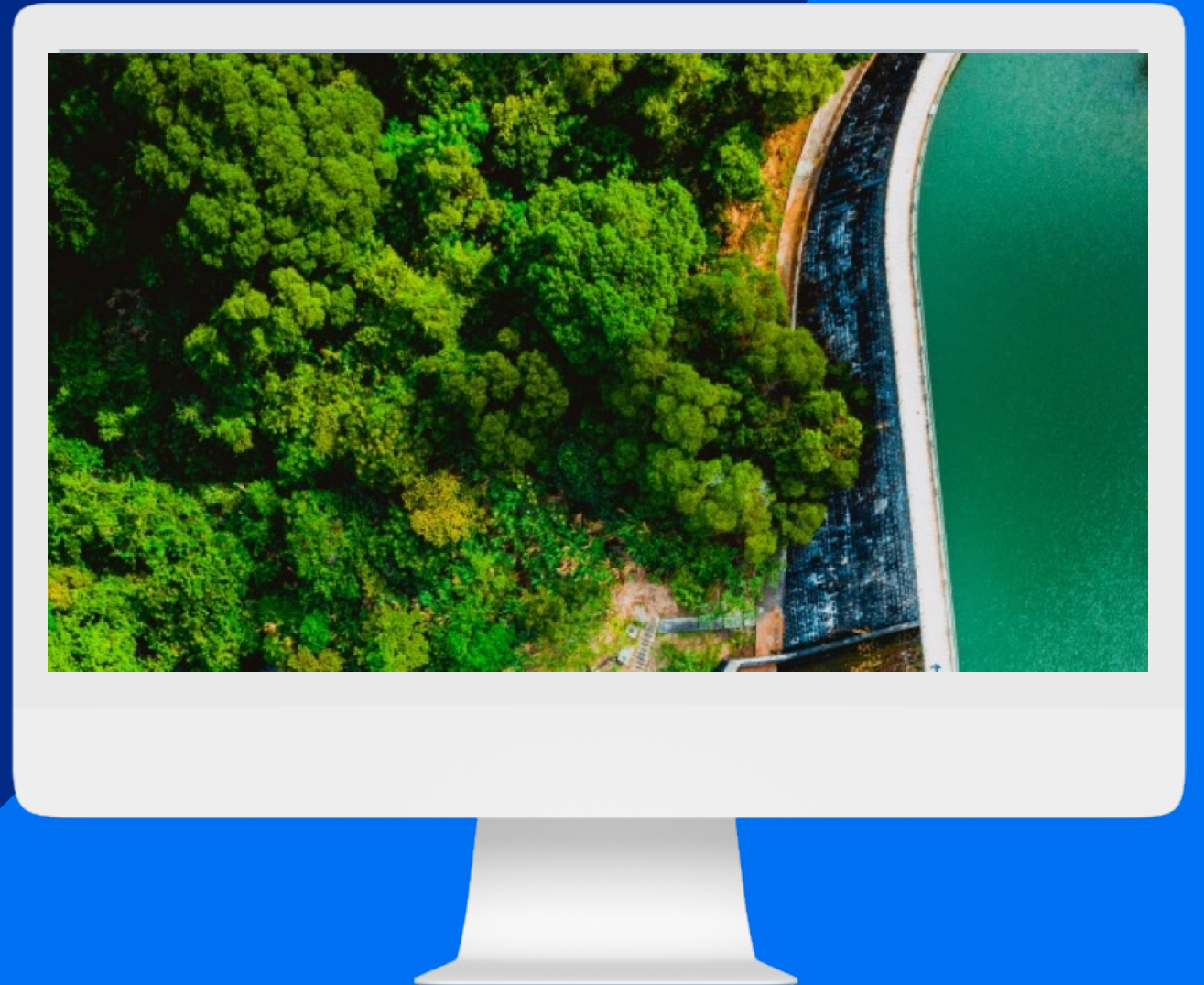


Feature at a Glance

**Bulk Engagement Request
Creation and Actions for
Multiple Suppliers**

ARI-21867

Target GA: February 2024



SAP

Bulk Engagement Request Creation and Actions for Multiple Suppliers

Description

- This feature allows you to create and work with multiple engagement requests. Enter business details once and specify a list of suppliers. The result is a new engagement request created for each supplier with the same set of business details. Responsible users can then perform bulk approval of engagement requests and also send assessments in bulk to those suppliers.
- After you create bulk engagement requests, you can perform further actions on the engagement requests from the Actions tile on the SAP Ariba Supplier Risk dashboard.
- Selecting the Bulk Approval of Engagement Requests action or the Bulk Send Assessment action on the Action queue, brings up a list of engagement requests that were created in bulk.

Customer benefit

- You can now speed up the process of creating, approving and sending engagement requests providing:
 - More efficient evaluation of supplier risk
 - Faster and simpler approval for multiple requests
 - Easier submission of engagement risk questionnaires to multiple suppliers
 - Mass send human rights self-assessment questionnaire

User

- Buyer

Enablement model

- Customer Configured

Applicable solution(s):

- SAP Ariba Supplier Risk

Prerequisites, Restrictions, Cautions

Prerequisites

- Your site must be configured for use of control-based engagement risk assessment projects.
- To create engagement requests using this method, your user must belong to the **Supplier Risk Engagement Requestor** or **Supplier Risk Engagement Governance Analyst** user group.
- To perform bulk approval and send mass assessments, engagement requests must be created in bulk.
- To create and work on multiple engagement requests, the following **Intelligent Configuration Manager** self-service parameters must be enabled:
 - **Allow bulk creation of engagement requests**
(Application.SR.Engagement.BulkCreateEngagementRequests)
 - **Manage user interactions during update processing**
(Application.SR.Engagement.UpdateProcessingBehavior)
 - **Manage user interactions during send assessments processing**
(Application.SR.Engagement.SendAssessmentsProcessingBehavior)
- To use filter in the search page, the Supplier Management self-service configuration parameter **Ability to Search for Suppliers Based on the Risk Information** (Application.SM.RiskLevelSearchFilter) must be enabled in **SM Administration > Configuration Parameters**.

Restrictions

- The maximum supplier count for bulk creation of engagement requests is 5000.
- You must select all the required suppliers during the original bulk creation of the engagement request. You cannot modify or select additional suppliers for an already-submitted engagement request.
- When engagement requests are created in bulk, approvers can only approve engagement requests in bulk. Approval of engagement request for individual supplier is not supported with bulk engagement requests.

Feature details

- This feature allows you to create engagement requests for multiple suppliers. The maximum number of suppliers for which you can bulk-create engagement requests at one time is determined by the self-service configuration parameter **Allowable number of suppliers for bulk creation of engagement requests**
- Engagement requests that were created as a group can also be approved as a group. This saves time compared to working with each engagement request individually.
- Bulk send assessments allows you to send assessments to a group of suppliers for which engagement requests were created and approved in bulk. This saves time compared to working with each engagement request individually.

The screenshot displays a user interface for selecting suppliers. At the top, a message states "You can add at most 96 more suppliers". Below this, there are sections for "Search suppliers" (with a search bar containing "+Add" and an "Advanced search" button) and "Import suppliers" (with a "Choose file" button and a link to "Download a sample file: Sample file.csv"). A "Recommended suppliers" section is also visible. The main part of the interface shows a table titled "Selected suppliers (4)" with columns for "Supplier ID", "Supplier name", and "Registration Status". The table contains four rows of supplier data. At the bottom of the table are "Remove" and "Remove all" buttons. A pagination control shows "First", "<", ">", "Last", and "Viewing: 1/1". At the very bottom of the interface are "Back", "Cancel", "Save", and "Review request" buttons.

Supplier ID	Supplier name	Registration Status
<input type="checkbox"/> S37424656	Zoe, Philadelphia (S37424656)	Not available
<input type="checkbox"/> S34879214	Sunrise Consulting Group, US, 345 North Street (S34879214)	Not available
<input type="checkbox"/> S13326351	Business ABC, beverly hills, US, west st (S13326351)	Not available
<input type="checkbox"/> S40080462	CR Supplier 2.1.22, Easton, US, 1235 Tulip Lane (S40080462)	Not available

SAP Ariba Supplier Risk

Approving Engagement requests in Bulk

- Group-created engagement requests can be approved as a group
- Saves time compared to approving each request individually
- If Auto approval is configured, group created engagement requests are automatically approved

Action queue Refresh Status

Actions	Status	Created date	Due date
Bulk Approval task for Marketing Engagement	Waiting for response	Nov 27, 2023	
Bulk Approval task for IT Services	Waiting for response	Nov 27, 2023	
Bulk Approval task for Hardware Services	Waiting for response	Nov 27, 2023	

HOME **SUPPLIER RISK** SUPPLIER MANAGEMENT MORE... Recent Manage

[Back](#)
Bulk engagement request approval tasks (4) Refresh **Approve**

Task Title: Bulk engagement request for: Marketing Engagement
Requester: Customer Support Admin
Requested on: Nov 27, 2023

Engagement ID	Supplier	Supplier ID	Status
WS25910607	America Consulting S.A.C. (S10008948)	S10008948	Not Started
WS25910879	KM Consulting, BR, Rua Guamiranga 1674 (S10805555)	S10805555	Not Started
WS25910661	Kelly Systems, LIPHOOK, GB, Haslemere Road (S10008702)	S10008702	Not Started
WS25910877	Plano Tech, LIMA, PE, 350, South Fairview (S10088703)	S10088703	Not Started

First < > Last Viewing: 1/1

SAP Ariba Supplier Risk

Sending Assessments in Bulk

- Allows you to send assessments to a group of suppliers for which engagement requests were created and approved in bulk
- Saves time compared to working with each engagement request individually

< Back

Action queue Refresh Status

Actions	Status	Created date	Due date	Supplier
Bulk Send Assessment for IT services 2024-> Bulk Send Assessment for IT services 202... Bulk Send Assessment Task	Waiting for response	4 Dec 2023		
Human Rights Control review expiration	Ready	1 Nov 2023	30 Jan 2024	Raumtechnik Event Serv
Send Control Assessments To Do task Engagement request: WS1545547209	Ready	7 Aug 2023		Compañía de Petróleos e Copec S.A.
Send Control Assessments To Do task Engagement request: WS1540694773	Ready	17 Jul 2023		Ryerson Company
LkSG Control review	Overdue	4 Apr 2023	19 Sep 2023	Paulibau gmbh

< Back

Review bulk send assessment for: IT services 2024

Engagement requests(5) Refresh Send assessments

Engagement ID	Supplier	Primary contact	Status	Message code	Completion date
WS1754980315	Tillman LLC, Chicago, US, 4461 Cherry Camp Road (S43302465)	Peter Quicks	Not Started		
WS1754769173	Gerhold and Sons, Fort Lauderdale, US, 368 Kenwood Place (S43302466)	Jack Buyomy	Not Started		
WS1754989178	CollierGroup, Hattiesburg, US, 2672 Walnut Street (S43302468)	Cacey Howey	Not Started		
WS1754984566	MERCANDO Corp., Canal Winchester, US, 9613 Fairground Lane (S43302469)	Hans Jackson	Not Started		
	Fibertech Networks, LLC, Boxborough, US, 80 Central St (S40480459)	Taslima Rossi	Not Started		

First < > Last Viewing: 1/1

Thank you.

