



SAP Ariba 

# Feature at a Glance

Support for initiating the change order process from the SAP Ariba Procurement mobile app

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# Feature at a Glance

Ease of implementation  Low touch  
Geographic relevance  Global

## Introducing: Support for initiating the change order process from the SAP Ariba Procurement mobile app

### Customer challenge

Currently, customers cannot change an order from the SAP Ariba Procurement mobile app.

### Meet that challenge with SAP Ariba

This feature enables users to initiate the change order process from the SAP Ariba Procurement mobile app to send revised versions of purchase orders to suppliers. They can change a purchase order to edit the properties of the line items in the order, as well as add items to or delete items from the order.

When you change an order, a new version of the associated requisition is created and submitted for approval, based on the current approval rules. If the new version is fully approved, a new version of each order impacted by the change is generated and sent to suppliers.

### Solution area

SAP Ariba Buying  
SAP Ariba Buying and Invoicing

### Implementation information

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

### Experience key benefits

Initiate change orders from the SAP Ariba Procurement mobile app, making the purchasing process more complete and seamless in the mobile app.

Facilitates end user choice for procurement process interfaces.

### Prerequisites and Restrictions

#### Prerequisite:

- User must belong to the **Ariba Mobile User** group in order to use the SAP Ariba Procurement mobile app.
- User must belong to the **Mobile Shopping** group in order to use the shopping cart feature, unless the site is configured to bypass the group membership check for the Mobile Shopping group.
- Ensure that the following self-service site configuration parameters are enabled on your site:
  - *Allow change order process in the user interface*
  - *Allow change orders for partially received purchase orders*
  - *Allow change orders for fully received purchase orders*
  - *Allow change orders for partially shipped orders*
  - *Allow change orders for fully shipped orders*
  - *Allow change orders for invoiced purchase orders*

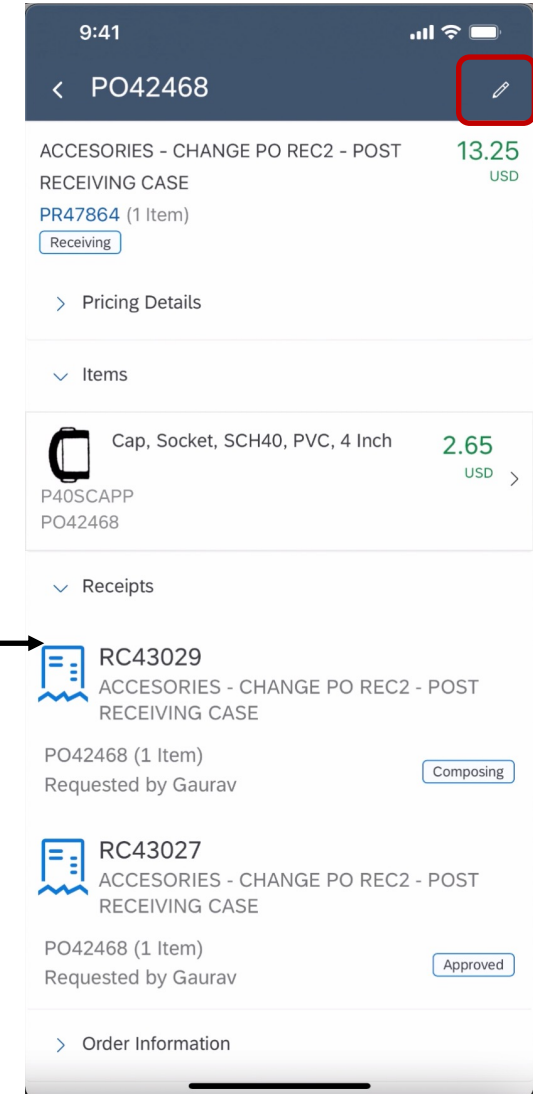
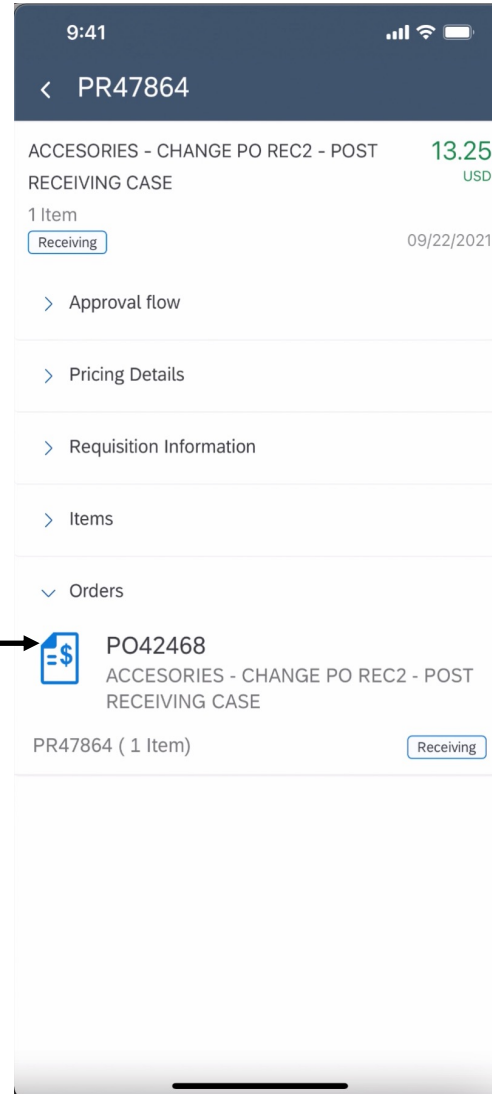
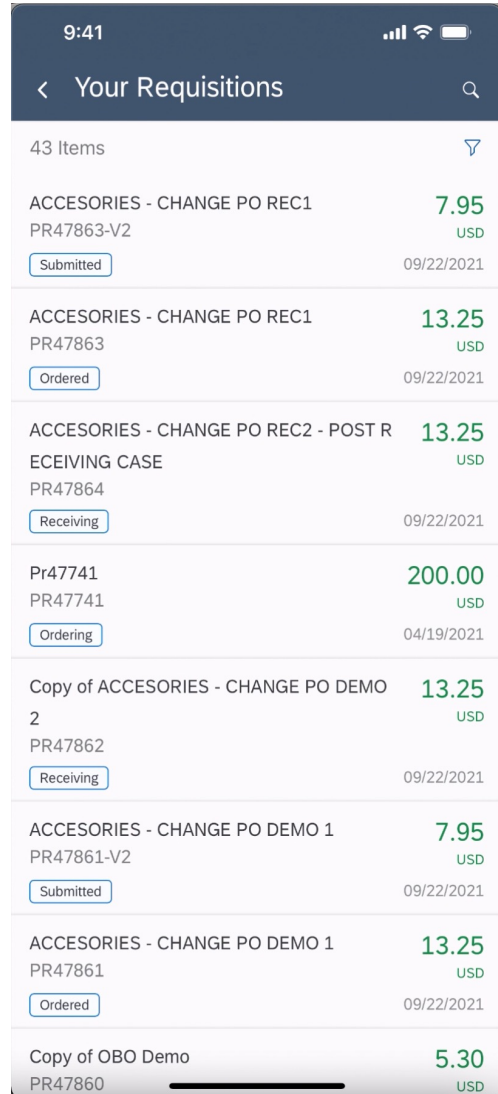
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From the Your Requisitions page, access the PR associated with the PO you want to change.

Navigate to the PO that requires a change.

Use the “edit” icon in the upper right of the PO screen to initiate a change.



Use the edit icon to initiate a change

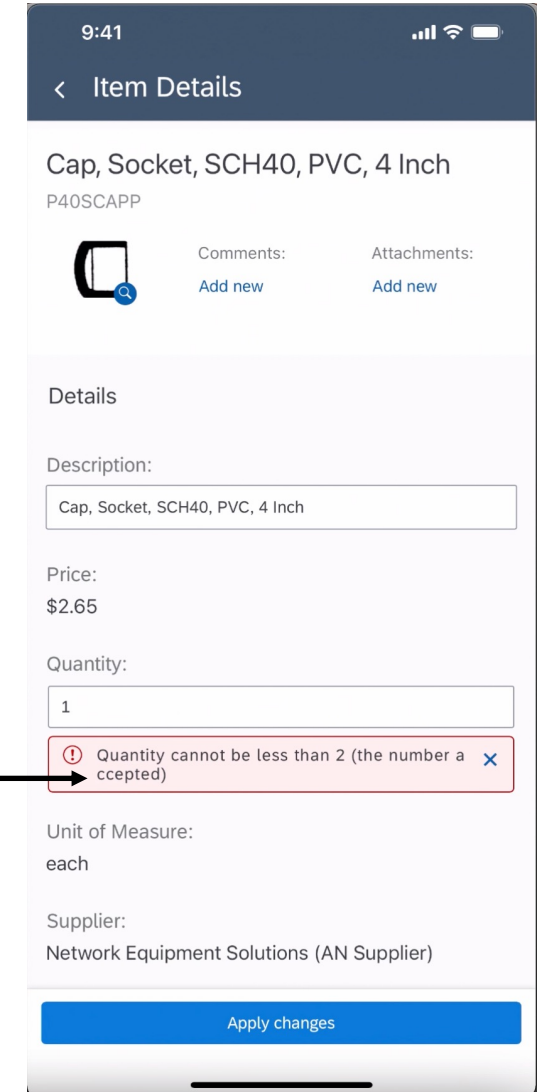
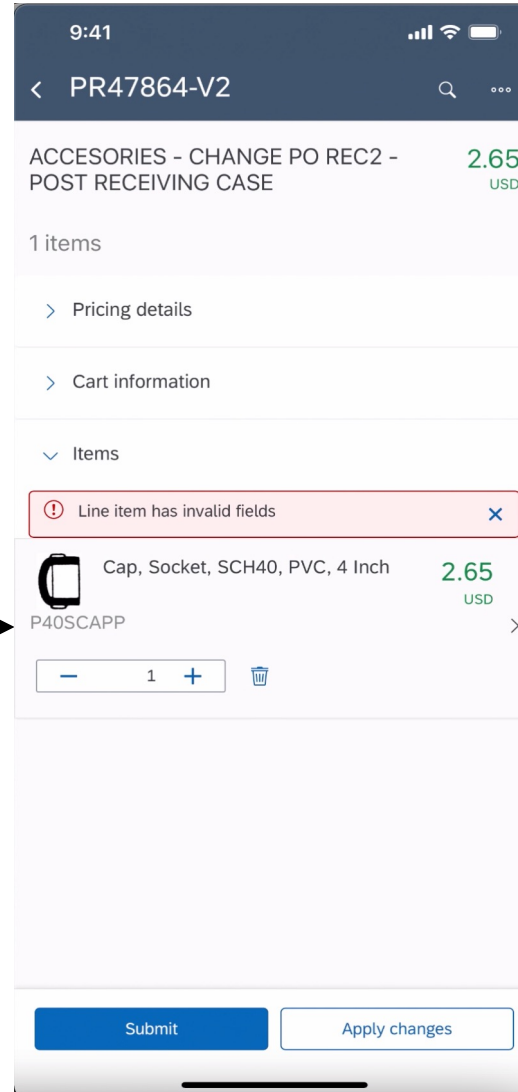
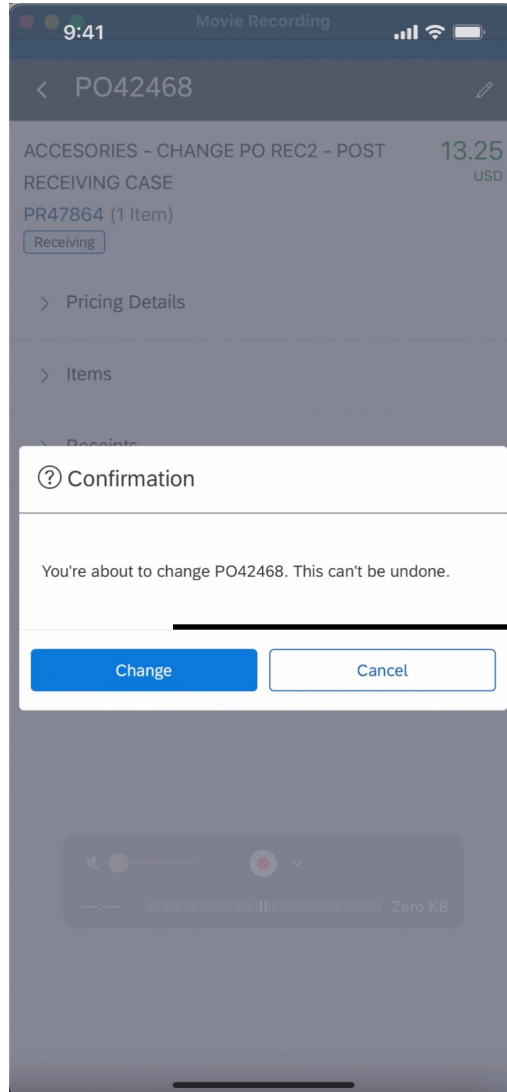
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Confirm you want to make a change.

The app maintains standard validations from Ariba Buying. In this case it prevents a user from reducing the order quantity of an item below the quantity that has been received or invoiced.

Additional error information in the line item details.



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Once you've finished making changes and any errors are adjusted the user submits V2 of the PR for approval.

PR V2 is in Submitted status. The PR follows standard processes until it is approved and a new PO is sent to the supplier (if needed).

