



# Feature at a Glance

## Improved Design for Finding Requests (GB-3350)

Target GA: February 2023

# Improved design for finding requests

## Customer challenge

When a casual user creates a number of requests, acts in a team or requests on behalf of others, it can be difficult to find certain requests quickly and easily.

## Description

The Your Requests search pages have been redesigned to display:

- Different document types in different tabs for simple navigation
- Recently updated requisitions and purchase orders are displayed on Recent requests tab
- Requisitions and purchase orders now have enhanced filtering capability by supplier, status, updated timeframe along with document IDs and sort options
- Requisitions allow for search by requested-by options: self, on behalf of, and team
- Requisitions allow for WBS/Project accounting object search

## Customer benefit

- This feature improves transactional search capability with enhanced filtering for casual users in guided buying
- Improved transactional visibility for on behalf of and team buying scenarios

## User

- Buyer

## Enablement model

- Customer configured

## Applicable solutions:

- SAP Ariba Buying
- SAP Ariba Buying and Invoicing

## Prerequisites:

- Guided buying capability must be enabled
- Enable the Guided Buying Parameter:  
ENABLE\_NEW\_YOUR\_REQUEST\_PAGE

# Feature details

## Recent requests

- Summarizes requisitions and purchase orders
- Select **View all** to jump to the **Requisitions** or **Purchase order** tab for additional filtering

The screenshot shows the SAP Guided Buying interface. At the top, there's a search bar with the text 'Find goods and services' and a magnifying glass icon. To the right of the search bar are icons for notifications (61), a shopping cart, and a user profile (GH). Below the search bar is a navigation bar with the text '< | Your Requests'. Underneath this, there are several tabs: 'Recent requests' (highlighted with a yellow box), 'Requisitions', 'Purchase orders', 'To receive', 'Request for quotes', 'Invoices', 'Custom forms', and 'Projects'. The main content area is titled 'Recently updated within 3 months'. It is divided into two sections: 'Requisitions' and 'Purchase orders'. Each section has a 'View all' link (highlighted with a yellow box). The 'Requisitions' section contains five items, each with a document icon, a title, a PR number, a date requested, a status (COMPOSING or SUBMITTED), a last updated time, and an amount. The 'Purchase orders' section contains one item with a shopping cart icon, a title, an EP number, a requisition number, a status (RECEIVING), a last updated time, a supplier name, and an amount.

Icon	Title	PR/EP Number	Date requested	Status	Last updated	Supplier	Amount
Document	IMS_ToggleOFF_1	PR2824	October 12, 2022	COMPOSING	0 days ago		\$10.63 USD
Document	Adapter DB9M/MD6M Microso	PR3046	November 22, 2022	SUBMITTED	0 days ago		\$10.89 USD
Document	Adapter DB9M/MD6M Microso	PR3044	November 22, 2022	SUBMITTED	1 days ago		\$10.89 USD
Document	test PR	PR3043	You requested on behalf of AA Alex Agassi	COMPOSING	1 days ago		\$166.50 USD
Document	Adapter DB9M/MD6M Microso	PR3039	November 21, 2022	SUBMITTED	1 days ago		\$10.89 USD
Shopping Cart	Test001	EP605	Requisition: PR2916-V3	RECEIVING	20 days ago	JCN Technologies	\$200.00 USD

# Feature details

## Requisitions and purchase orders

- Improved search filters and sort options
- Search by requested-by type and requester details for requisitions
- Apply multiple filters to one search
- Improved transactional view with on behalf of detail and last updated time stamp for requisitions

**SAP Guided Buying** Find goods and services

Your Requests

Recent requests **Requisitions** Purchase orders To receive Request for quotes Invoices Custom forms Projects

Requisition: Search for requisition ID Requisition name: Search for requisition name **Apply filters**

Purchase order ID: Search for purchase order ID Status: Last updated: August 23, 2022 - November 23, 2022 Supplier: Search for supplier ID or name

Requested-by type: All (dropdown menu open) Requester: Search for name, ID, or email Project/WBS: Search

Sort by: Date requested Recent to oldest

	Status	Last updated	Amount
	SUBMITTED	0 days ago	\$10.89 USD
Adapter DB9M/MD6M Microso PR3044 Date requested: November 22, 2022 You requested on behalf of <b>AU</b> Auto User - 1	SUBMITTED	1 days ago	\$10.89 USD

**SAP Guided Buying** Find goods and services

Your Requests

Recent requests Requisitions **Purchase orders** To receive Request for quotes Invoices Custom forms Projects

Purchase order ID: Search for purchase order ID **Apply filters**

Requisition: Search for requisition ID Status: Last updated: August 23, 2022 - November 23, 2022 Supplier: Search for supplier ID or name

Sort by: Date requested Recent to oldest (dropdown menu open)

	Status	Last updated	Supplier	Amount
Test001 EP605 Requisition: PR2916-V3	RECEIVING	20 days ago	JCN Technologies	0 USD
Test001 EP604 Requisition: PR2916-V3	ORDERED	20 days ago	John Woodman	\$690.00 USD

# Thank you.



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