- Abhijeet Balasaheb Tarde -

SAP ARIBA Functional Consultant - Buying and Invoicing

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SAP Ariba Support Functional Consultant with 3.8 years strong experience in Buying and Invoicing modules. Skilled in handling PR, PO, GRN, and invoice issues, guided buying, catalog errors, and approval workflows. Hands-on with Ariba-SAP MM integration (CIG), supplier onboarding, and 3-way match validations. Previously worked as an end user managing end-to-end P2P operations, SES, GRN, and compliance checks like CARA and TRR. Proficient in tools like Service Now, Beeline, and Adobe Sign.

PROFESSIONAL EXPERIENCE

Infosys BPM, Pune

Procurement Specialist-SAP ARIBA

June / 2023 – Present

- ARIBA Downstream Solution: Provided functional support for SAP Ariba Buying and Invoicing, including troubleshooting issues related to Purchase Requisitions (PR), Purchase Orders (PO), Receipt Management, and Invoice Processing.
- Supported and maintained **Guided Buying** configurations, approval flows, and compliance policies to ensure streamlined and compliant requisition processes.
- Assisted end users and buyers with **catalog and non-catalog requisitions**, including resolving catalog upload errors and managing content enablement issues.
- Handled support and issue resolution for Limit PO, Service PO, and Standard PO scenarios, working closely with **SAP MM** through Ariba-SAP ERP integration.
- Worked on **Cloud Integration Gateway (CIG)** support for resolving integration issues between SAP Ariba and SAP ERP (MM module).
- Resolved supplier-related issues on the Ariba Network, including PO confirmations, invoice submission errors, and collaboration challenges.
- Delivered training and user guidance documents to help business users effectively utilize SAP Ariba **Buying** and **Invoicing modules.**
- Monitored and resolved daily **P2P support tickets**, including PR/PO workflow failures, invoice rejection, and matching discrepancies.
- Supported **approval workflow** configurations for PR, PO, and Invoices based on client-specific business rules and routing policies.
- Participated in User Acceptance Testing (UAT) and Non-Regression Testing (NRT) to validate new releases and system changes.
- Collaborated with cross-functional teams (Accounts Payable, Procurement, Master Data, and IT) to ensure smooth **Procure-to-Pay operations**.

Project Highlight-

Conducted User Acceptance Testing (UAT) and Non-Regression Testing (NRT) testing on test cases and implemented a customized Line Item Form in Guided Buying for Taiwan and Japan regions to enable users to submit purchase requisitions with region-specific inputs.

Validated multiple user cases in the test environment, ensured error-free functionality, and led the go-live implementation, enabling seamless PR submission for end-users in the production environment.

- Worked on **the end-to-end Procure-to-Pay** process using SAP Ariba for requisition creation, approvals, and PO processing.
- Created and submitted **catalog and non-catalog purchase requisitions**, ensuring accuracy through 3-way matching and compliance checks.
- **Reviewed requisition** details such as document type, company code, vendor, payment terms, and Contract terms before submission.
- Conducted CARA validation and TRR checks to ensure requisitions met policy and sourcing Standards.
- Coordinated with stakeholders for supplier selection and contract circulation via Adobe for Signatures.
- Created and managed **Service Entry Sheets (SES)** and tracked **GRNs** for invoice processing and finance reporting.
- Assisted with supplier onboarding via Supplier Creation Requests (SCR) and profile updates.
 Used Beeline for managing external staff contracts under purchase requisitions.
- Addressed procurement queries using Service Now and ensured timely email responses via shared team inbox.
- Guided users on tracking **PRs, POs, contracts, and invoices** within Ariba.
- Creating purchase requisition (PR), ARIBA Intake Form (AIF), Blanket Purchase order (BPO), Coversheet (CSN), contract workspace (CW) and Contract Creation request (CCR) for APAC region.

EDUCATION

Bachelor of engineering (B.E Electrical) • College of engineering Ambajogai, BAMU university Aurangabad-July 2016 - June 2020

Key Skills

- Ariba Modules: Guided Buying, Procurement (P2P), Sourcing, Supplier
- Management, Contracts, Catalogs
- PO Creation: Standard PO, Limit PO, Service PO
- **SAP MM:** PO, PR, RC, Service PO, Limit PO, Standard PO, Integration
- with Ariba
- System Integration: Cloud Integration Gateway (CIG), Ariba Network, SAP MM
- **Procurement Processes:** PO, PR, RC, Catalog Management, Contract Management
- Testing Expertise: Non-Regression Testing (NRT), User Acceptance Testing (UAT)

TECHNICAL

- SAP ARIBA
- Service Now
- Guided Buying
- SAP MM
- JIRA

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Pune, Maharashtra

Date: Abhijeet Tarde