SAP Ariba /\\

Feature at a Glance
Initiate procurement workspace projects from guided buying

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THE BEST RUN **SAP**

Feature at a Glance
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.

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.

Experience key benefits

End users, procurement organizations and other internal stakeholders of different departments can realize the following benefits when they adopt procurement workspaces:
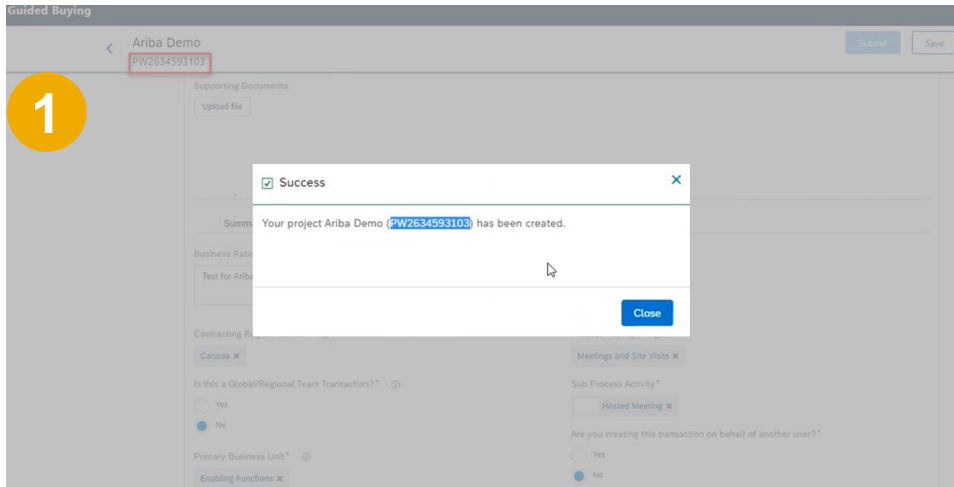
- Greater visibility of spend and control of processes, as users can now manage complex procurement activities from guided buying
- Reduced time to order, approval and payment for complex procurement projects
- Improved collaboration and engagement experience amongst internal stakeholders and departments for complex procurement activities

Solution area

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

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.
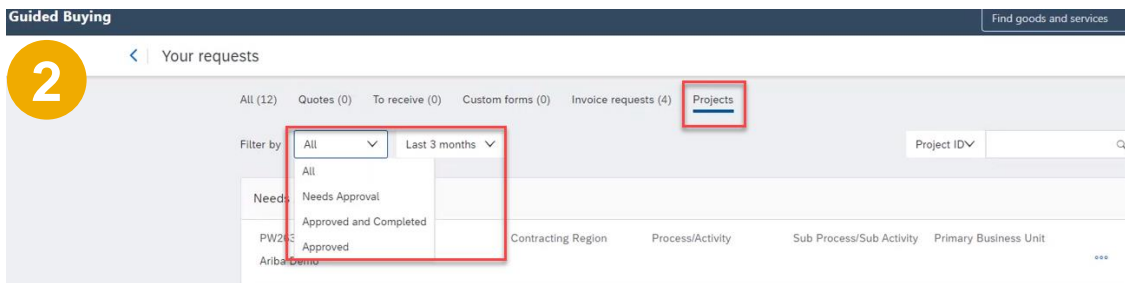
Prerequisites and Restrictions

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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3. 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.

4. 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.

5. 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*.

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6. 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.

7. Users can also perform reporting of the procurement workspace data, and leverage APIs to import projects from 3rd party systems.