



PUBLIC

SAP Business Network Discovery

How to manage responses for RFIs

Reading supplier responses

1. Supplier response can be accessed via 5 ways on the posting:

- a. By clicking on view response, this lands you on to all the responses the posting has, whether it is read or unread.

ID	Type	Source	Open Date	Response Deadline	Title	Response Count	Unread Count ↓	Actions
431365	RFI	Discovery	Jun 29, 2023	Jul 14, 2023	RFI Posting - 20230629_132148 by dis1_buyer	1		<ul style="list-style-type: none"> Edit View Responses
431366	RFI	Discovery	Jun 29, 2023	Jul 14, 2023	RFI Posting - 20230629_133009 by dis1_buyer	1		<ul style="list-style-type: none"> View Responses

- b. By clicking on the total response number, this lands you on to all the responses the posting has, whether it is read or unread.

- c. By clicking on the unread response number, this lands you unread responses

ID	Type	Source	Open Date	Response Deadline	Title	Response Count	Unread Count ↓	Actions
431365	RFI	Discovery	Jun 29, 2023	Jul 14, 2023	RFI Posting - 20230629_132148 by dis1_buyer	1	1	...

- d. By clicking on the posting and opening it and clicking on the responses count.

ID: 431365

[Confirm Shortlist](#)
[Close For Responses](#)
[Edit](#)

Total Responses: 1 Unread Responses: 1

- e. By clicking on view on the response email.

SAP Business Network Discovery

[View](#)

If you are unable to access the page, copy the link below and paste it into your web browser:
https://svcgpanman03.lab-us.gcpint.ariba.com/Discovery.aw/ad/loginAndViewResponseDetails?key=NTY4NDZ8MT13NzlyNw**

Sincerely,
 SAP Business Network team



2. All the responses are marked read once you land on the relevant page of the responses, hence, to revisit the response, please set the filter to all from unread and go through the responses.

The screenshot shows the 'Posting Responses' page in SAP Business Network. The header includes the SAP logo, 'Business Network', and navigation tabs like Home, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Supplier Enablement, and Reports. The main content area is titled 'Posting Responses' and features a 'Confirm Shortlist' button and a 'Close For Responses' button. Below this, there is a green 'Open' button and a link for 'RFI Posting - 20230629_132148 by dis1_buyer'. The response details include 'Response Deadline: Jul 14, 2023, 10:51 AM GMT+05:30' and 'Decision Deadline: Aug 13, 2023, 10:51 AM GMT+05:30'. A summary bar shows 'Responses (1)', 'Shortlisted (0)', and 'Not Shortlisted (0)'. Below this, there are buttons for 'All', 'Select All', 'Shortlist', and 'Do not Shortlist', along with a 'Responded Date' dropdown. A single response card is visible for 'dis1_supplier', showing a rating of 0 (0 ratings), the date 'Jul 04, 2023', and the email 'dis1_supplier@sap.com'. The response content is 'test'. A 'View Detail' button and a 'Feedback' button are also present.

3. When you click on the supplier response, every response is opened in an individual page.

The screenshot shows the 'Response Detail' page in SAP Business Network. The header is similar to the previous screenshot. The main content area is titled 'Response Detail' and features buttons for 'Shortlist', 'Do not Shortlist', and 'Save Supplier'. Below this, there is a table with the following data:

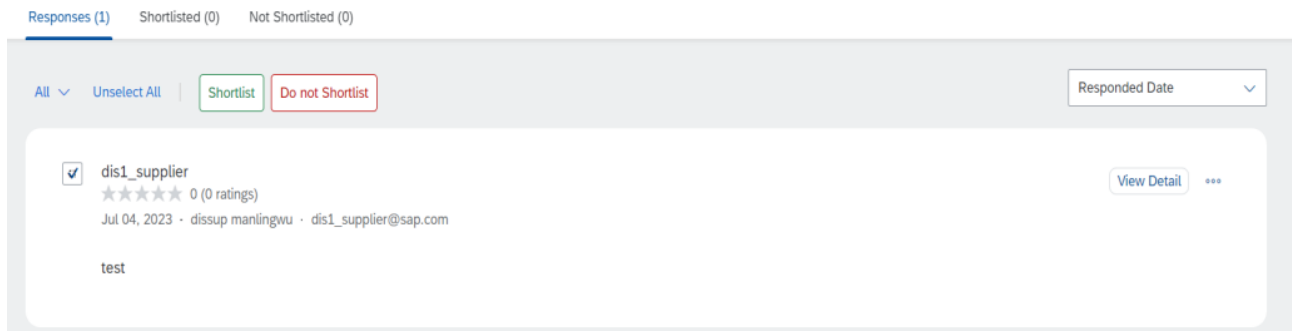
Posting ID	Company	Name	Email	Phone Number
431365	dis1_supplier	dissup manlingwu	[Redacted]	[Redacted]

Below the table, there is a 'Response' section with the content 'test'. A 'Feedback' button is visible in the bottom right corner.

Shortlist one or multiple suppliers

1. When you like a supplier response or multiple supplier responses, you can add it to shortlist by:

a. Selecting the response/responses and click on shortlist.



b. Clicking on 3 dots menu on the side of each response and select shortlist.



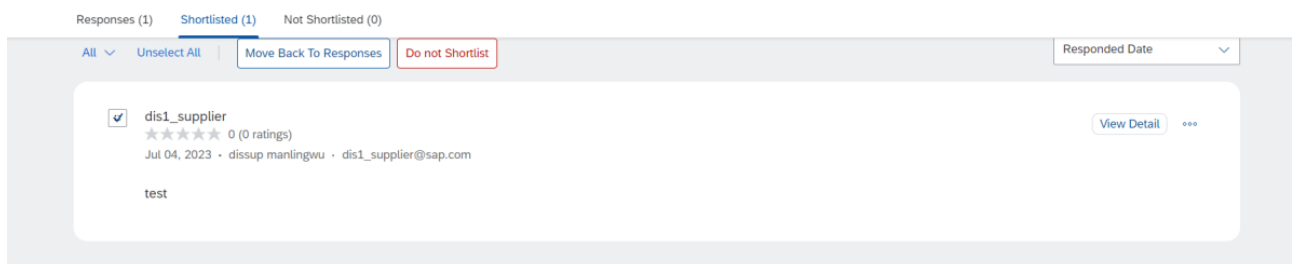
c. Selecting shortlist on the individual response page.



2. You can shortlist a supplier when the posting is in opened or closed status.

3. Once a response has been added to a shortlist, it moves from all responses to shortlisted

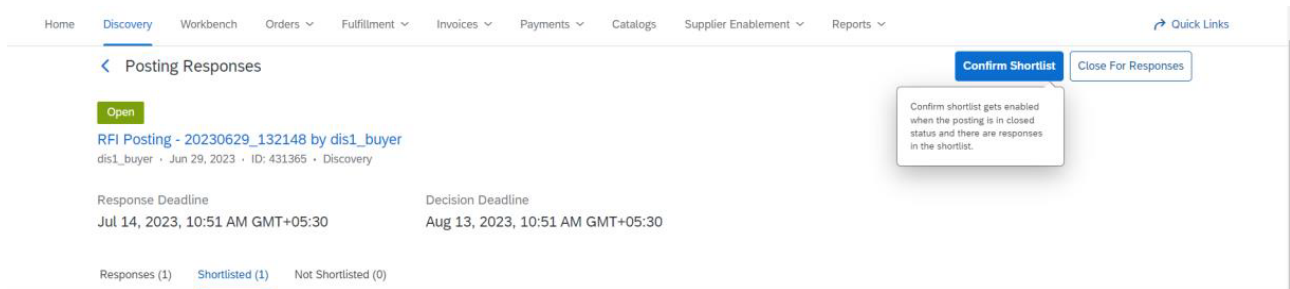
4. Once a response has been added to shortlist, it can be moved back to response by clicking back to responses or it can be not shortlisted by clicking on do not shortlist.



5. If a supplier response has been edited after it has been added to shortlist, the response automatically gets removed from the shortlist and goes to unread.

6. On the decision day or before, you can finalize the supplier responses by confirming the shortlist.

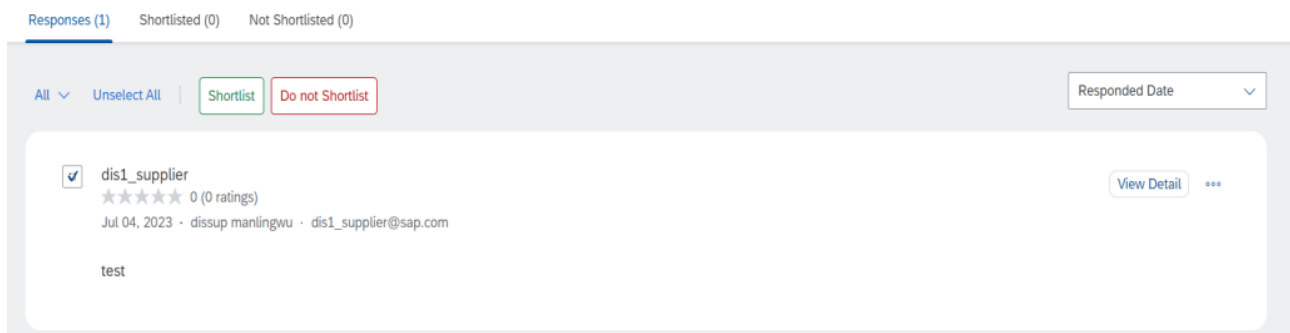
7. Confirm shortlist button gets enabled only when the posting is in closed status and when there are responses in the shortlisted tab.



8. Once you click confirm shortlist, all the unselected suppliers, which has been not added to shortlist or not shortlisted, get automatically not shortlisted and shortlisted suppliers receive an email with the message and attachment you will send to them.

Not shortlist a supplier for an RFI

1. In case you are not interested in a supplier response, you can move the supplier response to not shortlist.
2. This action can be applied when the posting is in opened or closed status.
3. This can be done by
 - a. Selecting the response and clicking on do not shortlist



- b. Clicking on the action menu (3 dots) and choosing do not shortlist



- c. Landing on the individual response page and clicking on do not shortlist.



4. Our system provides a pre-generated message for the not shortlisting, which can be modified as per your preference.

Do not Shortlist

You've selected 1 supplier to not shortlist. This action is irreversible. Send a note to the supplier informing them about the same.

Message *

Dear Supplier,

Thank you for your response.

After careful consideration, it appears that you do not have the right match for us, at this point in time.

We regret this and hope to work with you sometime in the future.

231/255

Do not Shortlist Cancel

5. Once a response has been not shortlisted, it be accessed in the posting, under not shortlisted responses.