



# How to Review Performance Management Scorecards

## When to use this *How to Guide*:

Follow the steps in this guide to navigate through available options in the SAP Business Network, and to set notifications for your supplier account.

STEP	ACTION
<p><b>PART 1</b></p> <p><b>REVIEW SCORECARD</b></p>	<p>1. On the acknowledgement email from the City:</p> <ul style="list-style-type: none"> <li>i. Click <b>Click Here to access the system</b>.</li> <li>ii. Sign in to the SAP Business Network.</li> </ul> <div data-bbox="350 957 1198 1367" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>WS421661702 - 2205060437 SPM Supplier Guide: Supplier to review and acknowledge the scorecard for the period</p> <p><b>Task title:</b> Supplier to review and acknowledge the scorecard for the period</p> <p><b>Task description:</b> Supplier to review the scorecard for the period. Comments can be provided as necessary as part of the review.</p> <p><b>Action:</b> Complete Review - <a href="#">Click Here</a></p> <p>This email is being sent to you because you are a reviewer of a document that has been submitted for review.</p> <p>This email originated from the Ariba system used by City of Calgary - TEST and was originally sent to: <a href="mailto:sam.green@company.ca">sam.green@company.ca</a></p> <p>System Reference: <a href="#">Click Here</a> to access the system.</p> <p style="text-align: center; font-size: small;">Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA  <a href="#">Data Policy</a>   <a href="#">Contact Us</a>   <a href="#">Customer Support</a></p> </div>
<p>2.</p>	<p>On the <b>Review Task</b> page:</p> <ul style="list-style-type: none"> <li>i. Click the <b>Master Scorecard</b> for the period.</li> <li>ii. Click <b>Open</b>.</li> </ul> <div data-bbox="345 1530 1206 1913" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Review Task <span style="float: right;">Exit</span></p> <p>The document below has been submitted for review. To view documents, click the document link to open or download them. If you are a reviewer, you can <a href="#">More</a></p> <p><a href="#">2205060437 SPM Supplier Guide</a> / <a href="#">Monitor Performance - Quarterly (Jun 2022)</a> / <a href="#">Supplier to review and acknowledge the s...</a></p> <p>TSK421661763 Supplier to review and acknowledge the scorecard for the period <span style="float: right;">Round 1: Awaiting Response(s) ⓘ</span></p> <p>Supplier to review the scorecard for the period. Comments can be provided as necessary as part of the review.</p> <p><b>Tony Stark</b>  Please review the scorecard for the period</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Master Scorecard (Jun 2022) ▾</li> </ul> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> Action  Open </div> <p>One or more documents have been submitted for your review. You have the following options:</p> <ul style="list-style-type: none"> <li>• View the documents on the left.</li> </ul> <p style="text-align: center;"><a href="#">Complete Review</a> ⓘ</p> </div>



## STEP ACTION

3. The **Master Scorecard** page displays the following information:
- **Name:** displays each Key Performance Indicator (KPI).
  - **Grade:** displays your company's current score for each KPI.
- Note: Grades in red font are below the target grade set for that KPI.
- Click **Done** to return to the previous screen.

Name	Weight	Grade
<b>Totals</b>	2	62.42%
▼ 1 Customer Service	1	66.67%
1.1 Administration	1	80.00%
Value 80%		
1.2 Communication	1	60.00%
Value 60%		
1.3 Cooperation/Flexibility	1	80.00%
Value 80%		
1.4 Invoicing	1	60.00%
Value 60%		
1.5 Public Relations/Complaints	1	40.00%
Value 40%		
1.6 Response	1	80.00%

## PART 2 ACKNOWLEDGE REVIEW

- Once you have reviewed the scorecard, you must acknowledge the review:
- Click **Complete Review**.
  - Add an optional message.
  - Click **OK**.

**Review Task** [Exit]

The document below has been submitted for review. To view documents, click the document link to open or download them. If you are a reviewer, you can [More](#)

2205060437 SPM Supplier Guide / Monitor Performance - Quarterly (Jun 2022) / [Supplier to review and acknowledge the s...](#)

TSK421661763 Supplier to review and acknowledge the scorecard for the period Round 1: Awaiting Response(s)

Supplier to review the scorecard for the period. Comments can be provided as necessary as part of the review.

Sam Bowyer  
Please review the scorecard for the period  
Master Scorecard (Jun 2022)

One or more documents have been submitted for review. You have the following options:

- View the documents on the left.

[Complete Review]

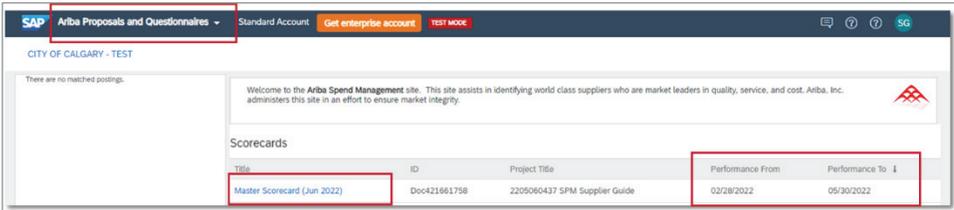
**Reviewed** [OK] [Cancel]

Enter a comment **message** and, if necessary, set the **Access Control** for this comment. You can also add document attachments to support your review.

Message: [Text Area]

Access Control: (No additional restrictions)



STEP	ACTION										
PART 3	VIEW PREVIOUS SCORECARDS										
	<p>The <b>Scorecards</b> section on the <b>Ariba Proposals and Questionnaires</b> page displays the following information about previous scorecards:</p> <ul style="list-style-type: none"> <li>• <b>Title:</b> includes the contract ID and the month and year the scorecard was published.</li> <li>• <b>Performance From and Performance To:</b> displays the time period to which the scorecard applies.</li> </ul> <p>Click the scorecard <b>Title</b> to view the details of the scorecard.</p>  <table border="1" data-bbox="298 659 1252 869"> <thead> <tr> <th>Title</th> <th>ID</th> <th>Project Title</th> <th>Performance From</th> <th>Performance To</th> </tr> </thead> <tbody> <tr> <td>Master Scorecard (Jun 2022)</td> <td>Doc421861758</td> <td>2205060437 SPM Supplier Guide</td> <td>02/28/2022</td> <td>05/30/2022</td> </tr> </tbody> </table>	Title	ID	Project Title	Performance From	Performance To	Master Scorecard (Jun 2022)	Doc421861758	2205060437 SPM Supplier Guide	02/28/2022	05/30/2022
Title	ID	Project Title	Performance From	Performance To							
Master Scorecard (Jun 2022)	Doc421861758	2205060437 SPM Supplier Guide	02/28/2022	05/30/2022							