



# Feature at a Glance

## Support for team RFQs in guided buying

Mark Harris, SAP Ariba  
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# Feature at a Glance

Ease of implementation

Low touch / simple

Geographic relevance

Global

## Introducing: Support for team RFQs in guided buying

### Customer challenge

The RFQ in our current solution can only be created and retrieved by the requester. This prevents multi-user teams from collaborating naturally and directly on the RFQ document in the guided buying user experience.

### Meet that challenge with

#### SAP Ariba

Team buying and receiving has been expanded to include the request for quote (RFQ) process. Guided buying teams can now collaborate to create RFQs and send them to suppliers.

### Experience key benefits

End user can now enable team collaboration on RFQ forms in guided buying. Team creation and management processes have not changed.

Teams can edit RFQs when they are in **Composing** state. After awarding a team RFQ, the resulting requisition uses the same team as the RFQ.

Allow multiple users with different skill sets and responsibilities to collaborate and edit the RFQ document directly in guided buying. A more efficient and natural process for end users to complete RFQs that require input from multiple users.

### 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 parameter:  
*PARAM\_ENABLE\_TEAM\_RFQ*

### Prerequisites and Restrictions

#### Restriction:

- Does not work with sourcing request RFQ form option
- Does not work with legacy single-line RFQ forms, only new-style single or multi-line RFQ forms

#### Prerequisite:

- The following parameters must be enabled for team RFQ to work:
  - *PARAM\_ENABLE\_TEAM\_RFQ*: A new parameter that enables team RFQs.
  - *PARAM\_TEAM\_BUYING*: Enables the team buying and receiving feature.
  - *PARAM\_ENABLE\_ENHANCED\_RFQ\_INTEGRATION*: Enables communication of RFQs and events through APIs instead of cXML.
  - *PARAM\_ENABLE\_EDIT\_RFQ*: Allows users to change RFQs after sending them to customers. Also displays the Save button.

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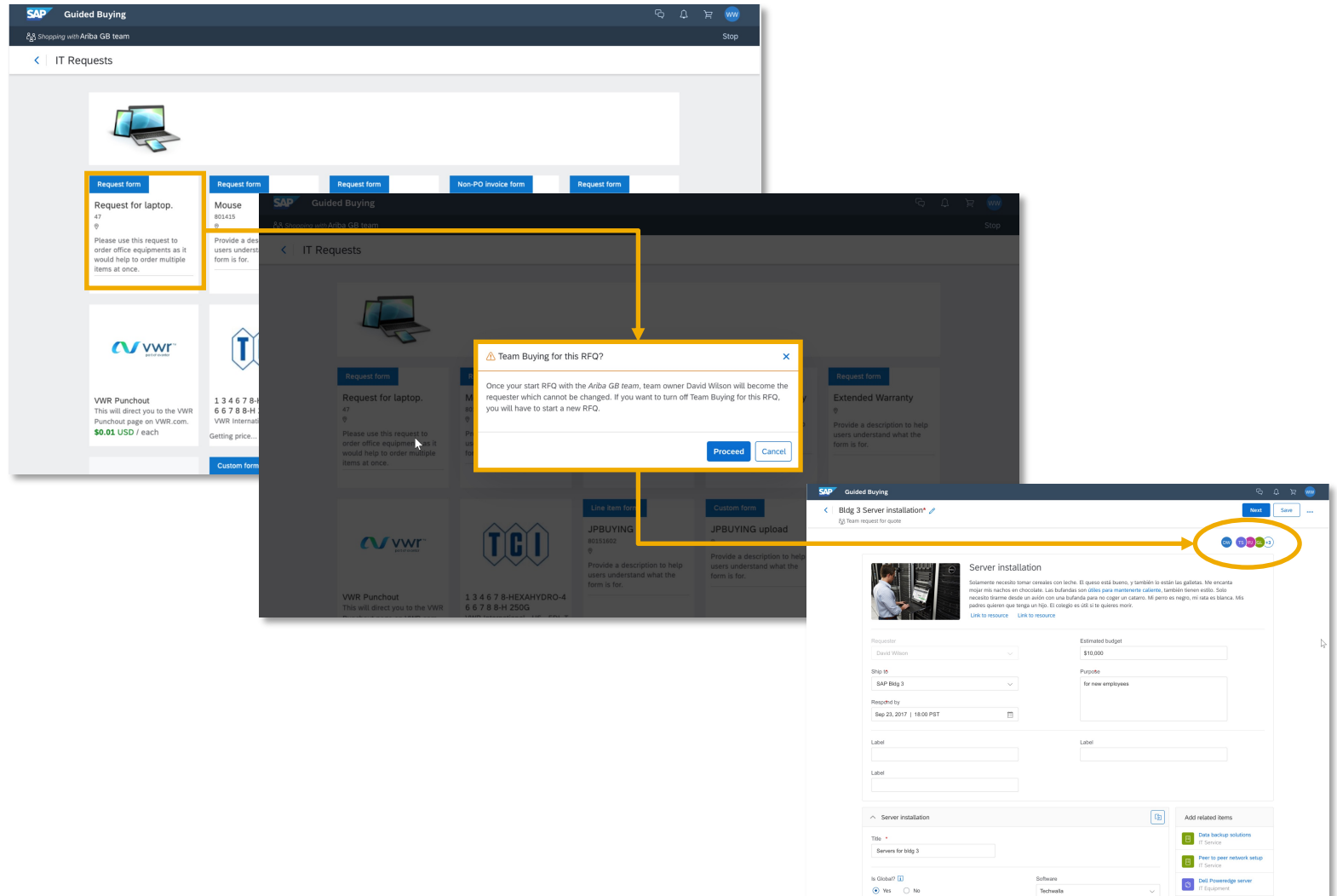
## Introducing: Support for team RFQs in guided buying

A user can select Buy with a Team from the quick menu and then choose a new-style RFQ form.

A window will display to inform the user that creating the RFQ for a team will make the Team Owner the requester of the document. User can decide to proceed or start over.

When the form opens the user will see the team in the upper right corner similar to team requisition and team receipt. The user must Save the document before the rest of the team members can access and edit it.

Note : Unlike team buying and receiving, users can't change the team after they create an RFQ. To change the team, they must delete the RFQ and create a new one.



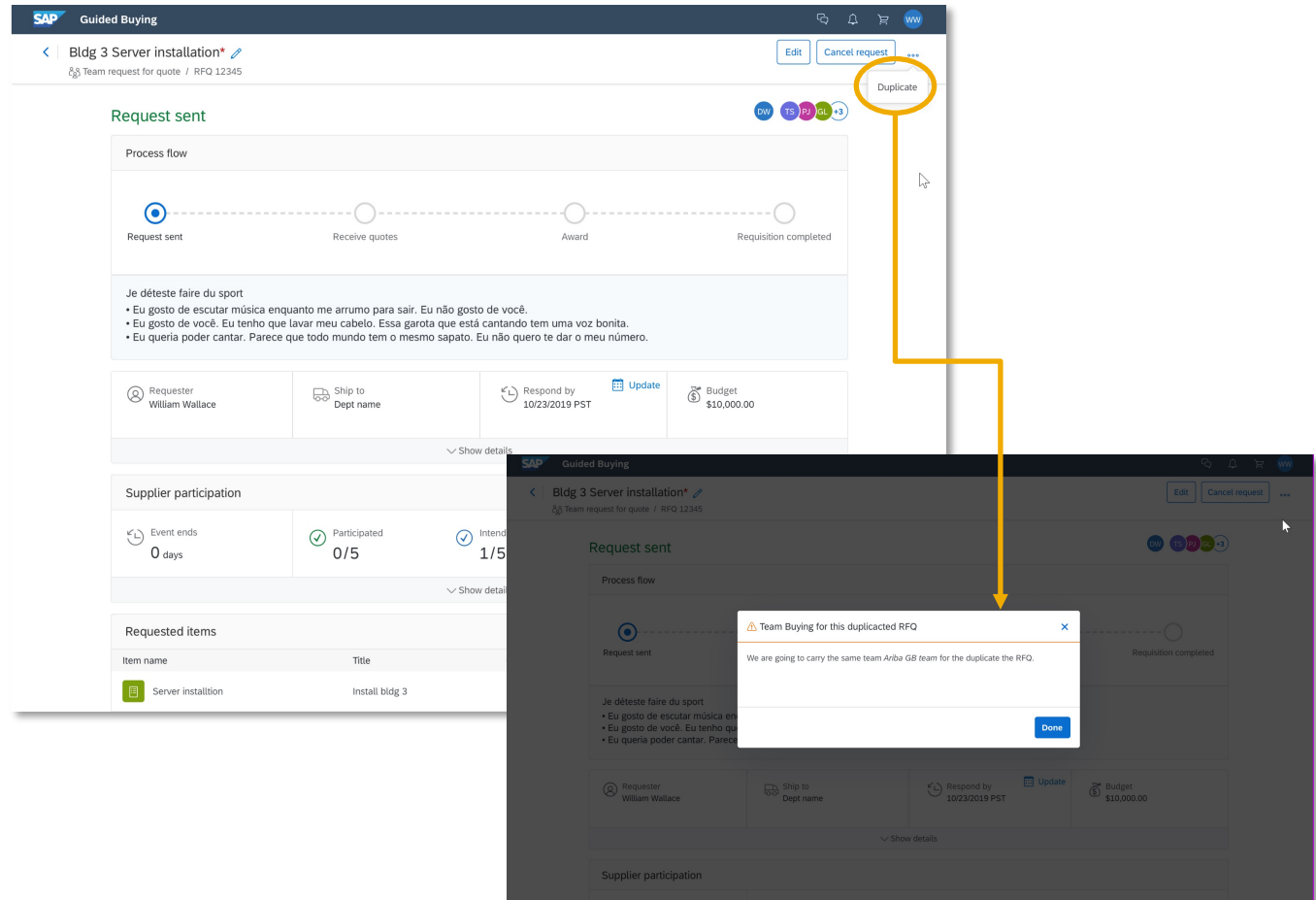
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An RFQ can now be saved in Composing status. In this state team members can continue to work on the RFQ.

An RFQ that has been saved or submitted can also be copied using the Duplicate option accessed from the “...” other menu.

When duplicating a team RFQ, the team from the original RFQ is copied as well. An informational pop up will display to remind the user that the team is going to be copied along with the RFQ details.



# Feature at a Glance

## Introducing: Support for team RFQs in guided buying

After awarding the RFQ any contributor team member can create a requisition from the awarded RFQ.

Note that the team from the RFQ will be maintained on the requisition if team requisition is selected. Team data on the requisition cannot be edited in this scenario, unlike a standalone team requisition.

See that the team has transferred to the requisition. You also have the option to navigate back to the RFQ document from the Other (...) menu.

The screenshot displays the SAP Guided Buying interface. The top section shows the 'Award' status of a request for quote (RFQ) titled 'Bldg 3 Server installation'. A process flow diagram indicates the stages: Request sent, Receive quotes, Award, and Requisition completed. Below this, there is a section for 'Je déteste faire du sport' with a list of preferences. The 'Requester' is William Wallace, and the 'Budget' is \$15,000.00. The 'Supplier participation' section shows 2/5 suppliers participated, 1/5 intend to participate, and 1/5 declined. The 'Awarded quotes' section lists a quote from Horizon Document Management Inc. for \$13,390.00. A dropdown menu is open, showing options to 'Create purchase requisition', 'For my team', and 'For myself'. The 'For my team' option is selected. The bottom section shows the 'Items' list with two items: Apple Power Mac G5 Workstation (6 units, \$8,890.00 each) and Herman Miller Mira chairs (6 units, \$478.26 each).

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