SAP Ariba /\\

Feature at a Glance

Searching for requisitions based on requisition ID or title in procurement operations desk

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Target GA: May, 2020

THE BEST RUN **SAP**

Feature at a Glance

Introducing: **Searching for requisitions based on requisition ID or title in procurement operations desk**

Customer challenge

Previously, users could not search for a requisition based on its ID or title.

This created some challenges for procurement agents that needed to work on a specific requisition since their only option was to use the browser search options to locate the requisition.

Meet that challenge with
SAP Ariba

In procurement operations desk, users may view a list of requisitions in the My requisitions tab and the Team requisitions tab. To filter these lists, you can use one or more predefined filters. The list of requisitions is filtered based on the filter criteria that you apply.

Now, you can select the requisition ID or requisition title as a filter criterion. After applying the filter criteria, users may enter a value to search for the requisition.

Experience key benefits

Customers using procurement operations desk will gain more efficiencies when needing to work on specific requisitions.

Solution area

SAP Ariba Buying with procurement operations desk capability (with or without the guided buying capability)

SAP Ariba Buying and Invoicing with procurement operations desk capability (with or without the guided buying capability)

Implementation information

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

Prerequisites and Restrictions

Procurement operations desk enabled for buying solutions.

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In the procurement operations desk user interface, under the **My requisitions** tab or the **Team requisitions** tab, in the filter panel, users may now search by requisition ID or requisition name.

My tasks	Team tasks	My requisitions	Team requisitions	System settings		Create ⌄

8 New   2 In progress   12 Completed

Filters (1)   ▽ Filtered requisitions (1)   ☐ Multiselect   By: Created date ⌄ ↓

⌄ PR96642   🔍

> Assigned to

> Received

> Commodity code

> Country (Header level)

PR96642 - Notebooks details

SUBMITTED
Add status

Feb 26, 2020 12:46 pm

Need by	Requested by	Amount	Commodity code	Vendor	No. of items
	Roberto Valdovinos	$6,540.00 USD	Notebook computers	Boilermaker Inc.	1

Filters (1)

⌄ Search by ID...   🔍

Requisition ID

Requisition title

The filter dropdown allows users to select the search criterion as requisition ID or its title.