Purchase RFQ Inbox

Module Guide: Purchase RFQ Inbox

Module Location

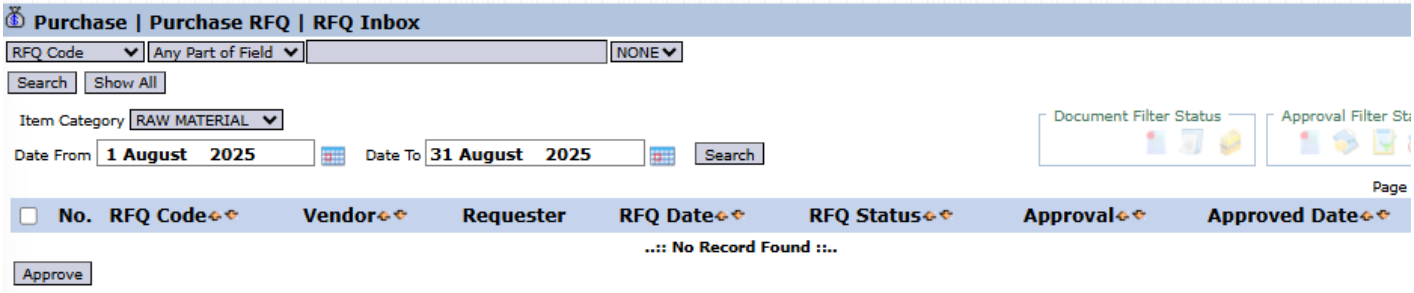
Purchasing > Purchase RFQ > Purchase RFQ Inbox

Module Objective

The **Purchase RFQ Inbox** module serves as the approval center for all **Request for Quotation (RFQ)** documents that have been created. This module is used by a superior or manager to conduct a review and provide approval before the RFQ is officially sent to the supplier (vendor).

1. Main View (RFQ List)

The main page of this module is an "inbox" that displays all RFQ documents requiring your action.



View Explanation & Filters

This page provides a summary of all RFQs that are awaiting approval.

- **Filters**: You can search for a specific RFQ by **RFQ Code**, **Item Category**, or a date range (**Date From / Date To**).

- **Request List**: The table below will display all RFQs awaiting action. The table currently shows "...No Record Found...".

Column Explanation

- **RFQ Code**: The unique number of the submitted RFQ document.
- **Vendor**: The name of the supplier to whom the RFQ will be sent.
- **Requester**: The name of the requestor or the submitting department.
- **RFQ Date**: The date the RFQ was created.
- **RFQ Status / Approval**: Icons that indicate the document's status and the approval process status.

Button Functions

- **Approve**: The main action button to approve one or more selected RFQs.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Purchase RFQ Inbox** module to see the list of RFQs that require approval.

Step 2: Review the RFQ Details

Click on one of the rows in the table to open its detail view. In the detail view, you can check all the information that has been input, such as the vendor's name and the list of items for which prices are being requested.

Step 3: Provide Approval

After you have reviewed and are certain about the submitted RFQ:

1. Return to the main **Inbox** page.
2. Check the box in the leftmost column for one or more RFQ rows you wish to approve.
3. Click the **Approve** button located in the bottom-left section of the page to process the approval. 

3. Workflow & Integrated Business Process

1. **Submission**: A user (e.g., a purchasing staff) creates a document in the **Purchase RFQ** module and clicks **Confirm**.
2. **Entering the Queue**: The confirmed RFQ automatically enters the queue in this **Purchase RFQ Inbox** module.
3. **Review & Approval**: A manager or approver opens this module, reviews, and provides approval.
4. **Further Processing**: After approval, the RFQ document becomes official and can be printed to be sent to the vendor. The quotation received from the vendor can then be recorded in the **Vendor Quotation** module.

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