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.
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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 Fior environment, access the Manage RFQs application
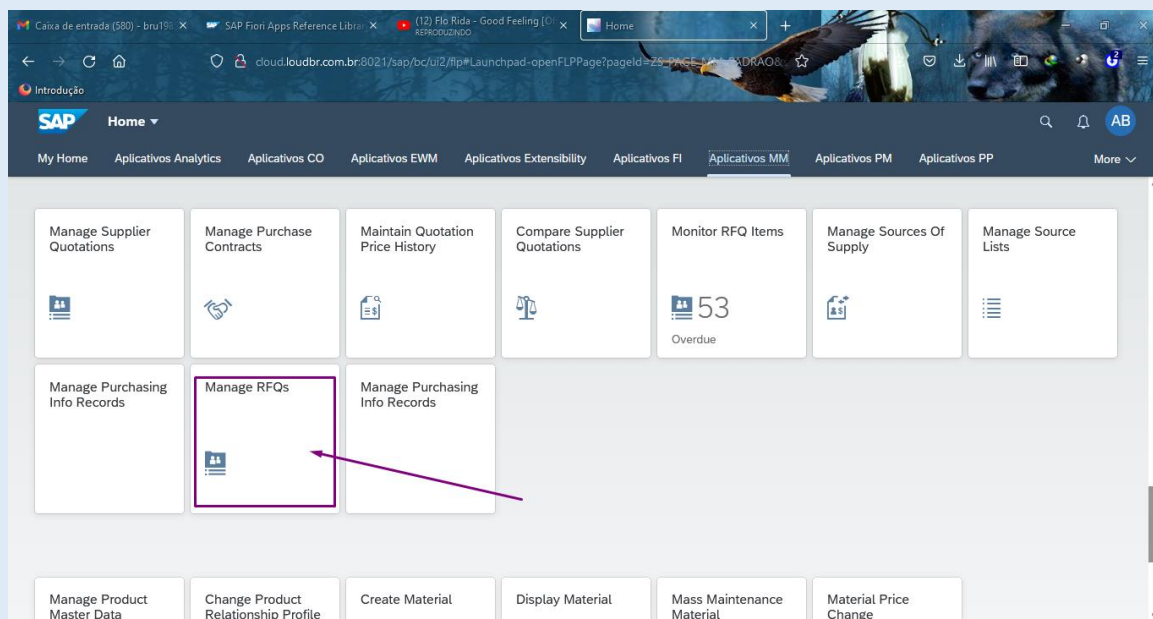
Let's select Create Int. Sourcing Req, this request will be made on s4hana, this Ext.sourcing Req option is intended to create the request on s4hana and send it to Sap Ariba, in this example it will only be on s4hana
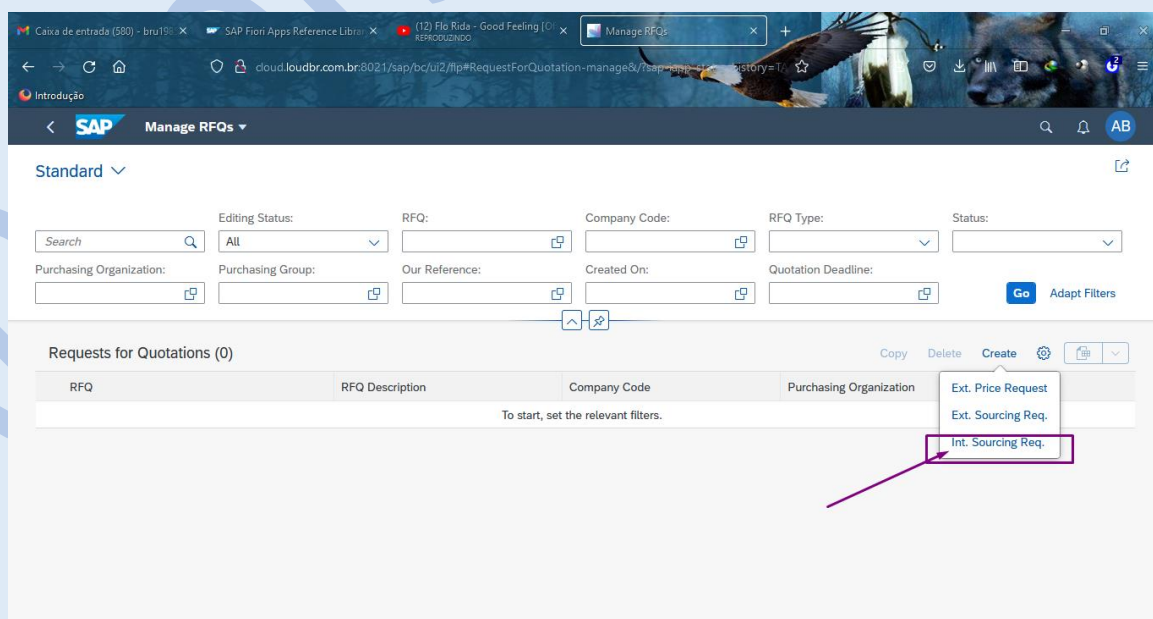
Now let's fill in the fields:

- 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

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

Now I will select the Items tab and click on create

Now I will fill:

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

I will do the same procedure for one more material

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

On the Bidders tab I select Create

Now I inform the Supplier

I will add another Supplier to finish I select Create

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

Now the request is in approval