



Feature at a Glance

Smart Excel import to create RFP event line items from unstructured Excel files

Michael Waugh, SAP Ariba
Target GA: August, 2020

CONFIDENTIAL

Feature at a Glance

Ease of implementation



Low touch / simple

Geographic relevance



Global

Introducing: Smart Excel import to create RFP event line items from unstructured Excel files

Customer challenge

Previously, to create line items in an SAP Ariba Sourcing event, you would need to either create each line item manually in the UI, or use the predefined Ariba Excel import format. This was a cumbersome and time consuming process.

Meet that challenge with SAP Ariba

The smart import from unstructured Excel file feature enables buyers using SAP Ariba Sourcing to populate line items for an RFP event from data that does not conform to any predefined SAP Ariba format.

Experience key benefits

- Speed up event creation by using your own Excel-based bid sheet to create event line items.
- SAP Ariba Sourcing interprets the data from the unstructured Excel file and maps that to various fields based on the global settings or template settings.
- Buyers can review and revise the mappings before the data import is finalized.

Solution area

SAP Ariba Sourcing
SAP Ariba Strategic Sourcing Suite

Implementation information

This feature is **automatically on** for all customers with the applicable solutions and is ready for immediate use.

Prerequisites and Restrictions

Available on US and EU Data Centers only.

See slide 7 for restrictions.

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Create Sourcing Project

To create a Sourcing Project, specify the fields below. Templates used for constructing your Sourcing Project appear in the section below.

Name: * Smart Excel documentation [Translations](#) ⓘ

Description: [Translations](#) ⓘ

Copy from Project: (no value) ▾

Project: ☐ Full Project ☒ Quick Project ⓘ

Event Type: * RFP ▾ ⓘ

Test Project: * ☐ Yes ☐ No ⓘ

Smart import from Excel: ☒ Yes ☐ No

The smart Excel import feature is accessible from the Create Sourcing Project page and the Content page

Event Doc2485996591 - Smart Excel documentation

On this page you create the information that participants will read and respond to during events. Add different types of content to re-create the event.

All Content

Name

No items

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Doc2485996591 - Smart Excel documentation

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Upload Excel file for smart import

Import to draft event



Upload an Excel file and we'll map your entries to items and terms.

- To change the term or create a new term for a column, click the more options icon next to the column name.
- The bar below the column (term) name is color coded according to the confidence level of the mapping. Green = high, yellow = medium, red = moderate to low.

Click **Import to draft event** To add your entries to the event and continue editing your event. The entries you import overwrite any existing content.

Drag or browse for the file you want to upload

Drag file here or browse to upload
Max file size is 50 megabytes

Items to import

Line items

No content to display

Search

	A	B	C
1	Name	Quantity	
2	Laptop - Spec A	900	
3	Laptop - Spec C	1400	
4	Laptop - Spec B	980	
5	Laptop - Spec D	1600	
6	Laptop - Spec E	2800	
7	Laptop - Spec F	3500	
8	Desktop - Spec C	1700	
9	Desktop - Spec A	1200	
10	Desktop - Spec B	1500	
11	Mobile Device - Spec A	600	
12	Mobile Device - Spec B	900	
13	Mobile Device - Spec C	1300	
14	Tablet - Spec A	400	
15	Tablet - Spec B	600	
16			
17			
18			
19			

Example of 2 column unstructured Excel file

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After the file has been uploaded, review the line items and make any changes required in the field mappings. To modify a mapping, click the header cell that you want to modify and enter a value or select a value from the dropdown list. For example, if you have a column titled “Annual Qty” which contains the quantities of your items, you can ensure it is mapped to our system global term Quantity (which is typically a mandatory field).

SAP Ariba Sourcing uses color-coding to denote the confidence level of each of the mappings. Confidence scores are calculated based on a number of factors such as the similarity in the cell heading, type of data, and previous mappings of similar values.

The color-coding is as follows:

- Green, when the confidence level is 91% and above.
- Yellow, when the confidence level is between 70% and 90%.
- Red, when the confidence level is below 70%.

SAP Ariba Sourcing saves the corrections you make and puts that learning to use while interpreting unstructured Excel files later.

Doc2485996591 - Smart Excel documentation

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- To change the term or create a new term for a column, click the more options icon next to the column name.
- The bar below the column (term) name is color coded according to the confidence level of the mapping. Green = high, yellow = medium, red = moderate to low.

Click **Import to draft event** To add your entries to the event and continue editing your event. The entries you import overwrite any existing content.

Excel file imported and contents mapped to the template or system terms. Multiple matches found for the following terms:
1) Name 2) Quantity

Items to import

Line items

Q3 IT Requirements.xlsx

Search

Name : Quantity

Mapped to

Laptop - S

Laptop - S

Laptop - S

Laptop - S

Laptop - S

Laptop - Spec E

Item Name

Display name

Name

Apply

Cancel

z800

Click Import to draft event and Next once review of mapping is complete

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Navigate to the Content page of the event to review and make any further edits.

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Event

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5 Summary

On this page you create the information that participants will read and respond to during events. Add different types of content to re-create the traditional sourcing documents used to collect information or to [More](#)

All Content

Display: Edit Item Actions

<input type="checkbox"/>	Name	Price	Quantity	Extended Price
<input type="checkbox"/>	1 Laptop - Spec A	<input type="text"/> USD	* <input type="text"/> 900 each	Fx
<input type="checkbox"/>	2 Laptop - Spec C	<input type="text"/> USD	* <input type="text"/> 1,400 each	Fx
<input type="checkbox"/>	3 Laptop - Spec B	<input type="text"/> USD	* <input type="text"/> 980 each	Fx
<input type="checkbox"/>	4 Laptop - Spec D	<input type="text"/> USD	* <input type="text"/> 1,600 each	Fx
<input type="checkbox"/>	5 Laptop - Spec E	<input type="text"/> USD	* <input type="text"/> 2,800 each	Fx
<input type="checkbox"/>	6 Laptop - Spec F	<input type="text"/> USD	* <input type="text"/> 3,500 each	Fx
<input type="checkbox"/>	7 Desktop - Spec C	<input type="text"/> USD	* <input type="text"/> 1,700 each	Fx
<input type="checkbox"/>	8 Desktop - Spec A	<input type="text"/> USD	* <input type="text"/> 1,200 each	Fx

↩

Add

Edit

Delete

Excel Import

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Unstructured Excel Import

(*) indicates a required field

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Restrictions

The following restrictions apply to smart Excel import to create RFP event line items from unstructured excel files:

- Excel files of only .xls or .xlsx formats are supported for import of line-item content to an RFP event.
- You can import only line items from the unstructured Excel file. The following items are not supported for import from the unstructured Excel file:
 - Questions
 - Conditions
 - Requirements
 - Sections
- Unstructured Excel file-based import is supported only for locale EN.
- Unstructured Excel file-based import is not supported for the following types of events:
 - Auctions
 - RFI events
 - Large-capacity events
- The content to be imported from the unstructured Excel file should be present in the first sheet of the Excel workbook and should be in a simple table format. Data in complex tables are not supported for import from unstructured Excel files.

Note

A simple table contains a maximum of one level of header (row, column, or both), whereas a complex table contains multiple levels of headers (rows, columns, or both). A complex table may also contain merged or straddled cells.