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

- WalkMe; an AI-powered solution to create guidance and automation in the flow of work

Adoption:

- No cost to adopt, available as part of your SAP Ariba Sourcing solution

- Self-service "adopt when ready" and roll-out to users based on permissions

- Both UX's still do co-exist, 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

INTERNAL – SAP and Partners Only

< **Overview**   How to Enable   How to Use   How to Adopt   FAQs   Additional Resources >
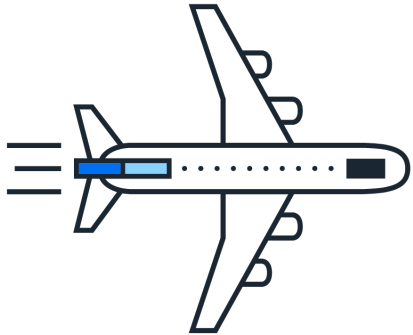
Functionality in Guided Sourcing

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
- Pre-Award Contract Negotiation

Autonomous Procurement

- Intelligent event creation
- Intelligent supplier recommendation
- Intelligent questions recommendation
- Automatically invite Preferred Suppliers
- WalkMe – AI-powered guidance and automation

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
- Integration with Category Management and Spend Control Tower

As of Q2 2025

For information on what's available, check out What's new in SAP Ariba.

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Why adopt Guided Sourcing?

Improved usability
Rapid event creation, enhanced search, and contextual help

Intuitive user interface
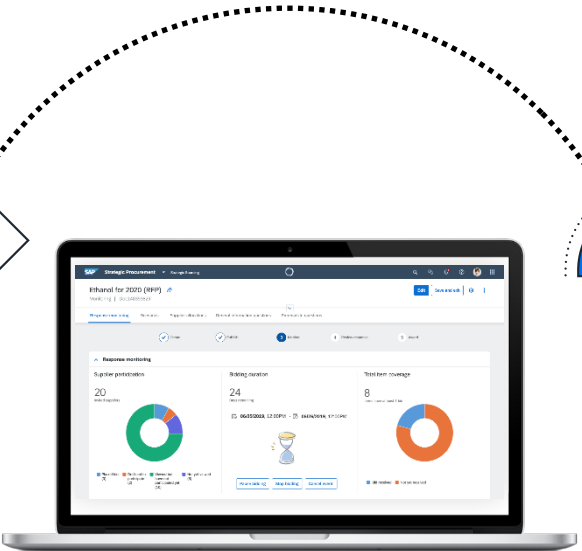Faster adoption and increased user satisfaction

Faster execution
50% improvement in time to create a Sourcing event

Project and Event management
Intuitive management of the Strategic Sourcing and RFx event process

Learn more about the Benefits of Guided Sourcing

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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	*Process Improvement*
• Bottom-line results – Help achieve savings of up to 9.7%*	• Lower total cost of ownership – Software-as-a-service delivery with faster time to value and faster innovation
• Increase spend under management & savings opportunities	• 50% improvement in time to create an event
	• Create sustainable organizational knowledge using analytics for in-context intelligence

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%

Key Metrics*

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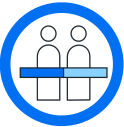Laggard: 90 | Average: 56.8 | Best in Class: 30

*Source: SAP Ariba Benchmark Data

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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*.

1 Enable Guided Sourcing in your site

2 Assign User Groups

Required

3 Train Smart Import model, Supplier Recommendation model, Intelligent Content Recommendation Model

4 Recommended: Adjust Existing RFI, RFP, Auction Templates

5 Recommended: Adjust Full Project Templates for Project Insight Tiles and Ad-Hoc Event Creation

Recommended

View complete documentation to set up Guided Sourcing

Watch this video to learn how to Enable Guided Sourcing

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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 an *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.
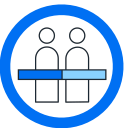
View complete documentation
to enable Guided Sourcing

SAP

Enable Guided Sourcing   Done

Click the 'Enable' button to enable guided sourcing. This will configure parameters required for guided sourcing and install preconfigured guided   *Less*
sourcing event templates for you.

Enable   Refresh Status

Done

SAP

Enable Guided Sourcing   Done

Click the 'Enable' button to enable guided sourcing. This will configure parameters required for guided sourcing and install preconfigured guided   *Less*
sourcing event templates for you.

Enable   Refresh Status   Enablement successful.

Done

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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.*

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

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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*.
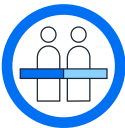
View documentation to prepare your site for Intelligent Content Recommendations

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, Project Insight Tiles and Pre-Award Negotiation.

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

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< Overview   Value   **How to Enable**   How to Use   How to Adopt   FAQs   Additional Resources   >

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

Rocket Intelligent Spend Management Value Accelerator
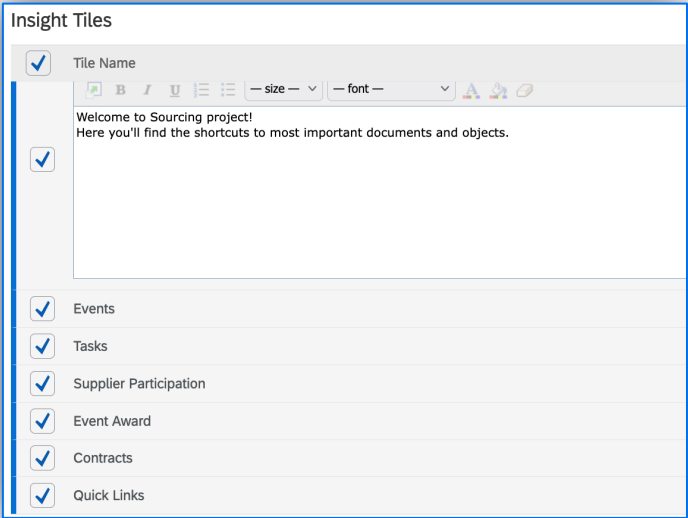
Use Guided Sourcing For You Dashboard
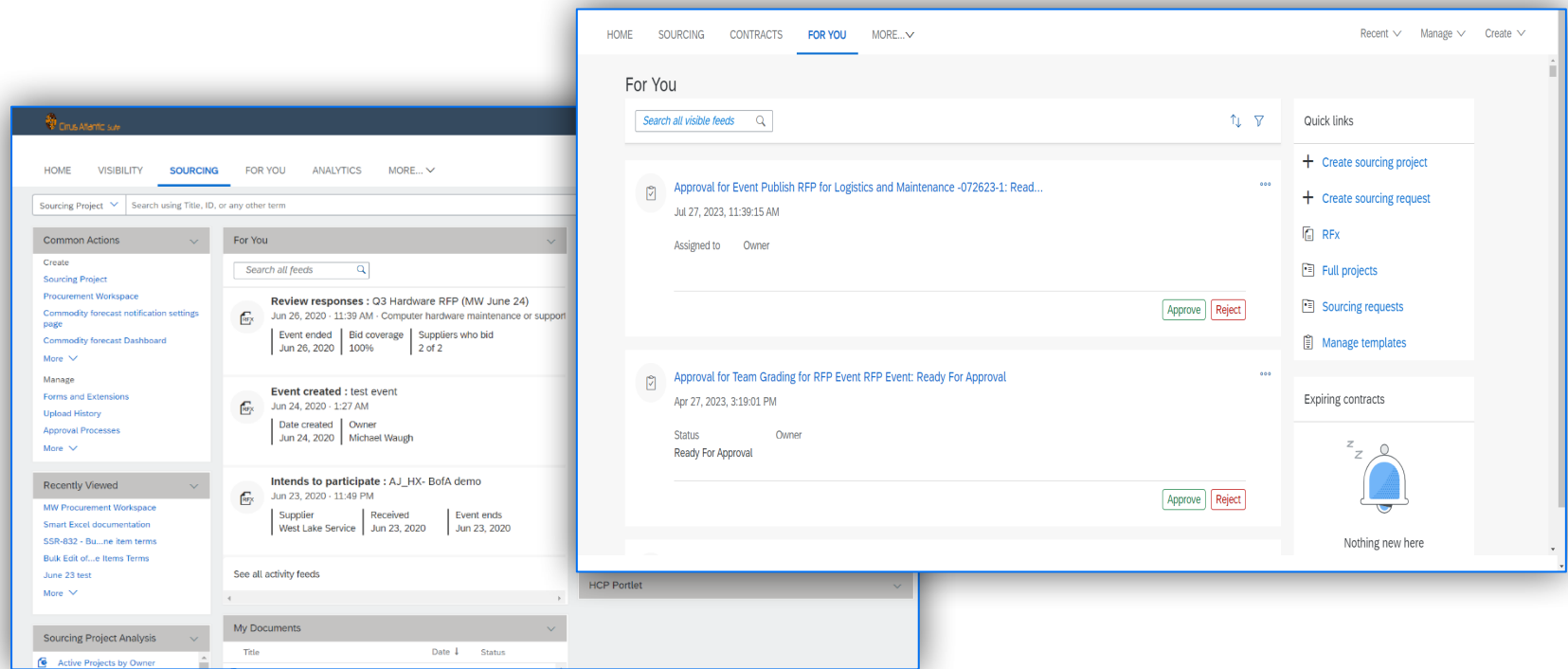
With Guided Sourcing, a new dashboard has been included where you can view recent events, summary of events by status along with to-dos initiate new projects and approve or reject tasks from the dashboard.

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

6. *(Optional) Use SAP WalkMe's guidance and automation to create a Guided Sourcing project*
    See *Documentation* on creating events with WalkMe

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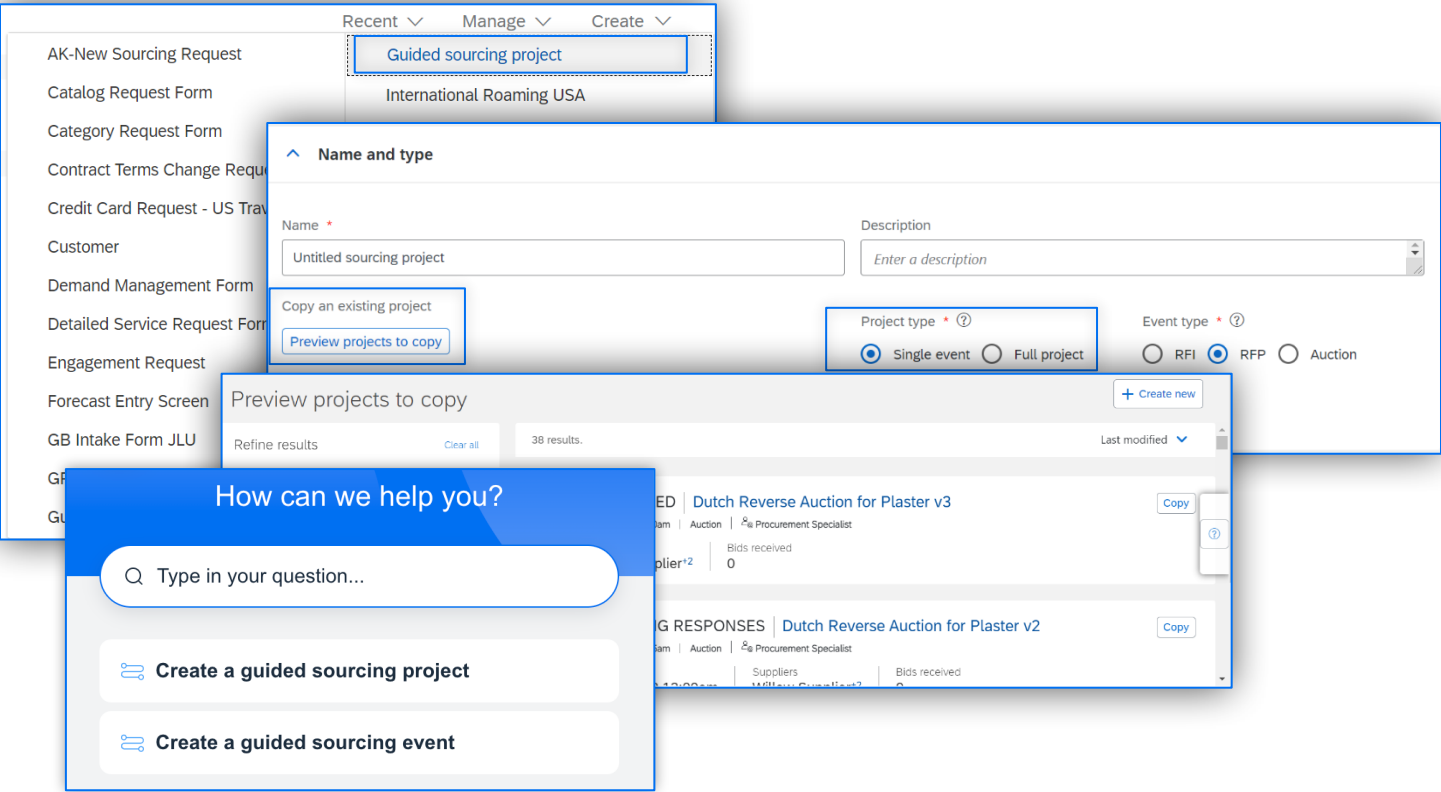
With Guided Sourcing Full Projects, users will experience enhanced capabilities, new features and a brand new look and feel. Full projects allow for true strategic sourcing processes with multiple events, tasks, task management and in-event tracking. Similar to single event creation, there are several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

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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 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.

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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.

Watch the video on Single Page Event Creation in Guided Sourcing

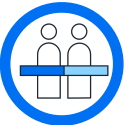Intelligent Spend Management Value Accelerator

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

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Use Guided Sourcing Multi-Round Bidding

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.

1. 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.

2. To trigger a new round, enter your event under the review responses status. Click the Options menu and click *Create new round*.

3. 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.
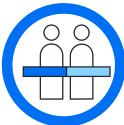
 View complete documentation on working with multi-round events

Use Guided Sourcing English and Dutch Reverse Auctions
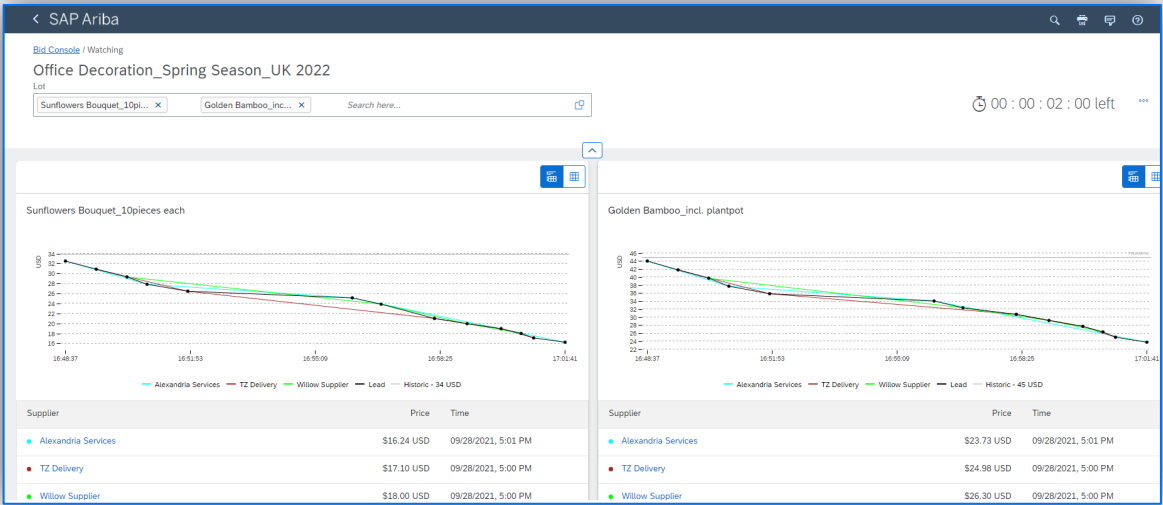
New Bid console enabled to monitor auctions with real-time graphs

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

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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:

1. 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

2. 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

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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.
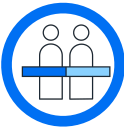
View product documentation on Configuring Matrix Terms in Guided Sourcing Events

Items that need quotes (2)

	Item	Actions	Participating Supplier	Price ⁰⁰⁰	Quantity* ⁰⁰⁰	Extended Price ⁰⁰⁰	Site * ⁰⁰⁰
☐	1.0 Item AAAAAA My description	⁰⁰⁰	View all (5)	Set initial value	1000 each	fx	Los Angeles, USA
☐	2.0 Item ZZZZZZ My description	⁰⁰⁰	View all (5)	Set initial value	500 each	fx	Los Angeles, USA

Items that need quotes (4)

	Item	Actions	Participating Supplier	Price ⁰⁰⁰	Quantity* ⁰⁰⁰	Extended Price ⁰⁰⁰	Site * ⁰⁰⁰
☐	1.0 Item AAAAAA My description	⁰⁰⁰	View all (5)	Set initial value	1000 each	fx	Los Angeles, USA
☐	2.0 Item AAAAAA My description	⁰⁰⁰	View all (5)	Set initial value	1000 each	fx	Nagoya, Japan
☐	3.0 Item ZZZZZZ My description	⁰⁰⁰	View all (5)	Set initial value	500 each	fx	Los Angeles, USA
☐	4.0 Item ZZZZZZ My description	⁰⁰⁰	View all (5)	Set initial value	500 each	fx	Nagoya, Japan

Guided Sourcing Pre-Award Negotiation

Pre-award negotiation allows buyers to engage and negotiate contractual terms with suppliers involved in a guided sourcing project during the commercial negotiation phase or after an initial assessment.

The pre-award negotiation process enables buyers to define the necessary terms and conditions of their sourcing requirement using a baseline contract. The baseline contract serves as the foundation for suppliers to bid and subsequently enables buyers to negotiate with the selected suppliers.

Buyers are able to perform the following tasks as part of the pre-award negotiation process:
- Create and update baseline contracts in guided sourcing events.
- Create and update supplier contracts in guided sourcing events.

Suppliers are able to download the legal contract (Main Agreement) linked to the baseline contract associated with a guided sourcing event before submitting their bid response.
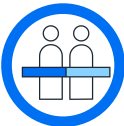
View product documentation on Pre-Award Negotiation in Guided Sourcing

Use Guided Sourcing WalkMe

The WalkMe Digital Adoption Platform is integrated with guided sourcing. Users can take advantage of easy-to-understand guidance powered by WalkMe.

WalkMe is an AI-powered solution that enables teams to create guidance and automation in the flow of work, while giving business and technology leaders insights into how people are using the software and where users can be more self-sufficient. This enables organizations to accelerate user adoption of technology, boost productivity, and maximize the value of enterprise software investments.
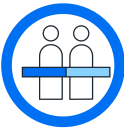
View product documentation on WalkMe in Guided Sourcing

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< Overview   Value   How to Enable   **How to Use**   **How to Adopt**   **FAQs**   **Additional Resources**   >
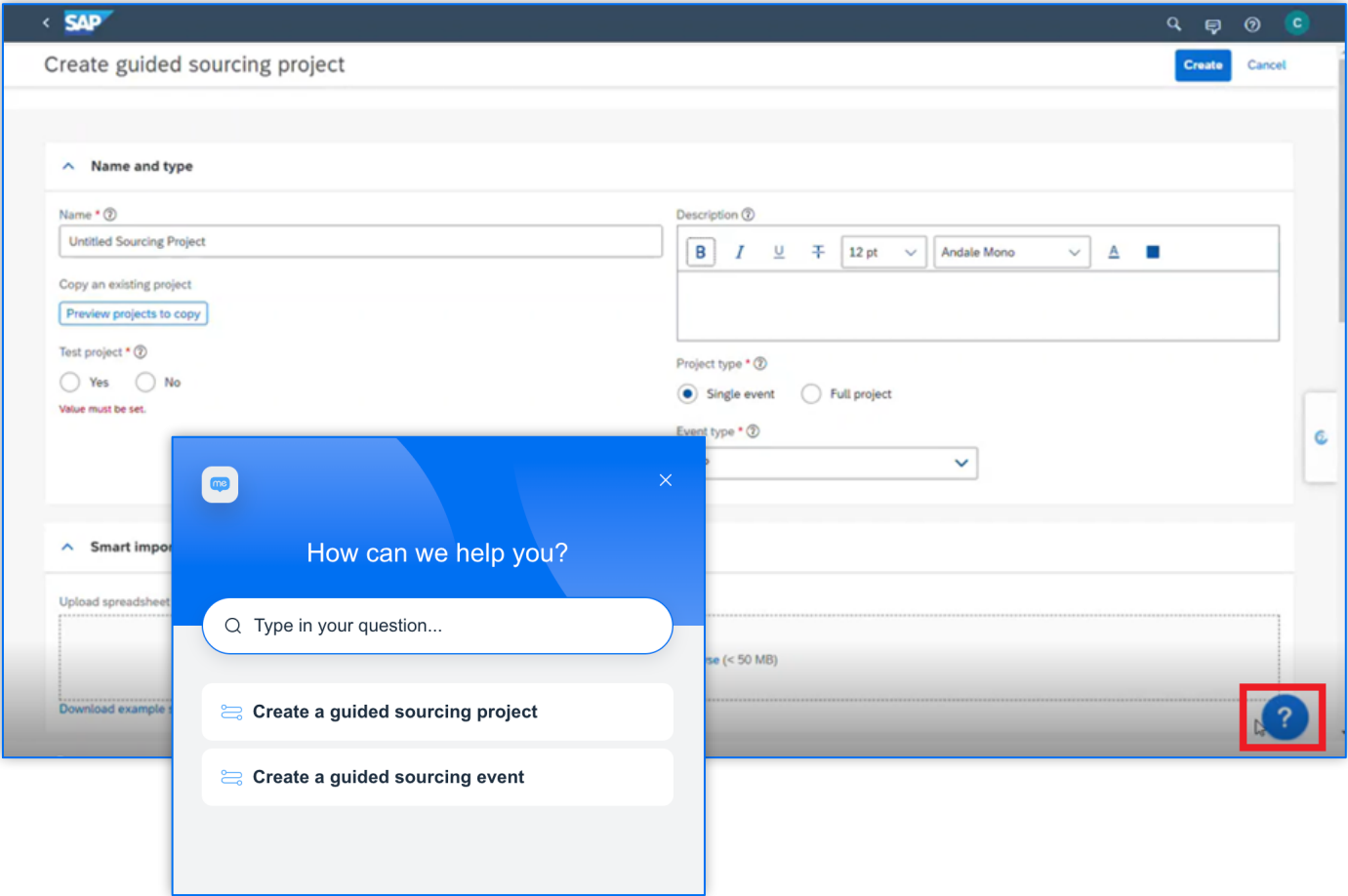
Use Guided Sourcing Event Monitoring – Summary
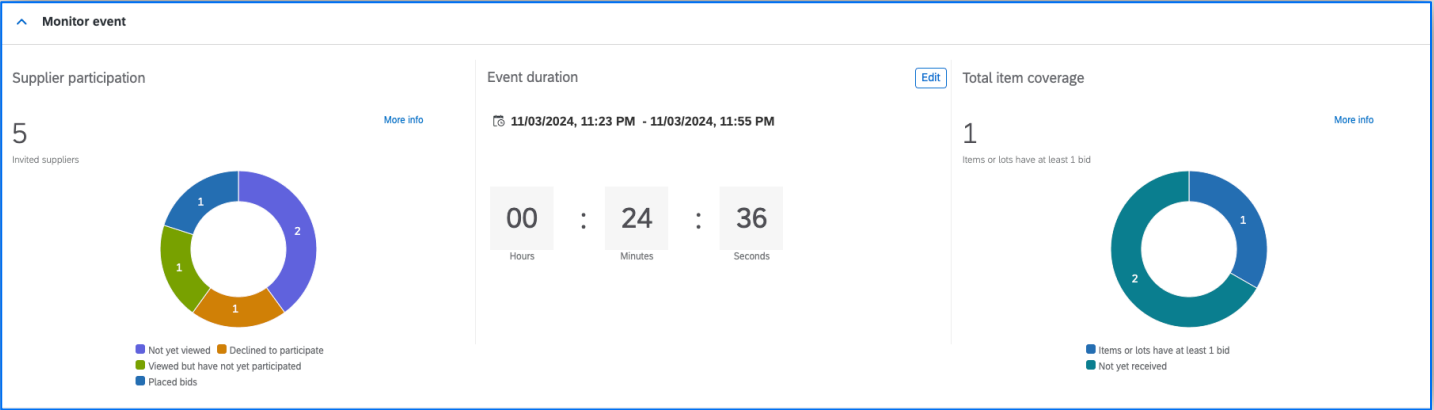
View complete documentation on monitoring Guided Sourcing events

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

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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

Items that need quotes section from the event monitoring screen in Guided Sourcing
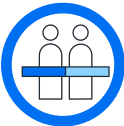
View complete documentation on monitoring questions and requirements

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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
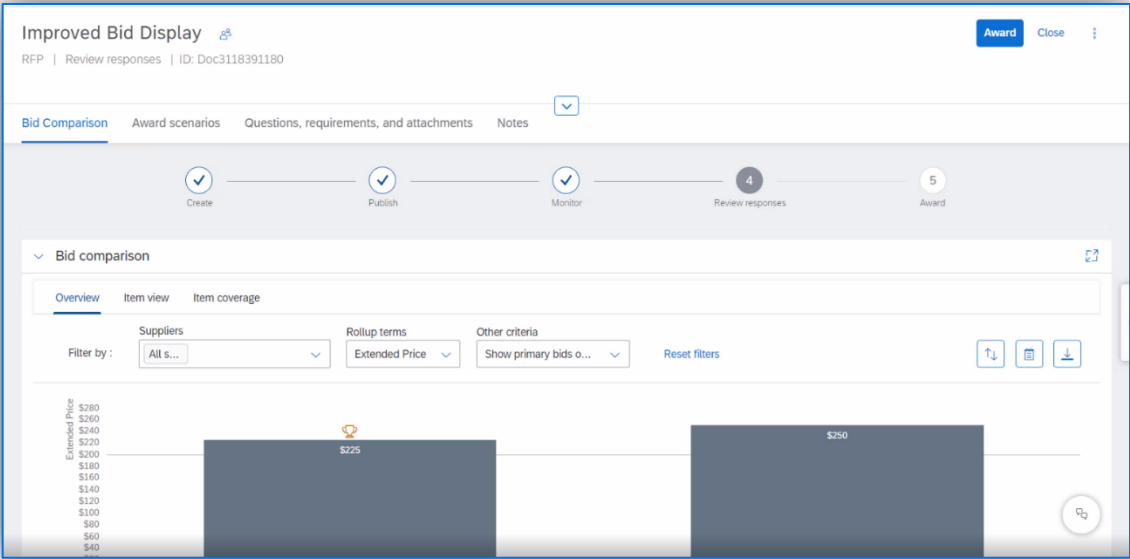
The Bid Analysis page appears and displays the overview of bids

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< Overview   Value   How to Enable   **How to Use**   **How to Adopt**   **FAQs**   **Additional Resources**   >

Use Guided Sourcing Award an Event

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

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< Overview Value How to Enable **How to Use** **How to Adopt** **FAQs** **Additional Resources** >

Category Management *
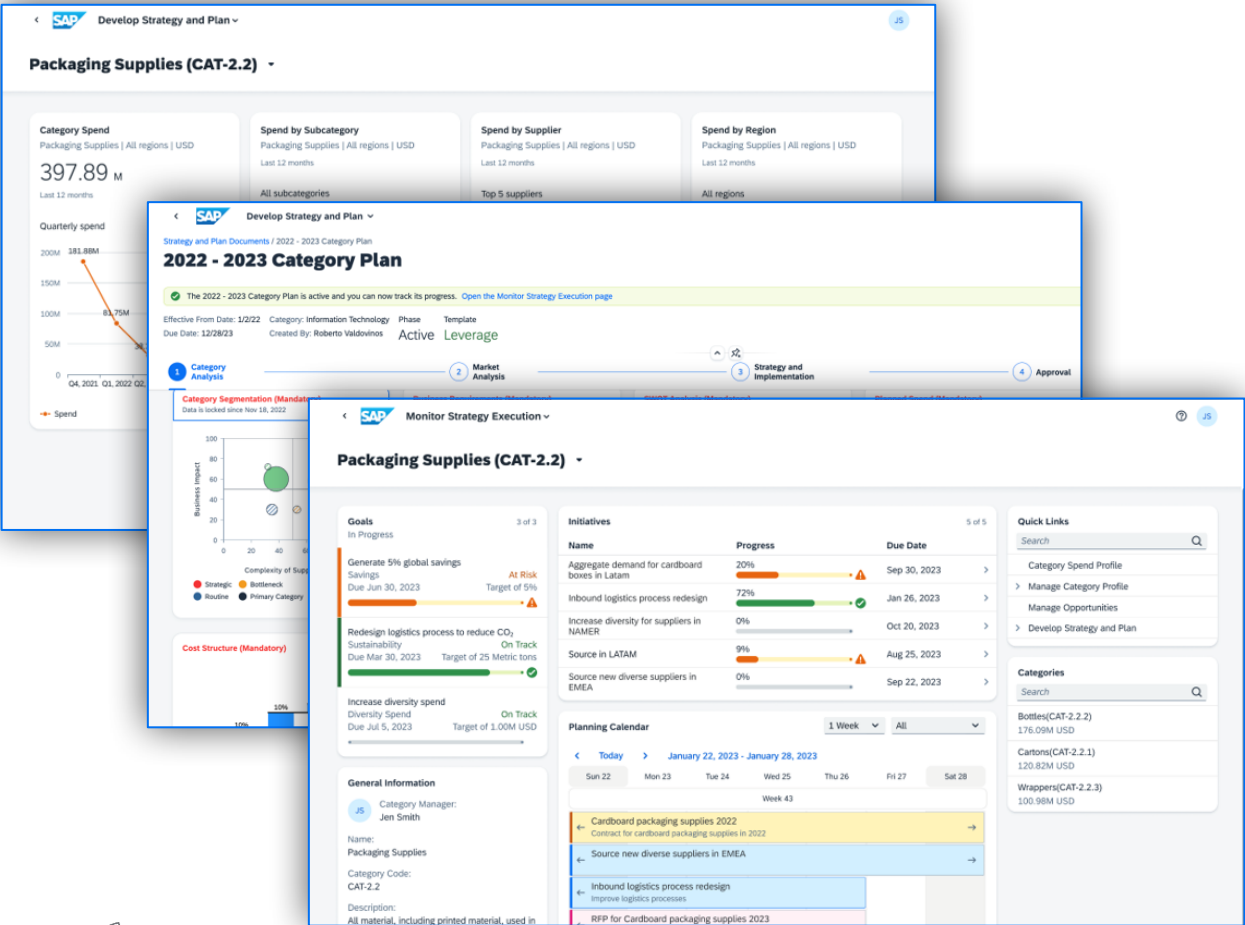
Outline Strategy

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

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Needs license < / **37** >

Spend Control Tower *
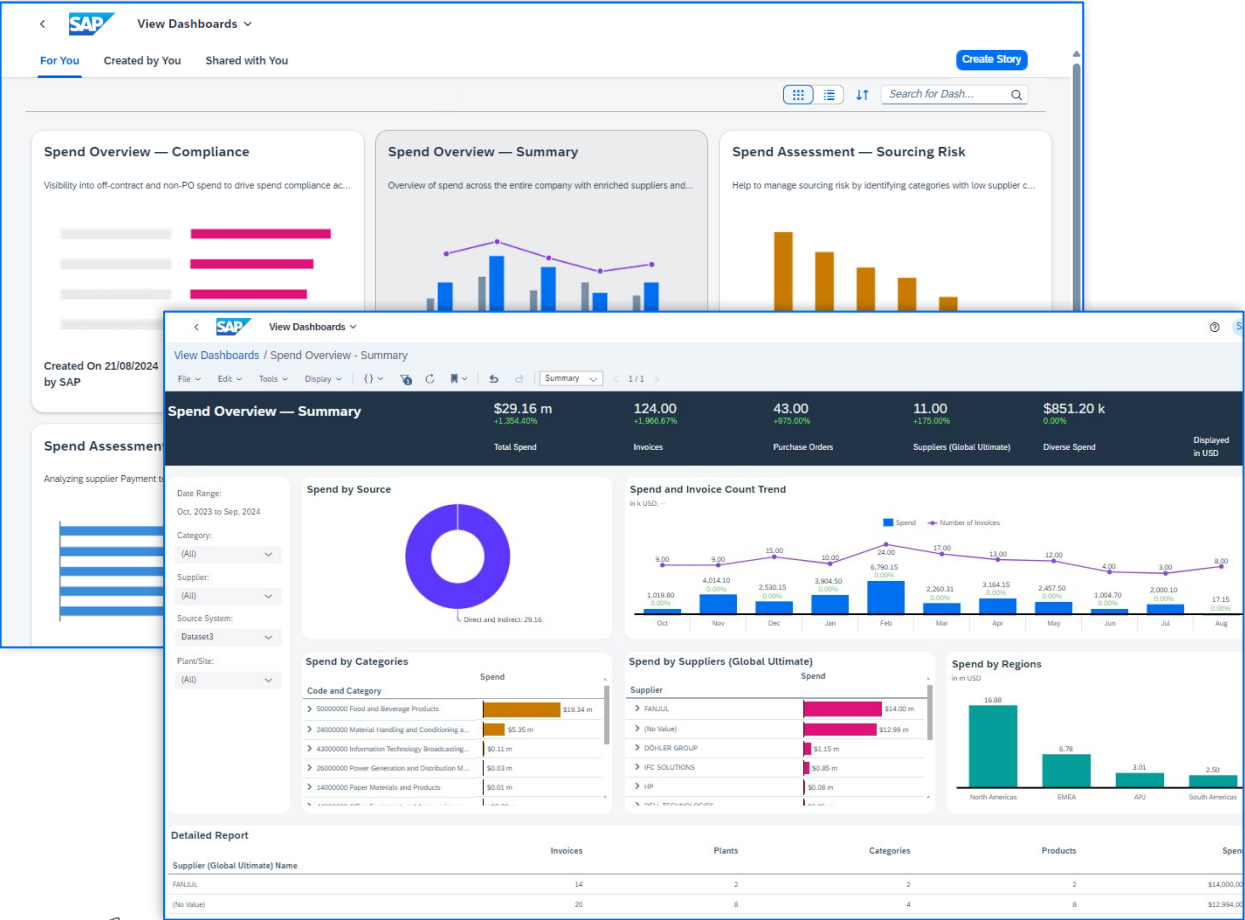
What is SAP Spend Control Tower?

SAP Spend Control Tower brings together payment and supplier data no matter where it's located into a single source of truth. AI-enabled spend classification and supplier enrichment on one dataset helps you more effectively reduce procurement costs and supplier risk.

Analytics and Reporting Capabilities

Intuitive, preconfigured spend performance dashboards with relevant KPIs

Spend categories analyzed and optimized by machine learning models

SAP and non-SAP source data captured and merged into a single source

Integration with SAP Ariba

SAP Spend Control Tower integrates seamlessly with SAP Ariba to provide end-to-end visibility across the entire procurement process

While SAP Ariba captures transactional data, SAP Spend Control Tower consolidates this data across SAP and non-SAP sources, creating a centralized, actionable view of all spend.

< Overview   Value   How to Enable   How to Use   **How to Adopt**   **FAQs**   **Additional Resources**   >

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.

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Strategic Sourcing 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.

SAP Ariba road map information is accessible through the SAP Road Map Explorer

Filter by
- Processes: Source to pay
- Products: SAP Ariba Sourcing, cloud edition

Navigating SAP Road Map Explorer
- Innovations are grouped by release date
- You can click on each innovation to gain insights about it
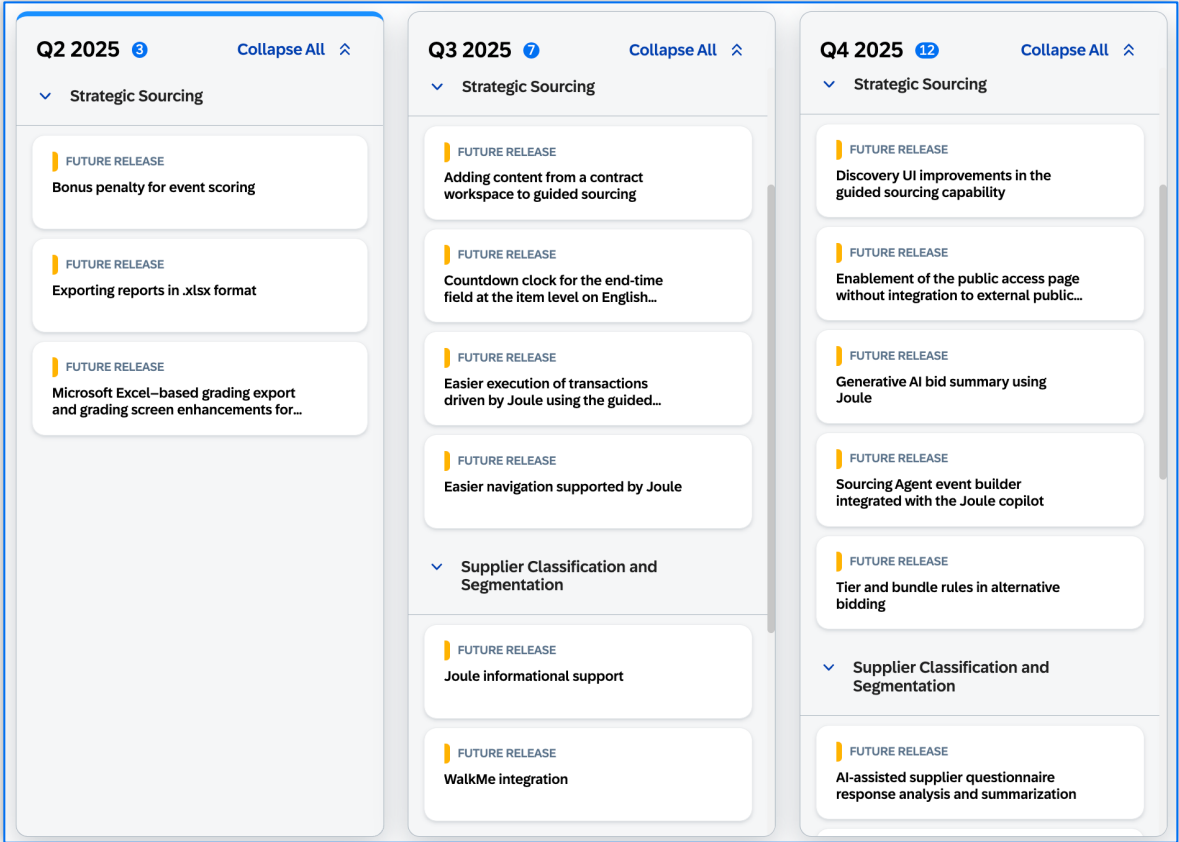
*All forward looking guidance subject to disclaimer

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Q2 2025 ❸   Collapse All ⌃

⌄ Strategic Sourcing

| FUTURE RELEASE |
| Bonus penalty for event scoring |

| FUTURE RELEASE |
| Exporting reports in .xlsx format |

| FUTURE RELEASE |
| Microsoft Excel–based grading export and grading screen enhancements for… |

Q3 2025 ❼   Collapse All ⌃

⌄ Strategic Sourcing

| FUTURE RELEASE |
| Adding content from a contract workspace to guided sourcing |

| FUTURE RELEASE |
| Countdown clock for the end-time field at the item level on English… |

| FUTURE RELEASE |
| Easier execution of transactions driven by Joule using the guided… |

| FUTURE RELEASE |
| Easier navigation supported by Joule |

⌄ Supplier Classification and Segmentation

| FUTURE RELEASE |
| Joule informational support |

| FUTURE RELEASE |
| WalkMe integration |

Q4 2025 ⓬   Collapse All ⌃

⌄ Strategic Sourcing

| FUTURE RELEASE |
| Discovery UI improvements in the guided sourcing capability |

| FUTURE RELEASE |
| Enablement of the public access page without integration to external public… |

| FUTURE RELEASE |
| Generative AI bid summary using Joule |

| FUTURE RELEASE |
| Sourcing Agent event builder integrated with the Joule copilot |

| FUTURE RELEASE |
| Tier and bundle rules in alternative bidding |

⌄ Supplier Classification and Segmentation

| FUTURE RELEASE |
| AI-assisted supplier questionnaire response analysis and summarization |

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
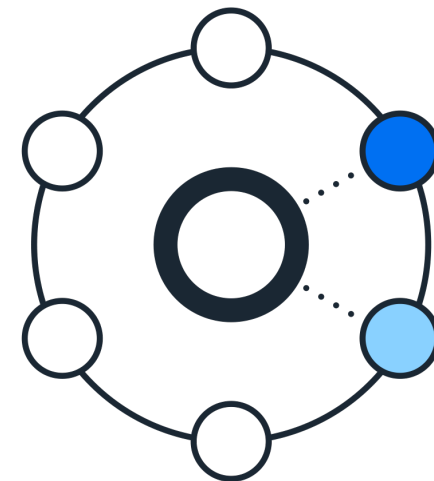
*Parameter Application.AQS.GuidedSourcing.EnableS4HanaCloudIntegration must be enabled in Intelligent Configuration Manager

**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

Guided buying request: low-touch flow

Guided buying request: high-touch flow

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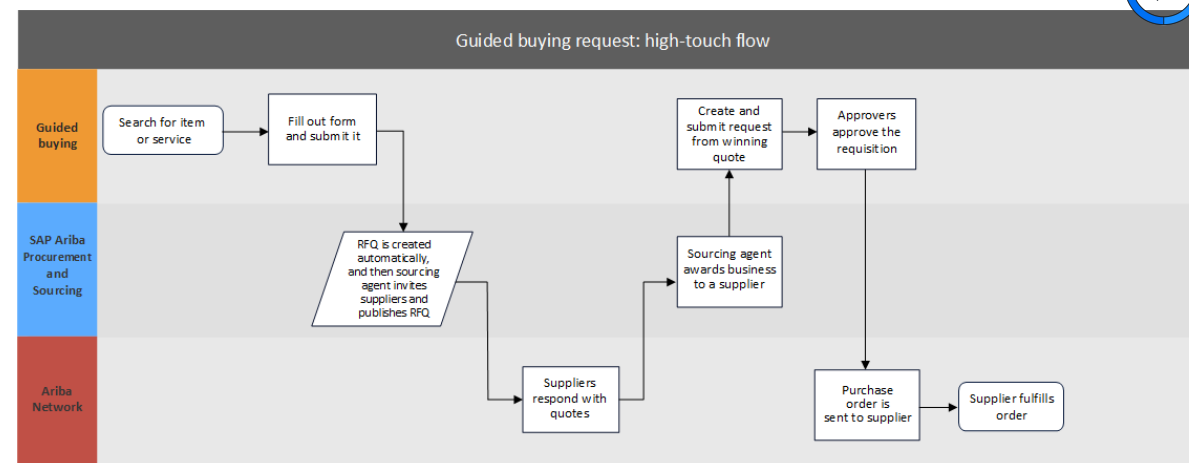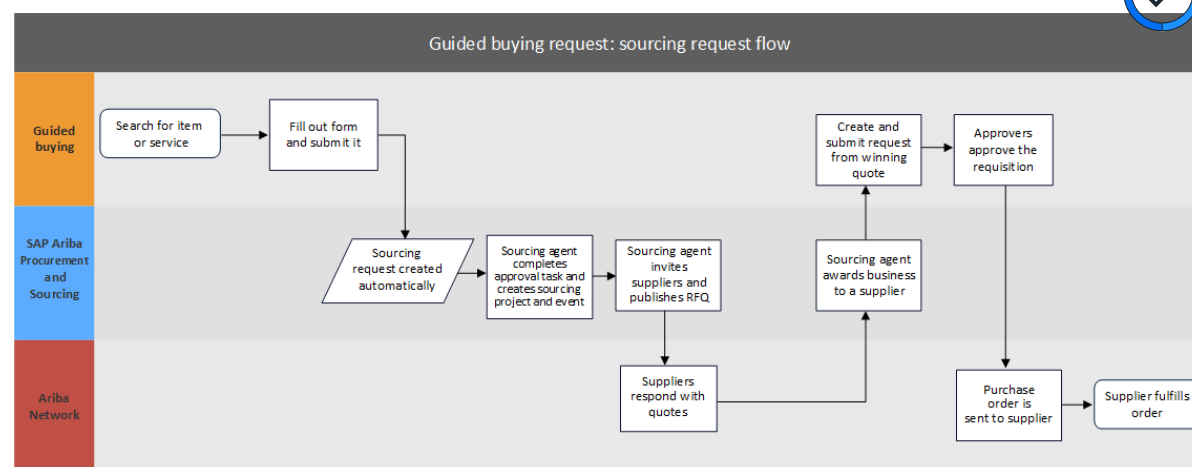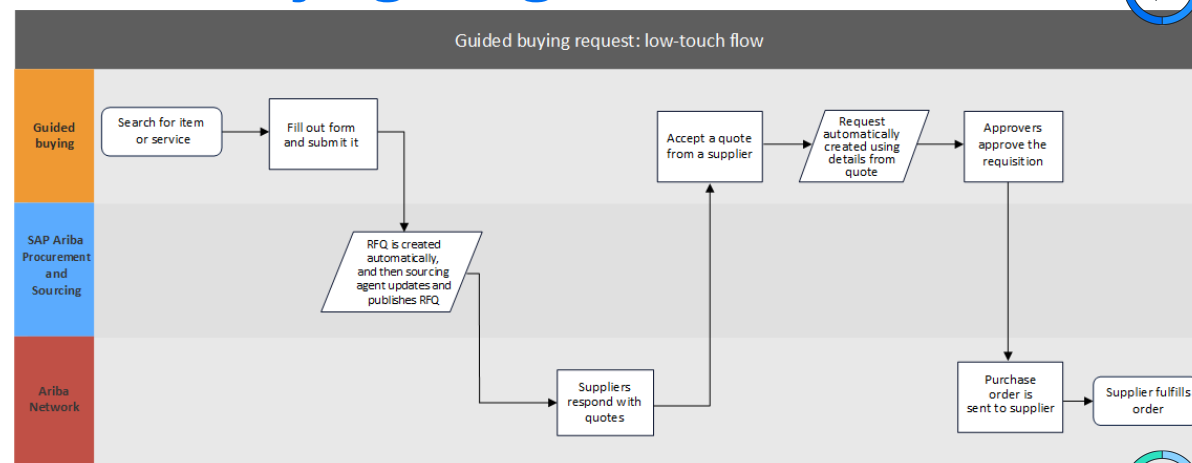
- Please keep in mind that you will need to update the touch policy files in Guided Buying to reference the guided sourcing templates

Guided Buying Tactical Sourcing + Guided Sourcing Integration

Configuring Supplier and Touch Policies

Ariba Buying Integration
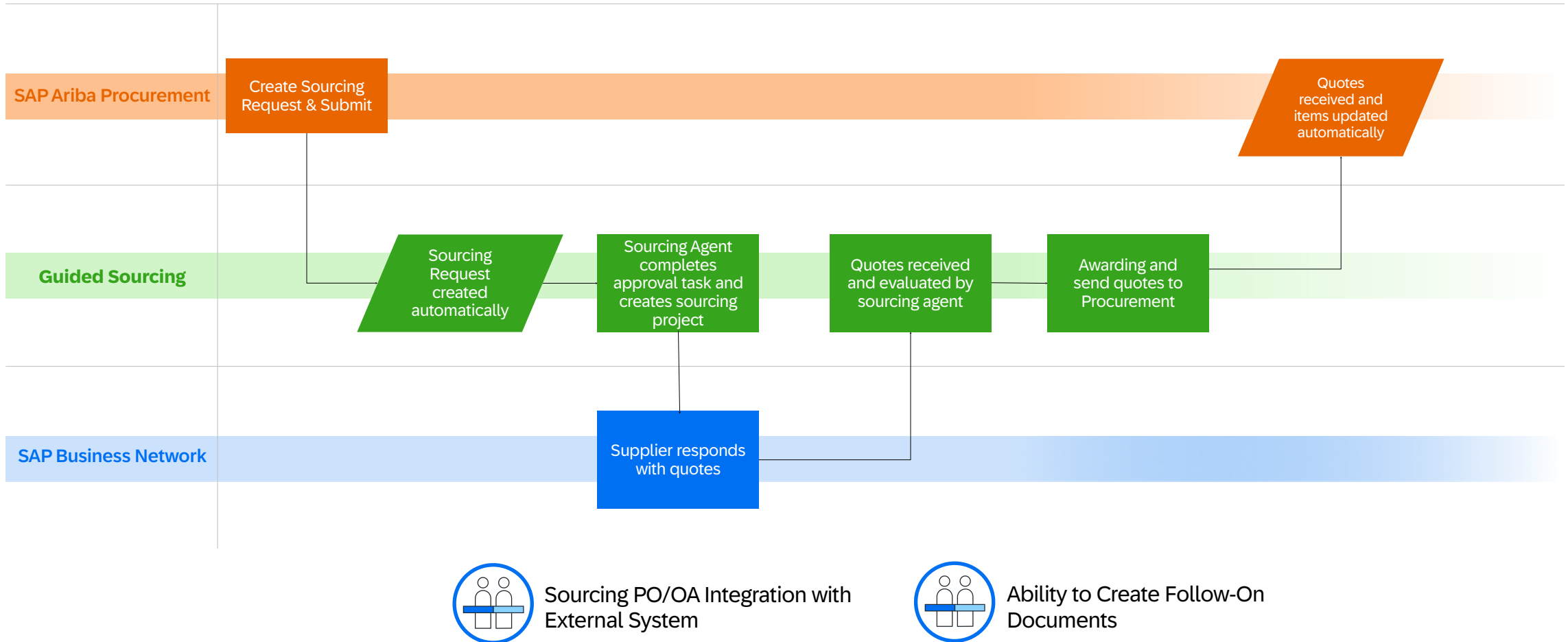
SAP Ariba Procurement	Create Sourcing Request & Submit				Quotes received and items updated automatically
Guided Sourcing		Sourcing Request created automatically	Sourcing Agent completes approval task and creates sourcing project	Quotes received and evaluated by sourcing agent	Awarding and send quotes to Procurement
SAP Business Network			Supplier responds with quotes		

Sourcing PO/OA Integration with External System

Ability to Create Follow-On Documents

SAP ECC/S4Hana Integration

SAP Business Network

Suppliers

Supplier

Guided Sourcing

| Sourcing request | Approval | Create sourcing project | Create RFQ event | Invite suppliers | Supplier's response | Award supplier | Export quotes | | Update with SAP contract ID |

SAP ERP

SAP S/4HANA

| Create external RFQ | Publish external RFQ to **SAP Ariba Sourcing** | | Purchase order (NB) / Framework order (FO) | Outline agreement (MK / WK) | Approval | Update SAP Ariba with SAP contract ID | Provide contract as source-of-supply |

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.
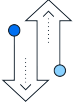
Can we go back to the Classic Sourcing UI if we want to?
Yes. Access to the new UX is controlled via the user group Category Buyer. You can simply remove users from this group and deactivate the Guided Sourcing templates. Any events in progress will need to be completed using the Guided Sourcing UX.

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, WalkMe in Guided Sourcing and SAP Enable Now for Guided Sourcing helps the user quickly get help if they need it. These are SAP's in-app guidance and automation tool.

I have more questions. Where can I go?
See the full list of available FAQs at FAQ: Guided sourcing capability for SAP Ariba Sourcing

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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	👥
Pre-Award Negotiation	👥
WalkMe in Guided Sourcing	👥

Intelligent Spend Management Value Accelerator

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

Intelligent Spend Management Value Accelerator

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