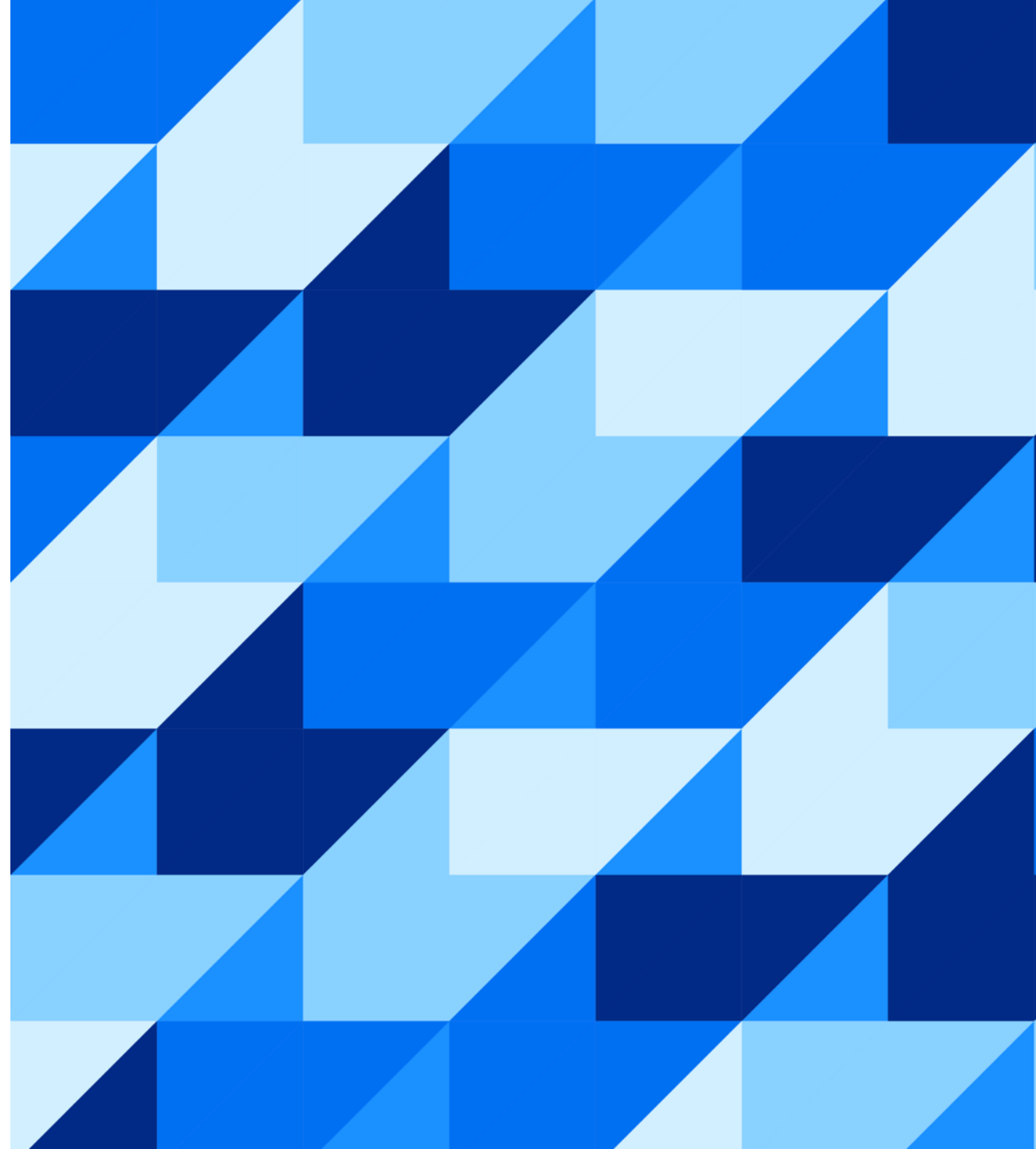


Introduction to Guided Sourcing – Part 1

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PUBLIC



Agenda

What is Guided Sourcing?

- How to enable?

UI Comparison between Guided and Classic Sourcing

- Creating sourcing projects
- Selecting project templates
- Setting project rules
- Configuring project teams
- Inviting Suppliers, Supplier recommendations
- Setting up content
- Reviewing Summary tab

Reference Document's & FAQ

Q&A

What is Guided Sourcing?

Guided sourcing revolutionizes user experience by introducing a simpler and improved interface.

Streamlined Navigation: Say goodbye to complex step-by-step wizards and tab-based navigation. With Guided Sourcing, everything you need is consolidated onto a single screen, making it effortless to create and manage sourcing events, full projects, and sourcing requests.

Organized Components: From inviting suppliers to managing contents, documents, tasks, and gaining project insights, all essential components are now thoughtfully organized on a single screen, **enhancing efficiency** and ease of use.

How to Enable Guided Sourcing

Enablement of guided sourcing is self-service and free for existing SAP Ariba sourcing customers

User must be a member of “**Customer Administrator**”

Click **Manage > Administration > Event Manager > Enable Guided Sourcing > Enable**

The enable operation completes the following steps:

- Runs tasks to set up and modify system data for guided sourcing.
- Enables features and site configuration parameters required for guided sourcing.
- Installs the standard guided sourcing templates(RFx's) in the Sourcing Templates folder inside the templates area

If the Guided sourcing force enabled from Ariba then there is no action required from user.

Guided Sourcing Group Assignment

Only members of the **Category Buyer** group will have the option to create Guided Sourcing events.

With the Customer Administrator or Customer User admin permission, associate this group with a desired custom group for (GS) buyers.

Groups

Search fields are case-insensitive and you can enter all or part of a name.

Search Filters: [Add/Remove Search Filters](#)

Group Name:

Description:

Active: Yes No Either

Group Name ↑	Defined By	Description	User Can Request Responsibility	Enabled for login	
Category Buyer	SYSTEM		No	No	<input type="button" value="Actions ▼"/>

For You Dashboard

When the Enablement of **Guided sourcing** completes then refresh browser, guided sourcing users (users who are members of the **Category Buyer** group) can view the **For you** dashboard

The **For You** dashboard includes the following components:

1. Quick links for:
 - a. create Guided sourcing project (full project and event) and Guided sourcing request.
 - b. Search link for RFX, Full projects and sourcing request
 - c. Manage template
2. Expiring contracts: You can quickly access key information about your expiring contracts and plan your next steps for each contract from the **For You** dashboard
3. Recently viewed Panel : list of events/project which user recently accessed.
4. Watched projects: If you are specifically interested in a classic or guided sourcing project, you can add/remove it to your list of watched projects to easily access it from the **Watched Projects** panel.
5. Feed cards:
 - List the task which are assigned to users so users can approve/deny tasks
 - List of RFX created/published.


For You



- Quick links
- + Create sourcing project
 - + Create sourcing request
 - RFx
 - Full projects
 - Sourcing requests
 - Manage templates



Expiring contracts



Nothing new here
Check back again later

[View All](#)



- Recently viewed
- JD_SupplierDownloadWarning
 - JD_BidGuardian1
 - Time test
 - Guided sourcing RFP_Add S...



- Watched projects
- HMRC CUP-11693

Review responses in JD_AuctionBasket

Jun 4, 2024, 9:23:48 PM · All Commodities

Status	Bid coverage	Event ended
Pending Selection	0%	Jun 4, 2024, 9:23:32 PM

Feed History

Auction Published: JD_AuctionBasket
Jun 4, 2024, 8:53:39 PM

Auction Created: JD_AuctionBasket
Jun 4, 2024, 8:51:16 PM

[View all related feeds](#)

Auction Published: Time test

Jun 4, 2024, 8:50:45 PM · Aircraft

Event runs	Items	Suppliers
Jun 4, 2024, 9:05:00 P...	1	2

Feed History

Auction Created: Time test
Jun 4, 2024, 8:48:43 PM

[View all related feeds](#)

RFP Created: Guided sourcing RFP_Add Supplier Recommendations

Jun 4, 2024, 4:10:30 PM · All Commodities · All

Date created	Owner
Jun 4, 2024, 4:10:30 PM	Customer Support Admin

Approval task: Approval for Ariba.docx

May 17, 2024, 11:14:00 AM · Task inside Full Project

Search Guided Sourcing project from For You tab

For You

Search all visible feeds



Click here to search projects from For you dashboard

search filters

Search for sourcing projects

Guided sourcing projects

+ Create new project + Create new sourcing request

50 results. Search in all projects Sorted by: Last modified

Refine results Clear all

Project type

- Single event
- Full project
- Sourcing request

Project state

- Active
- Planned
- Completed
- On hold
- Canceled

Commodities 0

Select commodity

Regions 0

Select region

Departments 0

Select department

Permissions

Projects I can view

Active	Full	Dec 11, 2015	Full project	Customer Support Admin	Baseline spend \$1 USD	Copy
Active	Envelop_AP_FP	Jun 20, 2016	Full project	ankur_m	Baseline spend \$1 USD	Copy
Active	Null1	Dec 22, 2015	Full project	Customer Support Admin		Copy
Active	follow on	Jul 21, 2016	Full project	Amazon Textiles Private Limited	ankur_m	Copy
Active	full1	Jul 26, 2016	Full project	Customer Support Admin	Due date Jul 28, 2020 12:00am	Copy
Active	event 9 without region codes	Jun 20, 2016	Full project	Customer Support Admin	Due date Sep 8, 2017 12:00am	Copy

Quick links

- + Create sourcing project
- + Create sourcing request
- RFx**
- Full projects
- Sourcing requests
- Manage templates

Expiring contracts

Nothing new here
Check back again later

View All

Recently viewed

- JD_SupplierDownloadWarning
- JD_AuctionBasket
- Time test
- Guided sourcing RFP_Add S...

Watched projects

Status

Thank you.

