



Feature at a Glance

Edit an engagement change request in progress

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Target GA: May, 2020

CONFIDENTIAL

Feature at a Glance

Introducing: Edit an engagement change request in progress

Ease of implementation

Geographic relevance



Some complexity



Global

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.

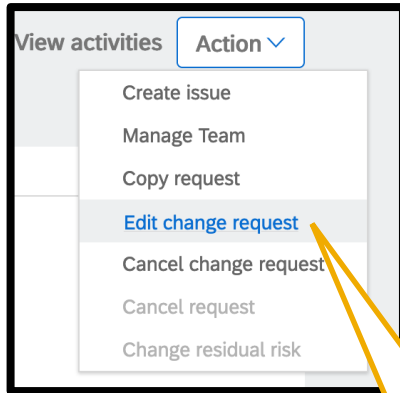
The change request feature must already be enabled: see ARI-7423: Change Request to modify a live engagement request.

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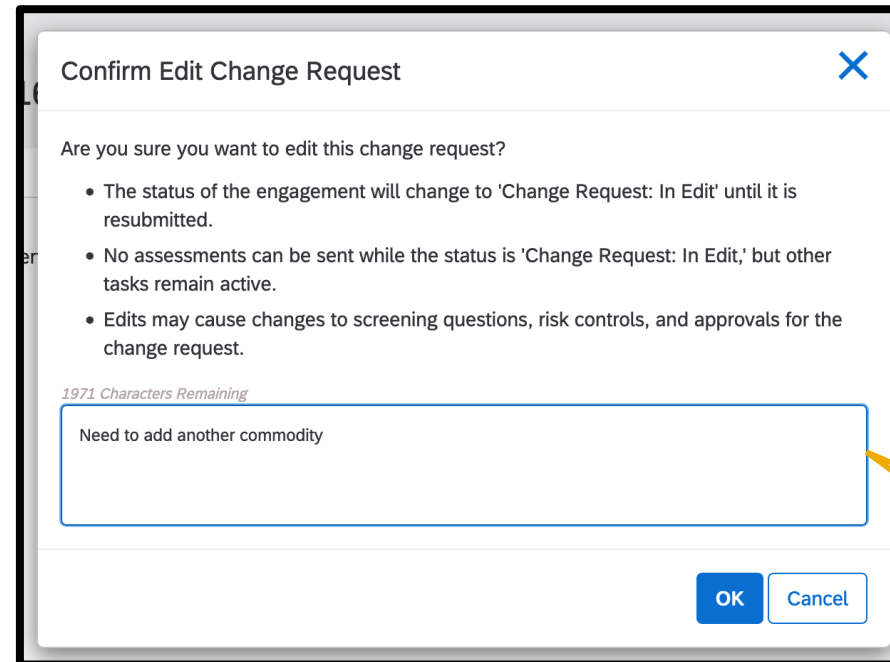
Introducing: **Edit an engagement change request in progress**

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)

Revert editBackSaveSubmit request

1 Business details2 Inherent risk screening3 Select supplier4 Review request

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

The screenshot shows the 'Live Engagement Request Version' section with version 3 and a 'View history' link. Below this is a table of engagement change requests. Callout 1 points to the 'View history' link. Callout 2 points to the first row of the table. Callout 3 points to the 'Compare' button. The table has columns for Activity, Version, Start date, End Date, User, and Status. The first row is selected with a checkbox. Below the table, there is a message: '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'.

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

1 – click View history

2 – view details of older versions by clicking into them

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

	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
<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

Compare

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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