# ERP – PROJECT

# SUGMAYA

# END USER DOCUMENT

# FOR

# MATERIAL MANAGEMENT

# MAINTAIN QUOTATION

# TABLE OF CONTENTS

## 1. Document Control

This is a controlled document and will be maintained on UJVNL portal.

Changes to this document will be recorded below and must be published to all interested parties.

### 1.1 Document History

| Version | Date | Author | VERSION DETAILS |
|---------|------|--------|-----------------|
| V01 | 07-02-2018 | Kumar Shwetabh | First ISSUE |
| | | | |

### 1.2 Distribution

| Date | Name | Purpose |
|------|------|---------|
| | Ajay Kumar Singh | |
| | | |

# 2. Business Process Procedure: Maintain Quotation

## 2.1 PROCESS NAME: CREATE QUOTATION

## 2.2 Overview:

A quotation can be maintained with reference to a Request for Quotation.

**Prerequisites:**

A request for Quotation created in system.

## 2.3 Procedural Steps:

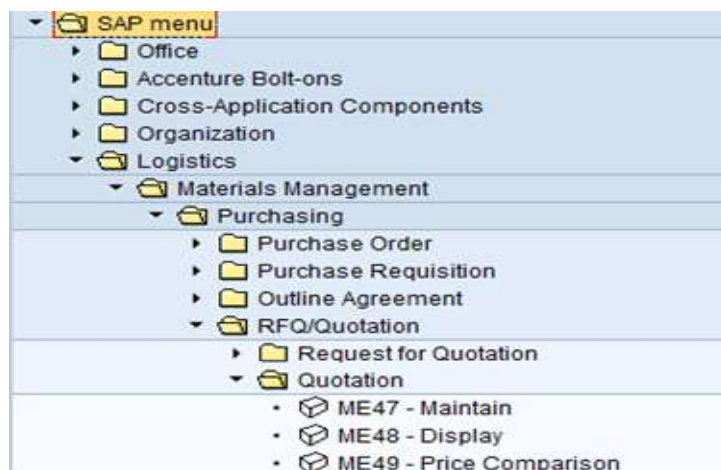**Run requisite transaction:**

Create a Quotation by running the appropriate transaction either by following the menu path or typing the transaction number as shown below.

## 2.4 MAINTAIN QUOTATION

**Menu Path and Transaction Number**

| | |
|---|---|
| **Menu Path** | Logistics → Materials Management → Purchasing → RFQ/Quotation → Quotation → Maintain |
| **Transaction Code** | ME47 |

**Screen Shot**
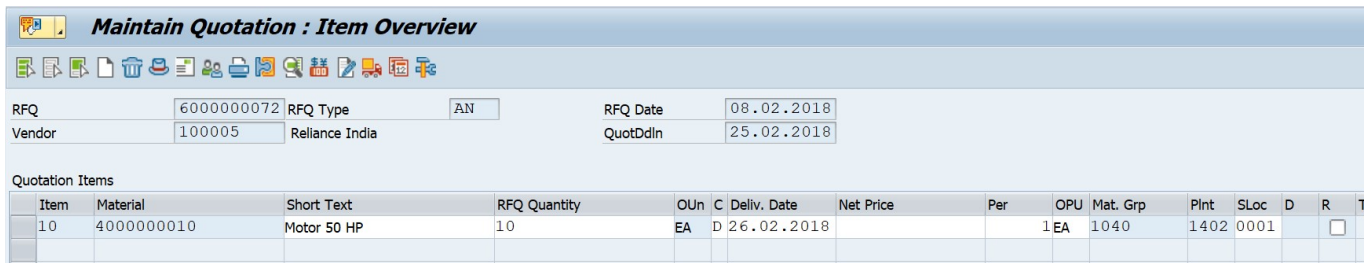
## 2.4 INPUT FIELDS

On running ME47 transaction we get initial screen as :
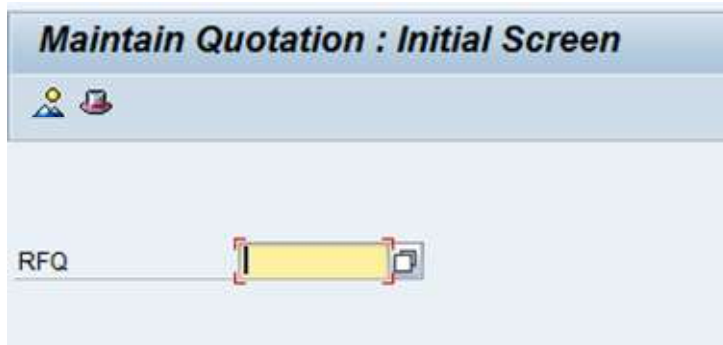


Enter the RFQ number for refernece or select the RFQ by clicking on  icon.
The values in the next screen are defualted from the RFQ, make changes if required.

Enter the required details in the screen that appears as follows :



Enter Net Price press enter key & enter Tax code

## Maintain Quotation : Item 00010

| Item | 6000000072 | 10 | ItCat. | | | Plant | 1402 |
|---|---|---|---|---|---|---|---|
| Material | 4000000010 | | Mat. Grp | 1040 | | Stor. Loc. | 0001 |
| Short Text | Motor 50 HP | | | | | | |

### Quantity and Date

| | | | | |
|---|---|---|---|---|
| RFQ Quantity | 10 | EA | QuotDdln | 25.02.2018 |
| Delivery Date | D 26.02.2018 | | | |

### Deadline Monitoring

| | | | |
|---|---|---|---|
| 1st Rem./Exped. | | TrackingNo | |
| 2nd Rem./Exped. | | V. Mat. | |
| 3rd Rem./Exped. | | | |
| No. Exped. | 0 | | |

### Quotation Data

| | | | | |
|---|---|---|---|---|
| Net Order Price | 300,000.00 | INR / 1 EA | InfoUpdate | |
| Qty Conv. | 1 EA <-> 1 EA | | | |
| Quot. Comment | | | Tax Code | v0 |
| ☐ Rej. Ind. | | | | |

- The fields like quantity and delivery date can be changed.
- The material number cannot be changed.
- Click on Item Conditions icon .or press Shift+F6
- The below screen will be shown to you here you can enter Tax code as per conditions given by vendor.

## Create Gross Price Condition (PB00) : Condition Supplements

**Variable key**

| Purchasing Document | Item | Description |
|---|---|---|
| 6000000072 | 10 | Motor 50 HP |

**Validity**

| Valid From | 08.02.2018 | Valid to | 31.12.9999 |
|---|---|---|---|

**Condition supplements**

| | CnTy | Name | Amount | Unit | per | UoM | DeletionID | Scales | Texts | |
|---|---|---|---|---|---|---|---|---|---|---|
| | PB00 | Gross Price | 300,000.00 | INR | 1 | EA | | ☐ | ☐ | |
| | | | | | | | | ☐ | ☐ | |
| | | | | | | | | ☐ | ☐ | |
| | | | | | | | | ☐ | ☐ | |
| | | | | | | | | ☐ | ☐ | |
| | | | | | | | | ☐ | ☐ | |
| | | | | | | | | ☐ | ☐ | |
| | | | | | | | | ☐ | ☐ | |

- After Maintaining the Tax code. You can go to above screen and Key in all the prices and conditions as per given by vendor for that particular material. After this go Back.
- Click on the Save icon 💾

A message appears on the bottom of the screen.

✅ Quotation for RFQ 6000000072 maintained
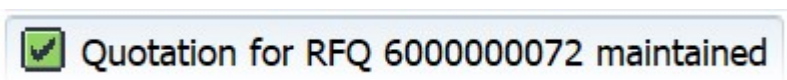
**Additional Comments/ Information:**

**None**

3.1 PROCESS NAME: **DISPLAY QUOTATION**

3.2 Overview:

Maintained Quotation maybe required to be diaplyed to check the details maintained.

**Prerequisites:**
A Quotation created in system.

## 3.3 PROCEDURAL STEPS

**Run requisite transaction:**
Display a Quotation by running the appropriate transaction either by following the menu path or typing the transaction number as shown below.

## 3.4 DISPLAY A MAINATAINED QUOTATION

### Menu Path and Transaction Number

| | |
|---|---|
| **Menu Path** | Logistics ➔ Materials Management ➔ Purchasing ➔ RFQ/Quotation ➔ Quotation ➔ Display |
| **Transaction Code** | ME48 |

**Screen Shot**
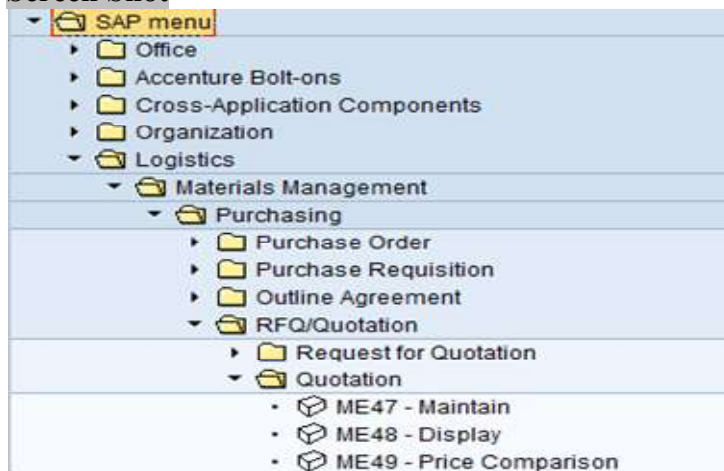


## 3.5 INPUT FIELDS

The initial screen appears as:
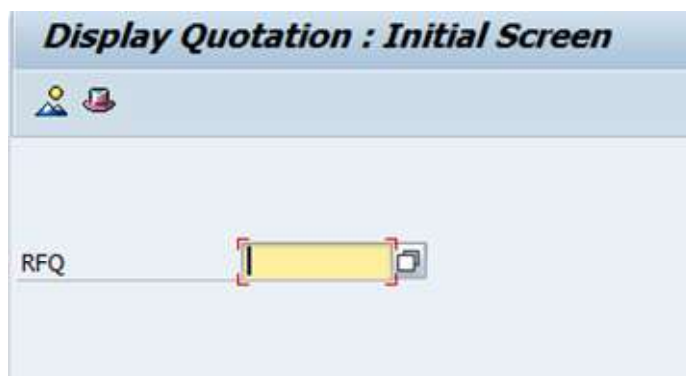


Enter the RFQ number or select approprite RFQ using [icon] icon.

## Display Quotation : Initial Screen
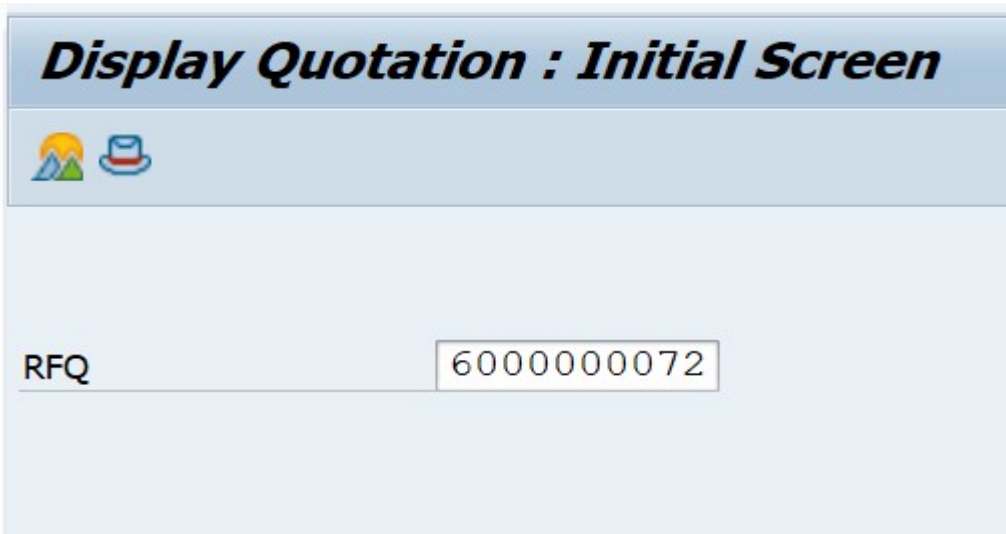
RFQ                          6000000072

Press Enter

**Display Quotation : Item Overview**

| RFQ | 6000000072 | RFQ Type | AN | | RFQ Date | 08.02.2018 |
|---|---|---|---|---|---|---|
| Vendor | 100005 | Reliance India | | | QuotDdln | 25.02.2018 |

Quotation Items

| Item | Material | Short Text | RFQ Quantity | OUn | C | Deliv. Date | Net Price | Per | OPU | Mat. Grp | Plnt | SLoc | D | R |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 10 | 4000000010 | Motor 50 HP | 10 | EA | D | 26.02.2018 | 300,000.00 | 1 | EA | 1040 | 1402 | 0001 | | ☐ |

**Additional Comments/ Information:**

None

4.1 PROCESS NAME: **PRICE COMPARISION**

4.2 Overview:

Prices Maintained in the Quotation are required to be compared for vendor finalization.

**Prerequisites:**
A Quotation created in system.

**4.3 PROCEDURAL STEPS**

**Run requisite transaction:**
Compare the prices by running the appropriate transaction either by following the menu path or typing the transaction number as shown below.

## 4.4 COMPARE THE QUOTATION PRICES
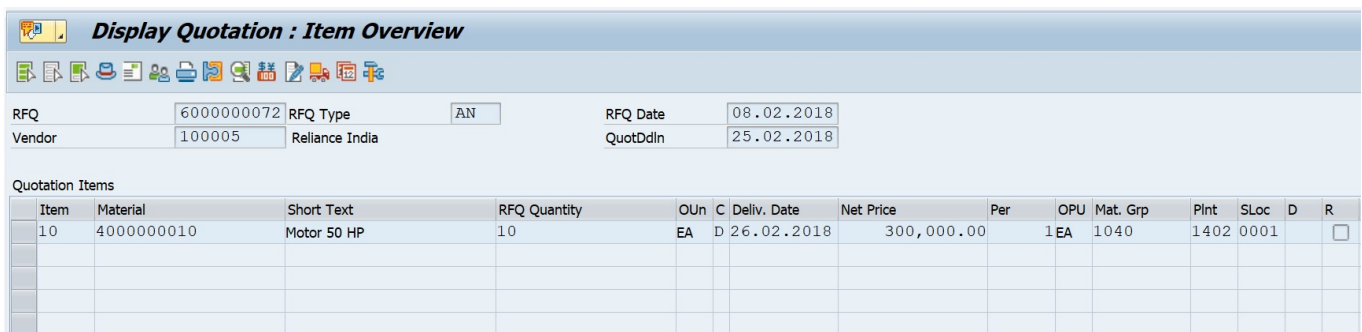
### Menu Path and Transaction Number

| | |
|---|---|
| **Menu Path** | Logistics ➔ Materials Management ➔ Purchasing ➔ RFQ/Quotation ➔ Quotation ➔ Price Comparison |
| **Transaction Code** | ME49 |

### Screen Shot



## 4.5 INPUT FIELDS

The initial screen appears as:

Execute

## Price Comparison List in Currency INR

| | | |
|---|---|---|
| ◄◄ ◄ ► ►► ✏ Quotation ⚭ Material ⚭ Vendor Additional Info ⟳ | | |

| Material<br>Sh. Text<br>Qty. in Base Unit | Quot.:<br>Bidder:<br>Coll. No. : | 6000000071<br>1<br>1002 | 6000000072<br>100005<br>1002 |
|---|---|---|---|
| 4000000010<br>Motor 50 HP<br>10 EA | Val.:<br>Price:<br>Rank: | 2,000,000.00<br>200,000.00<br>1   80 % | 3,000,000.00<br>300,000.00<br>2   120 % |
| Total Quot. | Val.:<br>Rank: | 2,000,000.00<br>1   80 % | 3,000,000.00<br>2   120 % |

**Additional Comments/ Information:**

None

## 6. GLOSSARY

| | |
|---|---|
| SAP ERP Central Component (ECC) | The "brand" name of the SAP application that delivers integrated business solutions. This solution contains a breadth of applications that support both specific industries and functional departments. This solution is broken into a series of logically defined modules (e.g. PS or Finance) each consisting of a series of components |
| SAP | Systems, Applications and Products (in data processing) The name of the software vendor selected to provide the base application for Project STA |
| Company code | SAP term for legal entity for which a complete self-contained set of accounts can be drawn up for external statutory reporting |
| Controlling Area | SAP organization element used to cover those company codes that share common cost accounting principles and processes |
| MM | Material Management - a "module" within the SAP-ERP central component (ECC) that handles Materials and Services |
| Plant | In Logistics, a plant is an organizational unit for dividing an enterprise according to production, procurement, maintenance, and materials planning. A place where materials are produced, or goods and services are provided. |
| PR | Purchase Requisition |
| PO | Purchase Order |
| RFQ | Request For Quotation |
| MIGO | Goods Receipt |
| LIV | Logistics Invoice Verification |
| SES | Service Entry Sheet |
| | |
| | |

# 7 APPENDIX

## 7.1 T - CODES FOR REPORTS

| T-Code | Description |
|---|---|
| ME80AN | RFQ ANALYSIS |
| ME4B | RFQs by Requirement Tracking Number |
| ME4C | ME4C RFQs by Material Group |
| ME4L | ME4L RFQs by Vendor |
| ME4M | RFQs by Material |
| ME4N | RFQs by RFQ Number |
| ME4S | RFQs by Collective Number |
| | |
| | |
| | |

**7.2      T - CODES OF MM RELATED TO PR**

| T-Code | Description |
|---|---|
| ME41 | Create RFQ |
| ME42 | Change RFQ |
| ME43 | Display RFQ |
| ME45 | Release RFQ |
| ME47 | Maintain Quotation |
| ME48 | Display Maintained Quotation |
| ME49 | Price Comparsion |
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# THANK YOU