



Feature at a Glance

Standing orders in guided buying for SAP integrated sites

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CONFIDENTIAL

Feature at a Glance

Ease of implementation



Some complexity

Geographic relevance



Global

Introducing: Standing orders in guided buying for SAP integrated sites

Customer challenge

Casual users in Guided Buying have an interest in being able to create Standing Orders (similar to item category B or Framework orders in SAP ERP).

These standing orders are typically a service/material item related purchase with a start date, end date, expected amount and maximum amount. Usually no quantity or unit price is provided and goods receipts along with service entry sheets are not utilized either. The Limit order is intended for simple services or long open orders that may be invoiced against during a specified period of time.

Users can create orders like this in SAP Ariba Buying, but are unable to do so via Guided Buying at this time.

Solution area

- SAP Ariba Buying
- SAP Ariba Buying and Invoicing

Meet that challenge with SAP Ariba

This feature enables users to create standing orders for material and services for catalog and non-catalog items from within Guided Buying.

Implementation information

This feature is automatically on for all customers with the applicable solutions but requires **customer configuration**.

Experience key benefits

This feature enables customers to more easily manage long-running orders in both SAP Ariba Buying and now Guided Buying as well. These standing orders provide a highly efficient and effective method for organizations to manage service/material purchases that have specified periods of delivery and anticipated costs.

Prerequisites and Restrictions

- Customer need access to the guided buying capability of SAP Ariba Buying.
- Parameters must be set based on guidance within the Help documentation
- Items with item category B (limit) in a standing order are the only items that may be included in this feature.

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Detail: Standing orders in guided buying for SAP integrated sites

Create standing order from within guided buying:

- 1) Specify start and end date. Represents the validity period for the standing order.
- 2) Designate the expected spend amount. Typically the budgeted amount.
- 3) Provide maximum spend amount.

The screenshot shows the SAP Guided Buying interface for creating a standing order. The page title is "standingForm". At the top right, there are navigation buttons "Add to cart" and "Cancel". Below the header, there is a instruction: "Provide a description to help users understand what the form is for." A light blue box contains a note: "Your checkout can only contain all standing orders. Also note that the same start and end date applies to entire checkout." The form fields are as follows:

- Service name ***: Input field containing "PrinterPapers".
- Description ***: Input field containing "A4 Size".
- Start date**: Date picker set to 10/6/20. A yellow hexagon with the number "1" is overlaid on this field.
- End date**: Date picker set to 10/31/20.
- Expected amount ***: Input field set to 2000, with a currency dropdown set to USD. A yellow hexagon with the number "2" is overlaid on this field.
- Max amount ***: Input field set to 10000, with a currency dropdown set to USD. A yellow hexagon with the number "3" is overlaid on this field.
- Quantity**: Input field set to 1.
- Unit of measure ***: Dropdown menu set to "each".
- Supplier**: A box containing the text "No recommended suppliers" and a link "View all suppliers".