

SAP Ariba /

Feature at a Glance Simplified Excel import of line items

Keertan Rai, Guhan Chandrasekaran, SAP Ariba Target GA: Aug 2020

CONFIDENTIAL



Customer challenge

The current Excel import template for contract line item documents has a complex file structure and is prone to errors due to input errors in the excel file.

Meet that challenge with **SAP** Ariba

This feature provides a new Simplified Excel Import operation that allows users to add, update, or replace the content of a Line Item Document in a contract workspace. The Excel template consists of a single worksheet to be completed along with a Design Instructions worksheet with instructions.

Experience key benefits

This feature provides a new Simplified Excel Import operation that create / update / replaces content in a Line Item document with the contents from an Excel file. The Simplified Excel Import operation includes a step to export a template with the current contents of the CLID. The template contains just 1 worksheet to be completed.

The simplified excel import and export provides a better user experience and increase user productivity by simplifying line item maintenance offline through this feature.

Prerequisites and Restrictions

Contract Line Items Document (CLID) must be enabled in your site

Service lines and service hierarchy will not be supported.

No support for large line items

Solution area

SAP Ariba Contracts SAP Ariba Strategic Sourcing Suite

Implementation information

This feature is automatically on for all customers.



Existing Template

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Simplified Excel Import Template

The Simplified Excel Import template contains just 1 worksheet with all the information required to create contract line items. The new template also includes a Design Instruction sheet with guidelines on how to fill the template.

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Line Item Document	Save as Draft	Publish
Add line items to this document		
This is a draft of the document. Changes to its content are not available to other users until it is published. Click Save as Draft to save the draft; you can continue editing it later. Click Publish to make any cha	anges permanent.	
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No items		
Add Excel Import Simplified Excel Import Lookup Table Import	(*) indicat	es a required field
	Save as Draft	Publish

When you open a Contract Line Items Document (CLID) in your contract workspace, a new button, Simplified Excel Import, is added. If the Simplified Excel Import button is not visible, click Actions Edit Content. You can click Simplified Excel Import, and choose Upload a file from desktop.



Through Step 1, user can download the Excel template that contains two worksheets – Design Instructions and Line Items.

If a CLID document hasn't been created in the workspace or if user defined terms haven't been added to the CLID, the default terms that are downloaded in the Excel Template are: Price, Quantity and UOM.

Any terms that are defined at the template level or terms are added to the CLID through the user interface or will be available in the Excel sheet template.

Import Content from Excel

Done

You can use Microsoft Excel to enter content. If you have an existing Excel spreadsheet that contains this information, create a template, copy the existing information into the template, and then import it.

Step 1.	Click here to open Contract Line Items Document in an Excel Spreadsheet.
	Skip this step if you wish to Import a previously downloaded file.

Step 2. Edit the Excel Spreadsheet and save the file to your computer.



Add to Document

When you import the Excel document with this option, any modifications to existing line item data in the Excel sheet will be updated in the UI, while any new line items created in the Excel Document will be created in the UI.

Replace Document

When you import the Excel document with this option, the existing line items in the UI will be erased and replaced with the line items data listed in the Excel document.

Line Item Document from Excel

Save as Draft Publish

Add line items to this document This is a draft of the document. Changes to its content are not available to other users until it is published. Click Save as Draft to save the draft; you can continue editing it later. Click Publish to make any changes permanent. All Content -----Display: Content Actions **v** Name * Price Extended Price Quantity **Discount Percentage** Shipping Cost Lead Time \$4,000.00 USD 10 each \$40,000.00 USD Fx V 4% 10 \$200.00 USD Item 1 Add 🗸 Delete Lookup Table Import • (*) indicates a required field Edit 🗸 Excel Import • Simplified Excel Import P Tell me what you want to do File View Help PDF-XChange Home Insert Draw Page Lavout Formulas Data Review Ĉ X Cut ==- *--- 11 - A A ^{ab} Wrap Text Calibri General Copy -Paste Protect Conditional Format In the example above, the user downloads \$ - % 9 I Format Painter Formatting the Excel template by clicking on the Clipboard Font Alignment □ Protection Number 5 Styles A1 X fx Item Number Simplified Excel Import. The template Excel is populated with line item fields and the values 1 2 Α G н Μ С D J K that are already available in the Line Item Quantity ead Time em Number Item Name escriptio Commodity ERPSystemID Price iscount Type UOM.Oua Document. In this example, it is Item 1. ++ 2 Help And Options. Click on the + sign on the left for more information to fill out the cells 5 Terms Help And Options. Click on the + sian on the left for more information to fill out the terms cells 12 6254525 Line Item Item 15101701 4000 10 FΔ 4 00% 10 200 13

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Feature at a Glance

Introducing: Simplified Excel import of line items

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Import Content from Excel

Two additional line items are added to the Excel sheet. The Excel document is now imported in to the contract workspace. You can use Microsoft Excel to enter content. If you have an existing Excel spreadsheet that contains this information, create a

- Step 1.
 Click here to open Contract Line Items Document in an Excel Spreadsheet.

 Skip this step if you wish to Import a previously downloaded file.
- Step 2. Edit the Excel Spreadsheet and save the file to your computer.
- Step 3.
 Select how you would like to import the content.

 Add to document
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 Replace document
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- Step 4.
 Locate the saved Excel file on your computer using the Browse button.

 Choose File
 No file chosen

 Or drop file here
 IO
- Step 5. Click Import to import the contents of the Excel file to Contract Line Items Document.

Add line items to this document

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The line items added in the Excel document are created in the Line Item Document in the UI.