



SAP Ariba 

# Feature at a glance

## Repeatable Section for Supplier Questionnaire

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 **Run Simple**

# Feature at a Glance

## Introducing: Repeatable section in supplier questionnaire

### Customer challenge

If buyers want their suppliers to enter multiple sets of the same information, like multiple addresses, multiple bank accounts, multiple factories each with an address, then they currently have to configure these sets of questions multiple times in the questionnaire, potentially supported by visibility conditions using questions like "do you want to add another XX?". This is labor intensive, error prone, and also not aligned with the way the SOAP replication message for ERP integration supports multiples of a data set.



### Meet that challenge with **SAP Ariba**

This feature adds the ability to organize one or more questions in a repeatable section, which - when sent in a questionnaire to a supplier - allows the supplier to respond to the entire section multiple times. The buyer can review the submitted information sets in an easy-to-read tabular view.

As part of the integration to ERP, SLP maps all response sets to the repeatable section dynamically to the SOAP message.

Note – Repeatable section is only supported in supplier facing questionnaires.



### Experience key benefits

Improves efficiency for buyers to set up and maintain the supplier questionnaire configuration.  
Improves supplier experience as it allows suppliers to dynamically add multiple instances of the repeated section in order to provide as many answer sets as they need.

### Solution area

Strategic Sourcing / Supplier Management / Supplier Lifecycle and Performance

### Enablement information

Feature is off by default. Request enablement via Ariba Support for SM-3067 "Repeatable Section". Please note this feature will only work if "Profile Update" SM-xxxx is already enabled, as that includes the new task page design.

### Value measure

 medium

### Ease of implementation

 simple

### Region availability

 global

# Feature at a Glance

## Introducing: **Repeatable section in supplier questionnaire**

### Detailed feature information

This feature adds the ability to organize one or more questions in a repeatable section, which - when sent in a questionnaire to a supplier - allows the supplier to respond to the entire section multiple times. The buyer can review the submitted information sets in an easy-to-read tabular view. As part of the integration to ERP, SLP maps all response sets to the repeatable section dynamically to the SOAP message.

Note – Repeatable section is only supported in supplier facing questionnaires.

# Admin View - Repeatable section configuration

Repeatable section is only supported in Supplier facing questionnaires in SLP and SIPM new architecture

- ❑ Registration template or Qualification template
- ❑ If it's in the registration template, repeatable section can be configured only in external type questionnaire.
- ❑ If it's in the Qualification process template, repeated section can be configured in Content document.
- ❑ In the questionnaire, click on Add Repeatable section parent to add repeatable sets of questions. This will provide the overall name of the repeated section.

## Doc1449035 - Supplier registration questionnaire

On this page you create the information that participants will read and respond to during events. Add different types of content to re-create the tradition

Content

All Content [filter]▼

<input type="checkbox"/>	Name	
<input type="checkbox"/>	2.2.1 Please enter the remaining characters of your registered name here.▼	<input type="text"/>
<input type="checkbox"/>	2.2.2 In which year was your company founded?▼	<input type="text"/>
<input type="checkbox"/>	2.2.3 Please state the annual revenue of your company for the last year▼	Unspecified ▼
<input type="checkbox"/>	2.2.4 Do you have a parent company?▼	Unspecified ▼
<input type="checkbox"/>	2.2.5 Please state the name of your parent company▼ 	<input type="text"/>
<input type="checkbox"/>	▼ 2.3 Capability information▼	
<input type="checkbox"/>	2.3.1 In which regions and countries are you operating?▼ (select a value) [ select ]	
<input type="checkbox"/>	2.3.2 Which categories can you deliver to Cirrus?▼ (select a value) [ select ]	
<input type="checkbox"/>	Section Certificate▼	Unspecified ▼
<input type="checkbox"/>	Table Section	
<input type="checkbox"/>	Repeatable Section Parent	<input type="button" value="Delete"/> <input type="button" value="Excel Import ▼"/>

# Admin View - Repeatable section configuration cont.

- ❑ Within the Parent repeatable section, click on Add repeated section. Parent repeatable section displays the overall name i.e., Question for the repeated section
- ❑ Once you add a Parent repeatable section (Factories), you need to add the actual Repeatable section that will contain various sets of questions

## Add Repeatable Section Parent

Use sections to organize your content. They are similar to folders or directories.

### 4 - Untitled

Name: \*  Translations

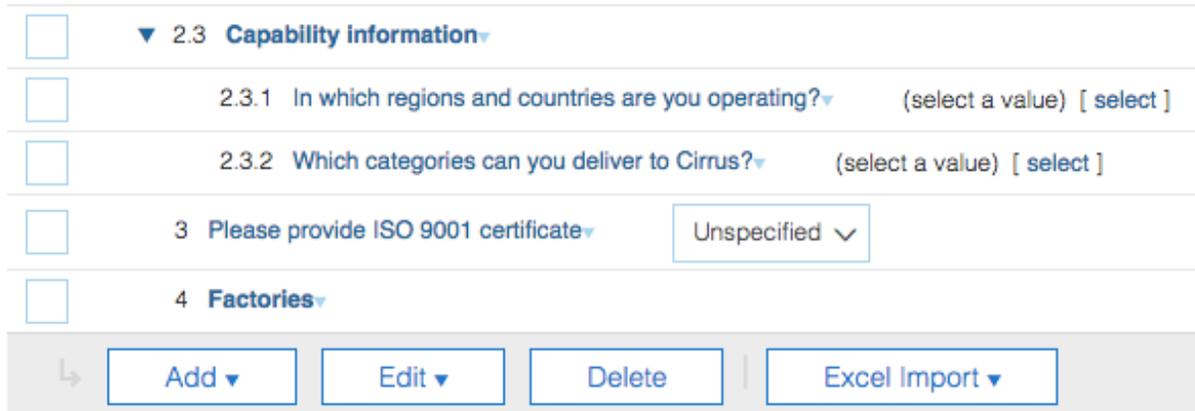
Description: 

Translations

Visible to Participant:  ⓘ

Team Access Control:  View Details ⓘ

Visibility Conditions:  ⓘ



2.3 **Capability information**

2.3.1 In which regions and countries are you operating? (select a value) [ select ]

2.3.2 Which categories can you deliver to Cirrus? (select a value) [ select ]

3 Please provide ISO 9001 certificate Unspecified

4 **Factories**

Add Edit Delete Excel Import

# Admin View - Repeatable section configuration cont.

- Within the Uber Repeatable section name, click on add repeated section that will contain sets of questions.

▼ 2.3 **Capability information**

2.3.1 In which regions and countries are you operating? (select a value) [ select ]

2.3.2 Which categories can you deliver to Cirrus? (select a value) [ select ]

3 Please provide ISO 9001 certificate Unspecified ▼

▼ 4 **Factories**

4.1 **Factory**

Add Edit Delete Excel Import

▼ 2.3 **Capability information**

2.3.1 In which regions and countries are you operating? (select a value) [ select ]

2.3.2 Which categories can you deliver to Cirrus? (select a value) [ select ]

3 Please provide ISO 9001 certificate Unspecified ▼

4 **Factories**

Add Repeatabe Section Action Edit Delete Excel Import

# Admin View - Repeatable section configuration cont.

- Within the actual repeated section for e.g., Factory, add various sets of questions. Click on Question to add questions for e.g., Factory name, Factory Tier, etc. You can also add nested repeated sections for example Contacts within Factory

<input type="checkbox"/>	▼ 4 <b>Factories</b> ▼
<input type="checkbox"/>	▼ 4.1 <b>Factory</b> ▼
<input type="checkbox"/>	4.1.1 <b>Factory Name</b> ▼ <input type="text"/>
<input type="checkbox"/>	4.1.2 <b>Factory Tier</b> ▼ <input type="text" value="Unspecified"/>
<input type="checkbox"/>	4.1.3 <b>Factory Category</b> ▼ <input type="text" value="Unspecified"/>
<input type="checkbox"/>	4.1.4 <b>Is it a shared factory?</b> ▼ <input type="text" value="Unspecified"/>
<input type="checkbox"/>	▼ 4.1.5 <b>Contacts</b> ▼
<input type="checkbox"/>	▼ 4.1.5.1 <b>Contact</b> ▼
<input type="checkbox"/>	4.1.5.1.1 <b>Contact Name</b> ▼ <input type="text"/>
<input type="checkbox"/>	4.1.5.1.2 <b>Contact email</b> ▼ <input type="text"/>
<input type="checkbox"/>	4.1.5.1.3 <b>Contact Role</b> ▼ <input type="text" value=""/>

<input type="checkbox"/>	2.3.2 <b>Which categories can you deliver to Cirrus?</b> ▼ (select a value) [ select ]
<input type="checkbox"/>	3 <b>Please provide ISO 9001 certificate</b> ▼ <input type="text" value="Unspecified"/>
<input type="checkbox"/>	▼ 4 <b>Facto</b>
<input type="checkbox"/>	4.1
<input type="checkbox"/>	<b>Add</b> ▼
<input type="checkbox"/>	Repeatable Section Parent
<input type="checkbox"/>	Section
<input type="checkbox"/>	<b>Question</b>
<input type="checkbox"/>	Requirement
<input type="checkbox"/>	Attachment
<input type="checkbox"/>	Action

|

# Supplier View - Repeatable section

- ❑ When a supplier receives the questionnaire, the supplier will see a link next to the repeatable section name.
- ❑ When a supplier clicks on the link, it will open a new page where supplier can add as many sets of questions dynamically based on the need.

▼ 2.3 Capability information	
2.3.1 In which regions and countries are you operating?	APAC, EMEA [ select ]
2.3.2 Which categories can you deliver to Cirrus?	Apparel and Luggage and Personal Care Pr..., Buildi
3 Please provide ISO 9001 certificate	Unspecified ▼
4 <b>Factories</b>	<a href="#">Add Factories (0)</a>

(\*) indicates a required field

[All Content](#) > 4 Factories

## Factories (0)

Name ↑

(\*) indicates a required field

Add Factory

# Supplier View - Repeatable section

- Once supplier answers various sets of questions, they can see all questions within repeatable question.
- Once the user clicks Ok, they will be navigated back to the Questionnaire page where they can submit the questionnaire response.

All Content > 4 Factories

## Factories (3)

Name ↑	
<b>▼ Factory #1</b>	<a href="#">Expand all</a>   <a href="#">Collapse all</a> <a href="#">Delete</a>
Factory Name	<input type="text" value="Agnos China"/>
Factory Tier	Tier 1 ▾
Factory Category	Electronics ▾
Is it a shared factory?	No ▾
<b>Contacts</b>	<a href="#">Add Contacts (3)</a>
<b>▼ Factory #2</b>	<a href="#">Delete</a>
Factory Name	<input type="text" value="Agnos Bangladesh"/>
Factory Tier	Tier 2 ▾
Factory Category	Textiles ▾
Is it a shared factory?	No ▾
<b>Contacts</b>	<a href="#">Add Contacts (4)</a>
<b>▼ Factory #3</b>	<a href="#">Delete</a>
Factory Name	<input type="text" value="Agnos Japan"/>
Factory Tier	Tier 1 ▾
Factory Category	Apparel ▾
Is it a shared factory?	Yes ▾
<b>Contacts</b>	<a href="#">Add Contacts (1)</a>

(\*) indicates a required field

# Buyer View - Repeatable section

- There are two ways where Buyer can see the repeatable section answered by the supplier

Tasks (1)			
Pending Tasks (1)			
Name	Action by	Start date	Due date
Approval for supplier registration	Swetha Beepyata	Feb 12, 2018	<a href="#">Approve / Deny</a>

## 2.3 Capability information

2.3.1	In which regions and countries are you operating?	Asia Pacific , Europe
2.3.2	Which categories can you deliver to Cirrus?	Apparel and Luggage and Personal Care Products , Building and Construction and Maintenance Services
3	Please provide ISO 9001 certificate	Certificate Type Issuer Year of Publication Certificate Number Certificate Location Effective Date Expiration Date Attachment Certificate Description

## 4 Factories

4.1	Factory	<a href="#">Factory (3)</a>
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# Buyer View - Repeatable section

- Buyer sees the repeatable section answered by supplier in a tabular view. If there are any nested sections, then can click on the link within the row to open the nested section table.

## Factory (3)

Factory Name	Factory Tier	Factory Category	Is it a shared factory?	Contacts
Agnos China	Tier 1	Electronics	false	<a href="#">Contacts (3)</a> >
Agnos Bangladesh	Tier 2	Textiles	false	<a href="#">Contacts (4)</a> >
Agnos Japan	Tier 1	Apparel	true	<a href="#">Contacts (1)</a> >

## Factory (3)

## Contact (3)

Factory Name	Contacts	Contact Name	Contact email	Contact Role
Agnos China	<a href="#">Contacts (3)</a> >	Jim Kelly	jimk@agnos.com	Owner
Agnos Bangladesh	<a href="#">Contacts (4)</a> >	Peter Jones	peterj@agnos.com	Finance
Agnos Japan	<a href="#">Contacts (1)</a> >	Krish Madi	krishm@agnos.com	Legal

# Buyer View - Repeatable section

Buyer can see the information supplier entered in repeatable section in a tabular view.

If there are any nested sections within a repeatable section, there will be a link to expand those details

### Factory (3)

Factory Name	Factory Tier	Factory Category	Is it a shared factory?	Contacts
Agnos China	Tier 1	Electronics	false	<a href="#">Contacts (3)</a> >
Agnos Bangladesh	Tier 2	Textiles	false	<a href="#">Contacts (4)</a> >
Agnos Japan	Tier 1	Apparel	true	<a href="#">Contacts (1)</a> >

Factory (3)			Contact (4)		
Factory Name	Contacts		Contact Name	Contact email	Contact Role
Agnos China	<a href="#">Contacts (3)</a> >		Sheryl Kelly	sherylk@agnos.com	Owner
Agnos Bangladesh	<a href="#">Contacts (4)</a> >		Michelle Vu	michellev@agnos.com	Legal
Agnos Japan	<a href="#">Contacts (1)</a> >		Jason Lu	jasonl@agnos.com	
			Nancy Lou	nancyl@agnos.com	Finance