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Using Conditions in Events, Surveys, and the Supplier Profile Questionnaire

SAP Ariba Contracts

SAP Ariba Sourcing

SAP Strategic Sourcing Suite

SAP Ariba Supplier Information and Performance Management

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Using Conditions in Events, Surveys, and the Supplier Profile Questionnaire

This guide is for SAP Ariba buyer users and administrators responsible for using conditions to exclude items in events, surveys, and the supplier profile questionnaire.

Conditions define actions that are triggered based on the answer to a question in an event, survey, or the supplier profile questionnaire. Those answers are usually provided by suppliers, but they can also be provided by internal users.

This guide applies to:

- SAP Ariba Contracts
- SAP Ariba Sourcing
- SAP Ariba Strategic Sourcing Suite
- SAP Ariba Supplier Information and Performance Management

Related Guides

[Event Management Guide](#)

[Supplier Profile Questionnaire Management](#)

About Conditions in Events, Surveys, and the Supplier Profile Questionnaire

Conditions are always based on the potential answers to questions. You cannot base them on responses to content types other than questions, such as requirements or attachments.

There are two different types of conditions, which trigger different actions based on those responses:

- Visibility conditions, which you can apply to a number of different types of content, show or hide content based on an answer.
- Validity conditions, which you can apply to questions based on supplier common profile commodity fields and the Tax ID field, allow you to reject supplier answers if they do not meet the criteria you specify.

You can create conditions a supplier's answers in a common profile field such as Commodities Supplied or Type of Organization by editing the supplier profile questionnaire to make the field an organization field question. For more information about organization field questions, see [About Adding Organization Field Questions to the Supplier Profile Questionnaire](#) in [Managing the Supplier Profile Questionnaire](#).

Once the field is an organization field question in a published version of the supplier profile questionnaire, you can:

- Create conditions based on it in the supplier profile questionnaire.
- Add it to an events or surveys as library content and either copy its associated conditions from the supplier profile questionnaire or create new conditions based on it in the event or survey.

Permissions Required for Creating Conditions

Depending on the type of document for which you are creating conditions, there are permissions you need.

You must have the following permissions to create conditions in the following documents:

Document	Permission To...
Event	Create an event
Survey	Create a survey
Supplier profile questionnaire	Edit the supplier profile questionnaire

Additional Information

SAP Ariba provides these guides for event management and the supplier profile questionnaire where you may create conditions:

- [Event Management Guide](#)

- [Managing the Supplier Profile Questionnaire](#)

Showing and Hiding Content in Events, Surveys, and the Supplier Profile Questionnaire

You can display or hide contents in events, surveys, and the supplier profile questionnaire using visibility conditions. Visibility conditions allow you to display content to respondents based on their answers to questions or, in the supplier profile questionnaire only, as a result of formula calculations.

[Showing and Hiding Content in Events, Surveys, and the Supplier Profile Questionnaire \[page 6\]](#)

[Constraints and Guidelines for Creating Conditions \[page 7\]](#)

[Creating a Basic Visibility Condition in an Event, Survey, or the Supplier Profile Questionnaire \[page 7\]](#)

[Creating an Advanced Visibility Condition in an Event, Survey, or the Supplier Profile Questionnaire \[page 10\]](#)

[Expressions for Advanced Visibility Conditions \[page 12\]](#)

Showing and Hiding Content in Events, Surveys, and the Supplier Profile Questionnaire

The content to which you have applied a visibility condition is hidden from participants unless they supply an answer that fulfills the condition. At that point, the page refreshes and the conditional content appears. If a participant changes an answer so that the condition is no longer fulfilled, the content disappears and any existing answers are not retained.

You create visibility conditions for questions and on formulas added from the supplier profile questionnaire. You can set visibility conditions on questions, requirements, sections, attachments, table sections (in events and surveys), and formulas and organization field questions (in the supplier profile questionnaire) in order to hide or show them based on those conditions.

If you add a question to your document from the Sourcing Library, you have the option of copying its conditions as well so that they operate in your document.

Note

If you have enabled scoring, unanswered questions do not count toward the overall weight for the participant's score. You will not be able to distinguish between questions that are unanswered because they are hidden from participants through visibility conditions and questions that are unanswered because the participant chose not to answer.

You can create two types of visibility conditions: basic and advanced.

- Basic visibility conditions, based on one question or formula.
- Advanced visibility conditions allow you to combine multiple questions to create conditional expressions based on logical operators (AND, OR, and NOT). You can stack and nest expressions, but take care that the logic in an advanced condition doesn't contain contradictions.

Constraints and Guidelines for Creating Conditions

You can only create conditions based on the following content:

- Questions of any answer type except for multi-line text. You can create conditions based on questions you created in an individual event, survey, or the supplier profile questionnaire, or that you added from the content library.
- Formulas. You can only create formulas in the supplier profile questionnaire, where you can also create conditions based on them. You can also add a formula from the supplier profile questionnaire to an event or survey as library content and then create conditions based on it. Note that if you add a formula to an event or survey, you must also add the content used to construct the formula.

You can create conditions based on field paths for address fields in the supplier profile questionnaire only.

For questions in table sections in events and surveys, you can only create a condition based on a single question/column combination. You must create a separate condition for each question/column combination.

If you set a visibility condition for content that you want to show to suppliers, make sure that the question that triggers the condition is visible to participants.

In order to create conditions based on common profile fields or formulas in an event and survey, you must add them to the event or survey as library content. If you add a formula to an event or survey from the supplier profile questionnaire, you must also add the underlying content on which it was based.

When participants export event or survey content to Microsoft Excel, only the content that is visible to them at the time of export is exported. More content might become visible after they have imported an updated spreadsheet back into the event or survey; they can export the updated content and import it again after providing answers to now-visible content.

Creating a Basic Visibility Condition in an Event, Survey, or the Supplier Profile Questionnaire

You can create basic visibility conditions on a single question or formula.

Procedure

1. Use an existing question or create a new question on which to base the condition.
2. Perform one of the following actions:
 - Select **Edit** > **Conditions**.
 - Click the question and select **Edit**, then select **Add** > **Conditions**.
3. On the Edit Conditions page, click **Add**.
4. On the Create Condition page, enter a short name and description name for the condition. The name appears on a menu of available conditions, so it should be descriptive.

5. For the expression, click **Undefined** and select the question or formula on which you want to base the condition from the list of options.

If the question you use is in a table section, each column is listed as a separately with the column name in parentheses after the question text in the available options:

6. Perform one of the following actions to set the condition content match:
 - For formulas and questions with numerical answer types (including date and money), enter a From and To value to create a range of values.
 - For questions with text answer types, enter a string of text which must match participant answers exactly to satisfy the condition.
 - For questions with Yes/No answer types, select either **Yes**, **No**, or **Either**.
 - For questions with a defined list of answer values that are specific to the question, select the answer from the pull-down menu.
 - For questions with answers that must be selected from a list of site-wide values (such as commodity), click **select** and select the values that participants' answers must match in order to satisfy the condition.
 - (Optional) For organization field questions for address fields (such as Corporate Address) in the supplier profile questionnaire only, click **Content Match** and select **Create Field Path**, then choose a part of the address such as **Region**, **City**, or **State**. Click select and select the values that participants' answers must match for that part of their address in order to satisfy the condition. For a complete example of using field paths, see [Example: Creating a Basic Visibility Condition Using a Supplier Address Field Path in the Supplier Profile Questionnaire \[page 9\]](#).
7. Click **OK**.

Next Steps

The condition you created is now available to apply to content when you click **none** for the Visibility Conditions attribute on the Add/Edit Content page for piece of content in a survey, event, or the supplier profile questionnaire.

To apply the condition, see [Applying Conditions to Content in Events, Surveys, and the Supplier Profile Questionnaire \[page 22\]](#).

Example: Create a Basic Visibility Condition for Shipping Lead Time in an Event or Survey

This example illustrates creating a simple visibility condition based on a question asking the number of lead time days suppliers say they need between receiving and shipping an order.

1. On the Content page of the event or survey, click **Add** and select **Question**.
2. Specify the following attributes for the question:
 - Name: **What is your minimum lead time for shipping an order in days?**
 - Answer Type: **Whole Number**
 - Visible to Participant: **Yes**
3. Click **Done** to add the question to the event or survey.

4. On the Content page, click **Edit** and select **Conditions**.
5. On the Edit Conditions page, click **Add**.
6. On the Create Condition page, enter the following:
 - Name: **<= 4 Day Lead Time**
 - Description: **Supplier needs 4 or fewer days to ship an order.**
7. For the expression, click **Undefined** and select the question you just created.
8. For the content match, enter the following:
 - From: **0**
 - To: **4**
9. Click **OK** to create the condition.
10. Click **Done**.

Now you can create a piece of content in the event or survey that only shows for suppliers who answer between 0 and 4 to the question **What is your minimum lead time for shipping an order in days?**

Example: Create a Basic Visibility Condition Using a Supplier Address Field Path in the Supplier Profile Questionnaire

This example illustrates creating a basic visibility condition for the Country/Region field in the supplier's Corporate Address. Corporate Address is a common profile field by default, so you must move it to the supplier profile questionnaire as an organization field question before creating the condition. For details on editing and publishing the supplier profile questionnaire, see [Managing the Supplier Profile Questionnaire](#).

1. Sign in as a user who has permission to edit the supplier profile questionnaire.
2. Open the questionnaire for edit.
3. Click **Add** and select **Organization Field Question**.
4. Select **Corporate Address** from the list of organization fields and click **OK**.
5. In the **Name** field for the question, enter **What is your corporate address?**
6. Specify any other attributes for the question that you'd like to set.
7. Click **Done**.
The common profile field Corporate Address is now a question on the supplier profile questionnaire, so you can create a condition based on supplier answers to it.
8. Click **Edit** and select **Conditions**.
9. On the Edit Conditions page, click **Add**.
10. On the Create Condition page, enter the following:
 - Name: **Corporate Address in US**
 - Description: **Supplier has a corporate address in the United States.**
11. For the expression, click **Undefined** and select **► Options ► Other ►**.
12. Select the corporate address organization field question you just added and click **OK**.
13. Click **Content Match** and select **► Create Field Path ► Country/Region ►**.
14. Click select, select **United States** from the list of countries/regions defined in your site, and click **Done**.
15. Click **OK** to create the condition.
16. Click **Done**.

Creating an Advanced Visibility Condition in an Event, Survey, or the Supplier Profile Questionnaire

You can create advanced visibility conditions based on multiple questions and formulas.

Procedure

1. Use an existing question or create a new question on which to base the condition.
2. Perform one of the following actions:
 - Select ► **Edit** ► **Conditions** ►.
 - Click the question and select **Edit**, then select ► **Add** ► **Conditions** ►.
3. On the Edit Conditions page, click **Add**.
4. On the Create Condition page, enter a short name and description name for the condition. The name appears on a menu of available conditions, so it should be descriptive.
5. For the expression, click **Undefined** and select an expression (**All of**, **Any of**, or **None of**). For descriptions of available expressions, see [Expressions for Advanced Visibility Conditions in Events, Surveys, and the Supplier Profile Questionnaire \[page 12\]](#)
6. Perform any of the following steps. The order in which you add expressions and questions determines the nested structure of your condition.
 - Click **Undefined** and select the or formula question on which you want to base the condition from the list of options, then specify the content match that fulfills the condition.
 - To enclose an expression within an expression, click the expression and select it. The new expression is added to its left.
 - To add a condition in parallel to another condition, click the expression to its left, then select the question or formula from the list of options and specify the content match that fulfills the condition.
 - To nest a set of conditions with an expression inside another expression, add a condition to the first expression, then select **Content Match** for the condition and select the expression. The new expression is added to the left of the condition, but within the first expression.
7. Continue adding nested conditions and expressions as needed.
8. Click **OK**.

Next Steps

The condition you created is now available to apply to content when you click **none** for the Visibility Conditions attribute on the Add/Edit Content page for pieces of content in a survey, event, or the supplier profile questionnaire.

To apply the condition, see [Applying Conditions to Content in Events, Surveys, and the Supplier Profile Questionnaire \[page 22\]](#).

Example: Create an Advanced Visibility Condition for Small, Veteran-Owned Businesses with 50 or Fewer Employees

This example uses common profile fields from the supplier profile questionnaire to build an advanced visibility condition that is true for suppliers with a small business certification, fewer than 50 employees, and at least one of three veteran-owned business certifications.

1. If you want to add the condition to the supplier profile questionnaire, the questions exist already and you do not have to create them. If you want to add the condition to an event or survey, add the following library content from the supplier profile questionnaire to your event or survey:
 - How many permanent employees do you have?
 - Are you Small Business Certified?
 - Are you Veteran Owned Enterprise Certified?
 - Are you Disabled Veteran-Owned Enterprise Certified?
 - Are you Vietnam Veteran-Owned Enterprise Certified?
2. On the Content page, click **Edit** and select **Conditions**.
3. On the Edit Conditions page, click **Add**.
4. On the Create Condition page, enter the following:
 - Name: **Veteran Owned < 50 Empl Small Businesses**
 - Description: **Certified small business with 50 or fewer employees and at least one veteran-owned certification.**
5. For the first expression, click **Undefined** and select **All of**.
6. Click **All of**, select **Are You Small Business Certified?** from the options, and select **Yes** for the content match.
7. Add another question in parallel to the first. Click **All of**, select **How many permanent employees do you have?**, and for the content match, enter the following:
 - From: **1**
 - To: **50**

These two conditions are in parallel inside an **All of** expression, so both of them must be true in order for the advanced condition to be true.
8. Next, add another expression and set of conditions nested under the existing ones by performing the following steps:
 1. Click **All of**, select **Are you Veteran Owned Enterprise Certified?**, and select **Yes** for the content match. Initially, this condition is added in parallel to the other ones.
 2. Click **Content Match** for this new condition and select **Create > Any of >**. The advanced condition now has two parallel conditions and one nested one:
 3. Click **Any of**, select **Are you Disabled Veteran-Owned Enterprise Certified?**, and select **Yes**.
 4. Click **Any of**, select **Are you Vietnam Veteran-Owned Enterprise Certified?**, and select **Yes**.

The Any of expression is in parallel to the first two conditions inside an enclosing All of expression, meaning that all three must be true. Because of this structure, the advanced condition is true if the supplier is small business certified and has 1-50 employees and is either a veteran-owned enterprise, disabled veteran-owned enterprise, or Vietnam veteran-owned enterprise.
9. Click **OK**.

Expressions for Advanced Visibility Conditions

You can use expressions to create advanced visibility conditions.

Expression	Definition
All of	<p>An advanced expression that can include multiple expressions used for conditions that require all expressions to match (AND). You can use the All of expression to make a condition true under specific, layered circumstances.</p> <p>For example, you can create an All of expression with two content matches: Are you Woman Owned Enterprise Certified? = Yes and Are you Small Business Certified? = No. This condition is true for any supplier that is Woman Owned Enterprise Certified but is not Small Business Certified. You can use this condition to display specific content for suppliers with that combination of certifications.</p>
Any of	<p>An expression that is true if one or more of the expressions defined in it are true (OR).</p> <p>For example, if you define an Any of condition with four questions in it, that condition is true if the participant's answer matches the answers you define as content matches for at least one, or as many as all four, of those four questions.</p>
None of	<p>An expression that is true only if none of the expressions defined in it are true (NOT).</p> <p>For example, you can create a None of expression with content matches to four different regions where you have manufacturing plants for questions that ask participants if they have shipping centers close to those regions. You can use this condition to display content to suppliers who answered No to all of those questions, and therefore might not be able to fulfill your shipping requirements.</p>

Validating Supplier Profile Questionnaire Answers for Length and Content

You can use the **Contains** and **Length** operators to create validity conditions for answers in the supplier profile questionnaire. These conditions validate whether answers meet length or content requirements.

Prerequisites

The question must be present in the supplier profile questionnaire before conditions can be created. You must be a member of the **Project Owner** group on the **Supplier Knowledge Area Team** tab in order to edit and publish the supplier profile questionnaire.

Context

You can configure an acceptable range for the number of characters allowed in responses to supplier profile questionnaire questions and configure unsupported characters. For example, you can validate that responses to bank routing number fields contain a specific number of characters and do not contain the '#' character. If a supplier accidentally enters the '#' character in a bank routing number field, they see a warning message indicating that they have entered an invalid character. You can also use the **All of**, **Any of**, and **None of** expressions to create advanced validity conditions. For example you can use both the **All of** and **None of** expressions to create multiple expressions and exclude more than one special character.

Validity conditions and the **Contains** and **Length** operators are only available for two types of text questions:

- Single line
- Single line limited

The **Contains** and **Length** operators are only supported for validity conditions. They are not supported for visibility conditions.

Procedure

1. In the supplier profile questionnaire, click ► **Edit** ► **Conditions** ►.
2. Click **Add**.
3. Enter a name and description of the condition.
4. Do one of the following:
 - To create a condition that validates text or characters, click **Expression** and click the question you which you want to add the condition. Select ► **Content Match** ► **Operator** ► **Contains** ►.

- To create a condition that validates the length of a response, click **Expression** and click the question you which you want to add the condition. Select ► **Content Match** ► **Operator** ► **Length** ►.
5. If necessary, complete the following information:
 - For **Contains** expressions, select **All Of**, **Any Of**, or **None Of** and enter the text or characters you want to validate.
 - For **Length** expressions, select **All Of**, **Any Of**, or **None Of** and enter the numerical range of characters you want to validate.
 6. Click **OK** to create the condition.
 7. Click **Done**.

Results

The condition you created is now available to apply to content when you click none for the **Validity Conditions** attribute on the **Edit Content** page for questions in the supplier profile questionnaire.

Tax ID Validation in Supplier Profiles

Validity conditions on the **Tax ID** field in the supplier profile allow you to prevent duplicate supplier tax IDs within the same country/region and, for some countries/regions, ensure that tax IDs are in the correct format.

When the supplier answers a question with a tax ID that does not match the validity condition, the response is rejected and the supplier sees an error message with instructions on how to enter an acceptable value.

The **Tax ID** field is a common profile field by default. In order to set a validity condition on the **Tax ID** field in the supplier profile, you must make it an organization field question. The field then becomes a customer-requested field for the supplier in their SAP Business Network for Trading Partners profile, and the supplier's answer applies to your site only. For more information about organization field questions, see [About Adding Organization Field Questions to the Supplier Profile Questionnaire](#) in [Managing the Supplier Profile Questionnaire](#).

SAP Business Network for Trading Partners profiles are the source of truth for all information in common supplier profile fields, including tax ID. However, SAP Business Network does not currently validate tax IDs. You must validate them in your site using a validity condition.

When you create and apply a validity condition to the **Tax ID** field and make it required, suppliers must enter a valid value before they can submit customer-requested profile information to you. In SAP Ariba Supplier Information and Performance Management, you can also require approval when a supplier submits a tax ID or changes the current values.

You can create tax ID validity conditions to validate for format, for uniqueness, or for both format and uniqueness.

Tax ID Format Validation

Tax ID format validation verifies that the tax ID is in the correct format for the supplier's country/region.

Validation is based on the country/region specified in the supplier's primary address, and applies to the following countries/regions and tax IDs only:

- Australia (Tax File Number, or TFN)
- Brazil (Cadastro Nacional de Pessoas Jurídicas, or CNPJ)
- Chile (Rol Único Tributario, or RUT)
- Italy (Codice Fiscale)
- Peru (Registro Único de Contribuyentes, or RUC)
- United States (Employer Identification Number, or Tax ID)

Format validation includes:

- The number of characters allowed
- Whether letters or numbers are expected
- That there are no special characters
- (Brazil only) That the tax ID is valid according to the checksum algorithm used for the CNPJ

Tax ID Uniqueness Validation

Tax ID uniqueness validation prevents duplicate tax IDs among suppliers from the same country/region. Validation is based on the country/region specified in the supplier's primary address.

[Creating a Validity Condition for the Tax ID Field in the Supplier Profile \[page 16\]](#)

[Example: Validate Tax IDs for Uniqueness and Format \[page 17\]](#)

Creating a Validity Condition for the Tax ID Field in the Supplier Profile

You can create validity conditions on the Tax ID field in a supplier profile.

Prerequisites

In order to validate supplier tax IDs, you must add the **Tax ID** supplier profile field to the supplier profile questionnaire as an organization field question.

Context

Setting validity conditions on tax IDs does not initiate validation on any existing IDs for existing suppliers in your site. Validation is initiated when a user at your company edits a supplier profile or when a supplier adds a new or changed tax ID to their Ariba Network for Suppliers profile.

The only country/region for which there is checksum algorithm validation of tax IDs is Brazil.

Validation occurs only on tax IDs entered in Ariba Network for Suppliers profiles or in supplier profiles in your site. Tax ID information imported in supplier profile data imports is not validated. If an invalid tax ID is imported, your site does not indicate a problem unless a user edits the supplier profile. At that time, if the profile includes an invalid tax ID, an error message is displayed.

Validity conditions for the **Tax ID** field are available only in the supplier profile questionnaire. You cannot make them library content and add them to surveys or events.

You can create advanced visibility conditions that include validity conditions as one of the elements. For more information about advanced visibility conditions, see [Creating an Advanced Visibility Condition in an Event, Survey, or the Supplier Profile Questionnaire \[page 10\]](#).

In sites that include SAP Ariba Supplier Information and Performance Management, you can require approval for changes to tax IDs in the settings for the tax ID organization field question. For details, see [Adding an Organization Field Question to the Supplier Profile Questionnaire](#) in [Managing the Supplier Profile Questionnaire](#).

Procedure

1. In the supplier profile questionnaire, click **Add** and select **Conditions**.
2. Click **Add**.
3. Enter a name and description of the condition.
4. For the expression, select **Undefined > Other**.
5. Select the tax ID question from the list of options and click **OK**.
6. Perform one of the following actions:
 - Select **Validate uniqueness** to validate that the tax ID is unique for the supplier's country/region in your site.
 - Select **Validate format** to validate that the tax ID uses the correct format for the supplier's country/region and, for Brazilian tax IDs only, that it is a valid tax ID.
 - Select **Validate uniqueness and format** to validate both the uniqueness and format of the tax ID for the supplier's country/region.
7. Click **OK** to create the condition.
8. Click **Done**.

Next Steps

The condition you created is now available to apply to content when you click **none** for the **Validity Conditions** attribute on the Add/Edit Content page for **Tax ID** field-based questions in the supplier profile questionnaire.

To apply the condition, see [Applying Conditions to Content in Events, Surveys, and the Supplier Profile Questionnaire \[page 22\]](#).

Example: Validate Tax IDs for Uniqueness and Format

This example describes how to create a validity condition for the **Tax ID** field in the supplier's profile. **Tax ID** is a common profile field by default, so you must move it to the supplier profile questionnaire as an organization field question before creating the condition.

For details on editing and publishing the supplier profile questionnaire, see [Managing the Supplier Profile Questionnaire](#).

1. Sign in as a user who has permission to edit the supplier profile questionnaire.
2. Open the questionnaire for edit.
3. Click **Add** and select **Organization Field Question**.
4. Select **Tax ID** from the list of organization fields and click **OK**.
5. In the **Name** field for the question, enter **What is your tax ID?**
6. Specify any other attributes for the question that you'd like to set.
7. Click **Done**.

The common profile field **Tax ID** is now a question on the supplier profile questionnaire, so you can create a validity condition based on supplier answers to it.

8. Click **Edit** and select **Conditions**.
9. On the Edit Conditions page, click **Add**.
10. On the Create Condition page, enter the following:
 - Name: **Full Tax ID Validation**
 - Description: **Validates tax IDs for uniqueness and format**
11. For the expression, click **Undefined** and select ► **Options** ► **Other** ►.
12. Select **What is your tax ID?** and click **OK**.
13. Select **Validate uniqueness and format**.
14. Click **OK** to create the condition.
15. Click **Done**.

Commodity Validation in Supplier Profiles

Validity conditions on commodity fields in the supplier profile allow you to require specific commodity values or levels for supplier answers in questions based on commodity fields in the supplier's profile.

When a supplier answers a question with a commodity value that does not match the validity condition, the response is rejected and the supplier sees an error message with instructions on how to enter an acceptable value.

Commodity profile fields such as Commodities Supplied are common profile fields by default. In order to set a validity condition on a commodity field in the supplier profile, you must make it an organization field question. The field then becomes a customer-requested field for the supplier in their profile, and the supplier's answer applies to your site only. For more information about organization field questions, see [About Adding Organization Field Questions to the Supplier Profile Questionnaire](#) in [Managing the Supplier Profile Questionnaire](#).

You can set validity conditions on commodity fields for either specific commodity values or for levels in the commodity hierarchy. Setting validity conditions for hierarchy levels ensures that the supplier provides commodity information to the level of detail you need.

[Creating a Validity Condition on a Commodity Field in the Supplier Profile \[page 19\]](#)

[Example: Create a Validity Condition for Commodities Supplied \[page 20\]](#)

Creating a Validity Condition on a Commodity Field in the Supplier Profile

You can create validity conditions on commodity fields in supplier profiles.

Prerequisites

In order to create a validity condition on a supplier profile commodity field, you must make sure that the commodity field you want to base the validity condition on is added to the supplier profile questionnaire as an organization field question.

To create a validity condition in an event or survey, you must add the commodity organization field question on which you want to base it to the event or survey as library content from the supplier profile questionnaire.

Context

You can create only commodity validity conditions based on commodity profile questions from the supplier profile questionnaire.

You can also create advanced visibility conditions that include validity conditions as one of the elements. For more information about advanced visibility conditions, see [Creating an Advanced Visibility Condition in an Event, Survey, or the Supplier Profile Questionnaire \[page 10\]](#).

Procedure

1. On the event or survey Content page, or in the supplier profile questionnaire, click **Add** and select **Conditions**.
2. Click **Add**.
3. For the expression, select **Undefined > Other**.
4. Select the commodity field question from the list of options and click **OK**. When you select a commodity-based field, the expression includes both a **Content Match** and a **Content Match Type**.
5. Perform one of the following actions:
 - To validate supplier responses based on specific commodity values, click **select**, select one or more commodity values, and click **Done**.
 - To validate supplier responses based on their level of detail, click **Content Match Type**. Choose **Hierarchy (Matches All)** to require that all supplier responses fall within a specific range of hierarchy levels, or choose **Hierarchy (Matches Some)** to require only that at least one of the supplier responses in each branch of the hierarchy fall within the range of hierarchy levels. Enter **From** and **To** values to create a range of acceptable commodity hierarchy levels for the response. To specify a single level, enter the same number in both fields.
6. Click **OK** to create the condition.
7. Click **Done**.

Next Steps

The condition you created is now available to apply to content when you click **none** for the Validity Conditions attribute on the Add/Edit Content page for commodity field-based questions in a survey, event, or the supplier profile questionnaire.

To apply the condition, see [Applying Conditions to Content in Events, Surveys, and the Supplier Profile Questionnaire \[page 22\]](#).

Example: Create a Validity Condition for Commodities Supplied

This example describes how to create a validity condition for the Commodities Supplied field in the supplier's profile. Commodities Supplied is a common profile field by default, so you must move it to the supplier profile questionnaire as an organization field question before creating the condition.

For details on editing and publishing the supplier profile questionnaire, see [Managing the Supplier Profile Questionnaire](#).

1. Sign in as a user who has permission to edit the supplier profile questionnaire.
2. Open the questionnaire for edit.
3. Click **Add** and select **Organization Field Question**.
4. Select **Commodities Supplied** from the list of organization fields and click **OK**.
5. In the **Name** field for the question, enter **What commodities do you supply?**
6. Specify any other attributes for the question that you'd like to set.
7. Click **Done**.

The common profile field Commodities Supplied is now a question on the supplier profile questionnaire, so you can create a validity condition based on supplier answers to it.
8. Perform one of the following actions:
 - If you plan to add the validity condition to the supplier profile questionnaire, skip to the next numbered step.
 - If you plan to add the validity condition to an event or survey, publish the change to the supplier profile questionnaire and navigate to the event or survey Content page.
9. Click **Edit** and select **Conditions**.
10. On the Edit Conditions page, click **Add**.
11. On the Create Condition page, enter the following:
 - Name: **Commodities - L3 or below**
 - Description: **Requires suppliers to answer with Level 4 or 3 commodities**
12. For the expression, click **Undefined** and select **Options > Other**.
13. Select **What commodities do you supply?** and click **OK**.
14. Click **Content Match Type** and select **Hierarchy**.
15. For the content match, enter the following:
 - From: **3**
 - To: **4**
16. Click **OK** to create the condition.
17. Click **Done**.

Applying Conditions to Content in Events, Surveys, and the Supplier Profile Questionnaire

After creating visibility or validation conditions, you can apply them as appropriate to content in events, surveys, and the supplier profile questionnaire.

Context

Appropriate content to which you can apply conditions is as follows:

Type of Condition	Applicable Content
Visibility	Section, table section, question, requirement, desktop attachment, library attachment, content from library
Validity	Questions based on commodity or Tax ID organization field questions in the supplier profile questionnaire

The following limitations apply to visibility conditions:

- You can apply visibility conditions on the table section level only in surveys and events; you cannot apply visibility conditions to questions, attachments, or requirements in a table section.
- In the case of multi-round events, responses to a previous event do not trigger conditions in the current event.s

Procedure

1. On the Create Content or Edit Content page, perform one of the following actions:
 - To apply a visibility condition, click **select** for **Visibility Conditions**.
 - To apply a validity condition, click **select** for **Validity Conditions**.
2. Select the condition from the list of existing conditions.

Results



Once you have applied the condition to the content and click **Done**, an information icon next to the content indicates that it is conditional. You can click the information icon to see the condition.

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