

SOURCING OPTIMIZER RELEASE NOTES FOR RFI EXTENDED CONFIGURATION

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Welcome

This document focuses on recently released features for Sourcing Optimizer.

Objectives

The purpose of the **Sourcing Optimizer Release Notes** is to provide information about recently released features for JAGGAER's Sourcing Optimizer. As a reminder, please refer to the Product Release Library at any time for updates and additional information regarding releases:

<http://library.jaggaer.com>

RFI Extended Configuration

This release introduces a new step under RFI configuration called Extended Configuration, which allows buyers to change how RFI questions are presented to bidders

When RFI extended configuration is used, buyers can change the layout of questions to make repetitive questions easier to see and answer. This is done by creating and configuring data tabs on the RFI responses template, and adding formulas linking the question fields to the appropriate values in the additional tabs.

When using extended configuration, it is strongly suggested that buyers provide additional detailed instruction to the bidders, protect the workbook once complete to prevent accidental configuration changes, and create a test supplier and validate that the created template results in desired bid data.

Buyer Impact

- Feature Activation: This feature is **On** by default but optional for use.

USER IMPACT

- To use RFI extended configuration:
 1. Ensure the RFI option is enabled for the event under **Configure > Options**.
 2. Navigate to **Configure > RFI** on the event and proceed with RFI configuration as normal. The new Extended Configuration step appears after the Availability step.
 3. Select the **Extended Configuration** checkbox on the Extended Configuration step. Extended configuration instructions and options appear.
 4. Click the **Download New RFI Template in Excel** button to download the template.
 5. Make the needed changes in the downloaded Excel template.
 - Data tabs may be added after the RFI sheets.
 - The only changes that should be made to the question sheets is to add the formulas linking the fields to the appropriate values in the additional tabs.
 - Information needed for analysis is captured as RFI questions. Information housed solely in the configured tabs and not captured in a question is not available for scenario optimization.
 - Any changes to the template require bidders to download a new, blank version to start over.
 6. Upload the updated template using the **Upload Complete RFI Template** button.
 7. Click **Next** to continue to the **Confirm** step.

INTEGRATION IMPACT

- This feature does not impact integration.

Supplier Impact

The appearance and functionality of the Excel RFI Workbook may change, depending on buyer configuration of RFI Extended Configuration.