



Feature at a Glance

Cancel requests and PO's from Guided Buying

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Feature at a Glance

Ease of implementation



Low touch / simple

Geographic relevance



Global

Introducing: **Cancel requests and PO's from Guided Buying**

Customer challenge

Today, once a requisition or purchase order has been submitted it can not be cancelled. Any cancellations that need to be made to the requisition or purchase order require the individual manual make these changes in the Classic UI for Buying and Invoicing causing confusion. This directly impacts the usability of Guided Buying.

Meet that challenge with

SAP Ariba

With this feature, a requisition or purchase order that has been submitted can now be cancelled.

Experience key benefits

Users can now simply complete a cancellation within Guided Buying that can prevent incorrect orders and user confusion from switching UI's.

Solution area

Guided Buying

Implementation information

This feature is "on" by default. No action is required to utilize this feature.

Prerequisites and Limitations

None.

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The image displays two screenshots of the SAP Ariba Request details interface. The top screenshot shows the 'Request details' page for 'PR92697 Flash Drive'. A yellow box highlights the 'Cancel request' button in the top right corner. A callout box points to this button with the text: 'New button on upper right of Order allowing user to cancel request'. The bottom screenshot shows the same page with a 'Cancel requisition' dialog box open. The dialog box contains a text area for comments, two checkboxes ('Create a copy of the requisition' and 'Share with supplier'), and 'Confirm' and 'Cancel' buttons. A callout box points to the dialog box with the text: 'User adds comments stating why cancellation is requested and can choose to generate a new copy of the PR or share with the supplier'. The background of the bottom screenshot is dimmed.

Request details

PR92697 Flash Drive

Buy again Cancel request

Ordered

Ship to: 867 1 300 Peach tree street So, ATLANTA GA 30310, United States

Charge to: Cost Center (0000002300 (Procurement))

Total Cost: \$119.85 USD

Net Amount: \$109.95 USD

Taxes: + \$9.90 USD

Items (1) Purchase order: PO2629

KINGSTON 8GB USB 3.0 DT ENCR VDR1533050 (Boilermaker Inc.)

Quantity: 5 each

History

Date: 12/11/18, 10:42 AM

Real User: Daniel Schunk

User: Daniel Schunk

Action: Approver Chg

Summary: Approver Gene Halas deleted from approval chain.

Cancel requisition

You chose to cancel the request. Enter comments before you cancel the request.

No longer need item

Create a copy of the requisition

Share with supplier

Confirm Cancel

Help Center

Search...

How can I request a quote from an ad-hoc item?

Setting up guided buying

How do I buy the latest iPhone 7?

What does creative advertising involve?

How to contact HelpDesk?

Is there a preferred supplier for office supplies?

How to procure temp labor in EMEA?

Can you give me more info on this supplier- ABC Design Service?

Need more information?

List of Category Buyers for Marketing

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The screenshot displays the SAP Ariba interface for a request titled "PR92697 Flash Drive". The top navigation bar includes the SAP Ariba logo, a back arrow, the text "Request details", and user information for Daniel Schunk. The main content area is divided into sections: "Process", "Comments", and "Attachments".

The "Process" section shows a green progress bar with two steps: "Request" (indicated by a green circle) and "Auto Approved" (indicated by a green checkmark). A yellow callout box with a white background and a yellow border points to the "Request" step, containing the text "Canceling" and "Purchase order is now in a canceling state".

The "Comments" section features a text input field labeled "Write your comment..." with an "Add" button. Below it, a comment from Daniel Schunk (DS) dated 12/20/2018 is visible, with a "Shared with supplier" tag. The comment text reads "No longer need item" and includes a "Remove" link.

The "Attachments" section has a dashed box for file uploads with the text "Drag and drop file here, or Browse to upload", a "Share with supplier" checkbox, and an "Add" button.

On the right side, a "Help Center" sidebar is open, showing a search bar and a list of help topics such as "How can I request a quote from an ad-hoc item?", "Setting up guided buying", and "Getting started with your help community".