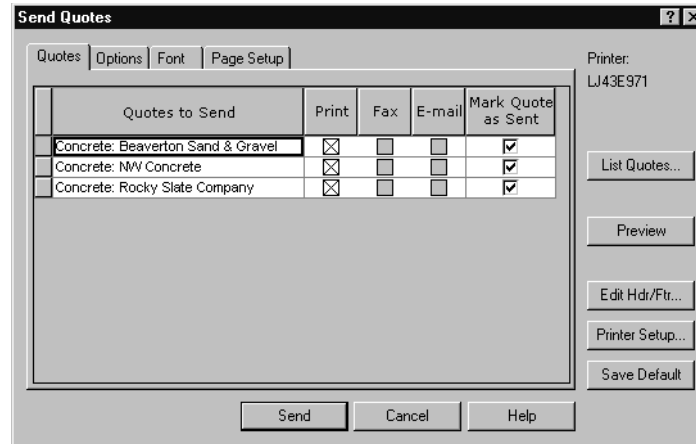
Selection	Procedure
One quote sheet.	Click anywhere in the quote sheet row.
Consecutive quote sheets.	Click anywhere in the first quote sheet row and press SHIFT while you click on the last quote sheet row.
Scattered quote sheets.	Press CTRL while you click anywhere on each quote sheet row.
All the quote sheets in a quote summary.	Click anywhere in the quote summary row.

In the **Quote Summary** pane:

Selection	Procedure
One quote sheet.	Click anywhere in the quote sheet column.
Consecutive quote sheets.	Click anywhere in the first quote sheet and press SHIFT while you click the column heading of the last quote sheet.
Scattered quote sheets.	Press CTRL while you click each quote sheet column heading.

-  **2** Click [**Send Quotes**] on the toolbar. The **Send Quotes** window opens. The selected quote sheets appear in the quote grid.

Menu path—Actions > Send Quotes



- 3** On the **Quotes** tab, review the output options for each quote sheet and change them as needed.
- 4** On the other tabs, review the options for sending and formatting the quote sheets. Change the options as needed.
- 5** (Optional) Click [**Preview**] to preview the quote sheets before sending them.
- 6** Click [**Send**] to send the quote sheets.



NOTE: The **Send Quotes** command is also available on the **Actions** menu. Right-click to view the shortcut menu.

Section 5

Enter Vendor Prices, Analyze Quotes, and Issue Purchase Orders

Enter Vendor Prices

When you receive prices from vendors, you enter them in the vendor quote sheet.

You can also enter lump amounts for individual items in the **Worksheet, Quote Summary** pane, or **Quote Sheet** window. You can also enter a lump amount and Buyout will back calculate the amount for the items in the quote sheet.

► **To Enter Vendor or Sub Prices**

- 1 Open the desired quote sheet.
 - a Select the desired quote sheet in the worksheet or **Quote Summary** pane.
 - b Right-click and select **Open Quote** from the shortcut menu. The **Quote Sheet** window opens.

Description	Part Number	Quantity/Unit	Price	Amount
Anchor Bolts (All Sizes)		30.000 /ea		
Broom/Float Finish		5,356.000 /sf		
CS 309 Curing Compound		53.560 /sq		
EdgeForms-Walks		464.000 /lf		
Keyway In Footing		258.000 /lf		
Regular Concrete 3000 psi		151.000 /cy		
Screeds		53.560 /sq		
Set Grade Pins at Footing		250.000 /lf		
Trusses 50'		64.000 /ea		
Total:				

- 2 Enter the item prices in the **Price** column. Click [**OK**].
- 3 To display the next quote sheet in this quote summary, click [**>>**]. To display the previous quote sheet in this quote summary, click [**<<**].
- 4 When you finish entering prices, click [**Close**].

Compare and Analyze Quotes

You can analyze incoming quotes and compare them side-by-side in the **Quote Summary** pane. Buyout always sorts vendors from lowest to highest, left to right, by their total bids. Totals appear in the bottom row of the **Quote Summary** pane.

Buyout also provides the Vendor Quote Comparison report to help you compare and analyze vendor quotes. Like the **Quote Summary** pane, this report allows you to compare vendor quotes against each other and against the budgeted (estimated) amount. Vendor quotes print side-by-side, from lowest to highest total, left to right.

When you finish reviewing the vendor quotes, you can select the preferred vendor in the worksheet or the **Quote Summary** pane.

Select Vendors

Use this procedure to choose the vendor or sub from whom you will purchase materials or subcontract services. When you select a vendor or sub, Buyout changes the status of the vendor quote sheet to Selected and a yellow star appears next to the vendor name in the worksheet and the **Quote Summary** pane.

► **To Select a Vendor or Sub**

- 1 Locate the desired vendor or subcontractor in the worksheet.
- 2 Right-click the vendor name in the **Vendor/Sub** column, and choose **Select Vendor** from the shortcut menu.

Buyout - C:\PESchool - [Getting Started - Worksheet]

File Edit View Database Actions Reports Interface Window Help

Quote Summary	Vendor/Sub	Status	Due Date	Received/ Sent	Estimated Amount	Bid Amount	Variance
Concrete		Sent	6/10/2002	0 of 3	39,116		
	Beaverton Sand & Gravel	Sent	6/10/2002		39,116	36,500	(2,616)
	NW Concrete	Sent	6/10/2002		39,116	39,000	(116)
	Rocky Slate Company	Sent	6/10/2002		39,116	41,500	2,384
Doors		Selected	6/10/2002	1 of 2	7,541		
	★ Acme Door & Glass Distributor	Selected	6/10/2002		7,541	6,899	(642)
	Portland Building Supply	Sent	6/10/2002		7,541	7,850	309
Fasteners		Selected	6/10/2002	1 of 2	810		
	★ Ford Metals, Inc.	Selected	6/10/2002		810	850	40
	Larson's Hardware	Sent	6/10/2002		810	900	90
Interiors		Sent	6/10/2002	0 of 2	3,173		
	Ace Drywall	Sent	6/10/2002		3,173	2,999	(174)
	Beaverton Painting	Sent	6/10/2002		3,173	3,200	27
Lumber		Selected	6/10/2002	1 of 3	4,078		
	★ Cook's Lumber	Selected	6/10/2002		4,078	3,856	(222)
	Oregon Lumber Specialties	Sent	6/10/2002		4,078	4,255	177
	Westside Lumber	Sent	6/10/2002		4,078	4,132	54
Roofing		Sent	6/10/2002	0 of 1	16,440		
	Becker Roofing Company	Sent	6/10/2002		16,440	16,600	160

Quote Summary - Fasteners: Selected

Description	Estimate Qty/Unit	Estimate Price	Estimate Amount	★ Ford Metals, Inc.	Larson's Hardware
Nails - 16d common	1.00 keg	62.60	63	66	70
Pins & Loads	92.00 ea	0.26	24	25	27
Sheetrock Nails 1-3/4 x 10	99.00 lb	7.30	723	759	804
Totals			810	850	900



NOTE: To select a vendor or subcontractor in the **Quote Summary** pane, right-click the vendor column heading and choose **Select Vendor** from the shortcut menu.

Issue Purchase Orders

You can issue purchase orders from the worksheet or the **Quote Summary** pane.

► To Issue a Purchase Order

- 1 Select the quote sheets for which to issue purchase orders.

In the worksheet:

Selection	Procedure
One quote sheet.	Click anywhere in the quote sheet row.
Consecutive quote sheets.	Click anywhere in the first quote sheet row and press SHIFT while you click on the last quote sheet row.
Scattered quote sheets.	Press CTRL while you click anywhere on each quote sheet row.
All the quote sheets in a quote summary.	Click anywhere in the quote summary row.

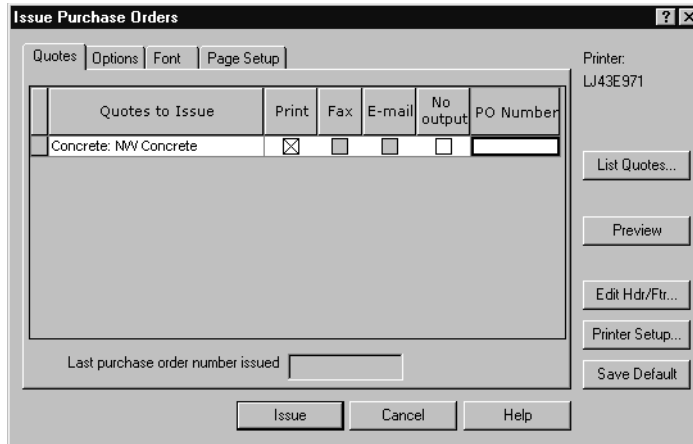
In the **Quote Summary** pane:

Selection	Procedure
One quote sheet.	Click anywhere in the quote sheet column.
Consecutive quote sheets.	Click the column heading of the first quote sheet and press SHIFT while you click the column heading of the last quote sheet.
Scattered quote sheets.	Press CTRL while you click each quote sheet column heading.



- Click [**Issue Purchase Orders**] on the toolbar. The **Issue Purchase Order** window opens. The selected quote sheets appear in the quote grid.

Menu path—Actions > Issue Purchase Order



- On the **Quotes** tab, review the output options for each quote sheet which you are issuing a purchase order against and change the options as needed.
- On the other tabs, review the options for creating and formatting the purchase orders. Change the options as needed.
- (Optional) Click [**Preview**] to preview the purchase orders before issuing them.
- Click [**Issue**] to issue the purchase orders. Buyout changes the status of the selected quote sheets to Issued.



NOTE: The **Issue Purchase Orders** command is also available on the **Actions** menu and from the shortcut menu.

Appendix

Glossary

Address Book

The application used to manage vendors, subcontractors, and contacts.

Buyout

- 1) The process used to solicit pricing and purchase materials and subcontractor services.
- 2) The application used to solicit prices for various materials and services and issue purchase orders for those materials and services.

commitment

An authorization to allocate funds to a project for materials or services.

contact

An entry in Address Book that contains the information you need to communicate with a particular individual or business. Contact entries typically include individual or company name, street address, phone number, e-mail address, and any other information relevant to the contact.

contact selection list

The **Contact Selection List** window is a list of the vendors set up in Address Book.

Detail pane

The pane located below the **Items** window. This pane displays detailed information about the item currently selected in the **Items** window.

item

An item is a particular material or service that Buyout prices and purchases. When you use Estimating with Buyout, only the items with material or subcontract costs are available in Buyout.

Items grid

The items grid is located in the **Items** window. It contains all the items from the estimates you imported into the work file.

lump amount

On a Buyout quote, a lump amount is a value that represents a vendor's calculated bid (quantity multiplied by unit price) for one item or for all items.

material class

A unique name for a set of material items that share a common characteristic. Material classes group together similar material items on quote summaries in Buyout. Example: Conc: Concrete Prod, Masonry: Brick.

one-time item

A one-time item is an item that was not in the source estimate or estimates. It is an item you include in a Buyout work file without creating a record in a Estimating database.

one-time vendor

A vendor that you want to include in a Buyout work file but not in Address Book. This may be a vendor that you receive quotes from, but do not wish to add to Address Book because you will not be buying from them.

piece count

The quantity of an item in the unit sold by the vendor. The piece count appears on purchase orders if you choose to include it.

primary estimate

The first estimate imported into a work file.

purchase order (PO)

A written commitment to a vendor to purchase materials or services from that vendor.

quote sheet

A quote sheet is a request for a quote (bid) to supply the specified materials or perform the specified work.

quote summary

A table of estimate items with quantities and amounts from Estimating and quotes from vendors who bid to supply those items.

request for quote (RFQ)

A request for a quote (bid) to supply the specified materials or perform the specified work.

standard price

The item price previously specified by a vendor. You can save standard prices by vendor for use on subsequent quote summaries.

subcontract

A written commitment to a subcontractor to acquire services from that subcontractor.

vendor

1) A supplier of materials or services. 2) A secondary contractor who performs some part of the prime contractor's obligation under the contract.

work file

The file that stores the items, vendor quote information, and totals for a specific Buyout project or job. This file contains all the details for buying out a job.

worksheet

A spreadsheet containing all the quote summaries and quotes for the current work file. The worksheet shows the vendors, prices, and status associated with each quote summary.