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General Ariba Network features

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Require header-level service dates on service sheets and invoices

This Ariba Network feature is applicable to:

- all buyer users
- all supplier users for which a buyer has configured this feature
- SAP Ariba Commerce Automation

Buyers can configure existing service sheet and invoice rules to require suppliers to provide start and end dates for line items in service sheets and service invoices. However, SAP ERP supports start and end dates at the header of these documents, not at the line level. This incompatibility caused service sheets and invoices to fail in the buyer's backend system.

To address this problem, the service sheet and invoice rules that require suppliers to provide start and end dates for service sheets and service invoices have been updated. Buyers can now apply these rules to line items, the header of the documents, or both.

i Note

These rules apply only to service items, not material items. This feature is not available in the **ICS Invoice Rules**.

These changes are applicable to service sheets and invoices that are:

- created online in Ariba Network
- sent by suppliers through cXML

Enabling this feature

This feature is enabled for all buyers. For information about how to configure this feature, see [How to require start and end dates at the header level for service sheets and service invoices \[page 5\]](#).

Suppliers can use this feature for transactions with customers that have enabled it.

Changes to existing functionality

Buyer administrator interface changes

Default Transaction Rules

In the **Service Sheet Rules** section, the following rule was updated:

- **Require suppliers to provide start and end dates on service sheets**—Check **At line level** to require suppliers to include both start and end dates for service sheet line items. The rule applies only to service items, not material items. Check **At header** to require suppliers to include both start and end dates at the service sheet header. When either option is checked, the subrule **Do not allow service sheets for services that are still in progress** is available. Both options apply whether suppliers create service sheets manually or whether Ariba Network creates them automatically when an order is flipped to an invoice. Default setting (for both line level and header): No

In the **General Invoice Rules** section, the following rule was updated:

- **Require suppliers to provide start and end dates on service invoices**—Check **At line level** to require suppliers to include both start and end dates for service invoice line items. The rule applies only to service items, not material items. Check **At header** to require suppliers to include both start and end dates at the service invoice header. When either option is checked, the subrule **Do not allow invoices for services that are still in progress** is available.

i Note

If Ariba Network generates service sheets automatically and start and end dates are required in service sheets, then they are also required in service invoices, regardless of this rule's settings.

Default setting (for both line level and header): No

i Note

You can also apply these default transaction rules to supplier groups.

Supplier user interface changes

Additional validation was added for service dates in service sheets and service invoices.

Create Service Sheet page

If the buyer requires start and end dates either at line level or the header of service sheets, the start and end date fields are required on this page.

Create Invoice page

If the buyer requires start and end dates either at line level or the header of service invoices, the start and end date fields are required on this page when creating a service invoice.

If the buyer allows service sheets to be generated automatically when you create a service invoice, and the buyer requires start and end dates in service sheets, then start and end dates are also required for a service invoice, both at line level and at the header.

Buyer administrator tasks

How to require start and end dates at the header level for service sheets and service invoices

If your backend system supports start and end dates for services in the header of service sheets and service invoices, you can configure business rules to require suppliers to provide start and end dates in the header of those documents.

Procedure

1. Click ► **Administration** ► **Configuration** ► **Default Transaction Rules** ►.
The **Default Transaction Rules** page appears.
2. In the **Service Sheet Rules** section, find the rule **Require suppliers to provide start and end dates on service sheets**, and check **At header**.
3. (Optional) Check the rule **Do not allow service sheets for services that are still in progress** to prevent suppliers from creating service sheets for services that are not completed.
4. In the **General Invoice Rules** section, find the rule **Require suppliers to provide start and end dates on service invoices**, and check **At header**.
5. (Optional) Check the rule **Do not allow invoices for services that are still in progress** to prevent suppliers from creating invoices for services that are not completed.
6. Click **Save**.

Suppliers can cancel a failed ship notice

This Ariba Network feature is applicable to:

- all buyer users
- all supplier users

When suppliers generate a ship notice, sometimes Ariba Network fails to send it to the buyer's ERP system. When ship notices are not delivered, Ariba Network changes the routing status of the document to **Failed**, which suppliers can view in the history details of the document. Supplier administrators can configure an electronic order routing notification if they want the supplier users to receive alerts about ship notice failures.

Previously, when ship notices are not delivered and the routing status is set to **Failed**, Ariba Network:

- Sends ship notice failure notifications, if configured.
- Releases the shipped quantities specified in the ship notice document.
- Changes the purchase order status to:
 - **New** if the ship notice was generated for the full quantity of the purchase order and order confirmation is not generated.
 - **Partially confirmed** or **Fully confirmed** if the ship notice was generated for the full quantity of the purchase order after the order confirmation is generated.
- Retains the following statuses:
 - **Partially shipped** if the purchase order was partially shipped.
 - **Partially confirmed** if the purchase order was partially confirmed.
 - **Fully confirmed** if the purchase order was fully confirmed.

Now, when ship notices are not delivered and the routing status is set to **Failed**, Ariba Network:

- Sends ship notice failure notifications, if configured.
- Displays the **Cancel** button on the failed ship notice details page.

Suppliers can now cancel a failed ship notice. When a failed ship notice is canceled, Ariba Network:

- Changes the status of the failed ship notice to **Obsoleted**.
- Releases the shipped quantities specified in the ship notice document.
- Changes the purchase order status to:
 - **New** if the ship notice was generated for the full quantity of the purchase order and order confirmation is not generated.
 - **Partially confirmed** or **Fully confirmed** if the ship notice was generated for the full quantity of the purchase order after the order confirmation is generated.
- Retains the following statuses:
 - **Partially shipped** if the purchase order was partially shipped.
 - **Partially confirmed** if the purchase order was partially confirmed.
 - **Fully confirmed** if the purchase order was fully confirmed.

Supplier user interface changes

Ariba Network displays the **Cancel** button on the failed ship notice page.

Enabling this feature

This feature is enabled for all buyers and suppliers.

Quote automation enhancements

This Ariba Network feature is applicable to:

- **Quote automation supplier users**
- **Quote automation buyer users**

The following quote automation enhancements are available:

Quote automation enhancements for supplier users

The following quote automation enhancements are available:

- **Remove line item from a bid**

Some Request for Quote (RFQ) postings may have many line items. For such RFQs, if suppliers select to quote on all the line items but discover that they lack information about some line items, they cannot complete the bid process. They must bid again by selecting only the line items for which they have information, a time-consuming process.

With this feature, suppliers can now exclude any line item on the **Provide Your Quote** page and continue with the bidding process. Quote automation removes the line item from the current bid. When suppliers bid again, they can include the line items that they may have excluded in the previous bids.

- **Email notification enhancements**

Some supplier organizations may have branches spread out geographically. In this business environment, previously when quote automation sent email notifications to a supplier organization, users within the organization could not know the supplier location or branch to which the notification was intended, because the notifications lacked this information.

With this feature, quote automation includes the following information in the email notifications that are sent to suppliers:

- supplier organization's Ariba Network ID
- address specified for the Ariba Network ID
- vendor ID

Supplier users can now view the intended supplier location in the email notifications.

Quote automation enhancements for buyer users

The following quote automation enhancements are available:

- **Generating RFQ reports for buyers**

Buyers can create a report template for RFQs and run it to generate reports either manually or as per a set schedule. Buyers can generate the following types of RFQ reports:

- **RFQ response rate - Detail**
- **RFQ response rate - Summary**

- **Export supplier responses in a PDF file**

Previously, quote automation exported supplier responses in comma-separated and semicolon separated files. Now, buyers can export the supplier responses for an RFQ to a PDF file. This feature helps buyers who do not have a software tool such as Microsoft Excel to quickly view and compare supplier responses.

- **Download event details with list separator option**

Buyers can download the details of an RFQ event in either a comma separated file or in a semicolon separated file.

Quote automation enhancements for buyer administrators

The following quote automation enhancements are available:

- **Automatically attaching all the supplier responses in a PDF file when a buyer awards**

Buyer administrators can configure a rule such that, when a buyer makes an award, quote automation automatically attaches all the supplier bids in a PDF file, attaches it to the QuoteMessage cXML document, and sends it to the ERP system. Buyers can use this PDF file for compliance purposes or to maintain a history of all the supplier bids for future reference.

While awarding the business, quote automation displays the PDF file of responses on the **Confirmation** window. Buyers can download the PDF file from this window. On the **Confirmation** window, buyers can use the attaching a PDF file functionality to upload a new PDF file. Quote automation replaces the attached file with the new uploaded PDF file. If for any reason, quote automation fails to automatically attach a PDF file, buyers can still award the business.

- **Language translations for custom fields**

Previously, buyer administrators could add custom fields only in the English language to a posting configuration template. Buyer administrators could not label custom fields using any of the languages supported by Ariba Network.

With this feature, administrators can upload language translations of custom field names created in a posting configuration template so that suppliers can view the translated labels on the **Provide Your Quote** page. Quote automation provides a CSV template file which administrators can download, edit with the required language translations and upload to the posting configuration template. The CSV template file contains the following columns:

- **Custom Field Label**
- **Translated Custom Field Label**
- **Translated Custom Field Initial Value**

You can upload only one translation file for each language for each posting configuration template. Quote automation checks the browser language locale set and displays the translated custom fields if available, to the suppliers.

If a template does not consist of custom fields, quote automation does not allow you to upload language translations for templates that do not have custom fields.

i Note

- The maximum size of a label is 60 characters.
- Quote automation custom fields support all the languages that Ariba Network supports.
- The custom field label in the translation file, the posting configuration template, and the Quote Request cXML document must be the same.
- In the translation file, quote automation ignores any values provided in the **Translated Custom Field Initial Value** column for non-text type custom fields and generates an error message.

Enabling this feature

These features are enabled for all buyers and suppliers entitled for quote automation.

Changes to existing functionality

Supplier user interface changes

- On the **Provide Your Quote** page, for each line item, quote automation displays the **Remove line from the Bid** button.

Buyer user interface changes

- On the **Bids** tab, the **Export supplier responses** dropdown menu now includes the **Export as PDF** option.
- On the **Compare Supplier Bids** page, the **Export supplier responses** dropdown menu now includes the **Export as PDF** option.
- On the **Lines** tab of a posting details page, SAP Ariba Discovery displays a new **Download Event Details** dropdown list which displays the following two options.
 - **Download as comma separated file**
 - **Download as semicolon separated file**
- While awarding, on the **Confirmation** window, quote automation displays the PDF file containing the supplier responses if the corresponding quote automation rule is enabled. Buyers can use the new **Attach** button to upload a new PDF file that replaces the already attached file in quote automation.

Buyer administrator interface changes

- On the **Quote Automation Rules** tab, in the **Configure Quote Message Flow** section, Ariba Network displays the new **Auto attach supplier responses as PDF while buyer awards** rule.
- While creating a report template, on the **Reports** page, the Report Type drop down list Ariba Network now includes the following report types
 - **RFQ response rate - Detail**
 - **RFQ response rate - Summary**
- On the **Posting Configuration** tab, for each template that an administrator has created, quote automation displays the **Custom Fields Translation** section where administrator can upload translations of the custom fields.

Supplier tasks

How to remove a line item from a bid while providing a quote

Context

While providing a quote, suppliers can remove a line item from a bid so that no line item is empty and the bid can be submitted.

Procedure

1. Access the RFQ posting for which you want to bid.
2. Do one of the following on the RFQ posting page:
 - Click **Quote All** to submit a quote for all items.
 - If the buyer has configured the system to include the **Quote Selected** option, you can submit a quote for a subset of items by selecting those items, and then clicking **Quote Selected**.

The **Provide Your Quote** page appears

3. In the **Your Quote** section, enter the details of your quote.
4. For any line items that you may not want to bid on, click **Remove line from the Bid** for the corresponding line item.
5. When you have completed your response, click **Submit**.

Buyer tasks

How to download RFQ event details

Context

Buyers can download all the details of an RFQ event.

Procedure

1. Access the RFQ posting for which you want to download all the details.
2. On the **Lines** tab, click **Download Event Details** dropdown list.
3. Select one of the following options from the dropdown list.
 - **Download as comma separated file**
 - **Download as semicolon separated file**

Quote automation downloads the details of the event.

Buyer administrator tasks

How to create a report template for generating RFQ related reports

Context

Buyers can generate RFQ related reports if they have the required permissions.

Procedure

1. Click the **Reports** tab on the dashboard.
2. Click **Create**.
3. Enter a unique title that will help you and other users identify this report from a list. For example, "RFQ response rate - Detail."
4. Enter a description. The description is useful for identifying the scope and target of the report for all account users. For example, "Detailed report of RFQ responses."
5. Select a value from the **Time zone** drop down list. Date and times in your report file use the time zone you select here, expressed as GMT +/- . In addition, Ariba Network uses the time zone to determine the range of information collected for the report.
6. Choose a language. Ariba Network uses this language for labels in the resulting report file. It displays report data in the language in which the information was entered into the system.
7. From the **Report Type** drop down list, select one of the following reports based on your requirement:
 - RFQ response rate - Detail
 - RFQ response rate - Summary
8. Click **Next**. Ariba Network displays the **Schedule** page with details for the report type you selected.
9. Click either **Manual Report** or **Scheduled Report**. To generate a manual report, go to the **Reports** page and click **Run**. Ariba Network automatically generates scheduled reports using the frequency that you specify.
10. If you choose **Scheduled Report**, Ariba Network refreshes the page and displays the **Scheduling** section. Do the following:
 - Select a date range. By default, a scheduled report includes three months beginning with tomorrow's date.
 - Choose a value from the **Automatically Run** list to set the report generation frequency.
 - Enter up to three email addresses, each separated by single comma. Ariba Network sends a notification to these addresses when the report status is Processed.
11. Click **Next**.
The **Criteria** page appears.

-
12. From the **Date Range** drop down list, select the required time period.
 13. From the **Business Unit** drop down list, select the required business unit.
 14. From the **RFQ Status** drop down list, select the required status.
 15. Click **Submit**.

Ariba Network puts your report into the queue. You can view and download it when its status is Processed.

16. To view and download the report, select the report template and click **Download**. Click one of the following:
 - **Open** to view the report. Your browser starts Microsoft Excel and displays the report.
 - **Save** to save the report to your computer.

How to configure a quote automation rule to automatically attach all bids while awarding

Context

Buyer administrators can configure a quote automation rule to automatically attach all bids and send the PDF file to the ERP system while awarding bids.

Procedure

1. On the upper right corner of the Ariba Network home page, click **Manage Profile**.

The **Configuration** page appears.
2. Click on the **Quote Automation** link.

The quote automation configuration page appears.
3. Click the **Quote Automation Rules** tab.

The **Quote Automation Rules** tab appears.
4. In the **Configure Quote Message Flow** section, select the **Auto attach supplier responses as PDF while buyer awards** check box.
5. Click **Save**.
6. Click **Done**.

You are returned to the **Configuration** page.

How to configure an RFQ template for custom language fields

Context

Procedure

1. On the upper right corner of the Ariba Network home page, click **Manage Profile**.
The **Configuration** page appears.
2. Click on the **Quote Automation** link.
The quote automation configuration page appears.
3. Click the **Posting Configuration** tab.
The **Posting Configuration** tab appears.
4. In the **Custom Fields Translation** section, click the translation template file to download it. After you have downloaded the file, make the required changes in the CSV file.
5. Select the language for which you want to upload the translated labels.
6. Click **Choose File** to select the file containing the translated labels which you have done in Step 4.
7. Click **Upload Translation**.
8. Click **Done**.

Enhancement to items to confirm list feature

This Ariba Network feature is applicable to all supplier users.

This enhancement to the items to confirm list feature enables the feature for all Ariba Network supplier users and is ready for immediate use.

With this enhancement, the items to confirm list provides to all suppliers the ability to efficiently confirm incoming purchase orders across multiple customers. The items to confirm list displays a list of purchase orders that includes information critical for a supplier to accurately confirm many order details simultaneously.

For more information about using the items to confirm list feature, see "The items to confirm list" in the *Supplier guide to SAP Ariba Supply Chain Collaboration*.

SAP Ariba Supply Chain Collaboration features

In this section:

[Buyer-controlled routing of orders \[page 14\]](#)

[Build priority in aggregated view of forecast \[page 17\]](#)

Buyer-controlled routing of orders

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

A new buyer transaction rule has been added that allows buying organizations to override the supplier's routing method for orders that match specified conditions. Buyers can use this rule to prevent types of orders from being routed to a supplier's external integration channel. An order that matches any of the conditions is routed to the supplier's online Inbox instead.

Buying organizations may have customized business processes for different types of orders. This feature allows the buyer administrator to halt the supplier's default routing method for certain orders and force suppliers to respond to such orders in the Ariba Network supplier portal.

The new buyer transaction rule allows the buyer administrator to specify conditions for any of the following purchase order or item-level attributes:

- Order type—Type of order (regular, release, or blanket).
- External document type—The order's document type in an external system, such as an ERP.
- Planning type—Item-level planning strategy.
- Item category—Item-level category indicating how the item is procured.
- Extrinsic Transaction Category Type—Transaction category type values for an order entered in the customer's backend system.

On the **Order History** tab visible to both the buyer and the supplier, Ariba Network logs a comment indicating that the buyer has overridden the supplier's default routing for the order.

Enabling this feature

This feature is enabled for all buyers with SAP Ariba Supply Chain Collaboration for Buyers. For information about how to configure this feature, see [How to configure buyer-controlled routing of orders \[page 16\]](#).

Limitations

- Suppliers can't sort orders whose default routing method has been overridden by the buyer.
- You can specify up to four types of conditions for orders. You can't create more conditions.
- Suppliers aren't notified by email when the default routing method for an order has been overridden by the buyer.

In this section:

[Workflow for buyer-controlled routing of orders \[page 15\]](#)

[Buyer administrator interface changes \[page 15\]](#)

[How to configure buyer-controlled routing of orders \[page 16\]](#)

Workflow for buyer-controlled routing of orders

The following describes the workflow for buyer-controlled routing of orders:

1. A buyer configures conditions to override a supplier's default routing for orders. For instance, the buyer specifies a condition where the order's **External Document Type** is equal to "ZNB".
2. The buyer sends an order with the matching condition to a supplier.
3. Ariba Network overrides the supplier's default routing method and instead routes the order to the supplier's online Inbox.
Depending on the supplier's account settings, the supplier might receive an email notification that a new order has been received.
4. The supplier logs into the Ariba Network supplier portal to open the order. On the **Order History** tab, Ariba Network logged the following comment: "Buyer has overridden the supplier's default routing."

Buyer administrator interface changes

Default Transaction Rules page

In the **Purchase Order Rules** section of the **Default Transaction Rules** page, the following rule was added:

- **Override supplier's routing method for orders that match buyer's conditions**
If this rule is checked, the supplier's default routing method is overridden for orders that match any of the specified conditions, thus preventing it from being routed to an external integration channel. Click **Configure** to specify one or more conditions. If an order matches any of the conditions, it is routed to the supplier's online Inbox.

How to configure buyer-controlled routing of orders

You can override the supplier's default routing method for orders that match one or more conditions, thus preventing those orders from being routed to an external integration channel.

Procedure

1. Choose one of the following:
 - To override the order routing method for an individual supplier, click **Supplier Enablement > Active Relationships**, select a supplier, and then click **More Actions > Edit**. The **Edit Preferences for Supplier** page appears.
 - To override the order routing method for all suppliers, click **Administration > Configuration > Default Transaction Rules**. The **Default Transaction Rules** page appears.
2. In the **Purchase Order Rules** section, make sure **Override default purchase order rules** is checked.
3. Check the **Override supplier's routing method for orders that match buyer's conditions** rule, and click **Conditions**.
The **Routing conditions for orders** page appears.
4. Specify a value for one or more conditions.

For the **Condition** field, select **Is** or **Is Not** from the dropdown. For the Planning Type, the **Is Empty** condition is also available.

Type	Value	cXML mapping
Order Type	Type of order. Select one of the following values: <ul style="list-style-type: none"> ○ <code>regular</code>—Standard order ○ <code>release</code>—Release against a master agreement or against a blanket purchase order ○ <code>blanket</code>—Blanket purchase order 	Request.OrderRequest.Order-RequestHeader.orderType
External Document Type	Enter a string for a document type from an external system.	Request.OrderRequest.Order-RequestHeader.OrderRequestHeaderIndustry.ExternalDocumentType.docType
Planning Type	Item-level planning strategy. Select one of the following values: <ul style="list-style-type: none"> ○ <code>MTO</code>—Make to Order ○ <code>MTS</code>—Make to Stock ○ <code>ATO</code>—Assemble to Order ○ <code>CTO</code>—Configure to Order 	Request.OrderRequest.Item-Out.ItemOutIndustry.planning-Type

Type	Value	cXML mapping
Item Category	Item-level category, which indicates how a component or material is procured. Select one of the following values: <ul style="list-style-type: none"> ◦ <code>subcontract</code>—Procuring a material by providing component information to a contract manufacturer that makes the finished product. ◦ <code>consignment</code>—Managing a material through a special process where the payment to supplier is withheld until the material or service is consumed by the buyer. ◦ <code>thirdParty</code>—Procuring a material from a third-party vendor. 	Request.OrderRequest.Item- Out.itemCategory
Extrinsic Transaction Category Type	Enter the cXML extrinsic Transaction Category Type (<code>transactionCategoryOrType</code>). You can enter multiple values separated by commas.	Request.OrderRequest.Order- RequestHeader.Extrinsic.name="transactionCategoryOrType"

5. To enable a condition, check the **Enable** box.
6. Click **OK** to save the conditions.
7. Click **Save** to save purchase order rules.

Next Steps

To avoid communication interruption, be sure to tell suppliers which orders are subject to buyer-controlled routing of orders. Suppliers aren't notified by email when their default routing method for an order is overridden by the buyer.

Build priority in aggregated view of forecast

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 build priority in aggregated view of forecast, build priority data for multiple locations and time buckets can be displayed in the aggregated sheet of the Excel forecast spreadsheet.


Enabling this feature

- This feature is enabled by default for all buyers entitled for SAP Ariba Supply Chain Collaboration features, but requires configuration. To configure this feature, see the information that follows. 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*.

- This feature also requires that the buyer is entitled for the forecast collaboration component.

Prerequisites


- This feature requires that the **Priority** key figure is set to **Show** in the **Edit views** pages of the **Aggregated forecast across locations** and **Forecast** views, accessed from the **Manage views** tab on the **► Planning ► Planning Collaboration ► settings page** .

In this section:

[Changes to existing functionality \[page 18\]](#)

Changes to existing functionality

Buyer user interface changes

- This feature adds the **Priority** key figure to the **Edit views** pages of the **Aggregated forecast across locations** and **Forecast** views, accessed from the **Manage views** tab on the **► Planning ► Planning Collaboration ► settings page** .
- This feature adds the **Priority** key figure in the **Aggregated - Supply Commit** sheet of the **Forecast** excel spreadsheet.

Supplier user interface changes

- This feature adds the **Priority** key figure in the **Aggregated - Supply Commit** sheet of the **Forecast** excel spreadsheet. This aggregation view displays the highest priority key figure across plants for the time and location chosen. For example, if a buyer posts a priority of **1** for a part for Monday and a priority of **5** for Friday, when the buyer downloads the Excel file in daily view, both priority **1** and **5** are seen. However, when the buyer downloads the Excel file in weekly view, the buyer sees the highest priority for the period, which in this example is **1**.

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
June 2018	n/a	Initial version

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