

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

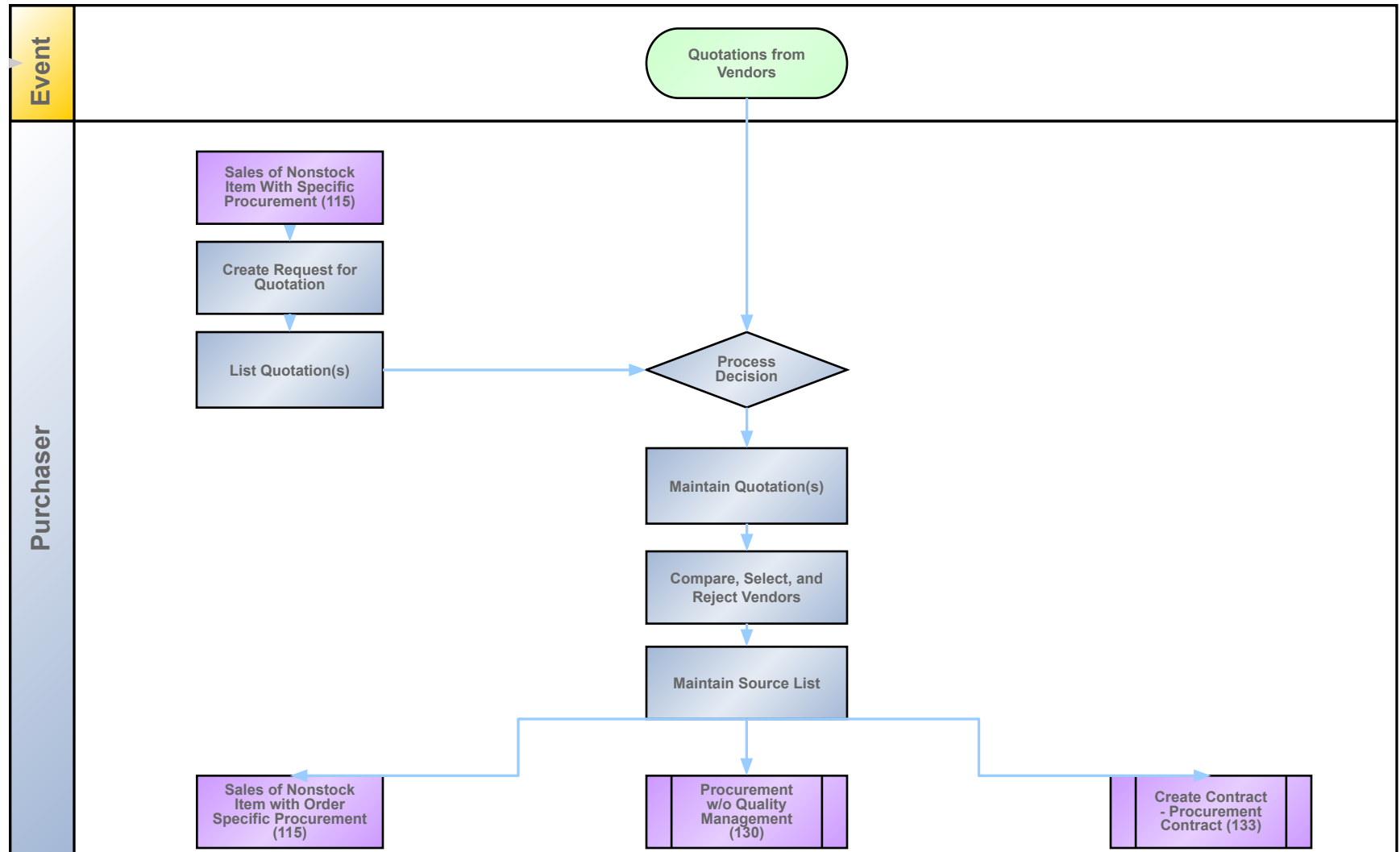
Detailed Process Description

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.






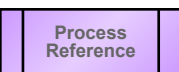
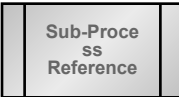

Process Flow Diagram

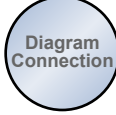






Quotation for Procurement



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. |

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