**Use Case: Creating RFQ for a Specific Request from Requisition**

**Actor:** Admin

**Description:**

This use case describes the process of creating a Request for Quotation (RFQ) for a specific request from a requisition within a procurement system. The admin initiates the RFQ creation process and invites suppliers to submit quotations for the requested items or services.

**Pre-condition:**

1. The admin is logged into the procurement system.

2. An approved requisition containing specific request details is available.

3. Supplier information is stored in the system.

**Post-condition:**

1. An RFQ is generated for the specific request from the requisition.

2. Suppliers are invited to submit quotations for the requested items or services.

**Normal Flow:**

1. The admin navigates to the requisition section of the procurement system.

2. The admin selects a specific requisition containing the request for which an RFQ needs to be created.

3. The admin clicks on the "Create RFQ" button located at the top right corner of the page.

4. The system presents a form for the admin to input RFQ details:

* Open date
* Close date
* Required delivery date
* Location
* RFQ type
* Note

5. The admin fills in the RFQ form with the relevant details.

6. The admin reviews the order line containing details requested by the requestor, including:

* Line number
* Name
* Category
* Quantity
* Unit
* Price
* Requested cost

7. The admin proceeds to the supplier details section.

8. The system displays a list of available suppliers with details such as:

* Line number
* Supplier name
* Email ID
* Contact number
* Status

9. The admin clicks on the "Invite Supplier" button located at the top right of the supplier details section.

10. The system sends invitations to the selected suppliers, notifying them of the RFQ and providing necessary details for submitting quotations.

11. Suppliers receive the invitations and submit quotations for the requested items or services within the specified timeframe.

**Alternative Flow:**

1. If the admin wants to cancel the RFQ creation process, they click on the "Cancel" button located at the top right corner of the page, and the system returns to the previous screen without creating the RFQ.

2. If there are no suitable suppliers available in the system, the admin may need to add new suppliers or seek alternative sourcing methods before proceeding with RFQ creation.

3. In case of system errors or technical issues, the admin may need to contact technical support for assistance in resolving the issue.