Quick quote guideline
Introduction

The Quick quote process has the following steps:

1. bp users fill out request forms in SAP Ariba Guided Buying and selects suppliers from bp's preferred supplier list to provide quotation for the goods or services required.
2. A quick sourcing project is created and an RFQ is published to the invited suppliers in SAP Business Network.
3. Invited suppliers receive, review and respond to RFQ in SAP Business Network. Please refer to the detailed step-by-step instructions **here**.

   Please note: *Attaching a quote on RFQs is a legal requirement, so it is mandatory to provide the attachment.* ***Attach the file only to the Items section.***

4. bp user reviews the quote and award the best quotation. A purchase order will be created once the requisition is approved.
5. Supplier will receive and confirm the purchase order in SAP Business Network.
6. Supplier delivers the goods or services.
7. Supplier creates a Service Entry Sheet (only for Service PO) and waits for bp user to approve it.
8. Supplier issues the invoice in SAP Business Network.
9. The invoice is validated and paid.