

Vendor Quotation

Module Guide: Vendor Quotation

Module Location

Purchasing > Purchase RFQ > Vendor Quotation

Module Objective

The **Vendor Quotation** module is used to record, compare, and select price offers received from suppliers (vendors). This module is the follow-up to the Purchase RFQ, where the purchasing team inputs all incoming offers to then select the best offer, which will be used as the reference for creating a Purchase Order.

1. Main View (Item List)

The main page of this module displays a list of items that are in the process of having price quotations collected.

No.	Item Code	Item Name	Vendor Quotation	Active Status	New
1	01040201090026	BK/Malkist Olezz Choco Party 100 gr/6 pcs x 5 ball/00	26 Quotation	X	✓
2	01040101070046	BK/Malkist Susu 225 gr/6 Pack x 3 ball/00	23 Quotation	X	✓
3	01040101030106	BK/Milk Crackers 110 gr/6 pcs x 4 ball/24 pcs/00	20 Quotation	X	✓
4	01040101070040	BK/Sugar Milky Crackers 108 gr/4 ball x 6 pcs/24 pcs/Handle Bag/00	17 Quotation	X	✓
5	01040201090029	BK/See Hong Puff Crackers 260 gr/6 pcs x 6 ball/36 pcs/00	13 Quotation	X	✓
6	01040101090024	BK/Monsta Chocochip Cookies 9 gr/20 pcs x 6 ball/00	12 Quotation	X	✓
7	01040101070007	BK/Cream Crackers Butter 262 gr/6 pack x 3 ball/00	12 Quotation	X	✓
8	01040201090024	BK/Malkist Olezz Choco Party 10 gr/20 pcs x 6 ball/00	12 Quotation	X	✓
9	01040201090027	BK/Malkist Olezz Cheese Choco 100 gr/6 pcs x 5 ball/00	10 Quotation	X	✓
10	01040101080004	BK/Cheese Cream Crackers 240 gr/6 bucket/00	10 Quotation	X	✓
11	01040101030083	BK/Kulis Kelapa 56 gr/10pcs x6ball/60pcs/00	9 Quotation	X	✓
12	01040101070023	BK/Garlic Bread Crackers 108 gr x (6pcs x 4bag)/PP Handle/01	9 Quotation	X	✓
13	01040101030084	BK/Kulis Butter 56 gr/10pcs x6ball/60pcs/00	9 Quotation	X	✓
14	01040201090023	BK/Malkist Olezz Cheese Choco 10 gr/20 pcs x 6 ball/00	9 Quotation	X	✓
15	01040203000006	BKE/Vanilla Milky Cookies 400gr/6 bucket/W/China/BQHT/01	9 Quotation	X	✓
16	01040101070043	BK/Malkist Susu 12 gr/6 ball/20pcs/120pcs/00	9 Quotation	X	✓
17	01040101070039	BK/Malkist Susu 238 gr/6pack x 3ball/00	9 Quotation	X	✓
18	01040101070032	BK/Cream Crackers Butter 132gr x (6pcs x 4bag)/PP Handle/01	9 Quotation	X	✓
19	01040101070031	BK/Malkist olezz Strawberry 100 gr/6 pcsx5 bag/00	9 Quotation	X	✓
20	01040101080005	BK/Lemon Cream Crackers 240 gr/6 bucket/00	7 Quotation	X	✓

View Explanation: This page groups the quotations by **Item Code**. The **Vendor Quotation** column shows how many offers have been received for each item.

Navigation: To see the detailed comparison of offers for an item, click on that item's row.

2. Steps to Manage Vendor Quotations

Step 1: Access the Comparison Page

From the Main View, click on the **Item Name** for which you want to manage the quotations. You will be directed to a detail page that displays all the quotations that have been received for that item.

No.	Item Code
1	01040201090026

Step 2: Add a New Quotation

1. On the detail page, click the **New** button to open the **Add Vendor Quotation** form.

New

2. On the form that appears, fill in all the details of the quotation received from the vendor:

- **Quotation Number:** The quotation number from the vendor.

Quotation Number * : VQJ2010825-xxxxxxxx

- **Start Date & End Date:** The validity period of the offered price.

Start Date * : 12 August 2025
End Date * : 12 August 2025

- **Purchase Requisition Code & RFQ:** Link to the initial Purchase Requisition and RFQ documents.

Purchase Requisition Code * :
RFQ * :

- **Vendor:** Select the vendor providing the offer.

Vendor * :

- **Unit Price: Important!** Enter the unit price offered by the vendor.

Unit Price * :

- **File Upload:** Upload the original quotation document from the vendor.

File Upload * :

3. Click **Save** to save the quotation data.

Step 3: Compare and Select the Quotation

After all quotations from various vendors have been input, you can compare them on the detail page. Pay attention to and compare the **Unit Price** column from each vendor.

Step 4: Activate the Selected Quotation

Select the best offer by checking the box to its left, then click the **[Set Active]** button. The offer that is set as "Active" (marked with a green checkmark in the **Active Status** column) will become the reference price for the creation of a Purchase Order.

Workflow & Integrated Business Process

- This module is the continuation of the **Purchase RFQ**.
- The vendor quotation whose status has been set to **Active** will become the default price when the purchasing team creates a **Purchase Order** for that item and vendor.

Tips & Important Notes

- Always upload the original quotation document from the vendor using the **File Upload** feature as proof and for audit purposes.
- The **Set Active** action is very important as it will determine which vendor and price will be used in the subsequent purchase transaction.

Revision #1

Created 12 August 2025 11:29:18 by Muhammad Ali Akbar

Updated 12 August 2025 11:39:08 by Muhammad Ali Akbar