

Basic P2O SAP Ariba Procurement User-Day Script

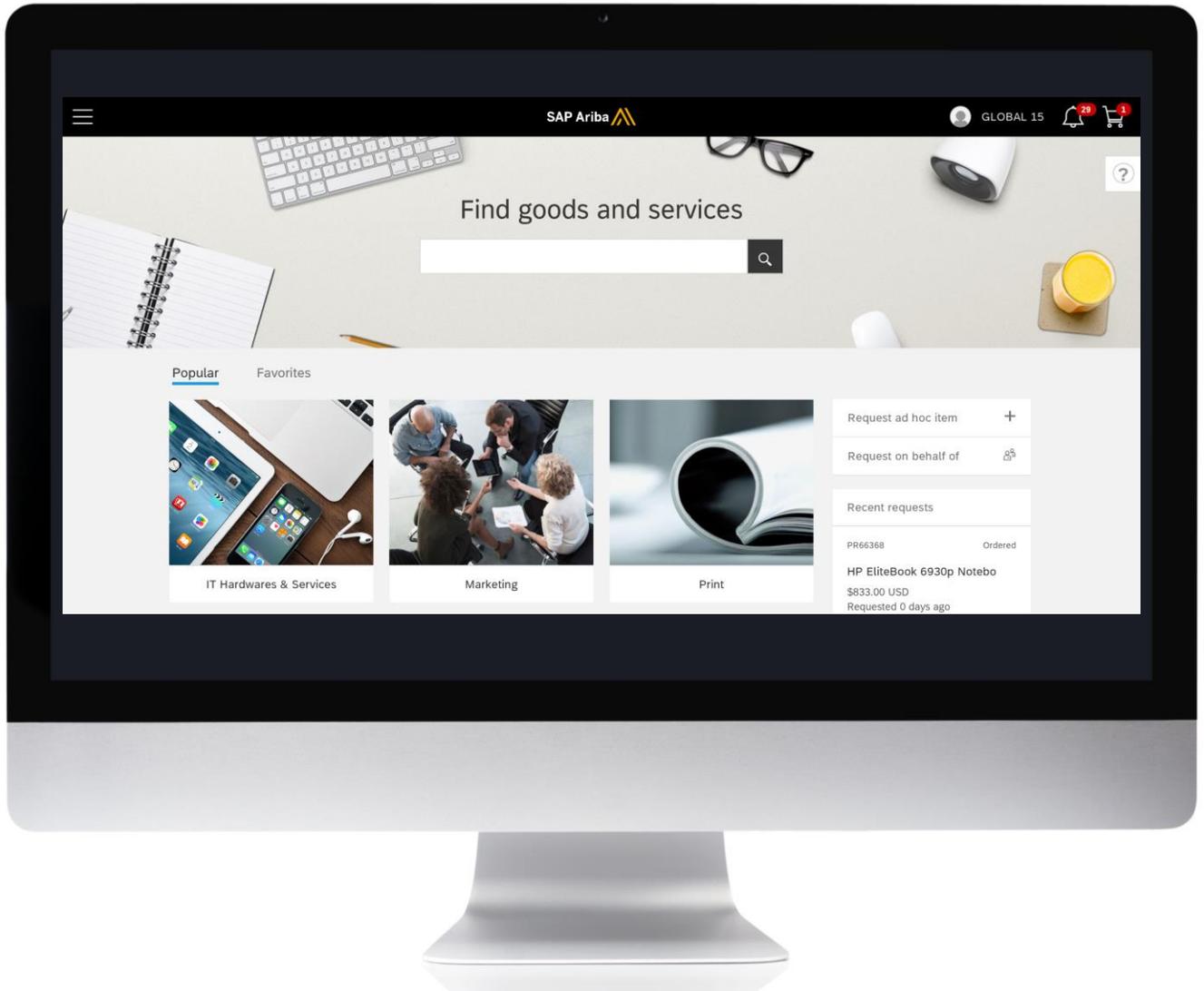


Table of Content

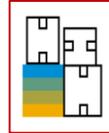
Content	Page
Solution Overview	3
URLs and Login Credentials	4
General User Day Guidelines	5
P2O Process	6 – 13
• Catalog Purchase	6
• Approval	7
• Mobile App	8
• Order Confirmation	9
• Ship Notice	10
• Receiving	11
• Invoice	12
Purchasing	13 – 16
• Configurable Item	13
• Punch-out Item	14
• Non-catalog Item	15
• Inventory Item	16
• Spot Buy Item	17
Tactical Sourcing	18 – 21
• RFP	18 – 19
• Bidding	20
• Awarding	21

Solution Overview

SUPPLIERS | SELL TO SETTLE



STRATEGIC SOURCING



PROCUREMENT

Ariba Network



SUPPLIER
MANAGEMENT



FINANCIAL SUPPLY
CHAIN



SUPPLY CHAIN

BUYERS | SOURCE TO SETTLE



SAP CLOUD
PLATFORM



CUSTOMER VALUE
SERVICES

Note: SAP Ariba Procurement Analytics included in all solutions

URLs and Login Credentials

Access the **Guided Buying** demo environment via:

<https://s1.ariba.com/Buyer/Main?realm=StratusLabs&guidedbuyredirect=true>

For **Supplier** activities use the Ariba Network URL:

<https://service.ariba.com/Supplier.aw>

System Access	User Name	Password
Your user	gb225 – gb229	ariba
Demo approver	ghalas	go4ariba
AN Supplier (order confirmation, ship notice, invoices)	test-admin2@stratuslabs.com	AribaGCP_101
AN Supplier (tactical sourcing)	test-willowsprings@sap.com test-grovestreetinc@sap.com valleyretailsupplier@sap.com	AribaGCP_101

General User Day Guidelines

1. Two internet browsers are needed

- One for Buyers – Chrome or Firefox
- One for Suppliers – IE
- You may also use private browsing tab for second session

2. Rules for self-practicing

- Avoid using your company name or terms
- Use realistic descriptions and values & quantities (e.g. no 100M€ requisitions) as those will ruin reporting
- Do not share user logins, **1 person** should use **1 demo** user at a time
- Only process your own requisitions, orders and invoices.
 - Note down the PO number and use own initials
 - Do not change data and documents from other users
- Please do not upload attachments that are proprietary or that you would not want someone to see
- Please follow the steps in the scripts to explore the system by your own
- Do **not change** any settings

3. You will be playing multiple roles

- Buyer/Requester → create requisition
- Approver → approve requisition
- Receiver → receive goods
- Supplier → create supplier invoice

P2P Process - Catalog Purchase

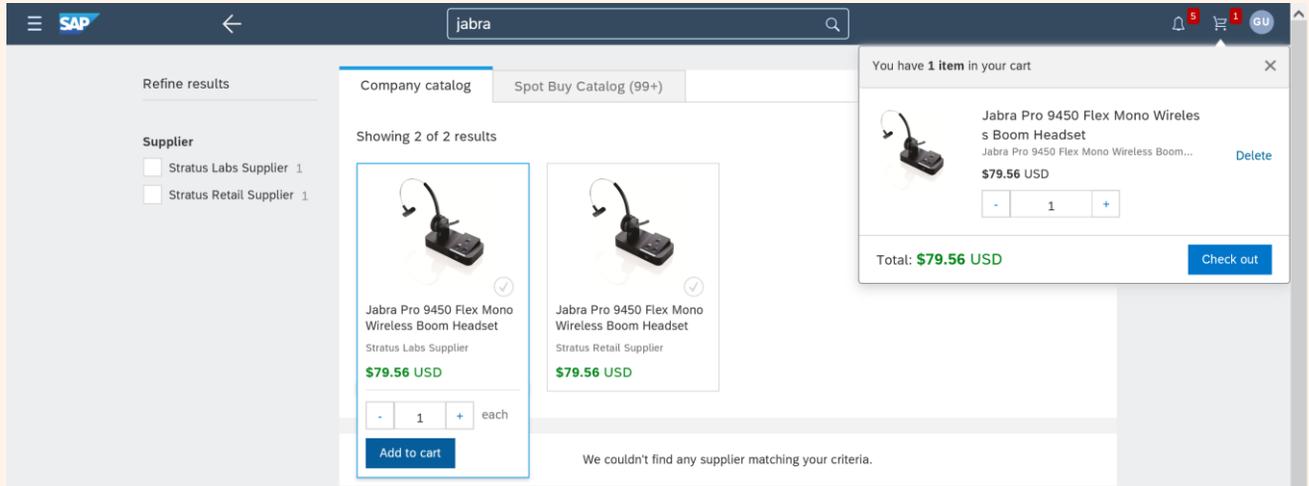
Scenarios

Ariba® Screen Reference

Login to Guided Buying

1. See handout for login

Create a Requisition



1. Search for *Jabra*
2. Mouse over *Jabra Pro 9450 Flex Mono Wireless Boom Headset* and click Add to Cart
3. Check Out
4. Click *Send Request*
5. Note down your *PR#* (landing page → recent request on the right-hand side)
6. Log out

P2P Process - Approval

Scenarios

Ariba® Screen Reference

Login to Guided Buying

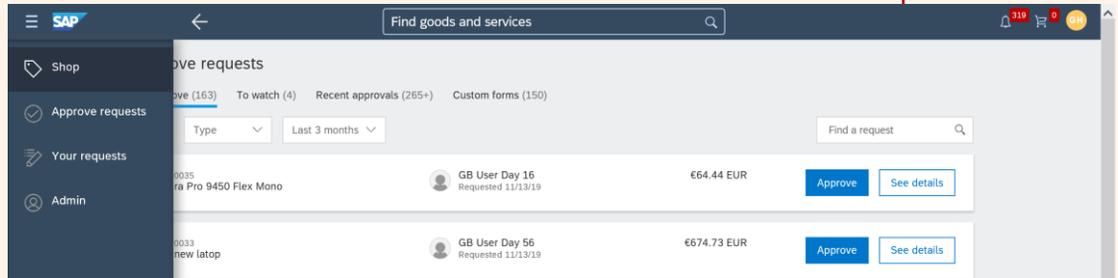
1. See handout for login

Approve Requisition

Click Approve

Menu →

Approve requests →



1. Login as *ghalas*
2. Use Menu to select *Approve requests*
3. Find your request and click *Approve*
4. Note down your *PO#* (tab recent approvals, click *see details* from your PR - you will find the *PO#* below the *PR#*)

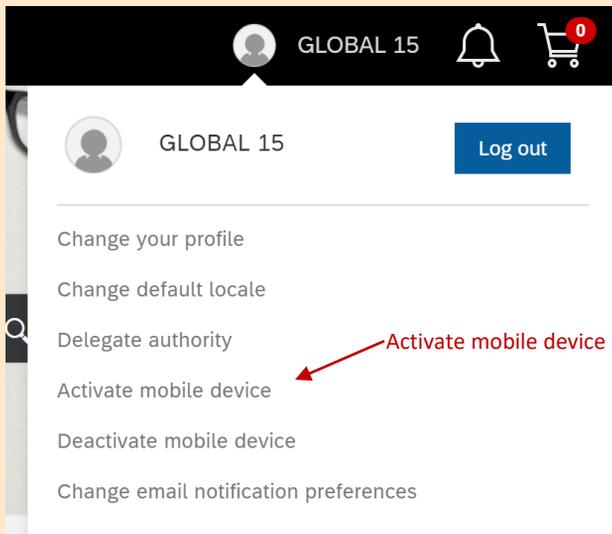
Consider using the mobile app for approvals

Mobile App

Scenarios

Ariba® Screen Reference

Installing the Mobile App



From a browser, log in to your Ariba procurement solution, choose **Preferences > Activate mobile device**, and enter this code:

ef6e36be

Next

Create a 5-digit PIN for your Ariba Mobile App.

PIN

Re-enter PIN

Next

1. From your mobile device (IOS or Android), search for and install Ariba Mobile
2. After install is complete Open the app Click Next
3. An activation code will display
4. Log into Ariba on your desktop using your assigned userid
5. Click on your userid in the upper right hand corner and choose *Activate Mobile Device*
6. Enter the activation code from your mobile device and click *OK*
7. Click *Done*
8. Go back to your mobile device and click *Next*
9. Create a PIN, re-enter and hit *Next* and *Accept Terms*
10. Your mobile app is now active!

The mobile app is your one stop shop to do just about everything related to a request. You can approve requests, check on the status of your request and even shop.

P2P Process - Order Confirmation

Scenarios

Ariba® Screen Reference

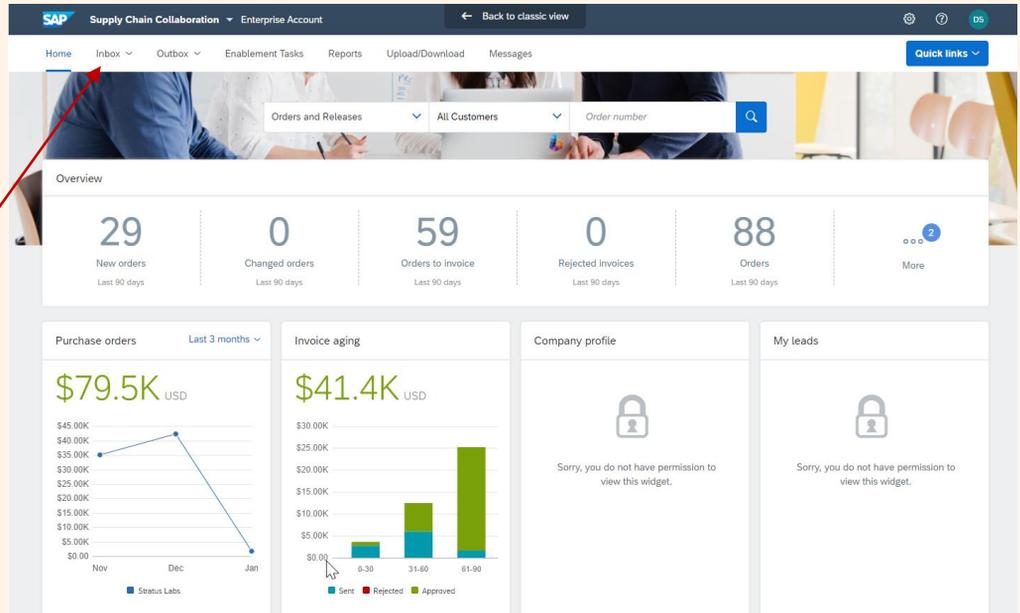
Ariba Network Supplier

1. See handout for login

<https://service.ariba.com/Supplier.aw>

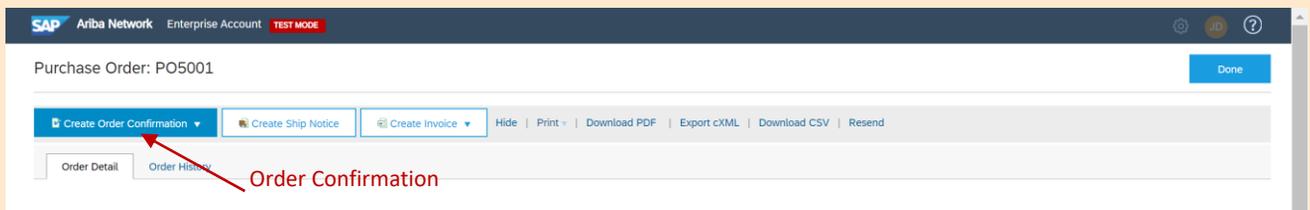
View the Purchase Order

Select *Inbox-Orders and Releases* and then your PO



1. Click on the *Inbox* Tab to view your purchase order
2. Click on the PO number to open the purchase order

Create Order Confirmation



1. Click on *Create Order Confirmation* and select "*Confirm Entire Order*"
2. Enter a *Confirmation Number*
3. For *Est. Shipping Date*, click the Calendar icon and select today's date
4. For *Est. Delivery Date*, select tomorrow's date
5. Click **Next** and **Submit**

Customers can configure the Ariba Network to require suppliers to send Order Confirmations and Advanced Ship Notices prior to Invoicing

P2P Process - Ship Notice

Scenarios

Ariba® Screen Reference

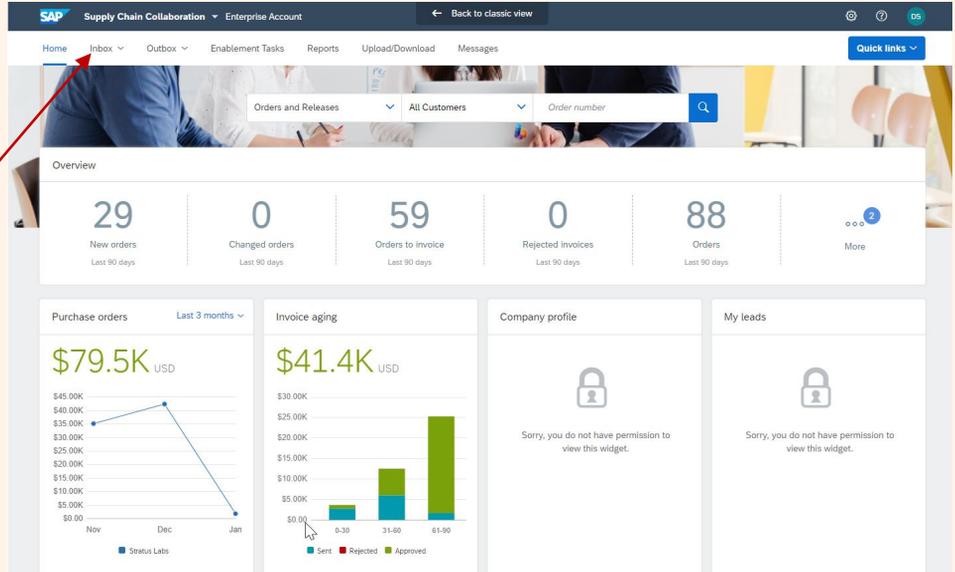
Ariba Network Supplier

1. See handout for login

<https://service.ariba.com/Supplier.aw>

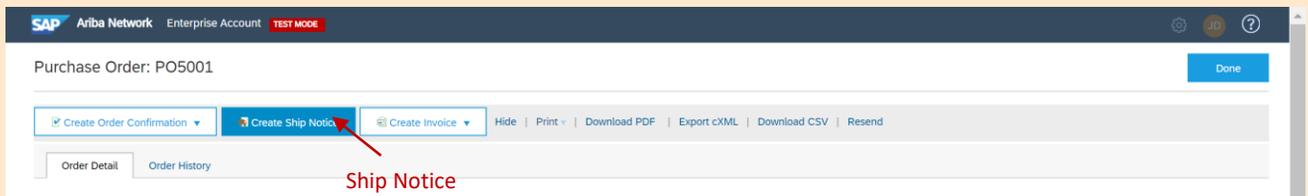
View the Purchase Order

Select *Inbox-Orders and Releases* and then your PO



1. Click on the *Inbox* Tab to view your purchase order
2. Click on the PO number to open the purchase order

Create Ship Notice



1. Click on *Create Ship Notice* → *Create Ship Notice* screen will display
2. Complete the information on left side of the screen (pack slip ID, actual ship date, actual delivery date,)
3. Complete the information on right side of the screen: (carrier name (Fedex), tracking #, tracking date, shipping method)
4. Click **Next** (top right) and **Submit**

Customers can configure the Ariba Network to require suppliers to send Order Confirmations and Advanced Ship Notices prior to Invoicing

P2P Process - Receiving

Scenarios

Ariba® Screen Reference

Receive laptop

The screenshot shows the SAP Ariba interface. At the top, there is a navigation bar with the SAP logo and a 'Bell' icon (notification bell) with a red arrow pointing to it. Below the navigation bar is a search bar with the text 'Find goods and services'. To the right of the search bar is a 'Notifications' panel with three items: 'Receive order PO5001', 'Approve request TSK1924258568 from...', and 'Approve request TSK1925280810 from...'. Below the search bar is a 'Your requests' section with tabs for 'All (1)', 'Quotes (0)', 'To receive (1)', and 'Custom forms (0)'. There are filters for 'Last 3 months', 'Order Id', and 'PO5001'. A message box states: 'If you're receiving an item, enter the quantity or amount you're receiving in the Receive field. Then click Submit to confirm receipt. If you're receiving a service, click Receive. You can find any order, including orders you've fully received, by entering the order number in the Find an order search field.' Below this is a table with one row for 'PO5001' from 'Supplier: Stratus Labs Supplier'. The table has columns for 'Material', 'No.', 'Quantity', 'Prev. Accepted', and 'Accepted'. The 'Material' column contains 'Jabra Pro 9450 Flex Mono Wireless Boom Headset' with an image of the headset. The 'No.' column has '1', 'Quantity' has '1', and 'Prev. Accepted' has '0'. The 'Accepted' column has a text input field with '0.00'. A 'Receive All' button is located above the 'Accepted' field, with a red arrow pointing to it and the text 'Receive All' above the arrow. A 'Submit' button is located below the 'Accepted' field.

1. Login as yourself, click on the Bell
2. Select *Receive Orders*
3. Click on PO # associated to your laptop request
4. Click *Receive*
5. Click *Receive All*
6. Click *Submit*
7. Click *Ok* to confirm receipt

P2P Process - Invoice

Scenarios

Ariba® Screen Reference

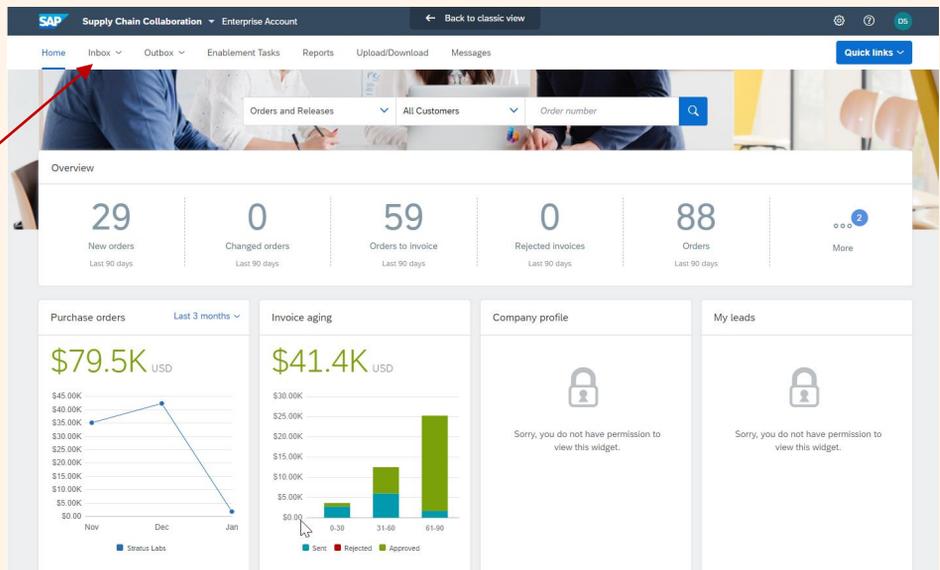
Ariba Network Supplier

1. See handout for login

<https://service.ariba.com/Supplier.aw>

View the Purchase Order

Select *Inbox-Orders and Releases* and then your PO



1. Click on the *Inbox* Tab to view your purchase order.
2. Click on the PO number to open the Purchase Order

PO flip to Invoice

The screenshot shows the 'Purchase Order: PO5001' screen. At the top, there's a header with 'SAP Ariba Network Enterprise Account TEST MODE'. Below this is a 'Done' button. The main content area has a 'Create Order Confirmation' dropdown and a 'Create Invoice' dropdown, which is highlighted with a red arrow. Below the dropdowns are tabs for 'Order Detail' and 'Order History'. The 'Invoice' tab is selected. The main content area displays the Stratus Labs logo and contact information for 'From: New York' and 'To: Stratus Labs Supplier - TEST'. The 'Purchase Order (Shipped) PO5001' details are shown at the bottom right, including 'Amount: \$79.56 USD' and 'Version: 1'.

1. Click *Create Invoice* and select *Standard Invoice*.
2. Input *Invoice #* at top.
3. Try to back date the *Invoice*
4. Click and
5. Click *Exit Invoice Creation*.
6. Log off as Supplier.

Purchasing - Configurable Item

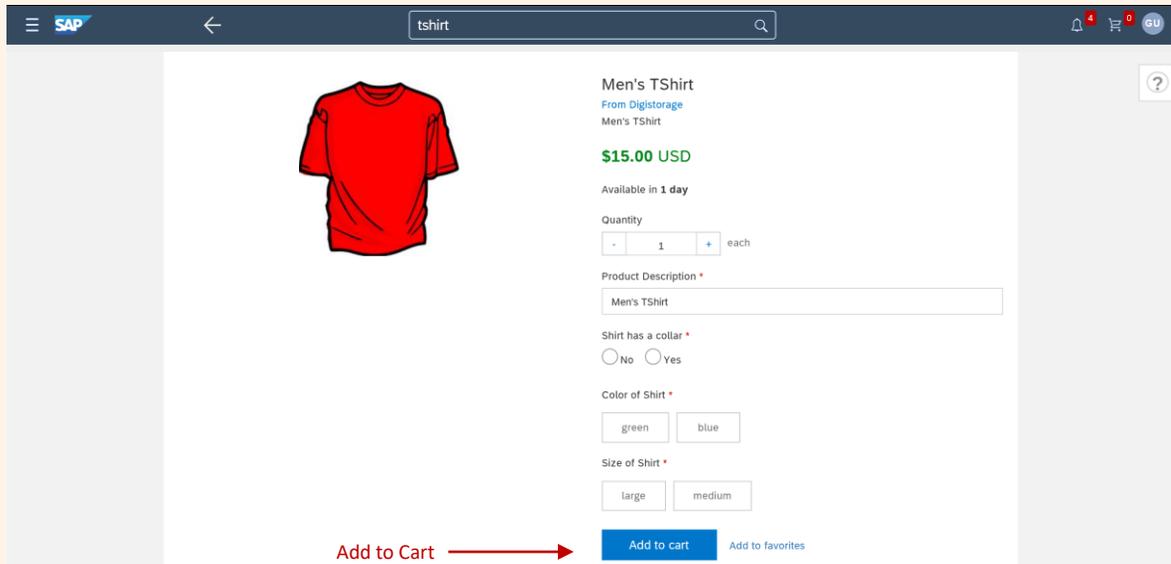
Scenarios

Ariba® Screen Reference

Login to Guided Buying

1. See handout for login

Configurable Item



1. Search for *t-shirt*
2. Click *Select*
3. Fill in the *Qty, Color, Collar* and *Size*
4. Click *add to cart*

The Ariba Catalog supports many different types of items, including configurable items (e.g. Size, Style, Color), Kit items (may include optional and required items and different suppliers)

Purchasing - Punch-out Item

Scenarios

Ariba® Screen Reference

Login to Guided Buying

1. See handout for login

Punch-out Item

The screenshot shows the Ariba Spot Buy Catalog interface. At the top, there are two tabs: "Company catalog" and "Spot Buy Catalog (4)". Below the tabs, it says "Showing 3 of 3 results" and "Sort by: Relevance". Three product cards are displayed:

- Belkin PRO Series Digital Video Interface Adapter** by Software House International, priced at \$8.00 USD. This item is highlighted with a blue border.
- Belkin PRO Series Digital Video Interface Cable -** by Software House International, priced at \$31.00 USD.
- Belkin 6-Foot PRO Series DVI Cable** by Digistorage, priced at \$21.61 USD.

1. Search for *belkin adapter pro*
2. Select *Belkin PRO Series Digital Video*
3. Click [Buy from Supplier](#)
4. You will be directed to the supplier's web site .
5. To add the item to your cart click the icon [Add to Cart](#)
6. If you get a pop up security warning, click Yes
7. When completed, click the icon [Return to Ariba](#)

The screenshot shows the product page for the "Belkin PRO Series Digital Video Interface Adapter - display adapter". The category is "Signal cable" and the price is \$15.00. There is an "Availability" indicator and a quantity selector. Below the quantity selector are "Add to Cart" and "Print" buttons. At the bottom, there is a link to "View all Signal cable by Belkin >>".

You may experience a browser security setting issue with punch-out. If you are using IE, please open you IE browser, and go to **Internet Options → Security → Trusted Sites → Sites**. And then add http://*.shi.com under "**Add this website to the zone**". If the above solution still does not resolve your problem, go to **Privacy → Advanced → Check "Always allow session cookies"**

If you are using Chrome, please go to **Settings → Show Advanced Settings → Under Privacy, Content Settings → under Cookies, uncheck "Block third-party cookies and site data"**.

Purchasing - Non-catalog Item

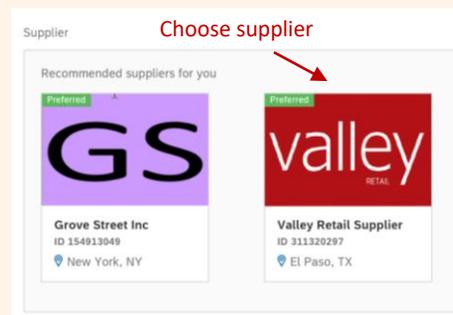
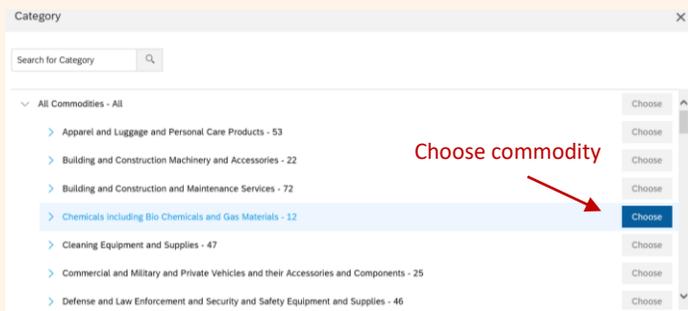
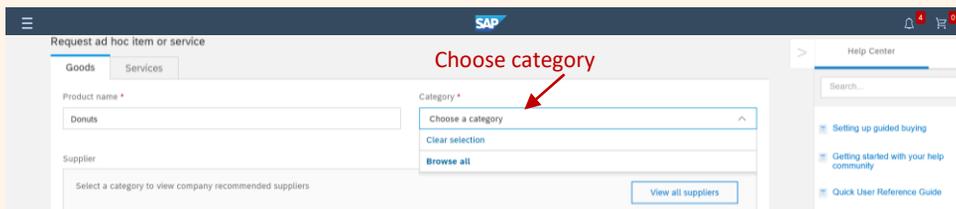
Scenarios

Ariba® Screen Reference

Login to Guided Buying

1. See handout for login

Non-catalog item



1. Click *Request ad hoc item*
2. Name it e.g. *“Chemical A”*
3. Under *Category* click *Browse All*
4. Choose *Chemicals including Bio Chemicals and Gas Materials – 12* commodity type
5. Choose one of the recommended suppliers
6. Provide *description, quantity and unit price*
7. Click *Add to cart*
8. Click *Check Out*

Purchasing – Inventory Item

Scenarios

Ariba® Screen Reference

Login to Guided Buying

1. See handout for login

Inventory Item

The screenshot shows the SAP Ariba MRO Inventory search results page. The search bar at the top contains 'MRO Inventory'. The page displays a list of 8 results, sorted by Relevance. The results are as follows:

Item Name	Stock Location	Price (USD)
Miter Gear-10 Pitch Internal MRO Supplier	LA 6	\$81.00
Brass FNPT x FNPT Ball Valve, Lever, 1/2" Pipe Size Internal MRO Supplier	Newark 4	\$13.41
Cylindrical Roller Bearing, Bore 65mm Internal MRO Supplier	LA 21	\$356.75
Chrome Vanadium Steel Adjustable Wrench Internal MRO Supplier	LA 9	\$13.58

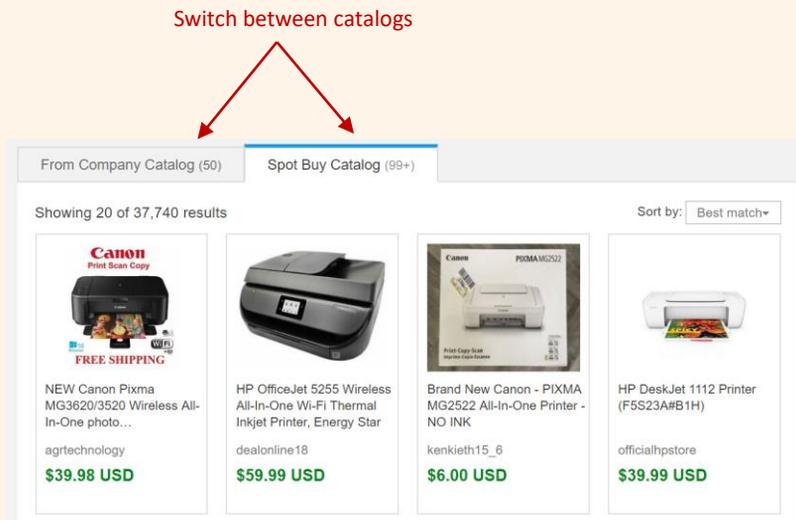
1. Search for *MRO Inventory*
2. Scroll down to compare inventory count and stock location for each item
3. Click Add to cart
4. Click *Check Out*
5. Scroll to bottom and *Send Request*

Inventory item information allows for quick comparison of items for the best availability when ordering.

Purchasing - Spot Buy Item

Scenarios	Ariba® Screen Reference
Login to Guided Buying	1. See handout for login

Spot Buy



1. Search for *printer*
2. Scroll down to compare *Company Catalog vs Spot Buy Catalog* item

Spot Buy empowers users to find and buy goods that they need but have not been sourced. Orders are processed immediately as if you check out directly at the eBay Marketplace.

Tactical Sourcing - RFP

Scenarios

Ariba® Screen Reference

Login to Guided Buying

1. See handout for login

Tactical Sourcing

Maintenance

Facilities

Office Supplies

Requested 0 days ago

RFQ239 Awarded

JW_26062018

\$500.00 USD

Requested 0 days ago

PR65189 Received

HP EliteBook 6930p Notebo

\$833.00 USD

Requested 1 days ago

Project Controls

Request form

Project controls request

801016

Get the help of 3rd party resources for your project.

Request for quote

Project controls request

Get the help of 3rd party resources for your project.

Title *

Service request for piping

Estimated price *

1000 USD

Respond by date *

7/4/18

1. Click on *Maintenance* tile
2. Select the request form tile *project controls* and start the *request form*
3. Fill out fields

Tactical Sourcing - RFP

Scenarios

Ariba® Screen Reference

Tactical Sourcing

Project Controls Your request will be sent to the Supplier.

Suppliers Supplier category: Project management Supplier location: ALL

Supplier	Services	Action
Grove Street Inc Preferred 📍 New York, NY	Not specified	Selected Cancel
Valley Retail Supplier Preferred 📍 El Paso, TX	Not specified	Selected Cancel
Willow Supplier Preferred 📍 Stockton, CA	Not specified	Choose ← Choose and request

Add to favorites Cancel **Request Quotes**

1. Choose suppliers
2. Click *request quotes*

Tactical Sourcing - Bidding

Scenarios

Ariba® Screen Reference

Ariba Network Supplier

1. See handout for login

<https://service.ariba.com/Supplier.aw>

Tactical Sourcing

Dropdown

Tab Stratus Labs

There are no matched postings.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time ↓	Event Type
▶ Status: Completed (3)			
▼ Status: Open (1)			
SP Test 1 Laptop Sourcing Project	Doc1235456875	No time limit	RFP
▶ Status: Pending Selection (3)			

Wählen Sie die Lose aus, an denen Sie teilnehmen werden. Sie können Ihre Teilnahmeabsicht

Lose auswählen Mithilfe von Excel auswählen

Zum Bieten verfügbare Lose

<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	2.5 Project controls request

Project controls request: Get the help of 3rd party resources for your project.

Lieferanschrift ▾: 691 Broadway
NEW YORK, NY 10001

Ausgewählte Lose einreichen

1. Click on dropdown menu and select "Ariba Sourcing"
2. Ensure that you are in the "Stratus Labs" tab (select it by using the drop down "more")
3. Open your request in the category "open status"
4. Select lot, answer required questions and submit
5. Login as remaining suppliers and submit responses

Tactical Sourcing - Awarding

Scenarios

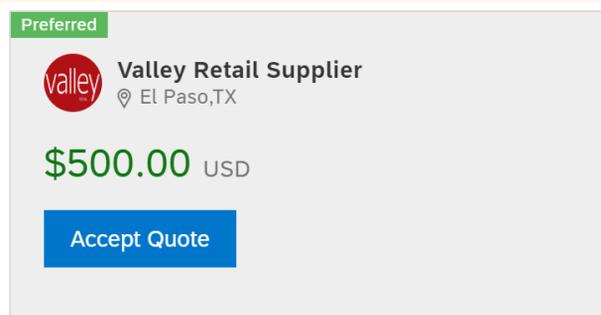
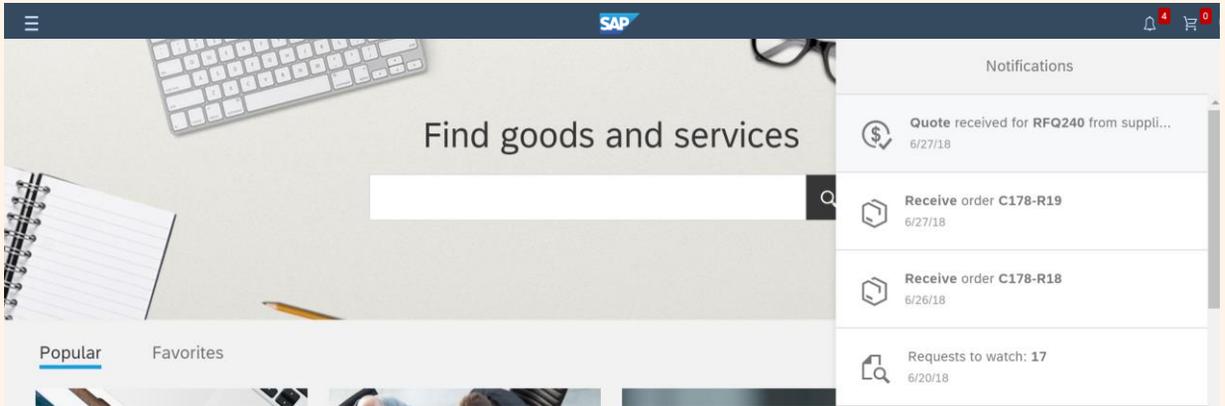
Ariba® Screen Reference

Login to Guided Buying

1. See handout for login

Tactical Sourcing

Bell



1. Login as yourself, click on the Bell
2. Select *RFP* for which you have received quotes
3. Review responses and *accept* one quote