



Feature at a Glance

Preventing addition or deletion of attachments from approved purchase requisitions

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CONFIDENTIAL

Feature at a Glance

Ease of implementation

Low touch / simple

Geographic relevance

Global

Introducing: Preventing addition or deletion of attachments from approved purchase requisitions

Customer challenge

Today users can add or delete attachments from approved requisitions. For some organizations, the change can lead to compliance issues as the change is considered as an alteration of the purchasing record. This is especially relevant for heavily regulated industries.

Meet that challenge with SAP Ariba

This feature adds a parameter that restricts users from adding or deleting attachments for fully approved requisitions.

When the parameter is active users will not see the Add Attachment option on approved requisitions and the Delete Attachment button will be disabled. Users who belong to the *Manage Approved Requisition Attachments* group can still add or delete attachments even when the parameter is enabled.

This covers both internal and external attachments.

Experience key benefits

Customers who have policies to restrict users from adding or deleting attachments can use this new parameter to enforce that policy.

This facilitates improved ability to be compliant with internal policies, regulations, and audit requirements.

For power users who need the ability to add or remove attachments from approved requisitions can be assigned the *Manage Approved Requisition Attachments* group.

Solution area

SAP Ariba Buying
SAP Ariba Buying and Invoicing

Implementation information

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

Application.Purchasing.RestrictAddingOrRemovingAttachmentsOnApprovedRequisitions

Prerequisites and Restrictions

Prerequisites:

- Customer administrator must ensure the following parameters are enabled in customer realm:
 - *Application.Purchasing.RestrictAddingOrRemovingAttachmentsOnApprovedRequisitions*

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| Parameters | | | |
|--------------------------|---|---------------|-----------------------------|
| | Name and ID | Current value | New value |
| <input type="checkbox"/> | > Restrict adding or removing attachments on approved requisitions Application.Purchasing.RestrictAddingOrRemovingAttachmentsOnApprovedRequisition | No | <input type="checkbox"/> No |

↑
This self service parameter in Intelligent Configuration Manager disables the ability to add or remove attachments for approved requisitions.

PR191022 - Copier Paper Requisition

Change Amend Cancel Receive Print

Summary Budgets Orders Receipts History

Title: Copier Paper Requisition
Purchasing Unit: US001
VIN: ⓘ
Company Code: 3000 (IDES US INC)
Related Projects: Create Project Add To Project
Processing Agent: Not applicable ⓘ
Purpose: No Choice
My Labels: Apply Label... ⓘ
Deliver To: Mark Willner
Need-by Date: ⓘ
Comments: Add Comment

Attachments: ⓘ

Notice that the option to add an attachment is removed from a fully approved requisition when this parameter is enabled.

Attachments - by Line Item

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