



Feature at a Glance

Simplified Excel import of line items

Keertan Rai, Guhan Chandrasekaran, SAP Ariba
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Feature at a Glance

Introducing: Simplified Excel import of line items

Ease of implementation



Low touch / simple

Geographic relevance



Global

Customer challenge

The current Excel import template for contract line item documents has a complex file structure and is prone to errors due to input errors in the excel file.

Meet that challenge with SAP Ariba

This feature provides a new Simplified Excel Import operation that allows users to add, update, or replace the content of a Line Item Document in a contract workspace. The Excel template consists of a single worksheet to be completed along with a Design Instructions worksheet with instructions.

Experience key benefits

This feature provides a new Simplified Excel Import operation that create / update / replaces content in a Line Item document with the contents from an Excel file. The Simplified Excel Import operation includes a step to export a template with the current contents of the CLID. The template contains just 1 worksheet to be completed.

The simplified excel import and export provides a better user experience and increase user productivity by simplifying line item maintenance offline through this feature.

Solution area

SAP Ariba Contracts
SAP Ariba Strategic Sourcing Suite

Implementation information

This feature is automatically on for all customers.

Prerequisites and Restrictions

Contract Line Items Document (CLID) must be enabled in your site

Service lines and service hierarchy will not be supported.

No support for large line items

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Existing Template

Event ID	Title	Description	Requester	Company Name	Supplier Name	SupplierID Domain	SupplierID Value
Doc2239799290 - CLID with Excel			kral		Bightview Components	sourcing	
					buyersystemid networkid	acm_9813: an0140948	



Simplified Excel Import Template

Item Number	*Type	*Item Name	Description	Commodity	Region	ItemID	ERPSystemID	Plant
<i>Help And Options. Click on the + sign on the left for more information to fill out the cells</i>								
<i>Terms Help And Options. Click on the + sign on the left for more information to fill out the terms cells</i>								
5362145	Line Item	line item1						N/A

The Simplified Excel Import template contains just 1 worksheet with all the information required to create contract line items. The new template also includes a Design Instruction sheet with guidelines on how to fill the template.

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Line Item Document

Save as Draft

Publish

Add line items to this document

This is a draft of the document. Changes to its content are not available to other users until it is published. Click **Save as Draft** to save the draft; you can continue editing it later. Click **Publish** to make any changes permanent.

All Content

Display:

Content ▾

Actions ▾



Name *

No items

Add ▾

Excel Import ▾

Simplified Excel Import

Lookup Table Import ▾

(* indicates a required field)

Save as Draft

Publish

When you open a Contract Line Items Document (CLID) in your contract workspace, a new button, Simplified Excel Import, is added. If the Simplified Excel Import button is not visible, click Actions Edit Content. You can click Simplified Excel Import, and choose Upload a file from desktop.

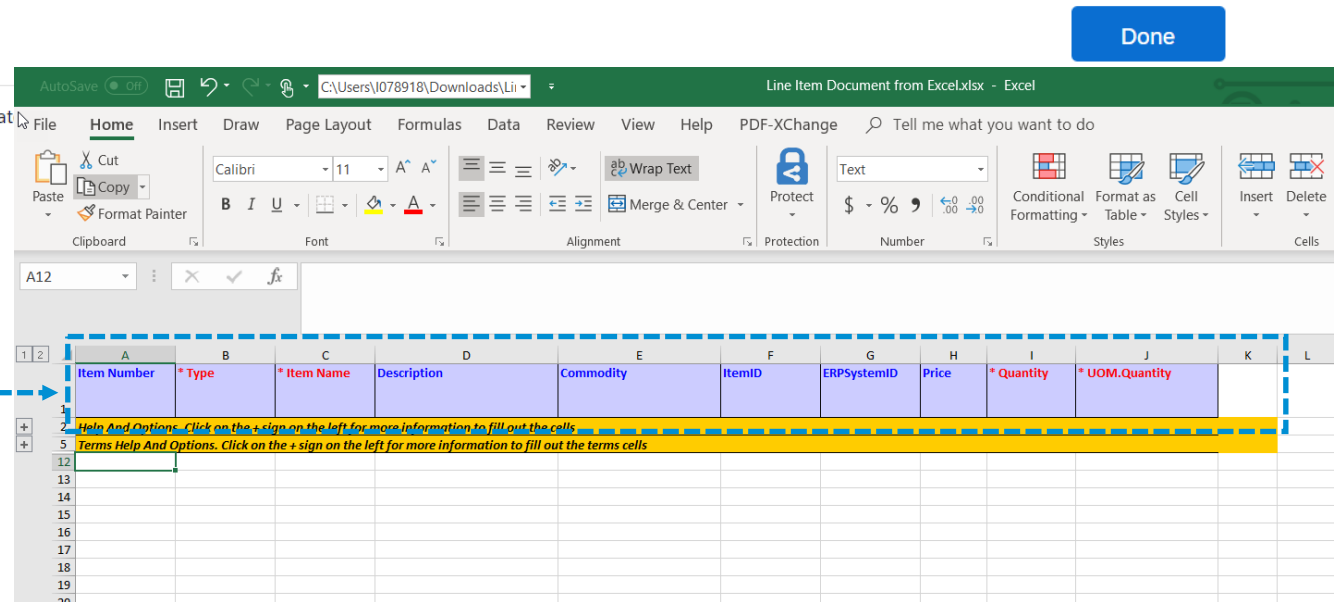
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Import Content from Excel

You can use Microsoft Excel to enter content. If you have an existing Excel spreadsheet that contains this information, create

- Step 1.** [Click here to open Contract Line Items Document in an Excel Spreadsheet.](#)
Skip this step if you wish to Import a previously downloaded file.
- Step 2.** Edit the Excel Spreadsheet and save the file to your computer.
- Step 3.** Select how you would like to import the content.
 Add to document Replace document
- Step 4.** Locate the saved Excel file on your computer using the Browse button.
Choose File No file chosen
Or drop file here
- Step 5.** Click **Import** to import the contents of the Excel file to Contract Line Items Document.



Through Step 1, user can download the Excel template that contains two worksheets – Design Instructions and Line Items.

If a CLID document hasn't been created in the workspace or if user defined terms haven't been added to the CLID, the default terms that are downloaded in the Excel Template are: Price, Quantity and UOM.

Any terms that are defined at the template level or terms are added to the CLID through the user interface or will be available in the Excel sheet template.

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Import Content from Excel

Done

You can use Microsoft Excel to enter content. If you have an existing Excel spreadsheet that contains this information, create a template, copy the existing information into the template, and then import it.

Step 1. [Click here to open Contract Line Items Document in an Excel Spreadsheet.](#)
Skip this step if you wish to Import a previously downloaded file.

Step 2. Edit the Excel Spreadsheet and save the file to your computer.

Step 3. Select how you would like to import the content.
 Add to document ⓘ Replace document ⓘ

Step 4. Locate the saved Excel file on your computer using the Browse button.

Choose File No file chosen
Or drop file here

Step 5. Click **Import** to import the contents of the Excel file to Contract Line Items Document.

Import

Add to Document

When you import the Excel document with this option, any modifications to existing line item data in the Excel sheet will be updated in the UI, while any new line items created in the Excel Document will be created in the UI.

Replace Document

When you import the Excel document with this option, the existing line items in the UI will be erased and replaced with the line items data listed in the Excel document.

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All Content

Display: Content

Actions



Name *	Price	Quantity	Extended Price	Discount Percentage	Lead Time	Shipping Cost
Item 1 *	\$4,000.00 USD	10 each	\$40,000.00 USD Fx	4%	10	\$200.00 USD

Buttons: Add, Edit, Delete, Lookup Table Import, Excel Import, Simplified Excel Import

(* indicates a required field)

In the example above, the user downloads the Excel template by clicking on the Simplified Excel Import. The template Excel is populated with line item fields and the values that are already available in the Line Item Document. In this example, it is Item 1.

File Home Insert Draw Page Layout Formulas Data Review View Help PDF-XChange Tell me what you want to do

Clipboard Font Alignment Protection Number Styles

Item Number	Type	Item Name	Description	Commodity	ItemID	ERPSystemID	Price	Quantity	UOM	Quantity	Discount Percentage	Lead Time	Shipping Cost
6254525	Line Item	Item 1		15101701			4000	10	EA		4.00%	10	200

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Item Number	* Type	* Item Name	Description	Commodity	ItemID	ERPSystemID	Price	* Quantity	* UOM	Discount Percentage	Lead Time	Shipping Cost
Help And Options. Click on the + sign on the left for more information to fill out the cells												
Terms Help And Options. Click on the + sign on the left for more information to fill out the terms cells												
12	6254525	Line Item	Item 1		15101701		4000	10	EA	4.00%	10	200
13		Line Item	Item 2	This item has been added from the Excel template	15101701		5000	20	EA	4.00%	12	300
14		Line Item	Item 3	This item has been added from the Excel template			6000	30	EA	6.00%	15	500

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 Add to document Replace document
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 No file chosen
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Add line items to this document


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The Excel file has been successfully imported.

All Content

Display: Content ▾ Actions ▾ 

<input type="checkbox"/>	Name *	Price	Quantity	Extended Price	Discount Percentage	Lead Time	Shipping Cost
<input type="checkbox"/>	Item 1 *	\$4,000.00 USD	10 each	\$40,000.00 USD <i>Fx</i> ▾	4%	10	\$200.00 USD
<input type="checkbox"/>	Item 2 *	\$5,000.00 USD	20 each	\$100,000.00 USD <i>Fx</i> ▾	4%	12.0	\$300.00 USD
<input type="checkbox"/>	Item 3 *	\$6,000.00 USD	30 each	\$180,000.00 USD <i>Fx</i> ▾	6%	15.0	\$500.00 USD

 (*) indicates a required field

The line items added in the Excel document are created in the Line Item Document in the UI.