



Feature at a Glance

Self-service transfer of ownership

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Target GA: May, 2022

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Feature at a Glance

Introducing: Self-service transfer of ownership

Ease of implementation  high-touch
Geographic relevance  Global

Customer challenge

Employees within an organization often change responsibilities and often, purchasing and invoicing documents need to be transferred to alternate team members. Prior to this feature, these scenarios would require intervention from an administrator. This creates additional effort for users and administrators for requesting changes and responding to these changes.

Meet that challenge with SAP Ariba

This feature introduces a self-service method to transfer the ownership of approvable documents, like purchase requisitions (PR), from one user to another. It allows any user in an organization to submit a transfer request, with the required details, for the selected approvable documents. The submitted request goes through a predefined approval flow. The document's ownership will be transferred to the new owner when the request is approved by all the approvers.

Experience key benefits

- Efficiency is increased because users will be able to manage their own documents without help or support from administrators.
- Overhead will decrease as administrators will no longer need to intervene in all requests to transfer ownership from the rest of their organization.

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 but requires **customer configuration**.

Prerequisites and Restrictions

This feature requires the guided buying capability.

Enable the following parameter:
Application.TransferOwnershipRequest.Enabled.This parameter is self-service. You can enable it on the Intelligent Configuration Manager interface.

Enable the
PARAM_ENABLE_TRANSFER_OF_OWNERSHIP parameter in the Admin Parameters section on the guided buying home page.

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Detailed feature information

Transferring ownership can be performed by opening the transfer of ownership form and filling in the relevant details.

- **From User** refers to the user who the approvable documents currently belong to
- **To User** refers to the user who will receive ownership of the approvable documents
- **Approvable Type** refers to which type of approvable documents will be transferred. Options for this field are **Purchase Requisition, Invoice and All**. Note that Transferring ownership of purchase requisitions will cascade transfer of ownership of purchase orders and receipts associated with the purchase requisition. Transferring ownership of invoices will also transfer ownership of invoice reconciliations associated with the invoice.
- **Approvable Status** refers to the status that the approvable documents to be transferred are in
- **Date Range** refers to the range of creation dates for which approvable documents will be transferred
- **Reason** provides context for others including approvers for why the transfer is being performed
- **Additional comments** can be added for additional context
- Clicking the **Apply** button uses the above criteria to search for documents requiring transfer

Transfer of Ownership
First test of creating a template for the transfer of ownership feature

Submit Cancel

User selection

From User *
Select

To User *
Select

Approvable Type *
All

Approvable Status *
All

Date Range *
Last month

Reason for transfer *
Choose one

Additional comments

Apply

Documents to transfer

Results

	Document ID	Title	Total Cost	Date Requested	Approvable Type
<input type="checkbox"/>	1				

Delete row Add row

> Approval

Submit Cancel

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Document Selection and Approvals

After selecting the criteria to search for approvable documents, users can select and unselect approvable documents to be included or excluded from the transfer.

Upon clicking **Submit** the transfer of ownership will proceed through the approval flow for transfers of ownership.

After all approvers have approved, the transfer of ownership will be processed and documents will be transferred to their new owner.

	Unique name	Title	Requested on	Total cost	Status	Document type
<input checked="" type="checkbox"/>	PR19144	Test	05/10/2021	\$ 76.5638	Composing	Requisition
<input checked="" type="checkbox"/>	PR19142		05/10/2021	\$ 200.0	Composing	Requisition
<input checked="" type="checkbox"/>	PR19143		05/10/2021	\$ 76.5638	Composing	Requisition
<input checked="" type="checkbox"/>	PR19136		05/07/2021	\$ 10.0	Composing	Requisition
<input checked="" type="checkbox"/>	PR19182		05/18/2021	\$ 44.765638	Composing	Requisition
<input checked="" type="checkbox"/>	PR19380		07/09/2021	\$ 5.0000927953256E7	Composing	Requisition
<input checked="" type="checkbox"/>	PR20724	Test Webservice Service Or...	12/16/2021	\$ 1000.0	Composing	Requisition

Approval flow: CFO → C → R → []

Comments: No comments have been made. Add comments (Maximum 2048 characters) [Add]

Buttons: Submit, Cancel, Withdraw, Done