SAP Ariba /\\\

Feature at a Glance
Support editability of forms by approvers in a classic approval workflow

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Feature at a Glance

Introducing: **Support editability of forms by approvers in a classic approval workflow**

Customer challenge

Currently any customer using the classic approval workflow in Custom Forms is unable to allow approvers to make changes to Custom Forms during the approval process, before providing their approval.

Meet that challenge with
SAP Ariba

With this release, customers using the classic approval workflow in Custom Forms can now use the "Edit rule" functionality to be able to edit the transactions and then either, continue the approval flow or re-trigger the whole approval process.

Experience key benefits

This feature provides Custom Form approvers with ability to edit a Custom Form while it is in the process of being approved. Rather than having an approver deny the Custom, changes can be made during the approval process which saves time. This feature also provides a more consistent user experience across the SAP Ariba suite.

Solution area

- SAP Ariba Buying and Invoicing
- SAP Ariba Buying
- SAP Ariba Buying and Invoicing, with guided buying capability
- SAP Ariba Buying, with guided buying capability
- SAP Ariba Invoice Management

Implementation information

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

Prerequisites and Restrictions

- Only members of the Custom Form Designer group may design and publish forms.
- Members of the Custom Form Administrator group may activate and deactivate forms.
- The Custom Form must leverage the classic approval workflow to use this feature.
- Only a member of the Custom Form Designer group may add an edit rule when they create and activate a form design with the Classic approval flow.
- A group named <Form name> - EDITOR is created when a Custom Form uses the classic approval flow. Users added to this user group will be able to see the Edit button when they are added as approvers to an approval flow.

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Detailed feature information

This feature introduces support for approvers in a classic approval workflow to edit Custom Forms. This allows the approvers to make necessary changes to forms before approving them. The ability to edit forms will be based on editability rules configured in SAP Ariba Procurement solutions. This feature supports all the approval flow edit rule actions available in SAP Ariba Procurement solutions. These include:

- Edit Not Allowed: Approvers may not make changes (and will not see the Edit button, even if they are members of a group allowed to edit approvals).

- Edit Without Effects: Approvers may edit with no effect on the approval flow.

- Edit Requires Reapprovals: Previous approvers are required to reapprove. Parallel approvers on the same branch are required to re-approve.

- Edit With Resubmit: If this rule is triggered, then all the previous approvers need to reapprove. Either parallel approvers or serial approvers.

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Detailed feature information

The **Edit** button is shown when approvers who are members of the new <Form name> - EDITOR user group open a form document for approval. When they edit and submit the form document, a confirmation dialog is shown.

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Detailed feature information

Depending on the rules configured, an approver may see a confirmation message informing them that their change may impact approvals similar to the below message: