



Feature at a Glance

Ability to edit request forms during check out and map fields to requisitions

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Target GA: September, 2018

CONFIDENTIAL



Feature at a Glance

Ease of implementation



Low touch / simple

Geographic relevance



Global

Introducing: Ability to edit request forms during check out and map fields to requisitions

Customer challenge

Today, once a requisition form has been submitted it can no longer be edited. Any changes that need to be made to the requisition form require the user to delete the line item and the form will need to be refilled out. Fields filled out in a form today do not map to the standard requisition fields in Ariba Buying so fields on a req form would not be able to change/update the data stored on a standard requisition form.

Meet that challenge with SAP Ariba

With this feature, a requisition form that has been submitted for approval can be edited and updated as needed. Fields on a form can also map to the standard fields on a requisition in Ariba Buying.

Experience key benefits

Users can now internally collaborate on a requisition form as it is being approved and before it is sent to the supplier.

Solution area

Guided buying

Implementation information

Editing a submitted request form is “on” by default. No action is required to utilize this feature.

Prerequisites and Limitations

None

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SAP Ariba

Checkout

PR91994 Booth Setup Service

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

Charge to: Cost Center (0000002300 (Procurement))

Total Cost: \$1,100.00 USD

Net Amount: \$1,100.00 USD

Items (1)

Item	Quantity	Price	Net Amount
Booth Setup Service VDR1533050 (Boilermaker Inc)	1	1,100 USD	\$1,100.00 USD

Unit of Measure: each

Gross Amount: \$1,100.00 USD

Name: Booth Setup Service

Quote Validity Date: Not specified

Vendor: VDR1533050 (Boilermaker Inc)

Description: Need the booth setup for the annual Ariba Live Conference

Contact: Boilermaker HQ, 4876 Northwestern Ave W, States

Supplier Auxiliary Part ID

Item details

Edit original request

Accounting: Cost Center (0000002300 (Procurement))

Shipping: 867 1 300 Peach tree street So, ATLANTA

Attachments

Comments

Others

Forms can be edited by first editing a submitted requisition and then clicking 'Edit original request' in the Item details.

After the form is edited, users can click the 'Submit' button to set the changes and to continue editing the requisition.

Marketing booth setup service

Event type: Ariba Live USA

Booth size (sq ft): 100

Start date: MM/DD/YYYY

End date: MM/DD/YYYY

Booth additional options

- ☐ AV setup
- ☒ Chairs
- ☒ Carpets

Booth detailed specification

Upload file

Setup instruction template: Booth setup instructions.doc

Submit

Cancel