



BUSINESS PROCESS DOCUMENT

Customer	1001	CapFrance BAT
Project Name	10-110	le SAP
Module	MM	Materials Management
Business Process	10-010	Source Determination - RFQ & Quotation
Issue Date	11-Jun-11	
Revision	1.0	

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Business Proc	10-010 Source Determination - RFQ & Quotation	Module	<MM>

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About Document

Document Control

Customer Number	1001
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Document No	10-010
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Document Approval

Document	Project Role	Name	Date
Prepared by	Application Consultant		11-Jun-11
Reviewed by	Project Manager		Click here to enter a date.
Approved by	Project Manager		Click here to enter a date.
	Customer Project Manager		Click here to enter a date.

Document Approval

Version	Changed by	Effective Date	Reasons for Change	Sections/Pages Revised
		Click here to enter a date.		
		Click here to enter a date.		
		Click here to enter a date.		

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Icons Used

Use the following symbols selectively where you need highlight a particular portion of the document and to draw the attention of the user

Icon	Meaning
	Caution
	Example
	Note
	Recommendation
	Syntax
	External Process
	Business Process Alternative/Decision Choice
	Manual Entry
	SAP Form generated. Choose Print option
	SAP Report generated. Choose Print option

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Document Preparation Instructions

Please select the text in the column below and replace for each of them at the start of the document preparation

Replacement Text Type	Replacement Text Example
[CompanyId]	CFB
[CompanyName]	CapFrance Bat
[ProcessGroup]	Purchasing
[ProcessName]	RFQ & Quotation
[Module]	MM
To add more	

How to do it

1. Press **Ctrl-F**
2. Select **"Replace"**
3. Enter the '**Replacement text type**' in **"Find What"**
4. Enter the '**Replacement text**' in **"Replace with"**
5. Ensure **"Match Case"** is ticked
6. Press **"Replace All"**
7. If you have to select a particular open window (as below), then press **FN-ALT-PrtSC** simultaneously

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Example for use of Icons



- Please ensure you have been assigned a user name (Check with System Administrator)
- Ensure that the role specific to you has been assigned in your User Profile (Check with System Administrator)

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1. Introduction

1.1 Purpose

This scenario describes the typical processes used in the construction industry to generate and process the Request for Quotation (RFQ's) and Quotations.

To quote the customer, the details of the prices and dates are required for materials, external services, manpower and Tools or Equipments are required.

For this, you must carry out internal planning for the activities, resources and costs known of at this time.

Request for Quotations are placed and Quotations are collected from vendors for parts that have to be procured externally such as materials, accessories, tools or equipment.

Furthermore, project-specific RFQs can be made to subcontractors in order to collect and compare dates and prices for services. This must be done so that the quotation price can be created in detail.

Request for Quotation (RFQ)

Definition:

A request for quotation (RFQ) is an invitation extended to a vendor by a purchasing organization to submit a quotation (bid) for the supply of materials or performance of services.

Structure:

An RFQ consists of the RFQ header and the items.

❖ RFQ header

Contains general information on the RFQ, such as the vendor's address.

❖ Items

Contain the total quantities and delivery dates for the materials or services specified in the RFQ.

Quotation

Definition:

- ❖ A quotation is an offer by a vendor to a purchasing organization regarding the supply of materials or performance of services subject to specified conditions.

Structure:

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- ❖ A quotation is legally binding on the vendor for a certain period. The quotation is the vendor's response to a request for quotation issued by a purchasing organization.
- ❖ A quotation consists of items in which the total quantity and delivery date of an offered material or service are specified.

In Purchasing, the RFQ and the quotation form a single document. Prices and conditions quoted by vendors are entered in the original RFQ.

If you have issued an RFQ to several vendors, you can have the system determine the most favorable quotation submitted and automatically generate letters of rejection to the unsuccessful bidders.

You can also store the prices and terms of delivery from certain quotations in an info record for future accessing.

RFQs can be subject to a release procedure.

RFQs can be created in any of the following ways:

1. Manually

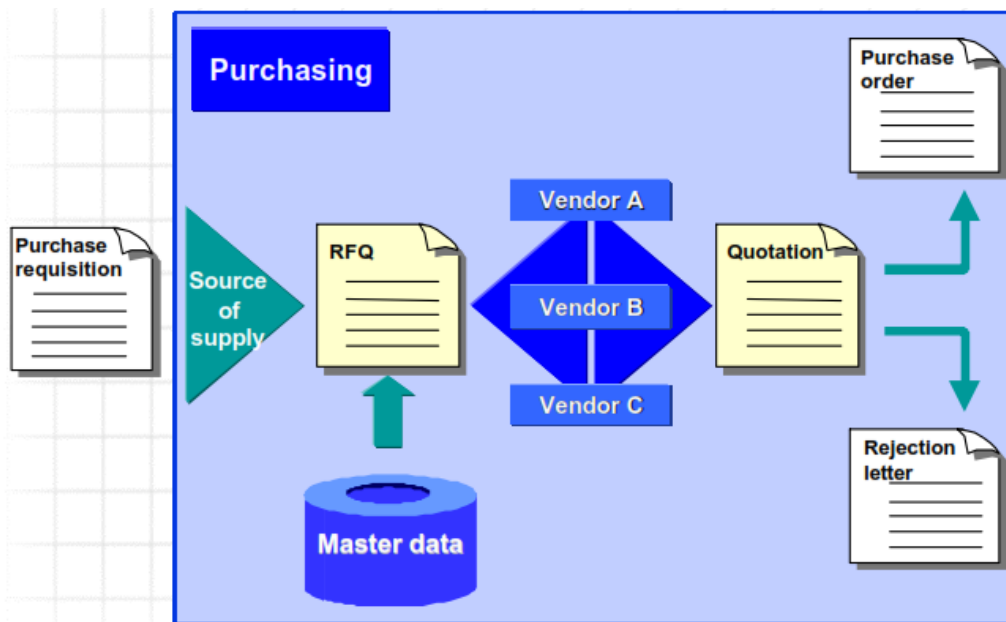
Enter all the data for the material or materials or services for which you wish prices to be quoted.

2. Copying

Copy an existing RFQ.

3. Using the referencing technique

With reference requisitions or an outline purchase agreement.



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1.2 Definitions

PR	Purchase Requisition
RFQ	Request for Quotation
PO	Purchase Order

1.3 Pre-Requisites

The following pre-requisites must be completed prior to initiating this process

Activity	Description
Current Period	Roll MM Period to Current Period,
User id and Role	Suitable Roles needs to assign to the user id
MM Configuration	Required Configurations of MM will be completed.

In addition to the above pre-requisites, User should have the following the information to create RFQ.

- ❖ **Vendors:** Do you have a list of suitable vendors for the RFQ? The vendor numbers must be available.
- ❖ **Deadlines:** What are the important deadlines for bidding, if any (for example, the deadline for submission of quotations)?
- ❖ **Number assignment:** If your company uses external number assignment, then you need an RFQ number that falls within the valid number range.
- ❖ **Collective number:** We recommend that you assign the RFQ a collective number. You enter this number once, and the system copies it for each RFQ you create within a competitive bidding process.
The collective number enables you to track all RFQs for a given competitive bidding process. The number can be alphanumeric and up to 10 characters long. You enter it in the header data of the RFQ.

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1.4 Master Data

Essential master and organizational data was created in your SAP system in the implementation phase, such as the data that reflects the organizational structure of your company and master data that suits its operational focus, for example, master data for materials, vendors, and customers.

The business process is enabled with this organization-specific master data, examples which are provided below

Org. Structure	Value	Comment
Company Code	1000	Company Code 1000
Plant	1000	Plant Code 1000
Storage Location	1000	Storage Location 1000
Purchasing Organization	1000	Purchasing Organization 1000

1.5 Business Conditions

List one or more business conditions that must have been completed before the user starts this scenario:

Business Condition	Scenario
You have completed all steps described in the Business Process Documentation <i>Prerequisite Process Steps</i> . These process steps include the step <i>Roll MM Period to Current Period</i> . Perform this activity if the MM period in the system is not set to the current period. Usually, this activity has to be done once a month.	Prerequisite Process Steps
Create RFQ with reference to Purchase Requisition	Purchase Requisition

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1.6 User Roles

The following roles have been defined for this Process – RFQ & Quotation.

These roles have been designed to fulfill the particular business requirements of the process.

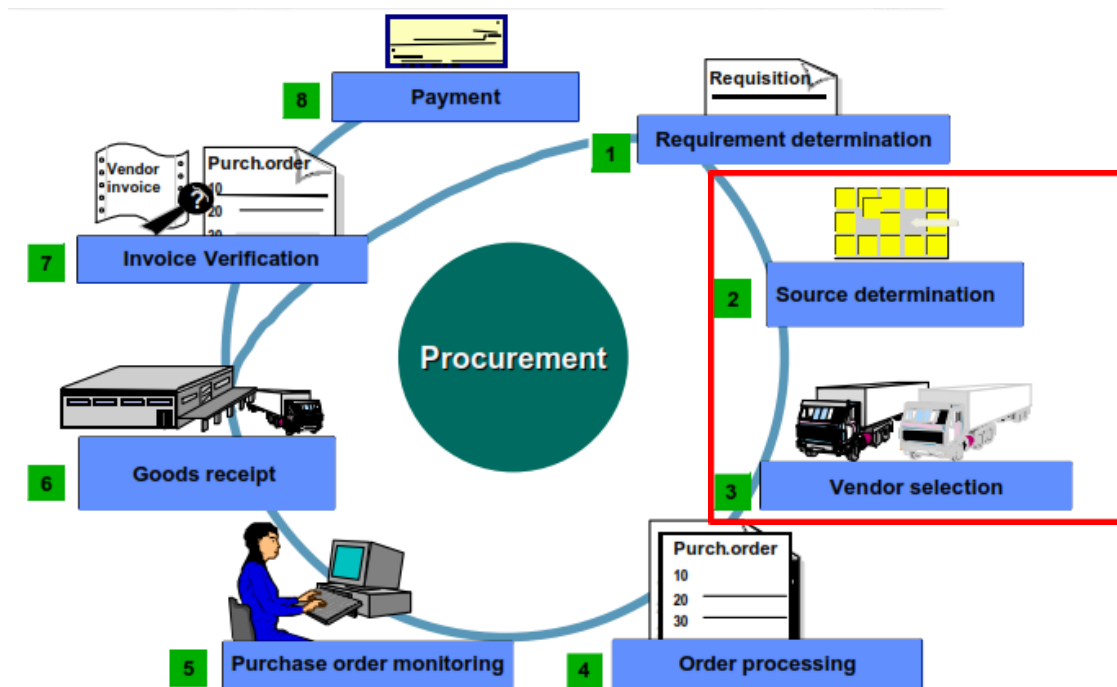
	• Please ensure you have been assigned a user name (Check with System Administrator) • Ensure that the role specific to you has been assigned in your User Profile (Check with System Administrator)
---	---

Business Role	Technical Name	Process Step
Requester	SAP_NBPR_PURCHASER-S	• Create Purchase Requisition for Materials with or without material master record • Change Purchase Requisition • Display Purchase Requisition • Create Request for Quotation • Change Request for Quotation • Display Request for Quotation
Department Manager	SAP_NBPR_PURCHASER-M	• Release & approve Request for Quotation

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1.7 Process Group Overview

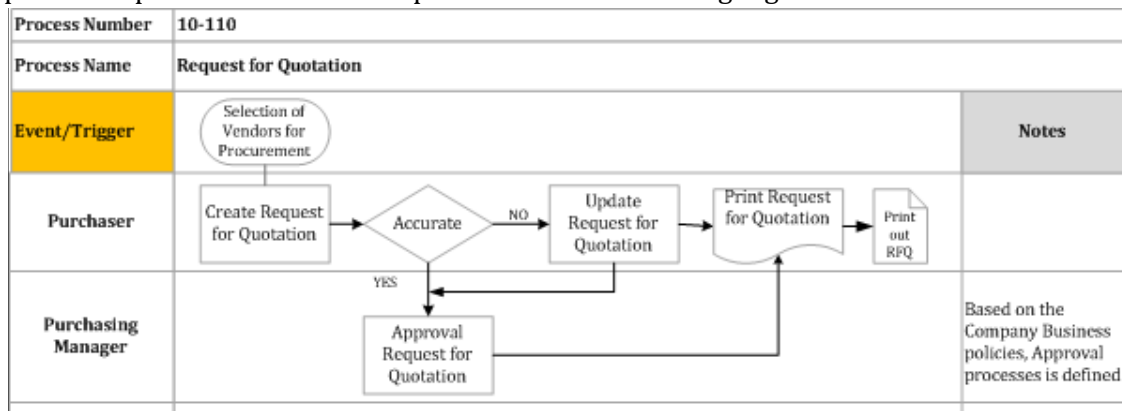
The following diagram depicts the overall process flow for the Process Group [Process Group]. The particular process within the scope of this document is highlighted.



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1.8 Process Flow

The following diagram depicts the overall process flow for Request for Quotation. The particular process within the scope of this document is highlighted.



1.9 Process Steps - Summary

The following section describes the process flow diagram in detail

Use		Once you are ready to create the RFQ after having reviewed the pre-requisites and business conditions	
Step	Process Step	Performed by	Description
1	Check for the Purchase requisitions for RFQ's	Purchaser	
2	Create RFQ	Purchaser	
3	Print Draft RFQ (if required)	Purchaser	
4	Submit RFQ for Approval and notify		Submittal of RFQ for approval will be thru workflow
5	Approve RFQ	Purchasing Manager and others as determined by Release Strategy	
6	Reject RFQ	Departmental Manager and others as determined by Release Strategy	Notify via email or verbally for rejection and if requires for changes in RFQ
7	Print Final RFQ	Purchaser	RFQ can be transmitted as a hardcopy or as PDF
8	Follow up		
Result		Approved RFQ created, issued to Vendor and follow-up maintained	

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1.10 Process Steps – In Detail

1.10.1 Initiate

SAP Menu Path	Logistics ? Materials Management ? Purchasing ? Request for Quotation ? Create
SAP T-code	ME41
Business Role (NWBC)	
Screen View –	

1.10.2 Process:

1.10.2.1 Create Request for Quotation

Step	Process Step	Description
	Enter data when initiating Request for Quotation	Enter the through Menu path or enter the Transaction code in the command box. The following screen appears

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The screenshot shows the 'Create RFQ : Initial Screen' in SAP. It includes a menu bar (RFQ, Edit, Header, Item, Environment, System, Help) and a toolbar. Below the title bar, there are tabs for 'Reference to PReq' and 'Reference to Outline Agreement'. The main area contains several input fields grouped into sections: 'RFQ Type' (with a dropdown), 'Language Key' (with a dropdown), 'RFQ Date' (with a date picker and a checked checkbox), 'Quotation Deadline' (with a date picker and a checked checkbox), 'Organizational Data' (with 'Purch. Organization' and 'Purchasing Group' dropdowns), and 'Default Data for Items' (with 'Item Category', 'Delivery Date', 'Plant', 'Storage Location', 'Material Group', and 'Req. Tracking Number' dropdowns).

3
2
1

Enter the following field values in the required fields as mentioned below



And choose enter

Enter the Following values in relevant fields (User action and Values) as show mention below

Field name	Description	User action and values (Example)
RFQ Type (1)	Identifier allowing differentiation between the various kinds of request for quotation (RFQ) in the SAP system. The RFQ type is proposed by the system. However, you can choose a different RFQ type if one has been defined for your system.	AN – Material RFQ ZS – Service RFQ AT – Tendering RFQ As per requirement choose RFQ Type
Language Key(2)	The language key designates the language in which you: • Display texts • Enter texts • Print documents.	EN – English AR – Arabic As per requirement choose language key
RFQ Date (3)	Date, RFQ was created	11.06.2011
Quotation Dead Line	Date by which the vendor is to submit the quotation.	30.06.2011

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RFQ	RFQ number	This field is used while creating RFQ, with reference to any other RFQ
Purchase Organization	Purchase Organization, A request for quotation must be assigned to a purchasing organization.	1100
Purchasing Group	Key for a buyer or a group of buyers, who is/are responsible for certain purchasing activities?	001

RFQ Edit Header Item Environment System Help

Create RFQ : Initial Screen

Reference to PReq Reference to Outline Agreement

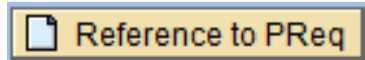
Create Referencing Requisition (Ctrl+F3)

RFQ Type ZS
Language Key EN
RFQ Date 13.06.2011
Quotation Deadline 30.06.2011
RFQ

Organizational Data
Purch. Organization 1100
Purchasing Group 001

Default Data for Items
Item Category
Delivery Date T
Plant
Storage Location
Material Group
Req. Tracking Number

Enter the data as mentioned above and Choose “Reference to Purchase Requisition”



Purchase Requisition	Reference Purchase Requisition Number	10000508
----------------------	---------------------------------------	----------

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RFQ Edit Header Item Environment System Help

Create RFQ : Initial Screen

Reference to PReq Reference to Outline Agreement

RFQ Type ZS
Language Key EN
RFQ Date 13.06.2011
Quotation Deadline 30.06.2011
RFQ

Organizational Data
Purch. Organization 1100
Purchasing Group 001

Default Data for Items
Item Category
Delivery Date T
Plant
Storage Location
Material Group
Req. Tracking Number

Selection of Purchase Requisitions

Purchase Req. 10000508
Requisition Item
Purch. Group 001
Document Type
Material
MPN Material
Plant
Item Category
Acct Assgt Cat.
Tracking Number
Supplying Plant
☒ Assigned
☒ Stock material
☒ Open only

Select . The following screen appears.

RFQ Edit Header Item Environment System Help

Create RFQ : Selection List: Purchase Requisitions

Adopt + Details

Pur. Req.	Adopt + Details (Shift+F4)	Short Text	Plant	SLoc	A	Cl	Qty	Un	C	Deliv. Date	Rel. Date	Fixed V.	S	Batch
10000508		For Civil Works	1100	CW01	D	P		1.000	AU	D 30.06.2011	12.06.2011		N	

Choose the Line item and select "Adopt+ Details".
Enter the following values in respective fields in the next screen

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Tracking Number	Number that facilitates the monitoring of the procurement of required materials or services. The requirement tracking number from the purchase requisition is copied to the purchasing documents (for example: RFQ or purchase order) created with reference to a purchase requisition. The requirement tracking number thus enables you to group together the purchasing documents that exist for a certain material requirement.	121001
Delivery Date	Date on which the goods are to be delivered or the service is to be performed.	02.07.2011
Deadline monitoring 1 st Remainder/Expediter	Number of Days for First Reminder/Expediter Example: In the event of a delay in delivery, you can send messages urging the vendor to deliver ordered materials a total of three times, at intervals of 10 days: • Reminder 1: 10 days (after delivery date) • Reminder 2: 20 days (" " ") • Reminder 3: 30 days (" " ").	

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RFQ Edit Header Item Environment System Help

Create RFQ : Item 00010

Item: 10 ItCat: D Plant: 1100
Material: Mat. Grp: 02000 Stor. Loc: CW01
Short Text: For Civil Works

Quantity and Date
RFQ Quantity: 1 AU QuotDdln: 30.06.2011
Delivery Date: D 02.07.2011

Deadline Monitoring
1st Rem./Exped.: TrackingNo: 121001
2nd Rem./Exped.: V. Mat.:
3rd Rem./Exped.:
No. Exped.: 0

Quotation: /

Requirement Tracking Number	Number that facilitates the monitoring of the procurement of required materials or services. This number can relate to a requisition note or requirement notice/slip	121001
Collective number	Number or code facilitating the collective management of a number of individual RFQs (or inquiries) or purchase orders. If the RFQs of a particular procurement process have been assigned to a collective number, it is then possible to list and process all the individual RFQs/inquiries that are grouped under this number.	1111
Validity Start	Start of the period in which the quotation is to be submitted.	

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	Validity End	End of the period in which the quotation is to be submitted	
	Apply By.	Closing Date for Application Date by which the bidder must have indicated his willingness to submit a quotation (bid).	
	Target value	Displays the target value that is entered for each distribution at header level for a central contract You specify this value manually for each distribution at header level of the central contract. If the specified value is exceeded, the user sees a message when creating the contract release order.	
	Reference Data		
	Your Reference	The internal reference number of the customer or vendor. The reference number usually identifies the individual who is responsible for the document at the customer or vendor site. It can, for example, be the person's initials.	
	Our Reference	Your company's internal reference number or code This usually identifies the person responsible for the purchasing document in your company. The reference number/code often consists of the relevant person's initials.	
	Sales Person	Sales Person at Vendors Office	

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Telephone number	Vendor's Telephone Number	
Save	Save the Document	
Result	PR created and follow-up maintained	


RFQ Edit Header Item Environment System Help



Create RFQ : Item Overview



RFQ Vendor Address (F7) ZS RFQ Date 13.06.2011
Vendor QuotDdln 30.06.2011

Item	I	Material	Short Text	RFQ Quantity	O...	C	Deliv. Date	Mat. Grp	Plnt	SLoc	D	Te...
10	D		For Civil Works	1 AU	D		02.07.2011	02000	1100	CW01		
20					D							
30					D							

Select Vendor address 

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RFQ Edit Header Item Environment System Help

Create RFQ : Vendor Address

RFQ Company Code 1100 Purch. Group 001
RFQ Date 13.06.2011 RFQ Type ZS Purchasing Org. 1100
Vendor 100030

Name
Title
Name ABC for Contracting & Trading
ABC for Contracting & Trading
.

Search Terms
Search term 1/2 M

Street Address
Street/House number
Postal Code/City
Country SA Saudi Arabia Region
Time zone UTC+3

PO Box Address
PO Box
Postal code
Company postal code

Communication
Language EN English
Telephone 01-2107960 Extension Other communication...

Select Header button and enter required data.

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RFQ Edit Header Item Environment System Help

Create RFQ : Header Data

RFQ Company Code 1100 Purchasing Group 001

RFQ Type ZS Purch. Organization 1100

Vendor 100030 Alkhoraiji for Contracting & Tradin

Administrative Fields

RFQ Date 13.06.2011 Item Interval 10 Coll. No. 1111

Language EN Subitem Interv. 1 QuotDdlm 30.06.2011

Validity Start Validity End Apply By

Warranty Bindg Per.

Terms of Delivery and Payment

Targ. Val.

Reference Data

Your Reference Salesperson

Our Reference Telephone

Enter the required data in the respective fields and save

RFQ Edit Header Item Environment System Help

Create RFQ : Item Overview

RFQ RFQ Type ZS RFQ Date 13.06.2011

Vendor 100030 Alkhoraiji for Contracting & Tradin QuotDdlm 30.06.2011

RFQ Items

Item	I	Material	Short Text	RFQ Quantity	O...	C	Deliv. Date	Mat. Grp	Plnt	SLoc	D	Te...
10	D		For Civil Works	1 AU	D	02.07.2011	02000	1100	CW01			
20					D							
30					D							
40					D							

Save

 Service RFQ created under the number 6000000121

Result Request for Quotation(RFQ) is created

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1.10.2.2 Approval (Release) Procedure

- ❖ This process of approving (clearing, or giving the "green light" to) a created Request for Quotation.
- ❖ The purchasing Manager will release as per approval procedures defined.

For Approval of Request for Quotations, proceed as follows.

Use		Once you are ready to Release the RFQ after having reviewed the pre-requisites and business conditions	
	Process Step	Performed by	Description
1	Check for any Request for Quotations for Approval	Purchase Manager	Check for any Request for Quotations for Approval.
2	Check for Vendors	Purchase Manager	Check the assigned vendors
3	Check for Dates	Purchase Manager	Check for Quotation dead line dates
4	Check for Terms of Delivery and payments	Purchase Manager	Check for the Terms of Delivery and Terms of payments
5	Accept Request for Quotation	Purchase Manager	If the above conditions are satisfied, then release the RFQ for further process.
Result		Approved Request for Quotation. It is issued to Vendor and follow-up maintained	

SAP Menu Path	Logistics ? Materials Management ? Purchasing ? Request for Quotation ? Release
SAP T-code	ME45
Business Role (NWBC)	
Screen View –	

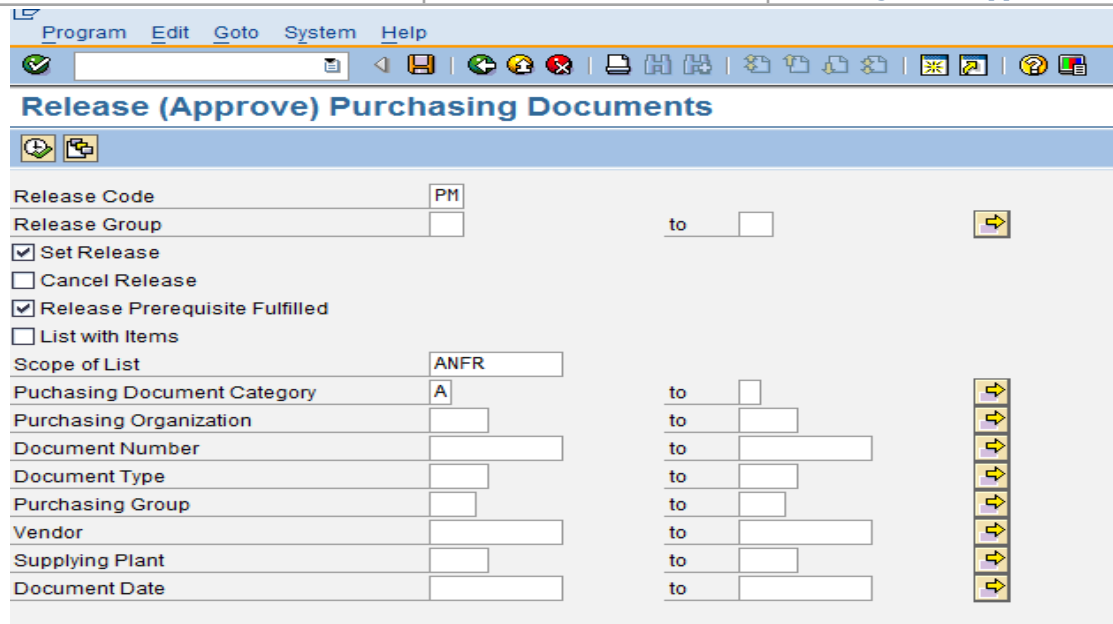
Customer	1001 CapFrance BAT	Effective Date	<11-Jun-11>
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Business Proc	10-010 Source Determination - RFQ & Quotation	Module	<MM>

1.10.3 Process:

1.10.3.1 Release Request for Quotation

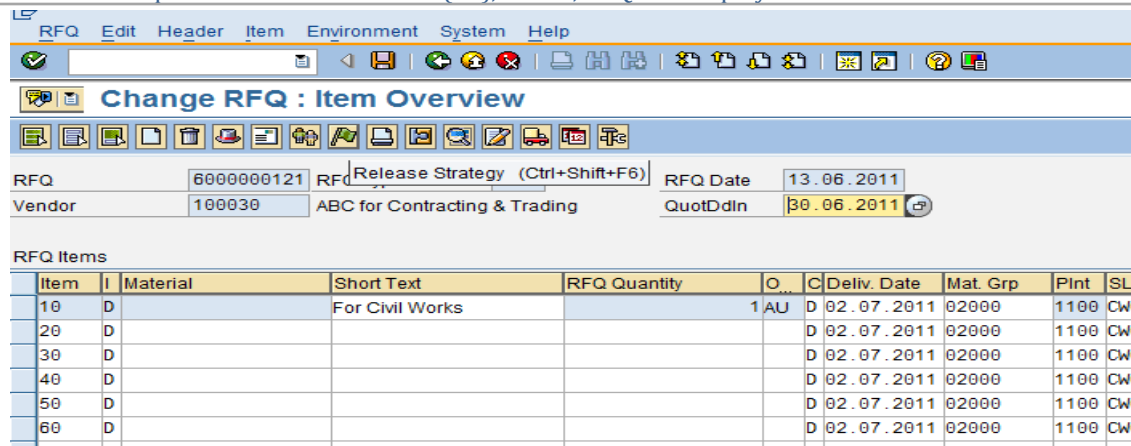
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Step	Process Step	Description
	Enter data when initiating Release Request for Quotation	Enter the through Menu path or enter the Transaction code in the command box. The following screen appears



Enter Release Code

Enter the required fields and execute (F8), , RFQ will display for release



Item	I	Material	Short Text	RFQ Quantity	O...	C	Deliv. Date	Mat. Grp	Plnt	SL
10	D		For Civil Works	1	AU	D	02.07.2011	02000	1100	CW
20	D					D	02.07.2011	02000	1100	CW
30	D					D	02.07.2011	02000	1100	CW
40	D					D	02.07.2011	02000	1100	CW
50	D					D	02.07.2011	02000	1100	CW
60	D					D	02.07.2011	02000	1100	CW

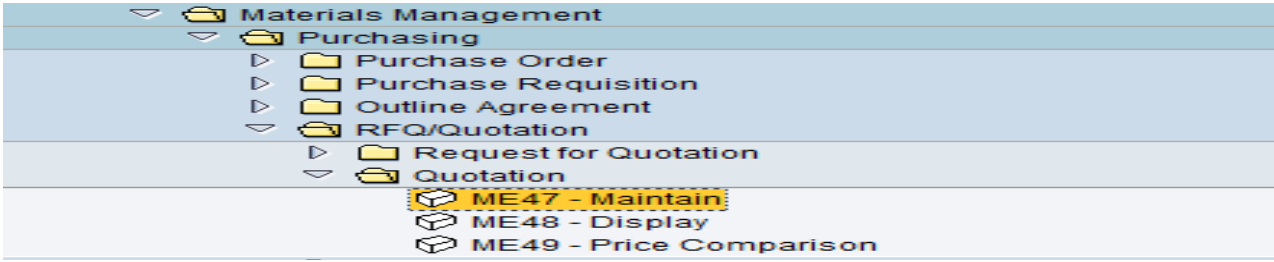
Select release indicator, 

Result Request for Quotation (RFQ) is released

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1.10.3.2 Maintain Quotation

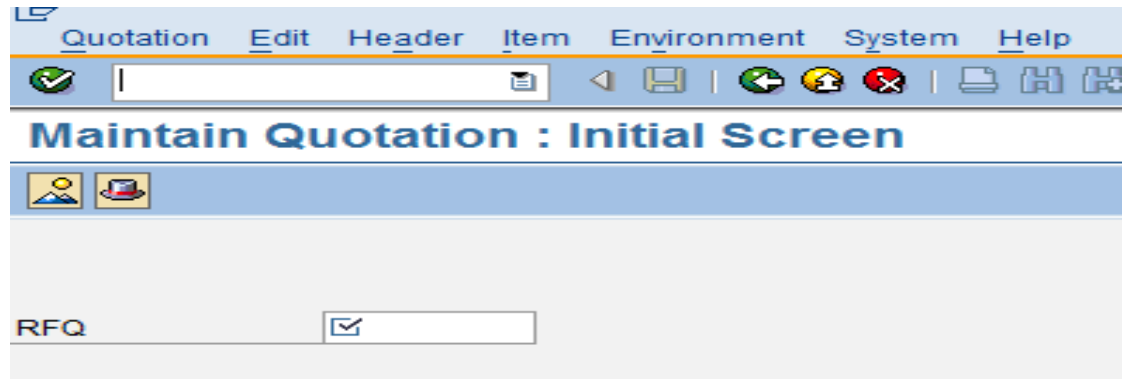
After a while, the quotations arrive from the vendors. You enter the quotations in the system and use the collective number to help you do this.

SAP Menu Path	Logistics ? Materials Management ? Purchasing ? Request for Quotation ? Maintain
SAP T-code	ME47
Business Role (NWBC)	
Screen View –	
	

1.10.3.3 Maintain Quotation

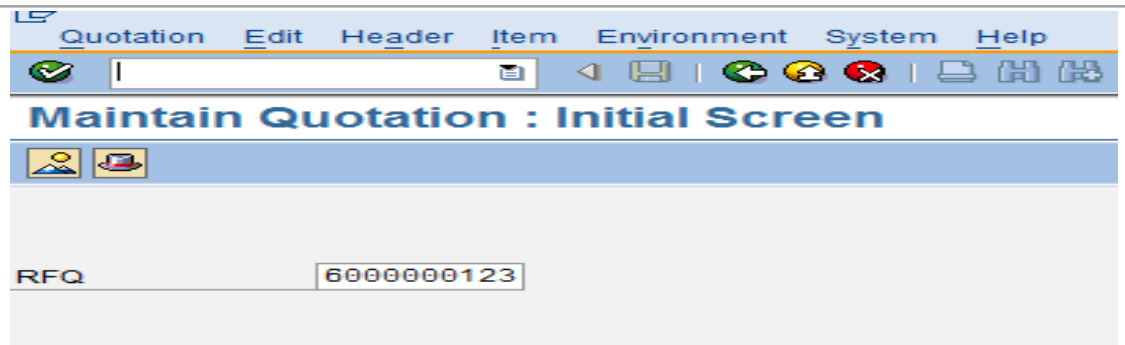
Step	Process Step	Description
	Enter data when Maintain Quotation	Enter the through Menu path or enter the Transaction code in the command box. The following screen appears

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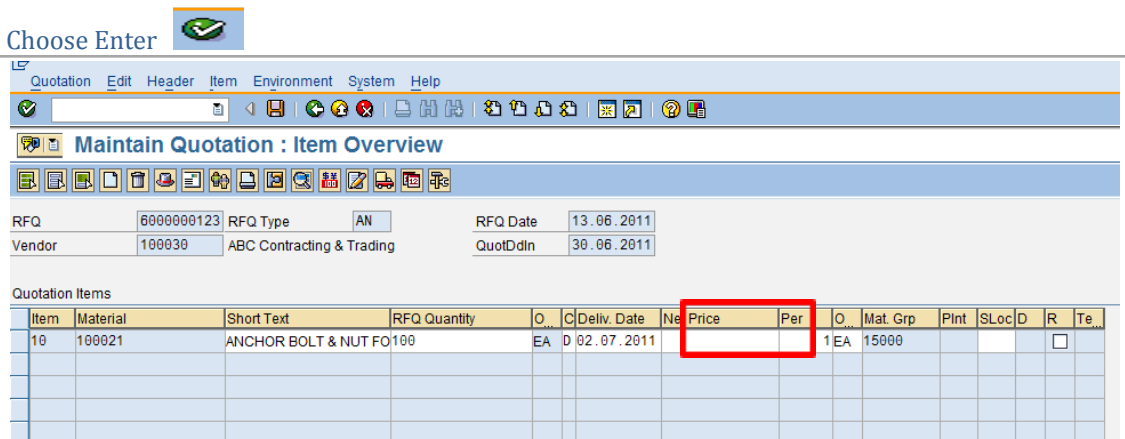
The screenshot shows the 'Maintain Quotation : Initial Screen' in SAP. The menu bar includes 'Quotation', 'Edit', 'Header', 'Item', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area has a title bar with user and printer icons. Below that, there is a section for 'RFQ' with a checkbox that is checked.

Enter RFQ Number



This screenshot shows the same 'Maintain Quotation : Initial Screen' as before, but now the 'RFQ' field contains the number '6000000123'.

Choose Enter



The screenshot shows the 'Maintain Quotation : Item Overview' screen. It displays a table with item details. The 'RFQ' field is '6000000123', 'RFQ Type' is 'AN', 'RFQ Date' is '13.06.2011', 'Vendor' is '100030', and 'ABC Contracting & Trading'. The 'QuotDln' is '30.06.2011'. Below this is a table of 'Quotation Items'.

Item	Material	Short Text	RFQ Quantity	O...	C	Deliv. Date	Net Price	Per	O...	Mat. Grp	Pint	SLoc	D	R	Te...
10	100021	ANCHOR BOLT & NUT FO100		EA	D	02.07.2011			1	EA	15000				

Enter the Net Price, given in Vendor Quotation

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Quotation Edit Header Item Environment System Help

Maintain Quotation : Item Overview

RFQ 6000000123 RFQ Type AN RFQ Date 13.06.2011
Vendor 100030 ABC Contracting & Trading QuotDln 30.06.2011

Quotation Items

Item	Material	Short Text	RFQ Quantity	O...	C	Deliv. Date	Net Price	Per	O...	Mat. Grp	PInt	SLoc	D	R	Te
10	100021	ANCHOR BOLT & NUT FO100		EA		02.07.2011	10.00		1EA	15000					

Save.

Repeat the procedure for all other Quotations.

Other RFQ's are 6000000124, 6000000125

Result Quotations Maintained

1.10.3.4 Comparing Quotations

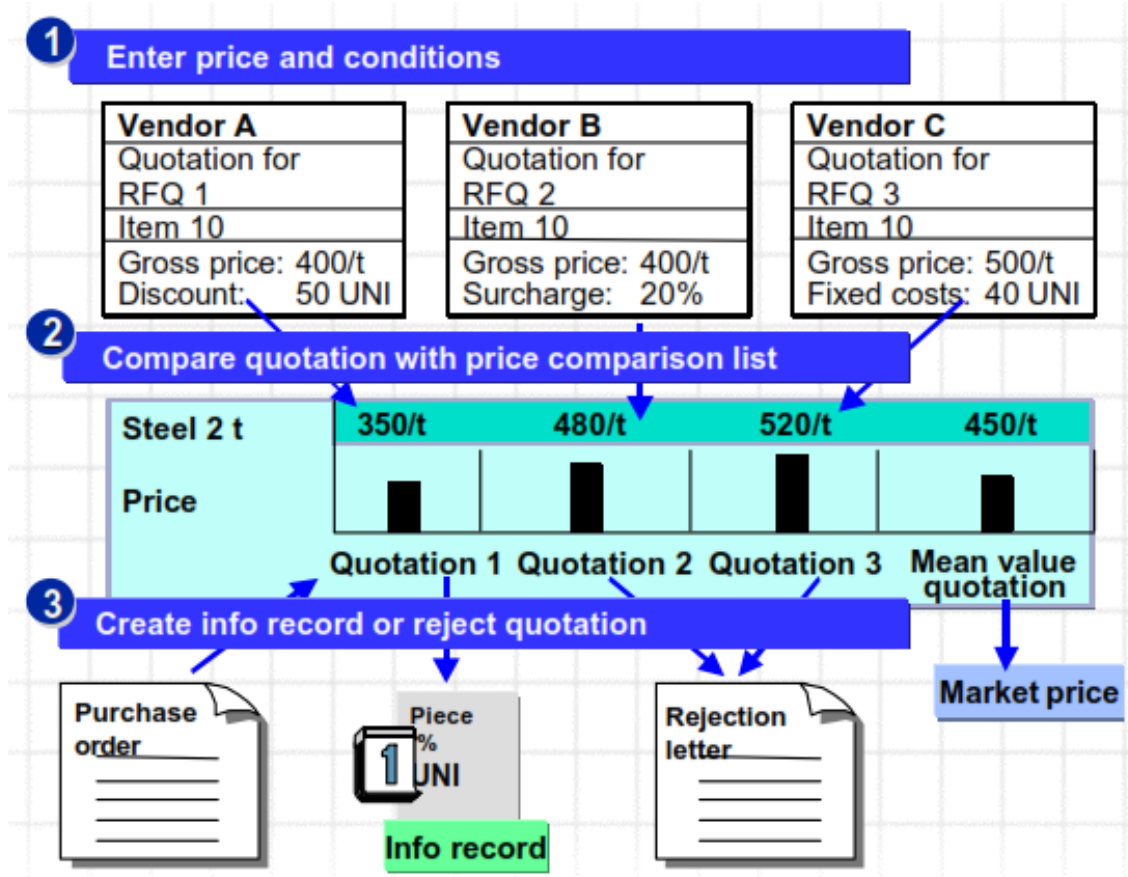
You can compare the prices from all quotations received as a result of a competitive bidding process using the price comparison list. The comparison list ranks the quotations by item from lowest to highest price.

Pre-requisites:

Before you generate the price comparison list, you need to consider the following:

- ❖ If possible, each quotation should have pricing data for the same item. Only then is the correct interpretation of the mean and total values possible.
- ❖ If a quotation is submitted in a foreign currency, the price is automatically translated into the currency of the company code, which is determined by your purchasing organization. You should therefore make certain that up-to-date exchange rates are defined in your system.

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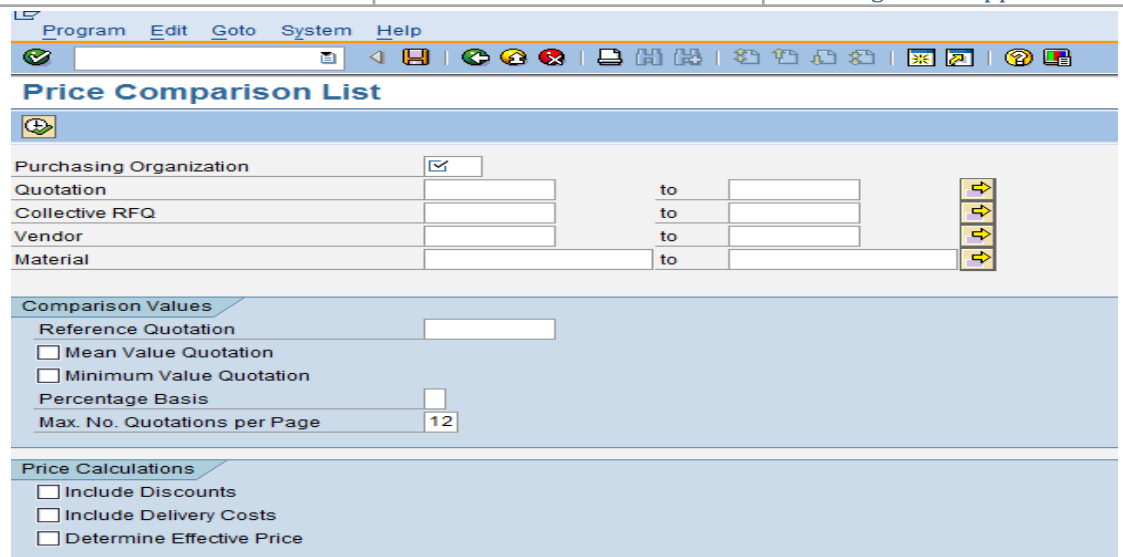


SAP Menu Path	Logistics Materials Management Purchasing RFQ/Quotation Price Comparison
SAP T-code	ME49
Business Role (NWB C)	

Customer	1001 CapFrance BAT	Effective Date	<11-Jun-11>
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Screen View –

Step	Process Step	Description
	Enter data when initiating Quotation comparison Process	Enter the through Menu path or enter the Transaction code in the command box. The following screen appears



The screenshot shows the SAP 'Price Comparison List' screen. At the top is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is divided into several sections:

- Purchasing Organization:** A checkbox is checked.
- Quotation:** A text input field.
- Collective RFQ:** A text input field.
- Vendor:** A text input field.
- Material:** A text input field.
- Comparison Values:**
 - Reference Quotation:** A text input field.
 - Mean Value Quotation:** A checkbox.
 - Minimum Value Quotation:** A checkbox.
 - Percentage Basis:** A text input field.
 - Max. No. Quotations per Page:** A text input field with the value '12'.
- Price Calculations:**
 - Include Discounts:** A checkbox.
 - Include Delivery Costs:** A checkbox.
 - Determine Effective Price:** A checkbox.

Enter Quotations

Enter Purchase organization

Enter the required values in the relevant fields, as mentioned in the below table

Field name	Description	User action and values For Example,
Purchase Organization	Purchase Organization, A request for quotation must be assigned to a purchasing organization.	1100
Quotation From and To	Alphanumeric key uniquely identifying the document.	6000000123-6000000125
Collective RFQ	Number or code facilitating the collective management of a number of individual RFQs (or inquiries). If the RFQs of a particular procurement process have been assigned to a collective number, it is then possible to list and process all the	

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		individual RFQs/inquiries that are grouped under this number.	
	Vendor	Vendor Account Number	
	Material	Material Number	
	Mean Value Quotation	Compute Mean-value Quotation	Select this indicator if the basis for comparison is to be the average price from all quotations.
	Minimum Value Quotation	Compute Minimum-value Quotation	Select this indicator if the basis for comparison is to be the lowest price from all quotations.
	Percentage Basis	The price comparison list displays the percentage of each item in relation to the maximum, minimum, or average price. To determine the display type, enter one of the following: – + Highest value for each item is the 100% value – - Lowest value for each item is the 100% value – " _ " Mean value for each item is the 100% value	
	Price Computations	Select the appropriate field to specify which of the following should be taken into account in determining the comparison price: – Cash discount – Delivery costs – Effective price	
	Execute	Execute the transaction	

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Program Edit Goto System Help

Price Comparison List

Purchasing Organization: 1100

Quotation: 6000000123 to 6000000125

Collective RFQ: to

Vendor: to

Material: to

Comparison Values

Reference Quotation:

☒ Mean Value Quotation

☒ Minimum Value Quotation

Percentage Basis: -

Max. No. Quotations per Page: 12

Price Calculations

☐ Include Discounts

☐ Include Delivery Costs

☐ Determine Effective Price

Execute

List Edit Goto Environment System Help

Price Comparison List in Currency SAR

Quotation Material Vendor Additional Info

Material	Quot.:	6000000123	6000000125	6000000124	MEAN	MINIMUM
Sh. Text	Bidder:	100030	100204	100039		
Qty. in Base Unit	Name:	ABC Contracting &	AHMAD ELECT.WORKS	SAUDI SYSTEMS CO		
100021	Val.:	1,000.00	1,400.00	1,500.00	1,300.00	1,000.00
ANCHOR BOLT & NUT FOR EA	Price:	10.00	14.00	15.00	13.00	10.00
100	Rank:	1 100 %	2 140 %	3 150 %		
Total Quot.	Val.:	1,000.00	1,400.00	1,500.00	1,300.00	1,000.00
	Rank:	1 100 %	2 140 %	3 150 %		

From the above,

The value of Quotation no: 6000000123 is lower than the other Quotations, it is raked as 1.

Go to Edit Save Market Price

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Price Comparison List in Currency SAR

Vendor: Additional Info

Material	Sh. Text	Qty. in Base Unit	Quot. Bidder Name	Val.	Price	Rank	Val.	Price	Rank	Val.	Price	Rank	MEAN	MINIMUM
100021	ANCHOR BOLT & NUT FOR EA	100	6000000123 ABC Contracting &	1,000.00	10.00	1	1,400.00	14.00	2	1,500.00	15.00	3	1,300.00	1,000.00
Total Quot.				1,000.00		1	1,400.00		2	1,500.00		3	1,300.00	1,000.00

Price Comparison List in Currency SAR

Quotation: Material: Vendor: Additional Info

Material	Sh. Text	Qty. in Base Unit	Quot. Bidder Name	Val.	Price	Rank	Val.	Price	Rank	Val.	Price	Rank	MEAN	MINIMUM
100021	ANCHOR BOLT & NUT FOR EA	100	6000000123 ABC Contracting &	1,000.00	10.00	1	1,400.00	14.00	2	1,500.00	15.00	3	1,300.00	1,000.00
Total Quot.				1,000.00		1	1,400.00		2	1,500.00		3	1,300.00	1,000.00

Information: Price from quotation 6000000123 00010 will be saved as market price

Choose ☒

Result Display List of Quotations with Ranks

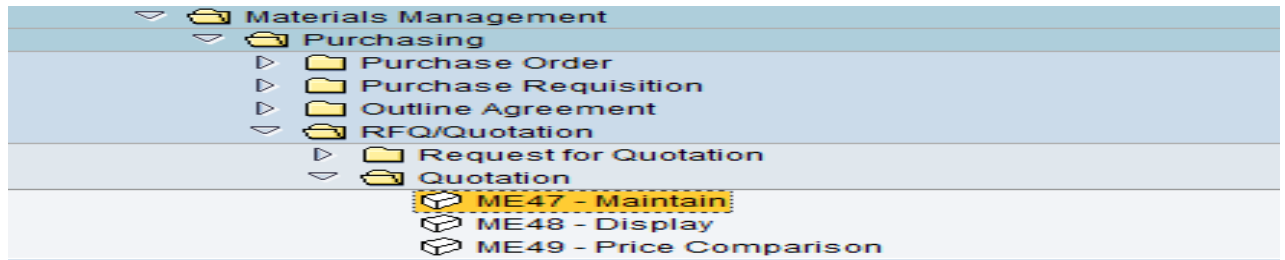
Customer	1001 CapFrance BAT	Effective Date	<11-Jun-11>
Project Name	10-110 – le SAP	Revision No	1.0
Business Proc	10-010 Source Determination - RFQ & Quotation	Module	<MM>

1.10.3.5 Rejection of Quotations

From the Quotation comparisons, rejected vendors will intimate through Rejection notifications.

SAP Menu Path	Logistics ? Materials Management ? Purchasing ? Request for Quotation ? Maintain
SAP T-code	ME47
Business Role (NWBC)	

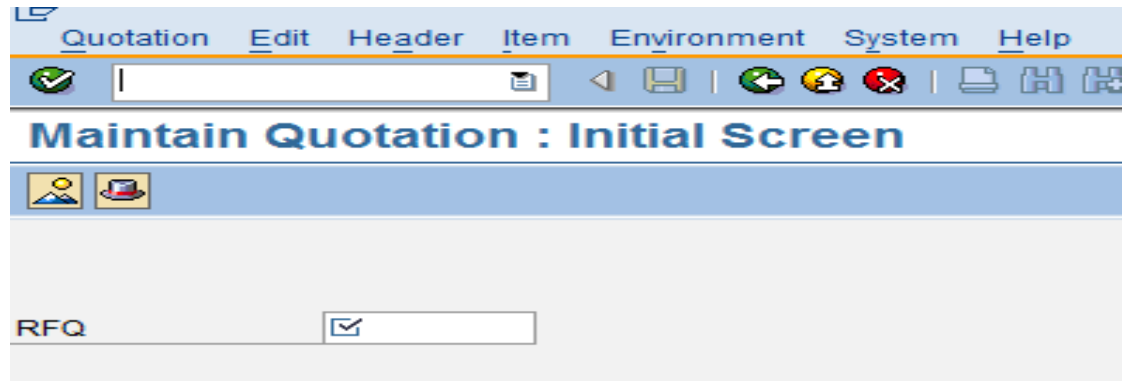
Screen View –



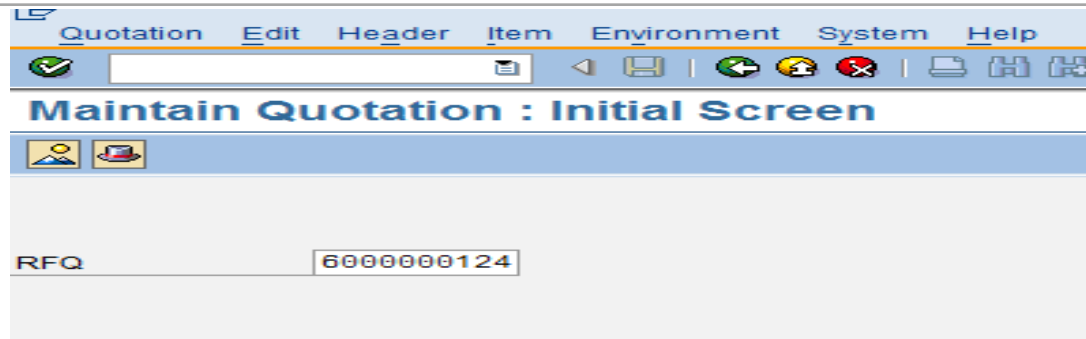
1.10.3.6 Maintain Quotation

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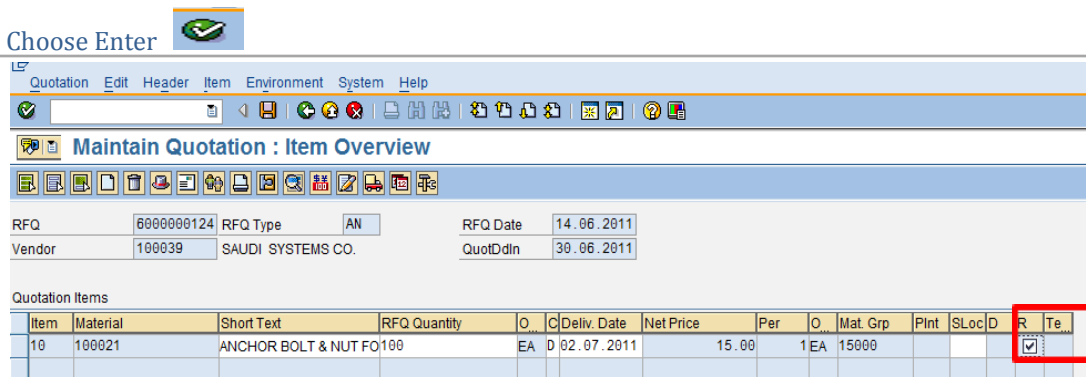
Step	Process Step	Description
	Enter data when Maintain Quotation	Enter the through Menu path or enter the Transaction code in the command box. The following screen appears



Enter RFQ Number



Choose Enter



Select the Check box "R": and Save.

R - Specifies that the vendor is to receive a rejection letter in respect of his quotation.

Result	Quotation rejected and a rejection letter is sent to vendor
---------------	---

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2 Supplementary Processes

2.1 List of Supplementary Processes

Process Name	Description
Change Quotation	Amendment of Quotation
Display Quotation	Display of Quotation

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3 Document References

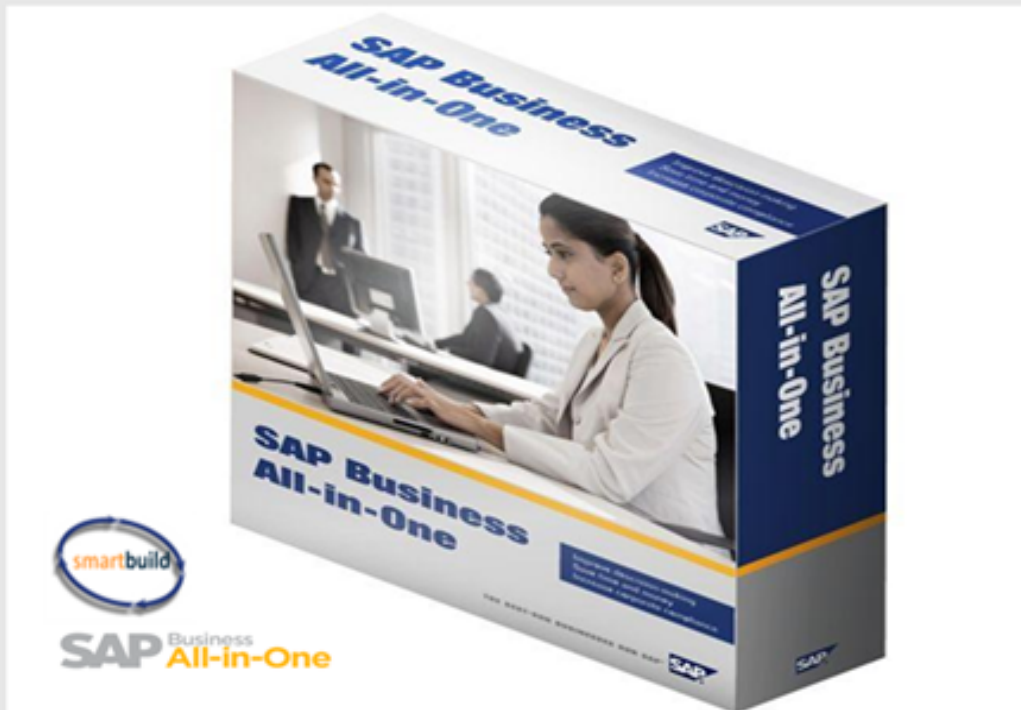
3.1 Record Retention

Outputs	Retention Period/Remarks
Quotations	5 years

3.2 References

Type of Document	Reference
Company Policy	
ISO 9000 Clause	
Quality Manual	
Quality Procedure	

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