

SAP BUSINESS TECHNOLOGY PLATFORM | EXTERNAL

# Setup and Configuration guide

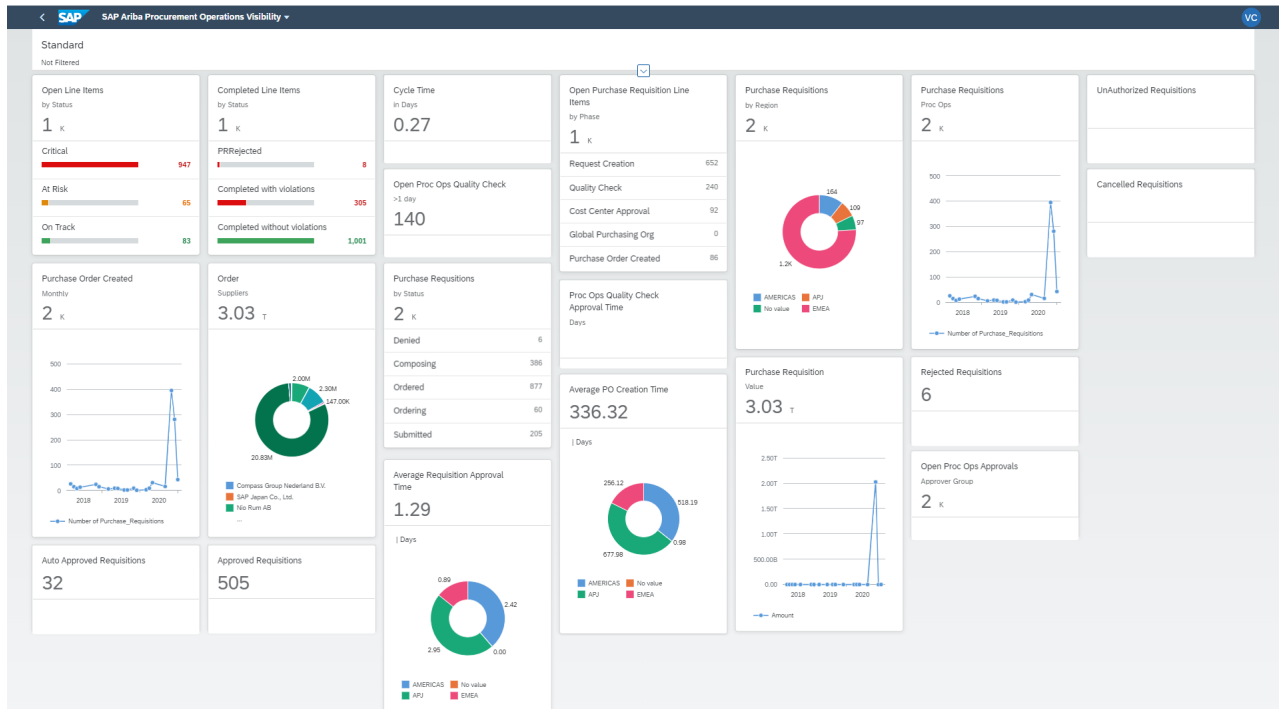
Ariba Procurement Operations – Process Visibility

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# Overview

The live process content package enables customers to gain real time visibility into their procurement operations (P2O) in SAP Ariba. The main audience of this document are IT administrators, developers, LOB experts, and product owners. The document describes the steps to configure and deploy the content in your SAP Business Technology Platform.



Some of the key features of this content package are

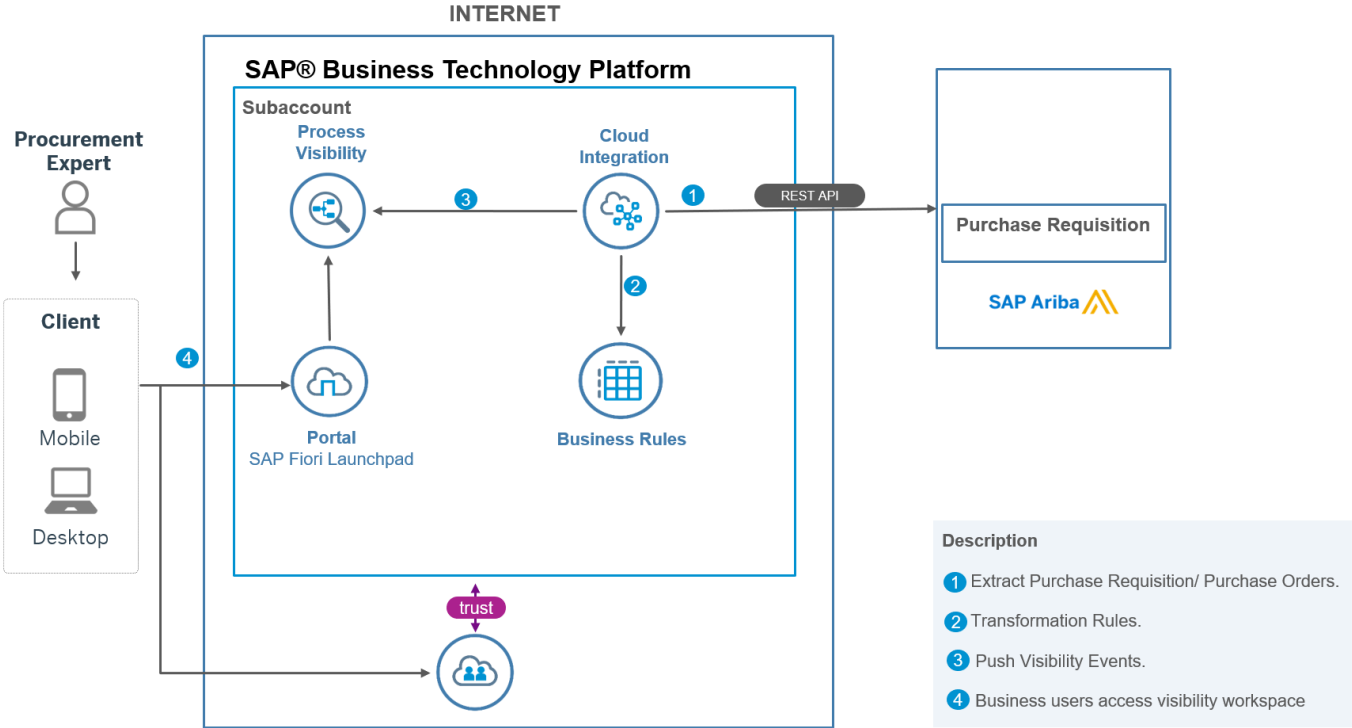
- Out of the box process visibility content for Ariba Purchasing
- Periodic extraction of Ariba transactional data and out of the box integration content.
- Event Transformation logic using Business rules content – providing flexibility to define new events.
- Easy to configure Performance Indicators using Process Visibility service.
- Only configuration steps and no programming required.

## Prerequisite

- Subscription to SAP Workflow Management Service
- Subscription to SAP Integration Suite
- Import and configure integration content package [SAP Ariba integration with SAP Workflow Management](#) using the [setup and configuration guide](#).
- Configure Business Rules content using [Ariba Procurement Operations – Business Rules Configuration guide](#).

# Solution Overview

The content package provides real time visibility into Ariba Procurement operations from Purchase Requisition creation until Purchase Order Creation (P2O) including all approvals. Procurement operators or Shared Service centers can keep track of all their Purchase Requisitions and key performance indicators in real time. Ariba Purchase Requisitions are extracted periodically, transformed using simple text rules and consumed in Process Visibility.



The solution includes some of the key capabilities from SAP Business Technology Platform.

- SAP Workflow Management (Business Rules and Process Visibility capabilities)
- SP Integration Suite
- SAP Cloud Portal / Launchpad service

# Setup and Configuration

- Open **Process Flexibility** and click **Discover Packages** button to navigate to Process Hub.
- Search and find content package “Real time Visibility into Ariba Procurement Operations using SAP Workflow Management”.

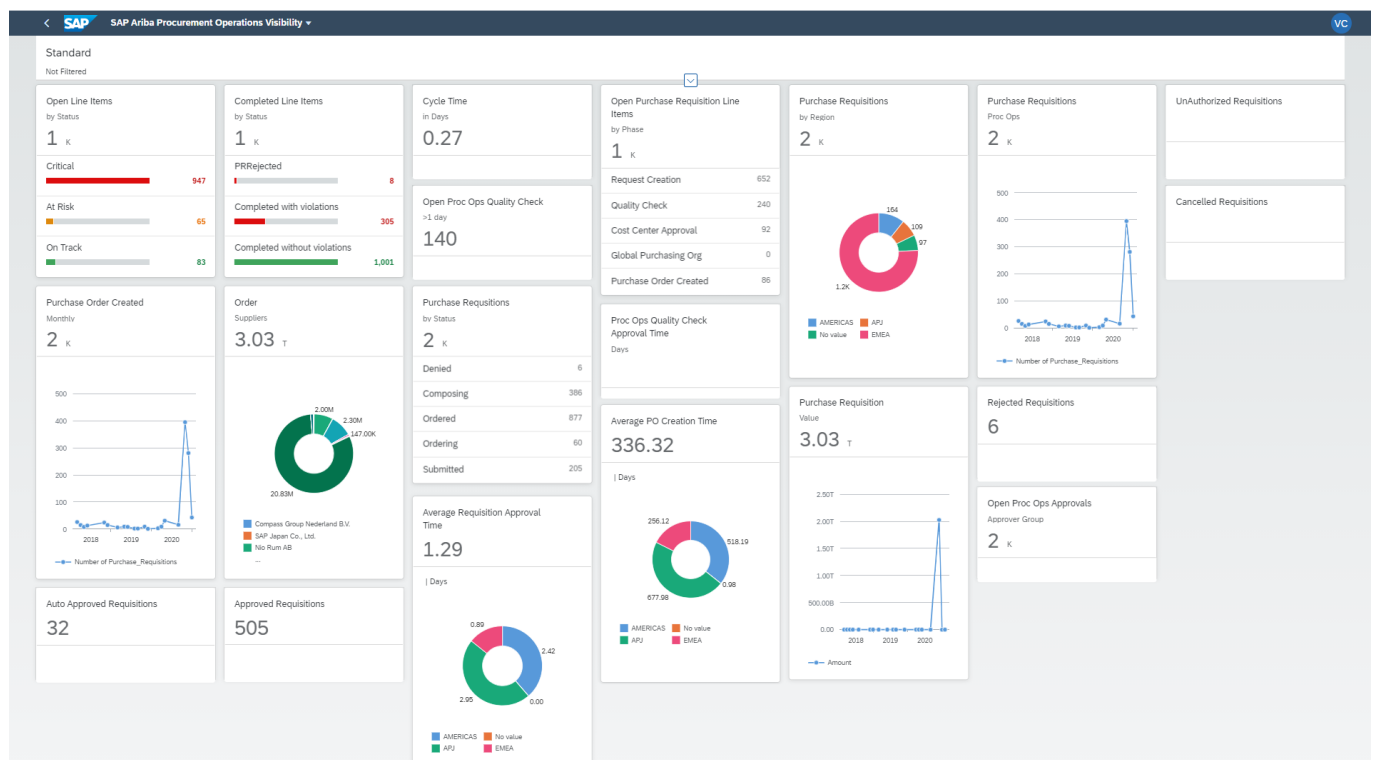
If the content package shows IMPORTED status, ignore the next step.

- Open the package and Click **import** button. After successful import of the content, follow next steps.

Please follow [help documentation](#) on how to import content packages in SAP Workflow Management.

## Configure Process Visibility Scenario

Process Visibility service enable process operators / process owners to gain real time visibility into Ariba Procurement Operations (P2O). Please go through [help documentation](#) for more about SAP BTP Process Visibility Service.



## Process Visibility Events

This content package provides predefined events based on Ariba Purchase Requisition. Customers can add, modify or remove events from this scenario based on their requirements. An event in process visibility represent a transactional activity in Ariba for e.g.: Purchase Requisition Approved.

These event definitions are generated from Business Rules based on Purchase Requisition Header or Approval or Line items. Customers can generate new events at Purchase Requisition Header or

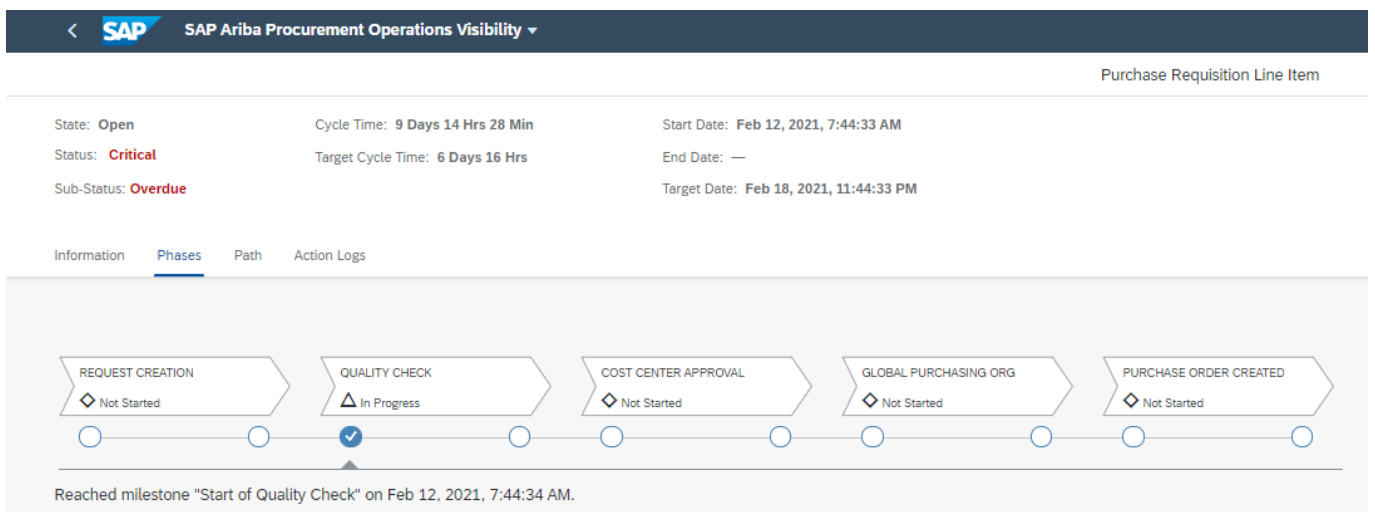
Line Item or Approval level using Business Rules. Please refer [configuring events](#) section in help document.

Process Visibility Events	Description
PRApproved	Purchase Requisition Approved
PRSendtoApproval	Purchase Requisition submitted for Approval
ProcessCompleted	Purchase Requisition Process Completed
PurchaseRequestComposed	Purchase Requisition in composed state and not released for approval
PRCancelled	Purchase Requisition Cancelled.
PRRejected	Purchase Requisition Rejected.
POOrdering	Purchase Order created but not send to suppliers
POCreated	Purchase Order created and send to suppliers
ProcOpsApprovalForCancellationRequestCreated	Request for Purchase Requisition Cancellation created.
ProcOpsApprovalForCancellationRequestCompleted	Request for Purchase Requisition Cancellation completed.
InternalOrderResponsibleCreated	Approval Step – Internal Order Responsible Created
InternalOrderResponsibleCompleted	Approval Step – Internal Order Responsible Completed
CostCenterApprovalCreated	Cost Center Approval Created
CostCenterApprovalStarted	Cost Center Approval Started
CostCenterResponsibleCompleted	Cost Center Approval Completed
GPOTaskStarted	GPO Approval started
GPOTaskCreated	GPO Approval completed
CustomerAdministratorCreated	Customer Administrator started.
CustomerAdministratorCompleted	Customer Administrator completed
ApproveChangeRequestByProcOpsCreated	Purchase Request Change Request Approval Created
ApproveChangeRequestByProcOpsStarted	Purchase Request Change Request Approval Started
ApproveChangeRequestByProcOpsCompleted	Purchase Request Change Request Approval Completed
GPOBuyerTaskCreated	Purchase Request approval from GPO

	Buyer Task Created
GPOBuyerTaskStarted	Purchase Request approval from GPO Buyer Task Started
GPOBuyerTaskCompleted	Purchase Request approval from GPO Buyer Task Completed
WBSResponsibleStarted	Purchase Request approval from WBSResponsible Started
WBSResponsibleCreated	Purchase Request approval from WBSResponsible Created
WBSResponsibleCompleted	Purchase Request approval from WBSResponsible Completed
RequestorAsOptionalApproverCreated	Requestor or Buyer as Optional Approver created.
QualityControlCheckStarted	Quality control check Started
QualityControlCheckCreated	Quality control check Created
QualityControlCheckCompleted	Quality control check Completed

## Process Phases

A Process phase consist of set of activities / transactions add value to the business. A phase is configured using a start and end event. It is possible to configure a phase with multiple events.



Please refer [configuring phases](#) section in help document.

Phase Name	Start Event	End Event	Description
Request Creation	PurchaseRequestComposed	PRSendtoApproval	Purchase Requisition in draft mode and not released for approvals.
Quality Check	QualityControlCheckCreated	QualityControlCheckCompleted	Quality Check Tasks In Progress

Cost Center Approval	CostCenterApprovalCreated	CostCenterApprovalCompleted	Cost Center Owners Approval In Progress
Global Purchasing Org	GPOTaskCreated	GPOTaskCompleted	GPO Approval In Progress
Purchase Order Created	POApproved	POCreated	Purchase Requisition Approved but PO not created

## Performance Indicators

A performance indicator enables customers to gain insight into their business KPIs. Customers can add new performance indicators using events and context data. Please refer help documentation on how to [configure performance indicators](#).

Performance Indicator	Description
Open Line Items	Purchase Requisition Line Item in In progress state.
CompletedInstancesByStatus	Completed Purchase Requisition Line Items.
CycleTime	Average time taken to complete a purchase requisition.
Open Purchase Requisition Line Items	Number of Purchase Requisition not yet Ordered
Purchase Requisitions	Purchase Requisition based on region
Purchase Requisitions by Proc Ops	Purchase Requisition with Quality control checks done
Open Proc Ops Approvals	Open Purchase Requisitions with quality control check in progress
Purchase Order Created	
Purchase Requisition	Purchase Requisition Value aggregated monthly
Unauthorized Requisitions	Number of unauthorized purchases
Open Proc Ops Quality Check	Purchase Requisition approvals in quality control check taking more than 1 day
Cancelled Requisitions	Number of Purchase Requisition cancelled.
Rejected Requisitions	Number of Purchase Requisition Rejected.
Approved Requisitions	Number of Purchase Requisition Approved.
Auto Approved Requisitions	Number of Purchase Requisition auto approved.
Orders by Suppliers	Order value based on suppliers
Purchase Requisitions by Status	Purchase Requisitions based on current status.



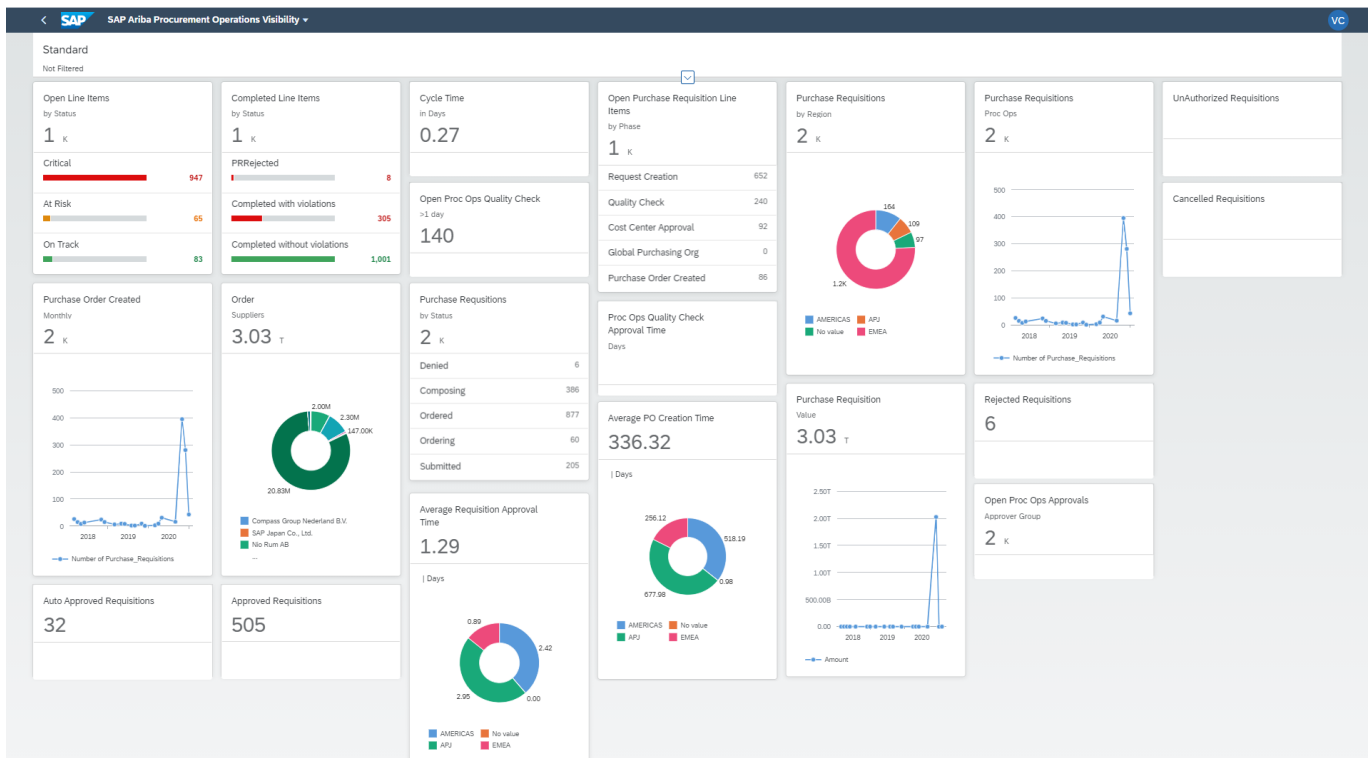
Proc Ops Quality Check Approval Time	Average time taken to complete quality check.
Average Requisition Approval Tim	Average time taken to approve Purchase requisition.
Average PO Creation Time	Average time taken to create a PO from Purchase Requisition time.

### Activate Scenario

Activate scenario to include the changes added. Please refer [help documentation](#) how to activate a scenario.

## Process Visibility Workspace

Process visibility workspace enable process owners or process operators to gain real time visibility into Ariba P20 process including key performance indicators. The below picture shows how Procurement operators gain visibility into purchasing in Ariba with some of the key performance indicators.



Process Visibility Service provides performance indicators out of the box. It is possible to add performance indicators of different types using attributes or events.

### Open Line Items by Status

All Purchase Requisition Line items grouped based on status. Each line item performance is measured based on the promised delivery date and possible exceptions. Line items are grouped as

- Critical
- At Risk
- On Track

### **Completed Line Items by Status**

All Purchase Requisition Line items grouped based on completion status. Line items are grouped as

- Line Items Rejected
- Line Items Completed with violations
- Line Items Completed without violations

### **Open Purchase Requisition Line Items by Phase**

All Purchase Requisition Line items grouped on different phases in the process. Line Items are grouped as

- Request Creation
- Quality Check
- Cost Center Approval
- Global Purchasing Approval
- Purchase Order Created

### **Purchase Requisition by Status**

Purchase Requisitions grouped on different statuses. The following are the statuses

- Composing
- Submitted
- Ordering
- Ordered
- Denied

### **Purchase Order by Monthly**

Number of Purchase Orders created in every month.

### **Purchase Requisitions by Regions**

Purchase Requisitions created by regions. Each region has a group of company codes. It is mapped using a value mapping.

### **Order by Suppliers**

Total Purchase Order value aggregated using supplier as dimension.

## **Purchase Requisitions by Value**

Purchase Requisitions Created over a period.

## **Average Purchase Requisition Approval Time**

Average approval time based on regions.

## **Average Purchase Order Creation Time**

Average time taken from purchase requisition creation to purchase order creation.

## **Rejected Purchase Requisitions**

Number of Purchase Requisitions rejected.

## **Cancelled Purchase Requisitions**

Number of Purchase Requisitions Cancelled.

## **Unauthorised Purchase Requisitions**

Number of unauthorised purchase requisitions.

## **Cycle Time**

Average time taken to complete Purchase Requisitions.

## **Cycle Time by Phase**

Average time taken to complete each phase in the process.