SAP Ariba /\/\

Feature at a Glance
Allow users to print the contract task approval workflow history

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THE BEST RUN **SAP**

Feature at a Glance
Introducing: **Allow users to print the contract task approval workflow history**

Customer challenge

To print an approval history log in a contract workspace, the user currently needs to export all rows to a MS Excel file and print the PDF or print the page from the browser.

Meet that challenge with
SAP Ariba

This feature allows users of SAP Ariba Contracts to quickly print a simple one-page PDF summary of the approval history of contract documents for sharing with approvers.

Experience key benefits

This feature provide users with an easy way to print out a simple one-page summary of the approval history of the document which may then be shared with more senior level approvers, or those who need to physically sign the document, when sending them the contract to action.

This can now be used by the contract manager as an attachment / executive summary of all approvals and declines happened before sending it for signature.

Solution area

SAP Ariba Contracts
SAP Ariba Sourcing
SAP Ariba Strategic Sourcing Suite

Implementation information

This feature is **automatically on** for all customers with the applicable solutions and is ready for immediate use.

Prerequisites and Restrictions

None

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Select 'View Task Details' by clicking on the task within the contract workspace that you need to view the approval history.

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Within the Task Page, click on the 'Task History' tab and then click on the 'Table Options Menu'

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Select the download PDF option from the list of choices

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SC 8133 Approval Task History Printout-Demo_

TSK920566 Optional Review for AutomationTestDocument.doc
Owner
(Round 5)

Customer Support Admin		6/03/2019 02:17 AM
Customer Support Admin	Please proceed to the next stage	6/03/2019 02:18 AM

(Round 4)

Customer Support Admin		6/03/2019 02:13 AM
Customer Support Admin	Task has been completed by owner	6/03/2019 02:14 AM

(Round 3)

Customer Support Admin		6/03/2019 02:11 AM
Customer Support Admin	Manually Completed by Owner	6/03/2019 02:11 AM

(Round 2)

Customer Support Admin		6/03/2019 02:10 AM
Customer Support Admin	Task Resubmitted by Owner	6/03/2019 02:11 AM

(Round 1)

Customer Support Admin		6/03/2019 02:01 AM
Customer Support Admin	Task Resubmitted by Owner	6/03/2019 02:10 AM

The exported file contains the following information for each approval task:

- Task name
- Document associated with the task
- Messages associated with the task
- Task owner
- Status of approval for that owner (that is, whether approved or denied)
- Date and time on which the status was updated