

Guided Buying: A Simpler Way to Buy Smarter with SAP® Ariba® Solutions

The guided buying capability built in to SAP® Ariba® solutions brings suppliers and buyers together to help **make procurement easy with three clicks**. By encouraging employees to follow procurement guidelines – without having to read them first – you can help them quickly and easily buy goods and services from preferred suppliers with minimal support from your procurement teams.

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GUIDED BUYING CAPABILITY

What is the guided buying capability?

Guided buying is the smart, compliant user interface for enterprise employees who work outside their company's procurement department but who need a gateway for procurement actions, including buying, contract, sourcing, services, and noncatalog requests, as well as any other requests.

What is the cost of the guided buying capability?

Guided buying is free with the SAP® Ariba® Buying solution.

Is guided buying integrated with the Spot Buy capability in SAP Ariba solutions?

Yes. The Spot Buy capability is available for multiple SAP Ariba solutions, including SAP Ariba Buying and SAP Ariba Catalog. Like guided buying, it is not a separately priced item. Items available through the Spot Buy capability appear along with internal catalog items, forms, and suppliers.

What SAP Ariba solutions must be in place before a customer can adopt guided buying?

To use guided buying, customers must have either the SAP Ariba Buying solution or the SAP Ariba Buying and Invoicing solution.

FEATURES

What kind of search functionality does guided buying have? What will the search results include?

Employees can use keyword search functionality. It includes suppliers, landing pages, forms, and catalog items through company-approved suppliers, internal inventory, and the Spot Buy capability.

Will search results provide punch-out catalog items as well as internal catalog items?

Yes. Guided buying supports cross-catalog searches for level-two punch-out catalogs, supplier catalogs, and catalog items through the Spot Buy capability. Users are expected to use punch-out catalogs and shop for items by using the supplier's Web site.

Are the tiles on the landing page customizable?

Yes, the landing page tiles can be configured for every category. The procurement organization can configure the system's behavior after a user clicks on a particular tile or category. If a category goes through a different system, the user is taken automatically to the other system.

Is guided buying accessible on mobile devices?

Yes. Employees can use guided buying on all iOS and Android mobile devices.

Which browsers are compatible with guided buying?

Internet Explorer 11 and higher and the latest versions of Chrome, Firefox, and Safari are all compatible with guided buying.

How are forms defined?

Guided buying leverages the extension studio self-service functionality to create custom forms.

Can buyers access punch-out catalogs with guided buying?

Yes.

What catalog file formats are supported?

The following catalog file formats are supported:

- Catalog Interchange Format (CIF)
 - Commerce eXtensible Markup Language (cXML)
 - Bundesverband Materialwirtschaft, Einkauf und Logistik e. V. catalog (BMEcat)
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Are real-time budget checks supported in guided buying?

Yes.

What new productivity features are currently available with guided buying?

There are two new features:

- A self-service administration page, enabling procurement managers to gain greater visibility into spend
- A Microsoft Excel import and export feature, enabling users to configure guided buying landing pages with an Excel template. You simply download the Excel template, enter configuration data such as item names and links in the rows and columns, then upload the completed template. Guided buying automatically generates the new landing page. You can continue to refine your landing page by repeating the Excel template data entry, and upload processes to generate improved landing pages.

Supplier ratings are planned for a future release of guided buying.

BENEFITS OF GUIDED BUYING

How does guided buying save time and money?

Users currently lose time and money trying to figure out complex procurement systems. Guided buying provides users with a single gateway to complete procurement actions, including buying, contracting, sourcing, services, non-catalog, and any other procurement requests. Guided buying simplifies the user experience by steering users to the right procurement systems and processes. Advanced time- and money-saving features include pushing low-dollar, high-volume workloads to straight-through processing and allocating resources to “high-touch” and “low-touch” processing only. Additionally, guided buying saves time and money by driving more spend toward preferred, contracted suppliers and toward self-service collaboration features such as three bids and a buy.

How does guided buying help buyers remain compliant?

Guided buying increases compliant spend by steering users to contracted preferred suppliers. Noncompliance occurs when users are unaware of procurement policies. Guided buying notifies all purchasers when a policy is violated at the point a decision is made – not after the transaction has been concluded. Users can choose whether they would like to proceed with the exception or make an alternate decision that does not violate the policy.

Find out more

For more information and additional resources about guided buying and how it can enable your employees to quickly and easily buy goods and services, go to <http://ari.ba/guidedbuying>.



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