

Quotation Process Work Group

Date: 5-November-2008

CR #: 07-000455

This is a GSMP **Call-to-Action** to recruit users from all industries and from everywhere in the world to bring their expertise, commitment, and contribution to a new GSMP work area.

The information herein gives a general description of the new work area and the **Work Group (WG)** that is being formed to accomplish the work. For information on how to join this work area, please refer to Section 12 below.

1. Objective/Scope of the Quotation Process WG

- Development of eCom messages (BMS) for the request for quote and the quotation

The quotation process is used in situations where regular assortment conditions do not work. This occurs for example in project industries such as the construction and the public procurement sector. Here assortment conditions are not always applicable, either because the ordered product is project specific or because the quantities and delivery terms are project specific. The trading partners will come to an agreement concerning the price they have to pay in relation to the amount of buying.

- The expected outcome should be globally applicable in relevant sectors

2. Scope Constraints of the Quotation WG

GSMP WGs and BRGs must adhere to the GS1 Standards Development Methodologies to assure their scope and deliverables, upon which the work of the other GSMP groups depends.

Generally, the team must operate within the following context:

- Develop documents that capture the business and technical requirements
- Develop documents that capture the additional considerations and concerns that were discussed during the group's calls and physical meetings.

This work effort is based off of Change Request: **CR07- 000455**

3. Expertise Required

This is a call for business information and business information technology experts for the **Quotation Process WG**. The experts should represent trading partners from both sides of the trading relationship, third parties, and to have proper representation on the WG/BRG. The intent is to have balanced membership from the **GS1 user MO-community** (MO's representing the users) to define and establish proper global standards with the clear intention of implementation of these.

4. Distribution for Call to Action

Please circulate this **Call to Action** packet by forwarding it to your email distribution lists. GSMP WG/BRG are open to broad participation from any industry group, company, or region. All '**Call to Action**' packets are posted in the:

- GS1 website at: http://www.gs1.org/services/gsmpp/involve/call_to_action.html

It is also being distributed via a GSMP Community email announcement.

5. Timeline:

A kick off/introductory conference call will fully brief all participants of objectives and WG activities. The first call will be held on **Tuesday, 9 December 2008** from **14.30-16.00 CET (08.30-10.00 EST)**. The overall duration of this group effort is expected to be approximately **ten to 12 Months**.

6. Participants:

Known Participants:

- Project Manager: **Kyra Blankenstein, GS1 Netherlands**
- Process Manager: **Jean-Luc Champion, GS1 Global Office**
- Sponsor: **Anders Grangard, GS1 Global Office**
- Chair: **<< TBC>>, <<TBC>>**
- GS1 Business Unit Manager: **Anders Grangard, GS1 Global Office**

GS1 Member Organisations (MO) Participants:

Name	Company
Kyra Blankenstein	GS1 Netherlands

Supplier Participants:

Name	Company

Buyer Participants:

Name	Company
	Koninklijke BAM, Netherlands

Manufacturer Participants:

Name	Company

Other Participants (Transportation, Logistics, Associations, Governmental etc.):

Name	Company

7. GSMP Process:

For complete information regarding the GSMP (including access to the GSMP Manual), please refer to the website at: <http://www.gs1.org/services/gsmg/overview/>.

8. Sessions

The Work Group is responsible for scheduling meetings to accomplish their work. Sessions are defined as face-to-face or physical meetings and teleconferences. All GSMP Sessions include the necessary Anti-Trust cautions as defined by GS1 legal counsel. The Anti-Trust cautions is located on the GS1 website at: http://www.gs1.org/services/gsmg/support/gs1_antitrust.html.

9. Face-to-Face Meetings

The Process Manager together with the chair schedules face-to-face meetings with reasonable advance notice to allow for proper planning. Face-to-face meetings will cover 2 or 3 days per meeting and will be held in order to speed up the work as much as possible. Participants are expected to cover their own expenses related to travel, accommodation, and time for the physical meetings. Face-to-face meetings will be arranged in GS1 GO locations: **Brussels, Belgium** or **Princeton, NJ, USA** or may be hosted by participant companies or Member Organizations

10. Teleconferences

Quotation Process Work Group teleconferences will occur **every 2 weeks on Tuesday** from **14.30-16.00 CET (8.30-10.00 EST)**. The kick-off (first) teleconference is scheduled for **Tuesday, 9 December 2008** from **14.30-16.00 CET (08.30-10.00 EST)**

11. Agendas and Minutes

GSMP Community Room facilities will be used to support this WG. The Process Manager is responsible for preparing all agendas and minutes.

Agendas must include:

- Review of the agenda.
- Approval of previous meeting or call minutes.
- Discussion of all pending issues and action items.

Meeting minutes should record:

- The original agenda
- Members, participants, guests, and staff present
- Requests for notation

- Decisions, resolutions, and action items.

12. How to Apply

Apply for membership by completing the GSMP Membership Application on the GSMP web site:

<http://www.gs1.org/services/gsmg/involve/>

In section 3 of the Membership Application, please select the **GSMP Quotation Process WG**