

# PROCUREMENT AND EXPENSE

## ARIBA TRAVEL AND EXPENSE™ 9r1



### WHY UPGRADE?

Ariba continues to enhance its services procurement solution with many features that increase the opportunities to save throughout the procurement process. More significantly, Ariba understands that supplier interaction, management and negotiation is likely the greatest opportunity to save using spend management disciplines. New capabilities to encourage greater collaboration are complemented by those solutions that are designed to help the customer better manage the supplier.

The release of 9r1 allows your organization to:

- Extend your spend management coverage by addressing more complex categories of spend
- Reduce your total cost of ownership due to simpler data management and an infrastructure that allows end users to configure the solution instead of costly IT customizations
- More easily execute travel events with improved content and travel event management
- Increase user adoption thanks to a new-and-improved user interface that is easier to use, consistent across all Ariba applications, and includes online video tutorials
- Drive travel and expense procurement activity with pipeline definition and resource assignment
- Demonstrate the value of your efforts by tracking travel and expense procurement savings across the lifecycle, from estimated savings targets to fully realized savings

Ariba's Education and Change Management team can help you prepare for the end user impacts of the upgrade by building training and communication tools that will help your organization to quickly adopt the updated features and functions.

### WHAT'S NEW IN TRAVEL AND EXPENSE IN 9R1?

- Enhanced user interface for authorization and expense entry
- Administration user interface for expense guidelines
- Hard stop violations
- Configurable audit rules
- Gift and entertainment tracking
- Functionality includes reporting, tracking, warning and management of gift and entertainment expenses on both company-level and recipient-level

### UPGRADE BENEFITS

- New user interface enables ability to add items manually, from charge data (drag and drop) or from Travel Authorizations
- Creating itemized entries is more intuitive, necessitating fewer clicks
- Policy management now has the benefit of visual clues that help drive compliance and its understanding
- Supports both real-time or on-demand audit
- Faster implementation and greater ease to change expense guidelines through Administration user interface
- Reporting, tracking, warning and management of gift and entertainment expenses for company-level and recipient-level
- Extensive event tracking: social events, hospitality, and charitable events

- Types of events that are tracked include social events, hospitality and charitable events
- Feature-rich and highly scalable format works seamlessly with Ariba's market-leading spend management solutions
- Capturing and tracking of information throughout the travel and expense process; it is then made available for analysis, reporting or audit
- Responsive to business demands, allowing the customer to maintain control
- Drag and drop user interface to enhance productivity while ensuring accuracy

For more comprehensive information on 9r1 capabilities, please visit <http://www.ariba.com/solutions/9r1>.

### HOW DO I UPGRADE?

Upgrading software is not always a simple task, and Ariba understands the challenges that you face. In an effort to make upgrading to 9r1 as fast and seamless as possible, Ariba has gone to great lengths to make the technology and upgrade process flexible—allowing you to upgrade in a fashion that makes the most sense for your organization. Flexible hosting options also exist—providing you with the option to host the software behind your firewall, leverage a third-party hosting service, or have Ariba host for you.

Most important, Ariba is there to assist you in your upgrade effort. Your team can lead the upgrade effort with Ariba's support or, if you prefer, Ariba will guide your team through the entire process. Offering everything from simple diagnostics and assessments in order to help you plan to comprehensive professional services addressing every aspect of your upgrade, Ariba has a stake in your success and will partner with you to ensure your upgrade is an organizational win.

For more information on Ariba services available to assure your upgrade is successful, contact your Account Executive or email [UpgradeServices\\_Questions@ariba.com](mailto:UpgradeServices_Questions@ariba.com).

### ABOUT ARIBA, INC.

Ariba, Inc. is the leading provider of spend management solutions to help companies realize rapid and sustainable bottom line results. Successful companies around the world in every industry use Ariba Spend Management™ software and services. Ariba can be contacted in the U.S. at 1.650.390.1000 or at <http://www.ariba.com>.

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