



Feature at a Glance

Team Buying and Receiving in Guided Buying

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CONFIDENTIAL

Feature at a Glance

Ease of implementation

Low touch / simple

Geographic relevance

Global

Introducing: Team Buying and Receiving in Guided Buying

Customer challenge

Today users who need to create a Team requisition may only do so in Ariba Buying. For many users who operate exclusively in guided buying this is a disjointed experience. Navigating multiple interfaces for common requisition scenarios is not an optimal user experience and may cause confusion, increased support requests, and training challenges.

Meet that challenge with SAP Ariba

Guided buying now allows users to collaborate when purchasing, leveraging the combined skills of individuals. Users and administrators create teams of users who work together to create requisitions and receipts for a common organizational goal.

Experience key benefits

This feature enables a user within a team to access the requisitions created by the requester, including requisitions in the Composing state.

The team member may perform any action on the requisition that the requester may execute; edit, cancel, submit, delete, or withdraw the requisition.

The approval process for receipts may be configured to include requesters and their team members to allow anyone from the requester's team to receive goods associated with team requisitions or requisitions flagged for team receiving.

Solution area

SAP Ariba Buying with guided buying capability

SAP Ariba Buying and Invoicing with guided buying capability

Implementation information

This feature is **automatically on** for all customers with the applicable solutions and is ready for immediate use.

Prerequisites and Restrictions

Teams are defined differently in SAP Ariba Procurement solutions and guided buying. SAP Ariba Procurement solutions team requisitions aren't supported in guided buying; similarly, guided buying team requisitions aren't supported in SAP Ariba Procurement solutions.

Team receiving isn't available if the administrator sets either of the following guided buying parameters:

ENABLE_RECEIVING_MANAGER: Allows users (such as receiving managers) to receive on behalf of other users.

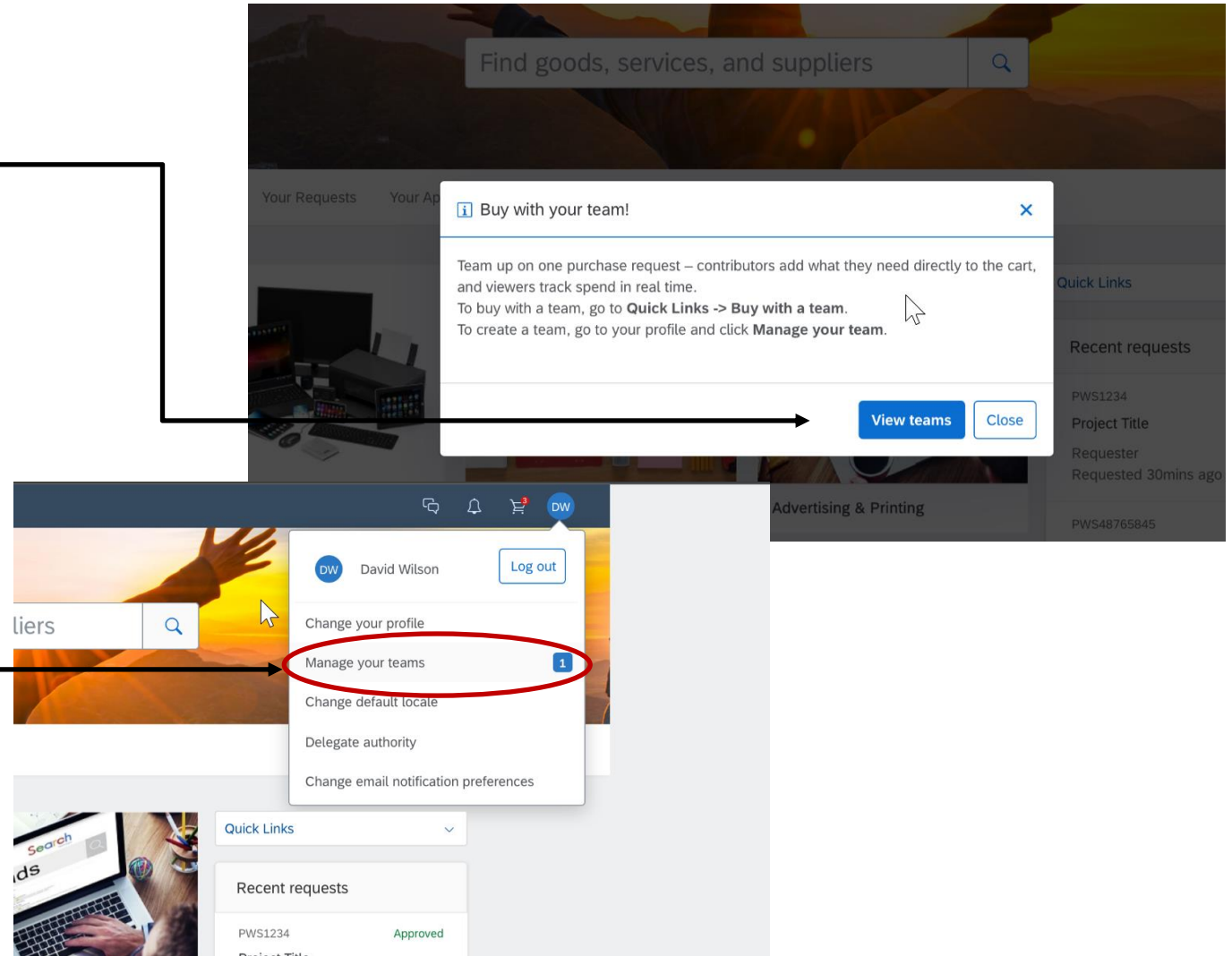
SET_ADVANCED_RECEIVE_TAB: Sends users to SAP Ariba Procurement solutions to perform receiving.

Feature at a Glance

Introducing: Team Buying and Receiving in Guided Buying – General

The first time users log in, guided buying displays a window that introduces team buying and allows them to go to the **Manage your teams** page to turn on automatic team buying and define their own teams. This window displays for each user until they click View Teams or Close to dismiss it.

The User menu in the guided buying application header has a new choice named **Manage your teams**, which allows users to turn on automatic team buying and see the teams to which they belong. They can set their default team, create new teams, and add other users to those teams.



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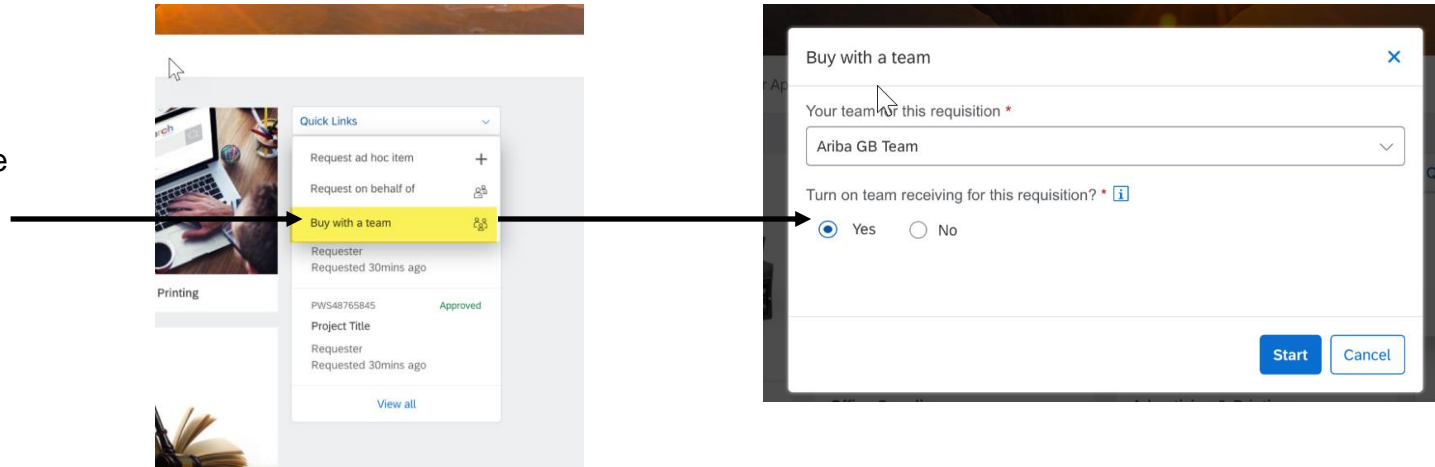
Introducing: Team Buying and Receiving in Guided Buying

A user can manually select to initiate team buying or can configure GB to automatically start team buying on every requisition.

- For manual team buying, in the guided buying home page, select Quick Links > Buy with a team.

Click the down arrow, scroll to the team you want, and click to choose it. Guided buying displays only the teams on which you're an owner or contributor. You can also select to enable team receiving.

- Automatic team buying enables you to use your default team every time you log in; you won't have to select a team before purchasing.

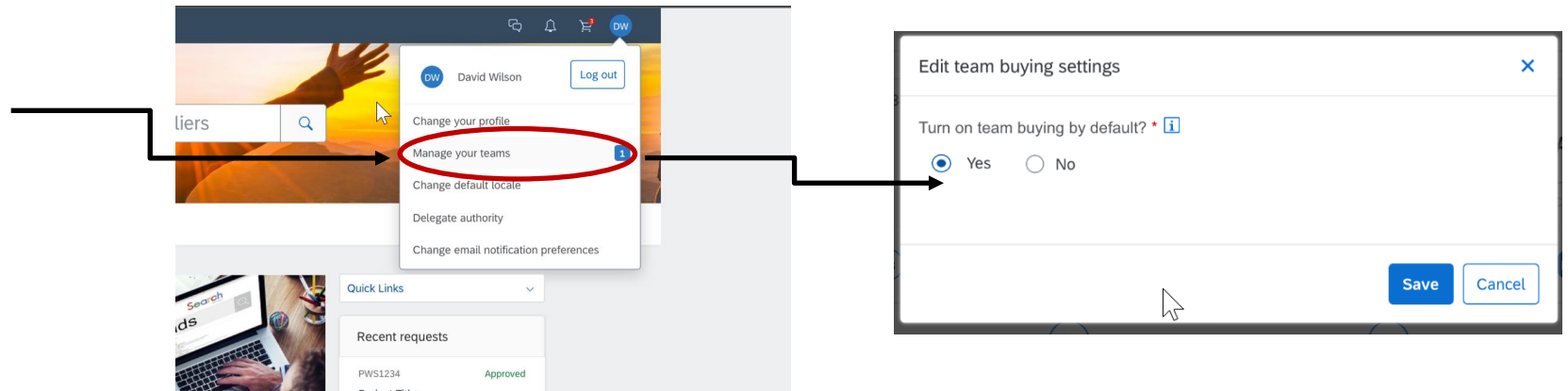


In the upper right corner of your dashboard, click your **name**.

Choose **Manage your teams** from the menu.

Turn on the **Automatic team buying** slider.

- Using either method, you can turn off team buying for the session by clicking **Stop** in the banner at the top of the guided buying window.



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Introducing: Team Buying and Receiving in Guided Buying

Once you've enabled team buying and/or receiving you proceed to create a requisition using your company standard process. Add catalog or non-catalog items to your cart and Checkout.

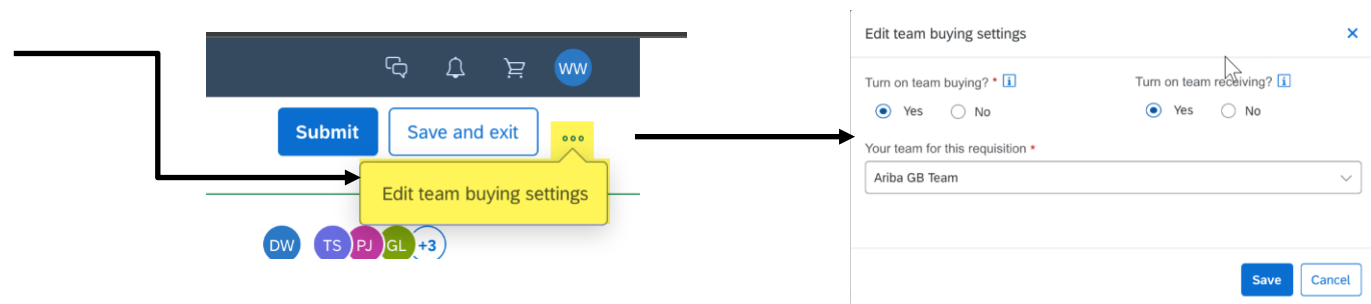
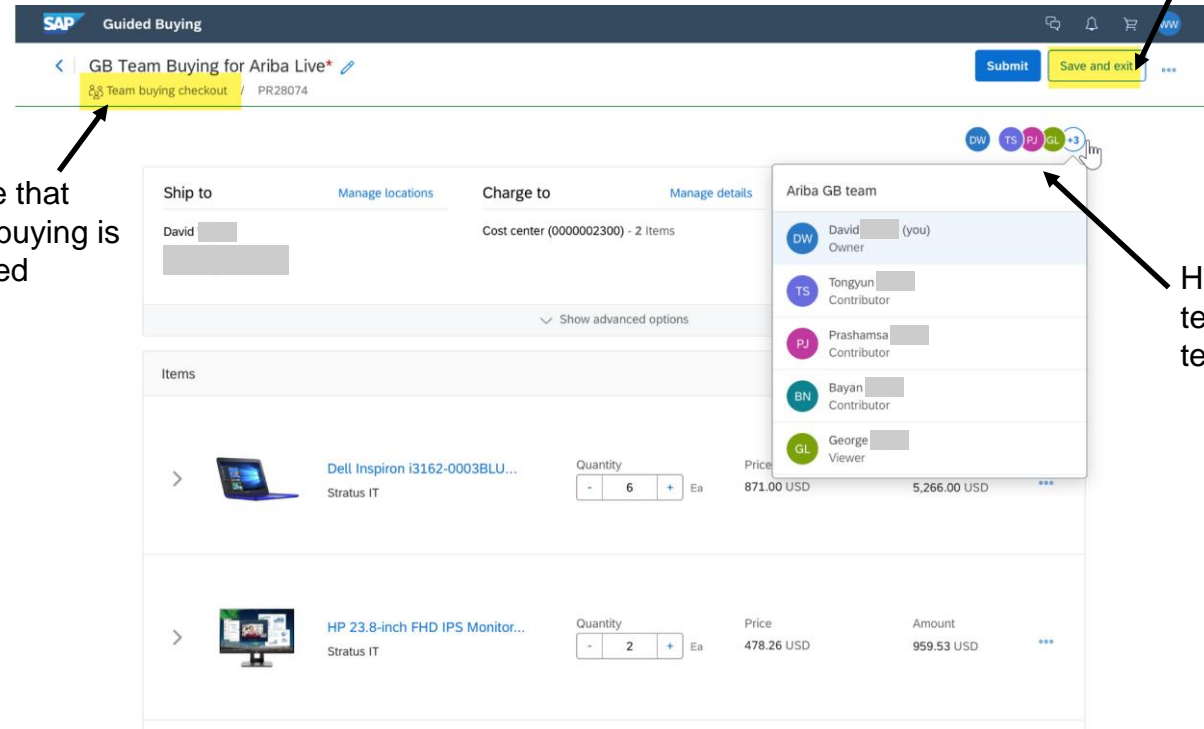
To leave the requisition in Composing state so that other team members can act on it, use the Save and Exit button instead of submitting the requisition.

Note that you can turn team buying and receiving on and off at any time while the requisition is in composing state, even if it was submitted and withdrawn.

Use Save and Exit to stay in composing state

A note that team buying is enabled

Hover over the team icons to see team members



Feature at a Glance

Introducing: Team Buying and Receiving in Guided Buying – Team Receiving

If a requisition was designated for team receiving then all associated POs will be available for team members to perform receiving.

Click **Your Requests**, then click the **To receive** tab.

Narrow the list of purchase orders displayed by filtering by **Team items**

The team name displays for each purchase order.

Follow the your organization standard receiving process.

Use this selector to switch from Your Items to Team Items to easily filter for only team receiving

The screenshot shows the SAP Guided Buying interface. At the top, there's a search bar and navigation icons. Below that, a breadcrumb trail shows 'Your requests' with a sub-tab 'To receive (5)' highlighted. A filter dropdown is set to 'Team items'. Below the filter, there's a message: 'If you're receiving an item, enter the quantity or amount you're receiving in the Receive field. Then click Submit to confirm receipt. If you're receiving a service, click Receive. You can find any order, including orders you've fully received, by entering the order number in the Find an order search field.'

PO	Supplier	Team	Material
PO3049	Computer Electronics Supply	Ariba GB Team	
No.	Quantity	Prev. Accepted	Accepted
1	1	0	0.00
Receive All			
<input type="text" value="0.00"/>			
<input type="button" value="Submit"/>			
PO3024	Spot Buy Supplier	Ariba GB Team	

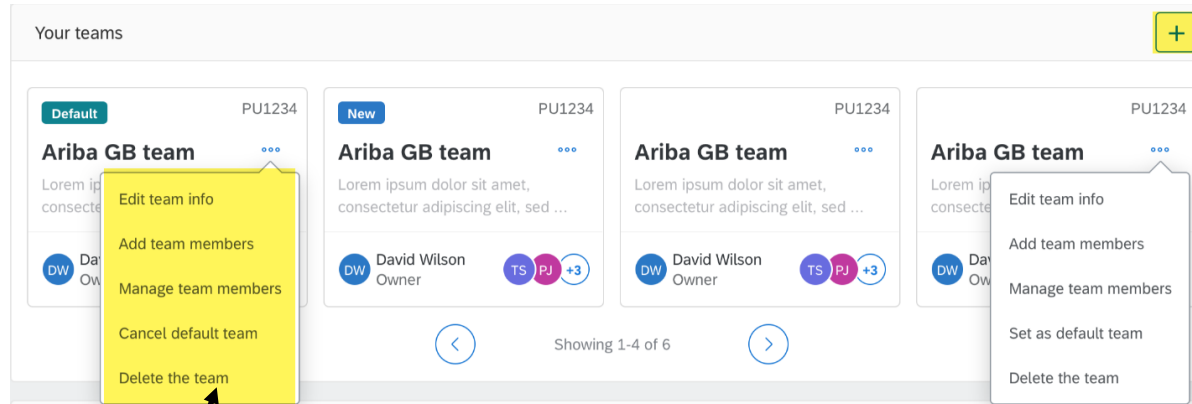
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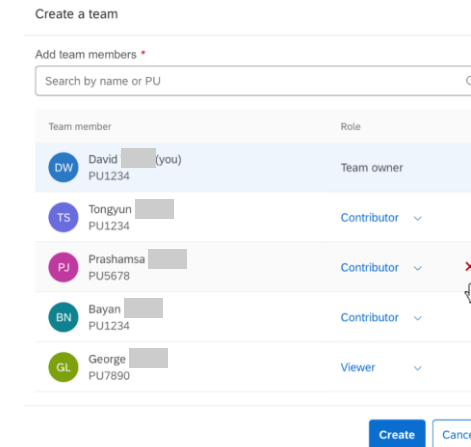
Depending on your organization's policies, you may be able to manage your own teams.

You will be able to create, edit, and leave teams by clicking your name icon and then Manage Teams.

- You can assign team members the following roles:
- **Team owner** (cannot be changed): Creates and manages the team. Can add and remove members to the team. There is only one team owner and this role can't be changed.
- **Contributor** (default): Adds and edits procurement documents and receipts for the team. Can also add members to the team.
- **Viewer**: Views the procurement activities performed by other team members. Cannot create or edit requisitions or receipts, and cannot add members to the team.



Manage and existing team: edit team members, change default teams, delete teams



Create a new team: add, remove, and assign roles

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Introducing: Team Buying and Receiving in Guided Buying

Administrators also have full team management capabilities, and can also disable user's ability to self manage teams.

Create or manage teams via the UI

- In **GB Admin** screen select **Manage Teams**
- Use the + sign to create a new team or select a team to edit. Click the > symbol to open team details and select editing options.
- Manage an existing team: edit team members, change default teams, delete teams

Manage teams
Create teams and configure roles(owner, contributor, and viewer) for team requisitions, RFQs and receiving.

[Manage teams](#)

Filter by All teams

Team name Search...

Download team template +

Team name	Owner	Team members #
Ariba GB Team	David	6
Ariba GB Team	David	6

download template +

Team information

Team name: Ariba GB Team

Owner (PU#): David Wilson (P)

Description: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam a sapien se semper. Ut vestibulum elementum lacus et tempor.

Team member Role

DW David PU1234	Team owner
TS Tongyun PU1234	Contributor

Create a team

Add team members *

Search by name or PU

Team member	Role
DW David (you) PU1234	Team owner
TS Tongyun PU1234	Contributor
PJ Prashamsa PU5678	Contributor
BN Bayan PU1234	Contributor
GL George PU7890	Viewer

Create Cancel

Create a new team: add, remove, and assign roles

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Create a team via CSV

Select the option to **Upload a team**

Browse files -> Select your file -> Click Upload

