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# Setting Up SAP Ariba Buying, Base Edition

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# 1 Setting Up SAP Ariba Buying, Base Edition

This guide is for administrators responsible for setting up SAP Ariba Buying, base edition.

This documentation applies to SAP Ariba Buying, base edition, which is integrated with SAP S/4HANA Cloud.

## Note

You must have a license to set up a 3-system landscape on your SAP S/4HANA Cloud system.

## Related Guides

[Getting Started with SAP Ariba Buying, Base Edition](#)

[Administration Guide for SAP Ariba Buying, Base Edition](#)

[User Guide for SAP Ariba Buying, Base Edition](#)

## 2 About Setting Up SAP Ariba Buying, Base Edition

This guide provides information on setting up SAP Ariba Buying, base edition with SAP S/4HANA Cloud on SAP Business Technology Platform (SAP BTP).

SAP Ariba Buying provides buyers an easy process to shop for items. Buyers can search for, view and purchase items that are available in the connected shopping sites, or request items from suppliers. SAP Ariba Buying also helps buyers to track their purchase requests.

Before you begin setting up SAP Ariba Buying, ensure you have the following:

- A license for SAP Ariba Buying, base edition.
- A global account on SAP BTP. For more information, see [Systems and Tenants in a 3-System Landscape](#).
- An administrator role to the global account and subaccount. You need the administrator role to maintain the required configuration on SAP BTP, Identity Authentication service, SAP S/4HANA Cloud, and SAP Ariba Buying, base edition.
- A user account on SAP BTP. For more information, see [Create Users](#).

For more information on the prerequisites, see [Subscribing to SAP Ariba Buying, Base Edition](#).

You can set up SAP Ariba Buying, base edition using one of the following:

- Use the booster to set up some of the required steps for setting up SAP Ariba Buying, base edition that is available in the SAP BTP cockpit. You must also use the Cloud Integration Automation Service to complete the remaining configuration for SAP Ariba Buying, base edition.

For more information about the using the booster, see [Subscription to SAP Ariba Buying, Base Edition Using the Booster](#).

When you configure SAP Ariba Buying, base edition using the booster and Cloud Integration Automation Service, the process to configure is simpler without many manual procedures. The guided process helps you to complete the configuration tasks step by step.

The Cloud Integration Automation Service guides you through a workflow process. The Cloud Integration Automation Service helps you to easily configure your system with customer-specific information using an automated process. The preconfigured settings through the automated process help you set up the environment with reduced time.

For more information about Cloud Integration Automation Service, see [Cloud Integration Automation Service](#) on the SAP Help Portal.

You can also view the Cloud Integration Automation Service workflow for SAP Ariba Buying, base edition.

For more information, see [Cloud Integration Automation Service User Guide](#).

- Follow the steps detailed in this guide.

## 3 Steps for Setting Up SAP Ariba Buying, Base Edition

The following steps provide an overview of setting up SAP Ariba Buying, base edition with SAP S/4HANA Cloud on SAP Business Technology Platform (SAP BTP).

### [Activate Scope Items for SAP Ariba Buying, Base Edition \[page 5\]](#)

You must activate the scope items required for SAP Ariba Buying, base edition.

### [Set Up SAP BTP \[page 6\]](#)

You need the following to set up the SAP Business Technology Platform (SAP BTP) to connect SAP S/4HANA Cloud with SAP Ariba Buying, base edition.

### [Set Up SAP S/4HANA Cloud with SAP Ariba Buying, Base Edition \[page 21\]](#)

Set up the roles and communication arrangement for the scope items in SAP S/4HANA Cloud.

### [Create Destinations in Your Tenant \[page 28\]](#)

Create and maintain the destinations in your tenant to connect SAP S/4HANA Cloud.

### [Define Authorization Policies for Users \[page 36\]](#)

SAP Ariba Buying, base edition has basic authorization policies that are available for all users. You can also create new authorization policies for specific company codes and plants and assign them to users.

### [Configure SAP Ariba Buying, Base Edition \[page 37\]](#)

Set up the configuration for SAP Ariba Buying, base edition before you start creating requests.

### 3.1 Activate Scope Items for SAP Ariba Buying, Base Edition

You must activate the scope items required for SAP Ariba Buying, base edition.

- Ensure that you've configured the following scope items:
  - Requisitioning (18J)
  - SAP Ariba Buying (4AI)

For more information about activating the scope item, see [Activating Scope Items](#).

## 3.1.1 Activating Scope Items



The SAP Ariba Buying, base edition requires you to activate the following scope items on SAP S/4HANA Cloud.

### Context

You need the following scope items to be active before you work on SAP Ariba Buying.

Ensure that you complete all the required steps in *SAP Ariba Buying (4AI)*. You must also complete testing the end-to-end process for all the scope items without errors.

### Procedure

1. Activate the following scope items:
  - Requisitioning (18J)  
For more information, see the Set-up instructions for [Requisitioning \(18J\)](#) .  
SAP Ariba Buying, base edition requires scope item Requisitioning (18J), but does not require the Communication Scenario IDs, SAP\_COM\_0102 and SAP\_COM\_0046.
  - SAP Ariba Buying (4AI)  
For more information, see the Set-up instructions for [Setting Up SAP Ariba Buying \(4AI\)](#) .
2. Choose one of the following options to check the status of the scope items. Choose the options based on your configuration environment for SAP S/4HANA Cloud:
  - **Manage Your Solution**  
In the SAP S/4HANA Cloud system, go to the SAP Fiori launchpad. Open the *Manage Your Solution* app and go to *View Solution Scope*.
  - **SAP Central Business Configuration**  
In the *Scope and Organizational Structure* phase, go to the *Activities* tab. Search for *Define Scope* and choose *Open*.

#### Note

If the scope item is not active, request the activation using the component, BCP - Ticket  
Component: XX-S4C-OPR-SRV.

## 3.2 Set Up SAP BTP

You need the following to set up the SAP Business Technology Platform (SAP BTP) to connect SAP S/4HANA Cloud with SAP Ariba Buying, base edition.

[General Configuration \[page 7\]](#)

This section provides information on the configuration that SAP Ariba Buying requires in SAP BTP.

## 3.2.1 General Configuration

This section provides information on the configuration that SAP Ariba Buying requires in SAP BTP.

### [Assign Users to Role Collections in the SAP BTP Cockpit \[page 7\]](#)

Administrators of SAP Ariba Buying, base edition require specific administrator role collections and roles on SAP BTP. Assign the required role collections to the administrator user.

### [Subscribe to SAP Ariba Buying \[page 8\]](#)

You need an active license for SAP Ariba Buying to subscribe to the subscription plans.

### [Create New Users in Identity Authentication Service \[page 15\]](#)

Create new users in the administration console of the Identity Authentication Service.

### [Configure OAuth 2.0 Client Authentication \[page 16\]](#)

Set up the OAuth 2.0 client credentials to connect SAP S/4HANA Cloud with SAP Ariba Buying, base edition on Business Technology Platform (SAP BTP).

### [Setting Up Roles for SAP Ariba Buying, Base Edition \[page 20\]](#)

You need certain roles to configure the business configuration and access the integrated services.

### 3.2.1.1 Assign Users to Role Collections in the SAP BTP Cockpit

Administrators of SAP Ariba Buying, base edition require specific administrator role collections and roles on SAP BTP. Assign the required role collections to the administrator user.

Do the following to set up the role collections and roles for the administrator:

- Before you set up the role collections and roles, ensure that you have a user on SAP BTP cockpit. For more information, see [Create Users](#).
- Set up the required role collections and roles for the SAP Ariba Buying, base edition administrator in the SAP BTP cockpit.  
Ensure that you assign the [Global Account Administrator](#) role collection to the administrator user of the global account. This role collection contains the following roles:

Role Name	This Role Allows You to....
Global Account Admin	Manage the read-write authorizations for updating the global account, setting entitlements, and creating, updating, and deleting subaccounts.
Global Account Usage Reporting Viewer	Manage the read-only authorizations for viewing global account usage information.
System Landscape Administrator	Manage read-write authorizations for registering SAP systems and assigning SAP systems to formations.
User and Role Administrator	Manage read-write authorizations for trusted identity providers, role collections, roles and users.

After you create a subaccount, ensure that the administrator has the required roles for the sub account. Use the role collection [Subaccount Administrator](#) to assign the following roles to the administrator user.

For more information about creating subaccounts, see [Create Subaccounts in Your Global Account](#)[Create Subaccounts in Your Global Account](#).  
*Subaccount Administrator Role Collection*

Role Name	This Role Allows You to....
User and Role Administrator	Manage read-write authorizations for trusted identity providers, role collections, roles and users.
Subaccount Admin	Manage read-write authorizations for trusted identity providers, role collections, roles and users.
Subaccount Viewer	Manage read authorizations for viewing subaccount entitlements and for creating and deleting environment instances.
Subaccount Service Administrator	Get the administrative access to service brokers and environments for subaccounts. You also require this role to subscribe to applications.
Destination Administrator	Manage the configuration for destinations, certificates, and trust for subaccounts.

For more information, see the following:

- [Role Collections and Roles](#)
- [Assigning Role Collections to Users or User Groups](#).

### 3.2.1.2 Subscribe to SAP Ariba Buying

You need an active license for SAP Ariba Buying to subscribe to the subscription plans.

You can choose one of the following options to subscribe to SAP Ariba Buying, base edition.

- Use the booster to get an active subscription to SAP Ariba Buying, base edition.  
For more information about the using the booster, see [Subscription to SAP Ariba Buying, Base Edition Using the Booster](#).
- Perform the steps in the section [Subscribing to SAP Ariba Buying, base edition](#) to get an active subscription.

Use the booster to set up some of the required steps for setting up SAP Ariba Buying, base edition that is available in the SAP BTP cockpit. You must also use the Cloud Integration Automation Service to complete the remaining configuration.

When you configure SAP Ariba Buying using the booster and Cloud Integration Automation Service, the process to configure is simpler without many manual procedures. The guided process helps you to complete the configuration tasks step by step.

[Subscribing to SAP Ariba Buying, Base Edition \[page 9\]](#)

You need an active license to subscribe to a subscription plan for SAP Ariba Buying.



## 3.2.1.2.1 Subscribing to SAP Ariba Buying, Base Edition

You need an active license to subscribe to a subscription plan for SAP Ariba Buying.

You can choose one of the following options to subscribe to SAP Ariba Buying, base edition:

### [Subscription to SAP Ariba Buying, Base Edition Using the Booster \[page 9\]](#)

Use the booster to guide you through some steps in setting up a subscription and configuring SAP Ariba Buying with SAP S/4HANA Cloud on SAP Business Technology Platform (SAP BTP). Follow this procedure to subscribe to a service and a plan for SAP Ariba Buying, base edition from the SAP BTP cockpit.

### [Subscribing to SAP Ariba Buying, Base Edition Without the Booster \[page 11\]](#)

This section contains information about setting up manually without using the booster.

### 3.2.1.2.1.1 Subscription to SAP Ariba Buying, Base Edition Using the Booster

Use the booster to guide you through some steps in setting up a subscription and configuring SAP Ariba Buying with SAP S/4HANA Cloud on SAP Business Technology Platform (SAP BTP). Follow this procedure to subscribe to a service and a plan for SAP Ariba Buying, base edition from the SAP BTP cockpit.

## Prerequisites

You must have the following before you run the booster to get a subscription for SAP Ariba Buying, base edition.

- A license for SAP Ariba Buying, base edition.
- A global account on SAP BTP. For more information, see [Getting Started with the Universe of SAP S/4HANA Cloud, public edition](#).
- Register the SAP S/4HANA Cloud system with the global account in the SAP BTP cockpit. When you register your system, ensure that you choose the formation type *Integration with SAP Ariba Buying* from the *Communication Scenario Groups* dropdown menu.  
For more information, see [Register an SAP S/4HANA Cloud System in a Global Account](#) and [Enabling SAP Ariba Buying](#).
- (Optional) If you use directories, ensure you assign entitlements to directories by adding service plans and distribute the quotas available in your global account to your directories. For more information, see [Configure Entitlements and Quotas for Directories \[Feature Set B\]](#).
- Required roles on SAP BTP. For more information, see [Assign Users to Role Collections in the SAP BTP Cockpit](#).
- Ensure that you've activated the required scope items. For more information about activating the scope item, see [Activating Scope Items](#).
- You must have a license to set up a 3-system landscape on your SAP S/4HANA Cloud system.

## Context

Perform the steps to subscribe to SAP Ariba Buying and get an active subscription.

### Note

The booster allows you to complete the following steps. If you run the [booster](#), you can skip these steps in the guide:

- [Create Subaccounts in Your Global Account](#)
- [Create a Tenant in the Identity Authentication Service](#)
- [Get a Subscription to SAP Ariba Buying](#)
- [Subscribe to Services Required for SAP Ariba Buying](#)
- [Configure the OAuth 2.0 Client Authentication](#)
- [Configure the Communication Management](#)
- [Create the Destinations in Your Tenant](#)
- After you run the booster, a trust between the SAP Business Technology Platform (SAP BTP cockpit) and Identity Authentication service administration is established for you. For more information, see [Setting Up Trust Between Identity Authentication and SAP BTP](#).

### → Remember

- If you have set up the trust manually, ensure that you select the domain that is also used by the tenant of the Identity Authentication service associated with the SAP S/4HANA Cloud Public Edition. The domain you choose must end with “cloud.sap”.
- When you establish trust with the Identity Authentication Service, ensure that the corresponding application created in the Identity Authentication Service contains the Global User ID as the subject name identifier.

For more information about identity management, see [Identity Management for SAP S/4HANA Cloud and Integrated Products](#).

- You can subscribe and sign in to SAP Ariba Buying only after you've established a trust between the SAP BTP cockpit and Identity Authentication service administration.

## Procedure

1. Open the SAP BTP cockpit and go to your global account.
2. In the navigation menu, choose [Boosters](#).
3. Choose the booster [Set Up SAP Ariba Buying](#).
4. Choose [Start](#). After the booster completes checking for the prerequisites, choose [Next](#).
5. Choose to create a new subaccount or use an existing one. If you use an existing subaccount, choose a subaccount from the list. Specify the name, provider, and region for the subaccount.
6. Choose a service plan.
7. Choose [Next](#).

8. In the [Create Formation step](#), ensure that you have the formation type [Integration with SAP Ariba Buying](#) already specified for you. For more information, see [Enabling SAP Ariba Buying](#).
9. In the [Include System](#) section, a system of type [SAP Ariba Buying](#) is automatically selected for you. This system is added when you create a subaccount in your global account for SAP Ariba Buying in the SAP BTP cockpit.
10. Choose the systems for the Identity Authentication service and SAP S/4HANA Cloud.
11. Choose [Next](#).
12. Review your changes and choose [Finish](#).

#### Note

- In some cases, if you encounter an error while running the booster, you can run the booster again. However, you must ensure that you remove the configurations that the booster created in the earlier run. If you need further assistance, you can also raise an incident using the component S2P-P2O-SET.
- Although you can use the booster for some initial setup, you must also manually set up the required configuration using the steps described in this guide.

## Next Steps

For more information about the steps to configure, see [Steps for Setting Up SAP Ariba Buying, base edition](#).

### 3.2.1.2.1.2 Subscribing to SAP Ariba Buying, Base Edition Without the Booster

This section contains information about setting up manually without using the booster.

#### [Overview \[page 12\]](#)

Set up SAP Ariba Buying manually without using the booster to get a subscription.

#### [Create Subaccounts in Your Global Account \[page 12\]](#)

Create a new subaccount or use an existing subaccount in your global account in the SAP BTP cockpit.

#### [Create a Tenant in the Identity Authentication Service \[page 12\]](#)

Create a tenant in the Identity Authentication service and establish a trust between the identity authentication service and SAP BTP. You must have the administrator permissions.

#### [Subscribing to SAP Ariba Buying, Base Edition Without Using the Booster \[page 13\]](#)

Follow this procedure to manually subscribe to a service and a plan without the booster for SAP Ariba Buying, base edition from the SAP BTP cockpit.

#### [Subscribe to Services Required for SAP Ariba Buying \[page 14\]](#)

You need additional subscriptions to some services for your subaccount to use certain functionalities in SAP Ariba Buying, base edition.

### 3.2.1.2.1.2.1 Overview

Set up SAP Ariba Buying manually without using the booster to get a subscription.

You can also use the booster to guide you through some steps in setting up a subscription and configuring SAP Ariba Buying with SAP S/4HANA Cloud on SAP Business Technology Platform (SAP BTP).

The booster helps you to configure SAP Ariba Buying, base edition easily without many manual procedures.

For more information about the using the booster, see [Subscription to SAP Ariba Buying, Base Edition Using the Booster](#).

### 3.2.1.2.1.2.2 Create Subaccounts in Your Global Account

Create a new subaccount or use an existing subaccount in your global account in the SAP BTP cockpit.

Choose one of the following options to create the subaccounts:

- Use the following steps to create a subaccount for your global account:
  - Create the required subaccounts for your global account in the SAP BTP cockpit. When you create a subaccount, you also get the role of the administrator.  
For more information about creating the subaccount, see [Create Subaccount](#).
  - Assign the required roles to the administrator. For more information, see [Assign Roles in the SAP BTP Cockpit](#).

If you have an existing subaccount, you can continue to use it. Ensure that you have the required roles for your subaccount.

- You can also use the booster to create a new subaccount.  
For more information about the using the booster, see [Subscription to SAP Ariba Buying, Base Edition Using the Booster](#).

### 3.2.1.2.1.2.3 Create a Tenant in the Identity Authentication Service

Create a tenant in the Identity Authentication service and establish a trust between the identity authentication service and SAP BTP. You must have the administrator permissions.

Choose one of the following options to create a tenant in the Identity Authentication service:

- Do the following:
  - Establish a trust for the tenant between the identity authentication service and SAP BTP.
  - You can also use an existing tenant in the Identity Authentication service.  
For more information, see [Establish Trust and Federation Between UAA and Identity Authentication](#).
- You can also use the booster to create a tenant in the Identity Authentication service and establish a trust between the identity authentication service and SAP BTP. If you have run the booster, you can skip this step.

For more information about the using the booster, see [Subscription to SAP Ariba Buying, Base Edition Using the Booster](#).

### 3.2.1.2.1.2.4 Subscribing to SAP Ariba Buying, Base Edition Without Using the Booster

Follow this procedure to manually subscribe to a service and a plan without the booster for SAP Ariba Buying, base edition from the SAP BTP cockpit.

#### Prerequisites

- You must have the following before you request a subscription for SAP Ariba Buying, base edition.
  - A license for SAP Ariba Buying, base edition.
  - A global account on SAP BTP. For more information, see [Getting Started with the Universe of SAP S/4HANA Cloud, public edition](#).
  - Register the SAP S/4HANA Cloud system with the global account in the SAP BTP cockpit. When you register your system, ensure that you choose the formation type *Integration with SAP Ariba Buying* from the *Communication Scenario Groups* dropdown menu.  
For more information, see [Register an SAP S/4HANA Cloud System in a Global Account](#) and [Enabling SAP Ariba Buying](#).
  - Required roles on SAP BTP. For more information, see [Assign Users to Role Collections in the SAP BTP Cockpit](#).
  - A subaccount in your global account. For more information, see [Create Subaccounts in Your Global Account](#).
- You've established a trust between the SAP Business Technology Platform (SAP BTP cockpit) and Identity Authentication service administration. If you run the booster, the trust is established between the SAP Business Technology Platform (SAP BTP cockpit) and Identity Authentication service administration. For more information, see [Setting Up Trust Between Identity Authentication and SAP BTP](#).

#### ⓘ Note

- When you set up the trust, ensure that you select the domain that is also used by the tenant of the Identity Authentication service associated with the SAP S/4HANA Cloud Public Edition. The domain you choose must end with "cloud.sap".
- When you establish trust with the Identity Authentication Service, ensure that the corresponding application created in the Identity Authentication Service contains the Global User ID as the subject name identifier.

For more information about identity management, see [Identity Management for SAP S/4HANA Cloud and Integrated Products](#).

- You can subscribe and sign into SAP Ariba Buying only after you've established a trust between the SAP BTP cockpit and Identity Authentication service administration.

- You must have a license to set up a 3-system landscape on your SAP S/4HANA Cloud system.
- Ensure that you've activated the required scope items. For more information about activating the scope item, see [Activating Scope Items](#).

## Context

Perform the following steps to manually subscribe to a service and a plan without the booster.

## Procedure

1. Open the SAP BTP cockpit.
2. Go to [Instances and Subscriptions](#) and choose [Create](#).
3. Choose SAP Ariba Buying in the [Service](#) field.
4. Choose one of the following options in the [Plan](#) field:
  - [production](#): Creates an instance for the production environment
  - [test](#): Creates an instance for the test environment

### Note

The test plan is for non-productive purposes only.

5. Choose [Create](#). You can see the SAP Ariba Buying application in the [Subscription](#) section.
6. Choose [Subscribe](#). You can see that the status of your subscription changes to [Subscribed](#).
7. Choose [Go to Application](#).

## Next Steps

For more information about the steps to configure, see [Steps for Setting Up SAP Ariba Buying, base edition](#).

### 3.2.1.2.1.2.5 Subscribe to Services Required for SAP Ariba Buying

You need additional subscriptions to some services for your subaccount to use certain functionalities in SAP Ariba Buying, base edition.

The SAP Ariba Buying, base edition license you buy also includes the Identity Authentication service. The Identity Authentication service provides you a simplified integration to managing user information.

To use the additional functionalities, SAP Ariba Buying, base edition requires the following cloud services. All the cloud services run on SAP Business Technology Platform. Technically it runs on capabilities that are now available in SAP Integration Suite and SAP Extension Suite.

You can view these services listed as applications in the [Instances and Subscription](#) page:

Do one of the following to subscribe to the additional services for SAP Ariba Buying:

- Use the booster to get an active subscription to the additional services for SAP Ariba Buying. If you have run the booster, you can skip this step.  
For more information about the using the booster, see [Subscription to SAP Ariba Buying, Base Edition Using the Booster](#).
- Perform the following steps:
  - Ensure you have a subscription to the following services in your subaccount:
    - SAP Audit Log Viewer for the Cloud Foundry Environment: Displays audit logs for your Cloud Foundry account. You must have the “free” plan for this service.  
We recommend that you enable audit logging to see detailed audit logs produced by SAP applications and services you've subscribed to.  
For more information on subscription, see [SAP Audit Log Viewer for the Cloud Foundry Environment](#).
    - SAP Personal Data Manager service: Allows you to view the personal data information used by SAP Ariba Buying. You must have the “standard” plan for this service.  
For more information on subscription, see [SAP Personal Data Manager service](#).
    - If you are using the SAP Data Retention Manager service: Allows you to set rules for managing the retention and deletion of data. You must have the “standard” plan for this service.  
For more information on subscription, see [SAP Data Retention Manager service](#).

#### Note

If you already have an existing subscription to any of the listed services for SAP Ariba Buying, you don't need another subscription for the same service.

### 3.2.1.3 Create New Users in Identity Authentication Service

Create new users in the administration console of the Identity Authentication Service.

For more information, see [Manage Users](#).

#### Note

Before you create users in the Identity Authentication Service, read about the workflow and prerequisites for maintaining the profile information for users. For more information, see [About Managing User Information](#).

After you create users in Identity Authentication service, you must assign the users to user groups. For more information, see [Assign Users to User Groups](#).

[Assign Users to User Groups \[page 16\]](#)

The users you create in Identity Authentication service must be assigned to a user group.

### 3.2.1.3.1 Assign Users to User Groups

The users you create in Identity Authentication service must be assigned to a user group.

Add one or more users created for a specific tenant to a group using the administration console for SAP Cloud Identity Services.

To add users to a group, do the following:

- Using the administration console for SAP Cloud Identity Services, create users. For more information, see [Create Users](#).
- Create groups using the administration console for SAP Cloud Identity Services. For more information, see [Managing Groups](#).
- Add the users created for a specific tenant to user group. For more information, see [Add Users to a Group](#).
- Go to SAP BTP and assign the following role collections to the user group for a specific tenant:
  - Procurement Configuration Admin
  - Procurement User
  - Procurement Approver

For more information on the role collections required, see [Authorization](#).

- Create the mapping for the role collection as follows:
  - Log in to SAP BTP.
  - Go to ► [Security](#) ► [Trust Configuration](#) ►.
  - Choose the SAP Cloud Identity Services tenant and go to the [Role Collection Mapping](#) page.
  - Map each of the following role collections to the associated user groups created in the SAP Cloud Identity Services:
    - Procurement Configuration Admin
    - Procurement User
    - Procurement Approver

For more information about user groups, see the section [User Groups](#).

### 3.2.1.4 Configure OAuth 2.0 Client Authentication

Set up the OAuth 2.0 client credentials to connect SAP S/4HANA Cloud with SAP Ariba Buying, base edition on Business Technology Platform (SAP BTP).

You must configure the OAuth client credentials in the communication arrangement for the communication scenario [SAP\\_COM\\_0545 - SAP Ariba Buying Integration](#).

Choose one of the following options to configure the OAuth client credentials:

1. Use the booster to configure the OAuth client credentials. If you have run the booster, you can skip this step.  
For more information about the using the booster, see [Subscription to SAP Ariba Buying, Base Edition Using the Booster](#).
2. Use the steps in the following sections:
  - [Creating Service Instances](#)



- [Creating Service Bindings](#)

## Prerequisites

To create the OAuth 2.0 client credentials, you need to do the following:

- Create the following service instances for other environments on SAP BTP:
  - SAP Ariba Buying
  - Cloud Identity Service
- Create a service binding for the service instance.
- View the OAuth 2.0 client credentials for the service instances. Maintain the client credentials in the Communication Arrangement 0545.

### [Creating Service Instances \[page 17\]](#)

Follow this procedure to create a service instance to connect SAP Ariba Buying, base edition on SAP BTP with the SAP S/4HANA Cloud.

### [Creating Service Bindings \[page 19\]](#)

Follow this procedure to create a business service binding. A service binding enables you to get the client credentials for accessing SAP Ariba Buying, base edition.

## 3.2.1.4.1 Creating Service Instances

Follow this procedure to create a service instance to connect SAP Ariba Buying, base edition on SAP BTP with the SAP S/4HANA Cloud.

## Prerequisites

You need the following to create the service instances on SAP Business Technology Platform (SAP BTP):

- Subscription to SAP Ariba Buying, base edition
- Subaccount on SAP BTP
- Role collection, Subaccount Service Administrator  
For more information about the role collection, see [Assign the Subaccount Service Administrator Collection](#) on the SAP Help Portal.

## Context

Create the service instance for other environments and then create a binding for the service instance to connect to the SAP Ariba Buying, base edition application.

For more information on service instances, see [Consuming Services in Other Environments Using the SAP Service Manager Instances](#) on the SAP Help Portal.

Choose one of the following options to create the service instance:

- Use the booster to create the service instance. If you have run the booster, you can skip this step. For more information about the using the booster, see [Subscription to SAP Ariba Buying, Base Edition Using the Booster](#).
- Use the following steps to create the service instance:

## Procedure

1. Open the SAP BTP cockpit and choose the subaccount that you need to create a service instance.
2. Choose [Instances and Subscriptions](#). You can view the service instances available for your environment.
3. Create the following service instances for SAP Ariba Buying, base edition:
  - SAP Ariba Buying
  - [Cloud Identity Service](#)
4. Choose [Create](#). The [New Instance](#) wizard opens.
  1. Choose the service, SAP Ariba Buying from the [Service](#) dropdown list.
  2. Choose [apiaccess](#) as the service plan in the [Plan](#) field.
  3. Choose [Other](#) as the runtime environment.
  4. Enter a name for your service instance, then choose [Create](#). For example, SAP Ariba Buying service. It takes a couple of minutes to see your newly created service instance. The [Status](#) column displays the status for the service instance.
5. Choose [Create](#) to create another service instance.
  1. Choose the service, [Cloud Identity Service](#) from the [Service](#) dropdown list.
  2. Choose [application](#) as the service plans.
  3. Choose [Other](#) as the runtime environment.
  4. Enter a name for your service instance, then choose [Next](#). For example, SAP Ariba Buying client identity service.
  5. Enter the configuration in the JSON format for the service instance. Also specify the name of the service instance that you newly created in Step 4.  
For example:

### Sample Code

```
{
  "consumed-services": [
    {
      "service-instance-name": "<Instance-Name-of-the-SAP Ariba Buying-Service >"
    }
  ],
  "xsuaa-cross-consumption": true
}
```

6. Review and verify the details for the service instance. Use the preview to verify the instance details, then choose [Create](#).

It takes a couple of minutes to see your newly created service instance. The [Status](#) column displays the status for the service instance.

## 3.2.1.4.2 Creating Service Bindings

Follow this procedure to create a business service binding. A service binding enables you to get the client credentials for accessing SAP Ariba Buying, base edition.

### Context

After you bind the service instance, you can view the client ID credentials.

Choose one of the following options to bind the service instance:

- Use the booster to bind the service instance. If you have run the booster, you can skip this step. For more information about the using the booster, see [Subscription to SAP Ariba Buying, Base Edition Using the Booster](#).
- Use the following steps to bind the service instance:

### Procedure

1. Open the SAP Business Technology Platform (SAP BTP) cockpit and choose the subaccount that contains the service instance that you need to create a service binding.

For more information, see [Creating Service Instances](#).

2. Choose [Instances and Subscriptions](#). You can view the service instances available for your environment.
3. Choose the service instance, **Cloud Identity Service** that you newly created from the [Instances](#) table to create a service binding.
4. Choose the [Actions](#) menu then choose [Create Service Binding](#) from the dropdown list. The [New Binding](#) dialog box appears.
5. Enter a name for the binding in the [Binding Name](#) field. For example, SAP Ariba Buying.

#### Note

You don't need to specify any binding parameters for the basic authentication that the service instance requires.

6. Choose [Create](#). It takes a couple of minutes to see the binding for the service instance. The [Status](#) column displays the status for the service instance.
7. Choose the [Actions](#) menu and then select [View](#) from the dropdown list. You can view the client ID and client secret for the service instance in the JSON file.

Specify the client ID and client secret as the OAuth client credentials when you configure the Communication Arrangement 0545.

#### Note

- For more information about configuring the Communication Arrangement 0545, see [Configure the Communication Management](#).

To know more about service instances and service bindings in other environments, see [Consuming Services in Other Environments Using the SAP Service Manager Instances](#) on the SAP Help Portal.

### 3.2.1.5 Setting Up Roles for SAP Ariba Buying, Base Edition

You need certain roles to configure the business configuration and access the integrated services.

Ensure that you have the following roles set up in SAP Business Technology Platform (SAP BTP) for SAP Ariba Buying, base edition.

Buyer users need both the `Procurement_User` and `Procurement_Approver` roles to perform their tasks.

Role Name	This Role Allows You to....
<code>Procurement_Configuration_Admin</code>	Sign in as an administrator and configure the settings for SAP Ariba Buying, base edition. This role allows you to configure SAP Ariba Buying with SAP Business Technology Platform (SAP BTP) to connect with SAP S/4HANA Cloud.
<code>Procurement_User</code>	Add or edit line items in a request and submit the request. This role also allows you to add, update, or delete the comments you add in a request. You can also view the comments from your approvers.
<code>Procurement_Approver</code>	Approve items in a request. This role also allows you to add comments for line items in a request from the <i>My Inbox</i> app.  To approve items, you also additionally need the role <code>WorkflowParticipant</code> in SAP BTP.
<code>ResponsibilityManagement</code>	Access the app <i>Manage Responsibility Rules</i> . For information about the roles for the SAP Responsibility Management service, see <a href="#">Defining and Bundling Roles</a> .
<code>PDM_CustomerServiceRepresentative</code>	View the personal data information for users. You can process and manage personal data requests for users using the app <i>Manage Personal Data</i> .  For more information, see <a href="#">Assigning Roles</a> .
<code>PDM_Administrator</code>	Export the personal data using the following: <ul style="list-style-type: none"><li>If you are using the SAP Data Retention Manager service, use the app <i>Data Export</i> in the app <i>Personal Data Manager</i>. For more information, see <a href="#">Configuring Personal Data Manager</a>.</li><li>If you are using the SAP Data Privacy Integration service, use the app <i>Manage Personal Data</i>. For more information, see <a href="#">Assigning Roles</a>.</li></ul>
<code>Subaccount_Service_Admin</code>	Get the administrative access to service brokers and environments for subaccounts. You also require this role to subscribe to applications.

Role Name	This Role Allows You to....
Destination Administrator	Manage the configuration for destinations, certificates, and trust for subaccounts.
Auditlog_Auditor	Retrieve the audit logs for your subaccount using the SAP Audit Log Viewer service.
Roles for SAP Data Retention Manager	<p>For information about roles see the following:</p> <ul style="list-style-type: none"> <li>• If you are using the SAP Data Retention Manager service, see <a href="#">Managing Roles and Role Collections</a>.</li> <li>• If you are using the SAP Data Privacy Integration service, see <a href="#">Assigning Roles to Users</a>.</li> </ul>
Roles for SAP Workflow Management	For more information about the roles in SAP Workflow Management, see <a href="#">Assigning Roles for Managing Approval Processes</a> .

## 3.3 Set Up SAP S/4HANA Cloud with SAP Ariba Buying, Base Edition

Set up the roles and communication arrangement for the scope items in SAP S/4HANA Cloud.

Before you set up SAP S/4HANA Cloud, ensure you have the required scope items to integrate with SAP Ariba Buying, base edition.

You can use the booster to set up SAP S/4HANA Cloud with SAP Ariba Buying, base edition, or complete the steps in this section manually.

[Assign Business Catalogs and Role Templates on SAP S/4HANA Cloud for SAP Ariba Buying, Base Edition \[page 21\]](#)

Assign business catalogs to the role templates that administrators, buyers and approvers require on SAP S/4HANA Cloud.

[Configure Communication Management \[page 22\]](#)

The Communication Management apps allow you to establish secure communication in the exchange of data between SAP Ariba Buying, base edition and the SAP S/4HANA Cloud system.

[Setting the Indicator for Goods-Receipt-Based Invoice Verification \[page 27\]](#)

You must set this indicator if you want to see the status flow for invoices in SAP Ariba Buying.

### 3.3.1 Assign Business Catalogs and Role Templates on SAP S/4HANA Cloud for SAP Ariba Buying, Base Edition

Assign business catalogs to the role templates that administrators, buyers and approvers require on SAP S/4HANA Cloud.

You assign business catalogs to business roles that are assigned to business users. Business catalogs contain authorizations that define the actions that a business user with a corresponding business role can do.

Administrators, buyers, and approvers need the following role templates and respective business catalogs assigned to their business user on SAP S/4HANA Cloud for SAP Ariba Buying, base edition:

For more information, see [How to Create a Business Role for the Administrator](#).

Role Template	Business Catalog	This Role Template Allows You to....
SAP_BR_ADMINISTRATOR	SAP_CORE_BC_COM	Configure the communication scenario on SAP S/4HANA Cloud.
SAP_BR_EMPLOYEE_PROCURMENT	1. SAP_MM_BC_REQUEST_PROCESS_PC 2. SAP_MM_BC_BUYING_MY_REQ_PC	Access the following applications: 1. <a href="#">Create Purchase Request</a> 2. <a href="#">My Requests</a>
SAP_BR_BPC_EXPERT	SAP_MM_BC_BUYING_CONFIG_PC	Access the <a href="#">Configure Buying</a> application from the SAP S/4HANA Cloud launchpad.
SAP_BR_MANAGER_PROCURMENT	SAP_MM_BC_BUYING_INBOX_PC	Access the <a href="#">My Inbox - Buying</a> application.

#### Note


We recommend to unassign the business catalog SAP\_MM\_BC\_SSPPR\_MANAGE\_PC when assigning the business catalog SAP\_MM\_BC\_REQUEST\_PROCESS\_PC, and refrain from assigning both business catalogs to ensure a smooth user experience.

## 3.3.2 Configure Communication Management

The Communication Management apps allow you to establish secure communication in the exchange of data between SAP Ariba Buying, base edition and the SAP S/4HANA Cloud system.

You must have the role SAP\_BR\_ADMINISTRATOR to set up the communication arrangement. Ensure that you set up the communication user, communication system, and the following communication arrangements:

Communication Arrangement ID	Name of Communication Arrangement
SAP_COM_0545	SAP Ariba Buying Integration
SAP_COM_OA00	Integration with SAP Ariba Buying UI

Before you set up the communication user, communication system, and communication arrangement to use the client certification authentication method, ensure that you have an X.509 client certificate signed by a trusted certificate authority (CA). For more information about the list of all root CAs approved by SAP Global Security, see SAP Note [2801396](#)  (SAP Global Trust List). The certificate you upload must be in the .p12 or in .pfx format.

Choose one of the following options to set up the communication user, communication system, and communication arrangement:

1. Use the booster to set up the communication user, communication system, and communication arrangement. If you have run the booster, you can skip this step.

For more information about the using the booster, see [Subscription to SAP Ariba Buying, Base Edition Using the Booster](#).

2. Use the steps in the following sections:
  - [Creating a Communication User](#)
  - [Creating Communication Systems](#)
  - [Creating Communication Arrangement](#)

### 3.3.2.1 Creating a Communication User

Use the app [Maintain Communication Users](#) app to create the communication user for inbound communication.

#### Prerequisites

To use the client certificate authentication, you need an X.509 client certificate signed by a trusted certificate authority (CA). For more information about the list of all root CAs approved by SAP Global Security, see SAP Note [2801396](#) (SAP Global Trust List).

#### Context

You can either create a new communication user or use an existing user. If you're using an existing communication user, skip this procedure. Ensure that the existing communication user has an X.509 client certificate signed by a trusted certificate authority (CA).

Choose one of the following options to set up the communication user:

1. Use the booster to set up the communication user. If you have run the booster, you can skip this step. For more information about the using the booster, see [Subscription to SAP Ariba Buying, Base Edition Using the Booster](#).
2. Use the following steps:

#### Procedure

1. As an administrator, sign in the SAP Fiori launchpad of your SAP S/4HANA Cloud system.
2. Go to the app [Maintain Communication Users](#) (F1338). The [Create Communication User](#) screen appears.
3. Choose [New](#) to create a new communication user.
4. Enter a user name and description. For example, you can specify **4AI\_INBOUND** as the user name.
5. Go to the section [Certificate](#) and then choose [Upload](#).
6. Choose the X.509 client certificate signed by a trusted certificate authority (CA) and then click [Upload](#).

7. Choose [Create](#).

### 3.3.2.2 Creating Communication Systems

Use the app [Communication Systems](#) to create the communication system that represents the system for inbound and outbound services.

#### Prerequisites

- You must have a communication user using the client certificate authentication for the communication system. For more information, see [Creating a Communication User](#).

#### Context

Create the communication system for SAP Ariba Buying, base edition. The the communication system enables the data exchange between SAP BTP and SAP S/4HANA Cloud system.

Choose one of the following options to set up the communication system:

1. Use the booster to set up the communication system. If you have run the booster, you can skip this step. For more information about the using the booster, see [Subscription to SAP Ariba Buying, Base Edition Using the Booster](#).
2. Use the following steps:

#### Procedure

1. As an administrator, sign in the SAP Fiori launchpad of your SAP S/4HANA Cloud system.
2. Go to the app [Communication Systems](#) (F1762).
3. Choose [New](#). The [New Communication System](#) dialog box appears.
4. Enter the following information:
  - **System ID:** <Your Communication System ID>, for example, **4AI\_System**
  - **System Name:** <Your Communication System Name>, for example, **4AI\_System**
5. Choose [Create](#).
6. On the [Communication System](#) page, go to the [General](#) tab. Enter the following information:
  - **Host Name:** Get the host name for SAP Ariba Buying from the SAP BTP application. Enter the host name after removing "https://" from the Host URL available for SAP Ariba Buying. Ensure that you also remove the backslash at the end of the Host URL.
  - **UI Host Name:** Get the host name for SAP Ariba Buying from the SAP BTP application. Enter the host name after removing "https://" from the Host URL available for SAP Ariba Buying. Ensure that you also remove the backslash at the end of the Host URL.



- *Logical System*: Leave this field blank.
  - *Business System*: Enter the tenant ID. You can view the information for the tenant ID in the *General* section of your subaccount.
  - *Port*: Enter **443**.
7. In the *OAuth 2.0 Settings*, enter the following:
    - *Auth. Endpoint*: **<Host name of the Identity Authentication Service tenant>/oauth2/authorize**
    - *Token Endpoint*: **<Host name of the Identity Authentication Service tenant>/oauth2/token**
    - *Audience*: Leave this field blank.
    - *mTLS Endpoint*: Leave this field blank.
  8. In the section *Users for Inbound Communication*, choose *Add*. The *New Inbound Communication User* dialog box appears.
  9. In the *New Inbound Communication User* dialog box, enter the following information:
    - *Authentication Method*: From the dropdown list, choose *SSL Client Certificate*.
    - *User Name/Client ID*: Use the **F4** function key to view and choose the communication user with the SSL client certificate from the dropdown list. You can also search for a user.
    - Choose *OK*.
  10. In the *Users for Outbound Communication*, choose *Add*. The *New Outbound Communication User* dialog box appears.
  11. Maintain the following information in the *New Outbound Communication User* dialog box:
    - *Authentication Method*: Choose *OAuth 2.0*.
    - *OAuth 2.0 Client ID*: Enter the client ID.
    - *Client Secret*: Enter the client secret.

#### Note

For more information on how to configure the OAuth 2.0 client authentication, see [Configure OAuth 2.0 Client Authentication](#).

12. Choose *Save*.

## 3.3.2.3 Creating Communication Arrangements

Use the app *Communication Arrangements* to create a communication arrangement.

### Context

- You must have a communication user using the client certificate authentication for the communication system. For more information, see [Creating a Communication User](#).
- To use the client certificate authentication, you need an X.509 client certificate signed by a trusted certificate authority (CA). For more information about the list of all root CAs approved by SAP Global Security, see SAP Note [2801396](#) (SAP Global Trust List).

Set up the communication arrangements for the following:

Communication Arrangement ID	Name of Communication Arrangement
SAP_COM_0545	SAP Ariba Buying Integration
SAP_COM_OA00	Integration with SAP Ariba Buying UI

Choose one of the following options to set up the communication arrangement:

1. Use the booster to set up the communication arrangement. If you have run the booster, you can skip this step.  
For more information about the using the booster, see [Subscription to SAP Ariba Buying, Base Edition Using the Booster](#).
2. Use the following steps:

## Procedure

1. As an administrator, sign in the SAP Fiori launchpad of your SAP S/4HANA Cloud system.
2. Go to the app [Communication Arrangements](#) (F1763).
3. Choose [New](#).
4. Enter the following information:
  - **Scenario:** Choose **SAP\_COM\_0545** SAP Ariba Buying Integration.
  - **Arrangement Name:** **<Arrangement Name>**
  - Choose [Create](#).
5. On the [Communication Arrangements](#) page, go to the [Common Data](#) section and enter the following information as per your business requirements:
  - **Communication System:** Select the communication system you created in [Creating Communication Systems](#).  
The value you select for the communication system also appears for the following:
    - Inbound communication
    - Inbound services
    - Outbound communication
6. In the [Inbound Communication](#) section, choose the user name of the communication user in the [User Name](#) field. Choose the user that you have assigned to the SSL client certificate for the communication system.
7. You can view the following inbound services and their related values available for the communication arrangement:
  - [Value help service](#)
  - [Purchase Requisition](#)
8. In the [Outbound Communication](#) section, maintain the following values:
  - **OAuth 2.0 Client ID:** Choose the user you newly created as the Communication User.
  - **Authentication Method:** OAuth 2.0. This value is auto populated for you.

9. In the *Outbound Services* section, maintain the following values:
  - Service: *Purchase Order – Notify about Update of Item History*
    - *Service Status*: Select the *Active* checkbox.
    - *Application Protocol*: **SOAP**. This value is auto populated for you.
    - *Port*: Enter **443**.
    - *Path*: Enter the following value:  
`/api/s4-connectedsystem-soap-adapter-service-srv-api/v1/S4ConnectedSystemSoapAdapterService/updateStatus`
    - *Service URL*: This value is auto populated for you:  
`https://<Host name of the communication system>:<port>/<path value>`
10. Choose *Save*. The communication arrangement for SAP\_COM\_0545 is now active.
11. Perform the following steps to create the communication arrangement for SAP\_COM\_0A00:
  1. Go back to the *Communication Arrangements* page and choose *New*.
  2. Enter the following information:
    - *Scenario*: Choose **SAP\_COM\_0A00 SAP Ariba UI Integration**.
    - *Arrangement Name*: **<Arrangement Name>**
    - Choose *Create*.
  3. On the *Communication Arrangements* page, go to the *Common Data* section and choose the following information:
    - *Communication System*: Select the communication system you created in *Creating Communication Systems*.
  4. In the *Outbound Services* section, choose *Use embedded*.
  5. Choose *Save*. The communication arrangement for SAP\_COM\_0A00 is now active.
12. Your changes to the communication arrangements are now active with the required configurations.

### 3.3.3 Setting the Indicator for Goods-Receipt-Based Invoice Verification

You must set this indicator if you want to see the status flow for invoices in SAP Ariba Buying.

#### Context

To allow procurement users to see the status flow for invoices when they track the line items in the requests, we recommend that you set the indicator **GR-Based IV** for goods-receipt-based invoice verification for business partners (suppliers). When you define the field group for the business partner, all purchase orders created in SAP S/4HANA Cloud have the setting **GR-Based IV (Goods-Receipt-Based Invoice Verification)** enabled.

For more information about the status flow in requests, see [Viewing the Approval Workflow and Status Flow for an Item in a Request](#).

## Procedure

1. In your configuration environment, use the search function to open the following activity: [Define Account Groups with Screen Layout \(Vendors\)](#). For more information, see [Configuration Environment of SAP S/4HANA Cloud](#).
2. In the configuration step, select [Supplier](#), and go to [Details](#).
3. Double-click [Purchasing Data](#) under [Field Status](#), and do the same on the next screen under [Select Group](#).
4. In the [Purchasing Data](#) section, set the field [Req. Entry](#) for GR-Based IV (Goods-Receipt-Based Invoice Verification) to mark the good receipt mandatory.

### Note

SAP Ariba Buying supports processing purchase orders with only a single line item from purchase requisitions created on the connected system.

## 3.4 Create Destinations in Your Tenant

Create and maintain the destinations in your tenant to connect SAP S/4HANA Cloud.

### [Configure Destinations for the Customer Tenant \[page 28\]](#)

The topics in this list cover the procedures for configuring various types of destinations for use with SAP Ariba Buying, base edition.

### 3.4.1 Configure Destinations for the Customer Tenant

The topics in this list cover the procedures for configuring various types of destinations for use with SAP Ariba Buying, base edition.

To configure destinations, you must have the role, `Destination Administrator` for you subaccount.

#### [Creating the Destination for SAP Ariba Buying, Base Edition \[page 29\]](#)

Follow this procedure to create the destination that establishes a connection between SAP Ariba Buying, base edition and the connected system.

#### [Creating the Destination for a Shopping Site \[page 30\]](#)

Follow this procedure to create the destinations for connecting to shopping sites of type [Ariba](#) or [Seller](#).

#### [Creating the Destination to Shop from a Supplier's Website \[page 32\]](#)

Follow this procedure to create a destination that enables shopping from a supplier's website from SAP Ariba Buying. Suppliers manage the catalogs hosted on their website, and buyers can buy items directly from the supplier's website.

#### [Creating a Mail Destination \[page 33\]](#)

Follow this procedure to configure the mail destination for sending and receiving email notifications for email-related tasks in approval workflows.

#### [Creating the Destination for Identity Authentication Service \[page 34\]](#)

Follow this procedure to create a destination in SAP Business Technology Platform (SAP BTP) for SAP Ariba Buying, base edition. SAP Ariba Buying requires this destination to connect to the identity directory of Identity Authentication service.

### 3.4.1.1 Creating the Destination for SAP Ariba Buying, Base Edition

Follow this procedure to create the destination that establishes a connection between SAP Ariba Buying, base edition and the connected system.

#### Prerequisites

To use the client certificate authentication, you need an X.509 client certificate signed by a trusted certificate authority (CA). For more information about the list of all root CAs approved by SAP Global Security, see SAP Note [2801396](#) (SAP Global Trust List). The certificate must be in the .p12 or in .pfx format.

#### Context

SAP Ariba Buying, base edition uses the destination to retrieve the data while setting up users or creating requests.

Choose one of the following options to create the destination:

1. Use the booster to create a new destination for SAP Ariba Buying. If you have run the booster, you can skip this step.  
For more information about the using the booster, see [Subscription to SAP Ariba Buying, Base Edition Using the Booster](#).
2. Use the following steps to create a destination.

#### Procedure

1. Open the SAP BTP cockpit.
2. Choose your subaccount available in your global account.
3. Choose [Connectivity](#) and then click [Destinations](#).
4. Click [New Destination](#).
5. Enter **ngproc-consys** as a name for the destination. Ensure that you enter the destination name accurately.
6. Choose the type **HTTP** in the [Type](#) field.
7. (Optional) Enter a description for the destination.

8. Enter the API URL for the communication arrangement SAP\_COM\_0545 as the destination in the [URL](#) field. For example, `https://<API URL>`. For more information about the SAP\_COM\_0545 communication arrangement for SAP Ariba Buying, see [Creating Communication Arrangement](#).
9. Choose [Internet](#) in the [Proxy Type](#) field.
10. Choose the authentication type [ClientCertificateAuthentication](#) in the [Authentication](#) field.
11. Choose [Upload and Delete Certificate](#) to upload the client certificate for your SAP S/4HANA Cloud tenant. The Certificate dialog box appears.
12. Select the certificate from the file location and click [Upload](#). Ensure that the certificate you upload is signed by a trusted certificate authority (CA). The client certificate must be in the .p12 or in .pfx format.
13. On the [Destinations](#) page, choose the client certificate you uploaded from the [Key Store Location](#) drop-down menu.
14. Enter a password in the [Key Store Password](#) field to validate your client certificate.
15. Choose the [Use default JDK truststore](#) checkbox.
16. Save the changes.

### 3.4.1.2 Creating the Destination for a Shopping Site

Follow this procedure to create the destinations for connecting to shopping sites of type [Ariba](#) or [Seller](#).

#### Prerequisites

Ensure that your organization is registered on the SAP Ariba developer portal and that you've obtained credentials to access the following APIs:

- Internal Catalogs Shop API
- Public Catalogs Shop API

For more information, see [Help for the SAP Ariba Developer Portal](#) and [Configure SAP Ariba APIs](#).

#### Context

##### ⚠ Caution

Please note that setting up a connection to a supplier's website excludes EU access compliance.

#### Procedure

1. Open the SAP BTP cockpit.

2. Choose your subaccount available in your global account.
3. Choose [Connectivity](#) and then click [Destinations](#).
4. Choose [New Destination](#).
5. Do one of the following:
  - To shop from internal catalogs in One Catalog Experience (also called "catalog.next"), enter **ARIBA\_CATALOG\_PROVIDER\_OCE** in the [Name](#) field.
  - To shop from internal catalogs in your SAP Ariba solution, enter **ARIBA\_CATALOG\_PROVIDER** in the [Name](#) field.
  - To shop from public catalogs from suppliers on SAP Business Network, enter **MX\_SELLER\_CATALOG\_PROVIDER** in the [Name](#) field.
6. Choose the type **HTTP** in the [Type](#) field.
7. (Optional) Enter a description for the destination.
8. In the [URL](#) field, enter the runtime URL of the corresponding SAP Ariba API:
 

You can get the URL from the [Environment details](#) section of the API's discovery page on the SAP Ariba developer portal.
9. Choose [Internet](#) in the [Proxy Type](#) field.
10. Choose the authentication type **OAuth2ClientCredentials** in the [Authentication](#) field.
11. You don't have to choose the [Use mTLS for token retrieval](#) checkbox.
12. In the [Client ID](#) field, enter the [OAuth Client ID](#) value generated for your application in the SAP Ariba developer portal.
13. In the [Client Secret](#) field, enter the [OAuth Secret](#) value generated for your application in the SAP Ariba developer portal.
14. Choose [Dedicated](#) as the URL type for the token service in the [Token Service URL Type](#) field.
15. Enter the URL for the token service in the [Token Service URL](#) field.

Example: `{{oauth_server_url_prefix}}/v2/oauth/token`

`{{oauth_server_url_prefix}}` represents the OAuth server URL prefix value available in the [Environment details](#) section of the API's discovery page on the SAP Ariba developer portal.

16. Go to the [Additional Properties](#) section and choose [New Property](#). Specify the following property:

Property Name	Value
<a href="#">apiKey</a>	Application key of your application on the SAP Ariba developer portal.

17. Make sure [Use default JDK truststore](#) is checked.
18. Choose [Save](#).

### 3.4.1.3 Creating the Destination to Shop from a Supplier's Website

Follow this procedure to create a destination that enables shopping from a supplier's website from SAP Ariba Buying. Suppliers manage the catalogs hosted on their website, and buyers can buy items directly from the supplier's website.

#### Prerequisites

Ensure that the supplier is registered on SAP Business Network and a valid Ariba Network ID ([ANID](#)) is available for the SAP Business Network account.

#### Context

##### ⚠ Caution

Please note that setting up a connection to a supplier's website excludes EU access compliance.

#### Procedure

1. Open the SAP BTP cockpit.
2. Choose your subaccount available in your global account.
3. Choose [Connectivity](#) and then click [Destinations](#).
4. Click [New Destination](#).
5. Enter [Catalog\\_Punchout\\_Service](#) in the [Name](#) field.
6. Choose the type [HTTP](#) in the [Type](#) field:
7. (Optional) Enter a description for the destination.
8. Enter the URL for the destination in the [URL](#) field.

Specify the URL from your cXML setup on SAP Business Network.

9. Choose [Internet](#) in the [Proxy Type](#) field.
10. Choose the authentication type [NoAuthentication](#) in the [Authentication](#) field.
11. You can specify additional properties. Click [New Property](#) and specify the following properties:
  - `tenantAnId`: Enter the [ANID](#) (Ariba Network ID) of your buyer account.
  - `tenantSharedSecret`: Enter the shared secret password to connect to the supplier's website.
12. Make sure [Use default JDK truststore](#) is checked.
13. Choose [Save](#).



## 3.4.1.4 Creating a Mail Destination

Follow this procedure to configure the mail destination for sending and receiving email notifications for email-related tasks in approval workflows.

### Context

Set up the mail destination with the SMTP server information in the provider tenant.

#### → Remember

You must configure the mail destination for approval workflows. If you don't configure the mail destination, you can encounter errors during approvals.

### Procedure

1. Open the SAP BTP cockpit.
2. Choose your subaccount available in your global account.
3. Choose *Connectivity* and then click *Destinations*.
4. Click *New Destination*.
5. Enter **bpmworkflowruntime\_mail** as the name of the mail destination.
6. Choose **MAIL** in the *Type* field.
7. (Optional) Enter a description for the destination.
8. Choose *Internet* in the *Proxy Type* field to access an external mail server.
9. Choose the authentication based on your requirement and specify its related values.
10. To specify additional properties, click *New Property* and specify the property and the required value.
  - Specify the following properties:

Property	Value
mail.transport.protocol	<b>smtp</b>
mail.smtp.auth	<b>true</b>
mail.smtp.starttls.required	<b>true</b>
mail.smtp.host	Host name of your mail server

Property	Value
<code>mail.smtp.port</code>	Port of your mail server that monitors the connections. Enter <b>587</b> . In some cases, you may need to enter <b>465</b> .
<code>mail.smtp.from</code>	Mail address of the "From" address for mails sent by the workflow capability. For example, <b>cpworkflow@example.com</b> .  Enter the email address of an existing mailbox to receive the replies to emails from the workflow capability.
<code>mail.smtp.ssl.checkserveridentity</code>	(Optional) <b>true</b> or <b>false</b> .  The default value is <b>true</b> .
<code>mail.smtp.ssl.trust</code>	<b>*</b> or a space-separated list of acceptable host names.  If you don't provide a value, trust is based on the certificate provided by the server, which must be part of the SAP JVM default truststore. For more information, see <a href="#">Determine the Trusted CAs of SAP JVM Truststore</a> .
<code>mail.bpm.send.disabled</code>	<ul style="list-style-type: none"> <li><b>true</b>: When you set the value to <b>true</b>, emails are not sent from the mail server. You can set this value to block emails from the server when you're working on the workflow temporarily.</li> <li><b>false</b></li> </ul>

For more information about the properties, see [Configure the Workflow Capability Mail Destination](#).

11. Save the changes.

### 3.4.1.5 Creating the Destination for Identity Authentication Service

Follow this procedure to create a destination in SAP Business Technology Platform (SAP BTP) for SAP Ariba Buying, base edition. SAP Ariba Buying requires this destination to connect to the identity directory of Identity Authentication service.

#### Prerequisites

- Ensure that you maintain the trust store and the key store certificate in the **Destinations** editor of SAP Business Technology Platform (SAP BTP).

## Context

Configure this destination for SAP Ariba Buying, base edition to set up users from Identity Authentication service. You also need this destination for the SAP Responsibility Management service to use the standard rules and team functions. For more information, see [Identity Authentication Service](#).

## Procedure

1. Go to the SAP Business Technology Platform (SAP BTP) and navigate to your subaccount.
2. In the navigation pane, click ► [Connectivity](#) ► [Destination](#) ►.
3. Click [New Destination](#).
4. Enter the following information:

Parameter	Value
Name	<b>Identity_Authentication_Connectivity_IDS</b>
Type	<b>HTTP</b>
Description	Enter a description.
URL	Enter the URL containing the tenant ID of your Identity Authentication service. The URL displays in the following format: <code>https://&lt;tenant ID&gt;.accounts.ondemand.com/scim/Users</code>
<div><b>Note</b> Ensure that you add the URL of the Custom Identity Provider for Applications. For more information, see <a href="#">Establish Trust and Federation Between SAP Authorization and Trust Management Service and SAP Cloud Identity Services</a></div>	
Proxy Type	<b>Internet</b>
Authentication	<b>BasicAuthentication</b>
User	Add a new technical user as an administrator in the administration console for Identity Authentication. To add a new tenant administrator, you must have the Manage Tenant Configuration role. For more information, see the section <a href="#">Add System as Administrator</a> .
Password	Specify the password of the administrator user in the Identity Authentication service.

5. Choose [Save](#).

## 3.5 Define Authorization Policies for Users

SAP Ariba Buying, base edition has basic authorization policies that are available for all users. You can also create new authorization policies for specific company codes and plants and assign them to users.

You can assign users to any of the following basic authorization policies that are available for you in SAP Ariba Buying, base edition:

Basic Authorization Policy	Allow users to.....
Procurement_User	Create requests with material items available on SAP Ariba Buying, base edition.

For more information, see [Authorization Policy for SAP Ariba Buying](#).

### 3.5.1 Creating a New Authorization Policy

Follow this procedure to create an authorization policy that authorizes certain company codes and plants for assigned users.

#### Context

Create a new authorization policy using the basic authorization policy. You can modify the basic authorization policy to authorize certain company codes and plants for assigned users based on your requirements.

#### Procedure

1. Sign in to Identity Authentication Service. For more information, see [Authenticating Identity Provider for an Application](#).
2. Go to [Application & Resources](#) and then choose [Applications](#).
3. Choose your application for SAP Ariba Buying. The application name includes the data center. For example, "procurement-<datacenter>."
4. Choose the [Authorization Policies](#) tab.
5. Choose [Create](#) to create a new authorization policy.
6. Click [Maintain Restrictions](#).
7. Choose the basic authorization policy available for you.
8. Choose [Next](#). The Create Policy page appears.
9. Specify the rules to restrict users based on the company code or plant. Enter the company codes and plant values that you want to authorize for users.
10. Choose [Next](#).

11. Enter the name for the authorization policy. You can also specify a description.
12. Click [Create](#).

A new authorization policy is available for you. When you create a new authorization policy, a new user group is created with the same name you specified for the authorization policy.

You can assign the newly created policy to users in the user groups. For more information, see [Assigning Authorization Policies to Users](#).

## 3.5.2 Assigning Authorization Policies to Users

Follow this procedure to grant users the permissions they need to perform their tasks in SAP Ariba Buying, base edition.

### Context

Granting permissions involves adding users to the user groups associated with specific authorization policies.

When you create a new authorization policy, a new user group is automatically created with the same name you specified for the authorization policy.

For more information, see [Assign Authorization Policies](#).

### Procedure

1. Sign in to Identity Authentication Service. For more information, see [Authenticating Identity Provider for an Application](#).
2. Go to [Users & Authorizations](#) and then choose [User Groups](#).
3. Search for the user group. The user group name would contain the name of the authorization policy.
4. Choose the user group and add the users.

## 3.6 Configure SAP Ariba Buying, Base Edition

Set up the configuration for SAP Ariba Buying, base edition before you start creating requests.

[Maintain User Information \[page 38\]](#)

SAP Ariba Buying, base edition administrators can maintain the profile information for users in an organization.

[Editing Document IDs \[page 41\]](#)

Administrators can define a first document ID for a series of business documents to ensure that unique IDs are consecutively assigned to newly created documents.

#### [Map Classification Codes with Material Groups \[page 42\]](#)

Map the UNSPSC classification used for items in supplier catalogs to the material groups defined in the connected system. This enables SAP Ariba Buying, base edition to correctly process the line items in requests.

#### [Manage Units of Measure \[page 43\]](#)

Map the units of measure used in supplier catalogs to the units of measure defined in the connected system.

#### [Manage Supplier IDs \[page 45\]](#)

Map the supplier IDs used in catalogs to the supplier IDs in your connected system.

#### [Manage Shopping Sites \[page 46\]](#)

Administrators create and manage shopping sites. Shopping sites provide access to items from various catalog content providers that users can search for and purchase.

#### [Manage Announcements for SAP Ariba Buying \[page 53\]](#)

Create announcements, to broadcast any business or technical news, such as scheduled maintenance, new available suppliers, or changes to your procurement policies.

#### [Configure Shopping Recommendations \[page 57\]](#)

Configure the *Recommended for You* tiles for users using SAP Ariba Buying, base edition.

#### [Configure Approval Workflows \[page 63\]](#)

Configure approval processes for requests that buyers create in SAP Ariba Buying, base edition.

#### [Enable Data Provider for Carbon Footprint \[page 63\]](#)

Use this app to connect to a third-party data provider of carbon footprint information for the products users view when shopping.

## 3.6.1 Maintain User Information

SAP Ariba Buying, base edition administrators can maintain the profile information for users in an organization.

For more information see [About Managing User Information](#).

#### [Maintaining the Default Values \[page 39\]](#)

Follow this procedure to maintain default currency and accounting-related values for the company codes you require for your organization.

#### [Configuring the Profile Setting \[page 40\]](#)

Follow this procedure to set up your user profile before you start creating requests.

#### [Viewing the User Information \[page 41\]](#)

Follow this procedure to view the user information for multiple users at one time.

## 3.6.1.1 Maintaining the Default Values

Follow this procedure to maintain default currency and accounting-related values for the company codes you require for your organization.

### Prerequisites

You must have the role `Procurement_Configuration_Admin` to define the default values for the company codes.

### Context

Define the company codes and specify the related values for the company code.

#### Note

Buyer administrators must maintain unique company codes. Duplicate company codes are not supported.

### Procedure

1. Go to the [Configure Buying](#) app.
2. Choose the app [Manage User Defaults](#).
3. Choose [Create](#). The [Create User Defaults](#) page appears.
4. Choose the company code and specify the following values related to the company code:
  - Plant
  - Purchasing organization
  - Purchasing group
  - General ledger account
  - Currency

#### Note

Ensure that you specify the purchasing organization defined for the Corporate-group-wide purchasing or Company-specific purchasing you've maintained in the connected system. Plant-specific purchasing organizations are not supported.

5. Click [Create](#). You can review the newly added default values.
6. To edit the default values, go to the [Manage User Defaults](#) page. Choose the user default values and use the arrow icon on the right-hand side of the default values to view the details. Click [Edit](#).

## 3.6.1.2 Configuring the Profile Setting

Follow this procedure to set up your user profile before you start creating requests.

### Context

Review the user information and the details in the [Organization](#), [Accounting](#), and [Currency](#) sections of your user profile.

#### 📘 Note

- This is a one-time activity. However, you must review the user information again when there are any changes to the profile settings.
- Ensure that you have the necessary authorization policies set up for you. When you don't have any authorization policy assigned, you don't see any company codes or plants in the [Profile Settings](#) page. When you don't specify a value in any of the fields or the value doesn't relate to the company code or plant, an error occurs. View the errors and make the necessary changes for the user profile.

### Procedure

1. Choose the app [Create Purchase Request](#). The home page appears.
2. Choose the menu icon **☰** ([Additional Options](#)) and then choose [Profile Settings](#). The user information is already available for you in the [Profile Settings](#) page.
3. View the user and shipping information. The user information reflects the master data available on the connected system. Do one of the following:
  - Use the existing default values in the [Ship To](#) and [Shipping Address](#) fields.
  - Ship to another user with a different delivery address. Choose from the list of values available in the [Ship To](#) and [Shipping Address](#) fields. Use the **F4** function key to view and choose the values in the dropdown list. You can also search for a user or shipping address.  
You can view the delivery address for the plants and the company codes that have been authorized for you.
4. In the section [Organization and Accounting](#), specify the information for the following:
  - [Organization](#)
    - [Company Code](#)
    - [Plant](#)You can view the company codes and the associated plants authorized for you. Search or choose from the list of company codes and plants.
  - [Accounting](#)
    - [Cost Center](#)Specify the cost center related to the company code. You can view the cost centers associated to the company code authorized for you.



5. In the [Currency](#) field, enter a value to search or choose from the list of currencies.
6. Choose [Start Shopping](#) to save the changes and proceed to shop for items.

### 3.6.1.3 Viewing the User Information

Follow this procedure to view the user information for multiple users at one time.

#### Prerequisites

- You must have the role `Procurement_Configuration_Admin` to view the app [Manage User Information](#).
- On Identity Authentication services, ensure that all users have the employee ID information in the [Login Name](#) field. SAP Ariba Buying, base edition requires this information to display the name and ID of the user.
- Ensure that default values are specified for the company code, plant, purchasing organization, purchasing group, general ledger account, and currency in the [Manage User Defaults](#) app after you maintain the user information.  
SAP Ariba Buying, base edition uses the default values for the company code when the company code doesn't exist for the user on the SAP S/4HANA Cloud system.

#### Context

Procurement administrators must ensure that they enter user information accurately on Identity Authentication service. If the information is incorrect, the user profile could have incorrect values.

#### Procedure

1. Go to the [Configure Buying](#) app.
2. Choose the app [Manage User Information](#).
3. View the user information. Use the [Search](#) field to search for users, plants, company codes, etc.

## 3.6.2 Editing Document IDs

Administrators can define a first document ID for a series of business documents to ensure that unique IDs are consecutively assigned to newly created documents.

As an administrator, you can edit the document ID and thus define the subsequently created document IDs according to your business needs.

## Procedure

Select the entry for the document category Purchase Request in the list view and change to Edit mode. Under General Information, adapt the Prefix and Starting Number that you want to have. Prefix and starting number combined give your new First Document ID, based on which the subsequent document IDs are created and assigned to new documents. The Current Document ID shows you the document ID that has been assigned last to a purchase request.

### Note

Note that you can use underscores, hyphens and uppercase letters A-Z for a prefix, and numerals 0-9 for the starting number.

## Activation

The status *Active* indicates that your changes have been processed. In some cases, it can take up to several minutes for your changes to be processed. In this case, you'll see the status *Changes Pending*. In case of an error, the document IDs are reverted to the previous state, and you have to redo your changes.

## Changes in Document ID

Anytime you edit a document ID by changing either the prefix, the starting number, or both, the previous version is recorded here as change, showing the previous first document ID in a series of documents.

## 3.6.3 Map Classification Codes with Material Groups

Map the UNSPSC classification used for items in supplier catalogs to the material groups defined in the connected system. This enables SAP Ariba Buying, base edition to correctly process the line items in requests.

For more information, see [About Mapping Classification Codes with Material Groups](#).

### Maintaining Classification Codes [page 42]

Follow this procedure to maintain the classification codes for catalog items and map them to the corresponding material groups. This enables correct processing of purchase requests for material items.

### 3.6.3.1 Maintaining Classification Codes

Follow this procedure to maintain the classification codes for catalog items and map them to the corresponding material groups. This enables correct processing of purchase requests for material items.

## Prerequisites

You must have the role `Procurement_Configuration_Admin` to view the tile, [Manage Classification Codes](#).

## Context

When you define a mapping for the material group and the classification code, the connected system identifies and processes the line items in the request based on the mapping defined between the UNSPSC classification and the material group for the item.

### Note

Buyers must ensure that they enter the information for the UNSPSC classification and material groups accurately. Incorrect information causes errors when validating the mapping information on the connected system. Ensure the file is in comma-separated value (CSV) format.

## Procedure

1. Go to the [Configure Buying](#) app.
2. Choose the app [Manage Classification Codes](#).
3. Do one of the following:
  - If you're a first-time user, click [Download](#) to download the template containing the required structure to maintain the classification codes. When you download the template for the first time, the table [Mappings for Classification Codes with Material Groups](#) is empty. When the table contains values, the file you download contains these values that were last uploaded.
  - If you're a subsequent user, you can download the previously uploaded mapping file and make the required mapping changes.
4. Enter the UNSPSC classification and map it to the material group accurately. Go to Row 1 and specify a default value for the UNSPSC classification with the material group. Use the asterisk (\*) symbol to specify the default value.
5. Save the CSV file.
6. Click [Upload](#) to upload the template.
7. Choose the CSV file containing the UNSPSC classification mapped to the material group and click [OK](#).
8. View the codes that you've uploaded.
9. Use the [Search](#) field to search for the classification code or material group by specifying the classification code or material group ID.

## 3.6.4 Manage Units of Measure

Map the units of measure used in supplier catalogs to the units of measure defined in the connected system.

For more information, see [About Managing Units of Measure](#).

### [Maintaining Units of Measure \[page 44\]](#)

Follow this procedure to map the units of measure for catalog items to the units of measure defined in the connected system .

## 3.6.4.1 Maintaining Units of Measure

Follow this procedure to map the units of measure for catalog items to the units of measure defined in the connected system .

### Prerequisites

You must have the role `Procurement_Configuration_Admin` to view the app, [Manage Units of Measure](#).

### Context

When you define a mapping for the units of measure in the catalog and the ones used in the connected system, SAP Ariba Buying, base edition processes the purchase request containing the units of measure for the line items successfully.

Administrators must ensure that they enter and map the units of measure available in both the catalog and SAP S/4HANA accurately.

### Procedure

1. Go to the [Configure Buying](#) app.
2. Choose the app [Manage Units of Measure](#).
3. Do one of the following:
  - If you're a first-time user, click [Download](#) to download the template containing the required structure to maintain the units of measure. When you download the template for the first time, the table [Mappings for Units of Measure](#) is empty. However, after you upload the file, the table displays the values from the file you've uploaded.
  - If you're a subsequent user, you can download the previously uploaded mapping file and make the required mapping changes.
4. Enter the units of measure available in the catalog and map it with the units of measure on SAP S/4HANA Cloud. Go to the first row and specify a default value for the units of measure. Use the asterisk (\*) symbol to specify the default value.
5. Save the CSV file.
6. Click [Upload](#) to upload the template containing the mapping for the units of measure.
7. Choose the CSV file containing the units of measure and click [OK](#).
8. View the units of measure that you've uploaded. Use the [Search](#) field to search for the units of measure.

## 3.6.5 Manage Supplier IDs

Map the supplier IDs used in catalogs to the supplier IDs in your connected system.

For more information, see [About Managing Supplier IDs](#).

### [Maintaining Supplier IDs \[page 45\]](#)

Follow this procedure to create a mapping file that maps supplier IDs in the catalog to supplier IDs in the connected system. The mapping file enables the items in purchase requests to be matched to the suppliers in your connected system.

### 3.6.5.1 Maintaining Supplier IDs

Follow this procedure to create a mapping file that maps supplier IDs in the catalog to supplier IDs in the connected system. The mapping file enables the items in purchase requests to be matched to the suppliers in your connected system.

## Prerequisites

You must have the role `Procurement_Configuration_Admin` to view the tile [Manage Supplier IDs](#).

## Context

Supplier IDs help in uniquely identifying the supplier.

Administrators must ensure that they enter and map the supplier ID available in the catalog with the supplier ID in the connected system accurately. Incorrect information causes errors when validating the supplier information in the connected system.

## Procedure

1. Go to the [Configure Buying](#) app.
2. Choose the app [Manage Supplier IDs](#).
3. Do one of the following:
  - If you're a first-time user, click [Download](#) to download the template containing the required structure to maintain the supplier IDs. When you download the template for the first time, the table, [Mappings for Supplier IDs](#) is empty. When the table contains values, the file you download contains the values that were last uploaded.
  - If you're a subsequent user, you can download the previously uploaded mapping file and make the required mapping changes.

4. Enter the supplier ID available in the catalog and map it with the supplier ID on SAP S/4HANA Cloud.
5. Save the CSV file.
6. Click [Upload](#) to upload the template containing the mapping for the supplier IDs.
7. Choose the CSV file containing the supplier ID and click [OK](#).
8. View the supplier ID that you've uploaded. Use the [Search](#) field to search for the supplier ID.

## 3.6.6 Manage Shopping Sites

Administrators create and manage shopping sites. Shopping sites provide access to items from various catalog content providers that users can search for and purchase.

Depending on the shopping site type, a shopping site provides access to one or more catalog content providers.

You can create shopping sites to connect to the following types of catalog content providers:

- [Ariba](#) - Internal catalogs from SAP Ariba Catalog, from suppliers with whom you've prenegotiated contracts
- [Seller](#) - Public catalogs from suppliers on SAP Business Network
- **Amazon XX** - Content on Amazon Business  
XX indicates the country/region code of an Amazon Business marketplace. For example, [Amazon US](#), [Amazon DE](#), and so on.
- [Supplier Stores](#) - Content from supplier sites  
When you set up a [Supplier Stores](#) shopping site, you can add connections to multiple supplier sites that allow users to search for items and add them to their SAP Ariba Buying shopping cart.

### Note

You must have at least one shopping site configured and activated in order to use the [Intelligent Features in SAP Ariba Buying](#) for personalized recommendations.

### Caution

Please note that setting up a connection to a supplier's website excludes EU access compliance.

## Configuring Shopping Sites of Type Ariba or Seller

Configuring a shopping site of type [Ariba](#) or [Seller](#) for accessing internal or public catalogs involves the following high-level steps:

1. For access to internal catalogs ([Ariba](#) shopping sites), make sure the suppliers are set up as trading partners, and publish the necessary catalogs.
2. Get an SAP Ariba APIs administrator account on the SAP Ariba developer portal.  
Your organization's SAP Ariba administrator can request this account at the SAP Ariba developer portal: <https://developer.ariba.com/api>. For more information, see [Using SAP Ariba APIs](#).
3. Create an application on the SAP Ariba developer portal and request access to the following APIs for your application:

- [Internal Catalogs Shop API](#) - to create a shopping site of type *Ariba*. See [Internal Catalogs Shop API](#).
- [Public Catalogs Shop API](#) - to create a shopping site of type *Seller*. See [Public Catalogs Shop API](#).

#### Note

Contact your SAP Ariba representative to request access to these APIs on the SAP Ariba developer portal.

4. In the SAP BTP cockpit, for your subaccount, create and set up the destinations to connect to the shopping sites.  
For more information, see:
  - [Creating the Destination for a Shopping Site](#)
  - [Creating the Destination to Shop from a Supplier's Website](#)
5. To consume the catalogs and enable shopping using the API, create and enable shopping sites.  
For more information, see [Creating a Shopping Site](#).

## Creating a Shopping Site to Connect to Amazon Business

Creating a shopping site to connect to Amazon Business involves the following high-level steps:

1. Register for and set up your account on Amazon Business.  
For assistance, connect with an Amazon Business customer advisor. Note that a separate Amazon Business account is needed for each Marketplace (US, CA, FR, UK, DE, ES, IT, JP.)

#### Note

You must add the email addresses of all SAP Ariba Buying users that you want to be able to shop on Amazon Business in the members area of the Amazon Business account settings. For each user, the email address you add in Amazon Business must be the same as that used in SAP Ariba Buying.

2. In the SAP BTP cockpit, for your subaccount, create and set up the destinations to connect to the supplier's website.  
For more information, see [Creating the Destination to Shop from a Supplier's Website](#)[Creating the Destination to Shop from a Supplier's Website](#).

#### Note

The call back URL must be whitelisted for your organization's Amazon Business account. Create a Service Now ticket to request the whitelisting, providing the tenant ID in the Service Now ticket.

3. Create and enable shopping sites.  
For more information, see [Creating a Shopping Site](#).

#### [Creating a Shopping Site \[page 48\]](#)

You create one or more shopping sites from the *Manage Shopping Sites* app.

#### [Adding a Supplier Store \[page 50\]](#)

You can add a connection to a supplier site to allow users to search for items on that site and add them to their cart in SAP Ariba Buying.

## 3.6.6.1 Creating a Shopping Site

You create one or more shopping sites from the [Manage Shopping Sites](#) app.

### Context

Create one or more shopping sites to provide access to catalog content from different catalog content providers to buyer users.

#### ⚠ Caution

Please note that setting up a connection to a supplier's website excludes EU access compliance.

### Procedure

1. Go to the [Configure Buying](#) app.
2. Choose the [Manage Shopping Sites](#) app.

The available shopping sites are displayed in a table.

3. To create a new shopping site, click [Create](#).
4. In the [Type](#) field, enter or select the type of shopping site that you want to create.
  - Select [Ariba](#) if you want to create a shopping site that connects to internal catalogs in your SAP Ariba solution.
  - Select [Seller](#) if you want to create a shopping site that connects public catalogs from suppliers on the SAP Business Network.
  - Select the appropriate Amazon option if you want to create a shopping site that connects to an Amazon Business marketplace.
  - Select [Supplier Stores](#) if you want to create a shopping site that connects to supplier websites. When you select this option, you will need to add connections to supplier sites. For more information, see [Adding a Supplier Store \[page 50\]](#).

Additional fields are displayed for you to fill in. The fields that are displayed depend on the type of shopping site.

5. Fill in the required details of the shopping site.
  - The following table describes the fields for a shopping site of type [Ariba](#):

Field	Description
<a href="#">Ariba Network ID</a>	The Ariba Network ID (ANID) of your organization.  <b>ANID</b> is a number that uniquely identifies your company on SAP Business Network.



- The following table describes the fields for a shopping site of type [Seller](#):

Field	Description
<a href="#">Country/Region</a>	The country/region associated with the public catalogs on SAP Business Network that you want to connect to.
<a href="#">Customer ID</a>	The Customer ID of your application in the SAP Ariba developer portal

- The following fields are displayed for an Amazon Business shopping site. Their values are auto-populated with values from the Amazon API:
  - [Marketplace](#)
  - [OAuth Domain](#)
  - [Service Host](#)
  - [Country/Region](#)
  - [Ariba Network ID](#)
  - [Supported Locales](#)
  - [Supported Countries/Regions](#)

[Ariba Network ID](#) indicates the SAP Business Network ID (ANID) of the Amazon Business marketplace. The following table lists the ANIDs of the different marketplaces:

Marketplace	Ariba Network ID (ANID)
Amazon US	AN01011737571
Amazon CA	AN01466488898
Amazon DE	AN01053212622
Amazon ES	AN01437008981
Amazon FR	AN01397588490
Amazon GB	AN01053213381
Amazon IT	AN01437045355

#### Note

When performing a test of the configuration settings using your SAP Business Network test account, ensure that you specify the test account ANID of the specific marketplace. The test account ANID is the production account ANID appended with a -T. For example, the test account ANID of the Amazon US marketplace is AN01011737571-T.

- If you are creating a shopping site that connects to an Amazon Business marketplace:
  - Click [Activate](#) to activate the Amazon site and sign in to your Amazon Business account.
  - If required, add users to the Amazon Business account.
  - Send invitations to users to set up their individual Amazon Business user accounts.

Users have to activate their individual accounts before they can start shopping.
- For shopping sites of type [Supplier Stores](#), to add a connection to a supplier store, select [Add Supplier Store](#).

8. Select the *Enable Shopping Site* checkbox to enable the shopping site.

#### Note

If a shopping site is not enabled, users will not be able to search for items from it. The shopping site will not be displayed as an option under the *Shopping Site* section in the *Filter By* panel of the search results page.

9. Click *Create* to create the shopping site.
10. To make a shopping site as the default shopping site, select the shopping site in the *Shopping Sites* table and click *Make Default*.

## 3.6.6.2 Adding a Supplier Store

You can add a connection to a supplier site to allow users to search for items on that site and add them to their cart in SAP Ariba Buying.

### Prerequisites

You must create a shopping site of type *Supplier Stores* before you can add connections to individual supplier stores.

### Context

#### Restriction

Secure OCI communication and the store visibility keyword functionality are not available in the current release.

### Procedure

1. Do one of the following:
  - If you are in the process of creating a shopping site of type *Supplier Stores* and you selected *Add Supplier Store*, go to step 2.
  - If you are adding a new supplier store connection to an existing *Supplier Stores* shopping site, go to the *Configure Buying* app, choose the *Manage Shopping Sites* app, select the *Supplier Stores* shopping site, and choose *Edit*. Then choose *Add Supplier Store*.
2. Enter the following details in the *General Information* area:

Field	Description
<i>Store Name</i>	Enter the name of the supplier site. For example, "ac-meonlinestore.com".
<i>Supplier Logo URL</i>	Add a URL that points to the supplier logo so that the logo appears with the supplier store link in the SAP Ariba Buying search results.
<i>Store Description</i>	Enter a description for the store.
<i>Supplier ID</i>	<p>Select a supplier ID.</p> <p>When a shopping cart is sent from SAP Ariba Buying to a user's ERP system, items that were added from a supplier store must contain a supplier ID, so that the ERP system knows which line item is connected with which supplier. Generally, the supplier ID is provided when an item is checked out from the supplier store and returned to SAP Ariba Buying. However, if the supplier ID is not provided at that time, the supplier ID that is selected here is added to the line item when the cart is sent to the user's ERP system.</p>
<i>Enable Supplier Store</i>	If this field is selected, and if the <i>Supplier Stores</i> shopping site is also enabled, users will see a link to this store in their SAP Ariba Buying search results if the item they are searching for matches one of the search keywords entered in the <i>Store Visibility Keywords</i> field. Users can use this link to navigate to the supplier store, where they can search for items and check out in the supplier store to bring the items back to their SAP Ariba Buying shopping cart.

3. Enter the following details in the *Connection Settings* area:

Field	Description
<i>Integration Channel</i>	<p>Select the integration channel that's supported by the supplier site.</p> <p>When you select an integration channel, you can enable the following options:</p> <ul style="list-style-type: none"> <li>• Enable the <i>View Item Details from Supplier Store in Cart</i> field to allow users to view product details for items after they have been added to the SAP Ariba Buying cart from the supplier store, if this is supported by the supplier.</li> <li>• Enable the <i>Validate Availability and Price from Supplier Store</i> field to check and update item availability and price automatically after items have been added to the SAP Ariba Buying cart from the supplier store, if this is supported by the supplier.</li> </ul>
<i>OCI Connection Setting</i>	<p>Select the OCI connection setting that's supported by the supplier store.</p> <p>With <i>Secure Communication</i>, all communication with the supplier store takes place from service to service.</p> <p>With <i>Non-Secure Communication</i>, all communication with the supplier store happens in the browser.</p>
<i>Secure Communication URL</i>	<p>When you select <i>Secure Communication</i> under <i>OCI Connection Setting</i>, you must add this endpoint, which is provided by the supplier, to initialize secure communication with the supplier store.</p> <p>Choose the data transfer method that's supported by the supplier store for this endpoint.</p>
<i>Store URL</i>	<p>The URL to the supplier store.</p> <p>Choose the data transfer method that's supported by the supplier store for this URL.</p>
<i>Authentication Type</i>	<p>Choose <i>Password Authentication</i>.</p> <p>When you select this, you must enter the following information:</p> <ul style="list-style-type: none"> <li>• <i>Username Key</i>: A unique identifier for the username value field. This is provided by the supplier.</li> <li>• <i>Username Value</i>: The username that is provided by the supplier.</li> <li>• <i>Password Key</i>: A unique identifier for the password value field. This is provided by the supplier.</li> <li>• <i>Password Value</i>: The password that is provided by the supplier.</li> </ul>

4. Select *Create* in the *Connection Parameters* area, to add connection parameters.

For example, you might want to add connection parameters for userid and password. For each parameter, enter the *Name*, *Type*, and *Value*, and select *Apply*.

5. Select *Create* at the bottom of the page to create the supplier store.

## 3.6.7 Manage Announcements for SAP Ariba Buying

Create announcements, to broadcast any business or technical news, such as scheduled maintenance, new available suppliers, or changes to your procurement policies.

[Creating Announcements for the Create Purchase Request App \[page 53\]](#)

You can create announcements, which allows you to broadcast any business or technical news, such as scheduled maintenance, new available suppliers, or changes to your procurement policies.

### 3.6.7.1 Creating Announcements for the *Create Purchase Request App*

You can create announcements, which allows you to broadcast any business or technical news, such as scheduled maintenance, new available suppliers, or changes to your procurement policies.

#### Prerequisites

You must be assigned the Administrator role (`Procurement_Configuration_Admin`).

#### Context

Announcements display in a rotating carousel in a wide tile on the *Create Purchase Request* app when users sign in. When users click *Learn More*, a pop-up shows more information. They display for a configured period or until you remove them.

Announcements can optionally have a hyperlink for additional information.

#### Procedure

1. Go to the *Configure Buying* app.
2. Open the *Manage Announcements* app.

A table displays the existing announcements.

3. Choose *Create* to start a new announcement.

A blank announcement form opens.

4. Fill in the details of the announcement.

The following table describes the fields.

Field	Description
<a href="#">Title</a>	A heading for the announcement
<a href="#">Message</a>	<p>The body of the announcement</p> <p>Two lines display in the carousel, and the entire message displays in the popup.</p> <p>Enter plain, unformatted text. The app removes return characters and extra spaces, and it doesn't interpret HTML elements.</p>
<a href="#">Link for More Information</a>	<p>A hyperlink that's shown in the pop-up when a user chooses <a href="#">Learn More</a></p> <p>The link must contain an http:// or https:// prefix. When users click the link, the link destination opens in a new browser tab.</p>
<a href="#">Contact Person</a>	The name and email address of a contact for the announcement
<a href="#">Announcement Period</a> <ul style="list-style-type: none"><li>• <a href="#">Start Date</a></li><li>• <a href="#">End Date</a></li></ul>	<p>The period of time to include the announcement in the announcement carousel.</p> <p>Use the date picker to specify when to start showing the announcement and when to remove it from the carousel.</p> <div><p><b>Note</b></p><p>Start Date and End Date are optional fields. If start and end dates are not added, the announcement continues to be displayed in its published state as long as it is not deleted or set to unpublished.</p></div>

5. Choose [Create](#).

## Results

When you create an announcement, its status is [Published](#).

When the announcement period starts, the announcement is included in the carousel.

## Next Steps

You can edit, unpublish, and delete announcements.

For more information, see the following:

- [Editing, Previewing, Unpublishing, and Deleting Announcements](#)
- [Adding Translations for Announcements](#)

### 3.6.7.1.1 Editing, Previewing, Unpublishing, and Deleting Announcements

After creating an announcement, you can edit, preview, unpublish, or delete it.

## Prerequisites

You must be assigned the Administrator role (Procurement\_Configuration\_Admin).

## Procedure

1. Go to the [Configure Buying](#) app.
2. Open the [Manage Announcements](#) app.

A table displays the existing announcements.

3. Do any of the following:
  - To edit an announcement, click on the announcement and choose [Edit](#).  
While editing, select the [Saved Version](#) button at the top of the page to toggle between the saved and draft versions of the announcement.  
After editing the announcement, choose [Save](#) to make your changes immediately visible to users.  
Choose [Discard Draft](#) if you want to discard your changes and revert to the original saved version.
  - To preview an announcement, click on the announcement and choose [Preview](#).  
The preview displays in the pop-up that users see when they click [Learn More](#) in the announcement carousel.
  - To unpublish an announcement, select the announcement radio button and choose [Unpublish](#).  
Unpublished announcements are removed from the announcements carousel.  
To publish the announcement again, choose [Publish](#).
  - To delete an announcement, select the announcement radio button and choose [Delete](#).  
Deleted announcements are removed from the announcements carousel on the homepage and from the list of announcements in the [Manage Announcements](#) app.

## 3.6.7.1.2 Adding Translations for Announcements

You can add translations for announcements that you create to broadcast business or technical news to users of the [Create Purchase Request](#) app.

### Prerequisites

You must be assigned the Administrator role (`Procurement_Configuration_Admin`).

### Context

You can add translations for an announcement while creating the announcement, or you can edit the announcement later to add translations.

Translations are displayed on the shopping page of the [Create Purchase Request](#) app based on the user's locale settings. The system looks up the translation based on the locale value, and if it cannot find a corresponding translation it defaults to the original title and message text.

If translations are not included, announcements are displayed in the default language for the customer landscape.

### Procedure

1. Go to the [Configure Buying](#) app.
2. Open the [Manage Announcements](#) app.  
A table displays the existing announcements.
3. Do one of the following:
  - If you are creating a new announcement, choose [Create](#), enter the details for the source announcement, then select the [Translations](#) tab.
  - If you are adding a translation to an existing announcement, click on the announcement, choose [Edit](#), then select the [Translations](#) tab.
4. Choose [Create](#) on the [Translations](#) tab.
5. Select the translation language from the [Language](#) menu.
6. Enter the translations for the title and message content.
7. Choose [Create](#).



## 3.6.8 Configure Shopping Recommendations

Configure the *Recommended for You* tiles for users using SAP Ariba Buying, base edition.

[Configuring Shopping Recommendations \[page 57\]](#)

Use the *Manage Recommendations* app to configure the *Recommendations* tiles on the main page of the *Create Purchase Request* app. Recommendations of relevant products, search results, and links to external sites, with useful information and meaningful images, help users find what they need faster.

### 3.6.8.1 Configuring Shopping Recommendations

Use the *Manage Recommendations* app to configure the *Recommendations* tiles on the main page of the *Create Purchase Request* app. Recommendations of relevant products, search results, and links to external sites, with useful information and meaningful images, help users find what they need faster.



#### Prerequisites

You must be assigned the Administrator role (Procurement\_Configuration\_Admin).

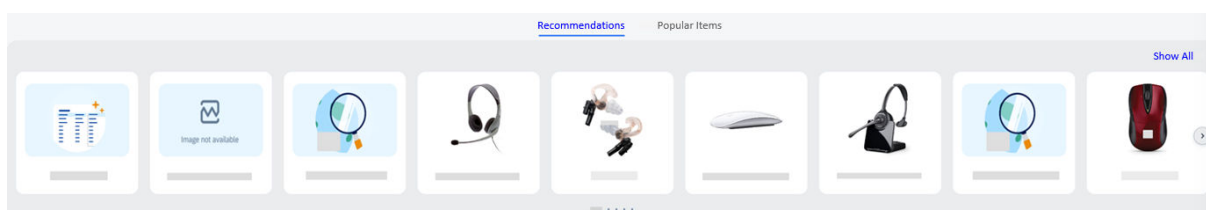
#### Context

You can configure different recommendations for each company code and plant.

You can configure the following types of recommendations:

- Search: A list of catalog search results defined by keywords that you configure. Search recommendation tiles contain the magnifying glass icon (  ).
- Item: The details of a specific catalog item
- URL: A link to a web page relevant for users' shopping experience. URL recommendations tiles contain the  icon.

The following figure shows an example of recommendations on the main page of the *Create Purchase Request* app. Tiles are displayed in a carousel that users can scroll through.




You configure recommendation tiles in a CSV file and then upload the file.

### ⚠ Caution

When you upload a CSV file, the tiles configured in the CSV file completely replace any existing configuration. Whenever you want to make changes, we recommend that you download and modify the CSV file.

## Procedure

1. Go to the [Configure Buying](#) app.
2. Open the [Manage Recommendations](#) app.
3. Choose the XLS icon (  ) and choose [Download](#).

A CSV file with the current tile configuration is downloaded.

4. Modify the CSV file as desired.

The following table describes the columns in the CSV file.

CSV Column Name	Column Name in Configuration UI	Description	Value Type and Format
ACTIVE	Active	Determines whether the tile is displayed or hidden.	Value values: TRUE, FALSE
COMPANYCODE	Company Code	Company code for which the tile is applicable  Visibility settings are not defined by company code and plant.  This is an optional field.	String
DESCRIPTION	Description	Description displayed below the tile title	String
DISABLESEARCH	Prevent Search	This field is not currently in use.	

CSV Column Name	Column Name in Configuration UI	Description	Value Type and Format
ITEMID	Catalog Item ID	<p>For tiles that open a specific item, this specifies the unique ID of the item in the catalog. This is the "extProductId" for the item in the catalog.</p> <p>As items can come from one of three sources (internal catalogs, public catalogs, or Amazon Business), the shop ID must also be provided along with the catalog item ID. The shop ID must be listed first, followed by a semi-colon and the catalog item ID.</p> <p>This is an optional field.</p>	<p>String</p> <p>Example:</p> <p>1fed96d9-0abc-449d-8970-44cdfcc9eef8;AN33300000061 CCSL0001  en US</p> <p>In this example, "1fed96d9-0abc-449d-8970-44cdfcc9eef8" is the shop ID and "AN33300000061 CCSL0001  en US" is the catalog item ID.</p>
KEYWORDS	Keywords	<p>For tiles that run a catalog search, specifies the keywords used in the search.</p>	<p>String</p> <p>Separate multiple keywords with a space. For example: <b>earphone headset</b>. In this instance the system searches for 'earphone headset', 'earphone' and 'headset'.</p> <p>An asterisk (*) indicates all results.</p>
MATERIALGROUP	Material Group	<p>The material group of the item in your connected system.</p> <p>This is an optional field.</p>	String
PLANT	Plant	<p>Plant for which the tile is applicable.</p> <p>This is an optional field.</p>	String.

CSV Column Name	Column Name in Configuration UI	Description	Value Type and Format
RANK	Rank	Determines where this tile appears relative to other tiles, but only if all tiles have relative values. A rank of 1 means the tile is the first tile in the <i>Recommended for You</i> carousel.  This is an optional field.	Integer.
TARGETURL	Target URL	For tiles that go to a specific URL, specifies the URL	Full URL, as in <code>https://aaaa.bbbb.cccc</code>
TILEID	Tile and ID	A name and a unique identifier for the tile.  If this field is blank the entries will be overwritten.	String
TILEIMAGEURL	Image	A public URL starting with HTTPS/HTTP that points to the image file. This must not be a local file system URL.	Full URL, as in <code>https://aaaa.bbbb.cccc</code>
TITLE	Title and ID	Title displayed on the tile	String
TYPE	Search Type	Specifies the type of query that runs when a user chooses the tile.	Valid values: <ul style="list-style-type: none"> <li>• <code>CatalogItem</code> opens the catalog item details for the specified catalog item ID</li> <li>• <code>CatalogSearch</code> runs a catalog search based on the specified keywords and displays the search results</li> <li>• <code>TargetAction</code> opens the specified URL in a new browser tab</li> </ul>
PUNCHOUTLEVEL	Catalog Search Level	The level at which the user will enter a supplier site. This can contain values of 1 or 2, where level 1 takes the user to a search page on the supplier site, and level 2 takes the user directly to an item details page on the supplier site.	Integer

CSV Column Name	Column Name in Configuration UI	Description	Value Type and Format
SHOPID	Shop ID	The ID number for the supplier site.	String
SUPPLIERANID	Supplier Ariba Network ID	The Ariba Network ID (ANID) of the supplier.  <b>ANID</b> is a number that uniquely identifies the supplier on SAP Business Network.	String
VENDORID	Vendor ID	The supplier's vendor ID.	String

#### Note

The maximum file size is 1MB.

5. In the the [Manage Recommendations](#) app, upload the CSV file.
6. Refresh the page to see the results of the upload.

Users who open the [Create Purchase Request](#) app can view the new tiles as soon as the upload is complete.

#### Note

Tiles display default images until you upload custom images. The default image differs based on tile type.

### 3.6.8.1.1 Uploading Translations of Recommendations

Use the [Manage Recommendations](#) app to upload translations of the [Recommendations](#) tiles on the main page of the [Create Purchase Request](#) app.

#### Prerequisites

You must be assigned the Administrator role (Procurement\_Configuration\_Admin).

The tiles you're translating have been configured and uploaded in the [Manage Recommendations](#) app.

You've downloaded the main recommendations CSV file to get the source content for translation. For more information, see [Configuring Shopping Recommendations](#).

## Procedure

1. Go to the [Configure Buying](#) app.
2. Open the [Manage Recommendations](#) app.
3. Choose ► [Translations](#) ► [Download](#) ►.

A CSV file with the current tile translations is downloaded.

4. Modify the CSV file as desired.

The following table describes the columns in the CSV file.

CSV Column Name	Column Name in Configuration UI	Description	Value Type and Format
DESCRIPTION	Description	Translation of the tile description	String
KEYWORDS	Keywords	For tiles that run a catalog search, this specifies the keywords used in the search.	String
LOCALE	Locale	The language of the translation, expressed as a 2-letter ISO code.	String Example: DE
TILEID	Tile ID	Unique identifier for the tile  Must match an ID in the main <code>recommended_category.csv</code> file	String
TITLE	Title	Translation of the tile title	String

### Note

The maximum file size is 1MB.

5. In the [Manage Recommendations](#) app, Choose ► [Translations](#) ► [Upload](#) ► to upload the CSV file.

### Note

If you are uploading a translation file in the German language, the file must be an UTF-8 encoded CSV file. To encode the file in UTF-8 format you can use the Numbers app on Mac OS devices or the Notepad app on Windows devices and save the file in UTF-8 format. Note that the downloaded translation file is not UTF-8 encoded, so after making changes in that file you must save it as UTF-8 format before uploading it.

6. Refresh the page to see the results of the upload.

Users who open the SAP Ariba Buying, base edition app can view the new translations as soon as the upload is complete.

## 3.6.9 Configure Approval Workflows

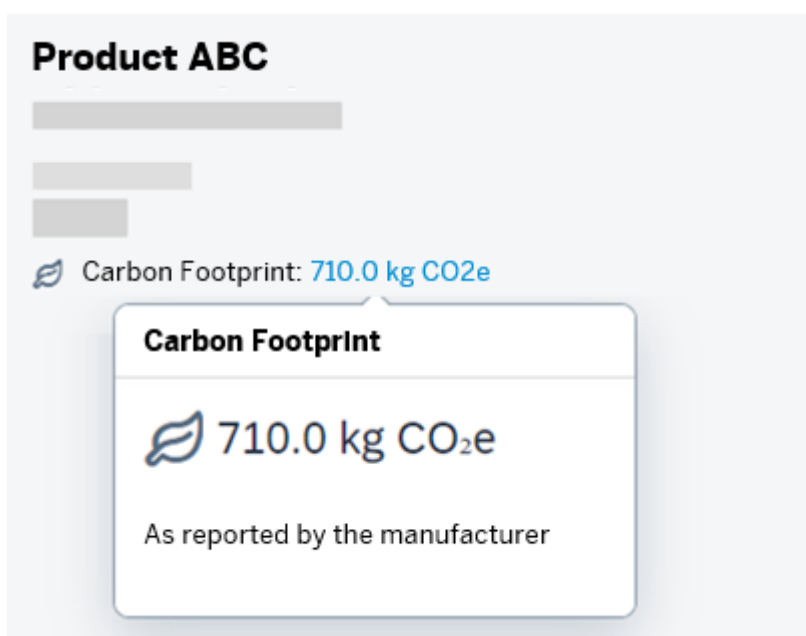
Configure approval processes for requests that buyers create in SAP Ariba Buying, base edition.

For more information, see [Approval Workflows](#).

## 3.6.10 Enable Data Provider for Carbon Footprint

Use this app to connect to a third-party data provider of carbon footprint information for the products users view when shopping.

Administrators can enable a third-party data provider to retrieve carbon footprint information for products. Once the data provider is enabled, carbon footprint information is displayed on the product details page.



The supported third-party data provider is DitchCarbon, a qualified company through the SAP Partner Program. To retrieve carbon footprint information, you need an account with DitchCarbon. For a demo and to open an account, contact: [sapsupport@ditchcarbon.com](mailto:sapsupport@ditchcarbon.com).

Once you have an account with DitchCarbon, they provide you with an API key that you can enter in the [Enable Data Provider for Carbon Footprint](#) app. The API key enables SAP Ariba Buying to access the DitchCarbon API and retrieve the carbon footprint data from their database or calculate it based on the parameters submitted. For added security, all API calls are secure.

If you disable the data provider, the [Carbon Footprint](#) field doesn't appear when users view product details.

## Related Information

[Carbon Footprint Information for Products](#)

### 3.6.10.1 Enabling the Data Provider for Displaying Carbon Footprint Information

Use this procedure to connect to a third-party data provider of carbon footprint information for the products users view when shopping.

#### Prerequisites

To retrieve carbon footprint information, you need an account with data provider DitchCarbon. For more information, see [Enable Data Provider for Carbon Footprint](#).

#### Context

When you enable the data provider, users can view carbon footprint information in the [Create Purchase Request](#) app.

#### Procedure

1. Go to the [Configure Buying](#) app.
2. Open the [Enable Data Provider for Carbon Footprint](#) app.

The available data provider, DitchCarbon, is displayed.

3. Click the row containing the data provider.
4. Choose [Edit](#).
5. Enter the API key provided to you by DitchCarbon.

Make sure to enter the key exactly as it was provided to you.

6. Ensure that the [Enabled](#) checkbox is selected.
7. Save your changes.

The [Enabled](#) column shows a value of [Yes](#).



## Results

When the data provider is enabled, the product details page in the [Create Purchase Request](#) app shows carbon footprint information if it's available in the data provider's database or if the data provider has enough information to calculate the likely carbon footprint.

## Related Information

[Carbon Footprint Information for Products](#)

[Disabling the Data Provider for Carbon Footprint Information](#)

### 3.6.10.2 Disabling the Data Provider for Carbon Footprint Information

Use this procedure to disable the retrieval of carbon footprint information from the data provider and stop showing carbon footprint information in the [Create Purchase Requests](#) app.

## Context

Disable the retrieval of carbon footprint information by changing the [Enabled](#) field in the [Enable Data Provider for Carbon Footprint](#) app.

## Procedure

1. Go to the [Configure Buying](#) app.
2. Open the [Enable Data Provider for Carbon Footprint](#) app.

The available data provider, DitchCarbon, is displayed.

3. Click the row containing the data provider.
4. Choose [Edit](#).
5. Click the [Enabled](#) checkbox so that it's no longer selected.

You can leave the API key in place in case you want to enable the data provider later.

6. Save your changes.

The [Enabled](#) column now shows a value of [No](#).

## Results

Carbon footprint information is no longer retrieved from the data provider. The [Create Purchase Request](#) app no longer displays fields for carbon footprint information.



If you decide to re-enable the data provider later, edit the data provider details again and select the [Enabled](#) checkbox. If you removed the API key, re-enter it.

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