

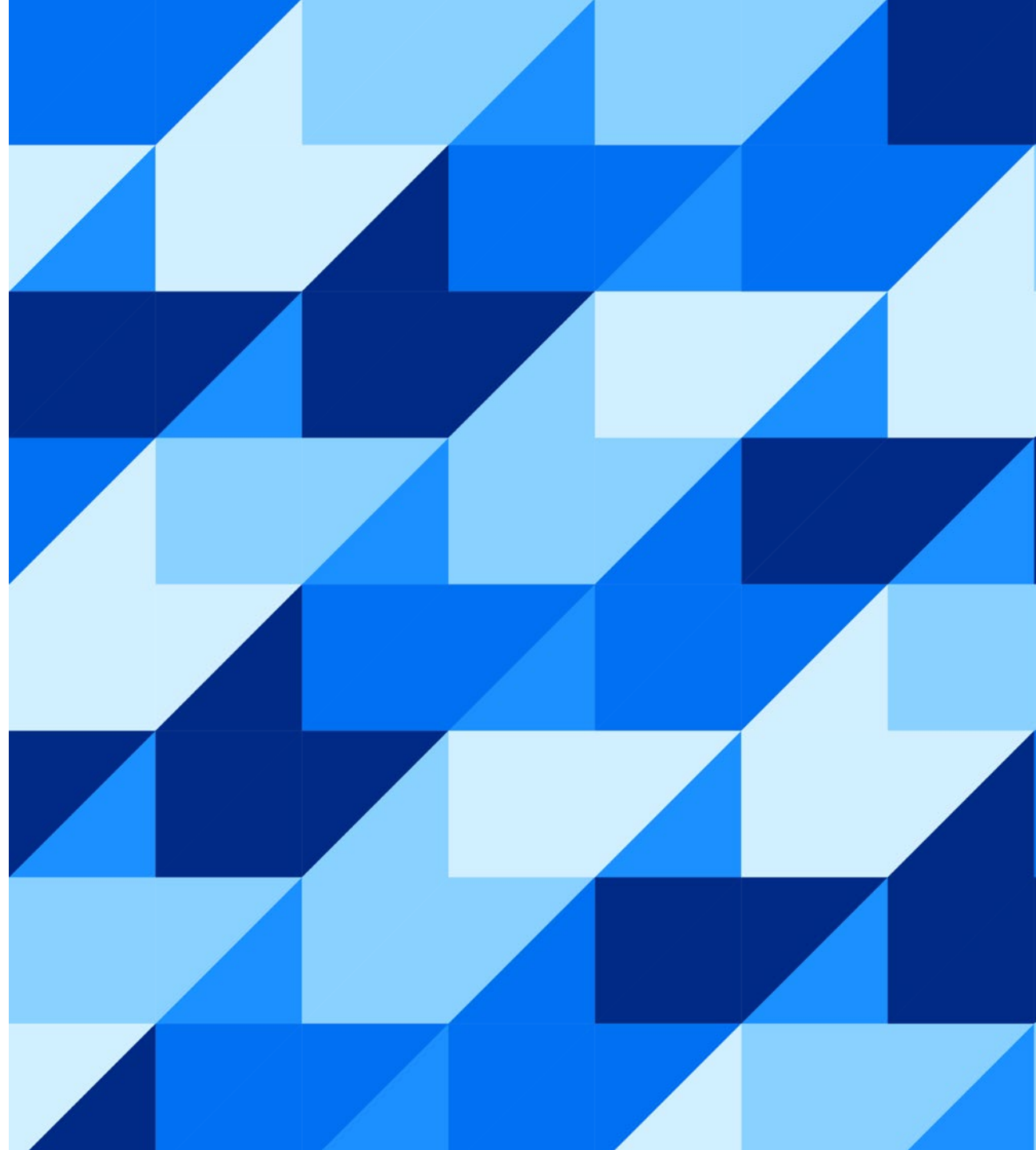
SAP Ariba Feature Adoption

SAP Ariba Guided Sourcing capability

Buyer Playbook



Adoption Services Center Value Accelerator



Overview of Guided Sourcing

Guided Sourcing is a next-generation user interface that provides a streamlined and intuitive user experience for managing strategic sourcing processes and RFx events.

Highlights:

- Single-page event creation and single-page project management
- Autonomous procurement features like Smart Excel Import and Intelligent Supplier & Content recommendations to automate RFx event creation
- Category Management capability for comprehensive category planning, execution and reporting
- Multi-round bidding to facilitate the process from a long list to Best And Final Offer
- Ariba Discovery for finding new suppliers

Adoption:

- No cost to adopt, available as part of your SAP Ariba Sourcing solution
- Self-service "adopt when ready, however by end of 2024 latest" and roll-out to users based on permissions
- Both UX's still do co-exist in 2024, if desired, allowing users to create strategic projects and events in both UXs



Adoption Services Center - Value Accelerator



Check out these Guided Sourcing Feature Videos

Overview

Definition of Guided Sourcing
Key Features

Value

Guided Sourcing Benefits
Sourcing Value Levers & Metrics

How to Enable

Self-Service Steps

How to Use

Creating an Event
Creating a Full Project

How to Adopt

Adoption Strategy
Integration

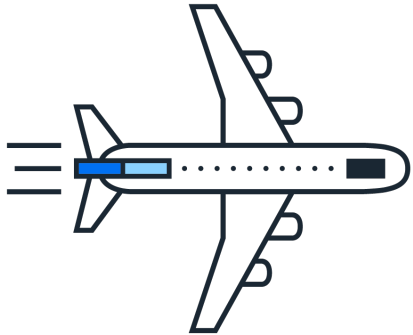
FAQs

Additional Resources

Documents & Videos

Functionality in Guided Sourcing

Guided Sourcing capabilities have been enhanced quarterly since its initial release. Check out the diverse functionality supported today!



User Experience & Core Sourcing

- RFI/RFP/Auction creation
- Full (Strategic) Projects
- Sourcing Requests
- Collaboration/messaging functionality
- Task Management and Event approvals
- Multi-round bidding, Surrogate Bidding, Email Bidding
- Conditional Content and Bulk edit capabilities
- Lots, Matrix Terms, and Alternative Bids
- Service Items and Service Hierarchies
- Grading and Scoring/Scorecards
- Project and Event level Reporting
- Ariba Discovery

Autonomous Procurement

- Intelligent event creation
- Intelligent supplier recommendation
- Intelligent questions recommendation
- Automatically invite Preferred Suppliers

Direct Spend

- Material Master integration
- Category Attribute Hierarchy
- Support for pricing conditions
- Cost breakdown analysis

Analytics & Decision Support

- Out-of-box optimization scenarios and scenario comparison
- Bid History and Bid Comparison report
- Advanced bid analysis with split awards

Best of Suite

- Integration with SLP, Supplier Risk, Contracts and Guided Buying
- In-application tool guidance (provided by SAP Enable Now)
- S/4HANA integration (4BL & 4QN Scenarios)
- Sourcing Award Integration to External Systems
- Category Management

As of Q3 2024

For information on what's available, [check out What's new in SAP Ariba.](#)



Why adopt Guided Sourcing?

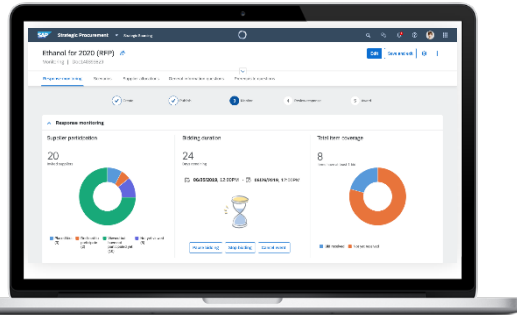
Improved usability

Rapid event creation, enhanced search, and contextual help



Faster execution

50% improvement in time to create a Sourcing event



Intuitive user interface

Faster adoption and increased user satisfaction



Project and Event management

Intuitive management of the Strategic Sourcing and RFX event process



Learn more about the Benefits of Guided Sourcing



Realize the Value of Strategic Sourcing

Read about two of the value levers in an SAP Ariba business case made possible by the SAP Ariba Sourcing application. If you're looking for more information about measuring value, check out our [playbook on measuring value](#).

Price Reduction

- Bottom-line results – Help achieve savings of up to 9.7%*
- Increase spend under management & savings opportunities

Key Metrics*

Total *Strategic Sourcing Savings Rate* as a % of Spend Sourced
Laggard: 1.7% | Average: 6.1% | Best in Class: 9.7%

Strategically Sourced Spend as a % of Total Spend
Laggard: 46% | Average: 62.5% | Best in Class: 84%

Process Improvement

- Lower total cost of ownership – Software-as-a-service delivery with faster time to value and faster innovation
- 50% improvement in time to create an event
- Create sustainable organizational knowledge using analytics for in-context intelligence

Key Metrics*

Average *Sourcing Cycle Time* From Requirements Definition to Contract Signature (in days)
Laggard: 90 | Average: 56.8 | Best in Class: 30

*Source: SAP Ariba Benchmark Data



Steps to Enabling Guided Sourcing

Guided Sourcing enablement is designed to be easy and *self-service*. You, the customer, can turn on Guided Sourcing in a matter of minutes. No Service Request is required! On the next slides, follow the instructions to carry out the *two required steps*. To leverage any existing event templates and tweak your Full Project template, there are *three additional recommended steps*.



View complete documentation to set up Guided Sourcing



Watch this video to learn how to Enable Guided Sourcing



1 Enable Guided Sourcing

First, you must activate Guided Sourcing in your Sourcing site.

With the Customer Administrator permission:

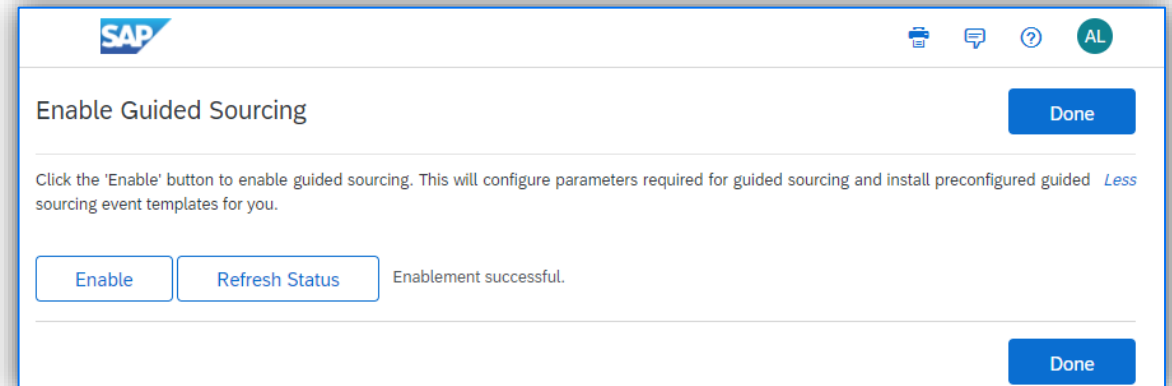
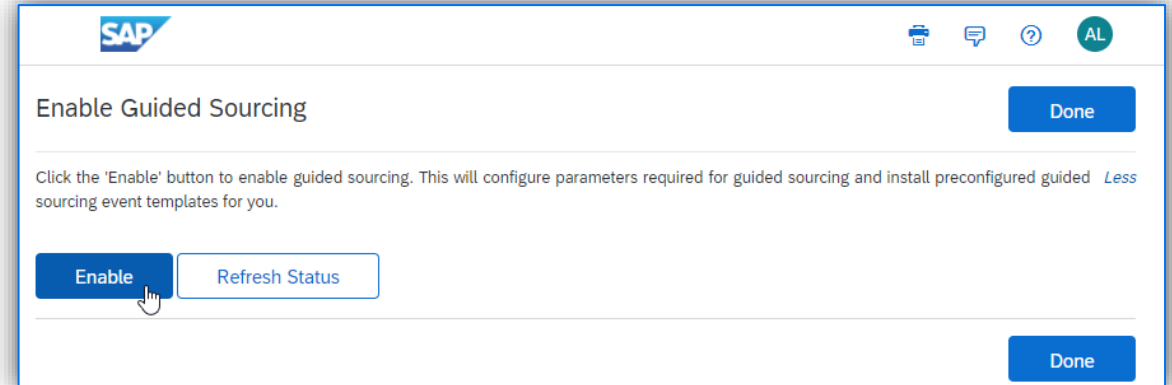
1. Click *Manage > Administration > Event Manager > Enable Guided Sourcing > Enable*
2. Voilà! The task will automatically run to enable Guided Sourcing and out-of-the-box Guided Sourcing templates. After a few minutes, you will see a *Enablement Successful* next to the Refresh Status button.

Some recommendations from SAP:

- Enable Guided Sourcing first in your Test site to try it out!
- Once the task is run to enable Guided Sourcing, it cannot be disabled; however, access to Guided Sourcing is permission-based. Even if you enable Guided Sourcing in your site, you still control which users can create and access Guided Sourcing via permissions.
- Don't have Customer Administrator permission? You may need to reach out to your system administrator.



View complete documentation to enable Guided Sourcing



2 Assign User Groups

Only members of the *Category Buyer* group will have the option to create Guided Sourcing events. To create, edit, or publish Guided Sourcing events, a user must also be a member of a group with the underlying Sourcing permissions such as the Sourcing Analyst group.

With the Customer Administrator or Customer User admin permission:

1. Click *Manage > Administration > User Manager > Groups*.*
2. Search for the group *Category Buyer*.
3. In the entry for *Category Buyer*, click *Actions > Edit*.
4. On the edit page, click *Users > Add/Remove*.
5. Search for and select the users to add to the *Category Buyer* group.
6. Click *Done > Save*.

*If you are a full suite SAP Ariba customer with Buying or Buying & Invoicing, the path is *Manage > Core Administration > User Manager > Groups*.

Groups

Search fields are case-insensitive and you can enter all or part of a name.

Search Filters: [Add/Remove Search Filters](#)

Group Name:

Description:

Active: Yes No Either

Group Name	Defined By	Description	User Can Request Responsibility	Enabled for login	Actions
Category Buyer	SYSTEM		No	No	<input type="button" value="Actions"/>



View complete documentation to
configure users for Guided Sourcing



3 Smart Import, Intelligent Supplier & Content Recommendation Models

Using the Smart Import, Intelligent Supplier Recommendation, and Intelligent Content Recommendation features requires a one-time task to train the artificial intelligence models based on your site's data. In addition to Customer Administrator, you need SV Enrichment Manager permission.

Training Smart Import model:

1. Click *Manage > Administration > Enrichment Manager > Model Wizard > Enrichment Selection*.
2. In *Enrichment Selection*, choose *SourcingUnstructured* and skip to *Step 3: Train*.
3. Specify a date range in *Last Modified Date* to specify which data to train the model. We recommend at least one trailing year. Then, click *Generate Training File > OK*. Click *Refresh* to see your newly created file.
4. In the *Action* column of your new file, change the dropdown to *Post to Training* and click *OK*.
5. Now, configure the model to update itself automatically. In *Step 2: Configure > Advanced Settings > Auto Train to Yes > Update*.

Training Intelligent Supplier Recommendations model:

1. Click *Manage > Administration > Intelligent Configuration Manager > Manage Configurations > Continue*.
2. In Intelligent Configuration Manager, click *Sourcing & Contracts > Parameters*. Search *Enable Supplier Recommendations* and toggle to *Yes* and *Submit Package*. Follow prompts to deploy the package to test.
3. Click *Manage > Administration > Enrichment Manager > Model Wizard > Enrichment Selection*.
4. In *Enrichment Selection*, choose *Supplier Recommendation* and skip to *Step 3: Train*.
5. Specify a date range in *Last Modified Date* to specify which data to train the model. We recommend at least one trailing year. Then, click *Generate Training File > OK*. Click *Refresh* to see your newly created file.
6. From the *Actions* drop-down for the newly-created file, click *Post to training* and confirm with *OK*.
7. Now, configure the model to update itself automatically. In *Step 2: Configure > Advanced Settings > Auto Train to Yes > Update*.



View documentation to learn more about Smart Import from Unstructured Excel files



View documentation to prepare your site for Intelligent Supplier Recommendations



View the step-by-step video to train the intelligent models



4 Smart Import, Intelligent Supplier & Content Recommendation Models

Training Intelligent Content Recommendations model:

1. Click *Manage > Administration > Intelligent Configuration Manager > Manage Configurations > Continue*.
2. In Intelligent Configuration Manager, click *Sourcing & Contracts > Parameters*. Search *Enable Content Recommendations in Guided Sourcing events* and toggle to *Yes* and *Submit Package*. Follow prompts to deploy the package to test.
3. Click *Manage > Administration > Enrichment Manager > Model Wizard > Enrichment Selection*.
4. In Enrichment Selection, choose *Content Recommendation* and skip to *Step 3: Train*.
5. Specify a date range in *Last Modified Date* to specify which data to train the model. We recommend at least one trailing year. Then, click *Generate Training File > OK*. Click *Refresh* to see your newly created file.
6. From the Actions drop-down for the newly-created file, click *Post to training* and confirm with OK
7. Now, configure the model to update itself automatically. In *Step 2: Configure > Advanced Settings > Auto Train to Yes > Update*.



View documentation to prepare your site for Intelligent Content Recommendations



View the step-by-step video to train the intelligent models*

*Video demos activation of Smart Import and Intelligent Supplier Recommendations. Steps are the same for Content Recommendations. Simply select the appropriate enrichment type.



4 Recommended Enablement Steps

You may already have custom RFI, RFP, and Auction templates configured for the classic user interface. Follow the steps and watch the video to make these templates available for use in Guided Sourcing.

RFI, RFP, and Auction Templates

Guided Sourcing has a different set of event templates than the classic Sourcing experience. Each template has a new “Guided Sourcing Template” setting at the header level. Template administration and management principles remain the same in Guided Sourcing and classic SAP Ariba Sourcing.

- The Enable Guided Sourcing task installs the following out-of-the-box Guided Sourcing templates:
 - *Request for Information - Guided Sourcing Template*
 - *Request for Proposal - Guided Sourcing Template*
 - *Request for Proposal with Total Cost - Guided Sourcing Template*
 - *Reverse Auction - Guided Sourcing Template*
 - *Reverse Auction with Bid Transformation - Guided Sourcing Template*
 - *Dutch Reverse Auction - Guided Sourcing Template*
 - *Dutch Reverse Auction with Bid Transformation - Guided Sourcing Template*
 - *Japanese Reverse Auction – Guided Sourcing Template*
 - *Japanese Reverse Auction with Bid Transformation - Guided Sourcing Template*
- Mass-convert all your Classic Sourcing event templates by running the scheduled task ConvertToGuidedSourcingTemplateTask. (Manage->Administration->Site Manager->Scheduled Tasks)
- Guided sourcing templates have features that are only supported in Guided sourcing and will not be seen in classic sourcing project templates, such as Multi-round Bidding and Project Insight Tiles..



Watch this video to learn how to create an RFP template



Watch the video to see how to copy and convert existing event templates to Guided Sourcing



Watch the video to learn how to create a Full Project Template in Guided Sourcing



View product documentation on Guided Sourcing Event Templates



5 Recommended Enablement Steps

While Full Project templates created in classic Sourcing do not need to be copied and converted for use in Guided Sourcing, we recommend making some adjustments to your existing project templates to make the most of Guided Sourcing.

Adjusting Full Project Templates

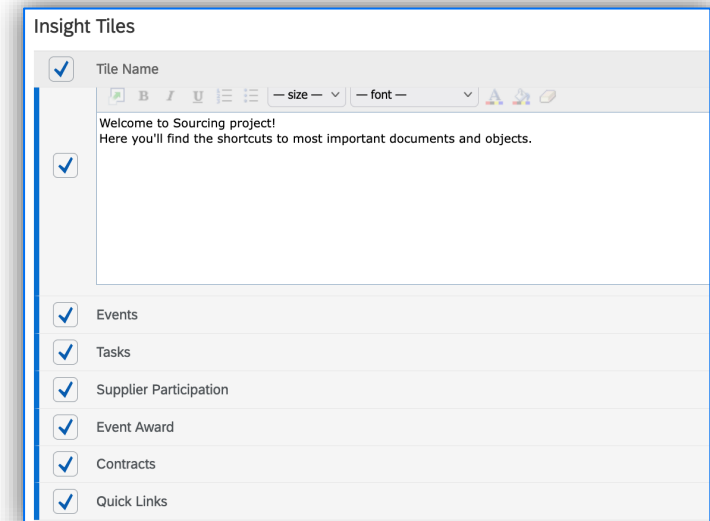
Guided Sourcing Full Projects feature a process graph, insight tiles, and reusable event templates within the project to ensure correct event template selection by the end-user.

Note:

- Process graph
 - For this feature to display correctly, you must organize your tasks into phases. Each phase and its status is represented in the graph by a node. The node's color changes as phases are initiated and completed. Learn about using phases [here](#).
- Project insight tiles
 - You must enable or disable insight tiles to control which tiles appear on projects created from a specific template. See specific how-to [here](#).
- Reusable Event Templates
 - To simplify the event creation workflow in Guided Sourcing Full Projects, project owners and team members can create events only from event template documents included directly in the project template. If you want users to create events at will, within a Full Project, you add the Ad Hoc Creation condition to an event template document in a Full Project template. See the specific instructions [here](#).



View product documentation on Guided Sourcing Full Project Templates



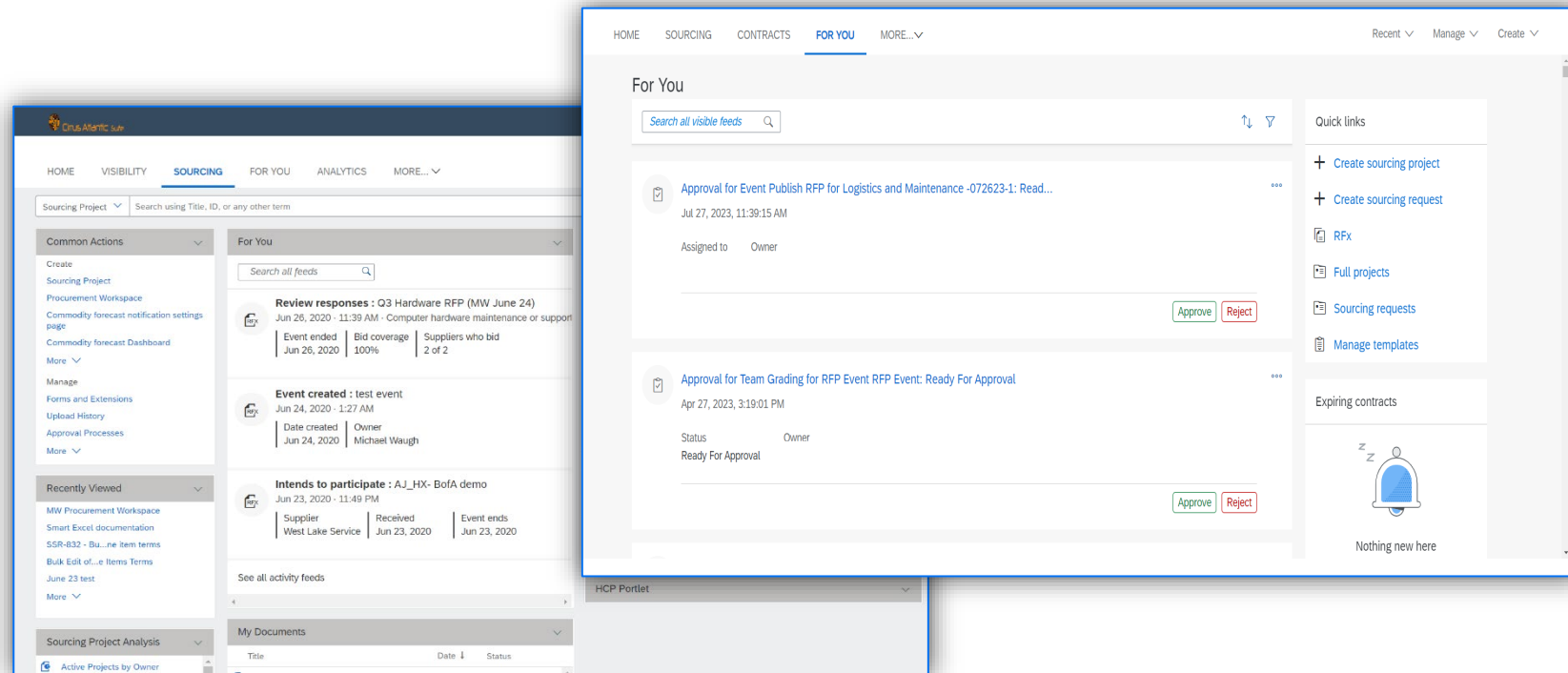
AD Hoc Event

Project Owner

Ad Hoc Creation



Use Guided Sourcing For You Dashboard



With Guided Sourcing, a new dashboard has been included where you can view recent events, summary of events by status along with to-dos initiate new projects and approve or reject tasks from the dashboard.

Approve or reject tasks straight from the dashboard.

The For You dashboard can also be added to your traditional dashboard view as a content item. Use this to enhance your already existing Sourcing related tabs.



View complete documentation about the For You dashboard and feeds



Use Guided Sourcing to Create a Project

These are the steps to create a Guided Sourcing project:

1. Create a project

Create > Guided sourcing project

2. Select the project type

Single event or Full project



Watch the video to see a Full Project being created within Guided Sourcing



Watch the video to see a single event being created within Guided Sourcing

3. (Optional) Copy from an existing event

Select the option 'Preview projects to copy'

4. (Optional) Initiate a Guided Sourcing Request

Create > Guided Sourcing Request > Enter details of Request

5. (Optional) Initiate a Tactical Sourcing Event from Guided Buying

See [Documentation](#) on creating events from Guided Buying

The screenshot illustrates the SAP Guided Sourcing interface. At the top, there are navigation tabs: 'Recent', 'Manage', and 'Create'. The 'Create' dropdown menu is open, showing options like 'Guided sourcing project' and 'International Roaming USA'. Below this, the 'Name and type' form is visible, with fields for 'Name' (containing 'Untitled sourcing project') and 'Description' (with a placeholder 'Enter a description'). There are buttons for 'Copy an existing project' and 'Preview projects to copy'. The 'Project type' section has radio buttons for 'Single event' (selected) and 'Full project'. The 'Event type' section has radio buttons for 'RFI', 'RFP' (selected), and 'Auction'. A 'Preview projects to copy' dialog is open, showing 38 results. It includes a 'Refine results' section with filters for 'Project type' (Single event selected, Full, Sourcing request) and 'Event state' (Open, Draft). The main list shows two items: 'SCHEDULED | Dutch Reverse Auction for Plaster v3' and 'REVIEWING RESPONSES | Dutch Reverse Auction for Plaster v2', each with a 'Copy' button.

With Guided Sourcing Full Projects, users will experience enhanced capabilities, new features and a brand new look and feel. Full projects allow for true strategic sourcing processes with multiple events, tasks, task management and in-event tracking. Similar to single event creation, there are several ways to create Full Sourcing Projects.



About Guided Sourcing Full Projects

With Full Projects in Guided Sourcing, users will encounter a new experience when conducting full strategic sourcing processes.

1. Sourcing users will find new features such as the Process and Project insight areas which provide visibility into Task and Phase completion as well as created events and supplier participation. Users can also include messages, see created contract workspaces and even include quick links.
2. Users will also find changes to the Tasks area that include modifications to the look and feel of the tasks as well as the ability to edit or create new tasks directly in the project. Tasks and Phases are displayed on the homepage rather than a user navigating to an alternative page to locate the tasks.
3. Guided Sourcing provides an updated Events and Documents area. Users can create their project placeholders at the template level and now have the ability to create ad-hoc event placeholders.
4. The project Message Board allows communication with project team members and participants efficiently and transparently.

1

2

Phases and tasks	Type	Status	Owner	Due date	Approvers or reviewers	Associate a document	Action	More actions
Analyse and plan	Phase	Complete	PO Project Owner				Reactivate	...
Define project team structure*	To do	Complete	MB Martin				Reset	
Analyse spend data*	To do	Complete	MB Martin				Reset	
Prepare sourcing strategy*	To do	Complete	MB Martin				Reset	
Approval for Sourcing strategy*	Approval	Approved	MB Martin		MB Martin Beganyl		Sourcing strategy, Create new round	
Negotiate	Phase	In Progress	PO Project Owner					
Run RFI	To do	Cancelled	MB Martin				RFI placeholder	
Run RFP*	To do	In Progress	MB Martin					

3

Folders and documents	Type	Version	Status	Owner	Last modified on	Last modified by	Associated tasks	Actions
Sourcing Events	Folder	Original		PO Project Owner	11 Mar, 2024		Analyse the event results	...
RFI placeholder	Choice	v1	Not Created	PO Project Owner	11 Mar, 2024	MB Martin	Run RFI	...
mab GS RFP March 2024	Event	v2	Open	MB Martin	11 Mar, 2024	MB Martin	Run RFP	...
Auction	Event	v1	Not Created	PO Project Owner	11 Mar, 2024	MB Martin		...
Sourcing strategy	Folder	v1		PO Project Owner	11 Mar, 2024		Prepare sourcing strategy + 1	...
Sourcing strategy - sample.docx	Document	v2	Published	PO Project Owner	11 Mar, 2024	MB Martin		

4

Title	Created By	Created On	Labels	Replies	Last Post On	Attachments
Welcome to the project!	MB Martin	11 Mar, 2024	Announcement	0	11 Mar, 2024	



About Guided Sourcing Events

SAP Ariba Guided Sourcing supports all event types including RFI, RFP and Auction. Users will discover a simplified experience with new feature functionality.

1. Sourcing users will have an improved event creation experience that is organized into sections, including Naming, Event Details, and Templates.
2. Users will experience a redesigned event creation layout where all primary event actions take place within a single screen.
3. Guided Sourcing events provide a new, streamlined experience for pricing, questions, and requirements. They also offer exciting new features, such as Intelligent Supplier and Content recommendations. The users will still have access to familiar event functionality, including Excel Imports, Grading & Scoring, and Messaging capabilities.

1

2

3



Watch the video on Single Page Event Creation in Guided Sourcing



Intelligent Spend Management Value Accelerator

Use Guided Sourcing to Smart Import from Excel

The Smart Import feature uses machine learning capabilities powered by SAP to convert unstructured spreadsheets into RFIs and RFPs.

Try using an old bid sheet from an offline process!

The steps are the following:

1. **Upload a spreadsheet:** You can drag and drop your spreadsheet of content or search in your files.
2. **Manage Worksheets:** Map your spreadsheet tabs to content types.
3. **Review the mappings:** Guided Sourcing will suggest mappings to content types, line items and terms - review and edit as necessary. The system will learn and improve from your mappings.



View complete documentation on how to create an event with the Smart Import from Excel



Intelligent Spend Management Value Accelerator

Import content to your event from a spreadsheet
Doc3017469008

Import content from your spreadsheet.

- Select the spreadsheet you want to import.
- Tell us which sheet contains items, terms, questions or requirements.
- Preview the draft. You will be able to edit and change the mappings and term attributes.
- And when you're ready, click Import to draft event.

Import data from a spreadsheet
Drop a spreadsheet, or browse
The maximum file size is 50 MB

Not sure what kind to upload? Click to download [example spreadsheets](#).

Import to draft event Cancel

Manage worksheets

The system has detected that you may want to import the following sheets into the RFP. You may include or delete the sheets. Categorize the sheets generally to its most fitting content type. The content will be previewed on the next step.

Worksheets that will be imported	Content type
Pricing	Items / terms
Supplier Questions	Questions
Requirements	Requirements
Worksheets that will not be imported	

Confirm

Preview items (1 worksheets)

Pricing

Search

Item name	Price	Qty	Unit
Consulting Deliverable 1	Mapped to Price	Mapped to Quantity	ea
Consulting Deliverable 2			ea
Consulting Deliverable 3			each

Edit term
Mark as "reviewed"
Delete

Use Guided Sourcing Multi-Round Bidding

1

General

Enable multi-round bidding ⓘ

Allow participants to submit

Allow participants to select

Show currency exchange rate

If enabled, an event owner can create multiple bidding rounds within a single event. Event owners can select the participants and content to include in later rounds. This rule is ignored if the event is not created from the category buyer application.

2

Award Close

Create new round

3

Create a new round

Event starts: Mon, 11 Mar, 2024, 11:40 PM GMT-5

Event ends: Minutes

Choose suppliers and items for the new round. ⚠️ 1 supplier declined the event

Search Search Suppliers

3 items and 6 terms	Lima Bar Consulting	Honeybee Farms	Stratus Labs Supplier	Mariale & CO
> 1.0 SKU 1 Extended Price /fx	\$123,560 USD Rank 2 ↗ 1,135.6%	\$10,000 USD Rank 1 Lowest	\$10,000,000 USD Rank 3 ↗ 99,900.0%	
> 2.0 SKU 2 Extended Price /fx		\$25,080 USD Rank 1 Lowest		
> 3.0 SKU 3 Extended Price /fx		\$130,410 USD Rank 1 Lowest		

Hide supplier
Lock supplier
Remove in new round
Preview as supplier
View bid console

Multi-round bidding is an exclusive feature to Guided Sourcing. With each round, you can include/exclude suppliers and items. You can compare pricing evolution across rounds.

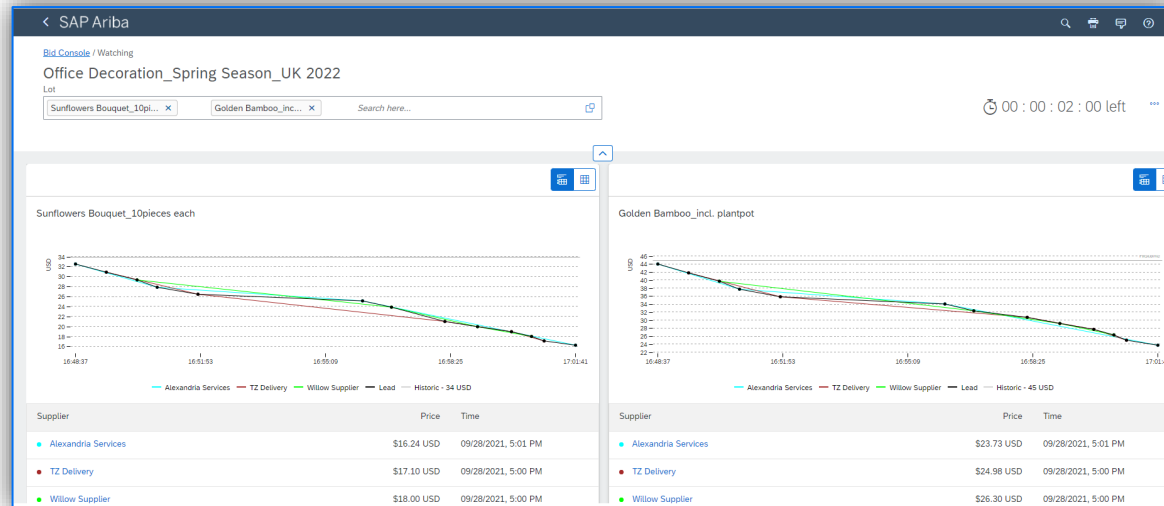
- To use the multi-round bidding functionality, the rule called *Enable multi-round bidding* must be turned on in the event rules. While creating the event, click on the Options button and then on 'Set event rules' in order to find the rule.
- To trigger a new round, enter your event under the review responses status. Click the Options menu and click *Create new round*.
- You can include or exclude specific items or suppliers for your next round. You may feel comfortable with a supplier's bid for a specific item, but expect the other items to have better prices in the next round.



View complete documentation on working with multi-round events



Use Guided Sourcing English and Dutch Reverse Auctions



New Bid console enabled to monitor auctions with real-time graphs

Guided Sourcing enables users to execute reverse and forward auctions in the English and Dutch Format as well as Japanese Auctions.

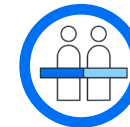
- This feature enables buyers using Guided Sourcing to create, monitor, and award auctions from the Guided Sourcing UI.
- New auction templates for Guided Sourcing were introduced.
- A new look for the bid console is added to enable buyers monitor the progress of the auction in near real time.



Watch the video to see a demo of an English Reverse Auction being created in Guided Sourcing



Watch the video to see a demo of a Dutch Reverse Auction being created in Guided Sourcing



View product documentation on Guided Sourcing Auction Events



Guided Sourcing Scoring and Grading

Guided Sourcing now allows users to configure scoring weights and assign graders for events. Scoring and grading allows for an objective comparison model to aid in choosing between suppliers. Use the grading and scoring feature to:

- Analyze an event that contains a large amount of content or receives many supplier responses
- Make objective decisions when awarding suppliers
- Define and numerically rank the factors in your purchasing decision

Content that is to be graded can be configured in one of two ways:

- Supplier responses can be manually reviewed and graded
User assigns a weight and importance to a line item, question and terms. The solution will automatically configure overall weighting percentages. Upon supplier responses, team graders would review responses and assign grades manually
- Automatic grading can be configured
Automatic grading allows the sourcing user to assign pre-grades to expected supplier responses. Based on the configuration, the solution will automatically assign a grade to the supplier response

Grading criteria	Overall weight	Total weight	Weight	Weight	Target grade	Automatic grading
Items that need quotes	60 %	60 %				
1.0 SKU 1	60 %		100 %		75 %	
Category	15 %			25 %		
Price	15 %			25 %		Auto-grade <input checked="" type="checkbox"/> <input type="checkbox"/> Pre-grade <input type="radio"/> The lower the value, the better <input type="radio"/> The higher the value, the better
Quantity	6 %			10 %		Auto-grade <input checked="" type="checkbox"/> <input type="checkbox"/> Pre-grade <input type="radio"/> The lower the value, the better <input type="radio"/> The higher the value, the better
Extended Price	24 %			40 %		Auto-grade

Grading criteria	Overall weight	Total weight	Weight
Items and terms	50 %	50 %	
1.0 Disinfecting Wipes	12.5 %		25 %
2.0 Disinfecting Spray	12.5 %		25 %
3.0 Hand Sanitizer	12.5 %		25 %
4.0 Nose Tissue	12.5 %		25 %
Subtotal Weight			
General info and requirements	50 %	50 %	
1.0 Compliance Questions	25 %		50 %
2.0 Sustainability Questions	25 %		50 %



Guided Sourcing Matrix Terms

Guided Sourcing now allows users to configure Matrix Terms in Guided Sourcing Events. Matrix terms are used to create copies of entries in an item table for items or lots, where each copy has a different value for the matrix term.

Rather than creating a line item for the material for each site, you can create one line item and specify the site as the matrix term, for example. In the graphic on the right, the event is collecting pricing information on two items and the matrix term is Site with one location.

The event owner can use Edit Matrix and add a second value (site) as the matrix term and adds it to both items. SAP Ariba creates a second entry for each item so the table now has 4 entries. This is done to create efficiencies and allow the system to create additional entries as needed.



View product documentation on Configuring Matrix Terms in Guided Sourcing Events

Items that need quotes (2)

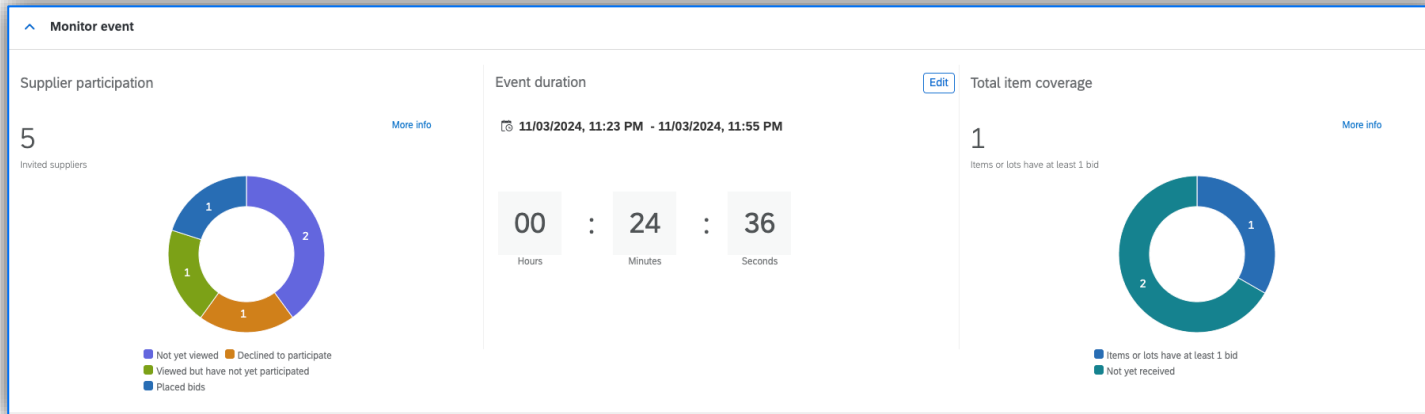
Item	Actions	Participating Supplier	Price	Quantity	Extended Price	Site
<input type="checkbox"/> 1.0 Item AAAAAA My description	...	View all (5)	Set initial value	1000 each	fx	Los Angeles, USA
<input type="checkbox"/> 2.0 Item ZZZZZZ My description	...	View all (5)	Set initial value	500 each	fx	Los Angeles, USA

Items that need quotes (4)

Item	Actions	Participating Supplier	Price	Quantity	Extended Price	Site
<input type="checkbox"/> 1.0 Item AAAAAA My description	...	View all (5)	Set initial value	1000 each	fx	Los Angeles, USA
<input type="checkbox"/> 2.0 Item AAAAAA My description	...	View all (5)	Set initial value	1000 each	fx	Nagoya, Japan
<input type="checkbox"/> 3.0 Item ZZZZZZ My description	...	View all (5)	Set initial value	500 each	fx	Los Angeles, USA
<input type="checkbox"/> 4.0 Item ZZZZZZ My description	...	View all (5)	Set initial value	500 each	fx	Nagoya, Japan



Use Guided Sourcing Event Monitoring – Summary



View complete documentation on monitoring Guided Sourcing events



Options menu: edit timing, edit event, copy event, download event summary, view edit log and set rules



Number of different rounds: when multi-round events are enabled, you can review the round you are currently managing



Real time graphs: monitor supplier participation, item coverage and event duration. Try clicking on each graph.



Supplier participation: you are presented with the option of re-sending the supplier's invitation



Event duration: you can edit the event's duration through the central graph or using the options menu



Total item coverage: distinguish between the items that have already received quotes and those that haven't



Use Guided Sourcing Event Monitoring – Items and Questions



Show or hide: historic and initial values in each individual item



Locked supplier: an icon appears when a supplier has been locked. Recommended when the supplier communicates no intention to participate



Supplier options menu: displays options to hide supplier, lock it, place a surrogate bid (depending on permissions) and resend invitation



Supplier declined to participate: displays the specific reason why the supplier chose not to place a bid for that item.



Reports: access bid history and bid comparison reports



Control visibility of suppliers: choose the suppliers that you want to include in the monitoring table



Intelligent Spend Management Value Accelerator

Item	Widget Company	Widgets by Ashley	Stephanie's Widgets	Wendys Widgets and other Useful Thi...	Wicked Widgets
14 items and 5 terms	CA\$43,905,820 CAD	CA\$43,993,300 CAD	CA\$0.00	CA\$0.00 Declined	CA\$0.00
1.0 Laptop - Spec A	CA\$2,205,000 CAD Rank 3 ↑ 2.1%	CA\$2,160,000 CAD Rank 1 Lowest			
Extended Price					
Price	CA\$2,450 CAD	CA\$2,400 CAD			
Quantity	900 each	900 each			
Manufacturer Name	ACME	ACME			
Manufacturer Part Id					

Items that need quotes section from the event monitoring screen in Guided Sourcing



View complete documentation on monitoring questions and requirements

Use Guided Sourcing Bid Analysis

The Bid Analysis feature introduces bid analysis options in the classic SAP Ariba Sourcing user interface and the Guided Sourcing user interface to enable buyers to perform bid analysis tasks for sourcing events that are in the pending selection, awarded, or completed state.

Bid analysis involves comparing bids that are received in response to an event, analyzing bids based on historical data, user-defined ranges, and various optimization scenarios.

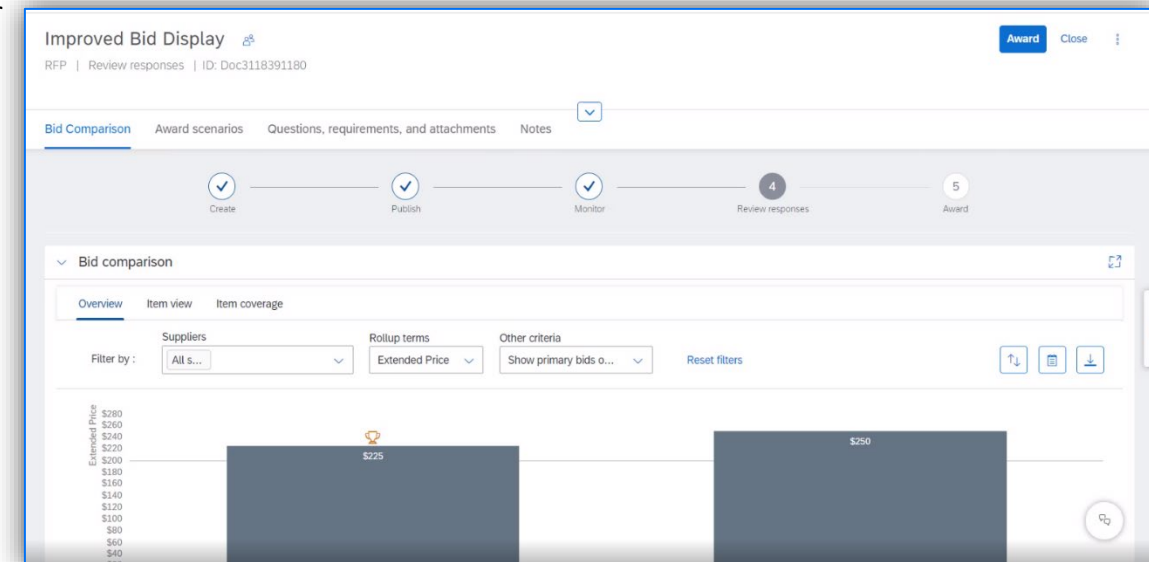
Bid Analysis is available for both Guided Sourcing and SAP Ariba Sourcing Classic UI.



View complete documentation on how to view bid analysis



Watch the video to see how to use bid analysis capabilities



The Bid Analysis page appears and displays the overview of bids



Use Guided Sourcing Award an Event

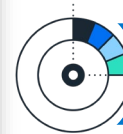
Compare scenarios MAQ playbook	
Best Bid	Playbook
Extended Price \$165,490.00 USD	Extended Price \$165,490.00 USD
Total Savings ---	Total Savings ---
Delta With Best Bid ---	Delta With Best Bid \$0.00 USD
Awarded Items 3 / 3 (100%)	Awarded Items 3 / 3 (100%)
Total Number of Suppliers 1	Total Number of Suppliers 1
Extended Price \$165,490.00 USD	Extended Price \$165,490.00 USD



Options menu: create a new round, mark as complete without awarding, reopen the event or edit it



Optimized scenarios: use the out-of-the-box awarding scenarios or create an ad-hoc one



Ad-hoc or manual scenarios: select the awarding allocation, select the different proportions per supplier and item and allocate a specific supplier



Scenario summary: compares the selected scenario with the best bid scenario, including details on total spend, awarded item count and quantity coverage percentage



If you use the SAP Ariba Contracts solution: create a follow-on contract after awarding. Supplier menu option > Create a contract for awarded items

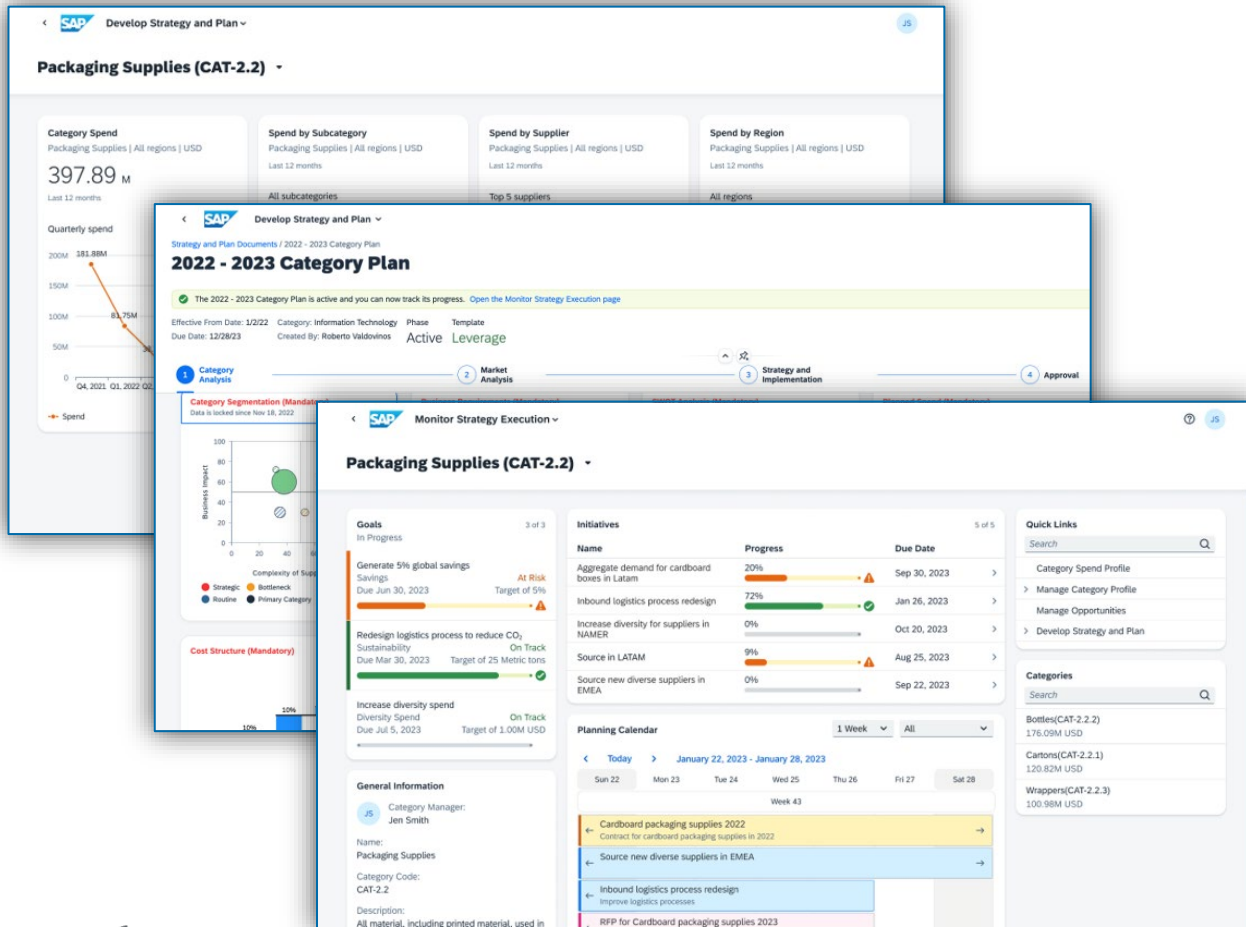


View complete documentation about awarding Guided Sourcing events



Intelligent Spend Management Value Accelerator

Category Management



Outline Strategy

Use embedded analytics and visualization tools to deliver an overarching view as well as drill-down capability into categories across multiple dimensions

Deliver enriched and categorized spend data through built-in integration with SAP Ariba Spend Analysis

Provide in-depth insights across subcategories, regions, suppliers, supplier categorization, supplier risk, and contract information

Define Category Profile

Guide strategy development using a process framework

Take advantage of best practice templates and tools, such as segmentation, market dynamics, cost structure, swot analysis, risk assessment and others

Maintain category-related goals and value levers; identify opportunities; and track and execute category strategies

Monitor Strategy Execution

One stop shop workbench with planning calendar, goal monitoring, and initiative status tracking

System-recommended opportunities based on supplier fragmentation, impact, price variances, tail spend, and supplier diversity

Integration to the Guided Sourcing capability for the SAP Ariba® Sourcing solution for converting initiatives into sourcing projects or events



Adoption Strategy

With Guided Sourcing we address and are planning to address the business process flows and corresponding needs for strategic sourcing which are available in Guided Sourcing. The long-run growth of Guided Sourcing is influenced by our innovation themes.

If you are actively using Sourcing today, *make a plan and timeline to transition your users to the new user experience*. Depending on the culture, footprint, and approach to change management at your organization, you may decide to transition users all at once or in a phased manner. Guided Sourcing's permission-based access supports both strategies.

Finally, remember that successful Sourcing customers *tailor their processes and events using templates* to their internal use cases. Templates facilitate adoption by end-users, allowing their projects and RFX Events to have tasks, teams, and content relevant to the projects and events being executed.



User Interface:
This or That?

We highly recommend that your organization adopts Guided Sourcing as soon as your processes are entirely covered

- For now, both interfaces can coexist in the same environment. Users with the correct user group will have access to Guided Sourcing UX.
- Another feature that will support your organizational change management strategy is that users can view Full Projects in both classic and Guided Sourcing UX.



Considerations for the Phased Roadmap

With Guided Sourcing, we have addressed and will continue to address the business process flows and corresponding needs for strategic sourcing. The long-run growth of Guided Sourcing is influenced by our innovation themes.

Items to keep in mind:



You *cannot search for article master items* based on categories. However, sites using the "Commodity support for Category Attribute Hierarchy" feature can automatically add content to events based on the commodity values for items.



Guided Sourcing supports events that contain up to *2000 line items, 20 terms per item, and 100 suppliers* with no performance impact.



In a multi-round event, it's not possible to *compare two or more scenarios*.

Features arriving in future releases* :

(non exhaustive list)

- Support for file attachments up to five (5) gigabytes
- Enriched Grading and Scoring for Public Sector Events
- Large Capacity events (up to 10,000 line items)
- Embedded Insights for pricing Context and Award Scenario
- Support for Award Optimization based on Supplier Diversity

*All forward looking guidance subject to [disclaimer](#)

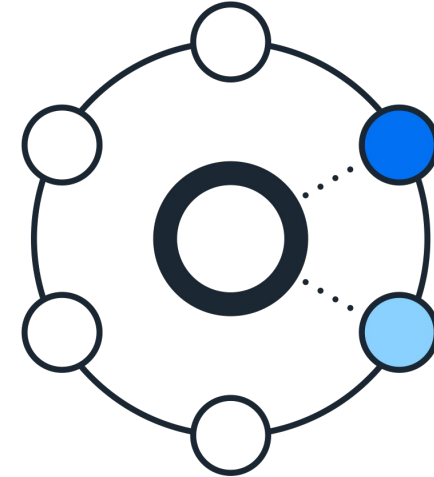


Intelligent Spend Management Value Accelerator

Thinking about Integration

Guided Sourcing supports the same integration methods as the classic UX for integration to SAP systems.

- *SAP S/4HANA Cloud Integrations**
 - SAP Central Procurement with SAP Ariba Sourcing: [Integration Scenario 4QN](#)
 - SAP Sourcing with SAP Ariba Sourcing: Integration Scenario: [Integration Scenario 4BL](#)
- *External Sourcing Request and Award to External System Integrations*
 - [Edit and Complete Sourcing Requests in Guided Sourcing created from SAP ERP RFQs](#)
 - [Ability to create follow-on documents in external system from awarding scenarios in Guided Sourcing](#)
 - External documents include purchase info records, purchase orders, scheduling agreements or operational contracts
- *Material Master Integration***
 - Guided Sourcing supports [adding material master items](#) if your site is configured for an external system for master data like materials

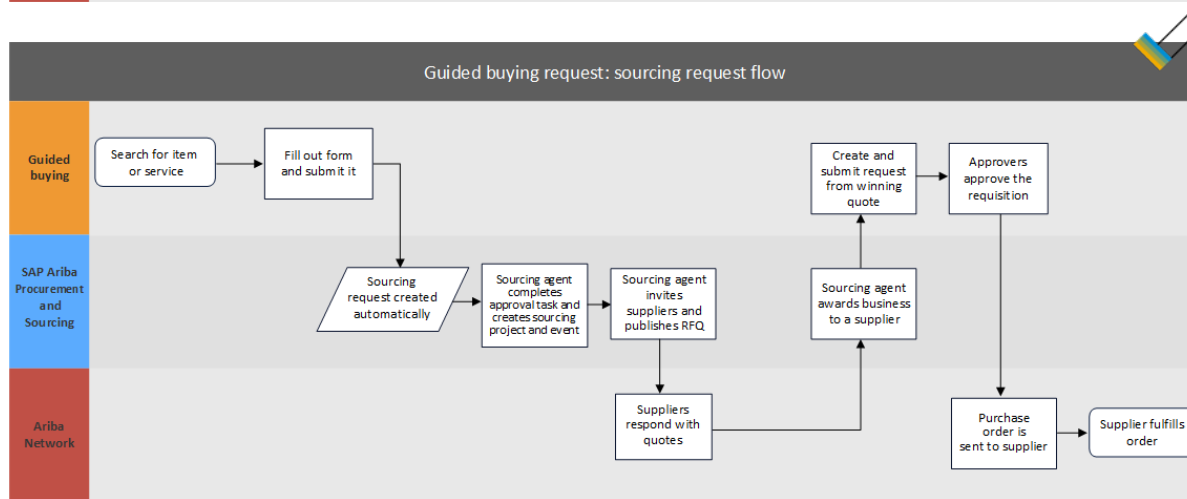
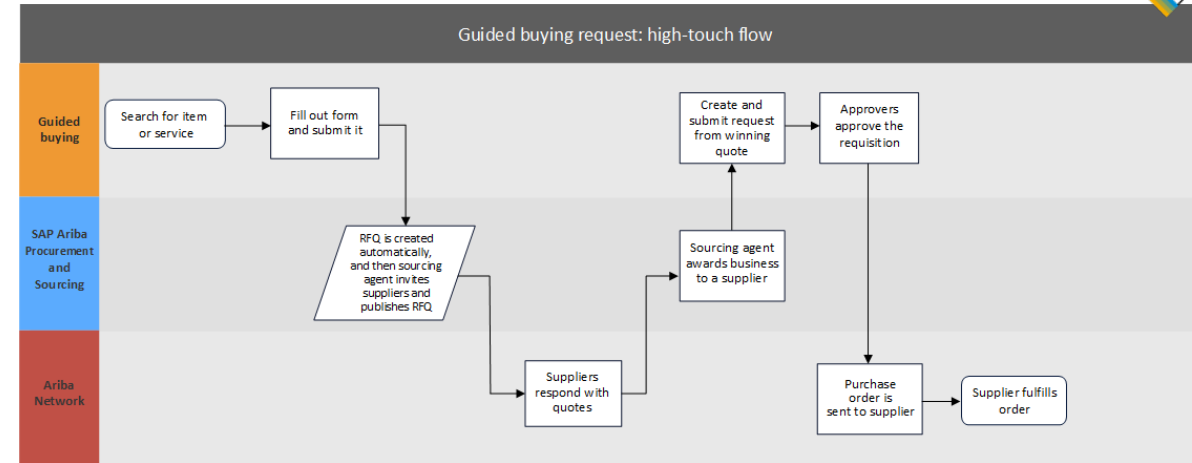
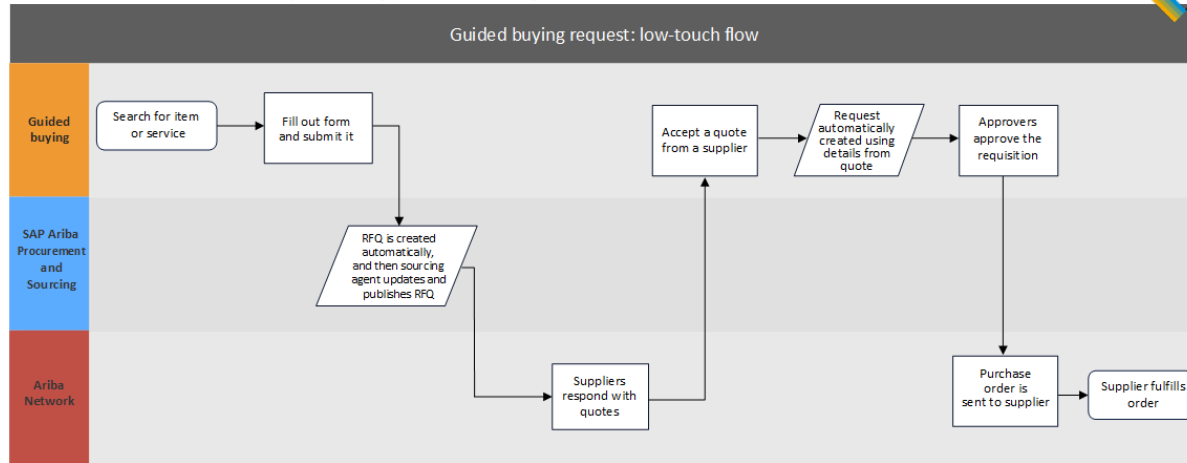


*Parameter [Application.AQS.GuidedSourcing.EnableS4HanaCloudIntegration](#) must be enabled in Intelligent Configuration Manager

**More information on Material Master integration in the [Common Data Import and Administration Guide for SAP Ariba Strategic Sourcing and Supplier Management](#)



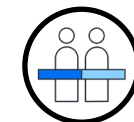
Guided Buying Integration



- Please keep in mind that you will need to update the touch policy files in Guided Buying to reference the guided sourcing templates



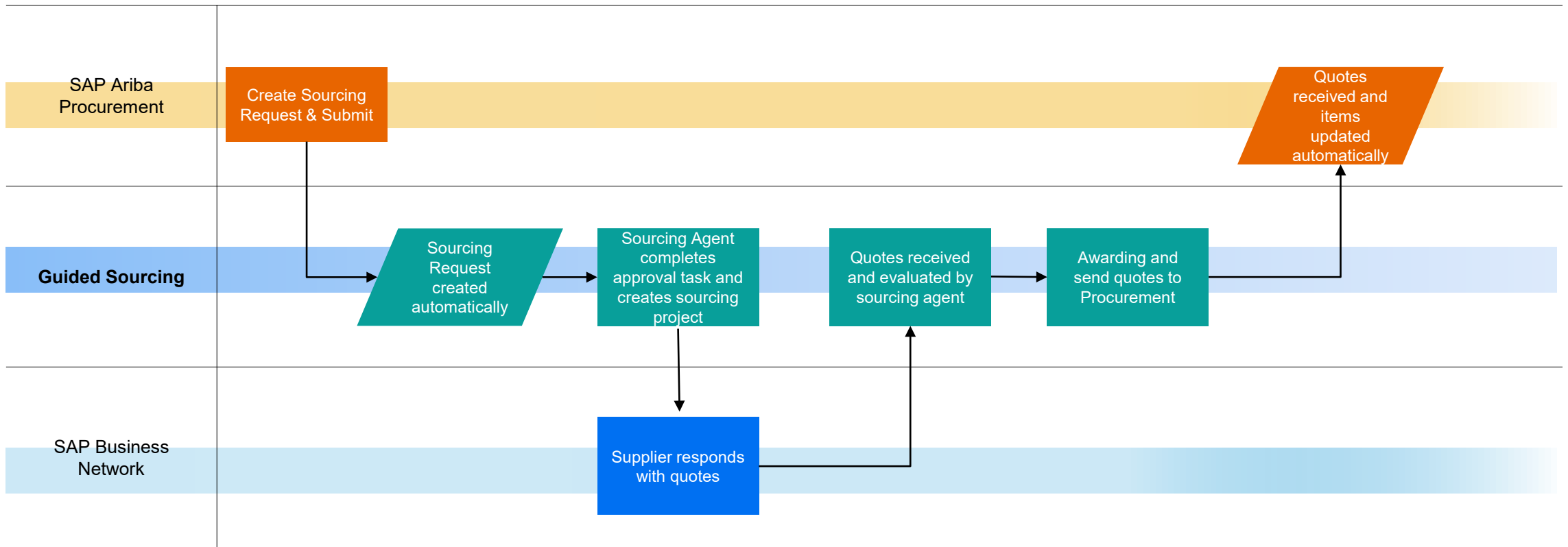
Guided Buying Tactical Sourcing + Guided Sourcing Integration



Configuring Supplier and Touch Policies



Ariba Buying Integration



Prerequisites for the P2P Integration:



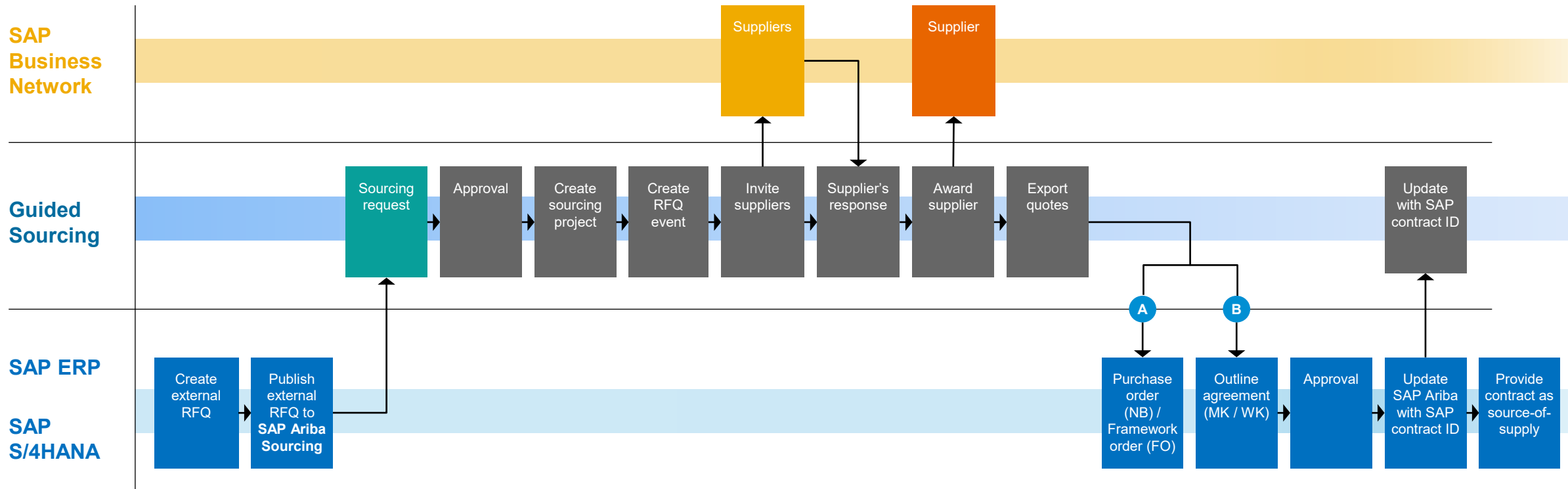
Sourcing PO/OA Integration with External System



Ability to Create Follow-On Documents



SAP ECC/S4Hana Integration



SAP ECC + Guided Sourcing Integration



SAP S/4HANA + Guided Sourcing Integration



FAQ



Should we switch to Guided Sourcing?

For most customers, Guided Sourcing is a 1:1 replacement for the classic SAP Ariba Sourcing UX as it supports most common functionality. We highly recommend adoption Guided Sourcing now, although both interfaces coexist with the option to use either



Will projects executed in Guided Sourcing be reportable in the SAP Ariba Spend Analysis solution?

Yes. Reporting on multi-round events is also supported in SAP Ariba Spend Analysis (but not the individual bids).



Do we have to pay a separate fee for Guided Sourcing?

No, Guided Sourcing is available at no additional cost for all licensed SAP Ariba Sourcing customers.



Can we work in both the classic UX and the Guided Sourcing UX?

Yes, for the time being, both interfaces can co-exist. As long as you have the correct permissions, you can work in both UXs. You can choose which users access which UX, and they can be in both if needed. Access is controlled by permission.



Can we go back to the classic UI if we want to?

No. After the move, you will not be able to go back to classic UI for new projects. However, your existing projects created in classic UI will still be available also in classic UI. Guided Sourcing UX will be forced for all new projects.



Will this impact my suppliers?

Suppliers will view and respond to events in the same way. This is only a UX change on the buyer side. However, if you use the new functionality in Guided Sourcing, such as multi-round bidding, you'll want to make sure suppliers are aware that you are using it and to expect new rounds.



Will we need to do extensive training to enable our users?

Guided Sourcing is an intuitive, user-friendly UX which increases adoption and makes the creation of events easier and quicker. Extensive training is not necessary. Also, [SAP Enable Now for Guided Sourcing](#) helps the user quickly get help if they need it. This is SAP's in-app guidance tool, and Guided Sourcing is the first buyer capability to use it.



I have more questions. Where can I go?

See the full list of available FAQs at

<https://www.ariba.com/resources/library/library-pages/guided-sourcing-faq>



Additional Documentation and Resources

Please see the following documentation and videos to support you in your Guided Sourcing success.

Getting Started	Links
About Guided Sourcing -	
Setting up Guided Sourcing	
Managing events with Guided Sourcing	
Enabling Guided Sourcing	
Guided Sourcing Capability for SAP Ariba Sourcing	
Guided Sourcing Transition Toolkit	
Sourcing Administration Tasks	

Videos	Links
SAP Ariba Guided Sourcing Feature overview Videos	
Converting Classic Sourcing Templates to Guided Sourcing	
Creating a Full Project in Guided Sourcing	
Enabling Smart Import and Intelligent Supplier Recommendations	
Guided Sourcing End-To-End Overview	
Guided Sourcing Single Page Event Creation	
Guided Sourcing Enhanced Item Management	
SAP Companion (SAP Enable Now)	

Feature Documentation	Links
Enhanced Item Management	
Enable Now Online Help	
Communication & Messaging	
Multi-round Events	
Intelligent Supplier Recommendations	
Intelligent Content Recommendations	



Additional Adoption Support

SAP Ariba is invested in our customer's success. To support you in your transformation journeys, we have created a number of value accelerators. All playbooks are available on [Connect](#).

Check out these Sourcing-related Value Accelerator playbooks:

- [Sourcing Maturity Value Accelerator](#)
- [Auctions Value Accelerator](#)
- [Measuring Value - Value Accelerator](#)

To request more information about the adoption of SAP Ariba solutions, contact SAP_IAC@sap.com



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