SAP Ariba

Feature at a Glance
Prevent changes to attachments in approved requisitions

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THE BEST RUN **SAP**

Feature at a Glance

Introducing: **Prevent changes to attachments in approved requisitions**

Customer challenge

Customers may need to prevent users from adding or deleting attachments on requisitions that are fully approved and in subsequent statuses (ordered, receiving, etc).

In certain regulated industries, such as Medical Device or Pharmaceuticals manufacturing, the removal of attachments from an approved requisition is considered alteration of the purchasing record.

The alteration of a purchasing record results in an audit finding and is in violation of regulations, including FDA regulations.

Meet that challenge with
SAP Ariba

Now you can configure a parameter in guided buying to prevent the addition or deletion of attachments in requisitions that have been approved.

With this new parameter enabled, users cannot modify header-level or line-level attachments after requisitions are approved. Guided buying removes controls for attachment uploading and deletion when requisitions reach Approved state and for all later states (Ordering, Ordered, Receiving, and Received). If there are no attachments, guided buying removes the entire attachment section.

Experience key benefits

This new parameter gives administrators control over whether or not users can modify attachments to approved requisitions.

Customers can now systematically enforce company policy on changes to attachments or be confident that they are compliant with regulations that may effect their industry in this regard.

Solution area

SAP Ariba Buying (and Invoicing) with guided guying capability

Implementation information

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

You must enable the parameter in guided buying:

DISABLE_APPROVED_REQUISITION_ATTACHMENT_ MODIFICATION

Prerequisites and Restrictions

None

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Parameter DISABLED: The options to add (red box) and remove (red circle) are available on an approved requisition. The adjustments do not require re-approval.

Attachments

Drag and drop file here, or browse to upload

Add

MH   Jun 30, 2021
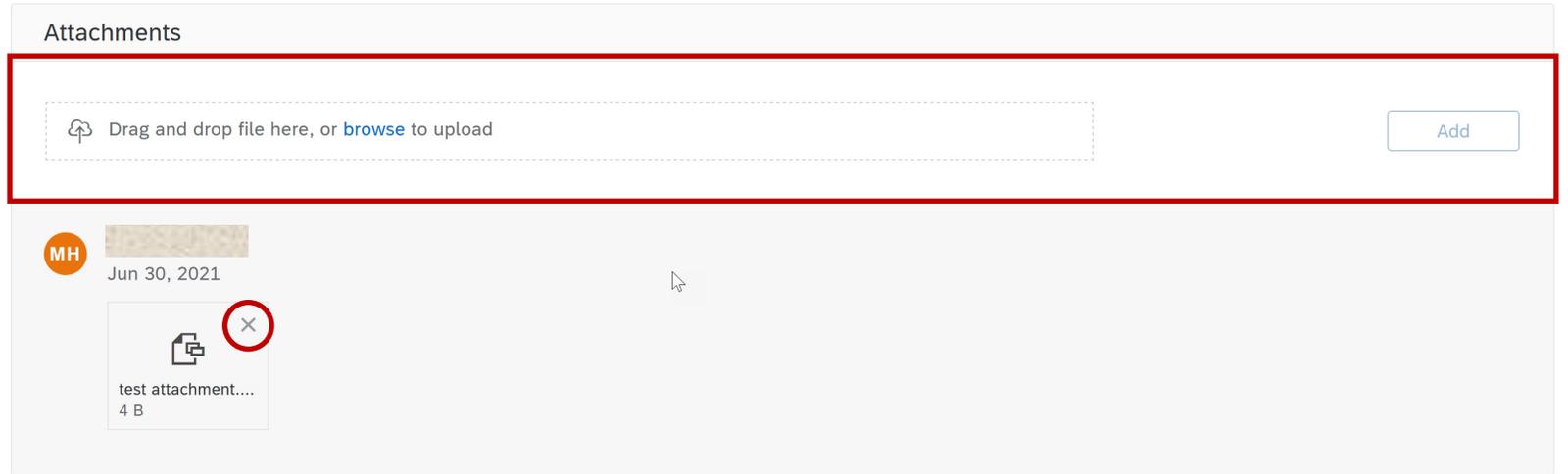
test attachment....
4 B

Parameter ENABLED: The options to add and remove attachments to the approved requisition are not available.
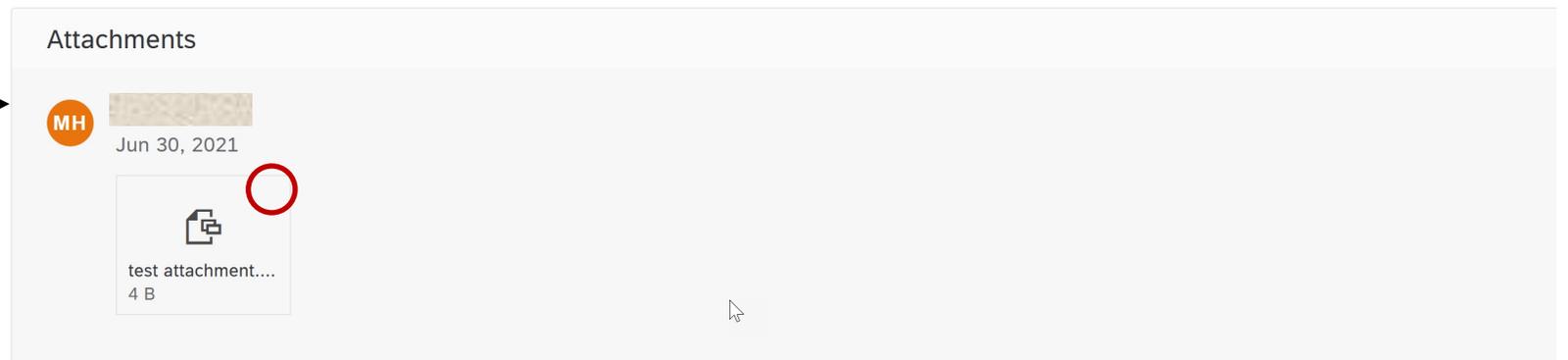
*Note that when this parameter is enabled and there were no attachments on the requisition prior to approval, the attachments section on the requisition will be completely hidden.

Attachments

MH   Jun 30, 2021

test attachment....
4 B