

# ENOVIA Buyer Analytics

## User's Guide

3DEXPERIENCE R2017x



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# About Buyer Analytics

Welcome to the *ENOVIA Buyer Analytics User's Guide*. This guide is intended for users who need to quickly become familiar with the *ENOVIA Buyer Analytics*.

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In this section:

- [Application Overview](#)
- [Introduction to this guide](#)
- [Buyer Analytics Roles](#)
- [Conventions Used In this Guide](#)
- [Getting the Most out of this Guide](#)

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## Application Overview

In business, a customer, or Buyer Company may need to purchase goods or services from a Supplier Company. The Buyer Company prepares information about the goods or services required, and submit the request to one or more Supplier Companies. Each Supplier Company evaluates the request and can either reject the request, or develop a quotation for the required goods or services and submit the quote to the Buyer Company. For each quote, the Buyer Company can accept the quotation, reject the quotation, or begin negotiations and submit another request.

Because a large number of attributes and criteria may be needed to define the goods or services, the task of evaluating all the quotations can be complex. ENOVIA Buyer Analytics provides the Buyer Company with the tools to assign target values, scores, and relative importance (weightings) to the attributes, which can be used to make total-cost-to-source decisions. It also enables the Buyer Company to evaluate and rank the quotations from the Supplier Companies objectively, based on a mathematical model. The automatic ranking of quotes helps the Buyer Company choose the quotation that best meets their needs. ENOVIA Buyer Analytics also enables the Buyer Company to optionally show the attribute criteria to Supplier Companies, so that the Supplier Companies can design their quotations based on what the Buyer Company considers important.

ENOVIA Buyer Analytics is a decision support tool that is part of ENOVIA's Supplier Relationship Management (SRM) solution, helping develop and source complex Requests for Quotes (RFQs) for direct materials and engineered goods.

ENOVIA Buyer Analytics works closely with ENOVIA RFQ Management Foundation to manage the sourcing side of the RFQ process.

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## Introduction to this guide

This user guide is organized to help users of ENOVIA Buyer Analytics to perform tasks appropriate to their designated roles. It provides general information and procedures that will help users navigate through the application. It also provides specific information and procedures for managing various related aspects of ENOVIA RFQ Management Foundation and RFQ Response Foundation.

This guide is used in conjunction with the user guide for ENOVIA RFQ Management Foundation. A major part of this guide provides information about new or changed features in ENOVIA RFQ Management Foundation. For more general information about using the underlying applications, please refer to the user guide for ENOVIA RFQ Management Foundation.

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## Buyer Analytics Roles

How you use ENOVIA Buyer Analytics depends on your role, whether you are a Buyer or a Supplier, and whether you are responsible for maintaining profile information.

If you are a:	Start by performing these tasks and referring to these sections:
Buyer Administrator	<ol style="list-style-type: none"><li>1. Set's up the system so that buyers can begin creating RFQs</li><li>2. Select or deselect attributes for weighting in an RFQ template.</li></ol>
Buyer	<ol style="list-style-type: none"><li>1. Assign weighting criteria to the selected attributes for a line item.</li><li>2. View and save the Ranking Reports for a completed RFQ.</li><li>3. Award the quotation based on the ranking.</li><li>4. Regenerate the Ranking Report</li></ol>
Supplier or Sales Engineer	<ol style="list-style-type: none"><li>1. View the weighting criteria for a line item.</li><li>2. Work on quotations assigned to you.</li><li>3. View the ranking of your quotation once it has been evaluated by the Buyer Company.</li></ol>

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## Conventions Used In this Guide

In this guide and within the application, the following terms have specific meanings that need to be distinguished:

- Remove/Delete—The term “delete” is used to refer to an action that deletes an item from the database, which means the item is no longer available for viewing or selection. The term “remove” is used to refer to an action that disconnects one item from another. The disconnected item is still in the database and is still available for connecting to another item and for viewing.
- Add/Create—Similar to the remove/delete distinction. “Add” - means to connect or to associate an existing item to another item and “Create” - means to add an item to the database.

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## Getting the Most out of this Guide

This chapter is intended to help users understand the scope and purpose of the ENOVIA Buyer Analytics. It includes a description of common features and functions available throughout the application and how to access them. Additional chapters included in this manual cover the following topics:

- Chapter 2: *Managing Weighted Attributes*
- Chapter 3: *Formatting for Ranges*
- Chapter 4: *Ranking Reports*
- Chapter 5: *Resubmitting a Quotation*



# Managing Weighted Attributes

This section describes selection of attributes for weighting and defining weighting criteria

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In this section:

- [Managing Attributes for Weighting in an RFO Template](#)
- [Assigning Weighting Criteria to Line Item](#)
- [Assign Common Weighting Criteria for Multiple Line Items](#)
- [Exporting Line Item Weightage](#)
- [Import Line Item Weightage](#)
- [Tips for Creating an Excel File for Import](#)

## Managing Attributes for Weighting in an RFQ Template

Only Buyer Administrators can edit RFQ templates and select attributes/parameters for weighting.














To select the attributes that can have weights assigned to them, you must first view the RFQ template.

1. Search for the newly created **RFQ Template**.
2. Click the name of the RFQ template.
3. On the page toolbar, click **Actions > Select Attributes for Weighting**.

This Select Attributes for Weighting page lists these details for each of the Supplier Header attribute and additional attributes from Line Item Template.

- **Name.** The name of the attribute.
- **Type.** The type of attribute.
- **Scope.** The visibility of the attribute's weighting.
  - Private. The supplier cannot view the weighting of the attribute.
  - Public. The supplier can view the weighting of the attribute.
- **Category.** Applies only to numeric fields.
  - Currency. Indicates that this attribute is a monetary field.
  - Unit of Measure. Indicates that this attribute is a non-monetary measurement.
  - None. Indicates that this attribute has not been assigned a type of numeric value.

### RFQ\_TEMPLATE : Select Attributes For Weighting

  				
Selected Attributes	Name	Type	Scope	Category
<input type="checkbox"/>	Annual Part Quantity	Line Item	Public 	
<input type="checkbox"/>	Currency	Line Item	Public 	
<input type="checkbox"/>	Effectivity Date	Line Item	Public 	
<input type="checkbox"/>	Unit of Measure	Line Item	Public 	
<input type="checkbox"/>	Unit Price	Line Item	Public 	
<input type="checkbox"/>	Co-Owners	RFQ Quotation	Public 	
<input type="checkbox"/>	Comments	RFQ Quotation	Public 	
<input type="checkbox"/>	Allow User Edit	RFQ Quotation	Public 	

4. Select the attributes to be weighted in future RFQs.
5. Click **Submit**.

## Assigning Weighting Criteria to Line Items

Buyers can assign weighting criteria to Line Items on an RFQ. The weighting criteria uses a Weighting value to define the relative importance of the parameter to each other and a Target value to define the expected value of the parameter.

Only the attributes specified by the Buyer Administrator on the RFQ Template can have weighting criteria assigned to them.

To assign weight to an attribute, you must first choose an RFQ and a line item.

1. Search for the newly created **RFQ's**.
2. On the RFQs page, click the name of an RFQ.
3. On the RFQ Properties page, click **Categories > Line Items** from the page toolbar.
4. On the Line Items list page, click the name of the line item.
5. From the page toolbar, click **Assign Attribute Weights**. The **Assign Weightage** page opens.

Keyboard: Assign Weightage

Name	Type	Weighting	Target Value	Scores		Edit Range
				Range	Score	
Annual Part Quantity	Line Item	<input type="text" value="15"/>	<input type="text" value="300"/>	< 300 10 > 300 80 = 300 100		
Currency	Line Item	<input type="text" value="15"/>	<input type="text" value="USD"/>	= USD 100 != USD 33		
Effectivity Date	Line Item	<input type="text" value="20"/>	<input type="text" value="Sep 13, 2014"/> 	On Sep 13, 2014 100 Before Sep 13, 2014 90 After Sep 13, 2014 10		
Unit of Measure	Line Item	<input type="text" value="10"/>	<input type="text" value="EA"/>	!= EA 22 = EA 100		
Unit Price	Line Item	<input type="text" value="15"/>	<input type="text" value="15"/>	< 15 90 > 15 10 = 15 100		
Total Cost	RFQ Quotation	<input type="text" value="15"/>	<input type="text" value="4500"/>	= 4500 100 > 4500 10 < 4500 80		

For each attribute, this page shows:

- **Name** - The name of the attribute.
- **Type** - The type of the attribute: Line Item, Quotation, or name of Line Item Template, depending on the source of the attribute.
- **Weighting** - A number from 0 to 100 which indicates the relative importance of this attribute in the line item. This is a percentage value. The sum of the weights of all attributes for a line item should not exceed 100.
- **Target Value** - The ideal value for the attribute. Generally, if a supplier quotation matches this value, the supplier should receive the maximum score for this attribute.
- **Scores** - A combination of a Range and a Score. Here the buyer can specify multiple ranges of values for the attribute, and a score from 0 to 100 which represents the rating of the quoted value to the desired value. For example, if the buyer wants 100 pieces of an item, the buyer should set a Range of “= 100” with a Score of 100, so that if the supplier quotes 100 pieces, the quotation will be given a score of 100. The buyer may specify multiple ranges with different scores. For example, the buyer can specify a range of “< 40” with a score of 56, so that if a supplier quotes a value less than 40, the quotation will be given a score of 56 for this attribute.

The default score for the Target Value is 100.

- **Edit Range** - Opens the Add / Remove Range page for the attribute in a new window.
  - Add Range & Score – Adds a range and a score.
  - Remove Range - Removes a range.
  - Update Range & Score - Updates a range and a score.
  - Update Scores - Updates the scores.

#### **To Edit the range and Score:**

1. Click on the **Edit Range** Icon.
2. A window pop's up that enables you to modify the Range & Score.
3. Click on **Add Range & Score** to enter the value for Range and/or Score.
4. To remove Range, Click on **Remove Range** and select the Range to be removed and click on **Remove**. The selected Range will be removed from List.
5. Click on **Update Range & Score** to Edit the Range and Score.

6. To edit the score, Click on **Update Scores**.
7. Click **Done** to save your changes or **Cancel** to close the window.

Range	Score
<input type="radio"/> < 300	10
<input type="radio"/> > 300	80
<input checked="" type="radio"/> = 300	100

## Assign Common Weighting Criteria for Multiple Line Items

You may assign the same weighting criteria to more than one line item in an RFQ at the same time.

1. Search for the newly created **RFQ's**.
2. On the RFQs page, click the name of an RFQ.
3. On the RFQ Properties page, click **Categories > Line Items** from the page toolbar.
4. On the Line Items page, select multiple line items, and click **Actions > Assign Attribute Weights For Selected** from the page toolbar. The **Assign Attribute Weights From** page opens

Step 1 of 2: - Assign Attribute Weights From

Line Item ▲	Description
<input type="radio"/> Keyboard	Testing
<input type="radio"/> Mouse	Testing
<input type="radio"/> Pen Drive	Testing

3 objects

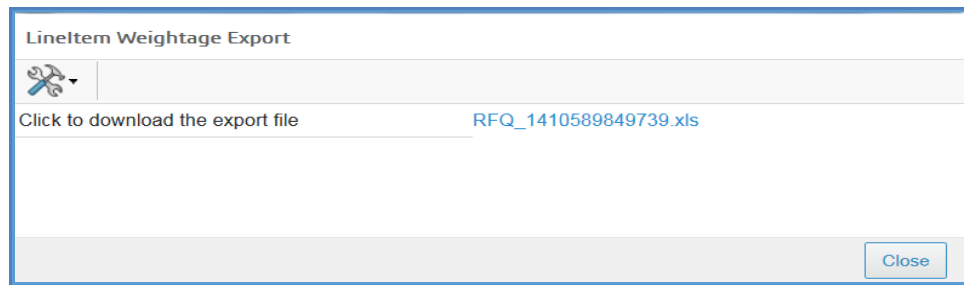
Submit Cancel

5. Select the line item whose weightage you want to apply to the other line items you selected on the previous page.
6. Click **Next**.
7. The Assigning Weighting Criteria to Line Items page opens, which lists the weightage for the selected line item. You can edit the weightage values here if necessary.
8. Click **Done**. The system sets the common weighting criteria for all the previously selected line items.

## Exporting Line Item Weightage

To export line item weightage, you must select the line items to export. First, list the line items for an RFQ.

1. On the Line Items list page, click the name of the line item.
2. On the page toolbar, click **Actions > Export Weightage For Selected**. The Line Item Weightage Export dialog box appears with the name of the Excel file.
3. To open the file in a browser, click the filename. To download the file to your local disk, click “Click to download the export file.”



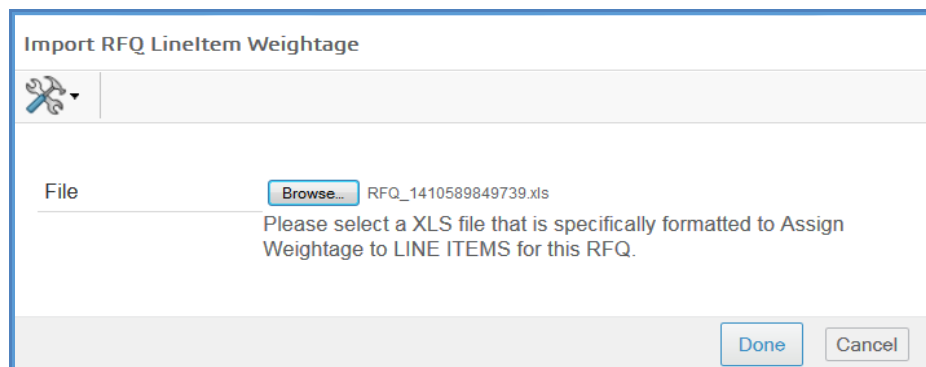
The exported Excel file contains the weightage for the selected line items. Each row contains the weightage for a particular attribute, except for the first row, which is a header row.

## Import Line Item Weightage

This option is used to assign the weightage to the Line Items from the Excel file. You can import line item weightage from an Excel file into the system.

To import the data from the Excel file, you must list the Line Items for the appropriate RFQ.

1. On the Line Items page, click **Actions > Import Weightage** from the page toolbar.
2. On the **Import RFQ Line Item Weightage** page, enter the filename of or select the Excel file to import.
3. Click **Done**.



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## Tips for Creating an Excel File for Import

You should consider the following points while creating the excel file for assigning weightage to line items.

1. Weightage must be an integer.
2. Score must be an integer from 0 to 100.
3. Multiple ranges should be separated by a tilde (~).
4. Multiple scores should be separated by a tilde (~).
5. The number of ranges must equal the number of scores for an attribute.
6. The total weightage of all attributes for a line item must be less than or equal to 100.
7. Each range must be prefixed with an apostrophe (').
8. The date format MM/DD/YYYY must be used for timestamps.



# Formatting for Ranges

This section describes the range format to be used while importing and attribute weighting criteria for a line item.

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In this section:

- *Range Format for Creating an Excel File*
- *Viewing Attribute Weighting Criteria for a Line Item*

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## Range Format for Creating an Excel File

Each attribute is one of the following data types:

- Numerical, such as Unit Price
- String, such as Currency
- Timestamp, such as Effective Date

The format of the value you enter for the attribute depends on its data type. Also, depending on its data type, you may need to enter a range for the attribute, either numeric or timestamp.

The range format for numerical values should be:

[ apostrophe] [operator] [space] [value]

**For example:**

'= 50

'<= 50

Operator	Description	Example
=	Equal To	'= 5000
!=	Not Equal to	'!= 5000
<=	Less Than Equal To	'<= 5000
>=	Greater Than Equal To	'>= 5000
>	Greater Than	'> 5000
<	Less Than	'< 5000
<>	Between	'<> 5000&6000

Note that there is a single space between the operator and the numerical value.

The Range format should be [apostrophe] [operator] [Space] [value]

For Example:

'= 50(After '=' sign space is there).

'<= 50(After '<=' sign space is there).

For Multiple Ranges tilde (~) should be used as a separator.

**For Example:**

'<> 09/29/2005&10/01/2005~= 09/29/2005

'= 50~< 30

D	E	F	G
Weighting	Target Value	Range	Score
10	Dollar	= Dollar~!= Euro	100~99
11	09/30/2005	= 09/30/2005	100
12	5000	= 5000~< 4000	100~98
13	250	= 250	100
14	2	= 2	100
15	EA (each)	= EA (each)	100

Depending upon the Data type of the Attribute you have to fill the Ranges. The operator Symbols to be used while entering the ranges in the Excel file are specified as below.

The operators Symbols to be used are based on the attribute's data type.

- If the attribute's data type is String, e.g. Currency, use the format shown in the table:

Operator	Description	Example
=	Equals	'= Dollar
!=	Not Equals	'!= Dollar

- If the attribute's data type is timestamp e.g. Effective Date, use the format shown in the table:

The Date format to be entered is MM/DD/YYYY.

Operator	Description	Example
=	On Sep 9 <sup>th</sup> 2005	'= 09/29/2005
!=	Not Equal Sep 9 <sup>th</sup> 2005	'!= 09/29/2005
<=	On or Before Sep 9 <sup>th</sup> 2005	'<= 09/29/2005
>=	On or After Sep 9 <sup>th</sup> 2005	'>= 09/29/2005
>	After Sep 9 <sup>th</sup> 2005	'> 09/29/2005
<	Before Sep 9 <sup>th</sup> 2005	'< 09/29/2005
<>	Between Sep 9 <sup>th</sup> 2005 and Oct 10 <sup>th</sup> 2005	'<> 9/29/2005&10/01/2005

## Viewing Attribute Weighting Criteria for a Line Item

A Supplier can view the weighting criteria of attributes that have a scope of Public. This helps Suppliers understand the Buyer's needs, i.e., which weightage parameters the Buyer considers more important than others, so that Suppliers can quote their values accordingly to achieve a higher rank.

When you view the weightage of a line item's attributes, only the attributes with Public scope will be shown. If any attributes are Private, the page will include the message, "There are some attributes whose weightage are not visible."

### To View Attribute Weightage:

1. Search for the newly created **Quotations**.
2. On the Quotation page, click the *Name* of the Company.
3. On the Quotation properties page, click **Categories > Line Items** from the page toolbar.
4. On the Line Items list page, click the *Name* of the Line Item.
5. On the properties page for the Line Item, click **View Attribute Weights** from the page toolbar.
6. The **View Attribute Weightage** window will open.

Root

View Attribute Weights

Name	Type	Weighting	Target Value	Range	Score
Annual Part Quantity	Line Item	15	300	= 300	100
				< 300	10
				> 300	80
Currency	Line Item	15	USD	!= USD	33
				= USD	100
Effectivity Date	Line Item	20	Sep 13, 2014	< 9/13/2014 12:00:00 PM	90
				> 9/13/2014 12:00:00 PM	10
				On Sep 13, 2014	100
Unit of Measure	Line Item	10	EA	= EA	100
				!= EA	22
Unit Price	Line Item	15	15.0	< 15	90
				> 15	10

# Ranking Reports

This section describes creation of two types of reports for analyzing quotations, at either the Quotation level or the Line Item level.

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In this section:

- [About Ranking Reports](#)
- [Quote Ranking](#)
- [Viewing a Quote Ranking Report](#)
- [Exporting Quote Ranking Report](#)
- [Weighted Ranking](#)
- [Viewing the Weighted Ranking Report for all Line Items](#)
- [Viewing Weighted Ranking Report for Single Line Item](#)
- [Exporting Weighted Ranking Report](#)
- [Regenerating the Ranking Report](#)
- [Ranking Indicators for Quotation Responses](#)
- [Setting the Ranking Indicator](#)
- [Viewing Ranking Indicators for submitted Quotations](#)

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## About Ranking Reports

Once the Attribute weights, Preferred RFQ Values, Ranges and Scores have been assigned to all line items in the RFQ, quotations may be ranked based on the supplier inputs and calculations at the

- Line Item level
- RFQ Quotation level

A Buyer can create two types of reports for analyzing quotations, at either the Quotation level or the Line Item level:

- **Quote Ranking Report.** Creates a report which bases Quotation rankings on the numeric attributes at the Quotation level.
- **Weighted Ranking Report.** Creates a report which bases Quotation rankings on the weighting criteria for line items.

If the RFQ has only one line item, the quotations will be ranked by the Price for a Quote Ranking or the Total Weighted Attribute Score factor for the Weighted Ranking, with the lowest value as the best. You may regenerate a ranking report when necessary to use the current exchange rate. See [\*Regenerating the Ranking Report\*](#)

---

## Quote Ranking

The Quote Ranking method is commonly used when the Quotation contains a price factor that aggregates at the Quote level, i.e. an attribute that involves a “Total Price” or cost roll-up calculation at the Quotation level.

The Quote Ranking report lists the rankings in a page similar to the **Quotations List** page, except that it contains an additional column on the left, entitled “Rank”, which shows the rank of the quotation.

You can create a Quote Ranking Report only if the RFQ is in the **Response Complete** state.

## Viewing a Quote Ranking Report

1. Search for the newly created **RFQs**.
2. On the RFQs page, click the *Name* of the RFQ.
3. On the RFQ properties page, click **Categories > RFQ Quotation** from the page toolbar.
4. On the Quotations List page, click **Actions > Quote Ranking Report** from the page toolbar. **Select Quotation Attribute** window will open







	Attribute Name
1	Total Cost

- **Name** — This is the name of the Quotation level attribute. Select the attribute based on which the report is to be generated.
5. The Quotation Ranking Report will open.
    - **Rank** - The calculated Rank.
    - **Quotation From** - The supplier from whom the quotation has been received.
    - **State** - A quotation that is listed on the Quotations page can be in one of the states: Returned, Closed or Suspended
    - **Award Status** - If the buyer has awarded any line items to the supplier's quotation, Awarded is listed. Otherwise, the column is blank. The buyer cannot make award recommendations until the RFQ is in the Response Complete or the Final Review state.
    - **Actual Response Complete Date** - The date on which the

supplier returned the quotation to the buyer by promoting the quotation to Returned.


- **Attribute Name Column** - The values of the attribute on which the Ranking is based. (Selected in Step 4.)

6. Click **Done**.

RFQ_R1 1: Quote Ranking Report   Report Generated Date:9/18/2...				
     				
Rank ▲	Quotation From	State	Award Status	Actual Response Completion Date
1	Sup1	Returned		Sep 18, 2016
2	Sup2	Returned		Sep 18, 2016

## Exporting Quote Ranking Report

Buyers can export Ranking Report information for any RFQ created for their company. The information is exported to a comma-delimited text file (.csv), which can be opened and edited in a spreadsheet program, such as Microsoft Excel.

1. Search for the newly created **RFQ**.
2. On the RFQ page, click the *Name* of the RFQ.
3. On the RFQs properties page, click **Categories > RFQ Quotation** from the page toolbar.
4. From the Quotations List page, click **Actions > Quote Ranking Report**.
5. **Select Quotation Attribute** window will open.
6. **Name**—This is the name of the Quotation level attribute. Select the attribute based on which the report is to be generated.
7. The **Quotation Ranking Report** window will open.
8. From the page toolbar, click  the system creates the export file.
9. You can either choose to Open or Save the file.



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## Weighted Ranking

Although ENOVIA RFQ Management Foundation contains tools for comparing quotations, the task of analyzing quotes can be complex. Weighted Ranking helps a Buyer analyze quotations based on weights assigned to line items.

Weighted ranking reduces the complexity of information in a quotation down to a single number and then ranks the quotations by that number. A quotation's ranking is determined by calculating the Unit Price divided by the Total Weighted Attribute Score for each Line Item, and then averaging those values. The lowest value is the best.

You can view a Weighted Ranking Report only if the RFQ is in the **Response Complete** state.

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## Viewing the Weighted Ranking Report for all Line Items

1. Search for the newly created **RFQs**.
2. On the RFQs page, click the *Name* of the RFQ.
3. On the RFQs properties page, click **Categories > RFQ Quotation** from page toolbar.
4. On the Quotations List page, click **Actions > Weighted Ranking Report** from the page toolbar.
5. A dialog will open asking for selecting Line Items that will be considered for generating the report.

RFQ\_R1 1 : Weighted Ranking Report

☐ Line Item ▲

☐ Keyboard  
☐ Mouse  
☐ Pen Drive

Description

3 objects

Submit Cancel

6. Select one or more Line Items and click Done.
7. The Weighted Ranking Report page will open.
8. The report represents: All Line Items selected in step 5

- **Average**—The Average of “Unit Price/Total Weighted Attribute Score” for all Line Items of one Supplier.
- **Overall Rank**—The Overall Rank achieved by the Supplier

RFQ\_R1 1 RFQ\_R1 1 : Weighted Ranking Report | RFQ Name :....

Designate Award... Export ...

		Sup1			Sup2	
	Unit Price	Total Wei...	Unit Price...	Unit Price	Total Wei...	Unit Price /...
Keyboard	15	58.03	0.26	20	26.53	0.75
Pen Drive	8	68.2	0.12	20	57.4	0.35
Mouse	10	58.9	0.17	30	45.25	0.66
Average			0.18			0.59
Overall Rank			1			2

6 objects

## Viewing Weighted Ranking Report for Single Line Item

1. Search for the newly created **RFQs**.
2. On the RFQs page, click the *Name* of the RFQ.
3. On the RFQs properties page, click **Categories > RFQ Quotation** from the page toolbar.
4. On the Quotations List page, click **Actions > Weighted Ranking Report** from the page toolbar.
5. The **Weighted Ranking Report** page will open.
6. Click on the **Line Item**, whose detailed report is to be viewed.
7. The **Weighted Report for Single Line Item** will open.
8. Click **Cancel** to close the window.

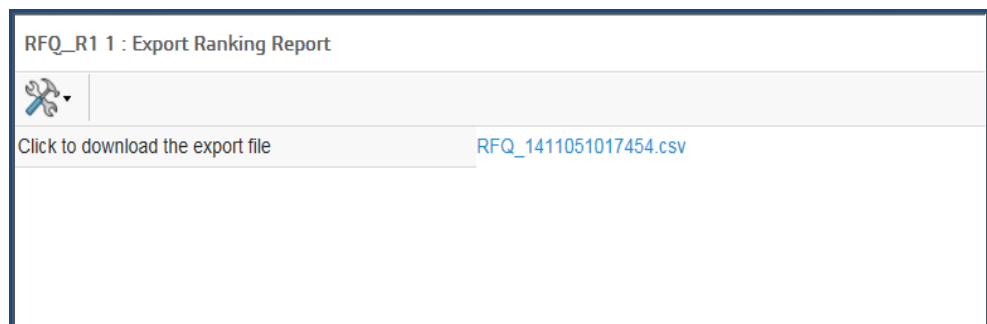
RFQ_R1 1: Single Line Item Ranking Report   Report Generated...			
	Target Value	Sup2	Sup1
Rank	-	2	1
Unit Price / TWAS	-	0.75	0.26
Unit Price	-	20	15
Total Weighted Attribute Score	-	26.53	58.03
Allow User Edit ( RFQ Quotation )	yes		
Allow User Edit: WAS	-	0	0
Comments ( RFQ Quotation )	Demo	Demo	Demo
Comments: WAS.	-	2	2
Unit Price ( Line Item )	15.0	20	15
24 objects			

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## Exporting Weighted Ranking Report

Buyers can export Ranking Report information for any RFQ created for their company. The information is exported to a comma-delimited text file (.csv), which can be opened and edited in a spreadsheet program, such as Microsoft Excel.

1. Search for the newly created **RFQs**.
2. On the RFQ page, click the *Name* of the RFQ.
3. On the RFQs properties page, click **Categories > RFQ Quotation** from the page toolbar.
4. On the Quotations List page, click **Actions > Weighted Ranking Report** from the page toolbar.
5. The **Weighted Ranking Report** page will open, select the desired line items, click **Done**.
6. The **Weighted Ranking Report** will open, Click **Export** from the page toolbar. The system will create the export file. The Export Ranking Report page will open and will show the name of the export file.
7. Select the export file *Name* and then specify a name and path where it should be stored.
8. Select the export file *Name* and then specify a name and path where it should be stored.
9. After saving the file, click **Close** to close the **Export Ranking Report** page



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## Regenerating the Ranking Report

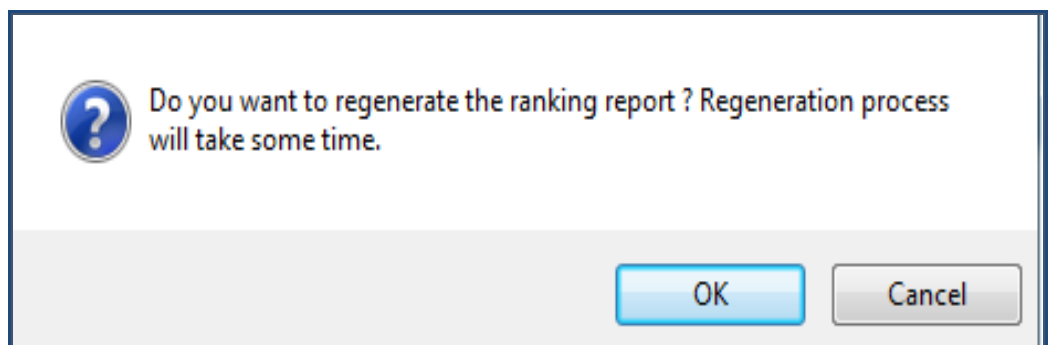
Ranking depends on the **Unit Price**, which may depend on the currency exchange rates. Before making the final awards for an RFQ, the Buyer may need to regenerate the ranking report.


### To Regenerate Ranking Report







1. Search for the newly created **RFQs**.
2. On the RFQs page, click the *Name* of the RFQ.
3. On the RFQs properties page, click **Categories > RFQ Quotation** from the page toolbar.
4. On the Quotations page, Click **Actions > Regenerate Ranking Report** from the page toolbar.
5. The Regeneration confirmation popup will appear with a message: “Do you want to regenerate the ranking report? Regeneration process will take some time.”
6. Click on **OK** to start the Background process or **Cancel** to terminate.

### Note :

1. In case of Weighted Ranking Report, you cannot see a Weighted Ranking Report while the Regenerate Ranking Report process runs. If you try to view one, the system displays a dialog box with a message asking you to wait.



2. In case of Quotation Rank, If a Supplier views the Quotation Rank page while a ranking report is being regenerated, the Rank column will not show any rankings and  (question mark) will be shown.

Rank ▲	Name	Description	Required Qty	U of M	Receiving Plant	Splits	Required Availability	Quoted Qty
	 Keyboard	Testing	20	EA (each)				20
	 Mouse	Testing	25	EA (each)				25
	 Pen Drive	Testing	30	EA (each)				30

## Ranking Indicators for Quotation Responses

When creating an RFQ, the Buyer can indicate whether Suppliers will be able to view the rankings of the line items in their quotation compared with the quotations from other Suppliers. Rankings are always displayed to Buyers. The ranking is based on all Line Items in a Quotation. When creating an RFQ, the Buyer can set the Ranking Indicator for a line item to:

- **Win/Lose.** Indicates only whether the Supplier's Quotation won or lost the bid for a Line item.
- **1, 2, 3...** Indicates the numerical ranking of the Supplier's Quotation relative to the other Suppliers' Quotations, i.e. whether the Supplier's quotation came in first, second, third, etc.
- **None.** Shows no indication on the ranking of a Quotation.

## Setting the Ranking Indicator

The Buyer is able to set the Ranking Indicator for an RFQ. When an RFQ is in Create state the Buyer is able to set the Ranking Indicator.

**To set the Ranking Indicator:**

1. Search for the newly created **RFQs**.

2. On the RFQs page, click the *Name* of the RFQ which is in create state.
3. Click on **Actions > Edit Details**.
4. The **Edit Details** Page slides in
5. If Ranking Indicator is selected as optional or mandatory attribute while creating the RFQ Template, it appears in Edit details page, else it assumes it as 1,2,3....
6. The Ranking Indicators apply only when Ranking Method is Weighted Ranking.
7. Select the Ranking Indicator from the drop down list and click on **Done**.

Edit RFQ Details	
Name	RFQ_R1
RFQ Template	RFQ_TEMP
WorkSpace Folder	<input type="text"/> <a href="#">Clear</a>
Buyer Desk	<input type="text"/> <a href="#">Clear</a>
Comments	<div>RFQ TEMPLATE</div>
Description	<div></div>
<div> <div>Done</div> <div>Cancel</div> </div>	

## Viewing Ranking Indicators for submitted Quotations

When a Quotation is in the Returned or Close state, and you list the quotations for it by rank, the Line Items list page will include a column named “Rank” as the first column on the page. If you are a Buyer, the page will list the ranks. If you are a Supplier, the page will list only those ranks that the Buyer made visible to you by means of the Ranking Indicator.

### To view the Ranking Indicators

1. Search for the newly created Quotations.
2. On the Quotation page, click the *Name* of the Company.
3. On the Quotation properties page, click **Categories > Quotation Rank** from the page toolbar.

Line Items List page appears. The first column shows the Rank and a **Question mark** or a **Tick mark** depending upon RFQ Objects state. If the RFQ is not in **Response Complete** state, the ranking cannot be finalized and a Question Mark is displayed against the Line Item.

RFQ_R1						
Line Items						
Line Item Power View	Rank ▲	Name	Description	Required Qty	U of M	Receiving Plant
Attachments	2	Keyboard		20	EA (...)	
Previous Rounds	2	Mouse		25	EA (...)	
Lifecycle	2	Pen Drive		30	EA (...)	
History						
Routes						
Folders						
Pass Through RFQs						
Quotation Rank						



## Resubmitting a Quotation

Suppliers can re-submit their quotations. When a Supplier reviews a returned quotation with its rank, the Supplier can decide to change the quotation and resubmit it, but this is possible only if the quotation's Requested by Date and Time have not already passed.

To change your quotation, you must demote its state on a Lifecycle page.

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In this section:

- *To Demote RFO Quotation from Returned State*

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## To Demote RFQ Quotation from Returned State

1. Search for the newly created **Quotations**.
2. On the Quotation page, click the *Name* of the Company, with state of the RFQ as Returned.
3. On the Quotation Properties page, click **Categories > Lifecycle** from the page toolbar.
4. On the Lifecycle page, click **Demote**.
5. The Quotation object will get demoted to **Review** state provided the Quotation is not gone past the due date
6. Supplier can modify the quoted values and re-submit the Quotation.

# Glossary

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## Attribute Weights

Defines the relative importance of or how much “weight” to associate with an attribute.

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## Quote Ranking

Ranking of the quotations based on selected Quotation-level numeric attributes.

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## Ranking Method

When creating an RFQ, the Buyer can select the method for ranking the supplier’s quotations. The two Ranking Methods are:

- Quote Ranking. Indicates that the quotations for this RFQ will be ranked on numeric attributes set at the Quotation level.
- Weighted Ranking. Indicates that the quotations for this RFQ will be ranked based on weighting criteria set for each line item. This ranking is done at the Line Item level.

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## RFQ Target Value

This is the preferred value for an attribute that the Buyer is requesting from a Supplier. It is part of the weighting criteria that will be used to rank the quotations.

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## Score

Represents the rating of an attribute's value to the desired value. For example, if the Buyer wants 100 pieces of an item, the Buyer will assign a score of 100 to the quoted quantity of 100 pieces for that attribute. If the Supplier can supply 100 pieces, the Supplier's Quotation will receive a score of 100 for that attribute, which will be used in calculating the Quotation's ranking. The Buyer can assign a score of 50 to a value of 50 items. So, if the Supplier can supply only 50 of the 100 items, the Supplier's Quotation will receive a score of only 50 for that attribute.

A score must be assigned to each attribute's Target Value or Range of values. A score must be in the range of 0 to 100.

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## Total Weighted Attribute Score (TWAS)

The Total Weighted Attribute Score for each Quotation line item is the sum of all the Weighted Attribute Scores (WAS) for the line item.

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## Weighting

See [Attribute Weights](#)

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## Weighted Attribute Score (WAS)

The Weighted Attribute Score is a value calculated for an attribute based on its weight and score settings.

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## Weighted Ranking

The Supplier's Quotation is ranked based on different weighting criteria set for each line item by the Buyer when the RFQ was created. The Supplier ranking is performed at the Line Item level, not at the Quotation level