



Feature at a Glance

Improved Search in Request for Quotes and Forms (GB-23278)

Target GA: August 2023

Improved search in request for quotes and forms

Customer challenge

When a casual user creates a number of requests, acts in a team or requests on behalf of others, it can be difficult to find different document types quickly and easily.

Description

In this phase, the Your Requests transactional search pages for have been redesigned to display improved filters and sort options for:

- Request for quote (RFQ) documents
- Custom forms

Requisition search has also been enhanced to allow for WBS/Project accounting object search based on parameter enablement

Customer benefit

- This feature improves search capability with enhanced filtering for casual users in guided buying
- Improved transactional visibility for custom forms and request for quotes

User

- Buyer

Enablement model

- Customer configured

Applicable solutions:

- SAP Ariba Buying
- SAP Ariba Buying and Invoicing

Prerequisites:

- Guided buying capability must be enabled
- Enable the guided buying parameter:
 - ENABLE_NEW_YOUR_REQUEST_PAGE
 - PARAM_ENABLE_ENHANCED_YOUR_REQUEST_2

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Recent Requests:

- New segments added to Your Requests landing page
- Expand and collapse as needed

The screenshot displays the SAP Guided Buying interface for 'Your Requests'. The top navigation bar includes the SAP logo, 'Guided Buying' text, a search bar with the placeholder 'Find goods and services', and notification icons for 246 alerts, a shopping cart, and a user profile 'MD'. Below the navigation, a breadcrumb trail shows 'Your Requests' with sub-tabs for 'Recent requests', 'Requisitions', 'Purchase orders', 'To receive', 'Request for quotes', 'Invoices', 'Custom forms', 'Projects', and 'Other requests'. The main content area is titled 'Recently updated within 3 months' and lists requests in three expandable sections: Requisitions, Purchase orders, and Request for quotes. The 'Request for quotes' section is expanded, showing three items with details like title, ID, status (COMPOSING), last updated time, suppliers response deadline, and estimated budget. Below this, the 'Custom forms' section is also expanded, showing three items with details like title, ID, status (SUBMITTED or COMPOSING), and last updated time.

Category	Title	ID	Status	Last updated	Suppliers respond by	Estimated budget
Request for quotes	Accounts Payable Networking Day	RFQ3332	COMPOSING	0 days ago	23 June 2023	\$2,500.00 USD
	Marketing Event - Customer Day	RFQ3322	COMPOSING	31 days ago	23 May 2023	\$1,500.00 USD
	Copy of Copy of SS RFQ Test - check publish	RFQ3300	COMPOSING	72 days ago	11 April 2023	\$5,500.00 USD
Custom forms	Business Case Document	BC9	SUBMITTED	22 June 2023		
	T-Shirt Registration Document	TS7	SUBMITTED	22 June 2023		
	Self-Service Transfer of Ownership (DEMO PU) Document	TR62	COMPOSING	22 May 2023		

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Custom Forms:

- Search by form name, ID or time period last updated
- Sort by date updated or status

The screenshot displays the SAP Guided Buying interface. At the top, there is a navigation bar with the SAP logo, 'Guided Buying' text, and a search bar containing 'Find goods and services'. To the right of the search bar are icons for a shopping cart with '246' items and a user profile icon labeled 'MD'. Below the navigation bar, the page title is 'Your Requests'. A horizontal menu contains several options: 'Recent requests', 'Requisitions', 'Purchase orders', 'To receive', 'Request for quotes', 'Invoices', 'Custom forms' (which is highlighted), 'Projects', and 'Other requests'. Below the menu, there are three search filters: 'Custom form name' with a search box containing 'Search for custom form name', 'Custom form ID' with a search box containing 'Search for custom form ID', and 'Last updated' with a dropdown menu set to '90 days'. To the right of these filters are 'Apply filters' and 'Reset filters' buttons. Below the filters, there is a sorting dropdown menu set to 'Sort by: Date updated Recent to oldest'. The main content area is a table with three columns: 'Custom form name and ID', 'Status', and 'Last updated'. The table contains three rows of data:

Custom form name and ID	Status	Last updated
Business Case Document BC9 Date requested: 23 June 2023	SUBMITTED	22 June 2023
T-Shirt Registration Document TS7 Date requested: 23 June 2023	SUBMITTED	22 June 2023
Self-Service Transfer of Ownership (DEMO PU) Document TR62 Date requested: 23 May 2023	COMPOSING	22 May 2023

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Request for quote name
Search for request for quote name

Request for quote ID
Search for request for quote ID

Requisition ID
Search for requisition ID

Requester
Search for name, ID, or email

Status
23 March 2023 - 23 June 2023

Apply filters **Reset filters**

Request for quote name and ID	Status	Last updated	Budget
Accounts Payable Networking Day RFQ3332 Suppliers respond by 23 June 2023	COMPOSING	0 days ago	USD
Marketing Event - Customer Day RFQ3322 Suppliers respond by 23 May 2023	COMPOSING	31 days ago	\$1,500.00 USD
Copy of Copy of SS RFQ Test - check publish RFQ3300 Suppliers respond by 11 April 2023	COMPOSING	72 days ago	\$5,500.00 USD

From 1-3. Total Items 3

Request for quotes:

- Search by name, ID, associated requisition, Requester name, Status or time period last updated
- Sort by date requested, updated or by Status

Request for quote name
Search for request for quote name

Request for quote ID
Search for request for quote ID

Requisition ID
Search for requisition ID

Requester
Search for name, ID, or email

Status
23 March 2023 - 23 June 2023

Apply filters **Reset filters**

Request for quote name and ID	Status	Last updated	Estimated budget
Accounts Payable Networking Day RFQ3332 Suppliers respond by 23 June 2023	COMPOSING	0 days ago	\$2,500.00 USD
Marketing Event - Customer Day RFQ3322 Suppliers respond by 23 May 2023	COMPOSING	31 days ago	\$1,500.00 USD
Copy of Copy of SS RFQ Test - check publish RFQ3300 Suppliers respond by 11 April 2023	COMPOSING	72 days ago	\$5,500.00 USD

From 1-3. Total Items 3

Thank you.



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