SAP Ariba

Feature at a Glance
Self-service transfer of ownership

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THE BEST RUN **SAP**

Feature at a Glance

Introducing: **Self-service transfer of ownership**

Customer challenge

Employees within an organization often change responsibilities or require another party to manage transactions on their behalf, requiring purchasing and invoicing documents transferred to alternate team members.

Prior to this feature, these scenarios would require intervention from an administrator or other party to perform the document reassignment on the user's behalf. This creates additional effort for users and administrators for requesting changes and responding to these changes with no approval process within the solution and document transfer auditability.

Meet that challenge with

SAP Ariba

This feature introduces a self-service method to transfer the ownership of approvable documents, like purchase requisitions (PR) and the corresponding follow-on documents, from one user to another leveraging APIs within guided buying to facilitate transfer.

It allows any user in an organization to submit a transfer request, with the required changes, for the selected approvable documents. The submitted request is directed through a predefined approval flow. Ownership of the document will be transferred to the new owner when the request is approved by all the approvers automatically.

Experience key benefits

- Guided buying users will now have the ability to manage their own document transfer with customer configured approval processes.
- Administrators will no longer need to intervene in all requests to transfer ownership of transactional documents. They will, however, have the ability to audit the process as required.
- A global form template is available to configure the capability, reducing the time to implement this feature while still offering customer specific process configuration.

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 but requires **customer configuration.**

Prerequisites and Restrictions

- This feature requires the guided buying capability.

- Enable the SAP Ariba Buying parameter: Application.TransferOwnershipRequest.Enabled.
- This parameter is self-service. You can enable using the Intelligent Configuration Manager interface.

- Enable the guided buying parameter: PARAM_ENABLE_TRANSFER_OF_OWNERSHIP

Feature at a Glance
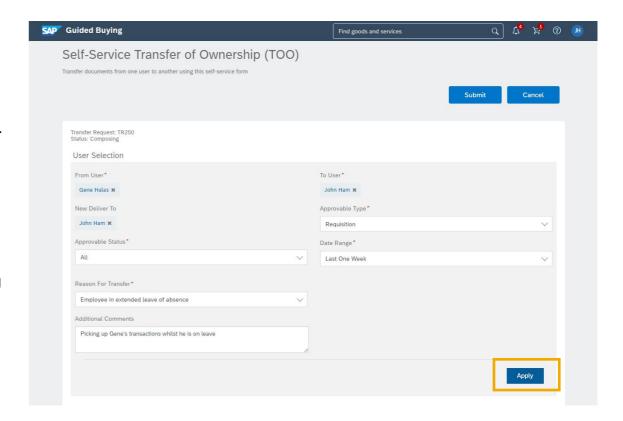Introducing: **Self-service transfer of ownership**

Detailed feature information

Transferring ownership can be performed by opening the transfer of ownership form and completing the required fields.

- **From User** refers to the user who the approvable documents currently belong
- **To User** refers to the user who will receive ownership of the approvable documents
- **Approvable Type** refers to which type of approvable documents will be transferred. Options for this field are **Purchase Requisition, Invoice and All.**
- **Approvable Status** refers to the status that the approvable documents to be transferred are in.
- **Date Range** refers to the range of creation dates for which approvable documents will be transferred
- **Reason** provides context for approvers for why the transfer is being performed
- **Additional comments** can be added for additional context
- Clicking the **Apply** button uses the above criteria to search for documents requiring transfer

Note that transferring ownership of purchase requisitions will cascade transfer of ownership of purchase orders and receipts associated with the purchase requisition.

Transferring ownership of invoices will also transfer ownership of invoice reconciliations associated with the invoice.

Feature at a Glance
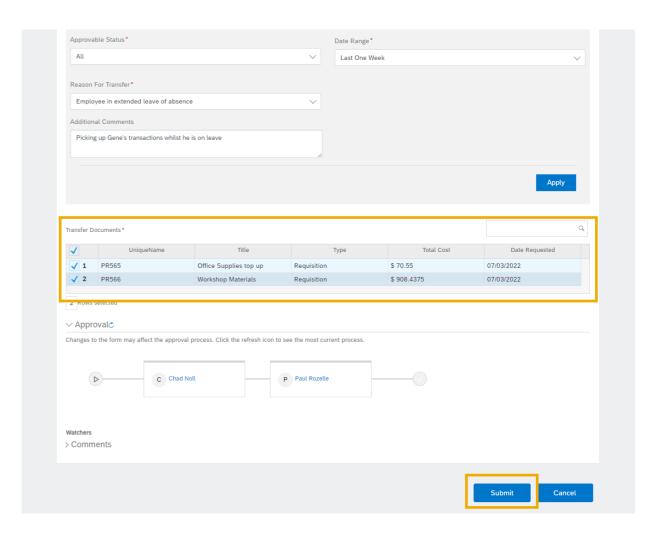## Introducing: **Self-service transfer of ownership**

Document selection and approvals

Once the API has retrieved documents that meet the search criteria, the user can select the desired approvable documents to be included in the transfer.

Upon clicking **Submit** the transfer of ownership will proceed through the approval flow configured in the form.

Once approvers have approved, the transfer of ownership will be processed automatically and documents will be transferred to their new owner.

The transfer can be exported to reflect the same in your ERP solution, utilizing a webservice integration.