



Feature at a Glance

Create and manage requisitions using Microsoft Excel

Johan Holm, Solution Manager SAP Ariba
Manjula Kumar, Product Manager SAP Ariba
Target GA: May 2019

CONFIDENTIAL

Feature at a Glance

Ease of implementation  low-touch / simple
Geographic relevance  Global

Introducing: Create and manage requisitions using Microsoft Excel

Customer challenge

Customers have areas in their businesses where large requisitions with many line items get created. These requisitions may have variable plants, or ship to addresses, and accounting distribution for each line item. The level of effort that it takes to enter these large requisitions is big, as each line require several steps to be updated.

Today, there's no way for a user to import a requisition from a file and to avoid this manual effort.

Solution area

- SAP Ariba Buying
- SAP Ariba Buying and Invoicing

Meet that challenge with SAP Ariba

This feature will enable users an efficient and simple way to create, or update, a requisition by uploading a Microsoft Excel workbook. In addition, the user can upload multiple requisitions as a zip file. Each file allow for multiple requisition lines, different ship to addresses (or plants, in case of SAP integrated sites), as well as accounting distributions.

Implementation information

To have this feature enabled, please have your Designated Support Contact (DSC) submit a Service Request (SR).

Experience key benefits

This feature will enable users an efficient and simple way to create, or update, a requisitions by uploading a Microsoft Excel workbook file or zip file.

Prerequisites and Limitations

- The user should be part of the “Import Requisitions” group
- One requisition per Microsoft Excel file
- Multiple (requisition) files can be collected in a zip file
- This feature does not work in Guided Buying
- This feature does not work in Procurement Operations Desk
- Customers cannot defined their own Excel templates for download, although other templates may be used for upload

Feature at a Glance

Overview: Create and manage requisitions using Microsoft Excel

When enabled, and the user wants to Create a new requisition, this feature gives the user the option to **Upload Requisition**.

This feature allow a user with Import Requisition group to;

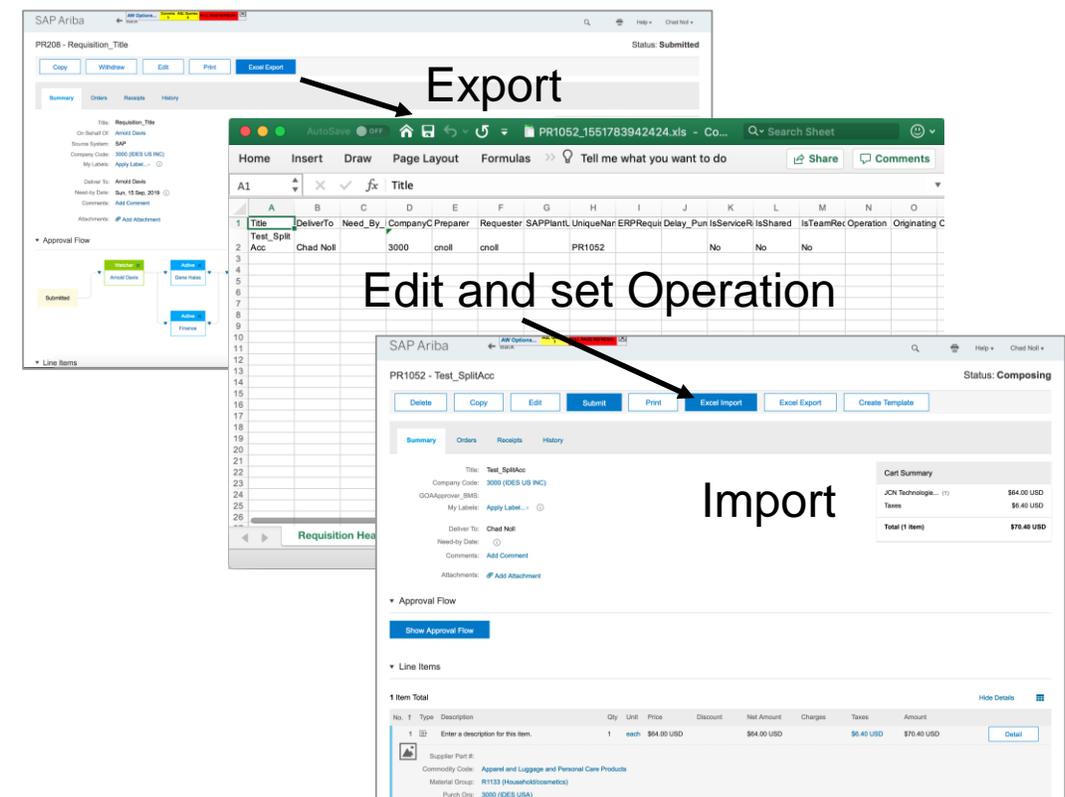
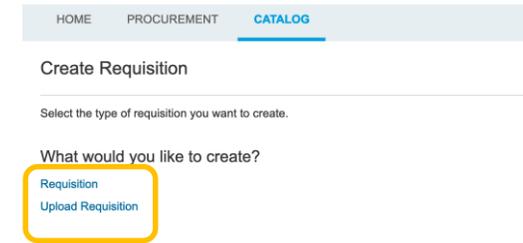
- Import and *Create* new requisition from Microsoft Excel
- Through Export/Edit/Import, *Update* requisition from Microsoft Excel
- Import and *Cancel* requisition from Microsoft Excel

The Operation column in the file determines the action (Create, Update, Cancel). New and Updated requisitions are automatically (re-)submitted. Requisitions in Ordered state will create a version 2 of the requisition and submit for approval, if the parameter "Allow Order Change From Requisition Import Task" is enabled. If disabled, change orders via import is not allowed.

The Export feature also works on older, existing requisitions.

The Excel upload contain 3 tabs;

- Requisition Header
- Requisition Detail
- Requisition Split Accounting



Feature at a Glance

Details: The Excel template

The Excel sheet contain 3 tabs;

- Requisition Header
- Requisition Detail
- Requisition Split Accounting

A custom template for Excel Import may be used with various formatting to help the user, however the template for the Excel Export used by SAP Ariba cannot be changed.

Non-mandatory fields and their respective column in the file, can be omitted.

The name of the file itself is irrelevant.

Custom fields can be added to the Export / Import of the file through a service request.

Requisition Header

Title	DeliverTo	Need_By	CompanyC	Preparer	Requester	SAPPlant	UniqueName	ERPRequisitionID	Delay_Purchase_Until	IsServiceRequisition	IsShared	IsTeamReceived	Operation	OriginatingSystem	OriginatingSystemReferenceID	PreparerPasswordAdapter	RequesterPasswordAdapter	WorkOrderID
Boilerequipment for Boston facility	Chad Noll	Thu Mar 7 15:00:00 PST 2019	3000	cnoll	cnoll		PR159			No	No	No	Update			Password Adapter1	Password Adapter1	

Requisition Detail

Line_Num	Quantity	DeliverTo	Need_By	Account_A	SplitAccount	BillTo	ChargeType	Commodity	Account_T	CommonCommodity	Currency	PriceUnit	Unit_Of_Measure	ExpectedV	Item_Cate	OverallLimit	Purchase_Amount	Purch_Org	SAPPlant	ExpectedAmount
1	4	Chad Noll	Thu Mar 7 15:00:00 PST 2019	K	_Percentage	3000	007	CostCenter	7213	USD		EA	M			100	3000			
2	4	Chad Noll	Thu Mar 7 15:00:00 PST 2019	K	_Percentage	3000	007	CostCenter	7213	USD		EA	M			100	3000			

Line number reference

Requisition Split Accounting

Line_Number	Account	CompanyCode	Network	ActivityNumber	Currency	CompanyCode	Asset	CompanyCode	CostCenter	CompanyCode	GeneralLedger	InternalOrder	CompanyCode	Network	WBSElement	Amount	SubNumber	NumberInCollection	Percentage
1					USD		3000	000000412	0	3000	0000404000					8,000	1	1	100
2					USD		3000	000000412	0	3000	0000404000					8,000	1	1	50
2					USD		3000	000000412	0	3000	0000404000					8,000	2	1	50

SAP example fields:

If Services is enabled, these fields (Expected amount, Service Start Date etc.) are also present.

For non-SAP integrated sites, the fields may be different.

Requisition Header	Requisition Detail	Requisition Split Accounting
Title	Line_Number	Line_Number
DeliverTo	Quantity	Account
Need_By_Date	DeliverTo	CompanyCode
CompanyCode	Need_By_Date	Network
Preparer	Account_Assignment	ActivityNumber
Requester	SplitAccountingType	Currency
SAPPlantUniqueName	BillTo	CompanyCode
UniqueName	ChargeType	Asset
ERPRequisitionID	Commodity_Code	CompanyCode
Delay_Purchase_Until	Account_Type	CostCenter
IsServiceRequisition	CommonCommodity_Code	CompanyCode
IsShared	Currency	GeneralLedger
IsTeamReceived	PriceUnit	InternalOrder
Operation	Unit_Of_Measure	CompanyCode
OriginatingSystem	Item_Category	Network
OriginatingSystemReferenceID	Purchase_Group	WBSElement
PreparerPasswordAdapter	Purch_Org	Amount
RequesterPasswordAdapter	SAPPlant	SubNumber
	ExpectedAmountCurrency	NumberInCollection
	MaximumAmountCurrency	Percentage
	ShipTo	ProcurementUnit
	Supplier	Quantity
	Supplier_Location	
	TaxCodeCountry	
	TaxCode	
	Domain	
	Item_Description	
	ItemPartNo	
	ItemAuxPartId	
	ContractId	
	ManPartNo	
	UnitConversion	
	Unit_Price	

Feature at a Glance

Details: Upload History

The upload occurs in the background, and the user can check the “Upload History” under Manage > Upload History to see the status of the upload.

In the history, each import and the success or fail of every upload is listed, along with any error message that might have occurred.

- Completed; requisition created and submitted
- Completed with errors; requisition created, but remain in Composing state (see separate slide)
- Failed; import failed and no requisition is created

For tasks that created a requisition, a link to the requisition is provided.

The History tab of each imported requisition indicates if the requisition was imported or not.

The screenshot displays the SAP Procurement Catalog interface. At the top, there are navigation tabs for HOME, PROCUREMENT, and CATALOG, along with filters for Recent, Manage, and Create. A message states: "Your request has been submitted with Job Id: Job36. Use the Manage section of the Navigation Panel to monitor the requests progress." Below this, a yellow box highlights the "Upload History" link in the Manage dropdown menu. The main dashboard shows various widgets: "To Do" with a bar chart (17 Escalated, 4 New, 4 Escalation...), "My Requisitions" (0 Denied, 8 Total Submitted), "Total Receipts" (8), and "Total Pins" (0). A second screenshot below shows the "Upload History" page with a search filter for Job ID and a table of upload records. A "Requisition Details" modal is open for Job 30, showing a status of "Submitted" for requisition PR159.

Job ID	Time Created	Status	Filename	Reference Documents	Errors
Job36	Tue, 5 Mar, 2019	Completed	PR159_test.xls	View Details	(no value)
Job35	Tue, 5 Mar, 2019	Completed	PR161_delete.xls	(no value)	(no value)
Job34	Tue, 5 Mar, 2019	Completed	PR161_delete.xls	View Details	(no value)
Job33	Tue, 5 Mar, 2019	Completed		View Details	(no value)
Job32	Tue, 5 Mar, 2019	Completed		View Details	(no value)
Job30	Tue, 5 Mar, 2019	Completed		View Details	(no value)
Job29	Tue, 5 Mar, 2019	Completed with errors		(no value)	View Details
Job28	Sun, 24 Feb, 2019	Completed		View Details	(no value)
Job27	Sun, 24 Feb, 2019	Completed		View Details	(no value)
Job26	Sun, 24 Feb, 2019	Completed	PR1031_1550998989082.xls	View Details	(no value)
Job25	Wed, 20 Feb, 2019	Completed	Copy of PR147_1550998989082.xls	View Details	(no value)

Feature at a Glance

Details: Uploading multiple requisitions through a zip file

If the user wants to upload several requisitions at once, a zip file can be created that contain all Excel sheets as separate files.

No directory structure should exist in the zip file.

If the user upload a zip file of Excel sheets (each representing a requisition), the batch job will treat each sheet independently and should not stop if a single sheet contain errors.

The Upload History will show as a single job.

The screenshot displays the 'Upload History' section of a SAP system. At the top, there are navigation tabs for 'HOME', 'PROCUREMENT', and 'CATALOG', along with 'Recent', 'Manage', and 'Create' buttons. Below the navigation is a search filter for 'Job ID' with an input field and 'Search' and 'Reset' buttons. A table lists upload jobs with columns for Job ID, Time Created, Status, Filename, Reference Documents, and Errors. A modal window titled 'Requisition Details' is open, showing a table of requisitions with columns for Requisitions and Status. A 'Done' button is at the bottom of the modal.

Job ID	Time Created ↓	Status	Filename	Reference Documents	Errors
Job37	Tue, 5 Mar, 2019	Completed	Archive.zip	View Details	(no value)
Job36	Tue, 5 Mar, 2019	Completed	PR159_test.xls	View Details	(no value)
Job35	Tue, 5 Mar, 2019	Completed		(no value)	(no value)
Job34	Tue, 5 Mar, 2019	Completed		View Details	(no value)
Job33	Tue, 5 Mar, 2019	Completed		View Details	(no value)
Job32	Tue, 5 Mar, 2019	Completed		View Details	(no value)
Job30	Tue, 5 Mar, 2019	Completed		View Details	(no value)
Job29	Tue, 5 Mar, 2019	Completed with errors		(no value)	View Details
Job28	Sun, 24 Feb, 2019	Completed		View Details	(no value)
Job27	Sun, 24 Feb, 2019	Completed		View Details	(no value)
Job26	Sun, 24 Feb, 2019	Completed	PR1031_1550998989082.xls	View Details	(no value)

Requisitions	Status
PR163	Submitted
PR162	Submitted
PR164	Submitted

Feature at a Glance

Details: Error handling

If there are semantic errors in the file, such as invalid Cost Center, the upload status will say “Completed with errors”, and the requisition status will remain in Composing state.

If the user open the requisition and try to submit, the errors will be visible just like when the requisition was manually created.

Screenshot example shows a user Edit the requisition and navigating to the accounting screen.

Syntax errors or issues with the file format, will have the status Failed, and no requisition will be created.

The screenshot illustrates the error handling process in SAP S/4HANA. It shows the 'Upload History' table with a job that is 'Completed with errors'. A modal window shows the 'Requisition Details' for PR165, which is in a 'Composing' state. Below this, the 'Accounting - by Line Item' screen is shown with a red error banner: 'There are 2 problems that require completion or correction in order to complete your request.' The error details table below shows two line items with specific errors.

No.	Accounting Information	Percentage	Action
1	GL Account: * (no value) Cost Center: * (no value) Internal Order: (no value)	Split Percentage: 50% Split Amount: \$4,000.00 USD	
2	GL Account: 0000404000 (Consumables consumed) Cost Center: 000004120 (IT Service) Internal Order: (no value)	Split Percentage: 50% Split Amount: \$4,000.00 USD	