

End User Procedure (EUP)

Display RFQ

ME43

Purpose

Use this procedure to display a Request for Quotation (RFQ).

Trigger

Perform this procedure when there is a need to display/view an existing RFQ.

Prerequisites

Before beginning the task, obtain the following information:

- RFQ number

Menu Path

Use the following menu path(s) to begin this transaction:

- Select **Logistics** → **Materials Management** → **Purchasing** → **RFQ/Quotation** → **Request for Quotation** → **Display** to go to the *Display RFQ Initial Screen*

Transaction Code

ME43

Helpful Hints

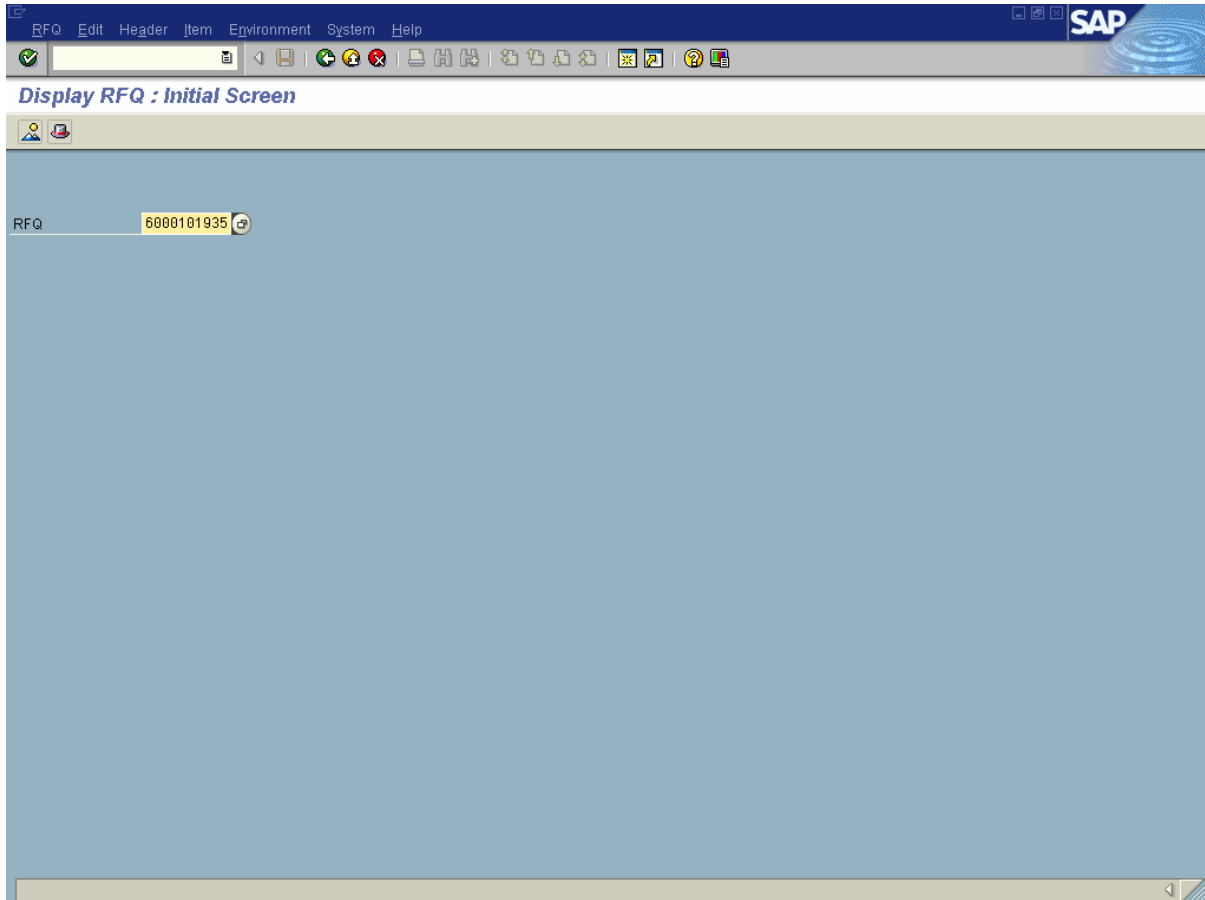
Review the following:

- In a display format, fields cannot be changed.

Procedure

1. Start the transaction using the menu path or transaction code.


Display RFQ : Initial Screen



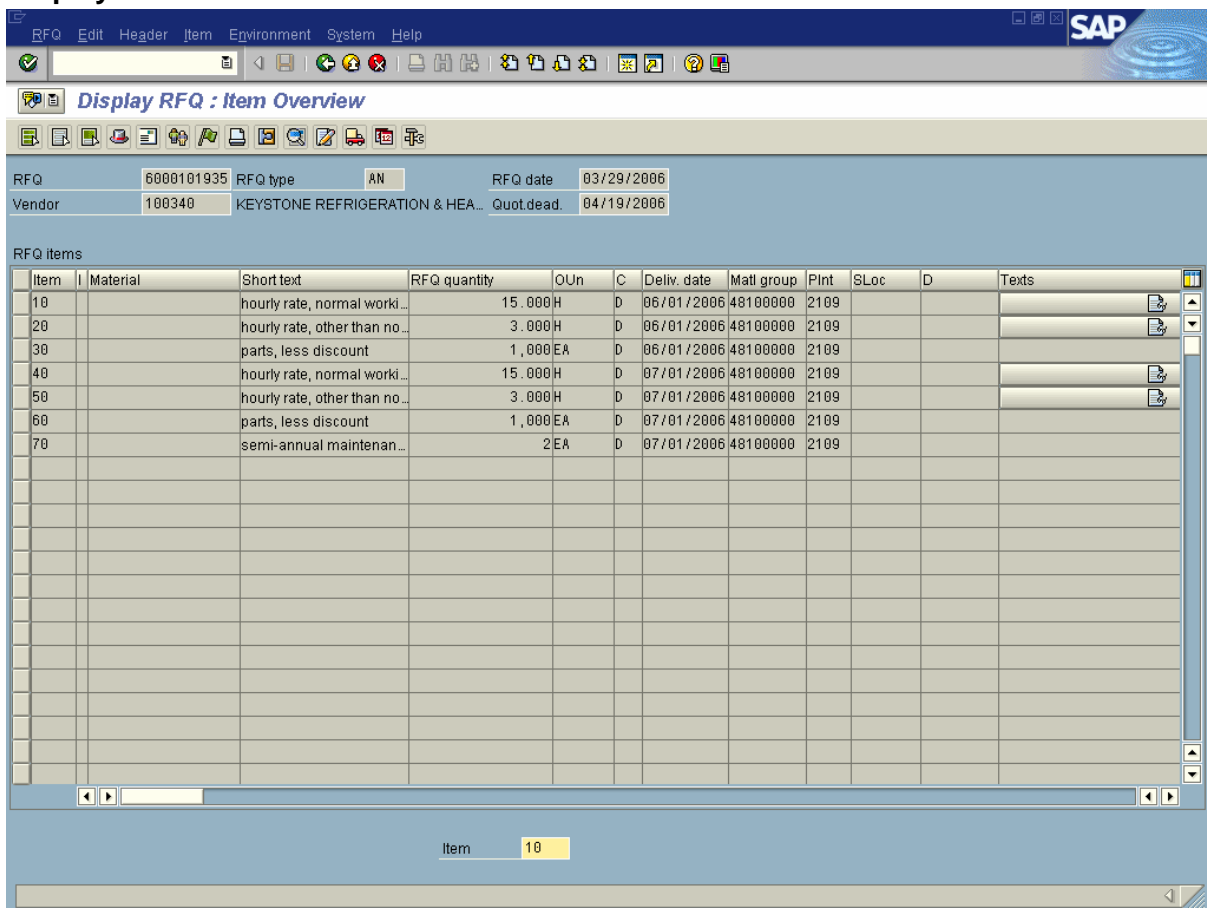
R/O/C/D indicates a field is required, optional, conditional (dependent upon another selection) or the information defaults (based on previously entered information or system configuration)

2. As required, review the following fields:

Field Name	R/O/C/D	Description
RFQ	R	Request for Quotation (RFQ) from a purchasing organization to a vendor to submit a quotation regarding the supply of materials or performance of services. Each RFQ is assigned a unique number through SAP. Example: 6000101935

3. Select the ENTER  icon.

Display RFQ : Item Overview



RFQ 6000101935 RFQ type AN RFQ date 03/29/2006
 Vendor 100340 KEYSTONE REFRIGERATION & HEA... Quot.dead. 04/19/2006

RFQ items



Item	Material	Short text	RFQ quantity	OUn	C	Deliv. date	Matl group	Plnt	SLoc	D	Texts
10		hourly rate, normal worki...	15.000	H	D	06/01/2006	48100000	2109			
20		hourly rate, other than no...	3.000	H	D	06/01/2006	48100000	2109			
30		parts, less discount	1.000	EA	D	06/01/2006	48100000	2109			
40		hourly rate, normal worki...	15.000	H	D	07/01/2006	48100000	2109			
50		hourly rate, other than no...	3.000	H	D	07/01/2006	48100000	2109			
60		parts, less discount	1.000	EA	D	07/01/2006	48100000	2109			
70		semi-annual maintenanc...	2	EA	D	07/01/2006	48100000	2109			

Item 10

4. As required, review the following fields:

Field Name	R/O/C/D	Description
RFQ	D	Request for Quotation (RFQ) from a purchasing organization to a vendor to submit a quotation regarding the supply of materials or performance of services. Each RFQ is assigned a unique number through SAP. Example: 6000101935
RFQ type	D	Identifier allowing differentiation between the various kinds of request for quotation (RFQ). Example: AN = RFQ or ITQ – Invitation
RFQ date	D	Date the Request for Quote (RFQ) is created. Example: 03/29/2006
Vendor	D	Business partner that provides materials or services each having a unique identification value assigned as it is processed in SAP. The system automatically assigns a number. Example: 100340
Quot.dead.	D	Date by which a response to a request for quotation must be received. Example: 04/19/2006

5. As required, review the following fields as shown in the *RFQ Items* screen section:

Field Name	R/O/C/D	Description
Item	D	A number that uniquely identifies a line of the RFQ. An element in a bill of material that contains information about one object used in the assembly.
I	D	Determines classification of material. For example, stock material, consumed material, etc. Classification determines which fields and screens are required. In LIS, defines how purchase of an item is controlled.
Material	D	A unique number identifying a material. This number is selected by SAP during the initial creation.  Depending on the variables used to create the RFQ, data will display in either the Material Column or the Short Text Column.
Short text	D	Text description with limited number of characters.  Depending on the variables used to create the RFQ, data will display in either the Material Column or the Short Text Column.

Field Name	R/O/C/D	Description
RFQ quantity	D	Total quantity in a Request for Quotation (RFQ).
OUn	D	Specifies the unit of measure in which the material is ordered.
C	D	Indicates whether the delivery date is to be entered and displayed as a calendar day, week or month.
Deliv. Date	D	Delivery date requested by the customer (desired delivery date) or date confirmed in the vendor's order acknowledgement or shipping confirmation.
Matl group	D	Code identifying an allocated group of materials with the same features. The Commonwealth uses the United Nations Standard Product and Services Code (UNSPSC).
Plnt	D	The agency organization unit number.
SLoc	D	Storage Location. An organizational unit that allows the differentiation of material stocks within a plant. The storage location is hierarchically situated between the plant and the warehouse number.
D	D	Determines whether the item in the purchasing document is deleted or blocked.
Texts	D	Free form text explaining data entered on the infotype or in a field.

6. Select the SELECTION BOX  of the appropriate line item.

Example: Item 10 

7. Select ITEM DETAILS  icon.

Display RFQ : Item 00010

The screenshot displays the SAP 'Display RFQ' interface for item 00010. The top menu bar includes 'RFQ', 'Edit', 'Header', 'Item', 'Environment', 'System', and 'Help'. The title bar reads 'Display RFQ : Item 00010'. The main data area contains the following fields:

- Item: 6000101935 10
- Item cat.: [empty]
- Plant: 2109
- Material: [empty]
- Matl group: 48100000
- Stor. loc.: [empty]
- Short text: hourly rate, normal working hours
- Qty. and date: RFQ quantity 15.000, Quot.dead. 04/19/2006, Delivery date 06/01/2006
- Deadline monitoring: Reminder 1-3, No. reminders, TrackingNo, Vend. mat.
- InfoUpdate: [empty]



The *Display RFQ* screen above will reflect the line item you select.

8. As required, review the following fields:

Field Name	R/O/C/D	Description
Item	D	A number that uniquely identifies a line of the RFQ. An element in a bill of material that contains information about one object used in the assembly. Example: 6000101935
Item cat.	D	Defines how the procurement of a material or service item is controlled.
Plant	D	The agency organization unit number. Example: 2009

Field Name	R/O/C/D	Description
Material	D	A unique number identifying a material. This number is selected by SAP during the initial creation.
Matl group	D	Code identifying an allocated group of materials with the same features. Example: 48100000
Stor. loc.	D	Number of the storage location at which the material is stored. A plant may contain one or more storage locations.
Short text	D	Text description with limited number of characters. Example: hourly rate, normal working hours

9. As required, review the following fields as shown in the *Qty. and date* screen section:

Field Name	R/O/C/D	Description
RFQ quantity	D	Total quantity in a Request for Quotation (RFQ). Example: 15,000 H
Quot.dead.	D	Date by which a response to a request for quotation must be received. Example: 0419/2006
Delivery date	D	Delivery date requested by the customer (desired delivery date) or date confirmed in the vendor's order acknowledgement or shipping confirmation. Example: 06/01/2006

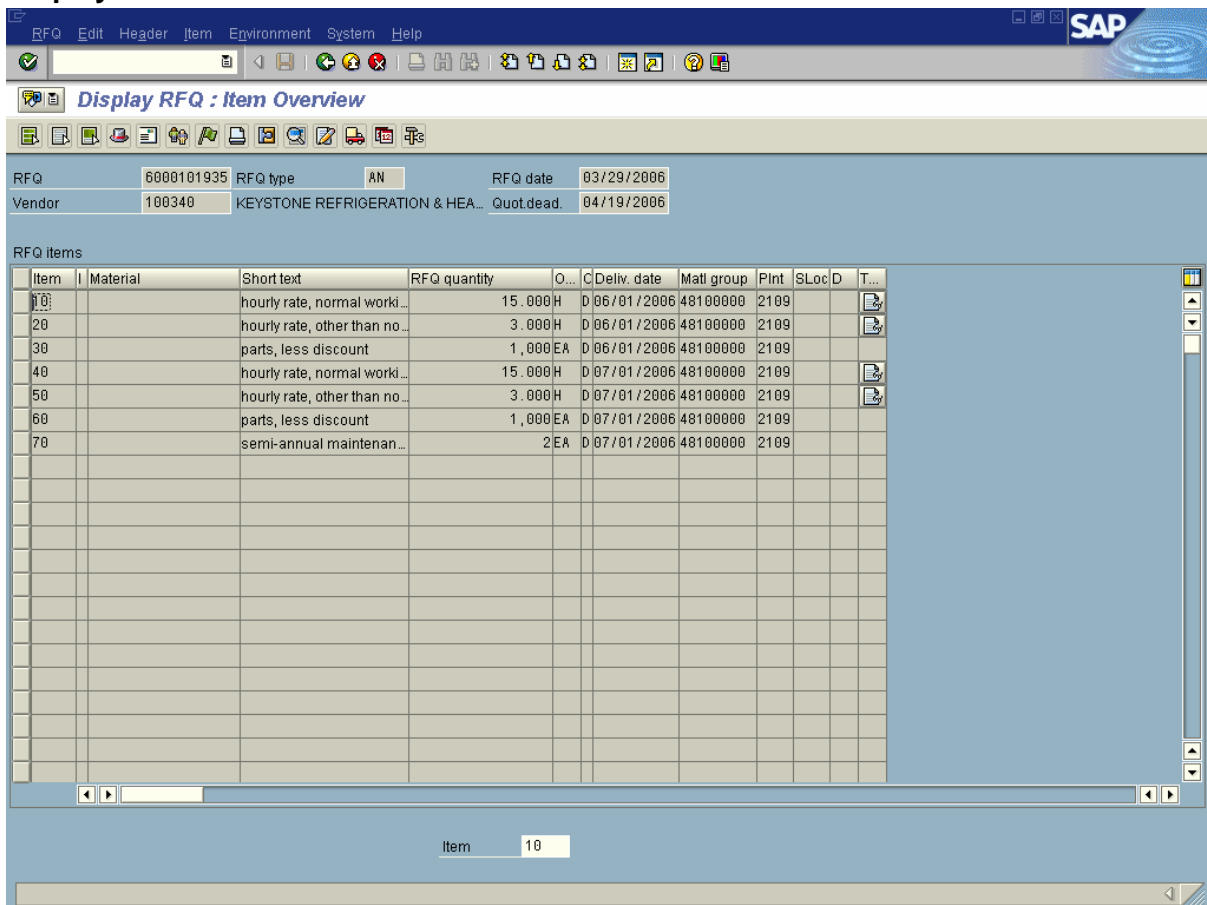
10. As required, review the following fields as shown in the *Deadline monitoring* screen section:

Field Name	R/O/C/D	Description
Reminder 1	D	Number of days representing the time interval at which reminders or urging letters/messages (may also be termed "chasers" or "expeditors" (USA)) are to be issued to the vendor.
TrackingNo	D	Number that facilitates the monitoring of the procurement of required materials or services. This number can relate to a requisition note (or requirement notice/slip) that was not generated in the system.
Reminder 2	D	Number of days representing the time interval at which reminders or urging letters/messages (may also be termed "chasers" or "expeditors" (USA)) are to be issued to the vendor.
Vend. mat.	D	Material number used by the vendor.

Field Name	R/O/C/D	Description
Reminder 3	D	Number of days representing the time interval at which reminders or urging letters/messages (may also be termed "chasers", "hasteners" (UK) or "expeditors" (USA)) are to be issued to the vendor.
No. reminders	D	Number of reminders or urging messages issued to a vendor with respect to a certain item.

11. Select the BACK  icon.

Display RFQ : Item Overview



The screenshot shows the SAP 'Display RFQ : Item Overview' window. At the top, there is a menu bar with 'RFQ', 'Edit', 'Header', 'Item', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area displays RFQ details: RFQ number 6000101935, RFQ type AN, RFQ date 03/29/2006, Vendor 100340, and Quot.dead. 04/19/2006. Below this is a table of RFQ items with columns for Item, Material, Short text, RFQ quantity, O..., C, Deliv. date, Matl group, Plnt, SLoc, and D. The table contains 7 rows of data. At the bottom, there is a search field with 'Item' and the value '10'.

Item	Material	Short text	RFQ quantity	O...	C	Deliv. date	Matl group	Plnt	SLoc	D
10		hourly rate, normal worki...	15.000	H	D	06/01/2006	48100000	2109		
20		hourly rate, other than no...	3.000	H	D	06/01/2006	48100000	2109		
30		parts, less discount	1.000	EA	D	06/01/2006	48100000	2109		
40		hourly rate, normal worki...	15.000	H	D	07/01/2006	48100000	2109		
50		hourly rate, other than no...	3.000	H	D	07/01/2006	48100000	2109		
60		parts, less discount	1.000	EA	D	07/01/2006	48100000	2109		
70		semi-annual maintenanc...	2	EA	D	07/01/2006	48100000	2109		

12. Select the VENDOR ADDRESS  icon.

Display RFQ : Vendor Address

13. As required, review the following fields:

Field Name	R/O/C/D	Description
RFQ	R	Request for Quotation (RFQ) from a purchasing organization to a vendor to submit a quotation regarding the supply of materials or performance of services. Each RFQ is assigned a unique number through SAP. Example: 60000101935
Company Code	R	COPA for Commonwealth of PA. Example: COPA
Purch. group	R	Purchasing group. Number used to identify a buyer or group of buyers. Example: CG4
RFQ date	R	Date the Request for Quote (RFQ) is created. Example: 03/29/2006

Field Name	R/O/C/D	Description
RFQ type	R	Identifier allowing differentiation between the various kinds of request for quotation (RFQ). Example: AN = RFQ or ITQ – Invitation
Purchasing org.	R	An organizational unit that procures materials and services, negotiates conditions of purchase with vendors, and bears responsibility for such transactions. Example: 2100
Vendor	R	Business partner that provides materials or services each having a unique identification value assigned as it is processed in SAP. The system automatically assigns a number. Example: 100340

14. As required, review the following fields as shown in the *Name* screen section:


Field Name	R/O/C/D	Description
Title	D	Mr., Mrs., Ms., Miss, or Dr.
Name	D	Person's or company's name or name given to an object. Example: KEYSTONE REFRIGERATION & HEATING

15. As required, review the following fields as shown in the *Search terms* screen section:

Field Name	R/O/C/D	Description
Search term 1/2	D	Two independent search term fields. Example: KEYSTONEREFRIGERATIO

16. As required, review the following fields as shown in the *Street address* screen section:

Field Name	R/O/C/D	Description
Street/House number	D	Part of the address information that specifies the street address Example: 2510 CLYDE AVE
Postal code/City	D	Zip code and city name. Example: 16801-7507
Country	D	Country name. Example: US
Region	D	In the U.S., state in which the vendor or customer resides. Example: PA


Field Name	R/O/C/D	Description
Time zone	D	Any of the 24 longitudinal divisions of Earth's surface in which a standard time is kept, the primary division being that bisected by the Greenwich meridian. Each zone is 15° of longitude in width, with local variations, and observes a clock time one hour earlier than the zone immediately to the east. Example: EST
Transportation zone	D	Enter the code to or from which the goods are delivered or select the MATCHCODE  icon for possible selections. Example: 14

17. As required, review the following fields as shown in the *PO box address* screen section:

Field Name	R/O/C/D	Description
P.O. Box	D	Post Office Box.
Postal code	D	A zip code.
Company postal code	D	Description of the Company postal code.

18. As required, review the following fields as shown in the *Communication* screen section

Field Name	R/O/C/D	Description
Language	R	Language used is English (EN). Example: English
Telephone	R	Telephone number (home, work, cell or other) at which the employee, dependent, customer or vendor may be reached.
Fax	R	Appropriate fax number of vendor and extension.
E-mail	R	E-mail addresses (home, work, or other) at which the employee, dependent, customer or vendor may be reached.

19. Select the BACK  icon until the *SAP Easy Access screen* appears.

20. You have completed this transaction.

Result

You have successfully completed the transaction Display RFQ (ME43).

Comments

Congratulations!

This page is intentionally left blank.