



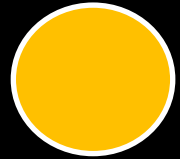
SAP Ariba 

Guided Buying Customer Success Session

Qualified and Preferred suppliers

PUBLIC

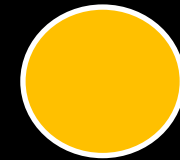
Agenda



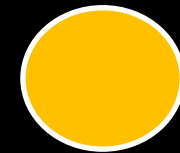
Introduction to Qualified and Preferred suppliers



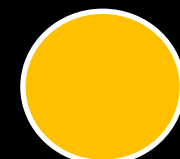
Setting up Suppliers in SM Admin



**Troubleshooting preferred supplier
visibility**



Best Practices



Q & A

Qualified suppliers and Preferred suppliers

- Guided Buying allows users to pick specific suppliers that are preferred for a particular commodity and region combinations.
- The preferred/qualified suppliers allow users to have easy access to, certain previously configured, suppliers when creating Requests.
- The Preferred status, just makes the supplier show first in the recommended supplier section.
- They can be used on non-catalog (ad-hoc) requests and Request for Quote (RFQ) forms.



Prerequisites for Qualification configuration

- The common supplier / organization must exist in P2P MDS and S4 MDS.
- The realm must be suite integrated i.e. both upstream and downstream are connected and they share master data.
- The commodity code must exist in P2P MDS and S4 MDS.
- The ship-to country (ISO 2-digit code) must have a matching region (ISO 3-digit code) loaded into S4 and be available in S4 MDS.
- In order to make a supplier preferred it should be made qualified first.
- The supplier should exist in P2P and be available to the user.

Basically we need a supplier, a region and a commodity code.

Uploading Qualifications using SM Admin

The screenshot displays the Ariba Administrator web application. The top navigation bar includes links for HOME, SOURCING, CONTRACTS, ADMINISTRATION (which is the active tab), and MORE... with a dropdown arrow. On the left side, there is a vertical list of management tools, each preceded by a right-pointing triangle icon. The main content area is titled 'Welcome to Ariba Administrator' and provides a brief overview of the tools available. A 'Manage' dropdown menu is open in the top right corner, showing a list of administrative functions. The 'SM Admin' option is highlighted with a red border. The 'Create' dropdown menu is also visible, showing a list of actions that can be performed on the selected item.

HOME SOURCING CONTRACTS **ADMINISTRATION** MORE... ▾

Site Manager

Integration Manager

Master Data Manager

User Manager

Customization Manager

Forms and Extensions Manager

Intelligent Configuration Manager

Email Notification Manager

Supplier Manager

Dashboard Manager

Commodity Code Manager

Catalog Manager

Catalog Content Manager

Contracts Manager

PCard Manager

Procure-to-Pay Manager

Tax Manager

Feature Manager

Welcome to Ariba Administrator

Ariba Administrator provides tools to manage your data.

Site Manager

Depending upon your configuration: Import and export data. Run scheduled tasks. View the audit log. Manage user sessions.

Master Data Manager

Configure External Systems. Search & administer master data. Manage master data load requests.

Customization Manager

Depending upon your configuration: Work with brands and customize user interface text. View, add, modify, and delete partitioned commodity codes and partitioned commodity code maps. Import and export data.

Intelligent Configuration Manager

Manage configuration options of various SAP Ariba solutions in your site.

Supplier Manager

View, add, modify, and delete suppliers.

Commodity Code Manager

Work with hierarchical commodity codes, including creating mappings between commodity code domains.

Catalog Content Manager

Manage Content

PCard Manager

View, add, modify, and delete purchasing cards. Assign purchasing cards to users, and associate purchasing cards with supplier locations.

Tax Manager

Integration Manager

Depending upon your configuration: Import and export information. Configure the integration shared secret.

User Manager

Manage users.

Forms and Extensions Manager

See and manage all existing forms and extensions for your site.

Email Notification Manager

Customize default email notification preferences and manage email notification recipients

Dashboard Manager

Dashboard Manager

Catalog Manager

Manage catalogs.

Contracts Manager

View and search for generated subscriptions.

Procure-to-Pay Manager

Manage invoice exception types, receiving types, payment methods, payment terms, payment bank locations, and supplier payment information.

Feature Manager

Manage ▾

Administration

Approval Processes

Contracts

Core Administration

Forms and Extensions

My Tasks

My To Do

Payments

Personal Workspace

Prepackaged Reports

Public Reports

Purchase Orders

Receive

Reconcile Charges

Reconcile Invoice

Report Search Filters

SM Admin

SM Administration

Sourcing Library

Supplier data snapshots

Templates

Unassigned Charges

eForm Design

Create ▾

HOME SOURCING CONTRACTS **ADMINISTRATION** MORE... ▾

1 Data import or export
 ↳ Default field values
 ≡ ERP Integration
 ≡ ERP integration status
 📅 Mass invite
 ≡ Questionnaires
 ⚡ Inactive Suppliers
 1 Other settings
 ✎ Realm Management
 ⌚ Auto migration
 ✕ Cancel qualification
 ⌚ Template upgrade

Import supplier-related data

File type: Suppliers ▾

Import data such as **Suppliers** factory data.

Import

Download

Export your

Choose file to import: Choose File No file chosen

Encoding type UTF-8 ▾

Suppliers

Supplier from sourcing

Supplier contacts

Supplier contacts from sourcing

Supplier qualification data

Import supplier-related data

File type: Supplier qualification data ▾

Upload supplier's qualification data such as vendor ID, category, region, start date, etc.

Import Import summary

Download a sample file to see its format. [Sample file](#) ↓

Export your currently available data [Export](#) 📄

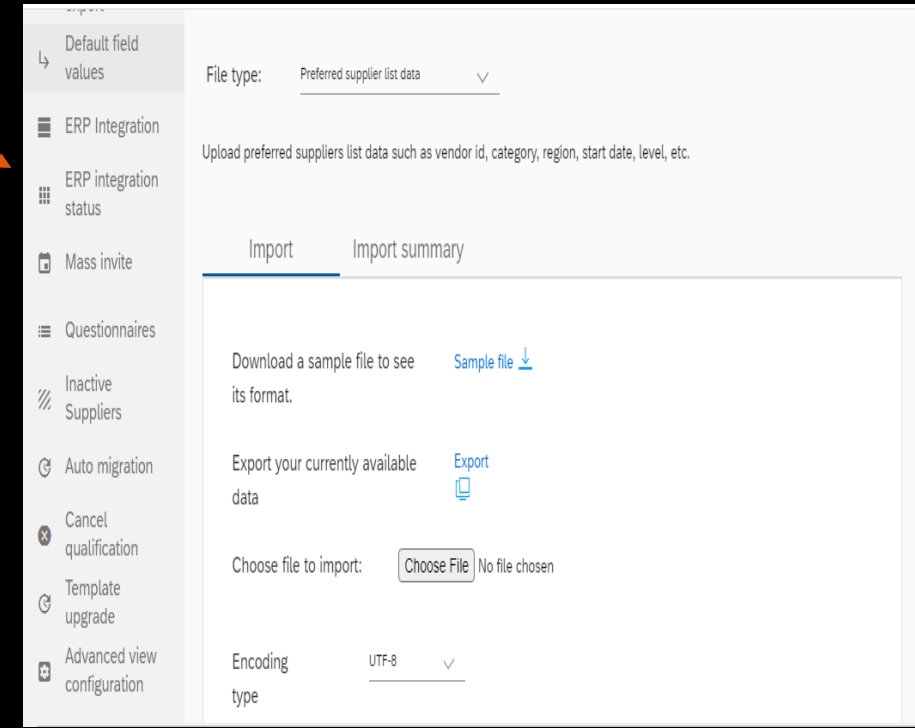
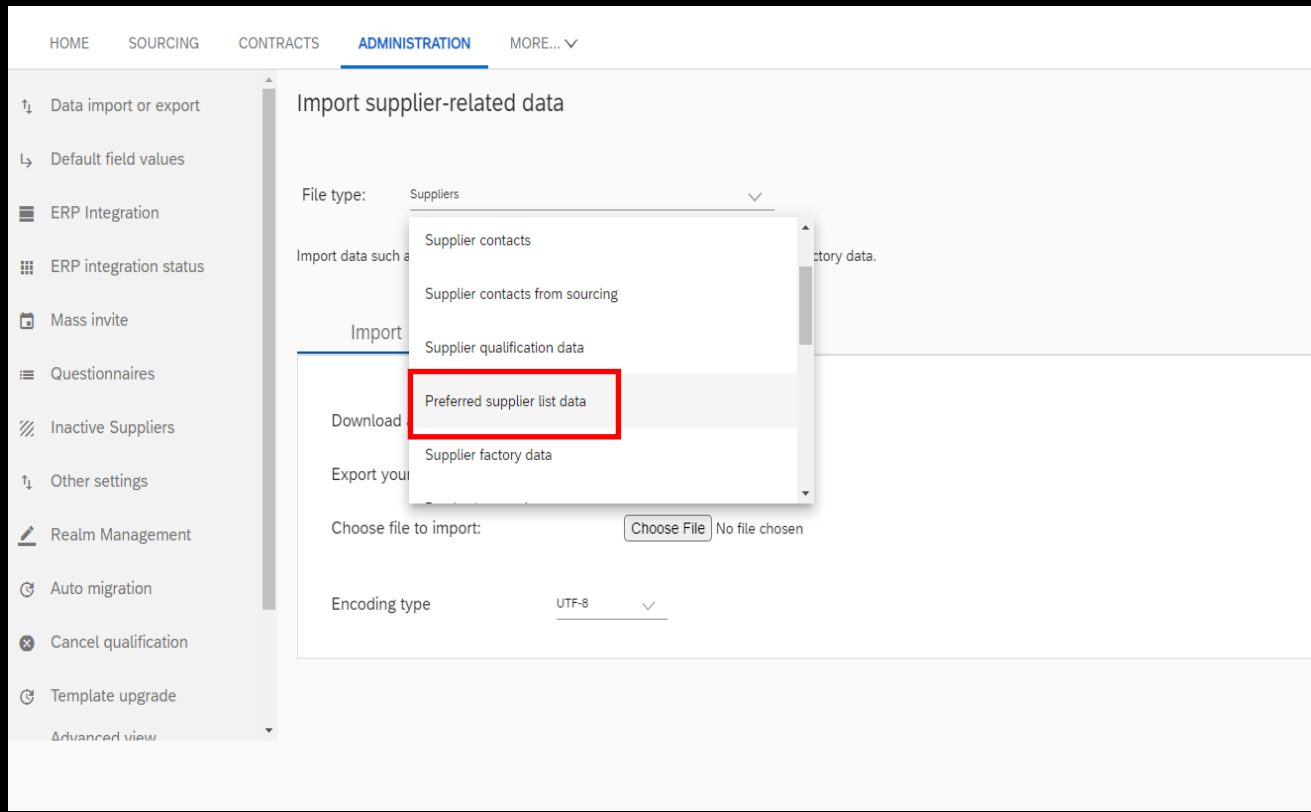
☐ Create supplier if required

Choose file to import: Choose File No file chosen

Encoding type UTF-8 ▾

Sample CSV File

```
sourceSystem,vendorId,category,region,businessUnit,status,startDate,endDate,name1,requaificationEligibleDate,statusQualifier
SAP,SupplierID,82010203,CZE,,Qualified,,,,,
```



Sample CSV File

sourceSystem,vendorId,category,region,startDate,endDate,level,active
SAP,SupplierID,82010203,CZE,,,1,TRUE

What do we do if suppliers are not showing up?



Is the user set up in the correct region?

The screenshot displays the SAP Guided Buying application interface on the left and its network traffic analysis on the right.

SAP Guided Buying Interface:

- Header:** "SAP Guided Buying" logo and navigation icons (Home, Cart, Profile).
- Search Bar:** "Search for goods Test, services, and suppliers" with a magnifying glass icon.
- Navigation Menu:** Shop, Your favorites, Your requests, Your approvals, Admin.
- Main Content Area:**
 - Forms:** Illustration of hands holding a document labeled "RFQ".
 - Add-Hoc Purchases:** Illustration of hands holding a gift box labeled "Bonus".
 - Test Description:** Illustration of a person wearing a headset with "IT" text.
 - Batteries and Bulbs:** Illustration of a green and orange logo.
 - SAP Links:** SAP logo.
 - Search:** Illustration of a modern office with multiple workstations.
- Quick Links:** A section for quick access to various requests.
- Recent requests:**
 - PR8344: Submitted. Req with approver. \$26.50 USD. Requested 6 days ago.
 - RFQ991: Awaiting quotes. \$1,000,000.00 USD. Requested 11 days ago.
 - RFQ990: Awaiting quotes. \$1,000,000.00 USD. Requested 11 days ago.

Network Traffic Analysis (Right Panel):

- Filter:** XHR JS CSS Img Media Font Doc WS Manifest Other. Has blocked cookies.
- Blocked Requests:** A timeline chart showing request durations from 1000 ms to 9000 ms.
- Network Tab:**
 - Name:** List of resources including `?realm=Support-GB&locale=en-us`, `runtime.5eee9e29f5fc94aac7`, `polyfills.88705b638fe1281c63`, `scripts.1b54b2fbc969540ba24`, `main.be55f650c79b427eeb27`, `sap-icon-font.27813230b11bf`, `SAP-icons.5e533b3a7cc53cd8`, `72-Regular.48cb3e07e509d`, `72-Bold.1e678655fe64a8a126`, `72-Italic.9b4487708ef140ace9`, `all-ng4.json`, `angular-local-en-us.js`, `merge-i18n.json`, `footer_SAP_Ariba_pos_bugld`, `footer_SAP_pos_bugld.png`, `en?browserRequestId=quickTi`, `getPolicyTriggerFields`, `?Q_ZID=ZN_cvkEv9dSO8bOW`, `en?browserRequestId=quickTi`, `obo`, `currencyListForTenant`, `getPolicyTriggerFields`, `PopularPage`, `retrieve?count=3&status=all`, `en_landingpagetitles?name=e`, `Support-GB_search.jpg?hash=`, `v1_worker_wrapper.html`, `notifications`, `trackdata`.
 - Headers:**
 - `user: "denis", hashedUser: "79aef731091472c4395b63b32b2c"`
 - `actAsSession: false`
 - `adminUser: true`
 - `allowAdhocShipToAddress: true`
 - `allowLandingPagesExcelImport: true`
 - `anIoCurrentReel: "AN01411774372-T"`
 - `anSystemId: null`
 - `anid: "AN01411774372-T"`
 - `assetManager: true`
 - `assignErpVendorIdToSupplierId: false`
 - `aucAvailable: true`
 - `aucEnabled: true`
 - `aucToken: "d4997e2c-f543-4bda-b862-88b776defe12"`
 - `aucurl: "https://uex.ariba.com/insitu/insitu.php"`
 - `buyerActivateMobileDeviceUrl: "https://s1.ariba.com/Buy`
 - `buyerChangeEmailNotificationPrefUrl: "https://s1.ariba`
 - `buyerChangeUserAuthorityUrl: "https://s1.ariba.com/Buy`
 - `buyerChangeUserLocaleUrl: "https://s1.ariba.com/Buyer/M`
 - `buyerChangeUserProfileUrl: "https://s1.ariba.com/Buyer/`
 - `buyerCommodityDomain: "unspsc"`
 - `buyerDeactivateMobileDeviceUrl: "https://s1.ariba.com/B`
 - `canCreateRequest: true`
 - `canRequestAdhocItem: true`
 - `canUserCreateInvoice: true`
 - `city: "St. Louis"`
 - `collabProperties: {parent: null, allowRecipientSelectio`
 - `companyCode: "3000"`
 - `confirmationBanner: "/gb/tenant/Support-GB/image/Support`
 - `country: "US"`
 - `countryIso3: "USA"`
 - `defaultISO_CODE: "USD", ISO_NUMERIC: "840", NAME: "`
 - `defaultISOPurchaseOrgOnCompanyCodeChange: true`
 - `defaultRootSetUniqueName: "c983ba86-8012-43a2-af67-abda`
 - `disableButtonStateToggleInReqForm: false`
 - `disableDeletionOfLineItemsInReqForS4HANA: false`
 - `disableDynamicShipToChooserFiltering: false`
 - `disableSESReceiveInGuidedBuying: false`
 - `disableUserTeamManagement: false`

Use the ‘**View all suppliers**’ in Guided Buying to validate if the supplier is visible to the user. (Found when creating a Non-catalog request)

SAP Guided Buying

< | Non-catalog request Add to cart Cancel

Goods **Services**

Product name *

Category *

Description *

Quantity *

Unit of measure *

Price * per each

Supplier

Select a category to view company recommended suppliers **View all suppliers**

Does the missing supplier appear in the results?

The screenshot displays the SAP Guided Buying interface on the left and a browser's Network tab on the right. The interface shows a search for suppliers with a table of results. The table has columns for Supplier ID, Name, Address, City, State, and Country. The results include:

Supplier ID	Name	Address	City	State	Country
987654112	RFQ CR Supplier				
9876541	RFQ Colgate Supplier	1234	Pittsburgh	PA	US
CSC	Chregim Supply Central				
9876541156	SAPRFQ	123 Pittsburgh Avenue	Pittsburgh	PA	US

The right side of the image shows the browser's Network tab with a request highlighted. The request URL is:

```
https://s1.ariba.com/gb/tenant/Supplier/user/a61e8154f163026ff2b223eb7d8fedf5f4b5642470137fdabb21c3ec508/smSupplier?commodityCode=&commodityCode=3000&keyword=&minimumPreferredLevel=0&purchasingUnit=PrimeUnit
```

The request method is GET, and the status code is 200. The remote address is 216.109.105.16:443. The referrer policy is strict-origin-when-cross-origin. The response headers include Cache-Control: no-cache, no-store, must-revalidate, Connection: Keep-Alive, and Content-Encoding: gzip.

How to check the Partitioned Supplier Unique Name?

Log into your Ariba Buyer realm and follow the navigation:

Manage>Core Administration>Suppliers>Supplier Manager

Suppliers

Search for common suppliers. Search fields are case-insensitive and you can enter all or part of a name. You can add and remove search filters. Create a new common supplier. Delete one or more common suppliers. Edit one common supplier at a time, [More](#)

Search Filters:

Common Supplier Name:

Organization ID Domain:

Organization ID Value:

Supplier Name:

Active: ☒ Yes ☐ No ☐ Either

System ID:

[Add/Remove Search Filters](#)

Search Common Suppliers

☐	Common Supplier Name	ID
☐	Global Commodity	110055

View Details of "Global Commodity"

Done

View details for the selected common supplier. Depending on whether you are in view or edit mode, you may also edit the common supplier. A common supplier must be linked to at least one partitioned supplier. Click **Save** to save the supplier information, or click **Cancel** to return to the previous screen [More](#)

GeneralOrganization IDsProfileContactsOwner InformationPartitioned Suppliers

View partitioned suppliers for the selected common supplier. Depending on whether you are in view or edit mode, you may also create, edit, and delete partitioned suppliers that link to this common supplier. You can also relink a partitioned supplier from another common supplier to this common supplier.

Supplier Name ↑	Partition
Global Commodity	prealm_2804

ProfileSupplier LocationsOrganization IDs

View supplier profile information for this partitioned supplier. Depending on whether you are in view or edit mode, you may also edit the supplier profile.

Purchase Orgs:IDES Deutschland, IDES UK1, IDES Canada, IDES USA

Purchasing Units:[DryUnit, DenisUnit, HenriqueUnit]

Partition:prealm_2804

Adapter Source:External

Unique Name:110055

Name:Global Commodity

Common Supplier:Global Commodity

Corporate URL:

Catalog URL:

Buyer:(no value)

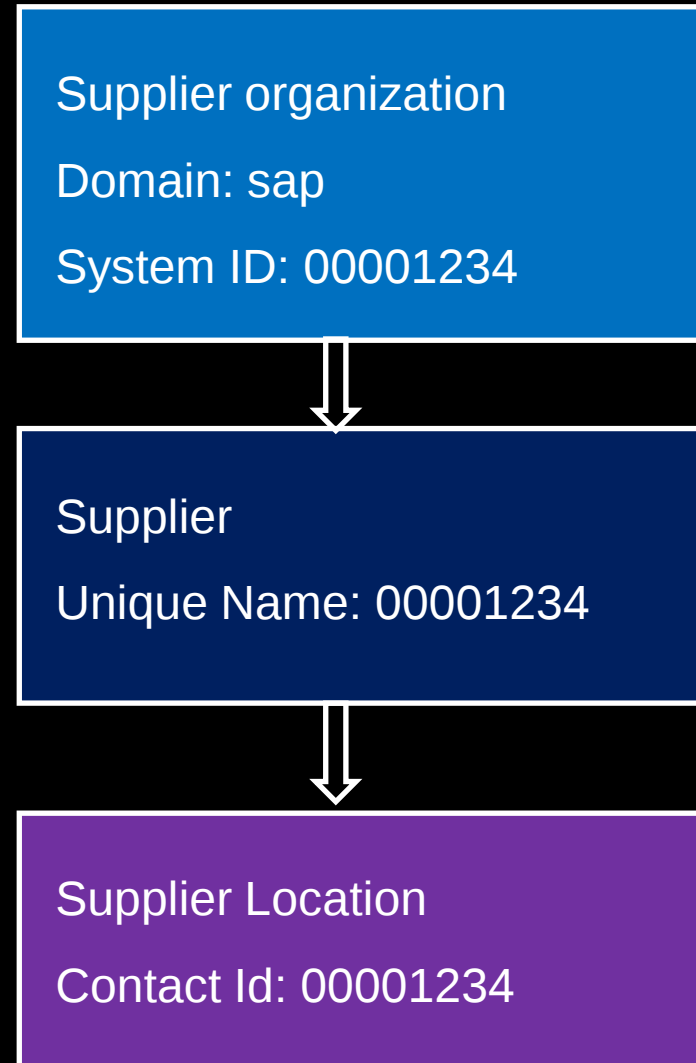
Preferred Currency:(no value)

Customer ID:

Good practice!

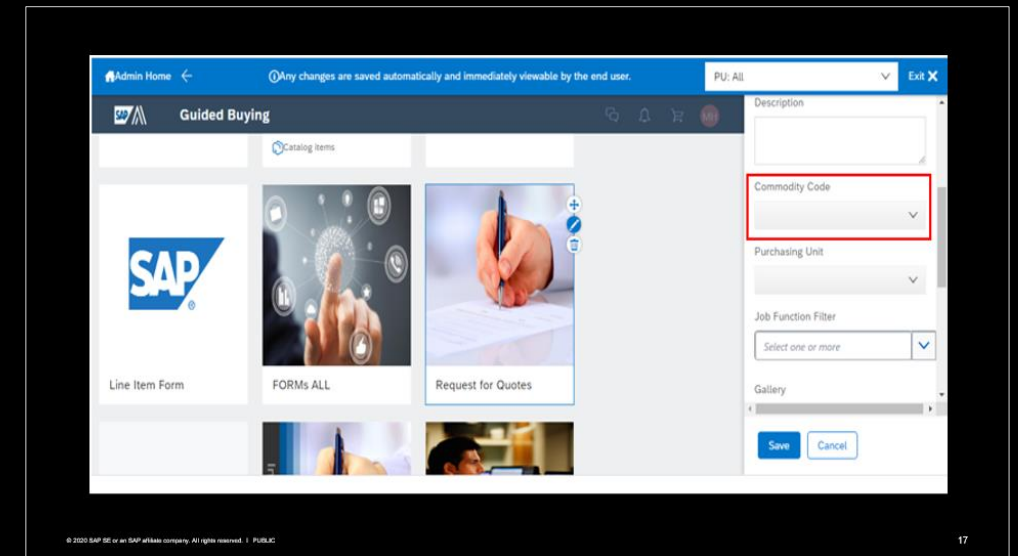
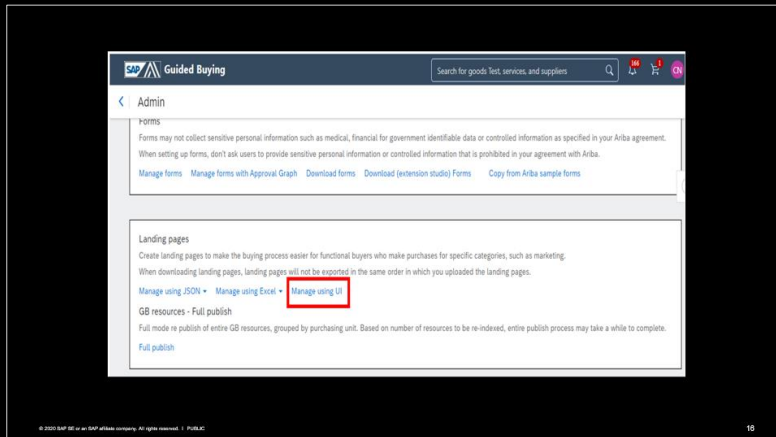
In this case, the common supplier ID matches the partitioned supplier ID. This is strongly recommended to avoid misconfiguration issues.

To recap...



Qualified supplier is not available in the RFQ form

- Verify the commodity code specified for the form is mapped to the supplier to be preferred/qualified.
- To check the commodity code that will be used for supplier filtering (qualified and preferred):
 1. Go to Admin.
 2. Click Manage Landing Pages using UI.
 3. Navigate to this form.
 4. Click Edit and check the Commodity Code field.





< Admin

Forms

Forms may not collect sensitive personal information such as medical, financial for government identifiable data or controlled information as specified in your Ariba agreement. When setting up forms, don't ask users to provide sensitive personal information or controlled information that is prohibited in your agreement with Ariba.

[Manage forms](#) [Manage forms with Approval Graph](#) [Download forms](#) [Download \(extension studio\) Forms](#) [Copy from Ariba sample forms](#)

Landing pages

Create landing pages to make the buying process easier for functional buyers who make purchases for specific categories, such as marketing. When downloading landing pages, landing pages will not be exported in the same order in which you uploaded the landing pages.

[Manage using JSON](#) [Manage using Excel](#) [Manage using UI](#)

GB resources - Full publish

Full mode re publish of entire GB resources, grouped by purchasing unit. Based on number of resources to be re-indexed, entire publish process may take a while to complete.

[Full publish](#)

[Admin Home](#)

Any changes are saved automatically and immediately viewable by the end user.

PU: All [Exit](#)

Guided Buying

Catalog Items

Line Item Form

FORMs ALL

Request for Quotes

Description

Commodity Code

Purchasing Unit

Job Function Filter

Select one or more

Gallery

Save

Cancel

Issues while importing supplier qualification data

Is there an error?

Can I check for more details?



Error while importing Supplier Qualification data

While importing qualified or preferred supplier data in SM Admin/SM Administration, I get the following error message:

Unable to reach MDS or invalid code specified - [XXXX]

1. Make sure the suppliers in the import file exist in Supplier Management (SM). Click Suppliers > Export to export the Suppliers.csv file and look for the required supplier on the list.
2. Ensure the commodity code domain in SM is set appropriately in the **Other Settings** section of **SM Admin**.
3. Verify that the data values in the file are active and enabled in SAP Ariba Buying (commodity code) and SAP Ariba Sourcing (commodity code and region), including all the parents to the top of the commodity code and region hierarchies.

The screenshot shows the 'Other Settings' configuration page in SAP SM Admin. On the left is a sidebar menu with the following items: 'Data import or export', 'Default field values', 'ERP Integration', 'ERP integration status', 'Mass invite', 'Questionnaires', 'Inactive Suppliers', 'Other settings' (highlighted with a red box), and 'Feature control'. The main content area is titled 'Other Settings' and contains a 'Commodity code domain' field with the value 'unspsc' (highlighted with a red box). Below the field are 'Save' and 'Cancel' buttons.

Error while importing Supplier Qualification data

- Even though the Supplier Qualification data was imported to SM Admin successfully, the supplier wasn't visible as qualified in Guided Buying.
- If the supplier exists in P2P, verify the Partition Supplier UniqueName.
- Import the supplier qualification data with a vendorId that would match the UniqueName of the respective partitioned supplier in the SAP Ariba Buying application.

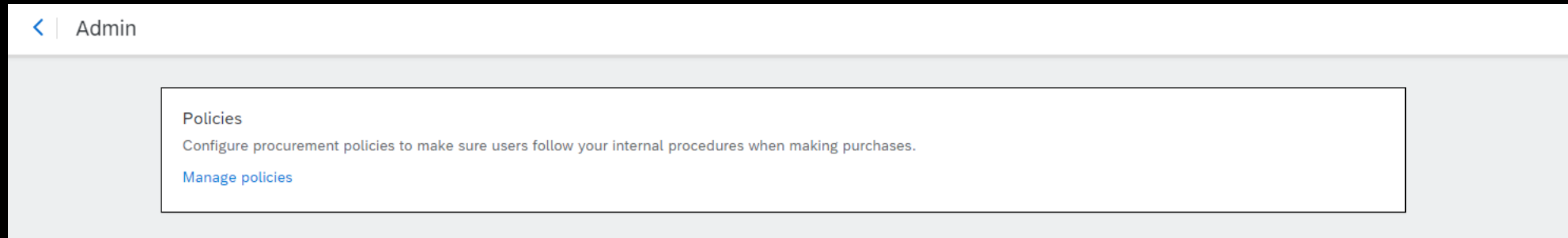
Best Practices

- Sequence to follow while importing supplier files.
 - ✓ Ensure Commodity Code and Region codes are imported in your Sourcing Site.
 - ✓ Remember to import the Preferred Levels.
 - ✓ Supplier.csv, SupplierQualification.csv and PreferredSupplier.csv.
- erpVendorid field in the Supplier.csv will in most cases be the Partition Supplier Unique Name and the VendorId fields in the SupplierQualification.csv and PreferredSupplier.csv will take lead from this value.
- Assign the Supplier to the Purchasing Unit associated with the user who is unable to see the desired Supplier.
- For SAP variant site, supplier needs to be mapped to the Purchase Organization of the user.



Our realm has the qualified suppliers working correctly, now what?

To narrow down the suppliers available for selection, site admins can set up policies.



This will be covered in a future seminar that will help you set up another level of customization to your realm.

Q&A

Thank you!