

### **Exercise – Accessing Guided Buying Policies**



# LAB ACTIVITY

#### SAP ARIBA UPSTREAM AND DOWNSTREAM



	Sulded Buying	
The Policy Source Fields and	Admin Policy Management	
Values section in Policy	Translation Management Import Translations Export Translations Download Sample Translation	
Management allows you to		
optor the IDs of existing	Policy Source Fields and Values Enter Regulation Id: Vew	
	Enter Invoice Id: Vee	
requisitions, RFQs, and	Supplier and Touch Policy Download sample policy Export all policies Import policies	
invoices, and view all the	Palay same     Decorption     Sample-Support Tour Shalov     Sample-Support Tour Shalov     Sample-Support Tour Shalov	
fields and values that can	AcceptQuete_EstimatedBudgetThreaholdPercentage     AcceptQuete_EstimatedBudgetThreaholdPercentage	
be used in policies.	AcceptQuote_BestPriceTireshold	
	SAP Guided Buying	
3. Click here to scroll	Admin     Policy Management	
down.	Translation Management Import Translations Desmond Sample Translation	
	Policy Source Fields and Values Enter Regulation Id: View	in
	Enter BrO ldt: Vee Enter Invoice Id: Vee	
	Supplier and Touch Policy Download sample policy Export all policies Import policies	
	Palay serie     Decription	
	SampleSupplerTouchPoincy     Sourcing policy for Ciritative Advertising      AccessQuote EstimatedBudgetThresholdPercentage	
	AcceptQuote_BestPriceTiveshold AcceptQuote_BestPriceTiveshold	
Supplier and touch policies		
(N bids and buy policies)	SAP Guided Buying Find goods and services Q G V V O MG	
determine how much		
	Supplier and Touch Policy         Download sample policy         Export all policies         Import policies           Pation sample         Description         Description	
procurement department	SampleSupplerTouchPolicy Sourcing policy for Creative Adventising	
involvement is necessary	AcceptQuote_EstimatedBudgetThresholdPercentage     AcceptQuote_EstimatedBudgetThresholdPercentage	
for purchases where users	AcceptQuote_BestPriceTreshold     AcceptQuote_BestPriceTreshold     ***	
are requesting quotes from	AcceptQuote_EstimatedBudgetThreahold	
suppliers through the RFQ	AcceptQuote_ParticipateSupplersCourt_Morehan3     AcceptQuote_ParticipateSupplersCourt from 3 or more supplers     ***	
process.	Acceptions_persons instance-exclusive Acceptions_persons instance-exclusive acceptions instance-exclusive acceptions in the standard sectors.      Acceptions. ParticipatedSecolers.Court Lesshard Acceptions in a none sectors	
NOTE: Fach policy allows	Laptop New Here Policy Policies for new here requests	
you to Download a comple		
you to Download a sample,		

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### SAP ARIBA UPSTREAM AND DOWNSTREAM



Export all policies, and		
Import policies.		
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4. Click here to scroll	Supplier and Touch Policy Download sample policy Export all policies Import policies	
down.	SampleSupplerTouchPulicy Sourcing policy for Creative Adventising	
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	AcceptQuote_BestPriceThreshold     AcceptQuote_BestPriceThreshold	
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	Laptop New Here Pelicy Policies for new hire requests	
Validation policies make	ided Buying	
sure users follow your	Admin	
internal procedures when	Validation Policy Download sample policy Export al policies Import policies	
making purchases.	SG Servicetien policy Linettens Form.ServiceType is Service Justification policy when choosing Service Item - Linettens Form. ServiceType = Service ***	in
	Form Commodify Code Data Source Chooser Policy - Into     Form Commodify Code Data Source Chooser Policy into Description	
	Technology amount policy - Justification Options     Policy to determine if the purchaser has purchased the same technology type in limited amount, providing options for justification     ***	
NOTE: Each policy allows	FormPletsTextPolicy     FormPletsTextPolicy	
you to Download sample	Line Policy 7_logical Operator/OR Policy to trigger on the line of the req	
policy, Export all policies,	Header Info Req Totar >= 1250     Header Info git or equal 1250	
and Import policies.	Header Info Req Total >= 250     Header Info Request Iotal greater or equal 250	
	Entropy 4 All to one can puttase gy 4	
SAP GU	Admin	
5. Click here to scroll		
down.	Validation Policy Downcid sample policy Export al polices import policies Pally rame Description	
	SG Servicetem policy Lineteens Form ServiceType is Service Justification policy when choosing Service tern - Lineteens Forms ServiceType - Service ***	
	Form Commodity Code Data Source Chooser Policy - Info     Form Commodity Code Data Source Chooser Policy Info Description	
	Technology amount policy - Justification Options     Policy to determine if the purchaser has purchased the same technology     type in limited amount, providing options for justification     ***	
	FormPeldTextPolcy     FormPeldTextPolcy     ···	
	Line Policy 7_logical OperatorCR Policy to trigger on the line of the req     ***	
	Header Info Req Total >= 1250 Header Info gri or equal 1250 ***	
	Header Into Reg Total >= 250 Header Into Reguest total greater or equal 250 ***	
	Error dy 4 All no one can purchase dy 4 ***	

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### **SAP ARIBA UPSTREAM AND DOWNSTREAM**



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Supplier selection policies	< Admin	
are set up to narrow the	Supplier Selection Policy         Download sample policy         Export all policies         Import policies           Paticy name         Description	
pool of suppliers available	SupplerSelectionPulicySSPFormII         SupplerSelectionPulicySSPForm	
for selection in forms,	Commodity Code Mapping Policy         Download sample policy         Export all polices         Import polices           Pilloy name         Decorption	
based on attributes such as	No policies have been created yet	
form type, amount,		
purchasing unit, commodity	Risk Engagement Policy Download sample policy Export all policies Import policies	
code, and preferred	Engagement Request for Data Services or Cleaning services Risk Engagement Policy 2 ***	
supplier level.	Engagement request for High Risk Supplier Risk Engagement Policy 3	
	SAP Guided Buying Fired goods and services Q Is 1/2 1/2 1/2 1/2 1/2 1/2 1/2 1/2 1/2 1/2	
The Commodity Code	Supplier Selection Policy Download sample policy Export all policies import policies	1
Mapping Policy is used to	Pilor same         Description           SupplerSelectionPulicySSPForm1         SupplerSelectionPulicySSPForm1	1
define the commodity	Commodity Code Mapping Policy Download sample policy Copiet all policies Import policies	
codes for limit items for	Philoy have Decorption	
which uses can create	No policies have been created yet.	
requests and will only be	Risk Engagement Policy Download sample policy Export all policies Import policies	
available in sites that have	Pater name     Pater name     Decorption     Engagement Request for Data Services or Cleaning services     Risk Engagement Policy 2	
anabled limit orders	Engagement request for High Riak Supplier Riak Engagement Policy 3	
enabled limit orders.		
NOTE: Each policy allows		
you to Download a sample		
and Import policies.		



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6 Click have to scrall down	< Admin		
6. Click here to scroll down.	Supplier Selection Policy	Download sample policy Export all policies Import policies	
	Policy name	Description	
	SupplierSelectionPolicySSPFormII	SupplerSelectionPolicySSPForm ***	
	Commodity Code Mapping Policy	Download sample policy Export all policies Import policies	
	Policy name	Description	
	No policies hu	ane been created yet	
	Risk Engagement Policy	Download sample policy Export all polices Import policies	
	Policy name	Description	
	Engagement Request for Data Services or Cleaning services	Risk Engagement Policy 2 ***	
	Engagement request for High Risk Supplier	Risk Engagement Policy 3	
	Guided Buying	Find goods and services Q 🛱 🧌 🔞 🐞	in
The Risk Engagement Policy	Commodity Code Mapping Policy	Download sample policy Export all policies Import policies	11.1
is only available to	Polcy name	Description	
customers that have	No policies h	have been created yet.	
deployed the SAP Ariba	Risk Engagement Policy	Download sample policy Export all policies Import policies	
Supplier Risk module and	Polcy name	Description	
Supplier Risk module and	Engagement Request for Data Services or Cleaning services	Risk Engagement Policy 2 ***	
have enabled integration	Engagement request for High Risk Supplier	Risk Engagement Policy 3 ***	
with guided buying.	Engagement Request for Notebook Computers	Risk Engagement Polcy ***	
	SAP		
NOTE: Each policy allows you	Molly Collins (netwo) and violate \$1020033 208 PM SAP Adde Privacy Statement Terms of Use Participant Terms	<ul> <li>wate-black reads, inc. with against interesting</li> </ul>	
to Download sample policy,			
Export all policies, and			
Import policies.			



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7 To not una to the Admin	Admin			
7. To return to the Admin	Commodity Code Mapping Policy	Download sample policy Export all policies	Import policies	
page, choose the arrow	Policy name	Description		
	No policies have been created yet.			
next to Admin.				
	Risk Engagement Policy	Download sample policy Export all policies	Import policies	
	Policy name	Description		
	Engagement Request for Data Services or Cleaning services	Risk Engagement Policy 2		
	Engagement request for High Risk Supplier	Risk Engagement Policy 3		
	Engagement Request for Notebook Computers	Risk Engagement Policy	***	
	Multip Colline, provide into value 55/3/2213 2 dB FM SAP Anta Privary Sammert Tomm of Use Parkingwart Term	e 198-323.	and and the first of the first	ng
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You have successfully	< Admin			
	Policies Configure procurement policies to make sure users follow your internal procedure	s when making purchases.		
accessed guided buying	Manage policies			
policies.	Forms			
	Forms may not collect sensitive personal information such as medical, financial for When setting up forms, don't ask users to provide sensitive personal information	r government identifiable data or contrelled information as specified in your Ariba ag or controlled information that is prohibited in your agreement with Ariba	rement.	
This concludes the	samella riuna semella riuna sen vittuoren zuelle. Inouzoren duza inouzo	Copy a on ense sense time		
interactive tutorial.	Landing pages Create landing pages to make the buying process scalar for functional buyers whi When accentrating landing spapes. India pages and run to a sported in the same Manage using 2004 × Manager using Eval + Manager using 01 GBI resources - Full publish Full make re publish of order GBI resources, grouped by purchasing with Based of Full publish.	n make parthases for specific categories, such as marketing order in which you uploaded the handing pages. In number of resources to be re-indexed, write publish process may take a while to	complex	
	Process configuration documents. Use bits section to configure procurationst related projects and processes.			