Simplify Each Phase of the Purchasing Lifecycle
Work Simpler and Smarter, and Be More Strategic

Procurement professionals fill an extraordinarily important role in the organizations they serve – securing the right materials at the right time, quality, and price. Making procurement processes as efficient and lean as possible not only helps you be more effective in fulfilling this function. It also helps advance the role of procurement to be a strategic enabler of corporate value.

Procurement is transforming the work it does and the value it delivers. While procuring items at the lowest cost continues to be a leading goal, the expectation is that procurement will do so while maintaining tight control of its processes.

By automating and integrating buy-and-deliver processes and using networks to connect to suppliers in real time, your organization can manage dynamic processes such as procure to order more effectively. You can identify and mitigate supply-related vulnerabilities while providing visibility and control across all spend categories.

The SAP® Ariba® Buying solution helps your front-end procurement process operate with maximum efficiency while integrating with your ERP system for invoice and payment processing. This unique software-as-a-service (SaaS) solution also enables a faster guided buying experience, streamlined catalog maintenance, and a configurable interface – which can all help deliver quick ROI.
Automate the Purchasing Lifecycle

SAP Ariba Buying offers tools and features to meet a broad range of business needs (see the table on the next two pages). The software can be used by small, growing companies up to large enterprises looking to streamline catalog maintenance, simplify commerce, and help manage each phase of the procure-to-order process.

A simplified shopping experience helps employees buy goods and services compliant with your procurement guidelines. You can manage and maintain catalogs in multiple languages with millions of SKUs with ease for faster supplier enablement. An automated catalog verification capability helps speed updates, reduce workload, and improve accuracy.

Only approved suppliers are searchable through the solution. Preferred suppliers and products are prioritized in SAP Ariba Buying based on relevance to search criteria. Contract pricing is also applied. Plus, you can extend the procure-to-pay process to the cloud by connecting and collaborating with suppliers on Ariba Network, the world’s largest business-to-business network. You can use SAP Ariba Buying to create purchase orders and send them through Ariba Network to your suppliers.

What’s more, with API-based extensibility and the SAP Ariba Cloud Integration Gateway solution, SAP Ariba Buying comes equipped with business process integrations, including with SAP S/4HANA®.
## How SAP Ariba Buying Supports Procurement

<table>
<thead>
<tr>
<th>Business Need</th>
<th>Support Provided</th>
</tr>
</thead>
</table>
| Catalog administration       | • Multiple approaches to managing and accessing catalog content: internal, supplier managed, and punch-out  
• Intuitive tools that enable supply catalogs to be updated in minutes  
• Automated catalog verification capability that helps speed updates, reduce workload, and improve accuracy |
| Powerful search              | • Faster access to information  
• Predictive (type ahead) searching  
• Searching across catalog items and through the Spot Buy capability  
• Spot Buy capability to capture details of as-needed spend  
• Click-and-buy process that enhances the user experience and therefore encourages greater adoption  
• Buying capability that replicates a personal shopping cart experience  
• Support for greater transparency |
| Spot Buy capability          | • Reduction in the time and effort to find and buy nonsourced goods  
• Ability to bring nonsourced and tactical spend under control  
• Configurable business rules and workflows to help enforce corporate policies  
• Enabling a reduction in the cost of managing one-off suppliers (vendor setup and maintenance cost) |

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automate the Purchasing Lifecycle</td>
<td>How SAP Ariba Buying Supports Procurement</td>
</tr>
<tr>
<td>Enhance the User Experience</td>
<td>How SAP Ariba Buying Supports Procurement</td>
</tr>
<tr>
<td>Achieve Better Visibility and Control</td>
<td>Enforce Compliance While Enhancing Performance</td>
</tr>
<tr>
<td>Balance Convenience and Control with Spot Buying</td>
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</tr>
<tr>
<td>Business Need</td>
<td>Support Provided</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Mobile                       | • Persona-based design  
  • Integration with user community notifications in SAP® Ariba® solutions  
  • Ability to monitor key activities  
  • Real-time alerts  
  • Support for work on the go                                                                                                                   | Automate the Purchasing Lifecycle                                           | How SAP Ariba Buying Supports Procurement                               | Enhance the User Experience                                               | Balance Convenience and Control with Spot Buying                           |
| Budget check                 | • Enabling real-time budget checks against cost objects from the back-end ERP  
  • Supporting cost objects, such as internal orders or projects, where budget is allocated and managed                                                                                                                  | How SAP Ariba Buying Supports Procurement                               | How SAP Ariba Buying Supports Procurement                               | Achieve Better Visibility and Control                                     | Enforce Compliance While Enhancing Performance                             |
| Automation and approval flows| • Automated approval flows that help reduce order time and improve efficiency  
  • Ability to specify the approvals that are required for different types of requests  
  • Ability to set approval rules that define the conditions and approvals that specify actions for each rule                                                                                           | How SAP Ariba Buying Supports Procurement                               | How SAP Ariba Buying Supports Procurement                               | Achieve Better Visibility and Control                                     | Enforce Compliance While Enhancing Performance                             |
| Collaborative requisitioning | • Configurable forms that guide users through complex purchases  
  • Ability to request a quote from the catalog to enhance the user experience  
  • Preferred-supplier recommendations based on the category, supporting category compliance                                                                                                                   | How SAP Ariba Buying Supports Procurement                               | How SAP Ariba Buying Supports Procurement                               | Achieve Better Visibility and Control                                     | Enforce Compliance While Enhancing Performance                             |
| Multiple business-unit support| • Ability to track spending and corresponding content by business unit, department, and purchasing organization, by purchasing unit or procurement unit object                                                                                                                                                                                          | How SAP Ariba Buying Supports Procurement                               | How SAP Ariba Buying Supports Procurement                               | Achieve Better Visibility and Control                                     | Enforce Compliance While Enhancing Performance                             |
| Data center availability     | • Hosting at 13 global data centers worldwide                                                                                                                                                                                                                                                                                                                                                      | How SAP Ariba Buying Supports Procurement                               | How SAP Ariba Buying Supports Procurement                               | Achieve Better Visibility and Control                                     | Enforce Compliance While Enhancing Performance                             |
| Multi-ERP support            | • Ability to integrate multiple SAP Ariba solutions, allowing the sharing of enterprise-wide data while keeping site-specific and transactional data separate                                                                                                                                                        | How SAP Ariba Buying Supports Procurement                               | How SAP Ariba Buying Supports Procurement                               | Achieve Better Visibility and Control                                     | Enforce Compliance While Enhancing Performance                             |
| Intelligent configuration manager administration | • Ability to manage site configurations of various SAP Ariba solutions in one centralized location  
  • Access to a test site for testing and approving updates before packaging and transporting changes to the production site, with full visibility of what was changed, when, and by whom                                                                                       | How SAP Ariba Buying Supports Procurement                               | How SAP Ariba Buying Supports Procurement                               | Achieve Better Visibility and Control                                     | Enforce Compliance While Enhancing Performance                             |
| Forms builder                | • Ability to build forms independently, enabling a faster and flexible way to extend procurement processes                                                                                                                                                                                                                                         | How SAP Ariba Buying Supports Procurement                               | How SAP Ariba Buying Supports Procurement                               | Achieve Better Visibility and Control                                     | Enforce Compliance While Enhancing Performance                             |
Enhance the User Experience

An expectation for superior, consumer-grade user experiences and ease of use is no longer the exception in business software – it's the rule. With SAP Ariba Buying, users, professional and casual alike, get a highly functional yet attractive and intuitive interface.

The guided buying capability, which integrates with SAP Ariba Buying, gives users outside the professional procurement group one place to search for goods and services in a consumer-like way and purchase using an intuitive interface.

Plus, procurement professionals will find user-friendly service-entry sheets that enable tracking of projects, activities, and assets and help in determining detailed cost allocation for each one.

To further enhance the user experience, you can customize the look and feel of SAP Ariba Buying by changing the preferred language and currency. In addition, you can modify the dashboards on display to feature the most relevant information for performing your duties effectively.

Say goodbye to a clunky user experience. With SAP Ariba Buying, professional and casual users benefit from ease of use and a consumer-grade interface.
Achieve Better Visibility and Control

Take advantage of better end-to-end process control. Integrating SAP Ariba Buying with Ariba Network facilitates transactions and collaboration between buyers and suppliers. Buyers use SAP Ariba Buying to create purchase orders and send them through Ariba Network to their suppliers. Suppliers receive the orders and can then create and send order confirmations, advance ship notices, and invoices, if the buyer accepts these documents. The buyer can then send payment documents (remittance advices) to the supplier to document the payment transfer – for touchless invoice processing and validation.

Enable advanced reporting and spend analytics. With the expansion of spend analytics and workflows, SAP Ariba Buying can be combined with the SAP Ariba Invoice Management solution and other SAP Ariba Procurement solutions to provide you with a comprehensive workflow and reporting solution. Procurement organizations can gain visibility into additional spend categories not initiated in SAP Ariba Procurement solutions.

With multi-ERP support, organizations can integrate multiple iterations of the SAP Ariba Buying solution for cross-site reporting. More complex levels of integration can also help in partial or full data sharing between sites.

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Enforce Compliance While Enhancing Performance
Balance Convenience and Control with Spot Buying
Enforce Compliance While Enhancing Performance

SAP Ariba Buying helps drive compliance with purchasing policies through the guided buying capability. It provides a smart and intuitive shopping experience and guides employees to preferred buying channels, processes, and policies. As a result, employees have one place to search for goods and services, collaborate with suppliers, and quickly make compliant purchases with little to no involvement from procurement departments. Use existing catalogs and approval flows to direct your employees to the right items, the right policies, and preferred suppliers within your supply chain and Ariba Network.

By automating purchasing processes, your organization realizes the benefits of eliminating paper-driven processes. For example, automating purchase order delivery and invoice capture can improve efficiency and effectiveness across procurement and reduce turnaround times. It also enables you to accelerate approval processes, freeing up line-of-business teams to focus on more strategic work.

The procurement operations desk capability helps your procurement organization improve service-level agreements by automating center-of-excellence activities. It enables more effective collaboration, better compliance with policies, and reduction in the time spent on high-touch requests.

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Regardless of how comprehensive your catalogs are, there will come a time when an employee can’t find exactly what your organization needs when it needs it. In most companies, this means employees will buy from one-off suppliers. While this may meet the need in the moment, these purchases very often pose a managerial challenge because they’re outside of the normal procurement checks, balances, and paper trails.

The Spot Buy capability addresses this need by providing:
- An easier way to connect to content providers available from the capability’s ecosystem of suppliers, including marketplaces and qualified Ariba Network suppliers, enabling users to quickly find and buy what they need from among more than 100 million items
- A trusted source of supply from hundreds of preenabled suppliers such as eBay in the United States and Canada, Mercado Libre in Latin America, and Mercado in Europe, the Middle East, and Asia
- Control, because you customize it according to your policies and procedures, search criteria, and administrative contacts to manage spot buy requisitions
- Detailed data for monitoring and reconciling transactions

Reduce time and effort to find and buy nonsourced goods while gaining greater control over one-off purchasing.
Realize the Benefits of SAP Ariba Buying

By automating procure-to-order processes with SAP Ariba Buying, you can not only secure the right materials at the right time, quality, and price, but also do so more effectively. You gain a wide range of benefits that can help you respond with greater agility to meet your organization’s needs, enabling you to:

- Automate manual and paper-based transactional processing to reduce costs, increase accuracy, and improve efficiency
- Lead employees to preferred suppliers with a simplified guided buying experience to help reduce maverick spending, cut costs and risks, and enable compliance with purchasing policies
- Transact with all suppliers easily and confidently over Ariba Network
- Scale trading partner collaboration across many different channels
- Gain real-time insight across the end-to-end source-to-pay process
- Link together all spend categories across diverse ERP landscapes
- Bridge silos and disparate systems for managing tasks with incompatible data models
- Achieve a consistent and intuitive user experience
- Overcome resistance to change, tools, and processes

When you choose SAP Ariba Procurement solutions, you can move faster and spend better, helping advance the role of procurement to be an enabler of strategic value.
Summary
The SAP Ariba® Buying solution can help your company maximize efficiency, compliance, visibility, and control in its front-end procure-to-order processes while integrating with ERP systems to support invoice and payment processing. A fast and flexible guided buying experience, configurable interface, and streamlined catalog maintenance help deliver a quick ROI.

Objectives
• Have the right materials delivered at the right time with the right quality
• Achieve greater efficiency and profitability across procurement processes
• Streamline supplier collaboration
• Increase spend visibility and control across the end-to-end source-to-pay process
• Improve compliance with purchasing policies to help increase cost savings

Solution
• Intuitive click-through catalogs to buy all goods and services
• Built-in smart guidance to enforce compliance and direct users to the right items, policies, and suppliers
• Robust sourcing engine that powers self-service collaboration with preferred suppliers
• Integration of the buying process with supplier management and use of existing catalogs and approval flows

Benefits
• Enhanced user experience
• Improved visibility and control
• Better compliance and increased cost savings
• Greater efficiency and productivity

Learn more
To find out more, call your SAP representative today or visit us online.