



Feature at a GlanceAbility to change RFQs after publishing to suppliers

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Feature at a Glance

Introducing: Ability to change RFQs after publishing to suppliers

Customer challenge

When users start the RFQ request flow there is no option to save the form prior to submission, to duplicate the form, or to delete the form.

Users also cannot change information on the RFQ forms after submission from guided buying.

Meet that challenge with

SAP Ariba

Guided buying users can now change information in self-service RFQs after they've been published to suppliers. For example, users can change descriptions or quantities of requested items, or the RFQ end date. Previously, only SAP Ariba Sourcing users could change published RFQs.

Solution area

SAP Ariba Buying with guided buying capability SAP Ariba Buying and Invoicing with guided buying capability

Implementation information

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

Customer configured via the self service parameters:

PARAM_ENABLE_EDIT_RFQ

PARAM ENABLE ENHANCED RFQ INTEGRATION

Experience key benefits

Guided buying users can now save RFQs in composing state, change or cancel RFQs from the guided buying UI, and duplicate saved or submitted RFQs.

Additionally, administrators can now make mass edits to guided buying policies and select specific policies for export.

The supplier and touch policy has two new columns:

- Award from GB: Specifies whether RFQs will be awarded in guided buying or SAP Ariba Sourcing.
- **Sourcing Request:** Specifies whether the request is an RFQ or a sourcing request.

Prerequisites and Restrictions

Restrictions:

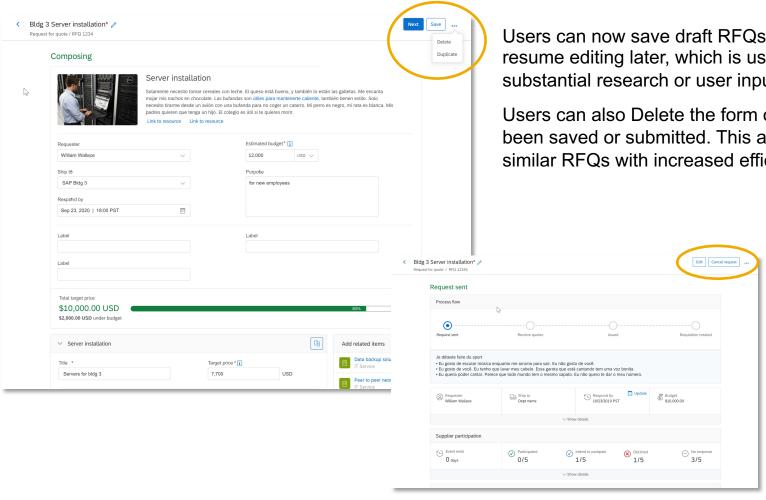
- Feature only works with new-style single or multi-line RFQ forms. It does not work with legacy single line RFQ forms.
- Changes can only be made to self service RFQs in guided buying.

Prerequisites:

- Customer administrator must ensure the following parameters are enabled in customer realm:
 - PARAM_ENABLE_EDIT_RFQ
 - PARAM ENABLE ENHANCED RFQ INTEGRATION

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Users can now save draft RFQs in Composing status and resume editing later, which is useful for requests that require substantial research or user input.

Users can also Delete the form or Duplicate a form that has been saved or submitted. This allows users to initiate multiple similar RFQs with increased efficiency.

> Users can When a RFQ document is saved or submitted, a user can cancel or change the RFQ from guided buying (only self service RFQs can be changed in GB).

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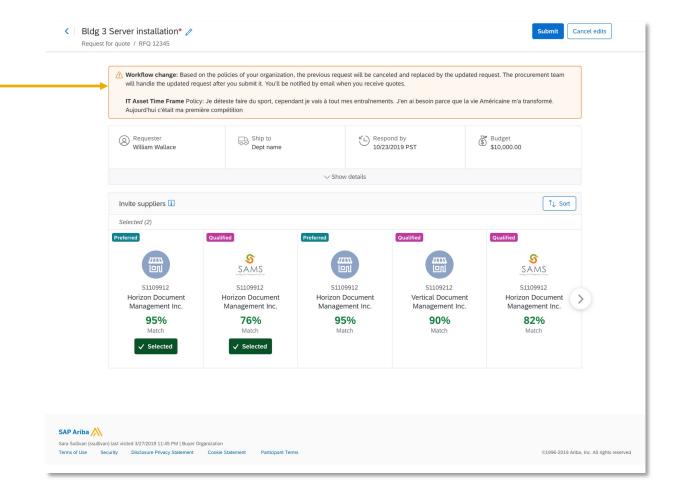
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Note that all guided buying policies still apply when editing an RFQ in guided buying.

Depending on the changes you make, guided buying might use a different policy and workflow than it used for the original RFQ.

For example, increasing the RFQ total amount might change the scenario from self-service to low-touch, requiring a different workflow. If the scenario changes, when you submit the RFQ guided buying displays a message indicating that the workflow changed.



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