AI RFQ Assistant

AI Usage Card

Workflow v1.0 | Training v1.0 | Demo

Use AI to accelerate RFQ intake. Keep commercial authority and final verification with people.

USE IT FOR

- Extracting RFQ requirements
- Summarizing quantities and deadlines
- Identifying missing commercial information
- Preparing an internal quotation brief

DO NOT USE IT FOR

- Final pricing approval
- Committing delivery dates
- Accepting contractual terms
- Approving discounts
- Sending unreviewed customer replies

INPUT

- Approved customer RFQ source material
- Approved internal references where needed

EXPECTED OUTPUT

- Structured internal RFQ analysis
- Facts, missing data, risk flags, assumptions, next actions

HUMAN CHECK

- Customer identity
- Quantities and dates
- Product/service mapping
- Contract terms
- Pricing
- AI assumptions

ESCALATE WHEN

- Specs unclear
- Penalties present
- Product mapping uncertain
- Unusual payment terms
- Legal/compliance wording
- AI conflicts with source

MANDATORY: compare critical AI output against the original customer source before the workflow proceeds.