



SAP Ariba 

Feature at a Glance

Enhanced Warnings for Force Order and Force Cancel

SAP Ariba
Target GA: May, 2022

CONFIDENTIAL

Feature at a Glance

Ease of implementation
Geographic relevance

 Low touch / simple
 Global

Introducing: Enhanced Warnings for Force Order and Force Cancel

Customer challenge

Previously, the users saw unclear and ambiguous messages when they performed the force order or the force cancel action. This would not inform the user clearly about the consequences that follow this step and the actions that need to be taken after force ordering or force canceling an order.

Meet that challenge with SAP Ariba

With the enhanced warning messages that are displayed when a purchase manager performs the force order or force cancel action the system informs him about the prerequisites and consequences of forcing or canceling an order.

Experience key benefits

Purchase managers benefit from a clear messaging that reduces error susceptibility by precisely describing the guidelines for this process which leads to an improved efficiency.

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.

Prerequisites and Restrictions

None

Feature at a Glance

Introducing: Enhanced Warnings for Force Order and Force Cancel

Detailed feature information - Force Order

This feature enhances the warnings that are displayed when users perform the force order or the force cancel action. This way users are better informed about following actions they might need to take.

1. In the respective Purchase Order, that is still in **Ordering** state, users can click on the **Force Order** button.

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EP55 - Bluetooth Mouse Status: **Ordering**

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review your request and take the desired action(s).

Force Order **Print**

Summary Approval Flow Receipts Invoices Payments History

Order ID: EP55
Version: 1
Workorder ID:
Title: Bluetooth Mouse
Purchasing Unit: US003
Supplier: JCN Technologies
Contact: Hr.TestUser : Washington
Close Order: Open
My Labels: Apply Label... ⓘ

▼ Line Items

2 Line Items Hide Details

Type ↑	No.	ReqID	Qty	Unit	Description	Supplier Part Number	Price	Amount	
📄	1	PR681	10	each	Non-Catalog1		\$9.00 USD	\$90.00 USD	Detail

Feature at a Glance

Introducing: Enhanced Warnings for Force Order and Force Cancel

Detailed feature information - Force Order

2. This will open the next screen where the enhanced warning message will appear.

The screenshot shows the SAP Ariba interface for the 'Force Order - Comments' dialog. A red circle with the number '2' is positioned at the top left of the dialog. The dialog title is 'Force Order - Comments'. A yellow warning box contains the following text: 'Consult your customer administrator before you perform this action. Use this action only when there is an interruption in the ordering process and there is no other way to recover from the problem. This action only changes the purchase order state to Ordered and the order is not sent to the Ariba Network, to any external ERP system, or to any other integration point. After the force order action, the order can only be processed similar to a manual order.' Below the warning box, the text 'You chose to force order EP55' is displayed. A 'Comments:' label is followed by a large empty text area. At the bottom right, there are 'OK' and 'Cancel' buttons.

Feature at a Glance

Introducing: Enhanced Warnings for Force Order and Force Cancel

Detailed feature information - Force Cancel

This feature enhances the warnings that are displayed when users perform the force order or the force cancel action to inform about following actions they might need to take.

1. In the respective Purchase Order, that is still in **Canceling** state, users can click on the **Force Cancel** button.

The screenshot shows the SAP Ariba interface for a Purchase Order (PO) titled "EP56 - T-shirts for team event - 2022". The status is "Canceling". The interface includes a navigation bar with "AW Options..." and "FULL PAGE REFRESH" buttons. Below the title, there is a description: "These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review your request and take the desired action(s)." Two buttons, "Force Cancel" and "Print", are visible. The "Force Cancel" button is highlighted with a yellow border. Below the buttons, there is a tabbed interface with "Summary" selected. The summary section displays the following information: Order ID: EP56, Version: 1, Title: T-shirts for team event - 2022, Purchasing Unit: US002, Supplier: JCN Technologies (AN - Fulfillment FT), Contact: Fritz Lohr : STUTTGART, Close Order: Open, Custom(H): TestHeader:Thu Mar 24 04:28:52 PDT 2022, and My Labels: Apply Label... Below the summary, there is a section for "Line Items" with a dropdown arrow. Under "Line Items", there is a table with 1 line item. The table has columns: Type, No., ReqID, Qty, Unit, Description, Supplier Part Number, Price, and Amount. The line item is: Type: (blank), No.: 1, ReqID: PR1646391341989-V2, Qty: 10, Unit: each, Description: Levis Blue Shirts XL, Supplier Part Number: (blank), Price: \$100.0000 USD, and Amount: \$1,000.0000 USD. There is a "Detail" button next to the line item.

EP56 - T-shirts for team event - 2022 Status: **Canceling**

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review your request and take the desired action(s).

[Force Cancel](#) [Print](#)

Summary Approval Flow Receipts Invoices Payments History

Order ID: EP56
Version: 1
Title: T-shirts for team event - 2022
Purchasing Unit: US002
Supplier: JCN Technologies (AN - Fulfillment FT)
Contact: Fritz Lohr : STUTTGART
Close Order: Open
Custom(H): TestHeader:Thu Mar 24 04:28:52 PDT 2022
My Labels: Apply Label...

▼ Line Items

1 Line Item [Show Details](#)

Type	No.	ReqID	Qty	Unit	Description	Supplier Part Number	Price	Amount
	1	PR1646391341989-V2	10	each	Levis Blue Shirts XL		\$100.0000 USD	\$1,000.0000 USD

[Detail](#)

Feature at a Glance

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Detailed feature information - Force Cancel

2. This will open the next screen where the enhanced warning message will appear.

2

The screenshot shows the SAP Ariba interface. At the top, there is a navigation bar with 'SAP Ariba', a 'Back' button, and a 'FULL PAGE REFRESH!' button. The main content area is titled 'Force Cancel - Comments'. A prominent yellow warning box contains the following text: 'Consult your customer administrator before you perform this action. Use this action only when there is an interruption in the cancellation process and there is no other way to recover from the problem. This action only changes the purchase order state to Cancelled and the order is not sent to Ariba Network, to any external ERP system, or to any other integration point. After the force cancel action, no further actions on that order are supported.' Below the warning box, the text reads 'You chose to force cancel EP56.' There is a text input field labeled 'Comments:' with a vertical cursor. At the bottom right, there are two buttons: 'OK' and 'Cancel'.