Basic P2O SAP Ariba Procurement User-Day Script
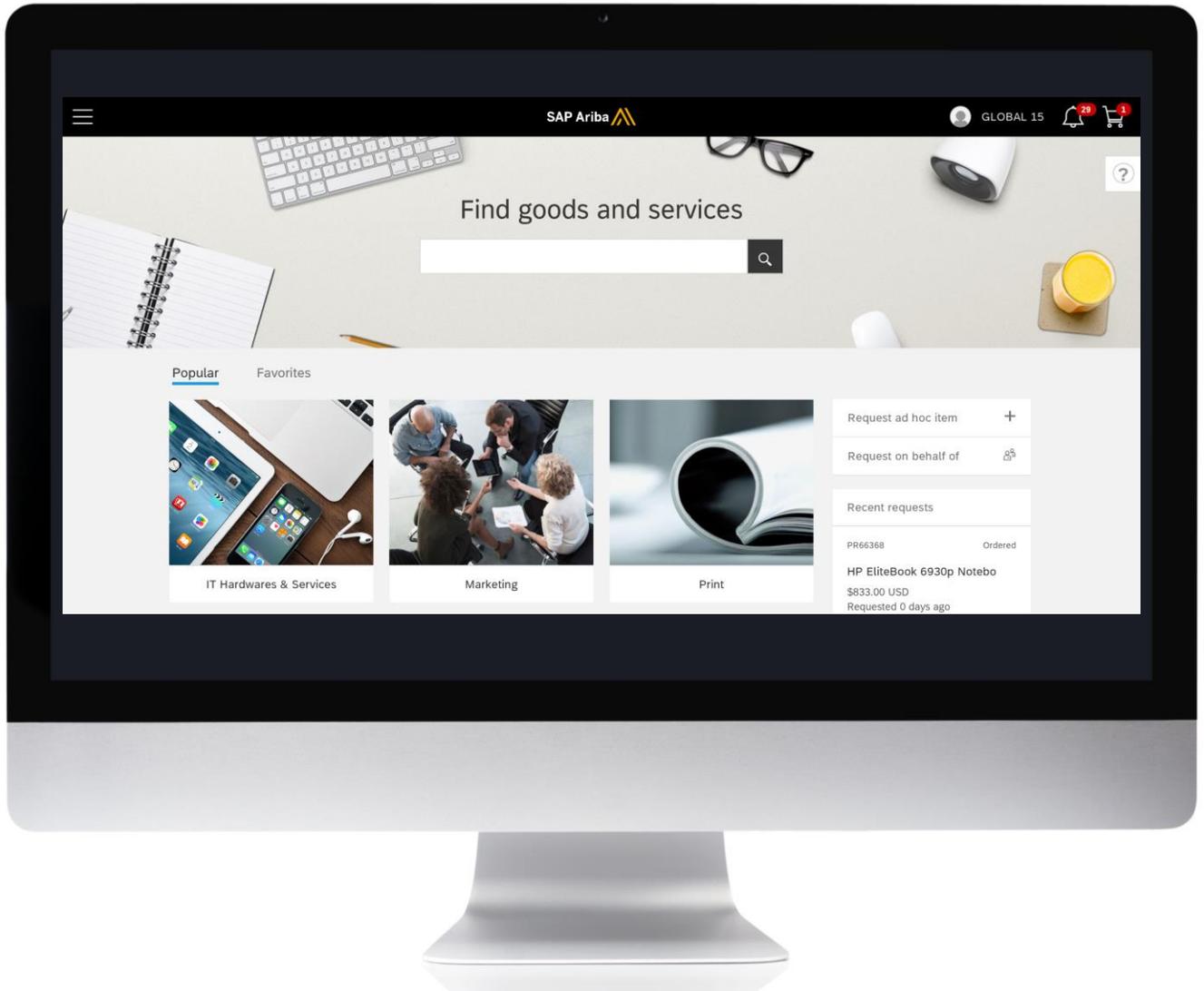
THE BEST RUN SAP
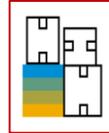
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Solution Overview

STRATEGIC SOURCING

PROCUREMENT

Ariba Network

SUPPLIER MANAGEMENT

FINANCIAL SUPPLY CHAIN

SUPPLY CHAIN

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
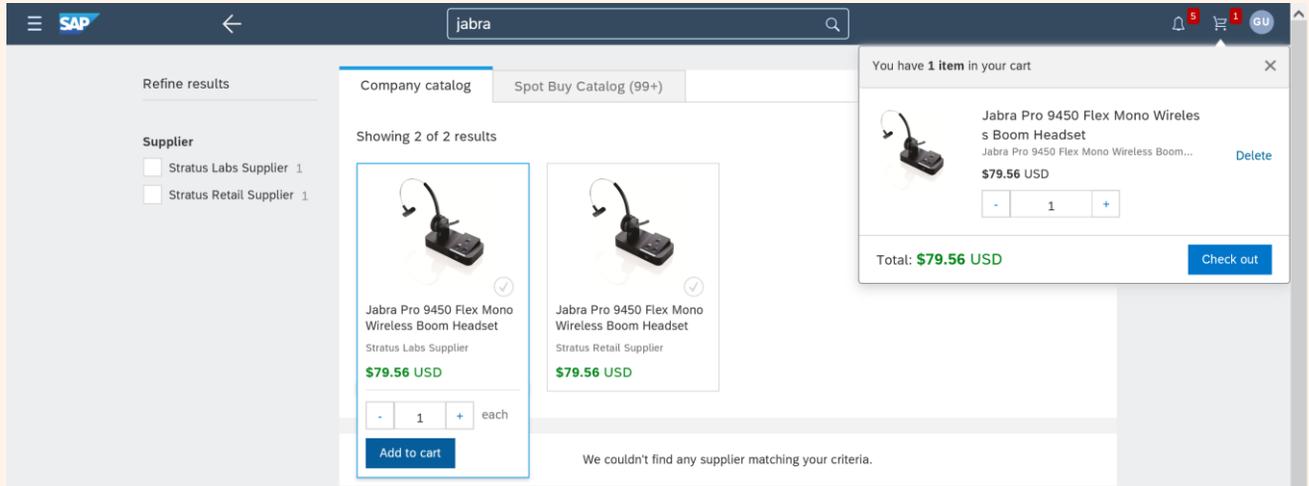- Supplier ➔ create supplier invoice

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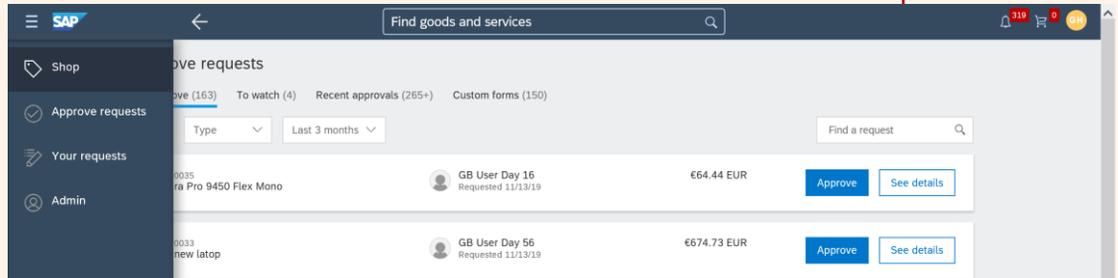
1. Login as *ghalas*
2. Use Menu to select *Approve requests*
3. Find your request and click *Approve*
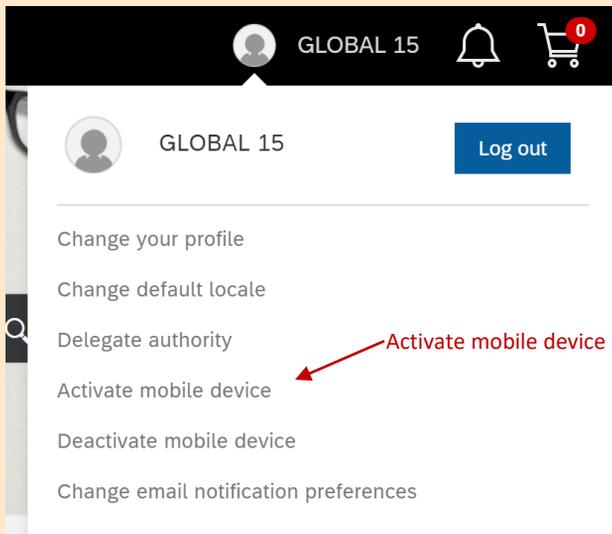4. Note down your *PO#* (tab recent approvals, click *see details* from your PR - you will find the PO# below the PR#)

Consider using the mobile app for approvals

Mobile App

Scenarios	Ariba® Screen Reference

Installing the Mobile App

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

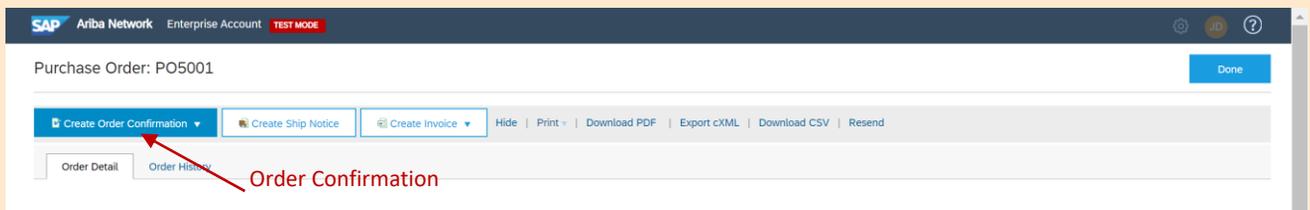| Scenarios	Ariba® Screen Reference
Ariba Network Supplier	1. See handout for login https://service.ariba.com/Supplier.aw

View the Purchase Order

Select *Inbox-Orders and Releases* and then your PO
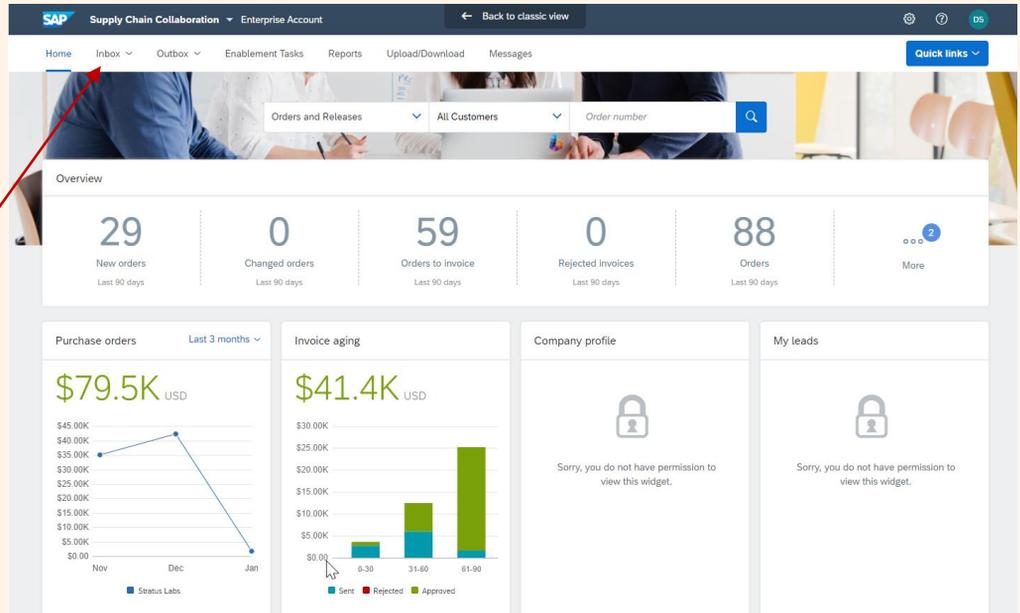
1. Click on the *Inbox* Tab to view your purchase order
2. Click on the PO number to open the purchase order

Create Order Confirmation

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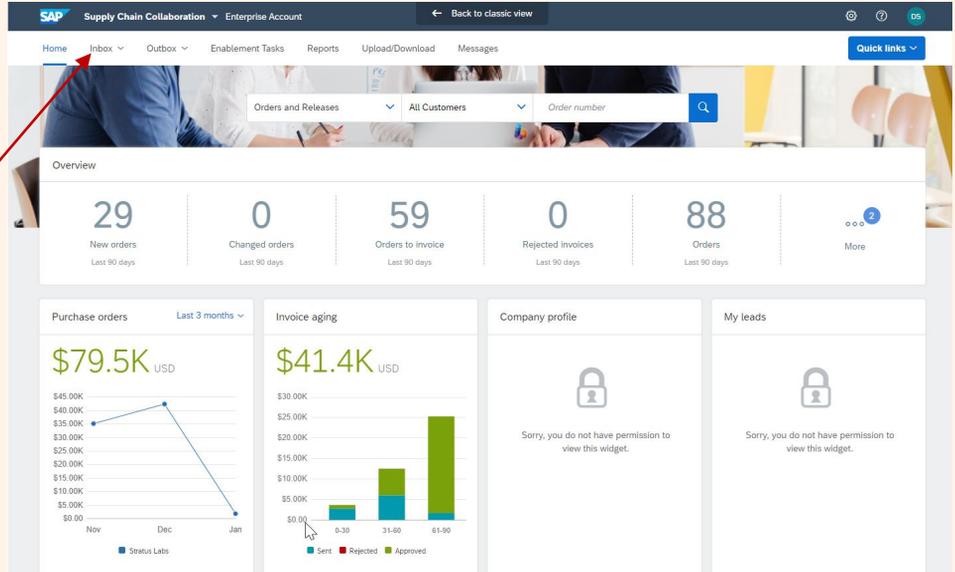
1. Click on the *Inbox* Tab to view your purchase order
2. Click on the PO number to open the purchase order

Create Ship Notice
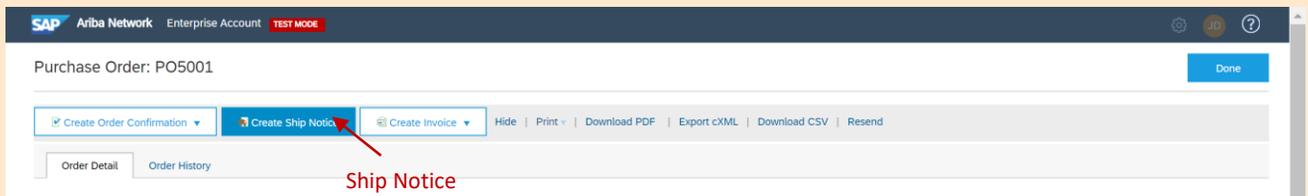
Ship Notice

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

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

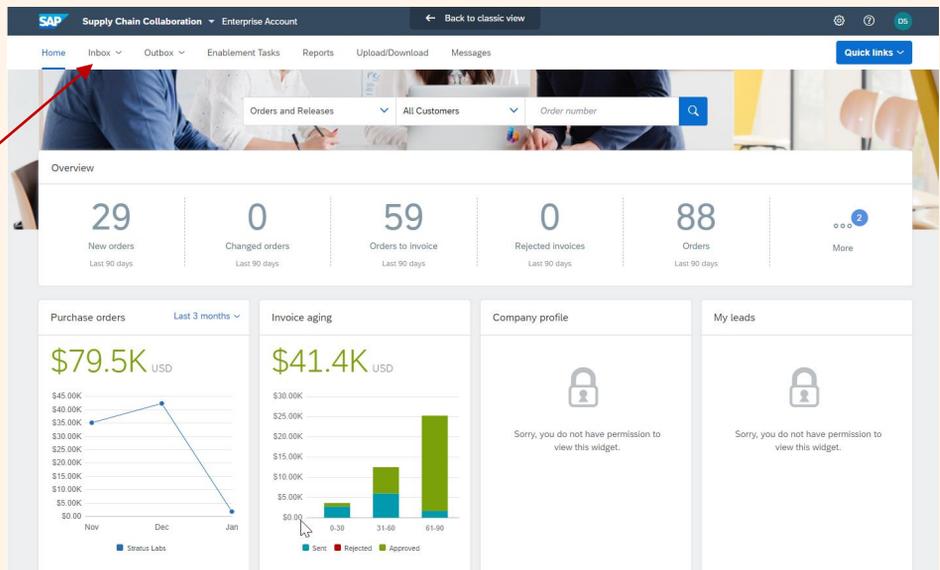| Scenarios	Ariba® Screen Reference
Ariba Network Supplier	1. See handout for login https://service.ariba.com/Supplier.aw

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

Invoice

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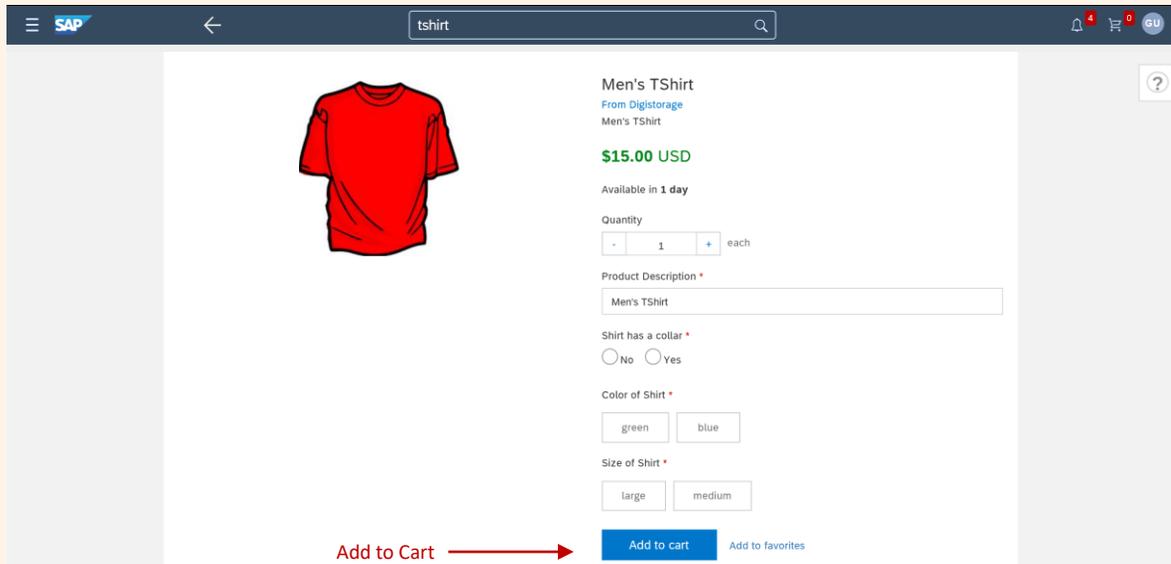6. Log off as Supplier.

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

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**

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**".
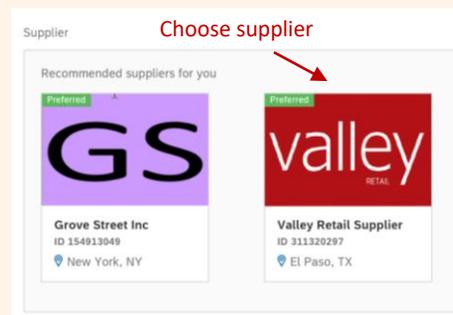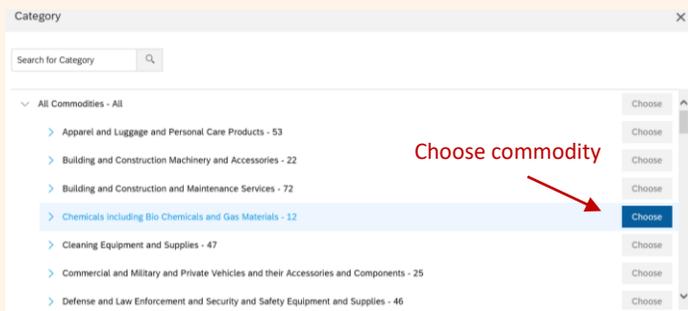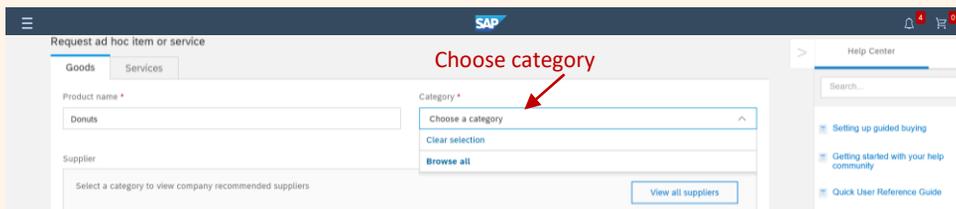
Purchasing - Non-catalog Item

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

Non-catalog item

Request Ad-Hoc Item

Choose category

Choose supplier

Choose commodity

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

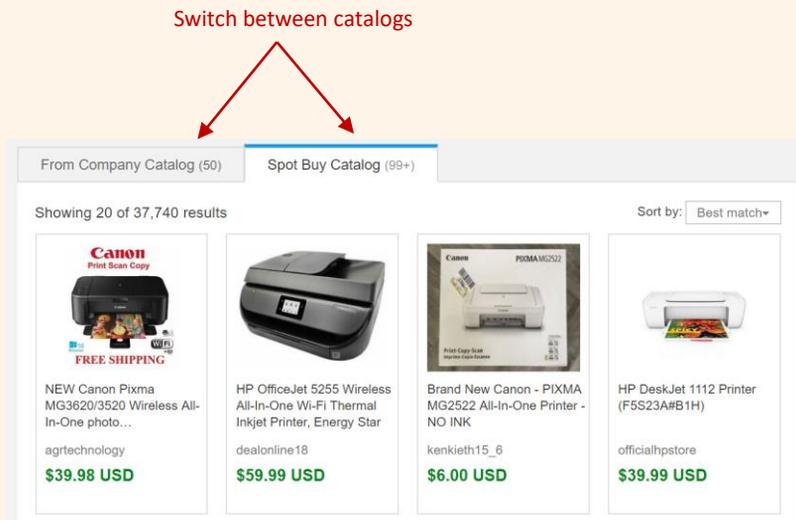| Scenarios	Ariba® Screen Reference
Login to Guided Buying	1. See handout for login

Inventory Item

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

Switch between catalogs

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

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

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	

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
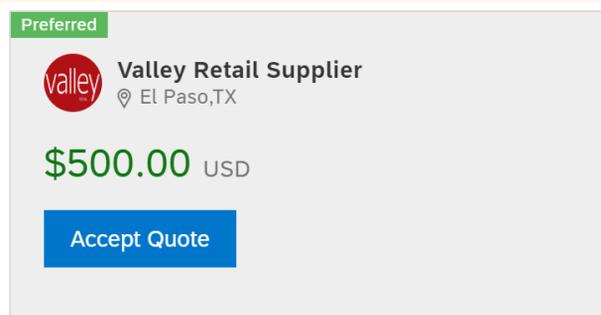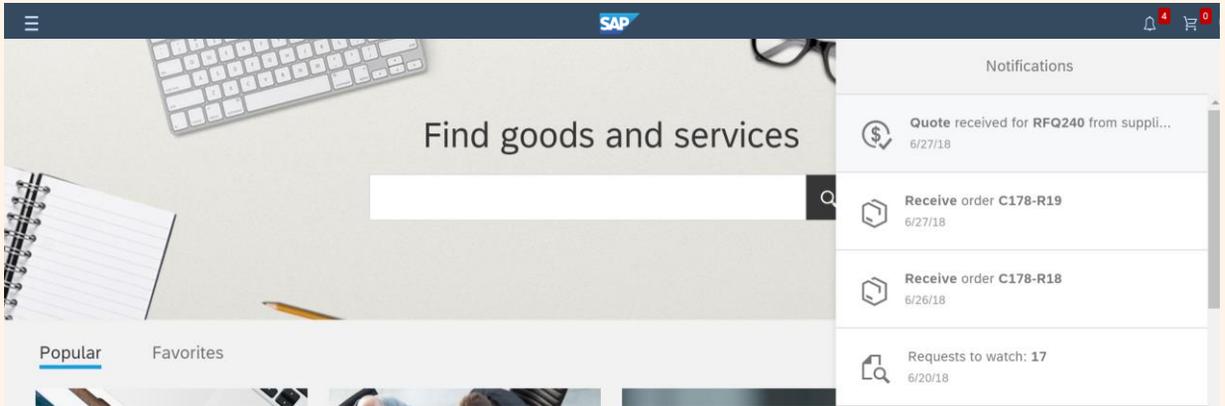
Tactical Sourcing - Awarding

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

Tactical Sourcing

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