

**MM\_ME41**

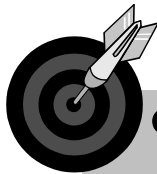
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# Create a Request for Quotation (RFQ)

## Overview

The procedures described in this document cover instructions for the creation of a Request For Quotation (RFQ). All purchases need a quotation from a vendor(s). A RFQ is a SAP document that records the request for a quotation from the participating vendors. There are three ways one can create a Request For Quotation:

- A. **Manually:** Enter the data for the items to be quoted. It is expected that this method would be used if no requisition or other reference is available.
- B. **Copying:** Create a RFQ by copying an existing RFQ.
- C. **With Reference:** Create a RFQ with reference to a purchase requisition or a contract. It is anticipated that this method would be mostly used for specific types of purchases.



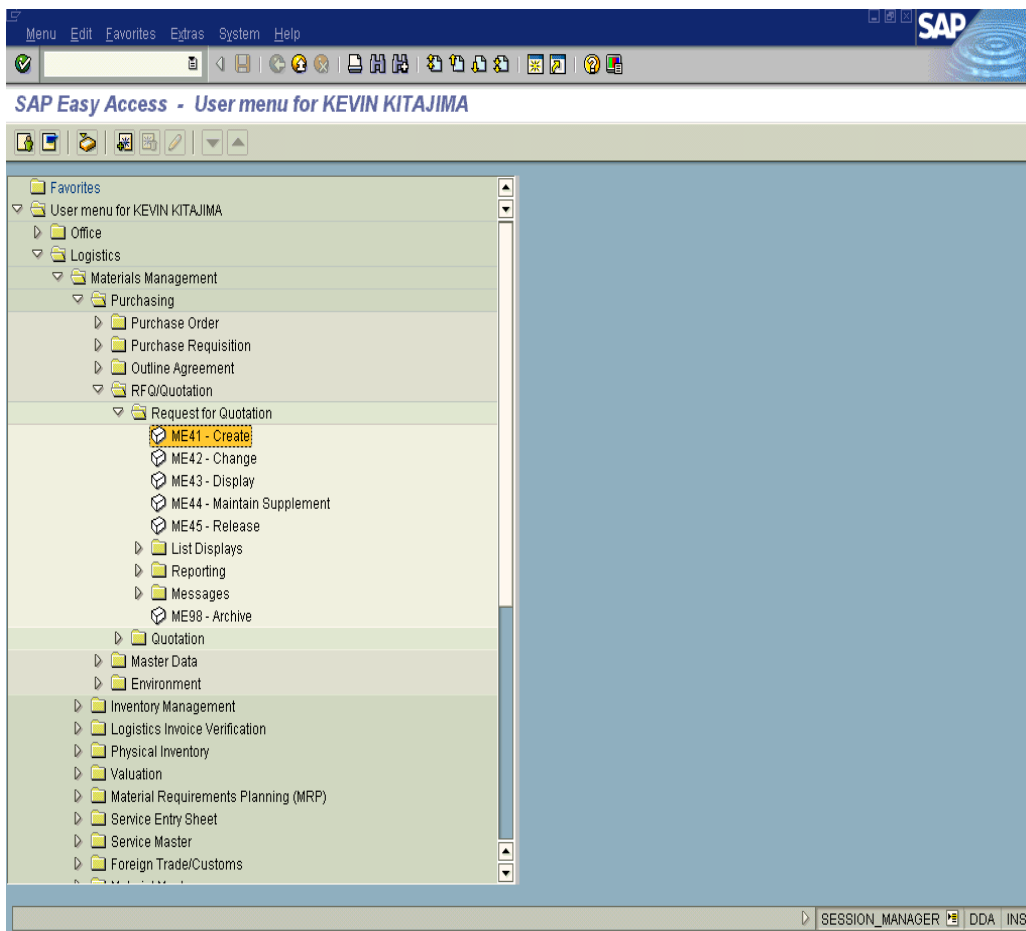
### OBJECTIVE(S):

- To create a Request For Quotation

# I. Create a RFQ MANUALLY

## Access Create Request For Quotation

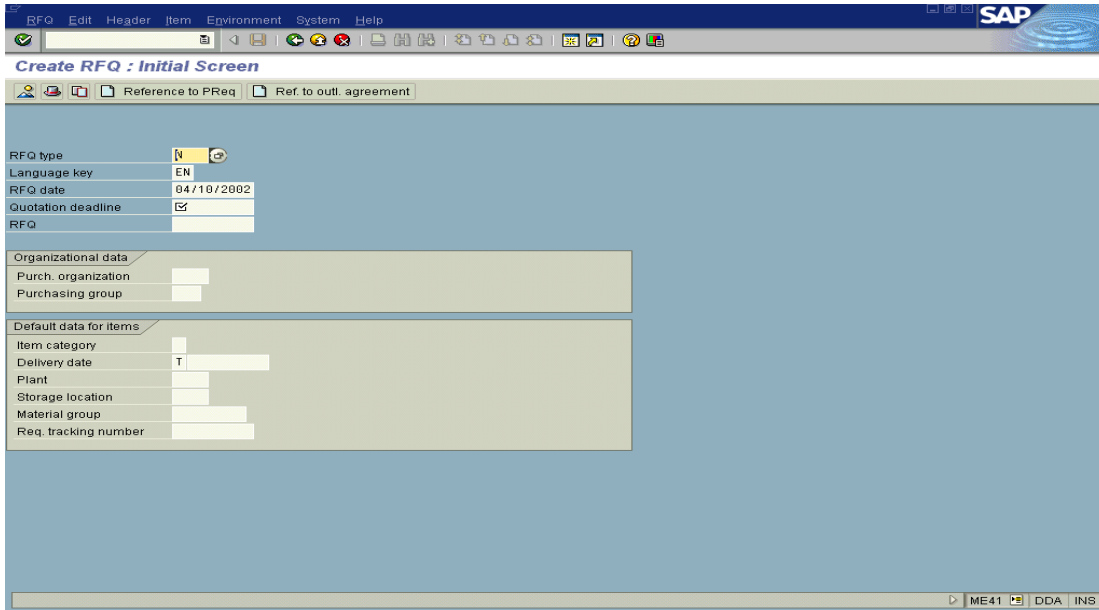
1. Select **Logistics > Materials Management > Purchasing > RFQ/Quotation > Request for Quotation > Create** from the menu tree.




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**NOTE:** Entering the technical name for the transaction in the Command field can shortcut using the menu tree. Here you could enter <ME41> to go the same screen.

2. The **Create RFQ: Initial Screen** appears:



**Create RFQ : Initial Screen**

1. The cursor starts on the **RFQ type** field. The **RFQ type** field identifies the different types of RFQ's in SAP. If the **RFQ type** is not known, use the Matchcode  icon to see a list of options available.



For training purposes, enter **<AN>** in the **RFQ type** field.

The screenshot shows the SAP 'Create RFQ : Initial Screen'. The top menu bar includes 'RFQ', 'Edit', 'Header', 'Item', 'Environment', 'System', and 'Help'. Below the menu, there are navigation icons and the SAP logo. The main area contains several data entry fields:

- RFQ type:** AN
- Language key:** EN
- RFQ date:** 04/11/2002
- Quotation deadline:**
- RFQ:** (empty field)

Below these fields are two sections:

- Organizational data:** Purch. organization, Purchasing group
- Default data for items:** Item category, Delivery date, Plant, Storage location, Material group, Req. tracking number

At the bottom right, there are status indicators: ME41, DDA, and INS. Two black arrows point from the text below to the 'Language key' and 'RFQ date' fields.

2. Press **[Tab]** to move to the **Language key** field. The **Language key** field denotes the language in which you display and enter texts. The field defaults to 'EN' for standard RFQ's.



For training purposes, enter **<EN>** in the Language key field. 'EN' represents English as the language.

3. Press **[Tab]** to move to the **RFQ date** field. The **RFQ date** field represents the date the RFQ was created. The field defaults to today's date.



For training purposes, do not change the **RFQ date**.

The screenshot shows the SAP 'Create RFQ : Initial Screen'. The top menu bar includes 'RFQ', 'Edit', 'Header', 'Item', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area contains several input fields and sections:

- RFQ type:** AN
- Language key:** EN
- RFQ date:** 04/10/2002
- Quotation deadline:** 04/24/2002 (with a calendar icon)
- RFQ:** (empty field)
- Organizational data:**
  - Purch. organization: (empty)
  - Purchasing group: (empty)
- Default data for items:**
  - Item category: (empty)
  - Delivery date: T
  - Plant: (empty)
  - Storage location: (empty)
  - Material group: (empty)
  - Req. tracking number: (empty)

Two black arrows point from the text below to the 'Quotation deadline' and 'RFQ' fields.

4. Press **[Tab]** to move to the **Quotation deadline** field. The **Quotation deadline** field represents the due date for vendor quotations.



For training purposes, enter **<a date that is two weeks after the RFQ date>** in the **Quotation deadline** field.

5. Press **[Tab]** to move to the **RFQ** field. The **RFQ** field represents a number that uniquely identifies a Request For Quotation.



For training purposes, leave the **RFQ** field blank. (Note: we are creating an **RFQ** in this exercise; therefore, we currently do not have a **RFQ** number.)

The screenshot shows the 'Create RFQ : Initial Screen' in SAP. The 'Organizational data' section contains the following fields:

Purch. organization	
Purchasing group	

An arrow points to the 'Purch. organization' field.

6. Press **[Tab]** to move to the **Purch. organization** field. The **Purch. organization** field denotes the code of the organization that is requesting a quotation. The field defaults to "1", LACCD's code.



For training purposes, leave the **Purch. organization** field as **<1>**.

The screenshot shows the 'Create RFQ : Initial Screen' in SAP. The 'Organizational data' section contains the following fields:

Purch. organization	1
Purchasing group	<DO>

Arrows point to the 'Purch. organization' and 'Purchasing group' fields.

7. Press **[Tab]** to move to the **Purchasing group** field. The **Purchasing group** field is for the number that identifies the buyer. The number will default to the code assigned to the user. This should be the code of the purchasing person responsible for processing the RFQ.



For training purposes, enter **<DO>** in the **Purchasing group** field.

8. [Tab] down until you reach the **Delivery date** field. The **Delivery date** field is the date on which the goods are to be delivered. The System will default to the current date, but you should enter the date on which the material is required.



For training purposes, enter **<a date approx. 2 weeks past today's date>** in the **Delivery date** fields.

The screenshot shows the 'Create RFQ : Initial Screen' with the following data:


RFQ type	AN
Language key	EN
RFQ date	04/19/2002
Quotation deadline	04/24/2002
RFQ	

Organizational data:

Purch. organization	1
Purchasing group	D0

Default data for items:

Item category	
Delivery date	T 04/30/2002
Plant	
Storage location	
Material group	
Req. tracking number	



9. Press [Tab] to move to the **Plant** field. The **Plant** field represents the campus location.
10. Click on the Matchcode  icon beside the **Plant** field.
11. A screen consisting of a list of possible values for the **Plant** field appears.

The dialog box shows the following list of entries:

Pl...	Name 1
C	Los Angeles City College
D	Los Angeles Community College
E	East Los Angeles College
H	Los Angeles Harbor College
M	Los Angeles Mission College
P	Los Angeles Pierce College
S	Los Angeles Southwest College
T	Los Angeles Trade-Tech College
V	Los Angeles Valley College
W	West Los Angeles College

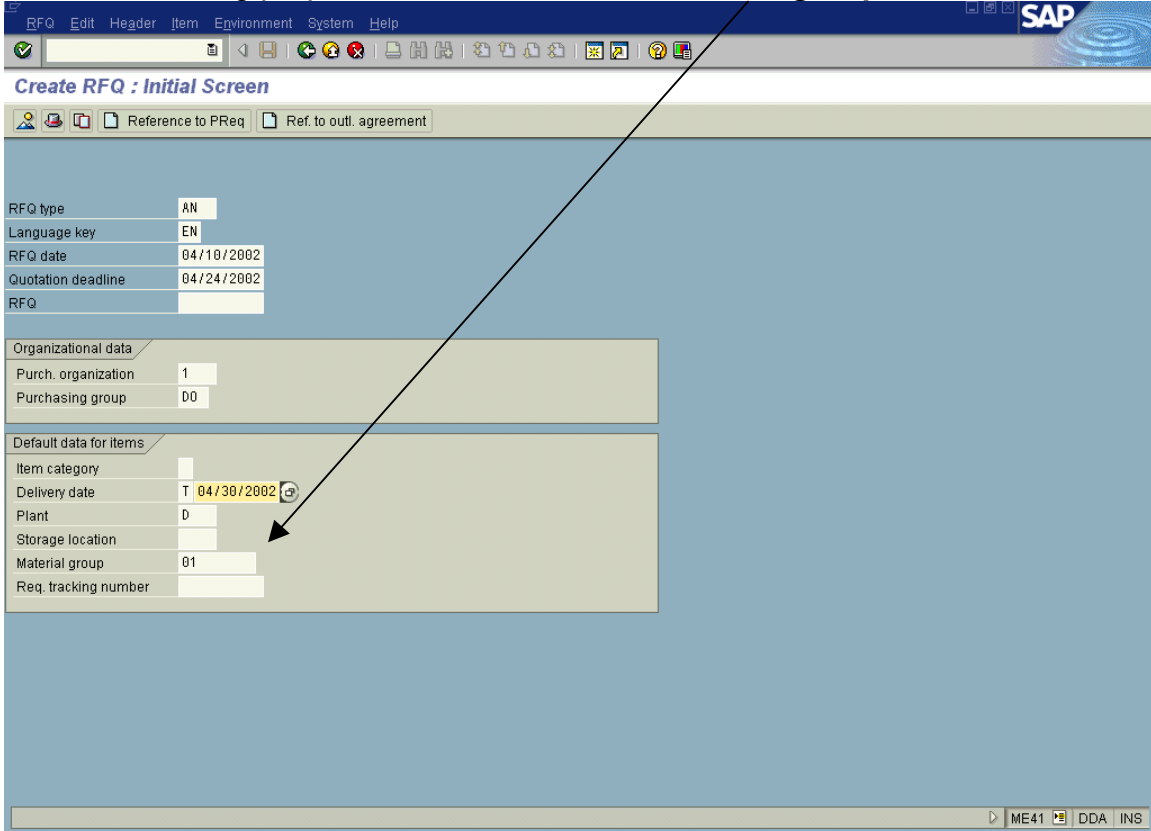
12. Select the **<Plint code>** for the correct campus from the list.



13. Click  (**Enter**) to continue to the next screen.
14. **[Tab]** down until you reach the **Material group** field. The **Material group** field is the commodity group that identifies the material being purchased. If the material group is not known, use the Matchcode  icon to see a list of options available.



For training purposes, enter <01> in the **Material group** field.




The screenshot shows the SAP 'Create RFQ : Initial Screen' with the following data:


RFQ type	AN
Language key	EN
RFQ date	04/10/2002
Quotation deadline	04/24/2002
RFQ	

Organizational data:

Purch. organization	1
Purchasing group	D0

Default data for items:

Item category	
Delivery date	T 04/30/2002 
Plant	D
Storage location	
Material group	01
Req. tracking number	

15. Press  (**Enter**) to continue to the next screen.

## Create RFQ : Header Data screen

The screenshot shows the SAP 'Create RFQ : Header Data' screen. The 'Coll. no.' field in the 'Administrative fields' section is highlighted in yellow. The screen includes fields for RFQ type, Company code, Purchasing group, Vendor, RFQ date, Language, Validity start, Item interval, Sub-item inter., Validity end, Warranty, Coll. no., Quot dead, Applic. by, Bindg. per., Terms of delivery and payment (Targ. val.), and Reference data (Your reference, Our reference, Salesperson, Telephone).

1. The cursor will start at the **Coll. No.** field. The **Coll. No.** field represents the number that will be used to uniquely identify the RFQ. All RFQ documents can be tied to this number. This is where a new requisition number will be created.



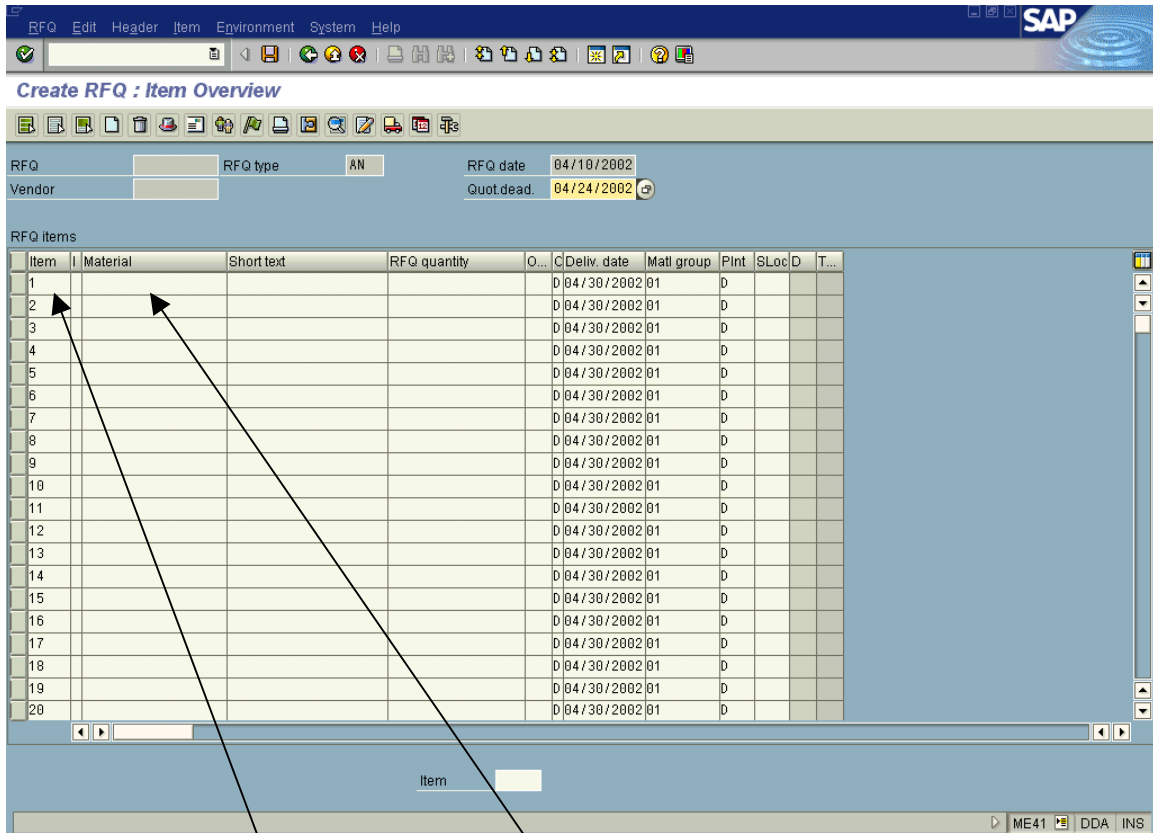
For training purposes, enter <1> in the **Coll. No.** field.

This screenshot is similar to the previous one but shows the 'Coll. no.' field containing the value '1'. A black arrow points from the text above to this field. The rest of the screen layout is identical to the previous screenshot.

2. Press  (Enter) to advance to the **Create RFQ : Item Overview** screen.

## **Create RFQ : Item Overview screen**

1. The **Create RFQ: Item Overview** screen appears:



2. Click the **Item** column. The **Item** column is defined by the system and holds the number that uniquely identifies a line item within a purchase order.
3. Click the **Material** column. Leave the **Material** column blank for this process.