



Feature at a Glance

Mark form fields as not visible to suppliers for guided buying forms

Dan Schunk, SAP Ariba
Target GA: October 2018

CONFIDENTIAL



Feature at a Glance

Ease of implementation

Geographic relevance



Low touch / simple



Global

Introducing: Mark form fields as not visible to suppliers for guided buying forms

Customer challenge

Today, all fields in a guided buying requisition and RFQ form are automatically sent to the supplier.

Meet that challenge with SAP Ariba

This feature allows customers to mark certain fields in their forms as not visible to the supplier, and therefore, those fields are not visible by suppliers on RFQs or Purchase Orders

Experience key benefits

Users in guided buying can now set fields as 'not visible to seller' allowing a buyer to capture non-supplier facing information in a form.

Solution area

Guided Buying

Implementation information

This feature is “on” by default. No action is required to utilize this feature.

Prerequisites and Limitations

NONE

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The screenshot displays the SAP Ariba Custom forms builder interface. The top navigation bar includes the SAP Ariba logo, a search bar with the text 'Find goods and services', and user information for Daniel Schunk. The main header shows 'Custom forms' with 'Design' and 'Test' tabs. The central workspace displays a 'Maintenance Form' with the description 'This form is used to buy maintenance services'. The form contains three fields: 'Emergency' (a radio button group with 'True' and 'False' options, where 'False' is selected), 'Describe The Service' (a text area), and 'Delivery Notes' (a text area). On the right, the 'Property' panel is open, showing settings for the 'Emergency' field. The 'Field label' is 'Emergency', the 'Layout' is 'Side by side', and the 'Choices' are 'True' and 'False'. The 'Required' toggle is turned off. At the bottom of the property panel, the 'Visible to seller' toggle is turned on and is highlighted with a red box.

Users set the 'Visible to seller' flag in the form builder UI in guided buying

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Request for quote

Maintenance Form
This form is used to buy maintenance services

Title * Estimated price *

Flush Pipes 250 USD

Respond by date *

9/4/18

The fields will be visible to the user when they fill out or edit an RFQ form

Emergency

☒ True ☐ False

Describe The Service

Flush Pipes

Delivery Notes

Building 3

Marketing tactical sourcing policy Your request will be sent to the supplier(s) for a quote.

Suppliers	Supplier category: Market research	Supplier location: ALL
Supplier	Services	Action
CMX Designers Munich, CA Preferred	Not specified	Choose
Boilermaker Inc. W Lafayette, IN	Not specified	Selected Cancel
Magnus Video Service Munich	Not specified	Choose

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Ariba Sourcing

< Go back to Cirrus Atlantic Suite Dashboard

Desktop File Sync

Doc1444201752 - RFQ2027-Flush Pipes

Time remaining

6 days 18:20:43

Event Messages

Response History

Response Team

▼ Checklist

1. Review Event Details

2. Select Lots

3. Submit Response

All Content

Name ↑

Price

Quantity

Total Cost

▼ 1 Terms

1.1 Ship To

867 1 300 Peach tree street So
ATLANTA, GA 30310
United States

1.2

\$0.00 USD

▼ 2 Items

2.1 Maintenance Form ▼

Less...

* USD

* 1 each

Maintenance Form: This form is used to buy maintenance services

Line Number: * 1

Tax: USD all units

Tax Description:

Shipping Terms:

Shipping Cost: USD all units

Ship To: 867 1 300 Peach tree street So
ATLANTA, GA 30310
United States

Comment:

If required, attach a supporting file to your response:

Delivery Notes: Building

Describe The Service: Flush Pipes

(*) indicates a required field

Submit Entire Response

Update Totals

Save

Excel Import

This fields marked 'not visible to seller' are not visible to the seller in an RFQ

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Maintenance Form
This form is used to buy maintenance services

Product name *
Clean Filter

Quantity *
- 1 +

Unit
ea

Unit price *
25 USD


Emergency
☐ True ☒ False

Describe The Service
Clean the filter to the sewer

Delivery Notes
Basement

Supplier [View all suppliers](#)

Chosen supplier [Clear selection](#)



Boilermaker Incorporated

Boilermaker Inc.
W Lafayette, IN
Vendor ID VDR1533050
Network ID AN01055684192-T

Contact information
No contact information available

[Show recommended suppliers](#)

The fields will be visible to the user when they fill out or edit a requisition form

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Line Items Hide Item Details

Line #	Part # / Description	Type	Qty (Unit)	Price	Subtotal	
1	Not Available	Material	1 (EA)	\$25.00 USD	\$25.00 USD	Summary

Clean the filter to the sewer

Status

1 Unconfirmed

Control Keys

Service Entry Sheet: allowed Unit F
Invoice: is not ERS Unit Price Edit
Invoice Verification Type: goods res

Accounting

Percentage
GL Account
Cost Center

Other Information

Req. Line No.: 1
Requester: Daniel Schunk
PR No.: PR92078
Delivery Notes: Basement
Describe The Service: Clean the filter to the sewer

100
0000400000
0000002300

Messages

Order submitted on: Tuesday 28 Aug 2018 8:26 PM GMT+00:00
Received by Ariba Network on: Tuesday 28 Aug 2018 8:26 PM GMT+00:00
This Purchase Order was sent by Citrus Atlantic Suite AN01037602217-T and delivered by Ariba Network.

Sub-total: \$25.00 USD

This fields marked 'not visible to seller' are not visible to the seller on a purchase order