AI RFQ Assistant

60-Second Quick Reference

Workflow v1.0 | Employee operating aid

1. CONFIRM SOURCE Correct customer, RFQ and attachments.

2. USE APPROVED AI Never move customer material into an unapproved public tool.

3. SUBMIT COMPLETE INPUT If information is missing, mark it missing - do not invent.

4. REVIEW EXTRACTION Customer, items, quantities, dates, missing information, risk flags.

5. HUMAN CHECK Compare every critical field against the source.

6. CORRECT OR ESCALATE Stop for unclear specs, penalties, uncertain mapping, unusual terms or source conflict.

7. APPROVE INTERNAL BRIEF Only then continue to quotation preparation. Never send unreviewed AI output externally.

HUMAN APPROVAL CHECKPOINT: source verification is required before quotation preparation continues.

ESCALATE: unclear specs | contractual penalties | uncertain product mapping | unusual payment terms | legal/compliance language | AI/source conflict