



Feature at a Glance

Transaction data deletion and retention policy management in Ariba Network

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Feature at a Glance

Ease of implementation  High touch
Geographic relevance  Applicable for all

Introducing: Transaction data deletion and retention policy management in Ariba Network

Customer challenge

Customers want to delete their transaction data automatically after the retention period of documents has concluded.

Meet that challenge with SAP Ariba

Ariba Network provides the functionality of deleting transaction data of customers periodically, based on customers retention period.

Transaction documents older than the retention period will be deleted periodically from Ariba Network.

Data older than the retention period will be deleted only if the customers “Opt In” to the feature.

Experience key benefits

Customers can define data retention period as per the regulatory and / or business needs.

Solution area

Ariba Network

Implementation information

This feature is automatically on for all customers with the applicable solutions but requires **customer configuration**.

Prerequisites and Restrictions

Customers have to “Opt In” to this functionality and configure retention period for their transaction data.

Any document flagged or queued for deletion will be deleted even if customer later opts-out.

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Customers will be required to “Opt In” to delete their transaction data.

Data Deletion Criteria

Opt in for data deletion

- Your organization's transactions with last status change date older than the timeline defined below will be deleted on the first day of every month.
- Deletion process is irreversible. You will not be able to perform any operations on deleted transactions.

Delete my organization's transactions with last status change date older than:

* months

Transaction documents will not be deleted if the customer does not “Opt-In” for data deletion or data retention.

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- This feature only affects transaction data such as Purchase Orders, ASNs, Invoices, Payment documents etc.
- Other types of data, such as company data and user data, are not affected.
- Only users authorized by their organization with Transaction Data Deletion Configuration permission will be able to configure data deletion criteria.

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FAQs

What is the default data deletion timeline?

There isn't one. Customers can choose to opt in for data deletion, and then specify their own data deletion timeline. If they choose to not opt in for data deletion, documents won't be deleted.

What if a customer wants to configure a data deletion timeline less than 18 months?

If customers want to configure data deletion timeline less than 18 months, they can raise an Support Request (SR) to reduce to as low as 1 month.

Who can configure data deletion criteria?

The administrator for your account or an user with transaction data deletion permission.

What types of data are automatically deleted?

Transaction documents and associated attachments.

Are you notified about deletions?

Yes. There are two notifications related to deletions, one for when documents are identified for deletion and another when the documents have been deleted. You can specify up to three email recipients for each notification.

Once data is deleted, can it be restored?

No, it is deleted permanently. The data cannot be restored. You cannot perform any operations against the deleted documents (for example, searching).

When a document is deleted, is it deleted from both the buyer and supplier communities?

No. Buyers and suppliers maintain their own data deletion timelines. For example, if a particular document tree is deleted for a buyer, it is not deleted for the supplier unless the supplier has specified the same deletion timeline interval.