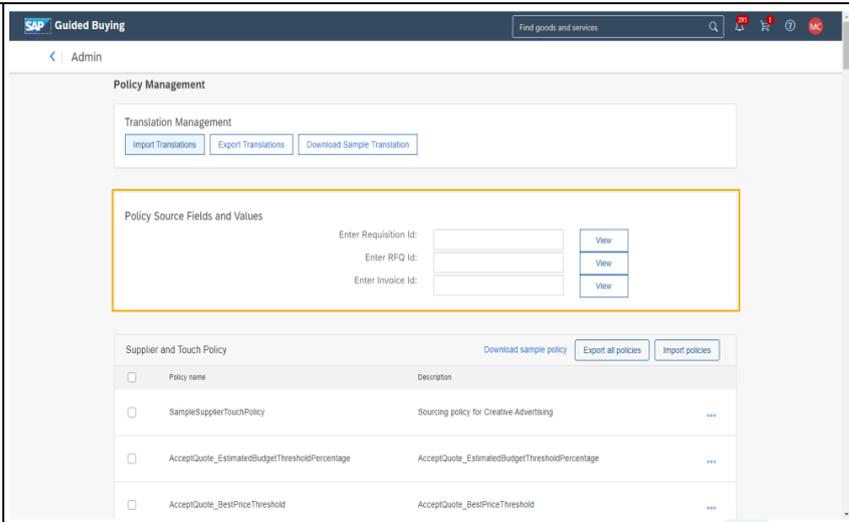


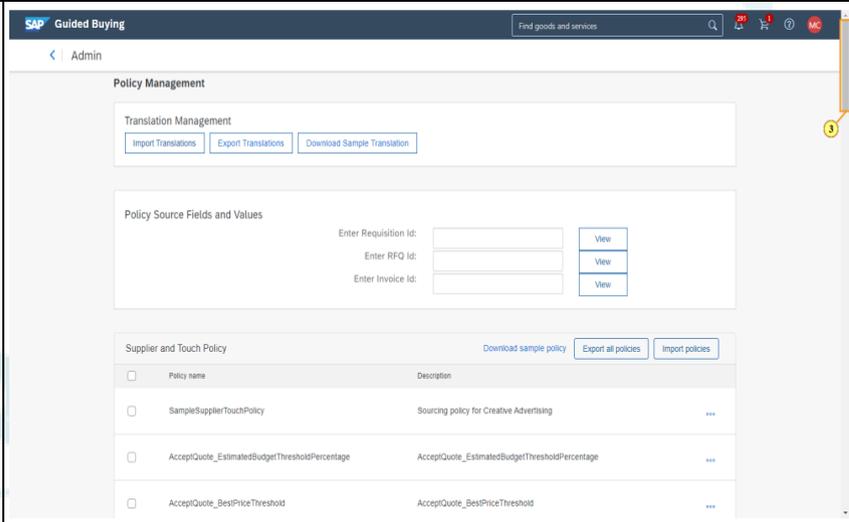
Exercise – Accessing Guided Buying Policies

Explanation	Screenshot
<p>To learn more about how a customer administrator accesses guided buying policies, follow this interactive tutorial.</p>	
<p>1. Access to the Admin page is only available for users in the customer administrator and catalog manager groups.</p> <p>Choose Admin.</p>	
<p>2. Choose Manage policies.</p>	

The Policy Source Fields and Values section in Policy Management allows you to enter the IDs of existing requisitions, RFQs, and invoices, and view all the fields and values that can be used in policies.

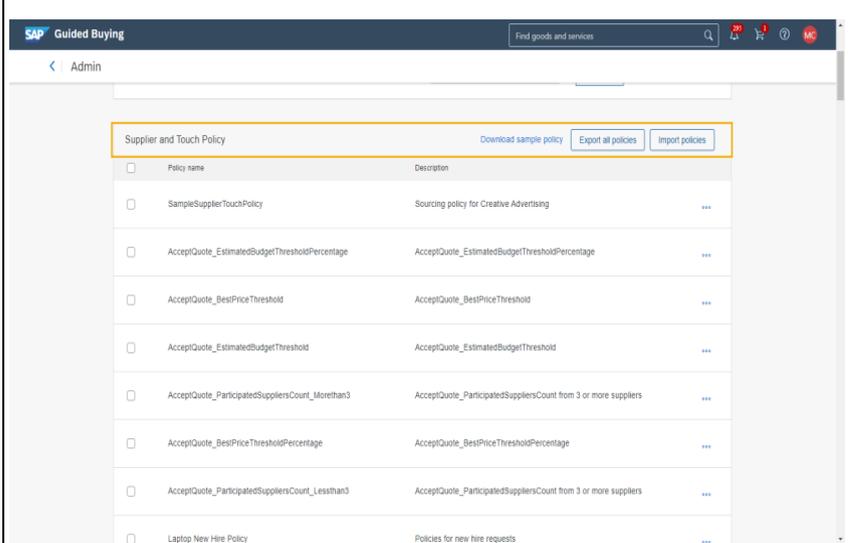


3. Click here to scroll down.



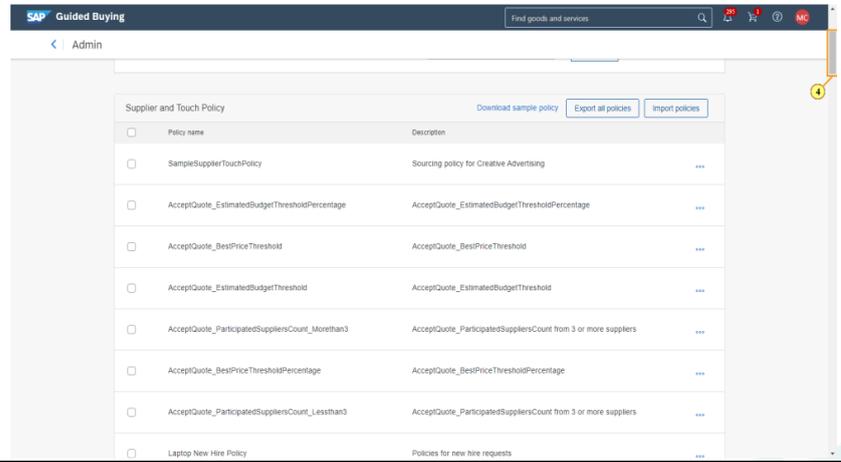
Supplier and touch policies (N bids and buy policies) determine how much procurement department involvement is necessary for purchases where users are requesting quotes from suppliers through the RFQ process.

NOTE: Each policy allows you to Download a sample,



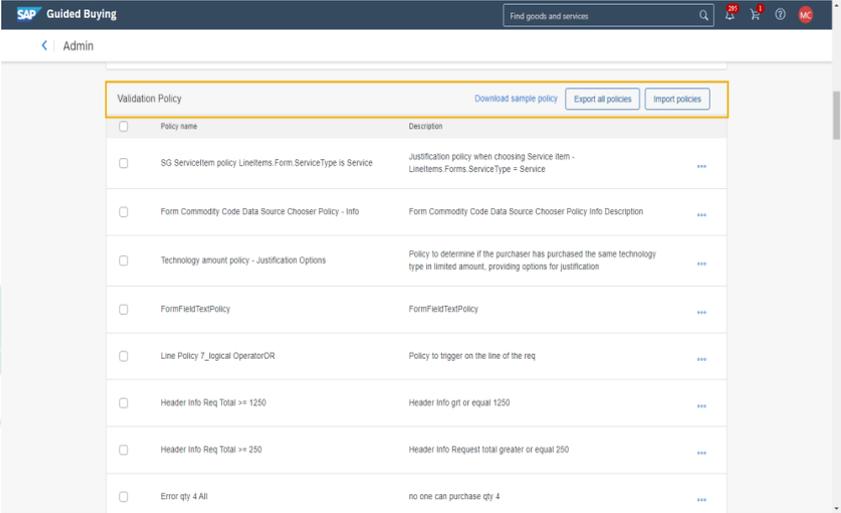
Export all policies, and Import policies.

4. Click here to scroll down.

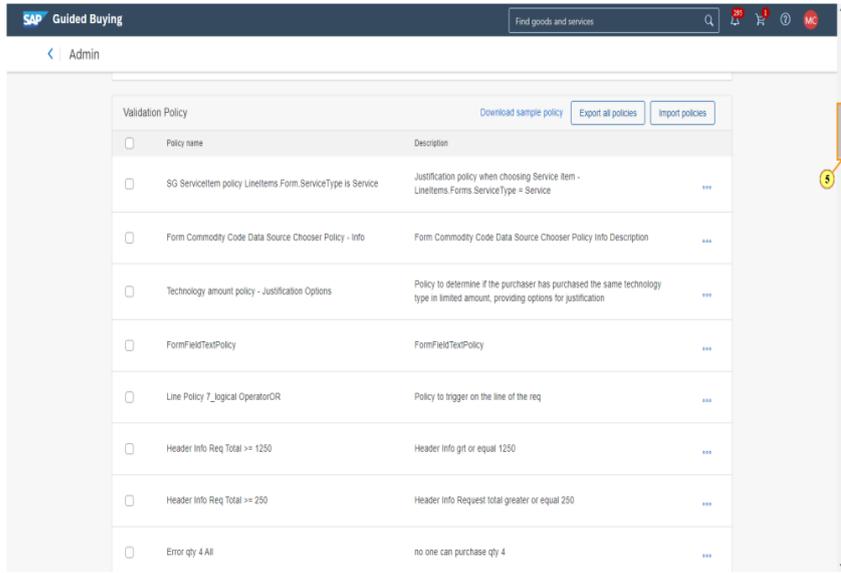


Validation policies make sure users follow your internal procedures when making purchases.

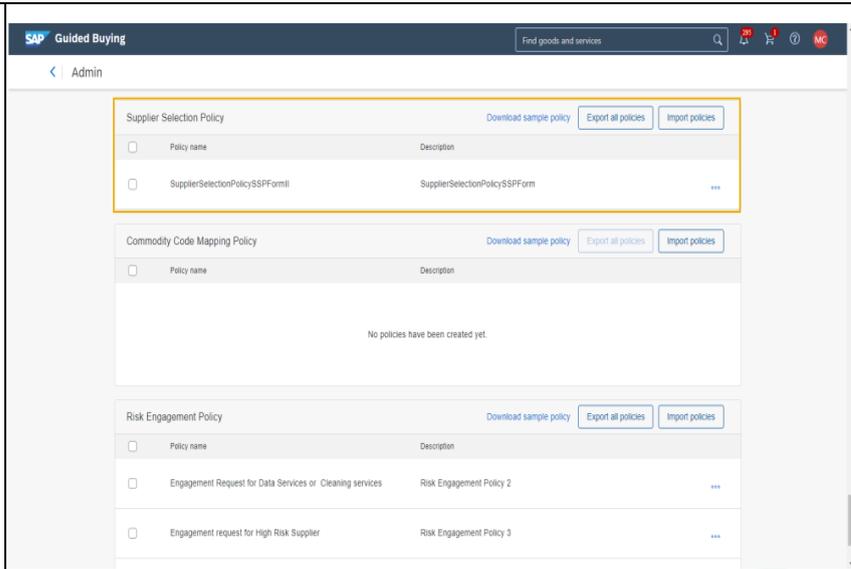
NOTE: Each policy allows you to Download sample policy, Export all policies, and Import policies.



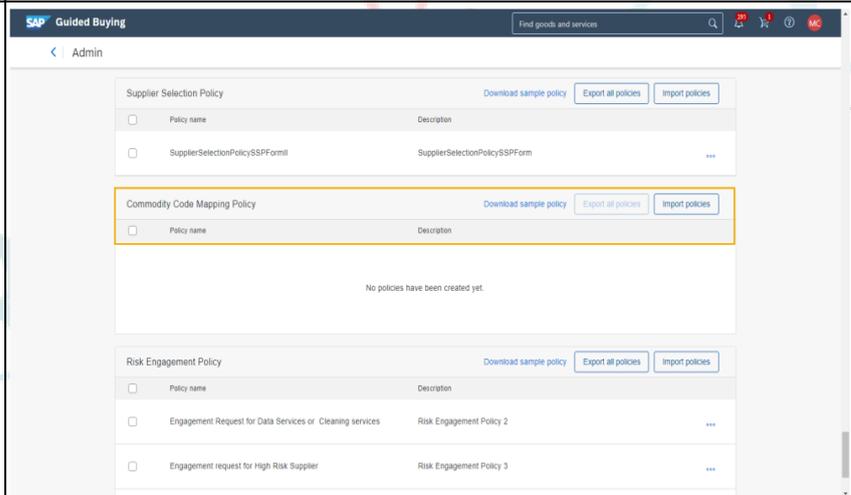
5. Click here to scroll down.



Supplier selection policies are set up to narrow the pool of suppliers available for selection in forms, based on attributes such as form type, amount, purchasing unit, commodity code, and preferred supplier level.

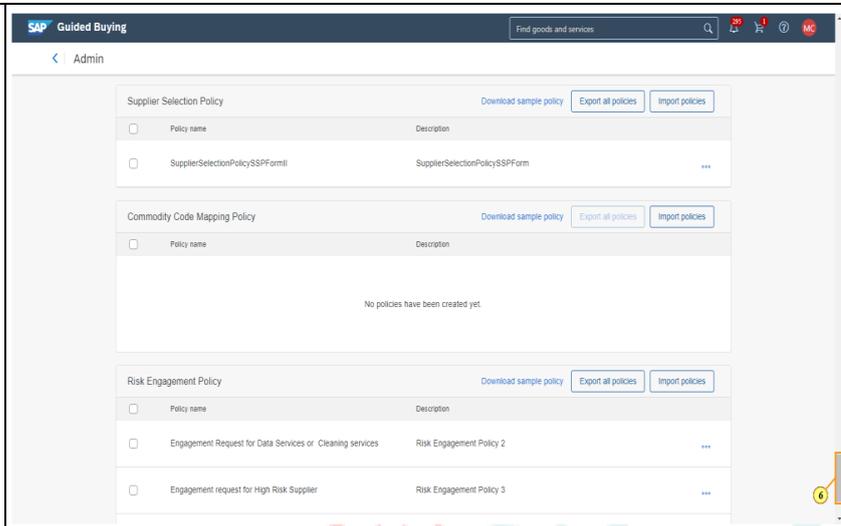


The Commodity Code Mapping Policy is used to define the commodity codes for limit items for which uses can create requests and will only be available in sites that have enabled limit orders.



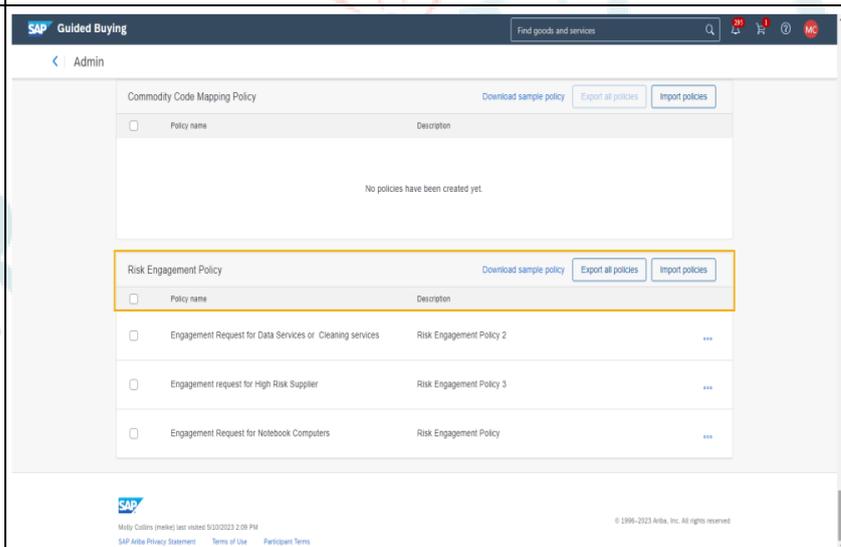
NOTE: Each policy allows you to Download a sample and Import policies.

6. Click here to scroll down.

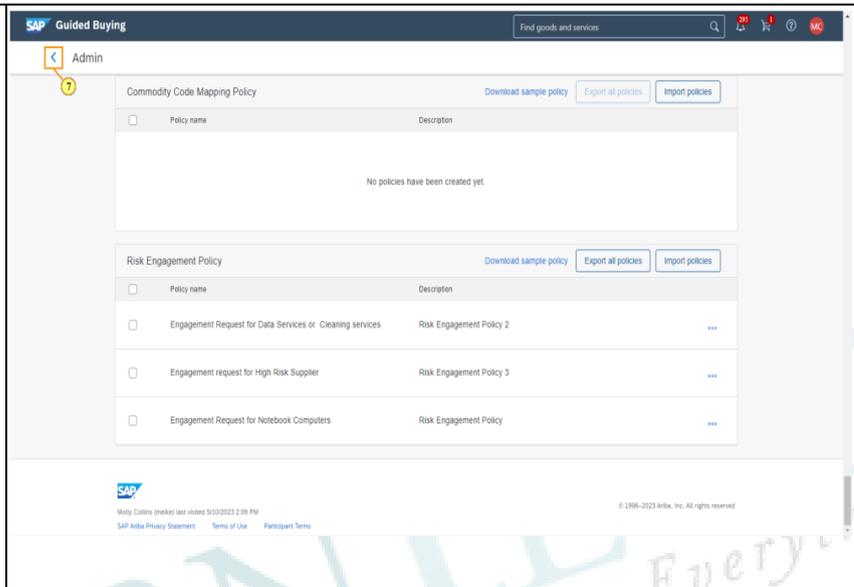


The Risk Engagement Policy is only available to customers that have deployed the SAP Ariba Supplier Risk module and have enabled integration with guided buying.

NOTE: Each policy allows you to Download sample policy, Export all policies, and Import policies.



7. To return to the Admin page, choose the arrow next to Admin.



You have successfully accessed guided buying policies. This concludes the interactive tutorial.

