EXOSTAR®

Secure Source to Pay (SS2P)

Sourcing – Scoring

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EXOSTAR®

Scoring

When creating questions within a Questionnaire, individual questions can be assigned scores.

- Multiple choice questions are automatically scored by the system upon submission according to the pre-designated scores.
- Free Text, Numeric, Date and Matrix responses can be assigned maximum scores that can be entered for each supplier after evaluation.

To Assign Scores to Responses for a Multi-Choice Question

1. Within the **Questionnaire** tab, click to create new content or edit content type.
2. From the **Question Type** dropdown, select the **Multiple Choice** response.
3. Complete the **Question** text, **Formatting,** and **Parameters** fields.
4. Create **Answer** options.
5. Enter **Score** per each response option.
6. Click **Save.**

Assign a Maximum Score to a Free Response Question

1. Within the **Questionnaire** tab, click to create new content or edit content type.
2. From the **Question Type** dropdown, select **Free Text**.
3. Complete the **Question**, **Formatting,** and **Parameters** fields.
4. Enter maximum score in **Text Score** field.
5. Click **Save.**

Automatic Scoring Override

Within the questionnaire functionality, you can create multiple choice questions which allocate an auto-score against the response once completed by the supplier. When scoring the supplier responses, it is possible to override the question auto score.

The override score entered cannot exceed the maximum score for that question and responses type.

Scoring Responses

When a questionnaire contains free response questions and has scores assigned to them, the scoring option will be active in the **Monitoring** tab. You can assign the manual scores via a template upload or online per each supplier.

To Assign Manual Scores to Supplier Responses Online

1. Navigate to the **Monitoring** tab.
2. To assign scores to a supplier, click **Scoring**.
3. Check the **Requires Manual Scoring** box to highlight questions.
4. Select a response to the question. The number entered must be a positive integer.
   To save suppliers scores, click **Submit Scores**.

To Assign Manual Scores to a Supplier Response via the Score Sheets

1. From the **Monitoring Tab,** click **Scoring** next to the supplier you want to assign scores to.
2. Click **Import/Export Scoring Sheet** and then click **Download Template**. Save and open the file to your local drive. Enter the scores for the questions requiring a manual score. Save file to upload.
3. Click **Import Scores.** A message confirming import will display.
4. Click **Submit Scores** to save the suppliers scores.

Note: The supplier score sheets are specific to the supplier. Attempting to import another supplier's score sheet will display a failure message.

Scoring Results

Once all documents are returned and scored, results can be analyzed, ordered, and used to assist stage progression. Scoring of each question can also be carried out in the Excel document which you can export and import back into the system as described above.

Secure Source-to-Pay supports four evaluation scoring models you can set up by clicking the **Edit** in the **Header** tab. The following scoring options are available:

1. **Latest:** The last person to score the question is the score used.

2. **Average:** The score from all scorers that scored that question will be averaged.

3. **Priority:** Allows senior members of the team to place priority scoring that overrides the scores from scorers.

4. **Weighted:** Takes the same approach as **Average Scoring.** However, buyers are assigned a weighting against their score to increase or decrease their significance.

The **Event Team** can be assigned a scoring role with visibility of responses to score by document, section or question level. Scorers are assigned a weight as part of the score evaluation model.

Scoring team members can add comments to each scored manual or automatic response type. Comments are maintained as part of the evaluation history. Dependent on a user's role, comments from team scorers are hidden or visible to accommodate differing evaluation models. This will facilitate your evaluation of responses and provide a historic audit trail for future reference.

A Moderator role is available to review the collated comments and amend marks as required. All changes to scoring permissions are logged in the event journal.

In order to assign a scoring responsibility to a team member, navigate to the **Team Tab**, and click **Edit, Edit Team Member**. You can determine whether a user can score the questionnaire.

If so, you can determine what capacity they should be allowed to do this (score all questions or specific questions only).