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User Guide for SAP Ariba Buying, Base Edition

THE BEST RUN

Content

1 User Guide for SAP Ariba Buying, Base Edition

This guide is for employees responsible for ordering items that they need for work.

SAP Ariba Buying offers buyer users a personalized, guided process for finding and ordering what they need.

This documentation applies to SAP Ariba Buying, base edition, which is integrated with SAP S/4HANA Cloud. If you're looking for information about the SAP Ariba Buying solution package that's part of SAP Ariba Procurement solutions, see the Related Information section below.

> ⓘ Note
>
> The features described in this document require a 3-system landscape.

Related Guides

Getting Started with SAP Ariba Buying, Base Edition

Setting Up SAP Ariba Buying, Base Edition

Administration Guide for SAP Ariba Buying, Base Edition

Related Information

SAP Ariba Procurement solutions - Buyer Help Roadmap

2 Shopping Overview

You can shop from multiple shopping sites that provide access to items from various catalog content providers.

Applications

- *Create Purchase Request*
  This application allows you to shop for items you need and track the progress of your requests. For more information, see Creating and Tracking Requests [page 8].
- *My Purchase Requests*
  This application allows you to view the status and details of requests you submitted and update and submit your draft requests. This functionality is also available from within the *Create Purchase Request* application. For more information, see Tracking Your Requests [page 28].
- *My Personal Data - Buying*
  This application allows you to view the user data that has been marked as personal information and the list of applications or services that use them. For more information, see Working with Your Personal Data [page 34].

Shopping Concepts

The following table lists some important shopping concepts:

Concept	Description
Shopping site	Shopping sites provide access to items from various catalog content providers that users can search for and purchase. Each shopping site provides access to content from one catalog content provider. A user searches for and adds one or more items to the cart to purchase. An **Internal Catalog** shopping site provides access to content from internal catalogs in your SAP Ariba solution, from suppliers with whom you have pre-negotiated contracts. A **Public Catalog** shopping site provides access to public catalog from suppliers on SAP Business Network. An **Amazon** shopping site provides content from an Amazon Business marketplace. **Supplier Stores** allow you to go to configured supplier stores, where you can search for items, add them to the cart in the supplier store, and check out there to bring the items back to your shopping cart in SAP Ariba Buying.
Request	A request contains the items that you want to purchase. After you submit a request for approval, it is assigned a unique ID (such as PR2394) so you can track it as it moves through the purchasing process.

Concept	Description
Unlisted item	If you do not find the item that you intend to purchase in any of the shopping sites, you can request for an unlisted item. You complete a few fields to describe what you need and submit the request for approval.
Line item	A line item is a distinct entry for an item on a request. A line item typically displays shipping and billing details of an item in a request.
Approver	Your organization might require requests for some items to be routed through an approver. This might be your direct manager or a procurement manager. If approval is required for an item, your request is routed to the appropriate approver or group of approvers automatically.

Shopping Workflow

The following steps describe a high-level shopping workflow:

1. The user clicks on *Cart* to go to the checkout page of their cart.
   Each item in the cart is represented as a line item in the request.
2. The user reviews the details of the request, edits the shipping and billing details of one or more line items if required, and then submits the request for approval.
3. Depending on the rules configured in the approval workflow:
   - If no approval is required for the item, a purchase order is created in the connected system (such as SAP S/4HANA Cloud) and sent directly to the supplier.
   - If approval is required for the item:
     - After all the approvers approve the item, a purchase order is created in the connected system and sent directly to the supplier.
     - If an approver rejects one or more items in the request, it is saved as a draft. The user can edit the request and submit the request for approval.

3 Your User Profile

Your user profile stores basic organizational information about you and determines what you can do in SAP Ariba Buying.

User profile information is used to ensure accurate processing of requests in terms of ensuring costs are assigned to the correct cost center, and ensuring that items are shipped to the correct location.

Your user profile information is automatically populated based on information that your administrator uploads in the connected system. It includes the following information:

- Name and email address.
- Shipping delivery information such as the contact person and delivery address.
- Organization information such as Company Code and Plant.
- Accounting information such as Cost Center.
- You default currency.
  This value determines the currency in which prices and amounts are displayed in the user interface.

You can view and manage your user profile information from the *Create Purchase Request* app. Access your profile settings under the menu icon ••• *(Additional Options)* on the following pages:

- *Shopping*
- *Search Results*
- Item details pages
- *Checkout*

Before you shop for the first time, we recommend that you review and complete your profile information. If any information is missing, you won't be able to shop for items using the *Create Purchase Request* app.

You must review the changes before you can start creating requests. You can choose to change the existing values available for you. After you have updated your user profile, you can start shopping for items.

You must also review your user information when your administrator changes any of the values in your profile settings. The information that you view for your profile setting relates to the company code authorized for your profile. When there are changes to the authorizations, you can no longer view the items related to the company code that you were authorized before. You must review the newly authorized company code and related values before you start creating requests.

> ⓘ Note
>
> - If the validity period of the cost center has passed the time duration, you can no longer view the items. You must review the user profile and choose another cost center with a valid time period related to company code.
> - You will not be able to shop if the required user profile fields are not complete.

If you choose to continue without saving or resolving the errors for your user profile, you're directed to the *My Requests* page. You can only view the requests that you created before on the *My Requests* page.

When you create requests to purchase items, the shipping and billing information in the requests is added from your user profile by default. For each individual line item in a request, you can change the shipping and accounting information if necessary.

4 Creating and Tracking Requests

The topics in this list cover the concepts and procedures involved in finding and requesting items to order and tracking your requests.

Check the status of requests you submitted and view details. Update and submit your draft requests where drafts are available.

Viewing Requests in the Connected System [page 32]

Requests that buyer users create can be viewed as purchase requisitions on the connected system.

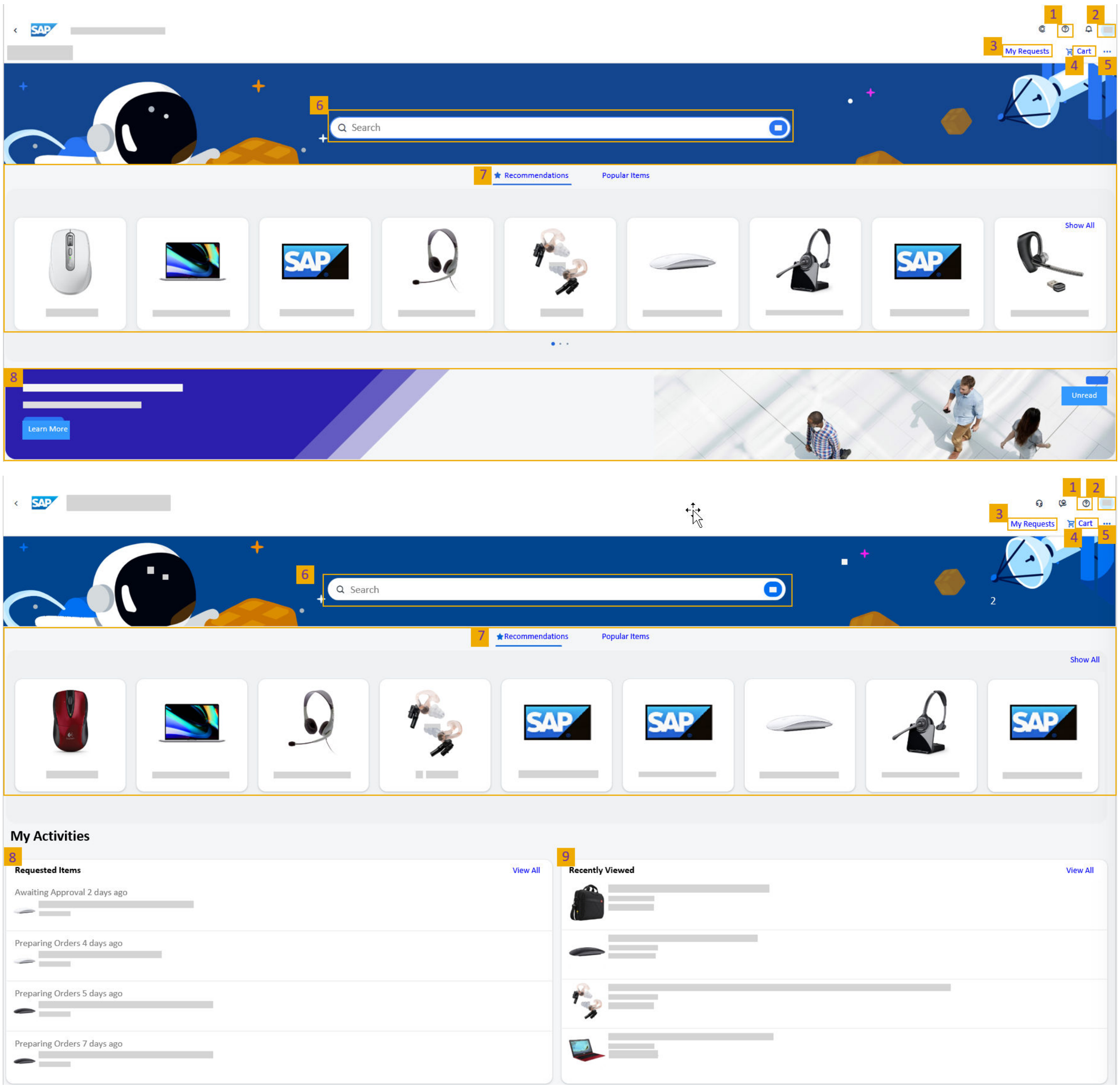
Working with My Inbox [page 32]

The *My Inbox - Buying* app allows approvers to review the line items in a request.

4.1 About the Create Purchase Request App

The *Create Purchase Request* app lets you order the things you need for work and track the progress of your requests.

The following image shows the home page of the app. The main features are numbered and explained below.



1. View in-app help, which provides information specific to individual user interface pages and applications. You can also search help topics on the SAP Help Portal.
2. Click on your initials to open a menu that lets you view recent activities and frequently used apps, search for apps, access settings, view app data, or sign out.

> Note
>
> To increase the size and spacing of the controls to allow you to interact with them more easily using your fingertip you should ensure that the *Optimized for Touch Input* display setting is enabled. To do this, click on your initials and select *Settings* > *Appearance* > *Display Settings*.
>
> You can also change the appearance of the app by selecting different themes at *Settings* > *Appearance* > *Theme*.

3. Track the status of your requests and finish any requests you saved for later.
4. See the contents of your cart and check out when you're finished shopping.
   A number on the *Cart* button represents the number of items currently in the cart, and it is adjusted as items are added to or removed from the cart.
5. Search for items that you want to purchase by entering relevant text in the search box in the *Create Purchase Request* app.
   You can search for:
   - A type of item, such as **mouse** or **keyboard**.
   - A brand name, supplier name, or a part number.
   - A characteristic that might be part of the item description, such as **ergonomic** or **wireless**.
6. Check out system suggestions.
   - *Recommendations* shows items and resources your organization recommends. Recommended items are configured by your administrator.
   - *Popular Items* shows what's popular with colleagues, based on intelligent features integrated in the app.

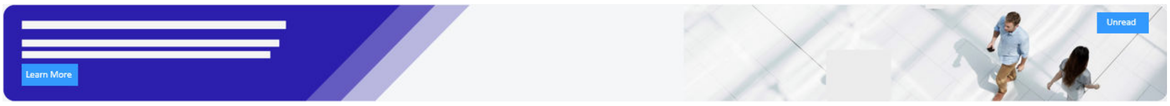
   > Note
   >
   > At first there might be no data on this tab as the items shown here are based on user interactions such as viewing items, and machine learning.

   - Use the arrows to page through the suggestions or choose *Show All* to see the complete list of suggestions.
7. When you start requesting items in the app you can view summary details for up to the last four items you requested, with the most recently ordered item displayed at the top of the list. The current status of each item is displayed, how long since the item entered that state, and the quantity of the item that was ordered.
   - Click on an item to open the line item details.
   - Click on *View All* to see all your requested items.

   Requested items can have the following statuses:
   - Awaiting Approval - The item is awaiting approval from an approver
   - Failed to Process - The item failed to be processed. For example, it might have failed an internal budget check.
   - Preparing Orders - The request was approved
   - Rejected - The request was rejected by an approver
   - Ordered - A purchase order was created

    - Received – A goods receipt was created
    - Invoiced - An invoice was created
8. When you start viewing items in the app you can view summary details for up to the last four items you viewed on the *Recently Viewed* card, with the most recently viewed item displayed at the top of the list.
    - Click on an item to open the item details page.
    - Click on *View All* to go to the *Recently Viewed* page, where you can see up to your last 25 viewed items.

    You can add items to your cart from both the item details and the *Recently Viewed* pages.
9. If there are announcements, page through them to stay up to date. If there are no announcements to show, this section is hidden. Unread announcements are indicated with the *Unread* label.
    When you choose *Learn More*, a popup displays more information.



Related Information

Intelligent Features for Shopping [page 11]

4.1.1 Intelligent Features for Shopping

The intelligent features offered can improve the user experience while shopping and make the ordering process more efficient.

When you shop for items, the *Create Purchase Request* app shows personalized recommendations for popular items, items that are frequently bought together, and recommended material groups when you request items that aren't listed on the available shopping sites. These recommendations are based on machine learning algorithms.

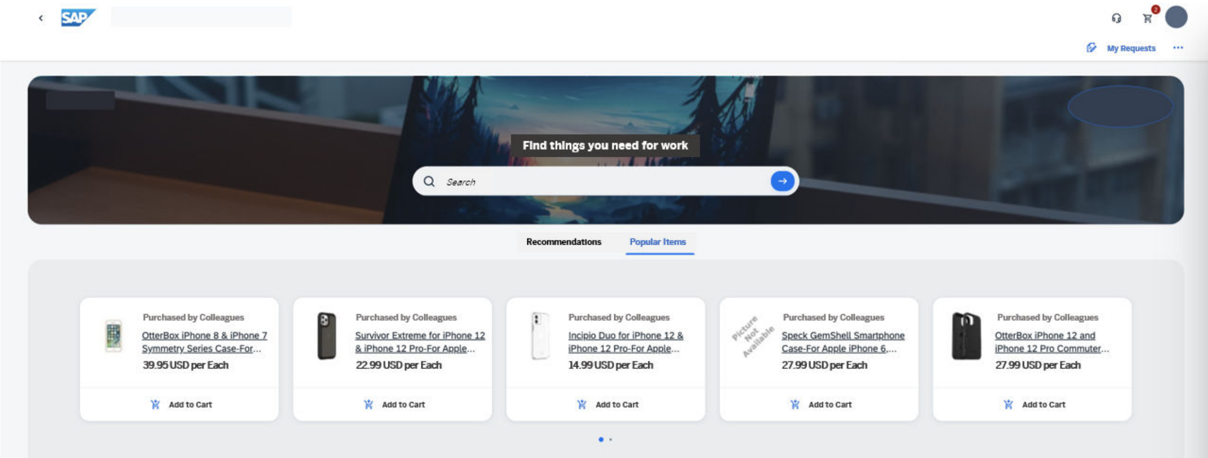
> ⓘ Note
>
> Please note that you'll see recommendations based on the intelligent features only after some time of shopping with the app, since the machine learning is triggered by a certain amount of data, in this case user interactions.

Overview

Discover personalized recommendations while shopping.

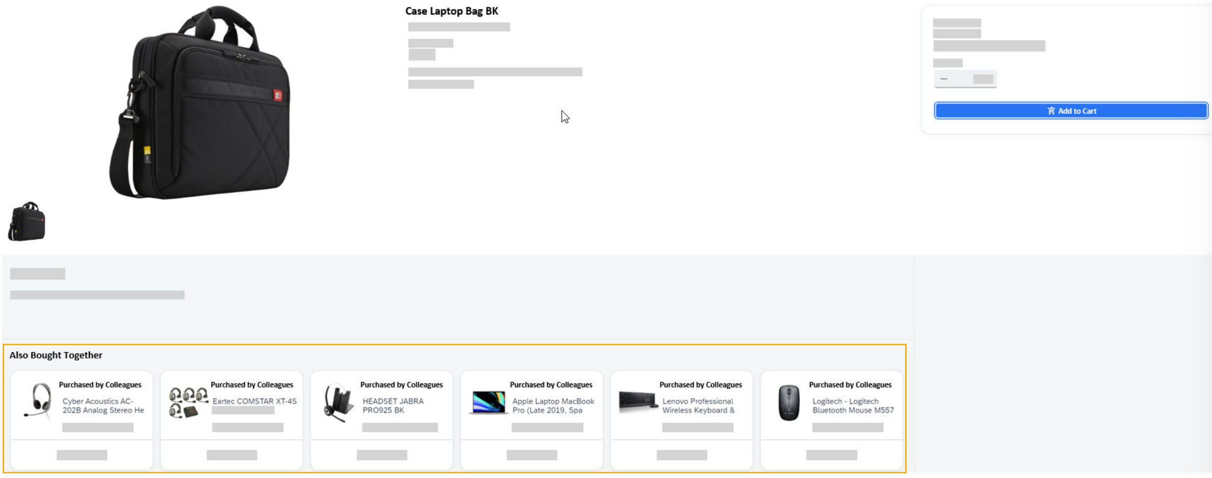
Popular Items

Start in the *Create Purchase Request* app to find things you need for work. Besides using the search function, or just browsing through shopping sites, you can check out *Popular Items* next to *Recommendations* to see what has been purchased by your colleagues. From here, you can directly add items to your cart.

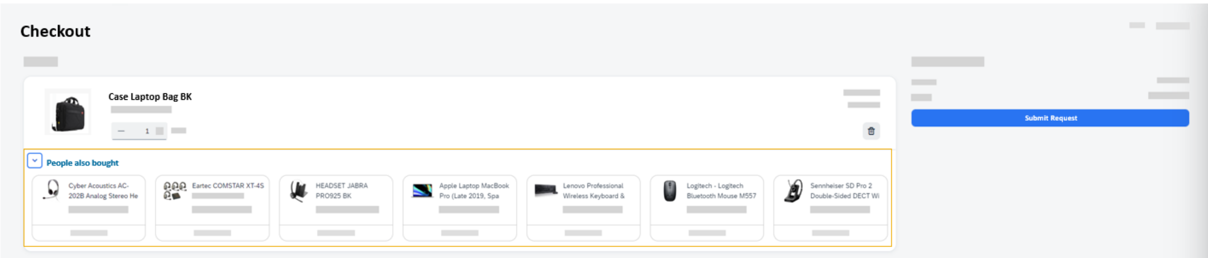


Also Bought Together

Click on an item to take a look at the item details, and scroll down if you want to see items that have been frequently bought together.



You'll see similar recommendations not only here, but also on the *Checkout* page, when you click *People also bought* below an item. Again, you can either add items directly to your cart from the recommendations, or navigate to the item details.



Recommended Material Groups for Unlisted Items

If you can't find what you're looking for in any of the shopping sites, you can request an unlisted item. The *Request an Unlisted Item* option is available under the menu icon ... in the top-right corner of the search results page and the shopping home page. Based on the name and description you enter in the item details, you'll get recommendations for matching material groups.

Prerequisites

In order to make use of the intelligent features, the following prerequisites have to be met:

- Your organization must have at least one shopping site configured and activated. For more information, see Manage Shopping Sites.
- To be able to view popular items, items that are frequently bought together, or material group recommendations for unlisted items, a certain number of user interactions performed by different users needs to be captured by the system. This is needed to train the machine learning algorithm.
  User interactions include viewing a product, adding items to cart, and submitting requests. For more information on the use of data and the continuous improvement of intelligent features in SAP Ariba Buying, see Data Protection and Privacy for Intelligent Features.

4.2 Request Process Overview

Buyer users request the items they want to purchase.

> ⓘ Note
>
> When a buyer user requests items, the transaction document is called a Request. SAP S/4HANA Cloud processes the request and stores it as a purchase requisition.

The following is the workflow for a request for items:

1. A buyer searches for items and adds them to their cart.

   > ⓘ Note
   >
   > The steps for adding items to your cart and for updating item quantities depend on whether you're adding items from an internal or public catalog or from Amazon Business.

2. The buyer reviews the items in their cart and submits the request for approval. They can also add a comment for the approver, and they can make this comment visible to the supplier.
3. Based on the workflow configuration, approvers in the approval workflow receive notifications in the *My Inbox - Buying* app requesting them to review and approve the items in the request. A separate approval request is sent for each item in a request.
4. The approver can view the request and do one of the following:
   - Approve the items in the request individually.
   - Reject one or more items in the request.

   If the request contains line items that were not approved, the request line items that are rejected are saved as drafts.
   When a request item is approved by the approver, the request item is sent to the connected SAP S/4HANA Cloud system and the requester receives a notification in the *My Inbox - Buying* app.
5. When the buyer submits a request, a budget check is performed in the connected SAP S/4HANA Cloud system at the time of submission.
6. When a request is approved and passes all checks, a purchase order is generated in the SAP S/4HANA Cloud system and sent to the suppliers.

Related Information

About the Create Purchase Request App [page 9]
Searching and Browsing for Items [page 19]
Shopping for Items [page 14]
Shopping for Items from Amazon Business [page 21]
Requesting an Unlisted Item [page 23]
Tracking Your Requests [page 28]

4.3 Shopping for Items

Follow this procedure to request items to order for work.

Context

After you find the items you need, add them to your cart and submit the request for approval.

Procedure

1. Open the *Create Purchase Requests* app.
2. Find the item you want.
3. Add the item to your cart:
    - If you're viewing the item in the search results page, update the quantity if necessary, and click *Add to Cart*.
    - Choose *View Items from Supplier* to go to a supplier store, where you can search for items. When you find items in the supplier store, add them to the supplier cart and check out there. Then return to the tab that contains the SAP Ariba Buying app, where the items are added to your cart.
    - If you're viewing the item details page, update the quantity if necessary, and click *Add to Cart*.
    - If you're viewing items from an Amazon Business shopping site, click *Buy from Supplier* to go to the corresponding Amazon website. After checking out from the website, the items display in your cart. For more information, see Shopping for Items from Amazon Business [page 21].

   When you add an item to the cart, a number is added to the *Cart* button. This represents the number of items currently in the cart, and it is adjusted as items are added to or removed from the cart.

   > ⓘ Note
   >
   > When returning to SAP Ariba Buying from some supplier stores you might need to manually refresh the page to see updates.

4. Click 🛒 *Cart* to go to the checkout page of your cart.
5. Enter a title for your request.

> ⓘ Note
>
> If you submit the request without providing a title, the title is automatically updated to **Request Submitted on Month DD, YYY** where **Month DD, YYYY** indicates the date that the request is submitted on.

6. The *Items* section displays the items that you've added to your request. Review the details of the individual line items.
    a. Expand the *Details* section of each line item to view its shipping and billing details.
    a. To view or edit the details of a line item, click the edit icon.

       For more information, see Viewing and Editing Line Item Details in Requests [page 18].
    b. Depending on how the supplier store was configured by your administrator, you may have go to the supplier store to edit the details of a line item that was added from a supplier store. To do this, choose *Edit from Supplier Store*.

       For more information, see Editing Items Added from Supplier Stores [page 18].
7. After you've reviewed the details, click *Submit Request* to submit your request for approval.

   Alternatively, if you are not ready to submit your request yet and want to save it as a draft, click *Save as Draft*.
8. A confirmation dialog box is displayed. Click *View Request* to view your request, or click *Done* to go to the shopping home page.

Related Information

Searching and Browsing for Items [page 19]

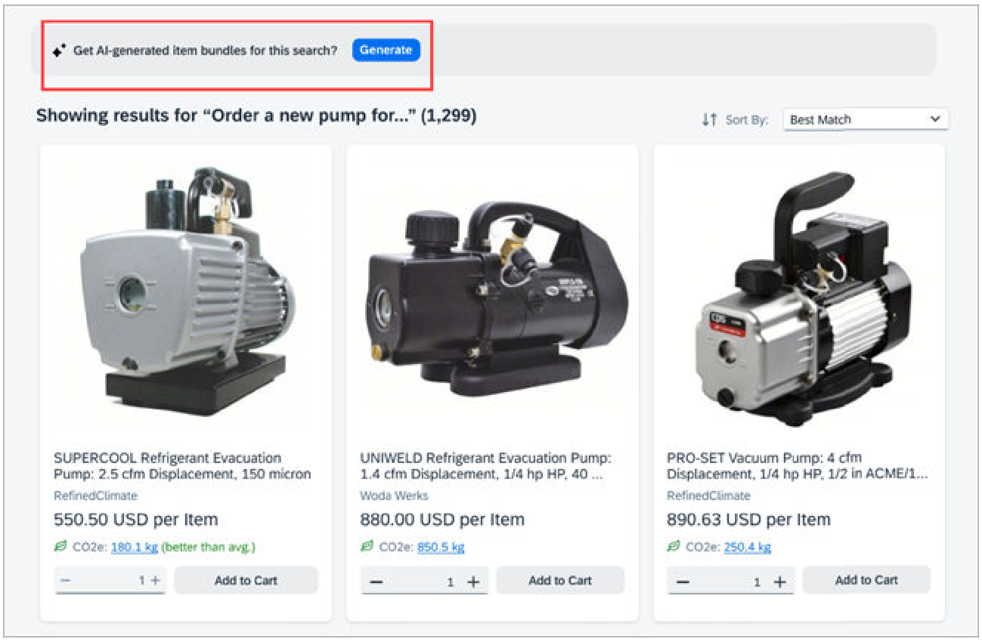
4.4 AI-Assisted Item Bundles

This feature uses Generative AI to help you find the item you need more quickly and creates AI-assisted item bundles.

Generative AI groups items together based on your search history and displays them as AI-assisted item bundles. For example, when you search for an item using a keyword or phrase, like “bicycle” or “repair bicycle”, results display the item (bicycle) and related items (pump, tires, chain) together in an AI-assisted item bundle. Using Generative AI to find an item offers the following advantages:

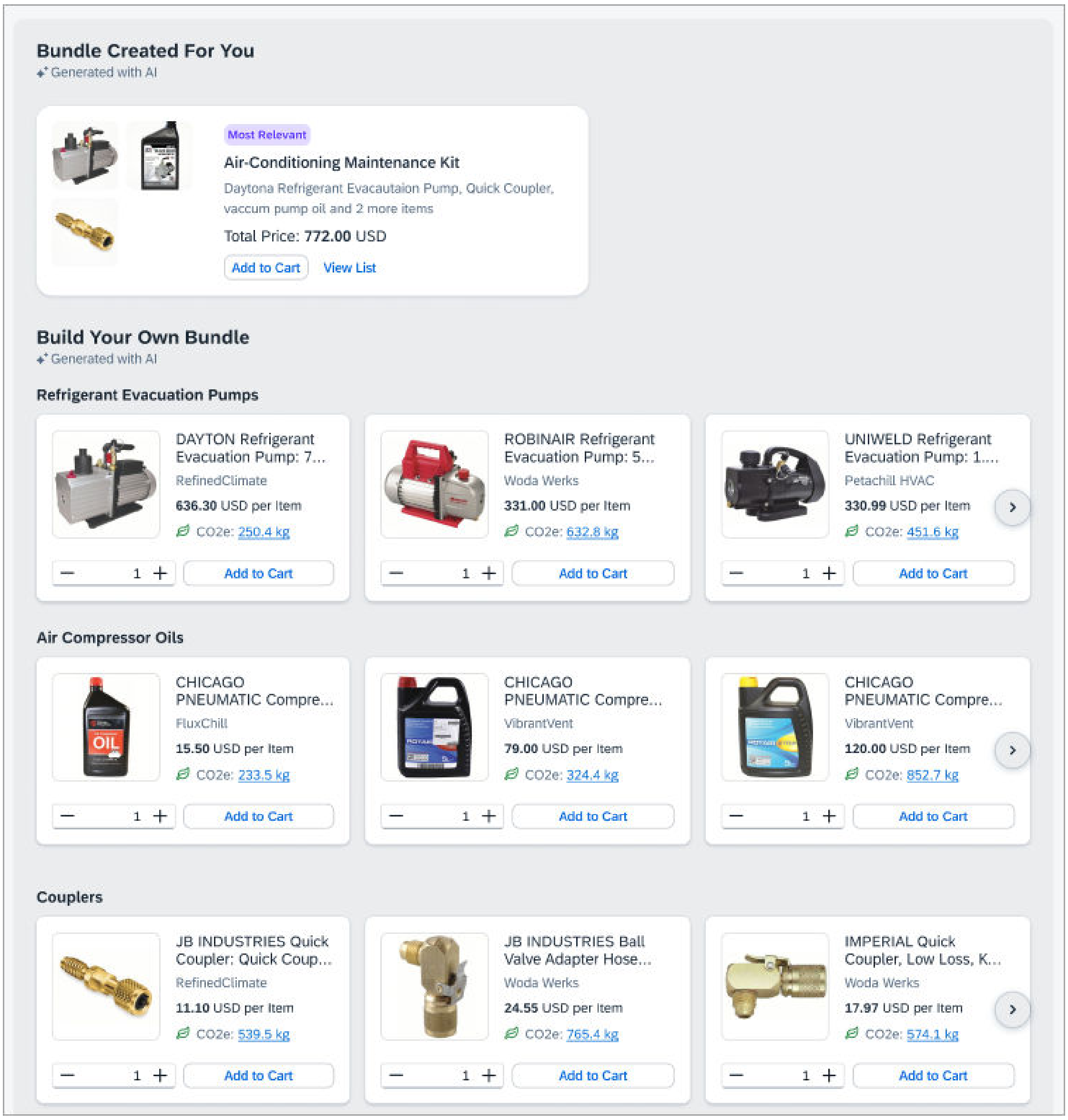
- Reduce procurement processing times
- A more efficient and optimized buying experience
- Helps casual buyers perform tasks usually reserved for expert buyers

When you search for an item, the *Generate* button displays at the top of the search results, as shown in the following figure.



When you click *Generate*, a bundle is created for you and there is an option to create your own bundle, as shown in the following figure.

> ⓘ Note
>
> The filters used for catalog searches (*Shop From*, *Filter By* (Supplier or Manufacturer), *Price*) cannot be applied to AI-assisted search results.



Note

AI features are available with a valid license for usage of SAP AI Units.

4.5 Viewing and Editing Line Item Details in Requests

Review and edit the shipping and billing details of individual line items in your cart before submitting the request.

Context

By default, the details are populated based on the values specified in your user profile.

Procedure

1. In the *Create Purchase Request* app, click *Cart* to go to the checkout page of your cart.
2. On the *Checkout* page, click the edit icon of a line item to view and edit its details.
3. The *Overview* tab displays the *Item Details*, *Shipping*, *Billing*, and *Additional Information* sections.
4. Review and edit the *Shipping Address* and *Ship To* fields in the *Shipping* section if necessary.
5. In the *Billing* section, update the *Quantity* and *Cost Center* fields if necessary.
6. On the *Comments* tab, enter comments that relate to the line item and then click *Add*. To allow suppliers to see your comments, select the *Share with Supplier* box.
7. Click the next item icon to navigate to the next line item in the request.

   Alternatively, to return to the checkout page of the cart, click *Back to Request*.
8. Review and edit the shipping and billing details of the other line items in the request as necessary and return to the checkout page of the request.

4.6 Editing Items Added from Supplier Stores

Depending on how the supplier store was configured by your administrator, you may have go to the supplier store to edit the details of a line item that was added from a supplier store.

Procedure

1. Select *Cart* to go to the checkout page of your cart.
2. Choose *Edit from Supplier Store*.

   You are taken to the supplier store, where you can make changes to the item, and then check out again in the supplier store. Then return to the tab that contains the SAP Ariba Buying app, where the item is updated in your cart.

You can also search for and add additional items from the supplier store before checking out from there.

> ⓘ Note
>
> When returning to SAP Ariba Buying from some supplier stores you might need to manually refresh the page to see updates.

4.7 Searching and Browsing for Items

You can shop for items that you need by searching for them using the search box or browsing through the *Recommendations* and *Popular Items* sections.

The *Recommendations* section on the shopping home page shows items and resources your organization recommends. To help you find items and resources that you need faster, recommendations with useful information and meaningful images are displayed as tiles in a carousel that you can scroll through. Depending on the configuration, clicking on a recommendation tile might display details of a specific item, a set of search results, or direct you to an external website. Search recommendation tiles contain the 🔍 icon while tiles that direct you to external websites contain the ↗ icon.

Popular Items shows what's popular with colleagues, based on intelligent features that use machine learning.

Searching for Items

To search for items, enter text in the search box on the shopping home page or on the search results page. You can search by information such as the name or type of an item, supplier name or part number. You can also search for characteristics of an item such as `ergonomic` or `wireless` that might be part of the item description. As you enter text in the search box, based on the characters you entered, a set of words and phrases are displayed as suggested search terms. Click one of the suggested search terms or enter your own search term. Search results relevant to the search term are displayed. The search box to search for items is also available in the item details and checkout pages.

> ⓘ Note
>
> Search term suggestions are not displayed when searching for items from an Amazon Business shopping site.

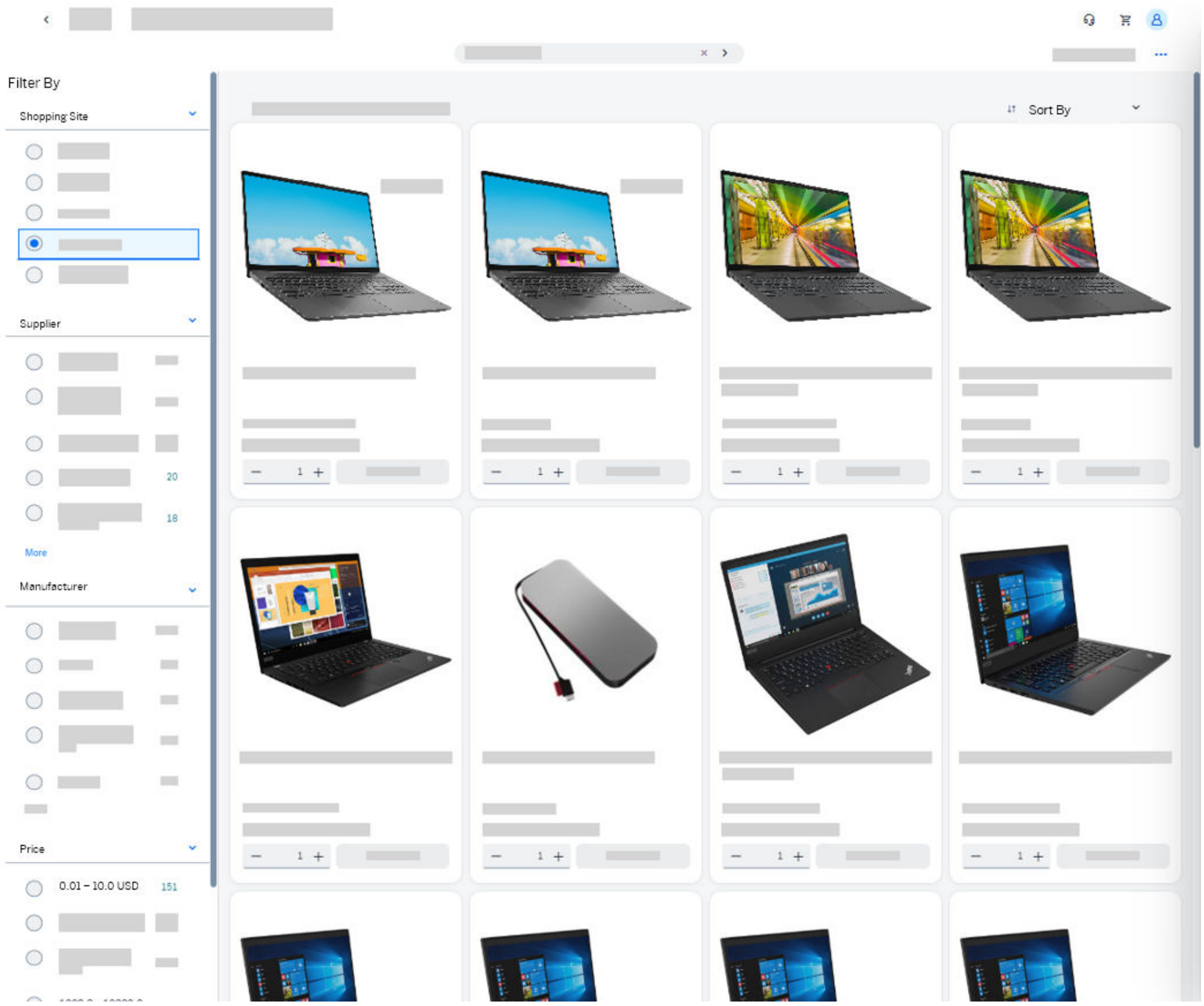
In the search results page, you can sort the search results by selecting a sort option from the **Sort By** dropdown.

The **Filter By** section on the left side of the search results page includes predefined search filters, such as **Shopping Site**, **Supplier**, **Manufacturer**, and **Price**. Each predefined search filter includes one or more filtering options to narrow the search results based on a combination of search criteria. Individual search filters are displayed only when there is data for that filter. For example, if there is no manufacturer data available the Manufacturer filter is not displayed.

The number next to a filtering option indicates the number of items in the search results that match the search criteria. For example, My Supplier (5) displayed under the **Supplier** search filter indicates that there are five items in the search results for which My Supplier is one of the suppliers.

Filters are cumulative. For example, to find keyboards from a preferred set of manufacturers and suppliers within a certain price range, you can narrow the search by selecting a manufacturer followed by a supplier. You can further narrow the search based on a specific price range. Click *Clear Filter* in each search filter section to clear the filters.

The following screenshot shows an example of a typical search results page.



> ⓘ Note
>
> When you click on an item to view the item details you can use the first link in the breadcrumbs at the top of the item details page to return to the home page of the catalog you searched.

4.8 Shopping for Items from Amazon Business

If you have an active Amazon Business account, you can shop for items from an Amazon Business shopping site.

Prerequisites

Contact your administrator if you don't have access to an Amazon Business account. Your administrator can send an invitation to you to set up your individual user account. You have to set up and activate your account before you can start shopping.

Context

When requesting items from an Amazon Business shopping site, you're directed to the Amazon website, where you can view item details or add additional items before returning to the *Create Purchase Request* app to complete your request.

Procedure

1. Open the *Create Purchase Request* app.

   The shopping page opens.
2. To search for an item, enter relevant text in the search box. As you enter text, a set of words and phrases are displayed as suggested search terms.

   > Note
   >
   > No search suggestions are displayed if an administrator has configured an Amazon Business site as the default shopping site.
3. Click one of the suggested search terms or enter your own search term.

   Search results relevant to your search term are displayed.
4. In the *Filter By* panel on the left of the page, under the *Shopping Site* search filter, select the Amazon shopping site that you want to purchase items from.

   Search results from the selected Amazon shopping site are displayed.
5. The *Filter By* panel is updated with the search filter options from Amazon. You can use the filter options to further filter your search results.
6. After you find an item, do one of the following:
   - Hover over the item and click *Buy from Supplier*.

- Click on the item tile to view its item details page and then click *Buy from Supplier*.

You're directed to the Amazon shopping site on a new tab. You can view the item details, view and add more items, use Amazon filtering, and so forth.

7. Add the items you want to order to the Amazon cart and proceed to checkout within Amazon.

   Ensure that you review the item quantities before you check out because you can't edit the item quantities when you return to the *Create Purchase Request* app.

   To leave Amazon without purchasing anything, go to your account menu and choose the cancel option.

8. Choose your preferred delivery option within Amazon and submit your order.

   You're returned to the *Create Purchase Request* app, where you can continue shopping or check out.

   > ⓘ Note
   >
   > When you return from Amazon, the cart includes the items you added, but the *Cart* button might not reflect that.

9. Click *Cart* to go to the checkout page of your cart.
10. Enter a title for your request.

    > ⓘ Note
    >
    > If you submit the request without providing a title, the title is automatically updated to **Request Submitted on Month DD, YYY** where **Month DD, YYYY** indicates the date that the request is submitted on.

11. The *Items* section displays the items that you've added to your request. Review the details of the individual line items.
    a. Expand the *Details* section of each line item to view its shipping and billing details.
    a. To view or edit the details of a line item, click the edit icon.

       For more information, see Viewing and Editing Line Item Details in Requests [page 18].
12. After you've reviewed the details, click *Submit Request* to submit your request for approval.

    Alternatively, if you're not ready to submit your request yet and want to save it as a draft, click *Save as Draft*. You can access your draft requests from the *My Requests* page.
13. A confirmation dialog box is displayed. Click *Done* to go to the shopping home page or click *View Request* to view your request.

4.9 Requesting an Unlisted Item

If you can't find the items you need in any of the shopping sites, you can request an unlisted item.

Context

You complete some fields to describe what you need and submit the request for approval.

Procedure

1. Do one of the following in the *Create Purchase Request* app:
   - On the *Create Purchase Request* home page, click on the menu icon ••• *(Additional Options)* and choose *Request an Unlisted Item*.
   - On the search results page, select *Request an Unlisted Item*.
     The option to request an unlisted item is also displayed on the search results page when there are no items that match the search criteria.
2. In the *Item Details* section, provide the following information:

Field	Description
Name	Enter the name of the item you're requesting.
Description	Enter a detailed description of the item.
Material Group	Specify the material group that most accurately describes what you're requesting. You can select a material group from the available choices or use the available search filters to search for one. **Note** There's an intelligent feature based on machine learning for recommending material groups when you request unlisted items. The recommendations are based on the item name and description you enter. Note that these recommendations become available only after some time, when a certain number of unlisted items have been requested, and enough data is available. Each of the material group must be mapped to the commodity codes in SAP Ariba Buying.
Need-By Date	Use the calendar icon to select a date by when you need the item.

3. In the *Billing* section, provide the following information:

Field	Description
Quantity	Enter the quantity of the item you're requesting.
Unit of Measure	Specify the unit of measure of the item you're requesting. You can select a unit of measure from the available choices or use the available search filters to search for one.
Estimated Unit Price	Enter an estimated price of the item.
Currency	Enter the currency of the item. Note The default currency is derived from value specified in your user profile.

4. Click *Add to Cart* to add the item to the cart.

   The checkout page shows the item that you added.
5. From the checkout page, you can search for and add more items.
6. Review the details of all the line items on the checkout page. To change the shipping or billing details of an item, click the line item in the *Items* section.

   For more information, see Viewing and Editing Line Item Details in Requests [page 18].
7. Click *Submit Request* to submit your request for approval.

   Alternatively, if you're not ready to submit your request yet and want to save it as a draft, click *Save*. You can access the saved draft requests from the *My Requests* page.
8. A confirmation dialog box is displayed. Click *View Request* to view your request, or click *Done* to go to the shopping home page.

4.10 Saving Requests as Drafts

When shopping for items, if you're not ready to submit your request for approval and want to work on it later, you can save the request as a draft.

You can access the saved draft requests from the *My Requests* page. You can edit the request later and then submit it for approval.

Accessing Saved Draft Requests

You can access requests that you've saved as drafts from the *My Requests* page.

1. Open the *Create Purchase Request* app.
   The shopping home page is displayed.
2. Click *My Requests* in the top-right corner of the page to access your requests.
   The *Draft* tab displays the list of requests that you've saved as drafts.

3. Click on the draft request that you want to work on and click *Edit*.
4. You can now review the items in the request. Add, delete, or update items as necessary and checkout the request.
   For more information on completing your request and submitting it, see Shopping for Items [page 14].

4.11 Comments

Comments allow buyers and approvers to provide additional information or instructions for a line item.

Buyers and approvers can add and view comments for line items in a request, and buyers and approvers can edit and delete their own comments in line items.

Buyers can choose to display comments to suppliers by selecting the *Share with Supplier* option in the request. Comments that buyers share with suppliers appear on the *Item Text* tab in the purchase requisition created on the connected system and on the purchase order for suppliers.

> ⓘ Note
>
> Comments added at the header level of requests are not supported.

Comments in Workflows

Comments added to line items provide information or instructions to an approver or buyer in a workflow.

You can add and read comments if you're buyer or approver in a workflow. To add comments as a buyer or approver, you need the required permissions and roles. (To be a buyer and create requests, you must have the Procurement User role (`Procurement_User`). To be an approver, you must have the Approver role (`Procurement_Approver`).)

Buyer Comments

A buyer is the person creating a request.

The buyer (Procurement User) role allows you to add and update comments for approvers of your own requests. You can also read comments from approvers.

Approver Comments

As an approver of a workflow, you can do the following:

- Add comments to a line item

- Add comments when you accept or reject a request
- Mark comments that you add to be shared with suppliers
- Read comments added by the buyer

4.12 Budget Checks

Budget checks are performed at the time of request submission.

Budget checks are performed on requests to ensure that the cost of items in a request do not exceed limits imposed by your organization.

SAP Ariba Buying uses the budget check functionality in the connected SAP S/4HANA Cloud system. All budget and budget check configuration, as well as the budget check itself, is done in the connected system.

By default, budget check is turned on for SAP Ariba Buying. If you want to turn it off, an SAP S/4HANA Cloud administrator must do so in the connected system.

When a request is created in SAP Ariba Buying, two purchase requisitions are created - the request in SAP Ariba Buying and a corresponding linked purchase requisition object in the connected system. The linked purchase requisition in the connected system is the base object for initiating the budget check. If the purchase requisition in the connected system passes the budget check, the purchase requisition continues to be processed, and the status of the request in the SAP Ariba Buying system remains at *Submitted*.

If the purchase requisition fails the budget check in the connected system, the corresponding request on the SAP Ariba Buying system is changed to the failed state, and it is listed as *Failed* on the *In Progress* tab on the *My Requests* page.

If a request fails a budget check it means that the item you requested costs more than you are allowed to spend. If you need to buy an item that fails a budget check, your administrator must increase the cost center budget.

For information about budget check functionality in SAP S/4HANA Cloud, see Manage Cost Center Budgets and Budgeting.

Purchase Requisitions with Commitments

Commitments are budget reservations for consumption. When a request is created in SAP Ariba Buying, the corresponding purchase requisition that is created in the connected SAP S/4HANA Cloud system attempts to reserve the budget in the connected system by creating commitments in the system. Budget reservation is the business process and commitment management is the technical object in the system that helps to manage the budget process by creating, reducing, and deleting commitments in the system as the purchase requisition goes through the purchase order, goods receipt, and invoice cycle.

To reserve commitments for line items in purchase requisitions on the SAP S/4HANA Cloud system, you must have a subscription to the Commitment Management scope item. To subscribe, activate the *Scope Item 2I3 (Commitment Management)* manually as part of the initial deployment or through a scope extension.

> ⓘ Note
>
> SAP Ariba Buying supports only the commitment type Commitments by Cost Center.

After you submit the request, you can view the commitment reserved for each line item in the purchase requisition on SAP S/4HANA Cloud. To view the commitments, go to the *Manage Purchase Requisition Professional* application. Choose the required purchase requisition and view the detailed information. Click *Display Commitments* to view the commitments for the line items.

SAP S/4HANA Cloud displays the commitment information in the purchase requisition only if the commitment has been previously planned and reserved by the cost center.

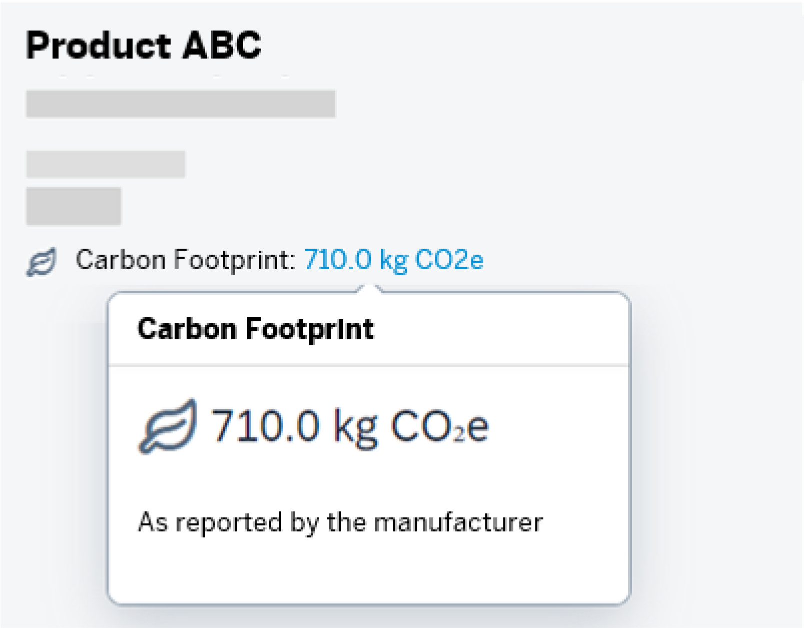
4.13 Carbon Footprint Information for Products

You can view a product's carbon footprint on the product details page if your administrator has enabled this functionality.

The carbon footprint is shown in kilograms of carbon dioxide equivalent (CO2e). CO2e is the combination of the pollutants that contribute to climate change adjusted using their global warming potential.

Carbon footprint information is retrieved for items that have a record in the data provider's database.

Click the link to find out whether the figure shown is based on manufacturer-reported data or is estimated based on the price of the item (the spend amount).



Manufacturer-Reported Data or Calculated Estimates

When you click the link that shows the carbon footprint, a popup shows whether the data is manufacturer-reported or is calculated using spend-based estimation.

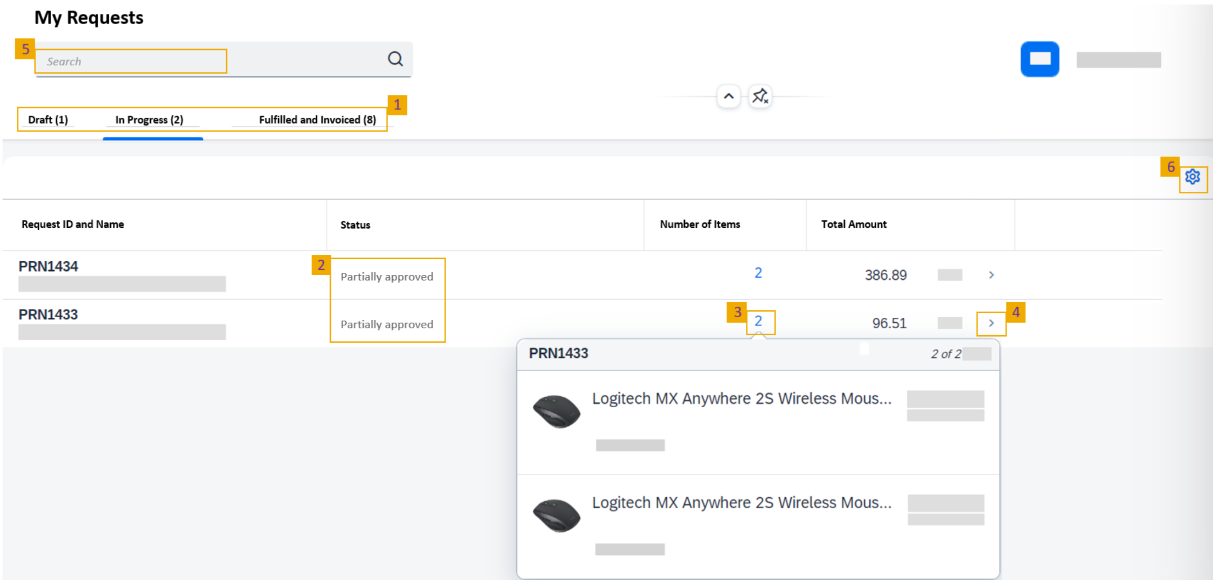
- Manufacturer-reported data: The manufacturer of the product conducted a full analysis of the carbon footprint of the item, known as a Life Cycle Analysis (LCA). The manufacturer considers everything from the input materials to the energy used to the transport of the item to you. The resulting number is emission, in kilograms of carbon dioxide equivalent (CO_2e), for the product. Manufacturer-reported data is considered the most accurate way to understand the climate impact of an item.
- Data calculated using manufacturer spend-based estimation: If no manufacturer-reported data is available for a product, the data provider attempts to calculate the likely carbon footprint using a method recognized by the Greenhouse Gas (GHG) protocol: If the revenue and total carbon footprint of the manufacturer is known, the data provider can calculate how many kg of CO_2e is generated for each monetary unit spent with them. In other words, the calculation is based on the price of the item (the spend amount).
For example, if a manufacturer has a carbon intensity of 0.44 kg per $1 USD, a laptop that costs $1000 is calculated to have a carbon footprint of about 440 kg CO_2e.
Spend-based estimation is considered sufficient when optimizing for carbon footprint in purchasing.
- If the data provider doesn't have manufacturer-reported data and is unable to calculate the data, the *Carbon Footprint* field is hidden.

4.14 Tracking Your Requests

Check the status of requests you submitted and view details. Update and submit your draft requests where drafts are available.

To view all your requests, choose *My Requests* in the *Create Purchase Request* app or open the *My Purchase Requests* app. For information about the location of the *My Requests* button, see About the Create Purchase Request App [page 9].

On the *My Requests* page, you can view your requests, navigate to the items in a request, and see item details. The main features are numbered and explained below.



1. Tabs show requests that are in draft, in progress, and fulfilled and invoiced states.
2. You can see the status of requests for the selected tab.
   Requests that failed to be sent to the connected system are indicated by a Failed status in the *In Progress* tab. You can hover your mouse over the Failed status to see information about the cause of the failure.
3. Click on the number of items in a request to view the items in the request.
4. If there are more than three items, click on the arrow icon to view all of them.
5. Search for a request by request ID or request name. For example, to find "PRN1433" you can search for "1433".
6. Sort or filter the list by choosing *Settings* or *Adapt Filters*.

Related Information

Viewing the Approvals and Status Flow for an Item in a Request [page 29]

4.14.1 Viewing the Approvals and Status Flow for an Item in a Request

You can view the approval process and status flow for each line item in a request on the approvals and status flow overviews for the line item.

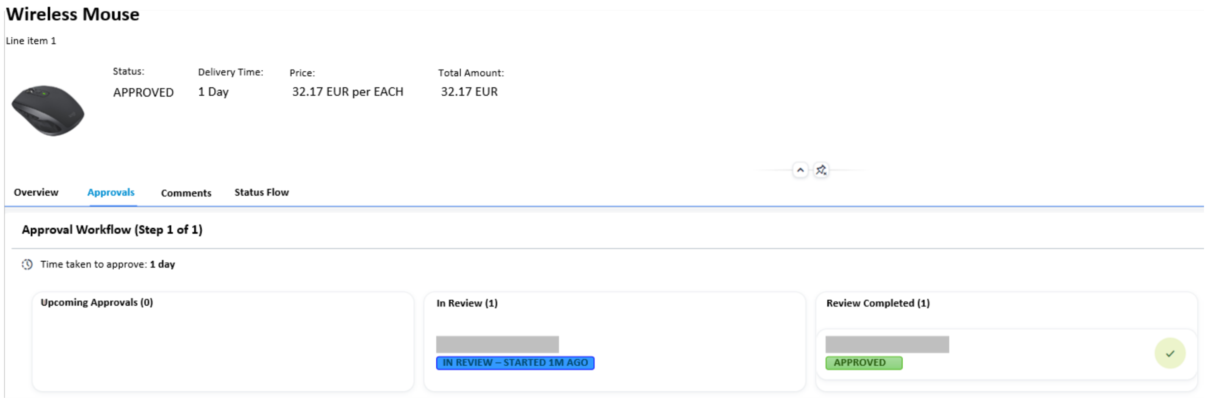
Prerequisites

To be able to see the status flow for invoices when you track your requests, it is recommended that your administrator enable the indicator GR-Based IV for goods-receipt-based invoice verification for business partners (suppliers). For more information, see Setting the Indicator for Goods-Receipt-Based Invoice Verification.

Context

When the approval workflow has been configured appropriately and the request meets the workflow criteria, the *Approval Workflow* section on the *Approvals* tab shows where a request is in the approval process and the list of people who need to approve or have approved the request. The *Approval Workflow* contains the following columns:

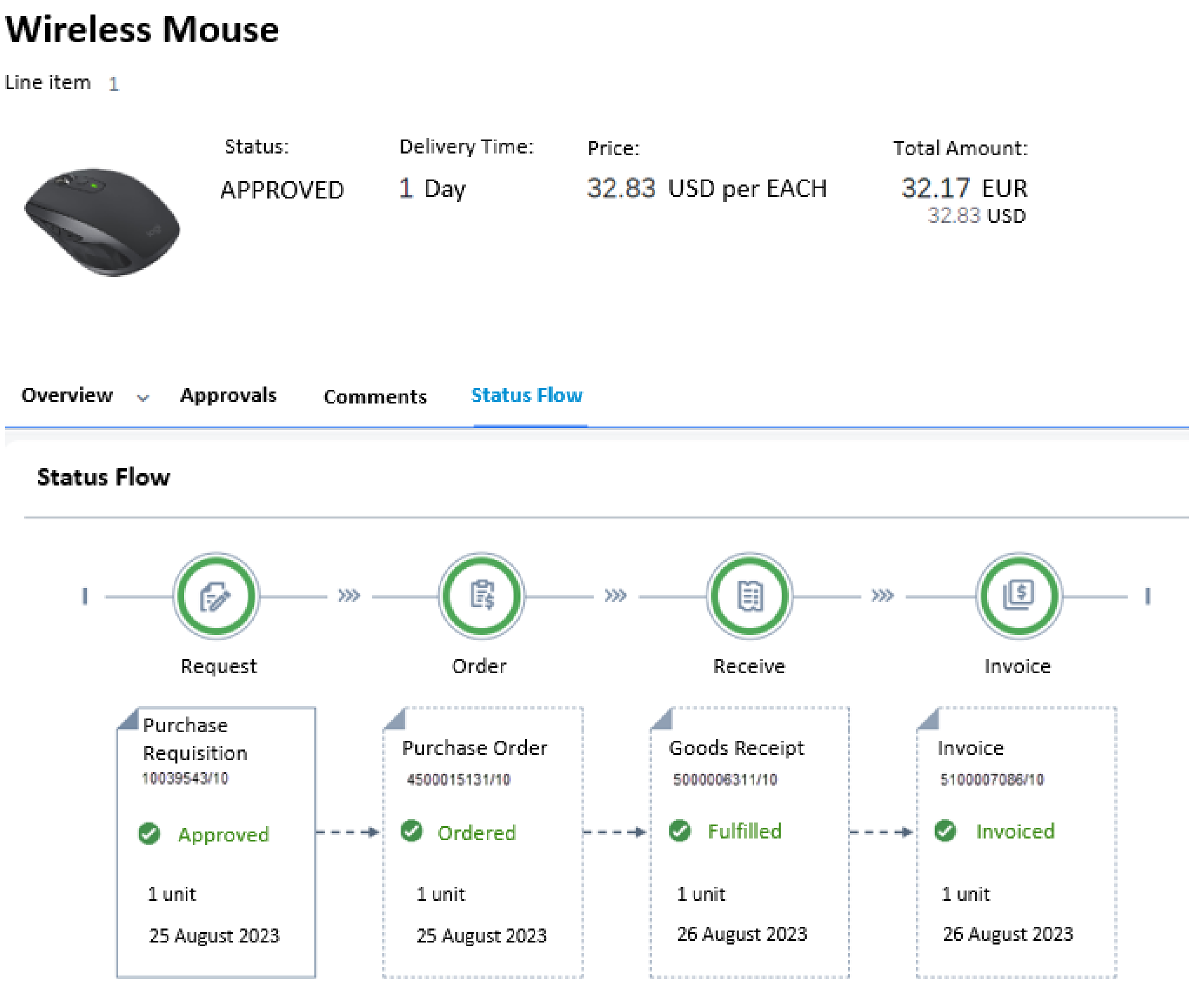
- *Upcoming Approvals*
- *In Review*: Items that are currently being reviewed.
- *Review Completed*: Items that have been approved or rejected by reviewers. : Items that are due to be approved and that have not yet reached the approval deadline.
  For multi-step approvals, the time taken to approve is the cumulative total of time spent at all stages.



The *Status Flow* gives you additional information on the processing of the request. Depending on the status of your request, you can see details such as when the request has been approved, the purchase order created for your request, the goods receipt and the invoice. The document number and line item number is listed under each document. (For example, for Purchase order 4500015775/10, 4500015775 is the document number and 10 is the line item number.) If you have the appropriate permissions, these numbers can be used to search for documents in the connected system.

ⓘ Note

- You will only be able to see the status flow for invoices if your administrator has enabled the `GR-Based IV (Goods-Receipt-Based Invoice Verification` setting in SAP S/4HANA Cloud. For more information, see Setting the Indicator for Goods-Receipt-Based Invoice Verification).
- SAP Ariba Buying supports processing purchase orders with only a single line item from purchase requisitions created in the connected system.



Procedure

1. Choose *My Requests* on the *Create Purchase Request* app.
   Your requests are listed on the *Draft*, *In Progress* and *Fulfilled and Invoiced* tabs.
2. Select a tab to see a list of requests with that status.
3. Select the arrow icon on the right-hand side of a request listing to open the request details.
4. Click on the arrow icon on the right-hand side of an item listing to open the item details.
5. Select the *Approvals* tab to check the approval workflow.
6. Select the *Status Flow* tab to see details on the order status.

4.15 Viewing Requests in the Connected System

Requests that buyer users create can be viewed as purchase requisitions on the connected system.

Each request that a buyer creates contains the request ID. The purchase requisition in the connected SAP S/4HANA Cloud system displays the request ID in the *Tracking Number* field for each of the line items.

The *Tracking Number* field can display up to 10 digits. If your request ID exceeds ten digits, then the Tracking Number field displays the last nine digits and a prefix "X."

Here are few examples:

Example 1:

Request ID in SAP Ariba Buying: PRN12345

Tracking Number field in the connected system: PRN12345

Example 2:

Request ID in SAP Ariba Buying: PRN123456789

Tracking Number field in the connected system: X123456789

4.16 Working with My Inbox

The *My Inbox - Buying* app allows approvers to review the line items in a request.

If you're an approver, with the Approver role (`Procurement_Approver`), you can do the following for workflow approval tasks that appear in the *My Inbox - Buying* app:

- Open and view details of the line item
- Approve or reject line items
- Add comments while reviewing requests

For more information about comments, see Comments [page 25].

> ⓘ Note
>
> You must have the Approver role (`Procurement_Approver`) to accept or reject line items in a workflow approval task. Contact your administrator if you have questions about your authorizations.

What My Inbox Doesn't Support

- SAP Ariba Buying displays text in the *My Inbox - Buying* app in English only. SAP Ariba Buying doesn't support the translation of field names or text descriptions in the supported languages for the apps that are integrated with SAP Ariba Buying.

- SAP Ariba Buying doesn't support the filtering and sorting functionality in the *My Inbox - Buying* app.
- When you receive an email confirmation after submitting a request, the email notification doesn't display the complete description of the line item if the line item description is longer than 40 characters.

5 Working with Your Personal Data

View the personal data for users and the list of applications or services that use the personal data.

The *My Personal Data* app allows you to view the user data that has been marked as personal information and the list of applications or services that use them.

You can see the following:

- In the *Application* section, view the list of applications that use your personal data.
- In the *Requests* section, view the requests you have made for corrections or deletions to your personal data. In the *Export Requests* section, you can view the requests for exporting or downloading your personal data.

You can export or download the personal data information.

> ⓘ Note
>
> You can also view the personal data using the SAP Personal Data Manager service. However, you need a subscription and the required authorization to access the service.

For more information about the personal data, see Manage Personal Data.

Exporting Personal Data [page 34]
Schedule a request to download or export the personal data information.

5.1 Exporting Personal Data

Schedule a request to download or export the personal data information.

Context

You can export or download the personal data information.

Procedure

1. Open the *My Personal Data - Buying* app.
2. Choose *Export Personal Data*.
3. Select the email address to receive the personal information.
4. You can choose to download the information in one of the following file formats:

- PDF
- JSON
- XML

5. (Optional) If you want to download all the transactional data for your user, choose *Export all transaction data*.
6. Choose *Export*. A message appears confirming your request to export the data.
7. Go to the *Export Request* section to download the data after your request is processed.

> **Note**
>
> You can schedule another request to export the data only after the previous export request is complete.

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