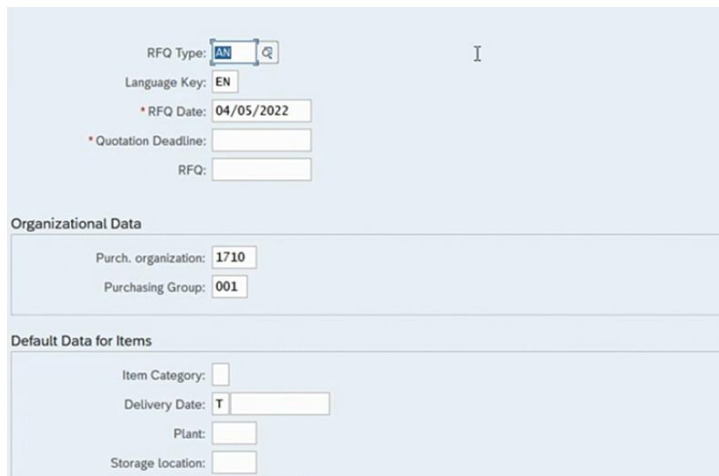


Create a request for quotation: ME41

Once a need to purchase materials or services has been identified and approved via a purchase requisition, we must select the vendor with the best terms.



The screenshot shows the 'Create RFQ Initial Screen' in SAP. It contains several input fields for RFQ details and organizational data. The 'RFQ Type' field is set to 'AN' and is highlighted with a blue selection box. Below it, the 'Language Key' is 'EN', the 'RFQ Date' is '04/05/2022', and the 'Quotation Deadline' is empty. The 'RFQ' field is also empty. The 'Organizational Data' section shows 'Purch. organization' as '1710' and 'Purchasing Group' as '001'. The 'Default Data for Items' section shows 'Item Category' as empty, 'Delivery Date' as 'T', 'Plant' as empty, and 'Storage location' as empty.

RFQ Type:	AN
Language Key:	EN
* RFQ Date:	04/05/2022
* Quotation Deadline:	
RFQ:	

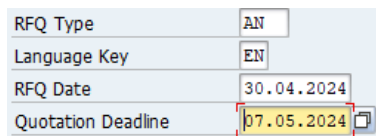
Organizational Data

Purch. organization:	1710
Purchasing Group:	001

Default Data for Items

Item Category:	
Delivery Date:	T
Plant:	
Storage location:	

To get the information around who has the best offer, we send out a request for quotation, or RFQ, to potential suppliers. Let's create an RFQ now with transaction code me41, and pressing Enter. This takes us to the Create RFQ Initial Screen.



This close-up shows the top section of the SAP Create RFQ Initial Screen. The 'RFQ Type' field is 'AN', 'Language Key' is 'EN', 'RFQ Date' is '30.04.2024', and 'Quotation Deadline' is '07.05.2024'. The 'Quotation Deadline' field is highlighted with a red box.

RFQ Type	AN
Language Key	EN
RFQ Date	30.04.2024
Quotation Deadline	07.05.2024

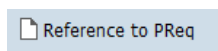
The first field that is auto-populated is RFQ Type, and the type is defined as AN. AN is a standard request for quotation, so we don't need to change anything here. Next, the RFQ date is auto-populated with today's date. This is the date the RFQ is created, so we'll leave this as well. In the Quotation Deadline field, this is how long the potential suppliers have to respond with their quotations. We'll say we're not in a huge rush, so we'll give them one week to respond.



This screenshot shows the 'Organizational Data' section of the SAP Create RFQ Initial Screen. It contains two fields: 'Purch. Organization' with the value '1710' and 'Purchasing Group' with the value '001'.

Organizational Data	
Purch. Organization	1710
Purchasing Group	001

Our Organizational Data with purchasing organization and purchasing group are also auto-populated.



This is a button labeled 'Reference to PReq' with a document icon, located at the bottom of the SAP Create RFQ Initial Screen.

Reference to PReq

We can create this request for quotation by directly referencing a purchase requisition by pressing the Reference to PReq button and entering that document number. We're not referencing anything, so we'll now click Overview.

Create RFQ : Item Overview

RFQ RFQ Type RFQ Date
 Supplier QuotDdn

RFQ Items

Item	I	Material	Short Text	RFQ Quantity	O...	C	Deliv. Date	Mat. Grp	Plnt
10		RM15		1000		D	20.05.2024		
20						D			
30						D			

First, we'll enter the material that we want to buy. We'll enter rm15. Next is the RFQ Quantity. We'll enter 1000, and we'll enter the delivery date we need our products by. We'll enter three weeks from today.

RFQ Company Code Purch. Group
 RFQ Date RFQ Type Purchasing Org.
 Supplier

Name
 Title
 Name

Search Terms
 Search term 1/2

Street Address
 Street/House number
 Postal Code/City
 Country/Reg. Region
 Time zone

PO Box Address
 PO Box
 Postal code
 Company Postal Code

Now we need to enter the supplier we want our quotation from. To do this, we'll click Supplier Address. Now we'll enter the supplier number, which is 17300030, and press Enter. This populates all the available address information from the business partner record.

✓ RFQ created under the number 6000000064

We're ready now to complete this RFQ, so we'll press Save. We now have a success message that shows our request for quote was created and assigned a document number. Once we receive the price and projected delivery date back from the supplier, we update

the quotation referencing this request for quotation using transaction code me47. The best supplier will be identified and a purchase order will be created.