



Feature at a Glance

Ability to Issue Mass Modular Questionnaire Invitations to Suppliers (SM-36145)

Target GA: November 2023

Ability to Issue Mass Modular Questionnaire Invitations to Suppliers

Description

- With this feature, you can invite a large number of suppliers to respond to a modular questionnaire by defining separate waves or groups of suppliers and uploading a list of suppliers to include in each wave.
- You achieve this by uploading a CSV file that contains the list of suppliers you want to include in the current mass modular questionnaire invitation wave. You can also monitor the progress of these mass invitations.

Customer benefit

- Send a modular questionnaire out to many suppliers at once
- Group data collection initiatives into waves
- Track and monitor wave status across supplier recipients

User

- Buyer

Enablement model

- Automatically On

Applicable solutions:

- SAP Ariba Supplier Lifecycle and Performance
- SAP Ariba Supplier Information and Performance Management
- SAP Ariba Strategic Sourcing Suite

Prerequisites, Restrictions, Cautions

Prerequisites

- For SAP Ariba Supplier Information and Performance Management, this feature requires the "new architecture."
- You must be a member of the **SM Ops Admin** group to issue mass modular questionnaire invitations.
- Every supplier in the mass modular questionnaire wave must have at least one supplier contact. For all of the suppliers in the mass modular questionnaire wave that have primary supplier managers, the primary supplier managers must all be members of the **SM Ops Administrator** group.
- The modular questionnaire project template in your site must be set up and published.

Restrictions

- Mass invite may include at most 10,000 supplier contacts.

Cautions

- Sending modular questionnaire invitations for a mass invitation wave creates a modular questionnaire project for every supplier in that wave. Before you start sending mass invitations, make sure that your modular questionnaire project template is finalized and published.
- If any suppliers in the invitation wave do not have a primary or alternative supplier manager, the user who sends the mass invitation is assigned as the primary supplier manager.

Feature details

The screenshot shows the 'Mass Invite' configuration page. On the left is a navigation menu with 'Mass invite' highlighted. The main area is titled 'Mass Invite For: Modular Questionnaire'. Below this, there is a 'Download' link. Two tabs are visible: 'Upload suppliers to invite' (active) and 'Track history'. Under the active tab, there is a 'Choose a wave' dropdown set to 'New wave'. A form contains the following fields: 'Wave name' (Demo NAMER MQ Mass), 'Wave end date' (31/10/2023), and a time selector (11:59 PM). Below the form is a file upload section with a 'Choose File' button and the filename 'Demo MQ Mass Invite.csv', and a 'Re-Upload spreadsheet' link. At the bottom, there is a 'Choose the questionnaire to send:' dropdown set to 'Select Questionnaire'.

In addition to inviting supplier contacts to fill out stand-alone modular questionnaires by navigating to **Manage -> SM Modular Questionnaires**, you can now send a single modular questionnaire to at most 10,000 supplier contacts by uploading a CSV file in **Manage -> SM Administration -> Mass Invite**.

You can create distinct waves of invitations to send modular questionnaires to many suppliers in a controlled way. For example, you can invite the suppliers from one region in the first wave, another region in the second wave, and so forth. Waves have end dates, but they're for *informational purposes only*.

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