



# Feature at a Glance

**Support for sending request for estimates (RFEs) to suppliers in SAP Fieldglass**

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# Feature at a Glance

Ease of implementation ● High-touch  
Geographic relevance ● Global

## Introducing: Support for sending request for estimates (RFEs) to suppliers in SAP Fieldglass

### Customer challenge

Customers often need an accurate quote for services or materials when a request is complex or details are unknown, but quotes should be based on pricing in the contract. Examples include hourly rates of an expert service technician or need to detail project scope before a precise quote can be offered

When materials or services have not been previously contracted, there can be a lack of sufficient information to make an informed buying decision.

### Meet that challenge with SAP Ariba

This feature enables customers to request estimates for a **scope of** service from one or more suppliers before selecting a supplier to purchase the service from.

Customers may send requests for estimates (RFEs) to suppliers in SAP Fieldglass, from guided buying, and review their responses, collaborate with them, and select a winner in SAP Fieldglass.

### Experience key benefits

Estimates are useful for Buyers to get an accurate quote for services or materials when the request is complex or details are unknown.

Buyers can use this information internally to garner approvals or to make decisions.

### Solution area

SAP Ariba Buying  
SAP Ariba Buying and Invoicing  
SAP Fieldglass

### Implementation information

This feature is automatically on for all customers with the applicable solutions but requires **customer configuration**.

### Prerequisites and Restrictions

Ensure that your SAP Ariba solution and SAP Fieldglass are integrated and are configured for corporate authentication with single sign-on (SSO).

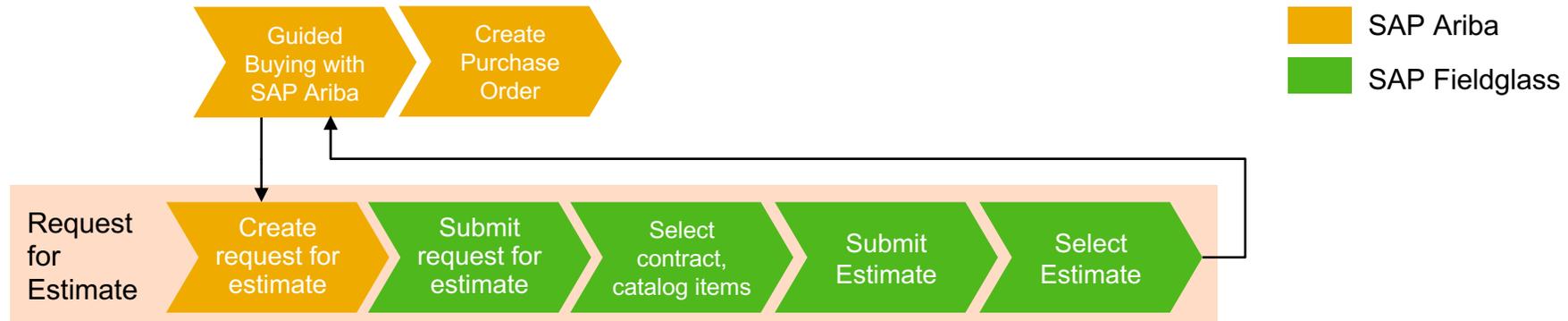
Ensure that the master data in your SAP Ariba solution and SAP Fieldglass is synchronized using the master data service.

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## Cross-Product Process Flow

Starting with the creation of the purchase order for services, launching from the option displayed below, the process flow provides an illustration of the integrations enabled by this new cross-solution capability. The integration provides connectivity between SAP Ariba guided buying capability and SAP Fieldglass, automating the flow of data between the solutions.

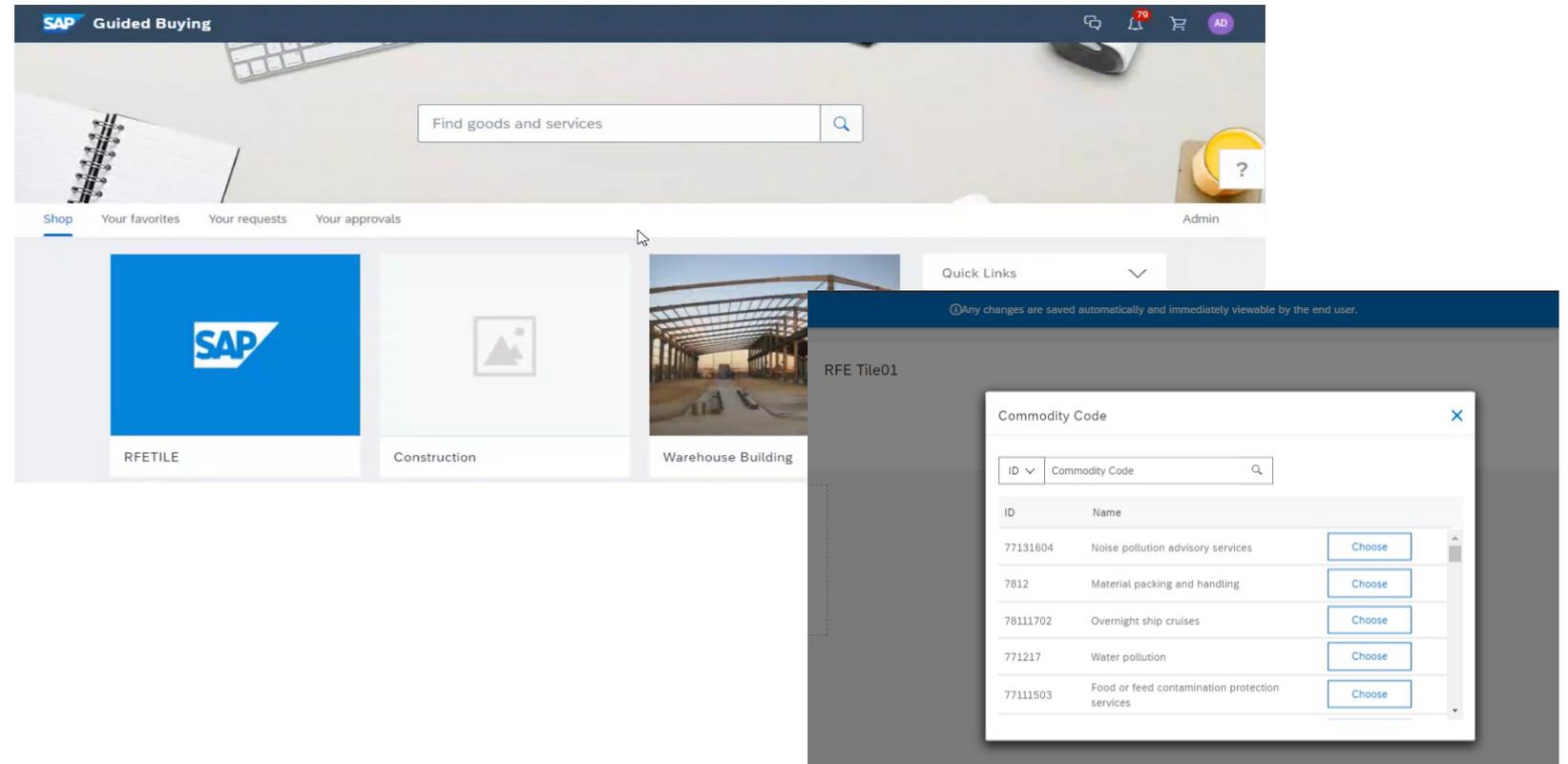


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**An administrator creates request for estimate (RFE) tiles on one or more landing pages**

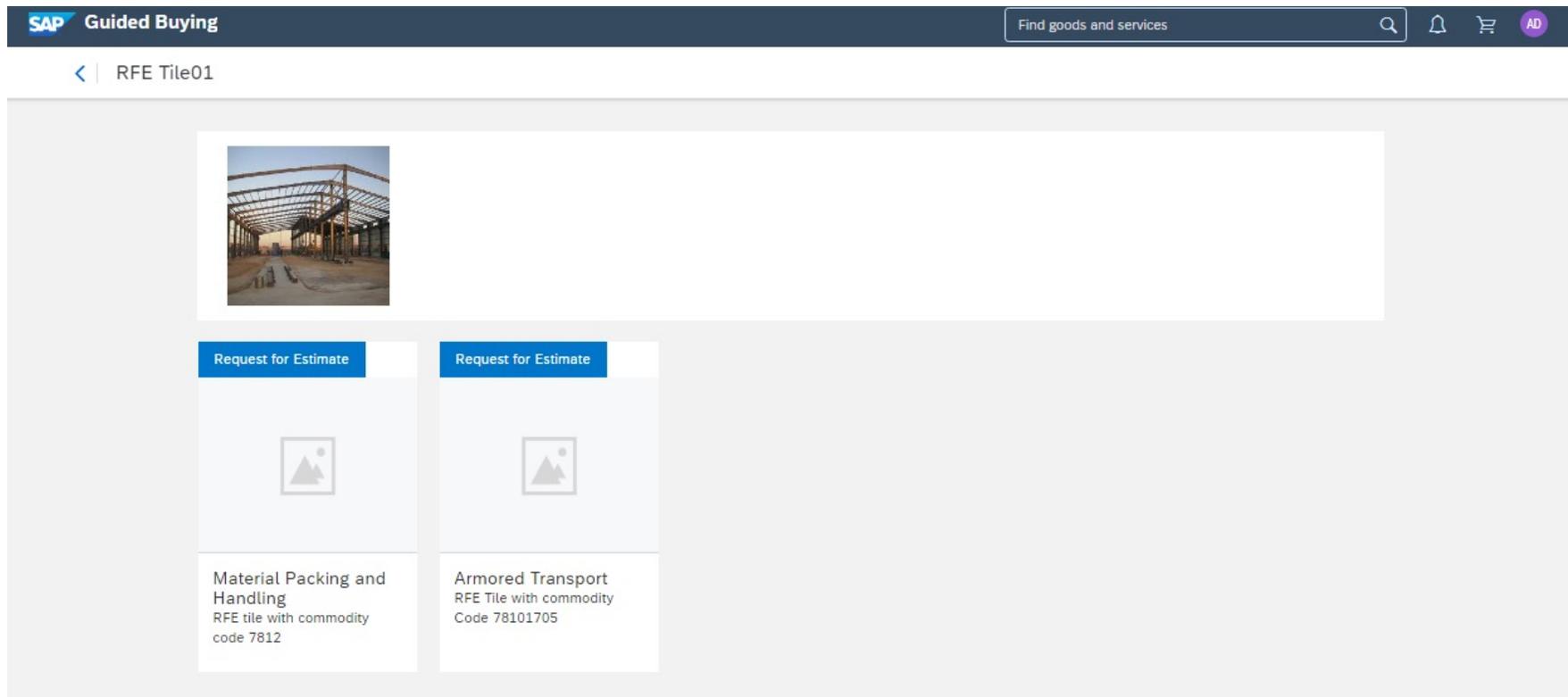
Users are directed to corresponding statement of work (SOW) bid templates in SAP Fieldglass based on the mapped commodity codes.



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**Requester clicks on the required RFE tile to request estimates for a service from one or more suppliers**

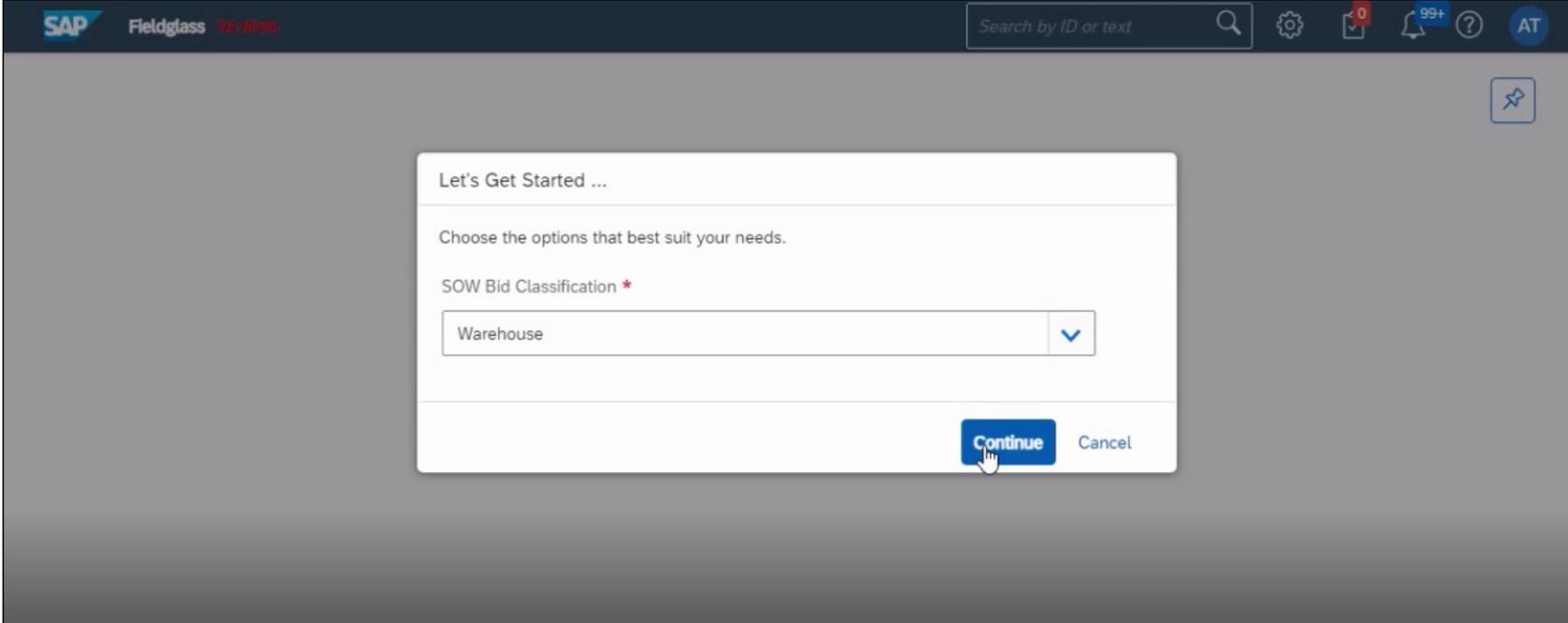


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**The user is redirected to SAP Fieldglass where a corresponding SOW bid is created**

Once the requester submits the RFE it is sent to SAP Fieldglass for next steps with commodity code and requestor name.



The screenshot displays the SAP Fieldglass user interface. At the top, the SAP logo and 'Fieldglass' text are visible on the left, and a search bar with the placeholder 'Search by ID or text' is on the right. The main content area is a dark gray background. A white dialog box is centered on the screen with the title 'Let's Get Started ...'. Below the title, it says 'Choose the options that best suit your needs.' and 'SOW Bid Classification \*'. There is a dropdown menu with 'Warehouse' selected and a blue arrow icon on the right. At the bottom right of the dialog box, there are two buttons: a blue 'Continue' button and a gray 'Cancel' button. A mouse cursor is pointing at the 'Continue' button.

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The user fills in the required details, selects one or more suppliers, and submits the SOW bid for approval.

- SOW bid created
- Suppliers are selected for inclusion and added to RFE

The screenshot displays the SAP Fieldglass interface for creating a Statement of Work (SOW) bid. The top navigation bar includes the SAP logo, 'Fieldglass' branding, and a search bar. A red arrow points to the 'Create SOW Bid' button in the top right corner. Below the navigation bar, there is an 'Ask an Expert' section with a text input field and an 'Ask Question' button. The main content area shows a form for creating a bid, with fields for 'Classification', 'Warehouse', and 'SOW Owner'. A red arrow points to the 'Add or Remove Suppliers' dialog box, which is open. The dialog box contains a table of suppliers and an 'Add Selected' button. The table has the following data:

Code	Name	Sourcing Supplier	City	State/Province	Country/Region
BEAU	Beauford's Services	No	Warrenville	IL	USA
CBRS	Chicago Bears!!!	No	Chicago	IL	USA

The 'CBRS' row is highlighted in yellow, and the 'Add Selected' button is visible below the table. The dialog box also includes a 'Selected Suppliers' section at the bottom.

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**The user fills in the required details, selects one or more suppliers and submits the SOW bid for approval.**

- An evaluator is assigned to review the estimates.
- Maximum budget information is requested prior to submission

The screenshot displays a web interface for configuring a Request for Estimate (RFE). It is divided into several sections:

- Suppliers:** A table with columns: Code, Name, City, State/Province, Sourcing Supplier, and Country/Region. It lists two suppliers: BEAU (Beauford's Services, Warrenville, IL) and CBRS (Chicago Bears!!!, Chicago, IL). Both have a 'No' status with an information icon. Below the table are links for '+ Add or Remove Suppliers' and '+ Invite Sourcing Supplier'.
- Evaluators:** A section with a 'Name' dropdown and a 'Role' field. One evaluator is listed: 'AGB test' with the role of 'Administrator'. A link for '+ Add or Remove Evaluators' is provided below.
- Accounting:** A section for budget configuration. It includes a 'Maximum Budget \*' label, a radio button selected for a text input field (with a cursor), and the label '(USD)'. An alternative option is a radio button for 'Supplier defines Maximum Budget'.

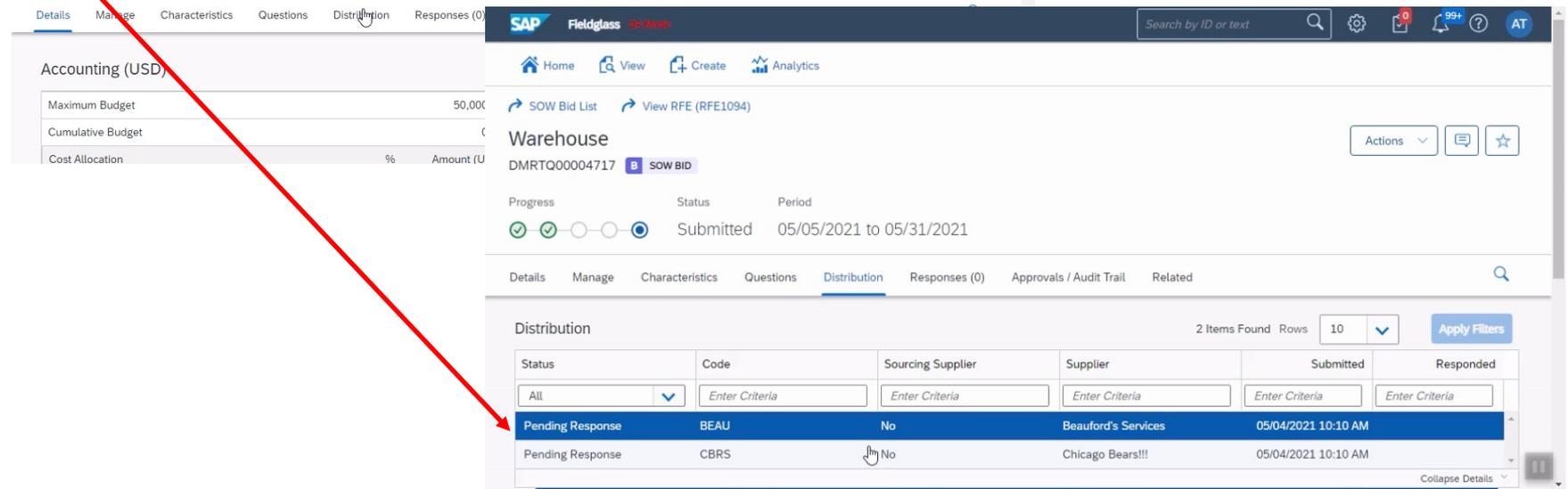
At the bottom right, there are 'Continue' and 'Cancel' buttons. Two red arrows from the text on the left point to the 'Name' dropdown in the Evaluators section and the 'Maximum Budget' input field.

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The user fills in the required details, selects one or more suppliers and submits the SOW bid for approval.

- SOW is submitted for approval
- Suppliers are now part of the RFE distribution and listed as Pending Response



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**The status of RFE from SAP Fieldglass is shown in guided buying.**

The screenshot displays the SAP Guided Buying interface. At the top, there is a search bar with the text 'Find goods and services' and a magnifying glass icon. To the right of the search bar are icons for a shopping cart with a '59' notification, a user profile 'AD', and a help icon. Below the search bar, the breadcrumb navigation shows 'Warehouse' and 'Request for estimate / RFE1094'. A 'View Bids' button is located in the top right corner. The main content area is titled 'Request sent' in green. Below this title is a 'Summary' section with a table of key details:

Summary				
Requester adavis	Ship To 691 Broadway, NEW YORK	Respond by date 5/4/2021	Project Duration 5/5/2021- 5/31/2021	Estimated budget 50000.00 USD

Below the table, there is a list of status messages:

- The SOW bid has been submitted and is pending approval
- [View bids \( DMRTQ00004717 \)](#)

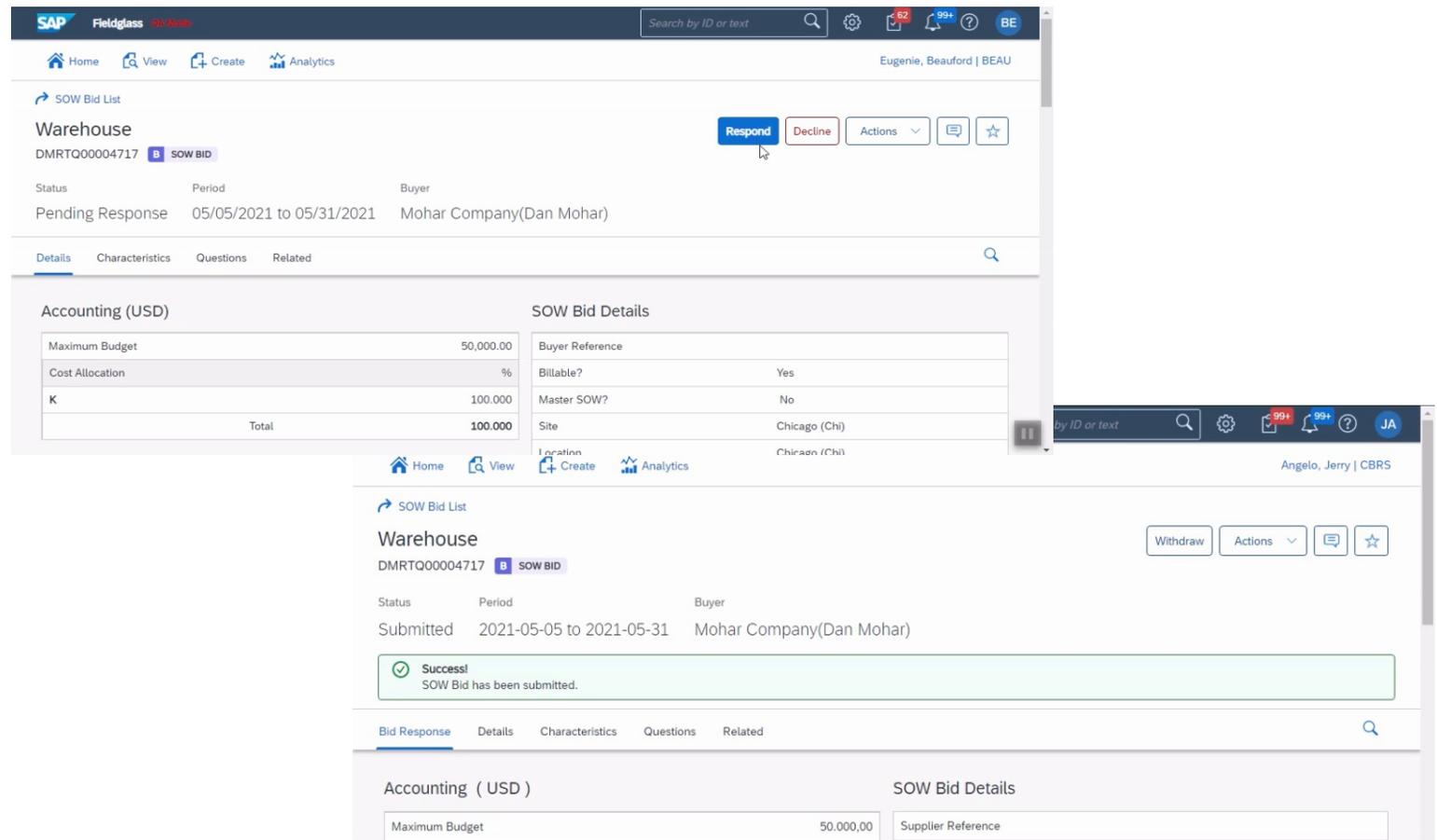
A help icon (?) is visible on the right side of the summary section, and a close button (two vertical bars) is in the bottom right corner of the interface.

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## Suppliers in SAP Fieldglass review and respond to the SOW bids

Suppliers can now log into SAP Fieldglass and respond to the SOW with an estimate.



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**The Buyer tracks the status and progress of the RFE in SAP Ariba Guided Buying and navigates to SAP Fieldglass to review the supplier responses**

Buyer can now see status of the RFE and click to review bids in SAP Fieldglass.

The screenshot displays the SAP Guided Buying interface for a Request for Estimate (RFE) with ID RFE1094. The breadcrumb navigation shows 'Warehouse' and 'Request for estimate / RFE1094'. A 'View Bids' button is located in the top right corner. The main content area is titled 'Reviewed bids' and features a 'Process flow' section. The process flow consists of four steps: 'Request sent' (green checkmark), 'Received bids' (green checkmark), 'Reviewed bids' (blue circle with a dot), and 'Requisition completed' (grey circle). Below the process flow, a list indicates that 2 out of 2 bids have been received and are ready for review, with a link to 'View bids (DMRTQ00004717)'. A red arrow points from the text 'click to review bids in SAP Fieldglass' to this link. The 'Summary' section at the bottom provides key details: Requester (adavis), Ship To (691 Broadway, NEW YORK), Respond by date (5/4/2021), Project Duration (5/5/2021- 5/31/2021), and Estimated budget (50000.00 USD).

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**The Buyer tracks the status and progress of the RFE in SAP Ariba Guided Buying and navigates to SAP Fieldglass to review the supplier responses**

- Responses are reviewed by the Buyer
- Supplier is selected
- Buyer will then **Create Statement of Work**

The screenshot displays the SAP Fieldglass interface for reviewing a Request for Estimate (RFE). The top navigation bar includes the SAP logo, 'Fieldglass SA Mode', a search bar, and utility icons. Below the navigation, there are links for 'Home', 'View', 'Create', and 'Analytics'. The main content area shows the RFE details for 'Warehouse DMRTQ00004717' with a 'SOW BID' tag. A progress indicator shows a sequence of steps, with the current step being 'Submitted' for the period '05/05/2021 to 05/31/2021'. The 'Responses (2)' tab is active, showing a table of responses. A red arrow points from the 'Create Statement of Work' button to the first response row in the table.

Details	Manage	Characteristics	Questions	Distribution	Responses (2)	Approvals / Audit Trail	Related
<b>Create Statement of Work</b> <input type="button" value="Reject"/>							
Response View: <input type="button" value="Characteristics"/> <input type="button" value="Refresh"/>							
<b>Details</b>							
SOW Bid Response ID	<input checked="" type="checkbox"/>	CBRSTR00002657	<input type="checkbox"/>	BEAUTR00000145			
Supplier		Chicago Bears!!!		Beauford's Services			
Transactional Supplier ?		Yes		Yes			

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**The Buyer selected a suitable response and generates a statement of work**

After creating SOW, buyer sees confirmation of submission.

The screenshot displays the SAP Fieldglass user interface. At the top, there is a navigation bar with 'SAP Fieldglass' branding, a search bar, and various utility icons. Below this, a secondary navigation bar includes 'Home', 'View', 'Create', and 'Analytics'. The main content area shows the 'Warehouse' details for ID 'DMRTQ00004719', which is in 'GUIDED BUYING' mode. A progress indicator shows the current step as 'Pending Response'. The status is 'Pending Response', the next step is 'Supplier needs to respond', and the period is '05/05/2021 to 05/31/2021'. The SOW Bid ID is 'DMRTQ00004717'. The supplier is identified as 'Chicago Bears!!!'. A prominent green success message at the bottom of the main content area reads: 'Success! Statement of Work has been submitted.' Below the message are tabs for 'Summary', 'Details', 'Manage', 'Characteristics', 'Approvals / Audit Trail', and 'Related'. The 'Overview' section is currently selected.

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**The Buyer reviews the created purchase requisition and submits it for approval**

- Back in Guided Buying, the Buyer is able to view the requisition that was created.
- The Buyer is able to see visual confirmation that the requisition is completed

The screenshot displays the SAP Guided Buying interface for a 'Request for estimate' (RFE1193) in a 'Warehouse' context. The top navigation bar includes the SAP logo, 'Guided Buying' text, and a search bar with the placeholder 'Find goods and services'. On the right side of the navigation bar, there are icons for notifications (79), a shopping cart, and a user profile (AD). Below the navigation bar, the breadcrumb trail shows 'Warehouse' and 'Request for estimate / RFE1193'. Two buttons, 'View Requisition' and 'View Sow', are visible on the right. The main content area features a green heading 'Requisition created' and a 'Process flow' section. The process flow is a horizontal line with four green checkmarks in circles, indicating completion. The steps are: 'Request sent', 'Received bids', 'Reviewed bids', and 'Requisition completed'. Below the process flow, a message states 'Your requisition has been created' with two links: 'View requisition ( PR296 )' and 'View statement of work ( DMRTQ00004776 )'. At the bottom, a 'Summary' section contains five items: 'Requester: adavis', 'Ship To: 691 Broadway, NEW YORK', 'Respond by date: 5/27/2021', 'Project Duration: 5/28/2021 - 5/31/2021', and 'Estimated budget: 2000000.00 USD'. Two red arrows point from the text on the left to the 'View Requisition' button and the 'Requisition completed' step in the process flow.

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## Purchase requisition is created with line items

Line items are shown in the purchase requisition in Guided Buying

The screenshot shows the SAP Guided Buying interface for a purchase requisition. The header includes the SAP logo, 'Guided Buying', and navigation icons. The breadcrumb trail shows 'Warehouse' and 'Request details / PR296'. The total cost is displayed as '\$31,875.00 USD'. There are buttons for 'Buy again' and 'Withdraw'. The main content area is titled 'Items (2)' and contains two line items:

Item Description	Quantity	Price	Net Amount
concrete materials (2021-05-28) 0000000100 (JCN Technologies (AN - Fulfillment FT))	1	\$20,000.00 USD	\$20,000.00 USD
	Unit of Measure each		Gross Amount ⓘ \$21,250.00 USD
cleaning services (2021-05-30) 0000000100 (JCN Technologies (AN - Fulfillment FT))	1	\$10,000.00 USD	\$10,000.00 USD
	Unit of Measure each		Gross Amount ⓘ \$10,625.00 USD

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