



**papiNet**

**RFQ**

**papiNet Standard - Version 2.31**

**Documentation**

**Global Standard for the Paper and Forest  
Products Supply Chain**

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# RFQ

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# RFQ

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### RFQ Documentation

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#### RFQ e-Document Overview

A buyer sends an RFQ e-Document to a supplier to initiate a request for quotation. This e-Document, which is a request for product information, represents a request for the supplier to provide a quotation for product availability, shipping, and price.

An RFQ e-Document is not a firm commitment to buy; however, an RFQ may lead to a purchase order to buy. It may also refer to prior agreements between the parties such as:

- A contract, which is an agreement between a buyer and a supplier that can specify price, terms and conditions, products, and quantities to be provided over a given period of time.
- A blanket order, which is an agreement between a buyer and a supplier for a given period of time. A blanket order, which typically specifies a particular product, may also specify limits to the volume or amount to be spent with a supplier. An RFQ can be preceded by a blanket order.

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#### The Scope of the RFQ e-Document

The RFQ e-Document must include:

- Products and quantities to be delivered
- The characteristics of the products requested
- Ship-to party
- Requested delivery date and time

The RFQ e-Document can include:

- The price of the product
- Other special instructions

Using this information, the supplier can:

- Make arrangements for the manufacturing process
- Respond to the Request
- Check availability of inventory
- Check transportation availability

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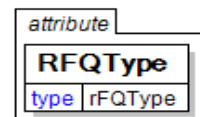
#### RFQType [attribute]

Defines the type of RFQ issued.

*This item is restricted to the following list.*

##### **StandardRFQ**

The only type of RFQ.



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#### Business Rules for RFQ

##### General Business Rules

The following table list the business rules that apply to RFQs. There are no rules that apply only to a specific RFQ e-Document type.

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Identifier	Business Rule
<b>RFQ001</b>	The RFQ is not a commitment to purchase, but a request for quotation. If the customer accepts the quotation sent by the supplier to the customer in the RFQResponse e-Document the customer sends a Purchase Order e-Document to place the actual purchase order.
<b>RFQ002</b>	An RFQ may have a must respond by date or expiry date specified. An expiry date is the last date that the RFQ request is valid to. Or, in the case of the RFQResponse, the last date that the quote is valid to.
<b>RFQ003</b>	Amended RFQ e-Documents are not allowed. In this case a new RFQ e-Document will be sent and it is recommended that the previous RFQ is cancelled.

#### General e-Document Structure Rules

Identifier	Business Rule
<b>RFQ004</b>	There is one type of RFQ e-Document: StandardRFQ
<b>RFQ005</b>	An RFQ contains one or more RFQLineItem(s).
<b>RFQ006</b>	An RFQLineItem contains one product. This is specified in Product and identified in the ProductIdentifier. Or, the item can be specified in the product characteristics. Either Product or product characteristics must be specified.
<b>RFQ007</b>	An RFQLineItemNumber, which is never reused, uniquely identifies an RFQLineItem even if the RFQLineItem is cancelled.
<b>RFQ008</b>	An RFQHeader can specify only one ShipToParty. The buyer can, however, specify multiple ship-to parties at the RFQLineItem level. An RFQLineItem ShipToParty overrides an RFQHeader ShipToParty.
<b>RFQ009</b>	An RFQLineItem can specify only one ShipToParty. Note: When a supplier needs to deliver one product to two different ship-to parties, the buyer must include two RFQLineItem(s).
<b>RFQ010</b>	Transport information is optional. It may appear at either the RFQHeader or the RFQLineItem level, depending on transport requirements. The

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	information in the RFQLineItem overrides the information at the RFQHeader.
<b>RFQ011</b>	An ActionType of "Special" for either ReelPackagingCharacteristics or SheetPackagingCharacteristics indicates that the information contained is unique to the RFQ and the RFQLineItem.

#### Processing the RFQ e-Document

e-Document processing depends on the three status fields used within the document: e-Document, header, and line item. The status at the e-Document level dictates the statuses at the header and line items levels that can be used.

The business logic when using the RFQ e-Document can be one of three scenarios.

- The RFQ messaging loop can be closed after an RFQ is followed with an RFQResponse.
- It is also possible that the RFQ may not be responded to with an RFQResponse. This may occur if the expiry timeframe has not been met.
- Alternatively, an RFQ/RFQResponse pair can be further followed by a PurchaseOrder e-Document which is then followed by the OrderConfirmation response.

#### Basic business process for the RFQ e-Document

- Customer sends RFQ e-Document to supplier
- RFQ is created in the supplier's system based on the information in the RFQ e-Document.
- Based on the RFQ information given by the customer:
  - the RFQ is processed automatically in the suppliers system or
  - a salesperson checks the availability and price manually.
- The RFQ information in the supplier's system is updated with the offer (price and availability information):
  - either automatically or
  - manually by a salesperson
- The supplier sends the offer to the customer using the RFQResponse e-Document. If the supplier decides not to make an offer he should send the customer an RFQResponse e-Document with the status code "Rejected".
- If the customer accepts the offer, the deal can be closed and the customer places the actual order using a PurchaseOrder e-Document. If the customer doesn't accept the offer he has the options to either send a RFQ e-Document with the status code 'Cancelled' or do nothing, which means that the RFQ will expire automatically after the set expiry time.
  - The buyer may resend the RFQ to the supplier with one RFQ status type: Cancelled.

#### Status Values Used When Processing the RFQ e-Document

The following attribute values are used to communicate the status of the RFQ e-Document:

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- Original – Indicates that this is the first transmission of the e-Document.
- Cancelled – Indicates that the buyer wants to cancel the e-Document

When a buyer sends an RFQ to a seller, the RFQStatusType at the e-Document level has a status of "Original" and both the RFQHeaderStatusType and RFQLineItemStatusType are set to "New". When an item is added to an existing RFQ the RFQLineItemStatusType of "New" is used.

When a buyer decides to cancel an entire RFQ the RFQStatusType, RFQHeaderStatusType, and RFQLineItemStatusType will all be "Cancelled".

If a line item is cancelled the RFQLineItemStatusType will be "Cancelled". If all line items are "Cancelled" then the RFQ is cancelled and all statuses will indicate this. The RFQHeaderStatusType will only be "Cancelled" when the e-Document is "Cancelled".

The following table illustrates the above status setting rules:

### Status Type Combinations

RFQStatusType	RFQHeaderStatusType	RFQLineItemStatusType
Original	New	New
Cancelled	Cancelled	Cancelled

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## Understanding the Diagrams and Content

This section provides a graphical view of the schema structures, a discussion of the item's children. You can find additional information about papiNet and the standard at [www.papiNet.org](http://www.papiNet.org).

The graphics contain content model indicators, cardinality indicators, and data type information.

Associated with each graphic are the definitions for the parent item and any associated child items. All attributes are listed first, followed by the elements.

The following information should help you interpret and understand this standard. Please note the following:

- Content Model and Cardinality operate together to determine if the element or attribute are required in the instance document.
- The same attribute can never appear multiple times in the same element so, you will never see a multiple cardinality indicator.

### Content model indicators:

There are three possible types of content: "sequence", "choice", and "all". The papiNet standard currently does not use the "all" construct.

- (sequence)

The sequence of the items to the right of the graphic (or below the text) is required.

- (choice)

A choice of the items to the right of the graphic (or below the text) is permitted.

- (all)

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All the items to the right of the graphic are required.

### **Cardinality indicators:**

- Dotted line around element or attribute.  
A single instance of the item can optionally exist.
- Dotted line around item with range indicated below.  
Multiple instances of the item can optionally exist.
- Solid line around item.  
A single instance of the item must exist.
- Solid line around item with range indicated below  
At least one instance must exist; multiple instances can optionally exist.

### **Datatype indication:**

When a data type is assigned to an element (either a simple type or complex type the name of the data type is presented beneath the item name in the graphic.

- In some cases additional information about the data type is presented (the default value).

Elements can either have content that is textual/numeric in nature or content that is made up of additional elements and/or attributes.

- When the content is textual/numeric in nature “three straight horizontal lines” will appear in the upper left-hand corner of the graphic. Pay attention to these elements because they are where you will be entering your information.
- When the content is made up of additional elements and/or attributes a “gray-box” will appear on the right-hand side of the graphic.
- If the graphic shows both the horizontal lines and the gray-box then, in the papiNet standard, the content below the element are attributes.



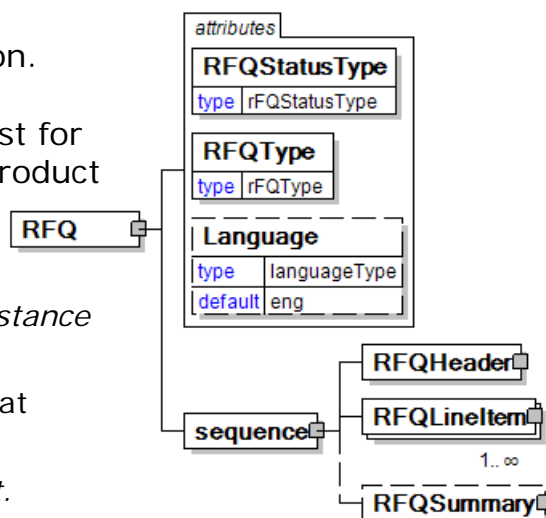
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### RFQ Root Element

The RFQ element is the root element for the RFQ e-Document.

A buyer sends an RFQ e-Document to a supplier to initiate a request for quotation. This e-Document, which is a request for product information, represents a request for the supplier to provide a quotation for product availability, shipping, and price.



#### RFQStatusType [attribute]

*RFQStatusType* is mandatory. A single instance is required.

This attribute acts as a flag indicating what processing may be required.

*This item is restricted to the following list.*

##### Amended

The supplied information is changed.

##### Cancelled

The supplied information is cancelled. Items that have been cancelled are not included in totals on the summary levels of the e-document.

##### Original

The supplied information is the first version of that information.

#### RFQType [attribute]

*RFQType* is mandatory. A single instance is required.

Defines the type of RFQ issued.

*This item is restricted to the following list.*

##### StandardRFQ

The only type of RFQ.

#### Language [attribute]

*Language* is optional. A single instance might exist.

XML has embraced 2 and 3 digit language codes through the application of an addendum to the standard.

Information on the content of this attribute is available at <http://www.loc.gov/standards/iso639-2/> this is the official site of the ISO 639-2 Registration Authority.

- <http://www.w3.org/International/O-HTML-tags.html> provides an explanation of the errata updating XML.
- <http://www.ietf.org/rfc/rfc3066.txt> is the key document that is referenced in the above errata.

#### (sequence)

*The contents of (sequence) are mandatory. A single instance is required.*

##### RFQHeader

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*RFQHeader is mandatory. A single instance is required.*

A group item containing information applicable to the entire RFQ e-Document.

### **RFQLineItem**

*RFQLineItem is mandatory. One instance is required, multiple instances might exist.*

The repetitive detail for the RFQ e-Document.

### **RFQSummary**

*RFQSummary is optional. A single instance might exist.*

Summary information that applies to the RFQ e-Document.

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### Primary Elements

#### RFQHeader

A group item containing information applicable to the entire RFQ e-Document.

##### RFQHeaderStatusType [attribute]

*RFQHeaderStatusType is mandatory. A single instance is required.*

Defines the status of the RFQ header

*This item is restricted to the following list.*

##### Accepted

The supplied information is accepted.

##### Amended

The supplied information is changed.

##### Cancelled

The supplied information is cancelled. Items that have been cancelled are not included in totals on the summary levels of the e-Document.

##### New

The supplied information is new and supplied for the first time.

##### NoAction

The supplied information has not been amended and thereby requires no action.

##### (sequence)

*The contents of (sequence) are mandatory. A single instance is required.*

##### RFQ Information

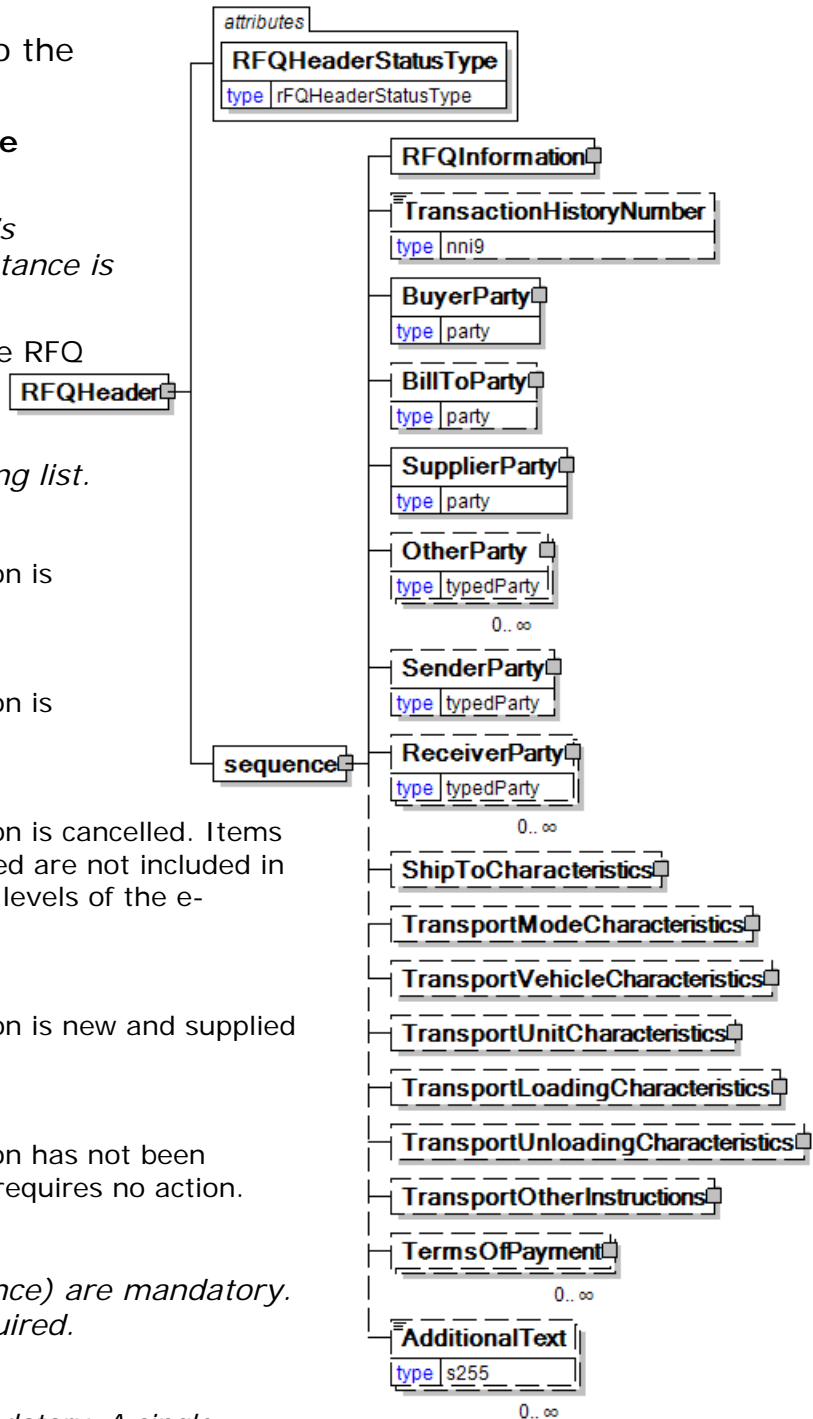
*RFQInformation is mandatory. A single instance is required.*

A group item containing information unique to this RFQ which is provided by the buyer.

##### TransactionHistoryNumber

*TransactionHistoryNumber is optional. A single instance might exist.*

A sequential number that keeps track of the version of a document being sent by the document originator except in the case where TransactionHistoryConfirmation



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is used, in which case the TransactionHistoryNumber refers to the trigger transaction for which the confirmation is being sent.

### **BuyerParty**

*BuyerParty is mandatory. A single instance is required.*

The legal entity to which the product is sold. Also commonly referred to as the sold-to party or customer. If no OtherParty is defined as the Payer, the Buyer is the Payer.

### **BillToParty**

*BillToParty is optional. A single instance might exist.*

The address where the invoice is to be sent.

### **SupplierParty**

*SupplierParty is mandatory. A single instance is required.*

The organisation or business entity responsible for providing the product. SupplierParty is also the seller of the product, if Seller is not specified as OtherParty = Seller.

### **OtherParty**

*OtherParty is optional. Multiple instances might exist.*

An organisation or business entity other than those specifically detailed within a business document.

### **SenderParty**

*SenderParty is optional. A single instance might exist.*

The business entity issuing the business document, the source of the document.

- This is the same entity as the "From" party in the ebXML message service envelope. The entity responsible for the content. If the sender party has outsourced the transmission function to a third party the sender party is the original party not the party performing the transmission service.

### **ReceiverParty**

*ReceiverParty is optional. Multiple instances might exist.*

The business entity for whom the business document is intended, the destination of the document.

- This is the same entity as the "To" party in the ebXML message service envelop. The entity interested in the content. If the receiver party has outsourced the message receipt function to a third party the receiver party is the intended party not the party performing the receiving process.

### **ShipToCharacteristics**

*ShipToCharacteristics is optional. A single instance might exist.*

A group item that provides information important for the Ship-To Party.

A group item that provides information important for the Ship-To Party. ShipToCharacteristics may be referenced at both the header and line item level. The reference at the header is required and acts as a default for the value at the line level, unless overridden at the line level.

### **TransportModeCharacteristics**

*TransportModeCharacteristics is optional. A single instance might exist.*

A group item defining the primary mode of transport.

### **TransportVehicleCharacteristics**

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*TransportVehicleCharacteristics is optional. A single instance might exist.*

A group item defining the primary means of transporting the goods, such as a side port vessel. In some instances, the transport unit and vehicle are the same.

### **TransportUnitCharacteristics**

*TransportUnitCharacteristics is optional. A single instance might exist.*

A group item defining and identifying the primary means of containing the goods. In some instances, the transport unit and vehicle are the same.

### **TransportLoadingCharacteristics**

*TransportLoadingCharacteristics is optional. A single instance might exist.*

A group item defining how the transported items are to be loaded.

### **TransportUnloadingCharacteristics**

*TransportUnloadingCharacteristics is optional. A single instance might exist.*

A group item defining how the transported items are to be unloaded.

### **TransportOtherInstructions**

*TransportOtherInstructions is optional. A single instance might exist.*

A group item defining any other instructions for the transport not covered in the description of transport mode, vehicle, unit, and loading characteristics or defining an alternative description for the categories mentioned above.

### **TermsOfPayment**

*TermsOfPayment is optional. Multiple instances might exist.*

A group item that contains agreed-to terms defining when, how, and under what conditions the payment is to be made.

When TermsOfPayment is optional; if omitted, TermsOfPayment is controlled through previous negotiation.

### **AdditionalText**

*AdditionalText is optional. Multiple instances might exist.*

A text field that is used to communicate information not previously defined or for special instructions. To be used only for circumstances not covered by specific elements.

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### RFQLineItem

The repetitive detail for the RFQ e-Document.

#### RFQLineItemStatusType [attribute]

*RFQLineItemStatusType is mandatory. A single instance is required.*

Defines the status of the RFQ line item

*This item is restricted to the following list.*

##### Accepted

The supplied information is accepted.

##### Amended

The supplied information is changed.

##### Cancelled

The supplied information is cancelled. Items that have been cancelled are not included in totals on the summary levels of the e-Document.

##### New

The supplied information is new and supplied for the first time.

##### NoAction

The supplied information has not been amended and thereby requires no action.

#### RFQLineItemDocumentStatus [attribute]

*RFQLineItemDocumentStatus is optional. A single instance might exist.*

Defines the actual document status for the RFQLineItem.

*This item is restricted to the following list.*

##### Cancelled

The supplied information of the document item is cancelled. Items that have been cancelled are not included in totals on the summary level of e-Documents.

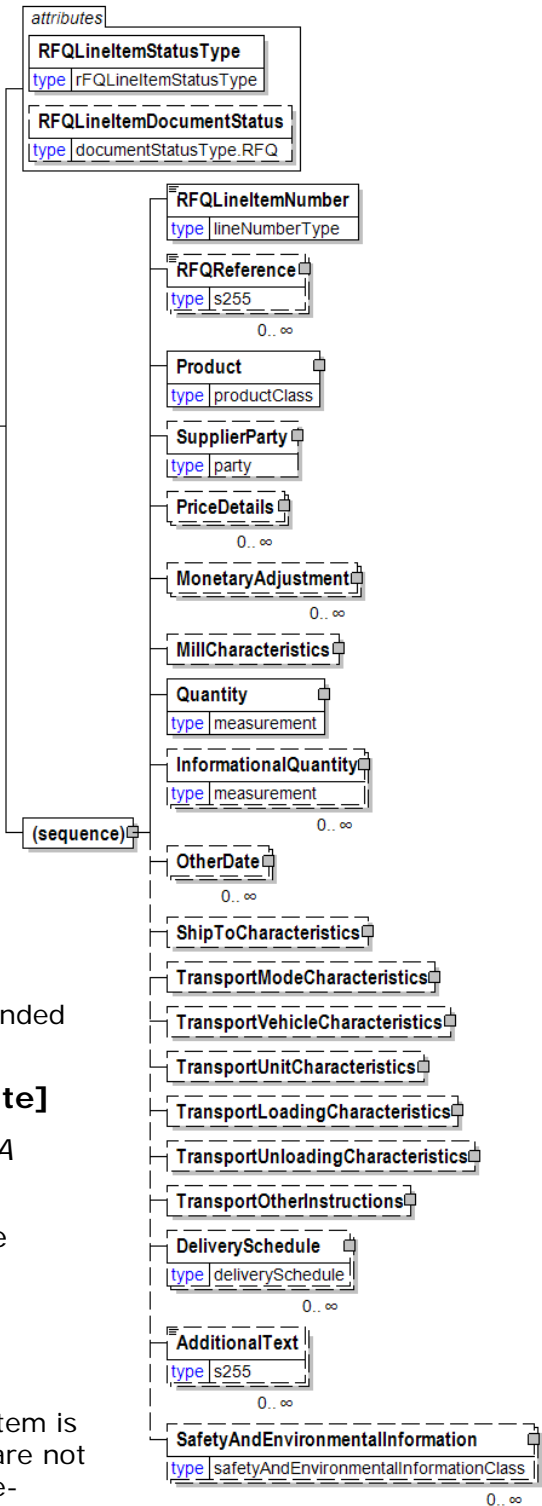
##### Requested

The supplied information of the document item is ordered.

#### (sequence)

*The sequence of items below is mandatory. A single instance is required.*

#### RFQLineItemNumber



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*RFQLineNumber is mandatory. A single instance is required.*

A sequential number that uniquely identifies the RFQ line item.

### **RFQReference**

*RFQReference is optional. Multiple instances might exist.*

A repeatable element that details the relevant references (such as contract number) pertaining to the RFQ. The RFQReference is defined by RFQReferenceType.

### **Product**

*Product is mandatory. A single instance is required.*

Product is a group item defining the article and its characteristics. Product is used to specify product characteristics organized by ProductIdentifier, ProductDescription, and Classification. Book Manufacturing, Label Stock, Paper, Pulp, Recovered Paper, Wood Products, and Virgin Fibre market segments have defined their product characteristics and conversion features for implementation in papiNet.

### **SupplierParty**

*SupplierParty is optional. A single instance might exist.*

The organisation or business entity responsible for providing the product. SupplierParty is also the seller of the product, if Seller is not specified as OtherParty = Seller.

### **PriceDetails**

*PriceDetails is optional. Multiple instances might exist.*

An element that groups together price information.

### **MonetaryAdjustment**

*MonetaryAdjustment is optional. Multiple instances might exist.*

The element containing the information necessary for the understanding, calculation, and treatment of an adjustment to a currency amount. MonetaryAdjustment contains an attribute that indicates the type of adjustment being communicated.

### **MillCharacteristics**

*MillCharacteristics is optional. A single instance might exist.*

A group item defining the mill party and machine identifier where a product is or was produced.

### **Quantity**

*Quantity is mandatory. A single instance is required.*

The Quantity element contains attributes that provide information about the type of quantity that is being communicated, the context in which the particular quantity is to be viewed, and (if the quantity represents an adjustment) an adjustment type.

The Quantity element contains three child elements that enable you to communicate a range of values for the quantity and a target or actual value. It is at this level (Value, RangeMin, and RangeMax) that the unit of measure is specified. This permits the range to be specified in a different unit of measure than the target.

### **InformationalQuantity**

*InformationalQuantity is optional. Multiple instances might exist.*

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A quantity given in a valid UOM used for information purposes only (not for calculation). For example, an ordered quantity was 100 reels as opposed to the invoice quantity of 20,000 pounds.

### **OtherDate**

*OtherDate is optional. Multiple instances might exist.*

A date that may not be specifically detailed within a document (example: print date at the PurchaseOrderLineItem).

### **ShipToCharacteristics**

*ShipToCharacteristics is optional. A single instance might exist.*

A group item that provides information important for the Ship-To Party.

A group item that provides information important for the Ship-To Party. ShipToCharacteristics may be referenced at both the header and line item level. The reference at the header is required and acts as a default for the value at the line level, unless overridden at the line level.

### **TransportModeCharacteristics**

*TransportModeCharacteristics is optional. A single instance might exist.*

A group item defining the primary mode of transport.

### **TransportVehicleCharacteristics**

*TransportVehicleCharacteristics is optional. A single instance might exist.*

A group item defining the primary means of transporting the goods, such as a side port vessel. In some instances, the transport unit and vehicle are the same.

### **TransportUnitCharacteristics**

*TransportUnitCharacteristics is optional. A single instance might exist.*

A group item defining and identifying the primary means of containing the goods. In some instances, the transport unit and vehicle are the same.

### **TransportLoadingCharacteristics**

*TransportLoadingCharacteristics is optional. A single instance might exist.*

A group item defining how the transported items are to be loaded.

### **TransportUnloadingCharacteristics**

*TransportUnloadingCharacteristics is optional. A single instance might exist.*

A group item defining how the transported items are to be unloaded.

### **TransportOtherInstructions**

*TransportOtherInstructions is optional. A single instance might exist.*

A group item defining any other instructions for the transport not covered in the description of transport mode, vehicle, unit, and loading characteristics or defining an alternative description for the categories mentioned above.

### **DeliverySchedule**

*DeliverySchedule is optional. Multiple instances might exist.*

A group item defining a series of DeliveryDateWindow(s) in which specified quantities must be delivered.

### **AdditionalText**

*AdditionalText is optional. Multiple instances might exist.*



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A text field that is used to communicate information not previously defined or for special instructions. To be used only for circumstances not covered by specific elements.

### **SafetyAndEnvironmentalInformation**

*SafetyAndEnvironmentalInformation is optional. Multiple instances might exist.*

Name of certification type, if any, on the goods (For example, FSC, PEFC). SafetyAndEnvironmental needs a value or measurement to communicate the percentage of the product is certified (for example, 75% is certified by the indicated agency).

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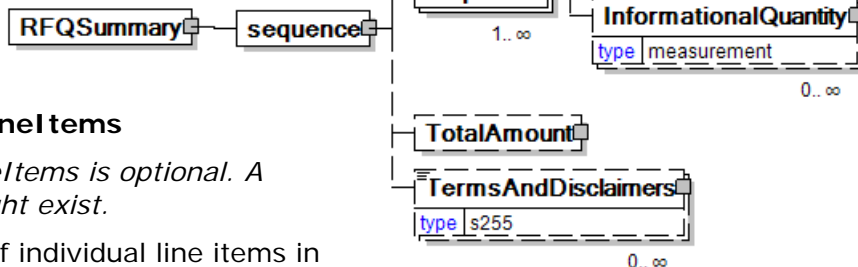
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### RFQSummary

Summary information that applies to the RFQ e-Document.

#### (sequence)

The contents of (sequence) are mandatory. A single instance is required.



#### TotalNumberOfLineItems

TotalNumberOfLineItems is optional. A single instance might exist.

The total number of individual line items in the document, regardless of the status or type.

#### (sequence)

The contents of (sequence) are mandatory. One instance is required, multiple instances might exist.

#### TotalQuantity

TotalQuantity is mandatory. A single instance is required.

The total quantity of similar items in the business document. TotalQuantity is primarily used in the summary section of documents where it is repeatable to permit totaling for different units of measure.

#### InformationalQuantity

InformationalQuantity is optional. Multiple instances might exist.

A quantity given in a valid UOM used for information purposes only (not for calculation). For example, an ordered quantity was 100 reels as opposed to the invoice quantity of 20,000 pounds.

#### TotalAmount

TotalAmount is optional. A single instance might exist.

A field containing the total amount including tax.

- PurchaseOrder: The total amount, using a valid unit of measure of all the items in the e-Document. Multiple total amounts are allowed so different units of measure or grade sub-totals can be communicated.
- CreditDebitNote and Invoice: TotalAmount is equal to TotalNetAmount plus TotalTaxAmount. In certain countries this is the amount that is due for payment based upon the terms of payment.

#### TermsAndDisclaimers

TermsAndDisclaimers is optional. Multiple instances might exist.

An element that contains legal information with an indication of what the Language is.

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### RFQ Business Scenarios

#### RFQ Scenario Listing

<b>Scenario A</b>	Buyer makes an RFQ and issues an original single-line RFQ that is New to the Supplier.
<b>Scenario B</b>	Buyer withdraws RFQ and therefore Cancelled a single-line RFQ.
<b>Scenario C</b>	Buyer would like to make changes to a RFQ and cancels the original RFQ and send a new original RFQ with the amended information.

#### Scenario A

<b>e-Document</b>	RFQ
<b>Type</b>	StandardRFQ
<b>Scenario</b>	Buyer issues a single-line RFQ that is accepted by the Supplier.
<b>Outcome</b>	An original RFQ is recorded into the Buyer's system and received into the Supplier's system.
<b>Initiator</b>	Buyer
<b>Receiver</b>	Supplier
<b>Trigger</b>	None
<b>Step 1.</b>	<p>Buyer record an original RFQ into their system then sends it to the Supplier. At a minimum, all required elements and corresponding attributes are recorded:</p> <ul style="list-style-type: none"> <li>• RFQNumber</li> <li>• BuyerParty/Name</li> <li>• SupplierParty/Name</li> <li>• ShipToParty name element</li> <li>• RFQLineItemNumber element</li> <li>• ProductIdentifier element</li> <li>• BasisWeight MeasurementValue element</li> <li>• Quantity MeasurementValue element</li> <li>• TotalNumberOfLineItems element</li> <li>• Price element</li> <li>• Delivery element</li> </ul> <p>Statuses sent within the e-Document:</p> <ul style="list-style-type: none"> <li>• RFQStatusType = "Original"</li> </ul>

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	<ul style="list-style-type: none"> <li>• RFQHeaderStatusType = "New"</li> <li>• RFQLineItemStatusType = "New"</li> </ul>
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#### Scenario B

<b>e-Document</b>	RFQ
<b>Type</b>	StandardRFQ
<b>Scenario</b>	Buyer cancels an existing single-line RFQ.
<b>Outcome</b>	The RFQ is cancelled in the Buyer and Supplier's system.
<b>Initiator</b>	Buyer
<b>Receiver</b>	Supplier
<b>Preconditions</b>	Buyer must have sent an Original RFQ to Supplier.
<b>Trigger</b>	None
<b>Step 1.</b>	<p>Buyer resends the complete RFQ to the Supplier with all statuses equal to "Cancelled".</p> <p>Statuses sent within the e-Document:</p> <ul style="list-style-type: none"> <li>• RFQStatusType = "Cancelled"</li> <li>• RFQHeaderStatusType = "Cancelled"</li> <li>• RFQLineItemStatusType = "Cancelled"</li> </ul>

#### Scenario C

<b>e-Document</b>	RFQ
<b>Type</b>	StandardRFQ
<b>Scenario</b>	Buyer wants to amend an RFQ and to do it he cancels the original RFQ and sends a new original RFQ.
<b>Outcome</b>	The original RFQ is cancelled in the supplier's system and a new RFQ is created in the Buyer's and Supplier's system.
<b>Initiator</b>	Buyer
<b>Receiver</b>	Supplier
<b>Preconditions</b>	No preconditions.
<b>Trigger</b>	None
<b>Step 1.</b>	Buyer cancels the original RFQ information from their system.

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	Statuses sent within the e-Document: <ul style="list-style-type: none"><li>• RFQStatusType = "Cancel"</li><li>• RFQHeaderStatusType = "Cancel"</li><li>• RFQLineItemStatusType = "Cancel"</li></ul>
<b>Step 2.</b>	Buyer records the new original RFQ information into their system.