IBM

IBM Maximo Asset Management V7.1

Creating and using a request for quotation

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This is a training module for Maximo® Asset Management V7.1. In this module, you learn to create, update, and use a request for quotation within the Maximo user interface.

Objectives

When you complete this module, you can perform these tasks:

- Create a purchase request
- Create a request for quotation
- Award a relevant vendor for a request for quotation
- Create a relevant purchase order
- Close out a request for quotation

Creating and using a request for quotation

When you complete this module, you can create purchase requests, requests for quotations, and relevant purchase orders. After completing this training, you can also close out requests for quotations and award request for quotations to relevant vendors.

About request for quotations

- What is an RFQ used for?
- What is an RFQ?
- For what type of conditions can you use an RFQ?
- How does a RFQ work?

Creating and using a request for quotation

Use the Request for Quotation's application to create and manage request for quotations (RFQ) for managed items. Based on the quotations, you can assess the vendor who best meets your needs.

An RFQ is a request that you send out to one or more potential vendors. To list a vendor on the Request for Quotation's application, the vendor must have a record in the Companies application. In the Request for Quotation's application, you can specify line items, required delivery dates, and other conditions that you want the vendor to meet for the delivery of an item or a service.

You can create a RFQ for any of these conditions:

- The stock count of an item drops below a certain level, and you must place another bulk order.
- A requisition is received for an item or for a service that requires a quotation each time, because of item price or other requirements.
- Someone at your site requests a quote for an item or for a service. It can be for a stocked item or for a non-stocked item, such as a special order.
- You need to do commodity bulk buying for a certain period of time. This is typically for many items with common commodity codes. The quotation might not be copied to a purchase order immediately, but the pricing is set.

*When you receive the quotations from the vendors, you insert them into the Request for Quotation's record one line at a time. At the end of the process, you review the quotations and award one quotation for each line. The quotations are then converted to one or more purchase orders or contracts, depending on the procurement flow within your organization. To clarify this further, this module shows you a step-by-step scenario example.
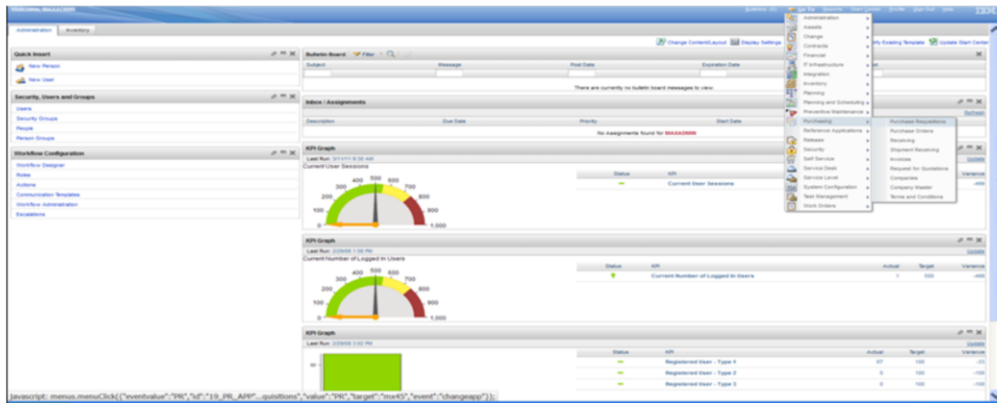
create_use_rfq.ppt

Logging in to Maximo
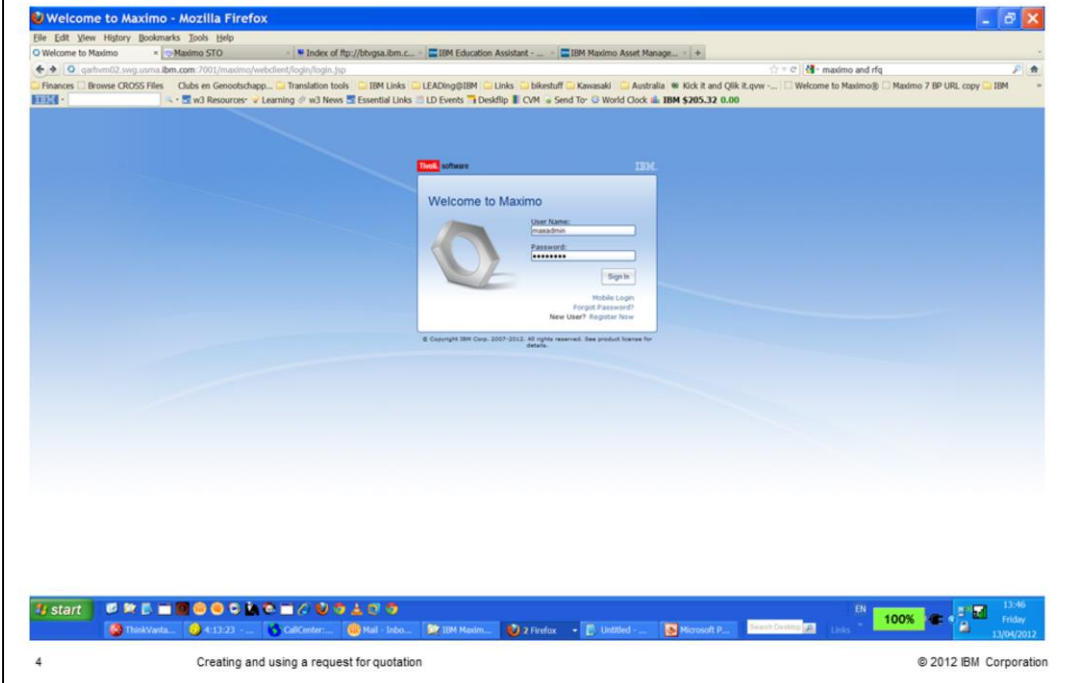
To start, log into Maximo Base Services with a username and password. Make sure this user has access to the Purchasing module and its various applications.

Going to the purchase requisitions application

Go To > Purchasing > Purchase Requisitions

Login to the **Purchase Requisitions** application by clicking **Go To** on the top right corner.
Select the **Purchasing** module and bring up the **Purchase Requisitions** application.

Creating a new purchase request

Newly created purchase request with WAPPR status

Create a new purchase request by clicking **Create new PR** at the top. Fill in the purchase request description and add some vendor details. Notice the status shows now as **WAPPR** . This means that the purchase request is Waiting for Approval.

Adding lines for purchase request items

Adding a line for each purchase request item

Click the **PR Lines** tab, and, at the Purchase Request Number field add two lines. Give each PR line a description, quantity, and cost. Also, make sure each line is charged to a Work Order by placing the WO number in the **Work Order** field.

Click **Save** to save the new record. Click **Change Status** and notice that a **Change Status** window displays. Change the status to **Approved** and click **OK**.

Opening the request for quotation application

From Purchasing, select Request for Quotation and click **Open**

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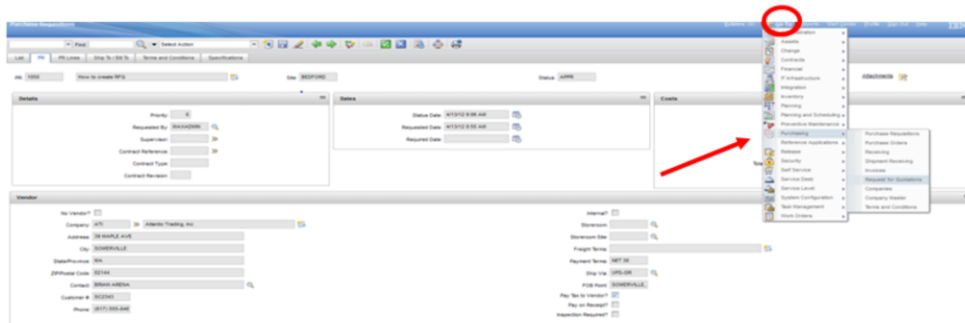
Click **Go To** at the top right side. Select the **Purchasing** module and then the **Request For Quotation** application. Click **Open**.

Create a new record

Click the RFQ tab and fill in the description fields

Click the **RFQ** tab at the top of the screen. Fill in the RFQ description and any other information you might require.

Copying purchase request line items to request for quotation

Select **Copy PR Line Items to RFQ**
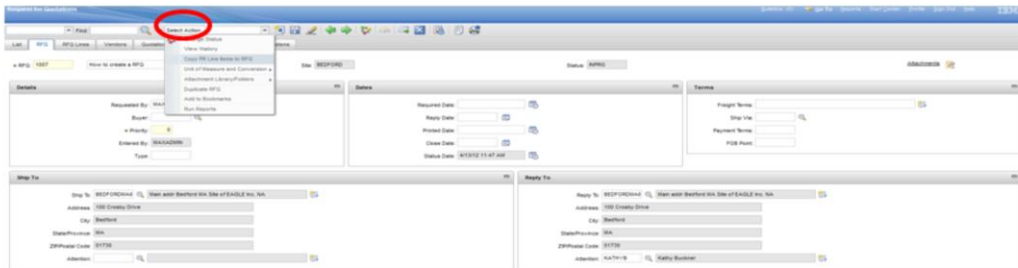
Click **Select Action** at the top of the application. Select **Copy PR Line Items to RFQ**.

Add new lines to a purchase request

- Check the newly created line check boxes and click **OK**.
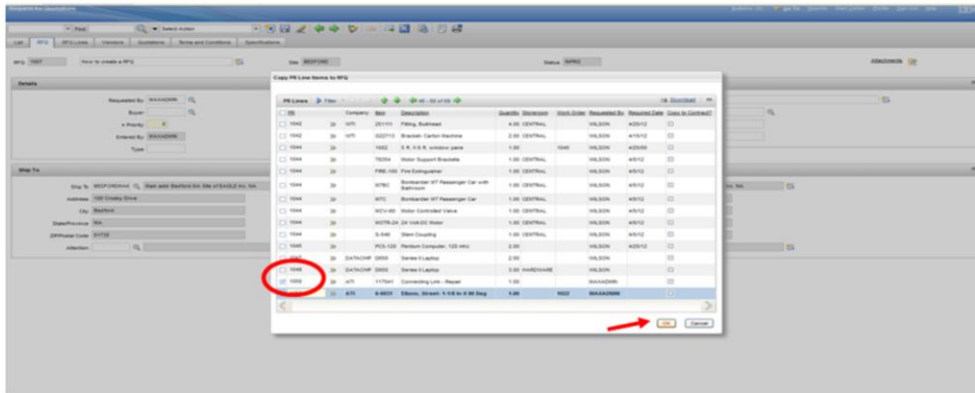
Search for the two created purchase request lines. Select both of the purchase request line check boxes and click **OK**. Finally, click **Save** at the top.

Add vendors to a request for quotation

Add vendors to the **RFQ Vendors** section
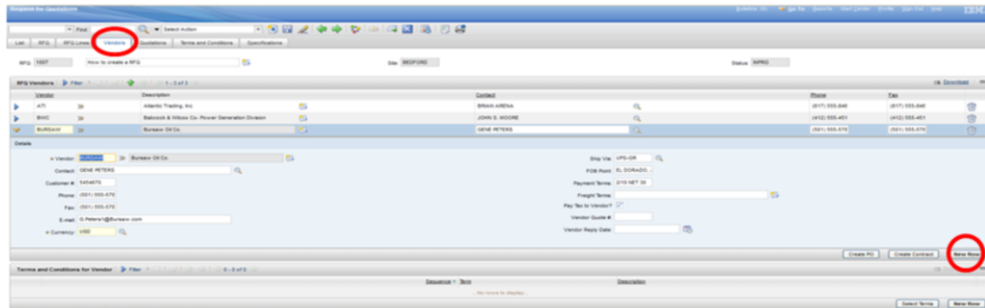
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Click the **Vendors** tab. Click **New Row** on the middle pane and add your vendors of interest one by one to the **RFQ Vendors** section. Next, click **Save**.

Change quotation status

Change the status to **Send to Vendor** and click **OK**
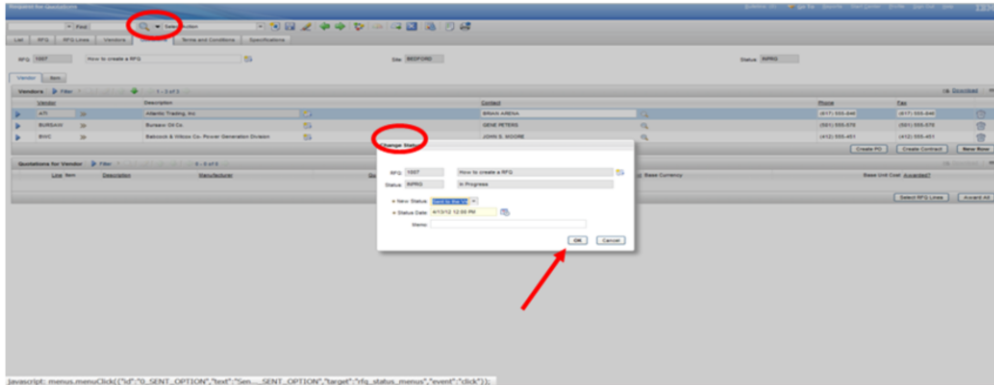
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Click the **Quotations** tab. Click **Change Status** at the top of the screen. Change the status to **Send to the Vendor**. Click **OK** and then click **Save**.

Add request for quotation lines to vendor

Select one of your RFQ vendors. Click **Select RFQ Lines**. Add both of the purchase request lines created previously. Click **OK**. Repeat these steps for each RFQ vendor. Click **Save** when all the vendor entries have been completed.

Award preferred request for quotation vendor

Select the line with the preferred RFQ vendor. Click **Award All**. Check that the **Awarded** option is selected. Click **Save**.

Create a vendor purchase order for the request for quotation

Click **Create PO** on the **Vendor** section.

Create an automatically numbered purchase order
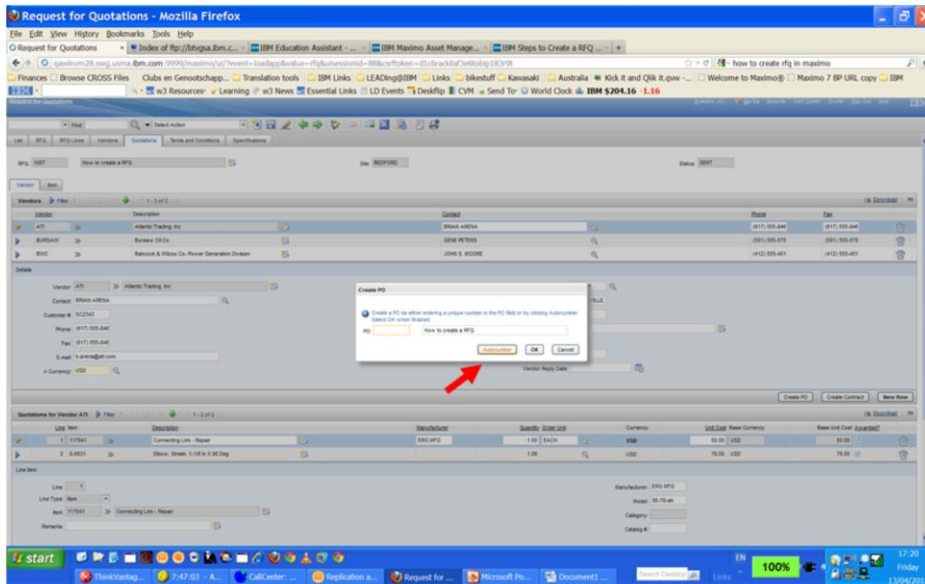
Notice that a Create PO window displays. Click **Autonumber**. Click **OK** and **Save**.

Automatically closing the request for quotation

Notice that the status of the RFQ automatically closes when the PO for it has been created.

Verify that purchase order number is on request for quotation line

Purchase order number is on RFQ line.

Expand one of your RFQ lines. Note that the PO/PO line is now also recorded on the **RFQ Lines** detail in the **PO** field. Click **Save**.

Approving purchase orders
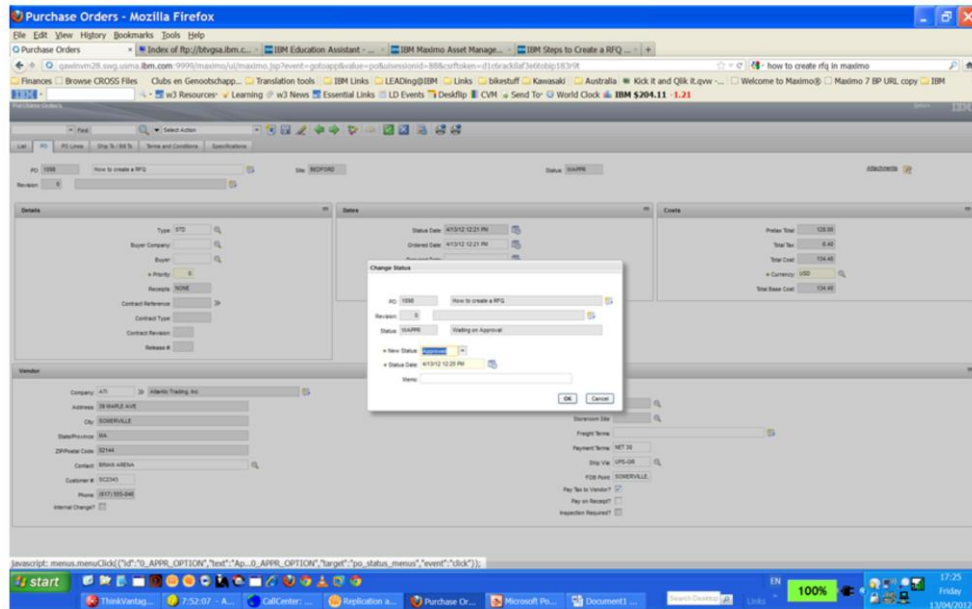
Click the detail button next to the **PO** field. Go to the relevant PO. Click **Change Status**. Change the status to Approved. Click **OK** and **Save**.

Performing final checks

Purchase request status automatically changes to **Closed**

Perform a final check on the PR. Notice that the PR status has now also automatically changed to Closed. Also notice that both of the PR lines are referenced not only on the RFQ, but also on the actual PO.

Summary

Now that you have completed this unit, you can perform these tasks:

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