



# Project – SUGAM

User Manual

Process Name: Create RFQ

Process Number: 05



## DOCUMENT DETAILS

PROJECT NAME	MODULE:	Business Scenario:
SUGAM	MATERIAL MANAGEMENT	Create RFQ
MODULE LEAD – BSPTCL	MODULE LEAD – YASH	PROCESS OWNER -
Sri Aftab Alam	Sri.Ashok Kumar Jhanwar	Sri Amar Kumar Mishra
UNSER MANUAL NUMBER	PROCESS NAME	
05	CREATE RFQ	

## AUTHORS & PARTICIPANTS

Role	Name
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Consultant	Sri.Madan Balasaheb Magar
Workshop Participants	

## Revision History

Date	Document Version	Document Revision Description	Author	Reviewer
	V0	Draft for review	Madan Magar	Ashok Kumar Jhanwar



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SAP T-code	ME41
Process	Create RFQ

Create RFQ : Initial Screen

Reference to PReq

RFQ Type	zAN
Language Key	EN
RFQ Date	03.03.2019
Quotation Deadline	04.03.2019
RFQ	

Organizational Data

Purch. organization	1000
Purchasing Group	P01

We can create RFQ two way

1. With refer to PR
2. Without refer to PR

If we want to create RFQ with refer to PR then

Click on reference to PReq

Create RFQ : Initial Screen

Reference to PReq

RFQ Type	zAN
Language Key	EN
RFQ Date	03.03.2019
Quotation Deadline	04.03.2019
RFQ	

Organizational Data

Purch. organization	1000
Purchasing Group	P01



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Enter PR number

Selection of Purchase Requisitions

Purchase Req.	1000000066
Requisn. item	
Purch. Group	P01

Click on Adopt + Details

Create RFQ : Selection List: Purchase Requisitions

Adopt + Details

Pur. Req.	Item	Material	Short Text	Plnt	SLoc	I	A	Cls	Qty
1000000066		1000000041	power cable 2C - Test	1100	1000				5.000

Click Enter

Create RFQ : Item 00010

Item: 10, ItCat., Plant: 1100  
Material: 1000000041, Stor. Loc.: 1000  
Short Text: power cable 2C - Test  
Mat. Grp: CAB-POWER

Quantity and Date  
RFQ Quantity: 5 KM, QuotDdln: 04.03.2019  
Delivery Date: 04.03.2019

Deadline Monitoring  
1st Rem./Exped., 2nd Rem./Exped., 3rd Rem./Exped., No. Exped.: 0  
TrackingNo, S. Mat.



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Click on Vender

Create RFQ : Item Overview

RFQ [ ] RFQ Type ZAN RFQ Date 03.03.2019  
Vendor [ ] QuotDdln 04.03.2019

RFQ Items

Item	I	Material	Short Text	RFQ Quantity	OU	C
10		1000000041	power cable 2C - Test		5 KM	D

Enter Vender Then click on save

Create RFQ : Supplier Address

RFQ [ ] Company Code 1000 Purch. Group P01  
RFQ Date 03.03.2019 RFQ Type ZAN Purchasing Org. 1000  
Vendor 100013

Name

Title M/S  
Name GE T&D India Limited

Search Terms

Search term 1/2 TRANSFORMER

Street Address

Street/House number A-7, Sector-65, Noida-201301  
Postal Code/City 201301 Noida  
Country IN India Region 24 Uttar Pradesh  
Time zone INDIA

Following information show when RFQ created

✓ RFQ created under the number 6000000067



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Enter Second vender and save

Toolbar:

Create RFQ : Supplier Address

RFQ:  Company Code: 1000 Purch. Group: P01  
RFQ Date: 03.03.2019 RFQ Type: ZAN Purchasing Org.: 1000  
Vendor:

Name

Title: Company  
Name: GE T&D India Limited

Search Terms

Search term 1/2: GE T&D

Street Address

Street 2: Near Bhagwat Banquet, Bhoothnath Road  
Street 3: Patna- 800026  
Street/House number: C/o Sanjay Pandey (Advocate), Pharmaceuticals Col...  
Postal Code/City: 800026 Patna  
Country: IN India Region: 04 Bihar  
Time zone: INDIA

Following RFQ create

RFQ created under the number 6000000068

Exit from Transaction





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<b>SAP T-code</b>	<b>ME47</b>
<b>Process</b>	<b>Maintain Quotation</b>

Enter Quotation number which we want to maintain

Maintain Quotation : Initial Screen

RFQ

Enter Base price and click header date

Maintain Quotation : Item Overview

RFQ: 6000000067 RFQ Type: ZAN RFQ Date: 03.03.2019  
Vendor: 100013 GE T&D India Limited QuotDdln: 04.03.2019

Item	Material	Short Text	RFQ Quantity	OU	C	Deliv. Date	Net Price	Per	OPU
10	1000000041	power cable 2C - Test	5	KM	D	05.03.2019	10,000.00		1KM



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Enter NIT number in Collective number, enter payment terms

RFQ	6000000067	Company Code	1000	Purchasing Group	P01
RFQ Type	ZAN			Purch. Organization	1000
Vendor	100013	GE T&D India Limited			

**Administrative Fields**

RFQ Date	03.03.2019	Item Interval	10	Coll. No.	NIT-101
Language	EN	Subitem Interv.	1	QuotDdln	04.03.2019
Validity Start		Validity End		Apply By	
		Warranty		Bindg Per.	

**Terms of Delivery and Payment**

Payment Terms	0001	Currency	INR		
Payment in		Days		Exch. Rate	1.00000
					<input type="checkbox"/> Ex.Rate Fx
Payment in		Days			

Maintain Quotation : Item Overview

RFQ	6000000067	RFQ Type	ZAN	RFQ Date	03.03.2019
Vendor	100013	GE T&D India Limited		QuotDdln	04.03.2019

**Quotation Items**

Item	Material	Short Text	RFQ Quantity	OUn	C	Deliv. Date	Net Price	Per	OPU
10	1000000041	power cable 2C - Test	5	KM	D	05.03.2019	10,000.00		1KM



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Enter Tax code then press Enter.

Maintain Quotation : Item 00010

Item: 6000000067 10 ItCat. Plant: 1100  
 Material: 1000000041 Stor. Loc.: 1000  
 Short Text: power cable 2C - Test  
 Mat. Grp: CAB-POWER

Quantity and Date  
 RFQ Quantity: 5 KM QuotDdln: 04.03.2019  
 Delivery Date: D 05.03.2019

Deadline Monitoring  
 1st Rem./Exped. TrackingNo.  
 2nd Rem./Exped. S. Mat.  
 3rd Rem./Exped.  
 No. Exped.: 0

Quotation Data  
 Net Order Price: 10,000.00 INR / 1 KM InfoUpdate  
 Qty Conv.: 1 KM <-> 1 KM  
 Quot. Comment Tax Code: B3

Maintain Quotation : Item Overview

RFQ: 6000000067 RFQ Type: ZAN RFQ Date: 03.03.2019  
 Vendor: 100013 GE T&D India Limited QuotDdln: 04.03.2019

Quotation Items

Item	Material	Short Text	RFQ Quantity	OUn	C Deliv. Date	Net Price	Per	OPU
10	1000000041	power cable 2C - Test	5	KM	D 05.03.2019	10,000.00		1 KM

We can enter Freight

### Condition Supplements

CnTy	Name	Amount	Unit	per	UoM
PB00	Gross Price	10,000.00	INR		1 KM
FRB1	Freight (Value)	100.00	INR		





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FRA1	Freight %
FRB1	Freight (Value)
FRC1	Freight/Quantity
INSP	Insurance %
INSQ	Insurance/Quantity
INSV	Insurance(Value)
NAVM	Non-Deductible Tax
NAVS	Non-Deductible Tax
PB00	Gross Price
PBXX	Gross Price
RA00	Discount % on Net
RA01	Discount % on Gross
RB00	Absolute discount
RC00	Discount/Quantity

Click on Save

Maintain Quotation : Item Overview

RFQ	6000000067	RFQ Type	ZAN	RFQ Date	03.03.2019
Vendor	100013	GE T&D India Limited		QuotDdIn	04.03.2019

Quotation Items

Item	Material	Short Text	RFQ Quantity	OUn	C	Deliv. Date
10	1000000041	power cable 2C - Test	5	KM	D	05.03.2019



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<b>SAP T-code</b>	<b>ME49</b>
<b>Process</b>	<b>Price Comparison List</b>

## Price Comparison List



Purchasing Organization	1000			
Quotation		to		
Collective RFQ	NIT-101	to		
Supplier		to		
Material		to		

### Comparison Values

Reference Quotation	
<input type="checkbox"/> Mean Value Quotation	
<input type="checkbox"/> Minimum Value Quotation	
Percentage Basis	
Max. No. Quotations per Page	12

### Price Calculations

- Include Discounts
- Include Delivery Costs
- Determine Effective Price

Comparison list show L1 vender with comparing quotation of vender

We can reject other quotation by double clicking on quotation number

## Price Comparison List in Currency INR

◀ ◁ ▷ ▶ ✎ Quotation ⚙ Material ⚙ Supplier Additional Info 📄

Material	Quot.:	6000000067	6000000068
Sh. Text	Bidder:	100013	100014
Qty. in Base Unit	Coll. No. :	NIT-101	NIT-101
1000000041	Val.:	50,000.00	60,000.00
power cable 2C - Test	Price:	10,000.00	12,000.00
5 KM	Rank:	1 91 %	2 109 %
<b>Total Quot.</b>	<b>Val.:</b>	<b>50,000.00</b>	<b>60,000.00</b>
	<b>Rank:</b>	<b>1 91 %</b>	<b>2 109 %</b>



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Click on Reject checkbox.

Maintain Quotation : Item Overview

RFQ: 6000000068 RFQ Type: ZAN RFQ Date: 03.03.2019  
Vendor: 100014 GE T&D India Limited QuotDdln: 04.03.2019

Quotation Items

Item	Material	Short Text	RFQ Quantity	OUn	C	Deliv. Date	Net Price	Per	OPU	Mat. Grp	Pint	SLoc	D	R
10	1000000041	power cable 2C - Test	5	KM	D	05.03.2019	12,000.00	1	KM	CAB-POWER	1100	1000		<input checked="" type="checkbox"/>



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<b>SAP T-code</b>	<b>ME4M</b>
<b>Process</b>	<b>Report (RFQ by Material)</b>

## Purchasing Documents for Material




 Choose...

Material	1000000041			
Plant		to		
Purchasing Organization	1000	to		
Scope of List	ALV			
Selection Parameters		to		
Document Type		to		
Purchasing Group	P01	to		
Item Category		to		
Delivery Date		to		
Deadline Subm. of Quotations		to		
Document Number		to		
Supplier		to		
Supplying Plant		to		
Material Group		to		
Document Date		to		
Intern. Article No. (EAN/UPC)		to		
Supplier's Material Number		to		
Supplier Subrange		to		
Promotion		to		
Season		to		
Season Year		to		
Short Text				