

SAP BUSINESS TECHNOLOGY PLATFORM | EXTERNAL

Setup and Configuration guide

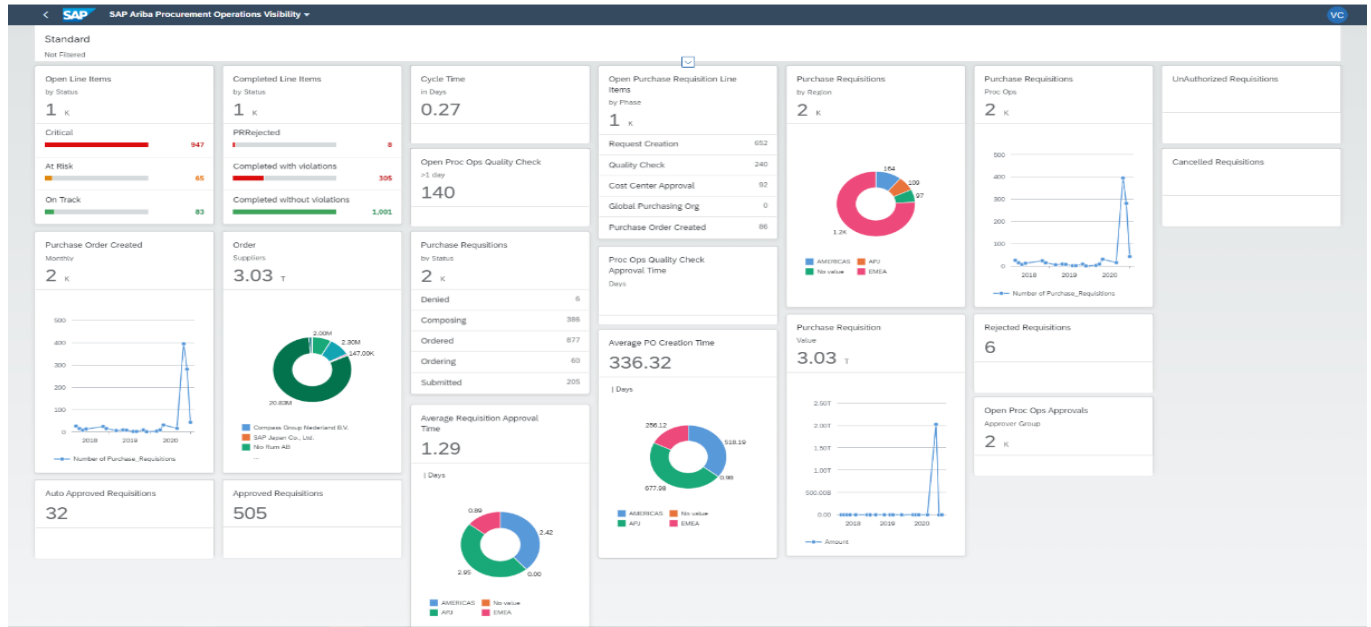
Ariba Procurement Operations – Process Visibility using SAP Build Process Automation

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Overview

The live process content package enables customers to gain real time visibility into their procurement operations 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

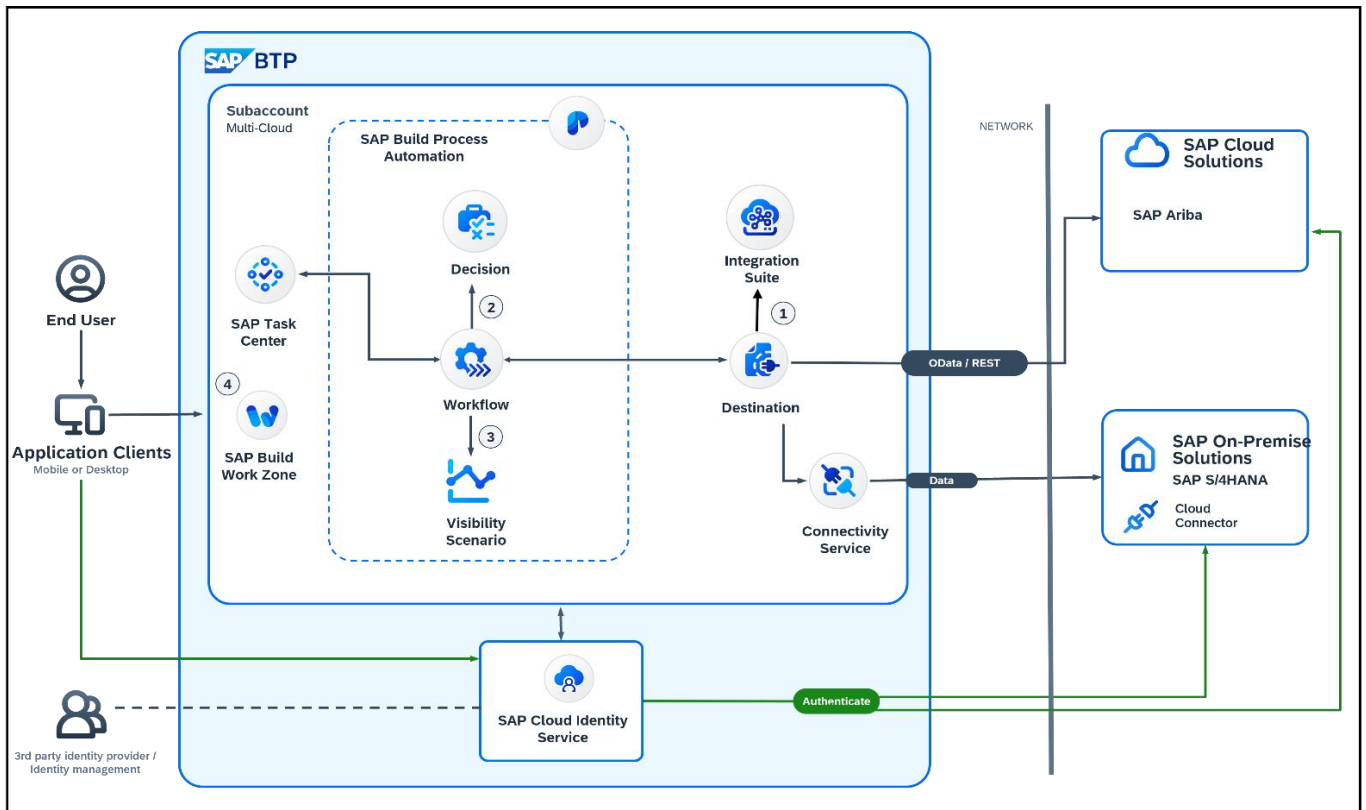
- Out of the box process visibility content for Ariba Purchasing
- Periodic extraction of Ariba transactional data and out of the box integration content.
- Event Transformation logic using Business content– providing flexibility to define new events.
- Easy to configure Performance Indicators using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

Prerequisite

- Subscription to SAP Build Process Automation Service
- Subscription to SAP Integration Suite
- Import and configure integration content package [SAP Ariba integration with SAP Build Process Automation](#) using the [setup and configuration guide](#).
- Configure Decisions content using [Ariba Procurement Operations – Decisions 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.



Description

1. Extract purchase requisition / purchase orders
2. Transformation rules
3. Push visibility events
4. Business users access visibility workspace

Required Business Technology Platform Services

- SAP Build Process Automation (Decisions and Process Visibility capabilities)
- Integration Suite
- SAP Work Zone service, standard or advanced
- SAP Ariba

SAP Business Technology Platform Cockpit

Configure in SAP Build Process Automation

Follow the setup and configuration section of SAP Build Process Automation:

- [Subscribe to SAP Build Process Automation \(Standard Plan\)](#)
- [Configure Destinations for Live Process Projects](#)
 - Import Package Destination
 - Decisions Destination to support start and step conditions
- [Configure SAP Work Zone Service for SAP Build Process Automation](#)

Configure Process Variants with SAP Build Process Automation

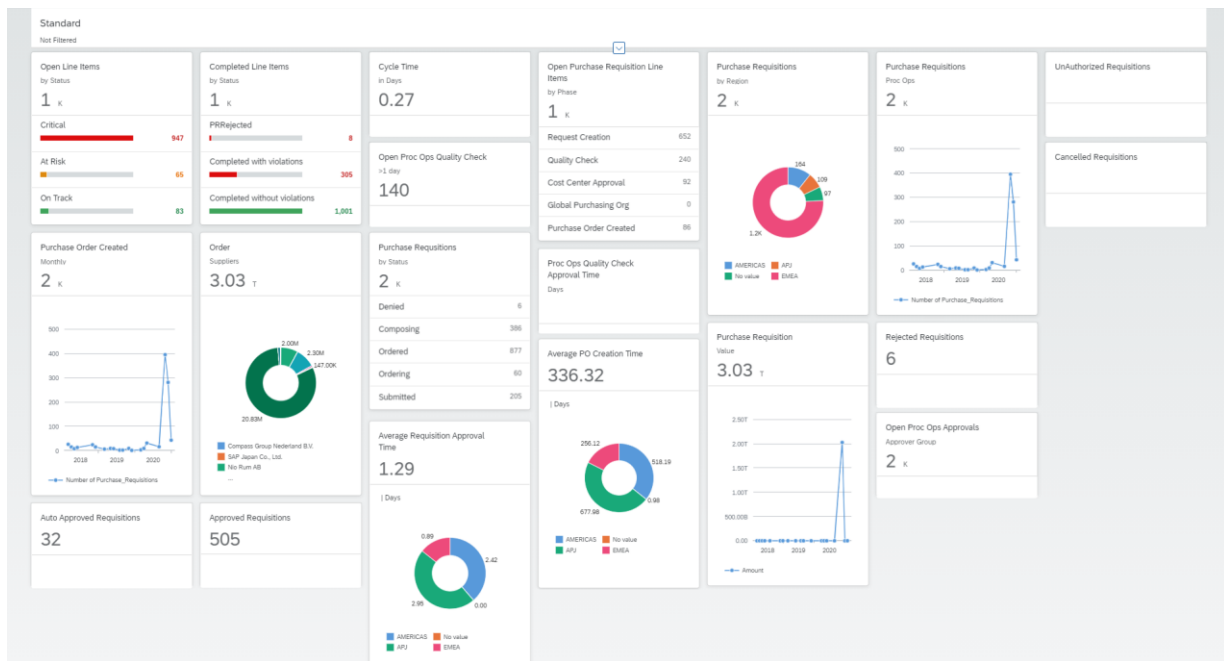
A process variant consists of multiple process steps configured by a line of business experts. It is possible to create multiple variants of the same process.

Please refer [help documentation](#) about how to import content packages and configure a process variant.

- In the [SAP Build Process Automation Store](#), search for live process package Real time Visibility into SAP Ariba Procurement Operations and import the same. This content package has one process template and process variant(s) for that template.
- In the SAP Build Process Automation [Lobby](#), click to open the package with name real time visibility into SAP Ariba Procurement Operations. This opens the package in a new tab/window.
- Open the Visibility Scenario, change if required and activate.

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 Business Technology Platform 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 represents a transactional activity in Ariba for e.g.: Purchase Requisition Approved.

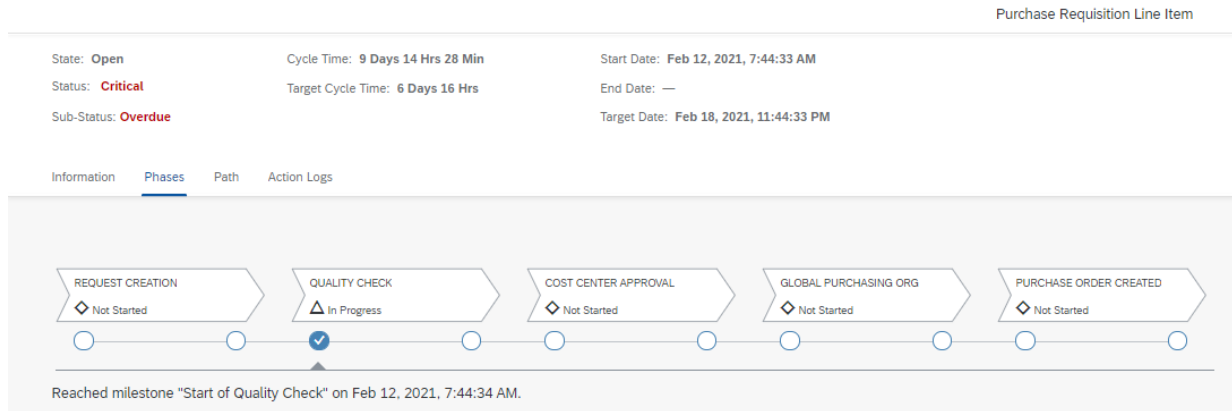
These event definitions are generated from Decisions based on purchase requisition header or approval or line items. Customers can generate new events at Purchase Requisition Header or Line Item or approval level using Decisions. Please refer [configuring events](#) section in help document.

| 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 sed 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 consists 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 the 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 Time | Average time taken to approve Purchase requisition. |
| Average PO Creation Time | Average time taken to create a PO from Purchase Requisition time. |

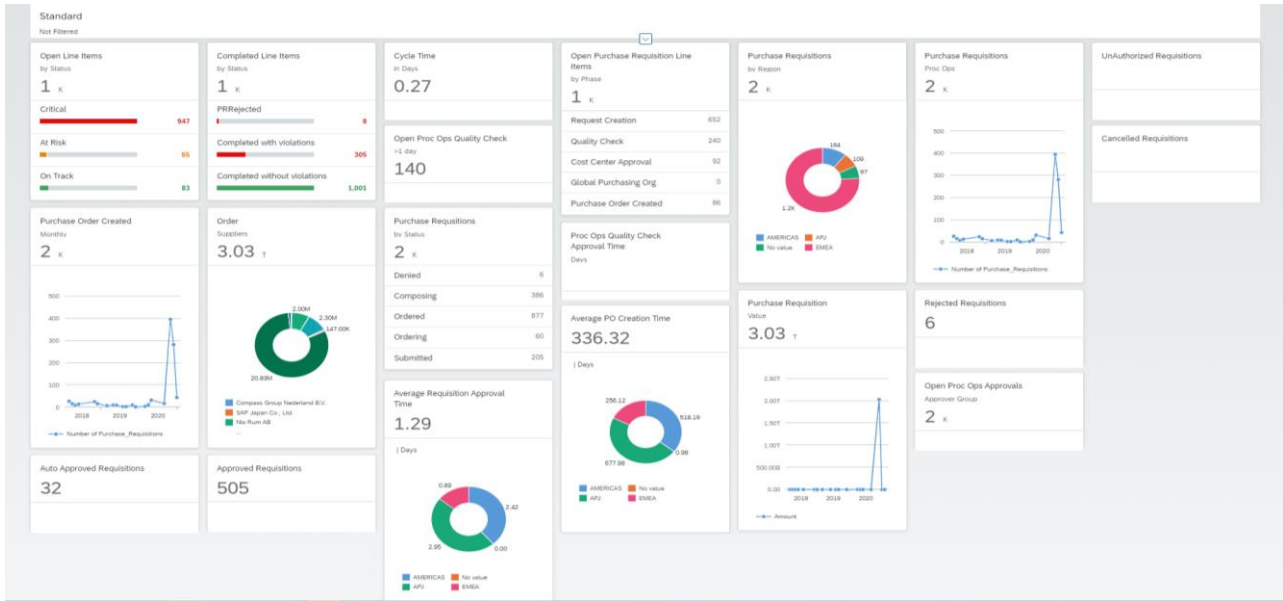
Activate Scenario

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

P2O 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.