

**SAP Trainings document**  
**SRM RFQ -**  
**RFQ Web-Portal for supplier of Raw Material**  
 培训文档: **PWO** 供应商报价管理系统 (原材料)



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**Document-Info**

Creator Name:	Helena Hiedelmann	
Department:	OI-1	
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**0. Change history 文档变更记录**

Date	Dep.	Name	Short description
27.10.2016	PU/OI	M.Jin / Y.Wu	Chinese Translation 中文翻译
27.10.2016	OI	Irene	Update wordings – quotation(response) in 2.x
31.10.2016	OI	Y.Wu	Review Chinese translation according to English ver update

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## 1 Login / 登录

You receive a hyperlink via Mail. By clicking on this hyperlink you can login into PWO RFQ Web-portal 点击邮件中的链接, 打开进入 PWO 报价管理网站

**Ausschreibung 7000000898**

Helena Hiedelmann <helena.hiedelmann@progress-werk.de>

Gesendet: Do 26.06.2014 17:16

An: Hiedelmann, Helena

Nachricht BID7000000898.PDF (12 KB)

Herrn Bidder 07,  
Wir möchten Sie gerne auf folgende Ausschreibung hinweisen:  
Bidder\_07 7000000898

Abschlussfrist für Anträge:  
Abgabefrist: 30.06.2014 00:00:00

Weitere Informationen finden Sie auf unserer Website:  
[http://s01pwo.de.pwo.ag:8020/nwbc/srm/~canvas;window=app/obn/qte.displayrfx/?sap-client=010&SAPSRM\\_BOID=0050568806BA1ED3BFA891E0A362A41B](http://s01pwo.de.pwo.ag:8020/nwbc/srm/~canvas;window=app/obn/qte.displayrfx/?sap-client=010&SAPSRM_BOID=0050568806BA1ED3BFA891E0A362A41B) <font color="0000ff">Anmelden</font>

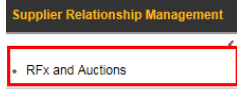
Wir würden uns freuen, ein Angebot von Ihnen zu erhalten.

Mit freundlichen Grüßen

Progress-Werk Oberkirch AG  
Industriestraße 8,  
DE-77704 Oberkirch  
Germany

## 2 RFQ for Raw material / 原材料的询价需求

### 2.1 Display RFQ / 显示询价



After you have logged in successfully, click on „RFx and Auctions“ on the left, in order to go to the RFQ overview.

成功登录后，点击“RFx and Auctions”竞价按钮打开 RFQ 一览

**Attention:** In order to see the most current view, click on **Refresh** at first.

**注意:** 点击 Refresh 按钮来显示最新的数据!

**Active Queries**

eRFxs **All (9)** Published (0) Ended (0) Completed (0)

eRFxs - All

Show Quick Criteria Maintenance

View: PWO Standard

Event Number	Event Description	Event Status	Event Type
7000003936	Kopie von 7000003764	Published	Raw Materials
7000003933	Kopie von 7000003906	Published	Purchase Part
7000003906	Kopie von 7000003905	Published	Purchase Part

In this view all RFQ's are listed, which have been released by PWO. Here, you can select between "All", "Published", „Ended“, and „Completed“.

这里列出所有 PWO 批准的询价 eRFxs – All, 你可点击“All 所有, Published 发布的, Ended 结束的, Completed 完成的”筛选

**Active Queries**

eRFxs **All (9)** Published (0) Ended (0) Completed (0)

eRFxs - All

Show Quick Criteria Maintenance

View: PWO Standard

Event Number	Event Description	Event Status	Event Type	End Date
7000003936	Kopie von 7000003764	Published	Raw Materials	04.09.2016
7000003933	Kopie von 7000003906	Published	Purchase Part	31.08.2016
7000003906	Kopie von 7000003905	Published	Purchase Part	25.08.2016
7000003905	Kopie von 7000003904	Published	Purchase Part	26.08.2016
7000003904	Kopie von 7000003897	Published	Purchase Part	26.08.2016
7000003897	Kopie von 7000003892	Published	Purchase Part	25.08.2016

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In order to simplify the search, you can use different filter. Therefore, click on the column description and select a certain categorie, such as *End Date*.  
 还可以调整显示排序, 如点击 End Date 结束时间, Sort in Ascending/Decsending Order 可以对列表 RFQ 按结束时间自动排序。

Active Queries

eRFxs All (9) Published (0) Ended (0) Completed (0)

eRFxs - All

Show Quick Criteria Maintenance

View: PWO Standard Create Response Display Event Display Response Print Preview Refresh Export

Event Number	Event Description	Event Status	Event Type	End Date	Response Status
7000003936	Kopie von 7000003764	Published	Raw Materials	Sort in Ascending Order	No Bid Created
7000003933	Kopie von 7000003906	Published	Purchase Part	Sort in Descending Order	Withdrawn

With the **Quick Criteria Maintenance** you can limit the the search by select certain selection criteria, e.g. Deadline of Date Flag.  
 点击 Quick Criteria Maintenance 参数展开, 你可以按条件搜索, 如 Deadline of Date Flag, 按照结束日期区间对搜索结果进行框定。

Active Queries

eRFxs All (9) Published (0) Ended (0) Completed (0)

eRFxs - All

Hide Quick Criteria Maintenance

Event Number:  To

Event Status:

Creation Date:  To

Deadline Date Flag: **Next 7 Days**

Status:

Response Timeframe:

Apply Clear

In order to get to a certain RFQ, click on the blue highlighted Event Number. 通过点击打开一个询价

Active Queries

eRFxs All (9) Published (0) Ended (0) Completed (0)

eRFxs - All

Show Quick Criteria Maintenance

View: PWO Standard Create Response Display Event Display Response Print Preview Refresh Export

Event Number	Event Description	Event Status	Event Type
<b>7000003936</b>	Kopie von 7000003764	Published	Raw Materials
7000003933	Kopie von 7000003906	Published	Purchase Part

Within the Print Preview you can see all RFQ information on one page. Therefore, click on the button **Print Preview** in the upper bar.  
 通过打印预览 “Print Preview” 可以将 RFQ 的信息完整显示 (如下图)

# SAP Trainings document

## SRM RFQ -

### RFQ Web-Portal for supplier of Raw Material

培训文档: PWO 供应商报价管理系统 (原材料)



#### Display RFx :

RFx Number 7000003892    RFx Name Kopie von 7000003308    RFx Status Published    RFx Start Date    Submission Deadline 31.08.2016 00:00:00 CET  
 Remaining Time 1 Days 15:25:12    Technical Contact Person Irene Herdt    RFx Version Number 1    RFx Version Type Active Version    RFx Response 8000003900

**RFX Information**    Items    Notes and Attachments

RFX Parameters    Questions    Notes and Attachments

#### View RFQ Details: / 显示细节

##### 1. RFQ Information / RFQ 的信息

- > header data of the RFQ which concern all items 标头信息
- > Notes and Attachments on header level (e.g. Standards) 标头的备注附件 (如一些标准)
- > Questions on header level 标头的问题

**Display RFx :**

RFx Number 7000003892    RFx Name Kopie von 7000003308    RFx Status Published    RFx Start Date    Submission Deadline 31.08.2016 00:00:00 CET  
 Remaining Time 1 Days 15:25:12    Technical Contact Person Irene Herdt    RFx Version Number 1    RFx Version Type Active Version    RFx Response 8000003900

   Items    Notes and Attachments

   Questions    Notes and Attachments

##### 2. Item data / 项目数据

- > Details about the individual items 点 Details 按钮显示项目
- > Notes about the individual items 点 Notes and Attachment 显示项目下的单独附件
- > Questions about the individual items 点 Questions 显示相关问题

RFX Information    **Items**    Notes and Attachments

Line Number	Inq.no BOM item	Item Type	Item Type	Product ID	Description	Lot	Allow RFx Response Modification	Product Category
	Stanzteil		Material	P02061 000045		<input type="checkbox"/>	<input type="checkbox"/>	BAE02
	Stanzteil		Material	P02062 000045		<input type="checkbox"/>	<input type="checkbox"/>	BAE02

#### 进入详细页面

**Identification**
Lifetin

Product ID:

Description:

Inquiry no. bill of materials item:

Product Category:

Lot:

Allow RFx Response Modification:

**Further Properties**

\* Packaging:

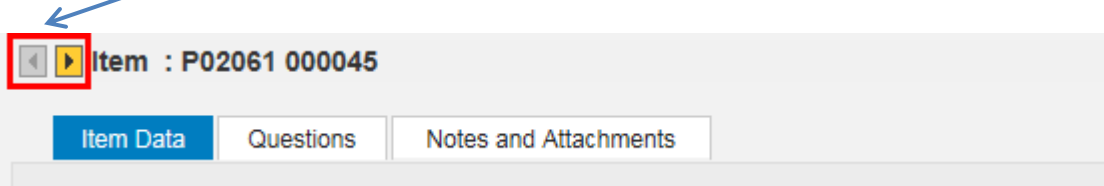
\* Kind of packaging 1:

\* Kind of packaging 2:

\* Filling quantity:

Delivery Lot Lvl.1 (Max. Amount):

In the detailed view you can change between the different items. 可以翻页。

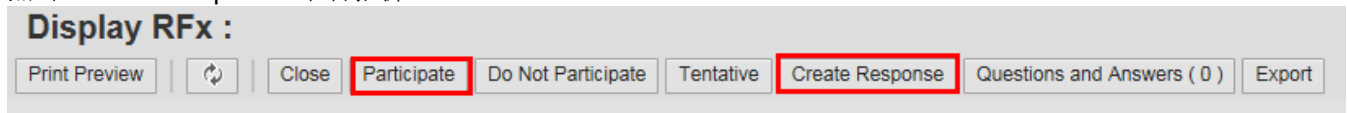


## 2.2 Submit a quotation (response) / 发送报价

### 2.2.1 Participate / Do not participate on the RFQ / 参与与不参与

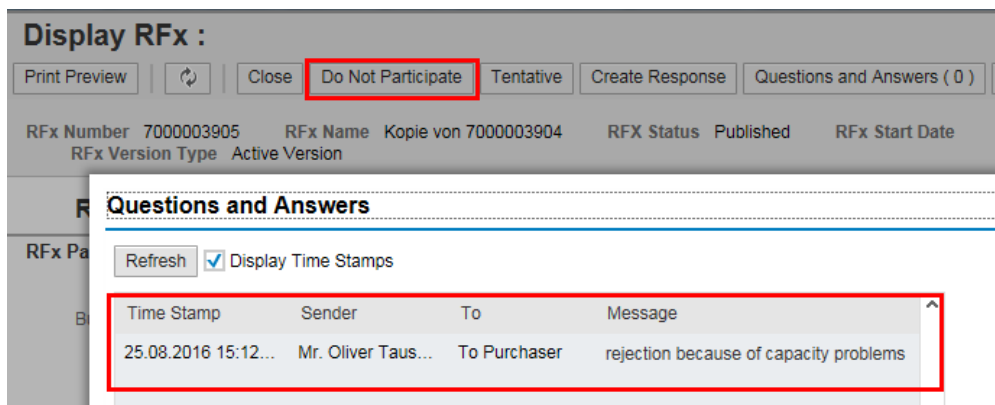
If you want to participate on the RFQ after checking all RFQ information, you have to click on **Participate**. This way Purchasing receives the information, that you will submit a quotation to the RFQ. Then, you have to click on **Create Response** in order to submit your quotation to PWO.

当你阅读完 RFQ 内容后, 如果你决定参与, 请点击 **Participate** 参与, 这样才能够通知采购你会参与报价。然后请点击 **Create Response** 准备报价。



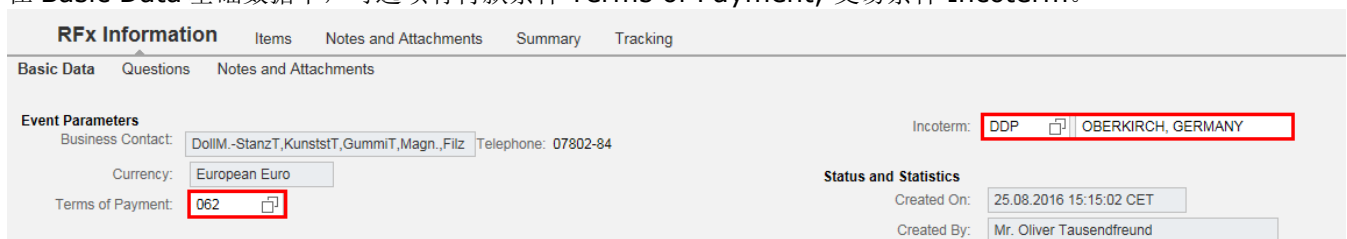
If you don't want/can't participate on the RFQ, it is desirable, that you enter the reason for your decision under **Questions and answer** and only then deny the RFQ by clicking on the button **Do Not Participate**.

如果你决定不参与报价, 我们希望在 **Questions and answer** 问题和回复中看到不参与的原因, 然后请点击 **Do Not Participate** 按钮来确认拒绝。



### 2.2.2 Terms of payment and Incoterms / 付款条款和交易条件

The terms of payment and Incoterms are basically defined and agreed values in **Basic Data** 基础数据中, 可选项有付款条件 **Terms of Payment**, 交易条件 **Incoterm**.



### 2.2.3 Price and Delivery time / 价格和供货期

All white fields are input fields. 所有的白色栏目可以被填写

The most important information are Price and Delivery time, which are defined as mandatory fields. Please fill out these fields.

最重要的信息是: 价格 Price、供货期 Delivey time 等都是必填项。

### 2.2.4 Questions/Notes and Attachments / 问题 / 备注和附件

If PWO has defined a question, it has to be answered accordingly.

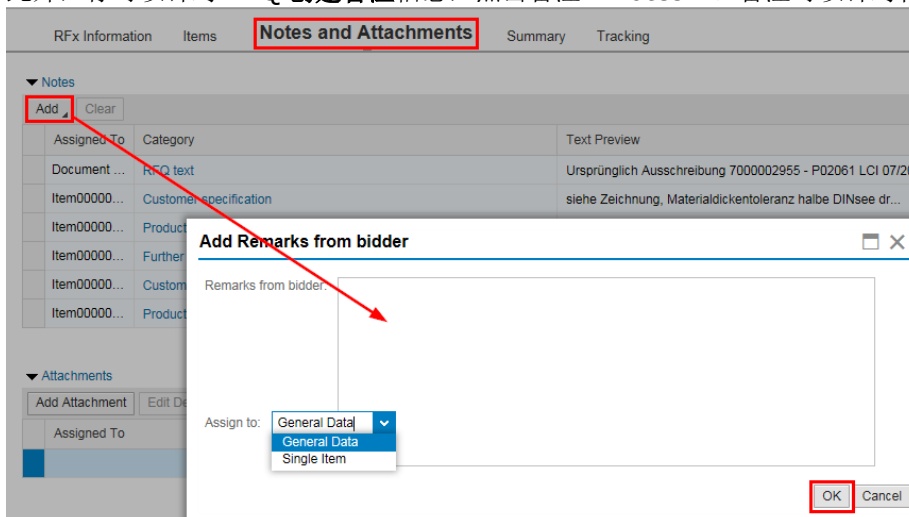
Questions can be asked on header level as well as on item level.

如果配伟奥已经指定了问题 Questions, 那么请回答。问题可以针对标头或单项。



Moreover it is possible to create **remarks to your RFQ**. You can create them under the tab "Notes". This possibility is available on header level as well as on item level.

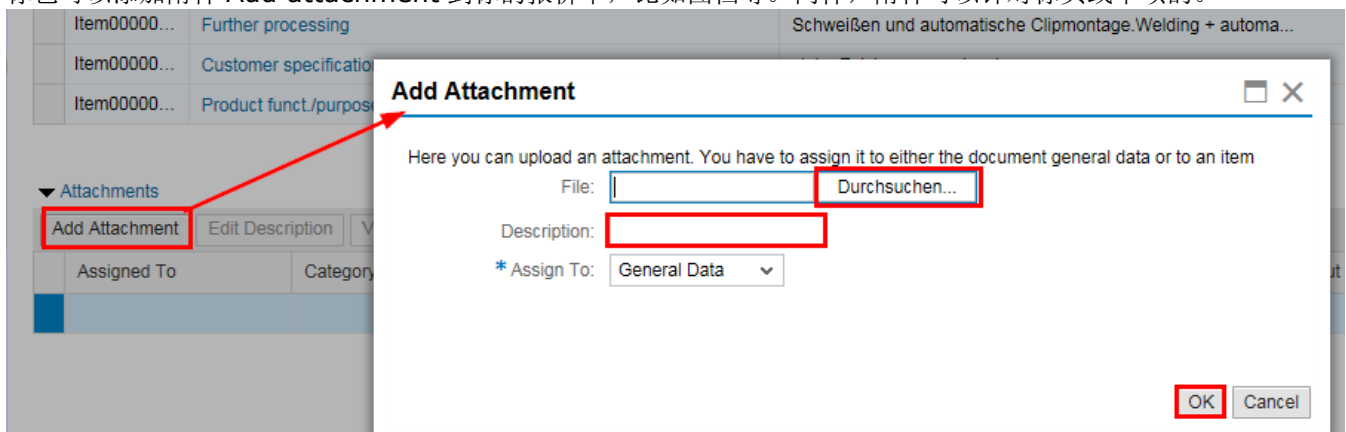
此外, 你可以针对 RFQ 创建备注信息, 点击备注 "Notes"。备注可以针对标头或单项。选择 Add 添加:



General Data 意味着是关于整个 RFQ 的备注, Single Item 是针对某个单项。

You can also add attachments to your quotation, e.g. drawing proposal etc. this can be done with the button Add attachment. This possibility is available on header level as well as on item level.

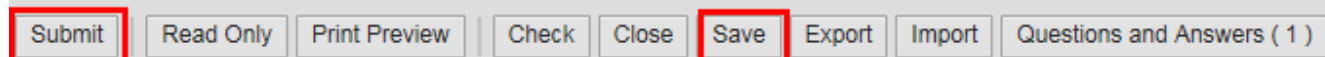
你也可以添加附件 Add attachment 到你的报价单, 比如图档等。同样, 附件可以针对标头或单项的。



### 2.2.5 Save, check and submit quotation (response) / 保存, 检查, 发送报价

Generally, you can always just save a RFQ by clicking on the button **Save**. 点击 **Save** 保存回复

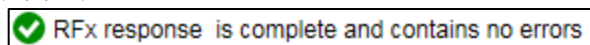
#### Create RFX Response



By clicking on **Save** you don't submit your quotation to PWO yet. The quotation is only saved.  
 仅仅点击保存 **Save**, 报价尚未发送到 PWO。

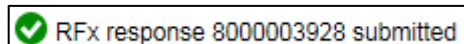
As soon as you created all your quotations, click on **Check**. When the data entries are correct and error-free, you can save the quotation and send it to PWO.

完成报价文档编辑后, 请点击检查 **Check**。系统会检查一些基本项, 如果没有报错则可以保存并准备发送给 PWO, 检查结果须如下:




When you want to submit your quotation to PWO, you have to click on **Submit**. As soon as the quotation has been send the following message occurs:


点击 **Submit** (提交) 发送报价给 **PWO**。当你的报价被提交后, 系统显示如下信息:



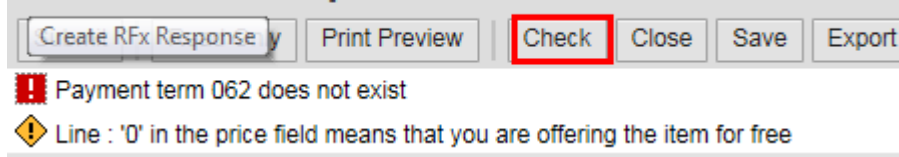
Subsequently, the quotation number is displayed to your created quotation in the RFQ overview.  
 接下来, 在一览"eRFxs - All" 上将显示已发送报价的文档号。

eRFxs - All							
Show Quick Criteria Maintenance						Change Query Define New Query	
View:	PWO Standard	Create Response	Display Event	Display Response	Print Preview	Refresh	Export
Event Number	Event Description	Event Status	Event Type	End Date	Response Status	Response Number	
7000003933	Kopie von 7000003906	Published	Purchase Part	31.08.2016	Submitted	8000003928	

If error-messages  with this sign occur, you have to clearance them at first, by reentering the missing information. Otherwise it is not possible to send the quotation, but to save. Error-messages with a yellow exclamation mark are only informative and don't have to be corrected necessarily.

当一个错误提示出现 , 请检查, 比如是否缺少填写某项数据, 否则无法发送报价。如果出现黄色的感叹号, 意味着是一个建议, 请检查但不影响报价的发送。

#### Create RFX Response





### 2.3 Display and edit quotation (response) / 显示和编辑报价

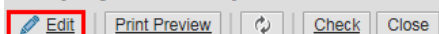
The saved quotations can be looked up under the given quotation number, which can be looked up in the RFQ overview.

所有已保存的报价可以根据 RFQ 号码被搜索到。

Submitted quotations are binding. If you want to adjust your quotation afterwards, you can do this only as long as PWO has not accepted the quotation, yet. In order to change the quotation, click on the Button **Edit**.

已经发送报价具有法律效应, 如果你希望变更, 必须在 PWO 接受它之前。在显示模式下点击 **Edit** 编辑。

#### Display RFx Response:



If the quotation already has been accepted by PWO, you can't change the quotation anymore.

**Note:** the acceptance does not comply with a placing of order!

如果报价已经被 PWO 接受, 你不能修改。

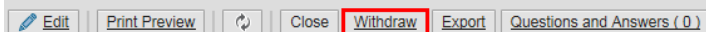
**注意:** 接受报价不等同于下采购订单。

### 2.4 Withdraw from quotation (response) / 撤销报价

If you want to withdraw completely from your quotation, you have to open the quotation and click on the button **Withdraw**.

如果你希望撤销报价, 请你打开你的报价点击撤销 “Withdraw”

#### Display RFx Response:



As soon as the quotation has been withdrawn the following message occurs:

撤销成功后将显示如下信息:



Here, you can also withdraw your quotation only as long as PWO has not accepted the quotation yet.

同样的, 必须 PWO 接受之前。