SAP Ariba

Guided Buying Customer Success Session
Qualified and Preferred suppliers

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THE BEST RUN SAP

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

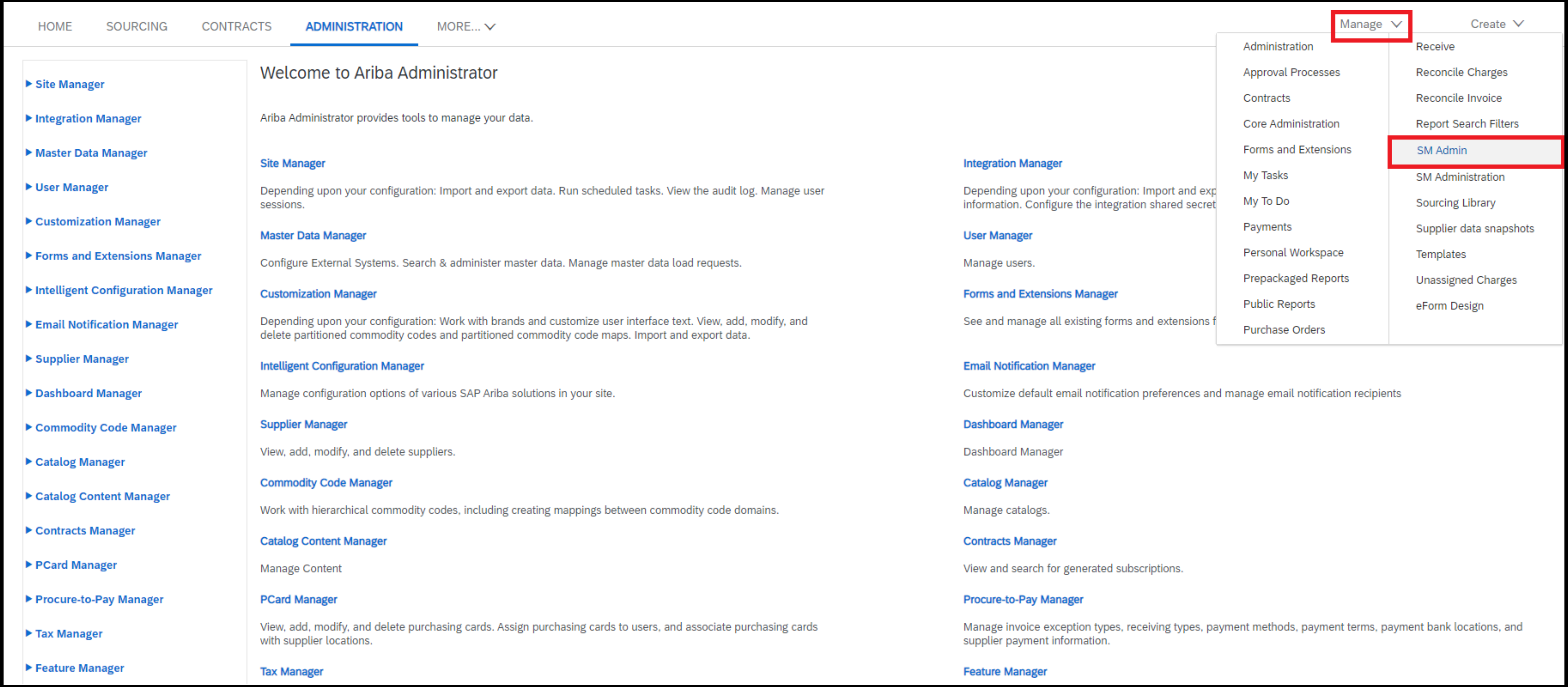
- Guided Buying allows users to pick specific suppliers that are preferred for a particular commodity and region combinations.
- The preferred/qualified suppliers allow users to have easy access to, certain previously configured, suppliers when creating Requests.
- The Preferred status, just makes the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

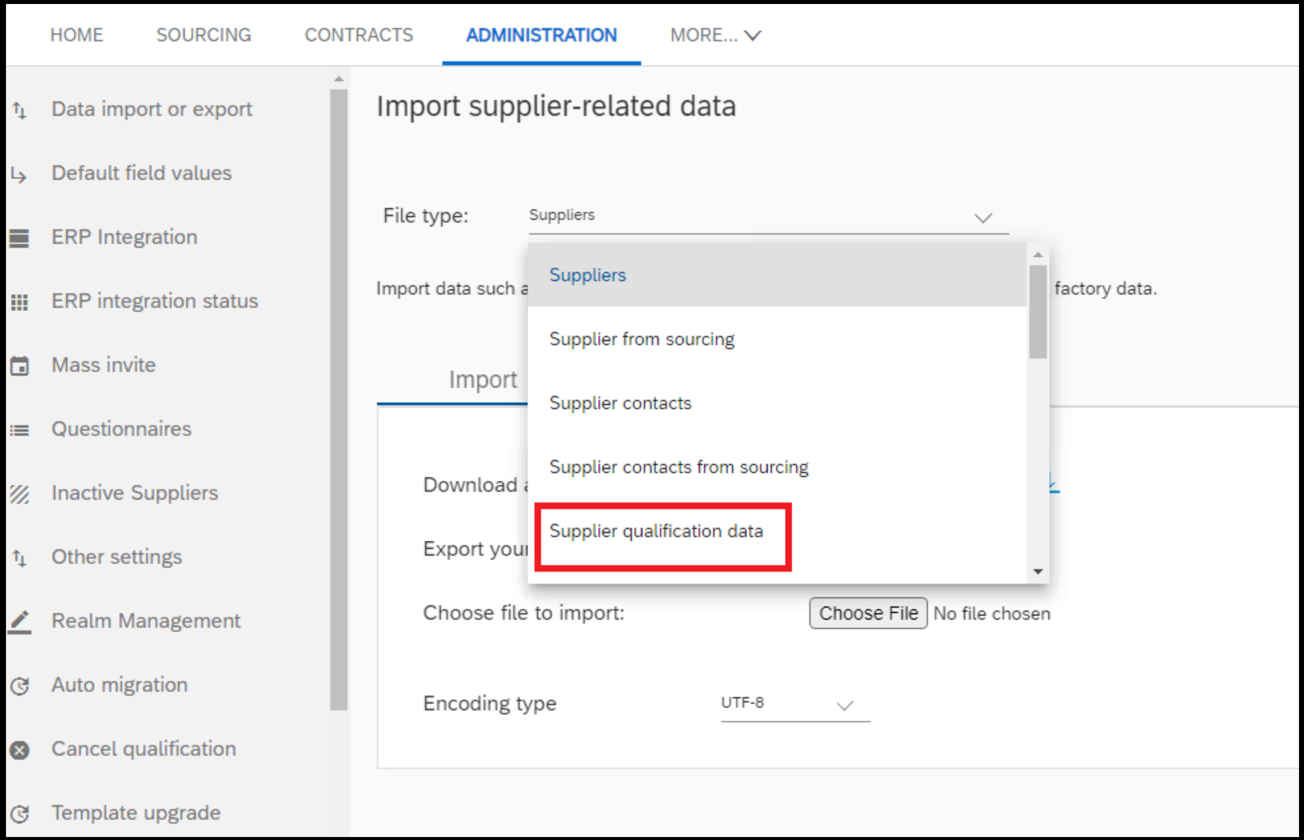
Prerequisites for Qualification configuration

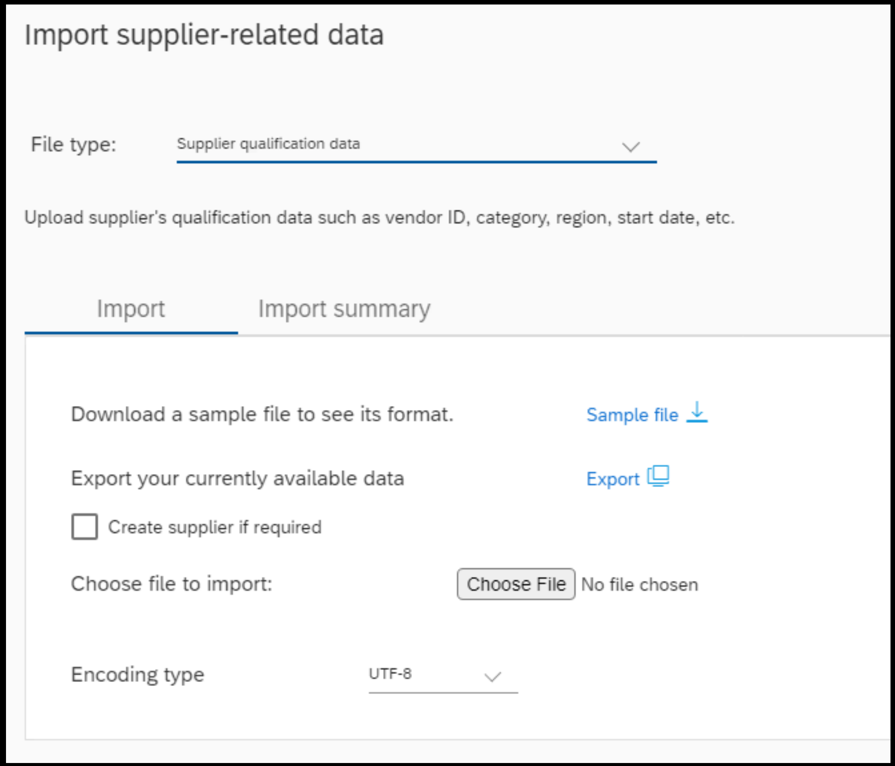
- The common supplier / organization must exist in P2P MDS and S4 MDS.
- The realm must be suite integrated i.e. both upstream and downstream are connected and they share master data.
- The commodity code must exist in P2P MDS and S4 MDS.
- The ship-to country (ISO 2-digit code) must have a matching 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 <u>supplier</u>, a <u>region</u> and a <u>commodity code</u>.

Uploading Qualifications using SM Admin



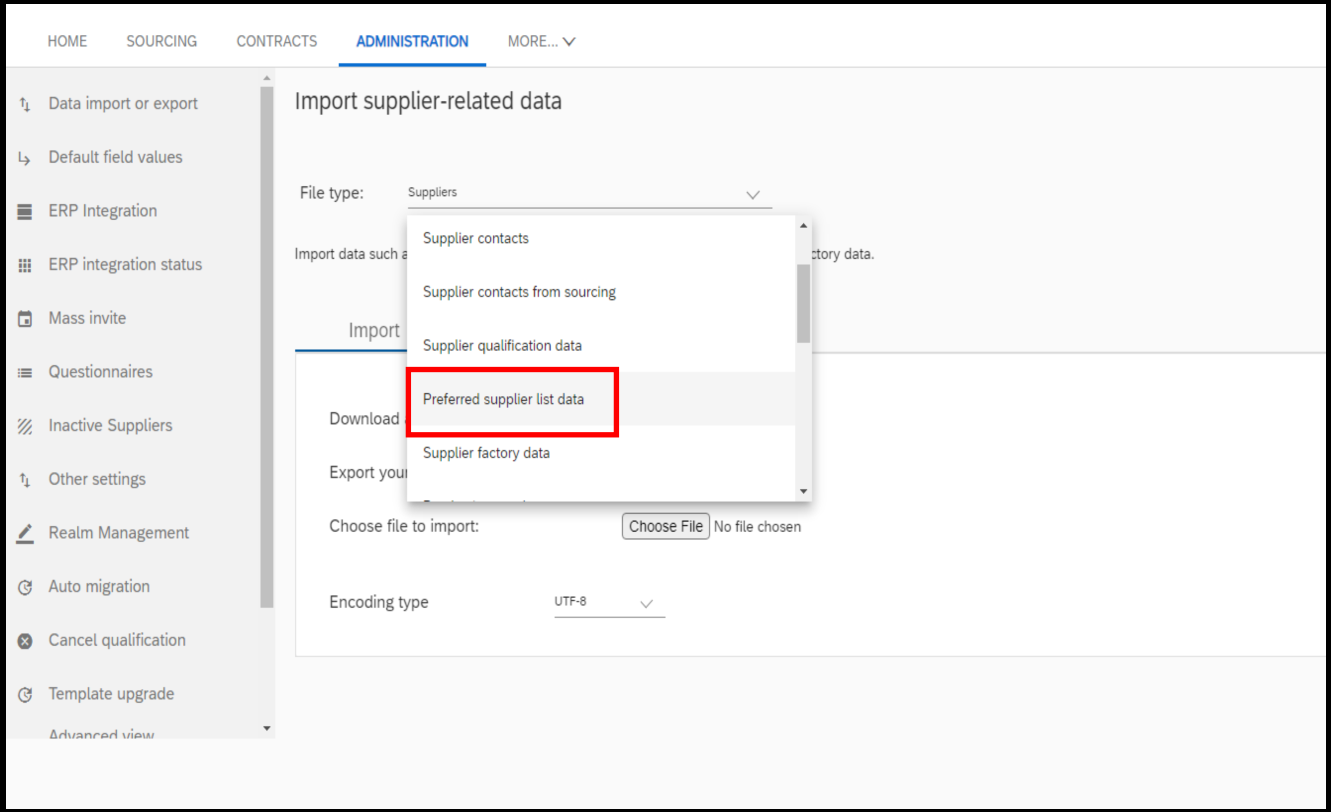


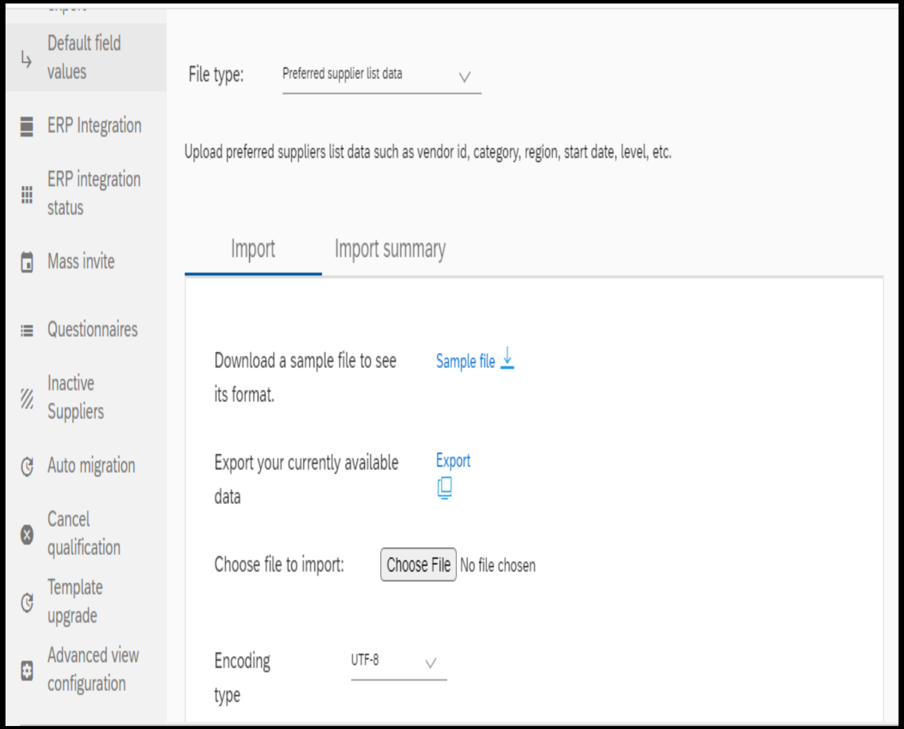


Sample CSV File

sourceSystem,vendorId,category,region,businessUnit,status,startDate,endDate,name1,requalificationEligibleDate,statusQualifier

SAP,SupplierID,82010203,CZE,,Qualified,,,,,





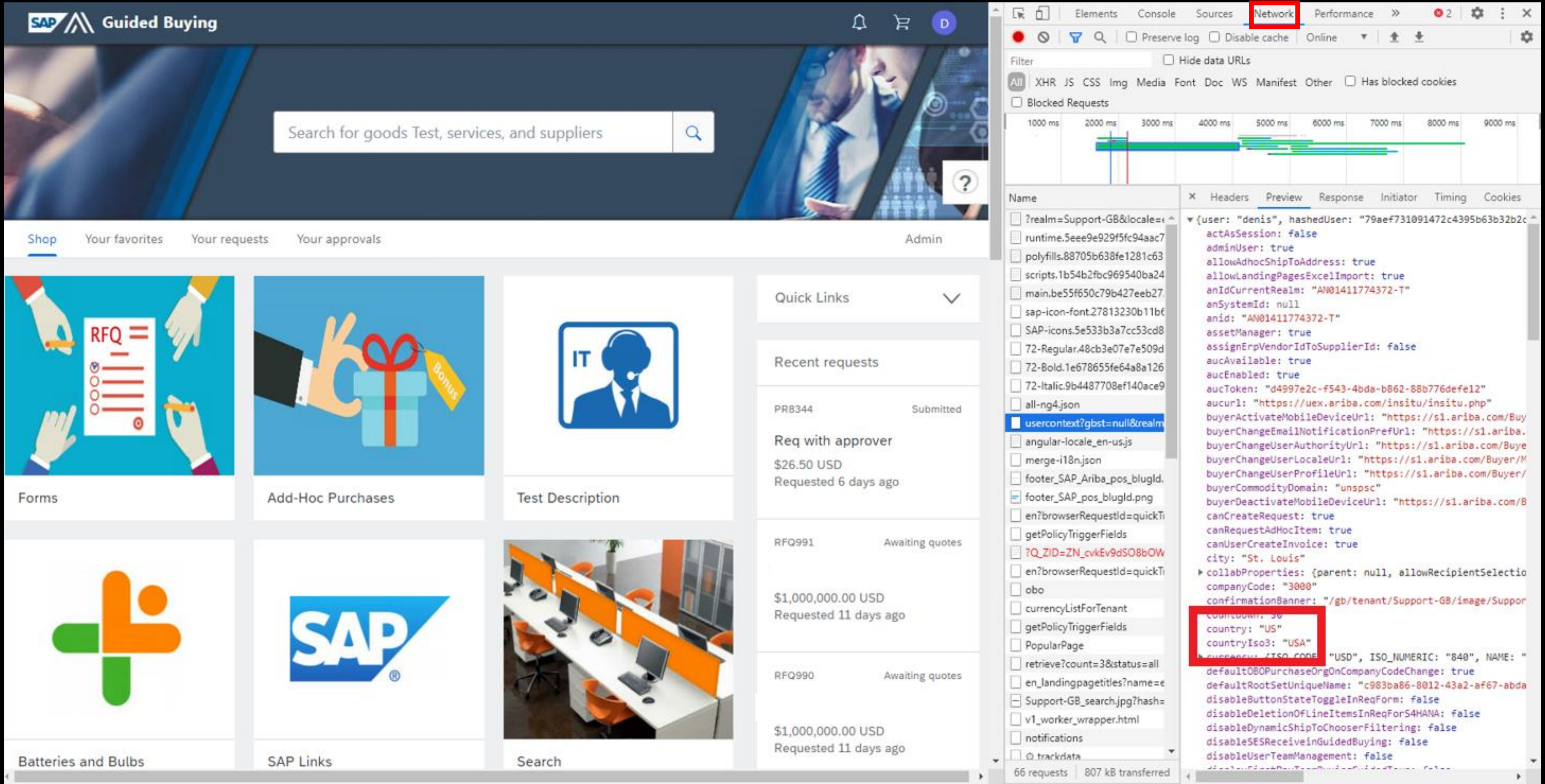
Sample CSV File

sourceSystem,vendorId,category,region,startDate,endDate,level,active

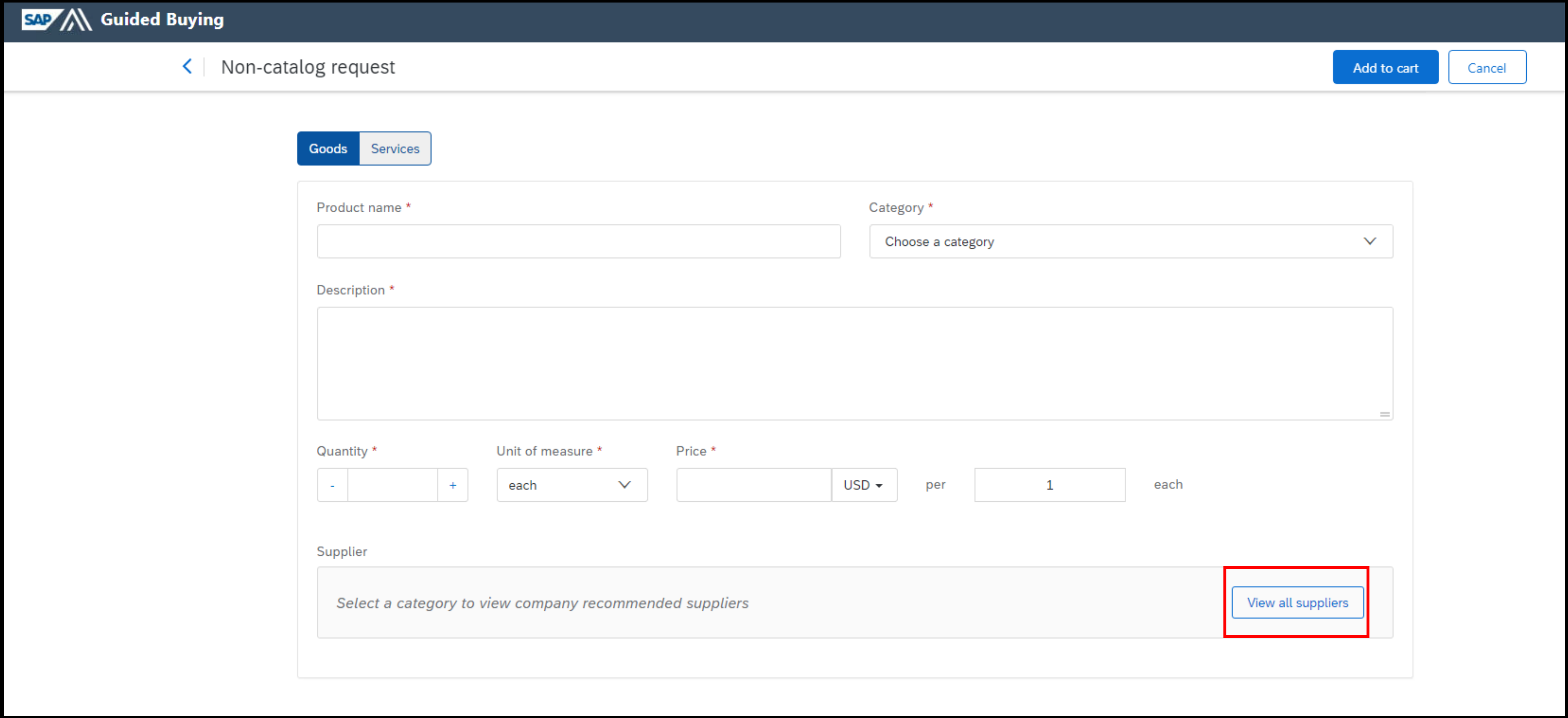
SAP,SupplierID,82010203,CZE,,,1,TRUE

What do we do if suppliers are not showing up?

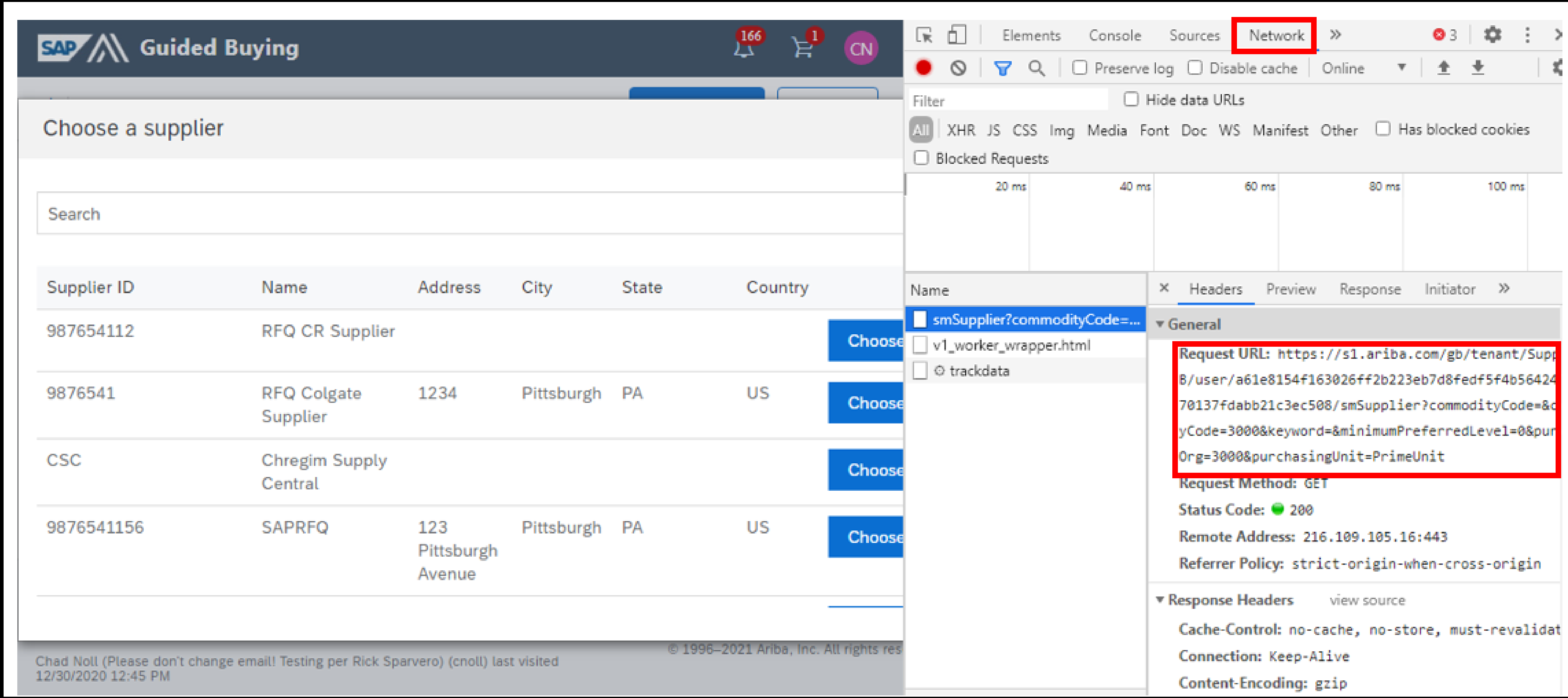
Is the user set up in the correct region?



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)



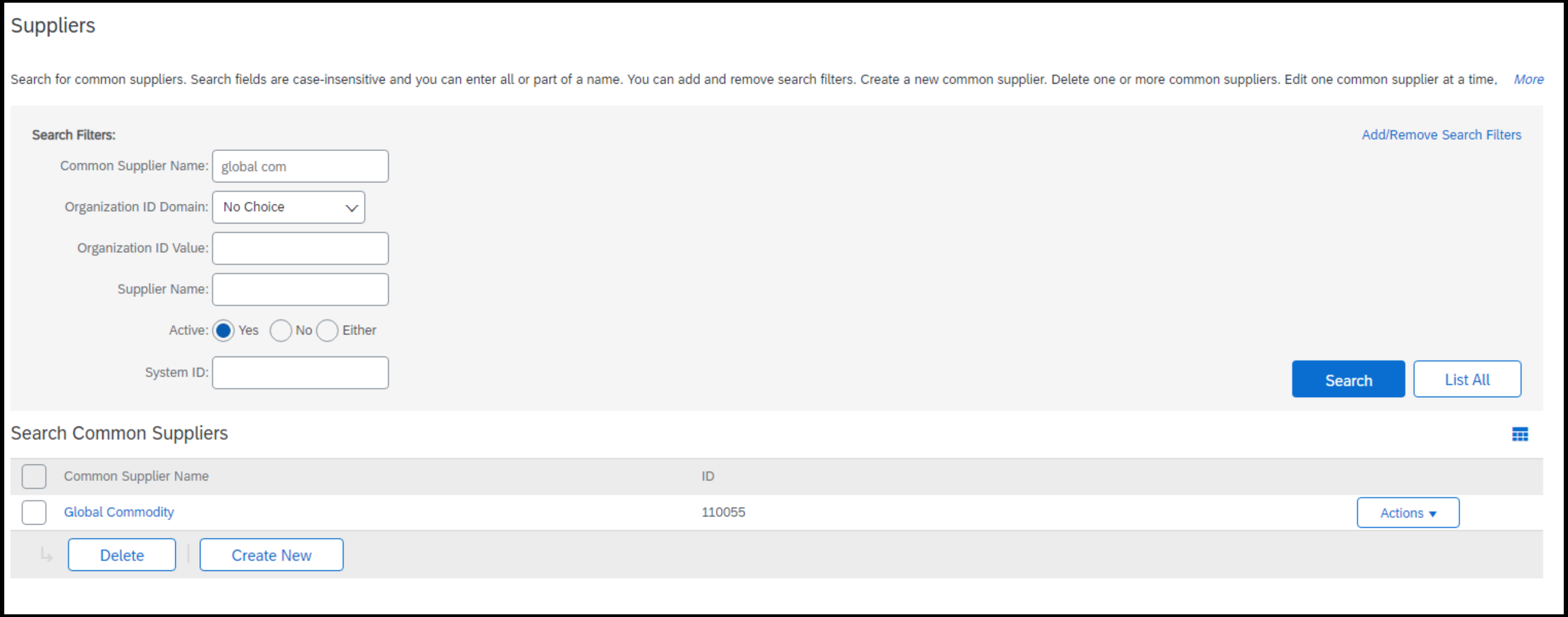
Does the missing supplier appear in the results?

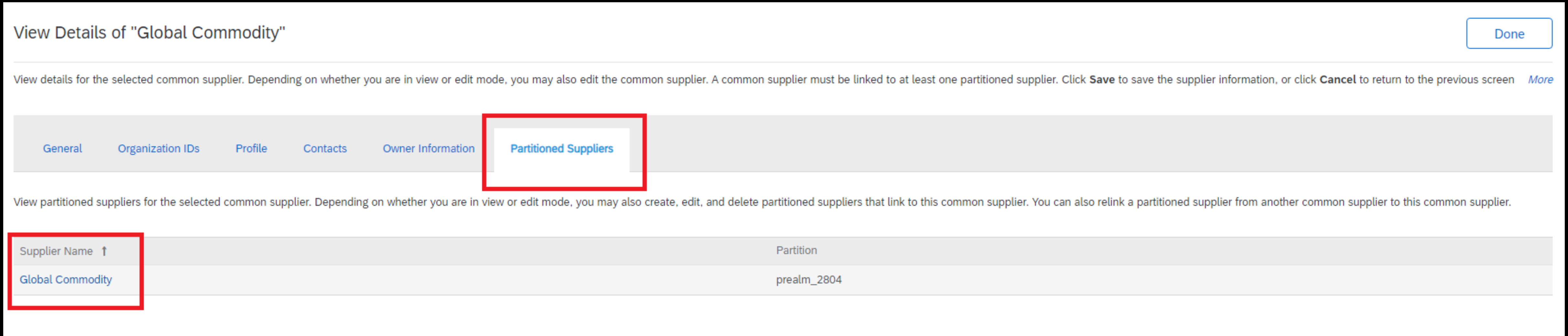


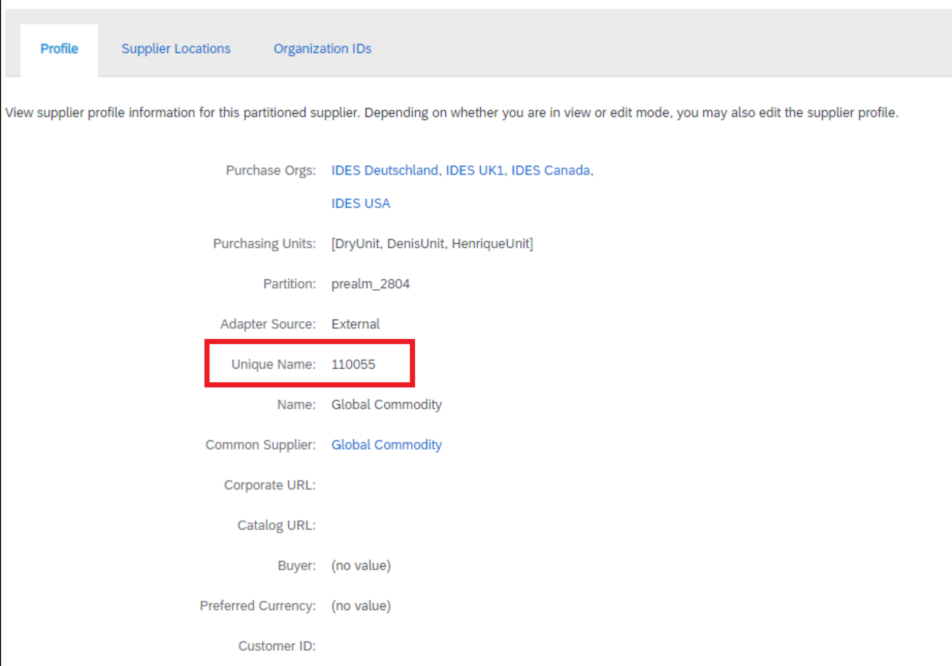
How to check the Partitioned Supplier Unique Name?

Log into your Ariba Buyer realm and follow the navigation:

Manage>Core Administration>Suppliers>Supplier Manager







Good practice!

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

To recap…

Supplier organization

Domain: sap

System ID: 00001234

⇓

Supplier

Unique Name: 00001234

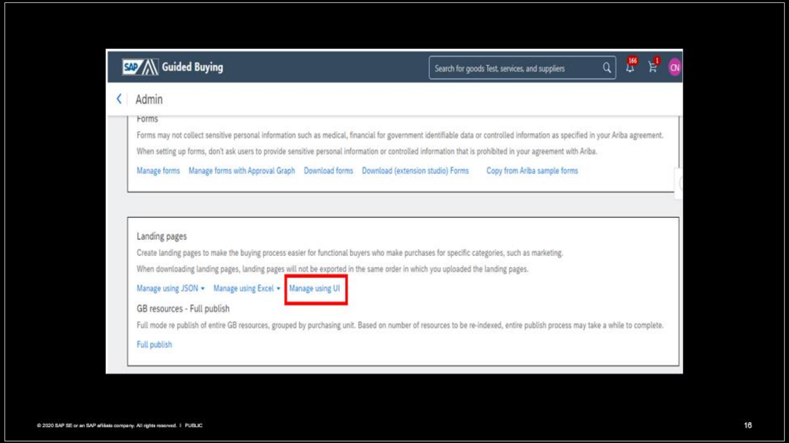
⇓

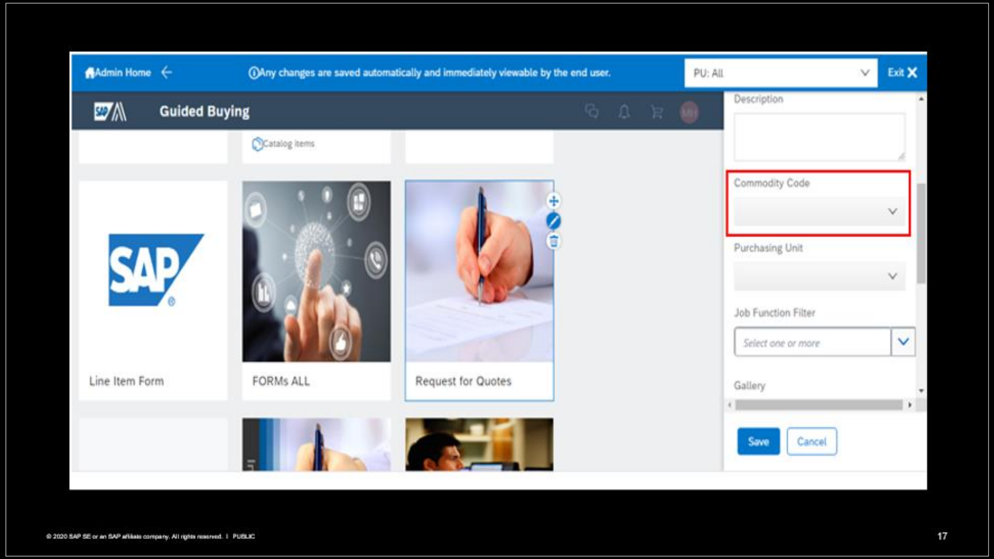
Supplier Location

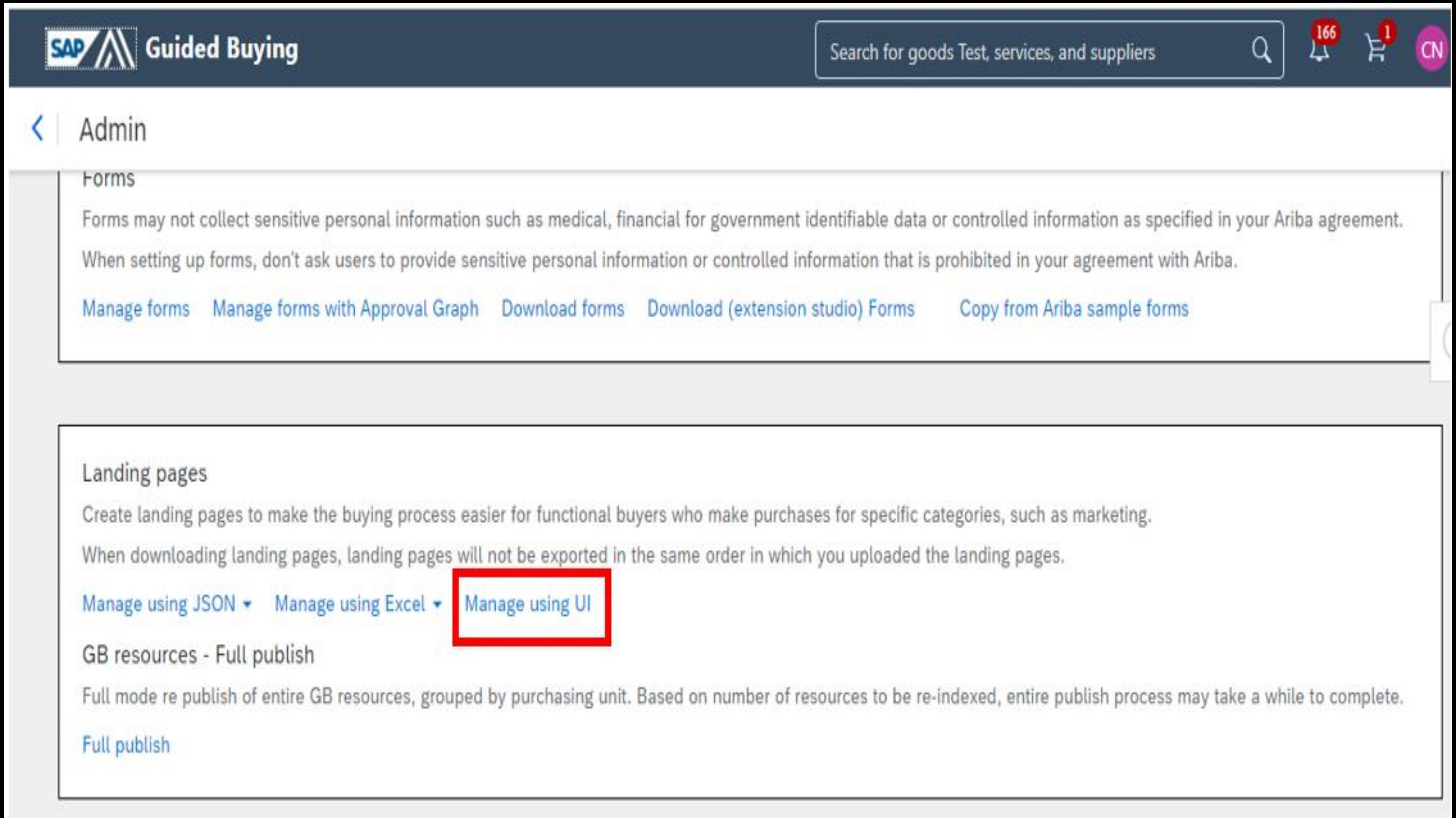
Contact Id: 00001234

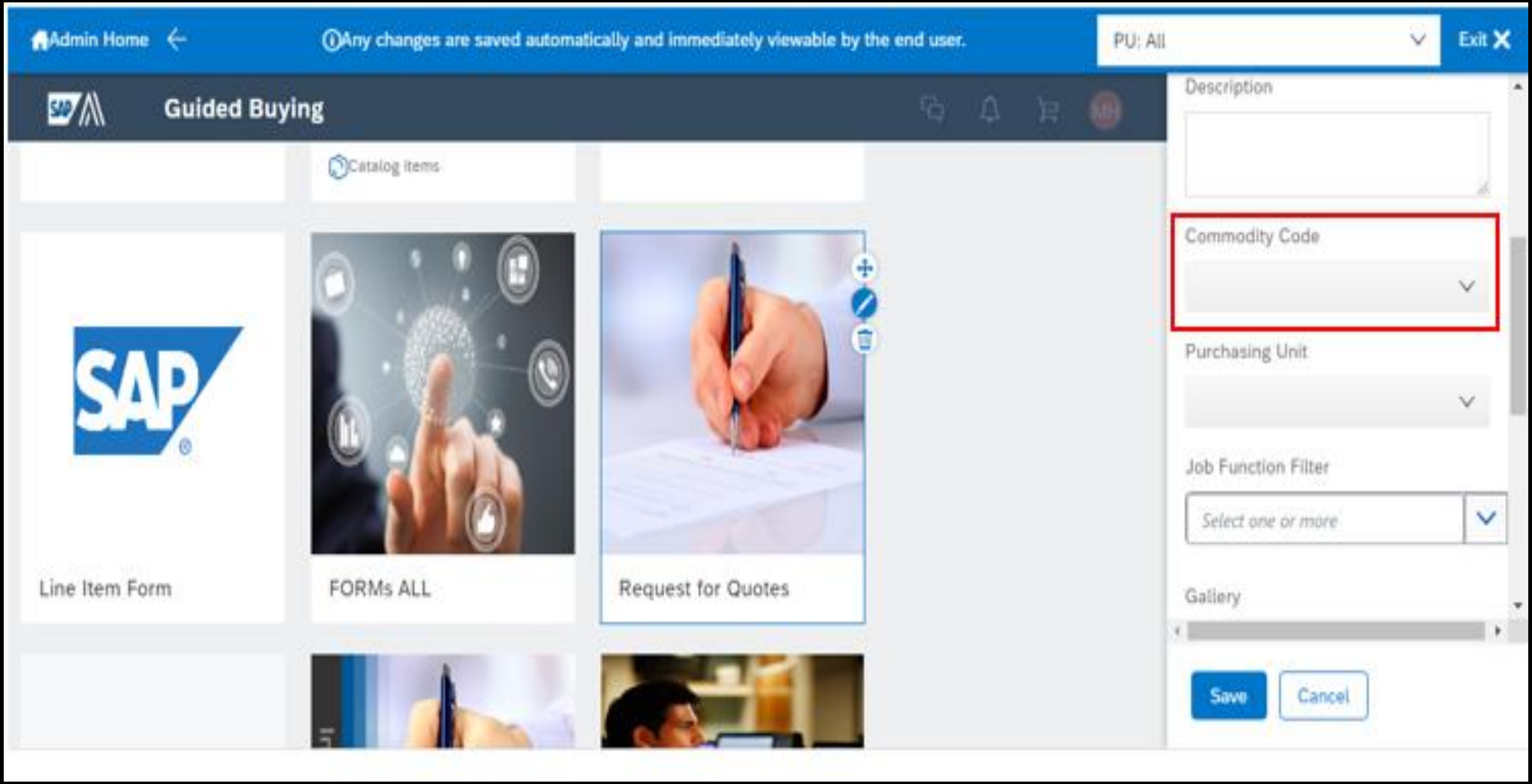
Qualified supplier is not available in the RFQ form

- 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.






SAP Guided Buying
Search for goods Test, services, and suppliers
166
1
CN
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?

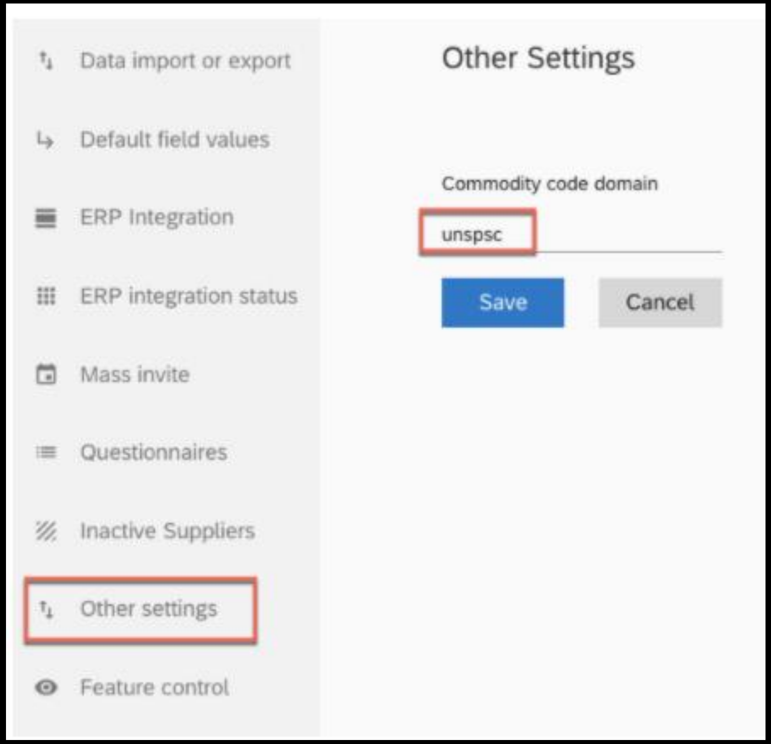
Error while importing Supplier Qualification data

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.



Error while importing Supplier Qualification data

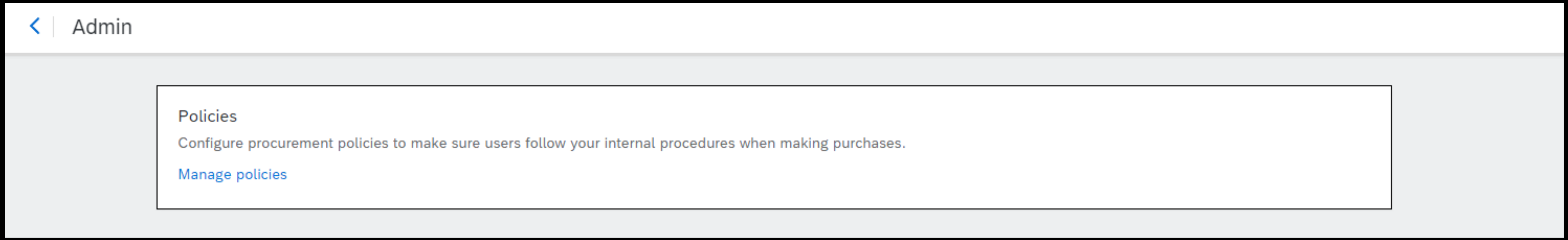
- Even though the Supplier Qualification data was imported to SM Admin successfully, the supplier wasn't visible as qualified in Guided Buying.
- If the supplier exists in P2P, verify the Partition Supplier UniqueName.
- Import the supplier qualification data with a vendorId that would match the UniqueName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