Collaboration Process Functionality & Configuration
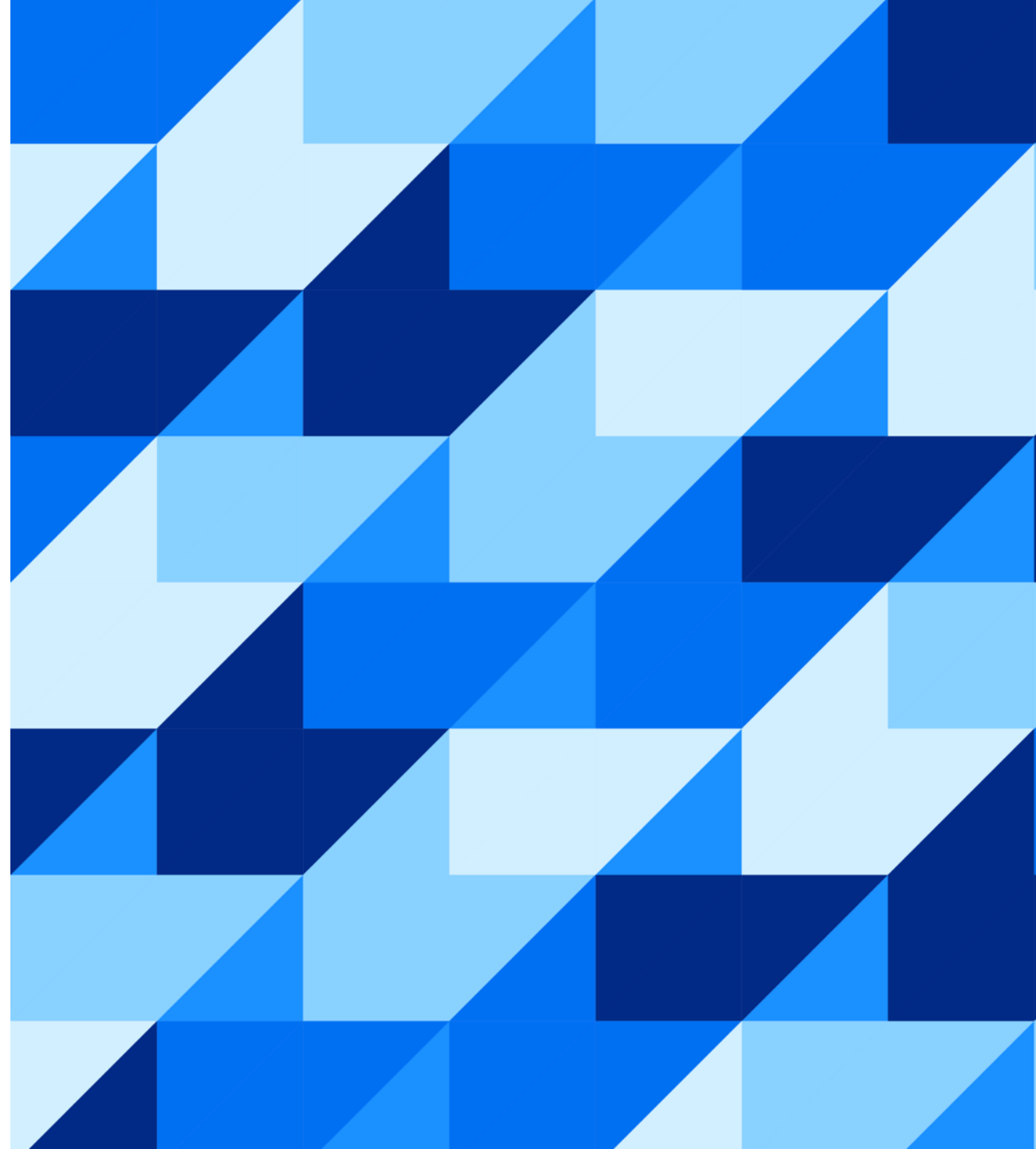
Naman Jain
Balasubramanian Ganesan
Syed Mohammed Nihal

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Agenda

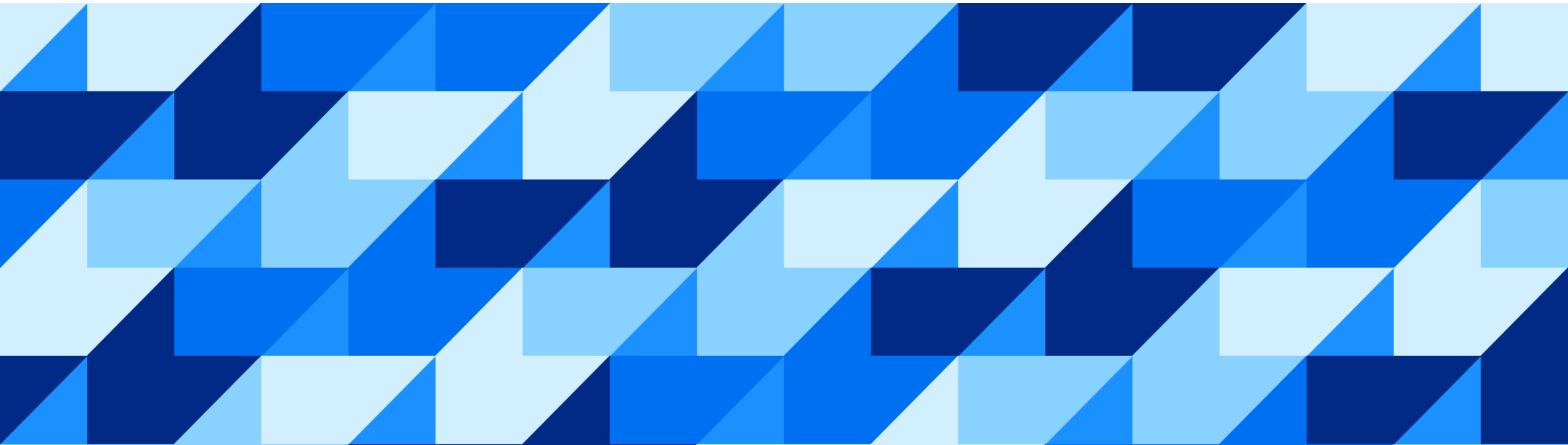**1**   Overview of collaborative requisitions

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Overview of collaborative requisitions

What are Collaborative Requisitions & Collaborative Items?

- A collaborative requisition enables buyers and suppliers to work together to define the exact details of a line item when a buyer adds a collaborative item.

- Some items may require collaboration between buyers and suppliers to finalize the price and certain item specifications before the item can be ordered. Such items are defined as collaborative items. A requisition that contains such collaborative items is a collaboration requisition.

- Collaborative line items can be edited through the change order process, but collaboration cannot be relaunched for these items. If you want to go through collaboration again, you must create a new collaborative item (you can also copy the item and delete the original) and resubmit the requisition.

Why Collaboration?

- Best Price and Quotation.

- One Time Purchase.

- Quick Enablement (Supplier Not Registered on SAP Business Network).

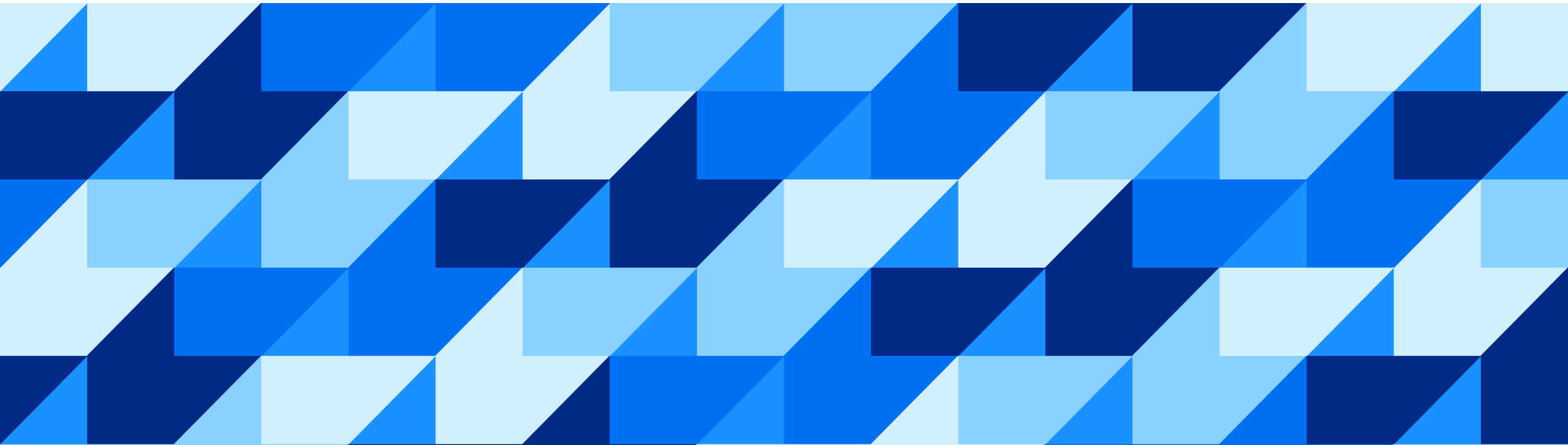- Customer not enabled for Sourcing.

Prerequisites
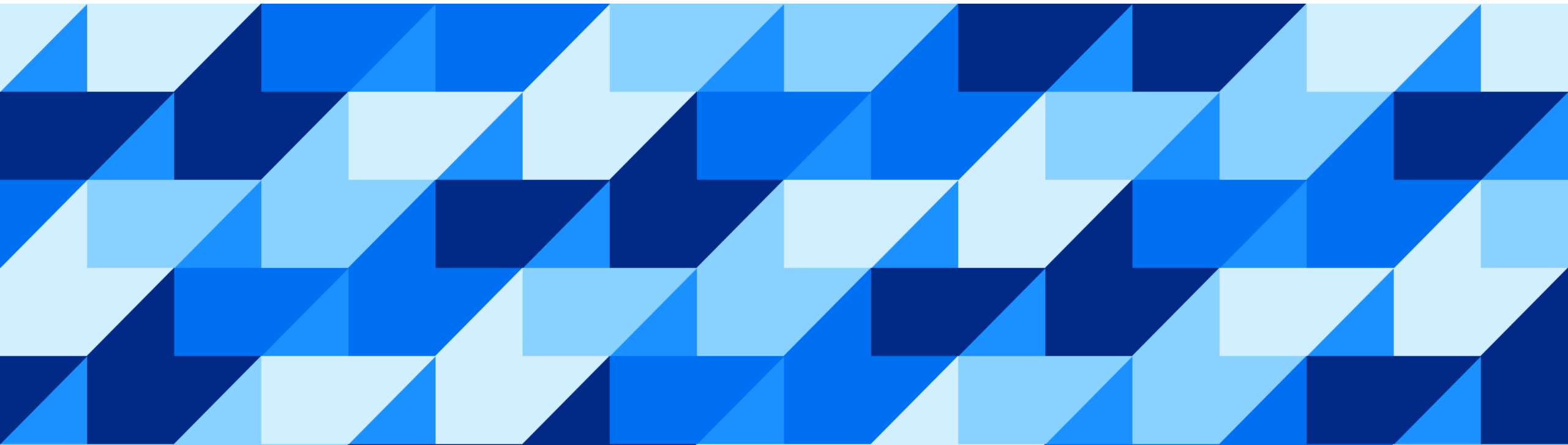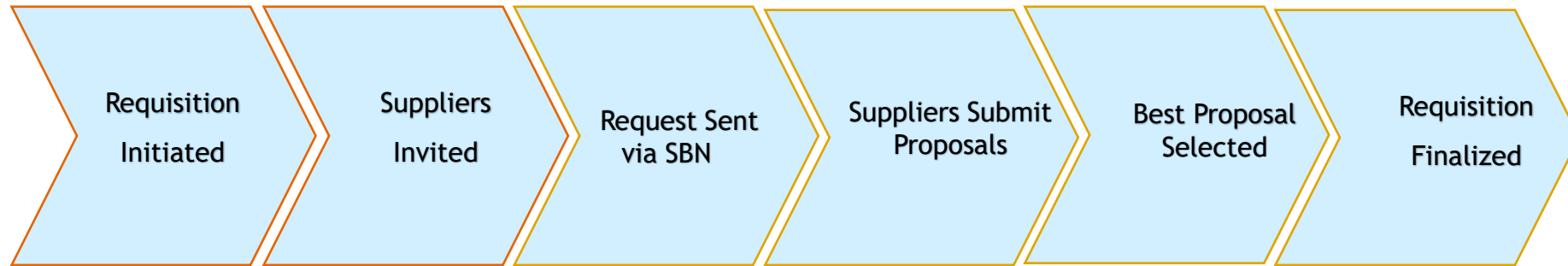
Prerequisites checks for collaboration

To create any collaboration requisition, the following setups have to be checked in the SAP Ariba Buying.

Configuration	SBN Enabled Supplier	Non-SBN Enabled Supplier
Supplier Setup	• A partitioned supplier must exist. • Supplier Location must exist. • The ordering method can be set to URL. • AN ID (Ariba Network ID) should exist.	• Partitioned Supplier must exist • Supplier Location must exist and Preferred Ordering method must be set to Email • Supplier Email Address has to be updated
Users Permissions	User must have Purchasing Agent Permission	User must have Purchasing Agent Permission
Master data file	SupplierConsolidated.csv	SupplierConsolidated.csv

Collaboration scenarios

Collaboration Flow

Requisition Initiated → Suppliers Invited → Request Sent via SBN → Suppliers Submit Proposals → Best Proposal Selected → Requisition Finalized

Collaborative Requisitioning is the interactive process by which buyers can seek the supplier that can best meet their needs for goods or services specifically:

- Buyers describe their requirements and send collaboration requests to suppliers

- Suppliers submit proposals regarding their capabilities and pricing

- Buyers can negotiate with one or more suppliers before placing an order

- Buyers ultimately select the supplier that meets their needs

- After post-collaboration approvals, a PO/Contract Release is generated post-collaboration

Collaboration Scenarios

Requisition becomes collaborative in any one of the following scenarios:

- **Dynamic Collaboration:**
The requester chooses to collaborate with suppliers to negotiate a better price or define item specifications when procuring goods items. This allows quick Spot Buy and also can collaborate on complex items.
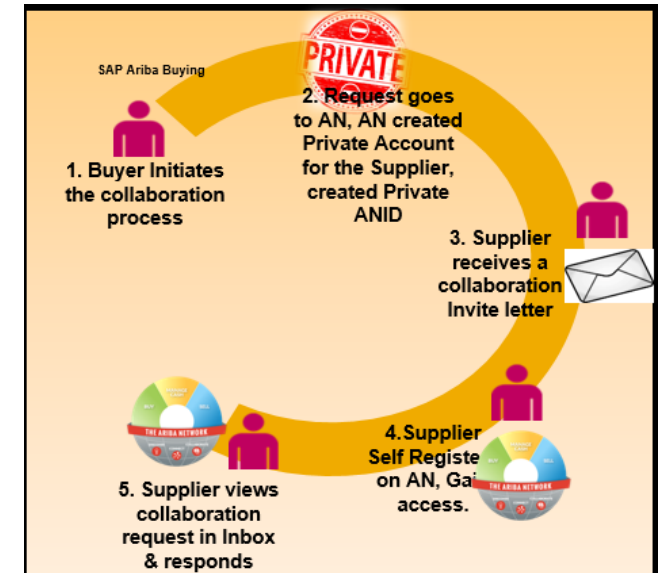
- **Quick Enablement Collaboration:**
The supplier who is not there on the SAP Business Network can be selected to carry out the collaboration activity through this process. However, here supplier has to first register on SBN and then he can respond to collaboration requests. This also has limitations, by allowing only three times to respond to the collaboration request.
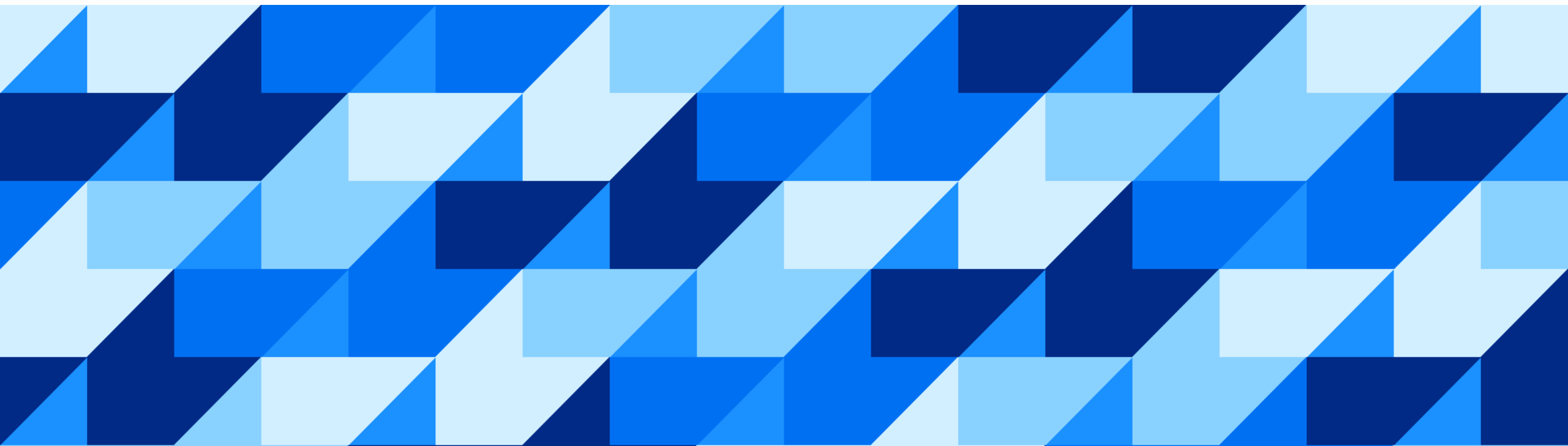
- **N Bids and a Buy Policy Collaboration:**
Collaboration is enforced as one or more items in a requisition satisfy the conditions specified in the N Bids and a Buy policy.

- **Contract Based Collaboration:**
Items that are associated with the contract can be configured.

Related parameters

Related Parameters in Collaboration:

Name	Parameter	Description	Default Value
Allow Supplier Changes During Collaboration	Application.CategoryProcurement.AllowChangeSuppliersWhileCollaborating	The parameter specifies whether members of the collaboration team can change suppliers during collaboration.	Yes
Change Suppliers While Collaborating Group	Application.CategoryProcurement.ChangeSuppliersWhileCollaboratingGroup	When set to Yes, you can use the Application.CategoryProcurement.ChangeSuppliersWhileCollaboratingGroup parameter to limit the users that can change suppliers during collaboration to members of a specific group. The default group Change Suppliers While Collaborating is provided for this purpose. If this parameter is not set, anyone on the collaboration team and the requester can change suppliers during collaboration. Please log a case with SAP if you would like to have this parameter updated.	NA
All Items Required in Supplier Proposal	Application.CategoryProcurement.CollaboratingSuppliersMustIncludeAllItems	The parameter specifies whether a supplier must submit a proposal for all items on a collaboration request	No
Default Value Qualifier	Application.CategoryProcurement.DefaultValueQualifier	The parameter specifies the default-value qualifier used for re-collaboration of a change order. Valid values are: **NotToExceed; Fixed; Negotiable.** Please log a case with SAP if you would like to have this parameter updated.	NotToExceed
End Collaboration Group	Application.CategoryProcurement.EndCollaborationGroup	The parameter specifies the group a user must belong to in order to end a collaboration. The default group End Collaboration is provided for this purpose. If this parameter is not set, anyone on the collaboration team and the requester can end collaboration. Please log a case with SAP if you would like to have this parameter updated.	NA
Can Supplier Self-Register	Application.User.CanSupplierSelfRegister	Controls the showing of the link that lets new supplier self-register	No

Workflow structure
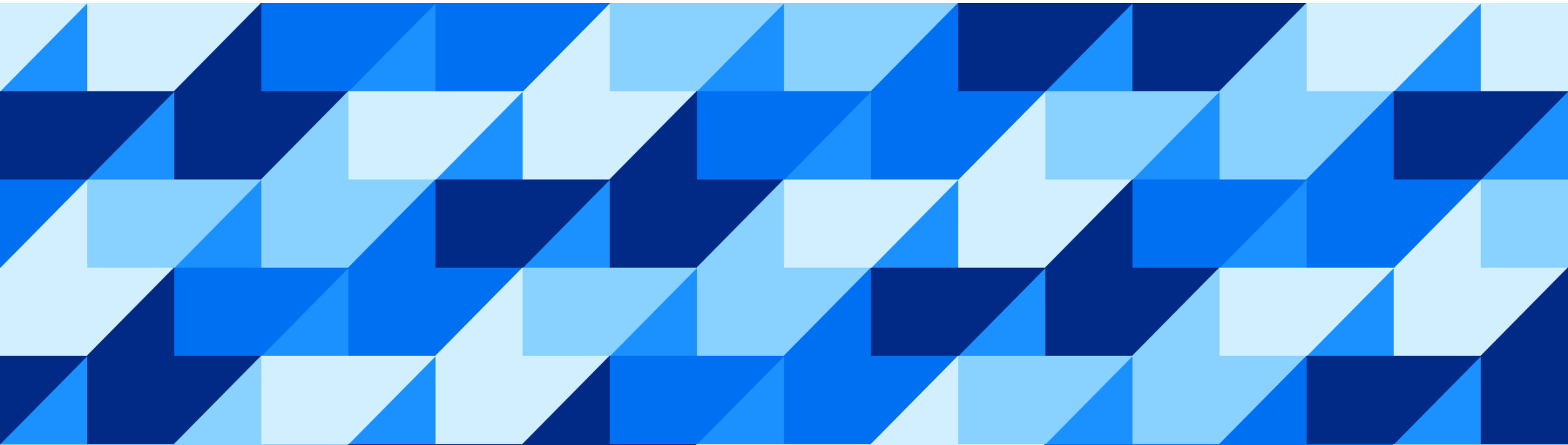
Collaboration Workflow

- Pre-collaboration
- Collaboration
- Post-collaboration

Pre-collaboration phase:

In the pre-collaboration phase, the requisition goes through any required approvals before the collaboration process is initiated. When all required approvers in the pre-collaboration phase have approved the requisition, the **Begin Collaboration** node is activated and collaboration is launched automatically.
In SAP Ariba Catalog, the **Begin Collaboration** node is activated when you click **Start Collaboration**.

Collaboration phase:

In the collaboration phase, a collaboration request is created for each invited supplier and supplier location for that item, and is sent to the suppliers through Ariba Network.

Post-collaboration phase:

After you review the proposals sent by the suppliers and accept a suitable proposal, collaboration completes. Once collaboration is complete, the requisition enters the post-collaboration phase, where it passes through any required additional approvals.

Process Overview

1. A user adds a supplier in the SAP Ariba Procurement Solution to a collaborative requisition.
2. The collaborative requisition goes to the SAP Business Network during the collaboration phase.
3. The supplier can, then, punch into the SAP Ariba Procurement Solution to view and respond to the collaboration request.

Note: The user profile of the supplier who is punching in to view/respond to the proposal should be approved by the buyer.

Demo

Q & A

Thank you!