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Ariba Network May 2018 release guide

SAP

SAP Ariba

Content

General Ariba Network features

In this section:

Visibility of correct customer and delivery address in receipts

This Ariba Network feature is applicable to:

- all buyer users
- all supplier users

On the **Receipt** page, the **From** section was previously populated with the address from the buying organization's profile. However, the buyer can have multiple business units with different addresses. Consequently, the logic for the **From** address has been changed to more accurately reflect the actual address where goods have been received by the buyer. The **From** section is now populated with the Sold To address, if available, or the Bill To address from the order.

The **Receipt** page also now includes a **Delivery Address** field, which shows the delivery address for each line item, if it is present in the cXML.

> ℹ **Note**
>
> This feature affects only the user interface of receipts and doesn't include any changes to cXML, which already supported a delivery address at the line-item level.

Enabling this feature

This feature is enabled for all buyers and suppliers and is ready for immediate use.

In this section:

Changes to existing functionality

User interface changes

Receipt page

The **Receipt** page has the following changes:

- The **From** section is now populated with the Sold To address, if available, or the Bill To address from the order. Previously, the **From** section was populated with the address from the buying organization's profile.
- The **Delivery Address** field shows the delivery address for each line item, if it is present in the cXML.

Ship notice generation based on delivery location

This Ariba Network feature is applicable to:

- all buyer users
- all supplier users

Some Ariba Network buyers might want to prevent suppliers from using multiple ship-to addresses in the same ship notice. Therefore, a new ship notice transaction rule was added called **Do not allow multiple Ship To addresses on a ship notice**. If a buyer checks this rule, suppliers must use only one ship-to address for each ship notice they create for all subsequent orders they receive. Buyers who don't check this rule (it is unchecked by default) allow their suppliers to include different ship-to addresses for items on a ship notice.

These changes are applicable to ship notices that are:

- created online in Ariba Network
- received through cXML
- imported from a CSV file

Enabling this feature

This feature is enabled for all buyers and suppliers. For information about how to configure this feature, see .

Limitations

The **Do not allow multiple Ship To addresses on a ship notice** rule doesn't affect ship notices for orders received before the buyer checked the rule.

In this section:

Changes to existing functionality

In this section:

Buyer administrator interface changes

Default Transaction Rules

In the **Order Confirmation and Ship Notice Rules** section of the **Default Transaction Rules** page, the following rule was added:

- **Do not allow multiple Ship To addresses on a ship notice**—When this rule is checked, suppliers can provide only one ship-to address for all items on a ship notice. Uncheck this rule to allow suppliers to use different ship-to addresses for items on a ship notice.

> **i Note**
>
> You can apply this default transaction rule to supplier groups.

Supplier user interface changes

Create Ship Notice wizard

If the buyer does not allow multiple ship-to addresses on a ship notice, the first page of the Create Ship Notice wizard is called **Items to Ship**. Use this page to select which items to include on the ship notice. All items must have the same ship-to address. This user interface change is visible when you create a ship notice from the Ariba Network workbench or from an order.

> **i Note**
>
> The ▶ **Inbox** ❯ **Orders and Releases** ❯ **Items to Ship** ❯ tab performs the same validation, preventing you from creating a ship notice with multiple ship-to addresses if the buyer doesn't allow it.

Buyer administrator tasks

How to disallow multiple ship-to addresses on a ship notice

By default, a ship notice can include different ship-to addresses for items. You can disallow multiple ship-to addresses on a ship notice, which means all items on a ship notice have the same ship-to address.

Procedure

1. Click ▌▶ **Administration** ❯ **Configuration** ❯ **Default Transaction Rules** ❯.
   The **Default Transaction Rules** page appears.
2. In the **Order Confirmation and Ship Notice Rules** section, check the rule **Do not allow multiple Ship To addresses on a ship notice**.
3. Click **Save**.

Supplier user tasks

How to create a ship notice with one ship-to address for all items

If a customer does not allow multiple ship-to addresses on a ship notice, only one address is used for all items.

Prerequisites

The customer does not allow multiple ship-to addresses on a ship notice.

Procedure

1. On the **Inbox** > **Orders and Releases** tab, click the order number you plan to ship.
2. Click **Create Ship Notice** at the top of the order.
   The **Create Ship Notice** wizard appears.
3. On the **Items to Ship** wizard step, select items for one ship-to address.
4. Click **Next**.

   > ⓘ Note
   >
   > You can't go back to the **Items to Ship** wizard step.

5. Complete the ship notice, including the required **Packing Slip ID** field, and then click **Next**.

6. Confirm the ship notice information on the review page, including the **Deliver To** address. To make changes, click **Previous**.

7. Click **Submit**.

PDF attachment option for order routing methods

This Ariba Network feature is applicable to:

- all supplier users

A new order routing option has been added to allow integrated suppliers to include a PDF copy of orders for the following order routing methods:

- **cXML**
- **Email**
- **Cloud Integration Gateway**

Integrated suppliers can scan order information from the attached PDF document.

> ℹ **Note**
>
> The PDF copy of the order uses the standard layout, which is generated from the HTML. It does not use a buyer's customized PDF layout.

Enabling this feature

This feature is enabled for all suppliers.

In this section:

Changes to existing functionality

Supplier user interface changes

Network Settings > Electronic Order Routing page

A new PDF option is available for the following order routing methods:

Routing method	New option
Email	**Attach PDF document in the email message**
cXML Cloud Integration Gateway	**Include PDF document**

For more information about order routing options, see the *Document routing* guide in the help center.

Override default order routing based on extrinsic Transaction Category Type

This Ariba Network feature is applicable to:

• all supplier users

This feature allows Ariba Network suppliers to override their default routing method for orders that match extrinsic values for Transaction Category Type (`transactionCategoryOrType`). Suppliers can use this feature to prevent types of orders from being routed to a supplier's external integration channel. An order that matches the condition specified for the Transaction Category Type extrinsic is routed to up to five email addresses instead.

> **i Note**
>
> Ariba Network stores all transactions in the online Inbox regardless of routing methods you select.

Enabling this feature

This feature is enabled for all suppliers and is ready for immediate use.

Prerequisites

Suppliers must subscribe to the Bronze subscription level or higher to qualify for this feature. To check your subscription level, click ▌▶ **Company Settings** ❯ **Service Subscriptions** ❮, and scroll down to **Subscription Fee**.

Limitations

- Suppliers can override order routing options only for customer groups, not individual customers. As a workaround, you can create a customer group with only one customer.
- Only one type of condition is supported for overriding the default routing method of orders:
  `<Extrinsic name="transactionCategoryOrType"></Extrinsic>`

In this section:

Workflow for overriding default order routing

The following describes the workflow overriding default order routing for a customer group:

1. A supplier administrator defines a customer group with one or more customers.

   > **i Note**
   >
   > This functionality is supported by the Bronze subscription level or higher.

2. A supplier administrator defines conditions to override the default routing order for orders that match specified values for the Transaction Category Type extrinsic (`transactionCategoryOrType`). For instance, the supplier administrator specifies a condition where the order's Transaction Category Type value is equal to `"RoutingMail"`.
3. A customer sends an order with the matching Transaction Category Type to the supplier.
4. Ariba Network overrides the supplier's default routing method and instead routes the order to the specified email address(es).
5. A supplier user opens the order from the email message. On the **Order History** tab, Ariba Network logged the following comment: "Email order was sent to *EmailAddress*," where *EmailAddress* is the email address of the supplier user.

Changes to existing functionality

Supplier user interface changes

Order Routing page

If you choose to override order routing for a customer group, the **Order Routing** page appears. This page has a new section called **New/Change/Cancel Orders Routing Exception**. Use this section to override the default order routing based on a condition that you specify.

Supplier administrator tasks

In this section:

How to subscribe to the Bronze subscription level

The Bronze subscription level provides additional functionality, tools, and services that help you collaborate more effectively with customers, automate your transactions, and increase your marketing exposure.

Prerequisites

You must be an administrator to changes service subscriptions for your account.

Procedure

1. Click ▌▶ **Company Settings** ❯ **Service Subscriptions** ❯ .
   The **Subscriptions** page appears.
2. On the **My Subscriptions** tab, scroll to the **Subscription Fee** section.
3. For the Bronze subscription, click **Upgrade**
   The **Signup** page appears.
4. Click **Next**.

5. Click **Submit**.
   The **Additional Services Confirmation** page appears.

6. Click **Pay Now**.
   The **Pay** page appears.

7. Select your payment method, enter your email address, and then click **Submit**.
   The **Payment Confirmation** page appears.

8. Verify that your Bronze subscription was successful, and then click **Done**.

How to create a customer group

If you create a customer group, you can override the default routing for orders sent from customers in the group.

Prerequisites

- You must subscribe to the Bronze subscription level or higher for your Ariba Network account.
- You must be an administrator to create customer groups.

Procedure

1. Click ▌ **Company Settings** ❯ **Customer Relationships** ❯.
   The ▌ **Account Settings** ❯ **Customer Relationships** ❯ page appears, with the **Current Relationships** tab selected.

2. Scroll to the **My Groups** section.

3. Click **Create Group**.
   The **Customer Group** page appears.

4. Under **Select Members**, check the name of one or more customers, and then click **Add**.

5. Enter a name and a description for the group, and then click **Submit**.
   The new group is listed in the **My Groups** section.

6. Click **Save**.

How to override order routing for a customer group

If you created customer groups, you can override the default routing method for orders from customers in a group based on specified conditions.

Prerequisites

- You must be an administrator to override routing for customer groups.
- You must create a customer group, and add one or more customers to it.

> ➡ Limitations
>
> Only one type of condition is supported: Extrinsic Transaction Category Type. You cannot add other conditions.

Procedure

1. Click ▌ **Company Settings** ❯ **Customer Relationships** ▐.
   The ▌ **Account Settings** ❯ **Customer Relationships** ▐ page appears, with the **Current Relationships** tab selected.
2. Scroll to the **My Groups** section.
3. Check the box for a customer group, and click ▌ **Actions** ❯ **Override Routing** ▐.
   The **Override Default Routing** page appears.
4. Select **Customize routing preferences**, and click **OK**.
   The **Order Routing** page appears.
5. Scroll to the **New/Change/Cancel Orders Routing Exception** section.
6. Click **Add Exception**.
7. Click **Conditions**.
   The **Routing Conditions for Orders** page appears.
8. For **Condition**, select **is** or **is not**.
9. For **Value**, enter one or more values for the cXML extrinsic Transaction Category Type (`transactionCategoryOrType`) separated by commas.

   > ℹ Note
   >
   > The values you enter here depend on the customer's backend system.

10. Check the **Enable** box to enable the condition.
11. Click **OK**.
12. In the **Email address** field, enter up to five email addresses separated by commas.
13. Optionally, check either of these options:
    - **Attach cXML document in the email message**—Attaches a cXML copy of the order to the email.

> **i** Note
>
> Attachments are still available online.

- ○ **Include document in the email message**—Includes a full purchase order, not just a hyperlink to the order.

14. Click **Next**.

15. Indicate whether to expose routing details to the customer. Choose **Yes** or **No**.

16. Click **Next**.

17. Review the summary of the routing exception, and then click **Submit**.

    You return to the ▶ **Account Settings** ❯ **Customer Relationships** ❯ page appears, with the **Current Relationships** tab selected.

18. Click **Save**.

UAE VAT e-Invoicing

The United Arab Emirates (UAE) introduced Value Added Tax (VAT) on goods and services in the UAE from January 1, 2018. The rate of taxation has been standardized at 5% currently. This document describes the invoicing solution for UAE provided by Ariba Network. This solution facilitates suppliers in UAE in creating standard and tax invoices. This feature is applicable only to domestic buyers and suppliers in the UAE.

Enabling this feature

This feature is disabled by default. To enable this feature, contact SAP Ariba Support. Buyers can request to have this feature enabled for their own organizations and also for their UAE suppliers.

Prerequisites

The following prerequisites must be met for this feature to be completely functional.

- Buyers who wish to receive tax invoices from their suppliers must request SAP Ariba Support to enable tax invoicing for UAE. SAP Ariba Support must select the option **Enable tax invoicing for UAE** in the administrator application, for buyers who wish to receive tax invoices.
- Buyers must provide SAP Ariba Support with a list of their suppliers. This will enable SAP Ariba Support to enable this feature for such suppliers.
- SAP Ariba Support must enable this feature for suppliers who wish to send tax invoices to their buyers, who in turn have opted to receive tax invoices.
- Suppliers must confirm that their organization is VAT registered.

For more information about country-based invoice rules, see the *Guide to Invoicing*.

Defining standard and tax invoices

This topic defines standard and tax invoices and describes differences between them.

Defining standard and tax invoices

The following are tax invoices:

- Invoices created by VAT registered suppliers
- Invoices containing at least one item that is taxable (not zero-rated or tax-exempt).

The following are standard invoices:

- Invoices created by non-VAT registered suppliers
- Invoices created by VAT registered suppliers for items that are tax exempt or zero-rated.

Note that tax exempt is not the same as zero taxes.

Rules to determine labels on invoices

The following rules are applied to determine the labels that are displayed on invoices.

Supplier Type	Tax Type for Line Item (Exempt Detail)	Invoice Label
VAT registered	No Value (default value; taxable)	Tax Invoice
VAT registered	Exempt	Standard Invoice
VAT registered	Zero Rated	Standard Invoice
VAT registered	Mixed (taxable + Exempt/Zero Rated)	Tax Invoice
Non-VAT registered	No taxes	Standard Invoice

Supplier user tasks

The following section describes how suppliers can configure additional addresses and confirm their VAT registration status in Ariba Network. If you, as a supplier, have multiple addresses in UAE:

How to configure additional addresses and confirm VAT registration

Context

To set up a profile as a supplier in UAE and to confirm your VAT registration in Ariba Network, follow these steps.

> **i Note**
>
> If your primary address is a UAE address, you must update your company profile to add your Vat ID before you configure additional company addresses. You can also confirm your VAT registration status in the **Business** section of the **Company Profile** page.

If you, as a supplier, have multiple addresses in UAE:

Procedure

1. Click ▌ **Company Settings** ▶ **Company Profile** ▌.
2. Go to the **Additional Company Addresses** section and click **Create** to configure additional supplier addresses.
3. Enter the **Address Name** field in the **Address Name** section :
4. Enter the following required fields in the **Address** section:

   - **Address 1** - Your company's additional branch address in the UAE.
   - **City**
   - **Postal Code**
   - **Country**

5. Select your option for the question **Are You VAT Registered**?

   The field **VAT ID** is mandatory if you are VAT registered. It is a 15-digit number issued by the UAE tax authorities.

6. Click **Save**.

Results

The profile for the supplier's address is created.

Changes to existing functionality

The following list shows the changes to existing Ariba Network functionality after the introduction of tax invoicing in UAE.

- The **Entitlement Information** section in the administrator application contains an option called **Enable tax invoicing for UAE**. SAP Ariba Support personnel must enable this option for buyers who wish to receive tax invoices from their suppliers.
- An option **Are you VAT registered?** is introduced in the **Company Profile** page for suppliers. Suppliers must select the 'Yes' option and enter their 15-digit VAT ID if they wish to send tax invoices to their buyers.
- The invoice summary page and the invoice PDF show different invoice labels based on whether a supplier issuing the invoice is VAT registered or not. For details, see the topic **Defining Standard and Tax Invoices**.

- The **Additional UAE Specific Information** section in the invoice displays the following fields:
    - **Customer TRN** - the customer tax registration number issued by the Federal Tax Authority in UAE. If the purchase order contains the customer TRN, and the invoice is created by flipping the purchase order, the customer TRN field is auto-populated.
    - **Supplier TRN** - the supplier tax registration number issued by the Federal Tax Authority in UAE. If the purchase order contains the supplier TRN, and the invoice is created by flipping the purchase order, the supplier TRN field is auto-populated.
    - **Tax Invoice Number** - A sequential tax invoice number, or a unique number that enables identification of the tax invoice and the order of the tax invoice in any sequence of invoices..

    > **i Note**
    >
    > Ariba Network does not provide any sequential numbering logic.

Changes to tax invoice fields

Field label changes are reflected in online invoice summary pages and on invoice PDFs.

The following fields are displayed on tax invoices when a supplier is registered for VAT.

UAE-specific Field Label	Description
Tax Invoice	This label is added at the top of the invoice creation summary page and on the invoice PDF
Tax Invoice Number	Tax invoice number > **i Note** > It is the responsibility of the suppliers to provide increasing order of Tax Invoice Number.
Supplier TRN	The UAE VAT registration number of the supplier
Customer TRN	The UAE VAT registration number of the customer
Tax Invoice Summary	The summary of the tax invoice
Subtotal	The total invoice amount, not including tax
Total Tax	The total VAT applied
Total Gross Amount	The total invoice amount, including tax
Total Net Amount	Total net amount
Amount Due	The amount due

Changes to standard invoice fields

Field label changes are reflected in online invoice summary pages and on invoice PDFs.

The following fields are displayed on standard invoices when a supplier is registered for VAT.

UAE-specific Field Label	Description
Standard Invoice	This label is added at the top of the invoice creation summary page and on the invoice PDF
Supplier VAT/Tax ID	The supplier's tax ID ⓘ **Note** This is **not** the same as TRN (the Tax Registration Number of a VAT registered supplier). This is displayed as 'Supplier TRN' only if the supplier is VAT registered and the buyer has enabled tax invoicing for UAE.
Subtotal	The total invoice amount, not including tax.
Total Tax	The total tax applied
Total Gross Amount	The total invoice amount, including tax
Total Net Amount	Total net amount
Amount Due	The amount due to be paid

Changes to credit memo and line item credit memo fields

Field label changes are reflected in online invoice summary pages and on invoice PDFs.

The following fields are displayed on credit memos and line item credit memos when a supplier is registered for VAT.

UAE-specific Field Label	Description
Credit Memo / Line Item Credit Memo	The label on the document if taxes are **not** present
Tax Credit Note	The label on the document if taxes are present
Credit Memo Summary / Line Item Credit Memo Summary	The label on the document's Summary section if taxes are **not** present
Tax Credit Note Summary	The label on the document's Summary section if taxes are present
Supplier TRN	The UAE VAT registration number of the supplier
Customer TRN	The UAE VAT registration number of the customer
Subtotal	The total invoice amount, not including tax
Total Tax	The total VAT applied
Total Gross Amount	The total invoice amount, including tax
Total Net Amount	Total net amount
Amount Due	The amount due

Digital signature and archival of documents

Digital signatures are applied on the PDF versions of tax invoices and tax credit memos using an accredited service provider for SAP Ariba. TrustWeaver is the accredited service provider for SAP Ariba. Digitally signed PDFs are sent across as attachments to the buyer's system.

Digital signatures ensure integrity and authenticity of the documents.

For more information, see the topic *Digital signature process* in the *Ariba Network Guide to Invoicing*.

Suppliers and customers may download the PDFs and archive them in their file systems for future use.

For more information on archiving invoices, see the topic *Archiving invoices* in the *Ariba Network Buyer Administration Guide*.

> **i Note**
>
> Invoices that are already existing in the system will **not** be digitally signed or archived.

Support for custom privacy policies and audit log of changes made by users

This Ariba Network feature is applicable to:

- all buyer users
- all supplier users

Different countries and regions may have different legal approaches to privacy statements and consent requirements. With this feature, Ariba Network provides administrators with control over privacy-related statements presented to sub-users. Ariba Network now allows administrators to configure the privacy statement that appears when a user logs in for the first time. Ariba Network administrators can choose one of the following actions:

- display SAP Ariba Privacy Statement
- link to the organization's privacy statement
- have no privacy statement

Buyer and supplier administrators can add multiple custom privacy statements. Administrators can select the Activate option to prompt the sub-users to accept the privacy statement. When an administrator activates a custom privacy statement, all the sub-users are prompted to accept the new custom privacy statement when they login to Ariba Network.

Previously, supplier sub-users were prompted to accept the privacy statement when they first logged in to Ariba Network. Buyer sub-users could directly log in to Ariba Network and were not required to accept a privacy statement.

Now, supplier sub-users and buyer sub-users are prompted to accept only the privacy statement when they first log in to Ariba Network.

Ariba Network now logs all changes made to profile information of users and all operations performed by users. Buyers and suppliers suppliers can generate reports of these logs which are useful for audit and for compliance with data protection regulations.

The log reports containing the following information:

- Role changes performed on user accounts
  Ariba Network logs the following information:
    - Details of the user who made the role changes.
    - Details of when the role changes were made.
    - Details of the changes in roles.
    - Details of the data purged when users are deleted.
- Notification settings changes
  Ariba Network logs the following information:
    - Details of the user who made changes to the notification settings.
    - Details of when the changes to the notification settings were made.
    - Details of the changes to notification settings.
- Audit log exports
  Ariba Network logs the following information:
    - Details of the users who exported the audit logs.
    - Details of when the audit logs were exported.
    - Details of the users for whom the audit logs were exported.

Buyer and supplier users can generate and export log reports containing information about changes made to data on their respective profile information pages.

Enabling this feature

This feature is enabled for all buyers and suppliers.

In this section:

Changes to existing functionality

Buyer user interface changes

- While logging in to Ariba Network for the first time, on the **Account Management** page, Ariba Network displays a revised section **Privacy Statement** with the checkbox **I have read and agree to the Privacy Statement**.
- On the **Personal Information** page, Ariba Network displays a new **Profile Changes** link in the **Account Information** section.
- Clicking the **Profile Changes** link displays a new **User Profile Audit Log** page where the buyer can generate an audit report of the changes made to profile information.

Buyer administrator interface changes

- While logging in to Ariba Network for the first time, on the **Account Management** page, Ariba Network displays a revised section **Review Terms of Use and Privacy Statement** with the following checkboxes:
  - **I have read and agree to the Terms of Use**
  - **I have read and agree to the Privacy Statement**
- On the **Company Profile** page, Ariba Networks displays a new **Privacy Statement** dropdown displaying the following options:
  - SAP Ariba Privacy Statement
  - Custom Privacy Statement
  - No privacy statement

  If you select the **Custom Privacy Statement** option from the dropdown, Ariba Network displays a **Custom Privacy Statement** label with an **URL Link** which you can use to locate the URL of the custom privacy statement.
- When you click the **URL Link**, Ariba Network displays a new **Custom Privacy Statement URLConfiguration** dialog where you can add the URL of the privacy statement and activate it.
- On the **Audit Log** page, Ariba Network displays a new **Profile Changes** link.
- Clicking the **Profile Changes** link displays a new **User Profile Audit Log** page where buyer administrators can generate a report of the changes made to profile information by the buyer users.

Supplier user interface changes

- While logging in to Ariba Network for the first time, on the **Account Management** page, Ariba Network displays a revised section **Privacy Statement** with the checkbox **I have read and agree to the Privacy Statement**.
- On the **My Account** page, Ariba Network displays a new **Personal Information Change Log** link in the **Account Information** section.
- Clicking the **Personal Information Change Log** link displays a new **User Profile Audit Log** page where suppliers can generate an audit report of the changes made to profile information.

Supplier administrator interface changes

- While logging in to Ariba Network for the first time, on the **Account Management** page, Ariba Network displays a revised section **Review Terms of Use and Privacy Statement** with the following checkboxes:
  - **I have read and agree to the Terms of Use**
  - **I have read and agree to the Privacy Statement**
- On the **Company Profile** page, Ariba Networks displays a new **Privacy Statement** dropdown displaying the following options:
  - SAP Ariba Privacy Statement
  - Custom Privacy Statement
  - No privacy statement

  If you select the **Custom Privacy Statement** option from the dropdown, Ariba Network displays a **Custom Privacy Statement** label with an **URL Link** which you can use to locate the URL of the custom privacy statement.
- When you click the **URL Link**, Ariba Network displays a new **Custom Privacy Statement URLConfiguration** dialog where you can add the URL of the privacy statement and activate it.
- The **Company Settings** dropdown list now displays a new **Audit Logs** link.
- Clicking on the **Audit Logs** link displays a new **Audit Log** page.
- On the **Audit Log** page, Ariba Network displays a new **Profile Changes** link.
- Clicking the **Profile Changes** link displays a new **User Profile Audit Log** page where supplier administrators can generate a report of the profile changes made by the users.

Buyer tasks

Generating an audit report of changes made to profile information

Context

Ariba Network buyers can generate a report of the list of profile changes.

Procedure

1. On the Ariba Network buyer **Home** dashboard, click the **Administration** tab.
2. Click the **Configuration** tab.

   The **Configuration** page appears.
3. Click **Personal Information**.

   The **Personal Information** page appears.
4. Click **Personal Information Change Log**.

   The **User Profile Audit Log** page appears.

5.   Select the required date range from the **Date Range** dropdown list.

6.   Click **Search**.

     The **Search Results** section displays the list of profile changes performed.

Buyer administrator tasks

Generating an audit report of changes made by buyer users

Context

Ariba Network buyer administrator can generate an audit report of the list of changes performed by users.

Procedure

1.   On the Ariba Network buyer **Home** dashboard, click the **Administration** tab.

2.   Click the **Audit Log** tab.

3.   Click **Profile Changes**.

     The **User Profile Audit Log** page appears.

4.   Select the required date range from the **Date Range** dropdown list.

5.   Select the required user from the **Username** dropdown list.

6.   Click **Add more**.

7.   To select more users, select the required user from the **Username** dropdown list and click **Add more**.

8.   Click **Search**.

     The **Search Results** section displays the list of profile changes performed by the selected users.

Configuring a custom privacy statement

Context

You can add and configure a custom privacy statement.

Procedure

1. On the **Company Profile** page, click **Privacy Statement** dropdown.

   Ariba Network displays the list of available options.

2. To configure your organization's privacy statement, select **Custom Privacy Statement** from the dropdown.

   Ariba Network displays **Custom Privacy Statement** label with **Update URL** link.

3. Click **Update URL**.

   The **Custom Privacy Statement URL Configuration** dialog appears.

4. To add the URL of a custom privacy statement, select **Add a privacy statement URL** checkbox.

   Ariba Network displays a **URL** textbox.

5. In the **URL** textbox, type the URL of the custom privacy statement.

6. Click **Add**.

   Ariba Network adds the URL of the privacy statement and versions it.

7. In the **Custom privacy statements** section, select the privacy statement URL that you have added.

8. Click **Activate**.

   Ariba Network activates the new privacy statement for all the sub-users.

Supplier tasks

Generating an audit report of changes made to profile information

Context

Ariba Network supplier users can generate an audit report of the list of changes made to profile information.

Procedure

1. On the Ariba Network **Home** dashboard, click the **My account** link.

   The **My Account** page appears.

2. In the **Account Information** section, click the **Personal Information Change Log** link.

   The **User Profile Audit Log** page appears.

3. Select the required date range from the **Date Range** dropdown list.

4. Click **Search**.

   The **Search Results** section displays the list of profile changes performed.

Supplier administrator tasks

Generating an audit log report of changes made by supplier users

Context

Ariba Network supplier administrators can generate an audit log report of the list of changes made by suppliers users.

Procedure

1. On the Ariba Network **Home** dashboard, click **Audit Logs** link from the **Company Settings** dropdown list.

   The **Audit Log** page appears.
2. Click **Profile Changes**.

   The **User Profile Audit Log** page appears.
3. Select the required date range from the **Date Range** dropdown list.
4. Select the required user from the **Username** dropdown list.
5. Click **Add more**.
6. To select more users, select the required user from the **Username** dropdown list and click **Add more**.
7. Click **Search**.

   The **Search Results** section displays the list of profile changes performed by the selected users.

Configuring a custom privacy statement

Context

You can add and configure a custom privacy statement.

Procedure

1. On the **Company Profile** page, click **Privacy Statement** dropdown.

   Ariba Network displays the list of available options.
2. To configure your organization's privacy statement, select **Custom Privacy Statement** from the dropdown.

Ariba Network displays **Custom Privacy Statement** label with **Update URL** link.

3. Click **Update URL**.

   The **Custom Privacy Statement URL Configuration** dialog appears.

4. To add the URL of a custom privacy statement, select **Add a privacy statement URL** checkbox.

   Ariba Network displays a **URL** textbox.

5. In the **URL** textbox, type the URL of the custom privacy statement.

6. Click **Add**.

   Ariba Network adds the URL of the privacy statement and versions it.

7. In the **Custom privacy statements** section, select the privacy statement URL that you have added.

8. Click **Activate**.

   Ariba Network activates the new privacy statement for all the sub-users.

SAP Ariba Payables features

In this section:

AribaPay EFT for light accounts

This Ariba Network feature is applicable to:

- SAP Ariba Payables

Buyers prefer to maintain the fewest payment integrations with their ERP because each payment integration is expensive to build and maintain. Though Ariba Network offered the EFT payment option to suppliers, this functionality was not available to suppliers with light accounts, forcing buyers to maintain a separate channel specific to their light account suppliers.

Buyers can now invite their light account suppliers to the AribaPay program. When enrolled, light account suppliers can receive remittances and remittance-related notifications via email, and resend remittance notifications to their buyer.

Enabling this feature

This feature is enabled for all customers with the applicable solutions and is ready for immediate use.

Changes to existing functionality

Previously, light account suppliers could not complete the **Agree to Enable AribaPay** task.

Now, light account suppliers can complete the **Agree to Enable AribaPay** task and continue the AribaPay enablement and enrollment process.

SAP Ariba Supply Chain Collaboration features

In this section:

Excel upload/download for forecast and supplier-managed inventory reports

This Ariba Network feature is applicable to:

- All SAP Ariba Supply Chain Collaboration buyer users
- All supplier users with a relationship with one or more SAP Ariba Supply Chain Collaboration buyers

With Excel upload/download for forecast and supplier-managed inventory reports, suppliers can download and upload in Excel mass data for forecast commitments or for supplier-managed inventory planned shipments. Buyers can also download this data in Excel, but not upload it.

Enabling this feature

This feature is enabled by default for all buyers entitled for SAP Ariba Supply Chain Collaboration for Buyers, but requires configuration. To configure this feature, follow the configuration instructions. Then, enable particular suppliers for SAP Ariba Supply Chain Collaboration functionality. For more information, see **Getting a buyer system entitled and integrated for SAP Ariba Supply Chain Collaboration** and **Enabling and disabling SAP Ariba Supply Chain Collaboration for suppliers** in the *SAP Ariba Supply Chain Collaboration integration and configuration guide*.

In this section:

Changes to existing functionality made by Excel upload/download for forecast and supplier-managed inventory reports

Functional changes

Using Excel spreadsheets, suppliers can upload and download the following types of data. The data in the download file is represented by key figures in the row-based format.

- In the **Forecast** spreadsheet:
  - The **Product** sheet contains forecast data and forecast commitment data at the product level
  - The **Aggregated - Supply Commit** sheet contains forecast data and forecast commitment data at the aggregate level
- In the **Inventory** spreadsheet:
  - The **SMI - Planning View** sheet contains gross demand and planned shipment data.
  - The **Inventory Details** sheet contains supplier-managed inventory details.

Buyers and suppliers can search any of the following fields for data to download into Excel reports:

- **Supplier** (buyer view only)
- **Customer** (supplier view only)
- **Supplier part number**
- **Buyer part number**
- **Product family**
- **Product sub-family**
- **Location**
- **Program code**
- **Planner code**
- **Part category**
- **Part type**
- **Manufacturing type**
- **Line of business**
- **Time period**
- **Buyer last modified**
- **Supplier last modified**

The views can be configured with key figures which suppliers can view in the downloaded reports.

User interface changes

- **Forecast** and **Inventory** appear as options in the **Type** drop-down menu in the **Create/Edit Job** dialog box. The data displayed in the forecast template is defined in the **Settings** page configuration.
- The **Settings** page contains pre-defined views for forecast by product location level, and aggregated data by product across all locations.

Buyer user tasks

How to create a forecast or supplier-managed inventory report in Excel

Procedure

1. Click ▶ **Upload/Download** ❯ **Jobs** ❱.
2. Click **Create**.

   The **Create/Edit Job** page opens.
3. Choose **Forecast** or **Inventory** from the **Type** drop-down menu.
4. Enter criteria in **Job Search Criteria** as desired, and click Save.

   The created job is displayed on the **Jobs** page.
5. Choose the radio button for the job and click **Run**.

   The **Downloads** page opens and shows the running job status is **Processing**.
6. Click **Refresh Status** after a minute or two to update the job status.

   When the job status is **Completed**, processing is finished.
7. Download the Excel spreadsheet.

   a. Click ▶ **Upload/Download** ❯ **Downloads** ❱.
   b. In the **File** column, click the download icon (⤓) for the job.

      The Excel spreadsheet downloads and opens.

How to define data for forecast or supplier-managed inventory views

Context

As a buyer, you can define the data that appears in forecast or supplier-managed inventory views.

Procedure

1. Click ▶ **PLANNING** ❯ **Inventory Collaboration** ❱. Click the Settings icon ⚙ to open **Planning Settings**.

2. Click **Manage views**.

3. Click **Edit** for the view desired.

4. In the **Visibility** column, choose **Hide** or **Show**, to hide or show a key figure for the view selected.

Supplier user tasks

How to create a forecast or supplier-managed inventory report in Excel

Procedure

1. Click ▌ **Upload/Download** ❭ **Jobs** ❭.

2. Click **Create**.

   The **Create/Edit Job** page opens.

3. Choose **Forecast** or **Inventory** from the **Type** drop-down menu.

4. Enter criteria in **Job Search Criteria** as desired, and click Save.

   The created job is displayed on the **Jobs** page.

5. Choose the radio button for the job and click **Run**.

   The **Downloads** page opens and shows the running job status is **Processing**.

6. Click **Refresh Status** after a minute or two to update the job status.

   When the job status is **Completed**, processing is finished.

7. Download the Excel spreadsheet.

   a. Click ▌ **Upload/Download** ❭ **Downloads** ❭.

   b. In the **File** column, click the download icon (⤓) for the job.

      The Excel spreadsheet downloads and opens.

How to update forecast or supplier-managed inventory with Excel

Procedure

1. Click ▶ **Upload/Download** ❯ **Downloads** ❯.
2. In the **File** column, click the download icon (↓) for the job.

    The Excel spreadsheet downloads and opens.
3. In the Excel spreadsheet, click the desired sheet.
    ○ In the **Inventory** spreadsheet, click the **SMI-Planning View** sheet.
    ○ In the **Forecast** spreadsheet, click the **Aggregated - Supply Commit** sheet if it exists, or click the **Product** sheet.
4. In editable table rows that have in the, add values to the cells under date headings.
    ○ If the **Inventory** spreadsheet contains both **Product** and **Aggregated - Supply Commit** sheets, only the **Aggregated - Supply Commit** sheet is editable.
    ○ Editable rows are highlighted. They also contain the following values in the **Key figures** column:
        ○ **Planned shipment** in an **Inventory** spreadsheet
        ○ **Forecast commit** in a **Forecast** spreadsheet
5. Save and close the Excel spreadsheet.
6. Click the **Uploads** tab, then click the **Upload** button.

    The **Upload CSV** page opens.
7. Choose **Inventory** from the **Type** dropdown menu, choose the file to upload, and click **Upload**.

    The **Uploads** page opens and shows the upload status is **Processing**.
8. Click **Refresh Status** after a minute or two to update the job status.

    When the upload status is **Completed**, processing is finished. For troubleshooting information, click the download icon (↓) in the **Log** column.

Manufacturing type field to filter forecast and build priority views

This feature is applicable to:

- All SAP Ariba Supply Chain Collaboration buyer users
- All supplier users with a relationship with one or more SAP Ariba Supply Chain Collaboration buyers

The **Manufacturing type** field is added to the **Upload/Download** job search filters and results data. Suppliers can use **Manufacturing type** in the following ways:

- •

On the ▌▶ **Upload/Download** ❭ **Jobs** ❭ **Create/Edit Job** ❭ page, a **Manufacturing type** search filter is included when the job **Type** is one of the following:

- ○ • **Forecast**
- ○ • **Build priority**
- ○ • **Inventory**
- • In the generated Excel file, a **Manufacturing type** column is added.

Enabling this feature

This feature is enabled for all buyers with SAP Ariba Supply Chain Collaboration and the forecast collaboration component.

Prerequisites

This feature requires that the buyer system has been entitled for SAP Ariba Supply Chain Collaboration, and that a buyer administrator has enabled the supplier for SAP Ariba Supply Chain Collaboration.

Revision history

The following table provides a brief history of the updates to this guide. SAP Ariba updates the technical documentation for its cloud solutions if:

- Software changes delivered in service packs or hot fixes require a documentation update to correctly reflect the new or changed functionality
- The existing content is incorrect or user feedback indicated that important content is missing

SAP Ariba reserves the right to update its technical documentation without prior notification. Most documentation updates will be made available in the same week as the software service packs are released, but critical documentation updates may be released at any time.

Month/year of update	Updated topics	Short description of change
May 2018	n/a	Initial version

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