



Feature at a Glance

Give select users permission to modify attachments in approved requisitions

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CONFIDENTIAL

Feature at a Glance

Ease of implementation  Low touch / simple
Geographic relevance  Global

Introducing: Give select users permission to modify attachments in approved requisitions

Customer challenge

In many regulated industries, alteration of attachments in approved requisitions is considered to be alteration of the purchasing record. In these cases, customers have previously configured SAP Ariba to prevent users from making these changes. Many customers found however that there are circumstances for which changes to attachments are allowed under regulations and allowing these changes could improve efficiency.

Meet that challenge with SAP Ariba

If you've configured guided buying to prevent users from adding or deleting attachments on approved requisitions, you can now give a select group of users the ability to modify attachments.

Previously, you could give this capability to all users or prevent all users from using it. Now you can give this capability to a select group of users. If an attachment is removed it's recorded in the history section of the requisition.

Experience key benefits

Customers in regulated industries are now able to comply with regulatory requirements while still maintaining flexibility when required. This enables strong compliance controls whilst preventing inefficiencies and roadblocks in the purchasing process.

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 works in conjunction with the parameter **PARAM_DISABLE_APPROVED_REQUISITION_ATTACHMENT_MODIFICATION**, which prevents any user from adding or deleting attachments in requisitions after they're approved. This feature must be enabled for the **Managed Approved Requisition Attachments** group to apply

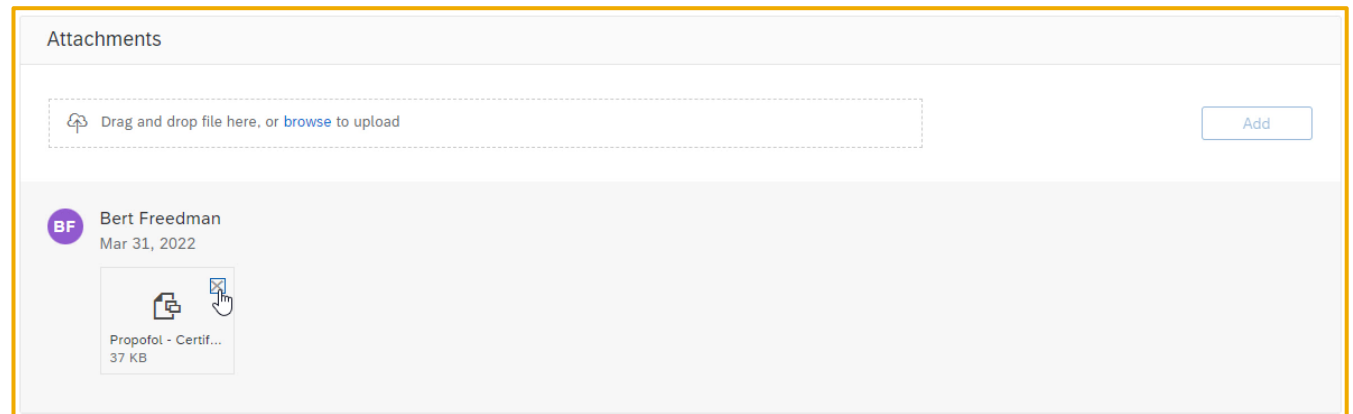
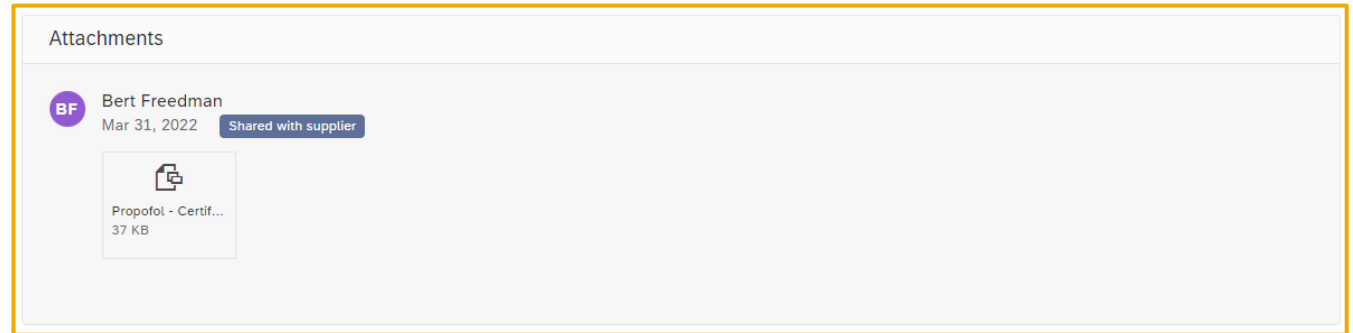
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Detailed feature information

The new **Managed Approved Requisition Attachments** group in your SAP Ariba Buying solution specifies those users who are allowed to edit attachments in approved requisitions.

The top screenshot shows a user who does not have the Managed Approved Requisition Attachments group whereas the bottom screenshot shows a user who does have this group.



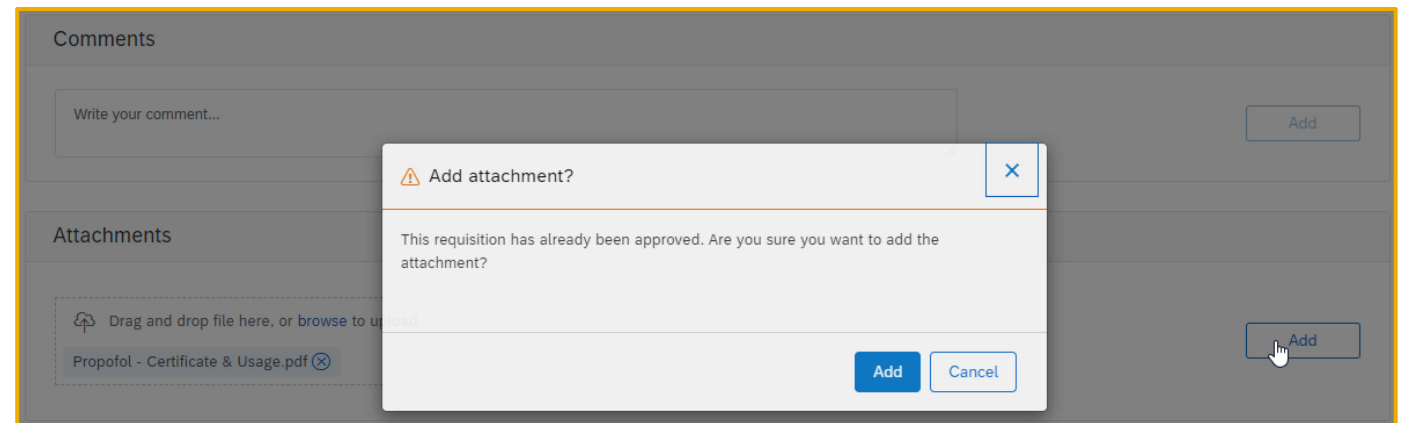
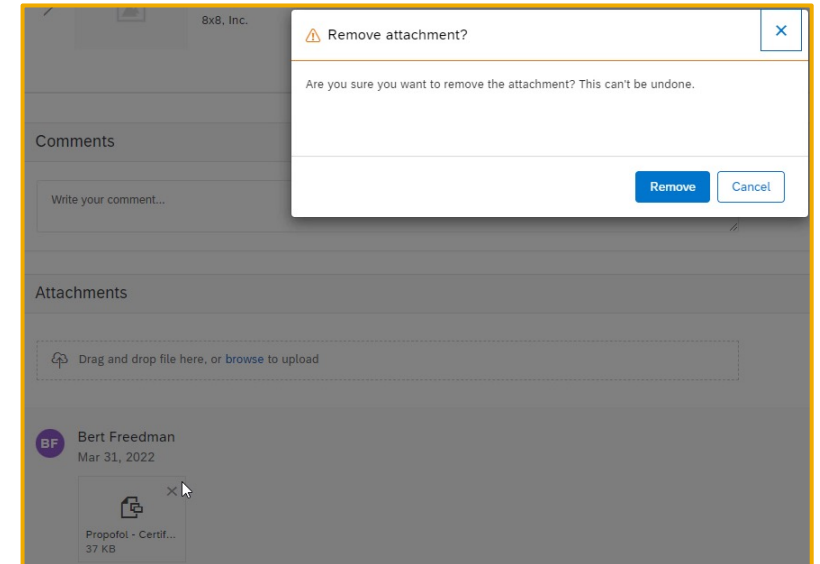
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Detailed feature information

When adding or removing attachments as a user with **Managed Approved Requisition Attachments**, users will now be prompted with a warning message letting them know that any change to attachments is permanent.

The top screenshot shows an example warning message for deleting an attachment and the bottom screenshot shows an example warning message for adding an attachment.



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