



SAP Ariba 

Feature at a Glance

Enhancements to smart imports from Excel

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CONFIDENTIAL

Feature at a Glance

Ease of implementation



Low touch / simple

Geographic relevance



Global

Introducing: Enhancements to smart imports from Excel

Customer challenge

Customers can't upload pre-created questions / requirements to an Ariba RFP in an efficient way, nor can they easily or efficiently manage details such as UOM / historic price for their line items.

Meet that challenge with

SAP Ariba

The recently released (August 2020) smart MS Excel import was a huge advance in terms of easily bringing content into SAP Ariba Sourcing events. With this new feature, we are enriching the smart excel import capability, removing its most relevant limitations.

Experience key benefits

- Speed up event creation by using your own Excel-based bid sheet to create event content (line items, prerequisites and questions).
- SAP Ariba Sourcing interprets the data from the various tabs of the unstructured Excel file and maps that to various terms, historical and reserve values, and creates the applicable questions and/or requirements.
- Buyers can review and revise the mappings before the data import is finalized and the system learns from that revision to make it better the next time.

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

Smart XLS import must be available for your environment.

*Unstructured Excel file-based import is not supported for sites connecting through the Russia Data Center.

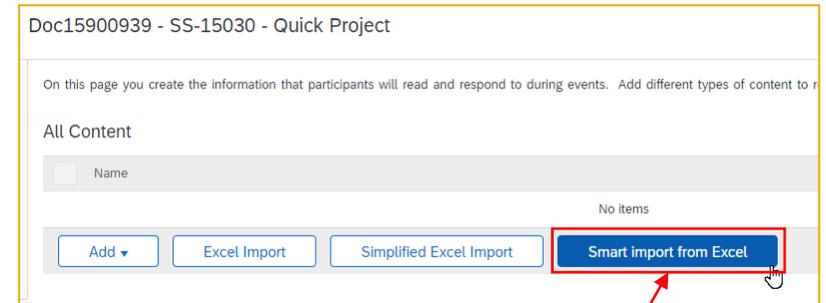
See slide 8 for restrictions.

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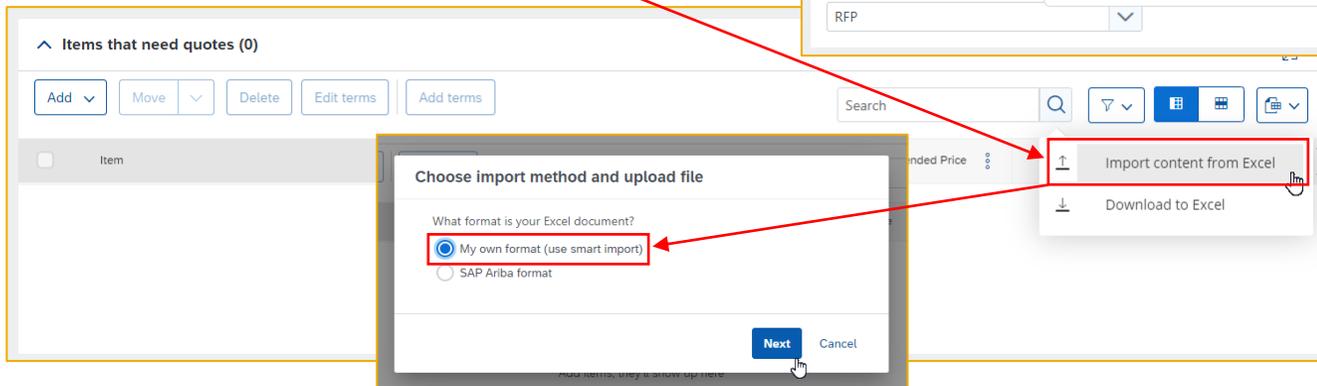
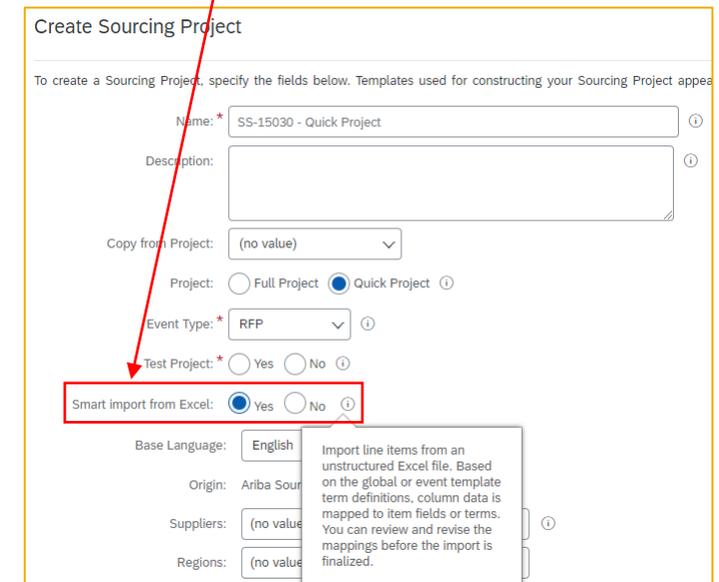
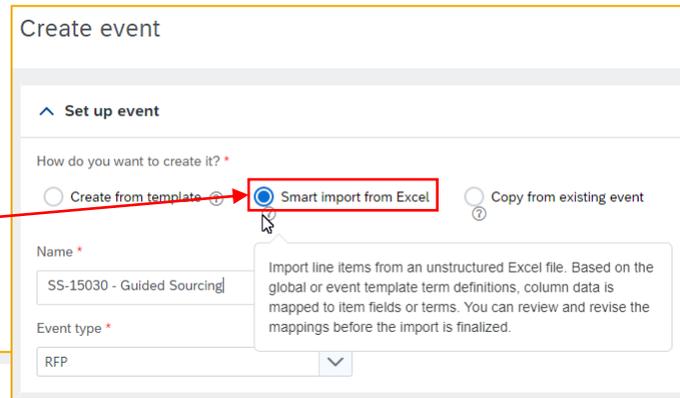
Detailed feature information

- With this feature, smart excel import now supports:
 - Upload of multi-tab spreadsheets
 - Upload of questions and requirements
 - Support for historic, reserve and UoM in item terms



In Classic Sourcing, upon event creation or while editing the content of the event

In Guided Sourcing, upon event creation or while editing the content of the event



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Step 1 – Mapping spreadsheet tabs to content

- Each tab of the spreadsheet is mapped to a type of content (items/terms, questions, requirements)
 - User can remove/add tabs to be imported and change the type of content
 - Each tab becomes a section in the event

Manage worksheets

The system has detected that you may want to import the following sheets into the RFP. You may include or delete the sheets. Categorize the sheets generally to its most fitting content type. The content will be previewed on the next step.

Worksheets that will be imported	Content type
Pricing Schedule - laptops	Items / terms
Supplier and Product Questions	Questions
Functional requirements	Requirements
Technical requirements	Requirements

Worksheets that will not be imported

Pricing Schedule - tablets

[+ Include this sheet](#)

Confirm Close

Worksheets that will be imported	Content type
Pricing Schedule - laptops	Items / terms
Pricing Schedule - tablets	Items / terms
Supplier and Product Questions	Questions
Functional requirements	Requirements

To specify the type of content the tab contains

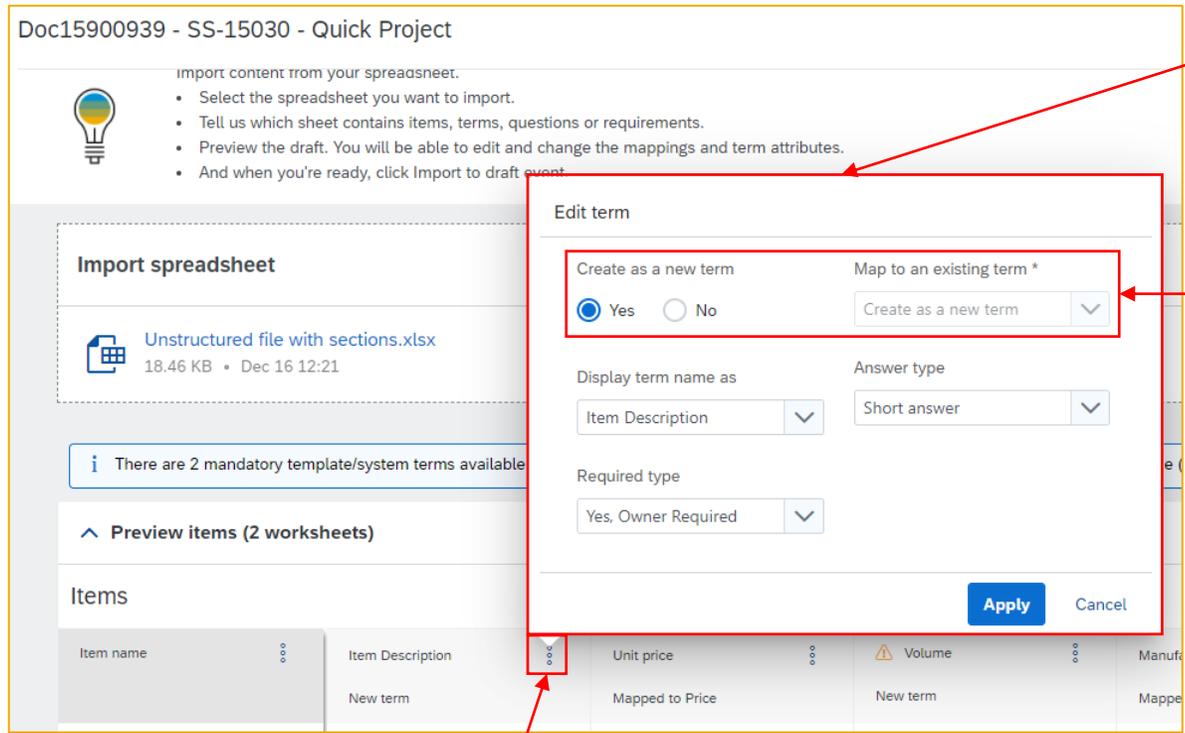
To remove a tab considered by the system

To include a tab not considered by the system

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Step 2 – Reviewing content: map spreadsheet columns to template and ad hoc terms



Ability to change the term settings

Map to existing terms or create brand new ones

Click on the three-dots menu to change the term that a column from the spreadsheet is mapped to

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Step 3 – Reviewing content: adjusting terms' advanced settings

Edit term

Create as a new term
 Yes No

Map to an existing term *
Quantity

Display term name as
Volume

Answer type
Quantity

Link UOM values from another column?
 Yes No

Choose a column to link the values for UOM *
None

Required type
Not Required

Apply Cancel

When mapping to a term requiring a UoM, it can be fixed for all the items, or read from another column of the spreadsheet

Edit term

Create as a new term
 Yes No

Map to an existing term *
Quantity

Display term name as
Volume

Answer type
Quantity

Link UOM values from another column?
 Yes No

Unit of measure
pound

each

each

each per month

Required type
Not Required

Apply Cancel

When mapping to a term configured to have historic/reserve values, user can select another column from the spreadsheet to read values from

Edit term

Create as a new term
 Yes No

Map to an existing term *
Price

Display term name as
Unit price

Answer type
Money

Link historic price
None

Link reserve price
None

None

Volume

Product Number

Previous price (USD)

Apply Cancel

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Step 4 – Reviewing content: adjust configuration of questions

Click on the three-dots menu to change the configuration of the question created from the spreadsheet

The screenshot shows a table titled "Supplier and Product Questions" with a search bar and a settings icon. The table has five columns: "Question name", "Initial value", "Answer type", "Required type", and "Visibility type". The first row is highlighted, and an "Edit question" dialog box is open over it. The dialog box contains three dropdown menus: "Answer type" (set to "Text"), "Is this a required question" (set to "Not Required"), and "Visible to participant" (set to "Yes"). There are "Apply" and "Cancel" buttons at the bottom right of the dialog. A red arrow points to the three-dots menu icon in the "Initial value" column of the first row.

Question name	Initial value	Answer type	Required type	Visibility type
Has your organization met all its obligations to pay its creditors and staff during the past year? If No, please give details		Text	Not Required	Yes
Have you had any contracts terminated for poor performance in the last three years, or any contracts where damages have been claimed by the contracting authority? If yes, please give details				
Is the organization bankrupt or being wound up having its affairs administered by the court or have you entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings in XXXX or the country in which it is established?				
Please provide a statement of any material pending or threatened litigation or other legal proceedings.		Text	Not Required	Yes
Has any partner, director, shareholder or employee been convicted of an offence concerning his professional conduct?		Text	Not Required	Yes

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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 cannot import conditions from the unstructured Excel file
 - 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
 - Each tab can only contain a type of content (items, questions or requisites)
 - Data must be in a simple table format, 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.