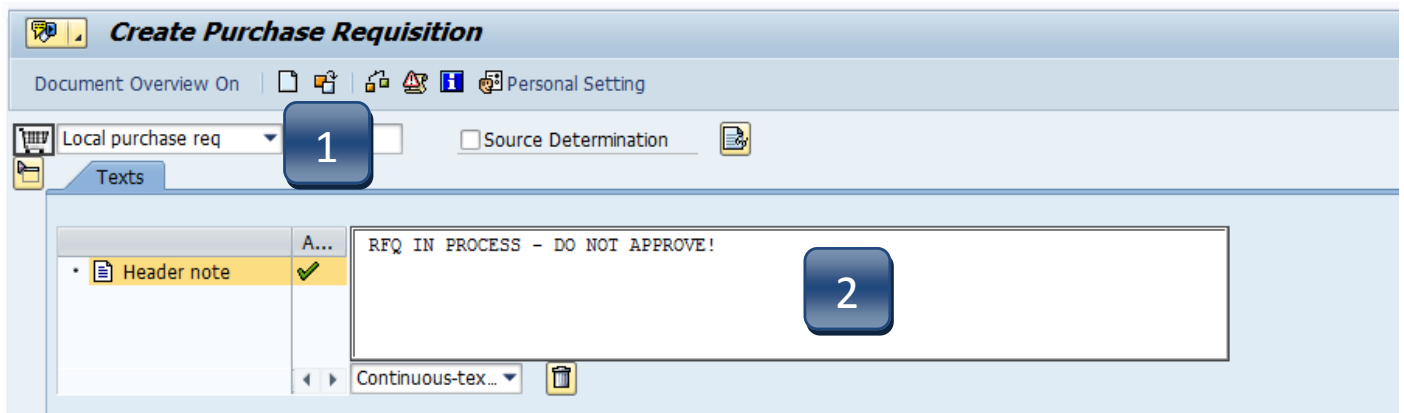# Create an RFQ - Requisition Creation

> The entire RFQ process can be completed in the SAP web portal. Some actions can be completed in SAP GUI but other parts require completion in the Portal, as you cannot print the RFQ in GUI.

STEP 1: Create either a **LOCAL** or standard **FRAMEWORK** requisition.

> ****RFQs *cannot* be generated from a Limit Framework requisition. After you have completed the RFQ process, you can trash the line and create a second line if a Limit Framework is necessary.**

STEP 2: In **Header note** section, state that an RFQ is in process so the Account Manager *will not* approve the requisition.

> **If header section is not visible, click **Expand Header** button to display.
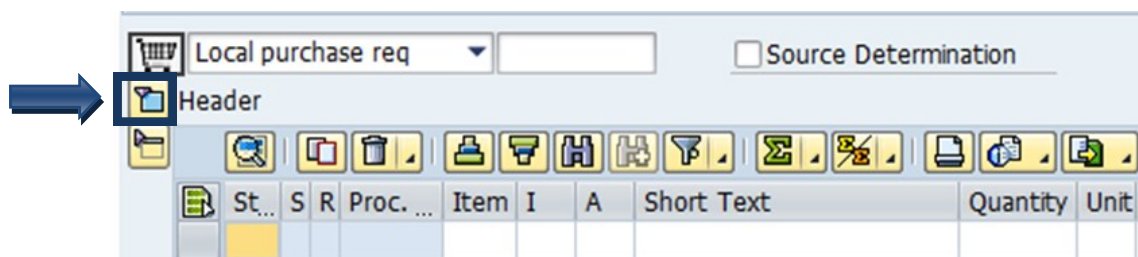
Create an RFQ - Requisition Creation

STEP 1: **A (Account Assignment Category) column:** Depending on your funding, enter **A (Asset)**, **K (Cost Center)**, **F (Internal Order)**, or **S (Statistical Order)** for each line item. (Use down arrow on keyboard to move between lines.)

STEP 2: **Short Text column:** Enter item short text. (What you are purchasing.)

STEP 3: **Quantity column:** Enter quantity. (1 if using AU as Unit of Measure.)

STEP 4: **Unit of Measure column:** Enter unit of measure code. If unknown, use the database search for available options. (Click the button in the lower right corner of the field.)

STEP 5: **Valuation Price column:** Enter **$1.00**.

Create an RFQ - Requisition Creation

GR	Matl Group	PC...	PGr	Des.Vendor	Mi...	Deliv. Date	POrg	Stor. Loc.
☑	Goods, Supp		RFQ	700015		12/23/2013	7540	Purchasing
☐			CPO					

STEP 6:   **GR column:** Box should be checked for GOODS, unchecked for SERVICES.

STEP 7:   **Material Group column:** Enter **G1** for Goods, Supplies, & Equipment or **S1** for Services. Use the database search for additional options.

STEP 8:   **PGr column:** Change from CPO to **RFQ.**

STEP 9:   **Desired Vendor column:** Enter generic vendor number **700015**

STEP 10:   **Delivery Date column:** Enter date goods will be delivered or services completed. **(mm/dd/yyyy)**

STEP 11:   **POrg column:** Enter **7540** for *each* line.

STEP 12:   **Storage Location column:** Use the database search to select the storage location if you do not know the code for the location.

**If you have more than one line item, move to the next line using the down arrow on your keyboard and repeat STEPS 1-12 as many times as necessary.

STEP 13:   Hit **ENTER** on your keyboard to generate the **Item Tabs** section.

Create an RFQ - Requisition Creation

STEP 14: Enter **GL** and **account information** in the Account Assignment tab for each line item.

STEP 15: Click **Save**. Make note of the requisition number generated in the bottom left corner of the screen.

Create RFQ

It is *imperative* that the following 16 steps are completed in the **WEB PORTAL**. If this section is executed in *GUI*, your PDF will not generate.

STEP 1: In the **SAP Web Portal**, enter transaction code **ME41.**

STEP 2: Enter **Quotation Deadline** date. (Date the bids are due.)

STEP 3: Change **Purchasing Group** from CPO to **RFQ**.

STEP 4: Click **Reference to PReq** button.

STEP 5: Enter requisition number in **Purchase Req.** field.

STEP 6: Click the **green check** button.

Create RFQ

STEP 7: Enter the **Coll. No.** This will be your initials followed by the requisition number. Hit **Enter** on your keyboard.

STEP 8: Click **Select All Items**.

STEP 9: Click **Adopt + Details**.

STEP 10: Click **Next** button until you are back at the **Create RFQ** Item Overview screen.

Create RFQ

STEP 11:   Click **Header Details**. (This option may be located under the **More** button.)

Create RFQ : Item Overview															
Menu ▲			◄	Save	Back	Exit	Cancel	System ▲	Select All Items	Deselect All	Select Start/End of Block	Enter Lines	Delete	**Header Details**	

RFQ | | RFQ Type | AN | | RFQ Date | 11/18/20
Vendor | | | | | QuotDdln | 12/15/20

11

RFQ Items

	Item	I	Material		Short Text		RFQ Quantity	OU (	Deliv. Date	Mat. Grp	Plnt	SLo(	D	Tex
	10				2 inch widgets		1,000	EA :	12/23/2013	G1		754	JCK	

STEP 12:   Click **Header Texts**.

Create RFQ : Header Data

Menu ▲			◄	Save	Back	Exit	Cancel	System ▲	Overview	**Header Texts**

RFQ | | Company Code | 754 | Purchasing Group | RF(
RFQ Type | AN | | | Purch. Organization | 754 **12**
Vendor | |

Administrative Fields

RFQ Date | 11/18/20 | Item Interval | 10 | Coll. No. | JN105786!
Language | EN | Subitem Interv. | 1 | QuotDdln | 12/15/20
Validity Start | | Validity End | | Apply By |
| | Warranty | | Bindg Per. |

STEP 13:   Click **Long Text Screen**.

Create RFQ : Header Texts

Menu ▲			◄	Save	Back	Exit	Cancel	System ▲	**Long Text Screen**

Purchasing Doc. | | Company Code | 754 | Purchasing Group | '(
| | Document Type | AN | Purch. Organization | 4(**13**

Vendor | |

Create RFQ

STEP 14: **A.** Enter any message you want the respondents to know; this will appear on the RFQ.

   B. If you use more than one line, enter the **+ sign** in the space next to the subsequent lines.

   C. Leave the ***** on the first line.

   D. Click the **Back** button until you get to **Item Overview**.
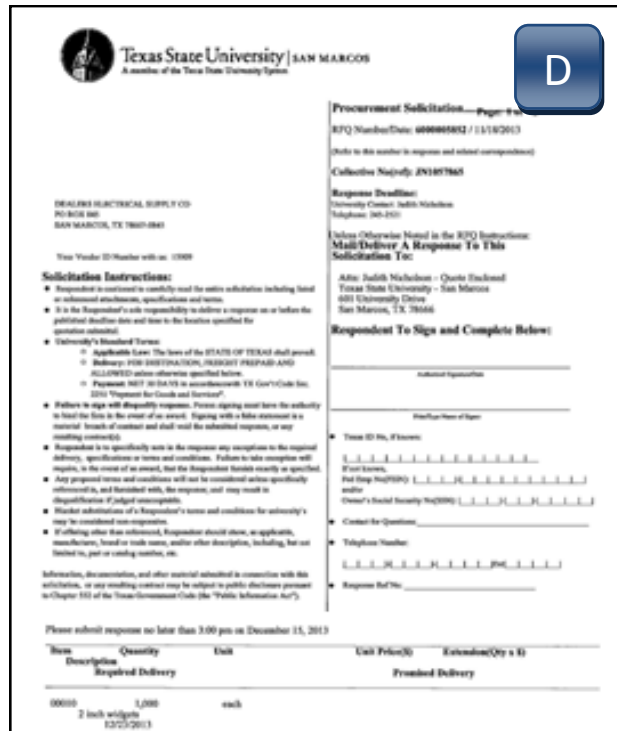

STEP 15: Click **Vendor Address**. (This option may be located under the **More** button.)

STEP 16:

   A. Type in vendor number and hit **Enter** on your keyboard.

   B. If vendor is *not* in SAP, enter a generic vendor number in the Vendor field and type in their **Name/Address** information. Hit **Enter** on your keyboard.

   C. Click **Save**. (A PDF of the RFQ will generate.)

Create RFQ

STEP 16: **D.** Print or Save this RFQ and close PDF. This is what you will send to the vendors along with your specifications (if any). Do this for all vendors you wish to solicit.

E. Click Exit button in the Create RFQ screen to get back to the menu screen.

Create an RFQ - Maintain Quote

STEP 1: In the SAP Portal or GUI, enter transaction code **ME47**.

STEP 2: In the **RFQ** field, enter one of the RFQ numbers and hit **Enter** on your keyboard.
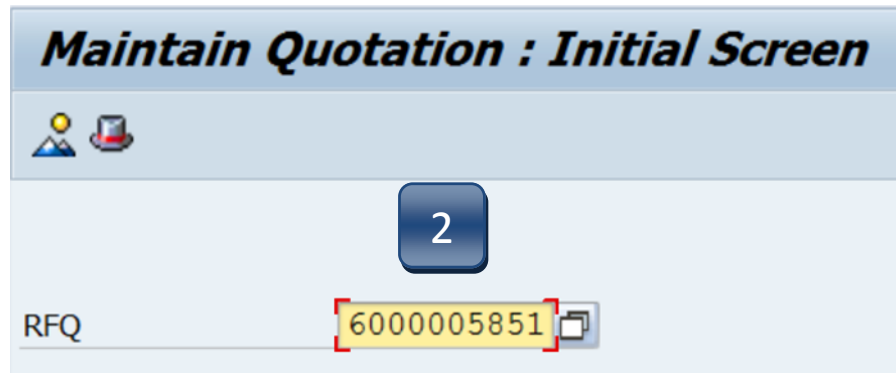
STEP 3: Enter the amount of the bid in the **Net Price** column. This will include shipping, if applicable.

**If there is a "no Bid," enter $1.00.

STEP 4: Click **Save**.
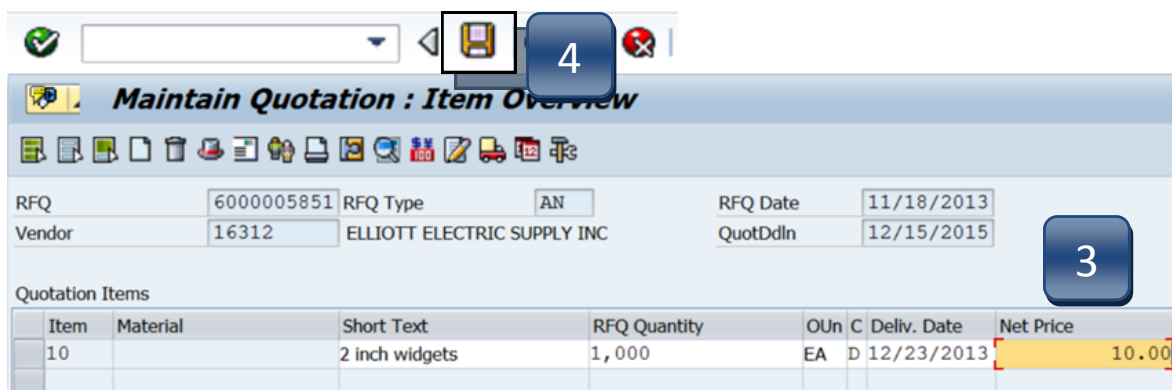
Repeat steps 1 - 4 until all RFQ responses have been entered.

6.10

Create an RFQ - Price Comparisons

STEP 1:   In the SAP Portal or GUI, enter transaction code **ME49**.

STEP 2:   In the **Collective RFQ** field, enter the Collective number.

STEP 3:   Click **Execute**.

STEP 4:   Double click in the area where the bid is.

Create an RFQ - Price Comparisons

STEP 5:   Click the selection box next to **Quot. Comment** field and choose one of the options from the pop-up menu.
For the vendor that will be *awarded*, choose one of the **OK options.
For vendors *not awarded*, choose one of the rejection reasons from the options and check the **Rej. Ind. Box.

STEP 6:   Click **Save**.

STEP 7:   Follow **STEPS 4-6** for all other vendors.

Create an RFQ - Review & Revise RFQ

REVIEW

STEP 1: Enter transaction code **ME4S**.

STEP 2: Enter the **Collective number**.

STEP 3: Change **Purchasing Group** from CPO to **RFQ**.

STEP 4: Click **Execute**. You will then see all of the respondents & their pricing.

RFQs per Collective Number

Collective number	jn1057865
Purchasing organization	7540
Scope of List	ANFR
Selection Parameters	
Document Type	
Purchasing Group	RFQ
Plant	7540

RFQs per Collective Number

Print Preview | Changes | Delivery Schedule | Services

```
RFQ          Type Vendor      Name                                    Date
  Item  Material              Short Text                              Group
  D I S Plnt Quot. Date          RFQ Quantity Un   Quot.Net Price    per Un

6000005851 AN   16312         ELLIOTT ELECTRIC SUPPLY INC      RFQ 11/18/2013
Collective RFQ JN1057865
  00010                       2 inch widgets                      G1
      A 7540 12/15/2013            1,000  EA         10.00  USD      1 EA
6000005852 AN   15909         DEALERS ELECTRICAL SUPPLY CO      RFQ 11/18/2013
Collective RFQ JN1057865
  00010                       2 inch widgets                      G1
      A 7540 12/15/2013            1,000  EA         12.50  USD      1 EA
6000005853 AN   502232        KST ELECTRIC, LTD                RFQ 11/18/2013
Collective RFQ JN1057865
  00010                       2 inch widgets                      G1
      A 7540 12/15/2013            1,000  EA         11.25  USD      1 EA
```

REVISE

STEP 1: Enter transaction code **ME42**.

STEP 2: Enter the RFQ number you wish to revise & hit **enter** on your keyboard. You can enter additional information (payment, shipping terms) in the **Header Detail** option or revise any other data.

| RFQ | |

Change RFQ : Item Overview

| RFQ | 6000005851 | RFQ Type | AN |
| Vendor | 16312 | ELLIOTT ELECTRIC SUPPLY INC |

RFQ Items
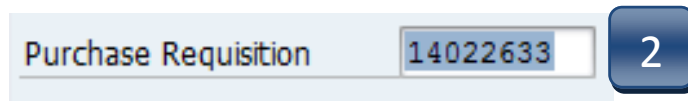
| Item | I | Material | Short Text | RFQ Q |
| 10 | | | 2 inch widgets | |

STEP 3: Click **Save**.

6.13

Create an RFQ - Update Requisition & Finish

STEP 1:   Enter transaction code **ME53**.

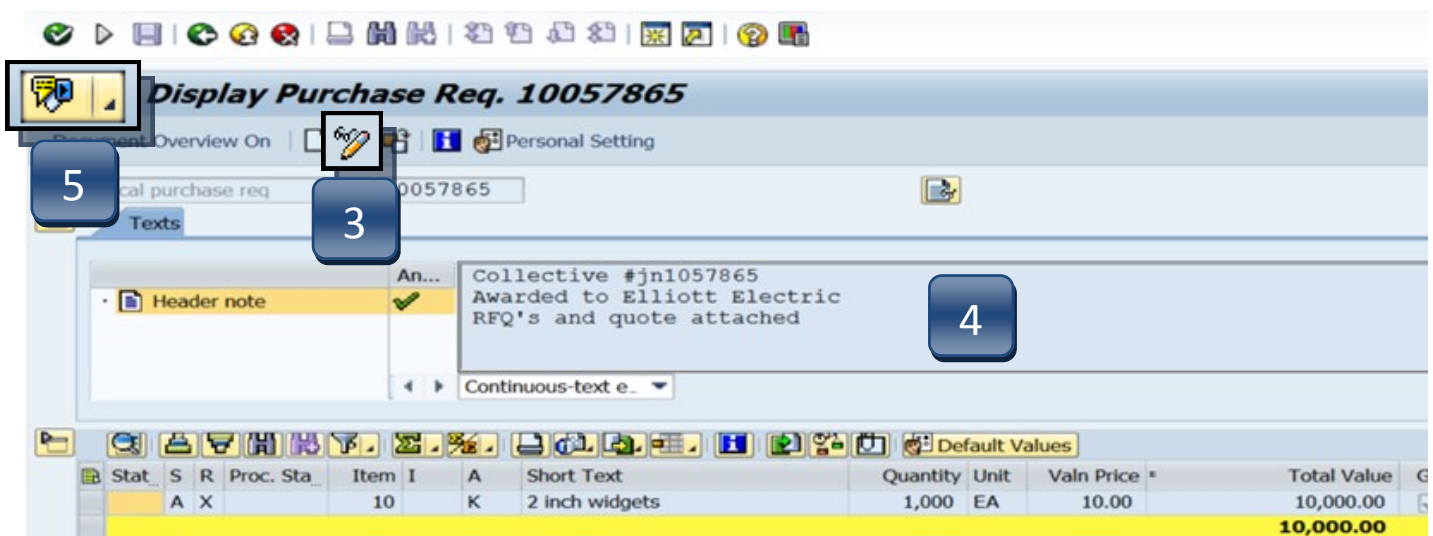**STEP 2:**   Type in requisition number and hit **Enter** on your keyboard.

STEP 3:   Click **Display/Change** button to open requisition for editing.

STEP 4:   In the **Header note** section, enter the **Collective Number**, **Vendor Awarded**, and that the **RFQs and Quote are attached**.

STEP 5:   Attach all RFQ documents to the requisition. If unsure how to attach documents to a requisition, see **Attaching Documents Section**.

Create an RFQ - Update Requisition & Finish

STEP 6: Verify that the correct **amount** and **vendor** have been brought forward and that the **PGr** is **CPO**.

STEP 7: Add any additional information in the **Text tab**, such as special payments or shipping instructions.

STEP 8: Click **Save**.

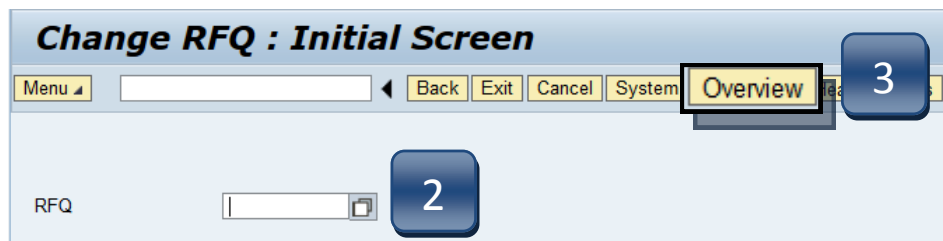Your requisition is now ready for approval by the Account Manager.

Reprint an RFQ

The following 10 steps must completed in the **WEB PORTAL**.
If this section is executed in *GUI*, your PDF will not generate.

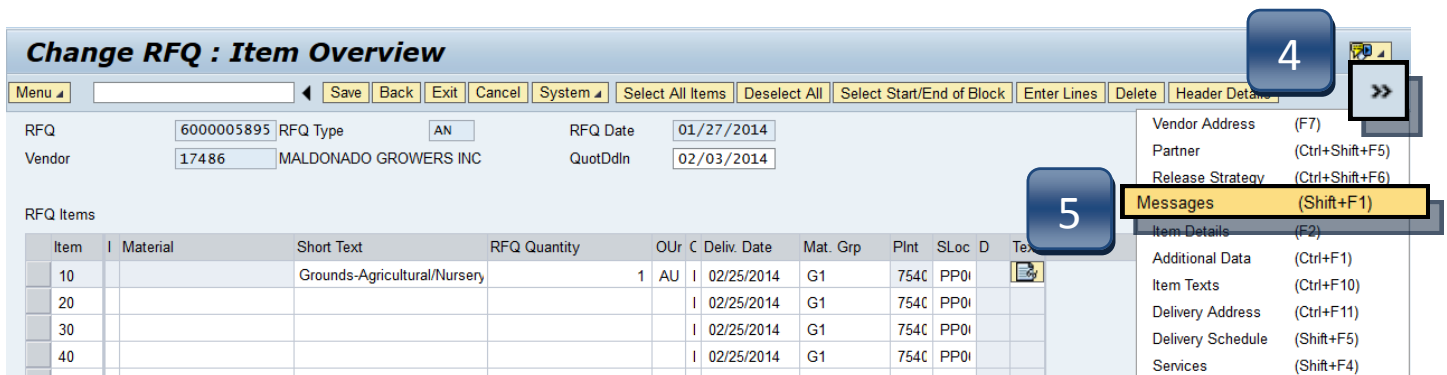**STEP 1:** Enter transaction code **ME42** (change RFQ).

STEP 2: Enter RFQ number.

STEP 3: Select **Overview**.
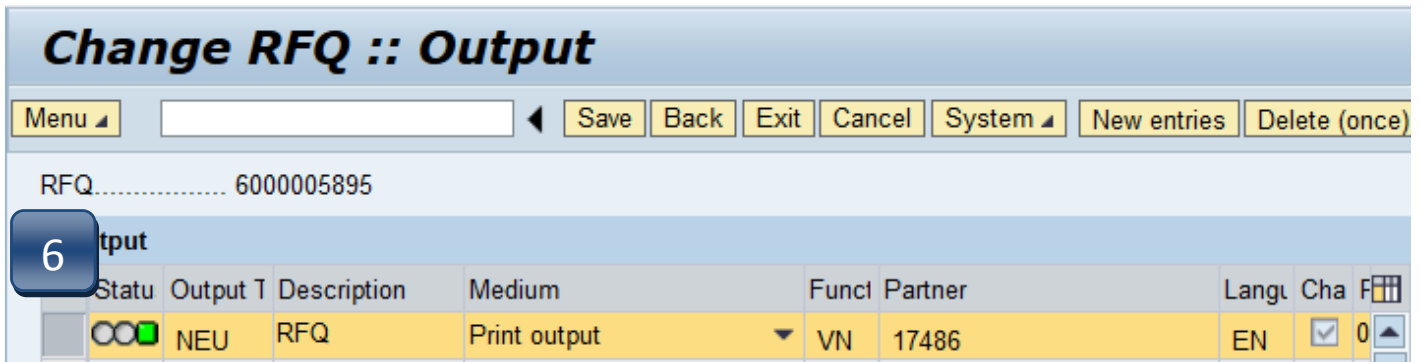

STEP 4: Select **More** (**double arrow** to the right of **Header Details** button).
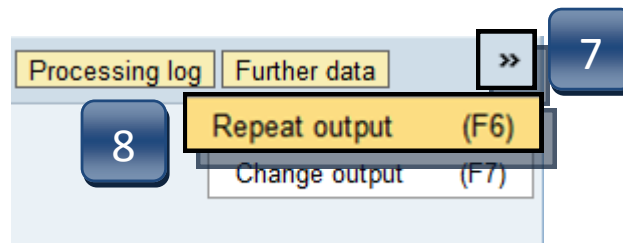
STEP 5: Select **Messages**.

Reprint an RFQ

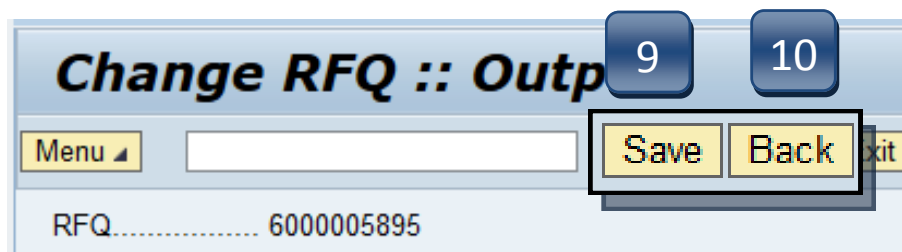**STEP 6:** Highlight the line with the **green light**.

STEP 7: Select **More** (**double arrow** to the right of **Header Details** button).

STEP 8: Select **Repeat Output**.

STEP 9: Click **Save**. ****Wait 5-6 seconds.**

STEP 10: Click **Back** button until you get to the Main Menu. RFQ PDF should appear.

700005	Native American, Female Owned
700006	Native American, Male Owned
700007	Asian, Female Owned
700008	Asian, Male Owned
700009	Black, Female Owned
700010	Black, Male Owned
700011	Hispanic, Female Owned
700012	Hispanic, Male Owned
700013	Women Owned
700015	Not a HUB