



CONFIDENTIAL
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SAP Ariba Applications December 2018 release guide

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Product documentation on SAP Help Portal

SAP Ariba product documentation is now available on the [SAP Help Portal](#).

SAP Help Portal access

Most of our documentation on the [SAP Help Portal](#) requires signing in with an S-user (SAP-user) ID.

Not sure what an S-user ID is or how to get one? Here's [everything you need to know about S-User IDs](#) ↗ .

Looking for SAP Ariba API documentation?

Our API documentation is on the [SAP Help Portal](#), too, no sign-in required.

Feature 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.

SAP Ariba Procurement solutions features

[All guided buying sites will use the new Checkout page \[page 5\]](#)

[Order confirmation enhancements \[page 6\]](#)

[Support for India goods and services tax \(GST\) \[page 10\]](#)

All guided buying sites will use the new Checkout page

This feature is available in:

- SAP Ariba Buying, with the guided buying capability
- SAP Ariba Buying and Invoicing, with the guided buying capability

We wanted to give you advanced notice about an upcoming product upgrade that will affect your users.

In February 2019, all guided buying sites will use the new **Checkout** page. This page was introduced in the June 2018 guided buying release and is widely regarded for being more intuitive, less cluttered, and easier to use.

The old **Checkout** page will no longer be available.

What is the new Checkout page?

The new **Checkout** page reduces user confusion, requires less scrolling, and makes buying even simpler.

The changes are:

- The request header is expanded to include more information, which means users scroll less to find the details they need. In addition, line items display in a more streamlined way and take up less space.
- Users can perform mass edits on line-item shipping or accounting fields with one operation. They can make a change in the request header and choose all line items or a subset of them. Mass editing during check out was a much-desired feature and is now available.
- Administrators can control which fields display in the summary and are available for mass editing through a new Excel-format policy file. This policy file displays the right information—including custom fields—during checkout to help speed approval and fulfillment.

The **Send Request** button always displays in the page banner no matter how far the user has scrolled, so the request can be submitted easily at any time.

What will happen in February 2019?

In the February monthly guided buying release, SAP Ariba will make two changes to all guided buying sites:

- The old **Checkout** page will no longer be available, and all users will see the new **Checkout** page.
- The parameter that enabled the new **Checkout** page (**PARAM_ENABLE_NEW_CHECKOUT**) will be removed, because it won't be needed anymore.

What should you do before February?

Try out the new **Checkout** page to make sure it works with your customizations.

To try it out:

1. Log in to your guided buying test site and go to the **Admin** area.
2. In the **Parameters** section, click **Manage parameters** and set the guided buying parameter **PARAM_ENABLE_NEW_CHECKOUT** to **TRUE**.
3. Create a test request for multiple catalog items and check out.
4. Look for any problems with the data displayed on the **Checkout** page. See whether mass editing works for shipping and accounting fields.

You can customize the new **Checkout** page by editing the Checkout Page Configuration policy file in the **Admin** area. For more information, see the topic "How to configure your checkout section generation policies" in the *Guided buying administration guide*.

SAP Ariba will deprecate the old Checkout page as customers move to the new Checkout page.

Need help?

If you have questions about this upgrade or the Checkout Page Configuration policy file, reach out to SAP Ariba Customer Support for help.

Order confirmation enhancements

This feature is available in:

- SAP Ariba Buying
- SAP Ariba Buying and Invoicing

Buyer users sometimes need greater visibility into purchasing decisions when order confirmations from suppliers are evaluated. Previously, there was no easy way for users to review order confirmations with reference to purchase orders rather than manually comparing line-item details on both documents to assess changes proposed by suppliers.

With this release, buyer users can review order confirmations in the context of purchase orders and accept one or more changes marked by a supplier to create order confirmation-based change orders. In addition, this feature provides the following enhancements to allow buyer users manage order confirmations more efficiently:

- New **Order Confirmations** tab on purchase orders to enable users review changes marked for line items on the corresponding order confirmations.
- Differently formatted text, such as colored text and strikethrough text on order confirmations and associated emails to draw attention of reviewers to changes to important details (for example, unit price values, part numbers, and item descriptions).
- New order confirmation states for confirmed or partially confirmed line items for which suppliers acknowledge changes in fulfillment status.

Enabling this feature

This feature is disabled by default. To enable this feature, have your Designated Support Contact (DSC) submit a Service Request (SR). An SAP Ariba Customer Support representative will follow up to complete the request.

Limitations

This feature is currently supported for only material line items on purchase orders.

[Changes to existing functionality \[page 7\]](#)

[User tasks \[page 9\]](#)

Changes to existing functionality

Functional changes

In the default configuration, only members of the **Purchasing Manager** group can create change orders.

With this feature enabled, preparers and requesters of requisitions can review order confirmations and accept changes on the order confirmations to automatically trigger the change order process. Further, either the preparer or requester can initiate change orders by clicking the **Change** button even if they are not members of the **Purchasing Manager** group.

User interface changes

The following are the changes to the user interface if this feature is enabled:

- The **To Do** list of preparers and requesters associated with an order now includes order confirmations to be reviewed.
- In the **Line Items** table on purchase orders, the quantity specified next to the status for a line item is now a link that opens the **Order Confirmations** view. This view provides details of all order confirmations received for the item.
- Purchase orders for which an order confirmation has been received display a new **Review Order Confirmation** button. When users click this button, the **Review Order Confirmation** page appears. Users can review and choose to accept the information on the **Review Order Confirmation** page to initiate a change order.

i Note

If order confirmations include changes, the **Review Order Confirmation** button continues to be displayed on a purchase order until a user accepts the changes and submits a change order.

The following is an image of the **Review Order Confirmation** page:

Review Order Confirmation

Review the details in the order confirmation and accept the appropriate lines to create a change order.

PO1325: Request for tools | Items: 2 | Total: \$1,100.00 USD Done

Type	No.	Qty	Unit	Description	Supplier Part Number	Price	Amount																																				
1	1	100	each	Workshop tools	HE4795	\$10.00 USD	\$1,000.00 USD																																				
<table border="1"> <thead> <tr> <th>Quantity</th> <th>Confirmation Type</th> <th>Unit</th> <th>Part#</th> <th>Description</th> <th>Price</th> <th>Comment</th> <th>Expected Delivery Date</th> <th>Expected Ship date</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>Rejected</td> <td>each</td> <td></td> <td>Workshop tools</td> <td>\$10.00 USD</td> <td></td> <td></td> <td></td> </tr> <tr> <td>10</td> <td>Accepted with changes</td> <td>each</td> <td></td> <td>Workshop tools</td> <td>\$10.00 USD \$12.00 USD</td> <td>Delayed</td> <td>Mon, 17 Dec, 2018</td> <td>Fri, 14 Dec, 2018</td> </tr> <tr> <td>15</td> <td>Backordered</td> <td>each</td> <td></td> <td>Workshop tools</td> <td>\$10.00 USD</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>								Quantity	Confirmation Type	Unit	Part#	Description	Price	Comment	Expected Delivery Date	Expected Ship date	5	Rejected	each		Workshop tools	\$10.00 USD				10	Accepted with changes	each		Workshop tools	\$10.00 USD \$12.00 USD	Delayed	Mon, 17 Dec, 2018	Fri, 14 Dec, 2018	15	Backordered	each		Workshop tools	\$10.00 USD			
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3	Backordered	each		Drill bits	\$10.00 USD		Mon, 17 Dec, 2018	Fri, 14 Dec, 2018																																			

Apply Changes Done

1. Displays the details of the corresponding order, such as order ID, number of items on the order, and the total amount for the order.
2. A section for an individual line item to display its order confirmation status. This section provides the following information with details displayed in multiple rows:
 - o A top-level row displaying the details of the ordered item (for example, description of the item, and its original unit price, ordered quantity, and amount).
 - o One or more nested rows providing the relevant order confirmation status for specific quantities of the ordered item. For example, a row consisting of five items with the **Rejected** status, the next row consisting of 10 items with the **Accepted with changes** status, and another row consisting of 15 items with the **Backordered** status. Users can choose the appropriate rows and click the **Accept Changes** button to flip the selected changes into a change order.
3. **Apply Changes** button: Select the appropriate changes proposed by the supplier in the sections for each line item and click this button to initiate a change order.
4. **Done**: Click this button to return to the previous page after you review the order confirmation.

New statuses for order confirmations

With this feature enabled, the following are the new order confirmation statuses displayed on purchase orders:

- **Confirmed with changes**: The supplier has confirmed all items on the order with changes for one or more items.
- **Partially confirmed with changes**: The supplier has confirmed one or more items with changes. No items have been rejected by the supplier.

i Note

You can specify these order confirmation states as search filters when searching for purchase orders.

Notification changes

Notification: New information available for <Order Confirmation ID>

Cause

The preparer and requester of an order receive this email notification message when an order confirmation consisting of changes proposed by a supplier is received.

Action

Users can click the **View** button in the email to open the order confirmation in the SAP Ariba solution to review and accept the changes.

User tasks

[How to review an order confirmation \[page 9\]](#)

[How to create an order confirmation-based change order \[page 10\]](#)

How to review an order confirmation

Procedure

1. Open the purchase order for which an order confirmation has been received.
2. Click **Review Order Confirmation**.
The **Review Order Confirmation** page appears.
3. Review the order confirmation and click **Done** to return to the previous page.

Next Steps

You can choose to accept the changes proposed by the supplier on the order confirmation and create a change order. For more information, see [How to create an order confirmation-based change order \[page 10\]](#).

How to create an order confirmation-based change order

Context

After you review the changes proposed by a supplier on an order confirmation, you can choose to accept those changes to create a change order.

Procedure

1. Open the purchase order for which an order confirmation has been received.
2. Click **Review Order Confirmation** and review the details provided by the supplier on the **Review Order Confirmation** page.
3. For each ordered item, select the appropriate lines you want to include in the change order.

→ Remember

After you accept the changes, you cannot go back to view the order confirmation. You can choose to undo your changes by clicking the **Exit** button and start all over again, if required.

4. Click **Accept Changes**.
A revised version of the requisition appears, which includes items you selected on the order confirmation.
5. Add new line items, if required.
6. Review the changes you made and click **Submit** to submit the requisition for approval.

Support for India goods and services tax (GST)

This feature is available in:

- SAP Ariba Buying
- SAP Ariba Buying and Invoicing
- SAP Ariba Invoice Management

Effective from July 1, 2017, all businesses operating in the states and the union territories of India must adhere to the India Goods and Services Tax (GST) act of 2016. GST is a value-added tax levied on goods and services starting from manufacture to final consumption. GST replaces all indirect taxes levied on goods and services by the central and state governments in India.

Under GST, all goods and services transacted in India are classified under the Harmonized System of Nomenclature (HSN) system and the Service Accounting Code (SAC) system. GST for goods and services is determined based on the HSN code or the SAC code of an item.

Starting with this release, buyers can include tax information related to India GST on requisitions and invoices. When requisitions are fully approved, the buyer and the supplier GSTINs applied on requisition line items are copied over to the line items on the associated purchase orders.

The SAP Ariba solution supports the following tax information to meet the requirements of the GST rules in India:

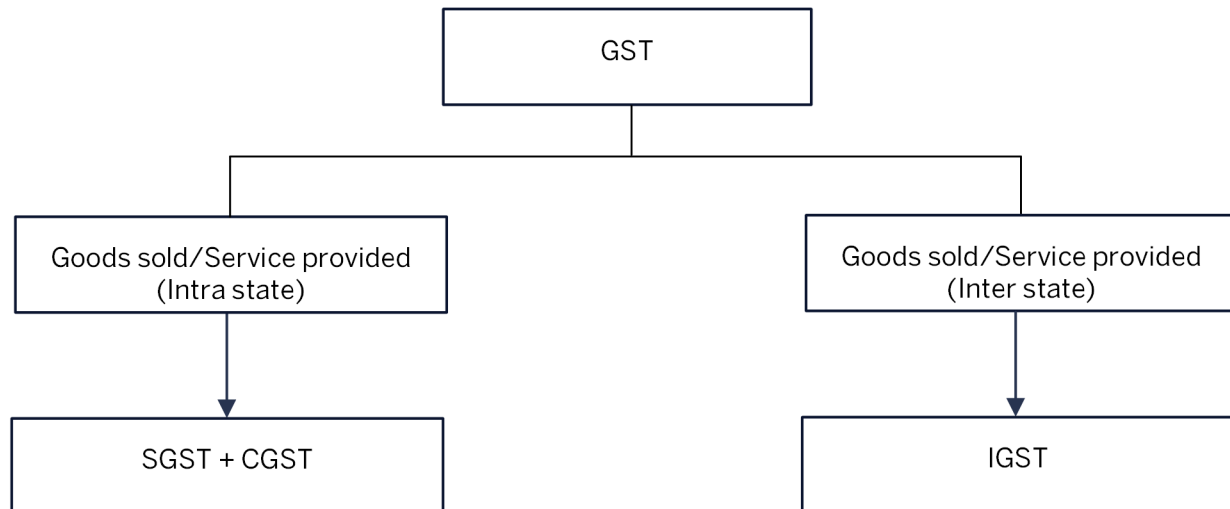
- GST identification numbers (GSTIN) of buyer and supplier organizations on requisitions and invoices
- Classification codes assigned to the line items on requisitions and invoices
- Tax invoice numbers on invoices

Components of GST

Depending on whether a trading transaction is intra-state or inter-state, the components of GST are determined as follows:

- **SGST and UTGST:** State GST or SGST is a tax levied by the respective state government on supplies of goods and services within the state. The previous state taxes, such as the value-added tax (VAT), entertainment tax, luxury tax, and entry tax are subsumed under SGST. Similar to SGST, UTGST or Union Territory GST is a tax levied by the respective union territory.
- **CGST:** Central GST or CGST refers to taxes levied by the central government on supplies of goods and services within a state. The previous central taxes, such as the central excise duty, additional excise duty, special excise duty, central sales tax, and service tax are subsumed under CGST.
- **IGST:** Integrated GST or IGST is the tax levied on the supply of goods and services on inter-state trade across India. The taxes collected under IGST is shared by the central and the respective state governments based on the rates specified by the central government.

The following image illustrates how SGST, CGST, and IGST are applied on goods and services:



For more information about the rates of taxes under GST and the latest guidelines, see the Central Board of Excise and Customs website at: <http://www.cbec.gov.in/htdocs-cbec/gst> .

Enabling this feature

This feature is disabled by default. To enable this feature, have your Designated Support Contact (DSC) submit a Service Request (SR). An SAP Ariba Customer Support representative will follow up to complete the request.

Prerequisites

- All buyers and suppliers with an annual turnover exceeding a specific limit must be registered under GST in each state or union territory where they operate. The threshold limit varies depending on whether a state or a union territory is classified as a special category state. For more information about the registration requirements, see the Central Board of Excise and Customs website: <http://www.cbec.gov.in/htdocs-cbec/gst>.
- Buyers and suppliers must have separate GST identification numbers (GSTIN) for each state where they have registered their business. GSTIN refers to a unique, state-wise, 15-character identification code for tax payers in India under the new GST regime. The first two digits of this identification code represent the state code. For example, "29" in the GSTIN "29BFEQB4818G1Z5" is the state code for Karnataka.
- To include supplier's GST identification numbers on requisitions and invoices, buyers must have information about the supplier's GSTIN. Additionally for invoices, buyers must have information about the tax invoice numbers on the invoices.
- By default, buyer and supplier GSTINs are not auto-populated on requisitions and invoices in the SAP Ariba solution, therefore users must enter GSTINs manually. If required, contact SAP Ariba Customer Support for help with customizing your SAP Ariba solution to auto-populate buyer and supplier GSTINs when users create requisitions and invoices.
- A customer administrator must perform the following tasks:
 - Define the state codes. For more information, see [New data import task \[page 15\]](#).
 - Add the state code values to the addresses of the plants or supplier locations in India.
 - Map the HSN and SAC codes to the commodity codes defined in their SAP Ariba solution. For more information, see [Administrator tasks \[page 16\]](#).
- If you require additional configuration to include buyer and supplier GSTINs when orders are exported, contact SAP Ariba Customer Support for help. SAP Ariba Customer Support selects the **Transaction Push Field** option from the list of public customizations for requisitions in the `POLineItem` class in Ariba Administrator.
- A member of the **Integration Admin** group must review and accept the data definition changes for this feature.

Limitations

The SAP Ariba solution does not validate the format of the buyer or supplier GST numbers or the invoice tax numbers on approvable documents.

i Note

Adapter support is currently not available to support the new India GST fields for integration with external ERP systems. Customers must build their own integration and include additional customizations to fully integrate data associated with GST fields.

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[User tasks \[page 14\]](#)

[Data import/export \[page 15\]](#)

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[cXML changes \[page 17\]](#)

Changes to existing functionality

User interface changes

Changes for requisitions, orders, and invoices

- The **Line Item Details** page of a requisition that displays the details of a line item includes the following new fields:
 - **Buyer GST ID**: Refers to the buyer organization's GSTIN.
 - **Supplier GST ID**: Refers to the supplier organization's GSTIN.
 - **Classification Code** dropdown: Classification code refers to the HSN code or the SAC code mapped to the commodity code of a goods or a service item. By default, the SAP Ariba solution assigns a classification code mapped to the commodity code of a line item. If a commodity code is mapped to multiple classification codes, users can select the appropriate value from this dropdown menu.The **Line Item Details** page for a line item on an order includes information for the **Buyer GST ID**, **Supplier GST ID**, and **Classification Code** fields based on the associated requisition. If enabled for your site, the **Buyer GST ID** and **Supplier GST ID** fields are also included in the print layout of orders.
- Invoices include a new section named **GST Details**. This section includes the **Buyer GST ID** and the **Supplier GST ID** fields. In addition, a new field named **Tax Invoice Number** has been included. **Tax Invoice Number** refers to the unique serial number assigned to an invoice for a financial year.

i Note

The **Buyer GST ID** and the **Supplier GST ID** fields on requisitions and invoices support standard customization. For help with standard customizations, please have your Designated Support Contact log a service request. An SAP Ariba Customer Support representative will follow up to complete the request.

Changes to address information

The address fields that appear on the review page when users click an address link on requisitions, orders, and invoices to review the details of the address includes the **State Code** field. This field appears on the following pages where users can review an address:

- **Review Details for Contact**: This page appears when you click the name of a user that appears next to the **Contact** field on a requisition or an order to review the address information of the user.
- **Review Details for Supplier Contact**: This page appears when you click the name of a user in the supplier organization that appears next to the **Supplier Contact** field on an invoice to review the address information of the supplier contact.

Administrator user interface changes

The new **State Code** field appears on the following pages when supplier information is displayed on Ariba Administrator:

- **Review Details for Address** page: The **Review Details for Address** page appears when you click the link for a supplier in the search results on Ariba Administrator and then click on the supplier's address in the **Profile** tab.
- The Edit Details page for a supplier location: You can specify the state code for a supplier in the **State Code** field on the Edit Details page for the supplier. For more information, see [How to add a state code for a supplier location \[page 17\]](#).

User tasks

[How to add GST information on requisitions and invoices \[page 14\]](#)

How to add GST information on requisitions and invoices

You can add GST information for the line items on requisitions and invoices.

Procedure

1. Perform the following actions for each line item on a requisition:
 - a. Open the requisition.
 - b. Select a line item and then click **Actions > Edit Details**.
 - c. Choose an appropriate classification code from the **Classification Code** dropdown.
 - d. Enter the values for the **Buyer GST ID** and the **Supplier GST ID** fields.
 - e. Click **OK** to return to the **Summary** page of the requisition.
2. Perform the following actions to add GST information on an invoice:
 - a. Open the invoice.
 - b. Under the **GST Details** section, enter the values for the **Buyer GST ID**, **Supplier GST ID**, and the **Tax Invoice Number** fields.

i Note

The SAP Ariba solution does not maintain a master data of the GSTINs for the buyer and supplier locations. Ensure that you verify the GSTINs before you complete the document.

Data import/export

[Changes to existing data import/export tasks \[page 15\]](#)

[New data import task \[page 15\]](#)

Changes to existing data import/export tasks

- For PeopleSoft and Generic ERPs, the `Address.csv` file for the `Import Addresses` task and the `SupplierLocation.csv` file for the `Import Suppliers` task now include a new field named `State Code`. This field refers to the ID assigned to an Indian state. For example, the state ID `IN-KA` refers to Karnataka state.
- For SAP ERP, the `Plant.csv` file for the `Import Plants Data` task includes the `State Code` field. The corresponding export tasks for the `Import Addresses`, `Import Suppliers`, and the `Import Plants Data` tasks also include the `State Code` field.

New data import task

Import States for Tax Mapping data import task

The `Import States for Tax Mapping` task imports the states in India for which goods and services tax information needs to be included on approvable documents.

This task uses the `State.csv` file to import the states and the state codes. The following table lists the fields in the `State.csv` file:

Field name	Required	Type and description	Sample value
Country	Yes	String. The unique internal identifier of the country to which the state belongs.	IN
Name	Yes	String. The name of the state.	Karnataka
Uniquename	Yes	String. The unique internal identifier of the state based on ISO 3166-2 standards for the subdivisions or states of a country.	IN-KA

The following is a sample of the `State.csv` file:

```
"UTF-8"  
Country,Name,UniqueName  
IN,Karnataka,IN-KA  
IN,Maharashtra,IN-MH
```

i Note

This task is associated with a corresponding data export task under the **Export** tab on the **Data Import/Export** page on Ariba Administrator.

Administrator tasks

Customer administrators need to perform the following tasks:

1. Import the state codes by running the new `Import States for Tax Mapping` data import task. For more information about this task, see [New data import task \[page 15\]](#).
2. Add the state code values to the addresses of the supplier locations in India using one of the following options:
 - `Import Suppliers` data import task. For more information about defining supplier locations, see *Common data import and administration guide*.
 - From the user interface in Ariba Administrator. For more information, see [How to add a state code for a supplier location \[page 17\]](#).
3. (For SAP ERP only) Define the state codes for the plants using the `Import Plants Data` task. For more information, see the *Common data import and administration guide*.
4. Define the HSN and SAC codes in the `CommodityCode.csv` file used by the existing `Import Commodity Code` task and then run the task.

i Note

The domain name for the HSN and SAC codes in the SAP Ariba solution is `HSNSAC`.

The `Import Commodity Code` data import task creates hierarchical relationships between related commodity codes.

The following is a sample of the `CommodityCode.csv` file consisting of the HSN and SAC codes:

```
"UTF-8"
Domain,UniqueName,Name,ParentUniqueName,Enabled,AdhocClassification
HSNSAC,"All","All Commodities",,"Yes",
HSNSAC,8471,LAPTOP,All,Yes,
HSNSAC,847160,PRINTERS,,Yes,
```

5. Define the mapping between the United Nations Standard Products and Services Code (UNSPSC) code and the HSN and SAC codes in the `ClassificationCodeMap.csv` file used by the existing `Import Classification Code Relationship` task.

The following is a sample of the `ClassificationCodeMap.csv` file consisting of HSN and SAC codes:

```
"UTF-8"
DomainFrom,ValueFrom,DomainTo,ValueTo
"HSNSAC","620520","unspsc","53101602"
"HSNSAC","620590","unspsc","531016"
"HSNSAC","84713010","unspsc","432115"
"HSNSAC","84713010","unspsc","43211507"
"HSNSAC","84714120","unspsc","43211512"
```

6. Contact SAP Ariba Customer Support to run the `Import Classification Code Relationship` task to import the `ClassificationCodeMap.csv` file consisting of the HSN and SAC codes. The `Import`

Classification Code Relationship data import task maps commodity codes in the UNSPSC and the HSNSAC domains.

How to add a state code for a supplier location

Procedure

1. In Ariba Administrator, click ► **Supplier Manager** ► **Suppliers** ► and search for a supplier.
2. Click the link for the appropriate supplier in the search results.
3. On the **Partitioned Suppliers** tab, click the name of the supplier.
4. On the **Supplier Locations** tab, click the link for a supplier location.
5. On the **Supplier Address** tab, select the appropriate value for the **State Code** dropdown.

cXML changes

cXML changes for orders

The cXML of orders sent to Ariba Network includes the following:

- State code in the address element. For example, `<State isoStateCode="IN-KA">Karnataka</State>`.
- Buyer organization's GSTIN in the `<ShipTo>` element. For example, `<IdReference domain="gstID" identifier="29AIQPG8120K098" />`.
- New `Contact` element for supplier account role to provide the following information:
 - Supplier's contact information.
 - Supplier's GSTIN. For example:

```
<Contact role="supplierAccount">
  ...
  <PostalAddress>
    ...
    <IdReference domain="gstID" identifier="29AIQPG8120K123" />
</Contact>
```

- New extrinsic named `placeOfSupply` to indicate the state or location where the business transaction took place.

```
</OrderRequestHeader>
  ...
  <Extrinsic name="placeOfSupply">IN-KA</Extrinsic>
  ...
</OrderRequestHeader>
```

- `Classification Code` element to indicate the classification code for a line item. For example, `<Classification domain="HSNSAC">11223344</Classification>`. This field is displayed on orders for supplier locations in India.

The following is a sample cXML for an order:

```
<?xml version="1.0" encoding="UTF-8"?>
<!DOCTYPE cXML SYSTEM "http://xml.cxml.org/schemas/cXML/1.2.035/cXML.dtd">
<cXML payloadID="1503242322.864200456@fkUF16AzVUR8HC/egs+EWUw1Ow="
timestamp="2017-08-17T12:15:54-05:00" version="1.2.035" xml:lang="en-US">
  <Header>
    <From>
      <Credential domain="NetworkId">
        <Identity>xxxxxx</Identity>
      </Credential>
    </From>
    <To>
      <Credential domain="AribaNetworkUserId">
        <Identity>yyyyyy</Identity>
      </Credential>
    </To>
    <Sender>
      <Credential domain="AribaNetworkUserId">
        <Identity>zzzzzz</Identity>
        <SharedSecret>abc</SharedSecret>
      </Credential>
      <UserAgent>Ariba Buyer 7.1</UserAgent>
    </Sender>
  </Header>
  <Request deploymentMode="production">
    <OrderRequest>
      <OrderRequestHeader orderDate="2017-08-17T12:15:53-05:00" orderID="IND-
GST-001" orderType="regular" orderVersion="1" type="new">
        <Total>
          <Money currency="INR">71,200</Money>
        </Total>
        <ShipTo>
          <Address addressID="1017-1000" isoCountryCode="IN">
            <Name xml:lang="en">XYZ Limited</Name>
            <PostalAddress name="default">
              <DeliverTo>UserName</DeliverTo>
              <Street>XYZ Ventura Block A, Plot #14 &amp;</Street>
              <City>Bangalore</City>
              <State isoStateCode="IN-KA">Karnataka</State>
              <PostalCode>500081</PostalCode>
              <Country isoCountryCode="IN">India</Country>
            </PostalAddress>
            <Email name="default" preferredLang="en-IN">Reema.Jain@sap.com</
Email>
            <Phone name="work">
              <TelephoneNumber>
                <CountryCode isoCountryCode="IN">91</CountryCode>
                <AreaOrCityCode>080</AreaOrCityCode>
                <Number>66704000</Number>
              </TelephoneNumber>
            </Phone>
          </Address>
          <!--Buyer GST ID-->
          <IdReference domain="gstID" identifier="29AIQPG8120K098" />
        </ShipTo>
        <BillTo>
          <Address addressID="1017-1000-BillTo" isoCountryCode="IN">
            <Name xml:lang="en">Attn: India AP Team</Name>
            <PostalAddress name="default">
              <Street>XYZ Ventura Block A, Plot #14 &amp;</Street>
              <City>Bangalore</City>
              <State isoStateCode="IN-KA">Karnataka</State>
              <PostalCode>500081</PostalCode>
              <Country isoCountryCode="IN">India</Country>
            </PostalAddress>
```

```

        <Phone name="work">
            <TelephoneNumber>
                <CountryCode isoCountryCode="IN">91</CountryCode>
                <AreaOrCityCode>080</AreaOrCityCode>
                <Number>66704000</Number>
            </TelephoneNumber>
        </Phone>
    </Address>
</BillTo>
    <Contact role="supplierAccount">
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        <PostalAddress name="default">
            <DeliverTo>UserName</DeliverTo>
            <DeliverTo>XYZ Limited</DeliverTo>
            <Street>XYZ Ventura Block A, Plot #14 &#x26;#x26;</Street>
            <City>Bangalore</City>
            <State isoStateCode="IN-KA">Karnataka</State>
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                <CountryCode isoCountryCode="IN">91</CountryCode>
                <AreaOrCityCode>080</AreaOrCityCode>
                <Number>66704000</Number>
            </TelephoneNumber>
        </Phone>
        <!--Supplier GST ID-->
        <IdReference domain="gstID" identifier="29AIQPG8120K123" />
    </Contact>
    <Extrinsic name="placeOfSupply">IN-KA</Extrinsic>
</OrderRequestHeader>

<ItemOut quantity="712" lineNumber="1">
    <ItemID>
        <SupplierPartID>SC13-IITL80002</SupplierPartID>
    </ItemID>
    <ItemDetail>
        <UnitPrice>
            <Money currency="INR">10000</Money>
        </UnitPrice>
        <Description xml:lang="en">Technology Labor Services for Consulting
HDIN</Description>
        <UnitOfMeasure>H</UnitOfMeasure>
        <Classification domain="HSNSAC">11223344</Classification>
        <LeadTime>0</LeadTime>
    <Distribution>
        <Accounting name="DistributionCharge">
            <Segment type="" description="" id="" />
        </Accounting>
        <Charge>
            <Money currency="INR">71,200</Money>
        </Charge>
    </Distribution>
    </ItemOut>
</OrderRequest>
</Request>
</cXML>

```

cXML changes for invoices

The cXML of invoices (supplier submitted or buyer created) includes the new fields specific to India GST.

The following is a sample cXML for an invoice:

```

<cXML timestamp="2017-08-10T16:28:49+05:30"
payloadID="1499684329458.1535049522.000000126@E5BgD8A1SMVfhjq1121McLbm1JE="
xml:lang="en-US" version="1.2.029">
  <Header>
    <!-- class: ariba.encoder.xml.AXComponent -->
    <From>
    </From>
    <To>
    </To>
    <Sender>
    </Sender>
  </Header>
  <!-- class: ariba.invoicing.InvoiceDetailComponent -->
  <Request>
    <InvoiceDetailRequest>
      <InvoiceDetailRequestHeader invoiceOrigin="supplier"
invoiceDate="2017-08-10T16:26:37+05:30" operation="new" purpose="standard"
invoiceID="628364456464764">
        <InvoicePartner>
          <Contact addressID="" role="billFrom">
            <Name xml:lang="de"></Name>
            <PostalAddress name="Standardwert">
              :
              <State isoStateCode="IN-TN">Tamilnadu</State>
              <Country isoCountryCode="IN">INDIA</Country>
            </PostalAddress>
            <!--Supplier GST ID -->
            <IdReference domain="gstID" identifier="303030303040501"></
IdReference>
          </Contact>
        </InvoicePartner>
        :
        <InvoicePartner>
          <Contact addressID="US006" role="shipTo">
            <Name xml:lang="en">New&#032;York&#032;Sales</Name>
            <PostalAddress name="default">
              <State isoStateCode="IN-KA">Karnataka</State>
              <Country isoCountryCode="IN">INDIA</Country>
            </PostalAddress>
            <!--Buyer GST ID -->
            <IdReference domain="gstID" identifier="101010102030406"></
IdReference>
          </Contact>
        </InvoicePartner>
        :
        <Extrinsic name="TaxInvoiceNumber">20202020</Extrinsic>
        <Extrinsic name="Custom(H)"></Extrinsic>
      </InvoiceDetailRequestHeader>
      <InvoiceDetailOrder>
        :
        <InvoiceDetailItemReference>
          :
          <Classification domain="unspsc">80111611</Classification>
          <Classification domain="HSNSCN">101001</Classification>
          :
        </InvoiceDetailItemReference>
        :
      </InvoiceDetailOrder>
      <InvoiceDetailSummary>
        :
        :
      </InvoiceDetailSummary>
    </InvoiceDetailRequest>
  </Request>
</cXML>

```


SAP Ariba Strategic Sourcing and Supplier Management solutions features

[Supplier alternate response and limits to event questions \[page 22\]](#)

[Inherent risk based on pre-grading of inherent risk screening responses \[page 24\]](#)

[Enhanced product sourcing UI for material views and to capture user inputs \[page 39\]](#)

[Enhanced product sourcing action tiles \[page 45\]](#)

Supplier alternate response and limits to event questions

This feature is available in the following solutions:

- SAP Ariba Strategic Sourcing Suite

Previously, a buyer administrator could allow a supplier to give alternative values for terms in a sourcing event line item, but they could not allow them to provide alternative answers to questions. This is now possible. In addition to this, the event owner can set a maximum for the number of alternative responses that a supplier can provide.

Prerequisites

The "Is term editable in alternatives?" attribute must be set to "Editable By Owner Only" for terms for which alternative answers are allowed.

Enabling this feature

This feature is disabled by default. To enable this feature, have your Designated Support Contact (DSC) submit a Service Request (SR). An SAP Ariba Customer Support representative will follow up to complete the request.

[Changes to existing functionality \[page 23\]](#)

Changes to existing functionality

Changes for buyer administrators

In sourcing event templates, the following settings were added under **Bidding Rules**:

- **Should questions be visible in alternatives?** Set this to Yes to allow questions to be visible to suppliers when adding alternative responses.
- **Should there be a limit on number of alternatives?** Set this to Yes to enforce a limit to the number of alternative responses that a supplier can provide. Enter the limit maximum value in the **Alternative limit value** field.

i Note

The following setting must also be set to Yes in the template bidding rules:

- Can participants create alternative responses?

When you allow suppliers to create alternative responses, you can also decide what type of alternatives they can create. For example, to allow suppliers to respond with alternative pricing, set **Can participants create alternative pricing?** to Yes.

Bidding rules can be set to Hidden, Read-only, or Delegated in the sourcing event template. If set to Delegated, the event owner can override the value in template.

Changes for buyer users/event owners

After a supplier has submitted a response to an event, when you open the event and view the **Content** tab, you can see the questions, along with the primary and alternative responses, in the **All Content** table.

Changes for suppliers

- When adding alternative values for terms in a sourcing event line item, you can now see questions listed with the terms for which you can add alternatives, and you can enter alternative answers for those questions.
- If the event owner has set a maximum value for the number of alternative responses allowed, when you try to add an alternative response beyond the limit, a message is displayed to indicate that you have exceeded the limit. If you want to, you can delete an existing alternative response and replace it with another one.
- Changes were made to the following buttons on the **Submit Response/Submit Bids** tab on the supplier user interface for responding to sourcing events:
 - **Pricing** – This button was changed to **Create Alternative** and moved to the top of the page. The button now contains a menu of options, the contents of which depends on which bidding rules were enabled by the buyer. For example, if the “**Can participants create alternative pricing?**”, “**Can participants create bundles?**”, and “**Can participants create tiers?**” bidding rules are enabled by the buyer, then the Create Alternative button will contain **Pricing Alternative**, **Bundle Alternative**, and **Tier Alternative** options. The Create Alternative button also contains a delete alternative option.

- The **Sync Primary Bid** button was moved to align with the other buttons at the bottom of the page.

Inherent risk based on pre-grading of inherent risk screening responses

This feature is available in the following solution:

- SAP Ariba Supplier Risk

This feature introduces support for pre-grading the engagement request inherent risk screening questionnaire in control-based engagement risk assessment projects. Based on the pre-grades you assign to potential answers for screening questions related to inherent risk, the questionnaire automatically generates a numerical inherent risk score for the engagement. A site configuration parameter translates these numerical inherent risk scores into inherent risk ratings based on your settings. For example, an inherent risk scores of 75% to 100% can translate into an inherent risk rating of High.

The inherent risk rating shows on the engagement page, where approvers, control decision makers, and other stakeholders can consider it when making decisions about an engagement. You can also create project-level conditions and modify approval flows based on either numerical inherent risk scores or inherent risk ratings.

You can use either percentage-based or point-based scoring to score the engagement request inherent risk screening questionnaire.

Prerequisites

Control-based supplier engagement risk assessment projects must be enabled in your site.

To add scoring to the inherent risk screening questionnaire in the control-based engagement risk assessment project template, you must be a member of the **Template Creator** group.

You must configure the site parameter `Application.SR.Engagement.RiskScoreRanges` (if you are using percentage-based scoring) or `Application.SR.Engagement.RiskPointBasedScoreRanges` (if you are using point-based scoring). These parameters define how your site translates the numerical scores from engagement request inherent risk screening questionnaires into the inherent risk ratings shown on the engagement page.

[Workflow for inherent risk based on pre-grading of inherent risk screening responses \[page 25\]](#)

[Changes to existing functionality \[page 25\]](#)

[User tasks for inherent risk based on pre-grading of inherent risk screening responses \[page 26\]](#)

[Administrator information for inherent risk based on pre-grading of inherent risk screening responses \[page 26\]](#)

Workflow for inherent risk based on pre-grading of inherent risk screening responses

The following high-level steps describe the workflow for inherent risk based on pre-grading of inherent risk screening responses:

1. If you do not want to use default risk score ranges, SAP Ariba sets custom values for the applicable site configuration parameter for risk score ranges (either `Application.SR.Engagement.RiskPointBasedScoreRanges` if you are using point-based scoring or `Application.SR.Engagement.RiskScoreRanges` if you are using percentage-based scoring).
2. A template creator adds scoring to the inherent risk screening questionnaire in your site's control-based engagement risk assessment project template. The default scoring method is percentage-based, but the template creator can choose to use point-based scoring instead.
3. (Optional) A template creator creates project-level conditions based on inherent risk score or inherent risk rating and uses them to create different conditional approval flows or different project content for engagements with more or less inherent risk.
4. The template creator publishes the new version of the template.
5. A requester creates an engagement request. In the first step, they fill out the business details questionnaire. The answers they provide in this questionnaire determine the content of the second step, the inherent risk screening questionnaire.
6. The requester fills out the inherent risk screening questionnaire and continues to the third step of the request, selecting suppliers.
7. The inherent risk screening questionnaire generates a numerical score based on template scoring settings. This numerical score translates into a risk rating based on site parameter settings.
- 8.
9. The requester submits the request.
10. After the request is approved, all users who have permission to view the engagement see the inherent risk inherent risk rating in the **Inherent Risk** field of the **Engagement Summary** on the engagement page.

If the template creator set up project conditions based on the inherent risk screening questionnaire score or rating, those conditions trigger where applicable at any point from when the requester submits the request to the final approval or denial of the control-based engagement risk assessment project.

Changes to existing functionality

User interface changes

This feature introduces a new field, **Inherent Risk**, in the **Engagement Summary** area at the top of the engagement page. This field only shows when a template creator has set up scoring for the inherent risk screening questionnaire in the engagement request and the requester has submitted the inherent risk screening questionnaire.

Administrator interface changes

This feature introduces two new project fields, **Inherent Risk Score** and **Inherent Risk Rating**, in the **Supplier Risk Engagement Template** (formerly called the **Engagement Request Container Project Template**). **Inherent Risk**

Score stores the numerical score for the risk engagement request inherent risk screening questionnaire, while **Inherent Risk Rating** stores the corresponding rating.

User tasks for inherent risk based on pre-grading of inherent risk screening responses

[About Inherent Risk in control-based engagement risk assessment projects \[page 26\]](#)

About Inherent Risk in control-based engagement risk assessment projects

The **Inherent Risk** field in the **engagement Summary** shows the inherent risk of the engagement based on answers to questions in the engagement request inherent risk screening questionnaire.

Inherent risk is risk based on the fundamental characteristics of the engagement, such as its commodities, regions, departments, criticality. When you create an engagement request, the second step of the request is an inherent risk screening questionnaire that asks you questions about the inherent risk of the engagement based on the commodities, regions, and departments you selected in the first step. Your organization's control-based risk assessment process can also score the inherent risk of an engagement directly based on the answers to the inherent risk screening questionnaire. For example, your organization might score a Yes answer to a question about whether the engagement involves access to secure facilities as high risk. Once a requester submits the request, the inherent risk screening questionnaire calculates a numerical score based on its answers

The **Inherent Risk** field shows an inherent risk rating based on the answers in the inherent risk screening questionnaire in the second step of the engagement request. This rating is always a descriptive term that is associated with an underlying numerical score; for example, High or Low or Critical. The **Engagement Summary** only shows the **Inherent Risk** field in engagements where all of the following conditions apply:

- A template creator in your organization has set up scoring for the inherent risk screening questionnaire.
- You have completed the second step of the engagement request, the inherent risk screening questionnaire, and have clicked **Next** to submit it.

If your site uses scoring for the inherent risk screening questionnaire, the inherent risk score might affect different parts of the control-based engagement risk assessment process, such as who approves the request and the overall engagement.

Administrator information for inherent risk based on pre-grading of inherent risk screening responses

[Setting up inherent risk ratings for control-based engagement risk assessment projects \[page 27\]](#)

[Point-based scoring versus percentage-based scoring \[page 28\]](#)

[About scoring points \[page 30\]](#)

[About pre-grading supplier questionnaires \[page 32\]](#)

[Structural considerations for scoring supplier questionnaire content \[page 35\]](#)

[How to add scoring to the engagement request inherent risk screening questionnaire \[page 37\]](#)

Setting up inherent risk ratings for control-based engagement risk assessment projects

Answers to the inherent risk screening questionnaire in the engagement request can generate a numerical inherent risk score, which you can show as a rating on the engagement page and use to create project-level conditions for conditional approval flows and other conditional content.

Inherent risk ratings based on the score of the engagement request inherent risk screening questionnaire involves the following components:

- **Scoring the inherent risk screening questionnaire:** you choose [either percentage-based or point-based scoring \[page 28\]](#) and [add scoring to the inherent risk screening questionnaire survey document \[page 37\]](#) in the control-based engagement risk assessment project template. Set up the scoring so that riskier answers result in a higher score and less risky answers result in a lower score.
- **Defining risk ratings:** a site configuration parameter defines the risk ratings (such as "High" and "Low" and the ranges of numerical scores for each rating in your site. If you use point-based scoring, the parameter is `Application.SR.Engagement.RiskPointBasedScoreRanges`. If you use percentage-based scoring, the parameter is `Application.SR.Engagement.RiskScoreRanges`. They define ranges of from 0 through 100 (for percentage-based scoring) or 0 or greater up to a maximum of 1000 (for point-based scoring) with no gaps in between ranges, in the format **Rating name:low value:high value**. For example, **High:75:100** means that scores of 75% to 100% (in percentage-based scoring) or 75-100 points (in point-based scoring) have a risk rating of **High**. If there is any overlap between two ratings, the rating with the higher range is used; for example, if you define **High:75:100** and **Medium:50:75**, a score of 75% or 75 points has a risk rating of **High**. The default value for percentage-based scoring is `Low:0:50, Medium:50:75, High:75:100` and the default value for point-based scoring is `Low:0:60 Medium:60:90 High:90:1000`. If you want to define custom ranges, have your Designated Support Contact log a service request. An SAP Ariba Customer Support representative will follow up to complete the request.

Once you have set up questionnaire scoring and scoring ranges and published the control-based engagement risk assessment project template, when a requester fills out the inherent risk screening questionnaire in the engagement request, the questionnaire calculates a numerical score based on the submitted answers. Your risk ratings definitions translate that score into a rating, and the rating shows in the **Inherent Risk** field in the **Engagement Summary** area of the engagement page. The project stores the numerical score in the **Inherent Risk Score** project field and the rating in the **Inherent Risk Rating** project field. You can use either of these fields to create project-level conditions. You can then use those project-level conditions to create conditional approval flows; for example, you can create more stringent approval flows for engagements with more inherent risk. You can also create conditional content in the project, such as a To Do or review task prompting relevant stakeholders to perform a special evaluation of an engagement with more inherent risk.

Control-based engagement risk assessment projects can also have an inherent risk rating based on the commodities the requester selects in the first step of the engagement request, the business details questionnaire. If you have defined commodity risk classifications in your site, the commodity-based rating shows in the **Inherent Risk (Commodity)** field in the **Engagement Summary**, and its corresponding numerical value is stored in the **Inherent Risk Score (Commodity)** project field. Although you can set up both types of inherent risk ratings for

your control-based engagement risk assessment projects, it is possible for the same project to show different and even conflicting ratings in the **Inherent Risk** and **Inherent Risk (Commodity)** fields. Choosing only one method of rating the inherent risk for an engagement provides clearer guidance to engagement approvers and other stakeholders.

Point-based scoring versus percentage-based scoring

You can use either point-based scoring or percentage-based scoring to calculate request and assessment questionnaire scores in engagement risk assessment projects.

i Note

Percentage-based scoring is the default system, and is the only system available for most SAP Ariba surveys, supplier management questionnaires, and events. Point-based scoring is only available in template survey documents in control-based and legacy engagement risk assessment projects in SAP Ariba Supplier Risk. In control-based engagement risk assessment projects, point-based scoring is enabled by default. In legacy engagement risk assessment projects, the point-based scoring feature must be enabled in your site.

Point-based score calculation is a more straightforward and easy-to-configure method, awarding each answer a number of points and adding all awarded points together to calculate the total score; however, approvers and other stakeholders must know how a given point total translates into risk levels. Percentage-based scoring is more complicated to configure because it awards each answer a number of points, then uses the question's importance and its section's weight to calculate the total score; however, it is easier for approvers and other stakeholders to interpret percentage scores intuitively.

You can choose a scoring method for each individual survey document in the supplier engagement risk assessment project template, allowing you to select the method that best meets the requirements for individual questionnaires.

Point-based scoring

Point-based scoring is less complicated to configure because there is a direct relationship between the pre-grade values you specify for each answer and the questionnaire's score. You simply specify point values as pre-grades, and the sum of the highest pre-grade for each question is the maximum score for the questionnaire. You do not need to specify importance for questions or weight for sections, or spend time figuring out how weight and importance interact in score calculations to achieve the results you want.

Be aware of how conditional questions can contribute to different scores for the same questionnaire in different engagement risk assessment projects, and make sure that the way you pre-grade conditional questions translates into the risk score you want. If a question shows in one project, its pre-grade value contributes to the questionnaire's total point score; if a question does not show in another project, its pre-grade does not, and the higher number of points in the first project indicates higher risk.

The `Application.SR.Engagement.RiskPointBasedScoreRanges` site configuration parameter defines the ranges of point-based scores that correspond to low, medium, or high risk ratings. These ratings are used in the following ways:

- In control-based engagement risk assessment projects, the rating that corresponds to the numerical score of the inherent risk questionnaire in the engagement request shows in the **Inherent Risk** field on the engagement page. This field only shows the parameter-defined ratings; it does not show the numerical score.
- In legacy engagement risk assessment projects, you can use the rating that corresponds to the numerical score of the engagement request can trigger recommendations of specific engagement-level risk assessments.

In legacy engagement risk assessment projects, you can score the engagement-level risk assessment questionnaires. Since total scores are just a sum of the points awarded to each answer, it is possible for different questionnaires to have wildly different maximum scores, which might lead to confusion if users in your site don't know how to interpret the risk level of a given score. To avoid this problem, you can develop a standard system across questionnaires so that the same number of points translate into high, medium, and low risk for all questionnaires, and pre-grade individual questions based on that system. If you want scores to trigger conditional approval flows or perform other functions in the engagement risk assessment project, it is also important to apply a standard scoring system across questionnaires.

You cannot specify a target score with point-based scoring, and therefore engagement-level risk assessments in legacy engagement risk assessment projects never show as high risk on the engagement page.

Percentage-based scoring

Percentage-based scoring is more complicated to configure because the relationship between the pre-grade values you specify for each answer and the questionnaire's score is indirect. You specify percentage values and pre-grades, and those percentages determine how many of the question's possible points to award each answer. The question's possible points are calculated based on the question's importance and the weight of its section. Setting up percentage-based scoring in a questionnaire requires careful planning.

However, percentage-based scoring enables you to define how much you want each individual question to contribute to the overall score in a more flexible way. Moreover, since percentage scores are always relative to the overall percentage instead of being a direct sum, the presence or absence of conditional questions in individual questionnaires can have a less direct effect on their scores.

You can specify a target percentage with percentage-based scoring, and engagement-level risk assessments that don't meet that target show as high risk in the user interface.

The `Application.SR.Engagement.RiskScoreRanges` site configuration parameter defines the ranges of percentage-based scores that correspond to low, medium, or high risk ratings. These ratings are used in the following ways:

- In control-based engagement risk assessment projects, the rating that corresponds to the numerical score of the inherent risk questionnaire in the engagement request shows in the **Inherent Risk** field on the engagement page. This field only shows the parameter-defined ratings; it does not show the numerical score.
- In legacy engagement risk assessment projects, you can use the rating that corresponds to the numerical score of the engagement request can trigger recommendations of specific engagement-level risk assessments.

About scoring points

The more scoring points you assign each piece of event or questionnaire content, the more that content contributes toward the final score. There are two different types of scoring points, **Weight** and **Importance**, that work together in score calculations for hierarchical content.

About weight

Weight is the relative level of importance of a section of content. It is used with the score you assign each response and contributes to the overall score for each respondent.

Assign **Weight** points to “container” content types such as sections and event line items (for scoring purposes, a line item “contains” its terms). Altering a section or lot’s **Weight** allows you to alter the **Overall %** for all the section content.

For example, suppose there are 30 scoring points assigned to a **Car Performance** section, and 70 to a **Car Financing** section. (Assign a total of 100 scoring points to cause the **Overall %** to be equal to the number of assigned scoring points).

For sections, the **Overall %** column shows how the section contributes to the overall score based in the following formula:

- $\text{section weight} / \text{total number of weight points} = \text{overall \% of section}$

Using the previous example to verify the **Overall %** of the **Car Financing** section, the numbers would look like this:

- $70 / 100 = 70\%$

If you do not assign exactly 100 weight scoring points, it complicates the math. For example, if you assign 27 points to the **Car Performance** section, and 88 points to the **Car Financing** section, the total of the weight scoring points is 115. In this case, the **Overall %** of the **Car Financing** section is:

- $88/115 = 76.52\%$

The following table demonstrates the breakdown of scoring calculations based on the preceding example:

Number	Name	Weight (base level)	Overall %
1	Section 1 – Car Performance	27	$27 / 115 = 23.48\%$
2	Section 2 – Car Financing	88	$88 / 115 = 76.52\%$
	Maximum points for content	115	

About importance

Importance is the relative level of importance for individual pieces of content that require answers from suppliers or other respondents, such as questions and event line item terms.

Assign each question or other piece of individual content between 0–10 **Importance** scoring points, with 10 being the most important. Content to which you assign 0 scoring points does not count towards the score.

In the following graphic, question 1.2 has the highest importance with 10 **Importance** points, and question 1.1 is half as important as question 1.2 with 5 **Importance** points.

Maximum points for content: 100		Customize	All Content [filter]	Display: Scoring ▾	Update
<input type="checkbox"/>	Name	Weight	Importance	Overall %	Pre-grade
	Totals	100		100%	
▼	1 Car Performance	30		30%	
	1.1 What is the top speed of the car in MPH?		5 ▾	10%	No ▾
	1.2 How many feet does the car require to stop from 60 MPH?		10 ▾	20%	No ▾
▼	2 Car Financing	70		70%	
	2.1 What is the APR of your best auto financing loan?		5 ▾	23.33%	No ▾
	2.2 What is the base purchase price of the car?		10 ▾	46.67%	No ▾
			Prev	Next	Exit

>The **Overall %** of questions changes depending on how you weight the section they are located in. To calculate the **Overall %** of the questions in the **Car Performance** section, first calculate their percentage within the **Car Performance** section, and then multiply that by the **Overall %** of the **Car Performance** section. The formula for the numbers in the example would be:

- (importance of question 1.1 (5) / total number of importance points in the **Car Performance** section (15)) * overall % of **Car Performance** section (30) = overall % of question 1.1 (10%)

Written numerically:

$$(5/15) * 0.3 = 0.1$$

The following table combines section **Weight** and question **Importance** to calculate the overall % of the questions within section 1:

Number	Name	Weight	Importance	Overall %
1	Section 1 – Car Performance	30		30 / 100 = 30%
1.1	Question 1.1		5	10% = 30%*5/15
1.2	Question 1.2		10	20% = 30%*10/15
		Maximum points for content in Section 1	15	
2	Section 2 – Car Financing	70		70 / 100 = 70%
	Maximum points for content	100		

About how weight and importance are used together

A question's **Importance** and its container section's **Weight** work together to determine the **Overall %** of questions within a section: For example:

Number	Name	Weight	Importance	Overall %
1	Section 1 – Car Performance	30		30% = 30 / 100
1.1	Question 1.1		5	10% = 30%*5/15
1.2	Question 1.2		10	20% = 30%*10/15
		Maximum points for content in Section 1	15	
2	Section 2 – Car Financing	70		70% = 70 / 100
2.1	Question 2.1		5	23.3% = 70%*5/15
2.2	Question 2.2		10	46.7% = 70%*10/15
		Maximum points for content in Section 2	15	
	Maximum points for content	100		

Although questions 1.1 and 2.2 both have 10 **Importance** scoring points, they do not have the same **Overall %** because the two questions are in different sections, and section 1 has fewer weight scoring points. This causes the questions inside section 1 to be relatively less important than the questions in section 2.

About pre-grading supplier questionnaires

The pre-grade you assign to a specific answer to a question determines the amount that the answer contributes to the total score of the questionnaire relative to other answers to the same question.

When you pre-grade a question, you assign a grade to each possible answer to the question. You can only pre-grade questions that have defined or quantifiable answers.

In percentage-based scoring, pre-grades are always percentage values between 0 and 100, with 0 being the lowest and 100 being the highest grade. They specify the percentage of the question's available scoring points each answer earns, and that question-level scoring point calculation rolls up into the calculation of both section-level and overall questionnaire scores based on the question's importance and its section's weight.

In point-based scoring, pre-grades are always point values, which add up to section-level and overall questionnaire scores. Point-based scoring is available in the engagement request and assessment questionnaires in legacy engagement risk assessment projects and the engagement request inherent risk screening questionnaire in control-bases engagement risk assessment projects in sites that include SAP Ariba Supplier Risk. It is not available in sourcing events or modular supplier management questionnaires.

You can only pre-grade questions that have defined or quantifiable answers.

Questions with defined answers include multiple choice and **Yes/No** questions. For example, you cannot pre-grade a question of type **Text (single line limited)** with no defined acceptable answers because a respondent can answer with any possible text, and there is no way to quantify and grade such an answer. However, if you set the **Acceptable Values** option to **List of Choices** for the question, so that the respondent must choose from a set of predefined answers, you can pre-grade each answer. **Yes/No** questions automatically include two defined answers: yes and no.

Questions with quantifiable answers include **Whole Number**, **Money**, and **Date**. Answers to these questions are numerical quantities that can be calculated or, in the case of dates, counted.

Related Information

[About scoring points \[page 30\]](#)

Assigning From, To, and Ideal values

Assign **From**, **To**, and **Ideal** values to favor answers that are neither too great nor too small.

Assigned grades start at 0% for the **From** value, climb to 100% for the **Ideal** value, and descend again to 0% for the **To** value.

For example, you might be selecting a model of car to add to your company's fleet. You do not want a car that is too slow at top speed, but also one that has too much horsepower. In this case you might assign the slowest acceptable top speed in the **From** value to 100 MPH, the fastest acceptable top speed in the **To** value to 160 MPH, and the ideal top speed in the **Ideal** value to 120 MPH.

In this example, assigned grades start at 0% for 100 MPH, climb to 100% for 120 MPH, and descend again to 0% for 160 MPH.

Assigning From and Ideal values, but no To value

Assign **From** and **Ideal** values without specifying a **To** value when you do not want to place a restriction on the maximum value a respondent can provide for a question.

The assigned grade is 0% for answers less than or equal to the **From** value, rising to 100% for answers equal to or greater than the **Ideal** value.

For example, you might be selecting a model of car to add to your company's fleet. You want the car to hold at least three passengers, ideally five passengers, with no upper limit. In this case you assign a value of 3 to the **From** value, a value of 5 to the **Ideal** value, and assign no value to **To**.

In this example, the assigned grade is 0% for answers of 3 or fewer, and 100% for answers of 5 or greater.

Assigning Ideal and To values, but no From value

Assign **Ideal** and **To** values without specifying a **From** value when you do not want to place a restriction on the minimum value a respondent can provide to a question.

The assigned grade is 0% for answers equal to or greater than the **To** value and rises to 100% for answers less than or equal to the **Ideal** value.

For example, you might be selecting a model of car to add to your company's fleet. You want the car to cost no more than \$30,000 USD, ideally \$22,000 USD, but without setting a lower limit. In this case you assign a value of 30000 to the **To** value, a value of 22000 to the **Ideal** value, and assign no value to **From**.

In this example, the assigned grade is 0% for answers of 30000 or greater and 100% for answers of 22000 and less.

Assigning only an Ideal value

Assign an **Ideal** value but no **From** or **To** values when you want to solicit a single, specific answer.

The assigned grade is 100% for answers of the **Ideal** value and 0% for all other answers.

For example, you might be selecting which model of car to purchase for your company's fleet. You want it to have a four-cylinder engine, no more, no less. In this case you specify an **Ideal** value of 4, and leave the **From** and **To** values empty.

In this example, the assigned grade is 100% for answers of 4 and 0% for all other answers.

Assigning only a From value

Assign a **From** value but no **To** or **Ideal** values when you have a specific maximum threshold value that you require, after which a greater answer does not add value for you.

The assigned grade is 0% for answers less than the **From** value and 100% for all answers equal to or greater than the **From** value.

For example, you might be selecting which model of car to purchase for your company's fleet. Your company has a policy of only purchasing cars that have been in production for at least ten years. Set the **From** value to 10, and leave the **To** and **Ideal** values empty.

In this example, the assigned grade is 0% for answers less 10 and 100% for all answers equal to or greater than 10.

Assigning only a To value

Assign a **To** value but no **From** or **Ideal** values when you have a specific minimum threshold value that you require, after which a lesser answer does not add value for you.

The assigned grade is 0% for answers greater than the **To** value and 100% for answers equal to or less than the **To** value.

For example, you might be selecting which model of car to purchase for your company's fleet. In order to purchase a car, your company requires it to be financed with a loan of 4% APR. or lower. Set the **To** value to 4, and leave the **From** and **Ideal** values empty.

In this example, the assigned grade is 0% for answers greater than 4%, and 100% for answers equal to or less than 4%.

Structural considerations for scoring supplier questionnaire content

The hierarchical structure of the content in a supplier questionnaire affects its scoring. Combining questions outside of sections with questions in sections, or nesting sections within sections, produces specific scoring behavior.

In supplier questionnaires, the base level is the root or beginning of the hierarchical scoring structure. Content in the base level has a number with no decimal points such as 1 or 2.

Supplier questionnaire scoring is simplest when:

- Either the questionnaire does not use sections at all and every question is at the base level, or the questionnaire does use sections and every question is in a section. Note that if the questionnaire does not use sections, you cannot use weight points in scoring. If the questionnaire includes both questions and sections at the base level, [both contribute equally to the maximum number of scoring points for the questionnaire \[page 35\]](#), which can produce unexpected results.
- In questionnaires with sections, all sections are at the base level rather than nested. Only sections at the base level contribute to the questionnaire's [maximum number of scoring points, and the weights of nested sections only apply to scoring within the section \[page 37\]](#).

You can score questionnaires with more complicated structures, but keep these behaviors in mind if you do so.

i Note

Currently, scoring is only supported for static sections. It is not supported for repeatable sections.

About scoring for questions in the base level

Scoring is simplest when you place questions and event line items inside sections. Structuring content differently (for example, placing a question outside of a section) can cause confusion about the resulting scores.

The base level is the root or beginning of the hierarchical scoring structure. Content in the base level has a number with no decimal points, for example, notice **1 Section 1**, or **3 A question created outside of a section** in the following graphic. Content numbering with a decimal point (for example 1.2) indicates that the content is nested inside a section.

In the following graphic, the **Maximum points for content** field does not equal the sum of the **Weight** column. That is because the **Maximum points for content** field is the sum of all the scoring points in the base level. Both **Weight** and **Importance** are scoring points.

Maximum points for content: <input type="text" value="7"/> <input type="button" value="Set to Default"/>		All Content <input type="button" value="filter"/>	Display: <input type="button" value="Scoring"/> ▾	<input type="button" value="Update"/>	
<input type="checkbox"/>	Name	Weight	Importance	Overall %	Pre-grade
	Totals			100%	
▶	1 Section 1	<input type="text" value="1"/>		14.29%	
▶	2 Section 2	<input type="text" value="1"/>		14.29%	
	3 A question created outside of a section.		<input type="text" value="5"/> ▾	71.43%	
		<input type="button" value="Prev"/>	<input type="button" value="Next"/>	<input type="button" value="Exit"/>	

The **Maximum points for content** field in the previous graphic equals 7, and not 2, because there is a question at the base level, outside of any section, causing its **Importance** points to be added into the **Maximum points for content** field.

The **Overall %** of any piece of content is calculated in relation to other content in the same hierarchical location. Since there is a question at the base level, its **Overall %** is calculated in comparison to the **Weight** of the sections at the same level. The total number of scoring points assigned in that hierarchical location is 7, five of which belong to the question. So the **Overall %** of question 3 is 5/7, or 71.43%.

Place the question inside of **Section 2**, as shown in the following graphic, to cause the **Maximum points for content** to reset to 2. Then the **Overall %** of the question is calculated in the standard way.

Maximum points for content: <input type="text" value="7"/> <input type="button" value="Set to Default"/>		All Content <input type="button" value="filter"/>	Display: <input type="button" value="Scoring"/> ▾	<input type="button" value="Update"/>	
<input type="checkbox"/>	Name	Weight	Importance	Overall %	Pre-grade
	Totals			100%	
▶	1 Section 1	<input type="text" value="1"/>		50%	
▼	2 Section 2	<input type="text" value="1"/>		50%	
	2.1 The question has now been moved inside a section.		<input type="text" value="5"/> ▾	50%	
		<input type="button" value="Prev"/>	<input type="button" value="Next"/>	<input type="button" value="Exit"/>	

Related Information

[About Importance \[page 30\]](#)

[About weight \[page 30\]](#)

About scoring nested sections

If you nest sections inside of other sections, the resulting scoring can produce unexpected results because sections nested within other sections are not scored with their parents.

For example, in the following graphic, **Section 2** is nested inside of **Section 1**. The weight points of **Section 2** do not count towards the **Maximum points for content** field since they are not located in the base level. Only the weight points of **Section 1** are located in the base level.

Maximum points for content:	<input type="text" value="1"/>	Customize	All Content [filter]	Display: Scoring <input type="button" value="v"/>	Update
<input type="checkbox"/>	Name	Weight	Importance	Overall %	Pre-grade
	Totals			100%	
▼	1 Section 1	<input type="text" value="1"/>		100%	
	1.1 Section 2	<input type="text" value="1"/>		100%	
					Prev Next Exit

The event or survey document indents **Weight** fields to illustrate the hierarchical scoring structure. For example, since **Section 1** is the only content located in the base level, it contributes all of the scoring points to that level and receives an **Overall %** of 100%. Likewise with **Section 2**. It is the only content nested within **Section 1** and contributes all of the scoring points to that level, causing it to receive all of **Section 1**'s **Overall %**.

How to add scoring to the engagement request inherent risk screening questionnaire

Adding pre-grades to questions with defined or quantifiable answers and, in percentage-based scoring, weight to sections in a survey document allows the questionnaire to calculate numerical scores based on respondent answers.

Prerequisites

You must be a member of the **Template Creator** group to edit the engagement request inherent risk screening questionnaire survey document in the control-based engagement risk assessment project template.

Context

In control-based engagement risk assessment projects, the only questionnaire that supports scoring is the engagement request inherent risk screenings questionnaire.

You can use either percentage-based or point-based scoring in the questionnaire. The scoring system you choose [depends on your requirements \[page 28\]](#) for scoring. Point-based scoring uses only [question pre-grades \[page 32\]](#) to calculate section and overall questionnaire scores. Percentage-based scoring uses question pre-grades together with [question importance and section weight \[page 30\]](#) to calculate section and overall questionnaire scores. Before you start scoring a questionnaire, it is important to understand how pre-grades and scoring points work.

The engagement request inherent risk screening questionnaire does not currently use a **Target Grade** value.

Procedure

1. Open the control-based engagement risk assessment project template. If it is not in **Draft**, create a new version.
2. On the **Documents** tab, click the inherent risk screening questionnaire survey document and choose **Edit**.
3. Click **Rules**.
4. In the **Bidding Rules** area, choose one of the following options on the **Choose Scoring Type** dropdown menu:
 - To use percentage-based scoring, choose **Percentage Based Scoring**.
 - To use point-based scoring, choose **Point Based Scoring**.

In both cases, choose **Delegated** scoring.

5. Click **Content**.
6. On the **Display** dropdown menu, choose one of the following options: **Scoring**.
 - If you are using percentage-based scoring, choose **Scoring**.
 - If you are using point-based scoring, choose **Point Based Scoring**.

The **Content** table shows scoring-related fields.

7. [Pre-grade \[page 32\]](#) possible answers to questions with defined answers, such as number, date, multiple choice, or **Yes/No** questions, by performing the following actions:
 - a. In the **Pre-grade** column, choose **Yes** from the dropdown menu.
 - b. For multiple choice and **Yes/No** questions, select a pre-grade percentage value from 0-100 for each available answer. For number and date questions, enter values in one, two, or all of the **From**, **Ideal**, and **To** fields to define the pre-grading for a range of possible answers.
8. If you are using percentage-based scoring, enter a **Weight value [page 30]** for each section you want to contribute to the questionnaire score calculation. Sections with a weight of 0 do not contribute to scores.

→ Tip

The values you specify for section weights can be any numbers, but using numbers that add up to a total of 100 makes it easier to determine how your weight and importance settings contribute to the overall score calculation for the questionnaire.

9. If you are using percentage-based scoring, choose an **Importance value [page 30]** of 1-10 for each question you want to contribute to the questionnaire score calculation, with 10 being the highest importance. Questions with an importance of 0 do not contribute to scores.
10. Click **Update** at any time to recalculate the **Overall %** for the current scoring configuration.
11. When you have finished adding scoring to the questionnaire, click **Exit**, then click **Save and then exit**.

Results

Once you publish the new version of the template and a requester submits an engagement request, the inherent risk screening questionnaire automatically calculates a numerical score based on your settings. A site configuration parameter translates the numerical score into an inherent risk rating, which shows on the engagement page.

Related Information

[Setting up inherent risk ratings for control-based engagement risk assessment projects \[page 27\]](#)

[Point-based scoring versus percentage-based scoring \[page 28\]](#)

Enhanced product sourcing UI for material views and to capture user inputs

This feature is available in:

- Product sourcing, a collection of features in SAP Ariba Strategic Sourcing Suite

The SAP Ariba Strategic Sourcing Suite solutions package includes the **Product Sourcing** dashboard. Your **Product Sourcing** dashboard might be based on the default dashboard template, or it might be based on a template created by someone in your organization.

The **Product Sourcing** dashboard displays material related information and links you can use to perform tasks. Previously, the **Product Sourcing** dashboard displayed material related information in both fixed and dynamic columns. Dynamic columns were used to capture AML splits, contracted pricing, and estimated pricing.

The following enhancements have been made to the materials table on the **Product Sourcing** tab:

- Users now enter material pricing, AML splits, and lead time for one or more suppliers on the **Item Information** page. Previously, users entered material pricing, AML splits, and lead time directly in the materials table on the **Product Sourcing** tab.
- Assignment information and RFx terms are now displayed with material information.

For more information about the **Product Sourcing** dashboard, see the *SAP Ariba product sourcing guide*.

Enabling this feature

This feature is enabled for all customers with the applicable solutions and is ready for immediate use.

Prerequisites

The information and tiles displayed on your dashboard depend on your group membership:

- If you are a member of the **Materials Viewer** group, you see information about materials and materials assigned to you.
- If you are a member of the **Materials Manager** group, you see information about BOMs. You also see information about materials, such as materials for which you need to assign owners (materials that do not have owners assigned).

Changes to existing functionality

User interface changes

New **Product Sourcing** page:

- **Item Information**
The **Item Information** page has the following tabs:
 - **Pricing / Splits**
 - **Assignment info**
 - **RFx**

New **Product Sourcing** dashboard user interface item:

- **View / edit item info** action menu link. Click to access the **Item Information** page and enter estimated pricing, split details, and view information about the material.

Item Information page

The following image describes the location of elements on the **Item Information** page:

The screenshot shows the 'Item Information' page for Material ID AS1300-0001 and Material Name MAT_ZOZ_LONG_12. The page includes a header with fields for Material ID, Material Name, Programs (2 Programs), Contract MFR (PROGRAM-07), Supplier (Seller, Inc.), and Costing Level (toggle). Below the header are tabs for Pricing / Splits, Assignment Info, and RFx. The main content area is a table with columns for Period, Lead time (in days), Estimated price, Contracted price, and Split %. The table shows data for periods from Nov-18 to May-19. At the bottom of the page are buttons for 'Import from Excel' and 'Export to Excel'.


Period	Lead time (in days)	Estimated price	Contracted price	Split %
Nov-18	--			
Dec-18				
Jan-19				
Feb-19				
Mar-19				
Apr-19				
May-19				

1. Click to return to the materials table on the **Product Sourcing** dashboard.
2. Shows the name of the action tile you clicked to filter the list of materials. Click to search for materials by ID or name. You can also scroll through the list of available materials. Click a material ID to access the corresponding **Item Information** page.
3. Information about the material is displayed in the header. You can choose to update pricing and splits for all suppliers or a single supplier by choosing the corresponding value from the **Supplier** pull-down menu.

Field	Description
Material ID	The ID of the material.
Material Name	The name of the material.
Programs	The program to which the material is assigned. A link displays when a material is assigned to multiple programs. Click the link to view a list of all the assigned programs in a popup.
Contract MFR	The contract manufacturer to which the material is assigned. A pull-down menu displays when materials have been assigned to multiple contract manufacturers. Choose the contract manufacturers for which you want to edit material information.
Supplier	The supplier to which the material is assigned. A pull-down menu displays when materials have been assigned to multiple suppliers. You can choose to edit material information for all suppliers or individual suppliers by choosing the corresponding value from the Supplier pull-down menu.
Costing Level	Indicates whether the costing level has been set for the material. SAP Ariba automatically sets the costing level at the assembly level if you receive a quote, or if pricing exists, either estimated or contracted. Buyers can manually override the automatic settings and SAP Ariba will not change manual updates to the costing level.

4. **Item Information** page tabs.

Page tabs	Description
Pricing / Splits	Enter estimated pricing and split details on this tab.
Assignment Info	View item assignment information on this tab, including assignment type, ID, and name.
RFx	View simple RFx event terms associated with the material.

5. Enter estimated pricing, split percentages, and estimated lead time. Click the **Copy** icon  in the estimated price textbox to copy the price to another estimated price textbox. A message is displayed showing the copy status.
6. Click **Export to Excel** to export pricing information to Excel spreadsheet. You can enter price for materials missing pricing. Additionally, you can edit the estimated pricing for materials with pricing information. After the updates, click **Import from Excel** to import the Excel spreadsheet.

User tasks

How to update estimated pricing for materials

SAP Ariba allows you to update the estimated pricing for parts without AML suppliers assigned to it. You can also update or enter the estimated pricing for materials with missing pricing.

Prerequisites

Users must be a member of the **Materials Manager** or **Materials Viewer** group to add an estimated price to a part they own. You must be the material owner to edit or enter the estimated price.


Context

You can enter, or update estimated pricing from the following action tiles on **Product Sourcing** dashboard:

- **Materials with owners**
- **Materials without owners**
- **Materials with missing prices**
- **Materials with missing AML splits**

Procedure

1. Click the **Product Sourcing** dashboard tab.
2. Click the **Materials with owners**, **Materials without owners**, **Materials with missing prices**, or **Materials with missing AML splits** action tile.
3. Click the item ID for the material you want to edit.
4. Click **View / edit item info**.
SAP Ariba displays the **Item Information** page.

5. Do one of the following to enter estimated pricing:
 - In the materials list, enter the estimated price for the material in the textbox.
 - Click **Export to Excel** to export pricing information to Excel spreadsheet. You can enter price for materials missing pricing. Additionally, you can edit the estimated pricing for materials with pricing information. After the updates, click **Import from Excel** to import the Excel spreadsheet.
 - Click the **Copy** icon  in the estimated price textbox to copy the price to another estimated price textbox. A message is displayed showing the copy status.
6. To view material assignment information, click **Assignment Info**.
7. To view simple RFx event terms, click **RFx**.

Results

The updated pricing information is available in the user interface.

If you use the **Import from Excel** feature, the Excel file will be processed by a scheduled task that runs multiple times an hour. The import page contains an **Import requests** area with the following status information:

- A dropdown to select the time period for the status information (**Last 7 days**, **Last month**, **All**).
- A button to **Refresh** the status information.
- A status information table with the following columns:
 - **User ID**: ID of the user who submitted the data import.
 - **Type**: Type of data import.
 - **File**: Name of the file submitted.
 - **Start Date**: Time and date the data was submitted.
 - **End Date**: Time and date the data import completed.
 - **Elapsed Time**: Time elapsed between the import submittal and the import completion.
 - **Status**: Status of the data import.

How to complete splits for materials with missing AML splits

Prerequisites

Users must be a member of the **Materials Manager** or **Materials Viewer** group to enter split percentages for materials they own.

Context

There are two types of splits:

- Approved Manufacturer List (AML) - splits across every item and contract manufacturer

- BOM - splits between item groups in a particular BOM

The action tiles that are available to you depend on the dashboard tabs that are available to you and your user permissions.

Procedure

1. Click the **Product Sourcing** dashboard tab.
2. Click the **Materials with missing AML splits** action tile.
You can click **Export to Excel** to add your split percentages in a spreadsheet and then click **Import from Excel**.
3. Click the item ID for the material you want to edit.
4. Click **View / edit item info**.
SAP Ariba displays the **Item Information** page.
5. Enter the split percentages in the **Split %** field.

i Note

You must be the owner of the material to add split percentages.

How to add estimated lead time values to materials

Buyers can find materials that have no lead time and enter an estimated lead time for them in the parts database.

Prerequisites

You must be a member of the **Materials Manager**, or **Materials Viewer** group to add an estimated lead time.

Procedure

1. Click the **Product Sourcing** dashboard tab.
2. Do one of the following:
 - Click the **Materials with missing lead time** tile.

i Note

The **Materials with missing lead time** tile shows the materials that do not have a value for estimated lead time or lead time.

- Click any materials tile.

3. Click the item ID for the material you want to edit.
4. Click **View / edit item info**.
SAP Ariba displays the **Item Information** page.
5. Enter a value in the **Estimated lead time (in days)** field.

You can export and import the estimated lead time values using the **Export to Excel** and **Import from Excel** buttons.

You can also enter the estimated lead time value when creating a new material.

Enhanced product sourcing action tiles

This feature is available in product sourcing, a collection of features in SAP Ariba Strategic Sourcing Suite.

The **Product Sourcing** dashboard updates on scheduled intervals.

Table 1:



Dashboard	Updates
Material hierarchy level	Every hour
Material pinning list	Every 5 minutes
BOM item groups without 100% split	Every 15 minutes
Materials with missing AML splits	Every 15 minutes
Materials with missing prices	Every 15 minutes
Materials with missing lead time	Every 15 minutes

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