



Feature at a Glance

Ability to change RFQs after publishing to suppliers

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PUBLIC

Feature at a Glance

Ease of implementation

Low touch / simple

Geographic relevance

Global

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.

Solution area

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

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.

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*

Feature at a Glance

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The screenshot shows the 'Composing' stage of an RFQ. At the top right, a menu is open with options: 'Next', 'Save', 'Delete', and 'Duplicate'. The 'Save' option is highlighted with a yellow circle. The form includes fields for 'Requester' (William Wallace), 'Estimated budget' (12,000 USD), 'Ship to' (SAP Bldg 3), 'Respond by' (Sep 23, 2020), and 'Purpose' (for new employees). A progress bar shows a total target price of \$10,000.00 USD, with \$2,000.00 USD under budget. Below, there are sections for 'Server installation' with a title 'Servers for bldg 3' and a target price of 7,700 USD.

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.

The screenshot shows the 'Request sent' status page. At the top right, a menu is open with options: 'Edit', 'Cancel request', and '...'. The 'Cancel request' option is highlighted with a yellow circle. The page features a 'Process flow' diagram with steps: Request sent, Receive quotes, Award, and Requisition created. Below the flow, there is a section for 'Supplier participation' with a table showing the status of various suppliers.

Event ends	Participated	Intend to participate	Declined	No response
0 days	0/5	1/5	1/5	3/5

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).

Feature at a Glance

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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.

The screenshot displays the SAP Ariba interface for a Request for Quote (RFQ) titled "Bldg 3 Server installation*". The RFQ ID is 12345. A prominent orange notification box at the top states: "Workflow change: Based on the policies of your organization, the previous request will be canceled and replaced by the updated request. The procurement team will handle the updated request after you submit it. You'll be notified by email when you receive quotes." Below this, a specific policy is noted: "IT Asset Time Frame Policy: Je déteste faire du sport, cependant je vais à tout mes entraînements. J'en ai besoin parce que la vie Américaine m'a transformé. Aujourd'hui c'était ma première compétition".

Key details of the RFQ include: Requester: William Wallace; Ship to: Dept name; Respond by: 10/23/2019 PST; Budget: \$10,000.00. A "Show details" link is available below these details.

The "Invite suppliers" section shows two selected suppliers:

Supplier	Match Percentage	Status
Horizon Document Management Inc. (S1109912)	95%	Selected
Horizon Document Management Inc. (S1109912)	76%	Selected
Horizon Document Management Inc. (S1109912)	95%	Match
Vertical Document Management Inc. (S1109212)	90%	Match
Horizon Document Management Inc. (S1109912)	82%	Match

The interface includes "Submit" and "Cancel edits" buttons at the top right. The footer contains SAP Ariba branding, user information (Sara Sullivan), and various legal links.