



SAP Ariba 

Feature at a Glance

Generating RFQ reports for buyers

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CONFIDENTIAL

 **Run Simple**

Feature at a Glance

Introducing: **Generating RFQ reports for buyers**

Ease of implementation

 Low touch / simple

Geographic relevance

 Global

Customer challenge

Buyers need reporting on RFQs sent through Quote Automation to analyze operational metrics, supplier responses rates and general trends.

Meet that challenge with **SAP Ariba**

Buyers can create a reporting template for RFQs and run it to generate reports either on schedule or manually. Buyers can generate the following types of RFQ reports:

- RFQ response rate - Detail
- RFQ response rate - Summary.

Experience key benefits

The buyer will be able to access online and download a report that can be used to manage the RFQ operation and analyze supplier response rates.

Solution area

Operational Procurement / Ariba Network / Quote Automation / Buyer

Implementation information

This feature is “on” by default for customers of **Quote Automation**. No action is required to utilize this feature.

Prerequisites and Limitations

The buyer must have reporting access permissions on the Ariba Network.

Generating RFQ reports for buyers

Title:*

Description:

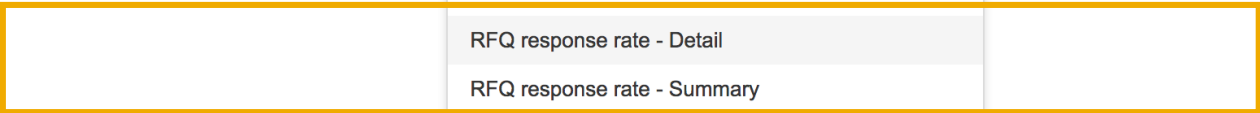
Time zone:

Language:

Report Type:*

- Invoice
- Order Summary
- Payment Transactions
- Order
- RFQ response rate - Detail**
- RFQ response rate - Summary**
- Supplier Enablement Status Report
- Supplier Enablement Task Status Report
- Supplier Membership Status
- Supplier Profile

Buyers who have reporting access permission on the **Ariba Network** will find the two additional reports shown here available.



Generating RFQ reports for buyers

Report [Previous](#) [Submit](#) [Exit](#)

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Submit. To exit without saving changes or running this report, click Exit.

1 Report Description

2 Report Schedule

3 Criteria

Date Range: ▾

Business Unit: ▾

RFQ Status: ▾

[Previous](#) [Submit](#) [Exit](#)



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Buyers can pick the following criteria – Date range, Business Units they have configured on the Network, All statuses or specific RFQ statuses.

Feature at a Glance

Introducing: **Generating RFQ reports for buyers – Example reports**

RFQ response rate – Summary

Count of RFQs	19
Count of Suppliers Invited	23
Count of RFQs Responded	10
Count of RFQs with only 1 response	7
Count of Responses	13
Average Responses/RFQ	0.68%
Average Suppliers Invited/RFQ	1.21%
% Response Rate	68.42%
% 1 Bid only Responses	36.84%
Report generated on 7 May 2018 10:18:25 AM GMT-07:00	



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RFQ response rate - Detail

Buyer ANID	Buyer Name	Buyer Country	Business Unit	Buyer User Name	Buyer Email	RFQ Name	RFQ Status	Start Date	Response Deadline	Awarded On	Supplier ANID	Supplier Name	Response Status	Supplier Contact Name	Supplier Email
AN0200000600	Tractors network	USA	bu1	tb1.subuser@a.c	tb1.subuser@a.c	Modified supplier export 3 lines	Open	3 Oct 2017 5:27 PM PDT	28 Nov 2018 11:31 PM PST		AN02000000120	jUnitOrg - LZo2qH6I55658894343430	Responded	jU-LZo2qH6I55658894343430 lastName	junk@phoenix.ariba.com
AN0200000600	Tractors network	USA	bu1	tb1@s.c	junk@phoenix.ariba.com	Modified supplier export 3 lines	Open	3 Oct 2017 5:27 PM PDT	28 Nov 2018 11:31 PM PST		AN02000000120	jUnitOrg - LZo2qH6I55658894343430	Responded	jU-LZo2qH6I55658894343430 lastName	junk@phoenix.ariba.com
AN0200000600	Tractors network	USA	bu1	tb1.subuser@a.c	tb1.subuser@a.c	Modified supplier export 3 lines	Open	3 Oct 2017 5:27 PM PDT	28 Nov 2018 11:31 PM PST		AN02000000260	Devanshu company	Responded	jU-bmmVCmA55f7e25e343430 lastName	testsup20@s.c
AN0200000600	Tractors network	USA	bu1	tb1@s.c	junk@phoenix.ariba.com	Modified supplier export 3 lines	Open	3 Oct 2017 5:27 PM PDT	28 Nov 2018 11:31 PM PST		AN02000000260	Devanshu company	Responded	jU-bmmVCmA55f7e25e343430 lastName	testsup20@s.c
AN0200000600	Tractors network	USA	bu1	tb1.subuser@a.c	tb1.subuser@a.c	Modified supplier export 3 lines	Open	2 Nov 2017 8:01 PM PDT	28 Nov 2018 11:31 PM PST		AN02000000120	jUnitOrg - LZo2qH6I55658894343430	Responded	jU-LZo2qH6I55658894343430 lastName	junk@phoenix.ariba.com
AN0200000600	Tractors network	USA	bu1	tb1@s.c	junk@phoenix.ariba.com	Modified supplier export 3 lines	Open	2 Nov 2017 8:01 PM PDT	28 Nov 2018 11:31 PM PST		AN02000000120	jUnitOrg - LZo2qH6I55658894343430	Responded	jU-LZo2qH6I55658894343430 lastName	junk@phoenix.ariba.com
AN0200000600	Tractors network	USA	bu1	tb1.subuser@a.c	tb1.subuser@a.c	3customdates	Open	20 Nov 2017 7:01 PM PST	28 Nov 2018 11:31 PM PST		AN02000000120	jUnitOrg - LZo2qH6I55658894343430	Responded	jU-LZo2qH6I55658894343430 lastName	junk@phoenix.ariba.com
AN0200000600	Tractors network	USA	bu1	tb1@s.c	junk@phoenix.ariba.com	3customdates	Open	20 Nov 2017 7:01 PM PST	28 Nov 2018 11:31 PM PST		AN02000000120	jUnitOrg - LZo2qH6I55658894343430	Responded	jU-LZo2qH6I55658894343430 lastName	junk@phoenix.ariba.com
AN0200000600	Tractors network	USA	bu1	tb1.subuser@a.c	tb1.subuser@a.c	3customdates	Open	20 Nov 2017 7:01 PM PST	28 Nov 2018 11:31 PM PST		AN02000000260	Devanshu company	Responded	jU-bmmVCmA55f7e25e343430 lastName	testsup20@s.c
AN0200000600	Tractors network	USA	bu1	tb1@s.c	junk@phoenix.ariba.com	3customdates	Open	20 Nov 2017 7:01 PM PST	28 Nov 2018 11:31 PM PST		AN02000000601	vijayk	Participant		v.bavareddy@sap.com
AN0200000600	Tractors network	USA	bu1	tb1@s.c	junk@phoenix.ariba.com	3customdates	Open	20 Nov 2017 7:01 PM PST	28 Nov 2018 11:31 PM PST		AN02000000601	vijayk	Participant		v.bavareddy@sap.com
AN0200000600	Tractors network	USA	bu1	tb1.subuser@a.c	tb1.subuser@a.c	3customdates	Open	20 Nov 2017 7:01 PM PST	28 Nov 2018 11:31 PM PST		AN02000000602	varun	Participant		v.bavareddy@sap.com
AN0200000600	Tractors network	USA	bu1	tb1@s.c	junk@phoenix.ariba.com	3customdates	Open	20 Nov 2017 7:01 PM PST	28 Nov 2018 11:31 PM PST		AN02000000602	varun	Participant		v.bavareddy@sap.com
AN0200000600	Tractors network	USA	bu1	tb1.subuser@a.c	tb1.subuser@a.c	Modified supplier export 3 lines	Open	25 Oct 2017 8:01 PM PDT	28 Nov 2018 11:31 PM PST		AN02000000602	varun	Participant		v.bavareddy@sap.com
AN0200000600	Tractors network	USA	bu1	tb1@s.c	junk@phoenix.ariba.com	Modified supplier export 3 lines	Open	25 Oct 2017 8:01 PM PDT	28 Nov 2018 11:31 PM PST		AN02000000601	vijayk	Participant		v.bavareddy@sap.com
AN0200000600	Tractors network	USA	bu1	tb1.subuser@a.c	tb1.subuser@a.c	Modified supplier export 3 lines	Open	25 Oct 2017 8:01 PM PDT	28 Nov 2018 11:31 PM PST		AN02000000601	vijayk	Participant		v.bavareddy@sap.com
AN0200000600	Tractors network	USA	bu1	tb1@s.c	junk@phoenix.ariba.com	Modified supplier export 3 lines	Open	25 Oct 2017 8:01 PM PDT	28 Nov 2018 11:31 PM PST		AN02000000120	jUnitOrg - LZo2qH6I55658894343430	Responded	jU-LZo2qH6I55658894343430 lastName	junk@phoenix.ariba.com
AN0200000600	Tractors network	USA	bu1	tb1.subuser@a.c	tb1.subuser@a.c	1 line for graph test	Open	20 Dec 2017 7:01 PM PST	28 Nov 2018 11:31 PM PST		AN02000000120	jUnitOrg - LZo2qH6I55658894343430	Responded	jU-LZo2qH6I55658894343430 lastName	junk@phoenix.ariba.com
AN0200000600	Tractors network	USA	bu1	tb1@s.c	junk@phoenix.ariba.com	1 line for graph test	Open	20 Dec 2017 7:01 PM PST	28 Nov 2018 11:31 PM PST		AN02000000120	jUnitOrg - LZo2qH6I55658894343430	Responded	jU-LZo2qH6I55658894343430 lastName	junk@phoenix.ariba.com



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Response status:

- “Responded”,
- “Participant” or “Approved” - correspond to Not Responded.
- Not interested – not available on this release, is taken as not responded.