Ariba®

Approvables Reference Guide

Ariba Invoice Professional™

Ariba Procure-to-Order™

Ariba Procure-to-Pay™

Ariba Procurement Content™

Ariba Services Procurement™

September 2013

ARIBA®

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Revision History

The following table provides a brief history of the updates to this guide. Ariba updates the technical documentation for its On Demand solutions if

- software changes delivered in service packs or hot fixes require a documentation update to correctly reflect the new or changed functionality;

- the existing content is incorrect or user feedback indicated that important content is missing.

Ariba reserves the right to update its technical documentation without prior notification. Most documentation updates will be made available in the same week as the software service packs are released, but critical documentation updates may be released at any time.

Version	Month/Year of Update	Updated Chapter/Section	Short Description of Change
1	Sep 2013	n/a	Initial version. Created list of approvables in Ariba Procurement Solutions, associated status codes, and applicable solutions.

Ariba Procurement Approvables

The Ariba procurement approval process involves the use of several documents at varying stages of purchasing of goods and services that play an integral role in the procurement workflow. These documents are called *approvables*.Ariba Procurement Solutions uses a standard set of approvables to define access control and approval specifications for all procurement business transactions.

Approvables

An approvable is a document that is subject to an approval process. Ariba procurement and invoicing solutions represent business objects with different approvable documents and use approvable documents to track the approval process. Some examples of approvable documents include requisitions, contracts, invoices, credit memos, and invoice reconciliation documents.

Note: The specific set of approvables that are available depends on the features that you have enabled for the site. For example, if you have enabled the Travel and Expense module in Ariba Procure-to-Pay, the site includes approvable documents for tracking expense reports and travel authorizations.

Prefixes and Status Codes

Ariba Procurement Solutions use approvables to provide browser-based management of business transactions. They have default prefixes assigned to approvable types and status codes that indicate the status and the phase at which the approvable is during the procurement process.

Note: Ariba Customer Support can customize prefixes for approvables, so the prefixes in your customized solution may differ from the default prefixes listed in this document.

Configurable approvables are available in the following Ariba Procurement Solutions:

- The Ariba Procure-to-Pay™ solution package
- The Ariba Invoice Professional™ solution package
- The Ariba Procure-to-Order™ solution package
- The Ariba Services Procurement™ solution package
- The Ariba Procurement Content™ solution package

List of Approvables

Advanced Ship Notice (ASN)

Definition

A supplier can send ship notices to inform buyers that they have shipped or plan to ship an order. When Ariba Procurement Solutions receives a ship notice from Ariba Network, it creates an advanced ship notice.

Applicable Ariba Solutions

- Ariba Procure-to-Order
- Ariba Procure-to-Pay
- Ariba Services Procurement

Associated Status Codes

- Added
- Updated
- Deleted

Blanket Purchase Order (BPO)

Definition

A Blanket Purchase Order is a purchase order issued to one vendor for multiple purchases of specific goods/services for a specific time period and a not-to-exceed predetermined amount. The blanket order allows purchases, within the terms of the order, to be charged to that specific blanket order.

Applicable Ariba Solutions

- Ariba Procure-to-Order
- Ariba Procure-to-Pay
- Ariba Services Procurement

Associated Status Codes

- Created
- Processing
- Processed
- Open
- Inactive
- Received
- Invoiced
- Closed

Cancel Invoice Request (CIR)

Definition

Cancel Invoice Request is a request to cancel an invoice,. A cancel invoice request is an approvable document that changes the status of corresponding invoice reconciliation documents, original invoices, and payment requests.

Applicable Ariba Solutions

- Ariba Procure-to-Pay
- Ariba Invoice Professional

Associated Status Codes

- Reconciling
- Reconciled
- Canceling
- Canceled

Category Definition (SC)/Category Definition Request (SCR)

Definition

Category definitions control the fields and behavior of specific types of line items. Ariba Services Procurement supports loading and maintaining non-collaborative and collaborative category definitions. Subscriptions are generated from category definitions. A subscription for a category definition can be activated and deactivated.

Applicable Ariba Solutions

- Ariba Services Procurement

Associated Status Codes

- Editing
- Validated
- Activated
- Deactivated

CC Invoice

Definition

CC Invoice is an ERP-originated cXML copy of a fully-reconciled invoice that is sent to Ariba Invoice Professional from Ariba Network.

Applicable Ariba Solutions

- Ariba Invoice Professional

Associated Status Codes

- Cancelled
- CC Invoice to AN
- Composing
- Denied
- Loaded
- Reconciling
- Reconciled
- Rejected
- Submitted
- Submitted with Errors

Collaboration Proposal/Proposal (P)

Definition

The collaboration proposal is an approvable that allows you to analyze data related to all collaboration requests sent to suppliers and all proposals received from suppliers. This report provides the number of candidates proposed by each supplier per collaboration request.

After reading about the temporary job position and receiving answers to any questions, the supplier decides whether the supplier has potential candidates available to propose. If the supplier decides that appropriate candidates are available, the supplier submits a proposal.

Applicable Ariba Solutions

- Ariba Services Procurement
- Ariba Procure-to-Order
- Ariba Procure-to-Pay

Associated Status Codes

- Collaboration Accepted
- Collaboration End
- Collaboration Closed
- Proposal Partially Accepted by Buyer

- Proposal Partially and Request Closed
- Response Needed
- Proposal Sent - Waiting for Response
- Awaiting Response from Buyer
- Request Cancelled by Buyer

Collaboration Request (R)

Definition

A collaboration request is an approvable that has a workflow with associated statuses and controls the collaborating process from a requisition. It is a request from the buyer inviting the supplier to collaborate on a requisition and a bidding invitation used with collaborative requisitions, often for procuring temporary labor.

Associated Ariba Solutions
- Ariba Procure-to-Pay
- Ariba Procure-to-Order

Associated Status Codes

On the **Collaboration** tab:

- Request Sent – Waiting for Response
- Proposal Received – Please Respond
- Proposal Accepted and Request Closed
- Request Closed by Buyer – Automatically canceled
- Request Received - Supplier Response Required

Collaboration Request-related statuses for a requisition:

- Collaborating
- Collaboration Completed

Contract (C)

Definition

A contract is a document that is created after a contract request has been fully approved. It is the externally viewable document to establish a commitment with a supplier to purchase goods or services for specific pre-negotiated pricing repeatedly over time for specific pricing terms. All activities such as creating invoices or receipts against the contract are tracked on a no-release contract document.

Applicable Ariba Solutions
- Ariba Invoice Professional
- Ariba Procure-to-Order

- Ariba Procure-to-Pay

Associated Status Codes
- Created
- Processing
- Processed
- Open
- Inactive
- Received
- Invoiced
- Closed

Contract Request (CR)

Definition

A contract request is a document that defines the properties of the contract, and that request must be approved in order for the contract to be created. When a contract request is created, a document with the CR prefix (for example, CR21) is generated. Once the contract request is approved, a contract, identified by the prefix C (for example, C21), is created from the contract request.

Applicable Ariba Solutions
- Ariba Invoice Professional
- Ariba Procure-to-Order
- Ariba Procure-to-Pay

Associated Status Codes
- Composing
- Submitted
- Denied
- Approved
- Sourcing Confirming (for Integrated sites only)
- Processing
- Processed

Contractor Survey (SV)

Definition

Performance evaluations that allow contract managers to rate contractors on their job performance, skill accuracy, and professional demeanor.

Applicable Ariba Solutions

- Ariba Invoice Professional
- Ariba Procure-to-Order
- Ariba Procure-to-Pay

Associated Status Codes

- Composing
- Submitted
- Approved
- Denied
- Processing
- Processed

Contractor Expense Sheet/Expense Sheet (ES)

Definition

The Contractor Expense Sheet or an Expense Sheet fact contains data from contractor expense sheets submitted in Ariba Services Procurement. Users can run reports on contractor expense sheet data to view details of contractor expense sheets submitted, regardless of the expense sheet status and analyze information on the Submittal, Approved and Processed dates of contractor expense sheets.

Applicable Ariba Solutions

- Ariba Services Procurement
- Ariba Procure-to-Pay
- Ariba Procure-to-Order

Associated Status Codes

- Submitted
- Composing
- Approved
- Processing
- Processed
- Failed Processing
- Invoice Created
- Invoicing
- Invoiced

Copy Receipt (CRC)

Definition

Receipts created in the external ERP system are downloaded into Ariba Network and routed to the Ariba