



SAP Ariba 

# Feature at a glance

**Ability to Import external source data into custom forms in bulk**

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CONFIDENTIAL

 **Run Simple**

# Feature at a Glance

## Introducing: Ability to Import external source data into custom Forms in bulk

### Customer challenge

Customers want the the ability to Import their existing data into custom Forms in bulk. Previously customers had no way of importing data other than manually entering into Forms.



### Meet that challenge with **SAP Ariba**

By importing form documents in bulk, customers can automatically fill out and submit SAP Ariba form documents based on data that may have been created in other systems  
Data can be uploaded from a CSV or JSON file to an active form design. Based on configuration, import may go through the existing approval flow in place.



### Experience key benefits

Greatly enhances user experience providing an automated way for bulk import of data into custom Forms.

### Solution area

SAP Ariba Buying and Invoicing  
SAP Ariba Invoice Management  
SAP Ariba Contract Invoicing  
SAP Ariba Catalog

### Enablement information

This feature is enabled for all customers and ready for immediate use.  
No action required.

Value measure		high
Ease of implementation		simple
Regional limitations		global

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### Detailed feature information

In Ariba Administrator, the Actions menu for forms listed on the Forms and extensions page had two new commands:

**Import data:** Choose this option if you have a CSV or JSON file ready to import.

**Download import template:** Download a CSV or JSON import template to create an import file in the correct format.

**Search filter**

Form name

Active  Yes  No  All

[Search](#) [List all](#)

**Search results**

Prefix	Name	Type	Active	Action
CR	<a href="#">Check Request</a>	Form	No	<a href="#">Action</a> ▾
REQ	<a href="#">Capital Equipment Request</a>	Form	✓	<a href="#">Action</a> ▾
REQ	<a href="#">On-Board Supplier Request</a>	Form	✓	<a href="#">Action</a> ▾
Form	<a href="#">Supplier Corrective Action</a>	Form	No	<a href="#">Action</a> ▾
Form	<a href="#">Wire Transfer Request</a>	Form	✓	<a href="#">Action</a> ▾

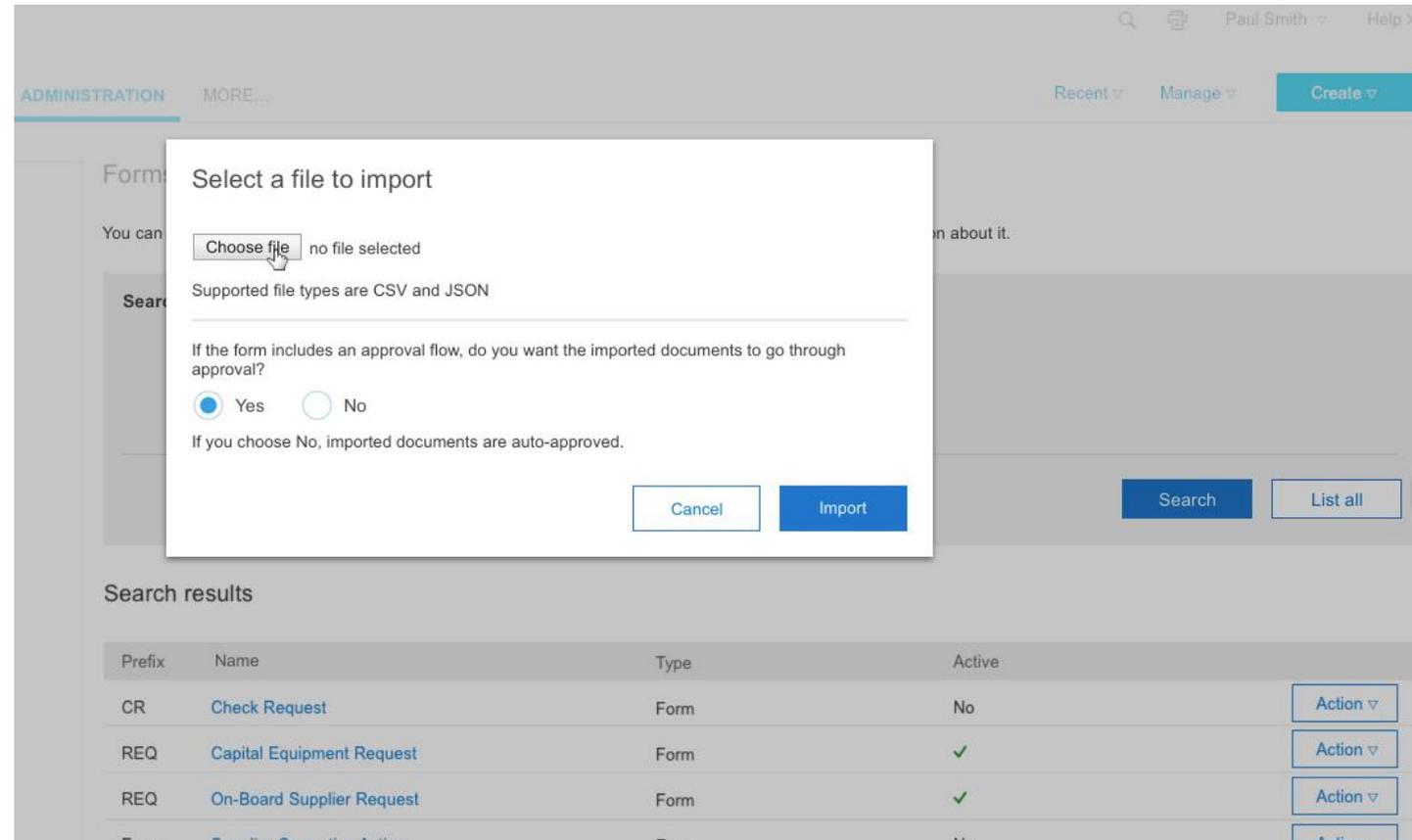
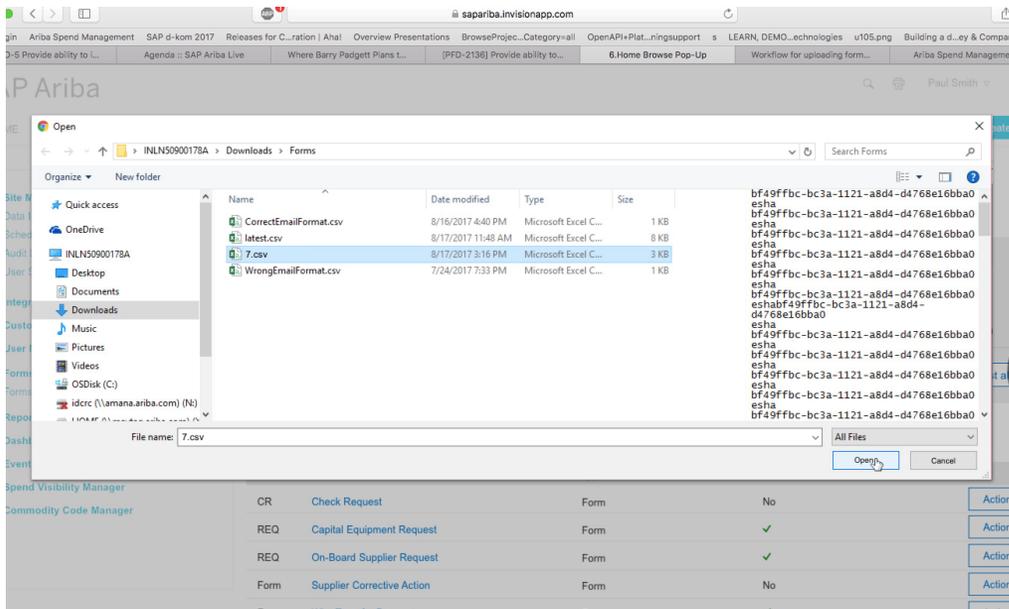
- Activate
- Control access
- Report
- Assign prefix
- Migrate to realms
- Import data
- Mark as lookup form

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### Detailed feature information

The form administrator downloads an import file template in CSV or JSON format and populates the import file, possibly using data from an external ERP system.



# Feature at a Glance

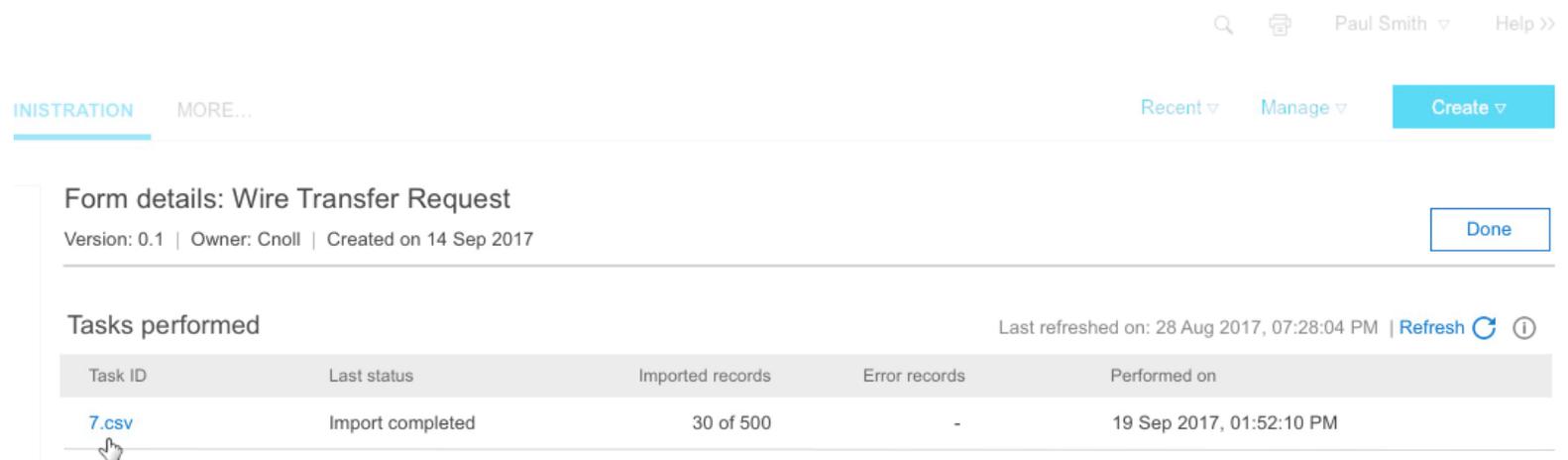
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### Detailed feature information

The Form administrator imports the file, specifying whether the imported documents need to go through the approval flow or be approved automatically.

As the import task runs, the form administrator can view the status of the import task, along with any errors, in Ariba Administrator.

Successfully imported form documents are submitted on behalf of the user in the Requester field of the import file.



The screenshot displays the Ariba Administrator interface for a form titled "Wire Transfer Request". At the top right, there is a search icon, a printer icon, the user name "Paul Smith", and a "Help" link. Below this, there are navigation tabs: "INISTRATION" (highlighted), "MORE...", "Recent", "Manage", and "Create". The main content area shows "Form details: Wire Transfer Request" with a "Done" button. Below the details, it says "Version: 0.1 | Owner: Cnoll | Created on 14 Sep 2017". A section titled "Tasks performed" includes a "Refresh" button and a timestamp "Last refreshed on: 28 Aug 2017, 07:28:04 PM". A table below lists the tasks performed.

Task ID	Last status	Imported records	Error records	Performed on
<a href="#">7.csv</a>	Import completed	30 of 500	-	19 Sep 2017, 01:52:10 PM

# appendix

Include one icon + bucket term:



## Value measure

-  high
-  medium
-  low

## Ease of implementation

-  high-touch
-  some complexity
-  low-touch / simple

## Regional limitations

-  global
-  regional
-  country-specific

Example:

Ease of implementation  simple

Regional limitations

Value measure