



SAP Ariba 

Feature at a Glance

Support for business unit-specific notifications in supplier request process

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CONFIDENTIAL

 **Run Simple**

Feature at a Glance

Introducing: Support for business unit-specific notifications in supplier request process

Ease of implementation

Low touch / simple

Geographic relevance

Global

Customer challenge

Large global companies commonly operate under different business unit names in different regions. For internal supplier requests and supplier self-registration requests, notifications sent to the supplier currently reference the parent buying organization name as configured in the site profile. Thus the specificity of the communication is not accurate enough for supplier action, potentially creating confusion during onboarding

Meet that challenge with **SAP Ariba**

This feature supports business unit-specific notifications to suppliers and approvers in the supplier request workflow. The supplier can choose the business unit it wants to submit its self registration request to, which sends the review/approval notification to the reviewer associated with the approval workflow for that business unit.

Subsequent supplier facing notifications refer to the selected business unit instead of the general buying organization name as configured in the site profile.

Experience key benefits

Reduces confusion and improves communications for suppliers, improving onboarding time and reducing supplier onboarding support efforts.

Solution area

SAP Ariba Supplier Lifecycle and Performance (SLP),
SAP Ariba Supplier Management

Implementation information

Feature is “off” by default. Submit a Service Request to your customer support admin to enable feature SM-6380 “Business Unit mapped to Buyer Name during Supplier Registration”. Additionally, ask support to enable the feature control “BU mapped to Buyer Names” in SM Administration.

Prerequisites and Limitations

In order to use this feature for supplier self-registration requests, feature SM-2861 “SM Self Registration” also needs to be enabled.

Detailed Feature Review

Create Conditions

- In the Supplier Request template create conditions for each of the business units.

Modify this condition as necessary by changing the fields below. To commit the changes to this condition, click OK.

Parent Template: Supplier Self-Registration Request Template

Condition

Name: Cirrus Atlantic-offshore

Description: Condition selection for Cirrus Atlantic-offshore business unit

Expression: All Are True | Departments | is child of | Cirrus Atlantic-offshore

OK Cancel

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Supplier Self-Registration Request Project

Conditions

Name	Description	Expression	Scope	Actions
Cirrus Atlantic-offshore		(AND ((Departments)is child of(Cirrus Atlantic-offshore)))	Project	Actions
Cirrus Atlantic-Shipping		(AND ((Departments)is child of(Cirrus Atlantic-Shipping)))	Project	Actions

Detailed Feature Review

Configure Approval Tasks

- For each of the business units, create parallel nodes in the approval flow.
- Assign conditions to each of the nodes and select appropriate approvers for each node. These conditions will be used during supplier request approval workflow and notifications.

The screenshots illustrate the following steps:

- 1 Create Task:** A screenshot of the 'Supplier Self-Registration Request Template' in SAP Ariba. A red box highlights the 'Approval for supplier self-registration request' task, with a callout '1 Create Task' pointing to it.
- 2 Create custom approval with parallel nodes for each BU:** A screenshot of the 'Approval Task' configuration page. A red box highlights the 'Custom' flow type selection, with a callout '2 Create custom approval with parallel nodes for each BU' pointing to it.
- 3 Choose one node for each BU:** A screenshot of the 'Configure Custom Approval Flow' page. The 'Approval Process Diagram' shows two parallel nodes: 'Cirrus Atlantic-offshore' and 'Cirrus Atlantic-Shipping'. A red box highlights the 'Cirrus Atlantic-offshore' node, with a callout '3 Choose one node for each BU' pointing to it.
- 4 Assign Condition:** A screenshot of the 'Approval Rule Editor' page. A red box highlights the 'Condition' field, which contains 'All Are True' and '(Cirrus Atlantic-offshore IS true)'. A callout '4 Assign Condition' points to this field.
- 5 Choose approvers:** A screenshot of the 'Approval Rule Editor' page. A red box highlights the 'Action' field, which contains 'Add Approvers' and 'Cirrus Atlantic-offshore Approval group [select] *'. A callout '5 Choose approvers' points to this field.

Detailed Feature Review

Add “Business Unit” field

- In the content section of the Self-Registration template, add a question with an answer type of “Department”. Name it “Business Unit” and set the Supplier Field Mapping to “matrix.Departments”.
- The Business Unit field itself can be required or not to the recipient, however, its *presence* and *mapping* is mandatory if the business unit-specific notifications feature is enabled.

The screenshot shows the 'Edit Question' interface in SAP Ariba. The page title is 'SAP Ariba' and the user is 'Acting as: Customer Support Admin'. The question is titled '7 - Business Unit'. The configuration details are as follows:

Name:	Business Unit
Answer Type:	Department ⓘ
Response Required?:	Not Required ⓘ
Reference Documents:	ⓘ
Mask Attachments:	None ⓘ
Visible to Participant:	Yes ⓘ
Participant can add additional comments and attachments:	No ⓘ
Use participant-specific initial values?:	No ⓘ
Supplier field mapping:	matrix.Departments ⓘ
Search term:	ⓘ
Enable Duplicate check:	No ⓘ
Team Access Control:	(no value) ⓘ
Visibility Conditions:	(none) ⓘ
Initial Value:	(no value)

Detailed Feature Review

Results

- In the self-registration request form, the supplier can select the business unit it intends to offer its products and/or services to.
- Once submitted, the self-registration request will notify the approver(s) associated with that specific business unit in order to determine whether the supplier is relevant to their business needs.
- The supplier receives status notifications which refer to the selected business unit.

https://svcddevss.ariba.com/Sourcing/Main/aw?awh=r&awssk=WvwTfc_h&realm=s4All-2&dard=1

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Your request for registration as a supplier with **Cirrus Atlantic-offshore** is complete.

The **Cirrus Atlantic-Offshore** supplier management team will review your request details and make a decision on your request.
Decision will be sent to your email at lakshmi.nandi@sap.com

Supplier self-registration request form

Supplier Name	ACME INC
Contact First Name	Laks
Contact Last Name	Nandi
Contact EMail	lakshmi.nandi@sap.com
Contact Phone	
Comments	
Business Unit	Aramco-US
National Identification Number	
Unique Identifier 1	

Cirrus Atlantic-offshore is reviewing your registration request

AA Ariba Administrator <nobody@ansmp.lab1.ariba.com>
Nandi, Lakshmi Kanta
Tuesday, 13 March 2018 at 9:38 AM
[Show Details](#)

Hello Acme Inc,

Cirrus Atlantic-offshore has received your registration request and will review it for approval. Their response will be emailed to lakshmi@sap.com.

If you have any questions, please don't reply to this email but instead contact **Cirrus Atlantic-offshore** directly.

This email has been sent to you on behalf of Cirrus Atlantic-offshore by SAP Ariba.

Action needed: Approve request to add **ACME Inc** as a supplier

AA Ariba Administrator <nobody@ansmp.lab1.ariba.com>
Nandi, Lakshmi Kanta
Tuesday, 13 March 2018 at 9:38 AM
[Show Details](#)

Request to add ACME Inc as a supplier.

aribasystem submitted a request on Mon, 12 Mar, 2018 to add Acme Inc as a supplier to **Cirrus Atlantic-offshore**

[Click Here](#) to review and approve request.