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| **Question** | **Answer** |
| Process Areas in Scope | Only RFQ will be used |
| Do you require different templates for different categories or business units? | Single template will be used for all the categories |
| What default settings should be applied in each template (e.g., bidding rules, timing)? | system default settings should be applied for all the templates |
| What phases should each sourcing event include (e.g., preparation, bidding, evaluation)? | Evaluation |
| Do you need predefined tasks or milestones in sourcing projects? | No |
| What custom fields are needed for supplier responses? | no custom fields required |
| Should any fields be mandatory or conditional? | all the fields should be mandatory |
| Do you need scoring or weighting for specific questions? | No |
| What approval steps are required before publishing an event? | No approval required before publishing an event |
| Who should be notified at each stage of the event? | Event owner should be notified at every stage of the event |
| Are there escalation paths for delayed approvals? | No |
| What roles exist (e.g., Sourcing Manager, Reviewer, Supplier)? | sourcing Manager and Reviewer |
| What permissions should each role have (e.g., create, edit, approve)? | Sourcing manager can create, edit and Reviewer can approve |
| Are there any restrictions based on business unit or geography? | No |
| What ERP systems need to be integrated (e.g., SAP ECC, S/4HANA)? | SAP S/4HANA |
| What data should be synced (e.g., supplier master, material master)? | Supplier master and Material master needs to be synced |
| Are there custom APIs or middleware involved? | No |
| What standard reports are needed (e.g., event performance, supplier participation)? | all the standard reports available in the system |
| Do you need custom dashboards? | No |
| What languages and currencies must be supported? | Language will be English. Currencies will be INR and USD. |
| Are there region-specific tax or legal requirements? | No |
| Do you need audit trails for regulatory compliance? | Yes |
| What training materials are needed for users? | Step by Step guide user manuals in PDF format |
| Do you need sandbox environments for testing? | Ariba Test realm is available post Go live. |
| Client/Organization Name | XYZ company |
| Industry Domain | Manufacturing |
| Project Goal/Objectives | Procurement Automation |
| Geographies Involved | India |
| Project Stakeholders | Mr. ABC |
| Master Data Source | supplier master, material master |
| Integration Tools | CIG |
| As-Is process Descriptions | Currently Creating Purchase requisitions in SAP S/4HANA and negotiations  with suppliers are happening over the emails and phone. Later Purchase orders creation  is happening in S/4HANA. |
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| To Be process Descriptions | After the Purchase Requisition (PR) is generated in SAP S/4HANA, it will be automatically converted into a Request for Quotation (RFQ) within S/4HANA and seamlessly pushed to the SAP Ariba system via integration.  In Ariba, the assigned buyer can initiate the appropriate sourcing event—RFI, RFQ, or auction—based on the business requirement. The RFQ will then be floated to relevant suppliers through Ariba.  Upon receiving supplier quotations, the system will automatically generate a comparative analysis of the responses. This facilitates the vendor evaluation and selection process for awarding the purchase order (PO).  Once a vendor is selected, an auto-generated PO will be triggered from Ariba, and the corresponding Purchase Order will be created in SAP S/4HANA through the integrated workflow. |
| Approval Workflow | Project owner will approve the RFQ before publishing. |
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