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**SAP  
ARIBA**

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### SAP Ariba

#### **1. SAP Ariba – Overview**

- What is SAP Ariba
- Overview
- Usage in industry

#### **2. SAP Ariba Buy Side Integration**

- Overview and Getting Started on SAP Ariba Cloud Integration Gateway
- Configuration of Cloud Connector and Add-on/SPRO
- Ariba Network Integration – IDOC and Proxy Flows
- Master Data Overview
- SAP Ariba Procurement Integration Configuration
- SAP Ariba Strategic Sourcing Integration Configuration
- SAP Ariba Strategic Sourcing Transaction Integration
- SAP Ariba Procurement Transaction Integration
- Customization
- Troubleshooting

#### **3. SAP Ariba Contracts**

- *Creating Contracts*

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- ✓ Introduction
- ✓ Preparing a Workspace
- ✓ Author the Main Agreement
- ✓ Review & Negotiate Contract Documents
- ✓ Approve & Finalize Contract Workspace
- ✓ Amend & Manage Contract Workspace
- ✓ Contract Requests
- ✓ Run Prepackaged Reports
- *Preparing Document Templates & Clauses with Desktop File Sync*
  - ✓ Introduction
  - ✓ Preparing the Main Agreement
  - ✓ Clause Library Overview
  - ✓ Managing the Clause Library
  - ✓ Best Practices
- *Preparing Document Templates & Clauses with Enhanced Contract Authoring*
  - ✓ Introduction
  - ✓ Preparing the Main Agreement
  - ✓ Clause Library Overview
  - ✓ Managing the Clause Library
  - ✓ Best Practices
- *Contract Compliance*
  - ✓ Introduction
  - ✓ Contract Requests
  - ✓ Release Order Contracts
  - ✓ No-release Order Contracts
  - ✓ Managing Contracts
  - ✓ Contract Workspaces
- *Managing Contract Compliance*

- ✓ Introduction to Contract Compliance
- ✓ Creating Compliance Contract Requests
- ✓ Releases Against Contracts
- ✓ Non-release Order Contracts
- ✓ Contract Accumulators
- ✓ Managing Contracts
- ✓ Introduction to Contract Workspaces

#### 4. SAP Ariba Integration

- *SAP Ariba Integration: SAP Ariba Integration Points*
  - ✓ Application landscape
  - ✓ Integration basics
  - ✓ Suite Integration
  - ✓ Strategic Sourcing Integrations
  - ✓ Procurement Integrations
  - ✓ Buyer Network Integrations
  - ✓ Supplier Network Integrations
  - ✓ Catalog Enablement

#### 5. SAP Ariba Procurement

- *Buying*
  - ✓ Introduction
  - ✓ The Dashboard
  - ✓ Catalogs
  - ✓ Requisitions
  - ✓ Accounting
  - ✓ Approval
  - ✓ Managing POs

- ✓ Receiving
- ✓ SAP Ariba Mobile
- ✓ Searching and Reporting
- ✓ Collaboration
- ✓ Demand Aggregation
- *Requisition to Receiving*
  - ✓ Introduction to Ariba Procurement
  - ✓ Application Orientation
  - ✓ Using Catalogs
  - ✓ Creating and Managing Requisitions
  - ✓ Accounting
  - ✓ The Approval Process
  - ✓ Managing Purchase Orders
  - ✓ Receiving
  - ✓ Searching & Reporting
  - ✓ Appendix A: Managing Budgets
  - ✓ Appendix B: Collaborative Requisitioning
  - ✓ Appendix C: Importing Requisitions
- *Spot Buy Catalog*
  - ✓ Getting Started with SAP Ariba Spot Buy Catalog
  - ✓ Implementing SAP Ariba Spot Buy Catalog
- *Invoicing*
  - ✓ Introduction
  - ✓ Paper Invoices
  - ✓ Electronic Invoices
  - ✓ Contract Based Invoices
  - ✓ Non-PO Invoices
  - ✓ Credit Memos
  - ✓ Invoice Approval

- ✓ Invoice Reconciliation
- ✓ OK2Pay and Remittance
- ✓ Searching and Reporting
- ✓ Invoice Conversion Service
- *Creating and Managing Invoices*
  - ✓ Introduction to Contract Compliance
  - ✓ Paper Invoices
  - ✓ PO-based Electronic Invoices
  - ✓ Contract-based Invoices
  - ✓ Non-PO Invoices
  - ✓ Credit Memos
  - ✓ Invoice Approval
  - ✓ Invoice Reconciliation
  - ✓ OK2Pay and Remittance
  - ✓ Searching and Reporting

## 6. SAP Ariba Supplier Management

- *Supplier Performance Management Projects*
  - ✓ Introduction
  - ✓ Application Orientation
  - ✓ Create and Edit an SPM Project
  - ✓ Manage an SPM Project Planning Phase
  - ✓ Manage an SPM Project Monitoring Phase
  - ✓ Managing Scorecards
  - ✓ Managing Surveys
  - ✓ SPM Reports
- *Supplier Lifecycle Management*
  - ✓ Introduction

- ✓ Application Orientation
- ✓ Supplier Management Personas and User Groups
- ✓ Managing Supplier Requests
- ✓ Managing Supplier Registrations
- ✓ Managing Supplier Qualifications
- ✓ Managing Preferred Suppliers
- ✓ Managing Supplier Disqualifications
- ✓ Managing Supplier Contacts
- ✓ SAP Ariba Supplier Lifecycle and Performance Templates

### 7. SAP Ariba Sourcing

- *Creating Events*
  - ✓ Introduction
  - ✓ Application Orientation
  - ✓ Building your Sourcing Event: Rules, Team, Suppliers
  - ✓ Building your Sourcing Event: Content, Summary
  - ✓ Running your Sourcing Event
  - ✓ Manually Awarding an Event
- *Creating Events and Managing Projects*
  - ✓ Application Orientation
  - ✓ Building your Sourcing Event
  - ✓ Running your Sourcing Event
  - ✓ Manually Awarding an Event
  - ✓ Creating Sourcing Projects
  - ✓ Adding Project Details
  - ✓ Working on a Project
  - ✓ Creating an Event within a Project
  - ✓ Completing the Project

- *Creating and Managing a Sourcing Project*

- ✓ Application Orientation
- ✓ Building your Sourcing Event
- ✓ Running your Sourcing Event
- ✓ Manually Awarding an Event
- ✓ Creating Sourcing Projects
- ✓ Adding Project Details
- ✓ Working on a Project
- ✓ Creating an Event within a Project
- ✓ Completing the Project

- *Advanced Features*

- ✓ Introduction
- ✓ Auction Types
- ✓ Creating an Auction
- ✓ Monitoring an Auction
- ✓ Best Practices
- ✓ Appendix

- *Creating Auctions*

- ✓ Introduction to Auctions
- ✓ Auction Types
- ✓ Creating an Auction
- ✓ Monitoring an Auction
- ✓ Best Practices
- ✓ Introduction to Auctions
- ✓ Auction Types
- ✓ Creating an Auction
- ✓ Monitoring an Auction
- ✓ Best Practice

### 8. Supplier Enablement: Buy Side in SAP Ariba

- *Enabling Catalogs*
  - ✓ Catalog Overview & Strategy
  - ✓ Catalog Types & Configurables
  - ✓ Template Creation
  - ✓ Training for Suppliers
  - ✓ Catalog Administration
  - ✓ Appendix
- *Managing and Maintaining Catalogs*
  - ✓ Introduction
  - ✓ Using Catalogs
  - ✓ Loading Catalogs
  - ✓ Validation and Errors
  - ✓ Catalog Hierarchy
  - ✓ Catalog Views
  - ✓ Content Management System
  - ✓ BMEcat and CIF Fields
  - ✓ Dynamic Filtering of Catalogs
- *Standalone Catalogs*
  - ✓ Introduction
  - ✓ Using Catalogs
  - ✓ Importing Catalogs
  - ✓ Validation and Errors
  - ✓ Catalog Hierarchy
  - ✓ Catalog Views
  - ✓ Contract Compliance
  - ✓ Content Management System
  - ✓ BMEcat and CIF fields
  - ✓ Dynamic Filtering of Catalogs



**9. Ariba Network: Planning and Executing Supplier Enablement for Suppliers**

- Overview of SAP Ariba Procurement Solutions
- Supplier Enablement Concepts
- Ariba Network Functionality
- Seller Summit
- Supplier Education Channels
- 1:1 Outreach