



CREATE QUOTATION REQUEST ON FIORI

Contrary to what many think, the Purchasing area is one of the most important areas of the Supply Chain / General Logistics. Without raw material, for example, a company runs serious risks of stopping its production line. Every production process is born in the acquisition of raw material and/or services.

The Quotation Process is one of the most vital tasks of the Purchasing area, since there is a great responsibility to acquire high quality products, materials and services at fair prices (if we think in a capitalist way, the correct thing would be to say "with the lowest possible price").

What is an RFQs in SAP?

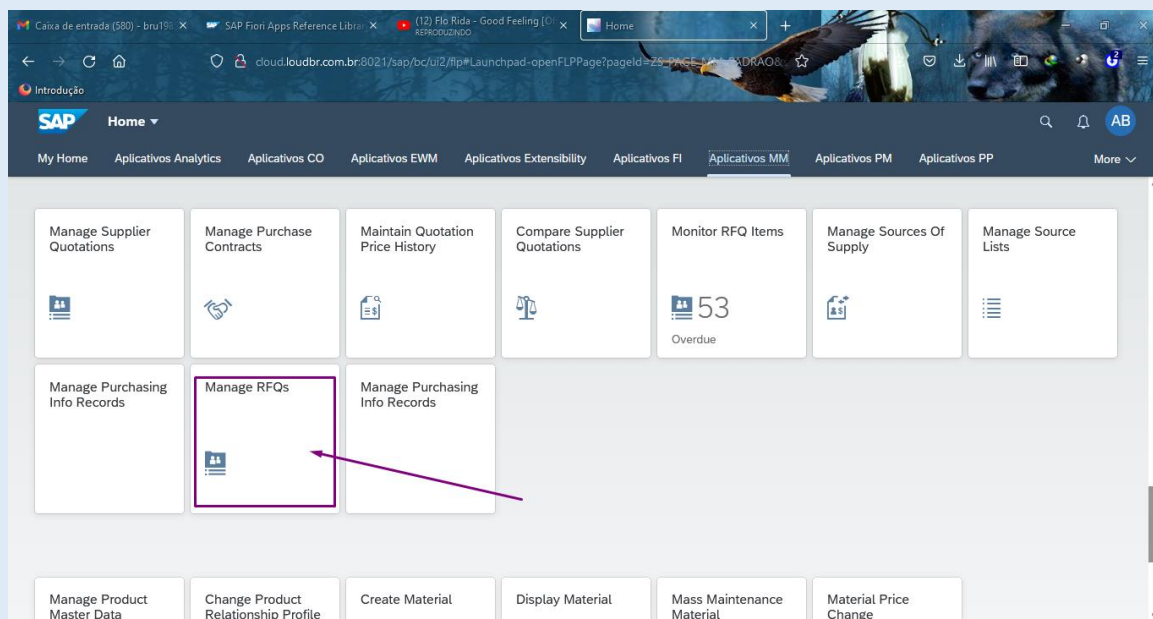
A request for quotation in SAP, short for request for quotation, is a document created after a purchase requisition and sent to potential suppliers, in order to be able to compare in the SAP system different SAP quotations that have been received from these suppliers.

As part of the purchasing lifecycle management process, creating RFQs in SAP and sending them to suppliers allows you to later create a purchase order to complete the operational purchasing process and finally create a supplier invoice after the delivery of the goods has been completed for this purchase requisition.

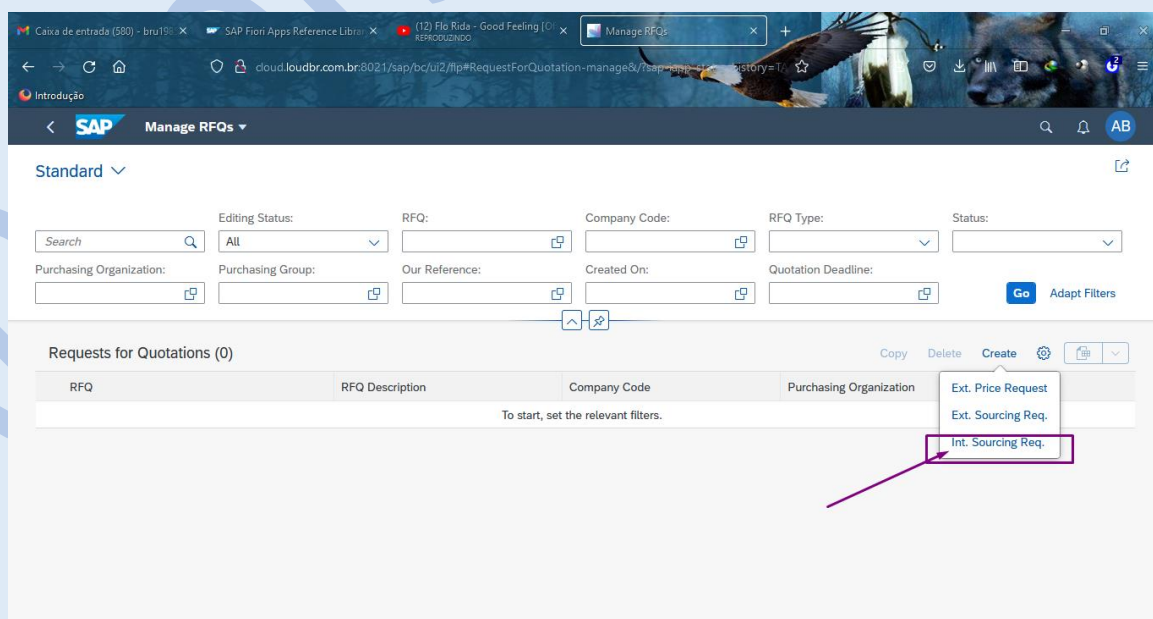
The process is also part of the existing planned purchase payment process in the Ariba SAP system.

In s4hana, the process is done entirely in FIORI.

In the Fiori environment, access the Manage RFQs application



Let's select Create Int. Sourcing Req, this request will be made on s4hana, this Ext.sourcing Req option is intended to create the request on s4hana and send it to Sap Ariba, in this example it will only be on s4hana



Now let's fill in the fields:

- RFQ Description: the reason for the request
- Quotation Deadline: the deadline that the supplier has to send the quotation, as there is a report in the system that informs if the account is late, with this I can charge the supplier
- Apply By: I will apply for a month from now
- Purchasing Group
- Purchasing Organization
- Company Code

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Introdução

SAP Request for Quotation

Quote Request

Related Apps

General Information Delivery and Payment Terms Items Bidders Output Details Quotations Legal Transactions Process Flow Notes Attachments Approval Details

Basic Data

RFQ Type:
Int. Sourcing Req. (RQ)

RFQ Description: *
Quote Request

Our Reference:
COT001

Language Key: *
English (EN)

Important Dates

Apply By:
13.09.2022

Quotation Deadline: *
13.09.2022

Binding Period:
dd.MM.yyyy

Organization

Purchasing Group: *
Group 001 (001)

Purchasing Organization: *
1410

Company Code: *
1410

Follow-On Document

Follow-On Document Type:

3 Draft saved Create Cancel

I'll scroll the bar down and I'll fill in:

- Follow-On Document: NB Standard PO to create a purchase order from this request
- Currency
- Target Value: it is a control value, let's imagine that the objective is to spend up to R\$6,000.00 in this quotation

The screenshot shows the SAP Fiori 'Request for Quotation' app interface. The 'General Information' tab is active. In the 'Follow-On Document' section, the 'Follow-On Document Type' is set to 'Standard PO (NB)'. In the 'Delivery and Payment Terms' section, the 'Target Value' is 6.000,00 BRL and the 'Currency' is Brazilian Real (BRL). The 'Incoterms' section is also visible. At the bottom, there is a 'Draft saved' status and 'Create' and 'Cancel' buttons.

Now I will select the Items tab and click on create

The screenshot shows the same SAP Fiori 'Request for Quotation' app interface, but now the 'Items' tab is selected. The 'Request for Quotation Items (0)' table is empty, and the 'Create' button is highlighted. Below this, the 'Bidders' section shows an empty table with columns for Supplier, Address, Country/Region, and E-Mail. The 'Output Details' section is also empty. At the bottom, there is a 'Draft saved' status and 'Create' and 'Cancel' buttons.

Now I will fill:

- Material
- Material Group
- plant
- Requested Quantity
- delivery date

The screenshot shows the SAP 'Request for Quotation' (RFQ) form. The 'Items' tab is active, displaying 'Request for Quotation Items (1)'. A table with one row is shown, with columns: RFQ Item, Short Text, Material, Material Group, Plant, Requested Quantity, and Delivery Date. The row contains: 10, Trad.Good 11,PD,Reg.Trading, TG11, L001, 1410, 100,0..., PC, 13.09.2022. The 'Material' field 'TG11' is highlighted with a red box. The 'Plant' field '1410' is highlighted with a red box. The 'Requested Quantity' field '100,0...' is highlighted with a red box. The 'Delivery Date' field '13.09.2022' is highlighted with a red box. The 'Bidders' tab is also visible, showing 'Bidders (0)'.

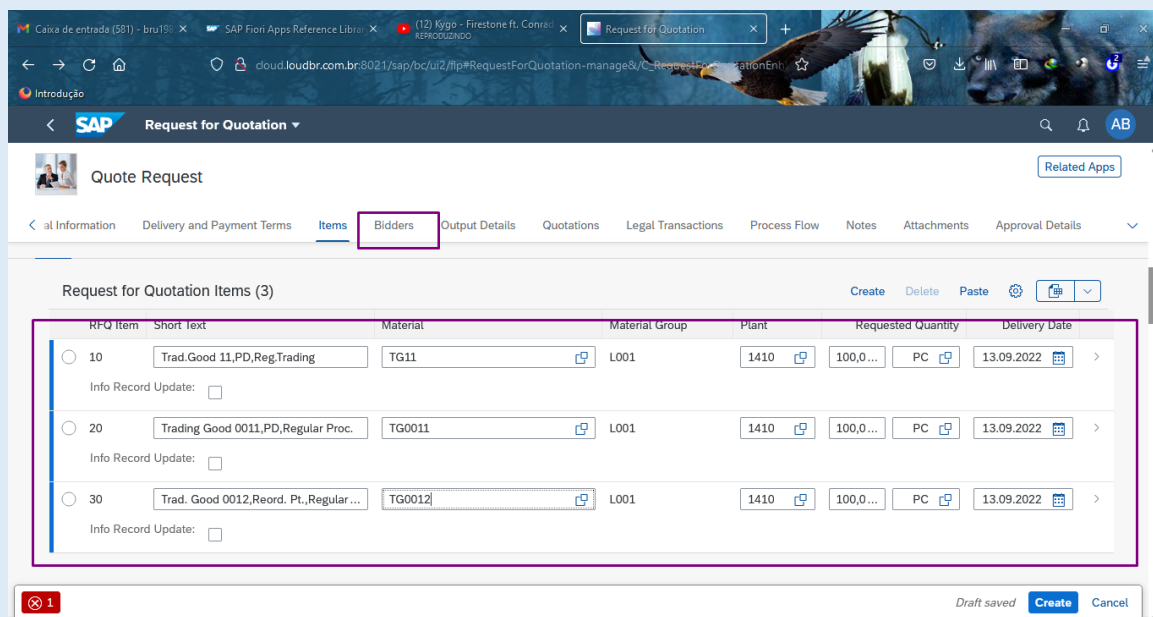
RFQ Item	Short Text	Material	Material Group	Plant	Requested Quantity	Delivery Date
10	Trad.Good 11,PD,Reg.Trading	TG11	L001	1410	100,0...	13.09.2022

I will do the same procedure for one more material

The screenshot shows the SAP 'Request for Quotation' (RFQ) form. The 'Items' tab is active, displaying 'Request for Quotation Items (2)'. A table with two rows is shown, with columns: RFQ Item, Short Text, Material, Material Group, Plant, Requested Quantity, and Delivery Date. The first row is identical to the one in the previous screenshot. The second row contains: 20, Trading Good 0011,PD,Regular Proc., TG0011, L001, 1410, 100,0..., PC, 13.09.2022. The second row is highlighted with a red box. The 'Bidders' tab is also visible, showing 'Bidders (0)'.

RFQ Item	Short Text	Material	Material Group	Plant	Requested Quantity	Delivery Date
10	Trad.Good 11,PD,Reg.Trading	TG11	L001	1410	100,0...	13.09.2022
20	Trading Good 0011,PD,Regular Proc.	TG0011	L001	1410	100,0...	13.09.2022

Finally for one more material, then I finish, then I select the Bidders tab

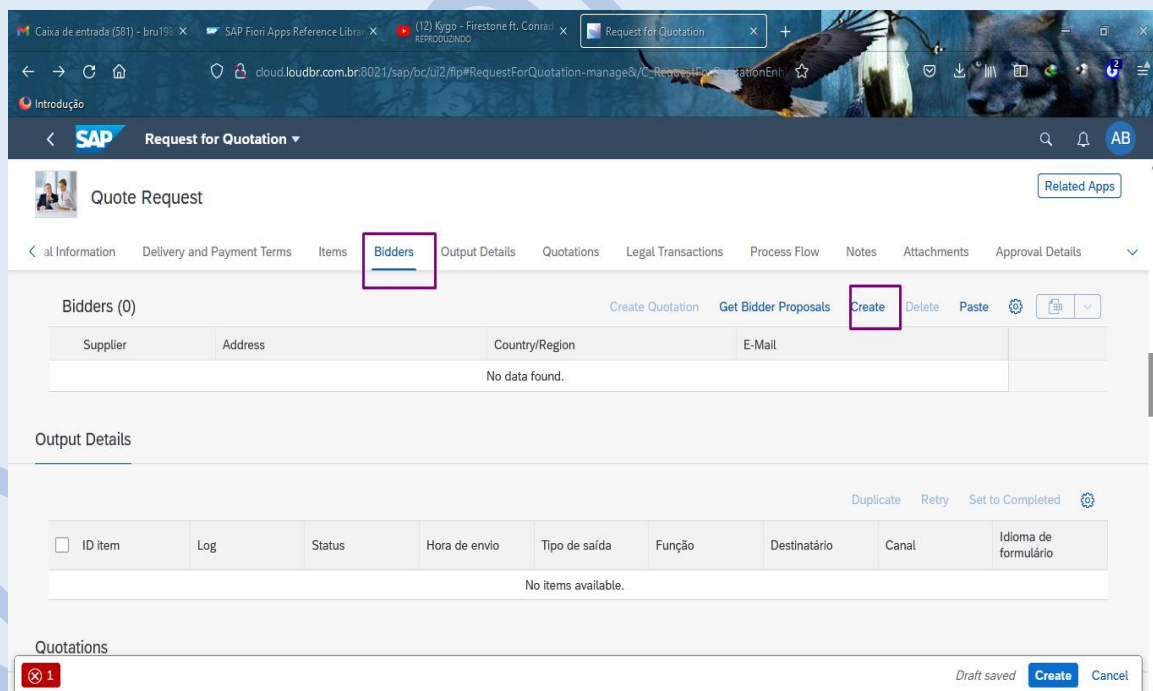


The screenshot shows the SAP Request for Quotation (RFQ) interface. The 'Items' tab is selected, and the 'Bidders' sub-tab is highlighted with a red box. The table below lists three RFQ items:

RFQ Item	Short Text	Material	Material Group	Plant	Requested Quantity	Delivery Date
10	Trad.Good 11,PD,Reg.Trading	TG11	L001	1410	100,0...	13.09.2022
20	Trading Good 0011,PD,Regular Proc.	TG0011	L001	1410	100,0...	13.09.2022
30	Trad. Good 0012,Reord. Pt.,Regular ...	TG0012	L001	1410	100,0...	13.09.2022

At the bottom of the screen, there is a red status bar with a '1' icon and a 'Draft saved' message. The 'Create' button is highlighted in blue.

On the Bidders tab I select Create



The screenshot shows the SAP Request for Quotation (RFQ) interface. The 'Bidders' tab is selected and highlighted with a red box. The 'Create' button is also highlighted with a red box. The table below shows the 'Bidders' section:

Supplier	Address	Country/Region	E-Mail
No data found.			

Below the Bidders section, there is an 'Output Details' section with a table that has columns: ID item, Log, Status, Hora de envio, Tipo de saída, Função, Destinatário, Canal, and Idioma de formulário. The table is empty, and the status is 'No items available.'

At the bottom of the screen, there is a red status bar with a '1' icon and a 'Draft saved' message. The 'Create' button is highlighted in blue.

Now I inform the Supplier

The screenshot shows the SAP 'Request for Quotation' interface. The 'Bidders' tab is active, displaying a table with one bidder entry. The 'Supplier' field is highlighted with a red box, and the 'Create' button is also highlighted. Below the table, the 'Output Details' section shows a table with no items available.

Supplier	Address	Country/Region	E-Mail
14300001	Av. Nações Unidas 11591, District, São Paulo - SP, 04510-200, Brazil	Brazil	14300001@email.com

Output Details

ID item	Log	Status	Hora de envio	Tipo de saída	Função	Destinatário	Canal	Idioma de formulário
No items available.								

Buttons: Create, Delete, Paste, Duplicate, Retry, Set to Completed

I will add another Supplier to finish I select Create

The screenshot shows the SAP 'Request for Quotation' interface with two bidder entries. The 'Bidders' tab is active, and the table contains two rows. The 'Create' button is highlighted with a red box. Below the table, the 'Output Details' section shows a table with no items available.

Supplier	Address	Country/Region	E-Mail
14300001	Av. Nações Unidas 11591, District, São Paulo - SP, 04510-200, Brazil	Brazil	14300001@email.com
14300002	R. Funchal 903, District, São Paulo - SP, 04586-020, Brazil	Brazil	14300002@email.com

Output Details

ID item	Log	Status	Hora de envio	Tipo de saída	Função	Destinatário	Canal	Idioma de formulário
No items available.								

Buttons: Create, Delete, Paste, Duplicate, Retry, Set to Completed

The request for quotation has been created, here I see the number, then I select Publish

The screenshot shows the SAP Fiori 'Request for Quotation' app interface. At the top, the title bar reads 'Request for Quotation'. Below it, a card displays the 'Quote Request' number '7000000021'. To the right of the card are buttons for 'Edit', 'Delete', 'Publish', 'Copy', and 'History'. The 'Publish' button is highlighted with a red box. Below the card, a table shows the request details:

Created By:	Status	Target Value	Quotation Deadline
Anderson Bruno	In Preparation	6.000,00 BRL	13.09.2022
Created On: 12.08.2022			
Publishing Date:			
Approver: Not started			

Below the table, there are tabs for 'General Information', 'Delivery and Payment Terms', 'Items', 'Bidders', 'Output Details', 'Quotations', 'Legal Transactions', 'Process Flow', 'Notes', 'Attachments', and 'Approval Details'. The 'General Information' tab is selected, showing a table with three columns: 'Basic Data', 'Important Dates', and 'Organization'.

Basic Data	Important Dates	Organization
RFQ Type: Int. Sourcing Req. (RQ)	Apply By: 13.09.2022	Purchasing Group: Group 001 (001)
RFQ Description: Quote Request	Quotation Deadline: 13.09.2022	Purchasing Organization: Purch. Org. 1410 (1410)
Our Reference: COT001	Binding Period: -	Company Code: Company Code 1410 (1410)
Language Key: English (EN)		

Now the request is in approval

The screenshot shows the same SAP Fiori 'Request for Quotation' app interface, but the status has changed. The 'Quote Request' number '7000000021' is still displayed. The buttons now include 'Copy', 'Withdraw from Approval', and 'History'. The status in the table is 'In Approval'.

Created By:	Status	Target Value	Quotation Deadline
Anderson Bruno	In Approval	6.000,00 BRL	13.09.2022
Created On: 12.08.2022			
Publishing Date:			
Approver: Workflow not yet started			

The 'General Information' tab is still selected, showing the same table as before.

Basic Data	Important Dates	Organization
RFQ Type: Int. Sourcing Req. (RQ)	Apply By: 13.09.2022	Purchasing Group: Group 001 (001)
RFQ Description: Quote Request	Quotation Deadline: 13.09.2022	Purchasing Organization: Purch. Org. 1410 (1410)
Our Reference: COT001	Binding Period: -	Company Code: Company Code 1410 (1410)
Language Key: English (EN)		