



Feature at a Glance

Initiate procurement workspace projects from guided buying

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CONFIDENTIAL

Feature at a Glance

Ease of implementation  Some complexity
Geographic relevance  Global

Introducing: Initiate procurement workspace projects from guided buying

Customer challenge

Before the integration of guided buying capabilities and procurement workspaces in SAP Ariba Sourcing, users did not have a simple, intuitive way to conduct complex procurement activities and purchases that often require users to collaborate/engage with multiple departments and internal stakeholders over a period of time.

Examples of complex procurement activities include due diligence for anti-corruption and bribery, new capital expenditures, manage a new multi-brand marketing campaign, organize conferences, donations, etc.

Solution area

- SAP Ariba Buying with guided buying capability
- SAP Ariba Buying and Invoicing with guided buying capability

Meet that challenge with SAP Ariba

The new feature, integrating guided buying and procurement workspaces in SAP Ariba Sourcing, enables users to create complex procurement activities and link procurement transactions initiated from guided buying.

Procurement workspace offers the flexibility of creating a standalone project that can be associated with tasks, teams and documents for collaboration, storing, tracking, approval and completion. Furthermore, users can create new and link existing procurement transactions (documents) to the project created.

This feature is enabled by the creation of a procurement workspace project tile in guided buying, powered by the new project form / functional document. This new guided buying form type is used to integrate between guided buying and Sourcing.

Implementation information

This feature is ready for immediate use for all customers with the applicable solutions but requires **customer enablement** of two parameters PARAM_ENABLE_FDS and Application.ACM.CustomFormsSupportInWorkspace via Intelligent Configuration Manager.

This feature requires **customer configuration** by using the forms builder in Admin > Manage process forms.

Experience key benefits

End users, procurement organizations and other internal stakeholders of different departments can realize the following benefits when they adopt procurement workspaces:

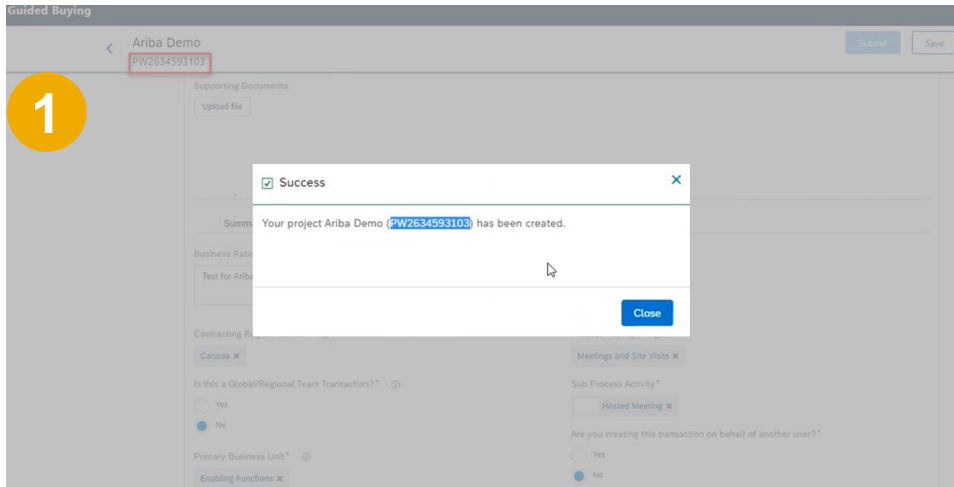
- Greater visibility of spend and control of processes, as users can now manage complex procurement activities from guided buying
- Reduced time to order, approval and payment for complex procurement projects
- Improved collaboration and engagement experience amongst internal stakeholders and departments for complex procurement activities

Prerequisites and Restrictions

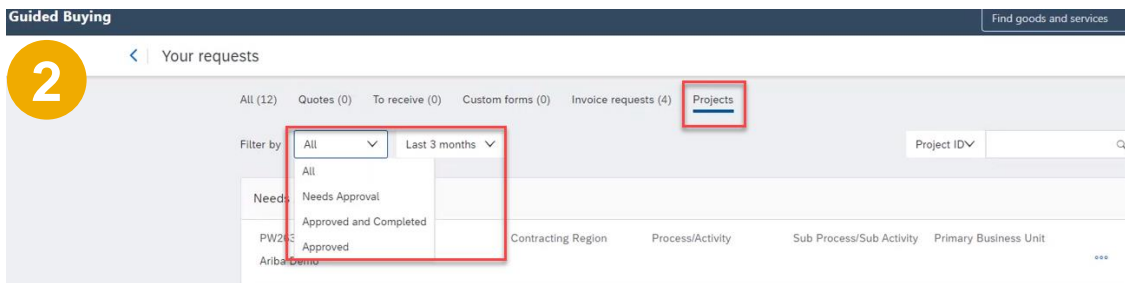
Customers must be using SAP Ariba Sourcing and procurement workspaces

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1. User creates procurement workspace project container in guided buying by filling out a header form, created by their company administrators*. Based on the answers to questions, the relevant procurement workspace templates (line details) will be generated. A PWS number is generated after completing and submitting the header form.
2. Users can see the procurement workspaces that they have been granted access to under “Your requests” page and “Projects” in guided buying. They can use the filter selections to facilitate their searches.



* Guided buying administrator will need to create procurement workspace project tile on the guided buying home page. This tile is a new type of form called project form / functional document that can be created under Admin > Forms.

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Guided Buying

New Project for Ariba Demo
PW2628531171

Needs Approval

Approval Flow

Request — Compliance — Principal Manag... — Approved

Contracting Region Canada	Process/Activity Meetings and Site Visits	Sub Process/Sub Activity	Primary Business Unit Enabling Functions
Business Unit Enabling Functions	Department Business Technology	External Reference Number Not specified	Is Global? false
Creation Date September 24, 2020	Project Description Business Rationale field	Is 3rd Party Involved? No	

Process Tasks

STATUS	DATE	TASK NAME	
Completed	9/24/20	Create Consultancy sub project, if meeting includes consultant(s)	...
Completed	9/24/20	Upload Agenda (or Brochure) *	...
In Progress	9/24/20	Approval *	...
Pending		Send/Upload Invitation Letter	...
Pending		Reconciliation Task / Final Attendee List	...
Pending		Upload presentation/slides/reports	View task details
Pending		Upload employer notification if required	...

Documents

- Detail
- Sample_Invitation_Letter.DOC

Team

- KL Project owner
- VM View
- MC Central Team
- MA Admin

Requisitions & Invoices

Create transactions

There is no requisitions or invoices available yet.

- Users belonging to the project can access the project *summary page* in guided buying to execute the project tasks, check the project status, and track project spend.
- The selected sourcing template will have pre-defined *tasks*, *documents* and *team* members that the users need to complete, such as enter additional information for the project, follow/execute the tasks, complete/provide the documents, and interact the team members.
- If users click on the “dots” at the end of each task, they will be brought to the Sourcing module to *view the task details*.

Feature at a Glance

Introducing: Initiate procurement workspace projects from guided buying (3/3)

The screenshot displays the SAP Guided Buying interface. At the top, a navigation bar shows 'Guided Buying' and a demo user 'Demo PW2445036570'. Below this, a '6 Approved' section shows a table with columns for Contracting Region (UK), Process/Activity (Meetings and Site Visits), Sub Process/Sub Activity, and Primary Business Unit. A '6' is placed over a 'Create transactions' button in the 'Requisitions & Invoices' table. The table lists three requisitions with their dates, statuses, IDs, names, requesters, and amounts. Below this is a 'Process Tasks' section with a table of completed tasks. A second screenshot shows the 'Project details' page for PR10005951, with a '6' over the 'View project' button. The page includes fields for 'Need-by Date' (03/10/2020), 'On Behalf Of', 'Company Code', 'End Date', 'Departmental Approver', 'Start Date', 'PO Number', 'Charge to', 'Manage details', 'Total cost' (\$374.13 CAD), and 'Net amount' (£150.00 GBP).

- Once completed, the project will go for *approval*. If *approved*, procurement workspace users can link or create their purchasing *transaction documents* (e.g. PR, invoices) to the approved project.
- Users can also perform reporting of the procurement workspace data, and leverage APIs to import projects from 3rd party systems.