



SAP Ariba 

Feature at a Glance

Support for personal ship-to addresses

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PUBLIC

Feature at a Glance

Introducing: Support for personal ship-to addresses

Ease of implementation  High-touch
Geographic relevance  Global

Customer challenge

Where personal addresses or “ad-hoc” ship-to addresses have been used in the past, there has been no ability to validate that the address is correct.

This has resulted in incorrect delivery information and presents a risk for any tax validation based on address information.

Meet that challenge with SAP Ariba

Users can now create and manage their own ship-to addresses outside of the requisition flow, which is useful if they're working from home, a client's office, or a temporary residence. They can select these addresses when they order, and suppliers will ship directly to them.

When an address is entered, guided buying validates it to ensure it's correct, and displays a standardized address that users can select.

Users can configure personal addresses so that only shippers, service providers, and guided buying administrators see them, as “private” addresses.

Experience key benefits

- Reduce purchase order delivery issues and additional workload for administrators and suppliers.
- Reduce tax compliance workload where addresses are invalid.
- Reduce integration errors between procurement solutions and backend systems.

Solution area

SAP Ariba Buying guided buying capability
SAP Ariba Buying and Invoicing guided buying capability

Implementation information

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

This feature is optional for this release. With the Q1 2302 release, SAP Ariba plans to turn it on for all customers.

Prerequisites and Restrictions

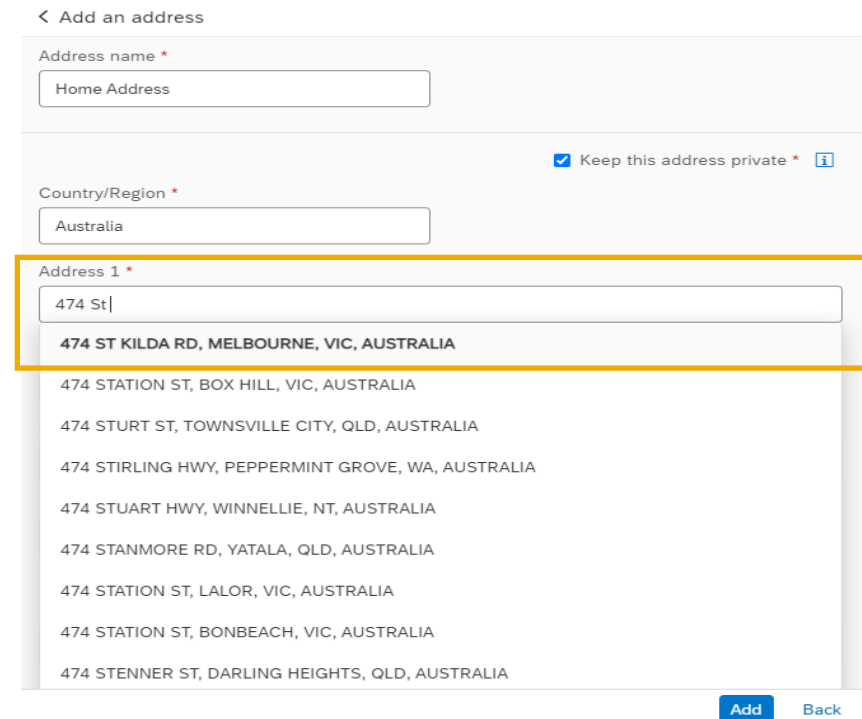
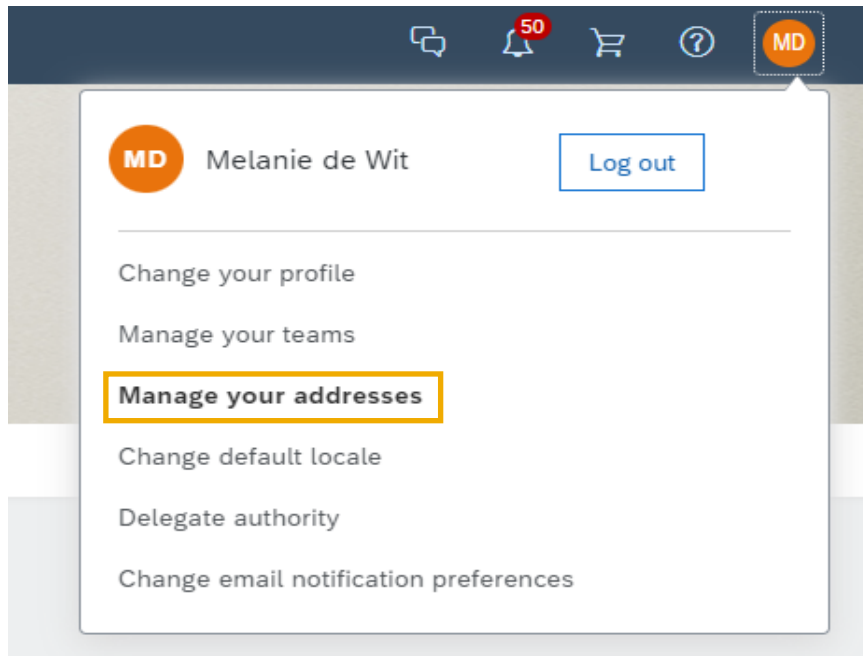
- This feature requires the guided buying capability.
- Enable the SAP Ariba Buying parameter: Application.Procure.AllowAdhocShipToAddress
- Enable the guided buying parameter: PARAM_ENABLE_MANAGE_PERSONAL_SHIPTO_ADDRESS and set mandatory/optional fields using PARAM_REQUIRED_ADDR_CONTACT_FIELDS

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Detailed feature information

- Manage your addresses directly from your user profile in **guided buying**.
- Typeahead validates the address as you type (available for selected countries).
- Address can also be directly entered.



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Detailed feature information

- Click to hide the address from other guided buying users; they see only the words "Private Address." Only shippers, service providers, and guided buying administrators can see the address.
- Addresses are stored for use in Requisitions and Non-PO invoices (optional).

< Add an address

Address name *
Home Address

Keep this address private * ⓘ

Country/Region *
Australia

Address 1 *
474 St Kilda Rd

Address 2
Apt, suite, unit, building, floor, etc.

City/Town *
Melbourne

State/Province *
VICTORIA

Zip/Postal Code *
3004

Contact information

Email
devnull@ariba.com

Phone
Phone number (with area code)

Add Back

Manage your addresses (1) +

Home Address PRIVATE

474 St Kilda Rd
Melbourne, VICTORIA 3004
Australia

Close