



Guided Sourcing Capability for SAP Ariba Sourcing

Overview, Details & Road Map

SAP Procurement Product Success Group & SAP Procurement Adoption Team

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Agenda

1. Introduction

Intuitive. Intelligent.
Comprehensive.



2. Innovation Themes

Intuitive. Intelligent.
Comprehensive.



3. Key Features & Road Map

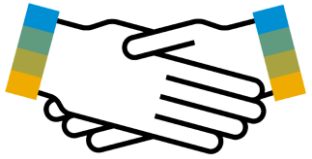
Intuitive. Intelligent.
Comprehensive.

1. Introduction

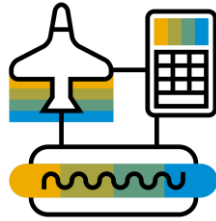


eSourcing

Would you like to...



Collaborate with
suppliers



Address categories of **direct**
and **indirect spend**



Ensure **compliance** with
category strategy



Negotiate better
savings

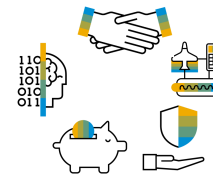


Provide **intelligent**
guidance to your users

?

eSourcing with Guided sourcing

**Intuitive. Intelligent.
Comprehensive.**



Discovery of new supply base | **Faster** time to market | **Guided and intuitive** solution to drive adoption

Guided Sourcing | Essentials



What is it?

- The guided sourcing capability **is our new Sourcing UX** and **continuously will be fuelled with innovation**
- It's not only a new skin, but a full revamp and redesign following the most current usability guidelines and principles

Why?

- We receive recurrent feedback that we have very good functionality, but **UI and navigation are dated**
- We listen to the **feedback from our customers** and guided sourcing is the answer to their usability concerns

Why now?

- After putting effort in some other areas, especially architecture and integration with SAP backends, **it has been the time** to make a total upgrade to the UX layer end of 2020.
- Why now enable it? Guided sourcing is **now at a mature stage** enabling a full strategic sourcing process.

What's the licensing model?

- It's part of the **existing Sourcing license**

When was it made available?

- **In November 2020**, and **we continue releasing new features over time**

2. Innovation Themes



Guided Sourcing | How do we innovate

Our Innovation Themes



User experience and core sourcing

- Maximize user adoption
- Improve operational efficiency



Autonomous procurement

- Provide intelligent support to end users
- Automate non-value-add tasks



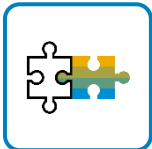
Direct spend

- Increase coverage of spend in the solution
- Harmonize processes and tools for all types of spend



Analytics and decision support

- Drive achievement of the best possible outcome
- Gain insights and identify areas of improvement



Best of suite

- Deliver consistent and robust end-to-end process across the Intelligent Enterprise
- Provide open platform to ecosystem of partners

3. Key Features & Road Map



Strategic Sourcing | The Business Process – high level



In the following slides, we want to highlight how Guided Sourcing supports the process

Guided Sourcing | Full Project Management

[illegible]

Guided Sourcing | Full Project Management



In App Document Preview*

Events and other documents

Create Upload Download Move Copy Delete

<input type="checkbox"/>	Folders and documents	Type	Version
<input type="checkbox"/>	RFP Template	Event	v1
<input checked="" type="checkbox"/>	TQR Documents	Folder	Original
<input type="checkbox"/>	desgin document.docx	Document	Original
<input type="checkbox"/>	3GZC500013-287_B.pdf	Document	v1
<input type="checkbox"/>	ETQ Documents	Folder	v1
<input type="checkbox"/>	MPQ and A (PPAP)	Folder	Original

SAP

2022_Cage Motors_PPAP / TQR Documents / desgin document.docx

desgin document.docx

Document | Draft | Doc833179899 | Unlocked

*Note: At this point in time, in app preview of documents is valid for PDF and MS Word

Guided Sourcing | RFX creation



Packaging and Print RFP_2024

RFP | Draft | ID: Doc785704560 | Multi-round bidding enabled

Event duration Suppliers Items that need quotes Questions, requirements, and attachments

1 Create ————— 2 Publish ————— 3 Monitor

Event duration

Event starts
MM/DD/YY HH:MM ☒ Start after click Publish

Event ends
Time Duration 30 Minutes

Save Cancel

Suppliers (3)

i We have 4 supplier recommendations. [Add suppliers from recommendations](#)

Invite supplier Uninvite

Supplier name	Contact name
<input type="checkbox"/> Lk-MRO Limited	Richard Xu
<input type="checkbox"/> Pitt Equipment Supply Company	Chris Smith
<input type="checkbox"/> Touch Stone LLC	Mike Lee

Event duration

After the event is published

Edit

Suppliers (0)

We have 7 supplier recommendations

Add suppliers

Supplier name

Add recommended suppliers

We've found these suppliers based on regions, and departments; if similar recommendation.

Search by supplier name, or Supplier ID

All recommended suppliers (7)

Supplier name	Recommendations
<input checked="" type="checkbox"/> Touch Stone LLC	Items: 12
<input checked="" type="checkbox"/> Flying Dutchman Co...	Items: 12
<input type="checkbox"/> Lk-MRO Limited	Items: 5
<input type="checkbox"/> Silver Valley Syst...	Items: 8
<input type="checkbox"/> Everyday Transport...	Items: 10
<input type="checkbox"/> Cast Transportatio...	Items: 12
<input type="checkbox"/> Smith Solutions	Items: 1

Add recommended suppliers

We've found these suppliers based on your past events with similar line items, commodities, regions, and departments; if similar contracts exist, they are also used in the recommendation.

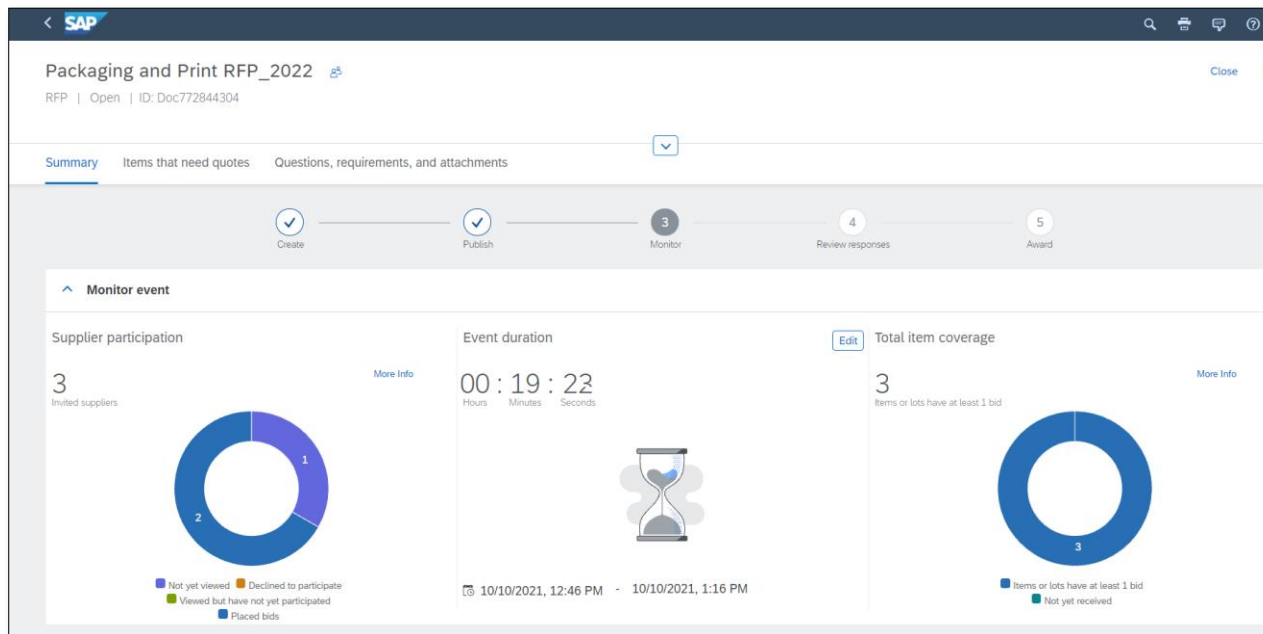
Search by supplier name, or Supplier ID

All recommended suppliers (7)			
Supplier name	Recommended for	Supplier ID	Contacts
<input checked="" type="checkbox"/> Touch Stone LLC	Items: 12	S6688585	Michael Waugh+2more
<input checked="" type="checkbox"/> Flying Dutchman Co...	Items: 12	S11612599	Priya Patel+2more
<input type="checkbox"/> Lk-MRO Limited	Items: 5	S11624501	Richard Xu+1more
<input type="checkbox"/> Silver Valley Syst...	Items: 8	S10630468	chaitra ananda+5more
<input type="checkbox"/> Everyday Transport...	Items: 10	S12126337	Priya Patel+1more
<input type="checkbox"/> Cast Transportatio...	Items: 12	S12126339	Richard Xu
<input type="checkbox"/> Smith Solutions	Items: 1	S6446327	Amber Smith

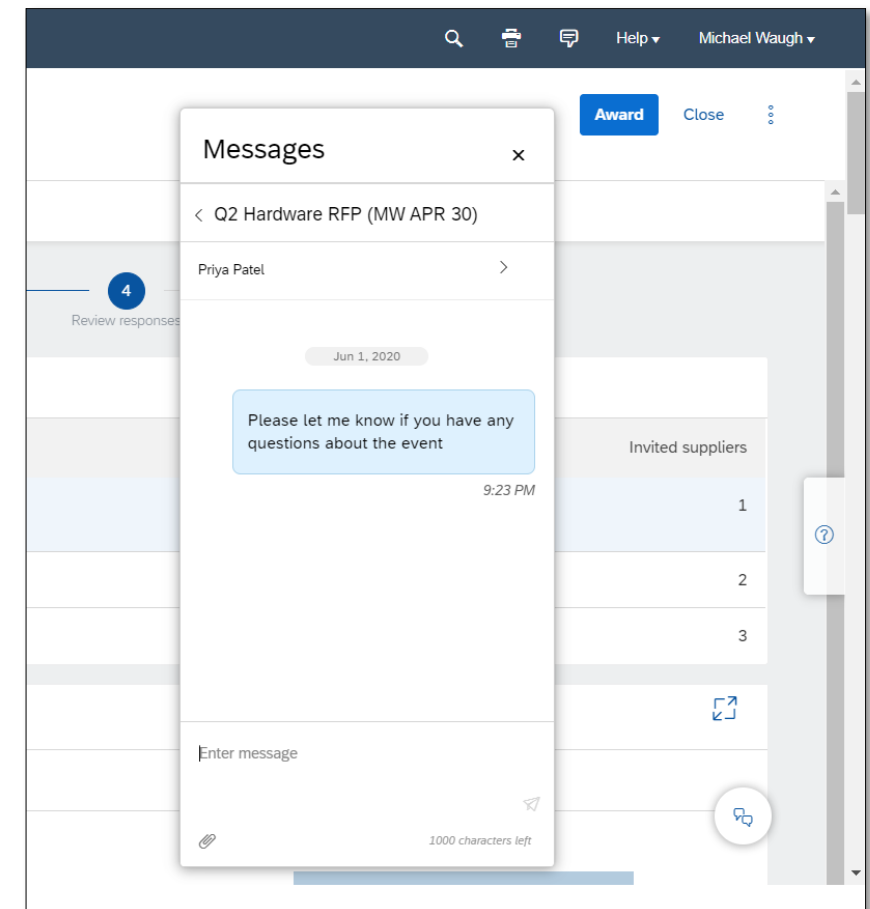
Intuitive event creation

Supplier and content recommendation

Guided Sourcing | RFX monitoring



Intuitive event monitoring



Intuitive messaging

Guided Sourcing | RfX Multi-Round Bidding



RFq_Sunflowers 2022

RFP | Review responses

Award scenarios

Allocate awards

Active

Award scenarios

Scenario

\$116.41K

Best Bid

Create a new round

Event starts
Tue, Mar 15, 2022, 1:33 PM GMT+1

Event ends
Time Duration 30 Minutes

Select suppliers and items for new round

10 items and 5 terms

1.0 Bouquets

2.0 Vase

2.1 Vase_Sunflowers Bouquet_50 each

2.2 Vase_Sunflowers Bouquet_40 each

Touch Stone LLC

Lk-MRO Limited

Flying Dutchman Company

\$57,425 USD

\$0.00

\$58,985 USD

\$64,995 USD

\$59,990 USD

\$58,985 USD

\$57,425 USD

\$57,450 USD

\$57,475 USD

\$34.97 USD

\$34.98 USD

\$34.99 USD

Rank 1 Lowest

Rank 2

Rank 3

0.0%

0.1%

Done

RFq_Sunflowers 2022

RFP | Review responses | ID: Doc932343507

Round 3

Award

Close

Award scenarios

Allocate awards

Active

Round 3

Items

Item coverage

Invited suppliers

3

3

3

Award scenarios

Scenario

\$109.49K

\$109.49K

Best Bid with Limited Number of Suppliers

Scenario summary

\$109.49K

10 / 10

100%

Total spend

Awarded items

Quantity coverage

Selected suppliers (2)

Proposed spend

% of total spend

Proposed savings (%)

Awarded items

Flying Dutchman Company

\$58,985.00 USD

53.87%

0.00%

5 / 10

Touch Stone LLC

\$50,500.00 USD

46.13%

0.00%

5 / 10

Best bid award allocation

10 items and 5 terms

1.0 Bouquets

2.0 Vase

2.1 Vase_Sunflowers Bouquet_50 each

2.2 Vase_Sunflowers Bouquet_40 each

2.3 Vase_Sunflowers Bouquet_30 each

Touch Stone LLC

Lk-MRO Limited

Flying Dutchman Company

\$58,985 USD

\$0.00

\$58,985 USD

\$64,995 USD

\$59,990 USD

\$58,985 USD

\$57,425 USD

\$57,360 USD

\$57,475 USD

\$32 USD

\$34.94 USD

\$34.99 USD

Rank 1 Lowest

Rank 2

Rank 3

9.2%

9.2%

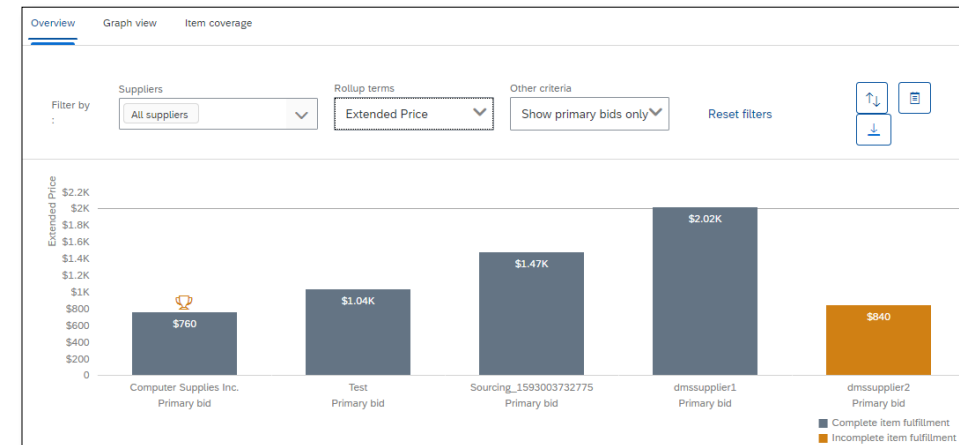
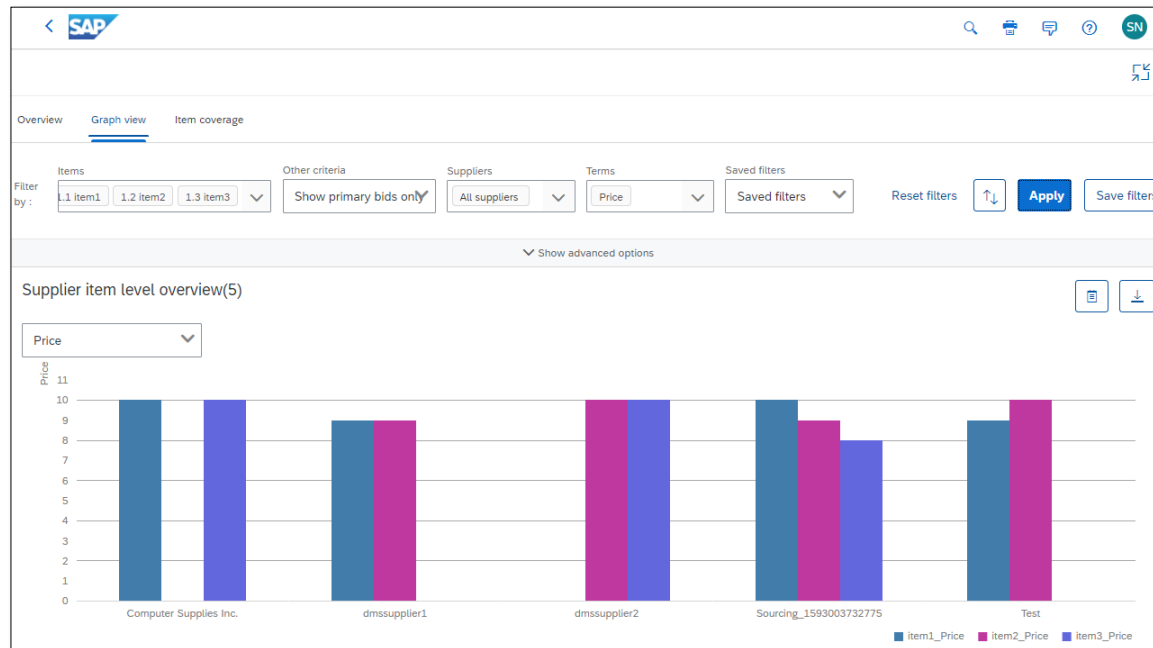
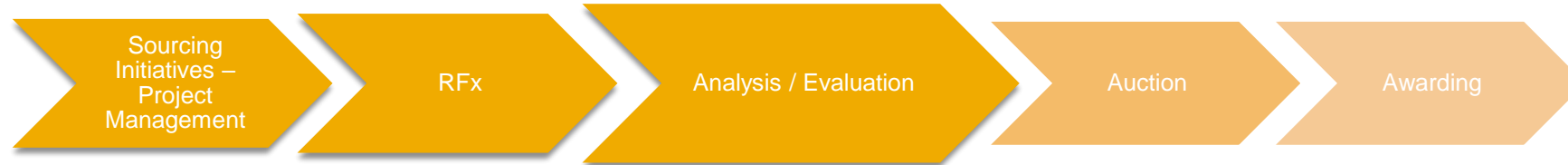
9.2%

Allocated qty: 500 each (100%)

Allocated qty: 500 each (100%)

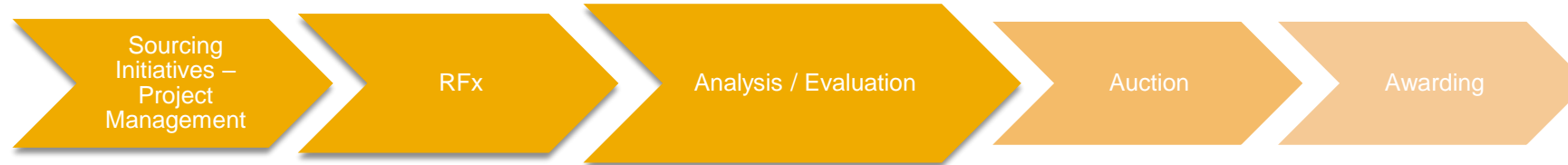
Allocated qty: 500 each (100%)

Guided Sourcing | Bid Analysis



Optimization scenarios & Analysis for single round events

Guided Sourcing | Grading and Scoring – Scorecard Example



Scorecard
Packaging and Print RFP__2022

Sort by: Total Grade: high to low Export report

Grading criteria	Overall weight	Pitt Equipment Suppl...	Lk-MRO Limited	Touch Stone LLC
Items and terms	70 %	57.38 %	37.09 %	39.36 %
General info and requirements	30 %	2.55 %	10.2 %	5.1 %
1.0 ESG (Environmental Social Governance)	30 %	7.5 %	30 %	15 %

Expand all Collapse all

1.1 Please confirm that the company is fully compliant with all relevant environmental permits/licenses/consents and that there have been no regulatory issues/cases of non-compliance/enforcement action in the last three years.

1.1.1 2.55 %

1.1.2 Is the company considering the use of more environmentally friendly and safer raw materials/ chemicals in the production process?

1.1.2 2.55 %

1.1.3 Does the company monitor and report its carbon and/or other greenhouse gas (GHG) emissions such as methane, nitrous oxide etc.?

1.1.3 2.55 %

1.1.4 Has the company implemented an environmental management system to manage environmental matters and has this been externally certified e.g. to ISO 14001 or equivalent standard?

1.1.4 2.55 %

Guided Sourcing | Current Auction Capabilities

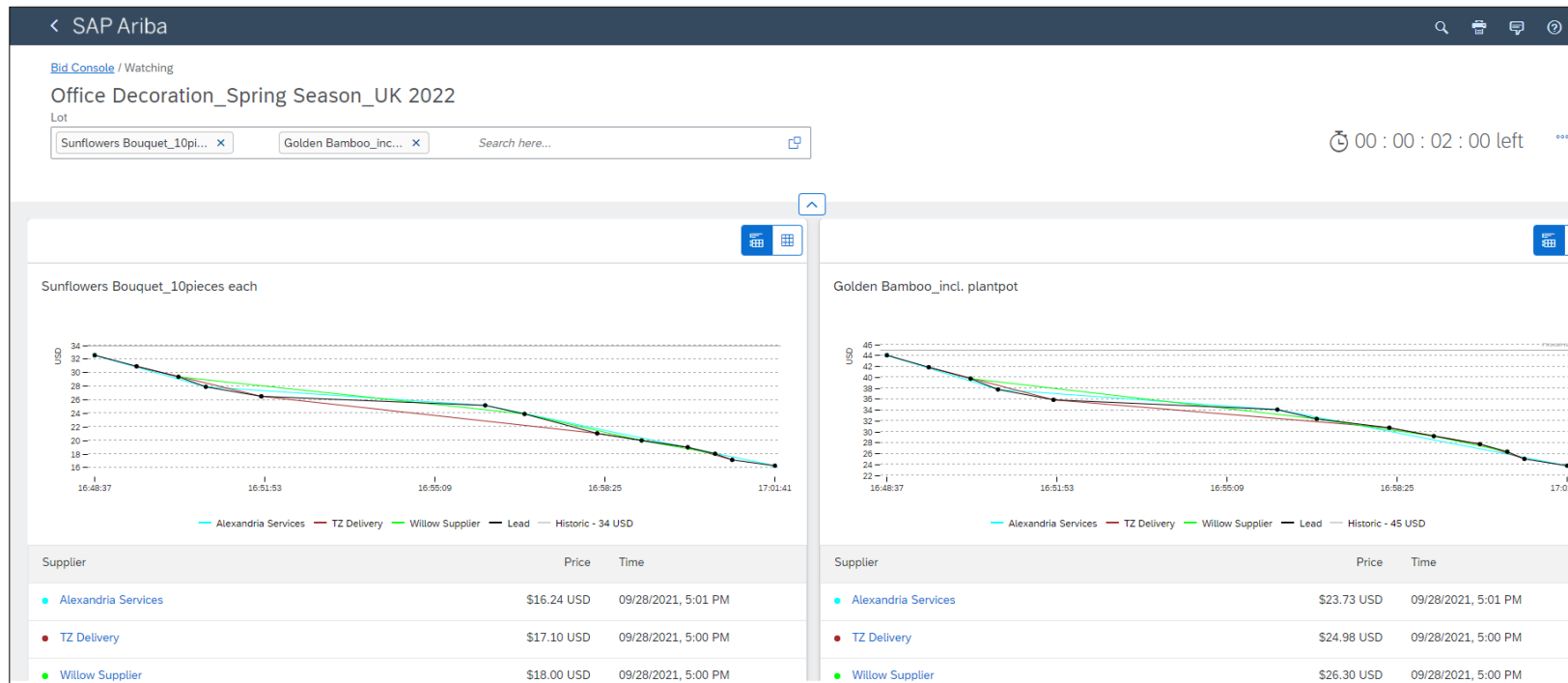


Auction types available now:

- **English Reverse Auction**
- **Dutch Auction**
- **Japanese Auction**
- **Total Cost Auction**
- **Traffic Light Bidding**
- **Basket & Lot Auctions**

Guided Sourcing | Current Auction Capabilities

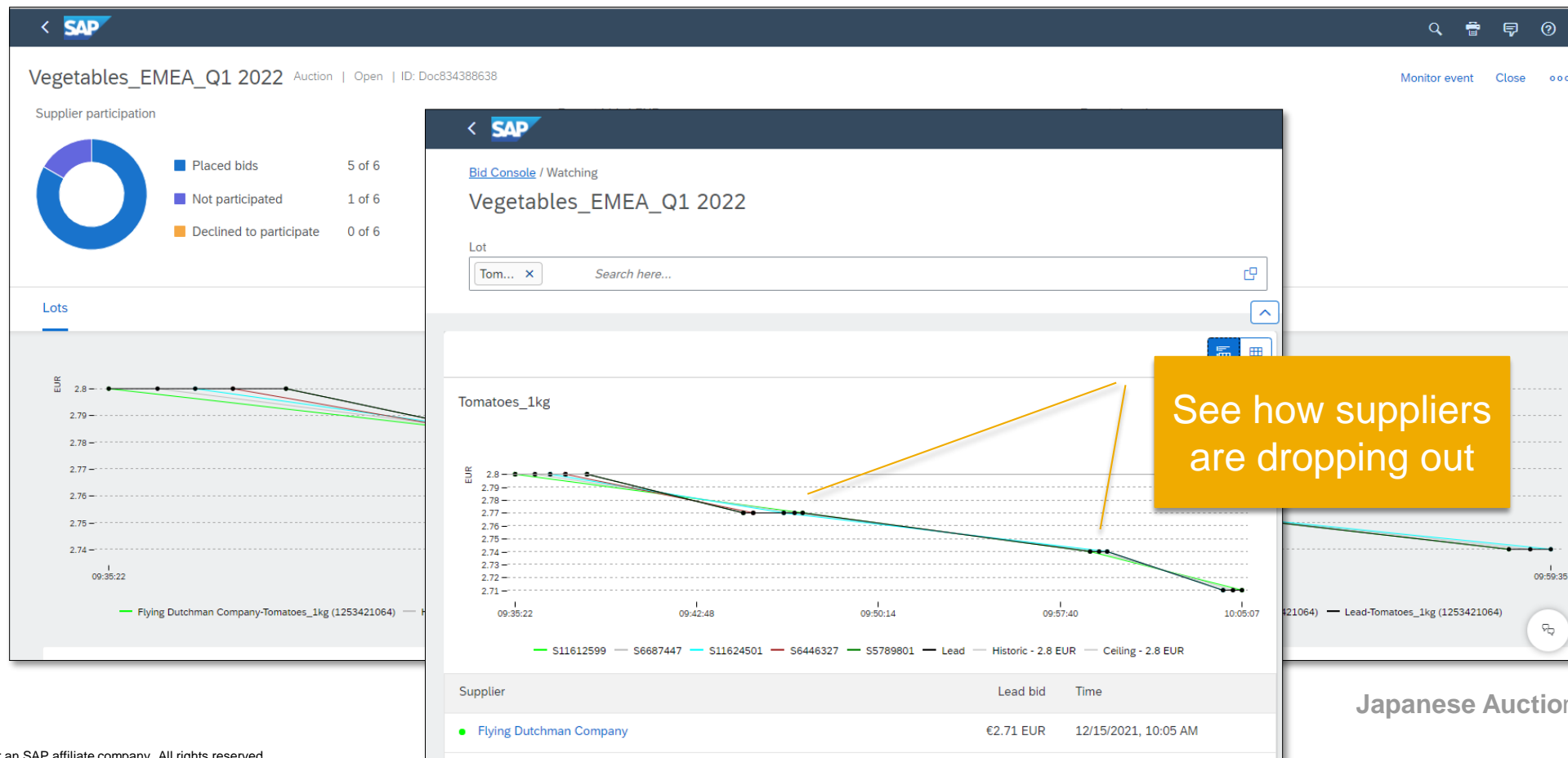
English Reverse Auction Example



English Reverse Auction – Example for monitoring incoming bids
Dutch Auctions is also available since 2111

Guided Sourcing | Current Auction Capabilities

Japanese Reverse Auction Example



Guided Sourcing | Current Auction Capabilities

Traffic Light bidding Example



SAP Sustainable Office Supplies_2022

Auction | Open | ID: Doc836627400

Tasks Summary Items that need quotes

Create Publish Monitor Review responses Award

Tasks

Task	Type	Status	Owner	Due date	Approvals or reviewers	Associate a document
Approval for Event Publish*	Approval for pub...	Approved	Patricia Lines			Sustainable Office ...

Monitor event

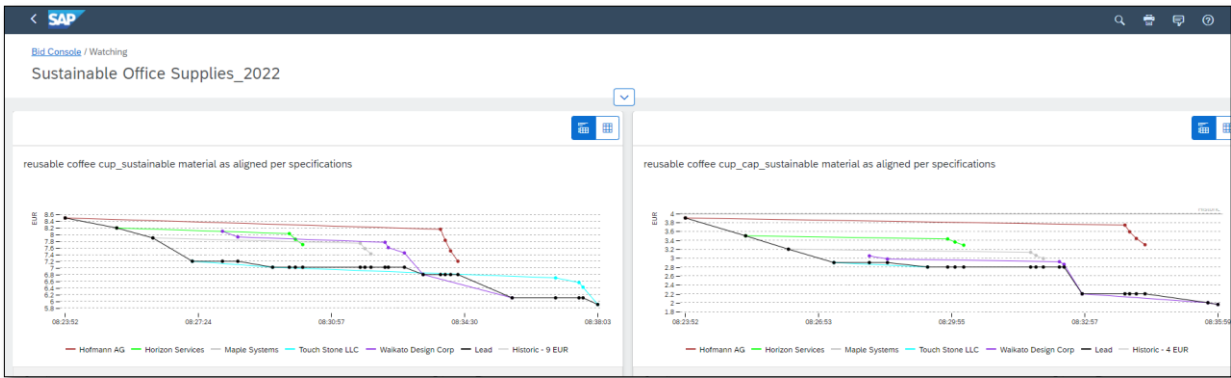
Supplier participation: 5 invited suppliers

Event duration: 00:14:37

Total item coverage: 2 items of 100 have at least 1 bid

Items that need quotes

Item	Touch Stone LLC	Waikato Design Corp	Hofmann AG	Maple Systems	Horizon Services
1.0 reusable coffee cup_sustainable material as aligned per specifications	€5.9 EUR Rank 1 Lowest Green	€6.1 EUR Rank 2 3.4% Yellow	€7.2 EUR Rank 3 22.0% Yellow	€7.42 EUR Rank 4 25.8% Yellow	€7.7 EUR Rank 5 30.3% Yellow
2.0 reusable coffee cup_cap_sustainable material as aligned per specifications	€2.8 EUR Rank 2 42.3% Yellow	€1.96 EUR Rank 1 Lowest Green	€3.3 EUR Rank 5 68.4% Red	€2.99 EUR Rank 3 52.6% Yellow	€3.29 EUR Rank 4 67.9% Red



SAP Acting as: John West

Console Doc836627400 - Sustainable Office Supplies_2022

Time remaining in open: 00:22:48

Event Messages Response History

Checklist

- Review Event Details
- Review and Accept Prerequisites
- Select Lots/Line Items
- Submit Bids

All Content

Name	Rank	Price	Quantity	Extended Price
1.0 reusable coffee cup_sustainable material as aligned per specifications	2	€7.70	2,000 each	€15,400.00 EUR
2.0 reusable coffee cup_cap_sustainable material as aligned per specifications	4	€3.29	2,000 each	€6,580.00 EUR

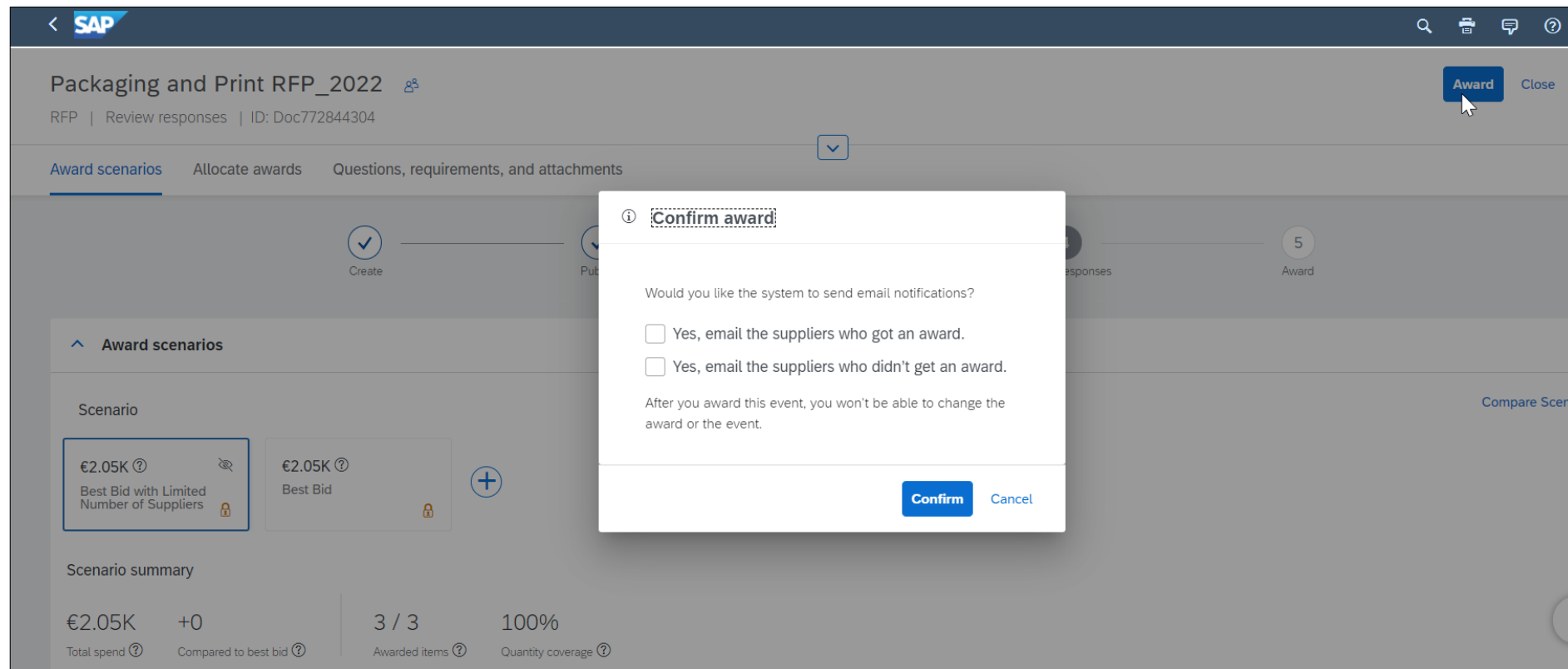
Decrement selected items by: 2 % Apply

Submit Entire Response Update Totals Reload Last Bid Save draft Compose Message Excel Import

Supplier view

Traffic light bidding

Guided Sourcing | Awarding



One-click awarding
Incl. external system integration to allow follow-on documents after awarding (PIR, PO, Scheduling agreement etc)

But what about....?

Is this covered already?

Available features

Available Features
Today



User experience and core sourcing

- Full Projects
- RFI/RFP/Auction (English & Dutch reverse auction, Japanese auction)
- Multi-round bidding
- Lots
- Surrogate bidding
- Alternative and email bidding
- Publish and award approvals
- Collaboration/messaging functionality
- Event-level reporting
- Scoring & Grading
- Prerequisite questions (with and without owner review)
- Bulk terms edit support
- Support for services hierarchies
- Conditional content
- Envelope bidding
- Sealed bidding
- Traffic Light bidding
- Basekt Lot event & auctions
- Total Cost RFPs & Auctions
- Translation for event content
- Show hidden feed items on guided sourcing dashboard
- Event content update using Simplified Excel Import
- Import event content from standard SAP Ariba Excel documents
- Enhanced approval functionality to publish and award tasks



Autonomous procurement

- Intelligent event creation
- Intelligent supplier recommendation
- Intelligent content recommendation



Direct spend

- Material master integration
- Category attribute hierarchy
- Support for pricing conditions
- Cost breakdown analysis
- Support for 700 suppliers
- Create material quote requests from the direct material sourcing dashboard
- Category Attribute Hierarchy Content automation based on Event header fields
- Ability to import material volume data into product sourcing (collect material pricing by volume scale, time periods, and plant)



Analytics and decision support

- Out-of-box optimization scenarios
- Bid History and Bid Comparison report
- Advanced bid analysis
- Award scenario comparison



Best of suite

- Integration with Contracts and SLP
- In-application tool guidance (provided by SAP Enable Now)
- Customer-configured content in SAP Enable Now
- [ECC Integration](#)
- S/4HANA integration**
- [External system integration to allow follow-on documents after awarding \(PIR, PO, Scheduling Agreement etc.\)](#)
- *custom fields support within the 4BL and 4QN integration
- Ability to specify an external system while creating material quote requests from the direct material sourcing dashboard

Guided Sourcing | Available features

Recap



The vision

Road map – What's coming next

Deployment – How to deploy and adopt



Road map

Phased approach summary

The sole source of truth for road map information is the SAP Road Map Explorer.



Q2

User experience & core sourcing

- Multi-stage events
- Message board in Full Projects
- Custom notifications
- Mass translation of event content
- Manual award scenarios via xls export/import
- Sourcing Support Desk and Event Day Management

Autonomous procurement

- Smart Excel import for RFI and auctions

Best of Suite

- Automatically invite preferred suppliers
- Sourcing request support for the 4BL and 4QN integration scenarios

Analytics and decision support

- Enhancements to the bid comparison report

Direct Spend

- Recurring Quotes for materials – event creation automation
- Enhanced UI for the CAH
- Create BOM quote requests from the direct material



Q3

User experience & core Sourcing

- Bid transformation in auctions
- English & Dutch forward auctions
- Audit log in guided sourcing
- Usability enhancements in guided sourcing tables
- Custom offline response sheet
- Email bidding in multi-round events
- Ad hoc requests

Autonomous procurement

Best of Suite

- View expiring contracts in the For You dashboard

Analytics and decision Support

- Additional downloadable reports
- Price trend analysis in multi-round and multi-stage events
- Custom optimization scenarios

Direct Spend

- Category field (ERP merchandise) to autofill event content



Q4

User experience & core sourcing

- RFQ for more than 24 months
- ...

Autonomous procurement

- Award Scenario Recommendations
- ...

Best of Suite

- ...

Analytics and decision Support

- ...

Direct Spend

- ...

We are almost at parity with Core Sourcing. Roadmap is currently being designed.

Stay tuned.

Guided Sourcing Multi-Stage Projects/Events

Q2/2022

LAB Preview



The screenshot illustrates the SAP Guided Sourcing project creation process. It shows the 'Create guided sourcing project' screen with fields for Name and type, Smart import (optional), and Project details. A yellow box highlights the 'Items that need quotes (0)' section, which includes a dropdown menu with options: Section, Item, Lot, Items from material master, Items from finder, and Items from predecessor project. A yellow arrow points from the 'Items from predecessor project' option to a dialog box titled 'Adding items from "School furniture_City 2023"'. This dialog box contains two checked options: 'Copy participant responses as initial bid value' and 'Copy participant responses as participant-specific initial values'. Another yellow arrow points from the 'Copy from predecessor project' button in the main screen to the 'Predecessor' field in the project details section, which is set to 'School furniture_City 2023 (Doc953284975)'. A final yellow arrow points from the 'Auction' tab in the project details section to the text 'From RfP to Auction'.

→ From RfP to Auction

Benefits

- Enable the staged sourcing process: from rfi to auction
- Improve operational efficiency

Guided Sourcing

Auto invite preferred suppliers*

Q2/2022

LAB Preview



The screenshot shows the SAP Ariba Guided Sourcing interface for a tender titled 'Office Equipment_Geneva_Expand Go_2023'. The interface includes a progress bar with five steps: 1. Create, 2. Publish, 3. Monitor, 4. Review responses, and 5. Award. The 'Suppliers' tab is active, displaying a table of invited suppliers. Three yellow arrows point to specific elements: the first arrow points to the 'Add supplier recommendations' button, the second arrow points to the 'Preferred' column header, and the third arrow points to the search bar.

Supplier name	Contact name	Invited to bid on	Is this an incumbent supplier?	Preferred	Registration Status	Qualification Status	Auto-Invited
<input type="checkbox"/> Flying Dutchman Company	*** Priya Patel +1	3 Items	No <input type="checkbox"/>	Yes	Not Invited	Qualified	Yes
<input type="checkbox"/> Lk-MRO Limited	*** Richard Xu +1	3 Items	No <input type="checkbox"/>	Yes	Not Invited	Qualified	Yes

Benefits

- Leverage the benefits of SAP Ariba Supplier Lifecycle Management / Strategic Sourcing Suite
- Expedite the tender creation process

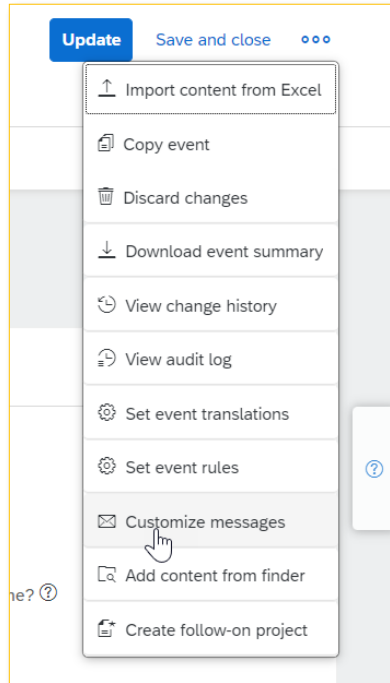
*for customers who also have SAP Ariba Supplier Lifecycle Management licensed and implemented the preferred supplier setting

Guided Sourcing

Customize email notifications per event

Q2/2022

LAB Preview



Apply Templates To	Message Template Name	Subject	Content	State	Customized	Edit
All Participants	Awarding: announcement to participant who has been awarded	[AWARDED_ITEM_NUMBER] lot(s) from Event [EVENT_TITLE] have been awarded.	You have been awarded business for [AWARDED_ITEM_NUMBER] lot(s) from the [SPONSOR_CORPORATE_NAME] event [PROJECT_ID] [EVENT_TITLE]. The following is a summary of the first 10 lots: [ITEM_NAME] To complete the transaction, please contact [SPONSOR_BUYER_NAME] at [SPONSOR_PHONE] or via e-mail at [SPONSOR_EMAIL]. For details about this event, please visit the [SPONSOR_CORPORATE_NAME] Ariba site [SITE_URL]. Thank You, [SPONSOR_CORPORATE_NAME]	Enabled	No	
All Participants	Bid is deleted	Your response in event [EVENT_TITLE] has been deleted by [SPONSOR_BUYER_NAME]. See response history for details (Reference Number:[BID_ID]).	Ariba event [PROJECT_ID] [EVENT_TITLE]: Your response has been deleted. For details about this event, please visit the [SPONSOR_CORPORATE_NAME] Ariba site [SITE_URL]. If you have any questions about the response deletion, please contact [SPONSOR_BUYER_NAME] at [SPONSOR_PHONE] or via e-mail at [SPONSOR_EMAIL]. Thank you, [SPONSOR_CORPORATE_NAME]	Enabled	No	
All Participants	Bidding ends: event moves to 'Pending Selection' state	Event [EVENT_TITLE] is no longer accepting responses.	Thank you for participating in the Ariba event [PROJECT_ID] [EVENT_TITLE]. The event [EVENT_TITLE] is now in Pending Selection and is no longer accepting responses. We will analyze the responses and notify you of the outcome of the event. For details about this event, please visit the [SPONSOR_CORPORATE_NAME] Ariba site [SITE_URL]. If you have any questions about the event, please contact [SPONSOR_BUYER_NAME] at [SPONSOR_PHONE] or via e-mail at [SPONSOR_EMAIL]. Thank you, [SPONSOR_CORPORATE_NAME]	Enabled	No	
All Participants	Confirms successful email bid	Successfully placed bid for [EVENT_TITLE]	Dear [PARTICIPANT_FULL_NAME], Your bid for [EVENT_TITLE] was received successfully. If you have questions, please contact [SPONSOR_BUYER_NAME] at [SPONSOR_PHONE] or via e-mail at [SPONSOR_EMAIL]. For details about this event, please visit the [SPONSOR_CORPORATE_NAME] Ariba site [SITE_URL]. Thank you for participating. [SPONSOR_CORPORATE_NAME]	Enabled	No	

Benefits

- Drive event specific notifications
- Enable event dedicated communication
- Be more dedicated and individual vs generic system notifications

Guided Sourcing

Manual awarding scenario with Excel Export/Import

Q2/2022

LAB Preview



The screenshot displays the SAP Guided Sourcing interface. At the top, under 'Award scenarios', there are four scenario cards: '€255.00K Best Bid', '€255.00K Best Bid with Limited Number of Suppliers', '€385.00K Best Savings', and 'manual awarding using excel import' (highlighted with an orange box). Below these, a message states 'You are viewing manual awarding using excel import' with an 'Award' button. The main section is titled 'manual awarding using excel import award allocation'. It features a search bar and a toolbar with icons for 'Display', 'Filter', 'Download', 'Import', and 'Export'. A dropdown menu is open, showing 'Import award scenario' and 'Export as'. Below this is a table with columns for '3 items and 4 terms', 'Myriad', 'Li-MRO Limited', and '€344,000 EUR'. The table lists various equipment items like '1.0 Workspace Equipment', '1.1 Silent mouse', '1.2 Ergonomic Monitor', and '1.3 Laptop', along with their extended prices, savings percentages, and rankings. The SAP logo is visible in the bottom left corner.

Benefits

- Create your own awarding scenarios using Excel
- Combine your work experience in Excel with Guided Sourcing
- Drive user acceptance and adoption

Next steps

Available resources for you



Get started today

- **Enable the guided sourcing capability in your realm** and familiarize yourselves with the solution
- If you require additional support, get in touch with your CSP
- Don't want to hop from guide to guide, get everything you need in one book:
[the buyer playbook for guided sourcing](#)

Other resources on guided sourcing

- Product documentation
 - [Guided sourcing – new user experience for sourcing events](#)
 - [Managing events with guided sourcing](#)
 - [Setting up guided sourcing](#)
 - [Guided sourcing – Customer FAQ](#)

1 Enable Guided Sourcing

First, you must activate Guided Sourcing in your Sourcing site.

With the Customer Administrator permission:

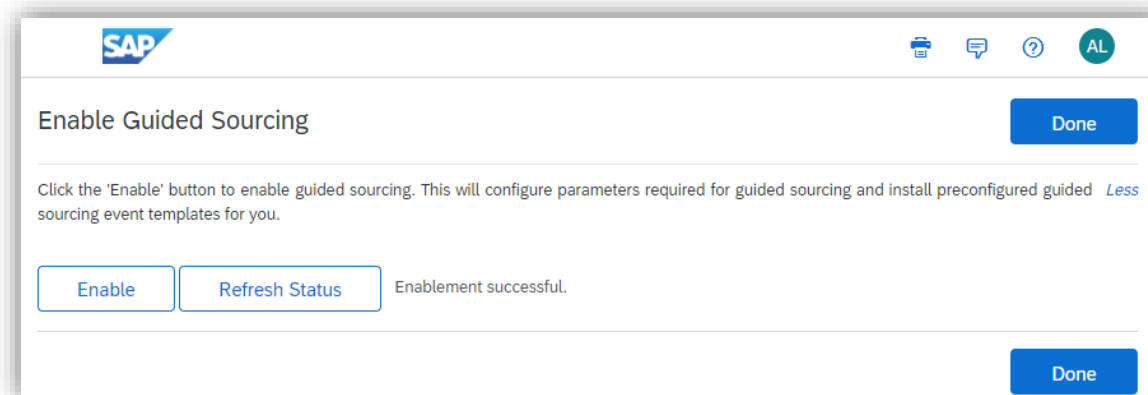
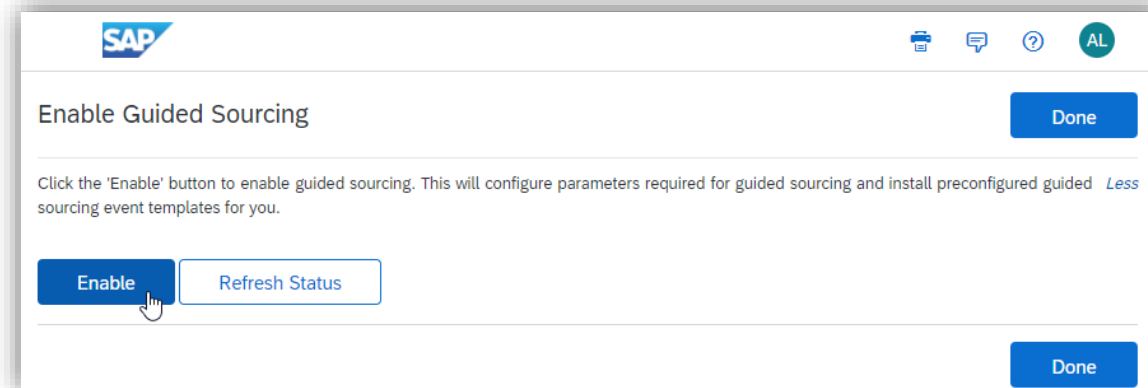
1. Click *Manage > Administration > Event Manager > Enable Guided Sourcing > Enable*
2. Voilà! The task will automatically run to enable Guided Sourcing and out-of-the-box Guided Sourcing templates. After a few minutes, you will see a *Enablement Successful* next to the Refresh Status button.

Some recommendations from SAP:

- Enable Guided Sourcing first in your Test site to try it out!
- Once the task is run to enable Guided Sourcing, it cannot be disabled; however, access to Guided Sourcing is permission-based. Even if you enable Guided Sourcing in your site, you still control which users can create and access Guided Sourcing via permissions.
- Don't have Customer Administrator permission? You may need to reach out to your system administrator.



View complete documentation to enable Guided Sourcing



2 Assign User Groups

Only members of the *Category Buyer* group will have the option to create Guided Sourcing events. To create, edit, or publish Guided Sourcing events, a user must also be a member of a group with the underlying Sourcing permissions such as the Sourcing Analyst group.

With the Customer Administrator or Customer User admin permission:

1. Click *Manage > Administration > User Manager > Groups*.*
2. Search for the group *Category Buyer*.
3. In the entry for Category Buyer, click *Actions > Edit*.
4. On the edit page, click *Users > Add/Remove*.
5. Search for and select the users to add to the *Category Buyer* group.
6. Click *Done > Save*.

*If you are a full suite SAP Ariba customer with Buying or Buying & Invoicing, the path is *Manage > Core Administration > User Manager > Groups*.

Groups

Search fields are case-insensitive and you can enter all or part of a name.

Search Filters: [Add/Remove Search Filters](#)

Group Name:

Description:

Active: ☒ Yes ☐ No ☐ Either

[Search](#) [List All](#)

Group Name	Defined By	Description	User Can Request Responsibility	Enabled for login	
Category Buyer	SYSTEM		No	No	Actions

[Create Group](#)



View complete documentation to configure users for Guided Sourcing



4. Wrap up SAP for you & Q&A



SAP for You:

We have something planned for you

Customer Engagement
Influence and Adopt

Customer Influence and Adoption

We offer a range of programs that give customers the opportunity to influence SAP software development decisions and adopt new innovations early on.

Kontakt

[Overview](#)[Our Programs](#)[How to Join](#)[Existing Opportunities](#)[Customer References](#)

Guided Sourcing Global User Group

Quarterly Meetings/Roundtable



- Release review | Release preview
- Influence Requests checkup
- Strategy Update(s)
- Knowledge and experience exchange with SAP Product Management

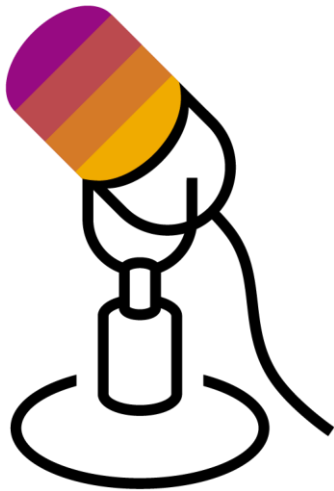


Opens for registration:
June 13th 2022



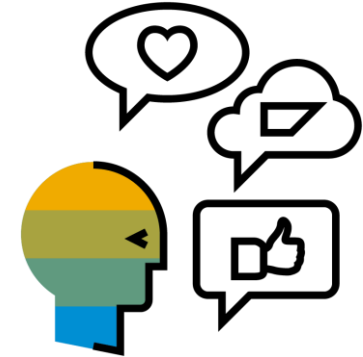
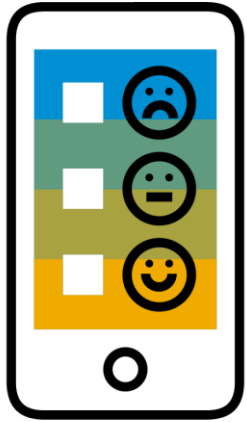
Kick off: September 2022

Questions and Answers



Event Survey

Please scan the QR with your smartphone and kindly let us know your feedback:



Thank you.

THE BEST RUN 

Thank you.

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