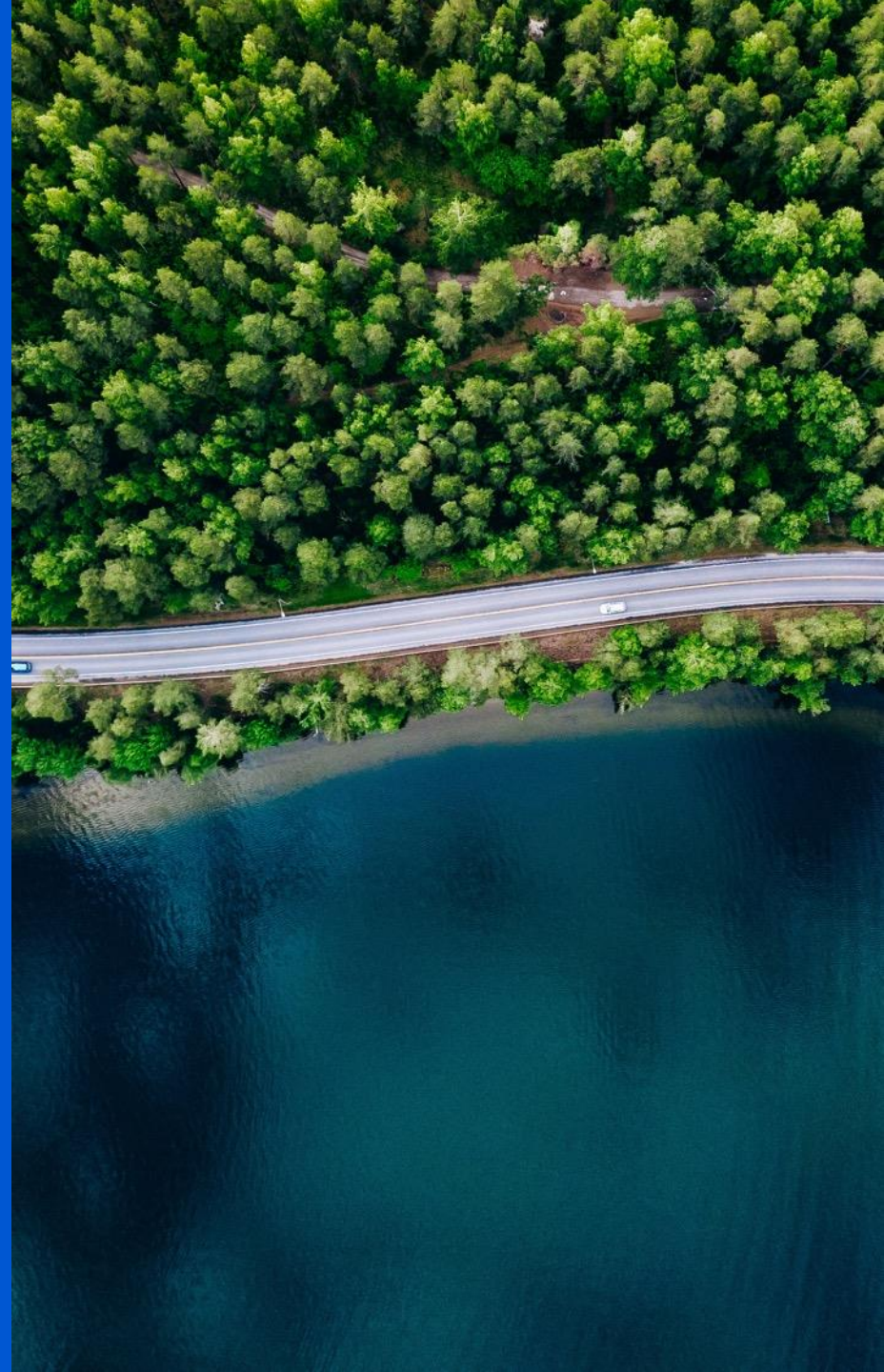


Guided Sourcing for SAP Ariba Sourcing Toolkit / Transition Deck

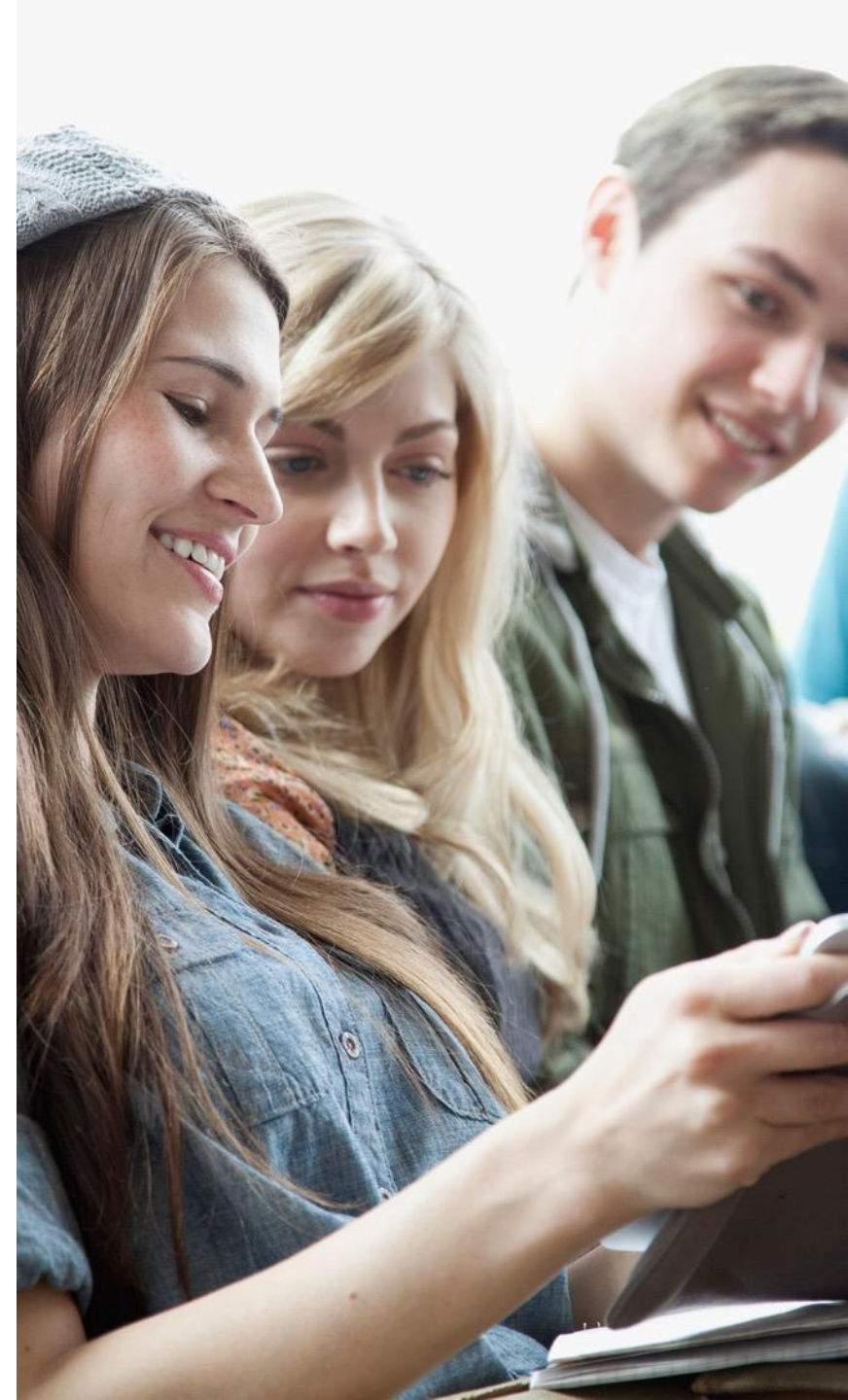
PUBLIC



Toolkit Objective and Mission

Guided Sourcing Capability Overview

The objective of this toolkit and transition deck is to provide SAP Ariba Sourcing customers with the pertinent information to enable and adopt the guided sourcing capability through a persona based lens. This deck is designed for self-service and to act as a resource in a customers transition and adoption journey.



Content Menu

Guided Sourcing Capability Overview

CPO Persona
Guided Sourcing Essentials
Guided Sourcing Overview
Guided Sourcing Value

Enabling Guided Sourcing

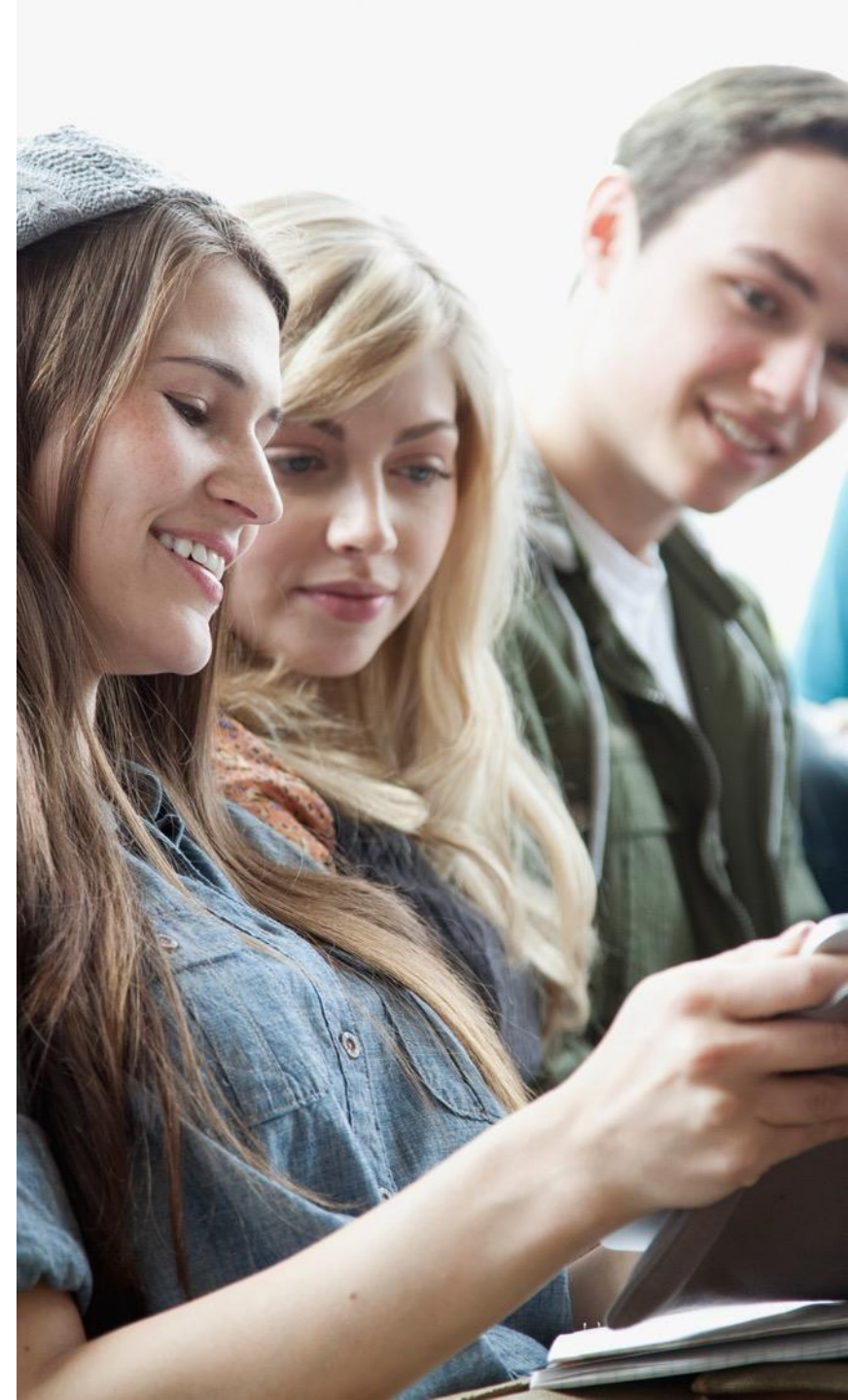
Admin User Persona
How to enable Guided Sourcing
What to do if Guided Sourcing is already enabled
How to setup Guided Sourcing Templates

Guided Sourcing Changes

Guided Sourcing User Persona
Team Member Persona
Supplier User Persona
What has changed in Guided Sourcing

Guided Sourcing Integration & Roadmap

Guided Sourcing Integration
Guided Sourcing Roadmap



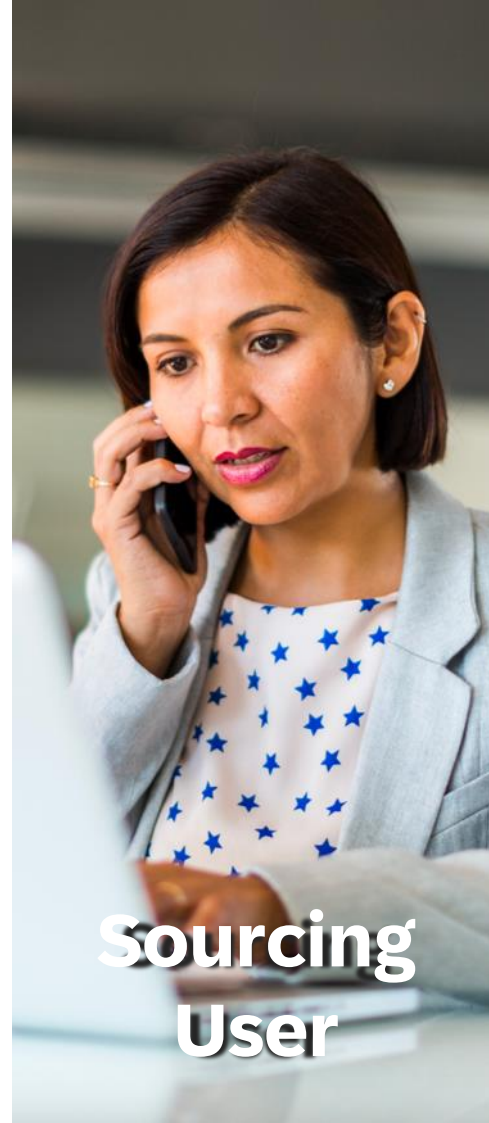
Guided Sourcing Capability Personas



CPO



Admins



**Sourcing
User**



**Team &
Evaluators**



Suppliers

Guided Sourcing Personas & Changes

CPO



What Has Changed

- The new **For You** dashboard is available
- Enhanced in-system approvals
 - In-app document preview is now available

What Has Not Changed

- Email approvals remain in the system
- Email notifications will remain the same
- System generated reports remain the same

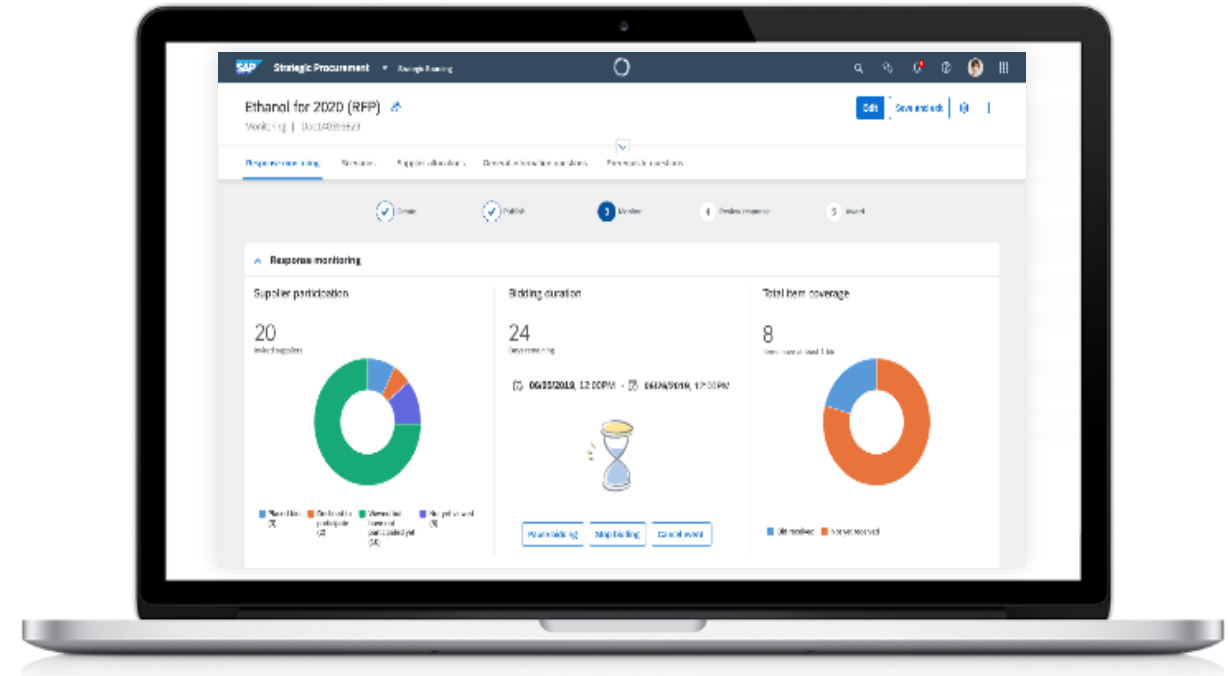
Need to know

- Guided Sourcing Capability is the next-gen user interface that provides a streamlined and intuitive user experience for managing strategic sourcing processes and RFx events.
- Features are being continuously delivered into Guided Sourcing since Nov. 2020
- Innovations are only delivered into Guided Sourcing
- Guided Sourcing Capability is not a 1:1 copy of SAP Ariba Sourcing. The long-run growth of it is influenced and driven by our innovation themes for Guided Sourcing
- No cost to adopt, available as part of SAP Ariba Sourcing solution
- Sourcing Events created before the Guided Sourcing Move will have the option to continue that event in the Classic Sourcing UI. All new Sourcing Projects & Events will be created via Guided Sourcing

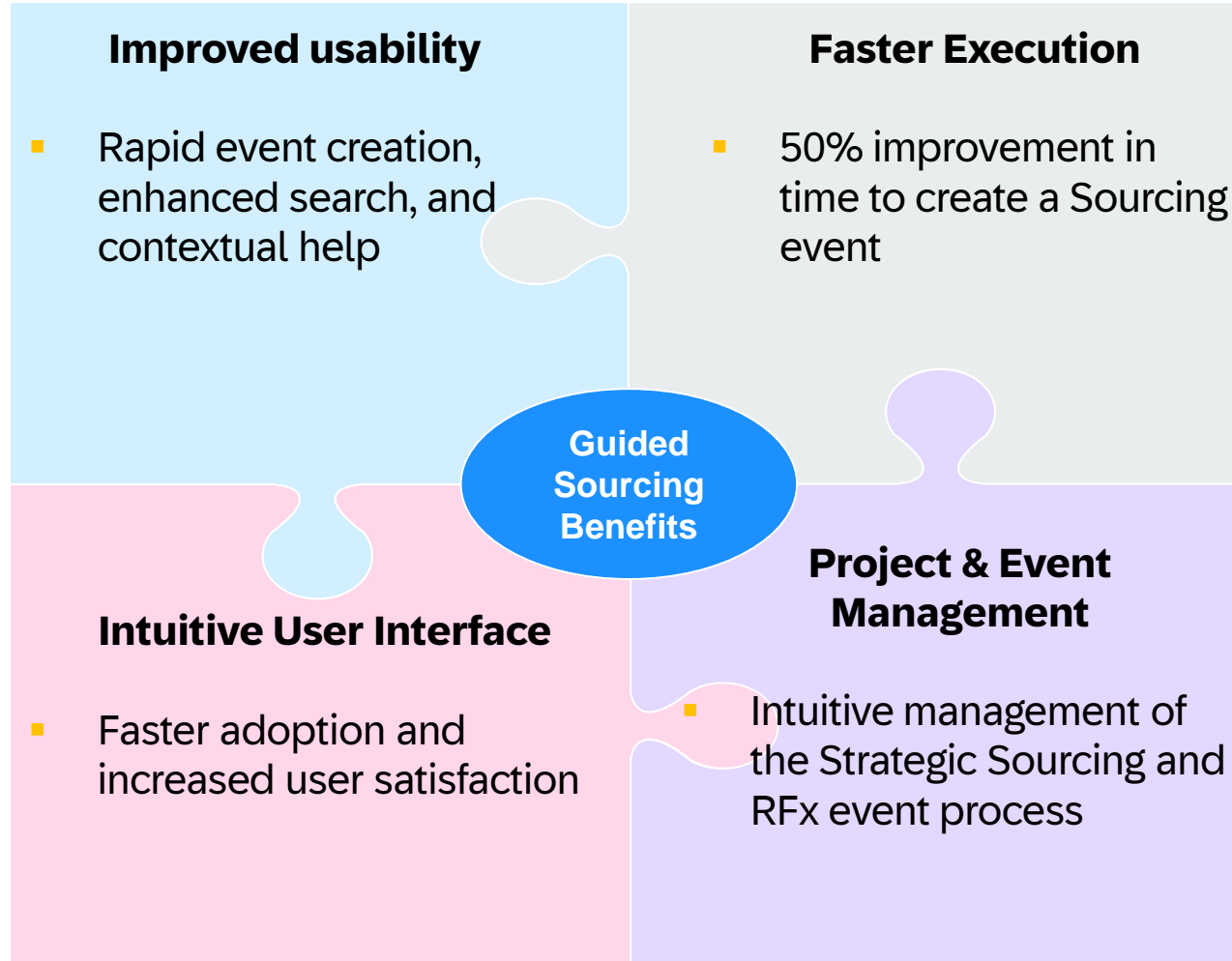
Guided Sourcing Overview

New functionalities:

- Intelligent recommendations on content and suppliers via AI/ML
- Single-page event creation and single-page project management
- Autonomous procurement features like Smart Excel Import to automate RFX event creation
- On-screen messaging capabilities within projects and events
- Multi-round bidding to facilitate the process from a long list to Best And Final Offer
- Advanced Bid Analysis engine
- Advanced Category planning with Category Management Integration



Guided Sourcing – Realize the Value



Price Reduction

- Bottom-line results – Help achieve savings of up to 9.7%*
- Increase spend under management & savings opportunities
- Lower total cost of ownership – Software-as-a-service delivery with faster time to value and faster innovation
- 50% improvement in time to create an event
- Create sustainable organizational knowledge using analytics for in-context intelligence



Guided Sourcing Personas & Changes

Sourcing Administrator

What Has Changed

- New Sourcing Templates need to be managed
 - Additional parameters available compared to classic sourcing
- SAP companion (enable now)
- Guided Sourcing AI/ML maintenance
- Guided Sourcing Integration with other systems will need to be reviewed
- Sourcing Project and Event layout and functionality has changed

What Has Not Changed

- Master Data management remains the same
 - Users/groups
 - Material Master
 - All other sourcing master data
- Team helper rule file remains the same
- Custom fields/enumerations management remains the same
- Template conditions remain the same
- Approval management remains the same

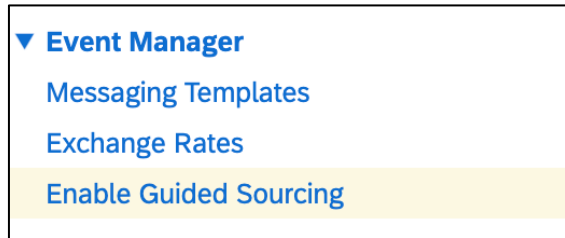
Enable Guided Sourcing



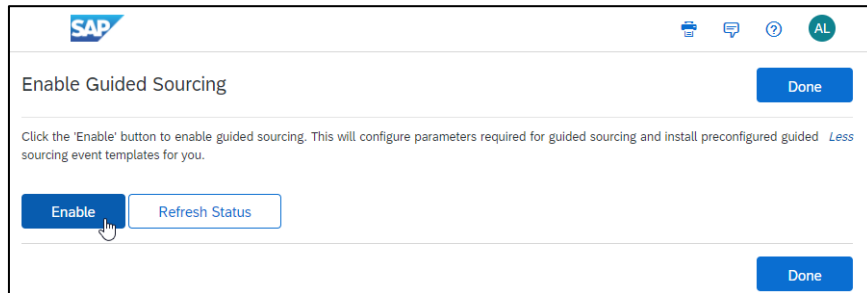
How to enable Guided Sourcing

Guided Sourcing can be enabled in your site without the need of SAP support or a support ticket - *Customer Administrator access is required*

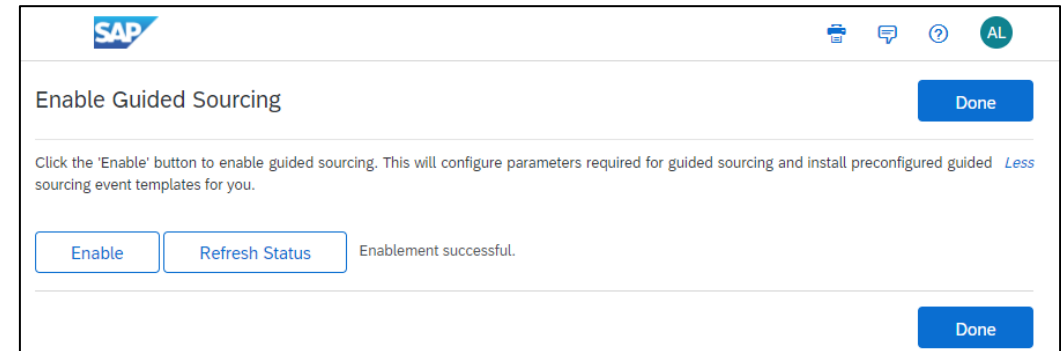
Step 1: Click **Manage > Administration > Event Manager > Enable Guided Sourcing**



Step 2: Click the **Enable** button



Step 3: The Task will automatically run and enable Guided Sourcing and out-of-the-box Guided Sourcing templates. After a few minutes, you will see an Enablement Successful next to the Refresh Status button.



Step 4: Once Guided Sourcing is enabled you are required to setup Guided Sourcing Event & Project templates.

View the complete documentation on how to [Enable Guided Sourcing](#)

What to do if Guided Sourcing is already enabled?

Guided Sourcing may already be enabled in your site therefore, review the following steps to assign groups and update templates - *Customer Administrator Access is required*

Step 1: Assign the “**Category Buyer**” group to the Sourcing Users

The screenshot shows the 'User Manager' interface. On the left, a navigation menu includes 'Master Data Manager', 'User Manager', 'Users', 'Other User Info', 'Groups' (highlighted), 'Multi-Factor Authentication', 'Approval Queues', 'Data Import/Export', and 'Delegations'. The main area displays the configuration for the 'category buyer' group. Fields include 'Group Name' (category buyer), 'Description' (empty), and 'Active' status (radio buttons for Yes, No, and Either, with 'Yes' selected). Below, a table shows the group name 'Category Buyer' and the user 'SYSTEM' who defined it.

Step 2: Ensure the Sourcing Project / Event templates are setup accordingly - *template setup instructions are further in the deck*

The screenshot shows a list of sourcing templates under the 'Sourcing Templates' folder. Each item includes a dollar sign icon and a dropdown arrow.

Name
Request for Information - Guided Sourcing Template
Request for Proposal - Guided Sourcing Template
Request for Proposal with Total Cost - Guided Sourcing Template
Reverse Auction with Bid Transformation - Guided Sourcing Template
Japanese Reverse Auction with Bid Transformation - Guided Sourcing Template

Step 3: To validate if access to Guided Sourcing is enabled, from the Home-page click **Create** and **Guided Sourcing Request** and **Guided Sourcing Project** options should be visible

The screenshot shows the 'Create' dropdown menu. A red arrow points to the 'Create' button. The menu lists various options, with 'Guided sourcing project' highlighted by a red box.

Recent	Create
Analytical Report	Knowledge Project
Compound Report	Procurement Workspace
Contract Request (Procurement)	Procurement Workspace Request
Contract Request (Sales)	Quick Quote Posting
Contract Workspace (Internal)	Quick Survey
Contract Workspace (Procurement)	Sourcing Project
Contract Workspace (Sales)	Sourcing Request
Customer	Supplier Performance Management Project
Engagement Request	Supplier Request
Guided sourcing project	Supplier Research Posting
Guided sourcing request	

How to enable Guided Sourcing AI/ML recommendation Engine

Guided Sourcing may already be enabled in your site therefore, review the following steps to enable Machine Learning and AI features - *Customer Administrator Access is required*

Step 1: Enable two parameters via Intelligent Configuration Manager (within Sourcing and Contracts menu -> Parameters):

- Enable GuidedSourcing.ContentRecommendations.Enabled
- Enable GuidedSourcing.SupplierRecommendations.Enabled

Step 2: Execute steps as per Enablement of ML-powered Features - Video Guide

Details available also in SAP documentation

Model Wizard

Enrichment Selection

1 Enrichment Selection

2 Configure

3 Train

4 Curation

5 Monitor

6 Manage

InvoiceDE

SupplierDE

SSPInvoiceDE

ANInvoiceDE

SourcingUnstructured

SupplierRecommendation

ContentRecommendation

IntelligentApproval

Parameters		
	Name and ID	Current value
<input type="checkbox"/>	> Enable content recommendations in guided sourcing events Application.AQS.GuidedSourcing.ContentRecommendation.Enabled	Yes
<input type="checkbox"/>	> Enable supplier recommendations in guided sourcing events Application.AQS.GuidedSourcing.SupplierRecommendation.Enabled	Yes

[Configuration of Recommendations for Suppliers and Content in Guided Sourcing \(SAP Help\)](#)



Enabling Smart Import and Intelligent Supplier Recommendations

Template Management



How to Create Guided Sourcing Templates

Guided Sourcing requires updated and / or edits to existing templates to reflect the sourcing process


Each template now has a “**Guided Sourcing Template**” radio-button that defines the template as a guided sourcing specific template


Guided Sourcing Template: Yes No


There are 3 options to create Guided Sourcing Templates:


Option 1: Leverage the system generated Guided Sourcing templates, ensure the-out of the box templates are adopted as a basis for your templates

Name

▼  Sourcing Templates▼

 Request for Information - Guided Sourcing Template▼

 Request for Proposal - Guided Sourcing Template▼

 Request for Proposal with Total Cost - Guided Sourcing Template▼

Option 2: Use your existing template setup process in Classic Sourcing, copy the existing templates and convert to a Guided Sourcing template

Option 3: Convert all your Classic Sourcing event templates by running the scheduled task ConvertToGuidedSourcingTemplateTask.

(As a “Customer Administrator” you can navigate to Manage->Administration->Site Manager->Scheduled Tasks. Search for the above task and Run it.)

The recommended approach is to copy each desired template instead of editing the existing out-of the box templates –

Applicable to both Classic and Guided Sourcing templates.

If you have multiple event templates and you want to convert all of them, follow the option 3.

Once templates are copied ensure the radio-button is set to **Guided Sourcing Template = Yes**



How to convert classic event template into a Guided Sourcing event template



Guided Sourcing Personas & Changes

Sourcing User

What Has Changed

- New Guided Sourcing Project & Event UI
- The new **For You** dashboard is available
- In system approval UI has changed
 - In-app document preview now available
 - Sourcing event content and line items have been split into 2 sections
 - Multi-round events
 - Supplier & Content recommendations
 - Messaging app has been added to communicate with users
 - SAP Companion to assist with learning
 - Integration with Supplier Risk*
 - Integration with SAP Category Management*

What Has Not Changed

- Email approvals remain the system
- Email notifications will remain the same
- System generated reports remain the same
- Your sourcing process will remain the same (if template are migrated like for like)



Guided Sourcing End-to-End
Overview

What's Changed With Guided Sourcing?

Single Page Event Creation

mab GS Project Feb 2024 / Sourcing Events / mab GS Multi-Round RFP Feb 2024

mab GS Multi-Round RFP Feb 2024 Publish Save and close ...

RFP | Draft | ID: Doc4431582703 | Project state: Active | Multi-round bidding enabled

Tasks | Event duration | Suppliers | Items that need quotes | Questions, requirements, and attachments

1 Create | 2 Publish | 3 Monitor | 4 Review responses | 5 Award

Suppliers (2)

Search Q ↺ Invite suppliers Uninvite ↕ ↕ ⚙

<input type="checkbox"/>	Organization name	Actions	Contact name	Invited to bid ...	Risk le...	Is this an incumbent suppli...	Preferr...	Registration Stat...	Qualification
<input type="checkbox"/>	MAB Supplier 2 AG	...		5 items	Low	No <input type="checkbox"/>	No	Registered	Unknown
<input type="checkbox"/>	MAB Supplier 7 Ltd.	...		5 items		No <input type="checkbox"/>	No	Invited	Unknown

Questions, requirements, and attachments (6)

Search Q ↺ Add Move Copy Delete Edit questions Set weight Manage conditions ⏏ ↕ ↕ ↕ ↕ ⚙

<input type="checkbox"/>	Questions, prerequisites, requirements, and attachments	Actions	Response type	Initial Value	References
<input type="checkbox"/>	> 1.0 General Terms & Conditions Add description	...			
<input type="checkbox"/>	> 2.0 Questions Add description	...			

Items that need quotes (5)

Search Q ↺ ↕ ↕ ↕ ⚙ ...

<input type="checkbox"/>	Items	Actions	Price	Quantity
<input type="checkbox"/>	1.0 Apple MacBook pro 13" i5, 1TB, 8GB	...	Set initial value	100 each
<input type="checkbox"/>	2.0 Apple MacBook pro 15" i5, 1TB, 17GB	...	Set initial value	50 each
<input type="checkbox"/>	3.0 Lenovo Thinkpad T480 Touchscreen 14" i7, 8GB	...	Set initial value	100 each
<input type="checkbox"/>	4.0 Lenovo Thinkpad X1 Carbonn 1 i5 16GB	...	Set initial value	30 each
<input type="checkbox"/>	5.0 Dell XPS Touch 13" i7 8GB	...	Set initial value	100 each

Benefits

- Improved usability – event creation is visible on a single page
- Time reduction – almost 50% improvement in time to create an event compared to current Classic Sourcing UX
- Intuitive user interface for faster adoption



Watch this video to learn about Guided Sourcing Single Page Event Creation

What's Changed With Guided Sourcing?

Enhanced Item Management

Items	Actions	Price ***	Quantity* ***	Extended
<input checked="" type="checkbox"/> 1.0 Apple Macbook pro 13" i5, 1TB, 8GB	...	Set initial value	100 each	
<input checked="" type="checkbox"/> 2.0 Apple Macbook pro 15" i5, 1TB, 17GB	...	Set initial value	50 each	
<input type="checkbox"/> 3.0 Lenovo Thinkpad T480 Touchscreen 14" i7, 8GB	...	Set initial value	100 each	
<input type="checkbox"/> 4.0 Lenovo Thinkpad X1 Carbonn 1 i5 16GB	...	Set initial value	30 each	
5.0 Dell XPS Touch 13"				

Mass edit

General attributes | **Term attributes**

Search term attributes

Extended Price
Apple Macbook pro ... , Apple Macbook pro ... +3 Items

Price
Apple Macbook pro ... , Apple Macbook pro ... +3 Items

Quantity
Apple Macbook pro ... , Apple Macbook pro ... +3 Items

Savings
Apple Macbook pro ... , Apple Macbook pro ... +3 Items

INITIAL VALUES *

100 each

RULES

Can participants see this term?
Yes

Is a response required?
Yes, an event owner must respond - participants cannot respond

Is term editable in alternatives?
Not Editable

Items selected: 5

Apply Cancel

Benefits

- Enhanced search capabilities
- Bulk edit capabilities reduces the need to export data to excel to make changes
- Reduced scrolling when in Full Screen mode resulting in less 'clicks'



Watch this video to learn about Guided Sourcing Enhanced Item Management

What's Changed With Guided Sourcing?

Intelligent Supplier Recommendation & Supplier Information

Event duration Suppliers Items that need quotes Questions, requirements, and attachments

Suppliers (2)

We have 6 supplier recommendations. [Add suppliers from recommendations](#)

Add suppliers Remove Search

Supplier name	Contact name	Invited to bid on
[Redacted]	...	11 items
[Redacted]	...	11 items

Add recommended suppliers

We've found these suppliers based on your past events with similar line items, commodities, regions, and departments; if similar contracts exist, they are also used in the recommendation.

Search by supplier name, or Supplier ID

All recommended suppliers (6)

Supplier name	Recommended for	Supplier ID	Contacts
[Redacted]	Items: 11	S1970	
[Redacted]	Items: 11	S1967	
[Redacted]	Items: 11	S1971	
[Redacted]	Items: 4	S1969	

Add Cancel

Benefits

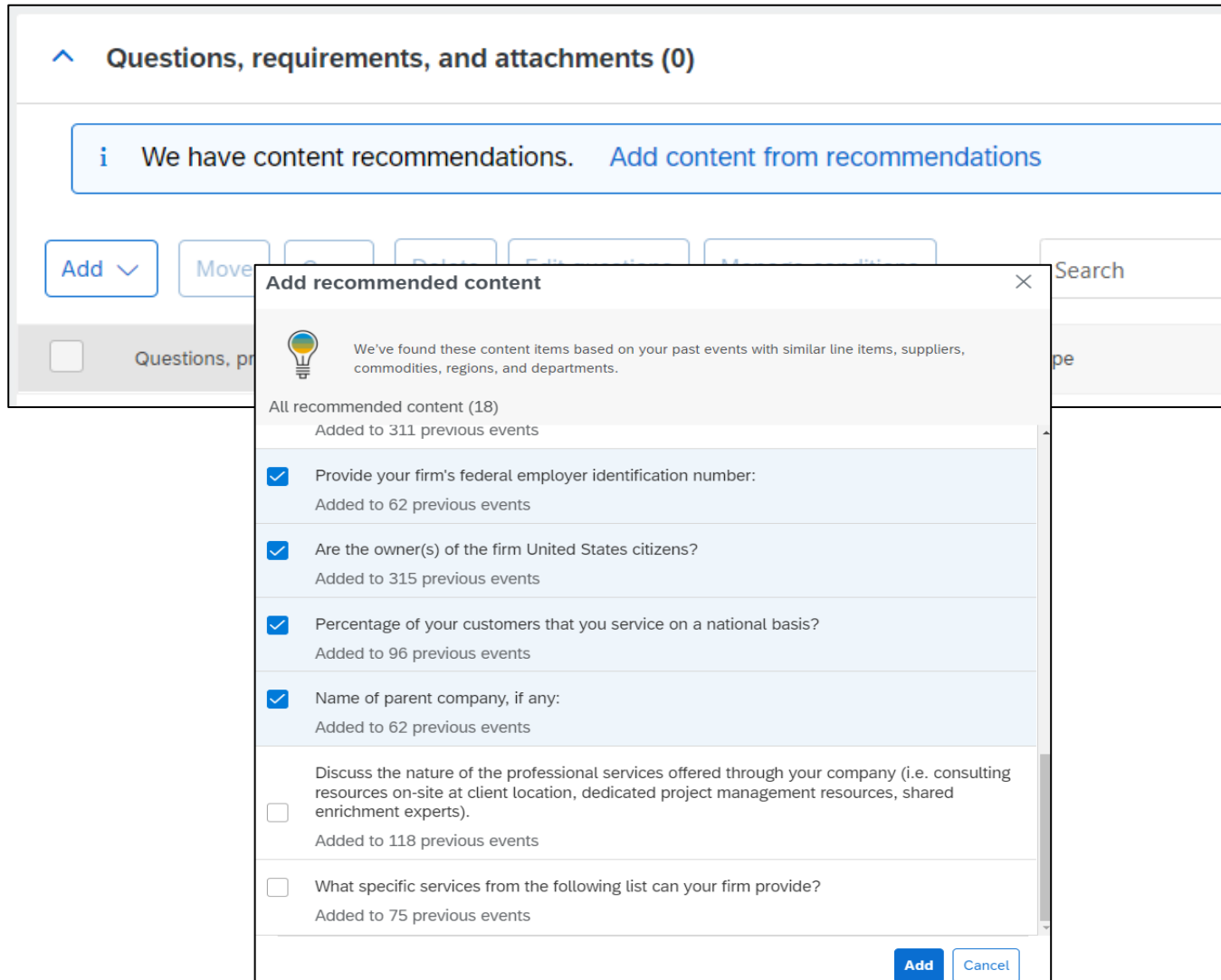
- Guided Sourcing allows users to efficiently add suppliers to the sourcing events
- Machine learning intelligently suggests suppliers to add to the event by learning your organization's sourcing event tendencies including commonly sourced goods and previously selected suppliers – Capability does not eliminate or affect the current 'traditional' method of adding suppliers
- Reduction in time searching for suppliers



Watch this video to learn about Intelligent Supplier Recommendations

What's Changed With Guided Sourcing?

Intelligent Content Recommendations



Benefits

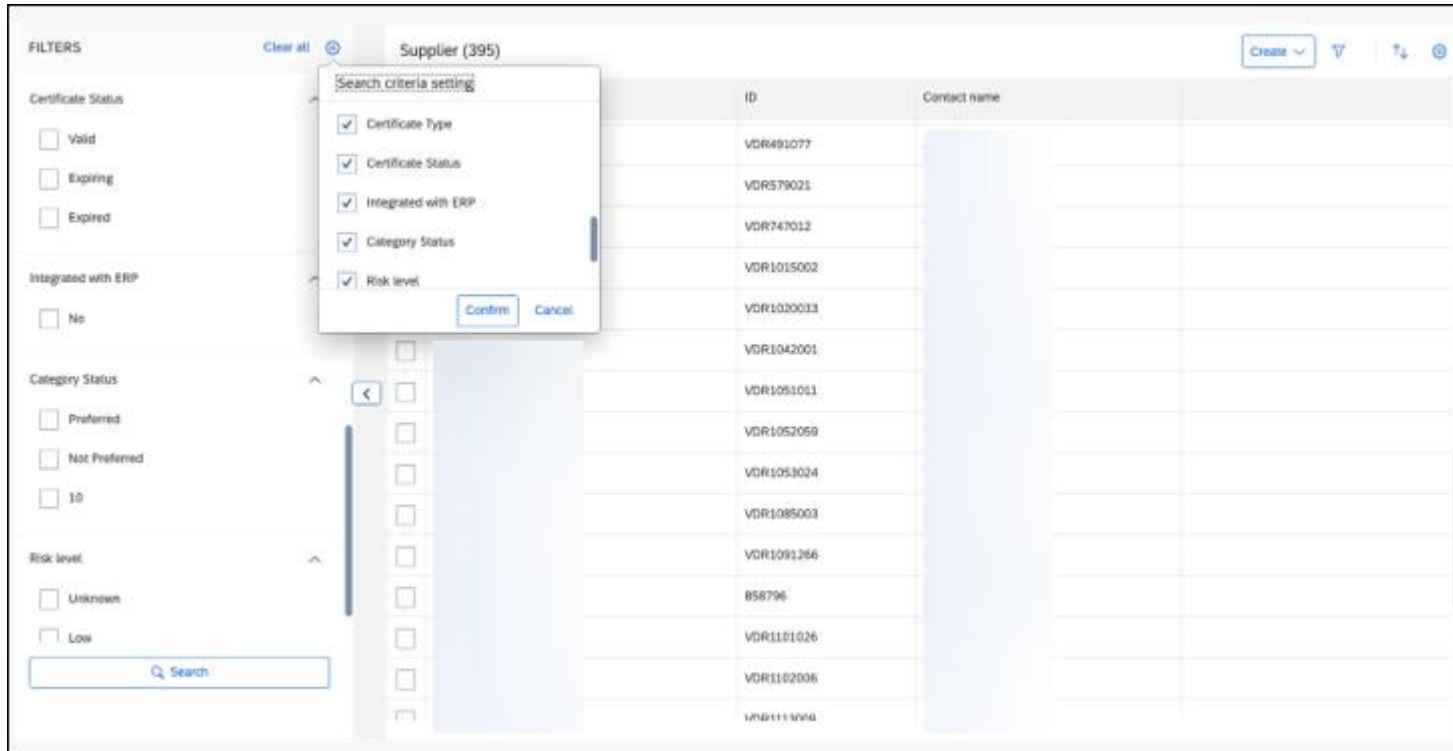
- Similar with recommendations on suppliers, system is able to actively suggest also content
- Guided Sourcing can recommend the inclusion of questions / content in the Sourcing Event based on event items and suppliers from similar and / or past events.
- Intelligent recommendations can be based on item names, event names, department, commodity, region, invited suppliers



Watch this video to learn about Intelligent Content Recommendations

What's Changed With Guided Sourcing?

Custom Supplier Search Filters



Benefits

- Integration of custom filters from SAP Ariba Supplier Lifecycle and Performance enhances search and filtering capabilities in guided sourcing.
- Various filter types are supported, catering to a wide range of data types and criteria, offering flexibility in filtering options.
- Users can activate and prioritize search filters seamlessly, ensuring a tailored and efficient filtering experience within guided sourcing events.



Custom Filters from SAP Ariba Supplier Lifecycle and Performance in Guided Sourcing

What's Changed With Guided Sourcing?

Enhanced Envelope Bidding

The screenshot displays the 'Envelope RFP' interface. At the top, there are tabs for 'Tasks', 'Event duration', 'Suppliers', 'Items that need quotes', and 'Questions, requirements, and attachments'. The 'Items that need quotes' section is active, showing a table with columns: Item, Actions, Participating Supplier, Price, Quantity, Extended Price, and Savings. A red box highlights the '1.0 Pricing' item. Below this, there are 'Expand all' and 'Collapse all' buttons. The 'Questions, requirements, and attachments' section is also active, showing a table with columns: Questions, prerequisites, requirements, and attachments, Actions, Response type, Initial Value, References, and Required answer. A red box highlights the '2.0 Questions' item. In the top right corner, a hand cursor is pointing to the 'Publish' button, with 'Save and close' and a menu icon nearby.

Benefits

- Authorize certain Teams to Open Envelopes, ability to keep the Rejected Envelope Bid
- Allow Rejected Envelope Bids to Be Opened
- Prevent opening the last envelope until consensus grades are submitted for previous envelopes
- Allow terms of an item to be in separate envelopes
- Send Notifications to project team members when they can open their assigned envelope



Watch this video to learn about Enhanced Envelope Bidding in Guided Sourcing

What's Changed With Guided Sourcing?

Multi-Round Events

Create a new round

Event starts: Thu, 8 Feb, 2024, 1:15 PM GMT+1

Event ends: Hours

Choose suppliers and items for the new round.

Items	MAB Supplier 7 Ltd.	MAB Supplier 2 AG
1.0 Apple Macbook pro 13" i5, 1TB, 8GB Price: <input type="button" value="Exclude from new round"/>	€2,000 EUR Rank 2 ↑ 122.2%	€900 EUR Rank 1 Lowest
2.0 Apple Macbook pro 15" i5, 1TB, 17GB Price	€1,800 EUR Rank 1 Lowest	€1,900 EUR Rank 2 ↑ 5.6%
3.0 Lenovo Thinkpad T480 Touchscreen 14" i7, 8GB		

Benefits

- Run multiple rounds of the same event to receive the best prices from suppliers
- Add and exclude suppliers and items between rounds
- New configurable bid comparison report

mab GS Multiround RFP Feb 2024

RFP | Review responses | ID: Doc4435530507 **Round 2**

Create
 Publish
 Monitor
 Review responses (4)
 Award (5)

Rounds Summary

Round	Items	Item coverage	Invited suppliers
2	5	100%	2
1	5	100%	2



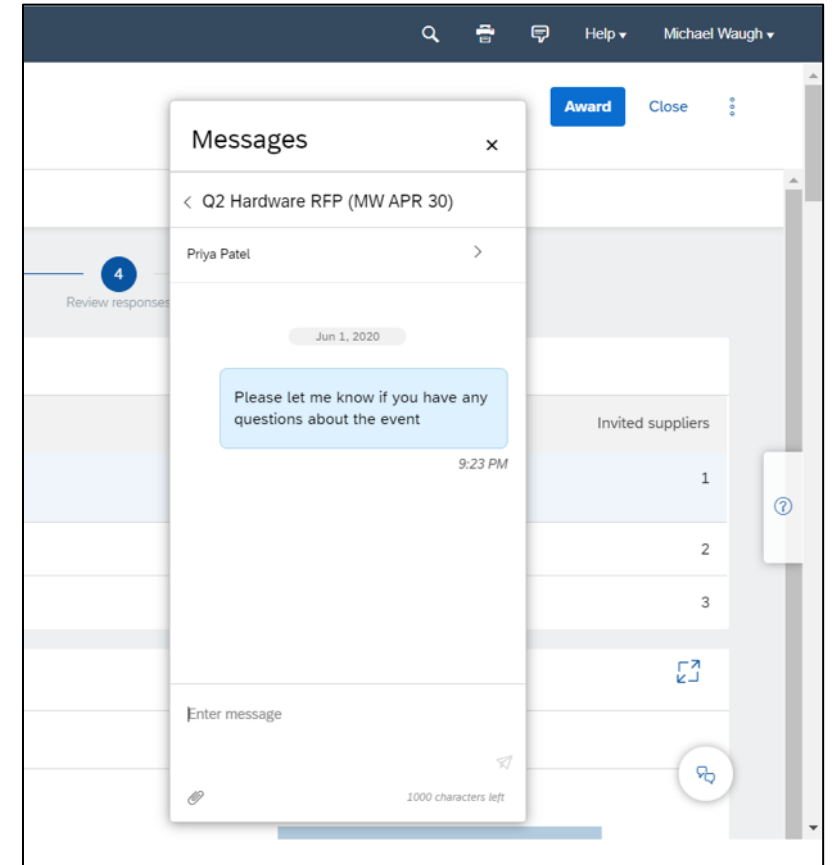
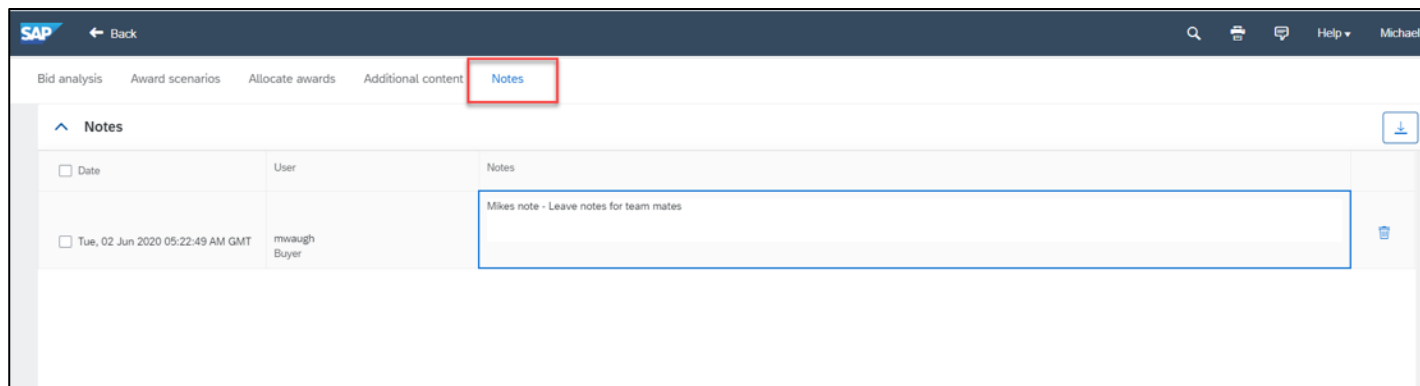
Watch this video to learn about Multi-Round Bidding in Guided Sourcing

What's Changed With Guided Sourcing?

Collaboration and Messaging

Benefits

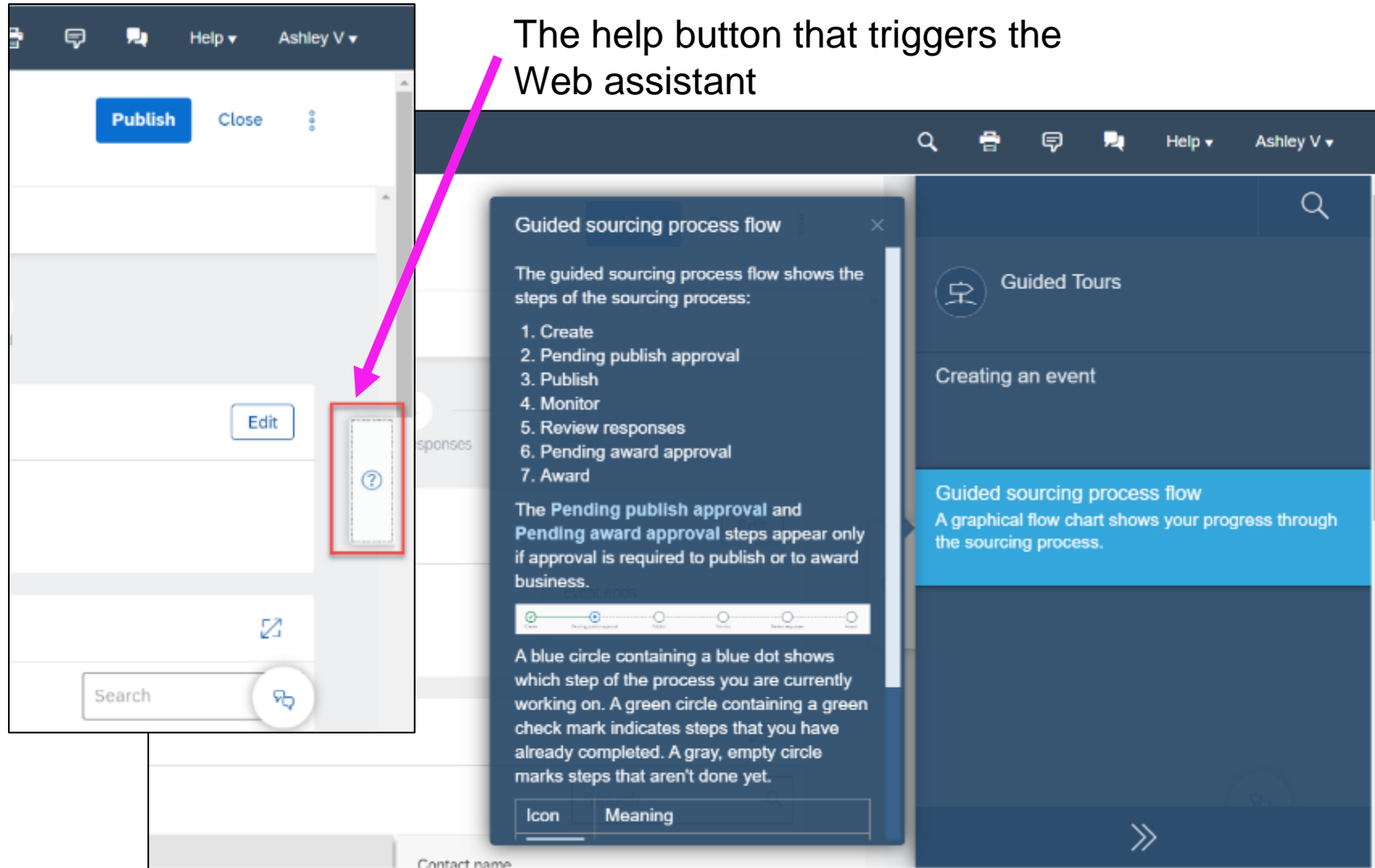
- Event level messaging functionality
- Collaborate with both internal and external stakeholders
- Supports attachments
- Messages can be responded to from Ariba or via email
- Leave notes for team members when working collaboratively



Watch this video to learn about Messaging in Guided Sourcing

What's Changed With Guided Sourcing?

Support – SAP Companion (Enable Now)



Benefits

- Guided Tours walk the user through process flows for key tasks within a screen
- Contextual help tiles provide users with information about capabilities, based on the particular screen
- Less time looking for documentation and more time creating events



Watch this video to learn about Enable Now for End Users



Watch this video to learn about Enable Now Admins

What's Changed With Guided Sourcing?

Auto invite preferred suppliers*



Supplier name	Contact name	Invited to bid on	Is this an incumbent supplier?	Preferred	Registration Status	Qualification Status	Auto-Invited
[Redacted]	---	3 items	No <input type="checkbox"/>	Yes	Not Invited	Qualified	Yes
[Redacted]	---	3 items	No <input type="checkbox"/>	Yes	Not Invited	Qualified	Yes

Benefits

- Leverage the benefits of SAP Ariba Supplier Lifecycle Management / Strategic Sourcing Suite
- Expedite the tender creation process



Watch this video to learn about automatically inviting Preferred Suppliers

*for customers who also have SAP Ariba Supplier Lifecycle Management licensed and implemented the preferred supplier setting

What's Changed With Guided Sourcing?

Smart Excel Import

Upload Excel file for smart import

[Import to draft event](#) [Return to event](#)

Upload an Excel file and we will map your entries to items and terms.

- To change the term or create a new term for a column, click the more options icon next to the column name.
- The bar below the column (term) name is color coded according to the confidence level of the mapping. Green = high, yellow = medium, red = moderate to low.

Click **Import to draft event** to add your entries to the event and continue editing your event. The entries you import overwrite any existing content.

⚠ Excel file imported and contents mapped to the template or system terms. Multiple matches found for the following terms:
1) Item Name 2) Price 3) Quantity

Items to import [North America Component List - Buyer Import.xls](#)

Line items

Item Name Mapped to Item Na...	Price Mapped to Price	Raw Material Cost New term	Overhead Cost New term	Quantity Mapped to Quantity
Component 1				100
Component 2				100
Component 3				100
Component 4				100
Component 5				100
Component 6				100
Component 7				100
Component 8				100

Benefits

- Speed up event creation by using your own Excel-based bid sheet to create line items
- Guided Sourcing interprets the data from unstructured Excel and maps to global or template items and item terms
- AI-suggested mappings can be reviewed and revised by user



Watch this video to learn about Smart Import from Excel

What's Changed With Guided Sourcing?

'For You' dashboard

Benefits

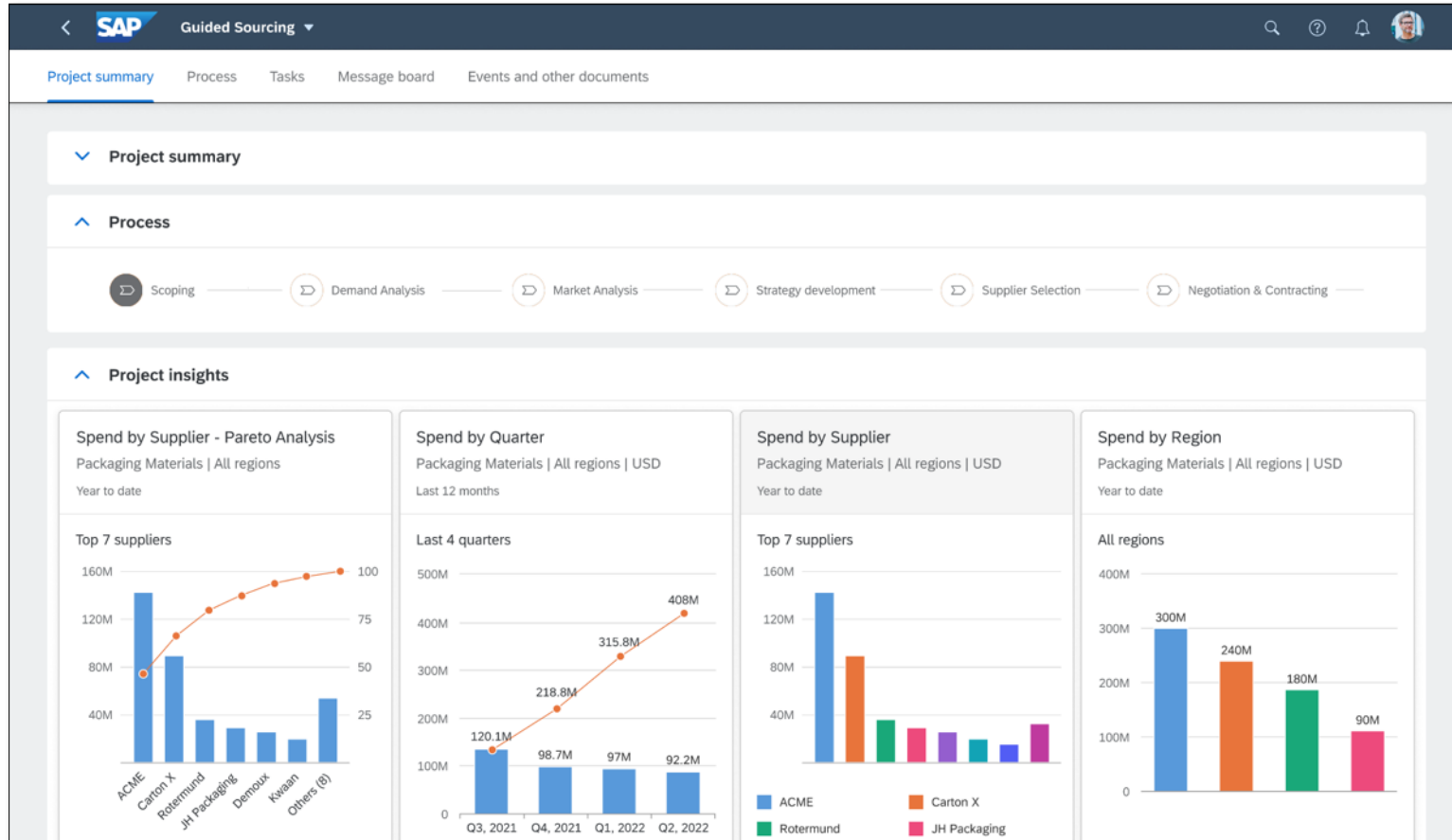
- Efficiently view Sourcing activity throughout the organization
- Approvers can approve or reject directly from the 'For You' tab or click into the project for more information
- Initiate project searches, new Sourcing Requests or kick off a new project from the 'For You' tab



Watch this video to learn about the new 'For You' tab in Guided Sourcing

What's Changed With Guided Sourcing?

Category Management Integration



Benefits

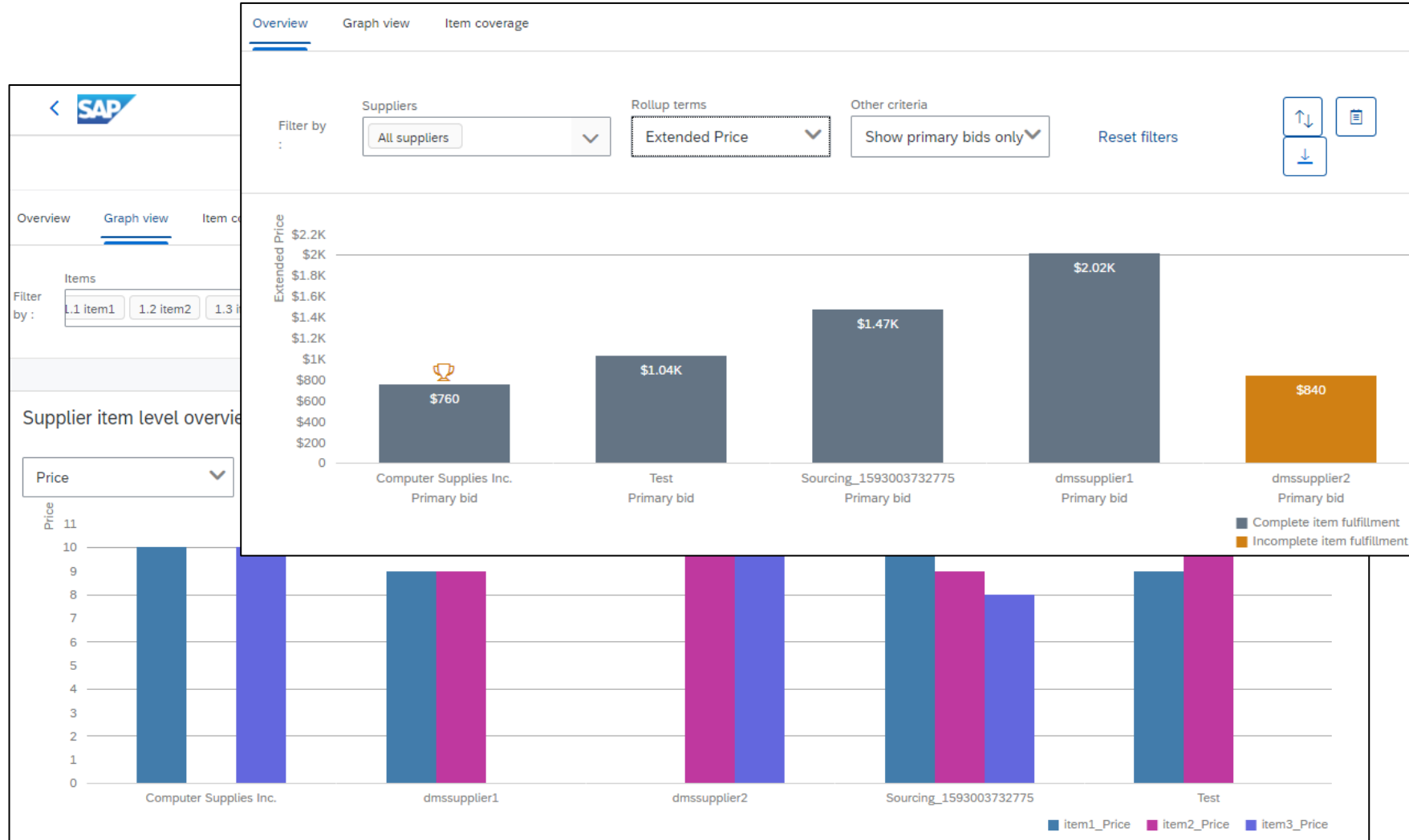
- Automated Category Spend Profile
- Guided process for Strategy and Plan Development
- Monitor Strategy Execution
- Integration to Guided Sourcing: Ability to trigger projects from category management initiatives
- Prerequisites:
 - License
 - Customer must be hosted in a EU or US Datacentre



Watch this video to learn about Category Management

What's Changed With Guided Sourcing?

Advanced Bid Analysis



Benefits

- Analysis of offers based on multiple criteria
- Item coverage analysis
- Graphical and tabular views
- Advanced filtering capabilities
- Outlier identification
- Term and supplier selection
- Primary and alternative bids



Watch this video to learn about Guided Sourcing Advanced Bid Analysis

*at this stage only available for single round events

What's Changed With Guided Sourcing?

Integration with Supplier Risk

The screenshot shows the SAP Ariba Guided Sourcing RFP Event interface. The top navigation bar includes a search icon, a printer icon, a help icon, and a 'GZ' logo. The main header displays 'Guided Sourcing RFP Event' and 'RFP | Draft | ID: Doc4389062620 | Multi-round bidding (inactive)'. Below the header, there are tabs for 'Event duration', 'Suppliers', 'Items that need quotes', and 'Questions, requirements, and attachments'. The 'Suppliers (4)' section is expanded, showing a table of suppliers. The table has columns for 'Supplier name', 'Actions', 'Contact name', 'Invited to bid on', 'Risk level', 'Is this an incumbent supplier?', and 'Is this an excluded supplier?'. The 'Risk level' column is highlighted with a yellow box, showing 'Low' for the first two suppliers and 'High' for the last two. The 'Is this an incumbent supplier?' and 'Is this an excluded supplier?' columns have toggle switches set to 'No'.

Supplier name	Actions	Contact name	Invited to bid on	Risk level	Is this an incumbent supplier?	Is this an excluded supplier?
[Redacted]	...	[Redacted]	5 items	Low	No	No
[Redacted]	...	[Redacted]	5 items	Low	No	No
[Redacted]	...	[Redacted]	5 items	High	No	No
[Redacted]	...	[Redacted]	5 items	High	No	No

Benefits

- Real-time supplier risk information embedded within Guided Sourcing events
- Visibility on supplier risk profile breakdown and risk status categorization
- Prerequisites:
 - ✓ Your site must be integrated with SAP Ariba Supplier Risk and SAP Ariba Supplier Lifecycle and Performance solutions



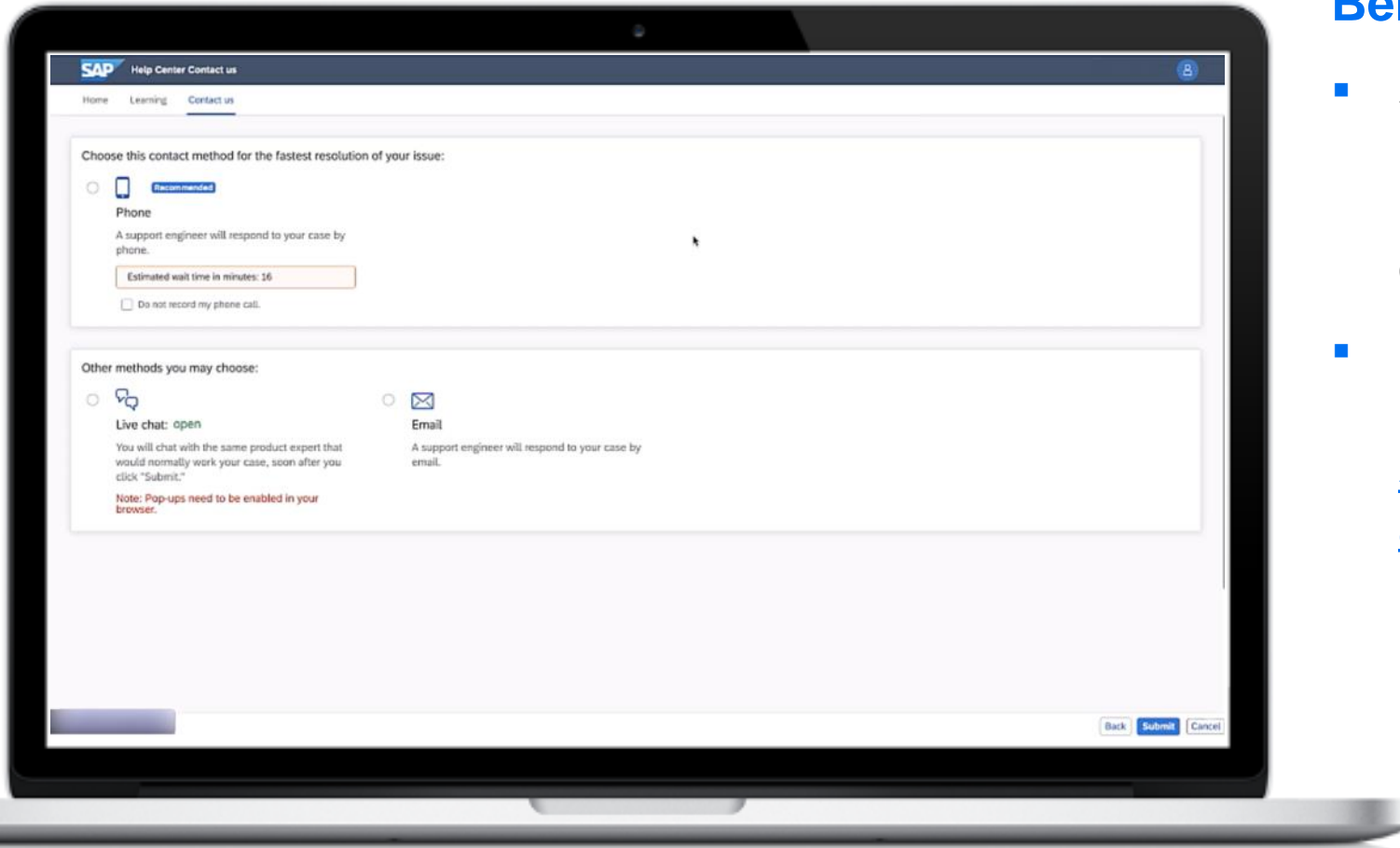
Watch this video to learn about Guided Sourcing integration with Supplier Risk



Ability to View Supplier Risk Information in Guided Sourcing Events

What's Changed With Guided Sourcing?

Event Day Management



Benefits

- SAP Ariba offers a service called “Event Day Management” as part of the Sourcing license. This service applies for non-test competitive RFP and Auctions.
- Event Day Management received major improvements by [SS-40648: Expedited Support Requests on Sourcing Auctions and Competitive RFPs](#)



SAP Ariba Event Day Management (EDM): Advantages and Restrictions

Guided Sourcing Personas & Changes

Team Members & Evaluators

What Has Changed

- New Sourcing Project & Event UI
- The new **For You** dashboard is available
- In system approval UI has changed
 - In-app document preview now available
 - Messaging app has been added to communicate with users
 - SAP Companion to assist with learning
 - Sourcing Evaluation UI has been updated

What Has Not Changed

- Email approvals remain the system
- Email notifications will remain the same
- System generated reports remain the same
- Your sourcing process will remain the same (if template are migrated like for like)



Watch this video to learn about Team Members, Reviewers, Approvers

Guided Sourcing Personas & Changes

Supplier Experience



What Has changed

- Suppliers will experience no impact with the use of Guided Sourcing
- Suppliers require no additional change management or training

What Has Not Changed

- Email notifications will remain the same
- Sourcing event participation (RFX) will remain the same
- Communication with buyers will remain the same



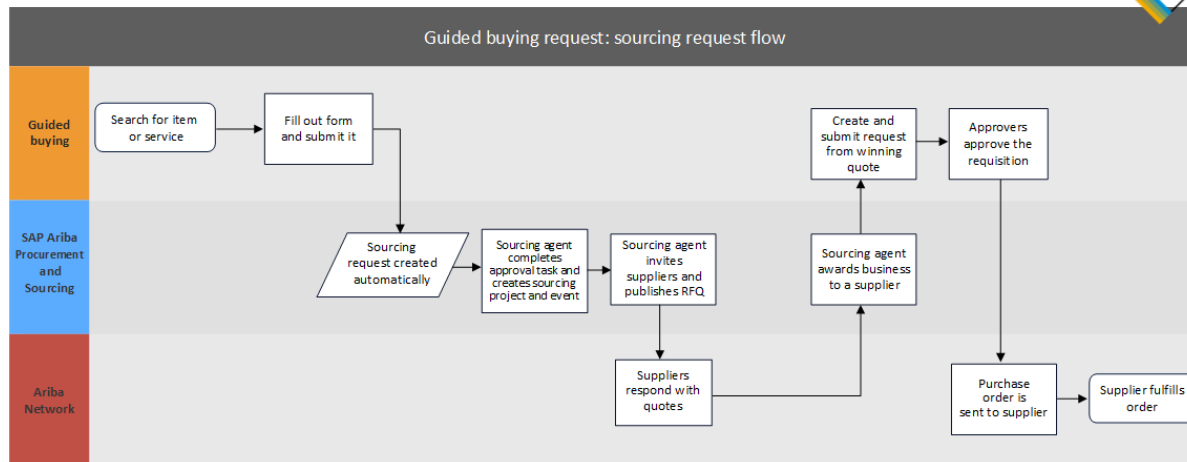
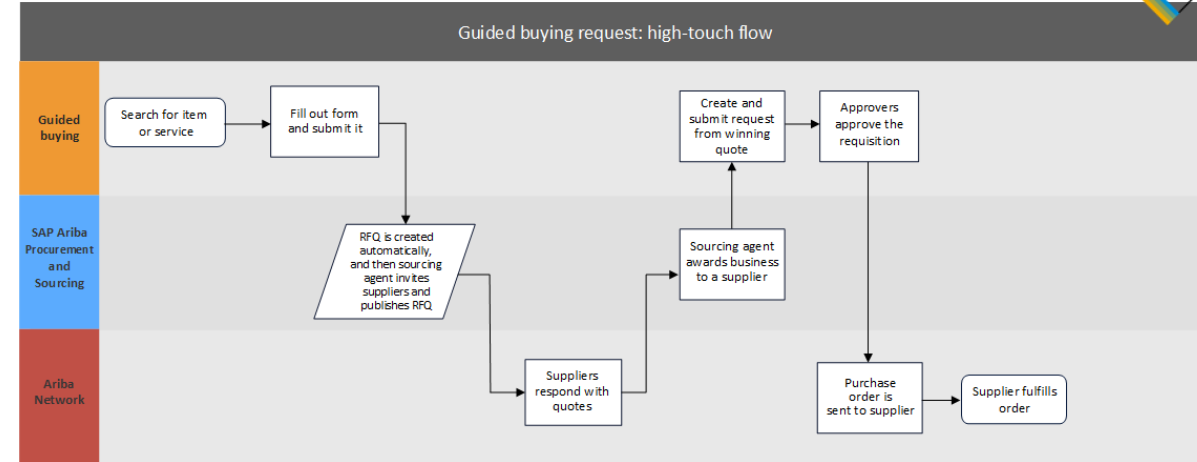
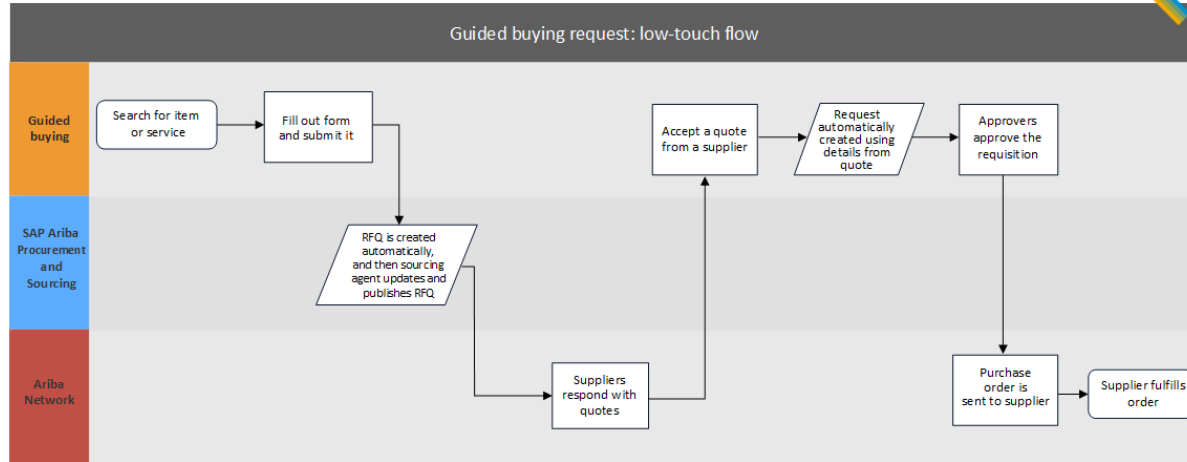
Watch this video to learn about Supplier experience in Guided Sourcing

Guided Sourcing Integration



Guided Sourcing Integration

Guided Buying Integration



- Please keep in mind that you will need to update the touch policy files in Guided Buying to reference the guided sourcing templates



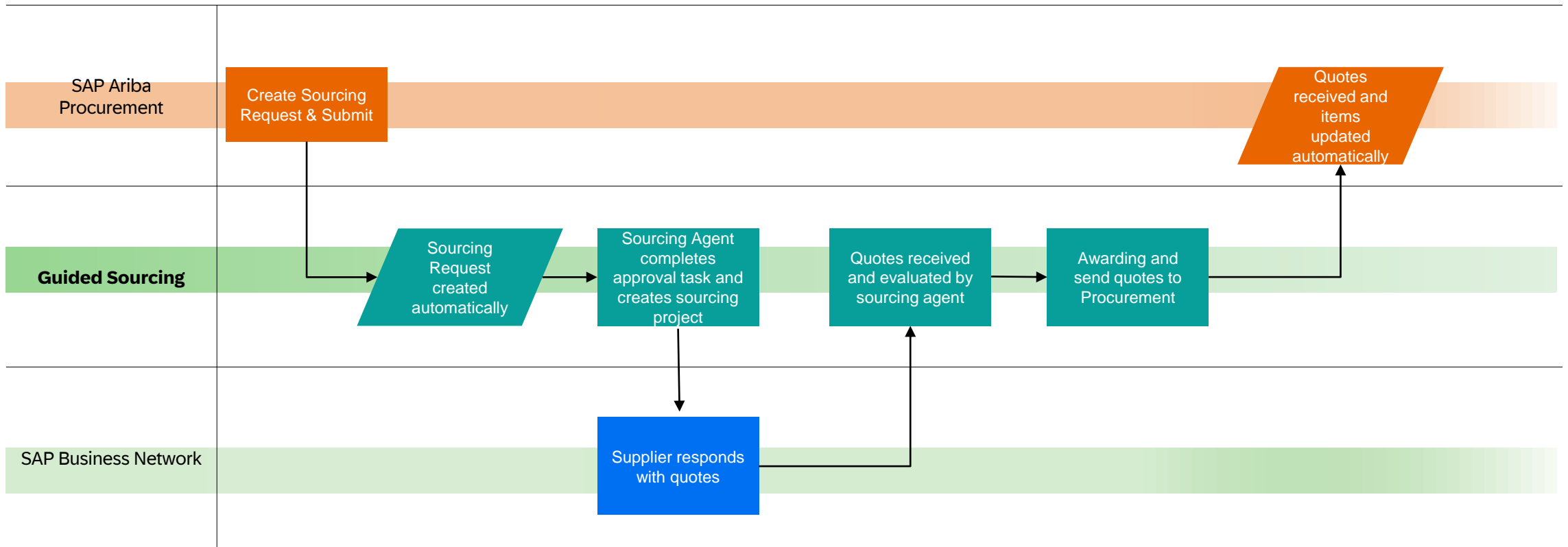
Guided Buying Tactical Sourcing + Guided Sourcing Integration



Configuring Supplier and Touch Policies

Guided Sourcing Integration

Ariba Buying Integration



Prerequisites for the P2P Integration:

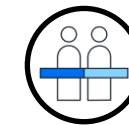
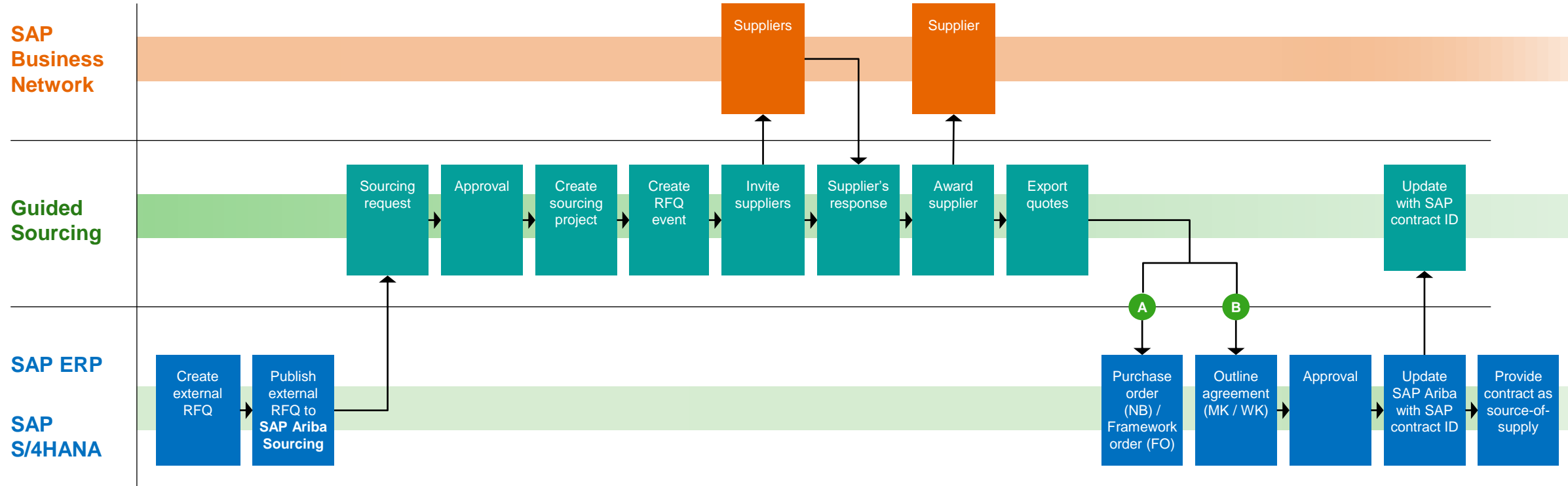
[UP-643](#) (Sourcing - PO/OA Integration with External System)

[DMS-11837](#) (Ability to Create Follow-On Documents)

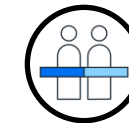


Guided Sourcing Integration

SAP ECC/S4H Integration

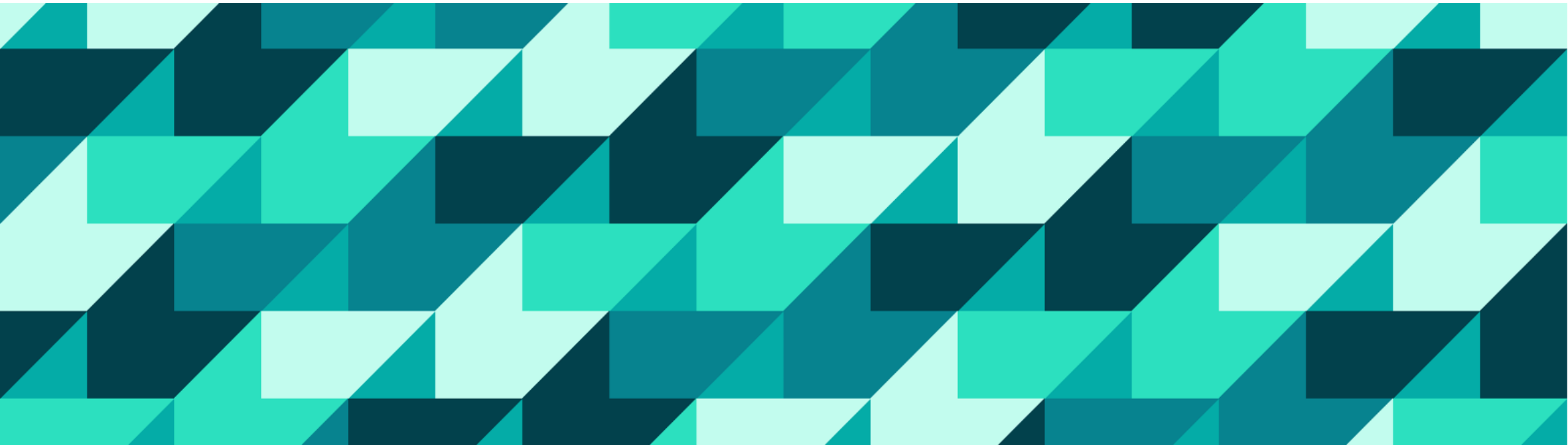


SAP ECC + Guided Sourcing Integration



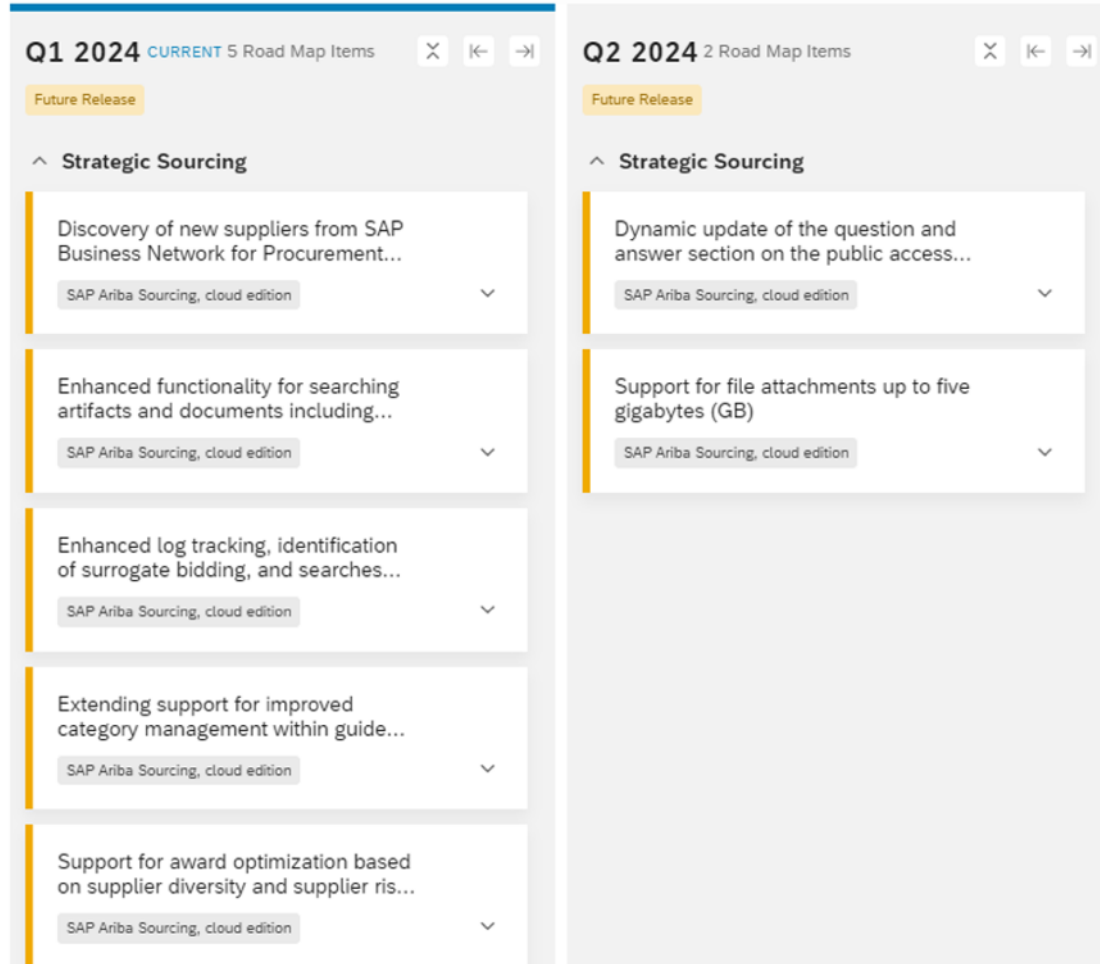
SAP S/4HANA + Guided Sourcing Integration

Guided Sourcing - Roadmap



Road Map

The single source of truth for road map information is the [SAP Road Map Explorer](https://roadmaps.sap.com).



SAP Ariba road map information is accessible through the SAP Road Map Explorer at <https://roadmaps.sap.com>

Filter by

- Processes: Source to pay
- Products: SAP Ariba Sourcing, cloud edition

Navigating SAP Road Map Explorer

- Innovations are grouped by release date
- You can click on each innovation to gain insights about it

Guided Sourcing Roadmap

Top Feature releases coming:

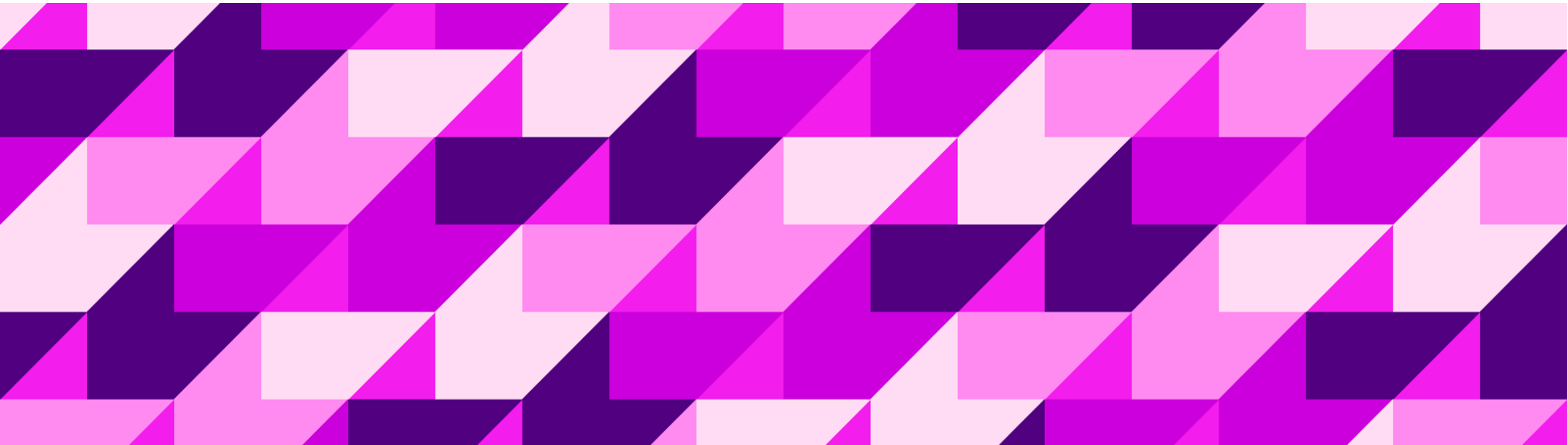
- Discovery of New suppliers from SAP Business Network for Guided Sourcing
- Enhanced functionality for searching artifacts and documents including events and suppliers
- Support for Award optimization based on Supplier Diversity and Supplier Risk Integration
- Support for file attachments up to five (5) gigabytes
- Embedded insights to action upon for pricing context and award scenario
- Embedded Data in action for SAP Ariba Guided Sourcing

SAP Ariba road map information is accessible through the [SAP Road Map Explorer](#)

Filter by

- Processes: Source to pay
- Products: SAP Ariba Sourcing, cloud edition

FAQ's & Video Catalogue



What's Changed With Guided Sourcing?

CPO

[Single page Project & Event Creation UI](#)

[Enhanced Item Management](#)

[Intelligent recommendations on content and suppliers](#)

[Smart Excel Import](#)

[Advanced Bid Analysis](#)

Administrator

[Enhanced Envelope functionality](#)

[Multi-round Events](#)

[Collaboration & Messaging capabilities](#)

['For You' Tab](#)

[Supplier Risk Integration](#)

Sourcing Users & Team

[Enable Now \(SAP Companion\)](#)

[Automatically invite Preferred Suppliers](#)

[Process and Project Insights areas of Full Project](#)

[Category Management Integration](#)

[Event Day Management](#)

FAQ's



Should we switch to Guided Sourcing?

For most customers, Guided Sourcing is a 1:1 replacement for the classic SAP Ariba Sourcing UX as it supports most common functionality. We highly recommended adopting Guided Sourcing now, although both interfaces coexist with the option to use either.



Will projects executed in Guided Sourcing be reportable in the SAP Ariba Spend Analysis solution?

Yes. Reporting on multi-round events is also supported in SAP Ariba Spend Analysis (but not the individual bids).



Do we have to pay a separate fee for Guided Sourcing?

No, Guided Sourcing is available at no additional cost for all licensed SAP Ariba Sourcing customers.



Can we work in both the classic UX and the Guided Sourcing UX?

Yes, as long as you have the correct permissions, you can work in both UXs. You can choose which users access which UX, and they can be in both if needed. Access is controlled by permission.



How can users be given access to Guided Sourcing?

Assign 'Category Buyer' group to give users access to Guided Sourcing



How do I enable Guided Sourcing?

We recommend enabling Guided Sourcing in test before you enable it in production. Guided Sourcing enablement is Self Service at no additional cost, you do not need assistance from SAP to do so.



Can we go back to the classic UI if we want to?

No. After the move, you will not be able to go back to classic UI for new projects. However, your existing projects created in classic UI will still be available also in classic UI. Guided Sourcing UX will be forced for all new projects.



Will this impact my suppliers?

Suppliers will view and respond to events in the same way. This is only a UX change on the buyer side. However, if you use the new functionality in Guided Sourcing, such as multi-round bidding, you'll want to make sure suppliers are aware that you are using it and to expect new rounds.



Will we need to do extensive training to enable our users?

Guided Sourcing is an intuitive, user-friendly UX which increases adoption and makes the creation of events easier and quicker. Extensive training is not necessary. Also, SAP Enable Now helps the user quickly get help if they need it. This is SAP's in-app guidance tool, and Guided Sourcing is the first buyer capability to use it.



What if I want to disable Guided Sourcing?

After the move, the Guided Sourcing UX will be the only available UI for SAP Ariba Sourcing.



I have more questions. Where can I go?

See the full list of available FAQs at <https://www.ariba.com/resources/library/library-pages/guided-sourcing-faq>

Additional Adoption Support

Implementation service

Business Outcomes

- Boost user adoption and satisfaction through improved usability
- Increase negotiated savings potential and process compliance
- Execute faster with up to a 50% improvement in time to create a sourcing event
- Build internal self-sufficiency to manage systems

Business Relevance

- Improvements in organizational agility by introducing sourcing intelligence to streamline and speed the creation, monitoring, and awarding of request-for information and request-for-proposal sourcing events
- Ideal for customers that have deployed the SAP® Ariba® Sourcing solution and want to:
 - Enable guided sourcing to simplify the sourcing process & improve adoption
 - Improve negotiated savings to meet corporate sourcing objectives

Deliverables and Time Frames

Guided sourcing experts from SAP collaborate on key aspects of your implementation:

- Review and demo guided sourcing features and capabilities
- Assess and recommend customer sourcing templates for conversion to guided sourcing formats
- Convert standard sourcing templates to guided sourcing (up to two full projects and five events)

This service is fixed fee and delivered over two to four weeks. Customers can add one year of guided sourcing adoption support.

Related Products and Services

- **Services:** [50159479](#): Implementation service for guided sourcing capability for SAP Ariba Sourcing
- **Products:** SAP Ariba Sourcing
- **Learn More:** Reach out to your SAP account executive or services account executive

Additional Adoption Support

Education & Support

SAP Ariba is invested in our customer's success. To support you in your transformation journeys, we have created a number of value accelerators. All playbooks are available on [Connect](#).

Check out these Sourcing-related Value Accelerator playbooks:

[Sourcing Maturity Value Accelerator](#)

[Auctions Value Accelerator](#)

[Measuring Value - Value Accelerator](#)

[Guided Sourcing Full Projects Value Accelerator E-Learning](#)

To request more information about the adoption of SAP Ariba solutions, contact [SAP IAC@sap.com](mailto:SAP_IAC@sap.com)

Training Resources

Guided Sourcing Buyer Playbook: [Buyer Playbook](#)

Guided Sourcing Enablement Lab (Full Projects): [Adopting Guided Sourcing for Strategic Projects](#)

Guided Sourcing Enablement Lab (Sourcing Events): [Enabling and Adopting Guided Sourcing](#)

Auction Overview: [Auction Types and Best Practices](#)

Additional Adoption Support

SAP Enterprise Support



Collaboration



Empowerment



Innovation and value realization



Mission-critical support

Expert guidance

- SAP Enterprise Support **value maps** ([link](#))
 - Spend Management and Business Network Value Map ([link](#))*
 - Guided Sourcing Capability for SAP Ariba Sourcing Value Map ([link](#))
- Customer Interaction Center ([link](#))

Enablement

- SAP Enterprise Support Academy ([link](#))
- SAP Support Portal ([link](#))

Services and tools

- Remote services ([link](#))
 - SAP Ariba Deployment Readiness Continuous Quality Check ([link](#))
- Releases, updates, patches ([link](#))
- Intelligent tools ([link](#))
- SAP Enterprise Support Advisory Council ([link](#))

Digital support experience

- Service level agreements
- Real-Time Support ([link](#))
- SAP for Me ([link](#))



Application Lifecycle Management ([link](#))

*Sign up for the SAP Learning Hub, SAP Enterprise Support edition to access value maps in 2 easy steps. Watch this [video](#) to learn how. Find more information about SAP Enterprise Support [here](#)

Thank you.

