



INTERNAL – Authorized for SAP Customers and Partners
Document Version: 2505 – 2025-07

Solutions Description Guide

SAP Ariba cloud solutions

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Solutions Description Guide

This guide is for SAP Ariba customers and partners seeking an understanding of the technology features and services included with subscriptions to SAP Ariba solutions.

This guide applies to:

- SAP Ariba Buying
- SAP Ariba Buying and Invoicing
- SAP Ariba connector for Icertis
- SAP Ariba Contract Invoicing
- SAP Ariba Contracts
- SAP Ariba Catalog
- SAP Ariba Discount Management
- SAP Ariba Invoice Management
- SAP Strategic Procurement
- SAP Ariba Sourcing
- SAP Ariba Sourcing, base edition
- SAP Ariba Spend Analysis
- SAP Ariba Payables
- SAP Ariba Strategic Sourcing Suite
- SAP Ariba Supplier Information and Performance Management
- SAP Ariba Supplier Lifecycle and Performance
- SAP Ariba Supplier Risk
- SAP Ariba Supplier Risk, base edition
- SAP Business Network for Supply Chain
- SAP Business Network Commerce Automation
- SAP Business Network Commerce Automation, foundation option
- SAP Business Network Supply Chain Collaboration, foundation option
- SAP Business Network Planning Collaboration
- RISE with SAP for SAP Business Network Supplier Portal
- SAP Ariba Buying for SAP S/4HANA

Introduction

About This Guide

This guide provides a high-level description of features and services in SAP Ariba cloud solutions. Each of the features in this guide is described in greater detail in the documentation that users can access from within the solution site.

Some features described in this guide require SAP Ariba assistance to enable at an additional cost.

Note

Items listed as an option or add-on are not included in the solution but may be added to a customer's subscription to the solution for an additional fee at SAP Ariba's then-current rate.

Finding Descriptions for Legacy SAP Ariba Solutions

Starting with the February 2017 revision, this guide no longer includes descriptions for the following legacy SAP Ariba solutions, which are no longer offered as new subscriptions:

- Ariba Buyer Membership
- Ariba Network Membership
- Ariba Collaborative Commerce
- Ariba Collaborative Finance
- Ariba Collaborative Supply Chain
- Ariba Document Automation
- Ariba eForms
- AribaPay
- Ariba Services Procurement
- Ariba Spot Quote
- Ariba StartContracts
- Supplier Discovery Advantage Block Purchasing

Existing customers of these solutions who want a description of the included technology features can refer to the January 2017 revision of this guide.

Data Retention

The following data retention policy applies to all SAP Ariba cloud solutions unless otherwise noted in a specific solution description:

SAP Ariba will retain the data on the solution for the duration of the subscription unless otherwise required by law. During the subscription term, a customer may download data using the reporting export functionality in the solution in order to meet the customer's specific data retention preferences. Customer data processed on SAP Business Network may be retained on SAP Business Network subject to SAP's operational policies. Retained data is subject to the confidentiality provisions of the customer's subscription agreement and the ongoing obligations regarding personal information processing under the data processing agreement.

Affiliates' Customer Data

If you grant access to your SAP Ariba cloud solution to any of your affiliates, and you have not subscribed to a separate site for each affiliate (for an additional fee), you and your affiliates might have access to each other's data in the single shared site. You are responsible for fulfilling any necessary consent requirements for this shared data access between you and your affiliates.

About Translations for SAP Ariba Documentation

SAP Ariba provides translations of some documentation in languages other than English. The English version of SAP Ariba documentation shall govern in case of a discrepancy between the English version and a translated version.

SAP Ariba Buying

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[Services for SAP Ariba Buying \[page 35\]](#)

[SAP Ariba Snap Buying \[page 35\]](#)

[SAP Ariba Buying, BPO Edition \[page 36\]](#)

Technology Features for SAP Ariba Buying

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Catalogs

This solution supports multiple approaches to managing and accessing catalog content.

Local Catalogs

Authorized users can load, manage, and access catalogs and prices stored in the solution. This solution supports customer catalogs in CIF, cXML, BMEcat, and Microsoft Excel formats and allows loading of catalogs from SAP Business Network.

Remote Catalogs

Users can access and procure from catalogs hosted and managed by suppliers on their selected third-party providers. Features include:

- Authentication by SAP Business Network
- Support for Level 1 and Level 2 PunchOut

Additional Capabilities

The following catalog capabilities require additional services to configure:

- Kits
- Filtered views

Spot Buy Capability

The spot buy capability connects this solution to content providers available from the SAP Ariba Spot Buy Program, enabling users to add items from suppliers or marketplaces in that program to requisitions in this solution. Use of this capability requires your participation in the SAP AribaSpot Buy Program and is subject to special terms and regional availability limitations. For current information on spot buy providers and limitations, see the SAP Ariba Spot Buy Program information page: <https://knowledge.ariba.com/go/1,,161350,00.html>.

Note

Spot buy requires an integrated SAP Business Network buyer account.

End User Features

End users can search and browse for spot buy content, view items details, and add items to requisitions.

Administration

Customer administrators can select to connect to available content providers, configure search criteria and controls, and specify administrative contacts to manage spot buy requisitions.

Guided Buying Capability

Guided buying is a capability that integrates with this solution. It provides a simplified user interface that allows casual users to search for and request for goods and services, create receipts, and manage approvals.

Guided buying supports the following features in this solution:

- Catalogs
- Spot buy capability
- Taxes and charges
- Budget checks
- Approval workflow
- Purchase orders, receipts, and service sheets
- Contract compliance
- Dynamic forms
- Form builder

It also includes the following unique features.

Purchasing Policies

Guided buying policies ensure consistent compliance for all purchases. They can be configured with policy errors and warnings related to different scenarios that occur during the creation of a request. Warnings and errors are messages that inform users about a policy violation. Warnings can be configured to give users the opportunity to either provide a custom justification or to choose from a predefined list of justification reasons. With errors, users can't submit the request until they fix the violation.

Landing Pages

A landing page is a page that contains various clickable tiles that make it easier for users to navigate through the catalog. Users see an initial landing page when signing in to guided buying. The guided buying home landing page can be customized to show different category tiles with images.

Guided Buying Help Community

The guided buying help community provides the framework for your organization to publish help resources to users within guided buying. Users can also ask questions and post comments in the help community if they can't find what they need in the existing help content. Procurement experts can also upload content and review questions and comments from users in the help community.

Requisitions and Approvals

This solution supports end-user requisitioning and requisition approval for use in monitoring and compliance.

Catalog and Non-Catalog Requisitioning

Users can requisition both catalog and non-catalog items.

Catalog Search and Viewing

Users can view and search for both local and remote catalog items using:

- Keyword search
- Dynamic filters for category, suppliers, price ranges, and manufacturers
- Favorites

Taxes and Charges

The solution can default taxes on requisition lines. Users with appropriate permissions can change the defaulted tax code on requisition lines. Users can also add shipping and other charges to requisition lines.

Demand Aggregation and Sourcing

Demand aggregation consolidates line items from multiple requisitions into an aggregated requisition in order to get better discounts and reduce the costs and efforts involved in the procurement cycle.

- Configurable rules can aggregate requisitions for some items automatically.
- Purchasing managers or agents can manage aggregated requisitions in the Purchasing Workbench.
- In solutions integrated with SAP Ariba Sourcing, purchasing managers or agents can send sourcing requests for aggregated requisitions in order to benefit from the tiered pricing available in contracts.

Budget Checks

Budget checks confirm that funding is available at the time of requisition approval. Budget check features include:

- Budget data import and consumption data export
- Approval of requisition line items against available budget

Customers with integrated SAP ERP can optionally check and reserve budgets for requisitions directly in the ERP system in real time.

Approval Workflow

Requisitions can be routed through approval steps prior to becoming orders. Approval flow features include:

- Ability to add approvers to a flow on an ad-hoc basis
- Approval from within this solution or in HTML email
- An Approval Rules Library
- Custom approval rules

Queue Management

Queue members take ownership of approvable transaction routing in a first in/first out manner. Queue managers can analyze, balance workloads, and reassign or expedite approvable transactions.

Purchase Orders, Receipts, and Service Sheets

This solution generates purchase orders (POs) from fully-approved requisitions.

Purchase Order Delivery

Purchase orders can be delivered to suppliers in the following ways:

- Through SAP Business Network, which supports a number of delivery formats, including fax, email, cXML, and EDI
- Manual delivery

Order Confirmation and Advance Ship Notices

Suppliers can only return order confirmations and advanced ship notices through SAP Business Network.

Receiving

Users can record the receipt of requisitioned items. Receiving features include:

- Desktop and central receiving
- Receiving against contracts for non-PO spend
- Automated, date-specific receiving for imported requisitions
- Asset information capture and reporting
- Returned goods management
- Receipt import

Procurement Operations Desk for Buying Solutions

Procurement operations desk provides the capability to consolidate information from buying solutions on a single dashboard to enable team members and their managers to perform approval activities for requisitions more effectively. The layout of the dashboard addresses role-specific requirements for the activities performed by team members and their managers. Procurement operations desk includes:

- Automatic assignment of requisitions to designated approvers based on factors such as spend value, commodity code, or region.
- Options to collaborate with other users to find information necessary for processing approvals.
- Ability for approvers to apply custom sub-statuses to requisitions to provide enhanced visibility.
- Ability for team managers to track the day-to-day approval activities of their teams, review the progress of high-priority requisitions, monitor service level agreement (SLA) violations, and use options for balancing their teams' workloads.

Purchase Cards

This solution supports purchase card management and purchase card charge reconciliation.

Form Builder

The form builder feature is a self-service application in which customer administrators can create standalone forms to extend this solution.

Key features include:

- Ability to create standalone forms using an easy-to-use drag and drop interface.
- A powerful condition editor to support building conditions related to editability, validity, and visibility.
- Ability to add master data to enhance the user experience.

Contract Compliance

Contract Maintenance

You can maintain contracts within this solution using:

- Setup in the user interface
- Contract import
- Access control

Contract Elements

Contracts created in this solution can be based on suppliers, commodities, or items, and can include the following elements:

- Release required
- Contract hierarchies
- Effective and expiration dates
- Limits
- Simple and advanced pricing terms

Contract Compliance

Contract compliance measures include:

- Compliance for purchase orders
- Accumulators for tracking usage and balance
- Creation of purchase orders with contract pricing
- Matching against contracts

Dynamic Forms

Dynamic forms include the following components:

- **Flexible requisition templates:** Customer administrators use these templates to define the fields they need.

- **Supplier response:** Supplier invitation, proposal generation, and contract/pricing compliance.
- **Proposal review:** Supplier comparisons, price negotiations, and messaging.

Procurement Workspaces

This solution includes the option to configure and use procurement workspaces, which allow users to manage procurement as a project.

Procurement Workspace and Procurement Workspace Request Templates

Template managers can create templates for both procurement workspace requests and procurement workspaces. These templates can include tasks, approvals, and fields.

Procurement Workspace Creation

Users can create procurement workspaces from:

- Approved procurement workspace requests
- The **Create** menu on the dashboard
- A purchase requisition (PR)

Procurement Workspace Referencing

The following documents and sub-projects can be linked using procurement workspaces, including:

- Sourcing projects
- Contract workspaces (sales or procurement)
- Requisitions
- Purchase orders
- Receipts
- Invoices
- Procurement workspaces (as sub-projects)
- Supplier Performance Management projects

SAP Ariba E-forms add-on

SAP Ariba E-forms

The SAP Ariba e-forms add-on is a set of tools that allows companies to automate business processes to facilitate their enterprise spend management initiatives. Key features include:

- Form creation
Create forms to collect information needed so that the form can be submitted for approval.
- Dynamic workflows
Rule-based workflows And role-based notifications to configure dynamic processes specific to your needs and approval requirements.
- Reporting and search
All data in forms can be added to reports or used as search criteria.

The purchase of SAP Ariba e-forms includes a one-time setup fee for one form with up to 30 custom fields. For an additional charge, SAP Ariba will develop a form based on the following sizing criteria:

- Large: one form developed with 21-30 custom fields
- Custom: one form developed with more than 30 custom fields; a custom form requires custom scoping

Administration

Customer administrators and functional administrators can modify approval processes associated with a form.

Prerequisites and Restrictions

Use of SAP Ariba e-forms is subject to restrictions regarding the type of information that may be stored as provided in the SAP Ariba Data Policy.

Each form includes a set number of fields for each data type. These fields are pre-allocated in the database whether you use them or not, and you cannot add fields beyond the set number. In some cases, multiple SAP Ariba e-forms field types map to a single data type; for example, Text fields and Multiline Text fields both count against a form's text field limit. The number of fields available for each form depends on the site's variant type.

Intellectual Property

Any forms created by SAP Ariba are wholly owned by SAP Ariba. For forms created by a customer, the customer grants SAP Ariba an unlimited license to commercially use or offer any forms created in the solution.

New Supplier Discovery and Collaboration

Items in the solution can be configured to require pre-order collaboration with a supplier to facilitate definition of the specifications, scope, and service levels associated with the item before a requisition is routed for approval. A

collaboration request is sent to one or more suppliers via SAP Business Network and suppliers can respond with bids or proposals. Buyers can then continue the ordering process by reviewing, negotiating further, and accepting proposals. Buyers can enforce obtaining bids from multiple suppliers for high-value purchases to extract better discounts. Buyers can also invite suppliers who are currently not enabled on SAP Business Network to register in order to build relationships with new suppliers and explore cost-saving opportunities. Re-collaboration is supported before a requisition is submitted or a change order is initiated.

If your solution package also includes SAP Business Network Discovery, professional buyers can also publish requisitions to SAP Business Network Discovery. These requisition postings, called supplier discovery postings, help buyers discover new supply sources on SAP Business Network.

SAP Business Network Discovery is a solution that allows buyers to find new suppliers, read profile information about suppliers, feedback on suppliers, and other supplier information. SAP Business Network Discovery is not a part of the solution to which you subscribed, but is a separate solution. In some circumstances, you can access SAP Business Network Discovery from your solution. SAP Business Network Discovery is currently free for buyers. Before you first access SAP Business Network Discovery, you will be asked to accept the online Terms of Use applicable to SAP Business Network Discovery, and those terms will apply if you choose to proceed and use SAP Business Network Discovery.

Multi-ERP Configuration

Buyers with many ERP systems can take advantage of this solution's features and workflow without migrating to a single ERP. A multi-ERP configuration provides the ability to define and publish enterprise-wide procurement policies and the flexibility to deploy unique policies and configurations at the business unit level.

The multi-ERP configuration publishes policies from a parent site; one or many child sites inherit those policies.

Parent and Child Sites

The parent site is a control center that defines enterprise-wide procurement policies (approval rules, system parameters, customizations, and so forth), manages catalog content, and consolidates master data that is shared across the enterprise.

The parent site publishes these policy, content, and data components and child sites consume them either through subscription or inheritance.

The child site or sites are where all of the actual procurement transactions (requisitions, orders, invoicing, receiving, and so forth) occur. Each child site is configured to support one of the supported Enterprise Resource Planning (ERP) systems.

One parent site and one child site are included in this solution. You can purchase coterminal subscriptions to additional site add-ons for your solution in order to add more child sites. If you do so, you must also purchase the corresponding deployment services for each additional child site for an additional fee.

Child Site ERP Integration

Each child site can be integrated with only one ERP system. In most cases, ERP-specific master data is loaded directly into the child site. This data includes:

- Catalog content
Administrators can subscribe or unsubscribe to catalog content.
- System parameters
The parent site's parameters are replicated in child sites and all inherited parameters apply unless explicitly set in the child site.
- Customizations
Once customizations are published in a parent site, they are validated and immediately pushed to child sites. Modifications in child sites can override customizations, inherited from the parent.
- Strings and enumerations
Strings and enumerations are maintained in the parent site and are copied periodically from parent to child.

Child Site Configuration Types

A child site's configuration type (which is set by SAP Ariba) dictates the content, policies, and data published by the parent site that it can consume.

Valid configuration types are:

Configuration Type	Description
Single variant	Data is highly shared between parent and child sites. All data objects are typically maintained in the parent site. This option is only available if the parent and child ERP variants are the same.
Multi-Variant	Common data is shared between parent and child sites, but ERP-specific data is loaded directly into the child site. Parent and child sites can be different ERP variants.
Disconnected/Basic	Data is not shared between parent and child sites.

Multi-ERP User-Facing Features

In addition to the standard features included in the solution, the multi-ERP configuration also includes the following user-facing features:

- Cross-site reporting
- Cross-site global contracts
- Shared content
- Invoice reassignment
- Site switching

See the multi-ERP documentation for specific details.

Multi-ERP Feature Availability by Child Site Configuration Type

Feature availability depends on child configuration type, as described in the following table:

Feature	Basic	Single Variant	Multi-Variant
Cross-site reporting	X	X	X
Cross-site global contracts		X	X
Shared content		X	X
Invoice reassignment	X	X	X
Site switcher	X	X	X
Different solutions per sites in a multi-ERP configuration			
Common data server integration		Parent	Parent
Suite integration		X	X

Multi-ERP Configuration Capability by Child Site Configuration Type

Configuration capabilities vary by child configuration type, as described in the following table:

Configuration Capability	Basic	Single Variant	Multi-Variant
Default language	Configured in child	Child can override parent configuration	Child can override parent configuration
Default currency	Configured in child	Child can override parent configuration	Child can override parent configuration
Catalogs	Configured in child	Configured in parent; child cannot override	Configured in parent; child cannot override
Catalog hierarchy	Configured in child	Configured in parent; child cannot override	Configured in parent; child cannot override
Catalog views	Configured in child	Configured in child	Configured in child
Customizations	Configured in child	Child can add to parent configuration	Child can add to parent configuration
Approval Rules	Configured in child	Child can override parent configuration	Child can override parent configuration
Rule CSV files	Configured in child	Child can override parent configuration	Child can override parent configuration
Enumerations	Configured in child	Child can add to parent configuration	Child can add to parent configuration
Flex master data templates	Configured in child	Child can add to parent configuration	Child can add to parent configuration

Configuration Capability	Basic	Single Variant	Multi-Variant
Parameters	Configured in child	Child can override parent configuration	Child can override parent configuration
String resources	Configured in child	Child can add to parent configuration	Child can add to parent configuration

Multi-ERP Suite Integration Feature by Child Site Configuration Type

Suite integration features depend on child configuration type, as described in the following table:

Feature	Description	Basic	Single Variant	Multi-Variant
Master data synchronization	Synchronizes data between SAP Ariba Procurement solutions and SAP Ariba strategic sourcing solutions	N/A	X	X
SAP Ariba Contracts-contract compliance workflow	Generates SAP Ariba Procurement solutions contracts from approved SAP Ariba Contracts contracts	N/A	X	X
Single sign-on	Users' signing in to one corporate application gives them access to other applications without re-authentication	N/A	X	X
Suite-integrated dashboard	Users see all relevant content across their solutions in a single dashboard	N/A	X	X
Suite-integrated flexible fields	Replicates data from a custom field across their other solutions that use the same field.	N/A	X	X

Multi-ERP Data Rationalization Requirement

Data rationalization is the process of analyzing an enterprise's master data, business policies, and configuration requirements and determining what can be shared across the enterprise versus what must remain unique to specific business units.

Examples of data rationalization include:

- User data, with power users common across realms
- Supplier data, with common suppliers versus site-specific suppliers

- Accounting data, with Chart of Accounts typically being ERP-specific and loaded into child sites
- Site configuration data, including exception types, expense policies, and so forth

Before beginning a multi-ERP deployment for this solution, customers must conduct a data rationalization exercise to determine the following:

- The number of child sites needed
- Parent and child site variant types
- Child site configuration types
- Common or shared data, policies, and customizations
- ERP-specific data

SAP Ariba should be engaged to perform these tasks, and will provide a statement of work that details specific deliverables, schedules, and cost.

ERP and Third-Party Integration

This solution supports integration with third-party applications, including ERP systems from SAP, PeopleSoft, and Oracle. Integration capabilities vary by ERP system.

The following integration points are supported for SAP ERP (releases 6.0 and EhP 2-7), PeopleSoft Enterprise (Versions 8.8, 8.9, and 9.0), and Oracle Financials (Versions 11i and R12) ERP systems:

- End-to-end integration for:
 - Master data
 - Purchase orders
 - Receipts
- Partial integration for:
 - Requisitions: customers need to generate the flat files that are imported into this solution
 - Budgets: customers need to generate the flat files that are imported into this solution
 - Charge payments: customers need to process the PCard changes exported from this solution

Note

- For master data integration, data that is not readily available in the ERP must be generated and maintained by customers.
- Integrations available through SAP Ariba assume standard or most usual deployments of ERP systems. SAP Ariba provides libraries, such as RFCs for SAP and queries for PeopleSoft and Oracle Financials, which must be installed on the ERP system to support end-to-end integration. Customers who have non-standard deployments might need to customize the ERP libraries and adapters provided by SAP Ariba.
- For some ERP systems, some of the integration touch points can be deployed using web services as an additional SAP Ariba service. Refer to the documentation that is available from within this solution's site for details on web service integration.

SAP Ariba has partnered with several third-party integration middleware and service providers to support its commitment to remaining an open network. With the support of these partners and the suite of SAP Ariba integration solutions, SAP Services teams can develop a highly customized solution to meet your integration challenges.

SAP Business Network Open Adapter

Ariba has partnered with Hubspan to build the SAP Business Network Open Adapter, which is designed for companies that want to integrate with SAP Business Network and also need SAP Ariba's expert integration services.

Document Exchange Using SAP Business Network

This solution includes the ability to use SAP Business Network to exchange documents with suppliers connected to the network, including:

- Transmission of orders
- Transmission and receiving status updates for order confirmations and ship notices
- CIF, cXML, BMEcat, and Microsoft Excel catalogs
- Remotely hosted catalog index files

In order to use SAP Business Network, suppliers must be enabled on the network and must remain eligible to use the network.

Administration

This solution includes administration capabilities in the following areas:

- User delegation
- Catalog management and export
- Data import and export

Catalog Administration

This solution includes administration capabilities in the following areas:

- Catalog loading and maintenance
- Catalog validation rules
- Catalog approval rules
- Catalog views
- Catalog kits
- Relevance ranking
- Commodity codes
- Data import, export, and setup

Reporting

- System search for documents
- Prepackaged reports
- Reporting dashboard
- Custom report creation

APIs

Document Approval API

This API set enables your application to approve or decline requisitions and invoices, either systematically or by presenting the approval task to one or more approvers. It only applies to requisitions and invoices; it does not apply to invoice reconciliations.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). If you wish to connect a third-party service using this API, first confirm that the company is participating in the SAP partner program and is authorized to provide connection to this solution using this API. You will be required to submit written consent to SAP to authorize the exchange of data with the third-party service.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

Custom Forms API

This API set enables your application to get data from custom forms created with the form builder.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). If you wish to connect a third-party service using this API, first confirm that the company is participating in the SAP partner program and is authorized to provide connection to this solution using this API. You will be required to submit written consent to SAP to authorize the exchange of data with the third-party service.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

Operational Reporting API for Procurement

This API set enables your application to extract and report on the procurement transaction data that is necessary for making operational decisions, such as which invoices to pay or purchase requisitions to approve. The transactions available via the operational reporting API are: purchase requisitions, purchase orders, receipts, invoices and invoice reconciliations.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). This API is only available for use by you, as an SAP Ariba customer, for direct connection to systems under your control and is not available to be leveraged by Partner applications in the SAP Partner Program.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

Analytical Reporting API for Strategic Procurement and Operational Procurement

The analytical reporting API enables you to create a client application that extracts reportable data from reporting facts and dimensions such as you would select in the user interface when creating an analytical report. For example, you could use this API to extract and report on the analytical data that you need to import to a customer's warehouse or create dashboards for trend assessment

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). This API is only available for use by you, as an SAP Ariba customer, for direct connection to systems under your control and is not available to be leveraged by Partner applications in the SAP Partner Program.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

Catalog Content API

The Catalog Content API allows your application to retrieve catalog data from your SAP Ariba solution.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). If you wish to connect a third-party service using this API, first confirm that the company is participating in the SAP partner program and is authorized to provide

connection to this solution using this API. You will be required to submit written consent to SAP to authorize the exchange of data with the third-party service.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

Content Lookup API

This API set enables your application to update catalog lookups in your procurement solution.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). If you wish to connect a third-party service using this API, first confirm that the company is participating in the SAP partner program and is authorized to provide connection to this solution using this API. You will be required to submit written consent to SAP to authorize the exchange of data with the third-party service.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

Add-Ons

SAP Business Network Application Gateway

SAP Business Network application gateway provides suppliers with access to buyer-managed applications through Single Sign On (SSO).

- All suppliers with both standard and enterprise accounts can access the application gateway.
- Buyers can allow suppliers to manage access for supplier users in their accounts through SAP Business Network supplier permissions.
- Buyers can manage individual suppliers' SSO access to each application using a CSV data import or can set up auto-subscription for all suppliers with whom the buyer has established a sourcing or trading relationship.

Configuration of the SAP Business Network application gateway feature requires additional services which are subject to an additional fee.

Services for SAP Ariba Buying

Included Services:

- This solution has different available deployment services packages (the standard deployment services offering and a Snap edition deployment services offering), and these deployment services each have their own applicable Deployment Descriptions for the solution. The technology features and functionality configured during deployment are tied to the type of deployment package purchased. Deployment Services are only available in the initial subscription term, unless otherwise stated in the Order Form. These services are described here:
 - [SAP Ariba Buying Editions deployment description](#)
 - [SAP Ariba SNAP procurement subscription services description](#)
- [Spot Buy Adoption \[page 301\]](#)
- [Expanded Site Configuration \[page 296\]](#)
- [Best Practice Center Post-Deployment Services \[page 293\]](#)
- Packaged subscription services:
 - [Catalog Services \[page 299\]](#)
- Customer support services:
 - [SAP Enterprise Support, Cloud Edition \[page 293\]](#)

Note

SAP Business Network Commerce Automation includes the [supplier enablement \[page 299\]](#) packaged subscription service. If your solution package includes SAP Business Network Commerce Automation, supplier enablement services are provided through that subscription.

Optional Services:

- Customer support services:
 - [Preferred Care Services \(Optional Add-On\) \[page 294\]](#)
- [Optional Benchmarking and Analytics \[page 298\]](#)

SAP Ariba Snap Buying

Snap Offering

SAP Ariba Snap Buying is an SAP Ariba offering created for mid-market Customers. SAP Ariba Snap Buying pairs a pre-configured site template with a partner-led implementation to drive accelerated time-to-value.

SAP Ariba Snap Buying also includes all of the technology features and services described for [SAP Business Network Commerce Automation \[page 226\]](#) **except for** the deployment, supplier enablement, and SAP Business

Network services listed in [Services for SAP Business Network Commerce Automation \[page 236\]](#), which are not applicable and are not available in this solution.

SAP Ariba Snap Buying also includes:

- SAP Ariba Discount Management [technology features \[page 87\]](#), subject to [SAP Ariba Discount Management scope and restrictions \[page 87\]](#). Deployment and other SAP Ariba Discount Management services are not included and must be purchased separately if needed.
- [Operational support services \[page 294\]](#)

You are responsible for purchasing the deployment from a qualified and SAP-approved SAP Partner Edge Partner. Your use of this solution is limited to the standard default functionality as described in the documentation for this solution. Your subscription to this solution does not include any right to the applicable deployment services, nor does it include any functionality described in the documentation which might be dependent on the delivery of the applicable deployment services, until you have purchased the applicable deployment services for this solution.

SAP Ariba Buying, BPO Edition

BPO Edition

SAP Ariba Buying, BPO edition includes all of the technology features and services described for SAP Ariba Buying, including deployment services, **except for** the supplier enablement services described in [Supplier Enablement Services \[page 299\]](#) and the catalog services described in [Catalog Services \[page 299\]](#), which are not included and are not available in this solution.

Subscriptions to SAP Ariba Buying, BPO edition must be approved by SAP Ariba and are only sold through the indirect BPO channel to an approved BPO partner. Contact the SAP Ariba partner ecosystem team for support.

SAP Ariba Buying and Invoicing

[Technology Features for SAP Ariba Buying and Invoicing \[page 37\]](#)

[Services for SAP Ariba Buying and Invoicing \[page 58\]](#)

[SAP Ariba Snap Buying and Invoicing \[page 59\]](#)

[SAP Ariba Buying and Invoicing, BPO edition \[page 59\]](#)

Technology Features for SAP Ariba Buying and Invoicing

- [Catalogs \[page 17\]](#)
- [Spot Buy Capability \[page 38\]](#)
- [Guided Buying Capability \[page 19\]](#)
- [Requisitions and Approvals \[page 20\]](#)
- [Purchase Orders, Receipts, and Service Sheets \[page 21\]](#)
- [Procurement Operations Desk for Buying Solutions \[page 42\]](#)
- [Purchase Cards \[page 22\]](#)
- [Form Builder \[page 43\]](#)
- [Invoices \[page 43\]](#)
- [Approval Flows and Queues \[page 92\]](#)
- [Payments \[page 45\]](#)
- [Contract Compliance \[page 45\]](#)
- [Procurement Workspaces \[page 24\]](#)
- [Dynamic Forms \[page 23\]](#)
- [SAP Ariba E-forms Add-On \[page 47\]](#)
- [New Supplier Discovery and Collaboration \[page 25\]](#)
- [Multi-ERP Configuration \[page 49\]](#)
- [ERP and Third-Party Integration \[page 53\]](#)
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- [Administration \[page 31\]](#)
- [Reporting \[page 32\]](#)
- [APIs \[page 55\]](#)
- [Add-ons \[page 57\]](#)

Catalogs

This solution supports multiple approaches to managing and accessing catalog content.

Local Catalogs

Authorized users can load, manage, and access catalogs and prices stored in the solution. This solution supports customer catalogs in CIF, cXML, BMEcat, and Microsoft Excel formats and allows loading of catalogs from SAP Business Network.

Remote Catalogs

Users can access and procure from catalogs hosted and managed by suppliers on their selected third-party providers. Features include:

- Authentication by SAP Business Network
- Support for Level 1 and Level 2 PunchOut

Additional Capabilities

The following catalog capabilities require additional services to configure:

- Kits
- Filtered views

Spot Buy Capability

The Spot Buy capability connects this solution to content providers available from the SAP Ariba Spot Buy Program, enabling buyers to add items from suppliers or marketplaces in that program to requisitions in this solution. Use of this capability requires participation in the SAP Ariba Spot Buy Program and is subject to special terms and regional availability limitations. For current information on Spot Buy providers and limitations, see the SAP Ariba Spot Buy Program information page: <https://knowledge.ariba.com/go/1,161350,00.html>.

Note

Spot Buy requires an integrated SAP Business Network buyer account.

End User Features

End users can search and browse the Spot Buy capability for content, view items details, and add items to requisitions.

Administration

Customer administrators can select to connect to available content providers, configure search criteria and controls, and specify administrative contacts to manage Spot Buy requisitions.

Guided Buying Capability

Guided buying is a capability that integrates with this solution. It provides a simplified user interface that allows casual users to search for and request for goods and services, create receipts, and manage approvals.

Guided buying supports the following features in this solution:

- Catalogs
- Spot buy capability
- Taxes and charges
- Budget checks
- Approval workflow
- Purchase orders, receipts, and service sheets
- Contract compliance
- Dynamic forms
- Form builder

It also includes the following unique features.

Purchasing Policies

Guided buying policies ensure consistent compliance for all purchases. They can be configured with policy errors and warnings related to different scenarios that occur during the creation of a request. Warnings and errors are messages that inform users about a policy violation. Warnings can be configured to give users the opportunity to either provide a custom justification or to choose from a predefined list of justification reasons. With errors, users can't submit the request until they fix the violation.

Landing Pages

A landing page is a page that contains various clickable tiles that make it easier for users to navigate through the catalog. Users see an initial landing page when signing in to guided buying. The guided buying home landing page can be customized to show different category tiles with images.

Guided Buying Help Community

The guided buying help community provides the framework for your organization to publish help resources to users within guided buying. Users can also ask questions and post comments in the help community if they can't find what they need in the existing help content. Procurement experts can also upload content and review questions and comments from users in the help community.

Requisitions and Approvals

This solution supports end-user requisitioning and requisition approval for use in monitoring and compliance.

Catalog and Non-Catalog Requisitioning

Users can requisition both catalog and non-catalog items.

Catalog Search and Viewing

Users can view and search for both local and remote catalog items using:

- Keyword search
- Dynamic filters for category, suppliers, price ranges, and manufacturers
- Favorites

Service Requisitioning

Users can create requisitions for service items as well as material items. They can also leverage the N Bids and a Buy feature to collaborate with suppliers, get quick quotes, and award the service to selected suppliers.

When a user indicates that a requisition line item is a service item, that item requires a service sheet.

Taxes and Charges

The solution can default taxes on requisition lines. Users with appropriate permissions can change the defaulted tax code on requisition lines. Users can also add shipping and other charges to requisition lines.

Demand Aggregation and Sourcing

Demand aggregation consolidates line items from multiple requisitions into an aggregated requisition in order to get better discounts and reduce the costs and efforts involved in the procurement cycle.

- Configurable rules can aggregate requisitions for some items automatically.
- Purchasing managers or agents can manage aggregated requisitions in the Purchasing Workbench.
- In solutions integrated with SAP Ariba Sourcing, purchasing managers or agents can send sourcing requests for aggregated requisitions in order to benefit from the tiered pricing available in contracts.

Budget Checks

Budget checks confirm that funding is available at the time of requisition approval. Budget check features include:

- Budget data import and consumption data export
- Approval of requisition line items against available budget

Customers with integrated SAP ERP can optionally check and reserve budgets for requisitions directly in the ERP system in real time.

Purchase Orders, Receipts, and Service Sheets

This solution generates purchase orders (POs) from fully-approved requisitions.

Service Purchase Orders

Fully approved service requisitions generate service purchase orders. Service purchase orders are associated with all of the service sheets that contain details of services and material goods used to fulfil the order.

Purchase Order Delivery

Purchase orders can be delivered to suppliers in the following ways:

- Through SAP Business Network, which supports a number of delivery formats, including fax, email, cXML, and EDI
- Manual delivery

Order Confirmation and Advance Ship Notices

Suppliers can only return order confirmations and advanced ship notices through SAP Business Network.

Receiving

Users can record the receipt of requisitioned items. Receiving features include:

- Desktop and central receiving
- Receiving against contracts for non-PO spend
- Automated, date-specific receiving for imported requisitions
- Asset information capture and reporting
- Returned goods management
- Receipt import

Service Sheets

This solution supports service sheets that suppliers submit on SAP Business Network.

The service sheet best-practice approval workflow and other workflow-related capabilities include the following:

- Routing to individual groups or queues
- Routing to supplier-identified users, contract owners, or purchase order requesters
- Service sheet approvable inclusion and filtering in the My To Do list
- Custom workflow creation and maintenance

Procurement Operations Desk for Buying Solutions

Procurement operations desk provides the capability to consolidate information from buying solutions on a single dashboard to enable team members and their managers to perform approval activities for requisitions more effectively. The layout of the dashboard addresses role-specific requirements for the activities performed by team members and their managers. Procurement operations desk includes:

- Automatic assignment of requisitions to designated approvers based on factors such as spend value, commodity code, or region.
- Options to collaborate with other users to find information necessary for processing approvals.

- Ability for approvers to apply custom sub-statuses to requisitions to provide enhanced visibility.
- Ability for team managers to track the day-to-day approval activities of their teams, review the progress of high-priority requisitions, monitor service level agreement (SLA) violations, and use options for balancing their teams' workloads.

Purchase Cards

This solution supports purchase card management and purchase card charge reconciliation.

Form Builder

The form builder feature is a self-service application in which customer administrators can create standalone forms to extend this solution.

Key features include:

- Ability to create standalone forms using an easy-to-use drag and drop interface.
- A powerful condition editor to support building conditions related to editability, validity, and visibility.
- Ability to add master data to enhance the user experience.

Invoices

This solution supports invoice management, reconciliation, and approval.

Invoice Capture

Users of this solution can enter PO invoices, no release contract invoices, or non-PO invoices directly in the user interface of the solution site. Buyers can leverage this functionality to capture paper-based invoices for routing and approval.

Suppliers can also send invoices to this solution through SAP Business Network either electronically from other systems or manually by creating them in the SAP Business Network user interface.

Invoice Matching

Invoice Matching Engine

This solution reconciles invoices against purchase orders, contracts, and receipts using buyer-defined business rules set by configuring exception types. Buyers use these features to confirm that invoices are applied against

the correct purchase order or contract and to ensure that all items and services have been received and that the amount billed is correct.

Invoice Exception Library

This solution reconciles invoices against purchase orders, contracts, and receipts using a robust library of configurable invoice exception types. This solution can also reconcile non-purchase order invoices or other applicable business rules.

Tax Tables

Tax tables validate taxes submitted at the invoice or invoice line item level. Buyers can extract tax table data from their ERP systems or third-party tax applications and load it into this solution as part of ongoing master data synchronization.

In sites configured to use the enhanced tax engine, tax tables also include withholding taxes.

Approval Flows and Queues

Approval Workflow

Requisitions can be routed through approval steps prior to becoming orders. Approval flow features include:

- Ability to add approvers to a flow on an ad-hoc basis
- Approval from within this solution or in HTML email
- An Approval Rules Library
- Custom approval rules

Approval Rules Library

This solution includes a library of configurable best practice approval workflows and rule sets for approving purchase order, contract, and non-purchase order invoices.

Queue Management

Queue members take ownership of approvable transaction routing in a first in/first out manner. Queue managers can analyze, balance workloads, and reassign or expedite approvable transactions.

Payments

This solution supports several different payment features.

Advance Payments

Purchasing and payment users can issue advance payments, which are required before suppliers fulfill orders in some cases.

- Payment agents and managers can create and manage advance payments, which are separate approvable documents, against purchase orders.
- Users who reconcile invoices can adjust advance payment amounts against invoices matched to purchase orders with advance payments.

Evaluated Receipt Settlement and Recurring Payments

- Evaluated receipt settlement (ERS) allows buyers to automatically generate invoices on behalf of suppliers based on receipts, ensuring timely settlement without supplier invoicing. These invoices can be generated for either purchase order or contract lines that are flagged for ERS.
- Recurring payments allow buyers to automatically generate invoices on behalf of suppliers at fixed periods based on no-release contracts, ensuring timely settlement without supplier invoicing or manual intervention from the buyer.

Contract Compliance

Contract Maintenance

You can maintain contracts within this solution using:

- Setup in the user interface
- Contract import
- Access control

Contract Elements

Contracts created in this solution can be based on suppliers, commodities, or items, and can include the following elements:

- Release required

- Contract hierarchies
- Effective and expiration dates
- Limits
- Simple and advanced pricing terms
- Release type
- Blanket purchase orders

Contract compliance

Contract compliance measures include:

- Compliance for purchase orders and non-purchase order invoices and related invoice workflow routing
- Accumulators for tracking usage and balance
- Matching against contracts
- Creation of purchase orders with contract pricing
- Manual contract assignment
- Enforcement of pricing terms in purchase orders

Supplier contract invoice entry

Suppliers can create invoices by selecting items from a buyer-created contract.

Procurement Workspaces

This solution includes the option to configure and use procurement workspaces, which allow users to manage procurement as a project.

Procurement Workspace and Procurement Workspace Request Templates

Template managers can create templates for both procurement workspace requests and procurement workspaces. These templates can include tasks, approvals, and fields.

Procurement Workspace Creation

Users can create procurement workspaces from:

- Approved procurement workspace requests
- The **Create** menu on the dashboard
- A purchase requisition (PR)

Procurement Workspace Referencing

The following documents and sub-projects can be linked using procurement workspaces, including:

- Sourcing projects
- Contract workspaces (sales or procurement)
- Requisitions
- Purchase orders
- Receipts
- Invoices
- Procurement workspaces (as sub-projects)
- Supplier Performance Management projects

Dynamic Forms

Dynamic forms include the following components:

- **Flexible requisition templates:** Customer administrators use these templates to define the fields they need.
- **Supplier response:** Supplier invitation, proposal generation, and contract/pricing compliance.
- **Proposal review:** Supplier comparisons, price negotiations, and messaging.

SAP Ariba E-forms Add-On

SAP Ariba E-forms

The SAP Ariba e-forms add-on is a set of tools that allows companies to automate business processes to facilitate their enterprise spend management initiatives. Key features include:

- Form creation
Create forms to collect information needed so that the form can be submitted for approval.
- Dynamic workflows
Rule-based workflows And role-based notifications to configure dynamic processes specific to your needs and approval requirements.
- Reporting and search

All data in forms can be added to reports or used as search criteria.

The purchase of SAP Ariba e-forms includes a one-time setup fee for one form with up to 30 custom fields. For an additional charge, SAP Ariba will develop a form based on the following sizing criteria:

- Large: one form developed with 21-30 custom fields
- Custom: one form developed with more than 30 custom fields; a custom form requires custom scoping

Administration

Customer administrators and functional administrators can modify approval processes associated with a form.

Prerequisites and Restrictions

Use of SAP Ariba e-forms is subject to restrictions regarding the type of information that may be stored as provided in the SAP Ariba Data Policy.

Each form includes a set number of fields for each data type. These fields are pre-allocated in the database whether you use them or not, and you cannot add fields beyond the set number. In some cases, multiple SAP Ariba e-forms field types map to a single data type; for example, Text fields and Multiline Text fields both count against a form's text field limit. The number of fields available for each form depends on the site's variant type.

Intellectual Property

Any forms created by SAP Ariba are wholly owned by SAP Ariba. For forms created by a customer, the customer grants SAP Ariba an unlimited license to commercially use or offer any forms created in the solution.

New Supplier Discovery and Collaboration

Items in the solution can be configured to require pre-order collaboration with a supplier to facilitate definition of the specifications, scope, and service levels associated with the item before a requisition is routed for approval. A collaboration request is sent to one or more suppliers via SAP Business Network and suppliers can respond with bids or proposals. Buyers can then continue the ordering process by reviewing, negotiating further, and accepting proposals. Buyers can enforce obtaining bids from multiple suppliers for high-value purchases to extract better discounts. Buyers can also invite suppliers who are currently not enabled on SAP Business Network to register in order to build relationships with new suppliers and explore cost-saving opportunities. Re-collaboration is supported before a requisition is submitted or a change order is initiated.

If your solution package also includes SAP Business Network Discovery, professional buyers can also publish requisitions to SAP Business Network Discovery. These requisition postings, called supplier discovery postings, help buyers discover new supply sources on SAP Business Network.

SAP Business Network Discovery is a solution that allows buyers to find new suppliers, read profile information about suppliers, feedback on suppliers, and other supplier information. SAP Business Network Discovery is not a part of the solution to which you subscribed, but is a separate solution. In some circumstances, you can access SAP Business Network Discovery from your solution. SAP Business Network Discovery is currently free for buyers. Before you first access SAP Business Network Discovery, you will be asked to accept the online Terms of Use applicable to SAP Business Network Discovery, and those terms will apply if you choose to proceed and use SAP Business Network Discovery.

Multi-ERP Configuration

Buyers with many ERP systems can take advantage of this solution's features and workflow without migrating to a single ERP. A multi-ERP configuration provides the ability to define and publish enterprise-wide procurement policies and the flexibility to deploy unique policies and configurations at the business unit level.

The multi-ERP configuration publishes policies from a parent site; one or many child sites inherit those policies.

Parent and Child Sites

The parent site is a control center that defines enterprise-wide procurement policies (approval rules, system parameters, customizations, and so forth), manages catalog content, and consolidates master data that is shared across the enterprise.

The parent site publishes these policy, content, and data components and child sites consume them either through subscription or inheritance.

The child site or sites are where all of the actual procurement transactions (requisitions, orders, invoicing, receiving, and so forth) occur. Each child site is configured to support one of the supported Enterprise Resource Planning (ERP) systems.

One parent site and one child site are included in this solution. You can purchase coterminus subscriptions to additional site add-ons for your solution in order to add more child sites. If you do so, you must also purchase the corresponding deployment services for each additional child site for an additional fee.

Child Site ERP Integration

Each child site can be integrated with only one ERP system. In most cases, ERP-specific master data is loaded directly into the child site. This data includes:

- Catalog content
Administrators can subscribe or unsubscribe to catalog content.
- System parameters
The parent site's parameters are replicated in child sites and all inherited parameters apply unless explicitly set in the child site.
- Customizations

Once customizations are published in a parent site, they are validated and immediately pushed to child sites. Modifications in child sites can override customizations, inherited from the parent.

- Strings and enumerations
Strings and enumerations are maintained in the parent site and are copied periodically from parent to child.

Child Site Configuration Types

A child site's configuration type (which is set by SAP Ariba) dictates the content, policies, and data published by the parent site that it can consume.

Valid configuration types are:

Configuration Type	Description
Single variant	Data is highly shared between parent and child sites. All data objects are typically maintained in the parent site. This option is only available if the parent and child ERP variants are the same.
Multi-Variant	Common data is shared between parent and child sites, but ERP-specific data is loaded directly into the child site. Parent and child sites can be different ERP variants.
Disconnected/Basic	Data is not shared between parent and child sites.

Multi-ERP User-Facing Features

In addition to the standard features included in the solution, the multi-ERP configuration also includes the following user-facing features:

- Cross-site reporting
- Cross-site global contracts
- Shared content
- Invoice reassignment
- Site switching

See the multi-ERP documentation for specific details.

Multi-ERP Feature Availability by Child Site Configuration Type

Feature availability depends on child configuration type, as described in the following table:

Feature	Basic	Single Variant	Multi-Variant
Cross-site reporting	X	X	X
Cross-site global contracts		X	X

Feature	Basic	Single Variant	Multi-Variant
Shared content		X	X
Invoice reassignment	X	X	X
Site switcher	X	X	X
Different solutions per sites in a multi-ERP configuration			
Common data server integration		Parent	Parent
Suite integration		X	X

Multi-ERP Configuration Capability by Child Site Configuration Type

Configuration capabilities vary by child configuration type, as described in the following table:

Configuration Capability	Basic	Single Variant	Multi-Variant
Default language	Configured in child	Child can override parent configuration	Child can override parent configuration
Default currency	Configured in child	Child can override parent configuration	Child can override parent configuration
Catalogs	Configured in child	Configured in parent; child cannot override	Configured in parent; child cannot override
Catalog hierarchy	Configured in child	Configured in parent; child cannot override	Configured in parent; child cannot override
Catalog views	Configured in child	Configured in child	Configured in child
Customizations	Configured in child	Child can add to parent configuration	Child can add to parent configuration
Approval Rules	Configured in child	Child can override parent configuration	Child can override parent configuration
Rule CSV files	Configured in child	Child can override parent configuration	Child can override parent configuration
Enumerations	Configured in child	Child can add to parent configuration	Child can add to parent configuration
Flex master data templates	Configured in child	Child can add to parent configuration	Child can add to parent configuration
Parameters	Configured in child	Child can override parent configuration	Child can override parent configuration
String resources	Configured in child	Child can add to parent configuration	Child can add to parent configuration

Multi-ERP Suite Integration Feature by Child Site Configuration Type

Suite integration features depend on child configuration type, as described in the following table:

Feature	Description	Basic	Single Variant	Multi-Variant
Master data synchronization	Synchronizes data between SAP Ariba Procurement solutions and SAP Ariba strategic sourcing solutions	N/A	X	X
SAP Ariba Contracts-contract compliance workflow	Generates SAP Ariba Procurement solutions contracts from approved SAP Ariba Contracts contracts	N/A	X	X
Single sign-on	Users' signing in to one corporate application gives them access to other applications without re-authentication	N/A	X	X
Suite-integrated dashboard	Users see all relevant content across their solutions in a single dashboard	N/A	X	X
Suite-integrated flexible fields	Replicates data from a custom field across their other solutions that use the same field.	N/A	X	X

Multi-ERP Data Rationalization Requirement

Data rationalization is the process of analyzing an enterprise's master data, business policies, and configuration requirements and determining what can be shared across the enterprise versus what must remain unique to specific business units.

Examples of data rationalization include:

- User data, with power users common across realms
- Supplier data, with common suppliers versus site-specific suppliers
- Accounting data, with Chart of Accounts typically being ERP-specific and loaded into child sites
- Site configuration data, including exception types, expense policies, and so forth

Before beginning a multi-ERP deployment for this solution, customers must conduct a data rationalization exercise to determine the following:

- The number of child sites needed
- Parent and child site variant types
- Child site configuration types

- Common or shared data, policies, and customizations
- ERP-specific data

SAP Ariba should be engaged to perform these tasks, and will provide a statement of work that details specific deliverables, schedules, and cost.

ERP and Third-Party Integration

This solution supports integration with third-party applications, including ERP systems from SAP, PeopleSoft, and Oracle. Integration capabilities vary by ERP system.

The following integration points are supported for SAP ERP (releases 6.0 and EhP 2-7), PeopleSoft Enterprise (Versions 8.8, 8.9, and 9.0), and Oracle Financials (Versions 11i and R12) ERP systems:

- End-to-end integration for:
 - Master data
 - Purchase orders
 - Receipts
 - Ok-to-Pay
 - Remittances
- Partial integration for:
 - Requisitions: customers need to generate the flat files that are imported into this solution
 - Financial transactions: customers need to create the accrual and liabilities entries from the flat file exported by this solution.
 - Budgets: customers need to generate the flat files that are imported into this solution
 - Charge payments: customers need to process the PCard changes exported from this solution

Note

- For master data integration, data that is not readily available in the ERP must be generated and maintained by customers.
- Integrations available through SAP Ariba assume standard or most usual deployments of ERP systems. SAP Ariba provides libraries, such as RFCs for SAP and queries for PeopleSoft and Oracle Financials, which must be installed on the ERP system to support end-to-end integration. Customers who have non-standard deployments might need to customize the ERP libraries and adapters provided by SAP Ariba.
- For some ERP systems, some of the integration touch points can be deployed using web services as an additional SAP Ariba service. Refer to the documentation that is available from within this solution's site for details on web service integration.

SAP Ariba has partnered with several third-party integration middleware and service providers to support its commitment to remaining an open network. With the support of these partners and the suite of SAP Ariba integration solutions, SAP Services teams can develop a highly customized solution to meet your integration challenges.

SAP Business Network Open Adapter

Ariba has partnered with Hubspan to build the SAP Business Network Open Adapter, which is designed for companies that want to integrate with SAP Business Network and also need SAP Ariba's expert integration services.

Document Exchange Using SAP Business Network

This solution includes the ability to use SAP Business Network to exchange documents with suppliers connected to the network, including:

- Transmission of orders
- Transmission and receiving status updates for order confirmations and ship notices
- Transmission of collaboration requests and orders
- CIF, cXML, BMEcat, and Microsoft Excel catalogs
- Remotely hosted catalog index files
- Receiving of supplier invoices
- Status

In order to use SAP Business Network, suppliers must be enabled on the network and must remain eligible to use the network.

Administration

This solution includes administration capabilities in the following areas:

- User delegation
- Catalog management and export
- Data import and export

Administration User Interface

Power users such as managers and administrators have access to user interface-based administration. Access to various tasks in this interface is based on permissions.

Catalog Administration

This solution includes administration capabilities in the following areas:

- Catalog loading and maintenance

- Catalog validation rules
- Catalog approval rules
- Catalog views
- Catalog kits
- Relevance ranking
- Commodity codes
- Data import, export, and setup

Reporting

- System search for documents
- Prepackaged reports
- Reporting dashboard
- Custom report creation

APIs

Document Approval API

This API set enables your application to approve or decline requisitions and invoices, either systematically or by presenting the approval task to one or more approvers. It only applies to requisitions and invoices; it does not apply to invoice reconciliations.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). If you wish to connect a third-party service using this API, first confirm that the company is participating in the SAP partner program and is authorized to provide connection to this solution using this API. You will be required to submit written consent to SAP to authorize the exchange of data with the third-party service.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

Custom Forms API

This API set enables your application to get data from custom forms created with the form builder.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). If you wish to connect a third-party service using this API, first confirm that the company is participating in the SAP partner program and is authorized to provide connection to this solution using this API. You will be required to submit written consent to SAP to authorize the exchange of data with the third-party service.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

Operational Reporting API for Procurement

This API set enables your application to extract and report on the procurement transaction data that is necessary for making operational decisions, such as which invoices to pay or purchase requisitions to approve. The transactions available via the operational reporting API are: purchase requisitions, purchase orders, receipts, invoices and invoice reconciliations.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). This API is only available for use by you, as an SAP Ariba customer, for direct connection to systems under your control and is not available to be leveraged by Partner applications in the SAP Partner Program.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

Analytical Reporting API for Strategic Procurement and Operational Procurement

The analytical reporting API enables you to create a client application that extracts reportable data from reporting facts and dimensions such as you would select in the user interface when creating an analytical report. For example, you could use this API to extract and report on the analytical data that you need to import to a customer's warehouse or create dashboards for trend assessment

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). This API is only available for use by you, as an SAP Ariba customer, for direct connection to systems under your control and is not available to be leveraged by Partner applications in the SAP Partner Program.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

Catalog Content API

The Catalog Content API allows your application to retrieve catalog data from your SAP Ariba solution.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). If you wish to connect a third-party service using this API, first confirm that the company is participating in the SAP partner program and is authorized to provide connection to this solution using this API. You will be required to submit written consent to SAP to authorize the exchange of data with the third-party service.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

Content Lookup API

This API set enables your application to update catalog lookups in your procurement solution.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). If you wish to connect a third-party service using this API, first confirm that the company is participating in the SAP partner program and is authorized to provide connection to this solution using this API. You will be required to submit written consent to SAP to authorize the exchange of data with the third-party service.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

Add-ons

SAP Business Network Application Gateway

SAP Business Network application gateway provides suppliers with access to buyer-managed applications through Single Sign On (SSO).

- All suppliers with both standard and enterprise accounts can access the application gateway.
- Buyers can allow suppliers to manage access for supplier users in their accounts through SAP Business Network supplier permissions.
- Buyers can manage individual suppliers' SSO access to each application using a CSV data import or can set up auto-subscription for all suppliers with whom the buyer has established a sourcing or trading relationship.

Configuration of the SAP Business Network application gateway feature requires additional services which are subject to an additional fee.

Services for SAP Ariba Buying and Invoicing

Included services:

- This solution has different available deployment services packages (the standard deployment services offering and a Snap edition deployment services offering), and these deployment services each have their own applicable Deployment Descriptions for the solution. The technology features and functionality configured during deployment are tied to the type of deployment package purchased. Deployment Services are only available in the initial subscription term, unless otherwise stated in the Order Form. These services are described here:
 - [SAP Ariba Buying Editions deployment description](#)
 - [SAP Ariba SNAP procurement subscription services description](#)
- [Spot Buy Adoption \[page 301\]](#)
- [Best Practice Center Post-Deployment Services \[page 293\]](#)
- Packaged subscription services:
 - [Catalog Services \[page 299\]](#)
- Customer support services:
 - [SAP Enterprise Support, Cloud Edition \[page 293\]](#)

Note

SAP Business Network Commerce Automation includes the [supplier enablement \[page 299\]](#) packaged subscription service. If your solution package includes SAP Business Network Commerce Automation, supplier enablement services are provided through that subscription.

Optional services:

- [Expanded Site Configuration \[page 296\]](#)
- Customer support services:
 - [Preferred Care Services \(Optional Add-On\) \[page 294\]](#)
- [Optional Benchmarking and Analytics \[page 298\]](#)

SAP Ariba Snap Buying and Invoicing

Snap Offering

SAP Ariba Snap Buying and Invoicing is an SAP Ariba offering created for mid-market Customers. SAP Ariba Snap Buying and Invoicing pairs a pre-configured site template with a partner-led implementation to drive accelerated time-to-value.

SAP Ariba Snap Buying and Invoicing also includes all of the technology features and services described for [SAP Business Network Commerce Automation \[page 226\]](#) **except for** the deployment, supplier enablement, and SAP Business Network services listed in [Services for SAP Business Network Commerce Automation \[page 236\]](#), which are not applicable and are not available in this solution. SAP Ariba Snap Buying and Invoicing also includes [operational support services \[page 294\]](#)

SAP Ariba Snap Buying and Invoicing also includes:

- SAP Ariba Discount Management [technology features \[page 87\]](#), subject to [SAP Ariba Discount Management scope and restrictions \[page 87\]](#). Deployment and other SAP Ariba Discount Management services are not included and must be purchased separately if needed.
- [Operational support services \[page 294\]](#)

You are responsible for purchasing the deployment from a qualified and SAP-approved SAP Partner Edge Partner. Your use of this solution is limited to the standard default functionality as described in the documentation for this solution. Your subscription to this solution does not include any right to the applicable deployment services, nor does it include any functionality described in the documentation which might be dependent on the delivery of the applicable deployment services, until you have purchased the applicable deployment services for this solution.

SAP Ariba Buying and Invoicing, BPO edition

BPO edition

SAP Ariba Buying and Invoicing, BPO edition includes all of the technology features and services described for SAP Ariba Buying and Invoicing, including deployment services, **except for** the supplier enablement services described in [Supplier Enablement Services \[page 299\]](#) and the catalog services described in [Catalog Services \[page 299\]](#), which are not included and are not available in this solution.

Subscriptions to SAP Ariba Buying, BPO edition must be approved by SAP Ariba and are only sold through the indirect BPO channel to an approved BPO partner. Contact the SAP Ariba partner ecosystem team for support.

SAP Ariba Catalog

[Technology Features for SAP Ariba Catalog \[page 60\]](#)

[Services for SAP Ariba Catalog \[page 66\]](#)

Technology Features for SAP Ariba Catalog

- [Catalogs \[page 17\]](#)
- [Spot Buy Capability \[page 61\]](#)
- [Search and Shopping Carts \[page 61\]](#)
- [Contract Compliance \[page 62\]](#)
- [Dynamic Forms \[page 23\]](#)
- [ERP and Third-Party Integration \[page 63\]](#)
- [Collaboration \[page 63\]](#)
- [Catalog Document Exchange Using SAP Business Network \[page 64\]](#)
- [Catalog Administration \[page 64\]](#)
- [Reporting \[page 64\]](#)
- [APIs \[page 64\]](#)
- [Add-Ons \[page 66\]](#)

Catalogs

This solution supports multiple approaches to managing and accessing catalog content.

Local Catalogs

Authorized users can load, manage, and access catalogs and prices stored in the solution. This solution supports customer catalogs in CIF, cXML, BMEcat, and Microsoft Excel formats and allows loading of catalogs from SAP Business Network.

Remote Catalogs

Users can access and procure from catalogs hosted and managed by suppliers on their selected third-party providers. Features include:

- Authentication by SAP Business Network
- Support for Level 1 and Level 2 PunchOut

Additional Capabilities

The following catalog capabilities require additional services to configure:

- Kits
- Filtered views

Spot Buy Capability

The Spot Buy capability connects this solution to content providers available from the SAP Ariba Spot Buy Program, enabling buyers to add items from suppliers or marketplaces in that program to requisitions in this solution. Use of this capability requires participation in the SAP Ariba Spot Buy Program and is subject to special terms and regional availability limitations. For current information on Spot Buy providers and limitations, see the SAP Ariba Spot Buy Program information page: <https://knowledge.ariba.com/go/1,,161350,00.html>.

ⓘ Note

Spot Buy requires an integrated SAP Business Network buyer account.

End User Features

End users can search and browse the Spot Buy capability for content, view items details, and add items to requisitions.

Administration

Customer administrators can select to connect to available content providers, configure search criteria and controls, and specify administrative contacts to manage Spot Buy requisitions.

Search and Shopping Carts

This solution supports adding items to shopping carts and sending shopping cart data to eProcurement systems for requisition creation and approval.

Catalog and Non-Catalog Requisitioning

Users can add both catalog and non-catalog items to shopping carts.

Catalog Search and Viewing

Users can view and search for catalog items using:

- Keyword search
- Dynamic filters for category, suppliers, price ranges, and manufacturers
- Relevance ranking
- Side-by-side comparison
- Favorites
- Catalog hierarchy (UNSPSC)

Contract Compliance

This solution supports the ability to maintain contractual agreements with suppliers.

Contract Maintenance

You can maintain contracts within this solution using:

- Setup in the user interface
- Contract import
- Access control

Contract Elements

Contracts created in this solution can be based on suppliers, commodities, or items, and can include the following elements:

- Release orders required
- Contract hierarchies
- Effective and expiration dates
- Soft and hard limits enforcement
- Simple and advanced pricing terms

Contract Compliance

Contract compliance measures include:

- Compliance for shopping carts
- Accumulators for tracking usage and balance
- Manual contract assignment

Dynamic Forms

Dynamic forms include the following components:

- **Flexible requisition templates:** Customer administrators use these templates to define the fields they need.
- **Supplier response:** Supplier invitation, proposal generation, and contract/pricing compliance.
- **Proposal review:** Supplier comparisons, price negotiations, and messaging.

ERP and Third-Party Integration

This solution supports integration with third-party applications, including eProcurement solutions. Depending on the complexity of the integration, these integrations might require additional services from SAP Ariba, offered separately for an addition fee, via a Statement of Work (SOW).

This solution provides support for integration with eProcurement systems from the following vendors:

- SAP S/4HANA
- SAP ECC
- SAP SRM (using OCI)
- Oracle iProcure (using Servlet)
- Ariba Buyer on premise (using customizations)

Collaboration

Items in the solution can be configured to require pre-order collaboration with a supplier to facilitate definition of the specifications, scope, and service levels associated with the item before a requisition is routed for approval. A collaboration request is sent to one or more suppliers via SAP Business Network and suppliers can respond with bids or proposals. Buyers can then continue the ordering process by reviewing, negotiating further, and accepting proposals. Buyers can enforce obtaining bids from multiple suppliers for high-value purchases to extract better discounts. Buyers can also invite suppliers who are currently not enabled on SAP Business Network to register in order to build relationships with new suppliers and explore cost-saving opportunities.

Catalog Document Exchange Using SAP Business Network

This solution includes use of SAP Business Network to exchange the following documents with suppliers connected to the network:

- CIF, cXML, BMEcat, and Microsoft Excel catalogs
- Remotely hosted catalog index files

Catalog Administration

This solution includes administration capabilities in the following areas:

- Catalog loading and maintenance
- Catalog validation rules
- Catalog approval rules
- Catalog views
- Catalog kits
- Relevance ranking
- Commodity codes
- Data import, export, and setup

Reporting

Customer catalog managers can run prepackaged reports.

APIs

Custom Forms API

This API set enables your application to get data from custom forms created with the form builder.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). If you wish to connect a third-party service using this API, first confirm that the company is participating in the SAP partner program and is authorized to provide connection to this solution using this API. You will be required to submit written consent to SAP to authorize the exchange of data with the third-party service.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

Analytical Reporting API for Strategic Procurement and Operational Procurement

The analytical reporting API enables you to create a client application that extracts reportable data from reporting facts and dimensions such as you would select in the user interface when creating an analytical report. For example, you could use this API to extract and report on the analytical data that you need to import to a customer's warehouse or create dashboards for trend assessment

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With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

Catalog Content API

The Catalog Content API allows your application to retrieve catalog data from your SAP Ariba solution.

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Content Lookup API

This API set enables your application to update catalog lookups in your procurement solution.

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restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). If you wish to connect a third-party service using this API, first confirm that the company is participating in the SAP partner program and is authorized to provide connection to this solution using this API. You will be required to submit written consent to SAP to authorize the exchange of data with the third-party service.

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Add-Ons

SAP Business Network Application Gateway

SAP Business Network application gateway provides suppliers with access to buyer-managed applications through Single Sign On (SSO).

- All suppliers with both standard and enterprise accounts can access the application gateway.
- Buyers can allow suppliers to manage access for supplier users in their accounts through SAP Business Network supplier permissions.
- Buyers can manage individual suppliers' SSO access to each application using a CSV data import or can set up auto-subscription for all suppliers with whom the buyer has established a sourcing or trading relationship.

Configuration of the SAP Business Network application gateway feature requires additional services which are subject to an additional fee.

Services for SAP Ariba Catalog

Included Services:

- Deployment services are included and are described separately in the Deployment Description for this solution. Deployment services are only available in the initial subscription term, unless otherwise stated in the Order Form. These services are described here:
 - [SAP Ariba Catalog deployment services](#)
- [Spot Buy Adoption \[page 301\]](#)
- Packaged subscription services:
 - [Catalog Services \[page 299\]](#)
- Customer support services:
 - [SAP Enterprise Support, Cloud Edition \[page 293\]](#)

Optional Services:

- Customer support services:
 - [Preferred Care Services \(Optional Add-On\) \[page 294\]](#)

SAP Ariba Connector for Icertis

This solution is not a standalone solution and can only be used in sites that are integrated with Icertis.

[Technology Features for SAP Ariba Connector for Icertis \[page 68\]](#)

[Services for SAP Ariba Connector for Icertis \[page 72\]](#)

Technology Features for SAP Ariba Connector for Icertis

- [Dashboard \[page 68\]](#)
- [Contract Repository \[page 69\]](#)
- [Contract Creation \[page 69\]](#)
- [Contract Process Management \[page 69\]](#)
- [Linking Between Engagement Risk Assessment Projects And Contract Workspaces \[page 70\]](#)
- [Communication \[page 70\]](#)
- [Reporting \[page 70\]](#)
- [Third-Party Integration \[page 70\]](#)
- [Electronic Signature \[page 70\]](#)
- [Active Contract Compliance \[page 71\]](#)
- [Analytical Reporting API for Strategic Procurement and Operational Procurement \[page 71\]](#)
- [Add-Ons \[page 71\]](#)

Dashboard

The dashboard surfaces significant, actionable, and relevant user content to role-based user dashboards. Users can personalize content by dragging and dropping that content on their active dashboards.

Dashboards can include:

- A personal calendar for each user
- Data such as watched sourcing projects, event status, announcements, to do lists, and document folders that users can add to their dashboards.
- Company news content that display important information to users. This content can show data from RSS feeds. Customers can configure this news content for their sites.

Users can create multiple dashboards that cover different strategic areas.

Contract Repository

- Stores contracts in a single repository along with complete history, service terms, delivery, and all associated documents.
- Allows authorized users to search, view, edit, renew, or cancel contracts as needed.
- Provides full audit trails of contract changes and amendments.
- Notifies contract owners of pending expirations or when usage-based thresholds are crossed automatically.
- Allows authorized users to search, view, and print contracts, including contract details, attachments, and all other supporting documents.

Contract Creation

- Users can create Procurement, Sales, or Internal contracts and Procurement and Sales contract requests. All contract types are enabled as part of the deployment process; one contract type is included with the solution, and additional contract types can be purchased as add-ons.
- Contract team members view and complete specific activities involved in contract completion and lifecycle management, including tasks involving negotiations, reviews and approvals.
- Detailed task descriptions and common documents.
- Online collaboration with internal stakeholders such as legal or finance, as well as suppliers or other third parties (for example, during negotiations and reviews).
- HTML text formatting in content, including bold, italics, underlining, bulleted lists, and active URLs allows users to clearly convey contract information to stakeholders.

Contract Process Management

- Provides a framework for the team and supplier activities involved in contract creation, negotiation, and management.
- Custom templates can define unique contract processes and provide guidance on usage based on specific contract information such as region, department, or commodity involved.
- Enables team members to view and complete specific activities, tasks, reviews, and approvals involved with contract completion and lifecycle management, including the generation of personal email and task reminders on user dashboards based on due dates.
- Detailed task description and use of common documents.
- Provides online communication and collaboration with internal stakeholders such as sales, procurement, legal, or finance departments as well as suppliers, customers, or other third parties.
- Uses a permissions model to enable all users to have appropriate access to workspaces and documents.

Linking Between Engagement Risk Assessment Projects And Contract Workspaces

In solutions that include both SAP Ariba Supplier Risk and SAP Ariba Contracts, users creating contract workspaces can select a supplier engagement risk assessment project to associate with the contract workspace, linking the two projects. Contract workspace include the status and risk exposures of the supplier engagement risk assessment projects to which they are linked.

Communication

- Project messages: project message boards facilitate communication between project team members.
- Notifications: customer sites generate a number of automatic notifications related to tasks and other activities.

Reporting

Reporting capabilities include:

- Prepackaged reports
- Custom analytical reporting, including reporting across multiple fact tables

Third-Party Integration

This solution provides a way for customers to integrate with third-party systems either through web services or file-over-HTTPS transfers so that event owners can quickly create and update events based on item masters and send or report results back to third-party systems. Third-party integration can:

- Automatically update department, commodity, user, exchange rate, and other master data
- Provide single sign-on to the solution and third-party systems
- Update third-party systems with solution data
- Copy documents to and from third-party document systems

In addition to document copy, URL documents can point to objects in third-party systems, and users can create hyperlinks ("webjumpers") to documents and projects in the solution from third-party systems.

Customers can set up and configure their own third-party integrations; SAP Ariba also offers optional third-party integration services.

Electronic Signature

Electronic signature is an optional feature that allows users to legally sign contract documents in a variety of formats (including PDF, DOCX, and XLS) as well as entire folders in contract workspace projects, or to upload a

scan of a "wet" signature (a signature in ink on a physical document) to provide proof of signature. Tasks prompt users to electronically sign documents and track when signatures are completed.

Active Contract Compliance

Active contract compliance allows users to actively control compliance on spend generated in SAP Ariba solutions. Options include the active contract compliance feature deployed and used with:

- SAP Ariba Buying and Invoicing, SAP Ariba Invoice Management, SAP Ariba Contract Invoicing, or SAP Ariba Catalog.
- Ariba Buyer 8.2.2 SP28 or higher as a hybrid solution.

Contract compliance is not sold separately; it is available with the solutions listed above.

Analytical Reporting API for Strategic Procurement and Operational Procurement

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Add-Ons

SAP Business Network Application Gateway

SAP Business Network application gateway provides suppliers with access to buyer-managed applications through Single Sign On (SSO).


- All suppliers with both standard and enterprise accounts can access the application gateway.

- Buyers can allow suppliers to manage access for supplier users in their accounts through SAP Business Network supplier permissions.
- Buyers can manage individual suppliers' SSO access to each application using a CSV data import or can set up auto-subscription for all suppliers with whom the buyer has established a sourcing or trading relationship.

Configuration of the SAP Business Network application gateway feature requires additional services which are subject to an additional fee.

Services for SAP Ariba Connector for Icertis

Included services:

- Deployment services are included and are described separately in the Deployment Description for this solution. Deployment services are only available in the initial subscription term, unless otherwise stated in the Order Form. These services are described here:
 - [SAP Ariba connector for Icertis deployment description](#) 
- [Best Practice Center Post-Deployment Services \[page 293\]](#)
- Customer support services:
 - [SAP Enterprise Support, Cloud Edition \[page 293\]](#)
- [Hosting Services \[page 296\]](#)

Optional services:

- Customer support services:
 - [End User Support Services \(Optional Add-On\) \[page 294\]](#)
 - [Preferred Care Services \(Optional Add-On\) \[page 294\]](#)
- [Optional Benchmarking and Analytics \[page 298\]](#)

SAP Ariba Contract Invoicing

Note

SAP Ariba Contract Invoicing requires a subscription to SAP Business Network Commerce Automation.

[Technology Features for SAP Ariba Contract Invoicing \[page 73\]](#)

[Services for SAP Ariba Contract Invoicing \[page 80\]](#)

Technology Features for SAP Ariba Contract Invoicing

- [Buyer Contract Maintenance \[page 73\]](#)
- [Contract Elements \[page 74\]](#)
- [Supplier Contract Invoicing \[page 74\]](#)
- [Form Builder \[page 74\]](#)
- [Supplier Service Sheet Creation and Service Invoicing \[page 74\]](#)
- [Multi-ERP Configuration \[page 75\]](#)
- [ERP and Third-Party System Integration \[page 79\]](#)
- [Custom Forms API \[page 79\]](#)
- [Add-Ons \[page 80\]](#)

Buyer Contract Maintenance

This solution supports allowing suppliers to add contract or catalog items to invoices or service sheets by providing buyers with the following capabilities:

- Contract setup in the user interface
- Contract import as CSV data files
- Access control and master data approval

This solution validates service sheets and invoices against the above contract data for suppliers transmitting transactions electronically.

Contract Elements

Contracts created in this solution can be based on suppliers, commodities, or items, and can include the following elements:

- Contract hierarchies
- Effective and expiration dates
- Limits
- Simple and advanced pricing terms

Supplier Contract Invoicing

Suppliers can perform the following tasks on SAP Business Network:

- Create invoices from contracts through the user interface by punching into SAP Ariba Contract Invoicing sites
- Create contract-based invoices by uploading them as CSV files or transmitting them electronically as cXML or EDI documents
- Find the status of contract-based invoices

Form Builder

The form builder feature is a self-service application in which customer administrators can create standalone forms to extend this solution.

Key features include:

- Ability to create standalone forms using an easy-to-use drag and drop interface.
- A powerful condition editor to support building conditions related to editability, validity, and visibility.
- Ability to add master data to enhance the user experience.

Supplier Service Sheet Creation and Service Invoicing

Suppliers can perform the following tasks on SAP Business Network:

- Create service sheets for service purchase orders through the user interface by punching into SAP Ariba Contract Invoicing sites
- Create cservice sheets by uploading them as CSV files or transmitting them electronically as cXML or EDI documents
- Flip buyer-approved service sheets into service invoices
- Find the status of service sheets
- Search for service sheets using filters and run standard service sheet reports

Multi-ERP Configuration

Buyers with many ERP systems can take advantage of this solution's features and workflow without migrating to a single ERP. A multi-ERP configuration provides the ability to define and publish enterprise-wide procurement policies and the flexibility to deploy unique policies and configurations at the business unit level.

The multi-ERP configuration publishes policies from a parent site; one or many child sites inherit those policies.

Parent and Child Sites

The parent site is a control center that defines enterprise-wide procurement policies (approval rules, system parameters, customizations, and so forth), manages catalog content, and consolidates master data that is shared across the enterprise.

The parent site publishes these policy, content, and data components and child sites consume them either through subscription or inheritance.

The child site or sites are where all of the actual procurement transactions (requisitions, orders, invoicing, receiving, and so forth) occur. Each child site is configured to support one of the supported Enterprise Resource Planning (ERP) systems.

One parent site and one child site are included in this solution. You can purchase coterminus subscriptions to additional site add-ons for your solution in order to add more child sites. If you do so, you must also purchase the corresponding deployment services for each additional child site for an additional fee.

Child Site ERP Integration

Each child site can be integrated with only one ERP system. In most cases, ERP-specific master data is loaded directly into the child site. This data includes:

- **Catalog content**
Administrators can subscribe or unsubscribe to catalog content.
- **System parameters**
The parent site's parameters are replicated in child sites and all inherited parameters apply unless explicitly set in the child site.
- **Customizations**
Once customizations are published in a parent site, they are validated and immediately pushed to child sites. Modifications in child sites can override customizations, inherited from the parent.
- **Strings and enumerations**
Strings and enumerations are maintained in the parent site and are copied periodically from parent to child.

Child Site Configuration Types

A child site's configuration type (which is set by SAP Ariba) dictates the content, policies, and data published by the parent site that it can consume.

Valid configuration types are:

Configuration Type	Description
Single variant	Data is highly shared between parent and child sites. All data objects are typically maintained in the parent site. This option is only available if the parent and child ERP variants are the same.
Multi-Variant	Common data is shared between parent and child sites, but ERP-specific data is loaded directly into the child site. Parent and child sites can be different ERP variants.
Disconnected/Basic	Data is not shared between parent and child sites.

Multi-ERP User-Facing Features

In addition to the standard features included in the solution, the multi-ERP configuration also includes the following user-facing features:

- Cross-site reporting
- Cross-site global contracts
- Shared content
- Invoice reassignment
- Site switching

See the multi-ERP documentation for specific details.

Multi-ERP Feature Availability by Child Site Configuration Type

Feature availability depends on child configuration type, as described in the following table:

Feature	Basic	Single Variant	Multi-Variant
Cross-site reporting	X	X	X
Cross-site global contracts		X	X
Shared content		X	X
Invoice reassignment	X	X	X
Site switcher	X	X	X
Different solutions per sites in a multi-ERP configuration			

Feature	Basic	Single Variant	Multi-Variant
Common data server integration		Parent	Parent
Suite integration		X	X

Multi-ERP Configuration Capability by Child Site Configuration Type

Configuration capabilities vary by child configuration type, as described in the following table:

Configuration Capability	Basic	Single Variant	Multi-Variant
Default language	Configured in child	Child can override parent configuration	Child can override parent configuration
Default currency	Configured in child	Child can override parent configuration	Child can override parent configuration
Catalogs	Configured in child	Configured in parent; child cannot override	Configured in parent; child cannot override
Catalog hierarchy	Configured in child	Configured in parent; child cannot override	Configured in parent; child cannot override
Catalog views	Configured in child	Configured in child	Configured in child
Customizations	Configured in child	Child can add to parent configuration	Child can add to parent configuration
Approval Rules	Configured in child	Child can override parent configuration	Child can override parent configuration
Rule CSV files	Configured in child	Child can override parent configuration	Child can override parent configuration
Enumerations	Configured in child	Child can add to parent configuration	Child can add to parent configuration
Flex master data templates	Configured in child	Child can add to parent configuration	Child can add to parent configuration
Parameters	Configured in child	Child can override parent configuration	Child can override parent configuration
String resources	Configured in child	Child can add to parent configuration	Child can add to parent configuration

Multi-ERP Suite Integration Feature by Child Site Configuration Type

Suite integration features depend on child configuration type, as described in the following table:

Feature	Description	Basic	Single Variant	Multi-Variant
Master data synchronization	Synchronizes data between SAP Ariba Procurement solutions and SAP Ariba strategic sourcing solutions	N/A	X	X
SAP Ariba Contracts-contract compliance workflow	Generates SAP Ariba Procurement solutions contracts from approved SAP Ariba Contracts contracts	N/A	X	X
Single sign-on	Users' signing in to one corporate application gives them access to other applications without re-authentication	N/A	X	X
Suite-integrated dashboard	Users see all relevant content across their solutions in a single dashboard	N/A	X	X
Suite-integrated flexible fields	Replicates data from a custom field across their other solutions that use the same field.	N/A	X	X

Multi-ERP Data Rationalization Requirement

Data rationalization is the process of analyzing an enterprise's master data, business policies, and configuration requirements and determining what can be shared across the enterprise versus what must remain unique to specific business units.

Examples of data rationalization include:

- User data, with power users common across realms
- Supplier data, with common suppliers versus site-specific suppliers
- Accounting data, with Chart of Accounts typically being ERP-specific and loaded into child sites
- Site configuration data, including exception types, expense policies, and so forth

Before beginning a multi-ERP deployment for this solution, customers must conduct a data rationalization exercise to determine the following:

- The number of child sites needed
- Parent and child site variant types
- Child site configuration types
- Common or shared data, policies, and customizations
- ERP-specific data

SAP Ariba should be engaged to perform these tasks, and will provide a statement of work that details specific deliverables, schedules, and cost.

ERP and Third-Party System Integration

Master Data Import

Import master data (suppliers and so forth) from an ERP system.

Administration User Interface for Data Import, Export, and Configuration

Buyers manage their own data import tasks with an administration UI. A client data transfer tool is also available for installation behind the customer's firewall for initiating master data import. The client data transfer tool can be configured to perform automated scheduled updates.

ERP Integration Support

SAP Ariba offers the following integration data model options:

- SAP ERP support
SAP Ariba's enhanced data model support for SAP back ends assists with transactional data integration.
- PeopleSoft ERP support
SAP Ariba's enhanced data model support for PeopleSoft back ends assists with transactional data integration.

Custom Forms API

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Add-Ons

SAP Business Network Application Gateway


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Services for SAP Ariba Contract Invoicing

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 - [SAP Ariba Contract Invoicing deployment description](#) 
- Customer support services:
 - [SAP Enterprise Support, Cloud Edition \[page 293\]](#)

Optional Services:

- Customer support services:
 - [Preferred Care Services \(Optional Add-On\) \[page 294\]](#)

SAP Ariba Contracts

ⓘ Note

No content available in SAP Ariba Contracts, or provided in connect with SAP Ariba Contracts, should be interpreted as legal advice.

[Technology Features for SAP Ariba Contracts \[page 81\]](#)

[Services for SAP Ariba Contracts \[page 85\]](#)

Technology Features for SAP Ariba Contracts

- [Dashboard \[page 81\]](#)
- [Contract Repository \[page 82\]](#)
- [Contract Creation \[page 82\]](#)
- [Contract Process Management \[page 82\]](#)
- [Contract Authoring \[page 83\]](#)
- [Linking Between Engagement Risk Assessment Projects And Contract Workspaces \[page 83\]](#)
- [Communication \[page 83\]](#)
- [Reporting \[page 83\]](#)
- [Third-Party Integration \[page 84\]](#)
- [Electronic Signature \[page 84\]](#)
- [Active Contract Compliance \[page 84\]](#)
- [Analytical Reporting API for Strategic Procurement and Operational Procurement \[page 33\]](#)
- [Add-Ons \[page 85\]](#)

Dashboard

The dashboard surfaces significant, actionable, and relevant user content to role-based user dashboards. Users can personalize content by dragging and dropping that content on their active dashboards.

Dashboards can include:

- A personal calendar for each user
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Contract Process Management

- Provides a framework for the team and supplier activities involved in contract creation, negotiation, and management.
- Custom templates can define unique contract processes and provide guidance on usage based on specific contract information such as region, department, or commodity involved.
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- Detailed task description and use of common documents.
- Provides online communication and collaboration with internal stakeholders such as sales, procurement, legal, or finance departments as well as suppliers, customers, or other third parties.
- Uses a permissions model to enable all users to have appropriate access to workspaces and documents.

Contract Authoring

- Full version control of all contract documents throughout the contract lifecycle, including main agreements and any required attachments or addenda.
- Assembles supplier-ready contracts based on conditionally assigned contract processes and approved contract language.
- Includes a Clause Library of approved clauses, with instructions for clause usage, fallback and alternate clauses, and structured approval flows for clause usage or changes.
- Enforces required approvals for use of non-standard language, allowing for management by exception rather than requiring deep legal team involvement.
- Includes full free text search of clauses used in contracts, allowing managers to quickly identify agreements that contain a particular clause.
- Allows the modeling of master agreements with sub-agreements and amendment management.
- Creates a synchronized work environment using Microsoft Word, allowing users to edit documents and track revisions using a well-known editing tool rather than having to learn a specialized web-based editing method.
- Detects contract changes made by stakeholders and suppliers automatically, identifying them by clause and providing easy version comparison across any version of the agreement.

Linking Between Engagement Risk Assessment Projects And Contract Workspaces

In solutions that include both SAP Ariba Supplier Risk and SAP Ariba Contracts, users creating contract workspaces can select a supplier engagement risk assessment project to associate with the contract workspace, linking the two projects. Contract workspace include the status and risk exposures of the supplier engagement risk assessment projects to which they are linked.

Communication

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Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to

restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). This API is only available for use by you, as an SAP Ariba customer, for direct connection to systems under your control and is not available to be leveraged by Partner applications in the SAP Partner Program.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

Add-Ons

SAP Business Network Application Gateway

SAP Business Network application gateway provides suppliers with access to buyer-managed applications through Single Sign On (SSO).

- All suppliers with both standard and enterprise accounts can access the application gateway.
- Buyers can allow suppliers to manage access for supplier users in their accounts through SAP Business Network supplier permissions.
- Buyers can manage individual suppliers' SSO access to each application using a CSV data import or can set up auto-subscription for all suppliers with whom the buyer has established a sourcing or trading relationship.

Configuration of the SAP Business Network application gateway feature requires additional services which are subject to an additional fee.

Services for SAP Ariba Contracts

Included Services:

- Deployment services are included and are described separately in the Deployment Description for this solution. Deployment services are only available in the initial subscription term, unless otherwise stated in the Order Form. These services are described here:
 - [SAP Ariba Contracts deployment description](#)
- [Best Practice Center Post-Deployment Services \[page 293\]](#)
- Customer support services:
 - [SAP Enterprise Support, Cloud Edition \[page 293\]](#)
- [Hosting Services \[page 296\]](#)

Optional Services:

- [Forms \[page 296\]](#)
- Customer support services:
 - [End User Support Services \(Optional Add-On\) \[page 294\]](#)
 - [Preferred Care Services \(Optional Add-On\) \[page 294\]](#)
- [Optional Benchmarking and Analytics \[page 298\]](#)

SAP Ariba Discount Management

[Scope and Restrictions for SAP Ariba Discount Management \[page 87\]](#)

[Technology Features for SAP Ariba Discount Management \[page 87\]](#)

[Services for SAP Ariba Discount Management \[page 90\]](#)

Scope and Restrictions for SAP Ariba Discount Management

The buyer must be a legal entity in Australia, Austria, Canada, the Czech Republic, Denmark, Finland, France, Germany, Hong Kong, Ireland, Luxembourg, Malaysia, the Netherlands, New Zealand, Singapore, Slovakia, South Africa, Spain, Sweden, Switzerland, the United Kingdom, or the United States of America. Buyers may extend discount offers to suppliers outside of these territories for tax-exempt invoices after review with their tax advisers.

Technology Features for SAP Ariba Discount Management

- [Standing Early Payment Terms \[page 87\]](#)
- [Payment Term Offers \[page 88\]](#)
- [Buyer-Initiated Dynamic Discount \[page 88\]](#)
- [Reporting \[page 89\]](#)
- [Add-Ons \[page 90\]](#)

Standing Early Payment Terms

Standing early payment terms apply discount terms automatically to every applicable approved invoice.

Standing Term Offer Parameters

Standing term offer parameters define discount term offers and include:

- Face discount %

- APR %
- Net day
- Discount day
- Pro-rated discount scale (Y/N)
- Supplier or group of suppliers to whom the offer applies

Multiple Standing Early Payment Term Offers

Buyers can set up multiple offers from which a supplier or group of suppliers can choose.

Automated Supplier Notification

Discounting generates automatic email notifications to suppliers when a standing early payment term offer is created or changed. Notifications include:

- Terms of offer
- Date of change
- Request to review offer

Payment Term Offers

Payment term offers are agreed-upon, pre-configured payment terms that can be applied on an invoice-by-invoice basis. Payment terms must be mirrored in the ERP configuration and passed in cXML-based payment proposals using a specific attribute.

Buyer-Initiated Dynamic Discount

Buyer-defined dynamic discount applies discount terms agreed to by a supplier on an ad-hoc, invoice-by-invoice basis, also known in the industry as a "pay me now" offer.

Buyer-Initiated Dynamic Discount Offer Parameters

Dynamic discount parameters define discount term offers and include:

- APR %
- Date range within which the offer is valid
- Invoice value range within which the offer is valid

- Buyer-defined payment processing time
- Supplier or group of suppliers to whom the offer applies

Automated Supplier Notification

Discounting generates automatic notifications to suppliers when a dynamic discount offer is made on an approved invoice. Notifications include:

- Terms of offer
- Request to review offer

Supplier Review and Acceptance of Dynamic Discount Offers

Supplier review and acceptance of dynamic discount offers is an optional feature that the buyer can enable for either all or only a subset of suppliers, depending on the agreed-upon working capital strategy. With this feature, suppliers can review and accept details of dynamic discount offers, including:

- Offer details on the Early Payment screen with a button to accept the offer
- Ability to open individual payment proposals and review details with a button to accept the offer

Supplier Cash Optimization Tool

A cash optimization tool recommends approved invoices for payment to meet a supplier-defined cash need by a supplier-defined date. Features include:

- Supplier-defined cash need
- Supplier-defined date of cash need
- System recommendation to meet need based on the mix of invoices due by the defined date and invoices with dynamic discount offers
- System identification of shortfalls associated with the supplier-defined cash need
- Ability to open individual discount offers and review details
- Ability to accept cash optimization recommendations in total

Reporting

This solution includes the following reporting features:

- Prepackaged reports
- Custom report creation

Add-Ons

SAP Business Network Application Gateway


SAP Business Network application gateway provides suppliers with access to buyer-managed applications through Single Sign On (SSO).

- All suppliers with both standard and enterprise accounts can access the application gateway.
- Buyers can allow suppliers to manage access for supplier users in their accounts through SAP Business Network supplier permissions.
- Buyers can manage individual suppliers' SSO access to each application using a CSV data import or can set up auto-subscription for all suppliers with whom the buyer has established a sourcing or trading relationship.

Configuration of the SAP Business Network application gateway feature requires additional services which are subject to an additional fee.

Services for SAP Ariba Discount Management

Included Services:

- Deployment services are included and are described separately in the Deployment Description for this solution. Deployment services are only available in the initial subscription term, unless otherwise stated in the Order Form. These services are described here:
 - [SAP Ariba Discount Management deployment description](#) 
- [Discount Subscription Services \[page 296\]](#)
- Customer support services:
 - [SAP Enterprise Support, Cloud Edition \[page 293\]](#)

SAP Ariba Invoice Management

[Technology Features for SAP Ariba Invoice Management \[page 91\]](#)

[Services for SAP Ariba Invoice Management \[page 103\]](#)

Technology Features for SAP Ariba Invoice Management

- [Invoice Capture \[page 91\]](#)
- [Invoice Matching \[page 91\]](#)
- [Approval Flows and Queues \[page 92\]](#)
- [Service Sheets \[page 93\]](#)
- [Document Exchange Using SAP Business Network \[page 93\]](#)
- [Form Builder \[page 93\]](#)
- [Reporting \[page 93\]](#)
- [Multi-ERP Configuration \[page 94\]](#)
- [ERP and Third-Party System Integration \[page 98\]](#)
- [APIs \[page 99\]](#)
- [Add-Ons \[page 100\]](#)

Invoice Capture

Users of this solution can enter PO invoices, no release contract invoices, or non-PO invoices directly in the user interface of the solution site. Buyers can leverage this functionality to capture paper-based invoices for routing and approval.

Suppliers can also send invoices to this solution through SAP Business Network either electronically from other systems or manually by creating them in the SAP Business Network user interface.

Invoice Matching

Invoice Matching Engine

This solution reconciles invoices against purchase orders, contracts, and receipts using buyer-defined business rules set by configuring exception types. Buyers use these features to confirm that invoices are applied against

the correct purchase order or contract and to ensure that all items and services have been received and that the amount billed is correct.

Invoice Exception Library

This solution reconciles invoices against purchase orders, contracts, and receipts using a robust library of configurable invoice exception types. This solution can also reconcile non-purchase order invoices or other applicable business rules.

Tax Tables

Tax tables validate taxes submitted at the invoice or invoice line item level. Buyers can extract tax table data from their ERP systems or third-party tax applications and load it into this solution as part of ongoing master data synchronization.

In sites configured to use the enhanced tax engine, tax tables also include withholding taxes.

Approval Flows and Queues

Approval Rules Library

This solution includes a library of configurable best practice approval workflows and rule sets for approving purchase order, contract, and non-purchase order invoices.

Queue Management

Queue members take ownership of approvable transaction routing in a first in/first out manner. Queue managers can analyze, balance workloads, and reassign or expedite approvable transactions.

Administration User Interface

Power users such as managers and administrators have access to user interface-based administration. Access to various tasks in this interface is based on permissions.

Service Sheets

This solution supports service sheets that suppliers submit on SAP Business Network.

The service sheet best-practice approval workflow and other workflow-related capabilities include the following:

- Routing to individual groups or queues
- Routing to supplier-identified users, contract owners, or purchase order requesters
- Service sheet approvable inclusion and filtering in the My To Do list
- Custom workflow creation and maintenance

Document Exchange Using SAP Business Network

This solution includes the ability to use SAP Business Network to exchange documents with suppliers connected to the network, including:

- Receiving of supplier invoices
- Status

In order to use SAP Business Network, suppliers must be enabled on the network and must remain eligible to use the network.

Form Builder

The form builder feature is a self-service application in which customer administrators can create standalone forms to extend this solution.

Key features include:

- Ability to create standalone forms using an easy-to-use drag and drop interface.
- A powerful condition editor to support building conditions related to editability, validity, and visibility.
- Ability to add master data to enhance the user experience.

Reporting

- System search for documents
- Prepackaged reports
- Reporting dashboard
- Custom report creation

Multi-ERP Configuration

Buyers with many ERP systems can take advantage of this solution's features and workflow without migrating to a single ERP. A multi-ERP configuration provides the ability to define and publish enterprise-wide procurement policies and the flexibility to deploy unique policies and configurations at the business unit level.

The multi-ERP configuration publishes policies from a parent site; one or many child sites inherit those policies.

Parent and Child Sites

The parent site is a control center that defines enterprise-wide procurement policies (approval rules, system parameters, customizations, and so forth), manages catalog content, and consolidates master data that is shared across the enterprise.

The parent site publishes these policy, content, and data components and child sites consume them either through subscription or inheritance.

The child site or sites are where all of the actual procurement transactions (requisitions, orders, invoicing, receiving, and so forth) occur. Each child site is configured to support one of the supported Enterprise Resource Planning (ERP) systems.

One parent site and one child site are included in this solution. You can purchase coterminus subscriptions to additional site add-ons for your solution in order to add more child sites. If you do so, you must also purchase the corresponding deployment services for each additional child site for an additional fee.

Child Site ERP Integration

Each child site can be integrated with only one ERP system. In most cases, ERP-specific master data is loaded directly into the child site. This data includes:

- **Catalog content**
Administrators can subscribe or unsubscribe to catalog content.
- **System parameters**
The parent site's parameters are replicated in child sites and all inherited parameters apply unless explicitly set in the child site.
- **Customizations**
Once customizations are published in a parent site, they are validated and immediately pushed to child sites. Modifications in child sites can override customizations, inherited from the parent.
- **Strings and enumerations**
Strings and enumerations are maintained in the parent site and are copied periodically from parent to child.

Child Site Configuration Types

A child site's configuration type (which is set by SAP Ariba) dictates the content, policies, and data published by the parent site that it can consume.

Valid configuration types are:

Configuration Type	Description
Single variant	Data is highly shared between parent and child sites. All data objects are typically maintained in the parent site. This option is only available if the parent and child ERP variants are the same.
Multi-Variant	Common data is shared between parent and child sites, but ERP-specific data is loaded directly into the child site. Parent and child sites can be different ERP variants.
Disconnected/Basic	Data is not shared between parent and child sites.

Multi-ERP User-Facing Features

In addition to the standard features included in the solution, the multi-ERP configuration also includes the following user-facing features:

- Cross-site reporting
- Cross-site global contracts
- Shared content
- Invoice reassignment
- Site switching

See the multi-ERP documentation for specific details.

Multi-ERP Feature Availability by Child Site Configuration Type

Feature availability depends on child configuration type, as described in the following table:

Feature	Basic	Single Variant	Multi-Variant
Cross-site reporting	X	X	X
Cross-site global contracts		X	X
Shared content		X	X
Invoice reassignment	X	X	X
Site switcher	X	X	X
Different solutions per sites in a multi-ERP configuration			

Feature	Basic	Single Variant	Multi-Variant
Common data server integration		Parent	Parent
Suite integration		X	X

Multi-ERP Configuration Capability by Child Site Configuration Type

Configuration capabilities vary by child configuration type, as described in the following table:

Configuration Capability	Basic	Single Variant	Multi-Variant
Default language	Configured in child	Child can override parent configuration	Child can override parent configuration
Default currency	Configured in child	Child can override parent configuration	Child can override parent configuration
Catalogs	Configured in child	Configured in parent; child cannot override	Configured in parent; child cannot override
Catalog hierarchy	Configured in child	Configured in parent; child cannot override	Configured in parent; child cannot override
Catalog views	Configured in child	Configured in child	Configured in child
Customizations	Configured in child	Child can add to parent configuration	Child can add to parent configuration
Approval Rules	Configured in child	Child can override parent configuration	Child can override parent configuration
Rule CSV files	Configured in child	Child can override parent configuration	Child can override parent configuration
Enumerations	Configured in child	Child can add to parent configuration	Child can add to parent configuration
Flex master data templates	Configured in child	Child can add to parent configuration	Child can add to parent configuration
Parameters	Configured in child	Child can override parent configuration	Child can override parent configuration
String resources	Configured in child	Child can add to parent configuration	Child can add to parent configuration

Multi-ERP Suite Integration Feature by Child Site Configuration Type

Suite integration features depend on child configuration type, as described in the following table:

Feature	Description	Basic	Single Variant	Multi-Variant
Master data synchronization	Synchronizes data between SAP Ariba Procurement solutions and SAP Ariba strategic sourcing solutions	N/A	X	X
SAP Ariba Contracts-contract compliance workflow	Generates SAP Ariba Procurement solutions contracts from approved SAP Ariba Contracts contracts	N/A	X	X
Single sign-on	Users' signing in to one corporate application gives them access to other applications without re-authentication	N/A	X	X
Suite-integrated dashboard	Users see all relevant content across their solutions in a single dashboard	N/A	X	X
Suite-integrated flexible fields	Replicates data from a custom field across their other solutions that use the same field.	N/A	X	X

Multi-ERP Data Rationalization Requirement

Data rationalization is the process of analyzing an enterprise's master data, business policies, and configuration requirements and determining what can be shared across the enterprise versus what must remain unique to specific business units.

Examples of data rationalization include:

- User data, with power users common across realms
- Supplier data, with common suppliers versus site-specific suppliers
- Accounting data, with Chart of Accounts typically being ERP-specific and loaded into child sites
- Site configuration data, including exception types, expense policies, and so forth

Before beginning a multi-ERP deployment for this solution, customers must conduct a data rationalization exercise to determine the following:

- The number of child sites needed
- Parent and child site variant types
- Child site configuration types
- Common or shared data, policies, and customizations
- ERP-specific data

SAP Ariba should be engaged to perform these tasks, and will provide a statement of work that details specific deliverables, schedules, and cost.

ERP and Third-Party System Integration

Master Data Import

Import master data (users, suppliers, general ledger account codes, charts of accounts, and so forth) from an ERP system.

Transaction Data Integration

SAP Ariba Invoice Management imports purchase orders and shipping receipts for reconciliation in real time through an SAP Business Network adapter. After reconciliation, SAP Ariba Invoice Management exports partially and fully reconciled invoices in real time. Buyers can supplement the SAP Ariba Invoice Management workflow in their ERP system if necessary.

Business Unit and Accounting Validation Configuration

The customer sets up cost centers, purchasing units, and responsibility hierarchies. Accounting defaults can be set up by mapping GL codes to system commodity codes. Configuration is performed with CSV data files.

Administration User Interface for Data Import, Export, and Configuration

Buyers manage their own data import tasks with an administration UI. A client data transfer tool is also available for installation behind the customer's firewall for initiating master data import. The client data transfer tool can be configured to perform automated scheduled updates.

ERP Integration Support

SAP Ariba offers the following integration data model options:

- SAP ERP support
SAP Ariba's enhanced data model support for SAP back ends assists with transactional data integration.
- PeopleSoft ERP support
SAP Ariba's enhanced data model support for PeopleSoft back ends assists with transactional data integration.

APIs

Custom Forms API

This API set enables your application to get data from custom forms created with the form builder.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). If you wish to connect a third-party service using this API, first confirm that the company is participating in the SAP partner program and is authorized to provide connection to this solution using this API. You will be required to submit written consent to SAP to authorize the exchange of data with the third-party service.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

Operational Reporting API for Procurement

This API set enables your application to extract and report on the procurement transaction data that is necessary for making operational decisions, such as which invoices to pay or purchase requisitions to approve. The transactions available via the operational reporting API are: purchase requisitions, purchase orders, receipts, invoices and invoice reconciliations.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). This API is only available for use by you, as an SAP Ariba customer, for direct connection to systems under your control and is not available to be leveraged by Partner applications in the SAP Partner Program.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

Analytical Reporting API for Strategic Procurement and Operational Procurement

The analytical reporting API enables you to create a client application that extracts reportable data from reporting facts and dimensions such as you would select in the user interface when creating an analytical report. For example, you could use this API to extract and report on the analytical data that you need to import to a customer's warehouse or create dashboards for trend assessment

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). This API is only available for use by you, as an SAP Ariba customer, for direct connection to systems under your control and is not available to be leveraged by Partner applications in the SAP Partner Program.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

Document Approval API

This API set enables your application to approve or decline requisitions and invoices, either systematically or by presenting the approval task to one or more approvers. It only applies to requisitions and invoices; it does not apply to invoice reconciliations.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). If you wish to connect a third-party service using this API, first confirm that the company is participating in the SAP partner program and is authorized to provide connection to this solution using this API. You will be required to submit written consent to SAP to authorize the exchange of data with the third-party service.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

Add-Ons

The following optional features are available for additional charges.

Contract Compliance

Contract Maintenance

You can maintain contracts within this solution using:

- Setup in the user interface
- Contract import
- Access control

Contract elements

Contracts created in this solution can be based on suppliers, commodities, or items, and can include the following elements:

- Contract hierarchies
- Effective and expiration dates
- Limits
- Simple and advanced pricing terms
- Blanket purchase orders

Contract Compliance

Contract compliance measures include:

- Accumulators for tracking usage and balance
- Manual contract assignment

Supplier Contract Invoice Entry

Suppliers can create invoices by selecting items from a buyer-created contract in sites that also include either SAP Ariba Buying and Invoicing or SAP Ariba Catalog.

Buyer Contract Invoice Entry

Buyers can create invoices by selecting items from a buyer-created contract.

SAP Ariba E-forms Add-On

SAP Ariba E-forms

The SAP Ariba e-forms add-on is a set of tools that allows companies to automate business processes to facilitate their enterprise spend management initiatives. Key features include:

- Form creation
Create forms to collect information needed so that the form can be submitted for approval.

- Dynamic workflows
Rule-based workflows And role-based notifications to configure dynamic processes specific to your needs and approval requirements.
- Reporting and search
All data in forms can be added to reports or used as search criteria.

The purchase of SAP Ariba e-forms includes a one-time setup fee for one form with up to 30 custom fields. For an additional charge, SAP Ariba will develop a form based on the following sizing criteria:

- Large: one form developed with 21-30 custom fields
- Custom: one form developed with more than 30 custom fields; a custom form requires custom scoping

Administration

Customer administrators and functional administrators can modify approval processes associated with a form.

Prerequisites and Restrictions

Use of SAP Ariba e-forms is subject to restrictions regarding the type of information that may be stored as provided in the SAP Ariba Data Policy.

Each form includes a set number of fields for each data type. These fields are pre-allocated in the database whether you use them or not, and you cannot add fields beyond the set number. In some cases, multiple SAP Ariba e-forms field types map to a single data type; for example, Text fields and Multiline Text fields both count against a form's text field limit. The number of fields available for each form depends on the site's variant type.

Intellectual Property

Any forms created by SAP Ariba are wholly owned by SAP Ariba. For forms created by a customer, the customer grants SAP Ariba an unlimited license to commercially use or offer any forms created in the solution.

Integration Without Adapters

Customers who have their own middleware can do custom integrations.

SAP Business Network Application Gateway


SAP Business Network application gateway provides suppliers with access to buyer-managed applications through Single Sign On (SSO).

- All suppliers with both standard and enterprise accounts can access the application gateway.
- Buyers can allow suppliers to manage access for supplier users in their accounts through SAP Business Network supplier permissions.
- Buyers can manage individual suppliers' SSO access to each application using a CSV data import or can set up auto-subscription for all suppliers with whom the buyer has established a sourcing or trading relationship.

Configuration of the SAP Business Network application gateway feature requires additional services which are subject to an additional fee.

Services for SAP Ariba Invoice Management

Included Services:

- Deployment services are included and are described separately in the Deployment Description for this solution. Deployment services are only available in the initial subscription term, unless otherwise stated in the Order Form. These services are described here:
 - [SAP Ariba Invoice Management deployment description](#) 
 - [Best Practice Center Post-Deployment Services \[page 293\]](#)
 - [Expanded Site Configuration \[page 296\]](#)
- Customer support services:
 - [SAP Enterprise Support, Cloud Edition \[page 293\]](#)

Optional Services:

- Customer support services:
 - [Preferred Care Services \(Optional Add-On\) \[page 294\]](#)

SAP Strategic Procurement

SAP Strategic Procurement bundles together the following SAP Ariba solutions and features:

- SAP Ariba Sourcing
- SAP Ariba Contracts
- SAP Ariba Supplier Lifecycle and Performance
- The SAP Ariba Sourcing, savings and pipeline tracking add-on
- Bonus/penalty and lookup table formulas
- SAP Business Network Discovery
- SAP Ariba e-tendering add-on for public sector (optional add-on)
- SAP Ariba direct materials sourcing add-on (optional add-on)
- SAP Ariba Spend Analysis (optional add-on)

[Technology Features for SAP Strategic Procurement \[page 104\]](#)

[Services for SAP Strategic Procurement \[page 120\]](#)

Technology Features for SAP Strategic Procurement

- [Dashboard \[page 104\]](#)
- [SAP Ariba Sourcing Technology Features in SAP Strategic Procurement \[page 105\]](#)
- [SAP Ariba Contracts Technology Features in SAP Strategic Procurement \[page 108\]](#)
- [SAP Ariba Supplier Lifecycle and Performance Technology Features in SAP Strategic Procurement \[page 110\]](#)
- [Knowledge and Resource Management \[page 115\]](#)
- [Document Management \[page 115\]](#)
- [Communications \[page 115\]](#)
- [Reporting \[page 116\]](#)
- [Third-Party Integration \[page 116\]](#)
- [APIs \[page 116\]](#)
- [SAP Business Network Discovery \[page 118\]](#)
- [SAP Ariba Spend Analysis \[page 118\]](#)
- [Add-Ons \[page 118\]](#)

Dashboard

The dashboard surfaces significant, actionable, and relevant user content to role-based user dashboards. Users can personalize content by dragging and dropping that content on their active dashboards.

Dashboards can include:

- A personal calendar for each user
- Data such as watched sourcing projects, event status, announcements, to do lists, and document folders that users can add to their dashboards.
- Company news content that display important information to users. This content can show data from RSS feeds. Customers can configure this news content for their sites.

Users can create multiple dashboards that cover different strategic areas.

SAP Ariba Sourcing Technology Features in SAP Strategic Procurement

- [Basic Event Management \[page 105\]](#)
- [Advanced Event Management \[page 106\]](#)
- [Guided Sourcing Capability \[page 106\]](#)
- [Project Management and Workflow \[page 107\]](#)
- [Procurement Operations Desk for Sourcing Solutions \[page 107\]](#)
- [SAP Ariba Sourcing, Savings and Pipeline Tracking Add-On \[page 108\]](#)
- [Bonus/Penalty \[page 108\]](#)
- [Lookup Table Formulas \[page 108\]](#)

Basic Event Management

- A wizard with templates for creating standard events of various types, including RFI, RFP, and reverse and forward auctions.
- A Sourcing Library that stores documents and customer-created standard event content such as questionnaires, lots, line items, and past event content.
- Event content upload in Microsoft Excel files.
- HTML text formatting in event content, including bold, italics, underlining, bulleted lists, and active URLs allows users to clearly convey event information to suppliers.
- Flexible, competitive event rules and features such as starting gates, forced bid decrements, bid buffers, ceiling, floor, and initial prices, and tie bid control.
- Multi-stage event process.
- Event monitoring interface.
- Events can be published to SAP Business Network Discovery to find new suppliers.
SAP Business Network Discovery is a solution that allows buyers to find new suppliers, read profile information about suppliers, feedback on suppliers, and other supplier information. SAP Business Network Discovery is not a part of the solution to which you subscribed, but is a separate solution. In some circumstances, you can access SAP Business Network Discovery from your solution. SAP Business Network Discovery is currently free for buyers. Before you first access SAP Business Network Discovery, you will be asked to accept the online Terms of Use applicable to SAP Business Network Discovery, and those terms will apply if you choose to proceed and use SAP Business Network Discovery.

- Supplier participation through one-click bidding and uploading bids in Microsoft Excel files at line or lot level.
- Automatic or manual scoring and team grading of events.
- Supplier profile information storage and event invitation capabilities.
- Suppliers who participate in events register with SAP Business Network.

Advanced Event Management

- Custom event templates with custom formulas, item definitions, event rules, and item rules.
- Advanced event types such as Dutch auctions, which allow buyers to specify a lot initial price and then incrementally raise it until the supplier accepts.
- Matrix pricing for more advanced pricing negotiations.
- Serial and parallel lot timing rules.
- Post-event decision support with constraint-based optimization scenarios.

Guided Sourcing Capability

The guided sourcing capability provides a streamlined and intuitive user experience for creating and managing sourcing projects and events. Key features include:

- **For You** dashboard
- Sourcing requests, full projects, RFIs, and RFPs
- Reverse and forward auctions
- Line items, lots, sections, service items, and service hierarchies
- Questions, prerequisites, requirements, and attachments
- Intelligent supplier and content recommendations
- Line item and section import using simplified or smart Excel imports
- Tasks and phases
- Event monitoring table with bid ranks
- Bid analysis
- Preconfigured and manual award scenarios
- Event message board
- Analytical reporting
- Email bidding, envelope bidding, multi-round bidding, alternative bidding, and supplier-added items
- Grading and scoring

The following features and functionalities provided by SAP as part of this solution, including automation, transaction processing, and machine learning, may be continuously improved on behalf of the customer. SAP may use Customer Data in order to achieve such improvement:

Testing of the proposed Intelligent Supplier service that is intended to provide enhanced functionality to the existing Grading and Scoring in Guided Sourcing feature within this solution. The Intelligent Supplier feature is proposed to provide customers with an automated supplier grading reference in award scenarios, which is currently performed manually by customers. The proposed feature is solely specific to the guided sourcing capability.

Data categories leveraged for the testing include Purchase Order details (dates, commodity, count, amount, part names, and order type), supplier information (name, location, ID, and historic performance), and customer actions taken in award scenarios (reject, need by date, order dates). Sole Proprietor data may be included in data processing, with traceability to individual persons via person names which may be included in sole proprietor business name(s).

No new cookies or tracking features will be added to the underlying product (the guided sourcing capability in this solution). The proposed Intelligent Supplier feature specific to this documentation is solely for testing and does not represent a commitment to deliver said functionality. At conclusion of testing, all customer data used for testing will be deleted from testing environment with exception to retention of the AI model learning.

- SAP Companion
- Accessibility

Project Management and Workflow

- Sourcing process management using projects with tasks and phases, project teams, documents, milestones, dependencies, review and approval flows, sub-projects, and predecessor and follow-on projects.
- Custom project templates to capture and enforce best practices.
- Automatic project configuration based on project attributes and conditional question responses.
- Detailed tasks with descriptions at each step of a process support consistency, learning, self-sufficiency, and enforce company policies; review and approval workflows provide visual status indicators.

Sourcing projects can have one or more related events. Examples of events include RFIs, RFPs, RFQs, online auctions, sealed bids, e-negotiations, quick surveys, and quick projects. Projects are counted towards this solution's usage metrics in the month or year (as applicable) in which the project's start date occurs.

Procurement Operations Desk for Sourcing Solutions

Procurement operations desk for sourcing helps operations sourcing users manage tasks associated with sourcing projects and sourcing requests in a single dashboard view. With this capability, the tasks associated with sourcing projects and sourcing requests, are routed to the procurement operations desk and automatically assigned to the appropriate users.

Combined with SAP Ariba Sourcing, the procurement operations desk offers the following features:

- Role-based dashboard views for operational sourcing users (procurement operations desk agents) and their managers (procurement operations desk managers) to perform the actions that they are permitted to perform by their organization's policies.
- Automatic allocation of tasks to the appropriate users based on their areas of expertise to ensure completion of tasks within predefined turnaround times.
- Display of alerts and warnings for users to prioritize their tasks to comply with defined service level agreements.
- Ability to track the progress of tasks to focus on issues that require attention.

SAP Ariba Sourcing, Savings and Pipeline Tracking Add-On

Savings forms are documents inside sourcing projects that allow buyers to manage their sourcing pipeline and track project savings, including estimated, negotiated, implemented, and actual savings. Savings forms are reportable and searchable.

Bonus/Penalty

Event owners can use the bonus/penalty feature to allow designated individuals to assign bonuses or penalties to participant responses. These bonuses and penalties impact bid ranks.

The event owner determines whether:

- Bonus/penalty is enabled for a specific event
- Bonus and penalty values are entered by graders or by the event owner
- The bonus or penalty must be specified as a percentage or as an absolute monetary amount

Lookup Table Formulas

Buyers can upload tables of data in Microsoft Excel workbooks to their sites, templates, and events, and then use item terms and lookup table formulas to find values in those tables based on the item terms.

SAP Ariba Contracts Technology Features in SAP Strategic Procurement

- [Contract Repository \[page 108\]](#)
- [Contract Creation \[page 109\]](#)
- [Contract Process Management \[page 109\]](#)
- [Contract Authoring \[page 109\]](#)
- [Electronic Signature \[page 110\]](#)
- [Active Contract Compliance \[page 110\]](#)

Contract Repository

- Stores contracts in a single repository along with complete history, service terms, delivery, and all associated documents.
- Allows authorized users to search, view, edit, renew, or cancel contracts as needed.
- Provides full audit trails of contract changes and amendments.

- Notifies contract owners of pending expirations or when usage-based thresholds are crossed automatically.
- Allows authorized users to search, view, and print contracts, including contract details, attachments, and all other supporting documents.

Contract Creation

- Users can create Procurement, Sales, or Internal contracts and Procurement and Sales contract requests. All contract types are enabled as part of the deployment process; one contract type is included with the solution, and additional contract types can be purchased as add-ons.
- Contract team members view and complete specific activities involved in contract completion and lifecycle management, including tasks involving negotiations, reviews and approvals.
- Detailed task descriptions and common documents.
- Online collaboration with internal stakeholders such as legal or finance, as well as suppliers or other third parties (for example, during negotiations and reviews).
- HTML text formatting in content, including bold, italics, underlining, bulleted lists, and active URLs allows users to clearly convey contract information to stakeholders.

Contract Process Management

- Provides a framework for the team and supplier activities involved in contract creation, negotiation, and management.
- Custom templates can define unique contract processes and provide guidance on usage based on specific contract information such as region, department, or commodity involved.
- Enables team members to view and complete specific activities, tasks, reviews, and approvals involved with contract completion and lifecycle management, including the generation of personal email and task reminders on user dashboards based on due dates.
- Detailed task description and use of common documents.
- Provides online communication and collaboration with internal stakeholders such as sales, procurement, legal, or finance departments as well as suppliers, customers, or other third parties.
- Uses a permissions model to enable all users to have appropriate access to workspaces and documents.

Contract Authoring

- Full version control of all contract documents throughout the contract lifecycle, including main agreements and any required attachments or addenda.
- Assembles supplier-ready contracts based on conditionally assigned contract processes and approved contract language.
- Includes a Clause Library of approved clauses, with instructions for clause usage, fallback and alternate clauses, and structured approval flows for clause usage or changes.
- Enforces required approvals for use of non-standard language, allowing for management by exception rather than requiring deep legal team involvement.

- Includes full free text search of clauses used in contracts, allowing managers to quickly identify agreements that contain a particular clause.
- Allows the modeling of master agreements with sub-agreements and amendment management.
- Creates a synchronized work environment using Microsoft Word, allowing users to edit documents and track revisions using a well-known editing tool rather than having to learn a specialized web-based editing method.
- Detects contract changes made by stakeholders and suppliers automatically, identifying them by clause and providing easy version comparison across any version of the agreement.

Electronic Signature

Electronic signature is an optional feature that allows users to legally sign contract documents in a variety of formats (including PDF, DOCX, and XLS) as well as entire folders in contract workspace projects, or to upload a scan of a "wet" signature (a signature in ink on a physical document) to provide proof of signature. Tasks prompt users to electronically sign documents and track when signatures are completed.

Active Contract Compliance

Active contract compliance allows users to actively control compliance on spend generated in SAP Aribasolutions. Options include the active contract compliance feature deployed and used with:

- SAP Ariba Buying and Invoicing, SAP Ariba Invoice Management, SAP Ariba Contract Invoicing, or SAP Ariba Catalog.
- Ariba Buyer 8.2.2 SP28 or higher as a hybrid solution.

Contract compliance is not sold separately; it is available with the solutions listed above.

SAP Ariba Supplier Lifecycle and Performance Technology Features in SAP Strategic Procurement

- [Supplier Management Dashboard \[page 111\]](#)
- [Request and Registration Workflow \[page 111\]](#)
- [Qualifications and Disqualifications Using Supplier Qualification and Disqualification Projects \[page 111\]](#)
- [Preferred Supplier Management \[page 112\]](#)
- [Certificate Management \[page 113\]](#)
- [Supplier Performance \[page 113\]](#)
- [Content Management \[page 114\]](#)
- [Project Management and Workflow \[page 114\]](#)
- [ERP Integration for Supplier Data \[page 114\]](#)

Supplier Management Dashboard

The **Supplier Management** dashboard provides a single location for all supplier management, including:

- Search for all suppliers using name, ID, and contact information, with filters based on category, region, status, and other criteria.
- A 360° view of each supplier, with questionnaire data, any available ERP data, certificates, and public profile information in one location.
- Centralized management of all supplier management projects in the supplier's 360° view.

Request and Registration Workflow

- New suppliers are created via approved supplier requests submitted by sourcing agents, functional buyers, and other users in the site, as well as by category or supplier managers.
- Supplier requests can be routed to the appropriate category or supplier managers based on commodity, region, and (optionally) department.
- Registration profile building comes only after supplier request is approved.
- Internal registration surveys can supplement the supplier profile.
- Request and registration content can include sections, questions, requirements, and attachments. Questions can be mapped to specific fields in the supplier database.
- Administrators can issue mass registration invitations to large lists of suppliers for fast onboarding.
- Synchronization of new suppliers with an integrated ERP system is configurable based on status at various points of the request and registration workflow.

Qualifications and Disqualifications Using Supplier Qualification and Disqualification Projects

You can manage supplier qualifications using either supplier qualification and disqualification projects or modular process projects. In supplier qualification and disqualification projects:

- Qualifications and disqualifications are always based on a commodity and region. They can also be based on business unit (department) if your site has that feature enabled. Multiple qualifications and disqualifications for different commodity/region/department combinations are supported.
- Qualification questionnaire content can be targeted to specific commodities, regions, and departments.
- Questionnaire content can include sections, questions, requirements, and attachments. Questions can be mapped to specific fields in the supplier database.
- Supplier qualifications and disqualifications can be routed to the appropriate category or supplier managers based on commodity, region, and departments.
- The disqualification process supports either immediate disqualification or date-based phase-out with restricted phase before disqualification.
- Requalification workflow is supported.

Qualification and Miscellaneous Supplier Lifecycle Processes

You can manage supplier qualifications using either supplier qualification and disqualification projects or modular process projects. Modular process projects provide a flexible framework for defining custom qualification and other supplier lifecycle processes. In qualification and miscellaneous process projects:

- Processes are always based on commodity, region, and department. A separate process (and associated qualification or other process status) is supported for each unique combination.
- Qualification and miscellaneous processes use modular questionnaires to collect data. The process's commodities, regions, and departments determine the applicable modular questionnaires. Each modular questionnaire is a separate project with its own settings and approval flow. Modular questionnaires can be reused in multiple processes to streamline data collection, or they can be single-use. They can be required or optional, and process workflows include options for requesting updates.
- Questionnaire content can include sections, questions, requirements, and attachments. Questions can be mapped to specific fields in the supplier database.
- Processes support both internal and external modular questionnaires, enabling data collection from both suppliers and internal users and allowing the creation of entirely internal qualification and other processes if desired.
- Qualification and miscellaneous processes and their questionnaires can be routed to the appropriate category or supplier managers and approvers based on commodity, region, and departments.
- Final qualification or other process statuses can be set flexibly. Designated process decision-makers can manually set qualification and other process statuses and can update those statuses based on changing circumstances, including denying previously approved qualification processes to remove qualified statuses if necessary. Processes also support automatic status assignment based on the status of the process's questionnaires.
- Process cancellation is supported.
- Renewal (requalification) workflow is supported.

Preferred Supplier Management

- Up to five preferred supplier levels are supported.
- Preferred supplier designations are always based on a commodity and region. They can also be based on business unit (department) if your site has that feature enabled. Multiple designations for different commodity/region/department combinations are supported.
- Preferred supplier designations are automatically tied to qualification and disqualification: suppliers must be qualified in a commodity/region/department combination before they can be preferred, and when preferred suppliers are disqualified in a commodity/region/department combination, the preferred designation for that commodity/region/department combination is automatically removed.
- Preferred supplier requests can be routed to the appropriate category or supplier managers based on commodity and region.
- Preferred supplier request content can include sections, questions, requirements, and attachments. Questions can be mapped to specific fields in the supplier database.

Certificate Management

Category and supplier managers can collect certificate information from suppliers in modular questionnaires that can be updated at any time. In addition to individual certificates, the questionnaires themselves can be configured with an expiration schedule. Notifications let suppliers and internal stakeholders know when certificates or questionnaires near expiration and when they have expired.

Supplier Performance

This solution includes optional access to classic Supplier Performance Management (SPM) projects. SPM projects use the classic project interface, with tabs for **Overview**, **Documents**, **Tasks**, and so forth. They are visible as individual projects on the **Home** dashboard and through project search. They do not display on the **Supplier Management** dashboard and they are not linked in anyway to supplier request, registration, qualification, disqualification, preferred supplier management, or modular supplier management questionnaire projects.

Supplier Performance Scorecards and KPIs

Users can:

- Create scorecards by supplier and category
- Create KPI sections and specific KPIs on scorecard templates
- Store KPIs and sections in a library for easy reuse
- Pull in either survey data or transaction data to populate KPIs
- Map legacy transaction data into KPI grades
- Identify out-of-range scores for each KPI to trigger alerts

Supplier Performance Stakeholder Surveys

Users can:

- Create robust surveys for stakeholders who interact with suppliers
- Map survey sections or questions to specific KPIs on a scorecard
- Automatically pull survey results into a scorecard
- Automatically average all stakeholder feedback for each supplier or scorecard
- Schedule surveys as recurring tasks on a regular basis
- Allow additional comments by stakeholders to add color to supplier assessments

Content Management

- HTML text formatting in questionnaire and survey content, including bold, italics, underlining, bulleted lists, and active URLs, which allows users to clearly convey information to suppliers and stakeholders
- The Sourcing Library, which can store standardized content for use in forms and questionnaires across projects.

Project Management and Workflow

- Standardized, repeatable supplier management in dedicated supplier request, registration, qualification, preferred supplier management, disqualification, modular supplier management questionnaire, and SPM projects.
- Automatic workflow from request to registration to qualification to preferred supplier management or disqualification.
- Ability to define and standardize processes by category, region, and other criteria using custom project templates.
- Forms, questionnaires, tasks, team members, and approval flows for projects.
- Buyer category assignment data to route request, qualification, disqualification, preferred supplier management, and modular supplier management questionnaire projects to specific users based on the supplier's commodities, regions, and (optionally) departments.
- Template upgrade to upgrade existing supplier registration and modular supplier management questionnaires to the latest version of the project template.
- Specify activities, tasks, documents, analysis, and team members for SPM.
- Schedule recurring tasks and phases to ensure timely completion of activities in SPM projects.
- Collaborate with suppliers and stakeholders on SPM action items and scorecards (review and approve scorecards).

ERP Integration for Supplier Data

- Supplier data model based on SAP Business Partner data model, with many standard and extension fields available. Since the data model is based on the SAP Business Partner data model, bidirectional integration with non-SAP ERP systems isn't available.
- Bidirectional integration with SAP ERP 6.0 EHP6 and higher with or without Master Data Governance for Suppliers (MDG-S) using Cloud Integration version 8.0 or higher allows replication of supplier data between the solution and SAP ERP.
- Bidirectional integration with SAP ERP and SAP S/4HANA, on premise edition, with or without Master Data Governance for Suppliers (MDG-S) using SAP Integration Suite, managed gateway for spend management and SAP Business Network.
- Configurable synchronization of new suppliers to SAP ERP or SAP S/4HANA, on premise edition, with or without Master Data Governance for Suppliers (MDG-S), based on request or registration status.

📘 Note

- In configurations that include multiple SAP ERP or SAP S/4HANA, on premise edition, systems, Master Data Governance for Suppliers (MDG-S) is the required integration target to provide data harmonization across the multiple ERP systems.
- In configurations that include MDG-S, integration currently creates business partners directly instead of using the create Change Request (CR) process, and enhancements to MDG-S are required to create them through CRs instead.

Knowledge and Resource Management

- Both the Sourcing Library and project templates capture organizational and category knowledge for reuse.
- Projects and project reporting show user priorities and staff availability and provide team management tools for deploying users across projects.

Document Management

- Repository for all documents related to projects or category knowledge areas.
- Both individual projects and the Sourcing Library enable easy document collaboration, sharing, and management with version control, commenting, and an audit trail.

Communications

- Event messages: the **Message** tab in the event monitoring interface stores all event messages. Suppliers and buyers can communicate using event messages; buyers can provide event-related information and suppliers can ask questions and receive answers.
- Private messages: users can send messages to all suppliers or to other buyers on the event team.
- Project messages: project message boards facilitate communication between project team members.
- Notifications: customer sites generate a number of automatic notifications related to various project and event activities.

📘 Note

Project message boards are not available in the supplier 360° profile where users work with supplier management projects.

Reporting

- Reporting on individual events during event monitoring
- Cross-event reporting
- RFI reporting
- Audit log reporting
- Prepackaged reports
- Project and project task reporting
- Custom analytical reporting, including reporting across multiple fact tables

Third-Party Integration

This solution provides a way for customers to integrate with third-party systems either through web services or file-over-HTTPS transfers so that event owners can quickly create and update events based on item masters and send or report results back to third-party systems. Third-party integration can:

- Automatically update department, commodity, user, exchange rate, and other master data
- Provide single sign-on to the solution and third-party systems
- Update third-party systems with solution data
- Copy documents to and from third-party document systems

This solution also offers specific features for [integration of supplier data \[page 207\]](#).

In addition to document copy, URL documents can point to objects in third-party systems, and users can create hyperlinks ("webjumpers") to documents and projects in the solution from third-party systems.

Customers can set up and configure their own third-party integrations; SAP Ariba also offers optional third-party integration services.

APIs

Analytical Reporting API for Strategic Procurement and Operational Procurement

The analytical reporting API enables you to create a client application that extracts reportable data from reporting facts and dimensions such as you would select in the user interface when creating an analytical report. For example, you could use this API to extract and report on the analytical data that you need to import to a customer's warehouse or create dashboards for trend assessment

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to

restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). This API is only available for use by you, as an SAP Ariba customer, for direct connection to systems under your control and is not available to be leveraged by Partner applications in the SAP Partner Program.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

Operational Reporting API for Strategic Sourcing

The Operational Reporting API for Strategic Sourcing enables you to extract and report on the transactional sourcing data that you need to make operational decisions, such as events scheduled to close in the next day, tasks due to be completed, documents awaiting approval, and so on.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). If you wish to connect a third-party service using this API, first confirm that the company is participating in the SAP partner program and is authorized to provide connection to this solution using this API. You will be required to submit written consent to SAP to authorize the exchange of data with the third-party service.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

Supplier Data API with Pagination

The Supplier Data API with Pagination allows you to extract supplier data from your site, including registration, qualification, and preferred supplier levels and project and questionnaire details, and to get and set responses to supplier management questionnaires. Results are paginated, and query filters allow you to retrieve incremental updates. Qualification and preferred levels are only available in SAP Ariba Supplier Lifecycle and Performance.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). If you wish to connect a third-party service using this API, first confirm that the company is participating in the SAP partner program and is authorized to provide connection to this solution using this API. You will be required to submit written consent to SAP to authorize the exchange of data with the third-party service.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

External Approval API for Sourcing and Supplier Management

The External Approval API for Sourcing and Supplier Management allows you to process SAP Ariba sourcing, contract, and supplier management project approval tasks in external systems.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). If you wish to connect a third-party service using this API, first confirm that the company is participating in the SAP partner program and is authorized to provide connection to this solution using this API. You will be required to submit written consent to SAP to authorize the exchange of data with the third-party service.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

SAP Business Network Discovery

SAP Business Network Discovery is a service that allows buyers to find new suppliers and read profile information, feedback, and other supplier information. You can access SAP Business Network Discovery from your solution. Before you first access SAP Business Network Discovery, you will be asked to accept the online Terms of Use applicable to SAP Business Network Discovery.

Note

Access to SAP Business Network Discovery from SAP Ariba Supplier Lifecycle and Performance is not currently supported.

SAP Ariba Spend Analysis

The SAP Ariba Spend Analysis solution is available as an optional add-on. For a complete description of this solution, see [SAP Ariba Spend Analysis \[page 137\]](#).

Add-Ons

SAP Ariba Direct Materials Sourcing Add-On

The SAP Ariba direct materials sourcing add-on comprises a set of features that enable users to source direct materials related to Bill of Materials (BOMs), collect and track material prices over a specified period, and calculate and track rollup costs for BOMs. It includes:

- **BOM management:** Users can manage product BOMs, assign plants or contract manufacturers, determine the level at which pricing should be obtained, determine the split across alternative parts, and calculate BOM rollup costs.
- **Pricing database:** A new pricing database provides a central storehouse for material pricing, both the estimated and quoted prices collected in sourcing events. The pricing database tracks prices over a buyer-defined period of time and calculates a weighted average cost based on buyer-determined supplier splits on the items.
- **Item 360:** A new view shows items across the many pricing events and across approved manufacturers.
- **Simple RFx:** This new event type provides a quick and efficient event-building process and includes new price-by-time functionality.
- **SAP ECC BOM:** Direct integration with SAP ECC allows those systems to send BOMs to this solution.
- **Manufacturer part numbers (MPN):** Support for additional material master information and MPNs.
- **Purchase info record (PIR):** After accepting pricing from material quoting events, this solution can send pricing back to the ERP to create PIRs for each accepted supplier.

SAP Ariba E-Tendering Add-On for Public Sector

The SAP Ariba e-tendering add-on for public sector comprises a set of features, based on the guided sourcing capability, that enable public entities (public sector customers and public buyers) to manage mandatory, legally prescribed procurement processes. These features support the planning and preparation of public tenders, and provide tools to address the requirements for the publication, submission and selection, and evaluation and award phases of the public tendering process.

- **Unrestricted access to procurement documents:** a dedicated tender portal page showing the details of a public tender for interested businesses to directly download the procurement documents in a structured way, free of charge and without requiring a registration. Interested tenderers can register for electronic participation in the tender.
- **Integration with Tenders Electronic Daily (TED) and Central Digital Platform (CDP):** preparation and publication of procurement notices fully integrated with SAP Ariba Sourcing, with predefined and prefilled procurement notice templates.
- **European Single Procurement Document (ESPD) in public sector events:** buyers in the European Union (EU) public sector can add the ESPD questionnaire to sourcing events for collecting responses to the ESPD from suppliers participating in public sector sourcing events.
- **Sign In, Registration and Supplier Information (SIRSI):** buyers in the United Kingdom (UK) public sector can add the SIRSI questionnaire to sourcing event for collecting responses from the Central Digital Platform supplier profiles from suppliers participating in public sector sourcing events.

SAP Business Network Application Gateway

SAP Business Network application gateway provides suppliers with access to buyer-managed applications through Single Sign On (SSO).

- All suppliers with both standard and enterprise accounts can access the application gateway.
- Buyers can allow suppliers to manage access for supplier users in their accounts through SAP Business Network supplier permissions.
- Buyers can manage individual suppliers' SSO access to each application using a CSV data import or can set up auto-subscription for all suppliers with whom the buyer has established a sourcing or trading relationship.

Configuration of the SAP Business Network application gateway feature requires additional services which are subject to an additional fee.

Services for SAP Strategic Procurement

Included Services:

- Deployment services are included and are described separately in the Deployment Description for this solution. Deployment services are only available in the initial subscription term, unless otherwise stated in the Order Form. These services are described here:
 - [SAP Strategic Procurement deployment description](#)
- [Best Practice Center Post-Deployment Services \[page 293\]](#)
- Customer support services:
 - [SAP Enterprise Support, Cloud Edition \[page 293\]](#)
- Sourcing-specific support services:
 - [Sourcing Support Desk \(SSD\) \[page 301\]](#)
 - [Event Day Management \(EDM\) \[page 302\]](#)
- [Hosting Services \[page 296\]](#)

Optional Services:

- [Forms \[page 296\]](#)
- Customer support services:
 - [Preferred Care Services \(Optional Add-On\) \[page 294\]](#)
- [Optional Benchmarking and Analytics \[page 298\]](#)

SAP Ariba Sourcing

[Technology features for SAP Ariba Sourcing \[page 121\]](#)

[Services for SAP Ariba Sourcing \[page 129\]](#)

[SAP Ariba Sourcing, BPO Edition \[page 129\]](#)

Technology features for SAP Ariba Sourcing

- [Dashboard \[page 121\]](#)
- [Basic Event Management \[page 122\]](#)
- [Advanced Event Management \[page 122\]](#)
- [Guided Sourcing Capability \[page 122\]](#)
- [Project Management and Workflow \[page 123\]](#)
- [Document management \[page 124\]](#)
- [Knowledge and Resource Management \[page 124\]](#)
- [Procurement Operations Desk for Sourcing Solutions \[page 124\]](#)
- [Communications \[page 124\]](#)
- [Reporting \[page 125\]](#)
- [Third-Party Integration \[page 125\]](#)
- [APIs \[page 125\]](#)
- [Add-Ons \[page 127\]](#)

Dashboard

The dashboard surfaces significant, actionable, and relevant user content to role-based user dashboards. Users can personalize content by dragging and dropping that content on their active dashboards.

Dashboards can include:

- A personal calendar for each user
- Data such as watched sourcing projects, event status, announcements, to do lists, and document folders that users can add to their dashboards.
- Company news content that display important information to users. This content can show data from RSS feeds. Customers can configure this news content for their sites.

Users can create multiple dashboards that cover different strategic areas.

Basic Event Management

- A wizard with templates for creating standard events of various types, including RFI, RFP, and reverse and forward auctions.
- A Sourcing Library that stores documents and customer-created standard event content such as questionnaires, lots, line items, and past event content.
- Event content upload in Microsoft Excel files.
- HTML text formatting in event content, including bold, italics, underlining, bulleted lists, and active URLs allows users to clearly convey event information to suppliers.
- Flexible, competitive event rules and features such as starting gates, forced bid decrements, bid buffers, ceiling, floor, and initial prices, and tie bid control.
- Multi-stage event process.
- Event monitoring interface.
- Events can be published to SAP Business Network Discovery to find new suppliers.
SAP Business Network Discovery is a solution that allows buyers to find new suppliers, read profile information about suppliers, feedback on suppliers, and other supplier information. SAP Business Network Discovery is not a part of the solution to which you subscribed, but is a separate solution. In some circumstances, you can access SAP Business Network Discovery from your solution. SAP Business Network Discovery is currently free for buyers. Before you first access SAP Business Network Discovery, you will be asked to accept the online Terms of Use applicable to SAP Business Network Discovery, and those terms will apply if you choose to proceed and use SAP Business Network Discovery.
- Supplier participation through one-click bidding and uploading bids in Microsoft Excel files at line or lot level.
- Automatic or manual scoring and team grading of events.
- Supplier profile information storage and event invitation capabilities.
- Suppliers who participate in events register with SAP Business Network.

Advanced Event Management

- Custom event templates with custom formulas, item definitions, event rules, and item rules.
- Advanced event types such as Dutch auctions, which allow buyers to specify a lot initial price and then incrementally raise it until the supplier accepts.
- Matrix pricing for more advanced pricing negotiations.
- Serial and parallel lot timing rules.
- Post-event decision support with constraint-based optimization scenarios.

Guided Sourcing Capability

The guided sourcing capability provides a streamlined and intuitive user experience for creating and managing sourcing projects and events. Key features include:

- **For You** dashboard
- Sourcing requests, full projects, RFIs, and RFPs

- Reverse and forward auctions
- Line items, lots, sections, service items, and service hierarchies
- Questions, prerequisites, requirements, and attachments
- Intelligent supplier and content recommendations
- Line item and section import using simplified or smart Excel imports
- Tasks and phases
- Event monitoring table with bid ranks
- Bid analysis
- Preconfigured and manual award scenarios
- Event message board
- Analytical reporting
- Email bidding, envelope bidding, multi-round bidding, alternative bidding, and supplier-added items
- Grading and scoring

The following features and functionalities provided by SAP as part of this solution, including automation, transaction processing, and machine learning, may be continuously improved on behalf of the customer. SAP may use Customer Data in order to achieve such improvement:

Testing of the proposed Intelligent Supplier service that is intended to provide enhanced functionality to the existing Grading and Scoring in Guided Sourcing feature within this solution. The Intelligent Supplier feature is proposed to provide customers with an automated supplier grading reference in award scenarios, which is currently performed manually by customers. The proposed feature is solely specific to the guided sourcing capability.

Data categories leveraged for the testing include Purchase Order details (dates, commodity, count, amount, part names, and order type), supplier information (name, location, ID, and historic performance), and customer actions taken in award scenarios (reject, need by date, order dates). Sole Proprietor data may be included in data processing, with traceability to individual persons via person names which may be included in sole proprietor business name(s).

No new cookies or tracking features will be added to the underlying product (the guided sourcing capability in this solution). The proposed Intelligent Supplier feature specific to this documentation is solely for testing and does not represent a commitment to deliver said functionality. At conclusion of testing, all customer data used for testing will be deleted from testing environment with exception to retention of the AI model learning.

- SAP Companion
- Accessibility

Project Management and Workflow

- Sourcing process management using projects with tasks and phases, project teams, documents, milestones, dependencies, review and approval flows, sub-projects, and predecessor and follow-on projects.
- Custom project templates to capture and enforce best practices.
- Automatic project configuration based on project attributes and conditional question responses.
- Detailed tasks with descriptions at each step of a process support consistency, learning, self-sufficiency, and enforce company policies; review and approval workflows provide visual status indicators.

Sourcing projects can have one or more related events. Examples of events include RFIs, RFPs, RFQs, online auctions, sealed bids, e-negotiations, quick surveys, and quick projects. Projects are counted towards this solution's usage metrics in the month or year (as applicable) in which the project's start date occurs.

Document management

- Repository for all documents related to projects or category knowledge areas.
- Both individual projects and the Sourcing Library enable easy document collaboration, sharing, and management with version control, commenting, and an audit trail.

Knowledge and Resource Management

- Both the Sourcing Library and project templates capture organizational and category knowledge for reuse.
- Projects and project reporting show user priorities and staff availability and provide team management tools for deploying users across projects.

Procurement Operations Desk for Sourcing Solutions

Procurement operations desk for sourcing helps operations sourcing users manage tasks associated with sourcing projects and sourcing requests in a single dashboard view. With this capability, the tasks associated with sourcing projects and sourcing requests, are routed to the procurement operations desk and automatically assigned to the appropriate users.

Combined with SAP Ariba Sourcing, the procurement operations desk offers the following features:

- Role-based dashboard views for operational sourcing users (procurement operations desk agents) and their managers (procurement operations desk managers) to perform the actions that they are permitted to perform by their organization's policies.
- Automatic allocation of tasks to the appropriate users based on their areas of expertise to ensure completion of tasks within predefined turnaround times.
- Display of alerts and warnings for users to prioritize their tasks to comply with defined service level agreements.
- Ability to track the progress of tasks to focus on issues that require attention.

Communications

- Event messages: the **Message** tab in the event monitoring interface stores all event messages. Suppliers and buyers can communicate using event messages; buyers can provide event-related information and suppliers can ask questions and receive answers.
- Private messages: users can send messages to all suppliers or to other buyers on the event team.
- Project messages: project message boards facilitate communication between project team members.
- Notifications: customer sites generate a number of automatic notifications related to invitations, changes to events, event closings, awards, and so forth.

Reporting

Reporting capabilities include:

- Reporting on individual events during event monitoring
- Cross-event reporting
- RFI reporting
- Supplier activity reporting
- Audit log reporting
- Project and project task reporting
- Custom analytical reporting, including reporting across multiple fact tables

Third-Party Integration

This solution provides a way for customers to integrate with third-party systems either through web services or file-over-HTTPS transfers so that event owners can quickly create and update events based on item masters and send or report results back to third-party systems. Third-party integration can:

- Automatically update department, commodity, user, exchange rate, and other master data
- Provide single sign-on to the solution and third-party systems
- Update third-party systems with solution data
- Copy documents to and from third-party document systems

In addition to document copy, URL documents can point to objects in third-party systems, and users can create hyperlinks ("webjumpers") to documents and projects in the solution from third-party systems.

This solution also includes standard integration with SAP ERP systems.

Customers can set up and configure their own third-party integrations; SAP Ariba also offers optional third-party integration services.

APIs

Analytical Reporting API for Strategic Procurement and Operational Procurement

The analytical reporting API enables you to create a client application that extracts reportable data from reporting facts and dimensions such as you would select in the user interface when creating an analytical report. For example, you could use this API to extract and report on the analytical data that you need to import to a customer's warehouse or create dashboards for trend assessment

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to

restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). This API is only available for use by you, as an SAP Ariba customer, for direct connection to systems under your control and is not available to be leveraged by Partner applications in the SAP Partner Program.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

External Approval API for Sourcing and Supplier Management

The External Approval API for Sourcing and Supplier Management allows you to process SAP Ariba sourcing, contract, and supplier management project approval tasks in external systems.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). If you wish to connect a third-party service using this API, first confirm that the company is participating in the SAP partner program and is authorized to provide connection to this solution using this API. You will be required to submit written consent to SAP to authorize the exchange of data with the third-party service.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

Operational Reporting API for Strategic Sourcing

The Operational Reporting API for Strategic Sourcing enables you to extract and report on the transactional sourcing data that you need to make operational decisions, such as events scheduled to close in the next day, tasks due to be completed, documents awaiting approval, and so on.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). If you wish to connect a third-party service using this API, first confirm that the company is participating in the SAP partner program and is authorized to provide connection to this solution using this API. You will be required to submit written consent to SAP to authorize the exchange of data with the third-party service.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

Add-Ons

SAP Ariba Direct Materials Sourcing Add-On

The SAP Ariba direct materials sourcing add-on comprises a set of features that enable users to source direct materials related to Bill of Materials (BOMs), collect and track material prices over a specified period, and calculate and track rollup costs for BOMs. It includes:

- **BOM management:** Users can manage product BOMs, assign plants or contract manufacturers, determine the level at which pricing should be obtained, determine the split across alternative parts, and calculate BOM rollup costs.
- **Pricing database:** A new pricing database provides a central storehouse for material pricing, both the estimated and quoted prices collected in sourcing events. The pricing database tracks prices over a buyer-defined period of time and calculates a weighted average cost based on buyer-determined supplier splits on the items.
- **Item 360:** A new view shows items across the many pricing events and across approved manufacturers.
- **Simple RFx:** This new event type provides a quick and efficient event-building process and includes new price-by-time functionality.
- **SAP ECC BOM:** Direct integration with SAP ECC allows those systems to send BOMs to this solution.
- **Manufacturer part numbers (MPN):** Support for additional material master information and MPNs.
- **Purchase info record (PIR):** After accepting pricing from material quoting events, this solution can send pricing back to the ERP to create PIRs for each accepted supplier.

SAP Ariba E-Tendering Add-On for Public Sector

The SAP Ariba e-tendering add-on for public sector comprises a set of features , based on the guided sourcing capability, that enable public entities (public sector customers and public buyers) to manage mandatory, legally prescribed procurement processes. These features support the planning and preparation of public tenders, and provide tools to address the requirements for the publication, submission and selection, and evaluation and award phases of the public tendering process.

- **Unrestricted access to procurement documents:** a dedicated tender portal page showing the details of a public tender for interested businesses to directly download the procurement documents in a structured way, free of charge and without requiring a registration. Interested tenderers can register for electronic participation in the tender.
- **Integration with Tenders Electronic Daily (TED) and Central Digital Platform (CDP):** preparation and publication of procurement notices fully integrated with SAP Ariba Sourcing, with predefined and prefilled procurement notice templates.
- **European Single Procurement Document (ESPD) in public sector events:** buyers in the European Union (EU) public sector can add the ESPD questionnaire to sourcing events for collecting responses to the ESPD from suppliers participating in public sector sourcing events.

- **Sign In, Registration and Supplier Information (SIRSI):** buyers in the United Kingdom (UK) public sector can add the SIRSI questionnaire to sourcing event for collecting responses from the Central Digital Platform supplier profiles from suppliers participating in public sector sourcing events.

Forms

Forms are configurable, structured documents that are available in projects and can be used for capturing all sorts of data inside those projects. Forms are implemented as an SAP Ariba service.

For a list of the services included or available with a specific SAP Ariba solution, see the services topic for that solution in the *SAP Ariba solutions description guide*

SAP Business Network Application Gateway

SAP Business Network application gateway provides suppliers with access to buyer-managed applications through Single Sign On (SSO).

- All suppliers with both standard and enterprise accounts can access the application gateway.
- Buyers can allow suppliers to manage access for supplier users in their accounts through SAP Business Network supplier permissions.
- Buyers can manage individual suppliers' SSO access to each application using a CSV data import or can set up auto-subscription for all suppliers with whom the buyer has established a sourcing or trading relationship.


Configuration of the SAP Business Network application gateway feature requires additional services which are subject to an additional fee.

SAP Ariba Sourcing, Savings and Pipeline Tracking Add-On

Savings forms are documents inside sourcing projects that allow buyers to manage their sourcing pipeline and track project savings, including estimated, negotiated, implemented, and actual savings. Savings forms are reportable and searchable.

Services for SAP Ariba Sourcing

Included Services:

- Deployment services are included and are described separately in the Deployment Description for this solution. Deployment services are only available in the initial subscription term, unless otherwise stated in the Order Form. These services are described here:
 - [SAP Ariba Sourcing deployment description](#) 
- [Best Practice Center Post-Deployment Services](#) [page 293]
- Customer support services:
 - [SAP Enterprise Support, Cloud Edition](#) [page 293]
- Sourcing-specific support services:
 - [Sourcing Support Desk \(SSD\)](#) [page 301]
 - [Event Day Management \(EDM\)](#) [page 302]
- [Hosting Services](#) [page 296]

Optional Services:

- Customer support services:
 - [End User Support Services \(Optional Add-On\)](#) [page 294]
 - [Preferred Care Services \(Optional Add-On\)](#) [page 294]
- [Optional Benchmarking and Analytics](#) [page 298]

SAP Ariba Sourcing, BPO Edition

Subscriptions to SAP Ariba Sourcing, BPO edition must be approved by SAP Ariba and are only sold through the indirect BPO channel to an approved BPO partner. Contact the SAP Ariba partner ecosystem team for support.

SAP Ariba Sourcing, Base Edition

As of May 2025, new subscriptions to this solution are no longer available.

[Technology Features for SAP Ariba Sourcing, Base Edition \[page 130\]](#)

[Services for SAP Ariba Sourcing, Base Edition \[page 134\]](#)

Technology Features for SAP Ariba Sourcing, Base Edition

- [Dashboard \[page 130\]](#)
- [Basic Event Management \[page 130\]](#)
- [Advanced Event Management \[page 131\]](#)
- [Guided Sourcing Capability \[page 131\]](#)
- [Communications \[page 132\]](#)
- [Reporting \[page 132\]](#)
- [Third-Party Integration \[page 132\]](#)
- [APIs \[page 133\]](#)

Dashboard

The dashboard surfaces significant, actionable, and relevant user content to role-based user dashboards. Users can personalize content by dragging and dropping that content on their active dashboards.

Dashboards can include:

- A personal calendar for each user
- Data such as watched sourcing projects, event status, announcements, to do lists, and document folders that users can add to their dashboards.
- Company news content that display important information to users. This content can show data from RSS feeds. Customers can configure this news content for their sites.

Users can create multiple dashboards that cover different strategic areas.

Basic Event Management

- A wizard with templates for creating standard events of various types, including RFI and RFP.

- A Sourcing Library that stores documents and customer-created standard event content such as questionnaires, lots, line items, and past event content.
- Event content upload in Microsoft Excel files.
- HTML text formatting in event content, including bold, italics, underlining, bulleted lists, and active URLs allows users to clearly convey event information to suppliers.
- Flexible, competitive event rules and features such as starting gates, forced bid decrements, bid buffers, ceiling, floor, and initial prices, and tie bid control.
- Multi-stage event process.
- Event monitoring interface.
- Supplier participation through one-click bidding and uploading bids in Microsoft Excel files at line or lot level.
- Automatic or manual scoring and team grading of events.
- Supplier profile information storage and event invitation capabilities.
- Suppliers who participate in events register with SAP Business Network.

Advanced Event Management

- Post-event decision support with constraint-based optimization scenarios.

Guided Sourcing Capability

The guided sourcing capability provides a streamlined and intuitive user experience for creating and managing sourcing projects and events. Key features include:

- **For You** dashboard
- Sourcing events: RFIs, and RFPs
- Line items, lots, sections, service items, and service hierarchies
- Questions, prerequisites, requirements, and attachments
- Intelligent supplier and content recommendations
- Line item and section import using simplified or smart Excel imports
- Event monitoring table with bid ranks
- Bid analysis
- Preconfigured and manual award scenarios
- Event message board
- Analytical reporting
- Email bidding, envelope bidding, multi-round bidding, alternative bidding, and supplier-added items
- Grading and scoring

The following features and functionalities provided by SAP as part of this solution, including automation, transaction processing, and machine learning, may be continuously improved on behalf of the customer. SAP may use Customer Data in order to achieve such improvement:

Testing of the proposed Intelligent Supplier service that is intended to provide enhanced functionality to the existing Grading and Scoring in Guided Sourcing feature within this solution. The Intelligent Supplier feature is proposed to provide customers with an automated supplier grading reference in award scenarios, which is

currently performed manually by customers. The proposed feature is solely specific to the guided sourcing capability.

Data categories leveraged for the testing include Purchase Order details (dates, commodity, count, amount, part names, and order type), supplier information (name, location, ID, and historic performance), and customer actions taken in award scenarios (reject, need by date, order dates). Sole Proprietor data may be included in data processing, with traceability to individual persons via person names which may be included in sole proprietor business name(s).

No new cookies or tracking features will be added to the underlying product (the guided sourcing capability in this solution). The proposed Intelligent Supplier feature specific to this documentation is solely for testing and does not represent a commitment to deliver said functionality. At conclusion of testing, all customer data used for testing will be deleted from testing environment with exception to retention of the AI model learning.

- SAP Companion
- Accessibility

Communications

- Event messages: the **Message** tab in the event monitoring interface stores all event messages. Suppliers and buyers can communicate using event messages; buyers can provide event-related information and suppliers can ask questions and receive answers.
- Private messages: users can send messages to all suppliers or to other buyers on the event team.
- Project messages: project message boards facilitate communication between project team members.
- Notifications: customer sites generate a number of automatic notifications related to invitations, changes to events, event closings, awards, and so forth.

Reporting

Reporting capabilities include:

- Reporting on individual events during event monitoring
- Cross-event reporting
- RFI reporting
- Supplier activity reporting
- Audit log reporting
- Custom analytical reporting, including reporting across multiple fact tables

Third-Party Integration

This solution provides a way for customers to integrate with third-party systems either through web services or file-over-HTTPS transfers so that event owners can quickly create and update events based on item masters and send or report results back to third-party systems. Third-party integration can:

- Automatically update department, commodity, user, exchange rate, and other master data

- Provide single sign-on to the solution and third-party systems
- Update third-party systems with solution data
- Copy documents to and from third-party document systems

In addition to document copy, URL documents can point to objects in third-party systems, and users can create hyperlinks ("webjumpers") to documents and projects in the solution from third-party systems.

This solution also includes standard integration with SAP ERP systems.

Customers can set up and configure their own third-party integrations; SAP Ariba also offers optional third-party integration services.

APIs

Analytical Reporting API for Strategic Procurement and Operational Procurement

The analytical reporting API enables you to create a client application that extracts reportable data from reporting facts and dimensions such as you would select in the user interface when creating an analytical report. For example, you could use this API to extract and report on the analytical data that you need to import to a customer's warehouse or create dashboards for trend assessment

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). This API is only available for use by you, as an SAP Ariba customer, for direct connection to systems under your control and is not available to be leveraged by Partner applications in the SAP Partner Program.

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External Approval API for Sourcing and Supplier Management

The External Approval API for Sourcing and Supplier Management allows you to process SAP Ariba sourcing, contract, and supplier management project approval tasks in external systems.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). If you wish to connect a third-party service using this API, first confirm that the company is participating in the SAP partner program and is authorized to provide

connection to this solution using this API. You will be required to submit written consent to SAP to authorize the exchange of data with the third-party service.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

Operational Reporting API for Strategic Sourcing

The Operational Reporting API for Strategic Sourcing enables you to extract and report on the transactional sourcing data that you need to make operational decisions, such as events scheduled to close in the next day, tasks due to be completed, documents awaiting approval, and so on.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). If you wish to connect a third-party service using this API, first confirm that the company is participating in the SAP partner program and is authorized to provide connection to this solution using this API. You will be required to submit written consent to SAP to authorize the exchange of data with the third-party service.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

Services for SAP Ariba Sourcing, Base Edition

Included Services:

- Deployment services are included and are described separately in the Deployment Description for this solution. Deployment services are only available in the initial subscription term, unless otherwise stated in the Order Form. These services are described here:
 - [SAP Ariba Sourcing, base edition deployment description](#)
- Customer support services:
 - [SAP Enterprise Support, Cloud Edition \[page 293\]](#)
 - [Hosting Services \[page 296\]](#)

Optional Services:

- Customer support services:
 - [End User Support Services \(Optional Add-On\) \[page 294\]](#)

- [Preferred Care Services \(Optional Add-On\) \[page 294\]](#)
- [Optional Benchmarking and Analytics \[page 298\]](#)

SAP Ariba Sourcing and Procurement Bundle

SAP Ariba Sourcing and Procurement Bundle bundles together the following SAP Ariba bundles and solutions:

- [SAP Ariba Strategic Sourcing Suite \[page 173\]](#)
- [SAP Ariba Spend Analysis \[page 137\]](#)
- [SAP Ariba Buying and Invoicing \[page 37\]](#)
- [SAP Business Network Commerce Automation \[page 226\]](#)

SAP Ariba Spend Analysis

[Restrictions and Information on Customer Data in SAP Ariba Spend Analysis \[page 137\]](#)

[Technology Features for SAP Ariba Spend Analysis \[page 138\]](#)

[Services for SAP Ariba Spend Analysis \[page 142\]](#)

Restrictions and Information on Customer Data in SAP Ariba Spend Analysis

Restrictions

You cannot resell or relicense SAP Ariba Spend Analysis database information, provide it to third parties (excluding contractors or authorized affiliates), use it for marketing purposes, or use it as a factor in establishing either an individual's eligibility for credit or insurance to be used primarily for personal, family, or household purposes, or an individual's employment.

Customer Data

Personal Data

The information you submit to this solution cannot include sensitive personal information such as social security numbers, credit card numbers, or medical information. You can only submit publicly available business information. You must provide supplier records in the standard format specified by SAP Ariba, with only the data fields identified by SAP Ariba. For sole proprietors, you cannot provide any personal social security numbers and must submit federal tax employee identification numbers instead. When submitting spend data related to employees, you must mask out all personal information, including name and address. You must replace employee names with a generic name, such as "EMPLOYEE," and remove employee addresses. This way, you can still have visibility into the type of spend activity taking place for employees, without any personal information present.

Data Use and Analysis

SAP Ariba might supplement SAP's own list of the suppliers used in the data enrichment process with publicly available business identifier information (name, address, website, and so on) from the supplier records you

provide. SAP Ariba might also retain descriptive elements (invoice descriptions, purchase order descriptions, part descriptions, account names, commodity names) from the spend records you provide to improve the quality of the machine learning algorithms used in the data enrichment process. Descriptive elements are anonymized, aggregated, and rendered unreadable to protect the confidentiality of each customer's information.

For more information on steps SAP Ariba is taking to maintain good data stewardship with this new machine learning, click [here](#). If you want to opt out of this data use for your organization, please contact your SAP Ariba Spend Analysis Deployment Lead.

Data Retention and Deletion

The data files that you provide to SAP Ariba for loading into the SAP Ariba Spend Analysis database schema are stored in your SAP Ariba Spend Analysis site for the life of your subscription unless you take steps to delete the files. See the [Reporting Data Load and Administration Guide](#) for information on how to delete these files when you no longer need them.

Following the expiration or termination of your subscription to SAP Ariba cloud services, the data stored in your SAP Ariba Spend Analysis site is deleted.

Technology Features for SAP Ariba Spend Analysis

- [Dashboard \[page 138\]](#)
- [Spend Data and Data Validation \[page 139\]](#)
- [Communications \[page 139\]](#)
- [Reporting \[page 139\]](#)
- [Enrichment Change Requests \[page 139\]](#)
- [Supplier Diversity Enrichment \[page 140\]](#)
- [Supplier Green Enrichment \[page 140\]](#)
- [ERP Integration \[page 140\]](#)
- [Optional Features and Services \[page 141\]](#)
- [Analytical Reporting API for Strategic Procurement and Operational Procurement \[page 33\]](#)

Dashboard

The dashboard surfaces significant, actionable, and relevant user content to role-based user dashboards. Users can personalize content by dragging and dropping that content on their active dashboards.

Dashboards can include:

- A personal calendar for each user
- Data such as watched sourcing projects, event status, announcements, to do lists, and document folders that users can add to their dashboards.

- Company news content that display important information to users. This content can show data from RSS feeds. Customers can configure this news content for their sites.

Users can create multiple dashboards that cover different strategic areas.

Spend Data and Data Validation

For SAP Ariba Spend Analysis, spend data is each 12-month set of accounts payable, travel & expense, and/or purchasing card data that you provide to SAP for data enrichment through SAP Ariba Spend Analysis, including transaction data and supplier records from your accounts payable system (the 12-month set of data for the initial data enrichment and/or the aggregated 12-month set of data from either four quarterly refreshes or twelve monthly refreshes).

SAP Ariba Spend Analysis data file upload includes automatic data validation designed to identify formatting errors in the files. Validation includes a validation report with details of issues encountered during upload.

Communications

Customer sites generate a number of automatic notifications related to data file uploads, enrichment change requests, and data load activity. Receipt of these notifications depends on user permissions.

Reporting

Reporting capabilities include:

- Prepackaged invoice and purchase order reports
- Reporting on enriched supplier information such as parentage and financial data
- Reporting against common commodity benchmark data such as CPI and PPI
- Reporting against SAP Ariba commodity experience data.
- Custom analytical reporting, including reporting across multiple fact tables and compound reports
- UNSPSC commodity data display in English and up to four other languages: Brazilian Portuguese, Danish, Dutch, Finnish, French, German, Greek, Hungarian, Italian, Japanese, Korean, Norwegian, Polish, Romanian, Russian, Simplified Chinese, Spanish, Swedish, Thai, Turkish, and Traditional Chinese.

Enrichment Change Requests

- Authorized users who spot commodity classification errors in reports can create requests to change those classifications. All changes are routed through an approval flow, where users with permissions to manage the requests can preview them in reports before approving them.
- Approved requests can be incorporated into future enrichment cycles.

Supplier Diversity Enrichment

Supplier diversity reporting shows data on supplier certifications for various diversity categories and allows you to track company compliance with corporate diversity initiatives.

This feature is part of the standard solution package for customers who have new subscriptions dated after January 1, 2018, or who have renewed existing subscriptions after January 1, 2018. For customers with existing subscriptions that predate January 1, 2018, it is an optional add-on.

Supplier Green Enrichment

Supplier green reporting shows data on supplier certifications for various green categories and allows you to track company compliance with corporate green initiatives.

This feature is part of the standard solution package for customers who have new subscriptions dated after January 1, 2018, or who have renewed existing subscriptions after January 1, 2018. For customers with existing subscriptions that predate January 1, 2018, it is an optional add-on.

ERP Integration

This solution supports integration with a single instance of SAP ECC 6.0 or higher or SAP S/4HANA. Depending on the complexity, integration might require additional (optional) services.

The following integration points are supported for SAP ECC 6.0 or higher or SAP S/4HANA:

- Transaction data
 - Purchase orders
 - Invoices
 - Flex dimensions
- Master data
 - Account (General Ledger)
 - Company Site (Office/Plant Address)
 - Cost Center
 - ERP Commodity (Material Group)
 - Part (Item/Product Master)
 - Supplier
 - User

Any customizations to transactional fields, master data, or flex dimensions must be managed by the customer through Business Add-In (BADI) implementations.

Optional Features and Services

Custom Commodity Taxonomies

SAP Ariba offers a custom commodity taxonomy with up to 6 levels that can be configured to suit customer reporting needs. Users can run reports on the custom taxonomy as well as standard UNSPSC commodity codes. Custom taxonomies are implemented as an SAP Ariba service.

Opportunity Searches

Opportunity searches show spend data for commodities that fall within configurable ranges; they are designed to highlight sourcing opportunities by identifying supplier fragmentation or monopoly, order fragmentation, non-compliant sourcing, and so forth. Opportunity search must be enabled by an SAP representative, and search ranges are implemented as an SAP Ariba service.

Data Transformation

SAP Ariba provides services to transform data extracted from third-party systems into a format suitable for loading into the SAP Ariba Spend Analysis data warehouse.

Analytical Reporting API for Strategic Procurement and Operational Procurement

The analytical reporting API enables you to create a client application that extracts reportable data from reporting facts and dimensions such as you would select in the user interface when creating an analytical report. For example, you could use this API to extract and report on the analytical data that you need to import to a customer's warehouse or create dashboards for trend assessment.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). This API is only available for use by you, as an SAP Ariba customer, for direct connection to systems under your control and is not available to be leveraged by Partner applications in the SAP Partner Program.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

Services for SAP Ariba Spend Analysis

Included Services:

- Deployment services are included and are described separately in the Deployment Description for this solution. Deployment services are only available in the initial subscription term, unless otherwise stated in the Order Form. These services are described here:
 - [SAP Ariba Spend Analysis deployment description](#)
- [SAP Ariba Best Practice Center Post-Deployment Services \[page 142\]](#)
- [Data Enrichment Refresh Services \[page 294\]](#)
- Customer support services:
 - [SAP Enterprise Support, Cloud Edition \[page 293\]](#)
- [Hosting Services \[page 296\]](#)

Optional Services:

- Customer support services:
 - [End User Support Services \(Optional Add-On\) \[page 294\]](#)
- [Optional Benchmarking and Analytics \[page 298\]](#)

SAP Ariba Best Practice Center Post-Deployment Services

SAP Ariba Best Practice Center Post-Deployment Services provide an approach to driving adoption, return on investment, and use of SAP Ariba's solutions. Post-Deployment Services are delivered by the SAP Ariba Best Practice Center and give users access to a combination of process expertise, proven templates and configurations, and coached projects, all based on SAP Ariba's extensive experience with helping organizations get the most out of its commerce programs.

New subscriptions for this solution include 1 managed project, which must be used within the initial subscription term for the solution. Expert coaching can include technical and functional coaching on the use of the software and best practice recommendations.

Post-Deployment Services include:

- A customized program plan for Post-Deployment Services support based on an organization's unique needs
- Flexible coaching and guidance
- Configuration techniques and approaches
- Reporting guidance

Two master users, identified during deployment transition and wrap-up, coordinate the activities associated with Post-Deployment Services. Only master users can request post-deployment services directly, but all registered users in an organization might benefit indirectly from the services and information the master users disseminate. Hours can be used in meetings, emails and custom-requested research.

Additional SAP AribaBest Practice Center support is available for purchase; see the Deployment Description for this solution.

SAP Ariba Payables

The SAP Ariba Payables solution combines SAP Ariba cloud services features and third-party services related to payments, supply chain finance, and discounting.

As of January 2019, new subscriptions to this solution are no longer available.

[Scope and Restrictions for SAP Ariba Payables \[page 144\]](#)

[Technology Features for SAP Ariba Payables \[page 146\]](#)

[Services for SAP Ariba Payables \[page 155\]](#)

Scope and Restrictions for SAP Ariba Payables

Capability/Service	Third-Party Processor	Approved Territories	Other Restrictions
Payment (US)	DFS Services LLC	United States of America (including Puerto Rico)	<ul style="list-style-type: none">• USD only• Payer and payee accounts must be in the approved territories
Payment (Canada)	Discover Financial Services (Canada) Inc.	Canada	<ul style="list-style-type: none">• CAD only• Payer and payee accounts must be in the approved territories
Payment (Germany)	First Data Europe Ltd.	Germany	<ul style="list-style-type: none">• EUR only• Payer and payee accounts must be in the approved territories

Capability/Service	Third-Party Processor	Approved Territories	Other Restrictions
Supply chain finance		<ul style="list-style-type: none"> • Countries in the European Economic Area • Australia • Canada • Hong Kong • Japan • Mexico • New Zealand • Singapore • South Africa • Switzerland • Thailand • United States of America 	
Discounting	N/A	<p>Buyer must be a legal entity in:</p> <ul style="list-style-type: none"> • Australia • Austria • Canada • The Czech Republic • Denmark • Finland • France • Germany • Hong Kong • Ireland • Luxembourg • Malaysia • The Netherlands • New Zealand • Singapore • Slovakia • South Africa • Spain • Sweden • Switzerland • The United Kingdom • The United States of America 	

The following conditions apply:

- Use of the payment capability for the United States is conditioned on a separate processing agreement with the designated third-party processor. Any buyer, and any buyer affiliate who uses the payment capability for the United States on the buyer's behalf, must:
 - be incorporated or organized in the United States or Puerto Rico and actively engaged in the sale or purchase of goods and/or services.
 - only designate a US dollar settlement account that is maintained at a bank, credit union, or similar financial institution located in the United States or Puerto Rico as the named settlement account in the processing agreement.
- Use of the payment capability for Canada is conditioned on a separate processing agreement with the designated third-party processor. Any buyer, and any buyer affiliate who uses the payment capability for Canada on the buyer's behalf, must:
 - be incorporated or organized in Canada, actively engaged in the sale or purchase of goods and/or services, and must not be a sole proprietor or consumer, or engaged in the business of farming, fishing, or feed lot ranch operations.
 - only designate a Canadian dollar settlement account that is maintained at a bank, credit union, or similar financial institution located in Canada as the named settlement account in the processing agreement.
- Use of the payment capability for Germany is conditioned on a separate processing agreement with the designated third-party processor. Any buyer, and any buyer affiliate who uses the payment capability for Germany on the buyer's behalf, must:
 - be incorporated or organized in the Germany and actively engaged in the sale or purchase of goods and/or services.
 - only designate a Euro settlement account that is maintained at a bank, credit union, or similar financial institution located in Germany as the named settlement account in the processing agreement.
- Use of the supply chain finance capability is conditioned on a separate processing agreement with the third-party processor.
- For use of the discounting capability, the buyer must be a legal entity in one of the approved territories. Buyers may extend discount offers to suppliers outside of them for tax-exempt invoices after review with their tax advisers.

Technology Features for SAP Ariba Payables

- [SAP Business Network Technology Features in SAP Ariba Payables \[page 147\]](#)
- [Discounting Features in SAP Ariba Payables \[page 147\]](#)
- [Supply Chain Financing Technology Features in SAP Ariba Payables \[page 150\]](#)
- [Payment Features \[page 153\]](#)
- [ERP Integration \[page 154\]](#)
- [Administration \[page 154\]](#)
- [Reporting \[page 89\]](#)

SAP Business Network Technology Features in SAP Ariba Payables

- [SAP Business Network Buyer Portal \[page 226\]](#)
- [SAP Business Network Supplier Enablement Tools \[page 226\]](#)

SAP Business Network Buyer Portal

The SAP Business Network buyer portal is an online administrative account where customer users manage buyer-side activities for transaction changes on SAP Business Network. The buyer portal includes access to standard SAP Business Network buyer education material and supplier enablement tools, as well as the ability to configure access for additional buyer users.

SAP Business Network Supplier Enablement Tools

SAP Business Network supplier enablement tools are accessible through the SAP Business Network buyer portal and include the following:

- Supplier search: buyers can search the SAP Business Network supplier directory and request trading relationships with suppliers that have already registered with SAP Business Network.
- Supplier invitation: buyers can enter or upload (batch) supplier contact information, triggering emails to suppliers that instruct them to register with SAP Business Network in order to transact with the buyer.
- Quick Enablement (QE): buyers can initiate supplier on-boarding to SAP Business Network using a transactional document (for example, by issuing a purchase order).
- Reporting: buyers can track supplier enablement status online using the supplier enablement features in the SAP Business Network buyer portal and using predefined downloadable reports.
- Supplier Information Portal: in addition to SAP Business Network's standard educational materials, buyers can also upload buyer-specific documents to this site for supplier education.

Discounting Features in SAP Ariba Payables

- [Standing Early Payment Terms \[page 87\]](#)
- [Buyer-Initiated Dynamic Discount \[page 88\]](#)

Standing Early Payment Terms

Standing early payment terms apply discount terms automatically to every applicable approved invoice.

Standing Term Offer Parameters

Standing term offer parameters define discount term offers and include:

- Face discount %
- APR %
- Net day
- Discount day
- Pro-rated discount scale (Y/N)
- Supplier or group of suppliers to whom the offer applies

Multiple Standing Early Payment Term Offers

Buyers can set up multiple offers from which a supplier or group of suppliers can choose.

Automated Supplier Notification

Discounting generates automatic email notifications to suppliers when a standing early payment term offer is created or changed. Notifications include:

- Terms of offer
- Date of change
- Request to review offer

Buyer-Initiated Dynamic Discount

Buyer-defined dynamic discount applies discount terms agreed to by a supplier on an ad-hoc, invoice-by-invoice basis, also known in the industry as a "pay me now" offer.

Buyer-Initiated Dynamic Discount Offer Parameters

Dynamic discount parameters define discount term offers and include:

- APR %
- Date range within which the offer is valid
- Invoice value range within which the offer is valid
- Buyer-defined payment processing time
- Supplier or group of suppliers to whom the offer applies

Automated Supplier Notification

Discounting generates automatic notifications to suppliers when a dynamic discount offer is made on an approved invoice. Notifications include:

- Terms of offer
- Request to review offer

Supplier Review and Acceptance of Dynamic Discount Offers

Supplier review and acceptance of dynamic discount offers is an optional feature that the buyer can enable for either all or only a subset of suppliers, depending on the agreed-upon working capital strategy. With this feature, suppliers can review and accept details of dynamic discount offers, including:

- Offer details on the Early Payment screen with a button to accept the offer
- Ability to open individual payment proposals and review details with a button to accept the offer

Supplier Cash Optimization Tool

A cash optimization tool recommends approved invoices for payment to meet a supplier-defined cash need by a supplier-defined date. Features include:

- Supplier-defined cash need
- Supplier-defined date of cash need
- System recommendation to meet need based on the mix of invoices due by the defined date and invoices with dynamic discount offers
- System identification of shortfalls associated with the supplier-defined cash need
- Ability to open individual discount offers and review details
- Ability to accept cash optimization recommendations in total

Supplier-Initiated Dynamic Discount

Supplier-initiated dynamic discount offers apply discount terms agreed to by buyers on an ad-hoc, invoice-by-invoice basis.

Supplier-Initiated Dynamic Discount Offer Parameters

Dynamic discount offer parameters define discount term offers and include:

- Date settlement is desired

- Face discount % offered

Automated Buyer Notification

Buyers can configure automatic notifications when a dynamic discount offer is made on an approved invoice. Notifications include:

- Terms of offer
- Request to review offer

Buyer Review and Acceptance of Dynamic Discount Offers

Buyers can review details of buyer-initiated dynamic discount offers from those suppliers who have elected to get paid earlier than the net due date on a single invoice or a subset of invoices. Buyer review features include:

- Offer details, including the proposed early payment date, the discount rate, the associated annual percentage rate, the discount amount, and the net settlement amount
- Ability to open individual payment proposals and review details with a button to accept the offer
- Ability to establish thresholds for automatic acceptance of buyer-initiated discounts

Buyer-Defined Supplier Participation

Buyers can define which suppliers can participate in supplier-initiated dynamic discount and which suppliers can not.

Buyer Automatic Acceptance

Buyers can define parameters within which a supplier-initiated dynamic discount offer is automatically accepted and processed. Parameters include:

- APR % range
- Date range within which automatic acceptance is valid
- Invoice amount value range within which automatic acceptance is valid

Supply Chain Financing Technology Features in SAP Ariba Payables

The supply chain financing features in SAP Ariba Payables allow buyers to use third-party financing for suppliers through SAP Business Network leveraging the PrimeRevenue platform. This third-party financing accelerates

payment of approved invoices, so that suppliers can receive earlier payments and improve their Days Sales Outstanding (DSO), and buyers can extend terms and raise their Days Payable Outstanding (DPO).

- [Transactional Process Overview \[page 151\]](#)
- [Supply Chain Financing Buyer Strategy and Enablement \[page 151\]](#)
- [Supply Chain Financing Supplier Enablement \[page 152\]](#)
- [Supply Chain Financing Trade Execution \[page 152\]](#)
- [Payment and Remittance Processing \[page 153\]](#)
- [Audit Trail and Reconciliation \[page 153\]](#)

Transactional Process Overview

The following steps provide a high-level outline of the supply chain financing transactional process:

- A buyer generates payment proposals for approved invoices and send them to SAP Business Network.
- The supplier views the eligible approved invoices and credit memos on SAP Business Network and has the option to either automatically or manually sell the associated payment proposals (payment obligations) to a third party early or wait until the invoice's net due date.
- If the supplier opts to sell the associated payment proposal (payment obligation), the trading platform generates a payment instruction file and sends it to the funder. When the payment obligation is traded, the funder pays the supplier and sends a trade document to SAP Business Network.
- When the invoice reaches maturity at the net due date, the trading platform initiates a payment instruction to the buyer's bank account to pay the funder for any traded invoices. For any invoices not traded by the supplier, the trading platform initiates payment instructions from the buyer's bank to the supplier.
- For traded payment proposals, SAP Business Network sends updated payment proposals to the buyers and suppliers. SAP Business Network sends remittance data for traded and untraded receivables to buyers and suppliers, meaning that they have an uninterrupted chain of payment and remittance transactions on SAP Business Network.

Supply Chain Financing Buyer Strategy and Enablement

Buyers enable supply chain financing through SAP Business Network by:

- Establishing an SAP Business Network account
- Establishing a contract with PrimeRevenue for solutions associated with SAP Ariba's supply chain financing
- Implementing technical integration between the buyer's ERP system and SAP Business Network as described in the Deployment Description for this solution
- Establishing a bank account for mature payment

Supply chain financing buyer strategy and enablement is conducted through a third-party application called SCI-MAP and resold by SAP Ariba. It provides buyers with the ability to:

- Analyze potential cash flow improvement
- Analyze, segment, and prioritize supplier rollout strategy
- Evaluate and agree upon terms and strategy per supplier

- Track status and completion of supplier negotiations and impacts to targeted cash flow improvement

Supply Chain Financing Supplier Enablement

Supply chain financing supplier enablement is conducted through a third-party application called SCi Enable and resold by SAP Ariba. It provides:

- Invitations: suppliers are invited to enroll through a buyer-specific URL.
- Education: the supplier enablement site communication helps buyers understand how supply chain financing works.
- Communication: buyer-specific materials regarding the program and buyer-specific calls to action or rationale assist suppliers with their financing decisions.
- Registration: when suppliers register, they provide their legal names, addresses, and types of incorporation; this information allows buyers to authorize supplier participation and assignment of the appropriate funder.
- Supplier documentation: suppliers provide funder-specific documents to support their participation in the program. Some funders may use Know Your Customer (KYC) requirements to validate suppliers.
- Bank account setup and validation: suppliers define bank accounts for payments, with country/region-specific information to reduce risk of failed or misdirected payments.
- Legal framework: the supply chain financing feature guides suppliers' authorized officers to approve a program-specific online services agreement.
- Funder approval: after review of enrollment data and documents, funders approve the participation of the supplier.
- SAP Business Network registration.

Supply Chain Financing Trade Execution

Supply chain financing trades are executed using a third-party application called SCI Supplier and resold by SAP Ariba. It provides:

- Manual trading: suppliers can submit sell offers to funders online in exchange for early payment.
- Auto-advance rules: suppliers can set up rules which the system uses to automatically create sell offers each morning.
- Credit memo application: an automatic credit memo application routine applies credit memos to payment obligations when determining the payment obligations that are available to finance.
- Trade maximum and minimum: the funder defines trading maximums and minimums, which are automatically applied to trades.
- Reserves: the buyer defines reserves for seasonal or other anticipated credit memos, which are automatically applied to trades.
- Days to maturity maximum: the funder defines when a trade is too near maturity and the system applies those limits.
- Funder limits: the funder defines limits for each supplier and the system prevents trades when those limits are exceeded.
- Program maximum: the funder defines limits for all suppliers across a buyer's program and the system prevents trades when those program limits are exceeded.

- Funder approval: funders can manually approve supplier sell offers.
- Funder auto-approval runs: funders can create rules to automatically approve sell offers.

Payment and Remittance Processing

- For traded payables, SAP Ariba schedules early payments from the funder to the supplier and payments at maturity from the buyer to the funder.
- For untraded payables, SAP Ariba schedules payments from the buyer to the supplier.
- Suppliers receive remittances online on SAP Business Network or through email, EDI, or cXML.
- SAP Ariba supports payment and remittance information integration to suppliers' most popular back-end systems, including Sage, MS Dynamics, and Quickbooks.
- SAP Business Network matches remittances to the supply chain financing early payment instructions from the supplier.

Audit Trail and Reconciliation

SAP Business Network shows:

- Updated maturity dates on the original payment document.
- Suppliers' approved trade offers.
- Related document links between invoices, credit memos, trade offers, funder payments to suppliers, and buyer payments to funders.
- (Optional) Trade integration with the supplier to update payments with the funder as payer, revised payment dates, revised payment amounts, and discount amounts.

Payment Features

Payment includes the following:

- U.S. buyers can pay U.S. suppliers from any U.S. bank account; Canadian buyers can pay Canadian suppliers from any Canadian bank account; German buyers can pay German suppliers from any German bank account
- Rich remittance information with every payment to suppliers
- Payment tracking status updates to buyers and suppliers
- Remittance delivery to suppliers online on SAP Business Network or through email, EDI, or cXML
- Support for payment and remittance information integration to suppliers' most popular back-end systems, including Sage, MS Dynamics, and Quickbooks
- Bank transmission and exception alerts in email notifications to both buyers and suppliers
- Matching between remittances and the invoices they reference and identification of both positive and negative differences between payments and invoices (requires SAP Ariba Buying and Invoicing or SAP Business Network Commerce Automation so that matching invoice data is available on SAP Business Network)

ERP Integration

Payment Remittances

Payment remittances are imported into SAP Business Network using the SAP Ariba integration toolkit. The SAP Ariba integration toolkit includes the SAP Ariba data transfer tool, which installs behind the customer's firewall and can be configured for automated scheduled updates.

SAP Ariba offers the following integration data model options:

- SAP ERP support
SAP Ariba's enhanced data model support for SAP back ends assists with transactional data integration.
- PeopleSoft ERP support
SAP Ariba's enhanced data model support for PeopleSoft back ends assists with transactional data integration.
- Generic support
SAP Ariba's flexible generic data structure supports other back end systems, including Oracle.

Supply Chain Financing Payment Proposal Updates and Remittance Requests

SAP Business Network offers the buyer integration through cXML for the following inbound (from SAP Business Network to the ERP) transactions:

- (Optional) Payment proposal request (PPR) update of maturity date when the maturity date is on a bank holiday or weekend.
- (Optional) Inbound payment proposal (PPR) updates of funder ID for traded invoices.
- Payment remittance requests (PPR) for untraded and traded payables paid through the provider, to be cleared by the ERP.

Administration

Buyers can sign into their SAP Business Network account to monitor program use or adoption, as well as access reports.


Reporting

This solution includes the following reporting features:

- Prepackaged reports
- Custom report creation

Services for SAP Ariba Payables

Included Services:

- Deployment services are included and are described separately in the Deployment Description for this solution. Deployment services are only available in the initial subscription term, unless otherwise stated in the Order Form. These services are described here:
 - [SAP Ariba Payables deployment description](#) 
- [Discount Subscription Services \[page 296\]](#)
- [SAP Business Network Commerce Automation \[page 155\]](#)
- [SAP Business Network Open Adapter services \[page 292\]](#)
- Customer support services:
 - [SAP Enterprise Support, Cloud Edition \[page 293\]](#)
- [Hosting Services \[page 296\]](#)

Optional Services:

- [Expanded Site Configuration \[page 296\]](#)
- Customer support services:
 - [End User Support Services \(Optional Add-On\) \[page 294\]](#)

SAP Business Network Commerce Automation

This solution provides access to SAP Business Network Commerce Automation cloud services. However, these services must be purchased separately.

SAP Ariba Collaborative Sourcing

SAP Ariba Collaborative Sourcing bundles together the following SAP Ariba solutions and features:

- SAP Ariba Sourcing
- SAP Ariba Contracts
- SAP Ariba Supplier Information and Performance Management
- The SAP Ariba Sourcing, savings and pipeline tracking add-on
- SAP Business Network Discovery
- SAP Ariba Spend Analysis (optional add-on)

ⓘ Note

New subscriptions to this solution are no longer available. New subscriptions are available for [SAP Ariba Strategic Sourcing Suite \[page 173\]](#).

[Technology Features for SAP Ariba Collaborative Sourcing \[page 156\]](#)

[Services for SAP Ariba Collaborative Sourcing \[page 171\]](#)

Technology Features for SAP Ariba Collaborative Sourcing

- [Dashboard \[page 157\]](#)
- [SAP Ariba Sourcing Technology Features in SAP Ariba Collaborative Sourcing \[page 157\]](#)
- [SAP Ariba Contracts Technology Features in SAP Ariba Collaborative Sourcing \[page 159\]](#)
- [SAP Ariba Supplier Information and Performance Management Technology Features in SAP Ariba Collaborative Sourcing \[page 162\]](#)
- [Knowledge and Resource Management \[page 168\]](#)
- [Document Management \[page 169\]](#)
- [Communications \[page 169\]](#)
- [Reporting \[page 169\]](#)
- [Third-Party Integration \[page 170\]](#)
- [APIs \[page 170\]](#)
- [SAP Business Network Discovery \[page 171\]](#)
- [SAP Ariba Spend Analysis \[page 171\]](#)

Dashboard

The dashboard surfaces significant, actionable, and relevant user content to role-based user dashboards. Users can personalize content by dragging and dropping that content on their active dashboards.

Dashboards can include:

- A personal calendar for each user
- Data such as watched sourcing projects, event status, announcements, to do lists, and document folders that users can add to their dashboards.
- Company news content that display important information to users. This content can show data from RSS feeds. Customers can configure this news content for their sites.

Users can create multiple dashboards that cover different strategic areas.

SAP Ariba Sourcing Technology Features in SAP Ariba Collaborative Sourcing

- [Basic Event Management \[page 157\]](#)
- [Advanced Event Management \[page 158\]](#)
- [Project Management and Workflow \[page 158\]](#)
- [Procurement Operations Desk for Sourcing Solutions \[page 158\]](#)
- [SAP Ariba Sourcing, Savings and Pipeline Tracking Add-On \[page 128\]](#)
- [Operational Reporting API for Strategic Sourcing \[page 126\]](#)

Basic Event Management

- A wizard with templates for creating standard events of various types, including RFI, RFP, and reverse and forward auctions.
- A Sourcing Library that stores documents and customer-created standard event content such as questionnaires, lots, line items, and past event content.
- Event content upload in Microsoft Excel files.
- HTML text formatting in event content, including bold, italics, underlining, bulleted lists, and active URLs allows users to clearly convey event information to suppliers.
- Flexible, competitive event rules and features such as starting gates, forced bid decrements, bid buffers, ceiling, floor, and initial prices, and tie bid control.
- Multi-stage event process.
- Event monitoring interface.
- Events can be published to SAP Business Network Discovery to find new suppliers.
SAP Business Network Discovery is a solution that allows buyers to find new suppliers, read profile information about suppliers, feedback on suppliers, and other supplier information. SAP Business Network Discovery is not a part of the solution to which you subscribed, but is a separate solution. In some circumstances, you can access SAP Business Network Discovery from your solution. SAP Business Network Discovery is currently free

for buyers. Before you first access SAP Business Network Discovery, you will be asked to accept the online Terms of Use applicable to SAP Business Network Discovery, and those terms will apply if you choose to proceed and use SAP Business Network Discovery.

- Supplier participation through one-click bidding and uploading bids in Microsoft Excel files at line or lot level.
- Automatic or manual scoring and team grading of events.
- Supplier profile information storage and event invitation capabilities.
- Suppliers who participate in events register with SAP Business Network.

Advanced Event Management

- Custom event templates with custom formulas, item definitions, event rules, and item rules.
- Advanced event types such as Dutch auctions, which allow buyers to specify a lot initial price and then incrementally raise it until the supplier accepts.
- Matrix pricing for more advanced pricing negotiations.
- Serial and parallel lot timing rules.
- Post-event decision support with constraint-based optimization scenarios.

Project Management and Workflow

- Sourcing process management using projects with tasks and phases, project teams, documents, milestones, dependencies, review and approval flows, sub-projects, and predecessor and follow-on projects.
- Custom project templates to capture and enforce best practices.
- Automatic project configuration based on project attributes and conditional question responses.
- Detailed tasks with descriptions at each step of a process support consistency, learning, self-sufficiency, and enforce company policies; review and approval workflows provide visual status indicators.

Sourcing projects can have one or more related events. Examples of events include RFIs, RFPs, RFQs, online auctions, sealed bids, e-negotiations, quick surveys, and quick projects. Projects are counted towards this solution's usage metrics in the month or year (as applicable) in which the project's start date occurs.

Procurement Operations Desk for Sourcing Solutions

Procurement operations desk for sourcing helps operations sourcing users manage tasks associated with sourcing projects and sourcing requests in a single dashboard view. With this capability, the tasks associated with sourcing projects and sourcing requests, are routed to the procurement operations desk and automatically assigned to the appropriate users.

Combined with SAP Ariba Sourcing, the procurement operations desk offers the following features:

- Role-based dashboard views for operational sourcing users (procurement operations desk agents) and their managers (procurement operations desk managers) to perform the actions that they are permitted to perform by their organization's policies.

- Automatic allocation of tasks to the appropriate users based on their areas of expertise to ensure completion of tasks within predefined turnaround times.
- Display of alerts and warnings for users to prioritize their tasks to comply with defined service level agreements.
- Ability to track the progress of tasks to focus on issues that require attention.

SAP Ariba Sourcing, Savings and Pipeline Tracking Add-On

Savings forms are documents inside sourcing projects that allow buyers to manage their sourcing pipeline and track project savings, including estimated, negotiated, implemented, and actual savings. Savings forms are reportable and searchable.

Operational Reporting API for Strategic Sourcing

The Operational Reporting API for Strategic Sourcing enables you to extract and report on the transactional sourcing data that you need to make operational decisions, such as events scheduled to close in the next day, tasks due to be completed, documents awaiting approval, and so on.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). If you wish to connect a third-party service using this API, first confirm that the company is participating in the SAP partner program and is authorized to provide connection to this solution using this API. You will be required to submit written consent to SAP to authorize the exchange of data with the third-party service.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

SAP Ariba Contracts Technology Features in SAP Ariba Collaborative Sourcing

- [Contract Repository \[page 82\]](#)
- [Contract Creation \[page 160\]](#)
- [Contract Process Management \[page 82\]](#)
- [Contract Authoring \[page 83\]](#)
- [Electronic Signature \[page 84\]](#)
- [Active Contract Compliance \[page 84\]](#)

Contract Repository

- Stores contracts in a single repository along with complete history, service terms, delivery, and all associated documents.
- Allows authorized users to search, view, edit, renew, or cancel contracts as needed.
- Provides full audit trails of contract changes and amendments.
- Notifies contract owners of pending expirations or when usage-based thresholds are crossed automatically.
- Allows authorized users to search, view, and print contracts, including contract details, attachments, and all other supporting documents.

Contract Creation

- Users can create Procurement, Sales, or Internal contracts and Procurement and Sales contract requests. All contract types are enabled as part of the deployment process; one contract type is included with the solution, and additional contract types can be purchased as add-ons.
- Contract team members view and complete specific activities involved in contract completion and lifecycle management, including tasks involving negotiations, reviews and approvals.
- Detailed task descriptions and common documents.
- Online collaboration with internal stakeholders such as legal or finance, as well as suppliers or other third parties (for example, during negotiations and reviews).
- HTML text formatting in content, including bold, italics, underlining, bulleted lists, and active URLs allows users to clearly convey contract information to stakeholders.

Contract Process Management

- Provides a framework for the team and supplier activities involved in contract creation, negotiation, and management.
- Custom templates can define unique contract processes and provide guidance on usage based on specific contract information such as region, department, or commodity involved.
- Enables team members to view and complete specific activities, tasks, reviews, and approvals involved with contract completion and lifecycle management, including the generation of personal email and task reminders on user dashboards based on due dates.
- Detailed task description and use of common documents.
- Provides online communication and collaboration with internal stakeholders such as sales, procurement, legal, or finance departments as well as suppliers, customers, or other third parties.
- Uses a permissions model to enable all users to have appropriate access to workspaces and documents.

Contract Authoring

- Full version control of all contract documents throughout the contract lifecycle, including main agreements and any required attachments or addenda.
- Assembles supplier-ready contracts based on conditionally assigned contract processes and approved contract language.
- Includes a Clause Library of approved clauses, with instructions for clause usage, fallback and alternate clauses, and structured approval flows for clause usage or changes.
- Enforces required approvals for use of non-standard language, allowing for management by exception rather than requiring deep legal team involvement.
- Includes full free text search of clauses used in contracts, allowing managers to quickly identify agreements that contain a particular clause.
- Allows the modeling of master agreements with sub-agreements and amendment management.
- Creates a synchronized work environment using Microsoft Word, allowing users to edit documents and track revisions using a well-known editing tool rather than having to learn a specialized web-based editing method.
- Detects contract changes made by stakeholders and suppliers automatically, identifying them by clause and providing easy version comparison across any version of the agreement.

Electronic Signature

Electronic signature is an optional feature that allows users to legally sign contract documents in a variety of formats (including PDF, DOCX, and XLS) as well as entire folders in contract workspace projects, or to upload a scan of a "wet" signature (a signature in ink on a physical document) to provide proof of signature. Tasks prompt users to electronically sign documents and track when signatures are completed.

Active Contract Compliance

Active contract compliance allows users to actively control compliance on spend generated in SAP Aribasolutions. Options include the active contract compliance feature deployed and used with:

- SAP Ariba Buying and Invoicing, SAP Ariba Invoice Management, SAP Ariba Contract Invoicing, or SAP Ariba Catalog.
- Ariba Buyer 8.2.2 SP28 or higher as a hybrid solution.

Contract compliance is not sold separately; it is available with the solutions listed above.

SAP Ariba Supplier Information and Performance Management Technology Features in SAP Ariba Collaborative Sourcing

- [Classic architecture versus new architecture \[page 191\]](#)
- [Technology Features \(Classic Architecture\) \[page 196\]](#)
 - [Supplier Performance Scorecards and KPIs \[page 163\]](#)
 - [Supplier Performance Stakeholder Surveys \[page 164\]](#)
 - [Content management \[page 166\]](#)
 - [Content Management \[page 164\]](#)
 - [Project Management and Workflow \[page 198\]](#)
- [Technology Features \(New Architecture\) \[page 192\]](#)
 - [Supplier Management Dashboard \[page 202\]](#)
 - [Request and Registration Workflow \[page 203\]](#)
 - [Certificate Management \[page 193\]](#)
 - [Supplier Performance Scorecards and KPIs \[page 166\]](#)
 - [Supplier Performance Stakeholder Surveys \[page 166\]](#)
 - [Content management \[page 166\]](#)
 - [Project Management and Workflow \[page 194\]](#)
 - [ERP Integration for Supplier Data \[page 207\]](#)
 - [Supplier Data API with Pagination \[page 207\]](#)

Classic architecture versus new architecture

As of December 2016, SAP Ariba Supplier Information and Performance Management solutions use one of the following two configurations:

- Classic architecture, which is the default configuration with which all SAP Ariba Supplier Information and Performance Management solutions were deployed before December 2016
- New architecture, the new default configuration as of December 2016, which has the following effects in sites with other existing SAP Ariba strategic sourcing solutions:
 - Existing supplier organizations are put into read-only mode, and the supplier organization data model is replaced by a new ERP-like vendor data model. New suppliers are created in the new vendor data model.
 - Supplier profile questionnaire functionality is disabled and replaced by request and registration projects
 - Customers must implement a new ERP integration for supplier data in order to connect SAP ERP to the new vendor model.

At a high level, classic architecture includes:

- Management of supplier organizations based on the SAP Ariba supplier organization data model, with common profile fields synchronized with SAP Business Network and extended profile information gathered using the supplier profile questionnaire.
- Supplier creation through a **Create > Supplier** action on the dashboard by supplier managers, resulting in a new supplier record in the database and a supplier workspace project.

- Supplier workspace, SPM Project, and SQM Project templates for supplier management, with SPM and SQM projects existing outside of the supplier workspace and using the classic project interface (tabs for team, documents, tasks, messages, and so forth) and functionality. SPM projects include scorecards, surveys, and KPIs.
- Analytical reporting on suppliers and supplier-related projects based on facts and dimension, including prepackaged reports.
- Integration with third-party systems using the SAP Ariba Integration Toolkit for CSV file transfer, SAP Ariba Cloud Integration, web services, or RESTful APIs.

At a high level, the new architecture includes:

- Management of suppliers based on a unified vendor model using the SAP ERP business partner data model.
- Supplier profile information gathered using the request form and the registration questionnaire, as well as from internal surveys, integrated ERP systems, and information on SAP Business Network.
- Supplier creation by users across the organization (such as sourcing agents or functional buyers) submitting supplier requests. Supplier records are created in the database only after their requests are approved.
- Supplier request and supplier registration projects integrated into a complete supplier 360° view, where project tasks and documents are managed alongside the supplier's other data.
- SPM Projects that exist outside of the supplier 360° profile and use the classic project interface (tabs for team, documents, tasks, messages, and so forth) and functionality. SPM projects include scorecards, surveys, and KPIs.
- Analytical reporting on SPM projects, tasks, scorecards, and surveys based on facts and dimensions, including prepackaged reports.
- Native integration with SAP ERP using SAP BP web services and SAP Ariba Cloud Integration. Limited integration of supplier data is also available using the SAP Integration Toolkit for CSV file transfer or web services.

In sites that transition from supplier organizations to the new architecture, existing supplier organizations, and new suppliers are created via approved request or data import. Existing suppliers can be imported into the new supplier database, and a mass registration invitation feature facilitates onboarding them with the new registration questionnaire.

Note

SAP Ariba offers tools for migrating supplier organizations, supplier users, and supplier profile questionnaire to the unified vendor model and supplier registration questionnaires..

Technology Features (Classic Architecture)

Supplier Performance Scorecards and KPIs

Users can:

- Create scorecards by supplier and category

- Create KPI sections and specific KPIs on scorecard templates
- Store KPIs and sections in a library for easy reuse
- Pull in either survey data or transaction data to populate KPIs
- Map legacy transaction data into KPI grades
- Identify out-of-range scores for each KPI to trigger alerts

Supplier Performance Stakeholder Surveys

Users can:

- Create robust surveys for stakeholders who interact with suppliers
- Map survey sections or questions to specific KPIs on a scorecard
- Automatically pull survey results into a scorecard
- Automatically average all stakeholder feedback for each supplier or scorecard
- Schedule surveys as recurring tasks on a regular basis
- Allow additional comments by stakeholders to add color to supplier assessments

Supplier Information Management

- Collect supplier profile information prior to approval
- Route suppliers to the appropriate Supplier Managers based on geography, commodity, or other criteria
- Create and manage supplier profile questionnaire content, including questions, attachments, and requirements
- Search for suppliers using extended profile elements as search criteria

Content Management

- Wizards for automating and standardizing a broad set of surveys and scorecards
- A library that stores standardized content, including questionnaires and key performance indicators (KPIs)
- Content upload in Microsoft Excel files
- HTML text formatting in questionnaire and survey content, including bold, italics, underlining, bulleted lists, and active URLs, which allows users to clearly convey information to suppliers and stakeholders
- Automatic or manual scoring of the supplier profile questionnaire
- Access to the Ariba Network for Suppliers, where you can post SAP Business Network Discovery postings to connect with new suppliers

SAP Business Network Discovery is a service that allows buyers to find new suppliers, read profile information about suppliers, feedback on suppliers, and other supplier information. SAP Business Network Discovery is not a part of the solution to which you subscribed, but is a separate service. In some circumstances, you can access SAP Business Network Discovery from your solution. SAP Business Network Discovery is currently free for buyers. Before you first access SAP Business Network Discovery, you will be asked to accept the online Terms of Use

applicable to SAP Business Network Discovery, and those terms will apply if you choose to proceed and use SAP Business Network Discovery.

Project Management and Workflow

- Standardized, repeatable supplier and supplier performance management for suppliers in dedicated supplier workspaces and supplier performance management projects
- Define and standardize processes by category, supplier, or other criteria using custom project templates
- Specify activities, tasks, documents, analyses, and team members for projects
- Schedule recurring tasks and phases to ensure timely completion of activities
- Collaborate with suppliers and stakeholders on action items and scorecards (review and approve scorecards)
- Automate action item alerts using conditions such as for expired certificates

Technology Features (New Architecture)

Supplier Management Dashboard

The **Supplier Management** dashboard provides a single location for all supplier management, including:

- Search for all suppliers using name, ID, and contact information, with filters based on category, region, status, and other criteria.
- A 360° view of each supplier, with questionnaire data, any available ERP data, certificates, and public profile information in one location.
- Centralized management of all supplier management projects in the supplier's 360° view.

Request and Registration Workflow

- New suppliers are created via approved supplier requests submitted by sourcing agents, functional buyers, and other users in the site, as well as by category or supplier managers.
- Supplier requests can be routed to the appropriate category or supplier managers based on commodity, region, and (optionally) department.
- Registration profile building comes only after supplier request is approved.
- Internal registration surveys can supplement the supplier profile.
- Request and registration content can include sections, questions, requirements, and attachments. Questions can be mapped to specific fields in the supplier database.
- Administrators can issue mass registration invitations to large lists of suppliers for fast onboarding.
- Synchronization of new suppliers with an integrated ERP system is configurable based on status at various points of the request and registration workflow.

Certificate Management

Category and supplier managers can collect certificate information from suppliers in modular questionnaires that can be updated at any time. In addition to individual certificates, the questionnaires themselves can be configured with an expiration schedule. Notifications let suppliers and internal stakeholders know when certificates or questionnaires near expiration and when they have expired.

Supplier Performance Scorecards and KPIs

Users can:

- Create scorecards by supplier and category
- Create KPI sections and specific KPIs on scorecard templates
- Store KPIs and sections in a library for easy reuse
- Pull in either survey data or transaction data to populate KPIs
- Map legacy transaction data into KPI grades
- Identify out-of-range scores for each KPI to trigger alerts

Supplier Performance Stakeholder Surveys

Users can:

- Create robust surveys for stakeholders who interact with suppliers
- Map survey sections or questions to specific KPIs on a scorecard
- Automatically pull survey results into a scorecard
- Automatically average all stakeholder feedback for each supplier or scorecard
- Schedule surveys as recurring tasks on a regular basis
- Allow additional comments by stakeholders to add color to supplier assessments

Content management

- Wizards for automating and standardizing a broad set of SPM surveys and scorecards
- A library that stores standardized content, including SPM questionnaires and key performance indicators (KPIs)
- SPM content upload in Microsoft Excel files
- HTML text formatting in all questionnaire and survey content, including bold, italics, underlining, bulleted lists, and active URLs, which allows users to clearly convey information to suppliers and stakeholders

Project Management and Workflow

- Standardized, repeatable supplier management in dedicated supplier request, registration, and SPM projects.
- Automatic workflow from request to registration.
- Define and standardize processes by category, region, and other criteria using custom project templates.
- Specify forms, questionnaires, tasks, team members, and approval flows for request and registration projects.
- Specify activities, tasks, documents, analysis, and team members for SPM.
- Schedule recurring tasks and phases to ensure timely completion of activities in SPM projects.
- Use buyer category assignment data to route request projects to specific users based on the supplier's commodities, regions, and (optionally) departments..
- Collaborate with suppliers and stakeholders on SPM action items and scorecards (review and approve scorecards).

ERP Integration for Supplier Data

- Supplier data model based on SAP Business Partner data model, with many standard and extension fields available. Since the data model is based on the SAP Business Partner data model, bidirectional integration with non-SAP ERP systems isn't available.
- Bidirectional integration with SAP ERP 6.0 EHP6 and higher with or without Master Data Governance for Suppliers (MDG-S) using Cloud Integration version 8.0 or higher allows replication of supplier data between the solution and SAP ERP.
- Bidirectional integration with SAP ERP and SAP S/4HANA, on premise edition, with or without Master Data Governance for Suppliers (MDG-S) using SAP Integration Suite, managed gateway for spend management and SAP Business Network.
- Configurable synchronization of new suppliers to SAP ERP or SAP S/4HANA, on premise edition, with or without Master Data Governance for Suppliers (MDG-S), based on request or registration status.

Note

- In configurations that include multiple SAP ERP or SAP S/4HANA, on premise edition, systems, Master Data Governance for Suppliers (MDG-S) is the required integration target to provide data harmonization across the multiple ERP systems.
- In configurations that include MDG-S, integration currently creates business partners directly instead of using the create Change Request (CR) process, and enhancements to MDG-S are required to create them through CRs instead.

Supplier Data API

The Supplier Data API allows you to extract supplier data from your site, including registration, qualification, and preferred supplier levels and questionnaire details, and to get and set responses to supplier management questionnaires. Qualification and preferred levels are only available in SAP Ariba Supplier Lifecycle and Performance.

Note

The Supplier Data API can only retrieve a maximum of 10,000 supplier records in total. The Supplier Data API with Pagination allows you to retrieve any number of supplier records in total. New application developers should use the Supplier Data API with Pagination.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). If you wish to connect a third-party service using this API, first confirm that the company is participating in the SAP partner program and is authorized to provide connection to this solution using this API. You will be required to submit written consent to SAP to authorize the exchange of data with the third-party service.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

Supplier Data API with Pagination

The Supplier Data API with Pagination allows you to extract supplier data from your site, including registration, qualification, and preferred supplier levels and project and questionnaire details, and to get and set responses to supplier management questionnaires. Results are paginated, and query filters allow you to retrieve incremental updates. Qualification and preferred levels are only available in SAP Ariba Supplier Lifecycle and Performance.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). If you wish to connect a third-party service using this API, first confirm that the company is participating in the SAP partner program and is authorized to provide connection to this solution using this API. You will be required to submit written consent to SAP to authorize the exchange of data with the third-party service.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

Knowledge and Resource Management

- Both the Sourcing Library and project templates capture organizational and category knowledge for reuse.
- Projects and project reporting show user priorities and staff availability and provide team management tools for deploying users across projects.

Document Management

- Repository for all documents related to projects or category knowledge areas.
- Both individual projects and the Sourcing Library enable easy document collaboration, sharing, and management with version control, commenting, and an audit trail.

Communications

- Event messages: the **Message** tab in the event monitoring interface stores all event messages. Suppliers and buyers can communicate using event messages; buyers can provide event-related information and suppliers can ask questions and receive answers.
- Private messages: users can send messages to all suppliers or to other buyers on the event team.
- Project messages: project message boards facilitate communication between project team members.
- Notifications: customer sites generate a number of automatic notifications related to invitations, changes to events, event closings, awards, and so forth.

Note

Project message boards are not available in the supplier 360° view where users work with request and registration projects.

Reporting

Reporting capabilities include:

- Reporting on individual events during event monitoring
- Cross-event reporting
- RFI reporting
- Supplier activity reporting
- Audit log reporting
- Prepackaged reports
- Scorecard and survey reporting
- 360 degree view supplier reporting
- Project and project task reporting
- Custom analytical reporting, including reporting across multiple fact tables
- Implementation of one custom fact table

SPM project reporting is designed to help you:

- Track SPM performance over time to identify improvement needs
- Automate alerts on the dashboard and in scorecards when out-of-threshold scores occur

Note

SAP Ariba Supplier Information and Performance Management (new architecture) only supports project and project task reporting on SPM projects. Users can export supplier search results to CSV files for offline supplier reporting, and the solution also provides a Supplier Reporting API.

Third-Party Integration

This solution provides a way for customers to integrate with third-party systems either through web services or file-over-HTTPS transfers so that event owners can quickly create and update events based on item masters and send or report results back to third-party systems. Third-party integration can:

- Automatically update department, commodity, user, exchange rate, and other master data
- Provide single sign-on to the solution and third-party systems
- Update third-party systems with solution data
- Copy documents to and from third-party document systems

In addition to document copy, URL documents can point to objects in third-party systems, and users can create hyperlinks ("webjumpers") to documents and projects in the solution from third-party systems.

Customers can set up and configure their own third-party integrations; SAP Ariba also offers optional third-party integration services.

APIs

Analytical Reporting API for Strategic Procurement and Operational Procurement

The analytical reporting API enables you to create a client application that extracts reportable data from reporting facts and dimensions such as you would select in the user interface when creating an analytical report. For example, you could use this API to extract and report on the analytical data that you need to import to a customer's warehouse or create dashboards for trend assessment

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). This API is only available for use by you, as an SAP Ariba customer, for direct connection to systems under your control and is not available to be leveraged by Partner applications in the SAP Partner Program.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

External Approval API for Sourcing and Supplier Management

The External Approval API for Sourcing and Supplier Management allows you to process SAP Ariba sourcing, contract, and supplier management project approval tasks in external systems.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). If you wish to connect a third-party service using this API, first confirm that the company is participating in the SAP partner program and is authorized to provide connection to this solution using this API. You will be required to submit written consent to SAP to authorize the exchange of data with the third-party service.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

SAP Business Network Discovery

SAP Business Network Discovery is a service that allows buyers to find new suppliers and read profile information, feedback, and other supplier information. You can access SAP Business Network Discovery from your solution. Before you first access SAP Business Network Discovery, you will be asked to accept the online Terms of Use applicable to SAP Business Network Discovery.

Note

If you use the new architecture for SAP Ariba Supplier Information and Performance Management, SAP Business Network Discovery is not supported.

SAP Ariba Spend Analysis

The SAP Ariba Spend Analysis solution is available as an optional add-on. For a complete description of this solution, see [SAP Ariba Spend Analysis \[page 137\]](#).

Services for SAP Ariba Collaborative Sourcing

Included Services:

- Deployment services are included and are described separately in the Deployment Description for the solution.
- [Best Practice Center Post-Deployment Services \[page 293\]](#)

- Customer support services:
 - [SAP Enterprise Support, Cloud Edition \[page 293\]](#)
- Sourcing-specific support services:
 - [Sourcing Support Desk \(SSD\) \[page 301\]](#)
 - [Event Day Management \(EDM\) \[page 302\]](#)
- [Hosting Services \[page 296\]](#)

Optional Services:

- [Forms \[page 296\]](#)
- Customer support services:
 - [Preferred Care Services \(Optional Add-On\) \[page 294\]](#)
- [Optional Benchmarking and Analytics \[page 298\]](#)

SAP Ariba Strategic Sourcing Suite

SAP Ariba Strategic Sourcing Suite bundles together the following SAP Ariba solutions and features:

- SAP Ariba Sourcing
- SAP Ariba Contracts
- SAP Ariba Supplier Lifecycle and Performance
- The SAP Ariba Sourcing, savings and pipeline tracking add-on
- Bonus/penalty and lookup table formulas
- Product sourcing
- SAP Business Network Discovery
- SAP Ariba Spend Analysis (optional add-on)

As of May 2025, new subscriptions to this solution package are no longer available.

[Technology Features for SAP Ariba Strategic Sourcing Suite \[page 173\]](#)

[Services for SAP Ariba Strategic Sourcing Suite \[page 188\]](#)

Technology Features for SAP Ariba Strategic Sourcing Suite

- [Dashboard \[page 157\]](#)
- [SAP Ariba Sourcing and Product Sourcing Technology features in SAP Ariba Strategic Sourcing Suite \[page 174\]](#)
- [SAP Ariba Contracts Technology Features in SAP Ariba Strategic Sourcing Suite \[page 178\]](#)
- [SAP Ariba Supplier Lifecycle and Performance Technology Features in SAP Ariba Strategic Sourcing Suite \[page 180\]](#)
- [Knowledge and Resource Management \[page 168\]](#)
- [Document Management \[page 169\]](#)
- [Communications \[page 186\]](#)
- [Reporting \[page 186\]](#)
- [Third-Party Integration \[page 186\]](#)
- [Analytical Reporting API for Strategic Procurement and Operational Procurement \[page 33\]](#)
- [External Approval API for Sourcing and Supplier Management \[page 187\]](#)
- [SAP Business Network Discovery \[page 187\]](#)
- [SAP Ariba Spend Analysis \[page 171\]](#)
- [Add-Ons \[page 188\]](#)

Dashboard

The dashboard surfaces significant, actionable, and relevant user content to role-based user dashboards. Users can personalize content by dragging and dropping that content on their active dashboards.

Dashboards can include:

- A personal calendar for each user
- Data such as watched sourcing projects, event status, announcements, to do lists, and document folders that users can add to their dashboards.
- Company news content that display important information to users. This content can show data from RSS feeds. Customers can configure this news content for their sites.

Users can create multiple dashboards that cover different strategic areas.

SAP Ariba Sourcing and Product Sourcing Technology features in SAP Ariba Strategic Sourcing Suite

- [Basic Event Management \[page 157\]](#)
- [Advanced Event Management \[page 158\]](#)
- [Product Sourcing \[page 175\]](#)
- [Guided Sourcing Capability \[page 176\]](#)
- [Project Management and Workflow \[page 158\]](#)
- [Procurement Operations Desk for Sourcing Solutions \[page 177\]](#)
- [SAP Ariba Sourcing, Savings and Pipeline Tracking Add-On \[page 128\]](#)
- [Bonus/Penalty \[page 177\]](#)
- [Lookup Table Formulas \[page 178\]](#)
- [Operational Reporting API for Strategic Sourcing \[page 126\]](#)

Basic Event Management

- A wizard with templates for creating standard events of various types, including RFI, RFP, and reverse and forward auctions.
- A Sourcing Library that stores documents and customer-created standard event content such as questionnaires, lots, line items, and past event content.
- Event content upload in Microsoft Excel files.
- HTML text formatting in event content, including bold, italics, underlining, bulleted lists, and active URLs allows users to clearly convey event information to suppliers.
- Flexible, competitive event rules and features such as starting gates, forced bid decrements, bid buffers, ceiling, floor, and initial prices, and tie bid control.
- Multi-stage event process.
- Event monitoring interface.

- Events can be published to SAP Business Network Discovery to find new suppliers. SAP Business Network Discovery is a solution that allows buyers to find new suppliers, read profile information about suppliers, feedback on suppliers, and other supplier information. SAP Business Network Discovery is not a part of the solution to which you subscribed, but is a separate solution. In some circumstances, you can access SAP Business Network Discovery from your solution. SAP Business Network Discovery is currently free for buyers. Before you first access SAP Business Network Discovery, you will be asked to accept the online Terms of Use applicable to SAP Business Network Discovery, and those terms will apply if you choose to proceed and use SAP Business Network Discovery.
- Supplier participation through one-click bidding and uploading bids in Microsoft Excel files at line or lot level.
- Automatic or manual scoring and team grading of events.
- Supplier profile information storage and event invitation capabilities.
- Suppliers who participate in events register with SAP Business Network.

Advanced Event Management

- Custom event templates with custom formulas, item definitions, event rules, and item rules.
- Advanced event types such as Dutch auctions, which allow buyers to specify a lot initial price and then incrementally raise it until the supplier accepts.
- Matrix pricing for more advanced pricing negotiations.
- Serial and parallel lot timing rules.
- Post-event decision support with constraint-based optimization scenarios.

Product Sourcing

Product sourcing comprises a set of features that enable users to source direct materials related to Bill of Materials (BOMs), collect and track material prices over a specified period, and calculate and track rollup costs for BOMs. It includes:

- **BOM management:** Users can manage product BOMs, assign plants or contract manufacturers, determine the level at which pricing should be obtained, determine the split across alternative parts, and calculate BOM rollup costs.
- **Pricing database:** A new pricing database provides a central storehouse for material pricing, both the estimated and quoted prices collected in sourcing events. The pricing database tracks prices over a buyer-defined period of time and calculates a weighted average cost based on buyer-determined supplier splits on the items.
- **Item 360:** A new view shows items across the many pricing events and across approved manufacturers.
- **Simple RFx:** This new event type provides a quick and efficient event-building process and includes new price-by-time functionality.
- **SAP ECC BOM:** Direct integration with SAP ECC allows those systems to send BOMs to this solution.
- **Manufacturer part numbers (MPN):** Support for additional material master information and MPNs.
- **Purchase info record (PIR):** After accepting pricing from material quoting events, this solution can send pricing back to the ERP to create PIRs for each accepted supplier.

Guided Sourcing Capability

The guided sourcing capability provides a streamlined and intuitive user experience for creating and managing sourcing projects and events. Key features include:

- **For You** dashboard
- Sourcing requests, full projects, RFIs, and RFPs
- Reverse and forward auctions
- Line items, lots, sections, service items, and service hierarchies
- Questions, prerequisites, requirements, and attachments
- Intelligent supplier and content recommendations
- Line item and section import using simplified or smart Excel imports
- Tasks and phases
- Event monitoring table with bid ranks
- Bid analysis
- Preconfigured and manual award scenarios
- Event message board
- Analytical reporting
- Email bidding, envelope bidding, multi-round bidding, alternative bidding, and supplier-added items
- Grading and scoring

The following features and functionalities provided by SAP as part of this solution, including automation, transaction processing, and machine learning, may be continuously improved on behalf of the customer. SAP may use Customer Data in order to achieve such improvement:

Testing of the proposed Intelligent Supplier service that is intended to provide enhanced functionality to the existing Grading and Scoring in Guided Sourcing feature within this solution. The Intelligent Supplier feature is proposed to provide customers with an automated supplier grading reference in award scenarios, which is currently performed manually by customers. The proposed feature is solely specific to the guided sourcing capability.

Data categories leveraged for the testing include Purchase Order details (dates, commodity, count, amount, part names, and order type), supplier information (name, location, ID, and historic performance), and customer actions taken in award scenarios (reject, need by date, order dates). Sole Proprietor data may be included in data processing, with traceability to individual persons via person names which may be included in sole proprietor business name(s).

No new cookies or tracking features will be added to the underlying product (the guided sourcing capability in this solution). The proposed Intelligent Supplier feature specific to this documentation is solely for testing and does not represent a commitment to deliver said functionality. At conclusion of testing, all customer data used for testing will be deleted from testing environment with exception to retention of the AI model learning.

- SAP Companion
- Accessibility

Project Management and Workflow

- Sourcing process management using projects with tasks and phases, project teams, documents, milestones, dependencies, review and approval flows, sub-projects, and predecessor and follow-on projects.

- Custom project templates to capture and enforce best practices.
- Automatic project configuration based on project attributes and conditional question responses.
- Detailed tasks with descriptions at each step of a process support consistency, learning, self-sufficiency, and enforce company policies; review and approval workflows provide visual status indicators.

Sourcing projects can have one or more related events. Examples of events include RFIs, RFPs, RFQs, online auctions, sealed bids, e-negotiations, quick surveys, and quick projects. Projects are counted towards this solution's usage metrics in the month or year (as applicable) in which the project's start date occurs.

Procurement Operations Desk for Sourcing Solutions

Procurement operations desk for sourcing helps operations sourcing users manage tasks associated with sourcing projects and sourcing requests in a single dashboard view. With this capability, the tasks associated with sourcing projects and sourcing requests, are routed to the procurement operations desk and automatically assigned to the appropriate users.

Combined with SAP Ariba Sourcing, the procurement operations desk offers the following features:

- Role-based dashboard views for operational sourcing users (procurement operations desk agents) and their managers (procurement operations desk managers) to perform the actions that they are permitted to perform by their organization's policies.
- Automatic allocation of tasks to the appropriate users based on their areas of expertise to ensure completion of tasks within predefined turnaround times.
- Display of alerts and warnings for users to prioritize their tasks to comply with defined service level agreements.
- Ability to track the progress of tasks to focus on issues that require attention.

SAP Ariba Sourcing, Savings and Pipeline Tracking Add-On

Savings forms are documents inside sourcing projects that allow buyers to manage their sourcing pipeline and track project savings, including estimated, negotiated, implemented, and actual savings. Savings forms are reportable and searchable.

Bonus/Penalty

Event owners can use the bonus/penalty feature to allow designated individuals to assign bonuses or penalties to participant responses. These bonuses and penalties impact bid ranks.

The event owner determines whether:

- Bonus/penalty is enabled for a specific event
- Bonus and penalty values are entered by graders or by the event owner
- The bonus or penalty must be specified as a percentage or as an absolute monetary amount

Lookup Table Formulas

Buyers can upload tables of data in Microsoft Excel workbooks to their sites, templates, and events, and then use item terms and lookup table formulas to find values in those tables based on the item terms.

Operational Reporting API for Strategic Sourcing

The Operational Reporting API for Strategic Sourcing enables you to extract and report on the transactional sourcing data that you need to make operational decisions, such as events scheduled to close in the next day, tasks due to be completed, documents awaiting approval, and so on.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). If you wish to connect a third-party service using this API, first confirm that the company is participating in the SAP partner program and is authorized to provide connection to this solution using this API. You will be required to submit written consent to SAP to authorize the exchange of data with the third-party service.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

SAP Ariba Contracts Technology Features in SAP Ariba Strategic Sourcing Suite

- [Contract Repository \[page 82\]](#)
- [Contract Creation \[page 179\]](#)
- [Contract Process Management \[page 82\]](#)
- [Contract Authoring \[page 83\]](#)
- [Electronic Signature \[page 84\]](#)
- [Active Contract Compliance \[page 84\]](#)

Contract Repository

- Stores contracts in a single repository along with complete history, service terms, delivery, and all associated documents.
- Allows authorized users to search, view, edit, renew, or cancel contracts as needed.
- Provides full audit trails of contract changes and amendments.
- Notifies contract owners of pending expirations or when usage-based thresholds are crossed automatically.

- Allows authorized users to search, view, and print contracts, including contract details, attachments, and all other supporting documents.

Contract Creation

- Users can create Procurement, Sales, or Internal contracts and Procurement and Sales contract requests. All contract types are enabled as part of the deployment process; one contract type is included with the solution, and additional contract types can be purchased as add-ons.
- Contract team members view and complete specific activities involved in contract completion and lifecycle management, including tasks involving negotiations, reviews and approvals.
- Detailed task descriptions and common documents.
- Online collaboration with internal stakeholders such as legal or finance, as well as suppliers or other third parties (for example, during negotiations and reviews).
- HTML text formatting in content, including bold, italics, underlining, bulleted lists, and active URLs allows users to clearly convey contract information to stakeholders.

Contract Process Management

- Provides a framework for the team and supplier activities involved in contract creation, negotiation, and management.
- Custom templates can define unique contract processes and provide guidance on usage based on specific contract information such as region, department, or commodity involved.
- Enables team members to view and complete specific activities, tasks, reviews, and approvals involved with contract completion and lifecycle management, including the generation of personal email and task reminders on user dashboards based on due dates.
- Detailed task description and use of common documents.
- Provides online communication and collaboration with internal stakeholders such as sales, procurement, legal, or finance departments as well as suppliers, customers, or other third parties.
- Uses a permissions model to enable all users to have appropriate access to workspaces and documents.

Contract Authoring

- Full version control of all contract documents throughout the contract lifecycle, including main agreements and any required attachments or addenda.
- Assembles supplier-ready contracts based on conditionally assigned contract processes and approved contract language.
- Includes a Clause Library of approved clauses, with instructions for clause usage, fallback and alternate clauses, and structured approval flows for clause usage or changes.
- Enforces required approvals for use of non-standard language, allowing for management by exception rather than requiring deep legal team involvement.

- Includes full free text search of clauses used in contracts, allowing managers to quickly identify agreements that contain a particular clause.
- Allows the modeling of master agreements with sub-agreements and amendment management.
- Creates a synchronized work environment using Microsoft Word, allowing users to edit documents and track revisions using a well-known editing tool rather than having to learn a specialized web-based editing method.
- Detects contract changes made by stakeholders and suppliers automatically, identifying them by clause and providing easy version comparison across any version of the agreement.

Electronic Signature

Electronic signature is an optional feature that allows users to legally sign contract documents in a variety of formats (including PDF, DOCX, and XLS) as well as entire folders in contract workspace projects, or to upload a scan of a "wet" signature (a signature in ink on a physical document) to provide proof of signature. Tasks prompt users to electronically sign documents and track when signatures are completed.

Active Contract Compliance

Active contract compliance allows users to actively control compliance on spend generated in SAP Ariba solutions. Options include the active contract compliance feature deployed and used with:

- SAP Ariba Buying and Invoicing, SAP Ariba Invoice Management, SAP Ariba Contract Invoicing, or SAP Ariba Catalog.
- Ariba Buyer 8.2.2 SP28 or higher as a hybrid solution.

Contract compliance is not sold separately; it is available with the solutions listed above.

SAP Ariba Supplier Lifecycle and Performance Technology Features in SAP Ariba Strategic Sourcing Suite

- [Supplier Management Dashboard \[page 202\]](#)
- [Request and Registration Workflow \[page 203\]](#)
- [Qualifications and Disqualifications Using Supplier Qualification and Disqualification Projects \[page 203\]](#)
- [Preferred Supplier Management \[page 204\]](#)
- [Certificate Management \[page 193\]](#)
- [Supplier Performance \[page 183\]](#)
- [Content Management \[page 205\]](#)
- [Project Management and Workflow \[page 206\]](#)
- [Supplier Data API with Pagination \[page 207\]](#)
- [ERP Integration for Supplier Data \[page 207\]](#)

Supplier Management Dashboard

The **Supplier Management** dashboard provides a single location for all supplier management, including:

- Search for all suppliers using name, ID, and contact information, with filters based on category, region, status, and other criteria.
- A 360° view of each supplier, with questionnaire data, any available ERP data, certificates, and public profile information in one location.
- Centralized management of all supplier management projects in the supplier's 360° view.

Request and Registration Workflow

- New suppliers are created via approved supplier requests submitted by sourcing agents, functional buyers, and other users in the site, as well as by category or supplier managers.
- Supplier requests can be routed to the appropriate category or supplier managers based on commodity, region, and (optionally) department.
- Registration profile building comes only after supplier request is approved.
- Internal registration surveys can supplement the supplier profile.
- Request and registration content can include sections, questions, requirements, and attachments. Questions can be mapped to specific fields in the supplier database.
- Administrators can issue mass registration invitations to large lists of suppliers for fast onboarding.
- Synchronization of new suppliers with an integrated ERP system is configurable based on status at various points of the request and registration workflow.

Qualifications and Disqualifications Using Supplier Qualification and Disqualification Projects

You can manage supplier qualifications using either supplier qualification and disqualification projects or modular process projects. In supplier qualification and disqualification projects:

- Qualifications and disqualifications are always based on a commodity and region. They can also be based on business unit (department) if your site has that feature enabled. Multiple qualifications and disqualifications for different commodity/region/department combinations are supported.
- Qualification questionnaire content can be targeted to specific commodities, regions, and departments.
- Questionnaire content can include sections, questions, requirements, and attachments. Questions can be mapped to specific fields in the supplier database.
- Supplier qualifications and disqualifications can be routed to the appropriate category or supplier managers based on commodity, region, and departments.
- The disqualification process supports either immediate disqualification or date-based phase-out with restricted phase before disqualification.
- Requalification workflow is supported.

Qualification and Miscellaneous Supplier Lifecycle Processes

You can manage supplier qualifications using either supplier qualification and disqualification projects or modular process projects. Modular process projects provide a flexible framework for defining custom qualification and other supplier lifecycle processes. In qualification and miscellaneous process projects:

- Processes are always based on commodity, region, and department. A separate process (and associated qualification or other process status) is supported for each unique combination.
- Qualification and miscellaneous processes use modular questionnaires to collect data. The process's commodities, regions, and departments determine the applicable modular questionnaires. Each modular questionnaire is a separate project with its own settings and approval flow. Modular questionnaires can be reused in multiple processes to streamline data collection, or they can be single-use. They can be required or optional, and process workflows include options for requesting updates.
- Questionnaire content can include sections, questions, requirements, and attachments. Questions can be mapped to specific fields in the supplier database.
- Processes support both internal and external modular questionnaires, enabling data collection from both suppliers and internal users and allowing the creation of entirely internal qualification and other processes if desired.
- Qualification and miscellaneous processes and their questionnaires can be routed to the appropriate category or supplier managers and approvers based on commodity, region, and departments.
- Final qualification or other process statuses can be set flexibly. Designated process decision-makers can manually set qualification and other process statuses and can update those statuses based on changing circumstances, including denying previously approved qualification processes to remove qualified statuses if necessary. Processes also support automatic status assignment based on the status of the process's questionnaires.
- Process cancellation is supported.
- Renewal (requalification) workflow is supported.

Preferred Supplier Management

- Up to five preferred supplier levels are supported.
- Preferred supplier designations are always based on a commodity and region. They can also be based on business unit (department) if your site has that feature enabled. Multiple designations for different commodity/region/department combinations are supported.
- Preferred supplier designations are automatically tied to qualification and disqualification: suppliers must be qualified in a commodity/region/department combination before they can be preferred, and when preferred suppliers are disqualified in a commodity/region/department combination, the preferred designation for that commodity/region/department combination is automatically removed.
- Preferred supplier requests can be routed to the appropriate category or supplier managers based on commodity and region.
- Preferred supplier request content can include sections, questions, requirements, and attachments. Questions can be mapped to specific fields in the supplier database.

Certificate Management

Category and supplier managers can collect certificate information from suppliers in modular questionnaires that can be updated at any time. In addition to individual certificates, the questionnaires themselves can be configured with an expiration schedule. Notifications let suppliers and internal stakeholders know when certificates or questionnaires near expiration and when they have expired.

Supplier Performance

This solution includes optional access to classic Supplier Performance Management (SPM) projects. SPM projects use the classic project interface, with tabs for **Overview**, **Documents**, **Tasks**, and so forth. They are visible as individual projects on the **Home** dashboard and through project search. They do not display on the **Supplier Management** dashboard and they are not linked in anyway to supplier request, registration, qualification, disqualification, preferred supplier management, or modular supplier management questionnaire projects.

Supplier Performance Scorecards and KPIs

Users can:

- Create scorecards by supplier and category
- Create KPI sections and specific KPIs on scorecard templates
- Store KPIs and sections in a library for easy reuse
- Pull in either survey data or transaction data to populate KPIs
- Map legacy transaction data into KPI grades
- Identify out-of-range scores for each KPI to trigger alerts

Supplier Performance Stakeholder Surveys

Users can:

- Create robust surveys for stakeholders who interact with suppliers
- Map survey sections or questions to specific KPIs on a scorecard
- Automatically pull survey results into a scorecard
- Automatically average all stakeholder feedback for each supplier or scorecard
- Schedule surveys as recurring tasks on a regular basis
- Allow additional comments by stakeholders to add color to supplier assessments

Content Management

- HTML text formatting in questionnaire and survey content, including bold, italics, underlining, bulleted lists, and active URLs, which allows users to clearly convey information to suppliers and stakeholders
- The Sourcing Library, which can store standardized content for use in forms and questionnaires across projects.

Project Management and Workflow

- Standardized, repeatable supplier management in dedicated supplier request, registration, qualification, preferred supplier management, disqualification, modular supplier management questionnaire, and SPM projects.
- Automatic workflow from request to registration to qualification to preferred supplier management or disqualification.
- Ability to define and standardize processes by category, region, and other criteria using custom project templates.
- Forms, questionnaires, tasks, team members, and approval flows for projects.
- Buyer category assignment data to route request, qualification, disqualification, preferred supplier management, and modular supplier management questionnaire projects to specific users based on the supplier's commodities, regions, and (optionally) departments.
- Template upgrade to upgrade existing supplier registration and modular supplier management questionnaires to the latest version of the project template.
- Specify activities, tasks, documents, analysis, and team members for SPM.
- Schedule recurring tasks and phases to ensure timely completion of activities in SPM projects.
- Collaborate with suppliers and stakeholders on SPM action items and scorecards (review and approve scorecards).

Supplier Data API with Pagination

The Supplier Data API with Pagination allows you to extract supplier data from your site, including registration, qualification, and preferred supplier levels and project and questionnaire details, and to get and set responses to supplier management questionnaires. Results are paginated, and query filters allow you to retrieve incremental updates. Qualification and preferred levels are only available in SAP Ariba Supplier Lifecycle and Performance.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). If you wish to connect a third-party service using this API, first confirm that the company is participating in the SAP partner program and is authorized to provide connection to this solution using this API. You will be required to submit written consent to SAP to authorize the exchange of data with the third-party service.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

ERP Integration for Supplier Data

- Supplier data model based on SAP Business Partner data model, with many standard and extension fields available. Since the data model is based on the SAP Business Partner data model, bidirectional integration with non-SAP ERP systems isn't available.
- Bidirectional integration with SAP ERP 6.0 EHP6 and higher with or without Master Data Governance for Suppliers (MDG-S) using Cloud Integration version 8.0 or higher allows replication of supplier data between the solution and SAP ERP.
- Bidirectional integration with SAP ERP and SAP S/4HANA, on premise edition, with or without Master Data Governance for Suppliers (MDG-S) using SAP Integration Suite, managed gateway for spend management and SAP Business Network.
- Configurable synchronization of new suppliers to SAP ERP or SAP S/4HANA, on premise edition, with or without Master Data Governance for Suppliers (MDG-S), based on request or registration status.

Note

- In configurations that include multiple SAP ERP or SAP S/4HANA, on premise edition, systems, Master Data Governance for Suppliers (MDG-S) is the required integration target to provide data harmonization across the multiple ERP systems.
- In configurations that include MDG-S, integration currently creates business partners directly instead of using the create Change Request (CR) process, and enhancements to MDG-S are required to create them through CRs instead.

Knowledge and Resource Management

- Both the Sourcing Library and project templates capture organizational and category knowledge for reuse.
- Projects and project reporting show user priorities and staff availability and provide team management tools for deploying users across projects.

Document Management

- Repository for all documents related to projects or category knowledge areas.
- Both individual projects and the Sourcing Library enable easy document collaboration, sharing, and management with version control, commenting, and an audit trail.

Communications

- Event messages: the **Message** tab in the event monitoring interface stores all event messages. Suppliers and buyers can communicate using event messages; buyers can provide event-related information and suppliers can ask questions and receive answers.
- Private messages: users can send messages to all suppliers or to other buyers on the event team.
- Project messages: project message boards facilitate communication between project team members.
- Notifications: customer sites generate a number of automatic notifications related to various project and event activities.

📘 Note

Project message boards are not available in the supplier 360° profile where users work with supplier management projects.

Reporting

- Reporting on individual events during event monitoring
- Cross-event reporting
- RFI reporting
- Audit log reporting
- Prepackaged reports
- Project and project task reporting
- Custom analytical reporting, including reporting across multiple fact tables

Third-Party Integration

This solution provides a way for customers to integrate with third-party systems either through web services or file-over-HTTPS transfers so that event owners can quickly create and update events based on item masters and send or report results back to third-party systems. Third-party integration can:

- Automatically update department, commodity, user, exchange rate, and other master data
- Provide single sign-on to the solution and third-party systems
- Update third-party systems with solution data
- Copy documents to and from third-party document systems

This solution also offers specific features for [integration of supplier data \[page 207\]](#).

In addition to document copy, URL documents can point to objects in third-party systems, and users can create hyperlinks ("webjumpers") to documents and projects in the solution from third-party systems.

Customers can set up and configure their own third-party integrations; SAP Ariba also offers optional third-party integration services.

Analytical Reporting API for Strategic Procurement and Operational Procurement

The analytical reporting API enables you to create a client application that extracts reportable data from reporting facts and dimensions such as you would select in the user interface when creating an analytical report. For example, you could use this API to extract and report on the analytical data that you need to import to a customer's warehouse or create dashboards for trend assessment.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). This API is only available for use by you, as an SAP Ariba customer, for direct connection to systems under your control and is not available to be leveraged by Partner applications in the SAP Partner Program.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

External Approval API for Sourcing and Supplier Management

The External Approval API for Sourcing and Supplier Management allows you to process SAP Ariba sourcing, contract, and supplier management project approval tasks in external systems.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). If you wish to connect a third-party service using this API, first confirm that the company is participating in the SAP partner program and is authorized to provide connection to this solution using this API. You will be required to submit written consent to SAP to authorize the exchange of data with the third-party service.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

SAP Business Network Discovery

SAP Business Network Discovery is a service that allows buyers to find new suppliers and read profile information, feedback, and other supplier information. You can access SAP Business Network Discovery from your solution. Before you first access SAP Business Network Discovery, you will be asked to accept the online Terms of Use applicable to SAP Business Network Discovery.

📌 Note

Access to SAP Business Network Discovery from SAP Ariba Supplier Lifecycle and Performance is not currently supported.

SAP Ariba Spend Analysis

The SAP Ariba Spend Analysis solution is available as an optional add-on. For a complete description of this solution, see [SAP Ariba Spend Analysis \[page 137\]](#).

Add-Ons

SAP Business Network Application Gateway

SAP Business Network application gateway provides suppliers with access to buyer-managed applications through Single Sign On (SSO).

- All suppliers with both standard and enterprise accounts can access the application gateway.
- Buyers can allow suppliers to manage access for supplier users in their accounts through SAP Business Network supplier permissions.
- Buyers can manage individual suppliers' SSO access to each application using a CSV data import or can set up auto-subscription for all suppliers with whom the buyer has established a sourcing or trading relationship.

Configuration of the SAP Business Network application gateway feature requires additional services which are subject to an additional fee.

Services for SAP Ariba Strategic Sourcing Suite

Included Services:

- Deployment services are included and are described separately in the Deployment Description for this solution. Deployment services are only available in the initial subscription term, unless otherwise stated in the Order Form. These services are described here:
 - [SAP Ariba Strategic Sourcing Suite deployment description](#) 📄
- [Best Practice Center Post-Deployment Services \[page 293\]](#)
- Customer support services:
 - [SAP Enterprise Support, Cloud Edition \[page 293\]](#)

- Sourcing-specific support services:
 - [Sourcing Support Desk \(SSD\) \[page 301\]](#)
 - [Event Day Management \(EDM\) \[page 302\]](#)
- [Hosting Services \[page 296\]](#)

Optional Services:

- [Forms \[page 296\]](#)
- Customer support services:
 - [End User Support Services \(Optional Add-On\) \[page 294\]](#)
 - [Preferred Care Services \(Optional Add-On\) \[page 294\]](#)
- [Optional Benchmarking and Analytics \[page 298\]](#)

SAP Ariba Supplier Information and Performance Management

[Technology Features for SAP Ariba Supplier Information and Performance Management \[page 190\]](#)

[Services for SAP Ariba Supplier Information and Performance Management \[page 201\]](#)

Technology Features for SAP Ariba Supplier Information and Performance Management

- [Classic architecture versus new architecture \[page 191\]](#)
- [Migration Tools \[page 192\]](#)
- [Technology Features \(New Architecture\) \[page 192\]](#)
 - [Supplier Management Dashboard \[page 202\]](#)
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 - [Knowledge and Resource Management \[page 194\]](#)
 - [Communications \[page 195\]](#)
 - [Reporting \[page 195\]](#)
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 - [Dashboard \[page 197\]](#)
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 - [Third-Party Integration \[page 199\]](#)
 - [Analytical Reporting API for Strategic Procurement and Operational Procurement \[page 33\]](#)
 - [Optional features and services \[page 200\]](#)

- [Add-Ons \[page 200\]](#)

Classic architecture versus new architecture

As of December 2016, SAP Ariba Supplier Information and Performance Management solutions use one of the following two configurations:

- Classic architecture, which is the default configuration with which all SAP Ariba Supplier Information and Performance Management solutions were deployed before December 2016
- New architecture, the new default configuration as of December 2016, which has the following effects in sites with other existing SAP Ariba strategic sourcing solutions:
 - Existing supplier organizations are put into read-only mode, and the supplier organization data model is replaced by a new ERP-like vendor data model. New suppliers are created in the new vendor data model.
 - Supplier profile questionnaire functionality is disabled and replaced by request and registration projects
 - Customers must implement a new ERP integration for supplier data in order to connect SAP ERP to the new vendor model.

At a high level, classic architecture includes:

- Management of supplier organizations based on the SAP Ariba supplier organization data model, with common profile fields synchronized with SAP Business Network and extended profile information gathered using the supplier profile questionnaire.
- Supplier creation through a **Create > Supplier** action on the dashboard by supplier managers, resulting in a new supplier record in the database and a supplier workspace project.
- Supplier workspace, SPM Project, and SQM Project templates for supplier management, with SPM and SQM projects existing outside of the supplier workspace and using the classic project interface (tabs for team, documents, tasks, messages, and so forth) and functionality. SPM projects include scorecards, surveys, and KPIs.
- Analytical reporting on suppliers and supplier-related projects based on facts and dimension, including prepackaged reports.
- Integration with third-party systems using the SAP Ariba Integration Toolkit for CSV file transfer, SAP Ariba Cloud Integration, web services, or RESTful APIs.

At a high level, the new architecture includes:

- Management of suppliers based on a unified vendor model using the SAP ERP business partner data model.
- Supplier profile information gathered using the request form and the registration questionnaire, as well as from internal surveys, integrated ERP systems, and information on SAP Business Network.
- Supplier creation by users across the organization (such as sourcing agents or functional buyers) submitting supplier requests. Supplier records are created in the database only after their requests are approved.
- Supplier request and supplier registration projects integrated into a complete supplier 360° view, where project tasks and documents are managed alongside the supplier's other data.
- SPM Projects that exist outside of the supplier 360° profile and use the classic project interface (tabs for team, documents, tasks, messages, and so forth) and functionality. SPM projects include scorecards, surveys, and KPIs.
- Analytical reporting on SPM projects, tasks, scorecards, and surveys based on facts and dimensions, including prepackaged reports.

- Native integration with SAP ERP using SAP BP web services and SAP Ariba Cloud Integration. Limited integration of supplier data is also available using the SAP Integration Toolkit for CSV file transfer or web services.

In sites that transition from supplier organizations to the new architecture, existing supplier organizations, and new suppliers are created via approved request or data import. Existing suppliers can be imported into the new supplier database, and a mass registration invitation feature facilitates onboarding them with the new registration questionnaire.

Note

SAP Ariba offers tools for migrating supplier organizations, supplier users, and supplier profile questionnaire to the unified vendor model and supplier registration questionnaires..

Migration Tools

This solution includes migration tools (technology features) for migrating supplier organization, supplier user, and supplier profile questionnaire data to the unified vendor model and supplier registration questionnaires used in SAP Ariba Supplier Information and Performance Management (new architecture) and SAP Ariba Supplier Lifecycle and Performance. These migration tools are not automated and require some configuration steps.

Note

Note: If you are an existing SAP Ariba customer, you may not be able to use the full product capabilities until you migrate to the unified vendor data model.

Technology Features (New Architecture)

Supplier Management Dashboard

The **Supplier Management** dashboard provides a single location for all supplier management, including:

- Search for all suppliers using name, ID, and contact information, with filters based on category, region, status, and other criteria.
- A 360° view of each supplier, with questionnaire data, any available ERP data, certificates, and public profile information in one location.
- Centralized management of all supplier management projects in the supplier's 360° view.

Request and Registration Workflow

- New suppliers are created via approved supplier requests submitted by sourcing agents, functional buyers, and other users in the site, as well as by category or supplier managers.
- Supplier requests can be routed to the appropriate category or supplier managers based on commodity, region, and (optionally) department.
- Registration profile building comes only after supplier request is approved.
- Internal registration surveys can supplement the supplier profile.
- Request and registration content can include sections, questions, requirements, and attachments. Questions can be mapped to specific fields in the supplier database.
- Administrators can issue mass registration invitations to large lists of suppliers for fast onboarding.
- Synchronization of new suppliers with an integrated ERP system is configurable based on status at various points of the request and registration workflow.

Certificate Management

Category and supplier managers can collect certificate information from suppliers in modular questionnaires that can be updated at any time. In addition to individual certificates, the questionnaires themselves can be configured with an expiration schedule. Notifications let suppliers and internal stakeholders know when certificates or questionnaires near expiration and when they have expired.

Supplier Performance

This solution includes optional access to classic Supplier Performance Management (SPM) projects. SPM projects use the classic project interface, with tabs for **Overview**, **Documents**, **Tasks**, and so forth. They are visible as individual projects on the **Home** dashboard and through project search. They do not display on the **Supplier Management** dashboard and they are not linked in anyway to supplier request, registration, qualification, disqualification, preferred supplier management, or modular supplier management questionnaire projects.

Supplier Performance Scorecards and KPIs

Users can:

- Create scorecards by supplier and category
- Create KPI sections and specific KPIs on scorecard templates
- Store KPIs and sections in a library for easy reuse
- Pull in either survey data or transaction data to populate KPIs
- Map legacy transaction data into KPI grades
- Identify out-of-range scores for each KPI to trigger alerts

Supplier Performance Stakeholder Surveys

Users can:

- Create robust surveys for stakeholders who interact with suppliers
- Map survey sections or questions to specific KPIs on a scorecard
- Automatically pull survey results into a scorecard
- Automatically average all stakeholder feedback for each supplier or scorecard
- Schedule surveys as recurring tasks on a regular basis
- Allow additional comments by stakeholders to add color to supplier assessments

Content Management

- HTML text formatting in questionnaire and survey content, including bold, italics, underlining, bulleted lists, and active URLs, which allows users to clearly convey information to suppliers and stakeholders
- The Sourcing Library, which can store standardized content for use in forms and questionnaires across projects.

Project Management and Workflow

- Standardized, repeatable supplier management in dedicated supplier request, registration, and SPM projects.
- Automatic workflow from request to registration.
- Define and standardize processes by category, region, and other criteria using custom project templates.
- Specify forms, questionnaires, tasks, team members, and approval flows for request and registration projects.
- Specify activities, tasks, documents, analysis, and team members for SPM.
- Schedule recurring tasks and phases to ensure timely completion of activities in SPM projects.
- Use buyer category assignment data to route request projects to specific users based on the supplier's commodities, regions, and (optionally) departments..
- Collaborate with suppliers and stakeholders on SPM action items and scorecards (review and approve scorecards).

Knowledge and Resource Management

- Both the Sourcing Library and project templates capture organizational and category knowledge for reuse.
- Projects and project reporting show user priorities and staff availability and provide team management tools for deploying users across projects.

Communications

- SPM project messages: SPM project message boards facilitate communication between project team members.
- The supplier 360° shows the most recent request and registration activities.
- Notifications: customer sites generate a number of automatic notifications related to supplier management activities.

Reporting

Reporting capabilities:

- Scorecard and survey reporting
- Project and project task reporting for SPM projects

SPM project reporting is designed to help you:

- Track SPM performance over time to identify improvement needs
- Automate alerts on the dashboard and in scorecards when out-of-threshold scores occur

ERP Integration for Supplier Data

- Supplier data model based on SAP Business Partner data model, with many standard and extension fields available. Since the data model is based on the SAP Business Partner data model, bidirectional integration with non-SAP ERP systems isn't available.
- Bidirectional integration with SAP ERP 6.0 EHP6 and higher with or without Master Data Governance for Suppliers (MDG-S) using Cloud Integration version 8.0 or higher allows replication of supplier data between the solution and SAP ERP.
- Bidirectional integration with SAP ERP and SAP S/4HANA, on premise edition, with or without Master Data Governance for Suppliers (MDG-S) using SAP Integration Suite, managed gateway for spend management and SAP Business Network.
- Configurable synchronization of new suppliers to SAP ERP or SAP S/4HANA, on premise edition, with or without Master Data Governance for Suppliers (MDG-S), based on request or registration status.

Note

- In configurations that include multiple SAP ERP or SAP S/4HANA, on premise edition, systems, Master Data Governance for Suppliers (MDG-S) is the required integration target to provide data harmonization across the multiple ERP systems.
- In configurations that include MDG-S, integration currently creates business partners directly instead of using the create Change Request (CR) process, and enhancements to MDG-S are required to create them through CRs instead.

APIs

Supplier Data API with Pagination

The Supplier Data API with Pagination allows you to extract supplier data from your site, including registration, qualification, and preferred supplier levels and project and questionnaire details, and to get and set responses to supplier management questionnaires. Results are paginated, and query filters allow you to retrieve incremental updates. Qualification and preferred levels are only available in SAP Ariba Supplier Lifecycle and Performance.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). If you wish to connect a third-party service using this API, first confirm that the company is participating in the SAP partner program and is authorized to provide connection to this solution using this API. You will be required to submit written consent to SAP to authorize the exchange of data with the third-party service.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

External Approval API for Sourcing and Supplier Management

The External Approval API for Sourcing and Supplier Management allows you to process SAP Ariba sourcing, contract, and supplier management project approval tasks in external systems.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). If you wish to connect a third-party service using this API, first confirm that the company is participating in the SAP partner program and is authorized to provide connection to this solution using this API. You will be required to submit written consent to SAP to authorize the exchange of data with the third-party service.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

Technology Features (Classic Architecture)

Dashboard

The dashboard surfaces significant, actionable, and relevant user content to role-based user dashboards. Users can personalize content by dragging and dropping that content on their active dashboards.

Dashboards can include:

Supplier Performance Scorecards and KPIs

Users can:

- Create scorecards by supplier and category
- Create KPI sections and specific KPIs on scorecard templates
- Store KPIs and sections in a library for easy reuse
- Pull in either survey data or transaction data to populate KPIs
- Map legacy transaction data into KPI grades
- Identify out-of-range scores for each KPI to trigger alerts

Supplier Performance Stakeholder Surveys

Users can:

- Create robust surveys for stakeholders who interact with suppliers
- Map survey sections or questions to specific KPIs on a scorecard
- Automatically pull survey results into a scorecard
- Automatically average all stakeholder feedback for each supplier or scorecard
- Schedule surveys as recurring tasks on a regular basis
- Allow additional comments by stakeholders to add color to supplier assessments

Supplier Information Management

- Collect supplier profile information prior to approval
- Route suppliers to the appropriate Supplier Managers based on geography, commodity, or other criteria
- Create and manage supplier profile questionnaire content, including questions, attachments, and requirements
- Search for suppliers using extended profile elements as search criteria

Content Management

- Wizards for automating and standardizing a broad set of surveys and scorecards
- A library that stores standardized content, including questionnaires and key performance indicators (KPIs)
- Content upload in Microsoft Excel files
- HTML text formatting in questionnaire and survey content, including bold, italics, underlining, bulleted lists, and active URLs, which allows users to clearly convey information to suppliers and stakeholders
- Automatic or manual scoring of the supplier profile questionnaire
- Access to the Ariba Network for Suppliers, where you can post SAP Business Network Discovery postings to connect with new suppliers

SAP Business Network Discovery is a service that allows buyers to find new suppliers, read profile information about suppliers, feedback on suppliers, and other supplier information. SAP Business Network Discovery is not a part of the solution to which you subscribed, but is a separate service. In some circumstances, you can access SAP Business Network Discovery from your solution. SAP Business Network Discovery is currently free for buyers. Before you first access SAP Business Network Discovery, you will be asked to accept the online Terms of Use applicable to SAP Business Network Discovery, and those terms will apply if you choose to proceed and use SAP Business Network Discovery.

Project Management and Workflow

- Standardized, repeatable supplier and supplier performance management for suppliers in dedicated supplier workspaces and supplier performance management projects
- Define and standardize processes by category, supplier, or other criteria using custom project templates
- Specify activities, tasks, documents, analyses, and team members for projects
- Schedule recurring tasks and phases to ensure timely completion of activities
- Collaborate with suppliers and stakeholders on action items and scorecards (review and approve scorecards)
- Automate action item alerts using conditions such as for expired certificates

Document Management

- Repository for all documents related to projects or category knowledge areas.
- Both individual projects and the Sourcing Library enable easy document collaboration, sharing, and management with version control, commenting, and an audit trail.

Knowledge and Resource Management

- Both the Sourcing Library and project templates capture organizational and category knowledge for reuse.
- Projects and project reporting show user priorities and staff availability and provide team management tools for deploying users across projects.

Communications

- Project messages: project message boards facilitate communication between project team members.
- Notifications: customer sites generate a number of automatic notifications related to invitations, changes to events, event closings, awards, and so forth.

Reporting

Reporting capabilities include:

- Scorecard and survey reporting
- 360 degree view supplier reporting
- Project and project task reporting
- Custom analytical reporting, including reporting across multiple fact tables
- Implementation of one custom fact table

SPM project reporting is designed to help you:

- Track SPM performance over time to identify improvement needs
- Automate alerts on the dashboard and in scorecards when out-of-threshold scores occur

Third-Party Integration

This solution provides a way for customers to integrate with third-party systems either through web services or file-over-HTTPS transfers so that event owners can quickly create and update events based on item masters and send or report results back to third-party systems. Third-party integration can:

- Automatically update department, commodity, user, exchange rate, and other master data
- Provide single sign-on to the solution and third-party systems
- Update third-party systems with solution data
- Copy documents to and from third-party document systems

In addition to document copy, URL documents can point to objects in third-party systems, and users can create hyperlinks ("webjumpers") to documents and projects in the solution from third-party systems.

Customers can set up and configure their own third-party integrations; SAP Ariba also offers optional third-party integration services.

Analytical Reporting API for Strategic Procurement and Operational Procurement

The analytical reporting API enables you to create a client application that extracts reportable data from reporting facts and dimensions such as you would select in the user interface when creating an analytical report. For

example, you could use this API to extract and report on the analytical data that you need to import to a customer's warehouse or create dashboards for trend assessment

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). This API is only available for use by you, as an SAP Ariba customer, for direct connection to systems under your control and is not available to be leveraged by Partner applications in the SAP Partner Program.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

Optional features and services

Forms

Forms are configurable, structured documents that are available in projects and can be used for capturing all sorts of data inside those projects. Forms are implemented as an SAP Ariba service.

For a list of the services included or available with a specific SAP Ariba solution, see the services topic for that solution in the *SAP Ariba solutions description guide*

Add-Ons

SAP Business Network Application Gateway


SAP Business Network application gateway provides suppliers with access to buyer-managed applications through Single Sign On (SSO).

- All suppliers with both standard and enterprise accounts can access the application gateway.
- Buyers can allow suppliers to manage access for supplier users in their accounts through SAP Business Network supplier permissions.
- Buyers can manage individual suppliers' SSO access to each application using a CSV data import or can set up auto-subscription for all suppliers with whom the buyer has established a sourcing or trading relationship.

Configuration of the SAP Business Network application gateway feature requires additional services which are subject to an additional fee.

Services for SAP Ariba Supplier Information and Performance Management

Included Services:

- Deployment services are included and are described separately in the Deployment Description for this solution. Deployment services are only available in the initial subscription term, unless otherwise stated in the Order Form. These services are described here:
 - [SAP Ariba Supplier Information and Performance Management deployment description](#) 
- [Best Practice Center Post-Deployment Services \[page 293\]](#)
- Customer support services:
 - [SAP Enterprise Support, Cloud Edition \[page 293\]](#)
- [Hosting Services \[page 296\]](#)

Optional Services:

- Customer support services:
 - [End User Support Services \(Optional Add-On\) \[page 294\]](#)
 - [Preferred Care Services \(Optional Add-On\) \[page 294\]](#)

SAP Ariba Supplier Lifecycle and Performance

[Technology Features for SAP Ariba Supplier Lifecycle and Performance \[page 202\]](#)

[Services for SAP Ariba Supplier Lifecycle and Performance \[page 209\]](#)

Technology Features for SAP Ariba Supplier Lifecycle and Performance

- [Supplier Management Dashboard \[page 202\]](#)
- [Request and Registration Workflow \[page 203\]](#)
- [Qualifications and Disqualifications Using Supplier Qualification and Disqualification Projects \[page 203\]](#)
- [Qualification and Miscellaneous Supplier Lifecycle Processes \[page 203\]](#)
- [Preferred Supplier Management \[page 204\]](#)
- [Certificate Management \[page 193\]](#)
- [Supplier Performance \[page 205\]](#)
- [Content Management \[page 205\]](#)
- [Project Management and Workflow \[page 206\]](#)
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- [Reporting \[page 206\]](#)
- [ERP Integration for Supplier Data \[page 207\]](#)
- [APIs \[page 207\]](#)
- [Migration Tools \[page 192\]](#)
- [Add-Ons \[page 208\]](#)

Supplier Management Dashboard

The **Supplier Management** dashboard provides a single location for all supplier management, including:

- Search for all suppliers using name, ID, and contact information, with filters based on category, region, status, and other criteria.
- A 360° view of each supplier, with questionnaire data, any available ERP data, certificates, and public profile information in one location.
- Centralized management of all supplier management projects in the supplier's 360° view.

Request and Registration Workflow

- New suppliers are created via approved supplier requests submitted by sourcing agents, functional buyers, and other users in the site, as well as by category or supplier managers.
- Supplier requests can be routed to the appropriate category or supplier managers based on commodity, region, and (optionally) department.
- Registration profile building comes only after supplier request is approved.
- Internal registration surveys can supplement the supplier profile.
- Request and registration content can include sections, questions, requirements, and attachments. Questions can be mapped to specific fields in the supplier database.
- Administrators can issue mass registration invitations to large lists of suppliers for fast onboarding.
- Synchronization of new suppliers with an integrated ERP system is configurable based on status at various points of the request and registration workflow.

Qualifications and Disqualifications Using Supplier Qualification and Disqualification Projects

You can manage supplier qualifications using either supplier qualification and disqualification projects or modular process projects. In supplier qualification and disqualification projects:

- Qualifications and disqualifications are always based on a commodity and region. They can also be based on business unit (department) if your site has that feature enabled. Multiple qualifications and disqualifications for different commodity/region/department combinations are supported.
- Qualification questionnaire content can be targeted to specific commodities, regions, and departments.
- Questionnaire content can include sections, questions, requirements, and attachments. Questions can be mapped to specific fields in the supplier database.
- Supplier qualifications and disqualifications can be routed to the appropriate category or supplier managers based on commodity, region, and departments.
- The disqualification process supports either immediate disqualification or date-based phase-out with restricted phase before disqualification.
- Requalification workflow is supported.

Qualification and Miscellaneous Supplier Lifecycle Processes

You can manage supplier qualifications using either supplier qualification and disqualification projects or modular process projects. Modular process projects provide a flexible framework for defining custom qualification and other supplier lifecycle processes. In qualification and miscellaneous process projects:

- Processes are always based on commodity, region, and department. A separate process (and associated qualification or other process status) is supported for each unique combination.
- Qualification and miscellaneous processes use modular questionnaires to collect data. The process's commodities, regions, and departments determine the applicable modular questionnaires. Each modular

questionnaire is a separate project with its own settings and approval flow. Modular questionnaires can be reused in multiple processes to streamline data collection, or they can be single-use. They can be required or optional, and process workflows include options for requesting updates.

- Questionnaire content can include sections, questions, requirements, and attachments. Questions can be mapped to specific fields in the supplier database.
- Processes support both internal and external modular questionnaires, enabling data collection from both suppliers and internal users and allowing the creation of entirely internal qualification and other processes if desired.
- Qualification and miscellaneous processes and their questionnaires can be routed to the appropriate category or supplier managers and approvers based on commodity, region, and departments.
- Final qualification or other process statuses can be set flexibly. Designated process decision-makers can manually set qualification and other process statuses and can update those statuses based on changing circumstances, including denying previously approved qualification processes to remove qualified statuses if necessary. Processes also support automatic status assignment based on the status of the process's questionnaires.
- Process cancellation is supported.
- Renewal (requalification) workflow is supported.

Preferred Supplier Management

- Up to five preferred supplier levels are supported.
- Preferred supplier designations are always based on a commodity and region. They can also be based on business unit (department) if your site has that feature enabled. Multiple designations for different commodity/region/department combinations are supported.
- Preferred supplier designations are automatically tied to qualification and disqualification: suppliers must be qualified in a commodity/region/department combination before they can be preferred, and when preferred suppliers are disqualified in a commodity/region/department combination, the preferred designation for that commodity/region/department combination is automatically removed.
- Preferred supplier requests can be routed to the appropriate category or supplier managers based on commodity and region.
- Preferred supplier request content can include sections, questions, requirements, and attachments. Questions can be mapped to specific fields in the supplier database.

Certificate Management

Category and supplier managers can collect certificate information from suppliers in modular questionnaires that can be updated at any time. In addition to individual certificates, the questionnaires themselves can be configured with an expiration schedule. Notifications let suppliers and internal stakeholders know when certificates or questionnaires near expiration and when they have expired.

Supplier Performance

This solution includes optional access to classic Supplier Performance Management (SPM) projects. SPM projects use the classic project interface, with tabs for **Overview**, **Documents**, **Tasks**, and so forth. They are visible as individual projects on the **Home** dashboard and through project search. They do not display on the **Supplier Management** dashboard and they are not linked in anyway to supplier request, registration, qualification, disqualification, preferred supplier management, or modular supplier management questionnaire projects.

Supplier Performance Scorecards and KPIs

Users can:

- Create scorecards by supplier and category
- Create KPI sections and specific KPIs on scorecard templates
- Store KPIs and sections in a library for easy reuse
- Pull in either survey data or transaction data to populate KPIs
- Map legacy transaction data into KPI grades
- Identify out-of-range scores for each KPI to trigger alerts

Supplier Performance Stakeholder Surveys

Users can:

- Create robust surveys for stakeholders who interact with suppliers
- Map survey sections or questions to specific KPIs on a scorecard
- Automatically pull survey results into a scorecard
- Automatically average all stakeholder feedback for each supplier or scorecard
- Schedule surveys as recurring tasks on a regular basis
- Allow additional comments by stakeholders to add color to supplier assessments

Content Management

- HTML text formatting in questionnaire and survey content, including bold, italics, underlining, bulleted lists, and active URLs, which allows users to clearly convey information to suppliers and stakeholders
- The Sourcing Library, which can store standardized content for use in forms and questionnaires across projects.

Project Management and Workflow

- Standardized, repeatable supplier management in dedicated supplier request, registration, qualification, preferred supplier management, disqualification, modular supplier management questionnaire, and SPM projects.
- Automatic workflow from request to registration to qualification to preferred supplier management or disqualification.
- Ability to define and standardize processes by category, region, and other criteria using custom project templates.
- Forms, questionnaires, tasks, team members, and approval flows for projects.
- Buyer category assignment data to route request, qualification, disqualification, preferred supplier management, and modular supplier management questionnaire projects to specific users based on the supplier's commodities, regions, and (optionally) departments.
- Template upgrade to upgrade existing supplier registration and modular supplier management questionnaires to the latest version of the project template.
- Specify activities, tasks, documents, analysis, and team members for SPM.
- Schedule recurring tasks and phases to ensure timely completion of activities in SPM projects.
- Collaborate with suppliers and stakeholders on SPM action items and scorecards (review and approve scorecards).

Communications

- SPM project messages: SPM project message boards facilitate communication between project team members.
- The supplier 360° shows the most recent request and registration activities.
- Notifications: customer sites generate a number of automatic notifications related to supplier management activities.

Reporting

Reporting capabilities:

- Scorecard and survey reporting
- Project and project task reporting for SPM projects

SPM project reporting is designed to help you:

- Track SPM performance over time to identify improvement needs
- Automate alerts on the dashboard and in scorecards when out-of-threshold scores occur

ERP Integration for Supplier Data

- Supplier data model based on SAP Business Partner data model, with many standard and extension fields available. Since the data model is based on the SAP Business Partner data model, bidirectional integration with non-SAP ERP systems isn't available.
- Bidirectional integration with SAP ERP 6.0 EHP6 and higher with or without Master Data Governance for Suppliers (MDG-S) using Cloud Integration version 8.0 or higher allows replication of supplier data between the solution and SAP ERP.
- Bidirectional integration with SAP ERP and SAP S/4HANA, on premise edition, with or without Master Data Governance for Suppliers (MDG-S) using SAP Integration Suite, managed gateway for spend management and SAP Business Network.
- Configurable synchronization of new suppliers to SAP ERP or SAP S/4HANA, on premise edition, with or without Master Data Governance for Suppliers (MDG-S), based on request or registration status.

📘 Note

- In configurations that include multiple SAP ERP or SAP S/4HANA, on premise edition, systems, Master Data Governance for Suppliers (MDG-S) is the required integration target to provide data harmonization across the multiple ERP systems.
- In configurations that include MDG-S, integration currently creates business partners directly instead of using the create Change Request (CR) process, and enhancements to MDG-S are required to create them through CRs instead.

APIs

Supplier Data API with Pagination

The Supplier Data API with Pagination allows you to extract supplier data from your site, including registration, qualification, and preferred supplier levels and project and questionnaire details, and to get and set responses to supplier management questionnaires. Results are paginated, and query filters allow you to retrieve incremental updates. Qualification and preferred levels are only available in SAP Ariba Supplier Lifecycle and Performance.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). If you wish to connect a third-party service using this API, first confirm that the company is participating in the SAP partner program and is authorized to provide connection to this solution using this API. You will be required to submit written consent to SAP to authorize the exchange of data with the third-party service.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

External Approval API for Sourcing and Supplier Management

The External Approval API for Sourcing and Supplier Management allows you to process SAP Ariba sourcing, contract, and supplier management project approval tasks in external systems.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). If you wish to connect a third-party service using this API, first confirm that the company is participating in the SAP partner program and is authorized to provide connection to this solution using this API. You will be required to submit written consent to SAP to authorize the exchange of data with the third-party service.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

Migration Tools

This solution includes migration tools (technology features) for migrating supplier organization, supplier user, and supplier profile questionnaire data to the unified vendor model and supplier registration questionnaires used in SAP Ariba Supplier Information and Performance Management (new architecture) and SAP Ariba Supplier Lifecycle and Performance. These migration tools are not automated and require some configuration steps.

Note

Note: If you are an existing SAP Ariba customer, you may not be able to use the full product capabilities until you migrate to the unified vendor data model.

Add-Ons

SAP Business Network Application Gateway


SAP Business Network application gateway provides suppliers with access to buyer-managed applications through Single Sign On (SSO).

- All suppliers with both standard and enterprise accounts can access the application gateway.
- Buyers can allow suppliers to manage access for supplier users in their accounts through SAP Business Network supplier permissions.
- Buyers can manage individual suppliers' SSO access to each application using a CSV data import or can set up auto-subscription for all suppliers with whom the buyer has established a sourcing or trading relationship.

Configuration of the SAP Business Network application gateway feature requires additional services which are subject to an additional fee.

Services for SAP Ariba Supplier Lifecycle and Performance

Included Services:

- Deployment services are included and are described separately in the Deployment Description for this solution. Deployment services are only available in the initial subscription term, unless otherwise stated in the Order Form. These services are described here:
 - [SAP Ariba Supplier Lifecycle and Performance deployment description](#) 
- [Best Practice Center Post-Deployment Services](#) [page 293]
- Customer support services:
 - [SAP Enterprise Support, Cloud Edition](#) [page 293]
- [Hosting Services](#) [page 296]

Optional Services:

- Customer support services:
 - [End User Support Services \(Optional Add-On\)](#) [page 294]
 - [Preferred Care Services \(Optional Add-On\)](#) [page 294]

SAP Ariba Supplier Risk

Note

SAP Ariba Supplier Risk gathers data from multiple service providers, public and private, including articles, news reports, company information and other third party content, and makes that information available. SAP Ariba Supplier Risk provides links to other websites that allow users to leave the site to access third-party material or that bring the third-party material into this site via “inverse” hyperlinks. SAP Ariba has no discretion or obligation to alter, update or control the content on a linked site. Links to such third-party sites are not to be taken as an endorsement by SAP Ariba of the third-party site, or of any products promoted, offered or sold on the third party site, nor that such sites are free from computer viruses or anything else that has destructive properties. SAP Ariba does not take responsibility for the collection or use of personal data from any third-party site. SAP Ariba believes the sources of information to be reliable but does not accept any responsibility or liability for the accuracy, content, completeness, legality, reliability or timeliness of the third party content contained in SAP Ariba Supplier Risk. All available third-party content in the solution or a linked site are provided on an “As is”, “As available” basis. SAP Ariba does not prescreen or review content from its service providers. This information may contain errors and is provided to facilitate further research by the recipient

Restrictions

You cannot resell or relicense SAP Ariba Supplier Risk database information, provide it to third parties (excluding contractors or authorized affiliates), use it for marketing purposes, or use it as a factor in establishing either an individual's eligibility for credit or insurance to be used primarily for personal, family, or household purposes, or an individual's employment.

[Technology Features for SAP Ariba Supplier Risk \[page 210\]](#)

[Services for SAP Ariba Supplier Risk \[page 217\]](#)

Technology Features for SAP Ariba Supplier Risk

- [Potential Risk Exposure \[page 211\]](#)
- [Risk Alerts \[page 211\]](#)
- [Supplier Risk Dashboard \[page 212\]](#)
- [Supplier 360° Profiles \[page 212\]](#)
- [Risk Profile Enrichment \[page 212\]](#)
- [Risk Assessment Projects \[page 212\]](#)
- [Certificate Management \[page 214\]](#)
- [Finding and Event Collaboration \[page 215\]](#)

- [Communications \[page 215\]](#)
- [Administration \[page 215\]](#)
- [APIs \[page 215\]](#)
- [ERP Integration \[page 216\]](#)
- [Optional Features and Services \[page 216\]](#)
- [Add-Ons \[page 217\]](#)

Potential Risk Exposure

This solution calculates supplier risk exposure, which are numerical values from 1-100 that designates the supplier's level of risk exposure, with 100 being the riskiest and 1 the least risky. If a supplier's risk exposure shows as unknown, that means there is not yet enough information to calculate the exposure. There are a number of different factors that affect a supplier's risk exposure, including:

- News items about the supplier
- Corporate information about the supplier
- Financial health data about the supplier
- Geographical data on natural disasters
- Compliance information about the supplier, including legal, regulatory, and environmental risks
- Structured risk information based on the supplier's corporate hierarchy
- Certain information provided by third-party data providers and configured in the risk exposure configuration user interface
- Custom field information from the buyer
- Inherent and residual risk from the engagement risk workflow

Risk Alerts

Risk alerts notify users of incidents that affect suppliers, and are based on news items and data about natural disasters.

Users can:

- View alert details and open links to news sources.
- Share alerts through email.
- Filter, flag, sort, and archive alerts.
- Subscribe to alerts to specific incident types for specific suppliers.
- Enable and disable email notifications for alerts.
- Configure severity levels for alerts of specific incident types.
- Provide feedback about alerts to be reviewed for improvements.

Alerts are available on a forward basis from the time the user begins following a supplier. Previous news information is available on the **Risk Incidents** tab of the supplier's profile if the supplier was previously monitored for risk and information was captured for them. Up to two years of previous news information is available.

Supplier Risk Dashboard

For users who are following suppliers, the **Supplier Risk** dashboard shows summarized risk information for all followed suppliers and suppliers that have been submitted to licensed providers for risk evaluation, and allows them to view and manage risk alerts for individual suppliers.

ⓘ Note

Third-party risk evaluations require separate licenses and are an add-on service.

From the dashboard, users can click a supplier's name to open their 360° profile.

Supplier 360° Profiles

Each supplier imported into SAP Ariba Supplier Risk has a supplier 360° profile with a **Risk** area.

Users can view potential risk exposure and trends, contributory factors to risk exposure, alert trends, alerts, incidents, and enriched corporate information for the supplier in the profile.

The profile also includes common supplier information such as contacts, any available ERP data, certificates, and any available public profile information in one location.

Risk Profile Enrichment

SAP Ariba Supplier Risk enriches the profiles of imported suppliers by:

- Running a duplicate check to establish the supplier's uniqueness or match it to an existing supplier.
- Cleansing supplier addresses so that they match authoritative third-party information.
- Adding basic, publicly-available information such as number of years in business, number of bankruptcy filings, and so forth.
- Adding enriched corporate information such as legal name and address, bankruptcy indicators, number of employees, revenue, diversity indicators, corporate family tree, trade style, and country/region rankings.

SAP Ariba Supplier Risk profile enrichment is based on at least a 75% confidence level.

Risk Assessment Projects

Control-Based Engagement Risk Assessment Workflow

- New control-based engagement risk assessment projects created via engagement requests, which can be routed to the appropriate approvers.

- Custom risk controls and mappings between controls, questionnaires, and engagement commodities, regions, and departments defined by site master data.
- Configurable, multi-step engagement request process uses answers to a business details questionnaire to dynamically add screening questions to an inherent risk screening questionnaire. Inherent risk screening determines required risk controls.
- Calculating the inherent risk of buying the service based on the commodity or responses to inherent risk screening questions. This inherent risk can also be a contributing factor to the supplier's risk exposure.
- Ability to fast-track suppliers with effective controls and to highlight suppliers with some controls that are either effective or in evaluation during the request process.
- Modular assessment questionnaires with configurable expiration dates and dedicated workflows can be reused in multiple control-based risk assessments or as standalone questionnaires. Once a supplier answers a questionnaire, those answers are valid until the questionnaire expires.
- Dedicated control review process with designated control decision makers marking a control effective or ineffective.
- Ability to populate control-based engagement risk assessment project groups dynamically based on an engagement's commodities, regions, and departments.
- Overall engagement approval and other tasks can be routed to the appropriate approvers or stakeholders.
- Sourcing or contract projects can be made follow-on projects in solutions that include SAP Ariba Sourcing or SAP Ariba Contracts.

Note

While SAP Ariba Supplier Risk will continue to support legacy engagement risk assessment projects based on the Engagement Risk functionality that existed prior to October 12, 2018 until further notice, customers with subscriptions with order form effective dates on or after October 12, 2018 who want to implement supplier engagement risk assessments must use the Engagement Risk Control Framework to implement control-based engagement risk assessments. There is no way to migrate data from legacy projects to control based projects. No further innovations are planned for legacy engagement risk assessment projects.

Issue Management

Issue management projects provide a template-driven workflow for raising, analyzing, and resolving issues that arise during supplier or third-party engagement risk assessment projects, including:

- A configurable issue form for creating issues.
- Ability to refine the issue by editing the form as the issue progresses through definition, analysis, and resolution, as well as to add attachments and include comments.
- Separate issue resolution and approval.
- Configurable tasks with review and approval flows to include the relevant stakeholders.
- The ability to define the probability and severity of an issue to determine the residual risk rating for the engagement.

Issue projects exist inside the engagement risk assessment projects for which they were created, providing a clear link between the assessment process and its associated issues.

Content Management

- HTML text formatting in questionnaire and survey content, including bold, italics, underlining, bulleted lists, and active URLs, which allows users to clearly convey information to suppliers and stakeholders
- The Sourcing Library, which can store standardized content for use in forms and questionnaires across projects.

Project Management And Workflow

- Standardized, repeatable risk assessment projects.
- Automatic workflow from engagement request to assessment questionnaires.
- Define and standardize processes by category, region, department, and other criteria using a custom project template.
- Specify forms, questionnaires, tasks, team members, and approval flows.
- Use risk assessment questionnaires triggered based on answers in the engagement request.
- Use buyer category assignments (the user matrix) to route approvals, task ownership, and control decision making to specific users based on engagement characteristics, or allow governance users to add ad hoc approvers instead.

Linking Between Engagement Risk Assessment Projects And Contract Workspaces

In solutions that include both SAP Ariba Supplier Risk and SAP Ariba Contracts, users creating contract workspaces can select a supplier engagement risk assessment project to associate with the contract workspace, linking the two projects. Contract workspace include the status and risk exposures of the supplier engagement risk assessment projects to which they are linked.

Certificate Management

Category and supplier managers can collect certificate information from suppliers in modular questionnaires that can be updated at any time. In addition to individual certificates, the questionnaires themselves can be configured with an expiration schedule. Notifications let suppliers and internal stakeholders know when certificates or questionnaires near expiration and when they have expired.

Finding and Event Collaboration

You can create general findings or findings specific to engagements or controls. You can also collaborate within your organization, as well as with external parties, which provides efficient, seamless digital collaboration on one platform between all involved parties, while providing access control and a solid audit trail.

Workflow:

- A finding creator creates a new finding, briefly describing details and attaching relevant documentation. The risk impact and likelihood is gauged for proper risk prioritization.
- A finding validator reviews the finding. They can update the descriptions, likelihood, and probability; assign a due date; and validate the finding text. Then, they define relevant response coordinators as an interim step or directly assign internal and external analysis team members. When the due date is assigned, the finding moves into analysis.
- In analysis, the defined team actively collaborates to resolve the finding. Through the same portal, documents such as finding response plans can be exchanged, with full the audit trail recorded.
- After review of the effectiveness of measures put in place to address the risks, the finding can be concluded and future supplier risk scores adjusted. Finally, the finding can either move into response review or approval.

Communications

- Customer sites generate a number of automatic notifications related to risk assessments, modular questionnaires, and certificates.
- The **Supplier Risk** dashboard shows risk assessment projects, including recent activity.
- The supplier 360° profile shows modular questionnaires, including risk assessments and certificate-related questionnaires.

Administration

Customer administrators can:

- Manage users and user permissions.
- Import supplier data.
- Configure integration with an SAP ERP system.
- Load master data files used to configure the control-based engagement risk assessment process.
- Configure and adjust the risk exposure settings using the risk configuration user interface.

APIs

Supplier Data API with Pagination

The Supplier Data API with Pagination allows you to extract supplier data from your site, including registration, qualification, and preferred supplier levels and project and questionnaire details, and to get and set responses to supplier management questionnaires. Results are paginated, and query filters allow you to retrieve incremental updates. Qualification and preferred levels are only available in SAP Ariba Supplier Lifecycle and Performance.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). If you wish to connect a third-party service using this API, first confirm that the company is participating in the SAP partner program and is authorized to provide connection to this solution using this API. You will be required to submit written consent to SAP to authorize the exchange of data with the third-party service.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

ERP Integration

This solution integrates with SAP ERP 6.0 EHP 7 SP11 and higher using Ariba Cloud Integration 8.0 or higher.

Optional Features and Services

Compliance Risk Reporting

Compliance reports are third-party PDF reports with information about the supplier's regulatory, legal, and government compliance issues, as well as adverse news events. Users can download these reports from a supplier's 360° profile.

Financial Data

Third-party financial data providers that are integrated to this solution can be configured to provide financial data. If you have purchased a third-party add-on content provider for financial data, you can select suppliers to submit for evaluation, which return the pre-integrated financial data.

Add-Ons

SAP Business Network Application Gateway


SAP Business Network application gateway provides suppliers with access to buyer-managed applications through Single Sign On (SSO).

- All suppliers with both standard and enterprise accounts can access the application gateway.
- Buyers can allow suppliers to manage access for supplier users in their accounts through SAP Business Network supplier permissions.
- Buyers can manage individual suppliers' SSO access to each application using a CSV data import or can set up auto-subscription for all suppliers with whom the buyer has established a sourcing or trading relationship.

Configuration of the SAP Business Network application gateway feature requires additional services which are subject to an additional fee.

Services for SAP Ariba Supplier Risk

Included services:

- Deployment services are included and are described separately in the Deployment Description for this solution. Deployment services are only available in the initial subscription term, unless otherwise stated in the Order Form. These services are described here:
 - [SAP Ariba Supplier Risk deployment description](#) 
- [Best Practice Center Post-Deployment Services \[page 293\]](#)
- Customer support services:
 - [SAP Enterprise Support, Cloud Edition \[page 293\]](#)

Optional services:

- Customer support services:
 - [End User Support Services \(Optional Add-On\) \[page 294\]](#)
 - [Preferred Care Services \(Optional Add-On\) \[page 294\]](#)

SAP Ariba Supplier Risk, base edition

Note

SAP Ariba Supplier Risk, base edition gathers data from multiple service providers, public and private, including articles, news reports, company information and other third party content, and makes that information available. SAP Ariba Supplier Risk, base edition provides links to other websites that allow users to leave the site to access third-party material or that bring the third-party material into this site via “inverse” hyperlinks. SAP Ariba has no discretion or obligation to alter, update or control the content on a linked site. Links to such third-party sites are not to be taken as an endorsement by SAP Ariba of the third-party site, or of any products promoted, offered or sold on the third party site, nor that such sites are free from computer viruses or anything else that has destructive properties. SAP Ariba does not take responsibility for the collection or use of personal data from any third-party site. SAP Ariba believes the sources of information to be reliable but does not accept any responsibility or liability for the accuracy, content, completeness, legality, reliability or timeliness of the third party content contained in SAP Ariba Supplier Risk, base edition. All available third-party content in the solution or a linked site are provided on an “As is”, “As available” basis. SAP Ariba does not prescreen or review content from its service providers. This information may contain errors and is provided to facilitate further research by the recipient

Restrictions

You cannot resell or relicense SAP Ariba Supplier Risk, base edition database information, provide it to third parties (excluding contractors or authorized affiliates), use it for marketing purposes, or use it as a factor in establishing either an individual's eligibility for credit or insurance to be used primarily for personal, family, or household purposes, or an individual's employment.

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Technology Features for SAP Ariba Supplier Risk, base edition

- [Potential Risk Exposure \[page 219\]](#)
- [Risk Alerts \[page 219\]](#)
- [Supplier Risk Dashboard \[page 220\]](#)
- [Supplier 360° Profiles \[page 220\]](#)
- [Risk Assessment Projects \[page 220\]](#)
- [Certificate Management \[page 222\]](#)
- [Finding and Event Collaboration \[page 222\]](#)

- [Communications \[page 222\]](#)
- [Administration \[page 223\]](#)
- [APIs \[page 223\]](#)
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Potential Risk Exposure

This solution calculates supplier risk exposure, which are numerical values from 1-100 that designates the supplier's level of risk exposure, with 100 being the riskiest and 1 the least risky. If a supplier's risk exposure shows as unknown, that means there is not yet enough information to calculate the exposure. There are a number of different factors that affect a supplier's risk exposure, including:

- News items about the supplier
- Financial health data about the supplier
- Geographical data on natural disasters
- Compliance information about the supplier, including legal, regulatory, and environmental risks
- Structured risk information based on the supplier's corporate hierarchy
- Certain information provided by third-party data providers and configured in the risk exposure configuration user interface
- Custom field information from the buyer
- Inherent and residual risk from the engagement risk workflow

Risk Alerts

Risk alerts notify users of incidents that affect suppliers, and are based on news items and data about natural disasters.

Users can:

- View alert details and open links to news sources.
- Share alerts through email.
- Filter, flag, sort, and archive alerts.
- Subscribe to alerts to specific incident types for specific suppliers.
- Enable and disable email notifications for alerts.
- Configure severity levels for alerts of specific incident types.
- Provide feedback about alerts to be reviewed for improvements.

Alerts are available on a forward basis from the time the user begins following a supplier. Previous news information is available on the **Risk Incidents** tab of the supplier's profile if the supplier was previously monitored for risk and information was captured for them. Up to two years of previous news information is available.

Supplier Risk Dashboard

For users who are following suppliers, the **Supplier Risk** dashboard shows summarized risk information for all followed suppliers and suppliers that have been submitted to licensed providers for risk evaluation, and allows them to view and manage risk alerts for individual suppliers.

ⓘ Note

Third-party risk evaluations require separate licenses and are an add-on service.

From the dashboard, users can click a supplier's name to open their 360° profile.

Supplier 360° Profiles

Each supplier imported into SAP Ariba Supplier Risk, base edition has a supplier 360° profile with a **Risk** area.

Users can view potential risk exposure and trends, contributory factors to risk exposure, alert trends, alerts, and incidents for the supplier in the profile.

The profile also includes common supplier information such as contacts, any available ERP data, certificates, and any available public profile information in one location.

Risk Assessment Projects

Control-Based Engagement Risk Assessment Workflow

- New control-based engagement risk assessment projects created via engagement requests, which can be routed to the appropriate approvers.
- Custom risk controls and mappings between controls, questionnaires, and engagement commodities, regions, and departments defined by site master data.
- Configurable, multi-step engagement request process uses answers to a business details questionnaire to dynamically add screening questions to an inherent risk screening questionnaire. Inherent risk screening determines required risk controls.
- Calculating the inherent risk of buying the service based on the commodity or responses to inherent risk screening questions. This inherent risk can also be a contributing factor to the supplier's risk exposure.
- Ability to fast-track suppliers with effective controls and to highlight suppliers with some controls that are either effective or in evaluation during the request process.
- Modular assessment questionnaires with configurable expiration dates and dedicated workflows can be reused in multiple control-based risk assessments or as standalone questionnaires. Once a supplier answers a questionnaire, those answers are valid until the questionnaire expires.
- Dedicated control review process with designated control decision makers marking a control effective or ineffective.

- Ability to populate control-based engagement risk assessment project groups dynamically based on an engagement's commodities, regions, and departments.
- Overall engagement approval and other tasks can be routed to the appropriate approvers or stakeholders.
- Sourcing or contract projects can be made follow-on projects in solutions that include SAP Ariba Sourcing or SAP Ariba Contracts.

Issue Management

Issue management projects provide a template-driven workflow for raising, analyzing, and resolving issues that arise during supplier or third-party engagement risk assessment projects, including:

- A configurable issue form for creating issues.
- Ability to refine the issue by editing the form as the issue progresses through definition, analysis, and resolution, as well as to add attachments and include comments.
- Separate issue resolution and approval.
- Configurable tasks with review and approval flows to include the relevant stakeholders.
- The ability to define the probability and severity of an issue to determine the residual risk rating for the engagement.

Issue projects exist inside the engagement risk assessment projects for which they were created, providing a clear link between the assessment process and its associated issues.

Content Management

- HTML text formatting in questionnaire and survey content, including bold, italics, underlining, bulleted lists, and active URLs, which allows users to clearly convey information to suppliers and stakeholders
- The Sourcing Library, which can store standardized content for use in forms and questionnaires across projects.

Project Management And Workflow

- Standardized, repeatable risk assessment projects.
- Automatic workflow from engagement request to assessment questionnaires.
- Define and standardize processes by category, region, department, and other criteria using a custom project template.
- Specify forms, questionnaires, tasks, team members, and approval flows.
- Use risk assessment questionnaires triggered based on answers in the engagement request.
- Use buyer category assignments (the user matrix) to route approvals, task ownership, and control decision making to specific users based on engagement characteristics, or allow governance users to add ad hoc approvers instead.

Linking Between Engagement Risk Assessment Projects And Contract Workspaces

In solutions that include both SAP Ariba Supplier Risk and SAP Ariba Contracts, users creating contract workspaces can select a supplier engagement risk assessment project to associate with the contract workspace, linking the two projects. Contract workspace include the status and risk exposures of the supplier engagement risk assessment projects to which they are linked.

Certificate Management

Category and supplier managers can collect certificate information from suppliers in modular questionnaires that can be updated at any time. In addition to individual certificates, the questionnaires themselves can be configured with an expiration schedule. Notifications let suppliers and internal stakeholders know when certificates or questionnaires near expiration and when they have expired.

Finding and Event Collaboration

You can create general findings or findings specific to engagements or controls. You can also collaborate within your organization, as well as with external parties, which provides efficient, seamless digital collaboration on one platform between all involved parties, while providing access control and a solid audit trail.

Workflow:

- A finding creators creates a new finding, briefly describing details and attaching relevant documentation. The risk impact and likelihood is gauged for proper risk prioritization.
- A finding validator reviews the finding. They can update the descriptions, likelihood, and probability; assign a due date; and validate the finding text. Then, they define relevant response coordinators as an interim step or directly assign internal and external analysis team members. When the due date is assigned, the finding moves into analysis.
- In analysis, the defined team actively collaborates to resolve the finding. Through the same portal, documents such as finding response plans can be exchanged, with full the audit trail recorded.
- After review of the effectiveness of measures put in place to address the risks, the finding can be concluded and future supplier risk scores adjusted. Finally, the finding can either move into response review or approval.

Communications

- Customer sites generate a number of automatic notifications related to risk assessments, modular questionnaires, and certificates.
- The **Supplier Risk** dashboard show risk assessment projects, including recent activity.
- The supplier 360° profile shows modular questionnaires, including risk assessments and certificate-related questionnaires.

Administration

Customer administrators can:

- Manage users and user permissions.
- Import supplier data.
- Configure integration with an SAP ERP system.
- Load master data files used to configure the control-based engagement risk assessment process.
- Configure and adjust the risk exposure settings using the risk configuration user interface.

APIs

Supplier Data API with Pagination

The Supplier Data API with Pagination allows you to extract supplier data from your site, including registration, qualification, and preferred supplier levels and project and questionnaire details, and to get and set responses to supplier management questionnaires. Results are paginated, and query filters allow you to retrieve incremental updates. Qualification and preferred levels are only available in SAP Ariba Supplier Lifecycle and Performance.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). If you wish to connect a third-party service using this API, first confirm that the company is participating in the SAP partner program and is authorized to provide connection to this solution using this API. You will be required to submit written consent to SAP to authorize the exchange of data with the third-party service.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

ERP Integration

This solution integrates with SAP ERP 6.0 EHP 7 SP11 and higher using Ariba Cloud Integration 8.0 or higher.

Optional Features and Services

Compliance Risk Reporting

Compliance reports are third-party PDF reports with information about the supplier's regulatory, legal, and government compliance issues, as well as adverse news events. Users can download these reports from a supplier's 360° profile.

Financial Data

Third-party financial data providers that are integrated to this solution can be configured to provide financial data. If you have purchased a third-party add-on content provider for financial data, you can select suppliers to submit for evaluation, which return the pre-integrated financial data.

Add-Ons

SAP Business Network Application Gateway


SAP Business Network application gateway provides suppliers with access to buyer-managed applications through Single Sign On (SSO).

- All suppliers with both standard and enterprise accounts can access the application gateway.
- Buyers can allow suppliers to manage access for supplier users in their accounts through SAP Business Network supplier permissions.
- Buyers can manage individual suppliers' SSO access to each application using a CSV data import or can set up auto-subscription for all suppliers with whom the buyer has established a sourcing or trading relationship.

Configuration of the SAP Business Network application gateway feature requires additional services which are subject to an additional fee.

Services for SAP Ariba Supplier Risk, base edition

Included services:

- Deployment services are included and are described separately in the Deployment Description for this solution. Deployment services are only available in the initial subscription term, unless otherwise stated in the Order Form. These services are described here:
 - [SAP Ariba Supplier Risk, base edition deployment description](#) 
- [Best Practice Center Post-Deployment Services \[page 293\]](#)

- Customer support services:
 - [SAP Enterprise Support, Cloud Edition \[page 293\]](#)

Optional services:

- Customer support services:
 - [End User Support Services \(Optional Add-On\) \[page 294\]](#)
 - [Preferred Care Services \(Optional Add-On\) \[page 294\]](#)

SAP Business Network Commerce Automation

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Technology Features for SAP Business Network Commerce Automation

- [SAP Business Network Buyer Portal \[page 226\]](#)
- [SAP Business Network Supplier Enablement Tools \[page 226\]](#)
- [SAP Business Network, Buyer Paid Supplier Fees Option \[page 235\]](#)
- [Purchase Order Processing \[page 227\]](#)
- [Invoice Processing \[page 228\]](#)
- [Service Sheet Processing \[page 230\]](#)
- [Automated RFQ Processing \[page 230\]](#)
- [Payment Visibility Processing \[page 231\]](#)
- [Reporting \[page 232\]](#)
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SAP Business Network Buyer Portal

The SAP Business Network buyer portal is an online administrative account where customer users manage buyer-side activities for transaction changes on SAP Business Network. The buyer portal includes access to standard SAP Business Network buyer education material and supplier enablement tools, as well as the ability to configure access for additional buyer users.

SAP Business Network Supplier Enablement Tools

SAP Business Network supplier enablement tools are accessible through the SAP Business Network buyer portal and include the following:

- Supplier search: buyers can search the SAP Business Network supplier directory and request trading relationships with suppliers that have already registered with SAP Business Network.
- Supplier invitation: buyers can enter or upload (batch) supplier contact information, triggering emails to suppliers that instruct them to register with SAP Business Network in order to transact with the buyer.
- Quick Enablement (QE): buyers can initiate supplier on-boarding to SAP Business Network using a transactional document (for example, by issuing a purchase order).
- Reporting: buyers can track supplier enablement status online using the supplier enablement features in the SAP Business Network buyer portal and using predefined downloadable reports.
- Supplier Information Portal: in addition to SAP Business Network's standard educational materials, buyers can also upload buyer-specific documents to this site for supplier education.

Purchase Order Processing

This solution requires the use of SAP Business Network to exchange documents with suppliers connected to the network. As part of purchase order processing, the following documents are supported:

- Purchase Order
- Purchase Order Change
- Purchase Order Cancellation
- Order Confirmation
- Order Inquiry
- Advanced Ship Notice
- Goods Receipt Notice

Purchase Order Transmission to Suppliers

Purchase orders are delivered from ERPs to suppliers through SAP Business Network. Suppliers can view the POs online or select a preferred delivery method such as cXML, EDI, email, or fax. Purchase order changes and cancellations can also be delivered to suppliers.

Order Confirmations, Status Updates, and Advance Ship Notices

- Suppliers can create order confirmations and advance ship notices for purchase orders on SAP Business Network or can transmit them through the network using cXML or EDI.
- Suppliers can view order confirmation and advance ship notice status on SAP Business Network.
- Buyers can see the status of the delivery of a transaction to a supplier via status update transactions on SAP Business Network.
- Buyers can receive order confirmations, advance ship notices, and status updates using cXML.
- Inbound documents can be posted directly to buyers or queued for buyers and pulled down at their request using cXML transactions.

Invoice Processing

This solution requires the use of SAP Business Network to exchange documents with suppliers connected to the network. As part of invoice processing, the following documents are supported:

- Invoice
- Invoice Status Update
- CC Invoice
- ERS/Self Billing
- Credit / Debit Memo

Note

Suppliers must register and remain eligible at all times to use SAP Business Network.

Supplier invoice entry

Suppliers can submit PO invoices online through the SAP Business Network user interface. They can flip a purchase order received on the network in order to create a PO invoice.

Suppliers can also submit non-PO invoices, credit memos, and debit memos online through the SAP Business Network interface.

They can also load invoices using EDI or cXML.

Invoice status updates for suppliers

Suppliers can view invoice status updates on SAP Business Network. Status updates might span invoices that are supplier-entered, buyer-entered, entered through SAP Ariba invoice conversion services, or copied from the buyer's ERP system (CC invoices).

Buyers can also process self-billing and send Evaluated Receipt Settlement (ERS) documents to suppliers.

System search for documents

Suppliers can search for invoices on SAP Business Network using filters.

Archival invoice download

Both buyers and suppliers have the option of receiving an archival invoice ZIP file. The archival file is available for download for 3 months. Buyers and suppliers must specify whether they want a new ZIP file generated every

two weeks or every month. Once SAP Business Network generates the ZIP file, an administrator can download it from the **Archived Invoices** page in SAP Business Network or specify a URL where the file can be delivered automatically.

Invoice Administration

Buyers can configure business rules to ensure suppliers submit clean invoices at the following three levels:

- Transaction (default)
- Supplier group
- Country/region

SAP Ariba provides predefined templates for 34 countries/regions that buyers can use to implement default e-invoice requirements by country/region for domestic, cross-border, and intra-EU trade. The default settings for the country/region-specific invoice rules may not be appropriate for your organization. Consult your tax and/or legal advisors to determine the applicability of any business rule you implement.

Tax Invoicing for Italy

As of January 1, 2019, suppliers in all industries in Italy must report all domestic Italian electronic invoices through Sistema di Interscambio (SDI), an online electronic invoicing platform operated and maintained by the Italian tax authorities. Suppliers in Italy must create electronic invoices in the FatturaPA format only and must send their domestic electronic invoices online to the SDI portal. FatturaPA is an electronic invoice in XML format and is the only invoice format that the Italian tax authorities consider to be valid and will accept. Suppliers can get their invoices electronically signed and submit those invoices to the SDI portal. Only invoices sent to the SDI portal and approved by the SDI are considered valid invoices. Invoices not reported to the SDI system are not accepted. In addition, penalties are levied on defaulting suppliers according to Italian tax law.

SAP Business Network enables SAP Business Network-onboarded suppliers can create invoices in the required FatturaPA format and register them with the SDI exchange system. The FatturaPA-formatted invoice is then attached to the cXML invoice and transferred to the SAP Business Network buyer's back end system (or other infrastructure). Both cXML and FatturaPA invoices can optionally be archived by the SAP Ariba country/region-specific tax invoice archiving service.

Italian tax invoicing functionality is included with this solution.

Prerequisites

Buyers and suppliers must register their organizations on the SDI portal. VAT or tax IDs are the relevant identifications for the SDI portal. Registration is typically set up by the buyer or supplier's local tax department.

Non-SAP Business Network suppliers must get their invoices issued outside of SAP Business Network (for example, by using another third-party service or by direct connection to the SDI system) and send them to the SDI portal for final registration.

Service Sheet Processing

Service sheet processing provides suppliers with the ability to create service sheets for service purchase orders by providing buyers with the following capabilities:

- Suppliers can create service sheets on SAP Business Network, upload them as CSV files, or can transmit them through the network using cXML or EDI.
- Buyers can see the status of services performed via status update transactions on SAP Business Network.
- Suppliers can flip buyer-approved service sheets into service invoices.

This solution requires the use of SAP Business Network to exchange documents with suppliers connected to the network. As part of service sheet processing, the following documents are supported:

- Service Order
- Service Entry Sheet
- Service Entry Sheet Response

Suppliers can search for service sheets on SAP Business Network using filters and can run standard service sheet reports.

Automated RFQ Processing

Automated RFQ processing, also known as quote automation, provides a direct integration between the buyer's ERP system, SAP Business Network, and SAP Business Network Discovery to quickly build and publish tactical Request for Quotation (RFQ) events and retrieve bids from suppliers. The buyer has the option to compare and award these quotes in the solution or export all bids to do awarding in the ERP.

Automated RFQs are delivered from ERPs to suppliers through SAP Business Network. The following document types are considered as part of the solution:

- Quote Request
- Quote Bid

Quote Document Transmission

- Automated RFQs are delivered from ERPs to suppliers through SAP Business Network.
- Automated RFQ responses are delivered from suppliers to ERPs through SAP Business Network.

Supplier Automated RFQ Response Features

For all events created through automated RFQ, suppliers are invited to and access the events through an SAP Business Network Discovery posting. The posting has event and item information taken from the automated RFQ.

SAP Business Network Discovery notifies suppliers of, invites them to, and gives them access to automated RFQ postings on SAP Business Network Discovery through one of the following three methods:

- Direct supplier invitation: the event data from your ERP system specifies one or more suppliers to invite to the event.
- Vendor match: SAP Business Network Discovery invites suppliers that match the commodity and sales territory data for the event from the buyer's approved vendor database.
- Public supplier invitations: SAP Business Network Discovery invites all suppliers that match the commodity and sales territory data for the event.

SAP Business Network Discovery is a solution that allows buyers to find new suppliers, read profile information about suppliers, feedback on suppliers, and other supplier information. SAP Business Network Discovery is not a part of the solution to which you subscribed, but is a separate solution. In some circumstances, you can access SAP Business Network Discovery from your solution. SAP Business Network Discovery is currently free for buyers. Before you first access SAP Business Network Discovery, you will be asked to accept the online Terms of Use applicable to SAP Business Network Discovery, and those terms will apply if you choose to proceed and use SAP Business Network Discovery.

Buyer Automated RFQ Awarding Features

Buyers create quote requests in an integrated ERP system, and award them either in the ERP system or on SAP Business Network Discovery.

SAP Business Network Discovery is a solution that allows buyers to find new suppliers, read profile information about suppliers, feedback on suppliers, and other supplier information. SAP Business Network Discovery is not a part of the solution to which you subscribed, but is a separate solution. In some circumstances, you can access SAP Business Network Discovery from your solution. SAP Business Network Discovery is currently free for buyers. Before you first access SAP Business Network Discovery, you will be asked to accept the online Terms of Use applicable to SAP Business Network Discovery, and those terms will apply if you choose to proceed and use SAP Business Network Discovery.

Quote Automation for SAP Supply Base Optimization

The automated RFQ processing feature of this solution is supported as part of the SAP Supply Base Optimization Solution. If the automated RFQ processing feature is used in connection with the SAP Supply Base Optimization Solution, a dedicated SAP Business Network buyer portal might be required to support the Quote Request and Quote Bid document types. SAP Ariba will be responsible for the enablement but not the configuration of the SAP Business Network buyer portal.

Payment Visibility Processing

This solution requires the use of SAP Business Network to exchange documents with suppliers connected to the network. As part of payment visibility processing, the following documents are supported:

- Payment Proposal (if sent for payment visibility)
- Remittance Advice

- Payment Batch

Buying organizations use scheduled payments (PaymentProposalRequest documents) to tell SAP Business Network and their suppliers about planned payments. These documents list scheduled payment dates, discount amounts, and net amounts. These documents are used for information only. After approving invoices from suppliers, the buyer's ERP or procurement application can send scheduled payments to SAP Business Network. If buyer wishes to initiate a discount proposal for early payment, a subscription to SAP Ariba Discount Management is required.

Buyers making a payment can create an associated remittance advice document (PaymentRemittance document). Remittance advice documents are summary statements that provides details about payments that have been made. A typical remittance advice includes the payment method used, bank information, discount amount, amount paid, and a list of payables included in the payment. The PaymentRemittance document lists payment transaction details for several business scenarios, including standard invoices, credit memos, and debit memos.

Buyers wanting to process a payment file to enable an SAP Ariba Financial Ecosystem Partner solution can create an associated payment document (PaymentBatchRequest document). Note that buyers must have a commercial agreement in place with the relevant Financial Ecosystem Partner.

Reporting

- System search for documents
- Pre-built reports that enable quick operational and analytical reporting. Reports can be scheduled and exported as CSV files

ERP and Third-Party System Integration

This solution supports integration with other applications, including ERP systems. Depending on the complexity, integration might require additional (optional) services from SAP Ariba.

Support for Integration Data Models

The following integration data model options are supported:

- SAP ERP support
The enhanced data model support for SAP back ends assists with transactional data integration.
- PeopleSoft ERP support
The enhanced data model support for PeopleSoft back ends assists with transactional data integration. Note that automated RFQ integration is not supported for PeopleSoft.
- Generic support
This flexible generic data structure supports other back end systems, including Oracle. Note that Oracle does not support service sheet transactions.

SAP Integration Suite, managed gateway for spend management and SAP Business Network

The SAP Integration Suite, managed gateway for spend management and SAP Business Network provides a simple and efficient Integration-as-a-Service (IaaS) Solution. enabled by the SAP Cloud Platform integration, the SAP Integration Suite, managed gateway for spend management and SAP Business Network facilitates the integration of buyers' SAP ERP or SAP S/4HANA systems with SAP Business Network. Please consider the following points before using SAP Integration Suite, managed gateway for spend management and SAP Business Network for integration needs:

- SAP Integration Suite, managed gateway for spend management and SAP Business Network is not audited for compliance with the Payment Card Industry Standard (PCI). You should not submit Purchasing Card (PCard) data in transactions sent to the SAP Integration Suite, managed gateway for spend management and SAP Business Network. SAP Ariba may reject transactions that include data in the field designated for PCard use.
- SAP Ariba will retain the data in the SAP Integration Suite, managed gateway for spend management and SAP Business Network for 30 days.
- The SAP Cloud Service Level Agreement applicable to SAP Ariba solutions will apply to the use of the SAP Integration Suite, managed gateway for spend management and SAP Business Network.
- The SAP Integration Suite, managed gateway for spend management and SAP Business Network is currently hosted in SAP's Europe, US, China, Kingdom of Saudi Arabia (KSA), and United Arab Emirates (UAE) data centers. Europe and US data centers can host business data of SAP Business Network and SAP Ariba applications. However, the China data center can host business data of SAP Ariba applications only. If alternatives for hosting in other locations become available, SAP will document those options in updates to this solution description.

For more information, refer to the information about configuring the data center in the SAP Integration Suite, managed gateway for spend management and SAP Business Network installation documentation.

SAP Supplier Relationship Management Integration

SAP Supplier Relationship Management (SRM) integration allows buyers to integrate easily with SAP Business Network to enhance collaboration between buyers and suppliers.

SAP SRM integration includes message-based integration (document exchange) for:

- Purchase Order
- Order Confirmation

Connectivity Options

This solution can be implemented using either an Ariba technology, SAP technology, or a customer-chosen technology for integration to back ends. The provided standard adapters support the integration of SAP ERP, SAP SRM (in extended classic scenario), SAP SNC, Oracle, or Peoplesoft back end systems. Ariba technology solutions include a JCA adapter to communicate with SAP Business Network and the middleware and baseline interfaces for communicating to the ERP and transforming transactions to and from cXML. They also include use of the Quadrem Network. SAP technology solutions include an Add-On for native integration through direct cXML creation and processing.

SAP SNC integration uses single sign-on based on SAML 2.0 to establish connections between suppliers on SAP Business Network and buyers using the SAP SNC solution. Supplier users are redirected from SAP Business Network to SAP SNC in a separate session and then work in the buyer's application environment.

Flow Extension API

This API set enables you to enrich Purchase Order, Order Confirmation, Advance Ship Notice, Goods Receipt Notice, and Invoice documents on SAP Business Network with information external to SAP Ariba.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). If you wish to connect a third-party service using this API, first confirm that the company is participating in the SAP partner program and is authorized to provide connection to this solution using this API. You will be required to submit written consent to SAP to authorize the exchange of data with the third-party service.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

Add-Ons

SAP Business Network Application Gateway

SAP Business Network application gateway provides suppliers with access to buyer-managed applications through Single Sign On (SSO).

- All suppliers with both standard and enterprise accounts can access the application gateway.
- Buyers can allow suppliers to manage access for supplier users in their accounts through SAP Business Network supplier permissions.
- Buyers can manage individual suppliers' SSO access to each application using a CSV data import or can set up auto-subscription for all suppliers with whom the buyer has established a sourcing or trading relationship.

Configuration of the SAP Business Network application gateway feature requires additional services which are subject to an additional fee.

SAP Business Network Commerce Automation, Deployment Option for Tax Invoicing, Localization for Mexico

This optional subscription provides Mexican suppliers with the ability to submit Mexican invoices through SAP Business Network. SAP Business Network converts the invoice into CDFI, the legal format in Mexico, and sends it to

an authorized service provider (PAC) for electronic stamping on behalf of the Servicio de Administracion Tributaria (SAT), the Mexican tax authority. The SAP services team works with buyers to develop the appropriate deployment, supplier enablement flight plan, and communications strategy for Mexican trading relationships.

PEPPOL Integration for SAP Business Network

SAP Business Network buyers can receive invoices from suppliers who are registered on the Peppol network.

SAP Business Network enables buyers to create and register their profiles on the Peppol network. A unique Peppol ID is created for each buyer profile. This ID can then be shared with suppliers to exchange documents.

PEPPOL integration is currently available for buyers in Australia, Belgium, Germany, the Netherlands, Norway, and New Zealand. Enablement of this feature requires SAP Document and Reporting Compliance, cloud edition, which is subject to an additional fee.

SAP Business Network, Buyer Paid Supplier Fees Option

For customers who purchase the SAP Business Network, buyer paid supplier fees option, SAP will waive certain fees that are associated with some business transactions (specifically orders, invoices, service entry sheets and service entry response sheets) on SAP Business Network within the specific relationship of the customer with the customer's suppliers that would otherwise be due to SAP from the suppliers. During the subscription term, SAP will not charge these subject fees on the specified transactions conducted between the customer and the customer's suppliers, provided that the customer remains current on all outstanding invoices owed to SAP and that the number of documents exchanged between the customer and the customer's supplier does not exceed the usage metric limit set forth in the order form. Use of other supplier solutions and features on SAP Business Network, such as SAP Business Network Discovery, e-invoice archiving, and SAP Ariba Payables may involve separate fees and are not included in this solution.





Related Optional Solutions

SAP Business Network Commerce Automation works in conjunction with the following optional SAP Ariba solutions, which have separate descriptions:

- SAP Ariba Invoice Management
- SAP Ariba Buying and Invoicing
- SAP Ariba Buying
- SAP Ariba Contract Invoicing
- SAP Business Network, tax invoicing for Brazil add-on
- SAP Business Network, tax invoicing for Chile add-on
- SAP Business Network, tax invoicing for Mexico add-on
- SAP Business Network Discovery (required for automated RFQ processing)

Services for SAP Business Network Commerce Automation

Included Services:

- For SAP Business Network Commerce Automation and SAP Business Network Commerce Automation, BPO edition, one type of deployment service is included and is described separately in the Deployment Description for this solution that applies to your connection requirements. Deployment services are only available in the initial subscription term, unless otherwise stated in the Order Form. The four available types of deployment services are described here:
 - [SAP Business Network Connection Services - non-SAP Integration Suite, managed gateway for spend management and SAP Business Network deployment description](#) 
 - [SAP Business Network Connection Services - customer adapter deployment description](#) 
 - [SAP Business Network Connection Services - SAP Integration Suite, managed gateway for spend management and SAP Business Network deployment description](#) 
 - [SAP Business Network Connection Services - open adapter deployment description](#) 
- [Supplier Enablement Services \[page 299\]](#)
- [SAP Business Network Open Adapter services \[page 292\]](#) (required if your deployment uses open adapter deployment services)
- Customer support services:
 - [SAP Enterprise Support, Cloud Edition \[page 293\]](#)
- [Hosting Services \[page 296\]](#)

Optional Services:

- [Expanded Site Configuration \[page 296\]](#)
- [PO Customization \[page 300\]](#)
- [Invoice CSV Upload \[page 298\]](#)
- [Service Sheet CSV Upload \[page 301\]](#)
- [Multi-ERP Support \[page 298\]](#)
- [SAP Ariba Country/Region-Specific Tax Invoice Archiving \[page 300\]](#)
- [Invoice Conversion Services \[page 296\]](#)
- Customer support services:
 - [End User Support Services \(Optional Add-On\) \[page 294\]](#)

SAP Business Network Commerce Automation, BPO Edition

BPO Edition

SAP Business Network Commerce Automation, BPO edition includes all of the technology features and services described for SAP Business Network Commerce Automation, including deployment services, **except for** the supplier enablement services described in [Supplier Enablement Services \[page 299\]](#) and the catalog services described in [Catalog Services \[page 299\]](#), which are not included and are not available in this solution.

Subscriptions to SAP Ariba Buying, BPO edition must be approved by SAP Ariba and are only sold through the indirect BPO channel to an approved BPO partner. Contact the SAP Ariba partner ecosystem team for support.

SAP Business Network Commerce Automation, Foundation Option

[Technology Features for SAP Business Network Commerce Automation, Foundation Option \[page 238\]](#)

[Services for SAP Business Network Commerce Automation, Foundation Option \[page 247\]](#)

Technology Features for SAP Business Network Commerce Automation, Foundation Option

- [SAP Business Network Buyer Portal \[page 238\]](#)
- [SAP Business Network Supplier Enablement Tools \[page 238\]](#)
- [Purchase Order Processing \[page 239\]](#)
- [Invoice Processing \[page 240\]](#)
- [Service Sheet Processing \[page 242\]](#)
- [Automated RFQ Processing \[page 242\]](#)
- [Payment Visibility Processing \[page 243\]](#)
- [Reporting \[page 244\]](#)
- [ERP and Third-Party System Integration \[page 244\]](#)
- [Flow Extension API \[page 246\]](#)
- [Discount Management \[page 246\]](#)
- [Add-Ons \[page 246\]](#)

SAP Business Network Buyer Portal

The SAP Business Network buyer portal is an online administrative account where customer users manage buyer-side activities for transaction changes on SAP Business Network. The buyer portal includes access to standard SAP Business Network buyer education material and supplier enablement tools, as well as the ability to configure access for additional buyer users.

SAP Business Network Supplier Enablement Tools

SAP Business Network supplier enablement tools are accessible through the SAP Business Network buyer portal and include the following:

- Supplier search: buyers can search the SAP Business Network supplier directory and request trading relationships with suppliers that have already registered with SAP Business Network.
- Supplier invitation: buyers can enter or upload (batch) supplier contact information, triggering emails to suppliers that instruct them to register with SAP Business Network in order to transact with the buyer.
- Quick Enablement (QE): buyers can initiate supplier on-boarding to SAP Business Network using a transactional document (for example, by issuing a purchase order).
- Reporting: buyers can track supplier enablement status online using the supplier enablement features in the SAP Business Network buyer portal and using predefined downloadable reports.
- Supplier Information Portal: in addition to SAP Business Network's standard educational materials, buyers can also upload buyer-specific documents to this site for supplier education.

Purchase Order Processing

This solution requires the use of SAP Business Network to exchange documents with suppliers connected to the network. As part of purchase order processing, the following documents are supported:

- Purchase Order
- Purchase Order Change
- Purchase Order Cancellation
- Order Confirmation
- Order Inquiry
- Advanced Ship Notice
- Goods Receipt Notice

Purchase Order Transmission to Suppliers

Purchase orders are delivered from ERPs to suppliers through SAP Business Network. Suppliers can view the POs online or select a preferred delivery method such as cXML, EDI, email, or fax. Purchase order changes and cancellations can also be delivered to suppliers.

Order Confirmations, Status Updates, and Advance Ship Notices

- Suppliers can create order confirmations and advance ship notices for purchase orders on SAP Business Network or can transmit them through the network using cXML or EDI.
- Suppliers can view order confirmation and advance ship notice status on SAP Business Network.
- Buyers can see the status of the delivery of a transaction to a supplier via status update transactions on SAP Business Network.
- Buyers can receive order confirmations, advance ship notices, and status updates using cXML.
- Inbound documents can be posted directly to buyers or queued for buyers and pulled down at their request using cXML transactions.

Invoice Processing

This solution requires the use of SAP Business Network to exchange documents with suppliers connected to the network. As part of invoice processing, the following documents are supported:

- Invoice
- Invoice Status Update
- CC Invoice
- ERS/Self Billing
- Credit / Debit Memo

Note

Suppliers must register and remain eligible at all times to use SAP Business Network.

Supplier invoice entry

Suppliers can submit PO invoices online through the SAP Business Network user interface. They can flip a purchase order received on the network in order to create a PO invoice.

Suppliers can also submit non-PO invoices, credit memos, and debit memos online through the SAP Business Network interface.

They can also load invoices using EDI or cXML.

Invoice status updates for suppliers

Suppliers can view invoice status updates on SAP Business Network. Status updates might span invoices that are supplier-entered, buyer-entered, entered through SAP Ariba invoice conversion services, or copied from the buyer's ERP system (CC invoices).

Buyers can also process self-billing and send Evaluated Receipt Settlement (ERS) documents to suppliers.

System search for documents

Suppliers can search for invoices on SAP Business Network using filters.

Archival invoice download

Both buyers and suppliers have the option of receiving an archival invoice ZIP file. The archival file is available for download for 3 months. Buyers and suppliers must specify whether they want a new ZIP file generated every

two weeks or every month. Once SAP Business Network generates the ZIP file, an administrator can download it from the **Archived Invoices** page in SAP Business Network or specify a URL where the file can be delivered automatically.

Invoice Administration

Buyers can configure business rules to ensure suppliers submit clean invoices at the following three levels:

- Transaction (default)
- Supplier group
- Country/region

SAP Ariba provides predefined templates for 34 countries/regions that buyers can use to implement default e-invoice requirements by country/region for domestic, cross-border, and intra-EU trade. The default settings for the country/region-specific invoice rules may not be appropriate for your organization. Consult your tax and/or legal advisors to determine the applicability of any business rule you implement.

Tax Invoicing for Italy

As of January 1, 2019, suppliers in all industries in Italy must report all domestic Italian electronic invoices through Sistema di Interscambio (SDI), an online electronic invoicing platform operated and maintained by the Italian tax authorities. Suppliers in Italy must create electronic invoices in the FatturaPA format only and must send their domestic electronic invoices online to the SDI portal. FatturaPA is an electronic invoice in XML format and is the only invoice format that the Italian tax authorities consider to be valid and will accept. Suppliers can get their invoices electronically signed and submit those invoices to the SDI portal. Only invoices sent to the SDI portal and approved by the SDI are considered valid invoices. Invoices not reported to the SDI system are not accepted. In addition, penalties are levied on defaulting suppliers according to Italian tax law.

SAP Business Network enables SAP Business Network-onboarded suppliers can create invoices in the required FatturaPA format and register them with the SDI exchange system. The FatturaPA-formatted invoice is then attached to the cXML invoice and transferred to the SAP Business Network buyer's back end system (or other infrastructure). Both cXML and FatturaPA invoices can optionally be archived by the SAP Ariba country/region-specific tax invoice archiving service.

Italian tax invoicing functionality is included with this solution.

Prerequisites

Buyers and suppliers must register their organizations on the SDI portal. VAT or tax IDs are the relevant identifications for the SDI portal. Registration is typically set up by the buyer or supplier's local tax department.

Non-SAP Business Network suppliers must get their invoices issued outside of SAP Business Network (for example, by using another third-party service or by direct connection to the SDI system) and send them to the SDI portal for final registration.

Service Sheet Processing

Service sheet processing provides suppliers with the ability to create service sheets for service purchase orders by providing buyers with the following capabilities:

- Suppliers can create service sheets on SAP Business Network, upload them as CSV files, or can transmit them through the network using cXML or EDI.
- Buyers can see the status of services performed via status update transactions on SAP Business Network.
- Suppliers can flip buyer-approved service sheets into service invoices.

This solution requires the use of SAP Business Network to exchange documents with suppliers connected to the network. As part of service sheet processing, the following documents are supported:

- Service Order
- Service Entry Sheet
- Service Entry Sheet Response

Suppliers can search for service sheets on SAP Business Network using filters and can run standard service sheet reports.

Automated RFQ Processing

Automated RFQ processing, also known as quote automation, provides a direct integration between the buyer's ERP system, SAP Business Network, and SAP Business Network Discovery to quickly build and publish tactical Request for Quotation (RFQ) events and retrieve bids from suppliers. The buyer has the option to compare and award these quotes in the solution or export all bids to do awarding in the ERP.

Automated RFQs are delivered from ERPs to suppliers through SAP Business Network. The following document types are considered as part of the solution:

- Quote Request
- Quote Bid

Quote Document Transmission

- Automated RFQs are delivered from ERPs to suppliers through SAP Business Network.
- Automated RFQ responses are delivered from suppliers to ERPs through SAP Business Network.

Supplier Automated RFQ Response Features

For all events created through automated RFQ, suppliers are invited to and access the events through an SAP Business Network Discovery posting. The posting has event and item information taken from the automated RFQ.

SAP Business Network Discovery notifies suppliers of, invites them to, and gives them access to automated RFQ postings on SAP Business Network Discovery through one of the following three methods:

- Direct supplier invitation: the event data from your ERP system specifies one or more suppliers to invite to the event.
- Vendor match: SAP Business Network Discovery invites suppliers that match the commodity and sales territory data for the event from the buyer's approved vendor database.
- Public supplier invitations: SAP Business Network Discovery invites all suppliers that match the commodity and sales territory data for the event.

SAP Business Network Discovery is a solution that allows buyers to find new suppliers, read profile information about suppliers, feedback on suppliers, and other supplier information. SAP Business Network Discovery is not a part of the solution to which you subscribed, but is a separate solution. In some circumstances, you can access SAP Business Network Discovery from your solution. SAP Business Network Discovery is currently free for buyers. Before you first access SAP Business Network Discovery, you will be asked to accept the online Terms of Use applicable to SAP Business Network Discovery, and those terms will apply if you choose to proceed and use SAP Business Network Discovery.

Buyer Automated RFQ Awarding Features

Buyers create quote requests in an integrated ERP system, and award them either in the ERP system or on SAP Business Network Discovery.

SAP Business Network Discovery is a solution that allows buyers to find new suppliers, read profile information about suppliers, feedback on suppliers, and other supplier information. SAP Business Network Discovery is not a part of the solution to which you subscribed, but is a separate solution. In some circumstances, you can access SAP Business Network Discovery from your solution. SAP Business Network Discovery is currently free for buyers. Before you first access SAP Business Network Discovery, you will be asked to accept the online Terms of Use applicable to SAP Business Network Discovery, and those terms will apply if you choose to proceed and use SAP Business Network Discovery.

Quote Automation for SAP Supply Base Optimization

The automated RFQ processing feature of this solution is supported as part of the SAP Supply Base Optimization Solution. If the automated RFQ processing feature is used in connection with the SAP Supply Base Optimization Solution, a dedicated SAP Business Network buyer portal might be required to support the Quote Request and Quote Bid document types. SAP Ariba will be responsible for the enablement but not the configuration of the SAP Business Network buyer portal.

Payment Visibility Processing

This solution requires the use of SAP Business Network to exchange documents with suppliers connected to the network. As part of payment visibility processing, the following documents are supported:

- Payment Proposal (if sent for payment visibility)
- Remittance Advice

- Payment Batch

Buying organizations use scheduled payments (PaymentProposalRequest documents) to tell SAP Business Network and their suppliers about planned payments. These documents list scheduled payment dates, discount amounts, and net amounts. These documents are used for information only. After approving invoices from suppliers, the buyer's ERP or procurement application can send scheduled payments to SAP Business Network. If buyer wishes to initiate a discount proposal for early payment, a subscription to SAP Ariba Discount Management is required.

Buyers making a payment can create an associated remittance advice document (PaymentRemittance document). Remittance advice documents are summary statements that provides details about payments that have been made. A typical remittance advice includes the payment method used, bank information, discount amount, amount paid, and a list of payables included in the payment. The PaymentRemittance document lists payment transaction details for several business scenarios, including standard invoices, credit memos, and debit memos.

Buyers wanting to process a payment file to enable an SAP Ariba Financial Ecosystem Partner solution can create an associated payment document (PaymentBatchRequest document). Note that buyers must have a commercial agreement in place with the relevant Financial Ecosystem Partner.

Reporting

- System search for documents
- Pre-built reports that enable quick operational and analytical reporting. Reports can be scheduled and exported as CSV files

ERP and Third-Party System Integration

This solution supports integration with other applications, including ERP systems. Depending on the complexity, integration might require additional (optional) services from SAP Ariba.

Support for Integration Data Models

The following integration data model options are supported:

- SAP ERP support
The enhanced data model support for SAP back ends assists with transactional data integration.
- PeopleSoft ERP support
The enhanced data model support for PeopleSoft back ends assists with transactional data integration. Note that automated RFQ integration is not supported for PeopleSoft.
- Generic support
This flexible generic data structure supports other back end systems, including Oracle. Note that Oracle does not support service sheet transactions.

SAP Integration Suite, managed gateway for spend management and SAP Business Network

The SAP Integration Suite, managed gateway for spend management and SAP Business Network provides a simple and efficient Integration-as-a-Service (IaaS) Solution. enabled by the SAP Cloud Platform integration, the SAP Integration Suite, managed gateway for spend management and SAP Business Network facilitates the integration of buyers' SAP ERP or SAP S/4HANA systems with SAP Business Network. Please consider the following points before using SAP Integration Suite, managed gateway for spend management and SAP Business Network for integration needs:

- SAP Integration Suite, managed gateway for spend management and SAP Business Network is not audited for compliance with the Payment Card Industry Standard (PCI). You should not submit Purchasing Card (PCard) data in transactions sent to the SAP Integration Suite, managed gateway for spend management and SAP Business Network. SAP Ariba may reject transactions that include data in the field designated for PCard use.
- SAP Ariba will retain the data in the SAP Integration Suite, managed gateway for spend management and SAP Business Network for 30 days.
- The SAP Cloud Service Level Agreement applicable to SAP Ariba solutions will apply to the use of the SAP Integration Suite, managed gateway for spend management and SAP Business Network.
- The SAP Integration Suite, managed gateway for spend management and SAP Business Network is currently hosted in SAP's Europe, US, China, Kingdom of Saudi Arabia (KSA), and United Arab Emirates (UAE) data centers. Europe and US data centers can host business data of SAP Business Network and SAP Ariba applications. However, the China data center can host business data of SAP Ariba applications only. If alternatives for hosting in other locations become available, SAP will document those options in updates to this solution description.

For more information, refer to the information about configuring the data center in the SAP Integration Suite, managed gateway for spend management and SAP Business Network installation documentation.

SAP Supplier Relationship Management Integration

SAP Supplier Relationship Management (SRM) integration allows buyers to integrate easily with SAP Business Network to enhance collaboration between buyers and suppliers.

SAP SRM integration includes message-based integration (document exchange) for:

- Purchase Order
- Order Confirmation

Connectivity Options

This solution can be implemented using either an Ariba technology, SAP technology, or a customer-chosen technology for integration to back ends. The provided standard adapters support the integration of SAP ERP, SAP SRM (in extended classic scenario), SAP SNC, Oracle, or Peoplesoft back end systems. Ariba technology solutions include a JCA adapter to communicate with SAP Business Network and the middleware and baseline interfaces for communicating to the ERP and transforming transactions to and from cXML. They also include use of the Quadrem Network. SAP technology solutions include an Add-On for native integration through direct cXML creation and processing.

SAP SNC integration uses single sign-on based on SAML 2.0 to establish connections between suppliers on SAP Business Network and buyers using the SAP SNC solution. Supplier users are redirected from SAP Business Network to SAP SNC in a separate session and then work in the buyer's application environment.

Flow Extension API

This API set enables you to enrich Purchase Order, Order Confirmation, Advance Ship Notice, Goods Receipt Notice, and Invoice documents on SAP Business Network with information external to SAP Ariba.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). If you wish to connect a third-party service using this API, first confirm that the company is participating in the SAP partner program and is authorized to provide connection to this solution using this API. You will be required to submit written consent to SAP to authorize the exchange of data with the third-party service.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

Discount Management

SAP Ariba Discount Management [technology features \[page 87\]](#) are available with this solution, subject to [SAP Ariba Discount Management scope and restrictions \[page 87\]](#). Deployment and other SAP Ariba Discount Management services are not included and must be purchased separately if needed.

Add-Ons

SAP Business Network Application Gateway

SAP Business Network application gateway provides suppliers with access to buyer-managed applications through Single Sign On (SSO).

- All suppliers with both standard and enterprise accounts can access the application gateway.
- Buyers can allow suppliers to manage access for supplier users in their accounts through SAP Business Network supplier permissions.
- Buyers can manage individual suppliers' SSO access to each application using a CSV data import or can set up auto-subscription for all suppliers with whom the buyer has established a sourcing or trading relationship.

Configuration of the SAP Business Network application gateway feature requires additional services which are subject to an additional fee.

PEPPOL Integration for SAP Business Network


SAP Business Network buyers can receive invoices from suppliers who are registered on the Peppol network.

SAP Business Network enables buyers to create and register their profiles on the Peppol network. A unique Peppol ID is created for each buyer profile. This ID can then be shared with suppliers to exchange documents.

PEPPOL integration is currently available for buyers in Australia, Belgium, Germany, the Netherlands, Norway, and New Zealand. Enablement of this feature requires SAP Document and Reporting Compliance, cloud edition, which is subject to an additional fee.

Services for SAP Business Network Commerce Automation, Foundation Option

Included Services:

- Deployment services are included and are described separately in the Deployment Description for this solution. Deployment services are only available in the initial subscription term, unless otherwise stated in the Order Form. These services are described here:
 - [SAP Business Network Commerce Automation, foundation option deployment description](#) 
- Customer support services:
 - [SAP Enterprise Support, Cloud Edition \[page 293\]](#)
- [Hosting Services \[page 296\]](#)

Note

Supplier enablement services are not included in this solution.

Optional Services:

- [Expanded Site Configuration \[page 296\]](#)
- [PO Customization \[page 300\]](#)
- [Invoice CSV Upload \[page 298\]](#)
- [Service Sheet CSV Upload \[page 301\]](#)
- [Multi-ERP Support \[page 298\]](#)
- [SAP Ariba Country/Region-Specific Tax Invoice Archiving \[page 300\]](#)

- [Invoice Conversion Services \[page 296\]](#)
- Customer support services:
 - [End User Support Services \(Optional Add-On\) \[page 294\]](#)

SAP Business Network for Supply Chain

The SAP Business Network for Supply Chain solution consists of a base set of technology features and several optional add-ons that are designed to address specific aspects of supply chain collaboration.

Note

- During the subscription term, SAP will waive all fees associated with the business transactions originating through the SAP Business Network for Supply Chain, quality add-on, and inventory add-on cloud service within the specific relationship of the customer with the customer's suppliers and logistics providers. Use of other supplier and logistics provider solutions and features on SAP Business Network, such as SAP Business Network Discovery, e-invoicing archiving, SAP Ariba Payables, and any other optional services may involve separate fees and are not included in this solution.
- Forecast-related functionality is also available separately in the [SAP Business Network Planning Collaboration \[page 272\]](#) solution.

[Technology Features for SAP Business Network for Supply Chain \[page 249\]](#)

[Services for SAP Business Network for Supply Chain \[page 260\]](#)

Technology Features for SAP Business Network for Supply Chain

- [Base features \[page 250\]](#)
 - [SAP Business Network Buyer Portal \[page 250\]](#)
 - [SAP Business Network Supplier Enablement Tools \[page 250\]](#)
 - [Purchase Order Processing \[page 250\]](#)
 - [Scheduling Agreement Release Processing \[page 253\]](#)
 - [Transport request processing \[page 254\]](#)
 - [Service Sheet Processing \[page 254\]](#)
 - [Invoice Processing \[page 254\]](#)
 - [Reporting \[page 257\]](#)
 - [ERP and Third-Party System Integration \[page 257\]](#)
 - [Flow Extension API \[page 258\]](#)
- [Forecast add-on \[page 258\]](#)
 - [Forecast collaboration \[page 259\]](#)
- [Quality add-on \[page 259\]](#)
 - [Quality inspection collaboration \[page 259\]](#)
- [Inventory add-on \[page 259\]](#)
- [Transaction Monitoring API \[page 259\]](#)

- [Add-ons \[page 260\]](#)

Base features

SAP Business Network Buyer Portal

The SAP Business Network buyer portal is an online administrative account where customer users manage buyer-side activities for transaction changes on SAP Business Network. The buyer portal includes access to standard SAP Business Network buyer education material and supplier enablement tools, as well as the ability to configure access for additional buyer users.

SAP Business Network Supplier Enablement Tools

SAP Business Network supplier enablement tools are accessible through the SAP Business Network buyer portal and include the following:

- Supplier search: buyers can search the SAP Business Network supplier directory and request trading relationships with suppliers that have already registered with SAP Business Network.
- Supplier invitation: buyers can enter or upload (batch) supplier contact information, triggering emails to suppliers that instruct them to register with SAP Business Network in order to transact with the buyer.
- Reporting: buyers can track supplier enablement status online using the supplier enablement features in the SAP Business Network buyer portal and using predefined downloadable reports.
- Supplier Information Portal: in addition to SAP Business Network's standard educational materials, buyers can also upload buyer-specific documents to this site for supplier education.

Purchase Order Processing

Purchase Order Transmission to Suppliers

Purchase orders are delivered from ERPs to suppliers through SAP Business Network. Suppliers can view the POs online or select a preferred delivery method such as cXML, EDI, email, or fax. Purchase order changes and cancellations can also be delivered to suppliers.

Industry Direct Material Extensions

This solution includes processing of direct material fields on purchase orders and their associated order confirmations and ship notices. Direct material fields for purchase orders facilitate the purchase order collaboration process by allowing more detailed description of materials being procured.

Purchase Orders

Direct material information on purchase orders includes:

- Various delivery date fields
- Contact information
- Retail details
- Product details
- Buyer part #

Order Confirmations and Advance Ship Notices

Direct material information on order confirmations and ship notices includes buyer part #. Ship notices also show:

- Contact information
- Transport information
- Packaging details
- Promotional information

Items to Confirm Lists for Suppliers

The **Items to Confirm** list feature enables the suppliers of buyers with this solution to efficiently confirm incoming purchase orders across multiple customers and check that confirmed quantities and delivery dates are achievable. The **Items to Confirm** list displays a list of purchase orders that includes information critical for a supplier to accurately confirm many order details simultaneously.

Consignment Purchase Orders and Consignment Movement Visibility

In consignment collaboration, the supplier sends consignments to the buyer, but retains ownership of the consignments until the buyer pays for the assignment the buyer consumes. The transfer of ownership, and often of location, to the buyer at the time of consumption is called a consignment movement.

This solution supports consignment items in purchase orders, order confirmations, and advanced ship notices, and buyer reporting of consignment movements, which are then visible to the supplier.

Multi-Tiered Orders

This solution supports multi-tiered orders for collaboration between buyers who are acting as original equipment manufacturers, component suppliers, and contract manufacturer suppliers. These orders provide visibility to all parties through the ordering, confirmation, shipment, and receipt process.

Buyers establish relationships with these two tiers of suppliers. They can then send purchase orders with multi-tiered routing information to component suppliers. Contract manufacturers receive copies of those orders as multi-tiered orders.

Component suppliers send order confirmations, which are sent to both buyers and affected contract manufacturers. Contract manufacturers send component receipts, which the buyers receive and send through to the affected component suppliers as goods receipts.

Subcontract Purchase Orders

This solution supports the following features for subcontract purchase orders and their associated documents, which are used in contract manufacturing collaboration:

- **Subcontracting purchase orders**, which include item-level information, schedule line-level information, and subcontracting component information (for the raw materials that are used to manufacture the finished goods specified at the item level).
- **Component ship notices**, which inform the contract manufacturer of the shipment of subcontracting components.
- **Component receipts**, which inform the buyer of the receipt of subcontracting components.
- **Component consumption messages**, which are ship notice requests that inform the buyer of the completion of finished goods from subcontracting components. Backflush component consumption messages report component consumption once, at the end of the production process. Near real-time component consumption messages report component consumption at any phase of the production cycle.
- **Component inventory** messages, which inform suppliers about quantities of components available for manufacturing.

Order Confirmations, Status Updates, and Advance Ship Notices

- Suppliers can create order confirmations and advance ship notices for purchase orders on SAP Business Network or can transmit them through the network using cXML or EDI.
- Suppliers can view order confirmation and advance ship notice status on SAP Business Network.
- Buyers can see the status of the delivery of a transaction to a supplier via status update transactions on SAP Business Network.
- Buyers can receive order confirmations, advance ship notices, and status updates using cXML.
- Inbound documents can be posted directly to buyers or queued for buyers and pulled down at their request using cXML transactions.

Order Confirmation and Ship Notice Business Rules

This solution provides specific default transaction rules for supply chain collaboration, including:

- Updates to estimated shipping and delivery dates and quantities
- Processing and validation of asset serial numbers and packing slips
- Buyer-driven tolerances

Order Confirmation and Advanced Ship Notice Control

Each purchase order has a control field that specifies whether an order confirmation and advanced ship notice is not allowed, allowed, or required for that line.

Returns Processing

Buyers can send purchase order updates and goods receipts with items flagged for return, followed by return ship notices, through SAP Business Network.

Suppliers can create credit memos for returned items on SAP Business Network.

Purchase Order Automation Using SAP Business Network

This solution requires the use of SAP Business Network to exchange documents with suppliers connected to the network. As part of purchase order processing, the following documents are supported:

- Purchase Order
- Purchase Order Change
- Purchase Order Cancellation
- Order Confirmation
- Order Inquiry
- Advanced Ship Notice
- Goods Receipt Notice

Scheduling Agreement Release Processing

Scheduling agreement releases are delivered from ERPs to suppliers through SAP Business Network. Suppliers can view the scheduling agreement releases online or select a preferred delivery method such as cXML, EDI, email, or fax.

Transport request processing

Buyers can send transport request to third-party logistics providers through SAP Business Network. Transport requests that reference previous SAP Business Network advanced ship notices include any logistics-specific information included in those notices.

Third-party logistics providers can confirm or reject transport requests and cancel previously accepted requests on SAP Business Network at the consignment level. Requests can include multiple consignments. The third-party logistics providers send transport confirmation information through SAP Business Network/

Buyers, suppliers, and third-party logistics providers can receive notifications related to transport request and confirmation activity.

Service Sheet Processing

Service sheet processing provides suppliers with the ability to create service sheets for service purchase orders by providing buyers with the following capabilities:

- Suppliers can create service sheets on SAP Business Network, upload them as CSV files, or can transmit them through the network using cXML or EDI.
- Buyers can see the status of services performed via status update transactions on SAP Business Network.
- Suppliers can flip buyer-approved service sheets into service invoices.

This solution supports service purchase orders in the context of manufacturing or services related to asset uptime (direct services) only. SAP S/4HANA lean services aren't supported.

This solution requires the use of SAP Business Network to exchange documents with suppliers connected to the network. As part of service sheet processing, the following documents are supported:

- Service Order
- Service Entry Sheet
- Service Entry Sheet Response

Suppliers can search for service sheets on SAP Business Network using filters and can run standard service sheet reports.

Invoice Processing

This solution requires the use of SAP Business Network to exchange documents with suppliers connected to the network. As part of invoice processing, the following documents are supported:

- Invoice
- Invoice Status Update
- CC Invoice
- ERS/Self Billing
- Credit / Debit Memo

ⓘ Note

Suppliers must register and remain eligible at all times to use SAP Business Network.

Supplier invoice entry

Suppliers can submit PO invoices online through the SAP Business Network user interface. They can flip a purchase order received on the network in order to create a PO invoice.

Suppliers can also submit non-PO invoices, credit memos, and debit memos online through the SAP Business Network interface.

They can also load invoices using EDI or cXML.

Invoice status updates for suppliers

Suppliers can view invoice status updates on SAP Business Network. Status updates might span invoices that are supplier-entered, buyer-entered, entered through SAP Ariba invoice conversion services, or copied from the buyer's ERP system (CC invoices).

Buyers can also process self-billing and send Evaluated Receipt Settlement (ERS) documents to suppliers.

System search for documents

Suppliers can search for invoices on SAP Business Network using filters.

Archival invoice download

Both buyers and suppliers have the option of receiving an archival invoice ZIP file. The archival file is available for download for 3 months. Buyers and suppliers must specify whether they want a new ZIP file generated every two weeks or every month. Once SAP Business Network generates the ZIP file, an administrator can download it from the **Archived Invoices** page in SAP Business Network or specify a URL where the file can be delivered automatically.

Industry Direct Material Extensions

This solution includes processing of direct material fields on invoices. Direct material information on invoices includes:

- Buyer part #
- Shipping documents and reference documents
- Amount details
- Informational pricing

Consignment Invoices

This solution supports consignment invoices created by either of the following methods:

- The buyer executing a consignment settlement and sending a settlement invoice to the supplier.
- The supplier creating an invoice against one or more consignment movements and sending the invoice to the buyer.

Invoice Administration

Buyers can configure business rules to ensure suppliers submit clean invoices at the following three levels:

- Transaction (default)
- Supplier group
- Country/region

SAP Ariba provides predefined templates for 34 countries/regions that buyers can use to implement default e-invoice requirements by country/region for domestic, cross-border, and intra-EU trade. The default settings for the country/region-specific invoice rules may not be appropriate for your organization. Consult your tax and/or legal advisors to determine the applicability of any business rule you implement.

Tax Invoicing for Italy

As of January 1, 2019, suppliers in all industries in Italy must report all domestic Italian electronic invoices through Sistema di Interscambio (SDI), an online electronic invoicing platform operated and maintained by the Italian tax authorities. Suppliers in Italy must create electronic invoices in the FatturaPA format only and must send their domestic electronic invoices online to the SDI portal. FatturaPA is an electronic invoice in XML format and is the only invoice format that the Italian tax authorities consider to be valid and will accept. Suppliers can get their invoices electronically signed and submit those invoices to the SDI portal. Only invoices sent to the SDI portal and approved by the SDI are considered valid invoices. Invoices not reported to the SDI system are not accepted. In addition, penalties are levied on defaulting suppliers according to Italian tax law.

SAP Business Network enables SAP Business Network-onboarded suppliers can create invoices in the required FatturaPA format and register them with the SDI exchange system. The FatturaPA-formatted invoice is then attached to the cXML invoice and transferred to the SAP Business Network buyer's back end system (or other infrastructure). Both cXML and FatturaPA invoices can optionally be archived by the SAP Ariba country/region-specific tax invoice archiving service.

Italian tax invoicing functionality is included with this solution.

Prerequisites

Buyers and suppliers must register their organizations on the SDI portal. VAT or tax IDs are the relevant identifications for the SDI portal. Registration is typically set up by the buyer or supplier's local tax department.

Non-SAP Business Network suppliers must get their invoices issued outside of SAP Business Network (for example, by using another third-party service or by direct connection to the SDI system) and send them to the SDI portal for final registration.

Reporting

- System search for documents
- Pre-built reports that enable quick operational and analytical reporting. Reports can be scheduled and exported as CSV files

ERP and Third-Party System Integration

This solution supports integration with other applications, including ERP systems. Depending on the complexity, integration might require additional (optional) services from SAP Ariba.

Support for Integration Data Models

The following integration data model options are supported:

- SAP ERP support
The enhanced data model support for SAP back ends assists with transactional data integration.
- PeopleSoft ERP support
The enhanced data model support for PeopleSoft back ends assists with transactional data integration. Note that automated RFQ integration is not supported for PeopleSoft.
- Generic support
This flexible generic data structure supports other back end systems, including Oracle. Note that Oracle does not support service sheet transactions.

SAP Supplier Relationship Management Integration

SAP Supplier Relationship Management (SRM) integration allows buyers to integrate easily with SAP Business Network to enhance collaboration between buyers and suppliers.

SAP SRM integration includes message-based integration (document exchange) for:

- Purchase Order
- Order Confirmation

Connectivity Options

This solution can be implemented using either an Ariba technology, SAP technology, or a customer-chosen technology for integration to back ends. The provided standard adapters support the integration of SAP ERP, SAP SRM (in extended classic scenario), SAP SNC, Oracle, or Peoplesoft back end systems. Ariba technology solutions include a JCA adapter to communicate with SAP Business Network and the middleware and baseline interfaces for communicating to the ERP and transforming transactions to and from cXML. They also include use of the Quadrem Network. SAP technology solutions include an Add-On for native integration through direct cXML creation and processing.

SAP SNC integration uses single sign-on based on SAML 2.0 to establish connections between suppliers on SAP Business Network and buyers using the SAP SNC solution. Supplier users are redirected from SAP Business Network to SAP SNC in a separate session and then work in the buyer's application environment.

Flow Extension API

This API set enables you to enrich Purchase Order, Order Confirmation, Advance Ship Notice, Goods Receipt Notice, and Invoice documents on SAP Business Network with information external to SAP Ariba.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). If you wish to connect a third-party service using this API, first confirm that the company is participating in the SAP partner program and is authorized to provide connection to this solution using this API. You will be required to submit written consent to SAP to authorize the exchange of data with the third-party service.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

Forecast add-on

As of July 11, 2022, this add-on is no longer available for customers with new subscriptions to SAP Business Network for Supply Chain. Customers with existing subscriptions that include this add-on as of that date can renew those subscriptions. This forecast-related functionality is also available separately in the [SAP Business Network Planning Collaboration \[page 272\]](#) solution.

Forecast collaboration

Forecast collaboration allows buyers to send forecasts of future procurement to suppliers. Suppliers can send commitments to buyers based on forecast demand.

Quality add-on

Quality inspection collaboration

Quality inspection collaboration supports buyer inspections of supplier facilities.

Buyers can request quality inspections from suppliers.

Suppliers can send inspection results to buyers. Inspection results can include lots and characteristics, with attached certificates of analysis (CoA).

Buyers can confirm to suppliers that they have received the results and that they are due for final usage decisions, and can share the results of usage decisions for inspected lots with suppliers.

Inventory add-on

This module provides suppliers with visibility into the buyer's inventory and demand levels so that they can replenish inventory based on established minimum and maximum stock levels. It includes:

- Color-coded alerts based on stock on hand and projected inventory calculations
- Timeseries data on SAP Business Network that is visible to both suppliers and buyers

Transaction Monitoring API

The Transaction Monitoring API provides a fast and reliable way to monitor SAP Business Network for Supply Chain transactions as they flow across SAP Business Network. The API allows you to monitor document events (including when a transaction is received successfully or failed); it does not provide details about those documents.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). If you wish to connect a third-party service using this API, first confirm that the company is participating in the SAP partner program and is authorized to provide connection to this solution using this API. You will be required to submit written consent to SAP to authorize the exchange of data with the third-party service.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

Add-ons

SAP Business Network Application Gateway

SAP Business Network application gateway provides suppliers with access to buyer-managed applications through Single Sign On (SSO).

- All suppliers with both standard and enterprise accounts can access the application gateway.
- Buyers can allow suppliers to manage access for supplier users in their accounts through SAP Business Network supplier permissions.
- Buyers can manage individual suppliers' SSO access to each application using a CSV data import or can set up auto-subscription for all suppliers with whom the buyer has established a sourcing or trading relationship.

Configuration of the SAP Business Network application gateway feature requires additional services which are subject to an additional fee.

SAP Business Network Commerce Automation, Deployment Option for Tax Invoicing, Localization for Mexico

This optional subscription provides Mexican suppliers with the ability to submit Mexican invoices through SAP Business Network. SAP Business Network converts the invoice into CDFI, the legal format in Mexico, and sends it to an authorized service provider (PAC) for electronic stamping on behalf of the Servicio de Administracion Tributaria (SAT), the Mexican tax authority. The SAP services team works with buyers to develop the appropriate deployment, supplier enablement flight plan, and communications strategy for Mexican trading relationships.

Services for SAP Business Network for Supply Chain

Included services:

- [SAP Business Network for Supply Chain deployment services](#) 

Note

As of 5/5/2019, deployment services are included with new SAP Business Network for Supply Chain subscriptions. For existing subscriptions before 5/5/2019:

Your subscription to this solution does not include deployment services. If you do not purchase the necessary deployment and/or implementation services for this solution as set forth under the order form from SAP, either through a separate Statement of Work (SOW) or order form, you are responsible for purchasing the deployment and/or implementation from a qualified third party. Your use of this solution is limited to the standard, out-of-the-box functionality as described in the documentation for this solution. Your subscription to this solution does not include any right to the applicable deployment and/or implementation services, nor does it include any functionality described in the documentation which may be dependent on the delivery of the applicable deployment and/or implementation consulting services, until you have purchased the applicable deployment services for this solution.

- Packaged subscription services:
 - [Supplier Enablement Services for Supply Chain \[page 299\]](#)
- [SAP Business Network Open Adapter services \[page 292\]](#) (required if your deployment uses open adapter deployment services)
- Customer support services:
 - [SAP Enterprise Support, Cloud Edition \[page 293\]](#)
- [Hosting Services \[page 296\]](#)

Optional services:

- [Expanded Site Configuration \[page 296\]](#)
- [PO Customization \[page 300\]](#)
- [Invoice CSV Upload \[page 298\]](#)
- [Multi-ERP Support \[page 298\]](#)
- [SAP Ariba Country/Region-Specific Tax Invoice Archiving \[page 300\]](#)
- [Invoice Conversion Services \[page 296\]](#)
- Customer support services:
 - [End User Support Services \(Optional Add-On\) \[page 294\]](#)

SAP Business Network Supply Chain Collaboration, Foundation Option

[Technology Features for SAP Business Network Supply Chain Collaboration, Foundation Option \[page 262\]](#)

[Services for SAP Business Network Supply Chain Collaboration, Foundation Option \[page 270\]](#)

Technology Features for SAP Business Network Supply Chain Collaboration, Foundation Option

- [SAP Business Network Buyer Portal \[page 262\]](#)
- [SAP Business Network Supplier Enablement Tools \[page 262\]](#)
- [Purchase Order Processing \[page 263\]](#)
- [Scheduling Agreement Release Processing \[page 265\]](#)
- [Invoice Processing \[page 265\]](#)
- [Payment Visibility Processing \[page 267\]](#)
- [Reporting \[page 268\]](#)
- [ERP and Third-Party System Integration \[page 268\]](#)
- [Flow Extension API \[page 269\]](#)
- [Exclusions \[page 269\]](#)

SAP Business Network Buyer Portal

The SAP Business Network buyer portal is an online administrative account where customer users manage buyer-side activities for transaction changes on SAP Business Network. The buyer portal includes access to standard SAP Business Network buyer education material and supplier enablement tools, as well as the ability to configure access for additional buyer users.

SAP Business Network Supplier Enablement Tools

SAP Business Network supplier enablement tools are accessible through the SAP Business Network buyer portal and include the following:

- **Supplier search:** buyers can search the SAP Business Network supplier directory and request trading relationships with suppliers that have already registered with SAP Business Network.
- **Supplier invitation:** buyers can enter or upload (batch) supplier contact information, triggering emails to suppliers that instruct them to register with SAP Business Network in order to transact with the buyer.

- Quick Enablement (QE): buyers can initiate supplier on-boarding to SAP Business Network using a transactional document (for example, by issuing a purchase order).
- Reporting: buyers can track supplier enablement status online using the supplier enablement features in the SAP Business Network buyer portal and using predefined downloadable reports.
- Supplier Information Portal: in addition to SAP Business Network's standard educational materials, buyers can also upload buyer-specific documents to this site for supplier education.

Purchase Order Processing

This solution requires the use of SAP Business Network to exchange documents with suppliers connected to the network. As part of purchase order processing, the following documents are supported:

- Purchase Order (material items)
- Purchase Order Change
- Purchase Order Cancellation
- Order Confirmation
- Order Inquiry
- Advanced Ship Notice
- Goods Receipt Notice

Purchase Order Transmission to Suppliers

Purchase orders are delivered from ERPs to suppliers through SAP Business Network. Suppliers can view the POs online or select a preferred delivery method such as cXML, EDI, email, or fax. Purchase order changes and cancellations can also be delivered to suppliers.

Industry Direct Material Extensions

This solution includes processing of direct material fields on purchase orders and their associated order confirmations and ship notices. Direct material fields for purchase orders facilitate the purchase order collaboration process by allowing more detailed description of materials being procured.

Direct material information on purchase orders includes:

- Various delivery date fields
- Contact information
- Retail details
- Product details
- Buyer part #

Direct material information on purchase orders does not include stock transfer orders (lines with item categories of U).

Items to Confirm Lists for Suppliers

The **Items to Confirm** list feature enables the suppliers of buyers with this solution to efficiently confirm incoming purchase orders across multiple customers and check that confirmed quantities and delivery dates are achievable. The **Items to Confirm** list displays a list of purchase orders that includes information critical for a supplier to accurately confirm many order details simultaneously.

Consignment Purchase Orders and Consignment Movement Visibility

In consignment collaboration, the supplier sends consignments to the buyer, but retains ownership of the consignments until the buyer pays for the assignment the buyer consumes. The transfer of ownership, and often of location, to the buyer at the time of consumption is called a consignment movement.

This solution supports consignment items in purchase orders, order confirmations, and advanced ship notices, and buyer reporting of consignment movements, which are then visible to the supplier.

Order Confirmations, Status Updates, and Advance Ship Notices

- Suppliers can create order confirmations and advance ship notices for purchase orders on SAP Business Network or can transmit them through the network using cXML or EDI.
- Suppliers can create order confirmations for schedule lines.
- Suppliers can view order confirmation and advance ship notice status on SAP Business Network.
- Buyers can see the status of the delivery of a transaction to a supplier via status update transactions on SAP Business Network.
- Buyers can receive order confirmations, advance ship notices, and status updates using cXML.
- Inbound documents can be posted directly to buyers or queued for buyers and pulled down at their request using cXML transactions.

Order confirmation and ship notice business rules

This solution provides specific default transaction rules for supply chain collaboration, including:

- Updates to estimated shipping and delivery dates and quantities
- Processing and validation of asset serial numbers and packing slips
- Buyer-driven tolerances

This solution does not include order confirmations against scheduling agreement releases.

Order Confirmation and Advanced Ship Notice Control

Each purchase order has a control field that specifies whether an order confirmation and advanced ship notice is not allowed, allowed, or required for that line.

Returns Processing

Buyers can send purchase order updates and goods receipts with items flagged for return, followed by return ship notices, through SAP Business Network.

Suppliers can create credit memos for returned items on SAP Business Network.

Scheduling Agreement Release Processing

Scheduling agreement releases are delivered from ERPs to suppliers through SAP Business Network. Suppliers can view the scheduling agreement releases online or select a preferred delivery method such as cXML, EDI, email, or fax.

Invoice Processing

This solution requires the use of SAP Business Network to exchange documents with suppliers connected to the network. As part of invoice processing, the following documents are supported:

- Invoice
- Invoice Status Update
- CC Invoice
- ERS/Self Billing
- Credit / Debit Memo

Note

Suppliers must register and remain eligible at all times to use SAP Business Network.

Supplier invoice entry

Suppliers can submit PO invoices online through the SAP Business Network user interface. They can flip a purchase order received on the network in order to create a PO invoice.

Suppliers can also submit non-PO invoices, credit memos, and debit memos online through the SAP Business Network interface.

They can also load invoices using EDI or cXML.

Invoice status updates for suppliers

Suppliers can view invoice status updates on SAP Business Network. Status updates might span invoices that are supplier-entered, buyer-entered, entered through SAP Ariba invoice conversion services, or copied from the buyer's ERP system (CC invoices).

Buyers can also process self-billing and send Evaluated Receipt Settlement (ERS) documents to suppliers.

System search for documents

Suppliers can search for invoices on SAP Business Network using filters.

Archival invoice download

Both buyers and suppliers have the option of receiving an archival invoice ZIP file. The archival file is available for download for 3 months. Buyers and suppliers must specify whether they want a new ZIP file generated every two weeks or every month. Once SAP Business Network generates the ZIP file, an administrator can download it from the **Archived Invoices** page in SAP Business Network or specify a URL where the file can be delivered automatically.

Industry Direct Material Extensions

This solution includes processing of direct material fields on invoices. Direct material information on invoices includes:

- Buyer part #
- Shipping documents and reference documents
- Amount details
- Informational pricing

Invoice Administration

Buyers can configure business rules to ensure suppliers submit clean invoices at the following three levels:

- Transaction (default)
- Supplier group

- Country/region

SAP Ariba provides predefined templates for 34 countries/regions that buyers can use to implement default e-invoice requirements by country/region for domestic, cross-border, and intra-EU trade. The default settings for the country/region-specific invoice rules may not be appropriate for your organization. Consult your tax and/or legal advisors to determine the applicability of any business rule you implement.

Tax Invoicing for Italy

As of January 1, 2019, suppliers in all industries in Italy must report all domestic Italian electronic invoices through Sistema di Interscambio (SDI), an online electronic invoicing platform operated and maintained by the Italian tax authorities. Suppliers in Italy must create electronic invoices in the FatturaPA format only and must send their domestic electronic invoices online to the SDI portal. FatturaPA is an electronic invoice in XML format and is the only invoice format that the Italian tax authorities consider to be valid and will accept. Suppliers can get their invoices electronically signed and submit those invoices to the SDI portal. Only invoices sent to the SDI portal and approved by the SDI are considered valid invoices. Invoices not reported to the SDI system are not accepted. In addition, penalties are levied on defaulting suppliers according to Italian tax law.

SAP Business Network enables SAP Business Network-onboarded suppliers can create invoices in the required FatturaPA format and register them with the SDI exchange system. The FatturaPA-formatted invoice is then attached to the cXML invoice and transferred to the SAP Business Network buyer's back end system (or other infrastructure). Both cXML and FatturaPA invoices can optionally be archived by the SAP Ariba country/region-specific tax invoice archiving service.

Italian tax invoicing functionality is included with this solution.

Prerequisites

Buyers and suppliers must register their organizations on the SDI portal. VAT or tax IDs are the relevant identifications for the SDI portal. Registration is typically set up by the buyer or supplier's local tax department.

Non-SAP Business Network suppliers must get their invoices issued outside of SAP Business Network (for example, by using another third-party service or by direct connection to the SDI system) and send them to the SDI portal for final registration.

Payment Visibility Processing

This solution requires the use of SAP Business Network to exchange documents with suppliers connected to the network. As part of payment visibility processing, the following documents are supported:

- Payment Proposal (if sent for payment visibility)
- Remittance Advice
- Payment Batch

Buying organizations use scheduled payments (PaymentProposalRequest documents) to tell SAP Business Network and their suppliers about planned payments. These documents list scheduled payment dates, discount

amounts, and net amounts. These documents are used for information only. After approving invoices from suppliers, the buyer's ERP or procurement application can send scheduled payments to SAP Business Network. If buyer wishes to initiate a discount proposal for early payment, a subscription to SAP Ariba Discount Management is required.

Buyers making a payment can create an associated remittance advice document (PaymentRemittance document). Remittance advice documents are summary statements that provides details about payments that have been made. A typical remittance advice includes the payment method used, bank information, discount amount, amount paid, and a list of payables included in the payment. The PaymentRemittance document lists payment transaction details for several business scenarios, including standard invoices, credit memos, and debit memos.

Buyers wanting to process a payment file to enable an SAP Ariba Financial Ecosystem Partner solution can create an associated payment document (PaymentBatchRequest document). Note that buyers must have a commercial agreement in place with the relevant Financial Ecosystem Partner.

Reporting

- System search for documents
- Pre-built reports that enable quick operational and analytical reporting. Reports can be scheduled and exported as CSV files

ERP and Third-Party System Integration

This solution allows integration with one ERP system. Depending on the complexity, integration might require additional (optional) services from SAP Ariba

Support for Integration Data Models

This solution supports the SAP integration data model. The enhanced data model support for SAP back ends assists with transactional data integration.

SAP Integration Suite, managed gateway for spend management and SAP Business Network

The SAP Integration Suite, managed gateway for spend management and SAP Business Network provides a simple and efficient Integration-as-a-Service (IaaS) Solution. enabled by the SAP Cloud Platform integration, the SAP Integration Suite, managed gateway for spend management and SAP Business Network facilitates the integration of buyers' SAP ERP or SAP S/4HANA systems with SAP Business Network. Please consider the following points before using SAP Integration Suite, managed gateway for spend management and SAP Business Network for integration needs:

- SAP Integration Suite, managed gateway for spend management and SAP Business Network is not audited for compliance with the Payment Card Industry Standard (PCI). You should not submit Purchasing Card (PCard) data in transactions sent to the SAP Integration Suite, managed gateway for spend management and SAP Business Network. SAP Ariba may reject transactions that include data in the field designated for PCard use.
- SAP Ariba will retain the data in the SAP Integration Suite, managed gateway for spend management and SAP Business Network for 30 days.
- The SAP Cloud Service Level Agreement applicable to SAP Ariba solutions will apply to the use of the SAP Integration Suite, managed gateway for spend management and SAP Business Network.
- The SAP Integration Suite, managed gateway for spend management and SAP Business Network is currently hosted in SAP's Europe, US, China, Kingdom of Saudi Arabia (KSA), and United Arab Emirates (UAE) data centers. Europe and US data centers can host business data of SAP Business Network and SAP Ariba applications. However, the China data center can host business data of SAP Ariba applications only. If alternatives for hosting in other locations become available, SAP will document those options in updates to this solution description.
For more information, refer to the information about configuring the data center in the SAP Integration Suite, managed gateway for spend management and SAP Business Network installation documentation.

Connectivity Options

This solution must be implemented using either SAP Integration Suite, managed gateway for spend management and SAP Business Network or cXML (for suppliers). Connectivity to systems other than SAP ECC or SAP S/4HANA is not supported. SAP systems that are supported are based on SAP Integration Suite, managed gateway for spend management and SAP Business Network add-on compatibilities listed [here](#).

Flow Extension API

This API set enables you to enrich Purchase Order, Order Confirmation, Advance Ship Notice, Goods Receipt Notice, and Invoice documents on SAP Business Network with information external to SAP Ariba.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). If you wish to connect a third-party service using this API, first confirm that the company is participating in the SAP partner program and is authorized to provide connection to this solution using this API. You will be required to submit written consent to SAP to authorize the exchange of data with the third-party service.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

Exclusions

The following technology features and business processes are excluded from the scope of this solution:

- Order confirmations against scheduling agreement releases
- Multi-tier collaboration
- Subcontracting purchase orders
- Subcontracting components shipments
- Subcontracting components consumptions
- Component receipts
- Component inventory
- Stock transfer orders (lines with item category U)
- Service purchase orders
- Service sheets
- ERP-initiated service sheets

Services for SAP Business Network Supply Chain Collaboration, Foundation Option

Your subscription to this solution does not include deployment services. If you do not purchase the necessary deployment and/or implementation services for this solution as set forth under the order form from SAP, either through a separate Statement of Work (SOW) or order form, you are responsible for purchasing the deployment and/or implementation from a qualified third party. Your use of this solution is limited to the standard, out-of-the-box functionality as described in the documentation for this solution. Your subscription to this solution does not include any right to the applicable deployment and/or implementation services, nor does it include any functionality described in the documentation which may be dependent on the delivery of the applicable deployment and/or implementation consulting services, until you have purchased the applicable deployment services for this solution.

Included Services:

- Customer support services:
 - [SAP Enterprise Support, Cloud Edition \[page 293\]](#)
- [Hosting Services \[page 296\]](#)

Note

Supplier enablement services are not included in this solution.

Optional Services:

- [PO Customization \[page 300\]](#)

- [Invoice CSV Upload \[page 298\]](#)
- [SAP Ariba Country/Region-Specific Tax Invoice Archiving \[page 300\]](#)
- Customer support services:
 - [End User Support Services \(Optional Add-On\) \[page 294\]](#)

SAP Business Network Planning Collaboration

Note

During the subscription term, SAP will waive all fees associated with the business transactions originating through the SAP Business Network Planning Collaboration cloud service within the specific relationship of the customer with the customer's suppliers and logistics providers. Use of other supplier and logistics provider solutions and features on SAP Business Network, such as SAP Business Network Discovery, e-invoicing archiving, SAP Ariba Payables, and any other optional services may involve separate fees and are not included in this solution.

[Technology Features for SAP Business Network Planning Collaboration \[page 272\]](#)

[Services for SAP Business Network Planning Collaboration \[page 274\]](#)

Technology Features for SAP Business Network Planning Collaboration

- [SAP Business Network Buyer Portal \[page 272\]](#)
- [SAP Business Network Supplier Enablement Tools \[page 272\]](#)
- [Forecast Visibility \[page 273\]](#)
- [Forecast Commit \[page 273\]](#)
- [External Manufacturing Visibility \[page 273\]](#)
- [Reporting \[page 273\]](#)
- [ERP and Third-Party System Integration \[page 273\]](#)

SAP Business Network Buyer Portal

The SAP Business Network buyer portal is an online administrative account where customer users manage buyer-side activities for transaction changes on SAP Business Network. The buyer portal includes access to standard SAP Business Network buyer education material and supplier enablement tools, as well as the ability to configure access for additional buyer users.

SAP Business Network Supplier Enablement Tools

SAP Business Network supplier enablement tools are accessible through the SAP Business Network buyer portal and include the following:

- Supplier search: buyers can search the SAP Business Network supplier directory and request trading relationships with suppliers that have already registered with SAP Business Network.
- Supplier invitation: buyers can enter or upload (batch) supplier contact information, triggering emails to suppliers that instruct them to register with SAP Business Network in order to transact with the buyer.
- Reporting: buyers can track supplier enablement status online using the supplier enablement features in the SAP Business Network buyer portal and using predefined downloadable reports.
- Supplier Information Portal: in addition to SAP Business Network's standard educational materials, buyers can also upload buyer-specific documents to this site for supplier education.

Forecast Visibility

Buyers can send unconstrained forecasts to previously-onboarded suppliers or contract manufacturers.

For example, buyers can send their production line capacity at product or product/location level.

Forecast Commit

Suppliers and contract manufacturers can adjust and commit to forecasts sent by the buyer.

For example, when the buyer sends their production line capacity at a product or product/location level, suppliers or contract manufacturers can send commitments back at the same level.

External Manufacturing Visibility

Suppliers can provide manufacturing and inventory statuses.

For example, suppliers can provide stock on-hand visibility on their side and send actual levels to the planning system.

Reporting

- System search for documents
- Pre-built download templates allow export of data in Microsoft Excel files.

ERP and Third-Party System Integration

This solution supports integration with other applications, including ERP systems. Depending on the complexity, integration might require additional (optional) services from SAP Ariba.


Support for Integration Data Models

The following integration data model options are supported:

- SAP ERP support
The enhanced data model support for SAP back ends assists with transactional data integration.
- Generic support
This flexible generic data structure supports other back end systems, including Oracle.

Services for SAP Business Network Planning Collaboration

Included Services:

- [SAP Business Network Planning Collaboration deployment services](#) 
- Packaged subscription services:
 - [Supplier Enablement Services for Supply Chain \[page 299\]](#)
- [SAP Business Network Open Adapter services \[page 292\]](#) (required if your deployment uses open adapter deployment services)
- Customer support services:
 - [SAP Enterprise Support, Cloud Edition \[page 293\]](#)
- [Hosting Services \[page 296\]](#)

Optional Services:

- [Expanded Site Configuration \[page 296\]](#)
- [Multi-ERP Support \[page 298\]](#)
- Customer support services:
 - [End User Support Services \(Optional Add-On\) \[page 294\]](#)

RISE with SAP for SAP Business Network Supplier Portal

ⓘ Note

This solution is only available with a RISE with SAP solution.

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[Services for RISE with SAP for SAP Business Network Supplier Portal \[page 284\]](#)

Technology Features for RISE with SAP for SAP Business Network Supplier Portal

- [SAP Business Network Buyer Portal \[page 275\]](#)
- [SAP Business Network Supplier Enablement Tools \[page 276\]](#)
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- [Automated RFQ Processing \[page 279\]](#)
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- [ERP and Third-Party System Integration \[page 281\]](#)
- [Flow Extension API \[page 283\]](#)
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- [Add-Ons \[page 283\]](#)

ⓘ Note

There may be functional and document limitations for SAP S/4HANA Cloud Public Edition customers. Please consult your SAP services lead.

SAP Business Network Buyer Portal

The SAP Business Network buyer portal is an online administrative account where customer users manage buyer-side activities for transaction changes on SAP Business Network. The buyer portal includes access to standard SAP Business Network buyer education material and supplier enablement tools, as well as the ability to configure access for additional buyer users.

SAP Business Network Supplier Enablement Tools

SAP Business Network supplier enablement tools are accessible through the SAP Business Network buyer portal and include the following:

- Supplier search: buyers can search the SAP Business Network supplier directory and request trading relationships with suppliers that have already registered with SAP Business Network.
- Supplier invitation: buyers can enter or upload (batch) supplier contact information, triggering emails to suppliers that instruct them to register with SAP Business Network in order to transact with the buyer.
- Quick Enablement (QE): buyers can initiate supplier on-boarding to SAP Business Network using a transactional document (for example, by issuing a purchase order).
- Reporting: buyers can track supplier enablement status online using the supplier enablement features in the SAP Business Network buyer portal and using predefined downloadable reports.
- Supplier Information Portal: in addition to SAP Business Network's standard educational materials, buyers can also upload buyer-specific documents to this site for supplier education.

Purchase Order Processing

This solution requires the use of SAP Business Network to exchange documents with suppliers connected to the network. As part of purchase order processing, the following documents are supported:

- Purchase Order
- Purchase Order Change
- Purchase Order Cancellation
- Order Confirmation
- Order Inquiry
- Advanced Ship Notice
- Goods Receipt Notice

Purchase Order Transmission to Suppliers

Purchase orders are delivered from ERPs to suppliers through SAP Business Network. Suppliers can view the POs online or select a preferred delivery method such as cXML, EDI, email, or fax. Purchase order changes and cancellations can also be delivered to suppliers.

Order Confirmations, Status Updates, and Advance Ship Notices

- Suppliers can create order confirmations and advance ship notices for purchase orders on SAP Business Network or can transmit them through the network using cXML or EDI.
- Suppliers can view order confirmation and advance ship notice status on SAP Business Network.

- Buyers can see the status of the delivery of a transaction to a supplier via status update transactions on SAP Business Network.
- Buyers can receive order confirmations, advance ship notices, and status updates using cXML.
- Inbound documents can be posted directly to buyers or queued for buyers and pulled down at their request using cXML transactions.

Invoice Processing

This solution requires the use of SAP Business Network to exchange documents with suppliers connected to the network. As part of invoice processing, the following documents are supported:

- Invoice
- Invoice Status Update
- CC Invoice
- ERS/Self Billing
- Credit / Debit Memo

Note

Suppliers must register and remain eligible at all times to use SAP Business Network.

Supplier invoice entry

Suppliers can submit PO invoices online through the SAP Business Network user interface. They can flip a purchase order received on the network in order to create a PO invoice.

Suppliers can also submit non-PO invoices, credit memos, and debit memos online through the SAP Business Network interface.

They can also load invoices using EDI or cXML.

Invoice status updates for suppliers

Suppliers can view invoice status updates on SAP Business Network. Status updates might span invoices that are supplier-entered, buyer-entered, entered through SAP Ariba invoice conversion services, or copied from the buyer's ERP system (CC invoices).

Buyers can also process self-billing and send Evaluated Receipt Settlement (ERS) documents to suppliers.

System search for documents

Suppliers can search for invoices on SAP Business Network using filters.

Archival invoice download

Both buyers and suppliers have the option of receiving an archival invoice ZIP file. The archival file is available for download for 3 months. Buyers and suppliers must specify whether they want a new ZIP file generated every two weeks or every month. Once SAP Business Network generates the ZIP file, an administrator can download it from the **Archived Invoices** page in SAP Business Network or specify a URL where the file can be delivered automatically.

Invoice Administration

Buyers can configure business rules to ensure suppliers submit clean invoices at the following three levels:

- Transaction (default)
- Supplier group
- Country/region

SAP Ariba provides predefined templates for 34 countries/regions that buyers can use to implement default e-invoice requirements by country/region for domestic, cross-border, and intra-EU trade. The default settings for the country/region-specific invoice rules may not be appropriate for your organization. Consult your tax and/or legal advisors to determine the applicability of any business rule you implement.

Tax Invoicing for Italy

As of January 1, 2019, suppliers in all industries in Italy must report all domestic Italian electronic invoices through Sistema di Interscambio (SDI), an online electronic invoicing platform operated and maintained by the Italian tax authorities. Suppliers in Italy must create electronic invoices in the FatturaPA format only and must send their domestic electronic invoices online to the SDI portal. FatturaPA is an electronic invoice in XML format and is the only invoice format that the Italian tax authorities consider to be valid and will accept. Suppliers can get their invoices electronically signed and submit those invoices to the SDI portal. Only invoices sent to the SDI portal and approved by the SDI are considered valid invoices. Invoices not reported to the SDI system are not accepted. In addition, penalties are levied on defaulting suppliers according to Italian tax law.

SAP Business Network enables SAP Business Network-onboarded suppliers can create invoices in the required FatturaPA format and register them with the SDI exchange system. The FatturaPA-formatted invoice is then attached to the cXML invoice and transferred to the SAP Business Network buyer's back end system (or other infrastructure). Both cXML and FatturaPA invoices can optionally be archived by the SAP Ariba country/region-specific tax invoice archiving service.

Italian tax invoicing functionality is included with this solution.

Prerequisites

Buyers and suppliers must register their organizations on the SDI portal. VAT or tax IDs are the relevant identifications for the SDI portal. Registration is typically set up by the buyer or supplier's local tax department.

Non-SAP Business Network suppliers must get their invoices issued outside of SAP Business Network (for example, by using another third-party service or by direct connection to the SDI system) and send them to the SDI portal for final registration.

Service Sheet Processing

Service sheet processing provides suppliers with the ability to create service sheets for service purchase orders by providing buyers with the following capabilities:

- Suppliers can create service sheets on SAP Business Network, upload them as CSV files, or can transmit them through the network using cXML or EDI.
- Buyers can see the status of services performed via status update transactions on SAP Business Network.
- Suppliers can flip buyer-approved service sheets into service invoices.

This solution requires the use of SAP Business Network to exchange documents with suppliers connected to the network. As part of service sheet processing, the following documents are supported:

- Service Order
- Service Entry Sheet
- Service Entry Sheet Response

Suppliers can search for service sheets on SAP Business Network using filters and can run standard service sheet reports.

Automated RFQ Processing

Automated RFQ processing, also known as quote automation, provides a direct integration between the buyer's ERP system, SAP Business Network, and SAP Business Network Discovery to quickly build and publish tactical Request for Quotation (RFQ) events and retrieve bids from suppliers. The buyer has the option to compare and award these quotes in the solution or export all bids to do awarding in the ERP.

Automated RFQs are delivered from ERPs to suppliers through SAP Business Network. The following document types are considered as part of the solution:

- Quote Request
- Quote Bid

Quote Document Transmission

- Automated RFQs are delivered from ERPs to suppliers through SAP Business Network.
- Automated RFQ responses are delivered from suppliers to ERPs through SAP Business Network.

Supplier Automated RFQ Response Features

For all events created through automated RFQ, suppliers are invited to and access the events through an SAP Business Network Discovery posting. The posting has event and item information taken from the automated RFQ.

SAP Business Network Discovery notifies suppliers of, invites them to, and gives them access to automated RFQ postings on SAP Business Network Discovery through one of the following three methods:

- Direct supplier invitation: the event data from your ERP system specifies one or more suppliers to invite to the event.
- Vendor match: SAP Business Network Discovery invites suppliers that match the commodity and sales territory data for the event from the buyer's approved vendor database.
- Public supplier invitations: SAP Business Network Discovery invites all suppliers that match the commodity and sales territory data for the event.

SAP Business Network Discovery is a solution that allows buyers to find new suppliers, read profile information about suppliers, feedback on suppliers, and other supplier information. SAP Business Network Discovery is not a part of the solution to which you subscribed, but is a separate solution. In some circumstances, you can access SAP Business Network Discovery from your solution. SAP Business Network Discovery is currently free for buyers. Before you first access SAP Business Network Discovery, you will be asked to accept the online Terms of Use applicable to SAP Business Network Discovery, and those terms will apply if you choose to proceed and use SAP Business Network Discovery.

Buyer Automated RFQ Awarding Features

Buyers create quote requests in an integrated ERP system, and award them either in the ERP system or on SAP Business Network Discovery.

SAP Business Network Discovery is a solution that allows buyers to find new suppliers, read profile information about suppliers, feedback on suppliers, and other supplier information. SAP Business Network Discovery is not a part of the solution to which you subscribed, but is a separate solution. In some circumstances, you can access SAP Business Network Discovery from your solution. SAP Business Network Discovery is currently free for buyers. Before you first access SAP Business Network Discovery, you will be asked to accept the online Terms of Use applicable to SAP Business Network Discovery, and those terms will apply if you choose to proceed and use SAP Business Network Discovery.

Quote Automation for SAP Supply Base Optimization

The automated RFQ processing feature of this solution is supported as part of the SAP Supply Base Optimization Solution. If the automated RFQ processing feature is used in connection with the SAP Supply Base Optimization Solution, a dedicated SAP Business Network buyer portal might be required to support the Quote Request and Quote Bid document types. SAP Ariba will be responsible for the enablement but not the configuration of the SAP Business Network buyer portal.

Payment Visibility Processing

This solution requires the use of SAP Business Network to exchange documents with suppliers connected to the network. As part of payment visibility processing, the following documents are supported:

- Payment Proposal (if sent for payment visibility)
- Remittance Advice
- Payment Batch

Buying organizations use scheduled payments (PaymentProposalRequest documents) to tell SAP Business Network and their suppliers about planned payments. These documents list scheduled payment dates, discount amounts, and net amounts. These documents are used for information only. After approving invoices from suppliers, the buyer's ERP or procurement application can send scheduled payments to SAP Business Network. If buyer wishes to initiate a discount proposal for early payment, a subscription to SAP Ariba Discount Management is required.

Buyers making a payment can create an associated remittance advice document (PaymentRemittance document). Remittance advice documents are summary statements that provides details about payments that have been made. A typical remittance advice includes the payment method used, bank information, discount amount, amount paid, and a list of payables included in the payment. The PaymentRemittance document lists payment transaction details for several business scenarios, including standard invoices, credit memos, and debit memos.

Buyers wanting to process a payment file to enable an SAP Ariba Financial Ecosystem Partner solution can create an associated payment document (PaymentBatchRequest document). Note that buyers must have a commercial agreement in place with the relevant Financial Ecosystem Partner.

Reporting

- System search for documents
- Pre-built reports that enable quick operational and analytical reporting. Reports can be scheduled and exported as CSV files

ERP and Third-Party System Integration

This solution supports integration with other applications, including ERP systems. Depending on the complexity, integration might require additional (optional) services from SAP Ariba.

Support for Integration Data Models

The following integration data model options are supported:

- SAP ERP support
The enhanced data model support for SAP back ends assists with transactional data integration.

- PeopleSoft ERP support
The enhanced data model support for PeopleSoft back ends assists with transactional data integration. Note that automated RFQ integration is not supported for PeopleSoft.
- Generic support
This flexible generic data structure supports other back end systems, including Oracle. Note that Oracle does not support service sheet transactions.

SAP Integration Suite, managed gateway for spend management and SAP Business Network

The SAP Integration Suite, managed gateway for spend management and SAP Business Network provides a simple and efficient Integration-as-a-Service (IaaS) Solution. enabled by the SAP Cloud Platform integration, the SAP Integration Suite, managed gateway for spend management and SAP Business Network facilitates the integration of buyers' SAP ERP or SAP S/4HANA systems with SAP Business Network. Please consider the following points before using SAP Integration Suite, managed gateway for spend management and SAP Business Network for integration needs:

- SAP Integration Suite, managed gateway for spend management and SAP Business Network is not audited for compliance with the Payment Card Industry Standard (PCI). You should not submit Purchasing Card (PCard) data in transactions sent to the SAP Integration Suite, managed gateway for spend management and SAP Business Network. SAP Ariba may reject transactions that include data in the field designated for PCard use.
- SAP Ariba will retain the data in the SAP Integration Suite, managed gateway for spend management and SAP Business Network for 30 days.
- The SAP Cloud Service Level Agreement applicable to SAP Ariba solutions will apply to the use of the SAP Integration Suite, managed gateway for spend management and SAP Business Network.
- The SAP Integration Suite, managed gateway for spend management and SAP Business Network is currently hosted in SAP's Europe, US, China, Kingdom of Saudi Arabia (KSA), and United Arab Emirates (UAE) data centers. Europe and US data centers can host business data of SAP Business Network and SAP Ariba applications. However, the China data center can host business data of SAP Ariba applications only. If alternatives for hosting in other locations become available, SAP will document those options in updates to this solution description.

For more information, refer to the information about configuring the data center in the SAP Integration Suite, managed gateway for spend management and SAP Business Network installation documentation.

SAP Supplier Relationship Management Integration

SAP Supplier Relationship Management (SRM) integration allows buyers to integrate easily with SAP Business Network to enhance collaboration between buyers and suppliers.

SAP SRM integration includes message-based integration (document exchange) for:

- Purchase Order
- Order Confirmation

Connectivity Options

This solution can be implemented using either an Ariba technology, SAP technology, or a customer-chosen technology for integration to back ends. The provided standard adapters support the integration of SAP ERP, SAP SRM (in extended classic scenario), SAP SNC, Oracle, or Peoplesoft back end systems. Ariba technology solutions include a JCA adapter to communicate with SAP Business Network and the middleware and baseline interfaces for communicating to the ERP and transforming transactions to and from cXML. They also include use of the Quadrem Network. SAP technology solutions include an Add-On for native integration through direct cXML creation and processing.

SAP SNC integration uses single sign-on based on SAML 2.0 to establish connections between suppliers on SAP Business Network and buyers using the SAP SNC solution. Supplier users are redirected from SAP Business Network to SAP SNC in a separate session and then work in the buyer's application environment.

Flow Extension API

This API set enables you to enrich Purchase Order, Order Confirmation, Advance Ship Notice, Goods Receipt Notice, and Invoice documents on SAP Business Network with information external to SAP Ariba.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). If you wish to connect a third-party service using this API, first confirm that the company is participating in the SAP partner program and is authorized to provide connection to this solution using this API. You will be required to submit written consent to SAP to authorize the exchange of data with the third-party service.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

Discount Management

SAP Ariba Discount Management [technology features \[page 87\]](#) are available with this solution, subject to [SAP Ariba Discount Management scope and restrictions \[page 87\]](#). Deployment and other SAP Ariba Discount Management services are not included and must be purchased separately if needed.

Add-Ons

SAP Business Network Application Gateway

SAP Business Network application gateway provides suppliers with access to buyer-managed applications through Single Sign On (SSO).

- All suppliers with both standard and enterprise accounts can access the application gateway.
- Buyers can allow suppliers to manage access for supplier users in their accounts through SAP Business Network supplier permissions.
- Buyers can manage individual suppliers' SSO access to each application using a CSV data import or can set up auto-subscription for all suppliers with whom the buyer has established a sourcing or trading relationship.

Configuration of the SAP Business Network application gateway feature requires additional services which are subject to an additional fee.

PEPPOL Integration for SAP Business Network


SAP Business Network buyers can receive invoices from suppliers who are registered on the Peppol network.

SAP Business Network enables buyers to create and register their profiles on the Peppol network. A unique Peppol ID is created for each buyer profile. This ID can then be shared with suppliers to exchange documents.

PEPPOL integration is currently available for buyers in Australia, Belgium, Germany, the Netherlands, Norway, and New Zealand. Enablement of this feature requires SAP Document and Reporting Compliance, cloud edition, which is subject to an additional fee.

Services for RISE with SAP for SAP Business Network Supplier Portal

Included Services:

- Deployment services are included and are described separately in the Deployment Description for this solution. Deployment services are only available in the initial subscription term, unless otherwise stated in the Order Form. These services are described here:
 - [RISE with SAP for SAP Business Network Supplier Portal Deployment Description](#) 
- Customer support services:
 - [SAP Enterprise Support, Cloud Edition \[page 293\]](#)
- [Hosting Services \[page 296\]](#)

Note

Supplier enablement services are not included in this solution.

Optional Services:



- [Expanded Site Configuration \[page 296\]](#)
- [PO Customization \[page 300\]](#)
- [Invoice CSV Upload \[page 298\]](#)
- [Service Sheet CSV Upload \[page 301\]](#)
- [Multi-ERP Support \[page 298\]](#)
- [SAP Ariba Country/Region-Specific Tax Invoice Archiving \[page 300\]](#)
- [Invoice Conversion Services \[page 296\]](#)
- Customer support services:
 - [End User Support Services \(Optional Add-On\) \[page 294\]](#)

SAP Ariba Buying for SAP S/4HANA

This solution provides the guided buying capability included in the scope items Guided Buying Capability with SAP Ariba Buying (2NV) and Guided Buying for Central Procurement with SAP Ariba Buying (3EN) without a separate subscription to SAP Ariba Buying.

Either SAP S/4HANA Cloud Public Edition or SAP S/4HANA 2020 or higher is a prerequisite for the end-to-end operational procurement process flow in these scope items.

For more details on these scope items, refer to:

- Guided Buying Capability with SAP Ariba Buying (2NV):
 - [SAP S/4HANA documentation](#)
 - [SAP S/4HANA Cloud documentation](#)
 - [SAP Best Practices Explorer](#) 
- Guided Buying for Central Procurement with SAP Ariba Buying (3EN)
 - [SAP S/4HANA documentation](#)
 - [SAP S/4HANA Cloud documentation](#)
 - [SAP Best Practices Explorer](#) 

[Technology Features for SAP Ariba Buying for SAP S/4HANA \[page 286\]](#)

[Services for SAP Ariba Buying for SAP S/4HANA \[page 291\]](#)

Technology Features for SAP Ariba Buying for SAP S/4HANA

- [Landing Pages \[page 287\]](#)
- [Purchasing Policies \[page 287\]](#)
- [Catalogs \[page 287\]](#)
- [Requisitions and Approvals \[page 288\]](#)
- [Form Builder \[page 288\]](#)
- [Catalog Document Exchange Using SAP Business Network \[page 289\]](#)
- [Administration \[page 289\]](#)
- [Reporting \[page 289\]](#)
- [APIs \[page 290\]](#)

Landing Pages

A landing page is a page that contains various clickable tiles that make it easier for users to navigate through the catalog. Users see an initial landing page when signing in to guided buying. The guided buying home landing page can be customized to show different category tiles with images.

Purchasing Policies

Guided buying policies ensure consistent compliance for all purchases. They can be configured with policy errors and warnings related to different scenarios that occur during the creation of a request. Warnings and errors are messages that inform users about a policy violation. Warnings can be configured to give users the opportunity to either provide a custom justification or to choose from a predefined list of justification reasons. With errors, users can't submit the request until they fix the violation.

Catalogs

This solution supports multiple approaches to managing and accessing catalog content.

Local Catalogs

Authorized users can load, manage, and access catalogs and prices stored in the solution. This solution supports customer catalogs in CIF, cXML, BMEcat, and Microsoft Excel formats and allows loading of catalogs from SAP Business Network.

Remote Catalogs

Users can access and procure from catalogs hosted and managed by suppliers on their selected third-party providers. Features include:

- Authentication by SAP Business Network
- Support for Level 1 and Level 2 PunchOut

Additional Capabilities

The following catalog capabilities require additional services to configure:

- Filtered views

Requisitions and Approvals

ⓘ Note

Approval workflows for guided buying requisitions can be configured in either SAP S/4HANA or SAP Ariba. The approval workflow features described here are for SAP Ariba approval workflows.

Catalog and Non-Catalog Requisitioning

Users can requisition both catalog and non-catalog items.

Catalog Search and Viewing

Users can view and search for both local and remote catalog items using:

- Keyword search
- Dynamic filters for category, suppliers, price ranges, and manufacturers
- Favorites

Approval Workflow

Requisitions can be routed through approval steps prior to becoming orders. Approval flow features include:

- Ability to add approvers to a flow on an ad-hoc basis
- Approval from within this solution or in HTML email
- An Approval Rules Library
- Custom approval rules

Form Builder

The form builder feature is a self-service application in which customer administrators can create standalone forms to extend this solution.

Key features include:

- Ability to create standalone forms using an easy-to-use drag and drop interface.
- A powerful condition editor to support building conditions related to editability, validity, and visibility.
- Ability to add master data to enhance the user experience.

Catalog Document Exchange Using SAP Business Network

This solution includes use of SAP Business Network to exchange the following documents with suppliers connected to the network:

- CIF, cXML, BMEcat, and Microsoft Excel catalogs
- Remotely hosted catalog index files

Administration

This solution includes administration capabilities in the following areas:

- User delegation
- Catalog management and export
- Data import and export

Catalog Administration

This solution includes administration capabilities in the following areas:

- Catalog loading and maintenance
- Catalog validation rules
- Catalog approval rules
- Catalog views
- Relevance ranking
- Commodity codes
- Data import, export, and setup

Reporting

These reporting features are limited to the requisitions, catalogs, and approvals in this solution. Any reporting related to SAP S/4HANA documents must be done in SAP S/4HANA.

- System search for documents
- Prepackaged reports
- Reporting dashboard
- Custom report creation

APIs

ⓘ Note

Use of the APIs included in this solution are only applicable to requisitions, catalogs, and custom forms.

Document Approval API

This API set enables your application to approve or decline requisitions and invoices, either systematically or by presenting the approval task to one or more approvers. It only applies to requisitions and invoices; it does not apply to invoice reconciliations.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). If you wish to connect a third-party service using this API, first confirm that the company is participating in the SAP partner program and is authorized to provide connection to this solution using this API. You will be required to submit written consent to SAP to authorize the exchange of data with the third-party service.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

Custom Forms API

This API set enables your application to get data from custom forms created with the form builder.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). If you wish to connect a third-party service using this API, first confirm that the company is participating in the SAP partner program and is authorized to provide connection to this solution using this API. You will be required to submit written consent to SAP to authorize the exchange of data with the third-party service.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

Catalog Content API

The Catalog Content API allows your application to retrieve catalog data from your SAP Ariba solution.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). If you wish to connect a third-party service using this API, first confirm that the company is participating in the SAP partner program and is authorized to provide connection to this solution using this API. You will be required to submit written consent to SAP to authorize the exchange of data with the third-party service.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

Content Lookup API

This API set enables your application to update catalog lookups in your procurement solution.

Access to this API is available to you as a subscriber to this solution as part of the SAP Cloud Service Level Agreement. However, it is not considered part of the solution. Use of this API is purely optional and is subject to restrictions stated in the documentation, including the Terms of Use and the documentation found at the SAP Ariba Developer Portal (see <https://developer.ariba.com/api>). If you wish to connect a third-party service using this API, first confirm that the company is participating in the SAP partner program and is authorized to provide connection to this solution using this API. You will be required to submit written consent to SAP to authorize the exchange of data with the third-party service.

With use of this API to connect an application to the solution, your company is responsible for ensuring that the application remains compatible and interoperable with this solution and does not unreasonably impair, degrade or reduce the performance or security of the solution.

Services for SAP Ariba Buying for SAP S/4HANA

Included Services:

- Deployment services are included and are described separately in the Deployment Description for this solution. Deployment services are only available in the initial subscription term, unless otherwise stated in the Order Form. These services are described here:
 - [SAP Ariba Buying for SAP S/4HANA deployment description](#)
- Customer support services:
 - [SAP Enterprise Support, Cloud Edition \[page 293\]](#)

Service Descriptions

Subscriptions to SAP Ariba solutions might include provided and optional services. For a list of the services included or available with a specific SAP Ariba solution, see the services topic for that solution in the *SAP Ariba solutions description guide*.

- [SAP Business Network Open Adapter services \[page 292\]](#)
- [Best Practice Center Post-Deployment Services \[page 293\]](#)
- [Customer Support Services \[page 293\]](#)
- [Data Enrichment Refresh Services \[page 294\]](#)
- [Discount Subscription Services \[page 296\]](#)
- [Expanded Site Configuration \[page 296\]](#)
- [Forms \[page 296\]](#)
- [Hosting Services \[page 296\]](#)
- [Invoice Conversion Services \[page 296\]](#)
- [Invoice CSV Upload \[page 298\]](#)
- [Multi-ERP Support \[page 298\]](#)
- [Optional Benchmarking and Analytics \[page 298\]](#)
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- [PO Customization \[page 300\]](#)
- [SAP Ariba Country/Region-Specific Tax Invoice Archiving \[page 300\]](#)
- [Service Sheet CSV Upload \[page 301\]](#)
- [Spot Buy Adoption \[page 301\]](#)
- [Sourcing-Specific Support Services \[page 301\]](#)

SAP Business Network Open Adapter services

If you have a subscription to the SAP Business Network Open Adapter, you are eligible for the following change management support services and attachment handling functionality for the term of that subscription.

Change Management Support Services

Change management support services provide additions, modifications, or removals of mapping to the SAP Business Network Open Adapter during Ariba's initial implementation of the SAP Business Network Open Adapter,

such as mapping to support format or protocol changes, updating a fixed internet protocols, system upgrades, and so forth, as well as testing and validation of these changes. Change management consulting services are performed by Ariba's third-party service provider, Liaison, Inc.

The following limitations apply to requests for change management services:

- SAP Ariba supports a maximum of 6 requests for change management services per year. Additional change management requests in a quarter must be purchased as part of a separate statement of work.
- Each request for change management has a maximum scope of 4 hours of effort. If the work in a change management request requires more than 4 hours of effort, it must be purchased as part of a separate statement of work.

Attachment Handling

The SAP Business Network Open Adapter supports inbound and outbound MIME attachments. Attachments have a maximum file size of 100MB.

Best Practice Center Post-Deployment Services

SAP Ariba Best Practice Center post-deployment services are described separately in the Best Practice Center service description for a solution, if available with that solution. For a list of the services included or available with a specific SAP Ariba solution, see the services topic for that solution in the *SAP Ariba solutions description guide*

Customer Support Services

For a list of the services included or available with a specific SAP Ariba solution, see the services topic for that solution in the *SAP Ariba solutions description guide*

- [SAP Enterprise Support, Cloud Edition \[page 293\]](#)
- [End User Support Services \(Optional Add-On\) \[page 294\]](#)
- [Preferred Care Services \(Optional Add-On\) \[page 294\]](#)
- [Operational Support Services \[page 294\]](#)

SAP Enterprise Support, Cloud Edition

SAP Enterprise Support, cloud edition is included with each subscription to an SAP Ariba On-Demand Solution and is part of the subscription price.

For more information, see <http://www.sap.com/docs/download/agreements/product-use-and-support-terms/cls/en/support-policy-for-sap-cloud-services-english-v2-2017.pdf>.

End User Support Services (Optional Add-On)

End user support services provide functional and navigational support to help diagnose, troubleshoot, and resolve customer-reported Service Requests (SRs). End user support services can be purchased as an optional add-on.

For more information, see the End User Support Description for SAP Ariba Cloud Services in the [SAP Trust Center](#).

Preferred Care Services (Optional Add-On)

SAP Ariba Preferred Care is designed for customers who want to personalize their incident management approaches. It enhances the Enterprise Support foundation by helping you plan your business support, achieve your goals, and unlock the value of the applications. Each Preferred Care customer is assigned a named Customer Success manager (CSM) who understands your specific needs and guides you through the Preferred Care engagement, ensuring that you receive the support and guidance you need to be successful with the applications. SAP Ariba Preferred Care services can be purchased as an optional add-on.

For more information, see SAP support policies at <http://www.sap.com/docs/download/agreements/product-use-and-support-terms/cls/en/support-policy-for-sap-cloud-services-english-v2-2017.pdf>.

Operational Support Services

Operational support services are included in subscriptions to Snap offerings and are described in a [separate services description](#).

Data Enrichment Refresh Services

For a list of the services included or available with a specific SAP Ariba solution, see the services topic for that solution in the *SAP Ariba solutions description guide*.

SAP Ariba will perform quarterly enrichment cycles of three months of current spend data (or, if you have subscribed to monthly refreshes, monthly enrichment cycles of one month of current spend data) for the remainder of the subscription term, with the last cycle beginning no less than two months prior to the end of the subscription term (or no less than one month for monthly refreshes).

SAP Ariba will perform data enrichment refreshes according to the service levels defined in the Deployment Description for this solution. SAP Ariba will not process refresh data until a customer has submitted properly formatted data files and approved spend for the project. The activities and deliverables described in this section are repeated for each data refresh cycle.

For a detailed description of data enrichment refresh services, [click here](#).

The following features and functionalities provided by SAP as part of SAP Ariba Spend Analysis including automation, transaction processing, and machine learning may be continuously improved on behalf of the customer. SAP may use Customer Data in order to achieve such improvement:

Improve SAP Ariba Spend Analysis Enrichment Services to provide enhanced functionality to the existing Data Enrichment Services feature within SAP Ariba Spend Analysis. The improved Enrichment Services feature is proposed to provide customers with enhanced visibility to, and consolidation of, aggregated spend categories, supplier names, and supplier location information. Data previously provided to customers in report form will be replaced with dashboard functionality, improving the manner and form of data viewing.

Data categories leveraged for the machine learning include historic SAP Ariba Spend Analysis Enrichment Invoice data points (amount, count, ID, commodity data, supplier name and location information, invoice description, part description, supplier confidence indicators, PO description, industry code data, record count, and flexible dimension data). Sole Proprietor data may be included in data processing, with traceability to individual persons via person names which may be included in sole proprietor business name(s). Sole proprietor location information will be included.

No new cookies or tracking features will be added to the underlying product (SAP Ariba Spend Analysis). At conclusion of AI model training, all customer data used for trainings will be deleted with exception to retention of the AI model learning. Kingdom of Saudi Arabia (KSA) and United Arab Emirates (UAE) data regions are excluded.

Data Enrichment Refresh Activities

- Support data validation and data loads
- Create spend validation reports
- Perform invoice and supplier enrichment, and publish results
- Maintain custom taxonomy mappings (if applicable)
- Support ongoing training and report analysis activities

Data Enrichment Refresh Deliverables

- Spend validation reports
- Invoice classifications per service level agreement
- Supplier parentage and enriched information per service level agreement
- Enrichment results available in reports in the SAP Ariba Spend Analysis solution
- Data enrichment results report
- Custom taxonomy mapping changes applied to reports in the SAP Ariba Spend Analysis solution
- A quarterly virtual session to demonstrate applicable reporting features in the SAP Ariba Spend Analysis solution

Discount Subscription Services

Discount subscription services are described separately in a subscription services description.

For a list of the services included or available with a specific SAP Ariba solution, see the services topic for that solution in the *SAP Ariba solutions description guide*

Expanded Site Configuration

This optional service provides additional time and project management for expanded site configuration beyond the projected estimates. Customers who need complex configurations or additional testing time, or who need to re-engage for additional configuration after going live, will require this service. It is available in increments of 1 week.


For a list of the services included or available with a specific SAP Ariba solution, see the services topic for that solution in the *SAP Ariba solutions description guide*

Forms

Forms are configurable, structured documents that are available in projects and can be used for capturing all sorts of data inside those projects. Forms are implemented as an SAP Ariba service.

For a list of the services included or available with a specific SAP Ariba solution, see the services topic for that solution in the *SAP Ariba solutions description guide*

Hosting Services

SAP Ariba provides a service level commitment for the solution, affording customers near-constant ability to access the solution. For more information about service levels, the applicable Service Level Agreement for SAP Cloud Services at http://www.ariba.com/legal/ariba_service_level_program.cfm 

Invoice Conversion Services

For a list of the services included or available with a specific SAP Ariba solution, see the services topic for that solution in the *SAP Ariba solutions description guide*

SAP Ariba Invoice Conversion Services Add-On

- Invoice scanning and transmission: Suppliers send documents to one customer-specific post office box. SAP Ariba's scanning provider prepares, scans, and sorts those invoices in a scanning application. After an initial quality review of the scanned image, the scanning provider extracts data from the scanned image and classifies, indexes, and enters complete required information. Once completed, the scanning provider provides SAP Ariba with cXML invoices accompanied by the scanned invoice image as a PDF attachment. Scanned cXML invoices are subject to the same type of reconciliation and approval routing as cXML invoices provided directly by suppliers. Scanned cXML invoices can invoice line-level information for both PO and non-PO invoices.
- ICS quick enablement.
- Visibility of invoices and related status for registered suppliers.

SAP Ariba selects and manages the service provider. Service providers are already set up to create cXML invoices for SAP Business Network.

SAP Ariba Open Invoice Conversion Services

- Invoice scanning and transmission: Suppliers send documents to the buyer's scanning provider. The scanning provider prepares, scans, and sorts invoice data in the buyer service provider's scanning application. Once completed, the buyer's scanning provider provides SAP Business Network with cXML invoices accompanied by the scanned invoice image as a PDF attachment. Scanned cXML invoices are subject to the same type of reconciliation and approval routing as cXML invoices provided directly by suppliers. Scanned cXML invoices can invoice line-level information for both PO and non-PO invoices.
- ICS quick enablement
- Visibility of invoices and related status for registered suppliers.

The buyer selects and manages the service provider. As part of the setup cost for open invoice conversion services, SAP Ariba helps the selected service provider get set up to create cXML invoices for SAP Business Network.

North American scope for invoice conversion services

- Includes Domestic US, Mexican, and Canadian Buyer Scope (Only): The scope of SAP Ariba's standard offering covers buyers in the Domestic US, Mexico, or Canada integrating with one ERP system.
- International Supplier Scope: Suppliers may be in North America, Europe, Australia, or Asia; however, they will invoice in English and such invoices are tax exempt.

European scope for invoice conversion services

The scope of SAP Ariba's standard offering covers buyers in Europe. Each country/region or legal entity and language must be called out separately on the order form. The list of supported countries/regions includes:

Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Great Britain, Greece, Ireland, Italy, Latvia, Luxembourg, Netherlands, Norway, Portugal, Romania, Slovakia, Spain, Sweden, Switzerland

Additional countries/regions may be scoped upon request. SAP Ariba is not a tax adviser; buyers and suppliers should consult tax and legal advisers for an analysis of the business and legal requirements that affect them in each country/region.

SAP Ariba supports the following languages:

English, German, French, Dutch, Portuguese, Spanish, Italian, Swedish, Danish, Finnish, Norwegian, Slovakian, Turkish, Hungarian

Note

Any optional exception handling services performed by SAP Ariba or its providers shall be in English.

Standard record retention service for invoice conversion services

The provider will store all documents for a maximum period of 2 months and return documents on a monthly basis directly to the buyer or have them shredded by a secure provider.

Invoice CSV Upload

This optional service provides a buyer's suppliers with the ability to upload invoices in CSV format.

For a list of the services included or available with a specific SAP Ariba solution, see the services topic for that solution in the *SAP Ariba solutions description guide*

Multi-ERP Support


Many customers have more than one ERP or business system that requires integration with suppliers. This solution provides a single interface through which multiple ERP systems can communicate.

For a list of the services included or available with a specific SAP Ariba solution, see the services topic for that solution in the *SAP Ariba solutions description guide*

Optional Benchmarking and Analytics

SAP Ariba offers optional benchmarking programs for companies that wish to participate in order to facilitate deeper analysis into their spend management practices. SAP Ariba operates the SAP Ariba data analytics and

SAP Ariba benchmarking programs according to standards that protect the confidentiality of each customer's information. These programs enable SAP Ariba to offer a participating customer reviews to demonstrate how they use this solution as compared to other customers' typical usage by industry, company size, region, or other factors.

For more information about these programs, see <http://www.ariba.com/solutions/support-and-enablement/sap-ariba-benchmark-program>.

For a list of the services included or available with a specific SAP Ariba solution, see the services topic for that solution in the *SAP Ariba solutions description guide*

Packaged Subscription Services

SAP Ariba packaged subscription services are designed to enable catalogs and on-board suppliers on SAP Business Network for engaging in transactions with the customer.

For a list of the services included or available with a specific SAP Ariba solution, see the services topic for that solution in the *SAP Ariba solutions description guide*

Supplier Enablement Services

SAP Ariba provides Supplier Enablement Services to the customer during the subscription term to support the customer's supplier enablement program initiative for identified suppliers, subject to assumptions and the customer's fulfillment of its responsibilities as described in the SAP Ariba Supplier Enablement Services Description.

Supplier Enablement Services for Supply Chain

SAP Ariba provides Supplier Enablement for Supply Chain Services to the customer during the subscription term to support the customer's supplier enablement program initiative for identified suppliers, subject to assumptions and the customer's fulfillment of its responsibilities as described in the SAP Ariba Supplier Enablement for Supply Chain Services description.

Catalog Services

SAP Ariba provides Catalog Subscription Services to the customer during the subscription term to support the customer's electronic catalog program initiative for identified catalog suppliers, subject to assumptions and the customer's fulfillment of its responsibilities as described in the SAP Ariba Catalog Subscription Services Description.

PO Customization

A customer's specific implementation often requires additional extensions to the cXML purchase order or custom formats. Services are available to develop these customizations to a customer's requirements.

For a list of the services included or available with a specific SAP Ariba solution, see the services topic for that solution in the *SAP Ariba solutions description guide*

SAP Ariba Country/Region-Specific Tax Invoice Archiving

This optional service addresses the stringent e-invoicing requirements of the European Union and other regions around the world by providing buyers and suppliers with the following capabilities:

- Secure storage of legal e-invoices and supporting documents relating to business transactions created on the SAP Business Network
- Addresses country/region-specific required invoice retention times
- Secure access for the customer and the customer's tax authorities through the SAP Business Network
- Keyword search for documents, including supplier name, country/region, invoice date, and invoice number
- Storage in the European Union

You are solely responsible for determining the suitability of this service for your business and whether it complies with the regulations, laws, and conventions applicable to your use of the service.

If you decide to use this service, by default, invoices received from a supported country/region are archived for the duration of the applicable mandatory retention period during your subscription term unless explicitly stated otherwise. Before the expiration of your subscription term, or your early termination, you can retrieve the archived invoices that are within their mandatory retention periods by:

- Downloading them using current solution functionality.
- Requesting from SAP copies of its archived invoice data on separate storage media (such as a DVD), subject to an additional fee based on SAP's then-current rates and the nature and volume of the data to be extracted.
- Requesting, in writing, that SAP permanently delete all of its archived invoice data (or a specifically defined subset of it) from the archive production system.

If you request the return or deletion of your archived invoice data using either the second or third of these options, SAP is no longer obligated to retain the data.

SAP permanently deletes your archived invoice data at the earliest of: the end of the mandatory retention period; the end of your subscription term; or the termination or expiration of your subscription. After that, neither SAP nor its third-party service providers can restore it.

For a list of the services included or available with a specific SAP Ariba solution, see the services topic for that solution in the *SAP Ariba solutions description guide*

Service Sheet CSV Upload

This optional service provides a buyer's suppliers with the ability to upload service sheets in CSV format.

For a list of the services included or available with a specific SAP Ariba solution, see the services topic for that solution in the *SAP Ariba solutions description guide*

Spot Buy Adoption

The Spot Buy capability is available in some solutions. Contact your Customer Success Partner (CSP) to determine the best way to adopt the Spot Buy capability within your organization.

For a list of the services included or available with a specific SAP Ariba solution, see the services topic for that solution in the *SAP Ariba solutions description guide*

Sourcing-Specific Support Services

For a list of the services included or available with a specific SAP Ariba solution, see the services topic for that solution in the *SAP Ariba solutions description guide*

Sourcing Support Desk (SSD)

The Sourcing Support Desk (SSD) is a service where SAP resources review client projects in draft format and provide general recommendations for best practices in event setup. When the review is completed a document is emailed to the client documenting the team's findings.

Sourcing users can request an SSD review within the draft stage of each eligible event. In the summary page of the draft event there is an **SAP Ariba Review** button. Clicking this button will cause their request to be submitted directly to the SSD agents who will then follow up on the buyer's request.

The Sourcing Support Desk service personnel will provide: non-commodity specific advice regarding site functionality, online bidding formats, lotting structure, bidding parameters, supplier communication and management, and other aspects of a project. Recommendations shall not be commodity or industry specific, and the Sourcing Support Desk personnel shall not be obligated to draft original content or to edit any written materials. The Sourcing Support Desk service is available in English with a target response time of 24 hours after submission from Monday to Friday (US), excluding US weekends and public holidays. Reviews may be delivered in other major European languages, at SAP's discretion, and with a longer response time. Please note, special hours may apply between December 24th and January 2nd.

Event Day Management (EDM)

Event day management is a service that helps customers ensure the smooth execution of their online negotiations. Event day management includes:

- Auction Monitoring and Administration, which includes identifying and removing erroneous bids, pausing auctions, and removing and reinstating suppliers during auctions;
- Telephone Support, which includes receiving calls from suppliers concerning functional or technical questions immediately prior to and during an online auction; and
- Surrogate Bidding, which includes providing suppliers with the option of telephone bidding by proxy through an SAP Ariba surrogate bidder.

Note

As a best practice, customers using EDM should put their organization's name in the title of their events.

Event day management support is available during the same times and languages identified in the Language Support section of this document.

Glossary of Terms Used in Solution Descriptions

API: application programming interface. A set of functions and procedures that allow the creation of applications which access the features or data of a solution

CIF: Catalog Interchange Format.

CSV: Comma-Separated Value file format.

cXML: Commerce XML.

EDI: Electronic Data Interchange.

ERP: Enterprise Resource Planning system.

GL: General Ledger.

HTML: HyperText Markup Language.

JCA: Java 2 Platform, Enterprise Edition Connector Architecture.

KPI: Key Performance Indicator.

OCI: Open Catalog Interface.

PO: Purchase Order.

Posting: a business opportunity created by a buyer on SAP Business Network Discovery in order to attract suppliers.

portfolio: a category of Solutions, not the name of a singular product offering. encompassing a number of related Solutions; for example, Supplier Management; Strategic Sourcing and Supply Chain and Procurement

RFI: Request for Information, a specific type of sourcing event.

RFP: Request for Proposal, a specific type of sourcing event.

RFX: a blanket term for all sourcing event types (RFI, RFP, auctions, and so forth).

RSS: Really Simple Syndication.

site: the SAP Ariba cloud solution accessible by and configured for a customer.

SPM: Supplier Performance Management, a specific set of features in the SAP Ariba Supplier Information and Performance Management solution that includes surveys, scorecards, and SPM projects.

SSO: Single Sign-On.

URL: Uniform Resource Locator.

VAT: Value-Added Tax.

Webjumper: a constructed URL that, when clicked, opens an SAP Ariba solution project or document.

UNSPSC: United Nations Standard Products and Services Code.

SAP Ariba Solution Name Changes in January 2017

In January 2017, SAP Ariba has introduced new names for its solutions. These new names were designed to simplify and clarify our offerings, better align with our customers' business processes, and be more consistent across related product groups.

The following table shows these name changes.

As of 2017	After January 2017
Ariba Advanced Supply Chain Automation	SAP Business Network for Supply Chain
Ariba Collaborative Sourcing	SAP Ariba Collaborative Sourcing
Ariba Collaborative Sourcing Professional	SAP Ariba Strategic Sourcing Suite
Ariba Contract and Services Invoicing	SAP Ariba Contract Invoicing
Ariba Contract Management Professional	SAP Ariba Contracts
Ariba Discount Professional	SAP Ariba Discount Management
Ariba Discovery	SAP Business Network Discovery
Ariba Document Automation	Replaced by SAP Business Network Commerce Automation
Ariba Invoice Professional	SAP Ariba Invoice Management
Ariba Procure-to-Order	SAP Ariba Buying
Ariba Procure-to-Order Federated Process Control	SAP Ariba Buying, multi-ERP edition
Ariba Procure-to-Pay	SAP Ariba Buying and Invoicing
Ariba Procure-to-Pay Federated Process Control	SAP Ariba Buying and Invoicing, multi-ERP edition
Ariba Procurement Content	SAP Ariba Catalog
Ariba StartSourcing	SAP Ariba Start Sourcing
Ariba Sourcing Professional	SAP Ariba Sourcing
Ariba Spend Visibility Professional	SAP Ariba Spend Analysis
Ariba Spot Buy Catalog	SAP Ariba Spot Buy Catalog
Ariba Strategic Payables	SAP Ariba Payables

As of 2017	After January 2017
Ariba Supplier Information and Performance Management	SAP Ariba Supplier Information and Performance Management
Ariba Procurement and Invoicing Solutions (umbrella term)	SAP Ariba Procurement solutions
Ariba Procurement Solution (umbrella term)	SAP Ariba Buying solutions (umbrella term)
Ariba Strategic Sourcing and Contract Management Solutions (umbrella term)	SAP Ariba strategic sourcing solutions (product line)

Revision History

The following table provides a brief history of the updates to this guide. SAP Ariba updates the technical documentation for its cloud 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.

SAP 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	January 2013	n/a	Initial version
2	April 2013	Various	Added clarification of Ariba Discovery as a separate service wherever it is mentioned.
		Ariba Spend Visibility for SAP Spend Performance Management Solution	Added new solution.
3	May 2013	<ul style="list-style-type: none"> • Ariba Procure-to-Order Professional Solution • Ariba Procure-to-Order Professional Federated Process Control 	Removed Invoicing and Payments section, which was erroneously included in the original solution descriptions.
4	June 2013	Ariba Invoice Automation	Added new Ariba Contract Invoicing feature available in Release 12s2.
		Ariba eForms	Added information about limitations to the number of fields per form.
		Ariba Purchase Order Automation	Added information about Goods Receipt Notice support and use of the Quadrem Network as an adapter for ERP-generated documents added in Release 12s3.
		<ul style="list-style-type: none"> • Ariba Spend Visibility Basic • Ariba Spend Visibility for SAP Spend Performance Management Solution 	Added Optional Features and Services sections.
5	June 2013	Ariba Spend Visibility Basic	Removed Optional Features and Services section.
		Ariba Procure-to-Pay Professional	Removed the mistakenly inserted text "Federated Process Control" from the solution name in the Best Practice Center Post-Deployment Services section..

Version	Month/Year of Update	Updated Chapter/Section	Short Description of Change
		<ul style="list-style-type: none"> Ariba Procure-to-Order Professional Ariba Procure-to-Order Professional Federated Process Control Ariba Procure-to-Pay Professional Ariba Procure-to-Pay Professional Federated Process Control 	Added description of Ariba services for integrating third-party ERP systems with Ariba solutions using Dell Boomi or the Ariba Network Open Adapter.
6	September 2013	Ariba Discount Professional	Corrected the solution name (it was listed as Ariba Discount Management).
7	January 2014	<ul style="list-style-type: none"> Ariba Contract Management Professional Ariba Procure-to-Order Professional Ariba Procure-to-Order Professional Federated Process Control Ariba Procure-to-Pay Professional Ariba Procure-to-Pay Professional Federated Process Control Ariba Sourcing Professional Ariba Spend Visibility Professional Ariba Supplier Information and Performance Management 	Ariba Best Practice Center is now a service rather than a subscription offering. Removed Best Practice Center Solution (Optional) sections and added references to where you can find descriptions of associated Best Practice Center services in the Best Practice Center Post-Deployment Services sections.
		Ariba Invoice Professional	Ariba Best Practice Center is now a service rather than a subscription offering. Removed the Best Practice Center Solution (Optional) Sections and added a Best Practice Center Post-Deployment Services section.
		<ul style="list-style-type: none"> Ariba Spend Visibility Basic Ariba Spend Visibility Basic for SAP Spend Performance Management Ariba Spend Visibility Professional 	Added a Data Enrichment Refresh Cycles section that describes Ariba activities and deliverables for data refresh cycles.
8	February 2014	<ul style="list-style-type: none"> Ariba Buyer Membership Ariba Network Membership 	Added new solution descriptions.
9	March 2014	<ul style="list-style-type: none"> Ariba Contract Management Ariba Contract Management Professional 	<ul style="list-style-type: none"> Removed optional Passive Compliance feature, which is no longer offered. Added descriptions of the optional Electronic Signature feature.
		Ariba Spend Visibility Professional	Removed materialized views from the list of Ariba activities and deliverables during the data refresh cycle, since they are no longer relevant after the Ariba 13s Sourcing Release.

Version	Month/Year of Update	Updated Chapter/Section	Short Description of Change
		Throughout	Updated the previous Ariba Premium Support Services optional add-on to the new Ariba Expert Care Services.
10	April 2014	<ul style="list-style-type: none"> AribaPay Ariba Spot Quote 	Added descriptions of new solutions available in the Ariba Network 2014 April release.
		Ariba Purchase Order Automation	Added Services Invoicing features available in the Ariba Network 2014 April release.
		Ariba Invoice Automation	<p>Added the following optional services available in the Ariba Network 2014 April release:</p> <ul style="list-style-type: none"> Tax Invoicing for Mexico Tax Invoicing for Brazil
		Ariba Spend Visibility Basic for SAP Spend Performance Management	Updated and separated the Supplier Financial Risk Reporting optional add-on to the Supplier Risk Data and Supplier Financial Data optional add-ons.
		Ariba Spend Visibility Professional	<ul style="list-style-type: none"> Added information about the availability of UNSPSC codes in non-English languages. Separated the Supplier Financial Risk Reporting optional add-on into Supplier Risk Reporting and Supplier Financial Reporting optional add-ons.
11	August 2014	Ariba Scheduling Agreement Release Automation	Added new solution.
		Ariba Purchase Order Automation	<ul style="list-style-type: none"> Added information about SAP Supply Network Collaboration integration Added Ariba Scheduling Agreement Release Automation as a related solution.
12	October 2014	Ariba Contract Management Professional	Updated links for technology features to include Electronic Signatures and Active Contract Compliance.
		Ariba Invoice Automation	Added Ariba Invoice Conversion Services and Ariba Open Invoice Conversion Services to the list of optional services.
		<ul style="list-style-type: none"> Ariba Supplier Information Management Ariba Supplier Information and Performance Management 	Updated Content Management and Project Workflow and Management sections to standardize language.

Version	Month/Year of Update	Updated Chapter/Section	Short Description of Change
13	December 2014	Ariba Discount Professional	Added a description of subscription services.
		Ariba Invoice Automation	
		<ul style="list-style-type: none"> Ariba Procure-to-Order 	Added new procurement workspace features.
		<ul style="list-style-type: none"> Ariba Procure-to-Pay Ariba Procure-to-Pay Federated Process Control 	<ul style="list-style-type: none"> Added support for purchasing cards, which was omitted previously.Updated the optional Ariba Contract Invoicing feature to Ariba Contract and Services Invoicing and updated description to include service sheet features. Added new procurement workspace features.
14	March 2015	<ul style="list-style-type: none"> Ariba Contract Management Basic Ariba Spend Visibility Basic Ariba Supplier Information Management 	Removed these solution descriptions, since the solutions are no longer offered to new customers.
		<ul style="list-style-type: none"> Ariba Procure-to-Order Professional Solution Ariba Procure-to-Order Professional Federated Process Control Ariba Procure-to-Pay Professional Solution Ariba Procure-to-Pay Professional Federated Process Control 	Added a section at the end of each of these solution descriptions that describes a version of the solution without enablement services that is now available to Ariba's Business Process Outsourcing (BPO) partners only.
15	April 2015	Ariba Invoice Automation	<ul style="list-style-type: none"> Removed the Ariba's Country Guide section. Updated the information about country-specific invoicing rules in the Administration section.
		Ariba Purchase Order Automation	Added information about integration with SAP Supplier Relationship Management (SRM).
		Ariba Sourcing Professional	Added information about standard integration with SAP ERP.

Version	Month/Year of Update	Updated Chapter/Section	Short Description of Change
		<ul style="list-style-type: none"> Ariba Procure-to-Order Professional Solution Ariba Procure-to-Order Professional Federated Process Control Ariba Procure-to-Pay Professional Solution Ariba Procure-to-Pay Professional Federated Process Control 	Updated SAP ERP versions supported for third-party integration.
16	June 2015	<ul style="list-style-type: none"> Ariba Contract Management Professional Ariba Supplier Information and Performance Management Ariba Sourcing Professional 	Updated the optional Ariba Contract Invoicing feature to AribaUpdated the Best Practice Center Post-Deployment Services sections.
17	July 2015	Ariba Invoice Automation	<ul style="list-style-type: none"> Updated the name of Ariba's eArchive provider from Logica to CGI. Added the following new invoicing services available with the Ariba 14s Network Release: <ul style="list-style-type: none"> Tax Invoicing for Brazilian Services Tax Invoicing for Chile Tax Invoicing for Colombia
		Ariba Supplier Information and Performance Management	Removed the optional Supplier Information Enrichment service, which is no longer available as part of this solution.
		Ariba Purchase Order Automation	Added information about SAP integration connectivity options.
18	August 2015	Ariba Invoice Automation	<ul style="list-style-type: none"> Removed Ariba Contract and Services Invoicing as an optional service, since it is now packaged as a solution. Updated the names of all optional SAP Business Network tax invoicing services.
		Ariba Payment Automation and Payment Professional	Removed description, since these solutions are no longer available as new subscriptions.
		Ariba Services Procurement	Added a note about the applicability of this description to new subscriptions.

Version	Month/Year of Update	Updated Chapter/Section	Short Description of Change
		Ariba Contract and Services Invoicing	Added new solution.
19	September 2015	<ul style="list-style-type: none"> Ariba Procure-to-Pay Ariba Procure-to-Pay Federated Process Control Ariba Procure-to-Order Ariba Procure-to-Order Federated Process Control Ariba Procurement Content 	Added the Ariba Spot Buy feature.
20	October 2015	All Ariba Procurement and Invoicing Solutions and Ariba Strategic Sourcing and Contract Management Solutions	Added a note about limitations on the availability of the July 2015 new visual design on Internet Explorer versions 9 and lower.
		<ul style="list-style-type: none"> Ariba Procure-to-Pay Ariba Procure-to-Pay Federated Process Control Ariba Procure-to-Order Ariba Procure-to-Order Federated Process Control Ariba Procurement Content 	Added the dynamic forms feature.
21	November 2015	<ul style="list-style-type: none"> Ariba Collaborative Commerce Ariba Collaborative Finance Ariba Collaborative Sourcing Ariba Collaborative Supply Chain Ariba Document Automation 	<ul style="list-style-type: none"> Added descriptions of solution bundles. Removed the Acceleration or Update to Ariba's Country Guide optional service, which was formerly offered with Ariba Invoice Automation. Removed Poland and Hungary from the list of countries scoped for Invoice Conversion Services, which was formerly offered with Ariba Invoice Automation and is now offered in these bundles.
		<ul style="list-style-type: none"> Ariba Invoice Automation Ariba Purchase Order Automation 	Removed these solutions, which have been merged into Ariba Document Automation.
		All solutions with Best Practice Center Post-Deployment Services	Updated the timeframe within which the services must be used to within the term of the original subscription.

Version	Month/Year of Update	Updated Chapter/Section	Short Description of Change
22	January 2016	<ul style="list-style-type: none"> Ariba Collaborative Commerce Ariba Collaborative Finance Ariba Collaborative Supply Chain Ariba Document Automation 	Updated the SAP Business Network Tax Invoicing - Brazil (Services) with new features introduced in the SAP Business Network 15s release.
		<ul style="list-style-type: none"> Ariba Buyer Membership Ariba Network Membership Ariba Collaborative Commerce Ariba Collaborative Finance Ariba Collaborative Supply Chain Ariba Document Automation 	Added SAP Business Network Open Adapter services.
23	February 2016	<ul style="list-style-type: none"> Ariba Collaborative Commerce Ariba Collaborative Finance Ariba Collaborative Supply Chain Ariba Discount Professional Ariba Document Automation AribaPay 	Removed Expert Care Services from the description of customer services for these solutions.
24	March 2016	Throughout	Renamed Technical Support Services (TSS) to Technical Edition for Ariba Solutions and Customer Support Services (CSS) to Customer Edition for Ariba Solutions.
		AribaPay	Removed Customer Support Services and added Technical Edition for Ariba Solutions.
		Ariba Spot Quote	Removed Technical Support Services and added Customer Edition for Ariba Solutions.
		Ariba Spend Visibility Basic for SAP Spend Performance Management	Removed this solution, which is no longer available.
		Ariba Collaborative Sourcing Professional	Added description of new solution bundle.
		Ariba Strategic Payables	Added description of new solution.

Version	Month/Year of Update	Updated Chapter/Section	Short Description of Change
		<ul style="list-style-type: none"> Ariba Collaborative Sourcing Ariba Contract Management Professional Ariba Invoice Professional Ariba Procure-to-Pay Professional Ariba Procure-to-Pay Professional Federated Process Control 	Added information about how the cutoff date for expiration of Best Practice Center Post-Deployment Services works.
		<ul style="list-style-type: none"> Ariba Sourcing Professional Ariba Supplier Information and Performance Management 	Removed obsolete information about the number of months within which Best Practice Center Post-Deployment Services must be used and added information how about the cutoff date works.
		<ul style="list-style-type: none"> Ariba Collaborative Commerce Ariba Collaborative Supply Chain Ariba Document Automation 	Replaced Ariba eArchive Powered by CGI with Ariba Country-Specific Tax Invoice Archiving
		<ul style="list-style-type: none"> Ariba Procure-to-Pay Professional Ariba Procure-to-Pay Professional Federated Process Control <p>Added information related to the following features introduced in the Ariba 14s Procurement release:</p>	<ul style="list-style-type: none"> Demand aggregation and sourcing Advance Payment Evaluated receipt settlement and automatic invoicing Service requisitions and service POs Taxes and charges in requisitions and POs Real-time budget checks Withholding taxes on invoices
		<ul style="list-style-type: none"> Ariba Procure-to-Order Professional Ariba Procure-to-Order Professional Federated Process Control 	<p>Added information related to the following features introduced in the Ariba 14s Procurement release:</p> <ul style="list-style-type: none"> Demand aggregation and sourcing Taxes and charges in requisitions and POs Real-time budget checks
		Ariba Discount Professional	Added a note about availability outside the US.

Version	Month/Year of Update	Updated Chapter/Section	Short Description of Change
		Ariba Invoice Professional	<p>Added information related to the following features introduced in the Ariba 14s Procurement release:</p> <ul style="list-style-type: none"> Withholding taxes on invoices
25	April 2016	<ul style="list-style-type: none"> Ariba Collaborative Commerce Ariba Collaborative Finance Ariba Collaborative Supply Chain Ariba Document Automation 	<p>Removed the following features and services, which are no longer offered in these solutions:</p> <ul style="list-style-type: none"> Scheduling Agreement Release processing SAP Supplier Network Collaboration integration <p>Scheduling Agreement Release processing is now available through the Ariba Advanced Supply Chain Automation solution.</p>
		Ariba Advanced Supply Chain Automation	Added description of new solution.
26	April 2016	<ul style="list-style-type: none"> AribaPay Ariba Strategic Payables 	Added information about AribaPay now being available for bank accounts in Canada.
27	May 2016	Ariba Spot Buy Catalog	Added description of new solution bundle.
28	August 2016	<ul style="list-style-type: none"> Ariba Procure-to-Order Professional Ariba Procure-to-Pay Professional 	Updated Deployment Services to include new simple deployment package options.
	August 2016	Ariba Document Automation	Added automated RFQ processing.
		Ariba Spot Quote	Added a note that this solution is not available for new subscriptions after July 1, 2016. Customers interested in adding this functionality can use the automated RFQ processing features in Ariba Document Automation instead.
		<ul style="list-style-type: none"> Ariba Discount Professional Ariba Strategic Payables 	Added Canada, Germany, Austria, and Switzerland to the list of countries supported by Ariba Discount Professional features.

Version	Month/Year of Update	Updated Chapter/Section	Short Description of Change
30	October 2016	Ariba Strategic Payables	Added supply chain financing features and services.
31	November 2016	Supplier Discovery Advantage Block Purchasing	Added new solution..
32	November 2016	SAP Ariba Supplier Risk	Added new solution.
33	December 2016	SAP Ariba Supplier Risk	Added service level for profile enrichment.
		SAP Ariba Supplier Lifecycle and Performance	Added new solution
		<ul style="list-style-type: none"> Ariba Collaborative Sourcing Ariba Collaborative Sourcing Professional Ariba Supplier Information and Performance Management 	Added new extended functionality configuration for Ariba Supplier Information and Performance Management features.
34	January 2017	Ariba Collaborative Sourcing Professional	This solution now includes SAP Ariba Supplier Lifecycle and Performance instead of Ariba Supplier Information and Performance Management.
35	February 2017	Throughout	<ul style="list-style-type: none"> Updated all solutions with SAP Ariba's new solution names [page 304]. Updated customer support service descriptions; all solutions with customer support services now use SAP Enterprise Support, cloud edition.
		About This Guide	Changed section title to Introduction and added information about affiliates' customer data and where customers can find descriptions of legacy solutions.

Version	Month/Year of Update	Updated Chapter/Section	Short Description of Change
		<ul style="list-style-type: none"> Ariba Buyer Membership SAP Business Network Membership Ariba Collaborative Commerce Ariba Collaborative Finance Ariba Collaborative Supply Chain Ariba Document Automation Ariba eForms AribaPay Ariba Services Procurement Ariba Spot Quote Ariba StartContracts Supplier Discovery Advantage Block Purchasing 	<p>Removed these solutions, which are no longer offered as new subscriptions.</p> <div> <p>Note</p> <ul style="list-style-type: none"> The new SAP Business Network Commerce Automation solution includes technology features and services from the previous SAP Business Network Membership and Ariba Document Automation solutions. e-forms are now an add-on available in SAP Ariba Buying, SAP Ariba Buying, multi-ERP edition, SAP Ariba Buying and Invoicing, SAP Ariba Buying and Invoicing, multi-ERP edition, and SAP Ariba Invoice Management instead of a separate solution. The new SAP Ariba Payables solution contains the technology features and services from the previous AribaPay solution. The automated RFQ processing features in the SAP Business Network Commerce Automation solution perform the same functions as the previous Ariba Spot Quote solution. The SAP Ariba supplier discovery advantage block purchasing program is still available as part of SAP Ariba Discovery; it is just no longer a separate solution. </div>
		SAP Ariba Start Sourcing	Removed this solution, since SAP Ariba does not warrant to the documentation for it.

Version	Month/Year of Update	Updated Chapter/Section	Short Description of Change
		<ul style="list-style-type: none"> SAP Ariba Buying SAP Ariba Buying, multi-ERP edition SAP Ariba Buying and Invoicing SAP Ariba Buying and Invoicing, multi-ERP edition 	<ul style="list-style-type: none"> Added new form builder feature. Removed spot buy hosting services.
		<ul style="list-style-type: none"> SAP Ariba Buying SAP Ariba Buying, multi-ERP edition SAP Ariba Buying and Invoicing SAP Ariba Buying and Invoicing, multi-ERP edition SAP Ariba Invoice Management 	<ul style="list-style-type: none"> Added the SAP Ariba e-forms add-on. Added information about how many parent and child sites are included in these solution to the multi-ERP edition section.
		<ul style="list-style-type: none"> SAP Business Network Commerce Automation SAP Business Network tax invoicing add-ons 	<p>Added new solutions.</p> <div> <p>Note</p> <p>The SAP Business Network tax invoicing add-ons were previously shown as optional services in the Ariba Document Automation solution. However, they require a separate subscription and are considered solutions. The SAP Business Network tax invoicing for Chile add-on is not currently available.</p> </div>
		SAP Ariba Contracts	Added a legal disclaimer.
		<ul style="list-style-type: none"> SAP Ariba Discount Management SAP Ariba Payables 	Added scope and restrictions.
		SAP Ariba Strategic Sourcing Suite	Added new lookup table formula and product sourcing features.
		<ul style="list-style-type: none"> SAP Ariba Sourcing SAP Ariba Collaborative Sourcing SAP Ariba Strategic Sourcing Suite 	<ul style="list-style-type: none"> Added information about when sourcing projects start counting toward usage metrics. Added buyer and supplier matching feature.

Version	Month/Year of Update	Updated Chapter/Section	Short Description of Change
		SAP Ariba Spend Analysis	Added definitions of spend data and data enrichment cycles and restrictions on the use of SAP Ariba Spend Analysis data-base information.
		<ul style="list-style-type: none"> SAP Ariba Buying SAP Ariba Buying, multi-ERP edition SAP Ariba Buying and Invoicing SAP Ariba Buying and Invoicing, multi-ERP edition SAP Ariba Contracts SAP Ariba Spend Analysis SAP Ariba Sourcing SAP Ariba Collaborative Sourcing SAP Ariba Strategic Sourcing Suite 	Added information on the optional benchmarking program available for these solutions.
		<ul style="list-style-type: none"> SAP Ariba Supplier Information and Performance Management SAP Ariba Collaborative Sourcing 	<ul style="list-style-type: none"> Used new architecture terminology to describe the different configurations of SAP Ariba Supplier Information and Performance Management. Removed references to SPM projects, which are not supported at this time. Supplier performance functionality will be added in a future release.
36	March 2017	<ul style="list-style-type: none"> SAP Ariba Buying SAP Ariba Buying and Invoicing SAP Ariba Contracts SAP Ariba Invoice Management SAP Ariba Sourcing SAP Ariba Collaborative Sourcing SAP Ariba Strategic Sourcing Suite SAP Ariba Supplier Information and Performance Management 	Updated the description of SAP Ariba Best Practice Center Post-Deployment Services.
		SAP Ariba Supplier Lifecycle and Performance	Added SAP Ariba Best Practice Center Post-Deployment Services.
		SAP Ariba Spend Analysis	Removed SAP Ariba Best Practice Center Post-Deployment Services, which are not currently offered for this solution.

Version	Month/Year of Update	Updated Chapter/Section	Short Description of Change
		<ul style="list-style-type: none"> SAP Ariba Discount Management SAP Ariba Payables 	Added Australia, the Czech Republic, Denmark, Finland, France, Hong Kong, Ireland, Luxembourg, Malaysia, the Netherlands, New Zealand, Singapore, Slovakia, South Africa, Spain Sweden, and the United Kingdom to the list of approved territories for discounting capabilities.
37	March 2017	SAP Business Network Commerce Automation	Added SAP Business Network Commerce Automation, partner edition.
		SAP Ariba Payables	Restored supply chain financing features, which were inadvertently omitted from several previous revisions of this guide.
38	May 2017	<ul style="list-style-type: none"> SAP Ariba Buying SAP Ariba Buying, multi-ERP edition SAP Ariba Buying and Invoicing SAP Ariba Buying and Invoicing, multi-ERP edition 	Added requisition approval, tax, and custom forms APIs.
		<ul style="list-style-type: none"> SAP Ariba Contract Invoicing SAP Ariba Catalog 	Added the form builder feature, which is also available in these solutions, and the custom forms API.
		SAP Ariba Invoice Management	Added the form builder feature, which is also available in this solution, and the tax and custom forms APIs.
		SAP Business Network Commerce Automation	Added the flow extension API.
39	June 2017	SAP Ariba Spend Analysis	Added back Best Practice Center Post-Deployment Services.
		SAP Ariba Spot Buy Catalog	Removed spot buy hosting services, which are no longer applicable.
		<ul style="list-style-type: none"> SAP Ariba Buying, multi-ERP edition SAP Ariba Buying and Invoicing, multi-ERP edition 	Removed these chapters and moved multi-ERP edition information into the solution description for SAP Ariba Buying, multi-ERP edition and SAP Ariba Buying.

Version	Month/Year of Update	Updated Chapter/Section	Short Description of Change
40	July 2017	<ul style="list-style-type: none"> SAP Business Network for Supply Chain SAP Business Network for Supply Chain 	Noted that SAP Business Network for Supply Chain is no longer available for new subscriptions and added new SAP Business Network for Supply Chain solution.
		<ul style="list-style-type: none"> SAP Ariba Buying SAP Ariba Buying and Invoicing SAP Ariba Contracts SAP Ariba Invoice Management SAP Ariba Sourcing SAP Ariba Collaborative Sourcing SAP Ariba Strategic Sourcing Suite SAP Ariba Supplier Information and Performance Management SAP Ariba Supplier Lifecycle and Performance 	Removed specific information about Best Practice Center post-deployment services and pointed to separate services descriptions.
41	August 2017	<ul style="list-style-type: none"> SAP Ariba Buying SAP Ariba Buying and Invoicing SAP Ariba Catalog SAP Ariba Spot Buy Catalog SAP Ariba Contract Invoicing SAP Ariba Contracts SAP Ariba Invoice Management SAP Ariba Sourcing SAP Ariba Collaborative Sourcing SAP Ariba Strategic Sourcing Suite SAP Ariba Supplier Information and Performance Management SAP Ariba Supplier Lifecycle and Performance SAP Ariba Supplier Risk 	Updated Expert Care optional add-on services to Preferred care optional add-on services.
		<ul style="list-style-type: none"> SAP Ariba Buying SAP Ariba Buying and Invoicing 	Added a disclaimer regarding deployment services to the descriptions of the partner editions of these solutions.
		SAP Ariba Collaborative Sourcing	Added a note that new subscriptions to this solution are no longer available.
		SAP Ariba Payables	Added support for payment features in Germany.

Version	Month/Year of Update	Updated Chapter/Section	Short Description of Change
		SAP Business Network Commerce Automation	Added the SAP Integration Suite, managed gateway for spend management and SAP Business Network.
		SAP Ariba Supplier Risk	Added risk assessment projects.
		<ul style="list-style-type: none"> SAP Ariba Supplier Lifecycle and Performance SAP Ariba Strategic Sourcing Suite Request and registration workflow topic	Updated to note that only requests can currently be routed to approvers based on commodity/region buyer category assignments at this time.
42	September 2017	<ul style="list-style-type: none"> SAP Ariba Buying SAP Ariba Buying and Invoicing 	<ul style="list-style-type: none"> Added the guided buying capability. Updated the language for the partner editions and multi-ERP partner editions.
		SAP Business Network Commerce Automation	Updated the language for the partner edition.
43	October 2017	SAP Ariba Supplier Risk	Added restrictions on usage of third-party data provided through this solution.
		<ul style="list-style-type: none"> SAP Ariba Buying SAP Ariba Buying, multi-ERP edition SAP Ariba Buying and Invoicing SAP Ariba Buying and Invoicing, multi-ERP edition SAP Ariba Catalog SAP Ariba Invoice Management 	Added a link for the SAP Ariba Developer's Portal hosted in the European Union data center to the topics about APIs.
44	October 2017	SAP Business Network buyer-paid supplier fees for orders & invoices add-on	Added a description of this new add-on.
		SAP Business Network for Supply Chain	Deployment services are not provided with this solution. Deployment and/or implementation services must be purchased separately.
45	November 2017	SAP Business Network for Supply Chain	Waiver of certain specific fees for a customer's suppliers and logistics providers is included in the subscription to this solution. See SAP Business Network for Supply Chain [page 249] for details.

Version	Month/Year of Update	Updated Chapter/Section	Short Description of Change
		<ul style="list-style-type: none"> SAP Ariba Buying SAP Ariba Buying and Invoicing SAP Ariba Invoice Management 	<ul style="list-style-type: none"> Removed the tax API, which is not currently available. Added the operational reporting API for procurement. Removed link for the SAP Ariba Developer Portal hosted in the European Union from all API descriptions; the main portal URL now provides access to portals in different data centers.
		<ul style="list-style-type: none"> SAP Ariba Catalog 	Removed link for the SAP Ariba Developer Portal hosted in the European Union from all API descriptions; the main portal URL now provides access to portals in different data centers.
		SAP Ariba Spend Analysis	Removed the supplier risk reporting add-on, which has been replaced by the SAP Ariba Supplier Risk solution.
46	January 2018	Invoice conversion services	<ul style="list-style-type: none"> Clarified that in the open invoice conversion service add-on, SAP Ariba's assistance in selecting a provider is included in the service setup cost for the add-on. Added Mexico to the North American scope for invoice conversion services.
		SAP Business Network for Supply Chain	Added the Inventory add-on.
		<ul style="list-style-type: none"> SAP Ariba Collaborative Sourcing SAP Ariba Supplier Information and Performance Management SAP Ariba Strategic Sourcing Suite SAP Ariba Strategic Sourcing SuiteSAP Ariba Supplier Lifecycle and Performance 	Added SPM projects and the Supplier Reporting API to the technology features available with SAP Ariba Supplier Information and Performance Management (new architecture) and SAP Ariba Supplier Lifecycle and Performance.

Version	Month/Year of Update	Updated Chapter/Section	Short Description of Change
		Throughout	Added a new Services descriptions section and consolidated descriptions all of the available services in one place there, then created solution-specific services topics with cross-references to the applicable services for each solution and removed duplicate service descriptions from each individual solution section.
47	February 2018	<ul style="list-style-type: none"> SAP Ariba Contracts SAP Ariba ContractsSAP Ariba Sourcing SAP Ariba Payables SAP Ariba Collaborative Sourcing SAP Ariba Strategic Sourcing Suite SAP Ariba Supplier Information and Performance Management SAP Ariba Supplier Lifecycle and Performance SAP Business Network for Supply Chain 	Removed storage limits for hosting services.
		SAP Ariba Spend Analysis	Supplier diversity and green enrichment are no longer add-ons; they are now included in the base SAP Ariba Spend Analysis solution.
		<ul style="list-style-type: none"> SAP Ariba Sourcing SAP Ariba Collaborative Sourcing 	The savings pipeline and tracking feature is no longer an add-on in these solutions; it no longer requires a separate subscription fee, but does have a deployment fee.
		<ul style="list-style-type: none"> SAP Ariba Buying SAP Ariba Buying and Invoicing SAP Ariba Invoice Management 	Moved description of multi-ERP configuration to the main Technology features section for each solution and removed references to multi-ERP editions. These solutions now include multi-ERP configuration as part of the base solution.

Version	Month/Year of Update	Updated Chapter/Section	Short Description of Change
		Services descriptions > Invoice conversion services	<p>Removed "add-on" from SAP Ariba Open Invoice Conversion services, since it no longer has a subscription fee, only a deployment fee. Invoice conversion services are available in:</p> <ul style="list-style-type: none"> • SAP Business Network Commerce Automation • SAP Business Network for Supply Chain
		<ul style="list-style-type: none"> • SAP Ariba Supplier Information and Performance Management • SAP Ariba Supplier Lifecycle and Performance 	Added migration tools.
48	March 2018	SAP Business Network tax invoicing add-ons	Restored this section to the guide.
		Data enrichment refresh cycles	SAP Ariba Spend Analysis now includes a minimum 95% commodity classification and supplier parent enrichment. Previously, 90% was the default offering and the 95% level was an optional add-on.
		SAP Ariba Contract Invoicing	Added multi-ERP configuration.
		<ul style="list-style-type: none"> • Services for SAP Ariba Buying • Services for SAP Ariba Buying and Invoicing 	The supplier enablement packaged subscription service is not provided with subscriptions to these solutions. However, in solution packages that include SAP Business Network Commerce Automation
49	April 2018	<ul style="list-style-type: none"> • SAP Ariba Strategic Sourcing Suite • SAP Ariba Supplier Lifecycle and Performance 	Supplier qualifications and disqualifications can be based on a combination of commodity, region, and department (business unit).

Version	Month/Year of Update	Updated Chapter/Section	Short Description of Change
		SAP Ariba Spend Analysis	<ul style="list-style-type: none"> Added a section on customer data with information on how the solution handles customer data and what data customers can and cannot provide to it. Added a section on communications with information on automatic notifications. Updated the Reporting section with reporting on SAP Ariba commodity experience and additional languages for UNSPSC data Noted that supplier diversity enrichment and green enrichment are included in the base solution package for customers who have new subscriptions or subscription renewals dated after January 1, 2018; they are still optional add-ons for customers with existing subscriptions as of January 1, 2018 who have not renewed after that date.
		Data enrichment refresh services	<ul style="list-style-type: none"> Removed references to initial enrichment services and service level agreements, which are described separately in the SAP Ariba Spend Analysis Deployment Description. Updated deliverables to include invoice classification and supplier parentage and enrichment information per service level agreement.
50	May 2018	<ul style="list-style-type: none"> SAP Ariba Buying SAP Ariba Buying and Invoicing SAP Ariba Contracts SAP Ariba Invoice Management SAP Ariba Sourcing SAP Ariba Spend Analysis SAP Ariba Collaborative Sourcing SAP Ariba Strategic Sourcing Suite SAP Ariba Supplier Information and Performance Management 	Added analytical reporting API.

Version	Month/Year of Update	Updated Chapter/Section	Short Description of Change
51	June 2018	<ul style="list-style-type: none"> SAP Ariba Sourcing SAP Ariba Collaborative Sourcing SAP Ariba Strategic Sourcing Suite SAP Ariba Supplier Information and Performance Management SAP Ariba Supplier Lifecycle and Performance 	Added external approval API for sourcing and supplier management.
		<ul style="list-style-type: none"> SAP Ariba Spend Analysis SAP Ariba Supplier Risk 	Added a restriction on using data from the solutions' databases for marketing purposes.
		<ul style="list-style-type: none"> SAP Ariba Buying SAP Ariba Buying and Invoicing 	<ul style="list-style-type: none"> Added the SAP Ariba Snap Buying and SAP Ariba Snap Buying and Invoicing offerings. Added the catalog content API.
		SAP Ariba Catalog	Added the catalog content API.
		SAP Business Network Commerce Automation	<ul style="list-style-type: none"> Added the SAP Business Network Commerce Automation and SAP Ariba Snap Commerce Automation Membership offerings. Added the transaction monitoring API.
		<ul style="list-style-type: none"> SAP Ariba Sourcing SAP Ariba Collaborative Sourcing SAP Ariba Strategic Sourcing Suite 	Added the operational reporting API for strategic sourcing.
		<ul style="list-style-type: none"> SAP Ariba Discount Management SAP Ariba Payables 	Updated the topics on scope and restrictions to remove language that buyers offering discounts must be operating in the approved territories.
		Operational support services	Added a new service for the Snap offerings.

Version	Month/Year of Update	Updated Chapter/Section	Short Description of Change
52	August 2018	SAP Business Network for Supply Chain	<p>Removed this solution, which is no longer offered for new subscriptions and is replaced by the SAP Business Network for Supply Chain solution.</p> <p>For information about SAP Business Network for Supply Chain, see the June 2018 version of this guide, which is available upon request from the SAP Ariba user assistance team.</p>
53	September 2018	About translations for SAP Ariba documentation	Added a note that in case of a discrepancy between English and translated product documentation, the English version shall govern.
		SAP Ariba Discount Management	The standalone discounting solution offered by SAP Ariba is now called SAP Ariba Discount Management.
		<ul style="list-style-type: none"> SAP Ariba Buying SAP Ariba Buying and Invoicing SAP Business Network Commerce Automation and SAP Business Network Commerce Automation 	Removed partner editions, which have been replaced by Snap offerings.
		SAP Business Network Commerce Automation and SAP Business Network Commerce Automation	<ul style="list-style-type: none"> Removed the Purchase order automation using SAP Business Network topic and moved information about supported documents to the Purchase order processing topic; added Order Inquiry to the list of supported documents there. Added lists of supported documents to the Invoice processing, Service sheet processing, and Automated RFQ processing topics. Added payment visibility processing.
		SAP Ariba Supplier Risk	<ul style="list-style-type: none"> Added issue management for supplier or third-party engagement risk assessment projects. Added Best Practice Center Post-Deployment Services to the list of included services.

Version	Month/Year of Update	Updated Chapter/Section	Short Description of Change
		<ul style="list-style-type: none"> SAP Ariba Contracts SAP Ariba Supplier Risk 	Added ability to link between supplier engagement risk assessment projects and contract workspaces.
		<ul style="list-style-type: none"> SAP Ariba Collaborative Sourcing SAP Ariba Strategic Sourcing Suite SAP Ariba Supplier Information and Performance Management SAP Ariba Supplier Lifecycle and Performance 	<ul style="list-style-type: none"> Added a topic on supplier data retention. Updated the Supplier Data API to include the ability to get and set questionnaire answers. Added the Supplier Data API with Pagination.
54	October 2018	SAP Ariba Supplier Risk	<ul style="list-style-type: none"> Updated terminology from risk score to risk exposure. Updated risk assessment project information to include the new control-based engagement risk assessment projects and noted that customers with order forms dated after the October 2018 release who want to use risk assessment functionality must use them rather than legacy risk assessment projects.
		Discount subscription services	Removed detailed description. These services are now described in a separate service description.
55	February 2018	<ul style="list-style-type: none"> Supplier Data API Supplier Data API with Pagination 	<p>Added a note about the limit to the number of records you can retrieve with the Supplier Data API and updated the description of the Supplier Data API with Pagination to include ability to set questionnaire data. These APIs are available for the following solutions:</p> <ul style="list-style-type: none"> SAP Ariba Collaborative Sourcing SAP Ariba Strategic Sourcing Suite with SAP Ariba Supplier Information and Performance Management (new architecture) SAP Ariba Supplier Information and Performance Management (new architecture) SAP Ariba Supplier Lifecycle and Performance

Version	Month/Year of Update	Updated Chapter/Section	Short Description of Change
		ERP integration for supplier data	<p>Added Master Data Governance for Suppliers (MDG-S) and SAP HANAS/4, on premise edition. These integration options are available for the following solutions:</p> <ul style="list-style-type: none"> • SAP Ariba Collaborative Sourcing • SAP Ariba Strategic Sourcing Suite with SAP Ariba Supplier Information and Performance Management (new architecture) • SAP Ariba Supplier Information and Performance Management (new architecture) • SAP Ariba Supplier Lifecycle and Performance
		All	Optimized document for HTML output.
56	March 2019	Quote automation for SAP Sourcing, Simulation & Optimization	Added to SAP Business Network Commerce Automation and SAP Business Network Commerce Automation
		Procurement operations desk for buying solutions	Added to SAP Ariba Buying and SAP Ariba Buying and Invoicing.
		Procurement operations desk for sourcing solutions	Added to SAP Ariba Sourcing, SAP Ariba Collaborative Sourcing, and SAP Ariba Strategic Sourcing Suite.
		SAP Business Network tax invoicing for Brazil add-on (services)	Removed.
		Tax invoicing for Italy	Added to SAP Business Network Commerce Automation and SAP Business Network Commerce Automation and to SAP Business Network for Supply Chain.
		SAP Ariba Snap Commerce Automation Membership	Removed language about requirement for customers who purchase SAP Ariba Snap Commerce Automation Membership without deployment services purchase those services from a qualified and SAP-approved SAP Partner Edge Partner.
57	May 2019	SAP Ariba Sourcing and Procurement Bundle	Added new bundle.
58	July 2019	Topics about services for all solutions	Added links to deployment descriptions and noted that included deployment services are only available in the initial subscription term unless otherwise stated on the Order Form.

Version	Month/Year of Update	Updated Chapter/Section	Short Description of Change
		Services for SAP Ariba Snap Commerce Automation Membership	As of 5/5/2019, new subscriptions include deployment services.
		<ul style="list-style-type: none"> Technology features for SAP Ariba Supplier Lifecycle and Performance Technology features for SAP Ariba Supplier Information and Performance Management (new architecture) Technology features for SAP Ariba Supplier Lifecycle and Performance Technology features for SAP Ariba Strategic Sourcing Suite 	<ul style="list-style-type: none"> Clarified the data available on the Supplier Management dashboard Removed references to targeted content documents in the topic about request and registration workflow Added modular supplier management questionnaires to the list of supplier management-specific projects in the topic about project management and workflow and added an item about template upgrade to the list of features Removed the word "native" from descriptions of bi-directional integration, replaced "more than 400 standard fields" with "many standard fields," and added a note that integration creates business partners directly and that MDG-S work is required to create them via CRs in the topic about ERP integration for supplier data Added text explaining that migration tools are not completely automatic and migration requires some configuration steps to the topic about migration tools. Added an introduction explaining the current performance technology features involve available access to classic SPM projects with individual projects that do not show on the Supplier Management dashboard.
		SAP Business Network Open Adapter services	<ul style="list-style-type: none"> For change management services, SAP Ariba supports 6 requests per year rather than 2 requests per quarter. The file size limit for attachment handling is now 100MB.

Version	Month/Year of Update	Updated Chapter/Section	Short Description of Change
59	August 2019	SAP Ariba Snap Commerce Automation Membership	Currently, there is no version of this solution that includes deployment services.
		SAP Ariba Supplier Risk	Updated potential risk exposure range from 1-5 to 1-100.
		SAP Ariba Spend Analysis	Added a link to information about SAP Ariba's machine learning program and opt-out information.
		Data enrichment refresh services	Added a link to a detailed description of these services.
		Control-based engagement risk assessment workflow	Updated note regarding support for legacy engagement risk assessment projects based on Engagement Risk functionality.
60	February 2020	SAP Ariba Supplier Risk	<ul style="list-style-type: none"> Added third-party data to the list of factors that can contribute to potential risk exposure. Added feedback to features for risk alerts. Risk profile enrichment is based on at least a 75% confidence level. Added inherent risk ratings to control-based engagement risk assessment workflow. Added residual risk based on severity and probability to issue management. Added master data import and risk exposure setting configuration to administration features. Added financial and forced labor data to optional features and services.
		SAP Business Network Commerce Automation and SAP Business Network Commerce Automation	Data retention on SAP Integration Suite, managed gateway for spend management and SAP Business Network is now 30 days.
		SAP Ariba Snap Commerce Automation Membership	As of January 20, 2020, new subscriptions to this solution are no longer available.
		SAP Ariba Payables	As of January 2019, new subscriptions to this solution are no longer available.

Version	Month/Year of Update	Updated Chapter/Section	Short Description of Change
		<ul style="list-style-type: none"> • Supplier enablement services • Supplier enablement services for supply chain • Catalog services 	Clarified language to always refer to these services as services, not solutions.
		<ul style="list-style-type: none"> • SAP Ariba Buying • SAP Ariba Buying and Invoicing • SAP Business Network Commerce Automation 	Added new BPO editions.
		SAP Business Network Commerce Automation, foundation option	Added new solution.
		ERP integration for supplier data	<p>Added support for integration with SAP S/4HANA Cloud Public Edition without MDG-S. This technology feature is available in the following solutions:</p> <ul style="list-style-type: none"> • SAP Ariba Collaborative Sourcing with SAP Ariba Supplier Information and Performance Management (new architecture) • SAP Ariba Strategic Sourcing Suite with SAP Ariba Supplier Information and Performance Management (new architecture) • SAP Ariba Supplier Information and Performance Management (new architecture) • SAP Ariba Supplier Lifecycle and Performance
		Supplier Data API	<p>Removed deprecated API, which was available in the following solutions:</p> <ul style="list-style-type: none"> • SAP Ariba Collaborative Sourcing with SAP Ariba Supplier Information and Performance Management (new architecture) • SAP Ariba Strategic Sourcing Suite with SAP Ariba Supplier Information and Performance Management (new architecture) • SAP Ariba Supplier Information and Performance Management (new architecture) • SAP Ariba Supplier Lifecycle and Performance

Version	Month/Year of Update	Updated Chapter/Section	Short Description of Change
61	May 2020	SAP Business Network application gateway	<p>Added this add-on to the following solutions:</p> <ul style="list-style-type: none"> • SAP Ariba Buying • SAP Ariba Buying and Invoicing • SAP Business Network Commerce Automation and SAP Business Network Commerce Automation • SAP Ariba Contract Invoicing • SAP Ariba Contracts • SAP Ariba Discount Management • SAP Ariba Invoice Management • SAP Ariba Sourcing • SAP Ariba Spot Buy Catalog • SAP Ariba Strategic Sourcing Suite • SAP Ariba Supplier Information and Performance Management • SAP Ariba Supplier Lifecycle and Performance • SAP Ariba Supplier Risk • SAP Business Network Commerce Automation, foundation option
		Technology features for SAP Business Network for Supply Chain	Removed Quick Enablement from SAP Business Network supplier enablement tools
62	August 2020	<ul style="list-style-type: none"> • Technology features for SAP Business Network Commerce Automation and SAP Business Network Commerce Automation • Technology features for SAP Business Network for Supply Chain • Technology features for SAP Business Network Commerce Automation, foundation option 	Removed redirection to enhance functions in third-party systems from the ERP and third-party system integration section.
		<ul style="list-style-type: none"> • Technology features for SAP Business Network Commerce Automation and SAP Business Network Commerce Automation • Technology features for SAP Business Network Commerce Automation, foundation option 	Added payment batches to payment visibility processing.

Version	Month/Year of Update	Updated Chapter/Section	Short Description of Change
		Technology features for SAP Ariba Spend Analysis	Added Thai to the list of supported languages for UNSPSC commodity data in reporting.
63	November 2020	Technology features for SAP Ariba Discount Management	<ul style="list-style-type: none"> Added payment term offers. Removed supplier-initiated dynamic discount features.
		Technology features for SAP Business Network Commerce Automation, foundation option	Added technology features for SAP Ariba Discount Management.
		<ul style="list-style-type: none"> SAP Ariba Snap Buying SAP Ariba Snap Buying and Invoicing 	Replaced buyer-initiated dynamic discounting with technology features for SAP Ariba Discount Management.
		ERP integration for supplier data	<p>Removed SAP S/4HANA Cloud Public Edition. This change is applicable to the following solutions:</p> <ul style="list-style-type: none"> SAP Ariba Supplier Lifecycle and Performance SAP Ariba Supplier Information and Performance Management (new architecture) SAP Ariba Strategic Sourcing Suite
		SAP Ariba Spot Buy Catalog	Removed content.
64	February 2021	Technology features for SAP Ariba Buying and Invoicing	Added supplier-created contract invoices to the contract compliance features.
		Technology features for SAP Ariba Invoice Management	Added a requirement that the site must also include SAP Ariba Buying and Invoicing or SAP Ariba Catalog to supplier-created contract invoicing in the contract compliance section.
65	April 2021	SAP Integration Suite, managed gateway for spend management and SAP Business Network	<p>SAP Integration Suite, managed gateway for spend management and SAP Business Network is now hosted in SAP's Europe and US data centers. This change is applicable the following solutions:</p> <ul style="list-style-type: none"> SAP Business Network Commerce Automation and SAP Business Network Commerce Automation SAP Business Network Commerce Automation, foundation option
		SAP Strategic Procurement	Added new solution bundle.

Version	Month/Year of Update	Updated Chapter/Section	Short Description of Change
66	May 2021	SAP Ariba Strategic Sourcing Suite	SAP Ariba Strategic Sourcing Suite has been renamed to SAP Ariba Strategic Sourcing Suite.
67	July 2021	SAP Ariba Buying for SAP S/4HANA	Added new solution.
		<ul style="list-style-type: none"> Technology features for SAP Ariba Buying Technology features for SAP Ariba Buying and Invoicing Technology features for SAP Ariba Catalog 	Added Content Lookup API
		<ul style="list-style-type: none"> Services for SAP Ariba Buying Services for SAP Ariba Buying and Invoicing Services for SAP Ariba Catalog Services for SAP Ariba Discount Management Services for SAP Ariba Invoice Management 	Removed optional end-user support services.
		<ul style="list-style-type: none"> Services for SAP Ariba Contracts Services for SAP Ariba Sourcing Services for SAP Ariba Spend Analysis Services for SAP Ariba Strategic Sourcing Suite Services for SAP Ariba Supplier Information and Performance Management Services for SAP Ariba Supplier Lifecycle and Performance Services for SAP Ariba Supplier Risk 	Added optional end-user support services.
		End user support services (optional add-on)	Updated link to service description.
		<ul style="list-style-type: none"> Technology features for SAP Ariba Buying Technology features for SAP Ariba Buying and Invoicing Technology features for SAP Ariba Catalog 	Added BMEcat and Microsoft Excel as supported catalog formats.
68	October 2021	SAP Business Network Supply Chain Collaboration, foundation option	Added new solution.

Version	Month/Year of Update	Updated Chapter/Section	Short Description of Change
69	November 2021	<ul style="list-style-type: none"> Technology features for SAP Ariba Supplier Lifecycle and Performance Technology features for SAP Ariba Strategic Sourcing Suite Technology features for SAP Strategic Procurement 	Added qualification and miscellaneous supplier lifecycle processes.
70	December 2021	<p>Technology features for SAP Ariba Catalog</p> <ul style="list-style-type: none"> Technology features for SAP Business Network Commerce Automation and SAP Business Network Commerce Automation Technology features for SAP Business Network Commerce Automation, foundation option Technology features for SAP Business Network Supply Chain Collaboration, foundation option 	<p>Removed forms builder.</p> <p>Added China to the list of available data centers for SAP Integration Suite, managed gateway for spend management and SAP Business Network.</p>
71	May 2022	<p>SAP Business Network Planning Collaboration</p> <ul style="list-style-type: none"> Technology features for SAP Business Network Commerce Automation SAP Business Network Commerce Automation, foundation option <p>Technology features for SAP Ariba Spend Analysis</p>	<p>Added new solution.</p> <p>Added an add-on for PEPOL integration with SAP Business Network.</p> <p>Added ERP integration.</p>
72	August 2022	<p>Technology features for SAP Business Network for Supply Chain</p> <ul style="list-style-type: none"> Technology features for SAP Business Network Commerce Automation SAP Business Network Commerce Automation, foundation option SAP Business Network Supply Chain Collaboration, foundation option 	<p>Noted that the forecast add-on is no longer available to customers with new subscriptions.</p> <p>Added the Kingdom of Saudi Arabia (KSA) and the United Arab Emirates (UAE) to the list of data centers for SAP Integration Suite, managed gateway for spend management and SAP Business Network.</p>

Version	Month/Year of Update	Updated Chapter/Section	Short Description of Change
73	October 2022	Throughout	<ul style="list-style-type: none"> Ariba Network is now SAP Business Network SAP Ariba Supply Chain Collaboration for Buyers is now SAP Business Network for Supply Chain SAP Ariba Discovery is now SAP Business Network Discovery
74	November 2022	Technology features for SAP Ariba Supplier Risk	<p>Added:</p> <ul style="list-style-type: none"> Certificate management Finding and Event Collaboration Supplier Data API with Pagination <p>Updated the following features with additional information related to common supplier information and modular questionnaires:</p> <ul style="list-style-type: none"> Supplier 360° profiles Communications
		<ul style="list-style-type: none"> SAP Business Network Commerce Automation SAP Business Network Commerce Automation, foundation option SAP Business Network Supply Chain Collaboration, foundation option 	<ul style="list-style-type: none"> SAP Ariba Commerce Automation Membership is now SAP Business Network Commerce Automation SAP digital supplier network membership is now SAP Business Network Commerce Automation, foundation option SAP digital supplier network membership for supply chain is now SAP Business Network Supply Chain Collaboration, foundation option
		<ul style="list-style-type: none"> Technology features for SAP Ariba Collaborative Sourcing Technology features for SAP Strategic Procurement Technology features for SAP Ariba Sourcing Technology features for SAP Ariba Strategic Sourcing Suite Technology features for SAP Ariba Supplier Information and Performance Management Technology features for SAP Ariba Supplier Lifecycle and Performance 	<p>Corrected the name of the External Approval API for Sourcing and Supplier Management. Although it's also available for contract workspaces, the official name of the API doesn't mention them.</p>

Version	Month/Year of Update	Updated Chapter/Section	Short Description of Change
75	December 2022	Technology features for SAP Ariba Supplier Risk	Removed the forced labor add-on.
		<ul style="list-style-type: none"> SAP Ariba Supplier Risk, base edition RISE with SAP for SAP Business Network Supplier Portal 	Added new solutions.
		SAP Business Network tax invoicing add-ons	SAP Business Network, tax invoicing for Mexico is now SAP Business Network Commerce Automation, Deployment Option for Tax Invoicing, Localization for Mexico.
76	January 2023	SAP Ariba Sourcing, BPO edition	Added this option for SAP Ariba Sourcing.
		<ul style="list-style-type: none"> Technology features for SAP Business Network Commerce Automation Technology features for SAP Business Network Commerce Automation, Foundation Option 	Added Belgium, the Netherlands, and Norway as additional supported countries for PEPPOL integration.
		SAP Business Network Commerce Automation	Removed references to SAP Ariba Commerce Automation, which is no longer available and has been replaced by SAP Business Network Commerce Automation (formerly SAP Ariba Commerce Automation Membership).
		SAP Business Network buyer-paid supplier fees for orders & invoices add-on	Moved under SAP Business Network Commerce Automation
		SAP Business Network Planning Collaboration	SAP Ariba Planning Collaboration is now SAP Business Network Planning Collaboration
77	March 2023	Technology features for RISE with SAP for SAP Business Network Supplier Portal	Added a note about feature availability for SAP S/4HANA Cloud Public Edition customers.
78	May 2023	SAP Ariba Sourcing, base edition	Added new solution.

Version	Month/Year of Update	Updated Chapter/Section	Short Description of Change
		<ul style="list-style-type: none"> Technology features for SAP Ariba Supplier Information and Performance Management (classic architecture) Technology features for SAP Ariba Sourcing Technology features for SAP Strategic Procurement Service descriptions Services for SAP Ariba Contracts Services for SAP Ariba connector for Icertis Services for SAP Ariba Collaborative Sourcing Services for SAP Strategic Procurement Services for SAP Ariba Strategic Sourcing Suite 	Removed obsolete reference to custom fact tables, which are no longer available.
		SAP Business Network Commerce Automation, foundation option	Removed SAP Business Network Buyer Paid Supplier Fees Option.
		Technology features for SAP Ariba Sourcing	<ul style="list-style-type: none"> Added the guided sourcing capability. Updated the savings and pipeline tracking feature to reflect that it's an add-on.
79	June 2023	<ul style="list-style-type: none"> Technology features for SAP Ariba Sourcing Technology features for SAP Ariba Sourcing, base edition 	Added information about SAP's data collection in the grading and scoring feature for continuous improvement in the Intelligent Supplier feature.
80	September 2023	Data Enrichment Refresh Services	Added information about enhancements to enrichment services.
81	October 2023	<ul style="list-style-type: none"> Technology Features for SAP Strategic Procurement Technology Features for SAP Ariba Collaborative Sourcing Technology Features for SAP Ariba Strategic Sourcing Suite Technology Features for SAP Ariba Supplier Information and Performance Management Technology Features for SAP Ariba Supplier Lifecycle and Performance 	Removed obsolete supplier data retention information. All solutions include features for inactivating, expiring, and purging supplier transactional and master data.

Version	Month/Year of Update	Updated Chapter/Section	Short Description of Change
82	November 2023	Technology features for SAP Business Network for Supply Chain	Added service sheet processing.
		Technology features for SAP Business Network Supply Chain Collaboration, foundation option	<ul style="list-style-type: none"> Removed service purchase orders from the list of supported documents for purchase order processing. Removed subcontract purchase orders section. Added consignment purchase orders and consignment movement visibility. Removed consignment movement visibility from the list of direct material information not included on purchase orders. Made the following modifications to the list of exclusions: <ul style="list-style-type: none"> Added subcontracting purchase orders and service purchase orders to excluded items. Removed consignment withdrawals, settlement against withdrawals, and return shipments from excluded items.
		<ul style="list-style-type: none"> Technology Features for SAP Ariba Strategic Sourcing Suite Technology Features for SAP Ariba Supplier Information and Performance Management Technology Features for SAP Ariba Supplier Lifecycle and Performance 	Added a note that supplier data migration for existing SAP Ariba customers may be a prerequisite for using full product capabilities.
		<ul style="list-style-type: none"> SAP Source-to-Contract Suite SAP Strategic Sourcing Suite SAP Guided Buying for SAP S/4HANA 	<p>These product names have been updated to:</p> <ul style="list-style-type: none"> SAP Strategic Procurement SAP Ariba Strategic Sourcing Suite SAP Ariba Buying for SAP S/4HANA
83	April 2024	Technology features for SAP Business Network for Supply Chain	Updated "real time" to "near real-time" component consumption messages for subcontract purchase orders and removed references to just-in-time transmission for scheduling agreement releases.



Version	Month/Year of Update	Updated Chapter/Section	Short Description of Change
84	May 2025	<ul style="list-style-type: none"> SAP Ariba Sourcing, base edition SAP Ariba Strategic Sourcing Suite 	As of May 2025, no new subscriptions are available.
		SAP Strategic Procurement	Renamed from SAP Ariba Source-to-Contract Suite and added SAP Ariba direct materials sourcing add-on and SAP Ariba e-tendering add-on for public sector.
		SAP Ariba Sourcing	Added SAP Ariba direct materials sourcing add-on and SAP Ariba e-tendering add-on for public sector.
85	July 2025	<ul style="list-style-type: none"> Services for SAP Ariba Connector for Icertis Services for SAP Ariba Contracts Services for SAP Ariba Sourcing Services for SAP Ariba Supplier Lifecycle and Performance Services for SAP Ariba Supplier Risk Services for SAP Ariba Supplier Risk, Base Edition Services for SAP Strategic Procurement Services for SAP Ariba Strategic Sourcing Suite 	Updated deployment description links.

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