



Feature at a Glance

Support for internal assessments in control-based engagement risk assessment projects

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Target GA: February, 2019

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Feature at a Glance

Ease of implementation  Low touch / simple
Geographic relevance  Global

Introducing: Support for internal assessments in control-based engagement risk assessment projects

Customer challenge

To collect evidence and assess the risks in a supplier engagement, creators of engagement requests follow steps to determine the specific assessments required to understand and mitigate risk.

The engagement request process historically supports the sending of assessment to suppliers. With this feature, users will also be able to send **internal assessments** - assessments gathering evidence for an engagement request from internal users without requiring external supplier involvement.

Solution area

SAP Supplier Risk

Meet that challenge with SAP Ariba

Internal assessments are primarily used to collect risk information about a supplier or an engagement by a risk expert or project owner. This information can be used to determine the effectiveness of risk controls for the engagement project.

Internal users are able to complete internal assessments using the Ariba Supplier Management framework. All other functions of the engagement request assessment process, such as approvals, can be utilized for internal assessments.

Implementation information

This feature is automatically on for all customers with the applicable solutions but requires **customer configuration**.

Experience key benefits

Now buyers can send assessment questionnaires to internal stakeholders as well as external supplier contacts as part of the control-based engagement risk assessment process. Internal assessments assess the effectiveness of specific risk controls for an engagement. They can have their own approval processes and can be reused in multiple engagement risk assessment projects for the same supplier.

Prerequisites and Limitations

Entitlement to SAP Ariba Supplier Risk.

SAP Supplier Risk Engagement Request with controls framework feature should also be turned on and implemented.

To create assessments, users must be part of the Template Creator and SM Modular Questionnaire Manager group

Internal modular supplier management questionnaires that are used in control-based engagement risk assessment projects do not support to do tasks, questionnaire updates, and do not show on the Questionnaires tile in supplier 360° profiles.

Feature at a Glance

Introducing: Internal Assessment for Engagement Request

Completing a modular questionnaire for an internal assessment:

Step 1: After submitting an engagement request requiring an internal assessment (either selecting a supplier or without a supplier), the engagement workflow is followed through the “Send Assessment” phase. Sending assessments will trigger the sending of all required assessment – both internal and external.

Step 2: All assessments for required the engagement will appear in the Risk Assessment table. The visibility column indicates whether the assessment is internal or external. The view button navigates to the internal assessment (modular questionnaire).

Assessment ID	Assessments	Visibility	Assignee	Last updated	Status	
WS1577434702	ITDR check Singapore : Call Tree	Internal	Internal Recipient		Active	View
WS1577434713	Internal assessment test : Internal assessment	Internal	Internal Recipient		Active	View
WS1577434724	Critical data element : Capacity Management Policy	External	Supplier Contacts		Active	View

First ◀ ▶ Last Viewing: 1/1

Feature at a Glance

Introducing: **Support for internal assessments in control-based engagement risk assessment projects**

Internal assessment

Supplier: BENTLY NEVADA

Questionnaire Type: RiskEvidence

Contact: ruchitest, ruchil.aswal@sap.com

Initiated by: Peter Wohlsen

Last Updated: 12/11/2018

Expires On: No Expiry

Supplier questionnaire

Change Recipient Edit

1 Internal test

Not Responded

Step 3: After navigating to the internal assessment (modular questionnaire), users in the internal recipient group configured in the project template will be able to complete the assessment. If the internal recipient group is empty, the project owner will be automatically assigned by using the **Edit** button

Step 4: Editing the internal assessment will allow the user to provide answers to the questions created in the “content” portion of the document in the modular questionnaire project template. The user then submits answers thereby triggering the questionnaire approval step.

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Go To Dashboard Test Site

HOME SUPPLIER RISK PRODUCT SOURCING MORE...

Recent Manage Create

Edit Internal assessment

1 Internal test *

Evidence collection from Internal Assessment

Cancel Submit

Feature at a Glance

Introducing: Internal Assessment for Engagement Request

^ Risk Controls (3)

This Engagement (3) Other Engagements (0)

Engagement ID	Risk control	Control type	Control owner	Risk type	Regulator mandate	Assessment	Assignee	Completed date	Status	
WS1577440634	Internal assessment test	Vendor	Critical Data Team	test	false	Internal assessment	Project Owner		Pending	Review
WS1577440634	Critical data element	Service	Critical Data Team	test	false	Capacity Management Policy	Project Owner		Pending	View
WS1577440634	ITDR check Singapore	Service	ITDR team	test	true	Call Tree	Project Owner		Pending	View

First << >> Last Viewing: 1/1

^ Risk Assessments (3)

Assessment ID	Assessments	Visibility	Assignee	Last updated	Status	
WS1577434702	ITDR check Singapore : Call Tree	Internal	Internal Recipient		Active	View
WS1577434713	Internal assessment test : Internal assessment	Internal	Internal Recipient	Dec 11, 2018	Completed	View
WS1577434724	Critical data element : Capacity Management Policy	External	Supplier Contacts		Active	View

First << >> Last Viewing: 1/1

Step 5: Once the questionnaire is approved, the control review phase begins. All controls associated with the internal assessment can now be reviewed.

Step 6: The control review task owner can then open the review task, view the evidence collected with the internal assessment and indicate if the control is effective or ineffective.



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Configuring internal assessments in control-based engagement risk assessment projects

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THE BEST RUN 

Feature at a Glance

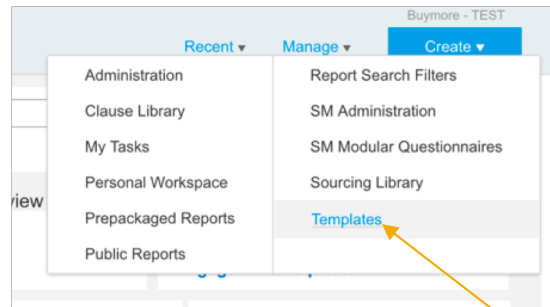
Introducing: **Support for internal assessments in control-based engagement risk assessment projects**

Detailed feature information

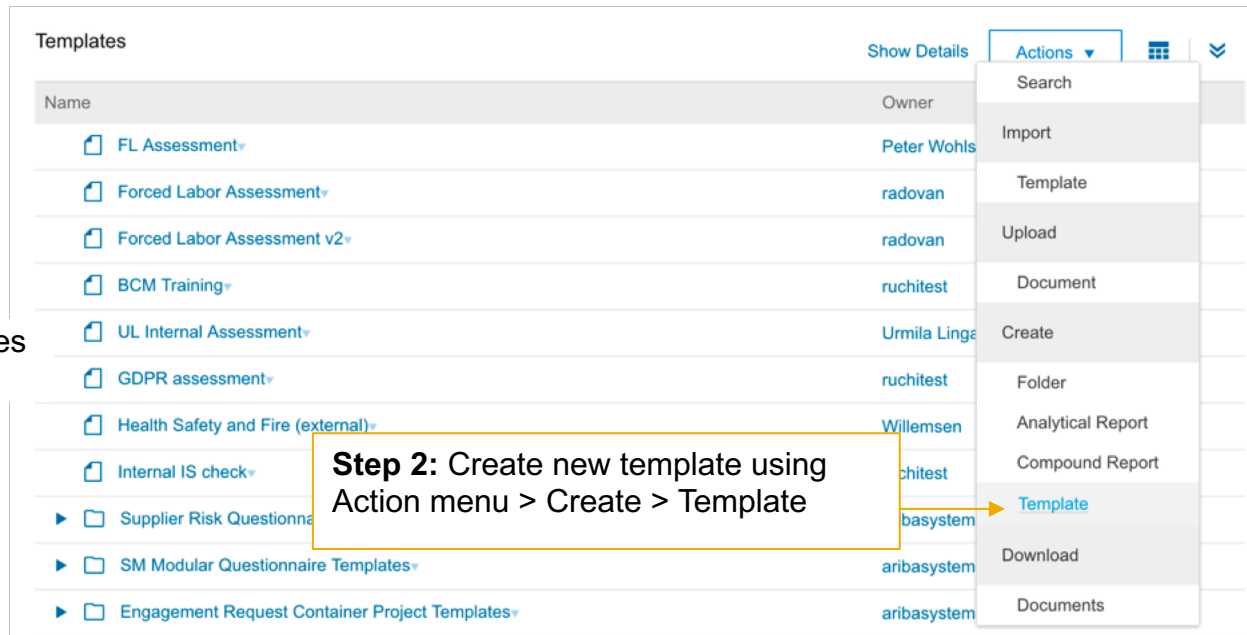
This feature expands the use of modular questionnaires to send risk assessments to internal users.

- The internal recipient group can be assigned to a specific set of users or automatically assigned to the owner of the engagement request project owner.
- Internal assessments can be sent with or without the selection of a supplier. **NOTE:** Internal assessments sent without a supplier must be configured with assessment “SR Engagement Questionnaire Type” in the modular questionnaire template.

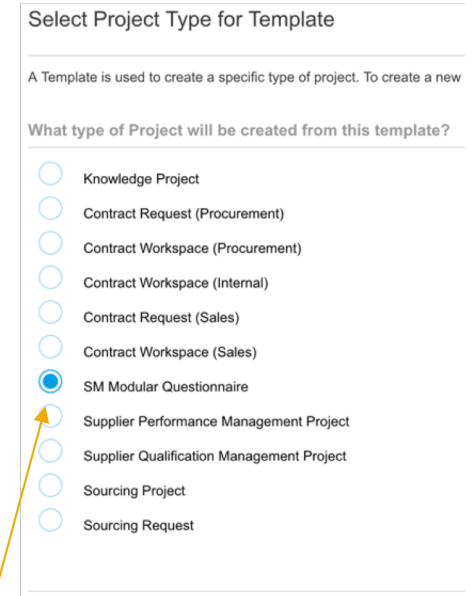
Creating a modular questionnaire for an internal assessment:



Step 1: Use Create menu to go to Templates



Step 2: Create new template using Action menu > Create > Template



Step 3: Select SM Modular Questionnaire to create internal assessment. **NOTE:** User must be in the SM Modular Questionnaire Manager group to for project type to appear.

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Step 4: Create name for the internal assessment **IMPORTANT:** the name of the modular questionnaire must match the AssessmentID used on the RiskControlDefinition master data file

Step 5: Set the required field for Questionnaire Type **IMPORTANT:** If the internal assessment will be used WITHOUT selecting a supplier in the engagement, the Questionnaire Type MUST be set to “SR Engagement Questionnaire Type”

Internal_Assessment_01 Save Cancel

Listed below are the details of this SM Modular Questionnaire, including Tasks associated with it. You can [Edit Overview](#), [Copy](#) or [Move](#) the SM [More](#)

Name: Internal_Assessment_01 ⓘ

Description: ⓘ

ID: WS1577492597 ⓘ

Owner: Peter Wohlsen ⓘ

Base Language: English

Rank: 0

Questionnaire Type: * Engagement Risk Evidence ⓘ

Type of Questionnaire Evaluation: No Grading

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Step 6: Within the Modular Questionnaire template, create a "Survey" document

Step 7: In the Rules of the document > Supplier Management section, set the questionnaire type as "Internal"

Step 8: In the Content section of the document create the assessment questions

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Step 9: After completing steps 1-8 in the documents tab, navigate to the “Team” tab in the Modular Questionnaire project

Step 10: Create a project group for the project called “Internal Recipient”
IMPORTANT: the Internal Recipient **must** be created for every internal assessment. Please note that this group name is case sensitive.

SAP Ariba Test Site

Project Group Details

Define this **Group** by entering a group **Title**. By changing which **Roles** are included in this group, you can change the permissions of the members assigned to each group.

Use commodity and region assignments: Yes No ⓘ

Can owner edit this Project Group: Yes ▾

Include project owner: Yes No ⓘ

Title: * Internal Recipient

Members: (no value)

Roles: (select a value) [select]

Project: Internal_Assessment_01 ⓘ

OK Cancel

Step 11

Option 1: Add members to the Internal Recipient group if a specific set of users (risk experts) is to be assigned to complete the assessment

Option 2: Leave the Internal Recipient group empty for the project owner of the Engagement Request to be automatically assigned to the internal assessment project

Step 12: Return to the Overview tab. Using the Action menu under Properties, **Publish** the modular questionnaire.