SAP Ariba Glossary of Terms

General Terms

- **SAP Ariba**: A cloud-based procurement solution that streamlines sourcing, purchasing, and contract management processes.

- **Dashboard**: The main interface in SAP Ariba where users access tasks, documents, and reports.

- **User Profile**: Personal settings within SAP Ariba where users configure preferences such as language, notification settings, and default accounting codes and shipping addresses.

- **Three-Way Match**: A verification process ensuring that purchase orders, receipts, and invoices align before payment is processed.

Roles

- **Drexel University Shopper**: Baseline access to SAP Ariba for viewing documents, reconciling invoices, and creating team-based requisitions for purchases.

- **Drexel University Requester**: Can create requisitions for catalog and non-catalog items, code supplier-submitted invoices, reconcile invoice exceptions, and view their related documents. All purchases require approval from a financial approver.

- **Drexel University Requester Plus**: Can make purchases below $10,000 without approval; purchases above this limit or linked to contracts require financial approval. Responsibilities are similar to the Requester role but with fewer approval requirements for purchases under $10,000.

- **Drexel University Catalog Requester Plus**: Can make catalog purchases below $10,000 without financial approval; all non-catalog related requisitions require financial approval.

- **Approver**: Reviews and approves requisitions, invoices, and contracts in the workflow. Responsibilities include verifying documents for compliance and providing comments for rejected submissions.

- **Watcher**: Monitors specific documents without direct editing or approval permissions. Responsibilities include tracking document status and accessing reports for informational purposes.

Guided Buying

- **Guided Buying**: A user-friendly interface to simplify purchasing while ensuring compliance with procurement policies.

- **Catalog**: A collection of pre-approved products or services available for purchase within SAP Ariba.

  - **Hosted Catalog**: Pre-negotiated static catalogs maintained directly within SAP Ariba by suppliers.

  - **Punch-Out Catalog**: Links to external supplier websites for dynamic product selection; items selected are returned to SAP Ariba for processing.

- **Non-Catalog Item**: Goods and services not available in existing catalogs that can be requested for purchase.

Requisitions and Orders

- **Requisition (PR)**: A formal request to procure goods or services, created by the user and submitted for approval.

- **Team Requisitioning**: A feature in SAP Ariba that allows multiple users within a designated team to collaborate on creating and managing requisitions. Shoppers can initiate requisitions, which are then reviewed, completed, and submitted for approval by designated Requesters or Requester Plus team members. This ensures streamlined purchasing and compliance with organizational workflows.

- **Approval Workflow**: The predefined sequence of approvers that a document such as a requisition passes through before final approval.

- **On Behalf Of**: Functionality allowing a user to create a requisition for another individual, adopting the profile settings of the requestor.

- **Confirming Order**: A purchase order created after goods or services have already been received, typically used in special circumstances such as emergencies.

- **Blanket Purchase Order**: A purchase order (PO) that is created for a supplier to cover multiple anticipated orders throughout the fiscal year. Each invoice that gets submitted for various goods/services with that supplier is paid against that 'blanket' PO. At the end of the year, or at any time during the fiscal year, the PO can be reduced and/or added to (within the proper dollar thresholds). The PO should then be closed out at the end of the fiscal year and, if necessary, recreated for the next fiscal year based on anticipated spend.

Invoicing

- **Invoice (INV)**: A bill submitted by the supplier requesting payment for delivered goods or services.

- **Invoice Reconciliation (IR)**: A document used to resolve discrepancies between the purchase order, receipt, and invoice.

Sourcing and Contracts

- **Sourcing Event**: A competitive process, such as an RFP (Request for Proposal) or auction, conducted in SAP Ariba to select a supplier.

- **Request for Proposal (RFP)**: A formal document inviting suppliers to submit proposals for specific goods or services.

- **Bid Comparison**: A feature that allows side-by-side evaluation of supplier responses during a sourcing event.

- **Contract Workspace**: A centralized location for creating, storing, and managing contracts, including all related approvals and milestones.

- **Milestone Tracking**: A feature within the Contract Workspace to monitor key dates, deliverables, and compliance throughout the contract lifecycle.

System Features

- **Delegation of Authority**: Temporarily delegates approval responsibilities to another user during absences.

- **Notifications**: Alerts for tasks, deadlines, and system updates, displayed on the dashboard or sent via email.

- **Audit Trail**: A log of all actions taken on a document or transaction, ensuring transparency and accountability.

- **Mobile Access**: The ability to use SAP Ariba on mobile devices, ensuring flexibility and real-time task completion.