

RFQ + Buyer Outreach Workflow Plan • Sample

Overview

Sample operating document • July 2026

Workflow stages

1. Intake
2. RFQ cleanup
3. Supplier shortlist (or buyer segment selection)
4. Document check
5. Buyer outreach
6. Quote comparison
7. Risk review
8. Next action

Timeline example

Day 0â 2: Intake control and missing-field list
Day 3â 5: RFQ structure and document gap review
Day 6â 10: Segment mapping and outreach materials
Day 11â 15: Controlled outreach / RFQ distribution
Day 16â 20: Quote comparison and risk register update
Day 21+: Next-action board and portal handoff if approved

Responsible party matrix

Stage | Buyer | Supplier | OMA NEXUS

Intake | Provide context | Provide profile | Structure fields

RFQ cleanup | Confirm scope | Flag missing inputs | Readiness score

Document check | Request evidence | Supply evidence | Gap list

Outreach | Approve targets | Respond completely | Sequence support

Risk review | Decide | Clarify | Register + memo