



SAP Ariba 

Feature at a Glance

Enhancements to change order process using simultaneous amendments

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CONFIDENTIAL

 **Run Simple**

Feature at a Glance

Introducing: Enhancements to change order process using simultaneous amendments

Ease of implementation  some complexity
Geographic relevance  Global

Customer challenge

In certain industries, it is common to have long-standing purchase orders that require constant changes to meet fluctuating requirements. Though these requirements can be handled by initiating change orders, it often leads to inefficiencies in the procurement process when purchase orders with a large number of items require frequent revisions simultaneously. Until this release, the buying solution did not support multiple change orders simultaneously for specific lines of a purchase order to manage such requirements.

Solution area

- SAP Ariba Buying
- SAP Ariba Buying and Invoicing

Meet that challenge with SAP Ariba

Starting with this release, buyers can create amendments for specific line items on an ordered requisition to process the changes only for those items. An amendment is an approvable document in which buyers add ordered items from a requisition and manage the change process for those items independently of the main requisition or other amendment documents which are in process for other lines on the same requisition. Once the amendment is approved, a new version of the main requisition is created and the changed order is sent.

Implementation information

This feature is “off” by default. To enable this feature, please submit a Service Request to have this feature turned on for you.

Experience key benefits

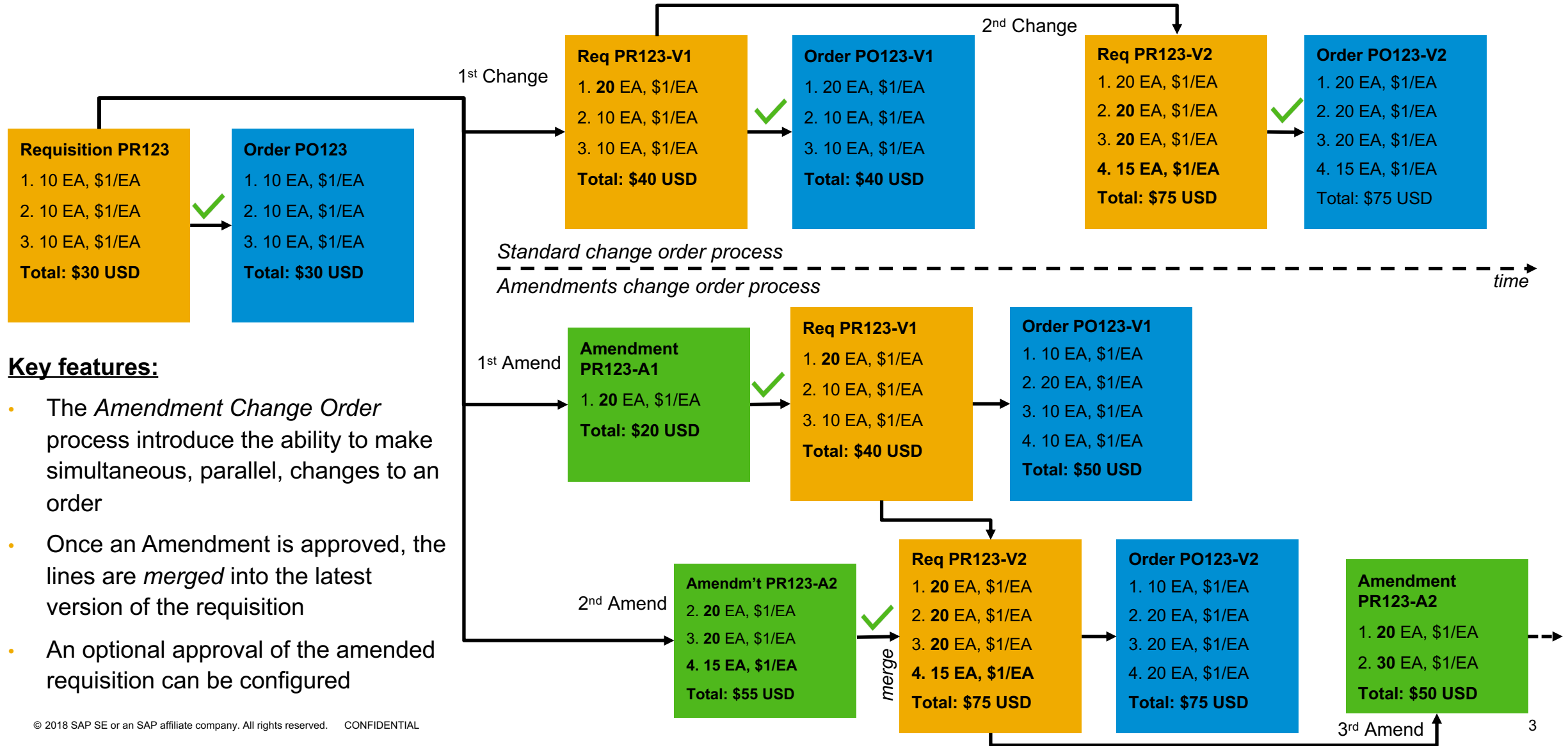
This functionality provides buyers a more efficient way to manage change orders through the introduction of an amendment document.

Prerequisites and Limitations

- Amendment functionality is not supported in Guided Buying
- Local budget checking functionality is not supported. External budget checking is supported.
 - If budget checking is enabled, a customization may be required to only allocate the difference between amended amount and original amount.
- Amendments is not supported for
 - Service Items
 - Lines associated with contracts
 - Demand Aggregation functionality
 - Supplier Collaboration

Feature at a Glance

Overview: Enhancements to change order process using simultaneous amendments



Key features:

- The *Amendment Change Order* process introduces the ability to make simultaneous, parallel, changes to an order
- Once an Amendment is approved, the lines are *merged* into the latest version of the requisition
- An optional approval of the amended requisition can be configured

Feature at a Glance

Screen changes: Changing an order

- A new option to “Amend” order has been added

PR92083 - IT equipment for desktop upgrades Status: **Ordered**

[Copy](#) [Change](#) [Amend](#) [Cancel](#) [Receive](#) [Print](#) [Create Template](#)

[Summary](#) [Budgets](#) [Orders](#) [Receipts](#) [History](#)

Title: IT equipment for desktop upgrades
Purchasing Unit: US001
Company Code: 3000 (IDES US INC)
Related Projects: [Create Project](#) [Add To Project](#)
Purpose: No Choice
My Labels: [Apply Label...](#) ⓘ

Deliver To: My desk
Need-by Date: ⓘ
Comments: [Add Comment](#)
Attachments: [Add Attachment](#)

Cart Summary

Stratus IT Supp... (5)	\$10,713.30 USD
Total (5 items)	\$10,713.30 USD

▼ Approval Flow

[Show Approval Flow](#)

▼ Line Items

5 Items Total [Hide Details](#)

No.	Type	Description	Qty	Unit	Price	Amount	
1		2530p Lightweight Notebook PC	5	each	\$934.00 USD	\$4,670.00 USD	Detail

Supplier Part #: 1552693
Commodity Code: Notebook computers
Material Group: 012 (Hardware)
Purch Org: 3000 (IDES USA)
Vendor: SU_INTERNAL13266062 (Stratus IT Supplier)
Line Item Text:
Contact: STRATUSIT
Payment Terms: NT30
Emergency Order:

Feature at a Glance

Screen changes: Amending an order

- The document ID will be that of the requisition, appended with "-A" and a sequence number, like PR123-A1
- New items can be added through "Continue Shopping"
- User can make changes to Deliver to details, add comments and attachments, and "Add Lines to Amend" from the latest version of the requisition. User cannot add items already on another amendment in process.

PR92083-A1: IT equipment for desktop upgrades

Print Continue Shopping Delete Save Submit

Summary

Title: IT equipment for desktop upgrades
Purchasing Unit: US001
Company Code: 3000 (IDEPASS INC)
Related Projects: Create Project Add To Project

Cart Summary
Total (0 item) \$0.00 USD

Edit Line Item Selection

0 Items selected 5 items Page 1

No.	Type	Description	Qty	Unit	Price	Discount	Net Amount	Charges	Taxes	Amount	
<input type="checkbox"/>	1	2530p Lightweight Notebook PC	5	each	\$934.00		USD				Detail
<input type="checkbox"/>	2	NVIDIA GeForce 8400GS - graphics adapter	10	each	\$80.72		USD				Detail
<input type="checkbox"/>	3	1 GB RAM for 8730W, 2730p, 6930p, 2530p	10	each	\$14.99		USD				Detail
<input type="checkbox"/>	4	Docking Station for MOST HP Notebooks	10	each	\$123.62		USD				Detail
<input type="checkbox"/>	5	4 GB RAM 8730W, 2730p,6930p,2530p	10	each	\$385.00		USD				Detail

[Amend lines](#) [Cancel](#)

No. ↑ Type Description Qty Unit Price Amount

No items

[Import Accounting](#) [Add Lines to Amend](#)

Continue Shopping Delete Save Submit

Feature at a Glance

Screen changes: Requisition details

- Once amendment has been selected, subsequent changes can only be done through amendments, and not standard change
- The requisition has a new tab listing all amendment documents and their respective status
- Once an amendment is approved, the changes are merged with the latest version of the requisition and a new version is created

The screenshot displays the SAP Requisition details for 'PR92083 - IT equipment for desktop upgrades' with a status of 'Ordered'. The interface includes a top navigation bar with buttons for 'Copy', 'Amend', 'Receive', 'Print', and 'Create Template'. Below this is a tabbed interface with 'Amendments' selected. A table lists '1 total amendments' with columns for 'Amendments', 'Title', 'Date Created', 'Total', and 'Status'. One amendment is shown: 'PR92083-A1' for 'IT equipment for desktop upgrades', created on 'Thu, 30 Aug, 2018', with a 'Total' of 1 and a 'Status' of 'Composing'. A 'Delete' button is visible below the table.

Amendments	Title	Date Created	Total	Status	
<input type="checkbox"/>	PR92083-A1	IT equipment for desktop upgrades	Thu, 30 Aug, 2018	1	Composing

Feature at a Glance

Comparison: Change Order vs Amend Order

Action	Change Order	Amend Order
A change to an order is required	User select Change Order button. Change of order is not allowed <i>if an existing change requisition is in process</i> . Subsequent change only display Change Order option. Changes can be done by the Requester, Preparer, or user with Edit Approvable permission (e.g. Purchasing Agent etc).	User select Amend Order button. Subsequent changes only display Amend Order option. Changes can be done by the Requester, Preparer, or user with Edit Approvable permission.
Selecting lines to change	All items, depending on configuration and status of order line, can be changed.	User select items from Requisition to amend; "Amend lines". User <i>cannot select items that is already added to another Amendment</i> in process.
Changing the order	A user can modify header and line level details as per configuration. This typically include line level detail, accounting, adding or deleting lines, changing header information.	A user can modify line item detail such as price and quantity, need by date, ship to, and accounting – as defined by the configuration. Lines can be added or deleted. Header comments or attachments is also allowed.
Approval of the changes	The new version of the requisition is routed for approval. Once approved, a new version of the order is created and sent to the supplier. Subsequent changes are made to the latest version.	The amendment, with select items, are routed for approval. Once approved, the lines are merged into the latest version of the requisition into a new version of the requisition. If no approval is configured for the amended requisition, a new version of the order is created and sent to the supplier.
View change history	The History tab of the requisition shows changes done, and a link to previous version.	In addition to showing the change and previous version under the requisition History tab, a new Amendments tab shows a list of all amendments to the requisition.
Reporting	Requisitions, and the versions are reportable under the Requisition Fact	Amendments are included in the Requisition Fact, but distinguished by a new subtype; Amendment and Amended Requisition.

Feature at a Glance

FAQ : Enhancements to change order process using simultaneous amendments

- By default, both Change and Amend process is allowed.
- The solution can be configured to only allow the Amend process by setting the parameter `Application.Purchasing.RestrictChangeOrderAction` to Yes through a service request.
- The option to Change vs Amend an order is only available for the *initial version of the order*. Once Change or Amend has been selected, future changes to the order have to follow the same process.
- A Change or Amendment can be initiated by the Requester, Approver, or users with Edit Approvable permission
- The solution *can* be configured to have an approval process of the amended requisition. This would mean that the amendment has an approval, and then the amended requisition has an approval.
 - If no approval of the amended requisition is configured, the merged requisition will be immediately approved and a change order issued.
 - If approval of the amended requisition is configured, a 2nd, parallel amendment that is approved will not merge with the that version of the requisition until it has been fully approved – again generating a 2nd amended requisition approval.
- The status of an Amendment is “Merged” once fully approved and the amended requisition has been created.
- If Amendments exist, those are visible under a new Tab of the Requisition called Amendments
- Enhancements are made to the Requisition Fact to allow to distinguish between Requisition, Amendment, and Amended Requisitions
- Amendment functionality is not enabled for Guided Buying at this time