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Grading and Scoring

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



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Grading and Scoring

This guide is for SAP Ariba users and administrators who want to assign scoring points to SAP Ariba Sourcing event content and grade supplier's responses to produce an overall score for each supplier.

You use grading and scoring to create an objective comparison model to help you choose between suppliers.

This guide applies to:

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

Related Guides

Event Management Guide

Event Rules Reference Guide

Managing Events with Guided Sourcing

About Grading and Scoring

You can use scoring to create an objective comparison model to help you choose between suppliers. Weigh the parts of your event content according to their importance by assigning scoring points, and then grade suppliers' responses to produce an overall score for each supplier.

You can choose to grade participants by their response to a particular question or you can review all questions for one or two participants. In addition, you have the ability to export gradable content to Microsoft Excel, grade the content, and then import the graded content back in to SAP Ariba Sourcing.

You use the scoring feature to:

- Analyze an event that contains a large amount of content or receives many supplier responses.
- Remove bias from your awarding decision. For example, you might want to continue to purchase from an incumbent supplier even if they do not make the best offer.
- Define and numerically rank the factors in your purchasing decision.

Enablement of Grading and Scoring

Three event rules, Allow Participants to See Scoring Weights, Enable Scoring on Participant Responses, and Enable approval for team grading are associated with grading and scoring.

Enablement of Participants to See Scoring Weights

If scoring is enabled for an event, you can control if participants can see the overall weight you assigned to each response.

On the one hand, by showing your scoring setup to suppliers, you communicate to them how they can improve their bids. On the other hand, by hiding your scoring setup, you can learn about your suppliers' strengths and weaknesses as they submit their most natural bids.

When you enable the scoring display, an additional column appears in the suppliers' bidding console that shows the overall weight % of your event's content.

Related Information

Event Rules Reference Guide

Enablement of Scoring on Participant Responses

Scoring enables you to assign a weight and level of importance to participant responses so you can more easily compare bids on different options.

If you allow scoring on participant responses, the **Scoring** display option appears when entering content, which allows you to assign a numerical level of importance to different lots, items, or questions. You can also set up team grading, in which you assign team members to the team grader group to provide their scores on the participants' responses.

If you allow scoring, you can add external graders to your event in addition to the team graders. You can specify if the external graders can see the participant identity or profile during the grading process, or if this participant information is hidden to increase the level of objectivity and remove bias when scoring participants (blind grading).

To hide participant information from external graders, set Enable blind grading on participant responses to Yes.

Blind grading is available for events created using both the classic SAP Ariba Sourcing and guided sourcing user interface.

Related Information

Event Rules Reference Guide

Grading and Scoring Concepts

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Scoring Concepts

During the creation phase of your event, try to create detailed questions that ask for factual information. The more quantifiable the answers that you collect, the easier it is to grade them.

Then, click the **Scoring** display option on the **Content** page to access the scoring interface. Enter **Weight** and **Importance** points to rate the importance of content. Look for opportunities to pre–grade questions.

Scoring Points

The more scoring points you assign each piece of event or questionnaire content, the more that content contributes toward the final score. There are two different types of scoring points, **Weight** and **Importance**, that work together in score calculations for hierarchical content.

Weight

Weight is the relative level of importance of a section of content. It's used with the score you assign each response and contributes to the overall score for each respondent.

Assign **Weight** points to "container" content types such as sections and event line items (for scoring purposes, a line item "contains" its terms). Altering a section or lot's **Weight** allows you to alter the **Overall %** for all the section content.

For example, suppose that there are 30 scoring points assigned to a **Car Performance** section, and 70 to a **Car Financing** section. (Assign a total of 100 scoring points to cause the **Overall %** to be equal to the number of assigned scoring points).

For sections, the **Overall %** column shows how the section contributes to the overall score based in the following formula:

• section weight / total number of weight points = overall % of section

Using the previous example to verify the **Overall %** of the **Car Financing** section, the numbers would look like this:

• 70 / 100 = 70%

If you don't assign exactly 100 weight scoring points, it complicates the math. For example, if you assign 27 points to the **Car Performance** section, and 88 points to the **Car Financing** section, the total of the weight scoring points is 115. In this case, the **Overall %** of the **Car Financing** section is:

• 88/115 = 76.52%

The following table demonstrates the breakdown of scoring calculations based on the preceding example:

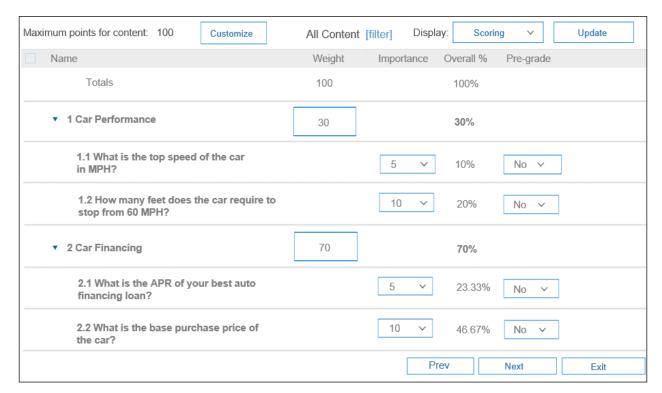
Number	Name	Weight (base level)	Overall %
1	Section 1 – Car Performance	27	27 / 115 = 23.48%
2	Section 2 – Car Financing	88	88 / 115 = 76.52%
	Maximum points for content	115	

Importance

Importance is the relative level of importance for individual pieces of content that require answers from suppliers or other respondents, such as questions and event line item terms.

Assign each question or other piece of individual content between 0–10 **Importance** scoring points, with 10 being the most important. Content to which you assign 0 scoring points doesn't count towards the score.

In the following graphic, question 1.2 has the highest importance with 10 **Importance** points, and question 1.1 is half as important as question 1.2 with 5 **Importance** points.



>The **Overall** % of questions changes depending on how you weight the section they're located in. To calculate the **Overall** % of the questions in the **Car Performance** section, first calculate their percentage within the **Car Performance** section, and then multiply that by the **Overall** % of the **Car Performance** section. The formula for the numbers in the example would be:

• (importance of question 1.1(5) / total number of importance points in the Car Performance section (15)) * overall % of Car Performance section (30) = overall % of question 1.1(10%)

Written numerically:

$$(5/15) * 0.3 = 0.1$$

The following table combines section **Weight** and question **Importance** to calculate the overall % of the questions within section 1:

Number	Name	Weight	Importance	Overall %
1	Section 1 – Car Performance	30		30 / 100 = 30%
1.1	Question 1.1		5	10% = 30%*5/15
1.2	Question 1.2		10	20% = 30%*10/15
		Maximum points for content in Section 1	15	
2	Section 2 – Car Financing	70		70 / 100 = 70%
	Maximum points for content	100		

How Weight and Importance Are Used Together

A question's **Importance** and its container section's **Weight** work together to determine the **Overall %** of questions within a section: For example:

Number	Name	Weight	Importance	Overall %
1	Section 1 – Car Performance	30		30% = 30 / 100
1.1	Question 1.1		5	10% = 30%*5/15
1.2	Question 1.2		10	20% = 30%*10/15
		Maximum points for content in Section 1	15	
2	Section 2 – Car Financing	70		70% = 70 / 100
2.1	Question 2.1		5	23.3% = 70%*5/15
2.2	Question 2.2		10	46.7% = 70%*10/15
		Maximum points for content in Section 2	15	
	Maximum points for content	100		

Although questions 1.1 and 2.2 both have 10 **Importance** scoring points, they do not have the same **Overall %** because the two questions are in different sections, and section 1 has fewer weight scoring points. This causes the questions inside section 1 to be relatively less important than the questions in section 2.

Scoring Matrix Example

A scoring matrix is commonly used to make complex decisions. Understanding how a scoring matrix works can help you to understand the scoring feature. Following is a simple description of how to use a scoring matrix to help your company purchase a fleet of company cars.

First, compile a list of questions about cars. Ask questions that are as specific as possible. By asking for factual information instead of subjective information, you make the results of scoring more meaningful. For example, rather than asking "How fast is the car?" ask "What is the top speed of the car in MPH?"

Assign each question a number of scoring points based on how important it is to your decision compared to the other questions. You can use a simple rating system, from 0-10 points, with 10 being the most important. To calculate the percentage contribution that each question makes towards the overall score (the overall percentage), divide the number of scoring points assigned to that question by the total number of scoring points.

Next, collect information about potential cars to buy and grade them based on how well they fulfill the various questions. For example, using a range of 100–180 MPH, the top speed of Auto A is 176 MPH, or 95% of the range. The top speed of Auto B is 120 MPH, or 25%.

Here is the completed scoring matrix:

	Scoring	Overall Per-	Answer/Grade	Answer/Grade
Question	Points	centage	Auto A	Auto B
What is the top speed of the car in MPH? (100–180 MPH)	2	10%	176 MPH / 95%	120 MPH / 25%
How many feet does the car require to stop from 60 MPH? (100–250 feet)	3	15%	120 feet / 86%	200 feet / 33%
What is the base purchase price of the car? (15,000–150,000 USD)	10	50%	\$130,000 / 14.8%	\$25,000 / 92%
What is the APR of your best auto financing loan? (2%–10% APR)	5	25%	8% APR / 25%	3% APR / 87.5%
		Overall Score	7.2 / 20 points or 36%	15 / 20 points or 75%

Once you complete the matrix, calculate each car's overall score. For example, the Auto A receives 95% of the 2 scoring points available for speed, 86% of the 3 points available for braking speed, 14.8% of the 10 points available for low cost, and 25% of the 5 points available for low financing APR. That gives Auto A 7.2 scoring points out of the 20 available points, or an overall score of 36%.

Auto B receives a score of 15 points, or an overall score of 75%. The scoring matrix indicates that, for this company, Auto B is a better company car than Auto A.

This is a very simple example to explain how a scoring matrix works. As the complexity and number of involved factors increases, scoring becomes a valuable tool to help you make difficult decisions.

Target Grades in Events

When you run an event with scoring, you can specify a target grade for a scored item. If the supplier's grade falls below that target, the grade is highlighted on the page to make it easy to see.

① Note

Target grades do not apply to terms.

Pre-Grading (Automatic Grading)

Pre-grading, or automatic grading, enables you to define rules in advance of an event to automatically assign grades for responses to questions. You use pre-grading to save time and to remove bias from your grading. For example, you might be tempted to grade your incumbent suppliers more favorably than their responses merit.

Note

Pre-grading is referred to as automatic grading in the guided sourcing user interface. For more information about automatic grading, refer to About automatic grading (pre-grading) in guided sourcing events in Managing Events with Guided Sourcing.

Pre-grading is not available if the question does not have a pre-gradable answer type. For example, SAP Ariba Sourcing cannot pre-grade questions with answer type **Text (single line)** because it cannot read and interpret sentences. However, questions with answer type **Text (single line)** can be pre-graded if you set the **Acceptable Values** option to **List of Choices**.

Only quantifiable answers can be pre-graded. Quantifiable answers include **Yes/No** questions, **Multiple Choice** questions, and **Number and Date Questions**.

You can modify the pre-grades when you enter the **Grading** page after the event closes.

Pre-Grades for Yes/No Questions

To pre-grade questions with Yes/No answers, enable pre-grading and specify the pre-grades for the answers.

Pre-grading for **Yes/No** questions is based on the values you specify. For example, if you assign a pre-grade of 100 to a Yes answer, then it receives a grade of 100%.

To pre-grade **Yes/No** questions in a Microsoft Excel spreadsheet, map **No** or the Boolean false value first, or to the left of the pipe character. For example, if the pre-grade values are **No=0** and **Yes=100**, enter **0 | 100** in the Microsoft Excel spreadsheet. If **No=100** and **Yes=0** then enter **100 | 0** in the Microsoft Excel spreadsheet.

① Note

If you assign a pre-grade to one answer but choose **No Grade** for the other answer, and the participant chooses the **No Grade** answer, the question generates a blank score as expected in classic sourcing events, surveys, and supplier management questionnaires. Currently, in guided sourcing events, the **No Grade** answer is automatically assigned a grade of 0, which contributes to section and overall scores.

Pre-Grades for Multiple-Choice Questions

To pre-grade questions with a predefined list of possible answers, enable pre-grading and specify the grades to assign each available answer in advance.

For example, you might have a multiple choice question with four possible choices, A, B, C, and D. You assign A 0%, B 50%, C 70%, and D 100%. Each possible choice can have an assigned grade between 0% and 100%.

Pre-grading for the answers to multiple choice questions is based on the values you specify.

Note

- If the question has the **Allow participants to specify other value?** option set to **Yes**, the other values supplied by respondents cannot be pre-graded and therefore are not included in score calculations.
- If the question has the **Allow participants to select multiple values?** option set to **Yes**, the grade assigned to each answer the respondent selects is included in the score calculation. In percentage-based scoring, this option might contribute to a total score of over 100%.

Pre-Grades for Number and Date Questions

Since questions that require numerical answers can receive answers that span a range of values, a calculation assigns them a grade.

The calculation is based on three values you specify: **From** (a minimum possible value), **To** (a maximum possible value), and **Ideal** (your preferred value). The calculation assigns the grade based on the answer's position relative to those three values.

When pre-grading number and date questions, keep the following points in mind:

- The **Ideal** value must be a number between the **To** and **From** values.
- Negative numbers produce no special behavior. For example, assigning **From**= -5, **Ideal**=1, and **To**=10 results in a pre-grade of 0% for -5, which ramps up to 100% for 1, and drops back down to 0% at 10.
- It is important to determine the range of likely answers to your question as accurately as possible and set the **To** and **From** values accordingly. Setting the **To** and **From** values too closely together increases the likelihood that more answers will fall outside of the range and be assigned a grade of 0%. If you set them too far apart, a great many answers might qualify as nearer your ideal value than is accurate, rendering your results less useful.

You can assign numeric values to all, one, or a combination of From, To, and Ideal values.

Pre-Grades with From, To, and Ideal Values

Assign From, To, and Ideal values to favor answers that are neither too great nor too small.

Assigned grades start at 0% for the **From** value, climb to 100% for the **Ideal** value, and descend again to 0% for the **To** value.

For example, suppose that you're selecting a model of car to add you your company's fleet. You don't want a car that is too slow at top speed, but also one that has too much horsepower. In this case, you can assign the slowest acceptable top speed in the **From** value to 100 MPH, the fastest acceptable top speed in the **To** value to 160 MPH, and the ideal top speed in the **Ideal** value to 120 MPH.

In this example, assigned grades start at 0% for 100 MPH, climb to 100% for 120 MPH, and descend again to 0% for 160 MPH.

Pre-Grades with From and Ideal Values, but No To Value

Assign **From** and **Ideal** values without specifying a **To** value when you don't want to place a restriction on the maximum value a respondent can provide for a question.

The assigned grade is 0% for answers less than or equal to the **From** value, rising to 100% for answers equal to or greater than the **Ideal** value.

For example, you suppose that you're selecting a model of car to add to your company's fleet. You want the car to hold at least three passengers, ideally five passengers, with no upper limit. In this case, you assign a value of 3 to the **From** value, a value of 5 to the **Ideal** value, and assign no value to **To**.

In this example, the assigned grade is 0% for answers of 3 or fewer, and 100% for answers of 5 or greater.

Pre-Grades with Ideal and To Values, but No From Value

Assign **Ideal** and **To** values without specifying a **From** value when you don't want to place a restriction on the minimum value a respondent can provide to a question.

The assigned grade is 0% for answers equal to or greater than the **To** value and rises to 100% for answers less than or equal to the **Ideal** value.

For example, suppose that you're selecting a model of car to add to your company's fleet. You want the car to cost no more than \$30,000, ideally \$22,000, but without setting a lower limit. In this case, you assign a value of 30000 to the **To** value, a value of 22000 to the **Ideal** value, and assign no value to **From**.

In this example, the assigned grade is 0% for answers of 30000 or greater, and 100% for answers of 22000 and less.

Pre-Grades with Only an Ideal Value

Assign an **Ideal** value but no **From** or **To** values when you want a single, specific answer.

The assigned grade is 100% for answers of the **Ideal** value and 0% for all other answers.

For example, suppose that you're selecting which model of car to purchase for your company's fleet. You want it to have a four-cylinder engine, no more, no less. In this case, you specify an **Ideal** value of 4, and leave the **From** and **To** values empty.

In this example, the assigned grade is 100% for answers of 4, and 0% for all other answers.

Pre-Grades with Only a From Value

Assign a **From** value but no **To** or **Ideal** values when you require a specific maximum threshold value, above which a greater answer doesn't add value for you.

The assigned grade is 0% for answers less than the **From** value and 100% for all answers equal to or greater than the **From** value.

For example, suppose that you're selecting which model of car to purchase for your company's fleet. Your company has a policy of only purchasing cars that have been in production for at least 10 years. Set the **From** value to 10, and leave the **To** and **Ideal** values empty.

In this example, the assigned grade is 0% for answers less 10, and 100% for all answers equal to or greater than 10.

Pre-Grades with Only a To Value

Assign a **To** value but no **From** or **Ideal** values when you require a specific minimum threshold value, below which a lesser answer doesn't add value for you.

The assigned grade is 0% for answers greater than the **To** value and 100% for answers equal to or less than the **To** value.

For example, suppose that you're selecting which model of car to purchase for your company's fleet. In order to purchase a car, your company requires it to be financed with a loan of 4% annual percentage rate (APR) or lower. Set the **To** value to 4, and leave the **From** and **Ideal** values empty.

In this example, the assigned grade is 0% for answers greater than 4%, and 100% for answers equal to or less than 4%.

Display of Scoring Weights and Importance Levels

The **Rules** page contains a rule that allow participants to see the scoring weights. When you enable the scoring display, an additional column appears in the suppliers' bidding console that shows the overall weight **%** of your event's content.

Your scoring configuration reveals much about your priorities and intentions. You control the flow of information. For example, by showing your scoring setup to suppliers, you communicate to them how they can improve their bids. On the other hand, by hiding your scoring setup, you can learn about your suppliers' strengths and weaknesses when they submit their most natural bids.

Advanced Scoring Concepts

The design of the scoring feature is based on assumptions intended to simplify the feature for the majority of users.

Assumptions include:

- Scoring of questions posed in the base level (outside sections) are cumulative with the scoring of all questions inside sections.
- Sections nested within other sections (subsections) are not scored cumulatively with their parent sections.

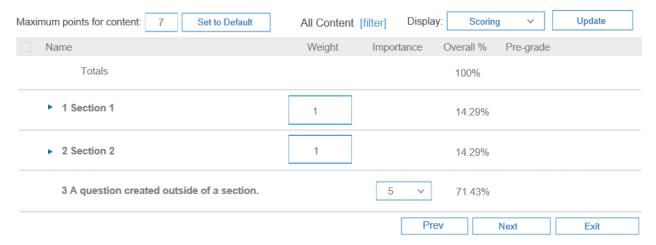
Scoring for Questions in the Base Level

Scoring is simplest when you place questions and event line items inside sections. Structuring content differently (for example, placing a question outside of a section) can cause confusion about the resulting scores.

The base level is the root or beginning of the hierarchical scoring structure. Content in the base level has a number with no decimal points. Content numbering with a decimal point (for example 1.2) indicates that the content is nested inside a section.

For example, suppose that a questionnaire has **section 1** and **section 2**, and also **Question 3**, a question outside of any section, all at the base level. In this case, the **Maximum points for content** field doesn't equal the sum of the **Weight** column, since the **Maximum points for content** field is the sum of all the scoring points in the base level. Both **Weight** and **Importance** are scoring points.

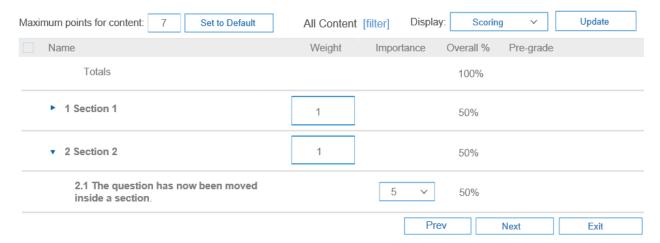
The following screenshot illustrates this scoring configuration:



In this example, **Maximum points for content** field is 7 rather than 2. There's a question at the base level, outside of any section, and its **Importance** points are added into the **Maximum points for content** field.

The **Overall** % of any piece of content is calculated in relation to other content in the same hierarchical location. Since there's a question at the base level, its **Overall** % is calculated in comparison to the **Weight** of the sections at the same level. The total number of scoring points assigned in that hierarchical location is 7, five of which belong to the question. So, the **Overall** % of each section is 14.29% (1/7) and the **Overall** % of the question is 71.43% (5/7).

If you place the question inside of **section 2**, the **Maximum points for content** changes to 2. Each section has an equal weight an **Overall %** of 50% (½), and the question's **Overall %** is calculated in the standard way relative to other content in **section 2**. The following screenshot illustrates this updated scoring configuration:



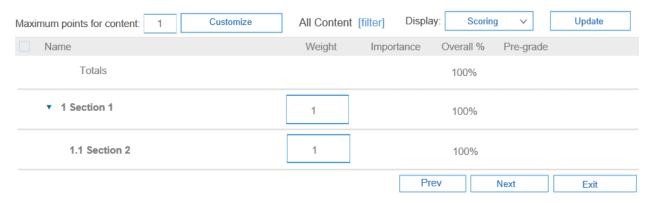
Related Information

About Importance [page 8] Weight [page 7]

Scoring for Nested Sections

If you nest sections inside of other sections, the resulting scoring can produce unexpected results because sections nested within other sections aren't scored with their parents.

For example, if you nest **section 2** within **section 1**, the weight points of **section 2** don't count towards the **Maximum points for content** field since they're not located in the base level. Only the weight points of **section 1** are located in the base level. The following screenshot illustrates this configuration:



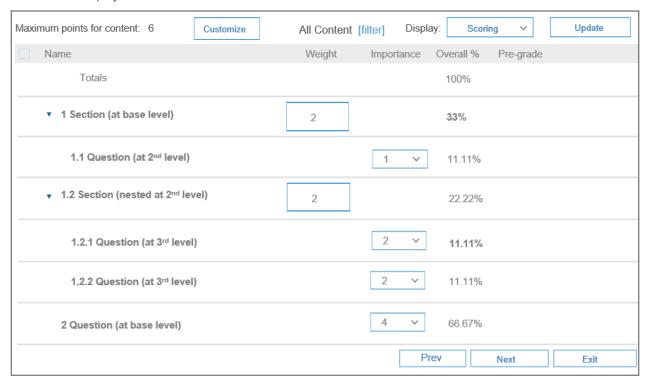
The event or survey document indents **Weight** fields to illustrate the hierarchical scoring structure. For example, since **section 1** is the only content located in the base level, it contributes all of the scoring points to that level

and receives an **Overall** % of 100%. Likewise, since **Section 2** is the only content nested within **Section 1** and contributes all of the scoring points to that level, it receives all of **Section 1**'s **Overall** %.

Complex Scoring Example

The complex scoring example illustrates a situation where sections are nested within sections and questions are also located outside all sections.

The following graphic illustrates how sections nested within other sections, and questions located outside of sections are displayed.



① Note

SAP Ariba Sourcing calculates the **Maximum points for content** field by adding the scoring points of **Section 1** (at base level) and **Question (at base level)**, the only content located in the base level, not any subsections, or nested sections.

The following table summarizes how **Overall %** values are calculated from the example graphic:

Number	Name	Weight (Base Level)	% to Pa- rent Level	Importance (2nd Level)	% to Parent Level	Importance (3rd Level)	% to Parent Level	% to Whole	Overall % Calculation
1	Section	2	33%						2/6 = 33%
1.1	Question			1	33%			11%	33% * 33% = 11%
1.2	Section (nested)			2	66%				2/3 * 33% = 22.22%

Number	Name	Weight (Base Level)	% to Pa- rent Level	Importance (2nd Level)	% to Parent Level	Importance (3rd Level)	% to Parent Level	% to Whole	Overall % Calculation
1.2.1	Question					2	50%	11%	50% * 66% * 33% = 11%
1.2.2	Question					2	50%	11%	50% * 66% * 33% = 11%
2	Question		66%			4		66%	33% * 66% = 22%
					Total			100%	

The table illustrates how the scoring hierarchy works. The application applies each content item's scoring points in the level where it is located. This level is determined by which section it is nested within, and whether or not that section is nested as well. Although in the application the **Weight** and **Importance** fields are displayed in different columns, it is helpful to think of them as existing together in the same structure of indentation, as the table shows.

① Note

In the example graphic, **Section (at base level)** and **Question (at base level)** are located in the same scoring level. It can be difficult to realize this since, as **Questions** receive **Importance** scoring points, and **Sections** receive **Weight** scoring points, the two input fields are not in the same column.

Grading Supplier Responses

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How Your Sourcing Solution Calculates Overall Grades [page 25]

Grading of Supplier Responses

When bidding closes and the event moves to **Pending Selection** state, your next task is to grade the responses suppliers submitted. Assign a grade from 0%-100% depending on how well each supplier's responses meets your needs. Check the pre-grades the system assigned to see that you agree.

You can choose the following methods to grade supplier responses:

- **Grade by Content** Choose this option if you want to sort and grade responses by content. This option displays contents one at a time, enabling you to grade all responses for the corresponding content on a single page.
- **Grade by Participants** Choose this option if you want to sort and grade responses by participant. This option displays all the responses from a participant on a single page. You can grade responses for up to 3 participants at one time.
- Grade Offline Using Excel Choose this option if you want to download all the participant responses in to an XLS file. You can grade the responses directly in Microsoft Excel, and then upload the modified XLS file back into your sourcing solution.

Grading of Supplier Responses by Content

If you choose to grade participant responses by content, your sourcing solution lists the content of your event in rows. Each supplier has a column where the system displays the responses they submitted and a pull-down menu that you can use to assign grades.

Assign each supplier a grade from 0%-100% depending on how well the responses meet your needs.

About section-level grading

This feature is available in:

- SAP Ariba strategic sourcing solutions
- SAP Ariba Supplier Information and Performance Management

In addition to requiring graders to grade supplier responses at the content level, buyers can have graders grade them at the section level, using section-level grading. When grading on a section is enabled, the grader enters a grade for the section based upon the overall response of the supplier to the individual questions in that section. To make the section gradable, the buyer assigns a weight to the section, but no weights or importance to subsections or individual content. Buyers can require grades at the section level for some sections and at the content level--for individual items, for others. This gives buyers complete control over how events are graded.

Enabling section-level grading

This feature is disabled by default. To enable this feature, please have your Designated Support Contact log a service request and an SAP Ariba Customer Support representative will follow up to complete the request.

Prerequisites for section-level grading

Once it has been enabled, section-level grading has no prerequisites.

Related Information

Configuring a Template for section-level grading [page 23]
Adjusting Weights of Sections and Sub-Sections for section-level grading [page 23]

Grading of Supplier Responses by Participants

If you choose to grade participant responses by participants, SAP Ariba Sourcing lists the participants of your event in rows. Each supplier has a column where the system displays the responses they submitted and a pull-down menu that you can use to assign grades.

Assign a grade from 0%-100% depending on how well the responses meet your needs.

Grading of Participant Responses Offline

Choose this option if you want to download all the participant responses in to an XLS file. You can grade the responses directly in Microsoft Excel, and then upload the modified XLS.

After you finish grading, the **Overall %** and the grades you assigned are used to calculate an overall grade for each supplier. This grade is displayed in the **Totals** row of the **Content** tab. Factor the final grades into your awarding decision.

① Note

A team can consensus grade supplier responses, and you can also collect grading information from external graders.

General Grading Guidelines

General grading guidelines apply whether you grade by content or participant.

The following list provides general grading guidelines.

- Grade value range is from 0% to 100%, with 100% being the best possible grade.
- Pre-graded questions already have grades filled in. You can modify the values as you like. Values in parenthesis show the system calculated score.
- After modifying grade values, click Upgrade Total Points to recalculate the Total or Overall grades.
- You can add comments to grades by clicking the comment symbol (which contains plus sign) next to the item and add comments to your grade to indicate your reasons for giving a specific grade to a supplier.
- Table section content is not displayed in table format. Each cell in a table row is displayed as a separate row.

Grading Supplier Responses by Content

Grade by contents when you want to compare responses across supplier a content item at a time.

Procedure

- 1. On the event monitoring interface, click the **Content** tab.
- 2. Choose Actions Grade to display the Grade Response page.
- 3. Choose Grade by Content and click Submit.
- 4. Add your grades. You can click the comment symbol (the plus icon) next to the item and add comments to your grade to indicate your reasons for giving a specific grade to a supplier.
- 5. Click **Next Gradable** to advance to the next gradable item.

6. When you have completed grading participant responses, click Submit.

Configuring a Template for section-level grading

Context

Enable section-level grading at the template level, when creating a project. See Initiating Team Grading [page 36].

Procedure

- 1. Before publishing the template, scroll to the rule **Set scoring scope** in the **Bidding Rules** section.
- 2. From the **Set scoring scope** drop-down menu, choose one of the following:

Option	Description
Section	To enable grading at the section level
Content	To enable grading at the content level
Both	To enable grading at both the section level and at the content level. With this option, you could require content-level grading for some sections, but section-level grading for other sections.

3. Complete and publish the template.

Related Information

Adjusting Weights of Sections and Sub-Sections for section-level grading [page 23]

Adjusting Weights of Sections and Sub-Sections for section-level grading

Context

Weight is the relative level of importance for an item in an event or Supplier Information and Performance Management survey.

Procedure

1. For a project, click **Content**.

This opens the **Content** page.

- 2. Add one or more sections, as desired. To add a section, click Add Section
- 3. Select **Scoring** from the **Display** menu.
- 4. **Optional:** For each section to be graded at the section level, enter a value for **Weight**. Do not enter values for weight either for the subsections or for the individual responses within the section.
- 5. **Optional:** For each section to be graded at the subsection or item level, enter a value for **Weight**, either for the subsections within the section, or for the individual items within the section.

Related Information

Configuring a Template for section-level grading [page 23]

Grading Supplier Responses by Participants

Grade by participant when you want to compare a supplier's responses across all content items.

Procedure

- 1. On the event monitoring interface, click the **Content** tab.
- 2. Choose Actions Grade to display the Grade Response page.
- 3. Choose Grade by Participants and click Submit.
- 4. Click Select Other Participants or Grade by Participants to sort and grade responses by participant.
- 5. Select the participants you want to grade and click **OK**.
- 6. Click **Next Gradable** to advance to the next gradable item.
- 7. After you complete grading participant responses, click **Submit**.

Grading Supplier Responses Offline Using Excel

Grade responses offline using Excel can be useful if you want to gather a consensus from other members of your team. You can share and edit the spreadsheet, then upload the results.

Procedure

- 1. On the event monitoring interface, click the **Content** tab.
- 2. Choose Actions Grade to display the Grade Response page.
- 3. Choose Grade Offline Using Excel and click Submit.
- 4. Select whether you want to download all the event content or just the gradable content in Step 1. Generally you want to pick everything that you might want to import later.
- 5. In Step 2, select the participants you want to include in the gradable content.
- 6. In Step 3, click **Click here to open your auction in an Excel Spreadsheet**. This option enables you to either create the file and open it in Microsoft Excel or just save the Microsoft Excel file to a folder that you specify.

Note

You can submit grades through the offline grade sheet only for primary bids.

- 7. If you have attachments to this project and your intent is to create a new project later with this exported data, click **Click to download existing attachments into a ZIP file**. The event data spreadsheet does not go into this ZIP file. You specify the folder to which the ZIP file is downloaded.
- 8. Click **Submit**, on the right, to return to the project.

How Your Sourcing Solution Calculates Overall Grades

The **Total** or **Overall** grade is a weighted average that your sourcing solution calculates by multiplying the overall weight percentage of each question by the grade that it received based on the supplier's response, and then summing the resulting values.

The formula is:

For example:

Question #	Weight	Grade
1	10%	10%
2	20%	100%
3	23.33%	0%
4	46.67%	0%
Total	21%	

Bonus/Penalty

About Bonus/Penalty [page 27]

Bonus/Penalty Workflow [page 28]

Bonus/Penalty User Tasks [page 29]

Information for Bonus/Penalty Administrators [page 32]

About Bonus/Penalty

This feature is available in:

SAP Ariba Strategic Sourcing Suite

Event owners can use the Bonus/Penalty feature to allow designated individuals to assign bonuses or penalties to participant responses. These bonuses and penalties impact Bonus/Penalty bid ranks. The event owner determines the following:

- whether Bonus/Penalty is enabled for an event,
- whether Bonus/Penalty values are entered by graders or by the event owner, and
- whether the bonus or penalty must be specified as a percentage or as an absolute monetary amount.

Enabling This Feature

This feature is disabled by default. To enable this feature, please have your Designated Support Contact log a service request and an SAP Ariba Customer Support representative will follow up to complete the request.

See Configuring Bonus/Penalty [page 32] for information on how to configure bonus-penalty.

Related Information

Bonus/Penalty Workflow [page 28]

Bonus/Penalty User Tasks [page 29]

Information for Bonus/Penalty Administrators [page 32]

Tagging Important Suppliers [page 29]

Assigning a Bonus or Penalty as a Team Grader [page 30]

Assigning or Adjusting the Bonus/Penalty Consensus Value as the Buyer [page 31]

Configuring Bonus/Penalty [page 32]

Bonus/Penalty Workflow

Typically, graders use Bonus/Penalty for sourcing events, as described in one of the following scenarios:

Team Grader Assigns the Bonus/Penalty

- 1. When an event closes, the grader receives notice that the event is available for grading.
- 2. The grader evaluates the event.
- 3. The grader reviews the scorecard.
- 4. The grader enters a value for Bonus/Penalty.
- 5. The buyer adjusts the grades or consensus grades, as desired.
- 6. The buyer submits the consensus grade.

Buyer Assigns the Bonus/Penalty

In this scenario, the event owner does not allow team graders to enter Bonus/Penalty values. Only the buyer may enter a Bonus/Penalty value.

- 1. When an event closes, the grader receives notice that the event is available for grading.
- 2. The grader evaluates the event.
- 3. The buyer receives notice that the graders have submitted their grades.
- 4. The buyer reviews the scorecard.
- 5. Acting as the consensus grader, the buyer enters a value for Bonus/Penalty.

Buyer Adjusts the Bonus/Penalty

- 1. When an event closes, the grader receives notice that the event is available for grading.
- 2. The grader evaluates the event.
- 3. The grader reviews the scorecard.
- 4. The grader enters a value for Bonus/Penalty.
- 5. The buyer receives notice that the graders have submitted their grades.
- 6. Acting as a consensus grader, the buyer can override the consensus grade by entering a new value for the consensus grade.

Buyer Grades the Event

In this scenario, the buyer acts as the only grader of the event.

- 1. When an event closes, the grader receives notice that the event is available for grading.
- 2. The buyer evaluates the event.
- 3. The buyer reviews the scorecard.
- 4. The buyer enters a value for Bonus/Penalty.

Bonus/Penalty User Tasks

Tagging Important Suppliers [page 29]

Assigning a Bonus or Penalty as a Team Grader [page 30]

Assigning or Adjusting the Bonus/Penalty Consensus Value as the Buyer [page 31]

Tagging Important Suppliers

Context

The event owner can categorize some suppliers as **Important** to indicate to graders that these suppliers are the most important to grade.

Procedure

- 1. In an event, select the **Suppliers** tab.
- 2. Check the box next to the name of each supplier you want to tag as **Important.**.
- 3. Click the **Set/Clear** button to expand the dropdown menu.
- 4. Select Important. from the dropdown menu for the selected supplier.

Related Information

Assigning a Bonus or Penalty as a Team Grader

Prerequisites

The event owner enables team graders to enter values for Bonus/Penalty.

Context

You can enter values for bonuses or penalties for supplier responses as part of the team grading process.

① Note

For information about the team grading process, see About Using Team Grading [page 33].

Procedure

- 1. After entering grades for supplier responses, click **Enter Bonus/Penalty**.
 - This opens the **Bonus/Penalty** page. Editable Bonus/Penalty fields are visible for each item. These fields accept values either as percentages, or as set monetary amounts, depending on the value chosend for the rule, **Set Bonus/Penalty Type** by the buyer for the event.
- 2. For any response from any supplier, enter a positive number to add a bonus, or a negative number to add a penalty for the response.
- 3. Optional: Click the Add Comment icon to add a comment or attachment for an item, and click OK.
- 4. Optional: To submit your Bonus/Penalty values, click Submit.
- 5. **Optional:** To save your Bonus/Penalty values, click **Save as Draft**. In the **Save Grades Confirmation** dialog, choose one of the following:
 - a. **OK** to save your Bonus/Penalty values without applying them to the consensus grades. You can continue adding values at a later time.
 - b. Cancel to cancel the action. Your Bonus/Penalty values will not be saved or submitted.
 - c. Submit to submit your Bonus/Penalty values.

Related Information

Assigning or Adjusting the Bonus/Penalty Consensus Value as the Buyer

Context

If the event owner has not disabled consensus override, the buyer can adjust the consensus Bonus/Penalty values entered by the team graders. Also, if the event owner has set the rule **Allow Bonus/Penalty Team Grader** to **No**, then only the buyer can provide the Bonus/Penalty value.

Note

For information about the team grading process, see About Using Team Grading [page 33].

Procedure

- 1. From the Actions menu, click Adjust Grades for Consensus.
 - If there are items to grade, this opens the **Consensus Grading** page. If there are no items to grade, this opens the **Bonus/Penalty** page.
- 2. Optional: If the Consensus Grading page opened, enter your grades. Then, click Enter Bonus/Penalty.
- 3. Edit the values in the Bonus/Penalty fields as desired. Enter a positive number to add a bonus, or a negative number to add a penalty.
- 4. **Optional:** To add a comment or attach a file for a question or term, click an **Add Comment** icon. Enter the comment or attach the file as desired, and click **OK**.
- 5. Optional: To submit your Bonus/Penalty values, click Submit.
- 6. **Optional:** To save your Bonus/Penalty values, click **Save as Draft**. In the **Save Grades Confirmation** dialog, choose one of the following:
 - a. **OK** to save your Bonus/Penalty values without applying them to the consensus grades. You can continue adding values at a later time.
 - b. Cancel to cancel the action. Your Bonus/Penalty values will not be saved or submitted.
 - c. Submit to submit your Bonus/Penalty values.
- 7. **Optional:** To confirm the consensus override, click **OK**.

The **Responses** view of the **Content** tab now shows the values for **Bonus/Penalty** and **Bonus/Penalty Adjusted**.

Related Information

Information for Bonus/Penalty Administrators

Configuring Bonus/Penalty [page 32]

Configuring Bonus/Penalty

Context

Enable Bonus/Penalty at the template level, when creating a project. See Initiating Team Grading [page 36].

Procedure

- 1. Before publishing the template, scroll to the **Bidding Rules** section.
- 2. To enable Bonus/Penalty set Turn On Bonus/Penalty to Yes.
- 3. O Note

The competitive term usually is the extended price, but alternatively, it can be set to other terms. For Bonus/Penalty, however, the competitive term must have the type **money**.

Select one of the following values for **Set Bonus/Penalty Type**:

- Percentage to make the bonus or penalty a percentage of the competitive term.
- **Amount** to make the bonus or penalty a set monetary amount to be added to or subtracted from the competitive term.
- 4. **Optional:** To allow a team grader to enter amounts for bonuses and penalties, set **Allow Team Grader to Enter** a **Value in Bonus/Penalty** to **Yes**.

Related Information

Using Team Grading

Topics describing the tasks related to using team grading for supplier responses to event questions.

About Using Team Grading [page 33]

Initiating Team Grading [page 36]

Adding and Editing Team Graders [page 37]

Adding External Graders [page 38]

Grading Supplier Responses [page 39]

Adding an Approval Task for Team Grading [page 39]

Approving or Denying Team Grades [page 40]

Reviewing and Adjusting the Consensus Grade [page 41]

About Using Team Grading

Team members can have differing opinions about what information is important as well as the quality of a supplier's responses. Team grading allows multiple team members to grade supplier responses to an RFI or RFP event.

A project owner can get information about team member's opinions by having them grade supplier responses to event content. Your sourcing solution generates an average from these grades, and, if required, the team members can come together to come up with a consensus grade for each supplier answer particularly when there is disagreement on how to score specific participants and their responses.

A project owner can create a **Review for Team Grading** task for an RFI or RFP event and assign team graders to the task to review and submit the grades for supplier responses. In addition to the **Review for Team Grading** task, the project owner can also add an **Approval for Team Grading** task and assign it to grade approvers who verify the grades submitted by team graders.

① Note

In team grading, the project owner is treated as any other team member and participates in the consensus grading.

Team grading can include external graders. External graders are graders that are only allowed to provide grades to participants responses, but they cannot view or access the event in any way. External graders can provide a greater level of objectivity, since team members might be biased towards certain participants based on historical experiences.

You can further add a level of objectivity by hiding the participant information from external graders (blind grading). If blind grading is enabled, the supplier information is hidden and replaced with a uniquely aliased name when grading responses.

Adjustment of Graders' Weights

Users you add as team graders or external graders are added to the **Grader's Weight** section on the **Team** tab.

The **Blind Grading Enabled** flag is only visible if blind grading is enabled and external graders who are not team members have been added to the grading task. Team members added to the **Team Grader** group or through the **Edit External Grader** task always see participant information.

Adjust each grader's weight if required in the **Weight** box in the participant's row. For example, you might want to give an experienced grader a higher weight than a junior grader, or if you use blind grading, those graders might receive a higher weight than other external or team graders in the final score.

The default weight of each grader is 100. A weight lower than 100 will reduce the grader's impact, a weight higher than 100 will increase the grader's impact. For example, a weight of 200 doubles the impact of the grader's score in the final scoring result.

The final grade is calculated as a weighted average:

```
(w1*g1 + w2*g2 + ... + wn*gn) / (w1+w2+ ... +wn),
```

Where w1, w2, etc. and g1, g2, etc. are the assigned weights and the grader's grades, respectively.

For example:

Grader A: Weight 100%, provides a grade of 50% to a question.

Grader B: Weight 50%, provides a grade of 70% to the same question.

The total grade for the question is 56.66% [(100*50 + 70*50)/(100+50)]

Addition of Tasks for Team Grading

A project owner can create a **Review for Team Grading** task for the RFI or RFP event and assign team graders to the task to review and submit the grades for supplier responses. In addition to the **Review for Team Grading** task, the project owner can also add an **Approval for Team Grading** task and assign it to grade approvers who verify the grades submitted by team graders.

A grade approver can either approve or deny the grades submitted by team graders. A grade approver can also initiate a new round of **Review for Team Grading** task with the denial of submitted team grades. For information on creating and configuring the **Approval for Team Grading** task, see Adding an Approval Task for Team Grading [page 39].

When you configure the RFP event template with the **Review for Team Grading** and **Approval for Team Grading** tasks, the **Approval for Team Grading** task is automatically initiated after all the team graders have finished responding to the **Review for Team Grading** task.

① Note

If you choose to use a quick project for your sourcing event, ensure that you use an event template configured with the **Review for Team Grading** and **Approval for Team Grading** tasks.

A grade approver can review the approval flow and the details of the team graders who completed their review in the **View Task Details Verify Team Grades** page. Note that the **Verify Team Grades** page content is read-only

Prerequisites

To add a team grading approval task, the following rules in the **Bidding Rules** section of the sourcing event template must be set to **Yes**:

- Enable scoring on participant responses
- . Enable approval for team grading

Approval or Denial of Team Grades

A grade approver can verify the team grades and then choose to approve or deny the team grades. Grade approvers can also add a comment describing the reason for denial or approval. For more information, see Approving or Denying Team Grades [page 40].

When a grade approver denies the team grades, a new round of **Review for Team Grading** task is automatically initiated. Also, team graders receive an email notification to resubmit their grades.

When a grade approver approves the team grades, the project owner receives an email notification to review and adjust the consensus grade. The project owner must first complete the **Review for Team Grading** task by selecting the **Mark Complete** button available in the My Tasks View Task Details page of the sourcing project. Only after completing the **Review for Team Grading** task, the project owner can proceed with the reviewing and adjusting of consensus grade. For more information on consensus grade, see Consensus Grade Reviewing and Adjusting [page 35].

Task Notification Grading

If you are one of the team graders or external graders, you receive an email notification indicating that you must complete the team grading task.

Consensus Grade Reviewing and Adjusting

You receive an email notification when all graders have finished responding to the **Review for Team Grading** task. You also receive an email notification when a grade approver responds to the **Approval for Team Grading** task.

You can review the approval flows for the tasks by choosing **View Team Grading Task** or **View Team Grading Approval Task** from the **Actions** menu in the event monitoring interface. This is where you will be able to verify the reviewers who have actually graded, or elected not to grade.

You can also review the approval flow and the details of the team graders who completed their review in the View Task Details Verify Team Grades page. Note that the Verify Team Grades page content is read-only

① Note

- A project owner can review and adjust the consensus grade only after the Review for Team Grading and Approval for Team Grading tasks are complete.
- A grade submitted by a grader is considered in the consensus grading even if the grader:
 - is not a participant in subsequent rounds
 - is removed from the review team

Initiating Team Grading

To begin a team grading process, you need to use an RFP, RFI, or custom event template to define the grading task and participants.

Prerequisites

You must use an RFP or RFI event template, or customize a template to have:

- Scoring enabled;
- Questions or terms in its content to grade that are not pre-graded;
- Review for Team Graders task created for the event.

Procedure

- 1. Create a sourcing project with an RFI or RFP event.
- 2. Set **Allow scoring on participant responses** to **Yes** in the **Bidding Rules** section. To enable blind grading, set **Enable blind grading on participant responses** to **Yes**.
- 3. When you are creating the project:
 - Add team members who will act as team graders to the **Team Graders** group on the **Team** page. Team graders are automatically added to the **Team Grading Task**. Team members who are team graders only are also observers on the project. The project owner is automatically a team grader.
 - Add external graders. If your event is enabled for blind grading, external graders who are not team
 members cannot see participant names when grading responses. External graders are automatically
 added to the **Team Grading Task**. External graders are prohibited from viewing the event in any way, and
 they have access only to the **Grading** page.

① Note

You can add team members as external graders, but they will have access to the event and the participant information.

When you submit a Review for Team Grading Task, it is associated with the version of the event during which the task was submitted. If a runtime edit is made after the task has been submitted, the task will be out-of-sync with the document.

Do not submit grading tasks until all modifications to the event have been completed. It is recommended that you check the version of the task and the version of the event to verify that Team Graders are able to grade.

- Add gradable project content, and add scoring information for the gradable items. Do not select to pre-grade.
- 4. Complete and publish the event.

The event status changes to **Pending Selection** at the end of the scheduled event time. The reviewers are notified (via email and a task reminder on their Home dashboard) that it is time to grade the participant answers.

Note

You must at least add one external grader or team grader to the event to make the event team gradable. If you do not add at least one grader to an event with team gradable content, the **Grade as Team Member** action is not available. If you publish an event with team gradable content without adding graders, and you then want to add graders, you need to edit and republish the event.

Adding and Editing Team Graders

You can group graders into teams for the grading task.

Context

If a member of a grader group is also an individual grader, then that grader is removed from the group and the score is calculated using the weight assigned to the grader as an individual grader. For example, Joe has been added as an individual grader with a weight of 100%, and he is also member of a grader group with 5 members, which has been assigned a weight of 80%. Joe is removed from the grader group (and therefore the remaining team members now each contribute 25% towards the group score), and the score is calculated using his individual weight of 100%, and the team weight of 80%.

Ensure that an individual member is not a member of two or more grader groups, since it can lead to random results. The weight of the first grader group that is read during score calculation is used to determine that user's weight. For example, Jane is a member of grader group A (40%) and grader group B (100%). If group A is read first during score calculation, Jane's grade is weighted as part of group A at 40% total, if group B is read first during score calculation, Jane's grade is weighted as part of group B at 100%.

Procedure

- 1. Add team graders on the **Team** tab to the Team Graders group.
- 2. Adjust the graders' weight as required.

Related Information

About Adjusting Graders' Weights [page 34]

Adding External Graders

Context

You can add graders to a project who are external to you team. External graders can only provide grades to participants' responses, and cannot view or access the event. They can sometimes be more objective than team members who may be biased by previous experience with a supplier.

Procedure

- 1. On the **Team** tab, click **Edit External Graders**.
- 2. The **Review Task** page is displayed. The **Review Flow** tab shows any team graders you might have already added. Click **Add Reviewer** to add additional external graders to the event.
- 3. In the **Add approver to approval flow** selection box, click the down arrow to display any recently selected users. If the grader's name is not displayed, click **Search for more**. Check the box left to the users you want to add as external graders and click **Done**.
- 4. Choose if you want to insert the external graders into the task flow at the beginning of the review task, or in parallel to the team graders. If you insert external graders at the beginning of the review flow, they have to finish their task first before the team graders get notified and can submit their grades.
- 5. Click OK.
- 6. Click Exit to return to the Team tab.
- 7. Adjust the graders' weight as required.

Grading Supplier Responses

Context

Once you are notified of a grading task, you must grade supplier responses for the task, or elect not to grade.

Procedure

- 1. Click Review for Team Grading below the To Do This Week content item on the Home dashboard.
 - If you are the project owner, choose Actions Grade as Team Member to provide your grades.
- 2. Select Grade. If you are an external grader, you are only allowed to access the Grading page.
 - You are not required to grade. If you elect not to grade, click Complete Task to exit the task.
- 3. Add your grades. You can click the comment symbol (which contains plus sign) next to the scorable item and add comments to your grade to indicate your reasons for giving a specific grade to a supplier.
- 4. Click Submit.

Adding an Approval Task for Team Grading

Use this procedure to add an approval task for team grading.

Context

This section assumes that the buyer has already created an RFP event template with a **Review for Team Grading** task. The **Review for Team Grading** task allows team graders to review the supplier responses to event questions and submit their grades.

Procedure

- 1. Open the RFP event template that you want to configure for team grading.
- 2. If the template is not open for editing (the template status is not **Draft**), navigate to the **Properties** area and select Actions Template New Version.
- 3. Navigate to the **Documents** area. Click the name of the event and select **Create New Task** Approval for Team Grading .

The Approval Task screen appears.

- 4. In the Approval Task page, enter the following:
 - Enter a title for the approval task in the **Title** field.
 - Add approvers in the editable Approvers field. Also select an Approval Rule Flow Type. For more
 information, see Approval Flows Creation and Modification in Managing Projects, Teams, Documents, and
 Tasks.
 - (Optional) Specify any other options for the task.
- 5. Click OK.

You can now view the Approval for Team Grading task in the Tasks section of the RFP event template.

Next Steps

Navigate to the **Overview** tab of the RFP event template. Click Actions Template Publish ...

Approving or Denying Team Grades

Context

This section assumes that all the team graders have responded to the **Review for Team Grading** task and the **Approval for Team Grading** task is automatically initiated. Grade approvers have received an email notification to verify the grades submitted by team graders.

Procedure

- 1. Sign in to SAP Ariba Sourcing as a grade approver.
- 2. Select Manage My Tasks in the dashboard page.
- 3. Search and locate the project for which you need to verify team grades.
- 4. Click the project and select Action View Task Details \(\)

The Approval Task page appears.

5. Click the document name and select Action Verify Team Grades ...

The Verify Team Grades page appears.

① Note

A grade submitted by a grader is considered in the consensus grading even if the grader:

- is not a participant in subsequent rounds
- is removed from the review team
- 6. Verify the team grades and click **Done**.

The Approval Task page appears.

7. Select **Approve** or **Deny** to approve or deny the submitted team grades.

The Approved or Denied page appears.

- 8. Add a message to communicate the reason for approval or denial of team grades.
- 9. Click OK.

Reviewing and Adjusting the Consensus Grade

Context

If you are the project owner, then when all graders have completed the grading task, you receive an email notification, and can review and adjust the consensus grade if necessary.

Procedure

- 1. When all have responded, click **Mark Complete** to complete the task.
- 2. On the event monitoring interface, choose Actions Adjust Grades for Consensus 1.

The **Consensus Grading** page is available only to event administrators or project owners. The reviewers can access the project and see their own grades when grading is complete in a read only display. You can filter the content to display graded items only. You can adjust grades for all graded content.

- 3. Click **Edit Grader's Weight** if you want to change the weight of a grader's responses, or click **Submit** if the grades need no modification. If you are not satisfied with the grades in general, you can restart the event and initiate a new Team Grading Approval Task.
- 4. If you want to exclude a team member's response, you can adjust the consensus grade to subtract that response from the overall grade.

When you are modifying the system calculated consensus grades, notice that the grade shown initially is the system score. The system score, is the weighted average of all root level system scores, not using the consensus scores.

You can adjust the system score. If you adjust the system score, it is still shown in parentheses under your modified consensus grade.

① Note

A grade submitted by a grader is considered in the consensus grading even if the grader:

• is not a participant in subsequent rounds

- is removed from the review team
- 5. Click the comment symbol (with the plus sign) to add a comment to any adjusted grade to explain the reason you changed the grade.

① Note

Event administrators can view the **Consensus Grade** page, and can also submit the consensus grade. If you are an administrator viewing grades, be sure you do not accidentally submit the grades when you are viewing the consensus grades.

- 6. When you are done adjusting the grades, click **Submit**.
- 7. Close an RFI or non-competitive RFP event to adjust the consensus grade. For an RFP with line items, go to the **Scenario** tab, review the scoring, and make the award.

About disable consensus override

This feature is available in:

- SAP Ariba strategic sourcing solutions
- SAP Ariba Supplier Information and Performance Management

Typically, in team grading, the project owner can override the consensus grade. The consensus grade is the grade aggregated from the grades given by all the individual team graders. For more information about overriding the consensus grade, see Consensus Grade Reviewing and Adjusting [page 35]. However, you can prohibit the project owner from overriding the consensus grade by disabling the consensus override feature.

Enabling disable consensus override

This feature is disabled by default. To enable this feature, please have your Designated Support Contact log a service request and an SAP Ariba Customer Support representative will follow up to complete the request.

Disabling Consensus Override

Procedure

- 1. In any event template or survey template that has Allow scoring on participant responses set to Yes, in the Documents section, click > <type of proposal> Edit .
- 2. In the **Bidding Rules** section, check a radio button next to **Disable Scoring Override**. Choose **Yes** to disable consensus override. Choose **No** to leave consensus override enabled.
- 3. Expand the dropdown menu for **Disable Scoring Override**.
- 4. Do one of the following:

- To prevent the user from seeing or changing the value of the consensus grade rule from the value set in the template, select **Hidden**.
- To allow the user to see and change the value of the consensus grade rule from the value set in the template, select **Delegated**.
- To allow the user to see the value of the consensus grade rule set in the template, but not to change it, select **Read-Only**.
- 5. Finish creating the project, as detailed in see Initiating Team Grading [page 36].
- 6. Complete and publish the event.

Revision history

The following table provides a brief history of the updates to this guide. SAP Ariba updates the technical documentation for its cloud solutions if:

- Software changes delivered in service packs or hot fixes require a documentation update to correctly reflect the new or changed functionality
- · The existing content is incorrect or user feedback indicated that important content is missing

SAP Ariba reserves the right to update its technical documentation without prior notification. Most documentation updates will be made available in the same week as the software service packs are released, but critical documentation updates may be released at any time.

Month/Year of Update	Updated Chapter/Section	Short Description of Change
April 2015	n/a	Updated structure and format.
January 2016	Grading Supplier Responses Using Team Grading	Added topics about section-level grading and disable consensus override.
March 2016	Using Team Grading n/a	Added section on Bonus/Penalty feature. Updated images for changes introduced in the July 2015 new visual design.
March 2017	All	Updated SAP Ariba solution names.

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