



SAP Ariba 

Product Support-Procurement Webcast Series: Team Buying & Receiving for Guided Buying

Jyothis Varier

Q4 2023

PUBLIC

Agenda

- **Introduction to Team Buying & Receiving**
- **Configuration**
- **Frequently asked questions**
- **Best Practices**
- **Q&A**

Introduction to Team Buying and Receiving

- ❑ Guided Buying allows users to collaborate when shopping for an item
- ❑ Your team can perform procurements for particular programs
- ❑ Ensure continuity of business processes if requesters are not available
- ❑ Team buying is available for RFQ, requisitions and receipts

- ❑ For the purpose of this webcast, we will be talking about Team Buying and Receiving for requisitions

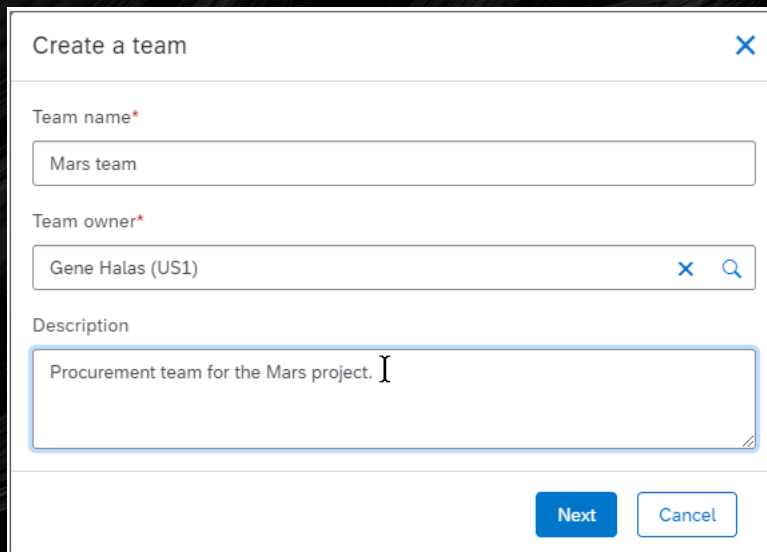
Enabling Team Buying and Receiving

- ❑ PARAM_ENABLE_TEAM_BUYING – Set this to true to enable team buying and receiving
- ❑ Team receiving is **NOT** available if either of the below parameters are set to true
 - ENABLE_RECEIVING_MANAGER
 - SET_ADVANCED_RECEIVE_TAB
- ❑ PARAM_DISABLE_USER_TEAM_MANAGEMENT – When set to true, only administrators can create teams and assign users to them

How to configure Team Buying and Receiving

❑ Creating a Team through the UI

1. On the guided buying home page, click **Admin**.
2. Scroll to the **Manage teams** section and click **Manage teams**.
3. Click the add icon (+) and choose **Create a team**.



Create a team

Team name*

Mars team

Team owner*

Gene Halas (US1)

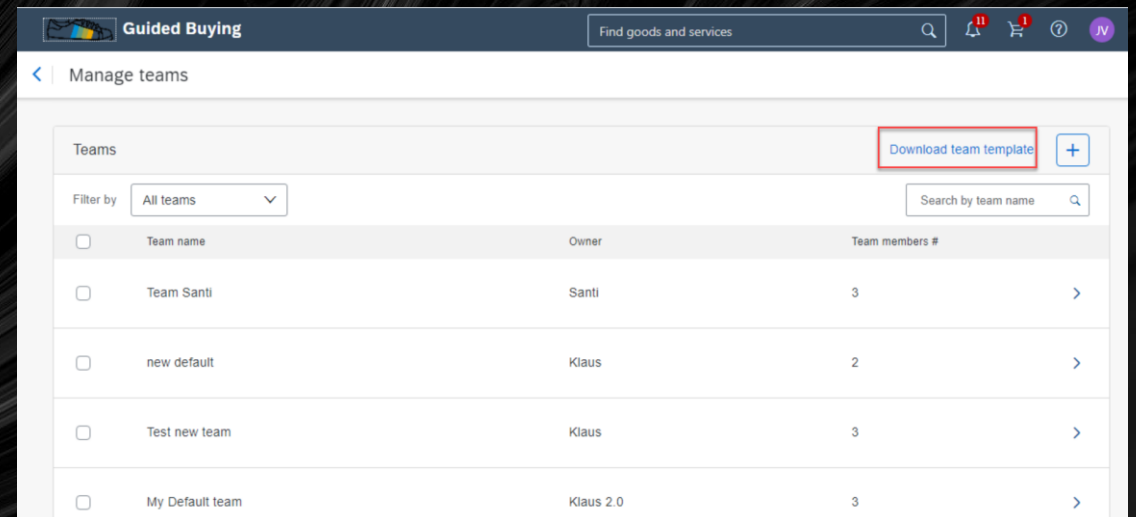
Description

Procurement team for the Mars project.

Next Cancel

❑ Creating a Team through a CSV file

1. On the guided buying home page, click **Admin** and scroll to the **Manage teams** section.
2. Click **Manage teams** and at the top of the Manage teams page, click **Download team template**.
3. To upload the file, click the add icon(+) and choose **upload a team**>**Browse** files to select your file and click **upload**



Guided Buying

Find goods and services

Manage teams

Teams

Download team template +

Filter by All teams

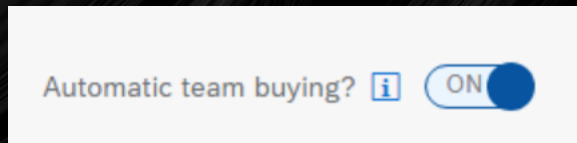
Search by team name

<input type="checkbox"/>	Team name	Owner	Team members #	
<input type="checkbox"/>	Team Santi	Santi	3	>
<input type="checkbox"/>	new default	Klaus	2	>
<input type="checkbox"/>	Test new team	Klaus	3	>
<input type="checkbox"/>	My Default team	Klaus 2.0	3	>

Automatic Team Buying

- Enables you to use your default team every time you log in
- You do not have to select a team before purchasing

1. In the upper right corner of your dashboard, click your name
2. Choose Manage your teams from the menu
3. Turn on the Automatic team buying slider



- **NOTE: When automatic team buying is enabled, team receiving is disabled by default**
- **To enable team receiving > Checkout page > select Edit team buying setting and check box the Team receiving radio button**

Frequently asked questions



Common Issue #1: Receiving permission

When a contributor performs team receiving by clicking submit, the screen loads but nothing happens

- Insufficient receiving permissions
- Right click your mouse on a blank space
- Click on Inspect element>this opens up a sub-window
- Select Network from the top and look for your request call or any errors

The screenshot displays a web application interface on the left and a browser's developer network console on the right.

Web Application Interface:

- Header: "Your requests"
- Text: "When you receive a service, click Receive. You can find any order, including orders you've fully received, by clicking Find an order. You can also find any order by clicking Find an order search field."
- Form Fields: "XYZ Company", "Team name: Test New Team", "Mate" (with a help icon), "Test Team", "No. 1", "Quantity 1", "Prev. Accepted 0".
- Buttons: "Receive All" (with an info icon), "Submit".
- Input: "Accepted" field with "1.000" entered.

Browser Network Console:

- Filter: "submitReceipt" (highlighted in red).
- Request Name: "submitReceipt" (highlighted in red).
- Response Preview:

```
{errorAuditCode: "227d408f9b7749db9a9d92d72748544a/SERVER_ERROR", details: {details: null, directActionName: "submitReceiptAction", errorAuditCode: "227d408f9b7749db9a9d92d72748544a/SERVER_ERROR", errorMessageArgument: null, exceptionDate: "2023-10-23 14:49:09", exceptionType: null}}
```


Common Issue# 2: Approvable Edit rules

When a contributor performs team receiving by clicking submit, the screen loads but nothing happens

- Navigate to Manage> Approval Processes
- Select the Approval Type as Receipt and select the active approval process
- In the Approvable Edit Rule>Verify that you are using the Edit Without Effects action template.
- This is the only approvable edit rule supported

Common Issue# 3: Receiving parameter

Cannot filter To Receive section by Team Items

- Ensure the below parameters in GB Admin section are set to False
 - ENABLE_RECEIVING_MANAGER
 - SET_ADVANCED_RECEIVE_TAB
- Tip: The parameter cache can take up to 2 hours to reflect the changes in the UI

Common Issue# 4: On-Behalf-Of

On-Behalf-Of (OBO) functionality is disabled

- Team requests use the company code, purchasing unit, and plant of the team owner.
- The on-behalf-of (OBO) functionality is disabled and the **Requester** or **Preparer** field in team requests is set to the name of the **team owner** and can't be changed.
- To buy on behalf of other users, company codes, purchasing units, or plants, you must first turn off team buying in your account.

Common Issue# 5: Contributor permissions

Contributor cannot edit a Submitted Requisition

- Any contributor can make edits on a requisition that is in Composing state.
- Contributors can copy or delete line items

Common Issue#6: How do I change the owner of a Team?

How do I change the owner of a Team?

- Administrators are the only users who can change the owner of a team
- When you change the Team owner, the current Team owner will automatically be updated with a Team contributor role

Best Practices

- ❑ A user should not be part of more than 50 teams
- ❑ Ensure the team owner is active in the system to avoid any “team owner not found” messages
- ❑ Only preparer and requester can change team requisitions.
- ❑ Only the requester (team owner) is notified of items to receive. Contributors will not be notified
- ❑ Team receiving can be used for only standard receipts. Service Entry Sheets are not supported for team receiving
- ❑ In order to use **IsShared** and **isTeamReceiving** fields in your reports in Ariba B&I, the site must have both the **TeamShoppingCart** feature toggle and the **Application.Common.AllowTeamShopping** parameter enabled in SAP Ariba Buying
- ❑ A team that is used in requisitions or receipts cannot be deleted. If you do not want your users to use this team, remove all the members from the team
- ❑ Only the team owner can see purchase requisitions created from team buying in SAP S/4 HANA or SAP S/4 HANA Cloud
- ❑ Team receiving is currently not supported in the 2NV and 3EN integration scenarios

SAP Articles

1. [Can't submit receipts in guided buying](#)
2. [Team Buying and Receiving media share video](#)
3. [How can I change the Team Owner of a Team in Guided Buying](#)
4. [Unable to Find a User to Add in Guided Buying Team](#)
5. [What are the differences in team requisitioning between guided buying and SAP Ariba Buying?](#)

Q&A

