

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

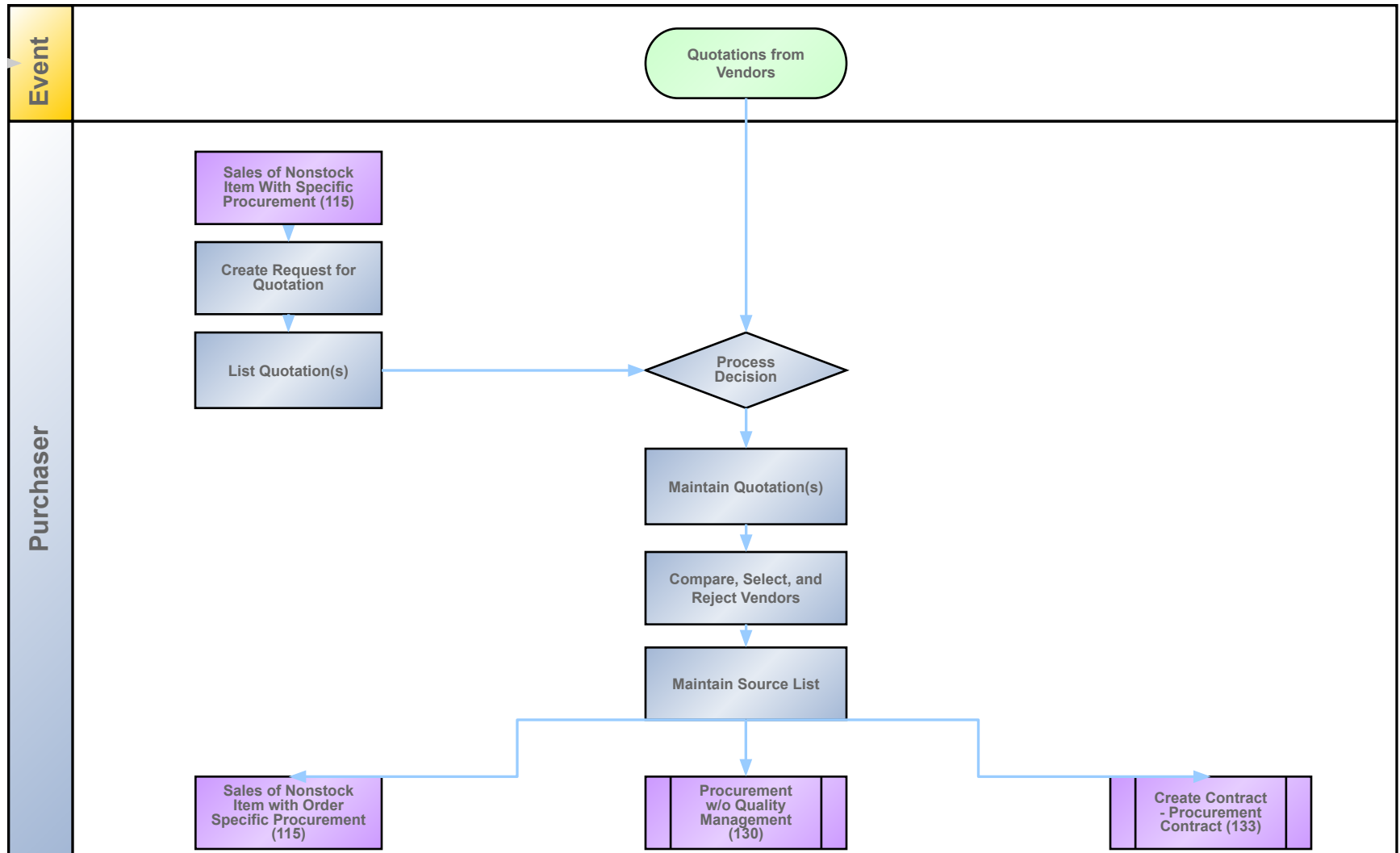
Detailed Process Description

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.







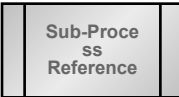

Process Flow Diagram

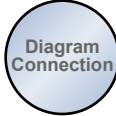



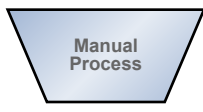


Quotation for Procurement



QM = Qualitätsmanagement

Legend

Symbol	Description	Usage Comments
	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. 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.	Role band contains tasks common to that role.
	External Events: Contains events that start or end the scenario, or influence the course of events in the scenario.	
	Flow line (solid): Line indicates the normal sequence of steps and direction of flow in the scenario. 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.	Connects two tasks in a scenario process or a non-step event
	Business Activity / Event: Identifies an action that either leads into or out of the scenario, or an outside Process that happens during the scenario	Does not correspond to a task step in the document
	Unit Process: Identifies a task that is covered in a step-by-step manner in the scenario	Corresponds to a task step in the document
	Process Reference: If the scenario references another scenario in total, put the scenario number and name here.	Corresponds to a task step in the document
	Sub-Process Reference: If the scenario references another scenario in part, put the scenario number, name, and the step numbers from that scenario here	Corresponds to a task step in the document
	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.	Does not usually correspond to a task step in the document; Reflects a choice to be made after step execution

Symbol	Description	Usage Comments
	To next / From last Diagram: Leads to the next / previous page of the Diagram	Flow chart continues on the next / previous page
	Hardcopy / Document: Identifies a printed document, report, or form	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
	Financial Actuals: Indicates a financial posting document	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
	Budget Planning: Indicates a budget planning document	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
	Manual Process: Covers a task that is manually done	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.
	Existing Version / Data: This block covers data that feeds in from an external process	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
	System Pass / Fail Decision: This block covers an automatic decision made by the software	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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