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# **Request for Quotation (RFQ) - Introduction**

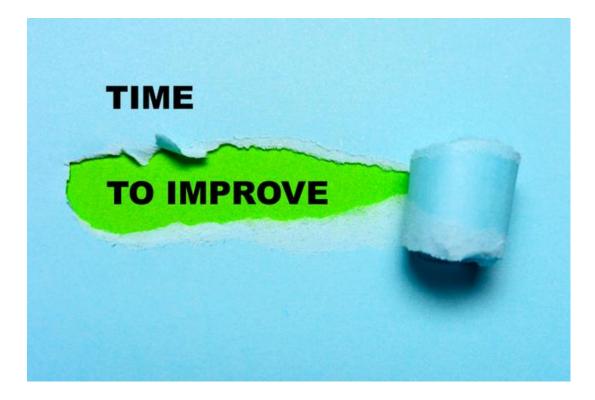
A Request of Quotation (RFQ) is a competitive price quote document used when inviting suppliers or contractors to submit a price quote for products or services where the requirements are standardized or produced in repetitive quantities.

An RFQ is often used for high-volume/low-value items and should be completed more quickly than an RFP. The buyer must provide a technical specification as well as his commercial requirements.



### Why we need RFQ Process?

- 1. RFQ process is a Time-saving Process
- 2. It eliminates the risk of human errors
- 3. Price quotes are gathered in a formal, structured, and comparable way from the suppliers on price and quantity.
- 4. Suppliers understand that there is competition going on.
- 5. You show that you try to act without a prejudice or with a preferred supplier.



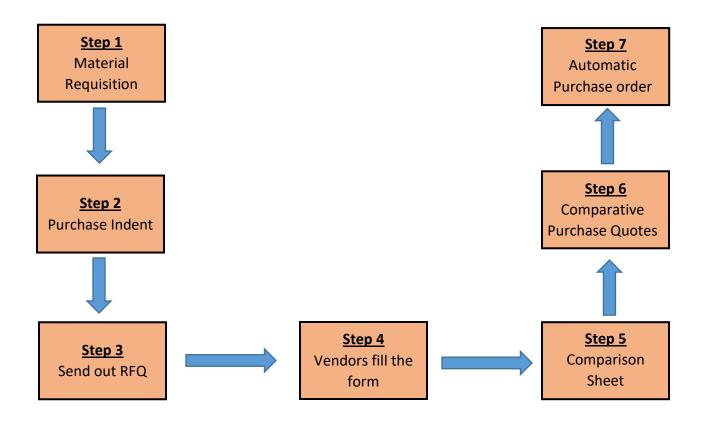
# When should you use an RFQ?

An RFQ isn't required for every procurement order. There are certain situations in which a request for a quote is used:

- A pre-qualified list of suppliers exists
- Specific products or services are required, and there is no scope for innovative solutions
- Bulk product quantity is needed on an ongoing basis.
- Standard product specifications without any scope of customization
- There is no requirement for add-on service or maintenance contract



# Six - Step RFQ Process



### Material Requisition for Purchase Indent –

Go to the search bar on the top right corner of the window and search – Material Requisition List. Click on the required list option.

TMC-LIVE TEST	<ul> <li>Departments</li> </ul>	<ul> <li>TMS Process          <ul> <li>Process</li> <li>Process</li> </ul> </li> </ul>	s      Comparative Purchas	e Quotes				🔋 🛛 material re	eq.	
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Recource Planning Y	Document Type	Document No.	RFQ No.	Purchase Indent No.	Create Purchase Order					
Home	Quote	PQ/ACLUG/21-22/0026	RFQ/TMC/21-22/0030	PI/ACUG/21-22/0046		VND/0299	SHIVSHAKTI CREATIVE COR	Item	ITEM/01928	PVC ROUNE
Chart of Account	Quote	PQ/ACLUG/21-22/0027	RFQ/TMC/21-22/0030	PI/ACUG/21-22/0046		VND/0316	SHRI TRADERS	ltem	ITEM/01928	PVC ROUNE
Banking Operations	Quote	PQ/ACLUG/21-22/0025	RFQ/TMC/21-22/0030	PI/ACUG/21-22/0046		VND/0024	ASHARAM ELECTRICALS	ltem	ITEM/01930	PVC TAPE
	Quote	PQ/ACLUG/21-22/0026	RFQ/TMC/21-22/0030	PI/ACUG/21-22/0046		VND/0299	SHIVSHAKTI CREATIVE COR	Item	ITEM/01930	PVC TAPE
Cash Managements	Quote	PQ/ACLUG/21-22/0027	RFQ/TMC/21-22/0030	PI/ACUG/21-22/0046		VND/0316	SHRI TRADERS	ltem	ITEM/01930	PVC TAPE
Sales	Quote	PQ/ACLUG/21-22/0029	RFQ/TMC/21-22/0031	PI/ACUG/21-22/0056		VND/0299	SHIVSHAKTI CREATIVE COR	Item	ITEM/01912	MODULER
	Quote	PQ/ACLUG/21-22/0030	RFQ/TMC/21-22/0031	PI/ACUG/21-22/0056		VND/0316	SHRI TRADERS	ltem	ITEM/01912	MODULER
Purchase & Inventory	Quote	PQ/ACLUG/21-22/0028	RFQ/TMC/21-22/0031	PI/ACUG/21-22/0056		VND/0024		ltem	ITEM/06973	BULK HEAD
Fixed Assets	Quote	PQ/ACLUG/21-22/0029	RFQ/TMC/21-22/0031	PI/ACUG/21-22/0056		VND/0299	SHIVSHAKTI CREATIVE COR	Item	ITEM/06973	BULK HEAD
Taxes	Quote	PQ/ACLUG/21-22/0030	RFQ/TMC/21-22/0031	PI/ACUG/21-22/0056		VND/0316	SHRI TRADERS	ltem	ITEM/06973	BULK HEAD
10003	Quote	PQ/ACLUG2223/002	RFQ/TMC/22-23/0007	PI/ACUG/21-22/0007		VND/0004	ABC ELECTRICALS PVT LTD	ltem	ITEM/00599	CEMENT G
Posted Documents	Quote	PQ/ACLUG2223/002	RFQ/TMC/22-23/0007	PI/ACUG/21-22/0007		VND/0004	ABC ELECTRICALS PVT LTD	ltem	ITEM/05824	GI NIPPLE
Departments	Quote	PQ/ACLUG2223/002	RFQ/TMC/22-23/0007	PI/ACUG/21-22/0007		VND/0004	ABC ELECTRICALS PVT LTD	ltem	ITEM/09671	SS DRILL BI
	Quote	PO/ACLUG2223/004	RFO/TMC/22-23/0020	PI/ACUG/22-23/0025		VND/0002	AAKASH GOLDEN TRANSP.	Item	1777 4 100004	BOOM CYL

The Material Requisition window will appear and Click on New to create a new material requisition.

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# Define the required fields on the material requisition. Click on Post & send mail to post and send the document.

View Celete Manage	Send Mail Process Report Sho	otes Links w Attached	Go to ↓ Previous ar Next Previous							TMC-LI	VE TEST
MR/ACLUG/21	-22/0001										
General											^
Requisition No.:	MR/ACLUG/21-22/0001	2	Posting Date:	03-12-21	~						
Requisition Date:	15-09-21 ~		Document Date:		~						
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Now go to the Posted Material Req. List. Select the desired document and click on view.

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Purchase Warehouse	Document Type	Requisition No.		Requisition Date	Created by	Location Code	Departme Code	Status	Work Order No	Posting Date	Document Date	External Docume
Manufacturing	Material Requisition	MR/ACLUG/22-23/0001		16-05-22	STOREACL	ACL UG	MECHANI	Release	d	16-05-22	16-05-22	
Jobs	Material Requisition	MR/ACLUG/22-23/0002	1	16-05-22	STOREACL	ACL UG	CIVIL	Release	d	16-05-22	16-05-22	
Resource Planning	Material Requisition	MR/ACLUG/22-23/0003	1	16-08-22	ANKITA D	ACL UG	STORE	Release	d	16-08-22	16-08-22	
Home	Material Requisition	MR/ACLUG/22-23/0004	1	16-08-22	ANKITA D	ACL UG	CIVIL	Release	d	16-08-22	16-08-22	SLIP NO 2
Chart of Account	Material Requisition	MR/ACLUG/22-23/0005	1	16-08-22	ANKITA D	ACL UG	MECHANI	Release	d	16-08-22	16-08-22	SLIP NO 0
De la cala	Material Requisition	MR/ACLUG/22-23/0006	1	16-08-22	ANKITA D	ACL UG	MECHANI	Release	d	16-08-22	16-08-22	
Banking Operations	Material Requisition	MR/ACLUG/22-23/0007	]	30-10-22	TMCSERVE	ACL UG	CIVIL	Release	d TESTING P	30-10-22	30-10-22	TEST9122
Cash Managements												
Sales												
Purchase & Inventory												
Fixed Assets												
Taxes												
Posted Documents												
Departments												

**The selected material requisition document will open. Click on** Create Material Issue or Create purchase indent **(this** depends upon the line Available QTY & Required QTY)

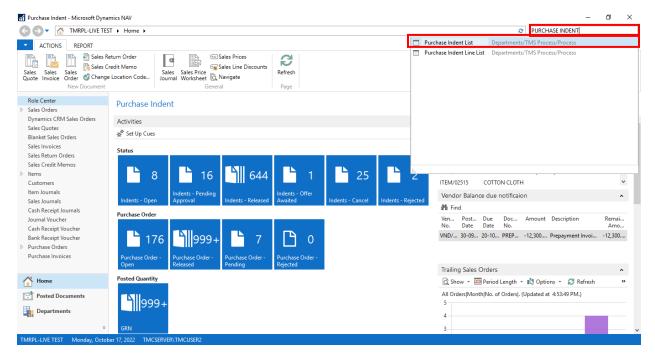
If the Available QTY is less than the Required QTY On line - Use the Create Material Issue.

If the Available QTY is greater than the Required QTY - Use the Create Purchase Indent.

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#### **Purchase Indent**

Go to the search bar on the top right corner of the window and search –
 Purchase Indent List. Click on the required list option.



#### Purchase Indent List window will appear. You can find all the purchase

#### indents there.

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Administration	PI/U	7/21-2	04-12-21	STOREUTCL	UTCL	Released		UTCL	MECHANI		UTCL-PI		ltem	RFQ/TM/2	KRISHNAKANT	24-12
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# Select the Purchase indent with released status, against which you wish to create a RFQ (Request for Quotation) and click on Edit.

Purchase Indent List - Micros		Departments      TMS Pro	cess > Proce	ss 🕨 Purch	ase Indent List								0	Search (Ctrl+F3)		
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Process		PI/UT/21-2 07-12-21	STOREUTCL	UTCL	Released		UTCL	SURVEY		UTCL-PI		ltem	RFO/TM/2	KRISHNAKANT	24-	-12
Archive		PI/UT/21-2 07-12-21	STOREUTCL	UTCI	Released		UTCL	MECHANI		UTCL-PI		ltem		VISHWAJEET	27-	-1
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### Edit- Purchase Indent window will open.

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ndenter Name:	ANKIT DUBEY			Total Amount			39,600.00	_		
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Go to the purchase indent lines. Scroll towards right on the line and true the Boolean for Select for RFQ.

**Recommended Vendor** – Select the vendors you wish to send this RFQ

form. You can enter multiple vendors here.

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### > After selecting the vendors, go to the ribbon and click on **Create RFQ**.

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#### **RFQ (Request for Quotation) will be created.**

**Go** back to search bar and search for **RFQ**. Click on the related option.

🗩 🔳 TMRPL-LIV	E TES	T ► Departments ► TMS	Proces	s  Process	<ul> <li>Purchase</li> </ul>	Indent List								∂ rf	q	
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Jobs Resource Planning Service		No.	*	Indent Date	Created By	Location Code	Status	РО Со	Project Code	Departme Code						
Human Resources		PI/UT/22-23/0164		24-06-22	STOREUTCL	UTCL	Released		UTCL	MECHANI		UTCL-PI		ltem		KRISHNAKANT
Administration		PI/UT/22-23/0165		24-06-22	STOREUTCL	UTCL	Released		UTCL	MECHANI		UTCL-PI		ltem		DEEPTENDU
TMS Process		PI/UT/22-23/0166		24-06-22	STOREUTCL	UTCL	Released		UTCL	CIVIL		UTCL-PI		ltem		PHALGUNI MUKHERJ
Process		PI/UT/22-23/0167		06-07-22	STOREUTCL	UTCL	Released		UTCL	H.R. ADMI	N	UTCL-PI		ltem		KRISHNAKANT
Archive		PI/UT/22-23/0168		25-06-22	STOREUTCL	UTCL	Released		UTCL	MECHANI		UTCL-PI		ltem		PHALGUNI MUKHERJ
Reports Others		PI/UT/22-23/0169		25-06-22	STOREUTCL	UTCL	Released		UTCL	MECHANI		UTCL-PI		ltem		DEEPTENDU
Contract		PI/UT/22-23/0170		27-06-22	ELEC UTCL	UTCL	Released		UTCL	ELECTRIC/	AL.	UTCL-PI		ltem		VISHWAJEET
FA movement		PI/UT/22-23/0171		27-06-22	STOREUTCL	UTCL	Released		UTCL	CIVIL		UTCL-PI		ltem		VISHWAJEET
E-Invoice		PI/UT/22-23/0172		17-06-22	STOREUTCL	UTCL	Released		UTCL	MECHANI		UTCL-PI		ltem		PHALGUNI MUKHERJ
N		PI/UT/22-23/0173		27-06-22	STOREUTCL	UTCL	Released		UTCL	H.R. ADMI	N	UTCL-PI		ltem	RFQ/TM/2	VISHWAJEET
Home		PI/UT/22-23/0174		28-06-22	MECH UTCL	UTCL	Released		UTCL	MECHANI		UTCL-PI		ltem		PHALGUNI MUKHER
Posted Documents		PI/UT/22-23/0175		29-06-22	STOREUTCL	UTCL	Released		UTCL	MINING		UTCL-PI		ltem		VISHWAJEET
Departments		PI/UT/22-23/0177		13-07-22	MECH UTCL	UTCL	Released		UTCL	MECHANI		UTCL-PI		ltem		VISHWAJEET
Departments		PI/UT/22-23/0178		05-07-22	MECH UTCL	UTCL	Released		UTCL	MECHANI		UTCL-PI		ltem		VISHWAJEET
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	_	er 17, 2022 TMCSERVER\T														

> RFQ window will appear with all the RFQs created. Select the RFQ you

just created and click on Edit.

	VIGATE		port from excel Report			C 🖹	A		TMRPL-LIVE T
New Edit View Delete	Print	Send Export to Mail excel Report 🖉 Sta Process		is List Chart	otes Links R ow Attached	efresh Clear Filter Page	Find		
Departments Financial Management Sales & Marketing	RFQ -				Type to filter (F3	)   RFQ No.	Limit totals: "	<ul> <li>▼ →</li> <li>×</li> <li>16-10-22</li> </ul>	Vendor Details # Actions +
Purchase Planning	RFQ No.	No. Buy-from Vendor No.	Buy-from Vendor Name	Vendor Locati Authoriza Code	on Assigned User ID	Purchase Indent No.	Send Mail		Vendor No.: VND/0 Name: Abhishek Alumir
Order Processing Inventory & Costing Periodic Activities	RFQ/TM/2122/0001	PQ/UT/21 VND/00183	ANKITA	UTCL		PI/UT/21-2	$\checkmark$		Phone No.:
	RFQ/TM/2122/0002	PQ/UT/21 VND/00183	ANKITA	UTCL		PI/UT/21-2	$\checkmark$		E-Mail: sanjanagoswam Fax No.:
	RFQ/TM/2122/0003	PQ/UT/21 VND/00183	ANKITA	UTCL		PI/UT/21-2	$\checkmark$		Contact: 977020
Warehouse Manufacturing	RFQ/TM/2122/0004	PQ/UT/21 VND/00111	Compu Shoppe	UTCL		PI/UT/21-2	$\checkmark$		
Jobs	RFQ/TM/2122/0004	PQ/UT/21 VND/00173	COMPUTER WORLD	UTCL		PI/UT/21-2	$\checkmark$		Notes
Resource Planning	RFQ/TM/2122/0005	PQ/UT/21 VND/00226	ROTOMAC INDUSTRIES PVT	UTCL		PI/UT/21-2			
Service	RFQ/TM/2223/0002	PQ/UT/22 VND/00001	Abhishek Aluminium	UTCL		PI/UT/21-2			There is nothing to show in this v
Human Resources	RFQ/TM/2223/0002	PQ/UT/22 VND/00002	Aditya Hospital	UTCL		PI/UT/21-2	$\checkmark$		
Administration	RFQ/TM/2223/0002	PQ/UT/22 VND/00003	Agrawal Bricks Udyog	UTCL		PI/UT/21-2			
TMS Process	RFQ/TM/2223/0002	PQ/UT/22 VND/00004	AGRAWAL INDUSTRIES	UTCL		PI/UT/21-2			
FA movement	RFQ/TM/2223/0002	PQ/UT/22 VND/00005	Anil Kumar Garg	UTCL		PI/UT/21-2	$\checkmark$		
E-Invoice	RFQ/TM/2223/0002	PQ/UT/22 VND/00006	Ansh Technology	UTCL		PI/UT/21-2	$\checkmark$		
	RFQ/TM/2223/0003	PQ/UT/22 VND/00001	Abhishek Aluminium	UTCL		PI/UT/21-2			
Home	RFQ/TM/2223/0004	PQ/UT/22 VND/00267	HEAVY EQUIPMENTS PARTS	UTCL		PI/UT/21-2	$\checkmark$		
Posted Documents	RFQ/TM/2223/0005	PQ/UT/22 VND/00170	SHIV HARDWARE STORES	UTCL		PI/UT/21-2	$\checkmark$		
	RFQ/TM/2223/0011	PQ/UT/22 VND/00169	PROFESSIONAL BOOK DEP	UTCL		PI/UT/21-2	$\checkmark$		
Departments	RFO/TM/2223/0012	PQ/UT/22 VND/00001	Abhishek Aluminium	UTCL		PI/UT/22-2			

> Edit window will open. Click on Send Mail action to send the mail with

RFQ form link to all the selected vendors at their mentioned mail.

🚮 Edit - RFQ - PQ,	/UT/22-23/0011 · Abhishek Aluminium					-	o ×	<
HOME	ACTIONS NAVIGATE					TN	ARPL-LIVE TEST	0
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PQ/UT/22-2	23/0011 · Abhishek Alumin	ium						
General					** ^ '	Vendor Statistics	^	^
RFQ No.: PO Type: Vendor Code: Vendor Name: City:	RE0/TM/2223/0012 VND/00001 Abhishek Aluminium Raigarh	 ✓ 	Requested Receipt Date: Reference Quotation No.: Status: Purchase Indent No.: Purchase Indent Date:	Open P//UT/22-23/0173 27-06-22	~	Vendor No.: Balance (LCY): Outstanding Order Amt. Rcd. Not Invd Outstanding Invoic Total (LCY): Overdue Amounts	VND/00001 -0.14 6,734,490 1,745.76 0.00 6,736,235 -0.14	
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### **Comparison Sheet**

- > All the selected **vendors receive a mail** on their respective mail ids.
- There is a link provided in mail. Click on that link and it will open RFQ Form in a new tab on browser. That link will be active for a week. All the vendors have to submit the form within that time.
- Vendors will fill the RFQ form with their best price for each item along with the information asked for in that form by the company.
- After entering the required details, vendors need to click on submit button to submit the form successfully.

### > You can now view the comparison sheet on the separate portal created

for it.

> Following is the portal for Comparison sheet.

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← → C ▲ Not secure   103.153.58.52:8084/Qoutsheet/Login.aspx	🖻 🖈 🗖 😩 :
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	Company name TMRPL-LIVE TEST

Log in

### Enter the username and password to log in.

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© 2022 - Value Tech Services	
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> Following screen will appear. You need to enter the RFQ No. to view the

comparison sheet.

Quotation Comparison Sheet VT × +	∨ – D X
← → C ▲ Not secure   103.153.58.52:8084/Qoutsheet/Quot.aspx	• 년 ☆ 🛛 😩 :
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> After entering the RFQ No. the comparison sheet for that RFQ will show.

	RFQ N	0.		RF	Q/TMC	/22-23/	0006		Sho	Save	•				I	TMC-LIVE	TEST L	ogout		
FQ/	TMC/22-23 Material Descriptior	στν	UOM	Name Make	Basic		Dis.				-23/0003 IntApprove	edComment		- AAK Basic Unit Rate		DIDEN Dis. Unit Price				PQ/UTCL/
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	Price basis												]							
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	Delivery																			

- Analyze the comparison sheet. Select the vendor accordingly and click on submit.
- Once you submit your selection, Microsoft Dynamics NAV (ERP) will automatically fetch the data from the comparison sheet.

### **Comparative Purchase Quote**

> Now go back to your ERP and search for **Comparative Purchase Quotes.** 

The following screen will appear.

Implementation function planetariant       Implementation function planetariant       Implementation function planetariant       Implementation function planetariant         Implementation function planetariant       Implementation function planetariant       Implementation function planetariant       Implementation function planetariant       Implementation function planetariant         Implement       Implemen									
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Kesource Planning		Document No.	RFQ No.	Purchase Indent No.		Buy-from Vendor Name	Туре	No. 🔺	Description
Home		PQ/ACLUG/21-22/0026	RFQ/TMC/21-22/0030	PI/ACUG/21-22/0046	VND/0299	SHIVSHAKTI CREATIVE COR	ltem	TEM/01928	PVC ROUND F
Chart of Account	Quote	PQ/ACLUG/21-22/0027	RFQ/TMC/21-22/0030	PI/ACUG/21-22/0046	VND/0316	SHRI TRADERS	ltem	TEM/01928	PVC ROUND
Panking Operations	Quote	PQ/ACLUG/21-22/0025	RFQ/TMC/21-22/0030	PI/ACUG/21-22/0046	VND/0024	ASHARAM ELECTRICALS	ltem	TEM/01930	PVC TAPE
Banking Operations	Quote	PQ/ACLUG/21-22/0026	RFQ/TMC/21-22/0030	PI/ACUG/21-22/0046	VND/0299	SHIVSHAKTI CREATIVE COR	ltem	TEM/01930	PVC TAPE
Cash Managements	Quote	PQ/ACLUG/21-22/0027	RFQ/TMC/21-22/0030	PI/ACUG/21-22/0046	VND/0316	SHRI TRADERS	ltem	TEM/01930	PVC TAPE
Sales	Quote	PQ/ACLUG/21-22/0029	RFQ/TMC/21-22/0031	PI/ACUG/21-22/0056	VND/0299	SHIVSHAKTI CREATIVE COR	ltem	TEM/01912	MODULER DU
	Quote	PQ/ACLUG/21-22/0030	RFQ/TMC/21-22/0031	PI/ACUG/21-22/0056	VND/0316	SHRI TRADERS	ltem	TEM/01912	MODULER DU
Purchase & Inventory	Quote	PQ/ACLUG/21-22/0028	RFQ/TMC/21-22/0031	PI/ACUG/21-22/0056	VND/0024		ltem	TEM/06973	BULK HEAD L
Fixed Assets	Quote	PQ/ACLUG/21-22/0029	RFQ/TMC/21-22/0031	PI/ACUG/21-22/0056	VND/0299	SHIVSHAKTI CREATIVE COR	ltem	TEM/06973	BULK HEAD L
Taxes	Quote	PQ/ACLUG/21-22/0030	RFQ/TMC/21-22/0031	PI/ACUG/21-22/0056	VND/0316	SHRI TRADERS	ltem	TEM/06973	BULK HEAD L
	Quote	PQ/ACLUG2223/002	RFQ/TMC/22-23/0007	PI/ACUG/21-22/0007	VND/0004	ABC ELECTRICALS PVT LTD	ltem	TEM/00599	CEMENT GP2
Posted Documents	Quote	PQ/ACLUG2223/002	RFQ/TMC/22-23/0007	PI/ACUG/21-22/0007	VND/0004	ABC ELECTRICALS PVT LTD	ltem	TEM/05824	GI NIPPLE 1/2
	Quote	PQ/ACLUG2223/002	RFQ/TMC/22-23/0007	PI/ACUG/21-22/0007	VND/0004	ABC ELECTRICALS PVT LTD	ltem	TEM/09671	SS DRILL BIT 1
Departments									

> You can find different fields for different purposes such as **Send for** 

Approval, Approve, Reject & Create Purchase Order Boolean.

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it N it C	lake Sho		fresh Clear Find Filter Page									
mpara	tive Pur	chase Quotes	•							Type to filter (F3)	RFQ No.	
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	Sub Cost Center	Packaging & Forwarding	Loading Charges	Delivery	Purchase Indent Date	Negotiated Price RFQ Status	Send for Approval	Approve	Comment	Reject	Remarks	
0.00	A2409				04-03-22	0.00 Open						
0.00 /	A2409	NIL	NIL	READY	04-03-22	0.00 <u>Open</u>						
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0.00		215		redy stock	29-09-21	0.00 Open					rahul	
5.00		extra	250/- extra	3-4 days	30-10-22	0.00 Open					testing last	

> After marking the approval Boolean, fill in the purchase order quantity.

#### > Mark the **Create purchase order** Boolean to automatically create a

purchase order against the selected purchase quote.

Image: TMC-LIVE TEST > Departments > TMS Process > Comparative Purchase Quotes     Image: Comparative Purchase Quotes       Image: HOME     NAVIGATE										1+F3)		_
HOME NAVIGATE											TMC-LIVE TES	ST (
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<ul> <li>Financial Management</li> <li>Sales &amp; Marketing</li> <li>Purchase</li> <li>Warehouse</li> <li>Manufacturing</li> <li>Jobs</li> <li>Recourse Planning</li> <li>Home</li> <li>Chart of Account</li> <li>Banking Operations</li> <li>Cash Managements</li> <li>Sales</li> </ul>	Document Type	Document No.	RFQ No.	Microsof	t Dynamics NAV	× e	Buy-from Vendor No.	Buy-from Vendor Name	Туре	No. 🔺	Description	
	Quote	PQ/ACLUG/21-22/0025	RFQ/TMC/	Ð	Purchase Order created successfu No.PO/ACLUG/22-23/0035	lly with Order	VND/0024	ASHARAM ELECTRICALS	ltem	ITEM/01928	PVC ROUND	P
	Quote	PQ/ACLUG/21-22/0026	RFQ/TMC/	1.		ОК	VND/0299	SHIVSHAKTI CREATIVE COR	ltem	ITEM/01928	PVC ROUND	P
	Quote	PQ/ACLUG/21-22/0027	RFQ/TMC/			UK	VND/0316	SHRI TRADERS	ltem	ITEM/01928	PVC ROUND	P
	Quote	PQ/ACLUG/21-22/0025	RFQ/TMC/2	1-22/0030	PI/ACUG/21-22/0046		VND/0024	ASHARAM ELECTRICALS	ltem	ITEM/01930	PVC TAPE	
Cash Managements	Quote	PQ/ACLUG/21-22/0026	RFQ/TMC/2	1-22/0030	PI/ACUG/21-22/0046		VND/0299	SHIVSHAKTI CREATIVE COR	ltem	ITEM/01930	PVC TAPE	
Sales	Quote	PQ/ACLUG/21-22/0027	RFQ/TMC/2	1-22/0030	PI/ACUG/21-22/0046		VND/0316	SHRI TRADERS	ltem	ITEM/01930	PVC TAPE	
2	Quote	PQ/ACLUG/21-22/0029	RFQ/TMC/2	1-22/0031	PI/ACUG/21-22/0056		VND/0299	SHIVSHAKTI CREATIVE COR	ltem	ITEM/01912	MODULER DU	U
Purchase & Inventory	Quote	PQ/ACLUG/21-22/0030	RFQ/TMC/2	1-22/0031	PI/ACUG/21-22/0056		VND/0316	SHRI TRADERS	ltem	ITEM/01912	MODULER DU	U
Fixed Assets	Quote	PQ/ACLUG/21-22/0028	RFQ/TMC/2	1-22/0031	PI/ACUG/21-22/0056		VND/0024		ltem	ITEM/06973	BULK HEAD L	LI
	Quote	PQ/ACLUG/21-22/0029	RFQ/TMC/2	1-22/0031	PI/ACUG/21-22/0056		VND/0299	SHIVSHAKTI CREATIVE COR	ltem	ITEM/06973	BULK HEAD L	LI
Taxes	Quote	PQ/ACLUG/21-22/0030	RFQ/TMC/2	1-22/0031	PI/ACUG/21-22/0056		VND/0316	SHRI TRADERS	ltem	ITEM/06973	BULK HEAD L	LI
	Quote	PQ/ACLUG2223/002	RFQ/TMC/2	2-23/0007	PI/ACUG/21-22/0007		VND/0004	ABC ELECTRICALS PVT LTD	ltem	ITEM/00599	CEMENT GP2	2
Posted Documents		DO (4 CLUIC22222 (202	REO/TMC/2	2 22/0007	PI/ACUG/21-22/0007		VND/0004	ABC ELECTRICALS PVT LTD	ltem	ITEM/05824	GI NIPPLE 1/2	2
Posted Documents Departments	Quote	PQ/ACLUG2223/002	KFQ/TIVIC/2	2=23/0007	FI(AC00/21-22/0007							

Purchase order will be created automatically.

Advantages of the process -

- The whole process will revolve around your ERP System.
- > You will start in the ERP System and come back to it at last.
- This will save your time as you won't have to enter the data manually after comparing and selecting the vendor.
- This will definitely save you from human errors.

