



Feature at a Glance

Evaluate Potential Risk for Non-Catalog Purchases (GB-18894)

Link Engagement Requests to Non-Catalog Purchase Requisitions (ARI-17113)

Target GA: May 2023

Evaluate potential risk for non-catalog purchases

Customer challenge

Currently the engagement request process in SAP Ariba Supplier Risk is not connected to the requisition creation process, usually adding additional and manual steps to ensure compliant purchasing with assessed suppliers.

Description

This feature allows your organization to use engagement requests in SAP Ariba Supplier Risk which evaluate suppliers for potential risk. Suppliers selected in guided buying for non-catalog purchases are evaluated when policies are triggered based on the request during creation.

Engagement requests model a process, the control-based engagement risk assessment process, in which risk experts evaluate suppliers on a deeper level. If an engagement request is triggered, it must be approved by risk experts before the requisitioner can submit their purchase request.

Customer benefit

This feature enables, using policies, non-catalog requests to be routed through the engagement request process to prevent high risk purchases from proceeding without adequate review.

User

- Buyer

Enablement model

- Customer configured

Applicable solutions:

- SAP Ariba Supplier Risk
- SAP Ariba Buying
- SAP Ariba Buying and Invoicing

Feature details

- A non-catalog item (1) or requisition form (2) is added to the cart.
- The engagement request policy triggers based on my supplier, commodity and other definitions set (3).

The screenshots illustrate the process of adding a non-catalog item to the cart and the resulting engagement request policy. The first screenshot shows a 'Non-catalog request' for 'Data Services Request' with a value of \$5,000.00 USD. The second screenshot shows a 'Data Services Request' with a value of \$5,000.00 USD. The third screenshot shows a table of policy configurations.

Policy Name	Left hand side Type	Left hand side Field	Right hand side Type	Right hand side Field	Operator	Logical Operator
Engagement Request for Data Services or Cleaning services	field	LineItems.Description.CommonCommodityCode.UniqueName	constant	811120 76	contains	&&
Engagement Request for Data Services or Cleaning services	field	LineItems.Supplier.UniqueName	constant	VDR1533050 VDR1793031	contains	

Feature details

- When I arrive in checkout, the prompt for the engagement request shows on the relevant line items and I can:
 - Create my engagement request or;
 - Link to an existing request.

The screenshot displays the SAP Guided Buying checkout interface. At the top, the header shows 'SAP Guided Buying' and a notification '67'. Below the header, a prompt asks the user to 'Please provide a title' with a red error message 'Title must be set.' and buttons for 'Submit', 'Save and exit', and a menu icon. The main content area features a yellow-bordered box titled 'Engagement request' containing the text 'Engagement request needed' and instructions: 'Based on what you're buying, you'll need to create an engagement request or link to an existing one. You can submit the request once the engagement request is approved.' Two buttons are present: 'Create engagement request' (blue) and 'Link existing engagement request' (white with blue border). Below this is a progress bar with three stages: 'Create Request', 'In approval' (current stage), and 'Completed'. Underneath the progress bar, there are sections for 'Ship to' (691 Broadway, NEW YORK, NY 10001, United States), 'Charge to' (Cost Center (0000001220 (Motor Pool))), and 'Total cost' (\$5,450.00 USD). A 'Show additional details' link is also visible. The 'Items (1)' section shows a single item: 'Data Services Request' (VDR1533050 (Boilermaker Inc.)) with a red status 'Engagement request needed'. The item details include: Service Start Date (3 April 2023), Expected Amount (5,000 USD), Net Amount (\$5,000.00 USD), Service End Date (6 April 2023), Max Amount (5,000 USD), and Gross Amount (\$5,450.00 USD). A 'Comments' section is at the bottom.

Feature details

- I then navigate through my engagement request based on template configuration and submit.
- The approval flow is displayed on my request summary and I can return to my requisition from the top of the page.

This engagement request is in draft status. Please proceed through the editing pages, then Submit Request on the last page.

1 Business details 2 Inherent risk screening 3 Select supplier 4 Review request

GB Business details (Engagement Request from Melanie de Wit on 28/03/2023 12:10)

1 GB Triggered ER name
Data Services Request

2 Commodity
Search Browse
+Add

3 Region
Search Browse
+Add
USA

4 Spend Amount
\$450 US Dollar

5 Department
Search Browse
+Add

This engagement request is in draft status. Please proceed through the editing pages, then Submit Request on the last page. Show the requisition

1 Business details 2 Inherent risk screening 3 Select supplier 4 Review request

Engagement Request Filters Questionnaire (Data Services Request)

1 GB Triggered ER name
2 Commodity
3 Region
4 Spend Amount
5 Department

Engagement Request Screening Questionnaire (Data Services Request)

1 Will / Does the supplier provide cloud based hosting arrangements?

Supplier
Boilermaker Incorporated
Qualified for at least one commodity
2 out of 2 controls matched
0 pending, 1 effective, 1 ineffective

Risk controls (2)
Pending (2) Completed (0)

Engagement ID	Risk control	Control type	Control owner	Risk type
WS3938487443	IT Compliance Check	Vendor	Supplier Risk Engagement Governance Analyst	IT Risk
WS3938487443	NDR Program	Vendor	Supplier Risk Engagement Governance Analyst	Natural C

Data Services Request (ID:WS3938487443) Processing Changes

This engagement request is linked to a purchase requisition. Show the requisition

View activities Action

Engagement Summary

Commodity	Region	Business Unit
Data services	USA	N/A
Requester	Requested on	Owner
Melanie de Wit	28/03/2023	Melanie de Wit
Residual Risk	Status	
None	Processing Changes	

Supplier

Name	Legal name	Recipient name
Boilermaker Incorporated	Boilermaker Incorporated	Dan Boilermaker
Telephone	Email	Fax
1-6049089544	aribasupplierdws@gmail.com	1

Approval Flow

```

    graph LR
      A((Request received)) --> B((Approval for Inherent Risk Screening Questions))
      B --> C((Send Control Assessments))
      C --> D((Final Approval for Supplier Engagement Assessment))
      D --> E((Completed))
  
```

Linked Events (1)

ID	Name	Type	Respond By Date	Status	Owner
PR101891		Requisition		Composing	

Tasks (3)

Feature details

- When I return to my requisition, I can see that the request is in approval and can view the engagement request at any time to see the detailed progress.

Engagement request

Engagement request has been submitted.
[Data Services Request \(ID:WS3938487443\)](#), has been submitted.

Create Request In-approval Completed

Data Services Request (ID:WS3938487443) This engagement request is linked to a purchase requisition. Show the requisition View activities Action

Engagement Summary

Commodity Data services	Region USA	Business Unit N/A
Requester Melanie de Wit	Requested on 28/03/2023	Owner Melanie de Wit
Residual Risk None	Status Project Approval - In Progress	

Supplier

Name Boilermaker Incorporated	Legal name Boilermaker Incorporated	Recipient name Dan Boilermaker Change recipient
Telephone 1-6049089544	Email aribasupplierdws@gmail.com	Fax 1

Approval Flow

Request received Approval for GB Inherent screening questionnaire [Project Owner] Send Control Assessments Final Approval for Supplier Engagement Assessment [Supplier Risk Engagement Governance Analyst] Completed

Feature details

- Once approvals are complete, the requisition is ready to submit.
- The requisition approver has visibility of the engagement request that I have submitted linked to the requisition.

SAP Guided Buying 265 ? MD

Data Services Request Submit Save and exit ***

Checkout / PR101891

Engagement request

Your engagement request is fulfilled!
Data Services Request (ID:W53938487443), was approved by our risk experts and you can submit the purchase request.

Ship to Edit shipping locations	Charge to Edit charges	Total cost	\$5,450.00 USD
691 Broadway NEW YORK, NY 10001 United States	Cost Center (0000001220 (Motor Pool))	Net amount	\$5,000.00 USD
		Taxes	+ \$450.00 USD

[Show additional details](#)

Items (1)

Data Services Request VDR1533050 (Boilermaker Inc.) Engagement request fulfilled	Service Start Date	Expected Amount	Net Amount
	3 April 2023	5,000 USD	\$5,000.00 USD
	Service End Date	Max Amount	Gross Amount (i)
	6 April 2023	5,000 USD	\$5,450.00 USD

Comments

SAP Guided Buying 265 ? MD

Data Services Request Approve Deny ***

Request details / PR101891

Submitted

Approval Flow Click on the line to add approvers

Comments

Write your comment... Share with supplier [Add](#)

Attachments

Drag and drop file here, or browse to upload, then click the Add button. Share with supplier [Add](#)

Ship to	Charge to	Total Cost	\$5,450.00 USD
691 Broadway NEW YORK, NY 10001 United States	Cost Center (0000001220 (Motor Pool))	Net Amount	\$5,000.00 USD
		Taxes	+ \$450.00 USD

[Show advanced options](#)

Engagement request

Engagement request fulfilled
Data Services Request (ID:W53938487443), has been approved for the items on this purchase request.

Items (1)

Data Services Request VDR1533050 (Boilermaker Inc.) Engagement request fulfilled	Service Start Date	Expected Amount	Net Amount
	3 April 2023	\$5,000.00 USD	\$5,000.00 USD
	Service End Date	Max Amount	Gross Amount (i)
	6 April 2023	\$5,000.00 USD	\$5,450.00 USD

Prerequisites, Restrictions, Cautions

Prerequisites ARI-17113

- Your site must be suite integrated and include the following solutions:
 - SAP Ariba Supplier Risk
 - SAP Ariba Buying and Invoicing
 - The guided buying capability
- Your site is already configured for use of control-based engagement risk assessment projects.
- You must be a member of the **Supplier Risk Engagement Requestor** group to create an engagement request.

Restrictions

- None

Cautions

- None

Prerequisites, Restrictions & Cautions

Prerequisites GB-18894

- Your SAP Ariba Buying solution must also include [SAP Ariba Supplier Risk](#).
- Enabling this feature requires setup within both SAP Ariba Supplier Risk and guided buying. [For the SAP Ariba Supplier Risk, see ARI-17113: Link Engagement Requests to Non-Catalog Purchase Requisitions.](#)
- You must belong to the group named [Supplier Risk Engagement Requestor](#) and [Purchasing User](#) to create an engagement request.
- To enable this feature, set the following guided buying parameter: [PARAM_ENABLE_SUPPLIER_RISK_INTEGRATION](#) to true
- An Administrator must configure the Risk Engagement Policy File to determine the non-catalog data objects that should trigger the engagement request requirement. These may be based on commodity code, supplier, amount, risk score level. See [Fields to Use in Policy Configuration](#)

Restrictions

- Engagement requests can't be used for purchase requisitions created from a request for quotation (RFQ). This is because the suppliers enabled for this process should already be successfully onboarded, qualified for the RFQ process.
- If you create a purchase requisition, and then select Change request to create another version, you can't link the second version to an engagement request.
- If a non-catalog request contains more than one item that requires an engagement request, the user must use the same engagement request for all the items.

Cautions

- Because the requisition has not been submitted when the engagement request is in progress or completed, the user has the ability to add more items to their cart before the requisition is submitted. If they create another non-catalog item for the same supplier/commodity code the line will automatically link to the existing engagement request for that requisition. Consider this behavior for the engagement request process and any amount based policy rules.
- You may wish to bypass any non-catalog approvals (Buyer Procurement Desk or Purchasing Agent) for this process to remove any duplication of approval process.

Thank you.



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