Ariba Network October 2018 release guide

THE BEST RUN **SAP**

Content

Ariba Network October 2018 release guide
2   CONFIDENTIAL
Content

Enablement

Features are enabled by default unless specified otherwise. When action is required to enable a feature, the information is in the "Enabling this feature" section.

APIs

API versioning on the SAP Ariba developer portal

This feature is available in

- SAP Ariba developer portal
- SAP Ariba APIs

With this feature, when a new version of an API is released, a single developer portal discovery page hosts both versions. This means a new version of the API can be published without breaking applications that used the old version.

A version indicator located directly below the API name identifies which version of the API is currently displayed on the discovery page for an API. When only one version is available, this version indicator is a simple label. When multiple versions are available, it is a dropdown labeled **Version X** where **X** is the displayed version number. Users can opt to switch to a different version by choosing from this dropdown. The most recent version is displayed by default.

Information such as runtime URLs, endpoints, and models presented on the discovery page related to the displayed version.

To write an application using a particular version of an API, use the runtime URLs specific to that version. Different versions distinguish their runtime URLs by modifying the version number. For example:

Version 1

```
https://openapi.ariba.com/api/hypothetical_api/v1/prod
```

Version 2

```
https://openapi.ariba.com/api/hypothetical_api/v2/prod
```

General Ariba Network features

In this section:

Duplicating a service entry sheet line item

This Ariba Network feature is applicable to:

- all buyer users
- all supplier users
- Ariba Invoice Automation

Sometimes, on a service entry sheet, suppliers may be required to create multiple line items containing similar information. It is time consuming and tedious for suppliers to enter the same information for multiple line items.

With this feature, suppliers can use the **Copy** button on the line item to create a copy of the line item. Ariba Network automatically populates the copied line item with data from the original line item. Suppliers can then make the required changes to the new line item.

> ⁂ Example
>
> A buyer creates a purchase order for supply of 100 labor contractors for a month. The supplier has to create a service entry sheet with 100 line items. The supplier can create a line item and enter the required details. For all subsequent line items, the supplier can copy the line item and make changes to the new line item.

Limitations

Suppliers cannot copy line items if the purchase order originates from SAP Ariba Buying and Invoicing.

Enabling this feature

This feature is enabled for all buyers and suppliers.

Changes to existing functionality

Supplier user interface changes

On the service entry sheet page, Ariba Network displays a new **Copy** button for each line item.

Hungarian invoice online reporting enhancements

From July 1, 2018, suppliers in Hungary must report all invoices that exceed a VAT of 100,000 Hungarian Forint (HUF) to the Hungarian National Tax and Customs Administration (NAV). This is a mandatory tax regulation initiated by the NAV in Hungary. The NAV is an online system. The invoicing system used by suppliers to create invoices (Ariba Network), must report such invoices online to the NAV immediately after the invoices are issued. Keeping in line with this tax requirement, invoices issued by suppliers in Hungary are reported to the NAV through the Ariba Network interface.

Ariba Network does not report invoices with VAT less than 100,000 HUF to the NAV. However, there is *no* regulation that discourages reporting invoices with less than or equal to 100,000 HUF.

This feature is applicable only to domestic invoices, where suppliers and buyers (or their tax representatives) are located in Hungary. This feature reports only mandatory invoice fields to the NAV.

Enabling this feature

This feature is enabled by default. In addition, the current feature has a dependency on an earlier feature *NP-8767 Hungary eInvoicing enhancements and invoice data reporting*. This feature is also enabled by default. There is no action required from SAP Ariba to enable this feature.

Prerequisites

- Supplier organizations must register at the NAV portal and generate their **Technical User ID**, **Password**, **Signature Key**, and **Replacement Key** and provide these details in their Ariba Network user accounts.

- If supplier organizations do not have their VAT ID, they must enter the tax ID of their tax representative in the regulatory profile section.

Limitations and risks

- When suppliers use the Ariba Network for invoicing in Hungary, they must ensure that the same invoice content is not reported from another invoicing system (e. g. supplier ERP system). Otherwise, there is a risk of duplication of invoice data at the NAV.
- Only invoices and line item credit memos are reported to the NAV through the Ariba Network interface.
- Supplier organizations are not allowed to create invoices that have a VAT of more than 100,000 HUF if the supplier organization has not registered at the NAV portal:
- Storno and technical annulments will be supported in future enhancements to this feature.

Workflow

1. Supplier organizations register at the NAV portal.
2. They generate their **Technical User ID**, **Password**, **Signature Key**, and **Replacement Key**.
3. They provide these details in their Ariba Network user accounts in the **Access information to the online invoice platform operated by NAV** section.
4. If an invoice contains a VAT value that is equal to or greater than 100,000 HUF, Ariba Network sends the mandatory invoice data to the NAV after the supplier submits the invoice.
5. The NAV processes the invoice data and sends back a status report to Ariba Network.
6. Suppliers can check the invoice status in the **History** tab of their user accounts in Ariba Network.

   > i Note
   >
   > The **History** tab appears at the top of each invoice. All the invoices that a supplier has submitted are shown in the **Outbox** tab of a supplier's account. The **History** tab displays the status messages of an invoice. These messages include error and warning messages received from the NAV. For more information on error and warning messages, see https://onlineszamla-test.nav.gov.hu/api/files/container/download/Online%20Szamla_Interfesz%20specifik%C3%A1ci%C3%B3_EN.pdf ↗ .

7. If the invoice status is a success, and all other buyer defined invoice criteria are met by the invoice, Ariba Network propagates the invoice to the buyer organization.

Correction and storno invoices

In Hungary, the correction invoice option allows you to create correction invoices for products or services that were previously invoiced, but need amendments. The need for amendments may arise as a result of incorrect information provided in the original invoice, or because of changes that have occurred to the quantities, prices, or tax amounts.

When you make a correction to a previous invoice or if you reverse (*storno*) it, according to legal regulations, you must create a correction invoice or reversal invoice depending on the type of change.

Correction invoice: A correction invoice is issued when a previously issued invoice needs to be corrected. The corrections may be needed to change the item quantity, tax amount, and so on. A correction invoice in Hungary contains:

- **Correction Invoice** as the invoice header label (title). This label appears on the online (Ariba Network UI) and PDF versions of invoices.
- reference to the original invoice that is being corrected. Ariba Network auto-populates this information in the correction invoice.
- the corrected amount with a negative sign.
- the new invoice item.
- the difference between the data in the original invoice and the correction invoice.

> **i Note**
>
> Correction and *storno* invoices are reported to the NAV even if the VAT amount is less than or equal to 100000 HUF.

Storno **invoice**: A *storno* invoice is created when

- goods (or services) in an original invoice were not provided.
- an invoice is issued to a customer other than the intended customer.
- all the line item quantities in an invoice are set to zero (because of corrections).

A storno invoice in Hungary contains:

- reference to the original invoice. Ariba Network auto-populates this information in the *storno* invoice.
- the corrected amount with a negative sign.

Supplier administrator tasks

This sections describes supplier administrator tasks that suppliers in Hungary must complete.

In this section:

How to set up a regulatory profile for Hungarian suppliers

Context

Regulatory profiles refer to supplier accounts registered with the tax authorities in Hungary for electronic invoicing procedures. Suppliers in Hungary can have multiple VAT IDs. However, one VAT ID can have only one regulatory

profile associated with it. The **Set Up Legal Profile** check box is available to suppliers in Hungary. Ariba Network displays the **Set Up Legal Profile** check box only if you have selected the Country as Hungary.

> **i Note**
>
> All the existing (legacy) regulatory profiles associated with a supplier's VAT ID are migrated to the Legal Profile page. When you create the first regulatory profile, you will be asked to confirm if you wish to migrate your existing regulatory profiles. The current enhancement facilitates the creation of new regulatory profiles in Ariba Network.

Procedure

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

   ○ **Address Name** - Supplier's company address
   ○ **VAT ID** - Supplier's VAT ID
   ○ **Tax ID**

   Supplier VAT ID can contain a maximum of 20 digits. It must begin with HU, and must be followed by a minimum of 8 digits.

   Tax ID is an 8-digit numeric value. You cannot have same Tax ID for different supplier profiles.
4. Enter the following required fields in the **Address** section:

   ○ **Address 2** - Your company's additional branch address in Hungary.
   ○ **Postal Code** - This is a four digit number.
   ○ **Country**
5. Select the **Set Up Legal Profile** check box.

Results

The regulatory profile for the VAT ID is created, and suppliers can now set up tax invoice number ranges for this regulatory profile. After a standard invoice or line item credit memo is submitted, Ariba Network processes these invoices sequentially and assigns a folio number that is configured in the regulatory profile. This number is captured in the `taxInvoiceNumber` extrinsic. The document is then sent to TrustWeaver for digital signing.

How to set up a tax invoice number range

Context

A tax invoice number range (also called a folio) is a range of numbers that a supplier defines in Ariba Network. When a standard tax invoice is created, Ariba Network automatically assigns a number sequentially from the active

range to the invoice. Note that even though you can have multiple tax invoice number ranges defined, only one range can be active at any time.

To create a tax invoice number range:

Procedure

1. In the **Financial Information** section, select **Standard Invoice** or **Line Item Credit Memo** depending on the invoice type you want to create.
2. Click **Create**.
3. Enter your choice of numbers in the **Initial Tax Invoice Number** and **Final Tax Invoice Number** fields.
4. If you want to make this the active tax invoice number range, click **Activate**.

    The **Legal Profile Status** column displays the registration status with SAP Ariba's accredited service provider.
5. Click **Save**.

    A tax invoice number range already in use cannot be deleted.

How to register NAV information

Context

Supplier organizations in Hungary must register at the NAV portal and generate their **Technical User ID**, **Password**, **Signature Key**, and **Replacement Key** and provide these details in their Ariba Network user accounts.

To register your NAV information as a supplier in Hungary, follow these instructions:

Procedure

1. Visit the online portal of the Hungarian National Tax and Customs Administration (NAV) and generate the required information by following the instructions in the online portal.
2. Log in to your Ariba Network supplier account.
3. Set up your legal profile and provide your financial information in their respective sections. For details, see sections How to set up a regulatory profile for Hungarian suppliers [page 8] and How to set up a tax invoice number range [page 9].
4. In the section **Access information to the online invoice platform operated by NAV**, enter your **Technical User ID**, **Password**, **Signature Key**, and **Replacement Key** information (that you generated in the NAV portal)

in their respective fields.

Access information to the Online Invoice Platform operated by NAV

For invoices with a total VAT amount equal to or higher than 100.000 HUF and issued for the domestic partner registered under the Hungarian VAT law, SAP Ariba will submit the mandatory invoice information to the Online Invoice Platform maintained by the Hungarian National Tax and Customs Administration (NAV). SAP Ariba will not report invoice data for invoices with a total VAT amount below 100.000 HUF. Ensure that you do not report this invoice data also from any other system (e. g. ERP system) to avoid duplication of your invoice data at the NAV. SAP Ariba may change this threshold (currently 100.000 HUF) if there is a future regulatory requirement. You may contact SAP Ariba customer support in case you do not accept the current threshold applicable to your invoices maintained by SAP Ariba. ⓘ

Technical User ID: [   ]

Password: [   ]

Signature Key: [   ]

Replacement Key: [   ]

Enter the technical user information that you have configured during your registration process in the NAV-system here, in order to enable Ariba to report your invoice data.

5. Click **Save**.

How to opt out of NAV reporting in Hungary

Procedure

1. Click ▌▶ **Administration** ❯ **Configuration** ❯ **Default Transaction Rules** ▌.
2. Scroll down to **Skip NAV reporting for Hungary**.
3. Check the box **Do not report invoices to he Hungary AV system**.

   When you check this box, your invoices will not be reported to the NAV, and will therefore not represent a tax invoice according to the tax regulations in Hungary. Invoices created in Ariba Network after you check this box will be considered proforma invoices. Proforma invoices are abridged or estimated invoices that contain only essential information for buyers, and cannot be considered as a request for payment.
4. Click **Save**.

Appendix A - Sample XML document sent to NAV

This is a sample cXML invoice:

⇜ Sample Code

```
<?xml version="1.0" encoding="UTF-8"?>
<Invoice xmlns="http://schemas.nav.gov.hu/OSA/1.0/data" xmlns:xalan="http://
xml.apache.org/xalan" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://schemas.nav.gov.hu/OSA/1.0/datahttp://
schemas.nav.gov.hu/OSA/1.0/data/invoiceData.xsd">
        <invoiceExchange>
                <invoiceHead>
```

```
                        <supplierInfo>
                        <supplierTaxNumber>
                        <taxpayerId>12342659</taxpayerId>
                        </supplierTaxNumber>
                        <supplierName>hungaryAddress</supplierName>
                        <supplierAddress>
                        <simpleAddress>
                        <countryCode>HU</countryCode>
                        <postalCode>7163</postalCode>
                        <city>Budapest</city>
                        <additionalAddressDetail>jUnitDummy</
additionalAddressDetail>
                        </simpleAddress>
                        </supplierAddress>
                        </supplierInfo>
                        <invoiceData>
                        <invoiceNumber>120703</invoiceNumber>
                        <invoiceCategory>NORMAL</invoiceCategory>
                        <currencyCode>HUF</currencyCode>
                        <invoiceAppearance>ELECTRONIC</invoiceAppearance>
                        </invoiceData>
                </invoiceHead>
                <invoiceLines>
                        <line>
                        <lineNumber>1</lineNumber>
                        <advanceIndicator>false</advanceIndicator>
                        <lineDescription>ddd</lineDescription>
                        <quantity>10</quantity>
                        <unitOfMeasure>EA</unitOfMeasure>
                        <unitPrice>100000.09</unitPrice>
                        </line>
                </invoiceLines>
                <invoiceSummary>
                        <summaryNormal>
                                <invoiceNetAmount>1100000.91</invoiceNetAmount>
                                <invoiceVatAmount>100000.01</invoiceVatAmount>
                                <invoiceVatAmountHUF>100000.01</
invoiceVatAmountHUF>
                        </summaryNormal>
                </invoiceSummary>
        </invoiceExchange>
</Invoice>
```

Appendix B - APIs invoked by Ariba Network

The NAV in Hungary has made the following APIs available to enable suppliers to register and report invoices:

- `tokenExchange`: This API is invoked to receive a token which in turn is used to invoke the other APIs
- `manageInvoice`: This API is invoked to report invoice data to the NAV
- `queryInvoiceStatus`: This API is invoked to check the status of the invoice after it is sent to the NAV
- `queryTaxpayer`: This API is invoked to check if a supplier is registered at NAV

Appendix C - information about Ariba Network invoicing software

Hungarian suppliers using Ariba Network to create invoices in Ariba Network may need the following information. However, there is no general registration requirement for Ariba Network or for suppliers using Ariba Network.

- Software name: Ariba Network
- Software ID: SAPARIBA-AN-201807
- Developer name: SAP SE
- Developer VAT ID: DE 143454214
- Name of the seller: (for example) SAP Hungary Ltd.
- VAT ID of the seller: (for example) 12342659-2-44
- System name: SAPARIBA-AN-201807
- System accessibility: https://service.ariba.com/Supplier.aw

Italian invoice mandate (buyer)

Since July 01 2018, suppliers in certain industries in Italy must report all electronic invoices through the governmental electronic invoicing platform Sistema di Interscambio (SDI). This is a mandatory regulation initiated by the SDI (Italian Revenue Agency) in Italy, and is initially (from July 01, 2018) applicable only to certain industries - for example, the oil and natural gas industry. This mandate will become applicable to all the industries in Italy from January 01, 2019.

> **i Note**
>
> The scope of this feature is limited to SAP Ariba providing buyers in Ariba Network the option to receive their invoices created by non-Ariba Network suppliers (outside the Ariba Network).

The SDI is an online system operated and maintained by the Italian tax authorities. Suppliers in Italy must send their domestic electronic invoices online to the SDI system in order to get issued.

Furthermore, suppliers must create electronic invoices in the *FatturaPA* format only. The *FatturaPA* is an electronic invoice in XML format, and is the only type of invoice that is valid and accepted by the Italian tax authorities. Suppliers must get their invoices electronically signed, and submit the signed invoices to the SDI portal.

Only invoices sent to the SDI portal and approved by the SDI are considered valid invoices. Invoices not reported to the SDI system are not accepted. In addition, penalties are levied on defaulting suppliers according to the tax laws prevalent in Italy.

Enabling this feature

This feature is **not** enabled by default. Contact your SAP Ariba Customer Support representative to have this feature enabled for your organization by stating the VAT-ID and Tax-IDs of the local legal entity.

Prerequisites

- Buyers and suppliers must register their organiztations at the SDI portal. The VAT ID/Tax ID are the relevant identifications for the SDI portal.
- Buying organizations must configure their SDI accounts to get their invoices routed to TrustWeaver and SAP Ariba.
- Buyers must upload supplier master data to the Ariba Network in order to allow matching from VAT ID/Tax ID to the buyer's vendor IDs.
- Non-Ariba Network suppliers must get their invoices digitally signed by approved service providers, create their electronic invoices outside the Ariba Network, and send them to the SDI portal for issuance.

Limitations

- The feature in its current form does not support Ariba Network creating invoices on behalf of suppliers and sending a copy of the signed *FatturaPA* XML to the SDI system. Such functionalities are planned for a future release.
- The process does not allow any Ariba Network business validations (because the tax invoice is already created outside Ariba Network and the invoice, therefore, cannot be rejected by Ariba Network).

Workflow

Invoices in Italy go through the following workflow originating from a non-Ariba Network supplier to a buyer's ERP system or SAP Ariba Procurement solution:

1. A non-Ariba Network supplier creates a tax invoice (in *FatturaPA* XML format) in a system outside the Ariba Network.
2. The supplier submits the tax invoice to the SDI portal and receives a positive confirmation after technical validation in SDI.
3. TrustWeaver, the accredited service provider for SAP Ariba retrieves the *FatturaPA* XMLs in frequent intervals on behalf of the Ariba Buyer, and invokes the Ariba Network API.

> **i Note**
>
> SDI sends the invoice to the SDI buyer account based on Tax ID and/or VAT IDs.

4. Ariba Network recognizes the *FatturaPA* XMLs and invokes the TrustWeaver mapping service.
5. TrustWeaver performs the mapping from *FatturaPA* XML to cXML and sends the cXML invoice back toAriba Network.
6. Ariba Network creates a PDF of the invoice based on the *FatturaPA* XML stylesheet that is mandated by the SDI.
7. The rule 'Allow Quick Enablement' is selected in the buyer's account.

> **i Note**
>
> Quick Enablement refers to sending a document, such as a purchase order, through Ariba Network to create a placeholder account (also called a private account) for an unregistered supplier. The supplier can then register to take ownership of the account.

8. An SAP Ariba representative uploads the vendor master data CSV file in the buyer's Ariba Network account with accurate data in the required fields.
9. Ariba Network sends the invoice PDF, the cXML, and the original *FatturaPA* XML invoice (attached to the cXML invoice) to the buyer's ERP system or SAP Ariba Procurement solution.

Support service master ID on SES and invoice

This Ariba Network feature is applicable to all supplier and buyer users.

Contracts can be created in SAP Ariba solutions by importing contracts from SAP ERP. When service orders associated with such contracts are sent to Ariba Network, supplier users can submit service sheets against the order. To add unplanned items to service sheets, suppliers can punch in to SAP Ariba solutions and add items from the contract or catalog.

Previously, Ariba Network did not support the hierarchial structure of service items in business processes where suppliers added unplanned items to line-items by punching in to SAP Ariba solutions.

Now, Ariba Network supports service item hierarchy by consuming the BuyerPartID attribute at the item level in the service sheets and invoices sent by SAP Ariba solutions. When suppliers add unplanned items to line-items and the contract contains a service item hierarchy in the SAP Ariba solution, Ariba Network preserves the service item hierarchy. Suppliers can add unplanned items from different contracts.

Workflow for support for service item hierarchies

Support for service item hierarchies in Ariba Network involves the following high-level steps:

1. A user in SAP ERP creates a contract that contains services items.
2. This contract is then imported to the SAP Ariba solution where a contract is created.
3. A service order that contains items associated with the original contract in SAP ERP is sent from SAP ERP to Ariba Network.
4. A supplier user in the process of creating a service entry sheet associated with the service order punches in to the SAP Ariba solution to add items to the service entry sheet.
5. The page displays the associated high-level service line item. The supplier user can navigate within the hierarchy of the service line item and add the required service specification items to the service entry sheet. Suppliers can add items from multiple contracts.
6. After adding the required service specification items, the supplier user can return to the service sheet in Ariba Network.

Enabling this feature

This feature is disabled by default. To enable this feature, please have your Designated Support Contact log a service request and an SAP Ariba Customer Support representative will follow up to complete the request.

Messaging in Ariba Network

In this section:

About the Messaging feature

This feature is applicable to:

- all buyer users
- all supplier users
- Ariba Invoice Automation

Buyers and suppliers often need to communicate with each other to get clarifications on purchase order details or follow up on orders, invoicing, or payment status. With this release, SAP Ariba introduces the Messaging feature, which allows trading partners to exchange messages.

This capability means that the communications related to specific documents such as purchase orders or invoices that were previously done offline are now captured and made available in the context of the document itself. Users can exchange messages in the context of the following documents:

- PO-based invoices
- Non-PO invoices
- Purchase orders

The Messaging feature supports the following communication channels:

- Online messaging
  Users send and receive messages using the **Messages** panel on Ariba Network. By default, Ariba Network sends an email with the message conversation to all the participants having an Ariba Network account, and the

participants can either respond using the message panel or by replying to the email. A conversation can include more than two participants.

- Broadcasting
  Buyers can broadcast messages to multiple suppliers at the same time to let them know of important changes, such as a business rule change or a change in their primary contact person.
- Email messaging
  Suppliers who receive Interactive Email - Order and Invoice Status emails can communicate with the buyer by replying to the emails. Buyers can choose to either respond using the messages panel or by replying to the email reply.

Additionally, the Messaging feature supports external email based ticketing tools.

Advantages of the Messaging feature

The Messaging feature provides the following advantages:

- Reduce processing delays in the procurement workflow
- Track communication within the context of a specific document
- Resolve disputes in the context of a document and allow audit of the messages to understand the cause of the dispute and the actions taken to resolve it
- Request information and clarifications regarding a document
- Store all messages in the context of a document

About the Messaging Policy

The Messaging Policy for the SAP Ariba Cloud Services is a legal statement describing the messaging policy for using the Messaging feature. A brief summary of the Messaging Policy is included in all messaging emails. The Messaging Policy consent statement contains a public URL which users can access to read the full text of the Messaging Policy for the SAP Ariba Cloud Services. You can read the Messaging Policy at the following URL:

<https://service.ariba.com/w/collab-platform/common/tou/en/MessagingPolicy.html >.

When a user responds for the first time and the response email contains the Messaging Policy consent statement, the Messaging feature sends the **Messaging Policy Consent** notification email to the user and adds the email addresss to the list of consenters. If an email response does not contain the Messaging Policy consent statement, it signifies that the sender of the email does not accept the Messaging Policy for the SAP Ariba Cloud Services. In such a scenario, the Messaging feature does not store and deliver the email to the recipient, and instead sends a **Missing Consent** notification email to the sender of the email. The sender of the email may choose to resend the email by including the Messaging Policy consent statement in the email response.

Initiating a message

Users can initiate a message in the following ways:

- In context of a document
  After a document is created and sent, either the supplier or the buyer can initiate a message in the context of the document. For example, once a purchase order is created, a buyer user can log in to Ariba Network and send a message online to the supplier in the context of the document. The supplier can also initiate a message after the purchase order is received in Ariba Network.

By default, when a buyer or a supplier sends a message online, Ariba Network sends an email containing the message to all the participants (buyer and supplier, excluding the sender). After Ariba Network sends the email, both the buyer and the supplier can choose to respond either online or by replying to the email. Even if the user responds by email, the recipient can see the message online. Buyer users or supplier users having access to a document in Ariba Network can participate in the message conversation by sending a message using the message panel.

For Interactive Email - Order or Invoice Status emails, a buyer can initiate a message using the message panel and the supplier can respond by replying to the email. The supplier can also initiate a message by replying to the Interactive Email - Order or Invoice Status emails.

● Independent of any document

The supplier or the buyer can initiate a message which is not in the context of any document. Such messages are referred to as context-free messages. For example, a supplier can send a message to a buyer asking for generic tax information or for additional contact information.

To initiate and send context-free messages, supplier and buyer users can use the **Messaging** tab on the Ariba Network **Home** page.

> i Note
>
> The Ariba Network Dashboard page displays the **Messages** panel at the lower right corner of the screen which users can use to reply to any message.

> i Note
>
> The subject heading for a message can contain a maximum of 256 characters. The body of a message can contain a maximum of 2000 characters.
>
> By default, Ariba Network includes the latest two messages of a conversation in the email. Ariba Network also provides the functionality to include the latest 25 messages of a conversation in the email. To enable this functionality, please have your Designated Support Contact log a service request. An SAP Ariba Customer Support representative will follow up to complete the request.

The Messages tab

The **Messages** tab displays all conversations including in-context and context-free messages. Buyer and supplier users can inititate context-free messages only from the **Messages** tab. Participants can use the **Messages** tab to perform the following tasks:

● Reply to in-context messages
● Initiate and send context-free messages
● Use the drag-and-drop feature to add attachments to the messages
● Search for messages
● Open a document related to an in-context conversation

All the unread messages are showed on a blue background.

Adding attachments to a message

While initiating a message or responding to a message, the buyer or the supplier can add attachments to the message. All participants of a conversation can view the list of attachments either online in Ariba Network or in the email message. You can download attachments either in Ariba Network or from the email message. You can add a maximum of only 5 attachments in a message. The size of each attachment cannot exceed 10 MB. You can also add attachments while replying to an email message. Ariba Network rejects all email messages containing more than 5 attachments or if the size of any attachment exceeds 10 MB. Attachments having executable file extensions are not allowed.

Light account suppliers can also add attachments while replying to a message via email.

Adding a participant to an email conversation

Buyers and suppliers can include participants who do not have access to Ariba Network by including the email address of the participant in the Carbon Copy (Cc) field of an email client. When the participant responds, buyers and suppliers can continue the conversation by responding to the emails. When a participant is included in an email, it must contain the messaging policy consent statement to ensure that the participant consents to the Messaging Policy of the SAP Ariba Cloud Services.

> **i Note**
>
> When a user initiates a message from Ariba Network, the user can add only one participant. However, when the responding participant replies to a message via an email client, multiple participants can be added.

When any subuser is deleted, Ariba Network deletes all personal information of the subuser and stops sending any email notifications to the subuser. In this scenario, when a participant (either a buyer subuser or a supplier subuser) of a conversation is deleted, the Messaging feature deletes the details of the participant. Ariba Network does not delete any conversation. Any other user having access to the document in Ariba Network can participate in the conversation.

Identifying the recipients of a message

Buyers can configure routing of messages at the following different levels:

- Global settings
- Country-based messaging configuration
- Company-code based configuration

Global settings configuration

When a participant replies to an email, Ariba Network identifies the recipient of the message in the following sequence:

For suppliers

- If the Ship To address details does not contain an email address, Ariba Network sends the email reply to the email address configured at the account level for receiving messaging emails.
- If the email address is not configured in the global settings, the message is sent to the Ariba Network buyer administrator's email address.

For buyers

- Ariba Network extracts the email address specified in the Ship To address details of a header in the cXML document for a purchase order.

Country-based messaging configuration

The Messaging feature allows buyers and suppliers to configure country-specific email contacts so that the purchase order and invoice related messages can be routed to the relevant departments. This helps in reducing redirection of messages, thus resulting in a faster response to messages to resolve issues. It routes the messages to buyers based on the country specified in the Bill To address of the invoices. The Messaging feature routes the messages to suppliers based on the country specified in the **Ship To** address of the purchase orders.

Document	Buyer	Supplier
Purchase order	Bill to or Sold to	Ship to
Invoice	Bill to	From

> ⁂ Example
>
> Consider a scenario where a supplier named ABC Supplier sends two invoices to a buyer named ACME Buyer. One of the invoices has a Bill To address located in France while the other invoice has a Bill To address located in Germany. When ACME Buyer rejects both the invoices, ABC Supplier sends online messages to the ACME Buyer asking for clarifications. If ACME Buyer has configured an email address for Germany, the online message related to the invoice having Bill To address in Germany is directed to the configured email address for Germany. If ACME Buyer has an email address configured for France, the online message related to the invoice having Bill To address in France is directed to the email address configured for France.

If country-specific messaging settings are not configured for any country, then by default the Messaging feature uses document specific and global default configurations for routing messages.

Company-code based messaging configuration

Once you have configured country-based settings, for each country, you can configure routing of messages based on the company code specified in the address element of the documents. You can configure multiple company code for each country. If a company code is not configured, the messaging feature routes it according to the messaging configuration made for the country.

Enabling this feature

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

Limitations

- You cannot recall any message sent either from the message panel or as a response to an email.
- For online messaging, the maximum size of the message is 1024 characters.
- For online messaging, the maximum size of the subject line is 20 characters.
- Suppliers cannot reply to broadcast messages.

Prerequisites

- To communicate using the message panel, suppliers and buyers must be registered on Ariba Network.
- To allow unregistered and registered suppliers respond to Interactive Email - Order emails, ensure that Light Enablement using Interactive Email - Order is turned on for the Ariba Network buyer account.
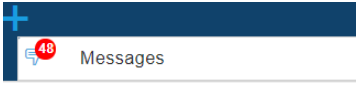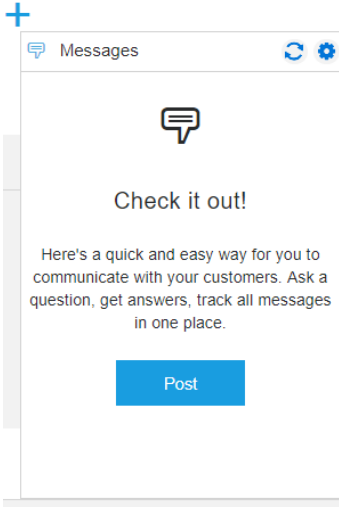
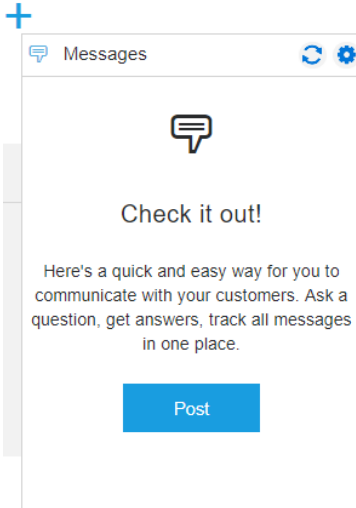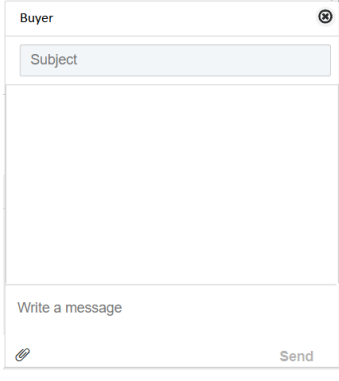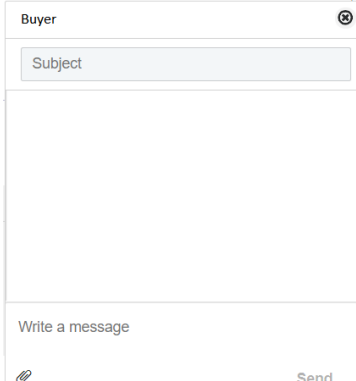### Glossary of Messaging terms
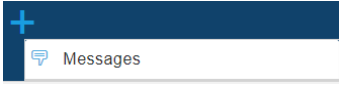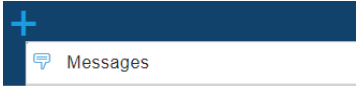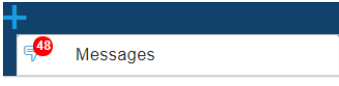
Conversation	A conversation consists of a subject and at least one message addressed to a recipient or recipients. When you start a new conversation, you choose a subject for the conversation and enter content that forms the body of the message. A conversation includes a message or a thread of messages grouped by a subject.
Message	A message refers to the content or the body of a conversation that conveys information to the recipients. Messages that you send and the replies you receive from other users form part of the same conversation. A collection of messages associated with a conversation is referred to as a message thread.

Changes to existing functionality

For buyers and suppliers, on the **Home** page, the **Messages** panel appears by default at the lower right corner of the page. By default, the **Messages** panel is collapsed. You can double click on it to expand it. You can move the **Messages** panel anywhere on the page. If you do not need access to the panel, you can collapse the panel to focus on the tasks you are completing. The panel appears automatically each time you access your account.

Table 1: The list of new user interface elements for buyers and suppliers

Location on Ariba Network	User interface element for buyers	User Interface element for suppliers	Description
Ariba Network **Home** page	Messages	Messages	Indicates no new messages.
	48 Messages	48 Messages	Indicates the number of new unread messages.
On the **Messages** panel when a document is opened	Messages ⟳ ⚙ **Check it out!** Here's a quick and easy way for you to communicate with your customers. Ask a question, get answers, track all messages in one place. Post	Messages ⟳ ⚙ **Check it out!** Here's a quick and easy way for you to communicate with your customers. Ask a question, get answers, track all messages in one place. Post	Indicates that there are no existing messages for the document.
	Buyer ⊗ Subject Write a message 📎 Send	Buyer ⊗ Subject Write a message 📎 Send	Ariba Network displays this on the **Messages** panel when the user clicks **New** to initiate a new conversation.
Ariba Network **Home** page	**Messages** tab on the Dashboard	**Messages** tab on the Dashboard	Ariba Network displays all the in-context and context-free messages. User can reply to any type of message. Additionally, users can initiate context-free messages from the **Messages** tab.

Messages tab on Ariba Network dashboard

You can view all the messages and conversations on the **Messages** tab. Suppliers and buyers can perform the following tasks on the **Messages** tab:

- Initiate a message
- Reply to a message
- Reply to a conversation
- Send attachments in a message
- Open a document from an in-context conversation or a message

In this section:

Messaging notifications

The Messaging feature provides the following notifications for buyers and sellers:

Table 2: Messaging notifications

Type of Notification	Description
Consent Confirmation	Messaging sends a Consent Confirmation notification to the message sender for the first time, if the email contains the Messaging Policy consent statement.
Missing Consent	Messaging sends a Missing Consent notification if the message sender's email does not contain the Messaging Policy consent statement, and the consent does not exist for the email address.
Messages	Messaging sends notifications when messages are received.
Invoice messages	Messaging sends notifications when invoice related messages are received.
Purchase order messages	Messaging sends notifications when purchase order related messages are received.

Related Information

Configurable list of predefined subjects for new messages

Buyer administrators can configure a list of predefined subjects for in-context and context-free messages. When suppliers initiate a message, the Messaging feature displays the list of predefined subjects as a dropdown list from which they can choose a subject.

Buyer adminstrators can configure the list of predefined subjects for the following types of documents:

- Purchase orders
- Invoices

Additionally, buyer administrators can configure the list of predefined subjects for context-free messages.

The Messaging feature provides JSON and CSV file templates which buyer administrators can download from the **Subject List Configuration** page. You can use one of these templates to populate and upload the list of predefined subjects. After the file is uploaded, you can preview the data. The uploaded data is validated and errors are displayed, if any. The template contains the following three domains:

- AN_FREE_CONTEXT
  Use this domain name to configure multiple subjects for context-free messages.
- PO
  Use this domain name to configure multiple subjects for in-context messages for purchase orders.
- INVOICE
  Use this domain name to configure multiple subjects for in-context messages for invoices.

The following table shows an example of how you can use this feature to configure subjects for different domains.

• Example

AN_FREE_CONTEXT	Request for information
AN_FREE_CONTEXT	Request for contact details
PO	Partial confirmation
PO	Quantity issue
INVOICE	Pricing mismatch
INVOICE	Quantity mismatch

---

i Note

- You can upload either a CSV file or a JSON file.
- The size of the subject configuration file must not exceed 512 KB.
- You can include a maximum of 25 subjects for each domain.
- The maximum permissible number of characters that can be used in a subject is 100 characters.
- Uploading and saving a new template file will over-write all existing values.

Related Information

Supplier tasks

In this section:

Sending a message

Context

Suppliers can use the **Messages** panel to send messages in the context of a document. Suppliers can also send a message to the buyer by replying to:

- Messaging emails
- Interactive Email - Order emails
- Invoice Status Email

Procedure

1. Open the required document, such as an invoice or a purchase order.
2. Click ❙▶ **Help Center** ❭ **Messages** ❭ on the top right corner of the page.

    The **Messages** panel opens.
3. Click **New**.
4. In the **Subject** text box, type the subject line for the message.
5. In the **Message** text box, type a message.
6. To add an attachment, click **Attach**.

    A file explorer window opens where you can either choose the files and upload them, or you can choose the required files and then drag and drop them to the specified area. Ariba Network adds the attachments to the message.

7. Click **Send**.

   Ariba Network sends the message to the buyer.

Sending a message independent of a document

Context

Suppliers can initiate and send messages which are independent of any document.

Procedure

1. On the Ariba Network **Home** page, click **Messages** tab.

   Ariba Network displays the **Messages** tab.
2. To create a new message, click the **New message** icon.

   The compose message panel showing the list of suppliers opens on the right.
3. On the compose panel, type the subject in the **Subject** textbox.
4. To add a recipient, on the compose panel, choose the required supplier or suppliers by clicking the corresponding **+** icons.
5. Write the message in the **Write a message** textbox.
6. To add any attachments, click on the attachments icon.
7. Click **Send**.

   Ariba Network sends the message.

Unsubscribing from receiving email notifications for online messages

Context

When buyers and suppliers communicate using the **Messages** panel, by default the Messaging feature send email notifications for the every message communicated. If suppliers do not want to receive the emails for every message communicated, they can unsubscribe from getting the emails.

Procedure

1. Open the Messaging Policy Consent notification email.
2. Click **Email Messaging Opt-Out** link in the email.

Optional

3. Click **Unsubscribe** link in any email message notification.

Buyer tasks

In this section:

Sending a message to a supplier

Context

Buyers can use the **Messages** panel to send messages to a supplier in the context of a document.

Procedure

1. Open the required document, such as an invoice or a purchase order.
2. Click **Messages** on the top right corner of the page.

   The **Messages** panel opens. If you are sending a message for the first time, then the panel displays the **Post a message** button.

3. Click **Post a message**.

   The subject and message text boxes open where you can type your subject and message.

4. To add an attachment, click **Attach**.

   A file explorer window opens where you can either choose the files and upload them, or you can choose the required files and then drag and drop them to the specified area. Ariba Network adds the attachments to the message.

5. Click **Send**.

   Ariba Network sends the message to the supplier.

6. (Optional) If you want to start another message conversation, click **New**.

   Ariba Network displays the **Message** and **Subject** text boxes.

Sending a message which is independent of a document

Context

Buyers can initiate and send messages which are independent of any document.

Procedure

1. On the Ariba Network **Home** page, click **Messages** tab.

   Ariba Network displays the **Messages** tab.

2. To create a new message, click the **New message** icon.

   The compose message panel showing the list of suppliers opens on the right.

3. On the compose panel, type the subject in the **Subject** textbox.

4. To add a recipient, on the compose panel, choose the required supplier or suppliers by clicking the corresponding **+** icons.

5. Write the message in the **Write a message** textbox.

6. To add any attachments, click on the attachments icon.

7. Click **Send**.

   Ariba Network sends the message.

Sending a broadcast message to suppliers

Context

Buyers can send a common message to all suppliers or a group of suppliers. Once Ariba Network sends a broadcast message, you cannot recall it. The **Messages** panel on the **Supplier Enablement** tab displays all the broadcast messages that the buyer has sent. Buyers can specify the priority of the broadcast message. Ariba Network automatically populates the email signature in the message editor text box.

Procedure

1. On the **Supplier Enablement** tab, click **Manage Vendors**.
2. Choose the suppliers to whom you want to send a message.
3. Click ▶ **Actions** ▶ **Send Broadcast Message** ▶.

   The **Send Message** window opens.
4. In the **Subject** text box, type the required title for the broadcast message.
5. If required, change the importance of the message.

   By default, the importance of the message is set to **Medium**.
6. Type the message which you want to broadcast.
7. Click **Send**.

   Ariba Network sends the message to the selected recipients. You can see all the broadcast messages on the **Messages** panel.

Unsubscribing from receiving email notifications for online messages

Context

When buyers and suppliers communicate using the **Messages** panel, by default the Messaging feature sends email notifications for every message sent. If buyers do not want to receive the email notifications for every message communicated, they can unsubscribe from getting them.

> **i Note**
>
> Once buyers unsubscribe from getting email notifications, they cannot again subscribe to receive the email notifications.

Procedure

1. Open the Messaging Policy Consent notification email.
2. Click **Email Messaging Opt-Out** link in the email.

Optional

3. Click **Unsubscribe** link in any email message notification.

Supplier administration tasks

In this section:

Configuring a supplier account to receive notifications

Context

The supplier administrator can configure email addresses for a supplier account to receive the following types of email notifications:

- Document specific
  - Purchase order related messages
  - Invoice related messages
- Default email notifications for all messages

You can specify a maximum of three comma-separated email addresses to receive the notifications.

To configure separate email addresses for different countries, you can override the global settings by configuring country-specific email addresses in the **Country-based message settings** page.

Procedure

1. On the **Home** page, choose **Notifications** from the **Company Settings** dropdown.
2. On the **Account Settings** page, click **Messaging** tab.

   The **Messaging** tab opens.
3. To send notifications when purchase order messages are received, in the **Global document-specific settings** section, check the **Send notifications to these addresses** checkbox, and enter the required email addresses in the textbox next to it.
4. To send notifications when invoice messages are received, check the **Send notifications when invoice messages are received** checkbox, and enter the required email addresses in the textbox next to it.
5. To send notifications for all types of buyer messages received, in the **Global default settings** section, check the **Send notifications when customer messages are received** checkbox and enter the required email addresses in the textbox next to it.

   If global document-specific settings are not defined or if those email addresses are unsubscribed from receiving notifications, the Messaging feature sends the notifications to the specified email addresses. You can override this setting for each country by configuring country-based message settings.
6. To send all notifications to the Ariba Network Supplier Account Administrator, check the **Send all notifications to the Ariba Network administrator** checkbox.

   If you enable both global default settings, the Messaging feature sends notifications to the Ariba Network Supplier Administrator only when the email addresses in **Global document-specific messages** are unsubscribed.
7. To send notifications when context-free messages are sent or received, in the **Context-free settings** section, check the **Send context-free message notifications to these addresses** checkbox and enter the required email addresses in the textbox next to it.
8. Click **Save**.
9. Click **Close**.

Configuring country-based message settings for a supplier account

Context

The country-based messaging settings override the global message settings. For purchase order related messages, the Messaging feature applies country-based messaging settings based on the country specified in the **Sold to** or **Bill to** address on the purchase orders. For invoice related messages, the Messaging feature applies country-based messaging settings based on the country specified in the **From** address on the invoices.

Once you have configured countryßbased messaging settings for a country, you can edit, activate or deactivate the settings for each country. You can also download the settings configured for all the countries.

Procedure

1. On the **Home** page, choose **Notifications** from the **Company Settings** dropdown menu.
2. On the **Account Settings** page, click **Messaging** tab.
3. Click **Country-based message settings**.

   The **Country-Based Messaging Configuration** page opens.
4. From the **Select Country** dropdown list choose the country for which you want to configure country-based messaging.
5. Click **Add Country Configuration**.

   The **Country-based messaging settings** page opens where you can configure document-specific and default message settings for the selected country.

   For each setting, the dropdown list displays the following options:

   ○ On
     You can choose this option if you want to configure a separate email address to receive notification emails.
   ○ Off
     You can choose this option if you don't want to configure a separate email address to receive notification emails.
   ○ Use global
     You can select this option if you want to use global default settings.
6. Choose the required options and enter the required email addresses.
7. Click **Save**.

   The Messaging feature adds the country to the **Countries** table.

Buyer administration tasks

In this section:

Configuring email notifications

Context

The buyer administrator can configure email addresses for a buyer account to receive the following types of email notifications:

- Document-specific
  - Purchase order related messages
  - Invoice related messages
- Global default

You can specify a maximum of 3 comma-separated email addresses to receive notifications.

Procedure

1. On the Dashboard, click **Administration**.
2. Click **Configuration**.
3. On the **Configuration** page, click **Notifications**.
4. Click the **Messaging** tab.
5. To send notifications to the Ship To email address on the purchase order, in the **Global document-specific settings** section, check the **Send notifications to the Ship to email address on the purchase order (if available)** checkbox.
6. To configure an email address for a scenario where the Ship To email address is not specified on the purchase order, check the **If there's no Ship to email address, send notifications to these addresses** checkbox and type the require email addresses in the textbox next to it.

   To configure separate email addresses for different countries based on the Sold to address of a purchase order, you can override this setting by configuring country-specific email addresses in the **Country-based message settings** page.
7. To send notifications when invoice messages are received, check the **Send notifications when invoice messages are received** checkbox, and enter the required email addresses in the textbox next to it.

   To configure separate email addresses for different countries based on the Bill To address of an invoice, you can override this setting by configuring country-specific email addresses in the **Country-based message settings** page.
8. To send notifications for all types of document-specific supplier messages received, in the **Global default settings** section, check the **Send notifications when customer messages are received** checkbox and enter the required email addresses in the accompanying textbox.

   If global document-specific settings are not defined or if those email addresses are unsubscribed from receiving notifications, the Messaging feature sends the notifications to the specified email addresses. You can override this setting for each country by configuring country-based message settings.

9. To send all notifications to the Ariba Network Buyer Account Administrator, check the **Send all notifications to the Ariba Network administrator** checkbox.

    If you enable both global default settings, the Messaging feature sends notifications to the Ariba Network Buyer Account Administrator only when the email addresses in **All document-specific messages** are unsubscribed.
10. Click **Save**.

Related Information

Configuring country-based messaging settings for a buyer account

Context

The country-based messaging settings override the global message settings. For purchase order related messages, the Messaging feature applies country-based messaging settings based on the country specified in the **Bill to** or **Sold to** address on the purchase orders. For invoice related messages, the Messaging feature applies country-based messaging settings based on the country specified in the Bill to address on the invoices.

Once you have configured country based messaging settings for a country, you can edit, activate, or deactivate the settings for each country. You can also download the settings configured for all the countries.

Procedure

1. On the Dashboard, click **Administration**.
2. Click **Configuration**.
3. On the **Configuration** page, click **Notifications**.
4. Click the **Messaging** tab.
5. Click **Country-based message settings**.

    The **Country-Based Messaging Configuration** page opens.
6. From the **Select Country** dropdown list select the country for which you want to configure country-based messaging.
7. Click **Add Country Configuration**.

    The **Country-based Messaging Configuration** page opens where you can configure document-specific and default message settings for the selected country.

    For each setting, the dropdown displays the following options:
    ○ On
       You can choose this option if you want to configure a separate email address to receive notification emails.

- Off

  You can choose this option if you don't want any messages to be sent for this specific country and for this specific document.
- Use global

  You can choose this option if you want to use global default settings.

8. Choose the required options and enter the required email addresses.

9. Click **Save**.

   The Messaging feature adds the country to the **Countries** table.

Related Information

Configuring company codes for a country

Context

Once you have configured country-based messaging settings, you configure company codes for each country.

Procedure

1. On the Dashboard, click **Administration**.
2. Click **Configuration**.
3. On the **Configuration** page, click **Notifications**.
4. Click the **Messaging** tab.
5. Click **Country-based message settings**.

   The **Country-Based Messaging Configuration** page opens.
6. Choose the required country for which you want to configure company codes..
7. Click **Edit**.

   The **Country-based messaging settings** page opens.
8. Click **Configure Company Code Based Routing**.

   The **Configure Company Code Based Routing** window appears and displays the list of configured company codes..
9. Click **Add**.

   The **Configure Company Code Based Routing** window opens

10. In the **Address Id** textbox, enter the company code.
11. In the **Email** textbox, enter the required email associated with the company code.
12. Click **OK**.

Configuring email notifications for context-free messages

Context

You can configure email notifications for context-free messages.

Procedure

1. On the Dashboard, click **Administration**.
2. Click **Configuration**.
3. On the **Configuration** page, click **Notifications**.
4. Click **Messaging** tab.
5. To send notifications when context-free messages are sent or received, in the **Context-free settings** section, check the **Send context-free message notifications to these addresses** checkbox and enter the required email addresses.
6. Click **Save**.

Configuring a list of predefined sujects for new messages

Context

You can configure a list of predefined subjects for new messages initiated by suppliers.

Procedure

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

3. Click on the **Messaging Configuration** link.

   The **Subject List Configuration** page opens.
4. To download the template, click **Download Template JSON** or **CSV** link as per your requirement.

   The template downloads to your computer.
5. Open the downloaded template file, make changes to it, and save the file.
6. Click **Choose File** to select the file that you have modified in Step 5.
7. Click **Preview** to see the data in the uploaded file.

   The **Existing Subject List** section displays the data.
8. If no more changes are required, click **Save**.
9. Click **Done**.

   The Messaging feature saves the list of subjects.

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 enhancement for supplier users

- **Exporting the details of an RFQ**
  Suppliers can now export the details of an RFQ in PDF format. The downloaded PDF for an RFQ includes the following details:
  - RFQ details
  - Line item details
  - Bid details for each line item if the supplier has bid

Quote automation enhancement for buyer users

- **Returning not interested reasons in quote messages**
  Previously, the quote message cXML documents sent by quote automation did not contain the rejection reason for supplier bid rejections at the header and line item level.
  Now, when suppliers reject the RFQ at the header level and line item level, in the quote message cXML documents sent to the ERP system, quote automation sends the reasons for their lack of interest.

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 RFQ page, on the **Lines** tab in the **Details** section, quote automation displays a new **Download RFQ** button to export the details of the RFQ including line item details and bid details for each line item.

cXML changes

Quote automation uses the new **RejectionReason** extrinsic in the **ItemDetail** section of a quote message cXML document to store the reasons provided for lack of interest in a line item. For example

≒ Sample Code

```
<QuoteItemIn rank="1" lineNumber="0001" quantity="4" type="award">
    <ItemDetail>
        <Extrinsic name="RejectionReason">Wrong Commodity</Extrinsic>
    </ItemDetail>
</QuoteItemIn>
```

When a bid is rejected at the header level, the header section of a quote message cXML document contains the **RejectionReason** extrinsic with the reason for lack of interest.

≒ Sample Code

```
<QuoteMessageHeader>
<Extrinsic name="RejectionReason">Wrong ship-to or service location</Extrinsic>
</QuoteMessageHeader>
```

SAP Ariba Supply Chain Collaboration features

In this section:

Automatic save of search filters for Quality Review and Quality Inspection views

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 the automatic save of search filters for Quality Review and Quality Inspection views feature, when buyers and suppliers log out of an Ariba Network session, the last settings for the quality review and quality inspection search filters and visible columns remain active in the next login session. In addition, buyers and suppliers can choose to receive email notifications by specific quality review types.

Enabling this feature

This feature is enabled by default for all buyers entitled for SAP Ariba Supply Chain Collaboration features and for the quality collaboration component, and requires no configuration. 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*.

Changes to existing functionality with the automatic save of search filters for Quality Review and Quality Inspection views feature

User interface changes

The following user interface changes are available to both buyers and suppliers:

- On the **Quality review** and **Quality inspection** pages, the last search filter settings used in a search before logging out of the session are saved and active at the start of the next session. However, settings that are changed but not used in a search are not saved for the next session.
- If a buyer uploads custom quality review codes, this feature displays the names of those codes for selection in the **Email notifications** section of the **Edit quality reviews settings** page, instead of showing the default quality review types.

Enhancements to component inventory

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

The enhancements to component inventory add sending product activity and product replenishment notifications to buyers configured to receive supplier document failures.

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 either the inventory collaboration component or the forecast collaboration component.

In this section:

Changes to existing functionality

Buyer user interface changes

- Email notifications now include messages about product activity and product replenishment failures.
- This feature adds **Reference Number** and **Document ID** columns to the **Component Inventory** page. If a component has a related purchase order, the value in the **Reference Number** column is a link to the purchase order's details page.

Supplier user interface changes

- This feature adds **Reference Number** and **Document ID** columns to the **Component Inventory** page. If a component has a related purchase order, the value in the **Reference Number** column is a link to the purchase order's details page.

Excel order confirmation upload/download

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 the Excel order confirmation upload/download feature, suppliers can upload or download order confirmation information in Excel format, in addition to CSV format. Additional fields for customer and supplier part numbers, material revision level, purchase order version, and price and currency information are added to both formats.

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, 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*.

To configure this feature, enable for suppliers the desired default transaction rules described in Changes to existing functionality [page 42]. However, you don't have to enable these rules to use this feature.

Limitations

- Service orders can't be confirmed by mass upload or download.

In this section:

Changes to existing functionality

Buyer user interface changes

Changes to the order confirmation template with this feature are affected by the following default transaction rules:

Allow suppliers to edit the Supplier Part ID and Auxiliary Part ID fields on order confirmations at the line-item level	When enabled, suppliers can edit an existing value in the **Item Supplier Part ID** field of the template.
Apply line item unit price tolerance to order confirmations	When enabled, if suppliers edit an existing value in the **Item Unit Price Amount** field of the template, the new value must be within the set tolerance.
Allow suppliers to change the currency for unit price on order confirmations	When enabled, suppliers can edit an existing value in the **Item Unit Price Currency** field of the template.

Supplier user interface changes

- On the ❙▶ **Upload/Download** ❯ **Uploads** ❩ page:
    - Added **Order confirmation** to the **Type** pull-down menu. When selected, a new **Customer** field is required.
    - Added **Order confirmation** to the search criteria.
    - Changed the **Upload CSV** pop-up page name to **Upload files**.
- On the ❙▶ **Upload/Download** ❯ **Downloads** ❩ page, the order confirmation template is downloaded in Excel format instead of CSV format. The order confirmation template in CSV format can be downloaded from the ❙▶ **CSV Documents** ❯ **Order Confirmation CSV** ❩ page.

Changes to reporting

The Excel order confirmation template download file includes the following fields that were previously not available in the CSV file. These added fields are now available in both formats:

- **Item Customer Part ID**
- **Item Supplier Part ID** – Editable, but the file upload will fail unless transaction rule **Allow suppliers to edit the Supplier Part ID and Auxiliary Part ID fields on order confirmations at the line-item level** is enabled.
- **Item Revision Level** – The material revision level.
- **Order Version**
- **Item Unit Price Amount** – Editable. If transaction rule **Apply line item unit price tolerance to order confirmations** is enabled, the new value must be within the set tolerance or the file upload will fail.
- **Item Unit Price Currency** – Editable, but the file upload will fail unless transaction rule **Allow suppliers to change the currency for unit price on order confirmations** is enabled.

Important Disclaimers and Legal Information

Hyperlinks

Some links are classified by an icon and/or a mouseover text. These links provide additional information.
About the icons:

- Links with the icon   : You are entering a Web site that is not hosted by SAP. By using such links, you agree (unless expressly stated otherwise in your agreements with SAP) to this:

  - The content of the linked-to site is not SAP documentation. You may not infer any product claims against SAP based on this information.
  - SAP does not agree or disagree with the content on the linked-to site, nor does SAP warrant the availability and correctness. SAP shall not be liable for any damages caused by the use of such content unless damages have been caused by SAP's gross negligence or willful misconduct.

- Links with the icon : You are leaving the documentation for that particular SAP product or service and are entering a SAP-hosted Web site. By using such links, you agree that (unless expressly stated otherwise in your agreements with SAP) you may not infer any product claims against SAP based on this information.

Beta and Other Experimental Features

Experimental features are not part of the officially delivered scope that SAP guarantees for future releases. This means that experimental features may be changed by SAP at any time for any reason without notice. Experimental features are not for productive use. You may not demonstrate, test, examine, evaluate or otherwise use the experimental features in a live operating environment or with data that has not been sufficiently backed up.
The purpose of experimental features is to get feedback early on, allowing customers and partners to influence the future product accordingly. By providing your feedback (e.g. in the SAP Community), you accept that intellectual property rights of the contributions or derivative works shall remain the exclusive property of SAP.

Example Code

Any software coding and/or code snippets are examples. They are not for productive use. The example code is only intended to better explain and visualize the syntax and phrasing rules. SAP does not warrant the correctness and completeness of the example code. SAP shall not be liable for errors or damages caused by the use of example code unless damages have been caused by SAP's gross negligence or willful misconduct.

Gender-Related Language

We try not to use gender-specific word forms and formulations. As appropriate for context and readability, SAP may use masculine word forms to refer to all genders.

www.ariba.com

THE BEST RUN SAP