



SAP Ariba 

# Feature at a Glance

## Archiving for completed engagement risk assessment projects

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CONFIDENTIAL

# Feature at a Glance

Ease of implementation  High touch  
Geographic relevance  Global

## Introducing: Archiving for completed engagement risk assessment projects

### Customer challenge

After an engagement request due diligence workflow has been completed, a number of actions can be taken including change requests. There is a possibility that the engagement should be closed to all further activity and archived to save the history and data associated with the request.

To permanently archive an engagement risk assessment project, customers may have specific requirements to track the process or it may need to be streamlined to capture the basic data.

### Meet that challenge with SAP Ariba

This feature introduces the ability to archive completed engagement risk assessment projects so that they are permanently closed to all further activity, including change requests, and can no longer be added to contracts in SAP Ariba Contracts.

The parameter [Application.SR.Engagement.EnableAdvancedArchive Workflow] allows customers to select a simple or advanced workflow to Archive the engagement request.

### Experience key benefits

Customers can better control the engagement risk process by being able to archive completed engagement risk assessment projects so that they are permanently closed to all further activity.

Simple archive allows users with the appropriate permissions to archive an engagement risk assessment project in a single step.

Advanced archive allows customized workflows to be created in the engagement risk assessment project template to track the archiving request.

An archived engagement risk assessment project will limit the actions available to copying the details to a new engagement workspace.

### Solution area

SAP Ariba Supplier Risk

### Implementation information

To have this feature enabled, please have your Designated Support Contact (DSC) submit a **Service Request (SR)**.

### Prerequisites and Restrictions

Advanced archive allows canceling the archive request while it is in progress, but it is not possible to un-archive an archived engagement risk assessment project.

As of this feature release, engagements created without the archive phase in the template will be limited to the simple archive process to archive the project.

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### Detailed feature information

An engagement risk assessment project can be archived when all tasks related to the engagement have been completed or canceled. The project must have the status “complete” for the action menu item to be available to permitted users - members of its Project Owner project group or members of the Supplier Risk Engagement Governance Analyst global user group. The archive feature provides two customer configurable options – a simple one step option and an advanced customizable workflow controlled by the parameter [Application.SR.Engagement.EnableAdvancedArchiveWorkflow] both accessed from the “Action” menu on the Engagement details page.

Engagement requests (332)

13 [New requests](#) » 262 [In progress](#) » 57 [Completed](#)

[Export](#)

First < > Last Viewing: 1/4 1

ID	Name	Supplier	Owner	Requested by	Requested on	Status	Assessments
WS4089776	<a href="#">TESTRK0823_3</a>	Fisher Scientific Co LLC	Ravi0008	Ravi0008	Aug 22, 2019	Change Request: Evidence Collection Phase - In Progress	Expand
WS4103730	<a href="#">yh 0822</a>	A Plus A Research, Inc.	yhart	yhart	Aug 22, 2019	Custom Post Project Approval Phase - In Progress	
WS4084714	<a href="#">RadTest1-aug22</a>	Not set	RadDev08	RadDev08	Aug 21, 2019	Change Request: Change Request Initial Approva Phase - In Progress	
WS4083030	<a href="#">TESRK_0823_2</a>	CARLOW UNIVERSITY	Ravi0008	Ravi0008	Aug 21, 2019	Archived	Expand
WS4082430	<a href="#">TESTRK0823_1</a>	NUNES TRANSP.LTDA	Ravi0008	Ravi0008	Aug 21, 2019	Completed	Expand

Engagement risk assessment projects available to archive will be found on the “Completed” tab with the status “Completed” without any other ongoing activities.

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**Detailed feature information:** Simple Archive [Application.SR.Engagement.EnableAdvancedArchiveWorkflow] OFF

1. Select "Archive engagement project" from Action menu.

2. Enter a comment explaining your reason for archiving the engagement and click OK.

3. Click OK to confirm permanent archiving of the engagement.

Advanced view View activities Action ▾

- Create issue
- Change owner
- Copy request
- Archive engagement project
- Cancel archiving
- Cancel request

Archive Engagement Project

2000 Characters Remaining

(Required) Describe the reason for archiving this engagement project.

OK Cancel

Archive Engagement Project

Are you sure you want to archive this engagement project? Archiving an engagement project permanently closes it to further activity.

OK Cancel

Requested on Aug 28, 2019 Owner Tom Aikman

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**Detailed feature information:** Advanced Archive [Application.SR.Engagement.EnableAdvancedArchiveWorkflow] ON

4. Select "Request archiving" from Action menu.

5. Enter a comment explaining your reason for requesting to archive the engagement and click OK.

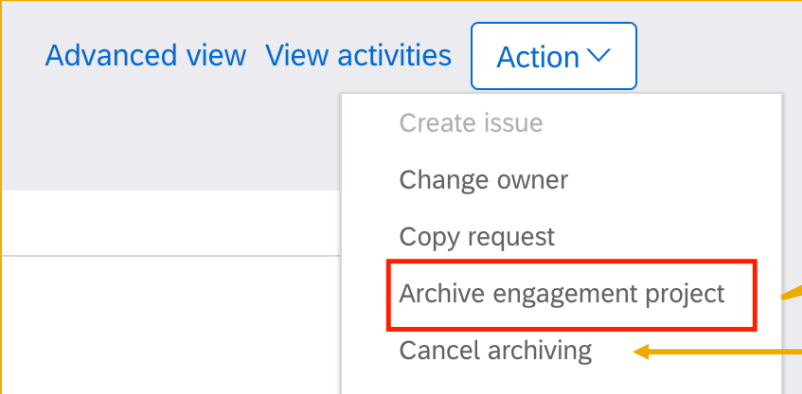
6. Click OK to return to the engagement page with the first template configured task in the Project Archiving phase activated.

Name	Action by	Start date	Due date
Archiving request	Project Owner	Aug 23, 2019	
Approval for Archiving request	Project Owner		

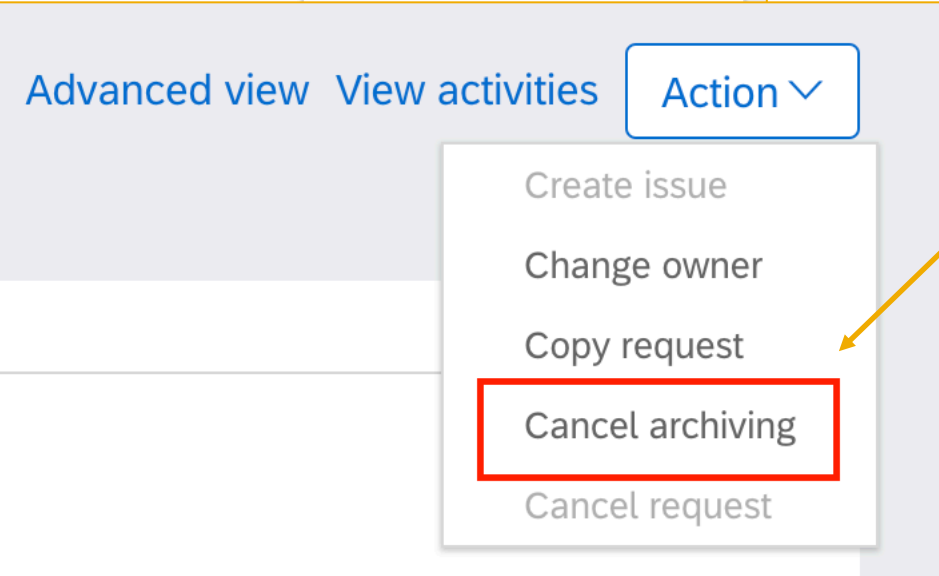
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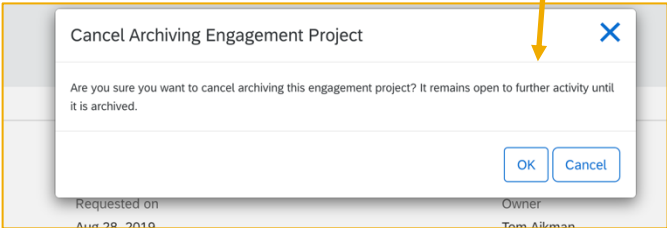
**Detailed feature information:** Advanced Archive [Application.SR.Engagement.EnableAdvancedArchiveWorkflow] **ON**



7. After completing the “Request archiving” phase, the engagement risk assessment project status will “Archive Pending” with the “Archive engagement project” Action menu item activated.



The “Cancel archiving” option is available during the “Archiving Request” and “Archive Pending” phases. Canceling the archive will return engagement risk assessment project to “Completed” status.



Cancel Archiving Engagement Project

Are you sure you want to cancel archiving this engagement project? It remains open to further activity until it is archived.

Requested on: Aug 28, 2019

Owner: Tom Aikman

OK Cancel

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**Detailed feature information:** Advanced Archive [Application.SR.Engagement.EnableAdvancedArchiveWorkflow] **ON**

**Restriction:** If the parameter for advanced archive is on but the engagement risk assessment project was created before the "Project Archiving" phase was configured, the below error will be encountered. To achieve "archived" status for these projects, the parameter can be turned "off" and the simple archive option performed.

The screenshot displays a web application interface with a navigation bar at the top containing 'Ariba', 'CONTRACTS', 'SUPPLIER RISK', and 'MORE...'. The main content area shows a 'Test-Archive-0000001 (ID: WS32668)' page with an 'Engagement Summary' section. The summary includes 'Commodity: N/A', 'Requester: Tom Aikman', and 'Issue Status: Completed'. A 'Supplier' section is partially visible at the bottom. Overlaid on the page are two dialog boxes. The top dialog, titled 'An embedded page at localhost:8080 says', contains the message: 'This engagement risk assessment project is not eligible for archiving because it was created before your site added an archiving workflow.' with an 'OK' button. The bottom dialog, titled 'Request Engagement Project Archiving', shows a loading spinner and the text 'Engagement project archiving request in progress, please wait.' with 'OK' and 'Cancel' buttons. A yellow callout box points from the 'Restriction' text to the error dialog.