



Feature at a Glance

User announcements in guided buying

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PUBLIC

Feature at a Glance

Introducing: User announcements in guided buying

Ease of implementation

Low touch / simple

Geographic relevance

Global

Customer challenge

Guided buying did not support a native announcements capability.

Some customers have implemented workarounds such as changing the header image or creating a temporary tile to simulate this functionality. These workarounds are cumbersome, unsupported, and hard to administer, while not providing the flexibility that the customers need.

Meet that challenge with

SAP Ariba

There is now a dedicated announcements section in guided buying, just under the search bar/header image that supports multiple announcements in a carousel format.

Announcements are created, changed, and deleted using a simple UI wizard.

Experience key benefits

Announcements in guided buying allows customer administrators to communicate changes and news such as procurement policy changes, system updates, new functionality, and more to their end-users using a standard format.

Announcements are presented in carousel fashion to allow for multiple concurrent messages, administered through a simple UI wizard to empower procurement teams to collaborate with their end users.

Solution area

SAP Ariba Buying, with guided buying capability
SAP Ariba Buying and Invoicing, with guided buying capability

Implementation information

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

Note that if no announcements are created, end users will not see the announcements section in guided buying. If you choose not to use this functionality then no action is needed.

Prerequisites and Restrictions

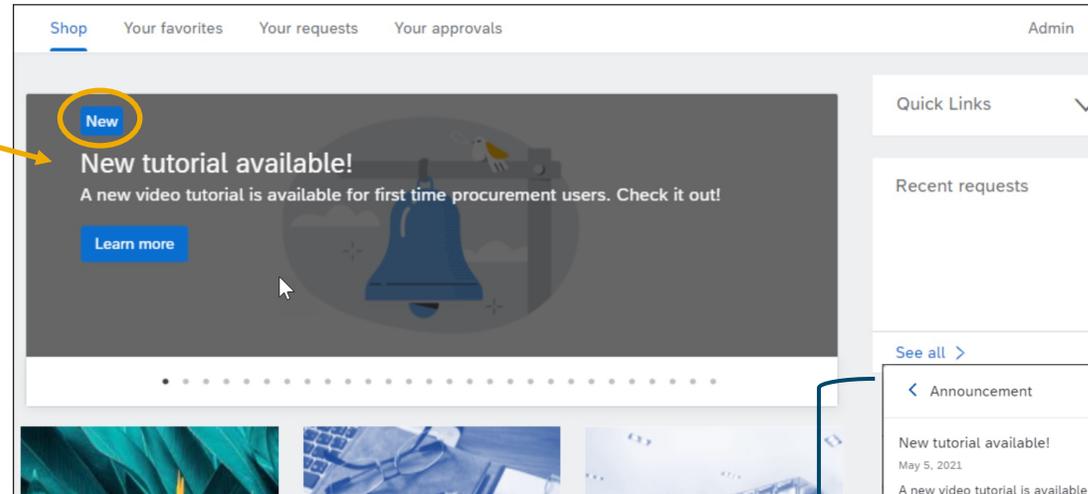
None

Feature at a Glance

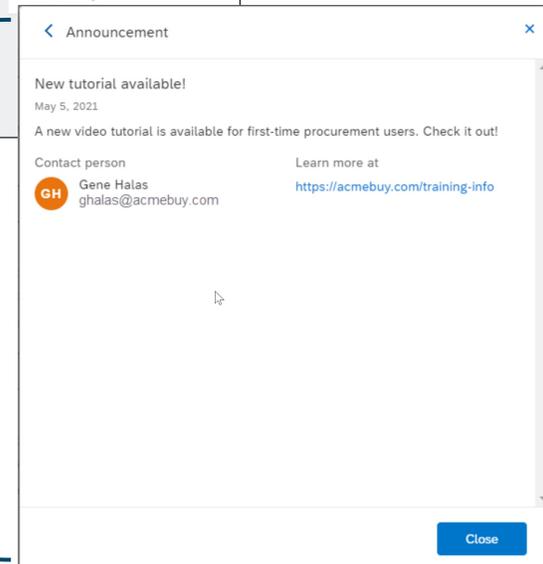
Homepage update: **User announcements in guided buying**

When there is a new announcement a user will see the announcements section prominently displayed on the guided buying homepage tile section. Announcements that have not been read will have a “New” tag.

User can click the carousel to open the announcement detail.



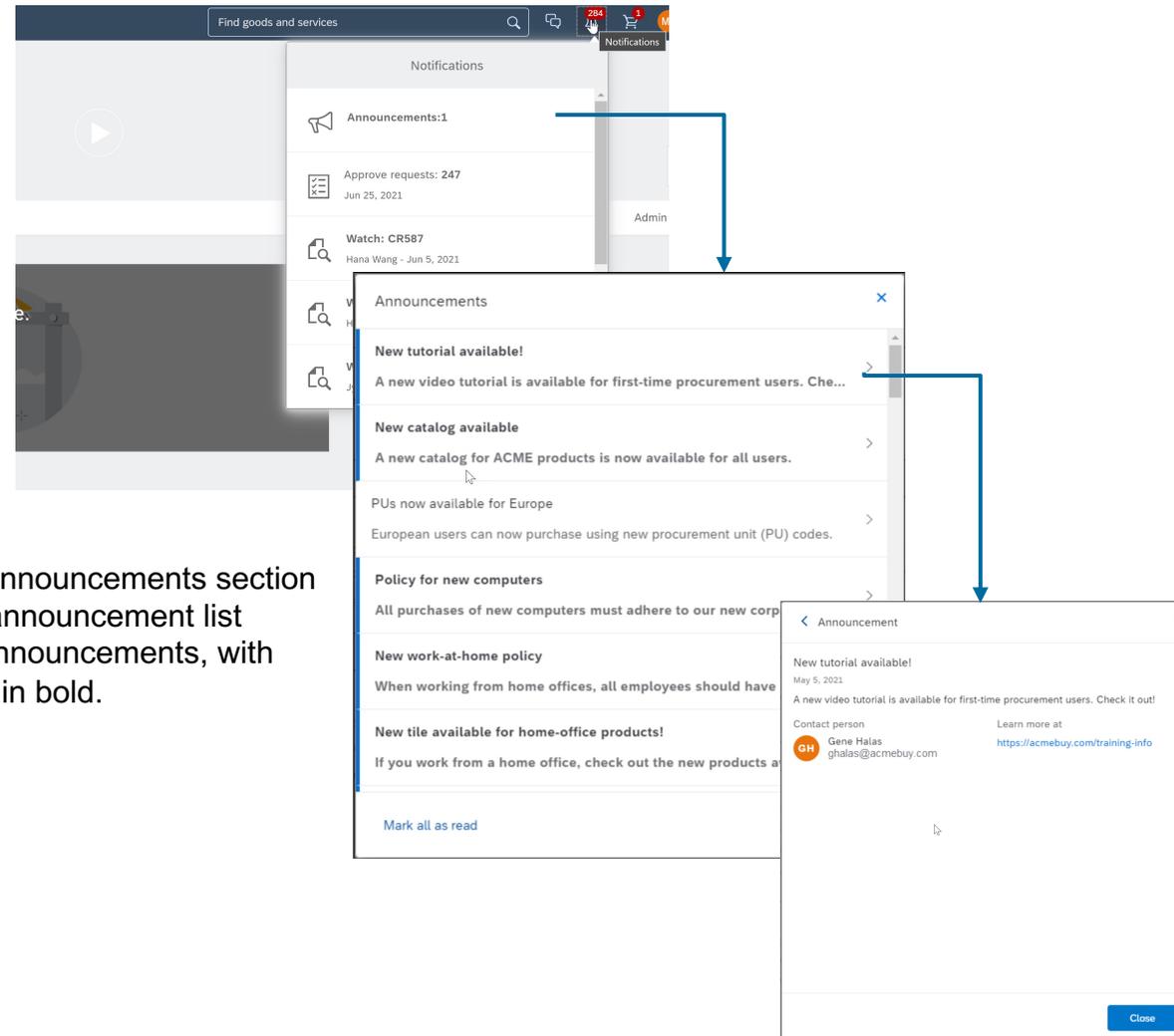
When a user clicks the announcement the detail page will pop up, displaying additional information such a contact person and clickable URL.



Feature at a Glance

Notification update: **User announcements in guided buying**

Announcements will also show up as notification in the “bell menu”. When a users clicks the bell icon they will see the announcements section with a count of new announcements.



Clicking the announcements section will open an announcement list showing all announcements, with unread items in bold.

When a user clicks the announcement the detail page will pop up, displaying additional information such a contact person and clickable URL.

Feature at a Glance

Admin: User announcements in guided buying

The image shows a composite of three screenshots from the SAP Guided Buying Admin interface. The leftmost screenshot is the main Admin dashboard, featuring a 'Manage announcements' button. The middle screenshot is a zoomed-in view of the 'Manage announcements' page, which lists active announcements such as 'New tutorial available!', 'Change to procurement p...', 'New laboratory equipmen...', and 'System downtime announ...'. A '+' icon is visible at the top right of this list. The rightmost screenshot is a 'Create announcement' modal form, which includes fields for Title, Message, Link, and Contact, along with options for visibility (All users, Specific purchasing units, Selected date) and a 'Publish' button.

Creating, editing, and deleting announcements is accomplished through a UI wizard (there is no file upload option) accessed in the same way as managing the rest of the UI tiles. *Admin -> Landing pages -> Manage using UI -> Manage announcements*

Clicking the “+” icon will open the announcement creation screen where an administrator can add the needed information for end users. You can save a draft or Publish from the creation screen. Clicking the “...” icon will open the edit options.