Following the creation of a new RAI quote in our ACS system, the current processes and expectations can be interpreted as follows for inner-departmental assistance or transactions between the RAI-cycle owner and inside sales team.

Once an RAI quote has been selected to request assistance for material pricing, the steps below should be taken to communicate issues needed and details on each priority in which materials are needed:

1. A list is created/downloaded from the inspection report by the RAI cycle owner. The list should contain the asset info, job number, and materials needed for each deficiency deemed high-priority and/or triage by the RAI-cycle owner.
2. The list should then be passed on to an inside sales representative who is going to be helping to assisting in material pricing. The general expectation is that pricing should be received in 2-3 days. A quicker turn-around time has been shown to produce more fruitful results in the past when quoting repairs after inspections.
	* 1. If there are any delays or reasons why parts pricing cannot meet this timeline, that information should be immediately passed onto the RAI-cycle owner so that notes can be added timely to show the reason for delays in the CRM notes.
3. Upon receiving material pricing from a vendor, the inside sales team member should complete the following
	1. Update material pricing in the ACS quote
	2. Drop any vendor quote hardcopies into the ACS quote folder
	3. Mark the quote ready for labor in the CRM
	4. Notify the RAI-cycle owner that the above steps have been completed and the quote is ready to be finalized with labor, equipment ect.

(The above steps are repeated for each quote sent into inside sales by the RAI-cycle owner in request for material pricing assistance)