

SAP Ariba 

SAP User Assistance – Get Help Fast with Self-Service Resources

Public



Where to find information on how to
deploy, configure, and use the software I've licensed?



Check the available user assistance!

Agenda

Where to find user assistance

Embedded help

SAP Help Portal

- Searching for documentation
- Creating favorites
- Subscribing to updates
- Sharing links to documentation
- Providing feedback

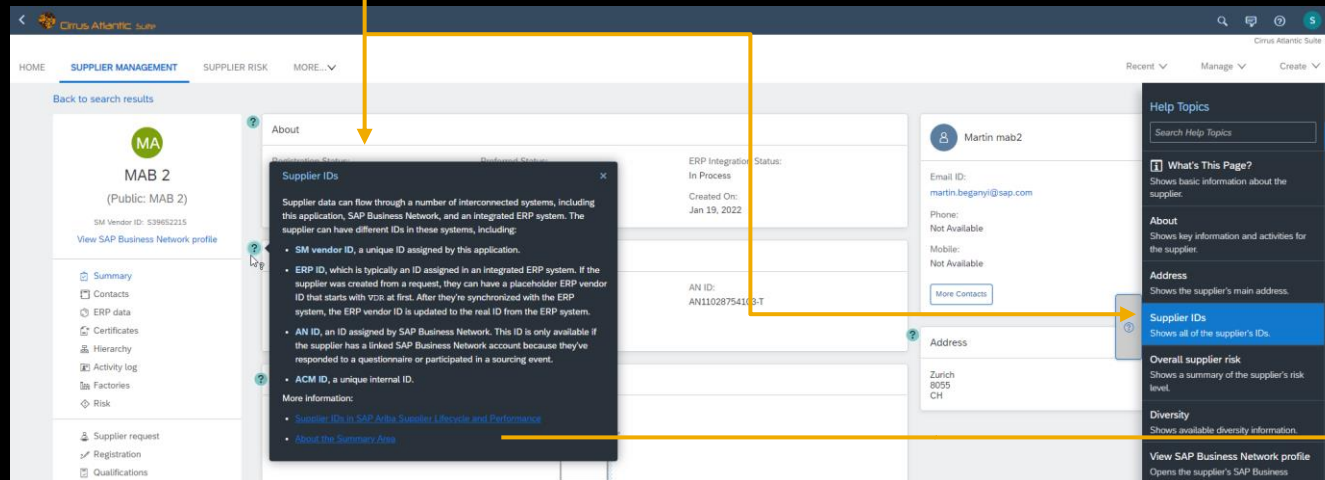
Where to find user assistance

SAP user assistance – always there to help you help yourself

Embedded help on the user interface

For essential “how-to” and “what-is” information:

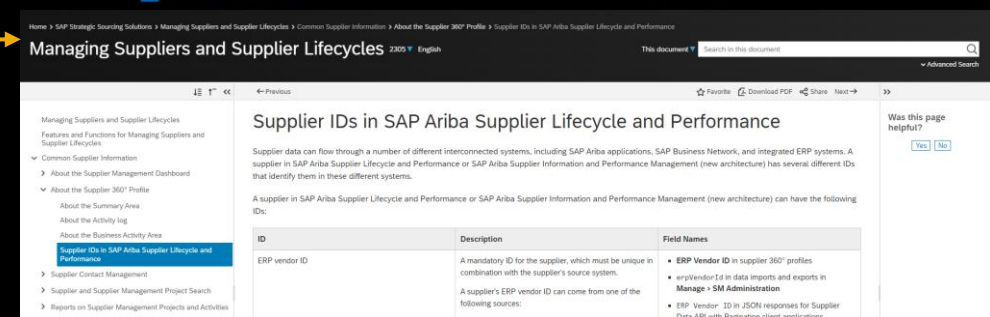
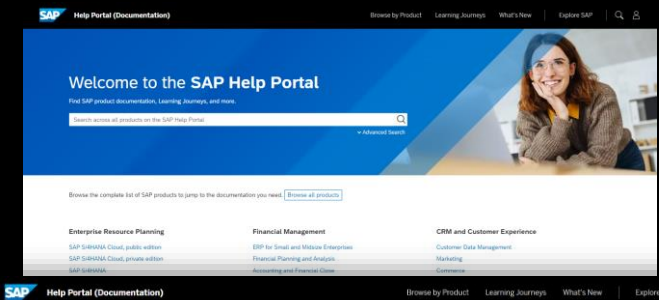
- Context-sensitive field help, guided tours, tutorials
- Links to more detailed information on SAP Help Portal



Documentation on SAP Help Portal (help.sap.com)

For detailed, more complex information:

- What's New information
- Administration guides, setup guides, user guides, and much more...



Embedded help

How to use embedded help

Imagine that you're new to SAP Ariba's Supplier Management solution. You've just opened the details for a specific supplier. Wow, quite a bit of information! And why are there so many supplier IDs...? Let's take a look at the help.

Back to search results

MA
MAB 2
(Public: MAB 2)
SM Vendor ID: S39652215
[View SAP Business Network profile](#)

About

Registration Status: Registered	Preferred Status: 28 Preferred	ERP Integration Status: In Process
Qualification Status: Qualified	Onboarding time: 0 day	Created On: Jan 19, 2022

Supplier IDs

SM Vendor ID: S39652215	ERP ID: VDR10098006	AN ID: AN11028754103-T
ACM ID: ACM_163674955		

Overall supplier risk

Martin mab2

Email ID:
martin.beganyi@sap.com

Phone:
Not Available

Mobile:
Not Available

[More Contacts](#)

Address

Zurich
8055
CH

[Summary](#)
[Contacts](#)
[ERP data](#)
[Certificates](#)
[Hierarchy](#)
[Activity log](#)
[Factories](#)
[Risk](#)

How to use embedded help

The help panel shows the help available for the page. To learn more about a specific field or screen area, click the corresponding tile in the help panel or the help icon next to the field or area.

The screenshot displays the Cirrus Atlantic Suite interface for a supplier profile. The main content area shows the supplier name "MAB 2" and various status fields. A help panel is overlaid on the "Supplier IDs" section, providing detailed information about different ID types. A sidebar on the right contains a "Help Topics" panel with a search bar and several topic tiles, each with a help icon.

Supplier IDs

Supplier data can flow through a number of interconnected systems, including this application, SAP Business Network, and an integrated ERP system. The supplier can have different IDs in these systems, including:

- **SM vendor ID**, a unique ID assigned by this application.
- **ERP ID**, which is typically an ID assigned in an integrated ERP system. If the supplier was created from a request, they can have a placeholder ERP vendor ID that starts with `VDR` at first. After they're synchronized with the ERP system, the ERP vendor ID is updated to the real ID from the ERP system.
- **AN ID**, an ID assigned by SAP Business Network. This ID is only available if the supplier has a linked SAP Business Network account because they've responded to a questionnaire or participated in a sourcing event.
- **ACM ID**, a unique internal ID.

More information:

- [Supplier IDs in SAP Ariba Supplier Lifecycle and Performance](#)
- [About the Summary Area](#)

Help Topics

Search Help Topics

- **What's This Page?**
Shows basic information about the supplier.
- **About**
Shows key information and activities for the supplier.
- **Address**
Shows the supplier's main address.
- **Supplier IDs**
Shows all of the supplier's IDs.
- **Overall supplier risk**
Shows a summary of the supplier's risk level.

How to use embedded help

Guided tours provide step-by-step guidance for more complex scenarios. If a tour is available, you'll see a signpost icon in the help panel.

The screenshot displays the Cirrus Atlantic Suite interface. The top navigation bar includes a search icon, a chat icon, a help icon, and a user profile icon. The main navigation menu shows 'HOME', 'SOURCING', 'SUPPLIER MANAGEMENT', and 'MORE...'. The 'SUPPLIER MANAGEMENT' section is active, showing a 'Back to search results' link and a 'View SAP Business Network profile' link. The supplier profile for 'MAB 2 (Public: MAB 2)' is displayed, with a 'Summary' tab selected. A 'Guided Tours' panel is open on the right, showing a tour titled 'Using the supplier 360° profile' with a signpost icon. A 'Summary' tooltip is also visible, providing information about the supplier's primary contact, address, creation date, IDs, and statuses for registration, qualification, and ERP integration. The tooltip includes a 'Next >' button.

Guided Tours

- Using the supplier 360° profile

Summary

View basic information about the supplier, such as their primary contact, address (if available), creation date, IDs, and statuses for registration, qualification, and ERP integration. This area can also show risk and diversity data, if it's available.

Next >

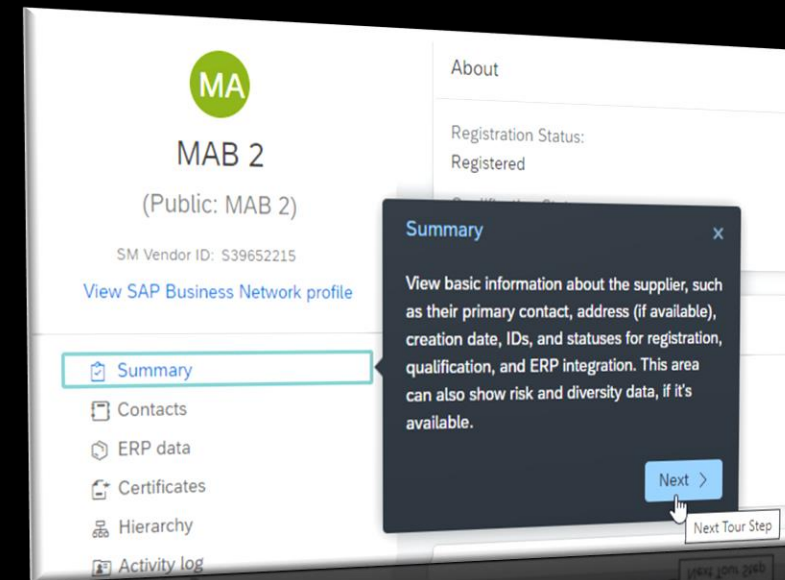
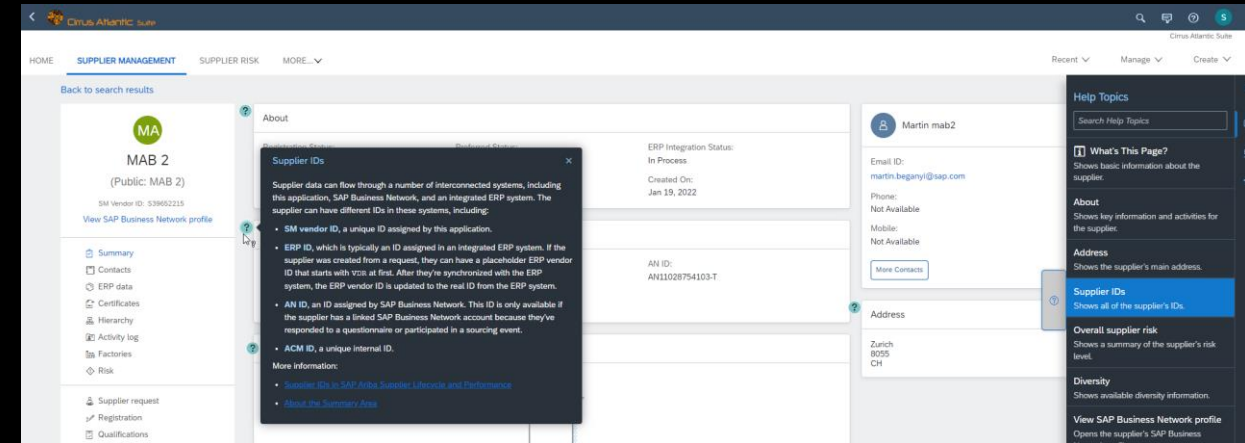
How to use embedded help

Embedded tutorials provide simulations of end-to-end processes. If tutorials are available, the help panel includes an academic hat icon.

The screenshot displays the SAP Ariba user interface. In the top right, a 'Learning' panel is visible, containing a 'Learning Center' button and an academic hat icon. Below this, a 'Learning Center' overlay is shown with a search bar and a dropdown menu. The main content area features a tutorial titled 'SAP Ariba Supplier Lifecycle and Performance – Registration'. The tutorial content includes a list of steps: 'Inviting Suppliers to Register' (highlighted), 'Reinviting Suppliers to Register', 'Cancelling Registrations', 'Registering on Behalf of Suppliers', and 'Inviting Suppliers to Register after Internal Registration'. The user profile 'Martin ma...' is visible in the top right corner.

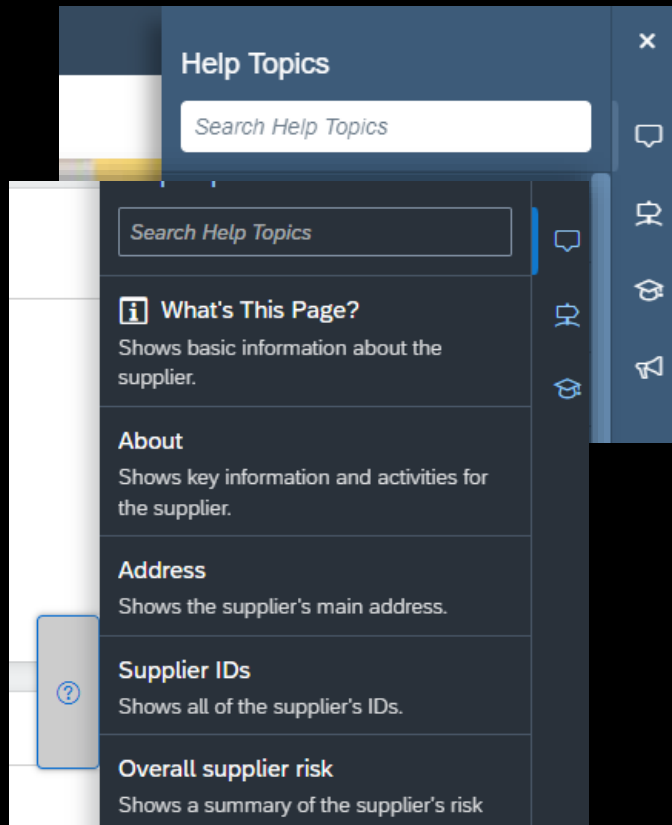
Embedded help in a nutshell

- Available in multiple SAP Ariba and SAP Business Network solutions
- Provided via SAP Companion (a service of SAP Enable Now)
 - Standard content provided by SAP is for free
 - Option to customize and extend standard content*
- Covers essential “how-to” and “what-is” information directly on the user interface
- Includes links to more detailed information on SAP Help Portal



* Requires an SAP Enable Now license

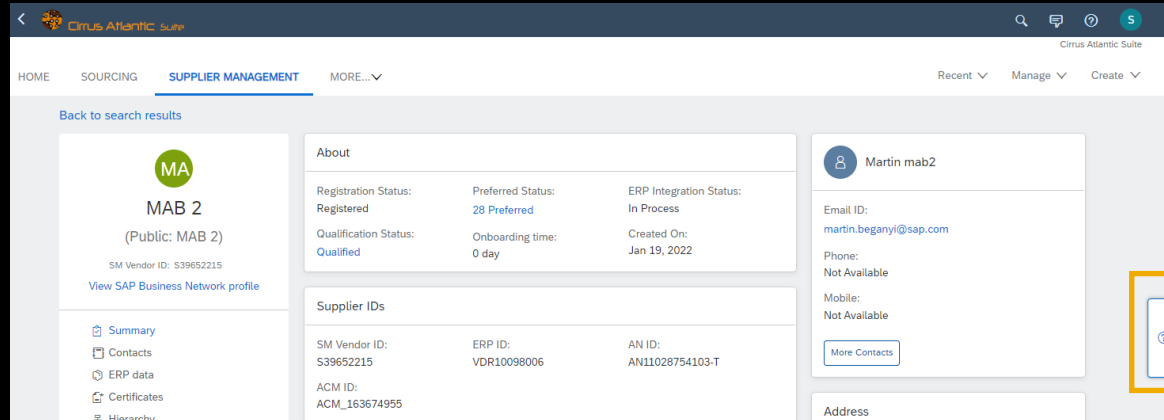
Types of embedded help*



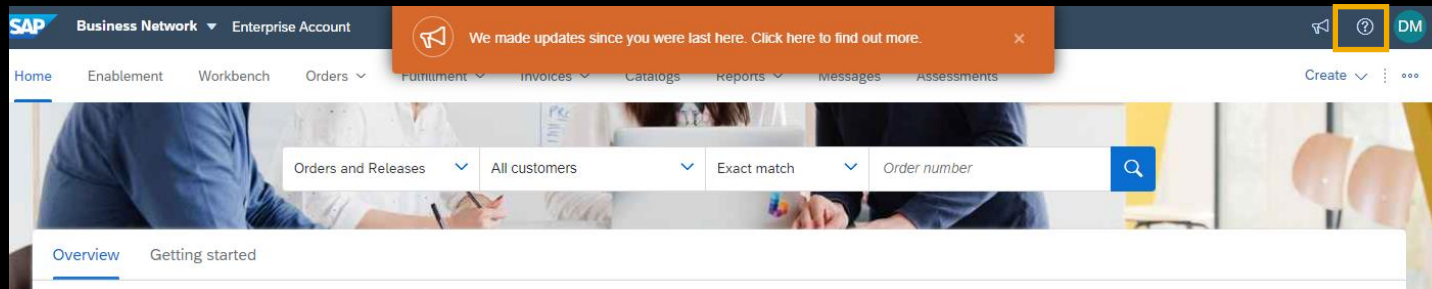
- Context-sensitive help for fields and screen areas
- Guided tours (if available)
- Tutorials (if available)
- What's new (if available)

* The respective help panel icons are only shown if content is available. Look and feel may vary slightly, depending on the solution you're looking at.

Availability of embedded help



SAP Ariba Supplier Lifecycle and Performance, guided sourcing: Embedded help is launched using the help button on the right side of the page.



SAP Business Network, guided buying, SAP S/4HANA Cloud, etc.: Embedded help is launched using the help button in the shell bar (top of the page).

For more information, see SAP Help Portal at [Setup of SAP Companion for SAP Ariba](#).

SAP Help Portal

SAP Help Portal – your front door to product documentation

- Accessible to everyone, including your end users. No s-user ID required.
- Has product documentation for recent cloud versions and links to other useful resources.
- Many useful features:
 - Search for documentation across solutions and in specific guides.
 - Create favorites for frequently used pages.
 - Generate PDFs for download.
 - Easily share documentation with colleagues.
 - Provide feedback on documentation.
 - Subscribe to a What's New Viewer to never miss important updates.

The screenshot displays the SAP Help Portal for SAP Ariba. At the top, there's a navigation bar with 'SAP Help Portal (Documentation)' and links for 'Browse by Product', 'Learning Journeys', 'What's New', and 'Explore SAP'. Below this, a search bar is visible with 'SAP Ariba' entered and a dropdown menu showing 'Available Versions' with '2305' selected. The main content area is titled 'Discover' and features several solution cards: 'SAP Ariba Solutions', 'SAP Strategic Sourcing Solutions', 'SAP Business Network for Procurement', 'SAP Ariba APIs', 'Feature Scope Description', 'Getting Started', 'Security', and 'Additional Information'. A right sidebar lists 'Related Spend Management Products' and 'Related Sites'.

<https://help.sap.com/docs/ariba>

Make sure to bookmark <https://help.sap.com> and spread the word with your end users.



SAP Ariba on SAP Help Portal

SAP Help Portal (Documentation)

Browse by Product | Learning Journeys | What's New | Explore SAP | 🔍

Home >

SAP Ariba

2305 ▾ English

SAP Ariba provides e-procurement, sourcing, and supply chain cloud solutions.

This product ▾ Search in all documents related to this product

Advanced Search

☆ Favorite | Download

See all | Discover | What's New | Learn and Get Certified

Discover

See all | Discover | What's New | Learn and Get Certified

SAP Ariba Solutions

- SAP Strategic Sourcing Solutions**
SAP strategic sourcing solutions let you manage your entire sourcing, contracting, and spend analysis processes for all types of spend.
- SAP Business Network for Procurement**
SAP Business Network for Procurement is a hosted service that enables suppliers and buyers to form relationships and conduct transactions over the internet.
- SAP Ariba APIs**
Help for APIs for SAP Ariba cloud solutions.
- SAP Ariba Procurement Solutions**
SAP Ariba procure-to-pay and procure-to-order software solutions.
- SAP Business Network for Trading Partners**
SAP Business Network for Trading Partners allows suppliers to collaborate with customers virtually and instantly on bids, contracts, orders, catalogs, invoices, and payments through a single global platform.
- SAP Business Network for Supply Chain**
SAP Business Network for Supply Chain is a collaboration platform that allows buyers to share real-time information with contract manufacturers and suppliers.
- SAP Integration Suite, Managed Gateway for Spend Management and SAP Business Network**
SAP Integration Suite, managed gateway for spend management and SAP Business Network allows you to easily integrate SAP ERP and SAP S/4HANA backend system with your trading partners and SAP Ariba solutions.

SAP Ariba APIs

Help for APIs for SAP Ariba cloud solutions.

Feature Scope Description

[Solutions Description Guide](#)
Detailed descriptions of the features and functions offered in all SAP Ariba cloud solutions.

Getting Started

[Quick Reference to SAP Ariba Product Documentation](#)
How to find SAP Ariba product documentation by audience, role, functional area, and product.

Security

[SAP Ariba Security Guide](#)
SAP Ariba security features and information about securing SAP Ariba.

Managing SAP Ariba Audit Information

SAP Ariba provides a centralized audit service for managing and viewing audit information from all SAP Ariba solutions.

Additional Information

[Cloud Services for SAP Ariba Solutions](#)
Describes the cloud architecture, security mechanisms, cloud operations, assurances and certifications, and data centers for SAP Ariba solutions.

SAP Ariba Data Protection and Privacy

Describes privacy-related functionality in SAP Ariba solutions.

Data Storage, Processing, and Access in SAP Ariba Cloud Solutions

Describes specific categories of data and their usage in SAP Ariba solutions.

Related Spend Management Products

- Supplier Management**
Solutions to manage supplier information, lifecycle, performance, and risk.
- Sourcing and Contracts**
Solutions for sourcing and contracting.
- Procurement**
Solutions for procure-to-pay and procurement content.
- Invoices and Payments**
Solution for invoice receipt, processing, and payment.
- SAP S/4HANA Cloud Sourcing and Procurement**
Product assistance for the Sourcing and Procurement business processes of SAP S/4HANA Cloud.

SAP Business Network

SAP Business Network enables customers and trading partners to actively collaborate and gain greater visibility across all supply chain processes to build a more resilient and sustainable business.

Related Sites

- [SAP Ariba Connect](#)
Support platform for SAP Ariba customers and partners. Requires an S-user ID to log in.
- [SAP Community: Intelligent Spend Management](#)
Connect to peers and SAP experts to exchange information about product solutions and best practices.
- [SAP Community: SAP Ariba Procurement](#)
A private group on SAP Community for SAP Ariba Partners. Requires an S-user ID to log in.

- [SAP Ariba Glossary](#)
Provides definitions for terms related to SAP Ariba solutions and functionality.
- [SAP Ariba Product Language Capabilities](#)
Shows the languages supported by SAP Ariba application user interfaces and product documentation.
- [SAP Ariba and SAP Business Network](#)
Provides tutorial videos that show cloud solutions. Note: The videos show a user interface that is available.

Source-to-Pay Business Process

Source to Pay is a business process that starts with finding, negotiating with, and contracting the supplier of goods, and culminates in final payment for those goods.

What's New

What's New

[What's New in SAP Procurement and SAP Business Network](#)
Describes new or changed features for SAP Procurement and SAP Business Network.

[PDF Archive for What's New in SAP Procurement and SAP Business Network](#)
Provides a PDF archive for SAP Procurement and SAP Business Network feature documentation.

Learn and Get Certified

Learning Journeys

Learning Journeys are visual guides, designed to help you complete the learning path for particular SAP solutions. For best learning experience, watch the video.

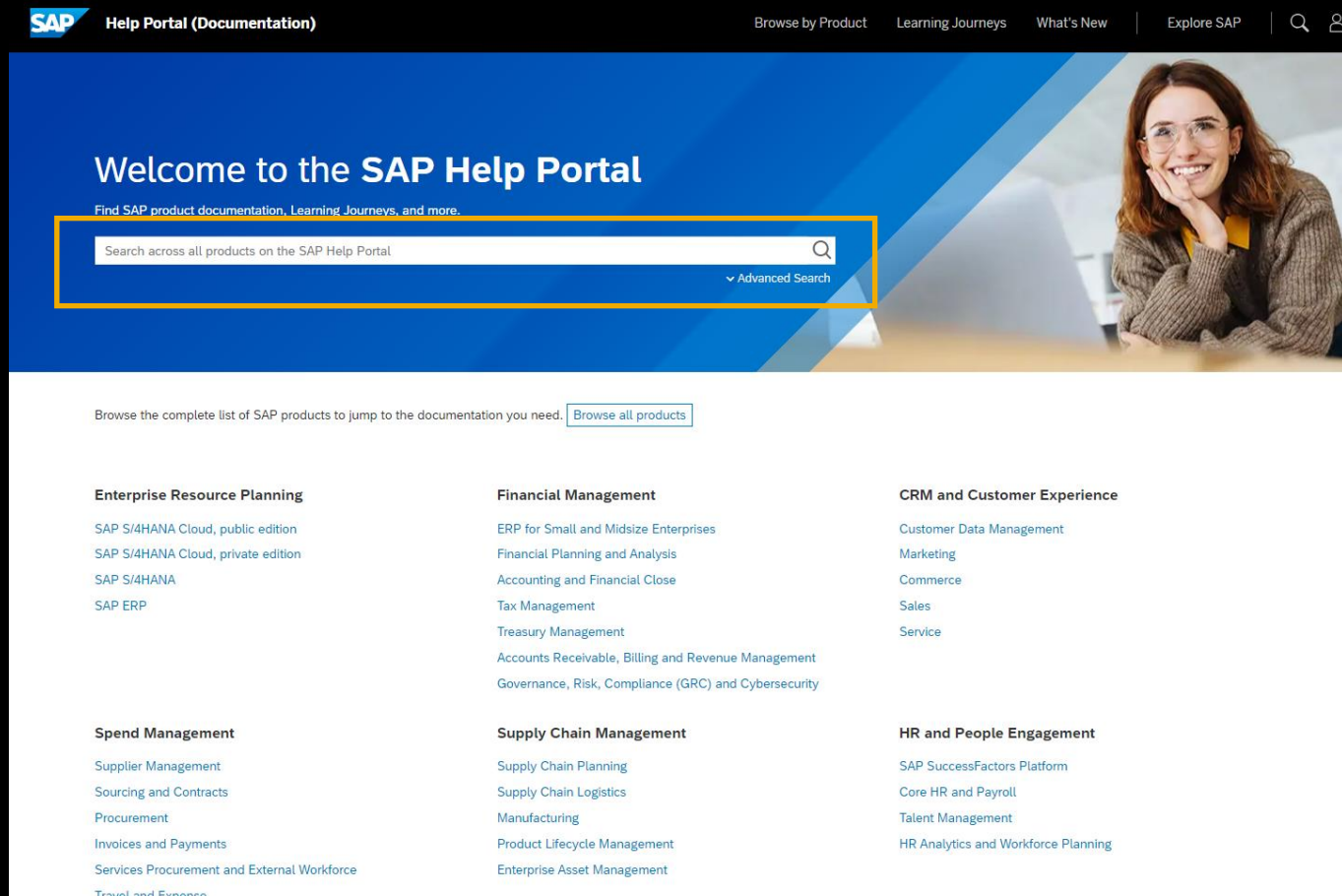
Note that Learning Journeys describe the full set of features available in the latest version of this product. Some of these features may not be available in your system configuration and version.

<https://help.sap.com/docs/ariba>

Searching for documentation

Global search

Use the search on the [SAP Help Portal](https://help.sap.com) landing page (help.sap.com) to search across all available products.



The screenshot shows the SAP Help Portal landing page. At the top left is the SAP logo and the text "Help Portal (Documentation)". To the right are navigation links: "Browse by Product", "Learning Journeys", "What's New", and "Explore SAP". Further right are search and user icons. The main header area is blue and contains the text "Welcome to the SAP Help Portal" and "Find SAP product documentation, Learning Journeys, and more." Below this is a search bar with the placeholder text "Search across all products on the SAP Help Portal" and a magnifying glass icon. A yellow box highlights the search bar. Below the search bar is a link for "Advanced Search". The main content area is white and features a grid of product categories. A "Browse all products" link is located above the grid. The categories are: Enterprise Resource Planning (SAP S/4HANA Cloud, public edition; SAP S/4HANA Cloud, private edition; SAP S/4HANA; SAP ERP), Financial Management (ERP for Small and Midsize Enterprises; Financial Planning and Analysis; Accounting and Financial Close; Tax Management; Treasury Management; Accounts Receivable, Billing and Revenue Management; Governance, Risk, Compliance (GRC) and Cybersecurity), CRM and Customer Experience (Customer Data Management; Marketing; Commerce; Sales; Service), Spend Management (Supplier Management; Sourcing and Contracts; Procurement; Invoices and Payments; Services Procurement and External Workforce; Travel and Expense), Supply Chain Management (Supply Chain Planning; Supply Chain Logistics; Manufacturing; Product Lifecycle Management; Enterprise Asset Management), and HR and People Engagement (SAP SuccessFactors Platform; Core HR and Payroll; Talent Management; HR Analytics and Workforce Planning).

<https://help.sap.com>

Global search – example

Let's assume you want to know how to unlink a supplier's network account and ANID from your site.

The image shows a sequence of three overlapping screenshots from the SAP Help Portal. The top screenshot shows the main navigation bar with the SAP logo and 'Help Portal (Documentation)'. Below it, a search bar contains the text 'unlinking anid'. The middle screenshot shows the search results page, displaying a list of 20 results. The result 'Unlinking a Supplier's SAP Business Network Account and ANID from Your Site' is highlighted in blue. The bottom screenshot shows the full article page for this topic, titled 'Common Data Import and Administration Guide for SAP Strategic Sourcing Solutions and SAP Ariba Supplier Management Solutions'. The article content includes a 'Prerequisites' section stating that the user must be a member of the 'Customer Administrator' group to perform the unlinking process.

Product-specific search

Use the search on the landing page for a specific product or product family to limit the search to the documentation for specific product(s).

The screenshot shows the SAP Help Portal for SAP Strategic Sourcing Solutions. At the top, there is a navigation bar with the SAP logo and 'Help Portal (Documentation)'. Below this, there are links for 'Browse by Product', 'Learning Journeys', 'What's New', and 'Explore SAP'. A search icon and a user profile icon are also present. The main content area has a dark header with 'Home >' and 'SAP Strategic Sourcing Solutions' with a language dropdown set to 'English'. A search bar is highlighted with a yellow box, containing the text 'This product' and a search input field with the placeholder 'Search in all documents related to this product'. Below the search bar is a link for 'Advanced Search'. The main content area has a navigation bar with 'See all', 'Discover', 'Integrate', 'Use', 'Operate', and 'Learn and Get Certified'. The 'Discover' section is active, showing 'What's New', 'Feature Scope Description', and 'Getting Started' cards. A 'Related Spend Management Products' sidebar is also visible on the right.

Document-specific search

Use the search in a specific document to search all topics (pages) in the document.

The screenshot displays the SAP Help Portal interface for the 'Supplier Management Setup and Administration Guide'. At the top, the SAP logo and 'Help Portal (Documentation)' are visible. Navigation links include 'Browse by Product', 'Learning Journeys', 'What's New', and 'Explore SAP'. A search bar is present with a magnifying glass icon and a user profile icon. Below the navigation, the breadcrumb path is 'Home > SAP Strategic Sourcing Solutions > Supplier Management Setup and Administration Guide'. The main heading is 'Supplier Management Setup and Administration Guide' with '2305' and 'English' next to it. A search bar is highlighted with a yellow box, containing the text 'This document' and 'Search in this document', with a magnifying glass icon and a dropdown arrow labeled 'Advanced Search'. Below the search bar, there are navigation icons: 'Favorite', 'Download PDF', 'Share', and 'Next'. The main content area shows the title 'Supplier Management Setup and Administration Guide' and a paragraph: 'This guide is for SAP Ariba buyer template creators and administrators seeking information about how to maintain supplier data and set up processes for managing supplier lifecycles.' Below this, another paragraph states: 'Buyers use supplier lifecycle processes to add new suppliers, gather and maintain supplier profile information, and decide which suppliers are qualified or preferred in specific domains.' A section titled 'This guide applies to:' is partially visible. On the right side, there is a 'Was this page helpful?' section with 'Yes' and 'No' buttons. A left sidebar contains a table of contents with the following items: 'Supplier Management Setup and Administration Guide', 'Introduction to Supplier Management in SAP Ariba', 'Supplier Management Solutions', 'About SM Administration', 'Supplier Management Data Imports and Exports', 'Optional Features for Supplier and Supplier Contact Names', 'Supplier Management User Setup', 'Supplier Management Project Template Basics', 'Best Practices for Setting Up Supplier Management', and 'Supplier Request Project Setup'.

Document-specific search – example

Finding information on ANIDs in the Supplier Management Setup and Administration Guide.

The image shows a sequence of three screenshots from the SAP Help Portal illustrating a document-specific search for 'anid'.

Top Screenshot: Shows the SAP Help Portal (Documentation) interface. The breadcrumb trail is 'Home > SAP Strategic Sourcing Solutions > Supplier Management Setup and Administration Guide > Supplier Management Setup and Administration Guide'. The page title is 'Supplier Management Setup and Administration Guide 2305 English'. A search bar is highlighted with a yellow box, containing the text 'This document' and 'anid'. A search icon is visible to the right of the search bar.

Middle Screenshot: Shows the same page with the search results displayed. The search bar now shows 'This document' and 'anid'. The search results are highlighted with a yellow box, showing the title 'Supplier Management Setup and Administration Guide' and a brief description: 'This guide is for SAP Ariba buyer template creators and administrators seeking information about how to maintain supplier data and set up processes for managing supplier lifecycles.'

Bottom Screenshot: Shows the search results page. The search bar is highlighted with a yellow box, showing 'This document' and 'anid'. The search results are displayed in a list, with the first result highlighted in yellow: 'Supplier IDs in SAP Ariba Supplier Lifecycle and Performance'. The search results are also highlighted with a yellow box, showing the title 'Supplier IDs in SAP Ariba Supplier Lifecycle and Performance' and a brief description: 'ANID An ID that SAP Business Network automatically assigns to suppliers when they create accounts there ... A public supplier has a linked SAP Business Network account and an ANID in your site. ... The supplier's ANID in SAP Ariba Supplier Lifecycle and Performance is their sourcing ANID and is associated ... and you've established a fulfillment or trading relationship with them, they also have a transaction ANID ... Both of these fields hold the supplier's sourcing ANID. ...'.

Advanced search

You can use the advanced search with all search options.

Home >

SAP Strategic Sourcing Solutions 2305 ▼ English

SAP strategic sourcing solutions let you manage your entire sourcing, contracting, and spend analysis processes for all types of spend.

All of these words:	<input type="text" value="Enter keywords (separated by spaces)"/>
Any of these words:	<input type="text" value="Enter keywords (separated by spaces)"/>
This exact word or phrase:	<input type="text" value="Enter exact phrase"/>

[^ Close Advanced Search](#)

Creating favorites

How to create favorites

Sign in to SAP Help Portal by clicking the avatar in the top right corner.

The screenshot displays the SAP Help Portal interface. At the top left, the SAP logo and 'Help Portal (Documentation)' are visible. The top navigation bar includes links for 'Browse by Product', 'Learning Journeys', 'What's New', and 'Explore SAP'. In the top right corner, an avatar icon is highlighted with a yellow box, indicating the sign-in point. Below the navigation bar, the main content area features a breadcrumb 'Home >', the title 'SAP Strategic Sourcing Solutions' with a document count of 2305 and a language dropdown set to 'English'. A descriptive sentence follows: 'SAP strategic sourcing solutions let you manage your entire sourcing, contracting, and spend analysis processes for all types of spend.' Below this is a search bar with the placeholder text 'Search in all documents related to this product' and a magnifying glass icon. A 'This product' dropdown is on the left of the search bar, and an 'Advanced Search' link is on the right. At the bottom right of the main content area, there are links for 'Favorite', 'Download PDFs', and 'Share'. A secondary navigation bar below the main content area includes 'See all', 'Discover', 'Integrate', 'Use', 'Operate', and 'Learn and Get Certified'. The 'Discover' section is expanded, showing a sidebar with 'See all' and a list of categories: 'Discover', 'Integrate', 'Use', 'Operate', 'Learn and Get Certified'. The main content of the 'Discover' section includes four cards: 'What's New' (with a megaphone icon), 'Feature Scope Description' (with a tag icon), 'Getting Started' (with a hand icon), and 'Quick Reference to SAP Ariba Product Documentation' (with a document icon). A 'Related Spend Management Products' section on the right lists 'SAP Ariba', 'Procurement', 'Invoices and Payments', and 'SAP S/4HANA Cloud Sourcing and Procurement'.

How to create favorites

Mark the page as a favorite.

The screenshot shows the SAP Help Portal interface for 'SAP Strategic Sourcing Solutions'. At the top, the SAP logo and 'Help Portal (Documentation)' are on the left, and navigation links like 'Browse by Product', 'SAP Learning Journeys', 'What's New', 'Dashboards', and 'Explore SAP' are on the right. A search icon is highlighted with a yellow box. Below the header, the page title 'SAP Strategic Sourcing Solutions' is displayed with filters for '2305', 'English', and 'Production'. A search bar is present with the text 'Search in all documents related to this product'. A secondary navigation bar contains 'See all', 'Discover', 'Integrate', 'Use', 'Operate', and 'Learn and Get Certified'. The main content area is divided into sections: 'Discover' with a 'What's New' section (highlighted with a yellow box) and a 'Feature Scope Description' section. A 'Favorite' button is also highlighted with a yellow box, and a tooltip appears over it stating: 'This product has been added to your favorites. Your favorite products are used to pre-filter your search results. You can find your favorite products in your profile and on your Home page.' To the right, there are links for 'Download PDFs', 'Share', 'Metadata', and 'Share'. A 'Related Spend Management Products' section is visible at the bottom right, featuring 'SAP Ariba'.

How to view your favorites

You can view and manage your favorites in your user profile...

The screenshot shows the SAP Help Portal interface. At the top left is the SAP logo and the text "Help Portal (Documentation)". The top navigation bar includes links for "Browse by Product", "SAP Learning Journeys", "What's New", "Dashboards", and "Explore SAP". A search icon and a user profile icon are on the right, with the user profile icon highlighted by a yellow box. Below the navigation bar, the main content area displays "SAP Enable Now" with a count of "2305" and dropdown menus for "English" and "Production". A navigation bar below the main content includes "See all", "Discover", "What's New", "Implement", "Integrate", "Use", "Operate", and "Learn and Get Certified". The "Discover" section features a card titled "What is SAP Enable Now?" with three links: "SAP Enable Now on SAP.com", "Info Center", and "SAP Enable Now Roadmap". On the right side, a user profile dropdown menu is open, showing options: "My Account", "My Favorite Products" (highlighted with a yellow box), "My Favorite Pages", "My Subscriptions", "History", "Inbox", and "Logout".

How to view your favorites

... or the SAP Help Portal landing page.

The screenshot shows the SAP Help Portal landing page. At the top left is the SAP logo and the text "Help Portal (Documentation)". The navigation bar includes "Browse by Product", "SAP Learning Journeys", "What's New", "Dashboards", "Explore SAP", a search icon, and a user profile icon. The main header area has a blue background with the text "Welcome to the SAP Help Portal" and "Find SAP product documentation, Learning Journeys, and more." Below this is a search bar with the placeholder text "Search across all products on the SAP Help Portal" and a magnifying glass icon. A dropdown arrow next to the search bar is labeled "Advanced Search". On the right side of the header is a photograph of a smiling woman with glasses. The main content area is titled "My SAP Help Portal" and features a user profile icon with the initials "DV". Below the profile icon is a section titled "My favorite products" with a "View all" button. To the right of this is a section titled "My favorite pages" with a "View all" button. Further right is a section titled "Recent pages" with a "View all" button. Below "Recent pages" is a section titled "Recent searches" with a list of search terms: "s/4hana cloud", "s4hana", and "btp". A mouse cursor is visible over the "btp" search term.

How to manage your favorites

You can rearrange your favorites or remove individual entries in your list.

The screenshot displays the SAP Help Portal interface. At the top, the navigation bar includes the SAP logo, 'Help Portal (Documentation)', and links for 'Browse by Product', 'SAP Learning Journeys', 'What's New', 'Dashboards', and 'Explore SAP'. A user profile with the initials 'DV' is visible. The main content area is titled 'My Favorite Products' with an 'Edit' button highlighted in yellow. Below the title, it states 'Favorites shown on SAP Help Portal homepage' and lists three items: 'SAP Enable Now', 'SAP Ariba', and 'Source-to-Pay Business Process'. A 'More favorites' section lists 'SAP Central Invoice Management' and 'SAP S/4HANA Cloud'. A help sidebar on the right provides instructions: 'Select **Edit** to: rearrange (drag and drop) your favorites. remove a favorite.' and 'Select **Save**.'

Subscribing to updates

How to subscribe to the What's New Viewer

Start by signing in to SAP Help Portal.

The screenshot displays the SAP Help Portal interface. At the top, the SAP logo and 'Help Portal (Documentation)' are on the left, and navigation links for 'Browse by Product', 'Learning Journeys', 'What's New', and 'Explore SAP' are on the right. A user profile icon is highlighted with a yellow box. Below the navigation, the page title is 'SAP Strategic Sourcing Solutions' with a language dropdown set to 'English'. A search bar is present with the text 'Search in all documents related to this product'. A secondary navigation bar includes 'See all', 'Discover', 'Integrate', 'Use', 'Operate', and 'Learn and Get Certified'. The main content area is titled 'Discover' and features several sections: 'What's New' (highlighted with a yellow box), 'Feature Scope Description', 'Getting Started', and 'Related Spend Management Products'. The 'What's New' section contains a link for 'What's New in SAP Strategic Sourcing Solutions' with a brief description. The 'Related Spend Management Products' section lists 'SAP Ariba', 'Procurement', 'Invoices and Payments', and 'SAP S/4HANA Cloud Sourcing and Procurement'.

How to subscribe to the What's New Viewer

Click *Subscribe*.

Home > SAP Ariba

What's New in SAP Procurement and SAP Business Network

This document Search in this document

English

Describes new or changed features for SAP Procurement and SAP Business Network since release 2008.

Hide Filters Download CSV Favorite **Subscribe** Download PDF Share Help

Products: [No Selection] User Type: [No Selection] Enablement: [No Selection] Release: SAP Ariba 2305

Reset to Initial Showing 1 to 25 of 80 entries.

For help finding SAP Ariba product documentation, see the [Quick Reference to SAP Ariba Product Documentation](#). For ongoing SAP Business Network rebranding changes, see [Ongoing SAP Business Network Rebranding Changes](#).

Show 25 Entries

Hide/Show Columns

Products	User Type	Reference Number	Title	Description	Enablement	Release
SAP Ariba Buying and Invoicing; SAP Business Network; SAP Fieldglass; SAP Integration Suite, managed gateway for spend management and SAP Business Network	Buyer; Supplier	ACSS-1249	Integration Between SAP Ariba Buying and Invoicing, SAP Fieldglass, and SAP Business Network for Routing Service Requisitions Through SAP Integration Suite, Managed Gateway for Spend Management and SAP Business Network	The integration between SAP Ariba Buying and Invoicing, SAP Fieldglass, and SAP Business Network through SAP Integration Suite, managed gateway for spend management and SAP Business Network enables the creation of service requisitions based on Statements of Work (SOWs) and work orders. See More	Customer configured	SAP Ariba 2305
SAP Ariba Buying; SAP Ariba Buying and Invoicing; SAP Ariba Invoice Management	Buyer	ACSS-635	Correction of Service Sheet Accumulators on ERP Errors	This feature enables the correction of service sheet accumulators on SAP ERP validation errors that occur when the SAP Ariba solution is trying to send the service sheet to the ERP system. See More	Customer configured	SAP Ariba 2305

How to subscribe to the What's New Viewer

You can subscribe to all updates or to updates matching a prefiltered view.

The screenshot shows the SAP Help Portal interface. A modal dialog titled "Subscribe to this Page" is centered on the screen. The dialog contains the following text: "Subscribe to this page to receive e-mail notifications about updates. Either receive notifications for all updates, or according to the filters you have applied." Below this text are two radio button options: "All updates" (which is selected and highlighted with a blue bar) and "Only updates to content matching the filters you have applied". At the bottom of the dialog, there is a text input field labeled "Notifications will be sent to:" and two buttons: "Save" and "Close".

The background page is titled "What's New in SAP Procurement and SAP Business Network" and includes a search bar, filter buttons (Products, User Type, Enablement), and a table of updates. The table has the following structure:

Products	User Type	Reference Number	Title	Description	Enablement	Release
SAP Ariba Buying and Invoicing; SAP Business Network; SAP Fieldglass; SAP Integration Suite, managed gateway for spend management and SAP Business Network	Buyer; Supplier	ACSS-1249	Integration Between SAP Ariba Buying and Invoicing, SAP Fieldglass, and SAP Business Network for Routing Service Requisitions Through SAP Integration Suite, Managed Gateway for Spend Management and SAP Business Network	The integration between SAP Ariba Buying and Invoicing, SAP Fieldglass, and SAP Business Network through SAP Integration Suite, managed gateway for spend management and SAP Business Network enables the creation of service requisitions based on Statements of Work (SOWs) and work orders. See More	Customer configured	SAP Ariba 2305

Sharing links to documentation

How to share documentation

On the page that you'd like to share, click *Share*.

The screenshot shows the SAP Help Portal interface. At the top left is the SAP logo and 'Help Portal (Documentation)'. Navigation links include 'Browse by Product', 'Learning Journeys', 'What's New', and 'Explore SAP'. A search bar is on the top right. The breadcrumb trail reads: 'Home > SAP Strategic Sourcing Solutions > Managing Suppliers and Supplier Lifecycles > Supplier Creation and Onboarding > Supplier Request Creation and Management > Requesting a New Supplier'. The main title is 'Managing Suppliers and Supplier Lifecycles' with a document ID '2305' and language 'English'. A search box for the document is present. The page title is 'Requesting a New Supplier'. The main content area includes a description: 'Use these steps to create a supplier request when you want to work with a supplier that is not already in your organization's vendor database.', a 'Prerequisites' section stating 'You must also be a member of the **Supplier Request Manager** or **SM Ops Administrator** group to create supplier requests.', and a 'Context' section stating 'Creating a supplier request starts your company's process for registering and managing the supplier.' A left sidebar contains a table of contents with 'Requesting a New Supplier' highlighted. A right sidebar has 'On this page' links for 'Prerequisites', 'Context', 'Procedure', 'Results', and 'Related Information', and a 'Was this page helpful?' section with 'Yes' and 'No' buttons. A yellow box highlights the 'Share' button in the top navigation bar, with a tooltip showing the 'Share' icon and text.

How to share documentation

Decide whether to share a link to the version you're looking at or a link that'll always point to the latest version. You can simply copy the URL or select a specific channel.

Share This Link

Version
Choose a version option:

Latest
Share a link that always goes to the latest version of this document.

This version (2305)
Share a link that always goes to the version you currently see.

Channel
Share on a channel:

Providing feedback

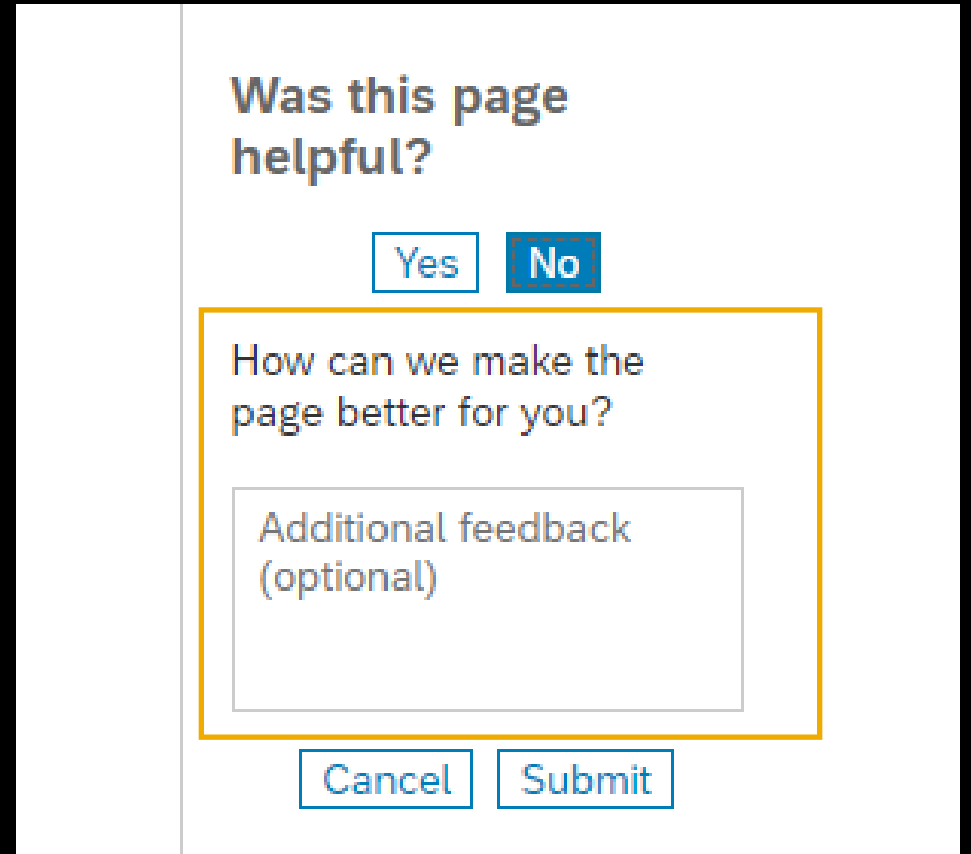
How to provide feedback

Use the *Was this page helpful?* widget to let us know what you think.

The screenshot shows the SAP Help Portal interface. At the top, the SAP logo and 'Help Portal (Documentation)' are visible. Navigation links include 'Browse by Product', 'Learning Journeys', 'What's New', and 'Explore SAP'. A search bar is present with the text 'This document' and a search icon. The breadcrumb trail reads: 'Home > SAP Strategic Sourcing Solutions > Managing Suppliers and Supplier Lifecycles > Supplier Creation and Onboarding > Supplier Request Creation and Management > Requesting a New Supplier'. The main title is 'Managing Suppliers and Supplier Lifecycles' with a dropdown for '2305' and 'English'. A search bar on the right says 'Search in this document' with a search icon and a link to 'Advanced Search'. Below the title bar, there are navigation icons: a list icon, up/down arrows, a left arrow labeled 'Previous', a star icon for 'Favorite', a PDF icon for 'Download PDF', a share icon for 'Share', and a right arrow labeled 'Next'. The left sidebar contains a tree view with 'Requesting a New Supplier' highlighted in blue. The main content area has the title 'Requesting a New Supplier' and the text: 'Use these steps to create a supplier request when you want to work with a supplier that is not already in your organization's vendor database.' Below this are sections for 'Prerequisites' (stating membership in 'Supplier Request Manager' or 'SM Ops Administrator' groups is required) and 'Context' (explaining the process and draft saving). The right sidebar has 'On this page' with links for 'Prerequisites', 'Context', 'Procedure', 'Results', and 'Related Information'. At the bottom right of the main content area, a yellow-bordered box contains the text 'Was this page helpful?' with 'Yes' and 'No' buttons.

How to provide feedback

- Help us to get better by entering specific feedback in the text box.
- Feedback is anonymous. Enter your email to let us know that you are available for questions.
- The text you enter won't be visible on the page, it'll only show up in the SAP writer's inbox.

A screenshot of a feedback form. At the top, it asks 'Was this page helpful?' with 'Yes' and 'No' buttons. Below this is a section titled 'How can we make the page better for you?' which contains a text input field labeled 'Additional feedback (optional)'. At the bottom of this section are 'Cancel' and 'Submit' buttons.

Was this page helpful?

Yes No

How can we make the page better for you?

Additional feedback (optional)

Cancel Submit

Additional resources

Additional resources

SAP Ariba on SAP Help Portal:

- [What's New in SAP Procurement and SAP Business Network](#)
- [Quick Reference to SAP Ariba Product Documentation](#)
- [Source-to-Pay Business Process](#)

SAP Business Network for Trading Partners on SAP Help Portal

SAP Enable Now on SAP Help Portal

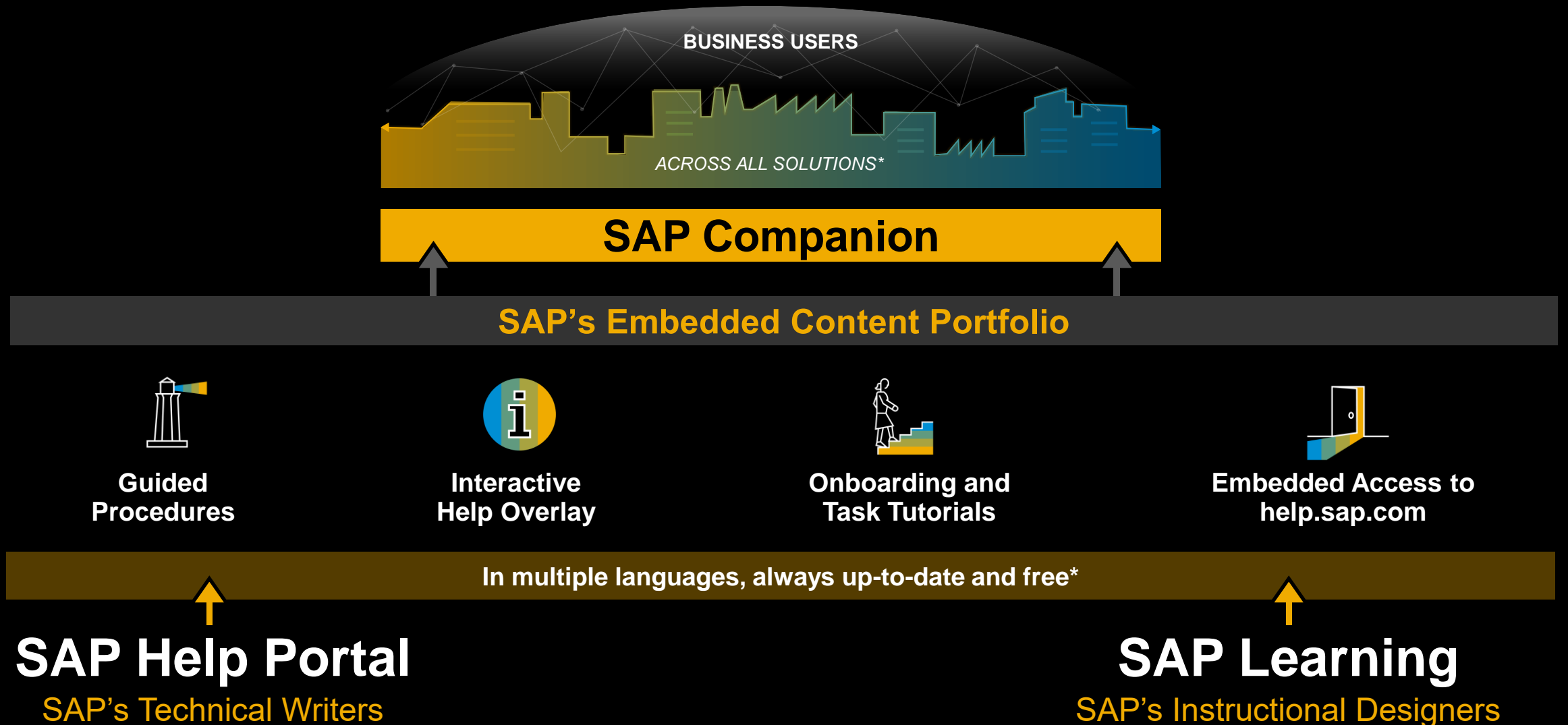
- [Setup of SAP Companion for SAP Ariba](#)
- [SAP Companion User Guide](#)

SAP Community

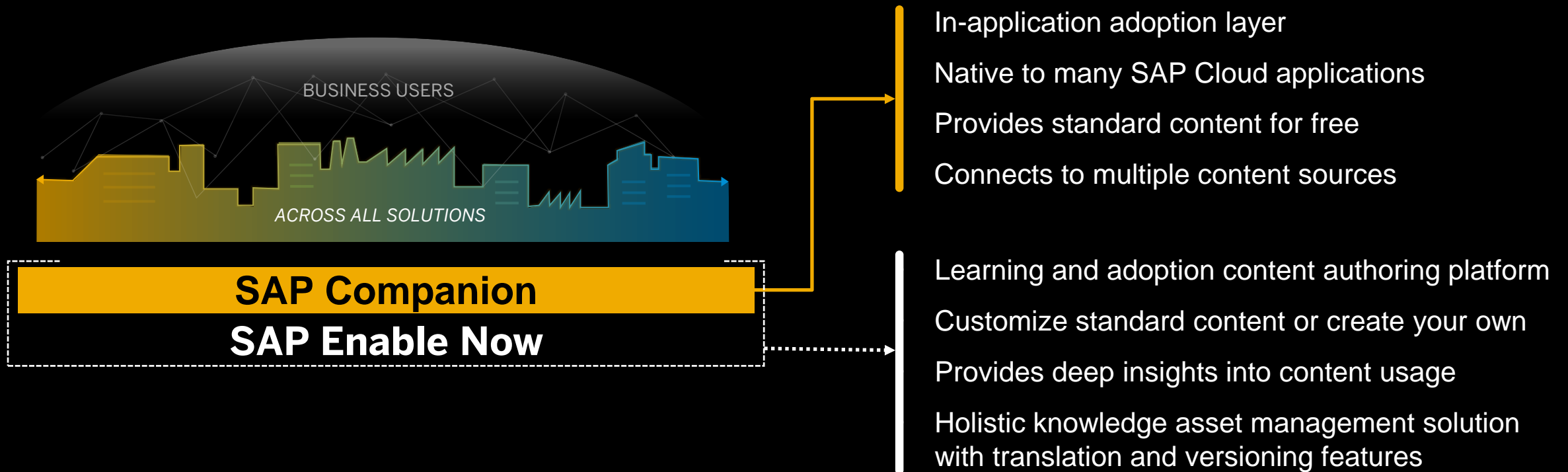
Thank you.

Appendix

SAP Companion delivers SAP's Embedded Content Portfolio



How SAP Companion and SAP Enable Now Work Together



SAP Companion leverages the power of **SAP Enable Now** as a holistic adoption and productivity solution catering to any industry or company-specific requirement.

Licensing and Pricing

The SAP Enable Now, cloud edition solution is available as an SaaS offer. Advantages of the cloud licensing model are:

1 fee for all → applications
→ solutions
→ modules

Flexibility for your user type needs:

- User-based license for employees using SAP Enable Now and the SAP Companion service
- Consumption-based license for external workers using the SAP Companion service



More information in the [SAP Store](#) or contact your SAP Sales Representative.