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INTRODUCTION

WebReporter – Supplier Analysis

Companies rely on their supply chain to efficiently meet their demands for goods and services. Managing those suppliers to ensure that they are meeting corporate purchasing targets and delivery schedules is critical to the overall success of the company.

The goal of WebReporter – Supplier Analysis, provided by ShipServ, to its valued customers is to provide management and buyers with an up-to-date, accurate information on how their suppliers perform against cost, quality, and timeline goals.

Supplier Evaluation Metrics

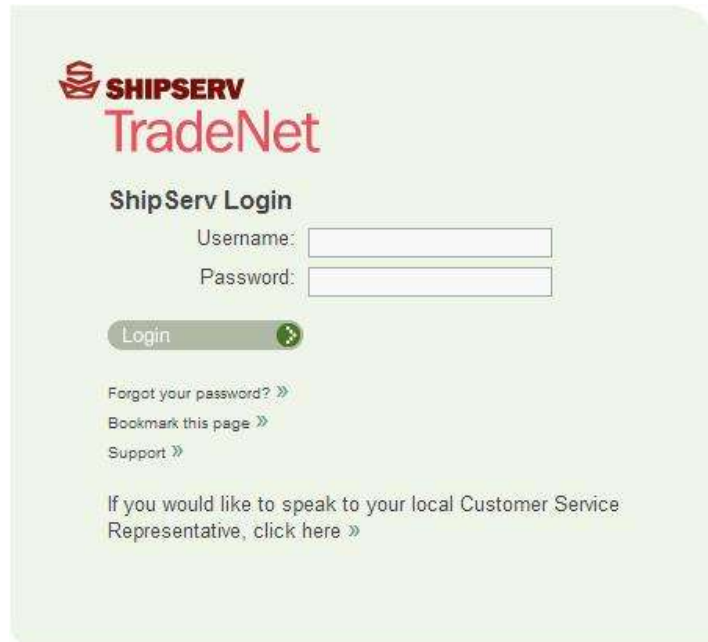
This will allow the users of WebReporter – Supplier Analysis to view and select a number of metric of interest out of the available measures displayed in the report. Users will be able to change the metric of interest to drive different types of investigation. Users can investigate how the values of the following measures vary.

- Number of requests sent and responded
- Number or percentage of quote responses
- Number or percentage of accepted, declined requests
- Number or percentage of pending and no reply requests
- Number of quotes awarded for orders
- Number or percentage of pending quotes
- Number of items purchased
- More ...

RUNNING THE REPORT

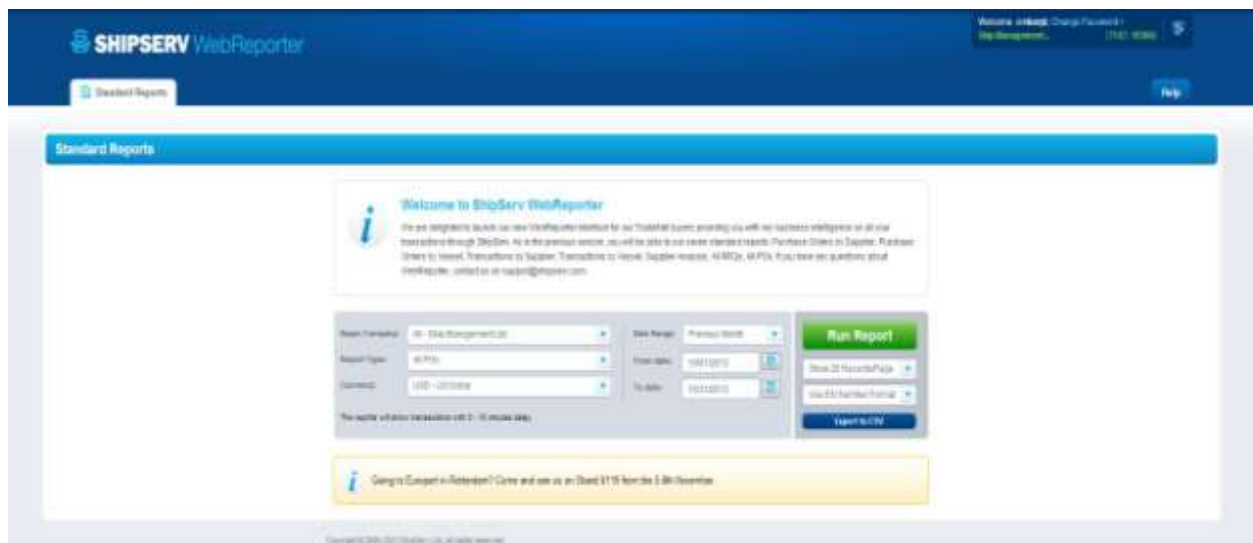
Accessing The WebReporter

Log-in to WebReporter using <https://www.shipserv.com/auth/cas/login>



The image shows the SHIPSERV TradeNet login interface. At the top is the SHIPSERV TradeNet logo. Below it is the 'ShipServ Login' section with fields for 'Username:' and 'Password:'. A 'Login' button is positioned below these fields. Under the button are links for 'Forgot your password? »', 'Bookmark this page »', and 'Support »'. At the bottom, there is a message: 'If you would like to speak to your local Customer Service Representative, click here »'.

Upon logging-in and then the user is redirected to WebReporter – the dashboard should look like this



The image shows the SHIPSERV WebReporter dashboard. The top header is blue with the SHIPSERV WebReporter logo and a 'Standard Reports' button. Below the header is a 'Standard Reports' section. It contains a 'Welcome to ShipServ WebReporter' message, a 'Run Report' button, and a 'Show 22 Records Page' button. Below these are links for 'Show 22 Records Page' and 'Show 22 Records Page'. At the bottom, there is a yellow banner with the text 'Going to Connect with Supplier? Click and see us on Board \$115 Report & Ship Report'.

Setting The Parameters

Select the type of **Report** as
“**Supplier Analysis**”

When the type of **Report** selected is “**Supplier Analysis**”, the WebReporter dashboard changes to . . .

The **Currency** field is not used in the Supplier Analysis report.

Click the **Show Advanced Options** radio button to enable and manually input on the Supplier Analysis related fields . . .

Select the intended **Date Range**

When a **Date Range** is selected, the following fields are automatically computed . . .

From Date & To Date
(Date format is MM/DD/YYYY)

The **From Date** and **To Date** are . . .

∞ The dates used to count for sent or submitted RFQ, QOT, and PO documents.

e.g. If a RFQ, QOT, or PO is sent beyond this date range, it is not counted in the report.

The **From Date** and **To Date** can also be manually updated (as **Custom Dates**) for the desired **Date Range**.

The **To Date** must be set on or before the **Report As Of Date**.

The **From Date** should not exceed the **Report As Of Date** and the **To Date**.

This is related to the **Report As Of Date**. For more information, please refer to the **FAQ** section.

Provide the **Report As Of Date**
 (Date format is MM/DD/YYYY)



Report As Of Date: 11/15/2013

Show advanced options

Pending RFQ Cutoff Days:

Pending PO Cutoff Days:

The reports will show transact

November 2013

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

The **Report As Of Date** is . . .

∞ The snapshot of the report when this is produced.

e.g. If the report is run on April 1 for the 1st quarter that has just concluded, you will always get the same result if you set the report period and the **Report As Of Date** the same.

∞ The reference point for the report in time to count for all RFQ, QOT, and PO responses.

e.g. If a QOT, PO, or POC response is beyond this date, it is not counted in the report.

This is related to the **From Date** and **To Date**. For more information, please refer to the **FAQ** section.

The **Report As Of Date** should not exceed the **latest transaction date** . . .

The **latest transaction date** is the date where we have the most recent data available in the system for reporting; this is typically 5 – 10 minutes delayed. The system has no available data beyond this date.

Provide the Pending RFQ Cutoff Days

(Between 0 to 90 days, defaults to 30)



Report As Of Date: 11/15/2013  

Show advanced options 

Pending RFQ Cutoff Days: 30 

Pending PO Cutoff Days: 30 

The reports will show transactions with 5 - 10 minutes delay.

The **Pending RFQ Cutoff Days** is . . .

∞ The number of days allowed, starting from the RFQ sent date, to wait for a QOT response. In other words, it is the number of days you are willing to wait for the response from the suppliers.

e.g. If the resulting pending RFQ cutoff date is equal or beyond the **Report As Of Date**, the RFQ is counted as waiting QOT response.

∞ Related to the **RFQ Pending Count** report column

Provide the Pending PO Cutoff Days

(Between 0 to 90 days, defaults to 30)



Report As Of Date: 11/15/2013  

Show advanced options 

Pending RFQ Cutoff Days: 30 

Pending PO Cutoff Days: 30 

The reports will show transactions with 5 - 10 minutes delay.

The **Pending PO Cutoff Days** is . . .

∞ The number of days allowed, starting from the PO sent date, to wait for a POC response. In other words, it is the number of days you are willing to wait for the response from the suppliers

e.g. If the resulting pending PO cutoff date is equal or beyond the **Report As Of Date**, the PO is counted as waiting POC response.

∞ Related to the **PO Pending Count** report column

Provide the **PO Decision Cutoff Days**
Days

(Between **0** to **90** days, defaults to **45**)



PO Decision Cutoff Days: ?

 [Supplier Analysis User Guide.](#)

The **PO Decision Cutoff Days** is . . .

∞ The number of days allowed, starting from the QOT sent date, to wait for a PO.

e.g. If the resulting pending QOT cutoff date is equal or beyond the **Report As Of Date**, the QOT is counted as waiting PO.

∞ Related to the **QOT Pending Count** report column

When setting the **PO Decision Cutoff Days** to zero (0), it will not affect the **QOT Awarded PO %** report column computation.

To Date plus **PO Decision Cutoff Days** should not exceed the **Report As Of Date**.

Run The Report

Click the **Run Report** button.



Run Report

Show 25 Records/Page ▼

Use EN Number Format ▼

The report will run and the resulting **Default Summary View** is displayed.

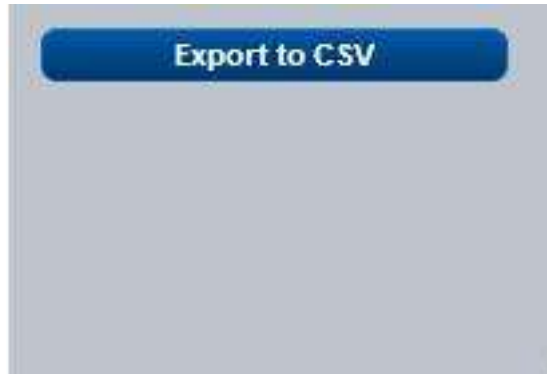
For more information, please refer to the **REPORT METRIC VIEWS** section.

Exporting To CSV (European)

Select the **EU** number format for the **European** numbering and CSV formatting.



Click the **Export To CSV** button.



The resulting **CSV** report file is zipped and can be downloaded into the user's computer and can be opened with MS Excel.

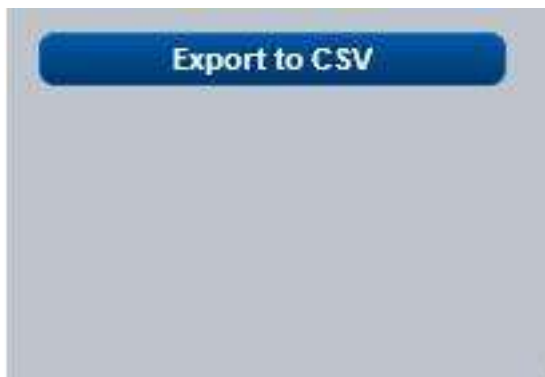
Exporting To CSV (English)

Select the **EN** number format for the **English** numbering and CSV formatting.



The screenshot shows a web interface for running a report. At the top is a green 'Run Report' button. Below it is a dropdown menu set to 'Show 25 Records/Page'. Another dropdown menu is open, showing three options: 'Use EU Number Format', 'Use EN Number Format' (which is highlighted in blue), and 'Use EU Number Format'. Below the dropdowns is a blue 'Export to CSV' button. A tooltip is visible next to the 'Use EN Number Format' option, displaying the text 'English numbering format of 9,999.99'.

Click the **Export To CSV** button.



The screenshot shows a large blue button with the text 'Export to CSV' in white, centered on a light gray background.

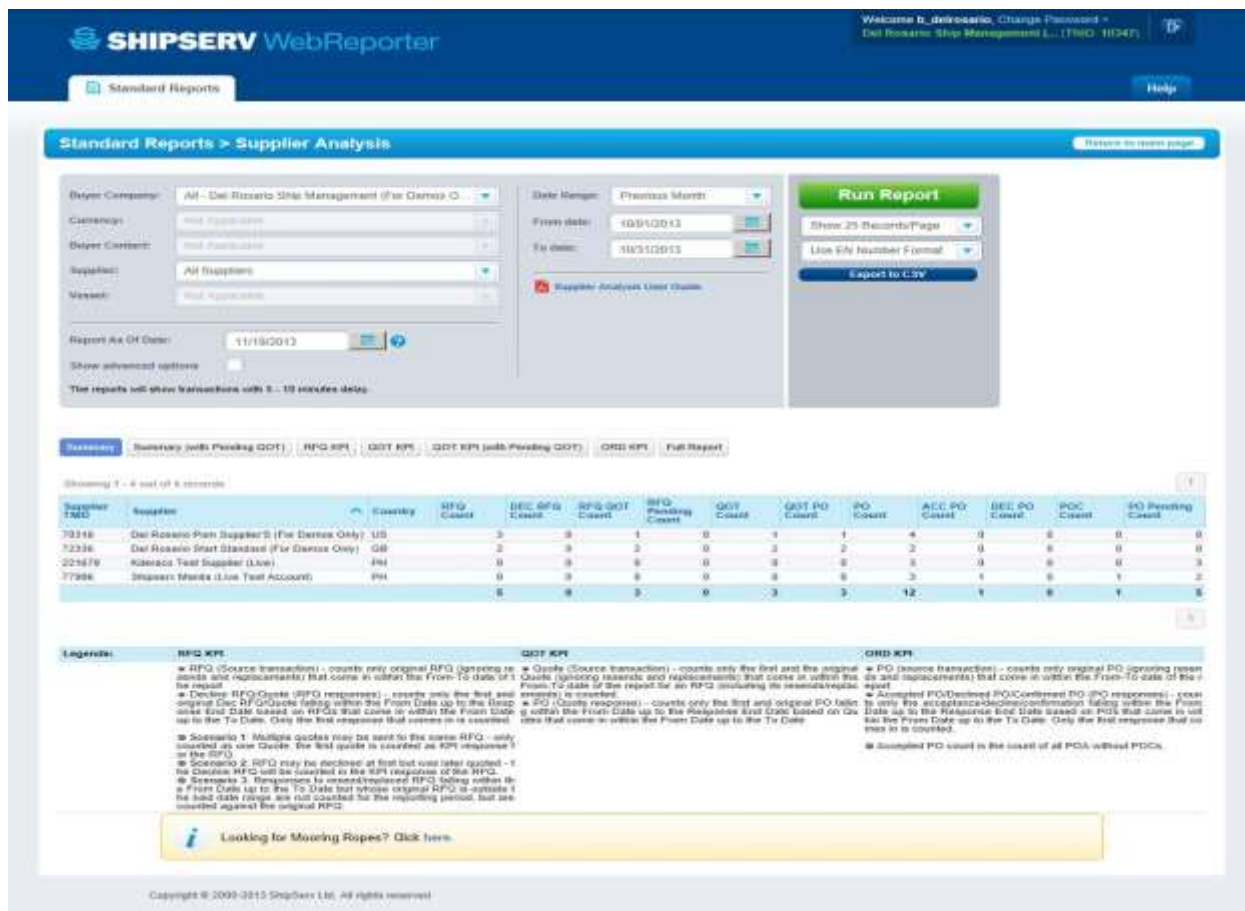
The resulting **CSV** report file is zipped and can be downloaded into the user's computer and can be opened with MS Excel.

REPORT METRIC VIEWS

The Supplier Analysis report has a number of views, namely:

- ∞ **Default Summary View**
- ∞ **Summary (with Pending QOT) View**
- ∞ **RFQ KPI View**
- ∞ **QOT KPI View**
- ∞ **QOT KPI (with Pending QOT) View**
- ∞ **ORD KPI View**
- ∞ **Full Report View**

Default Summary View



Standard Reports > Supplier Analysis

Buyer Company: All - Del Rosario Ship Management (For Demos Only)
 Company: Del Rosario Ship Management (For Demos Only)
 Buyer Contact: Del Rosario Ship Management (For Demos Only)
 Supplier: All Suppliers
 Version: Del Rosario Ship Management (For Demos Only)

Report As Of Date: 11/18/2013

From date: 10/01/2013
 To date: 11/18/2013

Run Report

Show 25 Records/Page
 Use SQL Number Format
 Export to CSV

Supplier Analysis User Guide

Showing 1 - 4 out of 4 records

| Supplier ID | Supplier | Country | RFQ Count | DEC RFQ Count | RFQ QOT Count | RFQ Pending Count | QOT Count | QOT PO Count | PO Count | ACC PO Count | DEC PO Count | PO Count | PO Pending Count |
|-------------|--|---------|-----------|---------------|---------------|-------------------|-----------|--------------|----------|--------------|--------------|----------|------------------|
| 73316 | Del Rosario Ship Management (For Demos Only) | US | 3 | 3 | 1 | 0 | 1 | 1 | 4 | 0 | 0 | 0 | 0 |
| 72336 | Del Rosario Ship Management (For Demos Only) | GB | 2 | 2 | 2 | 0 | 2 | 2 | 2 | 0 | 0 | 0 | 0 |
| 221479 | Del Rosario Ship Management (For Demos Only) | PH | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 77306 | SHIPSERV (For Demos Only) | PH | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Legend:

- RFQ KPI**
 - RFQ (Source transaction) - counts only original RFQ (ignoring resends and replacements) that come in within the From-To date of the report.
 - RFQ QOT (RFQ responses) - counts only the first and original RFQ (ignoring resends and replacements) that come in within the From-To date of the report.
 - RFQ Pending (RFQ responses) - counts only the first and original RFQ (ignoring resends and replacements) that come in within the From-To date of the report.
- QOT KPI**
 - QOT (Source transaction) - counts only the first and original QOT (ignoring resends and replacements) that come in within the From-To date of the report.
 - QOT QOT (QOT responses) - counts only the first and original QOT (ignoring resends and replacements) that come in within the From-To date of the report.
 - QOT Pending (QOT responses) - counts only the first and original QOT (ignoring resends and replacements) that come in within the From-To date of the report.
- ORD KPI**
 - PO (Source transaction) - counts only original PO (ignoring resends and replacements) that come in within the From-To date of the report.
 - PO QOT (PO responses) - counts only the first and original PO (ignoring resends and replacements) that come in within the From-To date of the report.
 - PO Pending (PO responses) - counts only the first and original PO (ignoring resends and replacements) that come in within the From-To date of the report.

Looking for Missing Responses? Click here.

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This view has three (3) grouped document related KPI metric views, namely:

- ∞ **RFQ KPI**
- ∞ **QOT KPI**
- ∞ **ORD KPI**

Default Summary View – RFQ KPI Columns**∞ RFQ Count**

Refers to the number of RFQ documents that were sent or submitted within the **From Date** and **To Date** range.

∞ DEC RFQ Count

Refers to the number of declined RFQ documents received on or before **Report As Of Date** out of the **RFQ Count**

∞ RFQ QOT Count

Refers to the number of RFQ documents with QOT responses received on or before **Report As Of Date** out of the **RFQ Count**.

∞ RFQ Pending Count

Refers to the number of RFQ documents waiting for QOT responses out of the **RFQ Count**. A RFQ document is counted as pending when starting from the RFQ sent date plus the **Pending RFQ Cutoff Days** – the resulting pending RFQ cutoff date is equal or beyond the **Report As Of Date**

Default Summary View – QOT KPI Columns**∞ QOT Count**

Refers to the number of QOT documents that were sent or submitted within the **From Date** and **To Date** range.

∞ QOT PO Count

Refers to the number of QOT documents with PO responses received on or before **Report As Of Date** out of the **QOT Count**.

∞ QOT Pending Count

Refers to the number of QOT documents waiting for PO responses out of the **QOT Count**. A QOT document is counted as pending when starting from the QOT sent date plus the **PO Decision Cutoff Days** – the resulting pending QOT cutoff date is equal or beyond the **Report As Of Date**.

Can be seen in **Summary (with Pending QOT) View** and **QOT KPI (with Pending QOT) View**

Default Summary View – ORD KPI Columns**∞ PO Count**

Refers to the number of PO documents that were sent or submitted within the **From Date** and **To Date** range.

∞ ACC PO Count

Refers to the number of accepted PO documents received on or before **Report As Of Date** out of the **PO Count**.

∞ DEC PO Count

Refers to the number of declined PO documents received on or before **Report As Of Date** out of the **PO Count**.

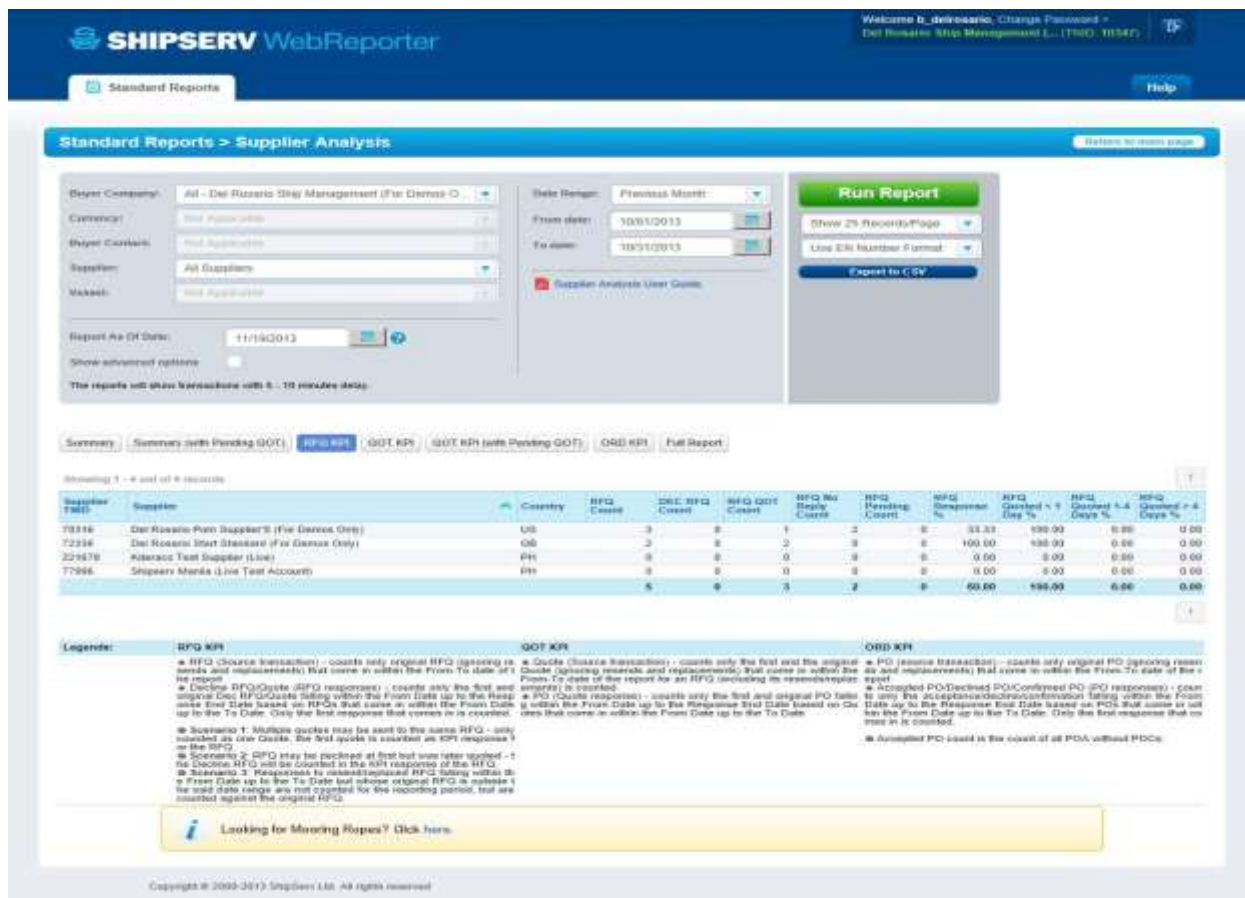
∞ POC Count

Refers to the number of confirmed PO documents received on or before **Report As Of Date** out of the **PO Count**.

∞ PO Pending Count

Refers to the number of PO documents waiting for PO responses out of the **PO Count**. A PO document is counted as pending when starting from the PO sent date plus the **Pending PO Cutoff Days** – the resulting pending PO cutoff date is equal or beyond the **Report As Of Date**.

RFQ KPI View



The screenshot shows the SHIPSERV WebReporter interface for the 'Supplier Analysis' report. The 'Run Report' button is highlighted. Below the report controls, a table displays RFQ KPI data for four suppliers. The table columns include Supplier ID, Supplier Name, Country, RFQ Count, DEC RFQ Count, RFQ QOT Count, RFQ No Reply Count, RFQ Pending Count, RFQ Response %, RFQ Quoted < 5 Days %, RFQ Quoted 5-8 Days %, and RFQ Quoted > 8 Days %.

| Supplier ID | Supplier | Country | RFQ Count | DEC RFQ Count | RFQ QOT Count | RFQ No Reply Count | RFQ Pending Count | RFQ Response % | RFQ Quoted < 5 Days % | RFQ Quoted 5-8 Days % | RFQ Quoted > 8 Days % |
|-------------|---|---------|-----------|---------------|---------------|--------------------|-------------------|----------------|-----------------------|-----------------------|-----------------------|
| 73316 | Del Rosario Port Suppliers (For Dames Only) | US | 3 | 3 | 1 | 2 | 0 | 33.33 | 100.00 | 0.00 | 0.00 |
| 72316 | Del Rosario Port Suppliers (For Dames Only) | OB | 3 | 3 | 2 | 0 | 0 | 100.00 | 100.00 | 0.00 | 0.00 |
| 221678 | Del Rosario Port Suppliers (Live) | PH | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 77866 | Shippers Manila (Live Test Account) | PH | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | 6 | 6 | 3 | 2 | 0 | 50.00 | 100.00 | 0.00 | 0.00 |

Legend:

- RFQ KPI**
 - RFQ (Source transaction) - counts only original RFQ (ignoring resends and replacements) that come in within the From-To date of the report.
 - Decline RFQ/Quote (RFQ response) - counts only the first and original Decline RFQ/Quote falling within the From Date up to the Response End Date based on RFQs that come in within the From Date up to the To Date. Only the first response that comes in is counted.
 - Scenario 1: Multiple quotes may be sent to the same RFQ - only counted as one Quote. The first quote is counted as KPI response if it is the RFQ.
 - Scenario 2: RFQ may be picked up first but was later rejected - if the Decline RFQ will be counted in the KPI response of the RFQ.
 - Scenario 3: Responses to resubmitted RFQ falling within the From Date up to the To Date but whose original RFQ is outside the used date range are not reported for the reporting period, but are counted against the original RFQ.
- QOT KPI**
 - Quote (Source transaction) - counts only the first and the original Quote (ignoring resends and replacements) that come in within the From-To date of the report for an RFQ (including its resubmissions) - counts only the first and original PO falling within the From Date up to the Response End Date based on Quotes that come in within the From Date up to the To Date.
- ORD KPI**
 - PO (Source transaction) - counts only original PO (ignoring resends and replacements) that come in within the From-To date of the report.
 - Accepted PO/Declined PO/Confirmed PO (PO response) - counts only the Accepted PO/Declined PO/Confirmed PO falling within the From Date up to the Response End Date based on POs that come in within the From Date up to the To Date. Only the first response that comes in is counted.
 - Accepted PO count is the count of all POs without POCs.

Looking for Missing Responses? Click here.

It includes the columns already in the **Default Summary View – RFQ KPI** and the following additional columns . . .

∞ RFQ No Reply Count

Refers to the number of RFQ documents that did not have QOT responses or whose QOT responses were received beyond the **Report As Of Date**.

∞ RFQ Response %

Refers to the total percentage of RFQ documents with QOT responses.

RFQ Response % is the percentage of . . .

(DEC RFQ Count + RFQ QOT Count) / (RFQ Count – RFQ Pending Count)

∞ RFQ Quoted < 1 Day %

Refers to the number of RFQ documents with QOT responses that were received within the same calendar day as the RFQ sent out.

∞ RFQ Quoted 1-4 Days %

Refers to the number of RFQ documents with QOT responses that were received between 1 to 4 calendar days from the RFQ sent out.

∞ RFQ Quoted > 4 Days %

Refers to the number of RFQ documents with QOT responses that were received after 4 calendar days from the RFQ sent out.

∞ Ave RFQ-QOT Process

This is computed by extracting all **RFQs submitted** within the **From/To Dates**, find their **corresponding QOTs**, and then compute the average differences between the **RFQ Submitted Dates** and **QOT Submitted Dates** (in days).

QOT KPI View

It includes the columns already in **Default Summary View – QOT KPI**

QOT KPI (with Pending QOT) View

It includes the columns already in **Default Summary View – QOT KPI** and the following additional column . . .

∞ QOT Awarded PO %

Refers to the total percentage of QOT documents with PO responses.

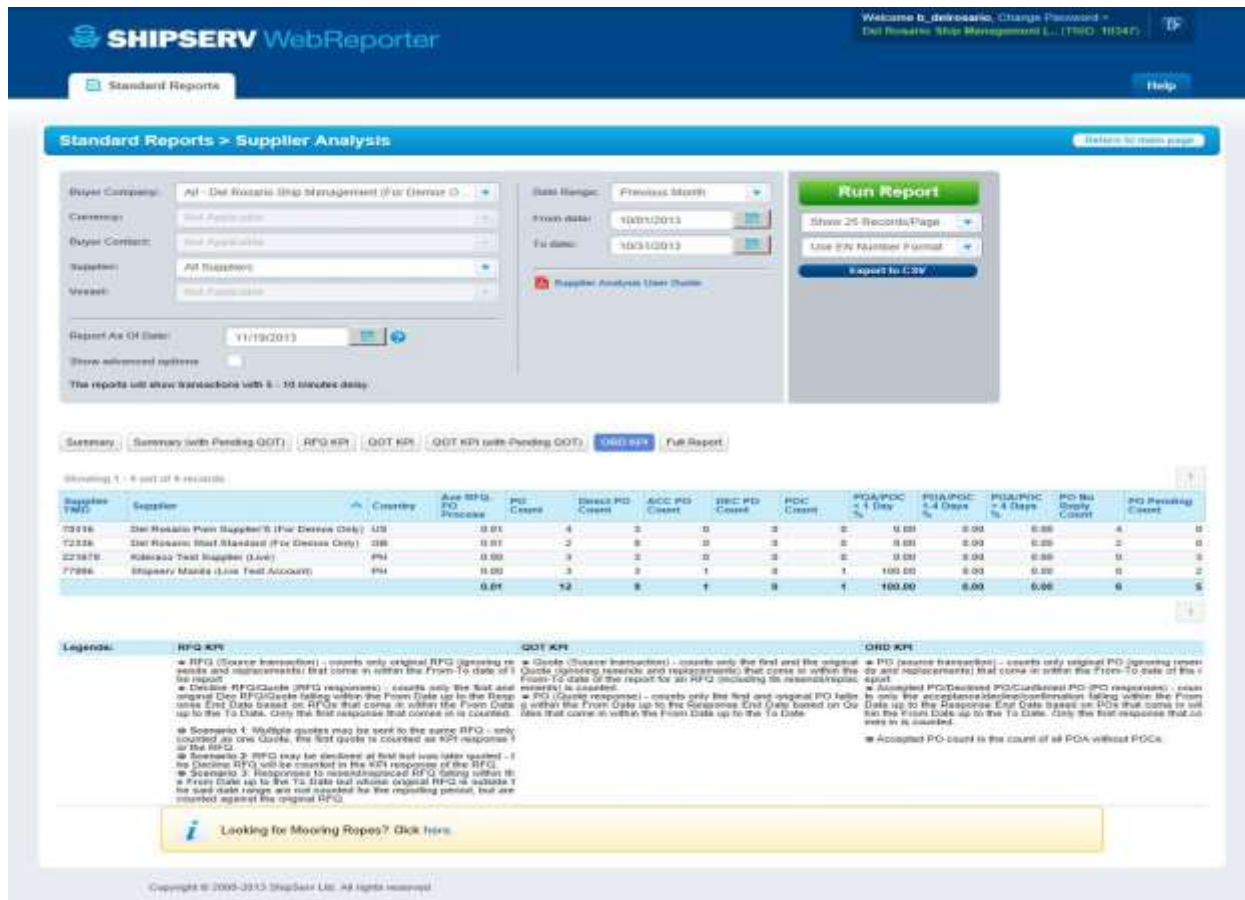
QOT Awarded PO % is the percentage of . . .

QOT PO Count / (QOT Count – QOT Pending Count)

∞ Ave QOT-PO Process

This is computed by extracting all **POs submitted** within the **From/To Dates**, find their **corresponding QOTs** from which they are linked, and then compute the average differences between the **QOT Submitted Dates** and **PO Submitted Dates** (in days).

ORD KPI View



The screenshot shows the SHIPSERV WebReporter interface for the 'Supplier Analysis' report. The 'ORD KPI' tab is selected. The report displays a table with columns for Supplier, Country, Average PO Process, PO Count, Direct PO Count, ACC PO Count, REC PO Count, POC Count, POA/POC < 1 Day %, POA/POC < 4 Days %, POA/POC < 8 Days %, PO No Reply Count, and PO Pending Count. The data is filtered for the period from 10/01/2013 to 10/31/2013.

| Supplier TMS | Supplier | Country | Ave PO Process | PO Count | Direct PO Count | ACC PO Count | REC PO Count | POC Count | POA/POC < 1 Day % | POA/POC < 4 Days % | POA/POC < 8 Days % | PO No Reply Count | PO Pending Count |
|--------------|---|---------|----------------|----------|-----------------|--------------|--------------|-----------|-------------------|--------------------|--------------------|-------------------|------------------|
| 03116 | Del Rosario Main Supplier's (For Dextra Only) | US | 0.01 | 4 | 3 | 0 | 3 | 3 | 0.00 | 0.00 | 0.00 | 0 | 0 |
| 03116 | Del Rosario Main Supplier's (For Dextra Only) | US | 0.01 | 2 | 2 | 0 | 2 | 2 | 0.00 | 0.00 | 0.00 | 0 | 0 |
| 03116 | Del Rosario Main Supplier's (For Dextra Only) | US | 0.01 | 3 | 3 | 0 | 3 | 3 | 0.00 | 0.00 | 0.00 | 0 | 0 |
| 03116 | Del Rosario Main Supplier's (For Dextra Only) | US | 0.01 | 3 | 3 | 1 | 3 | 3 | 100.00 | 0.00 | 0.00 | 0 | 2 |
| 03116 | Del Rosario Main Supplier's (For Dextra Only) | US | 0.01 | 12 | 8 | 1 | 8 | 1 | 100.00 | 0.00 | 0.00 | 0 | 5 |

Legends:

- RFQ KPI**
 - RFQ (Source transaction) - counts only original RFQ (ignoring re-quotes and replacements) that come in within the From-To date of the report.
 - RFQ/Quote (RFQ response) - counts only the first and original RFQ/Quote falling within the From Date up to the Response End Date based on RFQs that come in within the From Date up to the To Date. Only the first response that comes in is counted.
 - Scenario 1: Multiple quotes may be sent to the same RFQ - only counted as one Quote, the first quote is counted as KPI response 1 or the RFQ.
 - Scenario 2: RFQ may be cancelled at first but later re-quoted - if the Re-quoted RFQ falls within the From Date up to the Response End Date, it will be counted in the KPI response of the RFQ.
 - Scenario 3: Responses to re-quoted RFQ falling within the From Date up to the To Date but whose original RFQ is outside the said date range are not counted for the reporting period, but are counted against the original RFQ.
- QOT KPI**
 - Quote (Source transaction) - counts only the first and original Quote (ignoring re-quotes and replacements) that come in within the From-To date of the report for an RFQ (including its re-quotes/replacements) is counted.
 - PO (Quote response) - counts only the first and original PO falling within the From Date up to the Response End Date based on Quotes that come in within the From Date up to the To Date.
- ORD KPI**
 - PO (Source transaction) - counts only original PO (ignoring re-quotes and replacements) that come in within the From-To date of the report.
 - Accepted PO/Declined PO/Cancelled PO (PO response) - counts only the acceptance/decline/cancellation falling within the From Date up to the Response End Date based on POs that come in within the From Date up to the To Date. Only the first response that comes in is counted.
 - Accepted PO count is the count of all POA without POC.

It includes the columns already in the **Default Summary View – ORD KPI** and the following additional columns . . .

∞ Direct PO Count

Refers to the number of PO documents sent that did not any QOT.

∞ PO No Reply Count

Refers to the number of PO documents that did not have POC responses or whose POC responses were received beyond the **Report As Of Date**.

∞ POA/POC < 1 Day %

Refers to the number of PO documents with POC responses that were received within the same calendar day as the PO sent out

∞ POA/POC 1-4 Days %

Refers to the number of PO documents with POC responses that were received between 1 to 4 calendar days from the PO sent out

∞ POA/POC > 4 Days %

Refers to the number of PO documents with POC responses that were received after 4 calendar days from the PO sent out

∞ Ave RFQ-PO Process

Extract all **POs submitted** within the **From/To Dates**, find their **corresponding RFQs** from which they are linked, and then compute the average differences between the **RFQ Submitted Dates** and **PO Submitted Dates** (in days).

∞ Ave RFQ-ACC PO Process

Extract all **POs submitted** within the **From/To Dates**, find their **corresponding RFQs** and **corresponding PO Acceptance/Confirmation responses** from which they are linked, then compute the average differences between the RFQ Submitted dates and **PO Acceptance/Confirmation Response Dates** (in days).

∞ Ave PO-ACC PO Process

This is computed by extracting all **POs submitted** within the **From/To Dates**, find their **corresponding Accepted/Confirmed PO responses** from which they are linked, and then compute the average differences between the **PO Submitted Dates** and **PO Acceptance/Confirmation Response Dates** (in days).

∞ Ave PO- DEC PO Process

This is computed by extracting all **POs submitted** within the **From/To Dates**, find their corresponding **Declined PO responses** from which they are linked, and then compute the average differences between the **PO Submitted Dates** and **PO Declined Response Dates** (in days).

Full Report View

[illegible]

It includes all the columns of the views described above.

FREQUENTLY ASKED QUESTIONS

What is the difference between Report As Of Date and the From/To Dates?

The **Report As Of Date** is used to determine the number of document responses (e.g. QOT, POA, POC), whereas, the **From/To Dates** are used to determine the number of submitted documents, in a particular report.

In **RFQ KPI** related view, we use the **From/To Dates** to count for submitted RFQ documents and use **Report As Of Date** to count for QOT responses – related to the RFQ.

In **QOT KPI** related view, we use the **From/To Dates** to count for submitted QOT documents (these are actually responses to RFQ documents regardless when the RFQ documents were submitted) and use **Report As Of Date** to count for PO responses – related to the QOT.

This is the reason why the **RFQ KPI – RFQ QOT Count** is sometimes different, in numbers, compared to the **QOT KPI – QOT Count**.

The **RFQ KPI – RFQ QOT Count** uses the **Report As Of Date** to get the responses while the **QOT KPI – QOT Count** uses the **From/To Dates** to get the submitted documents.

In the same manner, the **QOT KPI – QOT PO Count** is also different from the **ORD KPI – PO Count**. In **QOT KPI** related view, we use **Report As Of Date** to count for PO responses – related to the QOT.

In **ORD KPI** related view, we use the **From/To Dates** to count for submitted PO documents (these are actually responses to QOT documents regardless when the QOT documents were submitted) and use **Report As Of Date** to count for POC responses – related to the PO.

What are the pending/decision cutoff days?

The pending/decision cutoff days are the following . . .

- ∞ **Pending RFQ Cutoff Days**
- ∞ **Pending PO Cutoff Days**
- ∞ **PO Decision Cutoff Days**

Please refer to steps above for their definitions and allowed values.

As an analogy likened to a company balance sheet . . .

When you run a balance sheet report in your accounting system, it only includes information that was known at the time. So a payment that has not been received is included in Accounts Receivable because at that moment we don't know if the check has come in or not.

*This is similar with **Pending RFQ/QOT/PO Counts** – a response (payment) that has not been received yet is included in the pending count (Accounts Receivable) because at that moment we don't know if the response has come in or not.*

However, if the company has a policy where after 3 months the account is written off then anything more than 3 months old has already been removed from Accounts Receivable. It doesn't matter whether a check eventually comes in later. At that moment, all we know is that anything less than 3 months old is still a receivable, and anything more than 3 months old is a bad debt.

*This is similar with the **Pending/Decision Cutoff Days** – a company has a policy whereby after 60 cutoff days (3 months policy) of waiting for a response (payment) and there is no response (payment), it is removed from pending count (Accounts Receivable) and it is included as a no-reply (Bad Debt). If it is still within the cutoff days then it is still included as a pending count.*

An exception to this rule is a response that is received after the cutoff days but still received within the Report As Of Date – it is included as a valid response.