

Quotation for Procurement

SAP Best Practices



Purpose, Benefits, and Key Process Steps

Purpose

- Request for quotations for material from vendors; A price comparison list enables evaluation and follow-on activities like sending of rejection letters and later creation of a purchase order.

Benefits

- Material-specific information including vendor pricing and lead-time from the quotation are captured within SAP master data records.
- System-supported quotation process
- Automated efficient processing

Key Process Steps

- Create request for quotation
- List quotations
- Maintain quotations
- Compare, select and reject vendors
- Maintain source list

Required SAP Applications and Company Roles

Required SAP Applications

- Enhancement package 7 for SAP ERP 6.0

Company Roles

- Purchaser

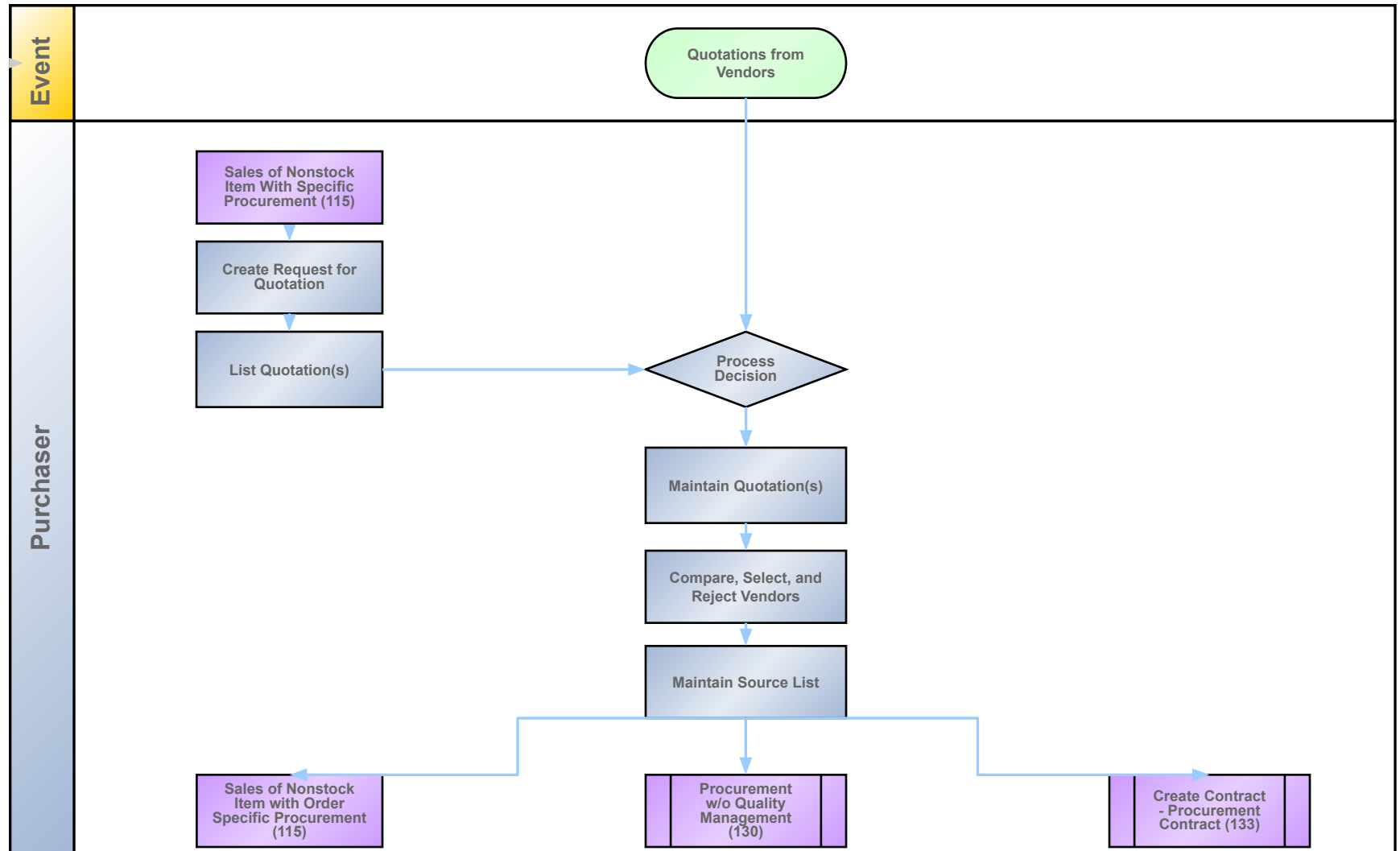
Detailed Process Description

Quotation for Procurement

- In this process a purchasing employee requests quotations for the supply of a specific material from different vendors. A quotation comparison list enables him to select the best source of supply by evaluating the responses/quotations of the relevant vendors. The accepted quotation is later converted into a purchase order and a rejection letter is sent to the vendor(s) whose quotations were rejected.






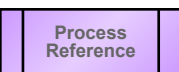
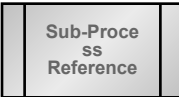

Process Flow Diagram

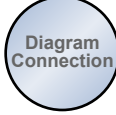






Quotation for Procurement



QM = Qualitätsmanagement

Legend

Symbol	Description	Usage Comments
	<p>Band: Identifies a user role, such as Accounts Payable Clerk or Sales Representative. This band can also identify an organization unit or group, rather than a specific role.</p> <p>The other process flow symbols in this table go into these rows. You have as many rows as required to cover all of the roles in the scenario.</p>	Role band contains tasks common to that role.
	<p>External Events: Contains events that start or end the scenario, or influence the course of events in the scenario.</p>	
	<p>Flow line (solid): Line indicates the normal sequence of steps and direction of flow in the scenario.</p> <p>Flow line (dashed): Line indicates flow to infrequently-used or conditional tasks in a scenario. Line can also lead to documents involved in the process flow.</p>	Connects two tasks in a scenario process or a non-step event
	<p>Business Activity / Event: Identifies an action that either leads into or out of the scenario, or an outside Process that happens during the scenario</p>	Does not correspond to a task step in the document
	<p>Unit Process: Identifies a task that is covered in a step-by-step manner in the scenario</p>	Corresponds to a task step in the document
	<p>Process Reference: If the scenario references another scenario in total, put the scenario number and name here.</p>	Corresponds to a task step in the document
	<p>Sub-Process Reference: If the scenario references another scenario in part, put the scenario number, name, and the step numbers from that scenario here</p>	Corresponds to a task step in the document
	<p>Process Decision: Identifies a decision / branching point, signifying a choice to be made by the end user. Lines represent different choices emerging from different parts of the diamond.</p>	Does not usually correspond to a task step in the document; Reflects a choice to be made after step execution

Symbol	Description	Usage Comments
	<p>To next / From last Diagram: Leads to the next / previous page of the Diagram</p>	Flow chart continues on the next / previous page
	<p>Hardcopy / Document: Identifies a printed document, report, or form</p>	Does not correspond to a task step in a document; instead, it is used to reflect a document generated by a task step; this shape does not have any outgoing flow lines
	<p>Financial Actuals: Indicates a financial posting document</p>	Does not correspond to a task step in a document; instead, it is used to reflect a document generated by a task step; this shape does not have any outgoing flow lines
	<p>Budget Planning: Indicates a budget planning document</p>	Does not correspond to a task step in a document; instead, it is used to reflect a document generated by a task step; this shape does not have any outgoing flow lines
	<p>Manual Process: Covers a task that is manually done</p>	Does not generally correspond to a task step in a document; instead, it is used to reflect a task that is manually performed, such as unloading a truck in the warehouse, which affects the process flow.
	<p>Existing Version / Data: This block covers data that feeds in from an external process</p>	Does not generally correspond to a task step in a document; instead, this shape reflects data coming from an external source; this step does not have any incoming flow lines
	<p>System Pass / Fail Decision: This block covers an automatic decision made by the software</p>	Does not generally correspond to a task step in the document; instead it is used to reflect an automatic decision by the system that is made after a step has been executed.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company.

SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. Please see <http://global12.sap.com/corporate-en/legal/copyright/index.epx> for additional trademark information and notices.

Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors.

National product specifications may vary.

These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP SE or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP SE or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE's or its affiliated companies' strategy and possible future developments, products, and/or platform directions and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.