2102 Release
Feature Overview and Q&A – SAP Ariba Strategic Sourcing

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9 February 2021

THE BEST RUN **SAP**

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Agenda

Logistics

General Release Information
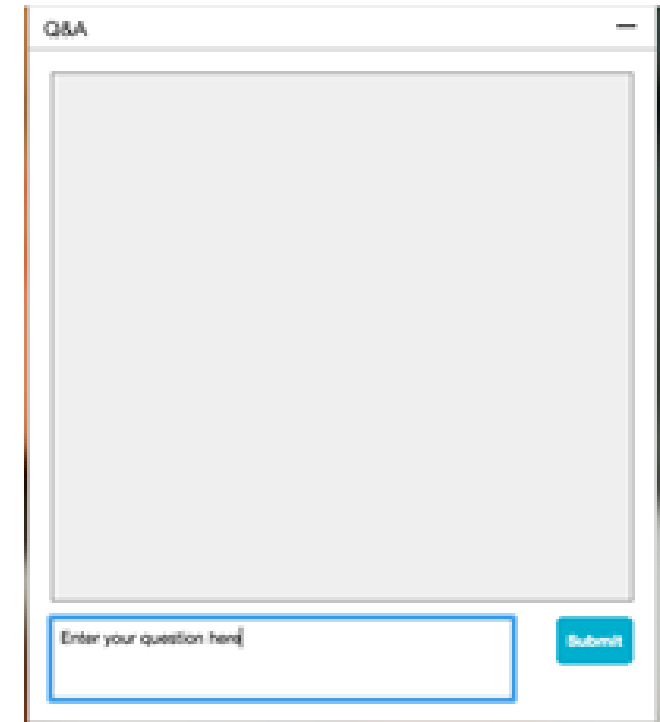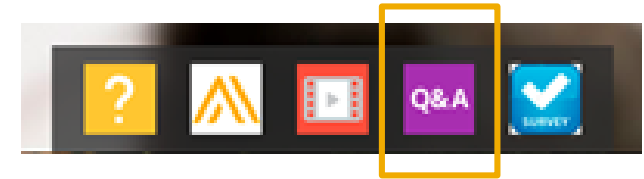
Key Feature Discussions
– Source to Contract Features

Reminders

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Logistics

To Ask a Question, please use the ON24 Q & A Panel

- If not already visible, click the Q&A button at the bottom of the screen.

- Type your question in the "Enter your question here" area.

- Click Submit.

The Presenter and/or Panelists will attempt to answer your question online or via the audio feed as close to the time the question is asked as possible.

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Logistics

At the end of the session, provide Survey feedback

- If not already visible, click the Survey button at the bottom of the screen.

- Answer the 3 questions posed.

- Click Submit.

Your feedback is used to continually improve our customer engagement activities for our quarterly product releases.

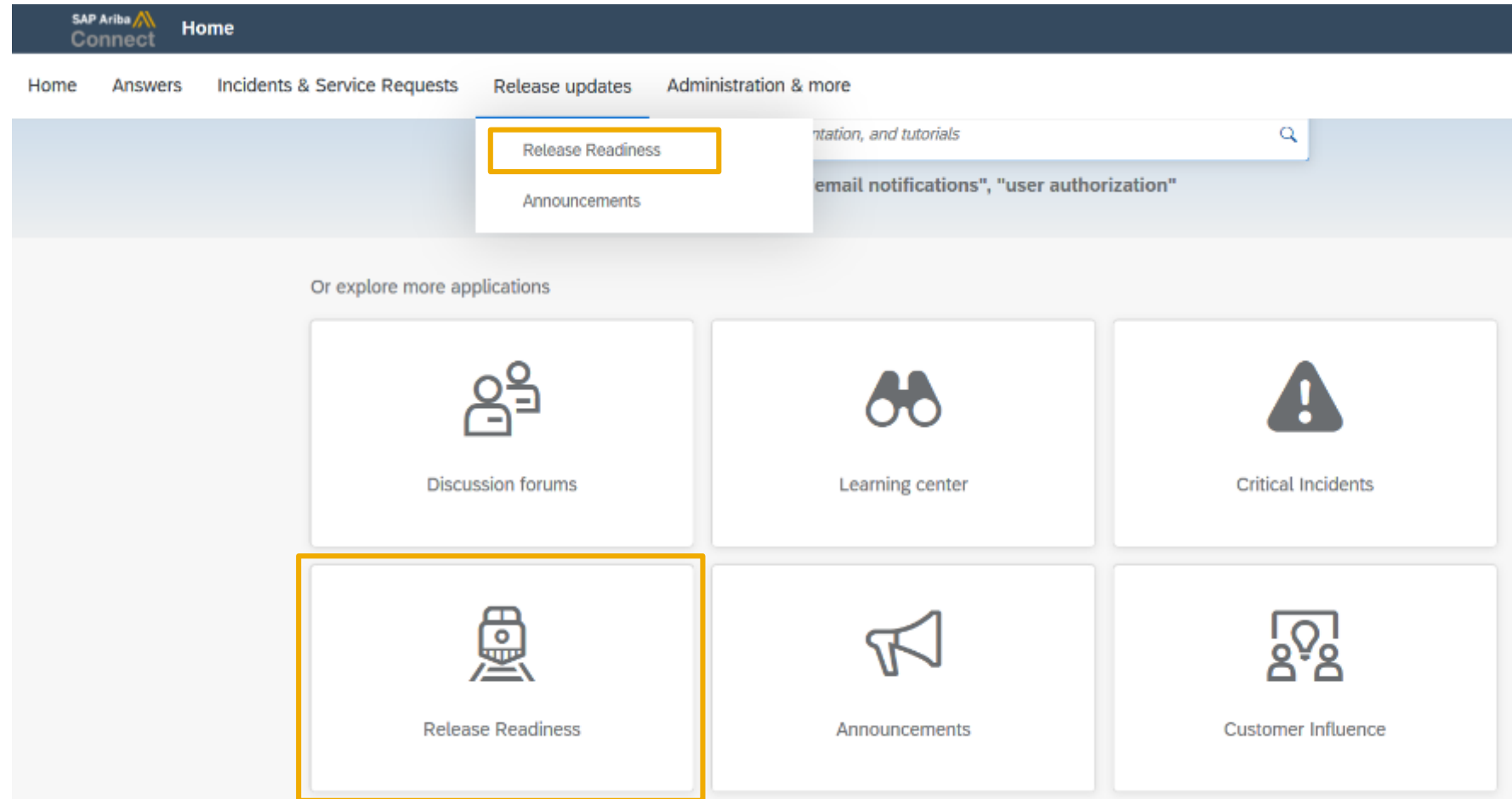Thank you for taking the time to share your thoughts with our team!

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General Information Session Materials

- SAP Ariba Connect user interface

- Multiple routes for launching the Release Readiness page

- Access to product announcements also available

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General Information Session Materials

Recordings and presentations will be posted on the Release Readiness tab/tile in SAP Ariba Connect.

See the Release Feature List and What's New links on the left side of the page for detailed information.

Note naming convention update and visit the Previous Releases Archive and Roadmap tiles at bottom right of page.
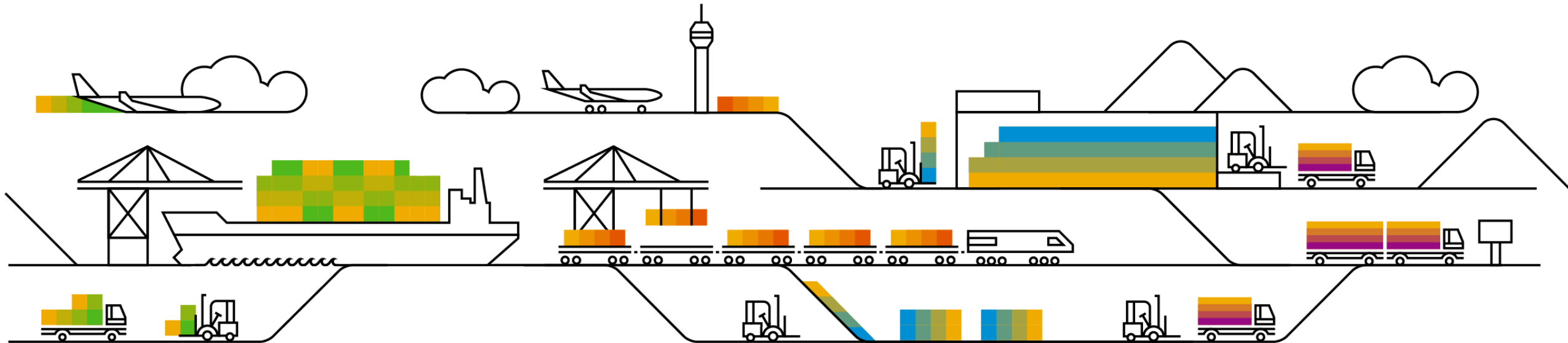

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General
Planned Features

Planned Features

General items

Security

1. Multi-factor authentication for user login to SAP Ariba solutions [SI-860] (highlight feature)

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Feature at a Glance
Introducing: **Multi-factor authentication for user login to SAP Ariba solutions**

Customer challenge

Currently, SAP Ariba applications do not support multi-factor authentication, which makes the basic login potentially vulnerable.

Meet that challenge with
SAP Ariba

Support **Multi-factor Authentication (MFA)** for basic logins.

Experience key benefits

- Secure access to the SAP Ariba applications
- Mitigate the risk of a nefarious entity gaining access to the SAP Ariba applications using compromised user account credentials

Solution area

- SAP Ariba Buying
- SAP Ariba Strategic Sourcing

Implementation information

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

Prerequisites and Limitations

When Multi-factor Authentication is enabled for an organization, enabled users should install SAP authenticator apps from the App Store or Google Play Store to generate Time-based One-time Passcode (TOTP)

Feature at a Glance
Introducing: **Multi-factor authentication for user login to SAP Ariba solutions**

Detailed feature information – Brief description

Once MFA feature is enabled:

- Customer admins can maintain MFA configurations and enable MFA for the Users

- Users set up MFAs by installing SAP authenticator app from the App Store or Google Play Store

- Next time users login, along with Username/Password, they will be required to enter MFA token to gain access to applications

Feature at a Glance

Introducing: **Multi-factor authentication for user login to SAP Ariba solutions**

Detailed feature information – User login: Process Flow

- Persona: User (Application Users)
- Login Flow:
  1. **Input** the User ID and password
  2. **Install** SAP Authenticator app from the App Store or Google Play Store
  3. **Scan** the QR Code to get the passcode
  4. **Enter** the passcode into the MFA login screen within the period to expiration
  5. **Login** successfully, If the generated passcode has been input within the period to expiration
  6. **Attempt** to login again, if login failed – by default
     - **To be locked** with first 5 unsuccessful attempts for 120mins
     - **To be locked** with second 5 unsuccessful attempts for 2*120mins
     - **To be locked** with third 5 unsuccessful attempts
     - **Get unlocked or Reset** MFA by sending request to Admin
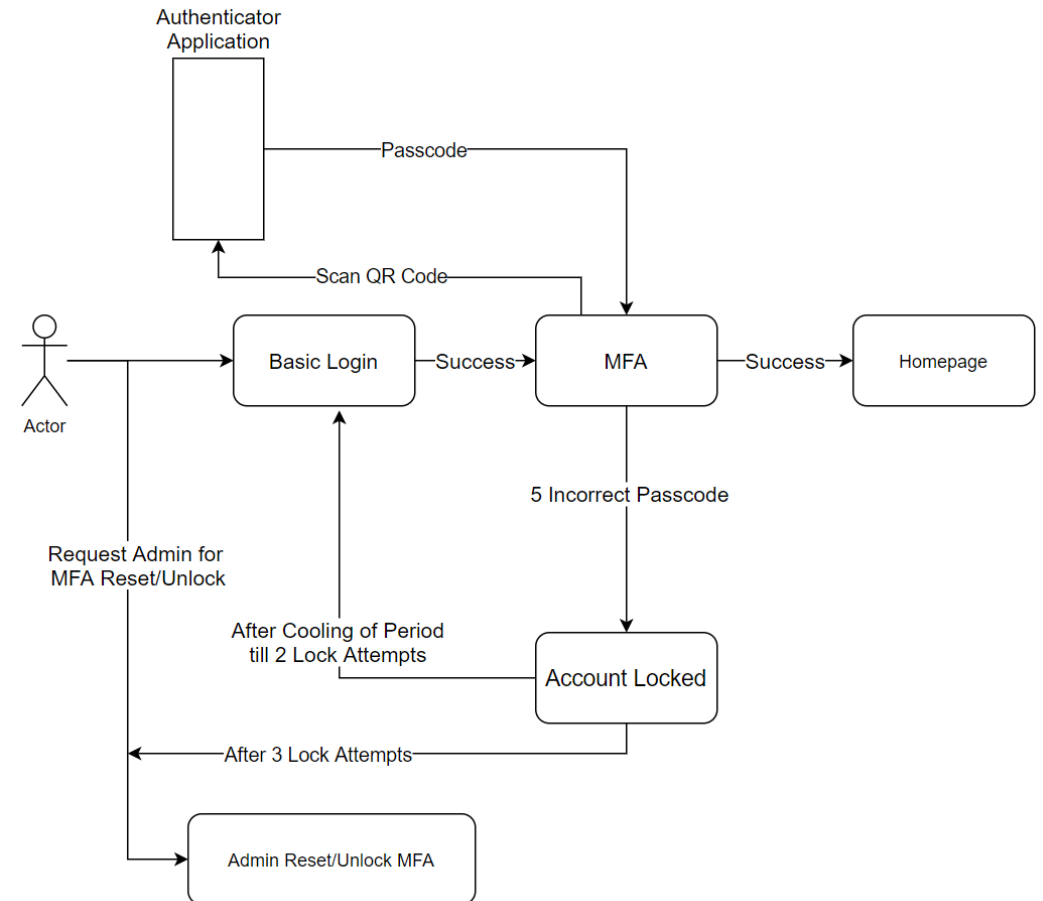
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Feature at a Glance

Introducing: **Multi-factor authentication for user login to SAP Ariba solutions**

Detailed feature information – Configure MFA Settings in Realm Level
The Admin navigates to **Administration → Customization Manager section**

The admins can configure the necessary MFA settings in the realm:

- Time allowed to skip multi-factor authentication setup (Default Value 5 Days)

- Number of invalid multi-factor authentication attempts allowed (Default Value: 5 attempts)

- Retry period for locked out users (Default Value: 120 mins)

- Enable the Remember me option (Default Value: No)

- Remember Device duration (Default Value: 5 Days) Applicable only if Remember me option is set to Yes.

Feature at a Glance
Introducing: **Multi-factor authentication for user login to SAP Ariba solutions**

Detailed feature information – MFA at User Level

The Admin navigates to **User Manager → Multi Factor Authentication → User Authentication**

The admins have the following operations for Users:

- **Search** specific user with MFA status and Setup status

- **Enable** MFA for users who are not enabled

- **Disable** MFA for users who are already enabled

- **Reset** MFA for enabled users

- **Unlock** the user if locked due to entry of invalid passcode token entries

- **Send Email Reminder** to enabled users who have not setup MFA

| | | User Authentication | Group Authentication |

Search Filters:

User ID: [   ]

Name: [   ]

Enabled for login: ○ Yes ○ No ● Either

Setup Completed: ○ Yes ○ No ● Either

Active: ● Yes ○ No ○ Either

Add/Remove Search Filters

[Search] [List All]

	User ID	Name	Enabled for login	Setup Completed	Last Email Reminder	Due Date	Setup Completed Date	Deferrals	Reminders	Last Fa
☐	Alexander Wang	Alexander Wang	No	No				0	0	
☐	Andy Sun	Andy Sun	Yes	No		Tue, 27 Oct 2020		0	0	
☐	amanning	Anthony Manning								
☐	adonovan	Archie Donovan								
☐	bbuchanan	Bailey Buchanan								
☐	bdaniel	Becky Daniel								

[Enable for Login] [Disable for Login] [Reset] [Unlock] [Send Email Reminder]

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Feature at a Glance
Introducing: **Multi-factor authentication for user login to SAP Ariba solutions**

Detailed feature information – MFA at Group Level

The Admin navigates to **User Manager → Multi Factor Authentication → Group Authentication**

The admins have the following operations for Groups:

- **Enable at group level** to enable MFA for all the users who are part of the group

- **Disable at group level** to disable MFA for all the users who are part of the group

- **Send Email Reminder** to the users in the group who have not setup MFA

- **Search** for specific group

Feature at a Glance
Introducing: **Multi-factor authentication for user login to SAP Ariba solutions**

Detailed feature information – User: MFA Setup

Multi-Factor Authentication

Set up multi-factor authentication

Your organization's Administrator requires you to set up multi-factor authentication by Mon, 31 Aug 2020.

Follow these steps to set up multi-factor authentication:

STEP1

SCAN QR CODE   USE SECURE KEY

OR   Show Secure Key

On your mobile device, download and install an authenticator application. SAP Ariba recommends using the SAP Authenticator available on App Store on iOS or Play Store on Android.

Open the authenticator application and scan the QR code shown here, or manually enter the secure key. The authenticator application displays a time-based verification code.

STEP2

ENTER 6 DIGIT VERIFICATION CODE

Remind me later   Setup Authentication

If a user has completed MFA setup, the user will be redirected to MFA Authentication page after log in

Multi-Factor Authentication

Enter the verification code generated by the authenticator application on your mobile device

ENTER 6 DIGIT VERIFICATION CODE

Remember Me

Cancel   Verify

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Feature at a Glance

Introducing: **Multi-factor authentication for user login to SAP Ariba solutions**

Detailed feature information – User: MFA Reset

- Persona: User (Application Users)
- MFA Reset Flow:
  - **When User is locked**:
    a. **Call** Admin to unlock or reset MFA
    b. **If Unlocked,** enter credentials and passcode.
    c. **If Reset,** setup MFA with new QR Code
  - **When User changes mobile device**:
    a. **User Preference → MFA**
    b. **Enter** passcode from the old device
    c. **Setup** on new device with new QR code

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Feature at a Glance

Introducing: **Multi-factor authentication for user login to SAP Ariba solutions**

Detailed feature information – UI Mock-ups for Emails

Users in a realm / tenant will be sent an email when:
- the Admin **enable**s MFA for Users
- the Admin **disable**s MFA for Users
- the Admin **reset**s MFA for Users
- the Admin **unlocks** MFA for Users
- the Admin **reminds** Users to setup MFA
- the User is **locked** out for invalid passcode entries

SAMPLE EMAIL

Multi-factor authentication has been enabled for your SAP Ariba account

Shastry, Rajesh
To ○ Shastry, Rajesh

Dear Rajesh,

Your administrator has enabled multi-factor authentication.

Multi-factor authentication is an additional layer of security to prevent unauthorized access to your SAP Ariba account and protect the data.

This does not affect your log in into SAP Ariba application. Once you successfully log in with your credentials, you will be shown instructions to set up multi-factor authentication.

The due date to set up multi-factor authentication is Tue, 27 Oct 2020. It is highly recommended that you set up this feature immediately.

If you ignore or forget to set up multi-factor authentication within the next 5 days, you will not be able to login to the application after that without completing the multi-factor authentication set up process.

This is an auto-generated e-mail; do not reply to it.

For any questions, please contact your company administrator.

Best Regards

SAP Ariba, Inc. Administrator

Admin : Email Reminder Notification
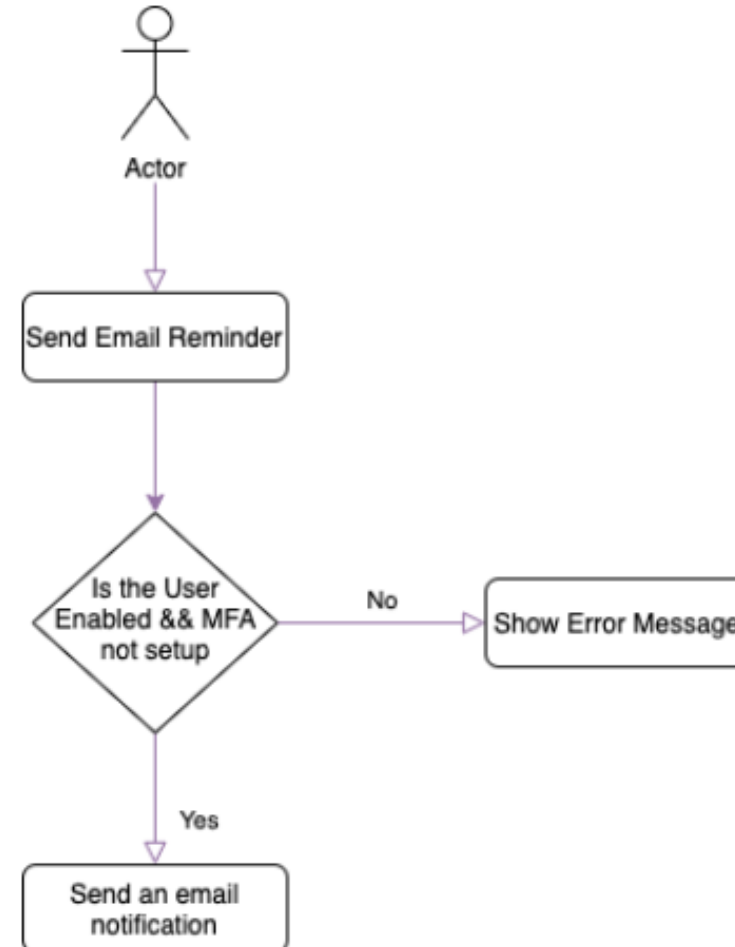
Actor

Send Email Reminder

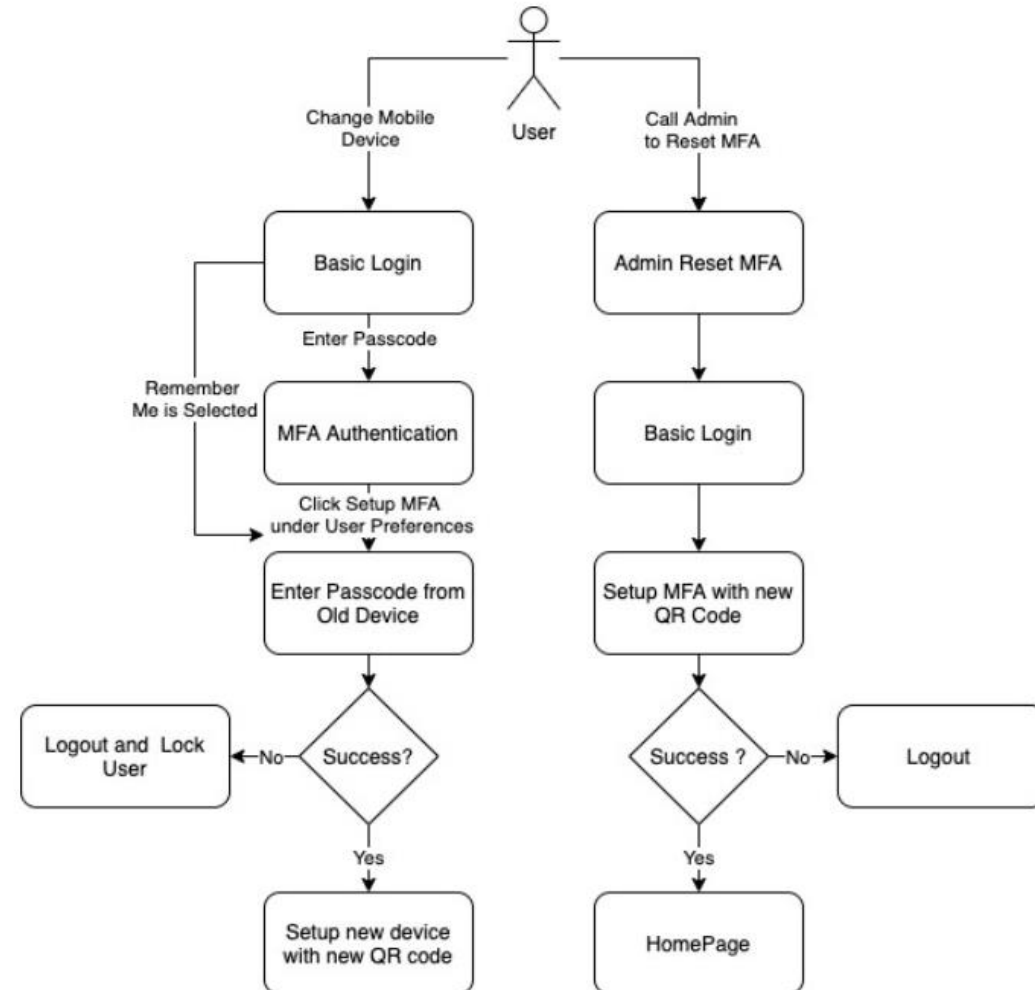Is the User Enabled && MFA not setup → No → Show Error Message

Yes

Send an email notification

Feature at a Glance

Introducing: **Multi-factor authentication for user login to SAP Ariba solutions**

Detailed feature information – Admin : MFA Process Flow

- Persona: Admin (Customer administrators)

- MFA Management Flow:
  - Enable
  - Disable
  - Reset
  - Unlock
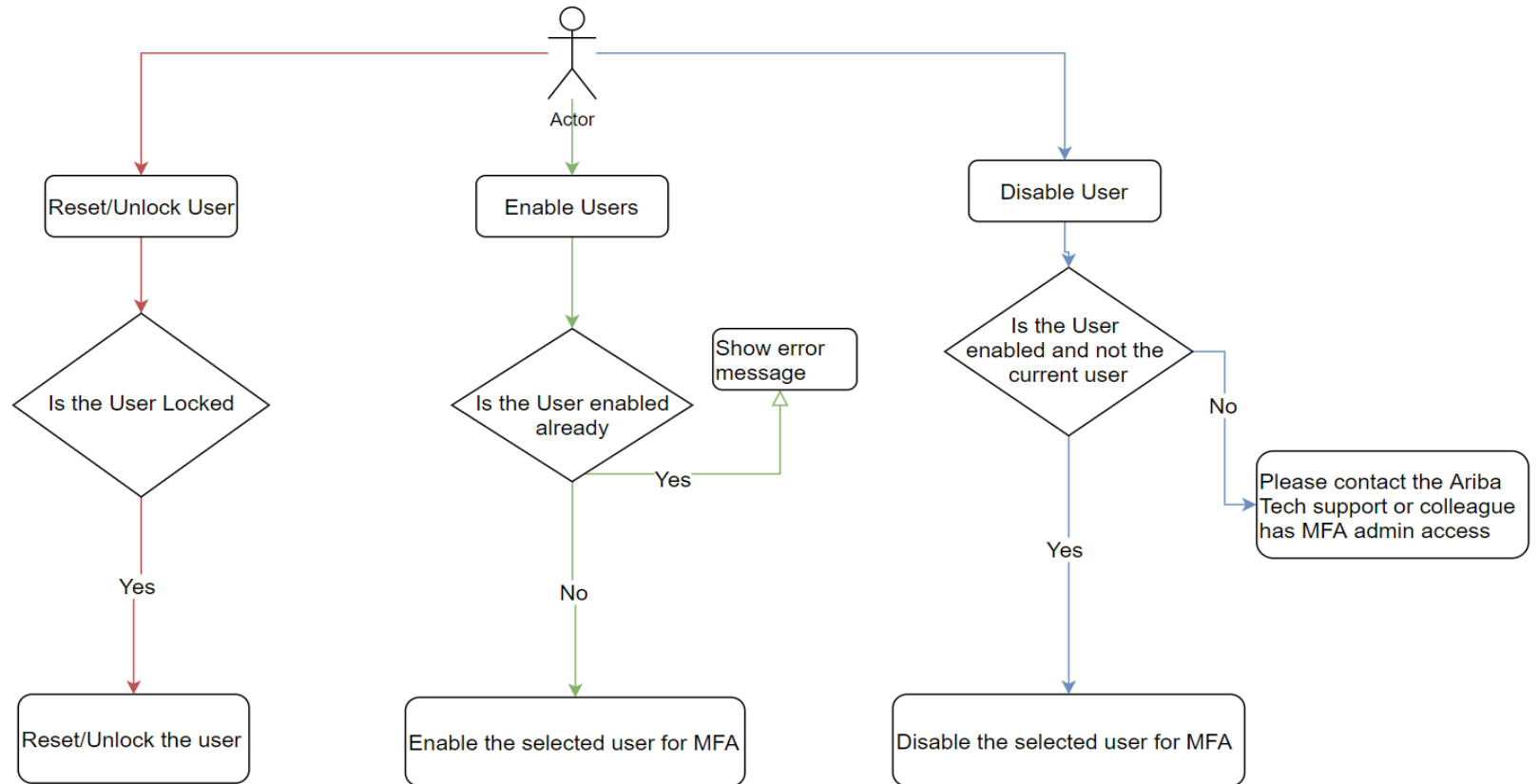
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Feature at a Glance

Introducing: **Multi-factor authentication for user login to SAP Ariba solutions**

Detailed feature information – Admin: Group Level Enable/Disable
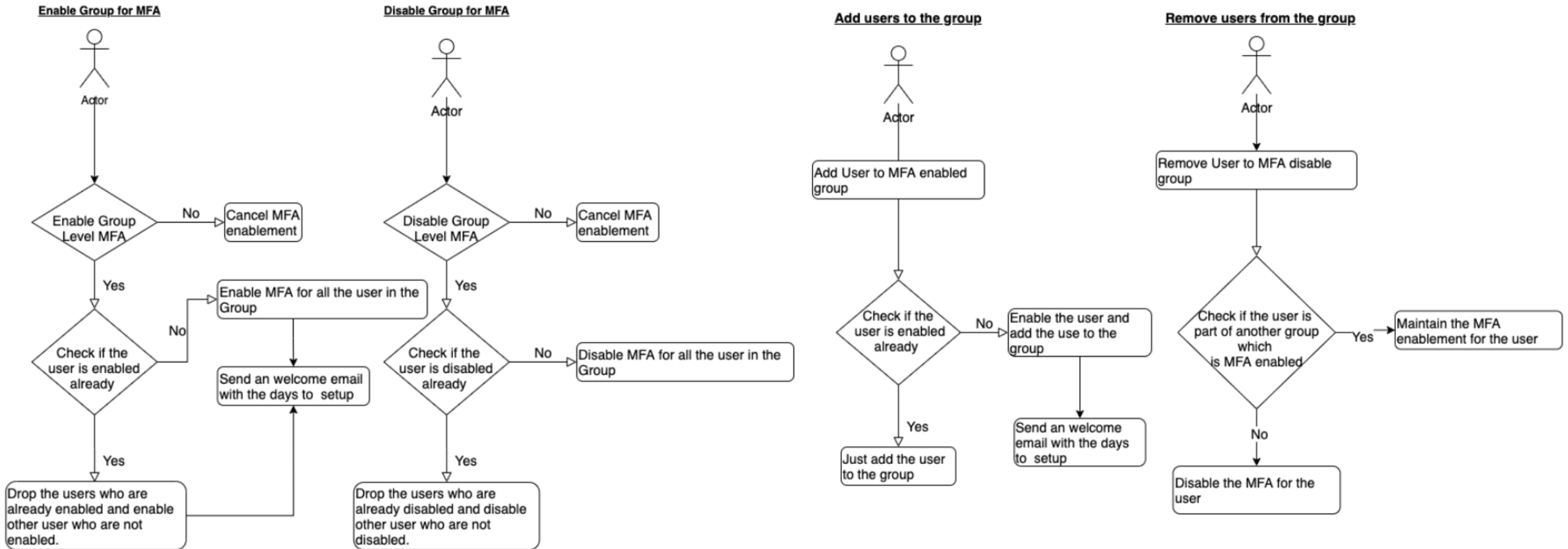
Sourcing and Contracts
Planned Features

Planned Features

Source to contract

Sourcing

1. **Enhancements and updates to unstructured MS Excel import** [SS-15030] (highlight feature)

2. Supplier-added items in events [SS-14250] (see What's New Guide)

3. Sourcing events – Support for up to 700 suppliers and XLSX-based exports [OPT-566]
   (see What's New Guide)

4. Central Procurement integration support between SAP Ariba Sourcing and SAP S/4HANA Sourcing
   [DMS-11262] (see What's New Guide)

5. Ability to use cost elements in line-item formulae [DMS-12744] (see What's New Guide)

6. Support for attachments to transaction documents in the 4BL integration scenario [DMS-12927]
   (see What's New Guide)

7. Support for engineering change order (ECO) in product sourcing [DMS-13007] (see What's New Guide)

8. Ability to use decimal, quantity, and percentage term types for pricing conditions [DMS-13286]
   (see What's New Guide)

9. Support for lean service items in the Sourcing with SAP Ariba Sourcing (4BL) integration scenario
   [DMS-13637] (see What's New Guide)

Feature at a Glance
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.

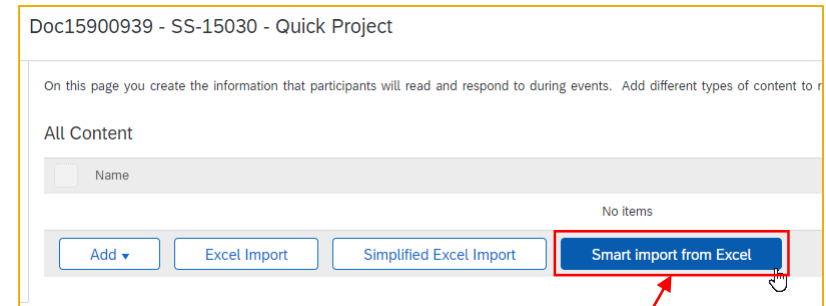*Unstructured Excel file-based import is not supported for sites connecting through the Russia Data Center.

See slide 8 for restrictions.

Feature at a Glance

Introducing: **Enhancements to smart imports from Excel**
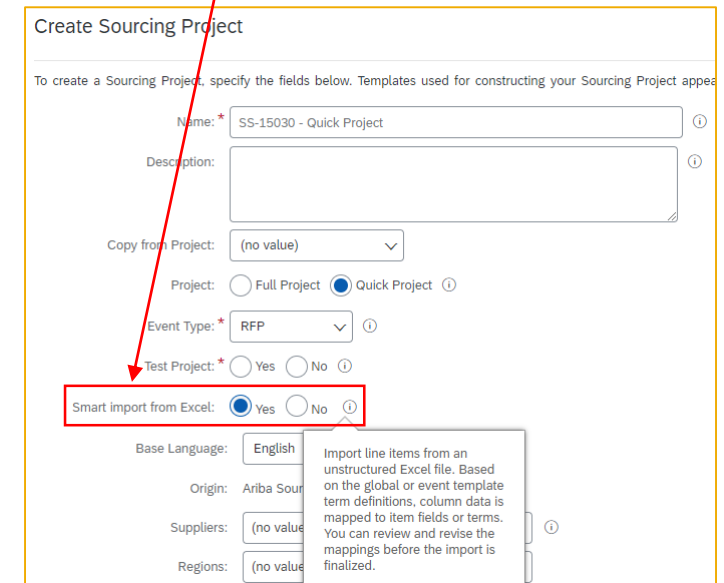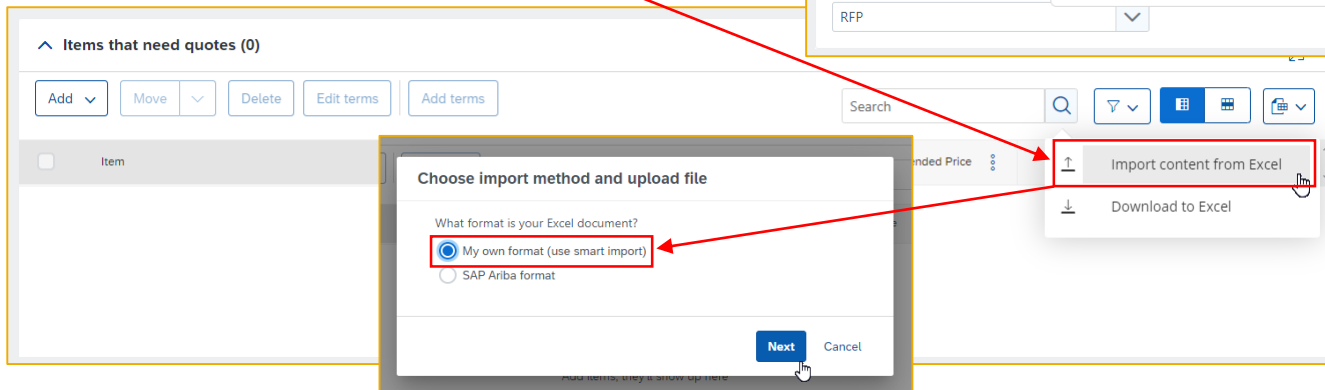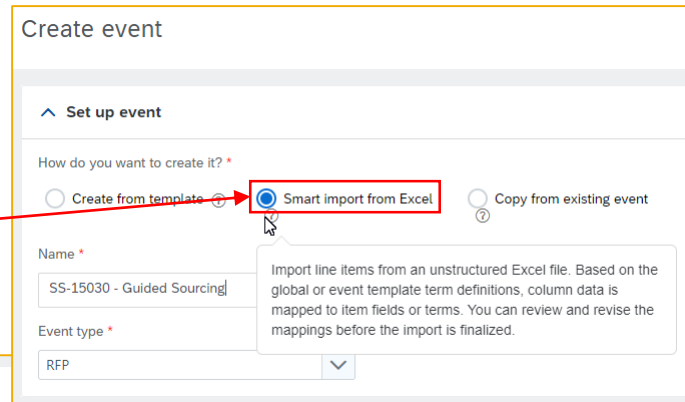
Detailed feature information

- 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

Doc15900939 - SS-15030 - Quick Project

On this page you create the information that participants will read and respond to during events. Add different types of content to...

All Content

☐ Name

No items

[Add ▾] [Excel Import] [Simplified Excel Import] [**Smart import from Excel**]

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

Create event

∧ Set up event

How do you want to create it? *
○ Create from template ⓘ   ● Smart import from Excel   ○ Copy from existing event ❓

> Import line items from an unstructured Excel file. Based on the global or event template term definitions, column data is mapped to item fields or terms. You can review and revise the mappings before the import is finalized.

Name *
SS-15030 - Guided Sourcing

Event type *
RFP ▾

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

∧ Items that need quotes (0)

[Add ▾] [Move ▾] [Delete] [Edit terms] [Add terms]   Search 🔍 ▼▾ ▦ ▦ ⊞▾

☐ Item   ...nded Price

⬆ Import content from Excel
⬇ Download to Excel

Choose import method and upload file

What format is your Excel document?
● My own format (use smart import)
○ SAP Ariba format

[Next] Cancel

Create Sourcing Project

To create a Sourcing Project, specify the fields below. Templates used for constructing your Sourcing Project appea...

Name: * SS-15030 - Quick Project ⓘ

Description: ⓘ

Copy from Project: (no value) ▾

Project: ○ Full Project ● Quick Project ⓘ

Event Type: * RFP ▾ ⓘ

Test Project: * ○ Yes ○ No ⓘ

Smart import from Excel: ● Yes ○ No ⓘ

Base Language: English

> Import line items from an unstructured Excel file. Based on the global or event template term definitions, column data is mapped to item fields or terms. You can review and revise the mappings before the import is finalized.

Origin: Ariba Sour...

Suppliers: (no value)

Regions: (no value...

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Feature at a Glance

Introducing: **Enhancements to smart imports from Excel**

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
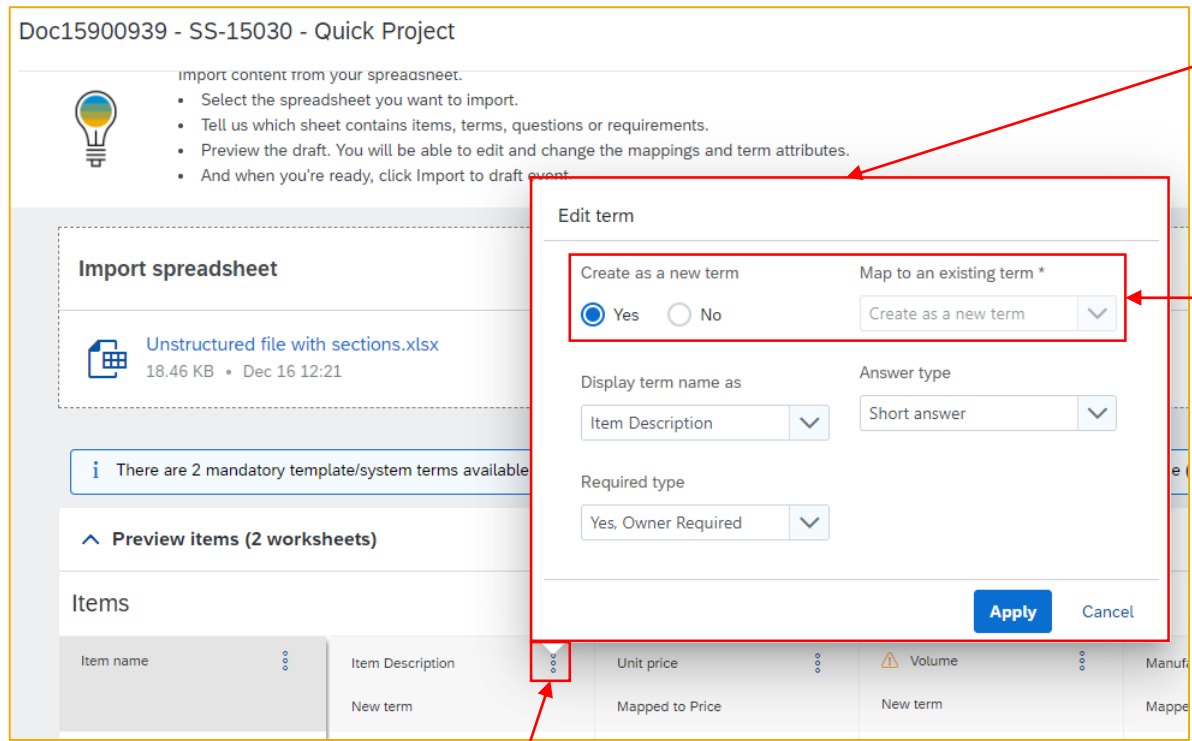

To specify the type of content the tab contains

To remove a tab considered by the system

To include a tab not considered by the system

Feature at a Glance

Introducing: **Enhancements to smart imports from Excel**

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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Feature at a Glance

Introducing: **Enhancements to smart imports from Excel**

Step 3 – Reviewing content: adjusting terms' advanced settings

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

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

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Feature at a Glance

Introducing: **Enhancements to smart imports from Excel**

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

Feature at a Glance
Introducing: **Enhancements to smart imports from Excel**

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 content 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.

Planned Features

Source to contract

Sourcing

1. Enhancements and updates to unstructured MS Excel import [SS-15030] (highlight feature)

2. **Supplier-added items in events** [SS-14250] (see What's New Guide)

3. Sourcing events – Support for up to 700 suppliers and XLSX-based exports [OPT-566]
   (see What's New Guide)

4. Central Procurement integration support between SAP Ariba Sourcing and SAP S/4HANA Sourcing
   [DMS-11262] (see What's New Guide)

5. Ability to use cost elements in line-item formulae [DMS-12744] (see What's New Guide)

6. Support for attachments to transaction documents in the 4BL integration scenario [DMS-12927]
   (see What's New Guide)

7. Support for engineering change order (ECO) in product sourcing [DMS-13007] (see What's New Guide)

8. Ability to use decimal, quantity, and percentage term types for pricing conditions [DMS-13286]
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9. Support for lean service items in the Sourcing with SAP Ariba Sourcing (4BL) integration scenario
   [DMS-13637] (see What's New Guide)

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3. Sourcing events – Support for up to 700 suppliers and XLSX-based exports [OPT-566]
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4. Central Procurement integration support between SAP Ariba Sourcing and SAP S/4HANA Sourcing
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8. Ability to use decimal, quantity, and percentage term types for pricing conditions [DMS-13286]
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9. Support for lean service items in the Sourcing with SAP Ariba Sourcing (4BL) integration scenario
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Source to contract

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Contracts

1. Improve handling of attachments to approval emails from SAP Ariba Contracts [SC-12239]

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Contracts

1. **Improve handling of attachments to approval emails from SAP Ariba Contracts** [SC-12239]

Feature at a Glance

Introducing: **Improved handling of attachments to approval emails from SAP Ariba Contracts**

Customer challenge

When email approval is enabled, SAP Ariba system sends, in the approval email, the files to approve, irrespective of their sizes. Email servers and infrastructure do not support large attachments, and that ends up in lost notifications and clogged email servers and clients.

Meet that challenge with
SAP Ariba

Now, when the size of files to approve is too big, we send links to the files, instead of attachments.

Experience key benefits

Lighter emails will make less notifications lost, while users retain the ability of easily accessing what is being approved.

Solution area

SAP Ariba Contracts
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.

By default, the threshold size is 15 MB. Customers can change that default (up to 25 MB) via the ICM parameter, Application.ACM.FileSizeLimitForEmailAttachments.

Prerequisites and Restrictions

Requires ICM parameter for email approval, Application.Base.EmailApprovalEnabled, be enabled.

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Feature at a Glance

Introducing: **Improved handling of attachments to approval emails from SAP Ariba Contracts**

Detailed feature information

When the overall size of attachments to be included in the email is too big, approvers no longer receive the attachments in the email, but as a link to the system.

The threshold to send the attachments as a link or as an attachment can be configured – default value is 15 Mb.

When the attachments' size is below the threshold

When the attachments' size is above the threshold

Contract Document.pdf
6 MB

CW111292 - SC-12239 - Improved handling of attachments to approval emails from SAP Contra

Task title: Approval for Contract Documents

Task description: This task is on a document of about 5 Mb.

The following notes might also be helpful to you:

Please, take a look and approve.

Thanks,

Gene

Workspace Description:

Task description: This task is on a document of about 5 Mb.

Action:

Approve - Click Here
Deny - Click Here

You are being sent this email because you are an approver for a task attached to a document that has

This email originated from the Ariba system used by Canonical Realm: Ariba and was originally sent t

System Reference: Click Here to access the system.

CW111292 - SC-12239 - Improved handling of attachments to approval emails from SAP Ariba Contracts: Approval for Contract Management Plan

Task title: Approval for Contract Management Plan

Task description: Approval on a folder with documents weighting around 30 Mb.

The following notes might also be helpful to you:

Please, take a look and approve.

Thanks,

Gene

Workspace Description:

Task description: Approval on a folder with documents weighting around 30 Mb.

Action:

Approve - Click Here
Deny - Click Here

You are being sent this email because you are an approver for a task attached to a document that has been submitted for approval.

This email originated from the Ariba system used by Canonical Realm: Ariba and was originally sent to: john.paulson@email.com

System Reference: Click Here to access the system.

Because of file size restrictions, the attachment is not available in the email. Click the following links to download the attachment. If you are not logged in, you need to enter your credentials for the download to begin. If you do not have the permission to open the link, please contact the review requester to receive the file through an appropriate file-sharing channel before you approve the review.
Contract Management Plan - full details.pptx
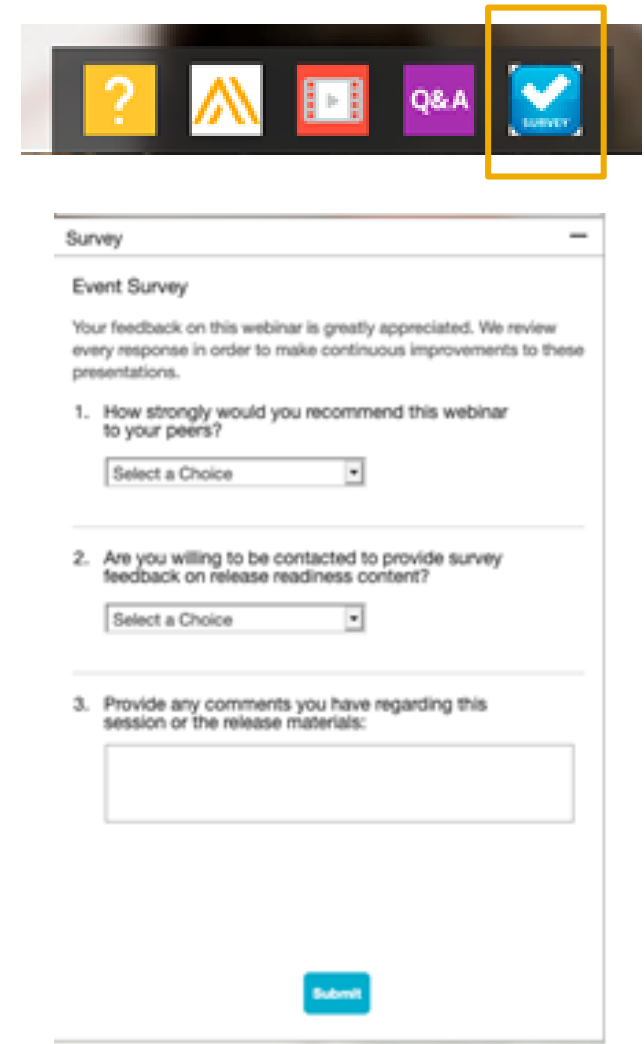
Reminder

Please remember to provide Survey feedback

- If not already visible, click the Survey button at the bottom of the screen.

- Answer the 3 questions posed.

- Click Submit.

Your feedback is used to continually improve our customer engagement activities for our quarterly product releases.

Thank you for taking the time to share your thoughts with our team!

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General Information Session Materials

Recordings and presentations will be posted on the Release Readiness tab/tile in SAP Ariba Connect.

See the Release Feature List and What's New links on the left side of the page for detailed information.

Note naming convention update and visit the Previous Releases Archive and Roadmap tiles at bottom right of page.

Thank you.

Contact information:

Rob Jones
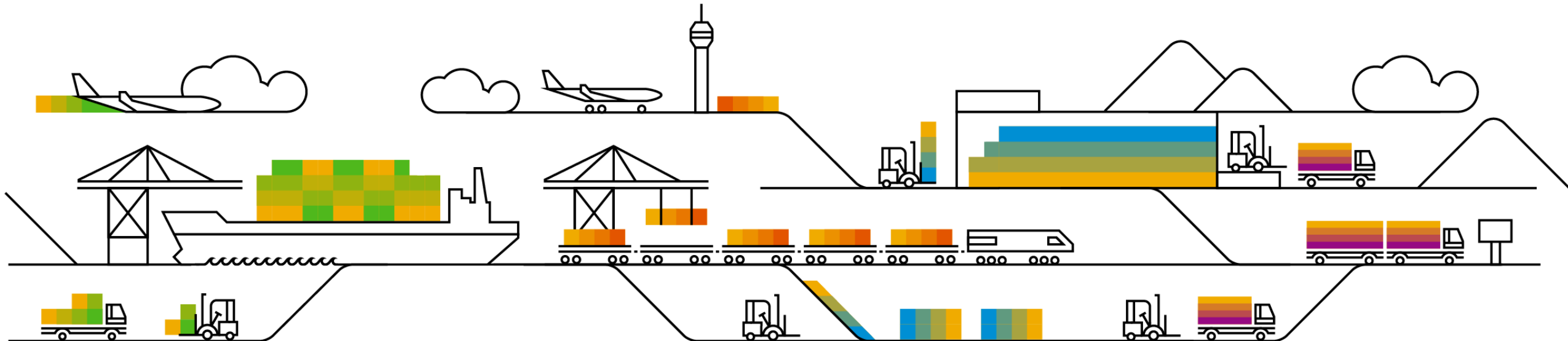
Sr. Director, Roadmaps and Releases

SAP Procurement Product Strategy

Washington, DC, USA

rob.jones@sap.com

Appendix: Additional information of possible interest

Communications Notice Recipients

Release Notifications are sent to all Designated Support Contacts by default and any other users that subscribe.

Best Practice:

- Encourage relevant team members to subscribe by clicking their name in the top right corner and select Subscriptions

- Create a distribution list for others that need to know and add as an additional email

DSC view with ability to add additional email

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Historical release information Archive page

Prior release materials grouped by product/solution area for quick reference.

Listed in chronological order of most recent to oldest update from top to bottom of page.
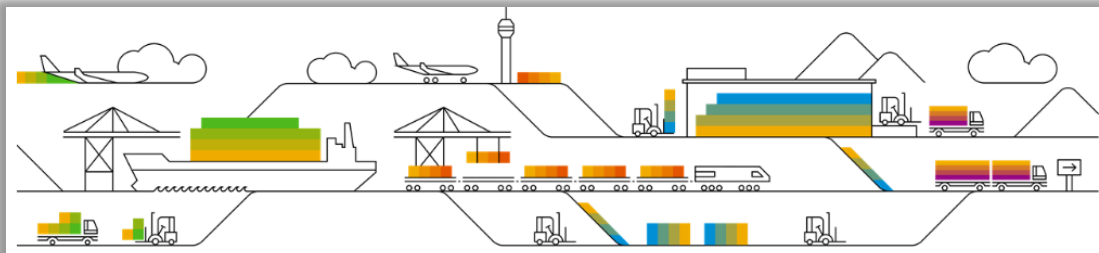
This page includes links to information on features delivered in previous SAP Ariba releases.

Release Guides for past applications releases can be accessed here.

Release Guides for past Ariba Network releases can be accessed here.

Strategic Procurement

Sourcing	2019	2018	2017
Direct Materials Sourcing	2019	2018	2017
Contracts	2019	2018	2017
Supplier Management & Risk	2019	2018	2017
Spend Analytics		2018	2017

Operational Procurement

Buying & Invoicing	2019	2018	2017
Guided Buying	2019	2018	2017
Catalog & Spot Buy	2019	2018	2017

SAP Ariba Customer Readiness Resources 2018 Releases:

sourcing, contracts, & spend analysis

This page includes a list of features delivered in the 2018 calendar year for SAP Ariba Sourcing, Contracts, and Spend Analysis customers. Detailed information on all features can be found in the release guides and other documentation located on SAP Ariba Connect. Supplemental knowledge transfer materials are available for some features. Click the play or PDF icons to access the materials.

For additional information on the monthly release model see the About Release Readiness link on the Release Readiness tile of SP Ariba Connect.

April

Update Material Master items in CLID from sourcing award With this solution users should be able to update line items into a CLID from a Sourcing Award.	Mandatory	SAP Ariba Contracts SAP Ariba Sourcing
Append or update line items in contracts from a sourcing award without manual amendment of the contract workspace This feature will ensure that line items from a sourcing award can be updated or amended in to a contract without manually changing the status of the workspace. With this solution, all contracts - draft, draft amendment and published contracts will be listed from the sourcing award. When a user selects a published contract, application will create Price Update Amendments automatically, update the contract line items document by adding or updating line items, then close the amendment.	Mandatory	SAP Ariba Contracts SAP Ariba Sourcing
Control the deletion of line items from a Contracts Line Item Document (CLID) This feature provides users the option to disable line items in the CLID thus preventing further edits while retaining the line item on the User Interface(UI) for future reference.	Mandatory	SAP Ariba Contracts

March

Read-Only Terms in Line Items With this feature, customers can make terms of line items in sourcing and contracts as read-only. Note: Though listed on this page and in the release guide, this feature was not made available with the March 2018 release. It is planned to be available with a later release.	Mandatory	SAP Ariba Sourcing SAP Ariba Contracts

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