eSourcing

Supplier Guides

WORLDWIDE SOURCING

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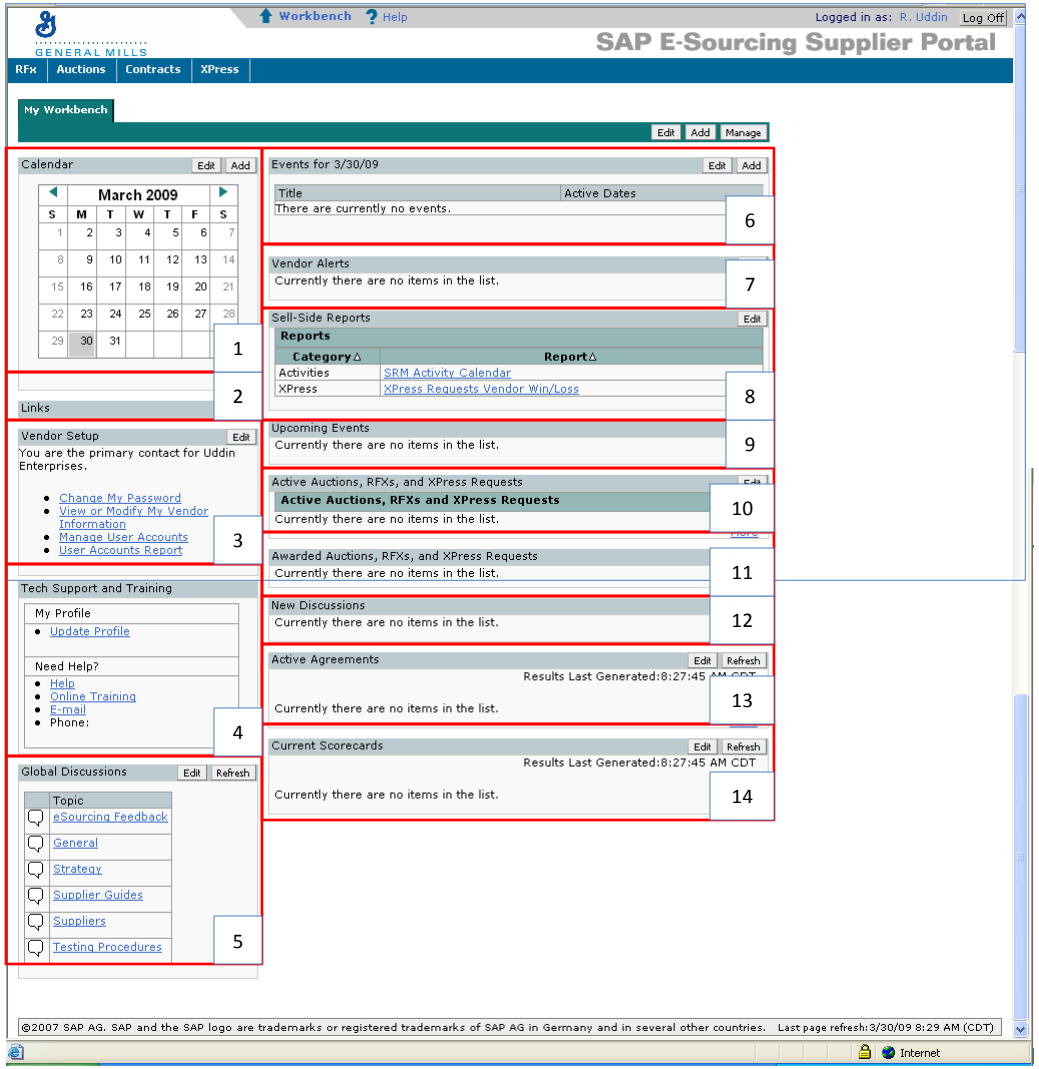

The Workbench is used to manage activity on a project.

Channels

1	Calendar – add a meeting with the buyer
2	Links – visit a site, create/edit links
3	Vendor Setup – change user password, add/edit Supplier profile
4	Tech Support – link to Online Help
5	Global Discussion – view and reply to global discussion threads unrelated to sourcing documents
6	Events – view events for a specific date
7	Vendor Alerts – view alerts related to your sourcing events
8	Sell-Side Reports – view reports detailing current activities and events
9	Upcoming Events – view upcoming public auctions and RFxs
10	Active Auctions, RFxs – lists current active auctions and RFxs
11	Awarded Auctions, RFxs – lists current awarded auctions and RFxs
12	New Discussion – view/reply to new discussion threads related to sourcing documents
13	Active Agreements – lists current master agreements with buyers
14	Current Scorecard – lists current scorecard – activated by buyer

Log in link:
https://genmills.frictionless.com/fsvendor/vendordesktop/login

⚠ ATTENTION: Do Not Use the Back arrow located on your browser controls to navigate.

➲NOTE: For additional help on this topic use the 'Online Training' link found on the Workbench page. Additionally you can use the Help link at the top of the page.

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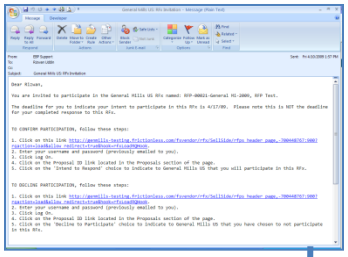
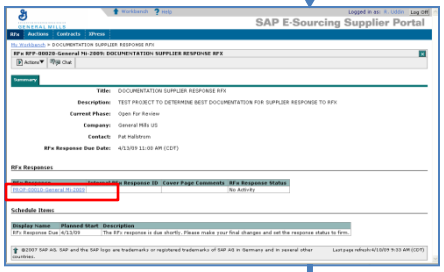
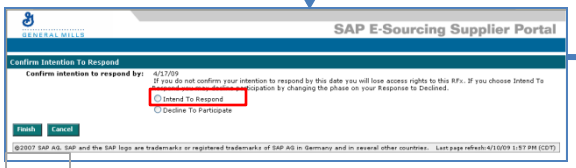
Responding to an RFx (from an Invitation)

1) Confirm Intention to Respond







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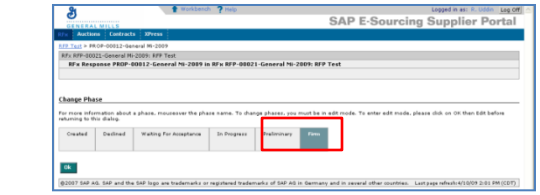
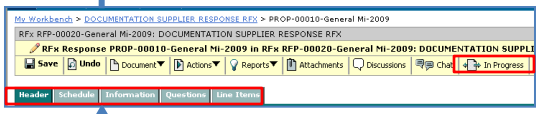
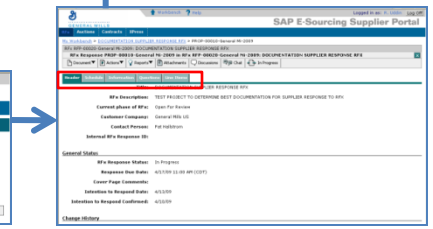




➲NOTE: You can initiate a Chat or a Discussion with the buyer (and others) when responding to an RFx.

⚠ATTENTION: Chat messages can be public, to include all buy-side users associated with the document, or private, to be directed to a single user. Please ensure you are sharing information with your target audience only.



4) Change RFx Status

2) Review: Header, Schedule & Information
3) Respond: Questions & Line Items

⚠ ATTENTION: Time-sensitive process. Please pay attention to due date(s).

Responding to an RFx
Process Steps

1. From the e-mail invitation, click on the hyperlink and log into the system to respond to the RFx.
2. On the Summary page under RFx Responses, click the **RFx Response ID** (blue hyperlink).
3. ✦ Indicate your intent to respond. Click Finish.
4. On the Header page, view general information and information under General Status and Change History.
5. Click the Schedule tab to view schedule items.
6. Click the Information tab to view any additional information about the RFx provided by the buyer.
7. Click the Questions tab to answer questions.
8. Click the Line Items tab to fill in fields, including quantities and prices, for line items.
9. Optionally, add any attachments.
10. Optionally, initiate a discussion.
11. Change the RFx response phase to (✦Preliminary) and then to Firm.
    Note: You can edit responses until you change the RFx response phase to Firm.
12. Click the **Save** button in the toolbar.

✦This step may not be needed as it depends on how the RFx was created by the buyer.

Log in link:
https://genmills.frictionless.com/fsvendor/vendordesktop/login

➲NOTE: For additional help on this topic use the 'Online Training' link found on the Workbench page. Additionally you can use the content-specific Help link as you work through each tab.

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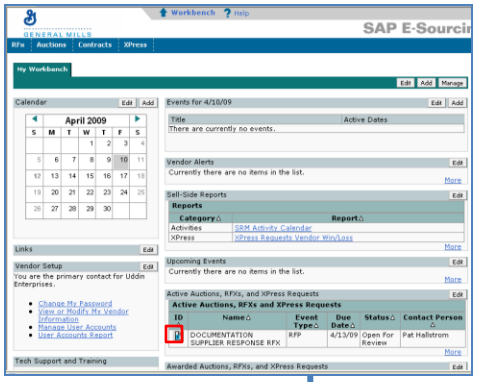
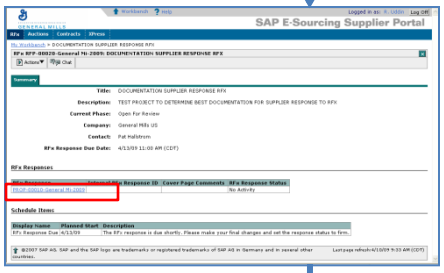
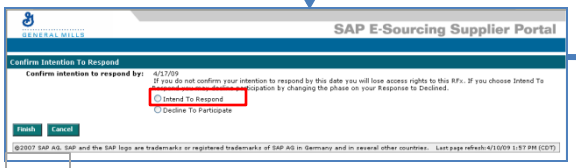
Responding to an RFx (from Workbench page)

1) Confirm Intention to Respond







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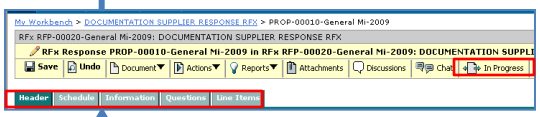
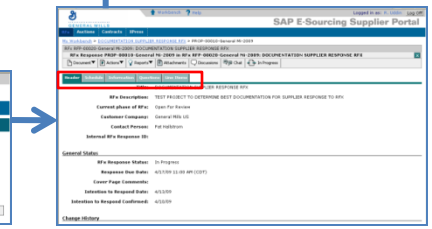
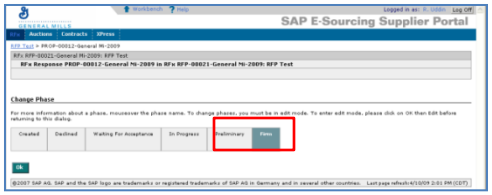


➲NOTE: You can initiate a Chat or a Discussion with the buyer (and others) when responding to an RFx.

⚠ ATTENTION: Chat messages can be public, to include all buy-side users associated with the document, or private, to be directed to a single user. Please ensure you are sharing information with your target audience only.





2) Review: Header, Schedule & Information
3) Respond: Questions & Line Items

4) Change RFx Status

⚠ ATTENTION: Time-sensitive process. Please pay attention to due date(s).

Responding to an RFx
Process Steps

1. On the Workbench in the Active Auctions and RFxs channel, click the **RFx** icon for the RFx to respond to.
2. On the Summary page under RFx Responses, click the **RFx Response ID** (blue hyperlink).
3. ✦ Indicate your intent to Respond. Click Finish.
4. On the Header page, view general information and information under General Status and Change History.
5. Click the Schedule tab to view schedule items.
6. Click the Information tab to view any additional information about the RFx provided by the buyer.
7. Click the Questions tab to answer questions.
8. Click the Line Items tab to fill in fields, including quantities and prices, for line items.
9. Optionally, add any attachments.
10. Optionally, initiate a discussion.
11. Change the RFx response phase to (✦ Preliminary) and then to Firm.
    Note: You can edit responses until you change the RFx response phase to Firm.
12. Click the **Save** button in the toolbar.

✦ This step may not be needed as it depends on how the RFx was created by the buyer.

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➲NOTE: For additional help on this topic use the 'Online Training' link found on the Workbench page. Additionally you can use the content-specific Help link as you work through each tab.

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Basic information on RFxs

An RFx enables a buyer to request information, quotes, and prices regarding goods and services from you and other suppliers. You respond with answers and your best prices. The buyer then scores the responses and compares them to those of other suppliers. After scoring the responses, the buyer can award the RFx.

On the RFx Summary page, you can:

- View an RFx response
- View general information about and schedule items for an RFx
- Respond to an RFx

RFx Response Status: This column indicates the status of your RFx response. The status reflects the activity you have performed in the RFx, including changing its phase using the **Change Phase** button in the toolbar.

Statuses are as follows:

- **No Activity**: You have not yet opened the RFx response.
- **Waiting for Acceptance**: You have opened the RFx response and confirmed participation, but have made no changes to the response.
- **In Progress**: You have entered some information into the RFx response. The response cannot be viewed by the buyer.
- **Preliminary**: You have entered preliminary information into the RFx response and it can be viewed by the buyer. You can continue to make changes to an RFx in this status.

  The RFx response reflects this status when you change its phase to Preliminary using the **Change Phase** button. *This phase is only an option if it has been included in the RFx by the buyer.*
- **Firm**: You have completed the RFx response and have changed its phase to Firm using the **Change Phase** button. You can make no further changes to the RFx response. The buyer can only include an RFx response in an RFx award if the response is in Firm status.

Notifications to the Buyer:

- When the status of the RFx response moves to **'In Progress'**
- ✦ When the **'Intend to Respond'** selection has been made
- When the phase is either changed to (✦ **'Preliminary**') or **'Firm'**

✦ This option may not available as it depends on how the RFx was created by the buyer.

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Glossary (page 1 of 2)

Term	Definition	Term	Definition
ACH	Automated Clearing House	Discussion	A collaboration tool used by buyers, document collaborators, and suppliers to clarify issues related to a product or the sourcing process.
Approver	A collaborator role. This user can edit and approve the sourcing document.	Discussion message	A single communication in a discussion topic.
Auction	A strategic sourcing event that is used to negotiate the best value in a short period of time. In an auction, suppliers bid to provide products and services.	Discussion topic	A group of related discussion messages.
Auditor	A collaborator role. This user or group can view but not edit the sourcing document. It is often assigned to a group for business process standards review.	Document link	A link in a sourcing document. A document link can be either internal, to another sourcing document, or external, to a URL.
Bread Crumbs	A navigational tool that displays a history of pages you previously accessed that enable you to navigate back to a previous selection.	Event specification	In an RFx, additional RFx information provided to the supplier.
Buy-side	The GMI buyer interface of SAP® E-Sourcing.	Event terms	The conditions to which a supplier must agree in order to participate in a sourcing event.
Buyer alert	A message appearing in the buy-side Workbench notifying you of an important situation or milestone related to a sourcing event or document.	Firm	In the Firm phase, vendors have submitted their final offer and can no longer make changes to the RFx.
Category	The primary type of product or service you supply to the buyer.	In Progress	Once the proposal has been edited and saved, the status advances to In Progress.
Channel	A feature used to send instant messages to collaborators and suppliers associated with a business document.	Library	A collection of reusable components that can be imported into contracts, sourcing documents, and templates.
Chat	A feature used to send instant messages to collaborators and suppliers associated with a business document.	Lock an RFx question or section	Close the question or section so that suppliers cannot respond or change responses to them. Locked questions and sections are assigned scores and contribute to the response score and supplier rank.
Created	When the buyer publishes the RFx, the software creates a proposal with an initial state of created.	Master agreement	An SAP data record containing all key contract data, including the legal contract document, capturing all contract details. This record enables the contract professional to create, negotiate, search and manage all enterprise buy-side contracts.
Decline	Decline an invitation to participate in an RFx or Auction.	Metrics	In a master agreement, a means for understanding supplier performance. Metrics are a measure of compliance or non-compliance with the contract. In a supplier scorecard, a standard for measuring supplier performance.

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Glossary (page 2 of 2)

Term	Definition	Term	Definition
Owner	A collaborator role. This user has all rights to the sourcing document and is responsible for that document.	RFx question	A request in an RFx for information, such as the supplier company's policies, procedures, and so forth.
Phase	A document status that defines the progress of a document through its life cycle.	RFx response	The document in which a supplier answers questions and provides prices and other information for an RFx.
Plant	A manufacturing or distribution location where raw materials are needed. Each plant can be associated with only one company, but can be associated with multiple organizational units within that company.	RFx round	A single iteration of an RFx, during which information is gathered from a group of suppliers.
Preferred supplier	A supplier who is preferred or frequently used by a buyer. A supplier with this status will appear in the list of suppliers to select for a sourcing event.	Sell-side	The Supplier interface of SAP® E-Sourcing.
Preliminary	In the preliminary phase, vendors continue to finalize responses while allowing buyers a preview of their responses.	Sourcing event	A business activity that occurs during the sourcing process, such as an auction or an RFx.
Project	A strategic sourcing effort that organizes multiple sourcing events and ensures consistent buying discipline.	Sponsor	A collaborator role. This user has all rights to the sourcing document and is typically an executive within the organization sponsoring this activity.
Requester	A collaborator role. This user can view but not edit the sourcing document. It is used in some business processes to track the person who initiated the request for this document.	Vendor scorecard	A feature that tracks supplier performance metrics. The scorecard contains an assessment of supplier performance, which is based on targeted and actual scores for the supplier. These scores are entered for the metrics defined in the scorecard definition.
Retire an RFx question or section	Remove the question or section from the new round so suppliers do not see them. Retired questions and sections are not assigned value scores and do not contribute to the response score and supplier rank.	Waiting for Acceptance	A collaboration tool used by buyers, document collaborators, and suppliers to clarify issues related to a product or the sourcing process.
RFP	An abbreviation for Request for Proposal, a type of RFx.	Workbench	The point of entry into SAP® E-Sourcing, which allows you to see sourcing events and related data, go directly to the various sourcing modules and sourcing documents, and communicate with suppliers. The Workbench is made up of a number of channels, each of which shows a particular type of sourcing information.
RFQ	An abbreviation for Request for Quote, a type of RFx.	Workbench channel	A window or portal on the Workbench that displays a specific type of sourcing information.
RFI	An abbreviation for Request for Information, a type of RFx.	Workbench page	A tab within the Workbench that displays a customized set of channels.

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Exporting

In certain situations it may be necessary or convenient to export a document into a PDF or Excel file. Most SAP® E-Sourcing pages have one or more toolbars for exporting a list of documents.

Exporting a list of sourcing documents as a PDF file

1. On a List page, click the **Export PDF** button. You see the list of sourcing documents as a PDF file.
2. Save or print the PDF file.

Exporting a report as a PDF file

1. On the report toolbar, click the **Export PDF** button. You see the report as a PDF file.
2. Save or print the PDF file.

Some other items that can be Exported:

Item	PDF	Excel	CSV
Master Agreement	✓	✓	
Workbench Channel Report	✓		✓
Contact List	✓	✓	
Xpress Quote Request List	✓		✓
Line items on an RFx response			✓
RFx for Vendor preview/view	✓		

➲NOTE: For additional information on Exporting please refer to the ? Help link found on the Workbench page.