

RFQ · RFI · RFP · Finalize PR & Place PO

Module 4 · Procurement cycle + SAP

What this module covers

Quotation workflow, bid comparison, vendor selection, PR finalization, purchase order creation, PO types and approval controls in SAP.

Practical checklist

- ☐ Confirm master data is correct before starting the transaction
- ☐ Record document numbers for every posting (traceability)
- ☐ Check the stock / document status after each step
- ☐ Note any exception and the corrective action taken
- ☐ Get the approval or sign-off required by your release strategy
- ☐ File the supporting document for audit review

KPI tracker template

KPI	Formula	Target
Process cycle time	End time – start time	Reduce 10%
Accuracy	Correct records ÷ total records × 100	≥ 98%
On-time completion	On-time items ÷ total items × 100	≥ 95%
Exceptions	Count of deviations per week	Trend down

Notes
