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2018-10

Ariba Network November 2018 release guide

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.

General Ariba Network features

Ship notice customization

This Ariba Network feature is applicable to:

- all buyer users
- all supplier users for which a buyer has configured this feature

Customers can customize portions of the ship notice user interface and their ship notice CSV template with assistance from SAP Ariba Services.

Enabling this feature

To enable this feature, please contact your SAP Ariba Customer Engagement Executive or Account Manager for more information about SAP Ariba Services.

Quote automation enhancements

This Ariba Network feature is applicable to:

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

Quote automation enhancements for supplier users

- **Downloading the last submitted bid**

Previously, if a supplier submitted multiple bids which included CSV bid and online bidding in SAP Ariba Discovery, the supplier could download only the last CSV submitted bid.

For example, a supplier bids using CSV. The supplier can download the last submitted bid since the last submitted bid was in CSV. The supplier bids again online in SAP Ariba Discovery without using CSV. The supplier cannot download the details of the last bid.

Now, suppliers can download the details of the last submitted bid irrespective of how the supplier has bidded previously.

Quote automation enhancements for buyer users

- **Displaying translated labels of custom fields to buyer users**
  Previously, buyers could not view the translated labels of custom fields. Only suppliers could view the translated labels of the custom fields.
  Now, buyers can view the translated lables of the custom fields. For buyers, quote automation displays the translated labels in the language specified in the profile of the buyer.
- **Fuzzy search capability**
  Previously, buyers had to know the exact word to search for suppliers or commodities. SAP Ariba Discovery could not match suppliers if the search string was misspelled.
  Now, buyers can search for suppliers using fuzzy search capability by checking the **Enable fuzzy search** checkbox. By default, this checkbox is unchecked. With fuzzy search functionality, for example, you can type a misspelled name and SAP Ariba Discovery will display results which are relevant to the words.
  Fuzzy search capability in SAP Ariba Discovery provides relevant matches only when the maximum edit distance is two characters. For example, if you want to search for KOMATSU, and you enter K**EN**ATSU as the search term, the matched search result will show KOMATSU. However, if you enter K**ENF**TSU as the search term, the matched result will not show KOMATSU because the edit disctance is more than two characters. While using advanced search capabilities, fuzzy search capability does not generate matching results for vendor IDs.

Changes to existing functionality

Supplier user interface changes

- On the RFQ details page, the button label **Download last submitted CSV bid** has been changed to **Download last submitted bid** with enhanced functionality.

Buyer user interface changes

- The **Sellers** tab in SAP Ariba Discovery displays a new checkbox **Enable fuzzy search**.

Editing and resubmitting declined service entry sheets (SES)

This Ariba Network feature is applicable to:

- all buyer users
- all supplier users

Suppliers can differentiate between service entry sheets that were rejected by buyers and those that were declined in the SAP system. The SAP system may decline service entry sheets due to reasons such as validation failures.

Previously, Ariba Network displayed the status of service entry sheets as **Rejected** if:

- the service entry sheets were declined in the SAP system.
- the service entry sheets were rejected by buyers.

In both cases, the status of service entry sheets changed to **Rejected**, but suppliers had no way of knowing whether it was declined or rejected. They had to reach out to buyers to understand the actual reason.

Now, when service entry sheets are declined in the SAP system, Ariba Network displays their statuses as **Failed in External System** so that suppliers can understand that the SAP system has declined the service entry sheet. On the **Details** tab of the **Service Sheet** page, suppliers can understand the reasons why the SAP system declined the service entry sheet. Supplier administrators can enable a notification rule which sends a notification email when service entry sheets are declined.

With this feature, when the buyer administrator enables the rule that allows suppliers to reuse the numbers of declined service entry sheets, suppliers can edit and resubmit the declined service entry sheets.

Changes to existing functionality

Supplier user interface changes

- The **Search Filters** section on the **Service Sheets** page now displays the **Failed in External System** status in the **Status** dropdown list.
- On the **Details** tab of the service entry sheet page, Ariba Network displays the **Declined Service Entry Sheet** section for declined service entry sheets.

Supplier administrator interface changes

- On the **Network** tab of the **Notifications** page, the options for service sheet failure are modified to include declined service entry sheets. The revised notification rules are:
  - **Send a notification when service sheets are undeliverable, rejected, or declined.**

- Send a notification when service sheets are undeliverable, rejected, or declined, to the user who created it.

Buyer user interface changes

- The **Search Filters** section on the **Service Sheets** page now displays the **Failed in External System** status in the **Status** dropdown list.
- The **Status** column on the service entry sheets listing page now displays the **Failed in External System** status for a declined service entry sheet.
- The **History** tab of a declined service entry sheet indicates that it is declined.

Buyer administrator interface changes

- On the **Default Transaction Rules** page, Ariba Network now displays the **Failed in External System** option for the **Allow suppliers to reuse service sheet numbers** rule.

e-invoicing support for Iceland

This feature includes Iceland in the list of countries that allow electronic invoicing using Ariba Network according to the current regulatory requirements in Iceland.

Limitation

Ariba Network does not perform any invoice field validations. Suppliers must ensure that all the mandatory fields like VAT ID, Invoice Number, Tax Category and so on are accurate and that they comply with existing tax and country regulations.

Workflow for e-invoicing support for Iceland

This section describes the workflow starting from the creation of the invoice in Ariba Network to the time when the buyer systems receive the invoice.

1. The supplier flips a purchase order to create an invoice, or creates a non-purchase order invoice in Ariba Network.
2. Ariba Network converts the document to a cXML invoice.

> **i Note**
>
> Ariba Network does not perform any invoice field validations.

3. Ariba Network invokes the TrustWeaver digital signature service.
4. TrustWeaver digitally signs the cXML document, sends a status update to Ariba Network, and sends the signed cXML document back to Ariba Network.
5. Ariba Network creates a PDF of the invoice document.
6. Ariba Network sends the cXML document with the invoice PDF document (as an attachment) to the buyer's system.
7. If Long Term Archiving is enabled in the user's account, Ariba Network leverages the TrustWeaver archiving service to archive invoices. The invoices are archived for eight years.

Migration of Mexico tax invoicing from Quadrem ESP to Ariba Network

Previously, online invoices in Mexico were created in Ariba Network. However, they were processed through Quadrem ESP to transform cXML invoices to CFDI 3.3. The CFDI versions were then communicated to SAP Ariba's certified service provider EDICOM.

Now, online invoices in Mexico are created as well as processed in Ariba Network. The process of online invoicing in Mexico now involves transformation of online and cXML invoices to CFDI 3.3, digital signing of the invoives by EDICOM, and routing of valid invoices to buyer systems.

Enabling this feature

This feature is not enabled by default. Contact SAP Ariba Support to have this feature enabled for your organization.

Functional change

Suppliers in Mexico no longer need to upload a digital signature certificate in Ariba Network. However, they must manually upload digital certificates to EDICOM to get the CFDI invoices digitally signed.

Workflow for Mexico tax invoicing

1. Suppliers log into their Ariba Network account.
2. They create either an online invoice or upload a cXML invoice.
3. The online or cXML invoice is transformed to a CFDI invoice and sent to SAP Ariba's accredited service provider, EDICOM.

4. EDICOM validates and digitally signs the invoice.
5. The signed CFDI invoice and a PDF invoice are transmitted back to Ariba Network.
6. If any failures are encountered, related error messages are routed to Ariba Network.
7. Ariba Network validates the invoice against relevant business rules and routes the invoice to the buyer's system.

Enhancements to Japan e-Document act

Invoices in Japan must be timestamped and verified by government approved service providers to ensure authenticity and integrity of invoices.

Ariba Network interacts with Seiko, the timestamp service provider in Japan, to timestamp and verify invoices in Japan. Suppliers, buyers, or auditors appointed by the National Tax Authority can submit invoices from Ariba Network to timestamp and further verify the invoices. In addition, buyers and suppliers enable auditors to verify invoices by creating special user profiles for them in Ariba Network.

Cross border and domestic transactions

Transactions in Ariba Network are considered 'cross border' transactions if either the buyer or the supplier is outside of a country. If both the buyer and supplier are from within the country, the transactions are considered domestic transactions.

According to the eDocument Act in Japan, every invoice that is associated with a cross border transaction or a domestic transaction must be timestamped and verified by a service provider.

Invoices in Japan are required to be:

1. Timestamped
2. Made available for verification

Timestamping of invoices

Invoices are automatically sent to Seiko when administrators configure a rule in Ariba Network to enable timestamping and verification of invoices. The timestamping vendor, Seiko, attaches a timestamp token to each invoice and sends the invoices back to Ariba Network. The timestamp token can be used in future to detect any tampering of invoice data.

Verification of invoices

Seiko sends the timestamped invoices back to Ariba Network. These invoices are now ready to be verified. Buyers, suppliers, or auditors can select a group of invoices and send them for verification. Seiko verifies the timestamps

and sends them back to Ariba Network. Ariba Network displays the verification status in the **Timestamp Verification** tab of invoices.

> **i** Note
>
> It is not possible to initiate timestamp verification of invoices from other systems. Integrated suppliers also must log in to Ariba Network to initiate verification of invoices.

Validity of invoices

The invoices that are timestamped have a validity of 11 years, 1 month, and 0 days.

How to enable the timestamp rule for buyers

The timestamp rule for invoices is disabled by default. Buyer administrators can enable this rule in Ariba Network.

Procedure

1. Click ▌▶ **Administration** ❯ **Configuration** ❯ **Default Transaction Rules** ▐.
2. Scroll down to **Timestamp Rules**.
3. Check the box **Apply a timestamp to invoices from Japan**.

   For this rule to be visible, at least one of the following conditions must be true:
   - The buying organizations' primary address in their Ariba Network profile must be located in Japan.
   - At least one of the **Sold to** addresses must be located in Japan. This condition allows buying organizations with headquarters outside of Japan to enable timestamping without having their primary address changed to Japan.
4. Click **Save**.

Results

After the **Apply a timestamp to invoices from Japan** rule is enabled, an invoice that has either a **Sold to** or **Ship to** address located in Japan will be timestamped.

How to enable the timestamp rule for suppliers

The timestamp rule for invoices is disabled by default. Supplier administrators can enable this rule in Ariba Network.

Procedure

1. Click ▌▶ **Company Settings** ❯ **Electronic Invoice Routing** ❯ **Tax Invoicing and Archiving** ❯.
2. Scroll down to the **Timestamp Rules** check box.
3. Check the **Apply a timestamp to invoices from Japan** box.

   For this rule to be visible, the address in the Company Profile must be a Japan address.
4. Click **Save**.

How to batch verify timestamped invoices

Context

Invoices that have been timestamped can be sent to Seiko for verification as a batch. If you wish to send more than **ten** invoices for verification at a time:

Procedure

1. Go to the **Timestamp Verification** tab.
2. Select the date range of invoices to be sent for timestamp verification.
3. Click **Verify**.

   The verification process is initiated and an entry with details such as the user who created the report, the start and end dates of invoices, and the status of the verification request is added to the table. The total document count is also displayed, regardless of the number of results returned.
4. To download a batch verification report, select the report and click **Download**.

   The batch verification report is downloaded as a CSV file to your local computer. This file can be opened with any spreadsheet editor, for example, Microsoft Excel.

Next Steps

An email notification is sent to users after the verification report is processed.

Digital signature and archival of documents

In Japan, digital signatures (timestamps) are applied on cXML invoices by Seiko.

Digital signatures ensure integrity and authenticity of documents.

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

Document archival

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

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

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

Changes to existing functionality

As part of the enhancements to the Japan eDocument act, Ariba Network has introduced the following changes to existing functionality:

Document download: Users can download the reports of search results. If users run a document search for a year, the report is grouped in 12 batches (one per month).

SAP Ariba Supply Chain Collaboration features

Component consumption enhancements

This Ariba Network feature is applicable to:

*   All supplier users with an SAP Ariba Supply Chain Collaboration relationship with one or more buyers

With the component consumption enhancements, suppliers can duplicate a line item or subcontracting component that was flipped from a purchase order, scheduling agreement, or scheduling agreement release. Certain field values are copied to the duplicate from the original.

Changes to existing functionality

Supplier user interface changes

*   The component consumption enhancements feature adds a **Duplicate** action to items that were flipped from a purchase order, scheduling agreement, or scheduling release agreement.
    *   On the **Create Consumption Document** page, the **Duplicate** action is available on the item and component levels.
    *   On the ▎▶ **Create Ship Notice** ❯ **Add Detail** ❯ page, the **Duplicate** action is available only on the component level.
*   Clicking **Duplicate** adds a new line item or consumed component to the end of the list. The following fields contain the values of the original, and the rest of the fields are left blank:
    *   **Customer Part #/Description**
    *   **Part #**
    *   **Unit**
*   Duplicate line items and consumed components have a **Remove** action instead of **Duplicate**. Removing a duplicate has no effect on the values in the original.

Enhancements to quality review search filters and custom types

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 quality review search filters and custom types add custom quality review types to filters in quality review pages, as well as other usability improvements.

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 quality collaboration component.

  Changes to existing functionality with enhancements to quality review search filters and custom types [page 14]

Changes to existing functionality with enhancements to quality review search filters and custom types

Buyer administrator user interface changes

On the quality review details page, this feature adds:

- An edit icon ✎ next to the **Preserve for legal hold** setting.
- A delete icon 🗑 next to a legal hold document attachment if **Preserve for legal hold** is set to **No**.
- Entries on the **History** tab for the **Legal hold** setting.

Buyer user interface changes

- In the ▌ **Quality** ▶ **Quality Review** ▌ page **Search filters** section, this feature makes the following changes:
  - Enables the **Supplier** filter to accept multiple entries.
  - Replaces the **Show reviews by** filter's **Creation date** radio button with a **Last updated** radio button.

- When an `Upload_Quality_Codes_Template` CSV file that defines a custom quality review type is uploaded, adds that custom type to the **Review type** filter choices.
- In the ▌ **Quality** 〉 **Quality Review** ▌ page table, this feature adds a sortable **Last updated** column.
- On the ▌ **Quality** 〉 **Quality Review** 〉 **Create quality review** ▌ page:
  - When an `Upload_Quality_Codes_Template` CSV file that defines a custom quality review type is uploaded, this feature adds that custom type to the **Review type** filter choices.
  - In the **Impacted batches and parts** table:
    - If a value entered in either the **Customer batch** or **Supplier batch** field has a single buyer-supplier batch relationship, the other of these two fields is automatically populated.
    - If a value entered in either the **Customer part no. and description** or **Supplier part no. and description** field has a single buyer-supplier batch relationship, the other of these two fields is automatically populated.
- On the details page for a quality review, if the quality review was created with the **Preserve for legal hold** field set to **Yes**, the page shows the field name and setting in its heading section. Later changes to the field setting continue to show in the details page. This field does not show in the details page if the quality review was created with the field set to **No**.
- A purchase order or ship notice no longer requires that its quality certificates be either all mandatory or all optional.

Supplier user interface changes

- On the ▌ **Quality** 〉 **Quality Review** ▌ page:
  - Makes the following changes in the **Search filters** section:
    - Replaces the **Show reviews by** filter's **Creation date** radio button with a **Last updated** radio button.
    - When an `Upload_Quality_Codes_Template` CSV file that defines a custom quality review type is uploaded, adds:that custom type to the **Review type** filter choices.
  - Adds a sortable **Last updated** column to the table.
  - When an `Upload_Quality_Codes_Template` CSV file that defines a custom quality review type is uploaded, adds that custom type to the **Review type** field dropdown.
- On the ▌ **Quality** 〉 **Quality Review** 〉 **Create quality review** ▌ page:
  - When an `Upload_Quality_Codes_Template` CSV file that defines a custom quality review type is uploaded, this feature adds that custom type to the **Review type** filter choices.
- On the ▌ **Quality** 〉 **Quality Notification** 〉 **Create quality notification** ▌ page, the following quality notification components require either a title or a category when you create them:
  - Quality task
  - Quality activity
  - Defect
  - Task
- A purchase order or ship notice no longer requires that its quality certificates be either all mandatory or all optional.

Changes to reporting

This feature adds a **Quality Review Template** column to the `Upload_Quality_Codes_Template` CSV file. When a buyer creates a custom quality review type in this file, this column must specify one of the standard quality review types (**QR1**, **QR2**, **QR3**, or **QR4**) in each row of the custom type. The **Quality Review Template** value tells the user interface which behavior the custom type will follow.

Forecast and supplier-managed inventory data unification

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 forecast and supplier-managed inventory data unification feature, buyers and suppliers can choose to show a single view of combined forecast and supplier-managed inventory processes, including for replenishment orders, that are orchestrated across multiple ERP systems. The **System ID** field identifies which ERP system provided the data. For suppliers, the combined view is displayed by default.

Prerequisites

This feature requires that buyers are entitled for the inventory collaboration component and the forecast collaboration component.

Limitations

Part status actions (**Make active**, **Make inactive**, and **Clear data**) are not supported in the combined view.

Changes to existing functionality

Buyer user interface changes

The forecast and supplier-managed inventory data unification feature displays, combined in a single entry on the ▶ **Planning** ▶ **Planning Collaboration** ◀ page, any data for forecast and supplier-managed inventory, including replenishment orders, that have the same buyer, supplier, part, and plant. A **Multiple** value in the **Process type** column indicates the line item has combined data.

Supplier user interface changes

- The forecast and supplier-managed inventory data unification feature displays, combined in a single entry on the ▶ **Planning** ❯ **Planning Collaboration** ❯ page, any data for forecast and supplier-managed inventory, including replenishment orders, that have the same buyer, supplier, part, and plant. A **Multiple** value in the **Process type** column indicates the line item has combined data.
- For a combined data entry on the ▶ **Planning** ❯ **Planning Collaboration** ❯ page, on the entry's details page:
    - The **Send data** link is replaced by a **Send data** dropdown with the choices **Send forecast** and **Send inventory**.
    - The chart provides links for **Projected stock**, **Supply and demand**, and **Forecast** views.
    - The table shows key figures for both supplier-managed inventory and forecast data.

Quality notification code based on type and system ID

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

Suppliers need a way to select the correct quality notification code for a quality notification type and system. A quality notification will be failed in the ERP if an incorrect quality notification code is used. With the quality notification code based on type and system ID feature, suppliers can select the correct code for a particular quality notification type and system ID.

Prerequisites

This feature requires that the buyer is entitled for the quality collaboration component.

Limitations

In the quality notification document, values in the **Quality Code Group**, **Quality Code Type**, and **System ID** fields are ignored if the **Code Name** field for the same entry also contains data.

Changes to existing functionality with the quality notification code based on type and system ID feature

Buyer user interface changes

This feature adds the **Quality notification type** field to the ❯ **Quality** ❯ **Notification** ❯ **Quality notifications** ❯ page search filters. Values to select from this field are composed of the **Quality Code Type** and **Code Description** fields of the quality notifications documents.

Changes to reporting

This feature adds the following fields to the quality notification template in CSV and Excel formats:

- **Quality Code Group**
- **Quality Code Type**
- **System ID**

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