

# IPM Mail Manager

For IPM Project Management



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## WHAT DOES IPM MAIL MANAGER DO?

IPM Mail Manager is an exciting new tool to extend the capabilities of IPM's RFI and RFQ functions. As an additional product available in the IPM suite, the IPM Mail Manager takes RFI and RFQ information from incoming emails and automatically updates the relevant record in IPM.

Simply use the IPM Mail Manager to send your RFQ or RFI from an existing email account, or create a shared email account for you team to use. Once each vendor replies with their answer or quote, the Mail Manager automatically files the relevant information from the email reply into the IPM database.

## IPM MAIL MANAGER NOW GIVES YOU THE ABILITY TO:

- All relevant RFI and RFQ information is stored quickly and efficiently.
- RFI and RFQ information is available on a central database to all relevant IPM users as soon as it reaches the inbox.
- RFI and RFQ information is not lost in the volume of email communication or left in absent staff member's inboxes.

The screenshot shows the Microsoft Dynamics CRM interface. The main window displays an email titled "RFI 0019-0001 (Materials) of the Job 0019 (Peters House)". The email body contains the following text:

We are sending you the RFI 0019-0001 (Materials) of the Job 0019 (Peters House) for your consideration.

Yours faithfully,  
IPM.

Please reply to this email with the information entered into the grid below.

Question	Response
CONTACT ID 4444	
Can you supply all materials again	

The table is highlighted with a yellow border. Below the table, there are "Attachments" and "Status Reason" fields.

Send your RFQ or RFI from an existing email account and when vendors reply with a quote it automatically updates information into the IPM database.

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The screenshot displays the IPM Mail Manager interface for an RFQ titled "0019-0001 (Materials)". The interface includes a navigation pane on the left with sections for "Information", "Related", "Common", and "Processes". The main area shows the "RFQ Details" section with a table of items. A yellow box highlights the "One Stop supply shop" column, which contains values for each item: \$6,500.00, \$22,000.00, \$7,000.00, \$60,000.00, and \$11,000.00. The table also shows various cost and price columns for each item.

Status	Description	Estimate Quantity	Unit of Measure	Estimate Unit Price	Estimate Unit Cost	Estimate Price	Estimate Unit Cost	Estimate Cost	One Stop supply shop	Required Date	Scope	
Not Issued	Material for framework	1.0000		\$15,000.00	\$15,000.00	\$7,000.00	\$7,000.00		\$6,500.00			
Not Issued	Material for exterior	1.0000		\$50,000.00	\$50,000.00	\$25,000.00	\$25,000.00		\$22,000.00			
Not Issued	Material for roof	1.0000		\$12,000.00	\$12,000.00	\$7,500.00	\$7,500.00		\$7,000.00			
Not Issued	Other materials	1.0000		\$100,000.00	\$100,000.00	\$50,000.00	\$50,000.00		\$60,000.00			
Not Issued	Materials for outside	1.0000		\$25,000.00	\$25,000.00	\$15,000.00	\$15,000.00		\$11,000.00			
									\$202,000.00	\$104,500.00	\$106,500.00	

Ensure that all RFQ and RFI replies are automatically updated in the system when they are received, saving you time and giving you the peace of mind that you always have access the most recent up to date data.

CONTACT IPM GLOBAL

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