



SAP Ariba 

Feature at a Glance

Guided Sourcing – New user experience for sourcing events

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Target GA: November, 2020

CONFIDENTIAL

Feature at a Glance

Ease of implementation  Low touch / simple
Geographic relevance  Global

Introducing: **Guided Sourcing – New user experience for sourcing events**

Customer challenge

The existing solution has an outdated UI and is very cumbersome to use.

Meet that challenge with **SAP Ariba**

We are solving the usability issues of the legacy application with a new user experience, which will improve customer satisfaction and adoption of the solution by making workflows simpler and more intuitive.

Experience key benefits

Guided sourcing provides a streamlined and intuitive user experience for creating and running SAP Ariba Sourcing events

- Single Page event creation
- Smart excel for line item creation.
- Bulk edit capabilities of event content
- Multi round bidding
- Messaging
- SAP Enable Now for in app guidance

Solution area

SAP Ariba Sourcing
SAP Ariba Strategic Sourcing Suite

Implementation information

This feature is ready for immediate use for all customers with the applicable solutions but requires **customer enablement** steps.

Prerequisites and Restrictions

See Documentation for Prerequisites and Restrictions

Feature at a Glance

Introducing: **Guided Sourcing – New user experience for sourcing events**

Migration planning

- **No cost adoption** - There is no charge for the New UX. It will be available to all SAP Ariba Sourcing Customers.
- **Adopt when ready** - Customers can control when they adopt the new UX. We will not force them to adopt.
- **Permission based access** - Access to the New UX will be controlled by permission. User can create events in both the current UX and the Guided Sourcing UX. (Auctions in classic UX and Multi Round RFP in guided sourcing)
- **Not a 1:1 replacement at GA.** Parity is planned of 4 phases of development. All new functionality will be in Guided Sourcing.
- **Templates**– Templates can be reused. Create a copy and set the Guided Sourcing Template flag to “Yes”. Only Guided Sourcing template options will be editable.

Feature at a Glance

Introducing: **Guided Sourcing** – New user experience for sourcing events

This release of guided sourcing supports the following SAP Ariba Sourcing features

- RFI and RFP events
- Line items, lots (item lots), and sections
- Questions, prerequisites, requirements, and attachments
- Importing line items and sections using simplified Excel imports
- Participant-specific initial values for terms
- Approval For Publish and Approval For Award tasks
- Event monitoring table with bid ranks
- Pre configured award scenarios:
 - Best Bid
 - Best Bid with Limited Number of Suppliers
 - Best Savings
- Manual award scenarios
- Event message board
- Event notification emails
- Integration with SAP Ariba Analysis (data from guided sourcing events is available in SAP Ariba Analysis reporting)
- Email bidding
- Multi-round events
- Multiple currency events
- Integration with SAP Ariba Contracts (you can create a contract workspace from an award)

Feature at a Glance

Introducing: **Guided Sourcing** – New user experience for sourcing events

SAP Ariba Sourcing features not supported by guided sourcing in this release include:

- Auctions
- Large-capacity events
- RFQ and award integration with external systems
- Bid transformations
- Matrix pricing
- Service items
- Alternative bids
- Sealed bids
- Envelope bidding
- Pricing conditions
- Full Projects

Sourcing events that require these features will need to be created in the classic user interface.

Please check the documentation for the most up to date list of what is not supported.

Feature at a Glance

Introducing: **Guided Sourcing** – New user experience for sourcing events

How to enable guided sourcing

SAP Ariba provides a simple, one-step operation for customer administrators to enable guided sourcing.

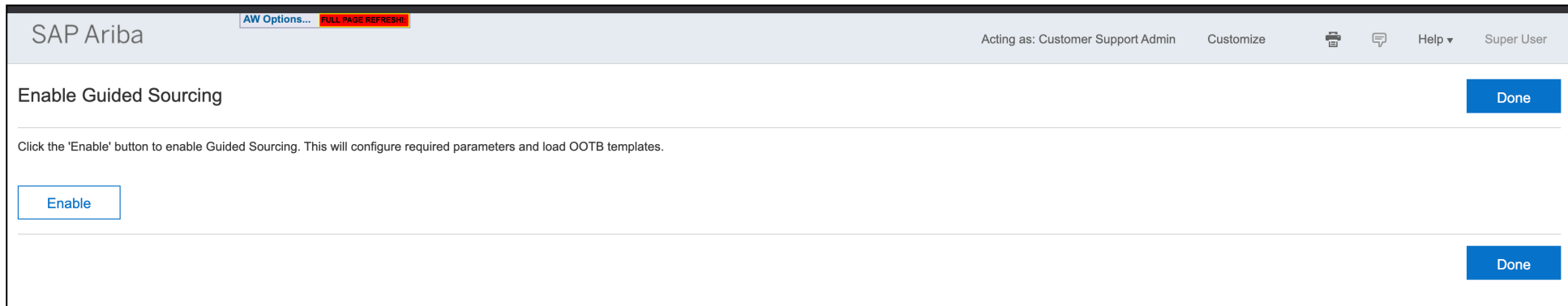
Procedure

1. On the dashboard, click Manage Administration.
2. On the Ariba Administrator page, click Guided Sourcing Enable Guided Sourcing in the left panel.
3. On the Enable Guided Sourcing Page, click Enable.

This will run tasks to enable guided sourcing and also installs the following guided sourcing templates in the Sourcing Templates folder within the templates area:

- Request for Information - Guided Sourcing Template
- Request for Proposal - Guided Sourcing Template

For users to access the guided sourcing user experience once it has been enabled they need to be added to the **Category Buyer** group.



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Templates

There is a new flag in the template properties called Guided Sourcing Template

- If the flag is set to **Yes**, then the template will only be visible for Guided Sourcing events.
 - Only the parameters for functionality that have been developed for guided sourcing are available for editing in a guided sourcing template.
 - All other parameters for features that have not been migrated to guided sourcing user experience will be disabled and will not be editable.
- If the flag is set to **No** then the template is a standard template that can only be used in the classic sourcing user experience.
 - All template parameters are available for editing on a current sourcing UX templates

The screenshot shows the configuration page for a template named 'MW_Guided Sourcing Multi Round'. The page is divided into several sections:

- Advanced Options:** Includes 'Create My Test Project', 'Default Conditions', and 'Test Conditions' with a checked checkbox for 'Not fireworks'.
- Properties:** Lists various attributes such as Name, Description, Version, ID, Owner, Process Status, Base Language, Rank, Event Type, and Guided Sourcing Template. The 'Guided Sourcing Template' property is set to 'Yes' and is highlighted with a red box. A red arrow points from the text on the left to this box.
- External System Integration:** Shows 'External System' set to '(no value)'.
- Documents:** A document titled 'Guided Sou Round RFP' is visible.

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Introducing: **Guided Sourcing** – New user experience for sourcing events

The screenshot displays the 'For You' dashboard in the Cirrus Atlantic Suite. The interface includes a navigation bar with 'HOME', 'VISIBILITY', 'SOURCING', 'FOR YOU', 'ANALYTICS', and 'MORE...'. A search bar is located at the top left. The main content area features a feed of event cards. The first card is for 'Review responses: Q3 Hardware RFP (MW June 24)', showing event details and a feed history. The second card is for 'Approval for Event Publish RFQ2275-HX-Doc-management-services : Ready for approval', with 'Approve' and 'Reject' buttons. On the right, a 'Summary' panel provides a high-level overview of event counts. A 'Recently viewed' list is also present. Red arrows point from the text on the right to specific elements in the dashboard: the first arrow points to the event card, the second to the summary panel, and the third to the 'Recently viewed' list.

For You Dashboard

Introducing the **For You** dashboard, which provides easy access to guided sourcing events. The **For You** dashboard includes the following components:

- Feed cards for recent events that have occurred as well as events that require approval.
- Summary panel. Displays the number of guided sourcing events you can view, separated by event state (**Draft**, **Open**, **Review responses**, **Awarded**). Click the number above an event state to search for guided sourcing events in that state. You can also click **To-Dos** and show links to tasks assigned to you.
- Clickable links to items you've recently viewed.

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Introducing: **Guided Sourcing** – New user experience for sourcing events

The screenshot displays the SAP S/4HANA Sourcing interface. The main content area is titled 'For You' and contains three activity feed items:

- Review responses : Q3 Hardware RFP (MW June 24)**
Jun 26, 2020 · 11:39 AM · Computer hardware maintenance or support
Event ended: Jun 26, 2020 | Bid coverage: 100% | Suppliers who bid: 2 of 2
- Event created : test event**
Jun 24, 2020 · 1:27 AM
Date created: Jun 24, 2020 | Owner: Michael Waugh
- Intends to participate : AJ_HX- BofA demo**
Jun 23, 2020 · 11:49 PM
Supplier: West Lake Service | Received: Jun 23, 2020 | Event ends: Jun 23, 2020

Below the feed items is a link: 'See all activity feeds'. The 'Add Content' menu is open, showing a list of content types. The 'For You' option is highlighted with a red box and a red arrow pointing to it.

For You Content

The **For You** content item can be added to any existing or user-created custom tab. You can access the three most recent feed items and search for all feed items in the **For You** content item.

To add the For You content to an existing dashboard select the For You content from the Add Content menu and drag it to the dashboard and click done

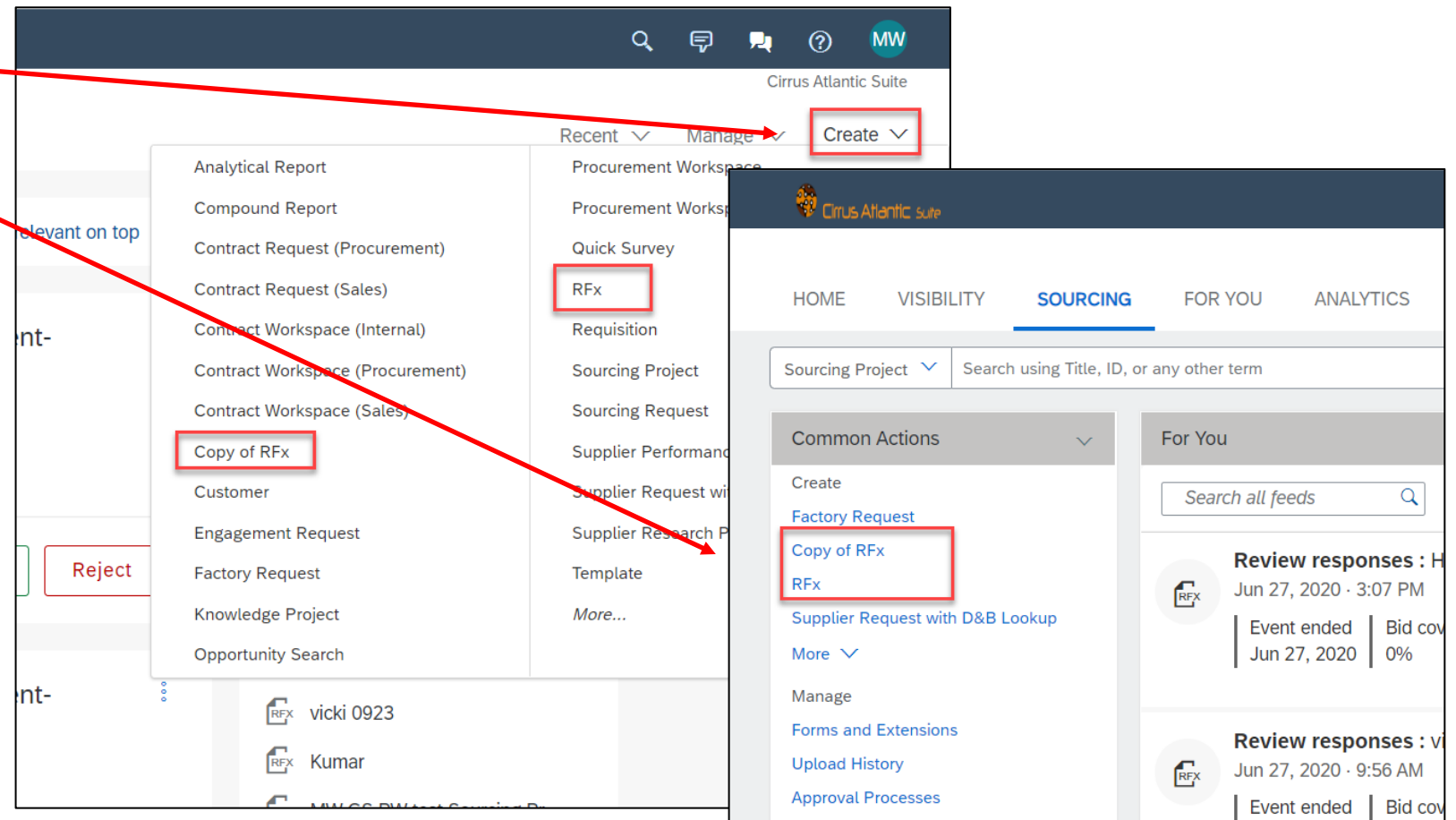
Feature at a Glance

Introducing: **Guided Sourcing** – New user experience for sourcing events

How to create a guided sourcing event

To create an event using guided sourcing.

- Click on **Create** and select **RFX** or **Copy of RFX**
- Alternately you can click on **Rfx** or **Copy of Rfx** from the **Common Actions** in an existing dashboard.



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Introducing: **Guided Sourcing** – New user experience for sourcing events

Adding a guided sourcing event to a classic UX Full Projects

- Guided Sourcing events can be added to classic UX Full Project.
- This allows user to have a mix of guided sourcing and classic UX events to meet their business needs. (auctions, envelopes)
- To add a guided sourcing event to a classic UX Full project, click on **Actions** on the **Documents** tab and select **Guided Sourcing Event**

The screenshot displays the SAP S/4HANA project management interface. The main header shows 'Full Project with Guided Sourcing and Current UX Events' with a status of 'Tasks: Incomplete' and 'Current Phase: Establish Pr'. Below this is a navigation bar with tabs: Overview, Documents (selected), Tasks, Team, Message Board, Event Messages, and History. A table lists documents with columns for Name, Owner, and Status. A red box highlights the 'Actions' dropdown menu for the 'Guided Sourcing Multi-round Event' document, which includes options like 'SAC Report', 'Sourcing Strategy', 'Guided Sourcing Multi-round Event', 'Final Phase Auction', 'Sourcing Project Savings Tracking and Allocation', 'Corrective Action Plan Form', and 'Supporting documents'. Another red box highlights the 'Guided Sourcing Event' option in the right-hand menu.

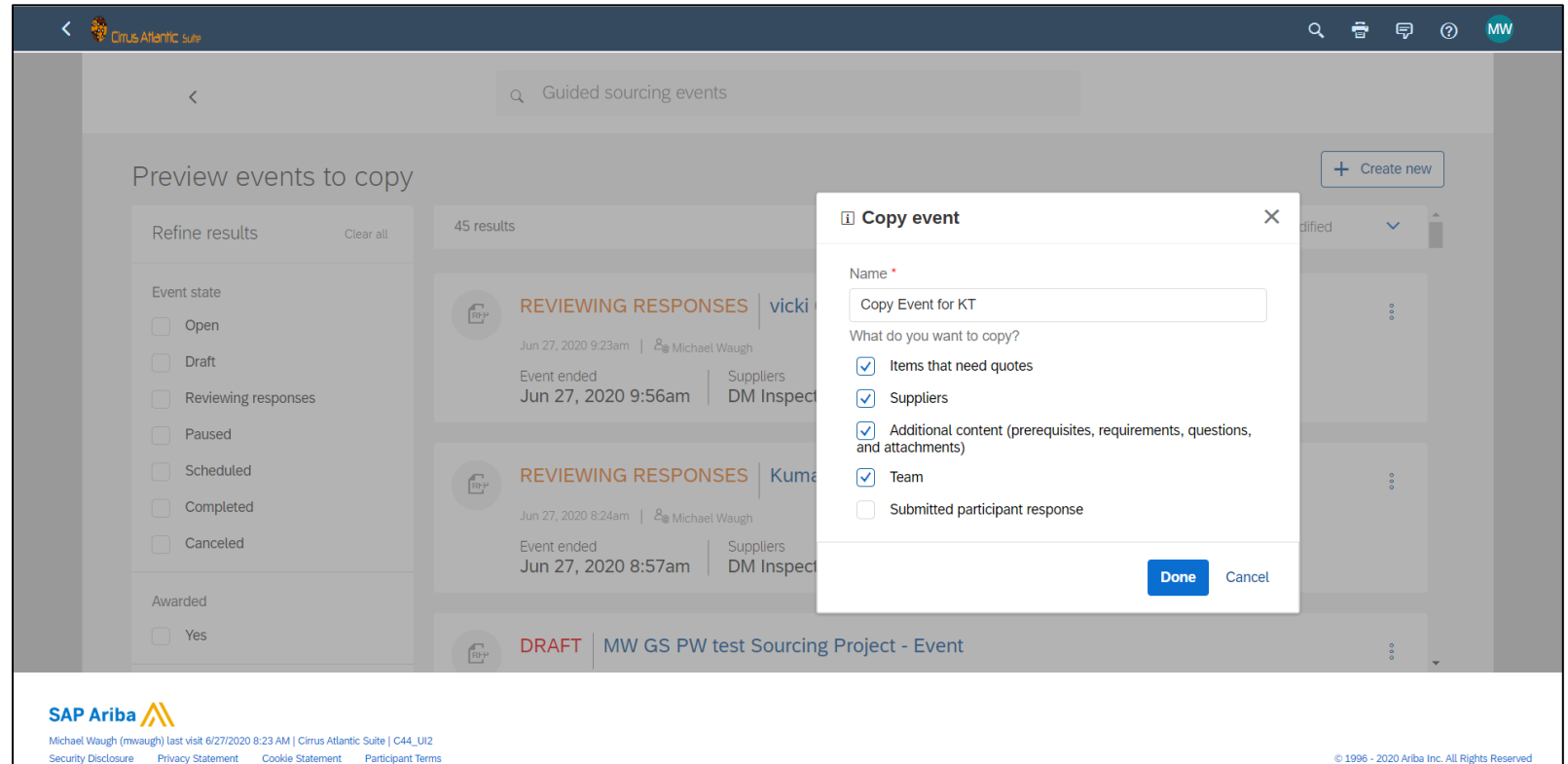
Name	Owner	Status
SAC Report	Michael Waugh	Publish
Sourcing Strategy	Project Owner	Not Ed
Guided Sourcing Multi-round Event	Michael Waugh	Active
Final Phase Auction	Project Owner	Not Cre
Sourcing Project Savings Tracking and Allocation	Project Owner	Not Cre
Corrective Action Plan Form	Project Owner	Not Cre
Supporting documents	Michael Waugh	

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Copying an existing RFX

- Select on Copy of Rfx option.
- Filter the search to find the existing event.
- Clicking on the event will open in Read only preview mode.
- Select Copy option from menu to copy the event and select what parts of the event that you want to copy to the new event



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How to create a new event

- Enter event header level information.
- Select how to create an event
 - A. Create From template
 - B. Smart import from excel
 - C. Copy from existing event
- Type in the name of the template to search for the correct one
- You can collapse the sections that are complete if needed.

The screenshot displays the 'Create event' form in SAP S/4HANA. The form is divided into several sections:

- Set up event:** This section contains the question 'How do you want to create it? *' with three radio button options: 'Create from template' (selected), 'Smart import from Excel', and 'Copy from existing event'. A red box highlights these options, and a red arrow points to the 'Create from template' option. To the right of this section are 'Test project' (OFF) and 'Description' (Enter a description) fields.
- Enter event information:** This section contains several dropdown menus: 'Commodity' (Explosive materials (1213)), 'Regions' (Canada (Canada)), 'Departments' (Search by name or ID), and 'Currency' (CAD). Below these are 'Baseline Spend' (200,000 CAD) and 'Award Type' (No selection) fields. To the right is an 'Award Amount > 300,000 CNY' section with 'Yes' and 'No' radio buttons.
- Choose template:** This section contains a 'Template*' dropdown menu with the selected value 'MW_Guided Sourcing Multi Round'. A red arrow points to this dropdown.

The SAP logo and user information (Michael Waugh) are visible at the bottom left of the form.

Feature at a Glance

Introducing: Guided Sourcing – New user experience for sourcing events

How to create a new event using Smart import from Excel

Upload Excel file for smart import

Import to draft event Cancel

Upload an Excel file and we'll map your entries to items and terms.

- To change the term or create a new term for a column, click the more options icon next to the column name.
- The bar below the column (term) name is color coded according to the confidence level of the mapping. Green = high, yellow = medium, red = moderate to low.

Click **Import to draft event** To add your entries to the event and continue editing your event. The entries you import overwrite any existing content.

Drag or browse for the file you want to upload

Drag file here or browse to upload
Max file size is 50 megabytes

Items to import

Line items

No content to display

	A	B	C
1	Name	Quantity	
2	Laptop - Spec A	900	
3	Laptop - Spec C	1400	
4	Laptop - Spec B	980	
5	Laptop - Spec D	1600	
6	Laptop - Spec E	2800	
7	Laptop - Spec F	3500	
8	Desktop - Spec C	1700	
9	Desktop - Spec A	1200	
10	Desktop - Spec B	1500	
11	Mobile Device - Spec A	600	
12	Mobile Device - Spec B	900	
13	Mobile Device - Spec C	1300	
14	Tablet - Spec A	400	
15	Tablet - Spec B	600	
16			
17			
18			
19			

Example of 2 column unstructured Excel file

Feature at a Glance

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How to create a new event using Smart import from Excel

After the file has been uploaded, review the line items and make any changes required in the field mappings. To modify a mapping, click the header cell that you want to modify and enter a value or select a value from the dropdown list. For example, if you have a column titled “Annual Qty” which contains the quantities of your items, you can ensure it is mapped to our system global term Quantity (which is typically a mandatory field).

SAP Ariba Sourcing uses color-coding to denote the confidence level of each of the mappings. Confidence scores are calculated based on a number of factors such as the similarity in the cell heading, type of data, and previous mappings of similar values.

The color-coding is as follows:

- Green, when the confidence level is 91% and above.
- Yellow, when the confidence level is between 70% and 90%.
- Red, when the confidence level is below 70%.

SAP Ariba Sourcing saves the corrections you make and puts that learning to use while interpreting unstructured Excel files later.

Upload an Excel file and we'll map your entries to items and terms.

- To change the term or create a new term for a column, click the more options icon next to the column name.
- The bar below the column (term) name is color coded according to the confidence level of the mapping. Green = high, yellow = medium, red = moderate to low.

Click **Import to draft event** To add your entries to the event and continue editing your event. The entries you import overwrite any existing content.

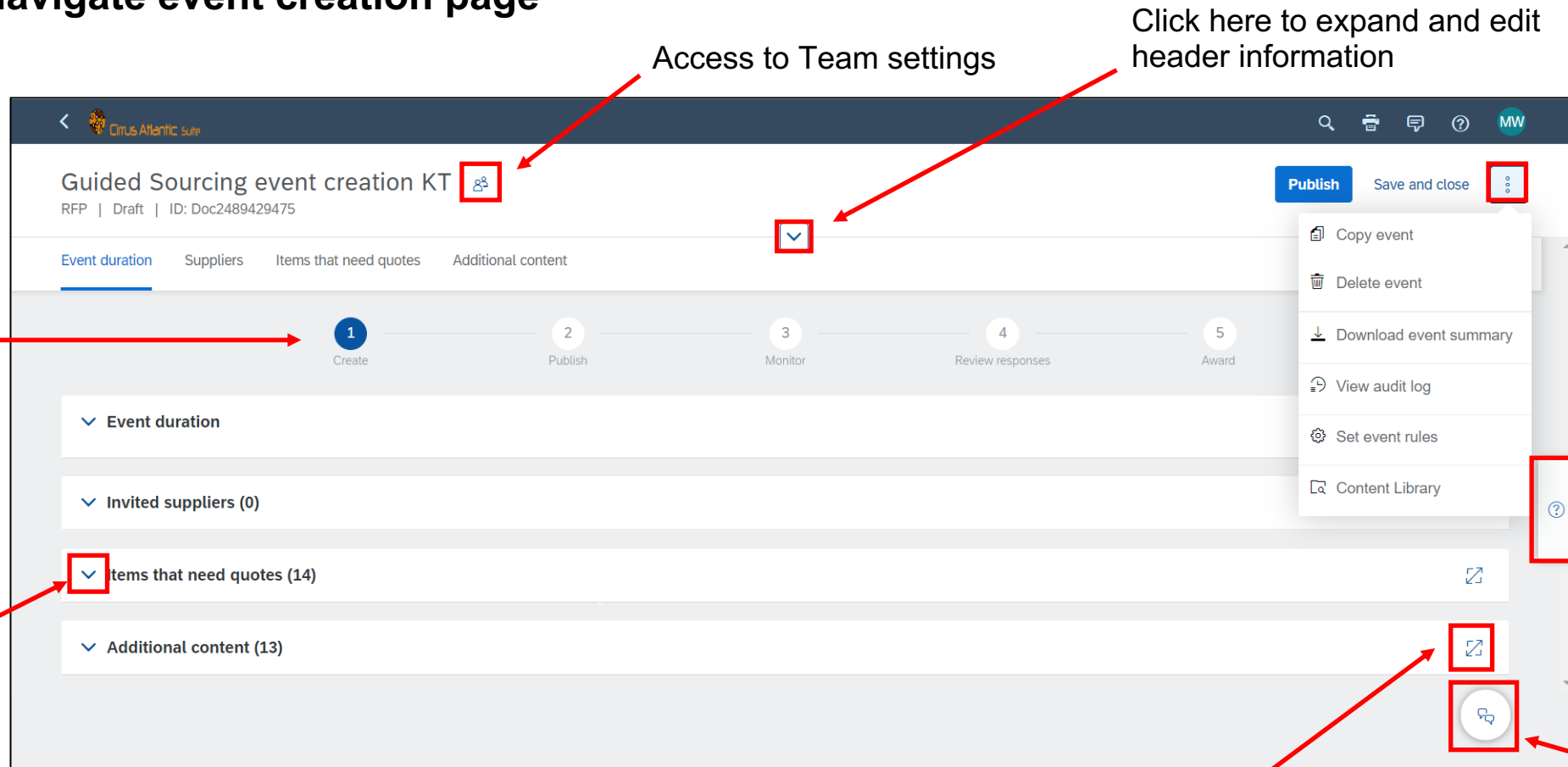
Excel file imported and contents mapped to the template or system terms. Multiple matches found for the following terms:
1) Name 2) Quantity

Name	Quantity
Laptop - Spec A	900
Laptop - Spec C	1400
Laptop - Spec B	980
Laptop - Spec D	1600

Feature at a Glance

Introducing: Guided Sourcing – New user experience for sourcing events

How to navigate event creation page



Access to Team settings

Click here to expand and edit header information

Click the Options menu for to access Audit log, Event rules and content library and other event actions

Guided sourcing process flow shows the steps of the sourcing process.

Collapsible sections

Click here to activate SAP Enable Now for in app guidance.

Access to messaging

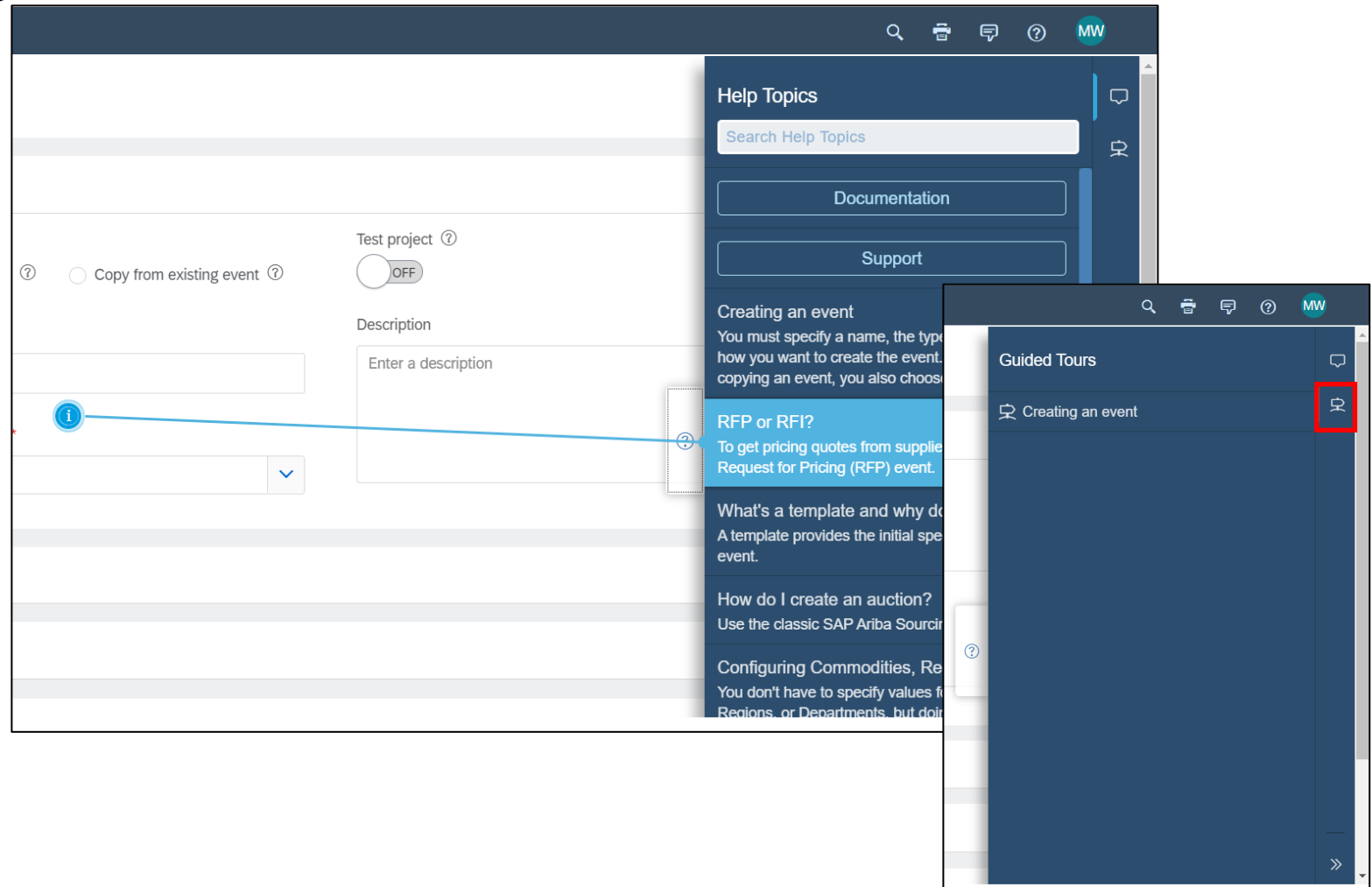
Open section to full screen for more viewable real estate

Feature at a Glance

Introducing: **Guided Sourcing** – New user experience for sourcing events

SAP Enable Now for in app guidance

- Users spend less time looking for documentation and more time creating events.
- Contextual help tiles provide users with information about capabilities
- Guided tours walk the user through process flows for key tasks within a screen.



Feature at a Glance

Introducing: **Guided Sourcing** – New user experience for sourcing events

How to add suppliers to an event

The image shows a screenshot of the SAP Guided Sourcing interface with several annotations and callouts:

- Click Invite suppliers from the Invited supplier section.**: Points to the "Invite suppliers" button in the "Invited suppliers (0)" section.
- Search on multiple attributes**: Points to the search bar with a "Keyword" dropdown and a search icon.
- Click Create for new Supplier or Contact**: Points to the "Create" dropdown menu, which includes options for "New Contact" and "New Supplier".
- Click on supplier name and a supplier info card will pop up with key supplier details**: Points to the "DM Inspection Services Ltd" supplier tile.
- Hover over different parts of the supplier tile to see pop ups with more details**: Points to the qualification status dropdowns on the "DM Inspection Services Ltd" tile.

The main interface shows a list of suppliers with the following details for "DM Inspection Services Ltd":

- ID: VDR1023081 | Jakarta, ID | Tan Hyung
- Preferred for 1 | Qualified for 1 | Qualification Started for 1
- Item: N/A, Category: Building inspection service, Region: Japan, Department: N/A

The supplier info card for "DM Inspection Services Ltd" (Jakarta) includes:

- Vendor ID: S1130705
- Status: Registered
- Address: Jakarta, 7654 ID
- Profile: 67% complete
- Buttons: "Create new contact"

Feature at a Glance

Introducing: Guided Sourcing – New user experience for sourcing events

Managing Invited suppliers

Search and full screen

Organization name	Contact name	Invited to bid on
<input type="checkbox"/> Dons Widgets International	Don Radacosky	14 items
<input type="checkbox"/> Stephanie's Widgets	Stephanie Meyer	14 items
<input type="checkbox"/> Wendys Widgets and other Useful Things Inc	MSupplier MSupplier 1	14 items
<input type="checkbox"/> Wicked Widget Company	mwsupplier Mwsupplier2	14 items
<input type="checkbox"/> Wicked Widgets	Ashley Vandenhoek	14 items
<input type="checkbox"/> Widgets by Ashley	Ashley Vandenhoek	14 items

Click supplier name to access info card

W Widgets by Ashley
San Jose

INFO CONTACTS QUALIFICATIONS CERTIFICATIONS

Vendor ID: S3859323
Status: Registered
Address: San Jose, 95014 US

Profile: 67% complete

Click menu button to uninvite or preview as a supplier

- Uninvite supplier
- Preview as supplier

Click contact name to manage invited supplier contacts

Search contacts

mwsupplier Mwsupplier2
mwttestsupplier2@gm...
1-604-280000

Apply Cancel

Click on items to see which items supplier are invited to bid on and uninvite them if necessary

- 1.0 - Laptop - Spec A Uninvite
- 2.0 - Laptop - Spec C Uninvite
- 3.0 - Laptop - Spec B Uninvite
- 4.0 - Laptop - Spec D Uninvite
- 5.0 - Laptop - Spec E Uninvite
- 6.0 - Laptop - Spec F Uninvite
- 7.0 - Desktop - Spec C Uninvite

Feature at a Glance

Introducing: Guided Sourcing – New user experience for sourcing events

Managing Items that need quotes

Add, Move Delete content. You also have the ability to drag items to rearrange them

Search and full screen

Import / Export content via Excel

Menu option gives access to add new content and also access messaging

Click on terms to edit them inline, click **See all options to open Edit term screen**

Edit term - Quantity

Section	Price	Quantity*	Extended Price
Set initial value		900 each	
Set initial value		1,400 each	
Set initial value		980 each	
Set initial value		1,500 each	

See all options

Upload from Excel

Import from unstructured Excel

Download to Excel

Save **Cancel**

Feature at a Glance

Introducing: Guided Sourcing – New user experience for sourcing events

Bulk Add and Edit of terms

Select items that you want to edit.

Crus Atlantic S&P

Buttons: Add, Move, Delete, Invite suppliers, Add terms, Edit terms

Expand All Collapse All

Item	Price	Quantity
<input checked="" type="checkbox"/> 1.0 Laptop - Spec A Add description	Set initial value	900 each
<input type="checkbox"/> 2.0 Laptop - Spec C Add description	Set initial value	1,400 each
<input checked="" type="checkbox"/> 3.0 Laptop - Spec B Add description	Set initial value	980 each
<input type="checkbox"/> 4.0 Laptop - Spec D Add description	Set initial value	1,600 each
<input checked="" type="checkbox"/> 5.0 Laptop - Spec E Add description	Set initial value	
<input checked="" type="checkbox"/> 6.0 Laptop - Spec F Add description	Set initial value	
<input type="checkbox"/> 7.0 Desktop - Spec C Add description	Set initial value	

Search

Extended Price
Laptop - Spec A, Laptop - Spec B +2 Items

Manufacturer Name
Laptop - Spec A, Laptop - Spec B +2 Items Undo

Manufacturer Part Id
Laptop - Spec A, Laptop - Spec B +2 Items

Price
Laptop - Spec A, Laptop - Spec B +2 Items

Quantity
Laptop - Spec A, Laptop - Spec B +2 Items

INITIAL VALUES

ACME

RULES

Can participants see this term?
Yes

Is a response required?
No

Enable Pricing Conditions
 FF

4 Items selected

Apply Cancel

Select term and update the values you want to edit

Search for an existing term or create a new one to add to the line items

Add terms

1.0 Laptop - Spec A + 3 More

Total terms added: 1 Add Cancel

Terms (3)

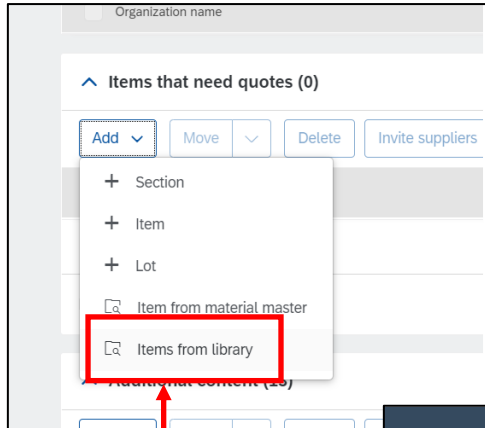
man Create new term

Term Name	Response Type	Value Type	Source Type	
Manufacturer Name	Text	Short answer	System global	Remove
Approved Manufacturing Facilities	Text	Short answer	Global	Add
Manufacturer Part Id	Text	Short answer	System global	Add

Feature at a Glance

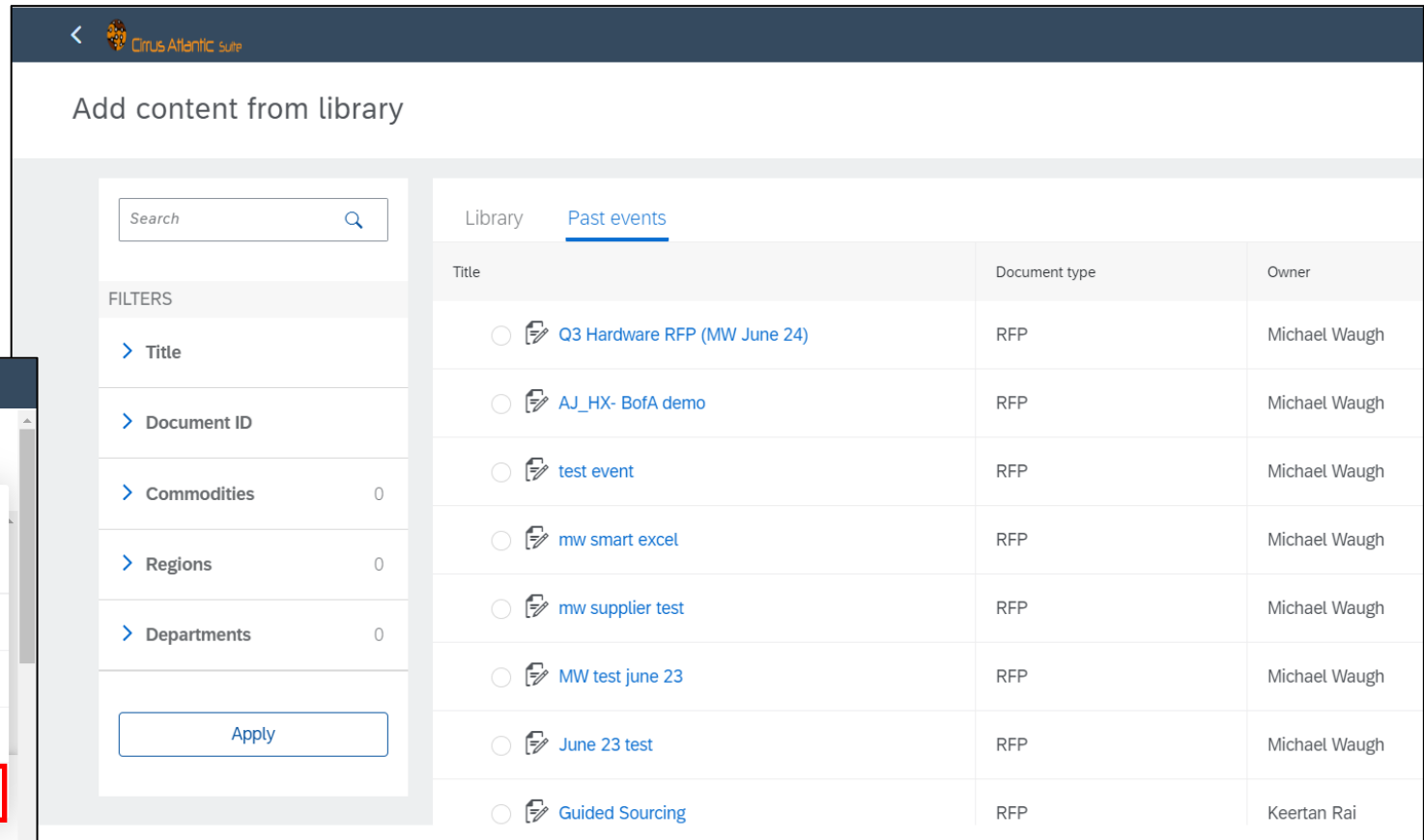
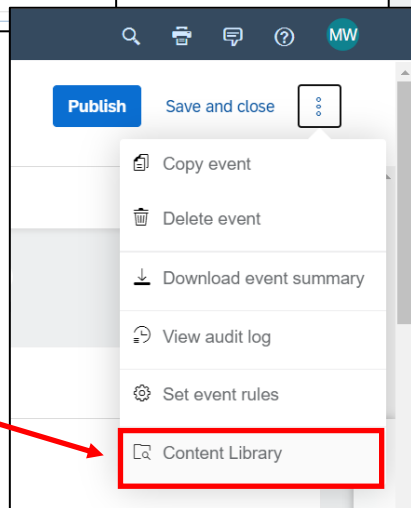
Introducing: **Guided Sourcing** – New user experience for sourcing events

Adding content from library



Select **Add >> Items from library**

or click the **Menu** option and select **Content library**



Feature at a Glance

Introducing: Guided Sourcing – New user experience for sourcing events

Managing Additional content

Add, Move, Delete content. You also have the ability to drag items to rearrange them

Bulk edit question attributes

The screenshot displays the 'Additional content' management interface. At the top, there are navigation tabs: 'Event duration', 'Suppliers', 'Items that need quotes', and 'Additional content'. Below these, a toolbar contains 'Add', 'Move', 'Delete', and 'Edit questions' buttons. A red box highlights the 'Add', 'Move', and 'Delete' buttons, with a red arrow pointing to the text 'Add, Move, Delete content. You also have the ability to drag items to rearrange them'. The main area is a table with columns for 'Section', 'Requirements, and attachments', 'Response type', and 'Initial value'. A red box highlights the three-dot menu icon in the 'Section' column of the row '5.0 5 SUPPLIER INFORMATION', with a red arrow pointing to a dropdown menu. This menu includes options: '+ Add sub section', '+ Add question', '+ Add requirement', '+ Add attachment', '+ Add content from library', 'New messages', 'Edit section', and 'Delete section'. A red arrow points from the text 'Menu option gives access to add new content and also access messaging' to the 'New messages' option. On the right side, a 'Bulk edit question attributes' panel is open, showing settings for 'RESPONSE TYPE' and 'RULES'. The 'RULES' section includes several dropdown menus for rules like 'Is a response required?', 'Can participants see this term?', 'Is this a prerequisite question?', and 'Owner must review prerequisite response?'. At the bottom of this panel, it shows '13 Items selected' and 'Apply' and 'Cancel' buttons.

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Introducing: Guided Sourcing – New user experience for sourcing events

Email Bidding

- Guided Sourcing supports email bidding. This allows suppliers to respond to event with out need to register on the portal.
- Suppliers will receive the offline bid sheet as an attachment to the “Event Invite” e-mail.
- Once they have updated the bid sheet with their responses they click “Email quote” to submit their bid.
- Bidding rule “**Allow participants to submit bids by email**” must be set to “**Yes**”.

Bidding Rules

Allow surrogate bids when event is closed: Yes No ⓘ

Hidden

Allow participants to submit bids by email: Yes No ⓘ

Hidden

Enable multi-round bidding: Yes No

Delegation

Enable scoring on participant responses: Yes No


Delegation

Use transformation bidding format: No ⓘ

Bid Guardian percentage: ⓘ

Allow owner to change bid improvement rules at the lot level: Yes ⓘ

When set to Yes, participants can submit bids by email for non-competitive events (Must participants improve their bids must be set to No). If set to No, participants must log in to submit responses. Note: When a supplier submits a response to the event through email, the response implicitly indicates that the supplier agrees to and accepts the terms specified in the bidder agreement sent as an attachment to the invitation mail.


 Cirrus Atlantic Suite

Email Bidding -- Full Event Excel bidding via email

Please review this RFP or RF1 and submit your quote by email or visit the event page.
For any questions, contact [BUYER_EMAIL_ADDRESS]

[Email quote](#) [Decline](#) [See event](#)

By clicking Email quote and responding through email, you accept the bidder agreement (available on the event page) and consent to processing your name and email address by Cirrus Atlantic Suite for the purpose of a business relationship between Cirrus Atlantic Suite and your organization and agree to the storage, transfer and processing of your personal data by SAP according to the [Terms of Use and Data Processing Agreement](#) applicable to the SAP Ariba Sourcing solution.

 Event ends Monday, February 24, 2020 at 11:38 AM, Pacific Standard Time


Bidding start date
Monday, February 24, 2020 at 11:08 AM, Pacific Standard Time

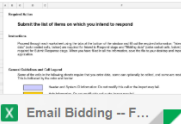
Region Commodity

Currency
USD

Description
Email Bidding - Full Event Excel bidding via email

Offices | Data Policy | Contact Us | Customer Support

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Feature at a Glance

Introducing: Guided Sourcing – New user experience for sourcing events

Monitoring Event – Summary

Guided Sourcing event creation KT

RFP | Open | ID: Doc2489429475 Round 1

Summary Items that need quotes Additional content

Create Publish Monitor Review responses Award

Monitor event

Supplier participation

6 Invited suppliers

Event duration 01 : 33 : 09

Total item coverage 14 Items have at least 1 bid

Viewed but have not yet participated (1)

Organization: Wicked Widgets

Resend invitation email

Resend invitation email to all Close

Process monitor shows where you are in the event process.

Click the menu button to control the event and access audit logs, event summary

At a glance insight on supplier participation, Event duration and item coverage.

Click participation segment to see suppliers status and resend invite emails if required.

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Introducing: Guided Sourcing – New user experience for sourcing events

Monitoring Event – Items that need quotes

Item	Supplier	Price	Status
1.0 Laptop - Spec A	Widget Company	CA\$43,905,820 CAD	Initial value
	Widgets by Ashley	CA\$43,993,300 CAD	Lock supplier
	Stephanie's Widgets	CA\$0.00	Declined
	Wendys Widgets and other Useful Thi...	CA\$0.00	
	Wicked Widgets	CA\$0.00	

Access Bid History and Bid Comparison reports

- ↓ Bid History Report
- ↓ Bid Comparison Report

Control visibility of suppliers in table

- 👁️ Dons Widgets International
 - 👁️ Wicked Widget Company
 - 👁️ Widgets by Ashley
 - 👁️ Stephanie's Widgets
 - 👁️ Wendys Widgets and other Useful Things Inc
 - 👁️ Wicked Widgets
- Hide all Show all

👁️ Initial value

👁️ Historical value

Hide all Show all

Show or Hide Initial and Historic values

This supplier is locked

Indicates if supplier is locked

- 👁️ Hide supplier
- 🔒 Lock supplier
- 👤 Surrogate bid
- ✉️ Resend invitation email

Click menu option to hide, lock resend invitation or surrogate bid

This supplier declined to participate.
The reason is - I cannot provide the required items

Click to see reason that supplier did not respond

Feature at a Glance

Introducing: Guided Sourcing – New user experience for sourcing events

Monitoring Event – Additional content

Additional content

13 questions	Dons Widgets International	Wicked Widget Company	Widgets by Ashley	Steph...
1.0 1 Supporting Documents				
2.0 2 NON DISCLOSURE AGREEMENT				
3.0 3 ACME SE - GENERAL INTRODUCTION				
4.0 4 ACME CONTACT & TIMELINES				
5.0 5 SUPPLIER INFORMATION				
5.1 Please confirm the legal name of your company Responses (3/6)	John Doe ltd	Mike Smith Limited	Tj Design company	No re...
5.2 Please confirm the number of years in business. Responses (3/6)	23	34	12	No re...
5.3 Please confirm the state in which the company is... Responses (3/6)	California	BC	Nevada	No re...
5.4 Please confirm the primary vendor contact for this...	John Doe	Mike Smith	Tj Homer	No re...

Filter additional content

Add supplier visible comments on content

5.1 Please confirm the legal name of your company

Supplier: Dons Widgets International

New comment:

Sans Serif A B I U

Enter a new comment.

Apply to all participants

All comments:

Time Created	Sender	Comment
Jun/28/20 1:32 PM	Michael Waugh	Is this information correct?

Send Save & Exit

Feature at a Glance

Introducing: Guided Sourcing – New user experience for sourcing events

Reviewing Responses – Award scenarios

The screenshot shows the 'Award scenarios' section of a Guided Sourcing event. A progress bar at the top indicates the current step is 'Review responses' (4 of 5). Below the progress bar, three award scenarios are listed: 'CA\$43.18M Best Bid', 'CA\$43.33M Best Bid with Limited Number of Suppliers', and 'Best Savings'. A '+' button is visible next to the 'Best Savings' scenario. A dropdown menu is open, showing options: 'Award', 'Close', 'Create new round', 'Mark as complete', 'Reopen event', 'Cancel event', 'Edit event', 'Copy event', 'Download event summary', and 'View audit logs'. A red box highlights the 'Mark as complete' option.

Click menu button for additional actions including reopening the event and Creating a new Round

Review OOTB Award scenarios or Create a new Ad hoc Award scenario

Quick visual on how selected scenario compares to the Best Bid scenario

This table compares the 'CA\$43.33M Best Bid with Limited Number of Suppliers' scenario against the 'CA\$43.18M Best Bid' scenario. The total spend for the selected scenario is CA\$43.33M, which is CA\$151.90K more than the best bid. The table also shows the projected spend for the same quantity allocation across different suppliers.

Scenario	Total spend	Compared to best bid	Awarded items	Quantity coverage
CA\$43.18M Best Bid	CA\$43.18M		14 / 14	100%
CA\$43.33M Best Bid with Limited Number of Suppliers	CA\$43.33M	+ CA\$151.90K	14 / 14	100%

Selected suppliers (2)	Projected spend of the current scenario in comparison to the Best Bid scenario for the same quantity allocation	% of total spend
Widgets by Ashley	CA\$23,764,400.00 CAD	54.84%
Dons Widgets International	CA\$19,568,100.00 CAD	45.16%

Feature at a Glance

Introducing: Guided Sourcing – New user experience for sourcing events

Reviewing Responses – Custom scenario

14 items and 5 terms	Dons Widgets International CA\$2,160,000 CAD	Wicked Widget Company CA\$0.00	Widgets by Ashley CA\$2,160,000 CAD	Stephanie's Widgets CA\$0.00	Wendys Widgets and oth CA\$0.00
1.0 Laptop - Spec A Allocate by: Percentage Total: 100.00 % Extended Price	50 % CA\$2,160,000 CAD Rank 1 Lowest	% CA\$2,205,000 CAD Rank 3 ↑ 2.1%	50 % CA\$2,160,000 CAD Rank 1 Lowest		
2.0 Laptop - Spec C Allocate by: Percentage Total: 0.00 % Extended Price	% CA\$3,500,000 CAD Rank 2 ↑ 0.4%	% CA\$3,484,600 CAD Rank 1 Lowest	% CA\$3,593,800 CAD Rank 3 ↑ 3.1%		
3.0 Laptop - Spec B Allocate by: Quantity Total: 0.00 % Extended Price	% CA\$2,254,000 CAD Rank 2 ↑ 0.9%	% CA\$2,306,920 CAD Rank 3 ↑ 3.2%	% CA\$2,234,400 CAD Rank 1 Lowest		
4.0 Laptop - Spec D Allocate by: Percentage Total: 0.00 % Extended Price	% CA\$7,200,000 CAD Rank 3 ↑ 4.7%	% CA\$6,880,000 CAD Rank 1 Lowest	% CA\$6,880,000 CAD Rank 1 Lowest		

Access Bid History and Bid Comparison reports

- ↓ Bid History Report
- ↓ Bid Comparison Report

Click the menu button to Allocate all lines to selected supplier

- Hide supplier
- Allocate to this supplier**
- Lock supplier
- Surrogate bid

Choose to allocate by percentage or quantity

Input award allocation

Feature at a Glance

Introducing: Guided Sourcing – New user experience for sourcing events

Reviewing Responses – Create a new round

The screenshot displays the 'Create a new round' dialog box. At the top, it shows 'Event starts' on Sun, Jun 28, 2020, at 12:59 PM GMT-7, and 'Event ends' set to 2 hours. Below this is a section for 'Select suppliers and items for new round' with a search bar and 'Clear allocations' button. The main area is a table with columns for items and suppliers. The table has three rows of items: '1.0 Laptop - Spec A', '2.0 Laptop - Spec C', and '3.0 Laptop - Spec B'. The first row is highlighted in orange, and a red box highlights the three-dot menu icon next to it. A red arrow points from this icon to a context menu that contains 'Hide supplier' and 'Uninvite in new round'. Another red box highlights the three-dot menu icon for the '3.0 Laptop - Spec B' row, with a red arrow pointing to a context menu that contains 'Exclude from new round'. A 'Done' button is located at the bottom right of the dialog.

Item	Supplier	Price	Rank	Status
1.0 Laptop - Spec A	Widgets by Ashley	CA\$2,160,000 CAD	Rank 1 Lowest	Uninvited
2.0 Laptop - Spec C	Stephanie's Widgets	CA\$3,593,800 CAD	Rank 3 3.1%	Uninvited
3.0 Laptop - Spec B	Wendys Widgets and other Useful Thi...	CA\$2,234,400 CAD	Rank 1 Lowest	Excluded

Select suppliers to exclude from the new round

Select Items to exclude from the new round

Exclude from new round

Feature at a Glance

Introducing: Guided Sourcing – New user experience for sourcing events

Awarded Event - Creating Contract

Guided Sourcing event creation KT
RFP | Completed | ID: Doc2489429475 | Round 2

Award scenarios | Allocate awards | Additional content

Create | Publish | Monitor | Review responses | Award

Best Bid award allocation

14 items and 7 terms

CA\$43.18M Best Bid

CA\$43.33M Best Bid with Limited Number of Suppliers

Best Savings

CA\$2.16M Custom Scenario

Scenario summary

CA\$43.18M Total spend

14 / 14 Awarded items

100% Quantity coverage

Once event is Awarded you can create the follow on contract by click on the **Menu** option for the supplier and selecting **Create a contract for awarded items**.

Item	Supplier	Price	Rank	Allocation
1.0 Laptop - Spec A	Dons Widgets International	CA\$2,160,000 CAD	Rank 1 Lowest	Allocated qty: 900 each (100%)
2.0 Laptop - Spec C	Wicked Widget Company	CA\$3,500,000 CAD	Rank 2	Allocated qty: 1,400 each (100%)
3.0 Laptop - Spec B	Wicked Widget Company	CA\$3,484,600 CAD	Rank 1 Lowest	Allocated qty: 1,400 each (100%)
4.0 Laptop - Spec D	Wicked Widget Company	CA\$2,306,920 CAD	Rank 3	Allocated qty: 980 each (100%)

Select Items to exclude from the new round

Feature at a Glance

Introducing: **Guided Sourcing** – New user experience for sourcing events

Messaging

- New event level messaging functionality.
- Collaborate with both internal and external stakeholders
- Supports attachments
- Messages can be responded to from Ariba or via email.
- Easily accessible from multiple parts of the event process.

