



SAP Ariba 

Feature at a Glance

Edit an engagement change request in progress

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CONFIDENTIAL

Feature at a Glance

Ease of implementation

 Some complexity

Geographic relevance

 Global

Introducing: **Edit an engagement change request in progress**

Customer challenge

Previously, users could only edit a draft change request. In order to revise a change request already in the due diligence process, a user would have to cancel it and create a new one.

Meet that challenge with

SAP Ariba

This feature introduces the ability for an authorized user to edit a submitted change request for an engagement even if it is already in the due diligence process.

Experience key benefits

This feature provides flexibility in managing changes to engagement requests. An authorized user can now edit a change request even if it is already in the due diligence process.

Solution area

SAP Ariba Supplier Risk

Implementation information

This feature is ready for immediate use for all customers with the applicable solutions but requires **customer enablement** steps.

Prerequisites and Restrictions

Your site must be configured for use of control-based engagement risk assessment projects.

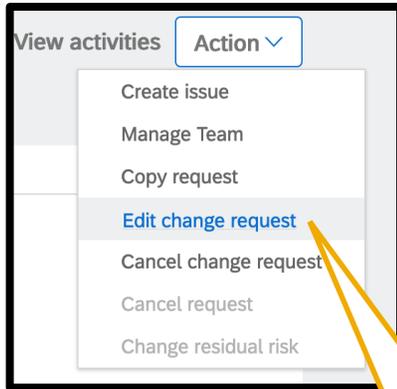
The change request feature must already be enabled: see ARI-7423: Change Request to modify a live engagement request.

To edit a change request, you must be a member of the Change Request Owners project group and of the Supplier Risk Engagement Requestor user group.

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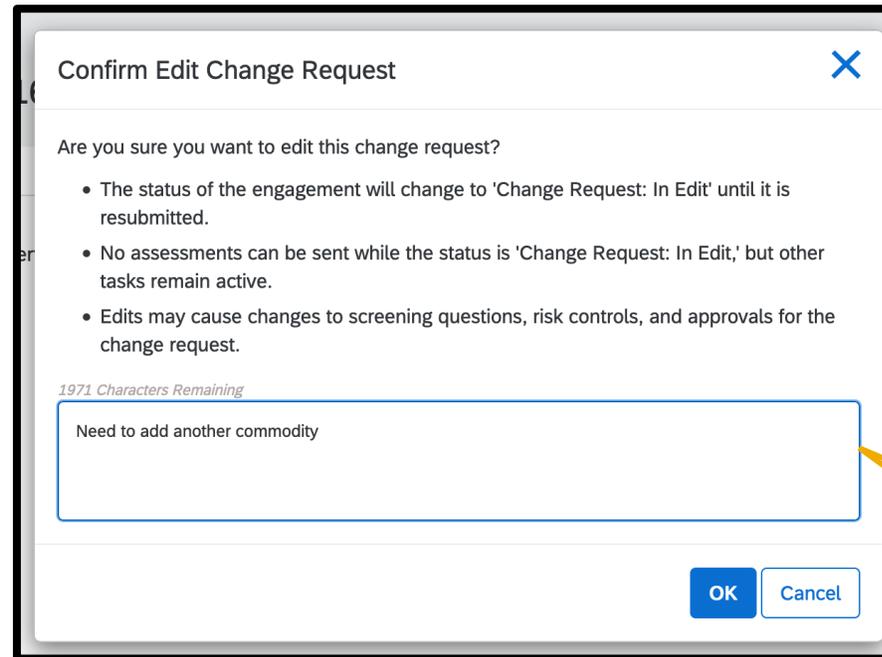
Introducing: Edit an engagement change request in progress

How to edit a change request (CR)



1 – In the upper right corner of the engagement page, select 'Edit change request' from the Action menu.

Note: The change request must not be in Draft status; in this case the engagement status would be Change Request: Draft. A draft change request can be changed, but only by its original creator or by the on behalf of user, if one was specified.



2 – Add a reason and click OK to edit the CR

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How to edit a change request (CR)

Change request edit reason:
Need to add another commodity

Business details and inherent risk screening

Business details

| | ORIGINAL | CURRENT |
|--|---|---|
| 1 Title | TESTRK0305_3 | TESTRK0305_3 |
| 3 Commodity | Data base reporting software, Data base user interface and query software | Data base reporting software, Data base user interface and query software |
| 4 Region | All | All |
| 5 Department | Finance | Finance |
| 6 Add or change text to retrigger initial approval during an edit. | | Edited |
| 8 Supplier type question | | |
| 9 ARI-6512 Multiple lines wrap | | |

3 – Use the Next and Back buttons to navigate to different steps of the request and edit information as needed. Review the edits to the change request and click Submit Request

4 - Follow the system-determined steps to complete the CR

Submitting the edited change request may trigger adjustments to the approval phases, tasks, assessments, and controls. This depends on a comparison of the changes between the live version of the engagement, the pre-edit change request, and the edited change request.

As you edit the change request, the proposed changes are evaluated for significance. A change request has significant changes when they result in the addition of one or more controls. Removal of a control can be considered significant or insignificant requiring approval, depending on the setting for the parameter "Treat control removal as a significant change". Changes to the request are considered insignificant when they do not result in addition or removal of controls.

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How to view historic actions on an engagement

Live Engagement Request Version
3
[View history](#)

1 – click View history

2 – view details of older versions by clicking into them

| | Activity | Version | Start date | End Date | User | Status | |
|-------------------------------------|---------------------------|---------|--------------|--------------|-----------|--------------------------|-------------------------|
| <input checked="" type="checkbox"/> | Engagement change request | 3 | Dec 4, 2019 | Dec 4, 2019 | riddhi_GA | Change request completed | Compare |
| <input type="checkbox"/> | Engagement change request | 2 | Dec 4, 2019 | Dec 4, 2019 | riddhi_GA | Change request completed | |
| <input type="checkbox"/> | Engagement archived | 1 | Nov 22, 2019 | Nov 22, 2019 | ko110517b | Archive request canceled | |
| <input type="checkbox"/> | Engagement completed | 1 | Nov 22, 2019 | Nov 22, 2019 | ko110517b | Engagement completed | |

4 items ← 1 →

Please choose 1 to compare with current engagement request or choose two change request history to compare.

Please click on compare button to see results

3 – choose one Change Request to compare with the current live version, or two to compare with each other

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How to enable change request (CR) edit

| Parameter | Value |
|--|---|
| Application.SR.Engagement.AllowChangeRequestEdit | <input checked="" type="radio"/> Yes <input type="radio"/> No |

1 – Enable the parameter
Application.SR.Engagement.Allow
ChangeRequestEdit