



Infor LN Procurement User Guide for Requests for Quotation (RFQs)

Important Notices

The material contained in this publication (including any supplementary information) constitutes and contains confidential and proprietary information of Infor.

By gaining access to the attached, you acknowledge and agree that the material (including any modification, translation or adaptation of the material) and all copyright, trade secrets and all other right, title and interest therein, are the sole property of Infor and that you shall not gain right, title or interest in the material (including any modification, translation or adaptation of the material) by virtue of your review thereof other than the non-exclusive right to use the material solely in connection with and the furtherance of your license and use of software made available to your company from Infor pursuant to a separate agreement, the terms of which separate agreement shall govern your use of this material and all supplemental related materials ("Purpose").

In addition, by accessing the enclosed material, you acknowledge and agree that you are required to maintain such material in strict confidence and that your use of such material is limited to the Purpose described above. Although Infor has taken due care to ensure that the material included in this publication is accurate and complete, Infor cannot warrant that the information contained in this publication is complete, does not contain typographical or other errors, or will meet your specific requirements. As such, Infor does not assume and hereby disclaims all liability, consequential or otherwise, for any loss or damage to any person or entity which is caused by or relates to errors or omissions in this publication (including any supplementary information), whether such errors or omissions result from negligence, accident or any other cause.

Without limitation, U.S. export control laws and other applicable export and import laws govern your use of this material and you will neither export or re-export, directly or indirectly, this material nor any related materials or supplemental information in violation of such laws, or use such materials for any purpose prohibited by such laws.

Trademark Acknowledgements

The word and design marks set forth herein are trademarks and/or registered trademarks of Infor and/or related affiliates and subsidiaries. All rights reserved. All other company, product, trade or service names referenced may be registered trademarks or trademarks of their respective owners.

Publication Information

Release: Infor LN 2022.x

Publication Date: December 5, 2022

Document code: ln_2022.x_procrfqug__en-us

Contents

About this Guide.....	4
Contacting Infor.....	5
Chapter 1: Introduction.....	6
Overview of RFQ handling.....	6
Chapter 2: Procedure.....	7
Request for quotation procedure.....	7
Chapter 3: Criteria sets.....	10
Specifying criteria and criteria sets for RFQs.....	10
Chapter 4: Scores.....	11
Calculating total scores for criteria.....	11
Chapter 5: Response ranking.....	15
Ranking RFQ responses.....	15
Chapter 6: Additional processes.....	16
RFQs - additional processes.....	16
Chapter 7: RFQ Comparison Workbench.....	19
RFQ Comparison Workbench - Selection section.....	19
RFQ Comparison Workbench - RFQ Response Combinations Top 2 section.....	20
RFQ Comparison Workbench - Bidder response section.....	21
Appendix A: Graphs.....	23
RFQ graphs.....	23
Index.....	25

About this Guide

This document provides an introduction to requests for quotation (RFQs) and explains the steps and functions in the RFQ procedure. The process to set up criteria, calculate scores for the criteria, and rank responses are also detailed.

Assumed knowledge

Although you need no detailed knowledge of the LN software to read this guide, general knowledge of the LN functionality will help you understand this guide.

References

Use this guide as the primary reference for RFQs. Use the current editions of these related references to research information that is not covered in this guide:

- *User Guide for Purchase Master Data*
- *User Guide for Landed Costs*
- *User Guide for Supplier Stage Payments*
- *User Guide for Additional Information Fields*
- *User Guide for Project Pegging*
- *User Guide for Subcontracting*
- *User Guide for Budget Control*
- *User Guide for Purchase Requisitions*
- *User Guide for Purchase Orders*
- *User Guide for Purchase Vendor Rating*
- *User Guide for Pricing*
- *User Guide for Material Pricing*
- *User Guide for Price Stages*

How to read this document

This document is assembled from online Help topics. Text in italics followed by a page number represents a hyperlink to another section in this document.

Underlined terms indicate a link to a glossary definition. If you view this document online, clicking the underlined term takes you to the glossary definition at the end of the document.

Contacting Infor

If you have questions about Infor products, go to Infor Concierge at <https://concierge.infor.com/> and create a support incident.

The latest documentation is available from docs.infor.com or from the Infor Support Portal. To access documentation on the Infor Support Portal, select **Search > Browse Documentation**. We recommend that you check this portal periodically for updated documentation.

If you have comments about Infor documentation, contact documentation@infor.com.

Chapter 1: Introduction

Overview of RFQ handling

With the *request for quotation (RFQ)* procedure, you can send RFQs to bidders for the procurement of goods. On an RFQ, information regarding items, quantities, and required receipt dates can be specified. You can send the RFQ to one or a range of bidders based on the *approved source list*. After receipt of the RFQ responses, the results can be negotiated, compared, and ranked. An accepted response can be copied to a purchase contract, a purchase order, or a *supplier price book*.

RFQs can be generated from planned orders, requisitions, or purchase contracts. They can also be manually specified.

RFQ master data

Before you can carry out the RFQ procedure:

- 1 Select the Requests for Quotation check box in the **Procurement Parameters (tdpur0100m000)** session.
- 2 Specify the RFQ parameters in the Request for Quotation Parameters (tdpur0100m100) session.
- 3 Specify the purchase master data.

For more information, refer to:

- Item purchase data
- Purchase organizational data
- General purchase data
- Specifying criteria and criteria sets for RFQs

RFQ procedure

The RFQ procedure includes these processes:

- Creating and sending RFQs to bidders
- Receiving, negotiating, comparing, and selecting the bidders' responses.

For more information, refer to Request for quotation procedure.

RFQ additional processes

A number of processes do not always occur in the RFQ procedure, but can be applicable in specific situations.

For more information, refer to RFQs - additional processes.

Chapter 2: Procedure

Request for quotation procedure

You can use the request for quotation (RFQ) procedure to request bidders (buy-from business partners) to provide you with an offer for goods and services. You can compare the received RFQ responses (bids) to select the one that best fits your requirements.

RFQs can be generated or manually created. Manually created RFQs can be based on the *approved supplier list* or you can manually select the bidders to whom you want to send the RFQ.

The *request for quotation (RFQ)* procedure includes these main steps:

- 1 Create RFQs
- 2 Send RFQs to bidders
- 3 Receive the bidders' responses
- 4 Negotiate the responses
- 5 Compare the responses
- 6 Select a response

These sessions are included in the RFQ procedure:

1 Request for Quotation (tdpur1600m000)

Use the Request for Quotation (tdpur1600m000) session to:

- Manually create RFQs
- View the generated RFQs

RFQ generation occurs in one of these sessions:

- Generate Requests for Quotation (tdpur1220m000)
Generates RFQs for a range of items or item groups and enables you to select the bidders to send the RFQs to.
- Convert Purchase Requisitions (tdpur2201m000)
Converts purchase requisition lines to an RFQ.
- Generate RFQs from Contracts (tdpur3201m000)
Copies *purchase contract lines* to RFQs and enables you to link the bidders to whom to send the RFQs.
- Transfer Order Planning (cppat1210m000)
Transfers the planned purchase orders from Order Planning to Procurement. If LN cannot find a buy-from business partner for the item, the planned purchase order can be transferred to an RFQ.

2 RFQ Bidders (tdpur1505m000)/ Add Bidders to RFQ (tdpur1221m000)

This step only applies if you manually create an RFQ. Generated RFQs are automatically linked to the selected bidders.

These methods exist to link bidders to an RFQ:

- By bidder in the RFQ Bidders (tdpur1505m000) session
- For a range of bidders in the Add Bidders to RFQ (tdpur1221m000) session, or based on an *approved supplier list*

On the **Bidders** tab in the **Request for Quotation (tdpur1600m000)** session, you can view which bidders are linked to the RFQ.

3 Print Requests for Quotation (tdpur1401m000)

After the RFQ is created and bidders are linked, print the RFQ in the Print Requests for Quotation (tdpur1401m000) session to send it to the bidders.

4 RFQ Responses (tdpur1506m000)

RFQ responses received from a bidder can be specified in the RFQ Responses (tdpur1506m000) session. An RFQ response includes one or more *response lines*.

5 RFQ Negotiations (tdpur1606m000)

Optionally, you can negotiate the bidder's *responses* and specify your counter proposals in the RFQ Negotiations (tdpur1606m000) session.

The latest negotiation response information, which includes prices, discounts, and dates is synchronized to the **RFQ Responses (tdpur1506m000)** session. Counter proposal information is not synchronized.

6 RFQ Compare Responses (tdpur1600m100)

You can compare and rank the RFQ responses using the *RFQ line*, *RFQ bidder*, and *RFQ response* sessions. In the RFQ Compare Responses (tdpur1600m100) session, the *response lines* with the status **Responded**, **Negotiating**, or **Accepted** can be compared and ranked. This session allows you to select the best responses for conversion. You can perform an analysis for a single line or all the lines of the RFQ.

The response lines are compared and ranked based on:

- Objective and subjective criteria, if a *criteria set* is specified for the RFQ.
- Prices and amounts. Prices and amounts can also include *landed costs* (bidder and third party).

Note: Although no criteria set is required for a comparison based on prices and amounts, you can also specify prices as criteria in a criteria set.

You can use these sessions to view the ranked response lines, which are displayed as tabs in the **RFQ Compare Responses (tdpur1600m100)** session:

- RFQ Compare Responses Based on Criteria Set (tdpur1511m000)
- RFQ Compare Responses Based on Prices (tdpur1511m100)
- RFQ Compare Responses Based on Criteria Set Grouped by Bidder (tdpur1511m200)
- RFQ Compare Responses Based on Amounts Grouped by Bidder (tdpur1511m300)

For more information, refer to:

- Specifying criteria and criteria sets for RFQs.
- Calculating total scores for criteria
- Ranking RFQ responses

7 Convert RFQs (tdpur1202m000)

After accepting a response line, for which you set the status to **Accepted**, you can use the Convert RFQs (tdpur1202m000) session to convert the response line to a purchase order, purchase contract, or price book.

For a selected response line, you can start this session as follows:

- By clicking **Convert RFQs** on the *appropriate* menu of the **RFQ Responses (tdpur1506m000)** session. This command is enabled only if the **Conversion Action** field is set to **convert** and the Conversion Type field is specified in the **RFQ Responses (tdpur1506m000)** session.
- By clicking **Convert** and then **Convert to Order**, **Convert to Contract**, or **Convert to Price Book** on the *appropriate* menu of the **RFQ Compare Responses Based on Criteria Set (tdpur1511m000)**, **RFQ Compare Responses Based on Prices (tdpur1511m100)**, **RFQ Compare Responses Based on Criteria Set Grouped by Bidder (tdpur1511m200)**, or **RFQ Compare Responses Based on Amounts Grouped by Bidder (tdpur1511m300)** sessions.

8 Archive/Delete Requests for Quotation (tdpur1205m000)/ Process Non-Converted RFQ Responses (tdpur1223m000)

Use the Archive/Delete Requests for Quotation (tdpur1205m000) session to delete RFQs that are expired, have no response returned, or were never linked to a bidder.

Use the Process Non-Converted RFQ Responses (tdpur1223m000) session to process response lines for which the **Conversion Action** is **Ignore**, or delete response lines for which the **Conversion Action** is **Delete**.

Note:

- You can also complete the previous steps using the RFQ (tdpur8310m000) session.
- On a *request for quotation (RFQ) line*, the item code can be blank. Therefore, you can request to bid for a new item. When the status of a *response line* that is linked to the RFQ line is **Accepted**, the item code becomes mandatory.

Chapter 3: Criteria sets

Specifying criteria and criteria sets for RFQs

You can compare and rank *response lines* based on the objective and subjective criteria specified for the *criteria set* that is linked to the RFQ.

Objective criteria are tracked by LN, whereas subjective criteria are user-defined. When comparing response lines, LN considers all the objective and subjective criteria for the RFQ, including the user specified weightings, to calculate a total score for the response lines. Consequently, the response lines can be ranked.

To use criteria to evaluate responses:

- 1 Specify criteria sets in the RFQ Criteria Sets (tdpur1190m000) session. A criteria set is a list of RFQ criterions that can be linked to an RFQ header. The responses are evaluated based on these criteria.
- 2 Specify the RFQ subjective criteria in the RFQ Subjective Criteria (tdpur1191m000) session or the RFQ objective criteria in the **RFQ Objective Criteria (tdpur1194m000)**.
- 3 Define a criteria set (by linking the required criteria to a set) in the RFQ Criteria by Criteria Set (tdpur1192m000) session. You must also indicate the significance of the various criteria by assigning *weightings* to the same.
- 4 For the criterion types **Obsolete**, **Obsolete**, and **Subjective**, specify the values and assign scores to the values in the RFQ Criterion Scoring Schemes (tdpur1193m000) session. If you do not specify a scoring scheme for the objective criteria, LN uses predefined system values.
- 5 After receiving a bidder's response, link *subjective values* to the response in the **RFQ Response - Subjective Criterion Scores (tdpur1195m000)** session. LN calculates the objective criteria.

Chapter 4: Scores

Calculating total scores for criteria

After sending *requests for quotation* (RFQs) to bidders, you can rank the *RFQ responses* that you receive from the bidders. The total score must be calculated for each response line before LN can rank the *response lines*.

To determine the scores of the criterion types **Obsolete**, **Obsolete**, **Objective**, and **Subjective**, the RFQ Criterion Scoring Schemes (tdpur1193m000) is used. **Obsolete**, **Obsolete**, **Obsolete**, and **Obsolete** scores are not specified in the scoring schemes session. Price related scores are based on the response line with the lowest price and with a valid status.

For **Subjective** criteria, after receiving a bidder's response, you must manually link *subjective values* to the response in the RFQ Response - Subjective Criterion Scores (tdpur1195m000) session.

When calculating the total score for a response line, LN also considers the *weightings*. You can use the RFQ Criteria by Criteria Set (tdpur1192m000) session to assign weightings to the criteria in the criteria set.

Delivery time

A total score for the criterion type **Obsolete** is calculated based on the delivery time difference between the RFQ line and the response line.

The methods to calculate the delivery time difference:

- RFQ planned receipt date - response planned receipt date
- RFQ lead time - response lead time
- (RFQ start date - response start date) + (RFQ end date - response end date)

LN retrieves the values and scores for the time difference from the RFQ Criterion Scoring Schemes (tdpur1193m000) session.

Negative values imply that the bidder expects to deliver later than the requested time specified in the RFQ line, implying a low score. High values indicate that the bidder expects to deliver earlier than the requested time for the RFQ line.

The total delivery time score calculated method:

$$DW * \text{retrieved score for the delivery time difference} / 100$$

Quantity

A total score for the criterion type **Obsolete** is calculated based on the deviation in quantity between the RFQ line and the response line.

The quantity deviation calculation method:

$$(\text{RFQ line quantity} - \text{response line quantity})$$

LN retrieves the values and scores for the quantity deviation from the RFQ Criterion Scoring Schemes (tdpur1193m000) session.

High values indicate that the response line quantity is less than the requested quantity, implying a low score. Negative values indicate that the response line quantity is higher than the RFQ line quantity.

The total quantity score calculation method:

$$QW * \text{retrieved score for the quantity deviation} / 100$$

Vendor rating

A total score for the criterion type **Obsolete** is calculated based on *vendor rating*.

LN retrieves the vendor rating percentage from the Vendor Ratings by Period (tdpur8102m000) and the Vendor Ratings by Criterion (tdpur8102m100) sessions.

The total vendor rating score calculation method:

$$VW * \text{vendor rating percentage} / 100$$

Subjective criterion

A total score for the criterion type **Subjective** is calculated based on the *subjective criterion*.

You can specify subjective values and scores for the criterion in the RFQ Criterion Scoring Schemes (tdpur1193m000) session.

When the status of a response line is set to **Responded**, LN creates the subjective criteria of the RFQ criteria set in the RFQ Response - Subjective Criterion Scores (tdpur1195m000) session. You must manually link a *subjective value* to the subjective criterion for the response line.

The total score calculation method:

$$SW * \text{retrieved score for the subjective value} / 100$$

Objective criterion

A total score for the criterion type, Objective is calculated based on the objective criterion. You can specify objective values and scores for the criterion in the RFQ Criterion Scoring Schemes (tdpur1193m000) session.

$$\text{Weighting} * \text{Criteria Score} / 100$$

Net purchase price

The total score for the criterion type **Obsolete** is calculated based on the offered net purchase price.

LN retrieves the lowest response net **Net Price** and the current response net **Net Price** from the RFQ Responses (tdpur1506m000) session. The lowest response price is the lowest submitted price of all the selected bidders of an RFQ. The current response price is the price of the specific bidder.

The total score calculation method:

$$\text{NPPW} * ((\text{lowest response net purchase price} / \text{current response net purchase price}) * 100) / 100$$

Net bidder price

The total score for the criterion type **Obsolete** is calculated based on the offered net bidder price, which includes bidder *landed costs* and excludes third party landed costs.

LN retrieves the lowest response **Net Bidder Price** and the current response **Net Bidder Price** from the RFQ Responses (tdpur1506m000) session. The lowest response price is the lowest submitted price of all the selected bidders of an RFQ. The current response price is the price of the specific bidder.

The total score calculation method:

$$\text{NBPW} * ((\text{lowest response net bidder price} / \text{current response net bidder price}) * 100) / 100$$

Net price

The total score for the criterion type **Obsolete** is calculated based on the offered net bidder price, which includes all *landed costs* (bidder and third party).

LN retrieves the lowest response **Net Price** and the current response **Net Price** from the RFQ Responses (tdpur1506m000) session. The lowest response price is the lowest submitted price of all the selected bidders of an RFQ. The current response price is the price of the specific bidder.

The total score calculation method:

$$\text{NPW} * ((\text{lowest response net price} / \text{current response net price}) * 100) / 100$$

Legend

DW	Weighting for the delivery time difference
QW	Weighting for the quantity difference
VW	Weighting for the vendor rating
SW	Weighting for the subjective criterion
NPPW	Weighting for the net purchase price
NBPW	Weighting for the net bidder price
NPW	Weighting for the net price

Example

The following criteria, values, scores, and weightings are specified for the criteria set linked to the RFQ:

Criterion type: <i>Obsolete</i>		Criterion type: <i>Subjective</i>	
Weighting: 10		Weighting: 45	
Delivery time	Score	Colour	Score
In time	100	Red	25
One day early	75	Yellow	20
One day late	75	Blue	15
Other	25	Green	3

Response lines

- Response 1 for Bidder A
Delivery time: in time
- Color: green
- Response 2 for Bidder B
Delivery time: one day late
- Color: yellow

The total score for the response lines is calculated as follows:

- Response 1 for Bidder A
 $100 * 10 / 100 = 10$
- $3 * 45 / 100 = 1$
- Total score = 11
- Response 2 for Bidder B
 $70 * 10 / 100 = 7$
- $20 * 45 / 100 = 9$
- Total score = 16

Consequently, response line 2 ranks higher than response line 1.

Chapter 5: Response ranking

Ranking RFQ responses

RFQ response lines are ranked based on the total (criteria) score, and based on the price of the lines.

Ranking based on criteria set

If a criteria set is specified for the RFQ, scores are calculated for each criterion specified in the criteria set. You can view the ranking based on the total score for response lines, or bidders in these sessions:

- RFQ Compare Responses Based on Criteria Set (tdpur1511m000)
For each response line that is compared, the score is displayed by criteria set. The ranking of the lines is based on the total score for each line.
- RFQ Compare Responses Based on Criteria Set Grouped by Bidder (tdpur1511m200)
For each bidder, the score is displayed by criteria set. The ranking of the lines is based on the total score for each bidder. If the **All lines included** check box is selected, the bidder responded to all requested items. Bidders who responded to all items are ranked higher.

The higher the score, the higher the ranking.

Ranking based on prices

Response lines are always compared and ranked based on prices and amounts. You can view the ranking based on the total price for response lines, or the total amount for bidders, in these sessions:

- RFQ Compare Responses Based on Prices (tdpur1511m100)
For each response line that is compared, the **Net Price**, **Net Bidder Price**, and **Net Purchase Price** are displayed. By default, the ranking of the lines is based on the net price, but this can be modified.
- RFQ Compare Responses Based on Amounts Grouped by Bidder (tdpur1511m300)
For each bidder, the sum of the prices converted to amounts is displayed. Because different RFQ lines can have different units, the responses are compared based on amounts. By default, the ranking of the lines is based on the net amount, but this can be modified. If the **All lines included** check box is selected, a bidder responded to all requested items. Bidders who responded to all items are ranked higher.

The lower the prices, the higher the ranking.

Chapter 6: Additional processes

RFQs - additional processes

A number of processes do not always occur in the RFQ procedure, but can be used depending on specific situations.

Calculating material prices for RFQs

If the **Material Pricing in Procurement** check box is selected in the Material Price Parameters (tcmpr0100m000) session, after setting up the material pricing master data, LN can retrieve material price information and calculate *material prices for a response line*.

Linked material price information can be viewed in the Material Price Information (tcmpr1600m000) session.

Copying RFQs

You can copy an existing RFQ to a new one in the Copy Request for Quotation (tdpur1201s000) session.

Linking landed costs to RFQs

To have a proper insight in all procurement costs, not only the purchase price, but also *landed costs* can be linked to an RFQ. These landed costs can be taken into account when comparing the RFQ responses.

Linking price stages to RFQs

You can specify and update *price stages* for *response lines* and negotiation lines. When converting a response line to a purchase order, purchase contract, or price book, the price stage is copied from the response line to the purchase order line, purchase contract price revision, or price book. Purchase order lines can be blocked due to the price stage.

Pegging project costs for RFQs

Project pegging in Procurement includes the pegging of project costs for purchase requisitions, requests for quotation, and purchase orders. If the item on the requisition, request for quotation or purchase order requires a *peg*, a peg distribution must be linked to these purchase objects. In a peg distribution, the required quantity of the parent business object is distributed across distribution lines for combinations of project/budget, project element and/or project activity. For example, if a distribution is used to peg the ordered quantity on a purchase order line, the goods are purchased for and the costs are booked to these projects, elements, and activities.

Printing letters for unsuccessful bidders

You can use the Print Letter for Unsuccessful Bidders (tdpur1410m000) session to communicate to bidders that their RFQ response is not accepted.

Note: You can print letters for bidders only if the **Thank You for Bidding Letter** check box is selected in the **RFQ Bidders (tdpur1505m000)** session.

Printing RFQ reminders

If no response is received from a bidder before the *response date*, you can send the bidder a reminder, which you can print in the Print RFQ Reminders (tdpur1402m000) session.

Note that to print a reminder in the **Print RFQ Reminders (tdpur1402m000)** session, the **Reminder Status** must be **Remind** in the **RFQ Bidders (tdpur1505m000)** session.

Specifying supplier stage payments

Supplier stage payments enable customers to pay suppliers before or after the ordered goods are actually received for a purchase order. The payments are spread over a period of time and the amounts must be paid to the supplier on specific dates. The purchase order item's invoice flow is separated from its goods flow.

Supplier stage payments can be useful for items with characteristics such as long lead, high value, much engineering, and a fixed price. The stage payments can include the dates and events for which the supplier must complete specific tasks before receipt of any goods, such as providing design documents or test results. On the RFQ response, you can specify the stage payment lines in the Supplier Stage Payments (tdpur5120m000) session, which can be copied to the purchase order line during conversion.

Using subcontracted items on RFQs

In case of *operation subcontracting*, requests for quotation (RFQs) can include *subcontracted service* items, or **Purchased**, **Manufactured**, or **Product** items with linked material supply information. These RFQs can be generated from a purchase requisition with a linked *routing operation* or *production order*. Subcontracted services can also be manually specified on an RFQ.

In case of *service subcontracting*, RFQs can include **Cost** or **Service** items, or **Purchased**, **Manufactured**, or **Product** items with linked material supply information. These RFQs can be generated from a purchase requisition with a linked *work order* or *service order*.

Viewing, printing, and deleting RFQ history

If the **Log RFQ History** check box is selected in the **Request for Quotation Parameters (tdpur0100m100)** session, you can review RFQ history information in sessions such as:

- **RFQ History (tdpur1550m000)**
- **RFQ Line History (tdpur1551m000)**
- **RFQ Bidder History (tdpur1555m000)**
- **RFQ Response History (tdpur1556m000)**

You can print RFQ history in the **Print RFQ History (tdpur1450m000)** session.

If historical information is no longer required, you can use the **Archive/Delete Request for Quotation History (tdpur1204m000)** session to delete the historical data.

Chapter 7: RFQ Comparison Workbench

You can use the **RFQ Comparison Workbench (tdpur8366m000)** to compare the bidder responses and select the best deal from the existing combinations. The bidder combinations are displayed based on the total amounts or the Criteria set defined in selected RFQ (Request for Quotation).

Master data setup

To use this workbench, you must:

- Define the data in the **RFQ Criteria Sets (tdpur1190m000)** and the **RFQ Subjective Criteria (tdpur1191m000)** sessions.
- RFQs must be defined with response line in the **RFQ Subjective Criteria (tdpur1191m000)** session.

Navigation

To access this workbench, you can select an RFQ in these sessions and click **Comparison Workbench** on the **Actions** menu:

- **RFQ (tdpur8310m000)** (select the **RFQs** tab)
- **Requests for Quotation (tdpur1501m000)**
- **Request for Quotation (tdpur1600m000)**

The **RFQ Comparison Workbench (tdpur8366m000)** is displayed with the details of the selected RFQ.

Note: The **Comparison Workbench** option is enabled only for RFQs with the status **Modified** and **In Process**.

Layout

The workbench layout consists of these sections:

- Selection
- RFQ Response Combinations Top 2
- Bidder Response

RFQ Comparison Workbench - Selection section

In this section, you can specify these values to execute the comparison:

RFQ

The RFQ ID for which the comparison is executed. You can specify a RFQ ID or select from the lookup. When you select from the lookup, Infor LN displays only the RFQs with status **In Process**.

Bidders

This suppliers or bidders Id of the selected RFQ. You can select one or more bidders and based on the selected bidders combinations can be created.

Max. Bidders per combo

The total number of bidders who responded for the selected RFQ. This value is updated based on the selected Bidders.

Based on

The value based on which the Bidder Response combinations are created. Possible values:

- **Total Amount:** The total amount of the pricing information provided by the bidders in each response is considered.
- **Criteria Set:** The criteria set defined in the **RFQ Criteria Sets (tdpur1190m000)** session is considered.

Run Comparison

Displays the bidder response combinations.

You can use the **Convert RFQs** option on the toolbar, to access the **Convert RFQs (tdpur1202m000)** session.

Note: You must save the settings to before performing the RFQ conversion.

RFQ Comparison Workbench - RFQ Response Combinations Top 2 section

In this section, you can view the bidder's responses best combinations and scores in descending order.

You can select or click a specific combination to drill down and view the details.

You can view this information related to a combination:

- **Combinations:** The set of responses from different bidders.
- **Number of bidders:** The number of bidders for the selected RFQ.
- **Status:** The status of the combination line.
- **Score:** The total score of the combination line.

For a selected combination, you can perform these actions:

- **Accept:** Use this option to set the combination status to **Accepted**. This option is enabled for the lines with status **Responded**.
- **Reject:** Use this option to set the combination status to **Rejected**. This option is enabled for the lines with status **Responded**. This action is enabled for All lines with status **Responded**. This change is restricted to the workbench and is not updated in LN.
- **Reopen:** Use this option to set the combination status to **Responded**. This option is enabled for the lines with status **Accepted** and **Rejected**.

- **Convert:** Use this option to convert the combination to a Purchase Order, Purchase Contract or Default Price Book or a combination and set the combination status to **Processed**. This option is enabled only for the lines with status **Accepted**.

Note:

- Infor LN displays only the combinations that are yet to be processed (converted).
- The **Reopen** option is enabled only if single combination is selected.
- If you select multiple combinations and use the **Reject/Accept** option, only the lines with the status Responded are rejected/accepted.

The highest score is 100% and based on the percentage, the color varies in the workbench:

91% - 100%	#66a140
81% - 90%	#76b051
71% - 80%	#89bf65
61% - 70%	#afdc91
46% - 60%	#d5f6c0
31% - 45%	#fbe9bf
16% - 30%	#f2bc41
0% - 15%	#ee9a36

RFQ Comparison Workbench - Bidder response section

You can drill down a bidder response to view these details:

- **Responses:** The RFQ response received for the RFQ line number.
- **Sequence:** The alternative manufacturer.
- **Item with Item description:** The name of the item with description
- **Status:** The status of the response line.
- **Price Rank:** The rank determined based on all the bidder response prices and the net price.
- **Criteria Rank:** The rank determined based on the criteria selected in the RFQ.

For a selected line, you can perform these actions:

- **Accept:** Use this option to set the line status to **Accepted**. This option is enabled for the lines with status **Responded**.
- **Reject:** Use this option to set the line status to **Rejected**. This option is enabled for the lines with status **Responded**. This action is enabled for All lines with status **Responded**. This change is restricted to the workbench and is not updated in LN.
- **Reopen:** Use this option to set the line status to **Responded**. This option is enabled for the lines with status **Accepted** and **Rejected**.
- **Convert:** Use this option to convert the line and set the combination status to **Processed**. This option is enabled only for the lines with status **Accepted**. A line with status **Accepted** can be converted to:
 - Purchase Order

- Purchase Contract
- Price Book
- Purchase Order and Purchase Contract
- Purchase Order and Price Book

Note: To convert a line to purchase order or contract, the Series must be defined in the **Procurement User Profiles (tdpur0143m000)** and the **Purchase Order Type (tdpur0694m000)** session.

Appendix A: Graphs

RFQ graphs

RFQ graphs display different types of *request for quotation (RFQ)* information.

In the **Graphs** group box of the RFQ (tdpur8310m000) session, you can select these graphs:

- Vendor Rating by Supplier
- Vendor Rating Top 8
- Win / Loss Ratio

To display information for the selected graph, select a *response line* on the **Responses** tab in the **RFQ (tdpur8310m000)** session.

Vendor Rating by Supplier

This graph shows the vendor rating of the selected supplier.

The rating is based on this data:

- The criterion type **Period Rating**.
- The last 12 months.
- The Adjusted Rating.

Note:

- *Vendor rating* must be applicable for the supplier. Update the vendor ratings regularly to display accurate ratings.
- You can view a supplier's ratings in the **Vendor Ratings by Period (tdpur8102m000)** and **Vendor Ratings by Criterion (tdpur8102m100)** sessions.

Vendor Rating Top 8

This graph shows the vendor rating of the first eight suppliers for the selected item in the current period.

The rating is based on this data:

- The criterion type **Period Rating**.
- The current period.
- The Adjusted Rating.

Note:

- *Vendor rating* must be applicable for the suppliers. Update the vendor ratings regularly to display accurate ratings.

- You can view a supplier's ratings in the **Vendor Ratings by Period (tdpur8102m000)** and **Vendor Ratings by Criterion (tdpur8102m100)** sessions.

Win / Loss Ratio

This graph shows the win and lost ratio for the *response lines* of the selected bidder.

The percentages are based on this data in the **RFQ Response History (tdpur1556m000)** session:

- The last 12 months.
- Response lines with the **Accepted, Rejected, No Bid, Or No Response** status.

Index

C

- criteria
 - specifying [10](#)
- criteria sets
 - specifying [10](#)
- Criterion
 - calculating total scores [11](#)
 - calculating total scoring values [15](#)
 - objective [11](#)
 - subjective [11](#)

G

- Graphs
 - RFQ [23](#)

P

- Project pegging [16](#)

Q

- Quotation
 - comparing [11](#)
 - evaluating [11](#)

R

- Ranking [15](#)

Reminder [16](#)

- Request for quotation
 - additional processes [16](#)
 - criteria [11](#)
 - handling [6](#)
 - history [16](#)
 - overview [6](#)
 - printing reminders [16](#)

- RFQ
 - additional processes [16](#)
 - criteria [11](#)
 - graphs [23](#)
 - handling [6](#)
 - history [16](#)
 - landed costs [16](#)
 - material prices [16](#)
 - overview [6](#)
 - printing reminders [16](#)
- RFQ response
 - ranking [15](#)
 - unsuccessful bidders [16](#)

S

- Supplier stage payments [16](#)

U

- Unsuccessful bidder [16](#)